

# Realcomp's Photo Library

In October 2010, Realcomp introduced the new Photo Library. With this new functionality Realcomp *Online*® users can attach photos from previous listings including transferring interior photos when the listing agent was the listing agent on the previous listing also.

## Transferring photos on an existing listing

If the listing is already in the MLS, go to the Listing Manager and click the Manage Photos.

Photos (Maximum of 1 Primary and 24 Additional Photos)			Manage Photos
Title	Type	Date Created	

The Manage Photos page will appear. From here you can upload new photos if you have recently taken them and have them saved to your hard drive or camera. See the photo upload tipsheet for instructions on uploading new photos, adding captions and reorganizing photos.

[http://www.realcomp.com/Docs/Photo\\_Tip\\_Sheet.pdf](http://www.realcomp.com/Docs/Photo_Tip_Sheet.pdf)

To access the photo library to transfer photos from a previous listing to a new one, click the Photo Library logo on the left side of the page.



The Photo Library page will display showing all of the previous listings for that address. Click the arrow to the left of the MLS number to expand that section and view the photos from that listing.

The screenshot shows the Photo Library interface. At the top, it displays the MLS Number (210123910) and Status (NEW). Below this, the address is listed: 28057 ELEVEN MILE FARMINGTON HILLS, MI 48336. A table lists previous listings with columns for MLS Number, Status, and Status Date. The first listing (MLS Number 210063686) is expanded, showing a property photo. A red box highlights the plus sign in the upper left corner of the photo. To the right, a panel shows '0 Existing Photos for MLS Number 210123910' and 'Selected Photo Count: 0 out of 25'. At the bottom, there are 'Add Photos' and 'Cancel' buttons.

MLS Number	Status	Status Date
210063686	UWTH	6/14/2010 9:28:04 AM
29104843	UWTH	1/22/2010 5:31:42 PM
27146739	UWTH	8/26/2008 1:10:17 PM
27133962	UWTH	8/26/2008 1:10:30 PM
25057756	SOLD	3/21/2006 9:40:32 AM

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. 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.

**Photo Library**  
Add library photos to your subject listing by clicking on the plus sign (+).

MLSNumber: 210123988 Status: NEW  
Address: 30348 SHIAWASSEE RD FARMINGTON HILLS, MI 48336

MLS Number	Status	Status Date
▶ 210123603	CWTH	10/27/2010 9:16:54 AM
▲ 28161503	SOLD	12/9/2008 11:27:38 AM


17 Existing Photos for MLS Number 210123988

Photo Count: 21 out of 25  
Selected photos are shown below. Photos can be re-ordered, edited and/or uploaded on the next page.

--	--	--	--

▶ 28121871	UWTH	12/9/2008 12:27:28 PM
▶ 27225766	UWTH	7/17/2008 1:18:45 PM
▶ 24123279	SOLD	11/10/2004 12:00:00 AM

Listings per page: 10

Page 1 of 1

**Remember:**

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

**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

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.