

Scanning and Emailing to Your DocInbox

Log into Zipforms.

The image shows a screenshot of a web browser displaying the login page for zipForm Plus. The browser's address bar shows the URL www.zipformplus.com. A red arrow points from this URL to the text "www.zipformplus.com". The login form is centered on the page and contains the following elements:

- zipForm Plus logo with "by zipLogix" text below it.
- Text: "Enter your username and password to continue"
- Username input field
- Password input field
- Green "Sign In" button
- Links: "Forgot username | Forgot password"
- Text: "No account? Create one!"
- Text: "or"
- Blue button: "Sign in with your NAR_realtor/Username and Password"

A second red arrow points from the text "Insert Username and Password." to the input fields in the login form. The background of the page features promotional banners for zipLogix products like EliteAgent and zipCRM. The Windows taskbar at the bottom shows the time as 9:49 AM on 5/3/2020.

Scanning and Emailing to Your DocInbox

From whichever “Home Landing Page” you have chosen (Dashboard or Transactions), click on the DocInbox.

The screenshot shows the zipForm Plus 20.04.01 dashboard. The navigation bar at the top includes: Dashboard, Transactions, Templates, DocInbox, Tasks, Contacts, Admin, Partners, and Help. A red arrow points to the 'DocInbox' menu item. The main content area features a 'Recent Activity' list on the right and a 'Number of Transactions' line chart on the left. The chart shows 1 transaction on May 1 and 0 transactions from May 3 to May 31. Below the chart are summary cards for 'Transactions to approve' (7), 'Documents to approve' (91), 'Tasks to approve' (0), 'Tasks not started' (74), 'Tasks in progress' (0), and 'Overdue tasks' (18). The footer contains 'Terms', 'Accessibility', 'Privacy', 'Support', 'TM & © 2020 zipLogix™ P191', and 'Guided Help'. The Windows taskbar at the bottom shows the time as 9:52 AM on 5/3/2020.

Scanning and Emailing to Your DocInbox

Write down your DocInbox email address.

