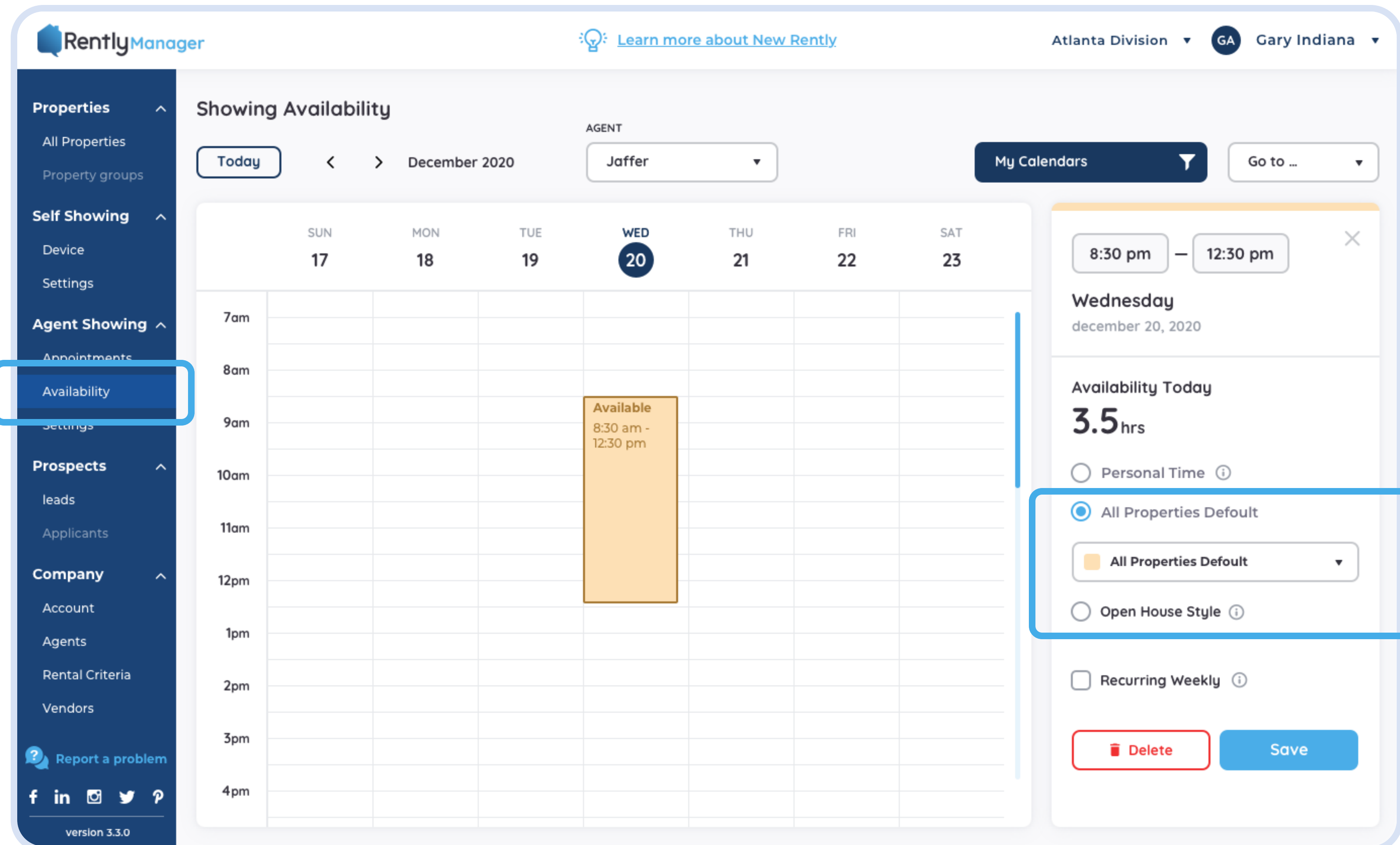


How to use Rently agent scheduler

Rently Agent Scheduler is here to help when you just want to show the rental yourself.



* If you want to set up different showing hours for different properties, please contact your Client Success Manager and ask about "Property Groups."

