

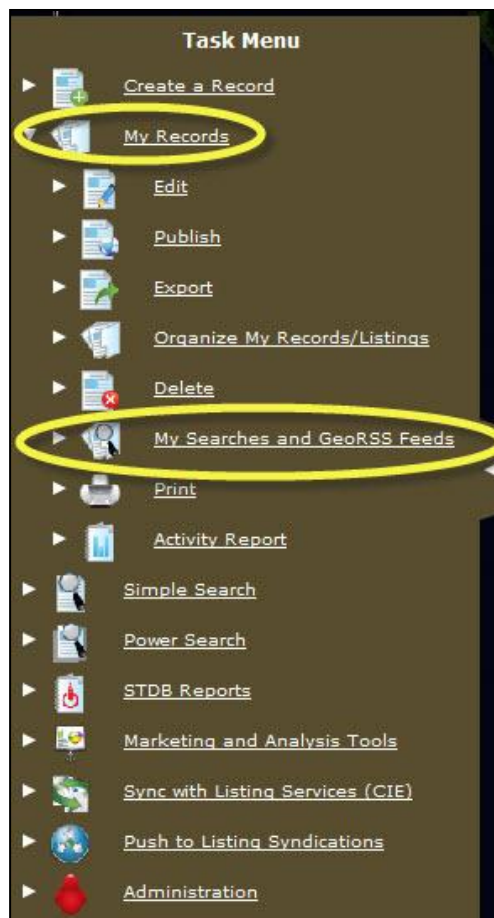
## My Searches and GeoRSS Feeds Tutorial

The My Searches and GeoRSS Feeds feature allows users to quickly run a search, edit the name or delete any previously saved searches. The user may also enable or disable any GeoRSS Feeds.

Really Simple Syndication (RSS) feeds, such as the one built into Office Outlook 2007, allow users to subscribe to RSS Feeds and then read content or follow links for additional information. Each RSS item received is very similar to an e-mail message. It can be moved to folders, flagged or forwarded to another person. When you subscribe to an RSS Feed, Outlook periodically checks the RSS publisher's server for updated postings.

The step-by-step instructions below take you through the process of managing My Searches and GeoRSS Feeds within 'My Records'.

**Step 1:** Click 'My Records' located on the Task Menu. Select 'My Searches and GeoRSS Feeds'.



The "Manage My Searches & GeoRSS" workflow will open at the top of the screen.

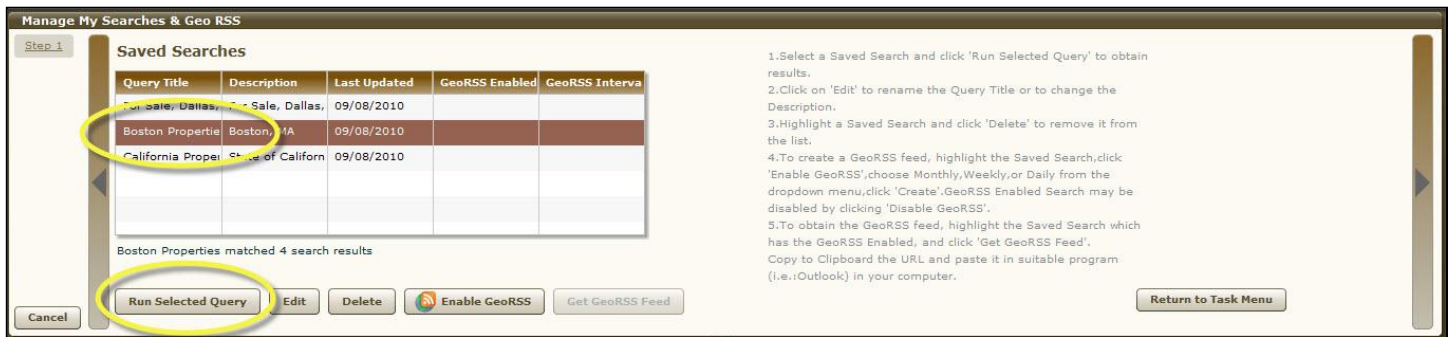
The screenshot shows the 'Manage My Searches & GeoRSS' window. On the left, there is a table titled 'Saved Searches' with the following data:

Query Title	Description	Last Updated	GeoRSS Enabled	GeoRSS Interva
For Sale, Dallas,	For Sale, Dallas,	09/08/2010		
Boston Propertie	Boston, MA	09/08/2010		
California Propel	State of Californ	09/08/2010		

Below the table, it says: "For Sale, Dallas, TX matched 27 search results". At the bottom of the window, there are buttons for 'Cancel', 'Run Selected Query', 'Edit', 'Delete', 'Enable GeoRSS', 'Get GeoRSS Feed', and 'Return to Task Menu'. On the right side, there are five numbered instructions:

1. Select a Saved Search and click 'Run Selected Query' to obtain results.
2. Click on 'Edit' to rename the Query Title or to change the Description.
3. Highlight a Saved Search and click 'Delete' to remove it from the list.
4. To create a GeoRSS feed, highlight the Saved Search, click 'Enable GeoRSS', choose Monthly, Weekly, or Daily from the dropdown menu, click 'Create'. GeoRSS Enabled Search may be disabled by clicking 'Disable GeoRSS'.
5. To obtain the GeoRSS feed, highlight the Saved Search which has the GeoRSS Enabled, and click 'Get GeoRSS Feed'. Copy to Clipboard the URL and paste it in suitable program (i.e., Outlook) in your computer.

