



# PRINT LISTING INPUT FORM

## Print a Blank Form

- 1) From "Menu"
- 2) Find "Daily Functions"
- 3) Click "Input Form"

### Daily Functions

- Hot Sheet
- My Messages
- Tour/Open Houses
- Market Areas
- MLS Intranet
- Input Forms**
- Member Lookup

- 4) Choose property type from the drop down menu.
- 5) Click "Print"

## Print Incomplete Listing

- 1) From "Menu"
- 2) Find "Add/Change"
- 3) Click "My Incomplete"

### Add/Change

- Add Listing
- Change Listing
- My Incomplete**

- 4) Select the listing
- 5) Click "Print or Email"

- 6) Click "Print Input Form"

### Generate Input Form

- Print Input Form**
- Print possible values for fields with lists
- Email Input Form