1. Configure Showing Hours

Assuming you already have properties in Rently Manager. First, tell us when you are available for showings by going to **"Availability."**

Click and drag anywhere on the calendar grid to create a time slot. Then specify what this time slot is for, before you click **save**.

All properties default: available to show all properties.

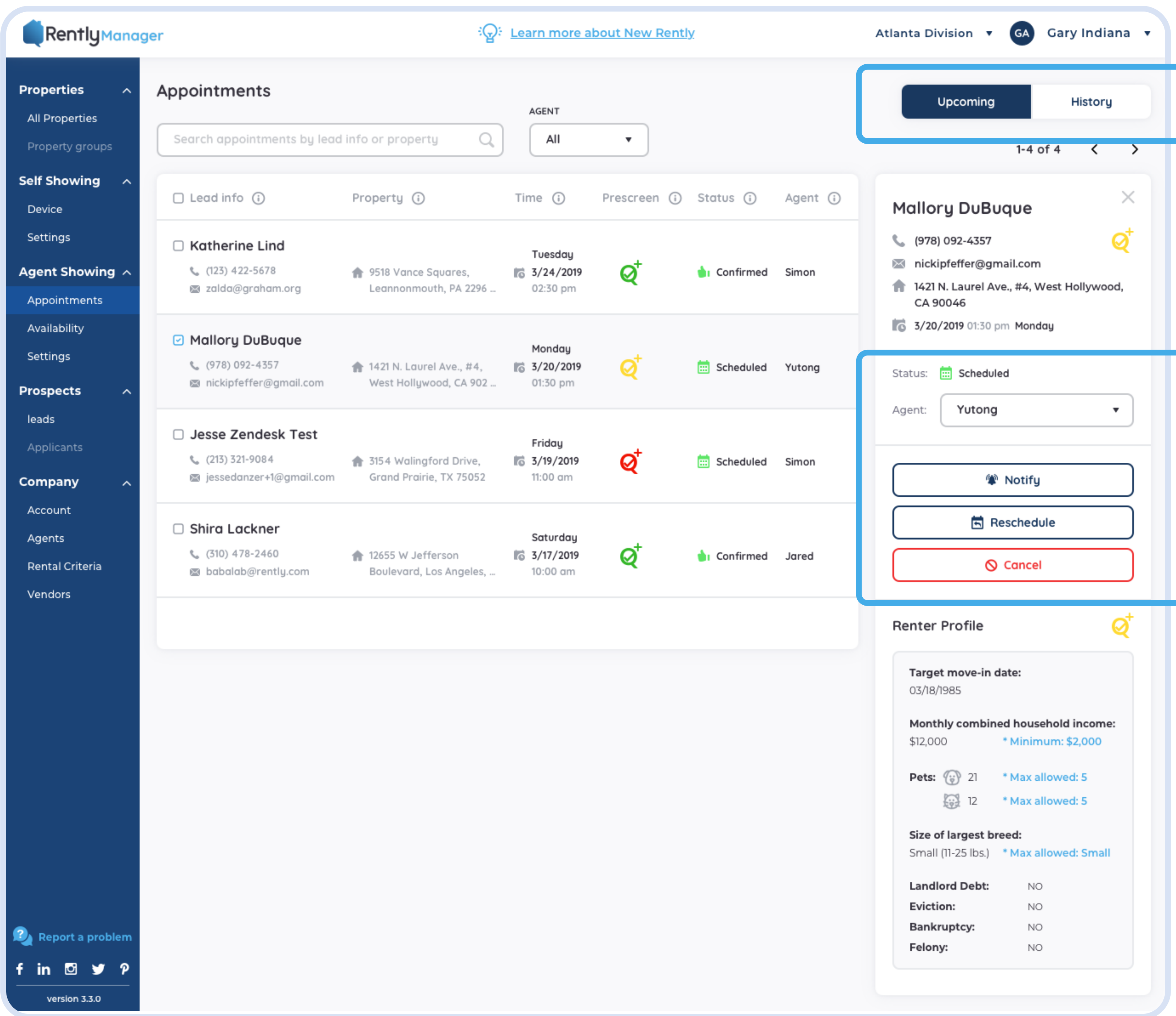
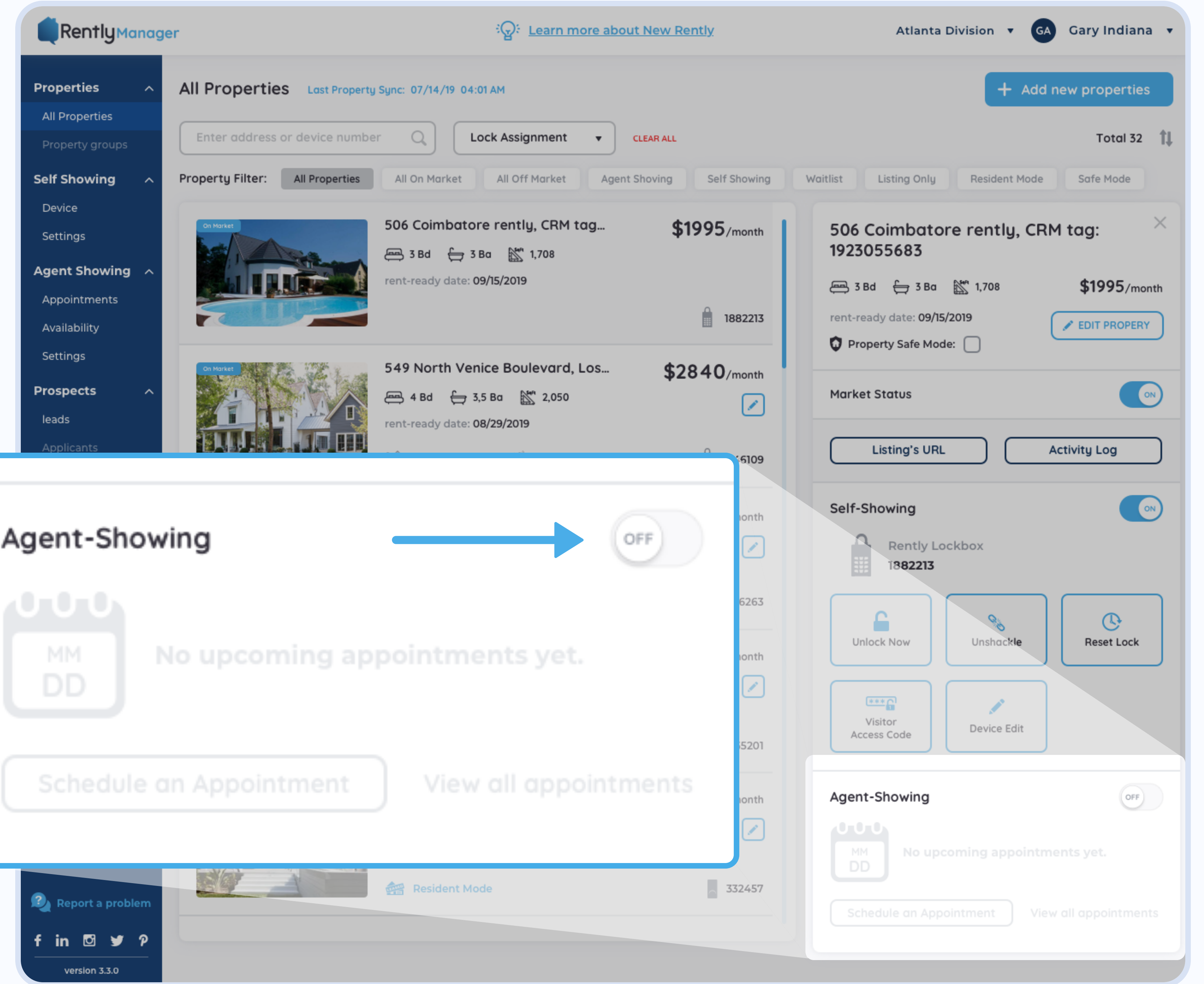
Open House Style: only available for open house for a specific property (then select the property from the list)

