

REALedger™ – Task Tracker

Real Estate Accounting Ledger

Are you having trouble making sure the transaction documents are completed on time? Do you need a better way to share documents within your operation? Would you like a better way to communicate with your agents on pending and overdue documents? Would you like easy access to electronic documents? Then, look no further.

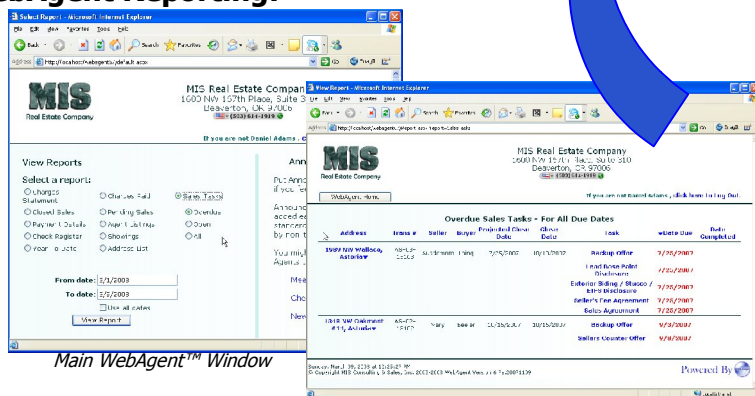
Task Tracker allows you to attach user defined document checklists to sales transactions, assign due dates, track completion dates, and link to electronic copies on your network or the internet. With a single click of your mouse, you can view the document.

With the WebAgent™ interface, your agent's can view the same Sales tasks and filter on open and overdue tasks. All documents are available for access from the hyperlinks *. Agent's can view, print, and email the documents as necessary.

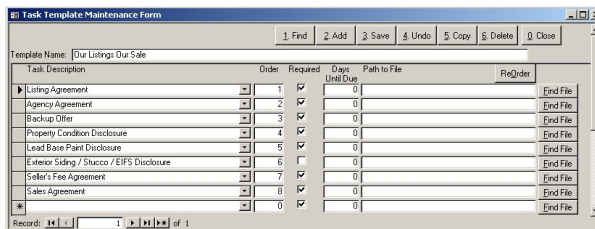
Task Tracker is included with the REALedger™ Sales and WebAgent™ modules, at no additional charge.

* Agents must have access to the shared network location and appropriate document viewers for document access and viewing.

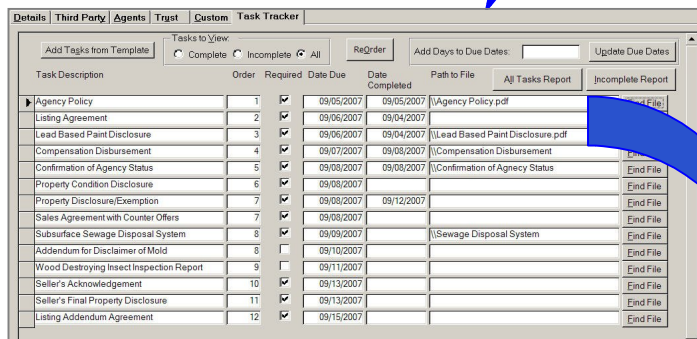
WebAgent Reporting:



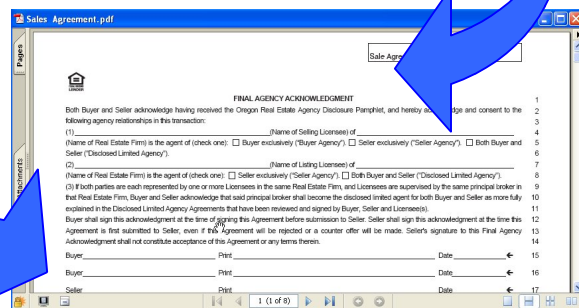
Good Idea!
Keep track of
Transaction
Documents
ONLINE!



Sample Task Template Setup



Sample Sales Task Tracker Tab



One Click on the Hyperlink and You View the Document

Features:

- ◆ User defined document/task checklists
 - Set tasks to optionally be required
 - Set days until due
 - Import tasks into sales transaction
 - Modify list for transaction if required
- ◆ Hyperlink to documents stored on your network or the internet
- ◆ Report and filter on All, Complete, or Incomplete task
- ◆ WebAgent™ reporting on Overdue, Open, and All tasks
- ◆ WebAgent™ hyperlink access to documents for view and print



Your Complete Real Estate Accounting Solution

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