

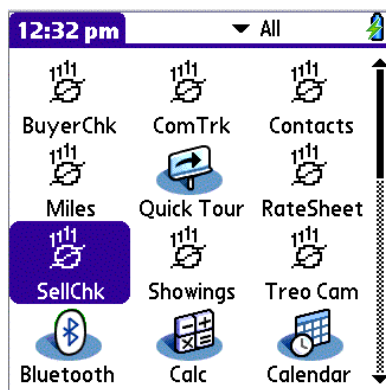
# Seller Checklist for Treo

Seller Checklist for Treo is a Palm Operating System program for Real Estate Agents, which is designed to assist them in managing the tasks associated with their home listings. By using this program, agents can see at a glance what the next task is for each seller, and automatically transfer required and completed tasks directly into their Palm Calendar, or Date Book.

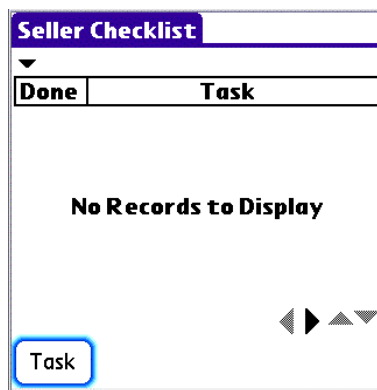
This program has been written to take advantage of the features of the Palm Treo 650 and Treo 700p Smartphones, such as the 5-Way Navigation Button that allows one-handed navigation and selection of commands by using the Blue Focus Ring. This program is also designed with larger buttons so that users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

Even though designed for use on Palm Treos, Seller Checklist 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.

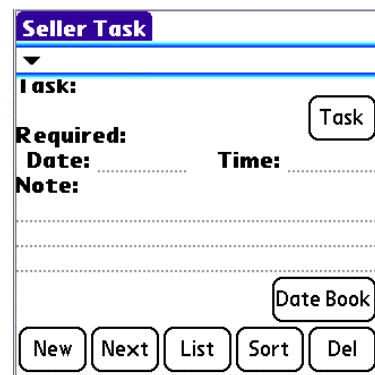
In the instructions below, actions are shown with the “Blue Focus Ring” highlighting the appropriate button, pull down list, dates, etc. On a Treo Smartphone or newer Palm handheld you have only to press down on the “Select Button” to trigger the action. Or, you may tap the item with your stylus or fingertip/fingernail.



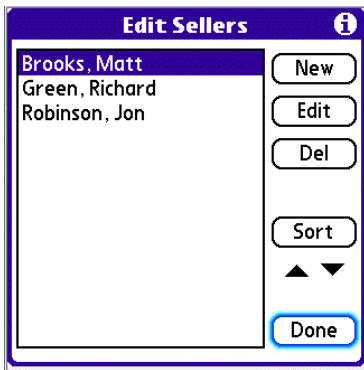
On our Treo's menu screen we select the “SellChk” icon. Note that with all actions on Treo smartphones you can scroll and select using your Treo's 5-Way Navigation Button and Blue Focus Ring highlighter.



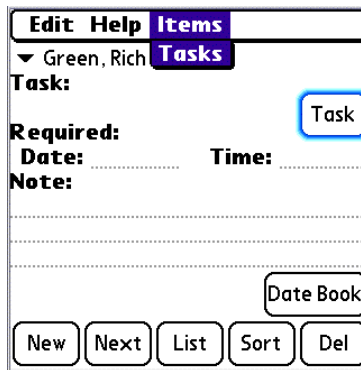
Upon going into the program for the first time the above screen appears. We must select the blue highlighted “Task” button to begin.



Selecting the “Task” button will take us to this screen where our first action will be to list our sellers. This is done by first selecting the “Category” list at the top of the form. Upon selecting, the words “Edit Categories” appears. We select “Edit Categories” again to be taken to the “Edit Sellers” screen.



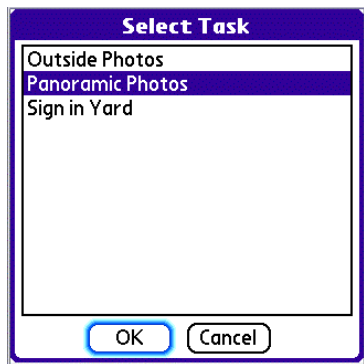
The "Edit Sellers" screen allows us to add sellers to our list, as well as to edit, delete, and sort sellers from the list. When completed with this screen, we select the "Done" button to go back to the main program.



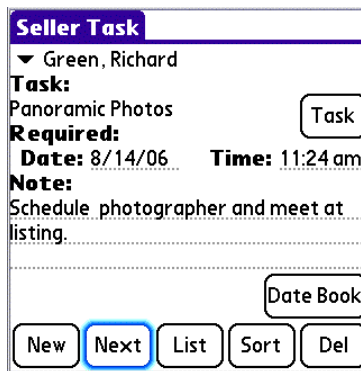
We'll select "Green, Richard" as our seller in the category list. To select seller tasks we must first make a list of the ones we want to include in the program. We do this by going to the program's Menu bar and selecting "Items" and then "Tasks" which brings up the "Edit Tasks" screen.



