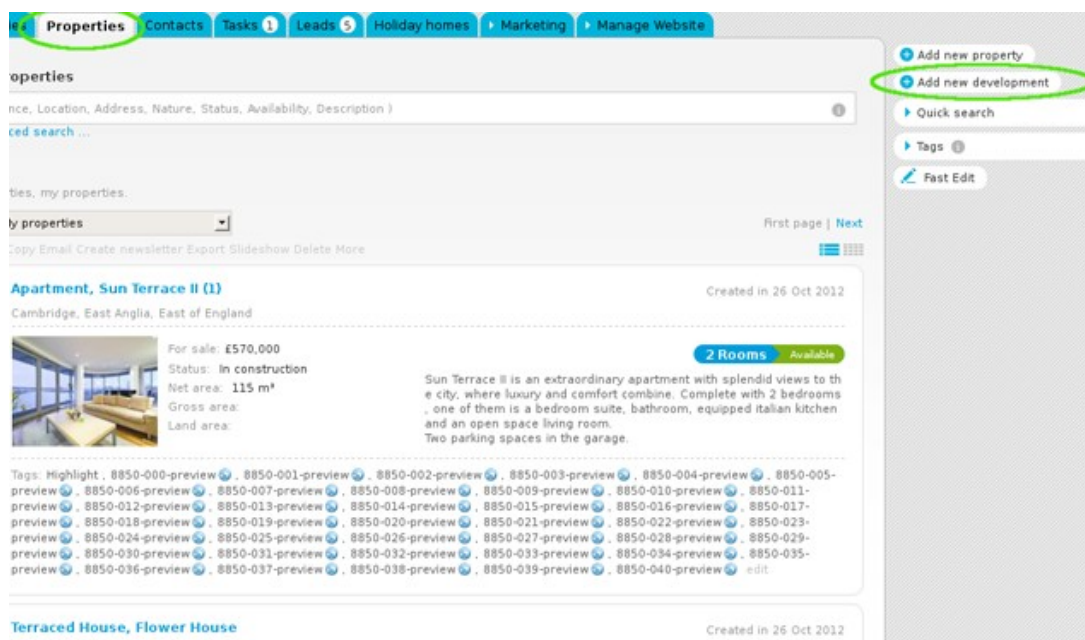


Step 4: How to Add developments

The application manager can add developments quickly and easily.

To do so, take the following steps:

1. Click the **'Properties'** tab. Then on the right sidebar, click **'Add new development'**;



2. Complete the new development form with specific information regarding this

development (contacts, location, price, multimedia, etc.);

Contacts

The screenshot shows a web interface for adding a new development. The top navigation bar includes tabs for Opportunities, Properties, Contacts, Tasks (1), Leads (5), Holiday homes, Marketing, and Manage Website. A 'Save development' button is in the top right. The main form is titled 'Add new development' and contains the following fields:

- Reference: 5
- Name: [Empty text field]
- Property type: (Choose property type)
- Availability: (Choose availability)
- Status: (Choose status)

Below these fields is a section for 'Contacts' with the following roles and input fields:

- Owner: [Empty text field]
- Broker: [Empty text field]
- Salesman: [Empty text field]
- Informant: [Empty text field]

An 'Add another' button is located at the bottom of the contacts section.

