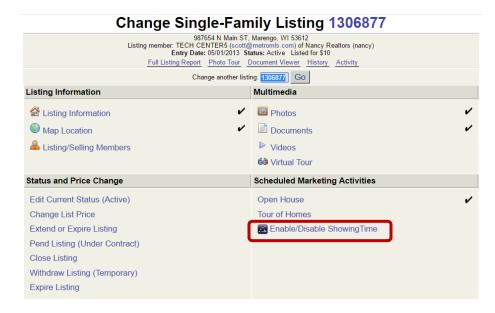
## Getting Started with Showing Time for FlexMLS

Showing Time 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. Showing Time 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 **Showing Time** link under the Schedule/Messages section of the FlexMLS Menu button.

To access Showing Time 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 Showing Time** (shown below) to review your Agent Setup and set up Preferences.

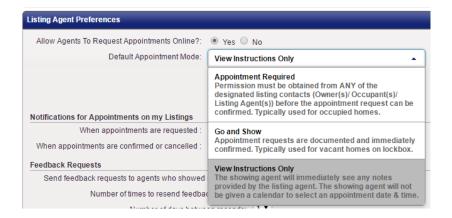


**NOTE**: If you choose NOT to use Showing Time for FlexMLS, you can do one of two options:

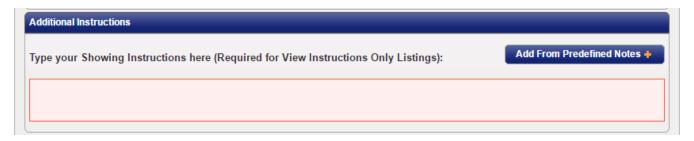
Disable Showing Time for FlexMLS – You can access this setting from the Change menu of any listing or the Showing Time link in your FlexMLS Main Menu tree. This will route you to the Showing Time main menu. In the Listing Agent Preferences section, select 'No' for 'Allow Agents to Request Appointments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



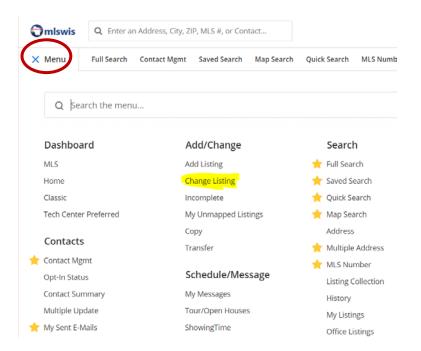
2. **Set Default Appointment Mode to 'View Instructions Only'** – You can keep Showing Time for FlexMLS enabled, but set your **Default Appointment Mode** to **'View Instructions Only'**.



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.



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.



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 Showing Time 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.

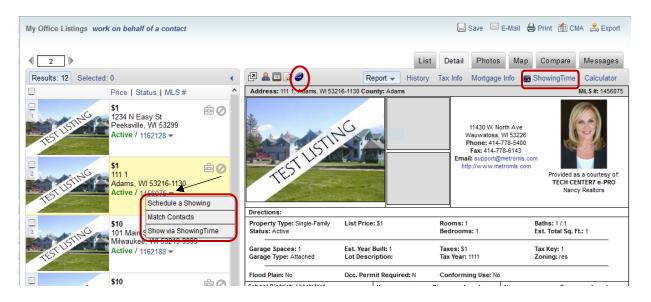
Once you have completed making your edits to this screen, click on the green **Save Changes** button at the top of the screen.

Showing Agent Preferences						
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		$\bowtie$	ليًّا الم	ľ		
		Email	Text Message	Call		
Notifications for Appointments I Reques	st					
When appointment requests are received :		$\checkmark$				
When appointment requests are viewed:		$\checkmark$				
When appointments are confirmed or cancelled :		$\checkmark$				
When a price changes on a property I've shown :		$\checkmark$				
Feedback Requests						
Receive feedback requests from other agents :		$\checkmark$			_	
Multi-Unit						
Per unit notifications when units are confirmed or cancelled :	● Yes	O No				
Lockbox Access						
I can access SentriLock:	O Yes	● No			_	
I can access Supra/iBox:	O Yes	● No				
I have access to a HUD key:	O Yes	● No				
Messaging Preferences	_	_	_			
	$\bowtie$		L <sup>o</sup>			
	Email	Text	Message			
When new message comes in :	$\checkmark$					

## 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.

