



# HomeServices SOUTH

RealtySouth ■ First Realty ■ Roberts Brothers

**TECHNOLOGY**

*Training  
Manual*



# Open House Scheduler

1. Log into the Open House Scheduler through RealtySouth Associate Resources.
2. Click on Tools to go to the Open House Scheduler.

Associate Resources

- Young Realtors Council
- Listings
- Tools**
- Info Center
- Agent Marketing
- Services
- Human Resources
- Training
- Popular Links
- RealtySouth.com
- My Links

**Quick Search**

Listings:

Associate Last Name:

Documents:

Internet:

**Company Announcements**

- [New Technology Postcards In Xpressdocs](#)
- [Trio Admin](#)
- [WebMail](#)
- [Do Not Call List](#)
- [Events Cards Available](#)
- [Reminders](#)
- [Image Editor](#)
- [TitleSouth SureClose](#)
- [Craigslist AdBuilder](#)

**Open House Scheduler**

**Top News Headlines**

- [New jobless claims rise more than expected to 640K](#)
- [Obama to host credit-card CEOs, pledges new rules](#)
- [FDA to allow 'morning-after' pill for 17-year-olds](#)
- [AP Poll: Americans high on Obama, direction of US](#)
- [GMI employees may get shutdown details this week](#)
- [Pakistan: Troops sent to Taliban-threatened area](#)

**Top Real Estate News**

- [8 things to do before refinancing](#)
- [Buyer tax credit falls through cracks](#)
- [Some homeowners 'ARMed' and ready](#)
- [The 'unethical' home inspection](#)
- [Home Affordable loan modification offer](#)
- [A primer on purchase offers](#)
- [Strings attached to co-purchase](#)
- [Failed flip flops with foreclosure](#)

**Quick Tools**

- [My Email](#)
- [Trio Admin](#)
- [Sync Passwords](#)
- [Do Not Call List](#)
- [Help & Support](#)
- [PropertySource](#)
- [Listing Material](#)
- [Documents](#)
- [My Reminders](#)

**Company Calendar**

April 2009

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**Quick Poll** Posted: 05/18/2009

With the recent changes to SPAM control, have you seen an improvement?

☐ Yes

☐ No

☐ Results are the same

Your Results

3. Choose a listing from the drop down box and click Continue:

**Open House Scheduler**

Choose a Listing:

- 5009 ABERDEEN WAY - 295189
- 5104 GREYSTONE WAY - 347307
- 1420 SUTHERLAND PL - 351892
- 200 LEGACY CT - 363011
- 970 GARLAND COVE - 375703
- 1173 GREYSTONE CREST - 381675
- 1333 LEGACY DR - 384972
- 837 ABERLADY PL - 387145
- 815 BISHOPS CT - 391461
- 1076 GREYMOOR RD - 395475
- 4786 SOUTHLAKE PKWY - 395677
- 5036 GREYSTONE WAY - 399862
- 310 HIGHLAND PARK DR - 400677
- 500 SPRING VALLEY DR - 401700
- 116 SAINTFIELD LN - 402998
- 1109 GREYMOOR RD - 403107
- 1287 LEGACY DR - 404919
- 5139 GREYSTONE WAY - 405348
- 1053 ROYAL MILE - 405440
- 1202 CHEVAL LN - 407143





# Open House Scheduler

When you create an open house, we will send your open houses to various websites. All Websites are checked by default, so if there is a website listed that you DO NOT want your listing to be sent, please make sure that you UNCHECK the site.

**Open House for MLS# 295189**

Simply choose the websites to which you want the open houses sent, then add the start and stop date (if applicable) and use the drop downs to schedule time and choose recurring options.

Send to these websites: ☒ TRIO ☒ Yahoo ☒ Trulia

Date	Time	Recurring	End Date	Remove
<input type="text"/>	2:00 PM to 4:00 PM	None	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	2:00 PM to 4:00 PM	None	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	2:00 PM to 4:00 PM	None	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	2:00 PM to 4:00 PM	None	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	2:00 PM to 4:00 PM	None	<input type="text"/>	<input type="checkbox"/>

Historical Open Houses

4. Set date for your Open House.

**Open House for MLS# 295189**

Simply choose the websites to which you want the open houses sent, then add the start and stop date (if applicable) and use the drop downs to schedule time and choose recurring options.

