CREtelligent
Commercial Real Estate Due Diligence. Simplified.

RADIUS User Guide

Decision Analytics| Environmental Assessments | Due Diligence Solutions

Updated 7/7/21

CREtelligent RADIUS

Welcome to the RADIUS Platform

RADIUS was designed and built with YOU in mind.
Due Diligence. Simplified.

Our “Platform-as-a-Service” RADIUS, provides CREtelligent clients with an ease of ordering, collecting, archiving and managing Due Diligence reports and services with a single login and a single platform. RADIUS aggregates local, state, and national property databases to streamline the multiple Commercial Real Estate evaluations of commercial property through a proprietary interface that creates easy visualizations of the reporting data and a simple interface to work with it, share it and archive it.

This Quick Start Guide was designed to help new users quickly gain a familiarity with this new way of managing complicated due diligence projects in a way that the Commercial Real Estate industry has been looking for for years. “Commercial Real Estate Due Diligence. Simplified.”

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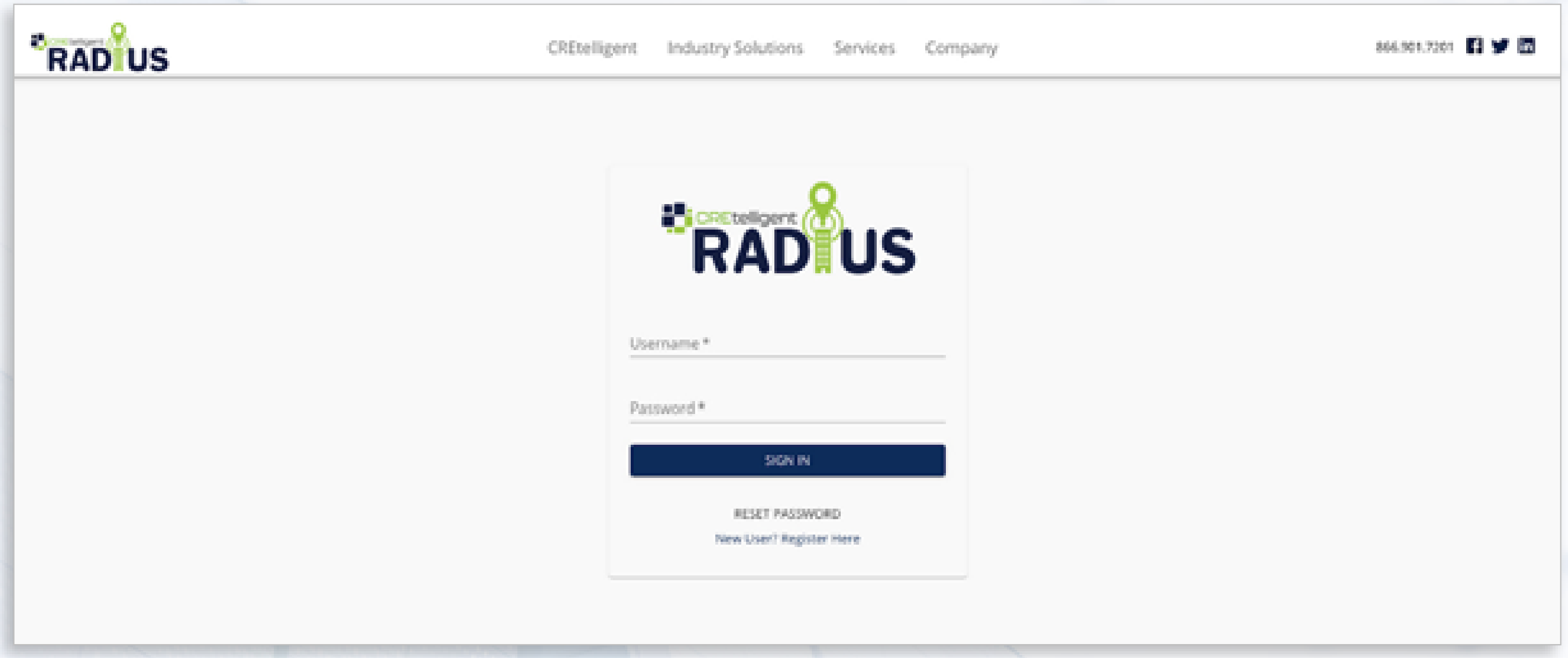
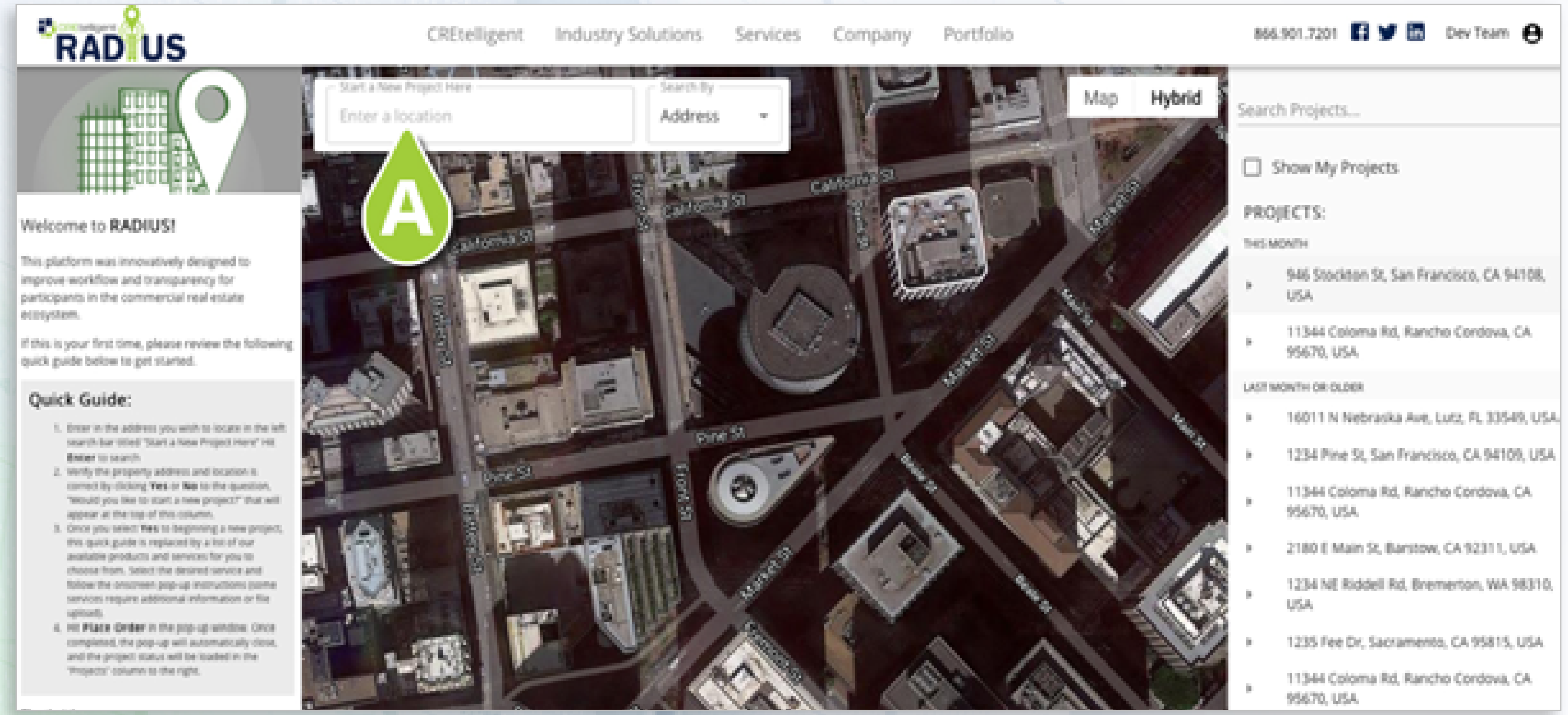
JUNE 2021





ACCESSING THE RADIUS PLATFORM:

To access the RADIUS platform, visit **radius.cretelligent.com**. Enter the username and temporary password provided upon registering for RADIUS, or provided by your CREtelligent representative.

