

Getting Started with ShowingTime for FlexMLS

ShowingTime is an efficient, online scheduling and management tool which allows you to schedule a showing from any listing in FlexMLS. It enables you to control showing schedules and reduce showing related calls & phone tag. ShowingTime also provides the ability to communicate with your clients and other brokers, view showing feedback, generate reports, and save time!

Set up your Agent Profile and Preferences

The Agent Profile and Preferences can be updated from one of two places, either the Change Listing screen or the Scheduling/Messages in the FlexMLS Menu tree. *The Scheduling/Messages link will be available later this afternoon.* From the Change Listing screen in your FlexMLS Main Menu tree, click the listing you wish to schedule a showing. Under the Scheduled Marketing Activities section, click on Enable/Disable ShowingTime (shown below) to review your Agent Setup and set up Preferences.

Change Single-Family Listing 1062667	
E10597 Brett Favre Ave. Superior, WI 00000 Listing member: TECH CENTER3 of Nancy Realtors (nancy) Entry Date: 02/20/2009 Status: Active Listed for \$10 Full Listing Report Photo Tour Document Viewer History Activity	
Change another listing: 1062667 Go	
Listing Information	Multimedia
Listing Information ✓	Photos ✓
Map Location	Documents
Listing/Selling Members	Videos ✓
	Virtual Tour
Status and Price Change	Scheduled Marketing Activities
Edit Current Status (Active)	Open House ✓
Change List Price	Tour of Homes
Extend or Expire Listing	Enable/Disable ShowingTime
Pend Listing (Under Contract)	
Close Listing	
Withdraw Listing (Temporary)	
Expire Listing	

This will then take you to the ShowingTime for FlexMLS screen (shown below). In the left side ShowingTime menu tree, click My Agent Setup. This will route you to your profile and preference settings.

In the Profile Basics section, the information you have saved in your FlexMLS profile will populate the appropriate fields. Review the fields; edit and/or complete, if necessary. You can also upload your profile photo using the 'upload' arrow located above the **Calendar Sync** button.

In the Listing Agent Preferences section, select if you would like to allow online appointment requests (set to 'Yes' by default; if you do not wish to use ShowingTime for FlexMLS, you can select 'No'), your default appointment mode (this will apply to all of your listings; you can change the appointment type per listing in the Listing Setup menu), notification type for showing requests on your listings, and feedback request settings.



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Profile Basics

Save Changes to Profile?
Save Changes
Undo Changes

First Name:

Last Name:

Office Main Line:

Mobile Phone:

-- Phone Type --:

Fax:

Email:

Text Message:

MLS: Metro MLS

Agent ID: ANGELA

Office Name: Metro MLS Staff

Office ID: MLS

Office Phone:

Office Fax:

Date Joined:

Showing PIN:


Listing Agent Preferences

Allow Agents To Request Appointments Online?: ☒ Yes ☐ No

Default Appointment Mode: Appointment Required


Email


Text Message


Showing Voice

Notifications for Appointments on my Listings

When appointments are requested :	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
When appointments are confirmed or cancelled :	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Feedback Requests

Send feedback requests to agents who showed my listings : ☒ Yes ☐ No


Number of times to resend feedback requests:


Number of days between resends:


In the Showing Agent Preferences section, select how you would like notifications to be sent for showings you are requesting on other agents' listings. This includes feedback requests, showings on multi-unit properties, and lockbox access.

Once you have completed making your edits to this screen, click on the green **Save Changes** button at the top of the screen.

Showing Agent Preferences


Email


Text Message


Call

Notifications for Appointments I Request

When appointment requests are received :	<input checked="" type="checkbox"/>		
When appointment requests are viewed :	<input checked="" type="checkbox"/>		
When appointments are confirmed or cancelled :	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
When a price changes on a property I've shown :	<input checked="" type="checkbox"/>		

Feedback Requests

Receive feedback requests from other agents : ☒

Multi-Unit

Per unit notifications when units are confirmed or cancelled : ☒ Yes ☐ No


Lockbox Access


I can access SentiLock : ☐ Yes ☒ No

I can access Supra/IBox : ☐ Yes ☒ No

I have access to a HUD key : ☐ Yes ☒ No

Messaging Preferences


Email


Text Message

When new message comes in :

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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How to Request a Showing on a Listing

To request a showing on a listing, on the Search Results screen you can navigate to the Details tab of the listing and click the **ShowingTime** button; you can also use the ShowingTime icon located at the upper left corner of the Detail tab screen, or the Additional Actions menu (black triangle to the right of the listing number in the thumbnail area of the listing) and select 'Show via ShowingTime' from the pop-up menu.

NOTE: This applies to the highlighted listing, which may or may not be the selected (checkbox) listing.

The screenshot shows the 'My Office Listings' interface. On the left, a list of 12 results is displayed. The second listing, '111 1 Adams, WI 53216-1130', is highlighted in yellow. A red box highlights the 'Schedule a Showing' button, and a red circle highlights the 'ShowingTime' icon in the top right corner of the listing detail view. The right side of the interface shows the details for the selected listing, including the address, price (\$1), status (Active), and various property features.

Price	Status	MLS #
\$1	Active	1162128
\$1	Active	1162128
\$10	Active	1162188

Listing Details:

Address: 111 1 Adams, WI 53216-1130 County: Adams
MLS #: 1456075

11430 W. North Ave
Wauwatosa, WI 53226
Phone: 414-778-5400
Fax: 414-778-6143
Email: support@metromls.com
http://www.metromls.com

Provided as a courtesy of:
TECH CENTER7 e-PRO
Nancy Realtors

Directions:

Property Type: Single-Family
Status: Active

List Price: \$1

Rooms: 1
Bedrooms: 1

Baths: 1 / 1
Est. Total Sq. Ft.: 1

Garage Spaces: 1
Garage Type: Attached

Est. Year Built: 1
Lot Description:

Taxes: \$1
Tax Year: 1111

Tax Key: 1
Zoning: res

Flood Plain: No
Occ. Permit Required: N
Conforming Use: No

A window will appear for the listing showing the appointment type. In the My Profile section of this window, choose your desired type of delivery for showing confirmation (email, phone call, or text message), and click the **Schedule a Single Showing** button.

The screenshot shows the 'Welcome Rosie Realtor' window. The 'Listing Details' section displays the address, listing ID, price, status, and appointment type. The 'My Profile' section shows the user's name, last name, company, and contact information. The 'Appointment Required' section is checked, and the user is prompted to select a carrier for text messages. The 'Schedule a Single Showing' button is highlighted.

Welcome Rosie Realtor
Property: 111 1 ADAMS
Return to listings

Listing Details

Address: 111 1 ADAMS, WI 53216
Listing ID: 1456075
Price: \$1
Status: ACTIVE
Appointment Type: Appointment Required: Wait for confirmation

My Profile

First Name: Rosie
Last Name: Realtor
Company: Nancy Realtors

Please send me appointment confirmations for this listing by:

☒ Email: support@metromls.com
☒ Phone Call: (414) 778-5450
☒ Text Msg: [Select Carrier]

Click here to view Terms and Conditions

☐ We have updated our Terms and Conditions agreement. Agree to the Terms and Conditions above for using this service.

Cancel Schedule a Single Showing or Add to ShowingCart™ (select one) Next