**Step 1 (A):** Select a Saved Search and click the 'Run Selected Query' button to obtain results.



Once the search is completed, the number of matched search results will be displayed in the map below.



**Note:** Although there appear to be 4 results on this map, when the 'Map View', is switched to 'Grid View', the user will see the 5 search results. This is due to multiple records/listings having the same address.

If multiple properties are listed, the user can sort by numerous variables by clicking the drop down menu. The 'Sort by' option here, will sort the top 100 listings.



In 'Compare View', the search results will be listed side-by-side.




For additional details on records/listings, click on the Property name of the Record/Listing.

	200 Merrimack St	33 Longhill St	317 New Boston St	2 Haven St
<b>Address</b>	200 Merrimack St units 17-15	33 Longhill St, Springfield, MA	317 New Boston St, Woburn, MA	2 Haven St, Reading, MA 018
<b>Record ID</b>	20434	16024	14220	3770
<b>Listing ID</b>	17312	13482	11664	1889
<b>Asking Price</b>	297000	479999	3200000	0
<b>Suite/Space #</b>				
<b>Property Type</b>	Office	Multi-Family	Industrial	Retail
<b>Property Sub-Type</b>	Office Condominium		Manufacturing	Mixed Use Retail

The user now has the option to click the 'Preview Full Listing' button.

**33 Longhill St**



**Preview Full Listing**

**Property address**  
33 Longhill St  
Springfield, MA 01108-1434

**Property information**  
Record ID 16024  
Property Type Multi-Family  
Total Property SF 14,499 sqft  
Land Area .57 acres

**Primary contact info**  
Mark Berezin  
Infinity Real Estate Group, Inc.  
(413) 532-8907  
mark@infinitycommercial.com

**Sale listing details**  
Listing ID 13482  
Listing Status Expired  
Publish Status Published  
Sales Description This property consists of a three story joisted masonry apartment building containing 18 apartments. The property contains eleven two bedroom apartments and seven one-bedroom apartments. All apartments contain one bathroom. The building is situated on approximately 24,916 square feet of land. A parking lot able to accommodate approximately 16 cars is located in the rear of the building. The property is heated with a central oil-fired steam system. The building features numerous upgrades.

This property consists of a three story joisted masonry apartment building which contains 18 apartment units. The property contains eleven two-bedroom apartments and seven one-bedroom apartments. All apartments contain one bathroom. The property is heated with a central oil-fired steam system.

This property is located in Springfield MA, at the crossroads of New England, and allows easy access to and from all parts of the state. The property is located nearby to I-91 (the primary north/south interstate in western Massachusetts) and I-90 (The Massachusetts Turnpike).

The user may now select a bucket from the carousel to preview listing details, or return to the 'Preview Summary Listing'. The user should now click the 'X' to return to the workflow.

**33 Longhill St**

**Preview Summary Listing**

**Property address**  
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**Property information**  
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**Attachment** **Contacts** **For Sale Listing** **Property Information** **Location Information** **Financial Information** **Mechanical Information** **Utility Information** **Amenities**

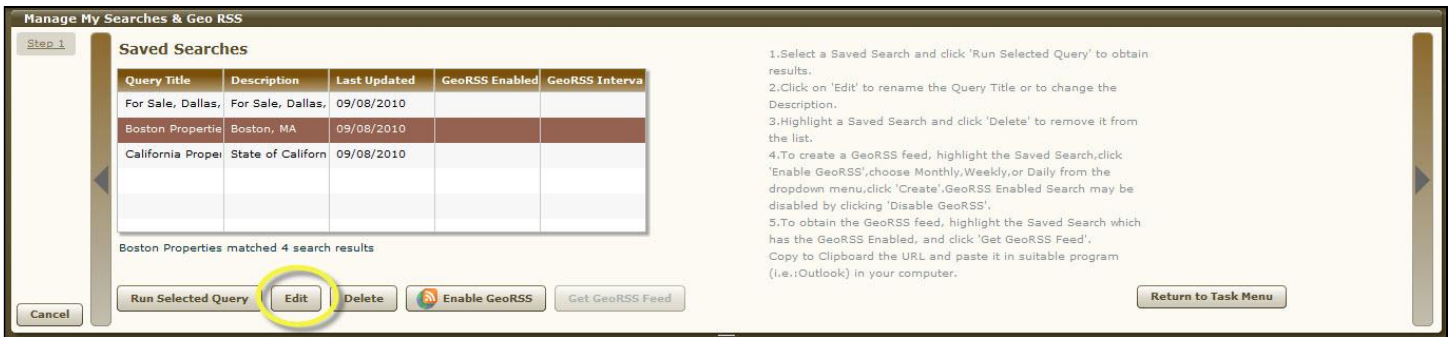
- A/C
- Fenced Lot
- Road Front
- Blue Doors
- Garage
- etc...

