

QUICK START GUIDE FOR LISTING AGENTS



ShowingTime will be NorthstarMLS's showing appointment scheduling provider!

We're excited to work with you, and will do all we can to be sure you're happy with our services. To help ease the transition, below you'll find information to get started using ShowingTime.

Step One:

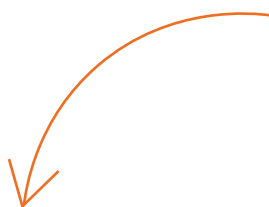
Open ShowingTime via your MLS and review your listing instructions to make sure they are correct

Step Two:

Review your profile preferences so you receive notifications the way you like

Step Three:

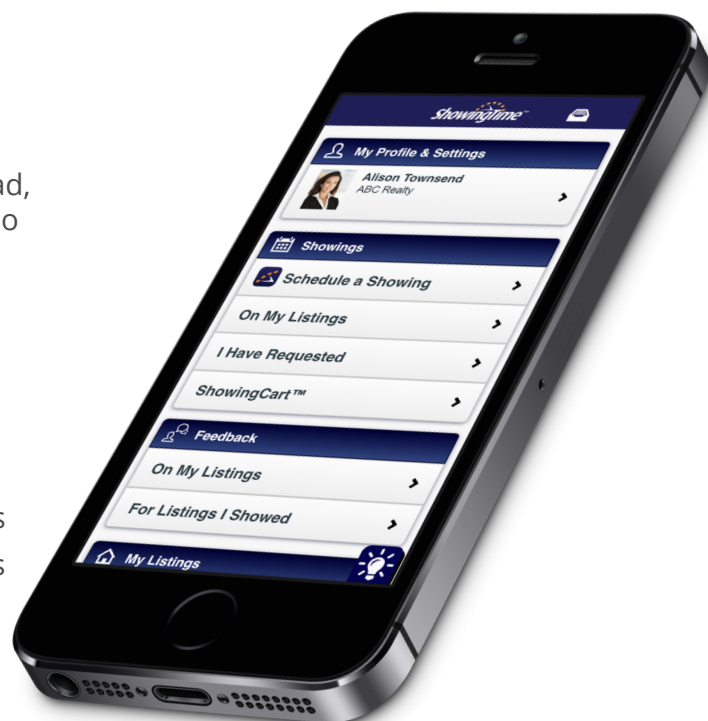
Install our mobile app to manage your listings on the go



The ShowingTime Mobile App

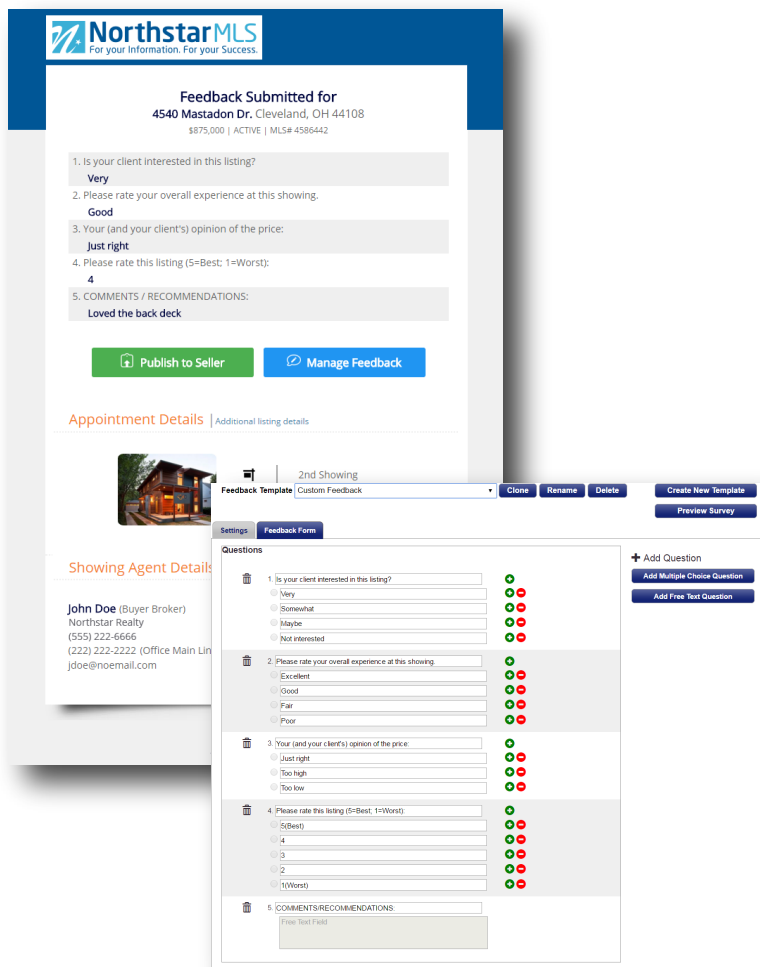
ShowingTime's Mobile App - available for iPhone, iPad, iPod Touch and Android devices - will equip you to do just about anything you can do from your desktop! With it, you can:

- ✓ See upcoming showing appointments
- ✓ Schedule or confirm showings
- ✓ Review feedback submitted by other agents
- ✓ Share feedback and other activity with your sellers
- ✓ Enter/update showing instructions on your listings
- ✓ Send price adjustment emails



Customizable Feedback & Management

ShowingTime provides agents with a fully automated way to request and receive feedback, and to share feedback with sellers. Feedback requests are sent to agents after their appointment has finished; if no response is received, the request will be sent again based on your preferences. Multiple templates can be created to handle listing-specific questions so you can generate more suitable feedback.



ShowingCart™

If you have a day full of showings, ShowingCart will save you time by allowing you to schedule on multiple listings by creating a “buyer’s tour”. Just add the listings your buyer wants to see in ShowingCart, and the listing locations and driving distances will automatically populate for you on a map. There’s even a “Smart Route” feature that will automatically organize your stops into the most efficient route to take. After all the listings are in order, you can submit all your requests with one simple click!

