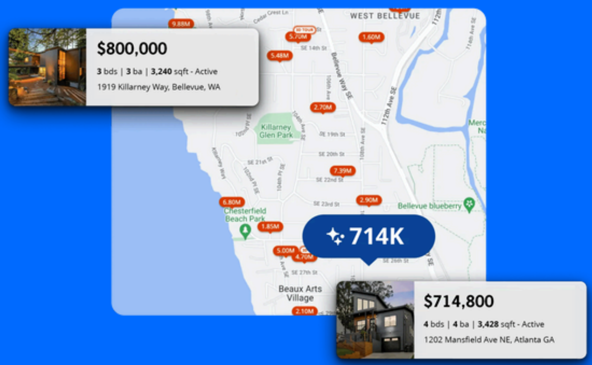
Zillow Showcase

Administrative Settings

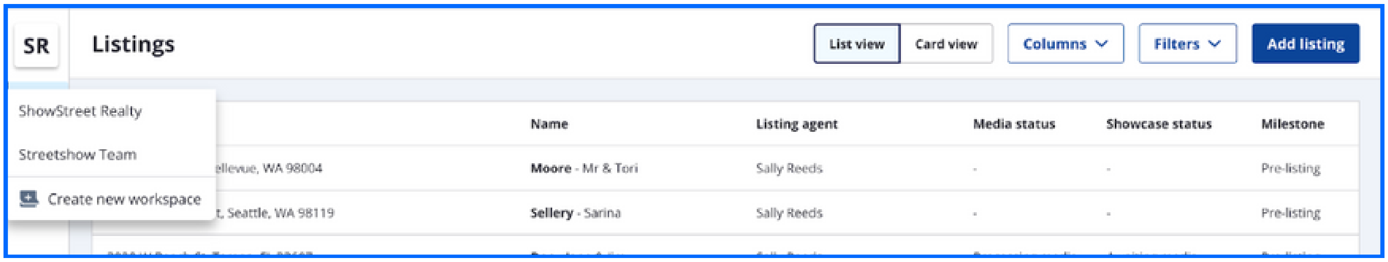


Workspaces

Creating workspaces can help you decide how to organize your brokerage, team, or personal listings. You can have as many workspaces as you need, or just one. Separate workspaces can be useful for organizing listings and distributing Showcase credits.

Accessing a workspace

If you're an administrator for a workspace, you have access to additional settings. If you have access to more than one workspace, ensure you're viewing the correct workspace by clicking the workspace icon or initials on the upper left.

