

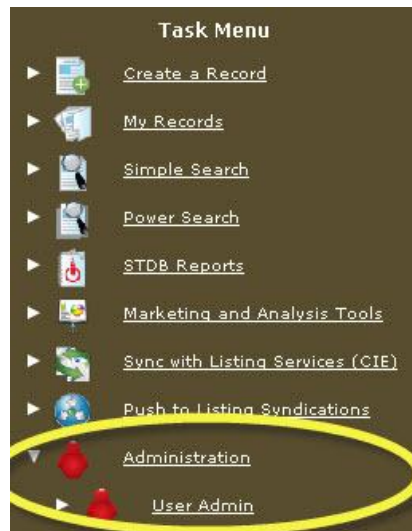
User Administration Tutorial

The User Administration feature allows users to edit contact information, change the profile image, company logo and manage log in names for vendor applications.

The information entered will appear as the primary contact information on all records/listings within CCIMREDEX.

The step-by-step instructions below take you through the process of accessing and using the various functions within the Administration tab.

Step 1: Click 'Administration' located at the bottom of the Task Menu. Select 'User Admin' to enter/edit user information.



Step 2: Initially, the user will see the profile information auto-populated by CCIMREDEX in the 'Preview Profile' section of the screen (top). The user now has the option to edit additional information, including Profile Image, Company Logo, Contact Information and Company Information.


User Administration

Preview Profile

User Name: 18840 Middle Name: Last Login: Mon Jun 13 2011
First Name: Ashley Last Name: Sloan Last Updated: Mon Jan 3 2011

Profile Image

Please select a Profile image file to upload:




* Recommended Profile Image size is 70 width by 80 height. If image is larger it will be scaled down accordingly. Maximum allowed file upload size is 300 KB.

Company Logo/Organization Information

* Select primary organization from drop down.
Organization Name:

Please select a Company Logo image file to upload:

Company Logo:



* Recommended Logo Image size is 225 width by 80 height. If image is larger it will be scaled down accordingly. Maximum allowed file upload size is 300 KB.

Contact Information

Street: Day Phone:
Address2: Phone Ext:
City: Cell Phone:
Email: Web Address:
Fax: License No:
State: Zip: License State:

Company Information

Name: Phone:
Street: Cell Phone:
Address2: Fax:
City: Web Address:
State: Zip: Professional Designation:

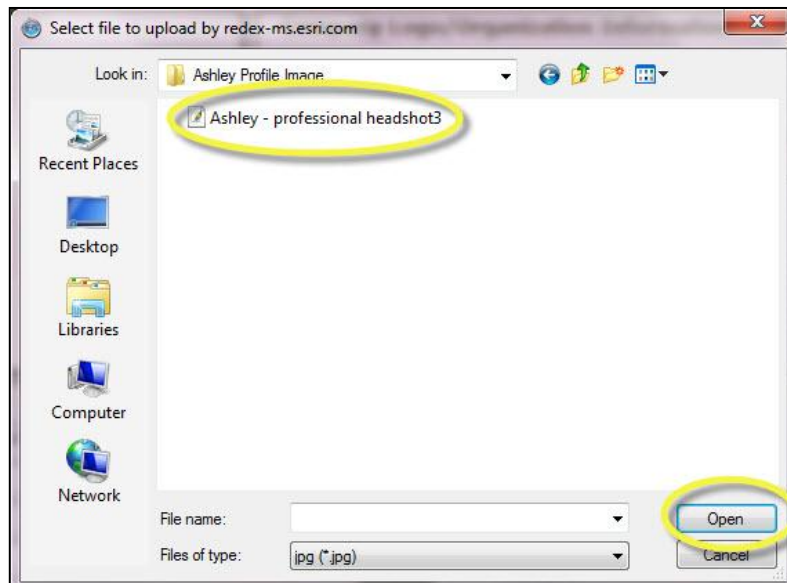
Profile Image



Step 1: To edit/add a Profile Image, click the 'Browse' button.



Step 2: Locate the desired image on your computer and click 'Open'.



Step 3: Click 'Upload' to add the selected image to the User profile.



Profile Image

Please select a Profile image file to upload:

Selected File:



* Recommended Profile Image size is 70 width by 80 height. If image is larger it will be scaled down accordingly. Maximum allowed file upload size is 300 KB.

