

Overall Settings

The overall settings are information details regarding your company.

The first step the application manager should do is complete the overall settings of the company with as much information as possible.

To do so, take the following steps:

1. Click on 'Settings';

The screenshot displays a listing card for 'Listing, CT_ANG_321' dated 07 Nov 2013. The card includes a '7+' icon, owner information (RS:Owner), and contact fields for phone and email. A thumbnail image shows an outdoor seating area. The listing details are: 'Apartment 2 Rooms + 1 Interior rooms, RS:CT_314', 'Monte Negro (Conceição), Peniche, Peniche', 'Availability: Available', 'For sale: €25,000', and 'To rent: €230'. Below the card are navigation links: 'Select | Add a tag Email Print Delete More' and 'First page | Previous | page 8 | Next | Last page'. A 'Reports' section shows a report titled 'Create report, 24/09/2012, Summary of opportunities'. The footer contains the 'eGO Real Estate' logo and a navigation menu with 'Settings' highlighted in green, along with other links like 'Users | Groups | Support | FAQ | Updates' and a row of country flags.

2. Complete the form with the company's name, login email, license number, tax number, contacts and email address (may be the same as the login email) and any other additional information;

Configure the agency Company Setup Wizard OFF

COMPANY Back Save

COMPANY DATA MANAGEMENT DISTRIBUTION OF INTERNET LEADS

COMPANY NAME	LICENSE NUMBER	TAX NUMBER
Starting to move - eGO Real Estate	8523697411	1234567890
COMMERCIAL REGISTRATION NUMBER	REGISTRY OFFICE	COMPANY NAME
1000		

Contacts

EMAIL

startingtomove@egorealestate.com

PHONE

123456789

[Add phone number](#)

MOBILE PHONE

[Add phone number](#)

FAX

914546131

3. Then, add the company's location and address;

The screenshot shows the 'Company' configuration page with the 'Location' section highlighted. The form includes the following fields:

- ADDRESS: Rua da Misericórdia nº7 Moita dos Ferreiros
- ZIP CODE: (Empty)
- ROAD TYPE: (Choose road type)
- COUNTRY: Portugal
- DISTRICT: (Choose district)
- TOWN: (Choose town)
- NEIGHBORHOOD: (Choose neighborhood)
- ZONE: (Choose zone)

Below the form is a map of Spain with a location pin. The map shows coordinates: Lon: -7.99804637999995° and Lat: 39.72408858°. A text box above the map says: 'Double click on the map to set the location or use my current location or enter the coordinates manually'.

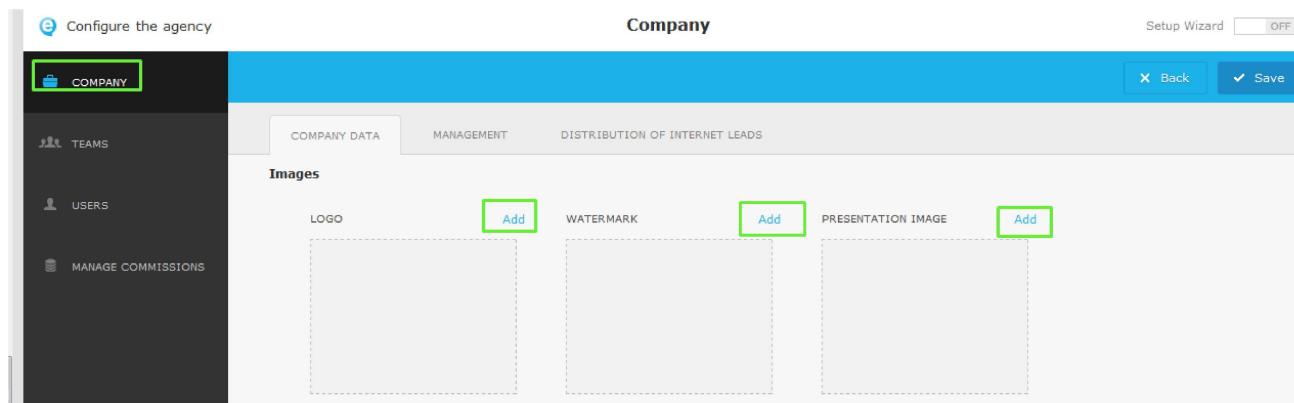
4. Then, in the section named 'Details' add the currency , the time zone and the Languages;

The screenshot shows the 'Company' configuration page with the 'Details' section highlighted. The form includes the following fields:

- CURRENCY: CE, Euros (€)
- TIMEZONE: (GMT) Greenwich Mean Time : Belfast, Cardiff, Dublin, Edinburgh, Lisbon
- UNIT TYPES: Square centimeters, Square meters, hectares (m²)
- Languages: Portuguese (Portugal), English (United Kingdom), Spanish (Spain), French (France), German (Germany), Swedish (Sweden)

At the bottom of the section, there is a link: 'Add language'.

