

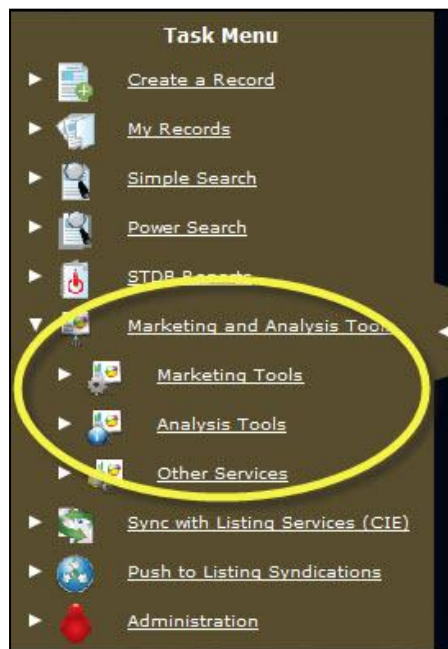
## Marketing and Analysis Tools Tutorial

The Marketing Tools feature allows users to create a brochure, flyer and flash web presentation for a listing and distribute using one of the postal or email services. The Analysis Tools feature allows users to complete a financial or lease analysis of a property and obtain an environmental report. Other tools are also available to users, such as utilizing an online document center/deal room for a record/listing.

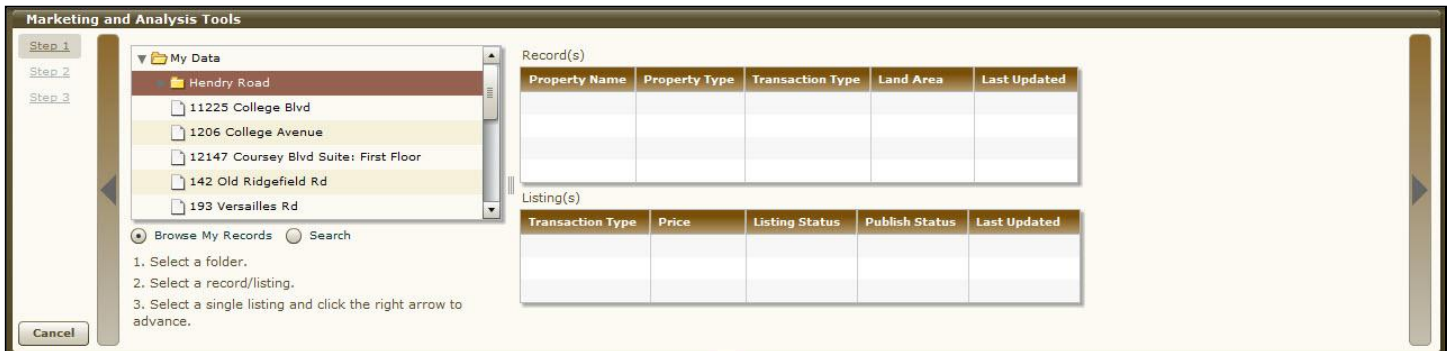
The step-by-step instructions below take you through the process of using the various functions within Marketing and Analysis Tools.

**\*NOTE:** Any Listing can be used with Marketing and Analysis Tools.

**Step 1:** Click 'Marketing and Analysis Tools' located on the Task Menu. Select 'Marketing Tools', 'Analysis Tools' or 'Other Services' to begin. The user can also choose between Marketing Tools, Analysis Tools and Other Services within the workflow.



