

Using your iPad App



Preparing your iPad App

Before starting out, there are several things that need to be set up to minimise the amount of inputting when at a customer's premises.

First, ensure the various selections are available,

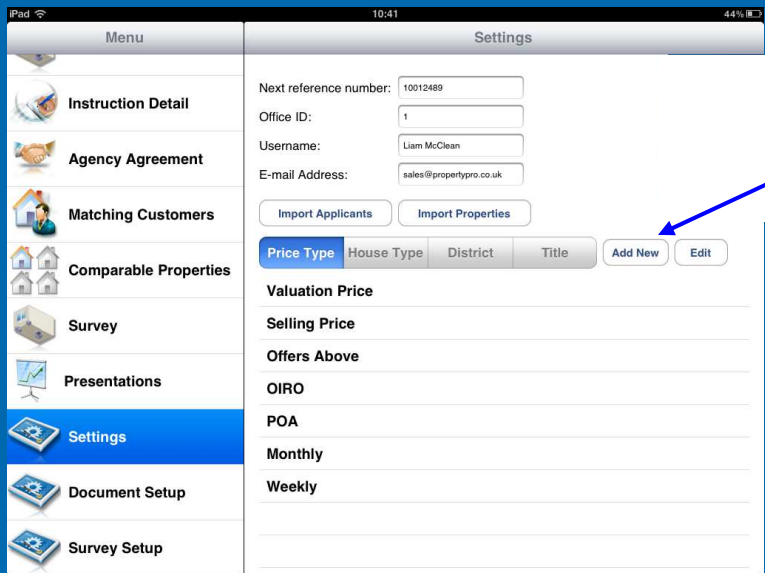
i.e. **Price Type, House Type, District, Title.**

These can be populated from day 1 – and then added to as required.

The **settings section** will enable you to do this.

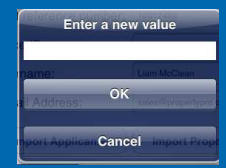
Settings

The Office ID and Username will pass across in the Export process automatically.

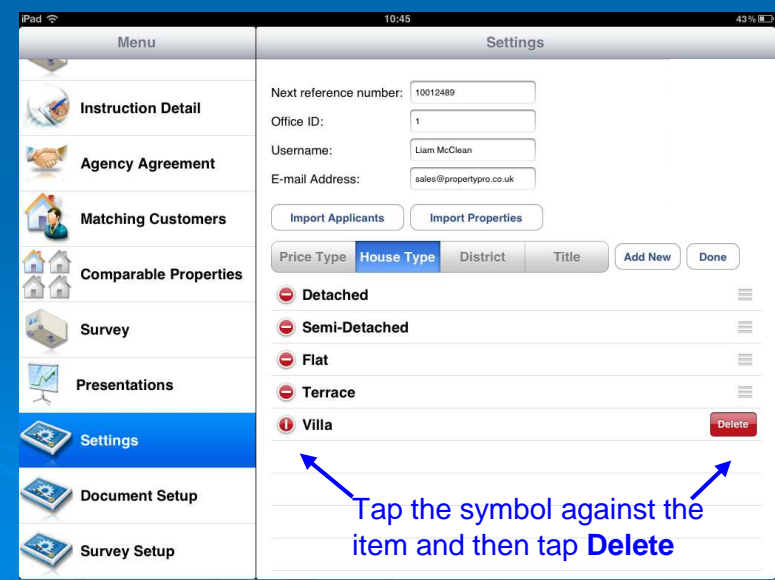


You can add to each of the four fields. Tap the section heading and click **Add New**.

Then enter the new value



To **delete** an item, tap the section heading and click **Edit**



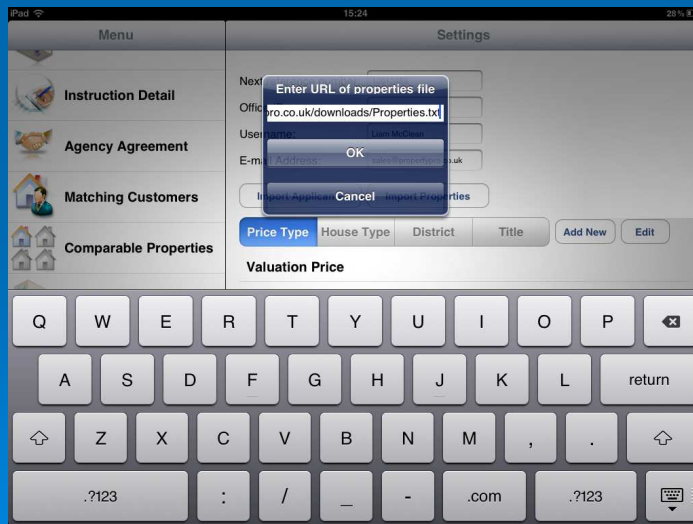
Tap the symbol against the item and then tap **Delete**

