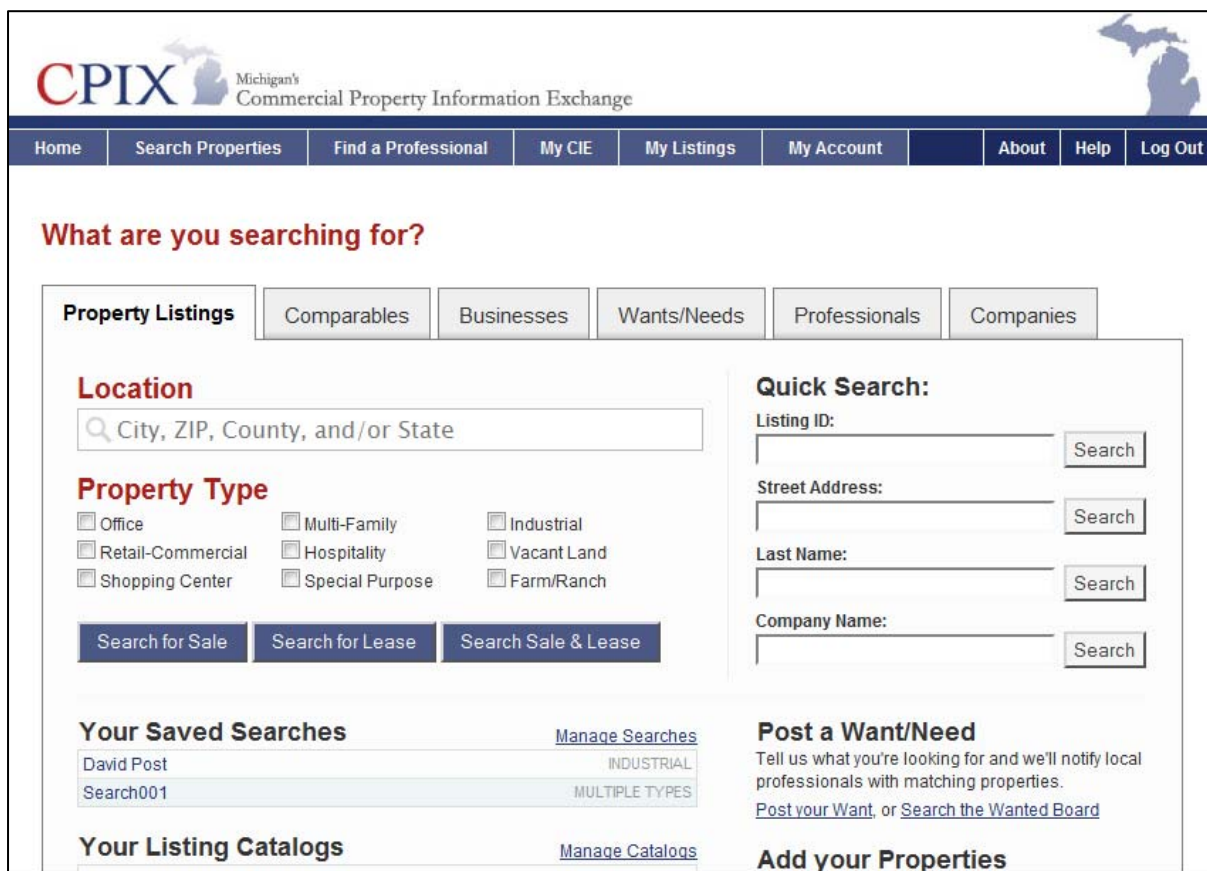


SEARCH PROPERTIES

There are several ways to search property listings in your CIE system. You can also search for properties, companies and professionals from your hand-held device via **Catylist Mobile**. Just type the CIE website URL into your phone or web-enabled PDA.

Strongly Recommended: Login before searching to access non-member listings, comps and have the ability to save searches, send email broadcasts, create listing catalogs and reports.

