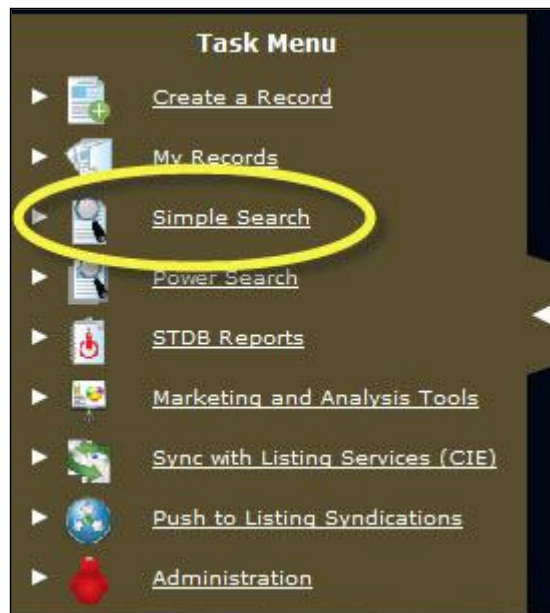


## Simple Search Tutorial

The Simple Search feature allows users to search the CCIMREDEX database by a specific address, a standard geography or a key word filtered by a select number of variables. Search criteria may be saved (10 maximum) for future use.

The step-by-step instructions below take you through the process of using the various functions within Simple Search.

**Step 1:** Click '*Simple Search*' located on the Task Menu.



The '*Simple Search*' workflow will open at the top of the screen.

A screenshot of the "Simple Search" workflow interface. The window has a title bar "Simple Search". On the left, there is a vertical sidebar with three steps: "Step 1" (selected), "Step 2", and "Step 3". The main area contains a "Find Property" label followed by a text input field with the placeholder "Enter property search criteria" and a "Go" button. Below the input field are several examples: "Redlands,92373", "380 New York St,Redlands,CA,92373", "Office,Scottsdale", and "For Sale,New York St,Redlands,CA For Sale,For Lease,Riverside". To the right of the input field is a "To do a Simple Search:" section with a numbered list: "1. Input a specific address with or without a street number or any standard geography to narrow your search.", "2. Click 'Additional Search Fields' to add additional filters.", "3. (optional) Click Save Search for use in future searches.", and "4. Click toggle buttons to switch from Map View, Grid View, or Compare View for viewing any of the matching results." At the bottom of the main area are three buttons: "Cancel", "Additional Search Fields", and "Save Search".

Enter an address, Listing ID or Transaction Type to narrow the search.

The following are examples of acceptable searches:

Redlands, 92373

380 New York St, Redlands, CA, 92373

Office, Scottsdale

For Sale, Austin, TX

For Sale, For Lease, Riverside

Click the 'Go' button.

The screenshot shows the 'Simple Search' interface. The search input field contains 'For Sale, Boston, MA' and the 'Go' button is highlighted with a yellow circle. Below the input field, a list of examples is shown: 'Redlands,92373', '380 New York St,Redlands,CA,92373', 'Office,Scottsdale', 'For Sale,New York St,Redlands,CA', and 'For Sale,For Lease,Riverside'. To the right, a 'To do a Simple Search:' section lists four steps. At the bottom, there are buttons for 'Cancel', 'Additional Search Fields', and 'Save Search'.

The user has the option of narrowing the search further by clicking the 'Additional Search Fields' button.

The screenshot shows the 'Simple Search' interface. The search input field contains 'For Sale, Boston, MA' and the 'Go' button is visible. The 'Additional Search Fields' button is highlighted with a yellow circle. The rest of the interface, including the examples list and the 'To do a Simple Search:' section, is the same as in the previous screenshot.

Additional Search Fields include: Property Name, Property Description, Transaction Type, Property Type and more.

The screenshot shows the 'Simple Search' interface with the 'Additional Search Fields' section highlighted by a yellow oval. This section includes several input fields and dropdown menus: 'Property Name', 'Property Description', 'Transaction Type' (with a 'Select one' dropdown), 'Property Type' (with an 'Any' dropdown), 'Sub Type' (with an 'Any' dropdown), 'Quality Class' (with an 'Any' dropdown), 'Listing Status' (with an 'Any' dropdown), 'SqFt Min:', 'SqFt Max:', 'Land Area Min:', and 'Land Area Max:'. At the bottom, there are buttons for 'Cancel', 'Update Count', 'Save Search', 'Sort By: Date Created (Newest)', and 'Go'.

