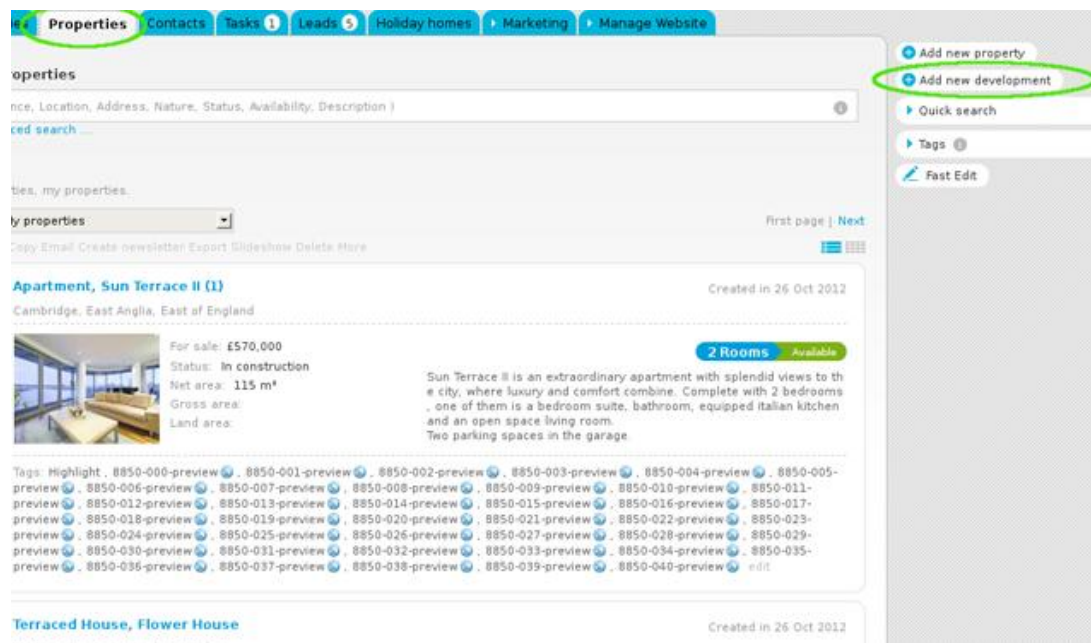


How to Add developments

The application manager can add developments quickly and easily.

To do so, take the following steps:

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



The screenshot displays the eGO Academy application manager interface. The top navigation bar includes tabs for 'Properties', 'Contacts', 'Tasks', 'Leads', 'Holiday homes', 'Marketing', and 'Manage Website'. The 'Properties' tab is selected and highlighted with a green circle. The main content area shows a list of properties, with the first one being 'Apartment, Sun Terrace II (1)'. The property details include a price of £570,000, a status of 'In construction', a net area of 115 m², and a description: 'Sun Terrace II is an extraordinary apartment with splendid views to the city, where luxury and comfort combine. Complete with 2 bedrooms, one of them is a bedroom suite, bathroom, equipped Italian kitchen and an open space living room. Two parking spaces in the garage.' The right sidebar contains a vertical menu with options: 'Add new property', 'Add new development', 'Quick search', 'Tags', and 'Fast Edit'. The 'Add new development' option is highlighted with a green circle.

2. Complete the new development form with specific information regarding this development (contacts, location, price, multimedia, etc.);

Contacts

The screenshot shows a web interface with a navigation bar at the top containing tabs: Opportunities, Properties, Contacts, Tasks (1), Leads (5), Holiday homes, Marketing, and Manage Website. A 'Save development' button is in the top right. The main form is titled 'Add new development' and contains the following fields:

- Reference: 5
- Name: [Empty text field]
- Property type: (Choose property type)
- Availability: (Choose availability)
- Status: (Choose status)

Below this is a 'Contacts' section with a dropdown arrow. It contains four rows, each with a label and a person icon followed by a text input field:

- Owner
- Broker
- Salesman
- Informant

An 'Add another' button is located at the bottom of the contacts section. Two green circles are drawn around the 'Add new development' section and the 'Contacts' section.

