## **Removing Documents from Listings in Docs+ That Were Uploaded in Transaction Desk**

If you have documents attached to your listings that were uploaded through Transaction Desk and imported into Docs+, you can now remove them from the listing from within Docs+.

- 1. Login to Docs+
- 2. Click My Transactions in the left side menu.



3. Click Legacy in the upper right corner.

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Status	
Active	000

4. If the Legacy Documents page says No Documents Found, click the Fetch button. If documents do appear, proceed to step 5.



5. Click the Filter button (shown above). Enter the MLS number in the Filter by MLS number field.

Filter by address Filter by MLS number	

6. When the desired documents appear, flip the Show in Matrix switch to off (gray).

Filter by name	Filter by address	2210015791		Filter by original ID		Show in Matrix
Name	Address	MLS Number	Date Created	Document ID	Show in Matrix	
688 Balfour - Michigan - Seller Disclosure Stateme.pdf		2210015791	06-15-2021	8737fd70-654f-4342-801b 1c2f4786ecc6		

The document will now be removed from RCO3.

If you have additional questions, please contact Customer Care at (866) 553-3430.