



Sandicor reserves the right to reject or remove any photo submitted that includes any text, personal advertising or promotion as well as people or animals

1. Photograph must be saved in a .jpg format.
2. Resolution is to be 640 pixels by 480 pixels

How to Upload Photograph(s) into the Tempo System

1. Click on Add/Edit *** If you know the MLS number, click on Add/Edit Media and proceed to Step #4
2. Find your listing and bring it up to the one line screen
3. Click on Edit Media
4. Under ADD NEW MEDIA click in circle next to • Picture (jpeg format)
5. Click on ADD NEW MEDIA button
6. Enter the location address of each photo you wish to upload. NOTE: Use the Browse button to find the photo. (on disk, your hard drive, or a CDROM) Once you find the photo double click it or highlight it & click Open to select.**You can include text (250 characters) to describe each photo in the box to the right of the photo locations
7. Repeat step 6 for each photo you have to upload, up to a total of 12 photographs
8. Click on SUBMIT at the bottom of the screen and be patient as this may take several minutes depending on the number of photos, their sizes, and the speed of your Internet connection
9. You will receive a popup message confirming a successful transfer, click continue
10. When you return back to the main Edit Media screen, **IMPORTANT**: One photo must be selected and set as your PRIMARY. Click to select a photo even if you only have one photo and then click "Set as Primary Photo" Click OK on the message box, then click CONTINUE.

Screen Messages after Uploading Photograph(s)

1. Please select a picture (jpg or jpeg format only)
 - a. This means that the photo is not in the approved format and has to be converted to the .jpg format using a Graphic Program
2. Media Upload Results. File: PictureName.jpg was accepted. Click the Continue button to finish
 - a. This is a successful upload of a photo(s) to your listing
3. If you receive a Server Object Error or Timed Out/Page Cannot Be Displayed message:
 - a. These errors are in the Tempo system & not the fault of your computer. If photos are too large (see size recommendations above), this can also cause Server errors to occur
 - b. For the Server Object Error, we need the exact server number. To get this, click on My Tools and scroll to the bottom of that screen (underneath the menu with the yellow border) to find the words: "TEMPO Software Copyright." Click on the word Tempo to get the popup box with the server number. Call Tech Support, 858-622-6200 & give them the error you received & the server number
 - c. If it is after hours, choose mailbox 180 & leave a message with the error and the server number

How to Upload Virtual Tour(s) into the Tempo System

1. Click on Add/Edit *** If you know the MLS number, click on Add/Edit Media and proceed to Step #4
2. Find your listing and bring it up to the one line screen
3. Click on Edit Media
4. Under ADD NEW MEDIA click in the circle next to • Virtual Tour Hyperlink (URL)
5. Click on the ADD NEW MEDIA button
6. Enter the correct/approved URL in the field
7. Click on Submit
8. You will receive a popup message confirming a successful transfer

Screen Messages after Uploading Virtual Tour

1. Only 1 link is allowed for web hyperlinks
 - a. This means that there is already a Virtual Tour saved on your listing. Check in the Edit Current Media box to see the hyperlink for your tour
2. The following links have been rejected: (your virtual tour link will be shown on the screen)
 - a. This means that the link you entered does not match an Approved Virtual Tour link for your tour Company. Check here for the Master List of Approved Tour Links:
http://www.sandicor.com/help_desk/virtual-tour-approved-links.html
3. The following links have been uploaded successfully: (your virtual tour link will be shown on the screen)
 - a. This means that your Virtual Tour has been accepted and is now on your listing