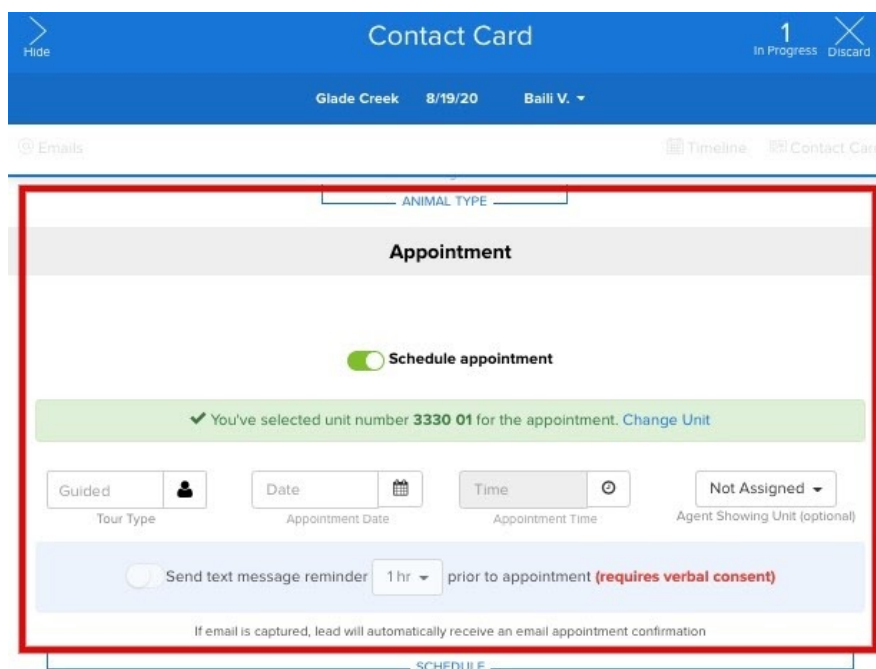


Appointment Assignment

You have the ability to assign appointments to specific individuals from the Contact Card, Follow Up Queue, and the Appointment Calendar. Anytime an appointment is assigned to a specific leasing agent, it is immediately reflected on the appointment calendar.

Contact Card:

To assign an appointment to a specific leasing agent from the Contact Card, navigate to the appointment section.



Hide Contact Card 1 In Progress Discard

Glade Creek 8/19/20 Balli V. ▾




Emails Timeline Contact Card

ANIMAL TYPE

Appointment

Schedule appointment

✓ You've selected unit number **3330 01** for the appointment. [Change Unit](#)

Guided  Date  Time  Not Assigned ▾

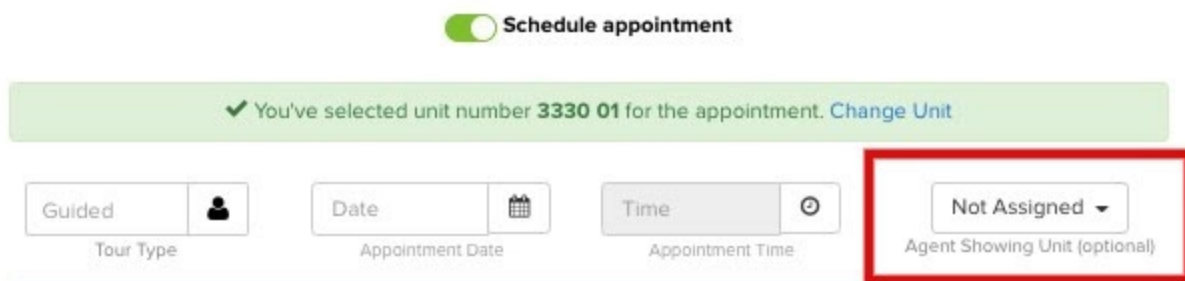
Tour Type Appointment Date Appointment Time Agent Showing Unit (optional)

Send text message reminder 1 hr ▾ prior to appointment (requires verbal consent)

If email is captured, lead will automatically receive an email appointment confirmation




SCHEDULE

Next, select **Agent Showing Unit** optional drop down on the far right.



