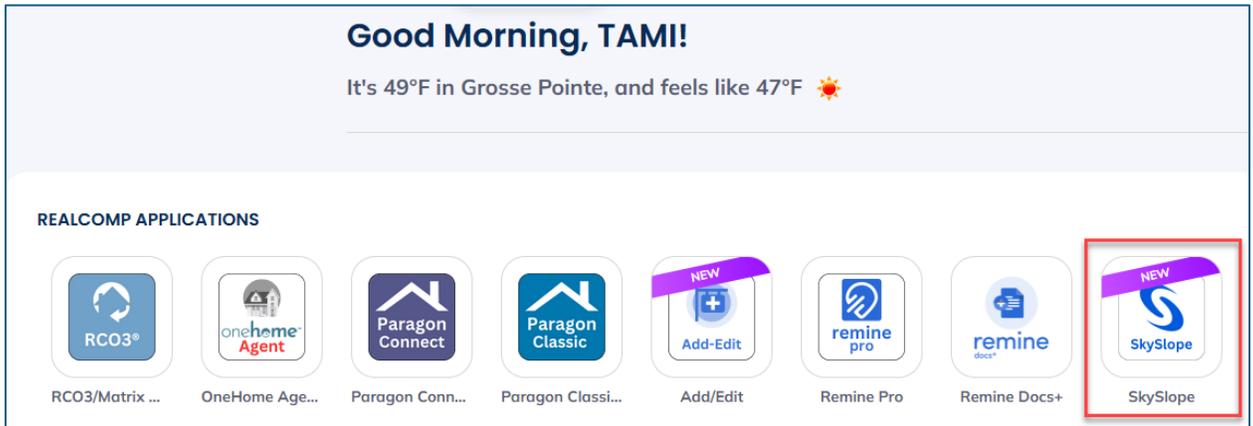


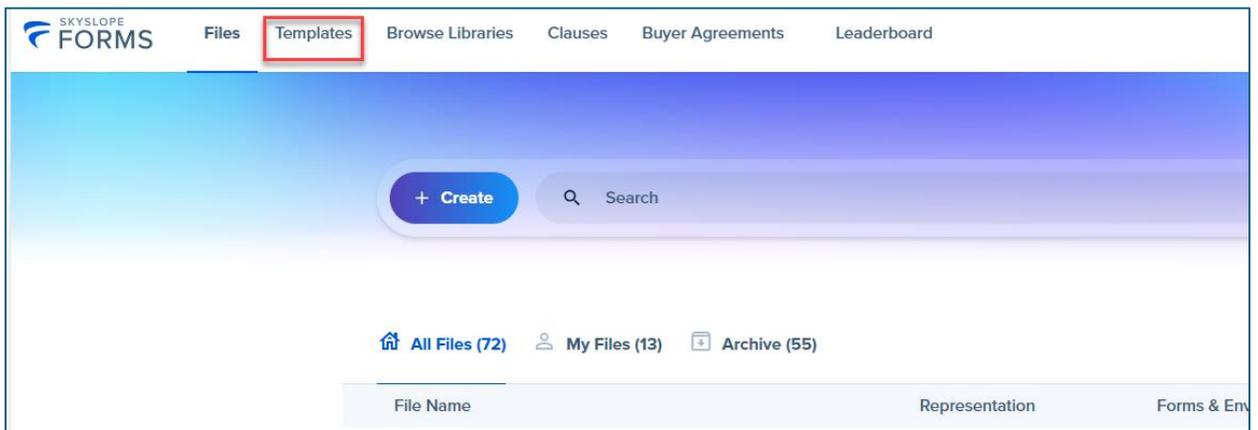
# Creating Transaction Templates in SkySlope

In SkySlope you can create personal form templates if you are an agent. Brokers and office assistants can set up office-wide templates.

