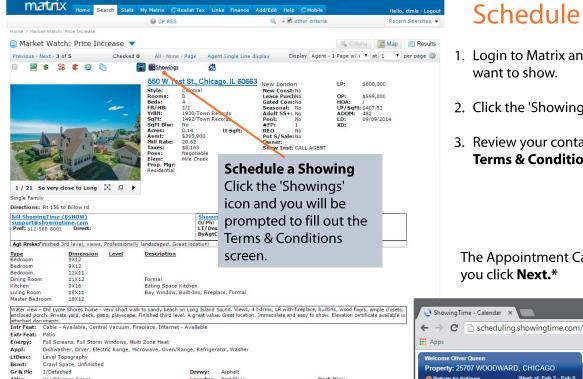
Schedule showings 24/7/365 directly through the MLS.



Quick Start Guide

Showing Time for the MLS has many features that save time, reduce phone calls and generate more showings, all of which helps you provide better service to clients. This Quick Start Guide will help you get started.

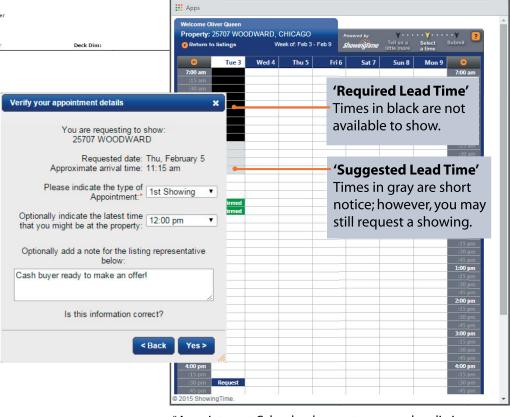


Schedule a Showing

- 1. Login to Matrix and locate a listing you want to show.
- 2. Click the 'Showings' icon.
- 3. Review your contact information in the Terms & Conditions screen and click Next.

The Appointment Calendar will appear once you click Next.*

- 1. Select a date & time you'd like to schedule your showing and a popup will appear to verify your details.
- 2. Indicate what type of appointment you're scheduling, the latest time you'll be at the property, and any additional notes you want to share with the listing agent.
- 3. Submit the request by clicking Yes and the request will automatically go to the listing agent for confirmation.
- 4. Based on your notification preferences, you will be notified when the appointment is confirmed.



^{*}Appointment Calendar does not appear when listings are set to View Instructions Only.

Customize your notification preferences and listing settings to make scheduling more efficient.



Matrix Home Search Stats My Matrix @Realist Tax Links Finance Add/Edit Help @Mobile Configuring Recent Searches ShowingTime News & Alerts A Market Watch Search New Listing (124) Back On Market (39) MLS# Nov 18 - 2016 Dues Billing 2016 Dues Billing We. Login to Matrix and click on 100 Price Decrease (110) Price Increase (5) Deposit - Continue To Show (51) Street # @ 'Configure ShowingTime' under Under Deposit (72) Closed (84) Temporarily Off Market (15) M Hot Sheets 'External Links'. You will now have Unit # @ Residential/Rental/Condo Cancelled (25) City 🔞 access to your ShowingTime for Land Commercial/Investment/Lease Multi-Family/Rental All Property Types Zip Code 🔞 Expired (31) the MLS settings. Search Residential/Rental/Condo ▼ 24 Hour ▼ This Session ▼ Recent Portal Visitors My Listings You have no recent portal visitors My Favorite Searches Need help? We're here. Contact Support My Active Listings (0) My Expiring Listings (14 days) (0) My Office - Active Listings (55) My Office - Deposit - Continue to Show (2) My Firm - Active Listings (55) My Firm - Deposit - Continue to Show (2) My Firm - Deposit - Continue to Show (2) My Firm - Deposit Sales (14) My Firm - Deposit Sales (19) You have no favorite searches. ♣ Recent Use Contacts at support@showingtime.com. Also, You have no recent use contacts. videos and training materials are available under "Help and Training". ☑ Contact Requests You have no contact requests My Carts ingTime - Listing Ma × Data Coop RatePlug Registration → C setup.showingtime.com/Listing 25707 WOODWARD, CHICAGO (28038516) Billing Center Configure ShowingTime Select your 'Appointment Type' 1. Appointment Required — Used when a showing date and time must be confirmed; great Appointment Type: Appointment Required for occupied properties. 2. **Go and Show** — Used when a showing date and time is desired; requests are instantly confirmed. Great for vacant homes. Phil Dunphy (Co-Listing Agent) (312) 568-8001 (Mobile Phone) phil@showingtime.com 3125688001@tmomail.net (Text Set'Showing Restrictions' 3. **View Instructions Only** — Showing instructions You can block times are provided instead of a calendar; no showing date when the listing is or time is needed. not available to be shown (restrictions will appear as Add 'Contacts' blacked out areas Suggested Lead Time: 1 hour Allow Overlapping Appointments?: Keep everyone in the loop by including on the a Co-Listing Agent or Homeowner. **Appointment** Calendar). Alarm Disarm Co Add'Access Lockbox Combination: 2-4-7-9 Alarm Arm Code Information' Enter any lockbox 'Additional Instructions' or alarm Will be updated automatically with the Type your Showing Instructions here (Required for View Instructions Only Listings): information you instructions you entered in the free text want to provide to field when entering the listing in the MLS. showing agents.