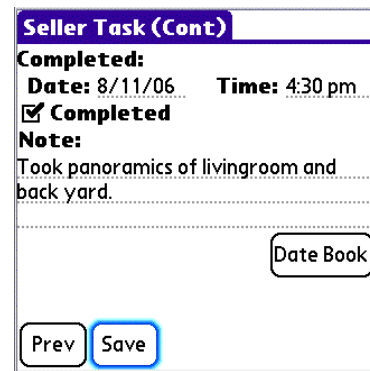
Above is the "Edit Tasks" screen that allows us to control seller tasks. In this case we are adding "Panoramic Photos" to our list. Select the "New" button, write in the text, and select "OK". When completed with this screen select "Done" and we're taken back to the main screen.



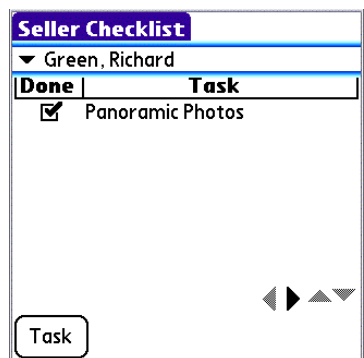
From the main screen, select the "Task" button and the above pick list appears, which includes all of the seller tasks we've added to the program. Select a task and then the "OK" button.



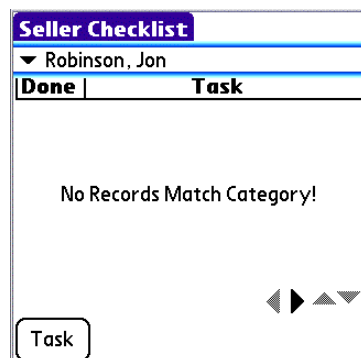
Our pick now appears on the main screen, and we need to fill in the required date and time for this task, as well as any notes we want to include. Select the "Date Book" button to include this information with the Palm Calendar. By selecting the "Next" button we are taken to the task completion form.



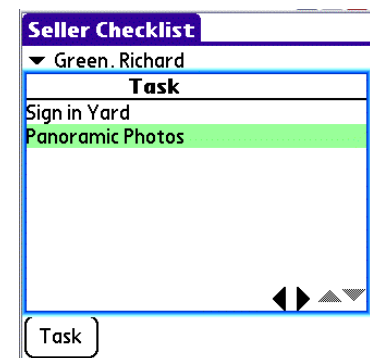
We fill in the information on this form exactly like we did on the task-required form, modifying the date, time, and notes appropriately. Again, we select the "Date Book" button to move this information into the Palm Calendar. When completed on this form we select the "Save" button and we're taken to the Seller Checklist page.



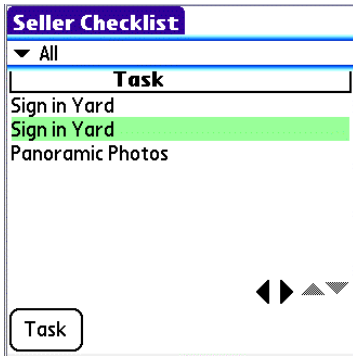
In the Category list select "Green, Richard" and we see his task.



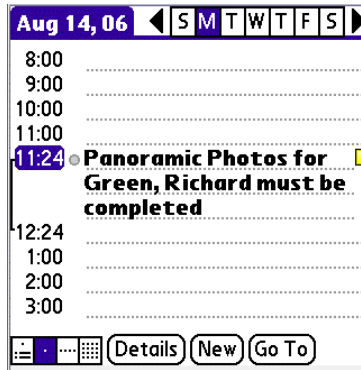
If we pick another seller who does not have any tasks assigned we see no records.



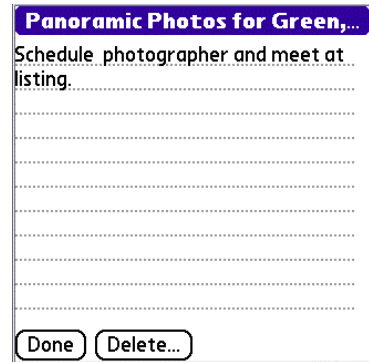
We've added a "Sign in Yard" task for Richard Green and have gone back to the Seller Checklist page.



We also have a "Sign in Yard" task for one of the other sellers, which we see when we select the "All" category. By filtering seller tasks by name categories we can keep tasks group by the correct seller. We sort the tasks by date using the "Sort" button on the Seller Task page.



Above is the Palm Calendar page that we've automatically moved Richard Green's required task to. If we go into the Event Details page we can set an alarm and perform other actions to manage this event.



By selecting the "Note Icon" on the previous Calendar screen we can read the note that we included in our original record.