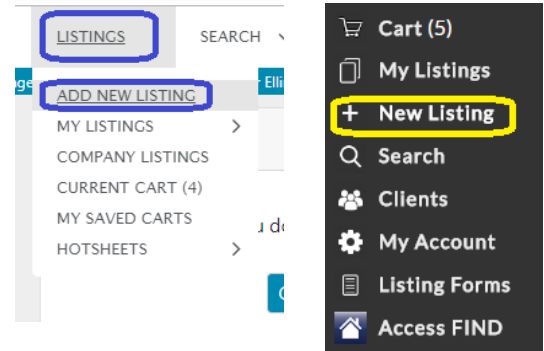


Cloning a listing allows you to create a new listing from a old and out of date listing, or create a copy of a current listing. (Example: Copying a rental listing and turning into a sale listing, while still offering the property as a rental)

Step 1: Click on 'New Listing' button from your profile Side Bar, or 'Add New Listing' from the 'Listings' drop down menu.



Step 2:

Choose 'Clone Company Listing' from the list of available options.

Add New Listing

How would you like to add your **new listing**? Select one of the options below.

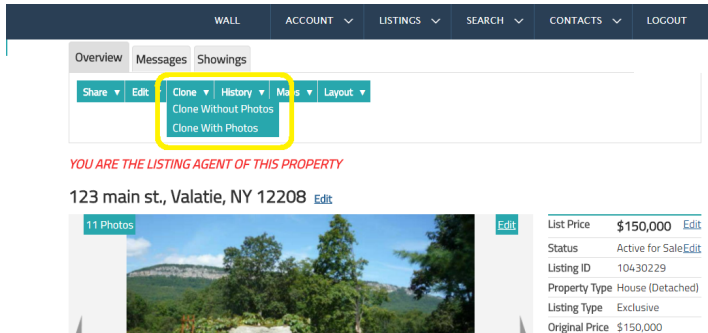
[Blank Listing](#) — Use this option if the property can't be found using the other methods. The listing will start off blank and you will enter the property details using our listing wizard, a step by step guide that will take you through the process. [\[Use this method\]](#)

[Clone Company Listing](#) — You may search by Listing ID, property address, and zip code. If the property exists within your company, this will provide the most comprehensive duplication of the listing. [\[Use this method\]](#)

* Photo	Listing ID	Agent	Dates	Location	Type	Listing	Status	Price	Actions
	1043022	Dave Min	List: 10/13/2017 Exp:	23 main st. Valatie, NY	House (Detached)	Exclusive	Active Sale HIDDEN	\$150,000	Actions
	1042958	Dave Min	List: 10/11/2017 Exp:	123 main st. Albany, NY	House (Detached)	Exclusive	Active Sale HIDDEN	\$150,000	Actions
	1042166	Dave Min	List: 09/12/2017 Exp:	12 Main St. Albany, NY	House (Detached)	Exclusive	Active Sale HIDDEN	\$25,000	Actions

Step 3:

Find the listing you wish to clone and open it by clicking the MLS ID number.



Step 4: Find the 'Clone' button located at the top of the listing. Select if you would like to clone the listing with or without photos.

Clone Listing

SUCCESS! IMPORTANT NOTE: YOUR NEW LISTING IS A HIDDEN DRAFT (NOT ACTIVE).

[VIEW NEW LISTING](#) [EDIT NEW LISTING](#)

Listing Id #1043022 successfully cloned to Listing Id #1045665. The new listing is NOT active because you must add specific information such as expiration date, price, post permission details, upload photos, and more. Please review this information by stepping through The Listing Wizard and filling in the relevant data by using the link below.

Step 5: Click 'Edit New Listing' to enter the Listing Wizard.

Here, you will be able to update the listing with new information and modify any details carried over while cloning.

Once completed, you will be able to activate your listing, or send it for approval.