TO BEGIN USING RADIUS:

Create a New Project using the Start a New Project box at the top of the page **(A)**.

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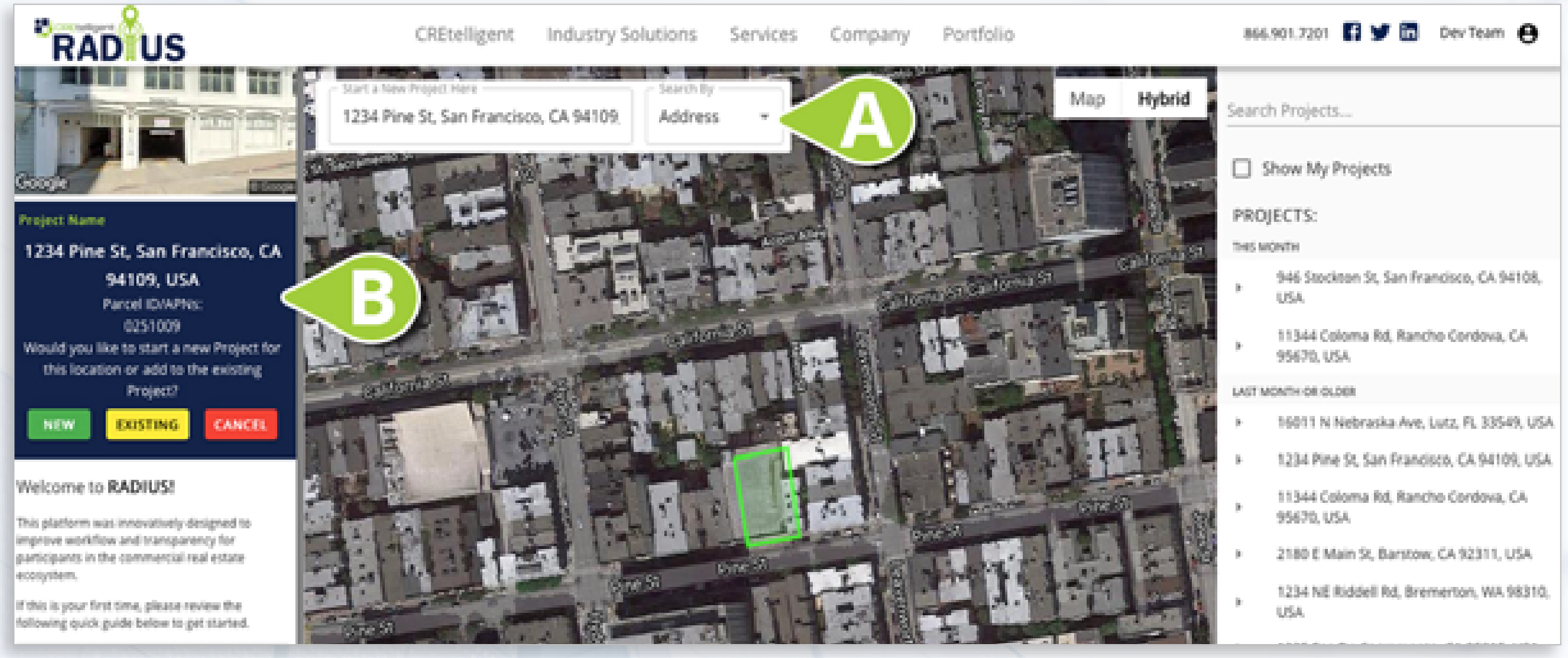

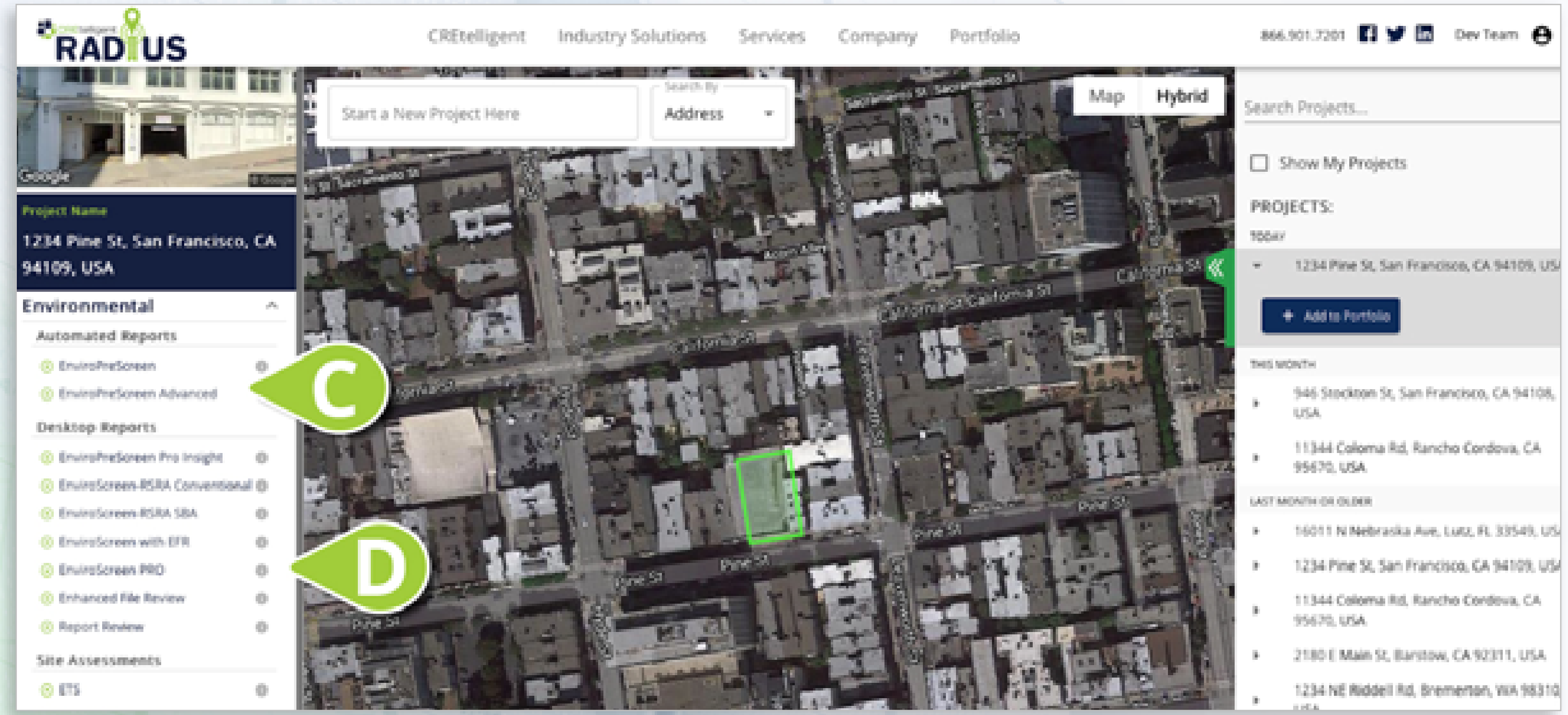

STARTING A NEW PROJECT:

Start a new project by entering a search type from the dropdown and then an Address, Parcel/APN ID or Latitude/Longitude value **(A)**. Once the value is entered the project appears in the left column **(B)**.

- Select **New** to create a with new project
- Choose **Existing** to work with one you have previously created
- Or you may **Cancel** and start again.

This will replace the **Welcome Quick Guide**, with a list of CREtelligent products and services you can order or learn more about that initially appears on the bottom left column.

HOW TO ORDER REPORTS:

Once you have created a New Project you are ready to **Order a Report**.

In the left sidebar **(C)** you can click on the product or service you'd like to order including environmental reports and services, valuation, property inspections, flood notifications, and more.

You can also click on the Info icon i to learn more about the product prior to ordering **(D)**.

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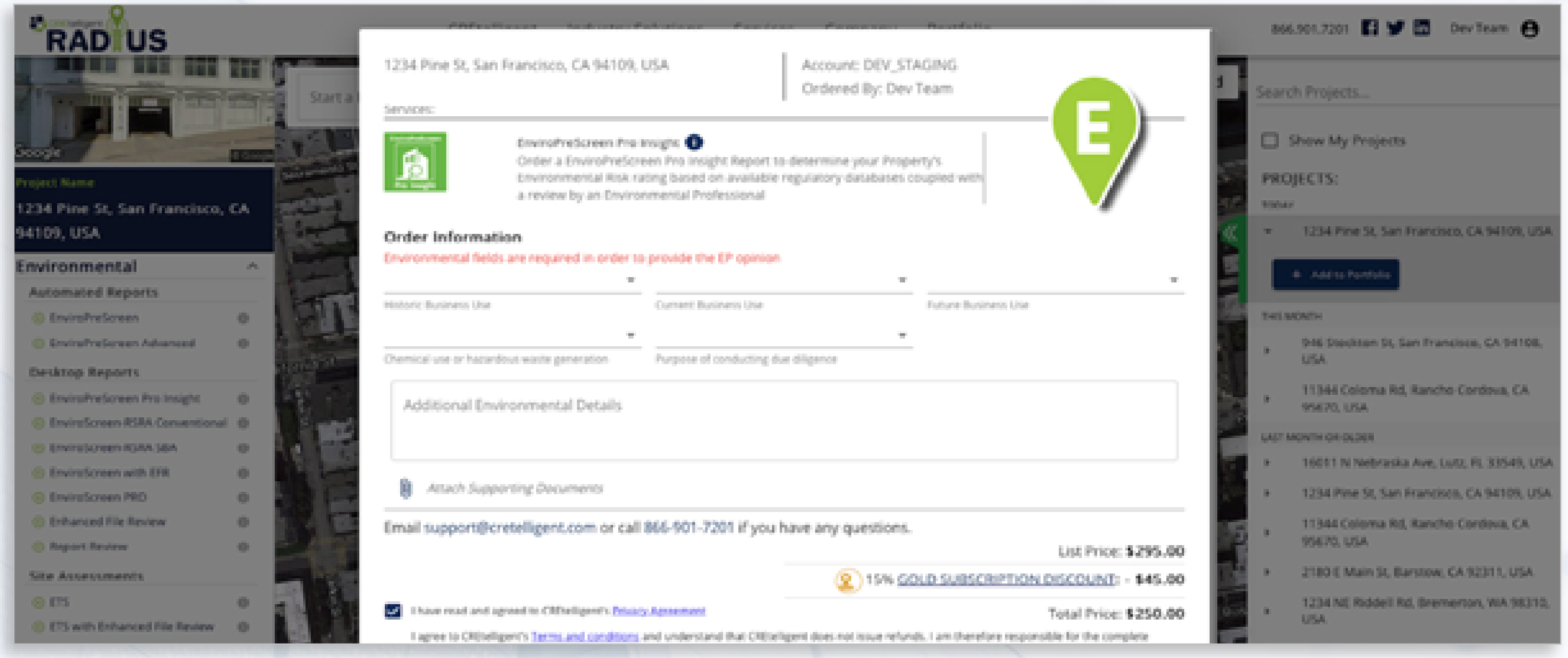

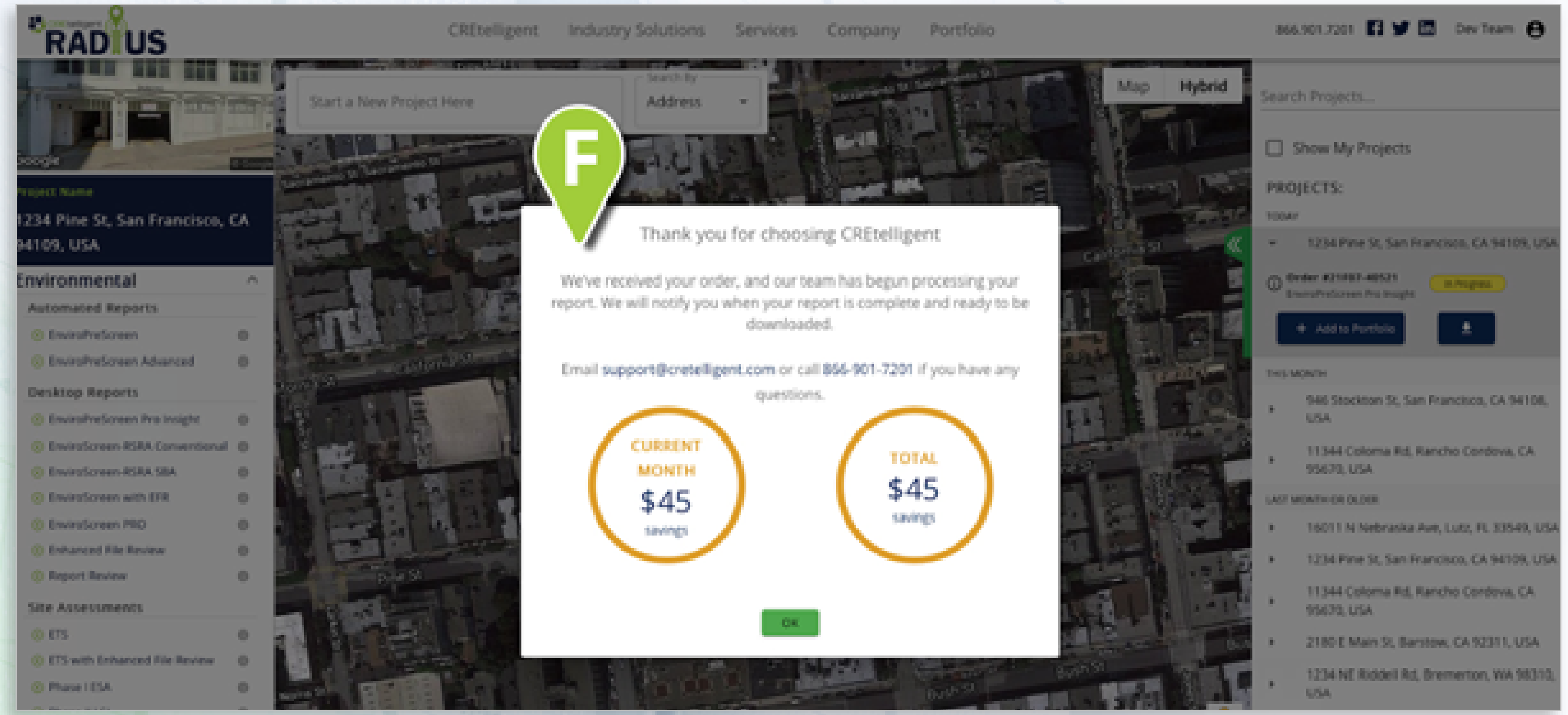

THE ORDER BOX:

The Order Box **(E)** is a popup window where you will process your order. You can also request a Bid or Quote by selecting the **Request Quote** button at the bottom right of the **Order Box**.

The Order Box may include a request for additional site details, depending on product being ordered. It will also include pricing information based on Subscription Level, terms & conditions, and privacy policy.