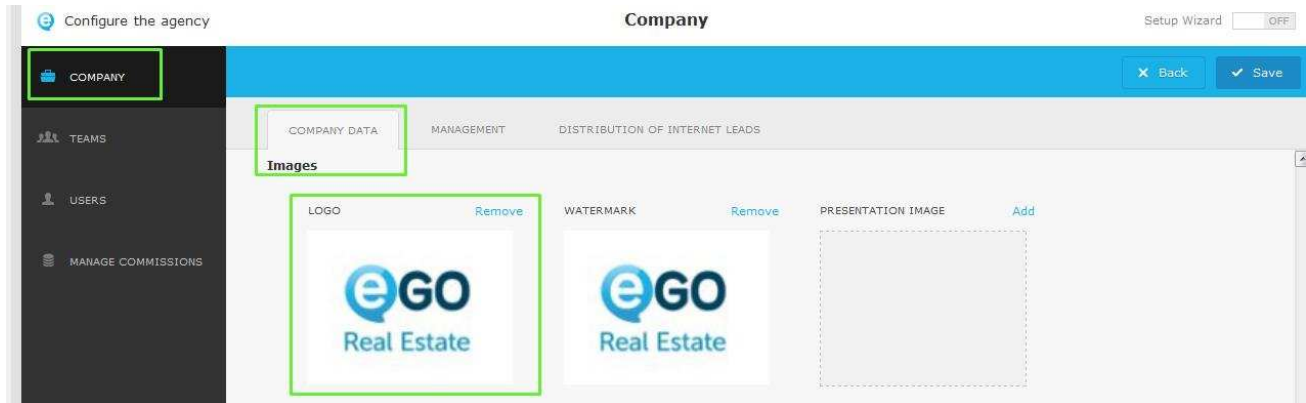
5. In the section named 'Images' add the company Logo, the Watermark image , an the Presentation image;



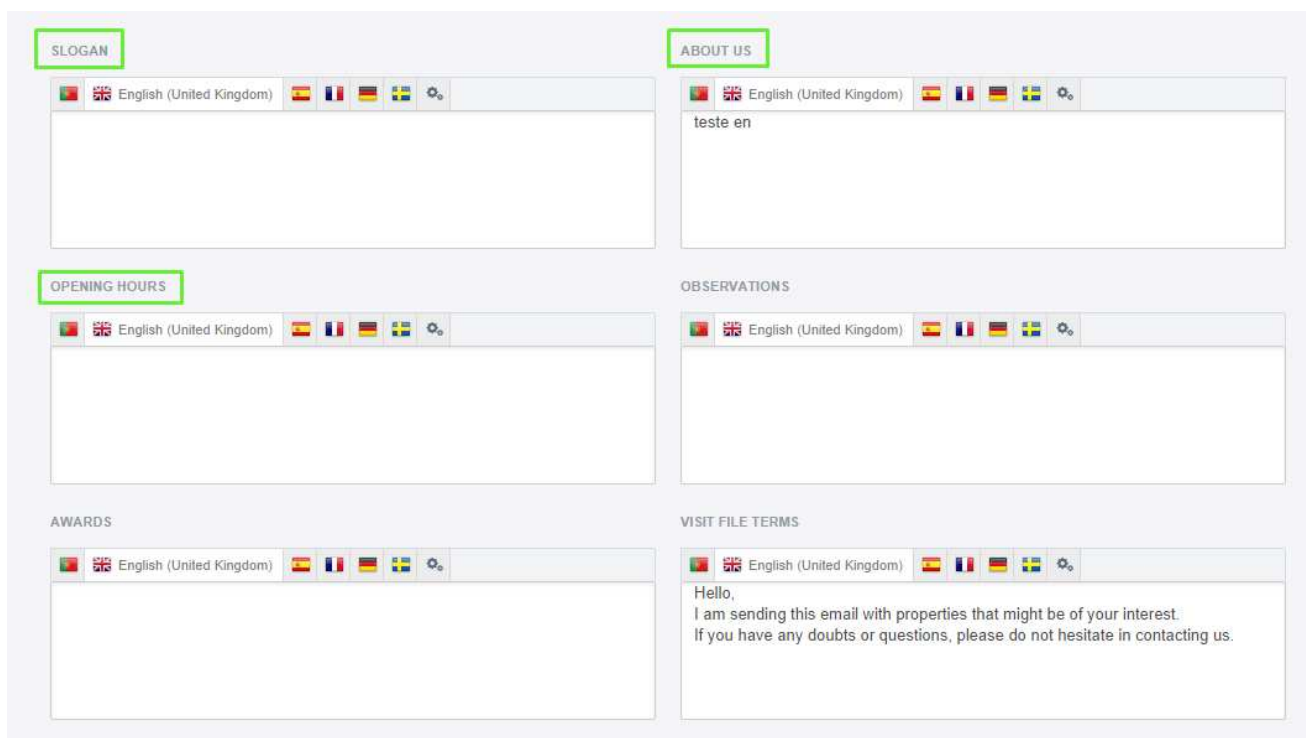
6. Select the correct image and click 'Open';



