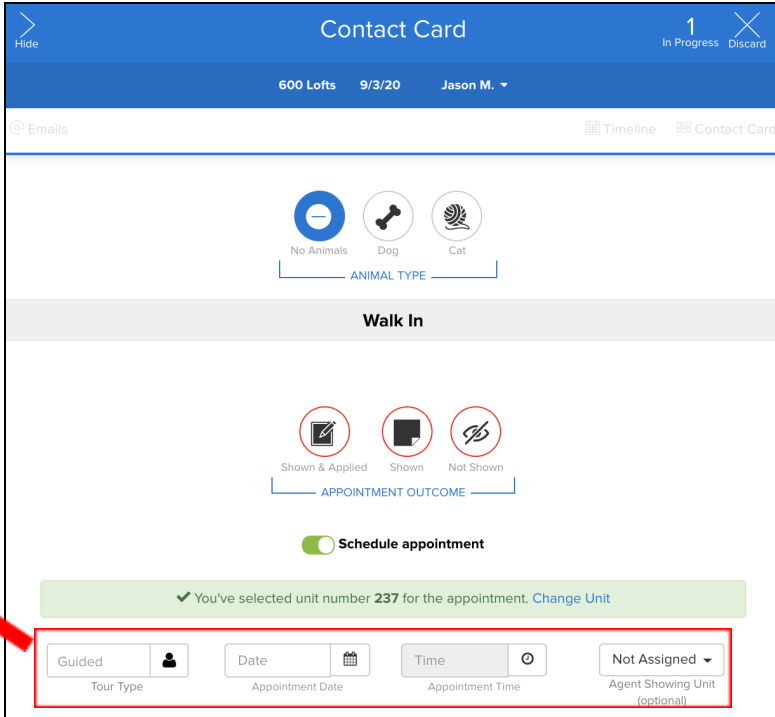
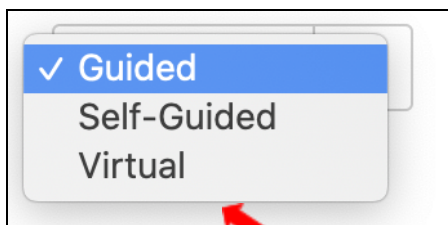


Tour Types

Within the Rent Dynamics Contact Card, you have the ability to schedule three types of tours: **Guided, Self-Guided, and Virtual.**

When scheduling an appointment, you will have the ability to use the **Tour Type** drop down on the left side of the Contact Card. Next, select which type of tour the Prospect is interested in. (Guided, Self- Guided, or Virtual). You can also select the appointment date and time for the requested tour.



After scheduling a tour, you can view the upcoming appointment by navigating to the “Appointments” tab on the left side of the page.

The screenshot shows a calendar for September 2020. On the left is a navigation menu with the following items: Calls, CC-Calls, CC-Emails, Emails, Texts, Appointments (highlighted with a red box), Follow Up, Service Requests, and Completed. The calendar grid shows dates from Sunday 30 to Saturday 5 in the first row, and Sunday 6 to Saturday 12 in the second row. An appointment is scheduled for Tuesday, September 8th at 1p, labeled '1p Anairin Perez Ozuna SELF-GUIDED'. A red arrow points from this appointment to a magnified view below, which shows the text '1p Anairin Perez Ozuna SELF-GUIDED' in a blue box.

Appointments that have been scheduled will show the individual’s name and the tour type on the calendar.

If you have any questions, please reach out to Rent Dynamics support by using the green chat icon in the bottom right corner.