Within the Additional Search Fields, the 'Sort by' option will sort all matched Listings.

The screenshot shows the 'Simple Search' interface. The 'Find Property' field contains 'For Sale, Boston, MA'. Below it are examples: 'Redlands,92373', '380 New York St,Redlands,CA,92373', 'Office,Scottsdale', 'For Sale,New York St,Redlands,CA', and 'For Sale,For Lease,Riverside'. To the right, there are instructions: 'To do a Simple Search: 1. Input a specific address with or without a street number or any standard geography to narrow your search. 2. Click 'Additional Search Fields' to add additional filters. 3. (optional) Click Save Search for use in future searches. 4. Click toggle buttons to switch from Map View, Grid View, or Compare View for viewing any of the matching results.' The 'Save Search' button is visible. Below the search fields are dropdown menus for 'Property Type', 'Sub Type', 'Quality Class', and 'Listing Status', all set to 'Any'. There are also input fields for 'SqFt Min', 'SqFt Max', 'Land Area Min', and 'Land Area Max'. At the bottom, the 'Update Count' is 0, and the 'Sort By' dropdown is highlighted in yellow, showing 'Date Created (Newest)'. A 'Go' button is next to it.

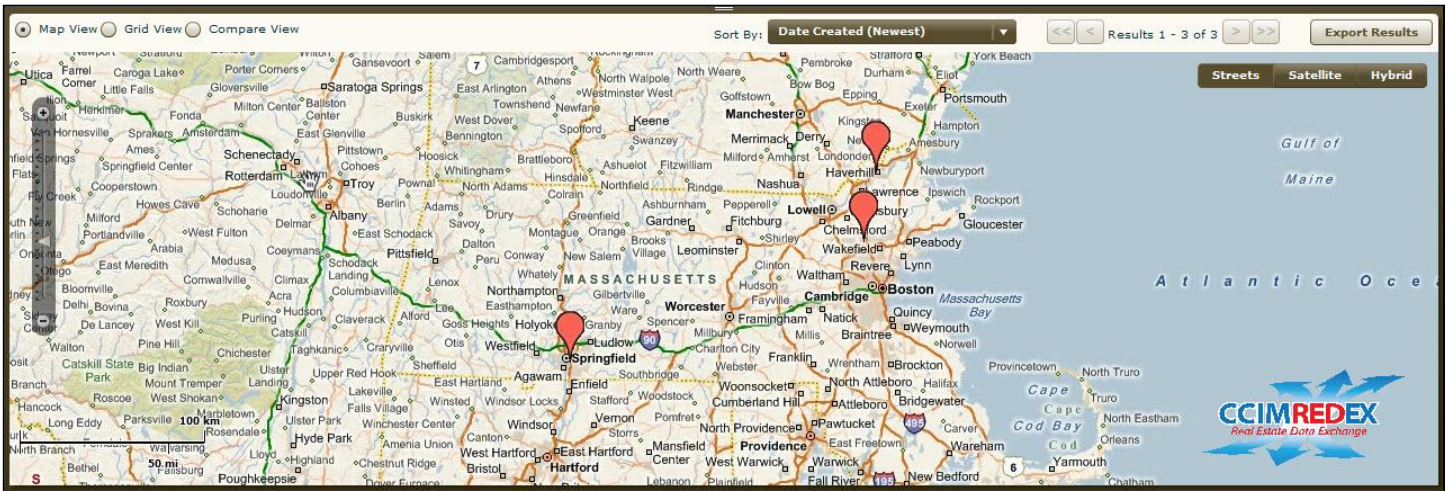
To narrow your search, enter the detailed information into the desired search fields. Click the 'Update Count' button.

The screenshot shows the 'Simple Search' interface after a search. The 'Find Property' field still contains 'For Sale, Boston, MA'. The 'Update Count' button is now highlighted in yellow and shows a count of 3. The 'Save Search' button is still visible. The 'Sort By' dropdown is still set to 'Date Created (Newest)'. The 'Go' button is next to it.

