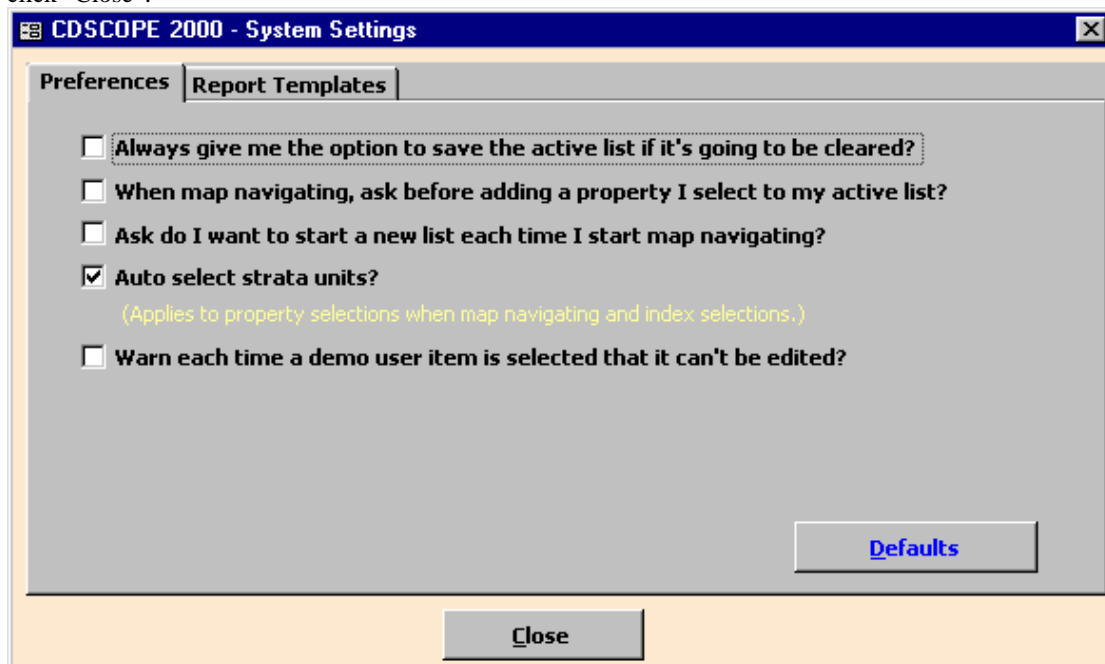





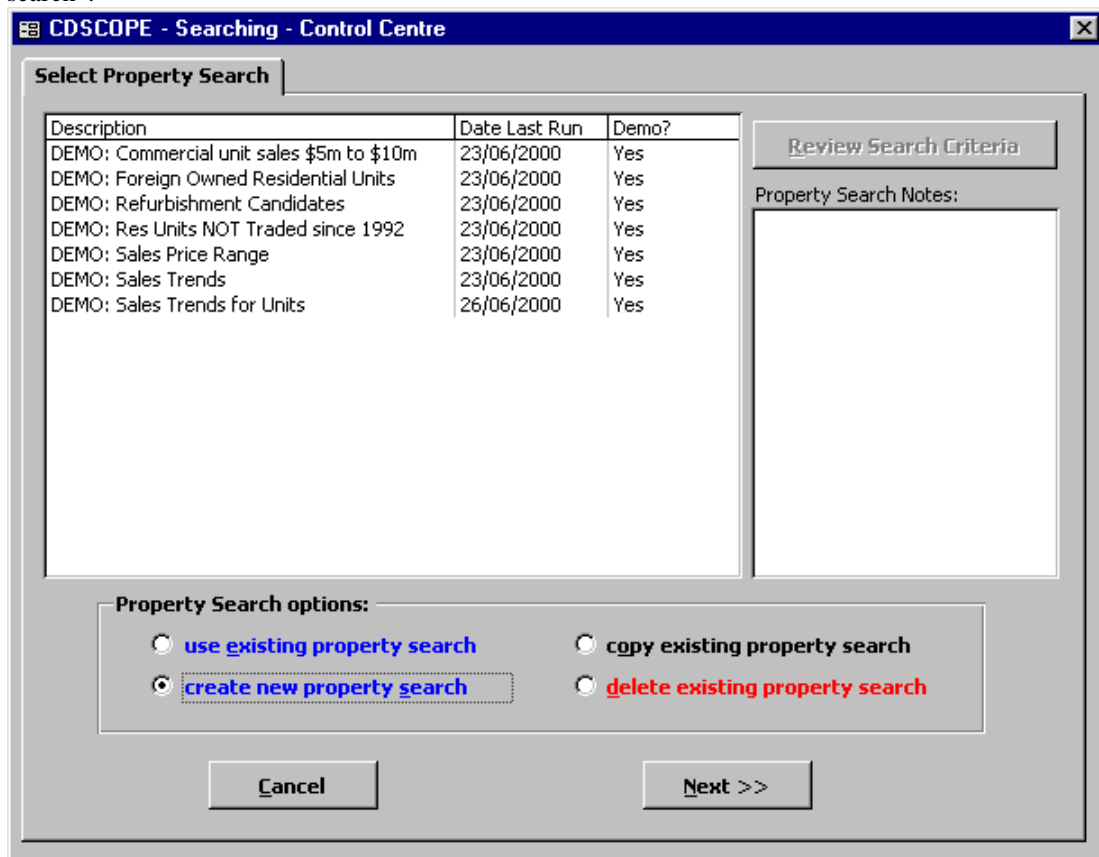
**Exercise 1:** Find all properties between 5 and 10 storeys, and prepare labels for a mailing to the owners.

1.1 Set your preferences as illustrated below (you can change them back any time). To do this, click on the “Preferences” button near the bottom right of your screen. Set all the small white squares to be blank except the fourth, “Auto select strata units?” Click in the squares to remove or replace ticks, then click “Close”.



1.2 Clear the active list so the properties you find will not be added to an existing list. Click on the fourth (right end) of the four symbols to the bottom centre left of screen.  If there was a property record on the screen, CDSCOPE 2000 will switch to the keymap. “No active property records” will be displayed.

1.3 Select “Searches” at the top of the screen. Click on the small circle next to “create new property search”.



1.4 Click on “Next”. This will take you to the first of seven screens where you can enter search criteria, “1. Address Details”. For information involving the basic description of the property, including number of storeys, you need the second screen, “2. Property details”.

