

How to create teams?

eGO managers can manage their teams using eGO Real Estate.

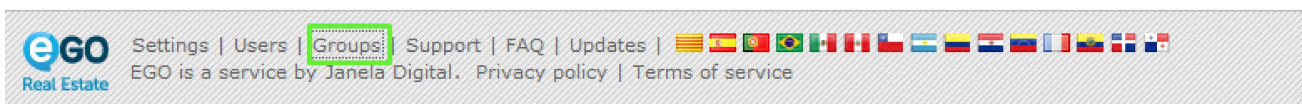
You can apply the same permissions to a group of users using eGO. This will help you to manage the permissions of your teams and users.

To do so, take the following steps:

1. Click **"Groups"** on the footer;

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2. Then, click **"Create team"**;



3. Enter the name of the group;

GROUP NAME

test

GROUP WHICH WILL BE CREATED

Choose group

Choose group

Administradores

NOVO

MultiEgo

Novo 2

teste

[PT-PT]teste2[/PT-PT]

Equipa Teste

Equipa Teste 1

Equipa Teste 2

Equipa 1

MANAGERS Associate

ADMINISTRATIVE Associate

Note: If you want to create a sub-group, you should associate it to an existing one, in the '**Group which will be created**' area.

4. Add users to the team;

Group members

USERS Associate

ADMINISTRATIVE Associate

MANAGERS Associate

5. Set the permissions of the team members;

Utilizador_1

Utilizador_2

Utilizador_3

Utilizador_4

Vasco Neves

Cancel Associate

6. To apply the same permissions to all team members, tick the '**Replicate permissions to group members**' checkbox.

Permissions

Expand all Select all Replicate permissions to group members

Contacts	+	Property	+	Tags	+
Lead	+	Rent	+	Task	+
Lead	+	Reports	+	Teams	+
Newsletters	+	Settings	+	Tickets	+
Portfolio	+	Share	+	Users	+
Products	+	Support	+	Website	+
Property appraisal or profile	+	Surveys	+		

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

GROUP NAME

test

GROUP WHICH WILL BE CREATED

Choose group

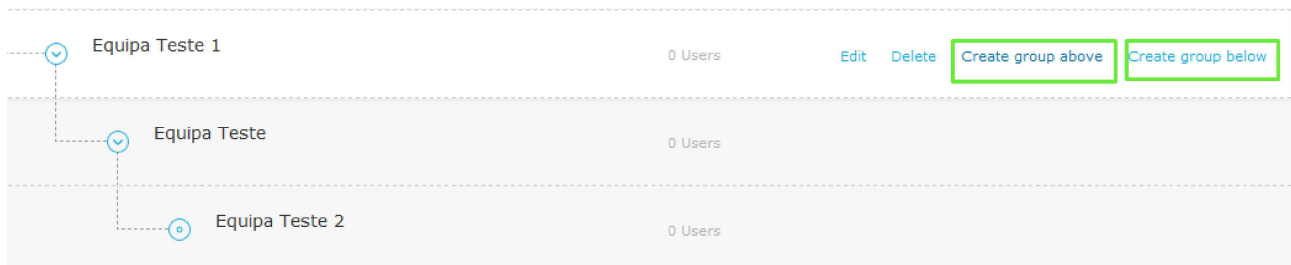
Cancel Create group

8. The new team will be added to the teams list.

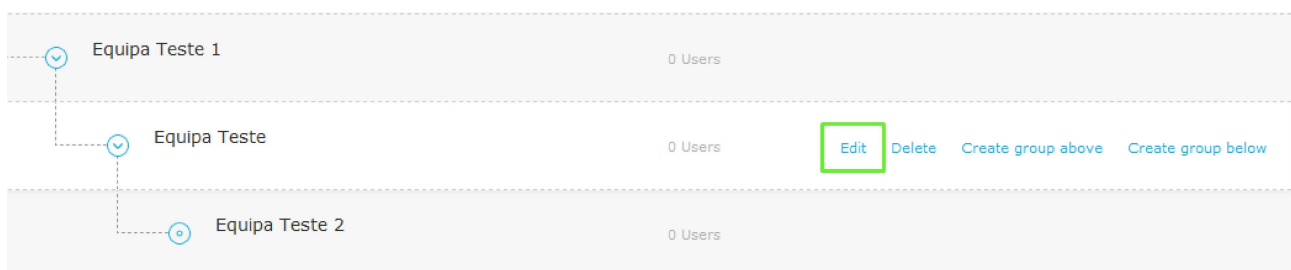
Create group

Administradores	6 Users
Equipa 1	4 Users

9. You can also create sub-teams within each team and organize them according to their importance. To do so, click '**Create team above**' or '**Create team below**';



10. If you need to change the team settings, just click '**Edit**'.



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

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