
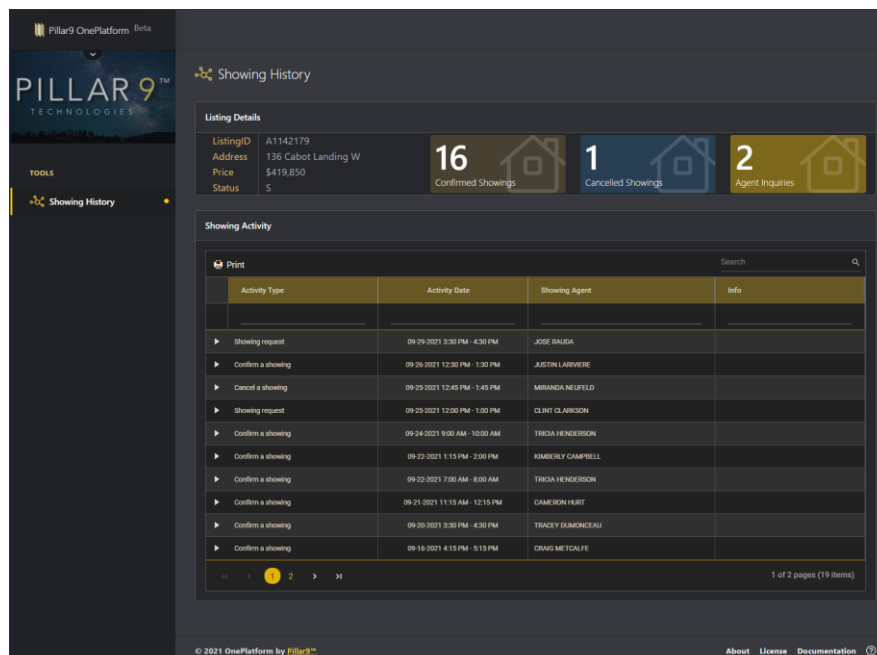


How to - Search the showing history of a property

- 1) Go into Matrix
- 2) Search the property by listing ID or address of your past listings
- 3) In Agent Full Display or Single Line Display look for  icon and click on the icon
- 4) This brings you to the showing history display page with a list of past showing activity



Showing History

Listing Details

ListingID	A1142179
Address	136 Cabot Landing W
Price	\$419,850
Status	S

16 Confirmed Showings **1** Cancelled Showings **2** Agent Inquiries

Showing Activity

Activity Type	Activity Date	Showing Agent	Info
Showing request	09-29-2021 3:30 PM - 4:30 PM	JOSE SAIA	
Confirm a showing	09-29-2021 12:30 PM - 1:30 PM	JUSTIN LARRIERE	
Cancel a showing	09-29-2021 12:45 PM - 1:45 PM	MIRANDA NEUFELD	
Showing request	09-29-2021 12:00 PM - 1:00 PM	CLINT CLARKSON	
Confirm a showing	09-24-2021 9:00 AM - 10:00 AM	TRICIA HENDERSON	
Confirm a showing	09-22-2021 1:15 PM - 2:00 PM	KIMBERLY CAMPBELL	
Confirm a showing	09-22-2021 7:30 AM - 8:00 AM	TRICIA HENDERSON	
Confirm a showing	09-21-2021 11:15 AM - 12:15 PM	GAMERSON HURT	
Confirm a showing	09-20-2021 3:30 PM - 4:30 PM	TRACEY DUMONCEAU	
Confirm a showing	09-16-2021 4:15 PM - 5:15 PM	CRAG METCALFE	

1 of 2 pages (19 items)

Available for you on this page:

Shows details of the listing and aggregate history of the listing:

- # of confirmed, cancelled and inquiries on that showing
- Shows a list of the activity that has taken place for that listing **along with any notes/messages**

You have the ability to search by typing keywords into the Search field or by typing in the field below the header of each column of the list

~~NOTE—Click on the arrow under header click on Contains. Then when you type any words or part of a word it will search on that~~

Example - Looking for Justing LaRiviere. Type in **just** and anything with the word **just** will come up

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Showing History

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Status	S

16 Confirmed Showings

1 Cancelled Showings

2 Agent Inquiries

Showing Activity

Print

Activity Type	Activity Date	Showing Agent	Info
▶ Confirm a showing	09-29-2021 12:30 PM - 1:30 PM	JUSTIN LARIVIERE	
▶ Confirm a showing	09-12-2021 10:30 AM - 11:30 AM	JUSTIN LARIVIERE	

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In the list of Activity you can click on the right arrow and it will pop up the record of messages sent around that property.

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Listing Details

ListingID: A1142179
 Address: 136 Cabot Landing W
 Price: \$419,850
 Status: S

16 Confirmed Showings
1 Cancelled Showings
2 Agent Inquiries

Showing Activity

Print Search

Activity Type	Activity Date	Showing Agent	Info
Showing request	09-29-2021 3:30 PM - 4:30 PM	JOSE RAUDA	
<p>09-28-2021 8:39 AM: Message successfully sent to RICCARDO MAGLIOLICO @ Royal LePage South Country - Lethbridge- 026- 5TH STREET SOUTH</p> <p>09-28-2021 9:18 AM: Message successfully sent to Office 326- 5TH STREET SOUTH @ Royal LePage South Country - Lethbridge- 026- 5TH STREET SOUTH</p> <p>Note: Accepted offer...still wanna show it?</p> <p>09-28-2021 9:18 AM: Message successfully sent to JOSE RAUDA @ SUN CITY REALTY LTD- 1215- 2nd Avenue South</p> <p>Note: Accepted offer...still wanna show it?</p>			
Confirm a showing	09-26-2021 12:30 PM - 1:30 PM	JUSTIN LARVIERE	
Cancel a showing	09-25-2021 12:45 PM - 1:45 PM	MIRANDA NEUFELD	
Showing request	09-25-2021 12:00 PM - 1:00 PM	CLINT CLARKSON	
Confirm a showing	09-24-2021 9:00 AM - 10:00 AM	TIRICA HENDERSON	
Confirm a showing	09-22-2021 1:15 PM - 2:00 PM	KIMBERLY CAMPBELL	
Confirm a showing	09-22-2021 7:05 AM - 8:00 AM	TIRICA HENDERSON	
Confirm a showing	09-21-2021 11:15 AM - 12:15 PM	CAMERON HERT	
Confirm a showing	09-20-2021 3:30 PM - 4:30 PM	TRACEY DUMONCEAU	
Confirm a showing	09-16-2021 4:15 PM - 5:15 PM	CRAG METCALFE	

1 of 2 pages (19 items)