



How to share properties between Real Estate Agencies?

The eGO user has the possibility of sharing the properties he has on his platform with other eGO clients.

To do so, take the following steps:

Generate copy key

1. Open the tab 'Properties';



2. Open the property record you want to share with the other agency;

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3. Click '**Generate copy key**';

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4. When the **'Copy key generated'** window pops up, copy the key by clicking on **'Copy to clipboard'**.



5. After that, you'll be able to share this code with other eGO users. You can also use it to create copies of the properties.

How to enter the property key

6. Once you receive the property copy key, go to 'Properties' tab;



7. Create a new property by clicking on 'Add new property';

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8. On the right menu, click '**Add property by key**', paste the copy key you received and click '**Create**';

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9. After importing all property data click 'Save property'

Commissions	
▶ Extra fields	manage extra field
Who can see this property	
Everyone	
Only me	
Me and plus	
	Save property Cance

10. The property created by the copy key is now listed on your properties.

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

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