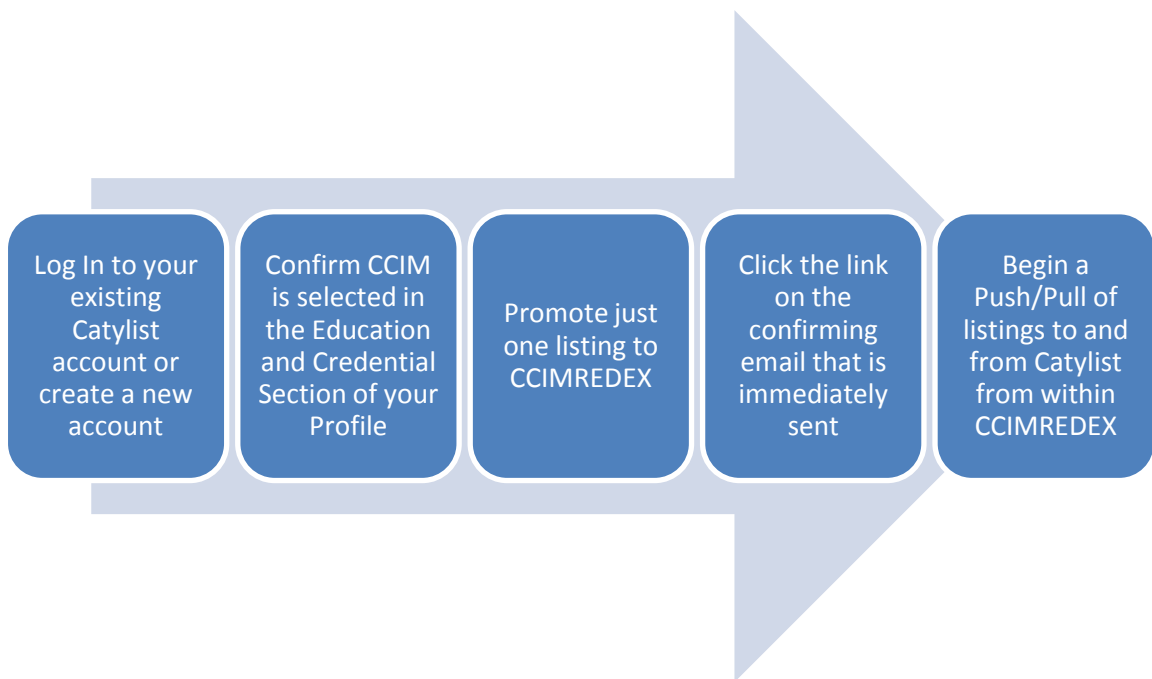




Connecting to Catylist – Overview

***NOTE:** This process is only required for the initial pull/push.



Please carefully follow the detailed instructions on completing the “one time” process that is required to permit the synchronization of listings between CCIMREDEX and Catylist.



Connecting to Catylist – Detailed Instructions

***NOTE: This process is only required for the initial pull/push.**

Completing the user integration with Catylist is slightly different from the other Commercial Information Exchanges (CIEs) CCIMREDEX users have encountered. **Please follow the below steps to complete the user integration process for the newly added CCIMREDEX/Catylist integration.** Once the steps are complete, users will then be able to push and pull listing information between both platforms for existing or future listings. For information as to how you can leverage all of the features contained with CCIMREDEX, please go to the [CCIMREDEX Learning Center](#). For immediate questions, access to the Live Chat, or to submit a Ticket to our support staff, go to the [CCIMTECH Support Center](#).

1. [Log in](#) to your Catylist CIE. If you are a **new** user of Catylist, you must also do the following:
 - a. [Click](#) to create a new account
 - b. Add **one** Property Listing – this is required in order to finish the process. After inputting one listing and completing the process, you will be able to push any additional listings through CCIMREDEX.

2. Verify that you are known as a CCIM member.
 - a. Click “My Account” in the top navigation bar

Step 2 of these instructions is only necessary if Catylist does not know you are a current CCIM Member. This step may not apply for all CCIM members. To see if you can avoid this step, you may skip to Step 5 and if you are able to complete step 7, you do not need to do steps 2-4.

The screenshot shows the Commercial IQ website interface. The top navigation bar includes links for 'Home', 'Search', 'Market', 'My Listings', and 'My Account', with 'My Account' circled in yellow. The main content area features a 'Market Monitor' section with a welcome message for Joel Kahn. Below this, there are several informational boxes: one stating the user is an Owner/Investor in NH, another indicating limited access as a Basic Member and suggesting an account upgrade, and a section for 'ACTIVITY TODAY' with a 'Refreshed Hourly' button. On the right side, a vertical list of user actions is displayed, including 'My 1 Completed Transaction', 'Add a Property Listing', 'Look up Address', 'Post a "Want/Need"', 'View Market Statistics UPDATED!', and 'View Demographics'.



b. Click "Edit Profile" on the right-hand side

Commercial IQ
Powered by CATYLIST

Add a Property Listing | News | Blog | Help | Log Out, Joel

Home Search Market My Listings My Account

Professional Profile

Welcome, Joel Kahn

Joel Kahn

Role	Owner/Investor
License	R
Phone	603-472-3808
Fax	603-816-9620
Mobile	603-661-0042
Email	jkahn@equity-alliance.com

EQUITY ALLIANCE
Real Estate Consulting & Brokerage

- Edit Profile**
- Add a Property Listing
- Manage Property Listings
- Manage Completed Transactions
- Edit Email Preferences
- Edit Username/Password
- Edit Market Area
- Verify Office Location
- Manage Subscriptions
- Setup AgentLink Personal Website **NEW!**

