



HOW TO ADD PHOTOS TO MY LISTING

1. Go to the Welcome Screen (TEMPO homepage).
2. Look to left side of screen for Inventory Watch.
3. Click on the desired status category and a search result page appears.
4. Locate the listing and place your cursor over the circle with the letter "i" (located to the left of the listing number).
5. Move your cursor over to the paper and pencil icon and click.
6. Select Images from the list of five options on the left side of the page.
7. A screen appears with the capacity to accept a maximum of 25 images.
8. Click *Add New Image* located at the bottom of each image submission field.
9. Scroll to bottom of page and utilize the *file name field* or *Browse* to locate desired photo.
10. Select an Image Name from the drop down list.
11. Utilize the comments box for relative remarks about photo.
12. Click Save button at bottom right of page.