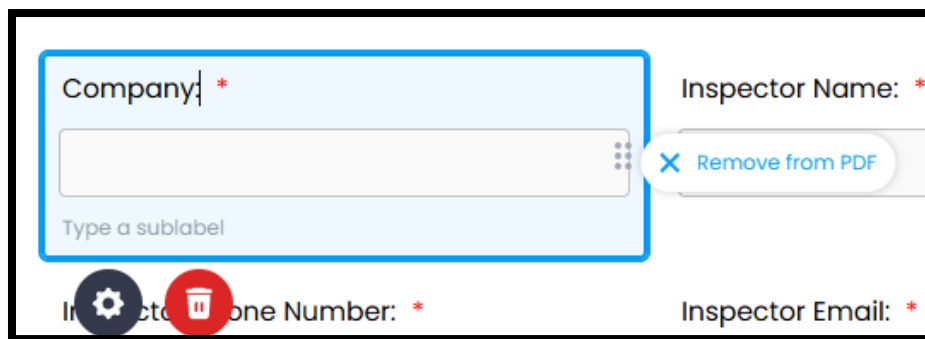
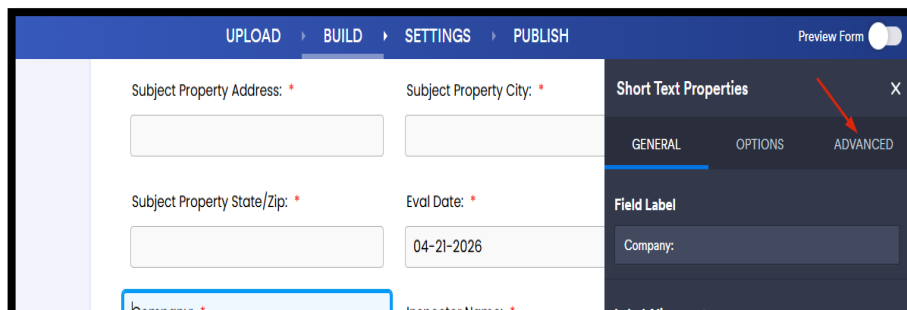


MPS Setup Instructions

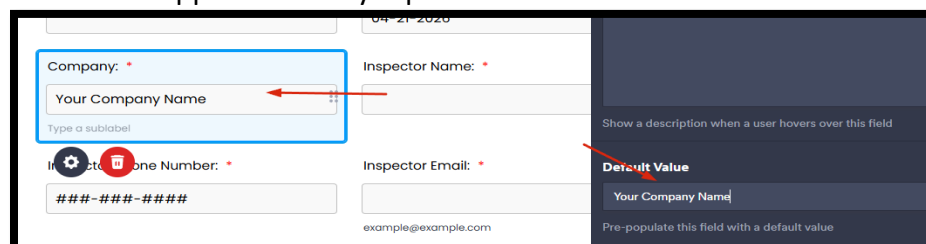
- ❑ Step 1: Create a FREE jotform.com account using the email address that you want clients to see
- ❑ Step 2: Using this [link](#) create your form from the following steps
 - Click **+Create**
 - Select: Form
 - Select: Import form
 - Select: Import from URL
 - Enter this URL link https://form.jotform.com/Catherine_Hall_chall/master-mps-report
 - Hit -IMPORT
- ❑ The MPS report will appear in the BUILD Stage
- ❑ Now you need to add your default information for the following fields: Company, Inspector Name (if only one person will use the system), Inspector Phone Number, Inspector Email.
 - **REPEAT this same process FOR ALL FOUR FIELDS**
 1. Move your mouse over the field then click it
 2. A blue box will appear around the field



