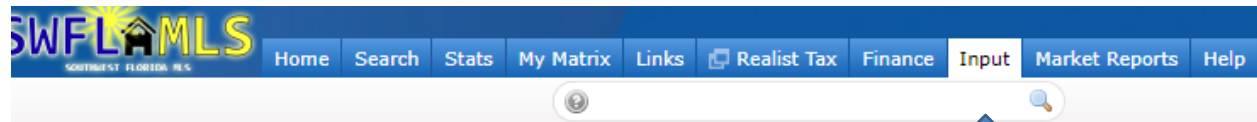


How to Copy a Listing – please follow steps #1 through #10 in the order they appear.



+ Input

Listings

**Add new** or Edit existing Listings

1. Click on Input, then Add new listing

+ Add New Listing

Select Form

- Residential Listing Input
- Residential Income Listing Input
- Residential Rental Listing Input
- Lot and Land Listing Input
- Commercial Listing Input
- Boat Dock Listing Input

2. Select the type of listing

Cancel

+ Add a New Cross Property Listing

Fill From Realist Tax | **Fill from Cross Property** | Start with a blank Listing

3. Click on Fill from Cross Property

Search for pre-existing Tax Record from which to Fill

**Tax Search**

**A County selection is required.**

County	PID	<input type="text"/>
Collier	Owner Last Name	<input type="text"/>
Lee	Owner First Name	<input type="text"/>
Charlotte	Street Prefix	<input type="text"/>
Glades	Street Number	<input type="text"/>
Hendry	Street Name	<input type="text"/>
Alachua	Street Suffix	<input type="text"/>
Baker	Unit Number	<input type="text"/>
Bay		
Bradford		
Brevard		

Or  Not

## + Add a New Cross Property Listing

Fill From Realist Tax **Fill from Cross Property** Start with a blank Listing



MLS Number from which to Fill

Fill From

**4. Fill in this box with the old MLS Number, then click Fill from button (old listing must be an off-market listing)**

Search for pre-existing Cross Property Listing from which to Fill

Status - Date or Range

Active    
 Pending w/ Contingent  

**Map Search:** No Map Selected

Within  miles of

## + Residential Listing Input

Status General Rooms & Sizes Features Financial Compensation Listing Office & Agent Remarks

### Status Information

When creating a new listing it can be submitted as Active, or as an Incomplete Listing. An Active listing has to comply with all input rules and after being submitted is available for everybody in the system. An incomplete listing will get a MLS Number, but will not be available for everybody to see.

Photos, supplements, etc. can be added to incomplete listings and reports can be run for incomplete listings as well.

Once an incomplete listing has been completely filled out and the status is changed to Active the listing becomes available for everybody.

An Active listing can only be submitted if it passes all the input rules.

Status

Active  Incomplete

**5. Immediately change the status of the listing to Active.  
Then hit submit listing.**



## + Residential Listing Input

Status **!** General Rooms & Sizes Features Financial **!** Compensation **!** Listing Office & Agent Remarks

### Status Information

When creating a new listing it can be submitted as Active, or as an Incomplete Listing. An Active listing has to comply with all input rules and after being submitted is available for everybody in the system. An incomplete listing will get a MLS Number, but will not be available for everybody to see.

Photos, supplements, etc. can be added to incomplete listings and reports can be run for incomplete listings as well.

Once an incomplete listing has been completely filled out and the status is changed to Active the listing becomes available for everybody.

An Active listing can only be submitted if it passes all the input rules.

#### Status

Active  
 Incomplete

6. Click on the tabs where a red exclamation point shows and fill in these fields with information pertaining to the new listing. The property information & confidential information will not fill under the remarks tab. You will have to copy and paste from the old listing. Then submit listing.

[here were errors on the input form, click here to view them.](#)

## + Input

### Listings

[Add new](#) or [Edit existing](#) Listings

Quick Modify:

Select a Listing ▼ or type  [Edit](#)

### Roster

[Add new](#) or [Edit existing](#) Agent

7. Go back into the listing to fill the photos from the old listing.

## Modify Listing

12649 3rd ST, Fort Myers 33905



<b>MLS#:</b>	218011881	<b>L Price:</b>	\$245,000
<b>Status:</b>	A	<b>Beds:</b>	3
<b>County:</b>	Lee	<b>Baths:</b>	2 (2 0)
<b>Bldg Design:</b>	Single Family	<b>Aprx Liv Area:</b>	1,404
<b>Year Built:</b>	1972	<b>Zoning Cd:</b>	RS-1
<b>Ownership Desc:</b>	Single Family		
<b>Major Area:</b>	FE07 - East Fort Myers Area		

### Select Form

- Residential Listing Input
- Price Change
- Change to Active
- Change to Pending
- Change to Pending with Contingencies
- Change to Closed
- Change to Withdrawn
- Extend Listing
- Open Houses

### Other Options

- Manage Photos **8. Click on Manage Photos**
- Manage Supplements
- Listing Compliance Check
- Manage CSS Showing Instructions
- Form Simplicity

Cancel

## Add / Edit Photos for MLS#218011881

To upload, click Browse. To upload **Multiple** photos at once, hold the Ctrl (Option) key down when clicking on the filenames. To **Order** your photos once uploaded, drag by the grey title bar. Click on any image to view its **Details**. For maximum quality, upload photos at least **1024 x 768** pixels in size.

Fill photos from Listing [Click here to import photos from another listing.](#)

**9. Click on Fill photos from Listing and the pictures from the old listing will appear.**

Click **Browse** to select photo(s) to upload (25 remaining)

Cancel Delete Checked Save

## Add / Edit Photos for MLS#218011881

To upload, click Browse. To upload **Multiple** photos at once, hold the Ctrl (Option) key down when clicking on the filenames. To **Order** your photos once uploaded, drag by the grey title bar. Click on any image to view its **Details**. For maximum quality, upload photos at least **1024 x 768** pixels in size.



Browse...

Click **Browse** to select photo(s) to upload (12 remaining).

Check All

Primary slot\*



Slot: 2\*



Slot: 3\*



Slot: 4\*



Slot: 6\*



Slot: 7\*



Slot: 8\*



Slot: 9\*



Slot: 11\*



Slot: 12\*



Slot: 13\*



10. Click Save and the new listing will be active.