

QUICK START GUIDE FOR STAFF



ShowingTime will be your showing appointment scheduling provider!

We're excited to work with you, and will do all we can to be sure you're happy with our services. To help ease the transition, below you'll find information to get started using ShowingTime.

Scheduling a Showing

Everyone in your office can quickly schedule showings with ShowingTime Front Desk:

- 1.) From the homescreen, click **Showing** in the "Appointments" box, or **New Showing** from the drop-down menu across the top
- 2.) Search for the listing by street name, full address, or listing ID
- 3.) Once the listing is located, select the showing agent, a date and time, and the agency type
- 4.) Submit the request by clicking **Continue; Save Appointment As Shown**

The screenshot displays the ShowingTime Front Desk interface with the following sections:

- Listing Details:** 7685 BANCROFT, Rochester, NY 14472, \$135,900.00 ACTV, ID: 27218925, Listing Agent: Mary Sumpter (111) 111-1111 (Home Phone). Includes a "Listing Worksheet & Contacts" button and "Appointment Instructions for Appointment Staff" (Go and Show, Home Occupied?, Home is Occupied, Additional Instructions for Appointment Staff: No Additional Instructions for Appointment Staff).
- Showing Agent:** Allison Townsend, 304386, ABC Realty. Includes contact information (atown@noemail.com, (312) 555-5555, Phone 2, Text Message Number, Select Text Message Provider) and communication options (Email, Call, Text Msg, Push). Includes "Appointment Instructions for Showing Agent" (Lockbox: Type: Combo, Alarm: Alarm details have not been provided, Combination: 1234, Key Set: Key set reservation has not been made, Additional Instructions for Showing Agent: Please leave card).
- Select a Date and Time:** Calendar view for Tue, Mar 29, 2016. Shows lead times and blocks. Includes fields for Date (3/29/2016), Start Time (5:00 PM), End Time (5:30 PM), Agency Type (Buyer Broker), Appointment Type (1st Showing), and Name of Buyer. A "Continue; Save Appointment As Shown" button is at the bottom.

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