

## How to create and export reports?

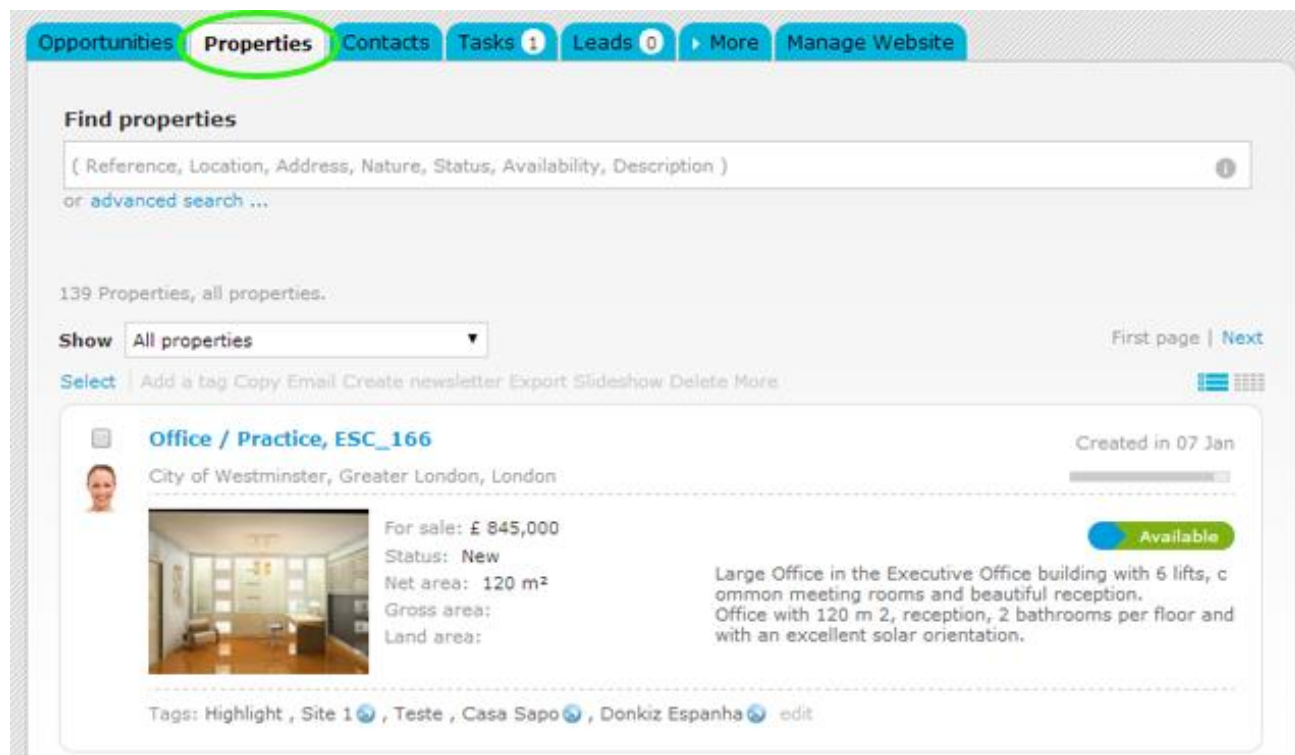
The eGO Real Estate user has the possibility to create customized reports and export them as xls files (Excel).

The user can create reports to quickly access the desired data and export it to the computer as a xls file.

To do so, take the following steps:

**1.** Access a tab, for example '**Properties**';

**Note:** Each tab has its own reports. Example: Reports created in the 'Properties' tab will only be visible in this tab and will only contain data relating to this group.



The screenshot shows the eGO Real Estate software interface. At the top, there are navigation tabs: Opportunities, Properties (highlighted with a green circle), Contacts, Tasks (1), Leads (0), More, and Manage Website. Below the tabs is a search bar labeled 'Find properties' with a placeholder '( Reference, Location, Address, Nature, Status, Availability, Description )' and a link to 'advanced search ...'. Below the search bar, it says '139 Properties, all properties.' and a 'Show' dropdown menu set to 'All properties'. There are also 'First page' and 'Next' links. Below this, there are 'Select' options: 'Add a tag', 'Copy Email', 'Create newsletter', 'Export Slideshow', 'Delete', and 'More'. The main content area shows a property listing for 'Office / Practice, ESC\_166' in the 'City of Westminster, Greater London, London'. The property is for sale at £845,000, has a net area of 120 m², and is marked as 'Available'. The listing includes a photo of the office interior and a description: 'Large Office in the Executive Office building with 6 lifts, common meeting rooms and beautiful reception. Office with 120 m 2, reception, 2 bathrooms per floor and with an excellent solar orientation.' At the bottom, there are tags: 'Highlight', 'Site 1', 'Teste', 'Casa Sapo', and 'Donkiz Espanha', with an 'edit' link.

