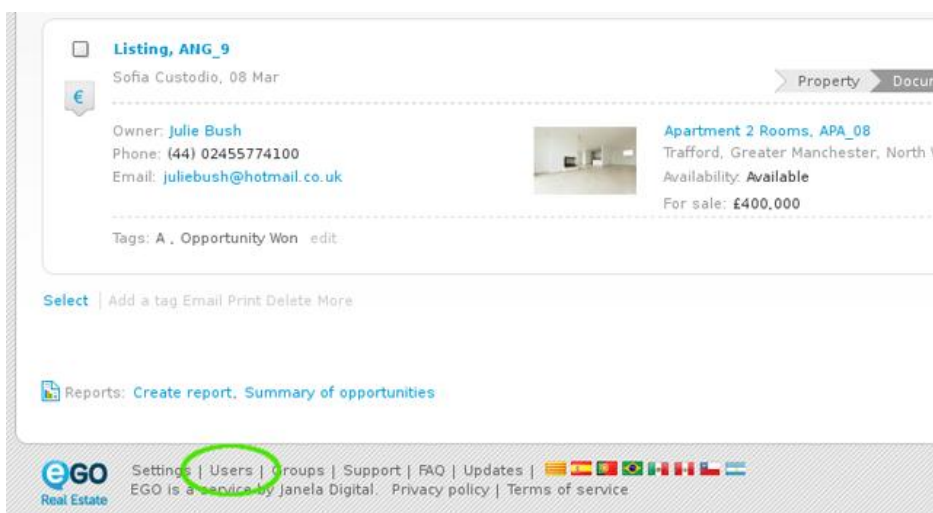


How to Create Users

Users are basically all individuals that work in the same company. The application manager can create new users and enable access to the eGO Real Estate platform.

To do so, take the following steps:

1. Click on **'Users'** in the footer of the application;



2. Click **"Add new user"** on the right sidebar;



3. Complete the form with the login email, first and last name, telephone and email address (may be the same as the login email) and any other additional information;

Shop - Mega House EN

Opportunities Properties **Contacts** Tasks 1 Leads 5 Holiday homes Marketing Manage Website

Add this user

Add new user

Login email

First name

Last name

Title Add title

Company Add company

Change photo

Details

Nickname

Gender Male Female

Phone Add phone number

Email Add email address

4. Then, select a role for the user and set which notifications this user will receive;

Role (Choose a role)

Skype Add skype account

Google Talk Add google talk account

Websites Add website address

Facebook Add Facebook account

Twitter Add twitter account

Linkedin Add Linkedin account

Address Add address

Languages Add another

Origin Manage

Sub origin Manage

More details

Notifications

Receive email notifications of tasks

Receive daily balance of tasks by email

Deliver leads/opportunities on your own responsibility

Deliver new proposals on your own responsibility

Receive email notifications of opportunities/leads

Receive daily balance of internet leads

Show help

Receive email notifications of property availability updates (broker, salesman)

Receive daily balance of tickets by email

Receive email notifications of tickets

I also wish to be notified when receiving a reply/forward to tickets

Receive new email notifications

Receive email notification of property availability "In Review"

Receive daily balance of blocked newsletter

If you want to receive notifications in another email that is not the login click to choose

5. Finally, set the user's permissions;

▼ Associated groups

There are no groups

▼ Permissions

Lock User ⓘ

Power User ⓘ

[Expand all](#) | [Select all](#)

- Rent
- Settings
- Contacts
- Tags
- Property
- Lead
- Newsletters
- Opportunities
- Share
- Property appraisal or profile
- Surveys
- Reports
- Support
- Task
- Tickets
- Users
- Website

By default who can see this contact

Not defined

Everyone

Only me

Me and plus...

[Add this user](#)

EGO Real Estate

Settings | Users | Groups | Support | FAQ | Updates |

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6. Click the **'Add this user'** button;

The screenshot shows a user management interface. On the left, there is a vertical sidebar menu with the following items: Surveys, Reports, Support, Task, Tickets, Users, and Website. Below the menu, there is a section titled "By default who can see this contact" with four radio button options: "Not defined" (selected), "Everyone", "Only me", and "Me and plus...". In the bottom right corner of the main content area, there is a blue button labeled "Add this user" which is circled in green. At the bottom of the page, there is a footer with the "EGO Estate" logo and navigation links: Settings | Users | Groups | Support | FAQ | Updates | followed by flags for Spain, Mexico, and other countries. Below the flags, it says "EGO is a service by Janela Digital. Privacy policy | Terms of service".

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