RANW MLS How To: Add Documents to your MLS Listing

Members using LIM (Listing Input and Maintenance) are required to upload the Listing Contract and other required documents when submitting new listings (non-LIM users submit required documents to Data Entry). All members have the option to enhanced their listings by uploading additional documents such as Condition Reports, Lead Paint Addendum, etc.
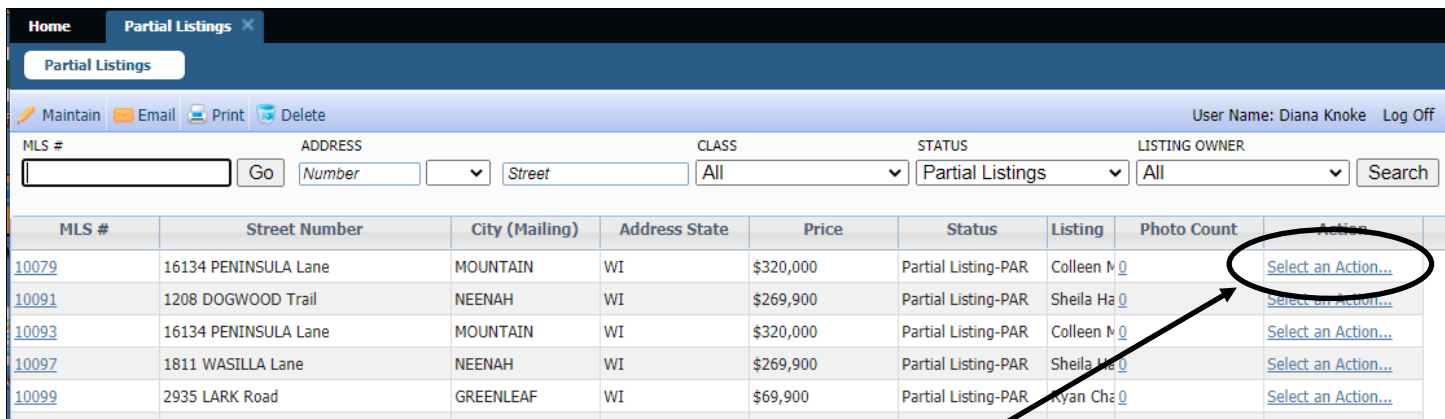
See below for easy instructions on how to Associate Documents with your listings.

Add Documents ("Associate Documents"):

In Paragon, s**elect Listings > Maintain**

Choose Partial Listings or Listings, depending on whether you are adding photos to a partial listing or updating photos on a previously-entered listing that has an MLS number already. Be cautious if you upload documents to a partial listing because they can become corrupted. If you do upload documents to a partial listing, make sure to check them after the listing is saved and receives an MLS number. If corrupted, delete the document, and upload a new document to replace it.
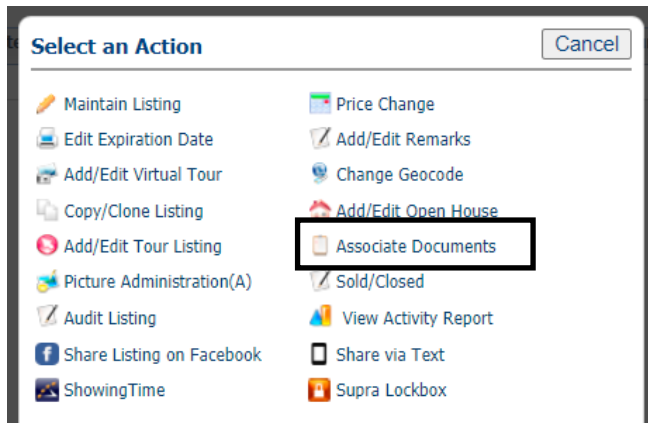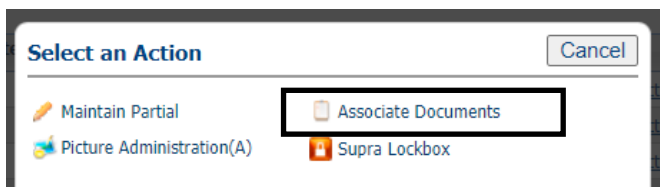
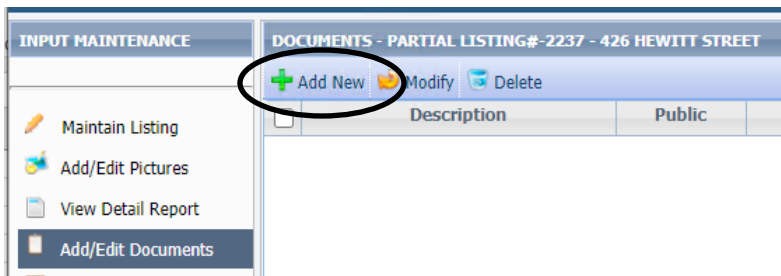A list of your listings will appear in a spreadsheet format.

