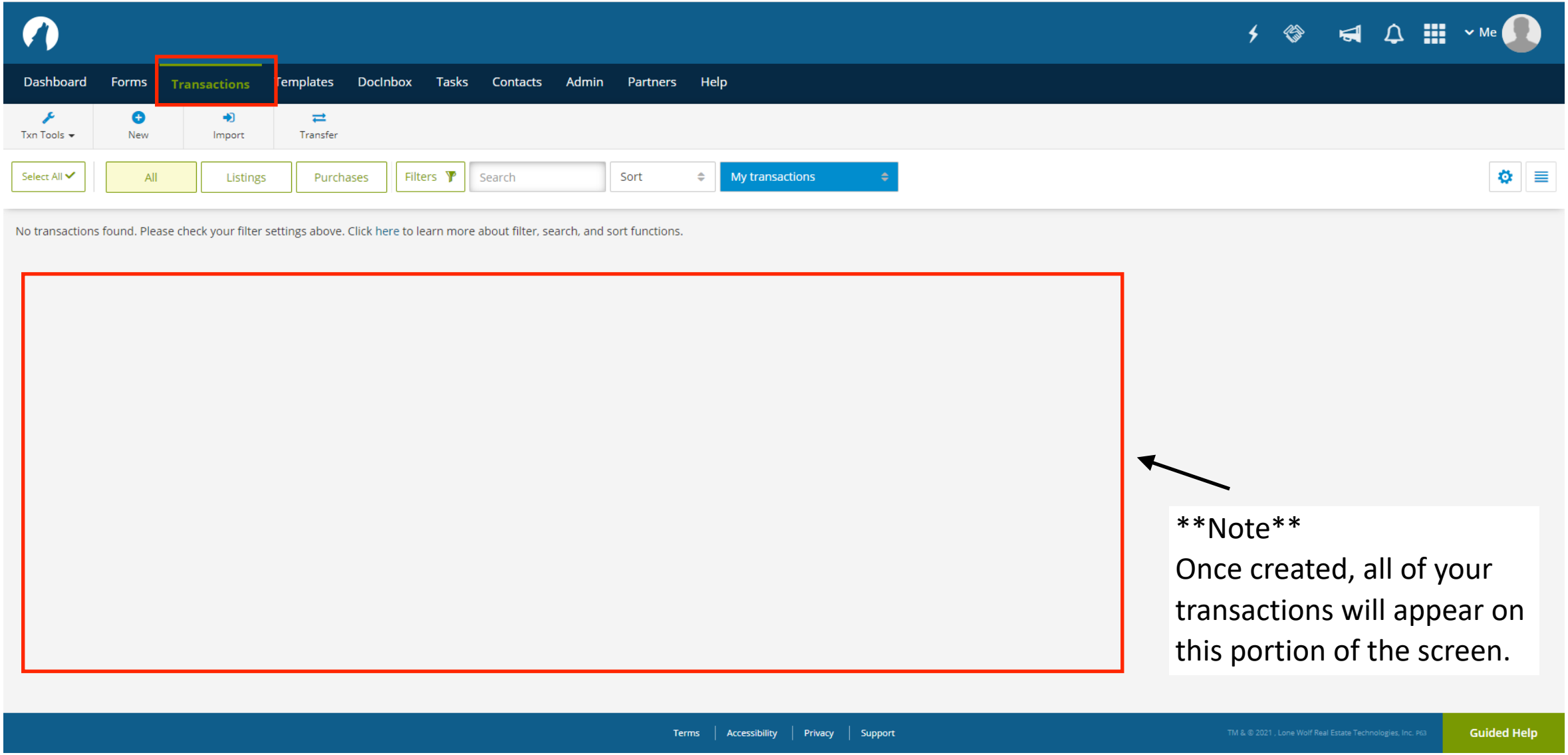
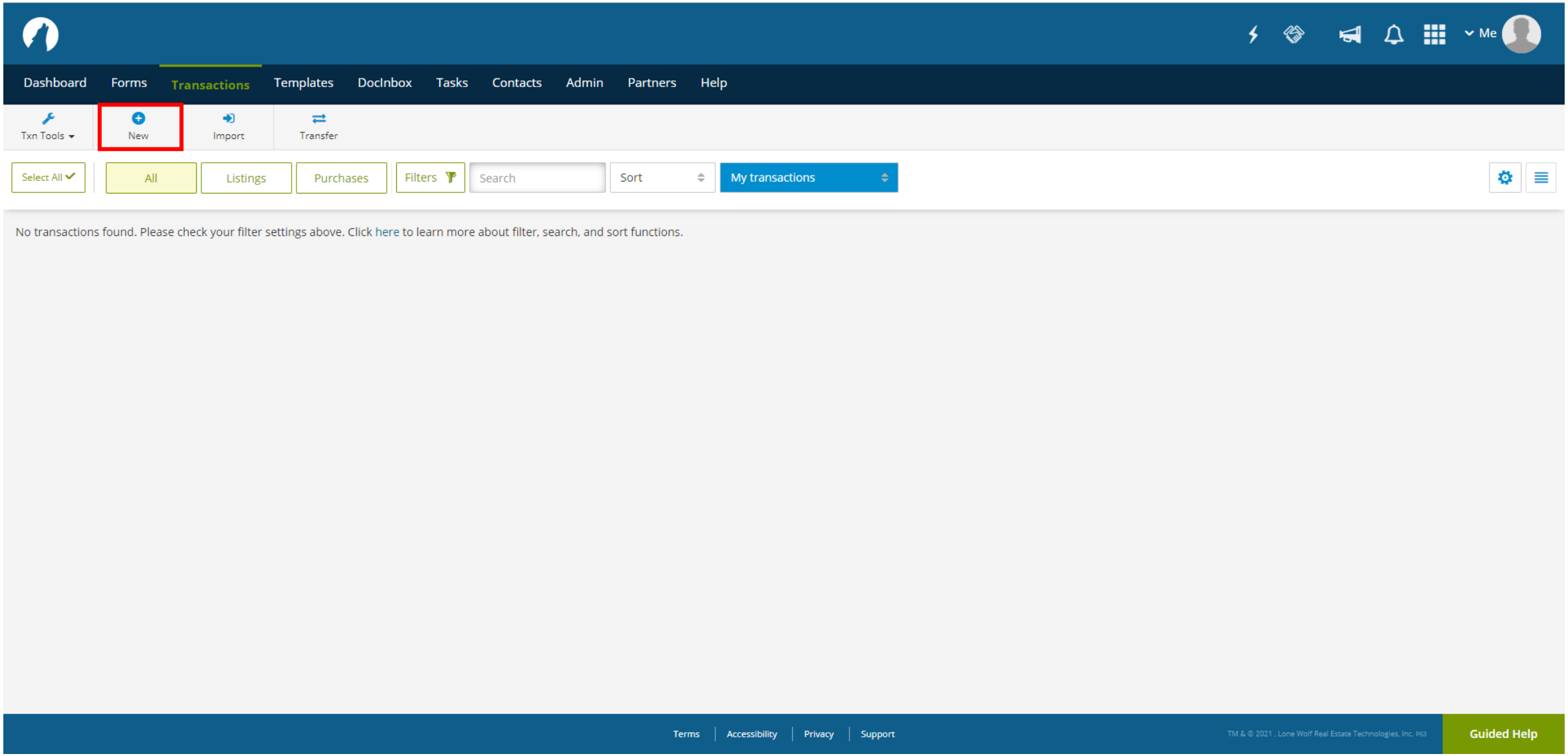
