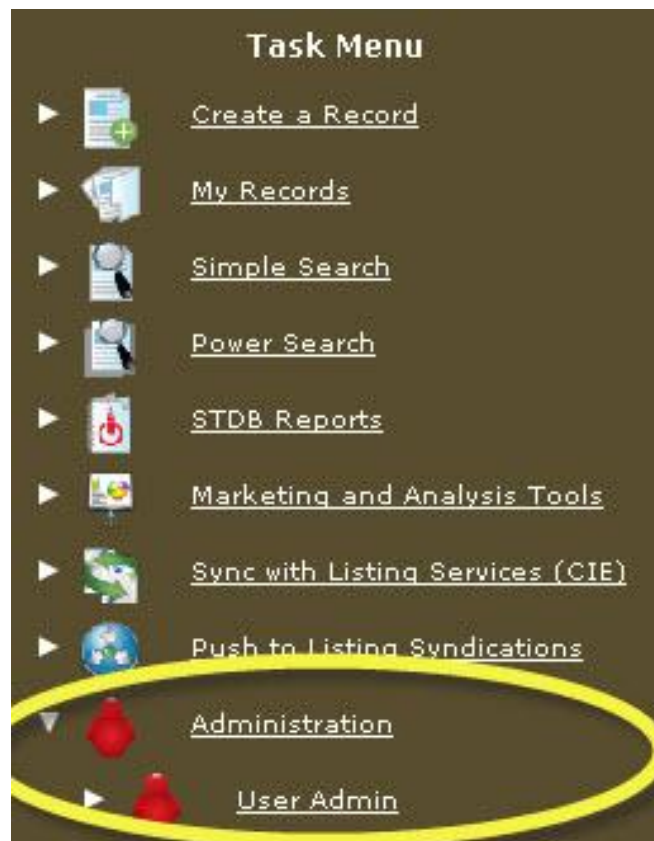


Manage User Accounts Tutorial

The Manage User Accounts function allows users to save login information for third party applications that are integrated with CCIMREDEX, including the marketing and analysis tools as well as third party listing services and CIE's.

***NOTE:** Manage User Accounts DOES NOT register the user for the applications, but the purpose is to "store" or save the username to access the applications. To access and use the applications within CCIMREDEX, the user MUST be registered with the application and the username must be entered and stored in CCIMREDEX. If the user changes the username directly with the application, they MUST return to the Manage User Accounts and store the new username. If the username is not updated or does not exactly match the username registered with the application, the application will not be accessible to the user within CCIMREDEX.


Step 1: Click 'Administration' located at the bottom of the Task Menu. Select 'User Admin'.



Step 1: Click the 'Manage User Accounts' button.

User Administration


Preview Profile
 User Name: 18840 Middle Name: Last Login: Wed Apr 20 2011
 First Name: Ashley Last Name: Sloan Last Updated: Mon Jan 3 2011

Profile Image
 Please select a Profile image file to upload:


* Recommended Profile Image size is 70 width by 80 height. If image is larger it will be scaled down accordingly. Maximum allowed file upload size is 300 KB.

Company Logo/Organization Information
 * Select primary organization from drop down.
 Organization Name: **CCIM**

Please select a Company Logo image file to upload:

Company Logo:


* Recommended Logo Image size is 225 width by 80 height. If image is larger it will be scaled down accordingly. Maximum allowed file upload size is 300 KB.

Contact Information
 Street: * 5956 Sherry Lane Day Phone: * (469) 232-2606
 Address2: Suite 1850 Phone Ext:
 City: * Dallas Cell Phone:
 Email: * ashley@stdbonline.com Web Address:
 Fax: (469) 232-2601 License No:
 State: * TX Zip: * 75225 License State: AK

Company Information
 Name: * CCIMTECH Phone: * (469) 232-2606
 Street: * 5956 Sherry Lane Cell Phone:
 Address2: Suite 1850 Fax:
 City: * Dallas Web Address:
 State: * TX Zip: * 75225 Professional Designation:

The user will now see the Manage User Accounts screen.