- From Market Monitor click **Search Property Listings** or select Property Search from the navigation bar.



The screenshot shows the CPIX website interface. At the top is the CPIX logo and navigation menu (Home, Search Properties, Find a Professional, My CIE, My Listings, My Account, About, Help, Log Out). Below the navigation is a search section titled "What are you searching for?" with tabs for Property Listings, Comparables, Businesses, Wants/Needs, Professionals, and Companies. The "Property Listings" tab is active. Under "Location", there is a search box for "City, ZIP, County, and/or State". Under "Property Type", there are checkboxes for Office, Multi-Family, Industrial, Retail-Commercial, Hospitality, Vacant Land, Shopping Center, Special Purpose, and Farm/Ranch. Below these are buttons for "Search for Sale", "Search for Lease", and "Search Sale & Lease". To the right is a "Quick Search:" section with input fields for Listing ID, Street Address, Last Name, and Company Name, each with a "Search" button. Below the search section are "Your Saved Searches" (listing David Post and Search001), "Your Listing Catalogs", "Post a Want/Need" (with a link to Post your Want or Search the Wanted Board), and "Add your Properties".

Quick Search

- From Quick Search, enter the **Listing ID#, Street Address, Agent's Last Name** or **Company Name**.
- Click **Go**.

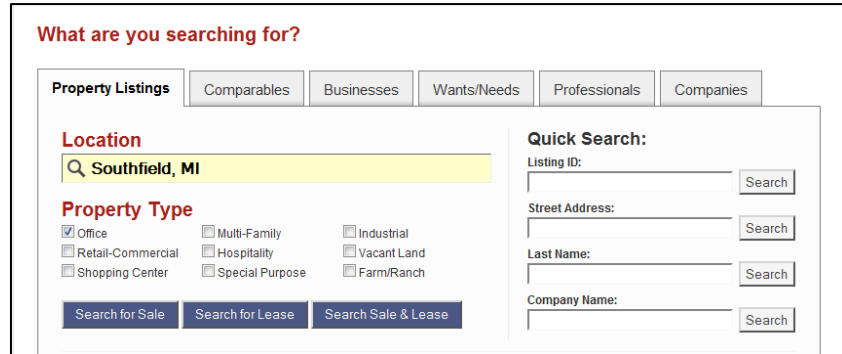
TIP: You can also search for a particular Agent or Company within a **Property Type** search.

Standard Search

The scenario-based search engine requires 3 informational fields to execute a search: Location, Property Type and Transaction Type.

Location: Enter the geographic location(s) for your search. You can enter using City, Zip, County and/or State. Separate multiple entries using a comma.

