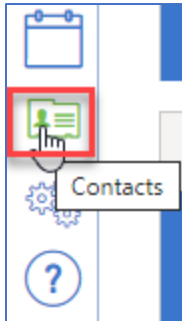


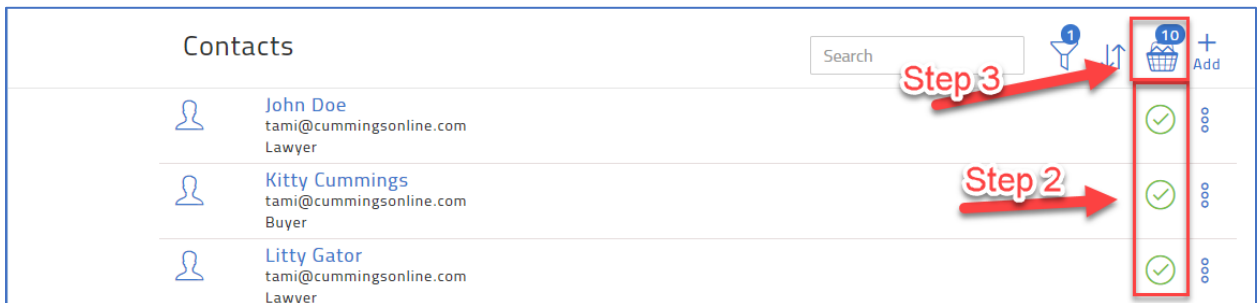
Transferring Contacts from Transaction Desk to Remine Pro

As we prepare to transition the online forms program from Transaction Desk to Docs+, you will want to transfer your Contacts so that you have access to them when you move to Docs+. They will need to be uploaded to Remine Pro, which will make them available in Docs+. To do this you will download them from Transaction Desk to a CSV file and upload that file to Remine Pro.

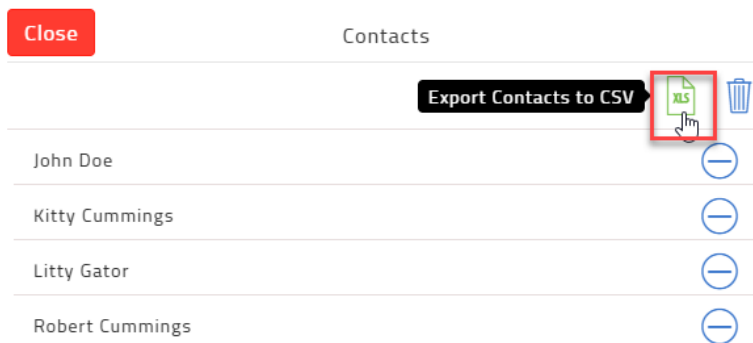
1. Open Transaction Desk and click Contacts on the left-side menu.



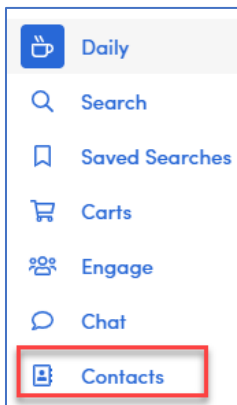
2. Click the circle to the right of each contact that you want to download to select it.



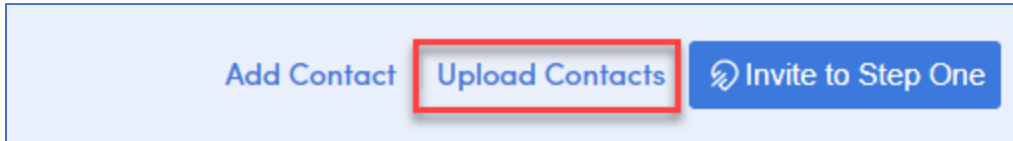
3. When all desired contacts are selected, click the basket in the upper right. See image above.
4. Click the piece of paper icon in the upper right to download the contacts to a CSV file (Excel spreadsheet).



