



## RCO3® Photo Upload and Management

To access the photo upload and management system, click the Input tab.



On the Input page, select your listing from the drop down list. If you do not see your listing in the list, enter your MLS number manually in the “or type” box to the right of the drop-down list.

+ Input

Listings

[Add new](#) or [Edit existing](#) Listings

Quick Modify:

Select a Listing  or type  [Edit](#)

Roster

[Add new](#) or [Edit existing](#) Agent Roster

When the Edit options open, select Manage Photos.

Select Form

- [Residential/Condo Listing Form](#)
- [Manage Open Houses](#)
- [Manage Virtual Tours](#)
- [Update Map](#)
- [Change Permit Internet](#)
- [Extend Listing](#)
- [Change Price](#)
- [Change to Contingent CCS](#)
- [Change to Pending](#)

Other Options

- [Manage Photos](#)**
- [Upload Documents](#)
- [Configure ShowingAssist](#)

The Photo Manager page will appear.

### Uploading photos

From here you can upload new photos if you have recently taken them and have them saved on your hard drive or camera. Please select only jpg/jpeg file types. Click the Browse button at the top of the page to bring up the file explorer window to navigate to the location in which the photo is saved. Select the desired photo and click Open in the file explorer window. The photo will upload. Repeat for all photos you wish to upload to this listing. **Click Save when all desired photos have been uploaded.**



### Transferring photos from a previous listing

To transfer photos from a previous listing, click the link that says “Click here to import photos from another listing” on the Manage Photos page.

**Add / Edit Photos for MLS#214019158**

To upload, click Browse. To upload **Multiple** photos at once, hold the Ctrl (Option) key down when clicking on the filenames. To **Order** your photos once uploaded, drag by the grey title bar. Click on any image to view its **Details**. For maximum quality, upload photos at least **1024 x 768** pixels in size.

By uploading this photo (these photos), I grant Realcomp II Ltd. a perpetual, irrevocable, non-exclusive license to use the photo(s) for any Realcomp II Ltd. business activity. [Click here to import photos from another listing.](#)

Click **Browse** to select photo(s) to upload (99 max).

Enter the previous listing’s MLS number and click Import Photos.

**Add / Edit Photos for MLS#214019158**

To upload, click Browse. To upload **Multiple** photos at once, hold the Ctrl (Option) key down when clicking on the filenames. To **Order** your photos once uploaded, drag by the grey title bar. Click on any image to view its **Details**. For maximum quality, upload photos at least **1024 x 768** pixels in size.

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MLS#:

If you were the listing agent on the previous listing you will see the interior and exterior photos from that listing.

You can then delete any photos you don’t want to upload to this listing, rearrange the photo order, edit the photo descriptions, etc. **When the desired changes have been made, click Save at the bottom of the page.**

### Rearrange/Delete photos

Access the Manage Photos page using the steps detailed in the upload instructions. To reorder the photos on your listing, point the mouse pointer to the “title bar” of the photo that you want to move. Click the left mouse button and drag the photo to the desired slot. Click the left mouse button again to release the photo. You may also remove photos before and after you have uploaded them from the Manage Photos screen by clicking the checkbox in the upper left corner of the photo to be deleted and clicking the Delete Checked button at the bottom of the page. The photo that appears first on the top line will be designated as the primary photo. This must be an exterior view of the property. **Click Save at the bottom of the thumbnail page when you have finished making your changes.**

### Adding /Changing the description of a photo

To edit the name of a photo, click on the photo icon in the upper right of the photo. This will open the photo for editing. Click the “Enter description” link and the field will open for you to type the desired description. Enter the description and click Done. Click Save when finished. ***When you have finished making all changes to your photos, click Save at the bottom of the thumbnail page.***



#### Remember:

- No personal information can be included on any photo or photo caption.
- No watermarks can be added other than the Realcomp watermark.
- No text or other pictures can be added to the exterior photo.

Please contact Realcomp’s Customer Care department for additional assistance at (866) 553-3430.