

### How to edit the permissions on the Opportunities?

eGO users can authorize or restrict the access of each user to the opportunities.

It's easier to set the permissions of the opportunities using this option. You can apply the permissions to one or more users.

To do so, take the following steps:

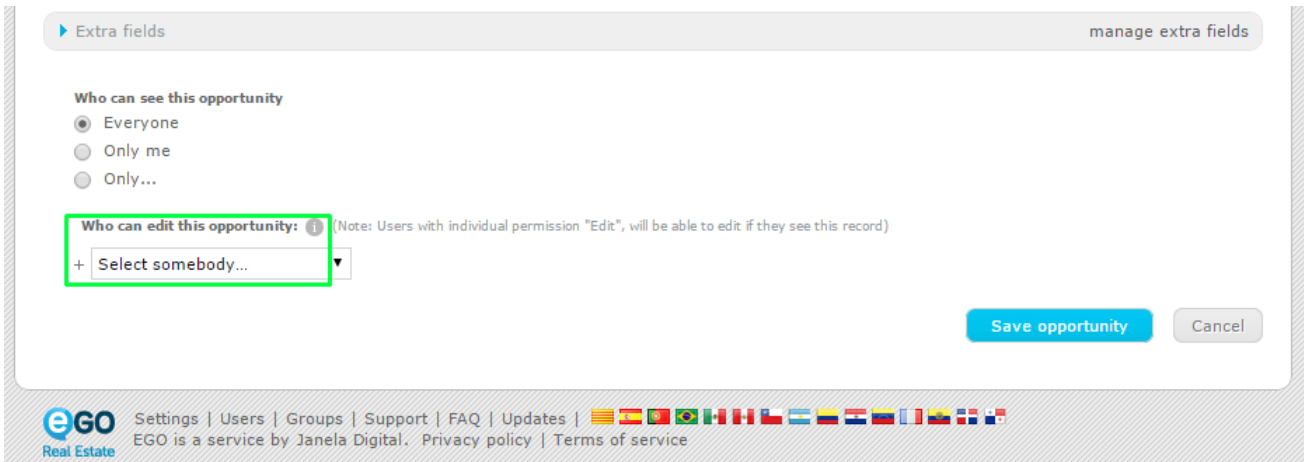
1. In the '**Opportunities**' tab select the opportunity you want to edit;

The screenshot shows the 'Opportunities' tab selected in the top navigation bar. Below the navigation bar, there is a search bar with the text '( Group, Responsible, Co-responsible, Status, Who created )' and a link to 'advanced search ...'. Below the search bar, there is a message '293 Opportunities, active, recently updated.' and a 'Show' dropdown menu set to 'Recently updated (Active)'. To the right of the dropdown menu, there are links for 'First page | Next | Last page'. Below the dropdown menu, there is a 'Select' button and a list of actions: 'Add a tag | Email | Print | Delete | More'. The main content area displays a list of opportunities. The first opportunity is 'Sale, CT\_VEN\_429', which is highlighted with a green box. Below the opportunity name, there is a small calendar icon with the number '2' and the text 'Nelson Vicente, 07 Dec'. Below the calendar icon, there is a dashed line and the text 'Potential client: Manuel José', 'Phone:', and 'Email:'. To the right of the dashed line, there is the text 'Preference Property Search available.' and a link 'add tags'.

2. Click '**edit this opportunity**';

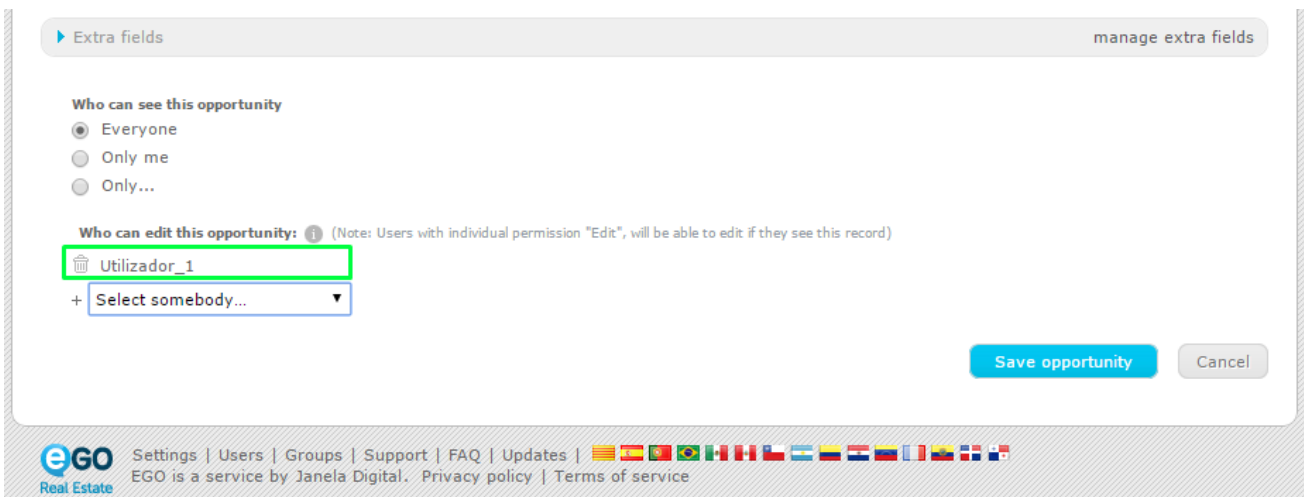
The screenshot shows the 'edit this opportunity' page. The 'Opportunities' tab is selected in the top navigation bar. Below the navigation bar, there is a search bar with the text '( Group, Responsible, Co-responsible, Status, Who created )' and a link to 'advanced search ...'. Below the search bar, there is a message '293 Opportunities, active, recently updated.' and a 'Show' dropdown menu set to 'Recently updated (Active)'. To the right of the dropdown menu, there are links for 'First page | Next | Last page'. Below the dropdown menu, there is a 'Select' button and a list of actions: 'Add a tag | Email | Print | Delete | More'. The main content area displays the details of the 'Sale, CT\_VEN\_429' opportunity. The opportunity name is 'Sale, CT\_VEN\_429' and it is highlighted with a green box. Below the opportunity name, there is a small calendar icon with the number '2' and the text 'Nelson Vicente, received in 07 December 2014'. Below the calendar icon, there is a dashed line and the text 'Potential client: Manuel José', 'Phone:', and 'Email:'. To the right of the dashed line, there is the text 'Preference Property edit Search available.' and a link 'edit this opportunity' highlighted with a green box. Below the dashed line, there is a 'choose property' button. At the bottom of the page, there is a progress bar with the text 'Qq etapa > Início do Processo > Visita aos imóveis > Comercialização > Prep. Escritura' and a link 'edit'. Below the progress bar, there is a link 'Adding note about'.

**3. Scroll down and click 'Who can edit this opportunity';**



**4. After selecting the user click 'Save opportunity'.**

NOTE: If you want other user to edit the opportunity, click '+' and select the respective user;



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