

Action Alert Tutorial

The Action Alerts feature allows users to view listings to become inactive, listings recently marked inactive, listings expiring in the next 30 days and expired listings from the past 30 days. When a user enters a listing, they must enter the listing expiration date. Within 30 days of the listing expiration date, the user will receive an email and the Action Alerts window will notify the user on the home page of CCIMREDEX.

The step-by-step instructions below take you through the process of using the various functions within Action Alerts.

Step 1: Click 'Listings expiring in the next 30 days' located in the upper right corner of the CCIMREDEX home screen.

Note: The user will receive an Action Alert email notification within 30 days of a listing that will expire and a record/listing expiring in 30 days.



The 'Action Alerts' workflow will open at the top of the screen.

Alert

Step 1

Select function:

Listings to be expired ▾

1. Select alert type from drop down list.
2. Highlight listings to preview.
3. Select listing(s), modify the expiration date, and click update to complete the process.

Transaction Type	Price	Listing Status	Publish Status	Last Updated
<input type="checkbox"/> For sale	100000000	Active	Published	03/21/2011

Expired Date: 05/12/2011

Select All Unselect All Remove Selected Update

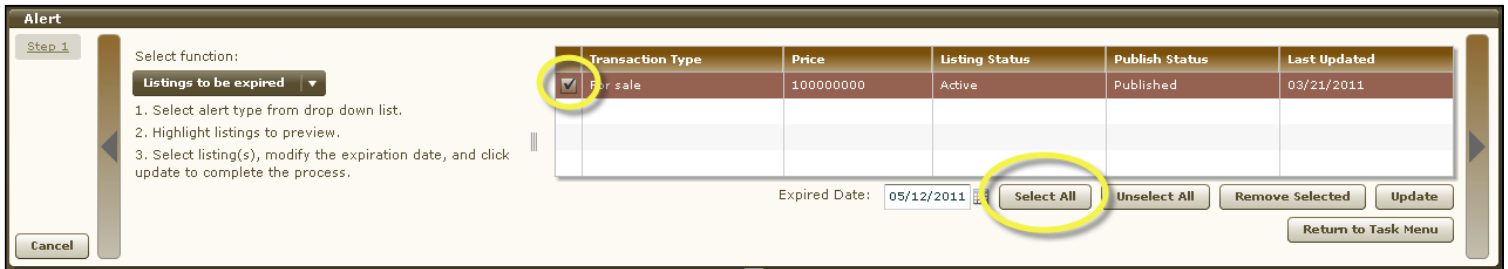
Return to Task Menu

Cancel

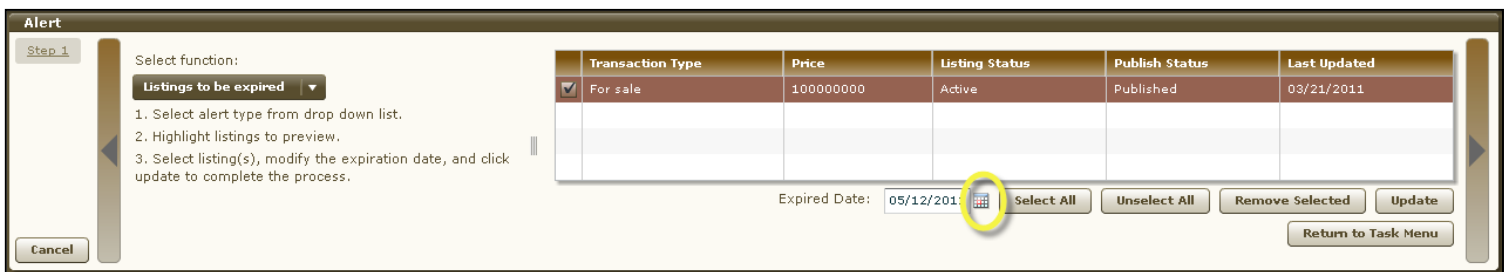
The user can select an alert type from drop down list.