Price and location

The screenshot shows the 'Business/Price' and 'Location' sections of the form. The 'Business/Price' section includes:

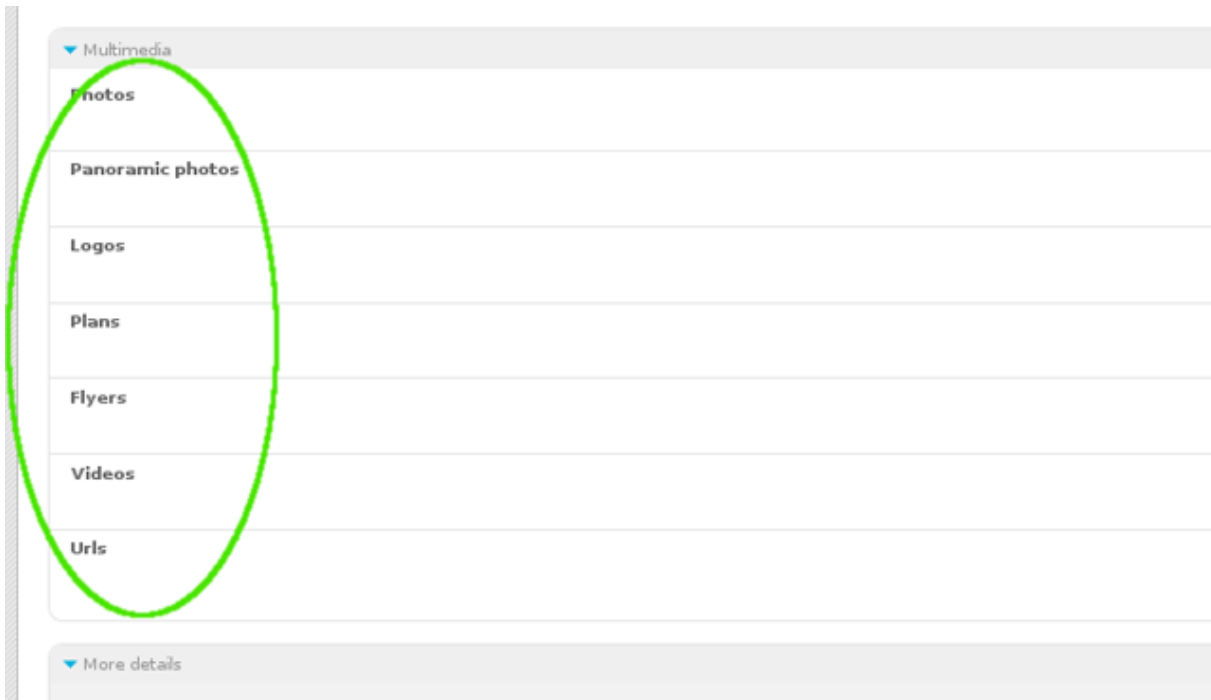
- A text input field.
- A dropdown menu set to 'Great Britain, Pol...'.
- A 'For' dropdown menu set to '(Choose business deal)'.
- A 'Remove' button.
- An 'Add another' button.

The 'Location' section includes several dropdown menus and a text input field:

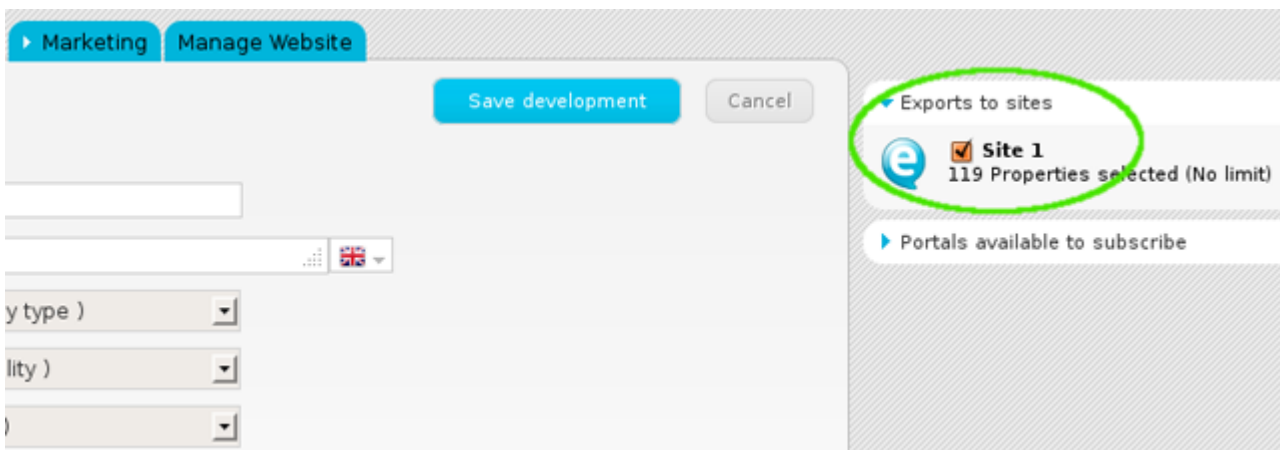
- Country: United Kingdom
- District: London
- Town: (Choose town)
- Neighborhood: (Choose neighborhood)
- Zone: (Choose zone)
- Zip code: [Empty text field]
- Road type: (Choose road type)
- Address: [Empty text area]

