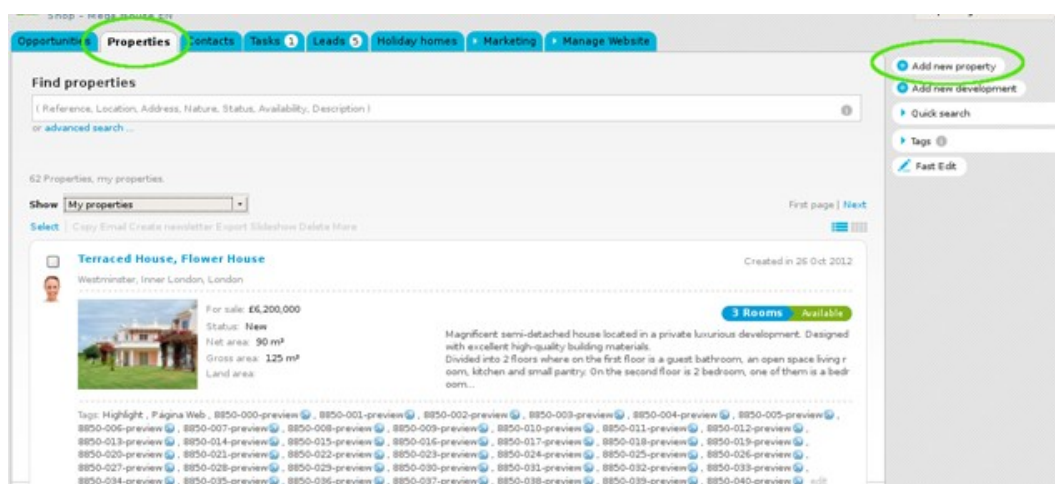


Step 3: How to Add properties

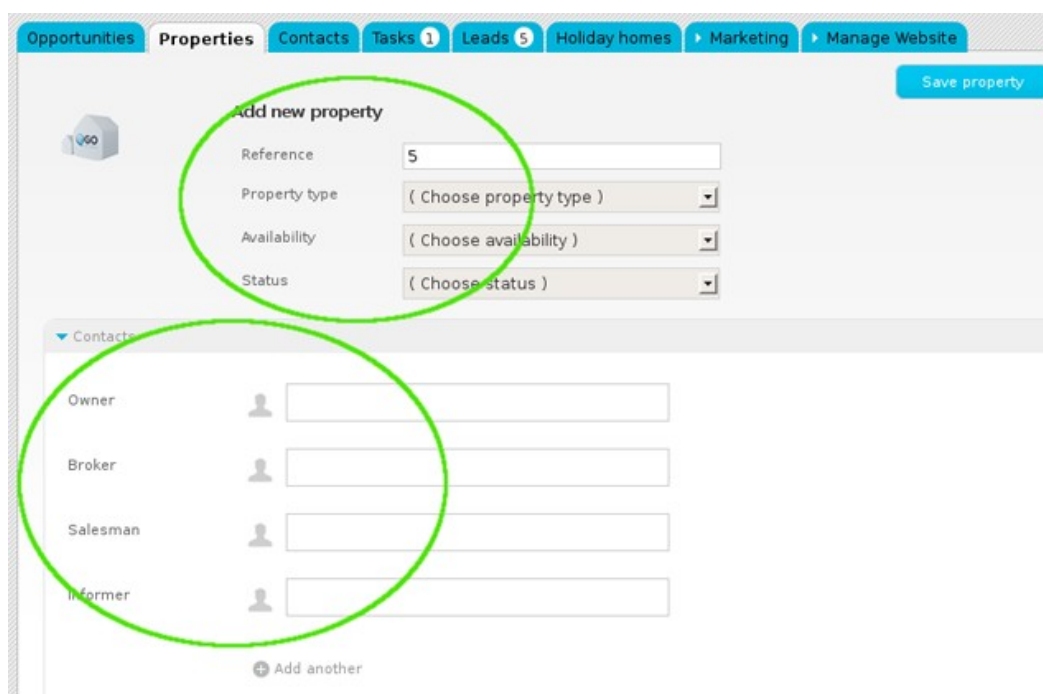
Adding properties to the real estate platform is quick and easy.

