

### How to Create Users

Users are basically all individuals that work in the same company.

The application manager can create new users and enable access to the eGO Real Estate platform.

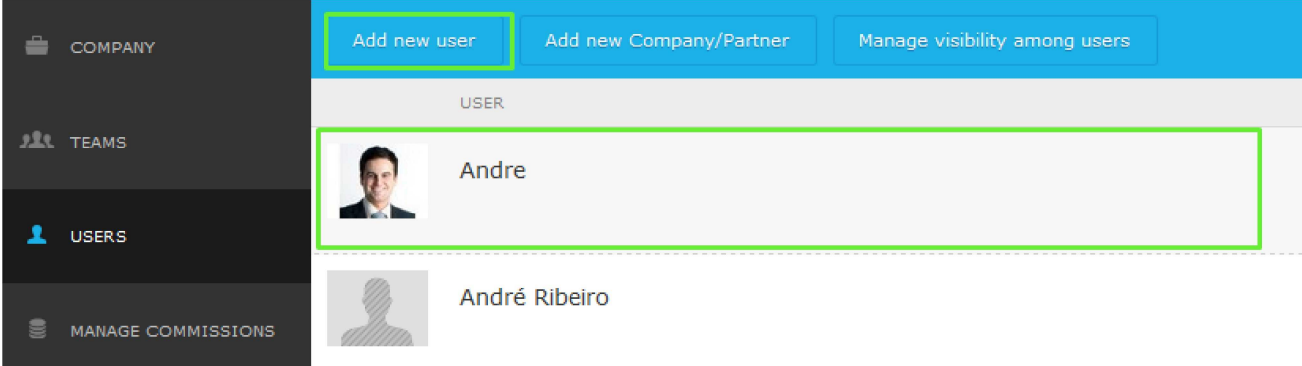
To do so, take the following steps:

#### 1. Click on 'Users'

The screenshot displays the eGO Real Estate software interface. At the top, there is a navigation bar with a 'Users' menu item highlighted in a green box. Below the navigation bar, the main content area shows a user profile for 'Sale, RS:CT\_VEN\_197' with a date of '15 Nov 2012'. To the right of the profile, there are action buttons: 'Print', 'Follow', 'Notify', 'Task', and 'Email'. Below the profile, there is a section for 'Potential client: RS:Demo F457' with fields for 'Phone:' and 'Email:'. To the right of this section, there is a 'Preference Property' section featuring a small image of an apartment and the following details: 'Apartment 3 Rooms + 2 Interior rooms, RS:CT\_APA\_161', 'Peniche, Peniche, Leiria', 'Availability: Available', and 'For sale: €25,000'. At the bottom of the interface, there is a footer with the eGO Real Estate logo, a navigation menu (Settings, Users, Groups, Support, FAQ, Updates), and a list of flags representing various countries. Below the navigation menu, it states 'EGO is a service by Janela Digital. Privacy policy | Terms of service'.

