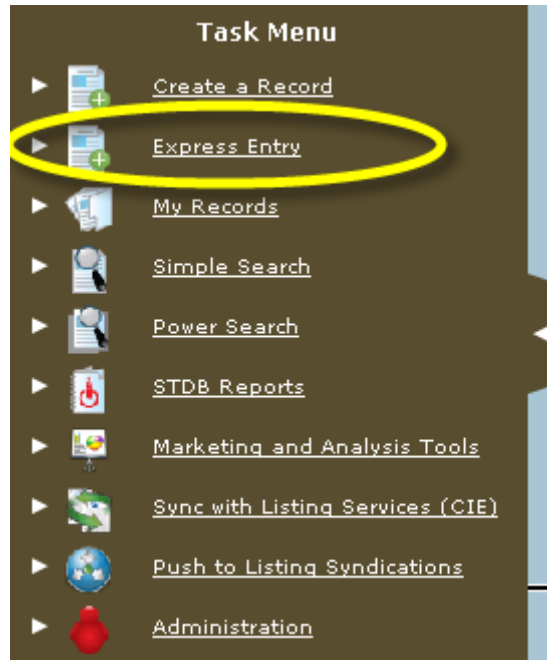


Express Entry Tutorial

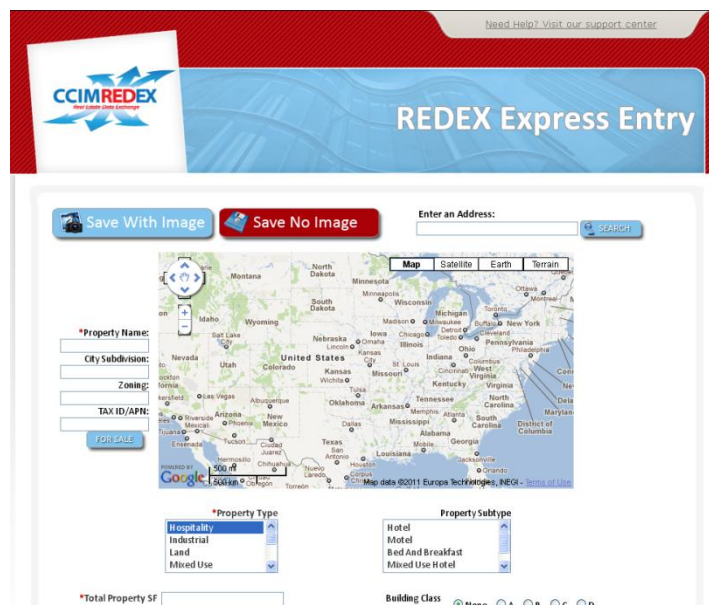
Express Entry is a simple easy alternative to quickly create a new record and listing.

The step-by-step instructions below take you through the process of creating a record/listing within the Express Entry tab.

Step 1: Click 'Express Entry' located on the Task Menu.



The 'Express Entry' workflow will open in a new internet tab or window.

A screenshot of the 'REDEX Express Entry' web form. The form has a red and blue header with the CCIMREDEX logo and the text 'REDEX Express Entry'. Below the header, there are buttons for 'Save With Image' and 'Save No Image', and a search bar labeled 'Enter an Address:'. The main part of the form is a map of the United States with various states labeled. To the left of the map are input fields for 'Property Name', 'City/Subdivision', 'Zoning', and 'TAX ID/APN'. Below the map are dropdown menus for 'Property Type' (with options: Hospitality, Industrial, Land, Mixed Use) and 'Property subtype' (with options: Hotel, Motel, Bed And Breakfast, Mixed Use Hotel). At the bottom, there are input fields for 'Total Property SF' and 'Building Class' (with radio buttons for None, A, B, C, D).

Step 2: Enter an address

Input a specific address with or without a street number or any standard geography to begin creating a record, and then click the 'Search' button.

