Academia eGO





How to apply notifications?

eGO users have the possibility to receive email notifications about different actions that happen on eGO.

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Email notifications help users to keep track of all the things that happen on the application. Notifications can be about overdue tasks, received leads (internet interactions), recently added properties, among others.

To choose the notifications you wish to receive on your email, take the following steps:

1. On the footer of the software, click `Users';



2. Select your username and click 'Edit';

Configure the agency	Users	
COMPANY	Add new user Manage visibility among users	
TEAMS	USER	
	Ana Ferreira ana.ferreira@janeladigital.com	
MANAGE COMMISSIONS	Ana Paulino ana.paulino@janeladigital.com	
	Ana Reis ana.reis@janeladigital.com Edit Lock Delete	
	Catarina Silva catarina.silva@janeladigital.com	
	Celma Rodrigues celma.rodrigues@janeladigital.com	
	DEMO COMERCIAL PT sales@egorealestate.com (Super user)	
	Gonçalo Luis	

3. Scroll down to the **`Notifications**' section and tick the notifications you want to receive on your email address;

Configure the agency	Users	
COMPANY		★ Cancel ✓ Save this use
L TEAMS	Publish to Sites / Portals	
USERS	Notifications	
MANAGE COMMISSIONS	Receive email notifications of tasks	Receive daily balance of tasks by email
	\Box Deliver leads/opportunities on your own responsibility	\Box Deliver new proposals on your own responsibility
	Receive email notifications of leads/opportunities	C Receive daily balance of internet leads
	Receive daily balance of tickets by email	Receive new email notifications
	□ Receive email notifications of new available property	\square Receive email notifications of property availability updates (broker, salesman)
	\Box Receive notification of availability changes "In Review" property by email	\Box Receive notification of availability changes "Available" property by email
	□ Receive daily balance of blocked newsletter	Receive email notifications of proposal status changed
	Receive email notifications of tickets I also wish to be notified when receiving a reply/forward to tickets	
	IF YOU WANT TO RECEIVE NOTIFICATIONS IN ANOTHER EMAIL THAT IS NOT THE LOGIN CLICK TO CHOOSE	
	2	

4. If you want to receive the notifications on a different email address (from the one you use to login), enter it in this field;

Configure the agency	Users	
COMPANY		X Cancel 🗸 Save this user
JIL TEAMS	Publish to Sites / Portals Uebsite Notifications	
MANAGE COMMISSIONS	Receive email notifications of tasks	✓ Receive daily balance of tasks by email
	Deliver leads/opportunities on your own responsibility	Deliver new proposals on your own responsibility
	Receive email notifications of leads/opportunities	C Receive daily balance of internet leads
	Receive daily balance of tickets by email	Receive new email notifications
	Receive email notifications of new available property	Receive email notifications of property availability updates (broker, salesman)
	\square Receive notification of availability changes "In Review" property by email	Receive notification of availability changes "Available" property by email
	Receive daily balance of blocked newsletter	Receive email notifications of proposal status changed
	☑ Receive email notifications of tickets 	
	IF YOU WANT TO RECEIVE NOTIFICATIONS IN ANOTHER EMAIL THAT IS NOT THE LOGIN CLICK TO CHOOSE	

5. After selecting the notifications you want to receive, click 'Save this user';

Configure the agency	Users	
🚔 COMPANY		X Cancel V Save this user
JL TEAMS	Publish to Sites / Portals	<u>^</u>
L USERS	Notifications	
MANAGE COMMISSIONS	Receive email notifications of tasks	Receive daily balance of tasks by email
	\Box Deliver leads/opportunities on your own responsibility	Deliver new proposals on your own responsibility
	\Box Receive email notifications of leads/opportunities	Receive daily balance of internet leads
	Receive daily balance of tickets by email	Receive new email notifications
	□ Receive email notifications of new available property	Receive email notifications of property availability updates (broker, salesman)
	\Box Receive notification of availability changes "In Review" property by email	\Box Receive notification of availability changes "Available" property by email
	Receive daily balance of blocked newsletter	\square Receive email notifications of proposal status changed
	✓ Receive email notifications of tickets ↓ ✓ I also wish to be notified when receiving a reply/forward to tickets	
	IF YOU WANT TO RECEIVE NOTIFICATIONS IN ANOTHER EMAIL THAT IS NOT THE LOGIN CLICK TO CHOOSE	

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

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