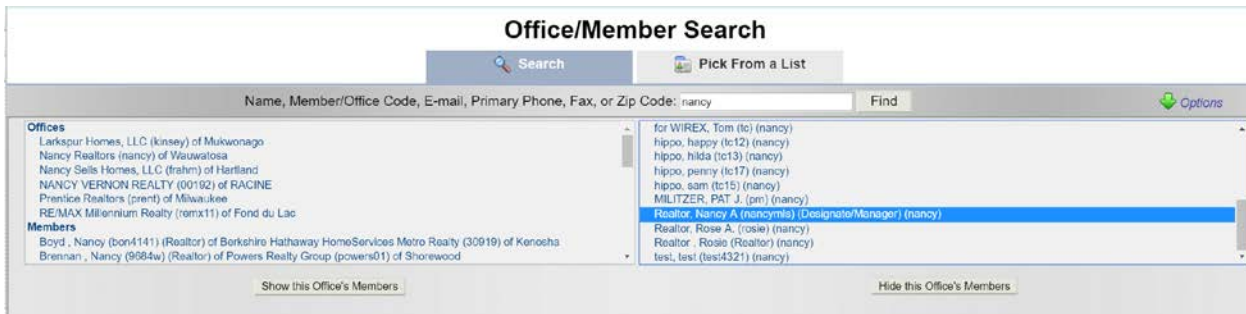


# Office Setup for ShowingTime

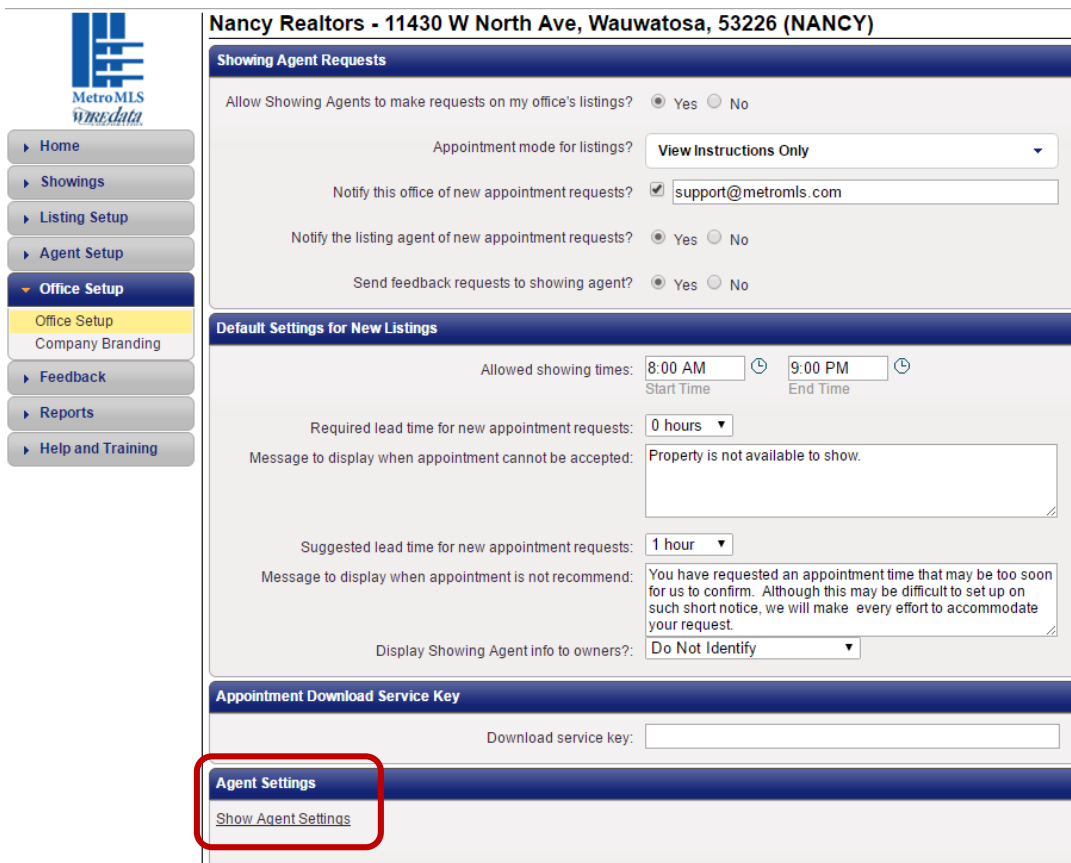
ShowingTime can be managed for an office via the broker’s login only, and not the office’s administrative account.



## Office Setup

The broker /designated manager will have an additional Office Setup sub-menu. These settings affect all office listings. For example, if the office wants to set the Appointment mode for all office listings to **‘View Instructions Only’**, in the ShowingTime menu, click **Office Setup > Office Setup**. In the ‘Showing Agent Request’ section, for **‘Allow Showing Agents to make requests on my office’s listings?’** leave setting at **‘Yes’**. For **‘Appointment mode for listings?’** setting, choose **‘View Instructions Only’**. If you would like the office’s e-mail account to receive notifications of showing requests, select the setting **‘Notify this office of new appointment requests?’** and add the office’s e-mail address in the provided field.

Alternatively, the **Agent Settings** link in this screen (bottom), or the Agent Setup menu can be used to manage agent’s settings on an individual basis.



## Mass Add Note to Office Listings

If you would like to add a mass note to the showing instructions of all the office's listings, in the ShowingTime menu, click Listing Setup. In this screen, click the **Mass Add Notes to My Listings** button.

