

Creating a Task

1. Go to <https://gps.flexmls.com/ticket>
2. Enter your:
 - Username
 - Password
3. Click **ZIPFORM** on the bottom right
4. Once you are logged-in, go to the **MENU BAR**:
 - Dashboard
 - Forms
 - Transactions
 - Templates
 - DocInbox
 - Tasks
 - Contacts
 - Partners
 - EliteAgents
5. Click the **TEMPLATE** from the Menu Bar and click the sub option - **FORMS and CHECKLISTS**.
6. Click the "**CHECKLIST**" tab.
7. After you create a Checklist category, you can now create some tasks.
8. Create a i.e. **BASIC TASK** under the Checklist.
9. Click one Checklist i.e. Meetings. Then click "**Create a New Task**".
10. Enter all the information:
 - Task Name (required)
 - Due Date
11. After entering all information, click the **SAVE** button.