3. Select "Credentials & Education" section on the right-hand side.

Back to: [View/Edit Profile](#)

Joel Kahn

Credentials & Education

Experience

Working in Commercial Real Estate Since:

Credentials

Primary License ID: <input type="text" value="R"/>
Primary License State: <input type="text"/>
Secondary License ID: <input type="text"/>
Secondary License State: <input type="text"/>
Tertiary License ID: <input type="text"/>
Tertiary License State: <input type="text"/>

- Contact Information
- Credentials & Education**
- Specializations
- References
- Useful Links
- Personal Photo
- Company Logo
- Attachments

Save & Exit



4. Select "CCIM" in either the "Designations & Certifications" or "Professional Organizations" section, or enter your CCIM Member number where specified.

Back to: [View/Edit Profile](#)

Joel Kahn

Credentials & Education

Experience

Working in Commercial Real Estate Since:

Credentials

Primary License ID:

Primary License State:

Secondary License ID:

Secondary License State:

Tertiary License ID:

Tertiary License State:

CCIM Member Number:

NAR NRDS ID:

Designations & Certifications:

Professional Organizations:

Professional Licenses:

Highest Education Level:

[Contact Information](#)
[Credentials & Education](#)
[Specializations](#)
[References](#)
[Useful Links](#)
[Personal Photo](#)
[Company Logo](#)
[Attachments](#)

Save & Exit

5. Pull up your property listings by clicking on "My Listings" in the top navigation bar.

Commercial IQ
Powered by CATYLIST

Add a Property Listing | News | Blog | Help | Log Out, Joel

Home Search Markets **My Listings** My Account

Market Monitor

Welcome, Joel Kahn!

You have 1 **Listing that Needs Attention** [Fix This.](#)

You're missing out! As a Basic Member, you have limited access to search and market property listings. **Upgrade your Account** and take full advantage of Commercial IQ!

ACTIVITY TODAY Refreshed Hourly

My Saved Searches, Catalogs

- My 2 Existing Listings
- My 1 Completed Transaction
- Add a Property Listing
- Look up Address
- Post a "Want/Need"
- View Market Statistics **UPDATED!**



6. Select an “active” property listing, and then click the “Promote” link to view the list of online distribution options.

The screenshot shows the Commercial IQ interface. At the top, there's a navigation bar with 'Home', 'Search', 'Market', 'My Listings', and 'My Account'. Below this is a 'Current Listings' section with a sub-tab for 'Archived Listings & Completed Transactions'. A yellow banner offers to display listings on a website for \$30/month. A red action bar contains 'Add a New Listing', 'Create Report', 'Email', 'Export', 'Update All Listings', and 'Spreadsheet View'. A table lists listings with columns for 'Select All', 'Sort By', 'ID#', 'Property Name', 'Type', 'S/L', 'Location', 'Contact', 'Status', and 'Expires'. One listing is highlighted: '5956 Sherry Ln', 'CCIMTECH Headquarters', 'Office - Dallas, Texas', 'For Sale', 'Joel Kahn'. To its right, there are links for 'Edit Listing', 'Promote Listing' (circled in yellow), and 'Track Listing'. An 'Active' status box shows 'Expires: 04/29/2011' and 'Listing # 8516516'.

7. Under CCIMREDEX, click “Enable”, then enter your CCIMREDEX username and click “Register”.

The screenshot shows the 'Promote Property Listing' page for 'CCIMTECH Headquarters' at '5956 Sherry Ln, Dallas, TX'. The page has a 'Back to: Manage Property Listings' link and 'EDIT', 'PROMOTE', and 'TRACK' buttons. A section titled 'This listing has been pushed to the following websites:' lists several options with 'Enable' buttons: 'Equity Alliance Corp', 'Commercial IQ', 'CCIMREDEX' (circled in yellow), and 'RedNews'. Below this is a form to 'Enter your CCIMREDEX Username:' with the value 'ashley@stdbonline.com' and a 'Register' button (circled in yellow). On the right, there are several promotional options: 'Feature On Commercial IQ', 'Create a Flyer/Brochure', 'Email to Commercial IQ Members', 'Email to 140k Recipients', 'Export to XLS/CSV/XML', and 'Listing Display Widget'.



8. Select preferences as appropriate (send or stop sending this particular listing or all listings). ***Checking “all listings” will allow the current and all future listings to be available for synchronization.***

Once the above steps have been taken within Catylist, **you will receive an email requesting that you confirm acceptance of the integration. Simply click on a link and the process is complete. There is no need to enter your integrator ID in the Managed User Accounts section of CCIMREDEX as this will be done automatically for you.** Once the account is activated, you will be able to begin synchronizing data within 3 hours.

CCIMREDEX serves to increase exposure for your listings through connectivity with various Commercial Information Exchanges. CCIMREDEX continues its commitment to the members of the CCIM Institute and the continued progress of the application. CCIMREDEX makes the best possible efforts to set the standard for data standardization. Please the same between multiple platforms, as supports data exchange, the listing information may appear slightly different when pushed out of CCIMREDEX and to the different CIE platforms.

CCIMREDEX is designed to synchronize data in real-time subject to the protocols established by other CIEs. As a result, there may be some delay in the listing information being posted on the outside platforms.

Should users need assistance with CCIMREDEX or have any questions, they are encouraged to visit www.ccimtechsupport.com. Users may also contact CCIMTECH_Support at 469.232.2315 or redexsupport@ccimtech.com.