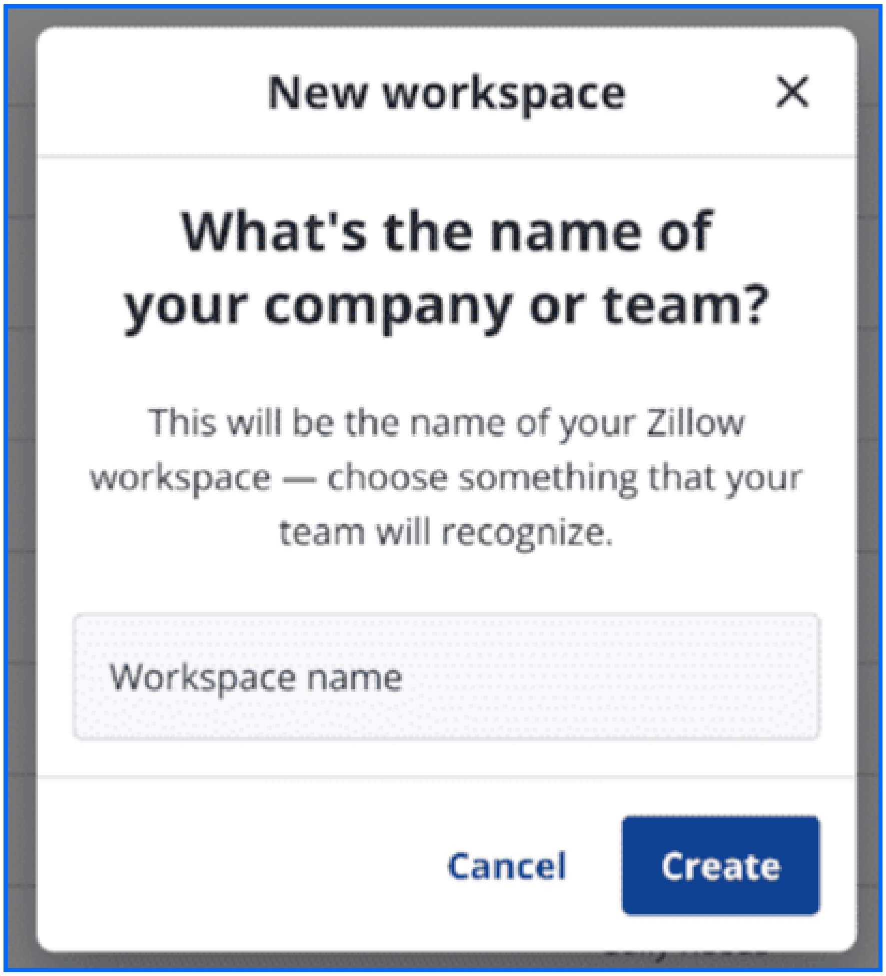


- Choose the workspace you'd like to access.
- Click "Settings" on the bottom left.
- Then, click "Admin settings".

Creating a new workspace

- Click the workspace icon.
- Select "Create a new workspace" from the bottom of the dropdown menu.
- Enter the name of the workspace.
- Click "Create."

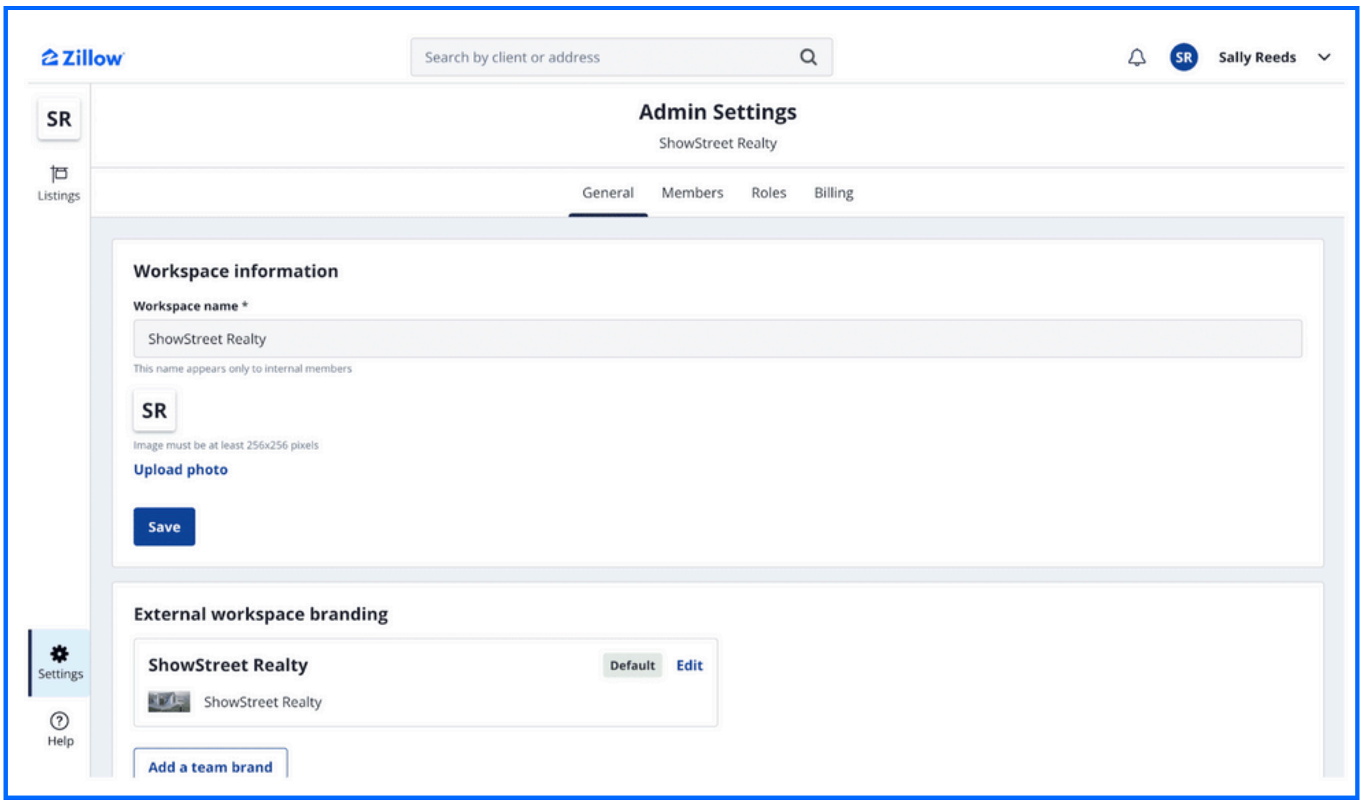
You can change the name of a workspace after it's created.



