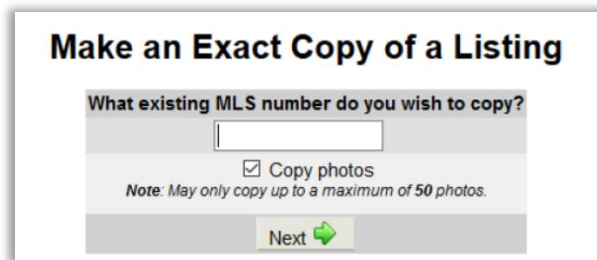
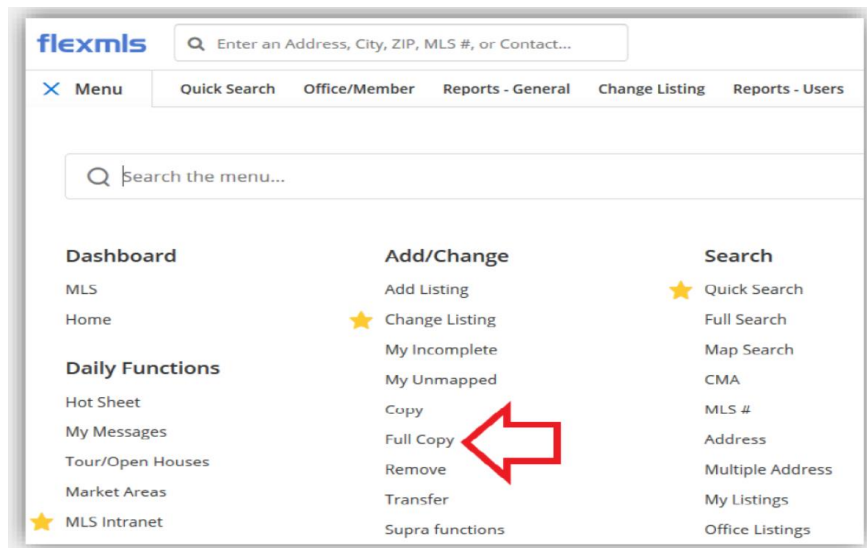


Copy a Listing and Photos

Use the copy function to enter multiple listings that have similar information or to re-list an expired listing.

When copying a previous listing, the agent copying must be the same agent & brokerage firm who listed the property originally (Example: Andrew at XYZ Realty can only copy listings from Andrew at XYZ Realty. Andrew cannot copy listing from any other brokerages).

1. To copy a listing, click **FULL COPY** under Add/Change on the menu.



2. Enter the MLS number of the listing that you want to copy.
3. Select the **Copy photos** checkbox if you want to copy photos, as well.

Note: Listing agent needs written permission to copy photos.

Note: Private photos can be copied, but they will not automatically be marked private on the destination listing.

Note: No other media or documents will copy over to the new listing. You will need to reupload any documents and media links.

4. Click the **Next** button to open the listing maintenance page. Make any necessary changes to fields for the new listing and be sure that all mandatory fields are completed.

Menu Quick Search Office/Member Reports - General Change Listing Reports - Users Change User Tax Search MLS Intranet More Reorder...

Copy Listing Rental

General Address Main Fields Details Broker Distribution

Add Listing Save Incomplete

State: All Fields

General Listing Information

Property Type: Rental

Listing Member: Name or Short ID

Co-listing Member: Name or Short ID

5. Click **Add Listing** to save the new listing.