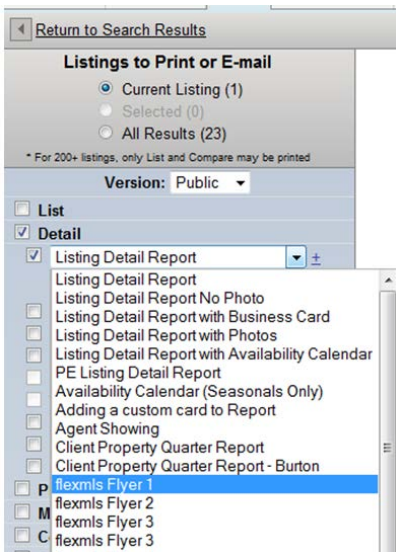
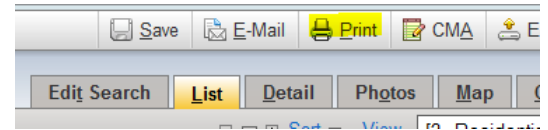




Replace Photo Button

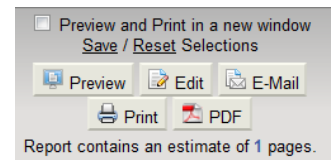
On June 29, 2011, flexmls® Web launched the *Replace Photo* button. This new feature enables you to tailor your reports and flyers by selecting photos and replacing them with other photos attached to that same listing prior to printing or emailing the documents.

From a list of Search Results, click **Print** from the Menu bar on the top-right corner of the screen.



Click the drop-down arrow next to *Detail* and select the report you would like to use.

Click **Preview** and allow the page to load.

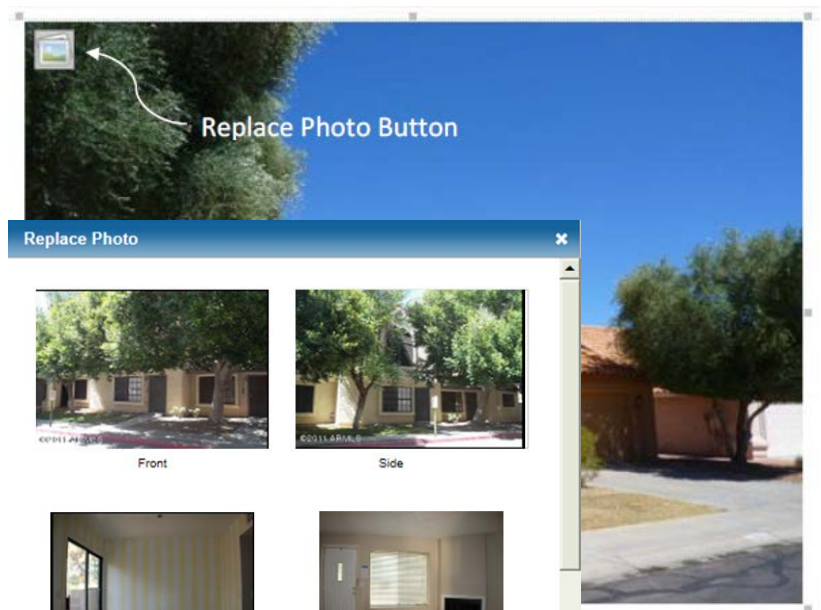


Click **Edit** to open the report in a new window.

Select any photo in the report to expose the **Replace Photo** button.

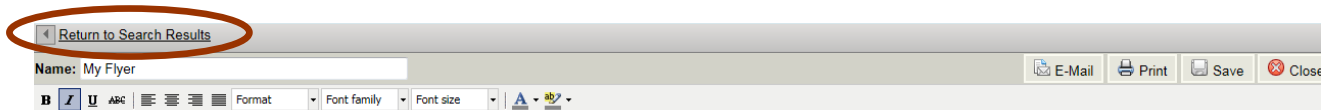


Click it to open a new screen containing all photos from the listing. Clicking a photo on this screen will immediately replace the selected image on the report.



Please note: The upper-left corner of a photo is the only place the **Replace Photo** button will appear once an image has been selected.

Once you have completed the desired changes, click **Save**. To return to the original list of Search Results, click **Return to Search Results**.



Your version of the report is located in the **My Documents** folder under **Preferences, My Profile**. The options to **Print** or **E-mail** are available on that page.