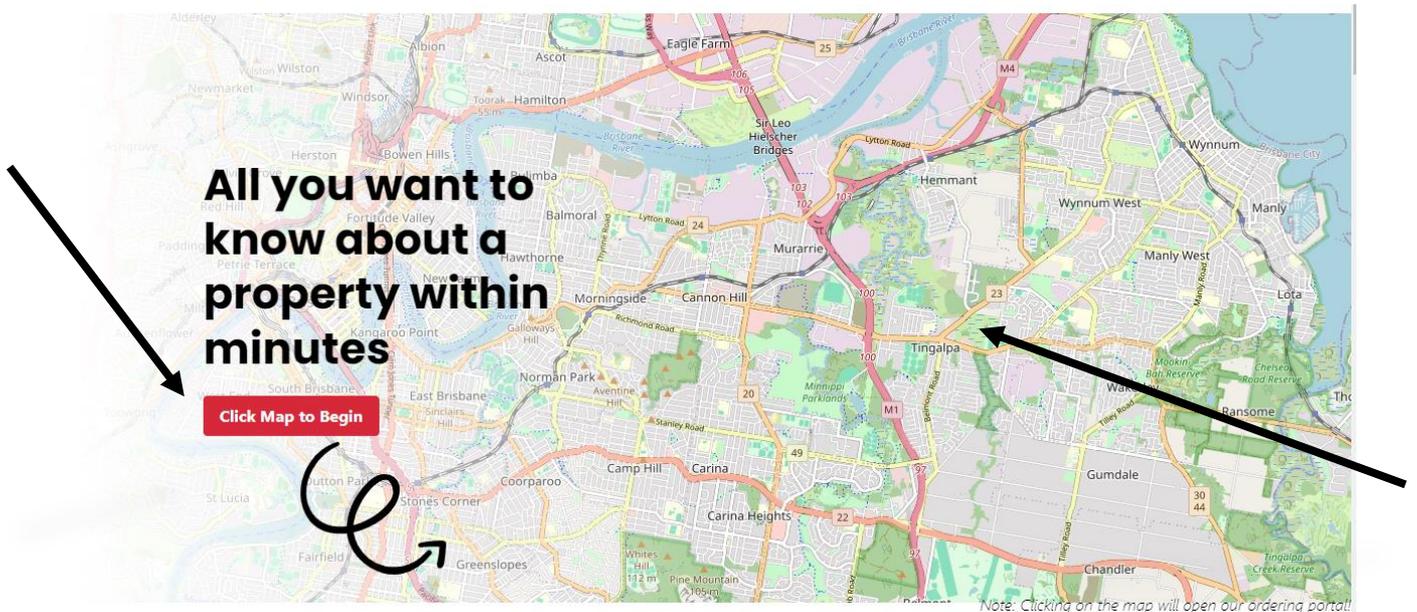


How to order a report in Tranzact?

