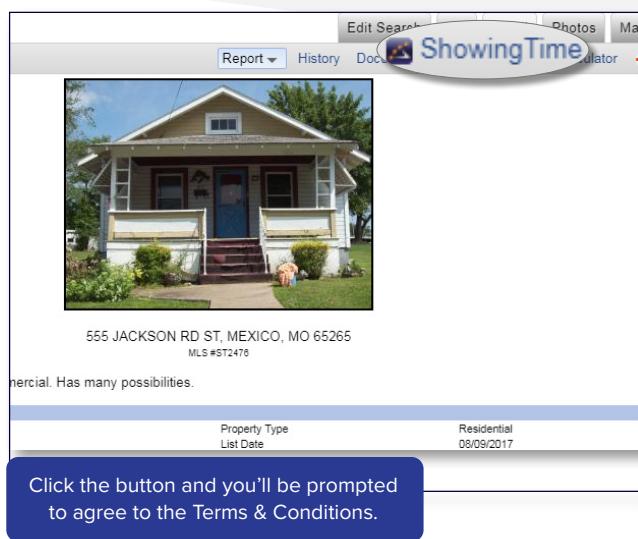


ShowingTime for the MLS Core has many features that save time, reduce phone calls and generate more showings, all of which helps you provide better service to your clients. Use this guide to learn the basics.

How to schedule a showing

Step 1:

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



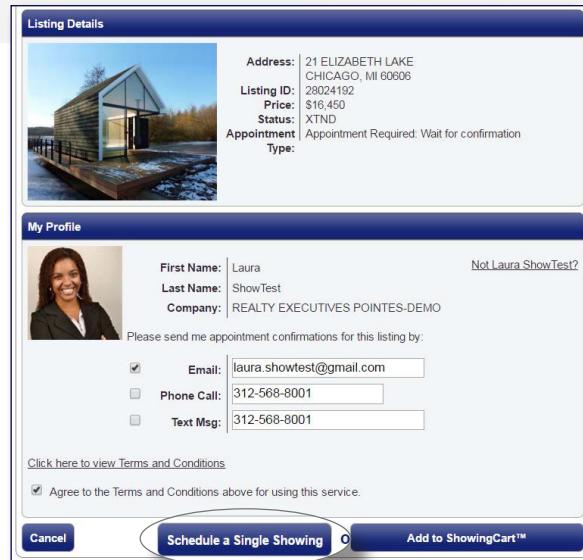
555 JACKSON RD ST, MEXICO, MO 65265
MLS #ST2478

Property Type: Residential
List Date: 08/09/2017

Click the button and you'll be prompted to agree to the Terms & Conditions.

Step 2:

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



Address: 21 ELIZABETH LAKE
CHICAGO, IL 60606
Listing ID: 28024192
Price: \$16,450
Status: XTND
Appointment Required: Wait for confirmation
Type:

First Name: Laura
Last Name: ShowTest
Company: REALTY EXECUTIVES POINTE-DEMO

Please send me appointment confirmations for this listing by:

Email: laura.showtest@gmail.com
 Phone Call: 312-568-8001
 Text Msg: 312-568-8001

[Click here to view Terms and Conditions](#)
 Agree to the Terms and Conditions above for using this service.

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.



Welcome Laura ShowTest
Property: 2507 WOODWARD, CHICAGO
[Return to listings](#) Week of: Apr 28 - May 4

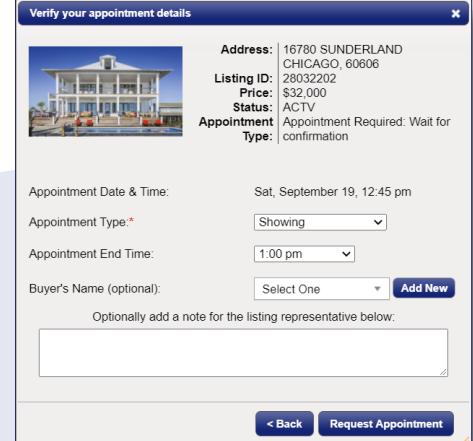
Powered by  Tell us a little more Select a time Submit

Thu 28	Fri 29	Sat 30	Sun 1	Mon 2	Tue 3	Wed 4
7:00 am					7:00 am	
:15 am					:15 am	
:30 am					:30 am	
:45 am					:45 am	
8:00 am					8:00 am	
:15 am					:15 am	
:30 am					:30 am	
:45 am					:45 am	
9:00 am					9:00 am	
:15 am					:15 am	
:30 am					:30 am	

Lead Time: Times in black are unavailable while those in gray are considered short notice, but are available to show.

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.



Verify your appointment details

Address: 16780 SUNDERLAND
CHICAGO, IL 60606
Listing ID: 28032202
Price: \$32,000
Status: ACTV
Appointment Required: Wait for confirmation
Type:

Appointment Date & Time: Sat, September 19, 12:45 pm
Appointment Type:

Appointment End Time: 1:00 pm

Buyer's Name (optional):

Optionally add a note for the listing representative below:

Request Appointment

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

1. Appointment Required — Used when a showing date and time must be confirmed; great for occupied properties.

2. Go and Show — Used when a showing date and time is desired; requests are instantly confirmed; great for vacant homes.

3. 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)

ShowingTime for the MLS

Allow Showing Agents to Request Apps 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 Apps By:	Notify of Confirmed/Canceled Apps 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"/> <input type="checkbox"/>	Text <input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> Push <input checked="" type="checkbox"/> ShowingVoice <input type="checkbox"/> <input type="checkbox"/>

Advanced Notifications

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

Appointment Restrictions

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 additional instructions here (Required for View Instructions Only Listings):
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:
16780 N. Sanderling Rd., Chicago, IL 60631