

How to create and export reports?

eGO user has access to a set of predefined reports, referring to Opportunities, Properties, Contacts etc. It also has the possibility to create customized reports and export them in xls files (excel).

By creating reports, you will be able to access the data you want in a faster way and save it to your computer in xls files.

To access the reports or create a report, follow these steps:

1. Access the tab, for example 'Properties'.

The screenshot shows the eGO software interface with the 'Properties' tab selected in the left sidebar. The main content area displays a list of properties for sale. The first property is 'Flat 2 Bedrooms PIS_176', which is a 2-bedroom flat for sale in Worple Road Mews, Wimbledon, London, SW19. It is priced at €560,000 and is in the 'Used' stage. The net area is 80 m² and the gross area is 89 m². The second property is '2 bedroom apartment for sale PIS_177', which is a 2-bedroom apartment for sale in Orton Point, E14. It is priced at €695,000 and is in the 'Remodelled' stage. The net area is 129 m² and the gross area is 118 m². The interface also includes a search bar, a navigation menu, and various action buttons for each property listing.

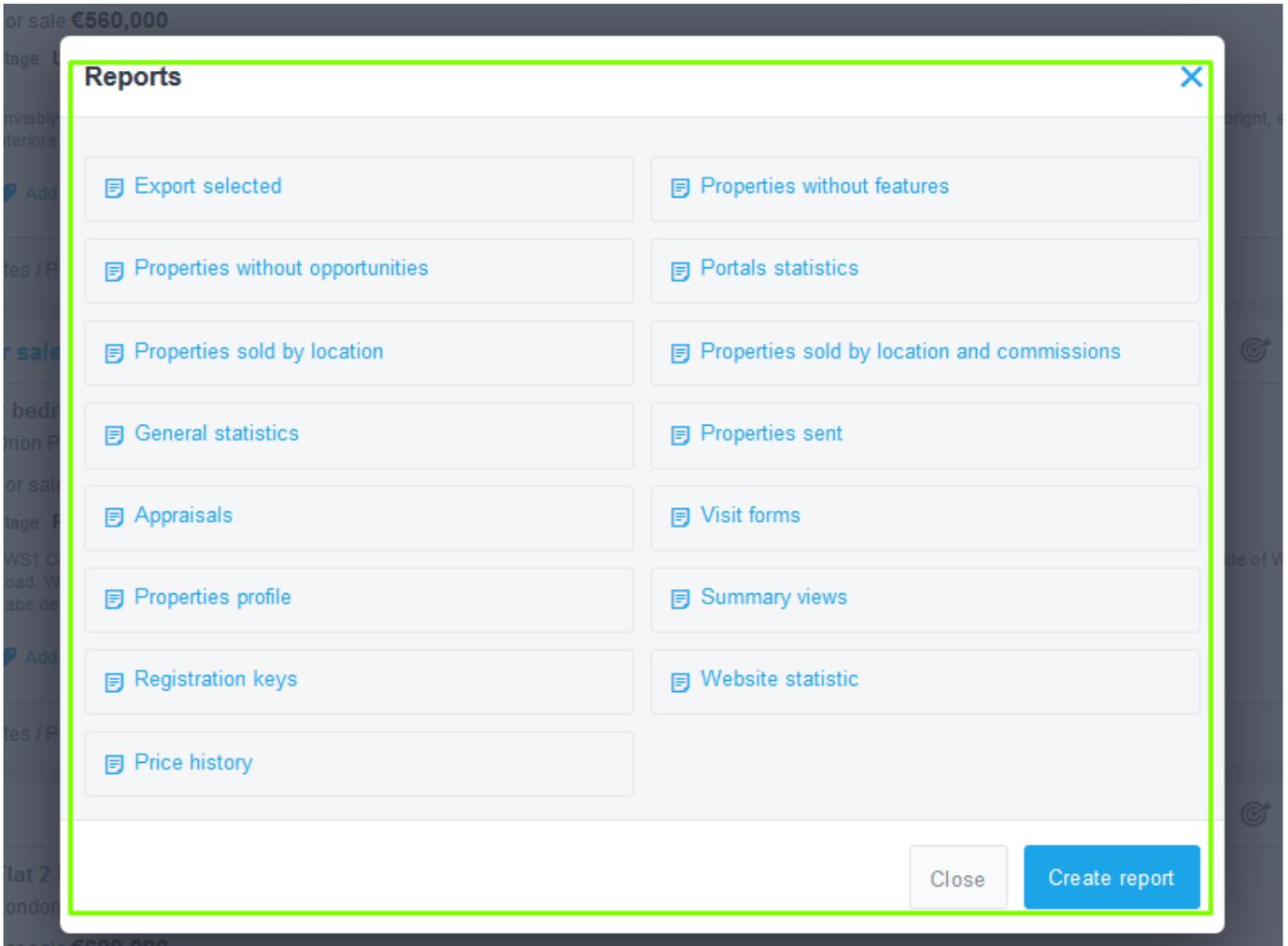
2. To create a report, click on '...' and then 'Reports';