The user also has the option to Export the results of the search. Click the 'Export Results' button.

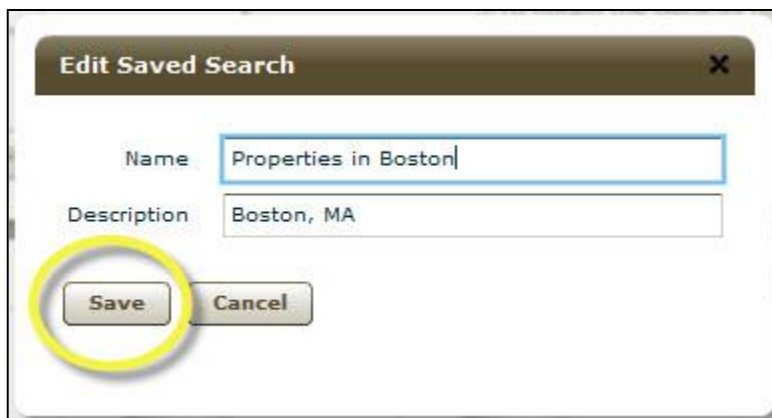


The user will receive an email containing a link to the export results. The export results will be in Excel format (.xls).

**Step 1 (B):** To rename the Query Title or to change the description, click the 'Edit' button.



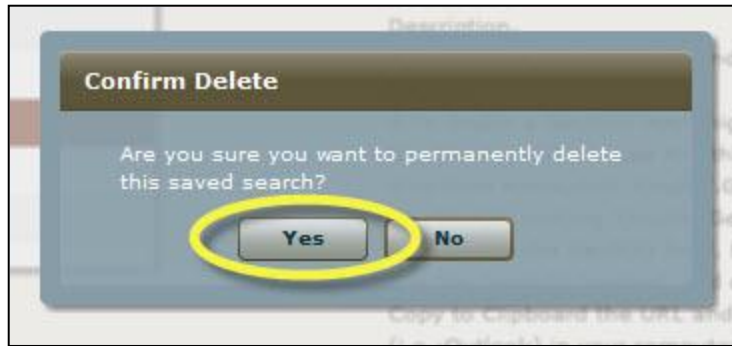
Once the user is satisfied with the edits made to the name and description of a saved search, click the 'Save' button.



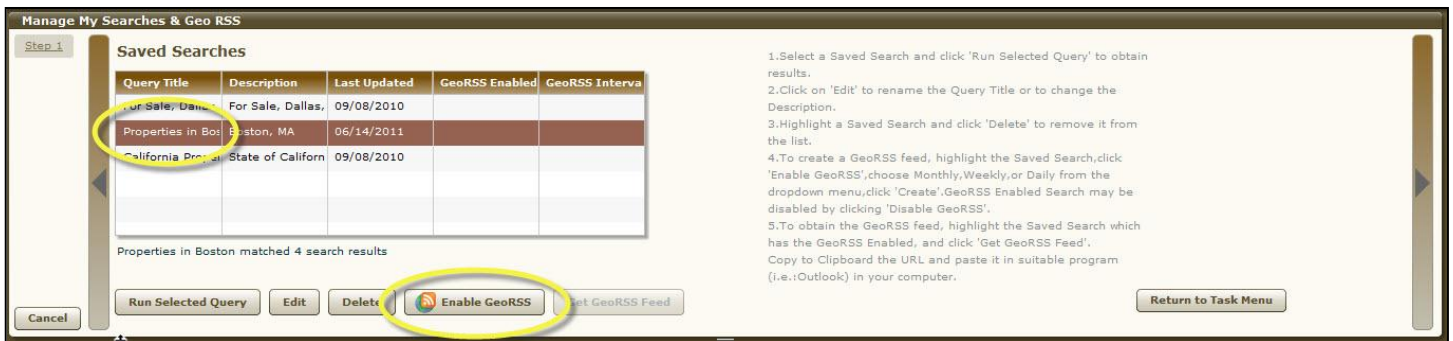
**Step 1 (C):** To delete a Saved Search, click the 'Delete' button to remove it from the list.



