



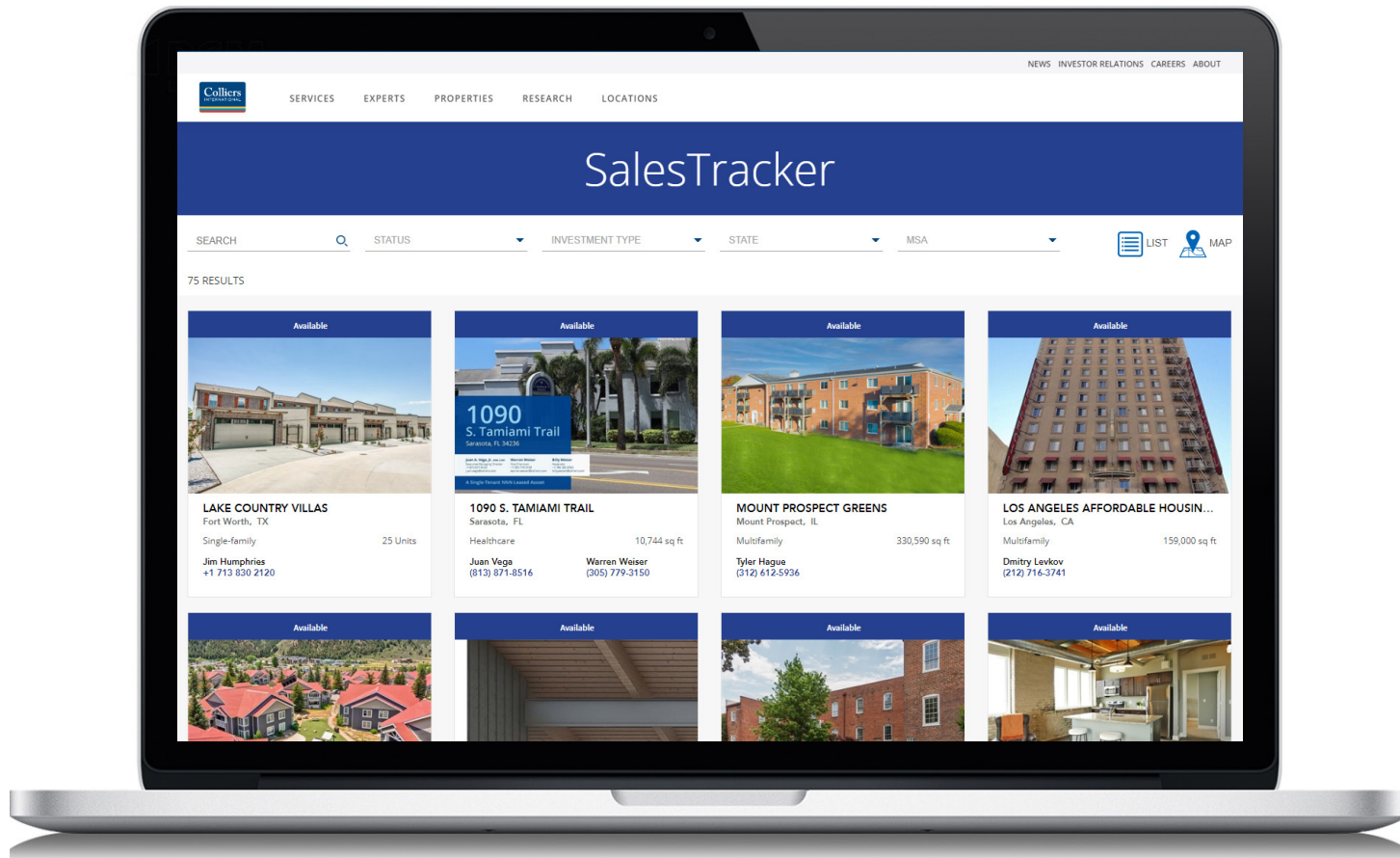
SalesTracker
Powered by RCM LightBox



Create Project

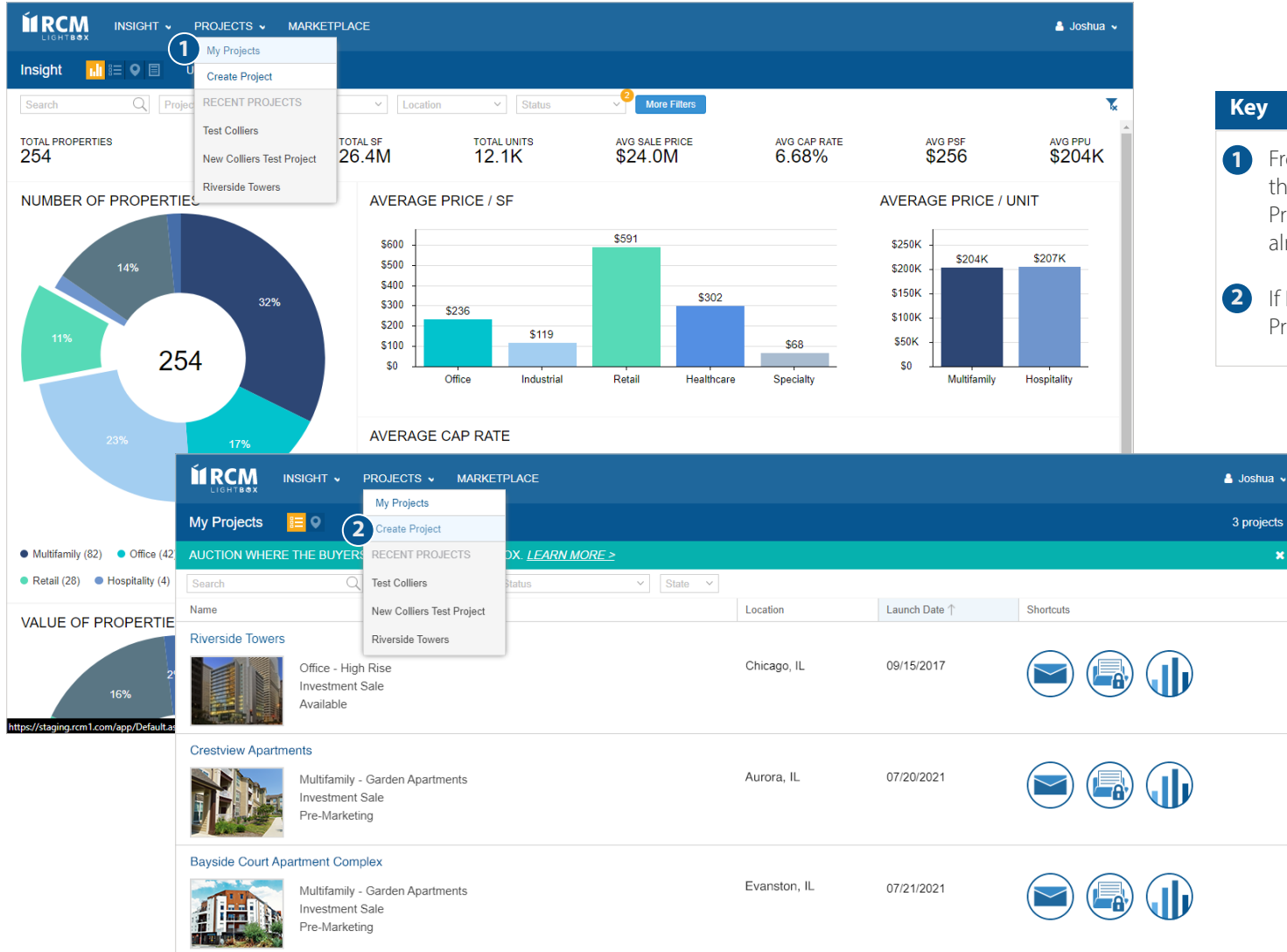
SalesTracker Powered by RCM LightBox
How to Create a Project for Colliers Users

2021 Edition



Adding new listings to Colliers SalesTracker

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



The screenshot displays the Colliers SalesTracker dashboard. The top navigation bar includes 'INSIGHT', 'PROJECTS', and 'MARKETPLACE'. The 'PROJECTS' dropdown menu is open, showing options: 'My Projects', 'Create Project', 'Test Colliers', 'New Colliers Test Project', and 'Riverside Towers'. The dashboard features several charts and a table of projects.