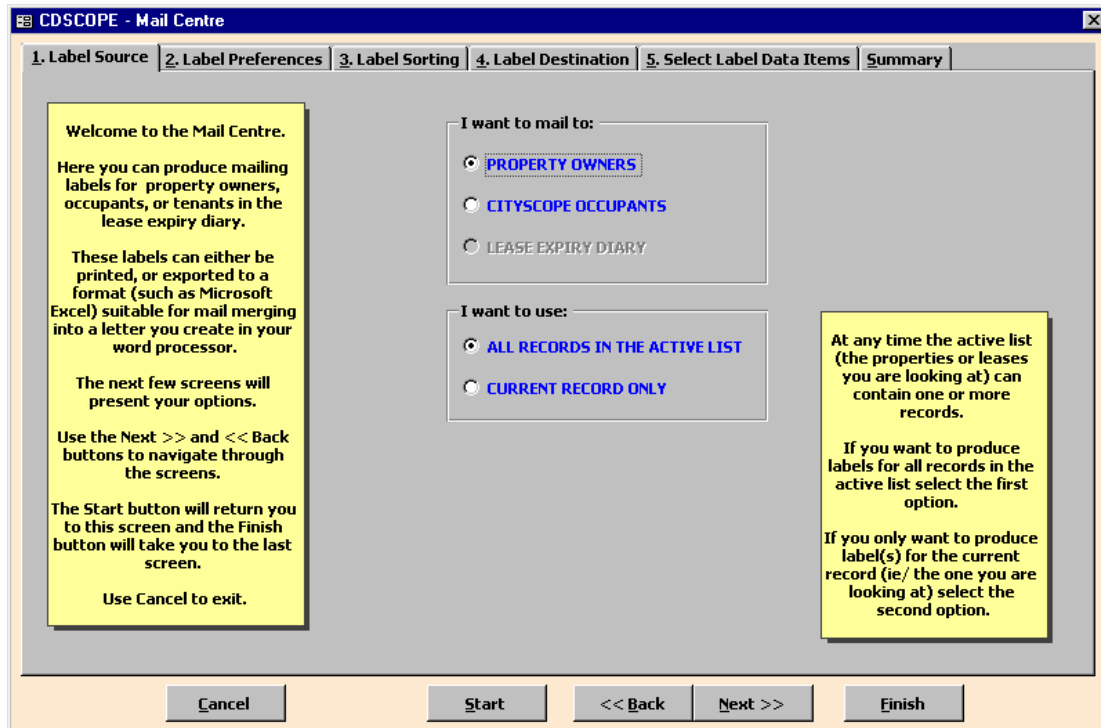
1.5 You can go to the next screen by clicking on “Next” or by clicking on “2. Property Details”. And because any underlined key on a button is a “hotkey” you can also get to the next screen with alt + n (because the N on the Next button is underlined) or alt + 2 (because the 2 on the 2. Property Details button is underlined).

1.6 Move the cursor to the line “Number of Storeys”. Under “From” enter “5” and under “To” enter “10”.

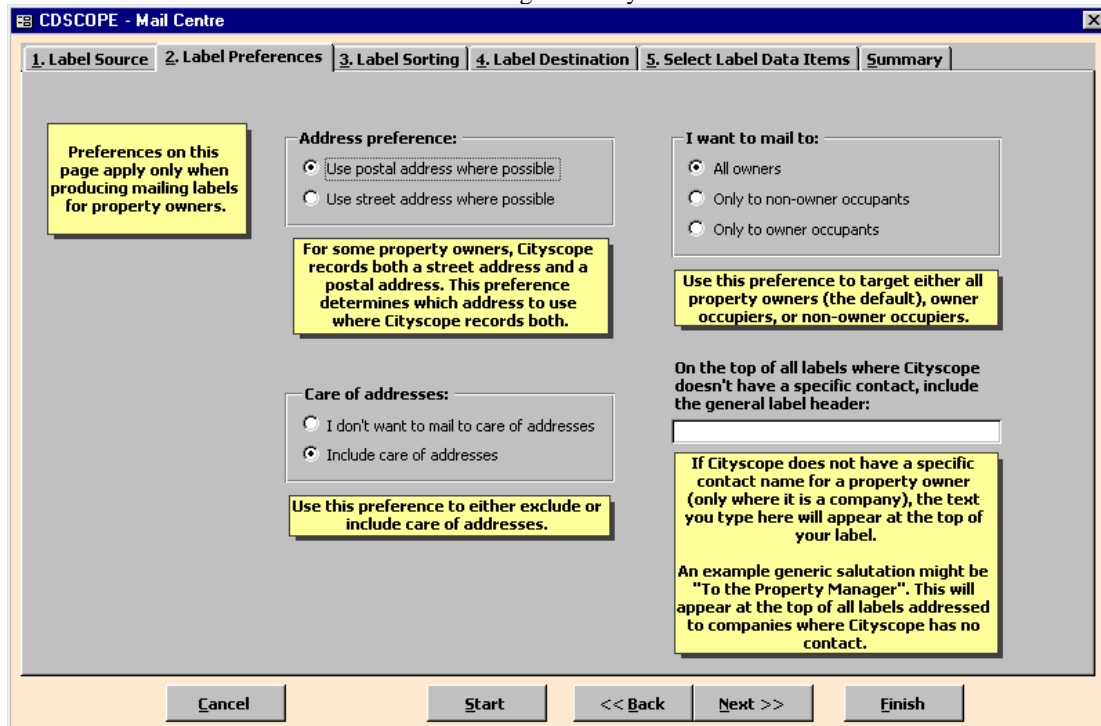
1.7 Your search criteria are now entered, so click on the “Finish” button to go to the last search screen, the “Summary” page. (You can also get there by clicking on “Summary” or by clicking on “Next” several times.) Enter a descriptive name for the search such as “All buildings from 5 to 10 storeys”.

1.8 Click on the large “Search” button. A message will tell you how many hits the search. Click on “Next” and the Cityscope entry for the first property will appear on your screen.

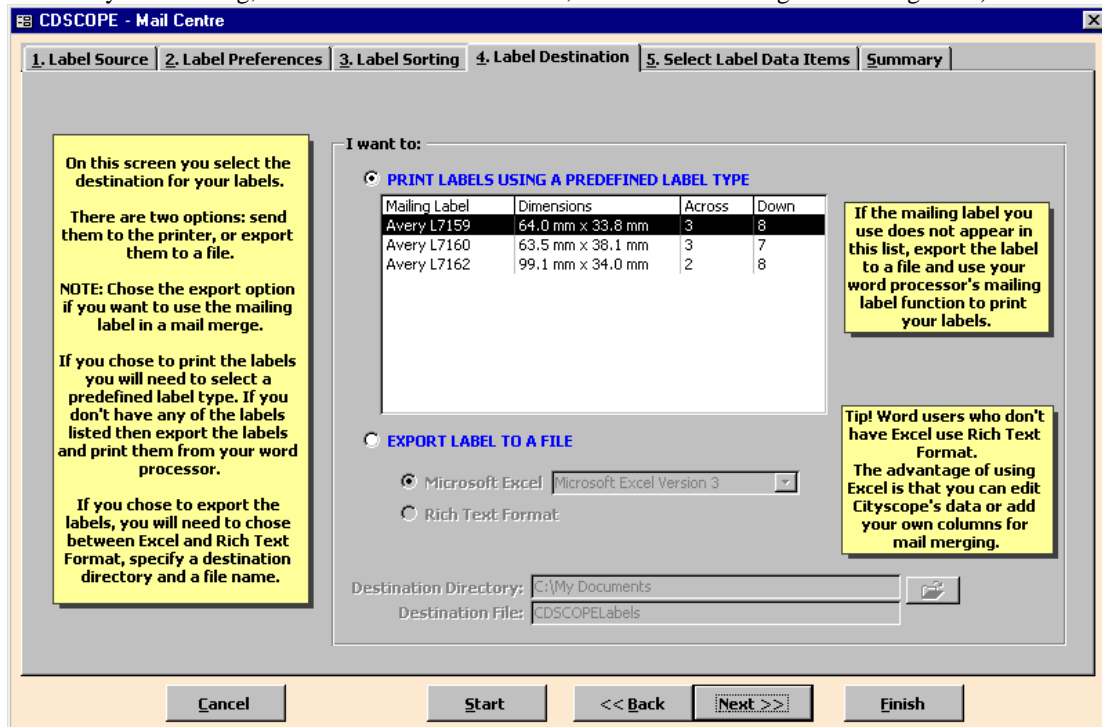
1.9 Click on “Mailing labels” near the top right of screen. The first page of the CDScope 2000 Mail Centre will open. The options should already be set to mail to property owners (not occupants) and to use all records in the active list. Click on “Next” to move to the next screen.