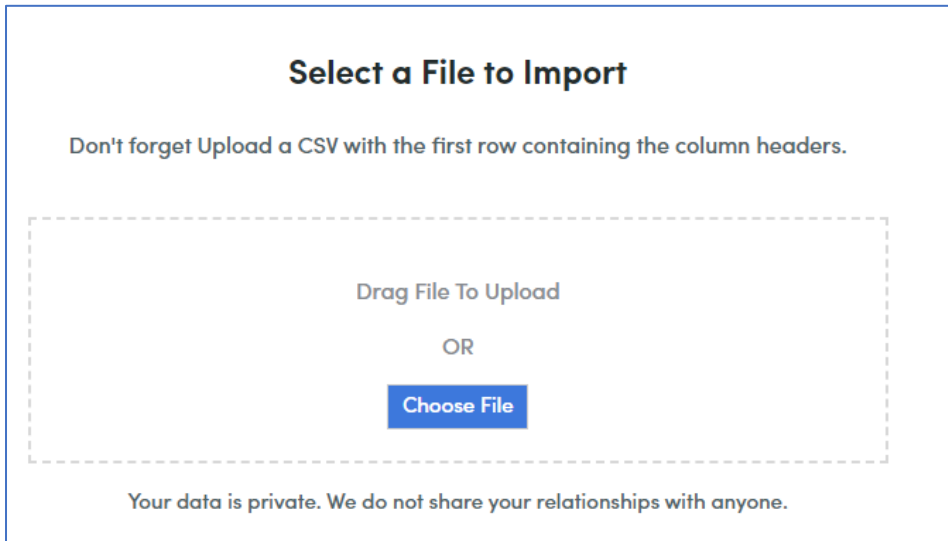
5. Once the contact file is downloaded, go to Remine Pro and click Contacts on the left-side menu.



6. Click Upload Contacts in the upper right corner.



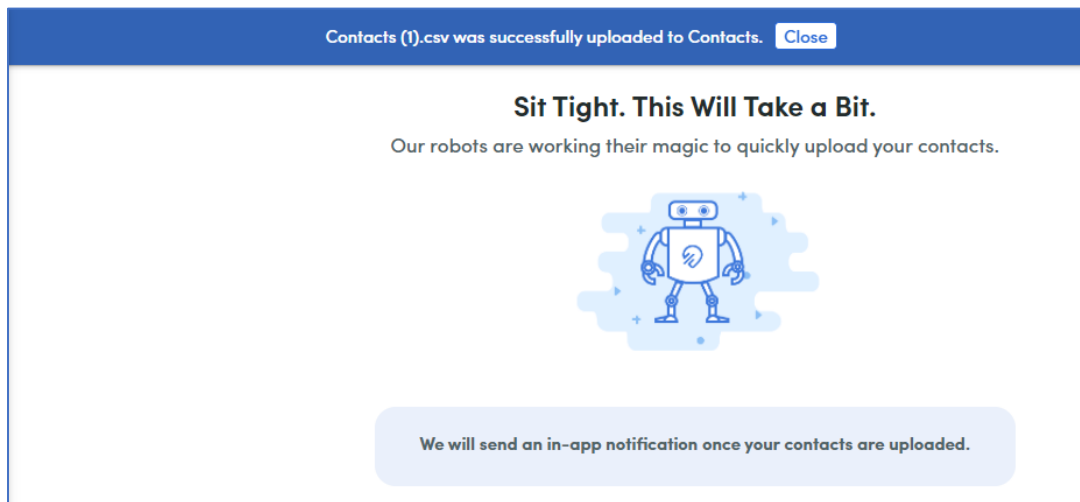
7. You can drag-and-drop the downloaded file into the box to upload your contacts or you can click the Choose File button to navigate to the location of the file.



8. Select the columns to Import by checking the box. Select the Remine field that matches the column in the file you are uploading using the drop-down list to the right.

Import?	Your Headers	Remine Headers
<input checked="" type="checkbox"/>	FirstName	First Name
<input type="checkbox"/>	MiddleName	Middle Name
<input checked="" type="checkbox"/>	LastName	Last Name
<input checked="" type="checkbox"/>	Email	Email
<input type="checkbox"/>	Company	Home Country
<input type="checkbox"/>	Title	Home City
<input checked="" type="checkbox"/>	HomeStreetNumber	Home Address 1
<input checked="" type="checkbox"/>	HomeStreetName	Home Address 1
<input checked="" type="checkbox"/>	HomeCity	Home City

9. Click the Done button in the bottom left corner of the page when finished.
10. Depending on how many contacts you have to upload, it could take a few minutes. When it is complete, you will get a message at the top of the page indicting this. See blue bar picture below.



11. Click Done in the lower right corner and you will be taken to your Contacts with all of the contacts from Transaction Desk uploaded.

If you have questions, please contact Realcomp's Customer Care department at (866) 553-3430.