

"Clone" or "Copy" A Listing



1 Click "ADD/EDIT"

matrix.fmlsd.mlsmatrix.com/Matrix/Home?c=H4sIAAAAAAAAAEAltWsjQysVDSySvNyRklyCeUDs04POlwXz56SMYCAJ8xx15hAQAA&f=

ting Started | Health & Fitness | Real Estate | MARKETING | Personal | arec.alabama.gov/app... | ata.grec.state.ga.us/A... | Matrix

S | PUBLIC RECORDS | DOCS | LINKS | FINANCE | ADD/EDIT | MARKET REPORTS

Shorthand or MLS#

Market Watch		Hot Sheets	
New Listing	13	Cross Property	
Back On Market	1	Residential	

2 Click "Add New"

EAST ALABAMA BOARD of REALTORS | MY MATRIX | SEARCH | STATS | PUBLIC RECORDS | DOCS | LINKS | FINANCE | ADD/EDIT

? Enter Shorthand or MLS#

+ Input

Listings

Add new or Edit existing Listings

Quick Modify:
--Listing Id-- Edit

Teams

Add new or Edit existing Teams

Dictionary

3 Click "Residential Input" (or whatever property input applies)

EAST ALABAMA BOARD of REALTORS | MY MATRIX | SEARCH | STATS | PUBLIC RECORDS | DOCS | LINKS | FINANCE | ADD/EDIT

? Enter Shorthand or MLS#

Add New Property

Select Form

Residential Input

Residential Lease Input

Residential Income Input

Land Input

Commercial Sale Input

Commercial Lease Input

Cancel

4 Click "Fill from Cross Property "

The screenshot shows the top navigation bar with the East Alabama Board of Realtors logo and links for MY MATRIX, SEARCH, STATS, PUBLIC RECORDS, DOCS, LINKS, FINANCE, and ADD/EDIT. Below the navigation is a search bar with a question mark icon and the text "Enter Shorthand or MLS#". A section titled "+ Add a New Property" contains three buttons: "Fill From RealistTax", "Fill from Cross Property" (highlighted with a green circle), and "Start with a blank Property". Below these buttons is a heading "Search for pre-existing Realist Tax Record from which to Fill" and a "Tax Search" section. The "Tax Search" section includes a list of counties (APPLING, ATKINSON, AUTAUGA, BACON, BAKER, BAI DWIN - AI) and input fields for "Street Number", "Street Name", and "Unit Number".

5 Enter The MLS # Of The Original Listing In the First Field (the original listing must belong to you and the status must be Closed, Expired, or Withdrawn)

The screenshot shows the same website interface as above. The "Fill From" button is highlighted with a green circle. Below the buttons is a heading "MLS# from which to Fill" and an input field with a question mark icon. Below the input field is a heading "Search for pre-existing Property Property from which to Fill". The "Property Type" section includes checkboxes for Residential, Residential Lease, Residential Income, Land, and Commercial Sale. The "Location" section includes a "Map Search" section with the text "No Map Selected" and a "Within" field set to "0.25" miles of a location. Below the "Location" section is a table with columns for "St #", "Dir Pfx", "St Name", "Street Suffix", "Dir Sfx", and "Unit #".

6 Then Click "Fill From"

Enter Shorthand or MLS#

+ Add a New Property

Fill From RealistTax **Fill from Cross Property** Start with a blank Property

MLS# from which to Fill

e99700 **Fill From**

Search for pre-existing Property Property from which to Fill

Property Type	Location
<input type="checkbox"/> Residential ? <input type="checkbox"/> Residential Lease <input type="checkbox"/> Residential Income <input type="checkbox"/> Land <input type="checkbox"/> Commercial Sale	Map Search: No Map Selected ? Within 0.25 miles of <input type="text"/> My Location St # <input type="text"/> Dir Pfx <input type="text"/> St Name <input type="text"/> Street Suffix <input type="text"/> Dir Sfx <input type="text"/> Unit # <input type="text"/>

7 When you submit the listing you will arrive at the confirmation screen.

Click "Upload Photos" and this will take you to the upload screen.

You will see an option that says "Copy From Listing"

Enter the MLS# of the original listing again in this field and this will copy the photos from the original listing.

This is not necessary if you are uploading new photos.