eGO Academy





Step 6: How to Publish Properties on Website

Publishing properties on the website is quite easy. It can be done in one of two ways: from the property list by adding the 'Site 1' tag to the properties or directly in the property details page by selecting 'Site 1' in the 'Exports to sites' area.

To publish properties on the website from the property list, take the following steps:

1. Click the 'Properties' tab;



2. Select the properties you want to publish on the website;



On top of the property list, click 'Add a tag';

Opportuni	ties Properties Contacts Tas	s 1 Leads 5 Holiday	homes 🔸 Marketing 🔸 Manage Website
Find p	properties		
(Refer	ence, Location, Address, Nature, Status, Av nced search	ilability, Description)	
139 Prop Show	erties, recently updated. Recently updated · · ·	etter Export Slideshow Delete 3 properties are selecte	a ▶ More d. Select all Clear all selected items
	Terraced House, Sunflower Hou Westminster, Inner London, London For sale: £1,0 Status: New Net area: 45 Gross area: 6 Land area:	2.5 m ²	Cre Exceptional semi-detached house inserted in a private luxurious dev design that makes it a comfortable place with unparalleled beauty. The "Sunflower House", like the name indicates, has natural sunfight n the ground floor is an open floor space with a kitchen, livi

4. Click the checkbox to select the **`Site 1**` tag and then click **`Apply changes**`.

		O Add new property
		Add new development
, Description (0	Quick search
		🕨 Tags 🕕
		🗾 Fast Edit
ideshow Delete 🕨 More		
4 properties are selected. Select all C	Add a tag to the selected properties	8
		and the second se
	Choose tag	ρ
	Highlight	
Beautiful townh	Eatured Properties	
hings. Distributed in 21		
pen space living ere is a private .		
· · · · · · · · · · · · · · · · · · ·	Ste 10	
C	Apply changes	
Exceptional sem	-detached house inserted in a private luxurious development. Modern	

5. All properties previously selected will have the tag name associated when viewed in a '**Mosaic**' list and are automatically published on the website;

I Refer	rence, Location, Address,	Nature, Status, Availability, Description)	
or adva	nced search		
4 Prope	rties, tags featured prop	erties, recently updated.	
Show	Recently updated	<u>•</u>	
Select	Copy Email Create new	valetter Export Slideshow Delete More	
	Townhouse, CAS	ES_3	
	Westminster, Inner Lo	ndan, London	
-			
	and the second	For sale: £2,985,000	2 Rooms + 1 Interior
		Net area: 215 m ²	Beautiful townhouse, recently built, with high quality building ma
	State III III	Gross area: 300 m ^a	Distributed in 2 floors where in the ground floor there is a social
		Land area:	pen space living room and kitchen fully equipped, common bath ere is a private area composed of 2 be
	Tags: Featured Propert	ties.Site 1 🔊 🗄	
	Terraced House,	Sunflower House (1)	
2	Westminster, Inner Lo	ndan, London	
	7	For sale: £1,000,000	a
	-	Status: New	Exceptional semi-detached house inserted in a private hourious
		Net area: 45 m²	design that makes it a comfortable place with unparalleled beau
	and the second se	Gross area: 62.5 m*	The "Sunflower House", like the name indicates, has natural sun

To publish a property on the website directly from the property page, take the following steps:

1. Click the 'Properties' tab and select a property;

1000					
(Refe	rence, Location, Address, N	lature, Status, Availability, Descrip	ation)		
or adv	anced search				
4 Prop	erties, tags featured proper	ties, recently updated.			
Show	Recently updated	-1			
Short					
Select	Copy Email Create newsletter Export Slideshow Delete More				
6	Townhouse CAS ES 2				
	lownhouse, CAS_ES_3				
	Westminster, Inner London, London				
2	Westminster, Inner Londo	on, condon			
1	Westminster, Inner Londo	on, London			
1	Westminster, Inner Londo	For sale: £2,985,000	2 Root		
2	westminster, inner Londo	For sale: £2,985,000 Status: New	2 Rooi Beautiful townhouse, recently b		
1	Westminster, inner Londo	For sale: £2,985,000 Status: New Net area: 215 m ³	2 Root Beautiful townhouse, recently b and excellent finishings.		
1	westminster, inner Londo	For sale: £2,985,000 Status: New Net area: 215 m³ Gross area: 300 m³	2 Roo Beautiful townhouse, recently b and excellent finishings. Distributed in 2 floors where in		
1	westminster, inner Londo	For sale: £2,985,000 Status: New Net area: 215 m ^a Gross area: 300 m ^a Land area:	2 Roo Beautiful townhouse, recently b and excellent finishings. Distributed in 2 floors where in composed of an open space liv opmon bathroom. In the 1st fl		

2. Click 'Edit this property'

Leads 1 Marketing Manage Webs	te	
		💼 Delete this property
d: 82% edit	edit	this property Add unit
		😌 Copy Property
		😌 Send by email
		😌 Associate development
		😁 Mortgage Calculator
		😗 Create flyer 😗 Print
		😌 Create virtual tour
	Statue: New	Create video from images
ding material and excellent finishings.	Availability Available	🛨 Export property
a social area composed of an open space m. In the 1st floor there is a private area	Condition: Excellent	😉 Export to Youtube
, ensuite, small office and balcony.	Condition. Excellent	🕒 Export Facebook Gallery 🕴
	Rooms: 2	Generate copy key
	Interior rooms: 1	
	Net area: 215 m²	▶ Tasks
	Gross area: 300 m²	Property key manager

3. In the 'Exports to sites' area click the checkbox to select 'Site 1';

Manage Website			~
	Save property	Cancel	Exports to sites
			118 Properties selected (No limit)
1			Portals available to subscribe
-			
]			
10			

4. Lastly, click the **'Save**' button. The property is automatically published on the website.

Tasks 0 Leads 1	Marketing Manage Websi	te
		Save property Cancel
CAS_ES_3		
Townhouse	•	
Available	•	
New	•	

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

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Questions: <u>support@egorealestate.com</u>