Xpress-Forms

XF

User Guide

Table of Contents

User Guide
Updates

AOL Users
Xpress-Forms **works best with Internet Explorer.**
- Minimize your AOL browser after you log-in and use Internet Explorer Browser version 4.0 or higher to use *Xpress-Forms*.
- In order to use the built-in email function of *Xpress-Forms* you need to use a MAPI compliant email program. AOL's Email is NOT MAPI compliant.

Mac Users
- *Xpress-Forms* is Windows compliant only.
- PDF forms are still available for online use under Discover website/Forms Online.

Chapter 1
Introduction

About This User Guide

This User Guide is designed to show you how to efficiently and successfully use NWMLS Xpress-Forms (XF). It explains all aspects of Xpress-Forms, including how to set user preferences, create a Transaction Profile to use in auto-filling forms, how to manually fill individual forms, how to save, print and email forms and how to troubleshoot potential problems.

This User Guide is divided into the following chapters:

Chapter 1   Introduction – Introduces this manual, Xpress-Forms and the XF Viewer, the primary component of Xpress-Forms. It also describes how you can access the Help tools, and how to contact NWMLS for further support.

Chapter 2   Setting XF Viewer Preferences – Explains how to change the XF Viewer's customizable settings to suit your needs. You will learn how to specify your preferred browser, set up email and printing, and more.

Chapter 3   The XF Viewer Environment – Describes the XF Viewer's interface and tools.

Chapter 4   Basic Form Functions – Provides step-by-step instructions for the most common tasks you will need to perform using the XF Viewer. You will learn how to open, fill out, save, submit, and close Xpress-Forms.

Chapter 5   Using Auto-Fill forms

Chapter 6   Using Manual Fill Forms

Troubleshooting   Lists some of the potential problems faced by XF Viewer users and provides solutions.

About the XF Viewer

The XF Viewer is a small software application that runs on your computer and allows you to view and work with NWMLS Xpress-Forms. The XF Viewer allows you to:

- Fill out forms by typing in the information one-at-a-time or auto-fill several forms at a time.
- Save one or many forms to your computer hard drive (check with your broker first about using a company computer They may want you to save to your own personal floppy disk).
- View context sensitive help messages that assist in filling out forms.
- Create "Transaction Folders" that contain forms related to a particular transaction.
- Email forms one at a time or several together.
- Print high-quality, precision forms.
- Recall saved forms for modification then re-save, print, email, etc.

System Requirements

To install the XF Viewer your system must meet the following minimum requirements:

- Microsoft Windows 95/98/2000 or NT 4.0
- Pentium 133Mhz processor (Pentium 200Mhz recommended)
- 24MB of RAM (32 MB recommended)
- 25MB of free disk space
- Web browser:
  Internet Explorer 4.0 or higher* (highly recommended)
  Netscape Navigator/Communicator 4.0.

Quick Start Tutorial

When you log on to Xpress-Forms for the first time, XF will "guide" you through the on-line tutorial before you can access the XF system. After you have completed the tutorial, you will fill in the Xpress-Forms Registration, click "register," and download the XF Viewer.

The XF Viewer

Xpress-Forms will automatically download the XF Viewer to your computer after you complete the Quick Start Tutorial. Please read carefully the three instruction pages that come up during the download to ensure that the Viewer download process is successful.

Depending on your connection, the download will take from less than one minute on a high-speed connection, to approximately 10 minutes on a 14.4 kps modem connection. The size of the XF Viewer is 1.9MB.

Viewer Installation

When the installation begins, a **Security Warning** dialog box (shown at right) will appear. The dialog box asks you to confirm that you trust files provided by NWMLS.* If you do not want to see this security alert the next time you download software from NWMLS, select **Always trust content from NWMLS.** Click **Yes** to continue. If you click **No**, the Viewer installation will end. (The security warning looks different in Netscape Navigator.)

Once you have agreed to accept files from NWMLS you will see a dialog box that will tell you that the download of the XF Viewer is required. Click "OK" and the download and install will begin.

After the download is complete, you will see a message saying " Installation is Complete."

