

## Specify Yourself as a Broker Reviewer

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### Summary

Describes how to set up the user accounts to receive notifications about documents ready for review, and to have the correct permissions to review and approve or reject documents.


### Context

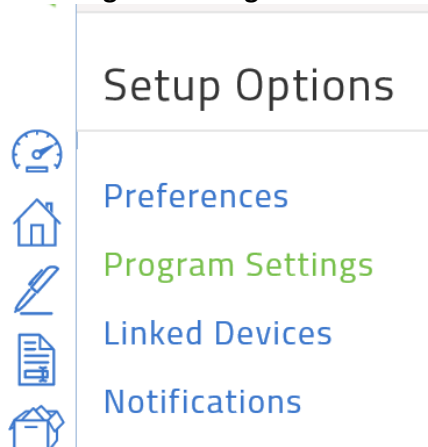
TransactionDesk provides a workflow to allow one or more users to review and approve documents that are attached to transactions. Before a user can approve or reject documents, they must first be set up as a broker reviewer.

### Before You Begin

You require super user (broker) access to TransactionDesk to perform this task.

### Steps

1. Log in to TransactionDesk as a super user.
2. Click Setup .
3. Click **Program Settings**.



The Program Settings page appears.

Program Settings

- Transaction Settings
- Document Settings
- Checklist Settings
- Form Settings
- Fax Settings
- Task Settings
- Email Settings
- Authentisign Print Driver Setup
- DocBox Print Driver Setup
- Broker File Review
- Markup Settings

- Click the arrow next to **Broker File Review** to expand the options.

Broker File Review

Review Option:

☒ Send document review notifications.

Default Status: [Select Status](#)

- Use the **Review Option** dropdown to select **Activate me as a broker reviewer**.
- Check **Send document review notifications** so that you are notified when a document is ready for review.
- Click **Update**.