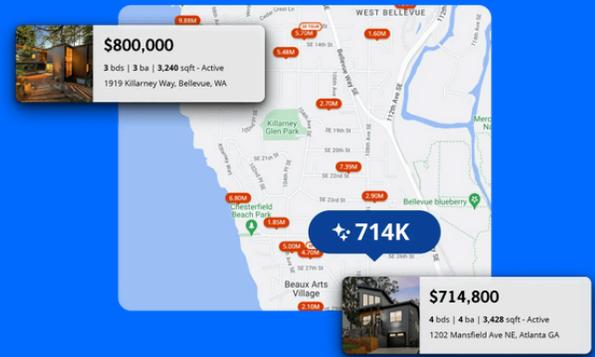


# Add a Workspace



## Adding a workspace

If this is your first time logging into Showcase in a while, you may be asked to add a workspace. We recommend using the name of your company or team to ensure the name is easily recognizable by anybody who may need to be granted access to your workspace.

- Click the icon in the top left.
- Click "Create a new workspace."

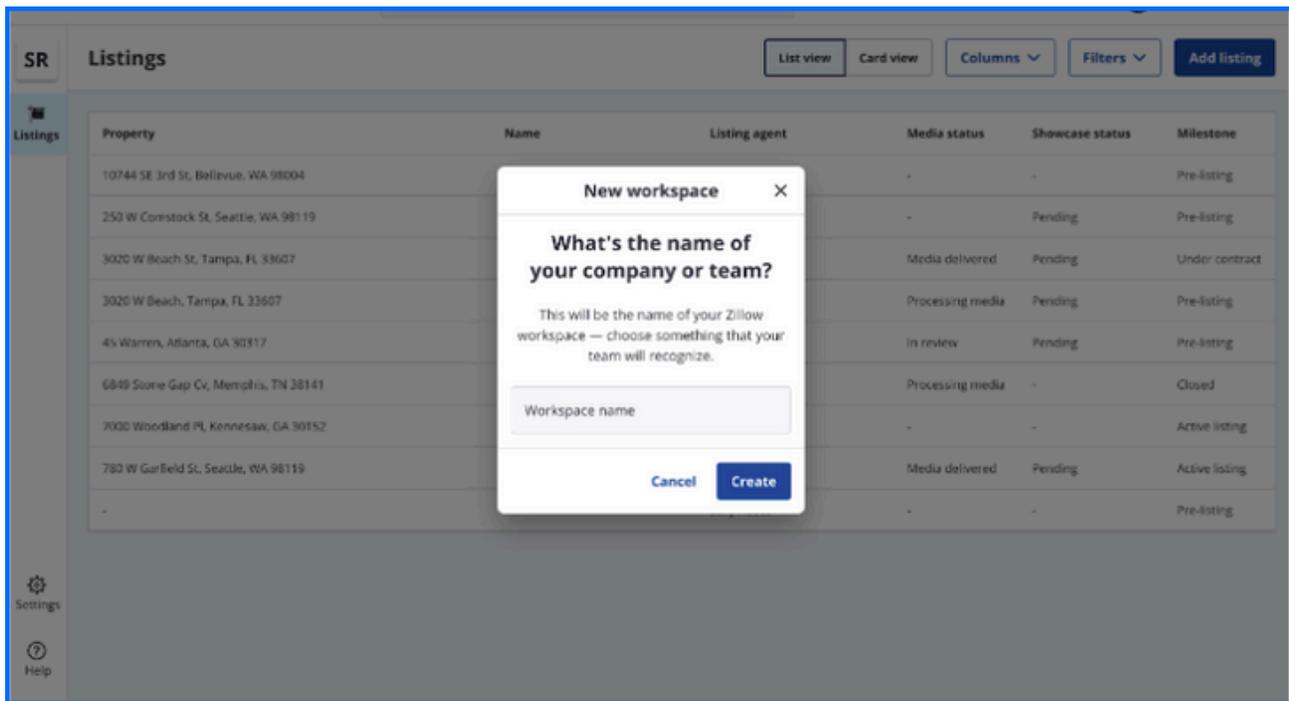
The screenshot shows the Zillow Showcase interface. At the top left, there is a 'SR' icon and a 'Listings' tab. Below the tab is a dropdown menu with options: ShowStreet Realty, New LPD, Streetshow Team, The Overman Group, The Reeds Team, and 'Create new workspace'. The main area displays a table of listings with the following columns: Name, Listing agent, Media status, Showcase status, and Milestone. The table contains several rows of listing data.

Name	Listing agent	Media status	Showcase status	Milestone
Bellevue, WA 98004	Moore - Mr & Tori	-	-	Pre-listing
Seattle, WA 98119	Sellery - Sarina	-	Pending	Pre-listing
Tampa, FL 33607	Doe - Jane & Jim	Media delivered	Pending	Pre-listing
Tampa, FL 33607	Doe - Jane & John	Processing media	Pending	Pre-listing
Atlanta, GA 30317	Moore - Lori	In review	Pending	Pre-listing
6845 Stone Gap Cv, Memphis, TN 38141	Sam New	Processing media	-	Pre-listing
7000 Woodland Pl, Kennesaw, GA 30152	Sally Reeds	-	-	Pre-listing
780 W Garfield St, Seattle, WA 98119	Prebst - Jeff	Media delivered	Pending	Active listing
-	Sally Reeds	-	-	Pre-listing

At the bottom left, there are 'Settings' and 'Help' icons.

- Name your workspace.
- Click “Create.”

You can change the name of your workspace after it’s been created.



You will then be taken to the admin settings for this workspace. Here, you can manage branding, members, and roles. Once a showcase subscription has been added to the workspace you will see “Billing” as well.

You can move between workspaces to manage listing or admin setting by toggling to the correct one before starting the task.

***If you need assistance, please contact Customer Support at [support@showingtimeplus.com](mailto:support@showingtimeplus.com) or 888.367.4009; Monday – Friday, 8 am – 9 pm EST and Saturday – Sunday, 9 am – 6 pm EST.***