Workshare Transact

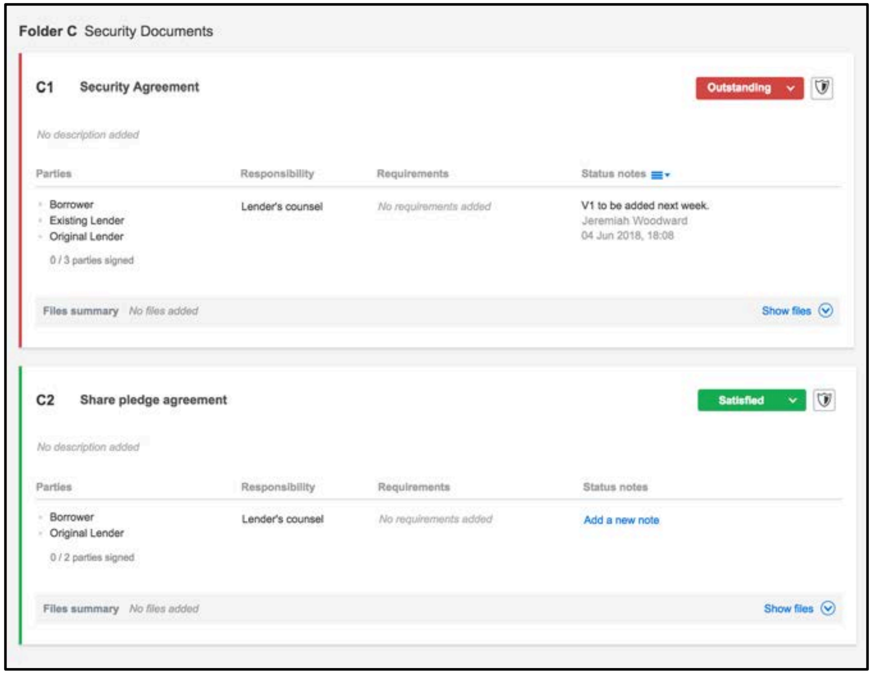
Create a deal

Getting Started Guide

Workshare

Create a deal in Workshare Transact

Learn how to set up the structure of your deal checklist, invite participants, assign user roles and set access restrictions.



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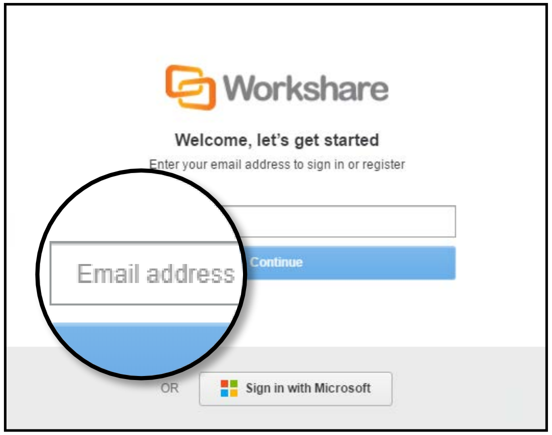
Get started...

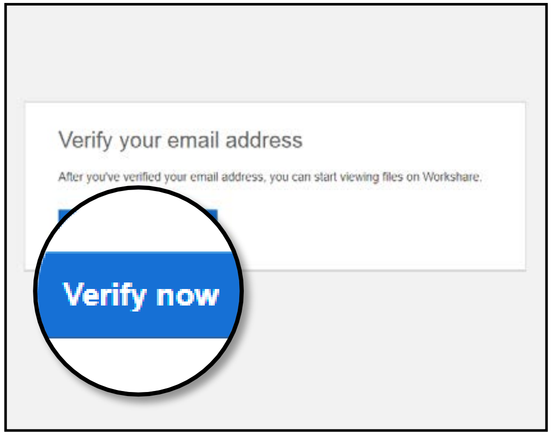
Create an account and sign in

The first step is to create a Workshare account.



Go to **my.workshare.com**. Enter your email address and click **Continue**.

