

How Do I Create Listing Catalogs?

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You must first **Login** before you can create a listing catalog. To Login, go directly to <http://market.catylist.com> or Login to your CIE website to access My CIE.

TIP: Market Catylist is the area of the site where listings are managed. You can also access Market Catylist by logging into the CIE home page and clicking Manage Your Listings / Profile or one of the short cut links. However, logging in directly to <http://market.catylist.com> eliminates these additional steps.

Creating Listing Catalogs

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.

- Run a property search.
- From the search results page, select the listings you would like to add to your catalog by checking the box to the left of each listing or click the **Check All** box to select all listings on that page.

TIP: If you would like all of the listings in the search results to be saved in the Listing Catalog, you will need to click the **Check All** box on each page of the search results. Catalogs can hold a maximum of 100 listings.

- Click the **Add to Catalog** button above the listing search results.
- Click the box labeled **Create New Catalog**.
- Enter **New Catalog Name** and **Description**.
- Click **Submit**.

Adding Listings to a Previously Saved Catalog

- Following the process above, generate search results and click the **Add to Catalog** button.
- Choose the catalog(s) to which you would like to add the listing and click **Submit**.
- To view the listings within that catalog, click the catalog name.

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Managing Listing Catalogs

- From **MY CIE**, click **Listing Catalogs** or from <http://market.catylist.com>, click the **Catalog** link located under each exchange.
- To access listings within a catalog, click on the name of that catalog.
- To change the catalog name or description, click **Edit**.
- To remove a listing from a catalog, click the catalog name.
- In **Manage Catalog**, check the box located to the left of the listing and click the **Delete** button.
- To remove a saved catalog from your catalog menu, check the box next to the catalog name and click the **Delete** button.

The screenshot shows the 'Manage Catalog' page for a catalog named 'Training Test'. The page includes a navigation bar with links for Search Listings, Search Professionals, Search Companies, About, Contact, My CCIMNet, Log Out, and Help. Below the navigation bar, the page title is 'Manage Catalog' and the breadcrumb trail is 'Home > User's Console > Listing Catalogs > Manage Catalog'. The catalog name 'Training Test' is displayed, along with its creation and modification dates (6/14/2006). A toolbar contains buttons for Delete, Map, Email, Compare, Create Report, and Reorder. A message states '98 more listings can be added to this catalog. (100 Max)'. A table lists the catalog's contents:

Title	Listing ID
<input type="checkbox"/> Office Building	636112
<input type="checkbox"/> Parkwood Office Building	599565

At the bottom of the page, there are links for Terms of Use, Privacy Policy, and Suggestions?, along with a copyright notice for 2006 CCIMNet.

Map, Email, and Create Reports for an Entire Catalog

- Check the box located to the left of the catalog.
- Click **Map, Email, or Create Report**.