Personal Time: not available for any showings.

2. Turn on "Agent Showing"

Once you have showing hours set up, just turn on the **"Agent Showing"** toggle from the control panel of the right side of your property record.

Now Rently will guide leads to book showings based on your calendar.



3. Manage your appointments

Rently will text/email when appointments are scheduled, confirmed, or canceled.

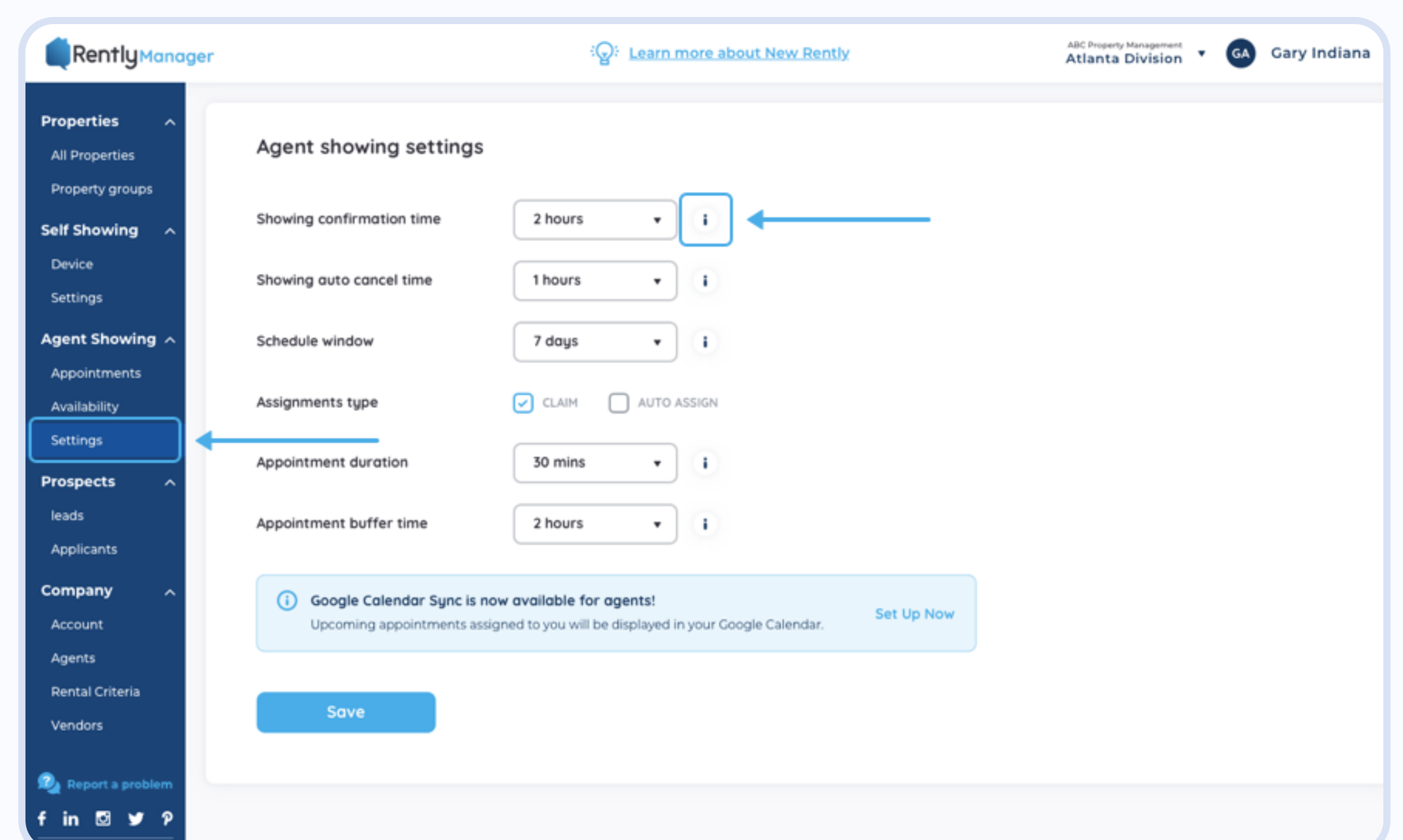
You can access and manage your appointments from your dashboard **"Appointments."**

You can also get a glance of renters' profiles.

4. Adjust your Showing Settings

Go to **settings**. From here, you can set up "No show protection", Google Calendar Sync, etc.

The tooltips on every setting item's right side has detailed explanations of what it is for.



If you have any questions, reach out to our Client Success team at **(323) 417-5666** or **pm@rently.com**