

Activate Request a Showing For All Your Listings Setup Your Phone # To Receive Consumer Voice Leads

For Agents to Activate all your listings:

Step 1: In Stratus Add/Edit menu, select **Configure/Modify ShowingTime**.

Step 2: Select **Set/Modify Showing Assist/Alert** for **ALL YOUR listings only**.

In On/Off Status section:

Step 3: For **Stratus MLS** to receive electronic appointment requests from Brokers and Agents, if On / Off Status is set to **OFF**, check the box.

Step 4: For www.mlsli.com, to receive showing requests from consumers, if On/Off Status is set to **OFF**, check the box.

Note: If ON/OFF status is set to ON for steps 3 & 4, your broker may have turned these listings on for you.

In Please notify me of Showing Requests section:

Step 5: In **Notify Me By Email**, enter your correct email address for email leads to be sent.

Step 6: In **Also Send Requests To My Phone At**, enter phone # to receive voice leads from consumers. *(Note: If there is a phone # appearing, this is the last phone# you provided ShowingTime for a previous appointment request.)*

Step 7: When you are done, click **Update** to save your changes.

Screen Illustration:

User: Robert Smith
Company: XYZ Real Estate
Office: 100 Main St, Bellmore, NY 11710
On / Off Status: Select default ShowingAssist setting for ALL listings that are listed by this agent. [Help](#)

ON for Stratus MLS
 ON for www.mlsli.com

NOTE: To adjust the status of an individual listing, go to "Listing Setup" above. To adjust the status of all the listings in the office, go to "Office Setup" above.

Please notify me of Showing requests*

Notify me by email at:

Also send requests to my phone at:

To Activate ONLY One Listing:

To adjust the status of an individual listing, from Stratus Add/Edit, click **Set/Modify Showing Assist/Alert** for one specific ML# only.

For Brokers, To Activate ALL Your OFFICE Listings:

To adjust the status of all the listings in your office, from Stratus Add/Edit, click **Set/Modify Showing Assist/Alert** for your entire office.

For Brokers, To Check All Agents Setting In An Office

To View/Edit all your agents settings for ShowingTime leads, from Stratus Add/Edit, click **Set/Modify Showing Assist/Alert For Your Entire Office** & click, **Show All Agent Settings**.

Click "Change" next to an agent to change their individual settings, or use the "Agent Setup" tab.

[Back to Office Settings](#)

Name	Email	Phone	Voice	Stratus MLS	www.mlsli.com	Settings
Abruzzo, Rhonda	rhonda.abruzzo@prudentialelliman.com		On	Off	Off	Change
Akalski, Mary Kay	mcaca@optonline.net		On	Off	Off	Change
Aloise, Doug	doug.aloise@prudentialelliman.com		On	Off	Off	Change

Screen Illustration: