



1

ANTITRUST OBLIGATION

Stellar MLS is a for profit corporation whose shareholders and members are engaged in similar businesses and Stellar MLS provides services to such shareholders and members.

Whenever such persons engaged in similar businesses gather or when corporations provide services to such similar businesses, there is a risk of antitrust liability or of the appearance of anti-competitive activity.

Stellar MLS has adopted strict policies to avoid any such liability or appearances.

Any departure from these policies could result in severe civil and criminal penalties to you as individuals, to your company and to your association/board and Stellar MLS.

2



CHAT = Your answers 

Q&A = ASK questions 

3

Agenda

- ✓ About & Access ShowingTime -
- ✓ Office Setup
- ✓ Agent Setup –
 - ✓ Default Preferences Listing Setup
 - ✓ Feedback and Adding Sellers
- ✓ Schedule Showings Online in Matrix
- ✓ ShowingCart™ - Plan and Schedule Buyer Tours
- ✓ Agent Reports
- ✓ Mobile App
- ✓ Access Help & Training



4

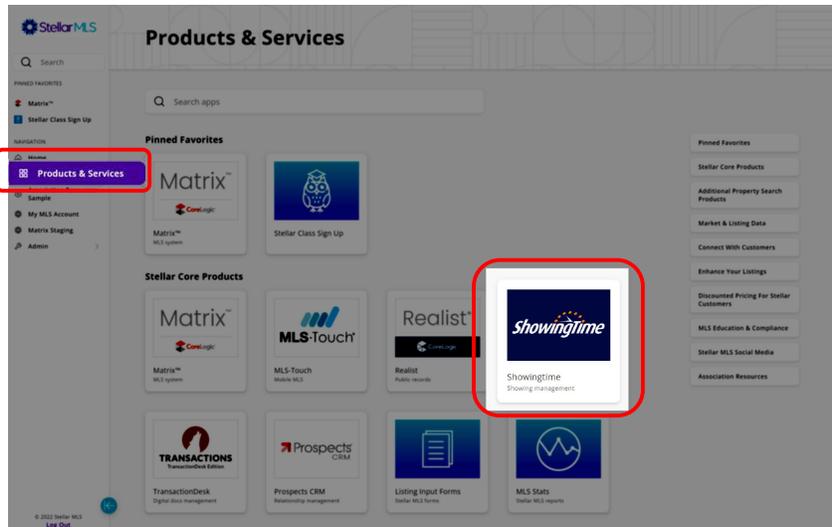
Why use ShowingTime?

- Save Time
- Generate more Showings
- Increased Accountability
- Enhanced Security
- Provide Better Customer Service

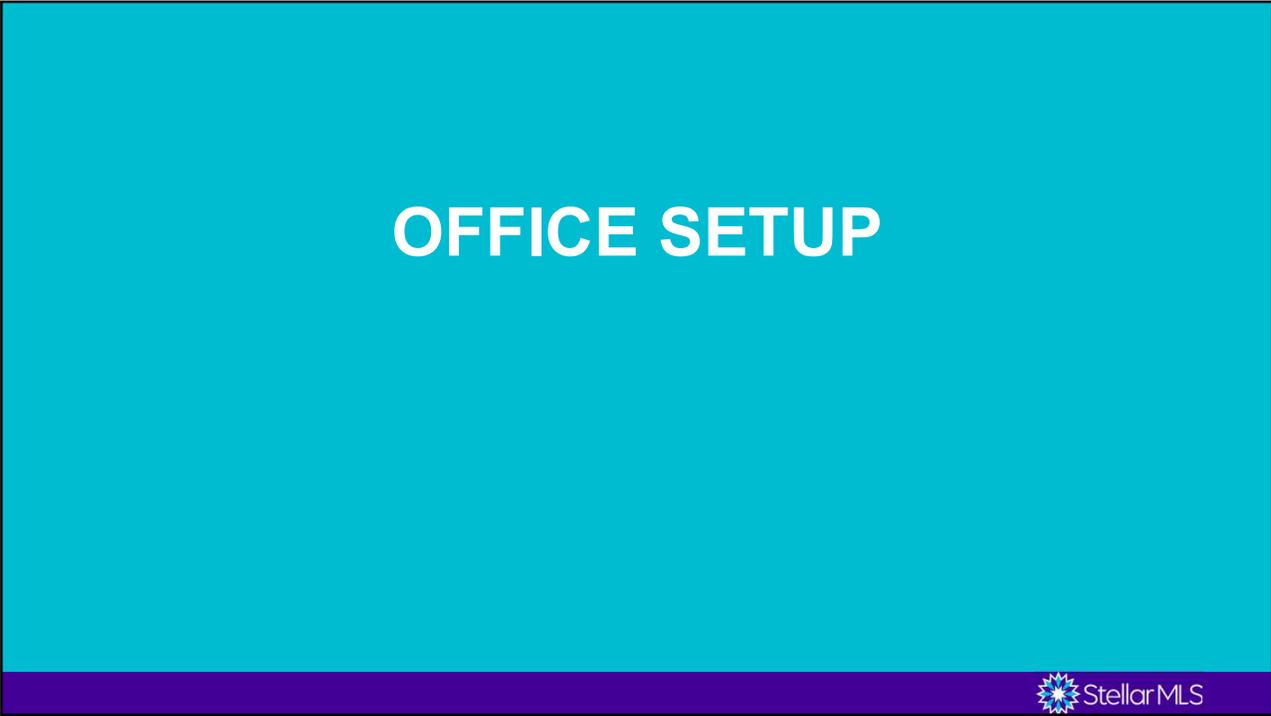


5

Accessing



6



7

Ability to Set Defaults for Office

As an Office Manager, there are several settings that you can configure that will affect your office, agents, and listings.



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Office Defaults

Showing Agent Requests

Allow Showing Agents to make requests on my office's listings? Yes No

Appointment mode for listings? **Appointment Required**

Notify this office of new appointment requests?

training@stellarmls.com

Notify the listing agent of new appointment requests? Yes No

Send feedback requests to showing agent? Yes No

Appointment Required

Appointment Required
Permission must be obtained from ANY of the designated listing contacts (Owner(s)/ Occupant(s)/ Listing Agent(s)) before the appointment request can be confirmed. Typically used for occupied homes.

Courtesy Call or Go and Show
Appointment requests are documented and immediately confirmed. Typically used for vacant homes on lockbox.

View Instructions Only
The showing agent will immediately see any notes provided by the listing agent. The showing agent will not be given a calendar to select an appointment date & time.



