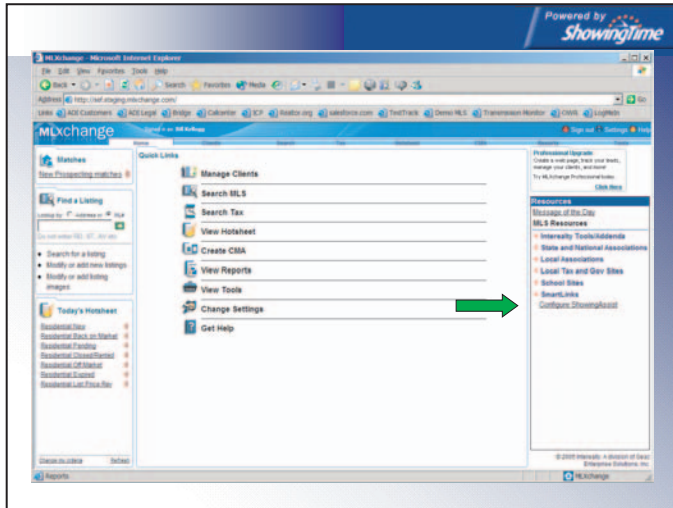


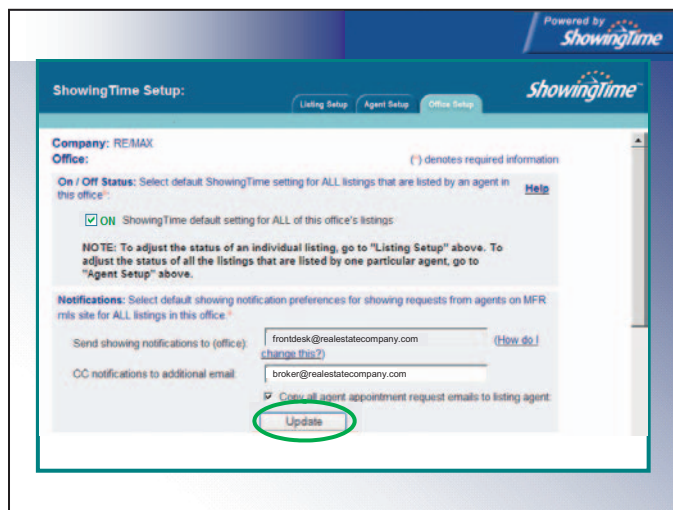
Simple Steps to Activate the Request a Showing Button on Listings in Your MLS

Getting Started



To activate the "Request a Showing" button:

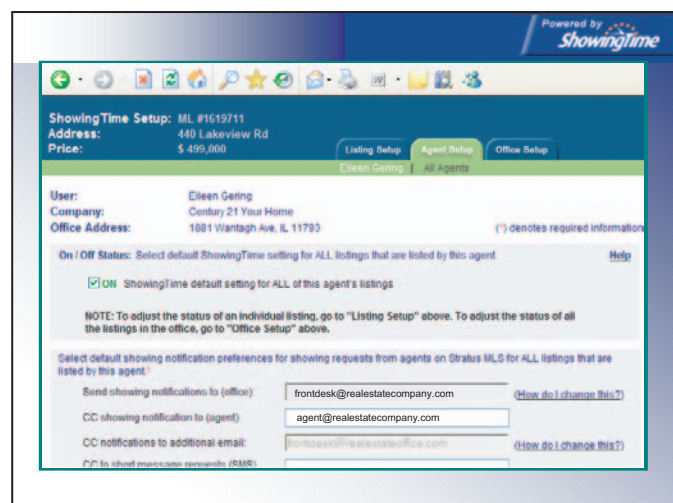
1. Log into your MLS
2. Select "Configure ShowingAssist"



Office Setup tab

The "Request a Showing" button can be enabled **for all of your office's current and future listings** by selecting the "Office" tab across the top of the screen.

Additional e-mail addresses can be added if you'd like showing requests copied to others in your office, in addition to the primary office e-mail address entered in the MLS.



