

## Office Admin: Transfer Files

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.



You will learn how to:

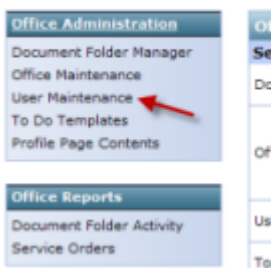
- Transfer files from one agent to another.

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

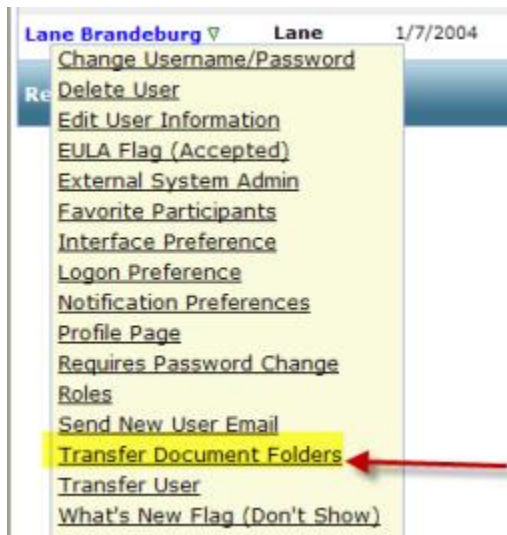
From the Home Page screen, click on **Settings**. In your **Settings** click on **Office Administration** and then click on **User Maintenance**.



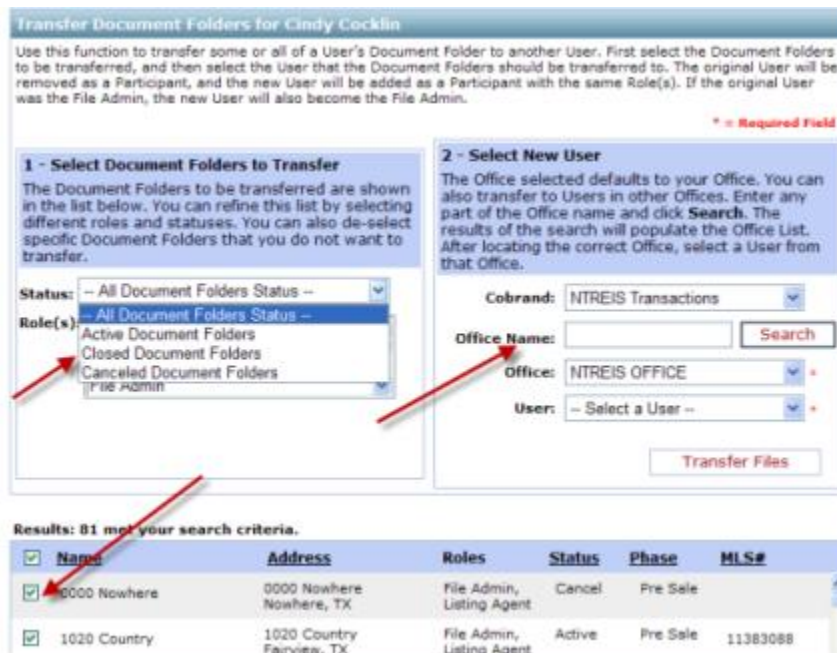
### Office Administration



All members of your office(s) will be listed. Find the user whose file(s) you wish to transfer and hover over their name. Choose the **Transfer Document Folders** option



On the Transfer **Document Folder** page, you can choose to transfer all folders or choose folders by status or the role of the participant. You can also choose specific files by clicking the checkbox next to each file name. Once you have selected which files to transfer, find the user you want to transfer to in the **User** dropdown list. Click Transfer Files.



Note: You can transfer files to users outside of your office(s) by entering the name of the office in the Office Name search box. Once the office is chosen, you will see the list of agents.