With some products, additional information may be required. In such cases, an you will see **Attach Supporting Documents.** This will enable you to upload documents or files. If everything looks correct, select the **PLACE ORDER** button.

PLACING AN ORDER:

Once you have created an Order, a Confirmation of Order box appears **(F)**. You will be able to see Support Contact info and pricing information.

If a you are a **RADIUS Premium Subscriber**, you will also see financial details for the current month and how much you have saved based on your subscription level.

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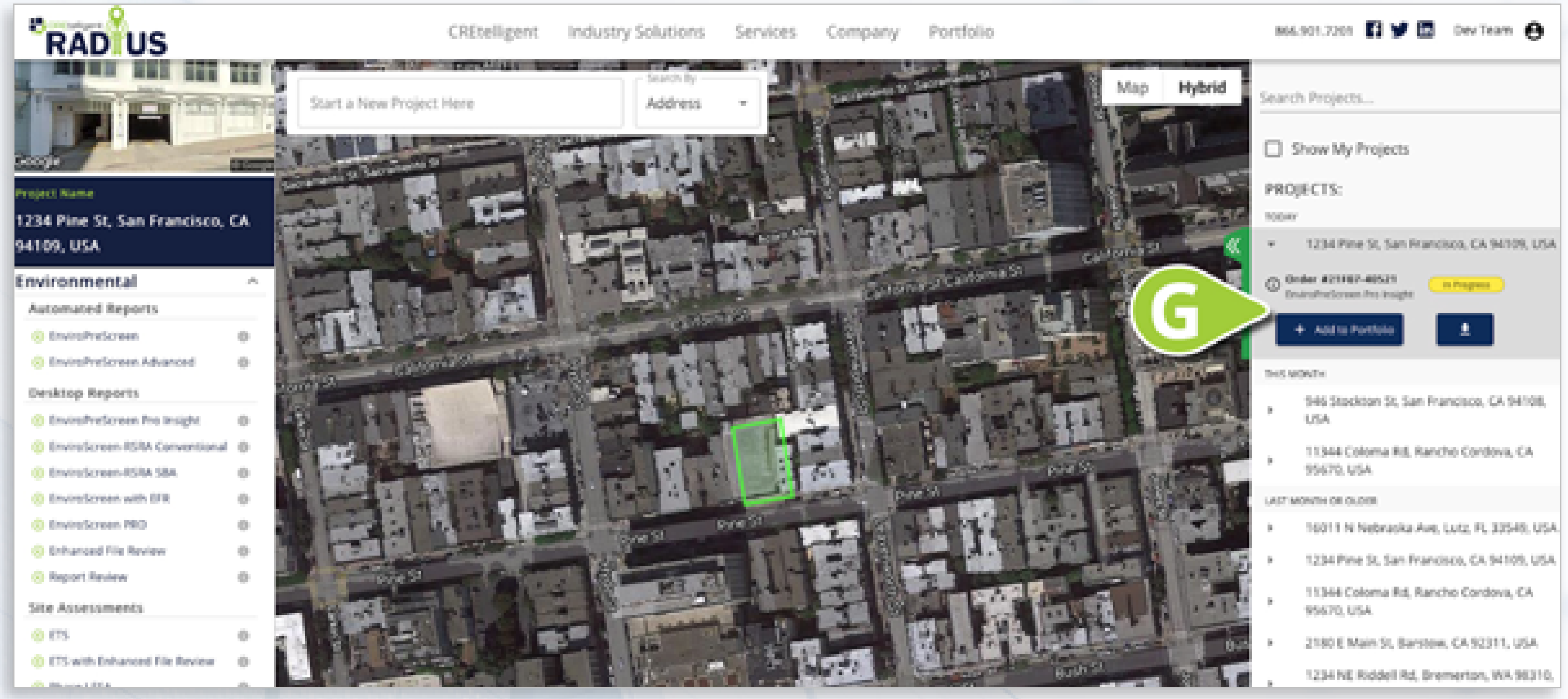
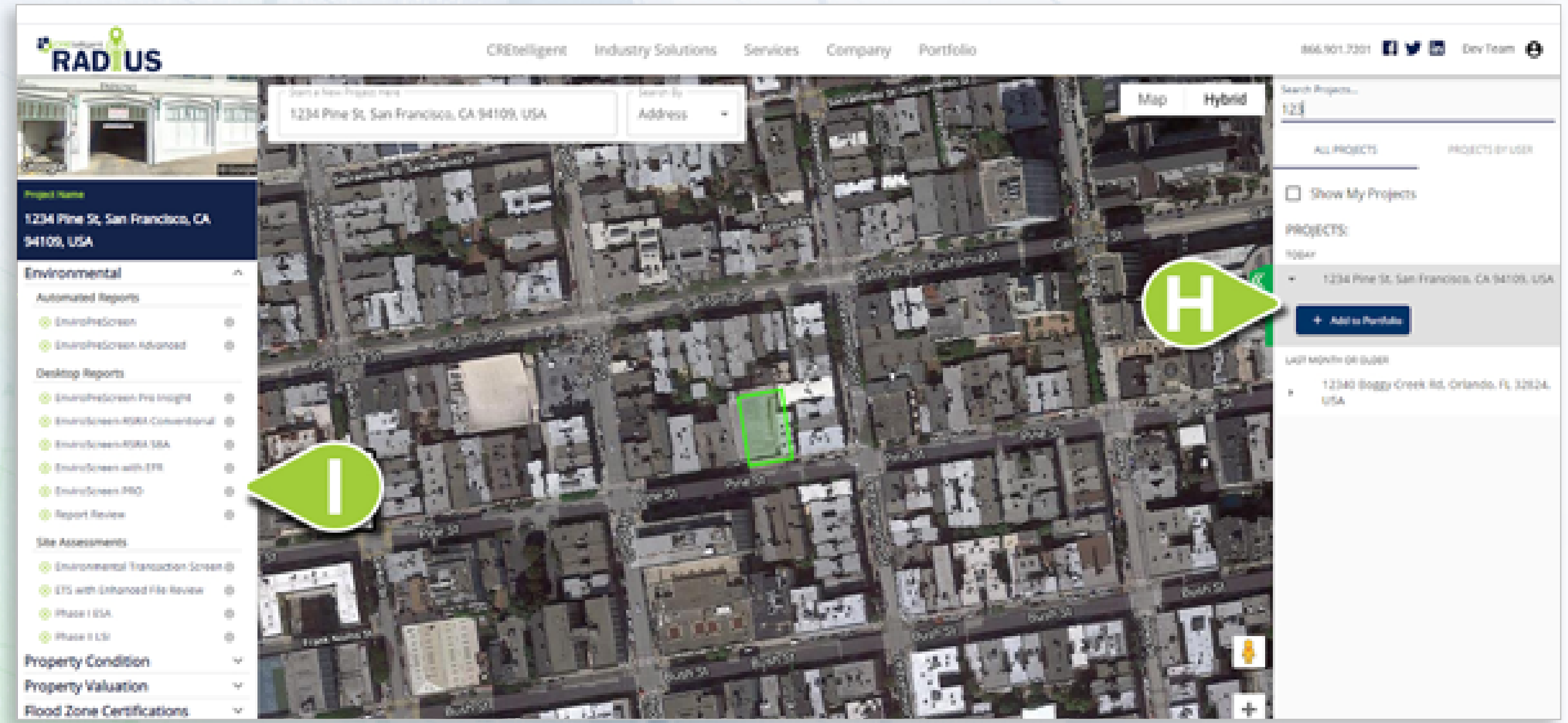


PROJECTS SIDEBAR:

After you've placed the order, the product or service will be listed by address under Projects in the **RIGHT SIDEBAR (G)**.

The Project window provides you with status information and the ability to upload additional documents to your order in progress or download completed reports and invoices.