3. CAUTION- DO NOT HIT THE “Remove from PDF” button.
4. Click the black PROPERTIES Gear
5. Go to the Advanced Tab

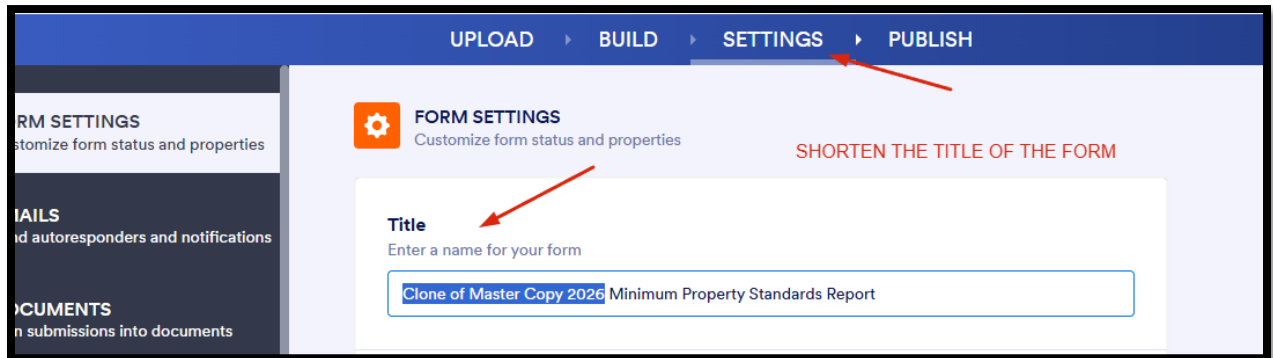


6. Scroll down to “Default Value” and Enter the required information that will appear on every report.

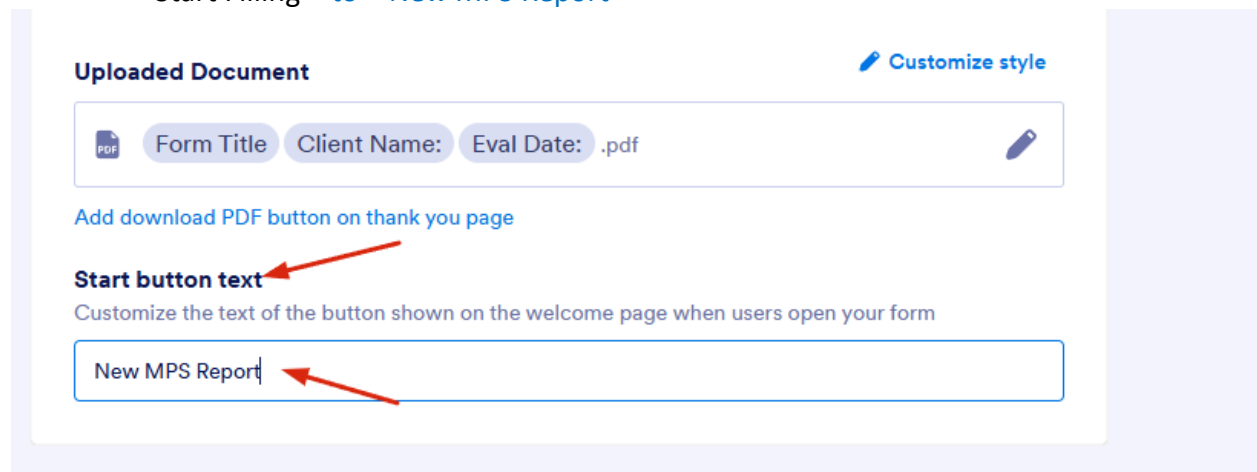


MPS Setup Instructions

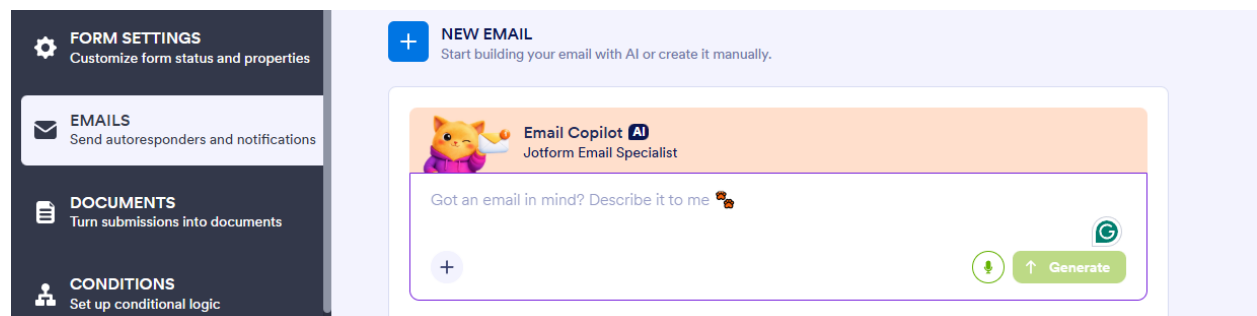
- ❑ Edit the Settings for report delivery
 - Title: Change the title of the Report (remove Clone of Master Copy 2026)



- Verify the PDF download button will appear on the Thank You Page by clicking the blue phrase: [Add download PDF button on thank](#)
- **OPTIONAL: Start button text** : Change the text on the Welcome Page from: Start Filling – to – New MPS Report



- EMAILS – create your custom autoresponder and report submission emails
