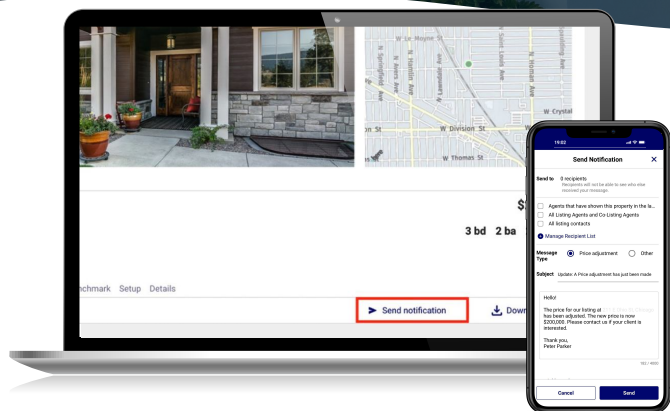


Listing notifications are now available in the next generation of ShowingTime

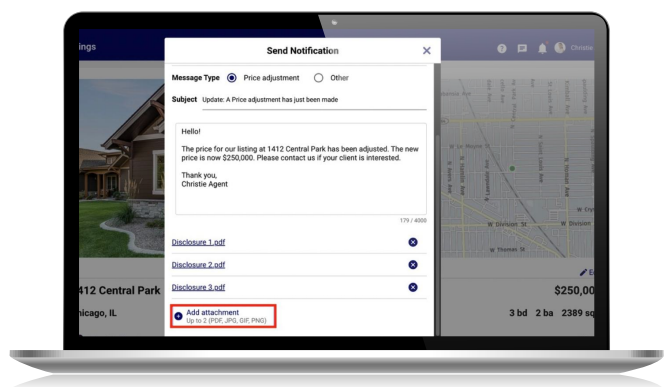
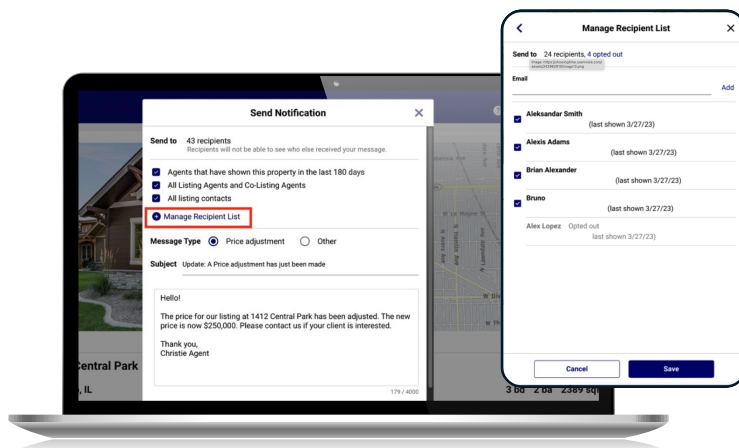


Use the **“Send notification”** button found within most listing worksheet tabs to send listing updates to relevant buyers’ agents. After clicking the button, a **“Send notification”** window will appear where you can manage recipients, select the message type, attach documents and write the message. This same process works for both desktop and mobile.

Managing Recipients

Step 1: Click **“Manage Recipients List”**

Step 2: Add or remove recipients in bulk or individually. Recipients who have opted-out are listed at the bottom in gray. For longer recipient lists, click **“#opted out”** in the **“Send to”** section.



Adding Attachments

Add up to 5 documents by uploading files from your devices or from the listing’s attachments.

Access Listing Notifications You’ve Sent

Access detailed information about previously sent listing notifications from the **Activity** tab in the listing worksheet.

Resend Notifications

To resend a listing notification, click **“New Message.”**

