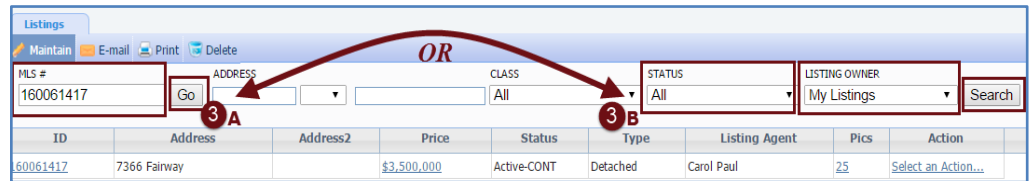


## How to Copy Clone a Listing and Save it as a Partial or Active Listing

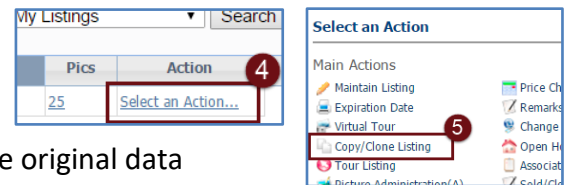
1. From the home page select the **Listings** icon
2. Maintain - **Listings**
3. **A:** Either enter the **MLS#** and select **GO**

**OR**

3. **B:** Choose your **Status**, change the Listing Owner to **My Listings**, select **Search**

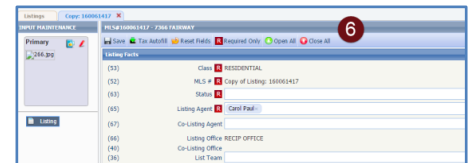


4. From the Action column, click **Select an Action**
5. Then select **Copy/Clone Listing**



Paragon will generate a new Listing Input screen with **most** of the original data included. *Note: A new listing# has **NOT** been generated yet.*

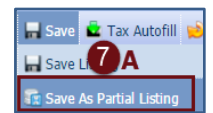
6. Fill in ALL the required fields and valuable property information.



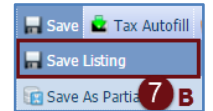
~~~~ At this point you can **Save As a Partial Listing** (steps 7A & 9) or **Save Listing** as Active (steps 7B-8) ~~~~

7. **A:** Save As Partial Listing: select **Save**, and click **Save As Partial Listing**.

Paragon will generate a Partial Listing #, and copy only the primary photo. Your Listing is now saved. When you're ready to activate this Listing, follow step 9.

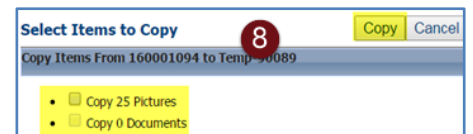


7. **B:** Save Listing as Active: select **Save**, and click **Save Listing**, and continue with step 8.



8. Check **Copy Pictures** and/or **Documents**, and then select **Copy**.

Paragon will transfer all photos and documents; and your Listing is now Active. *Note: it may appear that only the primary photo is being transferred, but the system will transfer all photos to the new Listing, once the Listing is Saved.*



9. For Partial Listings: Once your current Listing expires, activate the Partial Listing by selecting:

