

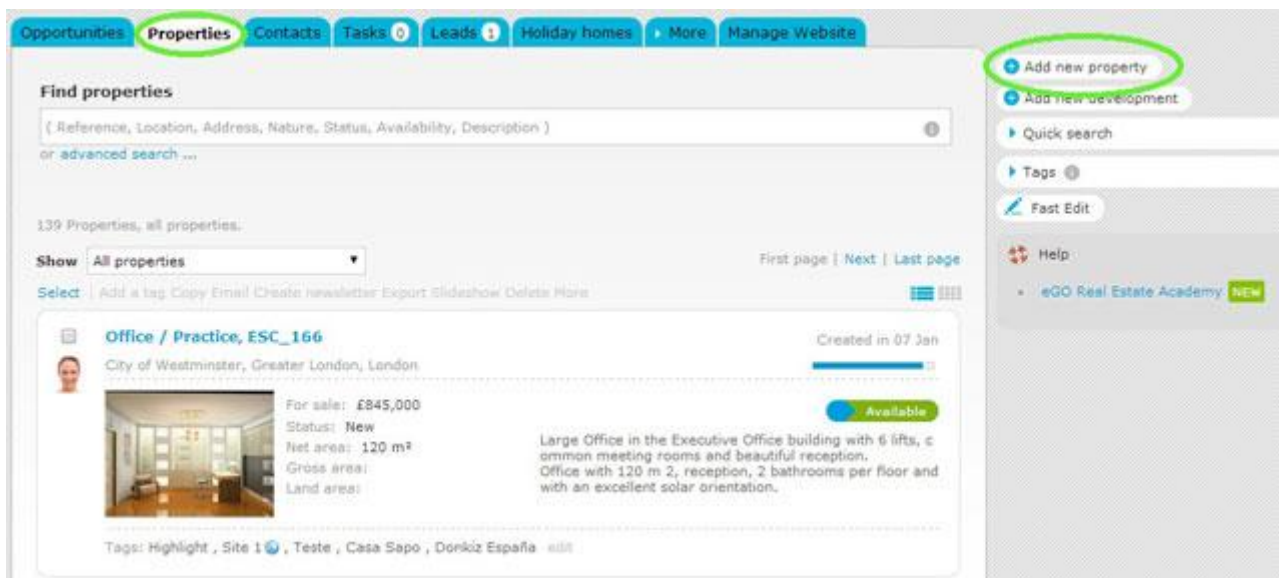
How to set properties "In evaluation" and change them to "Available"?

The eGO manager has the possibility of verifying the properties added by their collaborators.

This feature will allow you to be secure and to have a better control over the properties added by your collaborators, before they are published on the website.

To set a property 'In evaluation', take the following steps.

1. Select the 'Properties' tab and click 'Add new property';



The screenshot displays the eGO Academy software interface. At the top, there is a navigation bar with tabs: Opportunities, Properties (highlighted with a green circle), Contacts, Tasks (0), Leads (1), Holiday homes, More, and Manage Website. Below the navigation bar is a search section titled 'Find properties' with a search input field containing '(Reference, Location, Address, Nature, Status, Availability, Description)' and a link to 'or advanced search ...'. Below the search section, it shows '139 Properties, all properties.' and a 'Show' dropdown menu set to 'All properties'. There are also links for 'Select', 'Add a tag', 'Copy', 'Email', 'Create newsletter', 'Export', 'Slideshow', 'Delete', and 'More'. The main content area displays a property listing for 'Office / Practice, ESC_166' in the 'City of Westminster, Greater London, London'. The listing includes a photo of the office interior, the price 'For sale: £845,000', status 'New', net area '120 m²', and a description: 'Large Office in the Executive Office building with 6 lifts, common meeting rooms and beautiful reception. Office with 120 m 2, reception, 2 bathrooms per floor and with an excellent solar orientation.' The status is shown as 'Available' in a green button. At the bottom of the listing, there are tags: 'Highlight', 'Site 1', 'Teste', 'Casa Sapo', and 'Donkiz España'. On the right side of the interface, there is a sidebar with a 'Help' section and a 'Add new property' button (highlighted with a green circle) and an 'Add new development' button. Below these are 'Quick search', 'Tags', and 'Fast Edit' buttons. At the bottom of the sidebar, there is a 'Help' section with a link to 'eGO Real Estate Academy' and a 'NEW' badge.

2. When editing the record of the new property, select **'In evaluation'** in the **'Availability'** dropdown menu. Fill in all other information about the new property and click **'Save property'**.

