

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 more 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 these, you are a candidate for learning how to 'clean-up' your folders. **If any of these folders or any individual forms that are outdated still exist, it is likely because at some point, you opened a form in that folder to print it or look at it and then did not delete it.** Check to make sure they are not forms you need. Then, if you still want to delete forms, the 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 deleted.

To get started, click on the **Forms folder** on the left in TD. Then select **Individual Forms** vs Transaction Forms, if given the choice. Then choose one of the above folders, if shown, like ***All GRAR Forms** which 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.

