

flexmls Tip!

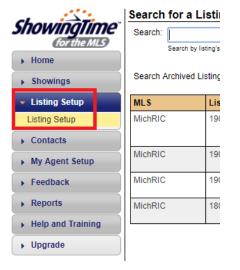
How to Add a Client to ShowingTime

Created May 2019

Agents using ShowingTime for the MLS are offered the option of including their seller into the showing process. When added, the seller can help accept or decline appointments, and even receive showing feedback. This allows the seller to be more involved in the showing and selling of their home. In just a few simple steps, you can set up this useful feature.

Here's how:

- 1. Login into flexmls.
- 2. Open the Menu and select ShowingTime.
- **3.** Select **Listing Setup** to view your current listings.



- **4.** Select the applicable listing.
- **5.** Select Add Owner/Occupant.

Contact Details	Can Confirm Appts By:	Notify of Confirmed/Canceled Appts By
 (Listing Agent) (269) (Mobile Phone) @com (269) (Text Message) 	Text Message Email ShowingV	oice Text Message Email ShowingVoice
otifications will be copied to:		



6. If a seller's name was added previously, select **Add Existing**, and search by name. If a seller has not been added previously, select **Add New**. Fill in all needed information and select **Save** when complete.

Add Owner/Occupant	×
Add Existing Add New	
Search by seller's name Search 🔎	
	Save Close

7. On **Contact Details**, select the forms of communication the seller prefers, i.e. Text Message, Email. Choose and select whether or not a seller can confirm an appointment, and if they are notified.

8. Select Save Changes.