

zipForm Record-Connect™ Quick Tips



zipForm

record-connect™

by zipLogix™

zipLogix Academy™

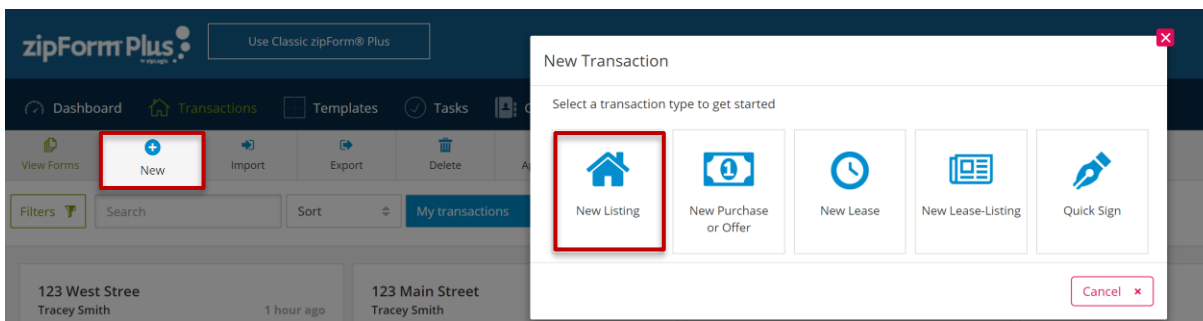


Hello, zipForm® Plus user!

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™

Transaction Information

Name
717 S Main

Select your location
Admin's Corner , 18070 15 Mile

Import Property Information MLS-Connect

zipForm Record-Connect™

Property Type

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

Add Image

Select Template
Select Template

Comment
Transaction Comments



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.



Full Name Sam Seller
Street Address 717 S Main St
City Train City
State MI
Zip 48026
County
Parcel/Sidwell # 122-02-02-018
Assessors Parcel # 122-02-02-018
Legal Description 1-M-53 717 S MAIN ST
Page Number 59
Plat Book Number 216
Year Built 1925

Do you want to replace existing data with imported data?
If you reply No, data will be imported into fields that are not already set.

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

Property Summary [Record-Connect](#)

MLS Number	<input type="text"/>	MLS	Municipality Type	<input type="text"/>
Street Address	<input type="text" value="717 S Main St"/>		Zoning	<input type="text"/>
Unit Number	<input type="text"/>		Lot Number	<input type="text"/>
City	<input type="text" value="Train City"/>		Block Number	<input type="text"/>
County	<input type="text"/>		Plat Book Number	<input type="text" value="216"/>
State	<input type="text" value="MI"/>		Page Number	<input type="text" value="59"/>
Zip	<input type="text" value="48026"/>		Assessors Parcel #	<input type="text" value="122-02-02-018"/>
Subdivision	<input type="text"/>		Parcel/Sidwell #	<input type="text" value="122-02-02-018"/>
Year Built	<input type="text" value="1925"/>		Legal Description	<input type="text" value="1-M-53 717 S MAIN ST"/>
School District	<input type="text"/>			

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.