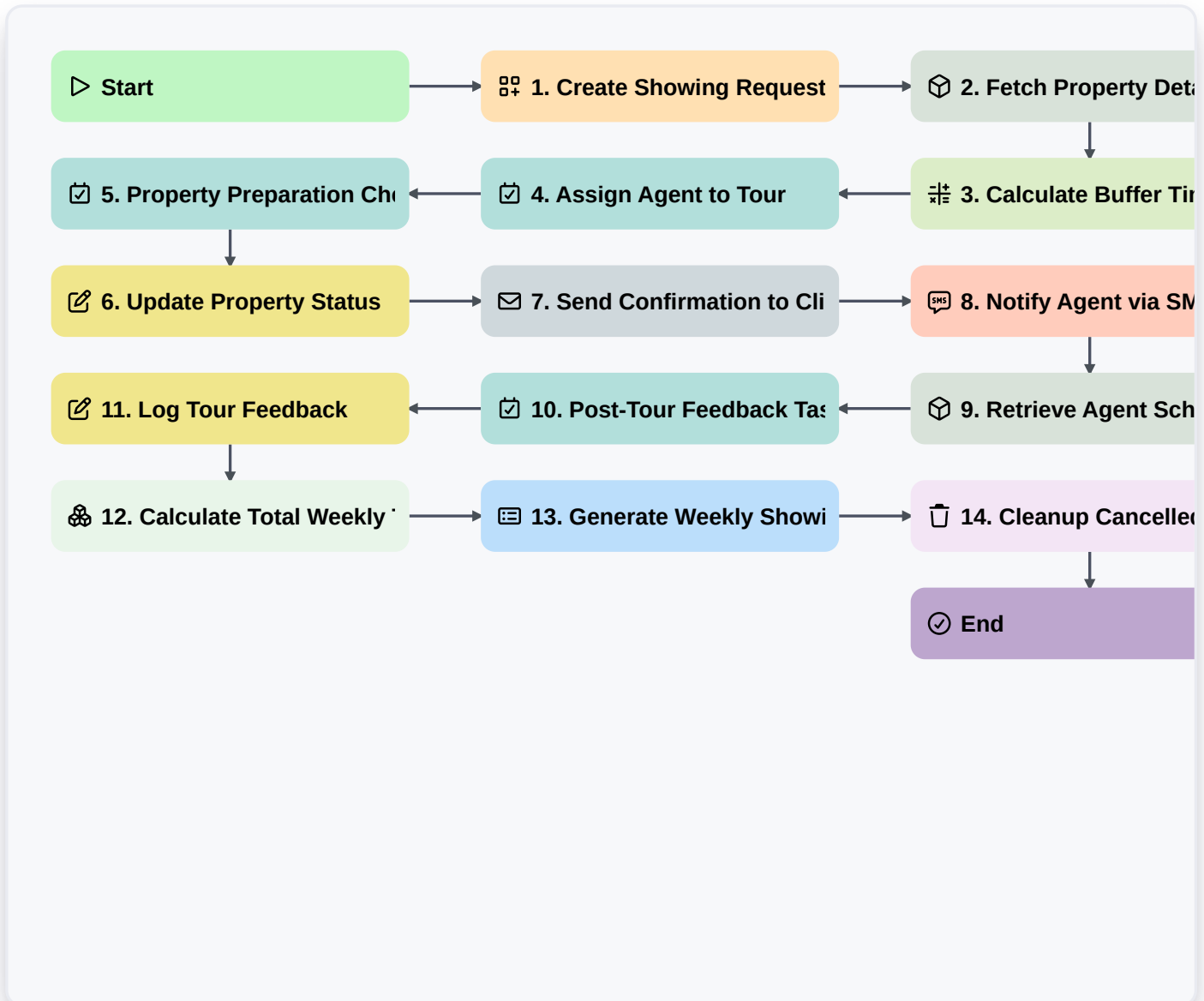


Property Showing And Tour Scheduling Workflow



▶ Start

Start of the Workflow/Process.

🗄️ 1. Create Showing Request

Create a new entry in the 'Showing Requests' data model when a potential buyer expresses interest.

📦 2. Fetch Property Details

Retrieve property information (address, availability, features) from the 'Properties' data model based on the request.

⌚ 3. Calculate Buffer Time

Add a 15-minute buffer to the scheduled tour end time to account for travel between properties.

📝 4. Assign Agent to Tour

Create a task for the assigned Real Estate Agent to prepare the property for the showing.

📝 5. Property Preparation Checklist

Create a task containing a checklist for cleaning, lighting, and lockbox verification.



6. Update Property Status

Update the 'Properties' data model to mark the property as 'Under Showing' during the scheduled window.

7. Send Confirmation to Client

Send an email to the prospective buyer with the date, time, and meeting instructions.

8. Notify Agent via SMS

Send a text message to the agent with the tour address and client contact details.

9. Retrieve Agent Schedule

Check the 'Agent Availability' data model to ensure no conflicts exist for the requested time.

10. Post-Tour Feedback Task

Create a task for the agent to collect feedback from the client immediately after the tour.

11. Log Tour Feedback

Update the 'Showing Requests' entry with the client's notes and interest level after the tour.

12. Calculate Total Weekly Tours

Aggregate the number of completed showing entries to provide a weekly volume summary for the manager.

13. Generate Weekly Showing Report

Create a report summarizing all completed tours, feedback scores, and conversion rates for the week.

14. Cleanup Cancelled Requests

Delete the 'Showing Request' entry if the tour is cancelled by the client to keep the dashboard clean.

End

End of the Workflow/Process.