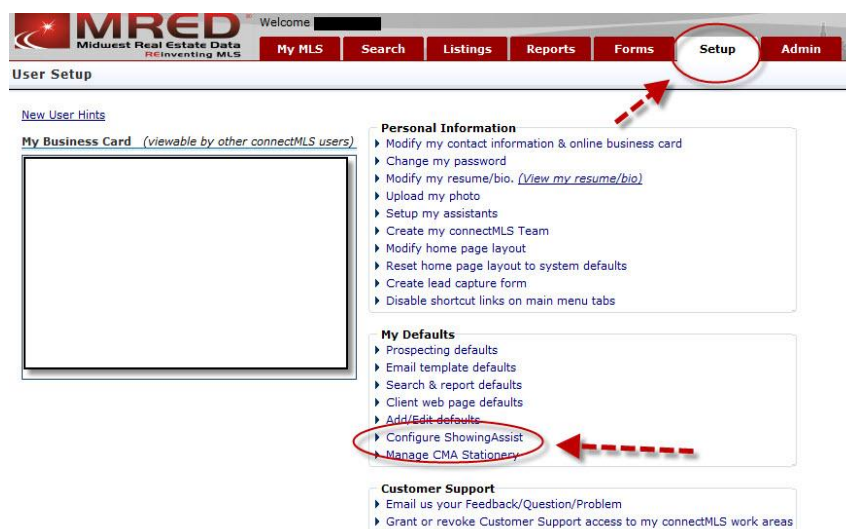


The free ShowingAssist™ service – which places the “Schedule a Showing” button IN YOUR LISTINGS – is offered through connectMLS™ to help you sell listings faster. When your listings are configured properly, showing requests are processed efficiently. ShowingAssist™ makes it easy for showing agents to show your listing and provide feedback afterwards.

Set up your listings for ShowingAssist™ in connectMLS™. After logging in, click on the Setup tab and then the Configure ShowingAssist link:



Under the Listing Setup Tab, choose a listing. It can be set up in three ways:

- 1. Appointment Required** - is recommended for when you need to contact the seller before confirming an online request. Showing instructions will not appear until the request has been confirmed. You can also use the setting if you have front desk personnel who confirm all showing requests.
- 2. Courtesy Call or Go and Show** – Typically used for vacant properties on lockbox. Showing agents can select a date and time to show the property and they will be automatically confirmed and given showing instructions.
- 3. View (Showing) Instructions Only** - is great for directing showing agents to call you or your office to set the appointment. When an agent clicks the link, they'll see your showing



Listing Setup for ShowingAssist™

instructions and the phone number you provide to call you, but just as importantly the activity will be logged for you in the listing activity report.

We can help you set up your listings in the mode(s) that benefits you the most.

ShowingAssist™ also includes many other free features, all designed to help you sell your listings faster. Please contact our Help Desk at your earliest convenience and we will help make ShowingAssist™ a better fit for your style; call 630-955-2755 or email help.desk@mredllc.com.

Don't forget - we also have a number of short ShowingAssist™ videos, available to you at mredllc.com. These will help!