Creating Additional Transactions in Moxi Works TM/**Moxi** Engage TM

As you begin working with your person, they may decide to hire you again to buy or sell and additional property. You can add as many transactions as needed to accurately reflect how you are working with an individual.

To create additional transactions, follow the steps below:

- 1. Select the person you would like to add an additional transaction too. In this example, **Ahmed Meyers** is selected (see above, indicated by the red arrow).
- 2. This brings you to the **Profile Page** for the selected person (see below).
- 3. Click Add Transaction (see below, indicated by red arrow).

	marketing prospect active	
AMAL BARRY Seller	Amal Barry - seller MOVE TO ACTIVE ZONE TASKS DETAILS NOTES	
	13 tasks remaining	add task
Amal Barry - seller	upcoming	DUE
seller	Schedule Pre-Listing Interview	4/17/15

- 4. Enter transaction details (see below).
 - a. NOTE: It is required to select whether or not this transaction if for a Buyer or Seller.

	Create prospect t	¥ close	
AMAL BARRY Seller	This person is a	BUYER SELLER Please select transaction type.	
edd transaction	Transaction Name		
A PROFILE		MLS Non-MLS 0	
Amal Barry - seller	MLS #		
seller	Commission	Percent 2.65	
BI SUBSCRIPTIONS			
Naiabbarbaad Nawe (2)		DONE CANCEL	

- 5. Click **Done** at the bottom of the screen (see above, indicated by the red arrow).
 - a. NOTE: Your new transaction will automatically be added to the Prospect zone.
 - b. NOTE: All your transactions for this person will be listed in the left column (see below).



6. Follow steps 1-3 to create as many transactions as needed for your person.

You have now learned how to create multiple transactions.