

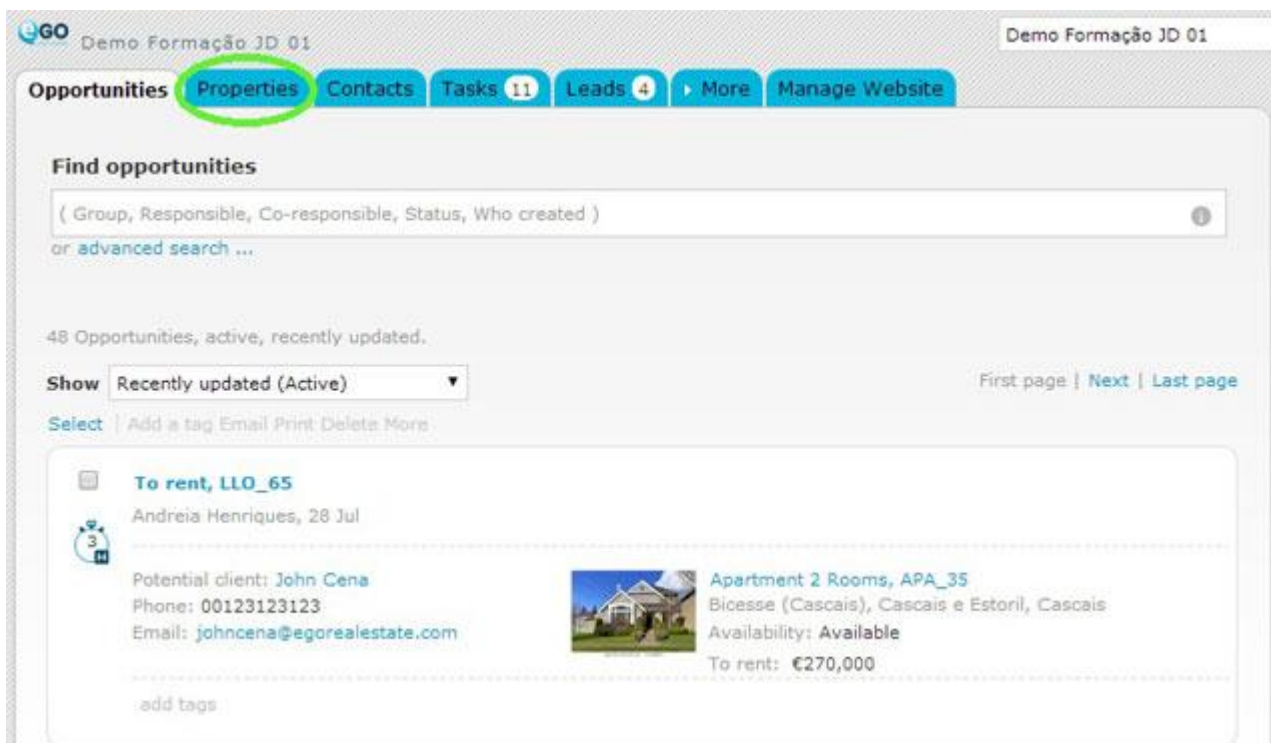
How to share properties between Real Estate Agencies?

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**';

