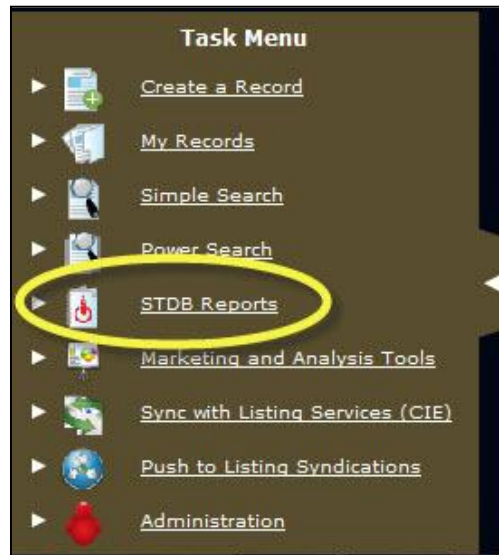


STDB Reports Tutorial

The STDB Reports feature allows users to get a Site Map, Executive Summary Report, Demographic and Income Report, or Market Profile for your record.

The step-by-step instructions below take you through the process of running STDB Reports and using the various functions within STDB Reports.

Step 1: Click '*STDB Reports*' located on the Task Menu.



The '*STDB Reports*' workflow will open at the top of the screen.

The screenshot shows the STDB Reports workflow interface. On the left, there is a sidebar with 'Step 1', 'Step 2', and 'Step 3'. Below the sidebar is a 'My Data' folder containing several records: 'Hendry Road', '11225 College Blvd', '1206 College Avenue', '12147 Coursey Blvd Suite: First Floor', '142 Old Ridgefield Rd', and '193 Versailles Rd'. Below the records are radio buttons for 'Browse My Records' (selected) and 'Search'. Below the radio buttons are instructions: '1. Select a folder.', '2. Select a record/listing.', and '3. Select a listing by double clicking the property record or dragging and dropping the listing into the grid below.' A 'Cancel' button is at the bottom left. On the right, there are two tables. The top table is titled 'Record(s)' and has columns: 'Property Name', 'Property Type', 'Transaction Type', 'Land Area', and 'Last Updated'. The bottom table is titled 'Listing(s)' and has columns: 'Transaction Type', 'Price', 'Listing Status', 'Publish Status', and 'Last Updated'. Both tables are currently empty.

Select the record in the table on the left to choose the entire record or listings associated with that record to run STDB Reports on. 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.

STDB

Step 1
Step 2
Step 3

2 - 2,000 SF Suites Beside New Upper Crust Pi
430 N Michigan Ave
CCIM Tech Headquarters in Dallas
CCIMTECH HQ - Dallas
Coronado Ave
Great N Causway
Lincoln Plaza

Browse My Records Search

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

Cancel

Record(s)				
Property Name	Property Type	Transaction Type	Land Area	Last Updated
Lincoln Plaza	Office	For sale and lease	1.10 Acres	06/23/2011

Listing(s)				
Transaction Type	Price	Listing Status	Publish Status	Last Updated
For sale	2500000	Active Exclusive	Published	06/13/2011
For lease	21	Active Exclusive	Published	03/21/2011

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

STDB

Step 1
Step 2
Step 3

2 - 2,000 SF Suites Beside New Upper Crust Pi
430 N Michigan Ave
CCIM Tech Headquarters in Dallas
CCIMTECH HQ - Dallas
Coronado Ave
Great N Causway
Lincoln Plaza

Browse My Records Search

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

Cancel

Record(s)				
Property Name	Property Type	Transaction Type	Land Area	Last Updated
Lincoln Plaza	Office	For sale and lease	1.10 Acres	06/23/2011

Listing(s)				
Transaction Type	Price	Listing Status	Publish Status	Last Updated
For sale	2500000	Active Exclusive	Published	06/13/2011
For lease	21	Active Exclusive	Published	03/21/2011

Selected Listing(s): Remove Selected Listing

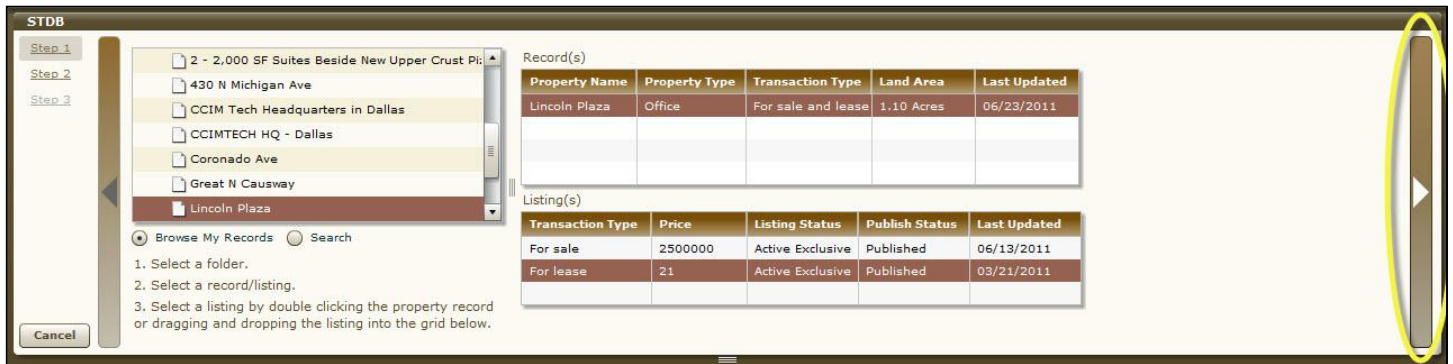
Record ID	Listing ID	Suite/Space#	Asking Price	Space Available	Max Rent	Min Rent	Publish Status	Property Name	Address	Property Type
19804	19512		2500000	0	0	0	Published	Lincoln Plaza	500 N Akard St, Dallas, TX 75201-	Office
19804	13835	1910	0	4343	24	21	Published	Lincoln Plaza	500 N Akard St, Dallas, TX 75201-	Office

