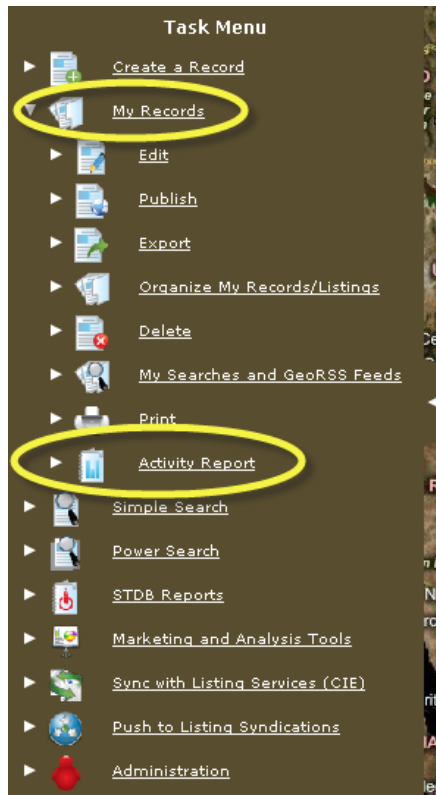


Activity Report Tutorial

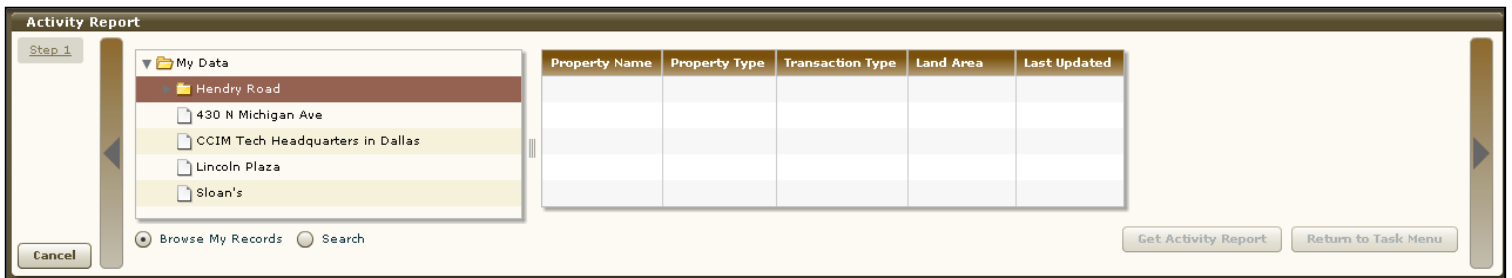
The Activity Report feature allows users to obtain a pre-formatted activity report pertaining to a record/listing. The Activity Report will show the number of members that searched/viewed the property during the last 7-day and 30-day periods, the member's contact information and more. The Activity Report will be delivered in Excel (.xls) format.

The step-by-step instructions below take you through the process of generating an activity report.

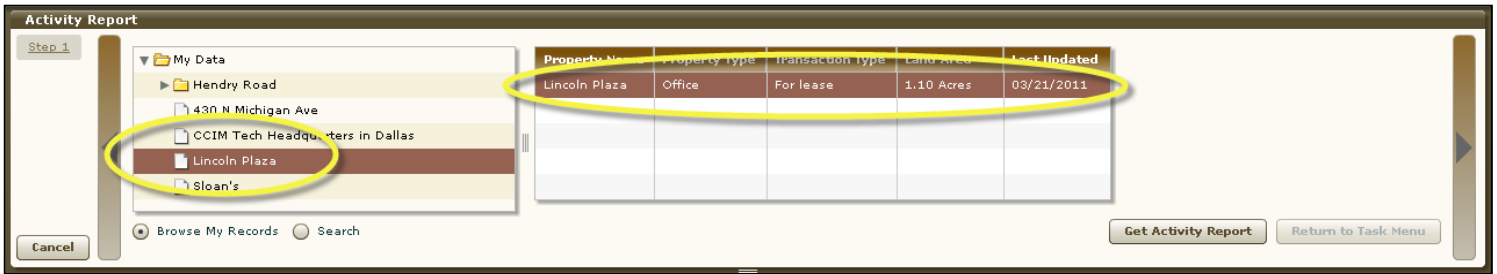
Step 1: Click 'My Records' located on the Task Menu. Select 'Activity Report'.



The 'Activity Report' workflow will open at the top of the screen.



Select a record in the table on the left to generate an activity report.

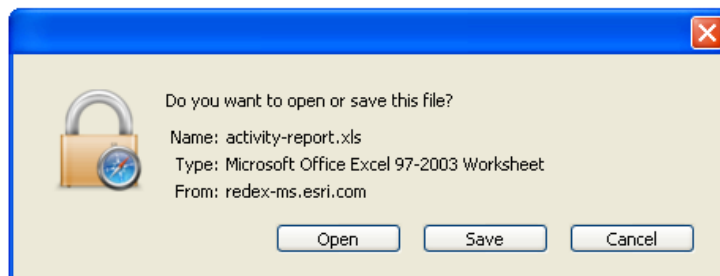


When the desired record has been selected, click the 'Get Activity Report' button.



Note: The user must have pop-up blockers turned off in order to allow the activity report to appear immediately.

The computer will prompt the user to open or save the file. Select 'OK' to open the activity report.



CCIMREDEX Activity Report

Property Name	Lincoln Plaza
Property Address	500 N Akard St, Dallas, TX 75201-3302
Property Type	Office
Transactional Type	FORLEASE
Transactional Status	Active Exclusive
Record Creation Date	3/21/2011 10:09:12 AM
Last Update Date	3/21/2011 10:18:11 AM

# Members who search matched the property during last 7-day period	1
# Members who search matched the property during last 30-day period	2
# Members who search matched the property viewed property to date	2
# Members who viewed the property during last 7-day period	0
# Members who viewed the property during last 30-day period	1
# Members who viewed property to date	1

Members Who Have Viewed the Property

Name	Date	Company	Email Address	Phone Number	# of Times Viewed
Ashley Sloan	3/21/2011 12:00:00 AM		ashley@stdbonline.com	(469) 232-2606	42
Ashley Sloan	3/23/2011 12:00:00 AM		ashley@stdbonline.com	(469) 232-2606	15
Ashley Sloan	4/3/2011 12:00:00 AM		ashley@stdbonline.com	(469) 232-2606	19

When the user has created activity reports for the desired records/listings, the user may now click the 'Return to Task Menu' button to be taken back to the CCIMREDEX home screen.

The screenshot shows the 'Activity Report' window. On the left, a sidebar titled 'My Data' contains a tree view with the following items: 'Hendry Road', '430 N Michigan Ave', 'CCIM Tech Headquarters in Dallas', 'Lincoln Plaza' (selected), and 'Sloan's'. Below the sidebar are radio buttons for 'Browse My Records' (selected) and 'Search', along with a 'Cancel' button. The main content area features a table with the following data:

Property Name	Property Type	Transaction Type	Land Area	Last Updated
Lincoln Plaza	Office	For lease	1.10 Acres	03/21/2011

At the bottom right of the window, there are two buttons: 'Get Activity Report' and 'Return to Task Menu'. The 'Return to Task Menu' button is highlighted with a yellow circle.