Creating a Transaction in zipForms

Navigate to Transactions tab

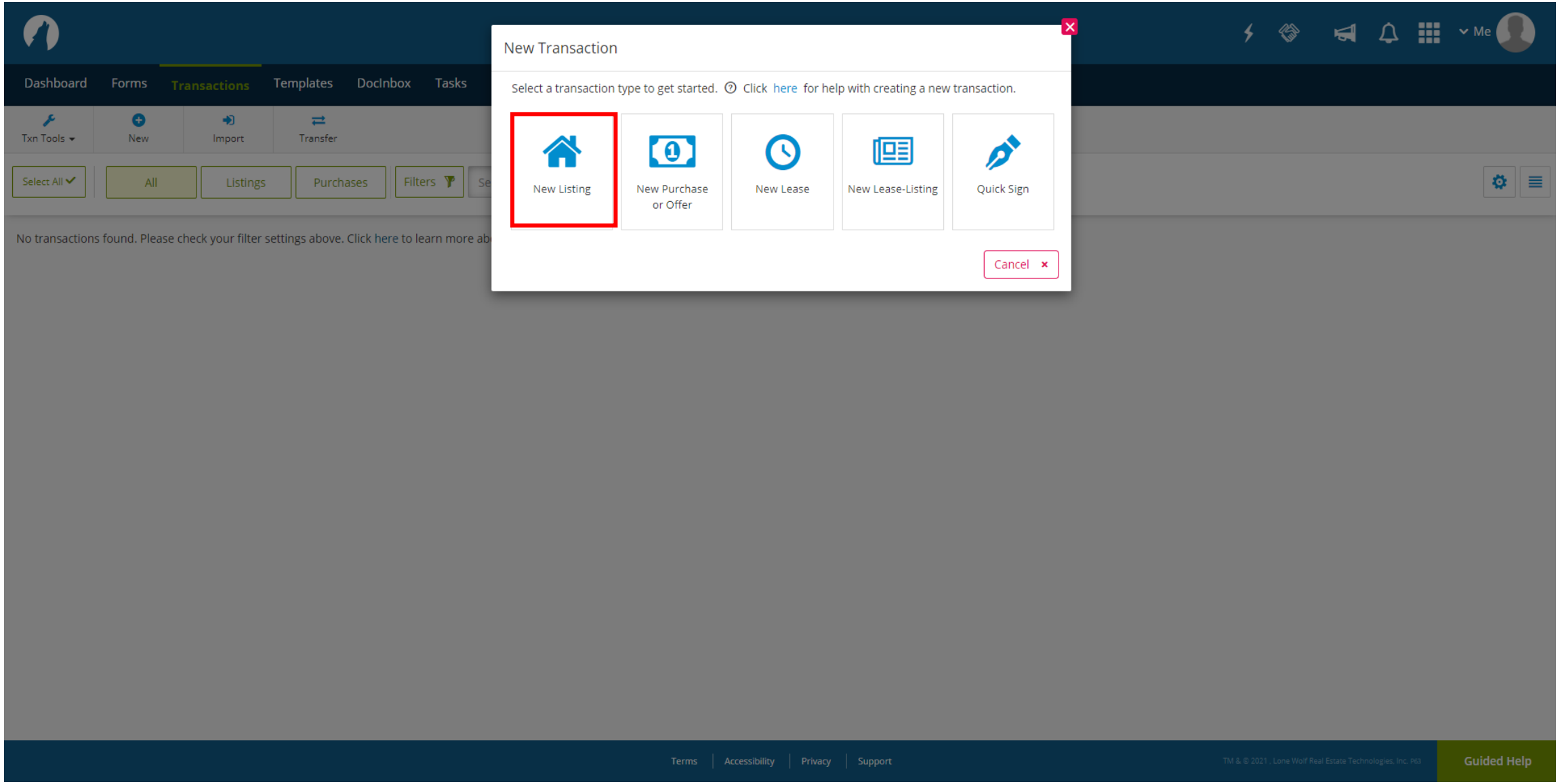


Note
Once created, all of your transactions will appear on this portion of the screen.

