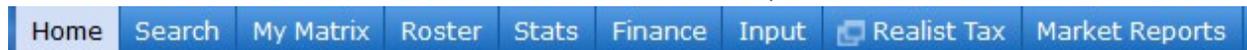


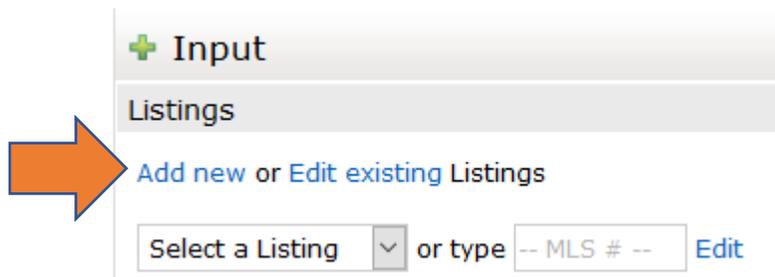
MARIS

Cloning a Listing

1. Click the input tab



2. Under the Listings Section, click Add New.

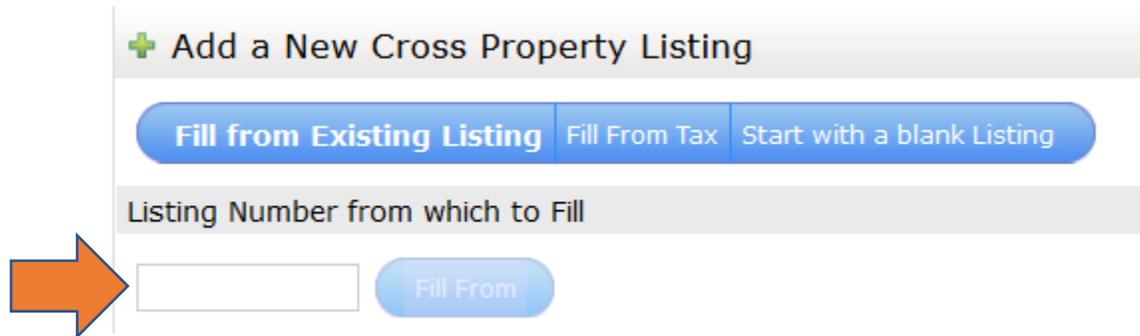


3. Choose the correct property type



4. Under the Fill from Existing Listing button, add the previous MLS Number. Then click Fill From.

MARIS



+ Add a New Cross Property Listing

Fill from Existing Listing Fill From Tax Start with a blank Listing

Listing Number from which to Fill

Fill From

5. You will be directed to the input form with the cloned information. You will need to add a new listing/expiration date. As well, as any new/updated data.
6. Submit the listing at the bottom of the page when completed.
7. To bring over photos, from a previous listing click Add/Edit Photos. Click the blue hyperlinked sentence, [Click here to import photos from another listing.](#)

If you have any issues with cloning a listing, please call MARIS Support at 314-984-9111.