

## Go Green by Using Smart Trac's Document Manager



Home, Office, Mobile, Car... you have many places you hang your hat. What if you had one centralized virtual access point handling your paper work? Smart Trac's Document Manager can provide you with these services 24 hours a day, 7 days a week!

Smart Trac's Document Manager's revolutionary design delivers your clients, cooperating brokers and agents and service providers a centralized location to store, fax, upload, edit and email important real estate documents.

Smart Trac's Document Manager's virtual office allows you store and pick-up your real estate files from home, the office or on the road. Smart Trac's Document Manager provides you the ability to share documents anywhere quickly and easily, and at the same time reducing your carbon footprint.

### Enjoy simplified, yet sophisticated document management functionalities such as:

- Auto-notification of required documents via E-mail/fax
- One-click to upload documents via fax
- Reply to an E-mail notification and attach your document with pre-set security
- Fax in multiple documents for different files simultaneously
- Easily upload revisions with original cover sheet
- Quickly combine multiple documents into one, indexed PDF
- Allow multiple participants to share ownership of documents
- Flexible document security
- Archive, E-mail, and save entire company branded files to any location and/or copy to a CD-ROM for consumers, agents, or office storage

### Special Web Event: Smart Trac's Transaction Manager

Date: Friday, May 1, 2009 at 10:00 am

Where: [Click here to register](#) or go to <https://www2.gotomeeting.com/register/950375355>

To Listen: Dial 1-800-658-3095, your access code is 948054902#

Who should attend: Anyone interested in better organization

For more information go to [www.imrmls.com/training](http://www.imrmls.com/training) and click on Smart Trac Quick Reference Guides

Don't have access to "create a file" in Smart Trac? Go to [www.imrmls.com/training](http://www.imrmls.com/training) and click on our Training Calendar or Online Videos.

For questions or support, please call (800) 925-1525 or visit <http://www.imrmls.com/support>.