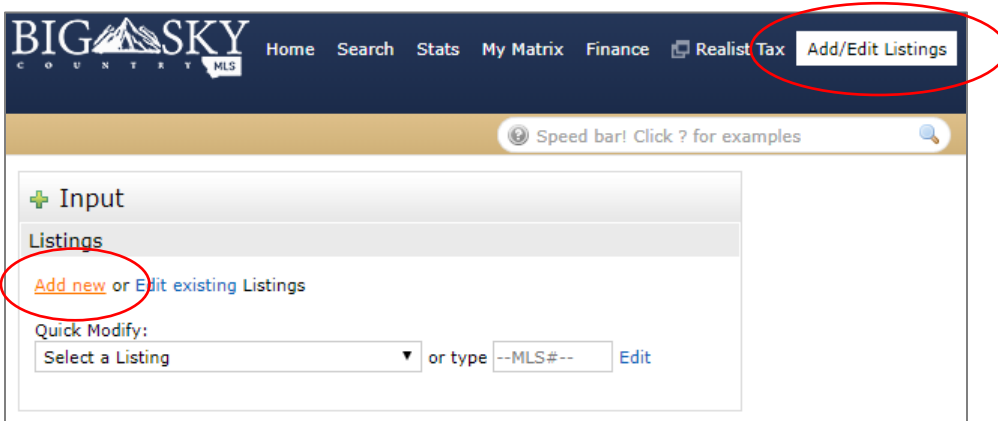


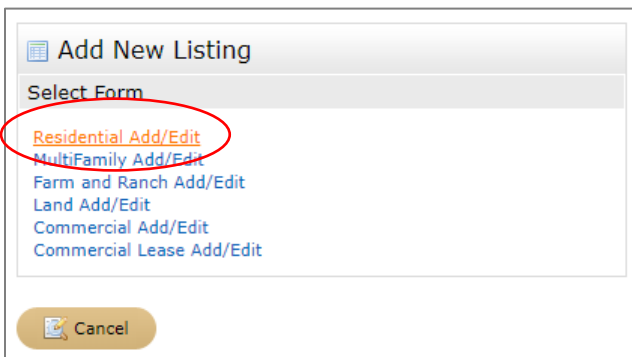
How to Clone a Listing AND Photos

1. Click **Add/Edit Listings** at the top, then select **Add New**.



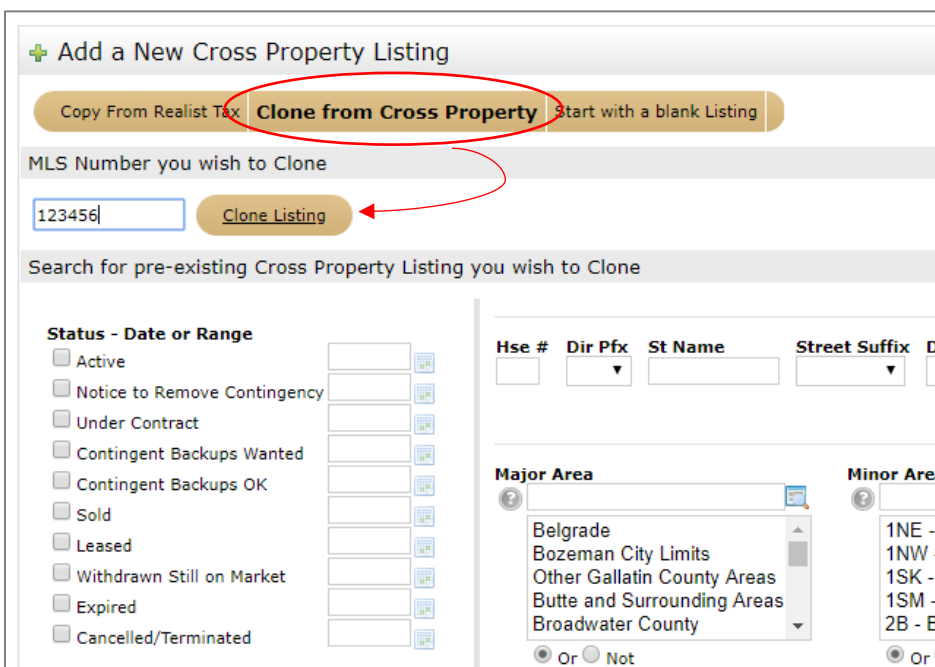
The screenshot shows the top navigation bar of the Big Sky Country MLS website. The 'Add/Edit Listings' button is circled in red. Below the navigation bar, there is a search bar and a 'Listings' section with the text 'Add new or Edit existing Listings' circled in red. The 'Quick Modify' section includes a dropdown menu for 'Select a Listing' and a text input field for 'or type --MLS#--' with an 'Edit' button.

