



Uploading/Faxing Multiple Documents

1. There are three ways to access your existing Document Storage folders. From the *Add/Edit* menu or *My Tools* menu select a listing and click the *Document Storage* link. Or click the *Transactions* icon on the menu bar and select *Document Storage*.



2. If you accessed it from *My Tools* or *Add/Edit* you will be taken directly to the document folder for the listing you selected. If you accessed *Document Storage* from the top menu bar in Tempo, you will see a list of document folders, choose the one you want to add documents to.

My Files

Office Files

To search for a file, enter some information about the file, such as the file name, MLS number, address or a participant name in the field below. To see all of the files, leave the Search field empty and click the Search button.

Search Criteria: Filter By: Active

Name	Address	My Roles	Status	Phase	MLS#	Date Created	# of Documents
88045-1000 Main	1000 Main Street	Buyer's Agent File Admin	Active	Listing		1/15/2009	17
1234 Weather Ave	1234 Weather Ave	Buyer's Agent File Admin	Active	Listing		1/6/2009	10
1423 Market Street	1423 Market Street	File Admin Listing Agent	Active	Listing	806348734	11/12/2008	21
2345 Main Street	2345 Main Street	Listing Agent	Active	Closing		10/11/2007	7
24188 MCCOY RD	24188 MCCOY RD	File Admin Listing Agent	Active	Listing		2/5/2009	10

You will learn how to:

- Add multiple documents from NTREIS Listings or Document Storage by faxing or uploading.

Your REALTOR® Association can provide more support/training.
[Contact your Association](#)

3. From the **Summary** page select the documents you want to upload or fax in. You can submit revisions by selecting documents that have been previously uploaded.



4. Click the *Create Coversheet(s)* or *Upload Doc(s)* link.



5. If you are creating coversheets, they will display on your screen. Review them for accuracy, and then click the **Print** button.



6. If you are uploading electronic documents, you may enter a comment, then click on the **Browse** button and select the first document. Repeat this step until all documents have been attached. Then click the **Upload** button.



Note: If your scanner has email capability, you may also email a single TIFF file consisting of multiple documents preceded by their fax cover sheets. The system will then upload each of the documents into the transaction specified by its fax cover sheet.

