



Filling out the Profile sheet twice is a drag!

Tired of filling out the Profile sheet twice - in Zip forms *and* flexmls® Web? Want to fill it in once, save it, and print it out with a line for the Owner signature all in flexmls?

- After inputting the property details for a new listing, save the listing as Incomplete.
- On the *Incomplete Listings* screen click on *Print*.
- On the *Print Incomplete Listings Option* screen, click on *Print Input Form* and uncheck the *Print possible values for fields with lists* option.

- The Profile sheet will appear. Use the Print icon in the top-right area to print it out.

A copy of the Profile sheet will be printed with the fields already filled in! At the bottom right-hand corner the Owner(s) can initial each page as well as provide their complete John Hancock at the end of the document.

Once you have the Profile sheet signed by the Owner(s), find your Incomplete listing in flexmls and click on the *Add Listing* button to make the listing go live with an MLS number!