

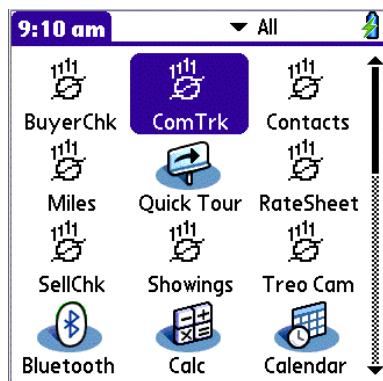
Commission Tracker for Treo

Commission Tracker for Treo is a Palm Operating System program for Real Estate Agents, which is designed to assist them in managing their commissions. By using this program, agents can track their commissions and save them as comma separated files in their Palm Desktop program from where they can be imported into spreadsheet programs such as Microsoft Excel.

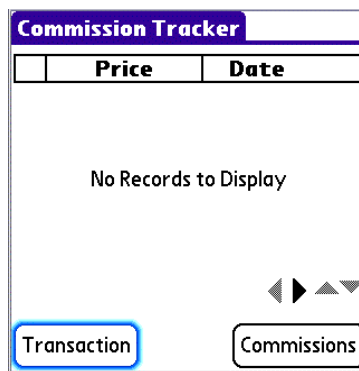
This program has been written to take advantage of the features of Palm Treo 650 and Treo 700p Smartphones, such as the 5-Way Navigation Button that allows one-handed navigation and selection of commands by using the Blue Focus Ring. This program is also designed with larger buttons so that users may navigate and make selections using their fingertips or fingernails.

Even though designed for use on Palm Treos, Commission Tracker for Treo will also operate on Palm handhelds using Palm OS 3.5 and above. With the newer Palm handhelds such as the Palm T/X and Palm LifeDrive Manager, this program can also be navigated one-handed.

In the instructions below, actions are shown with the “Blue Focus Ring” highlighting the appropriate button, pull down list, dates, etc. On a Treo Smartphone or newer Palm handheld you have only to press down on the “Select Button” to trigger the action. Or, you may tap the item with your stylus or fingertip/fingernail.



On our Treo's menu screen we select the “ComTrk” icon. Note that with all actions on Treo smartphones you can scroll and select using your Treo's 5-Way Navigation Button and Blue Focus Ring highlighter.



Upon going into the program for the first time the above screen appears. We must select the blue highlighted “Transaction” button to begin.



Selecting the “Transaction” button will take us to this screen where we enter information on our transactions and commissions. If we want this transaction's commissions to be calculated by the program we must check the “Select” checkbox at the top upper left of this screen. Note the Blue Focus Ring over the “\$” sign. Select it...

Transactions

Select Price: \$

Enter Sales Price

350000

1 2 3 Clr

4 5 6 -/+

7 8 9 Cancel

0 . OK Del

And a pop up numeric entry form appears. We can enter our home price in by selecting numbers from the keypad or by tapping the numbers with our fingers. Or, by moving the Blue Focus Ring over the Price field and entering the numbers with our Treo's keyboard. Do not use commas.

Transactions

Select Price: \$ 350000

Date: 8/14/06

Last: _____

First: _____

Addr: _____

City: _____

State: _____ Zip: _____

Commissions:

Agent: \$ _____

Broker: \$ _____

New Sort List Dupl Del

Next, we move the Blue Focus Ring over the Date field. Note the size of the Date button – easy to trigger with our fingertip or fingernail.

Transactions

Select Price: \$ 350000

Date: 8/14/06

Last: _____

First: _____

Addr: _____

City: _____

State: _____ Zip: _____

Commissions:

Agent: \$ _____

Broker: \$ _____

New Sort List Dupl Del

Now we need to select whether the transaction is Active, Pending, or Closed. Select the appropriate status. Now we'll fill out the name and address information.

Transactions

Select Price: \$ 350000

Date: 8/14/06 Active

Last: Sanders

First: Michael

Addr: 2315 Sand Hill Road

City: Orem

State: UT Zip: 84058

Buyer
Seller

Agent: \$ _____

Broker: \$ _____

New Sort List Dupl Del

We next need to select whether this transaction was for a Buyer or Seller from the above pull down list. You can scroll down and select the appropriate selection using your Treo's 5-Way Navigation Button..

