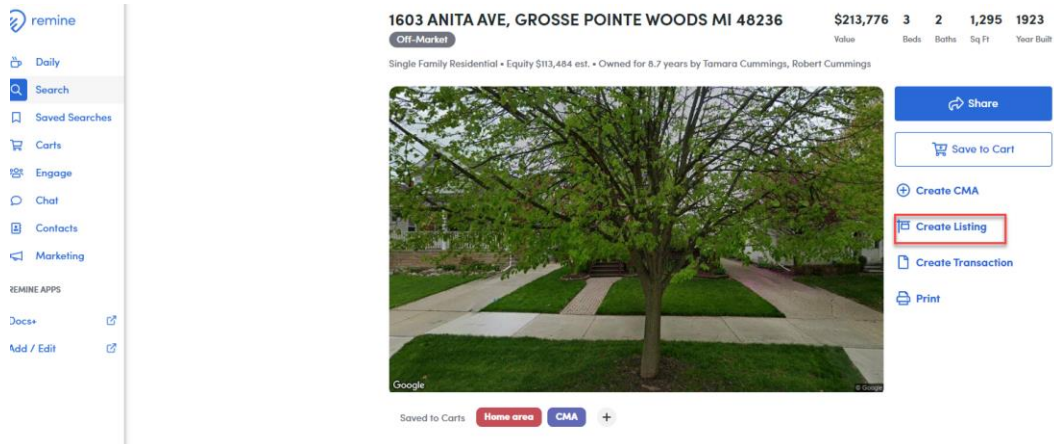


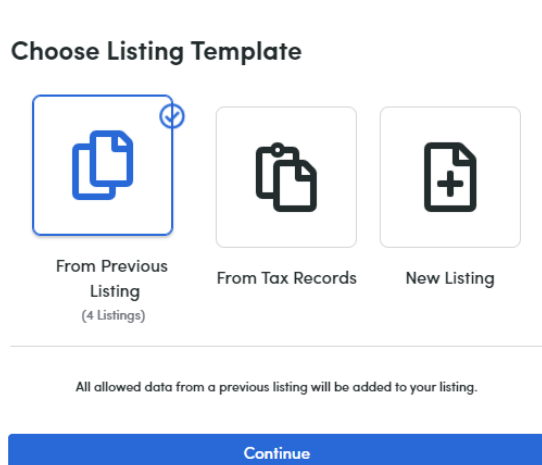
Copying a Listing

Sometimes when agents or assistants want to relist their listings, it is easier to copy the old listing. Keep in mind you can only relist your own listing if you are an agent.

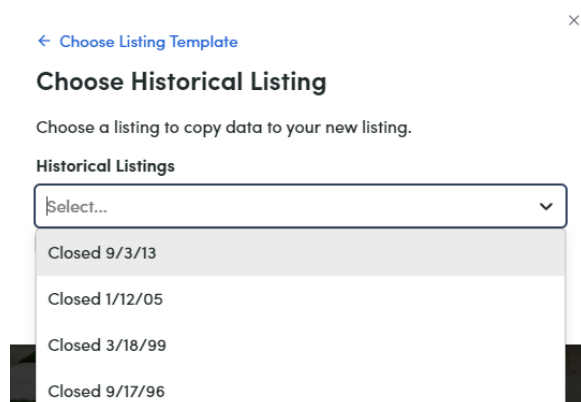
1. Look up the address in Remine Pro and click the Create Listing link to the right side.



2. Select "From Previous Listing" and click Continue.



3. Select the listing from which you want to import the data and also if you want to import the photos too. Click Continue.



4. The data will load, where possible, into Add/Edit. Click Next in the lower right corner to go through each of the pages of the listing.

A blue rectangular button with the word "Next" in white text, centered between two horizontal lines.

Next

5. Enter any missing information that did not prefill. **Be sure that NO pages on the left have any red dots.**
6. Click the Publish button in the lower right corner next to the Next Button. If no Publish button appears, verify that there are no red dots on any pages in the left-side page list.

If you have any additional questions, please contact Customer Care at (866) 553-3430.