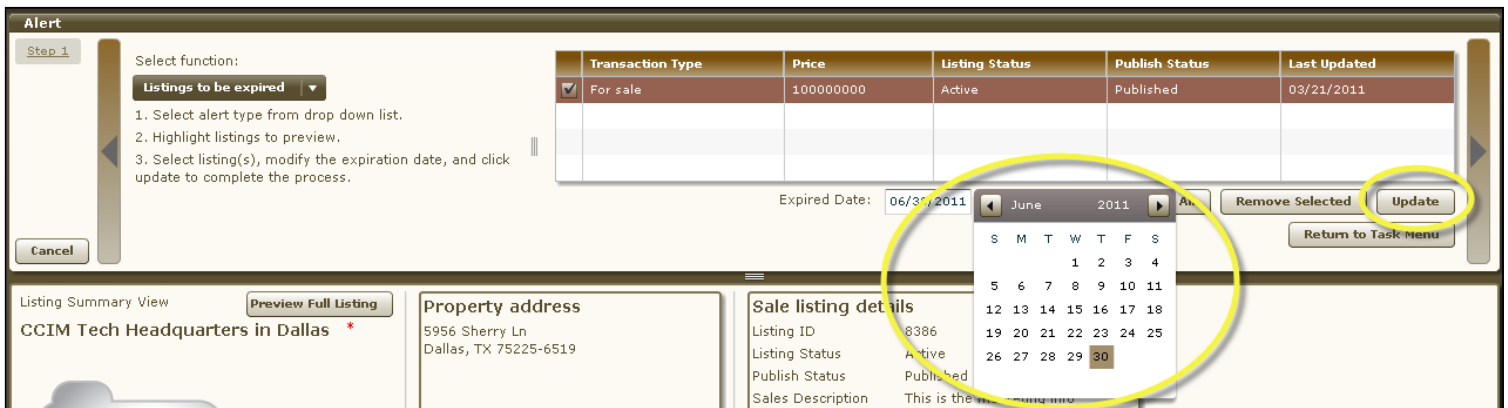
Select listing(s) to update expiration date. To select all listings, click the 'Select All' button.



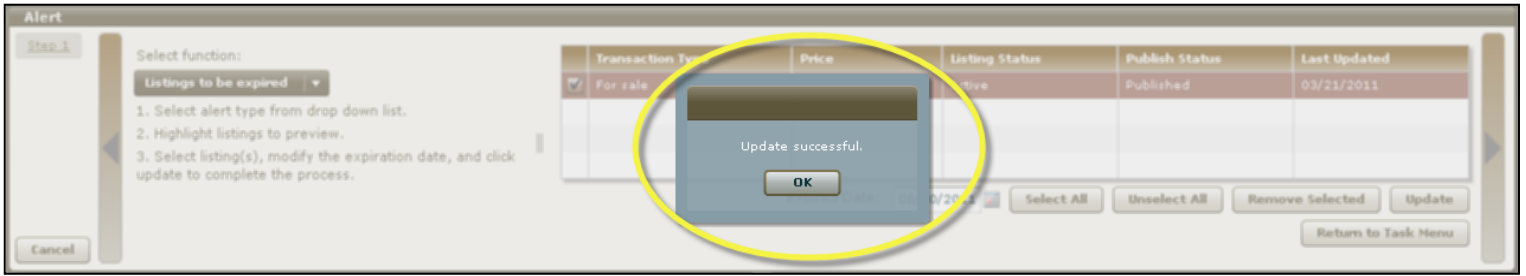
Click the calendar icon to modify the expiration date for the listing(s) selected).



Once the expiration date has been modified, click the 'Update' button to complete the process.



The user will be notified of the successful update.



The user will be notified that there are no more alert items, and should click the 'OK' button to return to the CCIMREDEX home screen.

