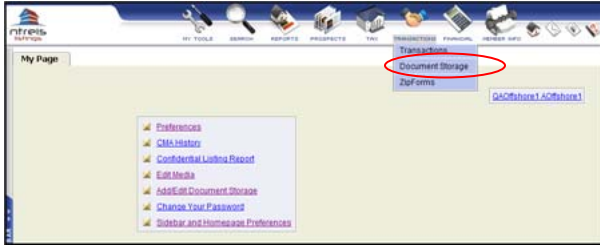


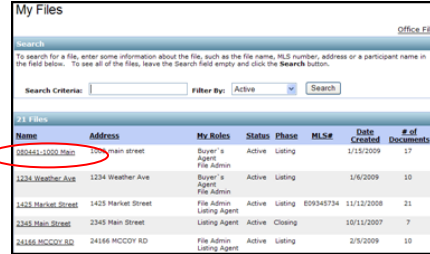
Uploading a Single Document

Learn how to upload a document via fax or electronic upload

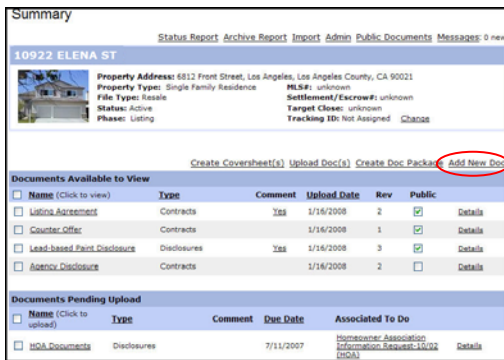
1. There are three ways to access your existing Document Storage folders. From the **Add/Edit** menu or My Tools menu select a listing and click the **Document Storage** link. Or click the **Transactions** icon on the menu bar and select



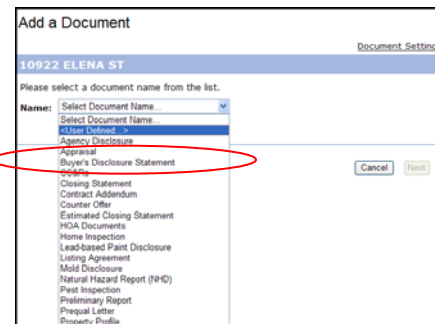
2. If you accessed it from **My Tools** or **Add/Edit** you will be taken directly to the document folder for the listing you selected. If you accessed **Document Storage** from the top menu bar in Tempo, you will see a list of document folders, choose the one you want to add documents to.



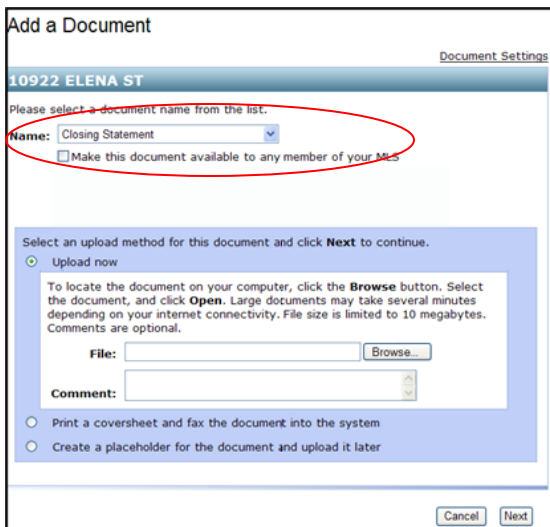
3. From the Summary page click the **Add New Doc** link.



4. In the **Add Document** screen select the document you want to upload from the drop down list.



5. Select your options- the first checkbox below the document name allows you to make the document available to members of your MLS.



6. Now, choose your upload method:

A) Select **Upload Now** if you have an electronic copy of your document. Click the **Browse** button and attach your document. Click **Next**.

B) Select **Print a coversheet and fax document into the system**, if you have a hard copy of your document and want to fax it in. Enter your comments. Click **Next**.

C) Select **Create a placeholder for the document and upload it later**, if you want it to appear in your **Documents Pending Upload** section as a reminder to upload it later. Enter your comments. Click **Next**.

Results:

If you chose **Option A**, your document will be uploaded and available for review immediately.

If you chose **Option B**, a fax coversheet will display on your screen for you to print.

If you chose **Option C**, a placeholder for that document will be created for you to upload the document at a later time.

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 upload each of the documents into the file specified by its cover sheet.