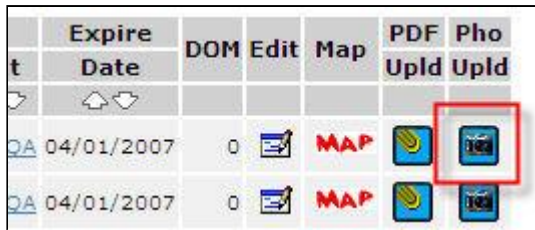


[Show](#)

## Uploading Listing Photos

Property Photos can be uploaded to your listings from 2 locations in InnoVia:

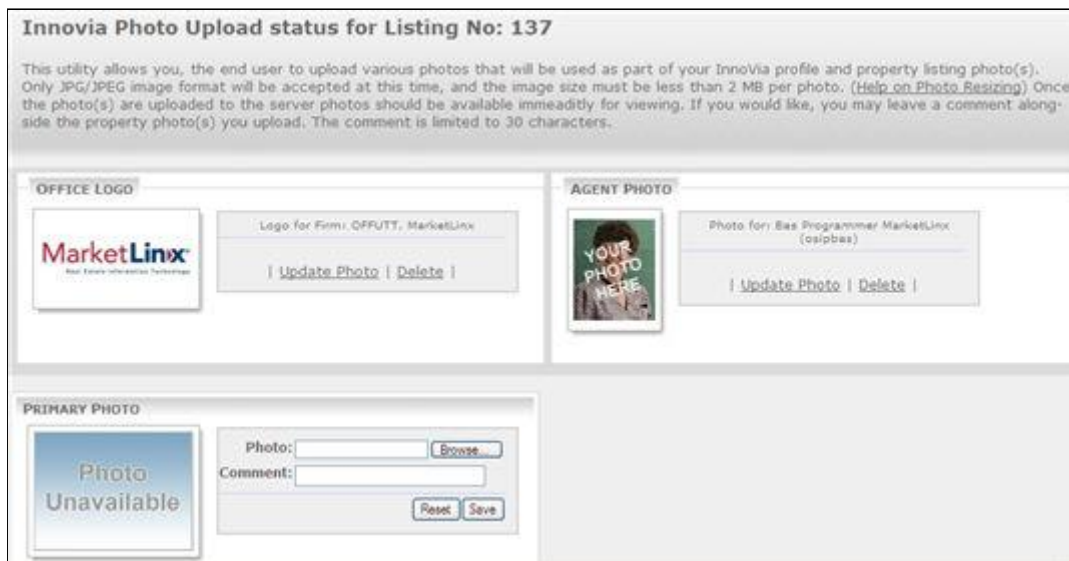
1. From the **My Inventory** or **Firm Inventory** section on the home page. Pull up your listings by clicking on the numbered links, then click on the Photo Upload button out to the right of the listing.



-- OR --

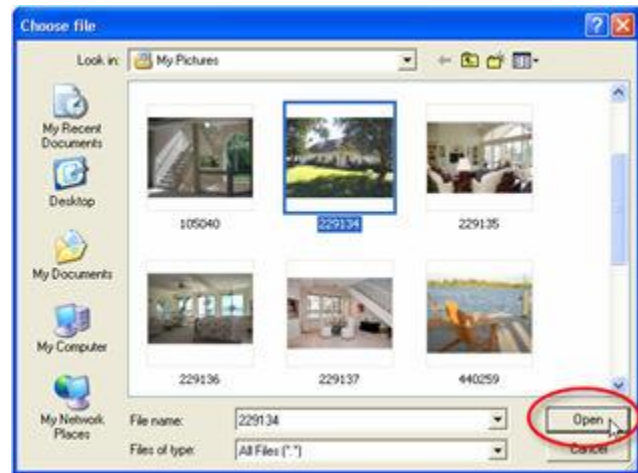
2. Go to **Miscellaneous** or **Maintenance** (depending on your MLS) from the InnoVia Menu Bar. Click on **Property Photo Upload**. Search for the listing to which you would like to add the photo(s). When the one liner appears, click the MLS number.

Either way you access it, the upload screen will appear as shown below. There will be sections to upload not only your listing photos, but your agent photo and/or your firm logo (only brokers can upload logos for the entire firm).



Listing photos are added one at a time, starting with the Primary Photo. Each photo must be a **JPG/JPEG** image format, and must be less than **2 MB** in size, per photo.

- 1. Click the **Browse** button in the Primary Photo section, locate the photo you have saved on your computer, and open it.
- 1. A comment can be added to each photo, up to **30 characters**, to be displayed on the photo gallery for that listing.
- 1. Click the **Save** button to upload the photo. If necessary, the **Reset** button will clear your selection, before saving.



- | Once the photo is saved, it is immediately available for viewing on that listing.
- | At that point, the second photo and each subsequent photo can be uploaded one at a time.
- | Also, once the photo is uploaded, you can double-click on the image to view it at it's full InnoVia resolution, the size it will be seen on the MLS.

If your photos are too large, [click here for help with resizing photos.](#)

## Updating or Deleting Listing Photos

To update or delete photos for a listing, access the Photo Upload page as outlined above.

- | Locate the photo you would like to replace or delete.
- | To Delete the photo, click **Delete**. To replace the photo, click **Update Photo**, and simply upload a new one.
- | To edit or add a comment, double click the link next to the photo. Be sure to save your changes.



### \*\*NOTE on Deleting Photos:

When a listing photo is deleted, if it leaves a gap in the sequence of photos, InnoVia will ask you upon leaving the page if you would like to group the images together to fill in the gap. Simply click OK, and the photos will be automatically shifted for you, or click Cancel, and fill in the gap yourself.

If you delete the Primary Photo, the Hi-Res version of that photo will be deleted as well. The Hi-Res (or high resolution) photo is the larger version, visible when you click on the Primary Photo from a full display. If a new Primary Photo is not uploaded, InnoVia will shift the second photo into the Primary Photo position. The Hi-Res image will remain unavailable until a new primary photo is uploaded.