

### Step 10: Quick search options

In each tab's right sidebar, the user will find the 'Quick Search' feature. This 'Quick Search' allows the user to customize search filters according to their needs and according to each specific tab.

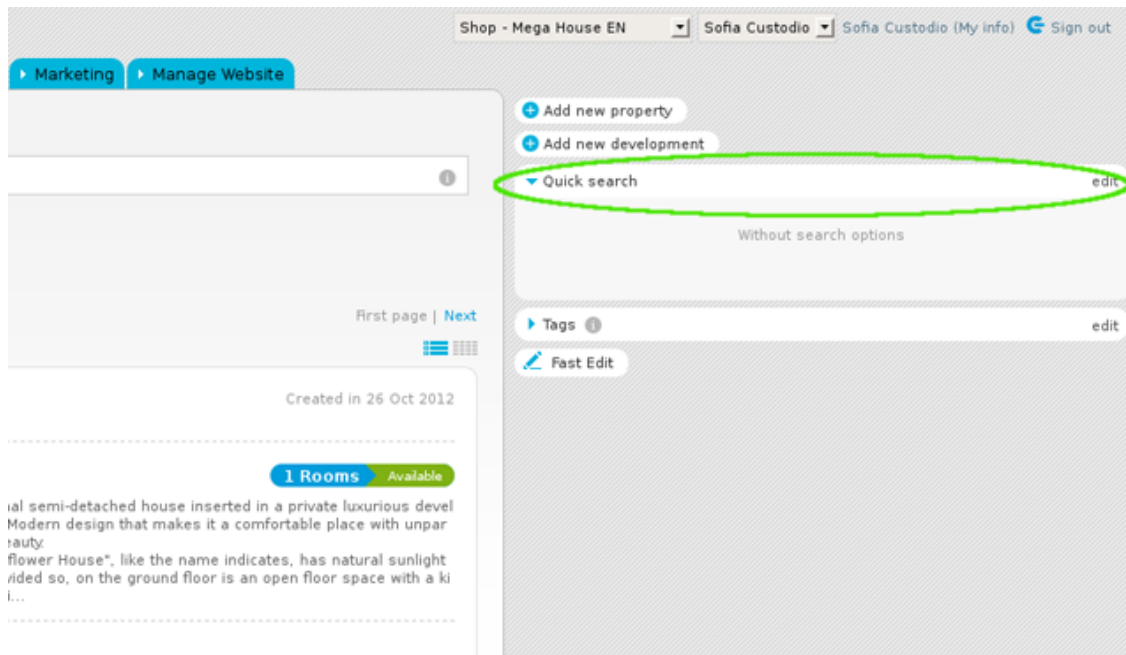
The user can select which fields to activate and include in the quick search.

To do so, take the following steps:

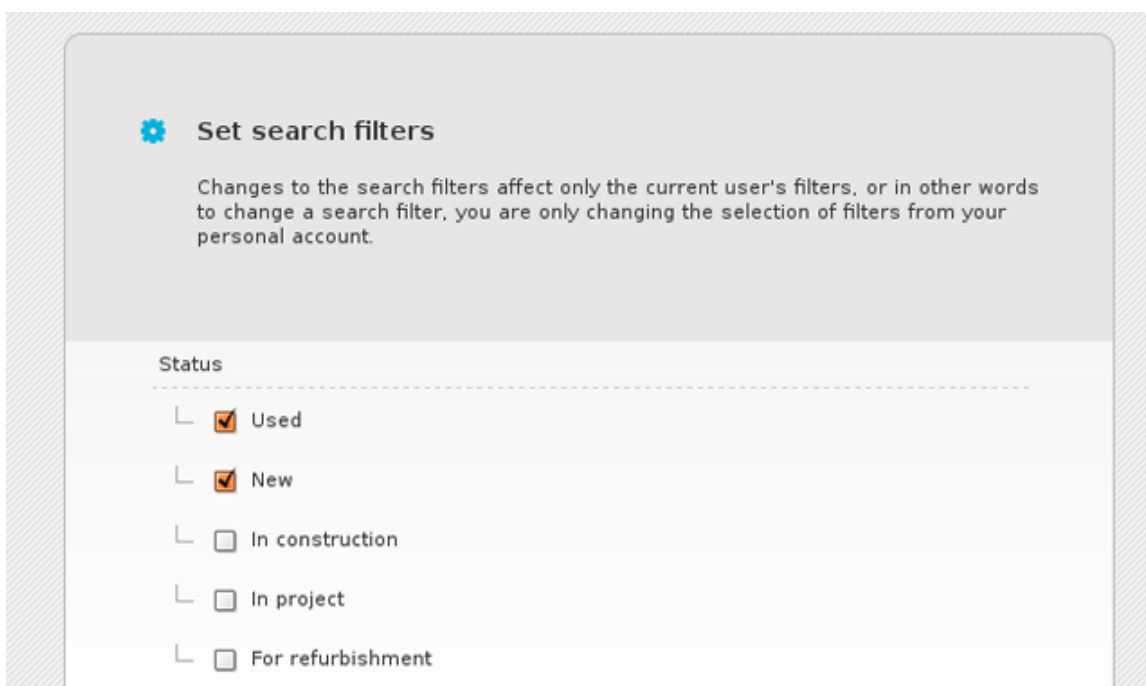
1. Click the tab you want to customize the search filters;

