

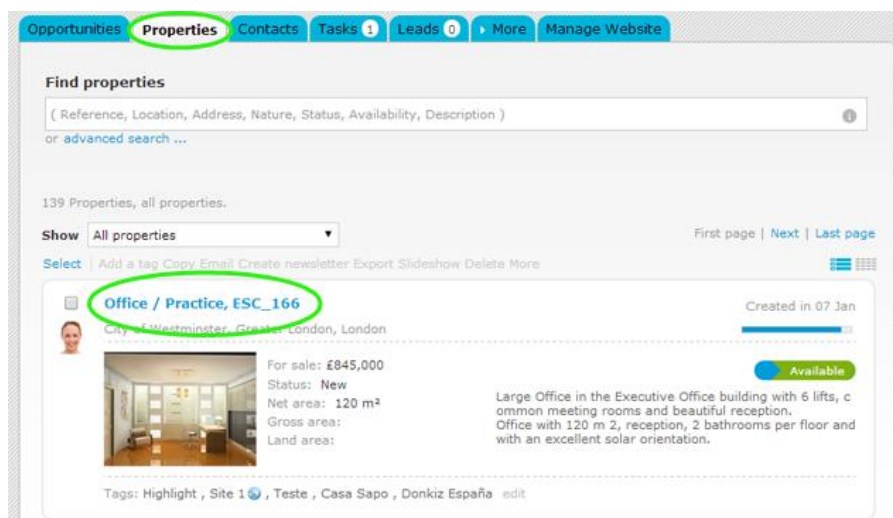
## How to categorize notes?

The eGO user has the ability to view notes created in particular categories.

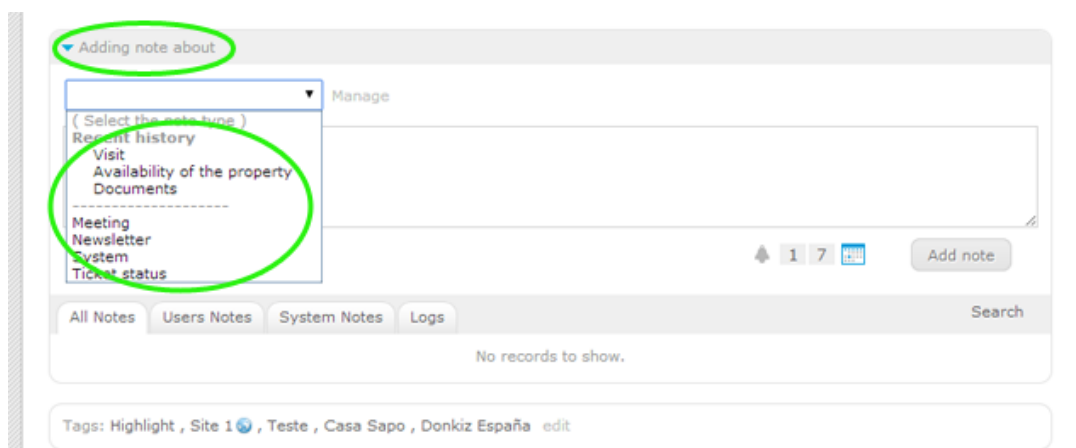
This feature allows you to access only the notes created on a particular subject and create new categories of notes.

To start creating categories, you should perform the following steps:

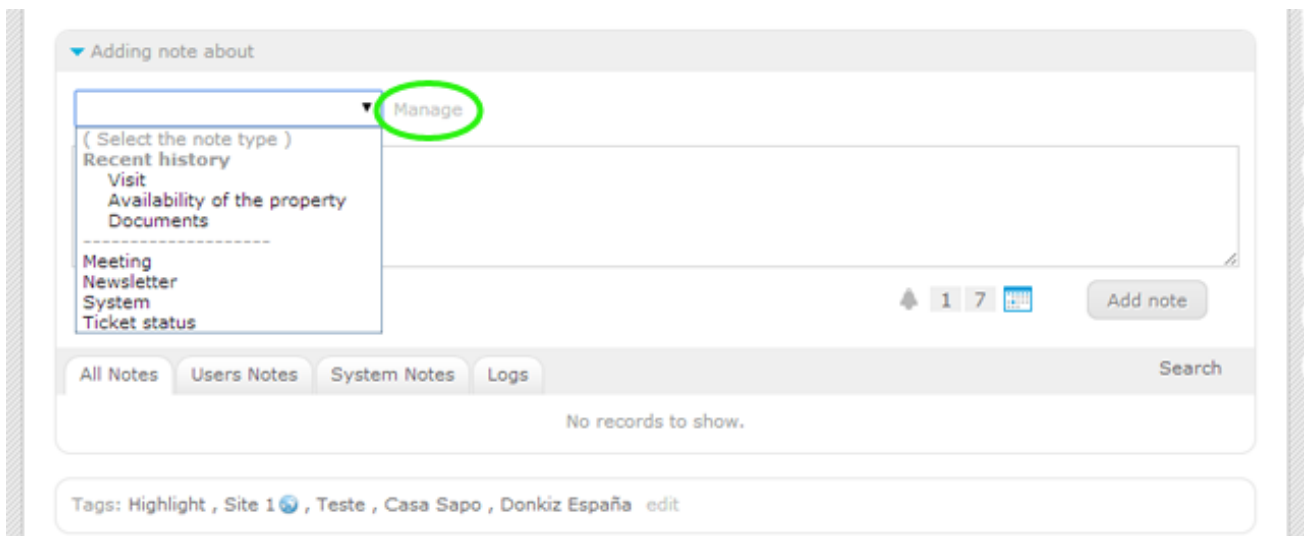
1. Access, for example, the '**Properties**' tab and select the record of a property;



