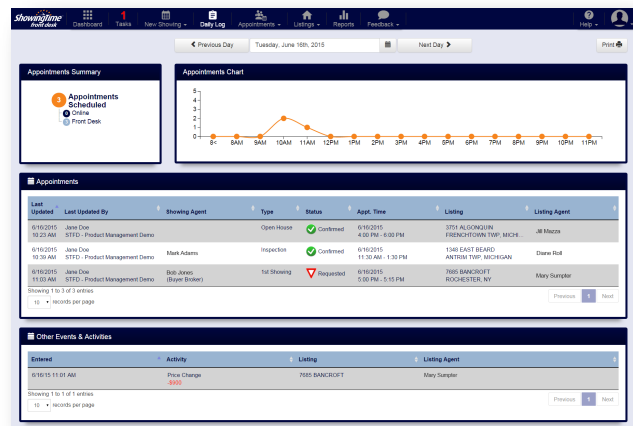


QUICK START GUIDE FOR STAFF

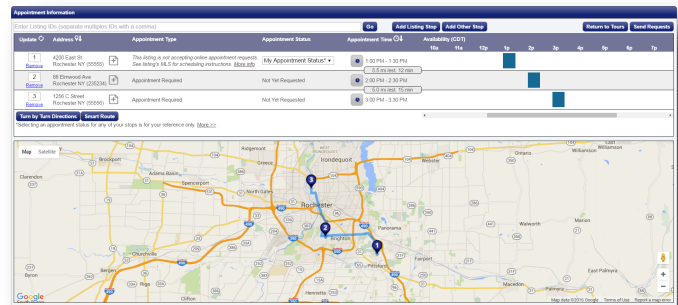
Daily Log

Accessible to those with office-level permissions, the daily log is a one-stop shop to see everything that has happened each day. From new appointments scheduled to canceled/rescheduled appointments to other events and activities; it's an easy way for administrators to view activity.



ShowingCart™

If you have a day full of showings, ShowingCart will save you time by allowing you to schedule on multiple listings by creating a “buyer’s tour”. Just add the listings your buyer wants to see in ShowingCart, and the listing locations and driving distances will automatically populate for you on a map. There’s even a “Smart Route” feature that will automatically organize your stops into the most efficient route to take. After all the listings are in order, you can submit all your requests with one simple click!



Customizable Feedback & Management

ShowingTime provides agents with a fully automated way to request and receive feedback, and to share feedback with sellers. Feedback requests are sent to agents after their appointment has finished; if no response is received, the request will be sent again based on your preferences. Multiple templates can be created to handle listing-specific questions so you can generate more suitable feedback.