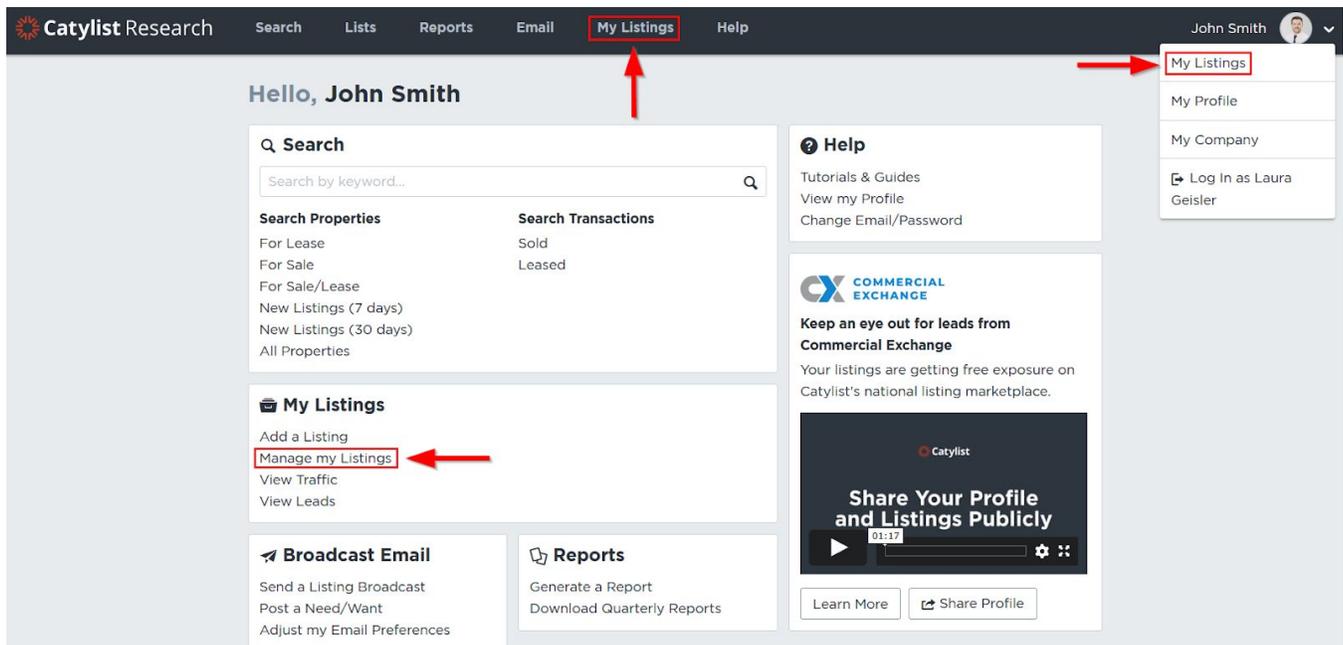


Duplicating a Listing

Log in to Catylist Research and navigate to the My Listings page one of the following ways:

- Click “Manage my Listings” on your dashboard
- Click your name in the top right-hand corner of the page, then click “My Listings”
- Click “My Listings” at the top of the page:



The screenshot shows the Catylist Research dashboard. The navigation bar at the top includes 'Search', 'Lists', 'Reports', 'Email', 'My Listings', and 'Help'. The 'My Listings' link is highlighted with a red box and an arrow pointing to it. In the top right corner, the user's name 'John Smith' is displayed with a dropdown menu containing 'My Listings', 'My Profile', 'My Company', 'Log In as Laura', and 'Geisler'. The 'My Listings' link in the dropdown is also highlighted with a red box and an arrow. On the main dashboard, the 'My Listings' section is visible, with 'Manage my Listings' highlighted by a red box and an arrow.

Next, click to show the spaces you have listed under this address:



The screenshot shows a listing card for 'Camelback Esplanade I' at '2425 E Camelback Rd, Phoenix, AZ'. The listing is categorized as 'Office' with a 'General' status and 'Existing Bldg status'. It features '43,100 SF Total Available', '567,481 SF Building', and '2.00 Acres Land'. A red arrow points to a 'Show 2 Spaces' button in the top right corner of the card.

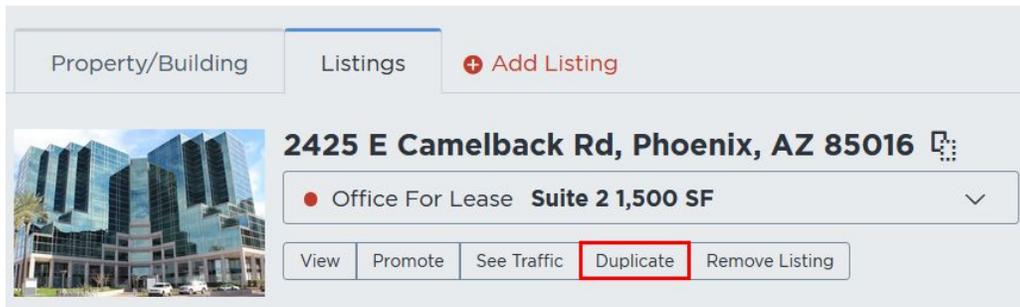
Then, click “Edit” by the listing you’d like to update:



The screenshot shows the same listing card for 'Camelback Esplanade I'. Below the card, a table displays two spaces. The first space is 'Floor 1, Suite 103, 1,300 SF' for 'Office For Lease' at '\$13.00 Annual/SF'. The second space is 'Floor 2, Suite 2500, 5,000 SF' for 'Office For Lease' at '\$8.75 Annual/SF'. Both spaces are listed by 'John Smith'. A red arrow points to the 'Edit' button in the top right corner of the first space's row.

Space	Address	Status	Price	Agent	Actions
Active	Floor 1, Suite 103 1,300 SF	Office For Lease John Smith	\$13.00 Annual/SF	John Smith	Edit View Promote See Traffic
Active	Floor 2, Suite 2500 5,000 SF	Office For Lease John Smith	\$8.75 Annual/SF	John Smith	Edit View Promote See Traffic

On the edit listing screen, click “Duplicate” near the top of the page:



Duplicate this Listing?

This will create a new and separate listing, complete with all the information, photos, and attachments from this listing. On the next page, carefully review the details and make any necessary changes to the new listing.



On the next prompt, confirm you’d like to duplicate the listing. Then, make any changes and click “Save” on the left hand side of the page. Make your listing available to “Everyone” if you’d like it to be visible publicly once it’s approved by Researchers.

Duplicate