The screenshot displays the eGO Academy interface. At the top, there is a navigation bar with tabs: Opportunities, Properties (selected), Contacts, Tasks (1), Leads (5), Holiday homes, Marketing, and Manage Website. Below the navigation bar is a search section titled 'Find properties' with a search input field containing '( Reference, Location, Address, Nature, Status, Availability, Description )' and a link to 'advanced search ...'. Below the search section, it indicates '139 Properties, recently updated.' and a 'Show' dropdown menu set to 'Recently updated'. There are also links for 'Select', 'Copy Email', 'Create newsletter', 'Export Slideshow', and 'Delete More'. The main content area shows two property listings. The first listing is for a 'Terraced House, Sunflower House (1)' located in Westminster, Inner London, London, created on 26 Oct 2012. It features a photo of the interior, a price of £1,000,000, status 'New', net area of 45 m², gross area of 62.5 m², and land area. A badge indicates '1 Rooms Available'. The second listing is for a 'Townhouse, CAS\_ES\_3' also in Westminster, Inner London, London, created on 26 Oct 2012, with a price of £2,985,000 and a badge indicating '2 Rooms + 1 Interior rooms Available'.

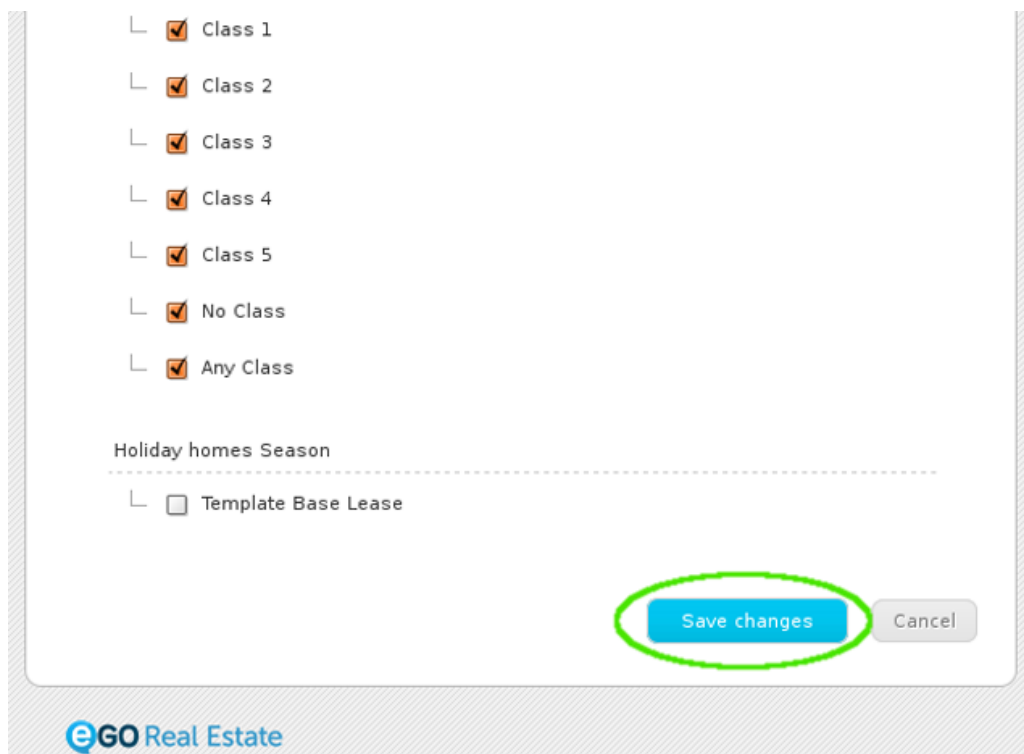
2. Click 'Edit' in the 'Quick search';



3. Click the checkboxes (some or all) to select which filters to include in the quick search;



4. Lastly, click 'Save changes'.



The screenshot shows a web form interface. At the top, there is a list of seven options, each with a left-pointing chevron icon and a checked checkbox: 'Class 1', 'Class 2', 'Class 3', 'Class 4', 'Class 5', 'No Class', and 'Any Class'. Below this list is a section header 'Holiday homes Season' followed by a horizontal dashed line. Underneath the dashed line is one option with an unchecked checkbox: 'Template Base Lease'. At the bottom right of the form area, there are two buttons: a blue 'Save changes' button and a grey 'Cancel' button. The 'Save changes' button is circled in green. The bottom of the form features the 'eGO Real Estate' logo.

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**Questions:** [support@egorealestate.com](mailto:support@egorealestate.com)