*Please contact NWMLS for an alternate installation method if you do not want to automatically download the XF Viewer. Contact Information is located on the back cover of this User Guide.

Getting Help

The XF Viewer provides two help options: Tooltips and context sensitive help.

Tooltips

Tooltips are short **Notes** that help you use the XF Viewer's toolbar. If you want to know the name of a button in the toolbar, hold the cursor over that button (without clicking). Within a few moments the button's name appears in a yellow box next to the button. Tooltips are only available for buttons in the XF Viewer's toolbar. The following diagram shows the tooltip for the Save button.

Save Form
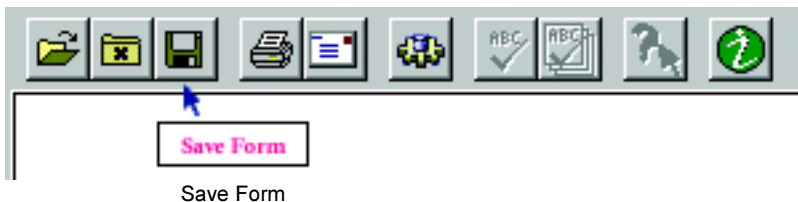
Context-Sensitive Help

Context sensitive help is designed to provide help messages for individual form elements such as fields, check boxes, buttons, and so on. Context sensitive help may not always be available – it is part of the design of each particular form. When a form contains context sensitive help, the Help button will be available in the XF Viewer's toolbar. If context sensitive help is available and you want to see the messages, follow this procedure:

1. From within an open form, click the Help button *on the Xpress-Forms tool bar*.
2. Position the mouse over a field, button or other item.
3. If the design of the form includes context sensitive help for the item, a help text box appears.
4. To turn off context sensitive help, click the Help button again.

Technical Support Help From NWMLS

If you still require assistance after you have gone through the online tutorial and looked through this User Guide , you may contact NWMLS Xpress Forms Support by calling 425-820-9200 or 1-800-541-0455.

You can also email questions to xfsupport@nwmls.com.

Chapter 2
Setting XF Viewer Preferences

This section discusses the preferences settings of the XF Viewer. The preference settings determine how the XF Viewer interacts with your web browser and email software, and how the XF Viewer handles working off-line, entering dates, checking input, printing, and other advanced options. The XF Viewer provides a special form called the Preferences form, where you can view and edit the preference settings. This chapter explains how to access the Preferences form and how to make changes to the settings.

There are four groups of preference settings: Basic, Field, Print and Advanced.

Basic　　　　　　configure the basic features of your XF Viewer, such as browser and email configurations

Other Settings　All other settings including Field, Print and Advanced Options will not change any defaults built into the forms regardless of any changes selected in the Preferences Form.

Opening the Preferences Form

You can access the Preferences Form from the Xpress-Forms toolbar. To view and change Preferences follow these steps:

1. Open a form in the XF Viewer. If you need assistance opening a form see the section on Opening Forms on page 14.

2. Click the Preferences icon ⊞ on the toolbar. The Preferences form opens at the Basic page.

Basic Preferences

Use the Basic preferences page to configure your browser and email settings. Basic preferences are divided into two sections: WWW Browser Configuration sets your browser preferences; Mail Configuration sets your email preferences.

WWW Browser Configuration

Click the box for "Try to locate your Browser automatically" – When this option is selected, the XF Viewer locates and uses your computer's default browser.

Locate Browser　Select this option if you want to use a browser that is not the default browser. When you click this button a dialog box opens to let you select the browser you want to use.

Path to Browser   Contains the path to your preferred browser. If this field contains the message "Try to locate automatically", the XF Viewer will try to locate a web browser to use.

Mail Configuration

If you want to email forms, you must complete the email configuration section. **Unless the full installation of the XF Viewer is installed, the program defaults to the Use Default Simple MAPI Client setting.**

Use Default Simple MAPI Client: Select this option to use your default email client. If you select this option you are not required to change any information in the SMTP Server or Return Address fields.

