




Realcomp *Online*[®] Photo Upload and Management

To access the photo upload and management system, go to Listing Manager in the Listing Management menu on Realcomp *Online*[®]. In Listing Manger, find the desired MLS listing and click the camera icon on the right side of that line.

	MLS Number	Street #	Street Name	Status	Price	Expire Date	List Agent	Manage Photos	Virtual Tour
<input type="checkbox"/>	28134111	6505	HIGHVIEW	ACTV	\$119,900	12/31/2008	DIANE ORZEL	13 	
<input type="checkbox"/>	28133884	34629	SHERIDAN	ACTV	\$124,900	2/6/2009	LARRY SNYDER	12 	
<input type="checkbox"/>	28133808	44807	FAIR OAKS DR	ACTV	\$196,000	12/30/2008	ALISSA NEAD	19 	

When you get to the Listing Manager page, you may be prompted to install Flash if you do not have an updated version of the software. If you get this message, click the link to go to the download page. Popup blockers must allow pop ups on the Flash install page. Download and install the software. You may be prompted to allow an "ActiveX" file to run. If so, allow this process to complete the installation. After the installation is complete, close all browser windows and open a new one to log into Realcomp *Online*[®]

Uploading photos

If the listing is already in the MLS, go to the Listing Manager and click the camera icon as shown above.

The Photo Manager page will appear. From here you can upload new photos if you have recently taken them and have them saved on your hard drive or camera. Please select only jpg/jpeg file types. Click the Upload Photos button at the bottom of the page. Click the [Click to Select Photos](#) button to bring up the file explorer window to navigate to the location at which the photo is saved.

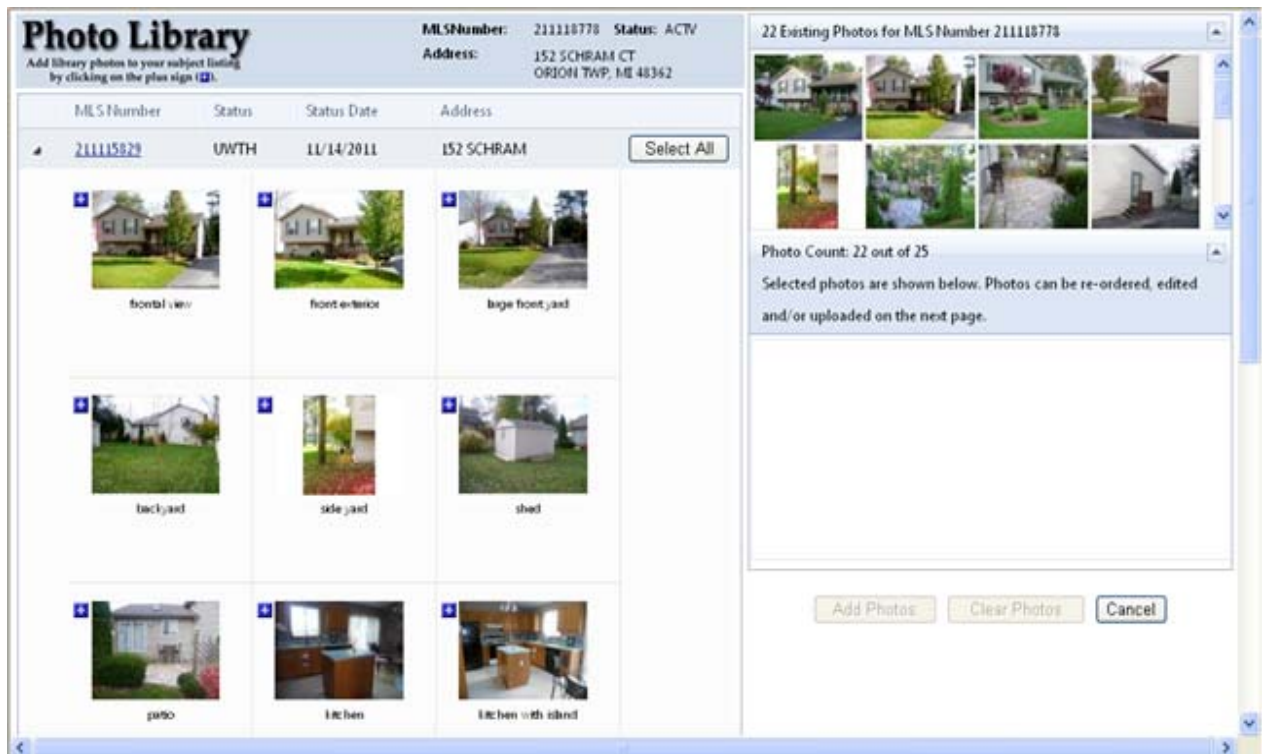


Do this for each photo you would like to upload. When all photos have been added to the queue, click Upload Photos at the bottom of the page to begin the upload process.

Transferring photos from a previous listing

To transfer photos from a previous listing, click the PHOTO LIBRARY logo in the upper left. If you were the listing agent on the previous listing you will see the interior and exterior photos from that listing. If you were not the listing agent on the previous listing, you will only see the exterior photo(s).

Click the arrow next to the MLS number to view all photos for that listing. Click the plus sign in the upper left corner of the photo to add that photo to the Selected Photos section on the right. If you add a photo and later decide that you don't want to transfer that photo, click the X in the upper right corner of the photo to remove it from the Selected Photos section. Click Add Photos when you have all of the desired photos in the Selected Photo area.



