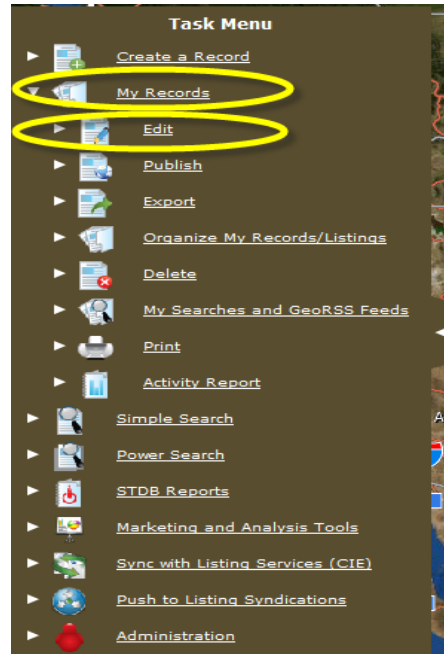


Edit Tutorial

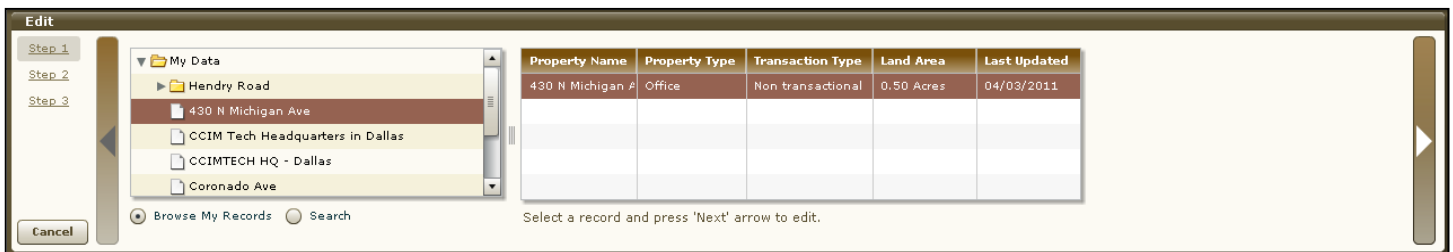
The Edit feature allows users to edit any previously saved record or listing. Users can also edit additional property details located in the carousel buckets.

The step-by-step instructions below take you through the various functions within Edit.

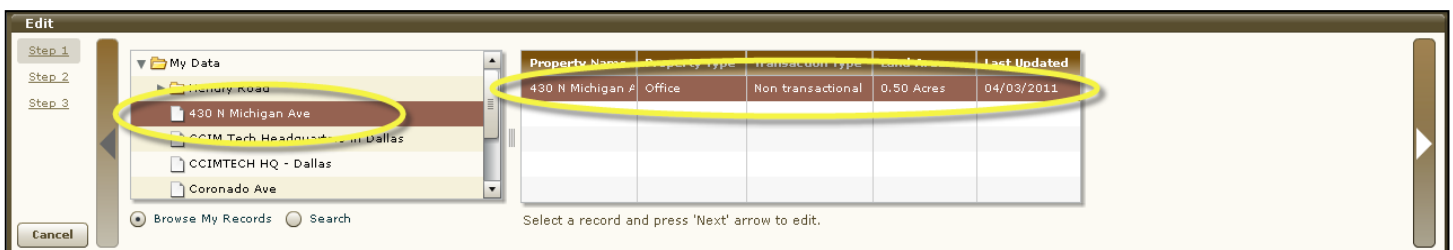
Step 1: Click 'My Records' located on the Task Menu. Select 'Edit'.