Send to these websites: ☒ TRIO ☒ Yahoo ☒ Trulia

Date	Time	Recurring	End Date	Remove
<input type="text"/>	2:00 PM to 4:00 PM	None	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	0 PM to 4:00 PM	None	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	0 PM to 4:00 PM	None	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	0 PM to 4:00 PM	None	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	0 PM to 4:00 PM	None	<input type="text"/>	<input type="checkbox"/>

Historical Open Houses





# Open House Scheduler

5. Set the time for your Open House:

**Open House for MLS# 295189**

Simply choose the websites to which you want the open houses sent, then add the start and stop date (if applicable) and use the drop downs to schedule time and choose recurring options.

Send to these websites: ☒ TRIO ☒ Yahoo ☒ Trulia

Date	Time	Recurring	End Date	Remove
<input type="text"/>	2:00 PM to 4:00 PM	None	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	9:15 AM to 4:00 PM	None	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	9:30 AM to 4:00 PM	None	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	9:45 AM to 4:00 PM	None	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	10:00 AM to 4:00 PM	None	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	10:15 AM to 4:00 PM	None	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	10:30 AM to 4:00 PM	None	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	10:45 AM to 4:00 PM	None	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	11:00 AM to 4:00 PM	None	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	11:15 AM to 4:00 PM	None	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	10:30 AM to 4:00 PM	None	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	11:45 AM to 4:00 PM	None	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	12:00 PM to 4:00 PM	None	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	12:15 PM to 4:00 PM	None	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	12:30 PM to 4:00 PM	None	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	12:45 PM to 4:00 PM	None	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	1:00 PM to 4:00 PM	None	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	1:15 PM to 4:00 PM	None	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	1:30 PM to 4:00 PM	None	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	1:45 PM to 4:00 PM	None	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	2:00 PM to 4:00 PM	None	<input type="text"/>	<input type="checkbox"/>

Submit

Historical Open

6. If you would like for your Open House to be recurring, please select.

**Open House for MLS# 295189**

Simply choose the websites to which you want the open houses sent, then add the start and stop date (if applicable) and use the drop downs to schedule time and choose recurring options.

Send to these websites: ☒ TRIO ☒ Yahoo ☒ Trulia

Date	Time	Recurring	End Date	Remove
<input type="text"/>	2:00 PM to 4:00 PM	None	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	2:00 PM to 4:00 PM	None	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	2:00 PM to 4:00 PM	None	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	2:00 PM to 4:00 PM	None	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	2:00 PM to 4:00 PM	None	<input type="text"/>	<input type="checkbox"/>

Submit

Historical Open Houses







# Open House Scheduler

7. Remember to set an End Date for your Open House (Only required on Recurring Schedules):

**Open House for MLS# 295189**

Simply choose the websites to which you want the open houses sent, then add the start and stop date (if applicable) and use the drop downs to schedule time and choose recurring options.

Send to these websites: ☒ TRIO ☒ Yahoo ☒ Trulia

Date	Time	Recurring	End Date	Remove
<input type="text"/>	2:00 PM to 4:00 PM	None	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	2:00 PM to 4:00 PM	None	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	2:00 PM to 4:00 PM	None	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	2:00 PM to 4:00 PM	None	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	2:00 PM to 4:00 PM	None	<input type="text"/>	<input type="checkbox"/>

**Historical Open Houses**

8. Historical Open Houses:  
Historical Open Houses gives you the history of all of your open houses that have been listed with the date and times.

**Open House for MLS# 295189**

Simply choose the websites to which you want the open houses sent, then add the start and stop date (if applicable) and use the drop downs to schedule time and choose recurring options.

Send to these websites: ☒ TRIO ☒ Yahoo ☒ Trulia

Date	Time	Recurring	End Date	Remove
2009-04-23	10:00 AM to 12:00 PM	Daily	2009-06-11	<input checked="" type="checkbox"/>
<input type="text"/>	2:00 PM to 4:00 PM	None	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	2:00 PM to 4:00 PM	None	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	2:00 PM to 4:00 PM	None	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	2:00 PM to 4:00 PM	None	<input type="text"/>	<input type="checkbox"/>

**Historical Open Houses**

03/30/2009	8:00 AM - 10:00 AM
03/23/2009	8:00 AM - 10:00 AM
03/16/2009	8:00 AM - 10:00 AM
03/09/2009	8:00 AM - 10:00 AM
03/02/2009	8:00 AM - 10:00 AM
02/23/2009	8:00 AM - 10:00 AM
02/16/2009	8:00 AM - 10:00 AM
02/09/2009	8:00 AM - 10:00 AM

