Knowledge Base Article

Article ID: **4216**
Subject: **Document Sharing in ViewMyListing.com**
Last Modified: **November 28, 2008**

Applies to: **ViewMyListing.com (powered by ViewMyListing.com)**

Issue: Documents can be uploaded to a property record and shared between the office and agent with Pro Gold i2 and ViewMyListing.com. In order for an agent to load documents to a property record, the document storage button must be activated in Pro Gold i2. Note: There is an additional cost associated with Document Sharing. Refer to the Pricing and FAQ link within the Document Storage Terms of Use for more information.

Resolution: Actions required to share documents:

- Office activates the **Document Storage** button in Pro Gold i2.
    - For more information on activating the **Document Storage** button in Pro Gold i2, refer to Knowledge Base Article 4215.
- Viewing a document through **ViewMyListing.com**
    - Log into ViewMyListing.com.
    - In the **Properties Tab**, select a current property.
    - Click on the **Documents** tab and the number of loaded documents will appear.
    - At the bottom part of the screen is a list of the documents that have been shared.
    - Click on a document to highlight it and click the "**Open Document**" button.
    - A new browser window will open with the document shown in PDF format. Close the window to close the document viewer.
- Share a document
    - Log into **ViewMyListing.com**.
    - In the **Properties Tab**, select a current property.
    - Click on the **Documents** tab and the number of loaded documents will appear.
    - At the bottom of the screen is an area for adding documents.
    - To upload a document, select the "**Browse**" button, select the appropriate document, and enter the name of the document in the "**Document Name**" field.
        - Almost any type of file can be loaded into Document Sharing and Pro Gold i2 will convert it to a PDF file.
        - To share a paper document, scan the document and save it to a well known location before accessing the Document Sharing option within Pro Gold i2.
    - Click "**Add Document**" to save the document and share it with the office.

Additional Information: Below is a link you can use to get a copy of the latest user guide:

http://www.viewmylisting.com/downloads/9ae_user_guide.pdf

- Select the link
- View and print the Guide.

Related articles: N/A

Keywords: Docs Storage, Store Documents, Share, ViewMyListing.com, 4216