

Software



## **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;

Sofia Custodio, 08 Mar		
porta outorparet de trai		Property Documents
Owner: Julie Bush		Apartment 2 Rooms, APA_08
Phone: (44) 02455774100	- F -	Trafford, Greater Manchester, North West
Email: juliebush@hotmail.co.uk	- All a strength	Availability: Available
		For sale: £400,000
Tana A. Ownerkunks War, add		
lags: A, opportunity wort east		
s: Create report, Summary of opportunities		
	Owner: Julie Bush Phone: (44) 02455774100 Email: juliebush@hotmail.co.uk Tags: A., Opportunity Won edit dd a tag Email Print Delete More.	Phone: (44) 02455774100 Email: juliebush@hotmail.co.uk Tags: A. Opportunity Won edit Idd a tag Email Print Delete More.

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;

Shop - Mega House EN	
ortunities Properties Conta	cts Tasks 1 Leads 5 Holiday homes > Settings > Manage Website
000	Overall settings
GGO	Company name Shop - Mega House EN
Real Estate	Email ego@egorealestate.com
Change logo	Website name http://wordpressV5.web.egorealestate.
License Number	Set license norder
Tax number	Set tax number
Commercial Registration Number	Set comercial registration number
Registry Office	Set comercial registry office
Company name	Define company name
Phone	(44) 21840262464
	Add another
Mobile phone	Set mobile phone
Fax	Set fax
Currency	Great Britain, Pounds (£)
Timezone	(GMT) Greenwich Mean Time : Belfast, Cardiff, Dublin, Edinburgh, Lisbon, London
Unit types	Square centimeters, Square meters, hectares (m*) 💌
Notifications email	ego@egorealestate.com
Google Analytics ID 🌘	Set google analytics id
	Authenticate on Google

3. Then add the company logo. To do so, first click 'Change logo';

tunities Properties Conta	cts Tasks 1 Lead	s 3 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.
cense Number	Set license number	
ix number	Set tax number	
ommercial Registration Number	Set comercial registrat	ing number

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

	Properties	contacts	lasks 1	Leads 5	Holiday homes	Settings	Manage Website	
	c	hange the p	hoto for Sh	op - Mega H	louse EN			
€G	0 🧧	Load r Cancel With	image out making c	hanges				
Real Est	tate							

## Select the correct image and click `Open`;

File Upload		>		
ktop Imagens Blog				
me:	✓ Modified Cni¥	sYCZ8rp4bN098XD.jpg		
4kollaj-facebook.jpg	21/05/13			
cniYsYCZ8rp4CcwmQH37RotfWNYDNCAazbN098XD.jpg	18/01/06			
cqtgyMHuputYqsxMF1ZMxTPCpSXep4xvWHXhT2D5.jpg	12/12/05			
facebook.jpeg	21/05/13			
facebook-estadística-800x449.jpg	21/05/13			
images.jpeg	21/05/13			
images1.jpeg	21/05/13			
images2.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	company		
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 🗸	$\frown$		
s		All Files 🗘		

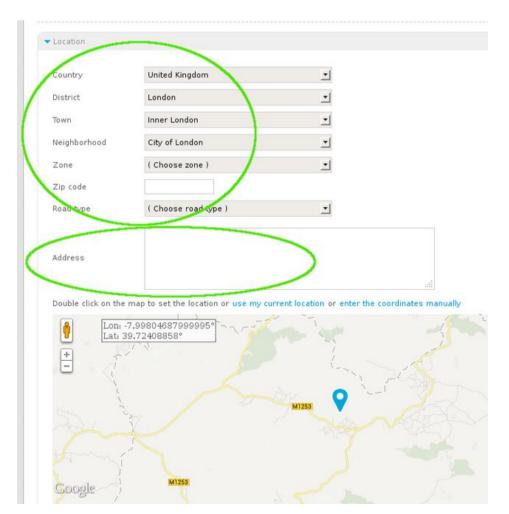
**6.** The new logo is added. This image can be changed as many times as needed, just follow the 3 previous steps to do so;

ts Tasks 1 Leads	s 3 Holiday homes > Settings Nanage Website
Overall settings	
Company name	Shop - Mega House EN
Email	ego@egorealestate.com
Website name	http://wordpressV5.web.egorealestate.
Set license number	
Set tax number	
Set comercial registrati	ion number
Set comercial registry of	affice
Define company name	
	8
	Overall settings Company name Email Website name Set license number Set tax number Set comercial registrat Set comercial registrat

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

	Sloven	English (Un
/		
	About us	English (Un
	Opening Hours	English (Un
	Observations	English (Un
	Awards	English (Un

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



9. Finally, click the 'Save' button on the bottom of the page to save the settings.

0	Configure email management
▼ F	Functionalities
F	Properties export revalidation
• (	Critical Actions 🕕
• 0	Distribution of internet leads
• 5	Sending crossed properties
	Save

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

Questions: <a href="mailto:support@egorealestate.com">support@egorealestate.com</a>