

How to change the abbreviations?

eGO users can change all the software abbreviations according to their needs.

Abbreviations are shortened forms of words or phrases, for example your property types (**CAS_** – House, **APA_** - Apartment, etc...). These can be changed to match your taste.

To do so, take the following steps:


1. Click on '**Settings**';




2. On the right menu, click '**Manage abbreviations**';



3. A new window will pop-up with all your software abbreviations. To change an abbreviation, you should enter the abbreviation you want, in the corresponding text field.

 **Edit your reference abbreviations**

Changes to the abbreviations affect the entire application. For example, if you change the generic abbreviation "REF_" to "ABR_" all application users will see all future references marked as "REF_" changed to "ABR_." Note that all references already created remain. It is advisable to talk to your co-workers before making such changes.


Generic Abbreviation 

Counters

Opportunities	<input type="text" value="6"/>
Properties	<input type="text" value="4"/>
Property preferences	<input type="text" value="7"/>
Proposals	<input type="text" value="0"/>
Newsletters	<input type="text" value="0"/>
Request keys	<input type="text" value="0"/>

Opportunities

Listing	<input type="text" value="CAP_"/>
Commercialization for sale	<input type="text" value="VEN_"/>
Rental	<input type="text" value="LLO_"/>



4. After changing the abbreviation(s), click on '**Save changes**' to save all the changes.

The screenshot displays a user interface for managing property types. It features a list of property types on the left and their corresponding abbreviations in input fields on the right. Each input field has a trash icon to its right. At the bottom right, there are two buttons: 'Save changes' (highlighted with a green circle) and 'Cancel'. The eGO Real Estate logo is visible in the bottom left corner.

• Land	SÒL_	
└ Residential plot	PAR_	🗑️
└ Industrial Plot	PAR_	🗑️
└ Plot	PAR_	🗑️
└ Hill	TUR_	🗑️
└ Land	TER_	🗑️
└ Island	ILL_	🗑️

+ Specify property type

Save changes Cancel

eGO Real Estate

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

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