

## Attaching documents to a listing from Listing Manager

### Uploading from your computer

If you have the desired document saved electronically, you can easily add that document to your listing for potential selling agents to view.

1. From Listing Manager, click the MLS number of the desired listing.

	MLS Number	Street #	Street Name	Status	Price	Expire Date
<input type="checkbox"/>	28190691	19186	KINGSVILLE	ACTV	\$55,000	3/20/2009
<input type="checkbox"/>	28170543	5097	MARSEILLES	ACTV	\$59,999	4/11/2009
<input type="checkbox"/>	28145259	19382	BELAND	ACTV	\$45,239	2/27/2009

2. At the top of the Manage Listings page, click the **Upload Docs** link. This will create a transaction for the listing if you don't already have one and will take you to the Listing Document Upload page. If you already have a transaction for the listing, it will use that one instead of creating a new one.

Manage Listing	
<a href="#">Reverse Prospects</a>	<a href="#">Adjust Map Location</a>
<a href="#">Listing Load</a>	<a href="#">Start Transaction</a>
<a href="#">Upload Docs</a>	<a href="#">Fax Docs</a>
<a href="#">View Docs</a>	<a href="#">Email Listing</a>
<a href="#">Back to List</a>	

Listing Information	
MLS Number: 28190691	Expiration date: 3/20/2009
Status: ACTV	Last Modified: 12/30/2008 5:52:52 AM
Address: 19186 KINGSVILLE ST DETROIT, MI 48225-2142	List Price: \$55,000
	Original Price: \$55,000

3. The Listing Document Upload page lets you give the document a name, attach the document from your hard drive and complete the upload.
  - a. Give the document a name. This is the name that will display when the documents are displayed on Realcomp *Online*<sup>®</sup>.
  - b. Click Add to open your Windows browse box to select the file. Double click the file name to close the Windows box and add the file name to the Select Document(s) box on this page.
  - c. Click the **Upload Listing Document** button

**DocBox**  
Listing Document Upload

1 2 3 **Easy as 1-2-3!**

Expand Easy 1-2-3 information.

**Listing / Property Information**  
Address: 19186 KINGSVILLE ST  
HARPER WOODS, MI 48225  
MLS Number: 28190691

**Upload Listing Document**

Name: Disclosure

Select Document(s):

z57.docx [Remove](#)

[+ Add](#)

[Click here for help using the Upload Utility](#)

This page is used to upload document(s) to your listing. Listing documents can be viewed by other agents from your listing.

- The document will immediately be available on your listing.

### Faxing a printed document to attach to a listing

If you have the document that you wish to add to your listing on paper and not in an electronic format, you can easily fax it to be attached to your document.

- From Listing Manager, click the MLS number of the desired listing.

	View Listing	Reverse Prospects	Start CMA	Printable View					
	MLS Number	Street #	Street Name	Status	Price	Expire Date	List Agent	Manage Photos/Dynamic Views	Virtual Tour
<input type="checkbox"/>	28190691	19186	KINGSVILLE	ACTV	\$55,000	3/20/2009	TAMARA SMITH	17	
<input type="checkbox"/>	28170543	5097	MARSEILLES	ACTV	\$59,999	4/11/2009	TAMARA SMITH	15	
<input type="checkbox"/>	28145259	19382	BELAND	ACTV	\$45,239	2/27/2009	TAMARA SMITH	13	

- At the top of the Manage Listings page, click the **Fax Docs** link. This will create a transaction for the listing if you don't already have one and will take you to the **Fax-In a Listing Document** page. If you already have a transaction for the listing, it will use that one instead of creating a new one.

**DocBox**  
Fax-In A Listing Document

1 2 3 Easy as 1-2-3!

Expand Easy 1-2-3 information.

**Listing / Property Information**

Address: 5097 MARSEILLES ST  
DETROIT, MI 48224  
MLS Number: 28170543

*This page is used to print-in a fax cover sheet that can be used to upload document (s) to your listing. Listing documents can be viewed by other agents from your listing.*

**Fax-In Cover Sheet**


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Find

**DocBox**

**Listing Document Fax-In Cover Sheet**  
5097 MARSEILLES ST DETROIT, MI 48224

*This fax must be sent to 1-888-895-6524 to be processed.*  
If you are faxing from outside of the US, please use 1-719-434-9525.



To verify we have received your fax please visit  
<https://www2.transactiondesk.com/verify>  
Enter the following barcode number: FF31E3DB-FDD3-4665-850B-32361C4B28F8

**This DocBox Cover Sheet was created by:**

Name : TAMARA SMITH  
Company : COLDWELL BANKER SCHWEITZER-OPW  
Phone : 313-888-4200

- When the above page displays, the system will automatically send the cover sheet to your printer. Once printed fax this sheet and the document that you want to upload to the fax number at the top of the page and the document will be added to your listing. This cover sheet is not saved as a part of your transaction and will need to be recreated through the Listing Manager (or you can save the print out of it) if you want to upload another document to your listing.

**NOTE:** If you are sending a coversheet to your customers to fax completed or signed documents back to you, please be sure that you are sending the **Fax Back cover sheet** from the Documents section of your Transaction Overview and NOT the one created here (Listing Document Fax-In Cover Sheet). If this one is sent to your customer, then everything they fax back with it will be attached to your listing and viewable by all Realcomp *Online*<sup>®</sup> users.