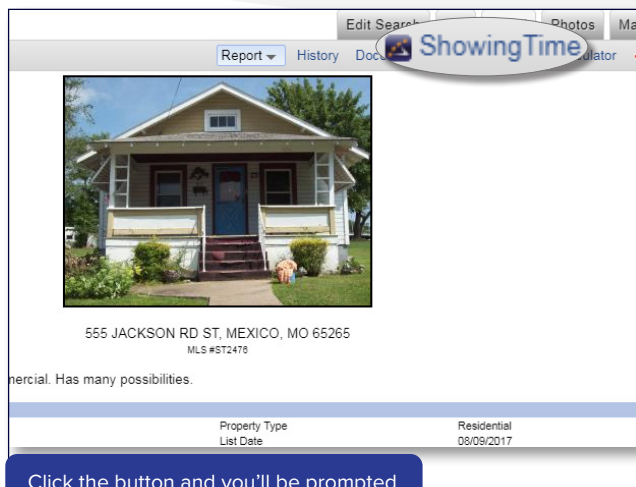


ShowingTime for the MLS Core has many features that save time, reduce phone calls and generate more showings, all of which helps you provide better service to your clients. Use this guide to learn the basics.

How to schedule a showing

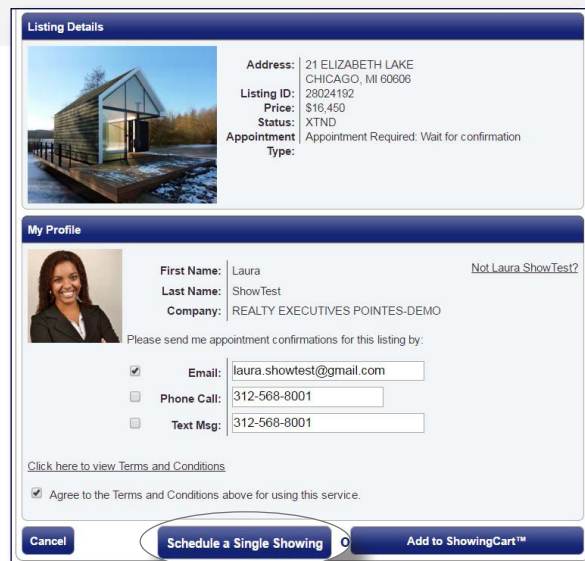
Step 1:

Log in to Flexmls, locate the listing you want to show and click the **ShowingTime** button.



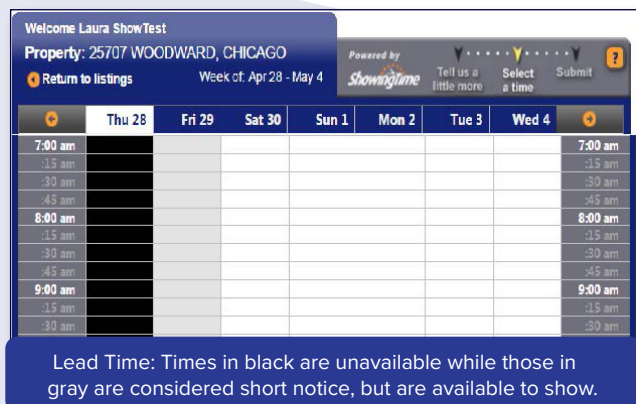
Step 2:

From the Terms & Conditions screen, confirm your default showing agent preferences, agree to the terms and click on **Schedule a Single Showing**.



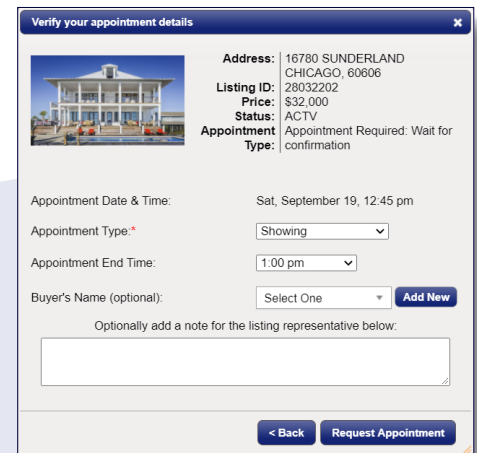
Step 3:

From the Appointment Calendar, select a date and time you'd like to schedule your showing and a pop-up will appear to verify your appointment details.