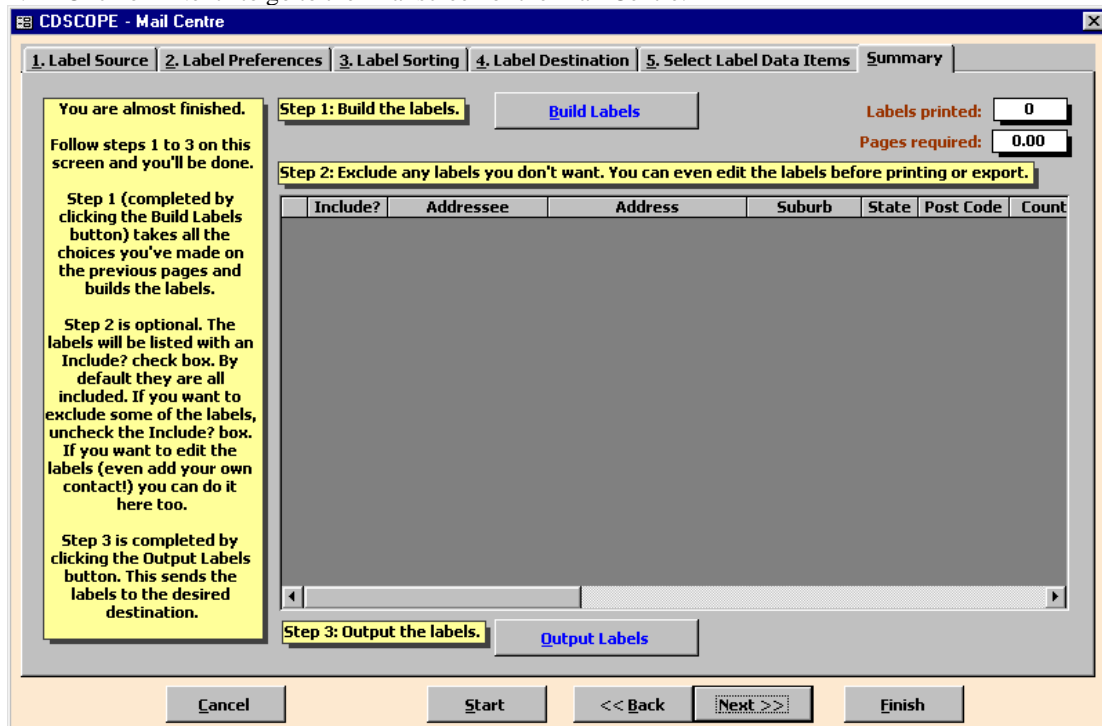
1.10 By clicking on the small circles, select “Use postal address where possible” and “Include care of addresses” and “All owners”. Some of these might already be selected.



1.11 We can skip the next screen because we don't want to sort the labels. Click twice on "Next" or click on "4. Label Destination" to get to the label destination screen. Select "PRINT LABELS USING A PREDEFINED LABEL TYPE". (Later, when you are doing real mailings, you will need to select the type of labels you are using, such as 3 across and 8 down, but we won't change the setting now.)



1.12 Click on "Next" to go to the final screen of the Mail Centre.



1.13 Click on "Build Labels". The information to be printed on the address labels will appear in tabulated form. You will see at top right how many labels will be printed. This number will usually be smaller than the number of properties found in the search, because CDScope 2000 removes duplicates

if one owner has two or more properties, and a few property owners have asked us not to use their names in mailing lists. Click on “Output Labels”. CDSCOPE 2000 will prepare the labels and show them in a preview. If you click on the “Print” button the labels will be printed (assuming your computer is connected to a printer).

**Exercise 2:** Find all strata units which have not been traded since 1995 (excluding residential units) and which are owned by companies. Produce a letter which is different for every owner, mentioning the address of the property and the date of last sale. (Note that this search is not applicable to the residential Cityscopes for Sydney and Melbourne CBDs.)

2.1 If you are still in the mail centre, “Cancel” to exit. Again, select “Search” and “create new property search” and “2. Property details”.

2.2 Move to the “Classification” line and change “Is” to “Is Not”. This can be done by typing into the field, or by clicking on the small options arrow at the right of the field and choosing the option “Is Not”. Remember that wherever this little downward arrow appears, it tells you there is a list of options to choose from. Enter “Residential” in the classification line below “Criteria”. Now move the cursor to the right of the screen, to “Property Type Options” and select “Units only”.

2.3 Move from “2. Property Details” to “5. Sales details”. (Click on “5. Sales Details”, or three times on “Next”.) In the “Sale Date” line, below “To”, enter “31/12/1995”.

**CDSCOPE - Searches - Criteria Entry**

1. Address Details | 2. Property Details | 3. Occupants/Leasing | 4. Building Services  
 5. Sales Details | 6. Ownership | 7. Statutory Information | Summary

Is/ Is Not Exact From To

Sale Number Is [ ] [ ] [ ] [ ]

Sale Date Is [ ] [ ] [ ] 31/12/1995

Sale Price Is [ ] [ ] [ ] [ ]

Appendix Number Is [ ] [ ] [ ] [ ]

Sale Code Is [ ] Containing [ ] [ ]

Clear Page

Double click any caption to clear the search criteria.

Hint: When entering Sale Number criteria, 1 = the last sale, 2 = the second last sale, etc.

Number Of Sales Is [ ] [ ] [ ] [ ]

Sales History (Text) Is [ ] Containing [ ] [ ]

Sales searching supports multiple groups of sales criteria. This allows you to do searches such as, find all properties which sold in 1996 and again in 1999. This search would be achieved by entering Sale Date From 01/01/1996 To 31/12/1996 in Sales Criteria Group 1 - and - Sale Date From 01/01/1999 To 31/12/1999 in Sales Criteria Group 2. You could even add Sale Price criteria to further refine your search. Hint: Click the New button to create a new Sales Criteria Group.

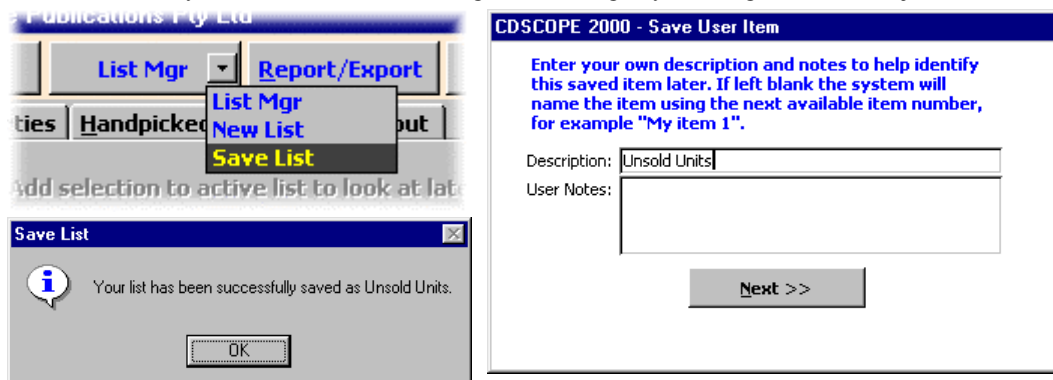
Cancel Start << Back Next >> Finish

2.4 Move to “6. Owner Details”. In “Owner Type Options”, select “only companies etc”.

2.5 Move the the last screen by clicking on “Finish”. Enter the descriptive name “Strata units unsold since 1995”. Enter the extra notes “Units owned by companies, not residential, not traded since 1995”.

