

24/7 online technical support

You will learn how to:

- Manage your documents from one folder.

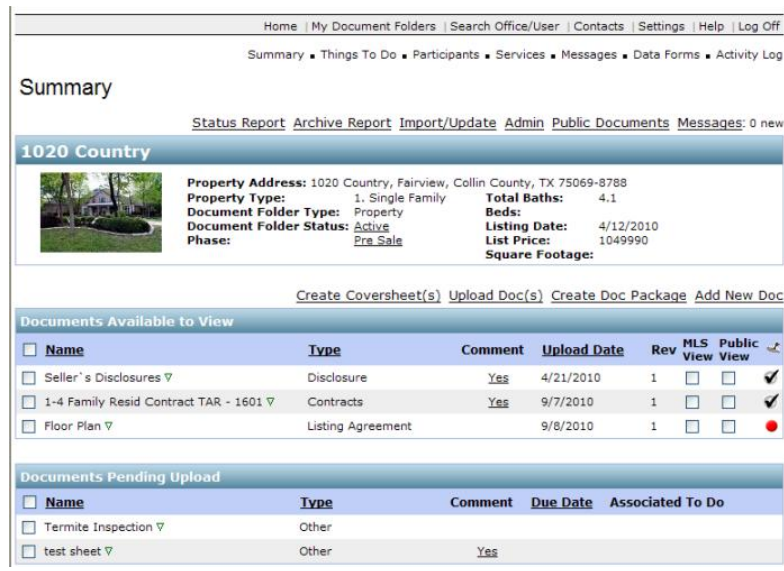
Your REALTOR® Association can provide more support/training. [Contact your Association](#)

MANAGING DOCUMENTS

- From the log in page of Document Storage or the link from within NTREIS Listings go to Document Storage. You will be on the 'Home' page. From this page search and click on the Subject property



- The summary page of the subject property will give you a view of all documents that have been uploaded, or are pending upload. On this page you may select documents and create multiple coversheets, or upload multiple documents, create a document package, or add a new document.



Hovering over the document on this summary page you may view the document and all the revisions, view the details, email, remove the document if you are the owner, and do any other option listed without leaving your summary page.

Documents Available to View							
<input type="checkbox"/>	Name	Type	Comment	Upload Date	Rev	MLS View	Public View
<input type="checkbox"/>	Seller's Disclosures	Disclosure	Yes	4/21/2010	1	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	1-4 Fami		Yes	9/7/2010	1	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Floor Pla			9/8/2010	1	<input type="checkbox"/>	<input type="checkbox"/>

Document		
<input type="checkbox"/>	Name	
<input type="checkbox"/>	Audit Log	

Comment	Due Date	Associated To Do
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