# Copy a Listing

In dash, you can copy an existing listing when you need to add a new listing with similar details. This allows you to enter listings such as land lots, townhomes, condos, etc. that are similar to previous listings quickly and efficiently.

| | |
|---|---|
| 1. In the Quick Search box on your dash homepage, type the listing ID, MLS ID, or property address of the listing.<br>2. Click the listing from the search results. |  |
| The **Edit Residential Sale Listing** screen displays.<br><br>3. On the top right hand corner of the screen, click **ACTIONS**.<br>4. Select **Copy this Listing** from the dropdown list.<br><br>This will bring you to the **Copy Listing** window. |  |
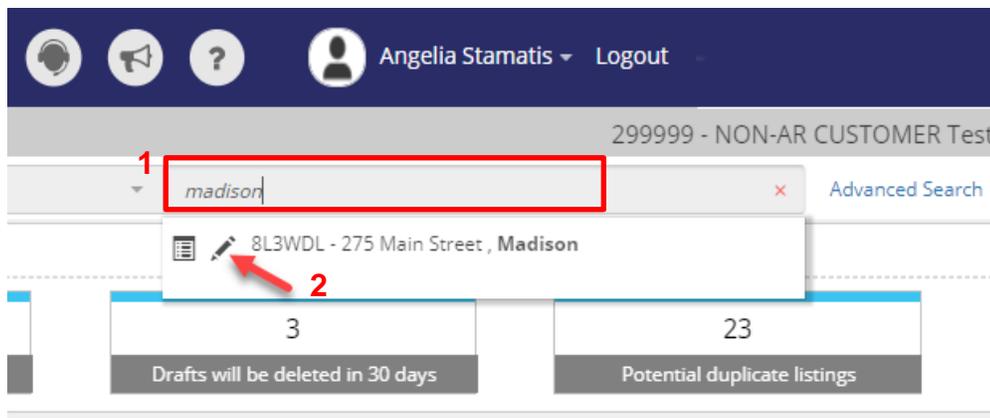
**Copy Listing** ✕

275 Main Street
Madison, New Jersey, 07940

☑ Copy photos
☑ Copy remarks
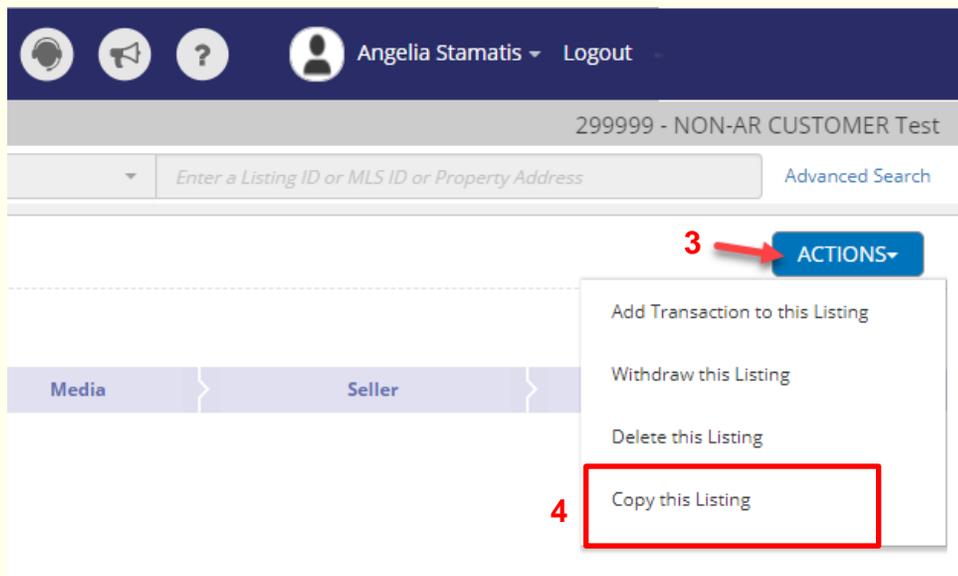
5. You will be given the options to copy photos and/or remarks for the listing. Check or uncheck the boxes as desired.
6. Click **Copy Listing**.

6 → **COPY LISTING**

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**ADD A RESIDENTIAL SALE LISTING**

| Essentials | Features | Property Details | Media | Seller | Additional Details | Review |

PROPERTY TYPE * [ Residential ▼ ]
PROPERTY SUB-TYPE * [ Townhouse ▼ ]
PROPERTY STYLE * [ 2 Story ▼ ]

**LOCATION**

COUNTRY * [ United States ▼ ]
ADDRESS LINE 1 * [ 275 Main Street ]
ADDRESS LINE 2 [ ]
CITY * [ Madison ]
STATE/ PROVINCE * [ New York ▼ ]
ZIP/POSTAL CODE * [ 07940 ]
NEIGHBORHOOD [ ] [X]
MAP [ View ]

The **Add Residential Sale Listing** form displays.

7. Make the necessary edits for the new listing you are adding such as address change, if applicable.

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**LISTING INFORMATION**

LISTING OFFICE * [ 0001 - 1 campus drive, Schenectady ▼ ]

☐ This is a Pre-Listing ❓

LIST DATE * [ mm/dd/yyyy ] 📅     EXPIRES ON * [ mm/dd/yyyy ] 📅
TERM DAYS [ ]
LIST PRICE * [ ] [ USD ▼ ]
MLS ID * [ ] [X]
DISPLAY OPTIONS
☐ Auction
☐ Do not show list price online
☐ Do not show listing online
☐ Do not show address online
☐ Price upon request
SHOWING OPTION ☐ Call to show
DATE AVAILABLE [ mm/dd/yyyy ] 📅
☐ Foreclosure        ☐ Short Sale

**Note**: In the Listing Information section of the **Essentials tab**, you will be required to enter the following mandatory information that are not copied over from the original listing
- **List Date**
- **Expires On** date
- **List Price**
- **MLS ID**

8. Once you've made the necessary changes in the various tabs and reviewed your edits, click **Finish** at the bottom of the Review tab.

Cancel     Save as Draft   FINISH

A confirmation displays, letting you know that the listing has been saved successfully.

The new listing will also be assigned a unique id number.

Also, you will see multiple options to select any action for your next step, as needed.

ADD A RESIDENTIAL SALE LISTING

✓ **Listing has been saved**

275 Main Street, Madison, New York (Listing ID: FRV5VB)

MORE ACTIONS

🖨 Print listing with Map & Media

🖨 Print listing without Map & Media

📄 Add another Residential Sale Listing

▦ Go to Listings Home Page

👁 View this Listing