Prior to a visit

Import Properties

Properties can be imported to enable you to demonstrate comparable properties.
(This only works where Import is set up.)

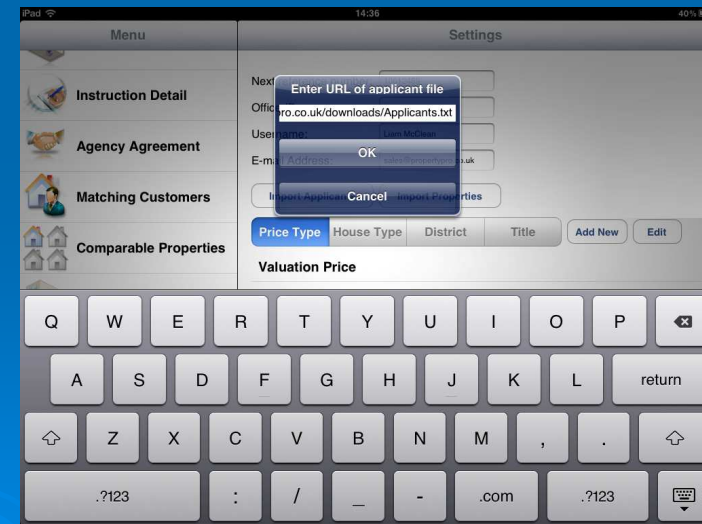
From the Settings section, tap **Import Properties** and enter the web address of the property file.



Import Applicants

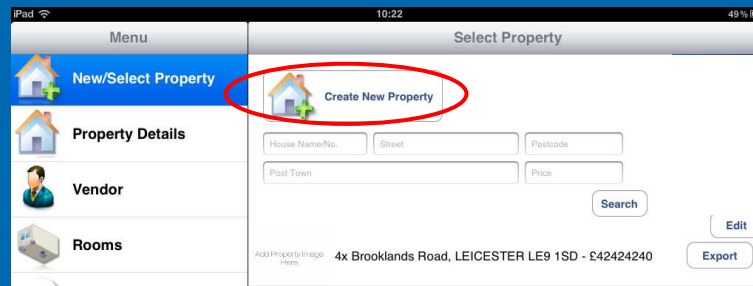
Applicants can be imported to enable you to demonstrate matching customers.
(This only works where Import is set up.)

From the Settings section, tap **Import Applicants** and enter the web address of the applicant file.

