

# Attaching Documents to A Listing

One of the new features that the Marketlinx *TEMPO*™ system brings to PPMLS users is the ability to “Fax-in” or to upload various forms and contracts that then are attached to a Listing. By attaching the applicable forms or contracts to a Listing, the process of writing an offer could be expedited due to the forms and contracts being readily available. Some of the types of forms that may be Faxed or Uploaded to a Listing are the Lead Based Paint Disclosure, Seller’s Disclosures, Measurement Disclosures and Closing Instructions.

Currently, *TEMPO*™ will allow users to Fax-in up to 5 documents per Listing and each document currently has a size limitation of 200kb. If the completed Fax is over 200kb in size, the system will not post it to the Listing.

On a Faxed document, the average is 4 pages equals 200kb. If you have a form like the Seller’s Disclosure that is 5 pages long, this form must be broken up into a 3 page Fax and a 2 page Fax.

Users may also create 5 PDF, 5 RTF and 5 TXT documents on their own computer and then upload them into *TEMPO*™ and attach them to a Listing. By utilizing Fax-in, PDF, RTF and TXT documents, a user could attach 20 documents to each Listing.

## Fax In Documents

**Step 1:** From the Edit Media Page, choose one of the options under the header “Fax-in Document (Converted to PDF)”.

**Step 2:** Click on the “Add New Media” button.



The screenshot shows a web interface titled "Add New Media". On the left, there are two instructional steps: "Step 1: Select the type of the new media" and "Step 2: Click on the 'Add New Media' button to start your request". On the right, under the heading "Available Media Types", there are radio button options for "Picture (JPG) (200k size limit)", "Adobe® Acrobat® (PDF) (200k size limit)", "Text (TXT) (30k size limit)", and "Rich Text (RTF) (200k size limit)". Below these is a section titled "Fax in a Document (Converted to PDF)" with radio button options for "Lead Disclosure" (which is selected), "Seller's Disclosure", and "Other". At the bottom right, there is a button labeled "Add New Media".

**Step 3:** Complete the “Create a Fax Cover Sheet” wizard by giving the document to be faxed in a Title and a comprehensive description.

RSC suggests using the MLS Number in the Document Description. If another user downloads

any of your documents, this will make it easier for them to keep track of the document and where it belongs in their files.



**Step 4:** Click on the “Create A Fax Cover Sheet” button.

**Step 5:** A new window will open containing a Fax cover sheet. Print the cover sheet and make it the first page of your Fax-in document. Fax the document to the 800 telephone number printed on the fax cover sheet. Your document will be converted to a PDF and will be available on your listing shortly.

**NOTE:** *There is a maximum file size of 200 kb for EACH Fax-in Document. This is approximately (but not exactly) 4 pages long. If the document to be Faxed In is more 4 pages long, break it up into multiple Faxes.*

**Step 6:** The user should receive an email confirming that the fax has been accepted and added to the Listing.

If **TEMPO™** still says that the Fax is Pending at approximately 1 hour after sending the Fax, users should delete the Pending Fax and then create a new Fax Cover Sheet and attempt to re send the document.

## Uploading Adobe Acrobat (PDF) Documents

**Step 1:** Navigate to the Media Page for the appropriate Listing by following the steps above, “The Media Function”.

**Step 2:** In the bottom section of the Media Page, labeled “Add New Media”, select the Adobe Acrobat option under Available Media Types.

**Add New Media**

**Step 1**  
Select the type of the new media

**Available Media Types**

Picture (JPG) (200k size limit)

Adobe® Acrobat® (PDF) (200k size limit)

Text (TXT) (30k size limit)

Rich Text (RTF) (200k size limit)

**Fax in a Document (Converted to PDF)**

Lead Disclosure

Seller's Disclosure

Other

**Step 2**  
Click on the "Add New Media" button to start your request

**Step 3:** Click on the Add New Media button.

**Step 4:** Browse your computer to find the PDF documents to attach. Up to 5 PDF documents may be attached to each listing. Users may optionally add 250 characters of Remarks to describe each document. When finished, click on the Submit button.

