

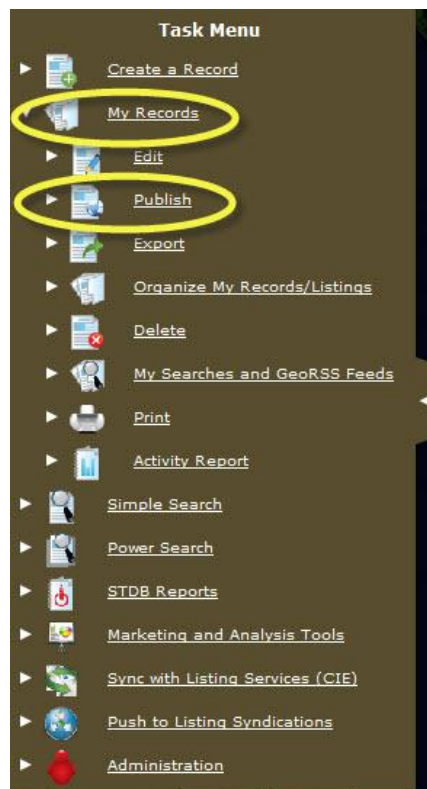
Publish Tutorial

The Publish feature allows users to change the status of an existing record/listing from private to searchable by all members or a selected user(s). When a record/listing is published within CCIMREDEX, users are able to view the properties when they search.

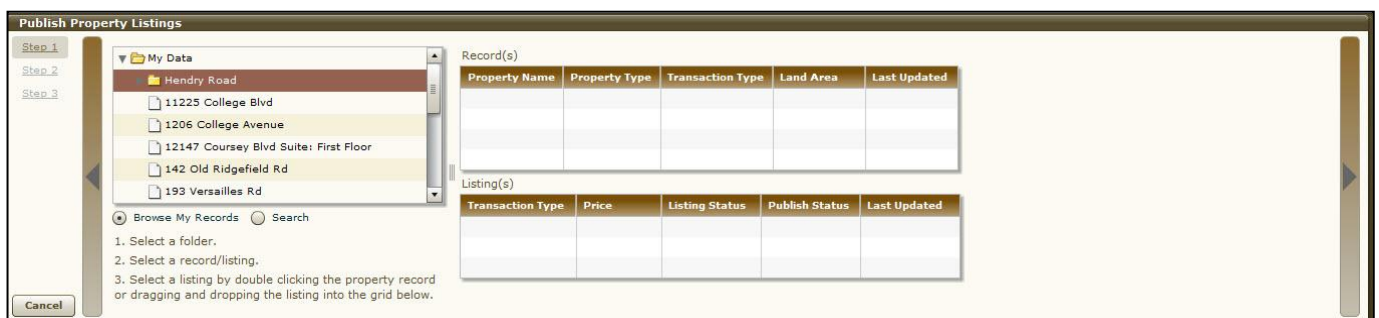
The step-by-step instructions below take you through the process of publishing and using the various functions within Publish.

***NOTE:** Listings **MUST** be published before they can be pushed to third party Listing Services (CIEs) and/or Listing Syndication sites.

Step 1: Click 'My Records' located on the Task Menu. Click 'Publish' to begin publishing records/listings.



The 'Publish' workflow will open at the top of the screen.



Select the record in the table on the left to choose the entire record or listings associated with that record for publishing. The record will appear in the top table on the right. The associated listings (if applicable) will appear in the bottom table on the right. For convenience, the user can search their records/listings by typing in any part of the property name.

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

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

When the desired properties have been selected for publishing, click the arrow on the right of the workflow to continue to the next step.



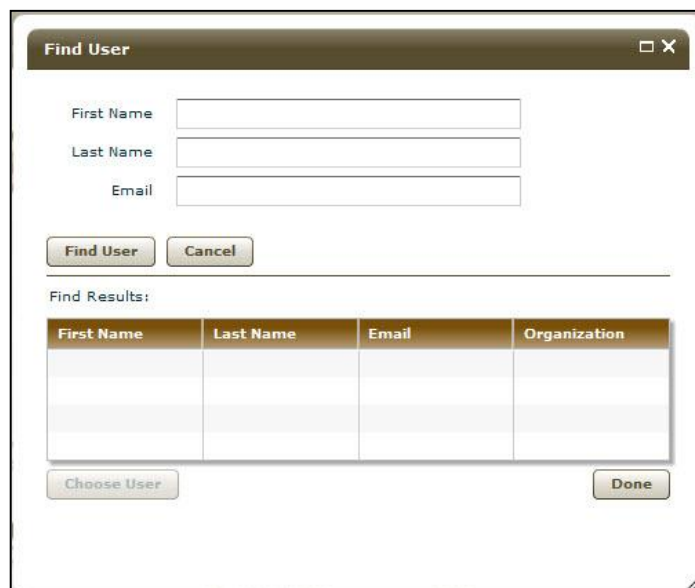
Step 2: The properties selected in Step 1 are now listed in the table titled 'Selected Listings' on the left.



The user can now publish the listing to the following 'Publish Levels': **All Members Read Only, Selected Member Ready Only or Unpublish.**

If the user chooses to publish the properties to All Members, all users of CCIMREDEX will be able to view the properties when they search. Select 'All Members Read Only' in the drop down menu. Click the 'Publish' button.

If the user chooses to publish the properties to Selected Users, only selected users of CCIMREDEX will be able to view the properties when they search. Select 'Selected Users Read Only' in the drop down menu. The below screen will appear to begin selecting users.



