

## FaxManager™ Inbox Settings

- From The MLS DocManager™ page click on the My Inbox link in the menu bar. To access the various functions within your Inbox Folder, hover over “Actions” and the options will display.

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 [x99421.claw@dm.marketlinx.com](mailto:x99421.claw@dm.marketlinx.com).

My Coversheet Settings

| My Inbox (6) <span style="float: right;">Actions ▾</span> |                                           |               |         |           |           |                        |
|-----------------------------------------------------------|-------------------------------------------|---------------|---------|-----------|-----------|------------------------|
| ☐                                                         | Name                                      | Coversheet    | Comment | Upload    | File Size | File Type              |
| <input type="checkbox"/>                                  | Faxed Document ▾                          | Click to view | ▾       | 7/7/20    |           |                        |
| <input type="checkbox"/>                                  | Faxed Document ▾                          | Click to view | ▾       | 7/6/20    |           |                        |
| <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...  |

+ Business (0) Actions ▾

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

[Add Document to your Inbox](#)  
[Add Folder to your Inbox](#)  
[E-mail selected Documents](#)  
[Move selected Documents](#)  
[Delete selected Documents](#)

- To add a document to your folder, click the **Add Document to your Inbox** link. Select a name from the drop down list or use User Defined from the list to enter your own name. Enter information in the “Comments” and “From” fields and upload your document. Click Save.

#### Add Document to My Inbox

Name: Select Document Name ▾

Comment:

From:

Upload file:

- To add a new inbox folder, click the **Add Folder** to your Inbox link. Type in the name of your folder. Click Save.

#### Add Inbox Folder

Folder Name:

4. To email multiple documents from your inbox, check the box to the left of the document(s) you want to send, then hover over “Actions” and select **Email Selected Documents**. Enter the email address, choose from the other options and click Send.

## E-mail Documents

**Selected Documents**

Faxed Document  
Faxed Document

**Recipients**

Enter e-mail addresses separated by semi-colons(;) or select [Contacts](#) to populate the address

**Options**

CC me on this e-mail at danielortega@themls.com  
 Attach my Personal Coversheet to this e-mail

**E-mail Preview**

**From:** dan@themls.com  
**Subject:** New Document  
**Message:** Attached are new Documents for you to review.  
  
You can return a signed copy to me by using the attached cover sheet or by e-mailing the document back to the e-mail address shown on the coversheet.

**Branding:**

**Sincerely,  
Dan Ortega  
E-mail Me  
(310) 358-1100**



**Combined L.A. Westside, M.L.S.  
(310) 358-1100  
[Company Website](#)**

- To move multiple documents, check the box to the left of the document(s) you want to move, then hover over the “Actions” and click the **Move Selected Documents** link. In the Move Inbox Document page choose where to move your documents. The documents can be moved to another personal inbox, an office inbox or a transaction/file. Choose if you want the documents to be removed from your inbox or if you want a copy to remain in your inbox. Click the Next button.

## Move Inbox Documents

### Selected Documents

Faxed Document

Faxed Document

### Select Destination

#### Personal Folders

My Inbox

Business

#### Office Folders

Combined L.A. Westside, M.L.S. - Office Inbox

#### My Files

1701 CHEVY CHASE DR

30473 MULHOLLAND HWY

### Options

Move Documents to destination, removing them from the Inbox.

Copy Documents. Leave a copy in the original folder.

- To delete multiple documents, check the box to the left of the document(s) you want to delete then hover over “Actions” and click the **Delete Documents** 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!**