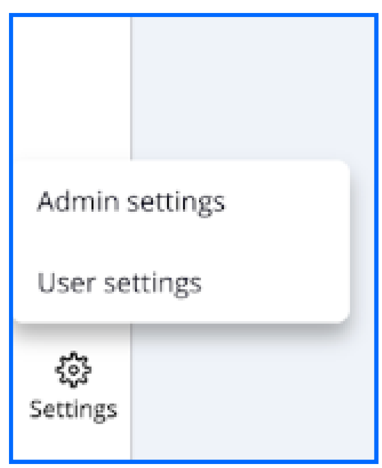
Workspace features

After creating a new workspace, you will be taken to the “Admin Settings” page. From here, you can manage branding, members and roles.

You will also see “Billing” here once a Showcase subscription has been added to the workspace.



- You can also access your Admin settings by clicking the “Settings” button on the lower left.



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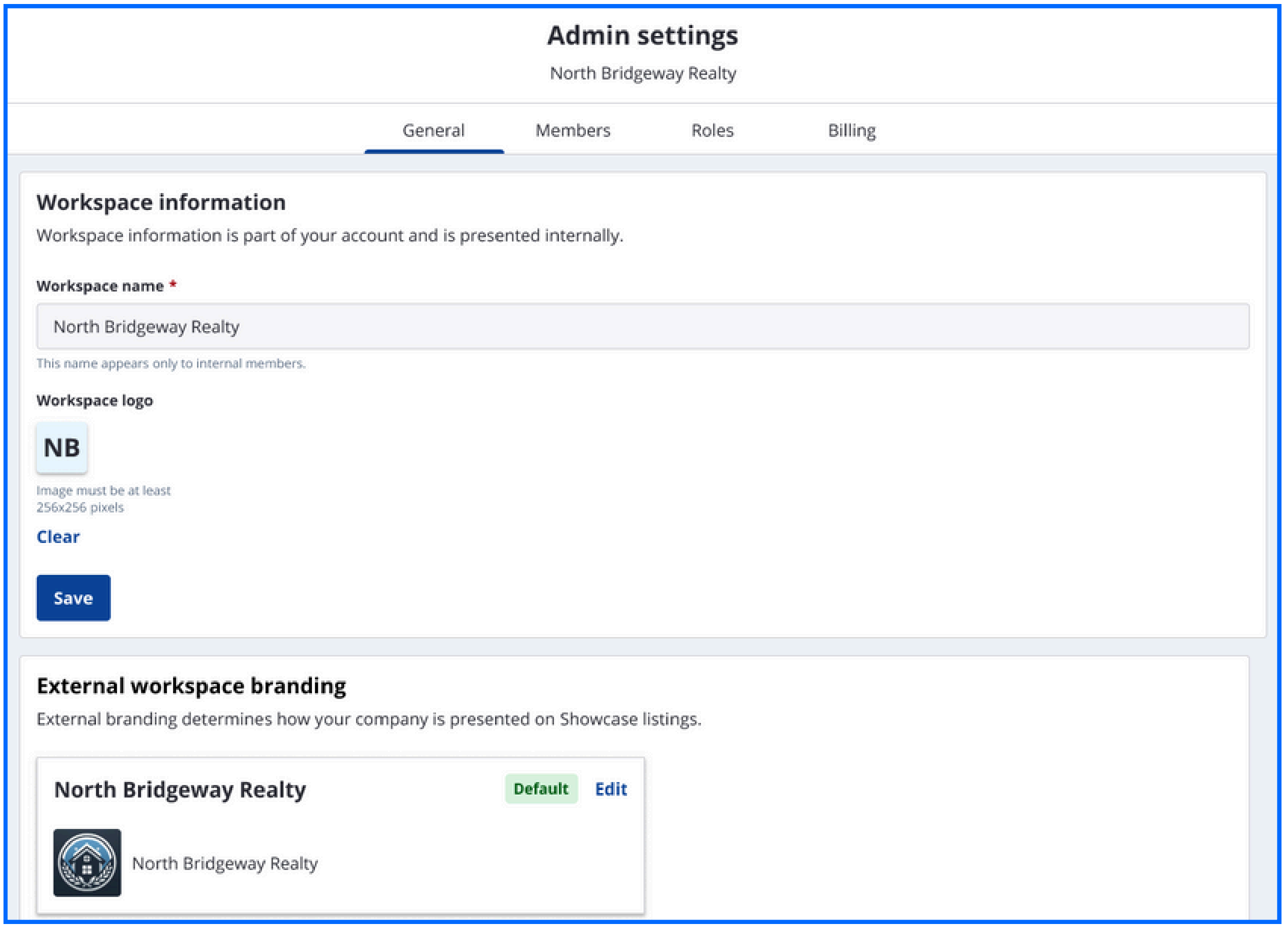
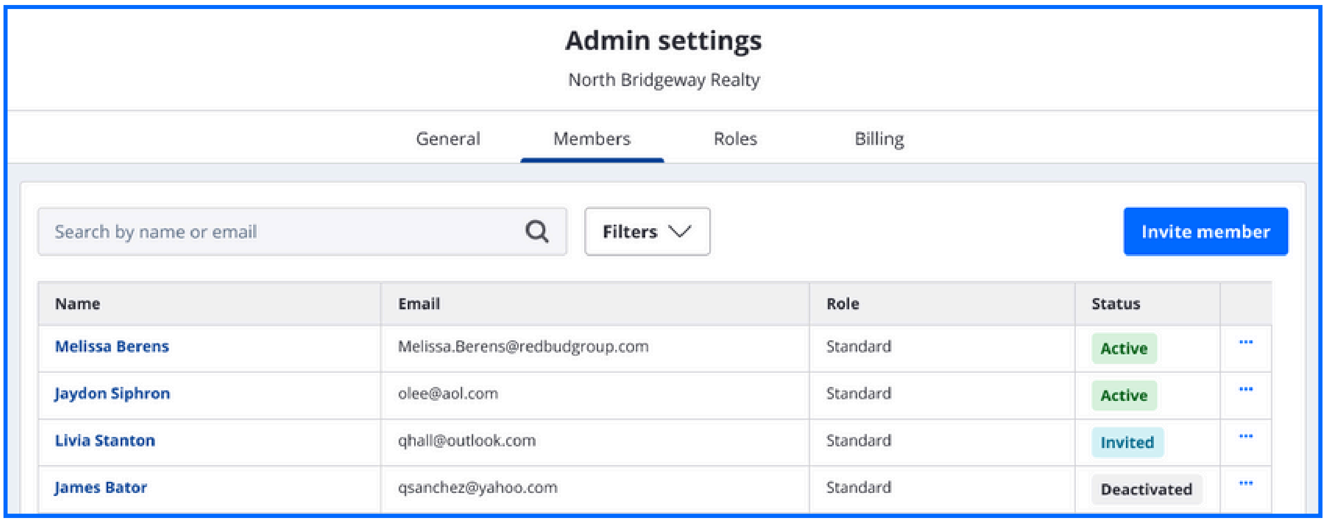
Updating general settings

- Update the workspace name, photo, and branding by clicking the “General” tab and navigating to the setting you would like to change.

