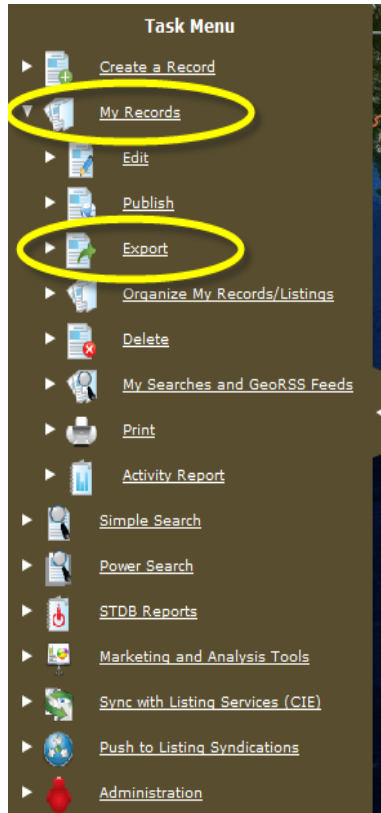


Export Tutorial

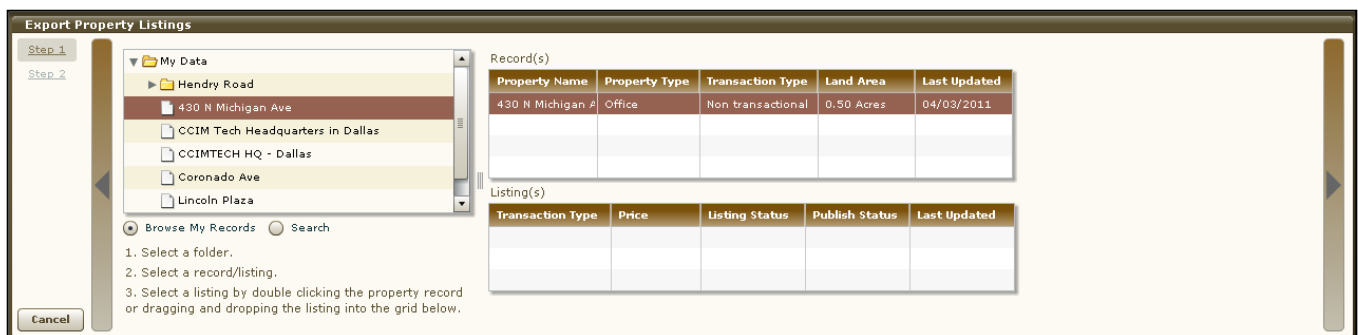
The Export feature allows users to export one or more of your records/listings to Excel (.xls) or XML file formats.

The step-by-step instructions below take you through the process of exporting one or more of your records/listings to .xls or .xml using the various functions within Export.

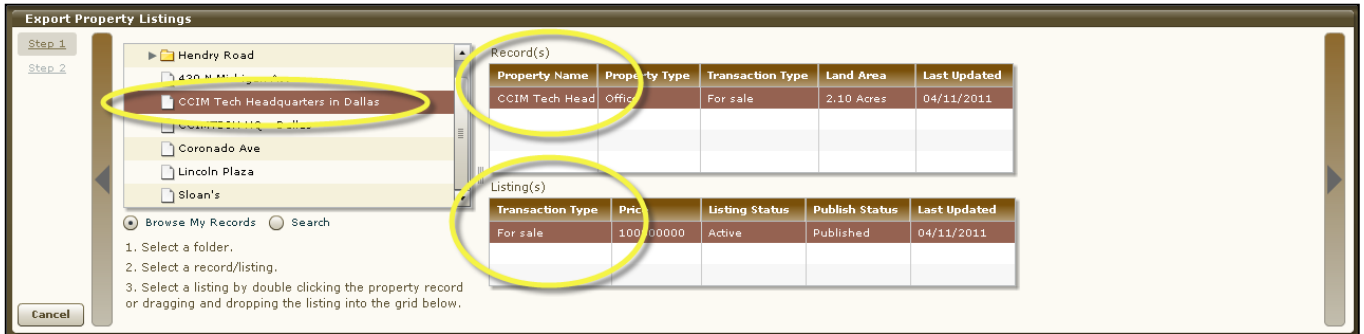
Step 1: Click 'My Records' located on the Task Menu. Select 'Export'.



