Set Default Showing Configurations

Click the *expand collapse arrow* next to the **profile icon** (1)

Select "**Account Settings**" (2)

Click "**Listing Settings**" (3)

Scroll down to **Showing Configurations** (4)

Select desired **Showing Configurations** (5)

Account Settings (2)

Notification Settings

Template Manager

Lock Boxes

Logout

Create Listing

Contacts

Clients

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Landlo

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< T1 **Test User 1** Active | DMA: RESOADMIN1

Profile   Front Desk Instructions   **Listing Settings** (3)   Live Concierge Service   User Billing

Showing Configurations (4)

Min. Showing Notice
◉ ____ (Hours)
○ Overnight Notice Required

Max. Showing Duration
○ 15 min   ○ 30 min   ◉ 1 hr

Overlapping Showings
🔵 Allow Overlapping Showings?

No Limit (5)
☐ Notify agents regarding overlapping showings

Who should approve showings?
◉ Seller / Contacts to Confirm
○ Auto-Confirm All Showings
○ Listing Agent to Confirm

Admin Instructions (Internal)
Showing instructions
+ Add Vendor Instructions

Showing Agent Instructions
☑ Turn Off Lights
☑ Remove Shoes
☑ Leave Card
☑ Lock Doors
☑ Knock First
☑ Call if Late or Cancelling
☐ Bring Agent License
+ Add Other Instructions