

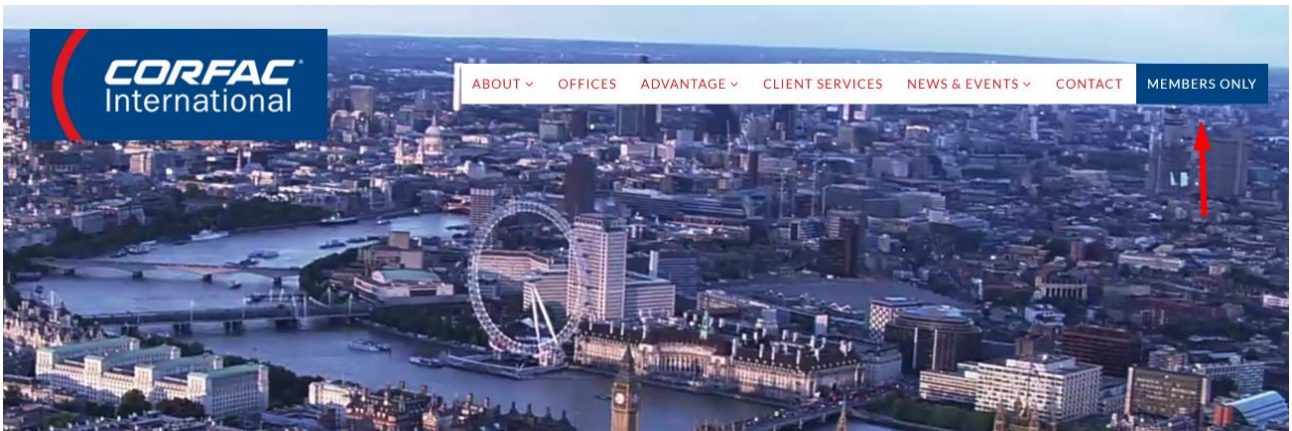
# **CORFAC Extranet Guide**

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# Login to the extranet

You can login to the extranet by following the link “Members Only” at the top right of the public site.



You can login using either your username or email address and password- these are the same as you used on the old CORFAC extranet. If you have forgotten your password click the “Forgot password” link to be sent a link to reset it.



Please authenticate in order to proceed

## LOGIN

Try to login with your existing details.

Email Address or Username \*

ivanmca

Password \*

.....

Remember me on this computer

Login

[Forgot password?](#)



# Extranet home page

When you log in you are presented with the extranet home page which gives you a range of quick links to frequently used resources. There is a full menu of extranet resources in the red bar on the top of the screen.



## QUICK LINKS



PROFILE

Update My Member Profile



TRANSACTIONS

Add a Transaction



REGISTER

Register for the Spring Conference



FIND

Find an Office or Broker



EMAIL

Send an Email to CORFAC members



DEAL-MAKING

Download CORFAC Deal-Making Resources



MARKETING

Download Marketing and Branding Tools



AWARDS

View Past Award Winners



CLIENTS

Search the CORFAC Client Database

# Send a Broadcast Email

This function allows you to send an email to anyone in CORFAC through the extranet. You can select by Region, Committee, Interest group, etc.



## EMAIL SYSTEM

Send to Members | Specify Recipients | Enter Message

**CHOOSE SEARCH TYPE**

Everyone | By Name | By State | By Country | By Firm | By Region

**AND BY SPECIALIZATION(S) & GROUP(S)**

Choose Specializations(s) and Group(s) ▾

**AND BY COMMITTEE(S)**

Choose Committee(s) ▾

**AND BY DESIGNATION(S)**

Choose Designations(s) ▾

Next >

Once you select your recipients, click Next and you will be able to refine recipients by unchecking anyone you do not want to receive your message. In this example we chose the “Office” specialization.