2. To create a report click 'Create report' on the footer of the application;

Apartment, Sun Terrace II (1) Created in 07 Jan

Cambridge, Cambridgeshire, East of England

For sale: £ 570,000 Status: Under construction 2 Rooms Available

Net area: 115 m<sup>2</sup> Gross area: Land area:

Sun Terrace II is an extraordinary apartment with splendid views to the city, where luxury and comfort combine. Complete with 2 bedrooms, one of them is a bedroom suite, bathroom, equipped Italian kitchen and an open space living room. Two parking spaces in the garage.

Tags: Highlight, Site 1 edit

Select | Add a tag Copy Email Create newsletter Export Slideshow Delete More

First page | Next

Reports: **Create report**, Test1, Properties without features, Properties without opportunities, Portals statistics, Properties sold by location, Properties sold by location and commissions, General statistics, Exported properties, Appraisals, Visit forms, Properties profile, Summary views, Registration keys, Website statistic, Casa Sapo statistic

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3. Choose a name and a description that defines the report and select the fields that will be included in the report;

Create report

Name:  Description:

Choose columns of properties

Select all			
Reference	Property type	Availability	Status
Owner	Broker	Salesman	Informer
Name	Rooms	Interior rooms	Net area
Average price per Net area	Gross area	Average price per Gross area	Land area
Condition	Construction started	Construction year	Floor
Business / Price	Businesses/Prices exported	Address	Country
District	Town	Neighborhood	Zone
Exports to sites	Completion rate	Missing fields	Cadastral reference
Date created	Availability date	Office commission	With photo
With keys	With keys in the office	No keys in the office	Energy Performance Certificate
Office	Who can see this property	Description	Extra fields
Features	Multimedia	Keys	Tags

Export associations to properties


Save to Excel Export to Excel

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4. At last click **'Save to Excel'**;

Availability date	Office commission	With photo
With keys in the office	No keys in the office	Energy Performance Certificate
Who can see this property	Description	Extra fields
Multimedia	Keys	Tags

[Save to Excel](#) [Export to Excel](#)

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To export/view the report created, take the following steps:

5. Access the **'Properties'** tab, in the footer of the application, the report previously created will appear in the **'Reports'** section.

To export the data, click on the report;

**Apartment, Sun Terrace II (1)** Created in 07 Jan


Cambridge, Cambridgeshire, East of England



For sale: £ 570,000  
Status: Under construction  
Net area: 115 m<sup>2</sup>  
Gross area:  
Land area:

**2 Rooms** Available



Sun Terrace II is an extraordinary apartment with splendid views to the city, where luxury and comfort combine. Complete with 2 bedrooms, one of them is a bedroom suite, bathroom, equipped italian kitchen and an open space living room.  
Two parking spaces in the garage.

Tags: Highlight , Site 1  edit

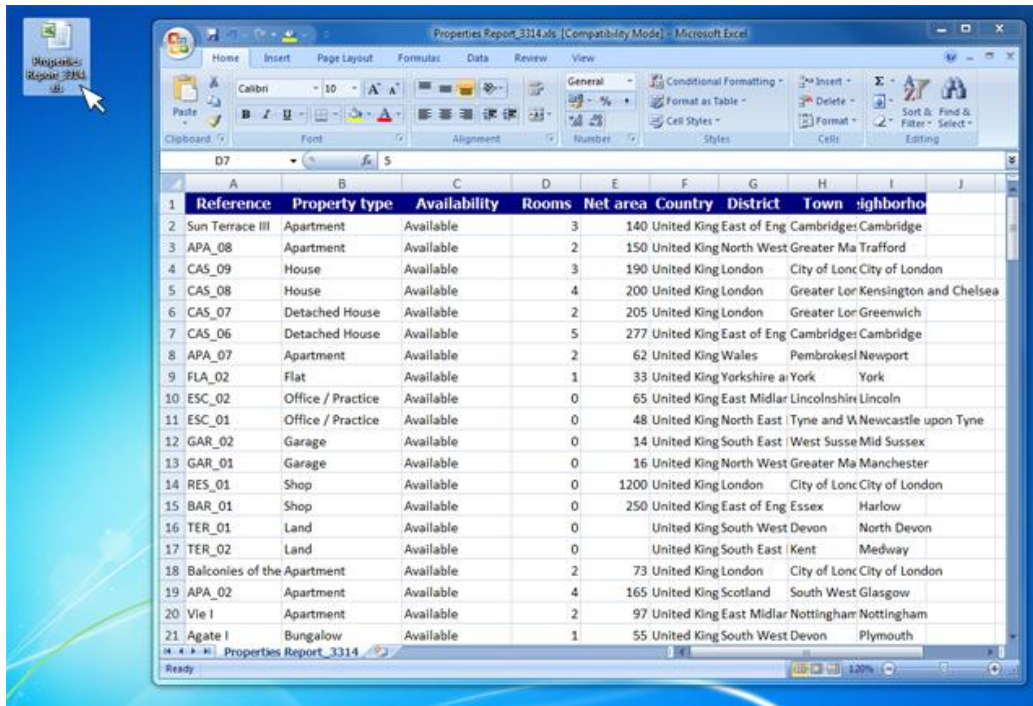
Select | Add a tag Copy Email Create newsletter Export Slideshow Delete More

