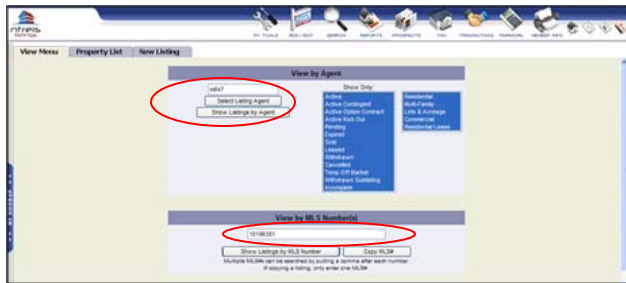


Adding Documents into Doc Storage Through Add/Edit

Learn how to create a document folder and upload documents that are viewable by all members of your MLS

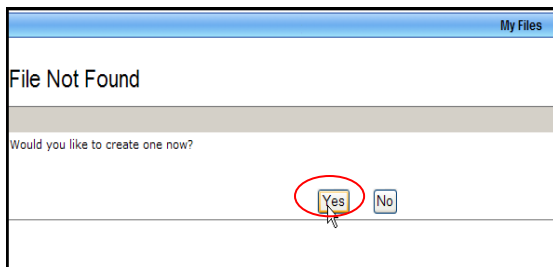
1. On the **Add/Edit** menu in Tempo search by agent or by MLS Number to find the listing you want to add documents to.



2. Once you have selected your listing click the new **Add/Edit Document Storage** link.



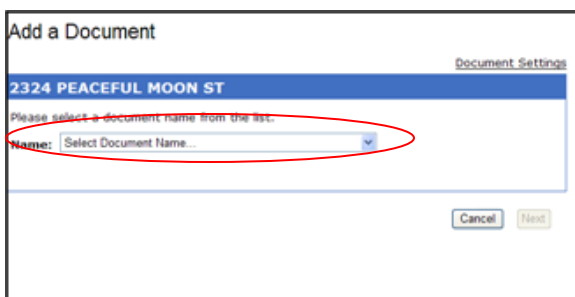
3. If a document folder exists you will be taken to the Summary page in step 4. If a document folder does not exist a new window will open asking if you would like to create a folder. Click the **Yes** button.



4. Congratulations! Your file has been created. To begin adding documents click the **Add New Doc link**.



5. From the drop down list of options select the document you want to upload. If the document is not listed, select **User Defined**.



6. Next, to allow members of your MLS to view the document, check the box that states "Make this document available to any member of your MLS" and upload by selecting one of the upload options. When you have uploaded your document, you can close the Doc Storage window to get back into Tempo.