Key:

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

Dashboard Data:

- TOTAL PROPERTIES: 254
- TOTAL SF: 26.4M
- TOTAL UNITS: 12.1K
- AVG SALE PRICE: \$24.0M
- AVG CAP RATE: 6.68%
- AVG PSF: \$256
- AVG PPU: \$204K

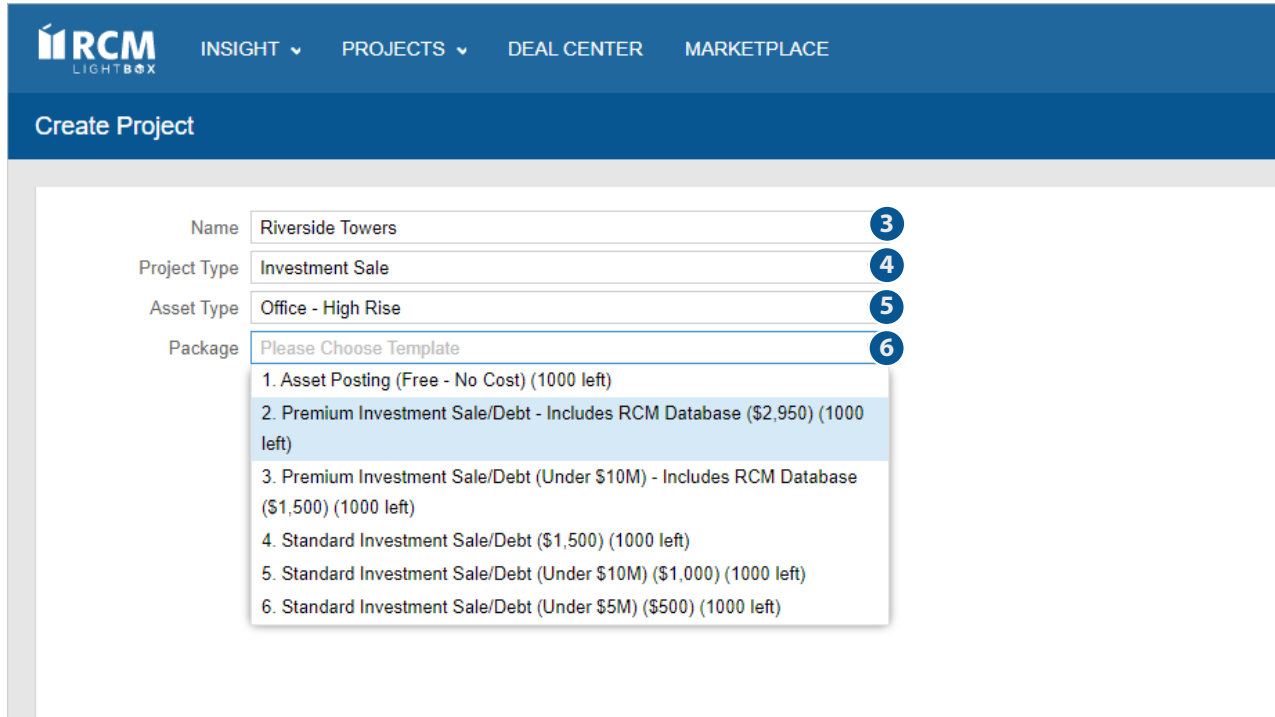
Charts:

- NUMBER OF PROPERTIES:** A donut chart showing the distribution of property types: Office (32%), Retail (17%), Multifamily (23%), Hospitality (11%), and Specialty (14%).
- AVERAGE PRICE / SF:** A bar chart showing average prices per square foot for different property types: Office (\$236), Industrial (\$119), Retail (\$591), Healthcare (\$302), and Specialty (\$68).
- AVERAGE PRICE / UNIT:** A bar chart showing average prices per unit for Multifamily (\$204K) and Hospitality (\$207K).
- AVERAGE CAP RATE:** A bar chart showing average cap rates for different property types.

Projects Table:

Name	Location	Launch Date	Shortcuts
Riverside Towers	Chicago, IL	09/15/2017	Envelope, Lock, Bar Chart
Crestview Apartments	Aurora, IL	07/20/2021	Envelope, Lock, Bar Chart
Bayside Court Apartment Complex	Evanston, IL	07/21/2021	Envelope, Lock, Bar Chart

Adding new listings to Colliers SalesTracker (cont'd)



RCM LIGHTBOX INSIGHT PROJECTS DEAL CENTER MARKETPLACE

Create Project

Name:

Project Type:

Asset Type:

Package:

- 1. Asset Posting (Free - No Cost) (1000 left)
- 2. Premium Investment Sale/Debt - Includes RCM Database (\$2,950) (1000 left)
- 3. Premium Investment Sale/Debt (Under \$10M) - Includes RCM Database (\$1,500) (1000 left)
- 4. Standard Investment Sale/Debt (\$1,500) (1000 left)
- 5. Standard Investment Sale/Debt (Under \$10M) (\$1,000) (1000 left)
- 6. Standard Investment Sale/Debt (Under \$5M) (\$500) (1000 left)

