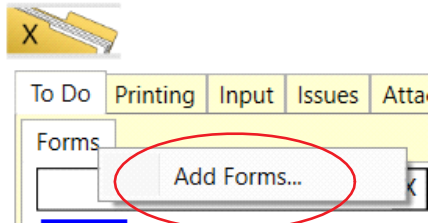


# Adding forms to Singular loans

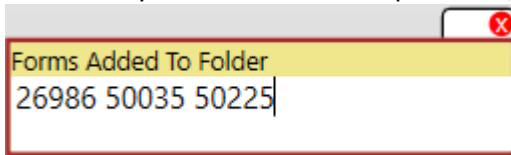
Wednesday, August 16, 2017 4:34 PM

These instructions will help you add forms via FocusAgent that will ONLY be available in the singular loan you add them too. This method was created and released in version 17.0.0.55 of FocusAgent on 8/16/17.

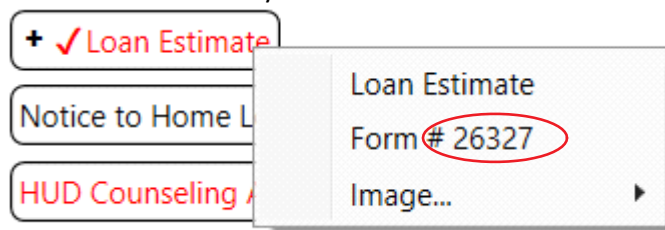
1. From within the loan you wish to add the form(s) to, right click the "Forms" tab, and click "Add Forms...".



2. A small window will pop up, and you can add forms to the loan by typing their form numbers into this window. If you wish to add multiple forms, delimiter(separate) the numbers with a space(seen below).



3. If you don't know the form number you are trying to add, you can find the form in a different loan, and right click that form within your "ToDo" list. The form's number can be seen in the menu(as seen below).



4. The forms will be added to your "ToDo" list once you close the "Forms Added To Folder" window. If you enter an incorrect number, or decide you don't need the form you added anymore, you can reopen the "Forms Added To Folder" window like you did before, and just delete the form numbers you don't want.