

COPYING LISTINGS IN MATRIX

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

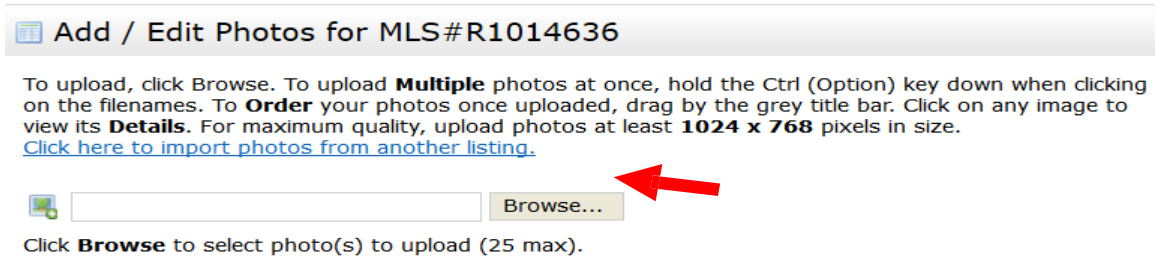
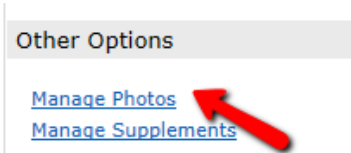
- Go to **Add/Edit**.
- Click on **Add/new**.
- Select a **Property Type**.
- Instead of **Fill From Realist**, select the second option which is **Copy From Existing Listing**.
- Enter the **MLS#** and click on **Fill From** or search for the property, select it and then click on **Fill**.
- Tip – if you wish to copy photos from the existing (prior) listing, you must do so before adding any new photos. Once new photos are added, you will no longer have the option of copying them from a prior listing.
 - After clicking on **Add/Edit** or **Edit listing** and entering the listing number, click on **Manage Photos**.
 - Click on **Click here to import photos from another listing**.

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!