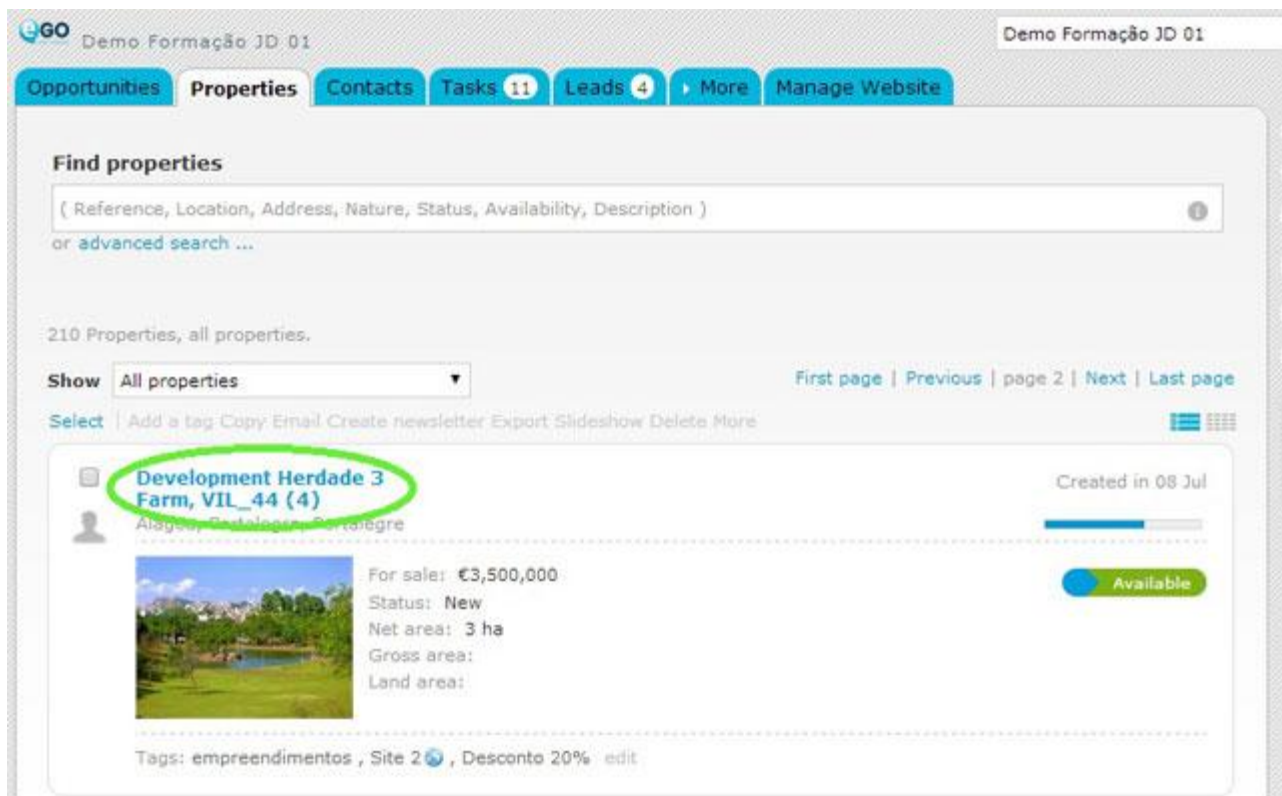


The screenshot displays the eGO software interface. At the top, the navigation menu includes 'Opportunities', 'Properties' (highlighted with a green circle), 'Contacts', 'Tasks 11', 'Leads 4', 'More', and 'Manage Website'. Below the navigation, there is a search bar for 'Find opportunities' with a dropdown menu showing '(Group, Responsible, Co-responsible, Status, Who created)' and a link to 'or advanced search ...'. The main content area shows '48 Opportunities, active, recently updated.' and a 'Show' dropdown menu set to 'Recently updated (Active)'. There are also links for 'First page | Next | Last page' and 'Select | Add a tag | Email | Print | Delete | More'. The first property listing is titled 'To rent, LLO_65' and includes the following details:

