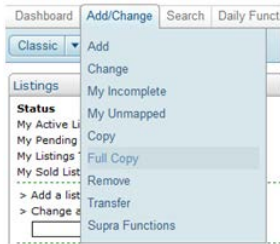




How to complete a *Full Copy* of a listing in flexmls



Full Copy is located under the Add/Change drop down list, directly beneath Copy.

Once you have selected *Full Copy*, the Make an Exact Copy of a Listing box will appear. Enter the MLS number and click *Next*. Please keep in mind; you can only Full Copy your **own Active & Expired listings** from your current office.

Make an Exact Copy of a Listing

Copy Listing

Select the property type you would like to make an exact copy to and click *Next*. You will then be taken directly to the Add/Edit screen where you can review and make changes to the data prior to activating the listing.

We highly recommend you **review all the fields** of your completed listing to ensure it is populated with the most accurate information.

As a reminder, **Full Copy** only allows you to make an **exact copy of your listings** unless you are a Designated Broker or an Office Administrator.

Photos will not copy from one listing to another.