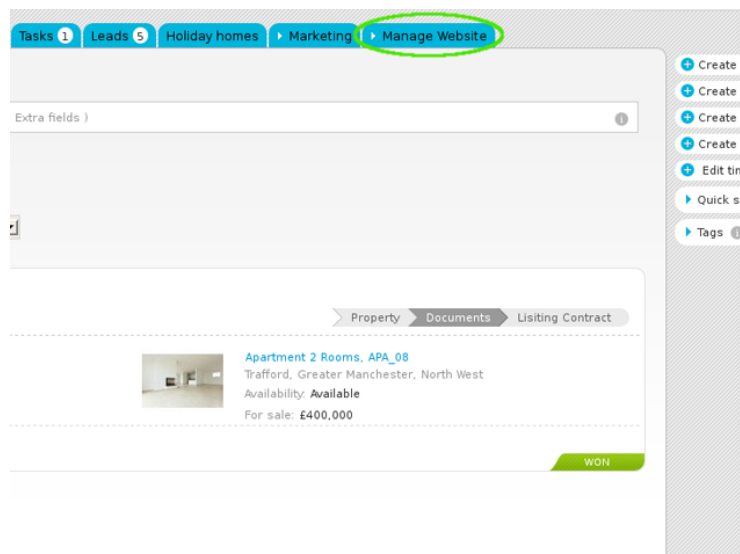


How to change company's contacts and location on website

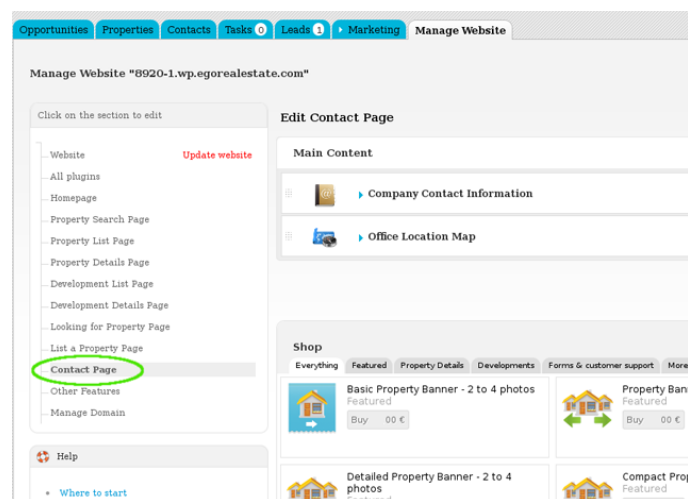
The application manager can add or change the company's contacts and location on the website.

To do so, take the following steps:

1. Click the '**Manage Website**' tab;



2. On the left sidebar click on the '**Contact Page**' section;



3. In the 'Main Content' area, click 'Company Contact Information';

The screenshot shows the 'Edit Contact Page' interface for a website. The top navigation bar includes 'Contacts', 'Tasks', 'Leads', 'Marketing', and 'Manage Website'. The main content area is titled 'Edit Contact Page' and contains a section labeled 'Main Content'. Within this section, a dropdown menu is open, showing 'Company Contact Information' as the selected option. The interface also includes a 'View website' button and a 'See demo' button. The 'Company Contact Information' section is highlighted with a red border and contains a description: 'This feature shows the visitors the company's contacts and location. This essentially gives potential customers the option of calling, driving to your office (with directions at their fingertips) and [show more](#)'. Below this, there are input fields for 'Element title' (set to 'Contacts'), 'Company Name', 'Company Email', and 'Company Telephone Number', each with a language dropdown set to 'English (United Kingdom)'.

