

PropReportHub – Client Onboarding Guide

Welcome to PropReportHub.

This guide explains how new Clients can create an account, post projects, review consultant quotations, and appoint the right specialist for their needs.

1. Create Your Account

1. Visit www.PropReportHub.com.
2. Select “Join as a Client” on the homepage.
3. Enter your name, company details (if applicable), email address, and a secure password.
4. Verify your email using the link sent to your inbox.

2. Set Up Your Project Profile

- Click “New Project” in your dashboard.
- Enter details: project name, site address, project type, reports required, deadlines.
- Upload supporting documents.
- Submit your project for consultant matching.

3. Receive Consultant Quotes

- Consultants are invited automatically.
- You will receive notifications of new quotes.
- Quotes include: scope, fees, timescales, delivery schedule, consultant credentials.
- You can message consultants for clarification.

4. Compare & Select Your Consultant

- Compare fees, timescales, experience, and notes.
- Select “Appoint Consultant” when ready.
- There are no fees for clients.

5. Appointment & Project Delivery

- Consultants receive instant confirmation.
- You can exchange documents and messages securely.
- Track progress and downloads from your dashboard.
- All actions are time-stamped.

6. Manage Your Ongoing Projects

Your dashboard includes:

- Active Projects
- Awaiting Quotes
- Quotes Received
- Appointed / In Progress
- Completed Projects
- Uploaded Reports
- Messages & Notifications

7. Client Access & Features

As a client, everything is free:

- Post unlimited projects
- Invite consultants to quote
- Compare quotations
- Secure communication workspace
- Up to 30GB of secure document storage
- Access to all new features
- No upgrades, no subscriptions, no charges

Summary

1. Register
2. Create a Project
3. Receive Quotes
4. Appoint Your Consultant
5. Manage & Download Reports