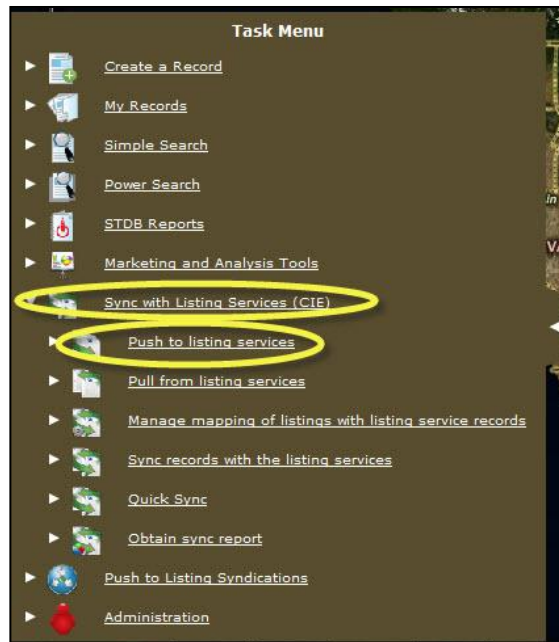


Push to Listing Services (CIE) Tutorial

The Push to Listing Services (CIE) feature allows users to create a new record in one of the Listing Services (CIE) from an existing CCIMREDEX listing.

The step-by-step instructions below take you through the process of pushing a record/listing to a listing service (CIE).

Step 1: Click 'Sync with Listing Services (CIE)' located on the Task Menu. Select 'Push to Listing Services'.



The 'Push to Listing Services' workflow will open at the top of the screen.



Select the record in the table on the left to see the available listings associated with the record. The record will appear in the top table on the right. The associated listings will appear in the bottom table on the right.

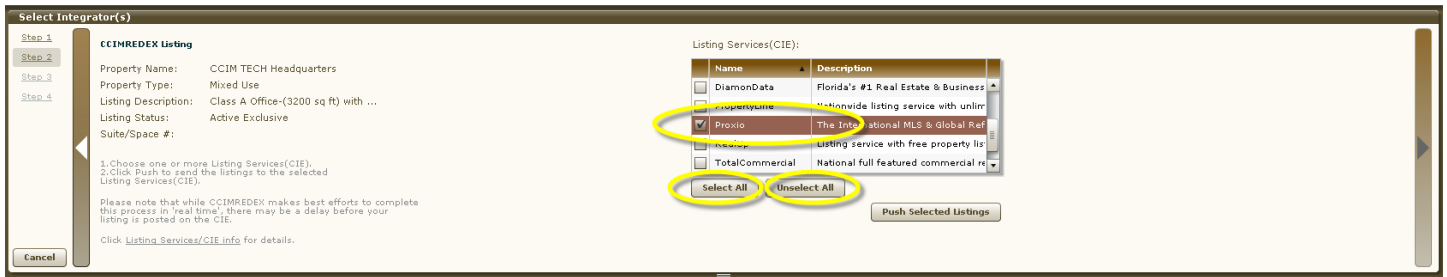
***NOTE:** Only Published Listings that have a Listing Status of Active or Active Exclusive can be pushed to Listing Services.

Select a single listing to push to listing services. The user can only push ONE listing to Listing Services at a time.

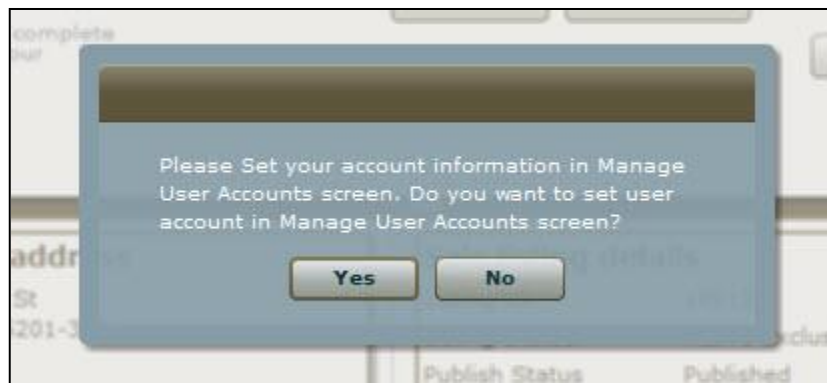
Note: The user may click the 'Preview Full Listing' button to view additional information on the selected listing.