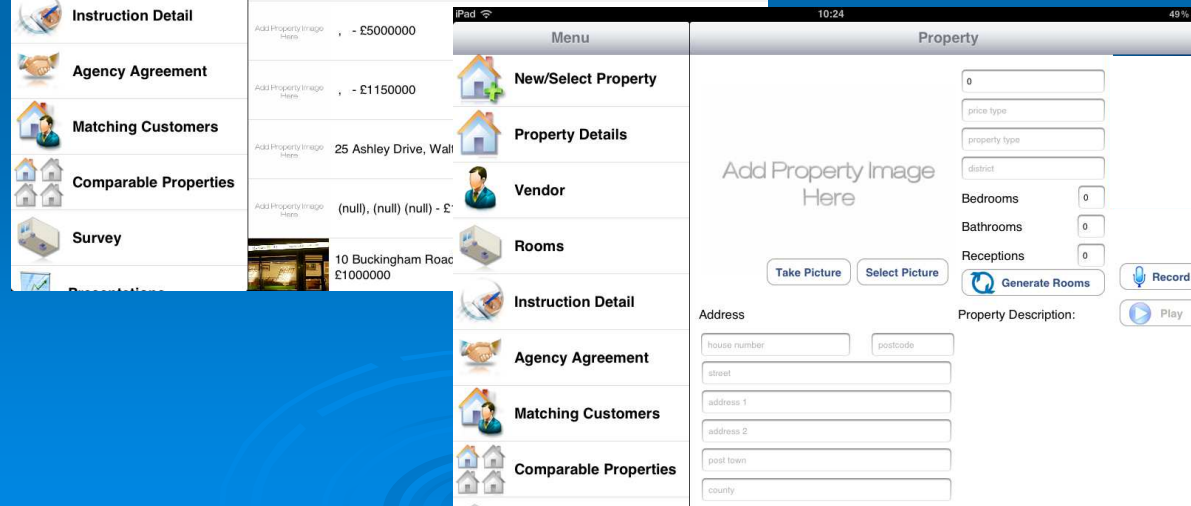


Create a Property

Prior to your visit, you will already know the address of the property and the name of the vendor, so these details can be entered beforehand. When you arrive at the property, you only need to **select** this property to finish the rest of the details.

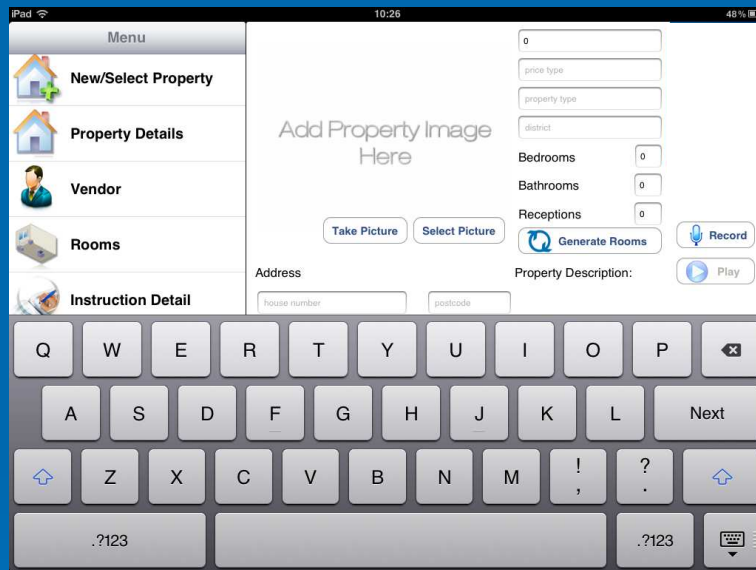


Tap **Create New Property**



Property Address

Tap on the House number field and start entering the address of the property.



Next

Tap Next to enter the next box.

.?123

Tap to switch to numerals



Double-tap for Caps Lock



Tap to close the keyboard

Vendor Details

Menu

New/Select Property

Property Details

Vendor

Rooms

Instruction Detail

Agency Agreement

Matching Customers

Comparable Properties

Survey

Vendor

Customer Partner

Mr Robbie

Regan

Phone Numbers

01333 54321 Work

177777789 Partner Mobile

regan@propertypro.co.uk

Address

3 CV22 7DE Use Property Address

Somers Road

address 1

address 2

Rugby

Warwickshire

Enter the vendor's name and contact numbers.

If the correspondence address is the same as the property, then tap **use Property Address**

Alternatively enter the vendor's address.

If a partner is involved in the sale (for instance Mrs) then tap the Partner section heading and enter the partner's title and name.

Menu

New/Select Property

Property Details

Vendor

Rooms

Instruction Detail

Vendor

Customer **Partner**

Ms Sheila

Smith

Phone Numbers

01333 54321 Work

018988888 Partner Mobile

regan@propertypro.co.uk

Address

Q W E R T Y U I O P

A S D F G H J K L Done

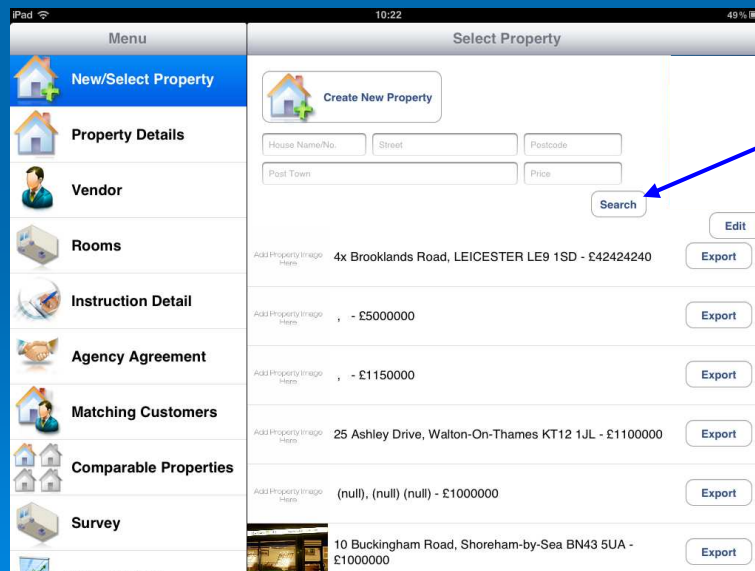
.?123

Select Property

Once at the property, you will be able to select the property and complete the property's details.

- From the menu, choose **New/Select Property**

You can search by House Name/Number, Street, Postcode, Town, and / or Price.



Enter your criteria and tap **Search**.
Tap the property from the resulting list.

(This screen also allows you to delete a property by clicking **Edit**)

Entering Details

- Enter the **Price**

Tap **Price Type** and select from the list



Tap **Property Type** and select from the list

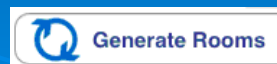


Tap **District** and select from the list



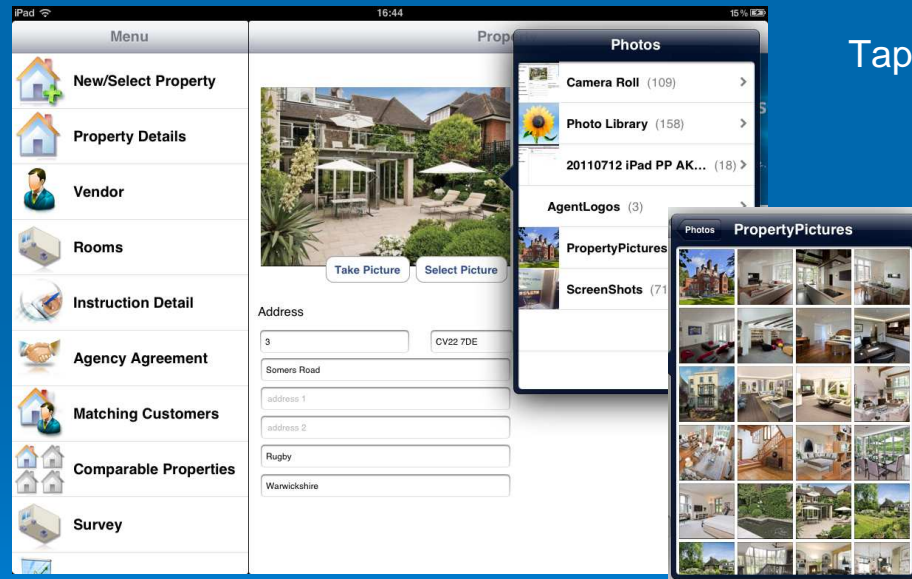
(if your choice is not listed you can select **Settings** from the menu to add to these lists)

- Enter the **number of rooms** and then press



Selecting Pictures

You may want to use your own camera to take photos. These can be imported direct from your camera, which will be better quality than those captured by the iPad.



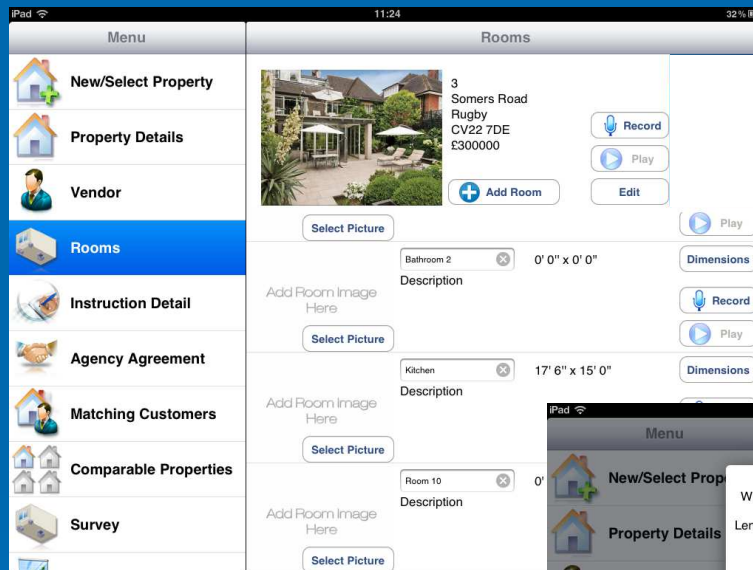
Tap **Select Picture** and tap your picture source.

