

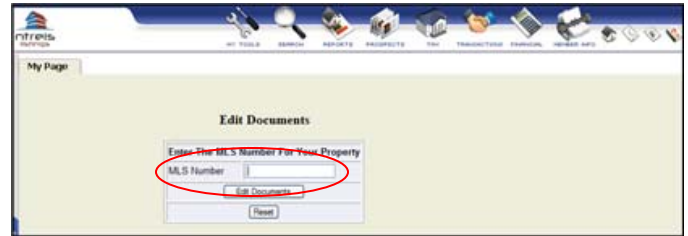
Adding Documents into Doc Storage Through My Tools

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

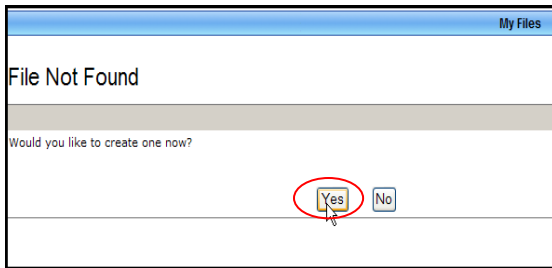
1. On the *My Tools- My Page* menu in Tempo click the *Add/Edit Document Storage* link.



2. Enter the MLS number of the listing you want to add a document to and click *Edit Documents*.



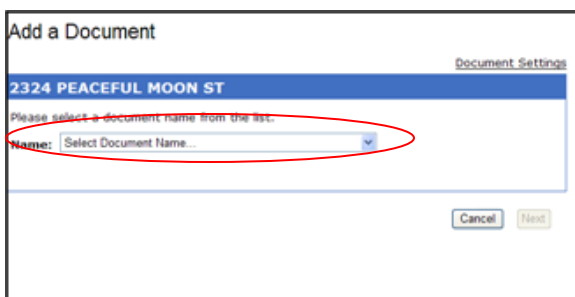
3. If a document folder exists you will be taken to the Summary page in step 4. If a document folder does not exist a new window will open asking if you would like to create a folder. Click the *Yes* button.



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.