The screenshot shows the MetroMLS WinSched interface. On the left is a navigation menu with options: Home, Showings, Listing Setup (selected), Agent Setup, Office Setup, Feedback, Reports, and Help and Training. The main area is titled 'Search for a Listing' and contains a search bar, a 'Search' button, and radio buttons for 'Search All Listings' and 'Search My Listings'. A red box highlights the 'Mass Add Notes to My Listings' button in the top right corner. Below the search area is a table of listings with columns: MLS, Listing ID, Listing Agents, Owners, Address, City, Zip, Subdivision, Status, In-House Status, and Listing Price. The table contains 10 rows of listing data. At the bottom of the table, it says 'Page 1 of 1' and '40'.

MLS	Listing ID	Listing Agents	Owners	Address	City	Zip	Subdivision	Status	In-House Status	Listing Price
Metro MLS	1456075	Frank Beans (TC19)		111 1	Adams	53216		ACTIVE		\$1
Metro MLS	1456078	Frank Beans (TC19)		111 1	Adams	53216		ACTIVE		\$1
Metro MLS	1162188	TECH CENTER5 (TC5)		101 Main St	Milwaukee	53219		ACTIVE		\$10
Metro MLS	1162128	Rosie Realtor (TC7)		1234 N EASY ST	PEEKSVILLE			ACTIVE		\$1
Metro MLS	1306877	TECH CENTER5 (TC5)		987654 N Main St	Marengo			ACTIVE		\$10
Metro MLS	1062667	TECH CENTER3 (TC3)		E10597 Brett Favre Ave	Superior			ACTIVE		\$10
Metro MLS	1	Rose Realtor (ROSIE)		101 MAIN ST	Superior	54880	NAKOMA	ACTIVE		\$264,900
Metro MLS	2E29B483C2F84FFDE053CA0210AC8662	Rose Realtor (ROSIE)		7122 W Silver Spring	Milwaukee	53218		A*		\$54,900

The 'Mass Add Note To Showing Agent' screen will appear. Select your desired options to add a note to the showing agent in the showing instructions of all the office's listings. Options include what appointment type to add the mass note, where to add the note, and a space to enter a customized note; click **Add Note To Showing Agent** button when done. You also have the option to choose a 'canned' note by clicking the **Add From Predefined Notes** button.

The screenshot shows a dialog box titled 'Mass Add Note To Showing Agent'. It contains the following text and options:

- This will add a note to Showing Agent in the showing instructions of all your unexpired listings.
- What appointment type(s) would you like to add a note to?
  - Appointment Required
  - Courtesy Call or Go and Show
  - View Instructions Only
- Where would you like to add the note?
  - At the end of the existing Notes to Showing Agent
  - At the beginning of the existing Notes to Showing Agent
  - Replace the existing Notes to Showing Agent
- Notes for Showing Agent:
  - Add From Predefined Notes +** (highlighted with a red box)
  - This is where you can enter your customized message|
- Add Note To Showing Agent** (highlighted with a red box) and **Cancel** buttons.

If you decide to add a predefined note, the following screen will appear. Select as many notes as you wish, and then click the **Add** button to save selections, and then click the **Add Note To Showing Agent** button on the remaining box.

The screenshot shows a dialog box titled "Predefined Notes" with a close button (X) in the top right corner. The dialog is divided into three columns: "Pets", "Access Info", and "General". Each column contains a list of notes with checkboxes. The "Add" button at the bottom right is highlighted with a red rectangle.

Pets	Access Info	General
<input type="checkbox"/> BEWARE of bad pet.	<input type="checkbox"/> Community has gate code.	<input checked="" type="checkbox"/> Buyers must be accompanied by showing agent at all times.
<input checked="" type="checkbox"/> Cat will hide.	<input checked="" type="checkbox"/> Knock or ring bell before entering.	<input checked="" type="checkbox"/> Call if you need to cancel.
<input checked="" type="checkbox"/> Keep pets inside.	<input type="checkbox"/> LA must be present for showing.	<input checked="" type="checkbox"/> Call if you will be late.
<input type="checkbox"/> Keep pets outside.	<input type="checkbox"/> Owner will provide access.	<input type="checkbox"/> DO NOT lock garage door.
<input type="checkbox"/> Pets are friendly.	<input type="checkbox"/> Property will be open.	<input type="checkbox"/> Home is winterized - DO NOT use utilities.
<input type="checkbox"/> Pets are in basement.	<input type="checkbox"/> Visit model home or sales office for access.	<input type="checkbox"/> No electricity; bring a flashlight.
<input type="checkbox"/> Pets are in crates.		<input type="checkbox"/> No sign on property.
<input type="checkbox"/> Pets are in garage.		<input type="checkbox"/> Please close all blinds.
<input type="checkbox"/> Pets are loose in yard.		<input type="checkbox"/> Please do not adjust thermostat.
<input type="checkbox"/> Pets are loose in property.		<input checked="" type="checkbox"/> Please leave card.
<input type="checkbox"/> Pets may be loose in property.		<input type="checkbox"/> Please leave lights as you found them.
<input type="checkbox"/> Pets must be removed prior to showing.		<input checked="" type="checkbox"/> Please lock doors.
<input checked="" type="checkbox"/> Please leave pets alone.		<input checked="" type="checkbox"/> Please provide feedback.
		<input checked="" type="checkbox"/> Please remove shoes or wear booties.
		<input checked="" type="checkbox"/> Please scramble lockbox when leaving.
		<input checked="" type="checkbox"/> Please sign in on sheet.
		<input checked="" type="checkbox"/> Please turn off lights.
		<input type="checkbox"/> Property is owner-occupied.
		<input type="checkbox"/> Property is tenant-occupied.
		<input type="checkbox"/> Property is vacant.
		<input checked="" type="checkbox"/> Return and secure key in lockbox.

**Add** **Cancel**