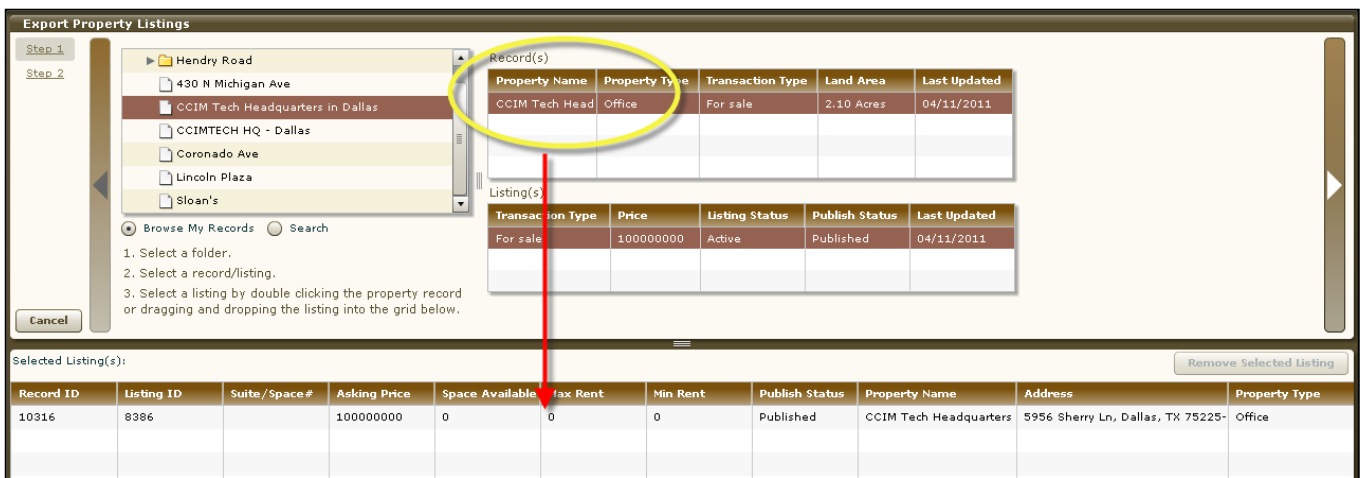
The 'Export' workflow will open at the top of the screen.



Select a record in the table on the left to choose the entire record or listings associated with that record to export. The record will appear in the top table on the right. The associated listings (if applicable) will appear in the bottom table on the right.



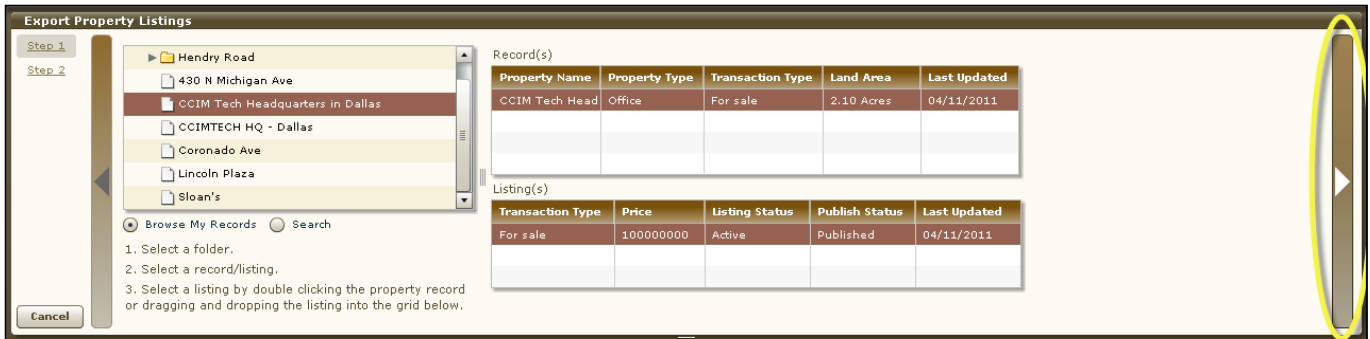
Select a listing by double clicking the property record or dragging and dropping the listing into the grid below.



If the user wants to remove a listing from the grid, simply select the desired listing in the grid and click the 'Remove Selected Listing' button.