SMTP Server: *(Use this option only if you do not want to use the default email program on your computer)* Complete this field and the Return Address field to use the XF Viewer's email form. Enter the name of your SMTP server. It usually takes the form of *mailhost.companyname.co*m. To obtain the name of your SMTP server, contact your system administrator.

Return Address: Enter your email account. It usually takes the form of youraccount@companyname.com. For more information on emailing forms with the XF Viewer, see the section on "Emailing Forms" beginning on page 22.

Chapter 3
The XF Viewer Environment

The XF Viewer's standard display environment includes:

- Title bar – identifies the form currently displayed.
- XF Viewer Toolbar – provides buttons that activate tools to perform specific functions
- The XF Viewer Form Toolbar – provides buttons for using the form.
- XF Viewer window – displays the form

These items are shown in the diagram below:
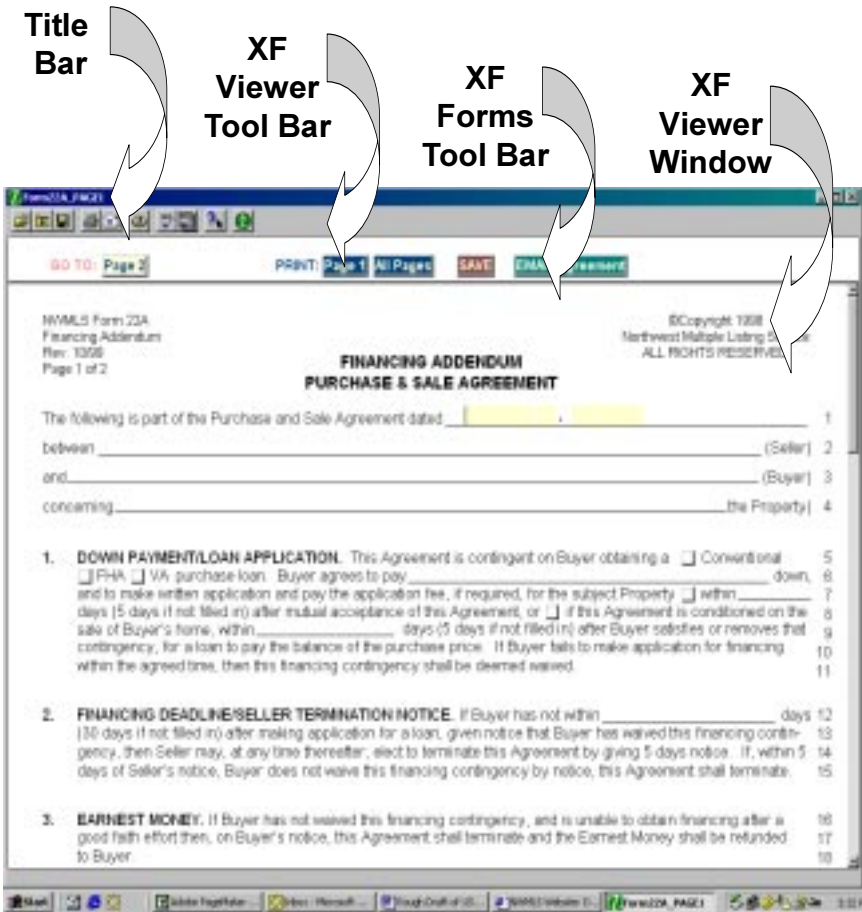
Title Bar

The title bar appears at the top of the XF Viewer window and displays the name of the form. In the case of a multi-page form, the title bar may show the name of each page. For example, in the preceding diagram, the title bar shows the form's title.

XF Viewer Toolbar Buttons

There always is a toolbar containing the following tool buttons:

OPEN   SAVE   EMAIL   ABOUT

CLOSE   PRINT   PREFERENCES   HELP
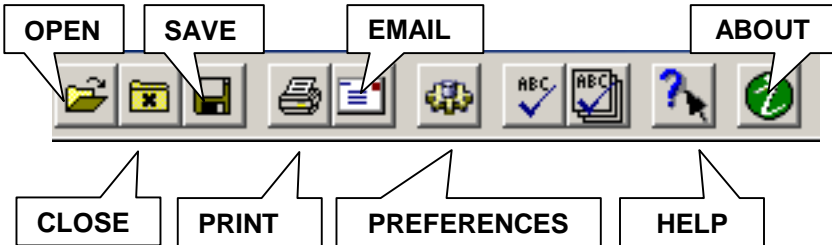
To activate a tool, click the appropriate button. Depending on the form, some buttons may not always be active. When a button is not available, it appears dimmed or grayed out.

