

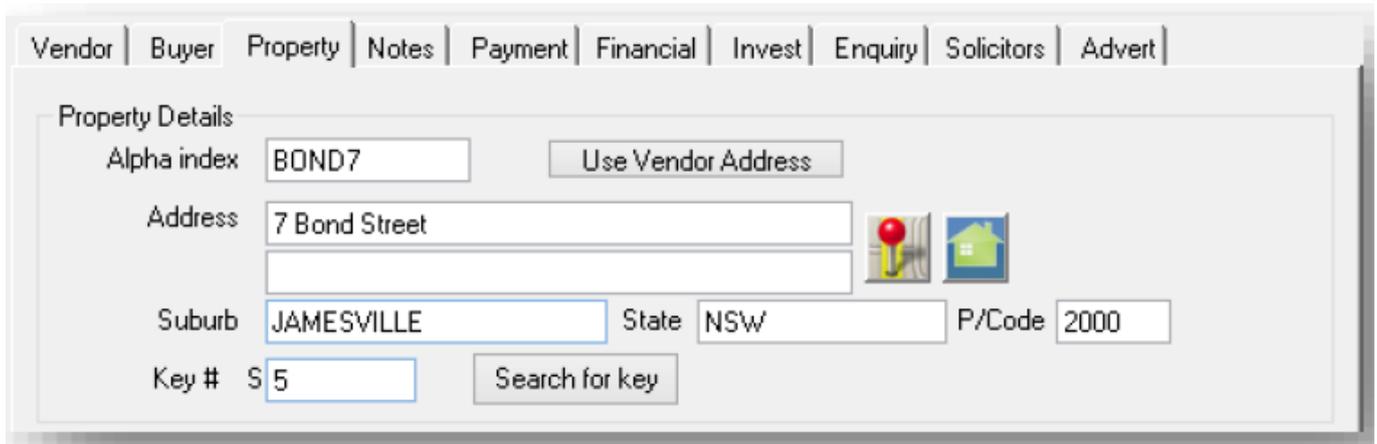
Key Tracking for Sales

REST Professional version 11 provided the ability to track your sale keys against each sale and report on them using the new Sales Key List.

The ability to add a key number against a sale is now available. The functionality is similar in the way key numbers are recorded in a Property Management database.

To add a key number to a sale:

1. Select Files > Sales > Sale or the Sale Details toolbar icon. 
2. Search for and display the appropriate sale.
3. Go to the Property tab.
4. Enter the key number in the Key # field.



Vendor | Buyer | Property | Notes | Payment | Financial | Invest | Enquiry | Solicitors | Advert

Property Details

Alpha index

Address  

Suburb State P/Code

Key #

To find a sale property by Key Number:

1. Select Files > Sales > Sale or the Sale Details toolbar icon. 
2. Go to the Property tab.
3. Enter the key number in the Key # field.
4. Click Search for Key, the Sale Property displays.

To produce a report of Sale Keys:

1. Select Reports > Sales > Key List.
2. Use the default filter settings to produce a report for all Sales by Key number or filter by Group, Status, Salesperson or sort by Sale.

SALES KEY LIST IN KEY NUMBER ORDER

From: 0 to: ZZZZZZZZZZ
Status: All
Salesperson: All
Group: All

Sale/Property	Vendor	Listing Salesperson	Selling Salesperson	Status	Key
DUCKINGHAM 444 BUCKINGHAM PLACE WESTMINSTER WA	WINDSOR MS ELIZABETH WINDSOR 444 BUCKINGHAM PLACE WESTMINSTER WA	Ian Thorpe	Ian Thorpe	Listed	33
BOND7 7 Bond Strcct JAMESVILLE NSW 2000	CONNERY Mr Sean Connery 7 Bond Street JAMESVILLE NSW 2000	Ian Thorpe	Dawn Fraser	Signed/Exchanged	86

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