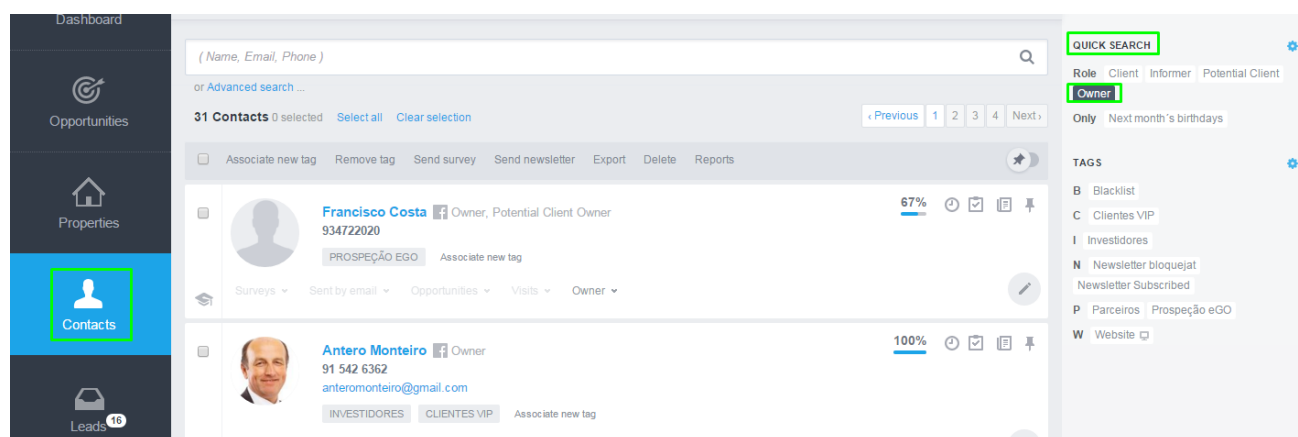


## How to create a data report for property owners

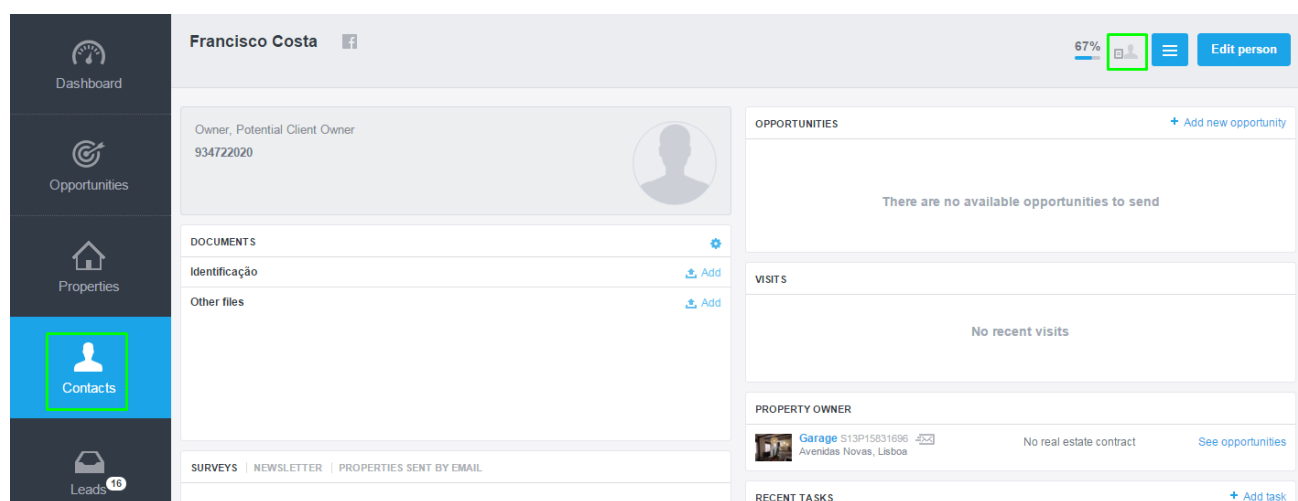
The eGO user can create a data report for the property owners, in PDF format, containing information regarding properties, opportunities, proposals etc.

To create a data report, take the following steps:

1. Access the **'Contacts'** tab, in the quick search filters select - **'Owner'**. The search will show the results for contacts associate with the type 'owner'. - [Quick search options](#) -





2. Click on the desired contact. In the upper right-hand corner, click on the button **'Property owner data report'**;



3. In the window that appears, select the properties of the owner and the information that is to be included in the data report. There is a field to add notes or any extra information. After selecting the properties and the information to be included, click **'Create'**

Property owner dossier for Francisco Costa

**Property Owner:**

 **Garage** S13P15831696   
Avenidas Novas, Lisboa

Added

**Information to be included:**

<input checked="" type="checkbox"/> Publish date	<input checked="" type="checkbox"/> Advertising sign
<input checked="" type="checkbox"/> Statistics Websites	<input checked="" type="checkbox"/> Statistics Casa Sapo
<input checked="" type="checkbox"/> Opportunities	<input checked="" type="checkbox"/> Presentations
<input checked="" type="checkbox"/> Visits to the property	<input checked="" type="checkbox"/> Proposals
<input checked="" type="checkbox"/> Publish to Portals	

OBSERVATIONS

Cancel

4. A PDF document is created. You can print or send it via email with the data (previously selected) regarding properties, opportunities, proposals and any other available information on that owner.

## Property owner dossier

### Francisco Costa

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House 4 Rooms MOR\_1

Centro (Santo Onofre), Santo Onofre e Serra do Bouro

For sale  
€250,000

Published on  
17/07/2015

Status  
Available

Without advertising sign

Internet Statistics (Statistic data from 01/10/2015 to 21/10/2015)

[Site 28](#)

Views: 1

#### Opportunities

[Sale Opportunity with Nuno Vicente \(Apartamento em Rio Maior\)](#)

Active

#### Presentations

[Presentation to the potential client Hugo Ribeiro Gmail teste, for review](#)

#### Publish to Portals

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