Step 4:

Indicate the type of appointment, and the end time, provide the buyer's name and enter any notes to share with the buyer and listing agent. Once complete, click "Yes" to submit your request to the listing agent for confirmation. Once confirmed, you'll be notified based off your default showing agent preferences.



Customize your notification preferences and listings settings to schedule appointments more efficiently.


Listing setup

1. Log in to Flexmls and click on **Menu** then **Showingtime** under the **Products** section to access your ShowingTime setup.
2. Click **Listing Setup** in ShowingTime from the left side-menu.
3. **Select the listing** and configure the settings.

Need Help? We're here. Contact Member Support at support@showingtime.com. Also, videos and training materials can be found under the [Help and Training](#) section in ShowingTime.


Select Appointment Type

- Appointment Required** — Used when a showing date and time must be confirmed; great for occupied properties.
- Go and Show** — Used when a showing date and time is desired; requests are instantly confirmed; great for vacant homes.
- View Instructions Only** — Showing instructions are provided instead of a calendar; no showing date or time is needed.



16780 SUNDERLAND, CHICAGO (28032202)

Select another Listing to Manage: 16780 SUNDERLAND, CHICAGO (28032202)



16780 SUNDERLAND
28032202
ACTV
\$32,000

Presented By:
Laura ShowTest

Archive

Merge

Listing Activity Report

Listing Changes Log

Attachments

Home

Messages

Showings

Listing Setup

Listing Setup

Contacts

Feedback

Reports

Help & Support

ShowingTime for the MLS

Allow Showing Agents to Request Appts Online? ☒ Yes ☐ No

Showing Instructions Showing Restrictions

Appointment Settings

Appointment Type: **Appointment Required**

Is this a listing agent accompanied showing? ☐ Yes ☒ No

Contacts

Contact Details	Can Confirm Appts By:	Notify of Confirmed/Canceled Appts By:
Laura ShowTest (Listing Agent) (312) 568-8001 (Mobile Phone) laura.showtest@gmail.com (312) 568-8001 (Text Message)	Text <input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> Push <input checked="" type="checkbox"/> ShowingVoice <input type="checkbox"/>	Text <input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> Push <input checked="" type="checkbox"/> ShowingVoice <input type="checkbox"/>

Advanced Notifications

Add New Co-Listing Agent Add Owner/Occupant

Appointment Restrictions

Advanced Notice: ☒ No same day appts. ☐ Lead Time Required: 0 hours Suggested: 0 hours

Maximum Appointment Length: 15 min (Excludes Inspections, Walk-Throughs, and Appraisals)

Allow Overlapping Appointments? Yes, Please tell the showing agent ahead of time

Add New Showing Restriction

Start Date	End Date	Days & Time	Restriction Reason
No Upcoming Restrictions Exist			

Access Information

Access Details:

How can the agent access the home?
Listing Agent or Co-Listing Agent

Alarm Details:

Would you like to provide alarm details to the agent for accessing the home?
☐ Yes ☒ No

Additional Instructions

Type your instructions here (Required for View Instructions Only Listings):

Add From Predefined Notes

Buyers must be accompanied by showing agent at all times. Please remove shoes or wear booties. Use ShowingTime Messaging if you need to cancel or will be running late.

Driving Directions

Directions:

I-94 to North Ave. Head W on North Ave and right on Sunderland.

Set Showing Restrictions

Block off unavailable times. Restricted times will appear as unavailable on the appointment calendar.

Add Access Information

Select how agents can access the home and enter any lockbox and/or alarm information, if available.

Additional Instructions

Provide default instructions for showing agents on how to access the property so they can show the home.