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Office Defaults

Security

Allow listing agents to configure ShowingTime™ for their listings

Prevent listing agents from configuring ShowingTime™ for their listings. *Warning! This option is not recommended.*

Default Settings for New Listings

Allowed showing times: 9:00 AM (Start Time) 6:30 PM (End Time)

Required lead time for new appointment requests: 1 hour

Message to display when appointment cannot be accepted: Property is not available to show.

Suggested lead time for new appointment requests: 2 hours

Message to display when appointment is not recommended: You have requested an appointment time that may be too soon for us to confirm. Although this may be difficult to set up on such short notice, we will make every effort to accommodate your request.

Display Showing Agent info to owners?: No, do not share

Allow Scheduling Overlaps?: Default (No, Exclusive appointment requests only)

Buffer Time Between Appointments if Scheduling Overlaps are not Allowed: No Buffer Time

Max # of Scheduling Overlaps: No overlap limit



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AGENT SETUP



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Home

Office Home Agent Home

My Profile

Your Photo Here

Your Contact Information Here

[Edit Profile](#)

Messages

unread conversations

Showings I Have Requested

	Scheduled For	Not Yet Confirmed	Confirmed
Today	0	0	0
Tomorrow	0	0	0
Beyond	0	0	0

[Schedule a Showing](#)

Showings Requested on My Listings

	Scheduled For	Not Yet Confirmed	Confirmed
Today	0	0	0
Tomorrow	0	0	0
Beyond	0	0	0

Feedback Requests

- appointments requesting your feedback
- new feedback responses available for review
- new feedback responses available to homeowner
- feedback requests unanswered by the showing agent

StellarMLS

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Edit/Update Profile



Upload Your Photo

Calendar Sync

Mass Add Listing Note

Profile Basics

First Name:

Last Name:

Phone:

Phone Type:

Phone Type:

Fax:

Email:

Text Message:

Text Message Length:

Service Level: ShowingTime for the MLS

[Upgrade](#)

MLS: Stellar MLS

Agent ID:

Office Name: STELLAR MLS

Office ID: 261005206

Office Phone: (407) 960-5300

Office Fax: (407) 960-5450

Date Joined:

Showing PIN:

- Upload your photo
- Verify your contact information and add or edit as needed
- Email address must be the email associated with your Stellar MLS account
- If you want to use text messaging, add your cell phone number



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LISTING AGENT PREFERENCES (Defaults)

These are your **DEFAULT** settings and may be changed for each individual listing.

Listing Agent - Showing Preferences

Allow Agents To Request Appointments Online?: Yes No

Allow Agents To Request Virtual Appts?:

Default Settings for New Listings

Default Appointment Mode:

Allow Scheduling Overlaps?:

Max # of Scheduling Overlaps:

Buffer Time Between Appointments if Scheduling Overlaps are not Allowed:

Share showing agent details with your clients?:

Notifications for Appointments on my Listings

When appointments are requested:

When appointments are confirmed or cancelled:

Access Information

Enable Secure Access?: Yes No

Feedback Requests

Request feedback from showing agents: Yes No

Number of times to resend feedback requests:

Number of days between resends:



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Listing Agent Preferences (defaults)



Listing Agent - Offer Preferences

Email Text Message Push

Notifications on my Listings

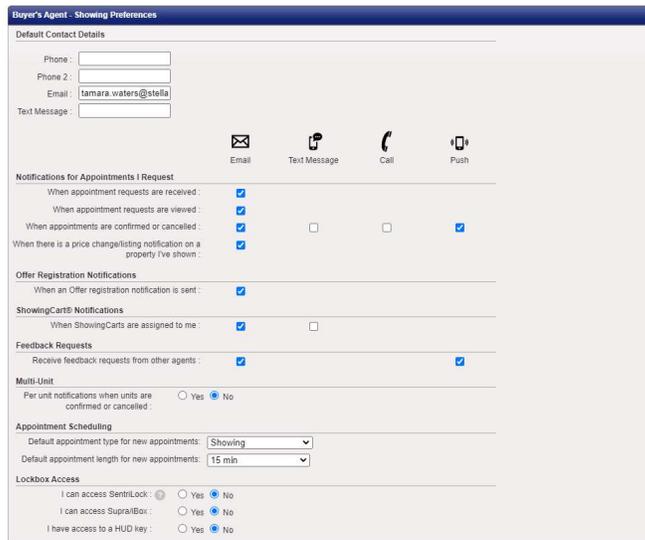
When I receive a new offer :

Also send New Offers to:



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Listing Agent Preferences (defaults)



Buyer's Agent - Showing Preferences

Default Contact Details

Phone :
Phone 2 :
Email :
Text Message :

Email Text Message Call Push

Notifications for Appointments I Request

When appointment requests are received :

When appointment requests are viewed :

When appointments are confirmed or cancelled :

When there is a price change/listing notification on a property I've shown :

Offer Registration Notifications

When an Offer registration notification is sent :

ShowingCart® Notifications

When ShowingCarts are assigned to me :

Feedback Requests

Receive feedback requests from other agents :

Multi-Unit

Per unit notifications when units are confirmed or cancelled : Yes No

Appointment Scheduling

Default appointment type for new appointments :

Default appointment length for new appointments :

Lockbox Access

I can access SentiLock : Yes No

I can access Supra/Box : Yes No

I have access to a HUD key : Yes No



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Listing Agent Preferences (defaults)

Buyer's Agent - Offer Preferences

	Email	Text Message	Push

Notifications on Offers I have Submitted

When an offer notification is sent:

Additional Preferences

	Email	Text Message	Call	Push

Messages

New Message Notification:

Source and Office Broadcasts

New Broadcast Notification:

Agent Communication

Send Notifications: 8am-10pm Only All hours
(For text messages and push only)

Mobile App Access

ShowingTime has mobile applications available for agents to download to their smartphones and/or tablets. Click the send button to email yourself instructions on how to log in along with direct links to install the mobile application. Be sure to open the email from the mobile device you wish to install the app on. [Learn more.](#)

 [Send Authentication Link](#)

Devices

Tamara's iPad [Remove Device](#)

Tamara [Remove Device](#)

