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.

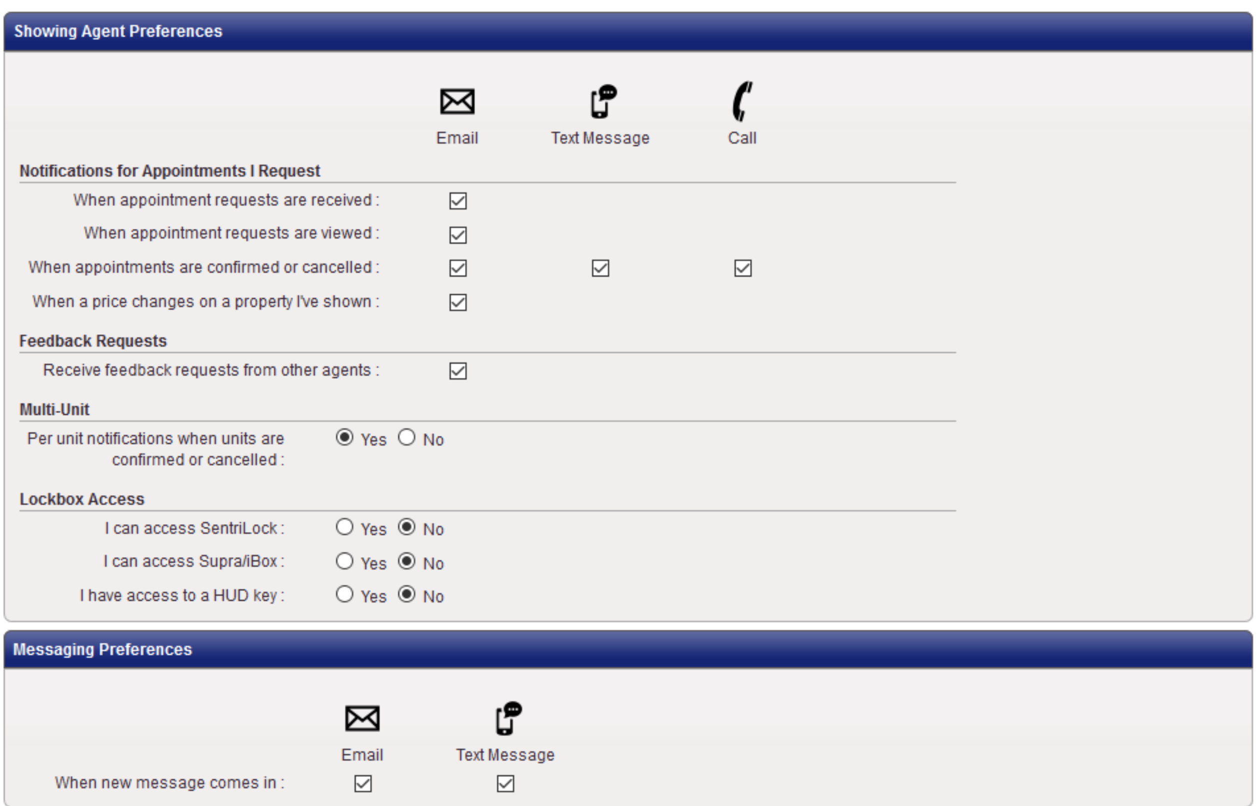
This will then take you to the ShowingTime for FlexMLS screen (shown below). In the left side ShowingTime menu tree, click My Agent Setup. This will route you to your profile and preference settings.

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.

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.

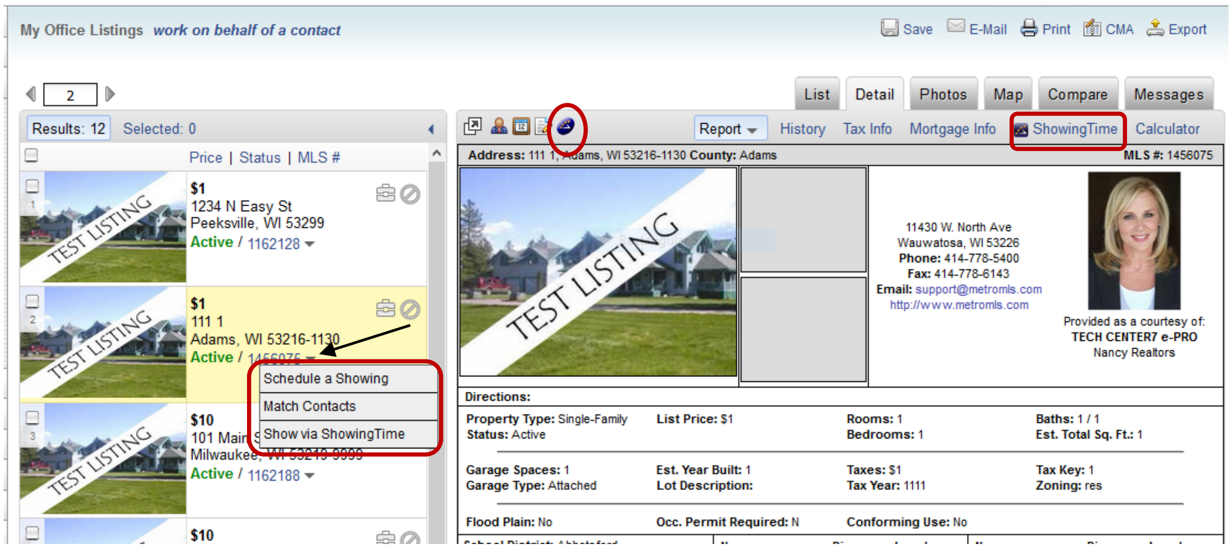
Once you have completed making your edits to this screen, click on the green **Save Changes** button at the top of the screen.



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.



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.