

Getting Started: Checklist

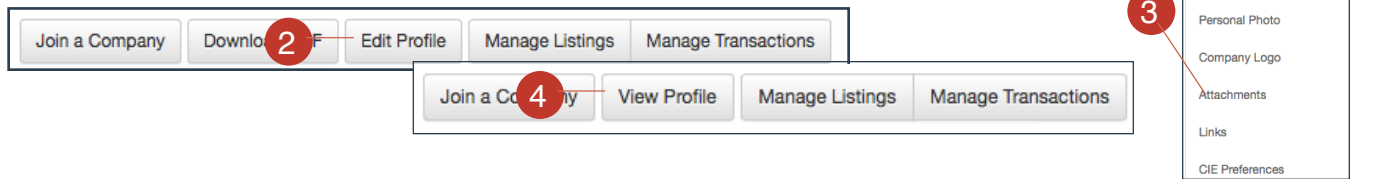
Welcome to the new Midlands CIE service! Here's a quick checklist of items that will help you hit the ground running:

- Log in to your account at www.mrcie.org
- Enhance your online Professional Profile to market your expertise and experience.
- Set your Market Monitor and email preferences to what you're most interested in receiving.
- Add/edit your listings complete with images, documents, and multi-media.
- Enter and attach completed transactions to your online professional profile
- Execute search; filter results, map results, save your search, set property alerts
- Create catalog, create report, email listing results
- Check on recent activity (e.g. new listings/transactions, listing leads, etc.) by periodically logging in and reviewing your Market Monitor (information refreshed hourly).
- Attend a FREE daily webinar to learn more!

Enhance your online Professional Profile

Market your experience and expertise with a complete professional profile.

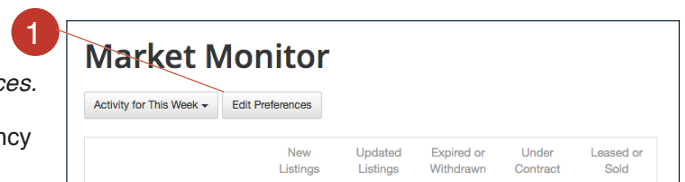
1. Log in and go to *My Account > My Profile*, which is located in the main navigation bar.
2. Click *Edit Profile*, fill in editable blanks and click *Save*. Some information is hard-coded and must be updated directly with the association.
3. Toggle between additional profile categories on the right of the page and fill in as much information as you'd like. The more complete the profile, the better.
4. At any time, you can view the information as it appears in your company profile by clicking *View Profile* at the top of the page.



Set Your Market Monitor & Email Preferences

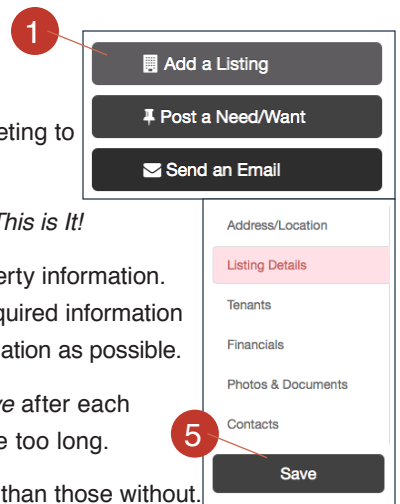
Edit your preferences.

1. Log in to access your *Market Monitor*, and click *Edit Preferences*.
2. Fill out all of the necessary blanks, choose your email frequency and interests and click *Save Preferences*
3. Note: You may have already completed this step when setting up *CIE Preferences* in step 3 above.

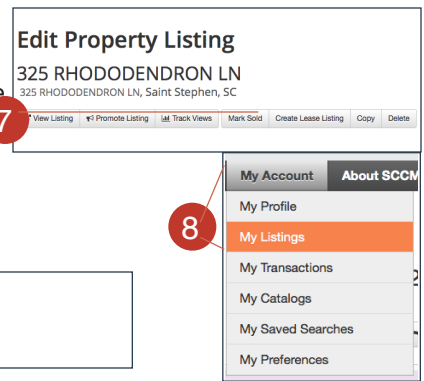


Add/Edit Your Listings

1. From the *Market Monitor*, click *Add a Listing*.
2. Enter a Listing Title, Listing Type, and Location; click *Create this Listing*. TIP: Click *Get Printable Profiler* for a printed fill-in-the-blank form for your listing type. Take to client meeting to get all pertinent information for your listing at one time.
3. Pinpoint location: position pin to the middle of the roof or the middle of the parcel and click *This is It!*
4. After the location data is confirmed, you will be taken to a page to provide additional property information. If any information was incomplete or entered incorrectly, it will notify you on this page. Required information appears in red. Correct any errors or incomplete fields and fill out as much additional information as possible.
5. Toggle between pages for additional information with the left-hand toolbar, pressing *Save* after each section. HELPFUL HINT: Save often - system will time out and data will be lost if it is idle too long.
6. Tip: Make sure to enter a property photo. Properties with photos get much more attention than those without.



7. TIP: If your listing is available for both Sale and Lease, set up the listing as one type - either Sale or Lease. After you have created and saved the listing, Click on Create Sale Listing or Create Lease Listing by simply clicking the appropriate button at the top of the Edit Property Listing page.