## EMAIL SYSTEM

Send to Members | Specify Recipients | Enter Message

**SPECIFY RECIPIENTS: 220 RECIPIENT(S) SELECTED**

Check all | Uncheck all

- Mark Sigler (Voit Real Estate Services/CORFAC International - Irvine)
- Chris Deason (Voit Real Estate Services/CORFAC International - Irvine)
- Sam Olmstead (Voit Real Estate Services/CORFAC International - Irvine)
- Doug Killian (Voit Real Estate Services/CORFAC International - Irvine)
- Peter Blanchard (The Garibaldi Group/CORFAC International - Chatham)
- Mike Antkies (The Lansco Corporation/CORFAC International)
- John Homsher (Podolsky Circle/CORFAC International)
- Charles Sevier (Crump Commercial, LLC/CORFAC International)
- Daniel Gostylo (Providence Commercial Real Estate Services/CORFAC International)
- Steve Garza (Providence Commercial Real Estate Services/CORFAC International)
- Clifford Porter (Porter Realty Company, Inc./CORFAC International)
- Robert Porter, Jr. (Porter Realty Company, Inc./CORFAC International)

Click Next, and you will be able to create your email message.

**EMAIL SYSTEM**

Send to Members   Specify Recipients   Enter Message

---

Your name  
Ivan McAvinchey


Your E-mail  
ivanm@cnmwebsite.com

Subject

This message will be sent to 220 recipient(s)  
[See Recipients](#)


Attachments  
[Choose file](#) No file chosen

Message



**Ivan McAvinchey**  
Colophon  
39 Barre Street  
Charleston SC, 29401 USA  
[ivanm@cnmwebsite.com](mailto:ivanm@cnmwebsite.com)  
*Our firm is part of CORFAC International Corporate Facility Advisors an alliance of entrepreneurial commercial real estate firms that partner to deliver quality and experienced service*

body

[< Back](#)   [Send Message](#) 

Click Send Message at the bottom, and the email will go out. The email is sent from the email address on your account, and you will receive any out of office message or bounce backs.

# Find an office or broker

This is the same search as the one on the public site. You can search for members by specialty, committee, location, name or firm. For example, if you are looking for a member in Arizona, select United States from the Country dropdown box, Arizona from the State dropdown box and hit submit.

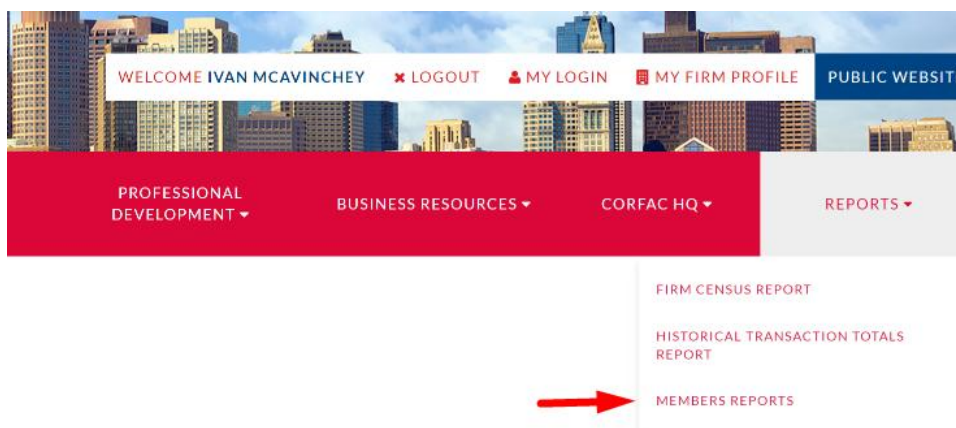
## OFFICES

[View Office Location Map](#)  
[See List of All Firms](#)  
[Download the CORFAC Office Roster \(PDF\)](#)

The screenshot shows three search sections:

- SEARCH OFFICES:** Includes dropdown menus for Country (set to --All), State (set to --All), and Firm (set to --All), with a Submit button.
- SEARCH BROKERS BY NAME OR SPECIALIZATION:** Includes input fields for First Name and Last Name, a Firm dropdown (set to --All), and buttons for Specializations/Groups (Select Specializations/Groups) and Designations (Select Designations), with a Submit button.
- SEARCH BROKERS BY FIRM:** Includes dropdown menus for Firm (set to --All) and Broker (set to --All), with a Submit button.