By entering the First Name, Last Name and/or Email Address of the person(s) you would like to publish the properties to, the system will find them and add them to the list. Enter the desired information and click the 'Find User' button.

The 'Find User' dialog box contains three input fields: 'First Name' with 'Carol', 'Last Name' with 'Campbell', and an empty 'Email' field. Below the fields are 'Find User' and 'Cancel' buttons. The 'Find User' button is circled in yellow. Below the buttons is a 'Find Results:' section with a table that is currently empty.

First Name	Last Name	Email	Organization
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At the bottom of the dialog are 'Choose User' and 'Done' buttons.

Once desired user has been found, simply click 'Choose User'.

The 'Find Results:' table now contains four rows of data. The third row is highlighted in red, and the 'Choose User' button below it is circled in yellow.

First Name	Last Name	Email	Organization
Carol	Campbell	carol@stdbonline.cc	CCIM
Carol	Campbell	carol23@stdbonline.cc	CCIM
Carol	Campbell	carol@stdbonline.cc	CCIM
Carol	Campbell	carol@stdbonline.cc	CCIM

The chosen user will be listed on the right of the screen.

The 'Publish Level:' dropdown is set to 'Selected User Read Only'. Below it is the 'Added User List:' table with one row containing the selected user's information. A red 'X' icon is in the rightmost column of the table. 'Add User' and 'Publish' buttons are at the bottom.

First Name	Last Name	Email	Organization
Carol	Campbell	carol@stdbbor	CCIM

Once all users have been selected, click the 'Publish' button.

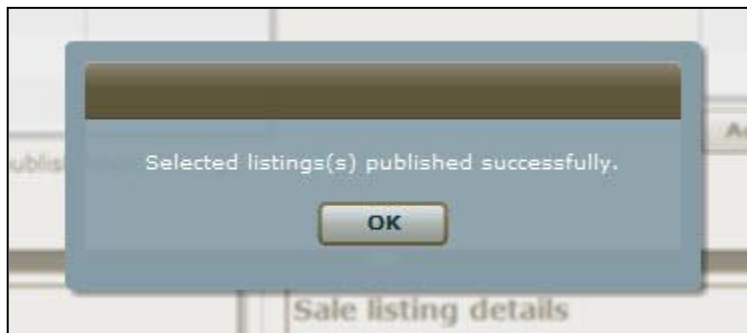
Publish Level: **Selected User Read Only** ▼

Added User List:

First Name	Last Name	Email	Organization
Carol	Campbell	carol@stdbor	CCIM

Add User **Publish**

A confirmation message will appear on the screen when publishing is successful.



If the user has chosen properties that have already been published and now wants to choose to Unpublish the properties, users of CCIMREDEX will not be able to view the properties when they search. Select 'Unpublish' in the drop down menu. Click the 'Unpublish' button.

Publish Level: **Unpublish** ▼

Added User List:

First Name	Last Name	Email	Organization
Carol	Campbell	carol@stdbor	CCIM

Add User **UnPublish**

Once the desired properties are published/unpublished, click the arrow on the right of the workflow to continue to the next step.

Publish Property Listings

Step 1
Step 2
Step 3

Selected Listings:

Property Name	Property Type	Transaction Type	Publish Status	Last Updated
Lincoln Plaza	Office	For sale	Published	6/13/2011

Publish Level: All Members Read Only

Added User List:

First Name	Last Name	Email	Organization
Carol	Campbell	carol@stdbor	CCIM

All the above listings will be published/unpublished using selected publish level. Listings that are highlighted will show in the listing preview below.

Cancel Publish

Step 3: What Do You Want To Do Next?

Additional Task with Selected Record(s)

Step 1
Step 2
Step 3

What do you want to do next?

Export Print STDB Reports Sync records with the Listing Service(CIE) Push to Listing Syndications Marketing Tools

Analysis Tools

Please be advised that your listing(s) must be "Published" (click My Records in the Task Menu, then Publish) before you can use the 'Sync with Listing Services (CIE)' or 'Push to Listing Syndications' services.

Cancel Return to Task Menu

The user has the option to move to other workflows, carrying the record(s) they just published with them. They now have the opportunity to:

1. **Export** the record(s) they recently published.

Additional Task with Selected Record(s)

Step 1
Step 2
Step 3

What do you want to do next?

Export Print STDB Reports Sync records with the Listing Service(CIE) Push to Listing Syndications Marketing Tools

Analysis Tools

Please be advised that your listing(s) must be "Published" (click My Records in the Task Menu, then Publish) before you can use the 'Sync with Listing Services (CIE)' or 'Push to Listing Syndications' services.

Cancel Return to Task Menu

2. **Print** the record(s) they recently published.

Additional Task with Selected Record(s)

Step 1
Step 2
Step 3

What do you want to do next?

Export Print STDB Reports Sync records with the Listing Service(CIE) Push to Listing Syndications Marketing Tools

Analysis Tools

Please be advised that your listing(s) must be "Published" (click My Records in the Task Menu, then Publish) before you can use the 'Sync with Listing Services (CIE)' or 'Push to Listing Syndications' services.

Cancel Return to Task Menu

3. Run **STDB Reports** on the record(s) you recently published.



4. **Sync** recently published record(s) to **Listing Service(s) (CIE)**



5. **Push** recently published record(s) to **Listing Syndications**



6. Access **Marketing Tools** to create flyers, flash websites and more using the record(s) they just published.



7. Access **Analysis Tools** to complete an analysis on the record(s) they just published.



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.