2.6 Click on “Search” When the message box appears you will be able to see how many properties you found. Select “View them” and “Add hits to new list” if they are not already selected. Complete the search with “Next”.

2.7 Save the completed list. Move the cursor to the fourth button from the left along the top. If it says “Save List”, click on it. If it says something else, click on the option arrow and then click on “Save List”. Type in a description of the list, “Unsold units” and click on “Next”. When CDSCOPE 2000 says it has successfully saved the list, acknowledge the message by clicking on “OK” (or just Enter).



2.8 Prepare a letter in Microsoft Word which looks as follows:  
(In a real mailing, the letter would continue with your sales message.)

Dear unit owner,

Re your unit at ;

We note that this unit was last traded on .

Since then.....

2.9 Save the letter as “Unsold” in “My Documents”.

2.10 Back in CDSCOPE 2000, again select “Mailing Labels”. Tell the system you want to mail to property owners, and to all records in the current list.

2.11 Click on “Next” to go to the “Label Preferences” screen. There is an option to type in a general label header. We can put here a title such as “The Property Manager”. This will appear as the first line of every address, before the company name (where Cityscope does not have a contact). In this exercise we are mailing only to companies. But if an addressee is a person, or a couple, or any owner not a company, CDSCOPE 2000 will not add this line.

2.12 Click on “Next” to go to the next screen “Label Sorting”. In case there is a sort option already active, click on “Clear ALL Selections”. Under “Select a sort option” on the left side of the screen, highlight “addressee” by clicking on it. Then move the option to the right panel by clicking on the big right-pointing arrow.

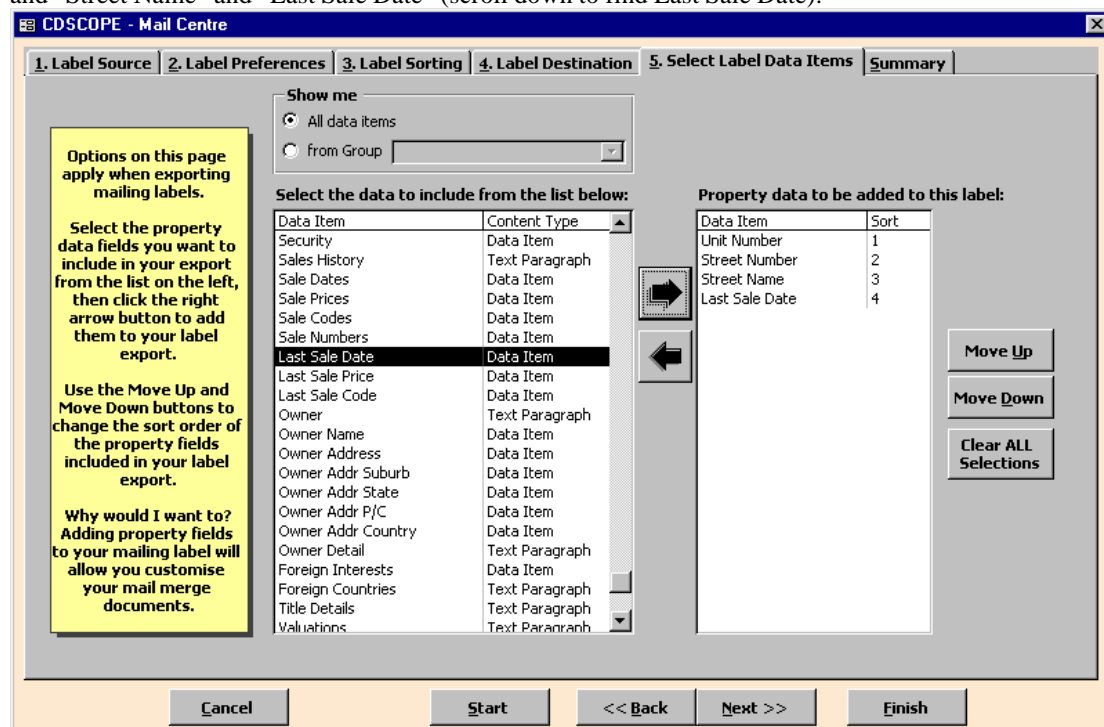


There is a good reason for this alphabetical sort. When we prepare a mailing with every letter different, there must be a letter for each property. Duplicates cannot be eliminated because no letters will be exact duplicates. So with the letters sorted alphabetically by owner, any multiple letters to the same owner will be printed together, and it will be easy to put them into the same envelope.

2.13 Click on “Next” to go to the the next screen “Label Destination”. Select “EXPORT LABELS TO A FILE” and Rich Text Format. Leave the “Destination Directory” as C:\My Documents and in the line below, type the filename “temp”. (If the destination directory has been changed to a different directory in your copy of CDScope 2000, you can either use that different directory, or change it to C:\My Documents. When the destination directory is changed, this will remain the default setting until changed again.)

A warning; if you get an error message beginning “Folder c:\My Documents does not exist”, this probably means that the My Documents folder on your computer is not directly attached to the C:\ directory and you will need to specify a different directory. This will sometimes happen on computers using CDScope 2000 on a network..

2.14 Click on “Next” to go to the next screen “Select Label Data Items”. If any are selected, and appear in the right panel, click on “Clear ALL Selections”. Now we can move into “Property data to be added to this label” the extra information we want. You don’t have to worry about the name and address, this will be exported no matter what you do. In the left panel, highlight “Unit Number” by clicking on it, then move it to the right panel by clicking on the big right-pointing arrow. Do the same with “Street Number” and “Street Name” and “Last Sale Date” (scroll down to find Last Sale Date).



2.15 Click on “Next” to move to the last page of the Mail Centre. Click on “Build Labels” and after the details appear, click on “Output Labels”. Acknowledge (with OK or Enter) when CDScope 2000 says it has exported the labels.

2.16 All operations in the mail merge are now standard Microsoft Word functions. These functions are performed outside CDSCOPE 2000. First, open the letter “Unsold” and insert the merge fields. After that has been done the letter (the main document) should look like this;

«ContactTitle» «ContactFirstName» «ContactSurname»  
«ContactPosition»  
«Addressee»  
«Address»  
«Suburb» «State» «PostCode»  
«Country»

Dear unit owner,

Re your unit «UnitNumber» at «StreetNumber» «StreetName»;

We note that this unit was last traded on «LastSaleDate».

Since then.....

Remember that the data source is C:\My Documents\temp.rtf (or whatever different destination directory and file name you have chosen). If the name does not appear when you select Open Data Source and move to that folder, ask Windows to show all files, not just Word files. The first merge field “CompanyName” should also be used for names of individuals, couples, organisations (in fact all owners). Also (to repeat ) note that when you export information from the database for use in mailings, you do not need to include the fields CompanyName, Address, Suburb, State, PostCode. These are automatically included in every mailing export from CDSCOPE 2000.

Complete the merge to see how the letters would appear when printed.