Tap a photo to insert it.

- Click **Property Description** to enter manually Or select **Record**.

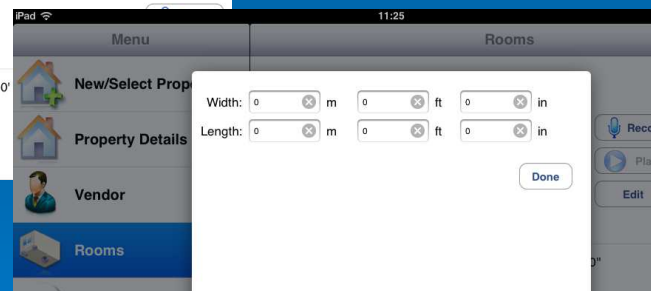
Rooms

The appropriate rooms are generated for you when you pressed



Tap the image area to select a Photo

Tap **Dimensions** and enter measurements (metric measurements will automatically calculate imperial, and vice versa)




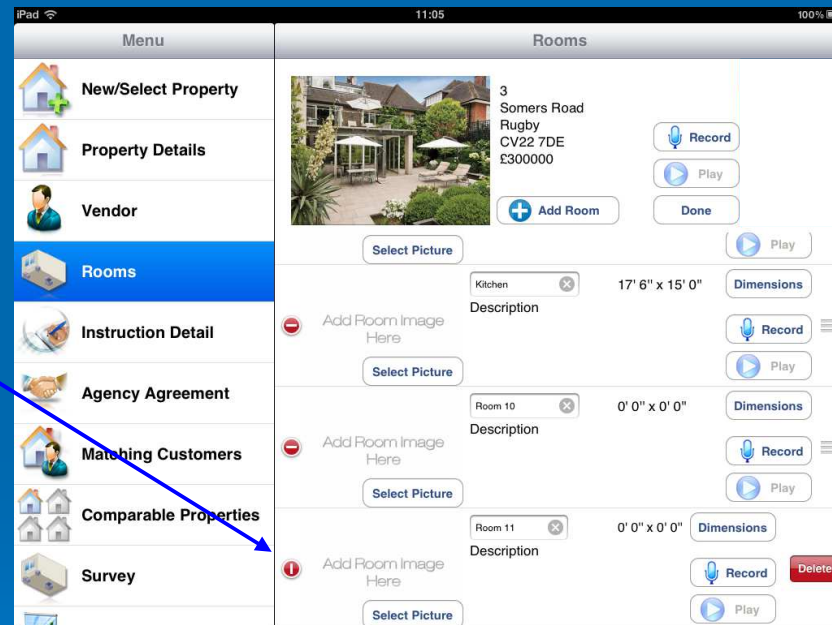
- Tap the **Description** area to enter – or select **Record**

Add / Delete Room

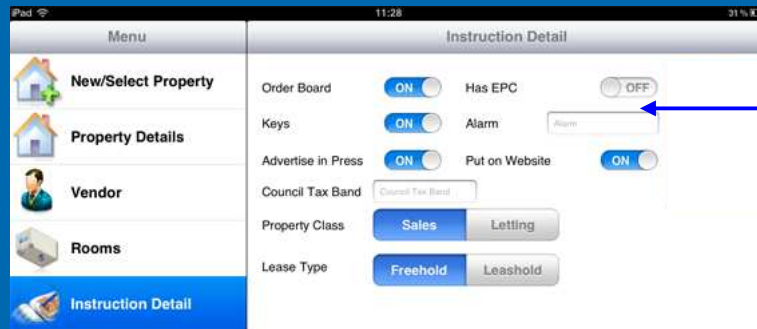
Tap  to insert another room. You can rename the room by tapping the roomname.

