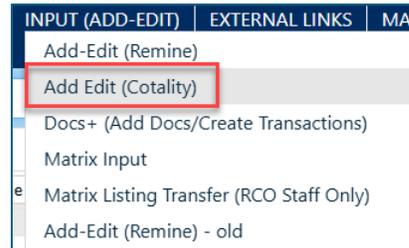


## Uploading and Editing Photos on Your Listing in Add Edit

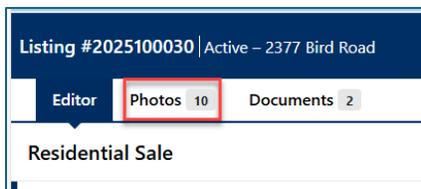
Once you have entered a listing, you will want to upload your photos. To access Add Edit, select the Add Edit icon from the Realcomp Dashboard or select Add Edit from the Input (Add-Edit) menu on RCO3.



If your listing is displayed on the dashboard of Add Edit, click the Edit button to the right side of the desired listing's line. If it is not displayed, use the search box to search for the MLS number and then click Edit when it displays.



Click the Photos tab on the upper left to access the listings photos.



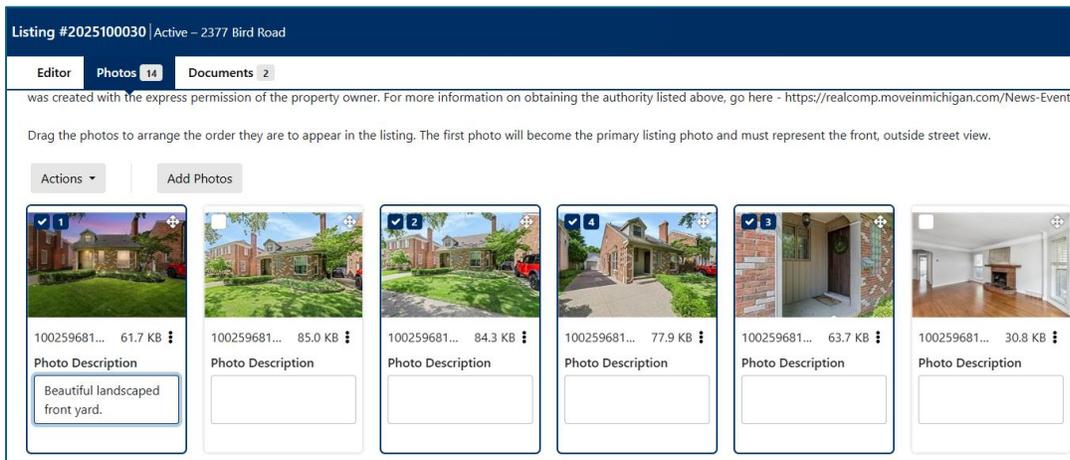
To add new photos, click the Add Photos button. If this listing was listed by you previously and you want to use those photos, click the "Import from another listing link.



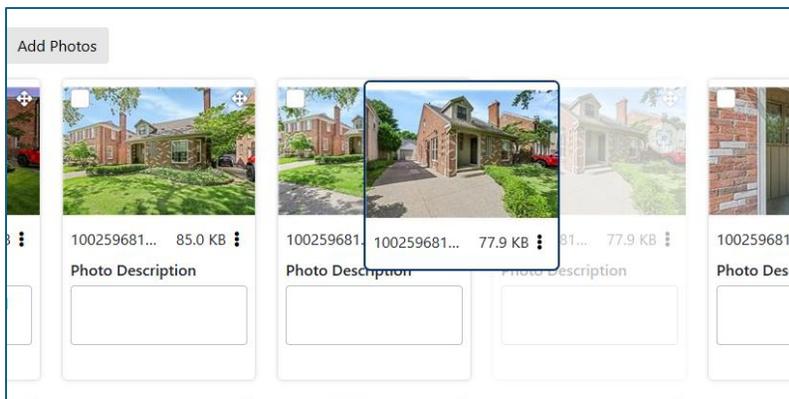
You can drag and drop the photo files or click browse to locate the photos and select them. Multiple photos can be added at the same time.



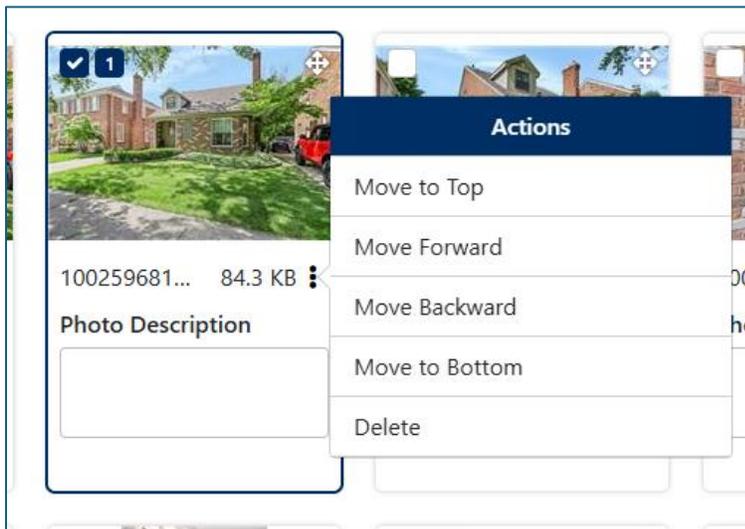
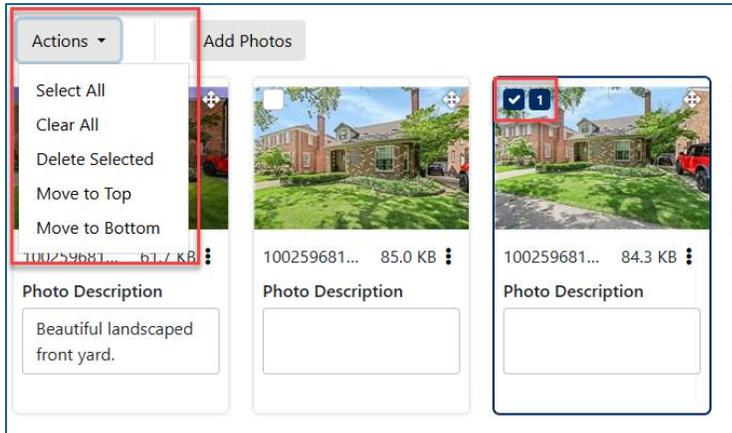
Once the photos are uploaded, they can be rearranged, if desired. Clicking the check boxes next to each picture will number the photos indicating the order in which you want them to appear when you save the changes. You can also add a photo description.



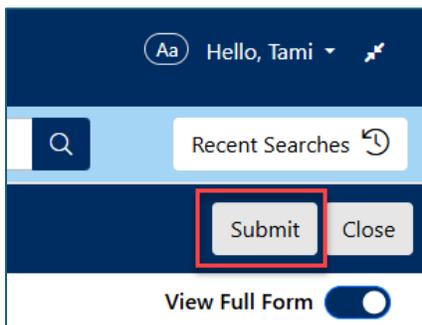
You can also reorder photos one at a time by dragging the photo using the 4-headed arrow in the upper right corner of the photo.



Photos can be deleted by checking the box in the upper left corner and selecting Delete from the Actions menu, or by selecting delete from the three-dot menu on the right side of the photo you want to delete.



When you are finished, click Submit in the upper right to save your changes.



If you have questions, please contact Customer Care at (248) 553-3430.