4. Add/Change any necessary information;

The screenshot shows the 'Edit Contact Page' interface with the 'Company Contact Information' section filled with example data. The 'Element title' is 'Contacts'. The 'Company Name' is 'MegaHouse'. The 'Company Email' is 'megahouse@egorealestate.com'. The 'Company Telephone Number' is '123456789'. The language dropdown for all fields is set to 'English (United Kingdom)'. The interface also includes a 'View website' button and a 'See demo' button. The 'Company Contact Information' section is highlighted with a red border and contains a description: 'This feature shows the visitors the company's contacts and location. This essentially gives potential customers the option of calling, driving to your office (with directions at their fingertips) and [show more](#)'. Below this, there are input fields for 'Element title' (set to 'Contacts'), 'Company Name', 'Company Email', and 'Company Telephone Number', each with a language dropdown set to 'English (United Kingdom)'.

5. Switch to 'On' to enable this feature and then click 'Save';

The screenshot shows the 'Edit Contact Page' interface. On the left, there's a sidebar with a 'website' link. The main area is titled 'Main Content' and contains a section for 'Company Contact Information'. This section has a toggle switch labeled 'ON' which is circled in green. Below this, there are various input fields for company details: Element title (set to 'Contacts'), Company Name (MegaHouse), Company Email (megahouse@egorealestate.com), Company Telephone Number (123456789), Company Fax Number, Company Address, Opening Hours, and Information. Each field has a 'See demo' link and a language dropdown set to 'English (United Kingdom)'. At the bottom right of the form, there is a 'Save' button circled in green and a 'Cancel' button.

6. Allow your visitor's to view the company's contacts anytime. Create a link to the contacts page and make it available in the website's main menu. To do so, click on the 'Homepage' section and then 'Header – Main menu';

The screenshot shows the 'Manage Website' dashboard for '8920-1.wp.egorealestate.com'. The top navigation bar includes links for Opportunities, Properties, Contacts, Tasks, Leads, Marketing, and Manage Website. The left sidebar lists various website sections to edit, with 'Homepage' highlighted and circled in green. The main area is titled 'Edit Homepage' and contains three sections: 'Header - Top Bar' with 'Language Switcher - Drop Down Menu' and 'Business Telephone Number' (both with 'ON' toggles), 'Header - Company Identification' with 'Company Logo' and 'Slogan Text box' (both with 'ON' toggles), and 'Header - Main Menu' (circled in green). Under 'Header - Main Menu', there is a 'Website Main Menu' option (circled in green) and '3 extra menu links' (with an 'ON' toggle). A 'View website' button is located at the top right.

7. Click '**Contacts**' and then type a name for this menu link (i.e Contacts);

Header - Main Menu

Website Main Menu See demo ☒

Video instruction
The main menu is a series of links to important areas of the website. Visitors will use these links to navigate through all the areas of your website.
[show more](#) PLAY

Menu links available

Menu links available on your website

☒ **Start (Home)**

☐ **Property Search**

☒ **Properties**

☒ **Contacts**

Menu link name Type a name for this menu link (link to Contacts page)

☒ **Favorites**

8. Switch to '**On**' to enable this feature;

Header - Main Menu

Website Main Menu See demo ☒

Video instruction
The main menu is a series of links to important areas of the website. Visitors will use these links to navigate through all the areas of your website.
[show more](#) PLAY

Menu links available

Menu links available on your website

☒ **Start (Home)**

☐ **Property Search**

☒ **Properties**

☒ **Contacts**

Menu link name Type a name for this menu link (link to Contacts page)

☒ **Favorites**

9. Finally, click '**Save**';

The screenshot shows the 'Manage Website' settings page. It contains several sections with toggle switches and expandable options. At the bottom right, there is a 'Save' button circled in green, next to a 'Cancel' button. The page also includes a 'Buy' button with a price of '00 €'.

10. To verify that recent changes have been updated on your website, first click '**Update Website**' and then '**View Website**'.

The screenshot shows the 'Manage Website' page. The 'Update website' button is circled in green. The page is divided into a left sidebar with a list of website sections and a main content area titled 'Edit Homepage'. The sidebar includes links like 'Home', 'Properties', 'Contacts', 'Tasks', 'Leads', 'Marketing', and 'Manage Website'. The main content area shows settings for the 'Header - Top Bar', 'Header - Company Identification', and 'Header - Main Menu'. Each section has a 'See demo' button and an 'ON' toggle switch.

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

Questions: support@egorealestate.com