Click on the Select an Action link for the listing you wish to upload photos to.

Different Action options will appear, depending on whether the listing is a Partial or a Listing, but in either case you will **click on the Associate Documents link**.
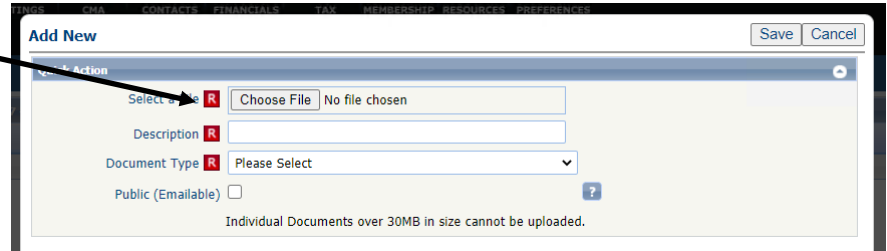
The Add/Edit Documents screen will appear.

Note: as documents are added, you will see the information about each document appear on the Add/Edit screen.

To add a new document, click **Add New**.

1. Use the **Choose File** button to select the correct PDF file from your computer.

2. Add a **Description** of what the document is or pertains to.

3. Select the **Document Type** from the pull-down menu *(see additional information below)*

4. Check the **Public/Emailable** box if you want the document to be able to be sent to WIREX, shared with a buyer by email, available in a listing cart.

5. **Save** your changes

Choosing your Document Type:

Id	Abbr	Description	Visibility Level
1	Acces	Accessibility Features	All MLS-Confirmed
2	Adden	Addendum S—Lead Paint Disclosure	All MLS-Confirmed
3	Aucti	Auction Form	All MLS-Confirmed
4	Condo	Condominium Documents	All MLS-Confirmed
5	Data	Data Sheet with Inclusions and Exclusions	All MLS-Confirmed
6	Floor	Floor Plans	All MLS-Confirmed
9	Home	Home Inspection	All MLS-Confirmed
10	Inclu	Inclusion and Exclusion Form	All MLS-Confirmed
11	Limit	Limited Service	All MLS-Confirmed
12	Misce	Miscellaneous Documents	All MLS-Confirmed
13	Other	Other Addenda	All MLS-Confirmed
14	Plat	Plat Maps	All MLS-Confirmed
15	Prope	Property Information Worksheet	All MLS-Confirmed
16	Real	Real Estate Condition Report	All MLS-Confirmed
17	Reloc	Relocation Documents	All MLS-Confirmed
18	Restr	Restrictive Covenant	All MLS-Confirmed
19	Selle	Sellers Property Improvements	All MLS-Confirmed
20	Storm	Storm Damage Addendum	All MLS-Confirmed
21	ConEx	Contract Amendment Expiration Date Change—Private	Listing Agent-Unconfirmed
22	ConPP	Contract Amendment Price—Private	Listing Agent-Unconfirmed
23	ConWP	Contract Amendment Withdrawn—Private	Listing Agent-Unconfirmed
24	LateP	Late Listing Waiver Form—Private	Listing Agent-Unconfirmed
25	Listi	Listing Contract—Private	Listing Agent-Unconfirmed
26	CustPrv	Custom-Private	Listing Agent-Unconfirmed
27	IMDOC	Imported Document	All MLS-Confirmed

When choosing the document type, note that there are many documents that already have a description noted. If this is the type of document you are uploading, choose that descriptive option instead of using a miscellaneous category.

Some document types have built-in security. Using the Listing Contract or other document types with "Private" in the description will keep the document restricted regardless of whether the Public/Emailable box is checked.

That security level is indicated by the Visibility Level of the document category. Documents are either visible to all RANW MLS members or visible only to the Listing Agent ,OAs, and Managers at the listing office in the same way that Unconfirmed listings are visible.

To Delete or Replace a Document:

Select the document you wish to delete or replace by putting a check mark in the box.

Click the Delete button.