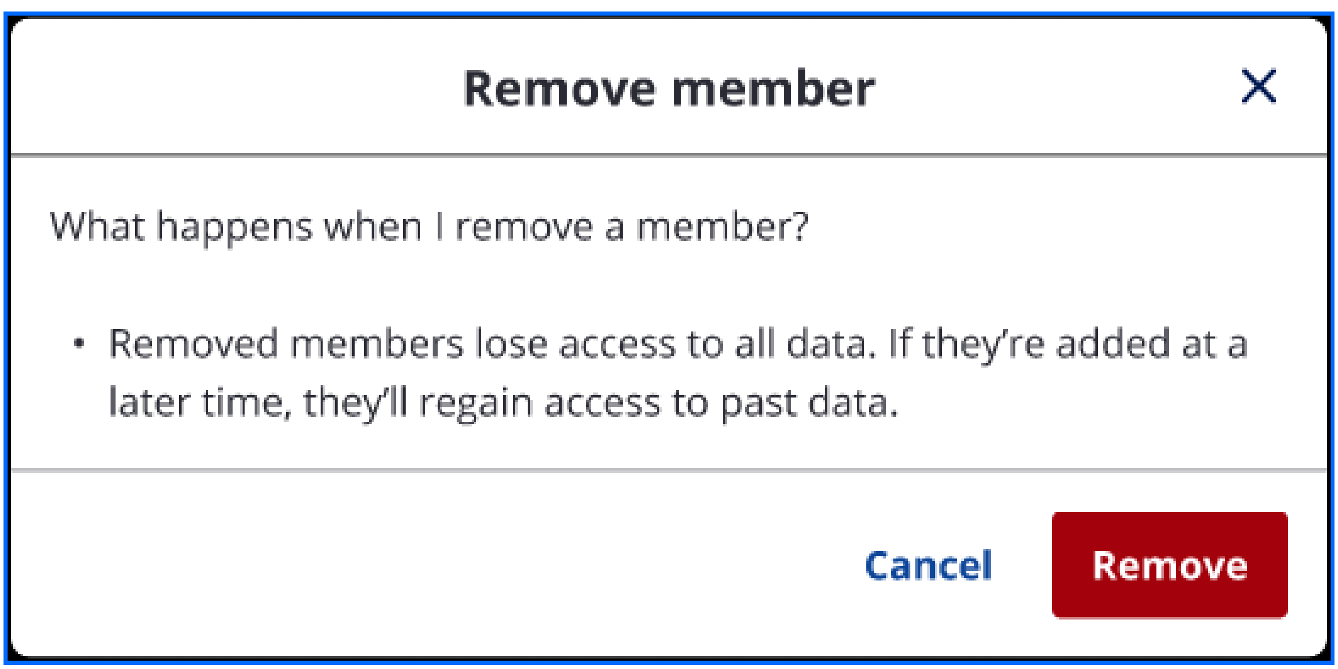


Adding and removing team members

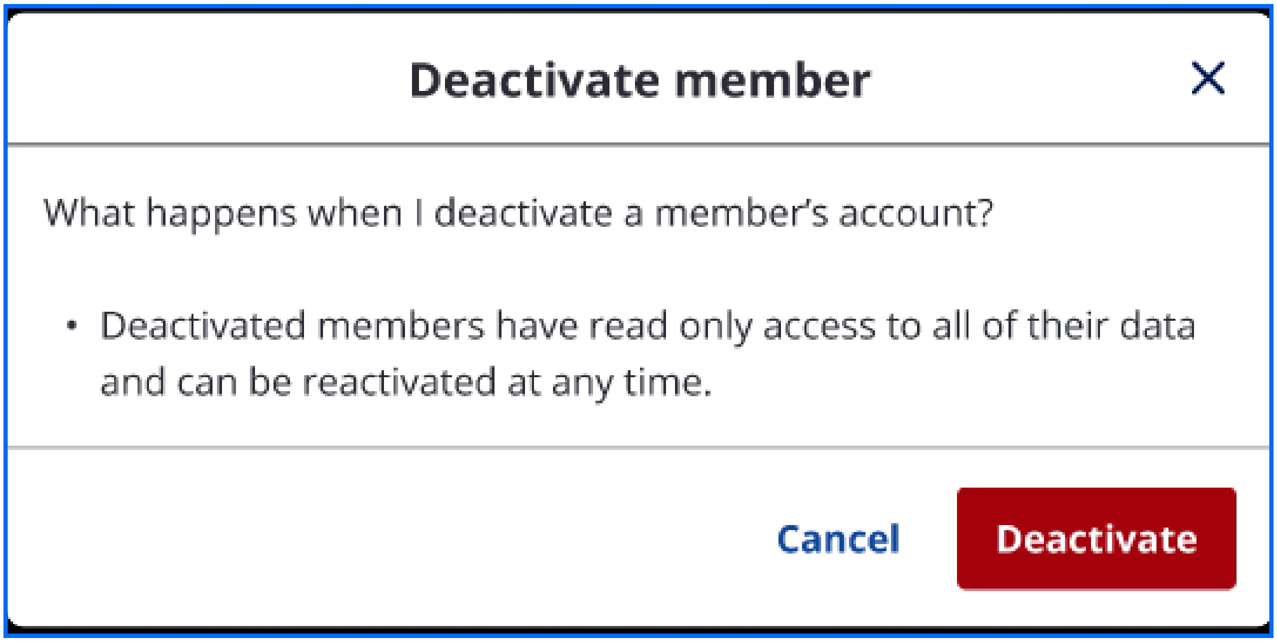
- To view and modify your team members, click the “Members” tab.
- Click “Invite member” to add new team member.
- Add their name and email address to trigger an invitation
- To remove or deactivate members, click the three dots to the right of their name and status.



