

## User Manual

Getting *more* out of PropertyDrive!

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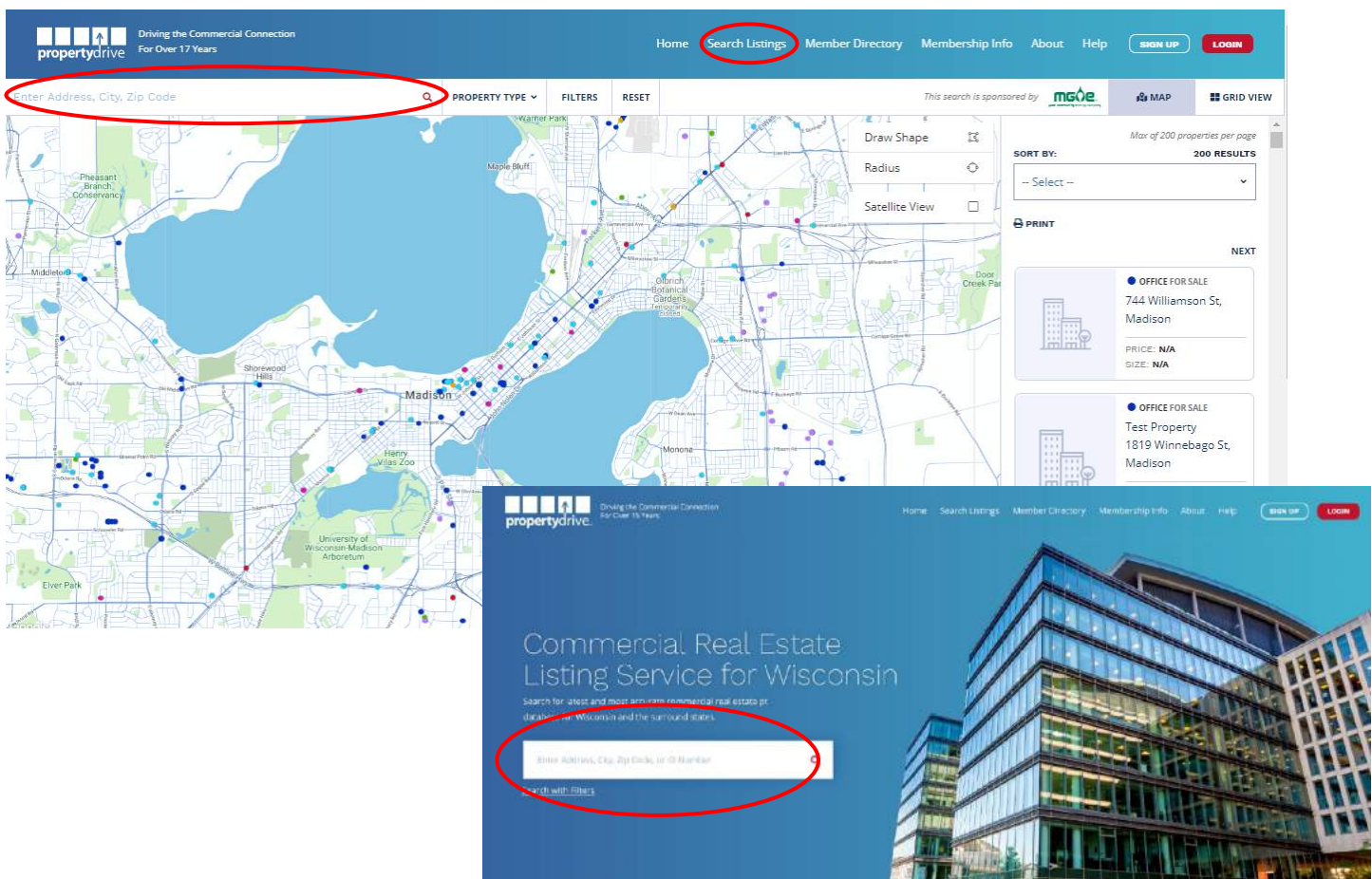
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# Property Search

## Find a Listing on PropertyDrive

Searches are available for the general public and PropertyDrive members. You can search properties for sale or for lease including buildings, land and businesses.

There are two easy and quick ways to find listings on PropertyDrive: You may enter your address or zip code in the search bar on the Home page or on the Search Listings page and click on the  to populate listings. Further narrow search results using our filters detailed on the following pages.

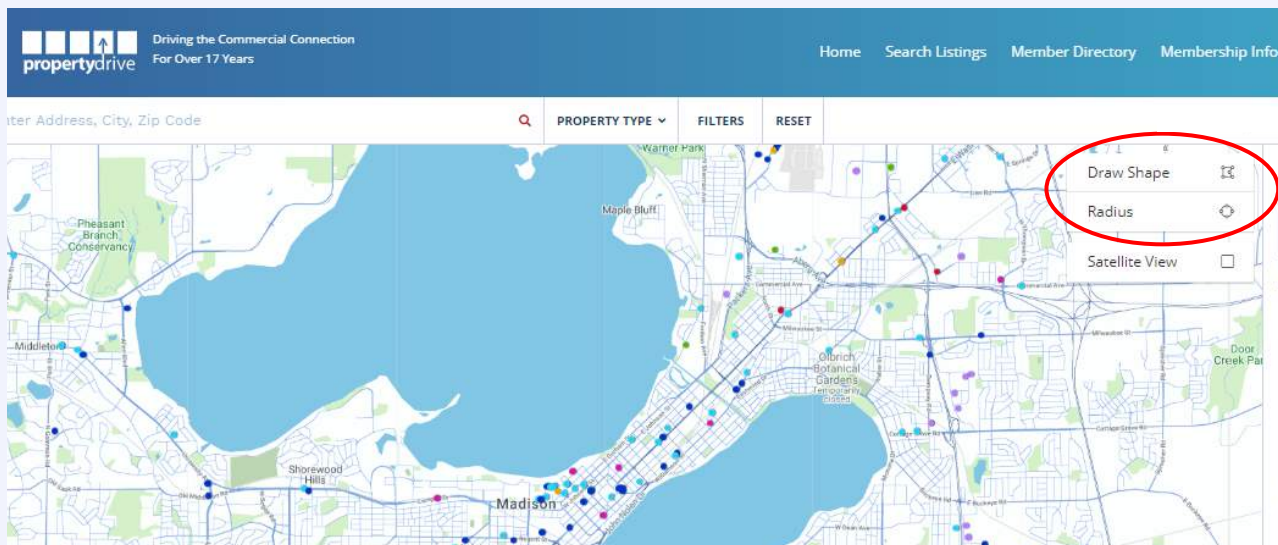


The image shows two screenshots of the PropertyDrive website. The top screenshot is the 'Search Listings' page, featuring a search bar with the placeholder text 'Enter Address, City, Zip Code' circled in red. The page includes navigation links like 'Home', 'Search Listings', 'Member Directory', and 'Membership Info'. A map of Madison, Wisconsin, is displayed with various property listings marked by colored dots. On the right side, there are filters for 'PROPERTY TYPE', 'FILTERS', and 'RESET', along with a 'MAP' button and a 'GRID VIEW' toggle. Below the map, there are two property listings: 'OFFICE FOR SALE' at 744 Williamson St, Madison, and 'OFFICE FOR SALE' at 1819 Winnebago St, Madison. The bottom screenshot shows the 'Home' page with a large banner for 'Commercial Real Estate Listing Service for Wisconsin'. A search bar on the banner is also circled in red, with the placeholder text 'Enter Address, City, Zip Code, or ID Number'. Below the search bar, there is a link to 'Search with filters'.

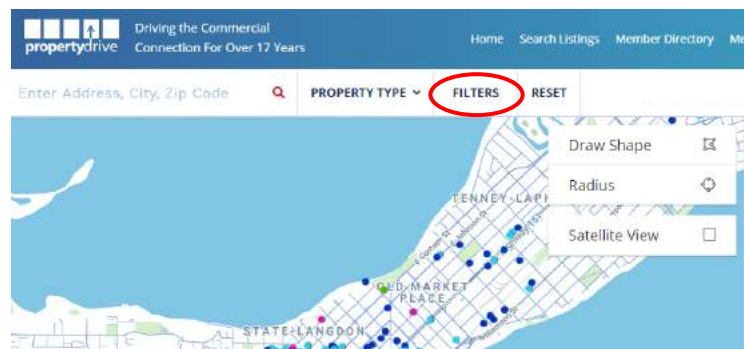
# Property Search

## *Draw Shape or Radius*

Use our Draw Shape and Radius tools to search specific areas on the map. Simply select one of the two tools and use your mouse cursor to draw your shape or radius on the map.



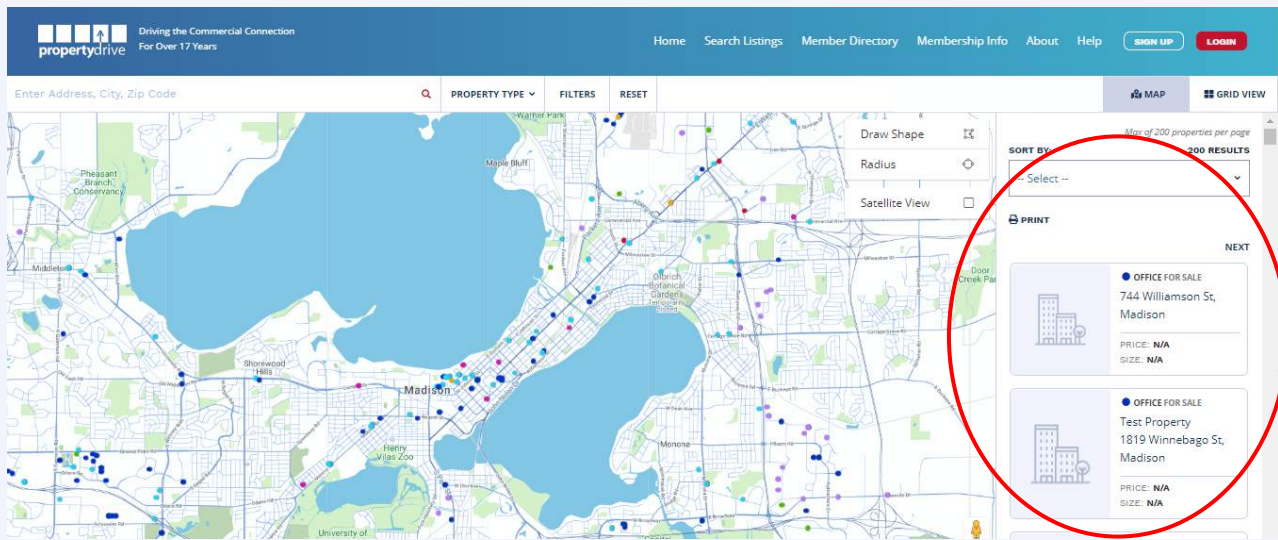
**Quick Tip:** You can apply filters to narrow down your search results. Our interactive map allows you to filter by property type, size, and price. PropertyDrive members have additional filters available to them when logged into their account.



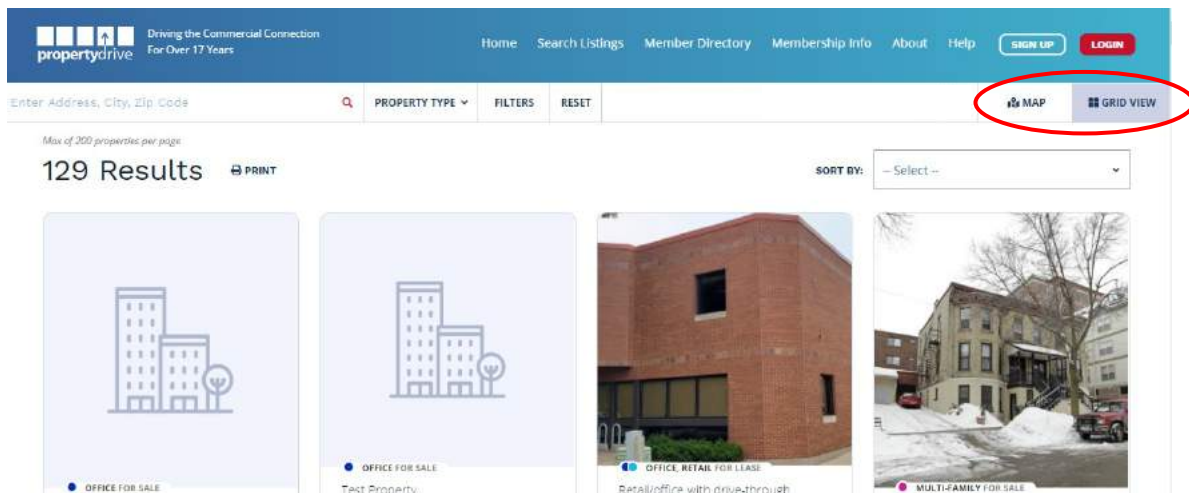
# Property Search

## Search Results

Search results are displayed on the right side of your screen. Clicking on a listing will take you to the listing detail page and show you the contact information for the listing broker.



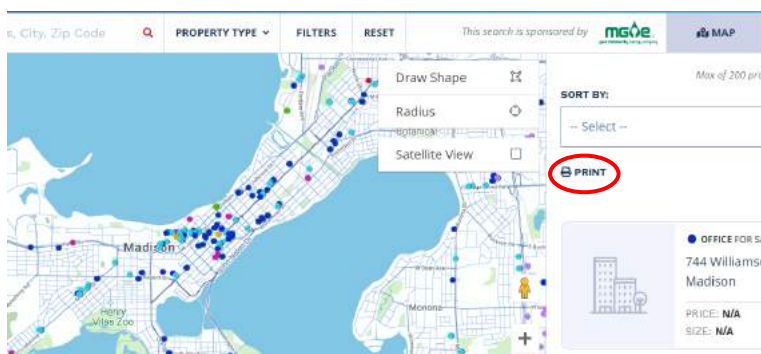
You can click on **GRID VIEW** for a different view of the search results and to see photos in larger detail.



# Property Search

## *General Searching Tips*

- Our interactive map lets you search by address, zip code, property listing ID, keywords, etc. You can also use our filters, such as “For Sale,” “For Lease,” “Office,” “Retail,” etc. to further narrow down your search. The draw shape and radius functions allow you to select a specific area on the map.
- Our new keyword search feature searches the entire PropertyDrive site to pull any listing containing the specific phrase entered. For example, if you are looking for a restaurant for sale, simply type the word “restaurant” into the keyword search to see any listings that contain this keyword.
- You may use as many or as few criteria as you wish to make your search more or less specific. Fewer criteria will return more properties. The success of detailed searches is dependent on the amount of information entered by the listing agent.
- If you are searching for a specific value instead of a range, you only need to fill in the minimum field on any search. For example, if you are searching for a warehouse with a size of exactly 10,000 sf, simply enter “10,000” as your minimum size and click the search button.



**Quick Tip:** You can print your search results directly from the search page by clicking the “Print” button.

Your document will automatically include property description for all properties.

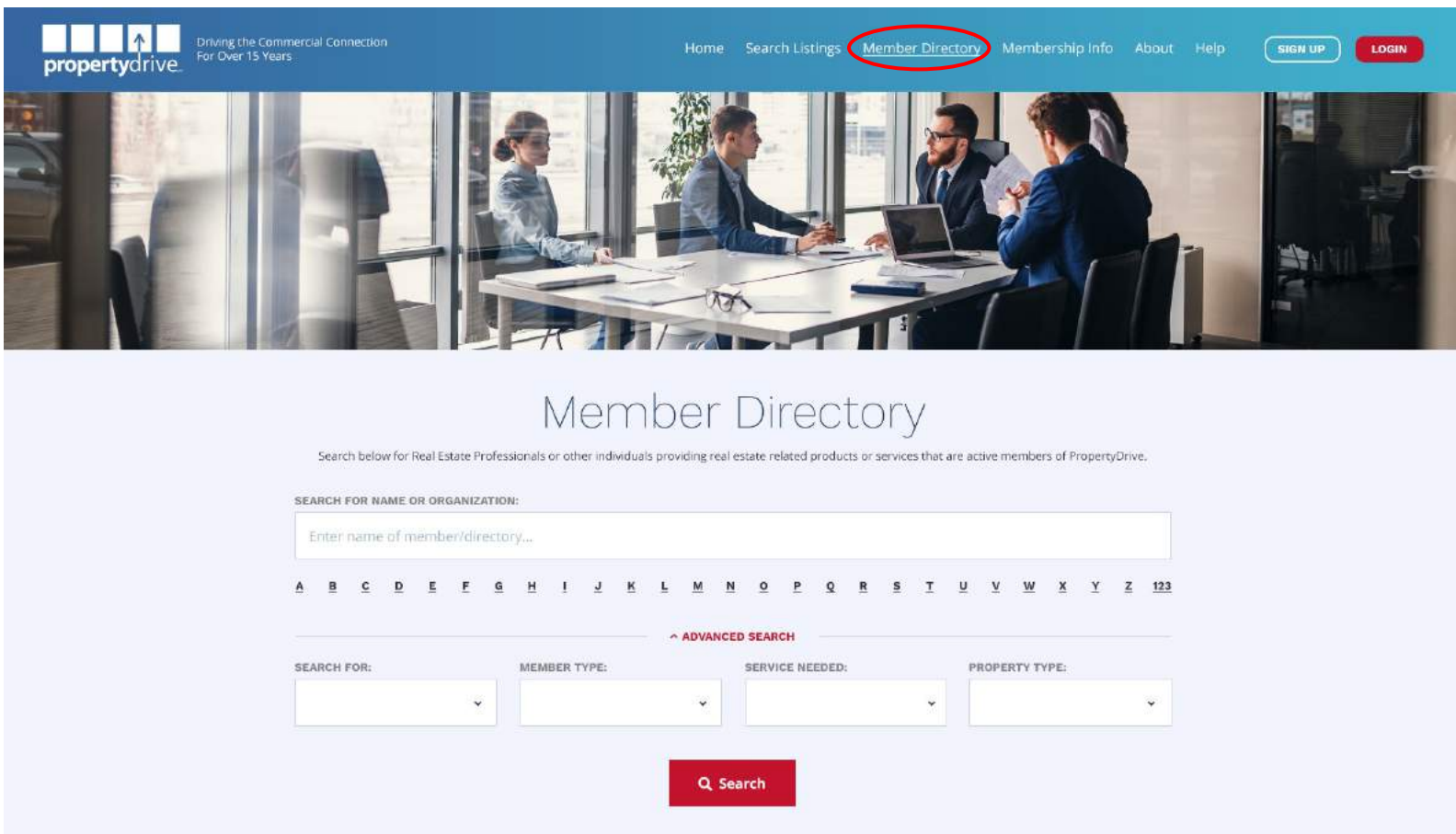
# Member Directory

## Find a Company or Agent

Our Member Directory allows you to find a company or agent in your area who can work with you on your real estate projects.

To use this search, click on the Member Directory. Enter the agent or company name in the search bar or search alphabetically by clicking on the letter that the company name or agent's last name starts with.

**Quick Tip:** You can use the advanced filters to narrow down the search results as needed.

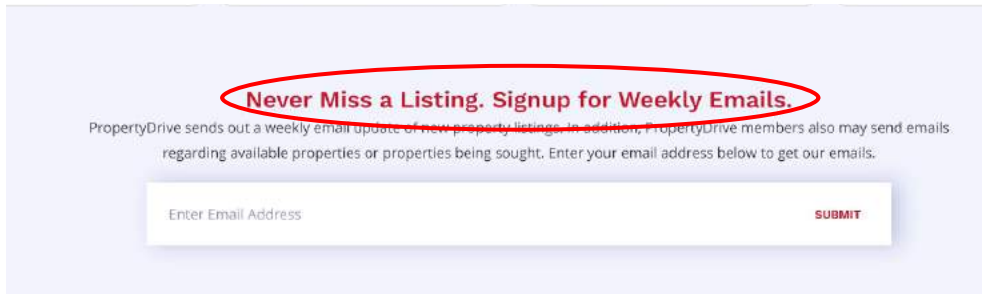


The screenshot shows the Property Drive website's Member Directory search interface. At the top, the Property Drive logo is on the left, and navigation links for Home, Search Listings, Member Directory (circled in red), Membership Info, About, and Help are in the center. Sign Up and Login buttons are on the right. Below the navigation is a large image of a meeting. The main heading is "Member Directory" with a subtext: "Search below for Real Estate Professionals or other individuals providing real estate related products or services that are active members of PropertyDrive." A search bar is labeled "SEARCH FOR NAME OR ORGANIZATION:" and contains the placeholder text "Enter name of member/directory...". Below the search bar is an alphabetical index from A to Z, with a "123" link. An "ADVANCED SEARCH" section contains four dropdown menus: SEARCH FOR, MEMBER TYPE, SERVICE NEEDED, and PROPERTY TYPE. A red "Search" button is at the bottom.

# Email Subscriptions

## Sign up for our Mailing List

Receive our Broadcast and Weekly New Listing Emails by signing up to our mailing list directly on our Home page. Members will automatically get enrolled when they sign up for their membership.



The screenshot shows a light blue background with a white text box. At the top, the text "Never Miss a Listing. Signup for Weekly Emails." is circled in red. Below this, a smaller line of text reads: "PropertyDrive sends out a weekly email update of new property listings. In addition, PropertyDrive members also may send emails regarding available properties or properties being sought. Enter your email address below to get our emails." At the bottom of the text box is a white input field with the placeholder text "Enter Email Address" and a red "SUBMIT" button to its right.

**Quick Tip:** When you set up a membership, you will automatically be subscribed to our mailing list. See [Edit your Account](#) to read about how to adjust your email preferences.

## Update your Email Preferences

To update your email preferences, please simply select “Update Preferences” or “Unsubscribe” at the bottom of the email. If you are a PropertyDrive member, you can also access these preferences by logging into your account and selecting “Edit My Account” and then “Update Preferences.”



# For Members

## Log into your PropertyDrive Account

If you don't have a PropertyDrive account set up, please visit our [signup page](#) to get started.

To access your account, please visit [PropertyDrive.com](#) and click on **LOGIN** in the upper right corner of the page to get to the login screen. Here, you may enter your username and password and click on login.



### Enter Username & Password

USERNAME:

PASSWORD:

**LOGIN**

[Forgot Username or Password?](#)

### Become a Member

**SIGN UP**

**MEMBERSHIP INFO**



**Quick Tip:** If you forgot your username or password, click on "Forgot Username or Password?" next to the login button to reset your login credentials.

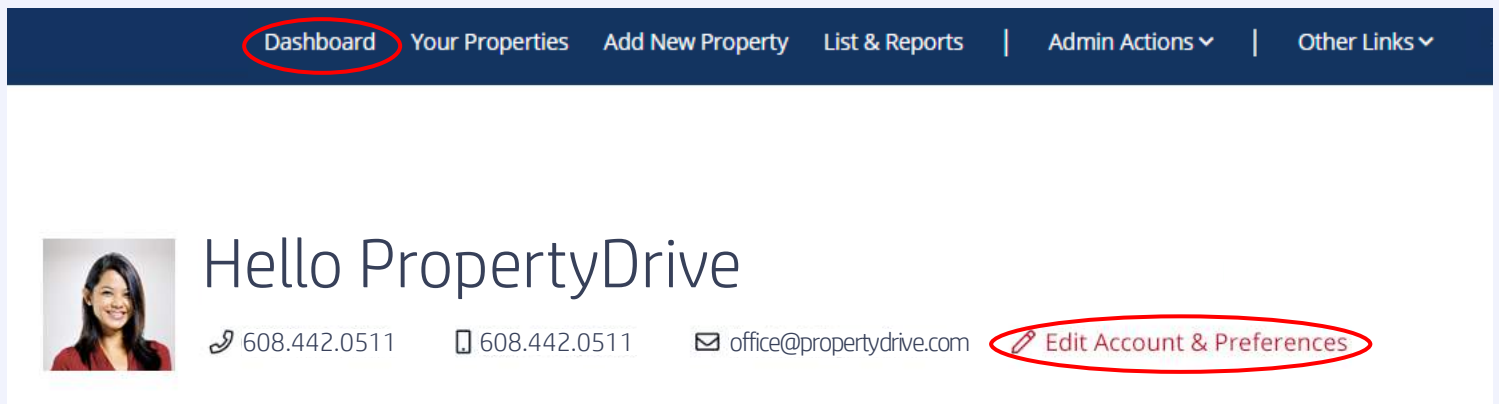
# For Members

## Account Overview

Each company has two different access levels for their PropertyDrive account— the agent level and the company administrator level. Agents have access to their own information and properties. Company administrators can add agents to the company account, change or delete properties for agents, create reports for them, send broadcasts in their agents' names, and edit and update the company profile and information.

### *Edit your Account*

To edit your account, please click  [Edit Account & Preferences](#) on your Dashboard. This will open your account settings, where you can update your information, set your email preferences, and more. Don't forget to click the  button when you are finished updating your profile.

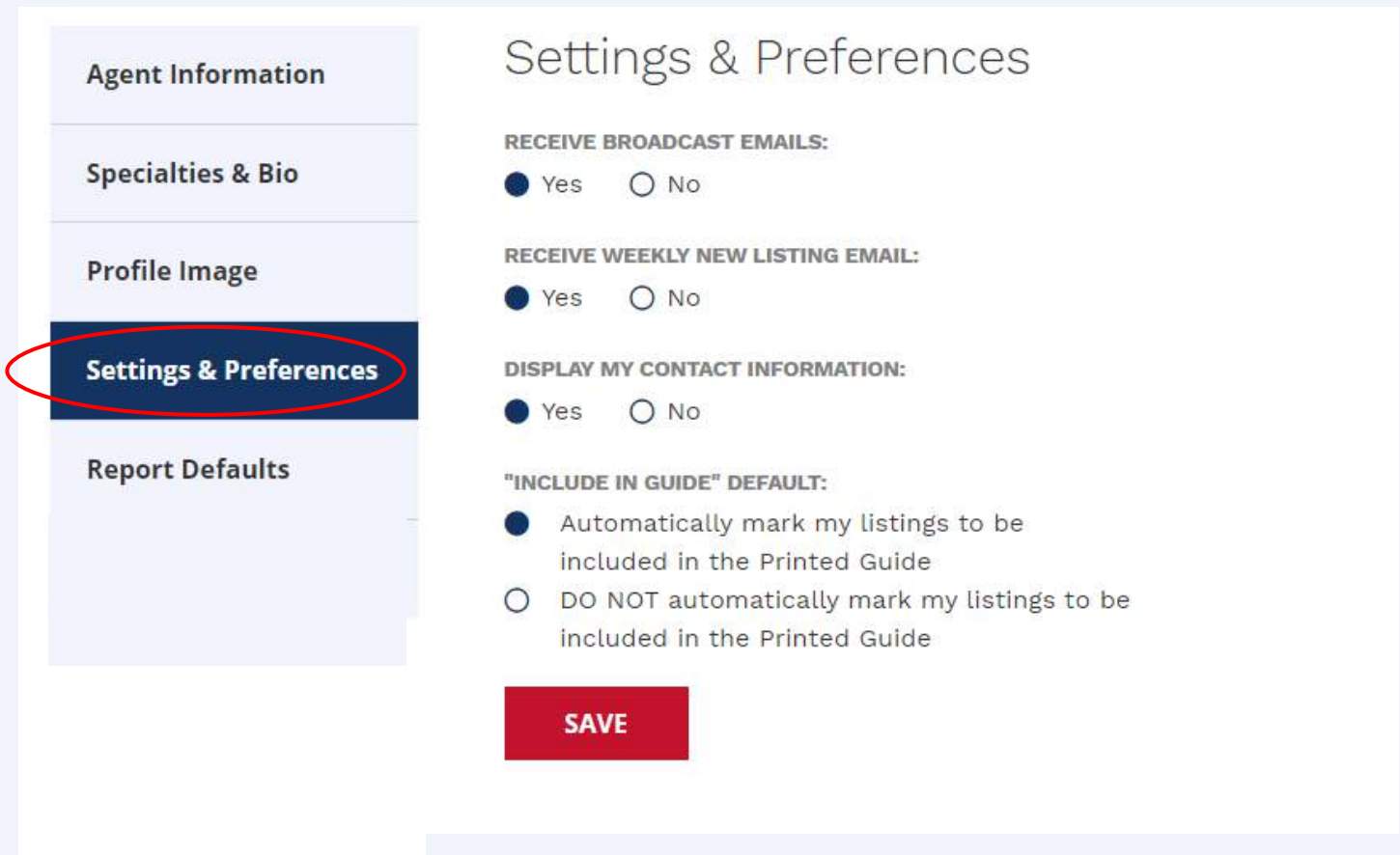


The screenshot shows the top navigation bar of the PropertyDrive dashboard. The 'Dashboard' link is circled in red. Below the navigation bar, the user profile section is visible, featuring a profile picture of a woman, the text 'Hello PropertyDrive', and contact information: a phone icon with '608.442.0511', a mobile phone icon with '608.442.0511', and an email icon with 'office@propertydrive.com'. The 'Edit Account & Preferences' link, accompanied by a pencil icon, is also circled in red.

# For Members

## *Update your Settings and Preferences*

In your account settings, you will also have the option to update your email preferences and other settings, such as whether you would like to display your contact information in our Member Directory and whether you'd like to automatically include all of your listings in the [CIREX Printed Guide](#).



**Agent Information**

**Specialties & Bio**

**Profile Image**

**Settings & Preferences**

**Report Defaults**

## Settings & Preferences

**RECEIVE BROADCAST EMAILS:**

Yes  No

**RECEIVE WEEKLY NEW LISTING EMAIL:**

Yes  No

**DISPLAY MY CONTACT INFORMATION:**

Yes  No

**"INCLUDE IN GUIDE" DEFAULT:**

Automatically mark my listings to be included in the Printed Guide

DO NOT automatically mark my listings to be included in the Printed Guide

**SAVE**

# For Members

## *Update your Report Defaults*

You can also set and update your default preferences for Reports directly in your account preferences. You can choose defaults for including report sections such as a cover page, a summary page, etc. You can also choose a default footer and other default information. You will always have the option to override these defaults on a case-by-case basis for each individual report you create.

Agent Information

Specialties & Bio

Profile Image

Settings & Preferences

**Report Defaults**

## Report Defaults

### Sections

---

- Cover Page
- Map Page
- Summary Page
- Detail Page
- Criteria Page

### Cover Page Options

---

- Include Listing Agent Mobile Phone

### Summary List Options

---

- Include Agent Contact Info

# For Members

## Manage Company/Manage Agents

Only company administrators have access to this tool. Use this feature to edit your company information and update your agents' profiles. You can access your company's and agents' accounts under the "Admin Actions" in your navigation bar or directly from your dashboard.

**Quick Tip:** You can choose to have your company name appear under a different letter in the directory by entering a different sort name. For example, to have *The Jones Company* appear under J in the member directory, simply enter *Jones Company* as the company sort name.

Dashboard | Your Properties | Add New Property | List & Reports | **Admin Actions** | Other Links
















Company  
Agents



## Hello PropertyDrive

📞 608.442.0511 | 📠 608.442.0511 | ✉ office@propertydrive.com | ✎ Edit Account & Preferences

 127 Active Properties + ADD NEW PROPERTY | VIEW ALL

TITLE / ADDRESS	LAST UPDATED	STATUS	CIREX	EDIT / VIEW
 Bell Professional Center 221-225 Kings Lynn Rd, Stoughton, WI ID: 36752	10 Days Ago	Active		 
 Interstate Business Commerce Park Arlington, WI ID: 36752	13 Days Ago	Active		 
 110 Commercial Ave, Columbus, WI ID: 36752	20 Days Ago	Active		 
 Smith House 2521 Smith's Crossing, Sun Prairie, WI	24 Days Ago	Active		 

 Email Broadcast >

 Manage Agents >

 Manage Company >

 Broadcast Archive >

# For Members

## *Update your Company Information*

Only company administrators are authorized to update the company information. You can update your company information, including your business address, website links, and contact information. Simply click the **SAVE** button when you are finished and your information will automatically be loaded to your company profile online.



The screenshot shows a user interface for updating company information. On the left is a vertical sidebar with navigation options: **Company Information** (highlighted with a red oval), Billing Information, Contact Information, Specializations, Feed, Update Logo, and Admin Options. The main content area is titled "Company Information" and contains three sections:

- COMPANY NAME:** A text input field containing "PropertyDrive, LLC".
- COMPANY SORT NAME:** A text input field containing "PropertyDrive, LLC".
- COMPANY BIO:** A text area containing the text: "PropertyDrive is an online commercial real estate listing service serving Wisconsin and beyond. Commercial real estate companies may become members and their agents may list available land, buildings or businesses for sale or lease."

# For Members

## *Update your Billing Information*

Only company administrators are authorized to update the company's billing information. Click the **SAVE** button once you've entered your billing information to save your changes.

**Quick Tip:** All our invoices are sent by email; be sure to add our email address [office@propertydrive.com](mailto:office@propertydrive.com) to your save sender list to ensure that you receive our invoices.

- Company Information
- Billing Information**
- Contact Information
- Specializations
- Feed
- Update Logo

## Billing Information

CONTACT FIRST NAME:

CONTACT LAST NAME:

EMAIL: \*

PHONE NUMBER:

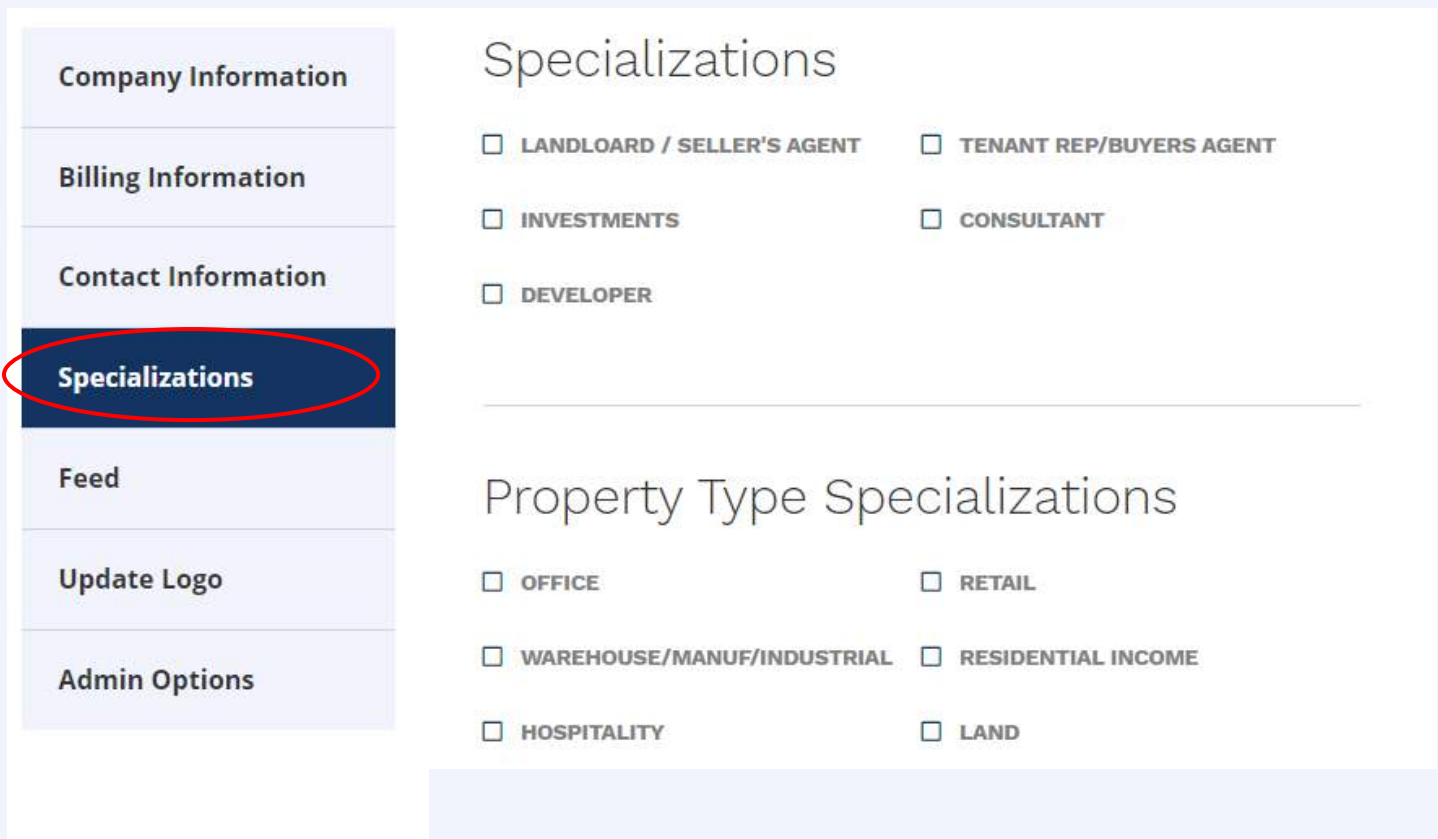
EXTENSION:

ADDRESS:

# For Members

## *Update your Specializations*

Check your areas of expertise under the Specializations tab to have this information displayed on your company profile page. This information will assist those looking for companies or agents in our Member Directory.



The screenshot shows a member dashboard with a sidebar on the left and a main content area on the right. The sidebar contains several menu items: Company Information, Billing Information, Contact Information, Specializations (highlighted with a red oval), Feed, Update Logo, and Admin Options. The main content area is titled "Specializations" and contains a list of checkboxes for various roles: LANDLOARD / SELLER'S AGENT, TENANT REP/BUYERS AGENT, INVESTMENTS, CONSULTANT, and DEVELOPER. Below this is a section titled "Property Type Specializations" with checkboxes for OFFICE, RETAIL, WAREHOUSE/MANUF/INDUSTRIAL, RESIDENTIAL INCOME, HOSPITALITY, and LAND.

**Company Information**

**Billing Information**

**Contact Information**

**Specializations**

**Feed**

**Update Logo**

**Admin Options**

### Specializations

- LANDLOARD / SELLER'S AGENT
- TENANT REP/BUYERS AGENT
- INVESTMENTS
- CONSULTANT
- DEVELOPER

---

### Property Type Specializations

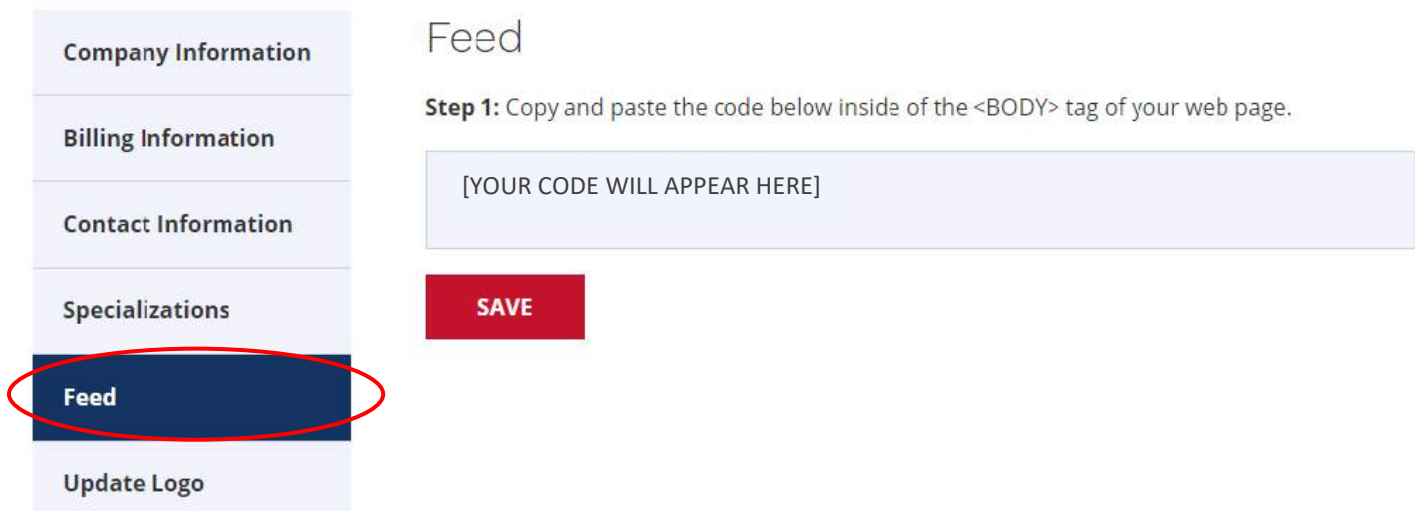
- OFFICE
- RETAIL
- WAREHOUSE/MANUF/INDUSTRIAL
- RESIDENTIAL INCOME
- HOSPITALITY
- LAND



# For Members

## *Your PropertyFeed*

Our [PropertyFeed](#) allows you to display your PropertyDrive listings directly on your company website. If you signed up for our PropertyFeed, you can access your feed information directly in your company settings. Simply copy the provided code and past it inside the <BODY> tag of the web page on your website that is designated for your listings. Once your feed has been set up, your PropertyDrive listings will appear automatically. If you make a change to one of your listings on PropertyDrive, this change will automatically be updated on your website in real time.



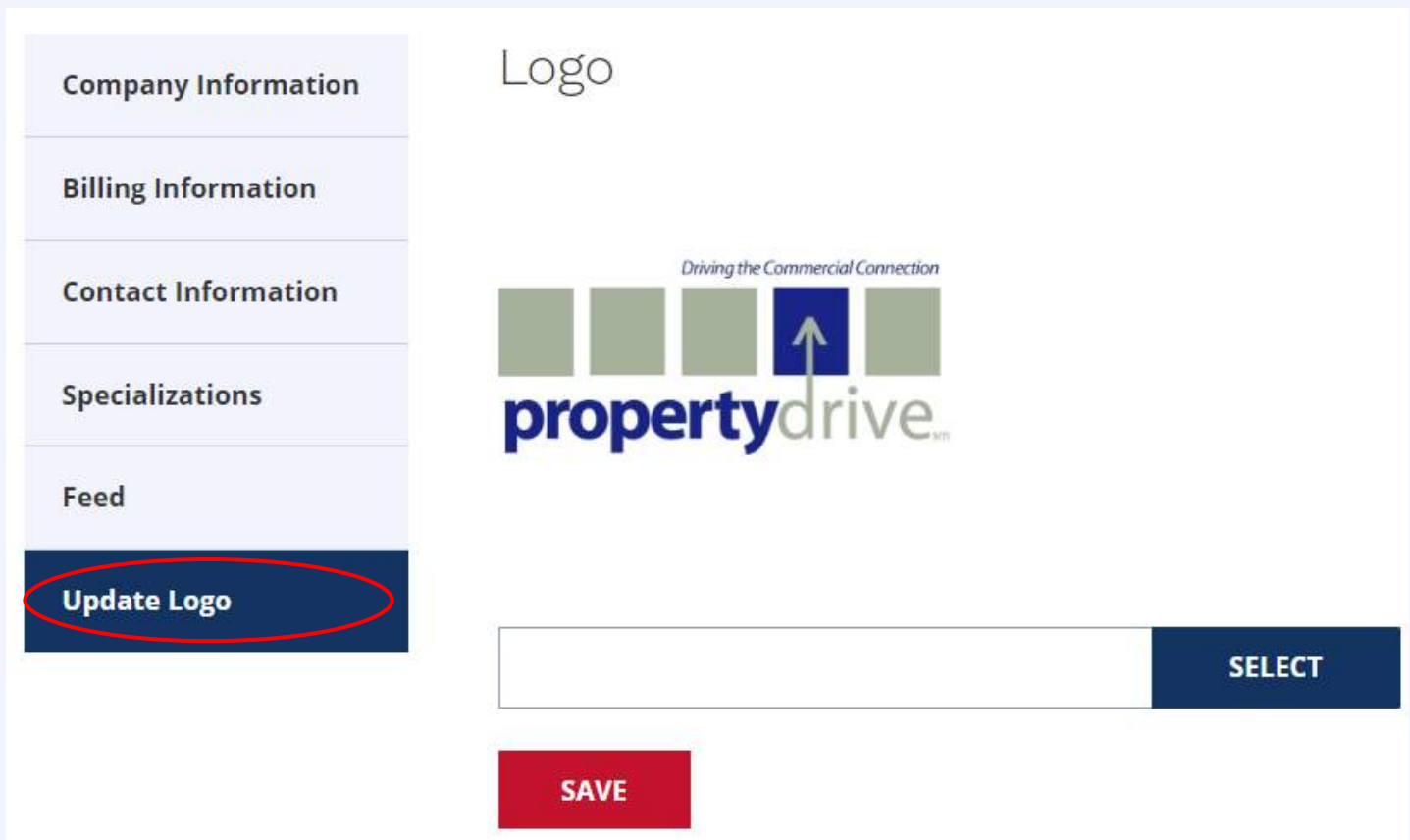
The screenshot shows a settings menu on the left with the following items: Company Information, Billing Information, Contact Information, Specializations, Feed (highlighted with a red circle), and Update Logo. The main content area is titled 'Feed' and contains the following text: 'Step 1: Copy and paste the code below inside of the <BODY> tag of your web page.' Below this text is a light blue rectangular box containing the placeholder text '[YOUR CODE WILL APPEAR HERE]'. At the bottom of this section is a red button labeled 'SAVE'.

# For Members

## *Update your Company Logo*

Only company administrators are authorized to update the company logo. You can upload a company logo by clicking on the Logo button under manage company.



Click on **SELECT** to find your logo file and then click on **SAVE** to upload the logo. It will be sized automatically.



The screenshot shows a user interface for updating a company logo. On the left is a vertical navigation menu with the following items: Company Information, Billing Information, Contact Information, Specializations, Feed, and Update Logo (which is circled in red). The main content area is titled 'Logo' and features the Property Drive logo with the tagline 'Driving the Commercial Connection'. Below the logo is a text input field and a dark blue 'SELECT' button. At the bottom of the main area is a red 'SAVE' button.

# For Members

## Edit an Agent

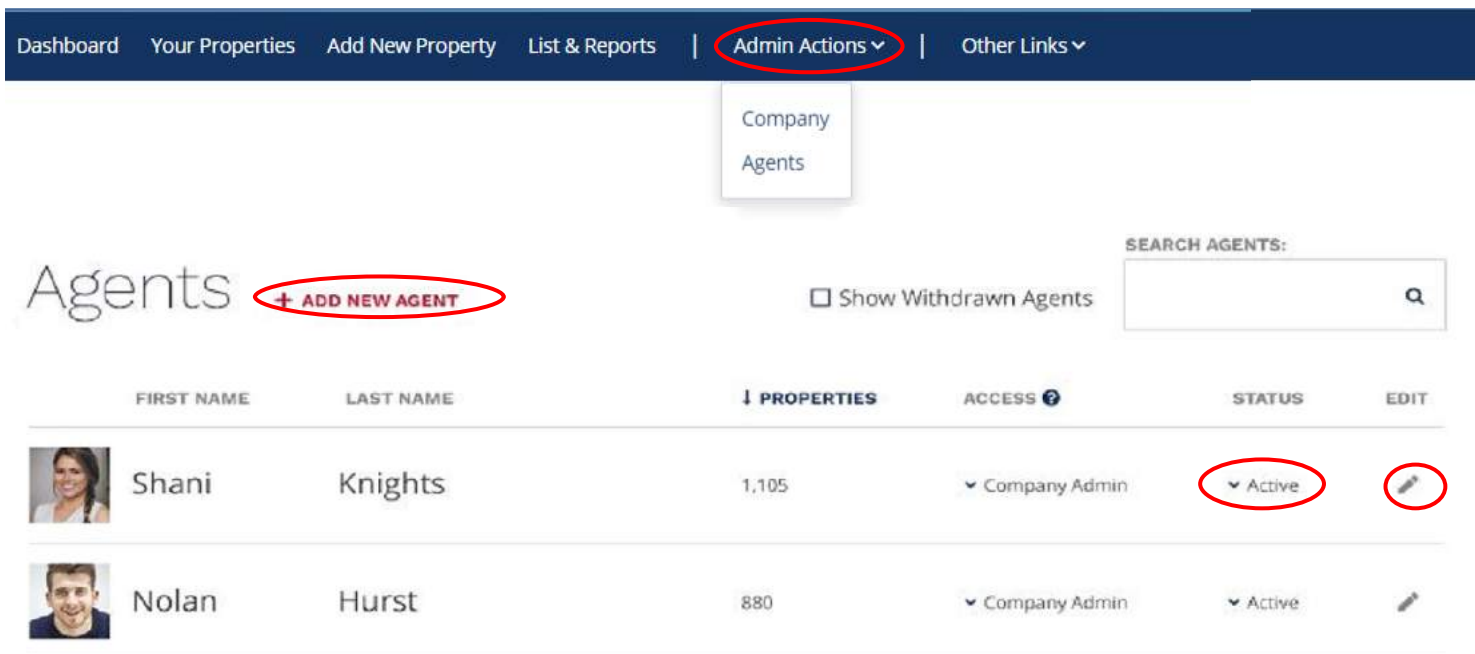
To edit your own Agent account, please follow [these instructions](#). As a company administrator, you can manage your agents' accounts. On the agent screen, select the  to the left of the agent's name to get to the agent's account settings. You may update any agent information. Don't forget to click the  button

## Add/Delete an Agent





To add an agent, simply click on  under the agent tab and walk through the setup steps.

To delete an agent, simply change the agent's status from *Active* to *Withdrawn*.

**IMPORTANT:** You must re-assign an agents active properties (see [View/Edit a Property](#)) **BEFORE** deleting the agent, if you want to keep these listings active under a different agent's account. Please [contact us](#) for assistance.



The screenshot shows the 'Agents' management page. At the top, a navigation bar includes 'Dashboard', 'Your Properties', 'Add New Property', 'List & Reports', 'Admin Actions' (circled in red), and 'Other Links'. Below the navigation bar, the 'Agents' section features a '+ ADD NEW AGENT' button (circled in red), a 'SEARCH AGENTS:' search box, and a 'Show Withdrawn Agents' checkbox. A table lists agents with columns for 'FIRST NAME', 'LAST NAME', 'PROPERTIES', 'ACCESS', 'STATUS', and 'EDIT'. Two agents are listed: Shani Knights (1,105 properties, Company Admin, Active) and Nolan Hurst (880 properties, Company Admin, Active). The 'Active' status for Shani Knights and the 'EDIT' pencil icon are circled in red.

FIRST NAME	LAST NAME	PROPERTIES	ACCESS	STATUS	EDIT
	Shani Knights	1,105	Company Admin	Active	
	Nolan Hurst	880	Company Admin	Active	

# For Members





## Add a Property

Click on **+ ADD NEW PROPERTY** under the Your Properties tab and fill out the form in the next window. Click the **SAVE** button when you are finished filling in your information to publish your property on PropertyDrive.

Dashboard **Your Properties** Add New Property List & Reports | Admin Actions ▾ | Other Links ▾

186 Properties **+ ADD NEW PROPERTY**  
**FEATURE A PROPERTY**

AGENT: Select ▾ STATUS: All ▾ PROPERTY TYPE: All ▾

TITLE / ADDRESS	TYPE:	AGENT	STATUS	CIREX	EDIT / VIEW
 Bell Professional Center 221-225 Kings Lynn Rd, Stoughton, WI ID: 36752	Business for Sale	Firstname Lastname	▾ Active		 



**Property Information**

Property Type

CIREX

Listing Information

**Property Information**

**PROPERTY STATUS: \***

Active ▾

**TRANSACTION TYPE: \***

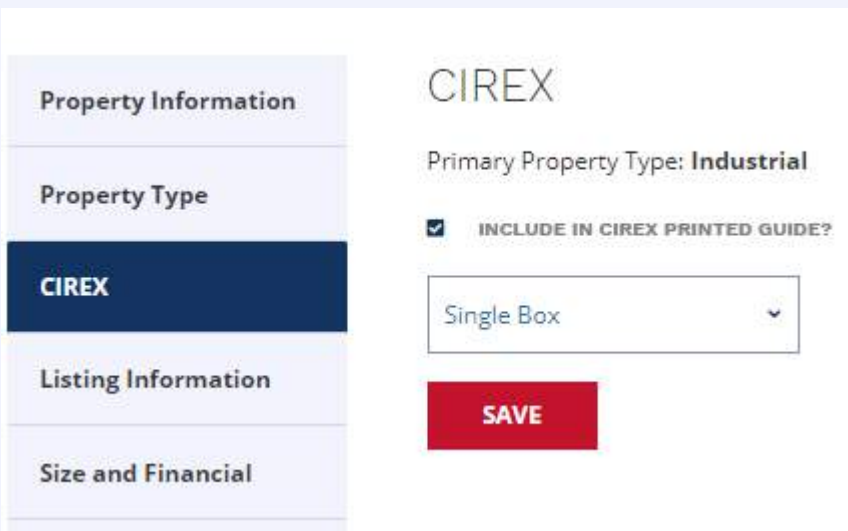
Building for Sale ▾

# For Members

## ***Feed Your Property to the CIREX Printed Guide***

PropertyDrive has partnered with CIREX for many years to feed your PropertyDrive listings to the CIREX Printed Guide. When [adding your property](#) to the PropertyDrive website, you can choose to also have your property included in the CIREX Printed Guide. Simply select CIREX from the menu on the left hand side of the Add Property page and click on  **INCLUDE IN CIREX PRINTED GUIDE?**

You can choose to have your add featured in a single or a double box. CIREX will bill individually for your adds. Please [click here](#) to see CIREX pricing.



The screenshot shows a web form for adding a property. On the left is a vertical navigation menu with the following items: Property Information, Property Type, CIREX (highlighted in dark blue), Listing Information, and Size and Financial. The main content area is titled 'CIREX' and contains the following elements: 'Primary Property Type: Industrial', a checked checkbox for 'INCLUDE IN CIREX PRINTED GUIDE?', a dropdown menu currently set to 'Single Box', and a red 'SAVE' button.

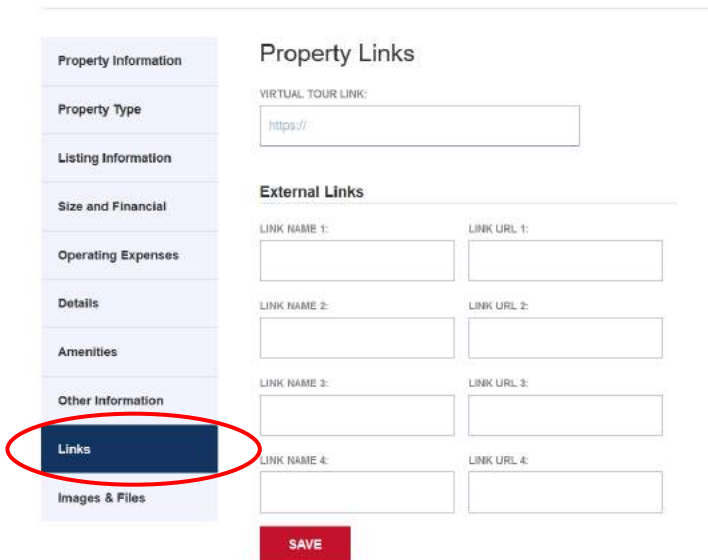


# For Members

## *Add Links and Attachments*

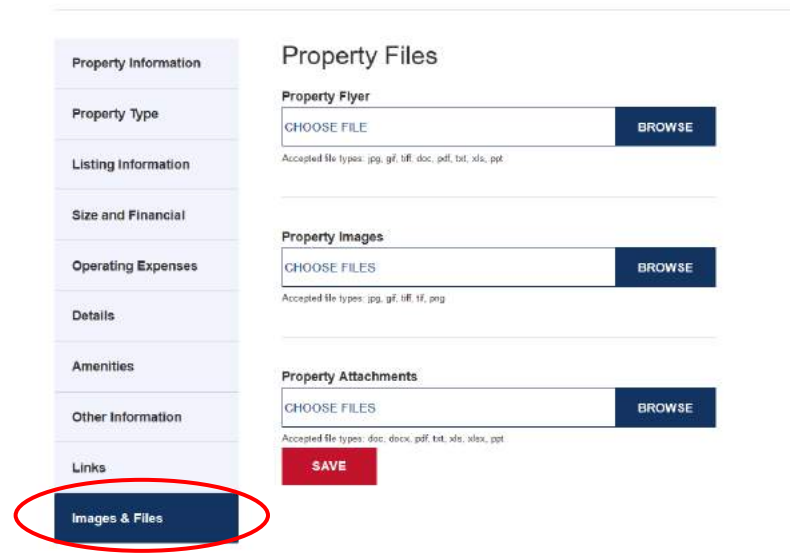
Click on **+ ADD NEW PROPERTY** under the Your Properties tab and fill out the form in the next window. You may add hyperlinks and virtual tours under the “Links” tab and photos, property brochures, and other attachments under the “Images & Files” tab.

### New Property



The screenshot shows the 'New Property' form with the 'Property Links' tab selected in the sidebar. The sidebar includes categories: Property Information, Property Type, Listing Information, Size and Financial, Operating Expenses, Details, Amenities, Other Information, **Links** (circled in red), and Images & Files. The main content area is titled 'Property Links' and contains a 'VIRTUAL TOUR LINK' field with 'https://' entered. Below this is the 'External Links' section with four rows of 'LINK NAME' and 'LINK URL' input fields. A red 'SAVE' button is at the bottom.

### New Property



The screenshot shows the 'New Property' form with the 'Property Files' tab selected in the sidebar. The sidebar includes categories: Property Information, Property Type, Listing Information, Size and Financial, Operating Expenses, Details, Amenities, Other Information, Links, and **Images & Files** (circled in red). The main content area is titled 'Property Files' and contains three sections: 'Property Flyer' with a 'CHOOSE FILE' button and 'BROWSE' button; 'Property Images' with a 'CHOOSE FILES' button and 'BROWSE' button; and 'Property Attachments' with a 'CHOOSE FILES' button and 'BROWSE' button. A red 'SAVE' button is at the bottom.

# For Members

## Feature Your Property

Feature your property front and center directly on our Home page. To get your property featured, simply log into your account, go to Your Properties and click **FEATURED PROPERTY**. Click on **+ NEW SUBSCRIPTION** and select the property you'd like to feature and the start date and subscription length.



226 Properties

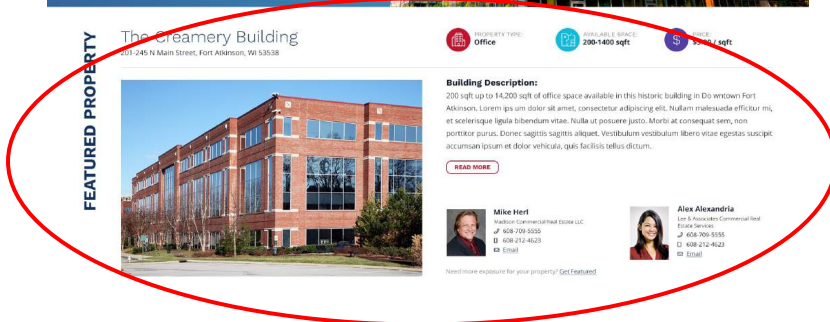
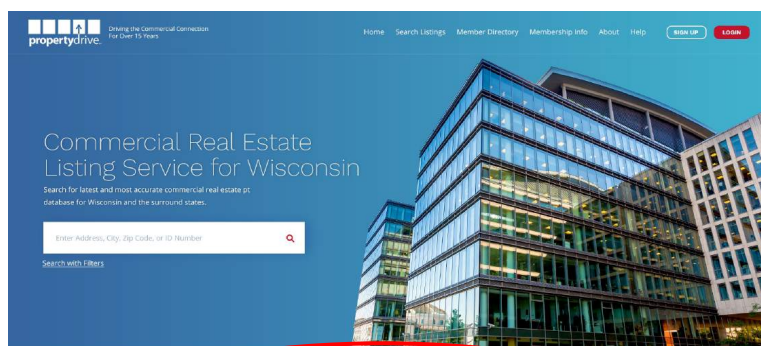
**+ ADD NEW PROPERTY**


**FEATURED PROPERTY**

AGENT: STATUS: PROPERTY TYPE:

View All All All

TITLE / ADDRESS	TYPE:	AGENT	STATUS	CIREX	EDIT / VIEW
 <b>Bell Professional Center</b> 221-225 Kings Lynn Rd, Stoughton, WI ID: 36752	Business for Sale	Firstname Lastname	Active		 



**Quick Tip:** You can exchange the property you are featuring at any time by returning to the featured property page and clicking the  icon next to the property you would like to update. Then simply select the new property from the list on your screen and click on **UPDATE SUBSCRIPTION**.

# For Members

## *Tips & Tricks*

- If a \$ or % sign is shown next to a field, do not enter the sign. The field will be displayed in the appropriate format. However, if there is no \$ or %, you must enter it to have it displayed (example: co-broke amounts have to be entered with a % if they reflect a percentage).
- The more information you fill in, the easier it will be for people to find your property when searching for specific criteria.
- For a confidential listing, select  Yes, please hide location of this property when you enter your property online. You may enter as much or as little address information as desired.
- For condos and multi-space listings: enter the smallest and largest total price possible and the smallest and largest available spaces. It is helpful to explain in the comments that price varies by size, etc. If the price is per sf, enter this amount in the comments.
- If you want to enter a specific value instead of a price range, you only need to enter it in the minimum field.
- The parcel size for Land properties may be entered as either acres or square feet. The size will be converted automatically.



# For Members




## View/Edit a Property

Click on **+ ADD NEW PROPERTY** under the Your Properties tab. To view your property, click the **>** symbol to get to the property page. To edit your property, please click the **✎** symbol. Don't forget to click the **SAVE** button when you are finished editing your property.

Dashboard **Your Properties** Add New Property List & Reports | Admin Actions ▾ | Other Links ▾

186 Properties **+ ADD NEW PROPERTY**  
**✎ FEATURE A PROPERTY**

AGENT: Select ▾ STATUS: All ▾ PROPERTY TYPE: All ▾

TITLE / ADDRESS	TYPE:	AGENT	STATUS	CIREX	EDIT / VIEW
 <b>Bell Professional Center</b> 221-225 Kings Lynn Rd, Stoughton, WI ID: 36752	Business for Sale	Firstname Lastname	▾ Active		 <b>&gt;</b>

**Quick Tip:** Company administrators will be able to view and edit all company properties. Agents will only be able to view and edit their own properties.

# For Members

## Update the Status of a Property





You may change the status of your property under status by simply clicking on the current status and selecting the updated status from the drop-down menu. Changing the status field to anything other than *Active* will retire the property listing, removing it from your list of active properties.

Retired listings will still come up in searches for leased or sold properties, but they will no longer be in the search results for active properties.

Dashboard **Your Properties** Add New Property List & Reports | Admin Actions ▾ | Other Links ▾

186 Properties [+ ADD NEW PROPERTY](#) [🚩 FEATURE A PROPERTY](#)

AGENT:  STATUS:  PROPERTY TYPE:

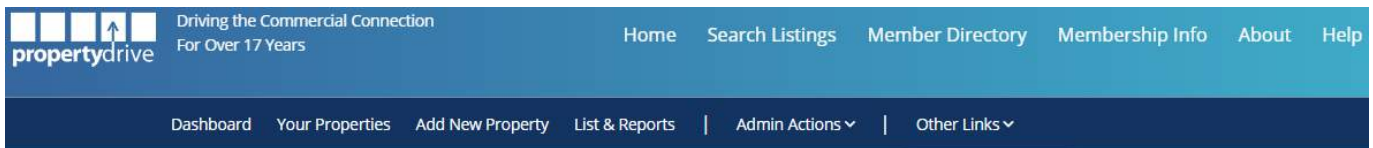
TITLE / ADDRESS	TYPE:	AGENT	STATUS	CIREX	EDIT / VIEW
 <b>Bell Professional Center</b> 221-225 Kings Lynn Rd, Stoughton, WI ID: 36752	Business for Sale	Firstname Lastname	<input type="text" value="Active"/>		 

# For Members

## Send a Broadcast Email

You may send broadcast emails to PropertyDrive members or our expanded email list. Your emails will only go to those member or non-subscribers that have chosen to receive broadcast emails (see [Edit your Account](#)).

You can choose one of our three broadcast emails, depending on whether you want to advertise your listing, are looking for a property, or wish to share company news and events related to commercial real estate.



## Email Broadcast

- [Email Broadcast](#)
- Broadcast Archive
- Featured Property

### I Have a Property...

Send an email promoting a property with one of our pre-built email templates. Just select the property and the name, company name and contact information for the person sending this email will automatically be added to the bottom of your email. Before you send the email you will be able to preview it.

[GET STARTED](#)

### I Need a Property...

Send an email promoting a information for the person sending this email will automatically be added to the bottom of your email. Before you send the email you will be able to preview it.

[GET STARTED](#)

**IMPORTANT:** Please read the Broadcast Rules carefully before sending out your broadcast email.

# For Members

You will be given the option to send your broadcast out immediately or schedule a later time for it to be sent out automatically. You will also get a chance to review your message before you send or schedule it. Once you have composed your broadcast, click on **SAVE & PUBLISH** to send or schedule your broadcast.

**NOTE:** Broadcasts cannot be canceled once they have been sent out or scheduled.

## Step 1 - Broadcast Email Information

### Broadcast Information

WHO IS SENDING:  
Firstname Lastname

GEOGRAPHICAL AREA: (OPTIONAL)

WHO IS RECEIVING THE EMAIL:  
 PropertyDrive / Cirex Members Only  
 Expanded Email List [Who's on this List?](#)

**WHEN TO SEND THE EMAIL:**  
 Instantly  
 On a Specific Day & Time

SELECT DATE & TIME TO SEND:  
04/11/2019 - 02:00 pm

Your email will be sent on **April 11, 2019 at 2:00pm**

### Email Content

SELECT PROPERTY:

SUBJECT LINE:

BODY:

ATTACH FILE: (OPTIONAL)  
Choose a file or drag it here to attach.

10Mb Max file size. Acceptable file types are .doc, .pdf, .docx, .xls, .ppt, .jpg, .gif and .tif.

**PREVIEW BROADCAST**



## Step 2 - Review & Send

### Preview Your Email

Subject Line: Subject Line Will Appear Here For the Preview

propertydrive.

DO NOT HIT REPLY! To respond to this email [Click Here to Email Us!](#)

**Building Name For Sale Will Go Here**

building-flyer-1.pdf (1.8mb)  
Building\_Blueprints.pdf (900kb)

### Broadcast Email Overview


From: Firstname Lastname  
Being Sent To: PropertyDrive / Cirex Members Only  
Geography: Madison Area  
When: April 11, 2019 at 2:00pm

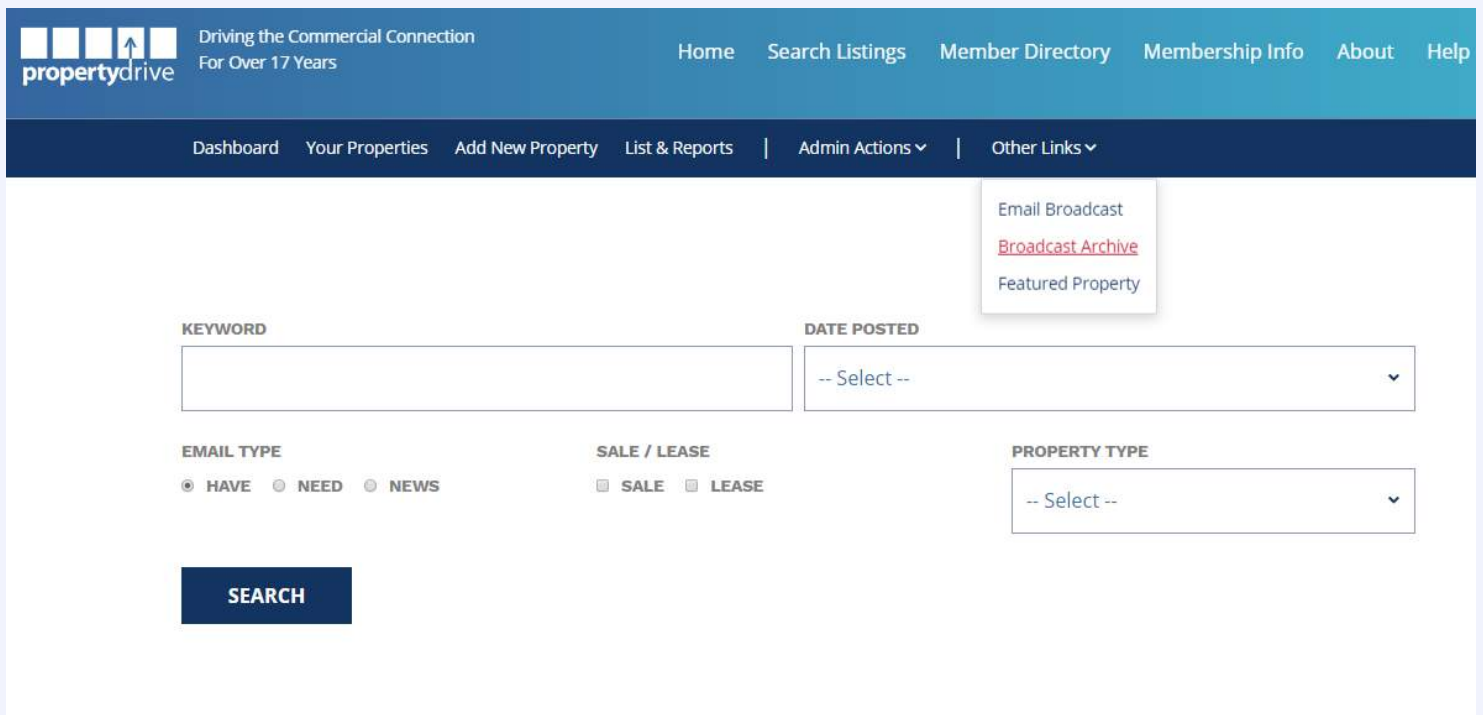
**EDIT EMAIL** **SAVE & PUBLISH**

**Quick Tip:** Company Administrators can send broadcasts for their agents by selecting the name of the agent from their dropdown menu.

# For Members

## Search the Broadcast Archive

Our Broadcast Archive lets you search for past broadcasts that have been sent out by our members. To access the Broadcast Archive, simply click on “Other Links” on your Dashboard and select “Broadcast Archive”. Fill in your criteria and click on the  button to find past broadcasts that meet your search parameters.



The screenshot shows the Property Drive website's search interface. At the top, the Property Drive logo and tagline "Driving the Commercial Connection For Over 17 Years" are on the left, and navigation links "Home", "Search Listings", "Member Directory", "Membership Info", "About", and "Help" are on the right. Below this is a dark blue navigation bar with "Dashboard", "Your Properties", "Add New Property", "List & Reports", "Admin Actions", and "Other Links". A dropdown menu is open under "Other Links", showing "Email Broadcast", "Broadcast Archive" (highlighted in red), and "Featured Property". The main search area contains a "KEYWORD" text input field, a "DATE POSTED" dropdown menu with "-- Select --", "EMAIL TYPE" radio buttons for "HAVE", "NEED", and "NEWS", "SALE / LEASE" checkboxes for "SALE" and "LEASE", and a "PROPERTY TYPE" dropdown menu with "-- Select --". A dark blue "SEARCH" button is positioned at the bottom left of the search area.

# For Members

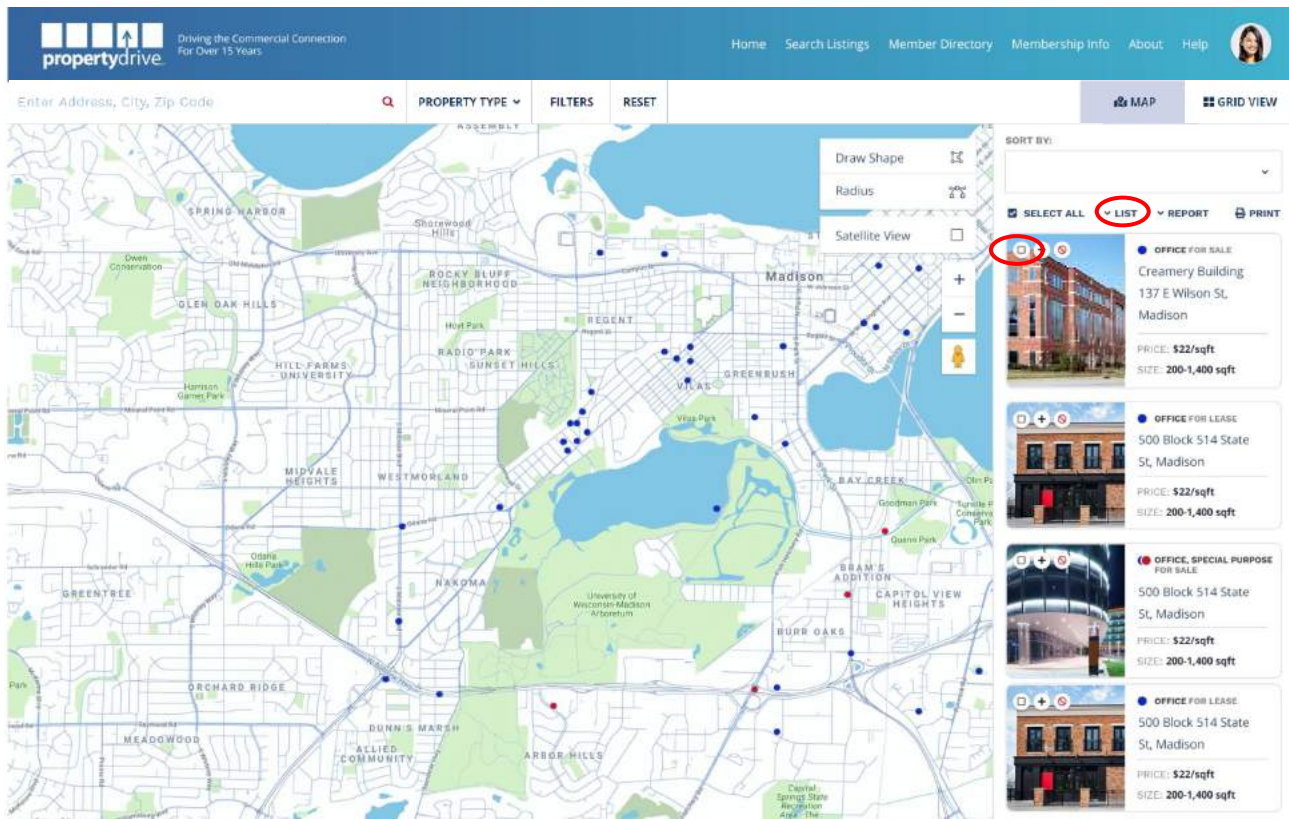
## Lists & Reports

Lists & Reports allow you to create individualized search result summaries for different clients, comp studies, etc.

### *Create a List*

There are several ways to create a list:

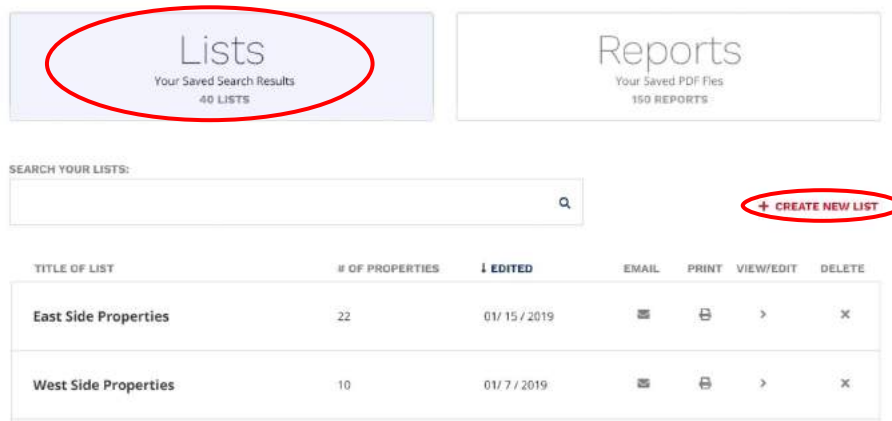
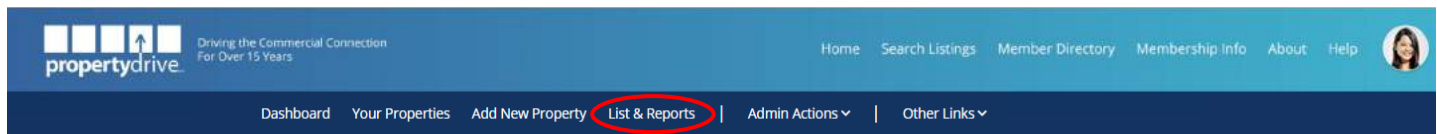
1. You may create a list directly from your search results. Simply select the properties you'd like to include and click on **LIST**.



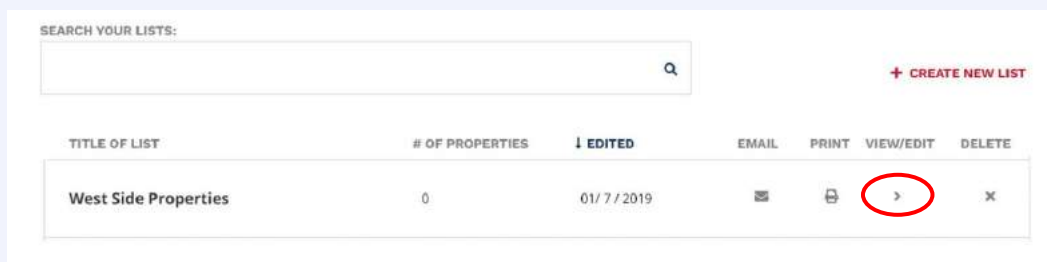
The screenshot shows the Property Drive website interface. At the top, there is a navigation bar with the Property Drive logo and the tagline "Driving the Commercial Connection For Over 15 Years". The main navigation includes "Home", "Search Listings", "Member Directory", "Membership Info", "About", and "Help". Below the navigation bar, there is a search bar with the placeholder text "Enter Address, City, Zip Code" and a search icon. To the right of the search bar are buttons for "PROPERTY TYPE", "FILTERS", and "RESET". Further right are buttons for "MAP" and "GRID VIEW". The main content area is a map of Madison, WI, with several blue dots representing search results. A "Draw Shape" tool is visible on the map. On the right side of the map, there is a "SORT BY:" dropdown menu. Below the map, there is a list of search results. The first result is "OFFICE FOR SALE" for the "Creamery Building" at "137 E Wilson St, Madison". The second result is "OFFICE FOR LEASE" for "500 Block 514 State St, Madison". The third result is "OFFICE, SPECIAL PURPOSE FOR SALE" for "500 Block 514 State St, Madison". The fourth result is "OFFICE FOR LEASE" for "500 Block 514 State St, Madison". The "LIST" button in the search results panel is circled in red, and a red box highlights the "LIST" button in the search results panel.

# For Members

- You may create a list from your Dashboard by navigating to the Lists & Reports tab, selecting Lists, and clicking on **+ CREATE NEW LIST**

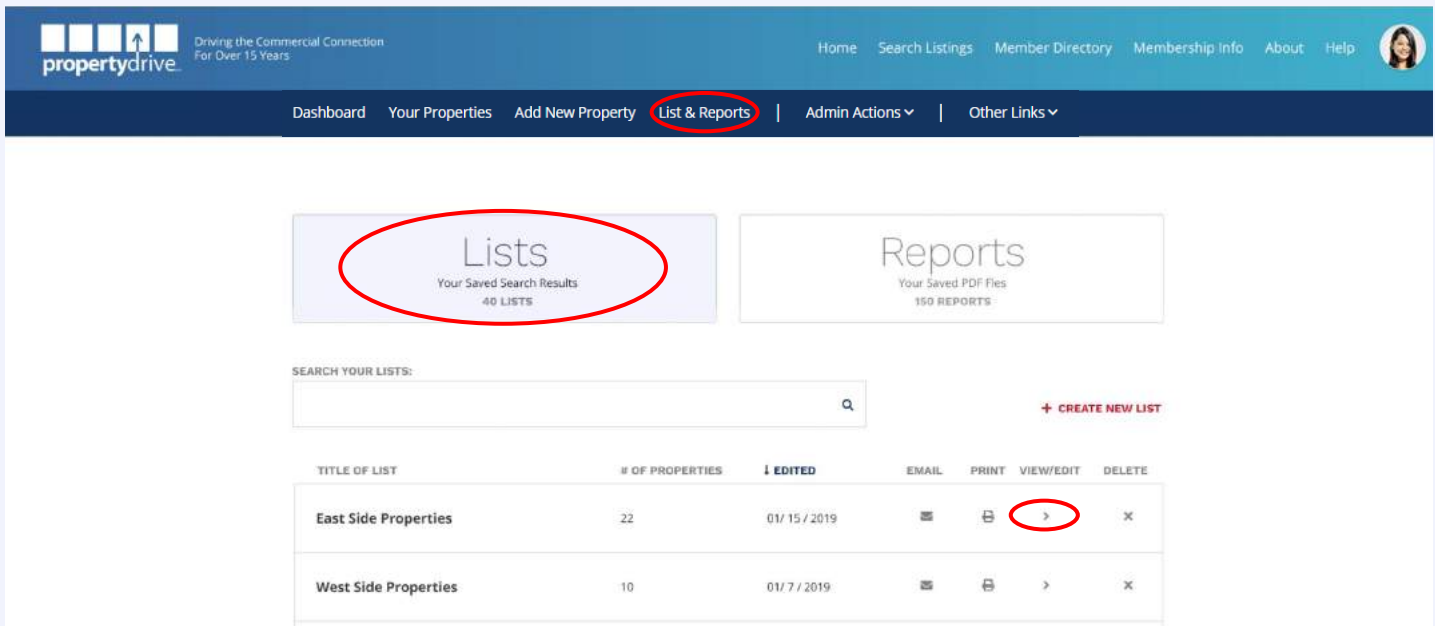


Once you've created your list, you'll be able to add properties to it by clicking the ➤ under View/Edit.



# For Members

- You may create a new list from an existing list by navigating to the Lists & Reports tab on your Dashboard, and selecting the respective list. Select the properties you'd like to add to the new list and click on **LIST** and create a new list.



Driving the Commercial Connection For Over 15 Years

Home Search Listings Member Directory Membership Info About Help

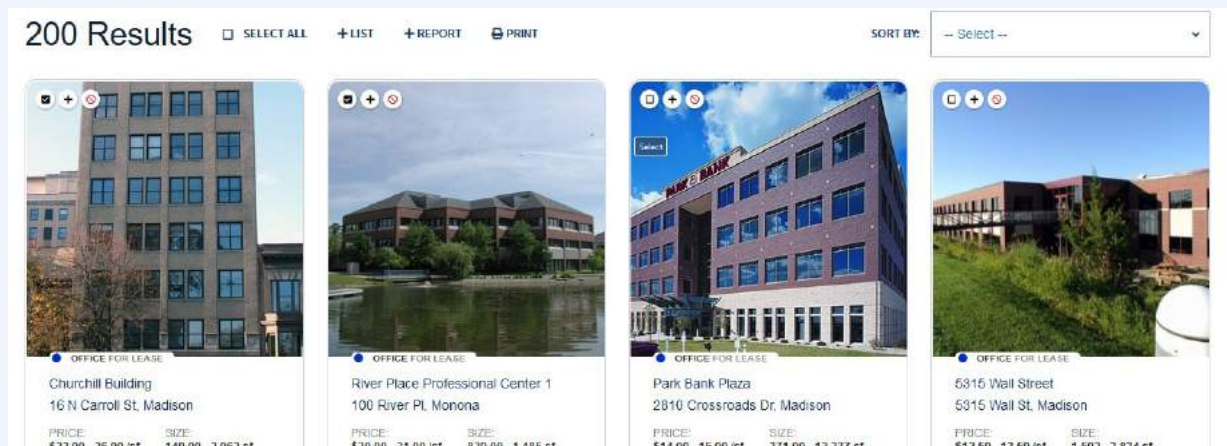
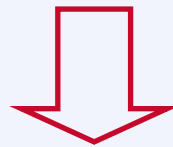
Dashboard Your Properties Add New Property **List & Reports** Admin Actions Other Links

**Lists**  
Your Saved Search Results  
40 LISTS

**Reports**  
Your Saved PDF Files  
150 REPORTS

SEARCH YOUR LISTS:  Q [+ CREATE NEW LIST](#)

TITLE OF LIST	# OF PROPERTIES	EDITED	EMAIL	PRINT	VIEW/EDIT	DELETE
East Side Properties	22	01/15/2019				
West Side Properties	10	01/7/2019				



200 Results  SELECT ALL [+ LIST](#) [+ REPORT](#) PRINT SORT BY: -- Select --

**Churchill Building**  
16 N Carroll St, Madison  
PRICE: \$22.00 - 26.00 /sf SIZE: 1,400.00 - 2,062 sf

**River Place Professional Center 1**  
100 River Pl, Monona  
PRICE: \$20.00 - 21.00 /sf SIZE: 820.00 - 1,485 sf

**Park Bank Plaza**  
2810 Crossroads Dr, Madison  
PRICE: \$14.00 - 15.00 /sf SIZE: 371.00 - 12,237 sf

**5315 Wall Street**  
5315 Wall St, Madison  
PRICE: \$12.50 - 13.50 /sf SIZE: 1,502 - 3,834 sf



# For Members

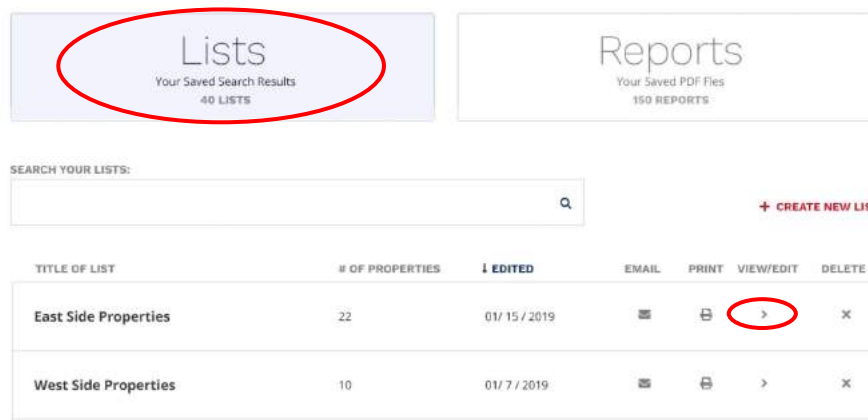
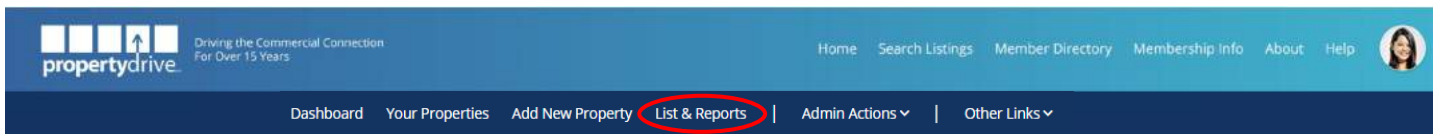
## Add to a List

You can add properties from your search results to an existing list by clicking the + symbol in the property picture. If you wish to add several properties from a search to your list, simply select the properties and click on **LIST**. Select “Add to List” and select the list you wish to include the properties.

## View/Edit a List

You can view and edit a list by navigating to the Lists & Reports tab on your Dashboard. Find the respective list and click on > under View/Edit.

To remove individual properties from your list, simply click on the  symbol on the property picture.

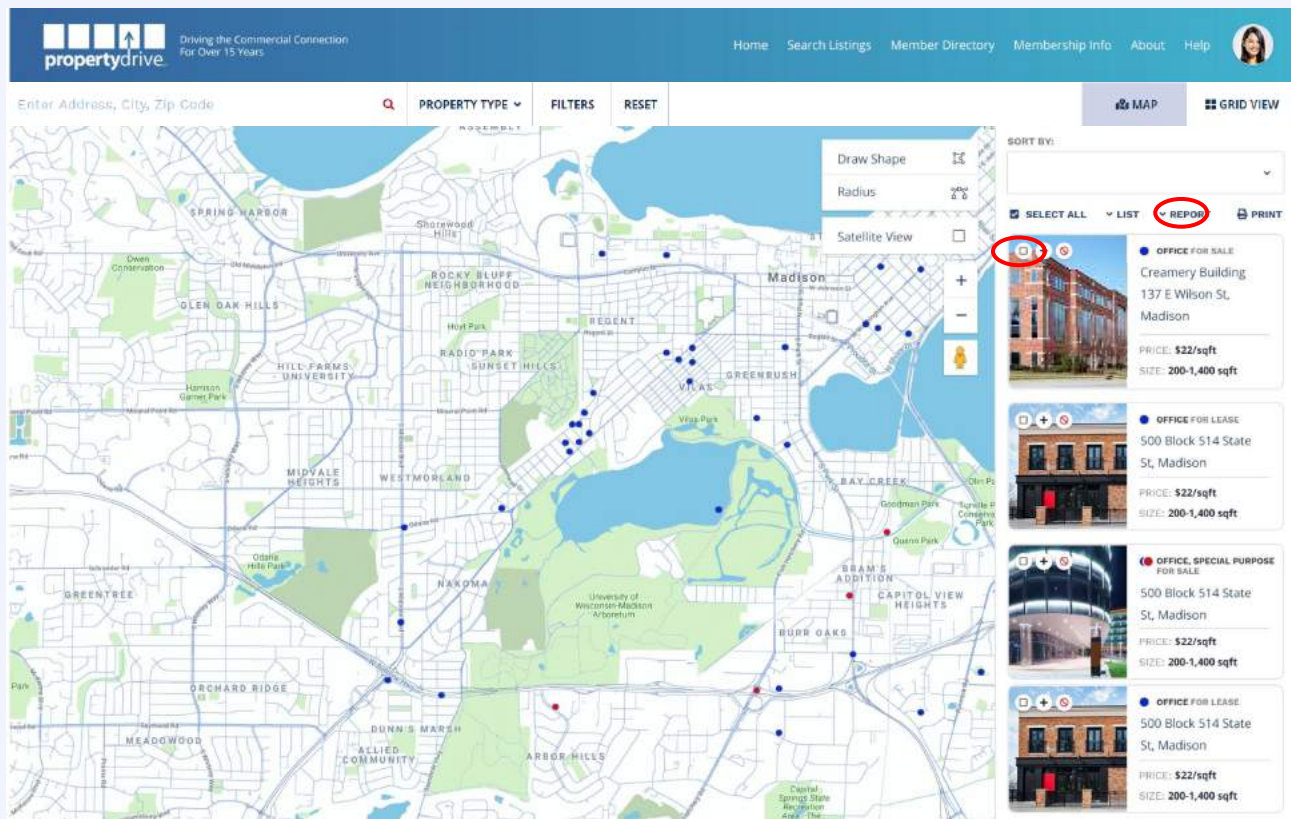


# For Members

## Create a Report

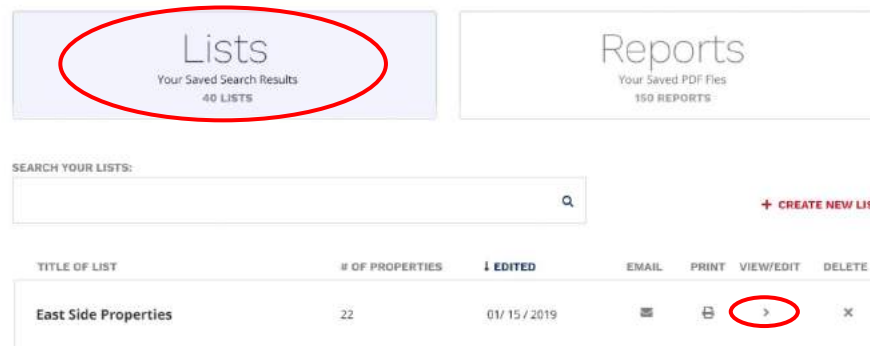
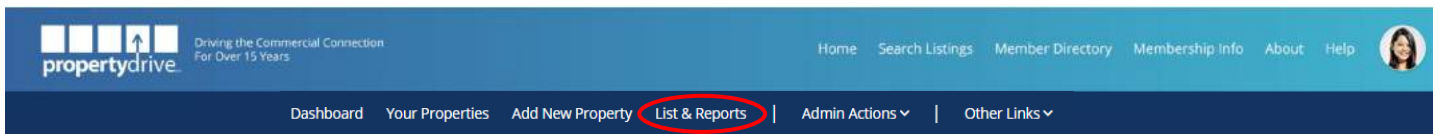
There are several ways to create a report:

1. You may create a report directly from your search results. Simply select the properties you'd like to include and click on **REPORT**.



# For Members

- You may create a report from an existing list by navigating to the Lists & Reports tab on your User Dashboard, selecting Lists, and clicking on > under View/Edit. This will take you to your List, where you can click on **REPORT** to create your report.



## Quick Reports

You can create quick reports from lists or search results (see [Create a Report](#)). Quick reports are designed to provide you with a PDF file of your search results quickly and efficiently. You can create a quick report by selecting the properties you'd like to include from your list or search results page, clicking on **REPORT**, and selecting "Quick Report" from your menu options.

You can choose to include features like a cover page, map, search results summary, and individual property details in your quick report. The report will automatically include your company name, the name of the Agent who created the report, and your company logo.

# For Members

## Custom Reports

Custom reports can include a cover page, map, search results summary, and individual property details. You can also include information like a title/header, description, client information, listing agent contact information, and attachments. Additionally, you have different footer options to choose from, including your company logo, your clients company logo, and contact information.

To create a custom report, select the properties you wish to include from your search results or an existing list, click on **▼ REPORT**, and select “Custom Report” (see [Create a Report](#)).

## Custom Report

### Sections to Include:



**Quick Tip:** Quick Reports can help you put together a list of properties on the go, or when you’re in a hurry to get to your next meeting.

Custom Reports allow you to create a professional report for your team and your clients. Include your company logo and/or your client’s logo to take your marketing efforts to the next level!

# For Members

## *Difference between Lists & Reports*

Below is a summary of the differences between lists, quick reports, and reports.

Features	Custom Report	Quick Report	List
Cover Page	X	X	
Map	X	X	
Summary List	X	X	
Property Detail	X	X	
Footer Options	X		
Include Attachments	X		
Arrange Property Order	X		
Email Directly from PropertyDrive	X	X	X
Create Reports Form	X		X
Save Option	X		X
Review Properties	X		X
PDF File	X	X	
View/Edit on PropertyDrive	X		X

# For Members

## Set up your PropertyFeed

Our PropertyFeed populates your company's listings from PropertyDrive to your company website.



→ Automatic Updates in Real Time

→ Easy to set up

→ No recurring fees!

- Choose from several different templates or have your web programmer design your own.
- It is your data, use it how you want with no monthly or ongoing charges! The only amount you will pay is a \$325 one-time set-up fee.

[Contact us for more information!](#)

# Thank You!

Thank you for reading this overview of PropertyDrive. We hope you found it useful and informative. If you ever have any questions, please do not hesitate to contact us. Please contact us about providing training sessions!

**Thank you for choosing PropertyDrive!**

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