The following list explains each tool:

- **Open Form** – Click to open another form. An OPEN FORM dialog box opens where you can select the next form you want display in the XF Viewer. **Note:** Every form you open appears in a new instance of the XF Viewer.
- **Close Form** – Click to close the current form. If you have made changes and not saved the form, a dialog box asks you whether you want to save the form before closing it. You can click Yes, No or Cancel. If you have already saved your form or not made any changes, when you click the Close Form button the form and that instance of the XF Viewer close immediately.
- **Save Form** – Click to save the current form. A Save Form dialog box opens asking you to specify a file name. Select an existing file name, or give it an original file name, and click Save. To exit this option, click Cancel.
- **Print** – Click to print the current form. A print dialog box opens. Ensure the print settings are correct and click OK. To exit this option, click Cancel.
- **Email Form** – Click to email the current form. Depending on the Mail Configuration specified in your basic preferences, either a XF Viewer email form or your preferred MAPI client email opens. The current form is automatically attached to the email. For more information on setting the Mail Configuration Preferences, see page 10. For more information on the XF Viewer's E-Mail

form, refer to the section on Emailing Forms on page 22.

- **Preferences** – Click to set your XF Viewer Email preferences.
- **Help Mode** – Click this button to enable context-sensitive help. If this button is dimmed, no help is in this form. If it is active, some or all the form items provide help messages. For more information, see the section on context sensitive help on page 8.
- **About** – Click to display information about the XF Viewer software. An About window opens. Other toolbar buttons are only present when using the XF Viewer in your browser.

XF Viewer Window

The XF Viewer window is the area immediately below the toolbar in which Xpress-Forms are displayed. In the diagram on page 11, a form appears in the XF Viewer window.

XF Viewer Form

The forms displayed in the XF Viewer are forms from NWMLS, a NWMLS Member Company, or are from an MLS for which NWMLS provides Xpress-Forms service. These forms are displayed in the XF Viewer window and are separate from the XF Viewer itself.

Chapter 4
Basic Form Functions

Opening Forms

Opening Forms From Windows
You can open existing forms in the XF Viewer as you would any document in its appropriate software application. Use Windows to locate your form and double-click to open.

Opening Forms from Email
You can open forms you have received as attachments in an email.
1   Using your usual email software, open the email that contains the form. The form is usually included as an attachment. Open the attachment directly from within the email program by double-clicking.
2   You can save the attachment to your computer and then open the form as described above in Open Forms From Windows.

Filling out Forms

Filling out Xpress-Forms is similar to filling out paper forms except that you use the mouse and the keyboard to enter your information. For example, you type text into fields and select check boxes by clicking the mouse. On the form, move from item to item by pressing the TAB key or move the mouse to reposition the cursor.

Form Items
Because every form is designed to serve a specific purpose, forms can be very different from one another. However, all forms contain some combination of the following items:

Field   A field allows you to provide information by typing text. Some fields allow only a single line of text while others support multiple lines: Fields are explained in detail on page 16.

Checkbox   Check boxes allow you to make selections from a list of choices. Depending on the form, you may be able to select one item from a group, or you may be to make multiple selections. To make a selection, click the check box. A check mark appears: To cancel (or clear) your selection, click the check box again.

Radio Button   Radio buttons are similar to check boxes. However, multiple selections within a group of radio buttons are never allowed. In other words, only one radio button can ever be selected at a time.

