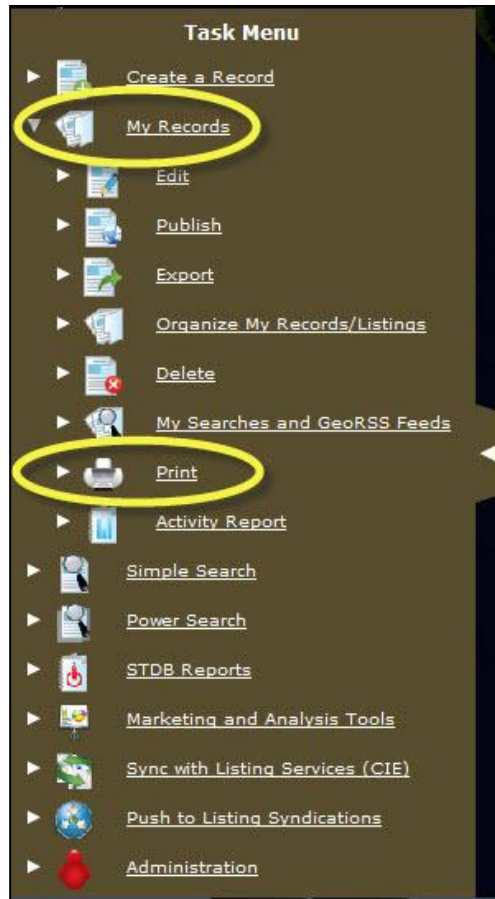


Print Tutorial

The Print feature allows users to print information for one or more records/listings using the pre-defined print templates.

The step-by-step instructions below take you through the process of printing a record/listing.

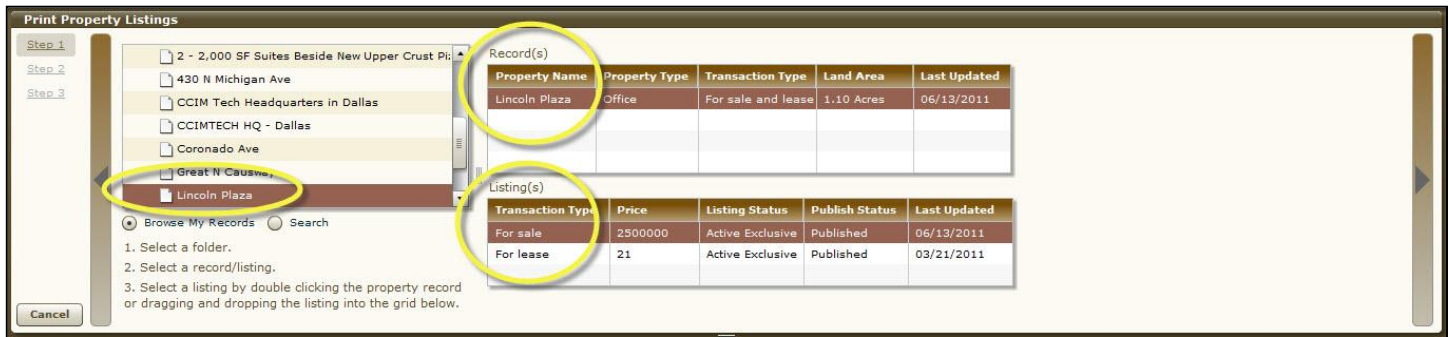
Step 1: Click 'My Records' located on the Task Menu. Select 'Print'.



The 'Print Property Listings' workflow will open at the top of the screen.



Step 1: Select the record in the table on the left to choose a record and select a listing associated with that record for printing. The record will appear in the top table on the right. The associated listing(s) will appear in the bottom table on the right.



Select a record/listing by double clicking the property record or dragging and dropping the listing into the grid below.



If the user wants to remove a listing from the grid, simply select the desired listing in the grid and click the 'Remove Selected Listing' button.