2. Select the property class you would like to create your new listing for.



The screenshot shows the 'Add New Listing' form. The 'Select Form' section has a list of options: 'Residential Add/Edit', 'MultiFamily Add/Edit', 'Farm and Ranch Add/Edit', 'Land Add/Edit', 'Commercial Add/Edit', and 'Commercial Lease Add/Edit'. The 'Residential Add/Edit' option is circled in red. A 'Cancel' button is located at the bottom left of the form.

3. Of the 3 options on how to enter a listing at the top, select the one that says **Clone from Cross Property**. Enter the MLS number of the listing you want to clone, then click the **Clone Listing** button to the right.



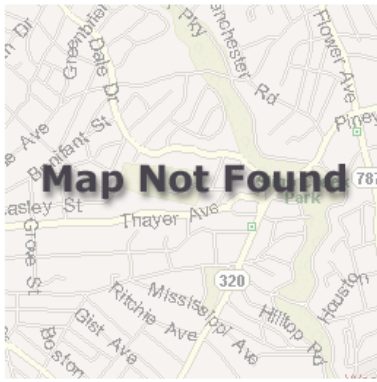
The screenshot shows the 'Add a New Cross Property Listing' form. The 'Copy From Realist Tax' section has three options: 'Copy From Realist Tax', 'Clone from Cross Property', and 'Start with a blank Listing'. The 'Clone from Cross Property' option is circled in red. Below this, there is a text input field for 'MLS Number you wish to Clone' containing the value '123456' and a 'Clone Listing' button circled in red. The form also includes a search section for pre-existing listings and various filters for status, date, and location.

4. As soon as the **Add/Edit** screen appears, click **Save as Partial** at the bottom.

+ Residential Add/Edit

Property Info > Attributes > Guest/ADU > Lot/Utility Info > Financials > Showing Info > Remarks > Syndication > Test

Location Information

Street Number 1234	St Direction Pfx N	Street Name BSCMLS Test Listing	Street Type Street	St Direction Sfx	Unit #
Address 2 Unit A	Major Area Bozeman City Limits	Area 1NW - Boz N of Main/W of 19th	City Bozeman	State MT	Zip Code 59715
Subdivision/Complex Figgins Additions	County Gallatin	Legal Description THIS IS A TEST LISTING BY BSCMLS - DO NOT USE FOR COMPS	Parcel Tax ID 000RGG2210	Additional Parcel Tax ID 000RGG2211 Characters Remaining: 190	 Map Address Place Pin Manually Choose Google Street View

Listing Information

Property Type Single Family	Asking Price	List Date	Expiration Date
Save as Partial	Validate	Cancel Input	Submit Listing

5. On the Input Succeeded window, click **Add/Edit Photos** at the bottom

✓ Input Succeeded

Your Listing has been successfully saved as Incomplete. MLS Number: [331356](#)

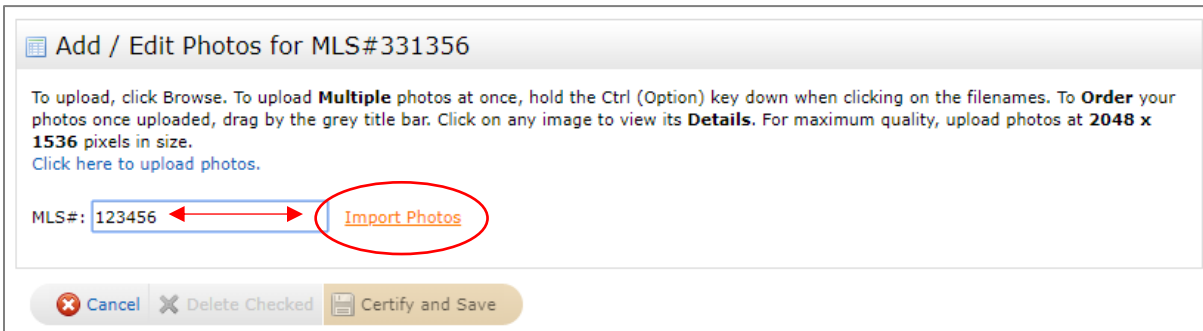
[Manage ShowingTime](#)

[Continue Editing](#) [Add / Edit Photos](#) [Add / Edit Supplements](#)