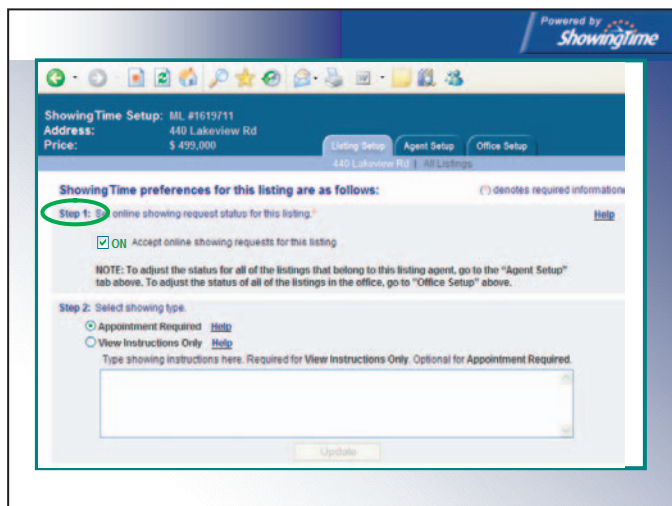
Agent Setup tab

An agent's listings can be enabled or disabled separately from the office's settings by using the Agent Setup tab. Agents can include other e-mail addresses to be copied when showing requests are received, in addition to their own primary e-mail address in the MLS.

For example, if you can receive text messages on your cell phone or pager, you can enter those specific e-mail addresses to be copied when showing requests are submitted.

Even when you're in the field, you'll know when an agent wants to show one of your listings.

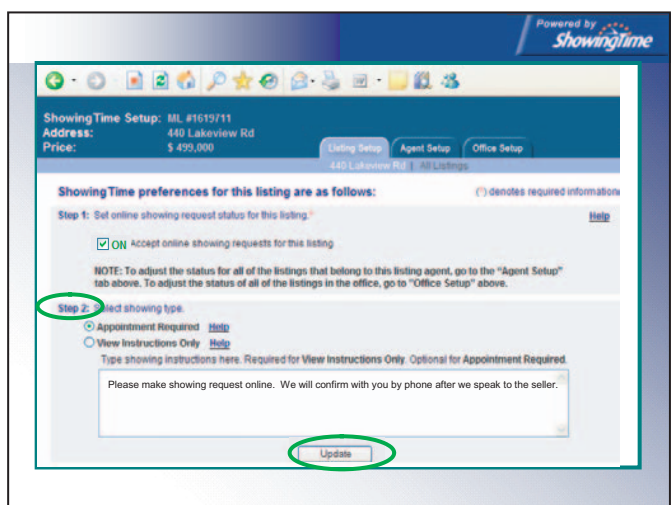
(Continued)



Listing Setup tab

When a listing office or listing agent activates listings, every one of their listings will have the "Request a Showing" button turned on by default.

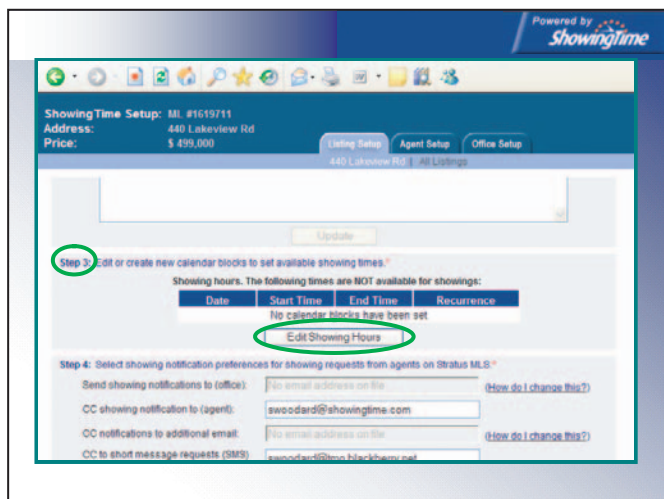
You can choose to remove the button from individual listings, if you want, by using the Listing Setup tab. You can also block out certain times the listing is not available for showings within this tab (see "Open Hours" below).



Pre-Setting the Type of Showing

You can specify if an appointment is required to show the listing, or if the showing agent can simply view the showing instructions (ie., vacant properties with lockboxes).

- 1) For a "Standard" appointment, the showing agent will request a set date and time;
- 2) For an "Instructions only" showing, you can eliminate phone calls by including all the necessary information needed to show the listing. You'll still receive an e-mail notification on which agents viewed the instructions.



Setting "Open Hours" for Showings

You can restrict the hours a listing is "open" for showings (ie., the homeowner has a commitment on Tuesday afternoons).

- 1) Click "Edit Showing Hours"
- 2) Specify individual or recurring time periods when the listing should not be shown per the homeowner's wishes.

This can be done for any listing, with each one edited separately.

You can add other e-mail addresses here, too, if you'd like showing requests copied to other individuals.



For assistance or questions, please contact ShowingTime technical support at 312-726-6886 or by e-mail at support@showingtime.com. You may also visit <http://www.showingtime.com>.