The following are acceptable address formats:

85260 (i.e. Zip Code)

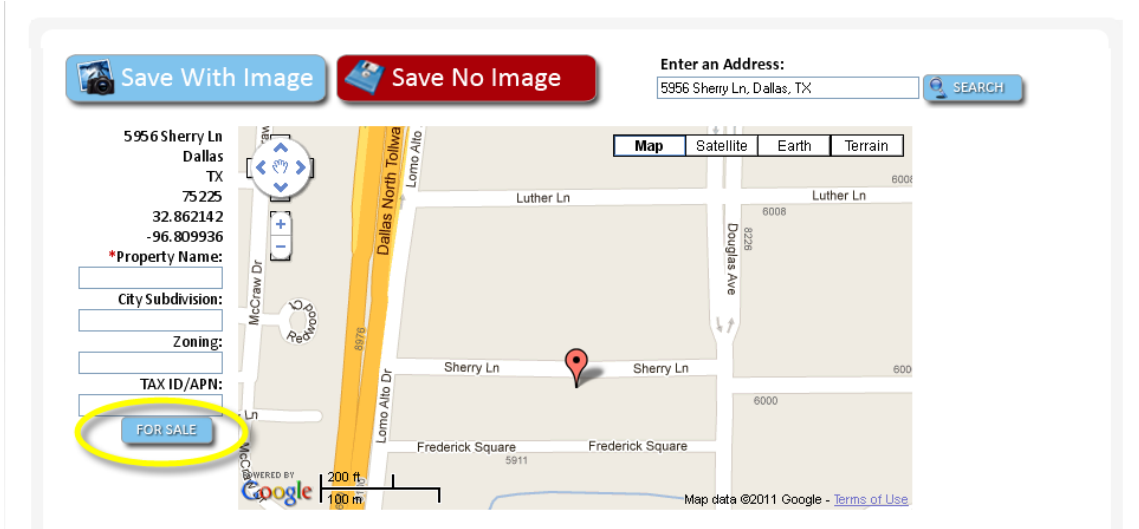
Scottsdale, AZ

380 New York St, Redlands, CA

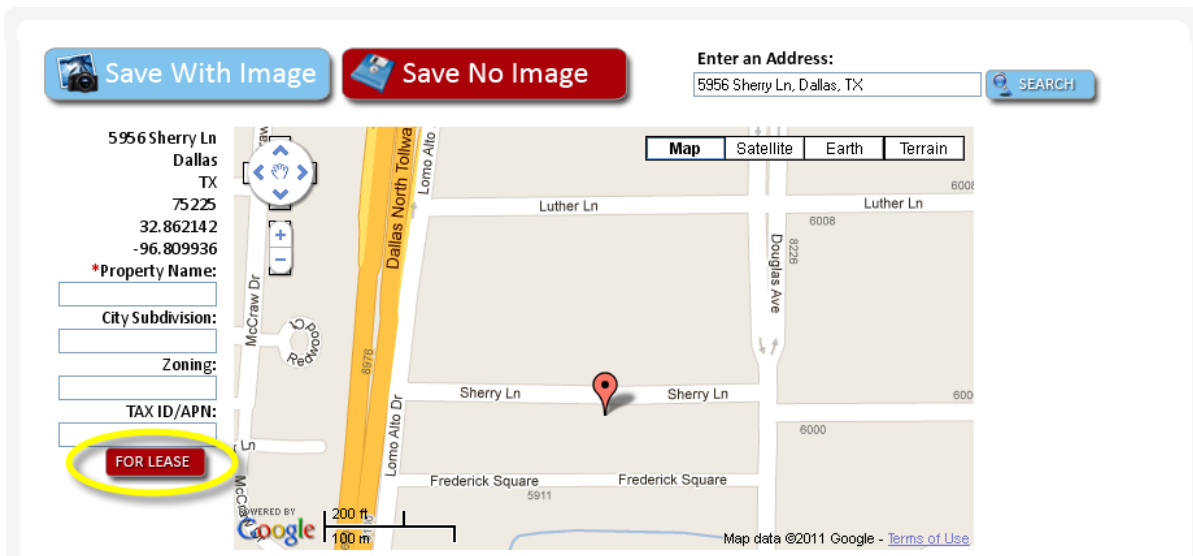


Step 3: Select 'For Sale' or 'For Lease'

Express Entry defaults to a 'For Sale' listing. If the user wishes to create a 'For Sale' listing, proceed to **Step 4**. If the user wishes to create a 'For Lease' listing, simply click the 'For Sale' button to switch to the 'For Lease' listing workflow.



