

SalesPartner Training

"How can we help you get the most from SalesPartner?"

Training and Educational Material

www.salespartner.co.nz

Open home registers guide:

1. Lookup a listing in Listing Enquiry or Gallery
2. Click on *Activity* & click *Add Activity*



Look For: Address Beds 4
 2 Tennyson Avenue
 Ref **BU13637** Cat.R Style
 Curr\$ PRICE BY NEGOTIATION Mr and Mrs Lockett

Address & Legal Vendor Details Listing Advert Feature **Activity** Photos Photos 2 Map Multi-Media Internet

All Scheduled Completed

All Visits Opens Adverts Letters Meetings Notes Tasks Alterations

Ty	Date	Ca	Cor	Description	ContactName

Smart Letter
 O/H Contacts
 Add Activity

- Enter the OpenHome details
- Click *OK*
- Click on *Print reports*



Type

Letter
 Note / Phone call
 Advertising
 Task

Open Home
 Visit / Inspection
 Meeting

Date 18/12/2011
 Time 2:30pm
 Duration 30 minutes

Description
 Open Home from 2:30pm to 3:00pm

5 Report Selection

Single Listing Trump Cards Promo A3 Flyers Listing Activity Flyer Back Page

Report 2 Photo Flyer A4 Flyer Listing Sheet

Whole Page for Buyer Alternate Whole Page **Open Home Register**

5 Photos + Map Flyer Register Page 2



Open Home Register

90A Onslow Road, Khandallah

Sunday 29 Apr At 1:00pm to 1:45pm

4 3 3 ID# 46847

Tender

Rates: 5094.59

RV: \$1,500,000

LV: \$435,000

Floor: 310 m² more or less

Land: 767 m² more or less

Where did you see this property advertised? Yes No

As a courtesy to our vendors, please sign your name below

Full Name: Address: Email: Sign. Advert. Invite, email, internet: Yes No

Comments:

Full Name: Address: Email: Sign. Advert. Invite, email, internet: Yes No

Comments:

Full Name: Address: Email: Sign. Advert. Invite, email, internet: Yes No

Where did you see this property advertised? Yes No

Would you like to receive updates? Yes No

Sign. Advert. Invite, email, internet: Yes No

Sign. Advert. Invite, email, internet: Yes No

- Record where visitors saw the property advertised.
- Report your findings when you request Vendor Paid Advertising.