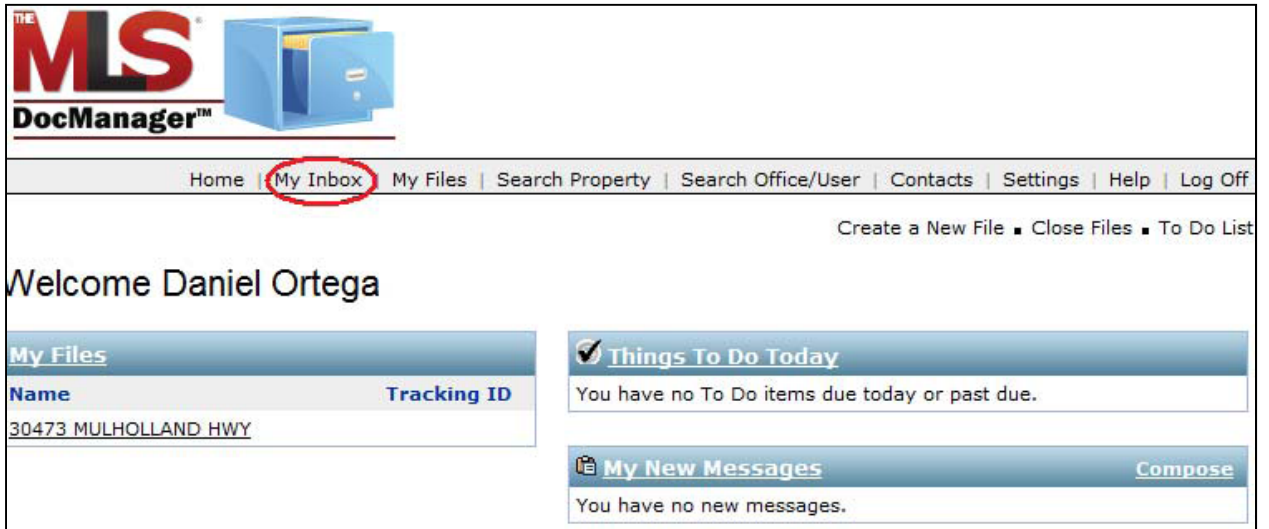


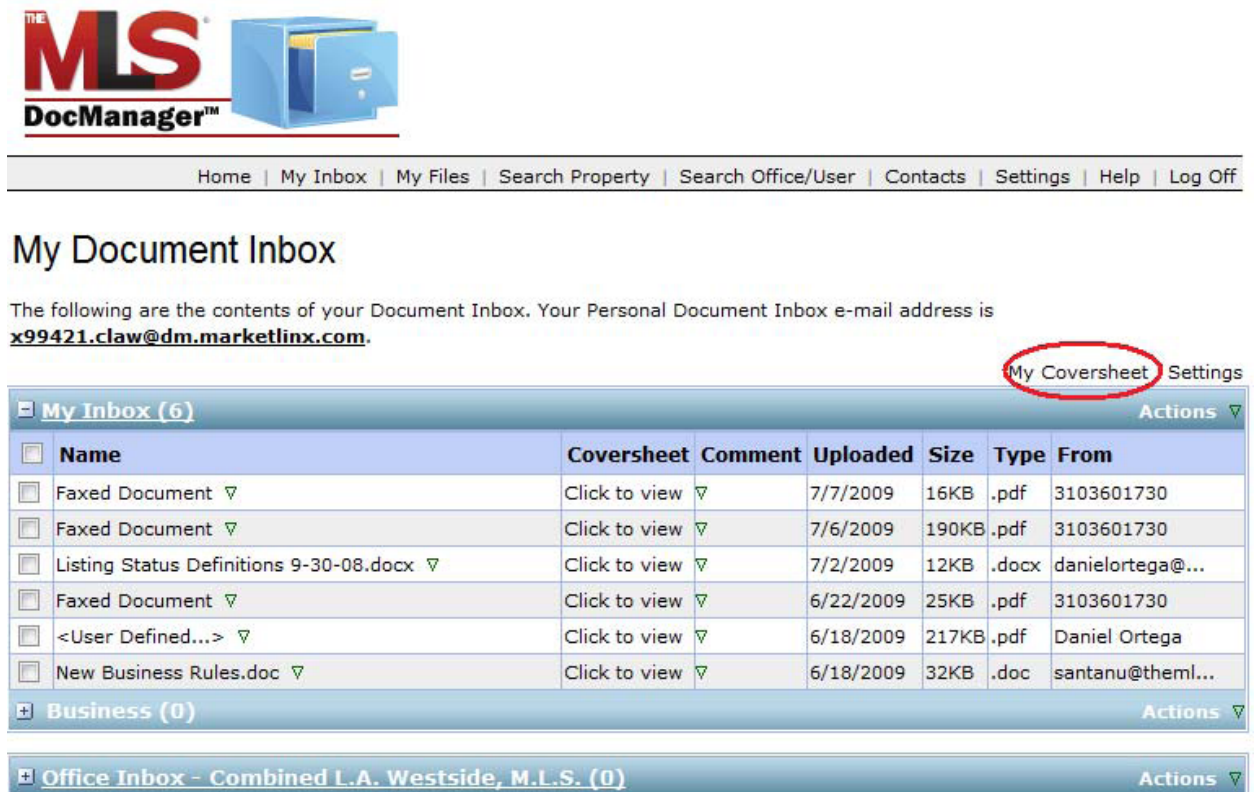
## FaxManager™ Features & Settings

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



The screenshot shows the top navigation bar with the following 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 for Daniel Ortega and several dashboard widgets: 'My Files' with a table containing one entry '30473 MULHOLLAND HWY', 'Things To Do Today' with a message 'You have no To Do items due today or past due.', and 'My New Messages' with a 'Compose' button and the message 'You have no new messages.'

- 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, there is a navigation bar with links: Home, My Inbox, My Files, Search Property, Search Office/User, Contacts, Settings, Help, and Log Off. Below the navigation bar, the page title is 'My Document Inbox'. A message states: '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).' Below this message, there is a table of documents. The 'My Coversheet' link in the top right corner of the table 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...

- 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 \*\*\*  
\*\*\* 0000000000 \*\* L00105328 \*\*\*  
\*\*\* 0000000000 \*\* L00105328 \*\*\*

**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 \*\*\*

- 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 ▾

## 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)	Coversheet	Comment	Upload	Size	Type	From	Actions
<input type="checkbox"/> Faxed Document ▾	Click to view	▾	7/7/20				<a href="#">Add Document to your Inbox</a> <a href="#">Add Folder to your Inbox</a> <a href="#">E-mail selected Documents</a> <a href="#">Move selected Documents</a> <a href="#">Delete selected Documents</a>
<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](#)**

5. 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.

6. 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!**

## 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!***