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.

Selected Listing(s): Remove Selected Listing

Record ID	Listing ID	Suite/Space#	Asking Price	Space Available	Max Rent	Min Rent	Publish Status	Property Name	Address	Property Type
19804	19512		2500000	0	0	0	Published	Lincoln Plaza	500 N Akard St, Dallas, TX 75201-	Office
19804	13835	1910	0	4343	24	21	Published	Lincoln Plaza	500 N Akard St, Dallas, TX 75201-	Office

When the desired properties have been selected, 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 Properties' on the left.



The user is prompted to select the appropriate study area type. Each study area can be defined by rings (radii), donuts (bands) or drive-time polygons.



Rings are calculated as circles using your site as the center point. A site with 5, 10 and 15 mile rings will calculate statistics using the following three areas:

0 – 5 mile area

0 – 10 mile area

0 – 15 mile area

The maximum parameter for rings is 300 miles; the minimum parameter is .1 miles. Rings automatically default to 5, 10 and 15 miles.

The screenshot shows the 'STDB' interface. On the left, there are three steps: Step 1, Step 2, and Step 3. A 'Cancel' button is at the bottom left. The main area is titled 'Selected Properties:' and contains a table with the following data:

Property Name	Address	City	State	Zipcode
Lincoln Plaza	500 N Akard St	Dallas	TX	75201-33

Below the table is a note: 'Click 'Apply' to define study area. After study area is applied, select a report and click 'Get Report' to generate. Note: Only the first five selected records are used to generate STDB reports.'

On the right, the 'Define Study Area' section has a 'By:' dropdown menu with 'Rings' selected (circled in yellow). There are also radio buttons for 'Donuts' and 'Drive Times'. Below this, the 'Radius (miles):' section has input fields for 5, 10, and 15, and an 'Apply' button. The 'Generate Report' section has a 'Type of Report:' dropdown menu with 'Demographic' selected and a 'Get Report' button.

Donuts are study areas that are cut out like donuts with no overlap. Donut rings offer the traditional ring study without duplication of overlapping areas. A site with 5, 10 and 15 mile donuts will calculate statistics using the following three areas:

0 – 5 mile area

5 – 10 mile area

10 – 15 mile area

The maximum parameter for donuts is 300 miles; the minimum parameter is .1 miles. Donuts automatically default to 5, 10 and 15 miles.

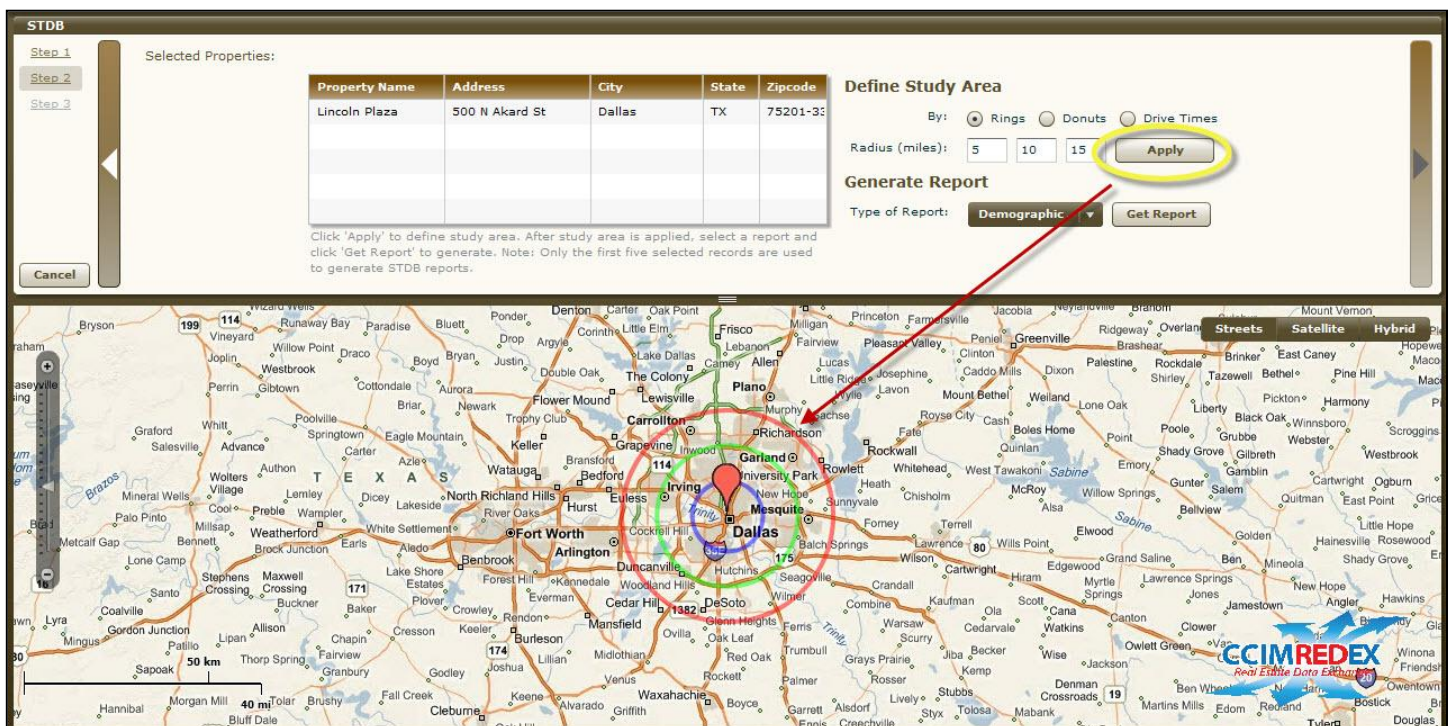
This screenshot is identical to the one above, showing the 'STDB' interface. The only difference is that in the 'Define Study Area' section, the 'By:' dropdown menu has 'Donuts' selected (circled in yellow) instead of 'Rings'. All other elements, including the table and buttons, are the same.

