

Welcome,

Touchbase is your Brokerage communications and showings management tool.
Kindly see helpful information below about how to work with Touchbase as a listing agent;

All of your listings on MLS will have the Touchbase appointment button through which you will be reached for showings.
Your Brokerage front desk as well as the afterhours answering service, use Touchbase to page your messages.

For the moment you will receive all messages to your attention to your email, however we recommend that you download the mobile app SM2 as it offers many advantages.
I think that you will prefer to work with SM2.

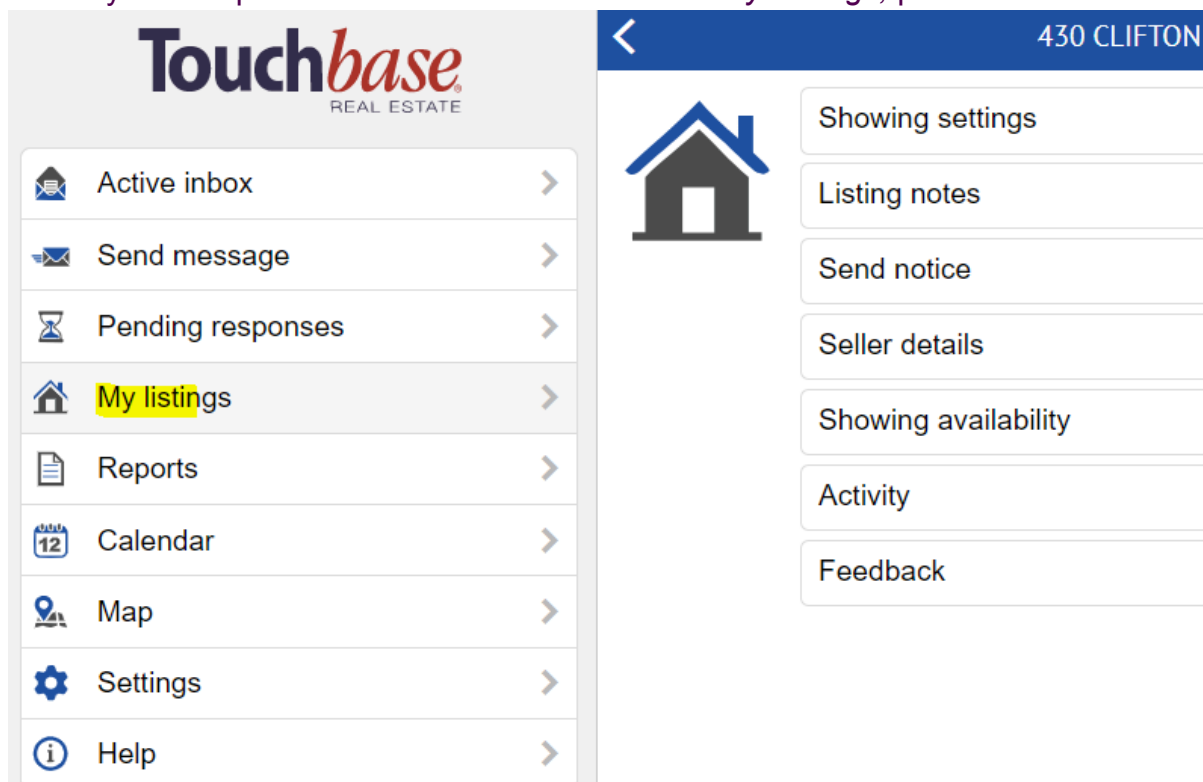
Your login to Touchbase is your respective TRREB member code (resembles 9600101) as both the user name and the same code (resembles 9600101) as the password.

Here is the how-to video for SM2, it shows Touchbase features and the short-cuts that you can apply per listing.

For smartphones

[Watch the SM2 tutorial here.](#)

I invite you to explore the features available under *My Listings*, per address.



Also nice to know;

The Calendar area on Touchbase displays your showings by date, time and by status, so you can easily see in an overview that all requests have been replied to.

See in the image below that the selected day has 2 showings.

The green check mark= showing confirmed, the yellow question mark= waiting reply/ not yet confirmed. Cancellations indicate a red X.

You can reply to other/ confirm showings from the calendar view as well!

I find that this nice overview calendar is the best reason why to download the app.. it is much easier to read versus having separate emails or text messages for every communication.



- Active inbox
- Send message
- Pending responses
- My listings
- Reports
- Calendar**
- Map

Calendar

June

		01	02	03
06	07	08	09	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

4:30 PM - 4:45 PM 1277 GOYER SAINT-BRUNO

5:00 PM - 5:15 PM 1277 GOYER SAINT-BRUNO

Our support desk is available for you Monday through Friday. We are easy to reach and most helpful, do not hesitate to contact us for assistance and training.

Support team



500 d'Avaugour Street #2500
Boucherville, QC J4B 0G6
Phone: [1\(800\) 469-1664](tel:18004691664)

Power your business with our [free mobile app for phones and tablets](#).

Learn more about Touchbase [here](#).

Attachments area

[Preview YouTube video Touchbase SM2 tutorial - Touchbase Real Estate](#)



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