

Q: How do I get the Photos to transfer with the listing data from NTREIS Listings to HP Marketing Assistant software?

A: Follow the steps below to “reconnect” your HP Marketing Assistant software to the NTREIS MLS to enable photo download capability.

1. Open HP Marketing Assistant Software on your computer and click on **My Preferences**.
2. Click on **Change My MLS**.
3. Choose **NTREIS** from the drop down box (it should already be selected).
4. Re-enter the MLS Key: XRT-ESW-WNRC
5. The software will perform a download
6. You can choose to check Remember My MLS and enter your User Name (agent ID) if you wish for HP Marketing Assistant to store that information for you.
7. When you have finished click **Done**.
8. Now the next time you download listings from NTREIS Listings into HP Marketing Assistant you will be prompted within HP Marketing Assistant to log in with your User Name and Password to import the pictures.

Perform a test download to import photos:

1. To download listings from NTREIS Listings to HP Marketing Assistant; close out of HP and open up NTREIS Listings. Look up your properties and click **Download**. Then choose **HP Marketing Assistant** and click **Create Download**.
2. Click **Open** on the dialog box and HP Marketing Assistant will open.
3. You will be prompted to use the properties for a CMA (choose **No** at this time).
4. You will be prompted to select the properties to import; all will be checked by default. Click **Continue**.
5. At this point you will be prompted to Log into My MLS to import the photos. If you checked to remember your user name, it will be filled in. **Enter your Password and click Continue**. HP Marketing Assistant will not store your password, you must enter it each time you import photos.
6. You will see a preview of the listings photos. The first 8 photos will import into HP. You can choose from the photo name drop down list to label the photos. If you choose None the photo will not be imported.
7. Click **Continue**. If you have imported more than 1 listing, you will preview each listing's photos. When you have previewed each listing, click **Done**.
8. You will be taken to the **Create** screen. The photos you have chosen to import will auto-pop onto the photo grids of the flyers you create.