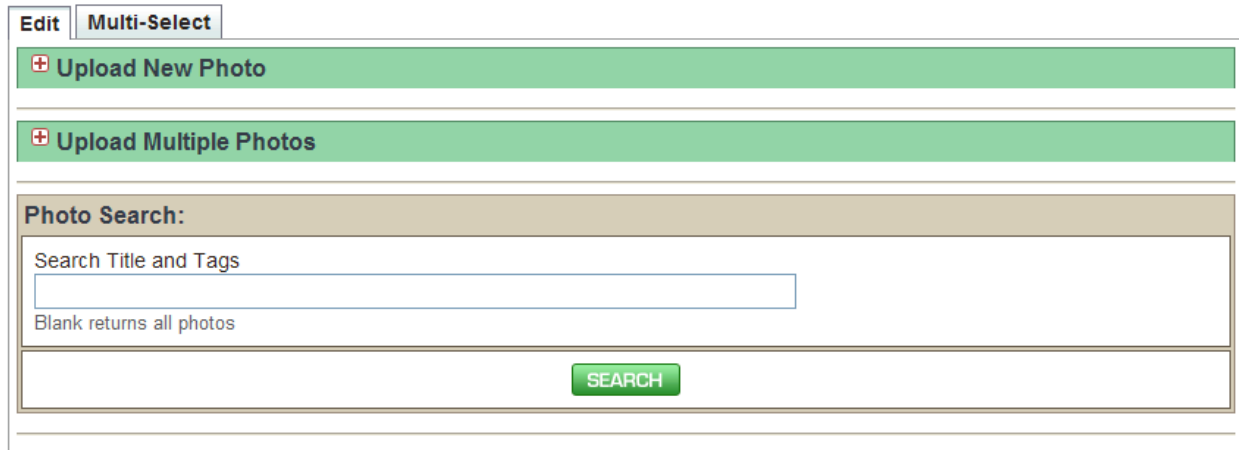


Property Photos

Once a property is in the system, you have the ability to upload photographs for that property into Broker Brain. You can either add them one at a time or in multiples. In addition, you have the ability to search for specific property photos for emailing or downloading to your hard drive. In order to perform these functions, you need to search for and select the subject property. **(See the *Searching for and Editing Existing Properties* document)**. Once you are on the Main page of the property, click Photos and the following screen will appear:

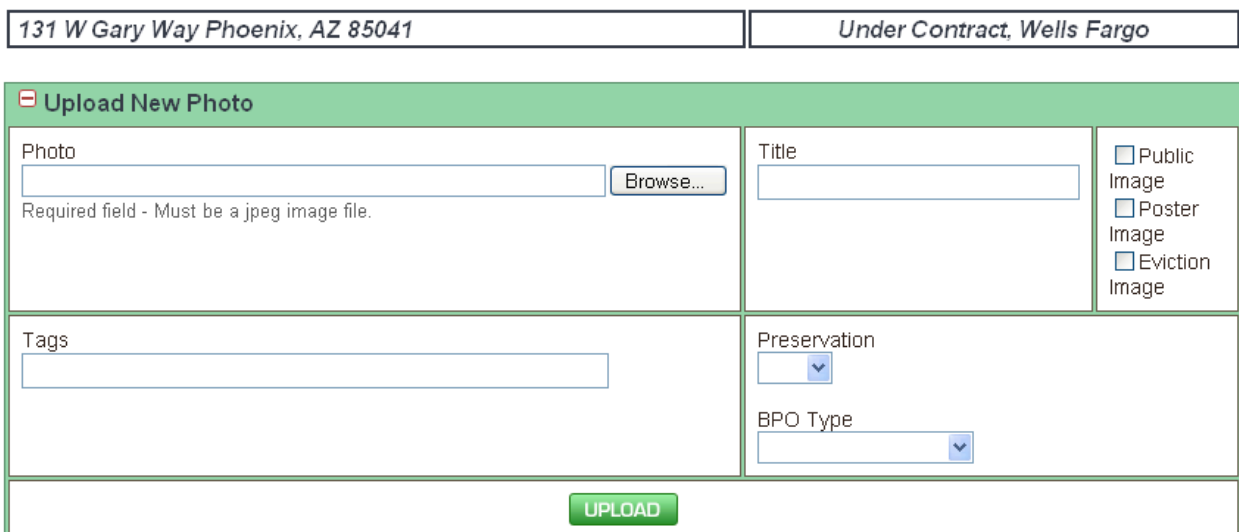


The screenshot shows the 'Multi-Select' tab active. At the top, there are two tabs: 'Edit' and 'Multi-Select'. Below the tabs are two green buttons: '+ Upload New Photo' and '+ Upload Multiple Photos'. A 'Photo Search:' section contains a text input field labeled 'Search Title and Tags' with the instruction 'Blank returns all photos' below it. A green 'SEARCH' button is positioned at the bottom of the search section.

As you can see there are two tabs in this screen: Edit and Multi-Select. Uploading photographs is done from the Edit tab. The Multi-Select tab is used to search for property photos. Once you have selected the desired photos you have the ability to download them to your system or to email them to another party if desired.

Uploading a Single Photograph

1. Click the + next to Upload New Photo and the following screen will appear:



The screenshot shows the 'Upload New Photo' form. At the top, there is a header bar with the address '131 W Gary Way Phoenix, AZ 85041' and the status 'Under Contract, Wells Fargo'. The form itself has a green header with a minus sign and the text 'Upload New Photo'. It is divided into several sections: 'Photo' with a text input field and a 'Browse...' button; 'Title' with a text input field; 'Tags' with a text input field; 'Preservation' with a dropdown menu; and 'BPO Type' with a dropdown menu. On the right side, there are three checkboxes: 'Public Image', 'Poster Image', and 'Eviction Image'. A green 'UPLOAD' button is located at the bottom center of the form.

Property Photos

- Click Browse, and your computer's Choose File screen will appear allowing you to search for the desired photograph. Once you have selected the photo, there are several other options that you can choose for the photo:

Title and Tags – Completing these fields allows you to provide detail about the photo and provides information on which to search for photos within a property.

Public Image – If you check this box, this photograph will appear on your public web site for this property.

Poster Image – If you check this box, this photograph will be the primary photo that appears on your public website for this property.

Eviction Image – If you check this box, this photograph will appear in the Eviction section of this property as well as in the Photos section.

Preservation -- If this item is associated with a Repair item that you have for this property, you can select that repair from the Preservation drop down. The picture will now appear in the Preservation page of the property as well as in the Photos section. *(If you do not have a repair bid for this property, nothing will appear in the dropdown)*

BPO Type – If you plan to use this photograph in a BPO for this property, you can select the photograph type from the drop down menu. The options are Front of House, Back of House, Street Scene, and Additional. If you select a BPO type for a photo, that picture will automatically be used when you create a BPO.

- Once you have chosen all of the options that you want for the picture, click Upload. The following screen will appear:

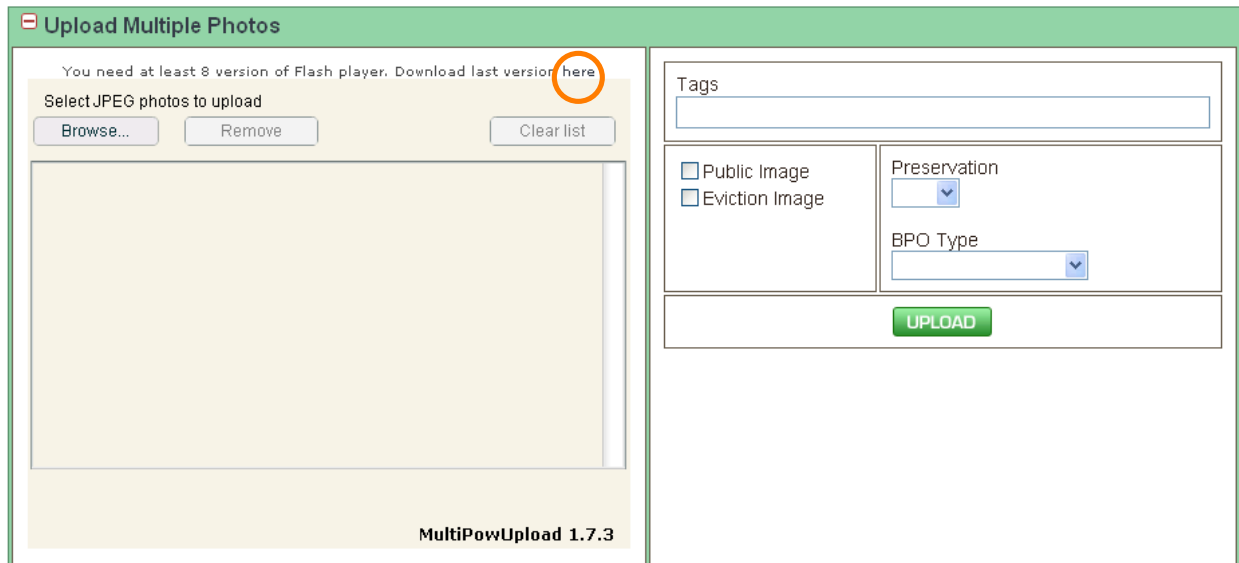
Photo Title <input type="text" value="2223 S Benton"/> Required field. <input type="button" value="RENAME"/>	<input type="checkbox"/> Public Image <input type="checkbox"/> Poster Image <input type="checkbox"/> Eviction Image	
Tags <input type="text"/>	Preservation <input type="text" value=""/>	BPO Type <input type="text" value="Front of House View"/>
Added by Greg Nelson at 12:39:06 AM on 12-08-2008		
 View Download		
<input type="button" value="UPDATE"/> <input type="button" value="DELETE"/>		

