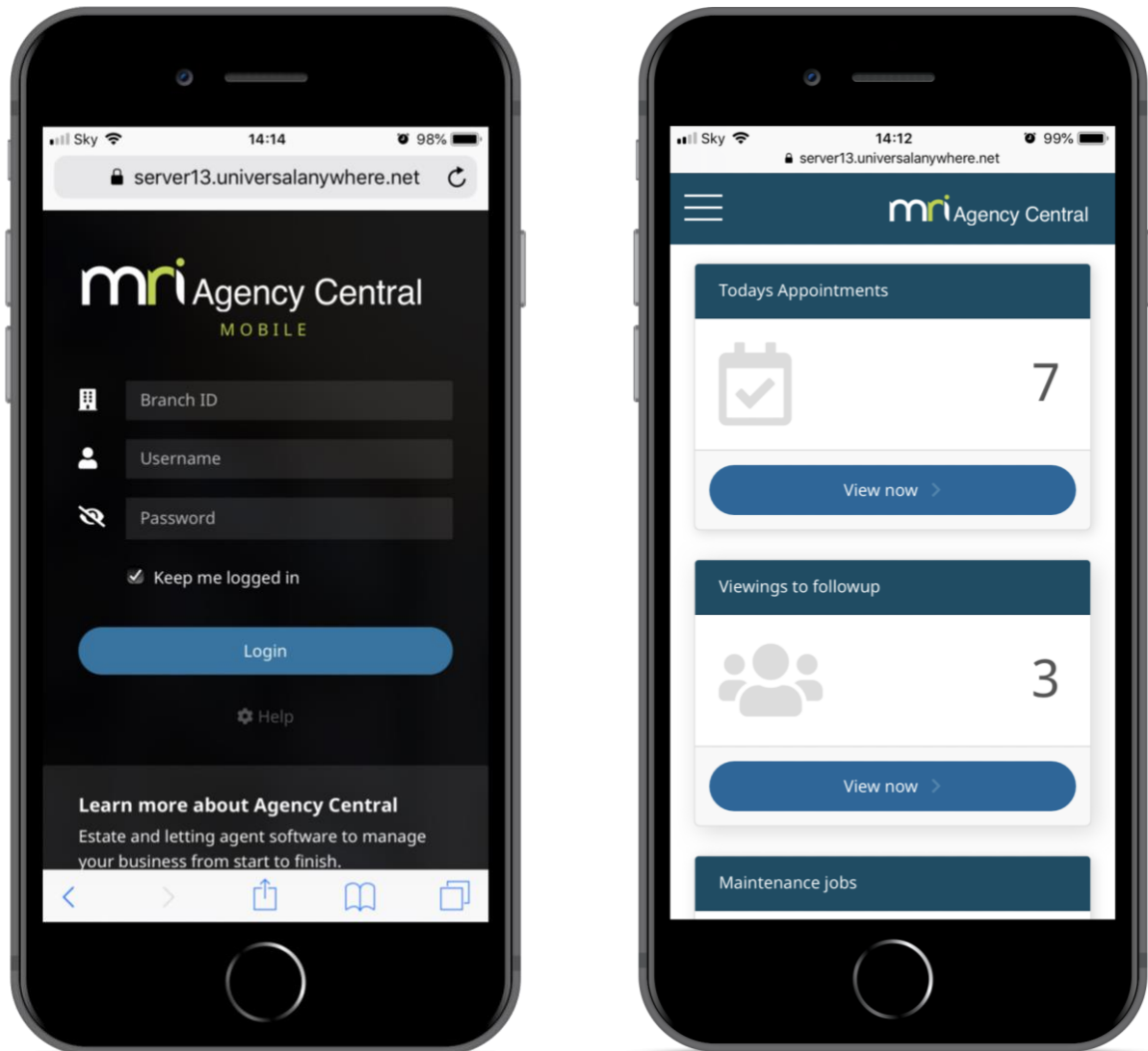


Agency Central **Mobile**

Agency Central Mobile enables staff members to access key data directly from Agency Central.



- Real time data directly from Agency Central
- Specifically designed for smartphones
- Ideal for when staff members are out of the office
- Grant or revoke staff access via Agency Central
- Available on Agency Central Anywhere
- Incorporates multi branch access
- Secure data

Diary

View all appointments in the Agency Central diary in a simple and easy to read format. All the appointment details are visible while on the go from viewings to property inspections.

Contacts

All people records are accessible on Agency Central mobile. The search facility allows users to find a person based on name, mobile number, address or email. When a person has been found you can click to call or email directly via the smartphone.

Valuations

Search for valuations directly from this screen and view all associated details. You can also add a new valuation.

Tasks

View tasks such as gas safety reminders or property inspections. Tasks can also be edited.

Maintenance

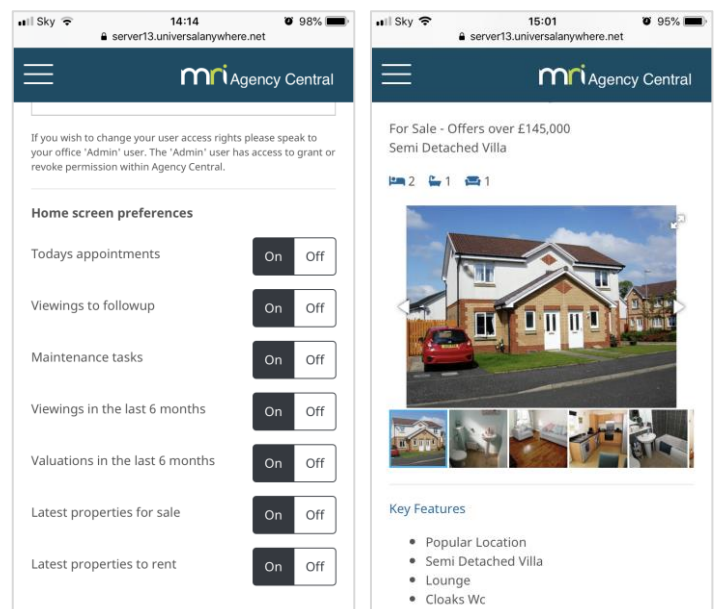
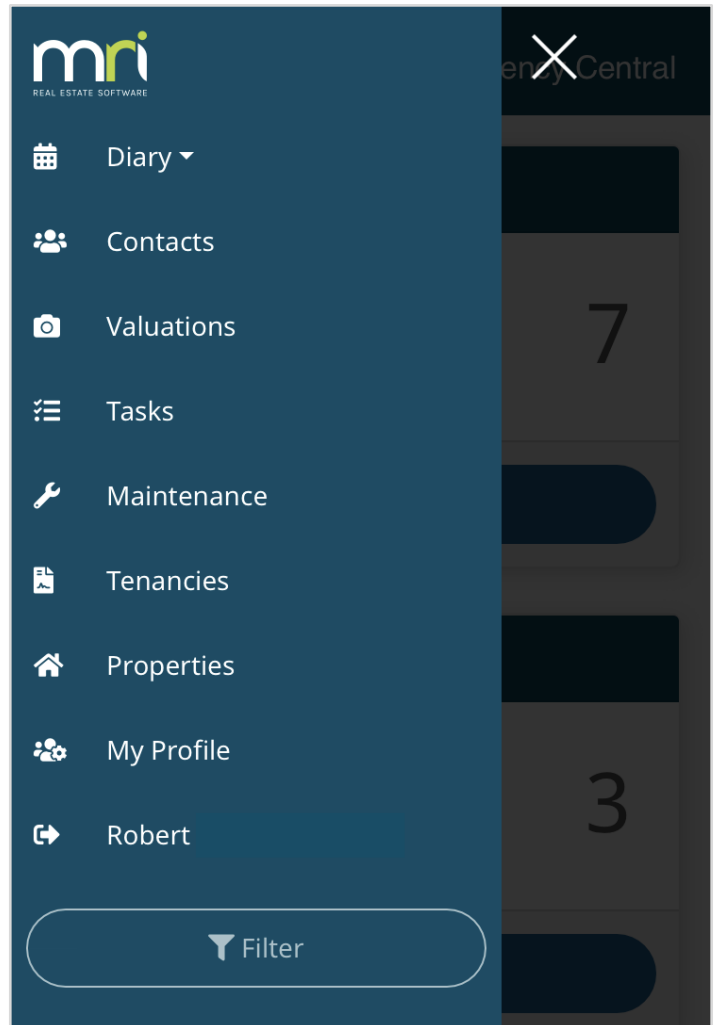
View property maintenance for rental listings.

Properties

Search your entire portfolio of properties and view full details including images, floorplans and descriptions.

My Profile

View your account, access levels and customize the home screen.



Designed for mobile

Agency Central Mobile has been specifically designed for mobile phones, so viewing appointments and people records becomes an effortless task. By adding an icon to your home screen, you can have access to the information you require within a couple of taps.

Secure

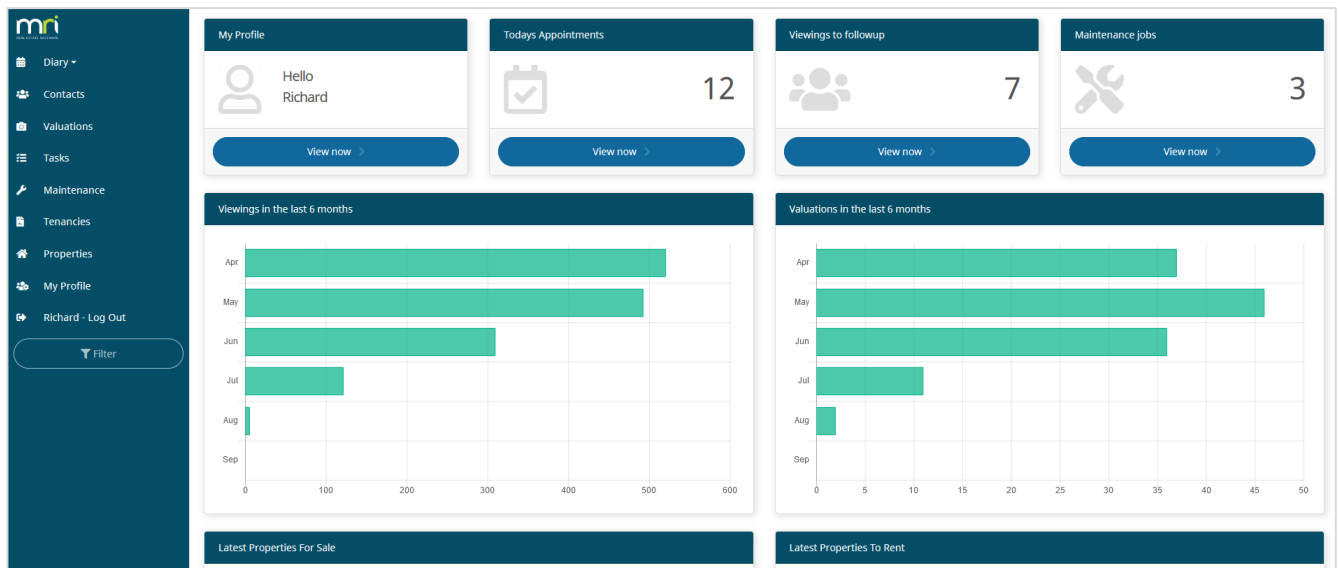
Information stored on Agency Central mobile has several security features to ensure your data is protected. The data is held on secure servers and you can control staff access and reset passwords directly from Agency Central Anywhere.

Real time data

Agency Central mobile is powered by the diary in Agency Central Anywhere. Data is automatically synced so anyone using the facility has all up to date diary and people records at their fingertips.

