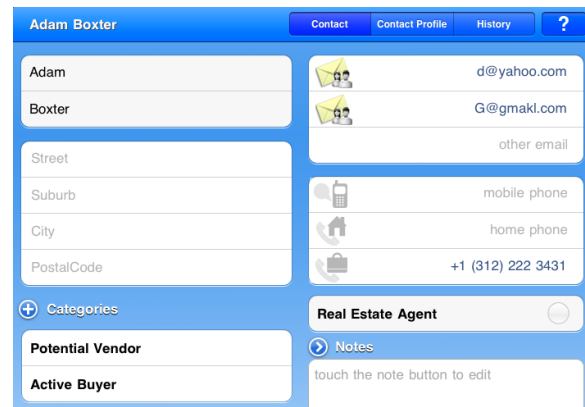



Viewing Contacts

Each contact holds first & last names and four address fields that can be edited by touching the field.

There's also space for three email addresses and three phone numbers.



Adding Categories

Touch the add icon  next to Categories and select from the list of categories presented. You can add multiple categories. As you assign categories tasks will be created for you to give follow up calls to that contact. The frequency of these follow up calls is setup in the EstatePad settings menu.



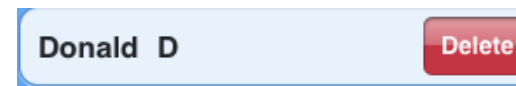
Real Estate Agent

A tick box to allow you to select contacts that are Agents. Agents can then be selected as the Listing Agent on the list screen. If a listing belongs to another Agent then this Agent is bcc'ed in any correspondences about that listing.





Deleting Contacts/Categories


Swiping to the left on a Contact or Category itself will reveal the delete button – if pressed it deletes the item



Creating New Contacts/Tasks

Touch the Add button  for a new contact.
Touch the Task button  to create a new task associated with the current contact, then add details including date and time – this is immediately added to the task list.



These buttons are found bottom left hand side of screen - in portrait mode press  to expose this area.