The screenshot shows a web application interface for managing properties. At the top, there are navigation tabs: Opportunities, Properties (active), Contacts, Tasks (0), Leads (1), Holiday homes, More, and Manage Website. Below the tabs, there is a 'Save property' button (highlighted with a green circle) and a 'Cancel' button. The main area is titled 'Add new property' and contains several form fields:


- Reference: 4
- Property type: (Choose property type)
- Availability: (Choose availability) - This dropdown menu is open, showing options: Available, **In evaluation** (highlighted with a blue bar and a green circle), Potential, Rented, Reserved, Sold, and Withdrawn.
- Status: (Choose availability)
- Person responsible: (All users)
- Owner: [User selection field]
- Broker: [User selection field]

3. The new property will be 'In evaluation' until the person responsible for validating properties sets it as available.

Opportunities **Properties** Contacts Tasks 0 Leads 1 Holiday homes More Manage Website

Office / Practice, ESC_164 Profile completed: 91% [edit](#) [edit this property](#)




City of London, City of London, London





 For sale: **£1,200,000**

Description:
Office located in one of the most prestigious areas of the city, with excellent accesses.
Office with 78m2, 2 bathrooms, meeting room and reception.

Features:
Air Conditioning, City Center, Garage(7), Generator, Electric Gate, Video Intercom(2),
Wi-fi, Lobby

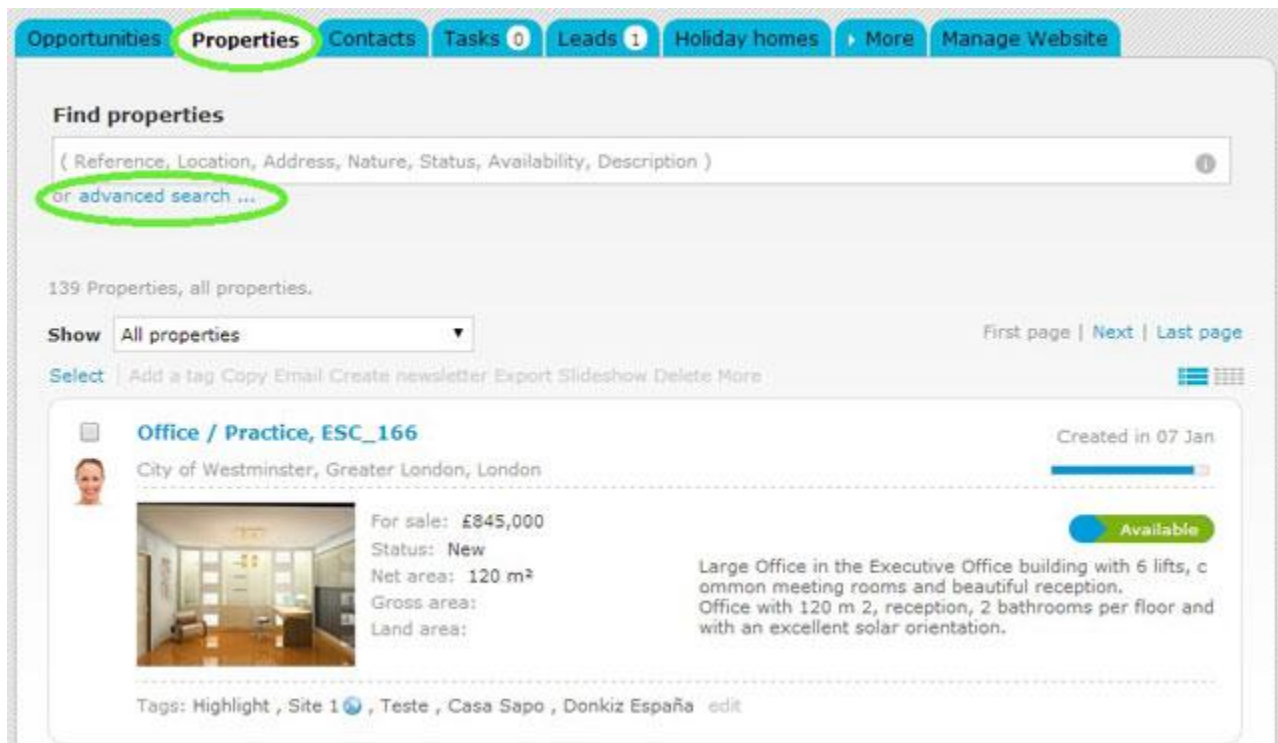
Status: **New**
Availability: **In evaluation**
Condition: **Excellent**
Net area: **78 m²**
Number of floors: **1**
Created by:
Created in: **07 January**

