Below is a listing of 12 new features and updates that have been recently added to the online forms system. We hope you find these new tools and updates useful! ☺

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1) **Split Package tool** – Found in your "Saved Forms and Documents" and inside of a folder where you have saved forms and documents stored, we have recently added under the "Single File Actions" menu, a new tool labeled "Split Package". It will only appear when you select a saved "Package" file and will allow you to separate a large saved forms package back into individual forms again and retain any data that was in the package (only in the separate forms).

2) **Split PDF, Convert To PDF, Rotate PDF and Combine into PDF tools** - Found in your "Saved Forms and Documents" and inside of a folder where you have saved forms and documents stored, we have recently added under the "Single File Actions" menu, a new tool labeled "Split PDF". I.E. – (If you only want pages 6 through 12 and pages 25-30 of a giant 100-page PDF file, you can now use that tool to create a new PDF on the fly with only those pages you need from the larger PDF document). This option only appears if you select a single PDF document. The "Convert to PDF" tool will allow you to convert an image, word document, PowerPoint slide, text file and other file types into a PDF. The "Rotate PDF" tool allows you to change the orientation of pages in a PDF to whatever you need. This is an excellent tool when you receive upside down documents or documents that are landscape and should be portrait.

There is also a new "**Combine into PDF**" option that only appears if you select multiple files and look under the "Multi File Actions" menu. This tool allows you to select any combination of saved forms or packages, PDF files, Word documents, PowerPoint slides, .jpg and .png image files as well as text files to create a single PDF file containing all of the files that you select in the order that you want them listed in the newly generated PDF file.

3) **Copy & Replace function** – Found in your "Saved Forms and Documents" and inside of a folder where you have saved forms or packages stored. You will see a button labeled "Copy & Replace" next to each saved form or saved package that you have. This function makes an exact copy of that saved form or package (including all contract data) and prompts you to choose a new client to replace the client data ONLY for the new copy you are creating. This is an excellent time saving tool where your contract data will remain the same and ONLY your property, buyer or seller information is changing.

4) **Save e-Signed Settleware document to folder** - For members using e-signing, you can now click on your "My Profile" tab, then select "Signature Requests". There you will see all of your e-signing requests newest to oldest. When you click on the "View Details" button next to a request, if the document(s) have been fully signed, there will be a button labeled "Save Signed Document" in addition to the "View Signed Document". The "Saved Signed Document" allows you to quickly save a copy of the signed contract into whatever folder you choose from your "Saved Forms and Documents" tab. So a quick, direct way to get signed documents into a saved folder with the original documents! :)

5) **Shared folder expiration date and allow uploads option** – Now, under the "Saved Forms & Documents" tab, when you want to share a folder containing files out with a client, you have the option to "Allow Uploads" and to Set an Expiration Date for how long the folder is shared. This is nice if you need to provide an easy way for your clients to upload some documents to you, it will send them a secure link. When they click on the link, they will be able to view/download any forms/files that you have shared with them and also they can "Upload" files directly to your shared folder if the "Allow Uploads" checkbox was checked. The expiration date option will expire in one week by default, but you can set the expiration date to be as short or as long as you need it to be. This is great for security or if you will only accept documents up to a certain time.

6) **New Searchable FAQ system** - The new FAQ system has been redesigned to be cleaner, searchable and mobile friendly. So viewing FAQs on all devices will be a snap! Type the word video and you'll see a listing of video tutorials to watch for various topics.

7) **Mobile Friendly Additions** - Enhancements have been added to the entire formsRus system portal to make using the entire system mobile friendly! The online forms system has always worked well on desktops and tablets, but now, agents can actually work quite well from handsets too! It is fully serviceable including forms, saved forms and documents, sharing files/folders, managing clients, emailing, faxing, sending docs/forms out for e-signing, etc.

Simply pull up Safari on an iPhone and login normally at https://online.formsrus.com/formsrus

Pull up Chrome on an Android phone and do the same. The new Windows Phones running Edge should also work just fine as will Blackberry devices with their built-in web browser.

8) **New Add and Edit Custom Clauses Tool has been added -** Under the "My Profile" tab, you will now see a new "Add & Edit Custom Clauses" option listed. There, you can add as many clauses as you like to quickly insert into forms fields whenever you like. You can number and name these clauses as well as Edit/Delete or Add new clauses from here. Functionally, when you have a form or forms package open in Edit mode, under the Tools menu you will see two new tools listed. The first tool says "Add and Edit Custom Clauses". If you select that, it will open your Clause Library in a new browser window so you can add/edit/delete clauses. (same as selecting the tool from the "My Profile" menu). The 2nd tool says "Load Clauses". You should use this tool when you have selected a field on a form that you wish to insert a clause into. Once you do this, a list of your clauses will appear and you simply check the clause(s) that you want to insert and boom, it's done! This is a great time saver and is customizable on a per user basis! It's essentially a way for you to insert verbiage that you use over and over and over. If you insert a clause that is larger than the field available, it will still insert, but you will then need to click/tap into the field and delete out the excess and edit the field accordingly.

9) **Pre-tagged Signature locations and "Clear" Settleware signature stamps** - This new feature is now live. It allows you and your clients to "see through" the signature stamps and read text behind them on contracts. This is very useful for tight spots where the Settleware Signature stamps might accidentally cover form text. With this enhancement, the signature stamps remain the same, only you'll be able to see through them and not cover up important contract text in the background. In addition, some forms signature locations have been "pre-tagged" for the buyers, sellers, agent and broker signature locations. This means that agents can spend less time dragging and dropping signature stamps onto signature lines of forms as they will already be there!

10) **Sign Document(s) "In-Person"** – You can now sign contracts right in front of your clients without having to email the documents out and waiting! When you send the contracts out for e-signatures using the built-in e-signing option "Digitally Sign (SW)", look under the "Sender Information & Options" box. It will contain your email address by default along with a "Request Title" and other options. To sign in person, simply check the box labeled "Sign Document(s) in person" and continue on. You will still need to enter your clients or signers email addresses like normal, and possibly locate your signatures on the documents using the "Submit and Customize Signing Locations" button, however, you and/or they will be able to sign right then and there. Once all parties have signed, all email addresses that were listed will automatically receive a final signed copy of the document(s) in their email just like they normally would.

11) **Choose your own color theme** - You now have the ability to choose your own custom color theme! So, if you would rather not use the default formsRus "Green" theme, you can now have a light blue, a midnight blue, gray, purple, maroon, orange, etc.) theme instead! Simply click on "My Profile", then choose "Theme Settings" and choose whatever color theme that you prefer. In addition, for MLS, broker or company portals, we can change the entire portal default color. So, if your brokerage or association wanted the online forms system theme to be "Midnight Blue" by default, they could contact us to easily make that change.

12) **Archive System** – You will see a new black button labeled "Archived Files" at the top of your "Saved Forms & Documents" screen. This is where all of your folders and files will go to after 1 year. They will remain in the archive for 7 years before being purged out. You can restore archived folders/files at any time and you can manually archive selected files at any time.

We hope that these new tools and updates prove to be very useful to your daily online forms system working experience.

If you have questions or need help with any of these enhancements, please contact support at support@formsRus.com or call us at 800-955-6284 x3

If you would like to request additional enhancements, please do so by logging in to your online forms account, click on the "Help" tab and choose "Request Enhancement" from the list.

Make it a great day!
-formsRus.com support team