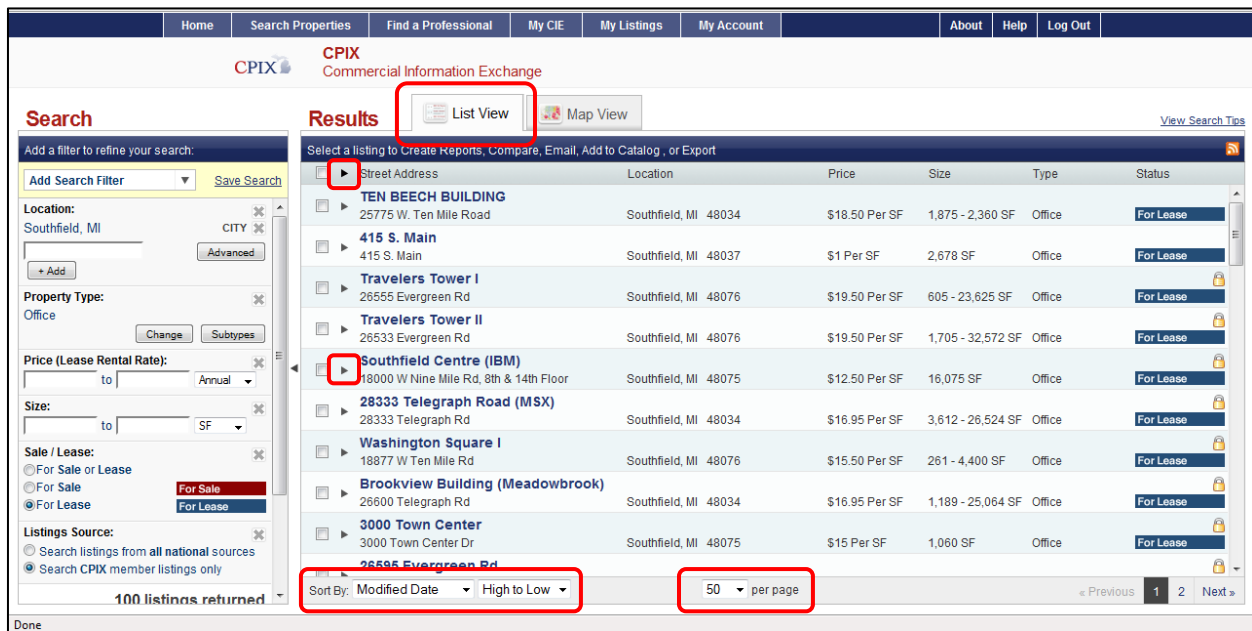
TIP: As you enter information, suggested matches will display from the database. Simply select one of the matches to quickly complete the location field.



Property Type: Select the check box next to the property type(s) that you'd like to include in your search. Property type searches will include all property subtypes. The ability to refine your search by property subtype is included from the results screen (see below).




Transaction Type: Once you've entered your location and selected your property type, you can select whether you are looking for Sale or Lease properties or both Sale and Lease by selecting the appropriate search option. Once selected, your search will execute.

- Matching results are returned in your 'List View' tab.
- There are various 'display options' that are available to you from on the **List View** tab.



Street Address	Location	Price	Size	Type	Status
TEN BEECH BUILDING 25775 W. Ten Mile Road	Southfield, MI 48034	\$18.50 Per SF	1,875 - 2,360 SF	Office	For Lease
415 S. Main 415 S. Main	Southfield, MI 48037	\$1 Per SF	2,678 SF	Office	For Lease
Travelers Tower I 26555 Evergreen Rd	Southfield, MI 48076	\$19.50 Per SF	605 - 23,625 SF	Office	For Lease
Travelers Tower II 26533 Evergreen Rd	Southfield, MI 48076	\$19.50 Per SF	1,705 - 32,572 SF	Office	For Lease
Southfield Centre (IBM) 18000 W Nine Mile Rd, 8th & 14th Floor	Southfield, MI 48075	\$12.50 Per SF	16,075 SF	Office	For Lease
28333 Telegraph Road (MSX) 28333 Telegraph Rd	Southfield, MI 48034	\$16.95 Per SF	3,612 - 26,524 SF	Office	For Lease
Washington Square I 18877 W Ten Mile Rd	Southfield, MI 48076	\$15.50 Per SF	261 - 4,400 SF	Office	For Lease
Brookview Building (Meadowbrook) 26600 Telegraph Rd	Southfield, MI 48034	\$16.95 Per SF	1,189 - 25,064 SF	Office	For Lease
3000 Town Center 3000 Town Center Dr	Southfield, MI 48075	\$15 Per SF	1,060 SF	Office	For Lease

- The default display is single line output. If you would like to see more information on a listing in your results simply select the **expand** icon to the right of the listings check box. Expand view will include a default thumbnail photo, property overview and additional fields of information.

Expand icons:   

TIP: If you prefer to see all listings in the 'List View' in expand mode simply select the **expand** icon which is located in the header bar to the left of the **Street Address** label. Please note that if this view is selected it will become your default view. To change the default back to single line, simply reselect this icon.