Tap  to **delete** a room

Tap the symbol against the room and tap 



Instruction Detail



All buttons toggle ON/OFF by tapping them



For a rental, tap **Letting** to show and specify rental options

- Tap viewing information area to enter details.

Required Answers

Finally, enter the **fixed fee or percentage**, and answer the relevant questions.

The screenshot shows the 'Instruction Detail' screen in the PropertyPro app. The 'Agency Agreement' section is active, displaying a 'Fixed' and 'Percentage' tab. The 'Percentage' tab is selected, with a value of 1.50 entered in the adjacent field. Below this, there are four toggle switches: 'Permission to sign' (ON), 'Initial Contract Period' (set to 5 weeks), 'Conflicts' (OFF), and 'Additional Costs' (ON). A sidebar on the left lists other sections: Agency Agreement, Matching Customers, Comparable Properties, Survey, and Presentations.

These are questions that require answers within your agency agreement and will be inserted in the appropriate places.

Tap to toggle ON/OFF

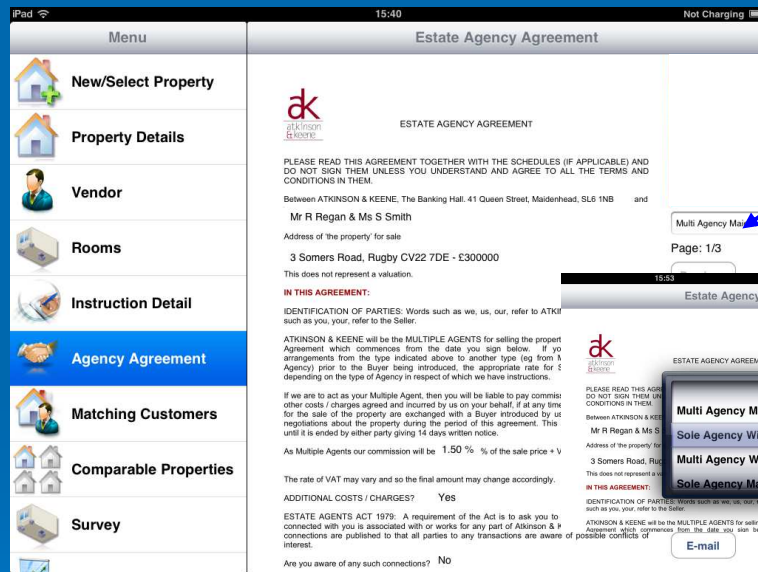
Permission to sign – confirms signee is authorised to sign.

Conflicts - conflict of interest or association with Estate Agent. If yes, details of conflict can be entered within the Agreement .

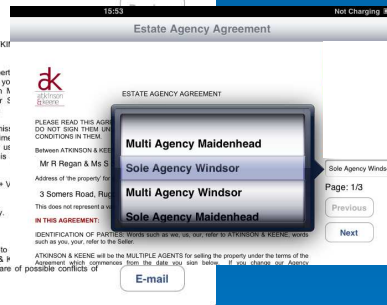
Additional Costs – If answer is yes, allows additional costs to be included in agreement.

Agency Agreement

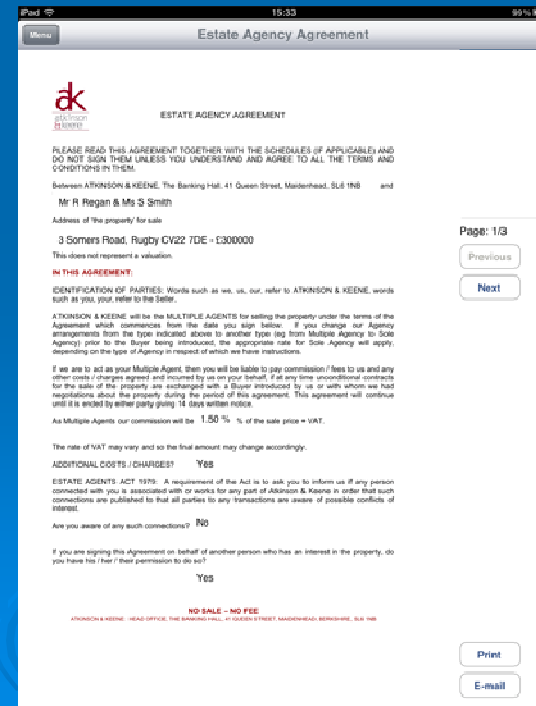
Now that all the details are complete, select Agency Agreement