There is one notable difference between this and the public site: members can download lists in Excel by clicking on **Members Reports**. This is accessible from the dropdown menu “Reports” at the top right.



If you do, this will appear:

## MEMBERS REPORT

The screenshot displays the 'MEMBERS REPORT' interface. At the top, there are three tabs: 'Find Records', 'Include Fields', and 'Specify Ordering'. Below this is the 'CHOOSE SEARCH TYPE' section with buttons for 'Everyone' (selected), 'By State', 'In U.S', 'Not in U.S', 'By Firm', and 'By Region'. The 'AND BY SPECIALIZATION(S) & GROUP(S)' section features two panels: 'Available options' and 'Selected options'. The 'Available options' panel has a 'Filter' input and a list of specializations including 'Administration/Operations', 'Air Freight', 'Broker Support', 'Canada Business', 'Development Group', 'Corporate Services', and 'Data Centers'. The 'Selected options' panel is currently empty. Below this is the 'AND BY COMMITTEE(S)' section, which also has 'Available options' and 'Selected options' panels, both with 'Filter' inputs.

Filter by region, committee, interest group, etc.

You can also select Everyone to pull a list of all CORFAC members. The Include Fields tab allows you to select the information you would like in your report, including mailing address, specialties, and more.

Once you hit the Generate Report button, you will get a pop-up giving you the option to either save or open the Excel file. You can use this function to pull an email list if you prefer to send a message from your email program instead of through the Extranet.



# Add a New Transaction


## ADD NEW TRANSACTION

\* = required field

### TYPE OF TRANSACTION

Transaction Type*	<input type="text" value="-- Please Select --"/>
Sale Type *	<input type="text" value="-- Please Select --"/> If Other <input type="text"/>
Property Type*	<input type="text" value="-- Please Select --"/>

### STATISTICAL DATA

Property Size*	<input type="text"/>	or Land Size	<input type="text"/>
	<small>sq. ft. -- no decimals</small>		<small>acres -- no decimals</small>
Dollar Value	<input type="text"/>	Term	<input type="text"/>
	<small>not including options -- no decimals</small>		
City*	<input type="text" value="Charleston"/>	Market Description	<input type="text"/>
			<small>i.e., Western Suburb of Chicago, etc.</small>
Country*	<input type="text" value="USA"/>		
State*	<input type="text" value="South Carolina"/>		
Commencement/Closing Date *	<input type="text"/> 		
Remarks	<input type="text"/>		

By entering a transaction, you:

- Enter to win the COR\$TAR Awards (referring brokers win the award).
- Add your deals to the CORFAC totals. This helps CORFAC get listed in publications and helps promote the organization.
- Publicize your business on [www.corfac.com](http://www.corfac.com).
- Let firms know what you are working on.

You can enter all of your transactions. Select the correct type:

1. CORFAC Referral – These are deals referred COREFAC members, no matter the size or value. You are entered for the COR\$TAR Awards when the deal is entered.
2. Non-CORFAC Referral – enter any transaction that is referred to you by non-CORFAC firm, no matter the size or value. This will be listed in the [www.corfac.com](http://www.corfac.com) transaction section.

Make sure to fill out all fields, including client and referring firm when completing the transaction form.

A change from the old site is that transactions are no longer reviewed by CORFAC HQ before publication- they go right up onto the site and into the totals immediately.

# Search the CORFAC Client Database

The Extranet can help you connect with CORFAC members if you have questions about working with a specific client or client type. Every time a transaction is entered, the client is listed in the database, and these clients are stored with the transaction information. This information is readily available.

The client connection view allows you to search by client name. Once you hit the Search button, a list of clients matching your search will appear. You do not need to type the full name and, because some people will enter the same client differently, it's better if you don't. For example, if you type SHERWIN, you will find Sherwin Williams, Sherwin-Williams, Sherwin-Williams Company.

If you click on a client name, you will receive information about who in CORFAC has worked with that client.

Click [See Firms Transactions] to view all transactions with that broker and the client. If the broker is still with CORFAC, their name will be a link. Click on that link to view their profile and contact information.

