

FaxManager™ Features & Settings

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

The screenshot shows the top navigation bar of the MLS DocManager™ application. The 'My Inbox' link is highlighted with a red circle. Below the navigation bar, the user is greeted with 'Welcome Daniel Ortega'. There are three main sections: 'My Files' with a table containing one entry '30473 MULHOLLAND HWY', 'Things To Do Today' which states 'You have no To Do items due today or past due.', and 'My New Messages' which states 'You have no new messages.' with a 'Compose' button.

- To view your coversheet, click the My Coversheet link. The system will generate your unique coversheet the first time the link is clicked.

The screenshot shows the 'My Document Inbox' page. At the top, it says 'The following are the contents of your Document Inbox. Your Personal Document Inbox e-mail address is x99421.claw@dm.marketlinx.com.' Below this is a table of documents. The 'My Coversheet' link in the top right corner of the table area is circled in red.

<input type="checkbox"/>	Name	Coversheet	Comment	Uploaded	Size	Type	From
<input type="checkbox"/>	Faxed Document ▾	Click to view	▾	7/7/2009	16KB	.pdf	3103601730
<input type="checkbox"/>	Faxed Document ▾	Click to view	▾	7/6/2009	190KB	.pdf	3103601730
<input type="checkbox"/>	Listing Status Definitions 9-30-08.docx ▾	Click to view	▾	7/2/2009	12KB	.docx	danielortega@...
<input type="checkbox"/>	Faxed Document ▾	Click to view	▾	6/22/2009	25KB	.pdf	3103601730
<input type="checkbox"/>	<User Defined...> ▾	Click to view	▾	6/18/2009	217KB	.pdf	Daniel Ortega
<input type="checkbox"/>	New Business Rules.doc ▾	Click to view	▾	6/18/2009	32KB	.doc	santanu@theml...

3. The coversheet will be saved in the system and any time you click on this link, it will display. We recommend you save the coversheet on your computer and print several copies.

*** 0000000000 ** L00105328 ***
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Fax Cover Sheet for The MLS TRANSACT Inbox

User Name: Daniel Ortega
Office: Combined L.A. Westside, M.L.S.
Fax Number: (866)921-0082

Instructions:
Use this cover sheet to send documents to Daniel Ortega's Document Inbox. You can also email the document to x99421.claw@dm.marketlinx.com. If sending multiple documents use this cover page as a separator between each document.

Comments:

*** 825501007 ** 0000000000 ***
*** 825501007 ** 0000000000 ***
*** 825501007 ** 0000000000 ***

4. Click the Settings link in the My Document Inbox screen to review your Inbox settings. The default settings are set to notify you every time a document is added to your Inbox and to include a copy of the document with the notification. These notifications will be sent to the

primary email address saved in your Settings under the global Settings link.


My Inbox Settings

Notify me every time a Document is added to My Inbox

Include the Document(s) with the notification

Cancel Save

5. You may also email documents directly into your Inbox by sending them to the email address listed at the top of your My Document Inbox screen.



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

My Document Inbox

The following are the contents of your Document Inbox. Your Personal Document Inbox e-mail address is **44166.claw@dm.marketlinx.com.**

My Coversheet Settings

My Inbox (0) Actions ▾

No items to display.

Office Inbox - Combined L.A. Westside, M.L.S. (0) Actions ▾