- Sort By: There are two sort by options located in the **List View**:
 - In single line view you can select a field label (Street Address, Location, Price, Size, Type or Status). The results will then sort by the selected field. Select the same field again to invert the sort.
 - There is a **Sort By** option at the bottom of your search results. Select the drop down menu to view all sortable fields. Select the field that you wish to sort by. You can invert the sort by selecting the High to Low or Low to High option to the right of the sort by field.
- The number of results displayed per page can be changed by selecting the **Per Page** drop down menu in the bottom center of your search results. Options include 10, 25, 50, 75 or 100.

SEARCH FILTER

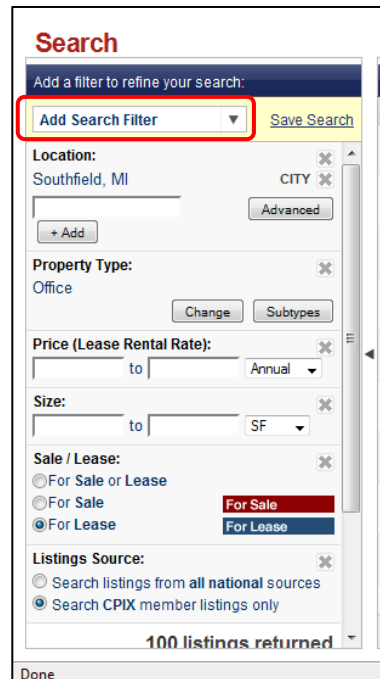
- The search filter on the left hand side of the screen will allow you to add search criteria that updates the search results in real time. This will allow you to quickly assess the affect of adding a filter on your search results.

TIP: Multiple search filters can be added in addition to the most popular search filters that are already displaying in the search filter.

- To add a search filter, select the drop down box labeled **Add Search Filter**. Select the filter that you would like to add. Once selected the new search field will display at the bottom of the search filter.

TIP: You may need to scroll down your screen to see the newly added filter.

- Once you've added the appropriate filters you may add your specific search criteria in the appropriate fields. When you've entered a new field you can tab or enter to the next field and your search results will be adjusted in real time to reflect the newly added field.
- Location: There are two ways to add a new location.
 - Manually enter a new city, county or zip in the free form location field and then select the 'add' button. To add additional locations repeat this process.



The screenshot shows a search filter interface with the following elements:

- Search** header
- Input field: "Add a filter to refine your search:"
- Buttons: "Add Search Filter" (highlighted with a red box), "Save Search"
- Location:** Southfield, MI (CITY)
- Buttons: "+ Add", "Advanced"
- Property Type:** Office
- Buttons: "Change", "Subtypes"
- Price (Lease Rental Rate):** [] to [] Annual
- Size:** [] to [] SF
- Sale / Lease:**
 - For Sale or Lease
 - For Sale
 - For Lease
- Listings Source:**
 - Search listings from all national sources
 - Search CPIX member listings only
- Bottom status: "100 listings returned"
- Bottom button: "Done"

2) Select the **Advanced** button to add multiple locations at the same time. The advanced location feature will allow you to add multiple cities, zips, counties or MSA's from a pick list. The CTRL key should be utilized to make multiple selections. Once complete, select the **Apply Location** button.

- Property Type: The property types and or subtypes can be changed at any time by selecting the **Change** or **Subtype** buttons located in the Property Type search field. The Change key will open a property type menu that will allow you to select or deselect your property types. From this menu you can also refine your search by subtype by selecting the expand icon located to the left of each property type check box. Selecting the subtype button will automatically open the subtype list for the property types that you have selected. Subtypes can be selected or deselected as desired.

TIP: If you want to save your search results, check **Save this Search** and provide a **Name**. If you would like to be notified of new or updated listings that match this search criteria, set-up a **Property Alert** by checking **Daily** or **Weekly**.

- The number of results that match your current search filter will always be displayed at the bottom of your search filter. This number will update in real time as items are added or removed from your search filter.

TIP: By default, your search results will display your CIE member listings only. Selecting the **Search Listings from All National Sources** option will return matches from the entire Catylist database.