When your report is ready to download, you will receive an email notification. Once logging back in you will see the download icon.



ADDING ADDITIONAL SERVICES:

Adding additional services to an existing Project is easy. Find the Project in the right menu **(H)**, open it, and then simply choose from the products on the left of your screen **(I)** to order environmental, property conditions, valuation, flood or other services.

The additional report will be added under the **Project tab.**

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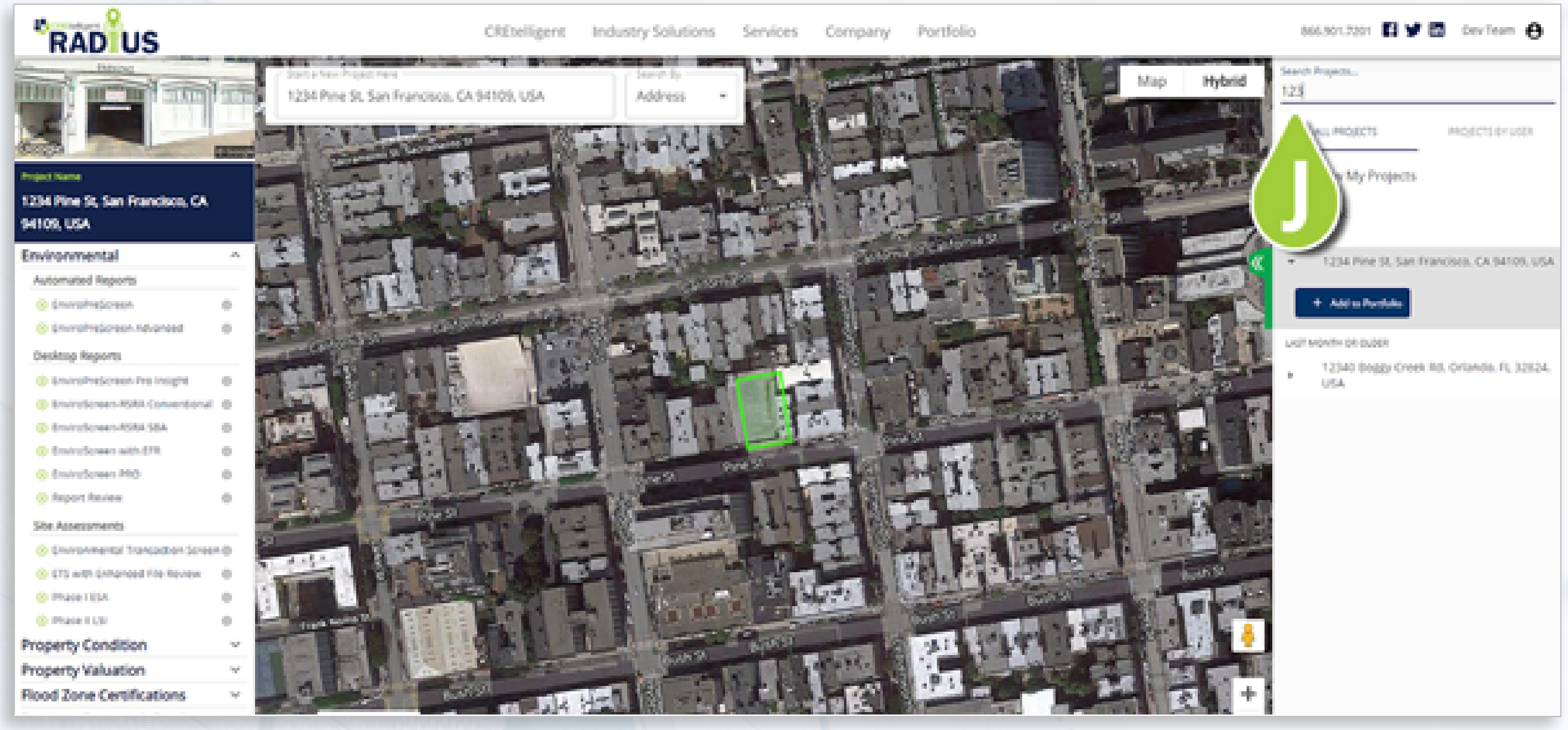
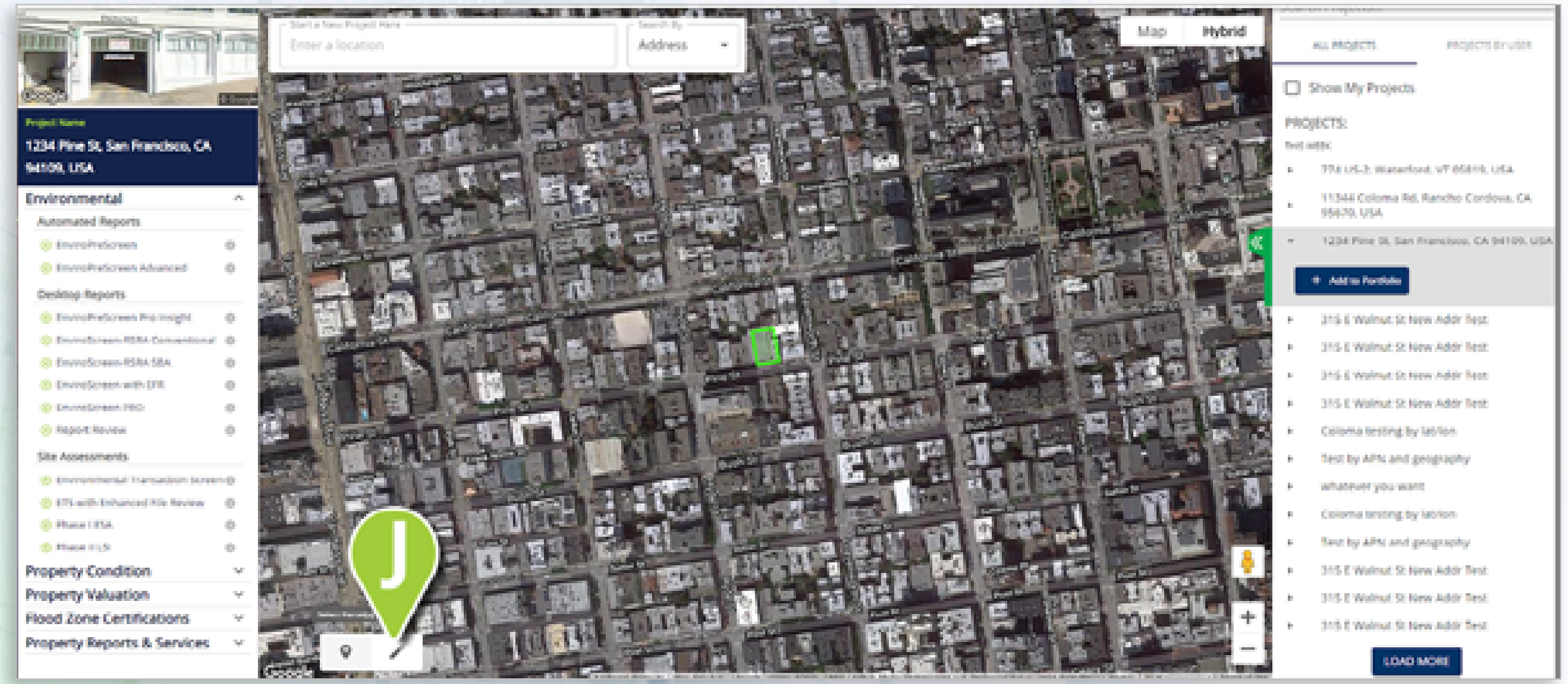