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

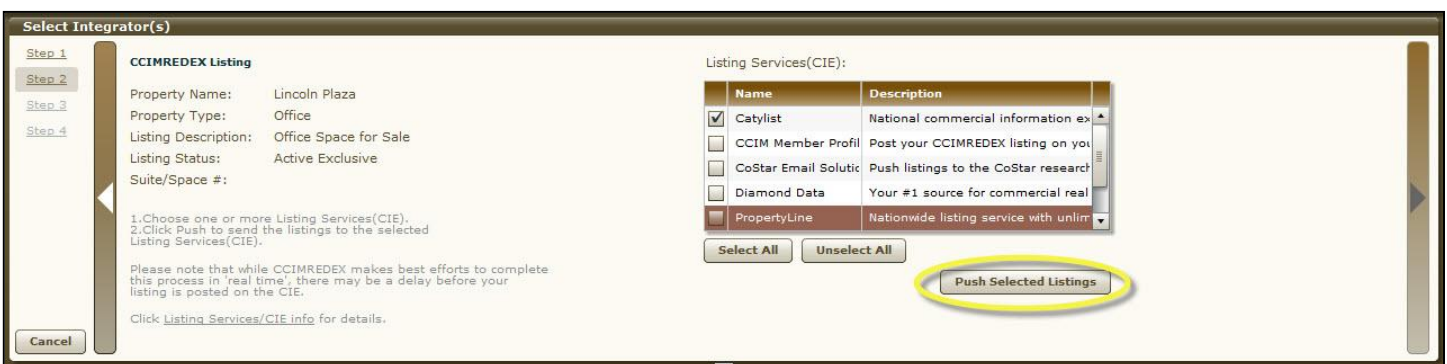
Step 2: The user can click the ‘Select All’ button to select all available Listing Services (CIE), click the ‘Unselect All’ button to deselect all available Listing Services (CIE) and select individual Listing Services (CIE) by clicking the check box to the left of the Listing Service company.



Note: If the user clicks the ‘Select All’ button and has not registered for all available Listing Services, a message will appear to inform the user of the Listing Services that have not been registered. Click the ‘Yes’ button to be redirected to the ‘User Admin’ workflow to register an account for the unregistered Listing Services. Click the ‘No’ button to individually select the Listing Services in which the user has registered an account with.

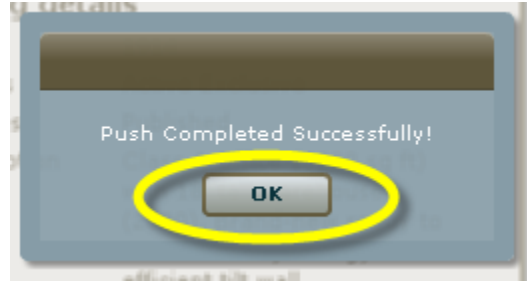


When the desired Listing Services (CIE) have been selected, click the ‘Push Selected Listings’ button.

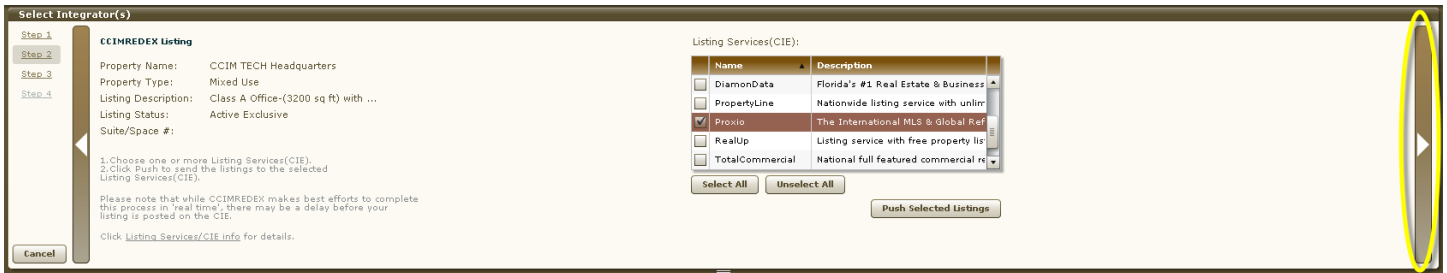


Note: Please note that while CCIMREDEX makes best efforts to complete this process in ‘real time’, there may be a delay before your listing is posted on the CIE.

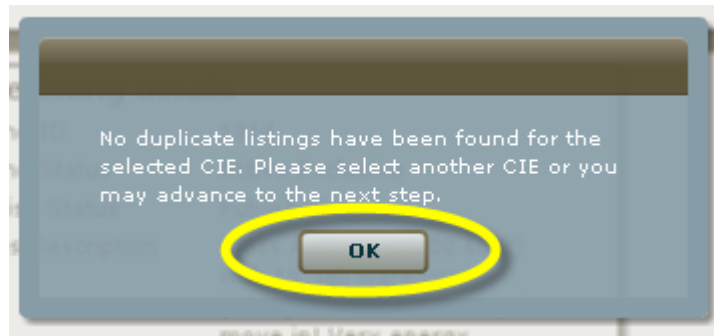
A confirmation message will appear on the screen when the push to listing services is successful. Click "OK" to close the confirmation message.



