



How to Copy a Listing

When you are relisting a property, it is often easier to copy the listing instead of starting the listing entry from the beginning. This is also helpful when entering a listing for both sale and lease.

Click the Input tab in RCO3® and select Add New.

Select the desired property type (profile form) that you need.

Click the option to “Auto-Fill from an Old Listing”, enter the MLS number and click the “Fill From” button.

The screenshot shows a web interface for adding a new listing. At the top, there is a header with a plus sign and the text "Add a New Cross Property listing". Below this header are three blue buttons: "Auto-Fill From PRD/Tax", "Auto-Fill from an Old Listing" (which is highlighted with a red rectangular box), and "Start Listing from a Blank Form". Underneath the buttons is a section titled "MLS Number from which to Fill". This section contains a text input field with the value "214012345" and a small "x" icon to clear the field, followed by a blue "Fill From" button.

If you don't have the MLS number, you can use the search fields at the bottom of the page to search for it.

The system will fill in the fields that it can from the previous listing. Follow the tabs to complete all of the pages of the listing filling in any missing information. Click Submit Listing when the fields are complete. If any fields were missed, the system will prompt you for those before saving the listing.

The screenshot displays the "Residential/Condo Listing Form" interface. At the top, there is a header with a plus sign and the text "Residential/Condo Listing Form". Below the header is a navigation bar with several tabs: "START", "Page 1", "Page 2", "Page 3", "Page 4", and "Matrix Testing Flag". The "START" tab is currently selected. The main content area is titled "Status Information" and contains the following text: "When creating a new listing it can be submitted as Active, or as a partially saved Listing. If you cannot complete the entire listing, you can return back to this Start tab and choose Partial Save then click Submit Listing." Below this is another paragraph: "A Partially Saved listing can only be seen by you and will expire within 30 days if it is not changed into an Active listing. The Partially Saved listing will get a MLS Number and photos can be added. You can run reports on your partially saved listings as well." A third paragraph states: "Once a partially saved listing has been completely filled out and the status is changed to Active the listing becomes available for everybody." Below the text is a dropdown menu with a question mark icon, showing "Active" as the selected option and "Partial Save" as an alternative. At the bottom of the form, there are two buttons: "Cancel Input" (with a red 'x' icon) and "Submit listing" (with a green checkmark icon).

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