After clicking the 'For Sale' button, the user will notice the change to the 'For Lease' listing workflow. Users may toggle between the 'For Sale' and 'For Lease' workflows by clicking this button.



Note: The procedure to create a 'For Lease' listing follows the same instructions as below. Simply click the 'For Sale' button to switch to a 'For Lease' listing. After clicking the 'For Sale' button, the button will read 'For Lease'.

Step 4: The user must now enter the property details for the record/listing. All required fields within CCIMREDEX are indicated by a red asterisk (*). Property Name, Property Type, Total Property SF, Gross Land Area, Property Description, Asking Price, Listing Status, Expiration Date, and Sales Description are all required fields for a 'For Sale' listing in this step.

The screenshot shows a web interface for creating a listing. At the top, there are buttons for "Save With Image" and "Save No Image", and a search bar containing "5956 Sherry Ln, Dallas, TX". Below the search bar is a Google Map showing the location of 5956 Sherry Ln, Dallas, TX 75225, USA. To the left of the map, the address is listed: "5956 Sherry Ln, Dallas, TX 75225, 32.862142, -96.809936".

The form contains several input fields, many of which are highlighted with a yellow border to indicate they are required:

- *Property Name:** A text input field.
- *Property Type:** A dropdown menu with options: Hospitality, Industrial, Land, Mixed Use.
- *Total Property SF:** A text input field.
- *Gross Land Area:** A text input field with a unit dropdown set to "Acres".
- *Property Description:** A large text area.
- *Asking Price:** A text input field.
- *Listing Status:** A dropdown menu with "Active" selected.
- *Expiration Date:** A date picker set to "For Sale".
- *Sales Description:** A large text area.

Other fields include "City Subdivision", "Zoning", "TAX ID/APN", "FOR SALE" button, "Property Subtype" (Hotel, Motel, Bed And Breakfast, Mixed Use Hotel), "Building Class" (radio buttons for None, A, B, C, D), "Year Built", "LEED Certification" (None), "Occupancy" (%), "vacant sq ft", "Suite Space Number", "Sales Type" (None), and "Sale Term".

The user may add location details by clicking the 'Location Details' bar.

The screenshot shows a software interface with a dark blue header bar containing the text 'Location Details' on the right. Below the header is a light blue panel with a yellow border. Inside this panel, there are five input fields: 'Complex Name', 'Building Number', 'Intersection', 'Location Description', and 'Market Description'. Each field is a white rectangle with a thin border and a small three-dot icon in the bottom right corner. Below the yellow-bordered panel is a dark blue bar with 'Property Details' on the right, and another dark blue bar below that with 'ForSale Details' on the right.

Users may also add property details by clicking the 'Property Details' bar.

The screenshot shows a software interface with a dark blue header bar containing the text 'Location Details' on the right. Below the header is a light blue panel with a yellow border. Inside this panel, there are two columns of input fields. The left column contains: 'Tenant Occupation Basis', 'Anchor 1', 'Anchor2', 'Anchor3', 'Number Of Floors', 'Number Of Rooms', 'Number of Units', 'Number of Parking Spaces', 'Parking Ratio Units', 'Clear Height Minimum', 'Passenger Elevators', and 'Frieght Elevators'. The right column contains: 'Area Overview', 'Addtl Description 1', 'Addtl Description 2', and 'Addtl Description 3'. Each field is a white rectangle with a thin border and a small three-dot icon in the bottom right corner. At the bottom of the yellow-bordered panel, there are two radio button groups: 'Has Rail' with options 'Yes', 'No', and 'Unknown' (where 'Unknown' is selected), and 'Condo Building' with options 'Yes' and 'No' (where 'No' is selected). Below the yellow-bordered panel is a dark blue bar with 'ForSale Details' on the right.