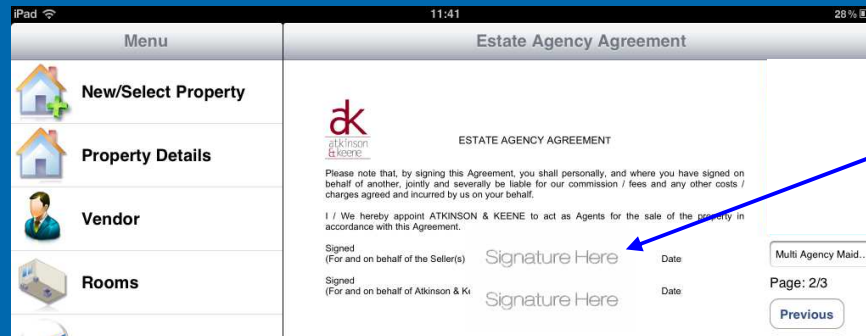
Tap here to choose a different agreement if necessary



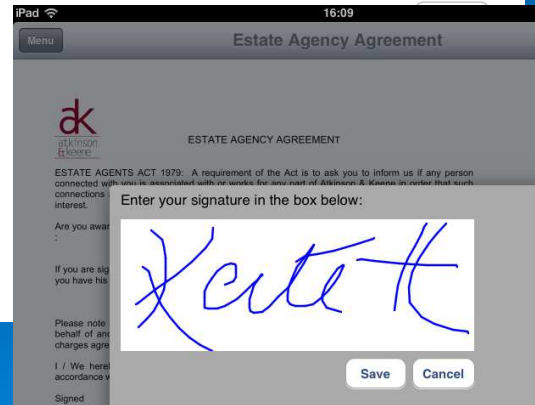
The relevant information is inserted and the agreement is ready for signing



Signing the Agreement



Tap to bring up the signature box



Matching Customers



The price can be changed to show matching customers at different price points

Toggle All Offices / Sanitised Names

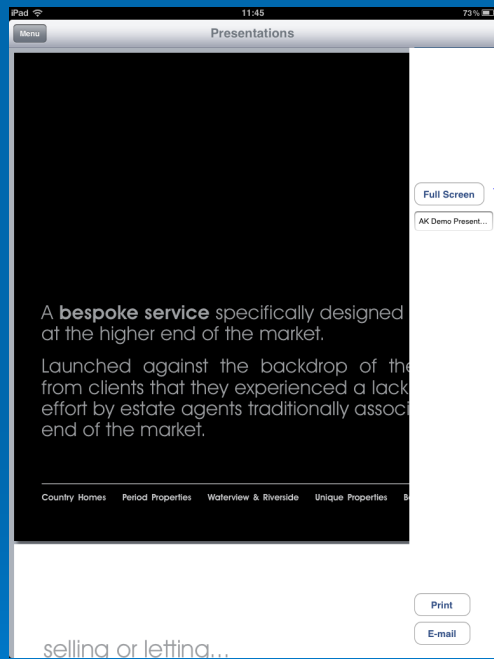
Comparable Properties

The screenshot shows the 'Comparable Properties' section of the PropertyPro mobile app. On the left is a menu with options: New/Select Property, Property Details, Vendor, Rooms, Instruction Detail, Agency Agreement, Matching Customers, Comparable Properties (highlighted), Survey, and Presentations. The main area displays search filters for 'Somers Road' in 'Rugby' with a 'Detached' house type. The filters for 'Beds: 4', 'Baths: 2', and 'Recs: 2' are all turned 'ON'. Below the filters, it shows '25 Matching Properties' and lists several properties with their prices and addresses, such as '£1000000 - Detached 4 bed 1 bath 2 receptions Muskens Building, 1 Stanley Street, Liverpool L1 6AA'.

Toggle criteria on / off

Presentations

You can produce your own PowerPoint presentation and we will install it on your iPad.



To view Full Screen:

In the Vertical position, press Full Screen – and then turn horizontal

