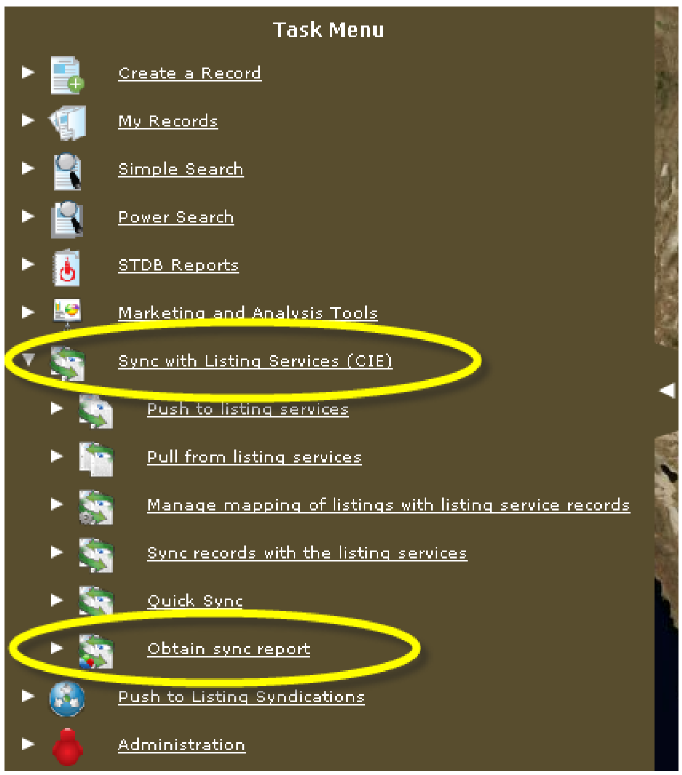
<u>Obtain Sync Report Tutorial</u>

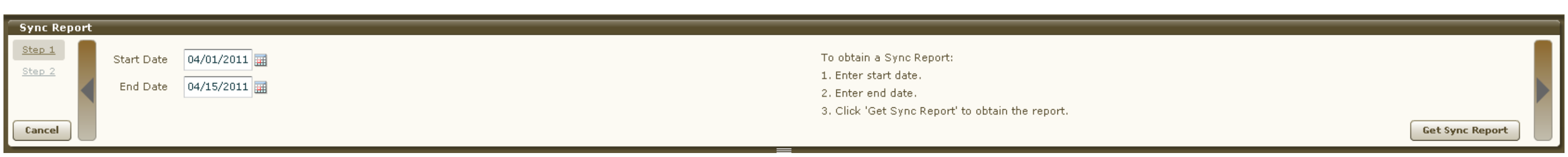
The Obtain Sync Report feature allows users obtain a report identifying the sync activity for the past 60 days.

The step-by-step instructions below take you through the process of obtaining a sync report.

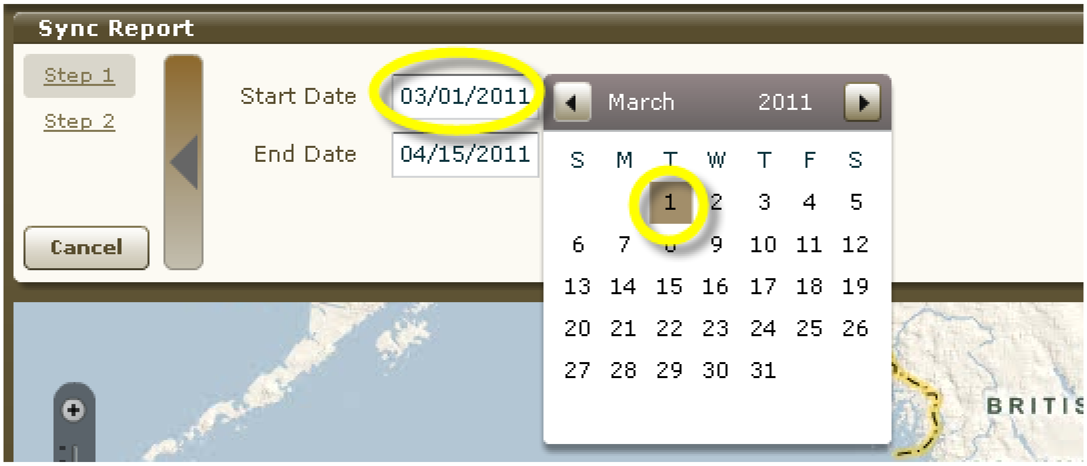
<u>**Step 1:**</u> Click *'Sync with Listing Services (CIE)'* located on the task menu. Select *'Obtain Sync Report'.*