When you remove a member, they will immediately lose all access to your workspace and all connected data.



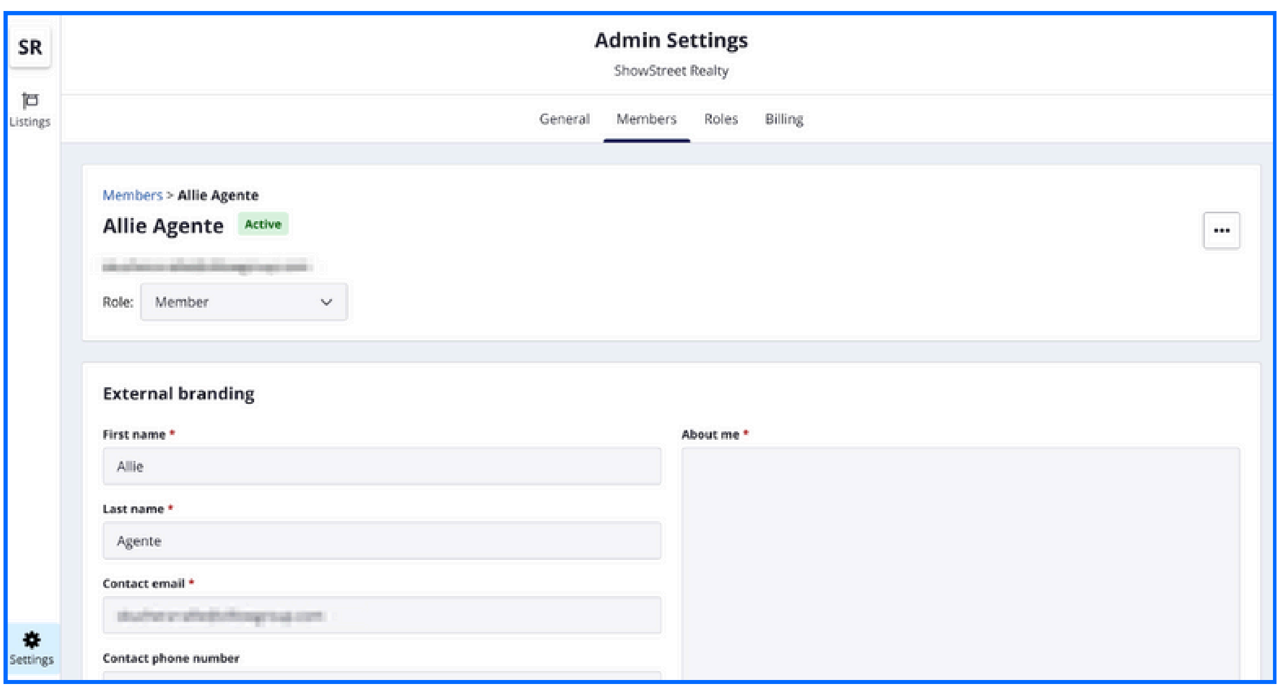
If you deactivate a member, they will continue to have access to the workspace and data, but they cannot create or modify any listings.