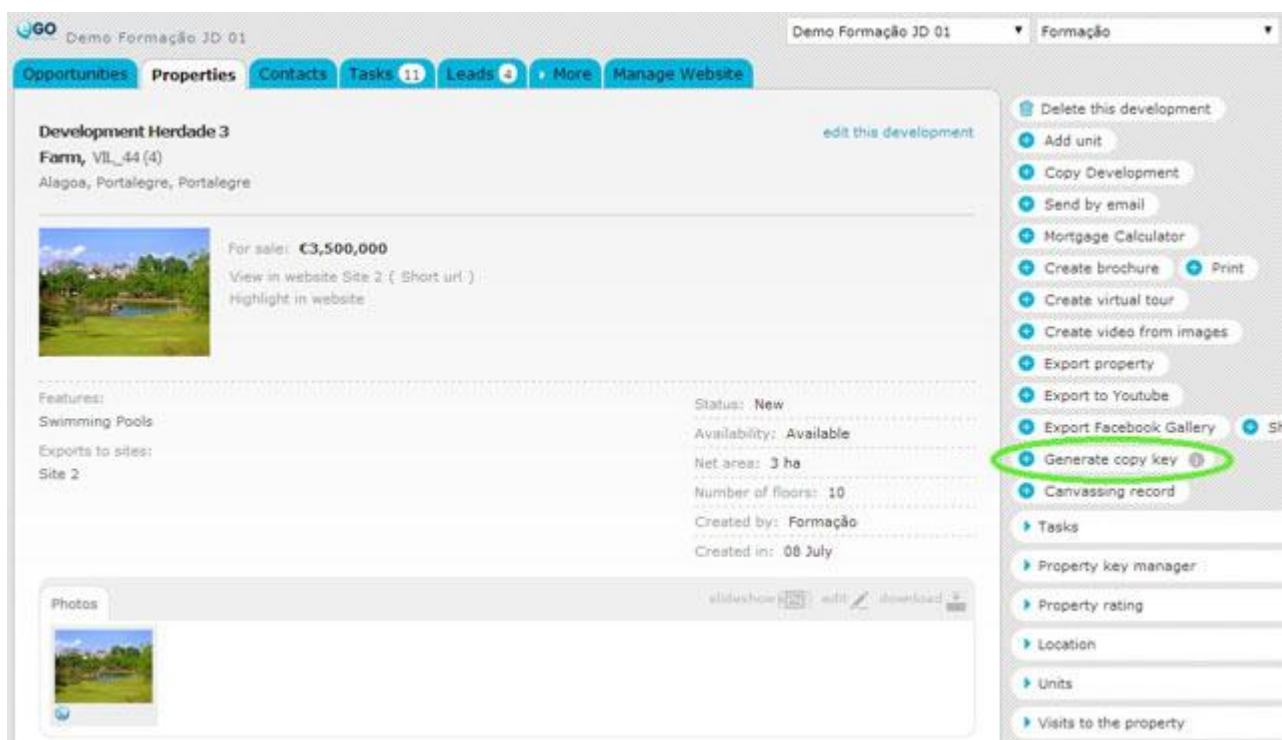
- Potential client: John Cena
- Phone: 00123123123
- Email: johncena@egorealestate.com
- Apartment 2 Rooms, APA_35
- Bicesse (Cascais), Cascais e Estoril, Cascais
- Availability: Available
- To rent: €270,000

There is also a small image of a house and a link to 'add tags'.

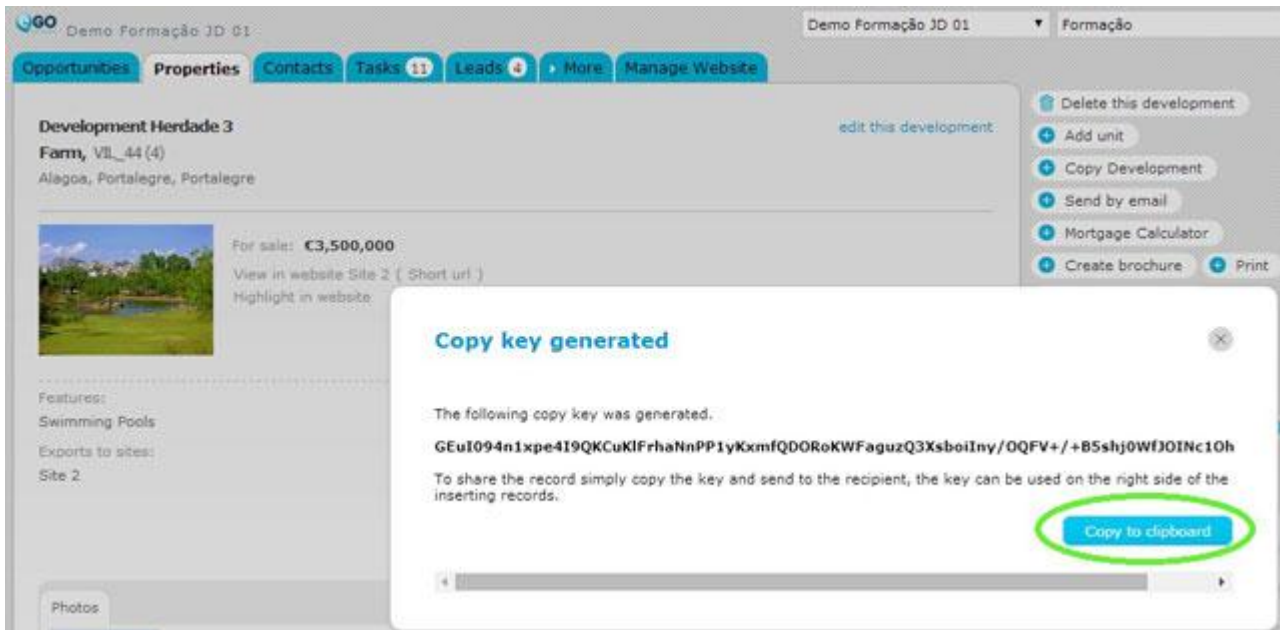
2. Open the property record you want to share with the other agency;



3. Click 'Generate copy key';



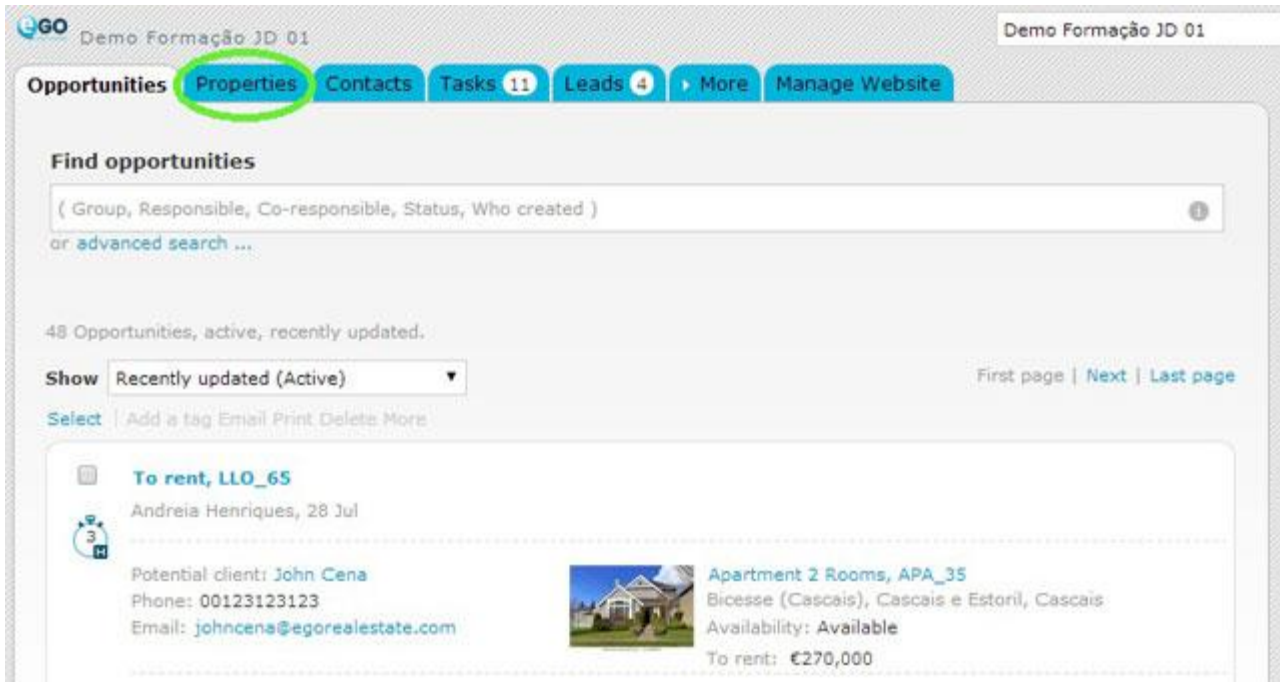
4. When the 'Copy key generated' window pops up, copy the key by clicking on 'Copy to clipboard'.



