

## Do Business More Efficiently.

Now it is easier than ever to manage your documents and real estate transactions with MarketLinX's Document Manager. Built on a proven and mature platform, Document Manager provides the essential document management features you need in an easy to deploy package. It is completely configurable to support Broker-specific document workflow and tasks.

### Upload

- › Easily upload listing and closing documents
- › Upload by fax, E-mail, scan to E-mail, direct upload, bulk fax/scan
- › Automatically send document upload request notifications
- › Auto-generated fax upload cover sheets

### Automate

- › Auto-generated Public Document Web site
- › Automatic document status reports
- › Automated, branded customer communications
- › Document security levels - public/private, listing/selling, etc.
- › Standardize rules for each document (security, name)

### Organize

- › Store and access documents online 24/7
- › PDF document packaging - burn to disk, E-mail or save on local computer
- › Built-in archive capability
- › Support compliance and auditing requirements
- › Document-specific task management

### Optional

- › Bulk load of users and offices
- › Web Services for user/office updates, data retrieval and publishing

## Benefits

- › **Customizable**  
Your staff has complete control over Document Manager and can customize logos, to-do templates, document definitions, role-based security, letters, notifications, and more.
- › **Economical**  
Save the cost of physical document storage as well as letters, postage and faxing by distributing and routing your documents electronically.
- › **Green**  
The system provides you with the ability to share documents across geographically dispersed offices quickly and easily while reducing your carbon footprint.
- › **The foundation for full transaction management**  
When the time is right for your office, Document Manager provides an easy upgrade path to MarketLinX's full Transaction Management solution.

| Documents Available to View                             |                          |         |             |     |                          |
|---|--------------------------|---------|-------------|-----|--------------------------|
| Name (Click to view)                                    | Type                     | Comment | Upload Date | Row | Public                   |
| <input type="checkbox"/> Closing Statement              | Earnout/Settlement/Title |         | 10/24/2008  | 4   | <input type="checkbox"/> |
| <input type="checkbox"/> Lead-based Paint Disclosure    | Disclosure               |         | 10/24/2008  | 2   | <input type="checkbox"/> |
| <input type="checkbox"/> Word Document                  | Other                    |         | 10/24/2008  | 3   | <input type="checkbox"/> |
| <input type="checkbox"/> Home Inspection                | Inspections/Repairs      |         | 10/24/2008  | 4   | <input type="checkbox"/> |
| <input type="checkbox"/> Closing Statement              | Earnout/Settlement/Title |         | 10/24/2008  | 3   | <input type="checkbox"/> |
| <input type="checkbox"/> Counter Offer                  | Contracts                |         | 10/24/2008  | 3   | <input type="checkbox"/> |
| <input type="checkbox"/> Referral Agreement Form        | Contracts                |         | 10/24/2008  | 2   | <input type="checkbox"/> |
| <input type="checkbox"/> Home Inspection                | Inspections/Repairs      |         | 10/24/2008  | 1   | <input type="checkbox"/> |
| <input type="checkbox"/> Pest Inspection                | Inspections/Repairs      |         | 10/24/2008  | 1   | <input type="checkbox"/> |
| <input type="checkbox"/> Prequal Letter                 | Financing                |         | 10/24/2008  | 1   | <input type="checkbox"/> |
| <input type="checkbox"/> Residential Purchase Agreement | Contracts                |         | 10/24/2008  | 1   | <input type="checkbox"/> |
| <input type="checkbox"/> Seller's Agency Disclosure     | Contracts                |         | 10/24/2008  | 1   | <input type="checkbox"/> |

  

| Documents Pending Upload                               |            |         |           |                                   |
|--|------------|---------|-----------|-----------------------------------|
| Name (Click to upload)                                 | Type       | Comment | Due Date  | Associated To Do                  |
| <input type="checkbox"/> Listing Agreement             | Contracts  |         | 1/11/2008 | Upload Listing Agreement          |
| <input type="checkbox"/> Prequal Letter                | Financing  |         | 4/28/2008 | Prequal Letter                    |
| <input type="checkbox"/> Seller's Disclosure Statement | Disclosure |         | 1/13/2008 | Seller Disclosure                 |
| <input type="checkbox"/> Water Heater Statement        | Disclosure |         | 4/29/2008 | Water Heater Disclosure Statement |



To learn more about Document Manager, call 866.717.3899 or visit [www.marketlinx.com](http://www.marketlinx.com) today.