Manage User Accounts □ ×

Available Integrators

Application	Description	Category Name	Log In Name
Catylist	National commercial information exchar	Listing Services (CI)	Unsaved
CCIM Member Profile	Post your CCIMREDEX listing on your Pr	Listing Services (CI)	Unsaved
Diamond Data	Your #1 source for commercial real esta	Listing Services (CI)	Unsaved
PropertyLine	Nationwide listing service with unlimited	Listing Services (CI)	Unsaved

Please save your user account for 3rd party vendor.

Disclaimer:

CCIMREDEX has created Application Programming Interfaces (APIs) with third party applications. By providing this service, we are providing data integration from CCIMREDEX to these third party applications.

You are required to provide CCIMREDEX the username for the participating third party applications for your accessing the third party application from CCIMREDEX.

While CCIMREDEX will make a good faith effort to store this information on a secure electronic storage system, CCIMREDEX is not responsible for the security of this information while being stored or transmitted online to third party applications. All of the provisions set forth in the Terms of Service are also applicable to these third party account designation(s).

I Agree

User Name *

Do not have a User Account, Click 'Register' to register an account.

Step 2: Click the name of the vendor you would like to manage the user name for.

Manage User Accounts

Available Integrators

Application	Description	Category Name	Log In Name
Catalyst	National commercial information exchar	Listing Services (CI	Unsaved
CCIM Member Profile	Post your CCIMREDEX listing on your Pro	Listing Services (CI	Unsaved
Diamond Data	Your #1 source for commercial real esta	Listing Services (CI	Unsaved
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I Agree

User Name *

Do not have a User Account, Click 'Register' to register an account.

If you do not currently have an account with the vendor you chose, **the user MUST register with the application directly.** For convenience, CCIMREDEX has provided access to the application via the 'Register' button.

Click the 'Register' button. You will be directed to the vendor's website to register for an account

Manage User Accounts

Available Integrators

Application	Description	Category Name	Log In Name
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CCIM Member Profile	Post your CCIMREDEX listing on your Pro	Listing Services (CI	Unsaved
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I Agree

User Name *

Do not have a User Account, Click 'Register' to register an account.

Step 3: Check the check box to agree to the Disclaimer. Enter the User Name for the vendor account. **Again the purpose is to "store" or save the username to access the applications in CCIMREDEX and does not register you with the application.**

Manage User Accounts

Available Integrators

Application	Description	Category Name	Log In Name
Catylist	National commercial information exchar	Listing Services (CI)	Unsaved
CCIM Member Profile	Post your CCIMREDEX listing on your Prx	Listing Services (CI)	Unsaved
Diamond Data	Your #1 source for commercial real esta	Listing Services (CI)	Unsaved
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I Agree

User Name *

Do not have a User Account, Click 'Register' to register an account.

Step 4: Click the 'Save' or 'Delete' button.

Manage User Accounts

Available Integrators

Application	Description	Category Name	Log In Name
Catylist	National commercial information exchar	Listing Services (CI)	Unsaved
CCIM Member Profile	Post your CCIMREDEX listing on your Prx	Listing Services (CI)	Unsaved
Diamond Data	Your #1 source for commercial real esta	Listing Services (CI)	Unsaved
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Please save your user account for 3rd party vendor.

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I Agree

User Name *

Do not have a User Account, Click 'Register' to register an account.

Step 5: Once the user has entered the username(s) for the desired vendor(s), click the 'Done' button.

Manage User Accounts

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I Agree

User Name *

Do not have a User Account, Click 'Register' to register an account.

The user will now be taken back to the User Admin screen.


Step 6: Once the user is satisfied with the edits that have been made, click the 'Done' button. The user will now be taken back to the CCIMREDEX home screen.

User Administration

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 First Name: Ashley Last Name: Sloan Last Updated: Mon Jan 3 2011

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Please select a Profile image file to upload: 

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