

Flexmls Tip!

Sending a Group Message in ShowingTime

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Agents are able to send messages to a group of agents that have shown or are scheduled to show a listing. This messaging can be done directly through ShowingTime.

Here's how:

- 1. Login to Flexmls
- 2. Open the Menu and select ShowingTime.
- 3. Selecting Listing Setup to view your current listings.



4. Select the applicable listing.

Source	Listing ID	Listing Agents	Owners	Address	City	Zip
MichRIC	12345678	Jane Doe (K123456)		5830 Venture Park Drive	Kalamazoo	49009

5. Select Listing Activity Report.





6. Select Send Notification.



- 7. Select whom you would like the message to send to and make any necessary updates to the message.
- 8. Select Send.

Send Agent Notification 👔 🗶 🗙
Send this message to:
Agents that have shown this property in the last 180 days (including future appointments)
All Agents in my Firm
Copy To All Listing Agents and Co-Listing Agents Copy To All Listing Agents
Message Type:
Price Adjustment 🗸
To: 1 Recipients (0 Opted Out) Update
Note: No recipient of this message will see any other recipient's names or email addresses.
Subject: Update: A Price adjustment has just been made on 5830 Venture Park Drive
Hello!
The price for our listing at 5830 Venture Park Drive has been adjusted. Please contact us if your client is interested.
Thank you,
Jane Doe
Send Cancel