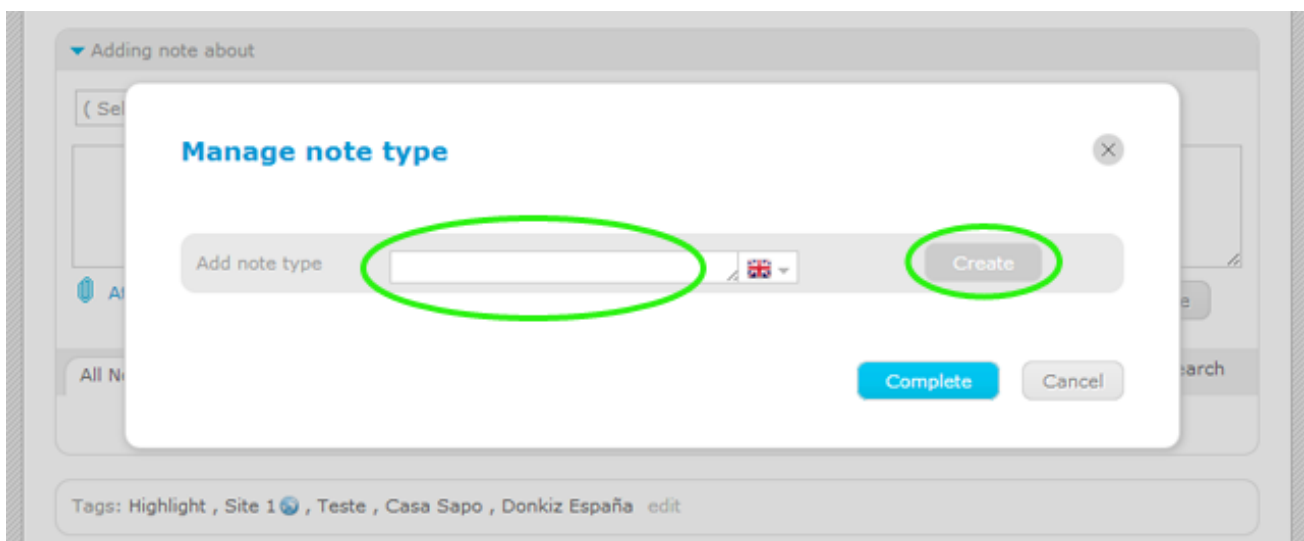
2. Within the property record in the section '**Adding note about**' click on '**Select the note type**' to categorize the note you will write;