**Exercise 3:** Find buildings of 5 or more storeys which have not been refurbished since 1990, excluding historic buildings. Sort the results by number of storeys. Print out a text report with the address and description of the properties and a paragraph describing ownership of the properties.

3.1 Click on “Search”, select “create new property search” and “Next”. Move to the second search screen with another “Next”. At the end of the “Historic Listings (Text)” line, click on the square “Null” box (a tick will appear). This tells CDSCOPE 2000 to find properties where the Historic Listings field is empty. Then in the “Number of Storeys” line, type “5” under “From”. In the “Year Refurbished” line, under “To”, type “1990”.

The screenshot shows the 'Criteria Entry' window in CDSCOPE 2000. The window is divided into several sections: 1. Address Details, 2. Property Details, 3. Occupants/Leasing, 4. Building Services, 5. Sales Details, 6. Ownership, 7. Statutory Information, and Summary. The 'Property Details' section is active, showing search criteria for various fields. The 'Historic Listings (Text)' field has a 'Null' checkbox checked. The 'Number of Storeys' field has '5' entered in the 'From' column. The 'Year Refurbished' field has '1990' entered in the 'To' column. A yellow callout box says 'Double click any caption to clear the search criteria.' The bottom of the window has buttons for 'Cancel', 'Start', '<< Back', 'Next >>', and 'Finish'.

Field	Is/ Is Not	Like	Criteria	Null
Description (Text)	Is	Containing		
Proposals (Text)	Is	Containing		<input type="checkbox"/>
Historic Listings (Text)	Is	Containing		<input checked="" type="checkbox"/>
	*	Containing		<input type="checkbox"/>
Classification	Is	Exactly		

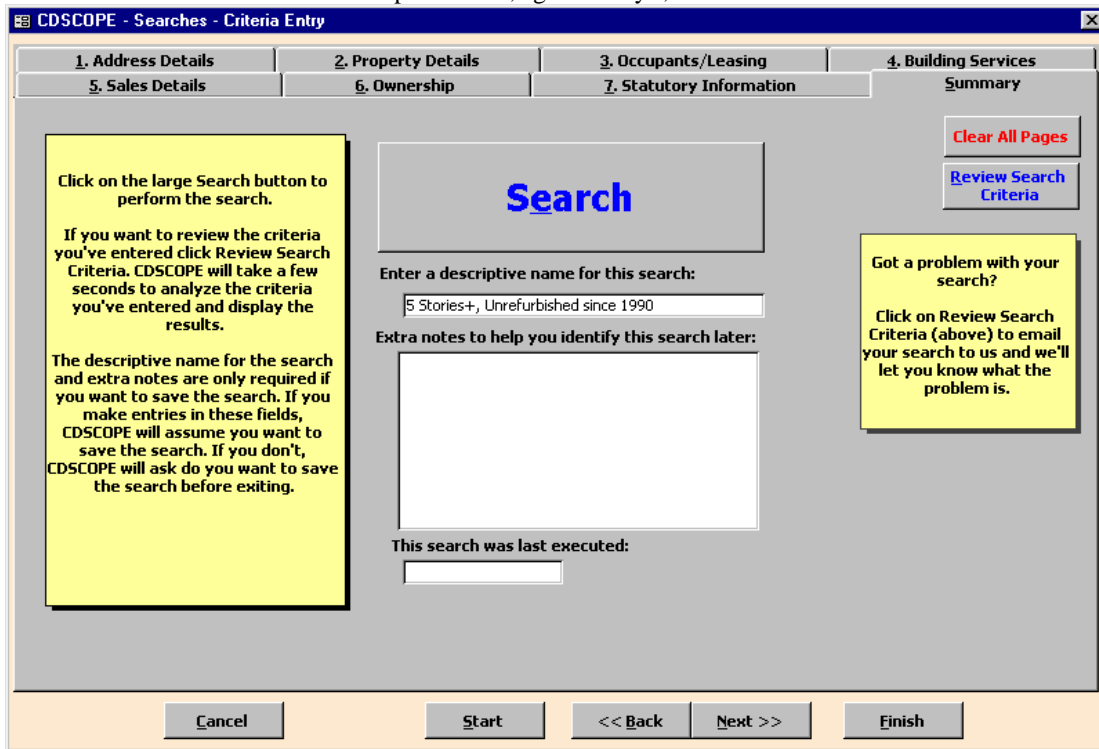
  

Field	Is/ Is Not	Exact	From	To	Null
Number of Storeys	Is		5		
Year Built	Is				<input type="checkbox"/>
Year Refurbished	Is			1990	<input type="checkbox"/>
Has Parking?					<input type="checkbox"/>
Number of Car Bays	Is				<input type="checkbox"/>
Site Area	Is				<input type="checkbox"/>
Total Building Area	Is				<input type="checkbox"/>
Typical Floor Area	Is				<input type="checkbox"/>
Strata Units	Is				<input type="checkbox"/>
Unit Area	Is				<input type="checkbox"/>
Number of Bedrooms	Is				<input type="checkbox"/>

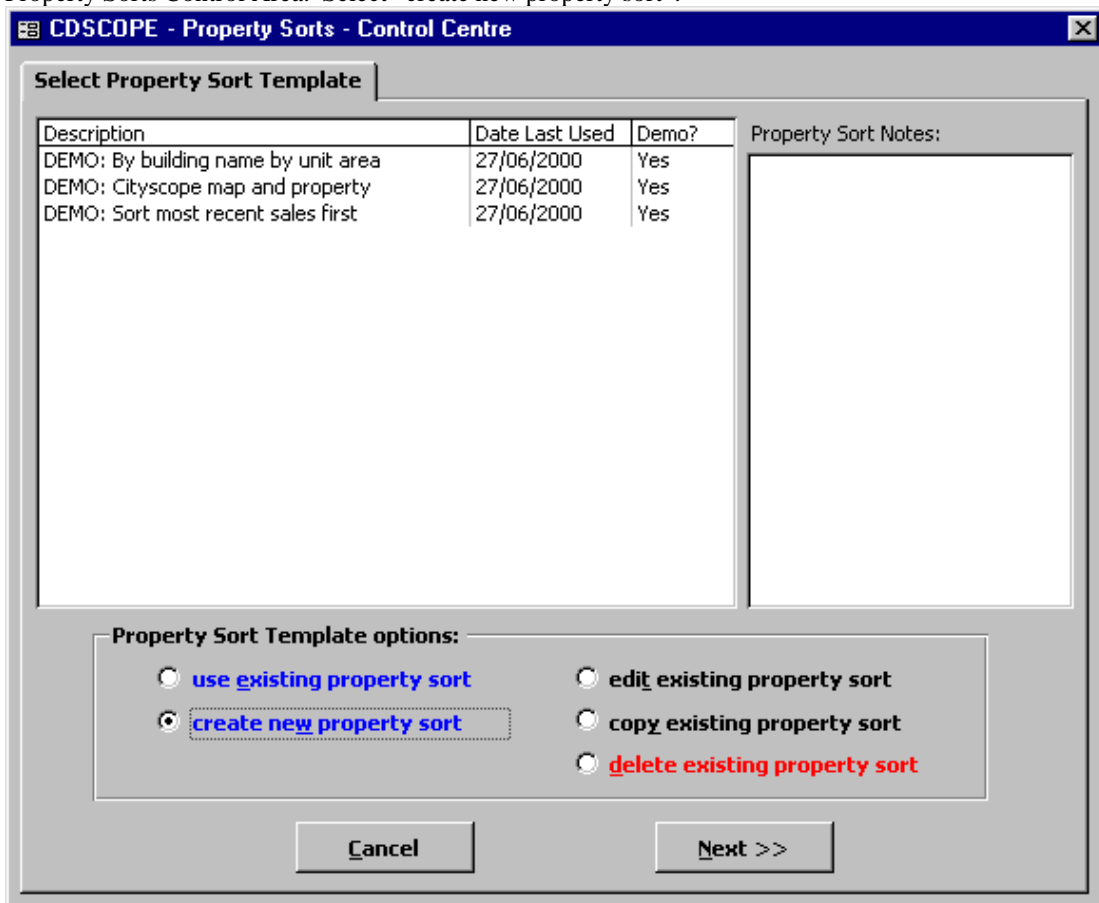
With classifications, search  
 All  Main Only

