eGO Academy

10 Essential Steps



Step 1: 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' in the footer of the application;

	Listing, ANG_9	
€	Sofia Custodio, 08 Mar	> Property > Document
~	Owner: Julie Bush	Apartment 2 Rooms, APA 08
	Phone: (44) 02455774100	Trafford, Greater Manchester, North West
	Email: juliebush@hotmail.co.uk	Availability: Available
		For sale: £400,000
	Tags: A. Opportunity Won edit	
Repo	orts: Create report, Summary of opportunities	
Repo	orts: Create report, Summary of opportunities	
Repo	Settings Users Groups Support FAQ Update	

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;

3. Then add the company

Shop - Mega House EN	
rtunities Properties Conta	cts Tasks 1 Leads 3 Holiday homes > Settings > Manage Website
	Overall settings
GGO /	Company name Shop - Mega House EN
Real Estate	Email ego@egorealestate.com
Change logo	Website name http://wordpressV5.web.egorealestate.
icense Number	Set license namber
ax number	Set tax number
Commercial Registration Number	Set comercial registration number
legistry Office	Set comercial rejustry office
company name	Define company name
Phone	(44) 21840262464
	Add another
1obile phone	Set mobile phone
ia×	Set fax
Currency	Great Britain, Pounds (£)
Timezone	(GMT) Greenwich Mean Time : Belfast, Cardiff, Dublin, Edinburgh, Lisbon, London
Jnit types	Square centimeters, Square meters, hectares (m²) 🛨
Notifications email	ego@egorealestate.com
Google Analytics ID 🌘	Set google analytics id
	Authenticate on Google

logo. To do so, first click 'Change logo';

unities Properties Conta	cts Tasks 1 Lead	S Holiday homes > Settings > Manage Website
	Overall settings	
©GO }	Company name	Shop - Mega House EN
Real Estate	Email	ego@egorealestate.com
Change logo	Website name	http://wordpressV5.web.egorealestate.
icense Number	Set license number	
ax number	Set tax number	
Commercial Registration Number	Set comercial registrati	ion number
Registry Office	Set comercial registry (office

4. Then click '**Load image**' to browse your computer's folders for the logo you want to upload;

ortunities	Properties	Contacts	Tasks 1	Leads 5	Holiday home:	> Settings	Manage Website	
		hange the p	<u>hoto for</u> Sh	op - Mega H	louse EN			
ΞG	60 🔍		image					
Real Es		r Cancel With	out making c	hanges				
GO S								

Select the correct image and click 'Open';

File Upload		×
top Imagens Blog		
me:	✓ Modified	cniYsYCZ8rp4bN098XD.jpg
4kollaj-facebook.jpg	21/05/13	
cniYsYCZ8rp4CcwmQH37RotfWNYDNCAazbN098XD.jpg	18/01/06	
cqtgyMHuputYqsxMF1ZMxTPCpSXep4xvWHXhT2D5.jpg	12/12/05	
acebook.jpeg	21/05/13	
acebook-estadística-800×449.jpg	21/05/13 -	
mages.jpeg	21/05/13	
mages1.jpeg	21/05/13	
mages2.jpeg	21/05/13	
PuGZkbYcpgP0lzQYc3Fi11TQe8eVWWhHR2oDNfcF.jpg	27/10/05	
redes sociais.jpeg	21/05/13	
shutterstock_775004.jpg	12/12/05	YOURLOGO
shutterstock_868629.jpg	30/01/09	,
shutterstock_1581659.jpg	09/02/07	
shutterstock_1671737.jpg	29/01/07	
shutterstock_1784924.jpg	06/03/07	
shutterstock_2285204.jpg	20/03/07	
shutterstock_2756807.jpg	13/12/07	
shutterstock 3499036.jpg	17/02/09 🗸	\frown

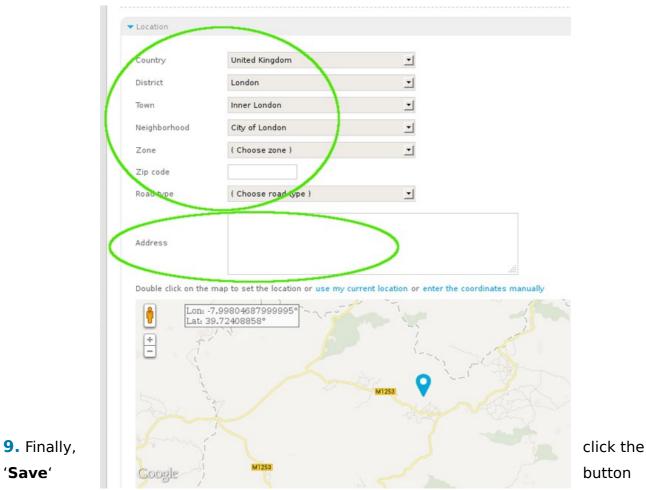
6. The new logo is added. This image can be changed as many times as needed, just follow the 3 previous steps to do so;

tunities Properties Conta	cts Tasks 1 Leads	5 Holiday homes	Settings	Manage Website
\frown	Overall settings			
	Company name	Shop - Mega House	EN	
YOURLOGO	Email	ego@egorealestat	e.com	
Change logo	Website name	http://wordpress\/5	.web.egoreales	tate.
\smile				
License Number	Set license number			
Tax number	Set tax number			
Commercial Registration Number	Set comercial registrati	on number		
Registry Office	Set comercial registry o	office		
Company name	Define company name			

7. Complete the company's slogan, about us text and opening hours;

Slogan	English (Un
About us	English (Ur
Opening Hours	English (Ur
Observations	English (Ur
	English (or
Awards	English (Ur

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



on the bottom of the page to save the settings.

Configure email management		
 Functionalities 		
Properties export revalidation		
Critical Actions		
Distribution of internet leads		
Sending crossed properties		
		Save

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

Questions: <u>support@egorealestate.com</u>