The screenshot displays the 'Photo Library' interface. At the top left, the 'Photo Library' logo is visible with the instruction: 'Add library photos to your subject listing by clicking on the plus sign (+)'. To the right, the listing details are shown: 'MLS Number: 211118778 Status: ACTV' and 'Address: 152 SCHRAM CT, ORION TWP, MI 48362'. Below this is a table with columns for 'MLS Number', 'Status', 'Status Date', and 'Address'. The row contains the values '211118778', 'UWTH', '11/14/2011', and '152 SCHRAM'. A 'Select All' button is located to the right of the table. The main area features a grid of photo thumbnails, each with a plus sign in the top-left corner. The photos are labeled: 'frontal view', 'front exterior', 'large front yard', 'backyard', 'side yard', 'shed', 'patio', 'kitchen', and 'kitchen with island'. On the right side, a sidebar titled '22 Existing Photos for MLS Number 211118778' shows a grid of 12 photo thumbnails. Below the grid, it states 'Photo Count: 22 out of 25' and 'Selected photos are shown below. Photos can be re-ordered, edited and/or uploaded on the next page.' At the bottom of the sidebar are three buttons: 'Add Photos', 'Clear Photos', and 'Cancel'.

- Interior photos can only be transferred to a new listing if the listing agent is the same on both the new listing and the previous listing.

Rearrange photos

To reorder the photos on your listing, hold down the left mouse button and drag the photo to the desired location hovering mouse button over photo thumb nail till background turns orange and release the mouse button. Arrows will appear in the space within which the photo will appear when the mouse button is released. You may also remove photos before and after you have uploaded them from the Photo Manager screen by clicking the (X) in the upper left corner of the photo to be deleted. You will get a confirmation message and will need to click "Yes" to finish deleting the photo. The photo that appears first on the top line will be designated as the primary photo. This must be an exterior view of the property.

Accessing the Photo Library through Listing Load

The Photo Library can also be accessed when entering a new listing through Realcomp *Online's*® Listing Load. At the bottom, just before clicking Save, place a check in the Yes box next to the question:

Upload photos or select photos from the photo library after saving the listing? Yes

Partial Save **Save** **Preview Flyer** **Back To Home**

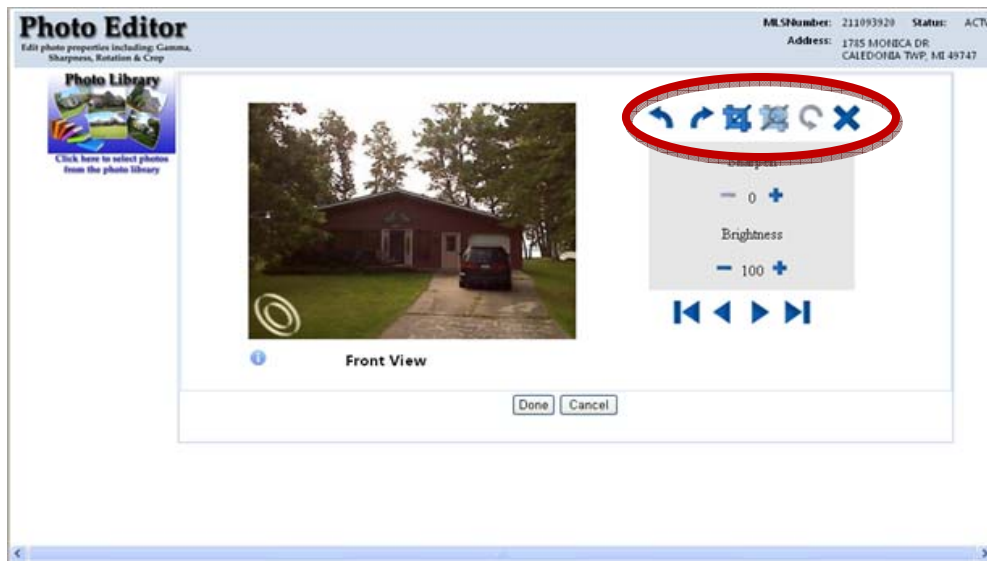
When “Yes” is checked and you click Save to enter the new listing into the MLS, you will automatically be taken to the Manage Photo Library page where you can upload new photos or click the Photo Library logo to transfer photos from previous listings to this new one.


Changing the name of a photo





To edit the name of a photo click on the photo name in the multiple photo view (pictured above). This will open the name for editing and give you a cursor in the box. When you have made the desired changes, click on another photo to save the edits. The field limits the length of the name to 32 characters. Photo names can also be changed on the Edit screen by simply deleting the current name and retying the new one. Click DONE when finished with changes.

Editing photos

On the Edit screen you can rotate the photo 90 or 180 degrees, rename photos, sharpen or brighten the picture as well as crop the photo.



- To Rotate the photo continue to click the  arrows icon.

- To crop the photo, click the  icon. You can then use any of the 8 “handles” to move the box to show only the desired portion of the photo. The parts that will be cut out of the photo will darken and the brighter part of the photo is what will remain.
- Click the preview icon  to view the photo after it is cropped. If you like the cropped photo click DONE.
- If you need to undo any changes you have made click the  icon to UNDO any changes made.
- Click the  to delete the photo.

Remember:

- No personal information can be included on any photo or photo caption.
- No watermarks can be added other than the Realcomp watermark.
- No text or other pictures can be added to the exterior photo.