	When selected, a red dot appears in the button. Clear buttons are blank.
List	This item presents text selections arranged as a list. To make a selection, click the desired item:
Popup List	A popup list offers the same functionality as a list, except that the list's contents are not always visible. Normally, only the selected choice appears. Popup lists have a small button that when clicked, causes the entire list to appear or "popup":
Combobox	A combobox provides both a field and popup list. This allows you to make a selection from the list, or enter your own text. The combobox provides a small button that causes the list of selections to appear.
Button	Buttons perform specific functions and are activated when the user clicks the button using the mouse. Typical functions include saving, printing, submitting. A button can have a text or image face. For example, a Save button might look like this.

Keyboard Commands

You can use the following keyboard commands to help you fill out forms.

Key or Key Combination Result:

TAB	Move forward from item to item in the form.
SHIFT + TAB	Move backward from item to item in the form.
ARROW KEYS	Move between letters in a field.
CTRL + TAB	Insert tabs within a field.
SPACE	If you have tabbed to a button, check box or radio button, press the spacebar or the Enter key to select the item.
ENTER	If you have tabbed to a button, press the Enter key to click (or activate) the button.
SPACE	If you have tabbed to a pop up or combobox item, press the spacebar to view the list; press it again to make a selection and close the list.
DOWN ARROW KEY	If you have tabbed to a popup or combobox item, press the down arrow key to view the list and highlight an entry.
UP AND DOWN ARROW KEYS	If in a popup or combobox menu, use the arrow keys to highlight list entries.
ALT + SPACE	This has the same effect as clicking the icon in the title bar. This opens the context menu.

Fields

Fields are more versatile than lists, checkboxes, and radio buttons because they allow you to enter and edit text and numbers. The XF Viewer provides a number of features to make it easier to enter text from the keyboard. In addition, some forms verify that the information you enter is of the appropriate type and format for the field. Other fields may be mandatory or optional. The following sections explain how to enter information into fields and how the XF Viewer handles this data.

Manipulating Text

Cutting, Copying, Pasting, and Deleting Text

The XF Viewer provides several features to make it easy to enter and edit text in fields. With just a few keystrokes or click of the mouse, you can copy text from one field to another, correct mistakes, or clear entries.

To cut text from a field:

1. Using the mouse, position the pointer over a field and click the mouse. Using the keyboard, you can press the TAB key until the cursor appears in a field.
2. Select the text you want to cut. You can double-click a single word, or drag the mouse to highlight a group of words. To select all the text in a field, click the right mouse button and choose Select All from the menu. Alternatively, using the keyboard, press SHIFT and the left or right arrow keys.
3. Click the right mouse button and choose Cut. You can also press CTRL+X. Both methods remove the text from the field and place it in the clipboard.

To copy text from a field:

1. Position the pointer over a field and click the mouse. You can also press the TAB key until the cursor is in a field.
2. Select the text you want to cut. You can double-click a single word, or drag the mouse to highlight a group of words. To select all the text in a field, click the right mouse button, and choose Select All from the menu. Alternatively, using the keyboard, press SHIFT and the left or right arrow keys.
3. Click the right mouse button, and choose Copy. You can also press CTRL+C. Both methods leave the text in the field and place a copy in the clipboard.

To paste text - that you have cut or copied - into a field:

1. Place the cursor in the field at the location where you want to paste the text.
2. Click the right mouse button and choose Paste from the menu. You can also use CTRL+V to paste the text. Both methods paste the text on your clipboard into the field.
   Note:: You can copy and paste text from one form to another and even to or from other applications.

To delete text from a field:

1. Select the text you want to delete. You can double-click a single word, or drag the mouse to highlight a group of words. To select all the text in a field, click the right mouse button, and choose Select All from the menu. Alternatively, using the keyboard, press SHIFT and the left or right arrow keys.
2. Click the right mouse button, and choose Delete. You can also use the keyboard command CTRL+D or the Delete key. Both methods delete the selected text.

   Note: You can choose Undo from the menu to revert to the last change you made. The Undo function retains only the last modification and does not undo a series of modifications. For instance, if you cut a word and select Undo, the function undoes the cut and returns the word. If you press Undo again, the last modification in memory is the cut, and undo will replace the cut.