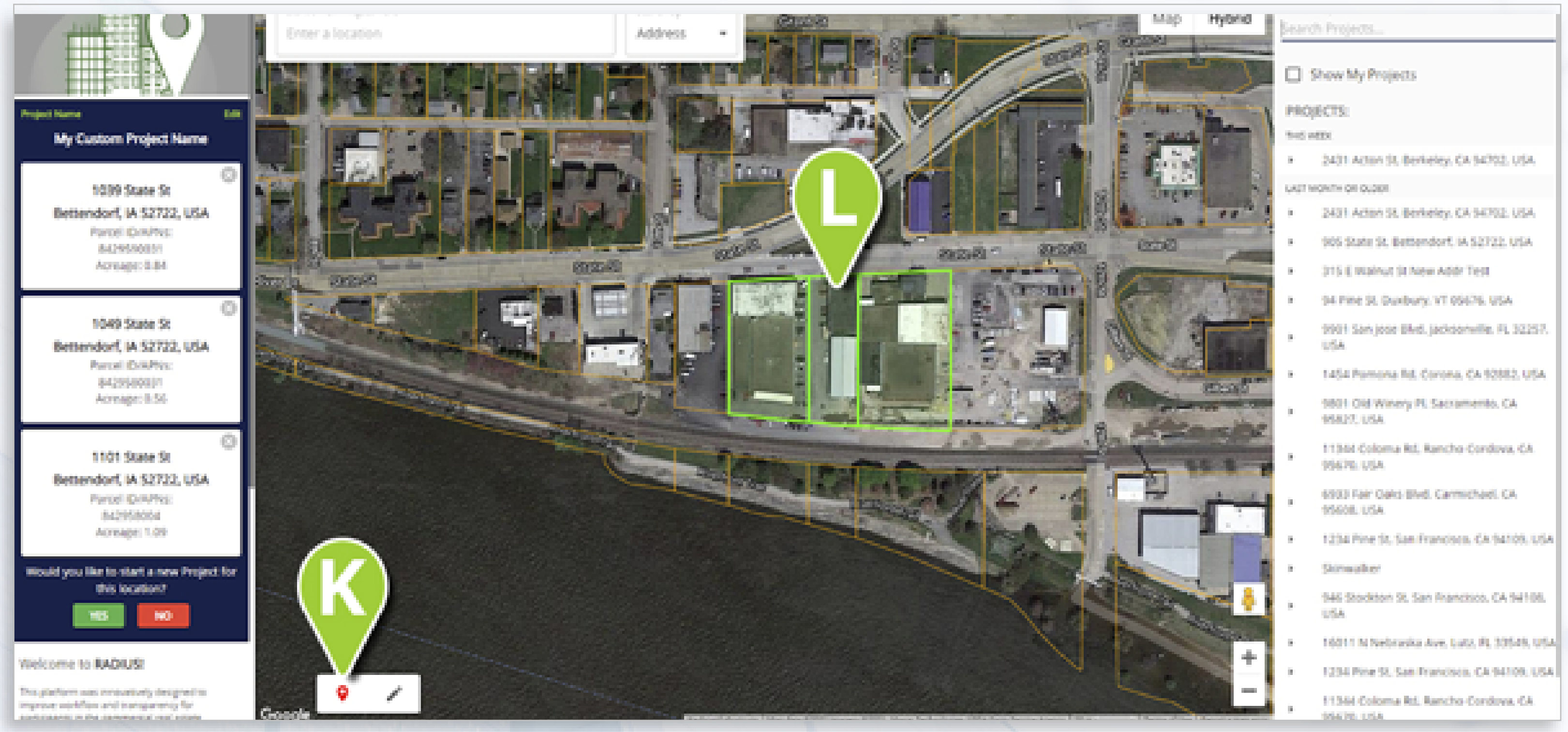
THE SEARCH BAR:

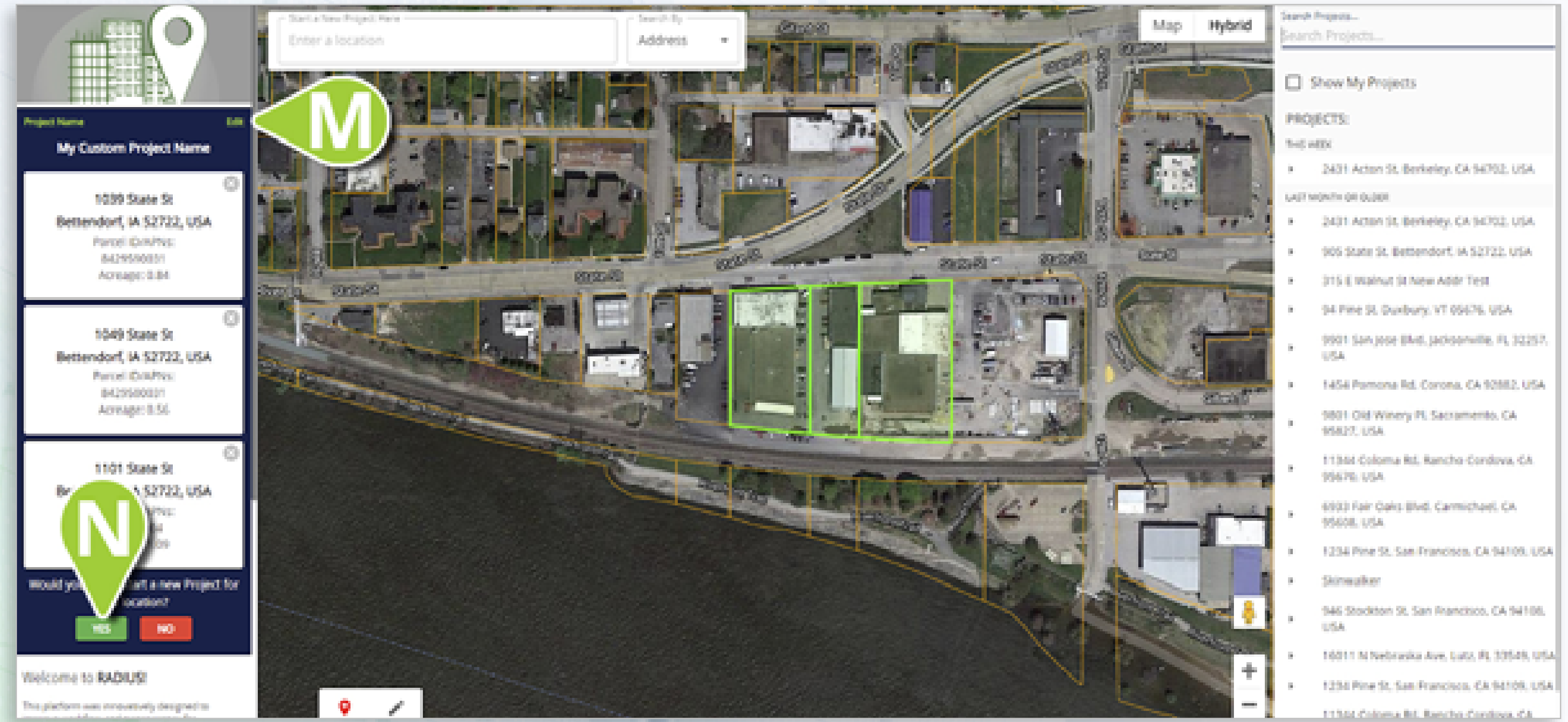
Should you have difficulty finding an existing Project, a **Search Bar (J)** is located at the top right of your screen.

As you enter your search query, RADIUS auto-suggests projects based on each character you enter. When your Project is located, you're ready to add additional services.

MANUALLY STARTING A PROJECT:

You can also **START A PROJECT** manually by selecting a parcel by clicking on the pin-drop icon **(J)** (can select up to 5 parcels contingent to the subject site parcel) or by using the drawing tool to draw the parcel boundaries.