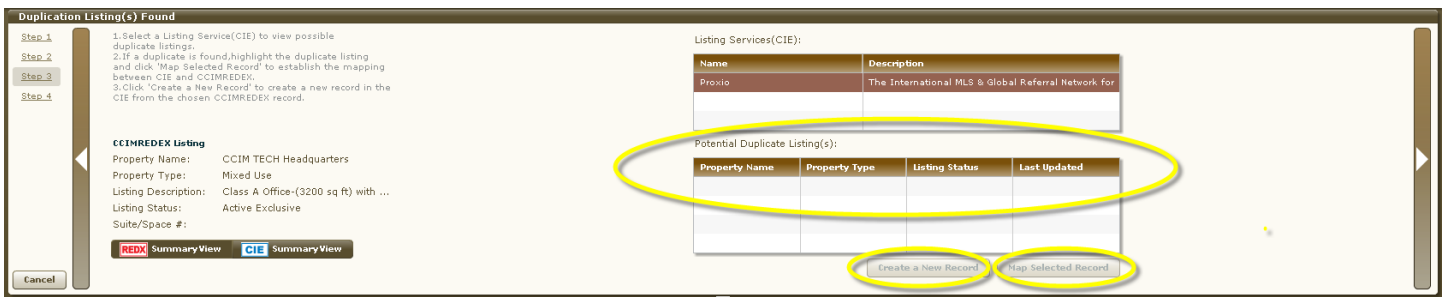
When the desired listing has been pushed, click the arrow on the right of the workflow to continue to the next step.



A notification box will appear if no duplicate listings have been found for the selected CIE. Click the 'OK' button.



Step 3: To view the possible duplicate listings, select a Listing Service(CIE). Click the 'Create a New Record' button to create a new record for the listing in the listing service selected; or if a duplicate is found, highlight the duplicate listing and click the 'Map Selected Record' button to establish the mapping between CIE and CCIMREDEX.



The user may click the 'REDEX Summary View' button or the 'CIE Summary View' to preview the full listing.

Duplication Listing(s) Found

Step 1: 1. Select a Listing Service(CIE) to view possible duplicate listings.
 Step 2: 2. If a duplicate is found, highlight the duplicate listing and click 'Map Selected Record' to establish the mapping between CIE and CCIMREDEX.
 Step 3: 3. Click 'Create a New Record' to create a new record in the CIE from the chosen CCIMREDEX record.

CCIMREDEX Listing
 Property Name: CCIM TECH Headquarters
 Property Type: Mixed Use
 Listing Description: Class A Office-(3200 sq ft) with ...
 Listing Status: Active Exclusive
 Suite/Space #:

Listing Services(CIE):

Name	Description
Proxio	The International MLS & Global Referral Network for

Potential Duplicate Listing(s):

Property Name	Property Type	Listing Status	Last Updated

Buttons: **REDEX Summary View**, **CIE Summary View**, **Create a New Record**, **Map Selected Record**

Listing Summary View **Preview Full Listing**

CCIM TECH Headquarters

Property address
 5956 Sherry Ln
 Dallas, TX 75225

Property information
 Record ID: 1825
 Property Type: Mixed Use
 Total Property SF: 3,001 sqft
 Land Area: 1 acres
 Year Built: 2009

Sale listing details
 Listing ID: 1914
 Listing Status: Active Exclusive
 Publish Status: Published
 Sales Description: Class A Office-(3200 sq ft) with 18' tall warehouse-(2520). Brand-new ready to move in! Very energy efficient tile wall construction. 3 hard offices, (one executive office) with large conference room, and very large bullpen, reception area (granite entry way), full sized break

Once the desired listing has been mapped and/or a new record has been created, click the arrow on the right of the workflow to continue to the next step.

Duplication Listing(s) Found

Step 1: 1. Select a Listing Service(CIE) to view possible duplicate listings.
 Step 2: 2. If a duplicate is found, highlight the duplicate listing and click 'Map Selected Record' to establish the mapping between CIE and CCIMREDEX.
 Step 3: 3. Click 'Create a New Record' to create a new record in the CIE from the chosen CCIMREDEX record.

CCIMREDEX Listing
 Property Name: CCIM TECH Headquarters
 Property Type: Mixed Use
 Listing Description: Class A Office-(3200 sq ft) with ...
 Listing Status: Active Exclusive
 Suite/Space #:

Listing Services(CIE):

Name	Description
Proxio	The International MLS & Global Referral Network for

Potential Duplicate Listing(s):

Property Name	Property Type	Listing Status	Last Updated

Buttons: **REDEX Summary View**, **CIE Summary View**, **Create a New Record**, **Map Selected Record**

Step 4: What Do You Want To Do Next?

Additional Task with Selected Record(s)

Step 1: What do you want to do next?
 Step 2:
 Step 3:
 Step 4:

Buttons: **Push to Listing Service(CIE)**, **Push to Listing Syndications**

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.

Return to Task Menu

1. **Push** recently created record(s) to **Listing Service(s) (CIE)**.

Additional Task with Selected Record(s)

Step 1: What do you want to do next?
 Step 2:
 Step 3:
 Step 4:

Buttons: **Push to Listing Service(CIE)**, **Push to Listing Syndications**

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.

Return to Task Menu

2. **Push** listing to **Listing Syndications**.

Additional Task with Selected Record(s)

Step 1: What do you want to do next?
 Step 2:
 Step 3:
 Step 4:

Buttons: **Push to Listing Service(CIE)**, **Push to Listing Syndications**

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.

Return to Task Menu

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.

