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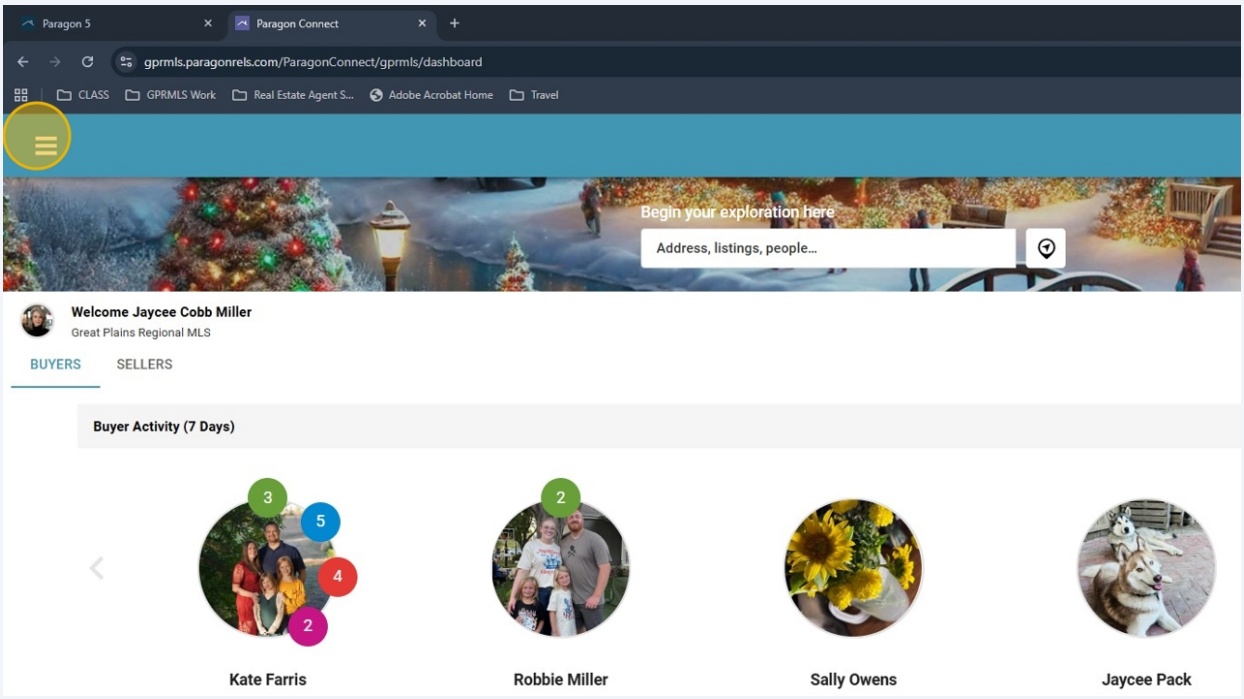
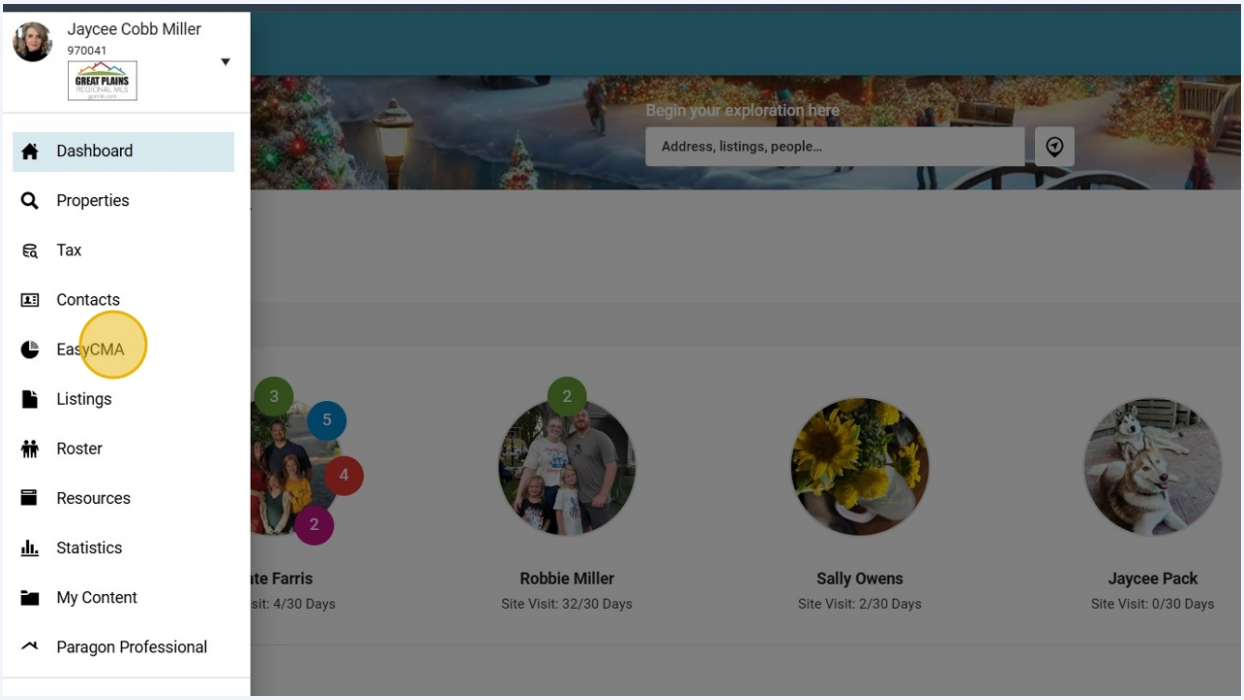
EasyCMA - Starting From EasyCMA Page

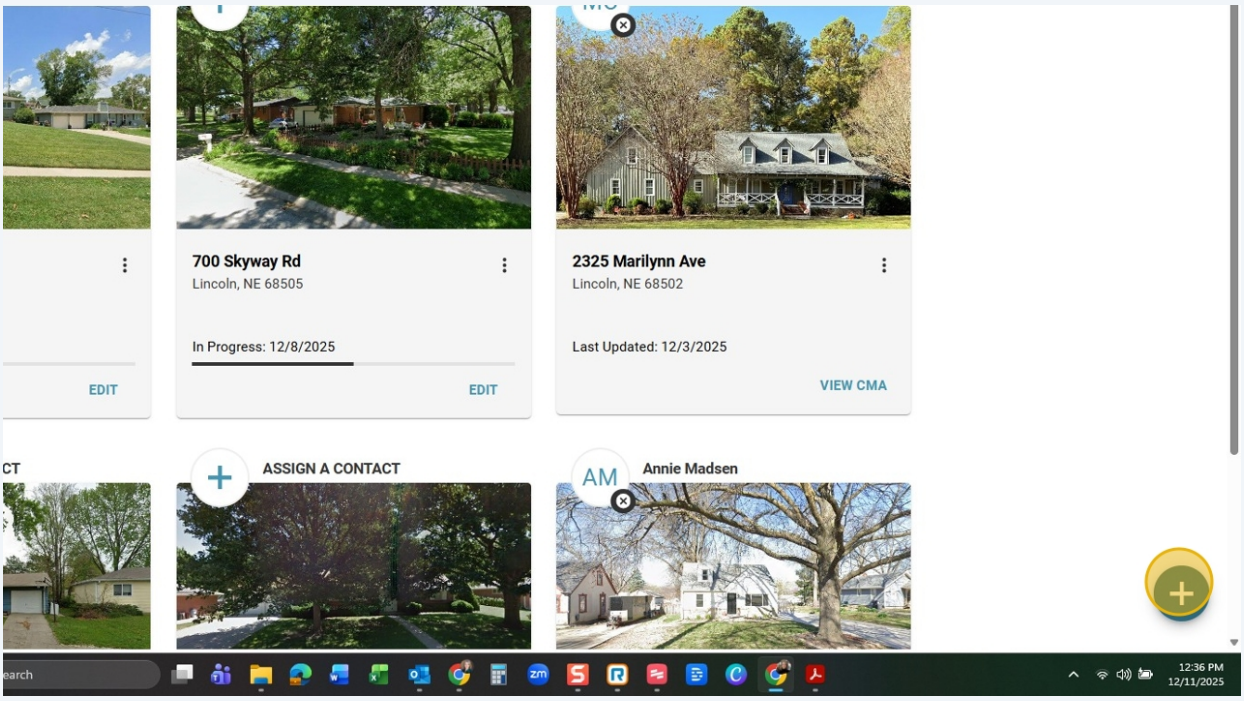
1 Click "Menu."



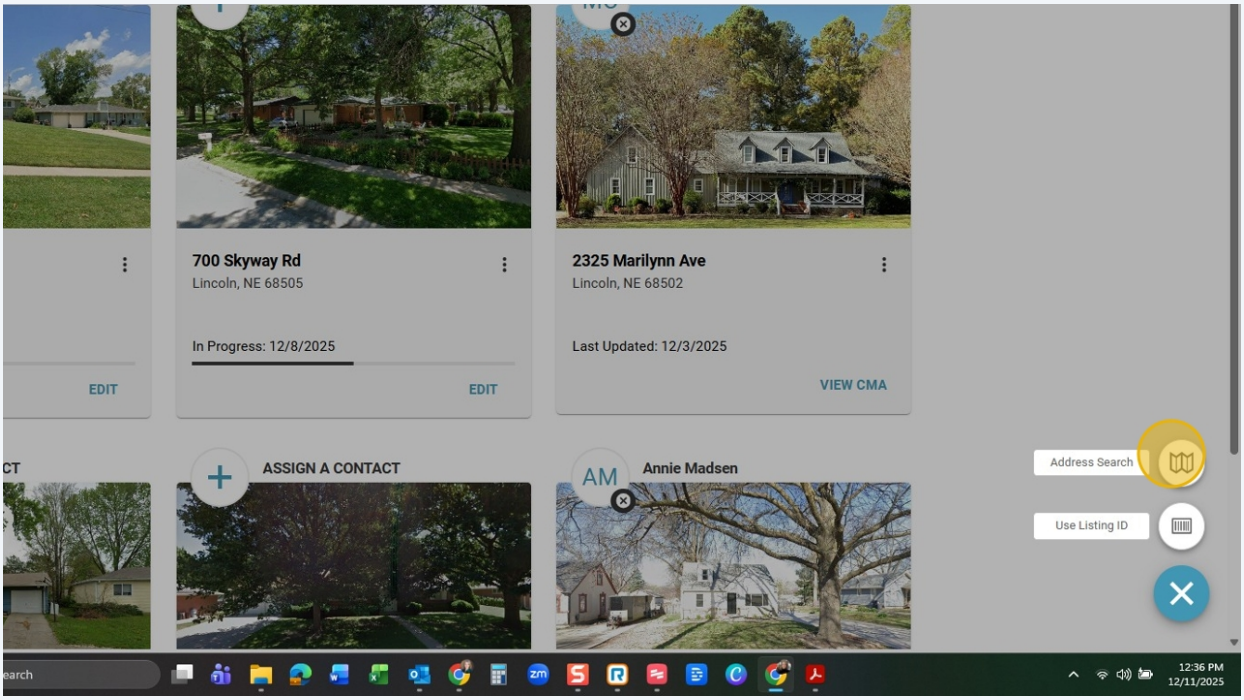
2 Click "EasyCMA"



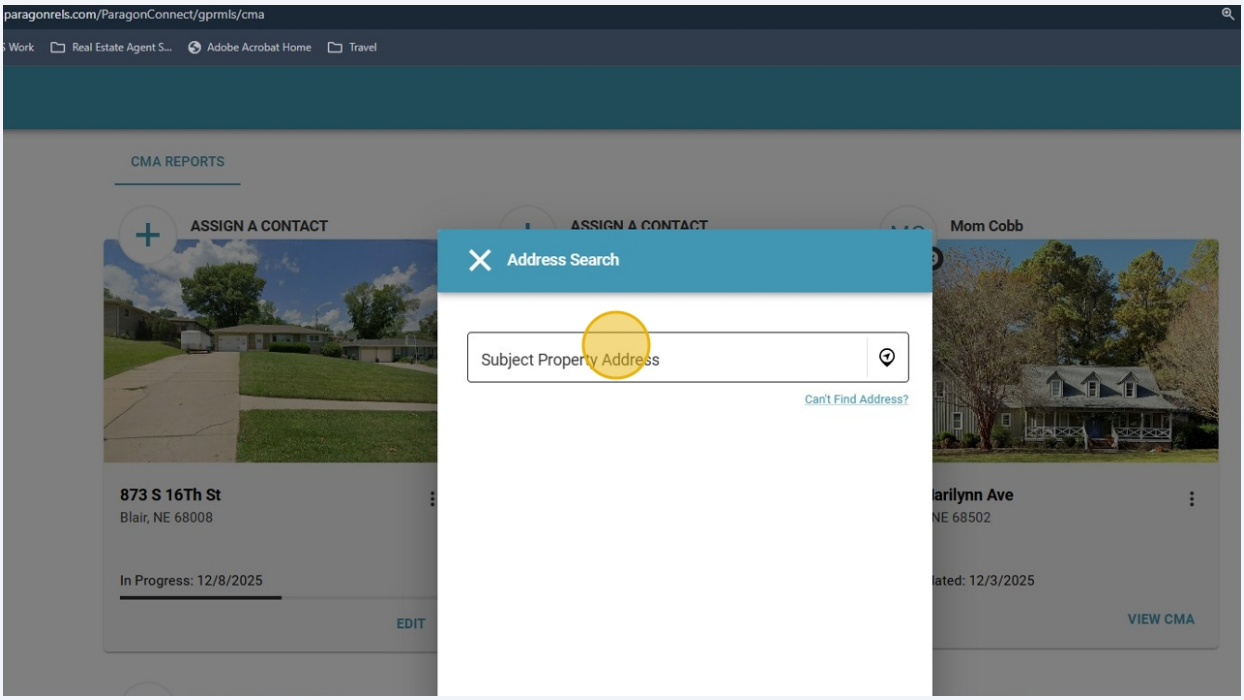
3 Click "Add"



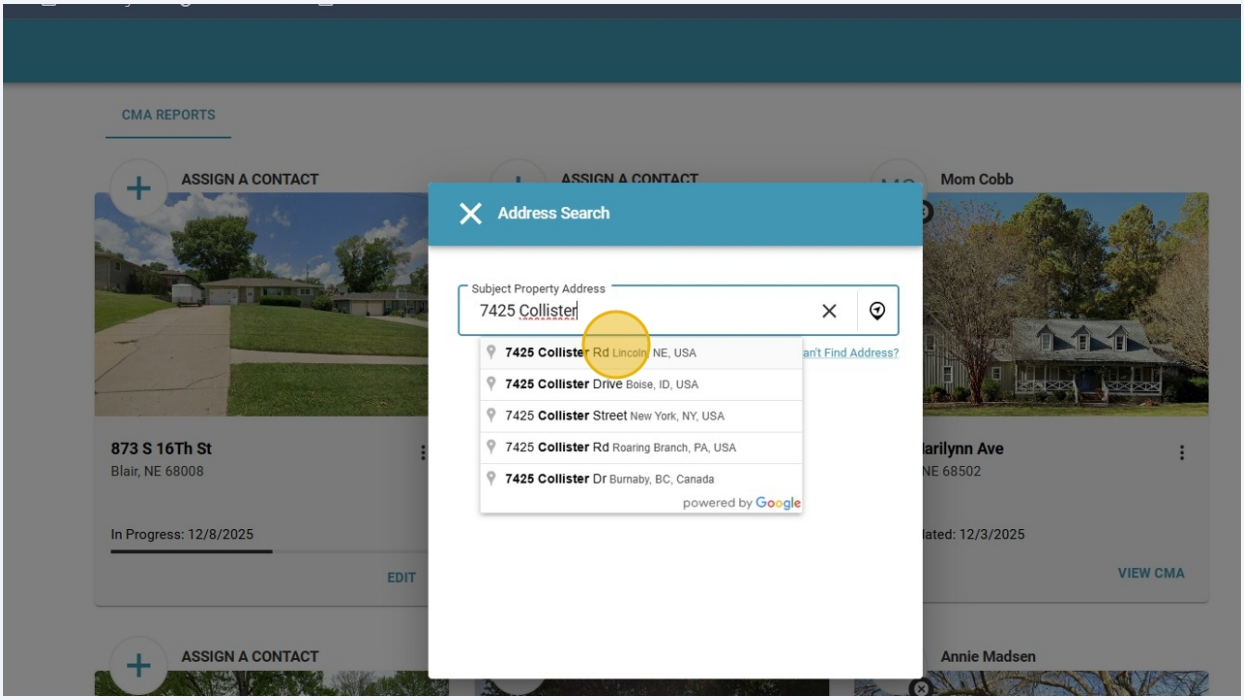
4 You may choose "Listing ID" or Address Search as I did here



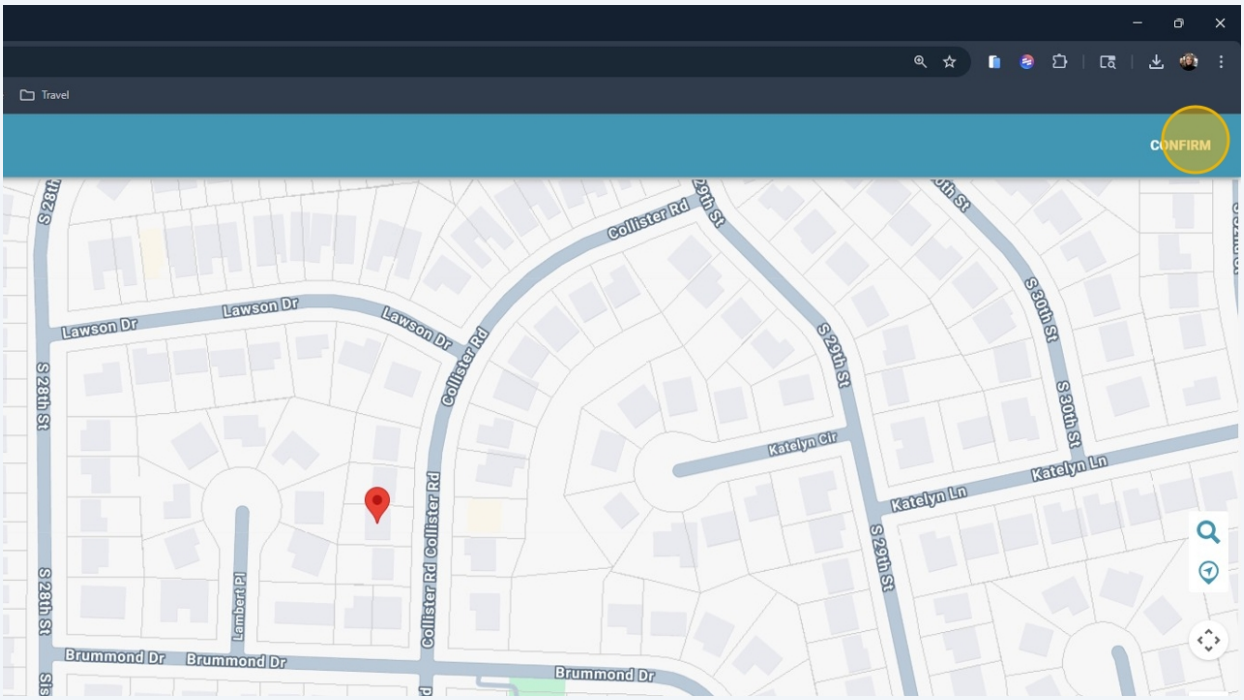
5 Input the address of the property



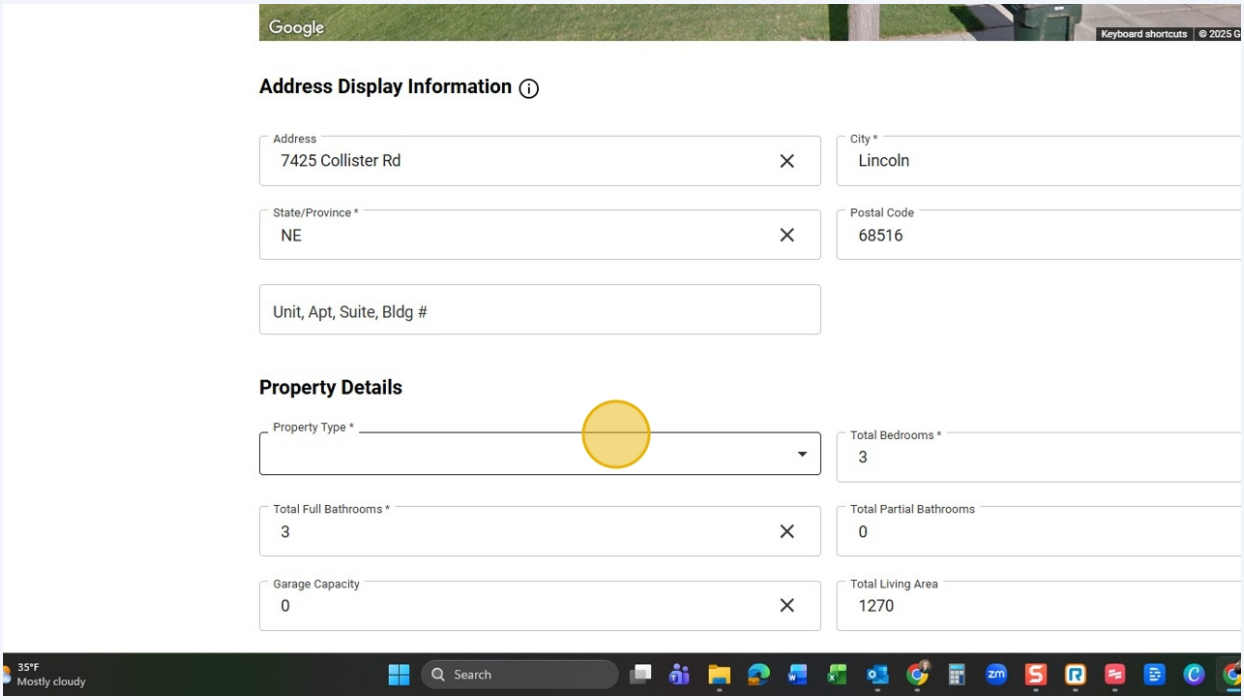
6 It will pull it from Google Maps- when the address pops up, choose it



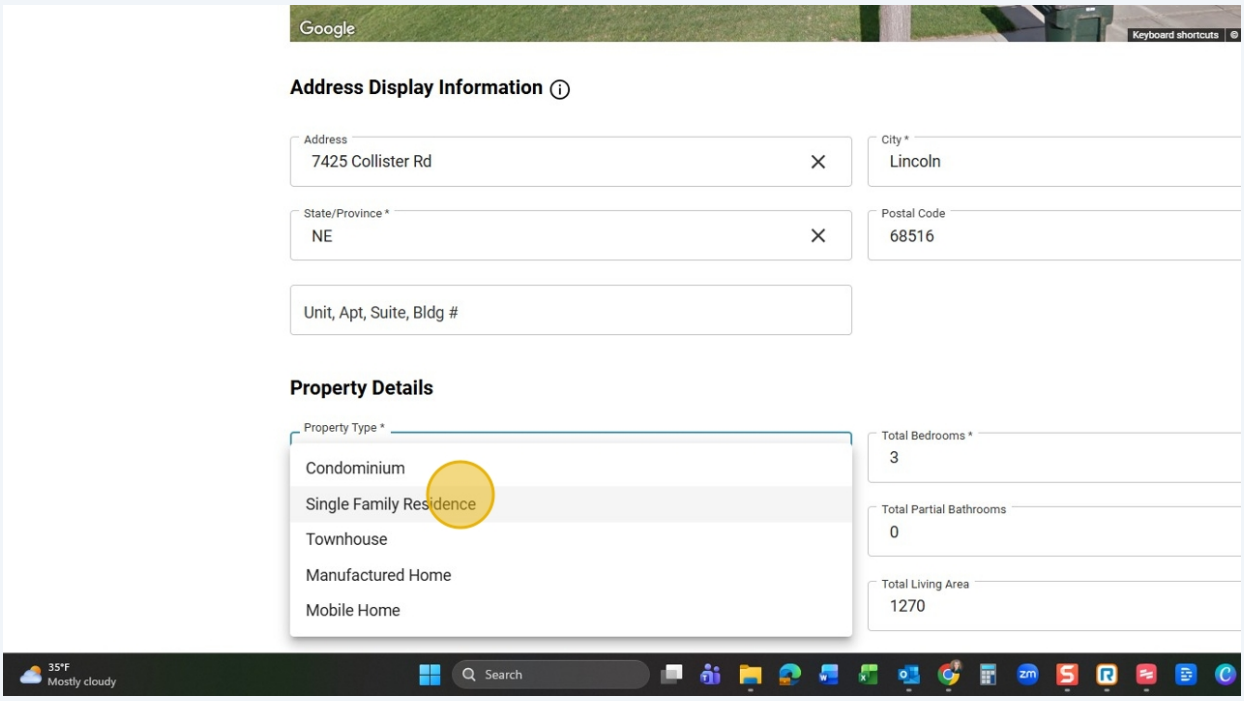
7 Click "CONFIRM"



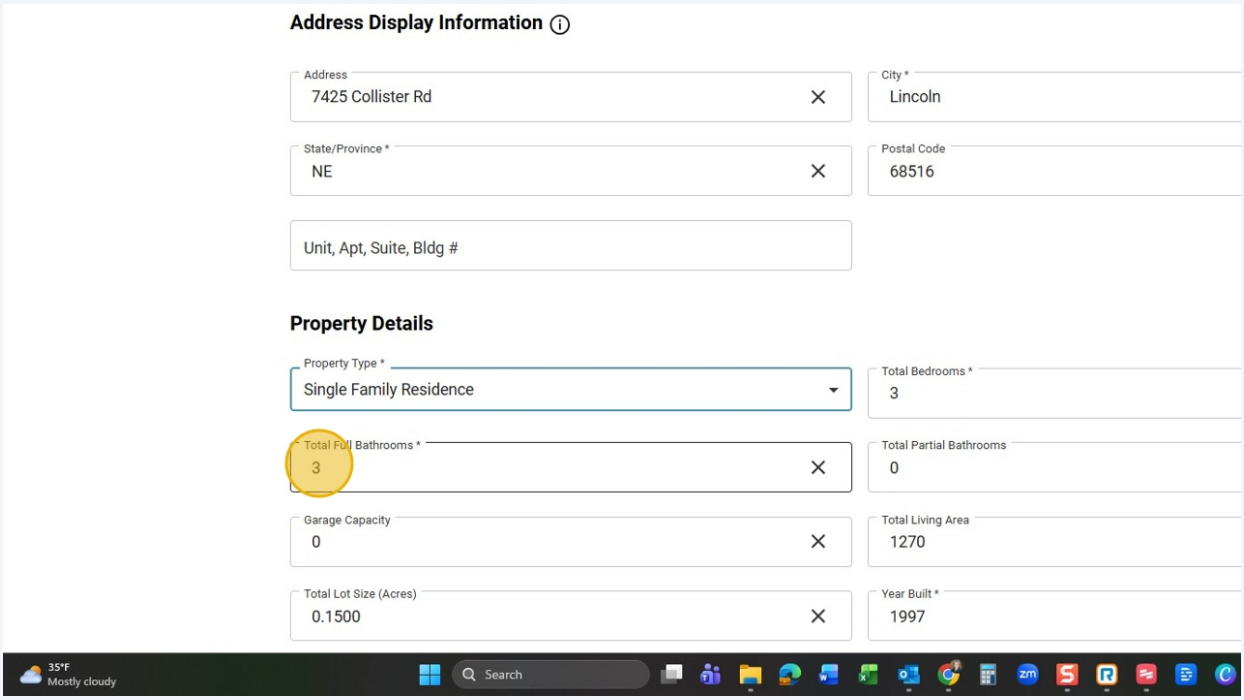
8 Correct or add any property details. The next few slides are for the property I am working with



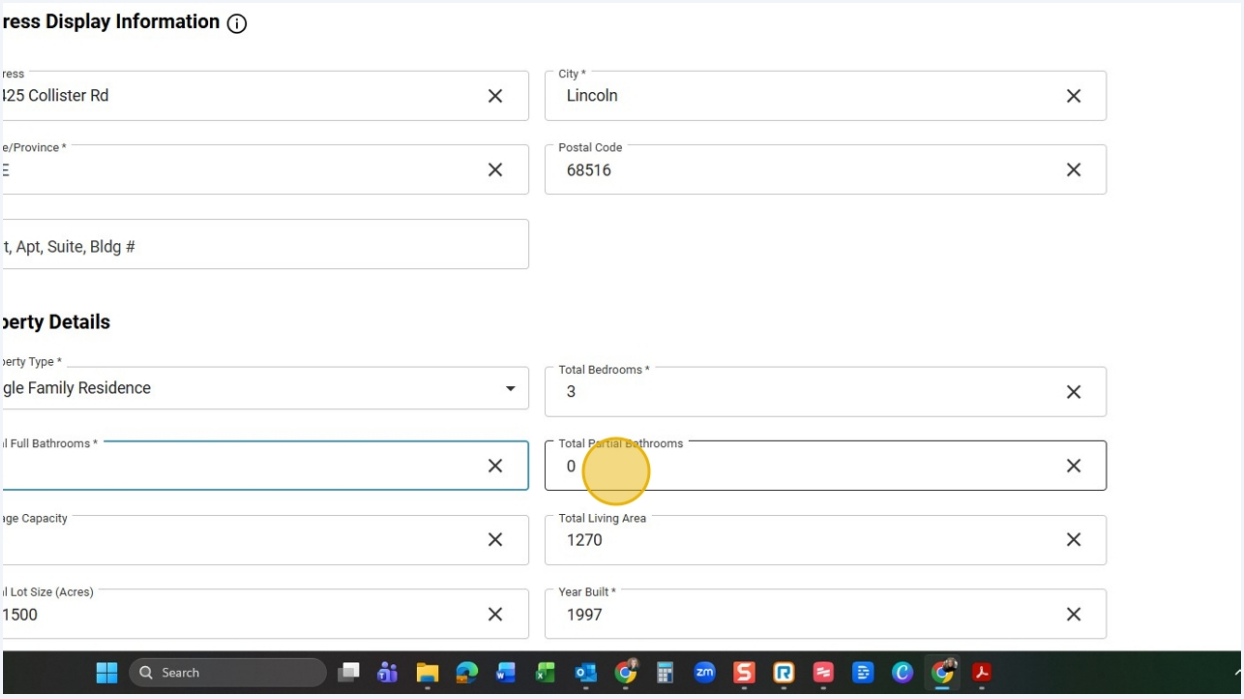
9 Choose the Property type "Single Family Residence"



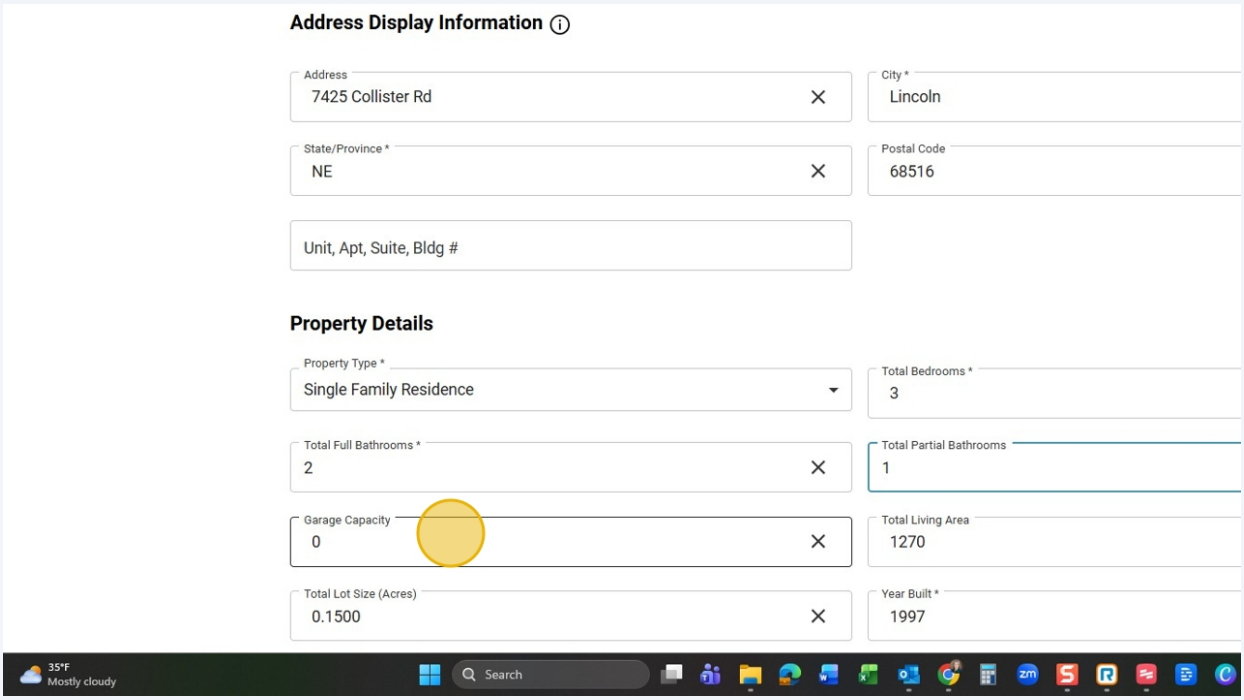
10 Input "Total Full Bathrooms"



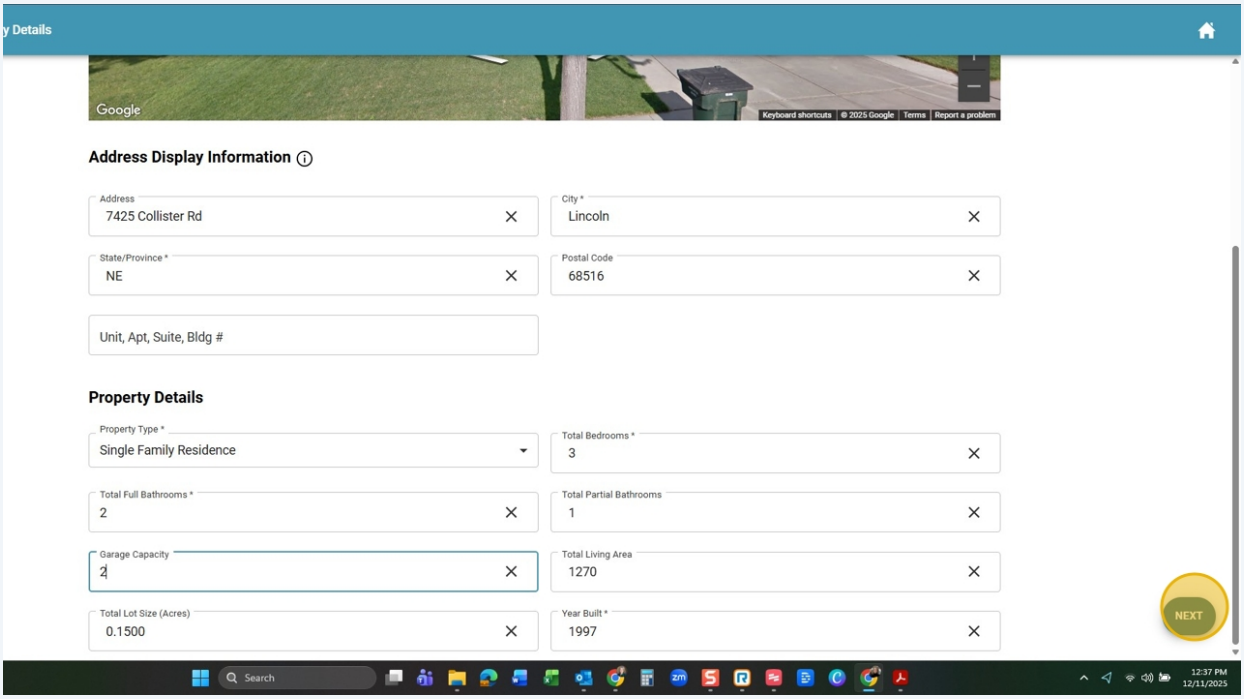
11 Click "Total Partial Bathrooms".



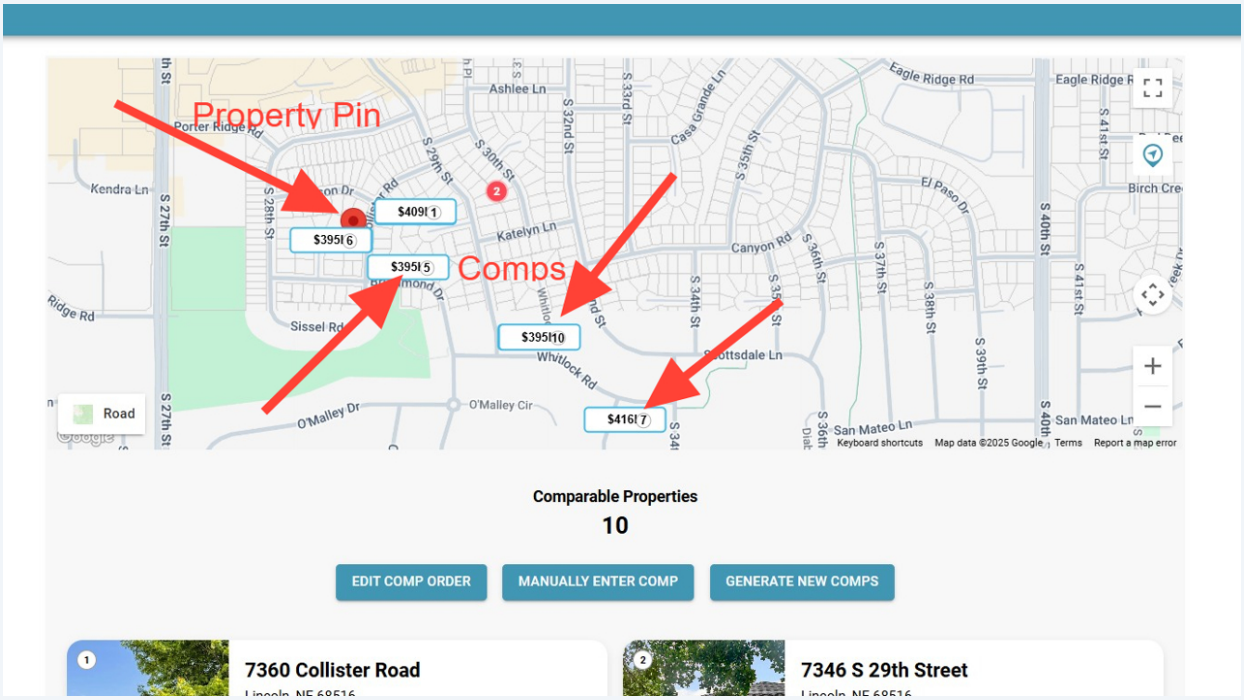
12 Click "Garage Capacity"



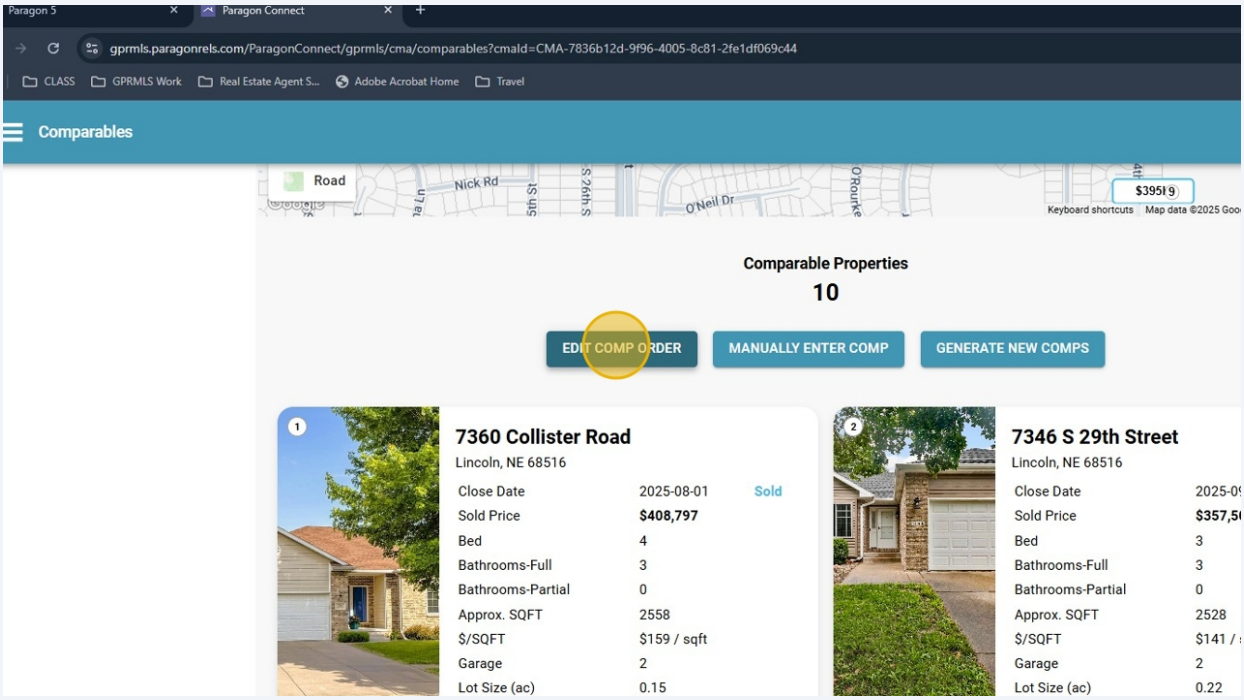
13 Click "NEXT" when you have added the information you want and are ready to move forward



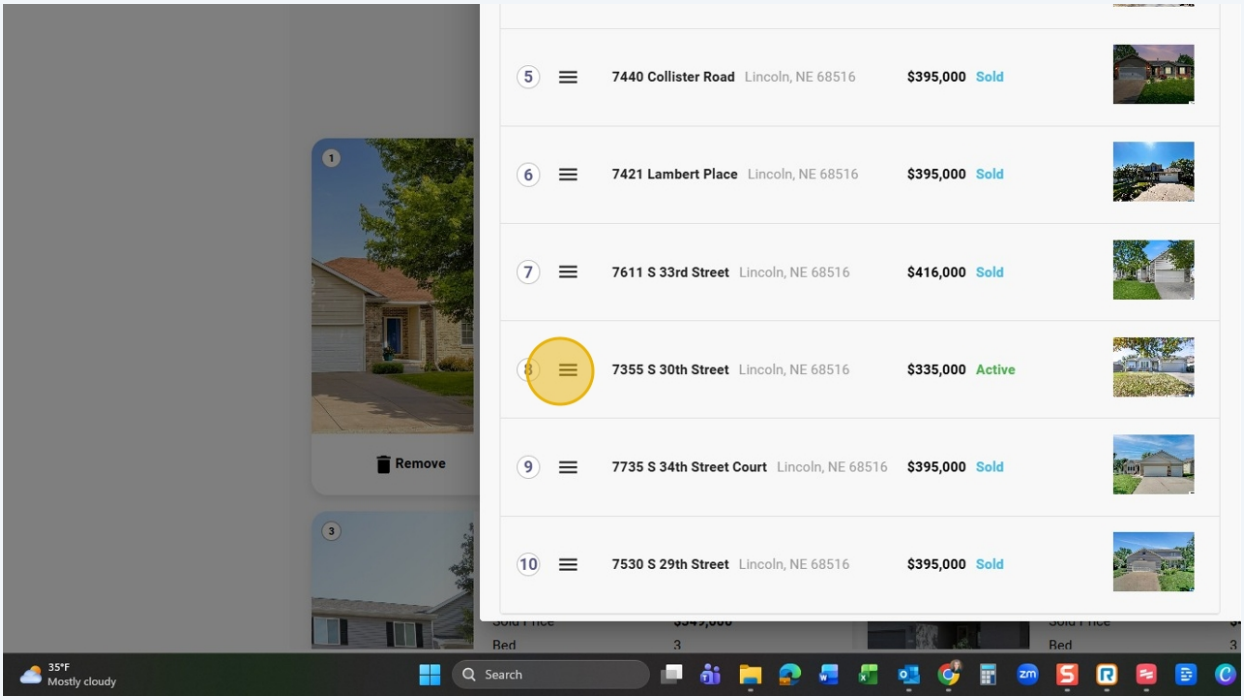
14 You will see the Pin on the map for the property and you will see the comps that it found as well



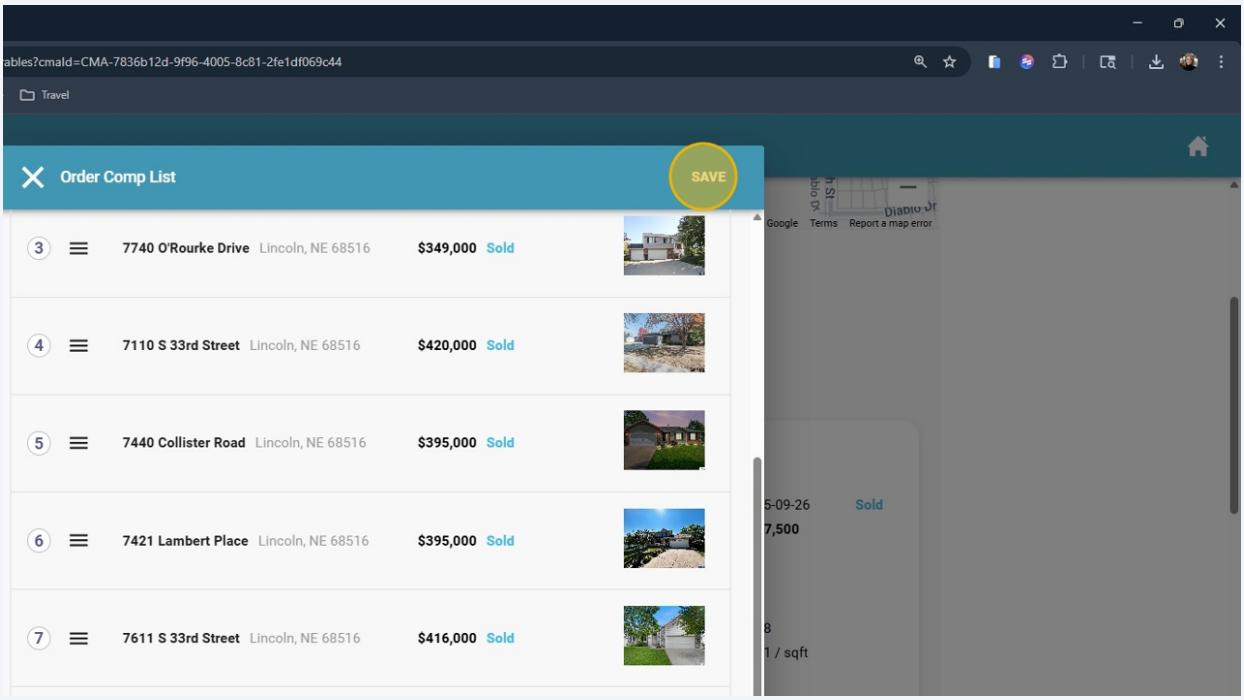
15 You can change the order of your comps by clicking on "EDIT COMP ORDER"



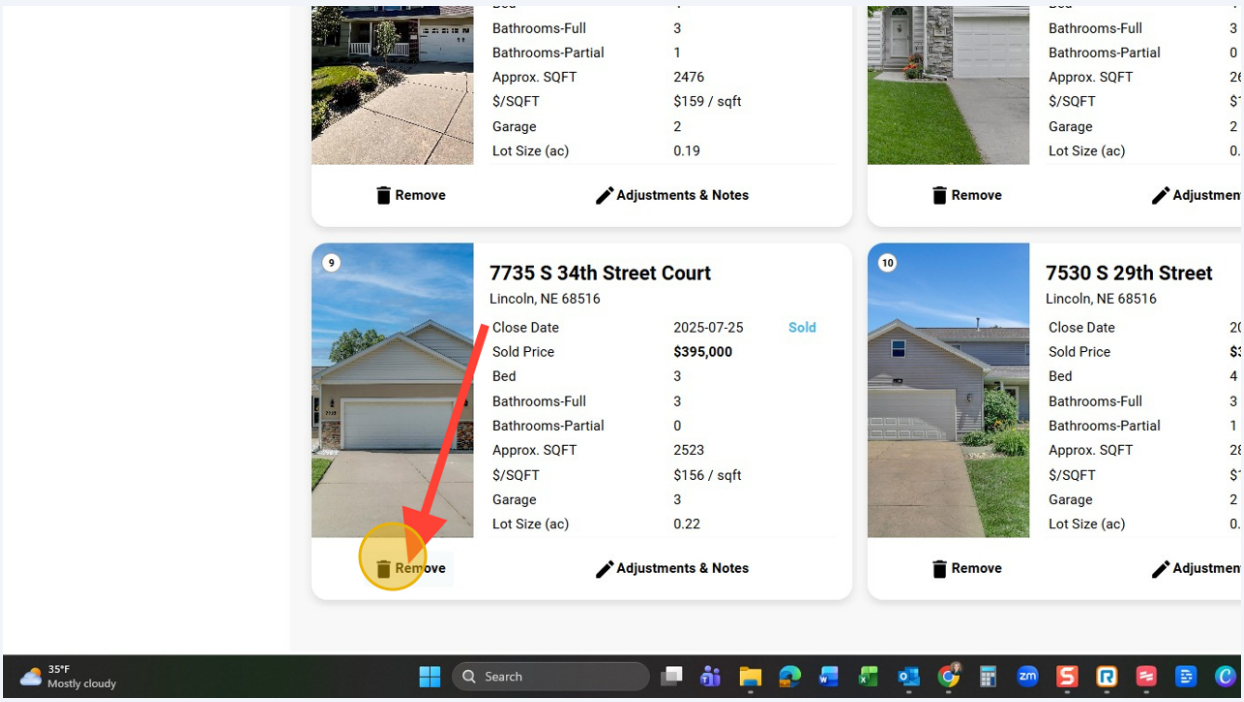
16 Click on the property you want to move and "pull" it to the place you want it in



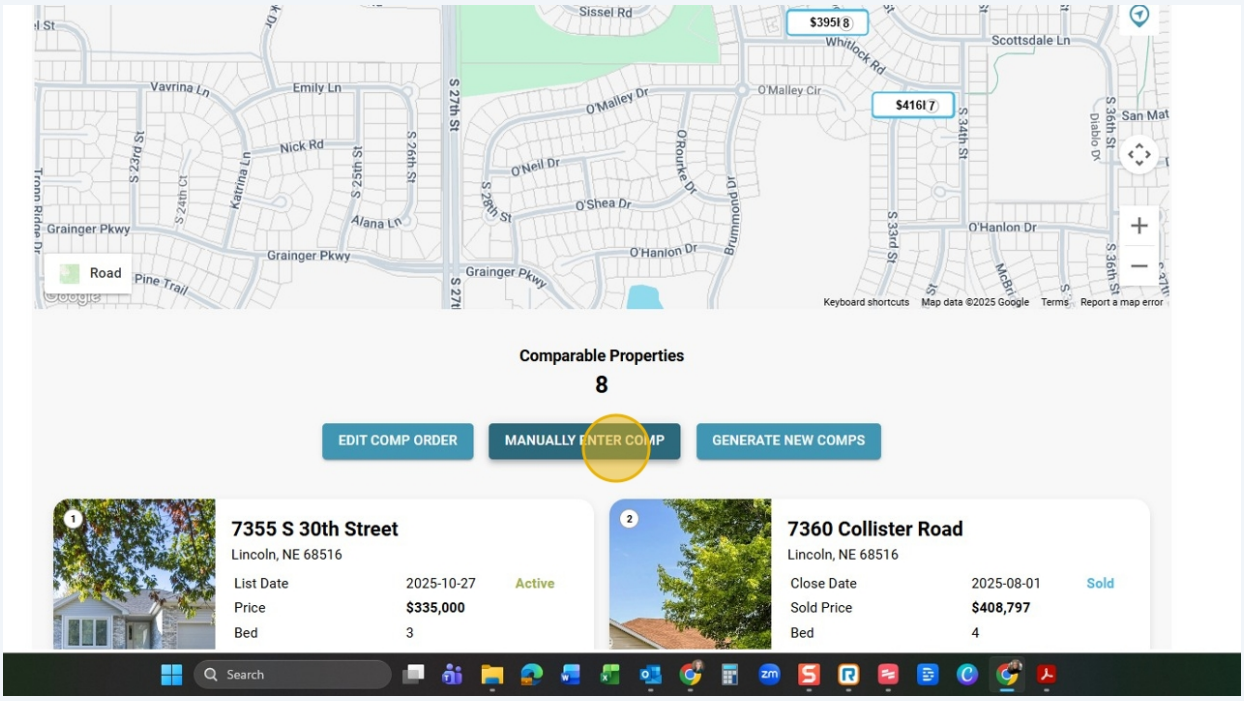
17 Click "SAVE"



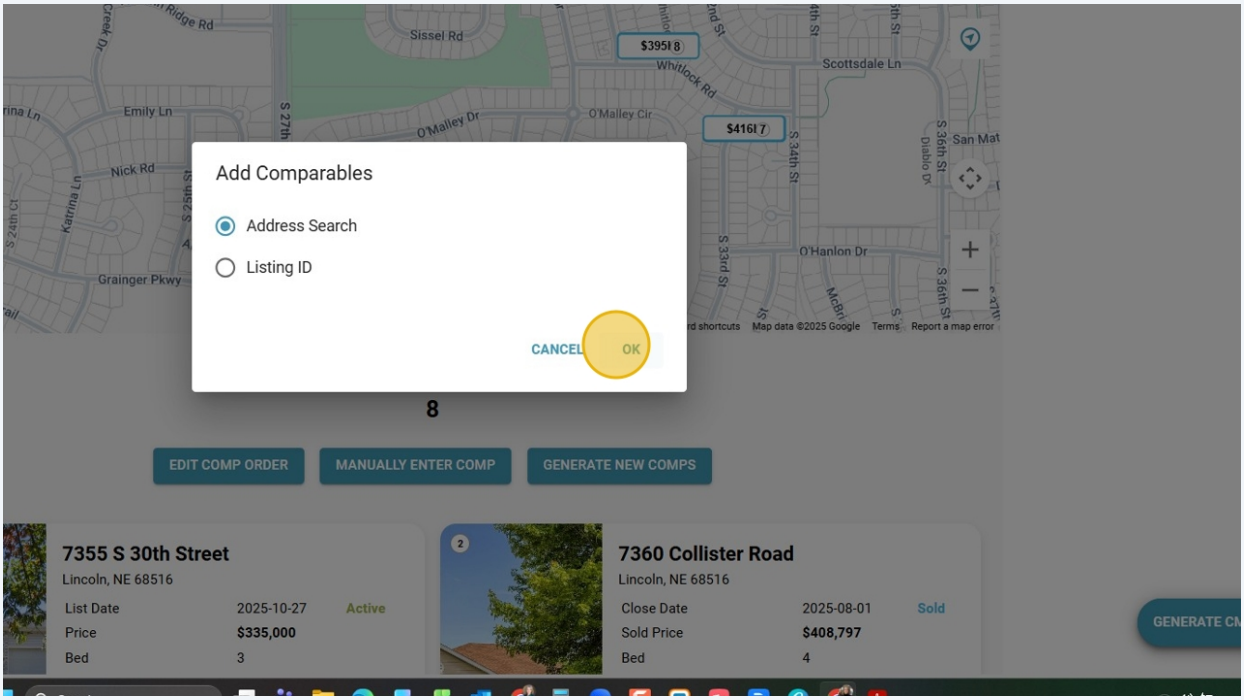
18 You can remove comps you don't want - it will place the comp in the "removed listings" section. Click on "Remove"



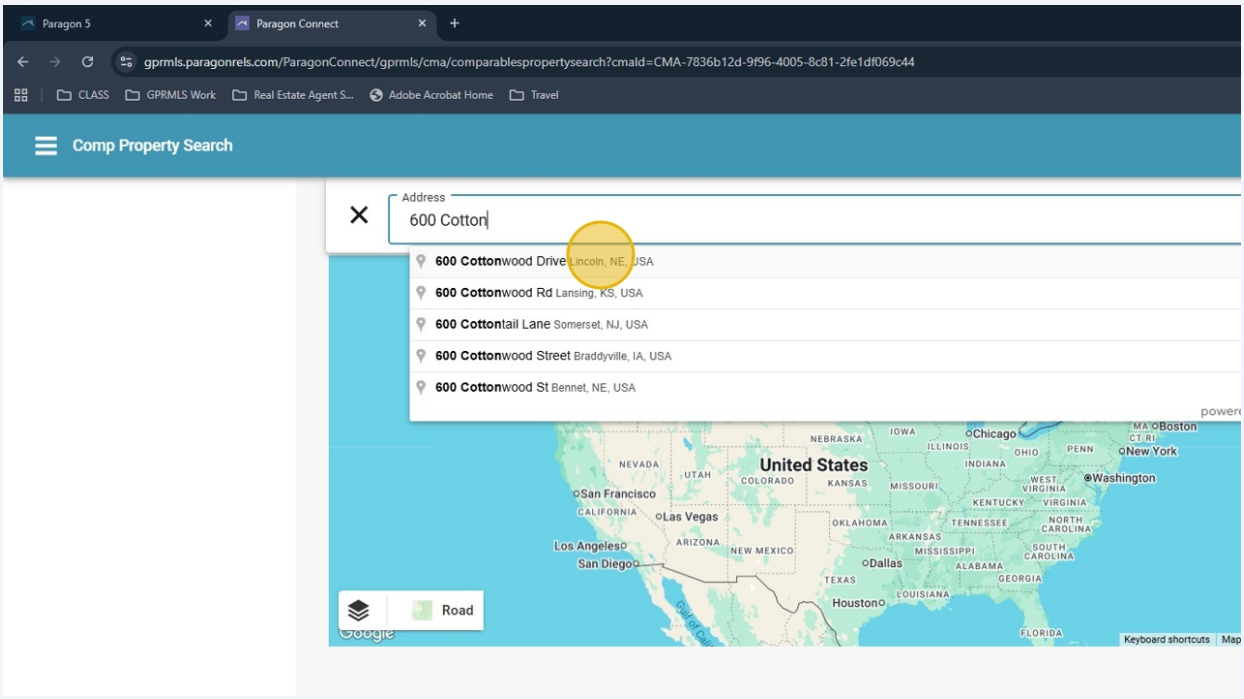
19 To enter a comp you specifically want, click "MANUALLY ENTER COMP"



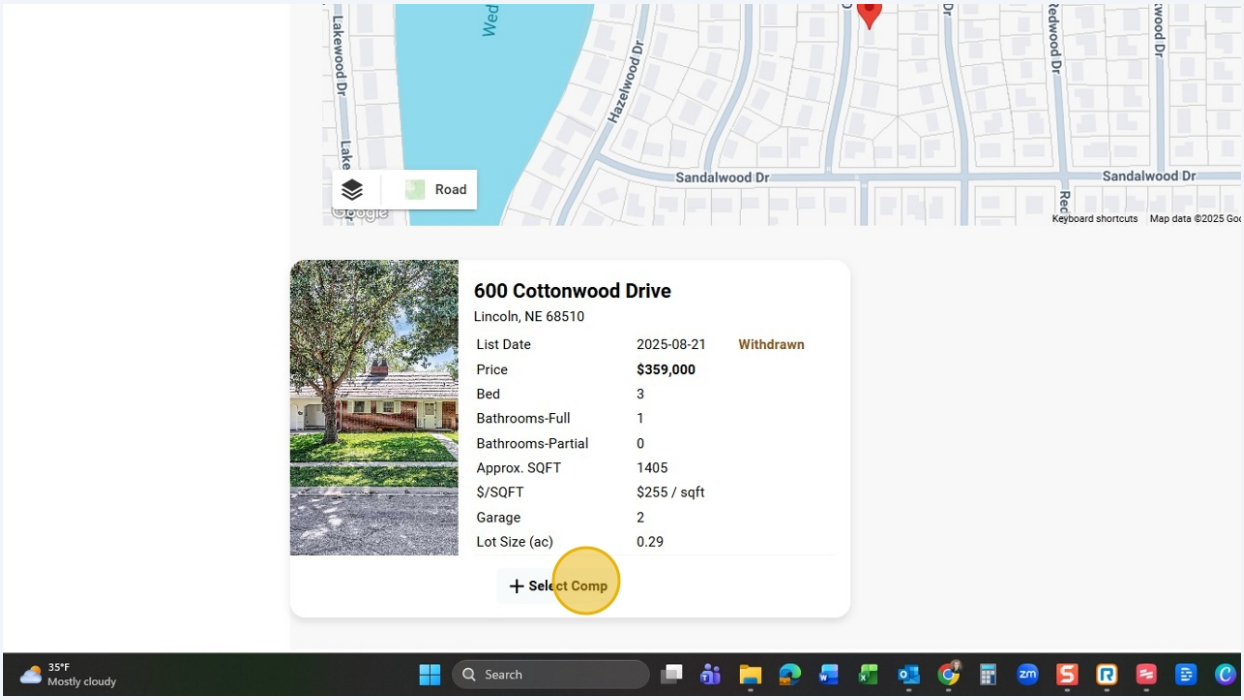
20 choose address search or listing ID and then click "OK"



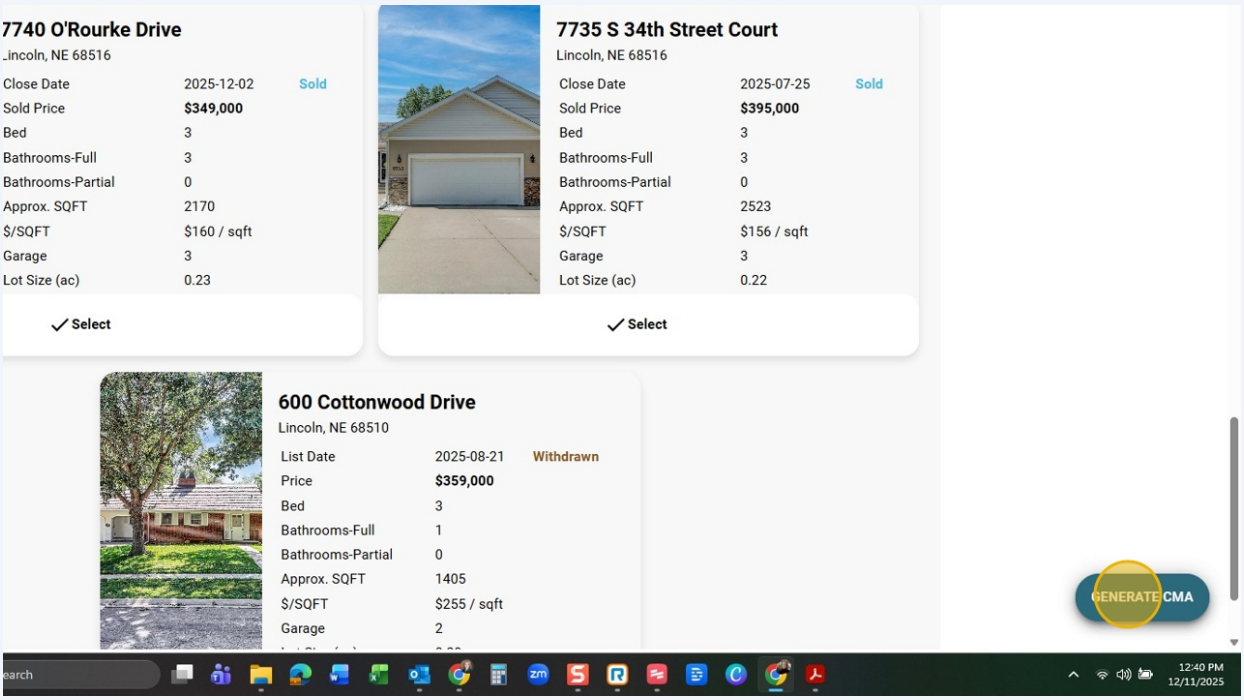
21 I chose address search- when the address pops up choose it



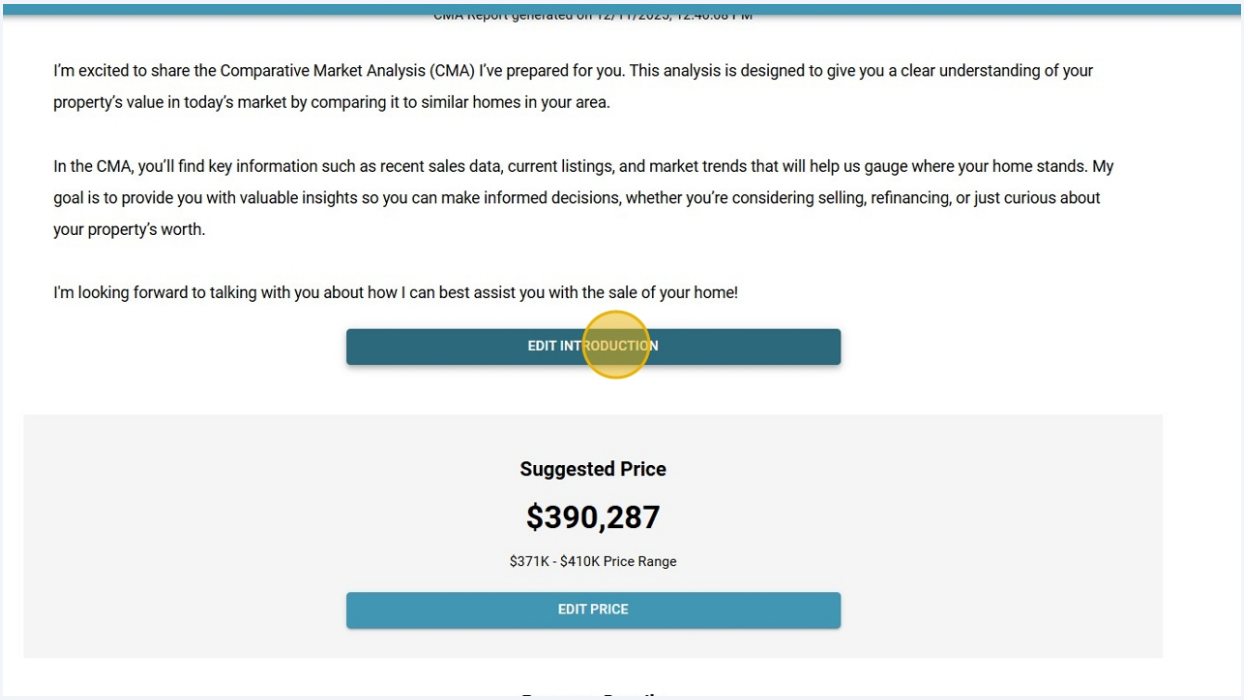
22 Click "Select Comp" to add it to your CMA. (I later decided I didn't want that comp and removed it)



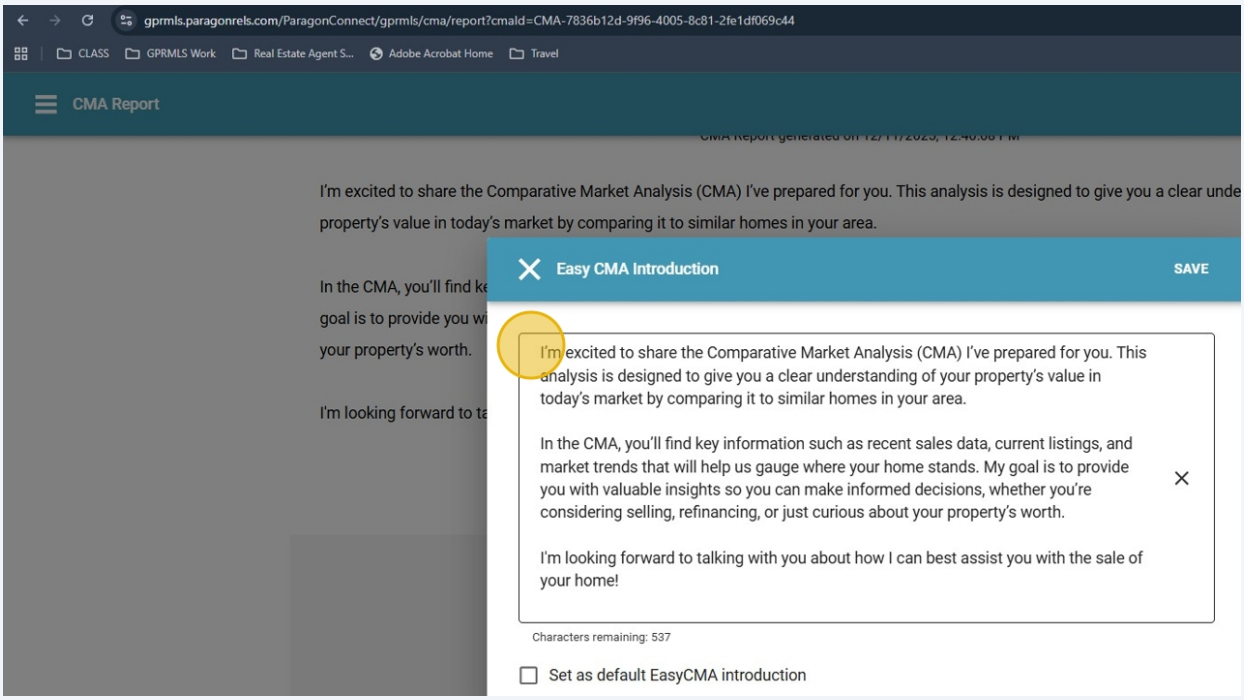
23 Once you have the comps you want, click "GENERATE CMA"



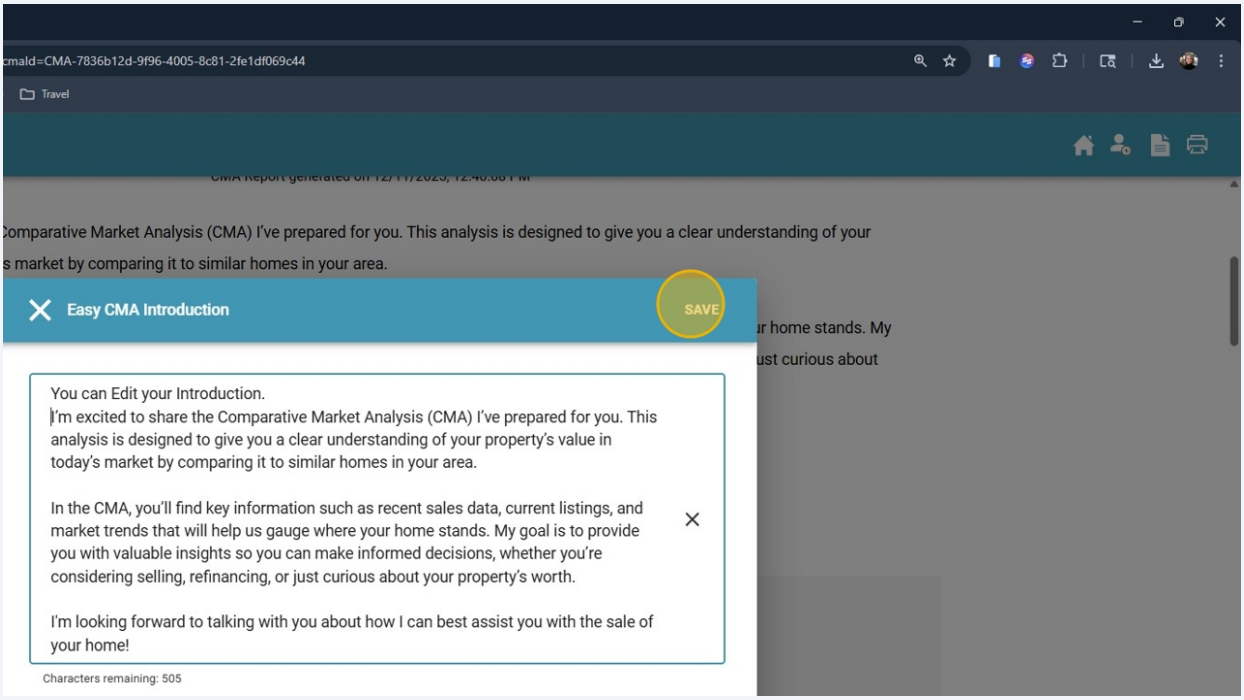
24 You can edit your introduction by clicking on "EDIT INTRODUCTION"



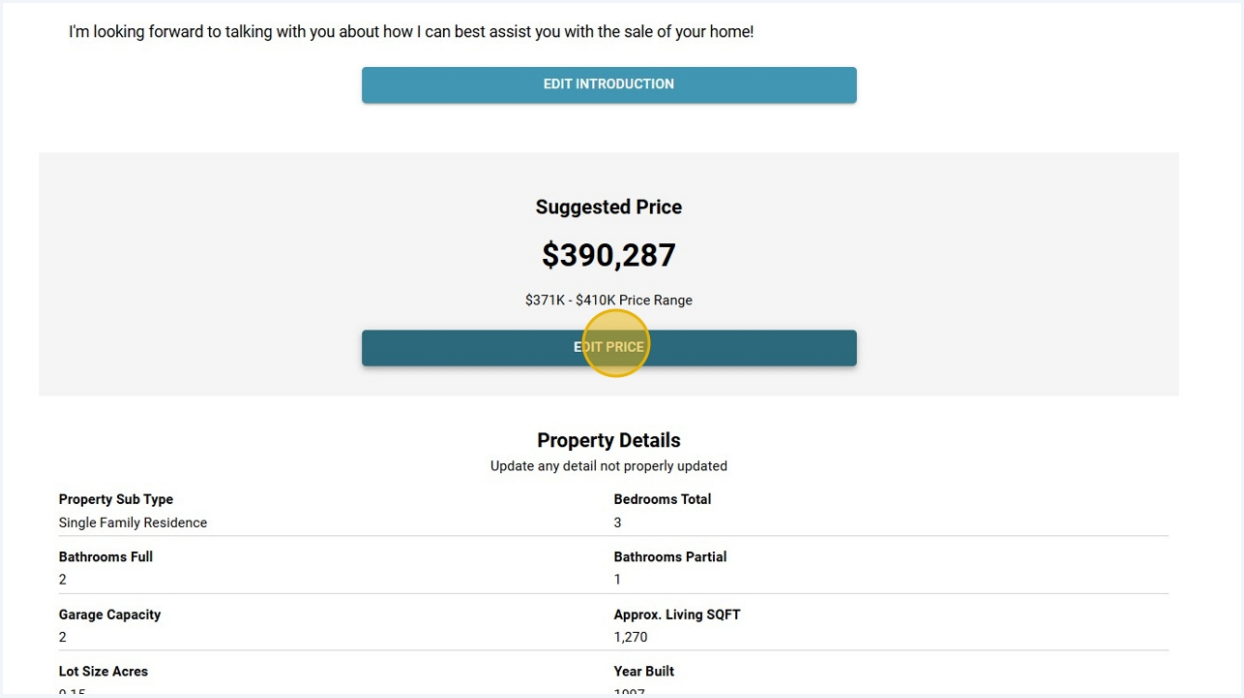
25 Click into the body of the introduction and type in your intro



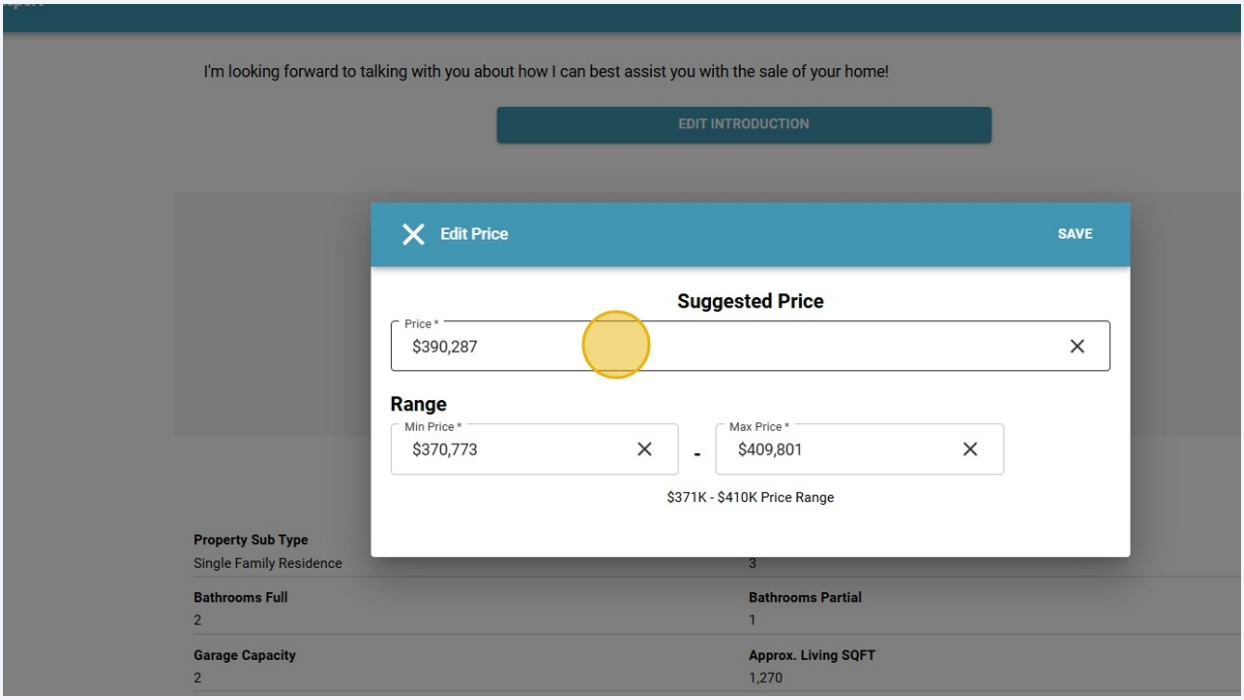
26 Click "SAVE" when finished



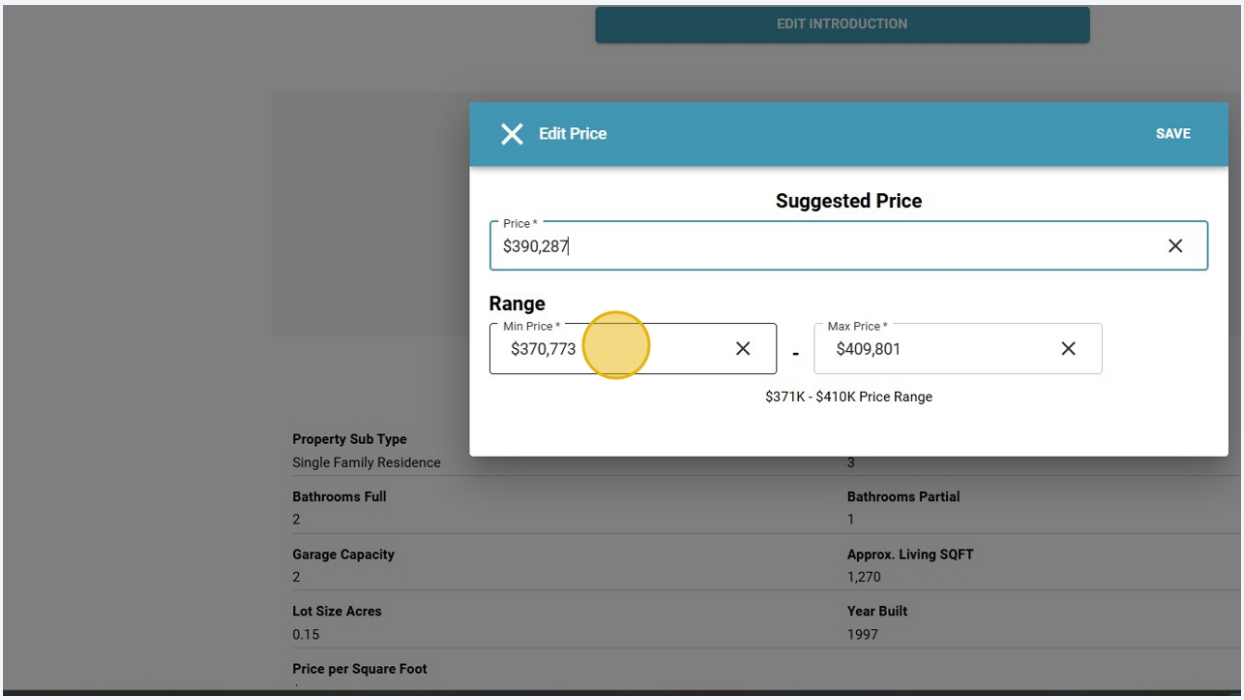
27 You can edit the Price by clicking "EDIT PRICE"



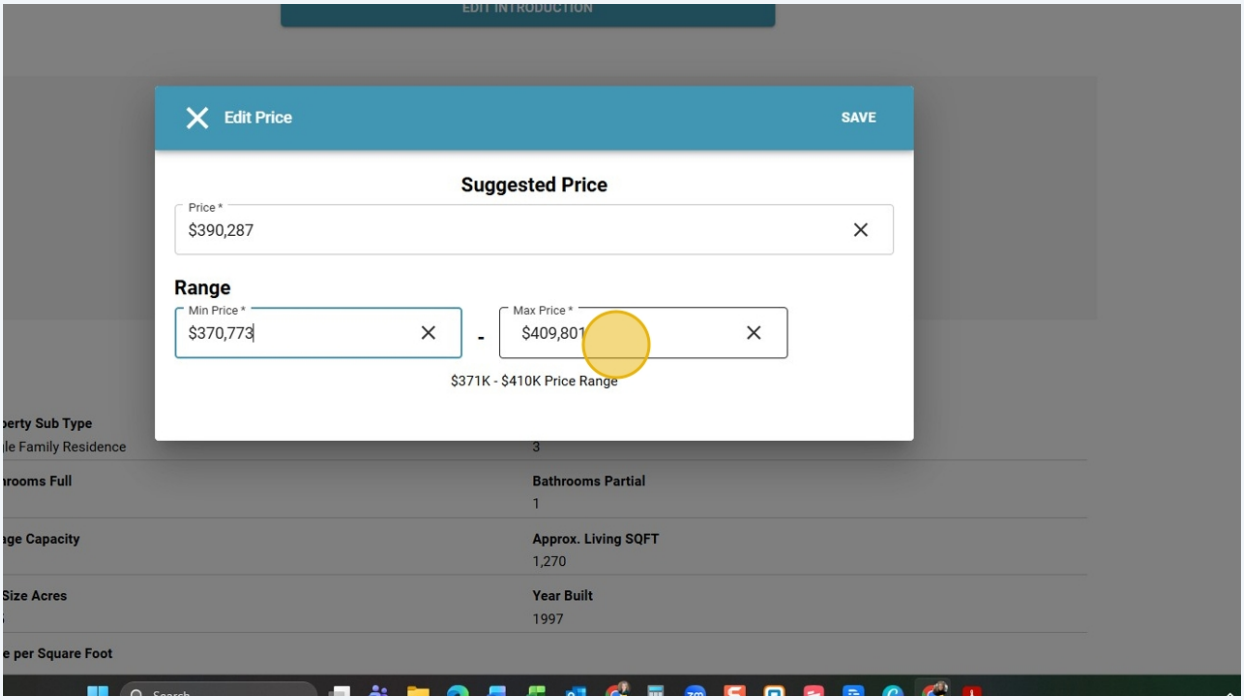
28 Click in the "Price" field and make your changes



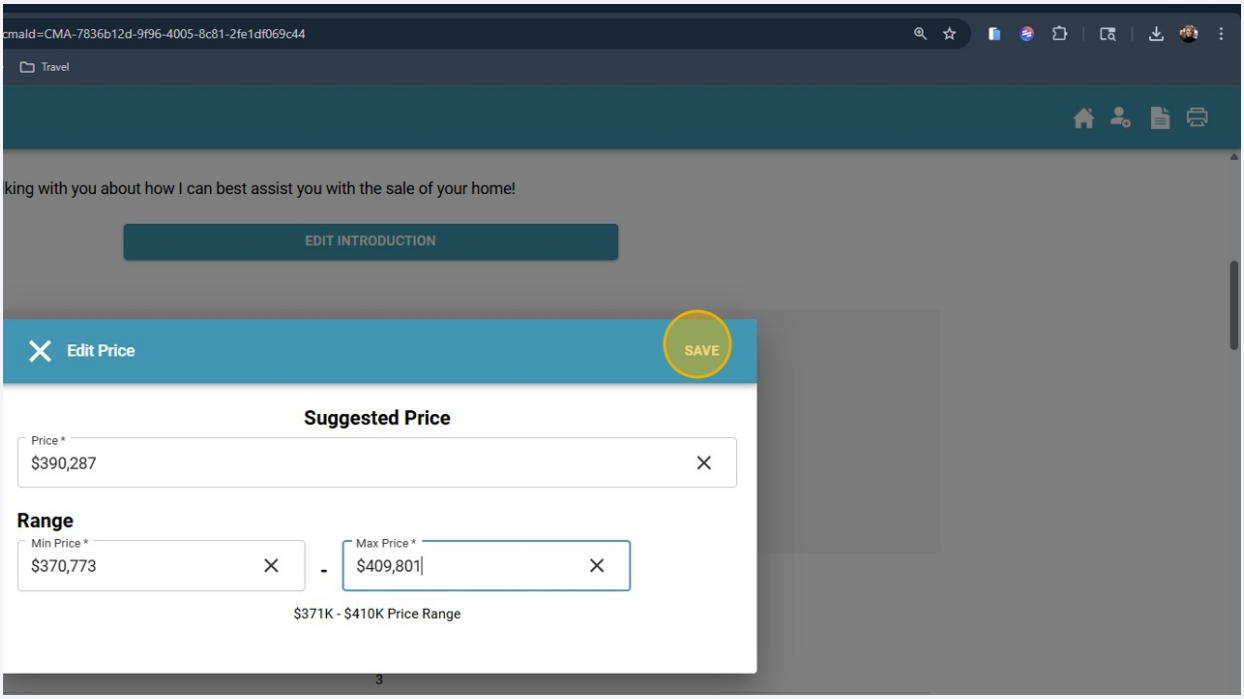
29 You can also edit the price range by clicking in the "Min Price" field and the "New Price" field and then entering the range you want



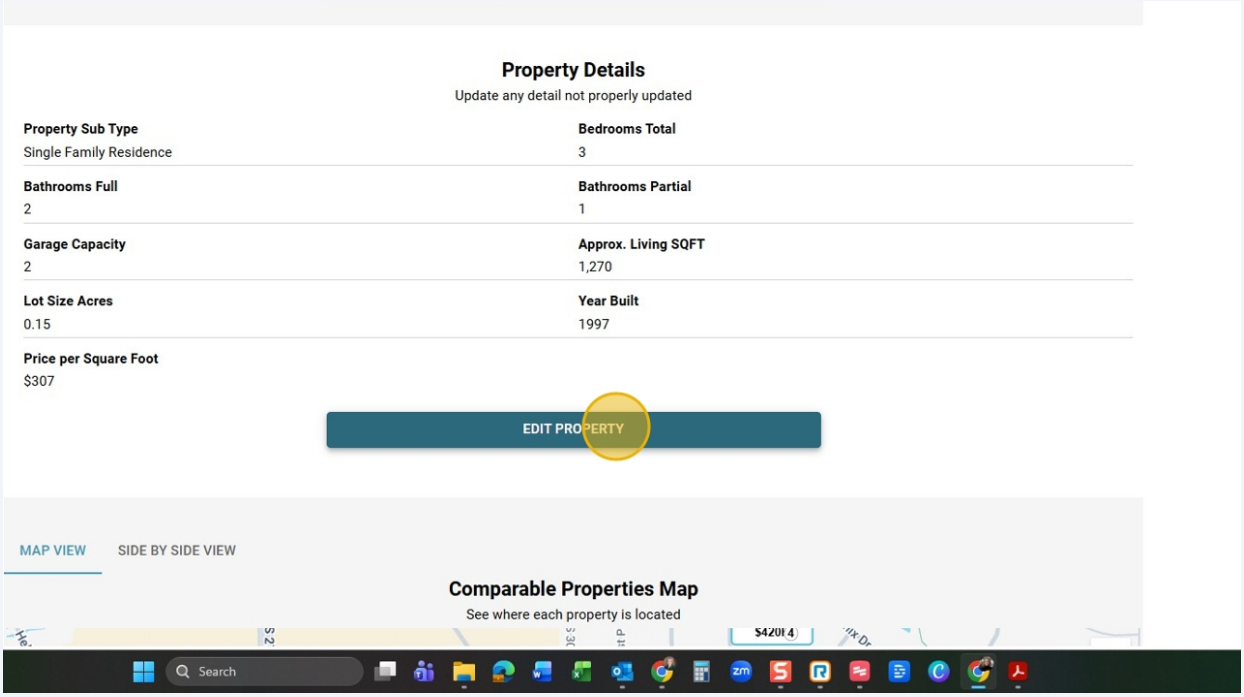
30 Click "Max Price"



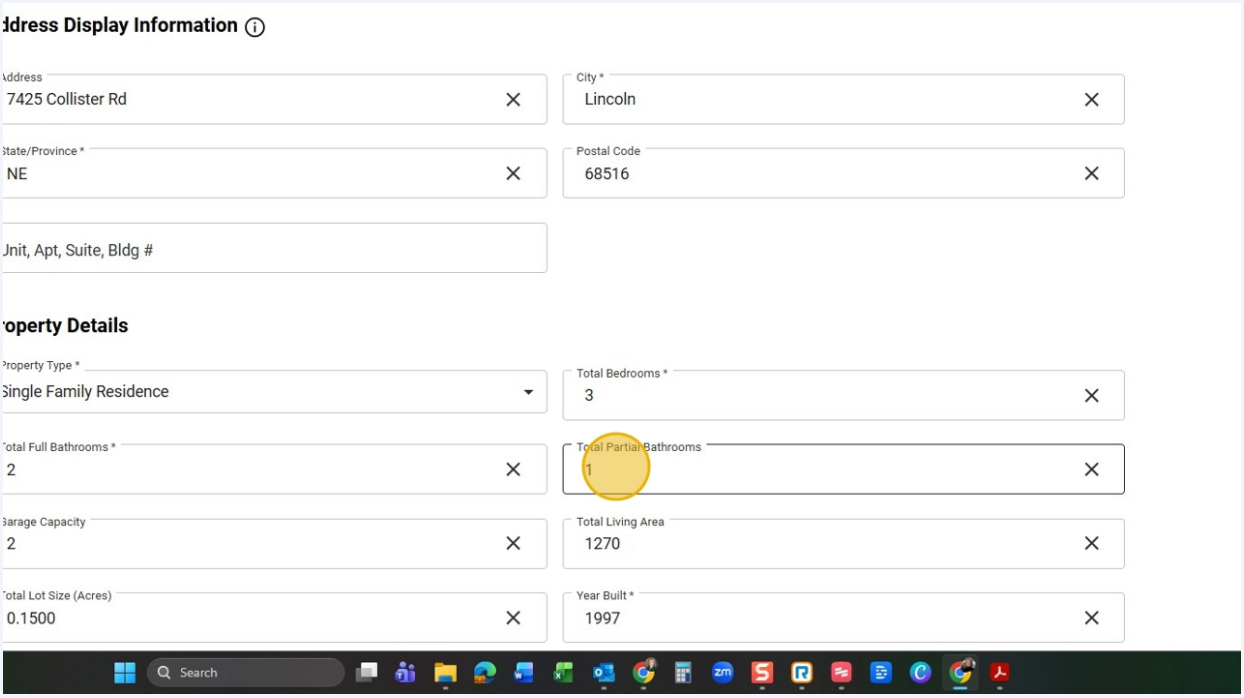
31 Click "SAVE"



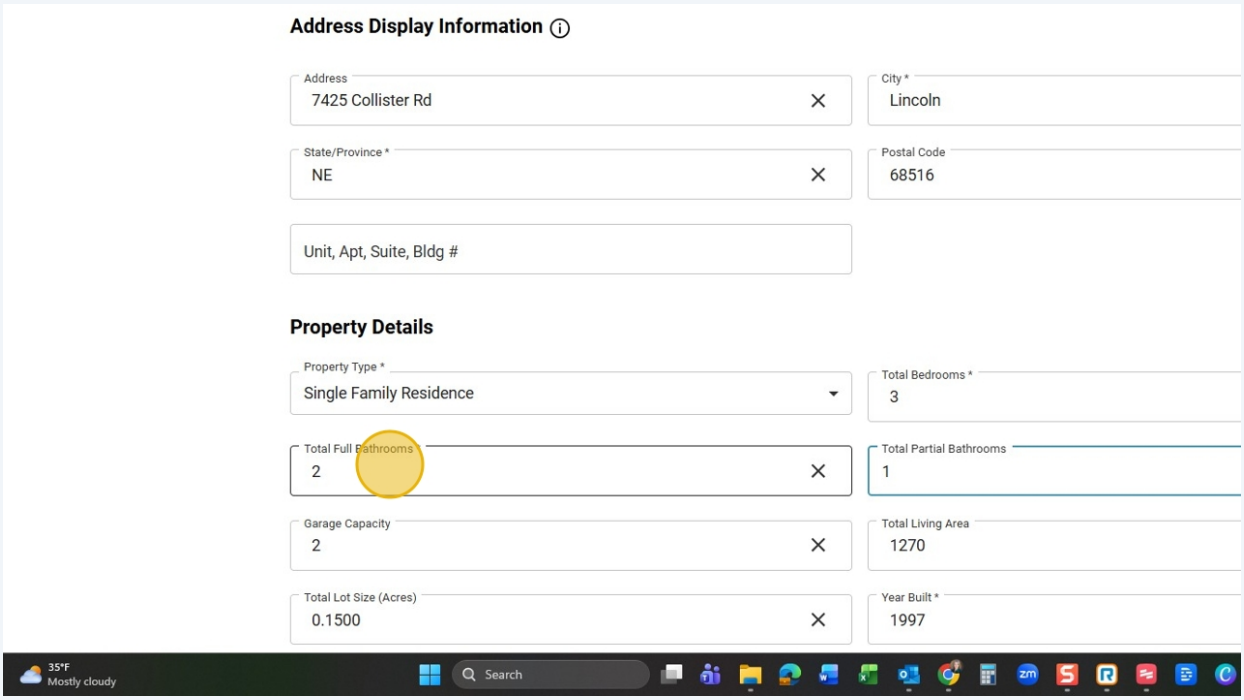
32 Click "EDIT PROPERTY" to edit any details you may want to change



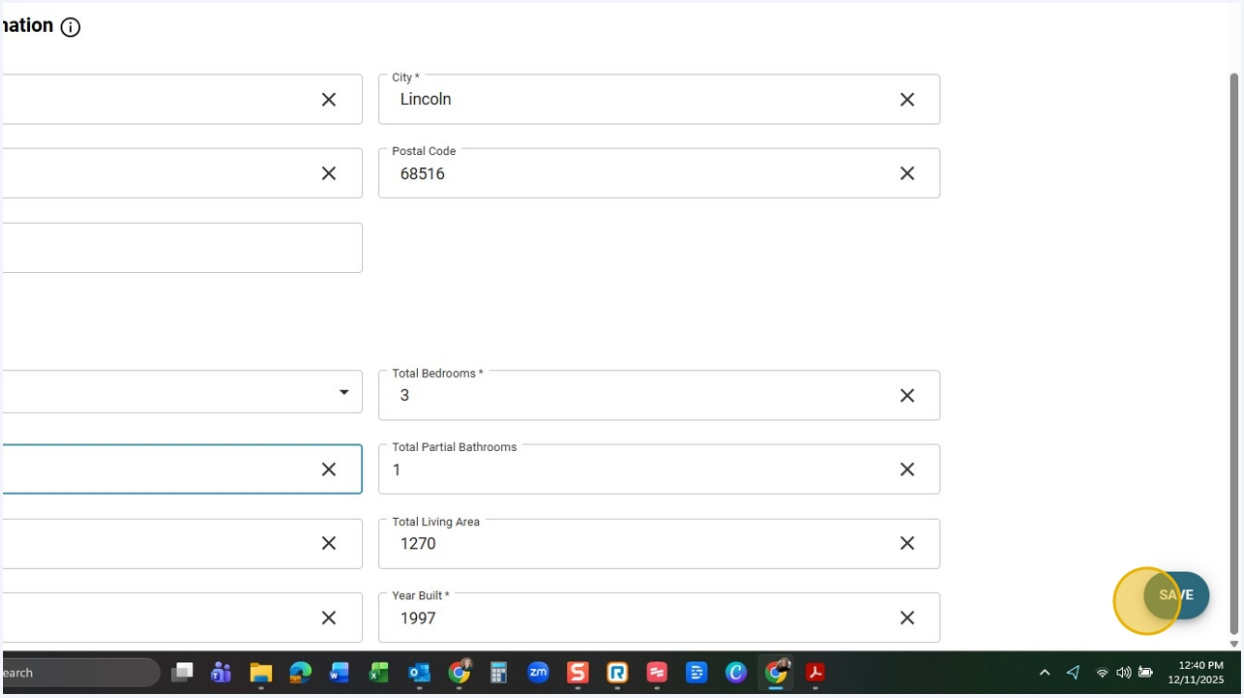
33 Make your changes by clicking into the fields you want to edit



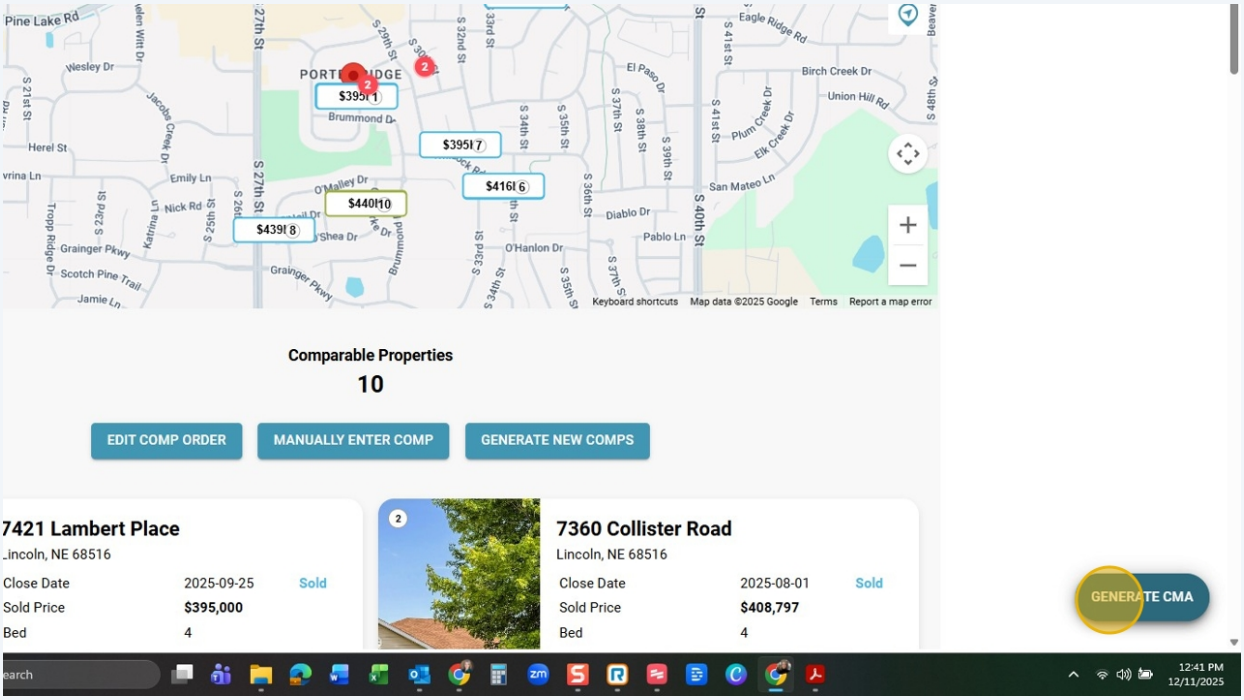
34 Click "Total Full Bathrooms"



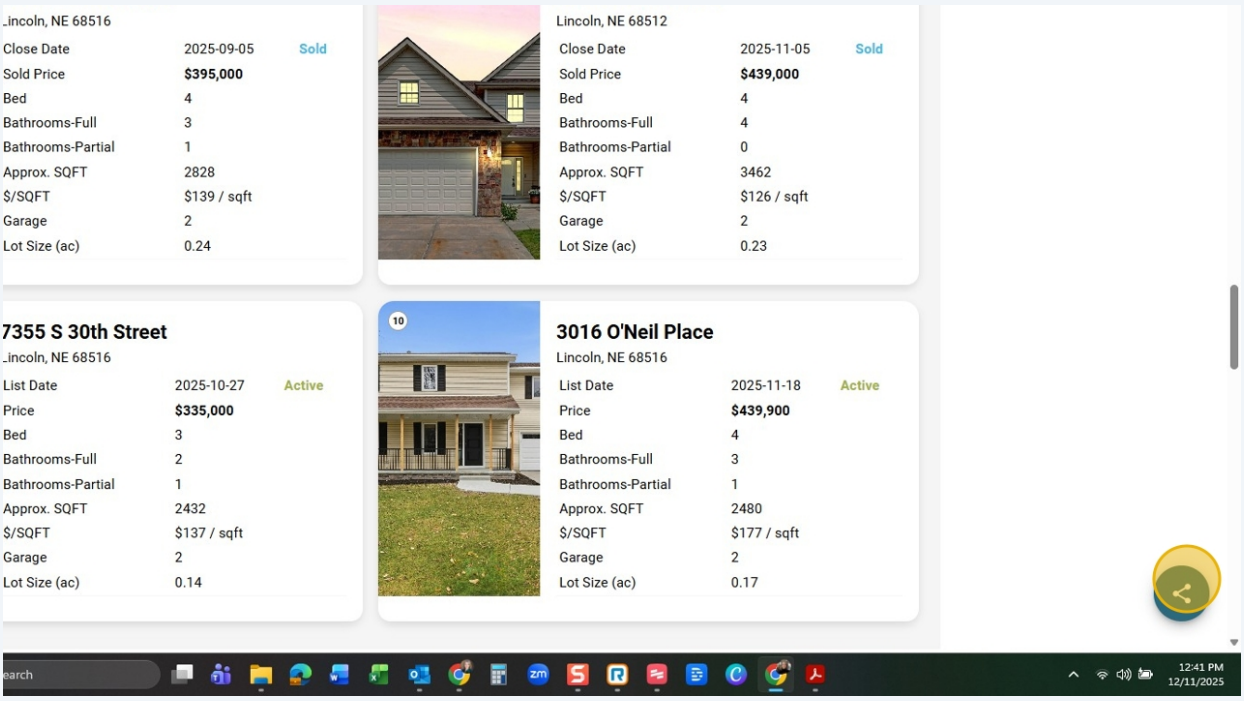
35 Click "SAVE" when you are finished making any changes



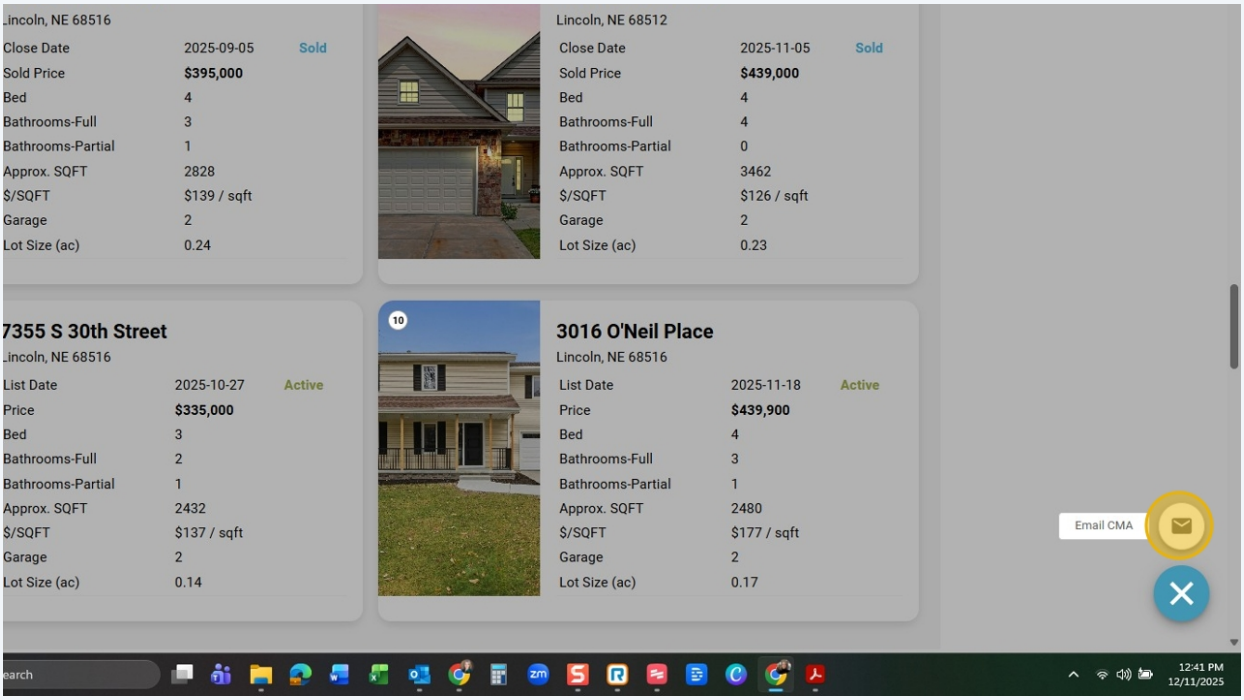
36 Click "GENERATE CMA"



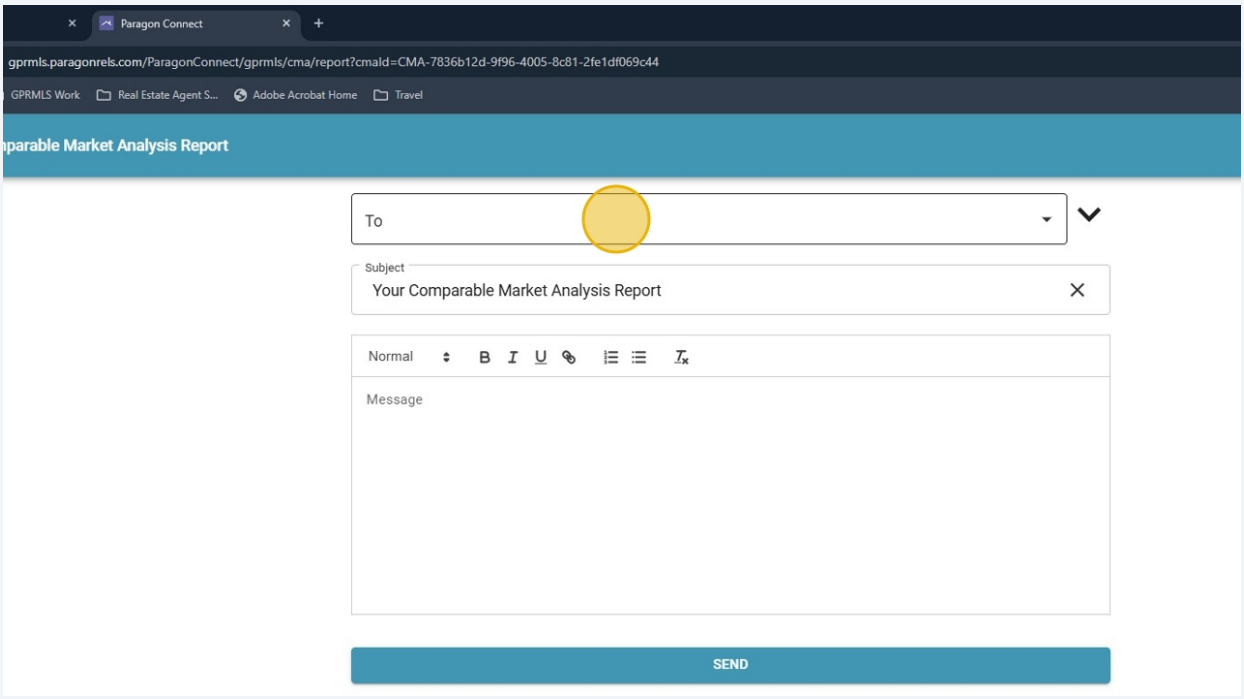
37 To share the CMA, click the "Share" icon



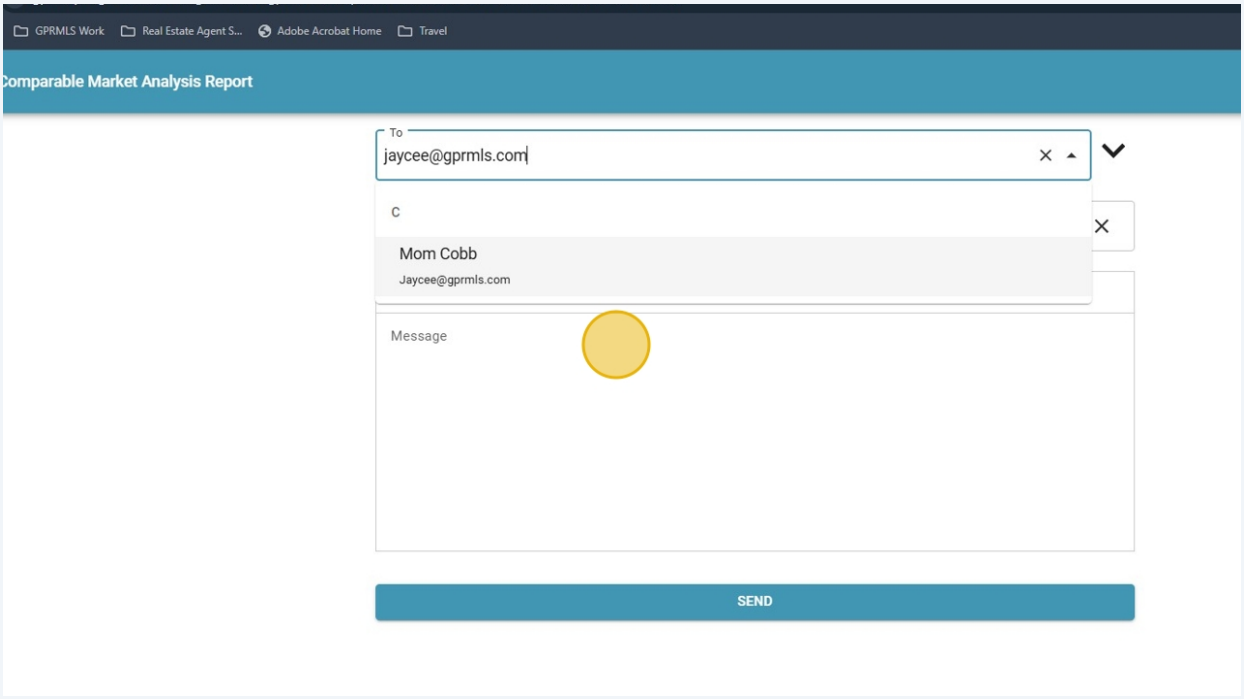
38 Choose the method you want to share by clicking on it



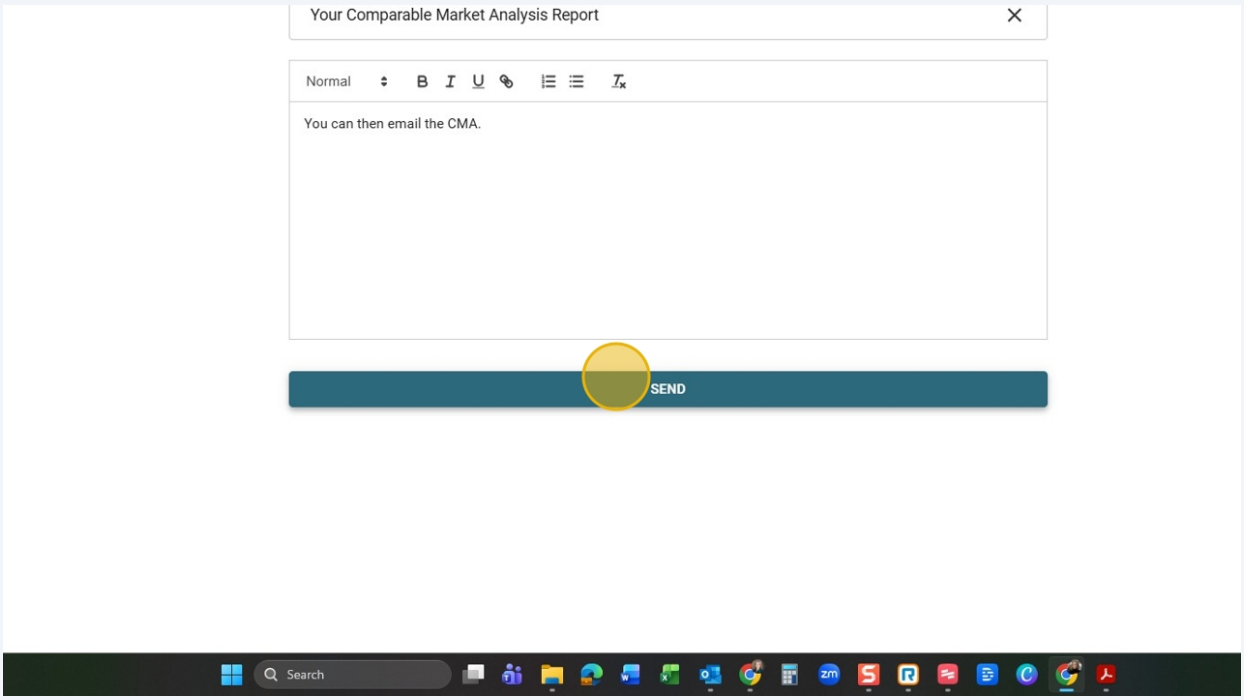
39 enter the email address and a message to email it



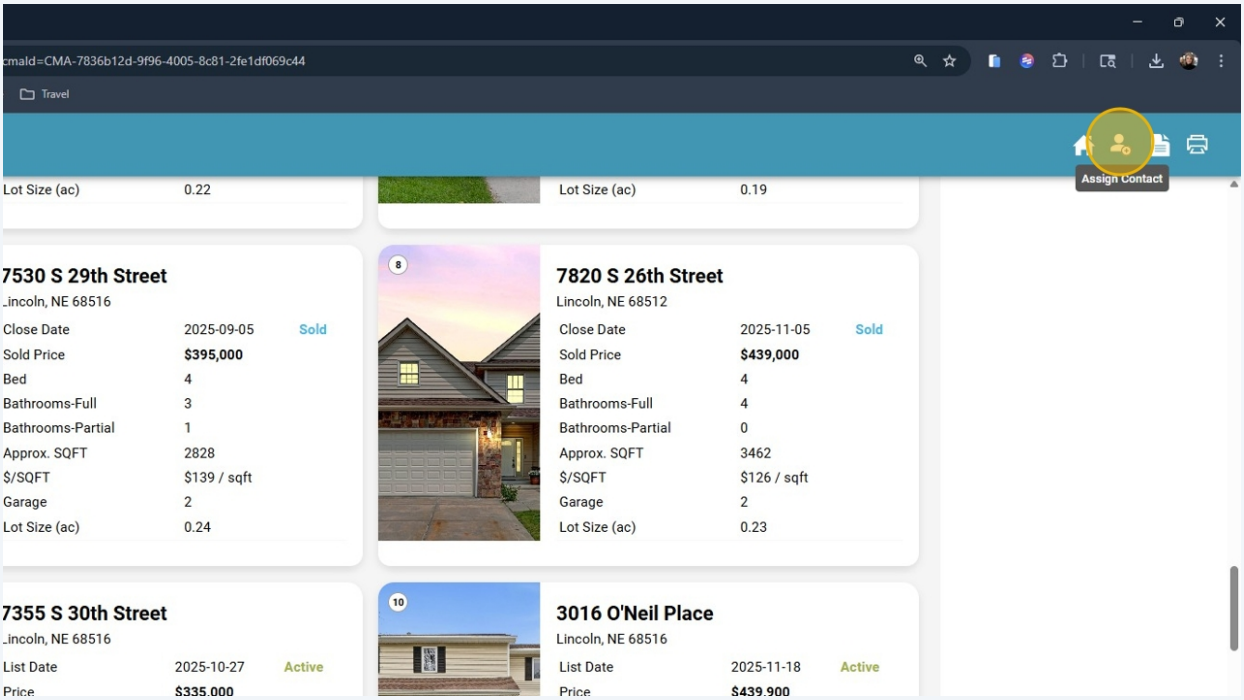
40 Click "Message"



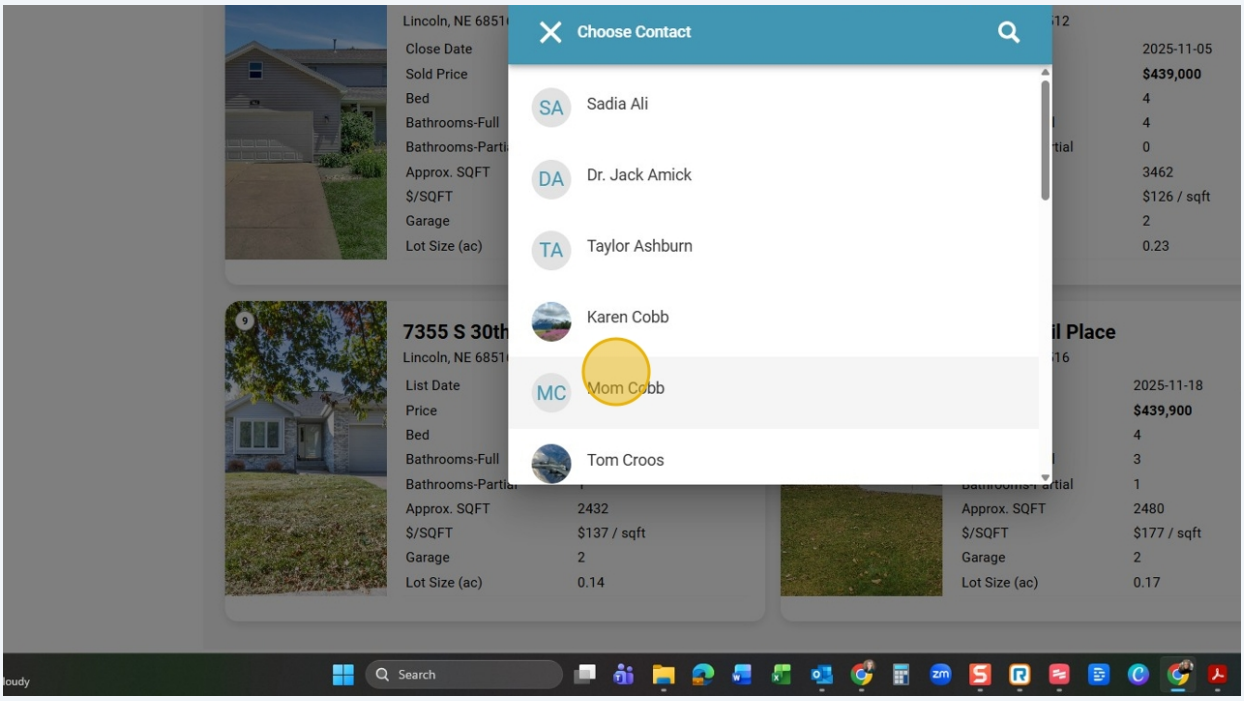
41 Click "SEND"



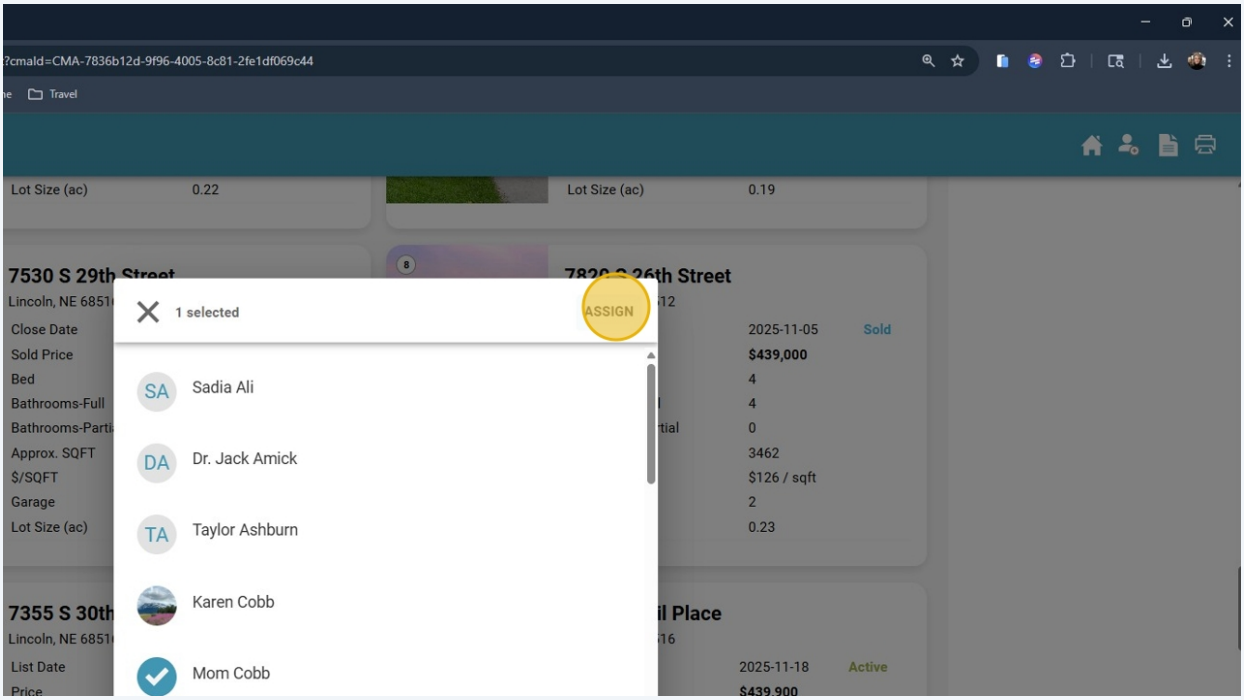
42 You may assign a contact to your CMA by clicking on "Assign Contact."



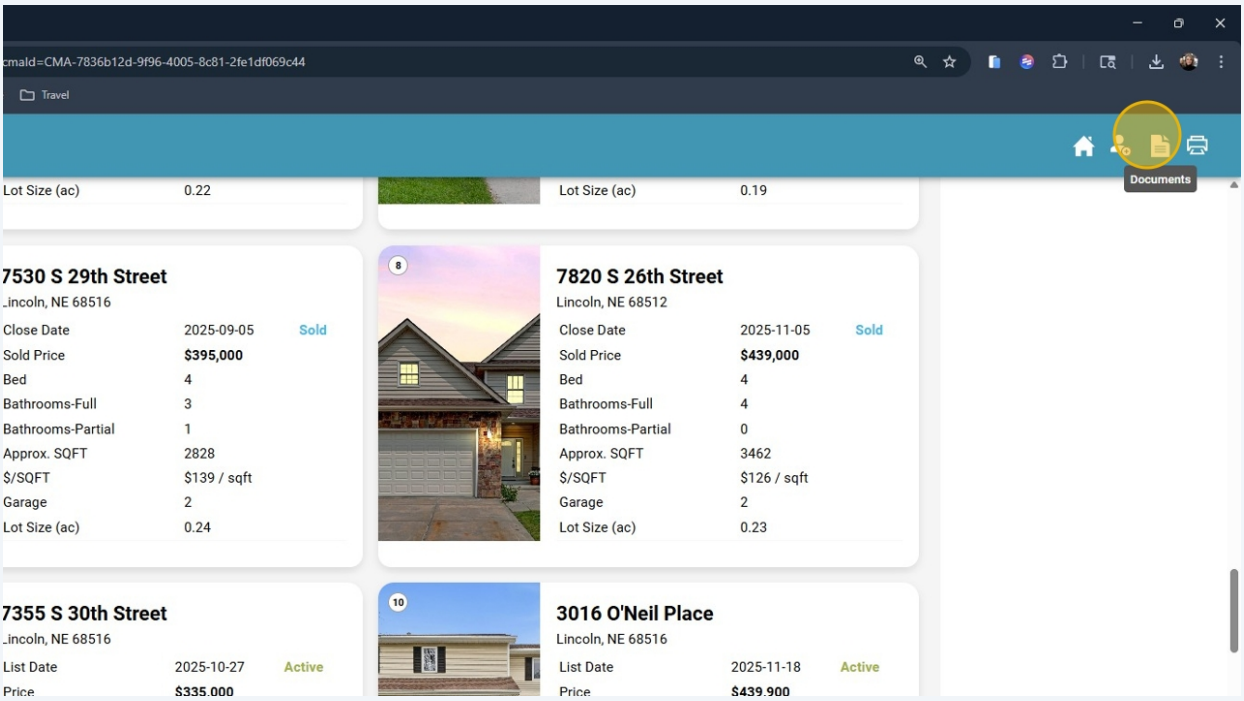
43 Choose the contact you want to assign



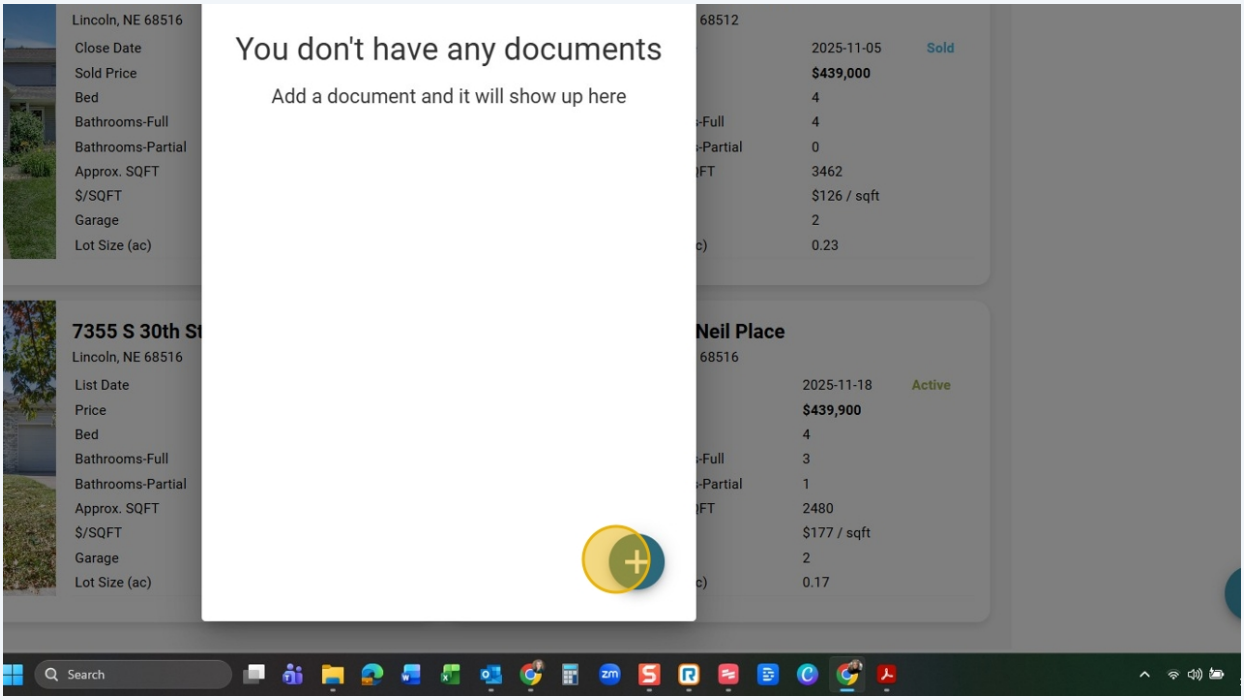
44 Click "ASSIGN"



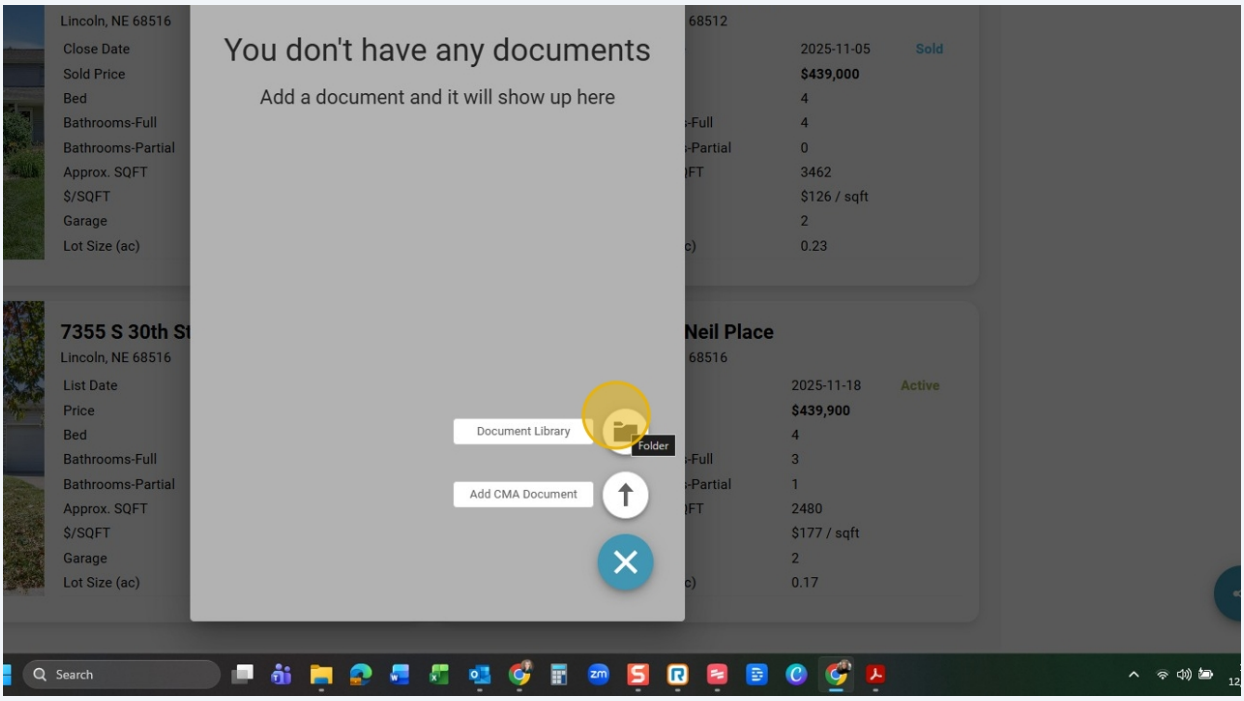
45 You can add documents by clicking on "Documents."



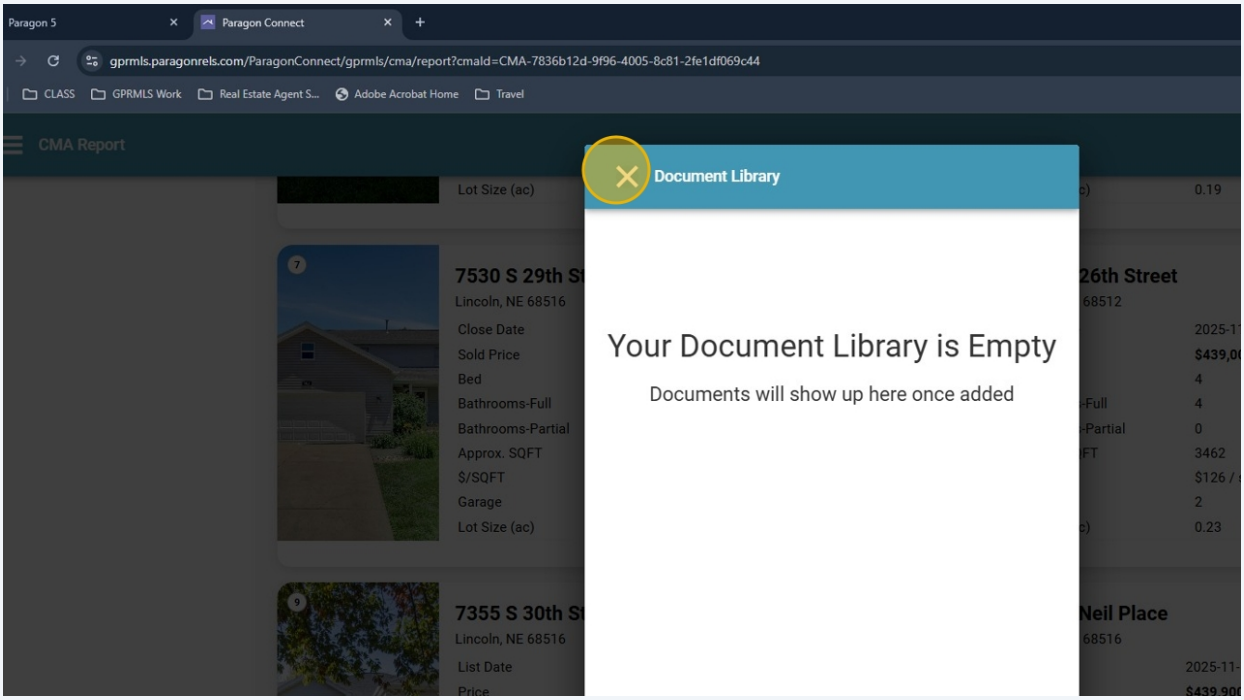
46 Click "Add"



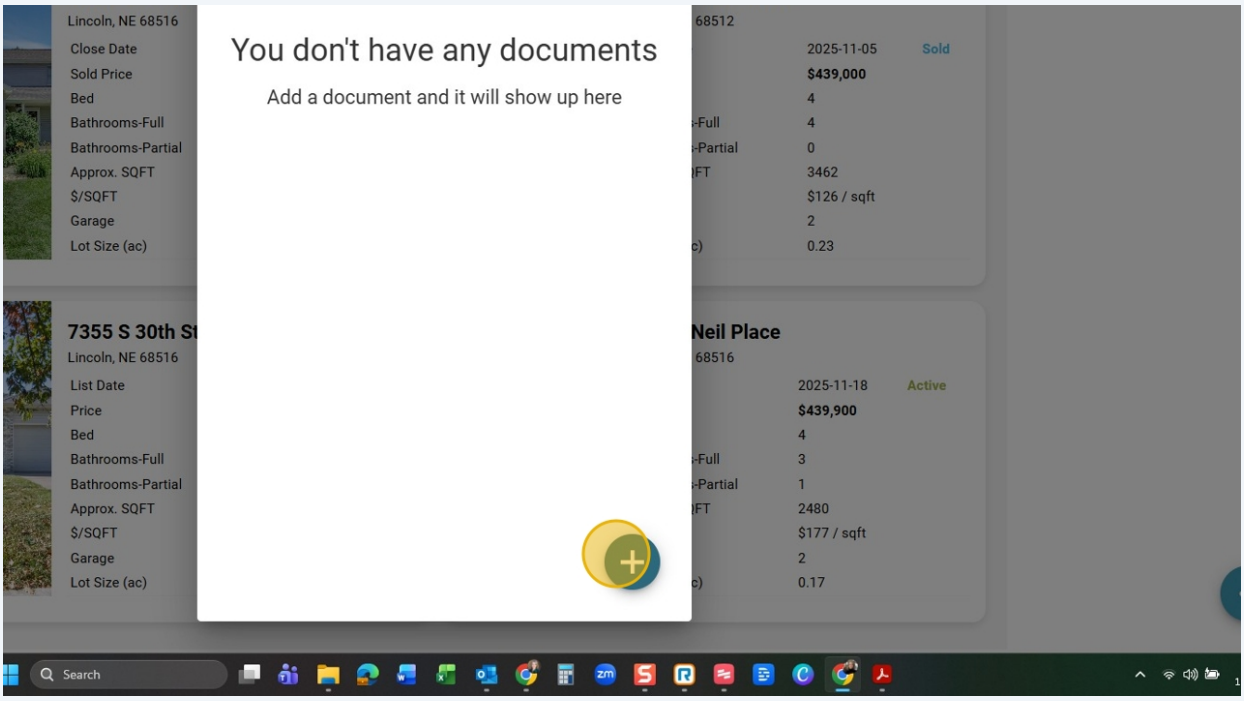
47 Choose from your Document Library or add CMA document.



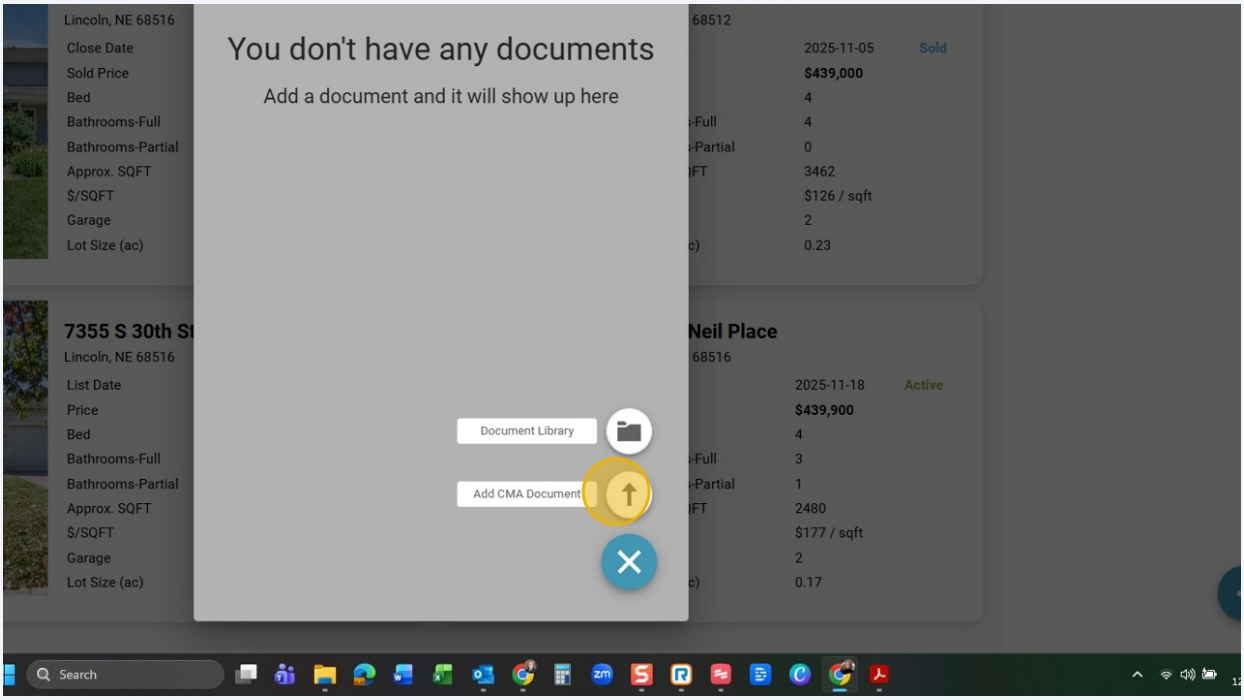
48 My document library was empty so I clicked "close."



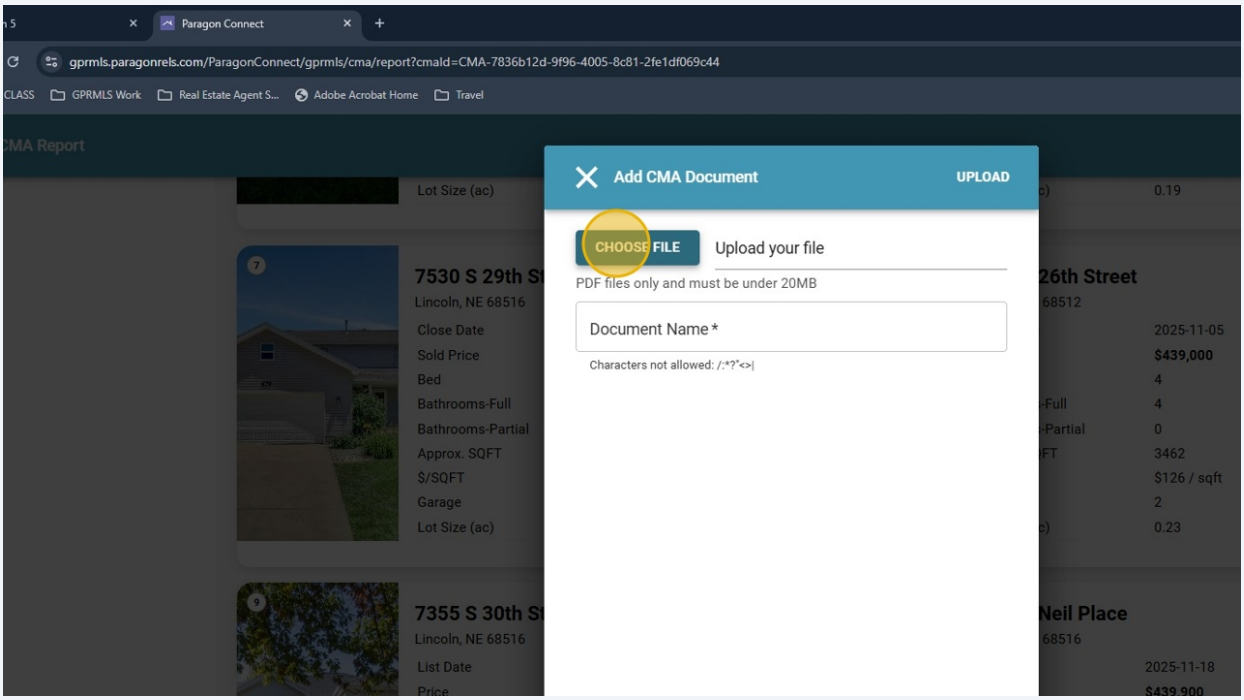
49 You can add documents to your library by clicking "Add" instead



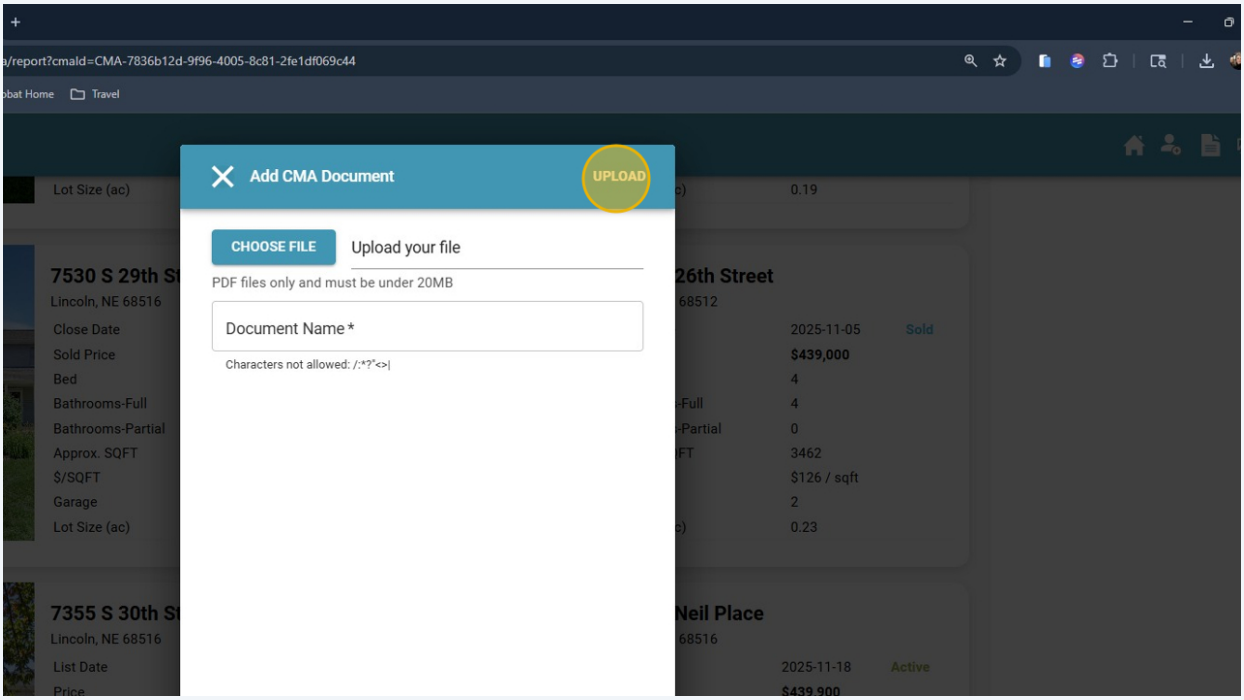
50 To add a CMA Document, click "Add CMA Document"



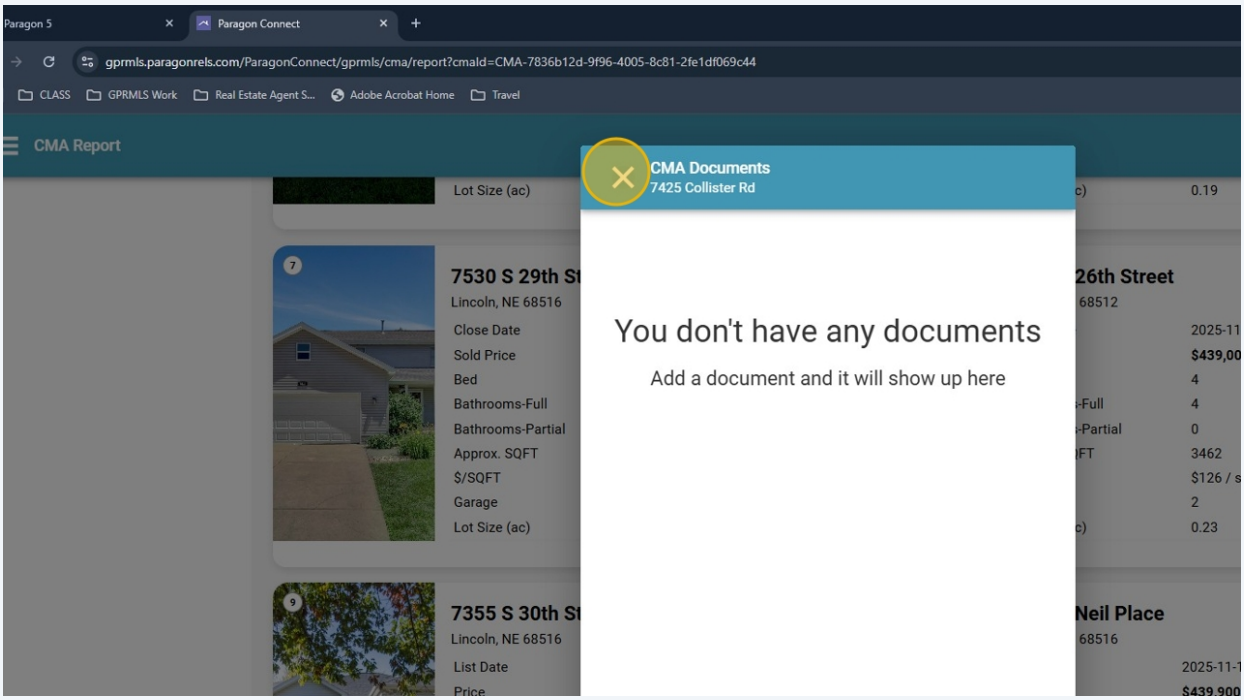
51 Click "CHOOSE FILE". This will bring up files from your computer and you add them as you would add documents to anything else



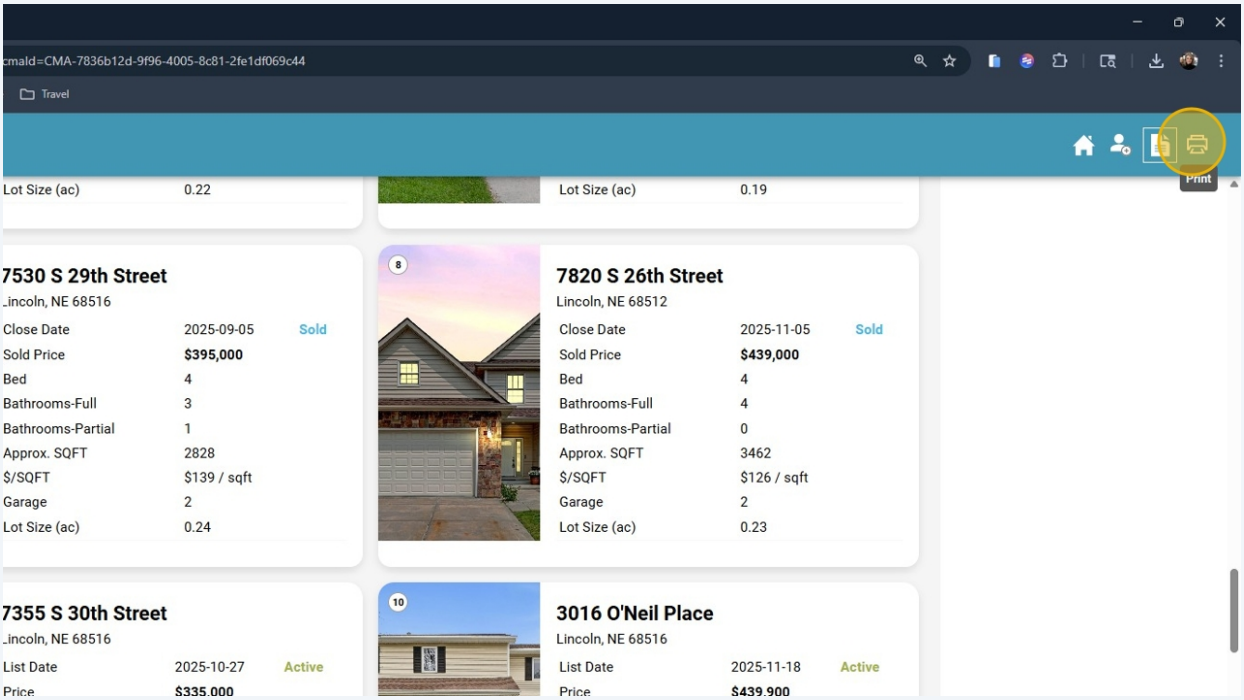
52 Once chosen, click "Upload your File"



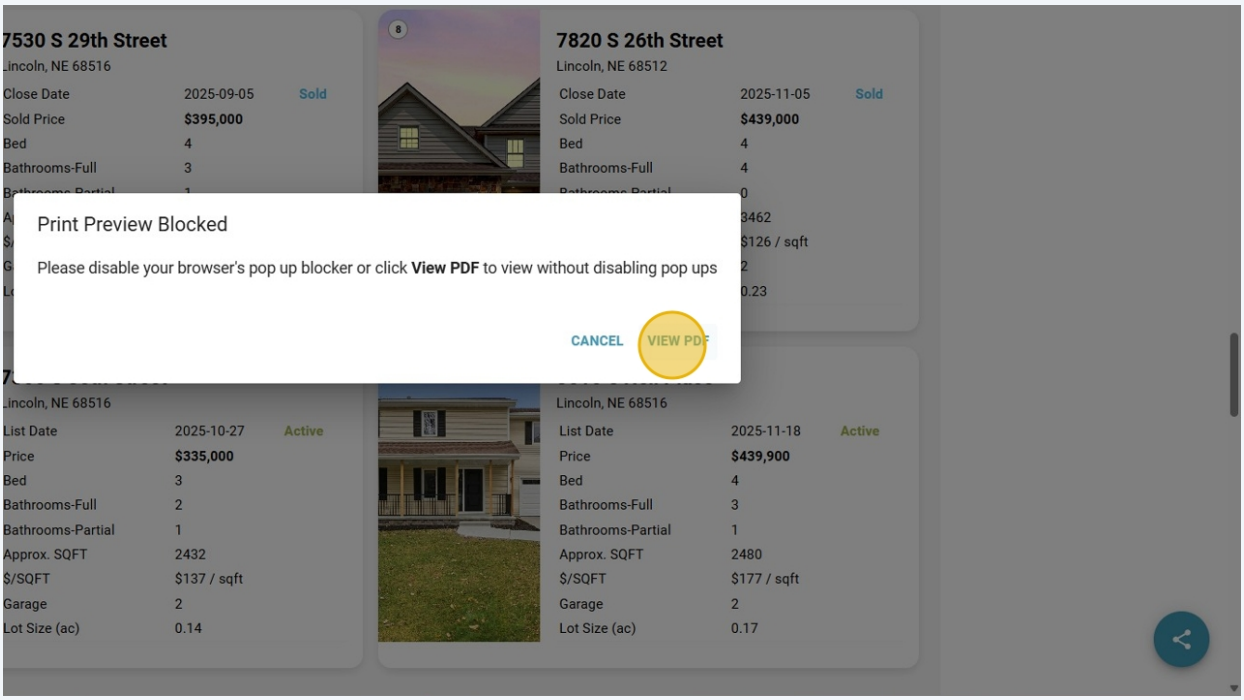
53 Click "close."



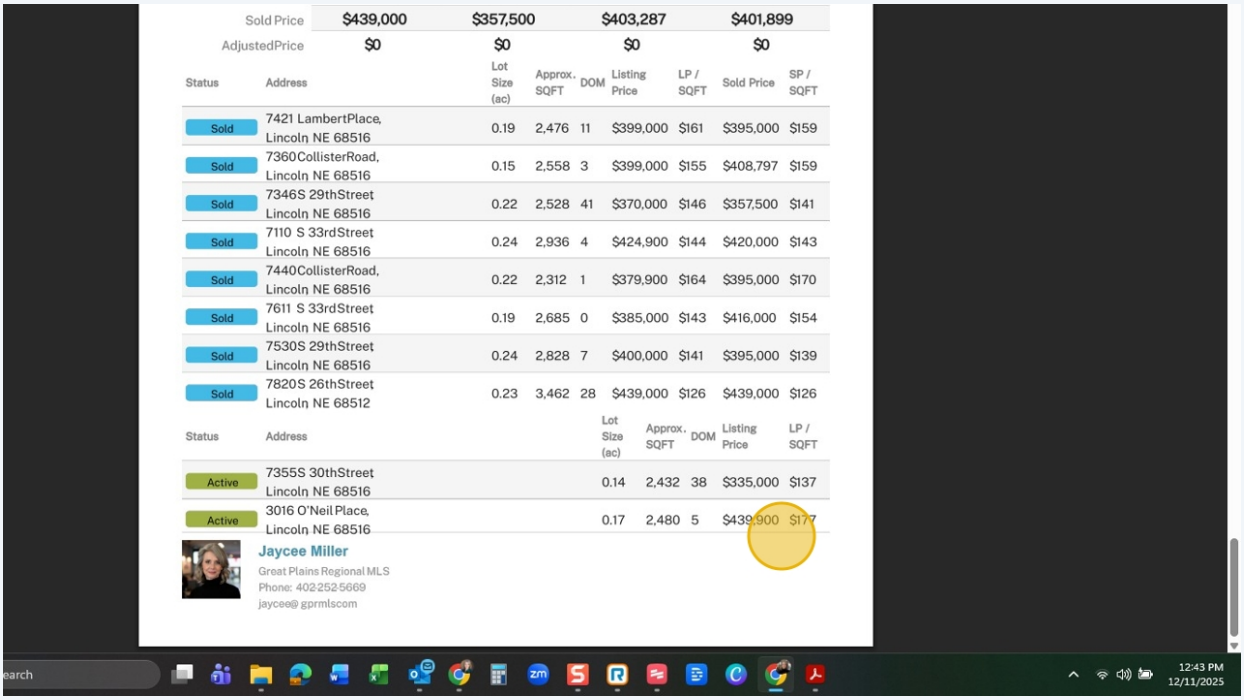
54 You can print your CMA - just click on "Print."



55 It will take a few seconds or a minute or two to generate your PDF, when it's ready click on "VIEW PDF"



56 In this example I scrolled through the CMA pages to the end. You can download or print using your PDF controls located at the top.



Sold Price		$439,000	$357,500		$403,287		$401,899		
AdjustedPrice		$0	$0		$0		$0		
Status	Address	Lot Size (ac)	Approx. SQFT	DOM	Listing Price	LP / SQFT	Sold Price	SP / SQFT	
Sold	7421 LambertPlace, Lincoln NE 68516	0.19	2,476	11	$399,000	$161	$395,000	$159	
Sold	7360CollisterRoad, Lincoln NE 68516	0.15	2,558	3	$399,000	$155	$408,797	$159	
Sold	7346S 29thStreet Lincoln NE 68516	0.22	2,528	41	$370,000	$146	$357,500	$141	
Sold	7110 S 33rdStreet Lincoln NE 68516	0.24	2,936	4	$424,900	$144	$420,000	$143	
Sold	7440CollisterRoad, Lincoln NE 68516	0.22	2,312	1	$379,900	$164	$395,000	$170	
Sold	7611 S 33rdStreet Lincoln NE 68516	0.19	2,685	0	$385,000	$143	$416,000	$154	
Sold	7530S 29thStreet Lincoln NE 68516	0.24	2,828	7	$400,000	$141	$395,000	$139	
Sold	7820S 26thStreet Lincoln NE 68512	0.23	3,462	28	$439,000	$126	$439,000	$126	

Status	Address	Lot Size (ac)	Approx. SQFT	DOM	Listing Price	LP / SQFT
Active	7355S 30thStreet Lincoln NE 68516	0.14	2,432	38	$335,000	$137
Active	3016 O'Neil Place, Lincoln NE 68516	0.17	2,480	5	$439,900	$177

Jaycee Miller
Great Plains Regional MLS
Phone: 402 252 5669
jaycee@ gprmlscom