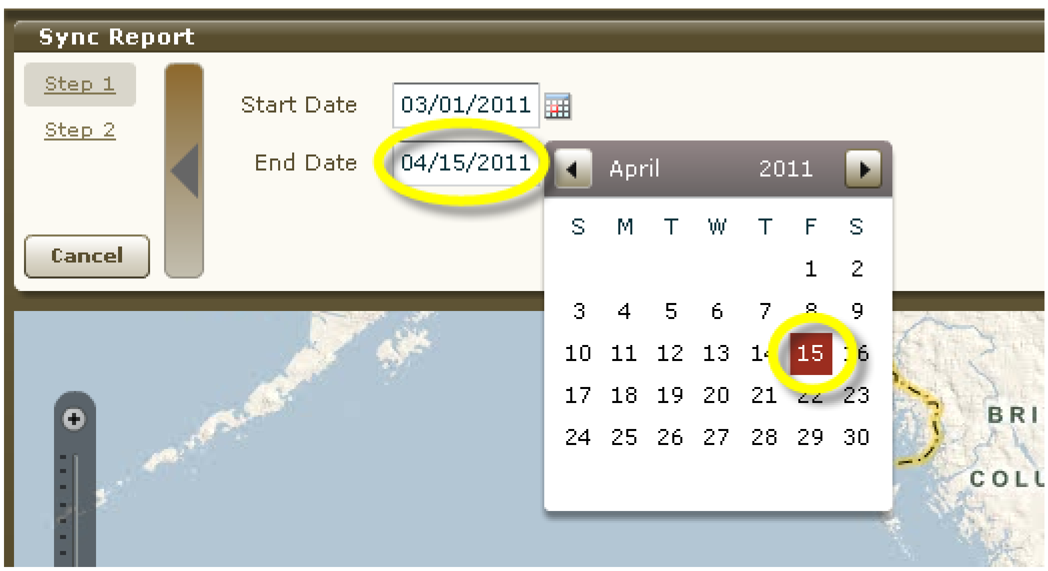
The *'Sync Report'* workflow will open at the top of the screen.



<u>Step 2:</u> Select a "Start Date" by clicking inside the "Start Date" field, and then select a date.



Select an "End Date" by clicking inside the "End Date" field, and then select a date.



Once the user has selected a *'Start Date'* and *'End Date'*, click the *'Get Sync Report'* button.

The users Internet Browser will open the sync report in a new window or tab.

http://ccimstg.esr...x/CCIMREDEX.html# http://cdepstg....2011&userid=16

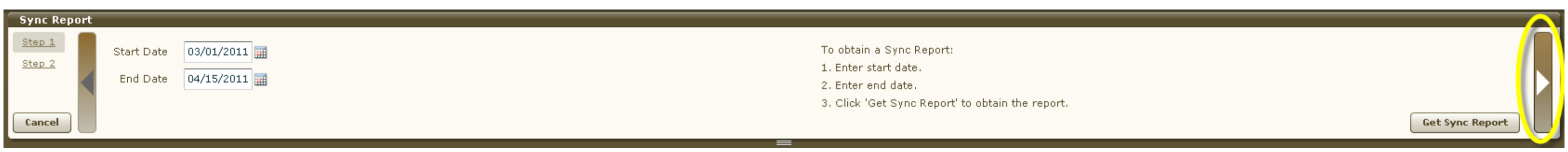
SYNC REPORT(S)

Service	RedEx ListingID	Integrator ID	Address	Updated	Action
Only the last 90 days of history is stored.					

PUSH REPORT(S)

Service	RedEx ListingID	Integrator ID	Address	Updated	Action
Catylist	1053	0	1008 S Salisbury Blvd	4/15/2011 12:31:39 PM	1
costar	1053	0	1008 S Salisbury Blvd	4/15/2011 12:31:39 PM	1
Proxio	1053	0	1008 S Salisbury Blvd	4/15/2011 12:31:39 PM	1
Only the last 90 days of history is stored.					

Once the user has reviewed the sync report, click the arrow on the right of the workflow to continue to the next step.



Step 2: What Do You Want To Do Next?

The user has the option to move to other workflows. They now have the opportunity to:

1. **Push** recently created record(s)/listing(s) to **Listing Services (CIE).**

2. **Sync** recently edited record(s)/listing(s) to **Listing Service(s) (CIE)**.

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.