REQUIRED: * Recommended Profile Image size is 70 width by 80 height. If image is larger it will be scaled down accordingly. Maximum allowed file upload size is 300 KB.

When the image upload is complete, the user will see the below progress bar.



Profile Image

Please select a Profile image file to upload:

Selected File:

Upload Complete 



* Recommended Profile Image size is 70 width by 80 height. If image is larger it will be scaled down accordingly. Maximum allowed file upload size is 300 KB.

Company Logo/Organization Information

Company Logo/Organization Information

* Select primary organization from drop down.

Organization Name: **CCIM** ▼

Please select a Company Logo image file to upload:

Company Logo:



* Recommended Logo Image size is 225 width by 80 height. If image is larger it will be scaled down accordingly. Maximum allowed file upload size is 300 KB.

The default Organization is currently "CCIM".

Company Logo/Organization Information

* Select primary organization from drop down.

Organization Name: **CCIM** ▼

Please select a Company Logo image file to upload:

Company Logo:



* Recommended Logo Image size is 225 width by 80 height. If image is larger it will be scaled down accordingly. Maximum allowed file upload size is 300 KB.

Step 1: To edit/add a Company Logo, click 'Browse'.

Company Logo/Organization Information

* Select primary organization from drop down.

Organization Name: **CCIM** ▼

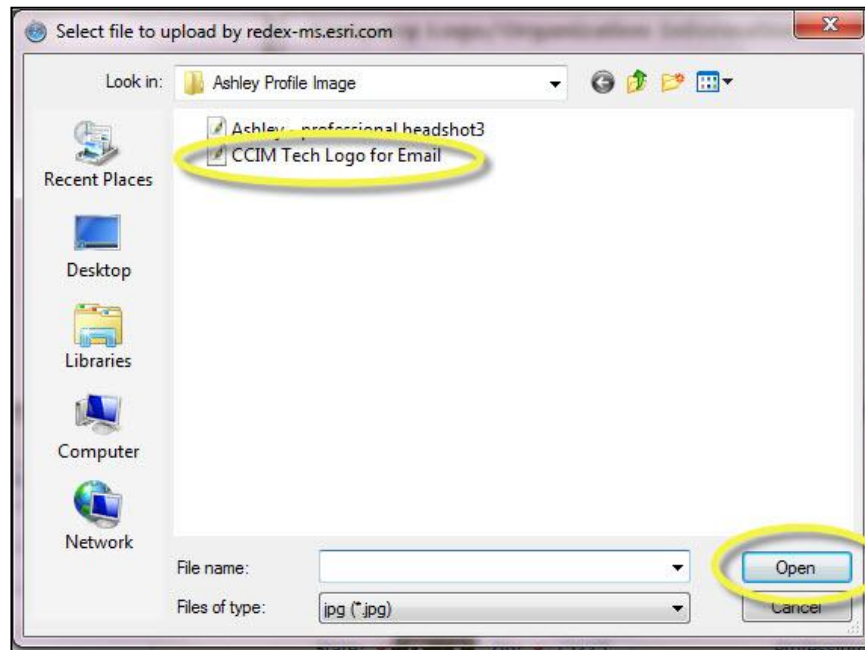
Please select a Company Logo image file to upload:

Company Logo:



* Recommended Logo Image size is 225 width by 80 height. If image is larger it will be scaled down accordingly. Maximum allowed file upload size is 300 KB.

Step 2: Locate the desired logo on your computer and click 'Open'.



Step 3: Click 'Upload' to add the selected logo to the User profile.

REQUIRED: * Recommended Logo Image size is 225 width by 80 height. If image is larger it will be scaled down accordingly. Maximum allowed file upload size is 300 KB.



When the image upload is complete, the user will see the below progress bar.

Company Logo/Organization Information

* Select primary organization from drop down.

Organization Name: **CCIM**

Please select a Company Logo image file to upload:

Selected File: CCIM Tech Logo for Ei

Upload Complete 

Company Logo:



* Recommended Logo Image size is 225 width by 80 height. If image is larger it will be scaled down accordingly. Maximum allowed file upload size is 300 KB.

Step 4: Click 'Update'.

Company Logo/Organization Information

* Select primary organization from drop down.

