

Setting Up Quick Start Groups

Quick start groups allow you to group forms together to help save time when adding these forms to a transaction. The Quick-Start groups are designed to allow you to insert multiple forms into a transaction with one click, instead of adding the same individual forms to many transactions. A **'Quick-Start Group'** is a customizable group of forms selected from any of your available **Forms**.

Once created, your Quick-Start groups are visible in locations where you will add Forms into a transaction. You can then add all forms in the Quick-Start group by choosing it from the available Quick Start Groups, just as you would choose a new form to add from the available forms.

To begin a Quick Start Group, click the **Settings** tab at the top of the page and click **Continue** in the Quick Start Groups box.

The list of Quick Start Groups to which you currently have access will display. To the left of the Quick Start Group name is an icon that indicates where the group originated and who has access to it. See below for the key to the icons.

In the **“I would like to:”** field, select **“Create a New Quick-Start Group”** and click **Go** to begin.

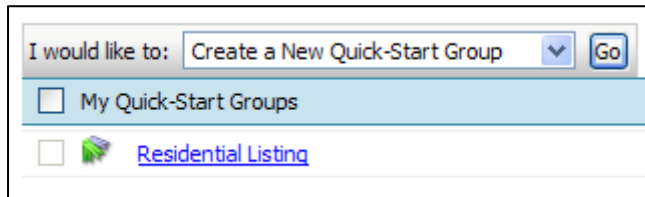
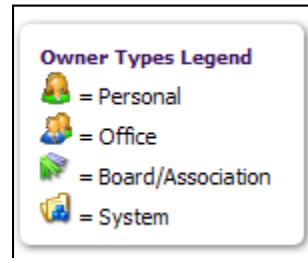


Figure 5



Next give the group a name, such as **“Residential Listing packet”** (Figure 6). Enter a description of the Quick Start Group, if desired. If you would like to have this group automatically added to any transaction of a given Transaction Type, check the given box and select the associated Transaction Type. For example, if this is a Residential Listing Quick Start Group and you would like it to automatically be added to all listings, then check the box to have it automatically added and select **“Listing”** from the Transaction Type field. Default transaction types are Listing, Purchase/Sale and Lease but custom transaction types can be added also. If you have not added the desired Transaction Type to your list yet, you can do so by clicking **Add Transaction Type**. Click **Save Quick Start Group** when finished.

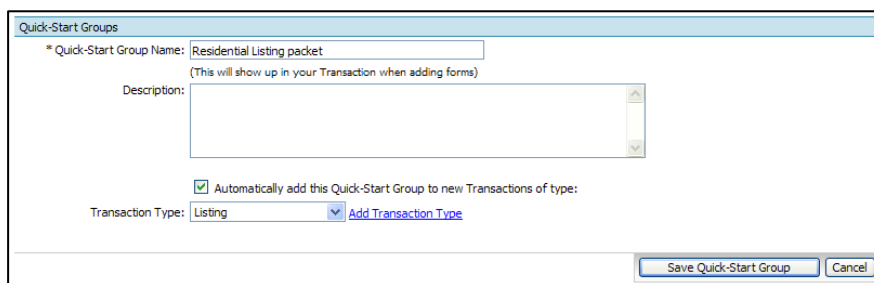


Figure 6

The next screen in the wizard allows you to select the forms that you would like to include in the Quick Start Group (Figure 7). Click on the plus sign next to each group of forms to expand the list of forms that are contained within that group. Click on the first form that you want to add, such as MAR's Exclusive Right to Sell Contract and click **Add Selected Forms** to move it to the box on the right. Do this for each form that you want to include in your Quick Start group or hold the Control key (Ctrl) to select multiple forms and move them all at once when **Add Selected Forms** is clicked. If you added any that you later want to remove, click to check the checkbox to the left of the form name in the box on the right and click **Go** next to "Delete Selected Items" in the "I would like to:" field. Click the **Save Quick Start Group** button at the bottom when finished.

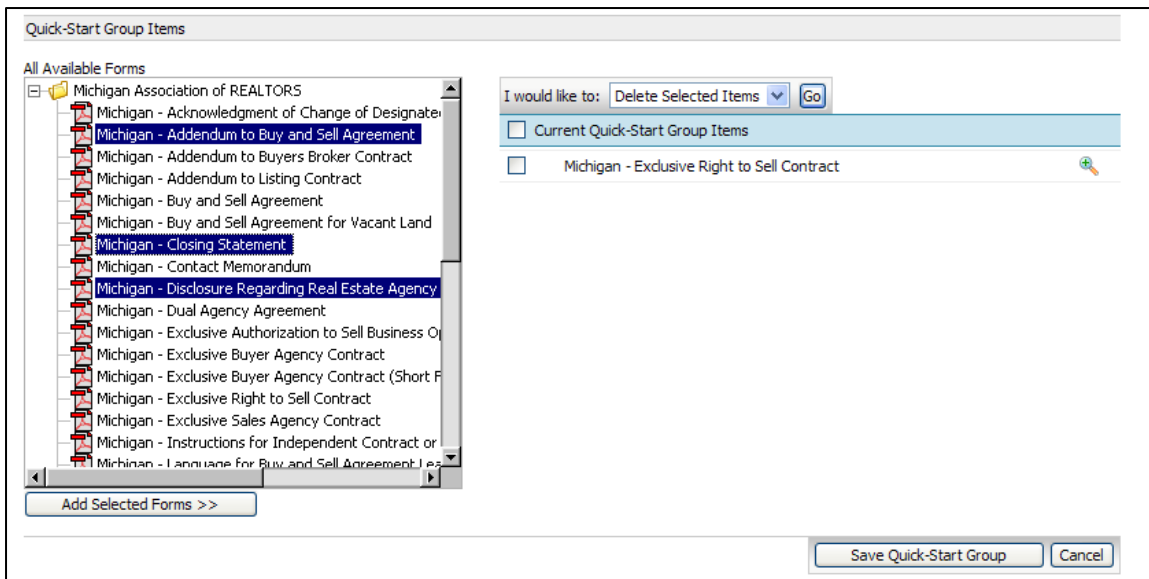


Figure 7