Drive-times are defined by the time it takes to drive from the outer border of the area to a site location. They are an effective tool for defining areas where access to a site is greatly affected by natural and man-made barriers, such as mountains, rivers, lakes, canyons, bridges and highways, in the total drive time under normal traffic conditions. A 5, 10 and 15 minute drive-time report describes data in 0 – 5 minute, 0 – 10 minute and 0 – 15 minute study areas.

The maximum parameter for drive-time polygons is 60 minutes; the minimum parameter is 2 minutes. Drive-times automatically default to 5, 10 and 15 minutes.



After the desired parameters are specified, click 'Apply' and the study area buffers will be drawn on the map. If the size of the study area is smaller or larger than desired, you may reenter the values to adjust the size. The user **MUST** click the 'Apply' button to update the changes of the study area.



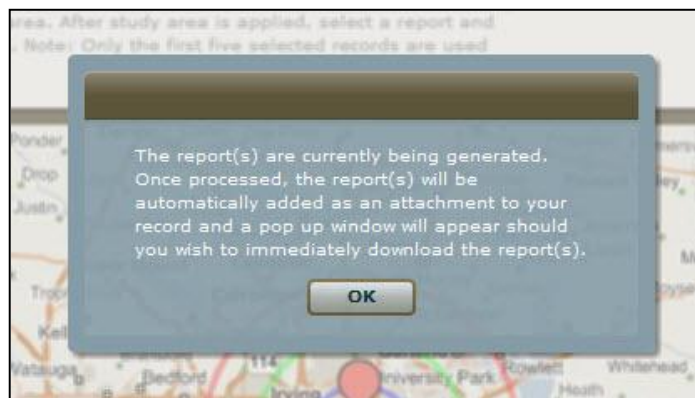
To generate report(s), choose the reports or all reports you want to run from STDB from the drop down menu.



Click the 'Get Report' button.



A confirmation message will appear on the screen when reports have been successfully ordered.



Once reports are complete and available, a pop-up window will appear. Click the URL link to access the report(s) immediately.



STDB Reports will automatically be uploaded to the Attachment bucket for the property record.

Once the desired reports have been run, click the arrow on the right of the workflow to continue to the next step.

STDB

Selected Properties:

Property Name	Address	City	State	Zipcode
Lincoln Plaza	500 N Akard St	Dallas	TX	75201-33

Define Study Area

By: Rings Donuts Drive Times

Radius (miles):

Generate Report

Type of Report:

Click 'Apply' to define study area. After study area is applied, select a report and click 'Get Report' to generate. Note: Only the first five selected records are used to generate STDB reports.

Cancel

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?

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

The user has the option to move to other workflows, carrying the record(s) they just ran reports on. They now have the opportunity to:

1. **Publish** the record(s) they recently ran reports on.

Additional Task with Selected Record(s)

Step 1
Step 2
Step 3

What do you want to do next?

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

2. **Print** the record(s) they recently ran reports on.

Additional Task with Selected Record(s)

Step 1
Step 2
Step 3

What do you want to do next?

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

3. Sync record(s) they ran reports on to Listing Service(s) (CIE).



4. Push record(s) they ran reports on to Listing Syndications.



5. Access Marketing Tools to create flyers, flash websites and more using the record(s) they ran reports on.



6. Access Analysis Tools to complete an analysis on the record(s) they ran reports on.



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.