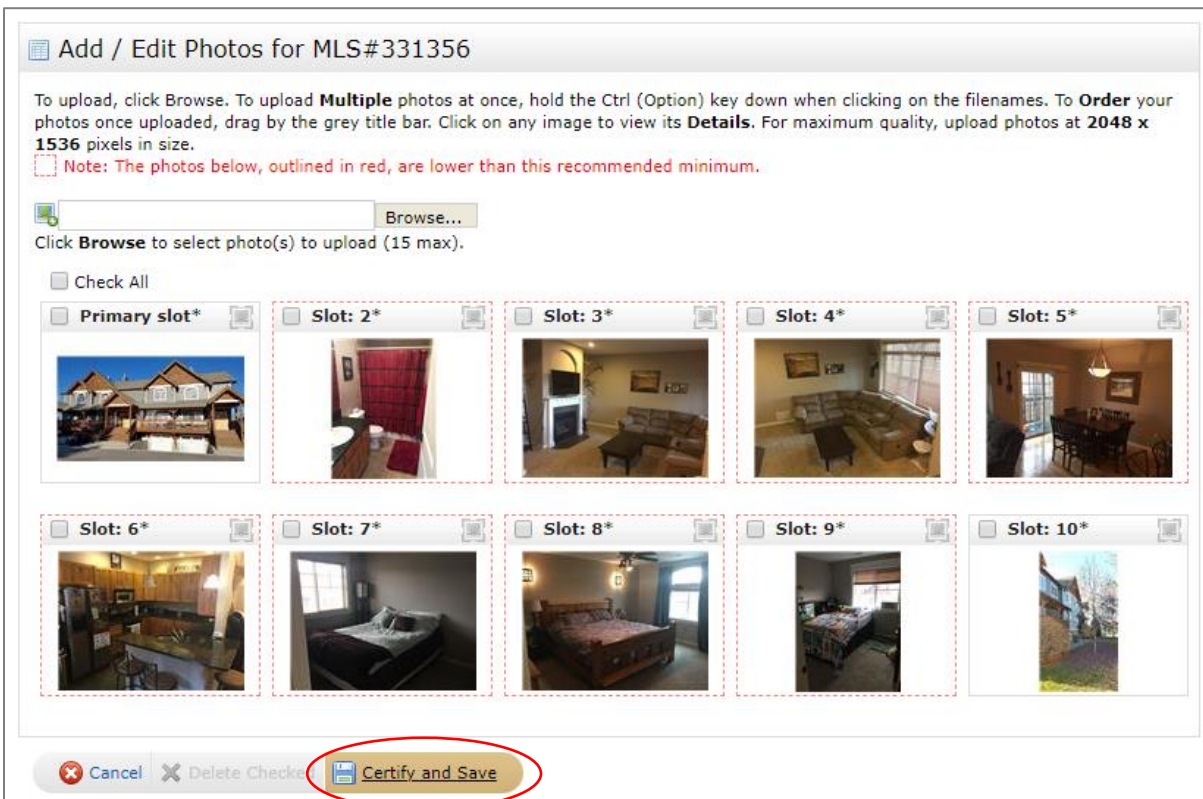
6. In the photo upload window, click the link that says **Click Here to Import Photos from Another Listing**



7. Enter the MLS number of your listing you want to pull photos from, then click **Import Photos**.



8. After your photos have uploaded, click **Certify and Save** at the bottom



9. When the **Input Succeeded** window appears again, click **Continue Editing** at the bottom

✓ **Input Succeeded**

Your Listing has been successfully saved as Incomplete. MLS Number: 331356

[Manage ShowingTime](#)

[Continue Editing](#) [Add / Edit Photos](#) [Add / Edit Supplements](#)

10. Finish entering your listing details.

Click **Save as Partial** again if you are not ready to activate the listing yet.

If you ARE ready to activate it then click **Submit Listing**.

+ Residential Add/Edit

Property Info Attributes Guest/ADU Lot/Utility Info Financials Showing Info Remarks Syndication Test

Location Information MLS Number: 331356

Street Number	St Direction Pfx	Street Name	Street Type	St Direction Sfx	Unit #
1234	N	BSCMLS Test Listing	Street		

Address 2
Unit A

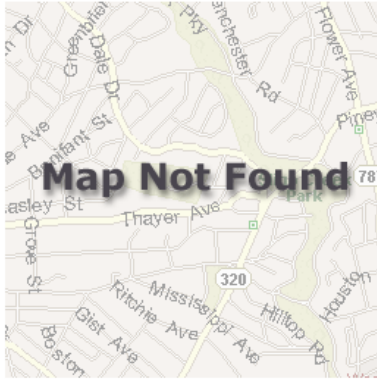
Major Area: Bozeman City Limits Area: 1NW - Boz N of Main/W of 19th

City: Bozeman State: MT Zip Code: 59715 County: Gallatin

Subdivision/Complex: Figgins Additions

Legal Description: THIS IS A TEST LISTING BY BSCMLS - DO NOT USE FOR COMPS

Parcel Tax ID: 000RGG2210 Additional Parcel Tax ID: 000RGG2211
Characters Remaining: 190



Map Address Place Pin Manually
Choose Google Street View

Listing Information

Property Type	Asking Price	List Date	Expiration Date
Single Family			

[Save as Partial](#) [Validate](#) [Cancel Input](#) [Submit Listing](#) Ownership: Fractional For Sale Sign YN