SELECTING MULTIPLE PARCELS:

In some instances, you may need to **Select Multiple Parcels**. Position the map to see the properties you wish to select.

Click the multi-parcel select button **(K)** at bottom left. Parcel lines appear surrounding each identified parcel on the map.

Select up to 5 adjoining parcels by single clicking inside each parcel you wish to include **(L)**. Simply click on the parcel again to de-selected.

RENAMING PROJECTS:

Typically, the multi-parcel Project name will be the address of the first selected parcel.

To give your multi-parcel **Project a New Name** click “Edit” above the Project name **(M)** and provide the custom name of your choice.

Once you have selected the parcels for your Project, and named the Project, click the green “Yes” button **(N)** to create the Project.

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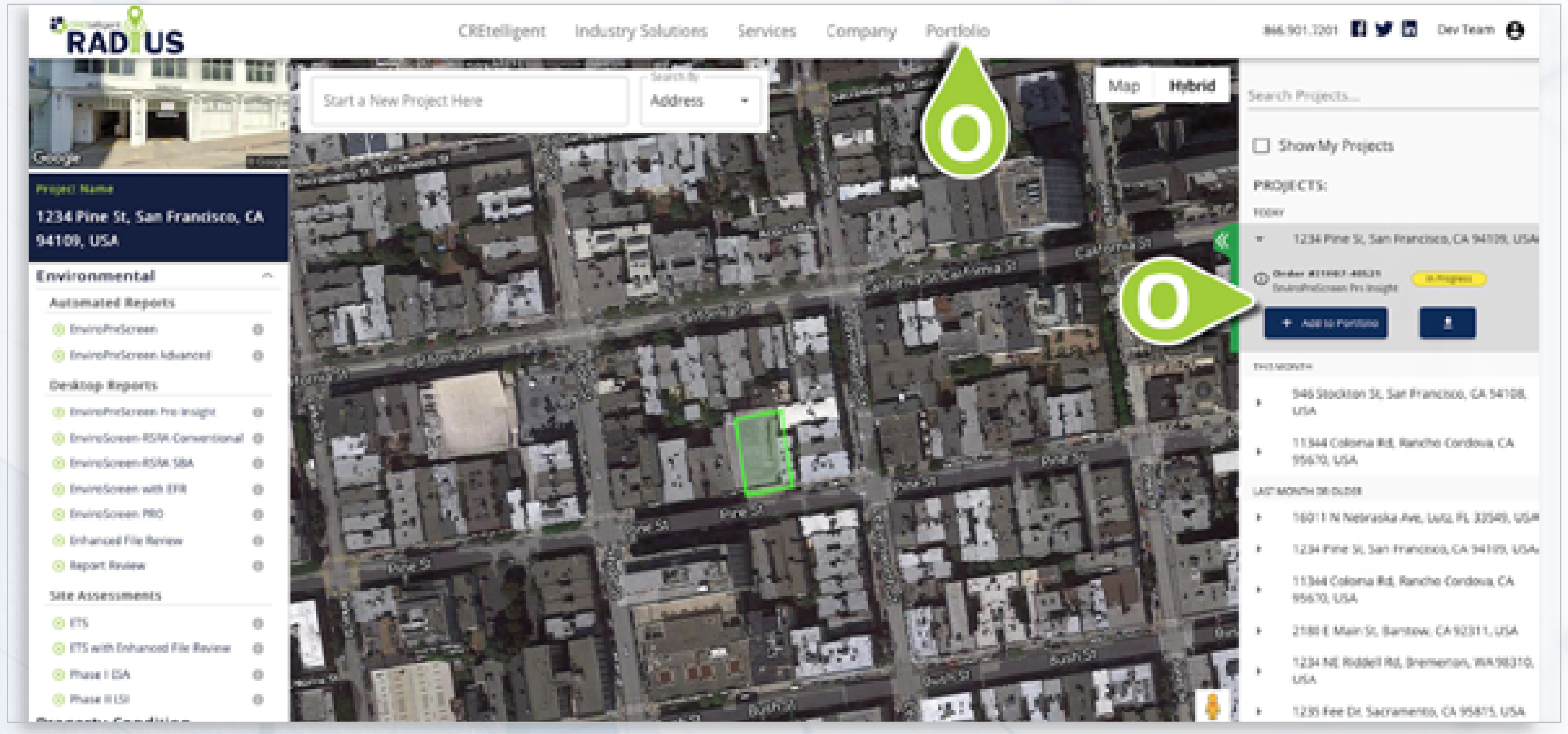
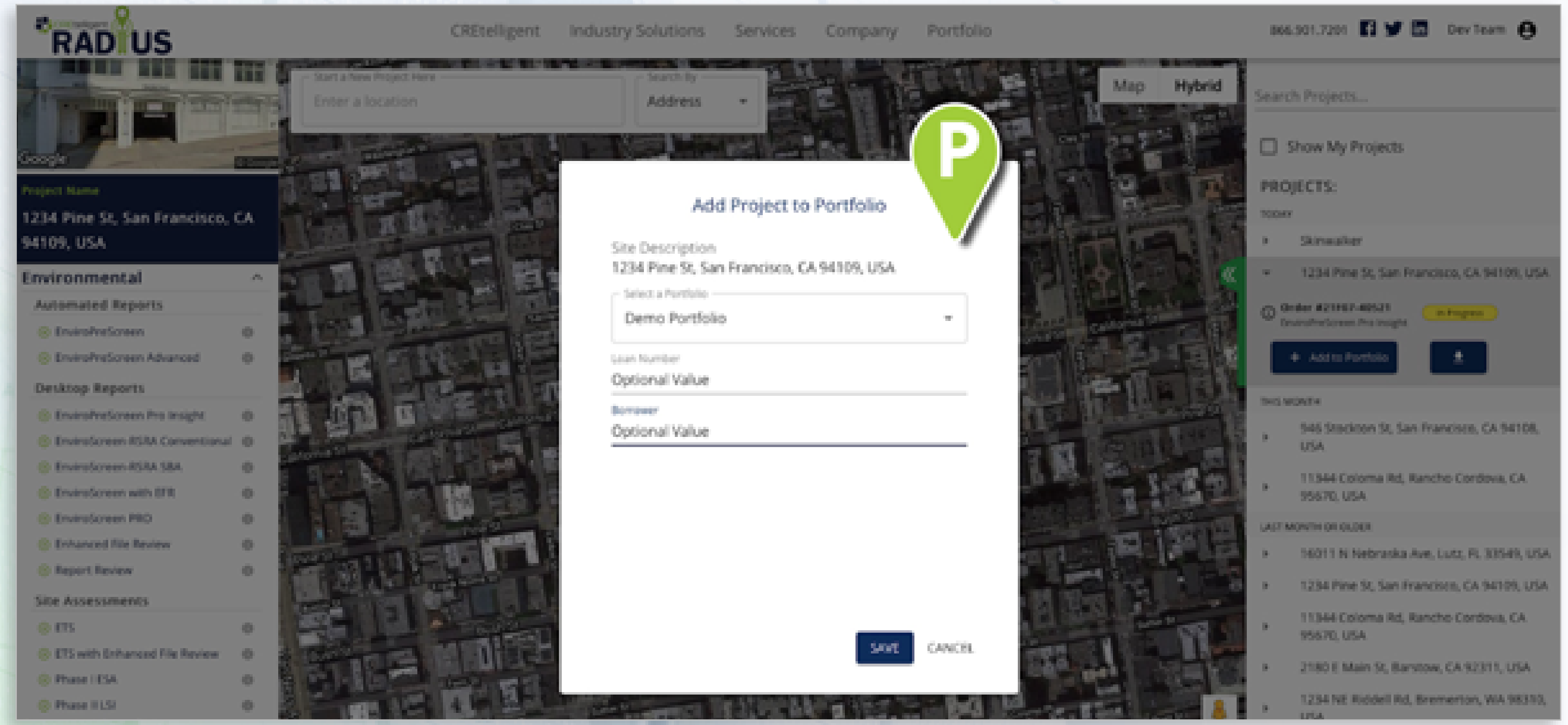


ADDING PROJECTS TO PORTFOLIO:

If you have already created a Portfolio account, in addition to providing you with status information on reports ordered, the **Project Window (O)** also allows you to add a New or Existing Project to your Portfolio, our Asset Risk Monitoring tool.

