

Document Features

1. From The MLS DocManager™ page click on the My Inbox link in the menu bar.

The screenshot shows the MLS DocManager™ interface. At the top, there is a navigation bar with links: Home, My Inbox (circled in red), My Files, Search Property, Search Office/User, Contacts, Settings, Help, and Log Off. Below the navigation bar, there is a welcome message: "Welcome Daniel Ortega". To the left, there is a "My Files" section with a table:

Name	Tracking ID
30473 MULHOLLAND HWY	

To the right, there are two notification boxes: "Things To Do Today" (You have no To Do items due today or past due.) and "My New Messages" (You have no new messages.) with a "Compose" link.

2. Each document contains its own set of options. To view the document, hover over the document you want to view and click the **View Document** link.

The screenshot shows the "My Document Inbox" page. It displays a list of documents with the following columns: Name, Coversheet, Comment, Uploaded, Size, Type, and From. A context menu is visible over the first document, showing options: View Document, E-mail Document, Edit Document Information, Move Document, and Delete Document.

Name	Coversheet	Comment	Uploaded	Size	Type	From
Faxed Document	Click to view		7/6/2009	190KB	.pdf	3103601730
Listin	Click to view		7/2/2009	12KB	.docx	danielortega@...
Faxe	Click to view		6/22/2009	25KB	.pdf	3103601730
<Us	Click to view		6/18/2009	217KB	.pdf	Daniel Ortega
New Business Rules.doc	Click to view		6/18/2009	32KB	.doc	santanu@theml...

3. To email the document, hover over the document and select the **Email Document** link. The Email document page will display. Enter the email address, choose from the other options and click Send.
4. To edit document information, hover over the document and click the **Edit Document Information** link. This allows you to edit the name of the document, comments, who the document is from and also allows you to replace the document with a new one. When you are finished click Save.

5. To move a document, hover over the document and click the **Move Document** link. In the **Move Inbox Document** page select where you are moving the document. The document can be moved to another personal inbox, an office inbox or a transaction/file. Select your option and choose if you want the document to be removed from your inbox or if you want a copy to remain in your inbox. Click the Next button.
6. To delete a document, hover over the document and click the **Delete Document** link. A window will display asking you to confirm. Click “Yes” and the document will be deleted. ***Please note you cannot undo a document deletion!***