

Beazer ShowingTime Summary

Section I:

ShowingTime Appointment Center	
Allow Appt. Center to Take Appts?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Allow Showing Agents to Request Appts Online?	<input checked="" type="radio"/> Yes <input type="radio"/> No

Section II:

Default Configuration	Restrictions & Exceptions	Listing Data
Appointment Settings		
Appointment Type:	Courtesy Call	
Request Feedback?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Feedback Template: ShowingTime Template
Requires Spanish-speaking staff?	<input type="radio"/> Yes <input checked="" type="radio"/> No	Is the property occupied? <input type="radio"/> Yes <input checked="" type="radio"/> No
		Enable Push Notifications? <input checked="" type="radio"/> Yes <input type="radio"/> No

Section III:

Contacts:

Lance Loken (automatically populates and cannot be removed): Make sure nothing is checked next to his name (no text, no email, no call)

Sales Office: please check to make sure the sales office name matches that of the community that the home is in and that the phone number matches that on Division Roster. There may also be different sales office phone numbers for the same community (I.e. Amira 45' or Amira 50'), Trello card for individual homes will tell you which homes should have which sales office number.

Sales Counselor Email: Email notifications checked.

Manager Email: Randy Wallace for Amira, Bonbrook Lakes and Bridgeland. Benita Vasquez for Bluewater Lakes, Morgan's Landing and Southwinds. Nicole Ferrata for Harmony, Lantana, Young Ranch. Email notifications checked.

Section IV:

Appointment Restrictions

Allow Inspections and Walk-Throughs? Yes No

Allow Appraisals? Yes No

Advanced Notice: No same day appts. Lead Time | Required: Suggested:

Maximum Appointment Length: (Excludes Inspections, Walk-Throughs, and Appraisals)

Allow Overlapping Appointments?

Add New Showing Rule + >

	Rule Type	Start Date	End Date	Days & Time	Appointment Type	Rule Name
 	Showing Restriction	05/28/2019	12/31/2099	M Su 08:00 AM - 12:00 PM	Default	Before Business Hours
 	Showing Restriction	05/28/2019	12/31/2099	Tu W Th F Sa 08:00 AM - 12:00 PM	Default	Before Business Hours
 	Showing Restriction	10/24/2019	10/31/2099	M Tu W Th F Sa Su 07:00 PM - 09:00 PM	Default	After Business Hours

Section V:

Access Information

Access Details:

How can the agent access the home?:

By Whom:

Alarm Details:

Would you like to provide alarm details to the agent for accessing the home?:
 Yes No

Manage Key Sets:

Are keys available at a remote location for the agent to pickup to access the home?:
 Yes No

Section VI:

Additional Instructions

Notes for Appt. Staff:

Notes for Showing Agent:

Please visit the onsite sales office @ SALES OFFICE ADDRESS for Inventory Home Key. There is no Supra or Lock Box. Please call onsite sales office @ SALES OFFICE NUMBER for questions.

Ensure that the correct sales office address and phone number is in the Notes for Showing Agent section. This can be found on the Division Roster.

Section VII:

A screenshot of a software interface showing a 'Driving Directions' section. The section has a dark blue header with the text 'Driving Directions' in white. Below the header is a light gray area with the label 'Directions:' followed by a large, empty white rectangular text input field.

The instructions will autopopulate here, just ensure that the model address is in this section and matches that of the Division Roster.

Keep in mind that once the showing instructions are completed and correct for one home in a community, it can be easily copied over to the other homes in that same community however it will have to be considered if the home is in community with multiple sales office numbers.