Note: You can edit any of the information for your photographs once they are uploaded. Simply change the information that you want to change, and click Update.

Property Photos

Uploading Multiple Photographs

1. Click the + next to Upload Multiple Photos. The following screen will appear:



2. Click Browse, and your computer's Choose File screen will appear allowing you to search for the desired photographs. Just as with the single photos you have the option to classify these photographs. The only options that are not available when uploading multiple photos are the Title and Poster Image options.
3. Once you have chosen all of the options that you desire, click Upload. Depending the number and size of the photographs you are uploading, this operation may take a few seconds or a couple of minutes.

Note: In order to upload Multiple photographs at once, your system needs to have at least version 8 of Adobe Flash Player. To download, click on the "here" as indicated by the red circle above in your Broker Brain system. Follow the download instructions based on your current system information.

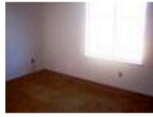

Important:

- To view a larger version of any photo that you have uploaded, simply move your mouse over the photo, and a larger picture will appear.

Property Photos

Searching for Photos within a Property

As mentioned earlier, you can search for property photos from the Multi-Select tab. This will be important when you have a large amount of photos for a subject property. To do this, simply click on the Multi-Select tab, and the following screen will appear:

Edit	Multi-Select
Photo Search:	
Search Title and Tags <input type="text"/>	
Blank returns all photos	
<input type="button" value="SEARCH"/>	
Check/Uncheck All: <input type="checkbox"/>	
<input type="checkbox"/>	 848 Added by Greg Nelson at 10:53:38 PM on 12-28-2008
<input type="checkbox"/>	 2223 S Benton Added by Greg Nelson at 12:39:06 AM on 12-08-2008
Action: <input type="text" value="Email PDF"/> <input type="button" value="v"/>	
<input type="button" value="SUBMIT"/>	

This operation returns the above screen and all of the photographs associated with this property. The example property above has only two photographs. For properties with many photographs, this page will be considerably longer. To search for specific photos, simply type key words from the Titles or Tags that you used when you added the photos into the available field, and click on Search. Only those photos that have those key words will return from the search.

Emailing or Downloading Photos

If you wish to email or download any of the photos from your search, the process is simple.

