

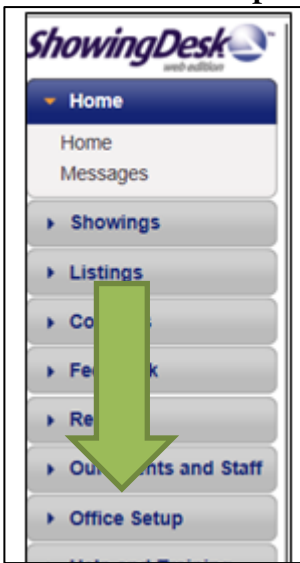
Add Staff Email Address for ShowingTime Appointment Requests

Admin/office staff can enter their email address in ShowingTime if they'd like to be copied in email notifications sent to their agents for appointment requests on their listings and feedback. The addition of a staff email address goes into effect as soon the change is saved.

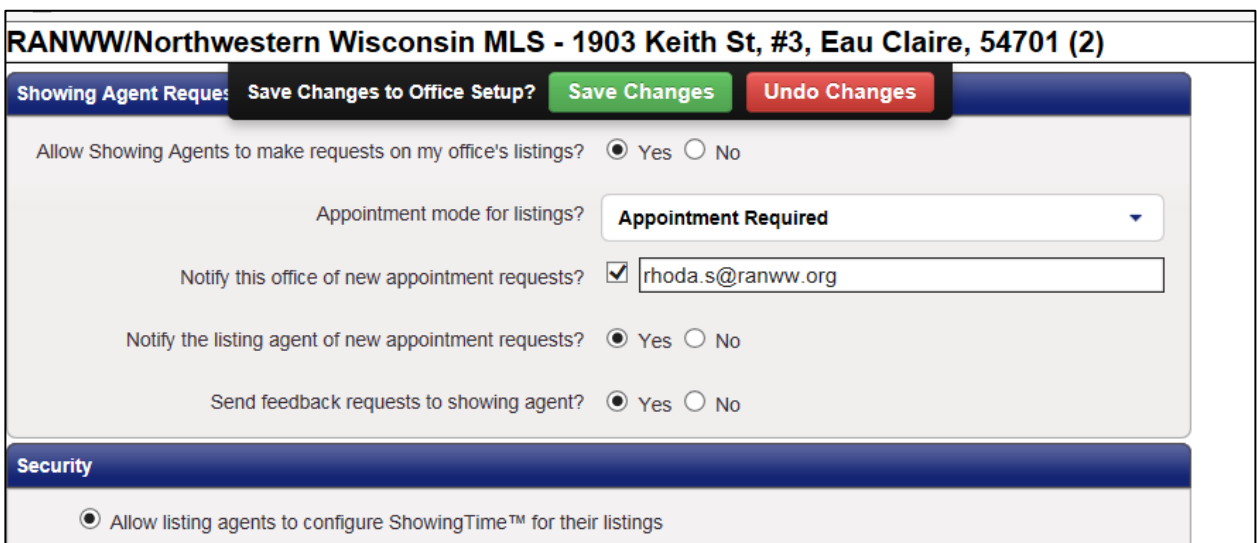
Any online requests will automatically download into Front Desk and appear as a Task for front desk staff to process.

To Add Staff Email Address:

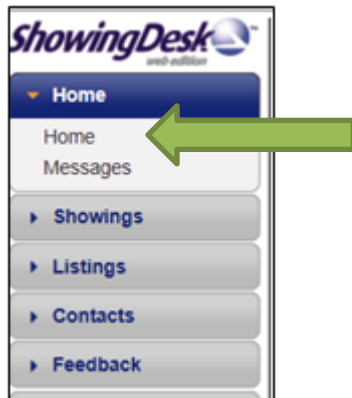
1. Click on **Office Setup**



2. In the “**Notify this office of new appoint request?**” be sure the **box is** , enter **email address** of person who wants/needs to receive the notifications, click **Save Changes**

A screenshot of the 'Showing Agent Request' configuration form for the office 'RANWW/Northwestern Wisconsin MLS - 1903 Keith St, #3, Eau Claire, 54701 (2)'. The form has a blue header with the text 'Showing Agent Request' and three buttons: 'Save Changes to Office Setup?', 'Save Changes', and 'Undo Changes'. The main content area contains several settings: 'Allow Showing Agents to make requests on my office's listings?' with radio buttons for 'Yes' (selected) and 'No'; 'Appointment mode for listings?' with a dropdown menu set to 'Appointment Required'; 'Notify this office of new appointment requests?' with a checked checkbox and an input field containing 'rhoda.s@ranww.org'; 'Notify the listing agent of new appointment requests?' with radio buttons for 'Yes' (selected) and 'No'; and 'Send feedback requests to showing agent?' with radio buttons for 'Yes' (selected) and 'No'. Below this is a 'Security' section with a radio button for 'Allow listing agents to configure ShowingTime™ for their listings' which is selected.

3. To view received notifications, **return to Showing Desk Dashboard** (click Home>Home)



4. Online requests automatically download into Front Desk and appear as a **Tasks** for front desk staff to process.

