

Creating an Archive Report

Quick Reference Guide

1. Go to the logon page and enter you user name and password then click **Logon**.

The screenshot shows a logon page with two main sections: 'Public Document Site' and 'Registered User's Logon'. The 'Public Document Site' section has an 'Access Code:' field and a 'View' button. The 'Registered User's Logon' section has 'Username:' and 'Password:' fields, a 'Logon' button, and a 'Forgot your password? Click here' link. Below these sections are 'Browser settings' and 'Copyright © 2008 MarketLinx'.

2. From the **Home** page click on the subject Property for your Archive Report.

The screenshot shows a user's home page. At the top, it says 'Welcome Mike Taylor'. Below this are two main sections: 'My Files' and 'Things To Do Today'. The 'My Files' section is a table with columns for 'Name', 'Tracking ID', and 'File Name'. The first row is '10922 ELENA ST' with tracking ID 'MT-734'. The 'Things To Do Today' section is a table with columns for 'Due', 'Description', and 'File Name'. It lists several tasks with due dates in December 2004. At the bottom, there is a 'My New Messages' section with a 'Compose' button and the text 'You have no new messages.'

3. From the Summary page click on the **Archive Report** link.

The screenshot shows the 'Summary' page for property '10922 ELENA ST'. At the top, there are links for 'Summary', 'Archive Report', 'Public Documents', and 'Messages'. The 'Archive Report' link is circled in red. Below the links, there is a property address and details. The page is divided into several sections: 'Documents', 'Participants', 'Things To Do (97)', and 'Services'. Each section has a list of items with checkboxes and 'Add' buttons.

4. In the **Archive Report** screen follow the steps to determine which sections to include, choose the branding and your delivery method. Then click the **Generate Report** button.

The screenshot shows the 'Archive Report' configuration screen. It has several sections: 'Step 1: Select Type of Report to Run', 'Step 2: Select Sections to Include in the Report', 'Step 3: Select Documents to Include in the Report', and 'Step 4: Select Branding Options'. Each section contains a list of items with checkboxes and 'Add' buttons. The 'Step 3' section includes a table with columns for 'Name', 'File Size', 'File Date', 'File Size', 'Include all Resources', and 'Last Upload Date'.

5. If you chose to wait for your report, do not close the window until the report has been generated.

The screenshot shows a document titled 'Archive Report'. It includes the following information: 'Prepared For: May Smith, 24105 Mulvey Road, Phone: (949) 456-5050'. Below this, it says 'Prepared By: Mike Taylor, Hodgen Real Estate, 1900 E. Main Street, Los Angeles, CA 90012, Phone: (800) 545-5480'. At the bottom, there is a small portrait photo of Mike Taylor.