## CLIENT CONNECTION

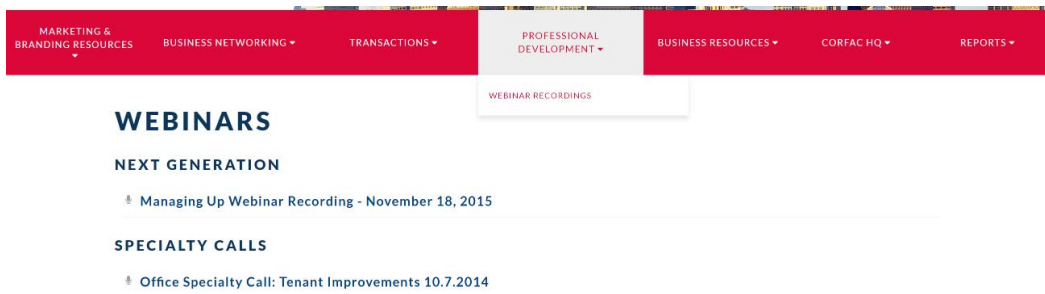
Search

**SUBMIT**

Sherwin Williams	
<b>Referring Firm</b> Porter Realty Company, Inc./CORFAC International see firm transactions 	<b>Agents</b> Robert Lynn Company Richard W. Porter Mark Miller
Sherwin-Williams	
Sherwin-Williams Company	

# Webinars Recordings

Click this link to view a list of CORFAC Webinars.



# Marketing & Branding Resources

These quick links takes you to the Logo or Marketing Brochure section of Business Resources. Here you can download a CORFAC logo, brochure, or ad.

The screenshot shows a navigation menu with 'MARKETING & BRANDING RESOURCES' selected. The main content area is titled 'BUSINESS RESOURCES' and contains a table of logos. A button labeled 'ALL CATEGORIES' is located at the bottom right of the table area.

	Size
Standard CORFAC Logo	240 KB
CORFAC Logotype	96 KB
CORFAC Logotype	88 KB
CORFAC Logotype	10 KB
CORFAC LogoType	56 KB
Standard CORFAC Logo	60 KB

You can either download a finished brochure to print and use, or you can download the editable version and make changes that are relevant to your firm.

You can get access to browse or search the full database of business resources from the Business Resources menu.

The screenshot shows the 'BUSINESS RESOURCES CATEGORIES' page. A dropdown menu is open under the 'BUSINESS RESOURCES' navigation item, showing options: SEARCH, BROWSE RESOURCES, ADD RESOURCE, and INDUSTRY PARTNERS AND SERVICE PROVIDERS. The main content area lists various resource categories.

- Advertising & Marketing
- Branding & Templates
- Press Release Templates
- Deal-Making Tools
- Educational Partner Resources
- Tel Aviv Investor Presentations
- CORFAC ICSC Booth Mockup
- International Firm Marketing Brochures
- Next Generation Resources
- Technology Tools

# Update My Member Profile

This is where you will enter your contact information, designations, biography, and interests. Getting your profile set up will ensure that you are receiving the right communications from your fellow members and from CORFAC HQ about upcoming events. In a change from the old site, there is no longer any approval delay- any changes to your member profile take effect on the public site immediately.

## UPDATE MY CORFAC MEMBER PROFILE

Want to change your password? [Go to My Login](#)

Name	Middle Initial	Last Name
<input type="text" value="Ivan"/>	<input type="text"/>	<input type="text" value="McAvinchey"/>
Firm *	Title	Position
<input type="text" value="Colophon"/>	<input type="text" value="Senior Developer"/>	<input type="text" value="Other"/>
Phone	Cell	Fax
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email		
<input type="text" value="ivanm@cnmwebsite.com"/>		
Profile Picture		
<div style="border: 1px dashed gray; padding: 20px; text-align: center;">Drag &amp; drop files here ...</div>		
<input type="button" value="Browse ..."/>		

Enter as much information as you can in order to make your public and Extranet profile more complete.

Make sure to enter Specializations and Designations.

- Specializations identify what you do and what you want to know more about. If you choose a specialization, you will be invited to all related specialty calls.
- Designations appear in your profile and anytime CORFAC HQ prints your name.