

How to Upload Photos Using Photo Manager

Below you will find instructions for using this tool. If you have any questions please contact our Help Desk at 503-872-8002 or toll-free at 1-877-256-2169 outside of Portland.

Before attempting to upload photos to your listing please review the following requirements to ensure the photos fit these specifications:

- Images must be in a JPG format
- Image size Maximum: 1920 X 1440 pixels, images with a 4:3 ratio will fit perfectly into the photo window. Images with a different ratio will have white space “padding” to prevent stretching of the photo.
- File size maximum: 10 MB
- # of images: 1 minimum and must be best representation of what is for sale, 48 maximum.

Note: If your seller has requested no photos be used in the listing, the Photograph Omission Form, document # 1263, must be completed and signed by the seller. When this is the case, follow the Seller Requests Photo Omission option found at the end of this document.

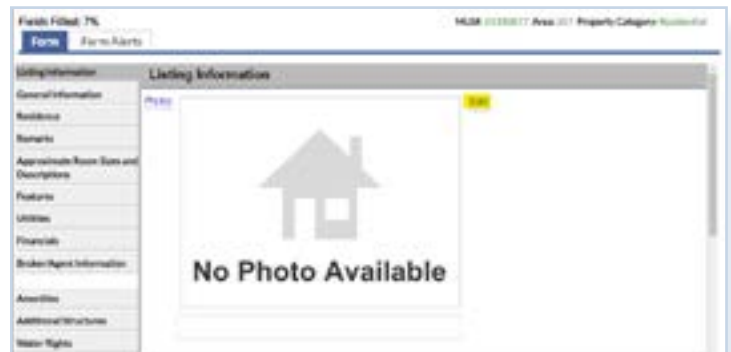
Uploading Photos

In RMLSweb you have two ways to upload photos into a listing. You can upload them at the same time you are adding the listing, or you can add them later while the listing is In-Progress. Additional photos, photos in addition to the required first photo, can be uploaded to an active listing.

Uploading Photo(s) With Your Listing

In the first tab of new listing data, Listing Information, click on the Edit button located top right of the photo box. This will open the Photo Manager.

Uploading Photo(s) after the listing has been put In-Progress or to add additional photos after the listing is published



Your In-Progress or Published listing will have several icons to choose from. How they appear will depend on how you are viewing them. Tile View will show your listings each within it's own box, or List View which will show each listing on a line.



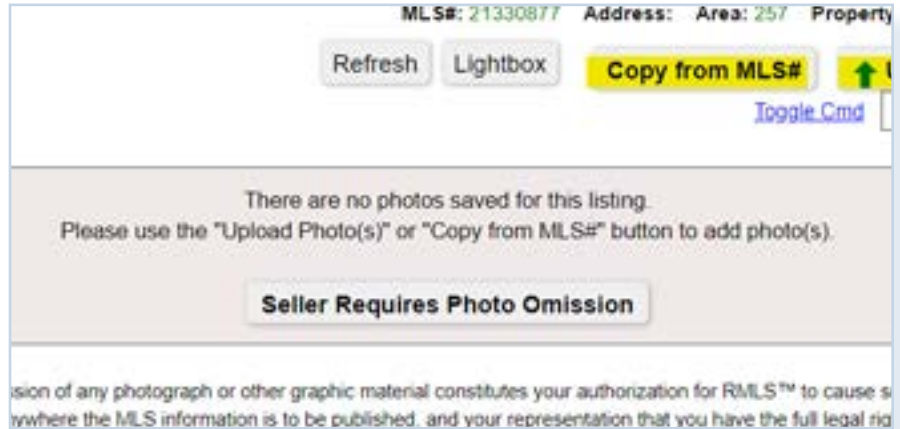
Note: the location of the icons for List View will depend on the size of your display.



Find and click on the Photos Icon. The number you see after the word Photos will be the number of photos already uploaded for that listing.

Once you are in the Photo Manager you can choose to either **Upload Photo(s)** or **Copy from MLS#**.

Note: Copy from MLS# can only be used if the listing being copied from was yours and you are still affiliated with the same office.



