

As announced in October 2020, the GRAR Tech Committee embarked on a project to modernize the Forms folder structure in TransactionDesk (TD). As a result, two new folders appeared, and five other folders were removed to make things easier to find.

As always, it is still super easy to find any form up top in the search box by typing in any part of the form name. One of the benefits of restructuring the folders was that when you do search for a form, it now does not show as being in three

or more folders as often (sometimes that may still be true, but often it will come up just once).

The new folders were:

- **All Listing Related Forms**
- All Purchase Related Forms

These replaced the following and if you are still seeing any of th you are a candidate for learning how to 'clean-up' your folders. of these folders or any individual forms that are outdated still is likely because at some point, you opened a form in that fold print it or look at it and then did not delete it. Check to make they are not forms you need. Then, if you still want to delete fo folder will go away. These folders should not be there anymore

- **All GRAR Forms**
- Addenda
- **Contracts**
- **Disclosures**
- **Miscellaneous Forms**

For example, the folders shown here with red X'S should all be removed once each are opened and any files in that folder are

To get started, click on the Forms folder on the left in TD. Then Individual Forms vs Transaction Forms, if given Back the choice. Then choose one of the above folders, if shown, like \*All GRAR Forms which **Buye** may look like this:

The next step is to open each of these folders and clicking to check mark each one to be deleted and then click on the Basket icon to



delete all by clicking on the trash can icon. Then the \*All GRAR Forms folder will go away.

more	Forms
	Back To Home
	Viewing Individual Forms
	*All GRAR Forms
	Adenda
nese,	All Listing Related
If any	All Purchase Related
exist, it ler to	Contracts
sure	Data Input, Delayed Negot/Showing & Change Forms
orms, the	Fannie Mae Forms
9:	Miscellaneous Forms
	New Construction Related Forms
	NYSAR Forms
	🛅 Other - Buffalo (Erie County) Forms
9	Other - Chautauqua-Cattaraugus MLS Forms
deleted.	🛅 Other - Greater Syracuse Forms
select	Other – Allegany, Cayuga and other counties
Fo Individual Forms	
ing *All GRAR Forms	
r's Notice of Conditional Removal of Contingencies (09/15)	
sive Right to Sell (6/12)	
Compliance Addendum to Purchase & Sale for Residential Housing (05/09)	
ct Your Family From Lead in Your Home Brochure (06/17)	
ase and Sale Contract for Lots and Vacant Land (09/15)	
Form Basket	

7 View

**-**8 Exclu

2 Purch

Clos