

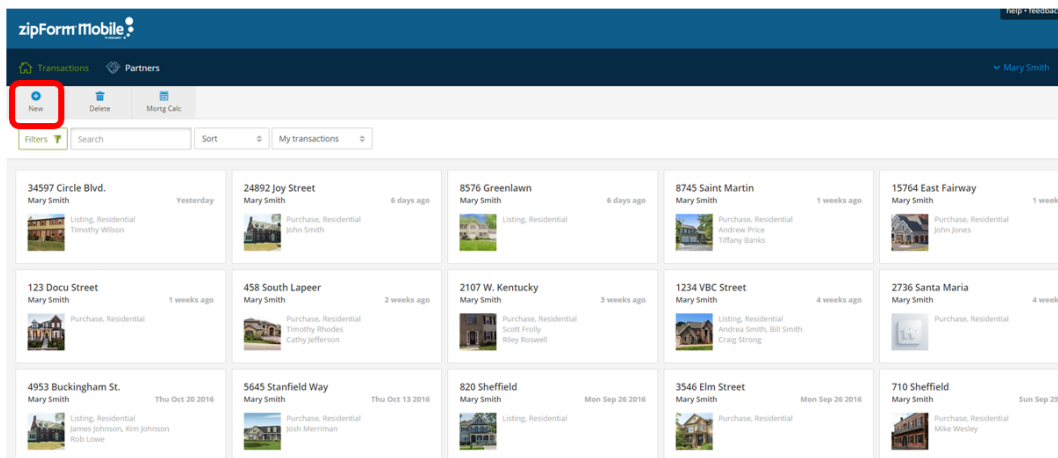
zipForm® Mobile

zipForm® Mobile, the first mobile forms solution for real estate professionals, is an application that provides a connection to the office when your business has 'left the building'. This companion application is an extension of your zipForm® Plus account that allows you to keep important transaction information readily accessible. Now, you can easily stay connected to your zipForm® contract information anytime and anywhere your hectic schedule takes you.

Once zipForm® Mobile is a part of your account, you can use it on any compatible tablet or phone. The same User name and Password used for your zipForm® Plus account will work on your mobile device. Your files will automatically synchronize with your zipForm® Plus account so you can always access your transactions from anywhere that has an internet connection.

To create a New Transaction:

1. Tap the **New** button on the toolbar.



2. Tap to activate the **Name field**, Type a Transaction Name, Tap to select the Transaction Type & Property Type.

Transaction Name:

MLS Property Address MLS Connect

Transaction Type: Listing Purchase Lease Lease-Listing

Property Type: Residential Industrial Multiunit Condominium Commercial Vacant Land Farm and Ranch Manufactured Home

Comment:

Select Agent:

Select Template:

Transaction Name:

MLS Property Address MLS Connect

Transaction Type: Listing Purchase Lease Lease-Listing

Property Type: Residential Industrial Multiunit Condominium Commercial Vacant Land Farm and Ranch Manufactured Home

Comment:

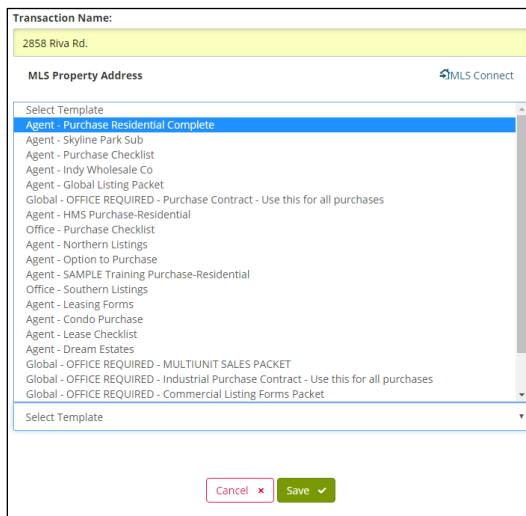
Select Agent:

Select Template:

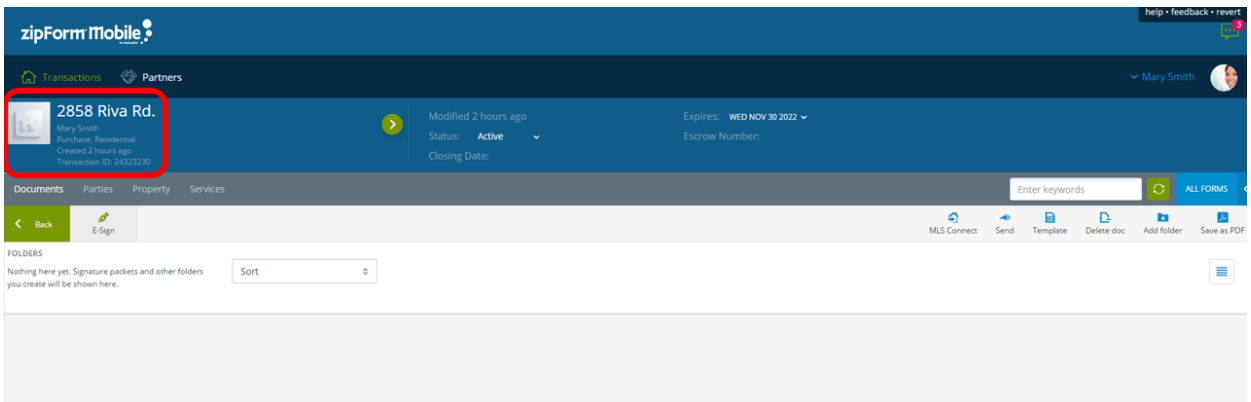
You may also add a Property Photo

Help At A Glance

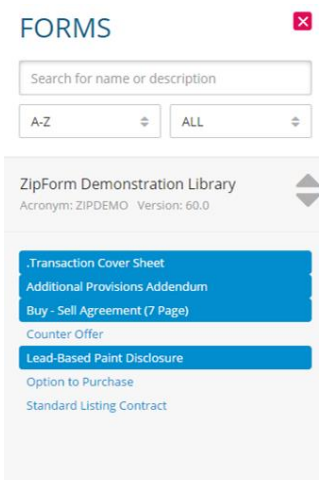
- If you want to add a Template to the Transaction, Tap the **Select Template** box to choose the desired Template.



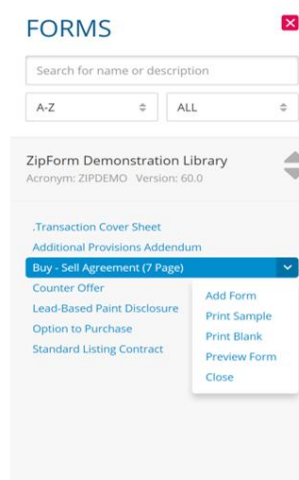
- Tap **Save** to lock in selections.
- The **New** transaction window will open where you will begin adding your forms, folders and/or templates.



- Tap the **All Forms** button (right side of screen) to open the Forms Libraries.



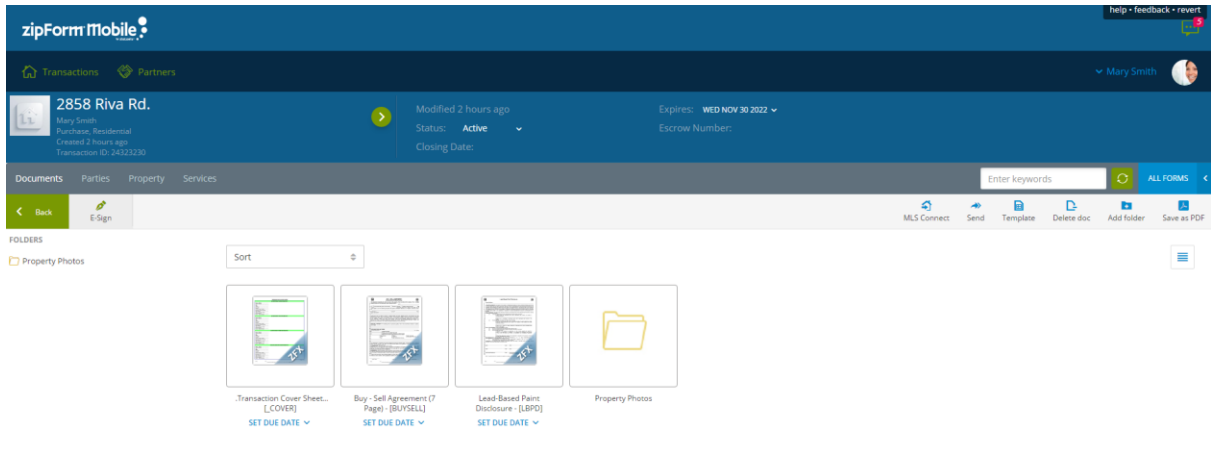
Tap the **More Libraries** button to see a list.



Each Form has a **More Menu** button to allow you to Tap other options.

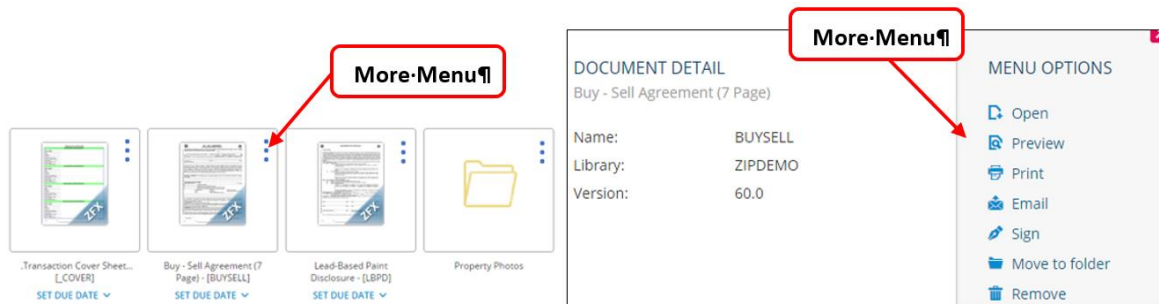
Help At A Glance

7. Double Tap to add the Form(s) to the transaction.



8. To begin filling in information, Tap to open the form.

9. To access other Form menu options, Tap the three vertical blue dots in the upper right corner of the form or folder.



Note: Due to the size of your mobile device, you may be required to swipe up to get to the bottom of the form to Tap the Save button.