Home screen dashboard

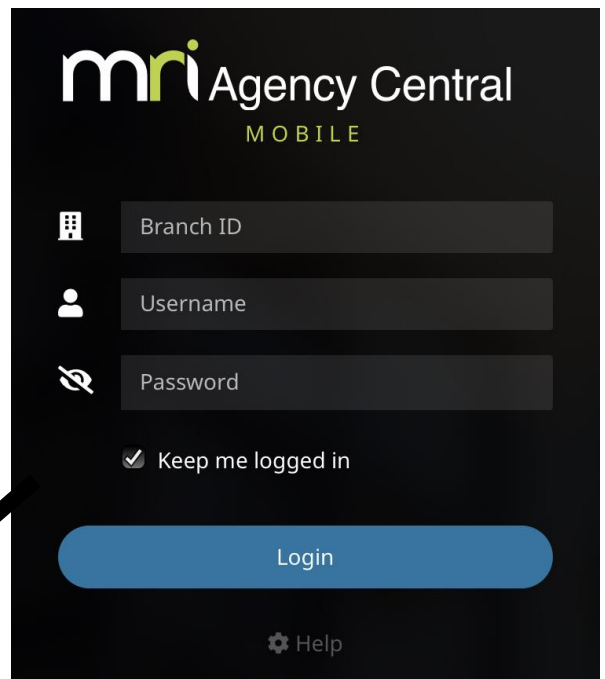
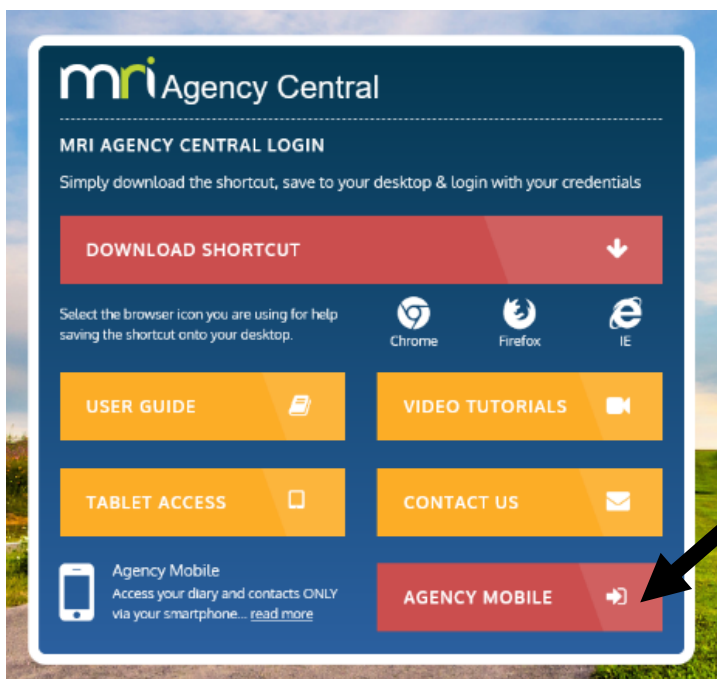
Key information is available as soon as your login via the dashboard. This can be customized in the 'My Profile' screen.



Help guide

What do I need to login?

1. Visit the **server page** you use to access Agency Central to via the browser on your phone.
This can be found by selecting help > about in Agency Central.
(See image on the right which highlights the link you need to select)
2. Your **branch ID**. You can find this in Agency Central by selecting help > about (e.g. ABC1)
3. Your **username** from Agency Central (E.g. Ben)
4. Your **password** - This is password you use to login to Agency Central. Please note you may be given a prompt to improve your password for security



Useful note

If you try 10 incorrect attempts at your password, your account will be locked. This can be unlocked via the admin user in Agency Central.

- Select Tools > Maintenance/system settings > User IDs > Select user > Unlock mobile access

If you need any help with this feature please contact the help desk on 01423 509 985.

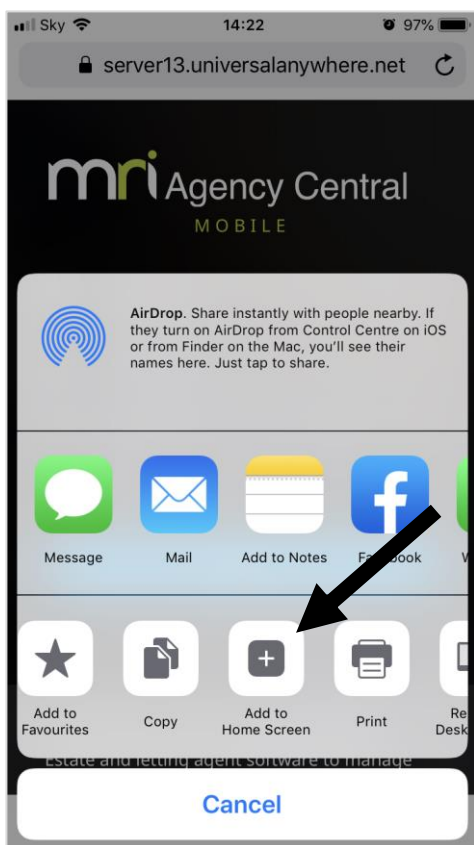
Adding a shortcut on your phone

Apple iPhone

To add a shortcut to your home screen, simply visit the server you normally connect to in the Safari web browser and select the icon at the bottom to give you some more options.

For example: <https://server13.universalanywhere.net/mobile>

Scroll across until you see 'Add to home screen' then give your icon a name 'e.g. Agency Central'. Then click add, you can then move the position of this new shortcut if required.



Samsung Galaxy

To add a shortcut to your home screen, simply visit the server you normally connect to in the mobile web browser and select the icon at the bottom to give you some more options.

For example: <https://server13.universalanywhere.net/mobile>

You will be presented with several options, one of which will be called 'Add to home screen'. Select this option then give your icon a name 'e.g. Agency Central'. Then click add, you can then move the position of this new shortcut if required.