

## ADD COMPLETED TRANSACTIONS

You must **Login** before you can edit or add a completed transaction.

- From Market Monitor click **My Existing Listings** or **My Listings** from the main navigation bar.
- To mark an active listing Leased or Sold, click the **Property Name, Edit** or the listing **Photo**.
- From the **Manage Property Listing** page, select **Sold** or **Leased** from the **Status** menu drop-down.

TIP: You can also mark an individual suite or unit Leased or Sold by clicking the **Space** tab.

- The **Transaction Profiler** window will open where you can add the completed transaction information.
- Click on the gray bars to expand/collapse each section.
- Complete all required fields in red and other relevant information.

TIP: To have the transaction automatically appear on your profile, mark the **Yes** radio button in the Professional Profile section.

- Click **Save**.
- The listing will be removed from your active listings and it will appear in the archives. Archives are searchable only by members who have permission to search for comparables.

Tip: Archived/Completed Transactions with **sold** or **leased** status may be displayed on your Professional Profile by clicking the Show on Profile link.

## Add a Completed Transaction without a Listing

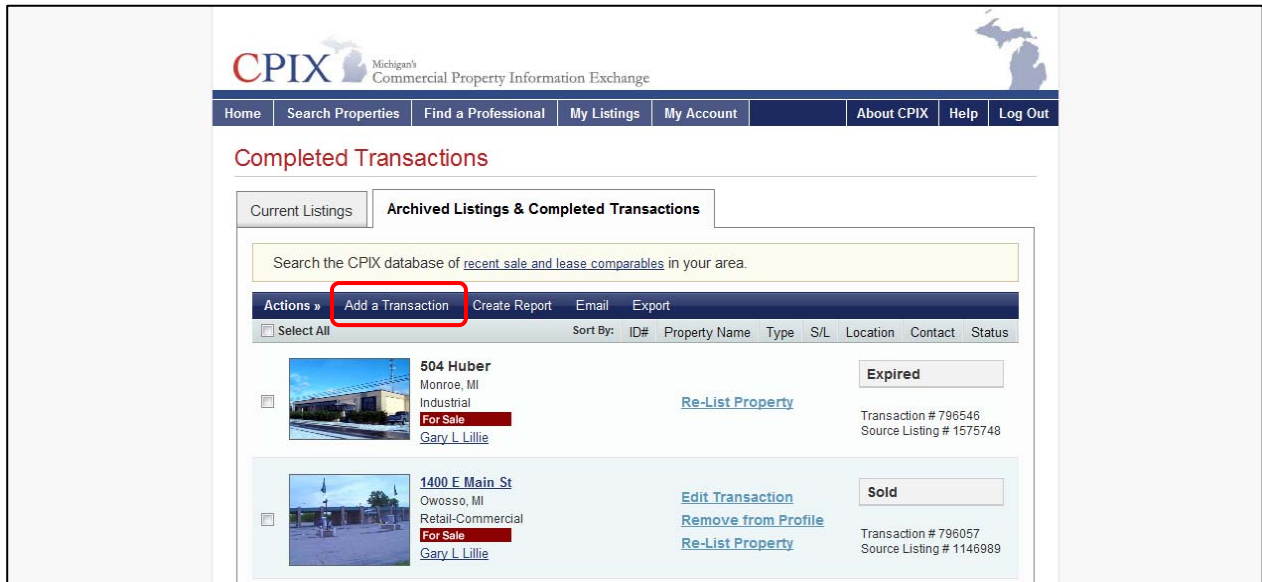
- From Market Monitor click **My Completed Transactions**.
- Click **Add a Transaction**.
- Select a **Property Type** and **Transaction Type**.
- Click **Enter Completed Transaction**.

Transaction Profiler window will open where you can add the completed transaction information.

- Click on the gray bars to expand/collapse each section.
- Complete all required fields in red and other relevant information.

TIP: To have the transaction automatically appear on your profile, mark the **Yes** radio button in the Professional Profile section.

- Click **Save**.



The screenshot displays the CPIX Michigan Commercial Property Information Exchange interface. At the top, there is a navigation menu with links for Home, Search Properties, Find a Professional, My Listings, My Account, About CPIX, Help, and Log Out. Below the navigation, the page title is "Completed Transactions". There are two tabs: "Current Listings" and "Archived Listings & Completed Transactions", with the latter being selected. A search bar prompts the user to "Search the CPIX database of recent sale and lease comparables in your area." Below the search bar, there is an "Actions" menu with options: "Add a Transaction" (highlighted with a red box), "Create Report", "Email", and "Export". A "Select All" checkbox is also present. The main content area shows a table of transactions with columns for ID#, Property Name, Type, S/L, Location, Contact, and Status. Two transactions are visible:

ID#	Property Name	Type	S/L	Location	Contact	Status
504	Huber	Industrial	For Sale	Monroe, MI	Gary L. Lillie	Expired
1400 E Main St	Owosso, MI	Retail-Commercial	For Sale		Gary L. Lillie	Sold

Additional details for the "Expired" transaction: Transaction # 796546, Source Listing # 1575748. A "Re-List Property" link is provided. For the "Sold" transaction: Transaction # 796057, Source Listing # 1146989. Links for "Edit Transaction", "Remove from Profile", and "Re-List Property" are also present.