When the desired listing(s) have been selected, click the arrow on the right of the workflow to continue to the next step.



Step 2: The listing(s) the user selected in Step 1 are now listed in the 'Selected Listings' table on the left.



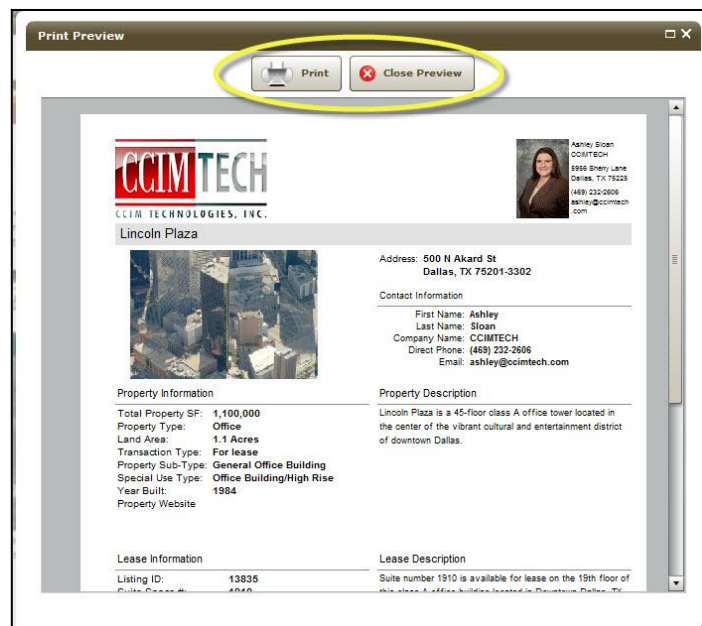
The user can now print the listing(s) using any Template available in the drop down menu.



Once the user has selected a Template, click the 'Preview and Print' button to view a sample template.

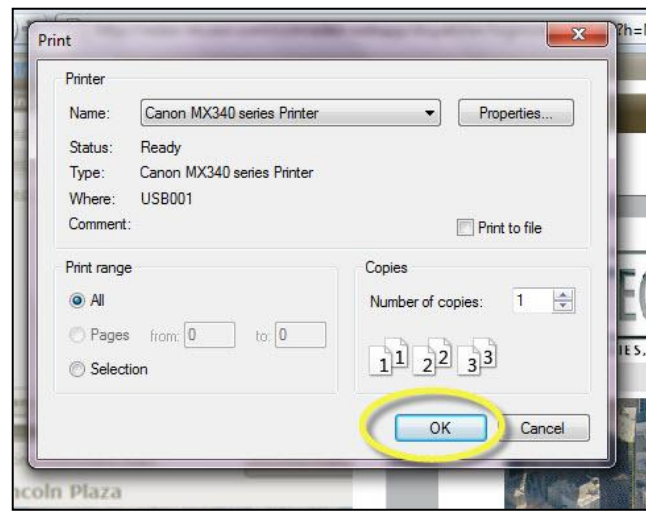


The user can now click the 'Print' button or click the 'Close Preview' button to return to the previous screen and select another template.



Note: All the selected listings will be printed using the selected template. Listings that are highlighted will show in the listing preview.

When the user clicks the 'Print' button, the user can select a printer and click the 'Print' button to print the selected record(s)/listing(s).



When the desired listing(s) have been printed, 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 the record(s)/listing(s) they just created with them. They now have the opportunity to:

1. **Publish** the record(s)/listing(s) they recently selected to print.



2. Run **STDB Reports** on the record(s)/listing(s) recently selected to print.



3. **Sync** recently selected record(s)/listing(s) to print with **Listing Service(s) (CIE)**.



4. **Push** the recently selected listing(s) to print to **Listing Services**.



5. Use **Marketing Tools** on the record(s)/listing(s) recently selected to print.



6. Use **Analysis Tools** on the record(s)/listing(s) recently selected to print.



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.

