

COPYING LISTINGS IN MATRIX

To copy a Listing in Matrix (when relisting or adding multiple properties in a subdivision for example):

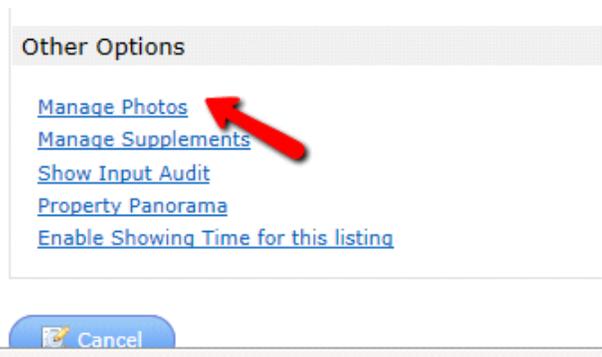
- Go to **Add/Edit**
- Click on **Add/new**
- Select a **Property Type**
- Instead of 'Filling From Realist', select the second option which is '**Fill From Cross Property**'
- Enter the **MLS#** and click on '**Fill From**' or search for the property, select it and then 'Fill From'.

COPYING PHOTOS IN MATRIX

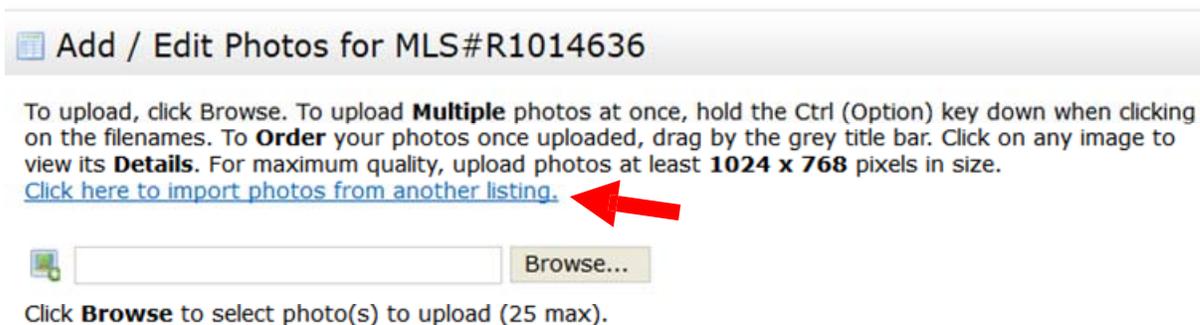
This will only display as an option when there are no photos currently on the listing. Once you add photos manually, you will not be able to copy prior listing photos.

You can access this from Add/Edit, just like you would when editing a listing. You will need to know the MLS# of the listing you wish to import images from.

1. After clicking on Add/Edit or Edit listing and entering the listing number, click on **Manage Photos**.



2. Click on '**Click here to import photos from another listing**'



3. Enter the MLS# that you will to copy the photos from and then click on **Import Photos** Note you can only copy photos from your own prior listings. Don't forget to Save when you are done!

 Add / Edit Photos for MLS#R1014636

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.
[Click here to upload photos.](#)

MLS#: [Import Photos](#) 