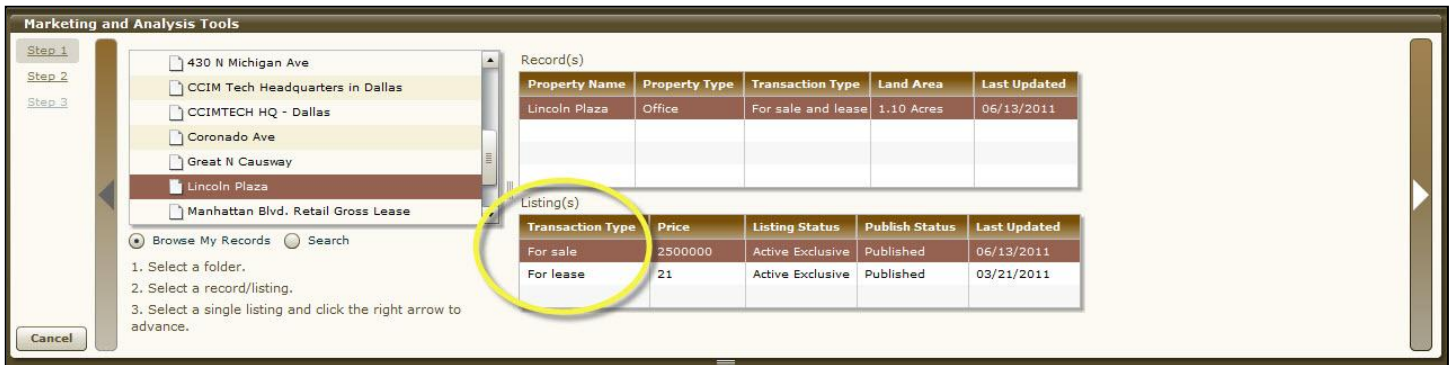
The 'Marketing and Analysis Tools' workflow will open at the top of the screen.



Select the record in the table on the left to choose the record and listings associated with that record. The record will appear in the top table on the right. The associated listings will appear in the bottom table on the right. For convenience, the user can also search their records/listings by typing in any part of the property name.



Click the desired listing in the Listing(s) table.



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



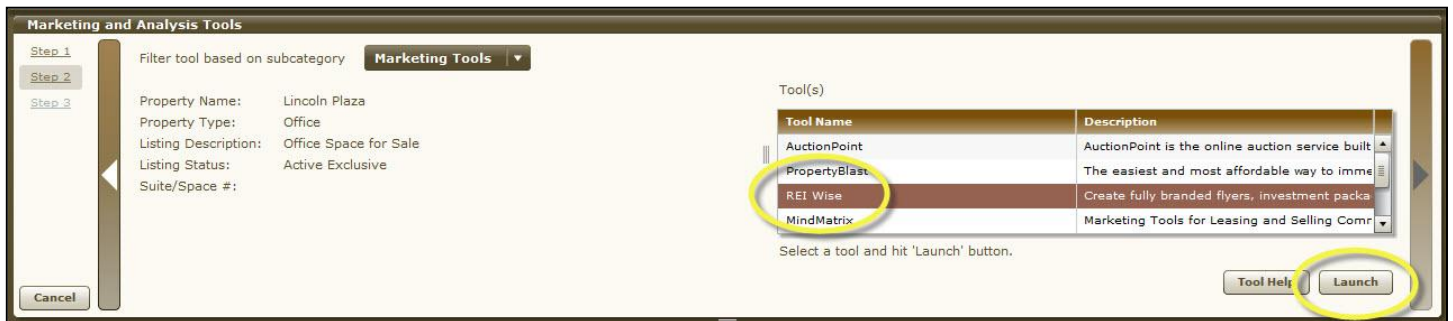
**Step 2:** The property selected in Step 1 is now listed on the left. The tools available are listed in the table on the right.



The user can filter the tools based upon subcategories: **Marketing Tools, Analysis Tools** and **Other Services**. Click the drop down menu to select the desired tools.



Select the desired tool on the right and click 'Launch'.



A new window will open with the selected tool's web page. The user can continue using the tool from this page. Once the user has completed using the tool, simply close the browser window to be taken back to CCIMREDEX.

Property: Lincoln Plaza  
Address: 500 N Akard St Dallas, TX 75201-3302

### FLYERS

Quickly create an branded, impressive, professional flyer and push it into your CCIMREDEX account.

[CREATE BRANDED FLYER](#)

### FLASH WEB SITES

Quickly create a complete Flash website to step up you marketing of investment and lease opportunities and push it into your CCIMREDEX account.

[CREATE FLASH WEB SITE](#)

### INVESTMENT ANALYSIS TOOLS

Quickly create a investment analysis web tool and push it into your CCIMREDEX account.

[CREATE INVESTMENT ANALYSIS](#)

If the user wishes to continue with another tool, select the tool from the table on the right and click 'Launch'.



When the desired task has been completed, 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 selected property listing with them. They now have the opportunity to:

1. **Edit** the property.



2. Publish the property.



3. Run STDB Reports on the property.



4. Sync property to Listing Service(s) (CIE).



5. Push property to Listing Service(s) (CIE).



6. Access **Marketing Tools** to create flyers, flash websites and more using the property.



7. Access **Analysis Tools** to complete an analysis on the property.



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.