Photos slideshow  edit  download 

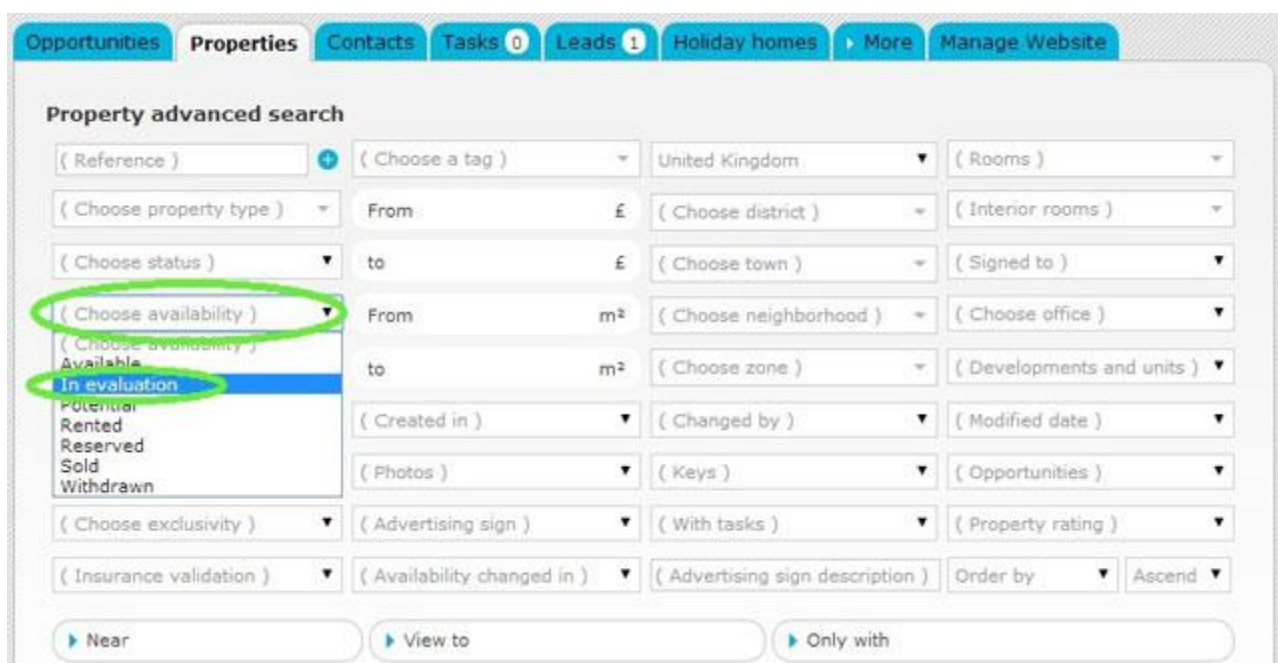
   

To set the new property as available, take the following steps:

1. Select the '**Properties**' tab and click '**Advanced search**';



2. In the '**Availability**' dropdown menu select '**In evaluation**' and click '**Search properties**';



3. All 'In evaluation' properties will be shown.

To set a property as available, open the record of the property you want to validate.

Show All properties

Select | Add a tag Copy Email Create newsletter Export Slideshow Delete More

Office / Practice, ESC_164 See Match Follow Notify Task Email

City of London, City of London, London

For sale: £1,200,000
Status: New
Net area: 78 m²
Gross area:
Land area:

Office located in one of the most prestigious areas of the city, with excellent accesses. Office with 78m2, 2 bathrooms, meeting room and reception.

add tags

Select | Add a tag Copy Email Create newsletter Export Slideshow Delete More

4. Click 'edit this property';

Opportunities Properties Contacts Tasks 0 Leads 1 Holiday homes More Manage Website

