

# How to Use Document Links & Storage

RMLS

Document#:  
1727

Revision Date:  
9/14/2012

Pages in file:  
1 page

The Document Links & Storage module for RML*Web* allows agents to upload up to five PDF files per listing, viewable to other agents (i.e., for plat maps, disclosures, etc.)

To begin, look for column 'D' (for Documents) on the Listing Load main page, right next to the 'P' (for Photo) column. In fact, this column behaves very similarly to the Photo column. To add or manage documents, click on the button for the appropriate listing.



The **Document Manager** has an **Add a PDF** button in the upper right corner. Note: this option is removed when five files are already added for the listing.

Each file:

- Must be given a **title** (up to 20 characters)
- Must be given a **category** (either Disclosure, Document, Legal, Home Energy Performance, or Green Certificate)
- Must be a **PDF**, with a maximum size of 4 MB.

**Add a PDF** Cancel Upload PDF

Step #1: Select a file to be uploaded.

Title:

Category:

File:  Browse

Click the Browse button above to open the Choose File dialog box. Use the Look in field of the dialog box along with the list of files and folders displayed to locate the file that you wish to load. Double-click the desired PDF file.

**WARNING:**

- You can upload only PDF format (.pdf) files.
- The maximum file size is 4MB.
- All documents you upload to your listings in RML*Web* must abide by the RMLS™ Rules and Regulations - Document 1450

Step #2: Upload the file to the server.

Click the Upload PDF button in the top right of this window to begin the upload. PDF files are usually large. The speed of your connection to the internet will determine how long the upload may take.

The **Document Manager** also displays a log of who has viewed the files. When a file is deleted or replaced, the log entries pertaining to that file are also deleted. The log entries also link to roster information for the members who have viewed the files.

Links to the documents are displayed on **Agent Full** and **Data Only** reports for listings in ACT, BMP, SSP and PEN statuses.

For CAN, SLD, and EXP status listings, the documents are held for 30 days after the listing goes off-market. If the listing goes back on the market within those 30 days, the documents will immediately become available again. After 30 days, the documents and viewing log are purged.

**Document Manager** Delete All Add a PDF Finish

MLS#: 12099450 Area: 144 Property Category: Residential

Total 1 PDF

Doc#	Title	Category	Viewed	Updated	Edit
1	Lead Based Pamp/let	Disclosure	0	9/12/2012 11:03:53 AM	Edit / Replace / Delete

Viewed Log

Viewed Date	Doc#	Title	Viewed By	Office
There is no log				

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## Printing to PDF

If you do not have software to create PDFs, there are some free applications available online. For example, [www.cutepdf.com](http://www.cutepdf.com) appears to have a good one, or you can search for pdf creators or pdf writers to find others.

## Making Changes

PDFs that have been uploaded are listed on the Document Manager page, and can be deleted, edited (change title and/or category) or replaced with a new file.

## About the Links

The links do not print, and are not included on any client reports. When a listing is in WTH, CAN, SLD, or EXP the links do not appear and the Document Manager is unavailable.