

Learn how to retrieve a fax coversheet to digitize and manage your documents prior to a transaction

Step 1: From the Smart Trac Home page, click on **My Inbox**.

Step 2: Each faxed document contains its own set of options. Hover over the document name to View, Email, Edit Information, Move or Delete the document.

Home | **My Inbox** | My Files | Search Property | Search Office/User | Contacts | Settings | Help | Log Off

My Document Inbox

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

My Coversheet Settings

My Inbox (6)							Actions ▾
<input type="checkbox"/>	Name	Coversheet	Comment	Uploaded	Size	Type	From
<input type="checkbox"/>	Faxed Document ▾			/2009	343KB	.pdf	6265683696
<input type="checkbox"/>	Seller's Disclosure ▾			/2009	500KB	.pdf	Susan Smith
<input type="checkbox"/>	Faxed Document ▾			/2009	132KB	.pdf	

View Document: To view your document, hover over the document name and click the **View Document**. Your document will take a few seconds to load in a new window. When your document loads you can view, print or save the document to your computer.

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<input type="checkbox"/>	Name	Coversheet	Comment	Uploaded	Size	Type	From
<input type="checkbox"/>	Faxed Document ▾	Click to view ▾		8/31/2009	343KB	.pdf	6265683696
<input type="checkbox"/>	Seller's Disclosure ▾	Click to view ▾	Yes	8/25/2009	500KB	.pdf	Susan Smith
<input type="checkbox"/>	Faxed Document ▾						

CALIFORNIA ASSOCIATION OF REALTORS®

RESIDENTIAL LISTING AGREEMENT
(Exclusive Authorization and Right to Sell)
(C.A.R. Form RLA, Revised 4/06)

1. **EXCLUSIVE RIGHT TO SELL:** Michael Belle Jordan ("Seller") hereby employs and grants Only, Inc. ("Broker") beginning (date) August 1, 2006 and ending at 11:59 P.M. on (date) November 1, 2006 ("Listing Period") the exclusive and irrevocable right to sell or exchange the real property in the City of Pomona County of Los Angeles, Assessor's Parcel No. 8026-026-026 California, described as: 1567 Vio Place ("Property").

2. **ITEMS EXCLUDED AND INCLUDED:** Unless otherwise specified in a real estate purchase agreement, all fixtures and fittings that are attached to the Property are included, and personal property items are excluded, from the purchase price.

ADDITIONAL ITEMS EXCLUDED:

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Email Document: To Email your document, hover over the document name and select the **Email Document** link. The Email document page will be displayed. Enter the Email address and click **Send**.

The screenshot shows the 'My Document Inbox' page with a table of documents. A context menu is open over the first document, 'Faxed Document', with options: View Document, E-mail Document, Edit Document information, Move Document, and Delete Document. The 'E-mail Document' option is highlighted. To the right, the 'E-mail Document' dialog box is shown, with the 'Send' button highlighted. A 'Message from webpage' alert box is also visible, indicating 'E-mail has been sent!' with an 'OK' button.

Name	Coversheet	Comment	Uploader
Faxed Document	Click to view		8/31/2009
Seller's Disclosure	Click to view	Yes	8/25/2009
Faxed Document	Click to view		7/31/2009

Edit Document Information: Hover over the document name and select the **Edit Document Information** link. This allows you to edit the name of the file and the option to replace the document. Click **Save** when you have finished modifying your work.

The screenshot shows the 'My Document Inbox' page with a table of documents. A context menu is open over the first document, 'Faxed Document', with options: View Document, E-mail Document, Edit Document information, Move Document, and Delete Document. The 'Edit Document information' option is highlighted. To the right, the 'Edit Document Information' dialog box is shown, with the 'Save' button highlighted.

Name	Coversheet	Comment	Uploader
Faxed Document	Click to view		ew
Seller's Disclosure	Click to view		ew
Faxed Document	Click to view		ew

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Move Document: You have the ability to move the document to another folder within your Inbox or to your Smart Trac File. To move the document, hover over the document name and click the **Move Document link**. Select where you would like to move your document and have the option

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My Document Inbox

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Name	Coversheet
Faxed Document ▾	Click to view
Seller's Disclosure ▾	Click to view
Faxed Document ▾	

View Document
E-mail Document
Edit Document information
Move Document
Delete Document

Move Inbox Document

Selected Document
Listing Agreement

Select Destination

Personal Folders

- My Inbox
- 123 Main Street
- 2681 Prismo Dr

Office Folders

- MRMLS Inc. - Office Inbox

My Files

- 123 Main St

Options

- Move Document to destination, removing it from the Inbox.
- Copy Document. Leave a copy in the original folder.

Cancel Next

Delete Document: To delete the document, hover over the document name and click the **Delete Document link**. A window will ask you to confirm to delete the document. Click Yes and the document will be permanently deleted. Please be aware, any deleted documents CANNOT be retrieved.

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My Coversheet Settings

Name	Coversheet	Comment
Faxed Document ▾		
Seller's Disclosure ▾		Yes
Faxed Document ▾		

View Document
E-mail Document
Edit Document information
Delete Document

Message from webpage

Are you sure you want to delete?

OK Cancel