Behaviors and Types

Every field has two main properties: one determines the behavior of the field (that is, whether it is optional, mandatory, or invalid) and the other determines the field's data-entry type (that is, whether it is text, numeric or date). The following tables provide more details:

Field Behavior	*Description*
Optional	The default color of these fields is white unless modified by the form designer. You can enter information into the field if you choose, but it is not required.
Mandatory	The background color of these fields is yellow. You must enter information into the field to continue.
Invalid	Any field turns red if you have entered information that the XF Viewer cannot interpret according to its type (see below). A mandatory field becomes invalid if you leave it blank.

Field Type	*Description*
Text	This field allows you to enter any keyboard character including letters, numbers, and punctuation. For example, this type of field is used to provide an area for a user to enter comments.
Numeric	This field limits your data to whole or decimal numbers. For example, in a credit card number field you can enter a 12-Field Type Description digit numeric value. If you are entering a dollar value into a Numeric field, do not enter the dollar sign ($).

Date	These fields support dates in a wide variety of formats. To add the *current date* to any date field, you can type an asterisk (*) and then press the TAB or ENTER key. The XF Viewer automatically inserts the current date into that field. You can also enter dates manually. By default, the XF Viewer expects two digit dates to be entered in month, day, and year order.
	Note: In certain forms, the amount of text you can enter into a field might be restricted by the design of the form. If unrestricted, the maximum amount of text you can enter is 32K. This is equivalent to about 500 lines of text in a 60-character wide field.

Saving Forms

You can save a form locally to your computer's hard drive or to any other location that your computer can access via a network connection. To save a form:

1. On the toolbar, click the Save Form button. A **Save Form** dialog box opens.

 OR .

2. Browse to select where on your local computer or network you want to store the form. By default, the XF Viewer chooses the directory from which the form originated.
3. Enter the name of the file in the File name field, OR select a file name from the current directory. You do not need to enter an extension. By default, the XF Viewer assigns the .xfd extension when it saves a form.
4. Click Save.
5. If you are saving or replacing an existing form, a confirmation prompt will appear. Click Yes to continue.

The XF Viewer saves the form, and all the information you entered into the form, to the directory you specify. When you want to resume your work, you can open the saved form and continue working

Closing Forms

You can close a form without submitting it. The XF Viewer also closes when you close the (final open) form. To close an open form:

1. On the toolbar, click the Close Form button. If you have entered any information into the form, the XF Viewer displays a Form Has Changed dialog box.
2. Click Yes to save your changes or click No to close the form without saving your changes. Click Cancel to cancel the close operation and return to the form. If you have not modified the form since it was last saved, the XF Viewer closes without displaying the Form Has Changed dialog box.

Printing Forms

The XF Viewer's toolbar always includes the Print button.

When you click this button the XF Viewer sends the form to the printer.
Note: the browser print button will not print the form. You must use the XF Viewer toolbar print button to print all Xpress-Forms. You cannot print select parts of the form – you must print the entire page or form. In the case of multi-page forms, click the page you wish to print e.g.

You can print forms on a printer that is attached directly to your computer or on a shared network printer. Contact your system administrator if you need more information about your network printers. To print a form:
Click Print on the XF Viewer's toolbar. Or you can click the form's print button.

Default Print Settings
The default print settings for all forms cannot be changed. This ensures all forms print correctly.

Email Forms Set Up

The XF Viewer supports two ways to email forms: your existing email program such as Microsoft Outlook, Netscape Messenger, Eudora, etc. or the Viewer's built-in Email program.

Email Forms Using the XF Viewer's built in email program.
This section first explains how to set up the XF Viewer to use your existing email software or the XF Viewer's email client. You will then learn how to email forms.

Setting the XF Viewer's Email Preferences.
To select the email software the XF Viewer uses you must set the XF Viewer's email preferences. Follow the appropriate procedure provided below, depending on whether you want to use the XF Viewer's email program or your own email software. Both methods provide the same functions but some people prefer to use the email program they already know.

Email Forms Using Your Preferred Email Client

To use your present email client you will need to set up your Preferences form *and* your preferred email client to use the *Messaging Application Programming Interface*, or MAPI.

