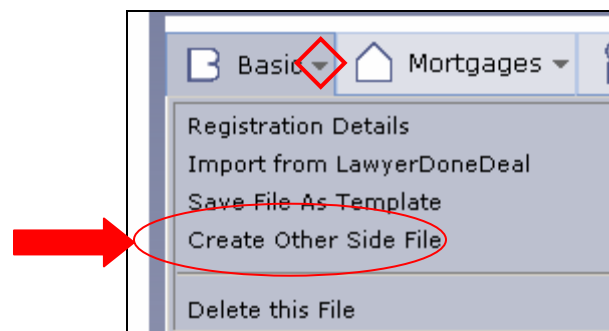


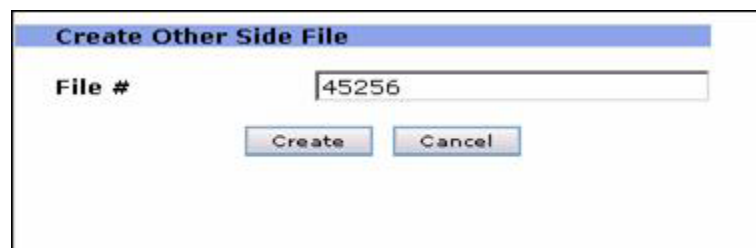
Sharing Purchase and Sale File information in RealtiWeb

You may need to act for both the purchaser and vendor on a transaction. RealtiWeb™ provides you with this ability. To act for both the purchaser and vendor, use the Create Other Side File feature, and do the following:

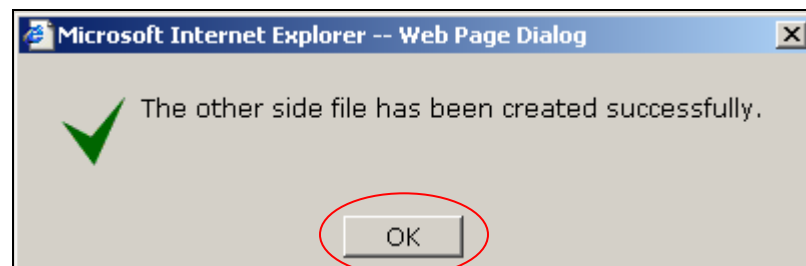
1. Create your file for the Purchase or Sale transaction.
2. At any time in your file creation process, you can create and copy the information to a file on the other side of the transaction. To create the you require for the other side of the transaction, on the Basic button, click the down button, and then click **Create Other Side File**.



3. Enter the file number you wish to use for the file on the other side of the transaction, then click **Create**.

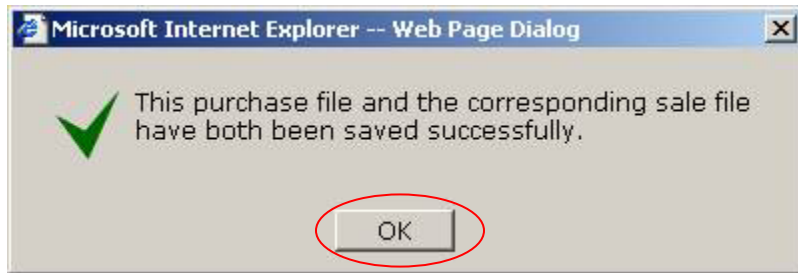


4. You will get the following message:



Click **OK**. A file is created on the file list with a transaction type of Sale if you started with a Purchase file, or a transaction type of Purchase if you started with a Sale file.

5. As you enter further information and save your file, you will get the following message:



- Click **OK**.

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