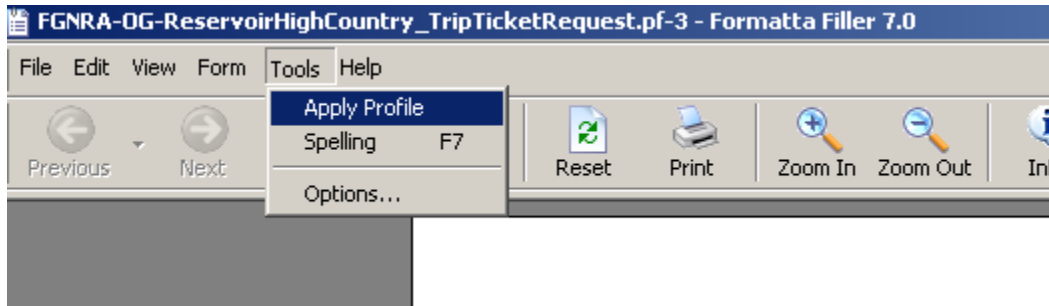


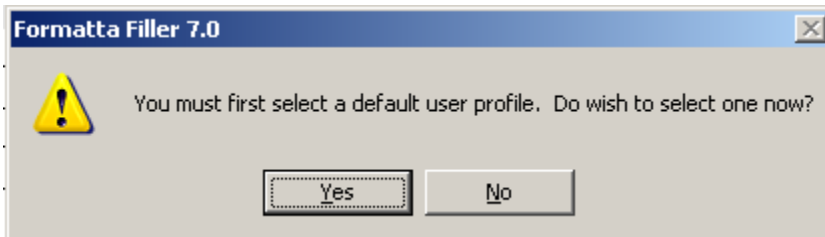
Profile Setup for forms

Following are the instructions for applying a profile to the form (Trip or Shuttle Ticket Request) in order to skip typing username/password and some field information repeatedly.

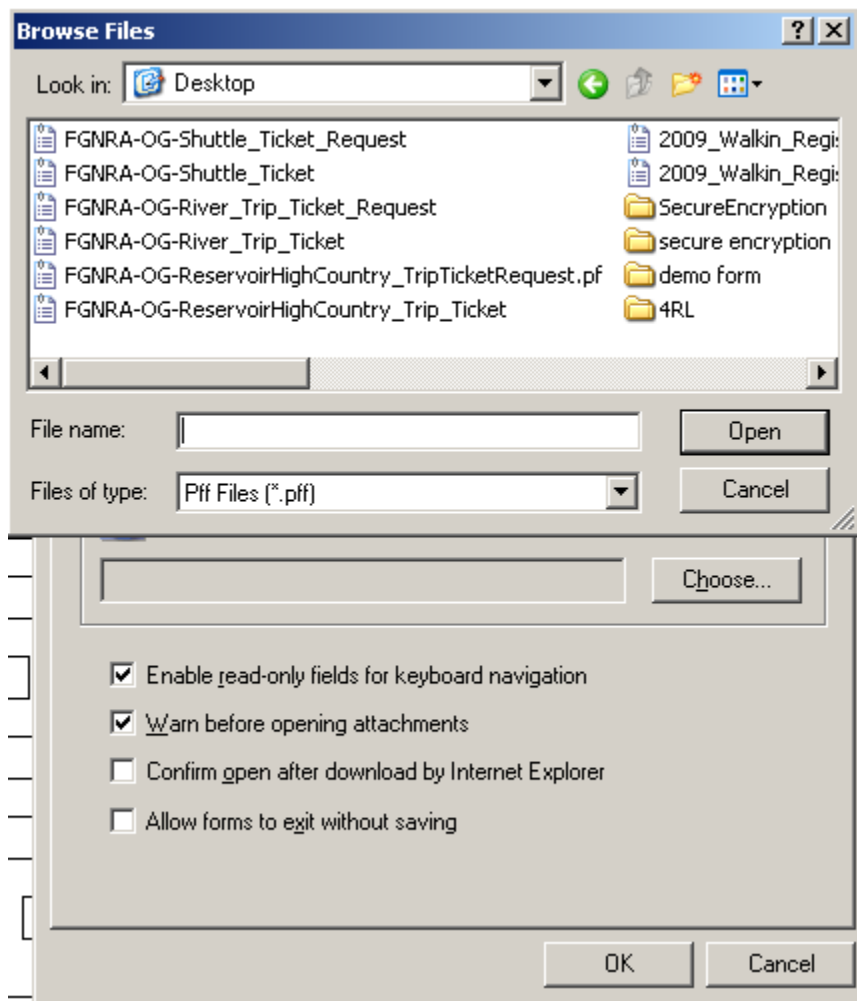
- 1) Open a blank form and fill in the fields that need to be used repeatedly. Do not submit the form.
- 2) Save the form as a profile on the desktop or the location you prefer.
- 3) Open another blank form and place cursor in the Company Name field.
- 4) On the toolbar on the top, click '**Tools**' → **Apply Profile**



- 5) You will be prompted to the following screen to select a default profile. Click **Yes**.



- 6) **Choose** the folder you saved the profile form to. (In our case desktop) Click on the profile form you need to copy the information from and click **Open**



All fields from the saved profile form will be copied to the blank form.