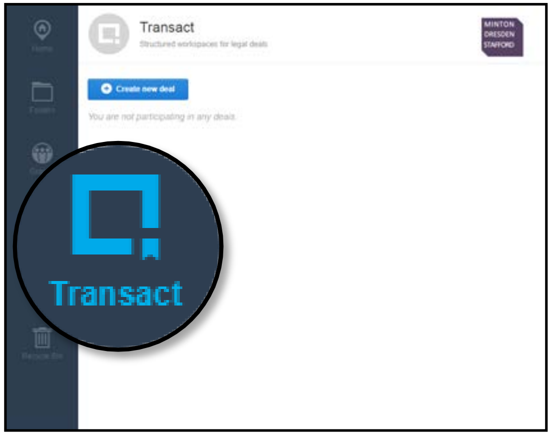
A confirmation email is sent to you.



In the confirmation email, click **Verify now**.

You're asked to set a password. The new password must have:

- At least 8 characters
- A mix of upper and lower case letters
- At least 1 number



Once your password is set, you're logged into Workshare.

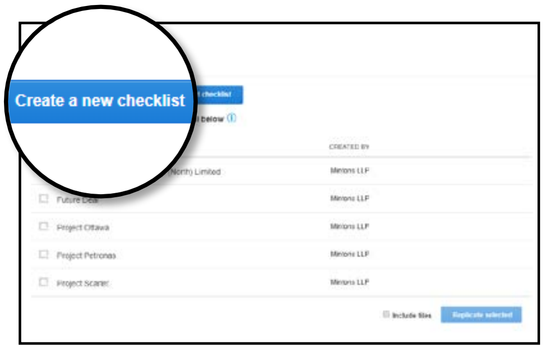
Select **Transact** to access your deal list. This is where you create new deals and access any existing deals.

If you're using the desktop app, you can follow the same steps.

Create a new deal

When you click **Create new deal**, you are asked to give your deal a name (and provide additional details, if this option is configured by your organization). After that, you have three options to create your checklist.

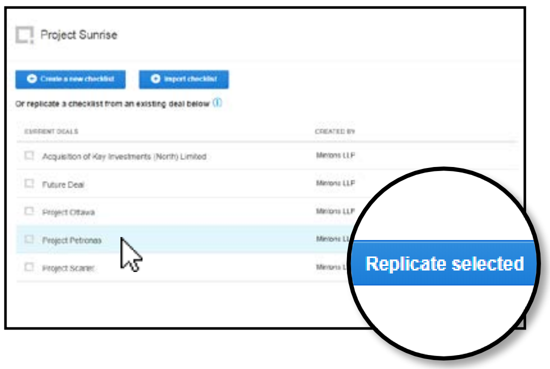
1 Manually create a new checklist



Create the checklist from scratch and add the documents manually. This option is used least often because it takes the most amount of work.

To create a checklist from scratch, follow the steps on the next page.

2 Replicate a checklist

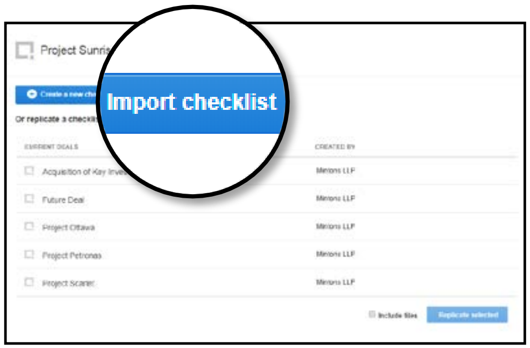


Replicate an existing checklist from a template workspace or a previous deal. To replicate a checklist:

1. Select the relevant deal from the list.
2. Click **Replicate selected**.

You can edit the checklist as needed.

3 Import a checklist



Import checklist information using our standard Excel template. This is useful for banking deals where the checklists are created directly from CP schedules.

