



### Setup a New Showing

1. Enter MLS number or address into the ADD NEW APPT box (orange box at top of screen)
2. Click the property you wish to schedule an appointment on
3. Choose an agent, client, date, time, agent type, and appointment type for this appointment
4. Click the "Save Appointment" button - Request will be sent to listing agent

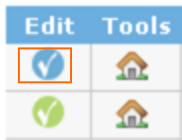
### TENTATIVE SHOWINGS

(click to expand) LOT 6

(click to expand) 302 E

### Update a Showing Request

1. Tentative showings will appear on your BAS home page
2. To update a showing, change the Status, add instructions, and click the Save button
3. To add an activity (without updating), type a message in the activity box and click Add
4. Tip: You can minimize each showing by clicking on the showing title bar



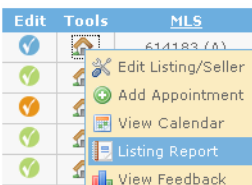
### Add Default Showing Instructions

1. Click on the Listings menu option (top right of BAS Screen)
2. Find the listing for which you would like to enter showing instructions
3. Click the Checkmark icon (far left icon) in the row with the listing you want to edit
4. Make any necessary changes and click the Save button



### Add a New Client (buyer/seller)

1. Click the "Add New" option under the Clients menu option (top right of BAS Screen)
2. Fill in your buyer or seller's first name, last name, and contact information
3. Include an email address so your client can get copies of showing notices, feedback, etc
4. Click the "Add Client" button (you can also add a client when editing a listing)



### Run a showing report for a listing

1. Click on the Listings menu option (top right of BAS screen)
2. Find the listing for which you would like to run a report
3. Click the House icon in the listing row and select "Listing Report"
4. You can search by date, status and appointment type on the report screen

Video tutorials are available online at <http://www.bookashowing.com/video>