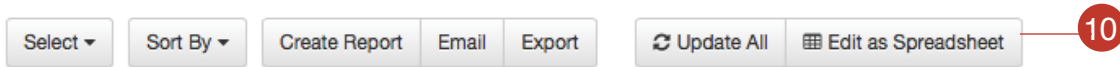


8. EDIT LISTINGS: To edit your listings, click on *My Account > My Listings*.

9. Scroll down, find your property listing and click *Edit* to the right of the listing.



10. To edit multiple listings at once, go to the My Listings page (see step 8) and click *Edit as Spreadsheet*.

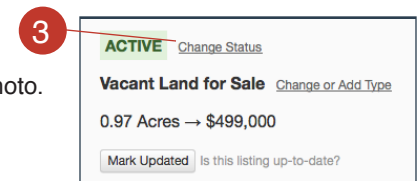


Enter and Attach Completed Transactions

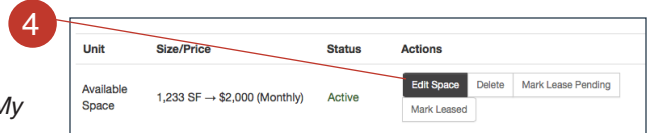
1. Click on *My Account > My Listings* (see step 1 above)

2. To mark an active listing Leased or Sold, click the property name, *Edit* or the listing photo.

3. From this page, select *Change Status* and choose the updated status.



4. TIP: You can also mark an individual suite or unit Leased or Sold by clicking *Edit Space* next to the individual space. A new window will open where you can add the completed transaction information.



5. To add a previously completed transaction to your profile, go to *My Account > My Listings*. From this page, click *Add a Transaction* and add the necessary information.

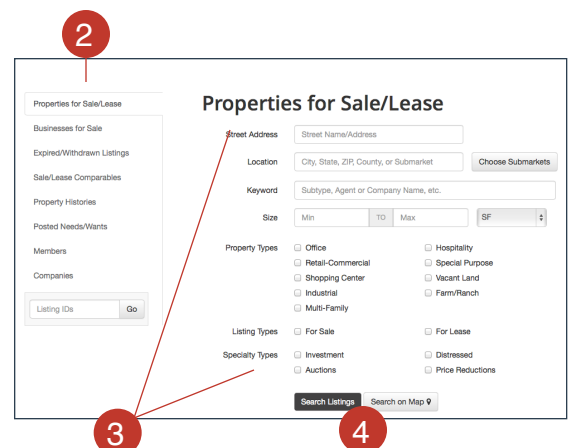
Execute Search; Filter Results, Map Results, Save Your Search, Set Property Alerts

1. Hover over *Search* in the top toolbar and choose from drop-down list.

2. If you click directly on *Search*, you will be directed to the basic property search page with the option to toggle between categories on the left-hand side of the page.

3. From the search page, you can search properties by Street Address, Location (including pre-set submarkets), Keyword, Size, Property Types, Listing Types and Specialty Types.

4. After choosing filling in the appropriate blanks, click either *Search Listings* or *Search on Map*



Execute Search; Filter Results, Map Results, Save Your Search, Set Property Alerts

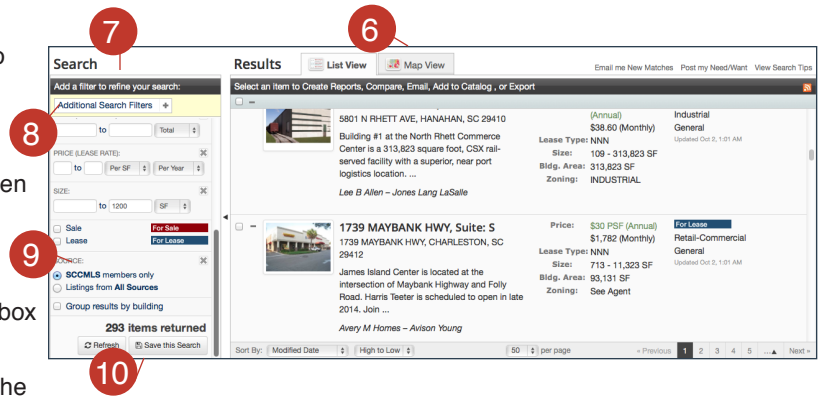
5. The default display is list view. You can switch to map view by clicking *Map View* at the top of the search results. More on mapping below.

6. The search filter on the left-hand side of the screen allows you to refine your search, and results are updated in real time.

7. TIP: To add a search filter, select the drop down box labeled *Additional Search Filters*. Select the filter that you would like to add. Once selected, the new search field will display at the bottom of the page.

8. By default, your search results will display your CLS member listings only. Selecting the *Listings from All Sources* option will return matches from the entire Catylist Network database.

9. To save your search and set up property alerts, click *Save this Search*. Name your search and select property alert preferences.



Create Catalogs, Create Reports and Email Listing Results

1. You can assemble and save a collection of listings in a catalog. The listings in this catalog can be rearranged, e-mailed, mapped, or used to create a report. To do this, run a property search and select the listings that you would like to add to your catalog by checking the box to the left of each listing or clicking the Check All box to select all of the listings on the page. Click the *Add to Catalog* button above the listing search results.

2. Click the box next to *Create New Catalog* and enter catalog name and description; or choose an existing catalog and click *Add to Catalog*.

3. To manage catalogs, click *My Account > My Catalogs*. From this page, you will be able to create reports, map, email or export your listing catalogs.

