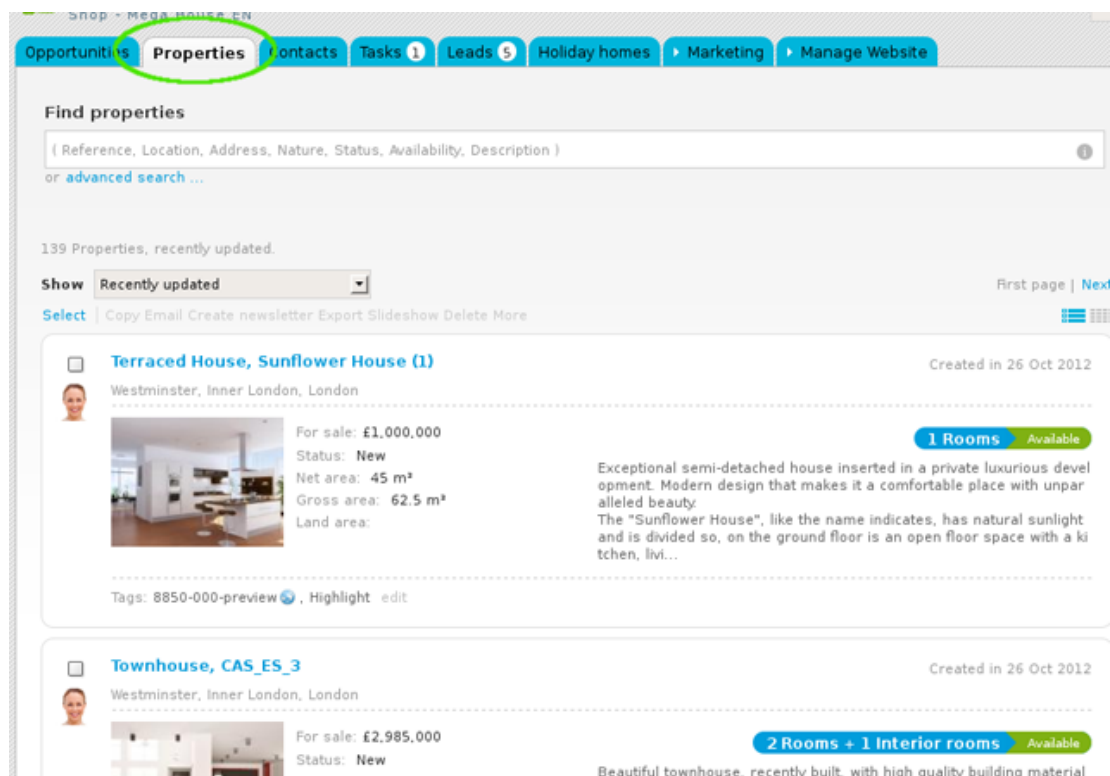


How to create a Keyset

The application manager can create keysets for each property and manage them easily.

To do so, take the following steps:

1. Click the **'Properties'** tab;



The screenshot displays the eGO Academy software interface. At the top, a navigation menu includes tabs for 'Opportunities', 'Properties', 'Contacts', 'Tasks (1)', 'Leads (5)', 'Holiday homes', 'Marketing', and 'Manage Website'. The 'Properties' tab is highlighted with a green circle. Below the navigation menu, there is a search bar labeled 'Find properties' with a placeholder text '(Reference, Location, Address, Nature, Status, Availability, Description)' and a link to 'advanced search ...'. The main content area shows a list of properties. The first property is 'Terraced House, Sunflower House (1)', located in Westminster, Inner London, London. It is for sale for £1,000,000, has a status of 'New', a net area of 45 m², a gross area of 62.5 m², and a land area. It features 1 room and is available. The second property is 'Townhouse, CAS_ES_3', also in Westminster, Inner London, London, for sale for £2,985,000, with a status of 'New' and 2 rooms + 1 interior room, also available. The interface includes a 'Show' dropdown menu set to 'Recently updated', a 'Select' menu with options like 'Copy Email', 'Create newsletter', 'Export Slideshow', and 'Delete More', and pagination controls for 'First page' and 'Next'.

2. Access the property details page you want to create a keyset;

The screenshot shows a property details page with the following information:

- Property Name:** Terraced House, Sunflower House (1)
- Location:** Westminster, Inner London, London
- Price:** For sale £1,000,000
- Status:** New
- Availability:** Available
- Condition:** Excellent
- Rooms:** 1
- Net area:** 45 m²
- Gross area:** 62.5 m²
- Number of floors:** 2
- Created by:** Ego Team
- Created in:** 26 October 2012

The right sidebar contains the following actions:

- Delete this property
- Copy Property
- Send by email
- Associate development
- Mortgage Calculator
- Create flyer
- Print
- Create virtual tour
- Create video from images
- Export property
- Export to Youtube
- Export Facebook Gallery
- Share Chronology
- Generate copy key
- Tasks (add task)
- Property key manager (create keyset)
- Property rating (add rating)
- Location
- Development
- Visits to the property
- Appraisals (list all | add property appraisal)
- Opportunities (associated | recently | crossed)
- Associated contacts (associate)
- Proposals

3. On the right sidebar, click 'Create keyset';

The screenshot shows the same property details page, but with the 'Create keyset' button in the right sidebar circled in green.