Schedule appointment

✓ You've selected unit number **3330 01** for the appointment. [Change Unit](#)

Guided  Date  Time  **Not Assigned** ▾

Tour Type Appointment Date Appointment Time Agent Showing Unit (optional)

This will allow you to assign an appointment to a specific leasing agent, which is then reflected on the calendar.

Follow Up Queue:

To assign an appointment to a specific leasing agent from the **Follow Up** queue, navigate to the Follow Up tab on the left side of the page.

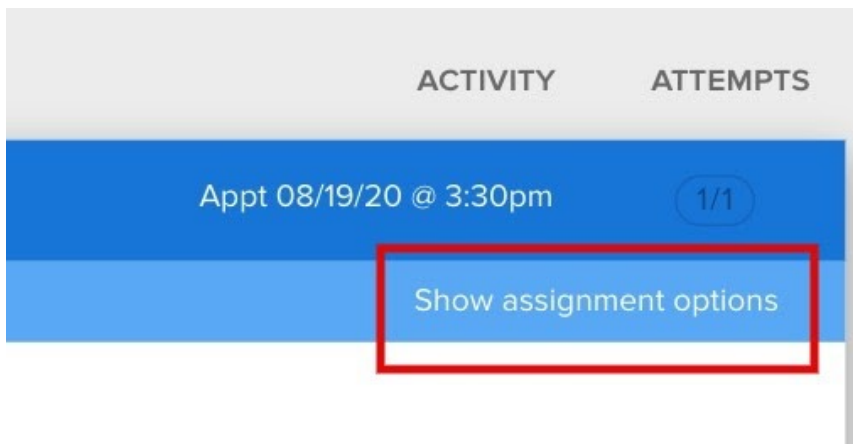


Click on the appointment that you would like to assign to a specific individual.

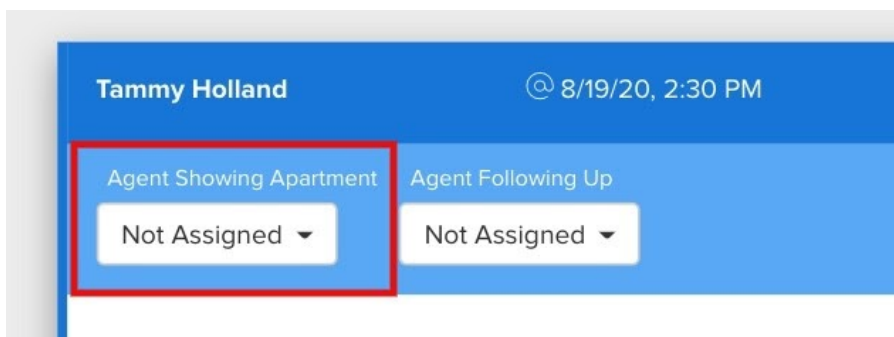


LEAD NAME	CONTACTED	AGENT	COMMUNITY	ACTIVITY	ATTEMPTS
Tammy Holland	8/19/20, 2:30 PM		Glade Creek	Appt 08/19/20 @ 3:30pm	1/1
Show assignment options					

Next select, **Show Appointment Options** on the far right.

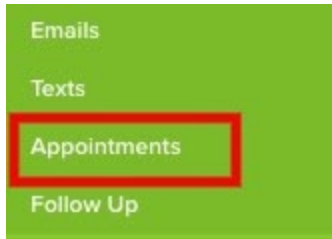


Next, select **Agent Showing Apartment** on the far left, and use the drop down to assign to a specific leasing agent.



