

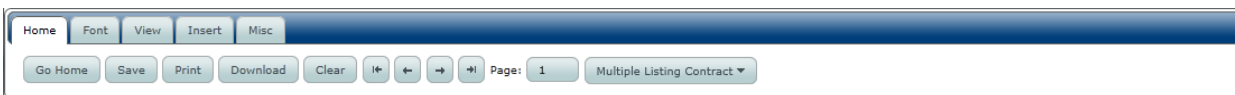
WEBForms® version 4.9 transforms accessibility by using HTML5, the most dynamic and adaptable HyperText Markup Language. REALTORS® will be able to create transaction kits, edit forms, templates and clauses using virtually any HTML5-compatible browser including Internet Explorer, Google Chrome, Mozilla Firefox and Apple’s Safari.

All current, active British Columbia forms (Provincial, Board, and/or Office Level) have now been converted to HTML5 and will be released to WEBForms® on **Tuesday October 16th 2012**.

It is important for REALTORS® to not remove or delete their current installation of Adobe Reader/Acrobat until such time as forms for their respective province have been fully converted and retrieval of any older forms and Transaction Kits requiring Adobe Reader are no longer needed.

How will the functionality of WEBForms® change?

A new Interface when filling and/or editing forms. Same functions as before, just a different look!



- Go Home:** Returns to the main Transaction Kits Tab.
- Save:** Saves the information in the current form.
- Print:** Flattens and prints the form.
- Download:** Downloads the current form as a PDF.
- Clear:** Clears all entered information in the form.
- Navigation arrows:** Navigates to the first, previous, next and last pages in the current form.
- Page:** Displays the number of the page that is currently displayed in the form.
- Form list:** Clicking on the Form list will display the names of all the forms in the transaction kit in a drop down list, clicking on one of these names will then navigate to that form.



- Font:** Click to open a drop down list to select either Times New Roman or Helvetica as the font for the current form.
- Font Size:** Click to open a drop down list to select the Font size in the current form.



- Zoom Level:** Click to open a drop down list to set the zoom level to 75%, 100%, 125%, 150%, 200% or Fit Screen.
- Highlight Fields:** Highlights all data entry fields on the current form.



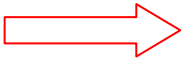
- Insert Clauses:** Navigates to the Clause selection screen.

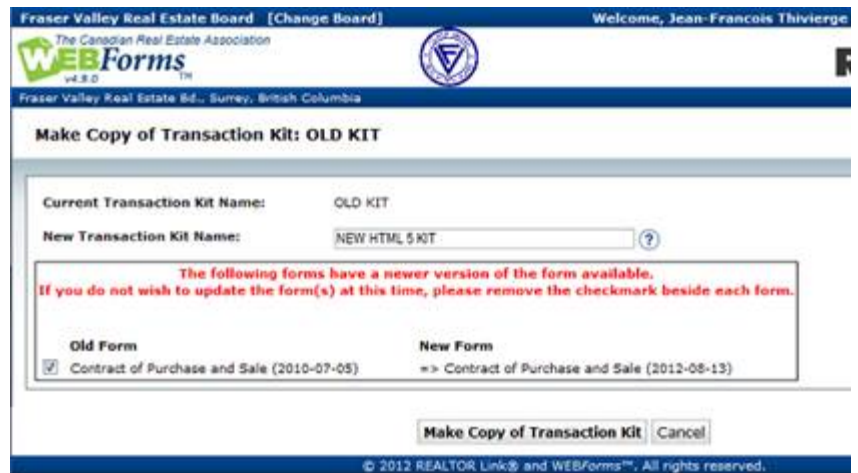


- Download Fillable Form:** Downloads an empty PDF version of the Form that can be filled offline.

What will happen to “Old Transaction Kits” and “Old Templates” once the new HTML5 forms are available?
Copying an existing Transaction Kit or selecting an old Template when creating a new Transaction Kit will display an “upgrade” dialog once the new HTML5 forms are released.

Make a copy of an “Old Transaction Kit”:

1. Select an already created transaction and click “Make Copy” button.
2. If this selected Transaction Kit contains forms that have now been upgraded to HTML5 (I.E: Contract of Purchase and Sale, CPS Addendum or Multiple Listing Contract), WEBForms® will now prompt you with an upgrade dialog similar to this: 
3. Type the name of the new Transaction Kit and click “Make Copy of Transaction Kit”
4. The forms in this new Transaction Kit will be automatically upgraded to HTML5 format.
5. Templates will also be upgraded when used to create new Transaction Kits.



Again, REALTORS® should not remove or delete their current installation of Adobe Reader/Acrobat. The WEBForms® team will provide notification when Adobe Reader/Acrobat is no longer required.

For more information or assistance with WEBForms® 4.9, please contact your local Helpdesk.