At the bottom right of the location section, there are two checkboxes: 'Export address' and 'Export georeference'. Two green circles are drawn around the 'Business/Price' section and the 'Location' section.

Multimedia



3. Select the option to export to sites (if this is the intention);



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

Surroundings

Private Data

Commissions

Extra fields manage

Who can see this property

- Everyone
- Only me
- Me and plus...

[Save development](#)

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5. Finally, click the 'Save development' button.

Private Data

Commissions

Extra fields manage ext

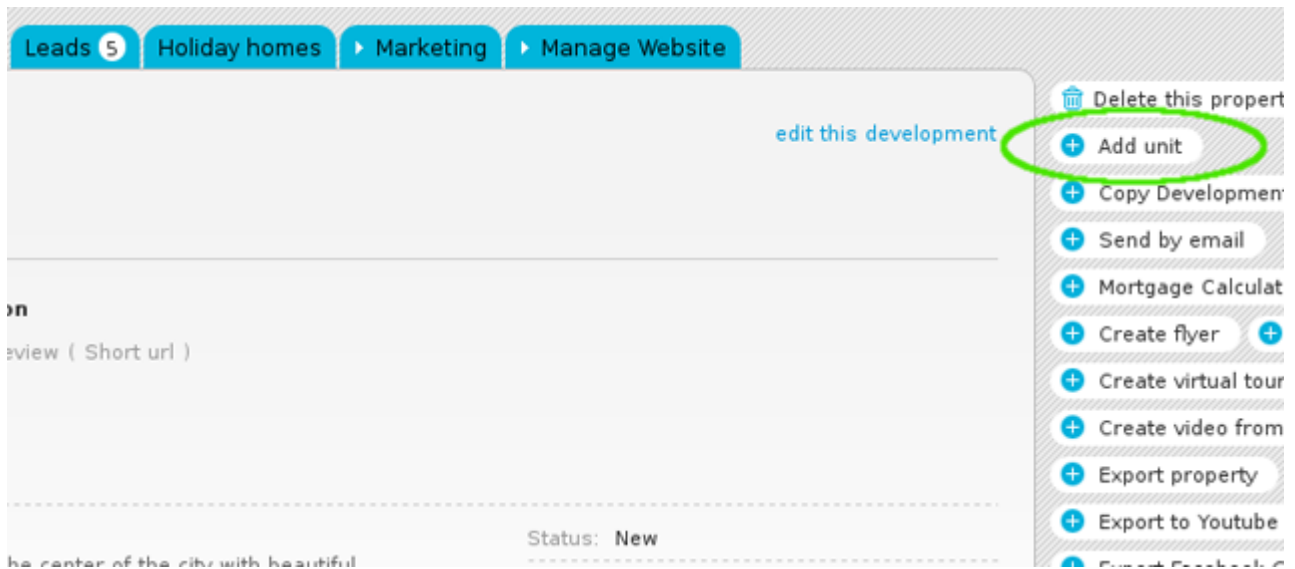
Who can see this property

- Everyone
- Only me
- Me and plus...

[Save development](#)

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6. Once the data has been saved, the application manager is redirected to the form of the development recently added. There are several options available on the right sidebar to complete the development information even further, such as 'Add unit'. This option enables you to add all the development's units with their specific features (To do so, follow all the steps mentioned in 'How to add a property').



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

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