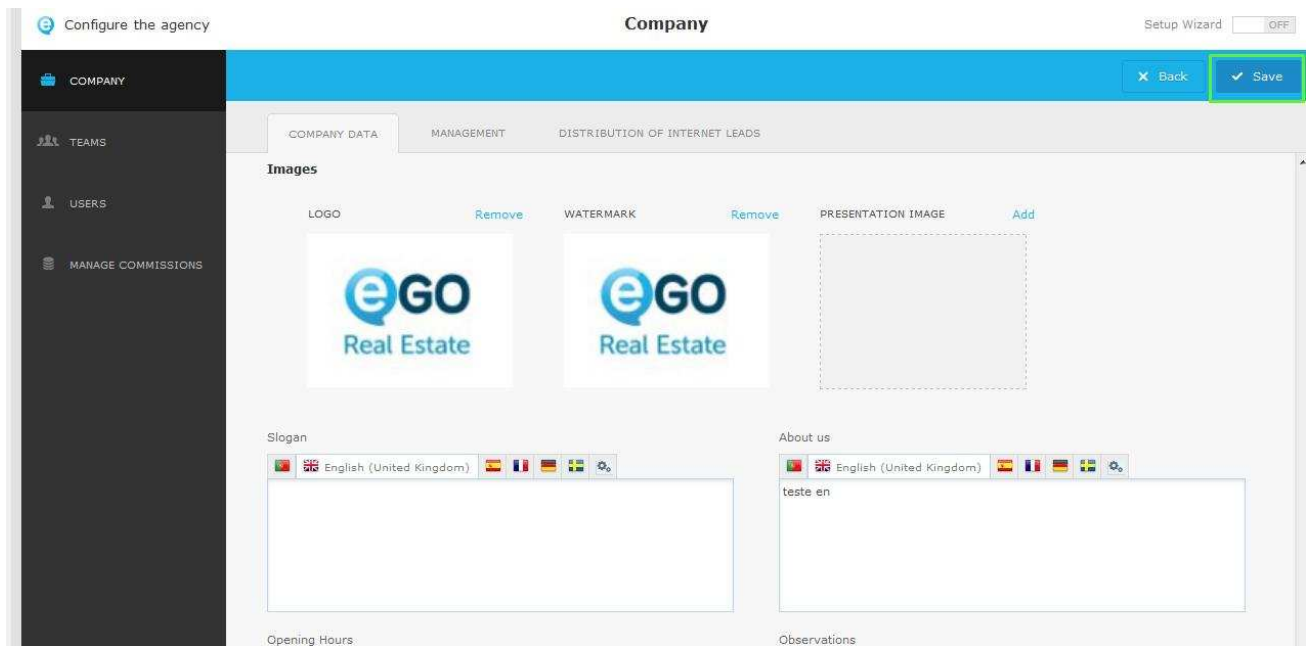
7. The new logo is added. This image can be changed as many times as needed, just follow the 2 previous steps to do so;



8. Then, complete the company's 'slogan', 'about us' text and 'opening hours';



9. Finally, click the 'Save' button to save the settings.



Learn more at: <http://academy.egorealestate.com>

Questions: support@egorealestate.com