

How to

Copy a Listing



Multiple Listing Service of Southern Arizona

2445 N Tucson Blvd., Tucson, AZ 85716

www.mlssaz.com | info@mlssaz.com

(520) 382-8800 opt. 3



How to Copy a Listing

Step by Step Instructions:

1. To copy a listing, open the Menu in FlexMLS, in the center column under the header “Add/Change” find and select “Copy” (the fifth option)

Menu Quick Search Office/Member Change Listing Reports - U

Search the menu...

Dashboard

- MLS
- Home

Daily Functions

- Hot Sheet

Add/Change

- ★ Add Listing
- ★ Change Listing
- My Incomplete
- My Unmapped
- Copy**

2. Input the listing number (MLS#) in the box and indicate by selecting the checkbox if you would like to copy the photos. Click “Next”

What existing MLS number do you wish to copy?

Copy photos

Note: May only copy up to a maximum of 50 photos.

Next

3. After you have input the listing ID you wish to copy, you will be redirected to the listing maintenance page where you can edit all fields

Copy Listing Land-Lot

GENERAL ADDRESS MAIN FIELDS DETAILS BROKER DISTRIBUTION

General Listing Information

Property Type: Land-Lot

Listing Member: Name or Short ID

Co-listing Member: Name or Short ID

Parent/Child Options

This is a regular listing or a parent listing.

This is a child listing. MLS number of parent:

Instructions continued on the next page

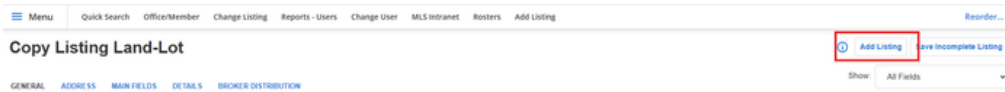


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Step by Step Instructions (cont.):

4. Once you have verified the accuracy of all fields, click “Add Listing” to save and publish the listing

a. **Note:** All detail fields for a listing will be copied, but prices, dates, or remarks will not- you will want to utilize the “Full Copy” function for this





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FAQs

1. Why would I copy a listing?

- a. Your listing may have expired, been cancelled, or you need to re-list for various reasons- this will streamline the listing process and save your time vs. re-listing from the very beginning.
- b. Although a basic Copy will bring over all of your details fields, always be sure to review the information input from the previous listing is correct.

2. Can I copy a listing that had the incorrect property type?

- a. If you are re-listing to indicate a different property or listing type, you cannot use the Copy function as it will bring all of that information over into your new listing. You must start from the beginning to change these features.

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