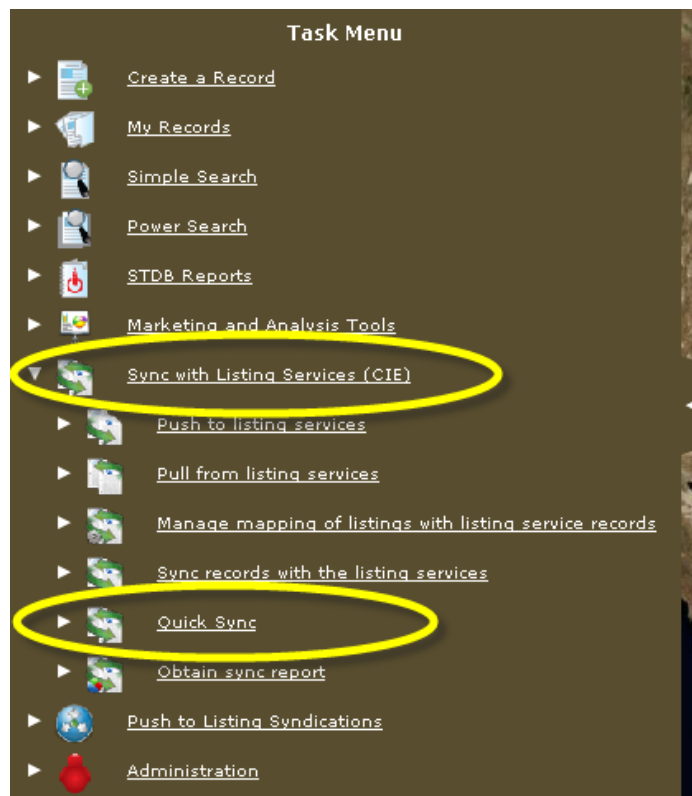


Quick Sync Tutorial

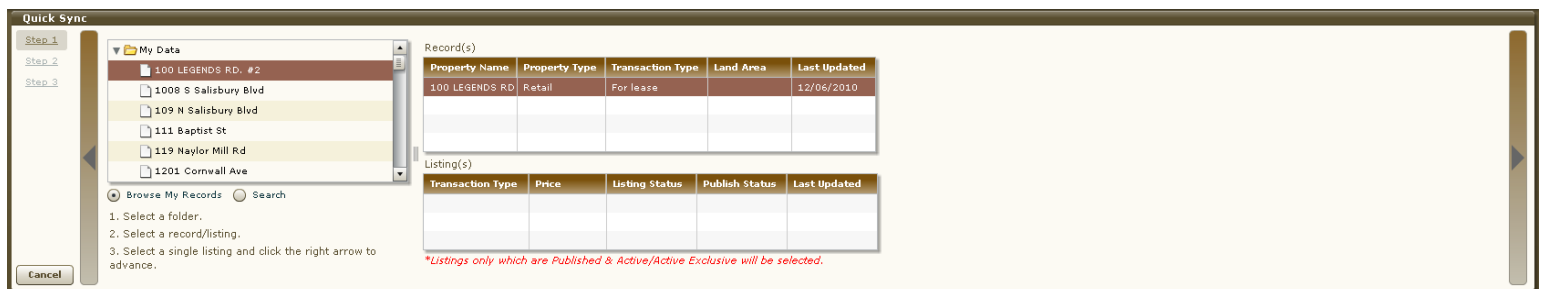
The quick sync feature allows users to complete a quick bi-directional sync of a modified listing with a Listing Services (CIE)

The step-by-step instructions below take you through the process of using the quick sync feature.

Step 1: Click 'Sync with Listing Services (CIE)' located on the task menu. Select 'Quick Sync'.



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

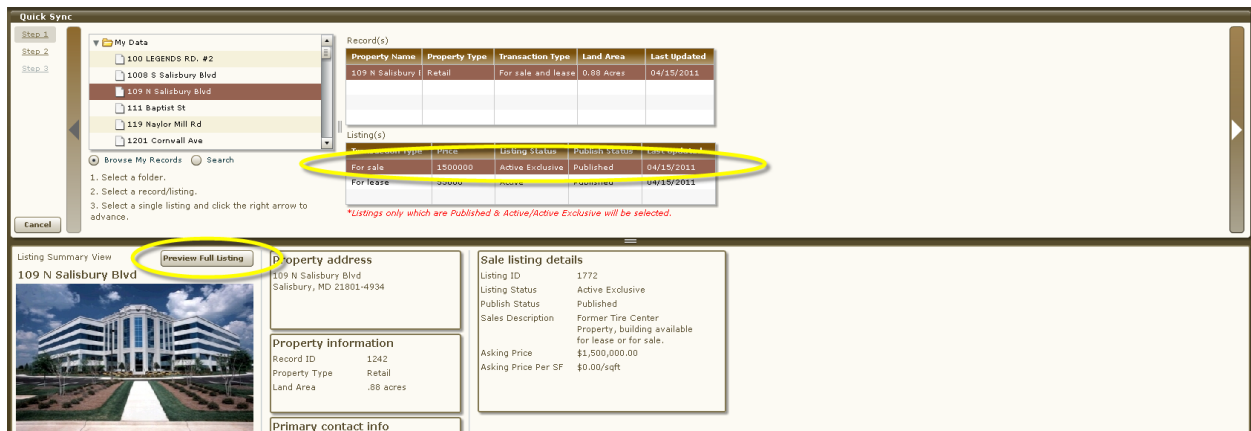


Select the record in the table on the left to see the available listings associated with the record. The record will appear in the top table on the right. The associated listings will appear in the bottom table on the right.



