How to Use Document Links & Storage

The Document Links & Storage module for RMLSweb allows agents to upload up to 15 PDF files per listing, viewable to other agents (i.e., for plat maps, disclosures, etc.)

RMLS

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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 15 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, Green Certificate, Home Owners Association (HOA), General Information, New Construction (NCIR), Warranty, or Lead Paint Disclosure)
- Must be a **PDF**, with a maximum size of 10 MB.

Add a 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 AMB.

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* All documents you upload to your listings in RMLSweb 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 susually lange. 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

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

Document Manager MLS#: 1209450 Area: 144 Property Category: Residential Total 1 PDF					
Doc#Title		Category	Viewed	Updated	Edit
1 Lead Based	Pamphlet	Disclosure	0 9/	12/2012 11:03:53 AM	Edit / Replace / Delete
Viewed Log					
Viewed Date	Doc# Title			Viewed I	By Office
There is no log.					
		® <u>RMLS™</u> 2012. ALL RIGHTS	S RESERVED.		

immediately become available again. After 30 days, the documents and viewing log are purged.

Printing to PDF

If you do not have software to create PDFs, there are some free applications available online. For example, 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.