



Carolina Multiple Listing Services, Inc.

Uploading files to TEMPO™ 5 using IDS for Mac

Follow the steps below to upload images and attachments to a listing, or to save “My Photos” and “Office Photos.”

Save the pictures in the “Documents” folder on the Macintosh HD. This will allow for easy retrieval.

The first steps to this process are specific to TEMPO 5, and do not change for the IDS. Select the listing to edit, or click “Preferences” under “My Tools” to select the agent for which you want to add pictures.

Click “Add New Image.”

In the window that opens, click “Browse.” This will open a Microsoft Windows “Open” dialogue box. At the top of this window, in the “Look In:” drop-down list, select “Client Home (M:).”

This will direct IDS to search your computer for picture files and may take a few seconds to load the directory. When it appears, open the “Documents” folder, locate the picture to upload, and click “Open.” This will upload the picture to the TEMPO system.

If you need further assistance, please contact the CMLS Help Desk at 704-940-3159 or support@carolinahome.com.