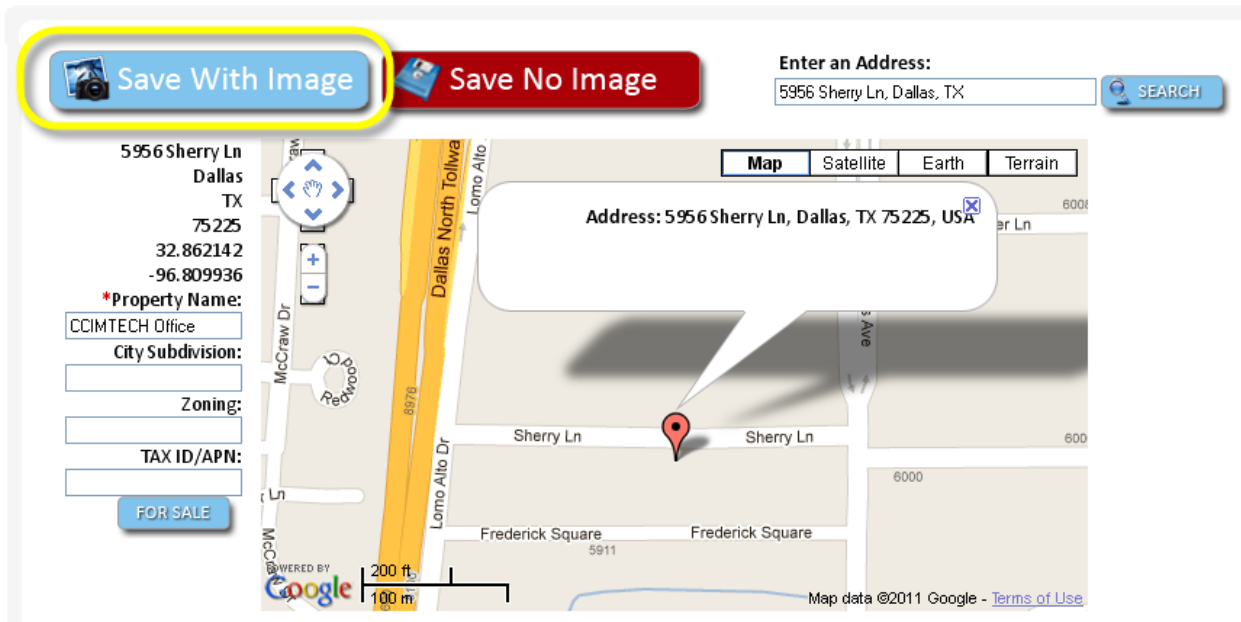
Users may also add For Sale Details by clicking the 'ForSale Details' bar.

Location Details	
Property Details	
For Sale Details	
Current Potential Rental Income	<input type="text"/>
Net Operating Income	<input type="text"/>
Cap Rate	<input type="text"/>
Pro forma Potential Income	<input type="text"/>
Net Operating Income	<input type="text"/>
Pro forma Cap Rate	<input type="text"/>
Pro Forma IRR	<input type="text"/>
NOI Remarks	<input type="text"/>

Step 5

Option 1: Save With Image

Once all for sale required fields and any additional field details have been entered, the user may click the 'Save With Image' button to add an image saved to the users' computer to the record/listing.



