## eGO Academy



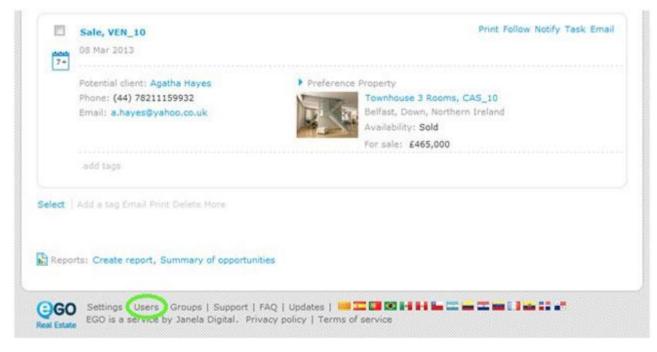
## How to apply notifications?

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

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';



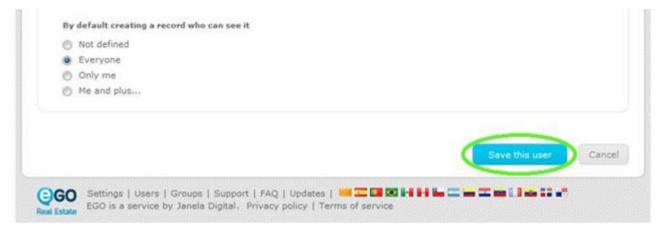
## 2. Select your username;

Manage Users	
elect all Delete Lock João Verissimo	Reset passwork
Paulo Pinheiro	Reset passwort
Sofia Custódio	(Super user

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

Receive emailmouncement of tasks	
Receive daily balance of tasks w email	
Driver leads/opportunities on your pwn responsibility	
Deliver new proposals on your own responsibility	
Receive email notifications of leads/opportunities	
III Receive daily balance of internet leads	
Show help	
Receive daily balance of tickets by email	
Receive email notifications of tickets	
I also wish to be notified when receiving a reply/forward to tickets	
E Receive new email notifications	
E Receive email notifications of new available property	
Receive email notifications of property availability updates (broker, salesman)	
Receive notification of availability changes "In Review" property by email	
Receive notification of availability charges "Available" property by email	
Receive daily balance of blocked newsletter	
Receive email notifications of proposal status changed	
If you want to receive polytopons in another email that is not the login click to choose	

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



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

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