**OPTIONAL:** Click the 'Save Search' button for use in future searches.

The screenshot shows the 'Simple Search' interface after a search. The 'Find Property' field still contains 'For Sale, Boston, MA'. The 'Update Count' button shows a count of 3. The 'Save Search' button is now highlighted in yellow. The 'Sort By' dropdown is still set to 'Date Created (Newest)'. The 'Go' button is next to it.

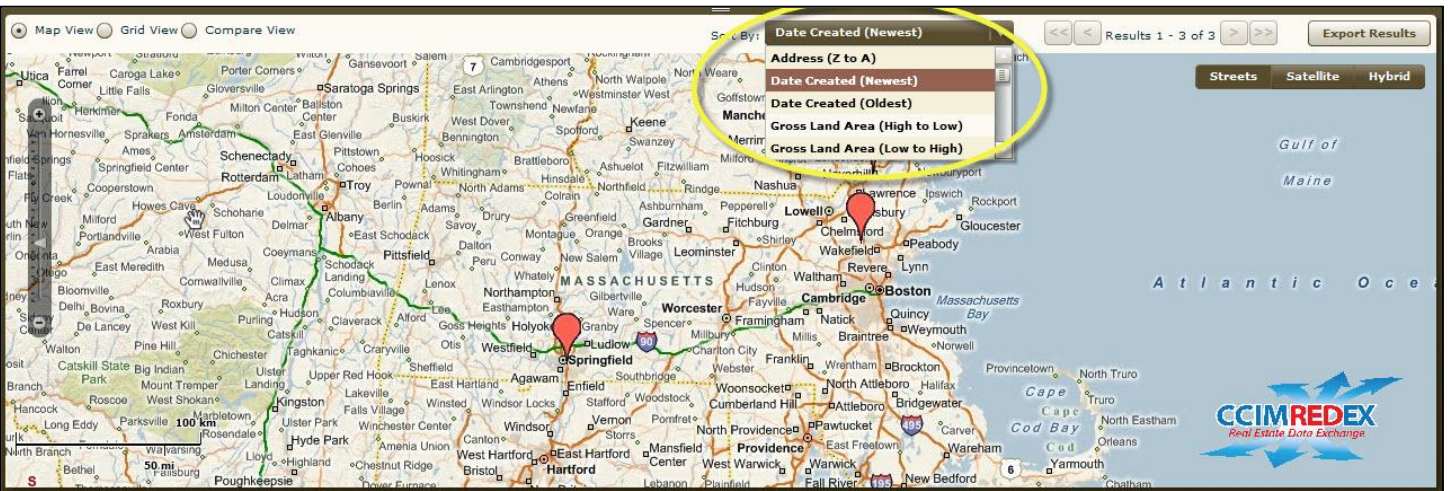
The properties will be displayed on the map below.



The user can toggle to switch from Map View, Grid View, or Compare View for viewing any of the matching results.



If multiple properties are listed, the user can sort by numerous variables by clicking the drop down menu. The 'Sort by' option here, will sort the top 100 listings.