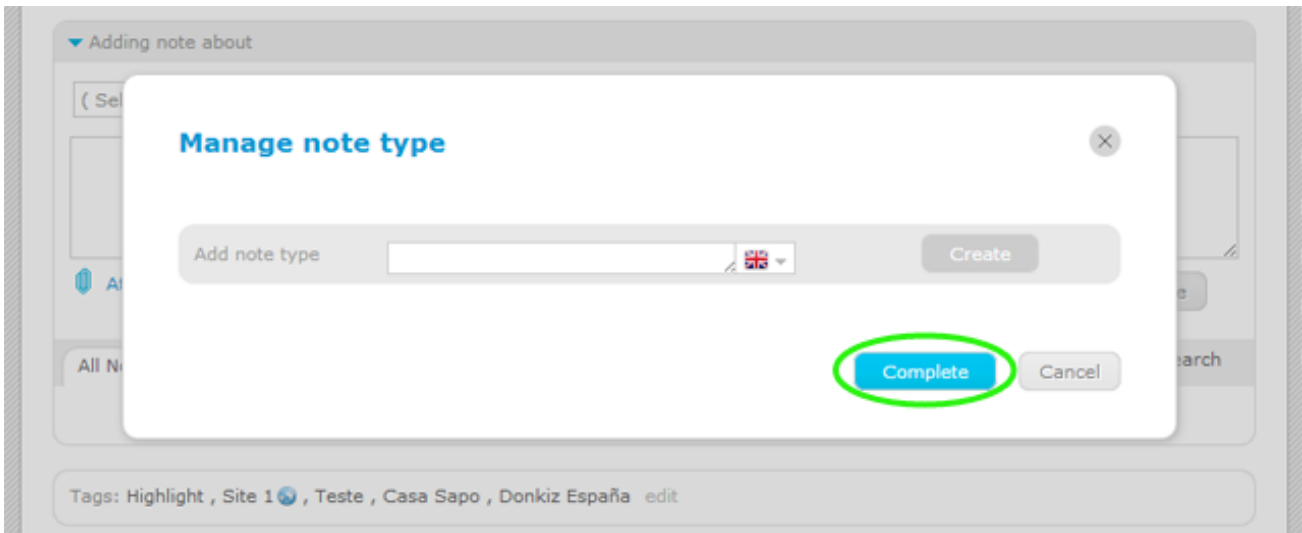
3. To create new categories of notes, click '**Manage**';



4. In the window '**Manage note type**', in the '**Add note type**' box, write a new desired category and click on '**Create**';

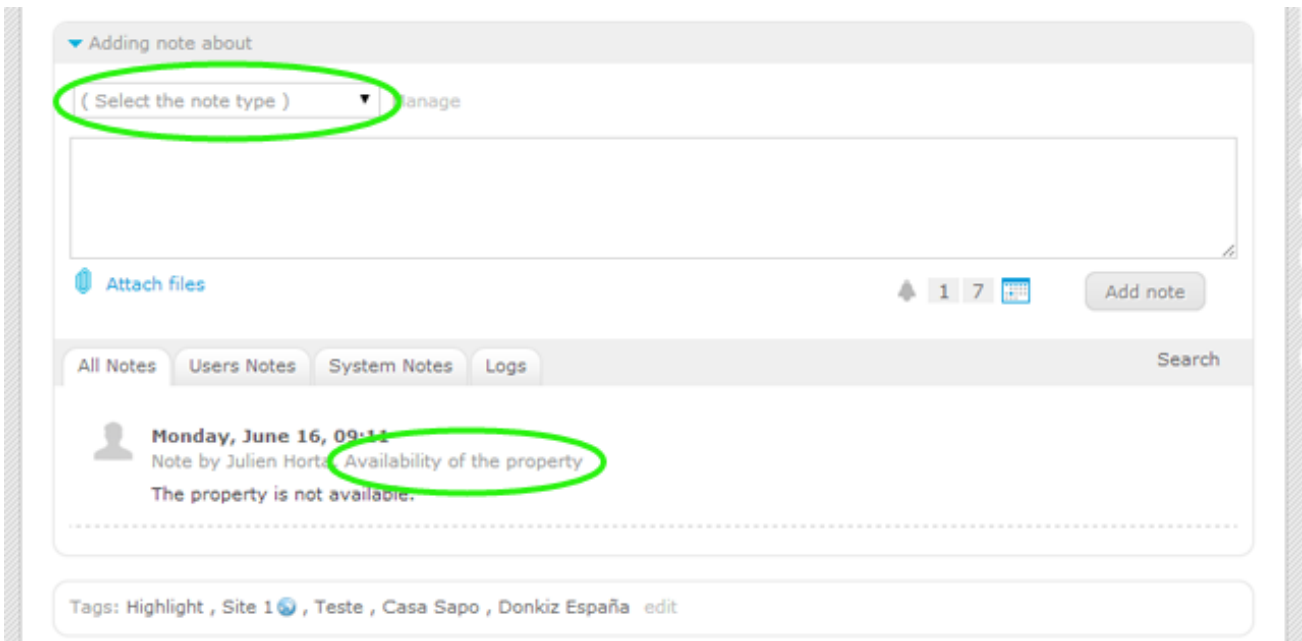


5. After creating all categories of notes, click '**Complete**';



6. The new notes categories will be added to the existing list. To use or access the categories created, simply select the desired option in the '**Select the note type**'.

**Note:** To add a note you should always select the type of note.



---

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

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