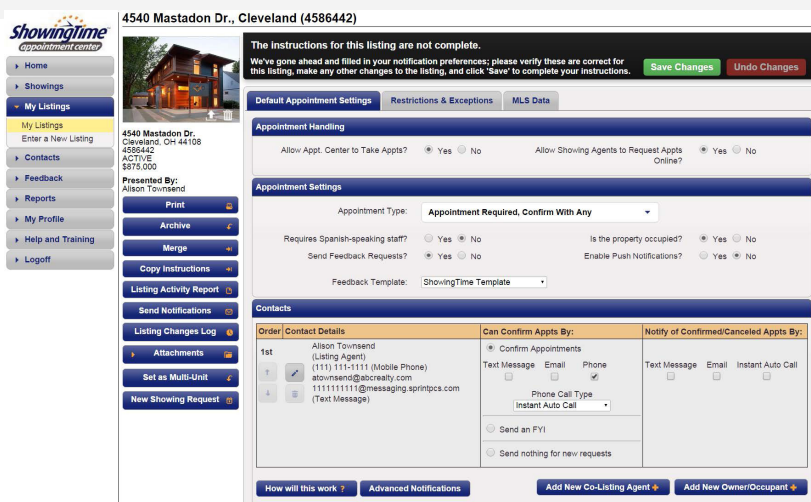


From Your Desktop

1. Login to www.showingtime.com - From the homepage you can access your listings from the *My Listings* tab or through the *Listing Notices* module, which provides a snapshot of which listings still need completed showing instructions.
2. Select your listing - Click on the listing in which you would like to update or add showing information to that may have not imported from your MLS.
3. Enter Your Showing Instructions - You will be presented with the *Default Appointment Settings* tab which will display a variety of fields for you to add or update showing information. When done click *Save Changes*.



From the ShowingTime App

1. Login to the ShowingTime app - From the main menu, access your listings by scrolling down to the *My Listings* section and clicking *View/Edit Instructions*.
2. Select Your Listings - Each of your listings will display a snapshot of its information. Tap on the listing in which you would like to update or add showing information to. You can also filter your listings by only those with Incomplete Instructions by choosing the tab at the top of the page
3. Enter Your Showing Instructions - You will be presented with a series of steps to help you properly add all information needed to show your listing.
4. View instructions - The mobile listing worksheet will display all of your settings and preferences. These can be easily adjusted at any time on the go!

