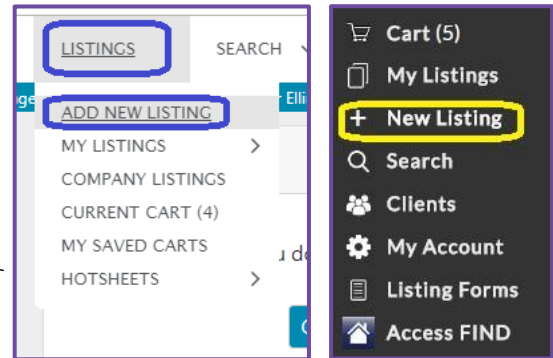


# Clone a Listing

Cloning a listing allows you to create a new listing from a old and out of date listing, or create a copy of a current listing.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)

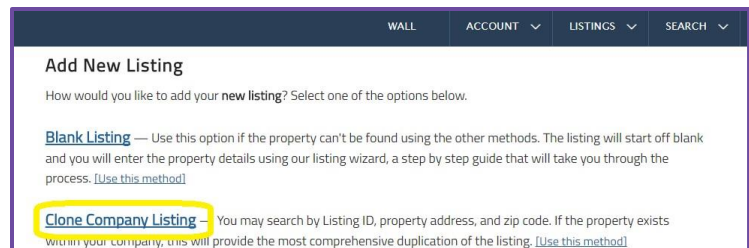
## Step 1:

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.



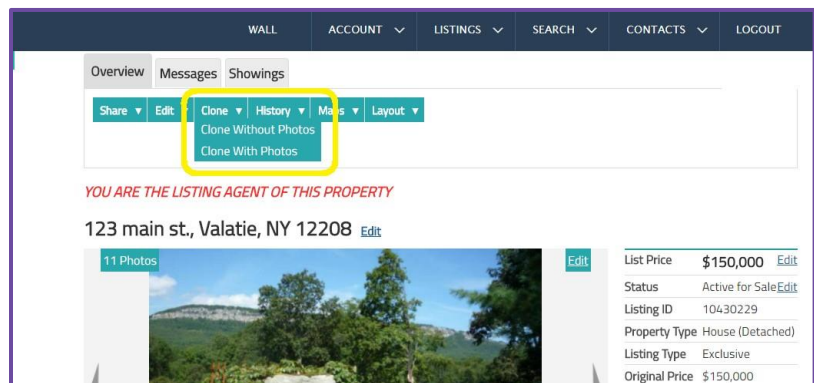
## Step 3:

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

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

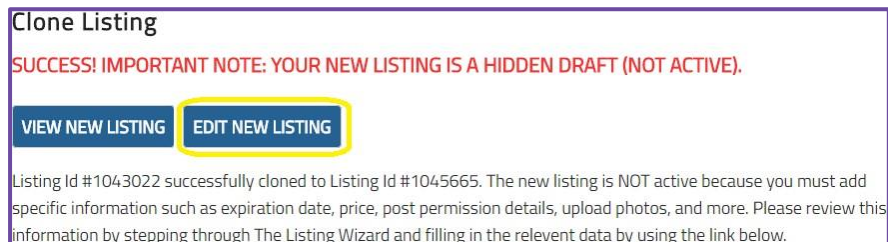
## Step 4:

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



## 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.