Property Type Options  
 Both property types  
 Non-units only  
 Units only

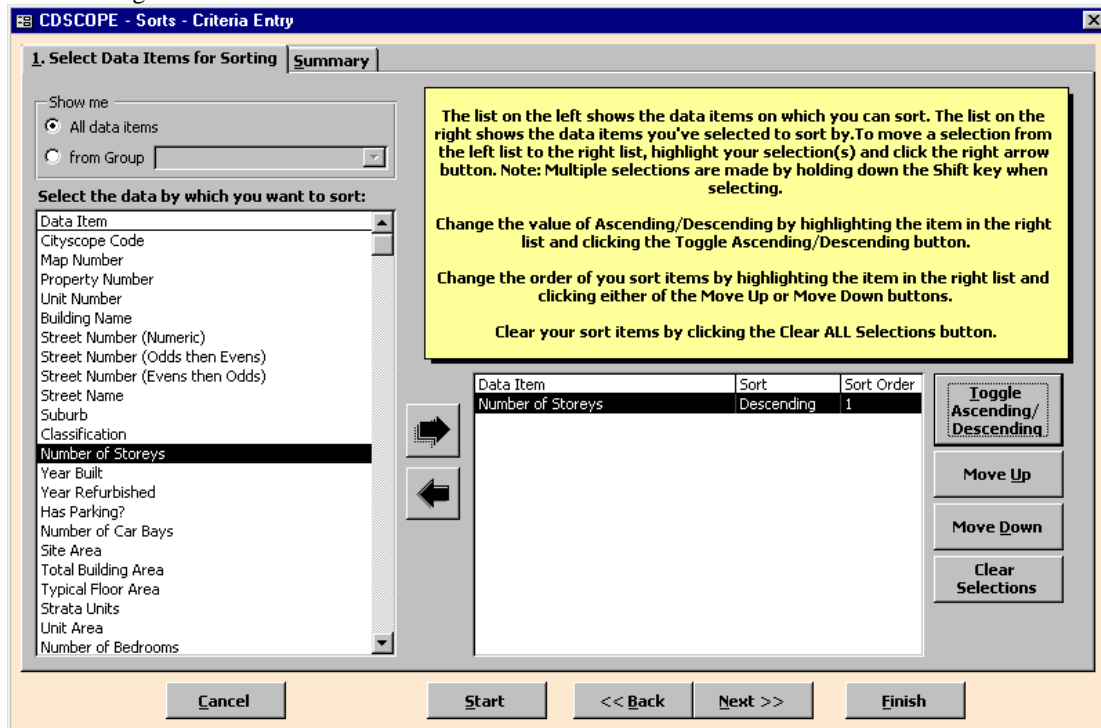
3.2 Click on “Finish”. Enter a descriptive name, eg “5-storey+, unrefurb since 1990”.



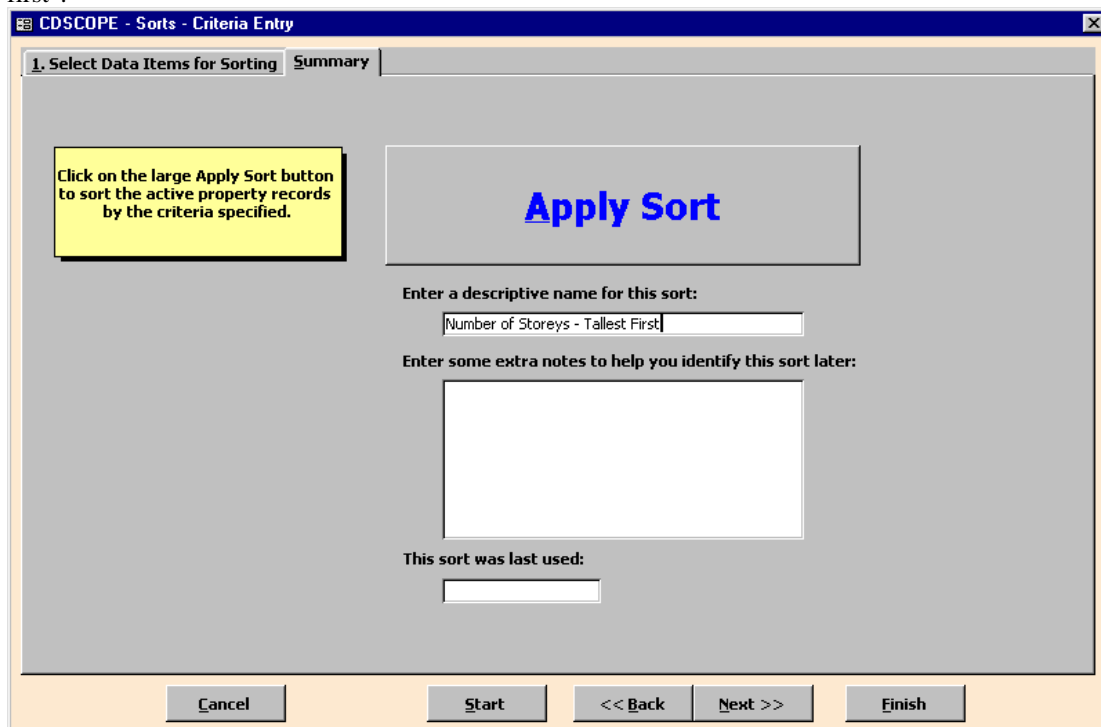
3.3 Click on the large “Search” button. A message box will appear telling you how many hits were found. Click on “Next” to accept the option to add the hits to a new list. The Cityscope record for the first property found will appear on the screen. Click on “Sorting” at the top of the screen to open the Property Sorts Control Area. Select “create new property sort”.