Modifying team member information

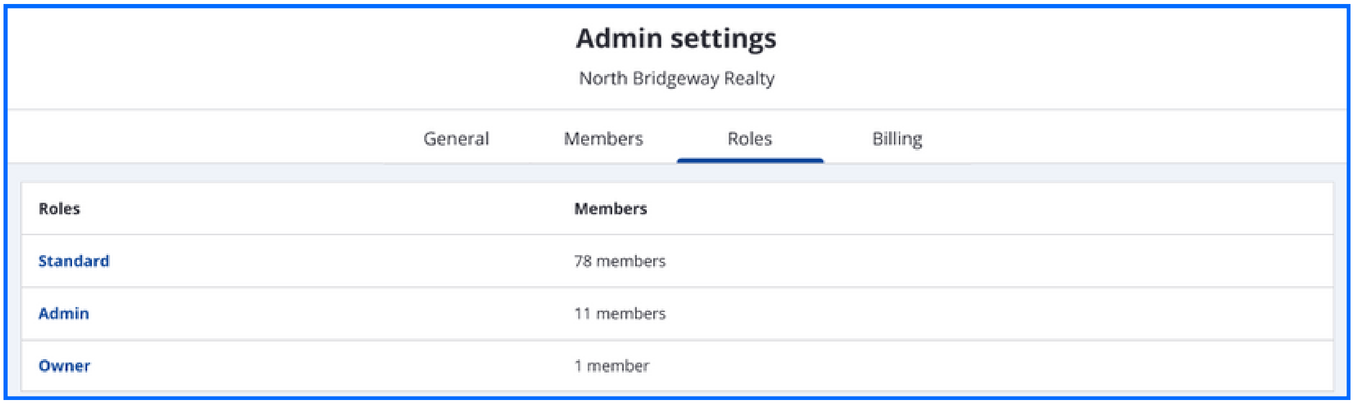
- To access a team member's profile, click their name on the left.

From here, you can view and modify a member's role, contact information, and bio, as well as their profile photo and social media links, if needed.



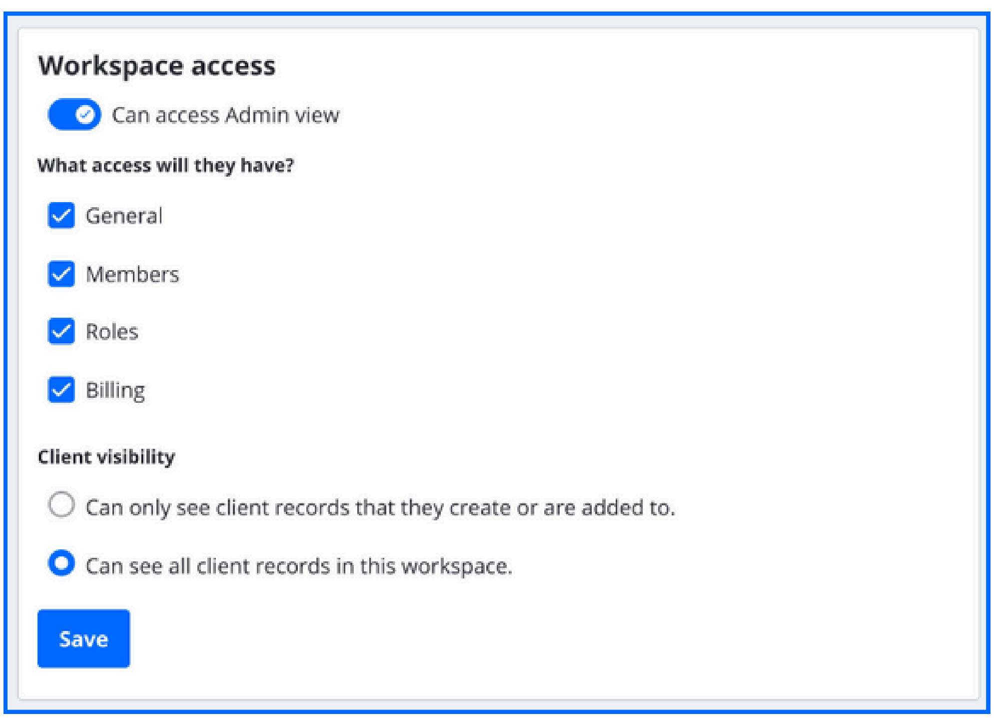
Reviewing and modifying roles

- To view and modify your settings for roles within your workspace, click the “Roles” tab within settings.
- Then, click on the role you’re reviewing for more details.