Upload Photos:

- After clicking on the Upload Photos button, you can either:
 - o Drag and drop the photos by finding them in your device then dragging them to the blue frame, you will see a Drop File here message when you are in the correct location.

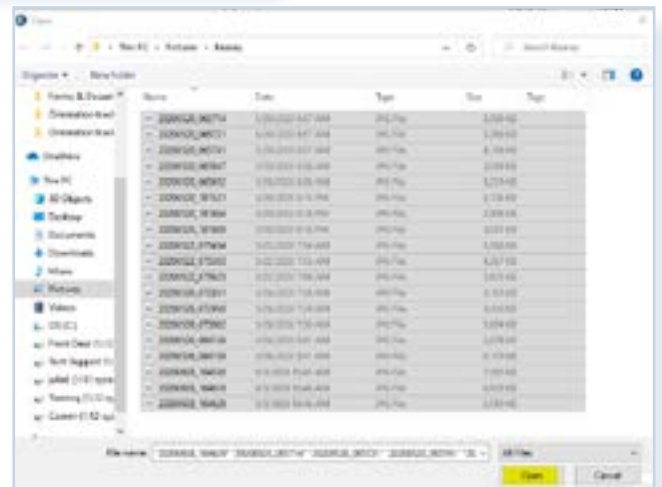
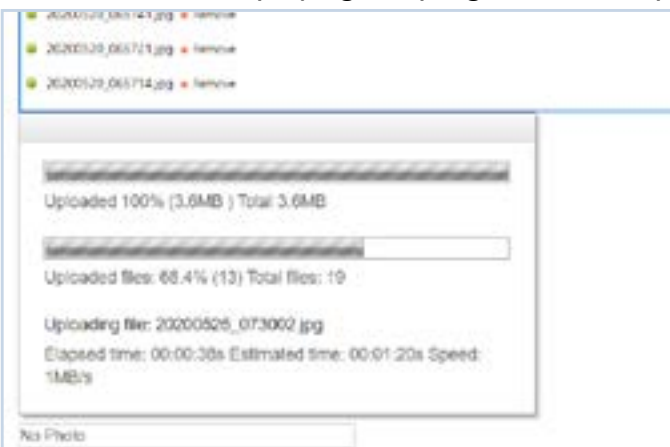


- o Or Select them (this may be an easier way if you are uploading multiple photos at once).
 - » Click on the Select option in the blue frame.



- » Navigate to where the photos are stored and highlight all the photos for your listing, Click on Open.

- At the bottom of the page, you will see an indicator displaying the progress of the upload.



Copy from MLS#

- After clicking on the copy from MLS# button, a new dialog box will appear requesting the MLS# of the listing you are copying the photos from.



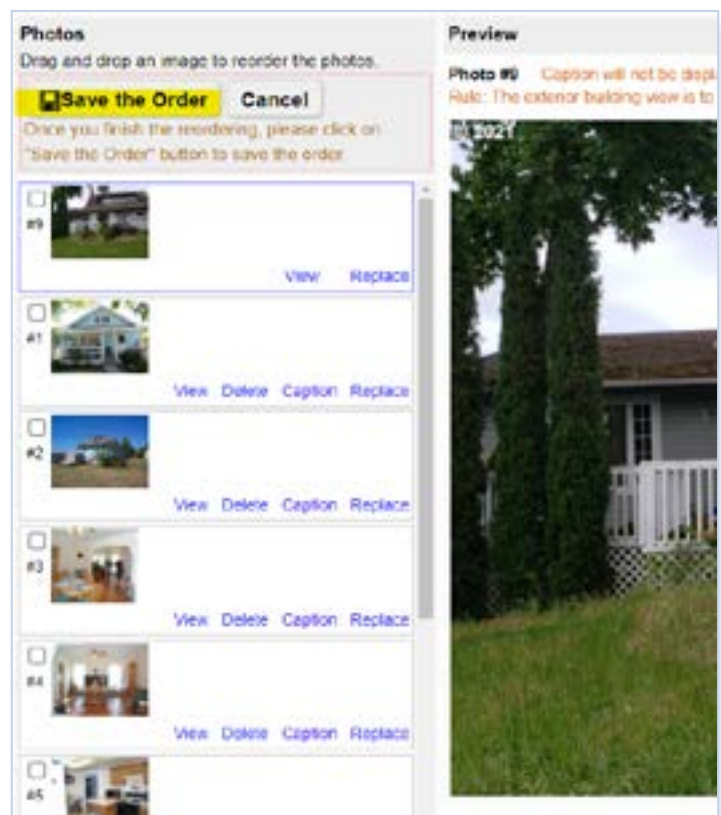
- Enter the MLS# then click the Find button. Note: any photos already in the new listing will be deleted and replaced by the copied photos.