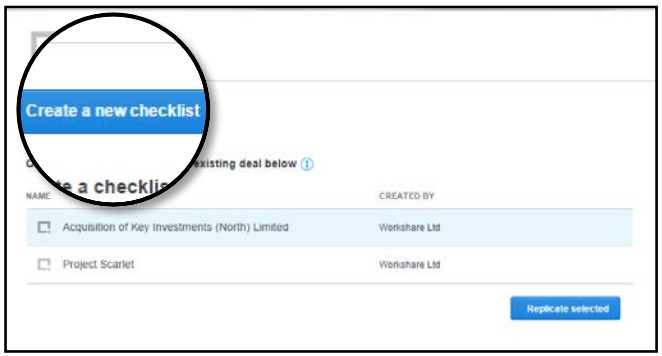
This functionality requires separate training by your firm's internal support team or Workshare. You can find out more in this knowledge base article: **Import your checklist**

If you are asked to enter additional details when you click Create new deal, enter the information requested and confirm you've read and understood the guidelines, then continue with the steps on this page.

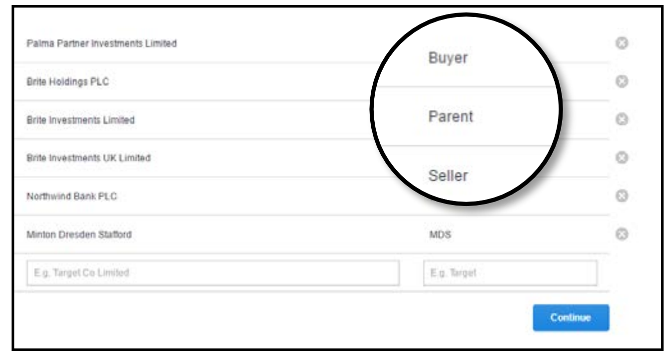
Manually create a new checklist

When creating a new deal from scratch, you need to set up the deal's structure.

