




MANAGING SEARCH RESULTS

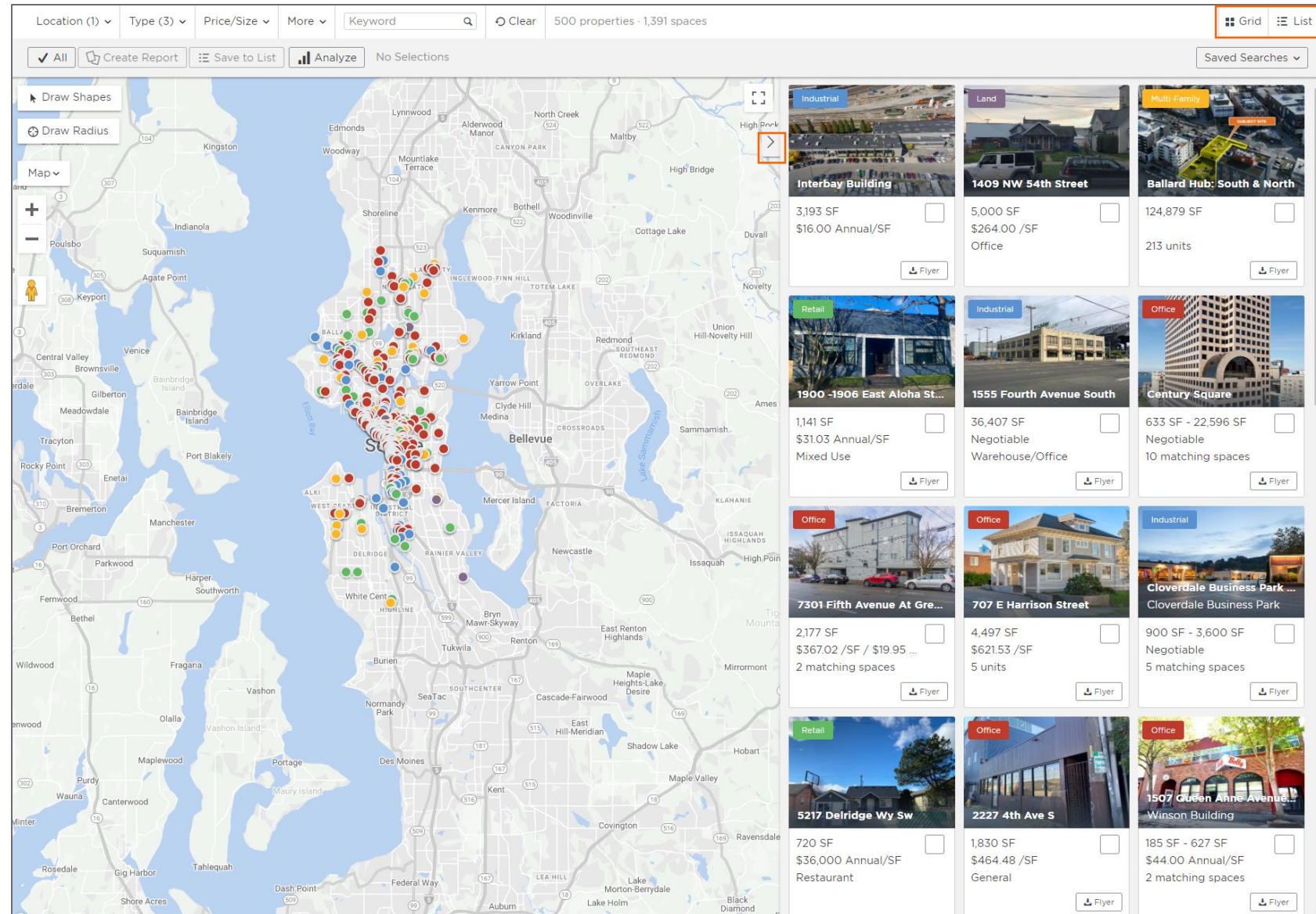
In this guide we will review how to use and share the results from your sale and lease searches.

VIEWING YOUR SEARCH RESULTS

This is the map view, click on grid or list to change views.

After conducting your search, a preview of your listing results will appear on the right side of the map.

Note: If you do not see the results section on your screen click  to make the results visible.



The screenshot displays a real estate search interface. At the top, there are filters for Location (1), Type (3), Price/Size, and More, along with a search bar and a 'Clear' button. Below the filters, there are buttons for 'All', 'Create Report', 'Save to List', 'Analyze', and 'No Selections'. The main area is a map of Seattle with numerous colored pins indicating search results. On the right side, there is a sidebar showing a grid of property listings. Each listing includes a thumbnail image, the property name, size, price, and a 'Flyer' button. The listings are categorized by type: Industrial, Land, Multi-Family, Retail, Office, and Restaurant. A small orange box highlights a button on the map, and another orange box highlights the 'Grid' button in the top right corner.

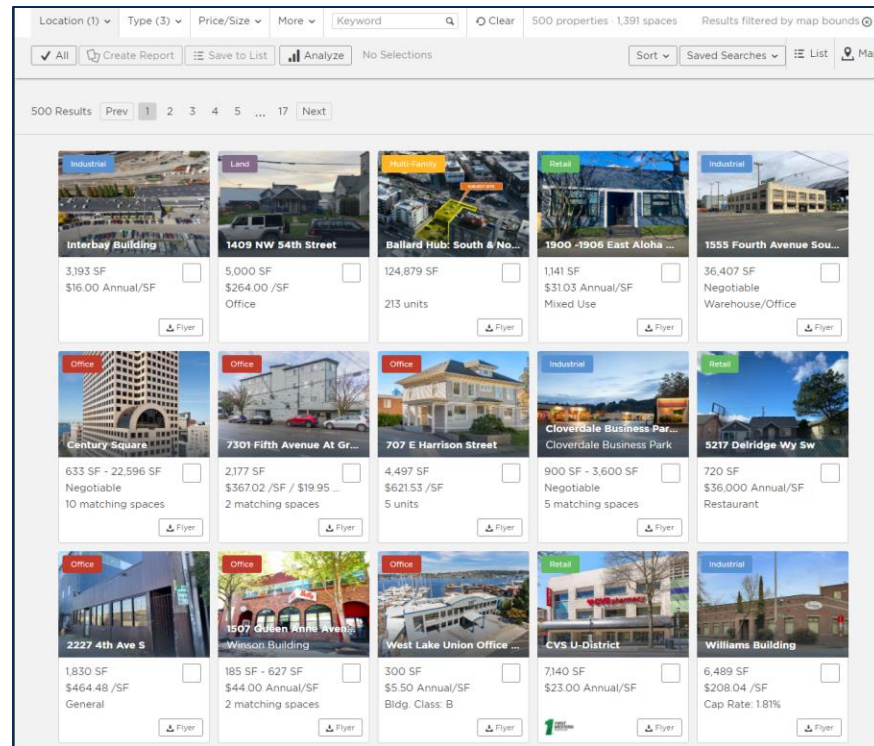
Property Name	Size	Price	Category
Interbay Building	3,193 SF	\$16.00 Annual/SF	Industrial
1409 NW 54th Street	5,000 SF	\$264.00 /SF	Land
Ballard Hub: South & North	124,879 SF	213 units	Multi-Family
1900 -1906 East Aloha St...	1,141 SF	\$31.03 Annual/SF	Retail
1555 Fourth Avenue South	36,407 SF	Negotiable	Industrial
Century Square	633 SF - 22,596 SF	Negotiable	Office
7301 Fifth Avenue At Gre...	2,177 SF	\$367.02 /SF / \$19.95 ...	Office
707 E Harrison Street	4,497 SF	\$621.53 /SF	Office
Cloverdale Business Park ...	900 SF - 3,600 SF	Negotiable	Industrial
5217 Delridge Wy Sw	720 SF	\$36,000 Annual/SF	Retail
2227 4th Ave S	1,830 SF	\$464.48 /SF	Office
1507 Queen Anne Avenue...	185 SF - 627 SF	\$44.00 Annual/SF	Office

VIEWING YOUR SEARCH RESULTS

When you perform your search, you are automatically at the map view however by selecting “Grid” or “List” you will be able to change how you view your results.

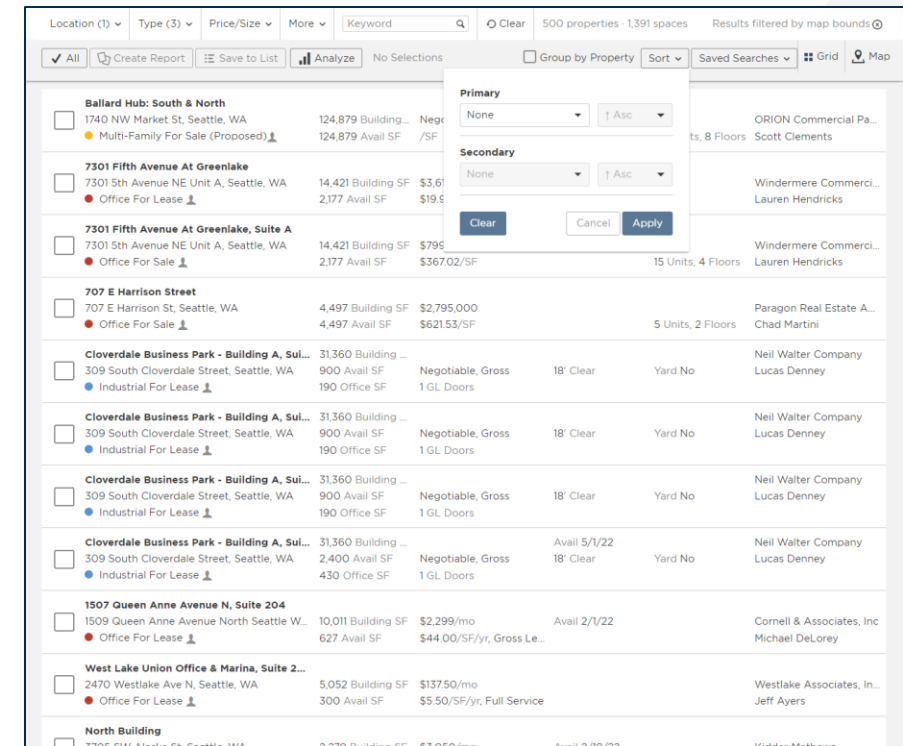
The grid and list views allow you to sort your listings, you cannot choose a sorting method using the map view.

Grid View



Select the grid view to see your results side by side. This view allows you to choose a method to sort your search results by.

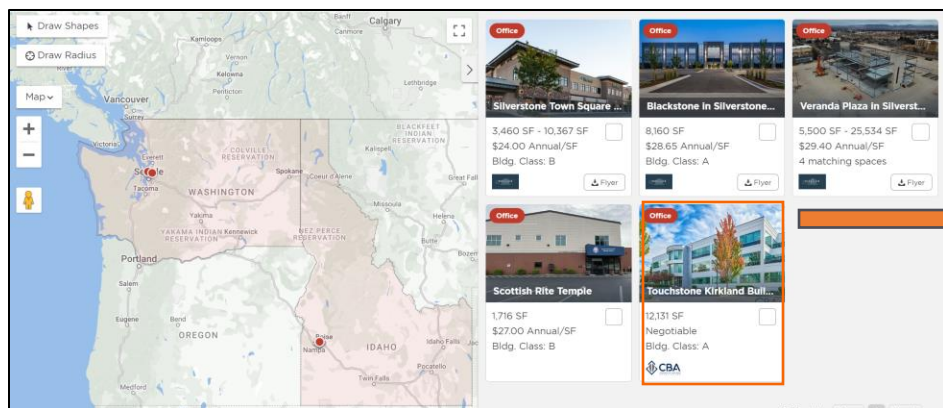
List View



Select the list view and ungroup by property to quickly review listing details. This view allows you to choose a method to sort your search results by.



VIEWING INDIVIDUAL LISTINGS



If you would like to review the property or listing details prior to running a report, you can click on the box or line containing the listing from your results.

This should open a new side screen with the property highlights at the top as well as an image of the property. Under these items you will find the listing details. From this screen, you can pull a report for this listing using the **Generate Report** button.

If you would like to see the street view of this property you can select **Zoom** on the listing preview screen.

If you would like to review the property details for a listing, you can select **View Details**

If you have finished with previewing the property and would like to go back to your results simply click the **X** on the upper right-hand side.

A screenshot of the detailed view for the 'Touchstone Kirkland Building'. The interface is divided into several sections. At the top, there's a header with filters and search options. Below that is a map showing the building's location. The main section is titled 'Touchstone Kirkland Building' and includes a large image of the building. To the right of the image are 'Property Highlights' such as 'Office: General', 'Size: 133,004 SF, 3.44 Acres', 'Building Class: A', and 'Occupancy Type: Multi-tenant'. Below this is a 'Currently Available' section with a 'Generate Report' button. The bottom section is 'Listing Details' which includes a table with information like 'Asking Rate', 'Total Available', 'List Date', and 'Listing ID'. At the very bottom, there's a 'Space Details' section with a table showing 'Total Available' and 'Is Vacant?'. An orange box highlights the 'Generate Report' button in the 'Currently Available' section. Another orange box highlights the 'Zoom' button in the top right corner of the map area. A third orange box highlights the 'View Details' button in the 'Property Highlights' section.

VIEWING PROPERTY DETAILS

If you would like to review the property details for a listing, you can select “View Details” from the listing preview from your search map.

There are several sections within the property detail page:

Details shows the property information regarding the land and building(s) that we have on file for this space.

Listings shows any active sale/lease listings at this property record

History shows any inactive listings we have on file for this property

Tenants shows the businesses located within this property

Contacts show who is leasing the space or who owns it

Performance allows you to pull market or submarket quarterly analytic report for this area, these reports are provided through our partnership with REIS and Moody's Analytics. You may also find REIS Property Reports for some listings.

This section also allows you to pull geospatial reports directly relating to the property via the **Property Report** button all the way at the bottom of the page.

When you are done with this page simply click **Back** and then once you are back to the preview screen select the **X** to close the property preview and view all search results.

Touchstone Kirkland Building Office: General
12131 113th Ave NE, Kirkland, WA 98034

[Back](#) [Share](#) [Add Transaction](#) [Add Listing](#)

Location
Address: 12131 113th Ave NE, Kirkland, WA 98034
County: King Submarket: CBA Kirkland
Parcels: 2926059156 Cross Street: 124th St

Building Size

Building Size	133,004 SF	Office Space	91,378 SF
Rentable Space	91,378 SF	Floor Size	34,860 SF
Largest Contiguous	4,235 SF	Total Available Space	8,487 SF

Building Details

Type	Office: General
Number of Buildings	1
Occupancy Type	Multi-tenant



CREATING A LISTING REPORT

Create Report

The first step to creating a report is to select the listings you would like to include.

Click on the blank square next to the individual listing you would like to include in your report. Once you have clicked on the box it will be filled with a checkmark.

If your search has yielded below 250 results you can also use the **✓ All** on the gray toolbar above your results to include all search results in your report.

Once you have finished selecting the listings you would like to include in your report then select the **Create Report**.

Note: You can tell how many properties and listings you have selected on the gray toolbar above your results

CBA Real Estate
Powered by Moody's Analytics Catalyst

Search Lists Reports Email My Listings Help

Location (1) Type (2) Price/Size More Keyword Clear Grid List

✓ All Create Report Save to List Analyze 1 Property and 1 Space Saved Searches

Draw Shapes Draw Radius Map + - 101

Interbay Building
3,193 SF
\$16.00 Annual/SF

1900 -1906 East Aloha S...
1,141 SF
\$31.03 Annual/SF
Mixed Use

1555 Fourth Avenue South
36,407 SF
Negotiable
Warehouse/Office

Century Square
633 SF - 22,596 SF
Negotiable
10 matching spaces



CREATING A LISTING REPORT

After selecting “Create Report” a pop-up box will appear with all available report options. There are several reports types available that you can pull, but keep in mind that the availability of these reports depends on the number of results. Please view the next page for information on report limitations.

Generate Report for Selection

PDF

Google Earth

Excel

Generate Report

Select the components below that you'd like to be included in your report.

General	Listing	Geospatial
<input type="checkbox"/> Cover Page	<input type="checkbox"/> CBA Brochure	Not available when multiple properties are selected
<input type="checkbox"/> One-Liner	<input type="checkbox"/> Listing Single Page	
Map	<input type="checkbox"/> Listing Multi-Page	Misc
<input type="checkbox"/> Map	<input type="checkbox"/> 4-Up Comparison	<input type="checkbox"/> Biography
<input type="checkbox"/> Aerial	<input type="checkbox"/> Peer Chart Comparison	<input type="checkbox"/> Property Contacts
<input type="checkbox"/> Map (Vertical)		<input type="checkbox"/> Property Contacts with Photo
Property		Includes
<input type="checkbox"/> Summary		<input type="checkbox"/> Include Broker Flyers
<input type="checkbox"/> Summary with Space		
<input type="checkbox"/> Property Single Page		
<input type="checkbox"/> Property Multi-Page		
<input type="checkbox"/> Include only properties/buildings, exclude sale or lease listings		

Generate Report for Selection

PDF

Google Earth

Excel

Generate Report

Choose Geospatial Analysis Format

☐ Parcel Analysis

☐ Include only properties/buildings, exclude sale or lease listings

Note: You must have a separate Google Earth account in place in order to open this report

Generate Report for Selection

PDF

Google Earth

Excel

Generate Report

Choose Spreadsheet Format

☐ Summary

☐ Single Line

☐ Include only properties/buildings, exclude sale or lease listings

TIPS FOR CREATING REPORTS

- **“CBA Brochure”** is specifically designed for CBA members, this is the only report you will find the days on market and commission information on
- **“Biography”** = your biography as created in your profile
- You have the option to choose to include the Listing Broker’s contact information and to attach the broker uploaded flyer(s)
- Reports are generated as both a link (so you can copy it into an email) or as a viewable, downloadable PDF

Due to the improved and robust information provided, the number of properties/listings you have will affect which reports are available to you. Here are the following size limitations for each report type:

- Flyers: 25 flyers maximum
- Reports For 50 or fewer properties/listings, members will have access to: Both Excel reports, Google Earth, cover page, one-liner, biography, summary, summary with space, cba brochure, listing brochure, listing brochure - detailed, property brochure, 4- up comparison, peer comparison chart, map, aerial, map (vertical)
- Over 50 properties, members will only have access to: Both Excel reports, cover page, one-liner, biography, summary, summary with space
- Over 100 properties, members will only have access to: Both Excel reports, cover page, one-liner, biography
- Over 250 properties: Limits reached, must remove some



SAVING TO A LIST

Save to List

The list function allows you to keep the listings that you would like to review all in one place. You can add to or remove listing on a list at any time. You can save up to 250 listings/properties in a list. Lists can be created for yourself or to share with your clients.

Select the listings you would like to add to a list.

You can do this by clicking on the square next to the individual listings so that it is filled with a check mark.

Once you have finished selecting the listings you would like to include in your list then select the **"Save to List"** button.

Note: You can tell how many properties and listings you have selected on the gray toolbar above your results

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SAVING TO A LIST

After selecting “Save to List” a pop-up window will appear with previously saved lists, or the options to create a new one.

If you would like to save these listings to an existing list, click on the name of the list and it will save automatically.

If you would like to save the listings you selected to a new list, click “New List”, enter in a list name or any additional list settings then click save.

After you have selected an existing list or created a new one and clicked on save, you will get a notification at the bottom of your screen letting you know the listings have been successfully saved to your list.

Save to a List

Use lists to group properties you're interested in.

List Name	Client	Modified
Quick List		03/24/2022
Training 3/8/22		03/24/2022
Training 2/24	Test Client	02/24/2022
Training Listing 1.27		01/27/2022
Training 1/25		01/25/2022
Training 12/16		12/16/2021
Training 10/28		10/28/2021
Training 9/30		10/15/2021

32 Lists Prev 1 2 3 4 Next New List

☐ Include only properties/buildings, exclude sale or lease listings



ACCESSING AND MANAGING YOUR LISTS

To access your existing lists, select “Lists” from the top, blue toolbar.

This link will take you to view all of your existing lists. Click on the list name to use, view, and manage your list.

If you would like to delete any existing lists, check the box next to the list name and then click “Delete Selected” from this screen.

<input type="checkbox"/>	List Name	Client	Items	Created	Modified ▼
<input type="checkbox"/>	How-To List	-	4	03/24/2022	03/24/2022
<input type="checkbox"/>	Quick List	-	3	03/24/2022	03/24/2022
<input type="checkbox"/>	Training 3/8/22	-	7	03/08/2022	03/24/2022
<input type="checkbox"/>	Training 2/24	Test Client	3	02/24/2022	02/24/2022
<input type="checkbox"/>	Training Listing 1.27	-	5	01/27/2022	01/27/2022
<input type="checkbox"/>	Training 1/25	-	2	01/25/2022	01/25/2022
<input type="checkbox"/>	Training 12/16	-	6	12/16/2021	12/16/2021
<input type="checkbox"/>	Training 10/28	-	3	10/28/2021	10/28/2021
<input type="checkbox"/>	Training 9:/30	-	4	09/30/2021	10/15/2021
<input type="checkbox"/>	Training 7/29	-	4	07/29/2021	07/29/2021

33 Lists Prev 1 2 3 4 Next



MANAGING A LIST

Return to view all lists

← View All Lists

Generate a link to share this list with others, you can stop sharing at any time

Assign a property as the subject property

Create a report for this list

Manage or delete list details

Report

Share

Choose Subject

Edit

4 Properties Prev 1 Next

How-To List

Sort

Sort Manually

List View

Properties on your list

Listings on your list

Multi-Family

714-734 12th Avenue
714 12th Ave, Seattle

Mixed Use
47,892 SF on 0.70 Acres

✓

• Retail For Lease ⓘ
1,875 SF @ \$38.00 Annual/SF
Jason Miller, Kidder Mathews

Report Details Edit

Multi-Family

Vertex Off Broadway
802 E Thomas St, Seattle

General Purpose
60,591 SF on 0.18 Acres

✓

• Retail For Lease ⓘ
2,000 - 3,150 SF @ \$32.00 Annual/SF
Paul Jacobson, West Coast Commercial Re...

Report Details Edit

Retail

Thornton Place
308 NE Thornton Pl, Seattle

Mixed Use
555,965 SF on 4.56 Acres

✓

• Retail For Lease ⓘ
1,463 SF @ Negotiable
Francesca Howard, Jones Lang LaSalle

• Retail For Lease ⓘ
824 SF @ Negotiable
Francesca Howard, Jones Lang LaSalle

2 more spaces

Report Details Edit

Office

Century Square
1501 4th Ave, Seattle

Mixed Use
812,428 SF on 0.96 Acres

✓

• Retail For Lease ⓘ
388 SF @ \$2,587 Monthly
Laura Miller, Gibraltar, LLC

• Retail For Lease ⓘ
4,520 SF @ \$62.00 Annual/SF
Laura Miller, Gibraltar, LLC

Report Details Edit

4 Properties Prev 1 Next

Choose a method to sort your listings OR drag your listings into the order in which you would like them to be sorted by

Note: A list is the only way to manually sort how the listings appear in your reports

To remove a property or listing from your report uncheck the box next to the property or listing.

View the property/listing details, pull a report or make custom edits* to the listing.

Note: these edits are available only to you in reference to this list

SAVING SEARCHES & SETTING UP E-MAIL ALERTS

If you know that you will use the same search filters frequently a time-saving step would be to save your search. Doing this will allow you to perform the search quickly and access new results at any time.

After conducting a search, click on **Saved Searches** on the upper right-hand side of the search window. When the drop-down menu appears, select the **Save Current Search** button.

When the **Save this Search** pop-up appears, you will then want to give your search a name.

If you would like to receive e-mail alerts on this search, be sure to set up an e-mail frequency. This will notify you when your search gets a new match.

Note: You can add your clients to receive a copy of these e-mail alerts, however, please keep in mind you cannot adjust information they are seeing.

The diagram illustrates the process of saving a search and setting up email alerts. It starts with a 'Saved Searches' dropdown menu. An orange arrow points to the 'Save Current Search' button. Another orange arrow points to the 'Save this Search' pop-up window. The pop-up window contains the following fields and options:

- Search Name:** A text input field with the placeholder 'Name of your search here...'.
- Email frequency:** Radio button options: ☒ Never, ☐ Immediately, ☐ Daily, ☐ Weekly.
- Clients (optional):** A text input field with the placeholder 'Enter the email of your client here...'.
- Buttons:** 'Cancel' and 'Save' buttons at the bottom right.



VIEWING AND EDITING YOUR SAVED SEARCHES

Click **Saved Searches** on the upper right-hand side of the search window to make edits or run the search again. When the drop-down menu appears, click on **View Saved Searches**.

This will open a pop-up window that will give you access to all the saved searches you have set up. From this window you can view new results that match your saved search parameters, adjust the frequency in which you are getting e-mail alerts and delete your saved searches.

Note: If you would like to change the filters of a search you will need to view the saved search, adjust your filters and then follow the steps for saving a new search. Once this is done you will want to delete the original search.

The image shows two overlapping windows from a software application. The background window is titled "My Saved Searches" and has a close button (X) in the top right corner. It features a tabbed interface with tabs labeled "All", "Immediately", "Daily", "Weekly", and "Never". The "All" tab is selected. Below the tabs, there are three search entries: "Training 1/25", "Webinar 10/22", and "Webinar 4.30". Each entry has a dropdown menu set to "All matches", a "Search →" button, and a status line that says "Matches are **never** sent to you." with a blue "Edit" link. An orange arrow points from the "Edit" link of the "Webinar 4.30" entry to a foreground window titled "Edit Saved Search". This foreground window also has a close button (X) in the top right corner. It contains a "Name" field with the text "Training 1/25". Below this is the "Email frequency" section with four radio buttons: "Never" (selected), "Immediately", "Daily", and "Weekly". The "Clients (optional)" section includes a text area with the placeholder "Enter the email of your client here...". At the bottom right of the "Edit Saved Search" window are three buttons: "Cancel", "Delete", and "Save".