The screenshot displays a real estate management dashboard. On the left is a dark sidebar with navigation icons for Dashboard, Opportunities, Properties (highlighted), Contacts, Leads (3), and VIEW ALL. The main content area is titled '120 Properties' and includes a search bar, pagination (1-8), and a 'New property' button. Two property listings are visible:

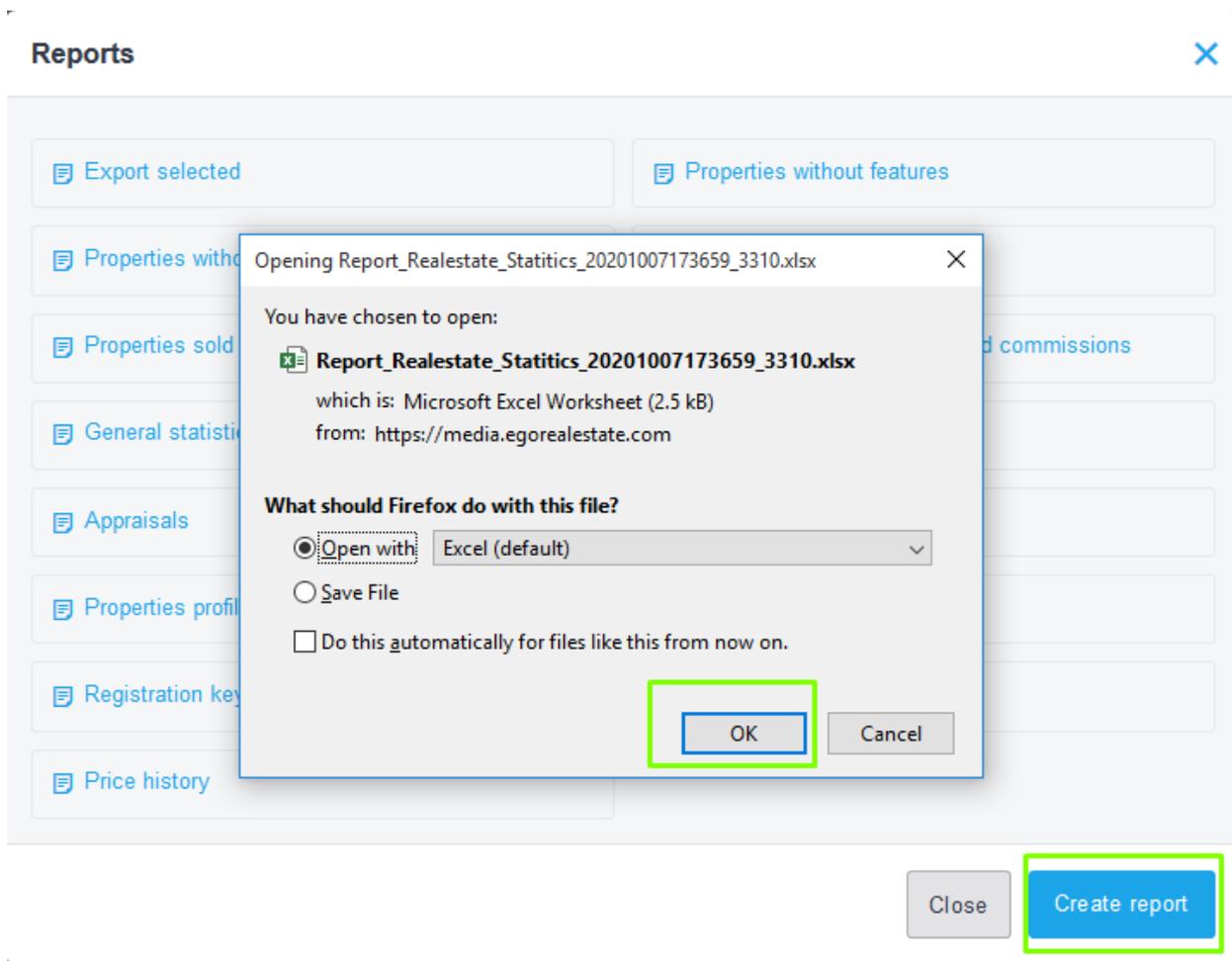
- Flat 2 Bedrooms PIS_176**: Available 79%. Description: '2 bedroom flat for sale, Worple Road Mews, Wimbledon, London, SW19. For sale €560,000. Stage Used. Net area 80 m², Gross area 89 m².' Includes an 'Add new tag' button.
- 2 bedroom apartment for sale PIS_177**: Available 79%. Description: '2 bedroom apartment for sale, Orion Point, E14. For sale €695,000. Stage Remodelled. Net area 129 m², Gross area 118 m².' Includes an 'Add new tag' button.