Select 'Yes' to permanently delete the saved search.



**Step 1 (D):** To create a GeoRSS Feed, select a Query Title in the Saved Search box, and click the 'Enable GeoRSS' button.



The user has the option of when to receive updates on the selected 'GeoRSS Feed'. Select Monthly, Weekly or Daily from the dropdown menu.



Click the 'Create' button.



The user will have successfully created a GeoRSS feed, and 'Enabled' will appear next to the query in the table along with the interval previously selected.



GeoRSS Enabled Search may be disabled by clicking the 'Disable GeoRSS' button.



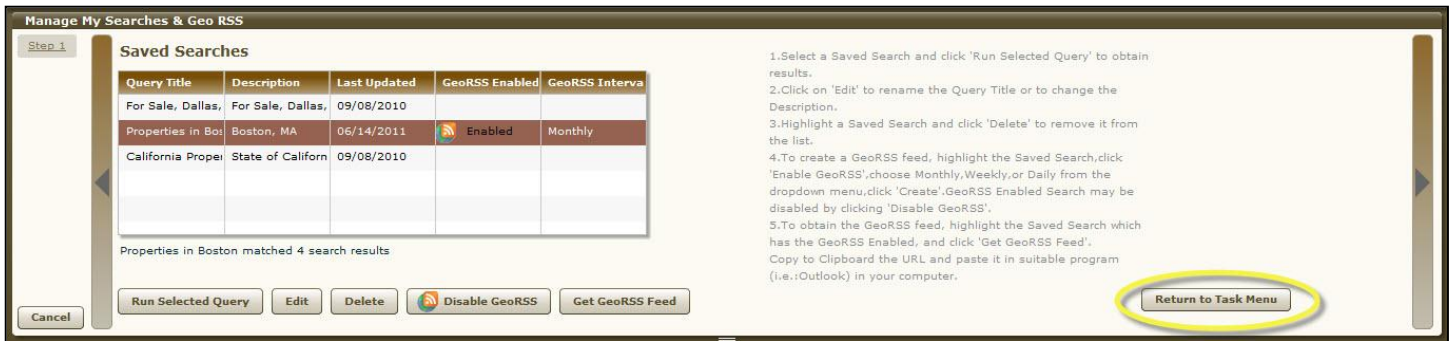
**Step 1 (E):** To obtain the GeoRSS feed, select the Saved Search which has the GeoRSS Enabled. Click the 'Get GeoRSS Feed' button.



Copy the URL by selecting "Copy to Clipboard" and paste it in suitable program (i.e.: Outlook) in your computer. The user may also highlight the text, right click to select 'copy' and 'paste' in a suitable program (i.e.: Outlook) by following the directions for the appropriate version of Microsoft Outlook.



When the desired GeoRSS Feed has been selected, the user may now click the *'Return to Task Menu'* button and be taken back to the CCIMREDEX home screen.



## How to Create an RSS Feed in Microsoft Outlook 2007

**Step 1:** On the Tools menu, click *'Account Settings'*.

**Step 2:** Select the *'RSS Feeds'* tab. Click *'New'*.

**Note:** Subscribed feeds are checked once during each download interval. This prevents your RSS Feed from possibly being suspended by an RSS publisher.

**Step 3:** In the *'New RSS Feed'* dialog box, type or press CTRL+V to paste the URL of the RSS Feed. For example, <http://www.example.com/feed/main.xml>.

**Step 4:** Click *'Add'*.

**Step 5:** The user may now change the *'Feed Name'* and click *'OK'*.

**Step 6:** The user will now see the *'RSS Feeds'* folder, and RSS Feed located under *'All Mail Items'* in Microsoft Outlook.

## Free RSS Feeders Applications

### [RSS Ticker 3.0.4](#)

RSS Ticker 3.0.4 is a free RSS Feeder Plug-In for Mozilla Firefox Internet. RSS Ticker loads your Live Bookmarks and scrolls their entries across your screen while you surf the Internet. The user may download this free RSS Feeder by clicking the hyperlink, and clicking the *'Add to Firefox'* button, as seen below.

### [FeedWind](#)

FeedWind is a RSS feed widget. Simply copy & paste the snippet of code to embed into your web page. It's free and ready to use without having to register! Simply click on the hyperlink to visit FeedWind's website to download this RSS feed widget.

## [FeedDemon Desktop](#)

FeedDemon Desktop runs in your system tray (small icons in the lower-right corner of the screen). You tell it how often you want it to check for news. When there are new stories available, it pops up a small window where you can quickly read, save, or email the article. You can fly through stories with simple keyboard shortcuts (like spacebar to mark a story read and move to the next one).

For additional free RSS Feeders, visit [download.com](http://download.com) and search RSS Reader.

**Note: Per the Terms of Service, a CCIMREDEX GeoRSS feed may not be posted on a publicly accessible website.**