## 2. Click "Add new user";

Configure the agency Users



COMPANY Add new user Add new Company/Partner Manage visibility among users

TEAMS

USERS

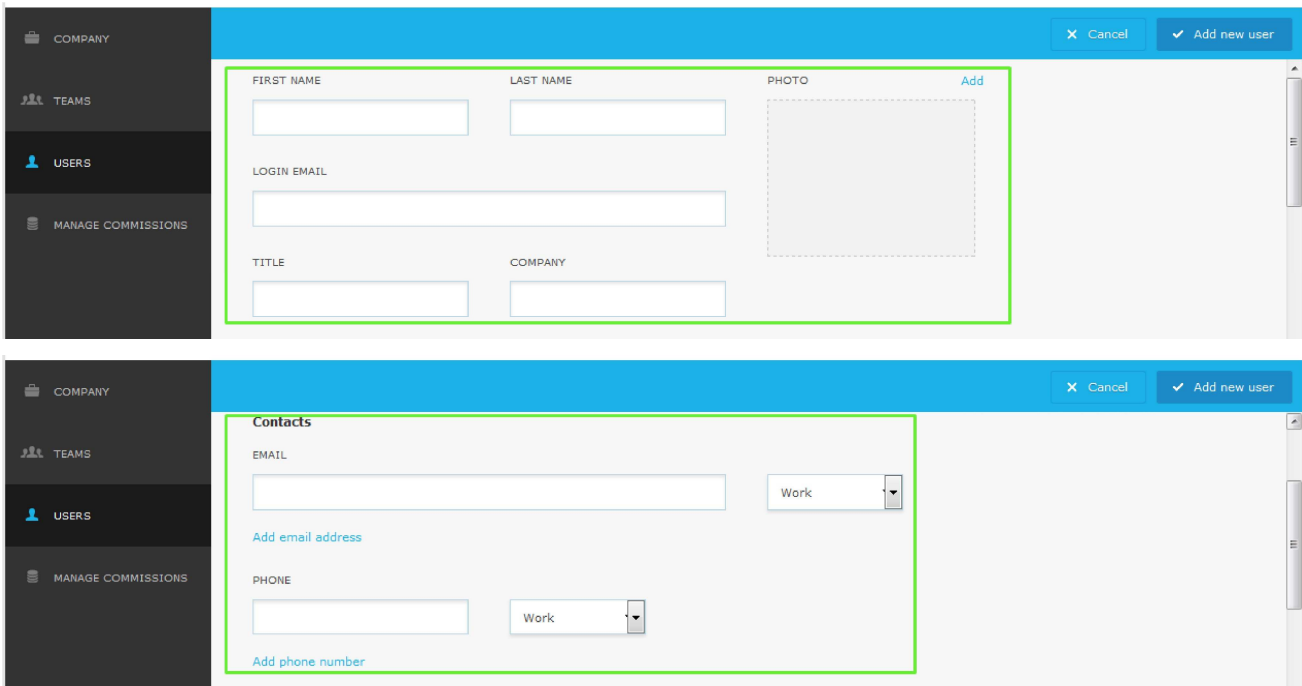
MANAGE COMMISSIONS

USER

Andre

André Ribeiro

## 3. Complete the form with the login email, first and last name, telephone and email address (may be the same as the login email) and any other additional information;