First page | Next

Reports: Create report, Test1 **Properties Report**, Properties without features, Properties without opportunities, Portals statistics, Properties sold by location, Properties sold by location and commissions, General statistics, Exported properties, Appraisals, Visit forms, Properties profile, Summary views, Registration keys, Website statistic, Casa Sapo statistic

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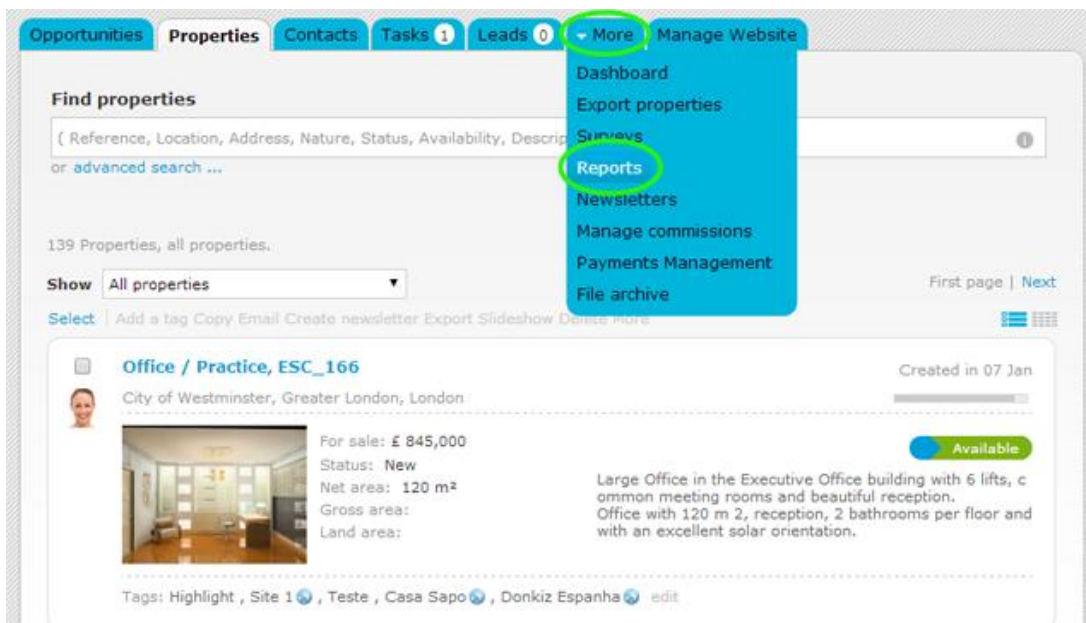
6. The report will automatically download, once you click. Open the xls file to view the report.



**Note:** eGO Real Estate provides predefined reports on each tab.

To get an overview of all the available reports in each tab, take the following steps:

7. Access the 'More' tab and click 'Reports';



8. In this tab, all reports available will be listed here, including the predefined ones and those created by the user.

The screenshot shows the 'Reports' tab in the EGO Real Estate system. The navigation bar at the top includes 'Opportunities', 'Properties', 'Contacts', 'Tasks 1', 'Leads 0', 'Reports', and 'Manage Website'. The main content area is titled 'Reports' and lists several predefined report categories, each with a document icon and a list of report titles:

- Office**: Commercial activity
- Employees**: Commercial activity
- Properties**: Properties without features, Properties without opportunities, Portals statistics, Properties sold by location, Properties sold by location and commissions, General statistics, Exported properties, Appraisals, Visit forms, Properties profile
- Opportunities**: Summary of opportunities, Visit forms
- Tasks**: Commercial activity
- Reports created**: Test1, Properties Report

At the bottom of the interface, there is a footer with the EGO Real Estate logo and navigation links: Settings | Users | Groups | Support | FAQ | Updates | [Flags] EGO is a service by Janela Digital. Privacy policy | Terms of service

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