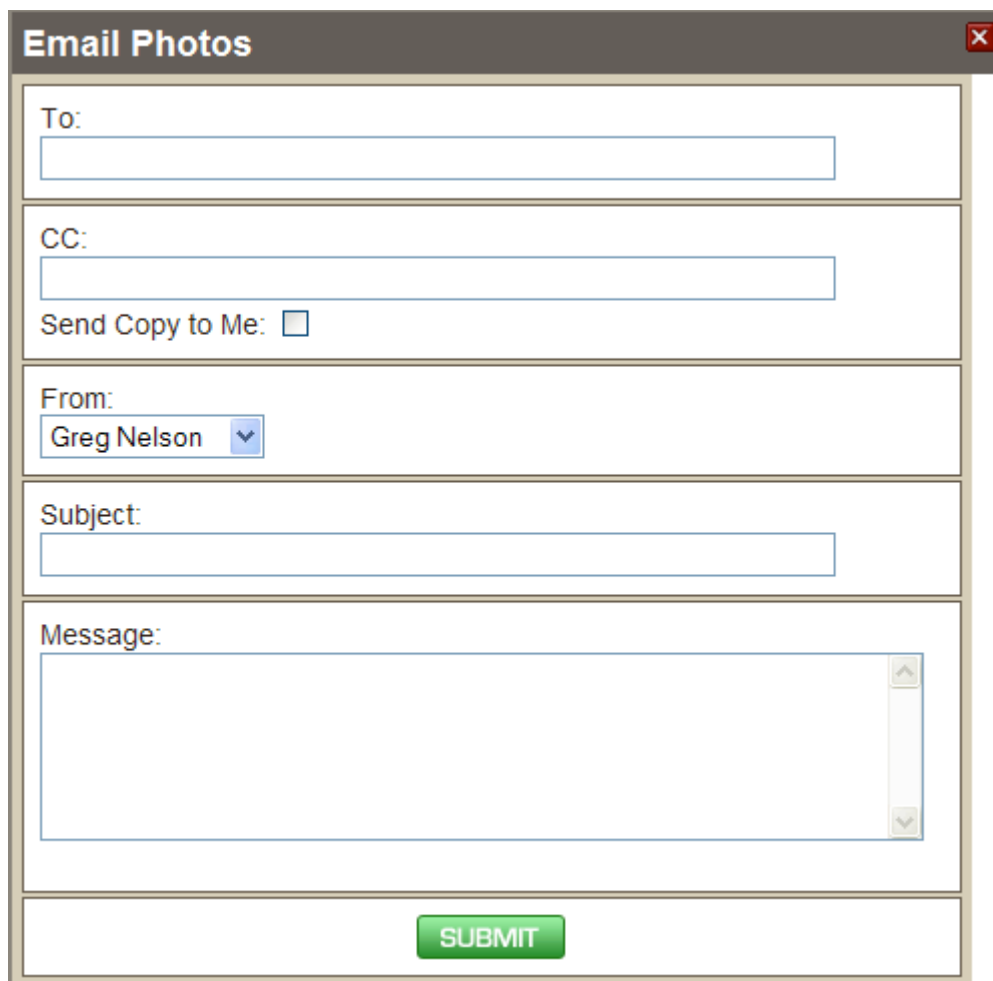
1. Place a ✓ next to the photo(s) that you would like to perform the action on.
2. Select an option from the Action drop down menu. You have 4 choices: Email PDF, Email Photos, Download PDF, Download Zip. Click Submit

Property Photos

2a. When selecting one of the email options, the following screen will appear. Simply complete the fields with the appropriate information. The From field will default to the user currently logged into the system. It can be changed to another user name if you want to indicate that the photos are from another representative in your firm. Once you have completed the fields click Submit and the photos will be emailed.

Important

- When more than one photo is checked, a compress option is available in the Email Photos dialog. If this option is checked, the photos will be compressed in a zip file, otherwise the photos will be individually attached to the email.



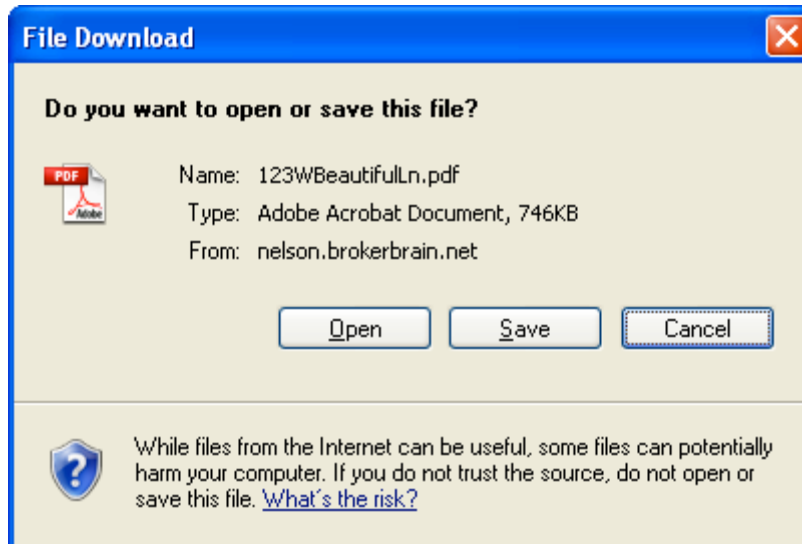
The screenshot shows a dialog box titled "Email Photos" with a close button (X) in the top right corner. The dialog contains several input fields and a checkbox:

- To:** A text input field.
- CC:** A text input field.
- Send Copy to Me:** A checkbox that is currently unchecked.
- From:** A dropdown menu showing "Greg Nelson" with a downward arrow.
- Subject:** A text input field.
- Message:** A large text area with a vertical scrollbar on the right side.

At the bottom center of the dialog is a green button labeled "SUBMIT".

Property Photos

2b. When selecting one of the download options, the following box will appear. Simply follow the standard process you use when you download any file to your system.



Important:

- When the PDF option is chosen, a PDF very similar to the Photo page(s) in a BPO report will be generated with the photos that you selected, and either emailed or made available to download
- When the Zip option is chosen, a zip file with all of the separate photos will be either emailed or made available to download