

Hub Ordering.

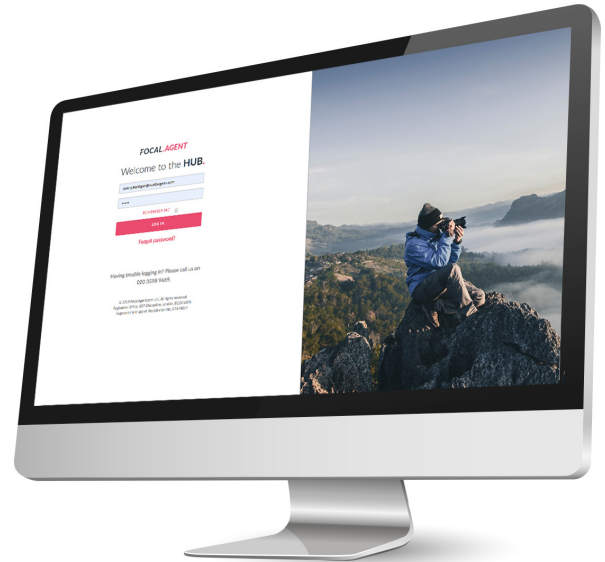
Create, manage and track your orders - all in one place!



STEP 1: PLACING A NEW ORDER

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!