A dropdown menu is open for the first property, listing actions such as 'Add note', 'Associate to development', 'Copy', 'Create brochure', 'Create newsletter', 'Fast Edit', 'Manage MLS', 'Request keys', 'Reports' (highlighted), 'Remove Site / Portals', 'Remove tag', and 'Slideshow'.

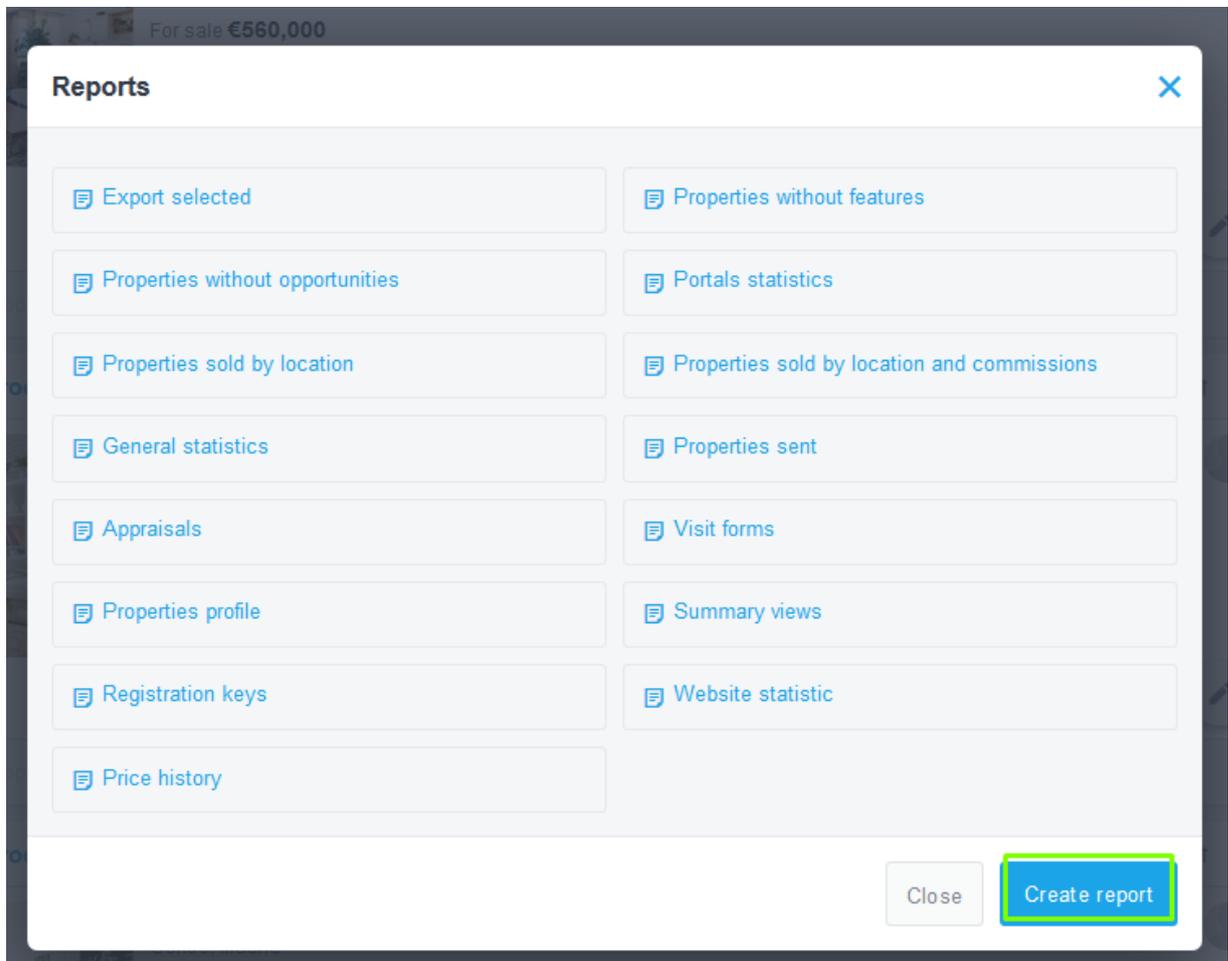
3. You will see a predefined set of reports, which you can use and extract at your will.