1. Click **Create a new checklist.**

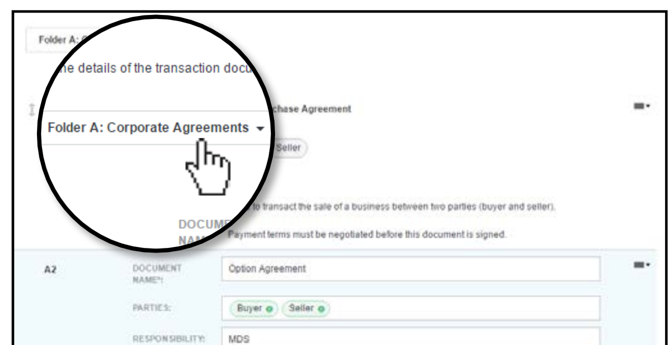


2. Enter the names of all parties to the deal. Give each one an abbreviation. Click **Continue**.



3. Name the folders and click **Continue**.

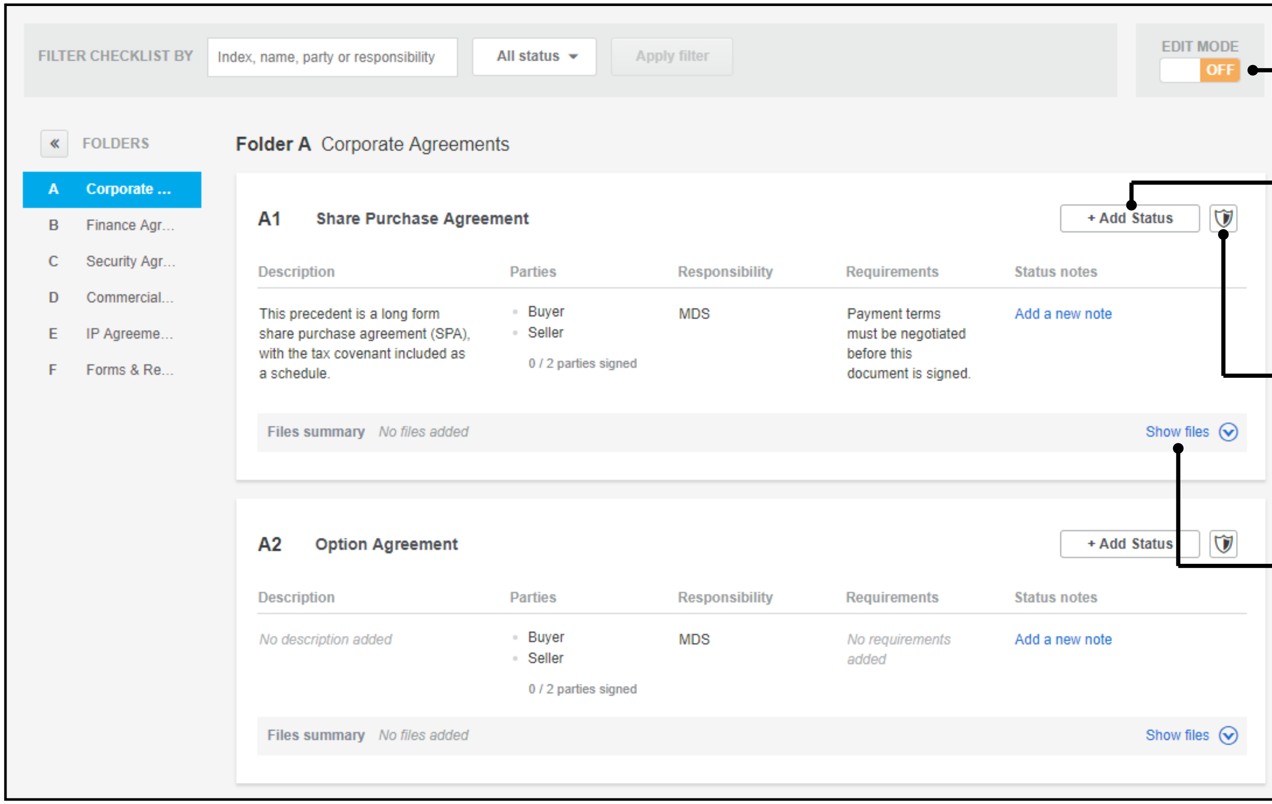
4. Add the document details using the drop-down to navigate between folders. Click **Go to checklist**.



i Party names, party abbreviations and folder names must be unique.

Go to the checklist for the first time

The **documents checklist** is where deal participants can review and update the status of the deal as well as upload files.



Use edit mode to edit the checklist.

Status labels help you track how a checklist item is progressing.
(page 8)

Access restrictions control who can access a checklist item.
(page 11)

This is where you add files to a checklist item.

For more information about editing the checklist, exporting the checklist, uploading files and creating final versions, see **Learn more** at the end of this guide.

The Deal actions menu

The options to modify and report on your deal are available from the Deal actions menu.

Download a Word or PDF version of the documents checklist that can be printed.

Edit checklist parties and folders.

Admins only.

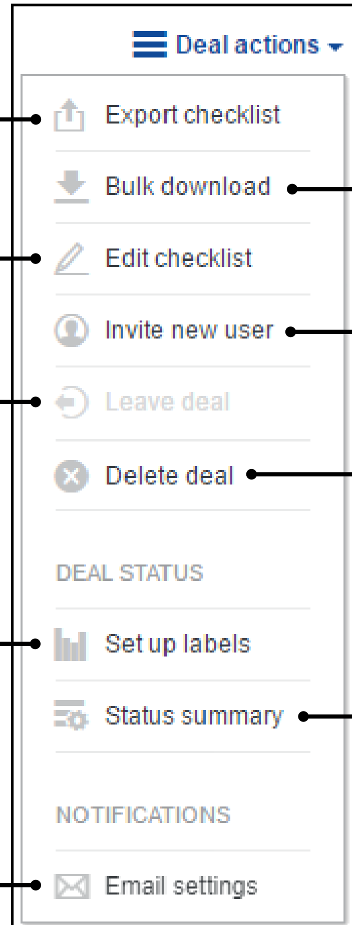
Permanently remove yourself from this deal.

A deal owner can't leave their own deal.

Add or remove status labels and change the existing label text and colors.

Admins only.

Choose how often you receive email notifications about deal activity. By default, you receive a daily digest email, which lists all activity from the last 24 hours.



Download all files in the checklist or download only the closing binder files.

Shortcut to **Invite new participants**.

Admins only.

Delete the deal. All files will be deleted and the deal will not be recoverable.

