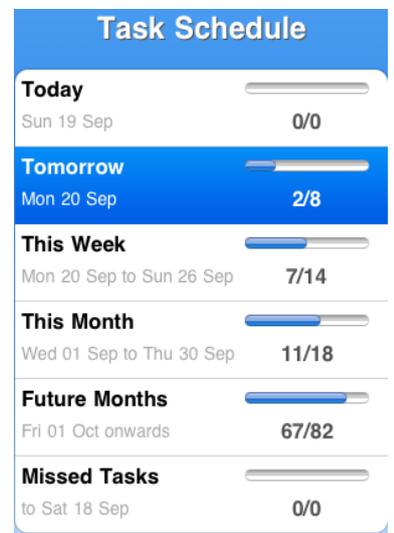


## Navigating Tasks

Tasks are grouped together by date.

Touch the group you wish to view and EstatePad will navigate to them.

The progress bar next to each group provides a visual summary of how much work is coming up for you.



## Viewing Tasks

Tasks are grouped by task type then displayed in date order.

You can swipe up and down the task list to view items off the screen.

**Appointments and General Tasks** 2 TASKS  
These tasks have been scheduled manually by yourself and should be completed today.

- 20 Sep 2010 1:00 PM **General Task** Twitter meet up with EstatePad
- 20 Sep 2010 1:00 PM **Task for 77 String St** Arrange Photo's

**Call Sellers** 4 TASKS  
The seller(s) listed below need to be contacted.

- 20 Sep 2010 **Contact James (ph: +64 21 823 2840)** The active vendor James is scheduled for a followup call regarding 123 String Street.

## Completing Tasks

Touch the circle next to a task to mark it as complete.

This will put a red tick next to the task. If the task is a recurring task then another task will be scheduled for a future date.

**General Calls**  
The tasks below are scheduled tasks to m...

- 20 Sep 2010 **Contact Darrell**

**Completed Tasks**  
These tasks have been completed to...

- 20 Sep 2010 **Contact Darrell** The active buyer

## Editing Tasks

Tapping the task brings up the Edit Task box. Here you can alter the task itself, due date and toggle it's status between complete and un-complete.

**Edit Task** Done

Task Complete

The active buyer Darrell Anderson is scheduled for a followup call.

## Creating New Tasks

Touch either the "add icon"  or "task icon"  to create a new task, then add details including date and time – this is immediately added to the tasks. If you touch the task icon on the contact or listing page then you will create a task for that contact or listing.



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

## **Event Tasks**

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Tasks are also created when you trigger events in EstatePad. Events are actions such as assigning a seller to a listing, adding a prospect to a listing or assigning a category to a contact. For example, you might make John Smith an active buyer. This will cause the creation of a new task to call John Smith. This would normally be a recurring task, meaning that when you complete the task a new task is scheduled. You can setup the frequency of recurrence for these categories in the settings menu

## **Deleting Tasks**

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Tasks are deleted by swiping your finger left or right over the task. This will expose the deletion button. You can also delete tasks in the Edit Task popup window.