Key

- Enter in the name of the new listing
- Select the appropriate Project Type
- Select the appropriate Asset Type
- 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)

Package Details	Basic Asset Posting	Listings Over \$10M		Listings Under \$10M		Listings Under \$5M
		Premium Investment Sale or Debt & Equity	Standard Investment Sale or Debt & Equity	Premium Investment Sale	Standard Investment Sale	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.		✓		✓		

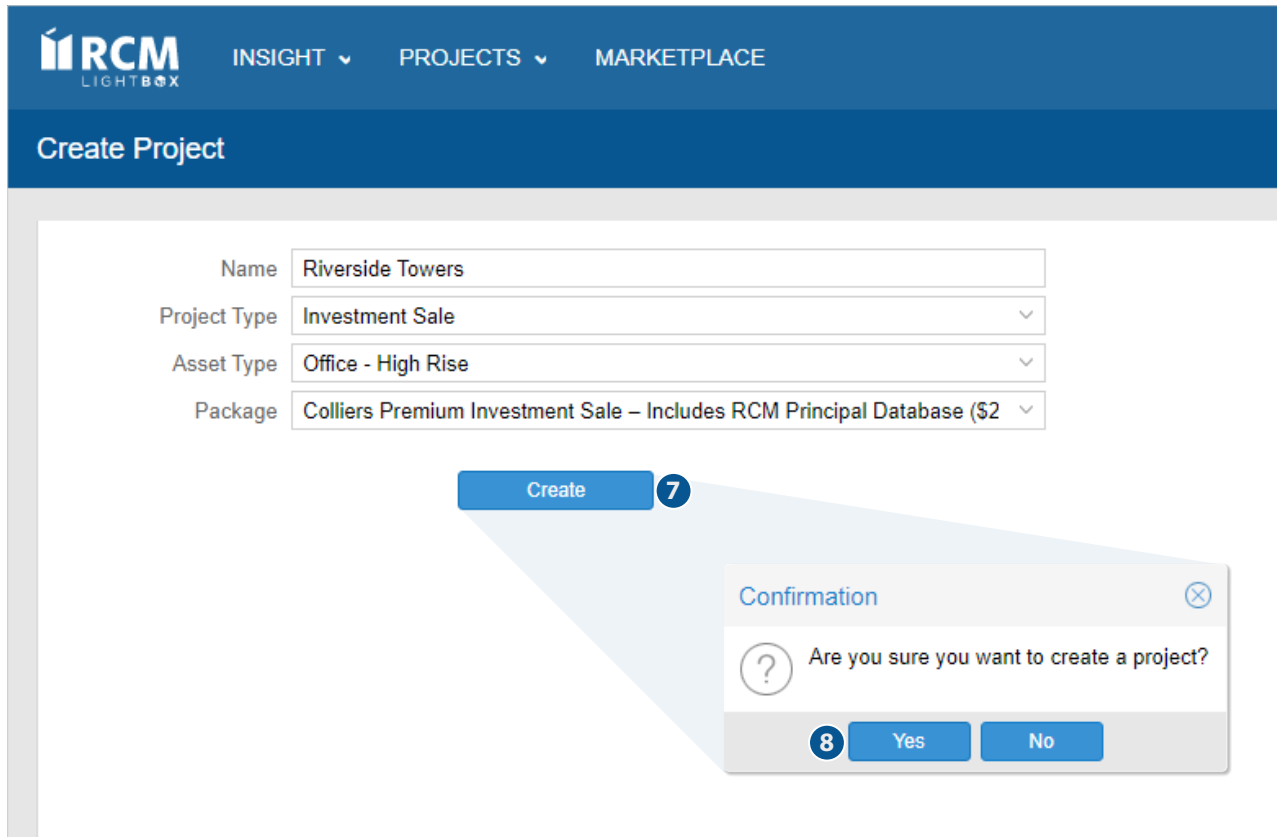
All Asset Postings Feature:

- 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

Adding new listings to Colliers SalesTracker (cont'd)



RCM LIGHTBOX INSIGHT ▾ PROJECTS ▾ MARKETPLACE

Create Project

Name

Project Type

Asset Type

Package

Create **7**

Confirmation ✕

? Are you sure you want to create a project?

8 **Yes** **No**

Key

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



Questions?

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