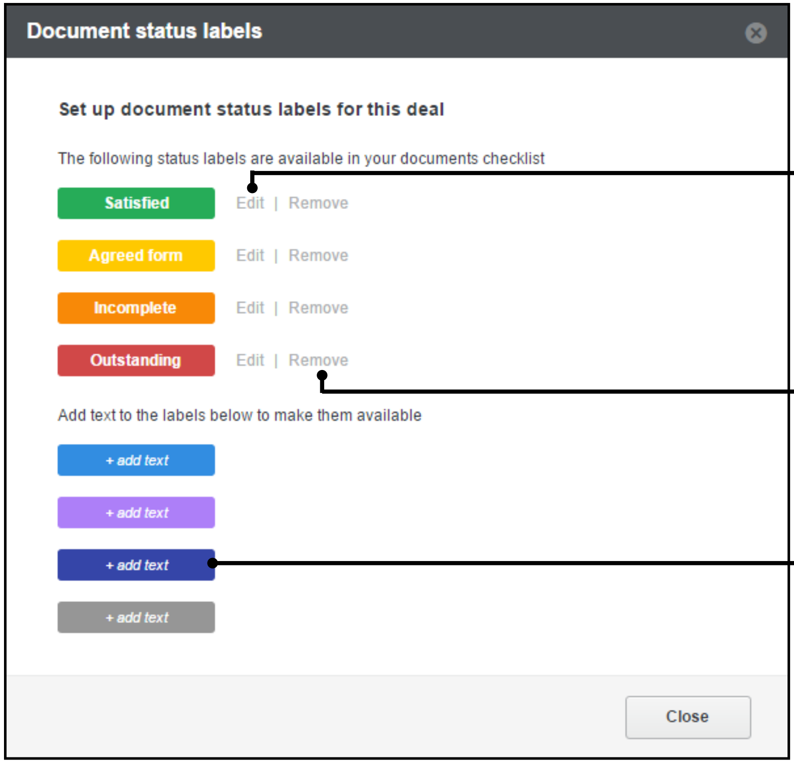
Deal owner only.

See a summary of the status of all documents in the deal so you can understand the number of documents currently at each stage of the process.

Set up status labels

Deal admins can apply status labels to documents to help participants keep track of how each document is progressing in the deal.

By default, there are four status labels available: **Satisfied**, **Agreed form**, **Incomplete** and **Outstanding**. To change which labels and colors are available for your deal, click Deal actions at the top of the deal and select **Set up labels**.



To edit the text of an existing label, click **Edit**. Enter the new text and click ✓.