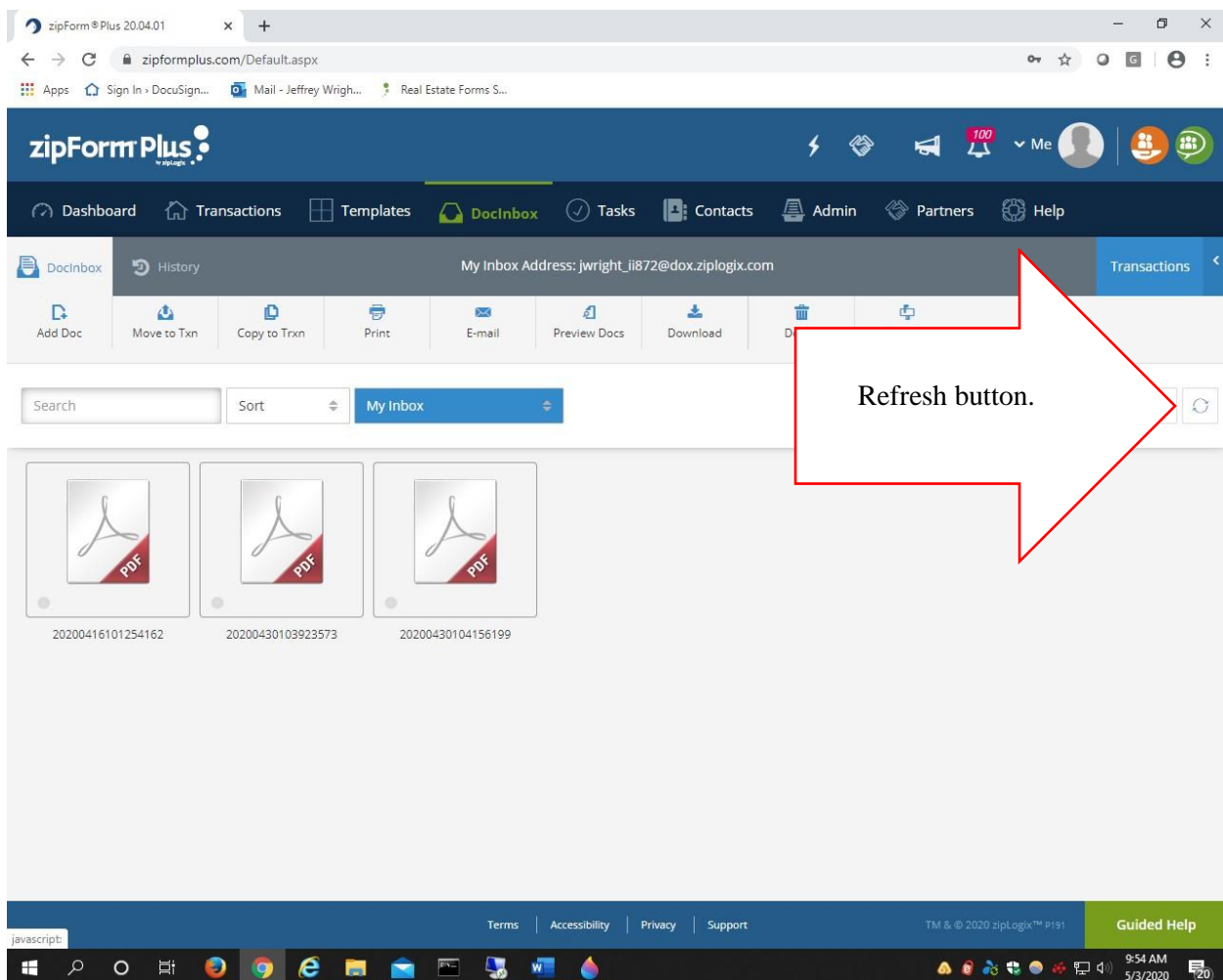
The screenshot shows the zipForm Plus web application interface. At the top, the navigation bar includes the zipForm Plus logo and several utility icons. Below this, a secondary navigation bar contains links for DocInbox, Tasks, Contacts, Admin, Partners, and Help. A central banner displays the user's DocInbox email address: "My Inbox Address: jwright_ii872@dox.ziplogix.com". Below the banner is a toolbar with icons for Email, Preview Docs, Download, Delete, and E-mail to DocInbox. The main content area shows a "My Inbox" view with a search bar and a list of three PDF documents, each with a unique ID: 20200416101254162, 20200430103923573, and 20200430104156199. A red callout box with a white background and a red border points to the email address, containing the text "This is your DocInbox email address." The footer of the page includes links for Terms, Accessibility, Privacy, and Support, along with a "Guided Help" button. The Windows taskbar at the bottom shows the system clock as 9:54 AM on 5/3/2020.

Scanning and Emailing to Your DocInbox

Go to your scanner, place your documents in the scanner, and scan them to your DocInbox.

If using email, simply type your DocInbox email address into the “To:” line and email as normal.

Once completed, you can come back to your DocInbox, refresh the page, and your documents will now be accessible in your DocInbox.



The screenshot displays the zipForm Plus web application interface. The browser address bar shows the URL `zipformplus.com/Default.aspx`. The navigation menu includes Dashboard, Transactions, Templates, DocInbox, Tasks, Contacts, Admin, Partners, and Help. The DocInbox section is active, showing a search bar, a sort dropdown, and a "My Inbox" dropdown. A red arrow callout points to a refresh button (circular arrow icon) on the right side of the interface, with the text "Refresh button." inside the arrow. Below the navigation, three PDF document thumbnails are visible, each with a unique ID: 20200416101254162, 20200430103923573, and 20200430104156199. The footer contains links for Terms, Accessibility, Privacy, and Support, along with a "Guided Help" button. The system tray at the bottom shows the time as 9:54 AM on 5/3/2020.

Now that your documents are in your DocInbox, you can move them to your transactions, as necessary.