1. From the XF Viewer's toolbar, click Preferences. The Preferences form opens at the Basic page.
2. Under Mail Configuration, select Use Default Simple MAPI Client: Do not change any information in the SMTP Server or Return Address fields.
3. Click Save. The Preferences form closes.

Now each time you send a form using the Mail Form toolbar button the XF Viewer uses your preferred email software.

Note: MAPI (Messaging Application Programming Interface) must be enabled in your email software for this configuration to work. Check the settings in your email software to enable MAPI, if necessary.

Email Forms Using the XF Viewer's Email Client

To use the XF Viewer's email program you will need to provide your email configuration information in the XF Viewer preferences. In addition, you need to ensure that the XF Viewer is not configured to use the MAPI client.

1. From the XF Viewer's toolbar, click Preferences.
2. Under Mail Configuration, clear the Use Default Simple MAPI Client check box.
3. In the SMTP Server field, enter the name of the Simple Mail Transfer Protocol (SMTP) server you want to use (for example, *mailhost.companyname.co*m). To find the SMTP server name, look in the email account information of your email software, or consult your system administrator.
4. In the Return Address field, enter your email address (for example, *youraccount@company.co*m). Your Preferences form might resemble this.

5. Click Save. The Preferences form closes and you are returned to your form.

Now, each time you email a form, the XF Viewer uses its own email software (discussed in the following section).

How to Email Forms

You can email a copy of any form by clicking the Mail Form button on the XF Viewer's toolbar. You can email a blank form or one that has been filled out. Depending on how your preferences are set (explained above), the XF Viewer emails the form using either your preferred email client or the XF Viewer's email client.

===

TIP: We recommend you use the green Email button on the forms Toolbar.

EMAIL

The green Email button automatically adds a link to the NWMLS Management Server and will auto-install the XF Viewer if the recipient does not have it.

===

Send Forms Using Your Preferred Email Client

If you have set your preferences to use your preferred email client:

1. Open and complete the form you wish to send.
2. From the XF Viewer's toolbar, click Mail Form. Your preferred email client opens, and a copy of the open form is automatically placed as an attachment in an email message.
3. Enter the recipient's email address and send the email as you would normally. **Note:** You can also attach a completed and saved form as you would attach any other document to an outgoing email using your preferred email client.

Send Forms Using the XF Viewer Email Client

The XF Viewer's email program provides a special email form. This form appears when you click the Mail Form button. The XF Viewer automatically attaches the form you want to send to the email form. To send the email message, fill out the email form and click Send. Here is the procedure in more detail:

1. From the XF Viewer's toolbar, click Mail Form. The XF Viewer's email form appears. The XF Viewer automatically attaches your form to the email form. The following diagram shows the XF Viewer's email client with a message indicating that your form is attached.
2. Complete the mandatory fields: In the Mail To field, type the email address of the recipient of the form. Separate the address of multiple recipients with a comma. In the Subject field, enter a subject line.
3. You can also fill out the following optional fields: In the CC field, enter the email address of any other recipients. Separate multiple addresses with a

comma. In the BCC field, enter the email address to which the XF Viewer sends a blind carbon copy of the form. Separate multiple addresses with a comma. In the Message field, enter your message. The status line indicates that the form has been enclosed.

Note: You can click Address Book to access the address book of your preferred email client.

4. Click Send Mail. The XF Viewer sends the email message and the Email form closes.
5. Attaching, Removing, and Extracting Documents At the bottom of the XF Viewer's email form are three attachment-control buttons. These buttons allow you to add, remove or extract documents to your email message. You can perform these operations for any type of document file, including other forms.

Emailing forms to Buyers or Sellers.

It is best to use the green Email button located in the Form Toolbar. The recipient must install the Forms Viewer in order to view the forms you are sending. The green email button automatically inserts a link into your email message so the recipient can auto-install the Viewer. Make sure your email configuration is setup in the Viewer Preferences to "Use Default Simple MAPI client."

