

# Managing Documents

## Quick Reference Guide

1. Go to the logon page and enter you user name and password then click **Logon**.

The screenshot shows a logon interface with two main sections: 'Public Document Site' and 'Registered User's Logon'. The 'Public Document Site' section has an 'Access Code:' field and a 'View' button. The 'Registered User's Logon' section has 'Username:' and 'Password:' fields, a 'Logon' button, and a 'Forgot your password? Click here' link. Below these sections are links for 'Browser settings' and 'Copyright © 2008 MarketLinx'.

2. From the **Home** page click on the Subject Property.

The screenshot shows a 'Welcome Mike Taylor' header. Below it are two main sections: 'My Files' and 'Things To Do Today'. The 'My Files' section is a table with columns for 'Name', 'Tracking ID', and 'File Name'. The first row is highlighted and circled in red, showing '10922 ELENA ST' and 'MT-734'. The 'Things To Do Today' section is a table with columns for 'Due', 'Description', and 'File Name', listing various tasks with due dates and file names.

3. To view a list of all uploaded documents and documents pending upload, click on the **Documents** link.

The screenshot shows a 'Summary' page for property '10922 ELENA ST'. It includes a navigation bar with links like 'Status Report', 'Archive Report', 'Admin', 'Public Documents', and 'Messages'. The main content area has several sections: 'Documents' (with a red circle around the link), 'Participants', 'Things To Do (97)', and 'Services'. The 'Documents' section lists various document types and dates.

4. On this page, you may select documents and create multiple coversheets, or upload multiple documents, create a document package, or add a new document.

The screenshot shows a 'Documents' page for property '10922 ELENA ST'. It has two main sections: 'Available To' and 'Pending Upload'. Both sections are tables with columns for 'Name', 'Type', 'Comments', 'Due Date', and 'Associated To Do'. The 'Available To' section has a red circle around the top navigation links: 'Create Coversheet(s)', 'Upload Doc(s)', 'Create Doc Package', and 'Add New Do...'. The 'Pending Upload' section lists documents that are ready to be uploaded.

5. Click the **Details** link next to a document to see a list of all versions, email any version of that document, add a revision, add comments, view document settings or view the audit log.

The screenshot shows a 'Documents Details' page for '10922 ELENA ST: Counter Offer 1'. It features a table with columns for 'Version', 'Date Added', 'Added By', 'Size', and 'Type'. There are three versions listed, with 'Version 2' being the most recent. Each version has an 'Email' link next to it. Above the table are links for 'Add Revision', 'Add Comment', 'Document Settings', and 'Audit Log'.