4. A new window will appear on your screen. Enter all the information regarding the keys. Start by giving the group of keys a name;

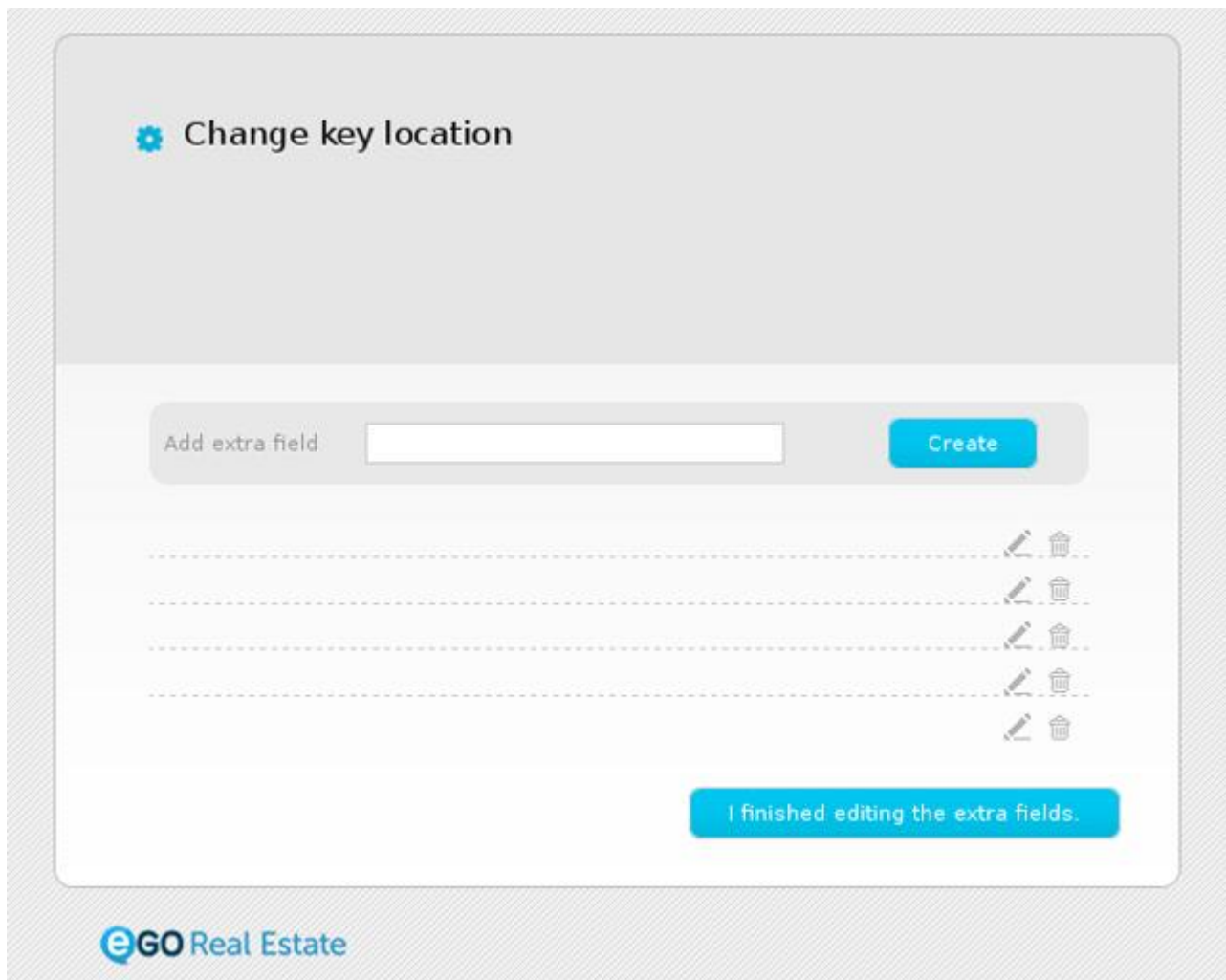
The image shows a 'Create keyset' dialog box overlaid on a real estate software interface. The dialog box has a title bar with 'Create keyset' and a close button (X). The form inside the dialog box includes the following fields and options:

- Group:** An empty text input field.
- Location:** A dropdown menu with 'Office' s key chain' selected.
- Keys:** A dropdown menu with 'Front door' selected.
- Amount:** A text input field containing the number '1'.
- Key:** A dropdown menu with 'Key' selected.
- Drawer:** An empty text input field.
- Partition:** An empty text input field.
- Code:** An empty text input field.
- Buttons:** A blue 'Save' button and a grey 'Cancel' button.
- Link:** A blue circular icon with a plus sign followed by the text 'Add new key'.

The background interface shows a property profile with a progress bar at 'Profile completed: 100%' and an 'edit this property' link. On the right side, there are buttons for 'Delete this property', 'Copy Property', and 'Send by email'. At the bottom right, there is a sidebar with expandable sections for 'Development', 'Visits to the property', and 'Appraisals'.

5. In the **'Location'** field, choose one of the following options: office keychain or office vault. If neither of these options is applicable, then create a new one by clicking **'Create new'**;

You can also manage the various locations available by clicking **'Manage'**. Here you can delete the options that are no longer relevant.



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

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