Appointment Calendar:

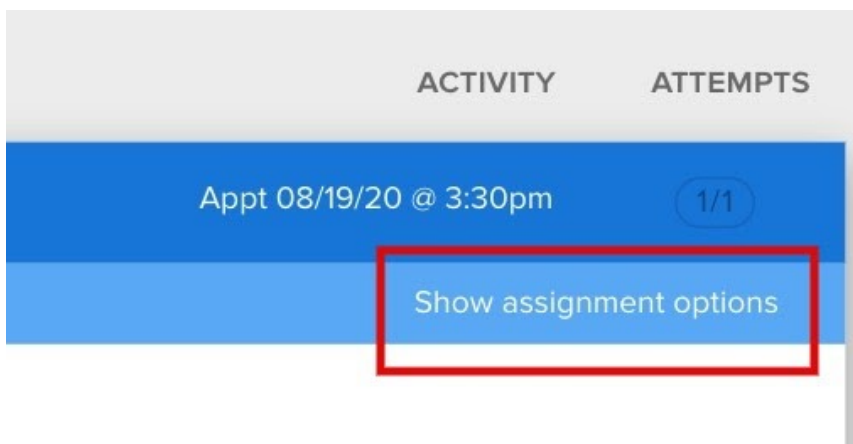
To assign an appointment to a specific leasing agent from the Appointment Calendar, navigate to the [Appointments](#) tab on the left.



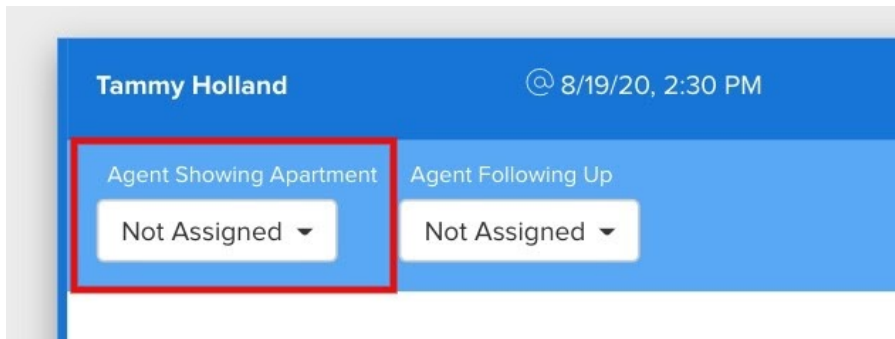
Next, select an appointment that you would like to assign.



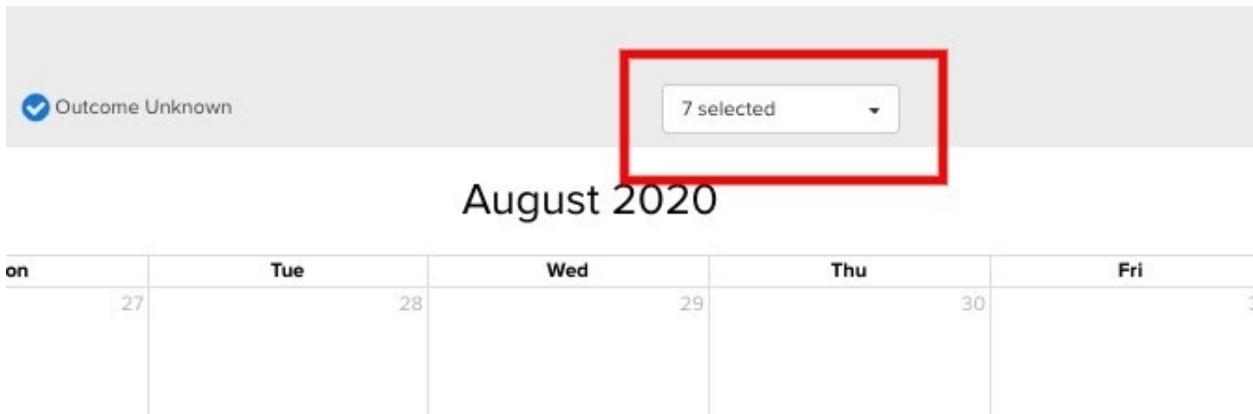
You will be redirected to the bottom of the page where you will then have the ability to select [Show Assignment Options](#).



Next, select Agent Showing Apartment, and use the drop down to assign to a specific leasing agent.



To easily view which appointment is assigned to each leasing agent, use the drop down at the very top of the calendar to filter by specific leasing agent.



Every leasing agent is assigned a specific colored dot to make it easy to view and access individually assigned appointments on the calendar.