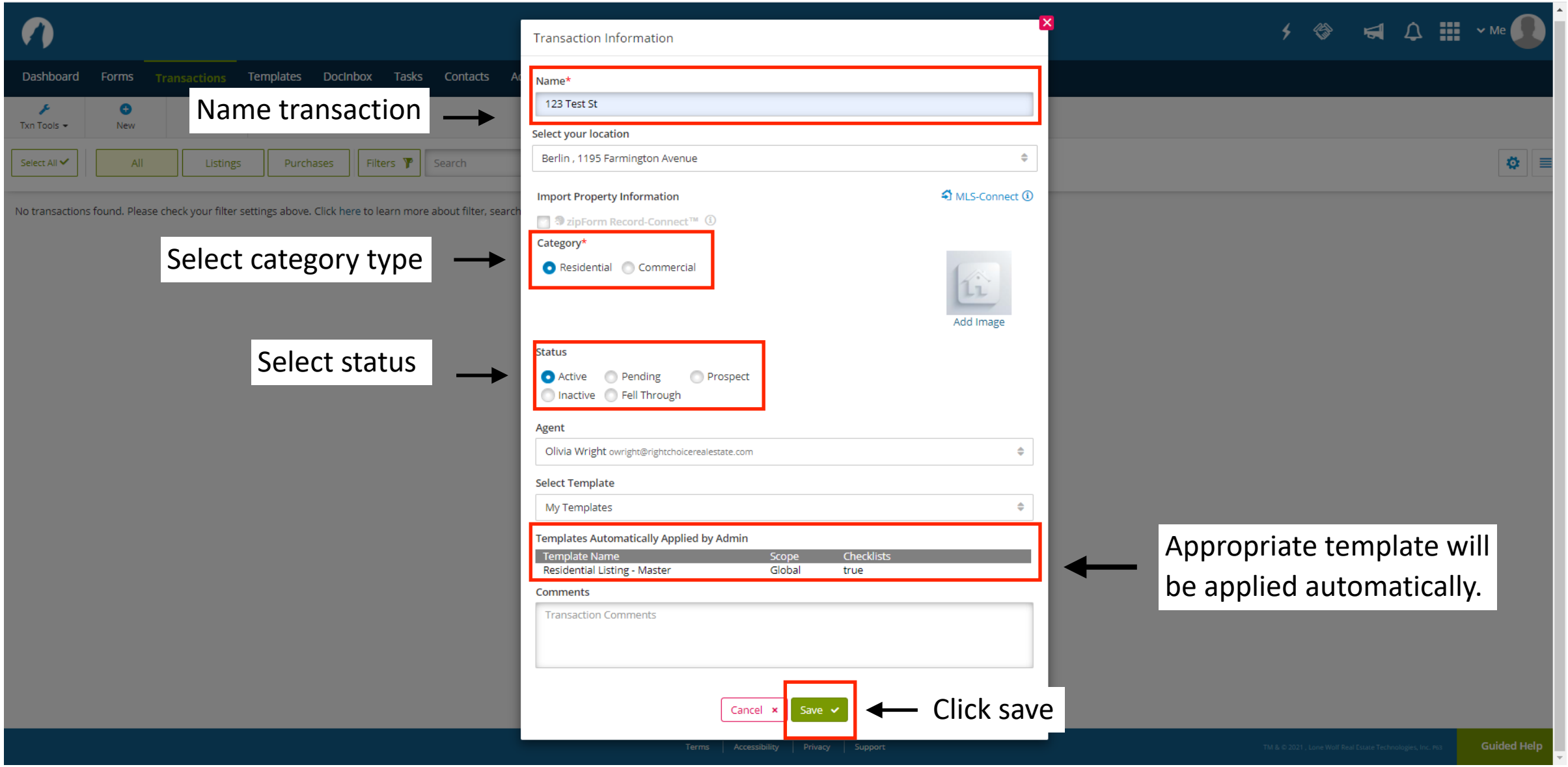
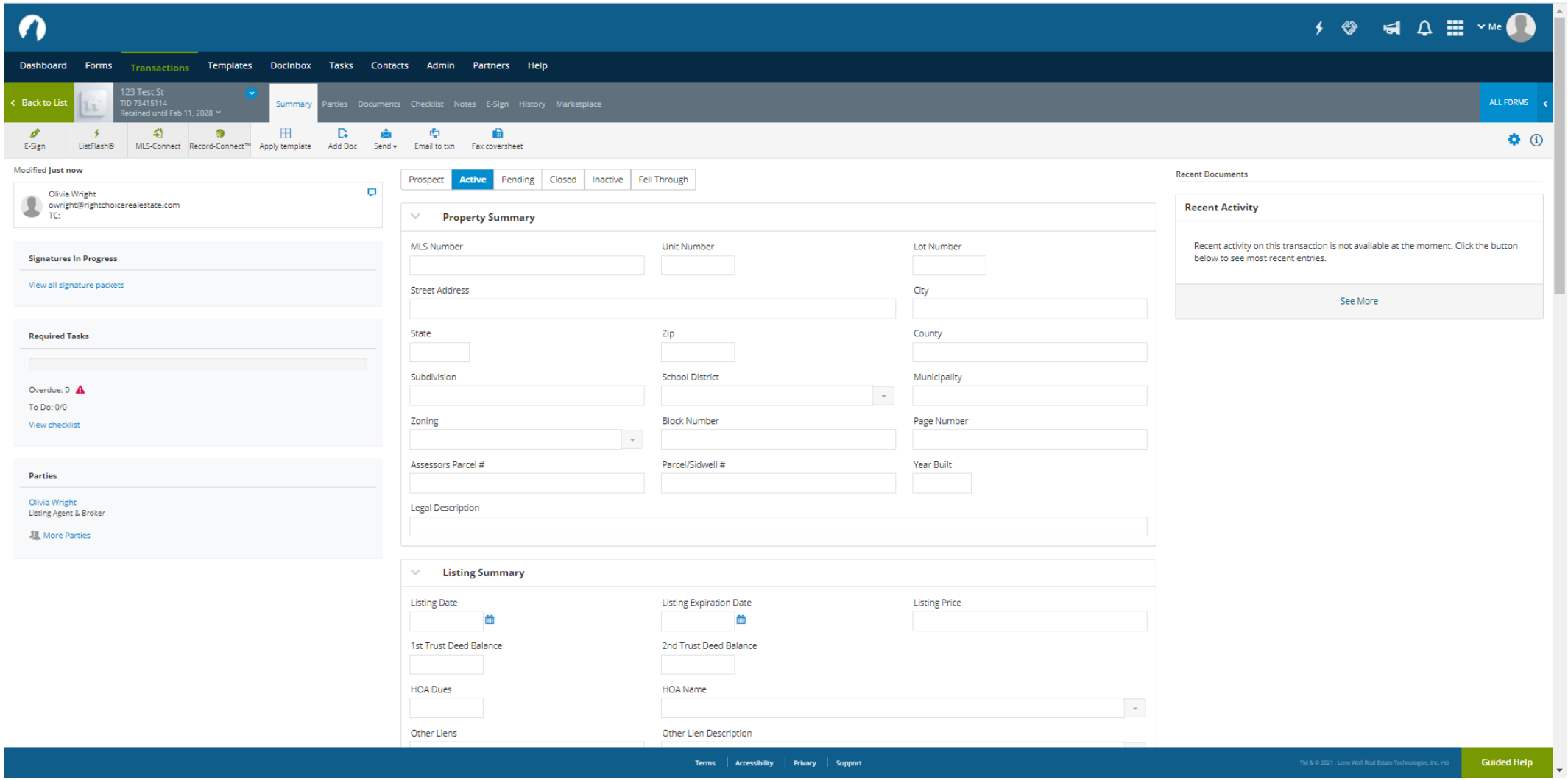
Select new transaction



Select type of transaction



Fill out transaction information



You’ve successfully created a transaction!