Organization Name: **CCIM**

Please select a Company Logo image file to upload:

Selected File: CCIM Tech Logo for Ei

Upload Complete 

Company Logo:



* Recommended Logo Image size is 225 width by 80 height. If image is larger it will be scaled down accordingly. Maximum allowed file upload size is 300 KB.

Contact Information/Company Information

All required fields within CCIMREDEX are indicated by a red asterisk (*).

Contact Information	Company Information
Street: * 5956 Sherry Lane	Name: * CCIMTECH
Address2: Suite 1850	Street: * 5956 Sherry Lane
City: * Dallas	Address2: Suite 1850
Email: * ashley@ccimtech.com	City: * Dallas
Fax: (469) 232-2601	State: * TX Zip: * 75225
State: * TX Zip: * 75225	Phone: * (469) 232-2606
Day Phone: * (469) 232-2606	Cell Phone:
Phone Ext:	Fax:
Cell Phone:	Web Address:
Web Address:	Professional Designation:
License No:	
License State:	

Step 1: Contact Information: Users are required to input certain information, such as street address, city, email address, state, zip code and daytime phone number for the main contact. The other information fields are optional.

Contact Information

Street: * 5956 Sherry Lane
Address2: Suite 1850
City: * Dallas
Email: * ashley@ccimtech.com
Fax: (469) 232-2601
State: * TX Zip: * 75225

Day Phone: * (469) 232-2606
Phone Ext:
Cell Phone:
Web Address:
License No:
License State:

Within information fields such as phone number, email address, etc., CCIMREDEX will verify the format and will not allow you to complete if the fields are not entered and not entered properly.

Step 2: Company Information: Users are required to input certain information, such as Company Name, street address, city, state, zip code and phone number for the company. The other information fields are optional.

Company Information

Name: * CCIMTECH
Street: * 5956 Sherry Lane
Address2: Suite 1850
City: * Dallas
State: * TX Zip: * 75225

Phone: * (469) 232-2600
Cell Phone:
Fax:
Web Address:
Professional Designation:

Update

Within information fields such as phone number, email address, etc., CCIMREDEX will verify the format and will not allow you to complete if the fields are not entered and not entered properly.

Step 3: When desired information has been entered, click 'Update'.

Contact Information

Street: * 5956 Sherry Lane
Address2: Suite 1850
City: * Dallas
Email: * ashley@ccimtech.com
Fax: (469) 232-2601
State: * TX Zip: * 75225

Day Phone: * (469) 232-2606
Phone Ext:
Cell Phone:
Web Address:
License No:
License State:

Company Information

Name: * CCIMTECH
Street: * 5956 Sherry Lane
Address2: Suite 1850
City: * Dallas
State: * TX Zip: * 75225

Phone: * (469) 232-2600
Cell Phone:
Fax:
Web Address:
Professional Designation:

Update

Manage User Accounts for Applications

The Manage User Accounts function allows users to save login information for third party applications that are integrated with CCIMREDEX, including the marketing and analysis tools as well as third party listing services and CIE's.

***NOTE:** Manage User Accounts **DOES NOT** register the user for the applications, but the purpose is to "store" or save the username to access the applications. To access and use the applications within CCIMREDEX, the user **MUST** be registered with the application and the username must be entered and stored in CCIMREDEX. If the user changes the username directly with the application, they **MUST** return to the Manage User Accounts and store the new username. If the username is not updated or does not exactly match the username registered with the application, the application will not be accessible to the user within CCIMREDEX.

The screenshot shows the 'User Administration' interface. At the top, there is a 'Preview Profile' section with fields for User Name (18840), First Name (Ashley), Middle Name, Last Name (Sloan), Last Login (Mon Jun 13 2011), and Last Updated (Mon Jan 3 2011). Below this are two main sections: 'Profile Image' and 'Company Logo/Organization Information'. The 'Profile Image' section has a 'Browse' button and a preview of a woman's photo. The 'Company Logo/Organization Information' section has a dropdown for 'Organization Name' (CCIM) and a 'Browse' button for the company logo. Below these are 'Contact Information' and 'Company Information' sections, each with various input fields for street, phone, city, state, and zip. At the bottom right, there is a 'Manage User Accounts' button circled in yellow, and a 'Done' button.

Step 1: Click the 'Manage User Accounts' button.

The user will now see the Manage User Accounts screen.

