

Typing on a New Form and Saving It

(Without using the "Manage Clients" profile feature)

When you first log in, you'll see the blank forms that are available. See example below:

Agency Disclosures & Agreements			
Favorite	Open Form		Description
<input type="checkbox"/>	New Form	Auto Fill	APPOINTMENT OF A DESIGNATED SELLER'S AGENT
<input type="checkbox"/>	New Form	Auto Fill	DISCLOSED DUAL AGENCY AMENDMENT
<input type="checkbox"/>	New Form	Auto Fill	EXCLUSIVE BUYER AGENCY CONTRACT
<input type="checkbox"/>	New Form	Auto Fill	NON-EXCLUSIVE BUYER AGENCY CONTRACT
<input type="checkbox"/>	New Form	Auto Fill	TRANSACTION BROKER ADDENDUM (DESIGNATED AGENT) TBA-DA
<input type="checkbox"/>	New Form	Auto Fill	TRANSACTION BROKER ADDENDUM ... BROKERAGE FOR SINGLE FAMILY

If you click on the left side on "New Form" a blank form will open. (Note, if you do not have the Acrobat Reader version 6 or newer installed you will need to download it from the [Adobe website](#)). Once the blank form opens, you may move from blank to blank typing in information. You can print the form by simply clicking on the yellow "Print" button at the top or bottom of the window.

To save the completed form, click the "Save This Form" button at the top or bottom of the form page.

Save This Form

After clicking on the "Save This Form" button you will be taken to the "Save a Form" page. This page contains all the additional information that will be needed to save the form.

Save A Form

**Below you can re-name and select a folder to store the form.
Click 'Save Changes' when done**

Description:	<input type="text" value="Inspection Contingency Release Addendum"/>
Save in Folder:	<input type="text" value="Default"/> ▼
Create New Folder:	<input type="text"/>

When you click 'Save Changes' it will take you to the 'Saved Forms' List where you can e-mail single or multiple forms.

All forms must be saved before they can be e-mailed. This window has been updated and now all e-mailing of forms are done at the 'Save Forms' list.

**Most of the fields will automatically be filled in with default values.
Each item is described in detail below:**

- **Description** - The default form name is entered automatically here. If you would like to change it to something more descriptive, enter it here.
- **Save in Folder** - The pull-down list shows all the folders available.
- **Create New Folder** - Enter a new folder name here. If you enter anything in this box, the "Save in Folder" pull-down selection above is ignored. One recommendation is to use the property address or the client name as folder names. When you save various forms they can be grouped into the appropriate folder to keep related items together; example, "Smith Listing" or "Jones Purchase".

The form has now been saved and will be available to you when you log back in. The completed form will be available for 365 days from the date of the last modification you made to the form. You can now print the completed form or email the form. Whatever you do, the completed form is saved for 365 days unless you choose to delete it.

More information that may be helpful:

The Favorites Checkbox: To add a blank form to a special folder called "Favorites" to find it easier the next time you need it, click the checkbox in the favorites column next to the form name(s) you want to add, and click "Favorites" at the top or bottom of the list. You'll then see your favorite (or most commonly used forms) appear in a new folder at the top of the forms list.

To automatically populate a form with information about a buyer, seller, and/or property address so you don't have to retype the same information on other forms, first go to the "Manage Clients" section by clicking the "Manage Clients" tab. After completing the "Manage Clients" profile about a buyer, for example, you can select "Auto Fill" rather than "New Form", select that buyer profile, and let the software fill in as much of the form as possible.

Questions or Problems?

After logging into the Professional Computer Forms website, click on the "Help" tab to view the "Frequently Asked Questions" or click on the "Contact Tech Support" link at the bottom of the drop-down list.