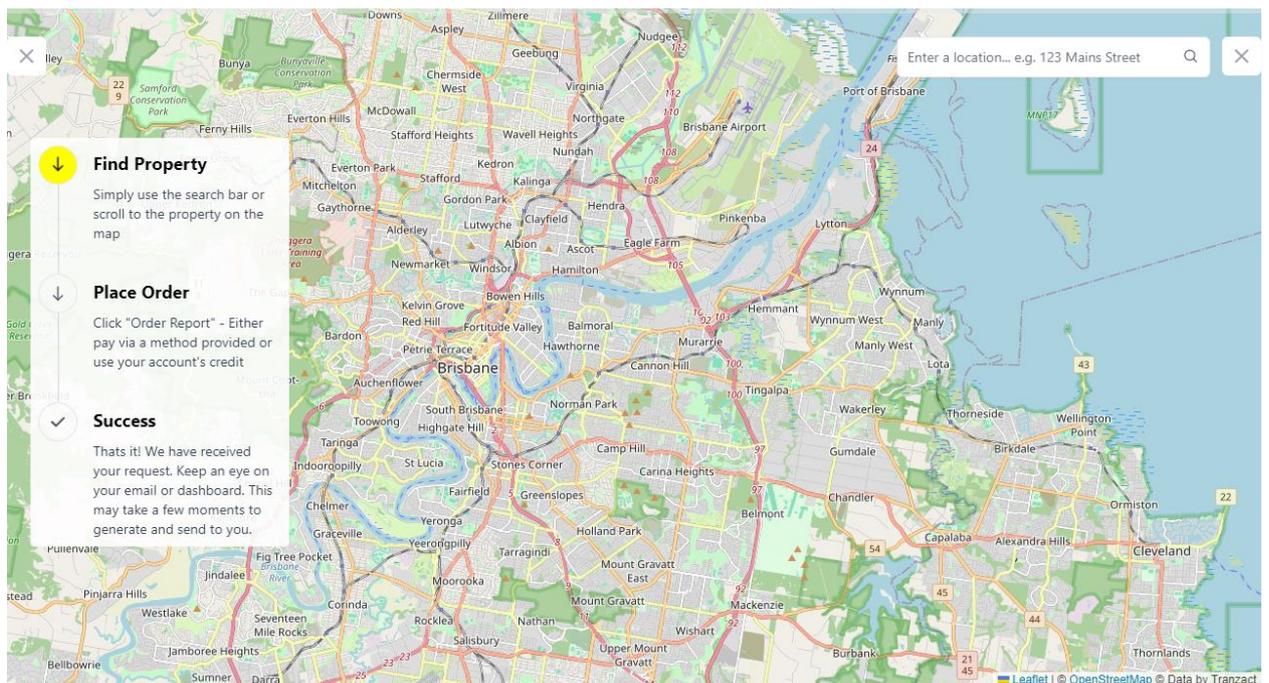
A step-by-step guide

1. **Log into your account** (*OPTIONAL*) – Logging into your account here, if one exists, saves you time and hassle later once you have completed the further steps.
2. **Open the Map** – This can be done by clicking on the map or the button with 'Click Map to Begin'.

Before:

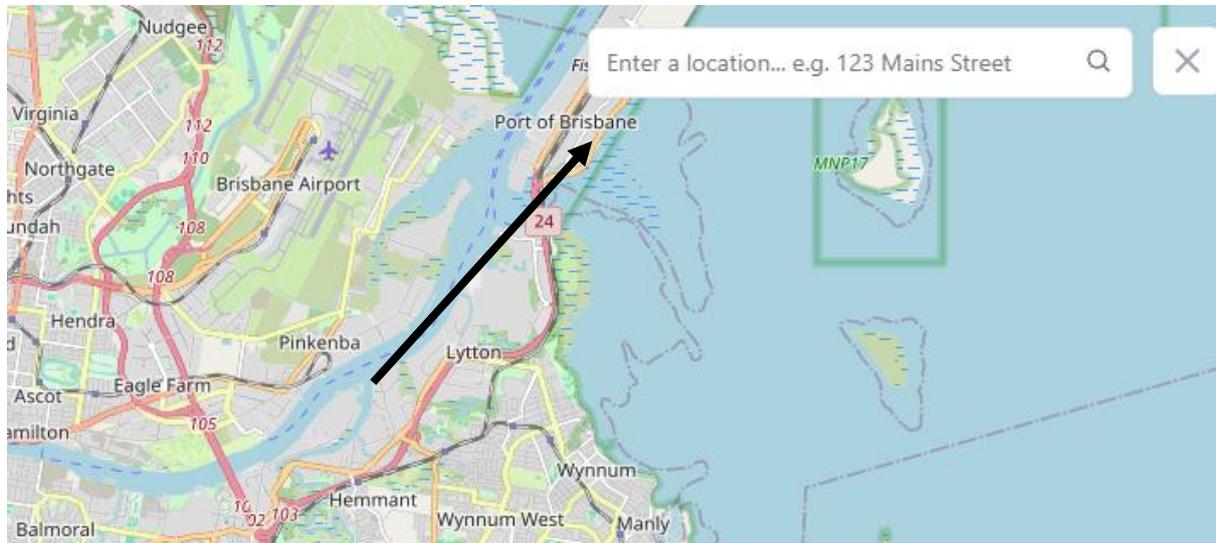


After:



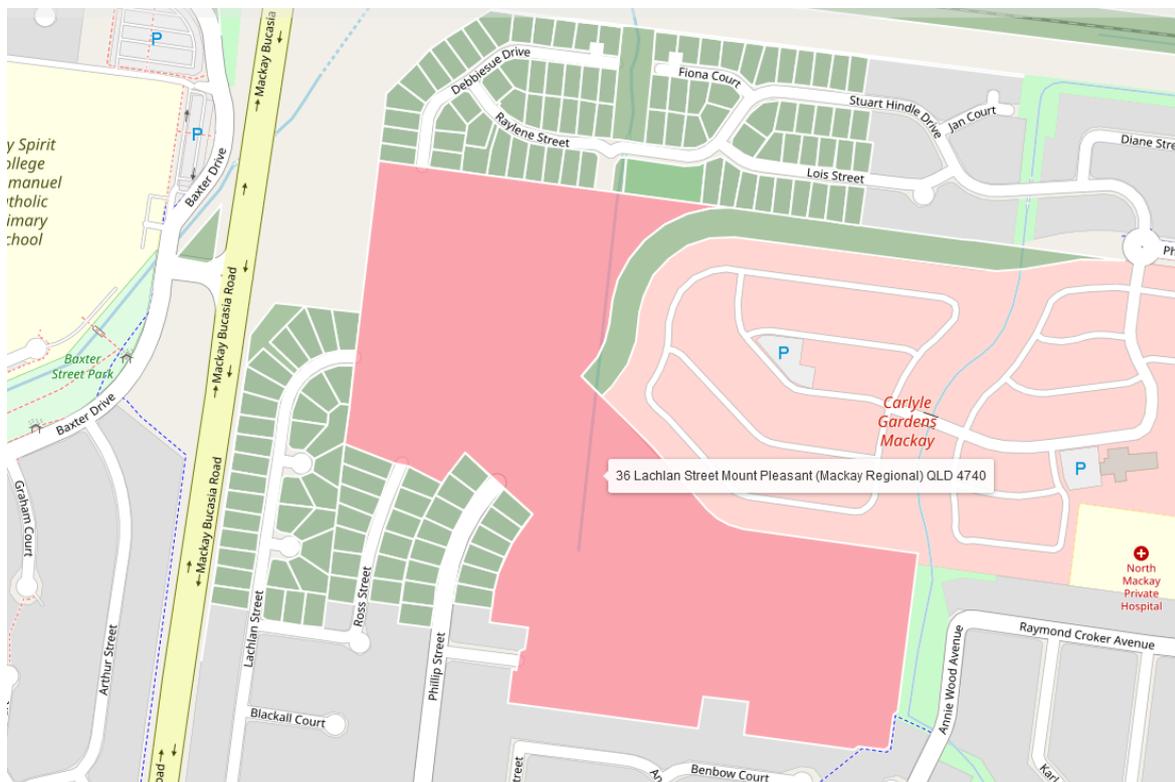
- Find the Property – Searching can be done either through the search bar (option 1) or scrolling through the map for the desired property (option 2).

Option 1:



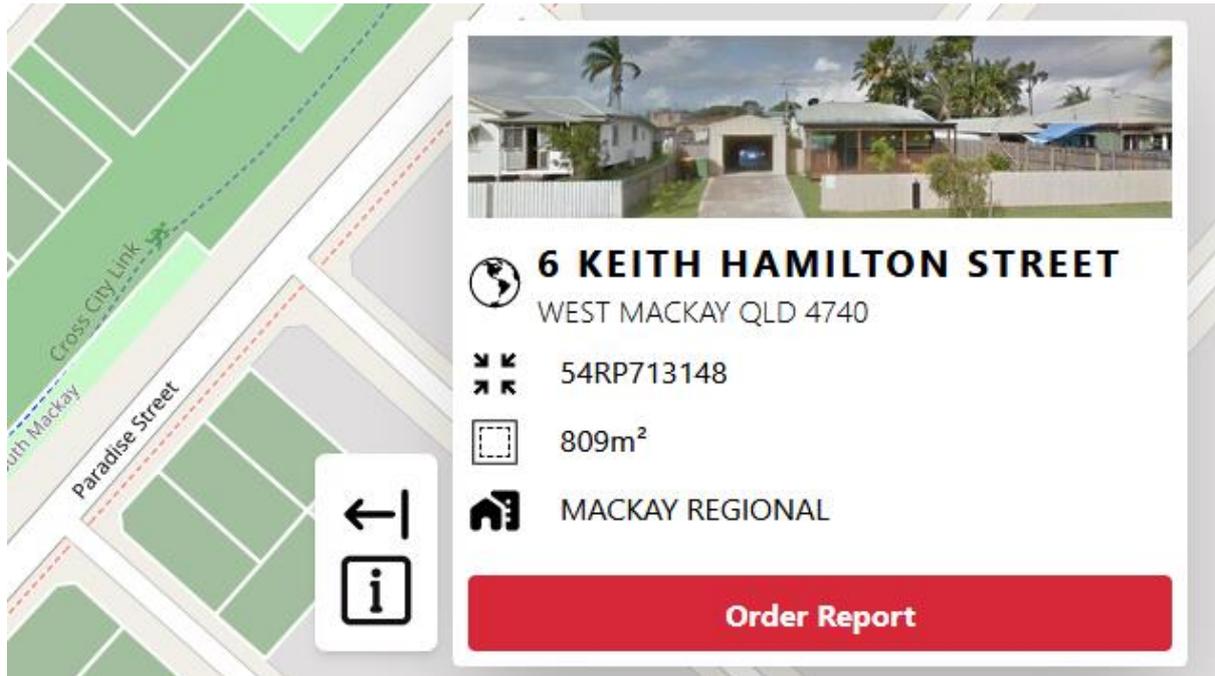
Insert the property address (e.g. 123 Mains Street). Click to the corresponding results which reflects your desired property address.

Option 2:

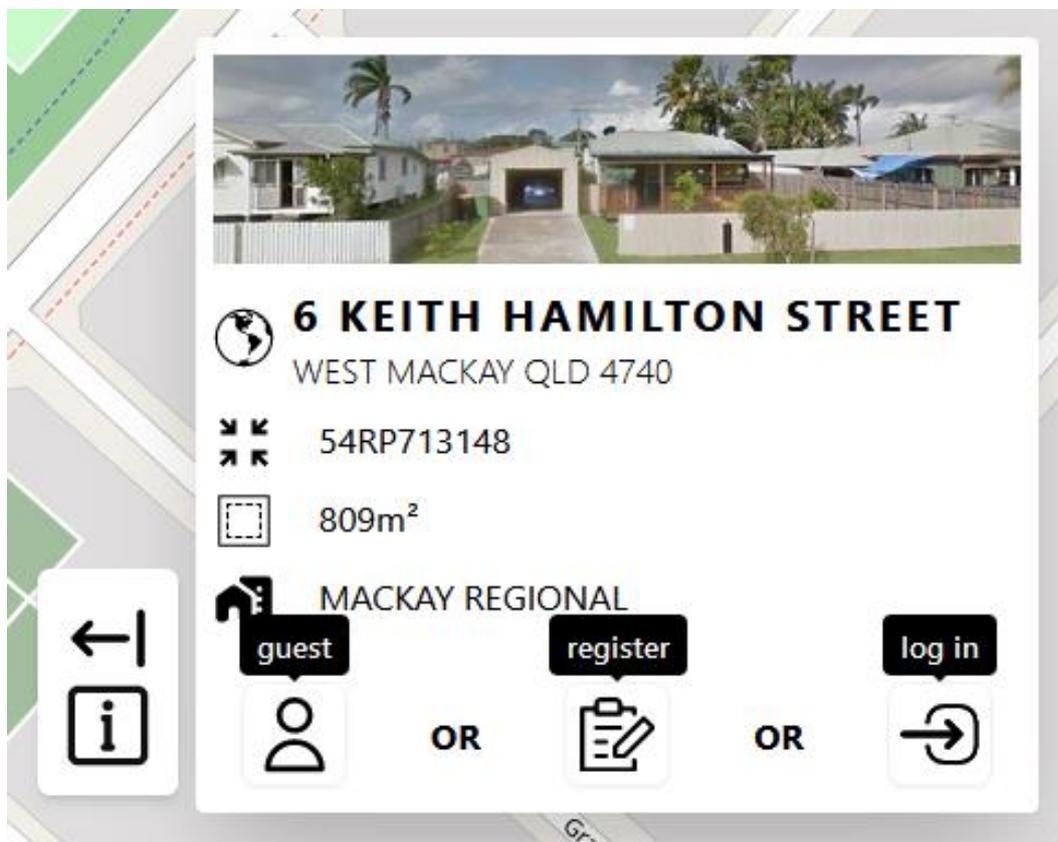


Use the maps functions to zoom, scroll to the location of your desired property. We will load the applicable property address for the locations in view (highlighted green above).

Once the desired property has been found, click it to open the property information panel:

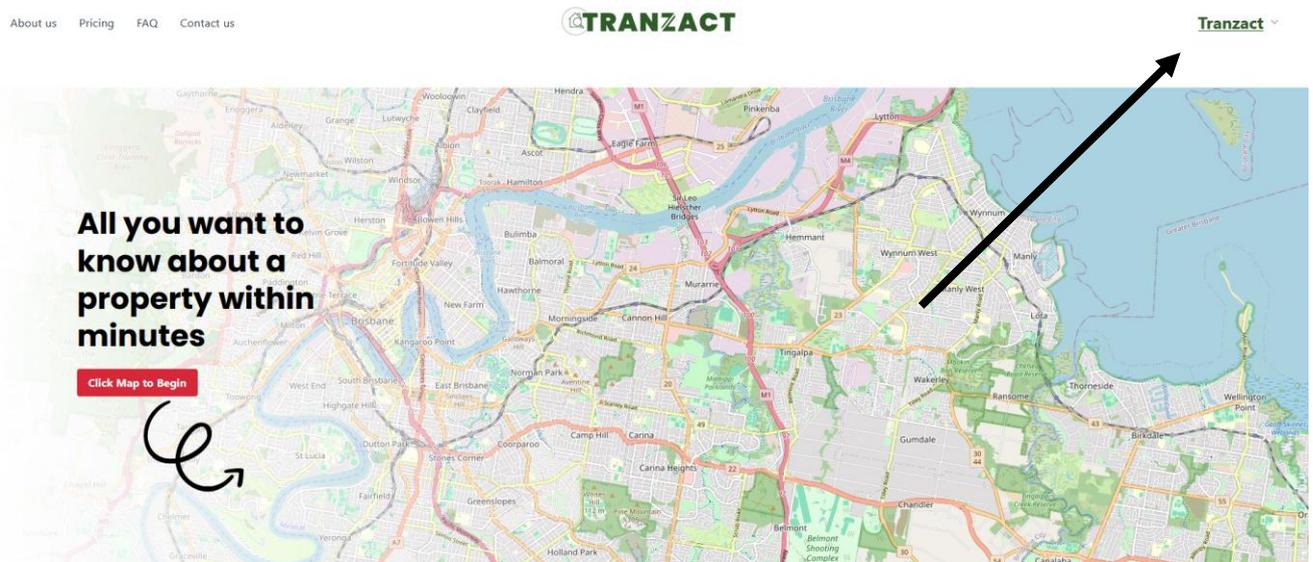


4. Click Order – If you are logged in, just click the 'Order Report' Button and the request will be sent to our server for processing and attributed the account. Otherwise, you will be prompted to either: check out as a guest, register an account or log in (shown below).



Check out our pricing page to understand the attributes to either option – we recommend registering an account in order to save big and later hassle: <https://www.tranzact.au/pricing/>

5. Receive the Report – Once the report has been sent and received by our server, your order will be queued for processing. Once processed, the report will be sent to the provided email address for access. If you have an account, you can track and access the report in the dashboard found under the Account in the header.



Confused? Have a question or a suggestion? Contact us at our [contact page](#) or through our provided contact avenues.