The screenshot shows the 'Manage User Accounts' screen. At the top, there is a table titled 'Available Integrators' with columns for Application, Description, Category Name, and Log In Name. Below the table, there is a disclaimer section with a checkbox for 'I Agree' and a 'User Name' input field. At the bottom, there are buttons for 'Register', 'Save', 'Delete', and 'Done'.

Application	Description	Category Name	Log In Name
Catylist	National commercial information exchar	Listing Services (CI)	Unsaved
CCIM Member Profile	Post your CCIMREDEX listing on your Pr	Listing Services (CI)	Unsaved
Diamond Data	Your #1 source for commercial real esta	Listing Services (CI)	Unsaved
PropertyLine	Nationwide listing service with unlimited	Listing Services (CI)	Unsaved

Please save your user account for 3rd party vendor.

Disclaimer:

CCIMREDEX has created Application Programming Interfaces (APIs) with third party applications. By providing this service, we are providing data integration from CCIMREDEX to these third party applications.

You are required to provide CCIMREDEX the username for the participating third party applications for your accessing the third party application from CCIMREDEX.

While CCIMREDEX will make a good faith effort to store this information on a secure electronic storage system, CCIMREDEX is not responsible for the security of this information while being stored or transmitted online to third party applications. All of the provisions set forth in the Terms of Service are also applicable to these third party account designation(s).

I Agree

User Name *

Do not have a User Account, Click 'Register' to register an account.

Step 2: Click the name of the vendor you would like to manage the user name for.

Manage User Accounts

Available Integrators

Application	Description	Category Name	Log In Name
Catalist	National commercial information exchar	Listing Services (CI	Unsaved
CCIM Member Profile	Post your CCIMREDEX listing on your Pro	Listing Services (CI	Unsaved
Diamond Data	Your #1 source for commercial real esta	Listing Services (CI	Unsaved
PropertyLine	Nationwide listing service with unlimited	Listing Services (CI	Unsaved

Please save your user account for 3rd party vendor.

Disclaimer:

CCIMREDEX has created Application Programming Interfaces (APIs) with third party applications. By providing this service, we are providing data integration from CCIMREDEX to these third party applications.

You are required to provide CCIMREDEX the username for the participating third party applications for your accessing the third party application from CCIMREDEX.

While CCIMREDEX will make a good faith effort to store this information on a secure electronic storage system, CCIMREDEX is not responsible for the security of this information while being stored or transmitted online to third party applications. All of the provisions set forth in the Terms of Service are also applicable to these third party account designation(s).

I Agree

User Name *

Do not have a User Account, Click 'Register' to register an account.

If you do not currently have an account with the vendor you chose, **the user MUST register with the application directly. For convenience, CCIMREDEX has provided access to the application via the 'Register' button.**

Click the 'Register' button. You will be directed to the vendor's website to register for an account

Manage User Accounts

Available Integrators

Application	Description	Category Name	Log In Name
Catalist	National commercial information exchar	Listing Services (CI	Unsaved
CCIM Member Profile	Post your CCIMREDEX listing on your Pro	Listing Services (CI	Unsaved
Diamond Data	Your #1 source for commercial real esta	Listing Services (CI	Unsaved
PropertyLine	Nationwide listing service with unlimited	Listing Services (CI	Unsaved

Please save your user account for 3rd party vendor.

Disclaimer:

CCIMREDEX has created Application Programming Interfaces (APIs) with third party applications. By providing this service, we are providing data integration from CCIMREDEX to these third party applications.

You are required to provide CCIMREDEX the username for the participating third party applications for your accessing the third party application from CCIMREDEX.

While CCIMREDEX will make a good faith effort to store this information on a secure electronic storage system, CCIMREDEX is not responsible for the security of this information while being stored or transmitted online to third party applications. All of the provisions set forth in the Terms of Service are also applicable to these third party account designation(s).

I Agree

User Name *

Do not have a User Account, Click 'Register' to register an account.