Transactions

Select Price: \$ 350000

Date: 8/14/06 Active

Last: Sanders

First: Michael

Addr: 2315 Sand Hill Road

City: Orem

State: UT Zip: 84058

Buyer

Commissions:

Agent: \$ 7875

Broker: \$ 10500

New Sort List Dupl Del

Now we enter our commission and our total broker's commission into the program. As with the home's price, we can use the pop up numeric entry form or manually enter the information. Do not use commas within these numbers.

Commission Tracker

	Price	Date
<input checked="" type="checkbox"/>	350000	8/14/06

Transaction Commissions

After selecting the "List" button we are taken to the Commission Tracker screen. In addition to launching a new transaction, this screen is used to see our total commissions that have been entered into the program. Select the "Commissions" button.

Commissions

Value: \$ 350000

Agent: \$ 7875

Broker: \$ 10500

Prev

Which triggers the "Commissions" screen. This screen keeps a running tally of commissions and home values for those records we've check marked on the Transactions screen.

Commission Tracker

	Price	Date
<input checked="" type="checkbox"/>	350000	8/14/06
<input checked="" type="checkbox"/>	400000	8/3/06

Transaction Commissions

Let's add another transaction to our program. However, since the program shows transactions in the order in which they've been entered, we need to sort the records.

Edit Help Sort By

Latest Date

Earliest Date

Status, Latest

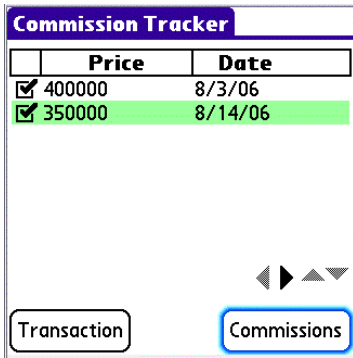
Status, Earliest

Buyer & Seller, Latest

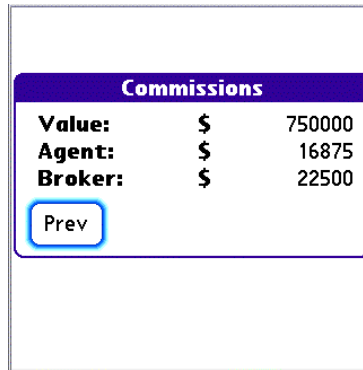
Buyer & Seller, Earliest

Transaction Commissions

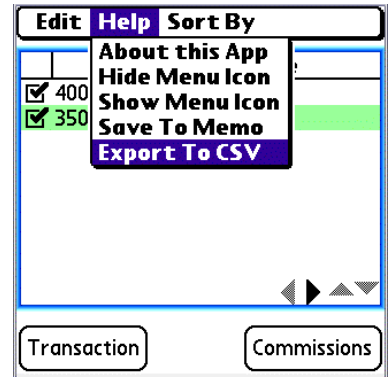
In Commission Tracker we have six options for sorting records, so we go to the Menubar and the "Sort By" and select the sorting method we want to use.



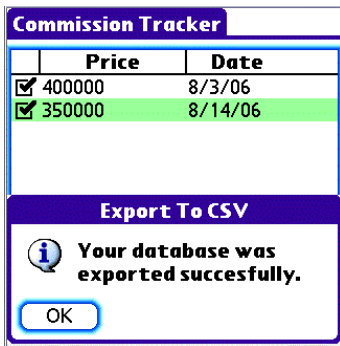
Now that we've added a new transaction and sorted our records we'd like to recheck our total commissions. Again we select the "Commissions" button, and ...



Our commissions and the new home's price are added to our previous information.



Now, go to the Menubar and then "Help". We can hide the menu icon for this program (not generally recommended), Save the particular record to the Palm Desktop's memo Pad, or we can export "ALL" records to a comma separated file (CSV file) which will allow all commission information to be imported from our Treo's Palm Desktop program into a spreadsheet program.



Once we Export to CSV a screen pops up telling us if the export was successfully performed.