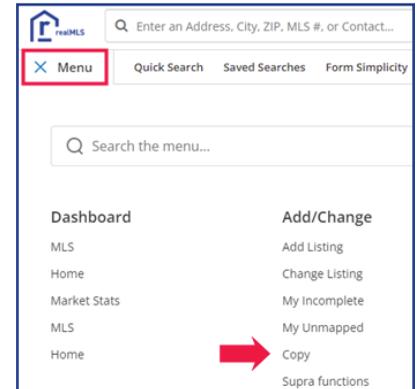


HOW TO COPY A LISTING

Step 1

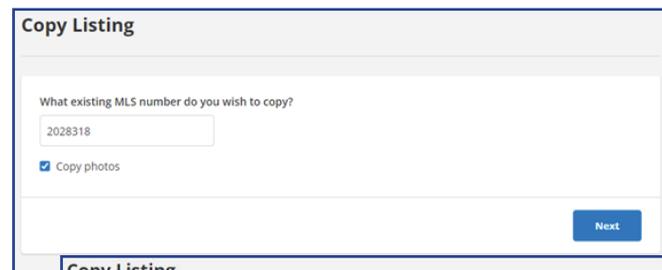
From the Flexmls dashboard, open the Menu. In the Menu select Copy.



Step 2

On the Copy page enter the MLS # you wish to copy in the textbox. Select the box Copy photos if you would like to also copy the photos from the listing to your new listings. Then 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

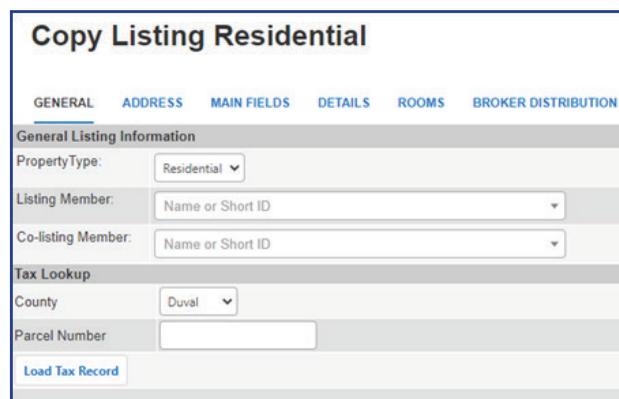
On the next page, select the property category to copy to, then click Next.

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



Step 4

Now, your listing has been copied and 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 title is 'Copy Listing Residential'. Below the title are several tabs: 'GENERAL', 'ADDRESS', 'MAIN FIELDS', 'DETAILS', 'ROOMS', and 'BROKER DISTRIBUTION'. The 'GENERAL' tab is active. Under 'General Listing Information', there are fields for 'Property Type' (set to 'Residential'), 'Listing Member', and 'Co-listing Member'. Below that is a 'Tax Lookup' section with a 'County' dropdown set to 'Duval' and a 'Parcel Number' field. At the bottom left, there is a 'Load Tax Record' button.