

# Digital Business Card User Guide



### Login: agentpro.co.nz

### **Register:**

Enter your email or create an account if you are not registered.



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Once logged in, you'll land on your dashboard showing you at a glance your listings, enquiries and listing views over the last 7 days.





To create a Digital Business Card, click on Digital business cards in the top navigation bar.





4 Click on 'Create new booking'



### realestate.co.n Agent Pro (1) Create a new card 1 Booking details 2 Cor 29:51 ld vou like to ac mercial for lease Commercial for sale 49 Rural for sale ш



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Agent Pro	Dashboard Current listings Digital by	usiness cords Hit reports Supp	ort 🚺 Mic	shelle Moffitt 🔻
Campaign period (starting on 20 of June)		4 weeks (to 17 of Jul)	8 weeks (to 14 of Aug)	12 weeks (to 11 of Sep)
One Tree Hill Premium od		\$200.00	0 \$400.00	\$600.00
One Tree Hill Standard od		SOLD OUT Next available on b	/ed, 10th Jul 24	
Campaign period (starting on 20 of June)		4 weeks (to 17 of Jul)	8 weeks (to 14 of Aug)	12 weeks (to 11 of Sep)
Orakei Premium ad		\$200.00	n_	\$600.00
Orekei Standard ad		\$100.00	く長	\$300.00
Campaign period		4 weeks	8 weeks	12 weeks

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Select where you would like to advertise i.e 'Residential for sale', then select your location - region and districts.

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You can select multiple suburbs within your district, the system will then let you know whats available.

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Select the campaigns you'd like to run in the available suburbs.

You can choose a Premium or Standard ad. To confirm, select 'Add to proceed'.

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You can then edit your card style from the templates provided or use your own design. Make sure your details are correct and up-to date. Once complete, click 'Next'.

Note: You will still be able to edit your card even after completing the payment process.

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Make sure your selected bookings, card styles and information is all correct.



Agent Pro		Dashboard Current list	ings Digital business cords	Hit reports Support	Michelle Moffitt 🔹
ummary					
our selected bookings					
Cotegory	Suburb	Туре	Period	Cost	Actions
Residential	Hillsborough Auckland City	Premium	20 Jun - 17 Jul 2024	\$200.00 (incl. GST)	Remove
Residential	Lynfield Auckland City	Standard	20 Jun - 14 Aug 2024	\$200.00 (incl. GST)	Remove
Residential	Meadowbank Auckland City	Standard	20 Jun - 14 Aug 2024	\$200.00 (incl. GST)	Remove
Residential	One Tree Hill Auckland City	Premium	20 Jun - 14 Aug 2024	\$400.00 (incl. GST)	Remove
Residential	Orakel Auckland City	Premium	20 Jun - 17 Jul 2024	\$200.00 (incl. GST)	Remove
Total price to pay:					\$1,200.00 (incl. GST)

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You will need to accept the Terms & Conditions before proceeding to the payment screen.

Make your payment and you're all booked in!



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For any support, contact your territory manager or our in-house team. You can also watch our Digital Business Card video at agentpro.co.nz

We are only a phone call away Monday – Friday during business hours. Phone: 0800 732 536

