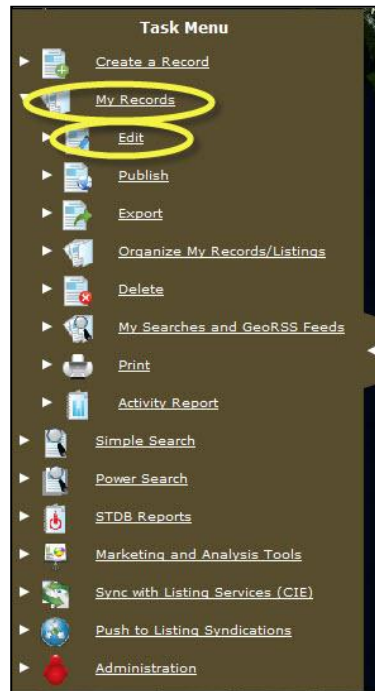


## Edit Address Tutorial

In order to edit the address of a previously created record, the user must use the Edit feature which allows users to edit any previously saved record or listing.

The step-by-step instructions below take you through the process of editing an address for a previously created record.

**Step 1:** Click 'My Records' located on the Task Menu. Select 'Edit'.



The 'Edit' workflow will open at the top of the screen.



Select the record in the table to the left. The record will appear in the table on the right once selected.



When the desired record has been selected, click the arrow on the right of the workflow to continue to the next step.

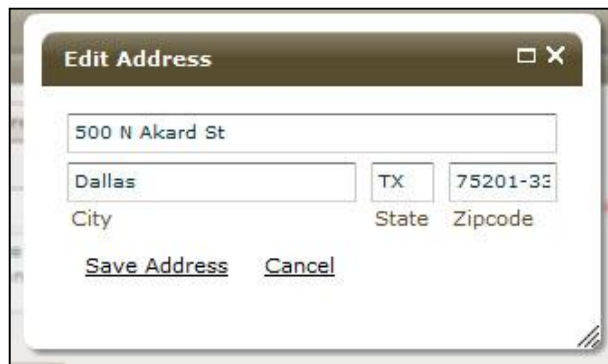


**Step 2:** The user can now edit the address for the selected record by clicking the 'Edit Address' button.



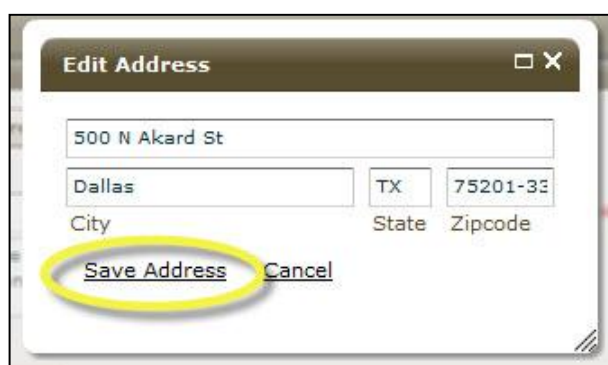
**NOTE:** The 'Edit Address' feature is disabled once a listing has been synced with one of the Listing Services (CIEs) or Listing Syndications. The user may 'Remove Mapping' for the listing using the "Manage mapping of listings with listing service records" workflow, as necessary, if the user would like to edit the record's address.

The user may delete the physical address entirely, or edit the existing address.



**NOTE:** The 'City', 'State', and 'Zip Code' fields must be entered in order to save changes to the address.

Once the desired address information has been edited, click the 'Save Address' button.



Click the 'Save' button to ensure the changes made to the address are saved.

The screenshot shows the 'Enter Property Details' form. On the left, a vertical carousel contains three steps: Step 1, Step 2, and Step 3. The main form area contains the following fields: 'Selected Address' (500 N Akard St, Dallas, TX 75201-3302) with an 'Edit Address' button; 'Property Name' (Lincoln Plaza); 'Property Description' (Lincoln Plaza is a 45-floor class A office tower located in the center of the vibrant); 'Total Property SF' (1,100,000); 'Land Area' (1.10) with an 'Acres' dropdown; 'Primary Contact' (Ashley Sloan, ashley@ccimtech.com, (469) 232-2606); and 'Property Type' (Office). A 'Cancel' button is at the bottom left, and a 'Save' button is at the bottom right, highlighted with a yellow circle. A note at the bottom right states: 'Click Save after entering (editing) the required information above to activate and enter information in the detail buckets below.' A red asterisk indicates required information.

The user can also edit additional property details by selecting a bucket from the carousel below. For Sale/For Lease Listing information can be edited here. If edits are made, click the 'Save' button before proceeding to the next step.



Click the arrow on the right of the workflow to continue to the next step.

This screenshot is identical to the one above, showing the 'Enter Property Details' form. However, a vertical arrow on the right side of the form is highlighted with a yellow circle, indicating the next step in the workflow.

### Step 3: What Do You Want To Do Next?



The user has the option to move to other workflows, carrying the record(s)/listing(s) they just created with them. They now have the opportunity to:

1. **Publish** the record(s) recently edited.



2. **Print** the record(s) recently edited.



3. Run **STDB Reports** on the record(s) recently edited.



4. Sync recently edited record(s) to Listing Service(s) (CIE).



5. Quickly sync recently edited record(s).



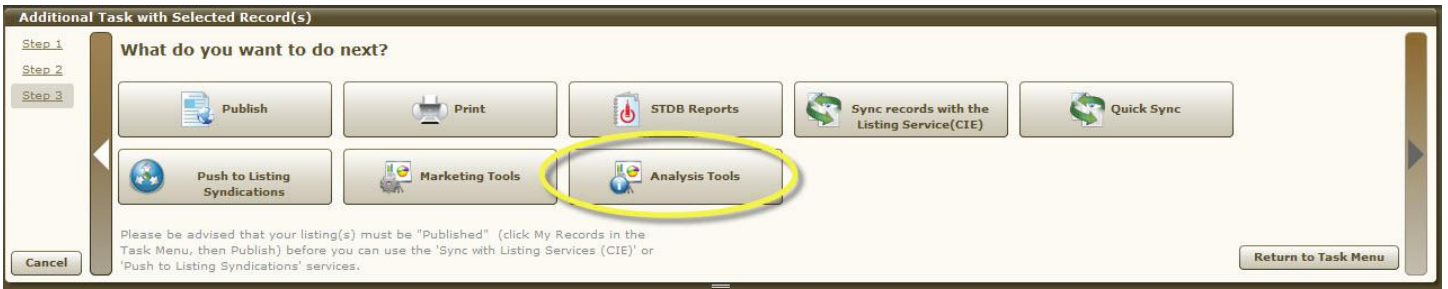
6. Push the recently edited record(s) to Listing Syndications.



7. Use Marketing Tools on the record(s) recently edited.



8. Use **Analysis Tools** on the record(s) recently edited.



If the user does not want to continue to a new workflow with one of the options listed above, they can click the *'Return to Task Menu'* button and be taken back to the CCIMREDEX home screen.

