



SalesPartner
Real estate software

Vendor reports

In Listing Entry

- Lookup your desired listing:

The screenshot shows the SalesPartner software interface. At the top, there is a menu bar with five icons: a house (Listing Entry), three houses (Gallery), a person (Contact Entry), a group of people (Contacts), and a checkmark (To Do List). The 'Listing Entry' icon is highlighted with a black box. Below the menu bar, the main window displays the 'Listing Entry' form. The 'Ref. Search' field contains '123 Gorge Road Invercargill Highwa'. The 'Ref' field shows 'SWI1211' and 'Rural Dairy'. The price is '\$6,350,000 plus GST (if any)'. A large black arrow points from the 'Ref' field to the 'Lookup a Listing' window. The 'Lookup a Listing' window has a search bar with 'bl' and a 'Show Available' dropdown. Below the search bar is a table with the following data:

ref	st_no	street	surname
SWC004			Robin ar
SWI860	86 & 131	Begley Road	Blair-Edi
SWDR 1048	311	Blackburn Road	Brook
SWDR 1051	107	Blaikie Road	Caulfield
SWO10321		Blantyre Street	Arlidge
SWI1202	2197-2199	Bluff Highway	Taipari
SWW667		Hook Swamp Road	Bleeker I

- Click into the Activity tab
- Add an Activity
- Select **Open Home**, enter the date and time, then tick **completed**

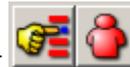
Tip: You can type an open home summary in the Note panel.

The screenshot shows the 'Listing Entry' software interface. The main window displays '1 Market Lane' with 'Beds 2' and 'Ref 47202'. The 'Activity' tab is selected, and the 'Add / Edit Activity' window is open. In this window, the 'Add' button is highlighted with a red box. The 'Open Home' radio button is selected under the 'Type' section. The 'Completed' checkbox is also highlighted with a red box. The 'Date' is set to 11/05/2014, 'Time' to 1:00pm, and 'Duration' to 30 minutes. The 'Description' field contains 'Open Home from 1:00pm to 1:30pm'. A 'Note' field contains the text: 'Nice weather, four groups through. Second visit for one of them, note to discuss suitable times for a verbal building inspection.' A large black arrow points to the 'Activity' tab in the main interface.

Click **Yes** to enter your Open Home visitors

The screenshot shows a 'Confirm' dialog box with the text: 'Open Home Completed Enter Contacts from this Open Home'. The 'Yes' button is highlighted with a red box.

1. Add a new contact, or look up an existing contact
2. Enter their comments
3. click **Save**, and repeat steps 1 - 3



S Visitor Entry [X]

