

# Paperless Transaction Workflow


**Location:**

**SDAR'S KEARNY MESA SERVICE CENTER**  
4845 Ronson Court, San Diego, CA 92111

**REGISTER:** [www.SDAR.com/education](http://www.SDAR.com/education)

**Instructor:**

**RANDY JONES**, e-PRO, CNS

**Also...**

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PREPAID  
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## SINGLE SESSION

**Tuesday, September 10, 2013**  
12:00 pm - 2:00 pm

Understand, evaluate and implement technology into your current transaction workflow, either in part or in total. Technology should improve your workflow and save you time; otherwise, don't use it!

### TOPICS COVERED

- Understanding the workflow concept (you are already doing it)
- When and why make changes in a workflow that works for you
- Setting up filing cabinets, folders and subfolders for documents and emails on your computer
- Utilizing Wi-Fi and broadband for internet access anywhere
- Using digital signatures for all transactions
- Sending and receiving faxes from your computer (not a traditional fax machine)
- Using a portable document format (PDF) program to send all documents through email or online fax program
- Using Google Apps solutions for transmitting, sharing and storing your documents online

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### CONTACT INFORMATION

NAME \_\_\_\_\_ PHONE (     ) \_\_\_\_\_

ADDRESS \_\_\_\_\_ ☐ HOME ☐ OFFICE

CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_

### PAYMENT INFORMATION

☐ CHECK   ☐ VISA   ☐ M/C   ☐ DISCOVER   ☐ AMEX    EXP. DATE   \$  AMOUNT

SIGNATURE \_\_\_\_\_

By signing, you are confirming that you have read, understand, and agree with our cancellation policy (at right)

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### RETURN TO:

**Greater San Diego Association of REALTORS®**  
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