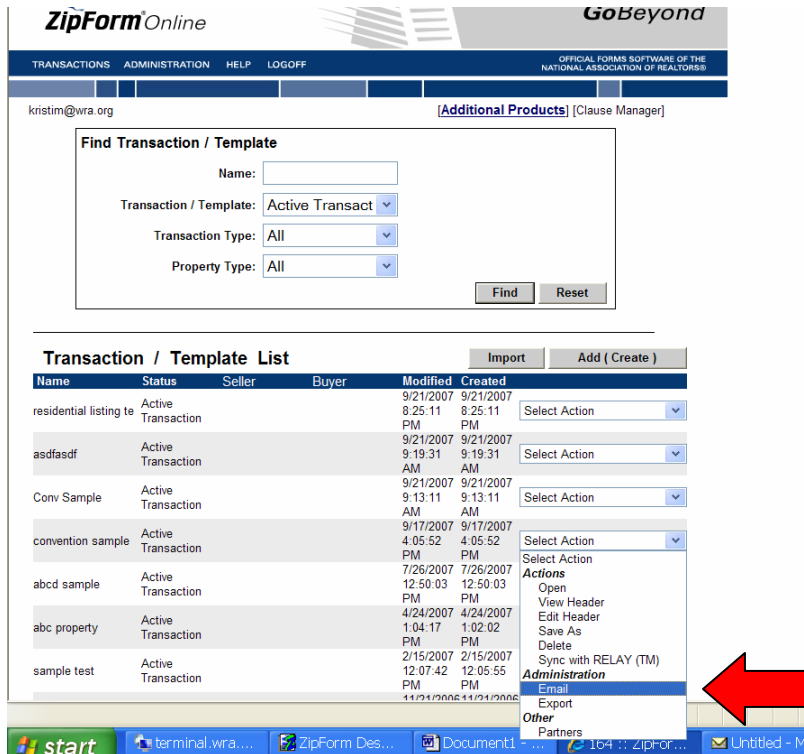


Emailing Documents in ZipForm Online

Transactions can be emailed as PDF documents or ZipForm transaction files. PDF documents created by ZipForm are static and locked. They may not be opened or edited in ZipForm. If you will be emailing or sharing the transaction with someone who will use ZipForm to edit the information, send the transaction as a transaction file.

1. With ZipForm Online, transactions can be emailed from the Transaction/Template List page or from inside the Form Viewer. To email from the Transaction/Template List page, select the transaction that you want to email and choose the Email Action.



The screenshot shows the ZipForm Online web interface. At the top, there is a navigation bar with 'TRANSACTIONS', 'ADMINISTRATION', 'HELP', and 'LOGOFF'. Below this is a search box titled 'Find Transaction / Template' with fields for 'Name', 'Transaction / Template' (set to 'Active Transact'), 'Transaction Type' (set to 'All'), and 'Property Type' (set to 'All'). Below the search box is a table titled 'Transaction / Template List' with columns for 'Name', 'Status', 'Seller', 'Buyer', 'Modified', and 'Created'. The table contains several rows of transaction data. A context menu is open over the 'sample test' transaction, showing options like 'Open', 'View Header', 'Edit Header', 'Save As', 'Delete', 'Sync with RELAY (TM)', 'Administration', 'Email', 'Export', and 'Other'. A red arrow points to the 'Email' option.

| Name | Status | Seller | Buyer | Modified | Created | |
|------------------------|--------------------|--------|-------|-----------------------|-----------------------|---------------|
| residential listing te | Active Transaction | | | 9/21/2007 8:25:11 PM | 9/21/2007 8:25:11 PM | Select Action |
| asdfasdf | Active Transaction | | | 9/21/2007 9:19:31 AM | 9/21/2007 9:19:31 AM | Select Action |
| Conv Sample | Active Transaction | | | 9/21/2007 9:13:11 AM | 9/21/2007 9:13:11 AM | Select Action |
| convention sample | Active Transaction | | | 9/17/2007 4:05:52 PM | 9/17/2007 4:05:52 PM | Select Action |
| abcd sample | Active Transaction | | | 7/26/2007 12:50:03 PM | 7/26/2007 12:50:03 PM | Select Action |
| abc property | Active Transaction | | | 4/24/2007 1:04:17 PM | 4/24/2007 1:02:02 PM | Select Action |
| sample test | Active Transaction | | | 2/15/2007 12:07:42 PM | 2/15/2007 12:05:55 PM | Select Action |

2. When ZipForm Online's web-based email program opens you will select the forms and the format (pdf or zfx) to send. Sent documents are not saved on ZipForm's server but you will be emailed a copy.

164 :: ZipFormOnline :: TransactionEmail - Windows Internet Explorer

https://www.zipformonline.com/index.asp

File Edit View Favorites Tools Help

164 :: ZipFormOnline :: Transactio...

ZipFormOnline *Go Beyond*

TRANSACTIONS ADMINISTRATION HELP LOGOFF OFFICIAL FORMS SOFTWARE OF THE NATIONAL ASSOCIATION OF REALTORS®

kristim@wra.org [Additional Products] [Clause Manager]

Email Transaction / Template

General Information *Required Fields

*To: sallyseller@verizon.net

Cc:

*Subject: convention sample

Additional Comments:

*Note: Instructions will be sent with the email.

Transaction Information

Password:

Confirm Password:

*Note: Email will be sent locked.

Email Cancel

LaunchClient - Windows Internet Explorer

line.com/index.asp

elp

LaunchClient

GoBeyond

LOGOFF OFFICIAL FORMS SOFTWARE OF THE NATIONAL ASSOCIATION OF REALTORS®

[Additional Products] [Agent Manager] [Library Manager] [Location Manager]

Privacy & Security | [S...]

[convention sample] Transacti...

Select forms that can be viewed:

- COVER - Wisconsin REALTORS® Association Cover Sheet
- WB-1 - Residential Listing Contract/Exclusive Right to Sell -

Transaction currently: Locked

Convert to PDF format

OK Cancel