Office / Practice, ESC_164 Profile completed: 91% edit **edit this property**

City of London, City of London, London

For sale: £1,200,000

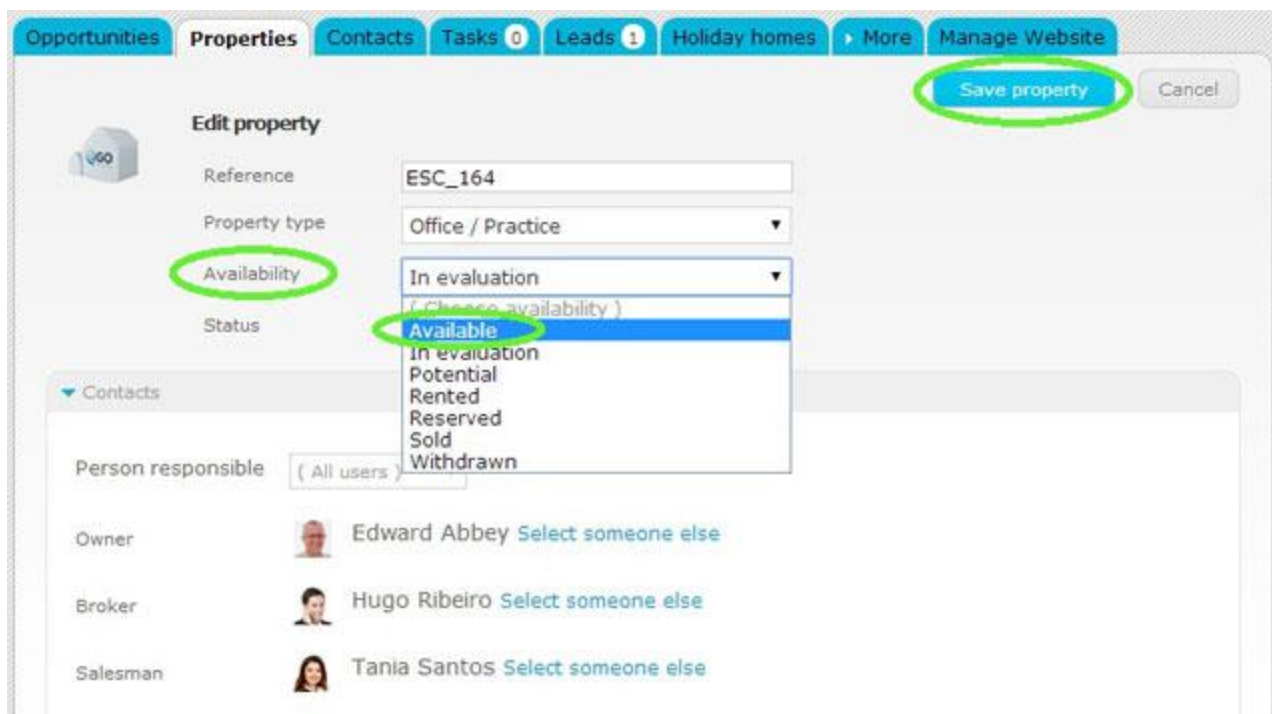
Description:
Office located in one of the most prestigious areas of the city, with excellent accesses. Office with 78m2, 2 bathrooms, meeting room and reception.

Features:
Air Conditioning, City Center, Garage(7), Generator, Electric Gate, Video Intercom(2), Wi-fi, Lobby

Status: New
Availability: In evaluation
Condition: Excellent
Net area: 78 m²
Number of floors: 1
Created by:
Created in: 07 January

Photos slideshow edit download

5. Check the information entered by your collaborator and then change the availability from **'In evaluation'** to **'Available'** and click **'Save property'**;



6. The property will be ready to be published on your website.

The screenshot displays a real estate website interface. At the top, there are navigation tabs: Opportunities, Properties (selected), Contacts, Tasks (0), Leads (1), Holiday homes, More, and Manage Website. Below the tabs, the property title is 'Office / Practice, ESC_164' with a progress bar indicating 'Profile completed: 91%' and an 'edit' link. The location is listed as 'City of London, City of London, London'. A main image shows an office interior, with the text 'For sale: £1,200,000' next to it. Below the image, there is a 'Description' section: 'Office located in one of the most prestigious areas of the city, with excellent accesses. Office with 78m2, 2 bathrooms, meeting room and reception.' and a 'Features' section: 'Air Conditioning, City Center, Garage(7), Generator, Electric Gate, Video Intercom(2), Wi-fi, Lobby'. To the right of the description, there are property details: 'Status: New', 'Availability: Available' (circled in green), 'Condition: Excellent', 'Net area: 78 m²', 'Number of floors: 1', 'Created by:', and 'Created in: 07 January'. At the bottom, there is a 'Photos' section with four thumbnail images and a 'slideshow' button.

Note: You can also add the filter '**In evaluation**' to '**Quick search**' to have a fast access to the list of '**In evaluation**' properties.

To edit your quick search options click: [Quick search options?](#)

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

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