**Add Acrobat PDF File**

Step 1:	Step 2:
Enter the location of each PDF file in the text boxes or click the <u>Browse</u> button to locate the file. For example: c:\RealEstate\Information.pdf	Enter a description of each PDF file in the text box provided: (up to 250 characters)
1 <input type="text" value="C:\Documents and Settings\scottwardlo"/> <input type="button" value="Browse..."/>	<input type="text" value="Sample PDF Attachment"/>
2 <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>
3 <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>
4 <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>
5 <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>
<b>Step 3:</b>	
Click on the Submit button: <input type="button" value="Submit"/>	

## Uploading Rich Text (RTF) Documents

Rich Text Documents can be created and saved from Word or Word Perfect. Simply create the document as normal. Then, to save a Word or Word Perfect document as an RTF, Look for the "Save As Type" drop-down box, which is always located directly underneath the "name" box. Choose Rich Text (.rtf), rather than the normal .doc or .wpd "type".

**Step 1:** Navigate to the Media Page for the appropriate Listing by following the steps above, "The Add/Edit Media Function".

**Step 2:** In the bottom section of the Media Page, labeled “Add New Media”, select the Rich Text option under Available Media Types.

**Step 1**  
Select the type of the new media

**Step 2**  
Click on the “Add New Media” button to start your request

**Add New Media**

**Available Media Types**

- Picture (JPG) (200k size limit)
- Adobe® Acrobat® (PDF) (200k size limit)
- Text (TXT) (30k size limit)
- Rich Text (RTF) (200k size limit)

**Fax in a Document (Converted to PDF)**

- Lead Disclosure
- Seller's Disclosure
- Other

Add New Media

**Step 3:** Click on the Add New Media button.

**Step 4:** Browse the computer to find the RTF documents to attach. Up to 5 RTF documents may be attached to each listing. Users may optionally add 250 characters of Remarks to describe each document. When finished, click on the Submit button.

***NOTE: There is a maximum file size of 200 kb for EACH RTF file. This is approximately (but not exactly) 5 pages long. If the RTF file is more than 200 kb, break it up into multiple RTF files before doing the upload.***

**Add RTF File**

**Step 1:**  
Enter the location of each RTF file in the text boxes or click the Browse button to locate the file. For example:  
c:\RealEstate\Information.rtf

**Step 2:**  
Enter a description of each RTF file in the text box provided: (up to 250 characters)

**Step 3:**  
Click on the Submit button:

## Upload Text (TXT) Documents

Text Documents can be created and saved using Notepad.

**Step 1:** Navigate to the Media Page for the appropriate Listing by following the steps above, "The Add/Edit Media Function".

**Step 2:** In the bottom section of the Media Page, labeled "Add New Media", select the Text option under Available Media Types.

**Add New Media**

**Available Media Types**

- Picture (JPG) (200k size limit)
- Adobe® Acrobat® (PDF) (200k size limit)
- Text (TXT) (30k size limit)
- Rich Text (RTF) (200k size limit)

**Fax in a Document (Converted to PDF)**

- Lead Disclosure
- Seller's Disclosure
- Other

**Step 1**  
Select the type of the new media

**Step 2**  
Click on the "Add New Media" button to start your request

Add New Media

**Step 3:** Click on the Add New Media button.

**Step 4:** Browse your computer to find the TXT documents to attach. Up to 5 TXT documents may be attached to each listing. Users may optionally add 250 characters of Remarks to describe each document. When finished, click on the Submit button.

**Add Text File**

Step 1:	Step 2:
Enter the location of each TXT file in the text boxes or click the <u>Browse</u> button to locate the file. For example: c:\RealEstate\Information.txt	Enter a description of each TXT file in the text box provided: (up to 250 characters)
1 <input type="text"/> <input <="" td="" type="button" value="Browse..."/> <td><input type="text"/></td>	<input type="text"/>
2 <input type="text"/> <input <="" td="" type="button" value="Browse..."/> <td><input type="text"/></td>	<input type="text"/>
3 <input type="text"/> <input <="" td="" type="button" value="Browse..."/> <td><input type="text"/></td>	<input type="text"/>
4 <input type="text"/> <input <="" td="" type="button" value="Browse..."/> <td><input type="text"/></td>	<input type="text"/>
5 <input type="text"/> <input <="" td="" type="button" value="Browse..."/> <td><input type="text"/></td>	<input type="text"/>

**Step 3:**  
Click on the Submit button: