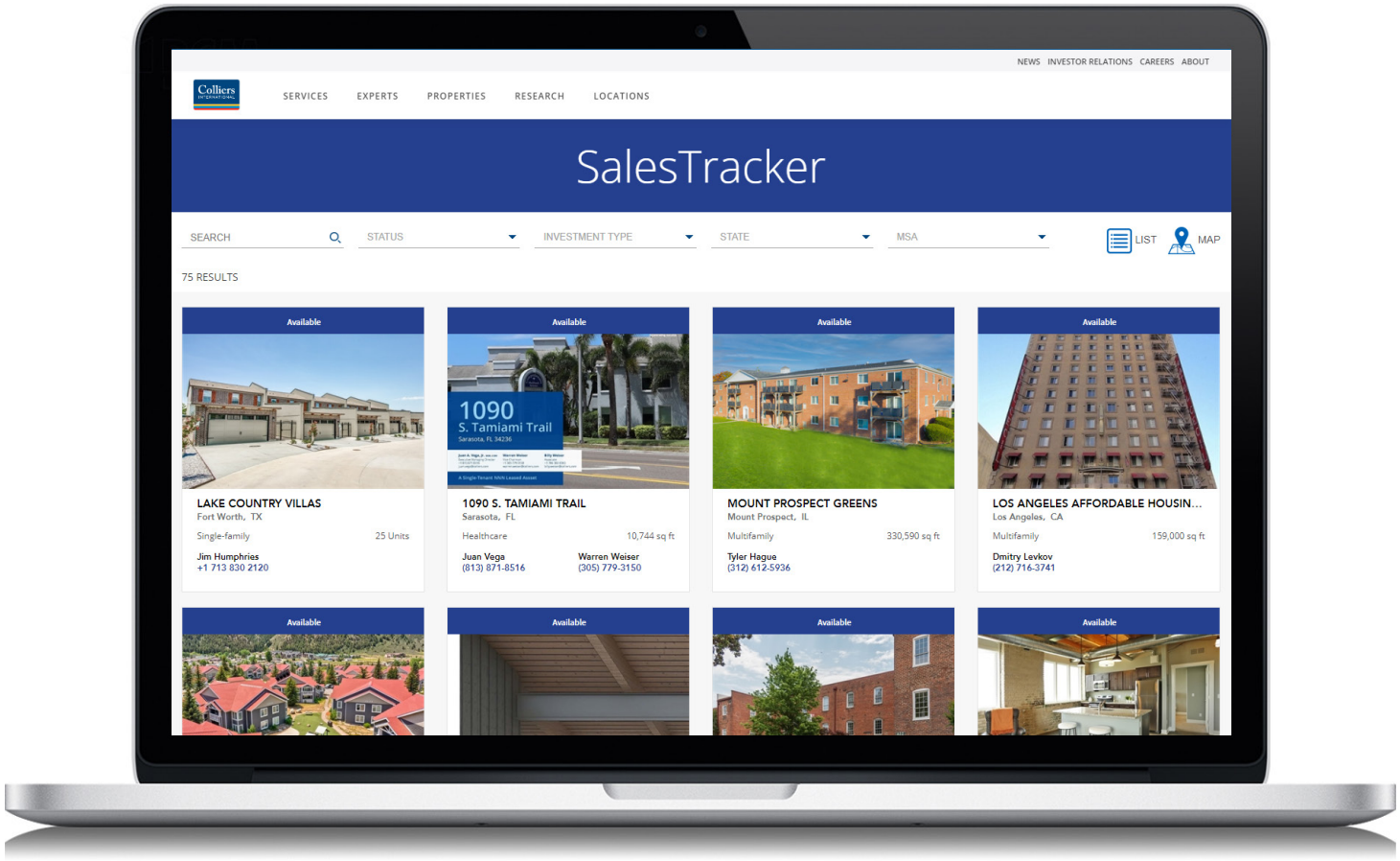
Colliers
SalesTracker
Powered by RCM LightBox

RCM LIGHTBOX

Create Project

SalesTracker Powered by RCM LightBox
How to Create a Project for Colliers Users

2021 Edition

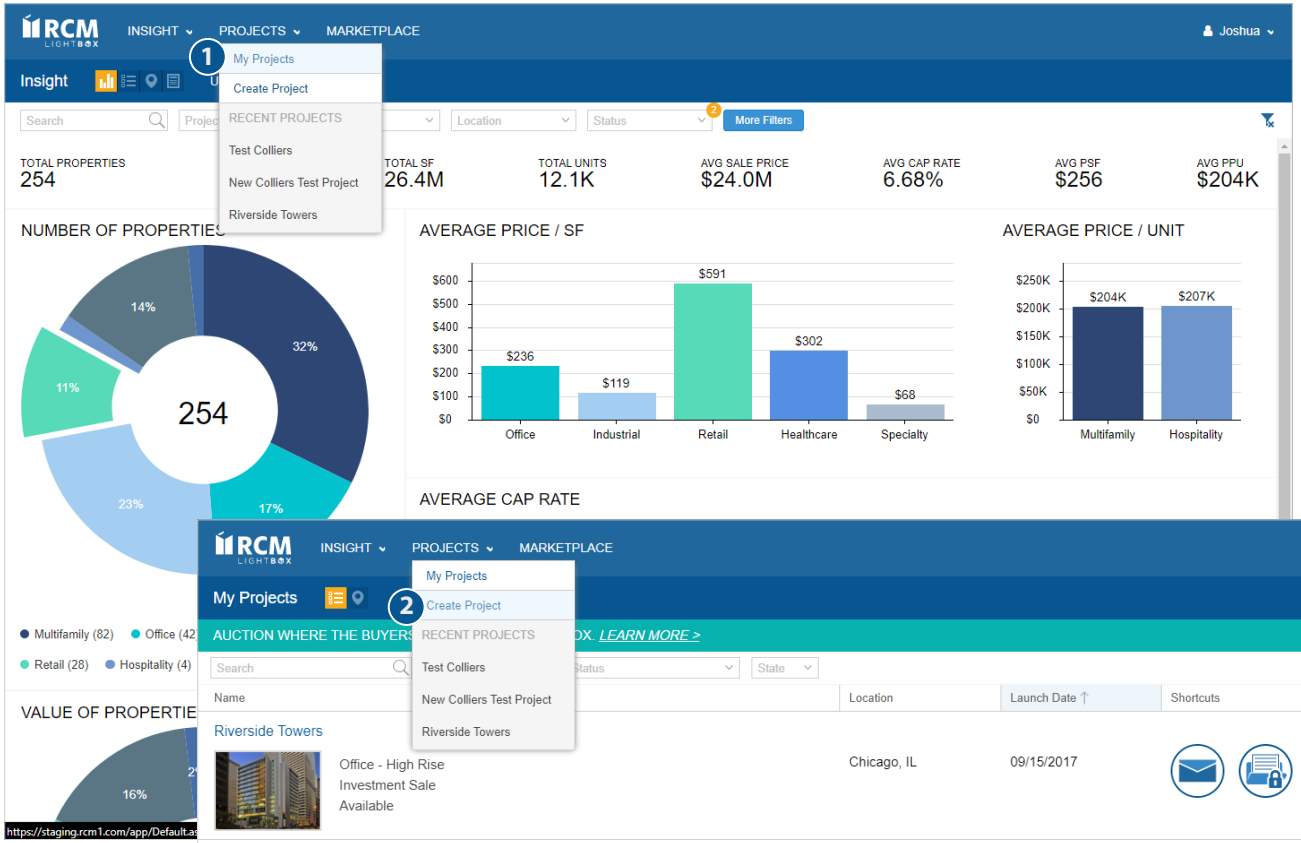


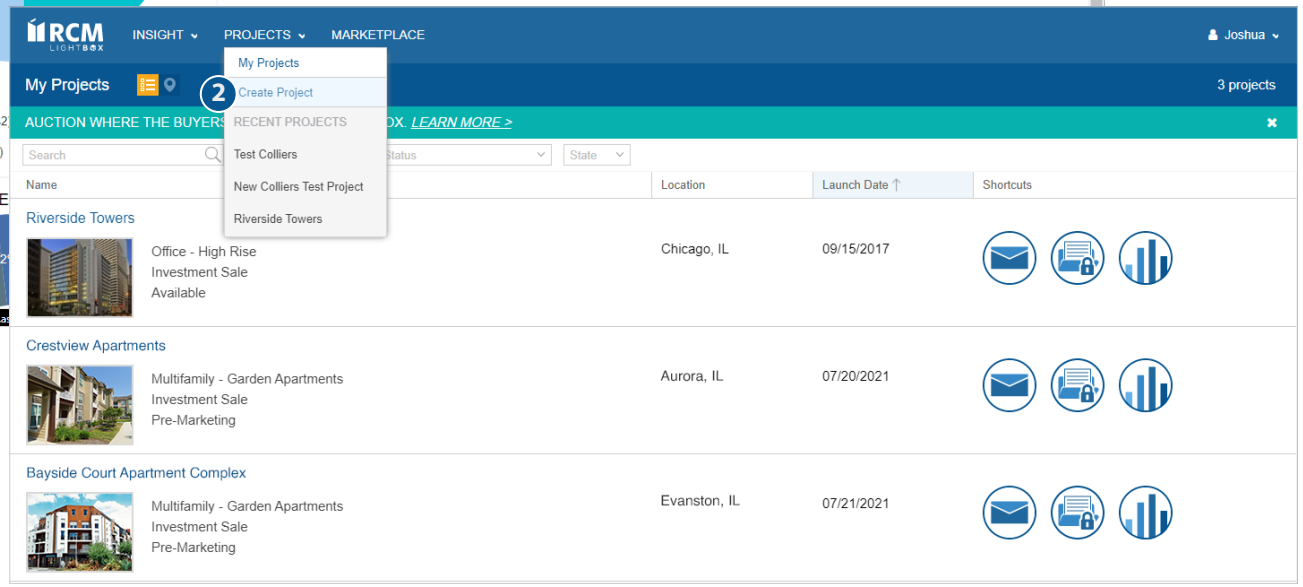
Colliers SalesTracker
Powered by RCM LightBox

RCM LIGHTBOX

Adding new listings to Colliers SalesTracker

Once logged into Colliers SalesTracker on the RCM LightBox platform, adding your new listing is easy.

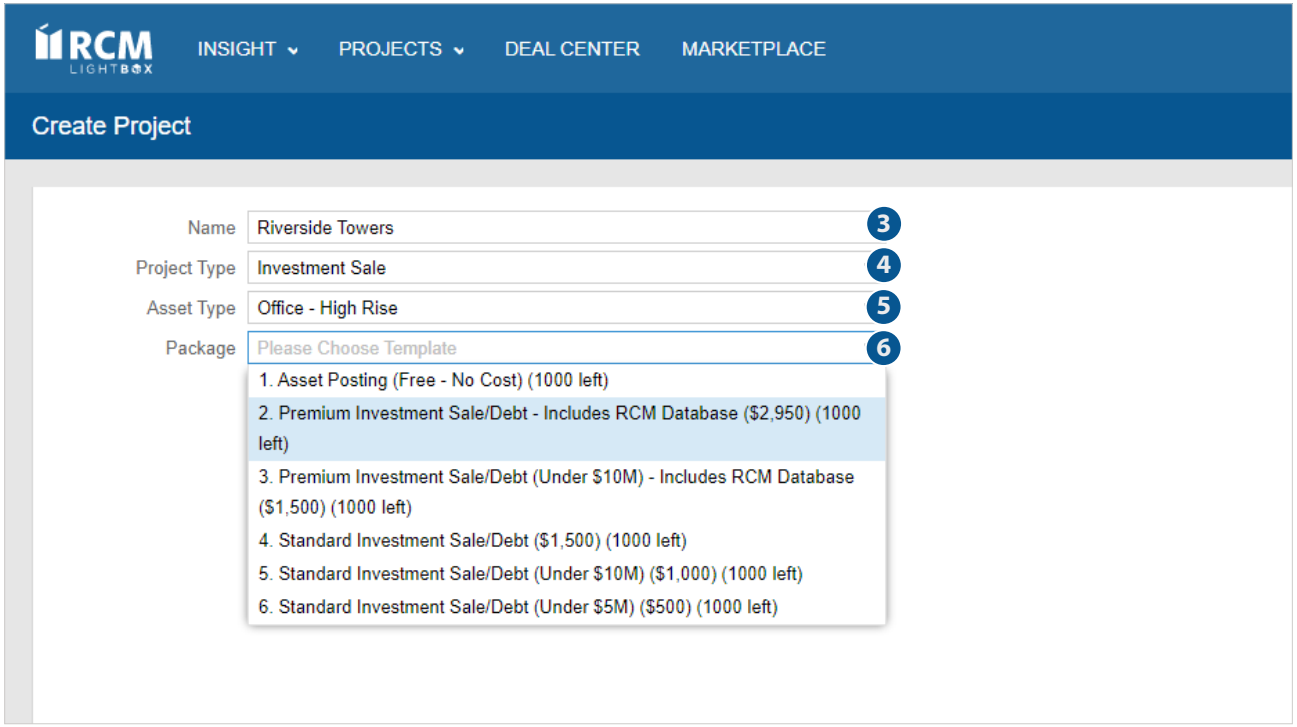




Key

1. From the Dashboard view, navigate to the "Projects" dropdown and select "My Projects" to verify the listing has not already been created
2. If Project does not exist, select "Create Project" to create a new listing

Adding new listings to Colliers SalesTracker (cont'd)



Key

3. Enter in the name of the new listing
4. Select the appropriate Project Type
5. Select the appropriate Asset Type
6. Select the appropriate Package
   (see next page for package details)
   - Asset Posting (Free-No Cost)
   - Premium Investment Sale/Debt – Includes RCM Database ($2,950)
   - Premium Investment Sale/Debt (Under $10M) – Includes RCM Database ($1,500)
   - Standard Investment Sale/Debt ($1,500)
   - Standard Investment Sale/Debt (Under $10M) ($1,000)
   - Standard Investment Sale/Debt (Under $5M) ($500)

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Package Details	Basic Asset Posting	Listings Over $10M: Premium Investment Sale or Debt & Equity	Listings Over $10M: Standard Investment Sale or Debt & Equity	Listings Under $10M: Premium Investment Sale	Listings Under $10M: Standard Investment Sale	Listings Under $5M: Standard Investment Sale
Package Pricing	**$0**	**$2,950**	**$1,500**	**$1,500**	**$1,000**	**$500**
Asset Posting Features	✓	✓	✓	✓	✓	✓
Upgraded Package Features		✓	✓	✓	✓	✓
Includes RCM Vetted Market Participants			✓		✓	✓
Includes RCM Principal or Lender Database RCM database of investors / lenders whose criteria align with the asset. *Based on single RCM Transaction Type/Region. Supplemental Types and Regions are available for additional cost.		✓		✓		

All Asset Postings Feature:

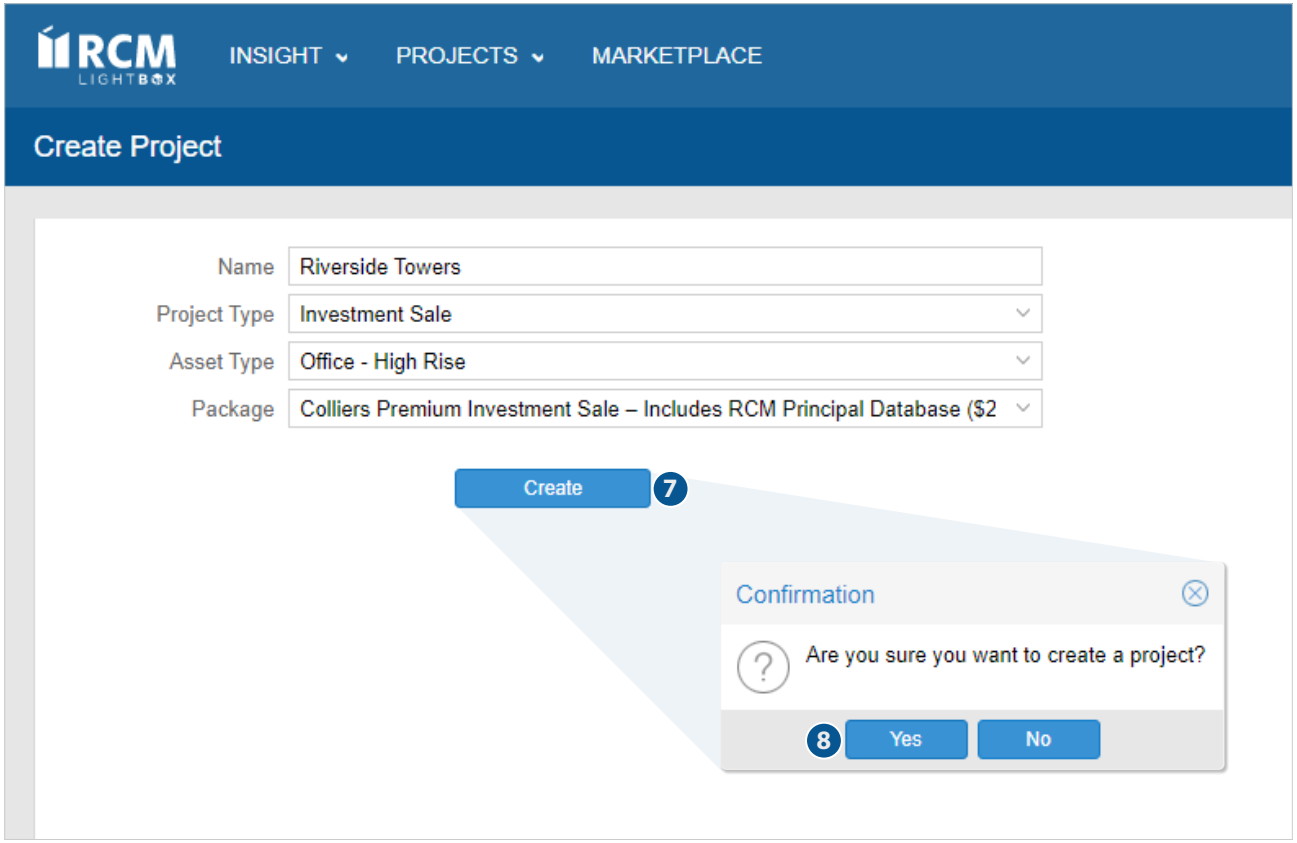
- Ability to add, update and remove assets as well as update summary listing information
- Display primary image and asset summary information
- Assets can be searched, filtered, and mapped
- Contact information displayed for up to three team members
- Sync via API to Colliers.com & OurListings

All Upgraded Packages Feature:

- Create asset posting to integrate with SalesTracker
- Client-branded Executive Summary Landing Page
- Ability to import up to 8,000 client-provided users
- Two email broadcasts to all users, one additional broadcast to Responders and unlimited emails to Approved users
  **Responders: Any user that has viewed a broadcast*
  **Approved Users: Any user that has access to the Virtual Deal Room®*
- Online execution of client-provided Confidentiality Agreements
- Client-branded Virtual Deal Room with 100 MB of data storage
- Online Offer Management
- Real-time tracking and reporting on all end-user activity
- 180-day term of service
- Dedicated Colliers Account team to provide training and ongoing support

Back to TOC

Adding new listings to Colliers SalesTracker (cont'd)



Key

7. Click "Create" to create your new listing
8. Click "Yes" to confirm

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Questions?

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