eGO Academy



10 Essential Steps

Step 5: How to Create Tags

Tags provide a useful way to identify and create a specific group of properties, contacts and/or opportunities. Tags make searching for data in eGO Real Estate easier and quicker.

By clicking a tag, the application automatically filters properties, contacts or opportunities with this tag associated.

Tags are found on the right sidebar of the 'Properties', 'Contacts', and 'Opportunities' tabs. Only existing tags are available in the 'Tags' area but new tags can be created anytime.

	 Add new property Add new development 	
0	Quick search	
	Tags 🕜	
	D Desc. 15%	
First page Next	H Highlight	
I= III.	1	
Created at 17:05	0	
Created at 1703	s Site 10	
	Solers	
Z Rooms Available	🖉 Fast Edit	
Exceptional luxury apartment built with high quality building materials and modern arqui tecture. In the centre of the city, with riverside view and complete with 2 bedrooms (on e of them with an ensuite with a massage bathtub and wardrobe), a bathroom, a guest bathroom, dining room, living room, italian kitchen and o		
Created at 17:03		

To associate several properties to a specific tag, take the following steps:

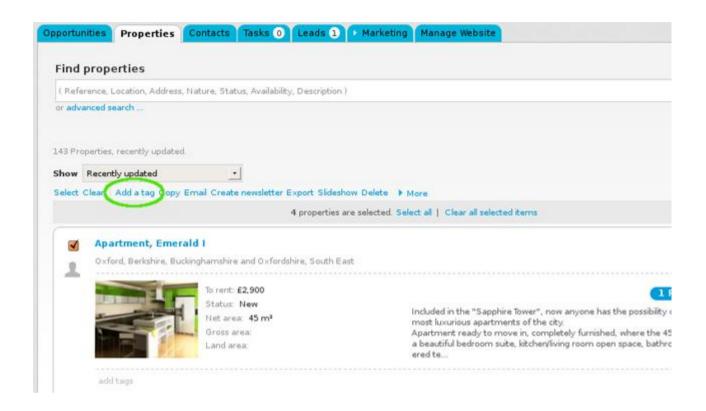
1. Click the 'Properties' tab;

(Ref	erence, Location, Address, Nature, Status, Availability, Description)	
or adv	ranced search	
142 Pr	operties, recently updated.	
Show	Recently updated _	
Select	Copy Email Create newsletter Export Slideshow Delete More	
-		
	Apartment, Balconies of the River I (1)	
0	Apartment, Balconies of the River I (1) City of London, Inner London, London	
1	City of London, Inner London, London	
1	The second s	
1	City of London, Inner London, London For sale: £14,500,000	Exceptional luxury apartment built with i
1	City of London, Inner London, London For sale: £14,500,000 Status: New	Exceptional luxury apartment built with tecture. In the centre of the city, with riv e of them with an ensuite with a massar

2. Select the properties you want to add a tag;

Find properties		
(Reference, Location, Address,	Nature: Status, Availability, Description	1
or advanced search		
43 Properties, recently updated		
Show Recently updated	<u>.</u>	
elect Clear Add a tag Copy	Email Create newsletter Export Slides	how Delete > More
	4 properties	are selected. Select all Clear all selected items
No. of Concession, Name	To rent: £2,900	
	To rent: £2 ,900 Status: New Net area: 45 m^a Gross area: Land area:	Included in the "Sapphire Tower", now anyone has the possibit most luxurious apartments of the cty. Apartment ready to move in, completely furnished, where the a beautiful bedroom suite, kitchen/living room open space, bat ered te
add tags Apartment, Balco City of London, Inner I	Status: New Net area: 45 m ³ Gross area: Land area:	Included in the "Sapphire Tower", now anyone has the possibilit most luxurious apartments of the city. Apartment ready to move in, completely furnished, where the a beautiful bedroom suite, kitchen/living room open space, bat

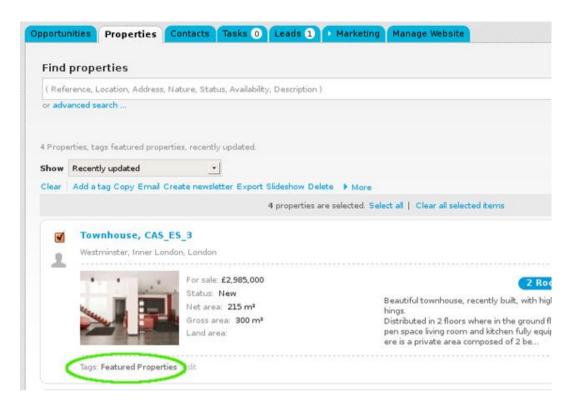
3. On top of the property list, click 'Add a tag';



4. Type the new tag name and click **'Insert tag**' (If you are looking to add an existing tag, select a tag from the drop down menu);

		O Add new property	
		Add new development	
Description)		Quick search	
		► Tags ①	
		🖉 Fast Edit	
	First page Next		
xport Sideshow Delete More 4 properties are selected. Select all C	Add a tag to the selected properties	8	
nire, South East	Featured Properties	0	
	Insert label "Featured Properties"		
	e "Sapphire Tower", now anyone has the possibility of renting one of the is apartments of the city.		

5. All properties previously selected will have the new tag name associated when viewed in a **'Mosaic**' list;



6. After the tag has been created, you can then use the filter option. For example, if you want to know how many "featured properties" are in your portfolio, just click the tag name and then only properties with the "featured properties" tag associated will appear on the list;

	Add new property
	 Add new development
0	Quick search
	▼ Tags ①
	D Desc 15%
	Featured Properties
III 111	H Highlight
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	P
2 Rooms + 1 Interior rooms Available	S Site 1 😡
Beautiful townhouse, recently built, with high quality building material and excellent finis hings.	
Distributed in 2 floors where in the ground floor there is a social area composed of an o per space living room and kitchen fully equipped, common bathroom. In the 1st floor th ere is a private area composed of 2 be	🔏 Fast Edit
Created at 17:03	

7. To remove a tag from a property, select the property and click the **`Edit**` option in the tags area (below the main photo of each property). Then click the checkbox to unselect the tag name to remove and click **`Apply changes.**

	rties, tags featured properties, recently updated			Ŧ	Featured Pro
elect	Const Constant of Constant Con	10	Edit tags	8	Might
2	For take £2,985,000 Status: New Net area: 225 m ² Gross area: 300 m ² Land area:	Beautiful hings Distributed in 21 pen space fixing ere is a private i	Choose Lag Desc. 15% Highlight Featured Properties	Q	t1 ∰ Fast Edt
•	Terraced House, Sunflower House (1) Westminuter: Inver London, Landon For sale: \$1,000,000 Satus: New Nat. ansc. 45 m ⁴ Gross area: \$25 m ⁴ Land area				

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

Questions: support@egorealestate.com