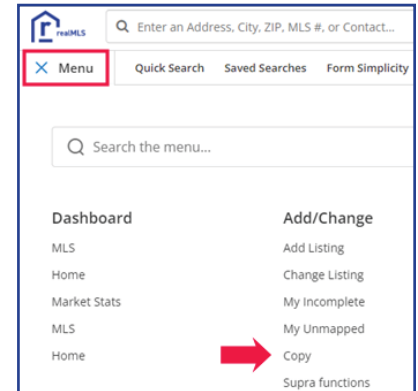


HOW TO COPY A LISTING

Step 1

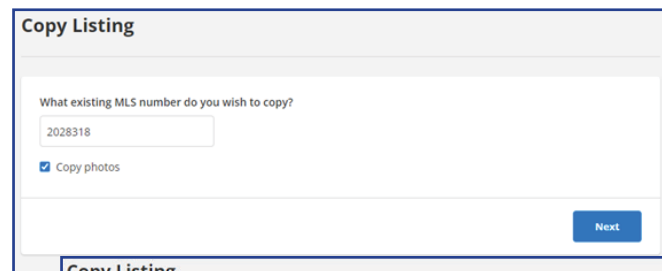
From the Flexmls dashboard, open the *Menu*. In the *Menu*, select *Copy*.



Step 2

On the Copy page, enter the MLS # you wish to copy in the textbox. If you'd like to include the photos from the original listing, check the *Copy Photos* box. Click *Next*.

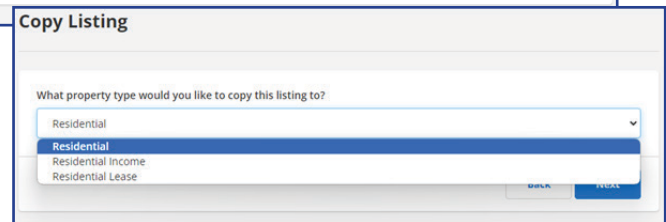
Note: You may only copy your own listings and you must be with the same office that you originally listed it with.



Step 3

On the next page, select the property category to copy to, then click *Next*.

Note: Residential listings may only be copied as a new Residential, Residential Income, or Residential lease property category and vice versa. Land listings may only be copied to Land or Commercial Sale. Commercial Lease listings may only be copied to Commercial Lease or Commercial Sale.



Step 4

Your listing has now been copied and is ready to be completed. Review and verify all information, especially if copying to a different property category.

A screenshot of the 'Copy Listing Residential' form. The form has a title bar and several tabs: 'GENERAL', 'ADDRESS', 'MAIN FIELDS', 'DETAILS', 'ROOMS', and 'BROKER DISTRIBUTION'. The 'GENERAL' tab is active. The form contains several fields: 'Property Type' (Residential), 'Listing Member' (Name or Short ID), 'Co-listing Member' (Name or Short ID), 'Tax Lookup' (Duval), and 'Parcel Number'. A 'Load Tax Record' button is located at the bottom left.