Once all the photos are uploaded you will see them displayed in the Preview window. Click on Save. Note: If any of the photos are Virtually Staged you must check the Virtually Staged option before saving.

Now that the photos are in the Photo Manager you can rearrange, caption or even delete them.

- To rearrange the photos:
 - Drag and drop the photos into the order you would like using the thumbnail images on the left pane.
 - Once you have the photos in the order you want, click on the Save the Order button above the Thumbnails.



- To Caption the photos.
 - Beneath each photo are options. For the first photo only View and Replace for the additional photos you also have Delete and Caption. Note: The first photo does not have these last two choices as the first photo is required so can't be deleted and because the first photo needs to be a view of what is for sale, a caption of the photo isn't needed.

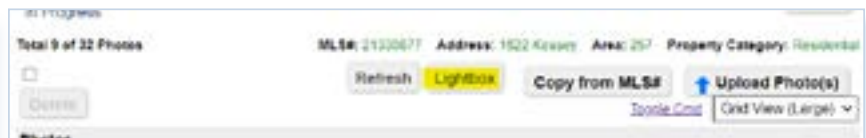
- o Click on Caption for the photo you want to describe.
 - » Select from the list of Captions and Sub Captions
 - » Click on Save, your photo will now have captions displayed either under the photo when viewing in a report or above the photo when using the photo viewer.



- To Delete Photos
 - o Click on the Delete option under the photo you want to remove, Select Yes - Delete.
- To Replace a Photo. Occasionally you will want to remove a photo and replace it with a different one. Rather than delete the unwanted photo and then upload a new one, you can instead use the Replace option.
 - o Click on Replace, you will be directed into the photo manager where you can once again either drag and drop or select a photo.
 - o Once you have selected and uploaded the photo click on Save and the new photo is in the place of the old photo.



Viewing your photos:



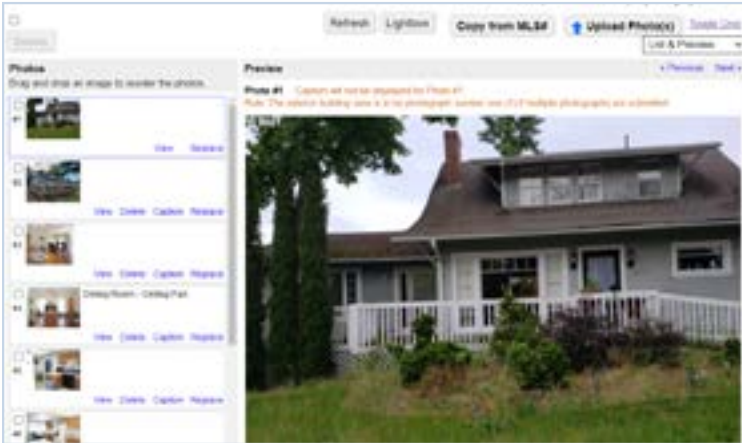
While in the photo manager you can view your photos in several ways.

- You can use the Lightbox option to see each photo on its own.

