



UPLOADING PHOTOS INTO NTREIS RAPMLS

Login to Rapattoni

Go to the Listing Menu and select View/Revise Listings. Click Revise under the listing you would like to add a photo to and select Upload (under Pictures). Click the Browse button to locate and open your saved photo file (JPEG) and select (Upload under Pictures). Then you will be asked “Would you like to attach this picture?” select “OK” or “Cancel.”

*Note: Save your photo as a JPEG file and the maximum width for a property photo is 400 pixels.

**You may need to press F5 to refresh your screen after modifying property pictures.

**The additional photos will only appear in Rapattoni.

How to delete your property picture

If you want to delete your additional property pictures from your listing follow these steps:

- Log into NTREIS RAPMLS (directions above)
- Select Listing Menu
- Click on View/Revise Listings
- Click Revise under the appropriate Listing
- Select Picture Descriptions
- Scroll down to find the picture you want to delete
- Select the Delete Picture check box below the picture
- Click Submit

**You may need to press F5 to refresh your screen after modifying property pictures.