

How **AGENTS** Add Showing Instructions:

1. From our Member Homepage (www.mirealsource.com/member), click on  Listingbook


✓ Type your **HOMESCAPE** Username & Password into boxes (*shown below*)

✓ Click **LOGIN** button

LOGIN
Username
Password
LOGIN
Forgot Your Username/Password?

2. Click on **“My Listings”** from the menu list on the left side of your “Frontpage”

Frontpage Client Manager Quick Search Messages Calendar
Frontpage
My Services
Anthony Agent
Last Login 8:37am Sep 18, 2007
Premium Service
My Listings
My Prospecting Tools
My Morning Report
My Monthly Summaries
My Custom Flyers
My Showings
My Appointments
My Hotsheet
My Promotions
My Property Watches
My Property Notes
Import Prospects
My Area Directory

3. Click the  (Clock Icon) next to the address of correct property

Frontpage Client Manager Quick Search Messages Calendar Profile
Frontpage → My Listings
One Line Thumbnail Comparison Portfolio Map Showing Sheet
My Portfolio: 22 properties
Residential | Lots & Land
Order by: Last Change Date
Active Pending Open House Featured Listing
Address Sub-Division Lvl/s Bed Bath Prk Bst Age SqFt List Price DOM
30905 Normal - 2.0 4 1.1 0 N/A 57 1,300 \$139,900 143

4. Click on **“Appt Info”** TAB To add (or edit) Show Instructions

✓ Check one (or both) for contact type required

Make it easy to show your listing by checking the “Allow Appointment Requests without Initial Call”

✓ Type showing info into the appropriate boxes

✓ Click **“SAVE”** From either top or bottom buttons

Week Month Appt List Appt info ↑ Last 4 of 22 Next ↓ Print Add Appt
Appointment Info 54731 Marissa Way September 20, 2007 2:19:29 PM
MLS#: 30411878 Listing Office Office Name
Owners PRIVATE
Owner 1 John Seller
Owner 2 Joan Seller
Owner 2 Firstname
List Agent Agent Name Agent Office Agent Phone
Owner Contact Required Must Contact Owner
Hours Notice Required
Allow Appointment Requests Without Initial Call from Showing Agent
Home Phone 1 555 554 1422 Home Phone 2 555 141 1111
Owner 1 Work 555 Owner 2 Work 555
Owner 1 Cell 555 899 9898 Owner 2 Cell 555
Office Show Instructions
Show Agent Instructions
Property Details

Office Show Instructions are instructions to make the appt such as “call the homeowner on his cell, if can't be reached call his office and leave a voice mail.” The Show Agent doesn't see Office Show Instructions, whether appt is confirmed or not. This box can also be used from the Listing Office Coordinator Login, for those offices who don't use our call center, so you will know the steps to confirm the appointment

Show Agent Instructions are sent to the Show Agent. The Lock Box combo or other information to gain access to the home should be included in this box! A message is also sent out when confirmed appointment is scheduled on a property to notify List Agent, Show Agent and Seller

NOTE: Only offices/agents USING Real Estate Appointment Center or Listingbook Appointment Program will get “Show Instructions” & e-mail alerts