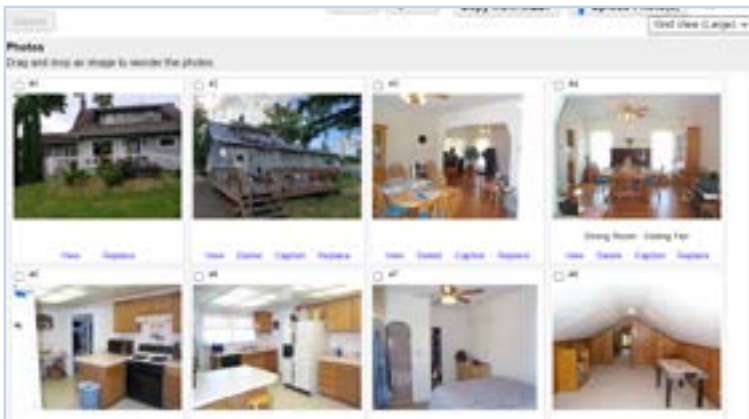
- You can use the dropdown menu to select:



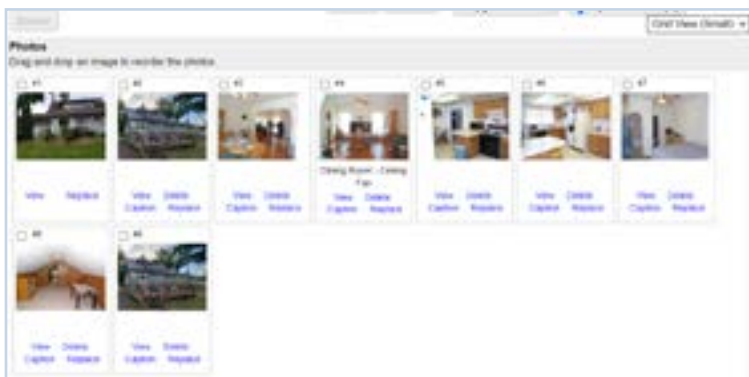
- o List & Preview



- o Grid View (Large)



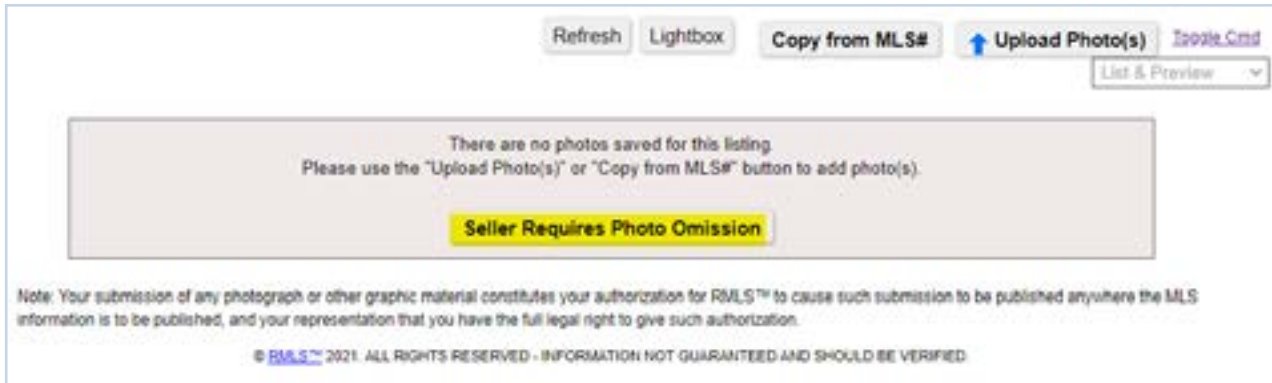
- o Grid View (Small)



Seller Requires Photo Omission:

Use this when the seller has requested no photos be used in the listing. Be sure you have document # 1263 Photograph Omission Form signed by your seller.

After opening the photo manager by clicking on either the Edit option when adding the listing or the photo icon for an in-progress listing. At the bottom of the photo manager will be an option for Seller Requires Photo Omission.



Click on Yes in the message box that appears.



Note: You will need to submit a copy of the omission form to rules@rmls.com within 24 hours.

When you are completely done uploading/editing your photos or submitting the omission form click on Finish in the photo manager to complete the process.



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Help Desk: **503-872-8002 or toll-free at 1-877-256-2169**