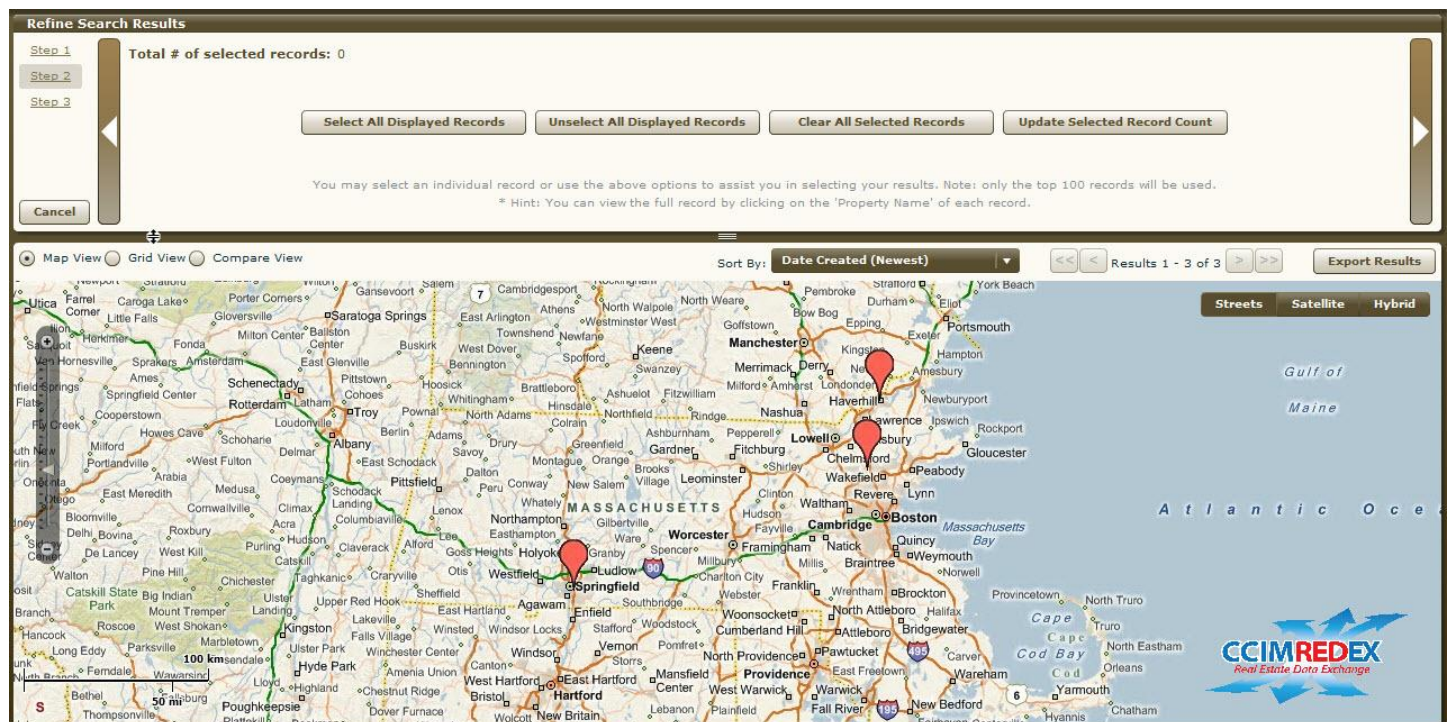
The user also has the option to Export the results of the search. Click the 'Export Results' button. The user will receive an email containing a link to the export results. The export results will be in Excel format (.xls).



When the desired properties have been searched and found, click the arrow on the right of the workflow to continue to the next step.



**Step 2:** The desired properties will be chosen in this step. The properties the user searched for will be in the grid or map below.



The user may select an individual record/listing manually or use one of the options to assist in selecting results.

**NOTE:** Only the top 100 records will be shown as results.

**HINT:** The user can view the full record by clicking on the 'Property Name' of each record.

|                   | 200 Merrimack St             | 33 Longhill St                  | 317 New Boston St          |
|-------------------|------------------------------|---------------------------------|----------------------------|
| Address           | 200 Merrimack St units 17-15 | 33 Longhill St, Springfield, MA | 317 New Boston St, Woburn, |
| Record ID         | 20434                        | 16024                           | 14220                      |
| Listing ID        | 17312                        | 13482                           | 11664                      |
| Asking Price      | 297000                       | 479999                          | 3200000                    |
| Suite/Space #     |                              |                                 |                            |
| Property Type     | Office                       | Multi-Family                    | Industrial                 |
| Property Sub-Type | Office Condominium           |                                 | Manufacturing              |
| Special Use Type  | Office Condo Units           |                                 | Manufacturing/High-Tech    |
| Transaction Type  | For sale                     | For sale                        | For sale                   |
| Listing Status    | Expired                      | Expired                         | Expired                    |
| Total Property SF | 3000                         | 14499                           | 60000                      |
| Land Area         | 0.07                         | 0.57                            | 3.76                       |
| Year Built        | 1900                         |                                 | 1985                       |

**Select All Displayed Records** – this option will select all properties listed in the grid or on the map. The 'Total # of selected properties' will update automatically when the user chooses this option.



**Unselected All Displayed Records** – this option will unselect the properties in the grid below and allow the user to manually select one or more properties. This is helpful if the user does not want to select all properties listed or if the user has made a mistake when selecting all properties. The 'Total # of selected properties' will update automatically when the user chooses this option.