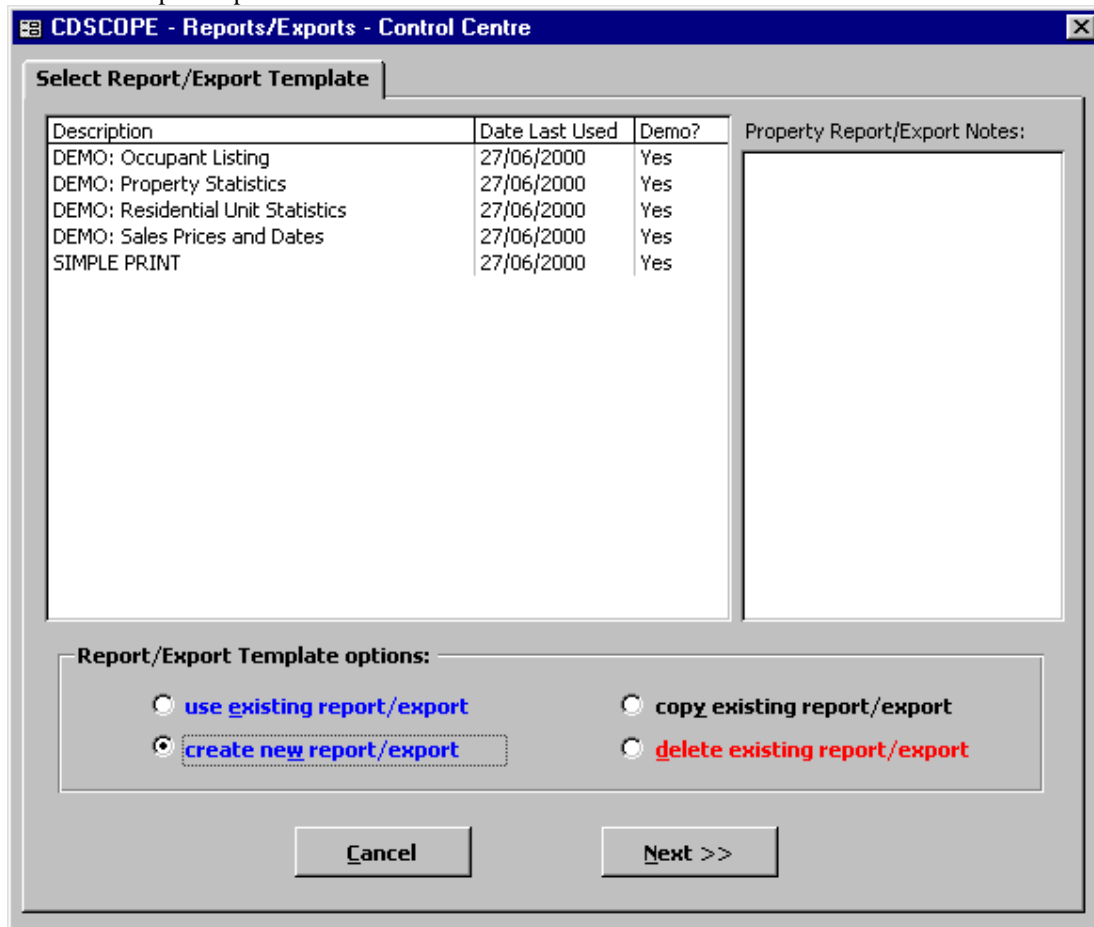
3.4 Click on “Next” to go to the next screen. A panel on the left side lists the data items by which you can sort. Click on (and highlight) “Number of Storeys”, then click on the large right arrow to move this item into the right panel. So that the sort will put the tallest buildings first, highlight the “Number of Storeys” line in the right panel, then click on the “Toggle Ascending/Descending” button. In the highlighted line in the right panel, the word below the heading “Sort” will change from “Ascending” to “Descending”.



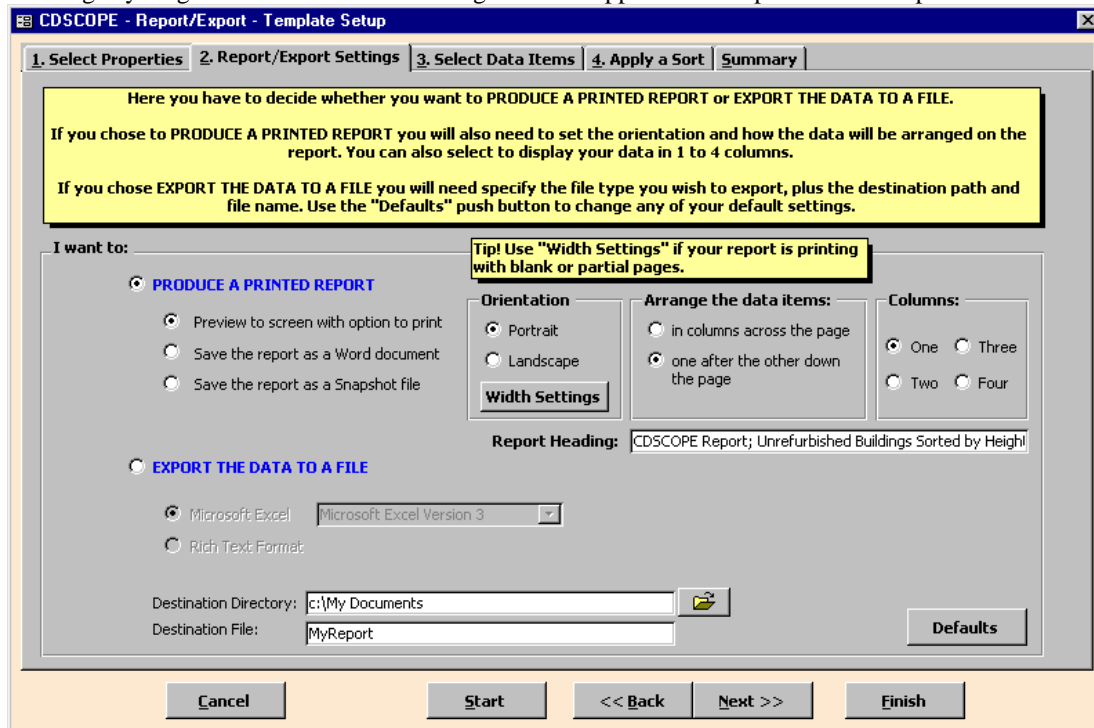
3.5 Click on “Next”. In the next screen, enter a descriptive name such as “Number of storeys, tallest first”.



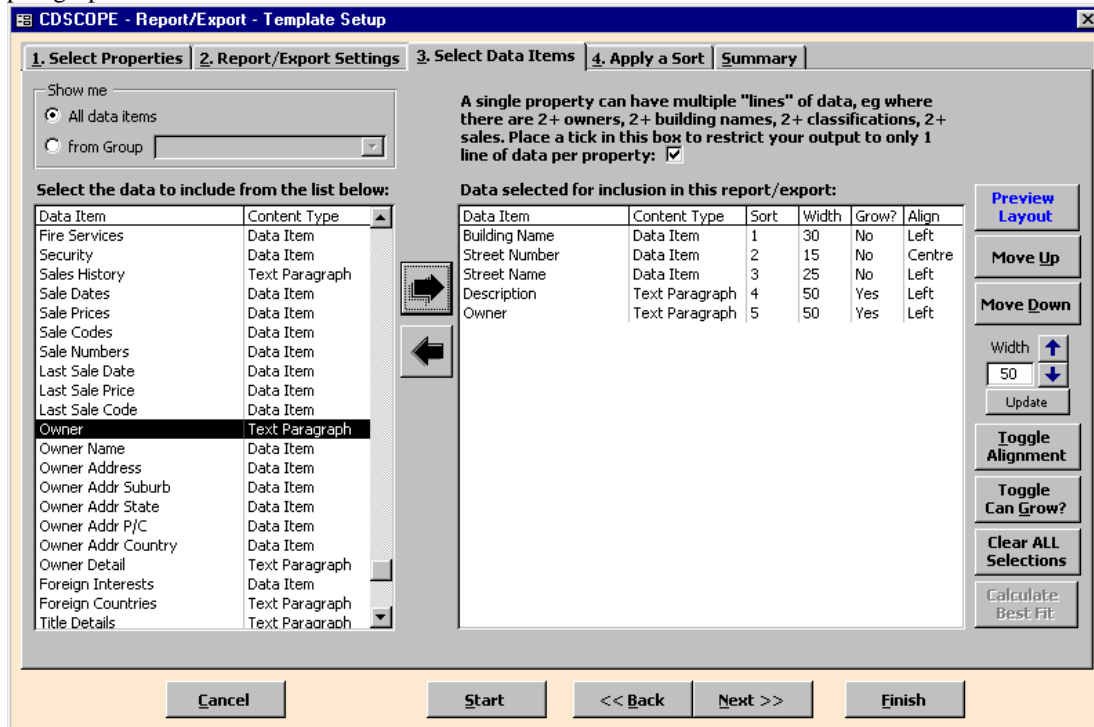
3.6 Click on the large “Apply Sort” button. The Cityscope record for the tallest building will appear. Click on “Report/Export” at the top of the screen. When the Report/Export control centre opens, select “create new report/export”.