AOL or Browser-Based Email. Please do the following:

1) Save the forms to your computer.
2) Create a new email message
3) Attach the forms to that email
4) Important: insert this link into your email message:

    In order to read the attached forms you musts download the Xpress-Forms Viewer at: http://management2.nwmls.com

Email a Form that is not completely filled out.
You must use the "Send Email" button on the Viewer Toolbar

.

Important: insert this link into your email message:

In order to read the attached forms you musts download the Xpress-Forms Viewer at: http://management2.nwmls.com

Chapter 5
Using Auto-fill Forms

Create a Transaction Profile to Auto-Fill Forms

Choose the Property Type

Residential	Multi-Family
Condominium	Lease/Rental Property
Vacant Land	Commercial/Industrial
Manufactured Home	Business Opportunity

Follow these steps:

- Enter MLS# and press Get Property Information
- Enter Selling Agent's Lag# and press Get Agent Information
- Check all fields for accuracy. When done check the " When done, check this box>>>" box.
- Add Buyer's Information and Purchase Price
- Save Transaction Profile and click Submit to Auto-Fill Forms
- Use "Auto-Fill Forms Library" to select and fill forms.
- Complete any remaining blank fields.
- Clicking the RIGHT scroll button 3X returns you to the "Auto-Fill Forms Library" so you can fill the next form.

Note: For Saving, Printing, Emailing and Modifying, please refer to Chapter 4, pages 14-23..

Open and Modify an Existing Transaction Profile

Locate saved Transaction Profile. Double-Click to open. Make changes and save.

Note: Previously saved forms completed using the modified Transaction Profile must be opened and resubmitted to reflect the changes.

Note: For Saving, Printing, Emailing and Modifying, please refer to Chapter 4, pages 14-23.

Chapter 6
Using Manual-fill Forms

Open Forms Library to Fill One Form at a Time

Open any NWMLS Form in "Open Forms Library to Fill One Form at time" section. Select, fill in, save, edit and email forms.

NWMLS Forms

    Listing Forms
    Purchase & Sale Forms
    Contingency Forms
    Release Forms
    Lease/Rental Forms

Company Forms

    Coldwell Banker Bain
    John L. Scott
    Windermere

Note: For Saving, Printing, Emailing and Modifying, please refer to Chapter 4, pages 14-23.

Troubleshooting

If you experience problems with the XF Viewer or Xpress-Forms, refer to this section for help.

Lines are missing from my printout.

A small number of old printers have trouble when the ratio of printer dots to screen dots is not an integer. The logical screen dpi used by the XF Viewer is 120, so the typical example is an older, non-postscript, 300 dpi printer that uses 300/120=2.5 printer dots per screen dot.

The main symptom is missing layout lines in a form printout.

If this happens to you, open the Preferences form, select the Print Option Preferences, and under Miscellaneous Options turn on the Integral printer dot to screen dot ratio option. This causes the XF Viewer to print the form as large as possible while still maintaining an integral printer dot-to-screen ratio. See page 19 for more information.

I cannot submit my form using Netscape Navigator.

When you submit forms using Netscape Navigator, the XF Viewer uses Netscape's web communications library. If you are unable to submit forms using Netscape Navigator, try setting the XF Viewer to use its own web communications library. To do this, open the Preferences form, select Advanced, and click Override Netscape Socket. Use this option only if you have problems submitting forms using Netscape. This option is not available in all installations of the XF Viewer.

I cannot submit my form using Internet Explorer.

When you submit forms using Internet Explorer, the XF Viewer uses Internet Explorers web communications library. If you are unable to submit forms using Internet Explorer, try setting the XF Viewer to use its own web communications library. To do this, open the Preferences form, select Advanced, and click Override Internet Explorer Socket. Use this option only if you have problems submitting forms using Internet Explorer. This option is not available in all installations of the XF Viewer.

11430 NE 120th Street
Kirkland, WA 98034

Xpress Forms Support
Email: xfsupport@nwmls.com
425-820-9200 ~ 1-800-541-0455
Download a PDF file from: www.nwmls.com
Hard copies can be ordered from: forms@nwmls.com