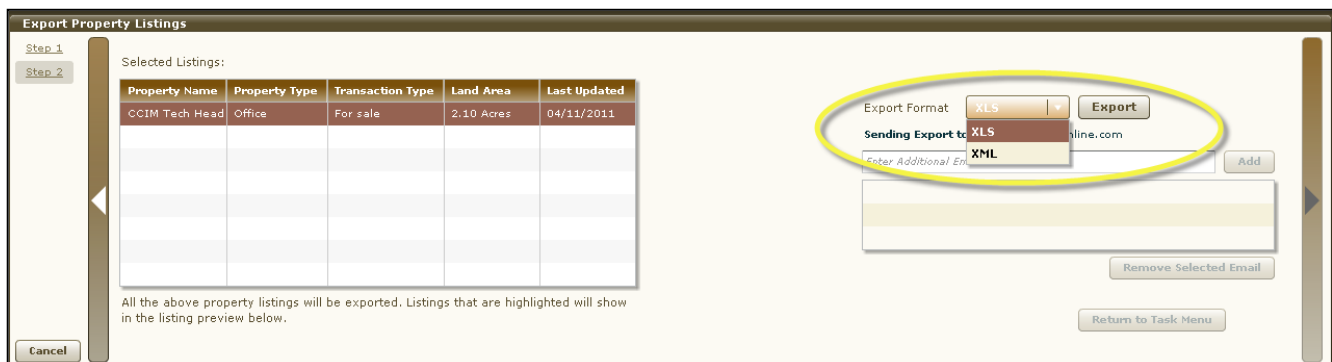
When the desired listings have been selected to export, click the arrow on the right of the workflow to continue to the next step.



Step 2: The listing the user selected in Step 1 is now listed in the table titled 'Selected Listings' on the left.



The user can now select the 'Export Format' (.xls or .xml) from the drop down menu.



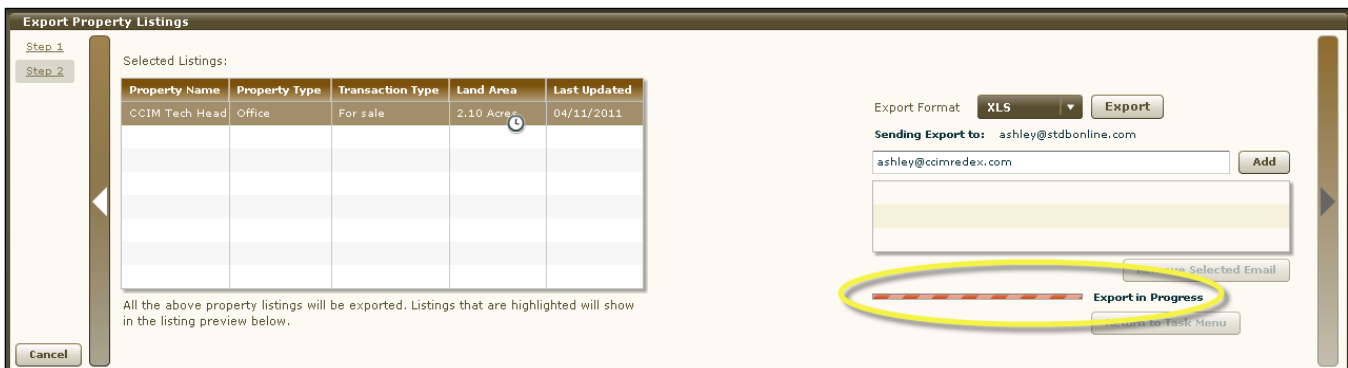
The user can also enter an additional email address(es) to export the file to by first adding the full email address(es), and clicking the 'Add' button.



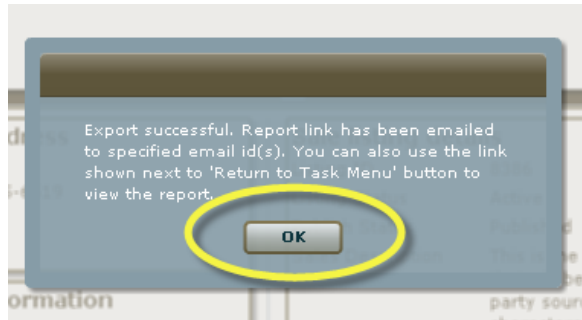
Click the 'Export' button to export the listing(s) to the users email address and any additional email addresses entered.



When the user clicks the 'Export' button the user will see the 'Export in Progress' bar.



A confirmation message will appear on the screen when exporting is successful. Click the 'OK' button to return to the workflow.



When the desired records/listings are exported, the user may now click the hyperlink to view the exported file, or click the 'Return to Task Menu' button and be taken back to the CCIMREDEX home screen.

The screenshot shows the "Export Property Listings" window. On the left, there are "Step 1" and "Step 2" tabs. The main area contains a table of "Selected Listings" with the following data:

Property Name	Property Type	Transaction Type	Land Area	Last Updated
CCIM Tech Head	Office	For sale	2.10 Acres	04/11/2011

Below the table, it says: "All the above property listings will be exported. Listings that are highlighted will show in the listing preview below." On the right side, there is an "Export" button set to "XLS" format, with the email "ashley@stdbonline.com" and "ashley@ccimredex.com" listed. Below this is a "Return to Task Menu" button and a hyperlink "http://redex-ms.esri.com/ci..." both circled in yellow. A "Cancel" button is located at the bottom left.