GKAR
Greater Kalamazoo Association of REALTORS®

# flexmls Tip!

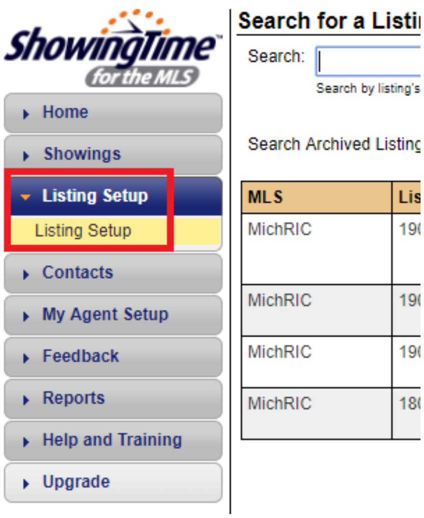
## How to Add a Client to ShowingTime

### Created May 2019

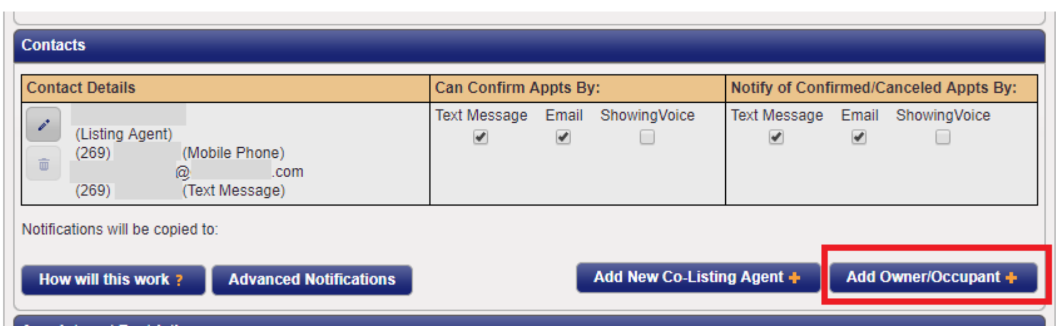
Agents using ShowingTime for the MLS are offered the option of including their seller into the showing process. When added, the seller can help accept or decline appointments, and even receive showing feedback. This allows the seller to be more involved in the showing and selling of their home. In just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

### Here's how:

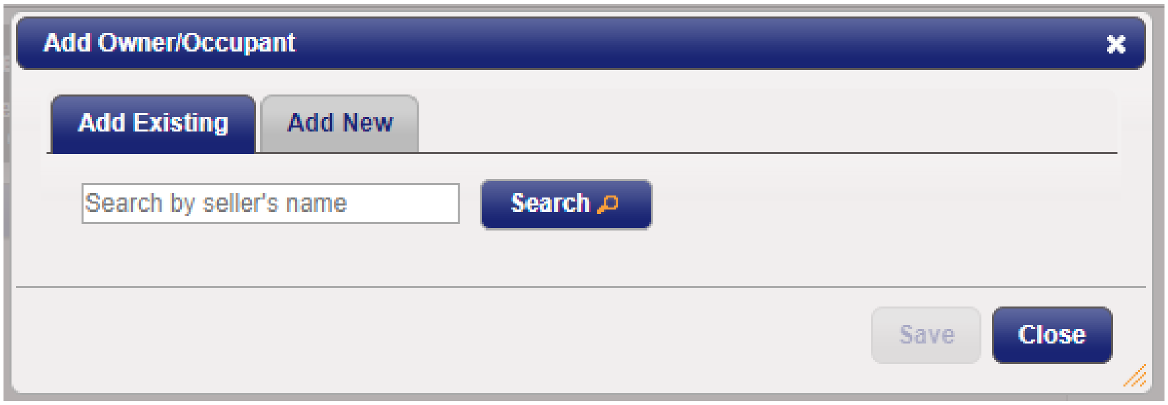
1. Login into flexmls.
2. Open the **Menu** and select **ShowingTime.**
3. Select **Listing Setup** to view your current listings.




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



**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.




**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**.