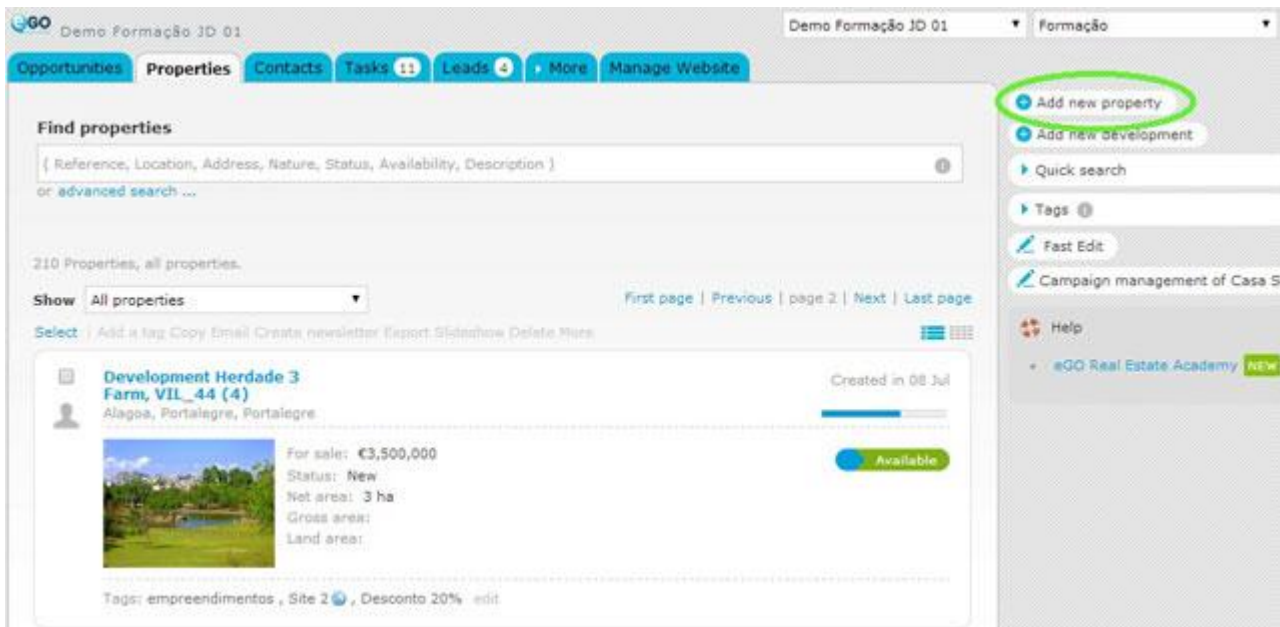
5. After that, you'll be able to share this code with other eGO users. You can also use it to create copies of the properties.

How to enter the property key

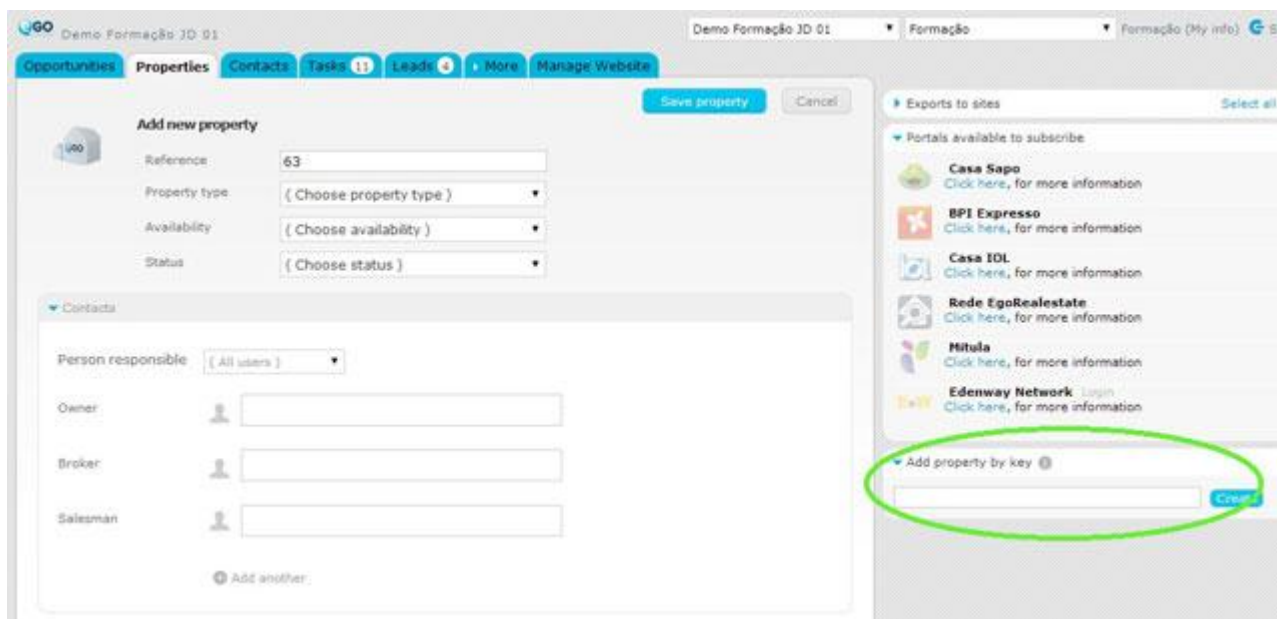
6. Once you receive the property copy key, go to **'Properties'** tab;