From within each role you can modify permission levels for access and listing visibility. Every person granted that particular role will have the same level of access.

- Make your selections for the role
- Click “Save.”

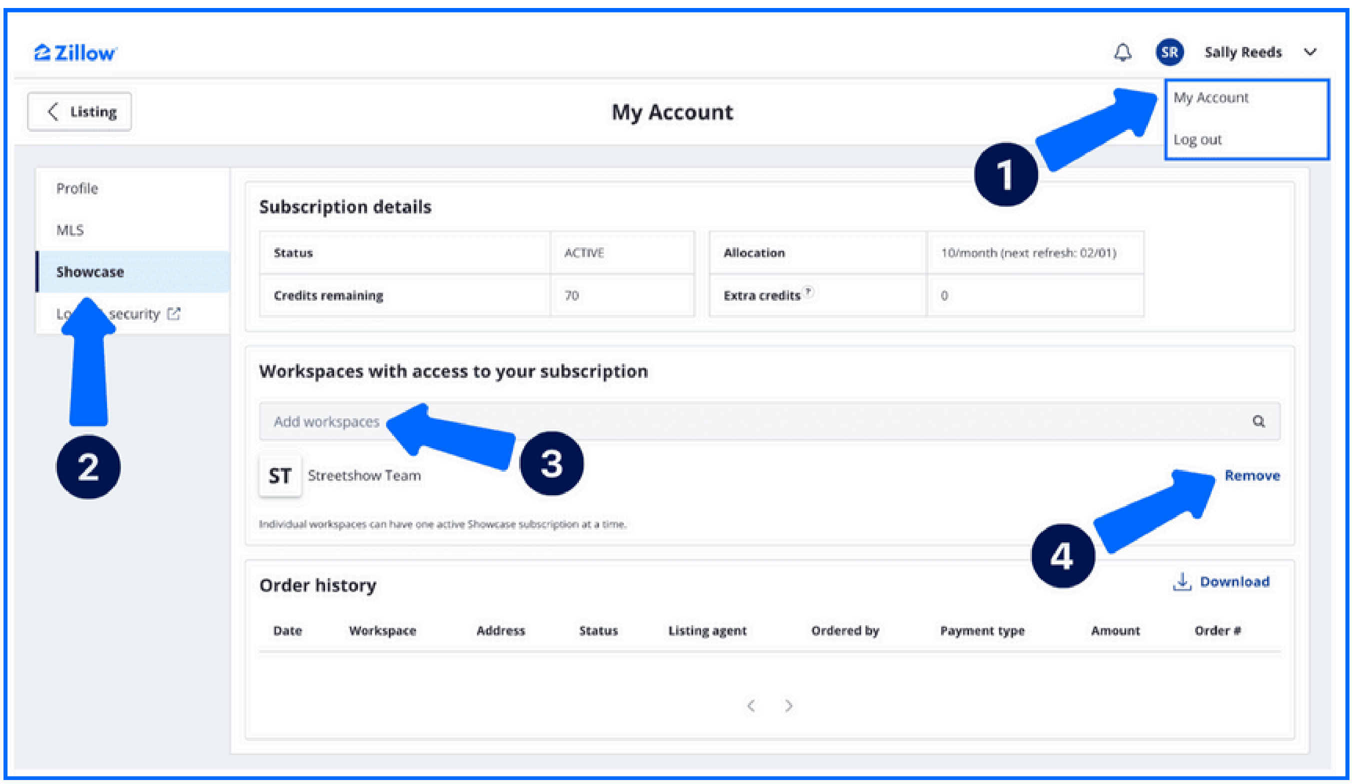


Reviewing subscription and payment information

- To view your workspace's Showcase subscription and payment details, click the "Billing" tab.

You may also need to add your workspace to your Showcase subscription. Follow these steps

1. Navigate to "My Account."
2. Click the "Showcase" tab.
3. Search for your workspaces and grant them access to your Showcase subscription.
4. You can also remove access from a workspace, view subscription details and see the order history.



If you need assistance, please contact Customer Support at support@showingtimeplus.com or 888.367.4009; Monday - Friday, 8 am - 9 pm EST and Saturday - Sunday, 9 am - 6 pm EST.