![ViewMyListing.com logo] # Knowledge Base Article

Article ID:	**4255**
Subject:	**How to Schedule a Showing for Another Agents' Listing with Top Google Ranking Module**
Last Modified:	**February 24, 2009**

Applies to: **Top Google Ranking Module (powered by ViewMyListing.com)**

Summary: Showings can be scheduled and managed through Top Google Ranking Module. An agent can schedule a showing on their own listings, but can also schedule showings for company listings when their company is subscribed to Top Google Ranking Module.

Procedure: Actions required to schedule a showing for a company listing are explained below.

Step 1: Go to www.ViewMyListing.com
Step 2: Click on the "**Login**" link in the upper right corner of the screen.
Step 3: Enter your **User Name** and **Password** and login to ViewMyListing.com
Step 4: Select the **Properties Tab**.
Step 5: In the **Search Criteria** area, located the dropdown that says "**My Listings by MLS No**.".
Step 6: Use that dropdown to select one of the "**Company Listings**" options.
　　a. There are 3 "Company Listings" options. The option you select determines how you will search for the correct property.
　　b. Note: If the Company Listing options are not available, then have the VML Admin contact Support to make that option available for your company.
Step 7: Click on the desired property to select it and bring up the property profile on the right side of the screen.
Step 8: Click on the **Showings tab** of the property.
Step 9: Click the blue "**New"** button to bring up a blank showing entry form.
Step 10: Fill out the information on the showing.
　　a. Note: The showing instructions will appear at the bottom of the form. Pay close attention to those notes when scheduling a showing.
　　b. The email address of the showing agent is required for a feedback survey to be sent.
Step 11: Click the green "**Save**" button to save the showing entry.
Step 12: Click the "**Sign Out**" link to log out of ViewMyListing.com and close the screen.

Additional Information: Below is a link you can use to get a copy of the latest user guide:

　http://www.viewmylisting.com/downloads/9ae_user_guide.pdf

- Select the link
- View and print the Guide.

Related articles: N/A

Keywords:　Schedule Showing, Company Listing, Showings Appointment, VML, Top Google Ranking Module, 4255