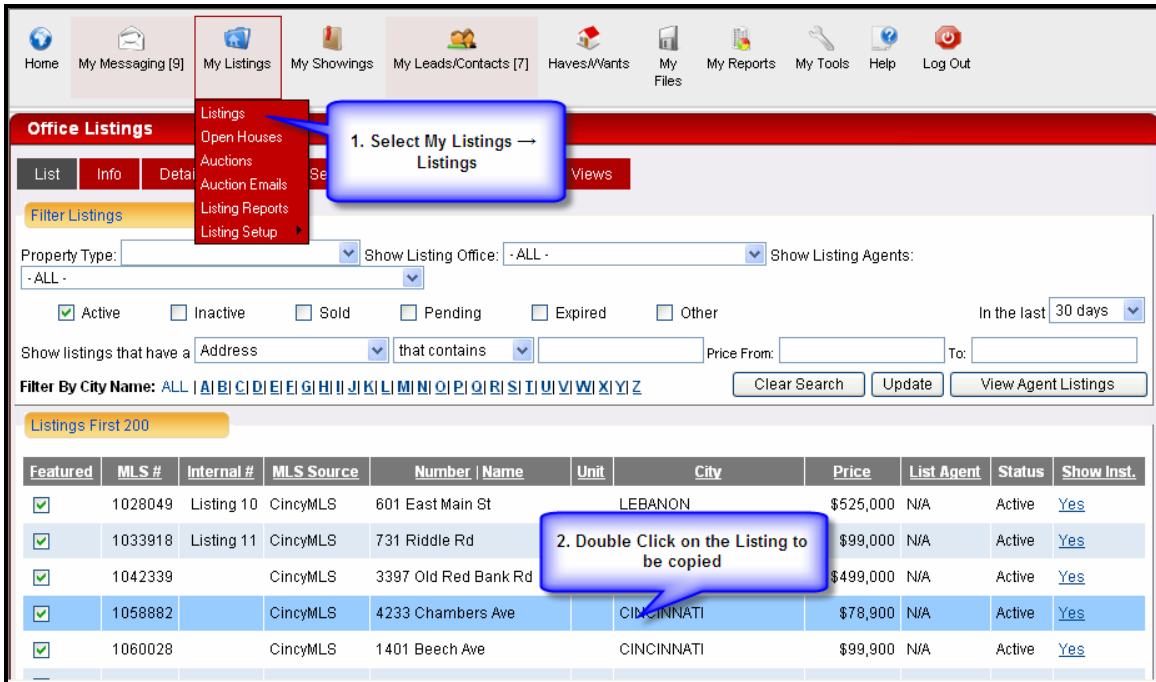


Transferring Listing Details To a New MLS#

In the event that a listing expires and is then re-listed with the same agent, the listing detail can be copied to a new MLS#, including any information on the expired listing's Showing and Enhance tabs, by doing the following:

1. Select My Listings → Listings
2. Select the Listing by Double Clicking on it.

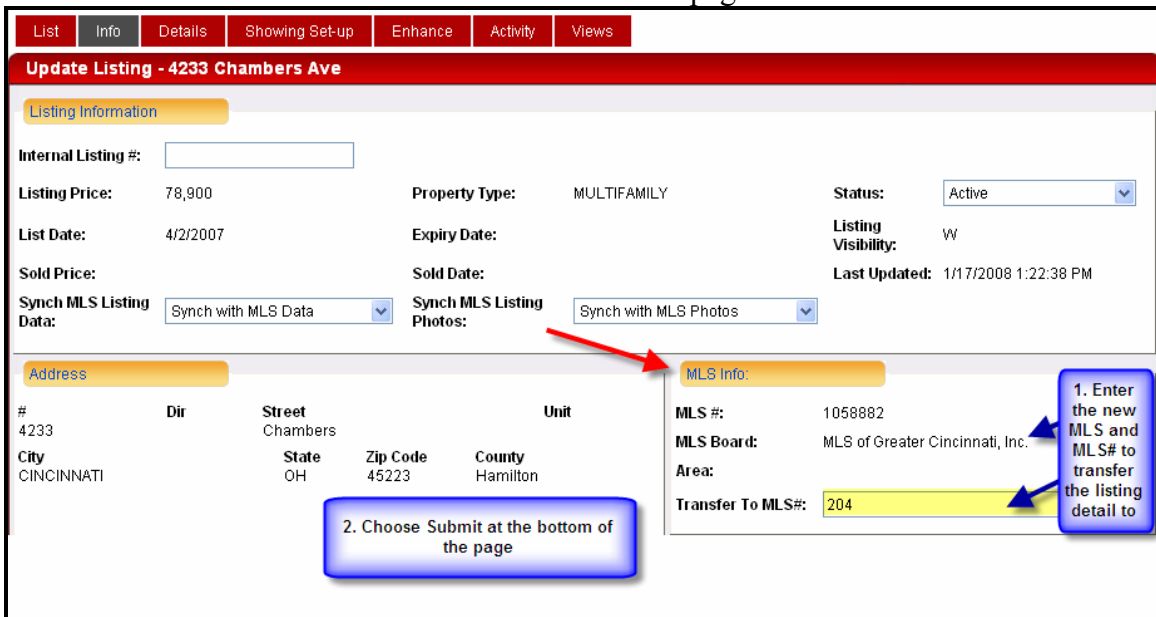


1. Select My Listings → Listings

Featured	MLS #	Internal #	MLS Source	Number	Name	Unit	City	Price	List Agent	Status	Show Inst.
<input checked="" type="checkbox"/>	1028049	Listing 10	CincyMLS	601	East Main St		LEBANON	\$525,000	N/A	Active	Yes
<input checked="" type="checkbox"/>	1033918	Listing 11	CincyMLS	731	Riddle Rd			\$99,000	N/A	Active	Yes
<input checked="" type="checkbox"/>	1042339		CincyMLS	3397	Old Red Bank Rd			\$499,000	N/A	Active	Yes
<input checked="" type="checkbox"/>	1058882		CincyMLS	4233	Chambers Ave		CINCINNATI	\$78,900	N/A	Active	Yes
<input checked="" type="checkbox"/>	1060028		CincyMLS	1401	Beech Ave		CINCINNATI	\$99,900	N/A	Active	Yes

2. Double Click on the Listing to be copied

3. In the MLS Info section of the Info Screen, enter the new MLS number of the listing in the Transfer to MLS# field.
4. Hit Enter or click Submit at the bottom of the page.



Update Listing - 4233 Chambers Ave

Listing Information

Internal Listing #:

List Price: 78,900 Property Type: MULTIFAMILY Status: Active

List Date: 4/2/2007 Expiry Date: Listing Visibility: W

Sold Price: Sold Date: Last Updated: 1/17/2008 1:22:38 PM

Synch MLS Listing Data: Synch MLS Listing Photos:

Address

#	Dir	Street	Unit
4233		Chambers	
City	State	Zip Code	County
CINCINNATI	OH	45223	Hamilton

MLS Info:

MLS #: 1058882

MLS Board: MLS of Greater Cincinnati, Inc.

Area:

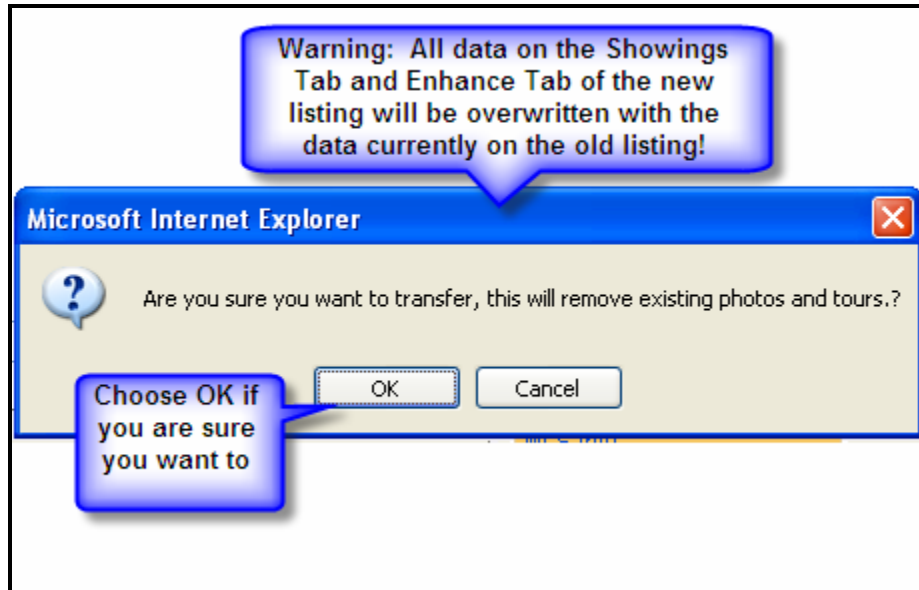
Transfer To MLS#:

1. Enter the new MLS and MLS# to transfer the listing detail to

2. Choose Submit at the bottom of the page

Transferring Listing Details To a New MLS#

5. **Important!** This action will overwrite anything currently on the Showing or Enhance tabs of the new MLS listing!



6. This action can be performed only when the listing agent on both the old and new listing is the same. The following warning will appear if the agents differ on the listings.