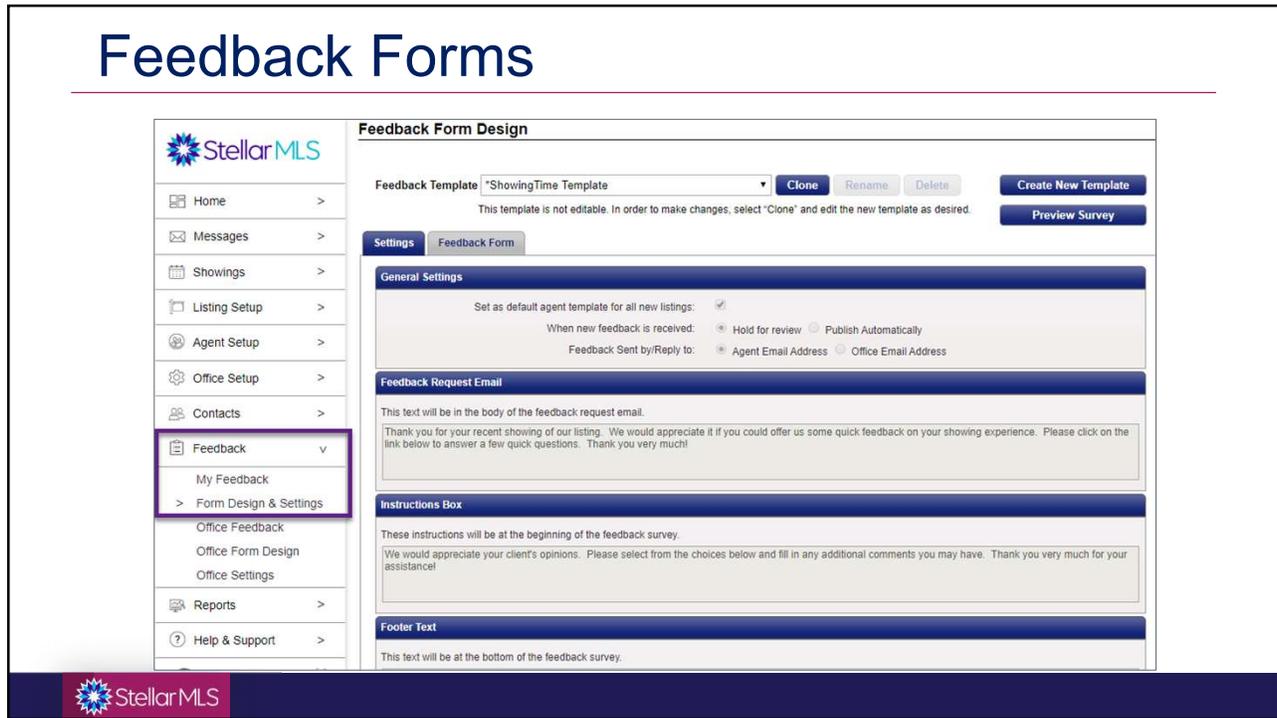
StellarMLS

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FEEDBACK FORMS

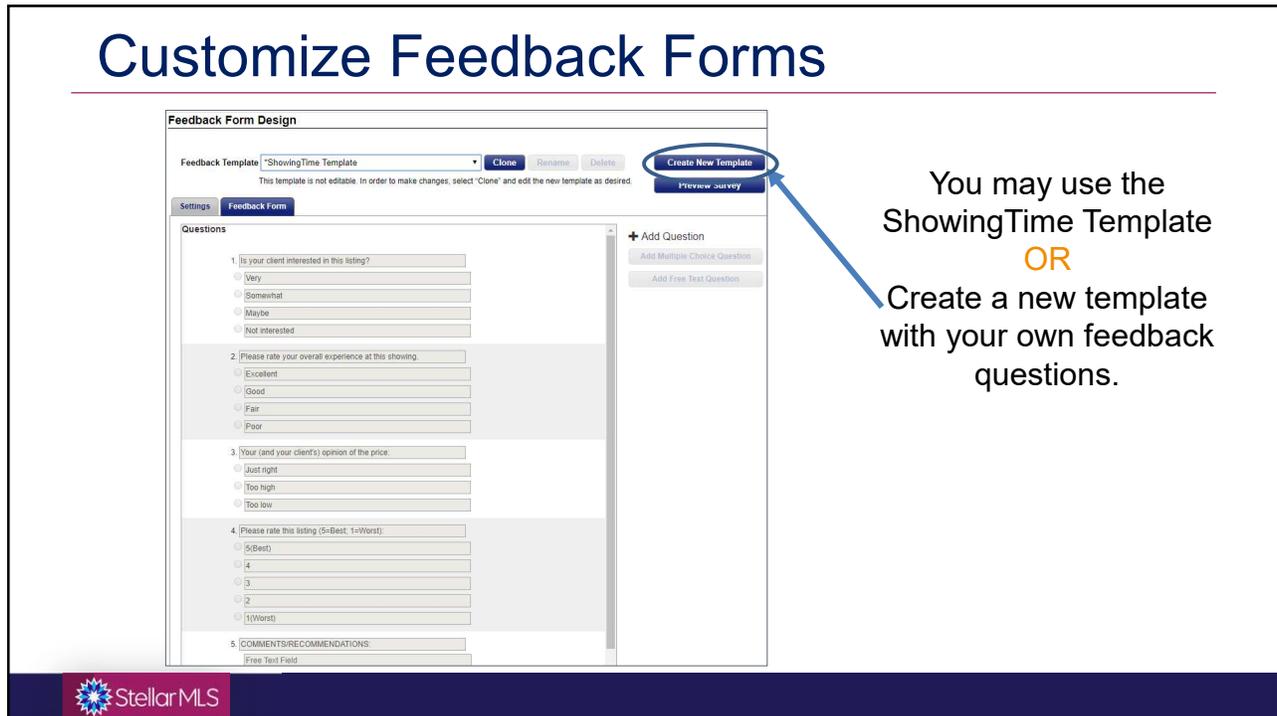
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Feedback Forms



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Customize Feedback Forms



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LISTING SETUP



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Set up Listings in *ShowingTime*

ShowingTime works with the MLS to get listing updates automatically. This means that once the listing is entered into the MLS, set to an **active** (on-market) status, and assigned to you, it will appear in ShowingTime.

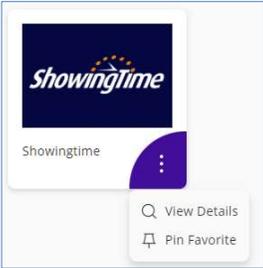
Once in ShowingTime, there are some things you should update. These include the **Access Information, Appointment Rules, and Contact Information.**



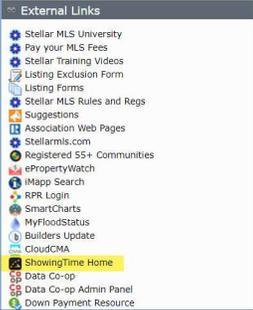
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Set up Listings in

