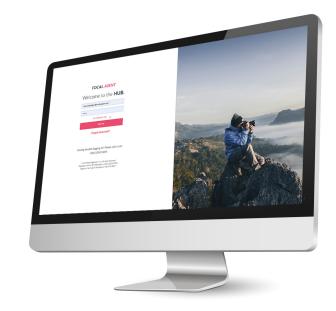
# Hub Ordering.

Create, manage and track your orders all in one place!

# Go to hub.focalagent.com

- 1. Visit the FocalAgent Hub and log in using your branch credentials
- 2. Enter the property reference (this is your internal reference)
- 3. Enter the property details
- 4. Select the pack or products you wish to order
- 5. Enter the keyholder details
- 6. Upload a property brochure or link if available
- 7. Check the details and confirm the order



## **STEP 2: TRACK & MANAGE ORDERS**

Track and manage orders from start to finish directly from the FocaAgent Hub

- Check your to-do list
- View current orders
- Browse previous orders
- View appointments
- **Download final assets**











### STEP 3: DELIVERY OF ORDER

- 1. After the appointment we'll email you your sample photos & floor plan (if ordered)
- 2. You select your favourite photos and approve your floor plan (if ordered)
- 3. We'll email you the final enhanced photos & floor plan (if ordered)
- 4. Download these from the link in the email or directly from the FocalAgent hub

#### If you've ordered a Video Trailer...

- 1. We'll start production after the photoshoot
- 2. We'll email you when complete
- 3. Download from the link in the email or directly from the FocalAgent hub

LAUNCH THE PROPERTY TO MARKET IN ONE GO FOR THE BIGGEST IMPACT!