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



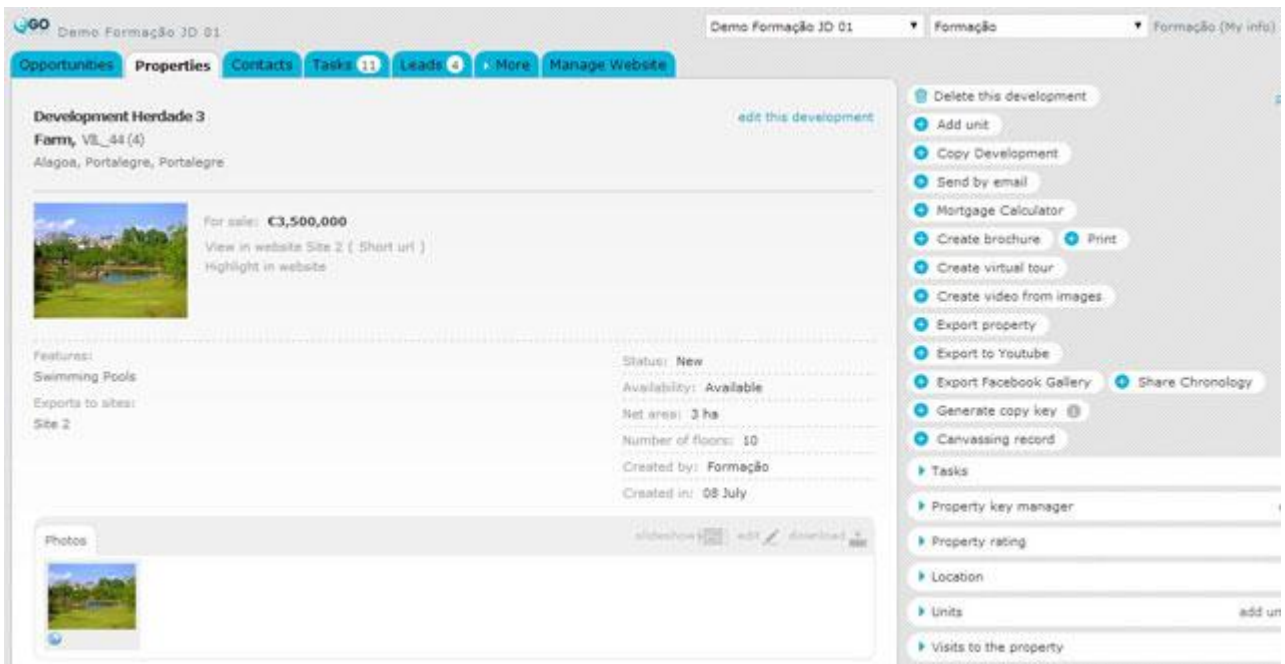
8. On the right menu, click '**Add property by key**', paste the copy key you received and click '**Create**';



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



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



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

Questions: support@egorealestate.com