



## Quick Start Guide



### How do I get my properties on to OnRequest?

This is done automatically when you export your properties from HubOnline to OnRequest.

### Using the service

Simply text the property ID to 0428 796 786 and you will receive a MMS<sup>1</sup> and SMS with the property details. The SMS ID is the same as the HubOnline property number (without the prefix).

*Refer to User Guide Section 4 - How does Property OnRequest work?*

### Advertising the service

SMS ID's can be incorporated into your print board templates.

For stock boards, use stickers with SMS ID's – these may be ordered online.

You can also advertise the service wherever you are currently advertising: newspaper, online, property magazines.

*Refer to User Guide Section 5 – SMS ID's.*

### Usage Reports

Usage reports are sent to your office via email on a daily basis if there have been any requests for your properties. Or simply login to OnRequest, and select Properties > View Usage Report from the Navigation bar.

*Refer to User Guide Section 6.5.1 – Usage Report.*

### Using the online system

Log in via <http://onrequest.com.au/> and click 'Client Login' link.

From here you are able to view your properties, usage reports and send properties details to prospective buyers.

*Refer to User Guide Section 6.1 – Logging in.*

### Sending mobile property brochures

Login into OnRequest, and from the dashboard you can select a property and send it to one or multiple mobile phones. You can also create and send SMS messages. Credit for sending messages can be purchased online.

*Refer to User Guide Section 6.2 – Quick Message Push Functions*

### Enabling MMS on your mobile phone

Visit the support page at <http://onrequest.com.au/> for information on how to configure your phone.

*Refer to User Guide Section 8.5 - How to I enable MMS on my mobile?*

### Need assistance?

More detail on the above features and more can be found in the User Guide, or simply contact our Client Services team on 1300 796 786 or by email at [clientservices@onrequest.com.au](mailto:clientservices@onrequest.com.au)

<sup>1</sup> For MMS enabled phones

Personalised for use with



**extend** the reach of your  
**existing advertising**

