zipForm Record-Connect™
Quick Tips

zipForm record-connect™
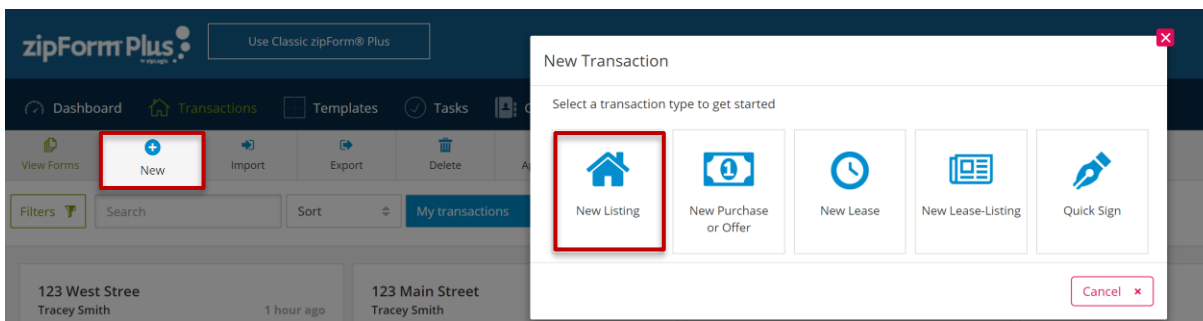by **zipLogix™**

zipLogix Academy™

Hello, zipForm® Plus user!

In this guide, you will learn the best tips and tricks for utilizing our newest tool, zipForm Record-Connect™! This new capability allows you to save time, auto-populate data into zipForm® Plus transactions, and increase accuracy in the transaction creation process.

To begin using zipForm Record-Connect™, log into to your zipForm® Plus account at: https://new.zipformplus.com/, and enter your username and password.

On your toolbar, select "**Transactions**," then click "**New**". In this instance, you will create a "**New Listing**".

Begin typing the street **Name**. Once you begin typing, you will see a list of possible addresses. Choose the address you would like to use. You will see zipForm Record-Connect™ automatically appear in blue. Click to place a check mark in the box. This will enable zipForm Record-Connect™

Once you save your transaction information, a prompt will display where you will verify whether or not to replace existing data with imported. By choosing Yes, you will replace ALL existing data in the fields. By selecting No, data will only be imported into fields that are not already set. If this is a brand-new transaction, and there is no data already existing in the fields, choose Yes.

After a brief pause, data will automatically enter into the Property Summary. You may complete any additional details necessary. After this, click Save.

The majority of the data pulled into your Property Summary from zipForm Record-Connect™ will now automatically flow to other forms added to your transaction.