

ShowingTime: Adding Co-Lister Agent

Listing Agents may be unavailable to respond to or act on showing requests due to vacation, illness, family emergency. ShowingTime allows Listing Agents to manually add contact information (*co-list) to the person who can receive and act on showing requests on behalf of the listing agent. This manually created contact can be deleted once the Listing Agent can resume the management of their requests.

**Note: this is not a co-listing agent in the MLS-sense; it is the agent or person who will receive and act on showing requests in the Listing Agent's absence)*

To Add *Co-Lister to Listing (must do the following on each listing you want co-lister to manage in your absence)

1. **Highlight and Click** the listing for which you want to add a co-lister:

MLS	Listing ID	Listing Agents	Owners	Address	City	Zip
Realtors Association of Northwestern Wisconsin	900125	Rhoda Saatela (1948)		0 ST MLS TEST ONLY LISTING 1	Anywhere	00000
Realtors Association of Northwestern Wisconsin	900126	Rhoda Saatela (1948)		0 ST MLS TEST ONLY LISTING 2	Nowhere	00000

2. Click on **Add New Co-Listing Agent**

3. In the **Search for Agent** screen, you may select either an agent in your office or an agent from another firm. Enter the Last Name of the person you want to select:

- When the correct contact's name appears in the results bar, **double-click** to select

Last Name	First Name	Agent ID	Board/Association	Office ID
Jereb	Jane	0217	RANWW	2

- The **contact's name** appears below the Listing Agent name *for the listing that was selected in Step 1 above*:

Order	Contact Details	Can Confirm Appts By:	Notify of Confirmed/Canceled Appts By:
1st	Rhoda Saatela (Listing Agent) (715) 835-0923 (Office Main Line) rhoda.s@ranww.org	<input checked="" type="radio"/> Confirm Appointments Text Message <input type="checkbox"/> Email <input checked="" type="checkbox"/> Phone <input checked="" type="checkbox"/> Phone Call Type: Instant Auto Call	Text Message <input type="checkbox"/> Email <input checked="" type="checkbox"/> Phone <input checked="" type="checkbox"/> Phone Call Type: Instant Auto Call
	Jane Jereb (Co-Listing Agent) (715) 835-0923 (Office Direct Line) jane@ranww.org (715) 835-4621 (Text Message)	<input type="radio"/> Confirm Appointments <input checked="" type="radio"/> Send an FYI Text Message <input type="checkbox"/> Email <input checked="" type="checkbox"/> <input type="radio"/> Send nothing for new requests	Text Message <input type="checkbox"/> Email <input checked="" type="checkbox"/> Phone <input checked="" type="checkbox"/> Phone Call Type: Appointment Specialist

- Save Changes**

0 ST MLS TEST ONLY LISTING 1, Anywhere (900125)

Upload Photo

Please Review.
 Default notification methods for your newly added listing contact have been selected. Please verify this information and make any other needed changes. Remember to click 'Save Changes' when finished.

Save Changes Undo Changes

- Optional:** You may add the co-lister's email address to your own Profile. Enter the email address, *separated using a comma and NO space*, if you want to get ALL requests for during the time period for which you will be unavailable; Save Changes.

Profile Basics Save Changes to Profile? Save Changes Undo Changes

Upload Photo

Calendar Sync

Mass Add Listing Note

Resend Login

First Name:

Last Name:

Office Direct Line:

-- Phone Type --

-- Phone Type --

Fax:

Email:

Text Message:

MLS:

Agent ID:

Office Name:


Office ID:

Office Phone:

Office Fax:

Date Joined:

Showing PIN:

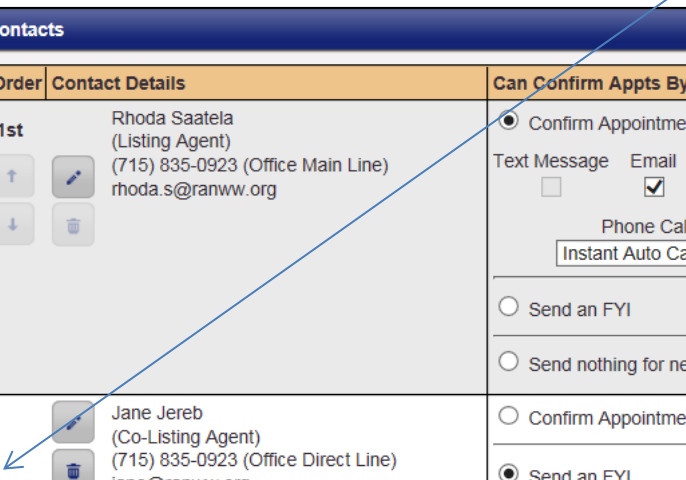


8. To **delete the co-lister's information** from the listing, click the Garbage Can icon to the right of their name:

Contacts

Order	Contact Details	Can Confirm Appts By:	Notify of Confirmed/Canceled Appts By:
1st	Rhoda Saatela (Listing Agent) (715) 835-0923 (Office Main Line) rhoda.s@ranww.org	<input checked="" type="radio"/> Confirm Appointments Text Message <input type="checkbox"/> Email <input checked="" type="checkbox"/> Phone <input checked="" type="checkbox"/> Phone Call Type: <input type="text" value="Instant Auto Call"/>	Text Message <input type="checkbox"/> Email <input checked="" type="checkbox"/> Phone <input checked="" type="checkbox"/> Phone Call Type: <input type="text" value="Instant Auto Call"/>
	Jane Jereb (Co-Listing Agent) (715) 835-0923 (Office Direct Line) jane@ranww.org (715) 835-4621 (Text Message)	<input type="radio"/> Confirm Appointments <input checked="" type="radio"/> Send an FYI Text Message <input type="checkbox"/> Email <input checked="" type="checkbox"/> <input type="radio"/> Send nothing for new requests	Text Message <input type="checkbox"/> Email <input checked="" type="checkbox"/> Phone <input checked="" type="checkbox"/> Phone Call Type: <input type="text" value="Appointment Specialist"/>

Add New Co-Listing Agent + Add New Owner/Occupant +



9. To **verify** that you want to **delete the co-lister**, click **OK**.

Alert!

Are you sure you want to remove the Co-Listing Agent Jane Jereb from this listing?
Removing a listing contact cannot be undone.