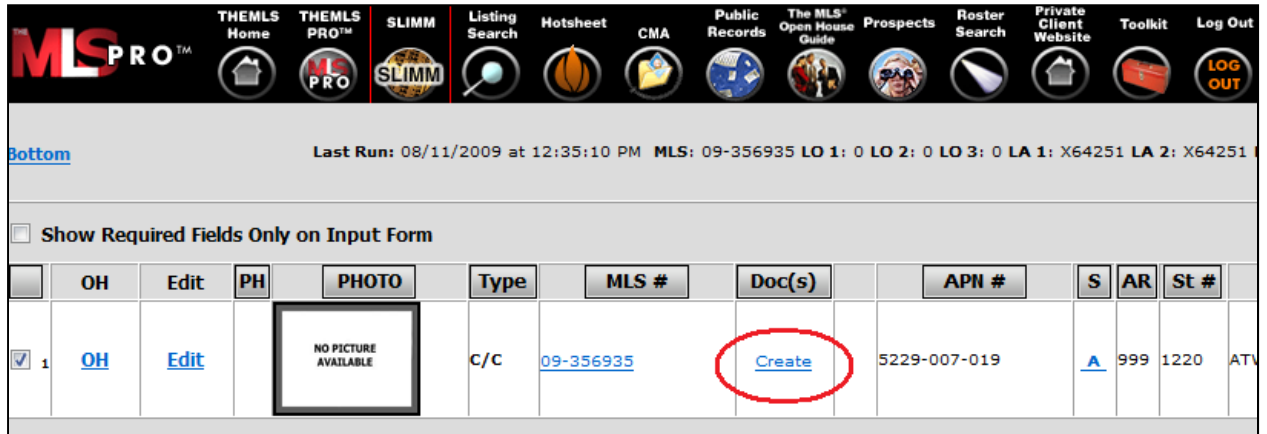


The MLS DocManager™

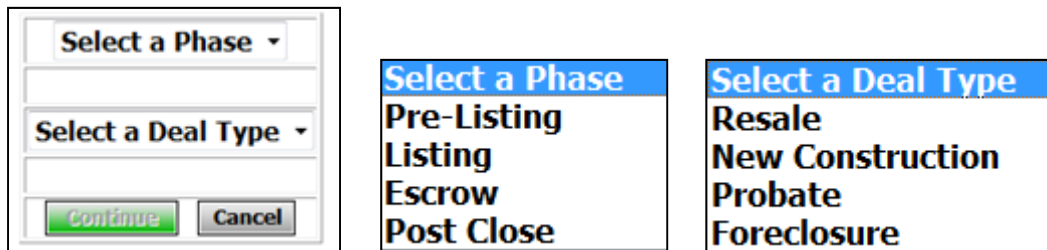
How to Upload Documents to your Listings?

1. Go to the SLIMM Module
2. Pull up your inventory and select the listing(s) in which you would like to upload document(s)
3. Click on the "Create" link in the Doc(s) column.



The screenshot shows the MLS PRO interface with a navigation bar at the top containing icons for THEMLS Home, THEMLS PRO, SLIMM, Listing Search, HotSheet, CMA, Public Records, The MLS Open House Guide, Prospects, Roster Search, Private Client Website, Toolkit, and Log Out. Below the navigation bar, there is a status bar with the text "Bottom" and "Last Run: 08/11/2009 at 12:35:10 PM MLS: 09-356935 LO 1: 0 LO 2: 0 LO 3: 0 LA 1: X64251 LA 2: X64251". A checkbox labeled "Show Required Fields Only on Input Form" is present. Below this is a table with columns: OH, Edit, PH, PHOTO, Type, MLS #, Doc(s), APN #, S, AR, St #. The first row of the table has a checked checkbox, "1", "OH", "Edit", a box containing "NO PICTURE AVAILABLE", "C/C", "09-356935", a circled "Create" link, "5229-007-019", "A", "999", "1220", and "ATV".

4. Select the Phase and Deal Type. Click the "Continue" button.



The screenshot shows two dropdown menus. The first is labeled "Select a Phase" and has a dropdown arrow. The second is labeled "Select a Deal Type" and has a dropdown arrow. Below the second dropdown are two buttons: "Continue" (green) and "Cancel" (grey). To the right of the "Select a Deal Type" dropdown is a list of deal types: "Pre-Listing", "Listing", "Escrow", "Post Close", "Resale", "New Construction", "Probate", and "Foreclosure".

5. Click the "Yes" button. This process will automatically pull up the listing information from The MLS database as well as the main listing photo.



The screenshot shows a dialog box with a navigation bar at the top containing links for Home, My Files, Search Property, Search Office/User, Settings, Help, and Log Off. The main text of the dialog box reads "File not found for this listing". Below this is a blue bar and the text "Would you like to create one now?". At the bottom of the dialog box are two buttons: "Yes" (circled in red) and "No".

6. Click the “Add” link in the Documents section of the page.


Home | My Files | Search Property | Search Office/User | Settings | Help | Log Off

Summary ■ Things To Do ■ Participants ■ Services ■ Messages ■ Documents ■ Data Forms ■ Activity Log

Summary

[Status Report](#) [Import/Update](#) [Admin](#) [Public Documents](#) [Messages: 0 new](#)

X64251_09-356817Transaction



Property Address: W 153 83RD ST, LOS ANGELES, Los Angeles County, CA 90003
Property Type: - Single Family
File Type: - Resale
File Status: Active
Phase: Pre-Listing

Settlement/Escrow#: unknown
Title #: unknown
Target Close: unknown
MLS#: 09-356817
Tracking ID: Not Assigned

Documents [Add](#)

(none)

Participants [Add](#)

| Role / Name |
|---|
| File Admin - Ortega, Dan Phone: (999) 999-9999 |
| Seller's Agent - Ortega, Dan Phone: (999) 999-9999 |

Things To Do (0) [Add](#)

You have not yet selected a To Do List Template for this File.
Click [here](#) to select a template now.

Services [Order](#)

No services have been ordered click [here](#) to order services.

7. Select the document name that you want to upload. Click the “Next” button.

Add a Document

[Document Settings](#)

x64251_05-042595Transaction

Please select a document name from the list.

Name:

8. Upload your document. The only way a CLAW member would be able to see an uploaded document is if you make it available by putting a check mark in “Make this document available to any member of your MLS”. Click the “Next” button to complete the process.

Add a Document

[Document Settings](#)

x64251_05-042595Transaction

Please select a document name from the list.

Name: State Tax Disclosure

Make this document available to any member of your MLS

Make this document available to the Public

Warning: By choosing this option the document may be available to users outside of The MLS DocManager

Select an upload method for this document and click **Next** to continue.

Upload now

To locate the document on your computer, click the **Browse** button. Select the document, and click **Open**. Large documents may take several minutes depending on your internet connectivity. File size is limited to 10 megabytes. Comments are optional.

File:

Comment:

Print a coversheet and fax the document into the system

Create a placeholder for the document and upload it later

9. Users will be able to view these documents by clicking on the document count link on the Listing Search Result Page or the Agent Detail Report.