


Add Supplements

1. To add supplements, click the large blue circle with the plus sign in the lower right of your screen. 
2. **Select supplements.** In the file manager pop-up window, navigate to where your supplements are stored. Click to highlight the supplement you want to upload. Use the Shift key on your keyboard to select more than one supplement. Supplements may be in PDF, TXT or RTF format. No single supplement may be more than 10 MB.
3. **Viewable By.** After confirming your supplement selection, you will be asked whether the supplements may be viewable by Agents Only, or by All (including clients and consumers). The default is set to Agents Only. If the supplement contains any branding or contact information (either for yourself, your company or other third party), then leave the supplement marked as Agents Only. If there is not branding or contact information, you may mark it as viewable by All (it will then be available on client portals, agent/broker websites and third-party websites).

Agents Only

All

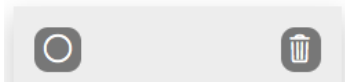
4. **Add Supplement.** Click the “Add Supplement” button in the upper right corner of the screen.

Add Supplement

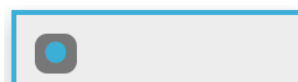
Manage Supplements

Select Supplement. To select a supplement, click the circle in the upper left corner of the supplement.

Empty circle indicates unselected:



Filled circle indicates selected:



Delete Single Supplement. Click the Trash Can icon in the upper right corner of the supplement. Click the “Confirm” button to complete the delete (or click the Cancel button to undo).



Delete Multiple Supplements. Select the supplements you want to delete. Click the Trash Can icon in the blue section at the bottom right of the screen. Click the “Confirm” button to complete the delete (or click the Cancel button to undo).



Add Supplement Descriptions. The file name of the supplement automatically appears in the “Add Description” section below the supplement. We encourage you to replace this with something more descriptive, as it will appear in the MLS below the link to the supplement. **Alternate Method:** Click anywhere on the supplement to go to Edit view. Type in the “Add Description” section below the supplement. When you are finished, click the “Save” button in the upper right of the screen.

1. features.pdf

Edit View. Click on any supplement to open the Edit view. Here, you may preview the supplement, change who can view it (Agent Only or All) and add/edit the Description. When finished, be sure to click the “Save” button in the upper right to save your changes.

Save

Supplement Specs and Getting Help

Click the “i” icon at the right side of the screen for supplement specs, printable help guide and instructional video. You may also contact our Help Desk M-F, 8:00 to 5:00 at help@northstarmls.com or 651-251-5456 (1-877-251-5455 toll free).

