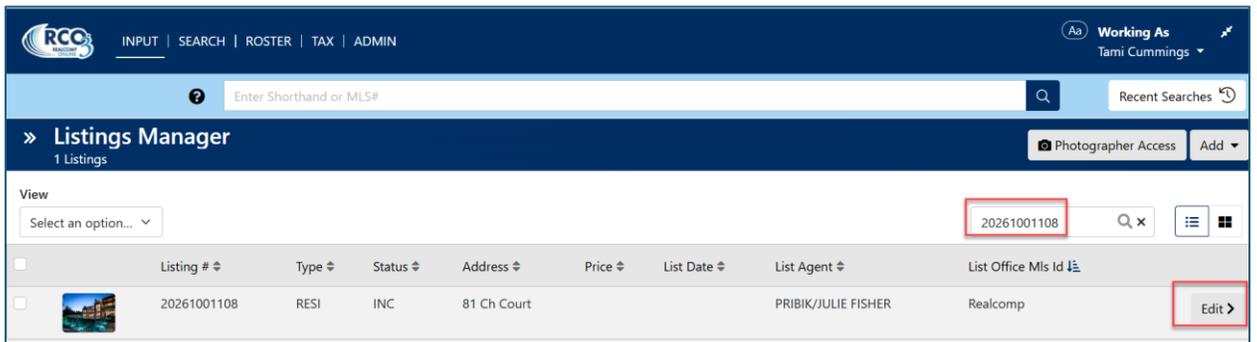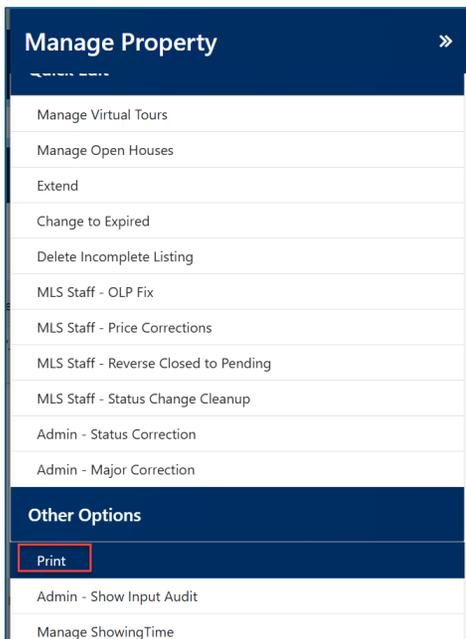# Using the Full Listing with Signatures Report

To avoid having to enter your listing's data into the profile form and then into Add Edit also, Realcomp has created a new report format, called Full Listing with Signatures. This allows you to enter the data once into Add Edit and then print this report that the seller can sign instead of the profile form.

1. Enter your listing into Add Edit and save it as Incomplete.

2. From the Add Edit main page look up the listing using the MLS number. Click the **Edit** button on the far right.

3. From the menu that displays, scroll to the bottom of the list and select **Print**.

4. Select the Agent Full with Signatures report. You have the option to save the PDF or print a hard copy. A PDF can be used in SkySlope/Digisign for electronic signatures or print the hard copy (paper) to have the sellers wet sign the form.

5. This report will show all fields, whether or not there is data in them, so your seller can review all fields before signing.

If you have questions, please contact Realcomp Customer Care at (248) 553-3430.