

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; the Change screen of any listing or the **ShowingTime** link under the Schedule/Messages section of the FlexMLS Menu button.

To access ShowingTime from the Change menu, click the **Menu** button; under the **Add/Change** section, click **Change Listing**. Next, click any list number to access the Change menu. 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 1306877

987654 N Main ST, Marengo, WI 53612
Listing member: TECH CENTER5 (scott@metromis.com) of Nancy Realtors (nancy)
Entry Date: 05/01/2013 Status: Active Listed for \$10
[Full Listing Report](#) [Photo Tour](#) [Document Viewer](#) [History](#) [Activity](#)

Change another listing:

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	

NOTE: If you choose NOT to use ShowingTime for FlexMLS, you can do one of two options:

1. **Disable ShowingTime for FlexMLS** – You can access this setting from the Change menu of any listing or the ShowingTime link in your FlexMLS Main Menu tree. This will route you to the ShowingTime main menu. In the Listing Agent Preferences section, select **'No'** for **'Allow Agents to Request Appointments Online'**.

Listing Agent Preferences

Allow Agents To Request Appointments Online?: Yes No

2. **Set Default Appointment Mode to ‘View Instructions Only’** – You can keep ShowingTime for FlexMLS enabled, but set your **Default Appointment Mode** to **‘View Instructions Only’**.

The screenshot shows the 'Listing Agent Preferences' interface. At the top, there are radio buttons for 'Allow Agents To Request Appointments Online?' with 'Yes' selected. Below this is a dropdown menu for 'Default Appointment Mode' which is currently set to 'View Instructions Only'. A tooltip is visible over the dropdown, listing three options: 'Appointment Required' (permission must be obtained from ANY of the designated listing contacts), 'Go and Show' (appointment requests are documented and immediately confirmed), and 'View Instructions Only' (the showing agent will immediately see any notes provided by the listing agent). The 'View Instructions Only' option is highlighted in the tooltip.

Next, copy + paste the showing instructions you enter on your listings in FlexMLS into the **Additional Instructions** section of your listings in the **Listing Setup** menu.

The screenshot shows the 'Additional Instructions' section of a listing setup. It features a text input area with a red border and a blue button labeled 'Add From Predefined Notes +'. The text above the input area reads 'Type your Showing Instructions here (Required for View Instructions Only Listings):'.

In your FlexMLS **Menu** button, under **Schedule/Message**, click **ShowingTime**. This will 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.

The screenshot shows the FlexMLS 'Menu' interface. The 'Menu' button is circled in red. Below the menu bar, there is a search bar and a grid of menu items. The 'Schedule/Message' section is highlighted, and the 'ShowingTime' item is visible. The 'Change Listing' item in the 'Add/Change' section is highlighted in yellow.

Dashboard	Add/Change	Search
MLS	Add Listing	★ Full Search
Home	Change Listing	★ Saved Search
Classic	Incomplete	★ Quick Search
Tech Center Preferred	My Unmapped Listings	★ Map Search
	Copy	Address
	Transfer	★ Multiple Address
		★ MLS Number
		Listing Collection
		History
		My Listings
		Office Listings

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.

Angela Washington-Marshall






Calendar Sync

Mass Add Listing Note

Profile Basics

First Name:	<input type="text" value="Angela"/>
Last Name:	<input type="text" value="Washington-"/>
Office Main Line	<input type="text" value="(414) 555-12"/>
Mobile Phone	<input type="text" value="(414) 350-00"/>
-- Phone Type --	<input type="text"/>
Fax:	<input type="text" value="414.778.614"/>
Email:	<input type="text" value="angela@me"/>

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.



- Home
- Showings
- Listing Setup
- Agent Setup
- My Profile
- Office Setup
- Feedback
- Reports
- Help and Training

Angela Washington-Marshall (ANGELA)






Calendar Sync

Mass Add Listing Note

Profile Basics

First Name:	<input type="text" value="Angela"/>	MLS:	Metro MLS
Last Name:	<input type="text" value="Washington-Marshall"/>	Agent ID:	ANGELA
Office Main Line	<input type="text" value="(414) 555-1212"/>	Office Name:	Metro MLS Staff
Mobile Phone	<input type="text" value="(414) 350-0000"/>	Office ID:	MLS
-- Phone Type --	<input type="text"/>	Office Phone:	
Fax:	<input type="text" value="414.778.6143"/>	Office Fax:	
Email:	<input type="text" value="angela@metromls.com"/>	Date Joined:	<input type="text"/>
Text Message:	<input type="text" value="414.350.0000@mess:"/>	Showing PIN:	<input type="text"/>
	<input type="text" value="Sprint PCS"/>		

Listing Agent Preferences

Allow Agents To Request Appointments Online?: Yes No

Default Appointment Mode:



Email



Text Message



ShowingVoice

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 :	<input checked="" type="checkbox"/>		
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Multi-Unit

Per unit notifications when units are confirmed or cancelled :	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
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Lockbox Access

I can access SentiLock :	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
I can access Supra/iBox :	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
I have access to a HUD key :	<input type="radio"/> Yes	<input checked="" type="radio"/> 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 a real estate listing interface. On the left, a search results list shows three listings. The second listing, '111 1 Adams, WI 53216-1130', is highlighted in yellow. A red box highlights the 'Schedule a Showing' button in the pop-up menu for this listing. On the right, the listing details for '111 1 Adams, WI 53216-1130' are displayed. A red circle highlights the 'ShowingTime' icon in the top navigation bar, and another red box highlights the 'ShowingTime' button in the top navigation bar. The listing details include the address, price (\$1), status (Active), and contact information for Nancy Realtors. A table below the details lists property specifications: Property Type: Single-Family, List Price: \$1, Rooms: 1, Baths: 1 / 1, Status: Active, Bedrooms: 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 a 'Schedule a Showing' window. The top section, 'Listing Details', displays the address '111 1 ADAMS, WI 53216', listing ID '1456075', price '\$1', status 'ACTIVE', and appointment type 'Appointment Required: Wait for confirmation'. The 'My Profile' section shows the user's name 'Rosie Realtor' and company 'Nancy Realtors'. Below this, there are checkboxes for 'Email', 'Phone Call', and 'Text Msg'. The 'Email' checkbox is checked, and the email address 'support1@metromls.com' is entered. The 'Phone Call' checkbox is also checked, and the phone number '(414) 778-5450' is entered. The 'Text Msg' checkbox is checked, and a 'Select Carrier' dropdown menu is visible. At the bottom, there are buttons for 'Cancel', 'Schedule a Single Showing', 'Add to ShowingCart™ (select one)', and 'Next'.