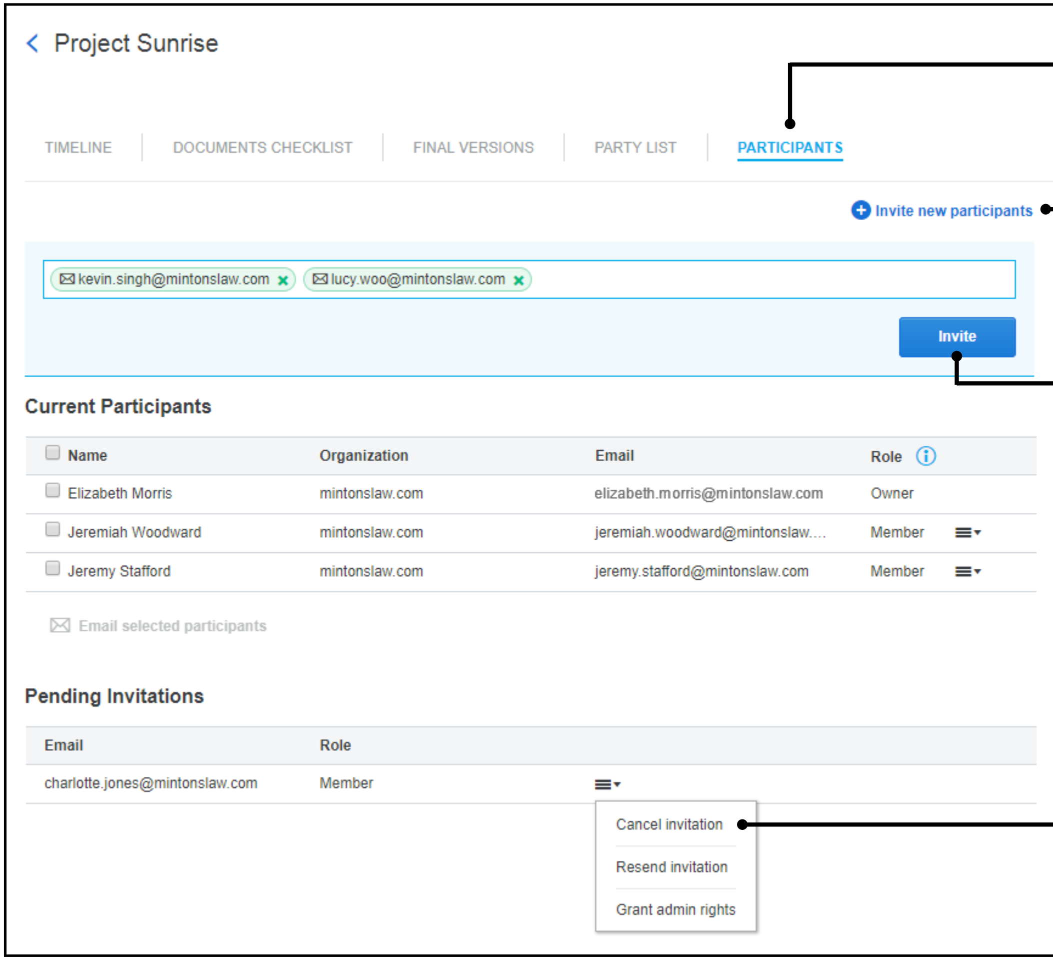
To remove an existing label, click **Remove**.

To add a new label, click **add text** in the color of your choice. Enter the text for the label and click ✓.

To see how many documents are labeled with each status, click Deal actions and select Status summary.

Invite participants

As a deal admin, you can invite others to join your deal.



1. Click **Participants**.
2. Click **Invite new participants**.
3. Add the email addresses, and click **Invite**. An email invitation is sent to each of the addresses.

While an invitation is pending, you can cancel it.