 - Click the option “EMAILS” from the side bar
 - Create the notification email from the Email Copilot AI with this prompt



MPS Setup Instructions

- Copy this text into the Box:

Create a notification email that will be sent to the Inspector upon submission of the form. It will include a message that the MPS Report has been created for Client Name on Eval Date.

The email should include the Client name, Subject Property Address, Subject Property City and indicate that the PDF of the report is attached to the email.

The email recipient should be the Inspector Email

The Settings should include the PDF attached with the Original Form with submission data included

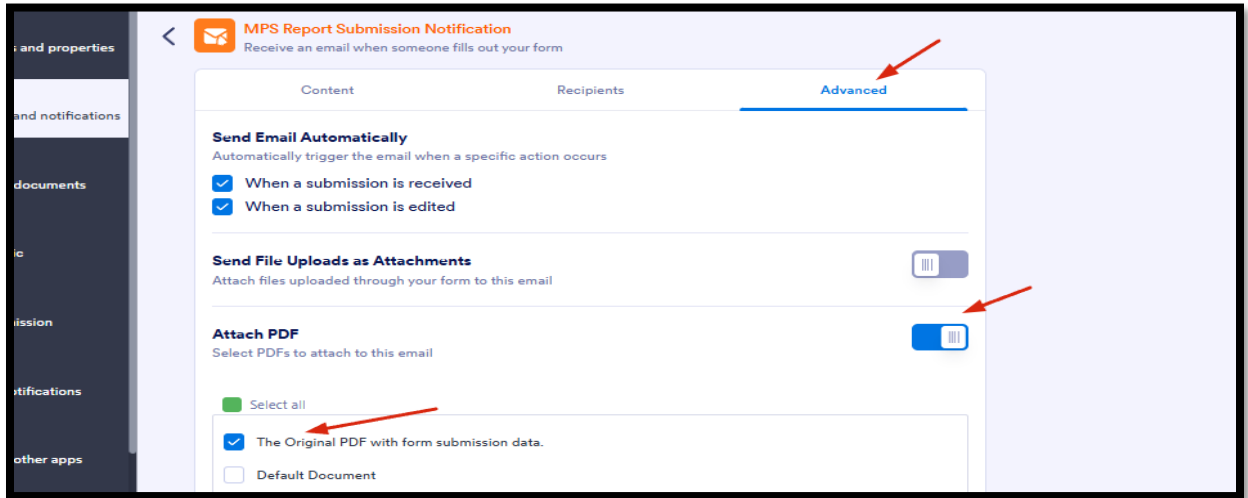
- Confirm **contents** are as you would like to receive in the email
- Click the Recipients Tab:

The screenshot displays the JotForm email notification configuration interface. The top section, titled 'MPS Report Submission Notification', shows the 'Content' tab with a subject line 'MPS Report Created for Client Name on Eval Date'. A red arrow points to the 'Confirm contents' button. The bottom section shows the 'Recipients' tab with three fields: 'Sender Name' (Jotform), 'Reply-to Email' (Inspector Email), and 'Recipient Email' (challunlimited@gmail.com). Red arrows point to the 'Sender Name' dropdown, the 'Reply-to Email' dropdown, and the 'Recipient Email' field. A 'Test Email' button and a 'Save Email' button are located at the bottom right.

- Change the Sender Name: to YOUR Company Name (optional) existing sender name is JotForm.
 - You would select the macro 'Company:' from the drop down menu.
 - Verify Reply-to Email is 'Inspector Email:' across Recipient Email should be your account email address
- Click to the Advanced tab
 - Confirm the **Attach PDF** box is blue (on)

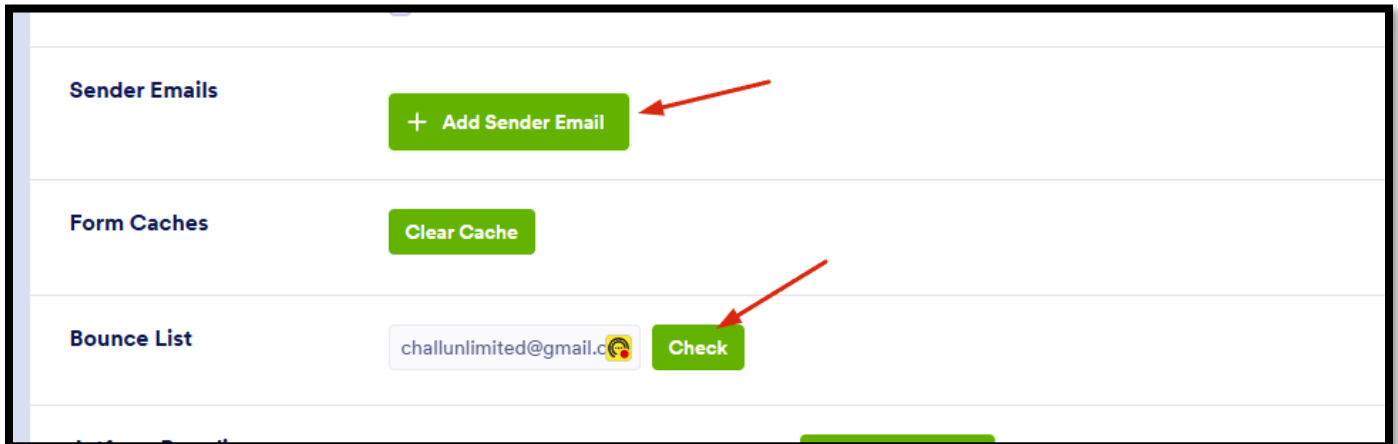
MPS Setup Instructions

- Confirm “The Original PDF with Form submission data” box is



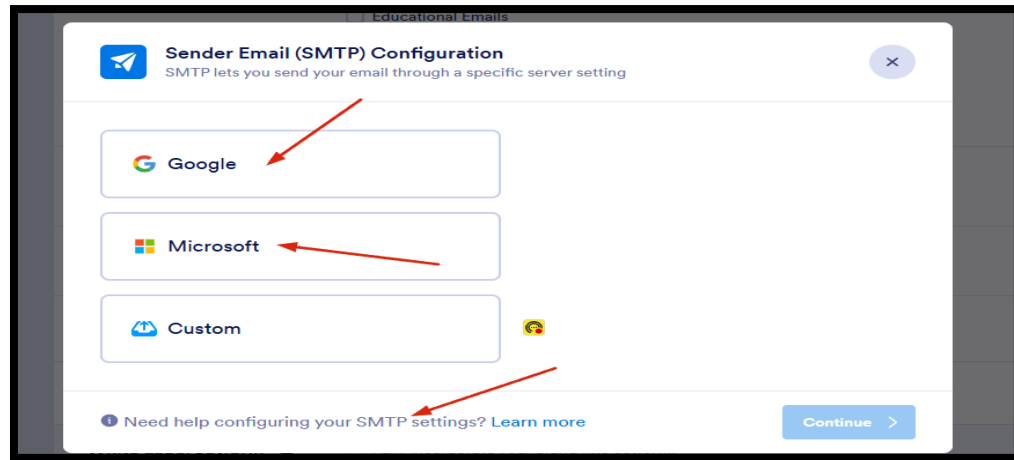
checked

- Edit the Sender Email (from noreply@jotform.com)
