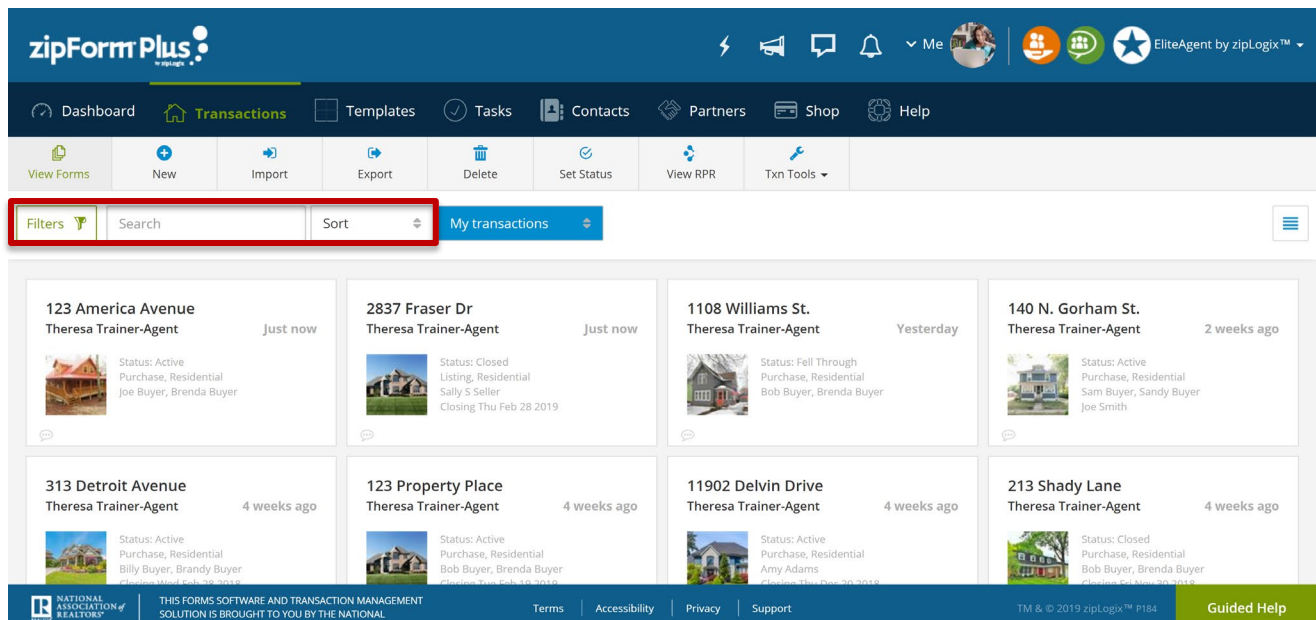


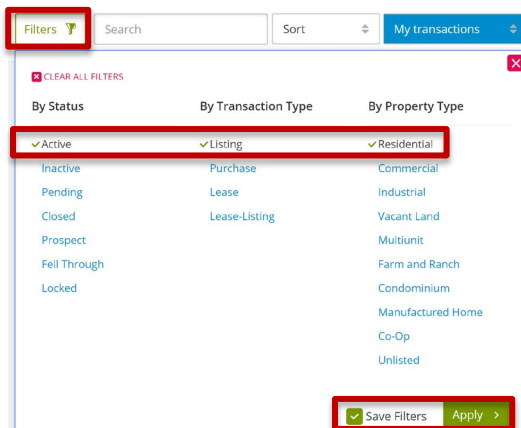


## Using Filter, Search, and Sort in zipForm® Plus

1. Once signed into zipForm® Plus, from your “Transactions” home landing page, locate the **Filters**, **Search**, and **Sort** section.



2. To **Filter** your transactions, click on the “Filter” icon on the left side of the page, and select the criteria for transactions you would like to filter (e.g. Active, Purchase, etc.).
  - Check the “Save Filters” box, in the bottom right.
  - Click “Apply” to adjust the filters.





3. To **Search** your transactions, enter search criteria into the search box. The relevant transaction information, based on your entry, should appear momentarily.

The screenshot shows the top navigation bar with icons for View Forms, New, Import, Export, Delete, Set Status, View RPR, and Txn Tools. Below the navigation bar is a search bar with the text 'avenue' entered. To the right of the search bar is a 'Sort' dropdown menu and a 'My transactions' button. Below the search bar is a grid of transaction cards. Each card displays the address, agent name, status, and closing date. The cards are: 123 America Avenue, 313 Detroit Avenue, 119 S. Mackinac Avenue, 515 Broxburn Ave., 160 Lumley Avenue, A 121 Adelaide Ave., 619 Dewberry, and 2150 Fairlamb Avenue.

4. To **Sort** your transactions by type, click on the “Sort” drop-down and choose an order in which to sort your existing Transactions.

The screenshot shows the top navigation bar with icons for View Forms, New, Import, Export, Delete, Set Status, View RPR, and Txn Tools. Below the navigation bar is a search bar with the text 'avenue' entered. To the right of the search bar is a 'Sort' dropdown menu and a 'My transactions' button. The 'Sort' dropdown menu is open, showing a list of sorting options: Most Recent, Oldest First, Created Date Asc, Created Date Desc, First Name A-Z, First Name Z-A, Transaction ID Asc, Transaction ID Desc, Closing Date Asc, Closing Date Desc, Approval Asc, and Approval Desc. Below the search bar is a grid of transaction cards. Each card displays the address, agent name, status, and closing date. The cards are: 123 America Avenue, 313 Detroit Avenue, 1108 Williams St., 11902 Delvin Drive, and 11902 Delvin Drive.

Thank you for using zipForm® Plus!