Ref 47202 Address 1 Market Lane

Search Price \$1,825,000 Beds 2

Visit / Open Home Date 11/05/2014

Contact
Carly & Edward
C Alan & E Greenhough
Status A
\$1825k 2 Brms

Edit

Comments
Requested Tender documents | 94 Save

Insert Standard Text Add to Standard Text

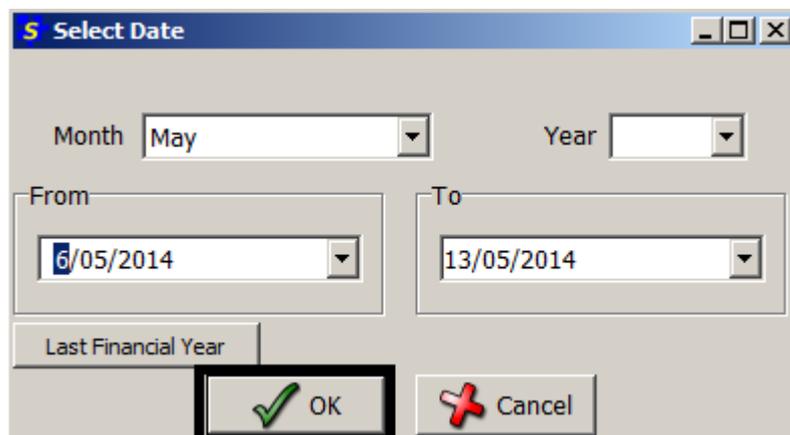
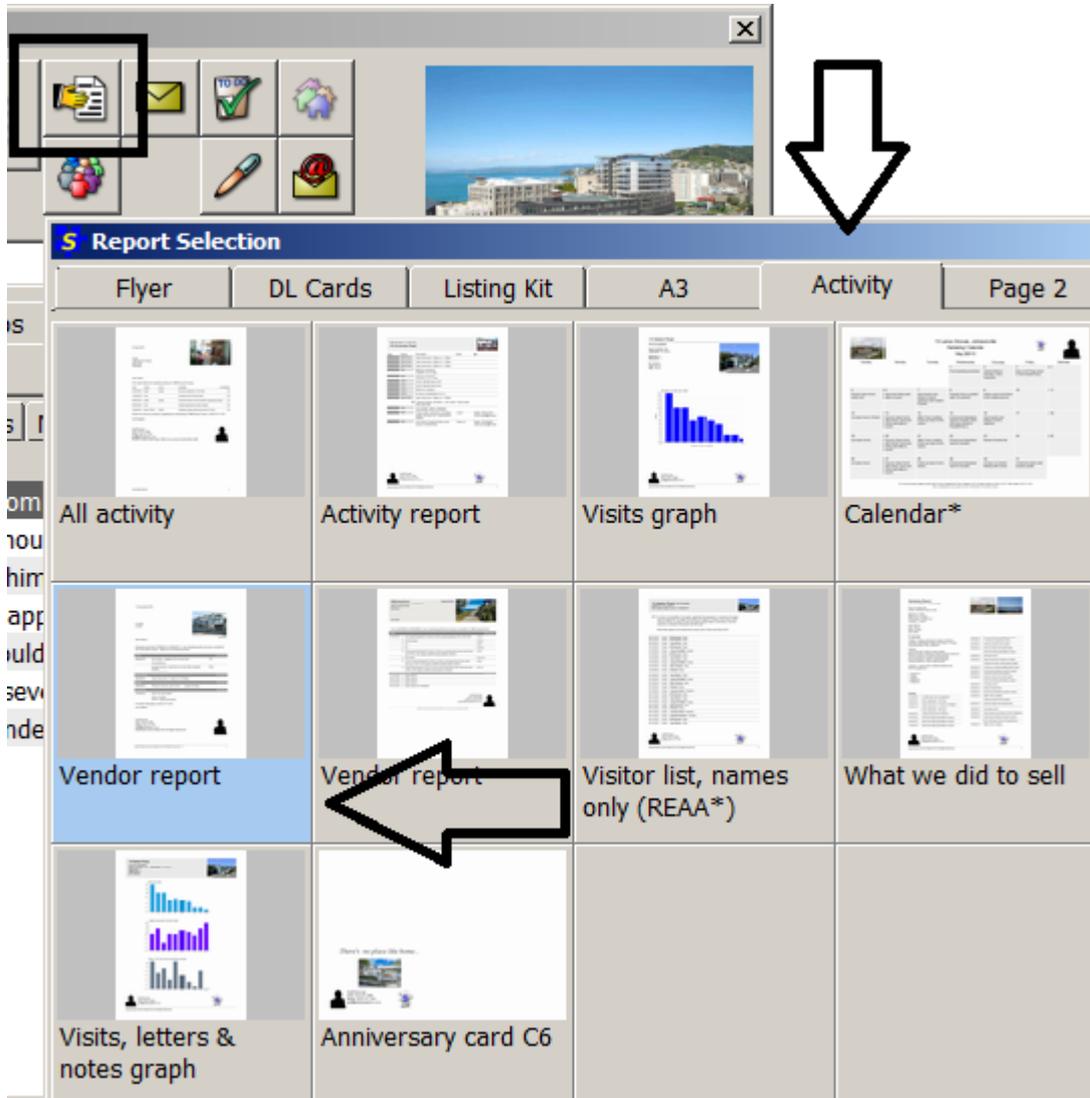
Other Visits

Contact Name	Comment
S James	Looking for a house with a deck, and fully fer
M Smith	Too small for him, wants LIM report.
G Xang	Just looking, happy to receive updates.
J Harris	Interested, would like to arrange a builder ins
▶ L Kerr	Liked it - had several questions re heatpump

Close

To print your vendor report:

- Click into Reports 
- Click on the Activity tab
- Double click on the Vendor Report template



- Adjust date or click **OK**