 - Scroll down on the page and click the **+Add Sender Email** button

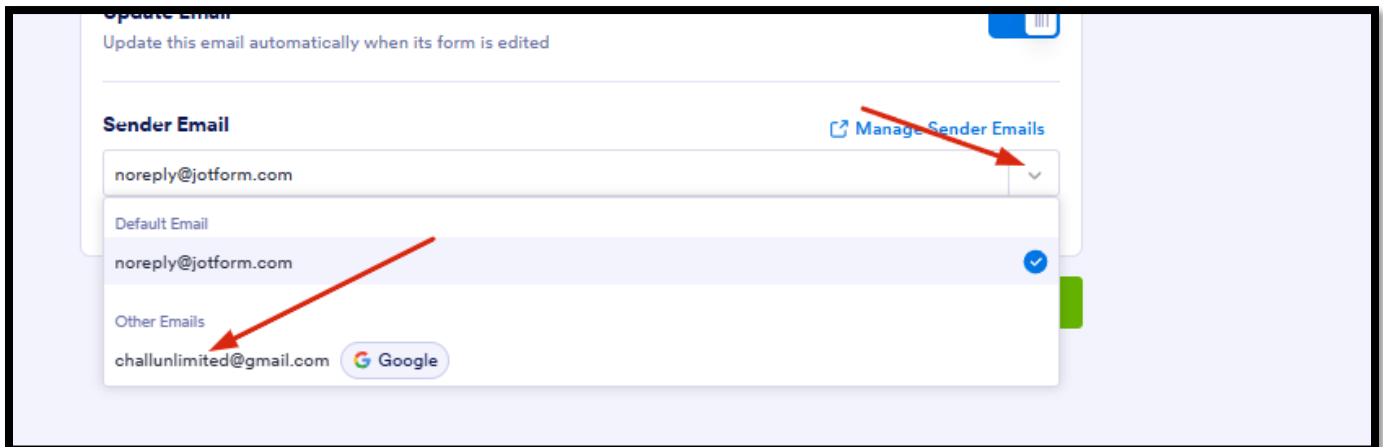


MPS Setup Instructions

- This will require updating your Settings and works best with Google or Microsoft Emails



- Help text available on the page
 - After you update your Send email address return to the Advanced Tab and change the sender email address to your email address. **It may require you to log out and back in to repopulate the field option.**



- **CREATE EMAIL TO BE SENT TO CLIENT**
Use this text:
 - Create an autoresponder notification email that will be sent to the Client upon submission of the form. It will include a message that the MPS Report has been created for the Subject Property Address, Subject Property City, Subject Property State/Zip on Eval Date. It should thank them for their business and let them know that we are here to answer any questions or offer additional support. The email should include the Client name, Subject Property Address, Subject Property City and indicate that the PDF of the report is attached to the email.

MPS Setup Instructions

The email recipient should be the Client Email:
The Settings should include the PDF attached with the Original Form
with submission data included