To do so, take the following steps:

1. Click the 'Properties' tab. Then on the right sidebar, click 'Add new property';



2. Complete the new property form with specific information regarding this property and related **contacts**:

A screenshot of the 'Add new property' form in the eGO Academy dashboard. The form is titled 'Add new property' and has a 'Save property' button in the top right corner. The form fields are: Reference (text input with value '5'), Property type (dropdown menu with '(Choose property type)'), Availability (dropdown menu with '(Choose availability)'), and Status (dropdown menu with '(Choose status)'). Below these fields is a 'Contacts' section with four rows: Owner, Broker, Salesman, and Informer, each with a person icon and a text input field. A green circle highlights the 'Add new property' title and the first four form fields. Another green circle highlights the 'Contacts' section and its input fields. The word 'Price' is written to the right of the form, and the number '3.' is written to the left of the 'Owner' field.

3.
and

Price

location

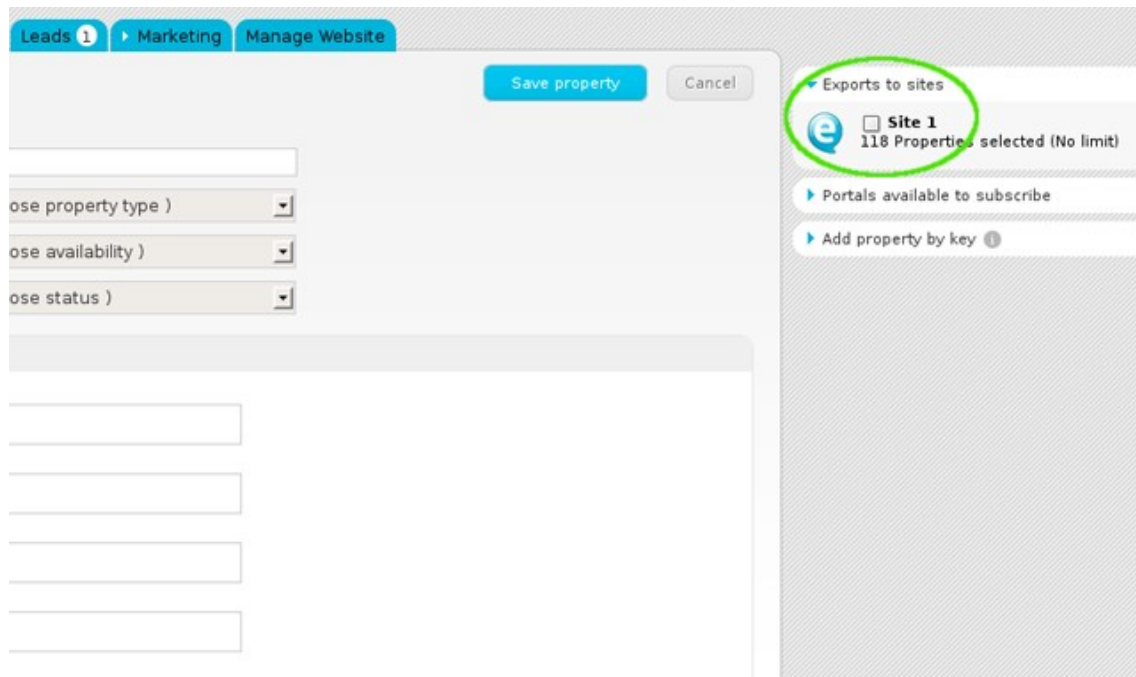
The screenshot shows a web interface for location selection. The 'Business/Price' section at the top is circled in green, containing a search box, a dropdown menu set to 'Great Britain, Po...', and a 'Remove' button. Below it is the 'Location' section, also circled in green, which includes dropdown menus for 'Country' (United Kingdom), 'District' (London), 'Town' (Inner London), 'Neighborhood' (City of London), and 'Zone' (Tower). There are also input fields for 'Zip code' and 'Road type' (Choose road type). At the bottom right of the location section are two checkboxes: 'Export address' and 'Export georeference'.

4. Multimedia

The screenshot shows a 'Multimedia' section in a web interface, circled in green. It contains several categories: 'Photos', 'Panoramic photos', 'Logos', 'Plans', 'Flyers', 'Videos', and 'Urls'. Below this section is a 'More details' section with expandable options for 'Areas', 'Divisions', and 'Equipment / Infrastructures'.

5.

Select the option to export to sites (if this is intended);



6. Set permissions for who can see this property (Everyone, only the user adding the property or this user plus a restrict group of users);



7. Finally, click the 'Save property' button.

Empty form area with horizontal lines.

manage extra fields

roperty

Save property Cancel

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

Questions: support@egorealestate.com