Click on the "ShowingTime" icon from Stellar Central



Click on the "ShowingTime" tab from Matrix



My Matrix>My Listings or My Listings Widget
Select listing to Modify

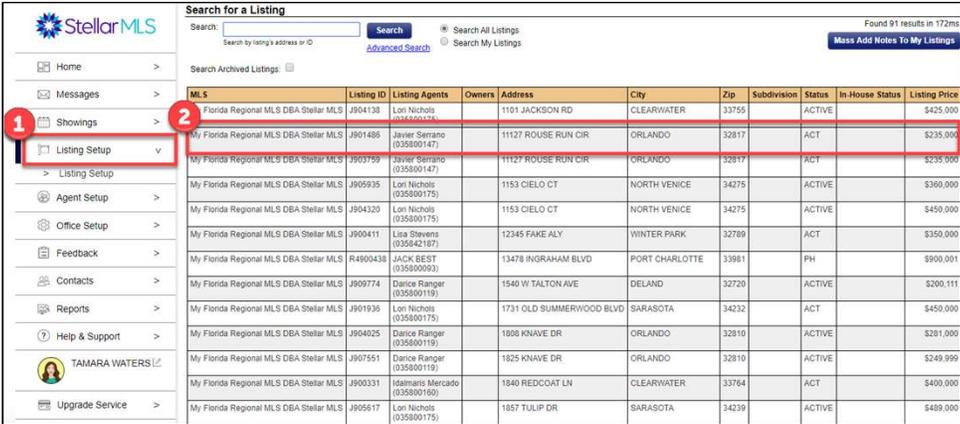




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Set Up Showing Instructions

1. Click on the "Listing Setup" tab to access
2. Click on listing you would like to customize



MLS	Listing ID	Listing Agents	Owners	Address	City	Zip	Subdivision	Status	In-House Status	Listing Price
Florida Regional MLS DBA Stellar MLS	J904138	Lori Nichols (035800136)		1101 JACKSON RD	CLEARWATER	33755		ACTIVE		\$425,000
My Florida Regional MLS DBA Stellar MLS	J901486	Javier Serrano (035800147)		11127 ROUSE RUN CIR	ORLANDO	32817		ACT		\$235,000
My Florida Regional MLS DBA Stellar MLS	J903759	Javier Serrano (035800147)		11127 ROUSE RUN CIR	ORLANDO	32817		ACT		\$235,000
My Florida Regional MLS DBA Stellar MLS	J905935	Lori Nichols (035800175)		1153 CIELO CT	NORTH VENICE	34275		ACTIVE		\$360,000
My Florida Regional MLS DBA Stellar MLS	J904320	Lori Nichols (035800175)		1153 CIELO CT	NORTH VENICE	34275		ACTIVE		\$450,000
My Florida Regional MLS DBA Stellar MLS	J900411	Lisa Stevens (035802167)		12345 FAKE ALY	WINTER PARK	32789		ACT		\$350,000
My Florida Regional MLS DBA Stellar MLS	R4900438	JACK BEST (035800093)		13478 INGRAHAM BLVD	PORT CHARLOTTE	33881		PH		\$900,001
My Florida Regional MLS DBA Stellar MLS	J909774	Darice Ranger (035800119)		1540 W TALTON AVE	DELAND	32720		ACTIVE		\$200,111
My Florida Regional MLS DBA Stellar MLS	J901936	Lori Nichols (035800175)		1731 OLD SUMMERWOOD BLVD	SARASOTA	34232		ACT		\$450,000
My Florida Regional MLS DBA Stellar MLS	J904025	Darice Ranger (035800119)		1808 KNAVE DR	ORLANDO	32810		ACTIVE		\$281,000
My Florida Regional MLS DBA Stellar MLS	J907551	Darice Ranger (035800119)		1825 KNAVE DR	ORLANDO	32810		ACTIVE		\$249,999
My Florida Regional MLS DBA Stellar MLS	J900331	Idalmiris Mercado (035800160)		1840 REDCOAT LN	CLEARWATER	33764		ACT		\$400,000
My Florida Regional MLS DBA Stellar MLS	J905617	Lori Nichols (035800175)		1857 TULIP DR	SARASOTA	34239		ACTIVE		\$489,000



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Set Up Showing Instructions for a Single Listing

Appointment Handling

- 1 Select "Yes" to allow online showing requests, or select "No" if you don't want to use ShowingTime for this listing.
- 2 Select whether or not agents can request Virtual Appointments

Appointment Setting

- 3 Set the "Appointment Type" to "Appointment Required," "Courtesy Call or Go and Show," or "View Instructions Only."
- 4 Indicate if listing agent is to accompany.
- 5 Select Feedback Template, if desired.



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Set Up Showing Instructions (cont.)

Contacts - Add Sellers

Add your sellers so that they can be notified of showings, confirm or decline showings, and communicate with you using the ShowingTime app.

- 1 Click "Add New Owner/Occupant", and fill out the information in the pop-up window
- 2 Enter the phone number and choose "yes" for "Use for Text Messages"
- 3 Enter their email address for email notifications
- 4 Click "Save" to add your seller to the listing

1 Did you know that your clients have access to their own showing management app, My Home by ShowingTime?
 Clients can download the My Home app directly from the AppStore or Google Play. You can send them the following link for details on how to get started. [Getting started with ShowingTime as a home owner](#)



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Set Up Showing Instructions (cont.)

6 **Set Up Showing Instructions (cont.)**
 Set up the seller's settings by selecting how they can confirm appointments (if desired) and how they should be notified of confirmed or canceled appointment

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Contacts – Add Co-Listing Agent

IMPORTANT: If you are co-listing with another broker, the listing will automatically show in both brokers' ShowingTime accounts. The co-listing agent feature only needs to be used if you want to give another broker access to ShowingTime for a listing you are NOT co-listing with them.

5 Click **"Add New Co-Listing Agent"** and fill out the information in the pop-up window.

The Seller and Co-Agent information will now show in the "Contacts" section.

Last Name	First Name	Agent ID	Board/Association	Office ID
WATERS	TAMARA	035800051	My Florida Regional MLS DBA Stellar MLS	261005206

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Contacts – Add Co-Listing Agent

Select how Co-Agent added would like to be notified.