+ Add to Portfolio



ADDING PROJECTS TO PORTFOLIO:

Once you have selected **Add to Portfolio (P)** you will see an option to add the property to the Portfolio of your choice and the ability to add additional information to the record in the form of **Loan Number** and **Borrower Name**.

These are optional values but you are encouraged to use them to make working with individual properties easier for you and your team to find and keep organized.

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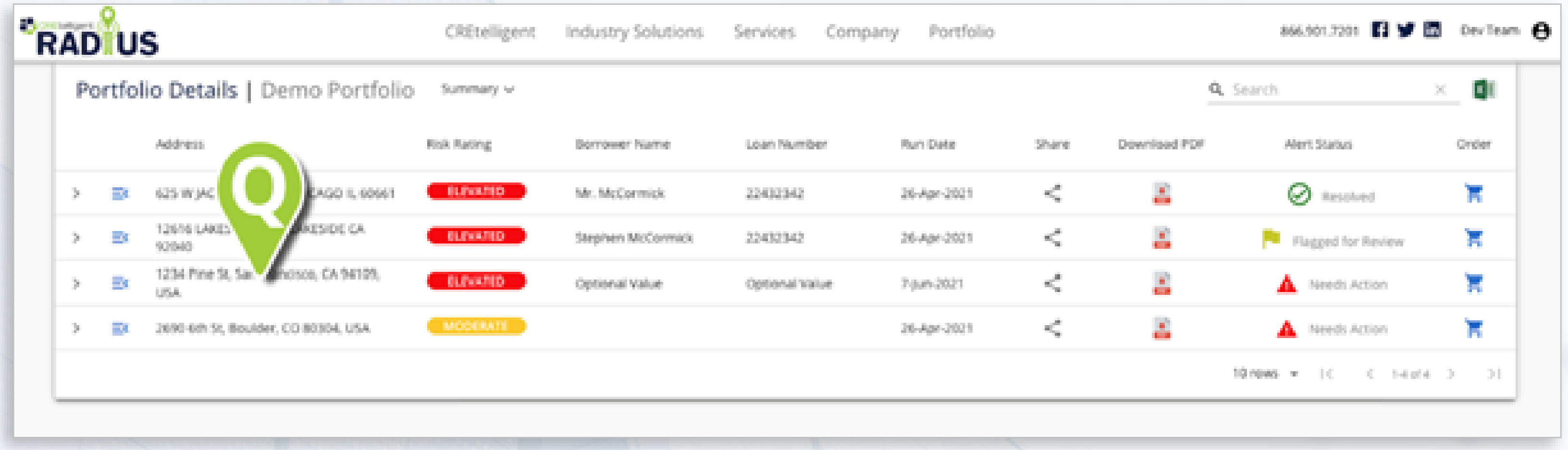

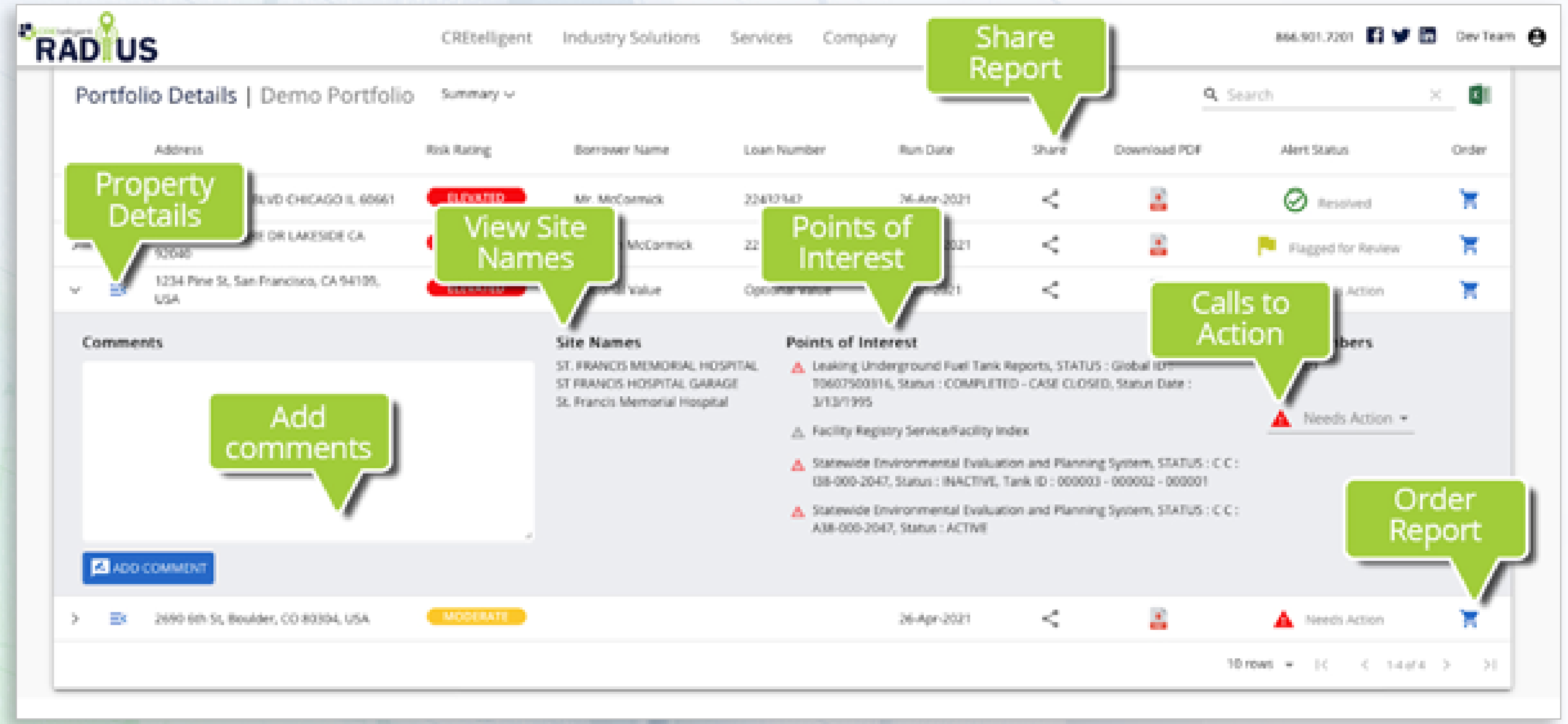

VIEWING SELECTED PROPERTIES INSIDE OF PORTFOLIO:

Once you've added the property to the selected Portfolio **(Q)** you will be able to interact with the property in a number of ways.

WORKING WITH SELECTED PROPERTIES INSIDE OF PORTFOLIO:

You will be able to:

- Edit your Property Details
- View Site Names
- See Environmental Points of Interest
- And see any Calls to Action that have been recommended
- Make notes in the Comments Section
- Order Reports
- Share the report

Again, welcome to the RADIUS Platform

We hope that this Quick Start Guide overview has been helpful.

If you have ANY remaining questions or would like to get additional training or a demonstration, please don't hesitate to reach out to your Client Success Manager directly or if you are unsure how to contact them, **please call us at 1-866-901-7201, Option #3.**

We are are standing by to help you in any way you may need us!