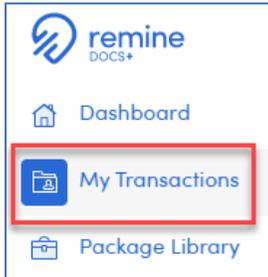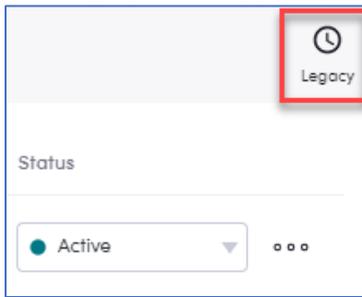## Removing Documents from Listings in Docs+ That Were Uploaded in Transaction Desk

If you have documents attached to your listings that were uploaded through Transaction Desk and imported into Docs+, you can now remove them from the listing from within Docs+.
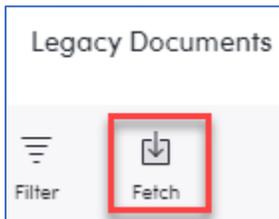
1. Login to Docs+
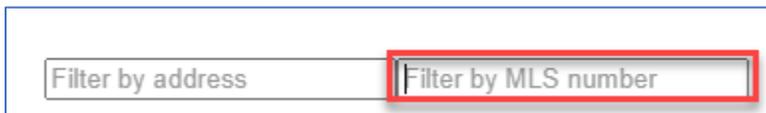2. Click My Transactions in the left side menu.

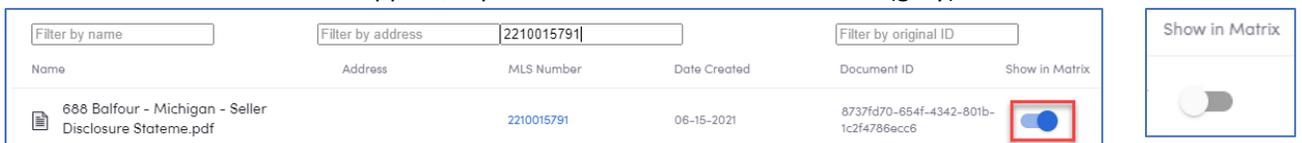
3. Click Legacy in the upper right corner.

4. If the Legacy Documents page says No Documents Found, click the Fetch button. If documents do appear, proceed to step 5.

5. Click the Filter button (shown above). Enter the MLS number in the Filter by MLS number field.

6. When the desired documents appear, flip the Show in Matrix switch to off (gray).

The document will now be removed from RCO3.

If you have additional questions, please contact Customer Care at (866) 553-3430.