Leg1 reZEN 2.0: PDF Splitter

You can use the "Split & Attach" feature in reZEN 2.0 to easily split a large document and attach it to multiple checklist items.

How to use the feature:

1. Click the "split & attach PDF" button. You will see this whenever you are viewing the checklist for a given transaction.



2. You can drag and drop the PDF or click to upload.



Upload PDF to Split & Attach it to a Checklist Item

3. Then, simply select the pages you want to attach to the checklist items. Click "Assign" in the bottom right-hand corner.



4. A window will popup. Select the checklist item from the dropdown and click confirm.

•	Assign PDF to Checklist	on the basis of S \$,000,00
	Checklist Item:	
	Choose checklist item	~
	MLS (showing Pending)	Not Started
	Executed Contract	Pending
	Earnest Money & Option Receipt	Not Started
	Finance Addendum (TXR1901)	Pending
	Addendum for Property Located in Mandatory Propert (1) Buyer shall deliver additional earnest money of \$	Not Started

5. If the document contains multiple checklist items, you can repeat steps 2-4 to attach various pages from the same document to multiple checklist items.

~	Uploaded Successfully! The new PDF has been successfully uploaded & attached to the selected checklist item.
	I'm Finished Upload Another

Voila! You're done!