Contact Details	Notify of Confirmed/Canceled Appts By:
<input checked="" type="checkbox"/> Lisa Stevens (Listing Agent) lisa.stevens@stellarmls.com	Text <input type="checkbox"/> Email <input checked="" type="checkbox"/> Push <input type="checkbox"/>
<input checked="" type="checkbox"/> Sam Seller (Owner/Occupant) (555) 555-5555 (Mobile Phone) samseller@test.com (555) 555-5555 (Text Message)	
<input checked="" type="checkbox"/> TAMARA WATERS (Co-Listing Agent) (555) 555-1234 (407) 960-5269 (Mobile Phone) tamara.waters@stellarmls.com (407) 446-6999 (Text Message)	Text <input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> Push <input type="checkbox"/>

Share showing agent details with your clients?:



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Set Appointment Restrictions

- 1 If your sellers would like advance notice before showings, use the "Required Lead Time" to prevent showings without notice or "Suggested Lead Time" to alert showing brokers of their request.
- 2 You can also choose to "Allow Overlapping Appointments" or to only have exclusive showings.
- 3 To block out specific showing times, click the "Add New Showing Restriction" button
In the "Add Showing Restriction" pop-up window:
- 4 Type in the reason for the restriction
- 5 Pick the duration of the showing restriction
- 6 Pick the dates for the showing restriction
- 7 Click "Save Showing Restriction"

Appointment Restrictions

Advanced Notice:
 No same day appts.
 Lead Time: Required: 1 hour Suggested: 2 hours

Maximum Appointment Length: 2 hrs (Excludes Inspections, Walk-Throughs, and Appraisals)

Allow Overlapping Appointments? Default (Yes, No need to inform the showing agents)

Start Date	End Date	Days & Time	Restriction Reason
No Upcoming Restrictions Exist			

Add Showing Restriction

Restriction Reason: Customer Requested

Pick the duration of the showing restriction

Timed Restriction: Start Time: End Time:
 All-day Restriction: Restrictions will be applied for the day(s) in question

Pick the date(s) for the showing restriction

One-time restriction: Date:
 Repeating restriction: Start Date: End Date:

Restrictions will occur every: Sun: Mon: Tue: Wed: Thur: Fri: Sat:



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Add Access Information

Enter information such as keybox location and alarm details. Note: To receive showing information from Supra in ShowingTime, choose "Supra iBox" from the access type, then enter the keybox serial number.

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Add Additional Instructions

IMPORTANT: Duplicate any important showing information into ShowingTime: your "ShowingTime Secure Remarks" will auto-populate from Matrix. *Note: Instructions only auto-pop if they are input when the listing is made active.* Any edits to ShowingTime Secure Remarks should be done directly in ShowingTime. These remarks will be visible to the showing brokers when they schedule the showing.

Add/Edit Driving Directions

The "Driving Directions" that you entered in Matrix for this listing will auto-populate over to ShowingTime.

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View the "Showing Restrictions" Tab

- 1 If you would like to see a calendar view, of your showing restrictions, click the Showing Restrictions tab at the top.
- 2 You can review, add or edit showing restrictions quickly and easily by simply clicking on a date or an existing restriction.

	Start Date	End Date	Days & Time	Restriction Reason
<input checked="" type="checkbox"/>	03/19/2020	04/30/2020	Sa 02:00 PM - 04:00 PM	Customer Requested



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SCHEDULING SHOWINGS

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SCHEDULING A SINGLE SHOWING

Agent notifications have direct links to your ShowingTime for the [MLS](#) so we ask them to please **NEVER** forward them to their sellers.

NOTIFICATION PREFERENCES

- Email
- Text messaging (FYI)
- Push (ShowingTime Mobile App)

Sellers can be set up with Email and Text!

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Set up a Single Showing

MY MATRIX | SEARCH | STATS | TAX | LINKS | FINANCE | ADD/EDIT | MARKET REPORTS

Working As
John Lipscomb II Team

Include other criteria

Recent Searches

Criteria
Map
Results

Previous Next 1-6 of 6 Checked 1 All None Page
Display Agent Single Line at 25 per page

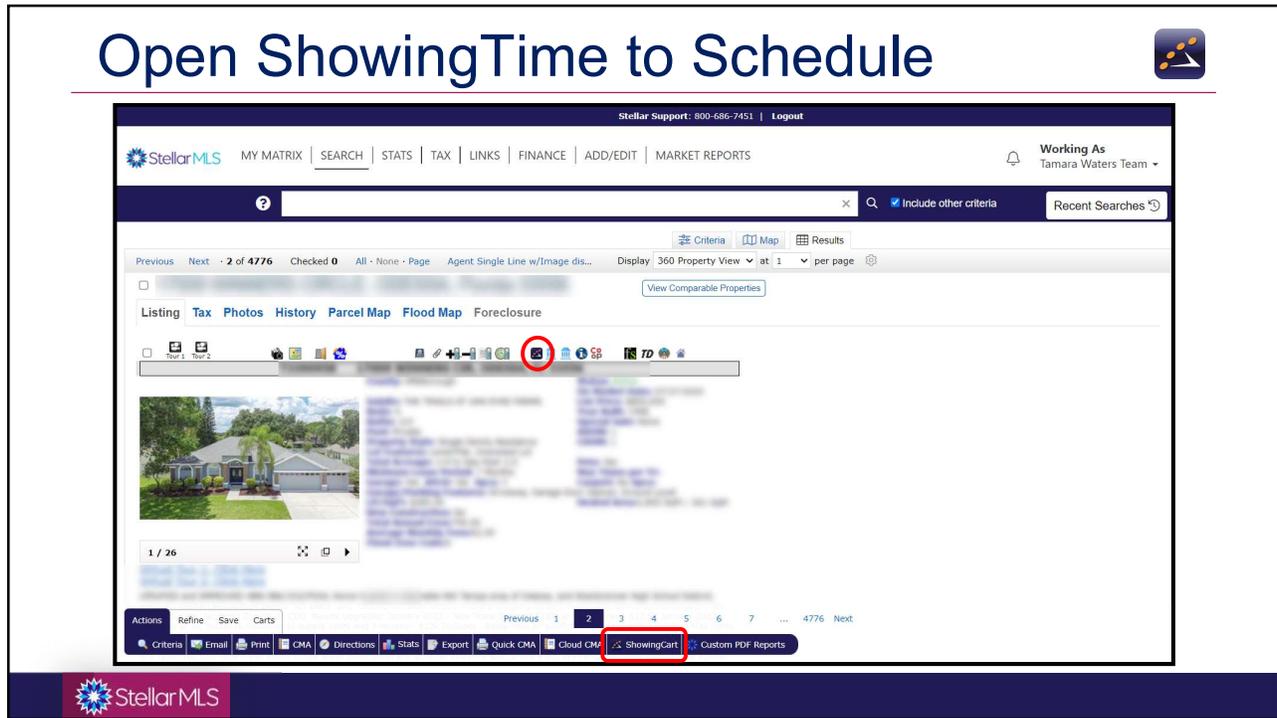
#	ML #	Status	Address	City	Zip Code	Subdivision Name	HTD	Current Price	BED	FB	HB	Yr Built	Pool	Property S
1	P4920021	ACT	18 FOREST DR	DAVENPORT	33837	CRESCENT ESTATES SL	1,056	\$200,000	4	2	1	1973	None	Single Fan
2	G5048469	ACT	2881 ST GEORGE DR	DAVENPORT	33837	DEER CREEK GOLF & T	660	\$224,900	2	1	0	2015	Communit	Single Fan
3	P4919463	ACT	101 W MAPLE ST	DAVENPORT	33837	DAVENPORT	1,912	\$230,000	4	2	0	1920	None	Single Fan
4	O6012293	ACT	111 W REDDING ST	DAVENPORT	33837	JAMESTOWN SUB	825	\$245,000	2	1	0	1930	None	Single Fan
5	S5065081	ACT	107 E PINE ST	DAVENPORT	33837	DAVENPORT	900	\$249,900	3	2	0	1954	Private	Single Fan
6	P4917486	ACT	2721 ADAIR RD	DAVENPORT	33837	ACREAGE	884	\$275,000	2	1	0	1980	None	Single Fan

Actions Refine Save Carts
Previous 1 Next

Criteria
Email
Print
CMA
Directions
Stats
Export
Quick CMA
Cloud CMA
ShowingCart
Custom PDF Reports

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Open ShowingTime to Schedule



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Schedule a Single Showing

The 'Listing Details' form includes fields for 'Address' and 'Listing ID'. The 'My Profile' pop-up window contains the following information:

- Not SHOWING TIME?
- First Name: SHOWING TIME
- Last Name: SHOWING TIME OFFICE
- Company: [Blank]
- State License: 123456
- Please send me appointment confirmations for this listing by:
 - Email: support@showingtime.com
 - Phone Call: [Blank]
 - Text Msg: 3125688001@txt.att.net (AT&T)
- [Click here to view Terms and Conditions](#)
- Agree to the Terms and Conditions above for using this service.
- Buttons: Cancel, Schedule a Single Showing (highlighted with an orange arrow), Add to ShowingCart™

Any contact information or showing agent preferences will be saved automatically and will be available for your next request.

View the showing instructions View Instructions Only, Appointment Required, Go & Show



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Virtual Showings

By selecting this option, the showing agent is indicating to the listing agent that their customer would prefer a virtual showing of the property.

The showing agent can also add a note for the listing agent indicating which streaming video technology they prefer to use for the showing.




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Schedule a Virtual Showing

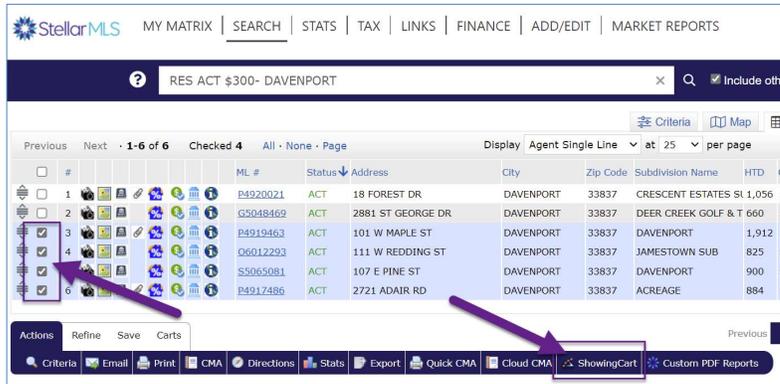
- To start, select the property you want to show and request the showing.
- Then, choose a time and date.
- When the appointment details page appears, select **Virtual Showing**.

You will have the same options when requesting appointments through the **ShowingTime App**.



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Planning a Buyer Tour & Multiple Listing



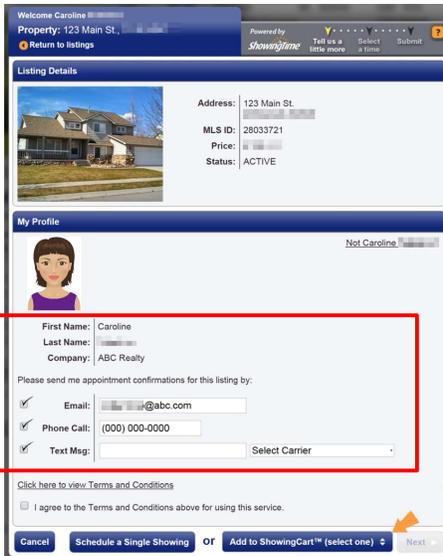
- Select the properties you wish to show.
- Click the "ShowingCart" button.

Once ShowingTime's scheduling screen has loaded, select your preferred method of contact for confirmations, then continue by clicking the "Add to ShowingCart" button



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Planning a Buyer Tour & Multiple Listing



Select your preferred method of contact

Once ShowingTime's scheduling screen has loaded, select your preferred method of contact for confirmations, then continue by clicking the "Add to ShowingCart" button



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Setting Up Showings from ShowingCart

1. Selected properties will display with showing instructions.
2. Add Listing Stop – Add additional properties
3. Add Other Stop – Additional stops on the tour, for example lunch location.
4. Schedule Tour by
 - SmartRoute
 - Appointment Time
 - Drag & Drop
5. Automatically calculates distance and driving times.
6. If the listing agent has turned off online showings, you would need to contact the listing agent.

The status of appointments made will also display as you set up the showings.

The screenshot displays the 'ShowingCart™ Tour Information' interface. At the top, there are fields for 'Tour Date' (7/22/24) and 'Tour Name' (Afternoon with John and Jane Smith). Below this is the 'Appointment Information' section, which includes a table with columns for 'Address', 'Appointment Type', 'Appointment Status', 'Appointment Time', and 'Availability (EST)'. The table lists four appointments with their respective addresses and status. A 'Smart Route' button is visible below the table. A map at the bottom shows the tour route connecting the four stops. Numbered callouts (1-6) are overlaid on the interface to highlight key features and instructions.



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Creating a Buyer Tour



ShowingCart™ determines listing locations which will then provide you with driving distances and driving times between each location.

Adding Listings or Stops to your Buyer's Tour

There are 3 ways to add additional Listings or Stops to your buyer's tour:

1. **Using multiple MLS ID's or MLS numbers**
Use this option if you already know the MLS ID's for the listings which you would like to show
2. **"Add Listing Stop" button**
Use this option to search for a listing if you don't know the listings MLS ID
3. **"Add Other Stop" button**
Use this option to add NON-MLS stops, these can include your Office as a starting point, coffee or lunch spots, or points of interest in the area. (e.g. local schools, parks or attractions, etc.)



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Organizing the Buyers Tour

Listings can be organized in 3 different ways depending on your needs.

1 SmartRoute

Once clicked, it will automatically sort your stops in the most logical order, picking the best route for you. It will use the first stop on your list as the starting point and then will organize your other stops based on driving times and distance.

To organize your tour using **SmartRoute**, you will first need at least 2 listings added to your buyer's tour, once that has been done you will be presented the **SmartRoute** button underneath your tour's listings.

Tip: This is best used before scheduling appointment times.

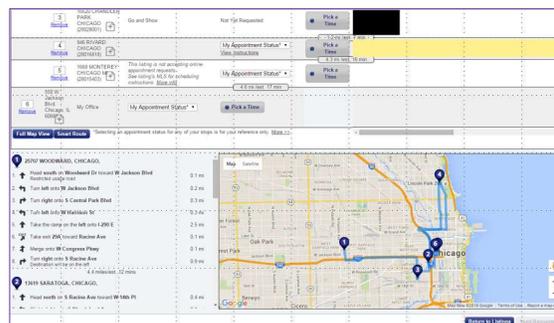
2 By Appointment Time

By Appointment Time will organize your route by scheduled appointment times, if appointments have already been confirmed for each listing.

For this to work you will first need appointment times set for the listings on your tour, then you will need to click on the **Appointment Time** heading at the top of the list.

3 Drag & Drop

Drag & Drop enables you to manually organize the route according to your preferences



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Choosing Appointment Times (Step by Step)

Step 1

Start off by clicking on the **Pick a Time** button

Step 2

Choose your **Type of Showing**

Step 3

Choose your Appointment's Start and End Times

Step 4

If a note needs to be passed along to the Listing Agent, add that now

Step 5

Click **Save**

Step 6

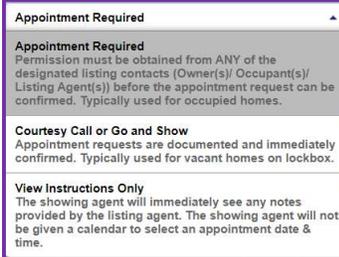
Repeat the process for all the listings you are ready to schedule on.

Step 7

Click on the **Send Requests** button located in the upper right corner of the Appointment Information window.

Step 8

Once the appointment requests have been sent, the **Appointment Status** section will keep you up to date with your showings status.



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Additional Features

- Point-to-Point Map
- Turn-by-Turn Directions
- Print Your Tour

The buyer's version of the tour contains the tour's map and the stops in detail, including the listings photo, price, location, scheduled appointment time, appointment status, & basic listing details.

A Buyer's Tour can be emailed directly to your customers from within the ShowingCart™ Interface.



SHOWINGTIME REPORTS



Agent Reports

- Home >
- Messages >
- Showings >
- Listing Setup >
- Agent Setup >
- Office Setup >
- Feedback >
- Contacts >
- Reports >
- Help & Support >
- TAMARA WATERS
- Upgrade Service >

Sales Associate Reports

Pricing Benchmark Report
This premium report highlights how an agent's listing compares to the competition, with an adjustable filter for "similar properties" that lets the agent determine the comparable market. The report enables the agent to compare the listing's relative pricing, showing activity, DOM and more against competing listings, valuable for keeping sellers apprised of their market position during the life of a listing. [Learn More](#)

Agent Activity Report
Agents can view a summary of their activity in one report, including total new listings taken, price changes, status changes, total showings and listings nearing expiration. In addition, managers can monitor each agent's activities by viewing their Agent Activity Reports.

Listing Activity Report
Review all activity details for the life of each listing. You can easily review feedback from showings, document open houses, advertisements or other events and display basic information that can be printed and shared with sellers. You can even market the listing from this report by sending out a group email to showing representatives who have brought buyers to the listing, notifying them of an upcoming open house or recent price adjustment.

Showings I Have Requested
Showing representatives can easily review all appointments they have scheduled with any office using ShowingTime products.

Office Activity Report
During company meetings, office representatives can use this report to easily display listing activity for all of the office's listings, such as total new listings taken, price changes, status changes, total showings and listings nearing expiration.

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Agent Activity Report

Agent Activity Report

Back to Report List

Activity For: **Last 7 Days** | Last 30 Days | From: To:

Display Options

Email Report

Print Report

Download PDF

Snapshot for Aug 24, 2015 - Sep 01, 2015

New Listings:	0	Showings:	3	Feedback Waiting on Responses from Showing Agent:	2
Price Changes:	1	Previews:	0	Feedback Requests Unable to Be Sent:	1
Status Changes:	0	Inspections:	0	Feedback Made Available to Homeowner(s):	0
Nearing Expiration:	0	Appraisals:	0	Feedback Not Yet Made Available to Homeowner(s):	0

New listings: 0
There were no new listings within this date range.

Price Changes: 1

Property Address	Previously	New Price	Change Amt	Change Percentage	Listing Agent	Date Changed
130 Lakehurst Ave.	\$2,650,000	\$969,900	-\$1,680,100	-62.27%	Alison Townsend	08/31/2015

Status Changes: 0
There were no status changes within this date range.

Other Activities: 0
There were no other activities within this date range.

Appointments: 3

Property Address	Type	Created	Start Time	Agent	Office	Entered By	Price
4540 Mastadon Dr.	Showing	08/27/2015, 3:31 PM	08/27/2015, 4:00 PM	Jane Doe (111) 111-1111 jdoe@abc Realty.com	Test Realty (312) 726-8888	Alison Townsend ABC Realty	\$875,000
130 Lakehurst Ave.	Showing	08/27/2015, 3:32 PM	08/27/2015, 4:00 PM	Mark Hanes (222) 333-1111 mhanes@abc.com	Test Realty (312) 726-8888	Alison Townsend ABC Realty	\$969,900
4540 Mastadon Dr.	Showing	08/28/2015, 7:42 PM	08/28/2015, 3:45 PM	John Smith (444) 222-1111 jsmith@abc Realty.com	Test Realty (312) 726-8888	Alison Townsend ABC Realty	\$875,000

Listings Nearing Expiration: 0
There are no listings expiring within 14 days.

By default, the results will show you activity from the current week, but this can be adjusted at the top up to a 30-day range followed by clicking **Submit**.

You will then be able to review all of your agent activity within that time frame.

From here you can

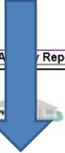
1. Adjust display options
2. Email Report
3. Print Report
4. Download as a PDF
5. Go back to Report List

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Listing Activity Report





Listing Activity Report for 12345 FAKE ALY, WINTER PARK, Florida 32789 (J900411)

Snapshot for Nov 16, 2018 - Jan 21, 2020

Listing ID: J900411	Total number of appointments: 0	Total number of agent previews: 0
Address: 12345 FAKE ALY, WINTER PARK, Florida 32789	Appointments in the last 30 days: 0	Total number of agent inquiries: 0
Price: \$350,000	Appointments in the last 7 days: 0	Total number of online instructions views: 3
Status: ACT		

Feedback Responses

Activity Details	Showing Agent	Received	Available to Homeowner?	Feedback
No feedback responses.				

