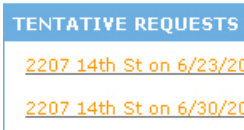


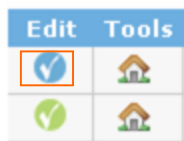
Setup a New Showing

1. Enter MLS number(s) into the Add Appointment box (upper left corner of BAS screen)
2. Click the “Book New” button
3. Choose a client, date, time, agent type, and appointment type for each request
4. Click the “Save Appointments” button - Request will be sent to listing agent and office



Update a Showing Request

1. Click on the showing request in your BAS Screen under “Tentative Requests”
2. Confirm this appointment with seller if needed
3. Change the status to Approved (or appropriate) and add any instructions
4. Click the “Save” button to send notification to the Showing Agent



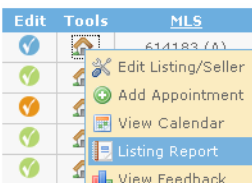
Add Default Showing Instructions

1. Click on the listings menu option (top right of BAS Screen)
2. Find the listing for which you would like to enter showing instructions
3. Click the Checkmark icon (far left icon) in the row with the listing you want to edit
4. Make any necessary changes and click the “Save” button



Add a New Client (buyer/seller)

1. Click the “Add New” option under the Clients menu option (top right of BAS Screen)
2. Fill in your buyer or seller’s first name, last name, and contact information
3. Include an email address so your client can get copies of showing notices, feedback, etc
4. Click the “Add Client” button (you can also add a client when adding showings)



Run a showing report for my listing

1. Click on the listings menu option (top right of BAS screen)
2. Find the listing for which you would like to run a report
3. Click the House icon in the listing row and select “Listing Report”
4. You can search by date, status and appointment type on the report screen

Tip: To setup text message alerts or other account settings, click on the “Settings” menu option

Video tutorials are available online at <http://www.bookashowing.com/video>

Need more help? Contact BAS Support at 1-800-826-7155 or online at <http://www.bookashowing.com/contact>