



ShowingTime Listing Setup

New Listing

Adding a New Listing to ShowingTime

On the MLS after you entered the listing input data click on “Manage ShowingTime” link under Other Options

Select Listings: Enter a New Listing

Enter the Basic Details

Address: Property Address

Subdivision: Subdivision or Complex

MLS: REColorado

Listing Office: Gold Compass Real Estate Inc

Listing Agent: Michael Lies

Listing ID: Enter MLS Number

Non-ML Listing? NO

Status: Active-None Known

List Price: List Price

Listing Date: List Date

If you think you forgot something and already pushed save, click on the property address then click Listing Data tab. Under Listing Data tab you can make adjustments to the information.

Under ShowingTime Appointment Center

Allow Appt. Center to Take Appts? YES

Allow Showing Agents to Request Appts Online? YES

Make sure you're under Default Configuration blue tab

Appointment Settings

Choose Courtesy Call ***Unless agent says to use Go & Show*

Request Feedback? YES

Use feedback titled “Mike’s ShowingTime Template”

- Showing Feedback email to Agent & Seller is included when we choose Mike’s template.

Requires Spanish-speaking staff? NO

Is the property occupied? Mark accordingly to each listing

Contacts

Add Mike’s info & mark Email Only for Mike. Select the blue Add Agent Button

Add Seller’s info. Select the blue Add Owner Button

- Add Seller’s email, Seller’s phone number (only check a call for one seller)
- If it’s a Go & Show DON’T mark Call client’s cell, only mark text & email.



Appointment Restrictions

Allow Inspections and Walk-Throughs? NO

Allow Appraisals? NO

ShowingTime appointment restrictions for occupied properties

- Block: All Showings from today to the day showings start
- Block: All Showings before 9am
- Block: All Showings after 7pm
- Notice: 1 hour notice
- Maximum Appointment Length 2 Hours ***Unless the agent specifies something different.*

ShowingTime appointment restrictions for Non-occupied properties

- Block: All Showings from today to the day showings start
- Block: All Showings before 9am
- Maximum Appointment Length 2 Hours ***Unless the agent specifies something different.*
- If it's a Go & Show we do not need to put showing restrictions

Allow Overlapping Appointments? YES

Access Information

Mark SentiLock

Add the Serial Number for the lockbox assigned to the property

Location: Front Door ***Unless the agent specifies something different.*

Alarm Details: Check box if the home has an alarm that will be in use.

Manage Key Sets: No ***Unless the agent specifies something different.*

Notes for Appt. Staff

Add Please create a 1-day Sentrilock code for all showing request.

If Agent is adding a 2nd lockbox use template at bottom of Listing Setup Checklist

- ****Only in Winter time we enter this: If the electronic lock box does not work there is a manual box located on the back door. Combo 72165**

Add Notes for Showing Agent

Use template at bottom of Listing Setup Checklist

For Example Showing Instructions: Lockbox is on **front door**. Remove shoes or use shoe covers, lock doors, **leave lights on**, leave a business card and provide feedback.***If lock box does not work press 'enter' several times to wake up the lockbox. If that does not work insert a driver's license or King Soopers card in bottom of box to wake it up. Then enter the one day code on keypad and press enter.

Add additional instructions for agents if any items below pertain to the listing.

Gate Code: Only use if there is a gate code.

Garage Code: Only use if a garage can only be accessed by a code.

Has Pets on Property: Only use if the home has pets.



Set up Weekly Seller Report

Go to the listing & click Listing Activity Report on the left side, then click Email Report on the left side, then from the drop down select Schedule To Send.

Send Report: On

Send To: Sellers only

Frequency: Weekly

Upload Picture to ShowingTime

Upload the front MLS image for the property.

Verify All Information:

Log in directly to ShowingTime to verify the information is correct on

<https://www.showingtime.com/login/>

Listing Status Updates

Changing the status of a Listings

ShowingTime will automatically change the status from Active to Pending & Pending to Sold based on the MLS status.

Once a listing goes under contract, go to Listing Data blue tab. Select the drop down options from Status. Change the status from Active to Under Contract-No Showings. ***Unless the agent specifies something different.*