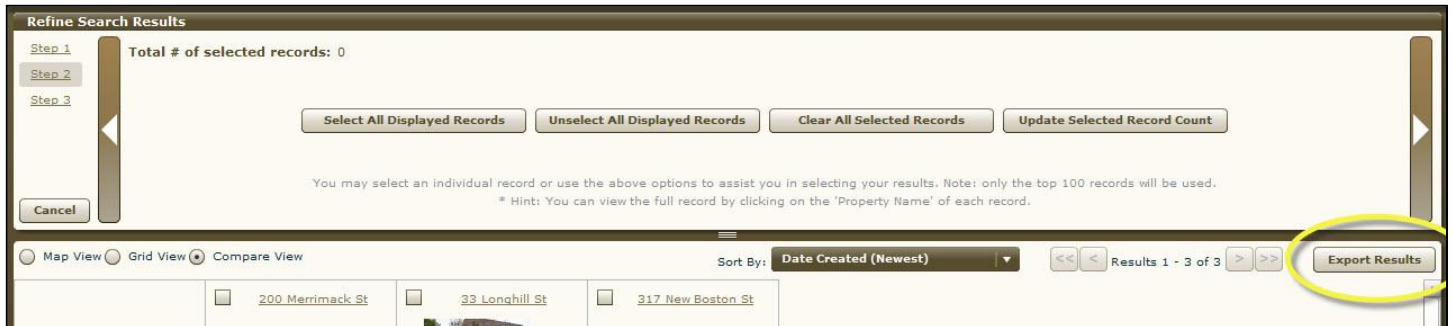
**Clear All Selected Records** – this option will clear any selections that the user manually made to select properties or clear the entire selection if the user chose to select all properties. The 'Total # of selected properties' will update automatically if the user chooses this option.



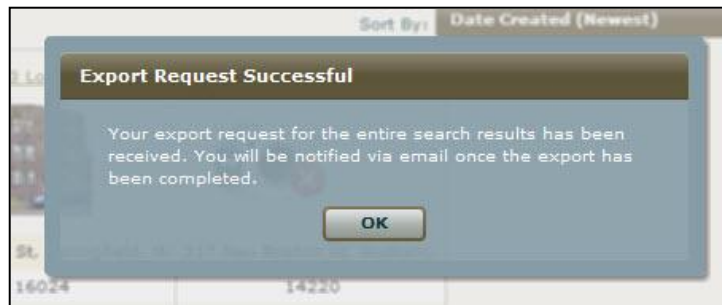
**Update Selected Record Count** - If the user changes the number of desired records manually on the list, choose *'Update Selected Record Count'*.



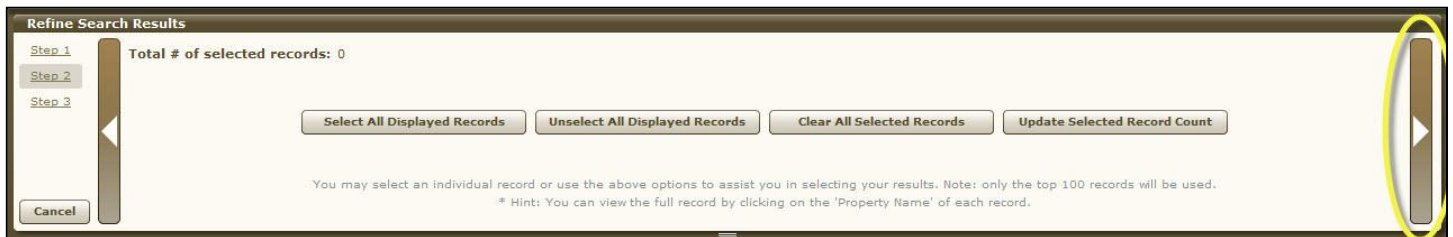
The user may export all results by clicking the *'Export Results'* button. The user will receive an email containing a link to the export results. The export results will be in Excel format (.xls).



The user will be notified by email when results are exported successfully.



When the desired properties have been selected, 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) they just selected. They now have the opportunity to:

1. **Export** the record(s)/listing(s) they selected.



2. **Print** the record(s) they selected.



3. Go to **My Searches/GeoRSS** to set up receiving updates on the properties selected. The user **MUST** have 'Saved Search' to be able to access the search in My Searches/GeoRSS.



4. Run **STDB Reports** on the record(s) they selected.



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.