4. For example, you selected the Statistics report for the portals, when you click on it, the option to open / save the document in Excel will appear. Click on 'OK' to generate / save the document.
5. The report is either immediately generated or saved depending on the chosen option.



6. At any time, you can create a customized report according to your preferences. Click on 'Create report'.



7. You will see a set of criteria that you can combine to create your report. Choose a name for the report and a short description, as well as the language. Finally, you can save the report (together with the predefined reports) or export directly to excel.

Create report ✕

Choose columns of properties

Select all

<input type="checkbox"/> Reference	<input type="checkbox"/> Property type	<input type="checkbox"/> Availability	<input type="checkbox"/> Status
<input type="checkbox"/> Owner	<input type="checkbox"/> Broker	<input type="checkbox"/> Salesman	<input type="checkbox"/> Informer
<input type="checkbox"/> Name	<input type="checkbox"/> Bedrooms	<input type="checkbox"/> Interior rooms	<input type="checkbox"/> Net area
<input type="checkbox"/> Value perNet area	<input type="checkbox"/> Gross area	<input type="checkbox"/> Value per	<input type="checkbox"/> Land area
<input type="checkbox"/> Condition	<input type="checkbox"/> Construction started	<input type="checkbox"/> Construction year	<input type="checkbox"/> Floor
<input type="checkbox"/> Business / Price	<input type="checkbox"/> Businesses/Prices exported	<input type="checkbox"/> Address	<input type="checkbox"/> Country
<input type="checkbox"/> District	<input type="checkbox"/> Town	<input type="checkbox"/> Neighborhood	<input type="checkbox"/> Zone
<input type="checkbox"/> Publish to Sites / Portals	<input type="checkbox"/> Completion rate	<input type="checkbox"/> Missing fields	<input type="checkbox"/> Cadastral reference
<input type="checkbox"/> Date created	<input type="checkbox"/> Changed in	<input type="checkbox"/> Commissions	<input type="checkbox"/> With photo
<input type="checkbox"/> With keys	<input type="checkbox"/> With keys in the office	<input type="checkbox"/> No keys in the office	<input type="checkbox"/> Energy Performance Certificate
<input type="checkbox"/> Office	<input type="checkbox"/> Person responsible	<input type="checkbox"/> Who can see this property	<input type="checkbox"/> Who can edit this property
<input type="checkbox"/> Description	<input type="checkbox"/> Extra fields	<input type="checkbox"/> Features	<input type="checkbox"/> Keys
<input type="checkbox"/> Tags	<input type="checkbox"/> Real estate contract		

Export associations to properties

Learn more about this on our website: <http://academy.egorealestate.com>

For any questions contact us at: support@egorealestate.com

