

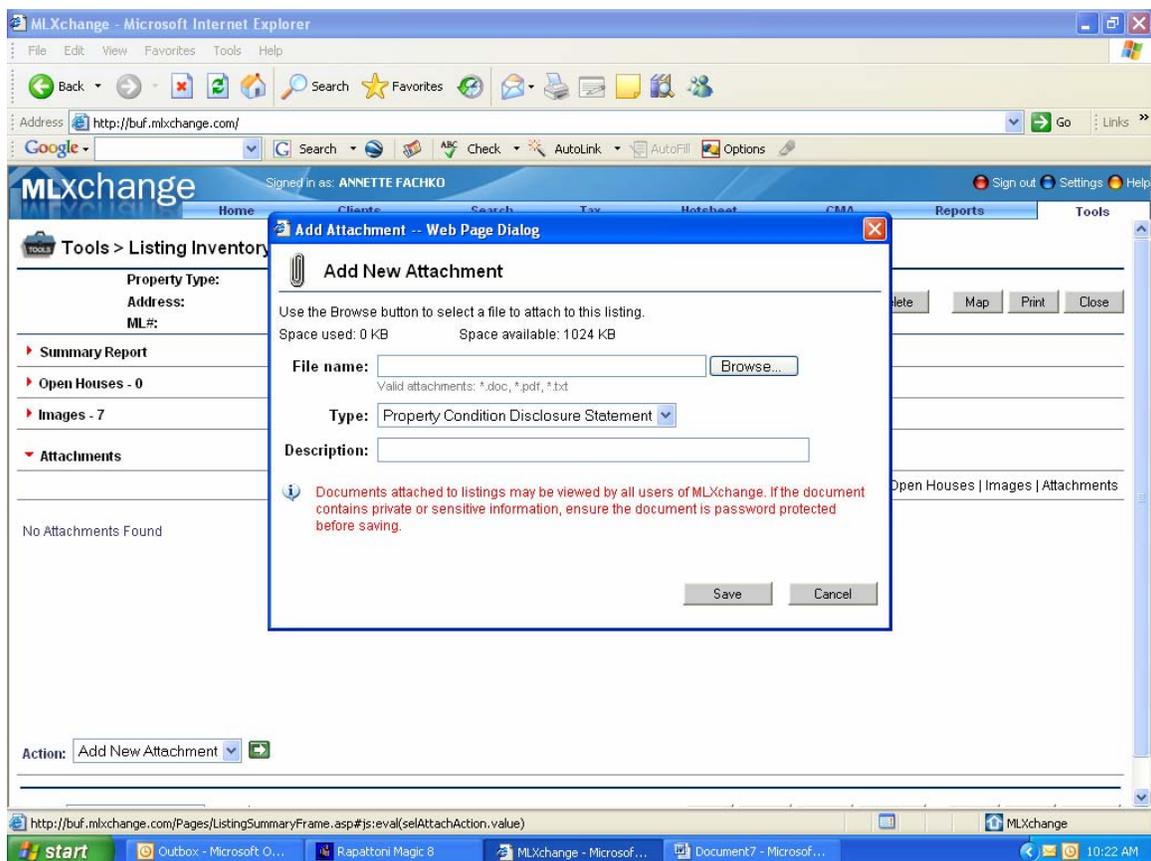
# Uploading Listing Attachments

MLXchange lets you upload files on your computer and attach them to a specific listing. The size and types of files that can be uploaded are determined by MLS administrators.

Listing attachments can be seen by all MLS users from the Detailed Report view, so be careful not to upload any confidential documents.

## To upload a listing attachment:

1. Go to Tools, Listing Manager, Listing Maintenance, Enter Listing Number
2. From this Listing Summary page, click **Attachments** to expand the section.
3. Click on the Green arrow at the bottom left to "Add an Attachment." (You may have to scroll down- See Below screen shot.) The "Add New Attachment" screens will pop-up.



4. Click **Browse**, locate and select the file you want to upload, and click **Open**.
5. Select the attachment **Type** and enter a **Description**.
6. Click **Save**. When the file is finished uploading, it will appear in the Attachments list on the Listing Summary page.

To change the **Type** or **Description** of an uploaded file, select it from the Attachments list, select **Edit Details** from the Action list and then click the arrow button.

To **delete** an uploaded file, select it from the Attachments list, select **Delete Attachment** from the Action list and then click the arrow button. Click **OK** to confirm the deletion.