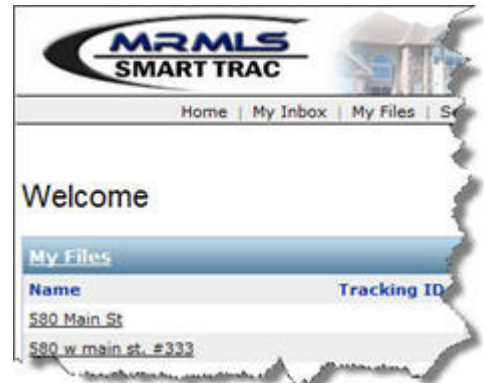


Learn how to quickly digitize and manage your documents prior to a transaction

Step 1: From Smart Trac's home page, click on the My Inbox link.



Step 2: Each document contains its own set of options. To view the document, hover over the document you want to view and click the **VIEW Document** Link.

My Document Inbox

The following are the contents of your Document Inbox. Your Personal Document Inbox e-mail address is xienn.st@dm.marketlinx.com.

[My Coversheet](#) [Settings](#)

My Inbox (4)		Actions				
Name	Coversheet	Comment	Uploaded	Size	Type	From
<User Defined...>	Click to view	Yes	7/31/2009	500KB	.pdf	Real estate a...
Faxe View Document	Click to view		7/31/2009	132KB	.pdf	
Faxe E-mail Document	Click to view		7/31/2009	84KB	.pdf	
Faxe Edit Document information	Click to view		7/31/2009	84KB	.pdf	
Faxe Move Document	Click to view		7/31/2009	84KB	.pdf	
Faxe Delete Document	Click to view		7/31/2009	84KB	.pdf	

Step 3: To email the document, hover over the document and select the **Email Document** link. The Email document page will display. Enter the email address, choose from the other options and click

My Document Inbox

The following are the contents of your Document Inbox. Your Personal Document Inbox e-mail address is xienn.st@dm.marketlinx.com.

Name	Coversheet
<User Defined...>	Click to view
Faxe View Document	Click to view
Faxe E-mail Document	Click to view
Faxe Edit Document information	Click to view
Faxe Move Document	Click to view
Faxe Delete Document	Click to view

E-mail Document

Selected Document: <User Defined...>

Recipients: Enter e-mail addresses separated by semi-colons(;); or select [Contacts](#) to populate the address

Options:
 CC me on this e-mail at - Please enter a valid e-mail via your personal settings!
 Attach my Personal Coversheet to this e-mail

E-mail Preview

From: _____

Subject: New Document

Message: Attached is a new Document for you to review.

You can return a signed copy to me by using the attached cover sheet or by e-mailing the document back to the e-mail address shown on the coversheet.

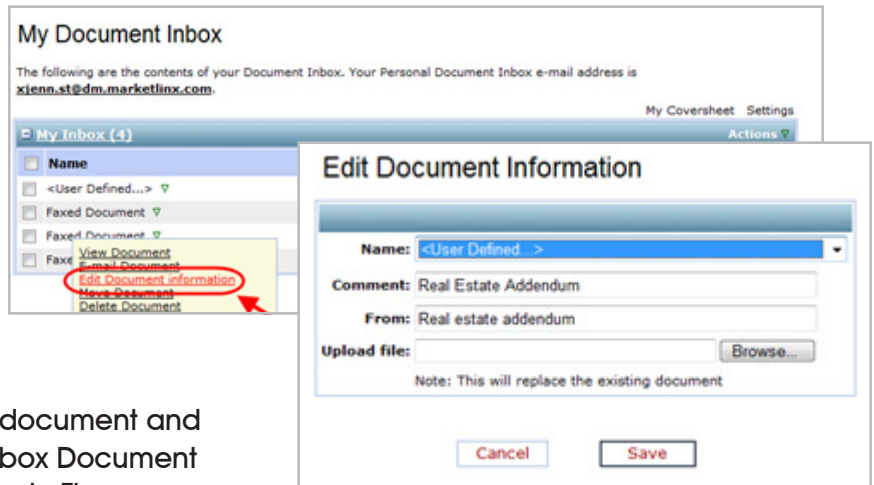
Branding:
Sincerely,
JENNIFER CHAN
(909) 859-2040
MRMLS Inc.
(909) 859-2040

Smart Fax

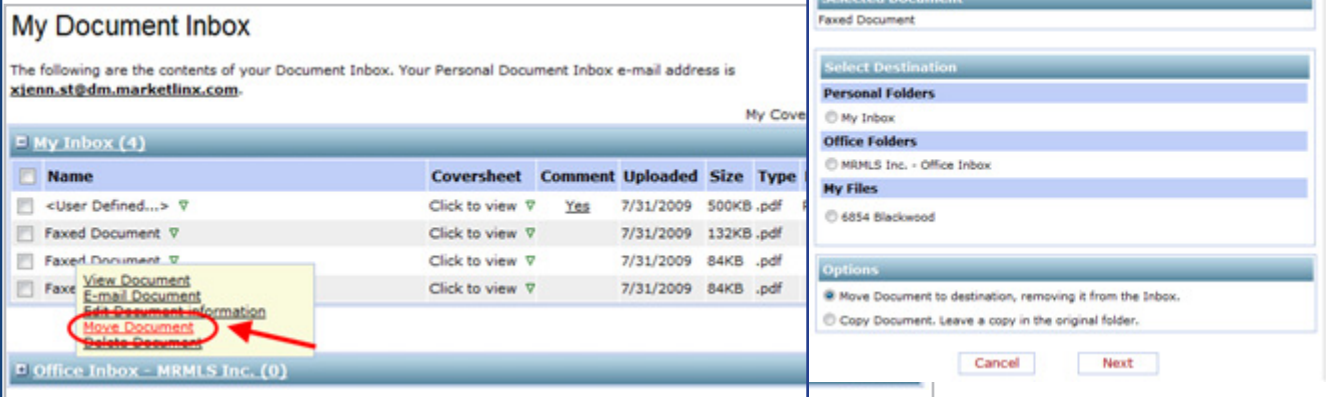
Document Features

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Step 4: To edit document information, hover over the document and click the **Edit Document Information** link. This allows you to edit the same name of the document is from and also allows you to replace the document with a new one. When you are finished click save.



Step 5: To move a document, hover over the document and click the **Move Document** link. In the Move Inbox Document page select where you are moving the document. The document can be moved to another personal inbox, an office inbox, or a transaction/file. Select your option and choose if you want the document to be removed from the inbox or if you want a copy to remain in your inbox. Click the **Move** button.



Step 6: To delete a document, hover over the document and click the Delete Document link. A window will display asking you to confirm. Click Yes and the document will be deleted. Please note you cannot undo a document deletion

