

## flexmls Tip!

### How to Add a Client to ShowingTime

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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.

**ShowingTime for the MLS**

- Home
- Showings
- Listing Setup**
- Listing Setup
- Contacts
- My Agent Setup
- Feedback
- Reports
- Help and Training
- Upgrade

**Search for a Listing**

Search:   
Search by listing's

Search Archived Listing

MLS	Listings
MichRIC	190
MichRIC	190
MichRIC	190
MichRIC	180

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

**Contacts**

Contact Details	Can Confirm Appts By:	Notify of Confirmed/Canceled Appts By:
<p>(Listing Agent)</p> <p>(269) (Mobile Phone)</p> <p>@.com</p> <p>(269) (Text Message)</p>	<p>Text Message <input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> ShowingVoice <input type="checkbox"/></p>	<p>Text Message <input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> ShowingVoice <input type="checkbox"/></p>

Notifications will be copied to:

How will this work? Advanced Notifications

Add New Co-Listing Agent + **Add Owner/Occupant +**

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.

The screenshot shows a software dialog box titled "Add Owner/Occupant". At the top left of the dialog are two buttons: "Add Existing" (which is highlighted in dark blue) and "Add New" (which is greyed out). Below these buttons is a search bar with the placeholder text "Search by seller's name" and a dark blue "Search" button with a magnifying glass icon. At the bottom right of the dialog are two buttons: "Save" (greyed out) and "Close" (dark blue). The dialog has a close button (an 'x') in the top right corner of the title bar.

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**.