Listing Activity Details

Activity Type	Activity Date	Showing Agent	Notes	Feedback
Instructions Only	01/21/2020 1:21 PM			Not received. Manage
Instructions Only	07/25/2019 8:16 PM			Not received. Manage
Instructions Only	03/01/2019 3:25 PM			Not received. Manage
New Listing	11/16/2018			

Showing Agent Name, Company, Phone Number, and Email Address display here.



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Showings I Have Requested



By default, the results will show you all requests made within the current week, but you can adjust this by selecting another date range (up to a month range), then click **Submit**.

You will then be able to review all showings that you have requested within that time frame, along with each appointment's status and if applicable the showing instructions. From here you can

1. Map Appointment Route
2. Print Instructions

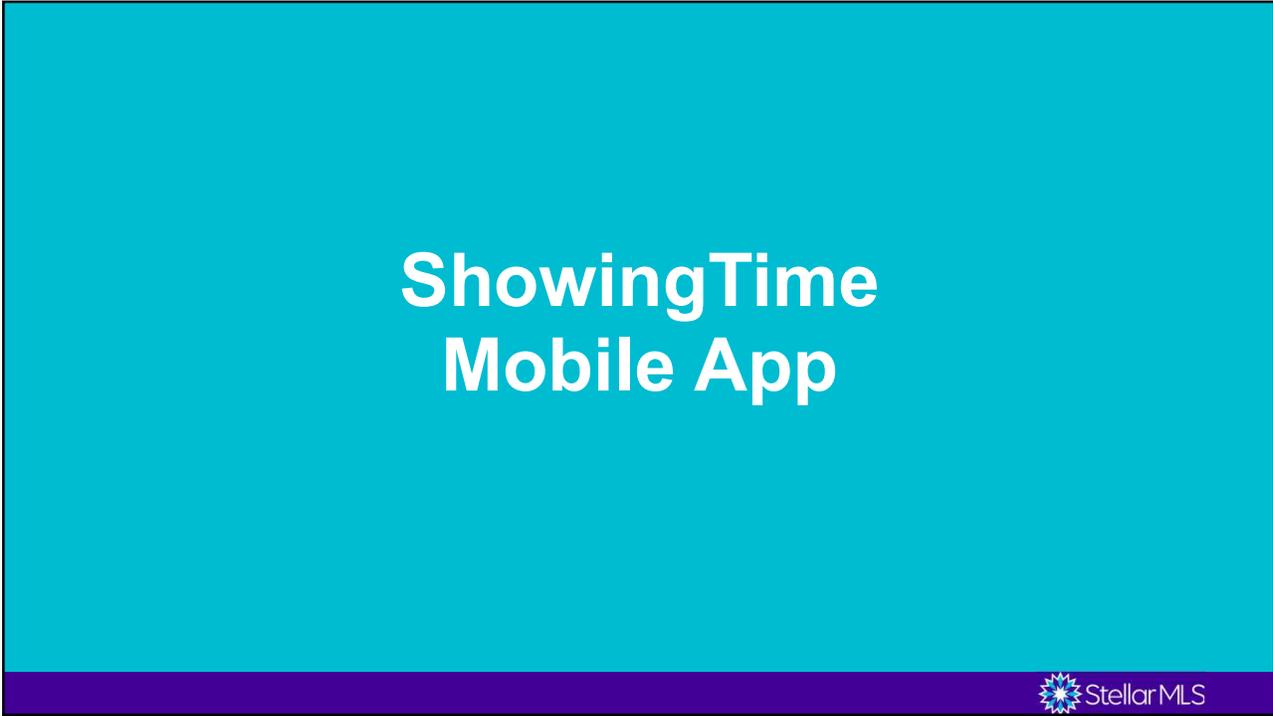
(Optional) You can sort by buyer.



On Mobile you can toggle between past and upcoming showings



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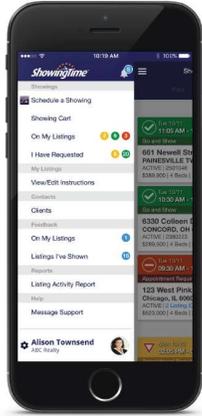


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ShowingTime Mobile App

Use the **ShowingTime Mobile App** to confirm showings, manage showing feedback and view listing activity reports!





The ShowingTime Mobile App is free, just visit the Google Play Store or the Apple App Store to download it today!

What You Can Do From The Mobile App:

- ✓ Schedule or confirm showings
- ✓ See upcoming showing appointments
- ✓ View showing instructions
- ✓ Request feedback from showing agents
- ✓ Respond to showing feedback requests
- ✓ Share listing activity reports with sellers
- ✓ Get push notifications of showing requests and confirmations
- ✓ Search listings in your MLS
- ✓ Send price adjustment emails
- ✓ Add activities (open houses, etc.) to listing reports







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ShowingTime Mobile App

Mobile App Access

ShowingTime has mobile applications available for agents to download to their smartphones and/or tablets. Click the send button to email yourself instructions on how to log in along with direct links to install the mobile application. Be sure to open the email from the mobile device you wish to install the app on. [Learn more.](#)

Your Stellar MLS Email Address [Send Authentication Link](#)

Devices

To download the ShowingTime Mobile App from your Agent Profile:

- Insert your Stellar MLS email address (the email associated with your MLS account)
- Click "Send Authentication Link"
- Open the email you will receive and follow the instructions for downloading the app



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ShowingTime Help & Support



StellarMLS

- Home >
- Messages >
- Showings >
- Listing Setup >
- Agent Setup >
- Office Setup >
- Feedback >
- Contacts >
- Reports >
- Help & Support >**

ShowingTime **Agent Offline**

Getting Started: Matrix

--- Getting Started

ShowingTime for the MLS

Introduction to ShowingTime for the MLS

Authenticating into ShowingTime

Search

- Knowledge Base
- Resources (3)
- Announcements (3)
- Appointment Scheduling (3)
- Contacts (3)
- FAQs (13)
- Feedback (3)
- Getting Started (3)
- Integrations (3)
- Listing Worksheet (3)
- Messaging (3)
- Mobile (3)
- Office Manager (3)
- Offer Registration for Canada (3)
- Reports (3)
- Settings (3)
- Training Topics (3)
- All articles

ShowingTime

Our support team is available from:
 Monday-Friday: 8am-6pm CT
 Saturday-Sunday: 8am-5pm CT
 Phone: 800-379-0057
 Email: support@showingtime.com
 select the link at the top right of your screen for Live Chat.

Have a question?



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Product Support or Questions:

Toll Free: (800) 686-7451
Local: (407) 960-5300

Email: support@stellarmls.com

Hours:
Mon. – Fri. 8:00 a.m. – 6:30 p.m.
Saturday 8:00a.m. – 6:00p.m.