3.7 Click on “Next”. Accept the standard option to use all records in your active list by clicking again on “Next”. This will take you to a screen where you can arrange the layout of your printed report. If it’s not already selected, click on the small circle left of PRODUCE A PRINTED REPORT. Choose the options “Portrait” under “Orientation”, “one after the other down the page” under “Arrange the data items”, and “One” under “Columns”. As a report heading, enter “CDSCOPE Report; unrefurbished buildings by height” or similar. This heading will later appear at the top of the final report.



3.8 Click on “Next” and select the data items for the report. If the right panel is not blank, click on “Clear ALL Selections” near the bottom right of the screen. Then in the left panel, highlight the three items Building Name, Street Number and Street Name. They can be highlighted all at once by clicking on the first, then holding down the shift key and clicking on the third. (This standard Windows method of selecting multiple items can be used throughout CDSCOPE 2000.) Use the large right arrow to shift them into the right panel. In the left panel, highlight “Description” and move it to the right panel. Scroll down in the left panel and do the same with “Owner”. You will see these are described as text paragraphs in the list.



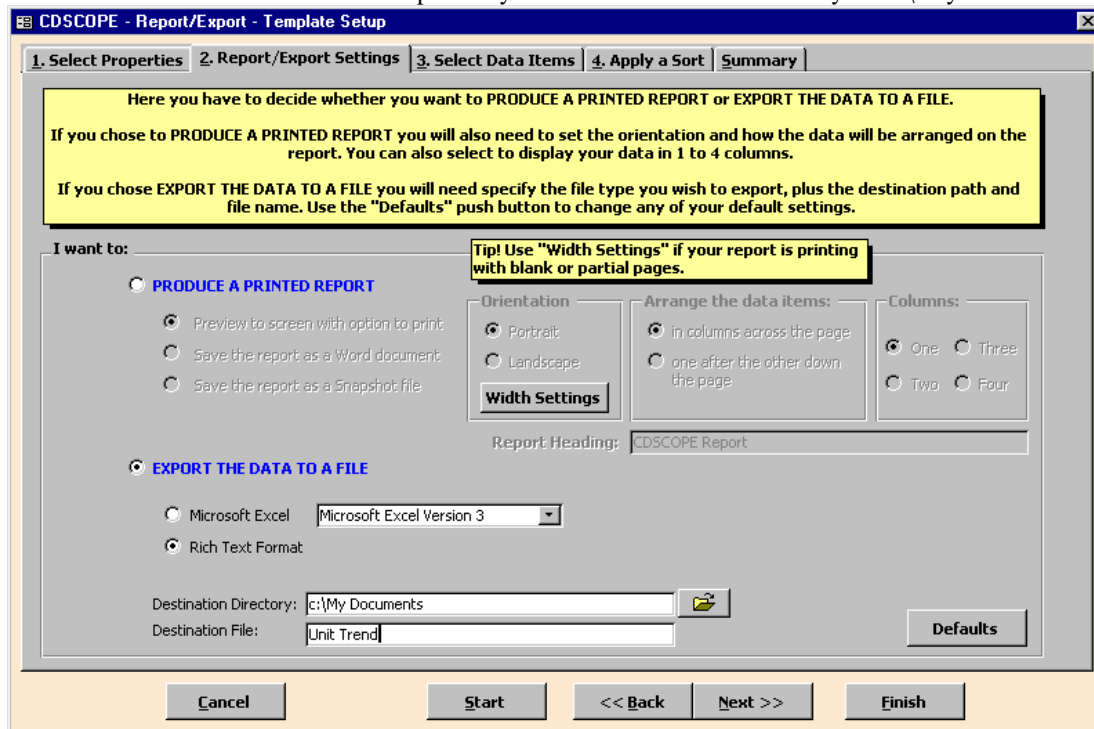
3.9 Click on “Finish”. Enter a descriptive name for the report, perhaps “Unrefurbished buildings by height”. This heading will appear in the list of report templates next time you open the Report/Export control centre.

The screenshot shows a window titled "CDScope - Report/Export - Template Setup" with a tabbed interface. The tabs are: 1. Select Properties, 2. Report/Export Settings, 3. Select Data Items, 4. Apply a Sort, and Summary. The "Summary" tab is active. On the left, a yellow box contains the instruction: "Click on the large 'Create Report/Export' button to either produce your report or perform your export." The main area features a large blue button labeled "Create Report/Export". Below it, there is a text input field for a descriptive name, containing "Unrefurbished Buildings by Height". Underneath is a larger text area for notes. At the bottom, there is a label "This report/export template was last used:" followed by a small text input field. The bottom of the window contains five buttons: "Cancel", "Start", "<< Back", "Next >>", and "Finish".

3.10 Click on the large “Create Report/Export” button. The completed report will appear on screen. It can be printed out by clicking on the small printer icon to the bottom left of the window.

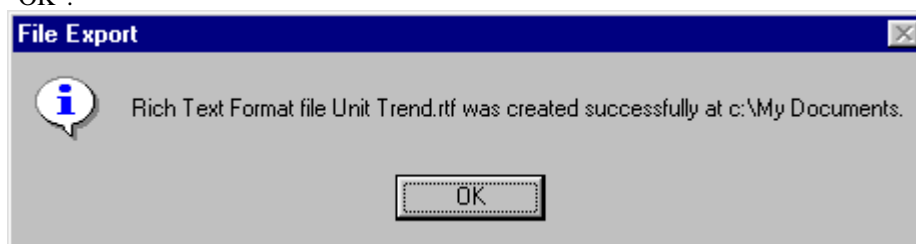


4.4 Click on “Next”. Accept the option to use all records found with “Next” again. In the report/export settings page, select “Export the data to a file”. Then select “Rich Text Format”. Type in a destination file name such as UnitTrend. You can probably leave the destination directory as “C:\My Documents”.



4.5 Click on “Next” and select the data items to go into the report. Highlight “Building Name” and “Unit Number” and “Street Number” and “Street Name” and (scroll down) “Sale Dates” and “Sale Prices”.

4.6 Click on “Finish”. Enter a descriptive name such as “Unit price trend”. Click on “Create Report/Export”. CDSCOPE 2000 will tell you the file has been created; acknowledge the message with “OK”.



4.7 The file you have created can now be opened in Word. Remember that you might need to tell Word to look at “All files” or “Rich text format files”.