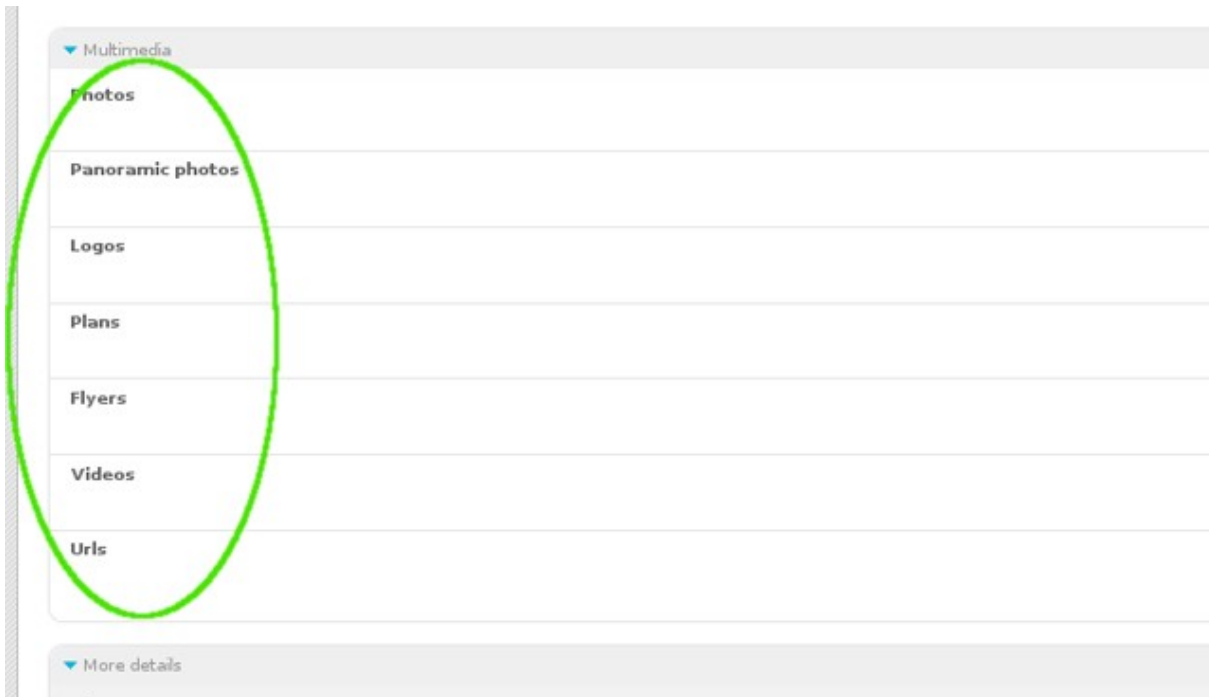
Price and location

The screenshot shows the 'Business/Price' and 'Location' sections of the form. The 'Business/Price' section includes a text input field, a dropdown menu for 'Great Britain, Pol', and a dropdown menu for '(Choose business deal)'. A 'Remove' button is next to the second dropdown. Below this is an 'Add another' button. The 'Location' section includes the following dropdown menus:

- Country: United Kingdom
- District: London
- Town: (Choose town)
- Neighborhood: (Choose neighborhood)
- Zone: (Choose zone)
- Road type: (Choose road type)

Below the dropdowns is a text input field for 'Address'. To the right of the address field are two checkboxes: 'Export address' and 'Export georeference'.

Multimedia



3. Select the option to export to sites (if this is the intention);



4. Set permissions for who can see this property (Everyone, only the user adding the development or this user plus a restrict group of users);

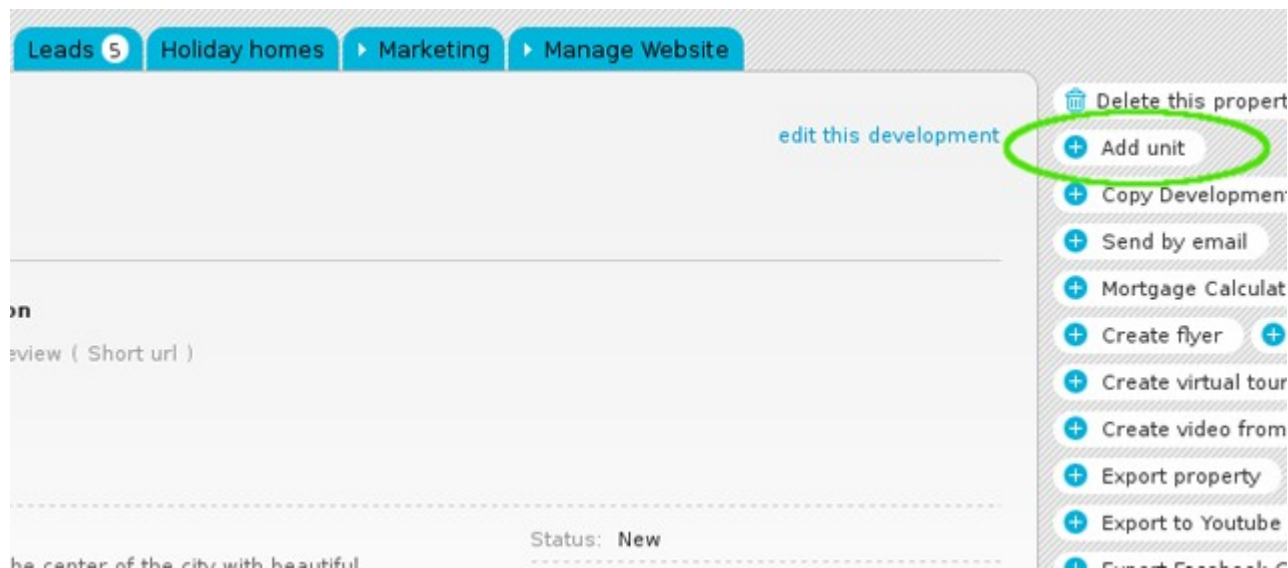


5. Finally, click the **'Save development'** button.



6. Once the data has been saved, the application manager is redirected to the form of the development recently added. There are several options available on the right sidebar to complete the development information even further, such as **'Add unit'**.

This option enables you to add all the development's units with their specific features (To do so, follow all the steps mentioned in '**How to add a property**').



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

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