Step 3: Check the check box to agree to the Disclaimer. Enter the User Name for the vendor account. **Again the purpose is to "store" or save the username to access the applications in CCIMREDEX and does not register you with the application.**

The screenshot shows the 'Manage User Accounts' window. At the top, there is a table titled 'Available Integrators' with the following data:

Application	Description	Category Name	Log In Name
Catylist	National commercial information exchar	Listing Services (CI	Unsaved
CCIM Member Profile	Post your CCIMREDEX listing on your Pr	Listing Services (CI	Unsaved
Diamond Data	Your #1 source for commercial real esta	Listing Services (CI	Unsaved
PropertyLine	Nationwide listing service with unlimited	Listing Services (CI	Unsaved

Below the table, there is a text prompt: "Please save your user account for 3rd party vendor." followed by a 'Disclaimer:' section. The disclaimer text is as follows:

CCIMREDEX has created Application Programming Interfaces (APIs) with third party applications. By providing this service, we are providing data integration from CCIMREDEX to these third party applications.

You are required to provide CCIMREDEX the username for the participating third party applications for your accessing the third party application from CCIMREDEX.

While CCIMREDEX will make a good faith effort to store this information on a secure electronic storage system, CCIMREDEX is not responsible for the security of this information while being stored or transmitted online to third party applications. All of the provisions set forth in the Terms of Service are also applicable to these third party account designation(s).

Below the disclaimer, there is a checkbox labeled 'I Agree' which is currently unchecked. Below that is a text input field labeled 'User Name *' with a red asterisk indicating it is required. A yellow circle highlights the 'I Agree' checkbox and the 'User Name' input field.

At the bottom, there is a red text prompt: "Do not have a User Account, Click 'Register' to register an account." followed by three buttons: 'Register', 'Save', and 'Delete'. The 'Save' button is highlighted with a yellow circle.

Step 4: Click the 'Save' or 'Delete' button.

This screenshot is identical to the one above, showing the 'Manage User Accounts' window. The 'Available Integrators' table, disclaimer, and 'User Name' input field are the same. However, in this screenshot, the 'Save' and 'Delete' buttons at the bottom are highlighted with a yellow circle, indicating the next step in the process.

Step 5: Once the user has entered the username(s) for the desired vendor(s), click the 'Done' button.

Manage User Accounts

Available Integrators

Application	Description	Category Name	Log In Name
Catylist	National commercial information exchar	Listing Services (CI	Unsaved
CCIM Member Profile	Post your CCIMREDEX listing on your Pr	Listing Services (CI	Unsaved
Diamond Data	Your #1 source for commercial real esta	Listing Services (CI	Unsaved
PropertyLine	Nationwide listing service with unlimited	Listing Services (CI	Unsaved

Please save your user account for 3rd party vendor.

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You are required to provide CCIMREDEX the username for the participating third party applications for your accessing the third party application from CCIMREDEX.

While CCIMREDEX will make a good faith effort to store this information on a secure electronic storage system, CCIMREDEX is not responsible for the security of this information while being stored or transmitted online to third party applications. All of the provisions set forth in the Terms of Service are also applicable to these third party account designation(s).

I Agree

User Name *

Do not have a User Account, Click 'Register' to register an account.

The user will now be taken back to the User Admin screen.


Step 6: Once the user is satisfied with the edits that have been made, click the 'Done' button.

User Administration

Preview Profile

User Name: 18840 Middle Name: Last Login: Mon Jun 13 2011
First Name: Ashley Last Name: Sloan Last Updated: Mon Jan 3 2011

Profile Image


Please select a Profile image file to upload: 

* Recommended Profile Image size is 70 width by 80 height. If image is larger it will be scaled down accordingly. Maximum allowed file upload size is 300 KB.

Company Logo/Organization Information

* Select primary organization from drop down.
Organization Name: CCIM

Please select a Company Logo image file to upload:

Company Logo: 

* Recommended Logo Image size is 225 width by 80 height. If image is larger it will be scaled down accordingly. Maximum allowed file upload size is 300 KB.

Contact Information

Street: * 5956 Sherry Lane Day Phone: * (469) 232-2606
Address2: Suite 1850 Phone Ext:
City: * Dallas Cell Phone:
Email: * ashley@ccimtech.com Web Address:
Fax: (469) 232-2601 License No:
State: TX Zip: * 75225 License State:

Company Information

Name: * CCIMTECH Phone: * (469) 232-2600
Street: * 5956 Sherry Lane Cell Phone:
Address2: Suite 1850 Fax:
City: * Dallas Web Address:
State: * TX Zip: * 75225 Professional Designation:

The user will now be taken back to the CCIMREDEX home screen.