

Uploading Photos in Realcomp Online®

Realcomp Online® can hold up to twenty five (25) photos for each listing. The Primary Photo must be an exterior photo of the primary building on the property (except for vacant land) and the additional twenty four (24) can be either interior or exterior. Photos can only be uploaded to a listing by the listing agent, listing broker or office assistant.

1. Click on Listing Manager on the Realcomp Online® menu bar.
2. If it is not a Residential property, then select the correct property type.

The screenshot shows the 'Listing Manager' header with a search bar. Below the search bar are three filter sections: 'Market Code' with a dropdown menu set to 'On-Market', 'Property Type' with a dropdown menu set to 'RS', and 'Status' with a dropdown menu set to 'ALL'. A question mark icon is visible in the top right corner of the header area.

3. Click on the MLS number of the listing to which you want to upload a photo.
4. Click Add Photo.

The screenshot shows a table titled 'Photos (Maximum of 1 Primary and 24 Additional Photos)'. The table has three columns: 'Title', 'Type', and 'Date Created'. To the right of the table is a button labeled 'Add Photo', which is circled in red in the original image.

5. Enter a Title for the photo. This will display as photo identification on this page and on the page that other agents and customers see. Ex. Exterior, kitchen, etc. NOTE: No personal information may be included in the Title of a photo. This includes, but is not limited to, agent or office names, phone numbers, email addresses, websites, slogans, and open house/tours hours.
6. Select the type of file that you are uploading (Primary Photo or Additional Photo). If there is already a primary photo, you must delete the current one before uploading the new one.
7. Click Browse to find the current location of the photo.

Photo Upload Requirements

- Photos must be in a JPG (JPEG) format.
 - Recommended photo size is 320 x 240 pixels.
 - The Primary Photo must be an exterior photo of the primary building on the property (except for vacant land).
 - Photo size must be less than 1 MB in size.
8. Click Upload File when you are finished and your photo will be available on Realcomp Online® immediately.
 9. All photos attached to a listing will be listed at the bottom of the Listing Manager page for that listing in the Photos section. To delete a photo, click the X to the right of the information for that photo.

The screenshot shows the 'Upload Attachment' form for a listing with MLS# 28021948 and Address 41267 CRESTWOOD DR. The form includes a 'Title' field, a 'File Type' dropdown menu set to 'Primary Photo', and an 'Upload' section with a 'Browse' button. Below the form are 'Photo Upload Requirements' and a license agreement. At the bottom, there are 'Upload File' and 'Cancel' buttons. Arrows from the left indicate the following steps:

- Step 5: Points to the Title field.
- Step 6: Points to the File Type dropdown menu.
- Step 7: Points to the Browse button.
- Step 8: Points to the Upload File button.