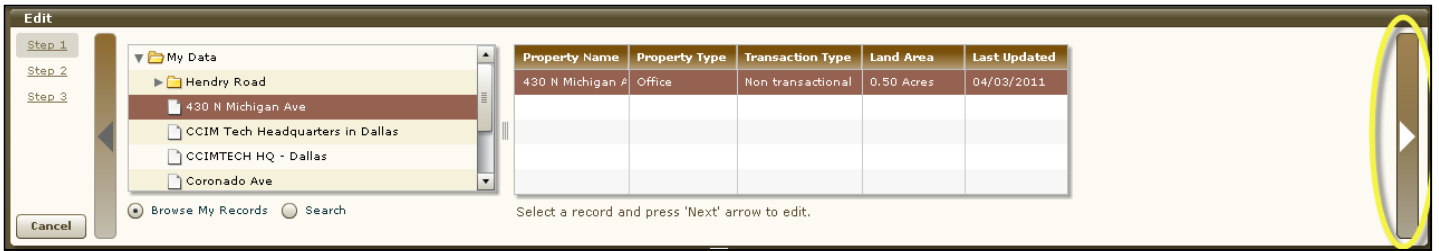
The 'Edit' workflow will open at the top of the screen.



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 desired property information. All required fields within CCIMREDEX are indicated by a red asterisk (*).

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



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.



Once the desired property information has been edited, click the arrow on the right of the workflow to continue to the next step.



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) they recently edited.



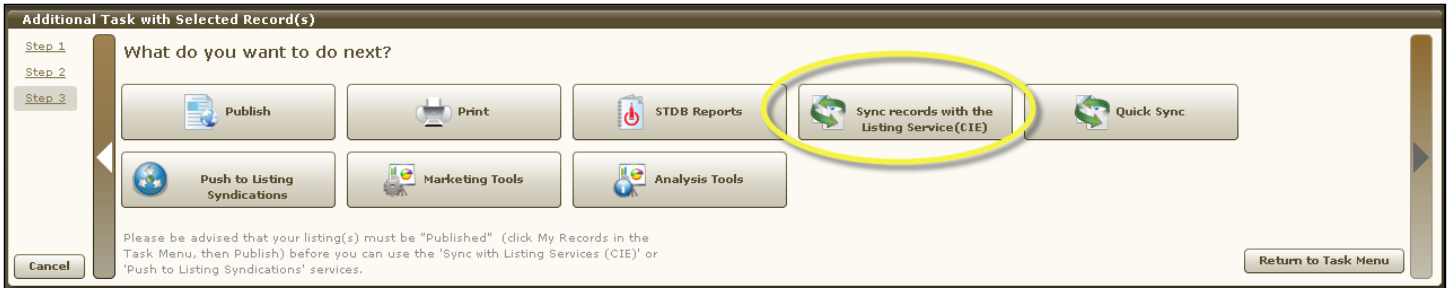
2. **Print** the record(s) recently edited.



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).



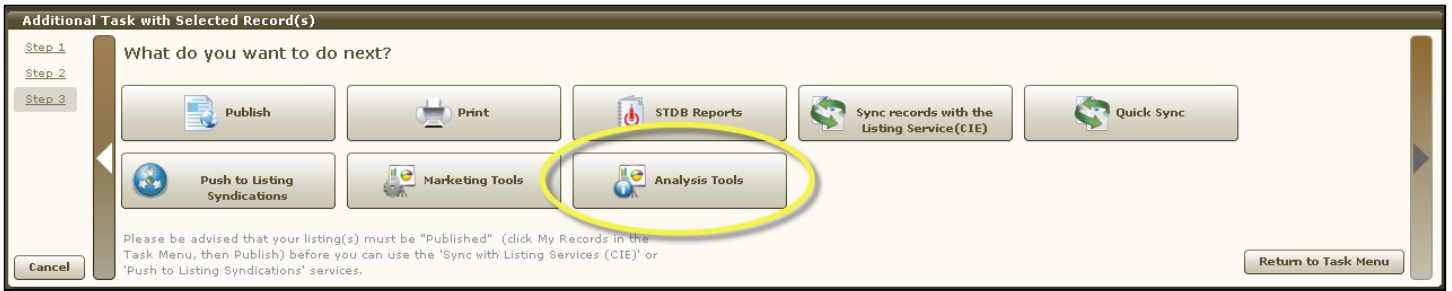
6. Push the recently edited record(s) to Listing Syndications.



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.