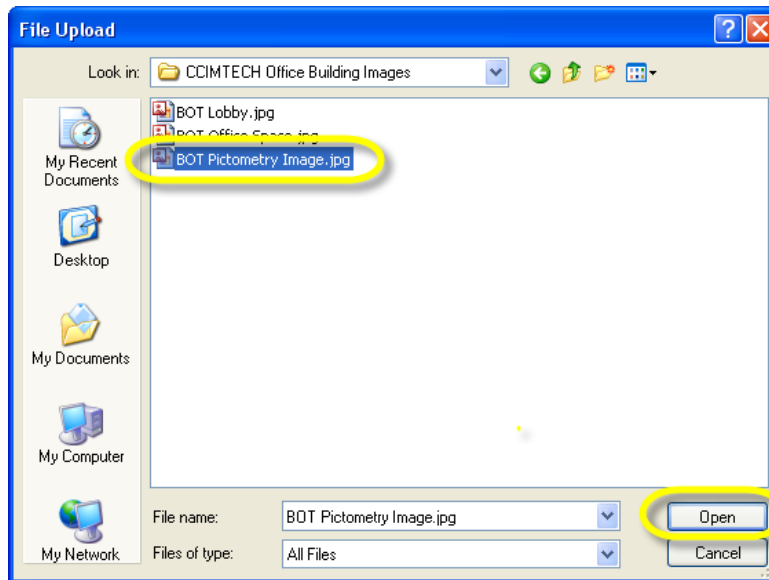
To add an image to the listing, click the 'Browse' button.

Add Image to Your Listing

You may add one an image to your listing by (1) click Choose File and navigate to the image (2) click Add Image. After clicking the Add Image button your image will be inserted and your recrod will be completed.



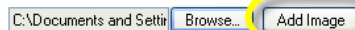
Locate the desired image on your computer and click *'Open'*.



Click *'Add Image'* to save the listing.

Add Image to Your Listing

You may add one an image to your listing by (1) click Choose File and navigate to the image (2) click Add Image. After clicking the Add Image button your image will be inserted and your recrod will be completed.



A notification will appear to let the user know the listing has been successfully created and inserted into the CCIMREDEX system. The user may click 'HERE' to create another listing, or exit the internet window or tab to return to the CCIMREDEX Home Page.

Listing Created

Your listing has been successfully created and inserted into the CCIMREDEX system.

You may click [HERE](#) to create another listing.

If you are finished, please return to the CCIMREDEX Home Page where you may perform one or more of the following tasks:

1. Edit the listing.
2. Add additional images/attachments.
3. Publish the listing for viewing by other CCIM Members.
4. Create flyers, investment packages, flash websites, and more for both prospecting and marketing.
5. Obtain STDB, Walk Score, and Environmental Screening Reports. Complete an investment/lease analysis.
6. Push your listing to one of the many Commercial Information Exchange(s) and Syndications.

Option 2: Save No Image

If the user does not have an image to add to the listing at this time, click the 'Save No Image' button.

The screenshot shows a web interface for saving a listing. At the top, there are two buttons: "Save With Image" (blue) and "Save No Image" (red), with the latter highlighted by a yellow circle. To the right is a search bar with the address "5956 Sherry Ln, Dallas, TX" and a "SEARCH" button. Below the buttons is a map showing the location of 5956 Sherry Ln, Dallas, TX, with a red pin and a callout box displaying the address. The map includes street names like "Sherry Ln", "Frederick Square", "Lomo Alto", and "Dallas North Tollway". On the left side, there is a form for property details, including fields for "Property Name" (CCIMTECH Office), "City Subdivision", "Zoning", and "TAX ID/APN". A "FOR SALE" button is also visible. The map is powered by Google and includes a scale bar (200 ft / 100 m) and a copyright notice for 2011.

A notification will appear to let the user know the listing has been successfully created and inserted into the CCIMREDEX system. The user may click 'HERE' to create another listing, or exit the internet window or tab to return to the CCIMREDEX Home Page.

Listing Created

Your listing has been successfully created and inserted into the CCIMREDEX system.

You may click [HERE](#) to create another listing.

If you are finished, please return to the CCIMREDEX Home Page where you may perform one or more of the following tasks:

1. Edit the listing.
2. Add additional images/attachments.
3. Publish the listing for viewing by other CCIM Members.
4. Create flyers, investment packages, flash websites, and more for both prospecting and marketing.
5. Obtain STDB, Walk Score, and Environmental Screening Reports. Complete an investment/lease analysis.
6. Push your listing to one of the many Commercial Information Exchange(s) and Syndications.