

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.

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**.

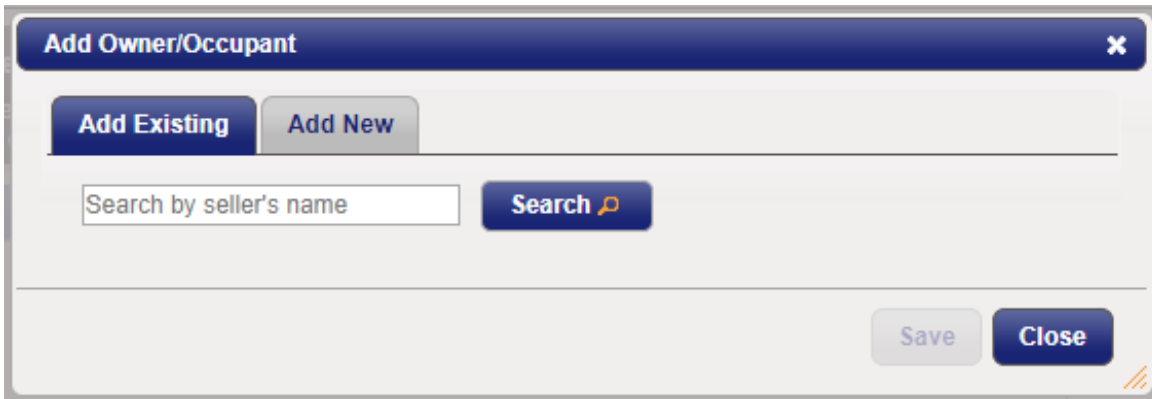
Contacts

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

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 web application dialog box titled "Add Owner/Occupant". At the top right of the dialog is a close button (an 'x' icon). Below the title bar, there are two buttons: "Add Existing" (which is highlighted in a darker blue) and "Add New" (which is in a lighter blue). Below these buttons is a search input field with the placeholder text "Search by seller's name" and a "Search" button with a magnifying glass icon. At the bottom right of the dialog, there are two buttons: "Save" (disabled, in a light grey) and "Close" (active, in a dark blue). There is also a small orange icon in the bottom right corner of the dialog.

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**.