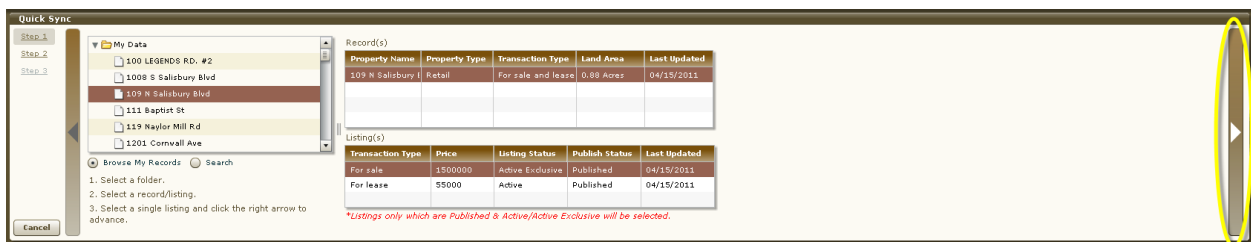
***NOTE:** Only Published Listings that have a Listing Status of Active or Active Exclusive can be synced with Listing Services.

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

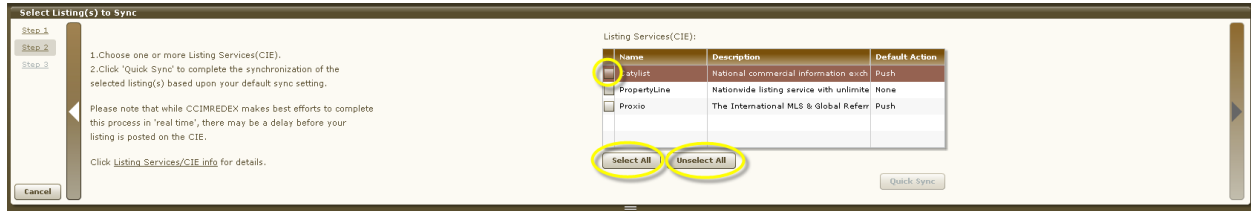


Note: The user may click the 'Preview Full Listing' button to view additional information on the selected listing.

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.

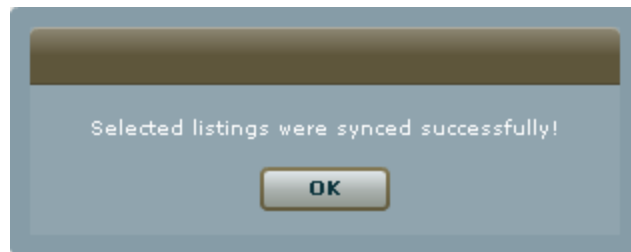


When the desired Listing Services (CIE) have been selected, click the 'Push Selected Listings' button.

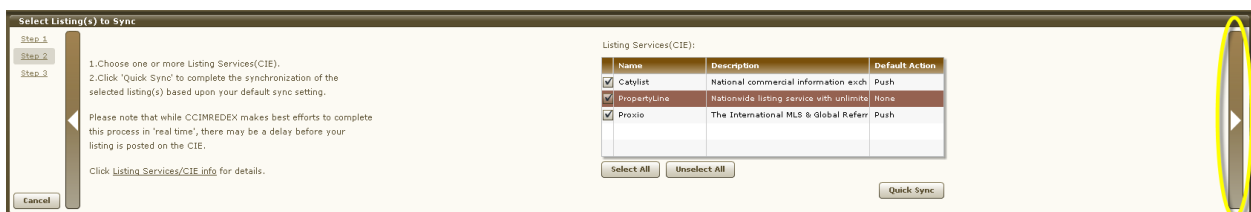


Note: Please note that while CCIMREDEX makes best efforts to complete this process in 'real time', there may be a delay before your listing is posted on the CIE.

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

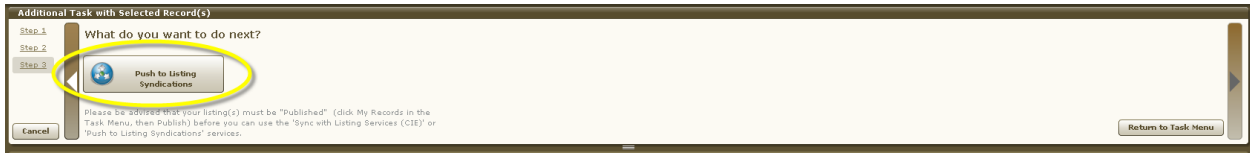


When the desired listing has been pushed, click the arrow on the right of the workflow to continue to the next step.



Step 4: What Do You Want To Do Next?

1. Push listing to Listing Syndications.



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.