1. Log into the Realcomp Dashboard and click the SkySlope icon.



2. In SkySlope, click the Templates tab at the top of the page.



3. Click the Create Template tab or the Create Template button.



4. Select what type of template you are creating.

**What type of template would you like to create?**

<b>Buyer</b> Representation agreements, related advisories, or broker-required notices. <input type="checkbox"/>	<b>Seller</b> Listing agreements, seller disclosures, and required notices or waivers <input type="checkbox"/>	<b>Landlord</b> Lease listing agreements, rental disclosures, and broker-required notices or waivers. <input type="checkbox"/>
<b>Tenant</b> Lease agreements, tenant disclosures, and broker-required notices or waivers. <input type="checkbox"/>	<b>Other</b> A place to keep miscellaneous forms that help you get your work done. <input type="checkbox"/>	

5. Give the template a name. If you are a broker or office assistant, you have the option to share this template with your agents. Click Continue.

**Please add some details to your template**

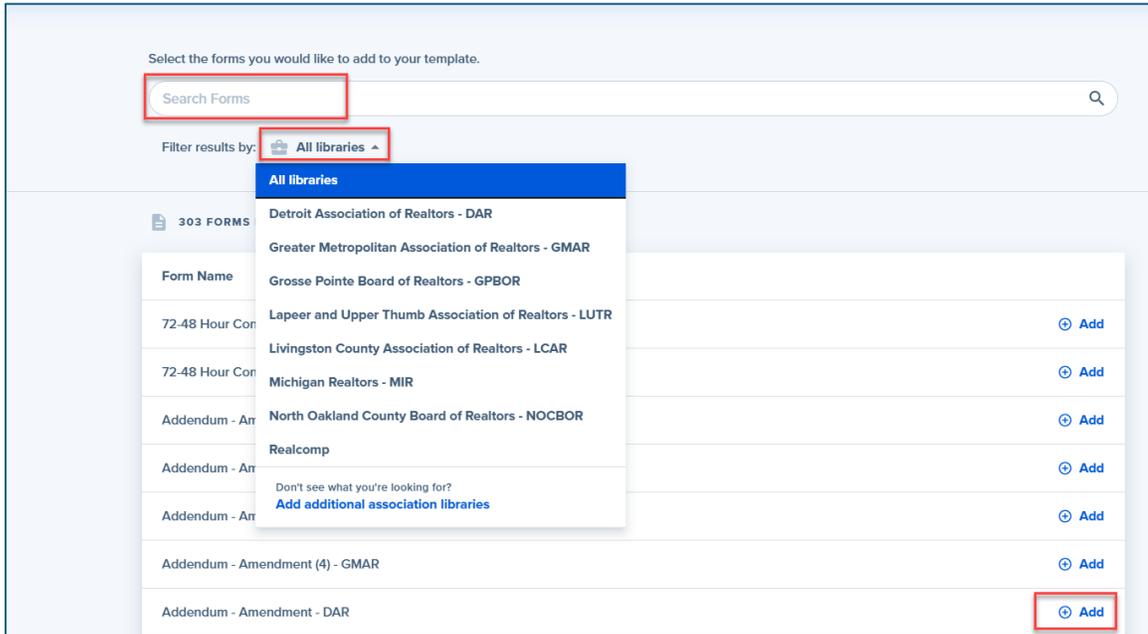
What should we name this template?

Will this be a brokerage template? ⓘ  
 Yes  No

Please select a region:

Share with everyone in my brokerage

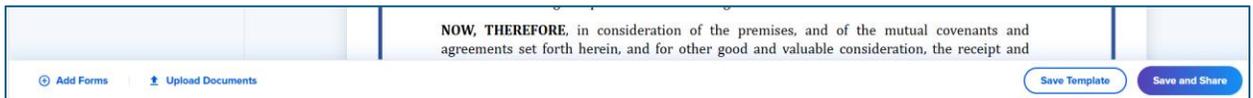
6. To find the desired forms. You can use the search bar or Use the All Libraries drop-down list to narrow the list of forms. When you find a form you want to include in this template, click Add to the right of the form name.



7. When you have selected the desired forms, Click Continue in the bottom right corner of your screen.



8. Next, the forms will load and you can prefill any fields that always contain the same information. When you are finished filling in these fields, click Save and Share in the lower right corner.



If you have questions, please contact Realcomp's Customer Care at (248) 553-3430 or by email at [support@realcomp.com](mailto:support@realcomp.com).