

Free Download Real Estate Software - ProGold i2 web site: www.progoldi2.com
Real Estate Search Engine - ViewMyListing.com web site: www.viewmylisting.com
Search Local Classifieds – www.viewmylisting.com/buy-sale-trade
Agent Tools web site: www.viewmylisting9ae.com

Article ID: 4234
Subject: How to Upload a Property or Agent Photo to ViewMyListing.com
Last Modified: February 3, 2009

Applies to: ViewMyListing.com

Purpose: The Agent Record is managed in Pro Gold i2, and once an agent is added to Pro Gold i2 it cannot be deleted. Agents are inactivated when they are no longer with the company or needed in Pro Gold. Agent records are needed in Pro Gold to keep track of any past history they have, so they can be inactivated so they don't appear on daily reports or lists.

Procedure: Actions required to inactivate an agent record in Pro Gold i2 are explained below.

Step 1: Go to www.ViewMyListing.com

Step 2: Click on the “**Login**” link in the upper right corner of the screen.

Step 3: Enter your User Name and Password and login to ViewMyListing.com

Step 4: How to load an Agent Profile photo

- a. Click on the “**Agent Profile**” option to view your profile.
- b. Click on the “**Edit Profile**” link to update your profile.
- c. Click on the “**Upload Photo**” link.
- d. Use the “**Browse**” button to search for a picture to upload to ViewMyListing.com.
- e. Double click on the desired photo.
- f. Click the “**Upload**” button to save the photo to ViewMyListing.com.
- g. When the photo finished loading, you will return to the profile edit page. Click the “**Save Profile**” link to save the changes.

Step 5: How to load a Property Photo.

- a. Click on the “**Real Estate for Sale**” option to view your properties in ViewMyListing.com.
- b. Click on the “**Edit Listing**” button next to the property that you would like to edit.
- c. Click on the “**Upload Photo**” link.
- d. Use the “**Browse**” button to search for a picture to upload to ViewMyListing.com.
- e. Double click on the desired photo.
- f. Click the “**Upload**” button to save the photo to ViewMyListing.com.
- g. When the photo finished loading, you will return to the profile edit page. Click the “**Save Listing**” link to save the property updates.

Step 6: Click the “**Sign Out**” link to log out of ViewMyListing.com and close the screen.

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: Load Photo, Upload Picture, Save Photograph, Property, Agent Profile, Image, 4234

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