

Getting started with ShowingTime is easy! With on-demand training videos and easy-to-use tools for entering and updating showing information, ShowingTime provides what you need to get more showings on your listings.

Quickstart Workflow

Step One:

Log in to your account by visiting www.showingtime.com/login - Your homepage provides a dashboard with important information, including a reminder of how many listings require showing instructions.

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Home	5	(123) 123-1234 (Mobile Phone) (223) 222-333 (Office Direct Line) (222) 222-333 (Office Direct Line) (223) 222-333 (Office Direct Line) (223) 223-2333 (Office Direct Line)				-				
Messages	>	Edit Profile /								
Showings	>									
Listings	Showings Have Requested					Showings to	Showings Requested on My Listings			
		Sim	Scheduled For	Not Yet Confirme	d Confirmed	Sint	Scheduled For	Not Yet Confirmed	Confirmed	
Contacts	>	9	Today	Q	Q	(9)	Today	Q	Q	
Feedback	>		Tomorrow		Q		Tomorrow		Q	
Reports	>		Beyond		Q		Beyond		<u>0</u>	
Help & Support	>		🔀 Sched	ule a Show	/ing					
Alison Townsen	d⊻	Recently Assigned Prospects			Listing Notic	Listing Notices				
		. assigned to you in the past week				2 listings need complete showing instructions 13 active listings				
G→ Logoff		9					1 pending listing			
		Feedback Requests				_	1 pending, show for backup contract			
		Feedback Requests					<u>O</u> price changes in the last 24 hours <u>O</u> status changes in the last 24 hours <u>O</u> listings will expire in the next 14 days			
		Q appointments requesting your feedback								
				esponses available			U listings will exp	pire in the next 14 days		
		•		esponses available sts unanswered by						

Step Three:

Schedule a showing - Once your listings have been set up in the ShowingTime system, schedule a showing using one of our convenient options below.



- Through the ShowingTime app
- Online through your MLS
- Via ShowingTime.com
- By calling 800-SHOWING

Step Two:

Review and/or enter showing instructions which are mandatory for all listings. View each listing to enter or update showing instructions and set your preferences. When done, click Save.

Default Appointment Settings Blocks &	Exceptions MLS Data			
Appointment Handling				
Allow Appt. Center to Take Appts?	Yes No Allow Showing Agents	s to Request Appts		
Appointment Settings				
Appointment Type:	Appointment Required, Confirm With Any	•		
Requires Spanish-speaking staff? Send Feedback Requests?		Is the property occupied? Yes No Enable Push Notifications? Yes No		
Contacts Contact Details	Can Confirm Appts By:	Notify of Confirmed/Cancelled Appts By:		
Kon Swanson Listing Agent) (Jasti Jasa-Sasa) (Mobile Phone) (444) 444-4444 (Mobile Phone) rswanson@abcreatly.com	Confirm Appointments Send an FYI Text Message Email Send antipy for new requests	Text Message Email Instant Auto Call		
bill murray (Owner) (111) 111-1111 (Mobile Phone) bill@mur.com (111) 111-1111 (Text Message)	Confirm Appointments Text Message Email Phone Send an FYI	Text Message Email Instant Auto Call		

Help & Support - If you have questions along the way, our Help & Support section includes step-by-step articles and video tutorials to help you get started.





support@showingtime.com



24/7/365 Appointment Scheduling

You can schedule showings 24/7/365 with live representatives. Inbound phone calls to ShowingTime to schedule or confirm showings can be made at any time, day or night. ShowingTime will not make outbound calls after 9pm local time, however.

ShowingCart[™]

ShowingCart[™] is a scheduling tool that enables you to create a buyers' tour with ease. It allows you to schedule multiple showings at the same time and takes the guessing game out of the scheduling process. ShowingCart[™] determines the listing locations which will then provide you with the best route, driving distances and driving times between each location.

Automated Feedback

ShowingTime provides you with a fully automated way to request and receive feedback, and to share feedback with your sellers. Feedback requests are sent to agents after their appointment has finished; if no response is received, the request will be sent again - you can select how many times you'd like the request sent in your preferences. You can also create customized questions for each listing so you get more valuable feedback.

Download the ShowingTime App

The ShowingTime app provides agents with access to our best features, including appointment scheduling and tracking, feedback and listing activity. With the app you can receive notifications via text, email or push notifications. You can easily set up a calendar sync, which will automatically keep your mobile calendar updated with appointment details as well as showing instructions for confirmed appointments.



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