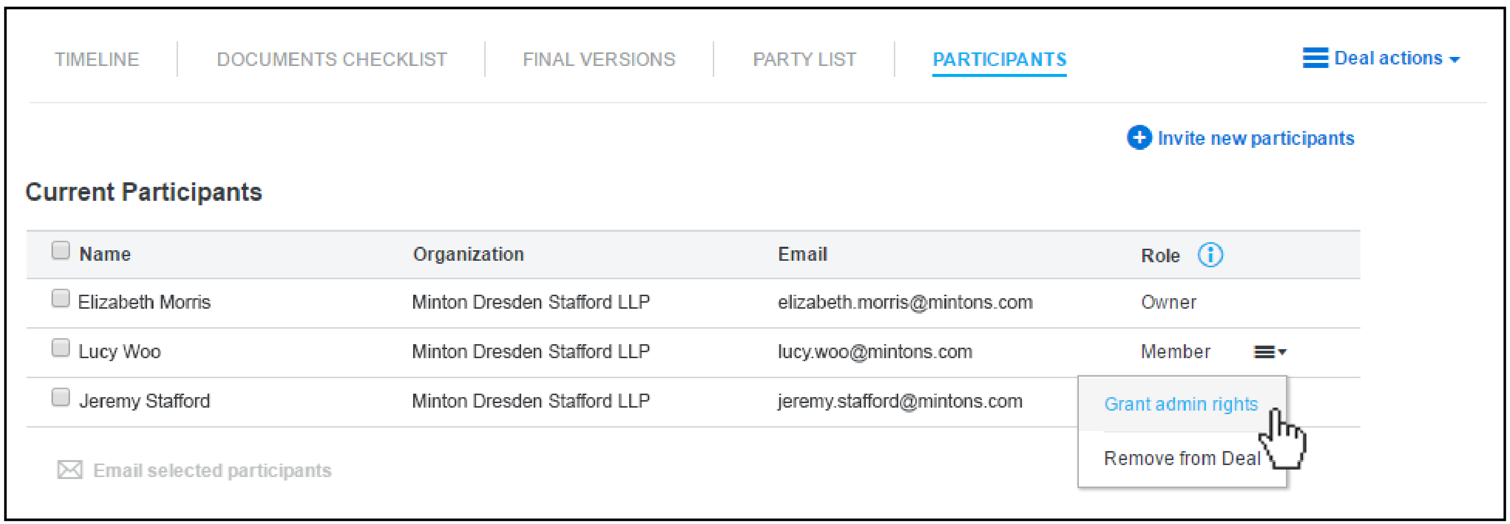
Grant admin rights

Deals have two types of user roles: **Members** and **Admins**. By default, new participants are added as members, meaning that they can add status notes and new files to the checklist.

A deal participant with admin rights has access to more features. They can:

- Invite/remove other participants
- Grant/remove admin rights
- Edit the checklist
- Set up and assign status labels
- Control document access restrictions
- Delete any file in the deal

Initially you are the only deal admin, so you should grant admin status to any colleagues who also require admin rights. Simply click the ≡▾ menu next to their name and select **Grant admin rights**.

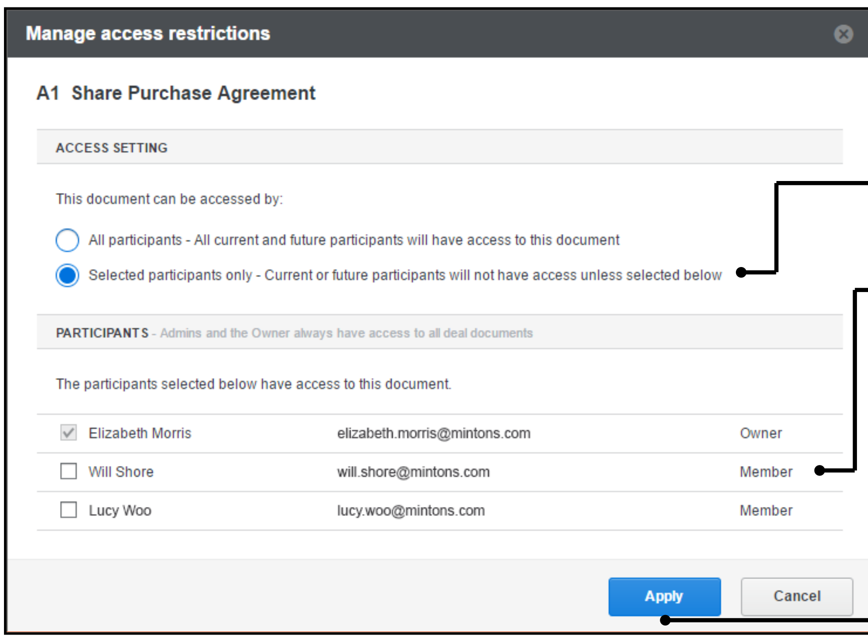


As the deal owner, you're the only participant with permission to delete the deal.

Set document access restrictions

By default, all participants have access to all checklist items, but you can prevent participants from accessing specified checklist items. If you remove a participant's access to an item, they will not be able to see the item's name, status, files or other information. Deal admins can always access all documents; they cannot have their access restricted.

Locate a checklist item and click the manage access button.



Click **Selected participants only**.

When you choose **Selected participants only**, initially only deal admins can access the checklist item. Grant access to more participants by selecting the checkboxes to the left of their names.

Click **Apply**. The icon is displayed to the right of the item's index in the documents checklist:

You can change the access restrictions at any time by clicking the manage access button.

Learn more

All our getting started guides are available in the knowledge base.

Manage a deal

Getting Started Guide

- Update the status of checklist items
- Search the checklist
- Edit the checklist
- Export the checklist
- Upload draft files and new versions
- Upload related files
- See earlier file versions
- Understand the timeline

Close a deal

Getting Started Guide

- Add execution versions
- Upload schedules and signature pages
- Upload or designate final versions
- Create final versions
- See all final versions
- Download the closing binder
- Create an index for the closing binder
- Create alternate closing binders

Published June 2018