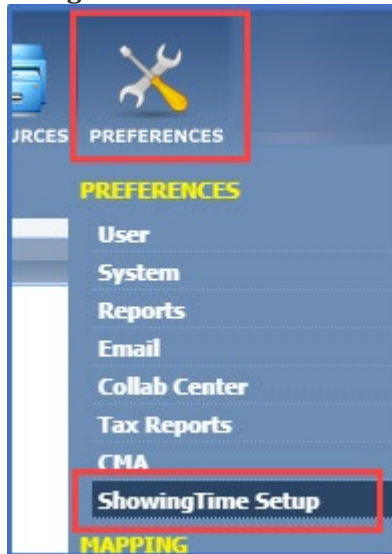


Account Setup

Access your ShowingTime account by clicking Paragon Preferences > ShowingTime Setup.

Paragon Preferences



Home > Edit Profile

Here you'll see a snapshot of your Profile information, Messages, Showings you requested, Showings requested on your listings, and Feedback requests.

Click Edit Profile.

A screenshot of the ShowingTime Home dashboard. The dashboard is blue and white. On the left, there is a navigation menu with the ShowingTime logo and the following items: Home (highlighted), Messages, Showings, Listing Setup, Contacts, Feedback, Reports, Help & Support, Alice Agent, and Upgrade Service. The main content area is divided into several sections:

- My Profile:** Alice Agent (909) 555-1212 (Mobile Phone), (800) 555-1212 (Office Main Line), com. An 'Edit Profile' button is highlighted with a red box.
- Messages:** 0 unread conversations.
- Showings I Have Requested:** A table with columns: Scheduled For, Not Yet Confirmed, Confirmed. Rows: Today, Tomorrow, Beyond.
- Showings Requested on My Listings:** A table with columns: Scheduled For, Not Yet Confirmed, Confirmed. Rows: Today, Tomorrow, Beyond.
- Feedback Requests:** 0 appointments requesting your feedback, 0 new feedback responses available for review, 0 new feedback responses available to homeowner, 0 feedback requests unanswered by the showing agent.

	Scheduled For	Not Yet Confirmed	Confirmed
Today	0	0	0
Tomorrow	0	0	0
Beyond	1	1	1


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

Profile Basics

Here you can upload your agent photo, update your contact information, and select your preferred contact method. Choose between long or abbreviated text messages (SMS). Abbreviated will have a link in the text; click to open for info. Long SMS will show all instructions in text and may have multiple texts to view all instructions.

- Calendar Sync allows you to sync appointments with your personal calendar
- Mass Add Listing Note adds a note in showing instructions to **all** your unexpired listings
- Resend Login to resend a login in email.

Alice Agent (MLS ID)



Calendar Sync
Mass Add Listing Note
Resend Login

Profile Basics

First Name:	Alice	Service Level:	ShowingTime for the MLS
Last Name:	Agent		Upgrade
Mobile Phone:	(909) 555-1212	MLS:	
Office Main Line:	(800) 555-1212	Agent ID:	
-- Phone Type --:		Office Name:	
Fax:		Office ID:	
Email:	.com	Office Phone:	
Text Message:	(909) 555-1212	Office Fax:	
Text Message Length:	Abbreviated SMS Notification (One messa	Date Joined:	11/15/2018
		Showing PIN:	

Calendar Sync

You can have all of your upcoming appointments sync directly to your personal calendar. Simply select your preferences then select the Create Calendar Sync Link button to begin.

Sync My Appointments as a:

Showing Agent
 Listing Agent

Show Unconfirmed Appointments?:

Yes No

Display Past Appointments Older Than:

Select

My Calendar Sync Link:

After the Calendar Sync Link has been created click the Sync Now button to auto-sync your calendar. You can also copy the sync link to your preferred calendar client to manually set up your calendar sync.

Create Calendar Sync Link Sync Now **Close**

Mass Add Note To Showing Agent

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:

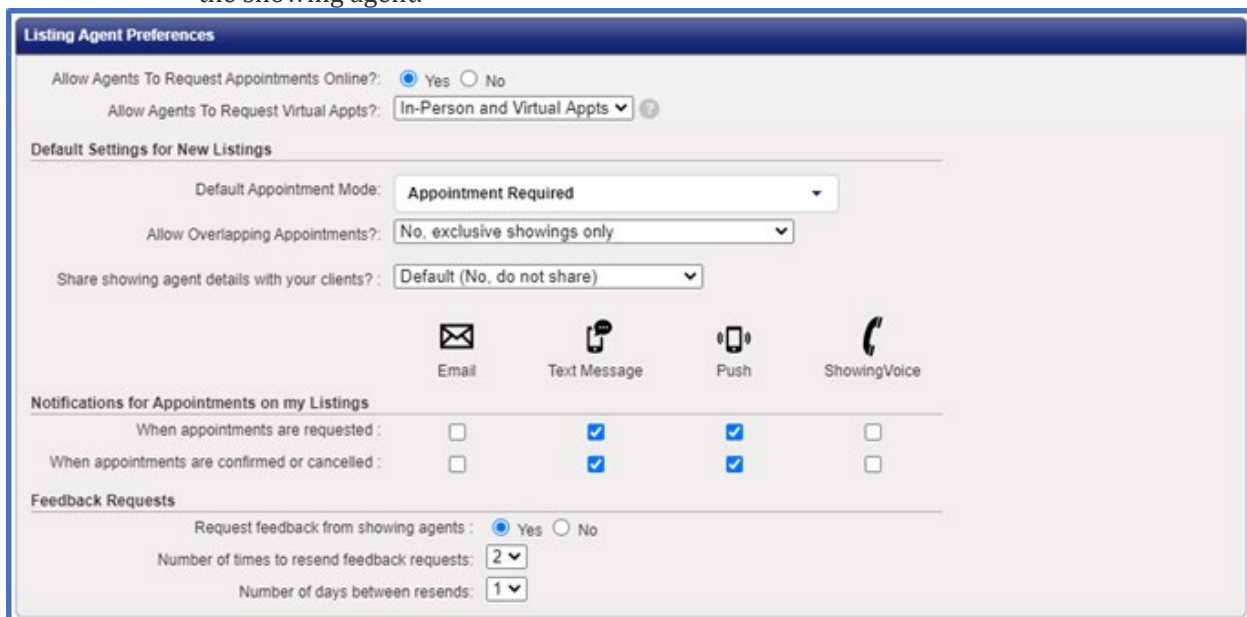
Add From Predefined Notes

Add Note To Showing Agent **Cancel**

Listing Agent Preferences (Listing agent notification settings)

You can save time by selecting default settings. These settings can be changed per listing.

- Allow Agents To Request Appointments Online Y/N
 - “Yes” allows agents to request appointments using ShowingTime.
- Allow Agents To Request Virtual Appts
 - Select In-Person, Virtual, or both
- Default Appointment Mode. If the above is selected to “yes,” you can select one of these appointment modes:
 - Appointment Required
 - Go and Show
 - View Instructions Only
- Allow Overlapping Appointments
 - There are four yes or no options
- Share showing agent details with your clients
 - There are five yes or no options
- Notifications for Appointments: you can choose how to be notified of a showing request, confirmation or cancellation.
 - Email: Notifications are sent to the email listed in your profile. **Emails include security and access codes to enter the property and should not be forwarded to anyone.**
 - Text Message: Notifications are sent to the cell phone listed in your profile. Listing agent can confirm or reject showing requests by responding to the text message.
 - Push (App): If you have downloaded the ShowingTime app (instructions below), you will receive notifications on the app with a red dot in the upper left corner of your cell phone.
 - ShowingVoice: You will receive a call with the caller id as “ShowingTime.” The listing agent can confirm or reject showing requests by responding to the voice commands on their phone.
- Feedback Request: choose number of times and frequency a feedback request is sent to the showing agent.



The screenshot shows the 'Listing Agent Preferences' form with the following settings:

- Allow Agents To Request Appointments Online?: Yes No
- Allow Agents To Request Virtual Appts?: In-Person and Virtual Appts
- Default Settings for New Listings:
 - Default Appointment Mode: Appointment Required
 - Allow Overlapping Appointments?: No, exclusive showings only
 - Share showing agent details with your clients?: Default (No, do not share)
- Notifications for Appointments on my Listings:

	Email	Text Message	Push	ShowingVoice
When appointments are requested :	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
When appointments are confirmed or cancelled :	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Feedback Requests:
 - Request feedback from showing agents : Yes No
 - Number of times to resend feedback requests: 2
 - Number of days between resends: 1

Showing Agent Preferences (Showing agent notification settings)

- Notifications for Appointments I Request for appointments requests are received, viewed, confirmed, cancelled or price change on a listing you've shown.
 - Email
 - Text Message
 - Call
 - Push
- Offer Registration Notifications: check box if you'd like to receive an email
- ShowingCart® Notifications: select Email, Text Message, or both
- Feedback Requests: select Email, Push, or both
- Multi-Unit confirmations or cancellations: select yes or no
 - Appointment Scheduling: select a default option for new appointments type and length
- Lockbox Access: select yes or no for SentiLock, Supra, or HUD key

Showing Agent Preferences

Email Text Message Call Push

Notifications for Appointments I Request

When appointment requests are received :	<input type="checkbox"/>			
When appointment requests are viewed :	<input type="checkbox"/>			
When appointments are confirmed or cancelled :	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
When there is a price change/listing notification on a property I've shown :	<input type="checkbox"/>			

Offer Registration Notifications

When an Offer registration notification is sent :	<input checked="" type="checkbox"/>
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ShowingCart® Notifications

When ShowingCarts are assigned to me :	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Feedback Requests

Receive feedback requests from other agents :	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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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/iBox : Yes No


I have access to a HUD key : Yes No


Additional Preferences


- Messaging, MLS, and Office Broadcasts
 - Email
 - Text Message
 - Call
 - Push (notified in ShowingTime app)
- Agent Communication: select an option when you will receive text and push notifications

Additional Preferences


 Email


 Text Message


 Call


 Push

Messages

New Message Notification :

MLS and Office Broadcasts

New Broadcast Notification :

Agent Communication

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

Mobile App Access

Tip: The easiest way to download the ShowingTime app is to enter your email address and click Send Authentication Link. Open the email and download the app. You can also download the app from Google Play or App Store, but it is a longer process. The app provides all the same scheduling features as the desktop version, and with added mobility. An app is available to sellers and controlled by you.

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

samsung SM-N960U: Remove Device