

# QUICK START GUIDE

**Getting started with ShowingTime is very easy to do! With on-demand training videos, help guides and easy to use tools to enter and update your showing information, ShowingTime provides you with all you need to help you get started.**  
Follow the simple instructions below to learn more.



## Quick Start Work Flow

1. Log into [www.800SHOWING.com](http://www.800SHOWING.com)
2. Review training videos
3. Enter your showing instructions
4. Update the MLS instructions

### Step One:

✓ **Log into [www.800SHOWING.com](http://www.800SHOWING.com)** - The Homepage will give you a dashboard view of important information including a reminder of how many listings require showing instructions

The dashboard shows a sidebar with navigation links: Home, Messages, Showings, My Listings, Feedback, Reports, My Profile, Help and Training, and Logout. The main content area includes:

- My Profile:** John Berry, 312-222-9760, 800-380-4008, jberry@abcsallors.com
- Messages From ShowingTime:** 1 unread message, 1 read message
- Showings I Have Requested:** A table with columns: Scheduled For, Not Yet Confirmed, Confirmed. Rows: Today (0), Tomorrow (0), Beyond (0).
- Showings Requested on My Listings:** A table with columns: Scheduled For, Not Yet Confirmed, Confirmed. Rows: Today (0), Tomorrow (0), Beyond (0).
- Feedback Requests:** 1 appointments requesting your feedback, 0 new feedback responses available, 0 feedback requests unanswered by the showing agent.
- Listing Notices:** 0 listings need complete showing instructions, 0 price changes in the last 24 hours, 0 status changes in the last 24 hours, 0 listings will expire in the next 7 days.

### Step Two:

✓ **Review on-demand training videos** - The Help & Training section is a great resource to ensure you get the most out of your service. Review on-demand training, help guides & contact support

The Help and Training section includes a sidebar with links: Home, Showings, My Listings, Feedback, Reports, My Profile, Help and Training, and Logout. The main content area features:

- Training Videos:** A list of videos including "Intro to the ShowingTime Appointment Center", "Entering & Updating Showing Instructions", "How to Customize Feedback", "Office Reports", and "Updating Your Profile".
- Resources:** Links to "ShowingTime Fax Sheet" and "ShowingTime for Agents".

### Step Three:

✓ **Enter Your Showing Instructions** - Locate your desired listing. Click on the "Listing Worksheet" button to enter or update the showing instruction and other listing information for this listing. When done click save.

The form is divided into several sections:

- Appointment Basics:** Includes fields for Appointment Type, Allow Online Appt. Requests, Requires Spanish Staff?, Can Appointment Staff Set Inspections?, Appraisals?, Allow Overlapping Appointments?, and Yes, multiple showings at the same time is ok.
- Listing Contacts:** Includes a table for contacts with columns: Contact, Phones, Can Confirm Appt?, Receive Courtesy Call?, and Notify of Confirmed?.
- Lockbox and Security System:** Includes fields for Lockbox Type, Lockbox Serial #, Lockbox Notes, Disarm Code, Arm Code, Passcode, and Security System Notes.
- Additional Showing Instructions and Directions:** Includes fields for Notes for Appt Staff and Notes for Showing Agent.

### Step Four:

✓ **Update the MLS showing instructions** - Once you have setup your listing for the ShowingTime system, be sure to update the instructions within your MLS as to who the buyer's agents will contact to schedule a showing. i.e. "Please call 800-SHOWING to schedule a showing."

The listing page shows details for a property in Orange County, FL. Key information includes:

- MLS#: 04561641**, **County: Orange County**, **Grid: C392**
- Address: 1821 HENRIE AVE, WINDERMERE, FL 34786-0119**
- MLS Price: \$1,250,000**, **MLS Status: Active**
- Listing Date: 09/24/2004**
- Year Built: 2004**
- Property Style: Single Family Home**
- Property Description: Two Story**
- Interior Information:** Includes details on Living/Dining Rooms, Kitchen, Master Bedroom, 4th Bedroom, Floor, Master Bath, and Interior Layout.
- Exterior Information:** Includes details on Land and Site Information, Approximate Dimensions, and Water Features.