Cancel Add new user

FIRST NAME LAST NAME PHOTO Add

LOGIN EMAIL

TITLE COMPANY

Contacts

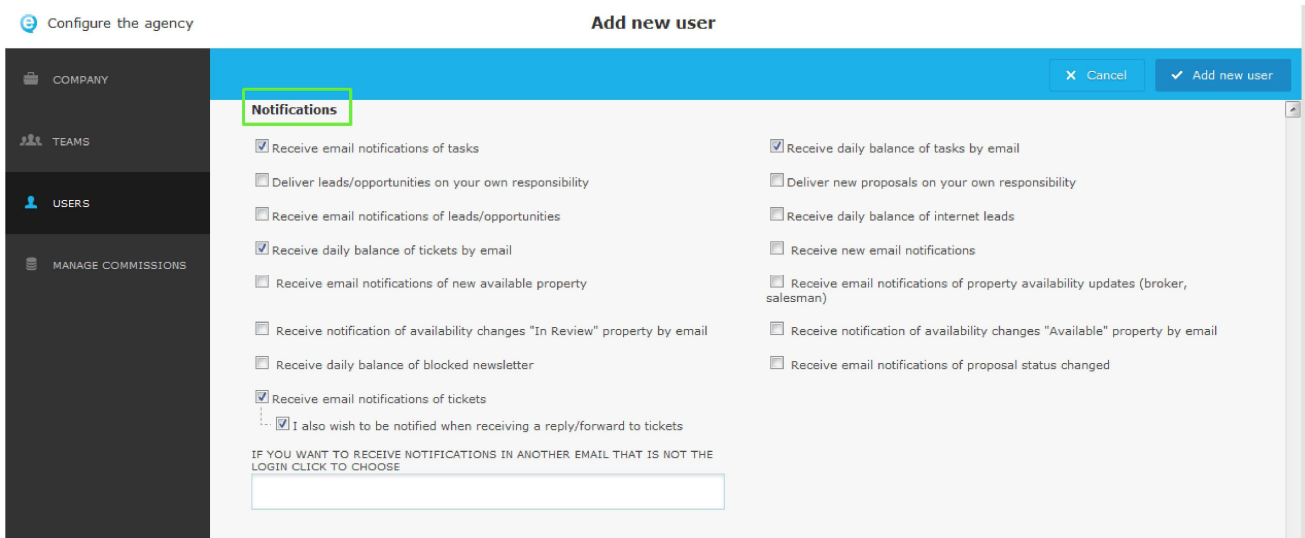
EMAIL Work

Add email address

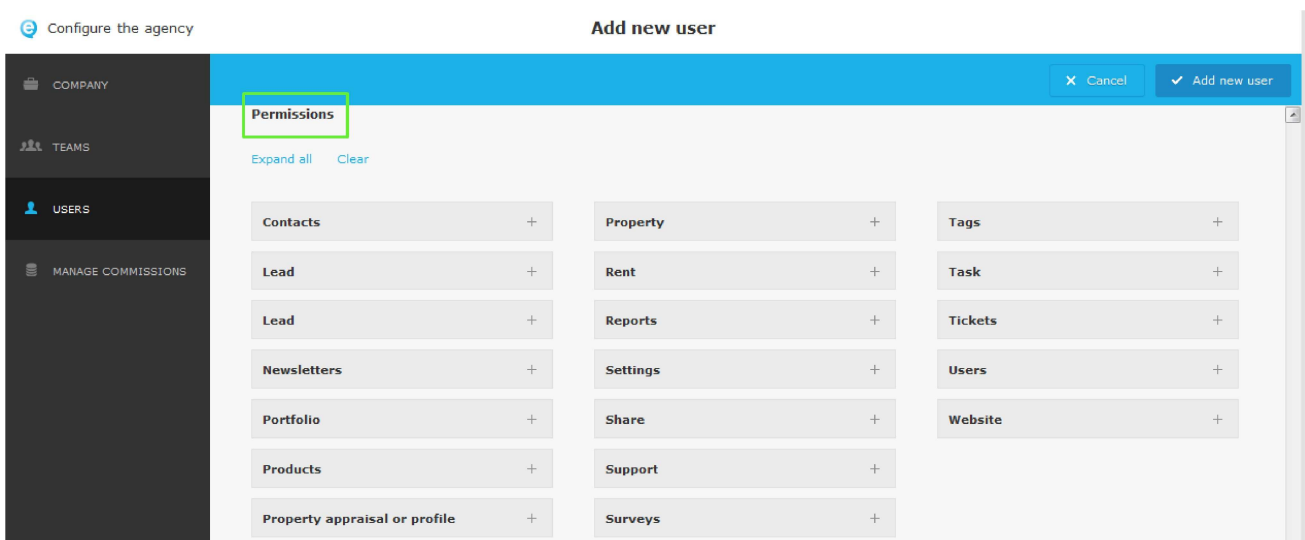
PHONE Work

Add phone number

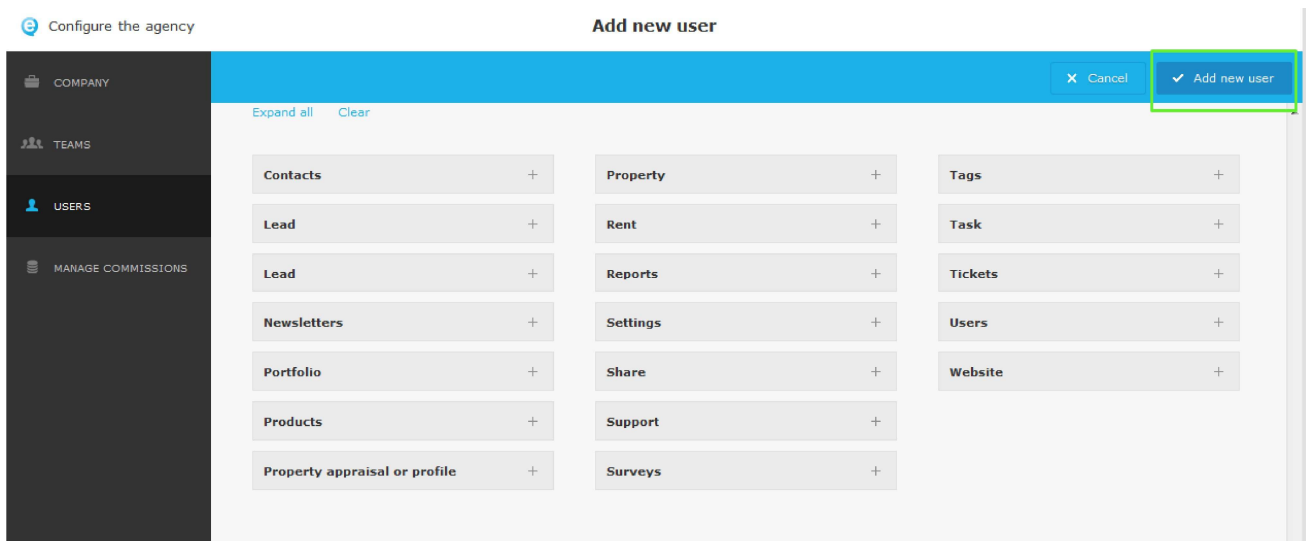
4. Then, set the **Private data / Permissions**. Start by configuring which **'Notifications'** this user will receive;



5. Then, set the user's **'Permissions'**;



## 7. Finally click 'Save';



The new user will receive an automatic email with the eGO Real Estate login details (username and password) to start using the application.

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

**Questions:** [support@egorealestate.com](mailto:support@egorealestate.com)