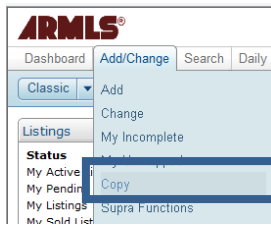




Making Copies: Copying Listings Quickly

Do you need to input a property that has been previously listed in flexmls? Save time by using the Copy function. Here's how:



Go to the Add/Change tab and click *Copy*.

Copy Listing
What existing MLS number do you wish to copy?
4111111
Next

Enter the *MLS number* of a previous listing for that address.

Copy Listing
What property type would you like to copy this listing to?
Residential
Residential Rental
Seasonal Furn Rental

Choose a property type you would like to copy this listing to.

Copy Listing Add Listing Save Incomplete
General Address Main Fields Details Rooms Export Show All Fields
General Listing Information
Property Type: Residential
Listing Member: Name or Short ID
Co-listing Member: Name or Short ID

Go through each tab and make sure the information is correct and completely filled in. Not all information copies, especially when crossing property types.

Click *Add Listing* and your new listing is now Active in flexmls.

Add your photos and away you go!