

flexmls *Tip!*

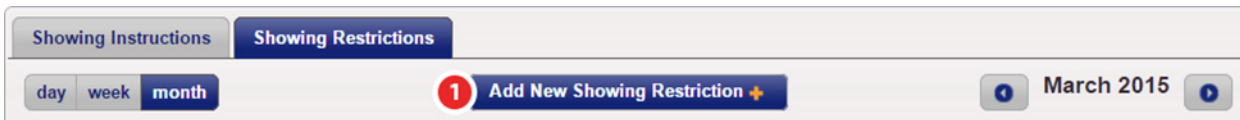
Restricting Appointments in ShowingTime

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As most seller and agent schedules vary from day-to-day due to work, vacations, or even a simple medical appointment, ShowingTime provides a way for agents to create appointment restrictions for specific days and/or times which differ from the day-to-day standard ones. This is known as Setting an Appointment Rule, which is anything that will change the normal outcome for confirming showings, based on preferences set on a listing's instruction worksheet.


Here's How to Set an Appointment Rule

1. Log in to the MLS and open the **Menu**.
2. Select **ShowingTime**.
3. Select **Listing Setup** and select the listing appointment the restriction is needed for.
4. Select the **Showing Restriction** tab found under the **Allow Showing Agents to Request Virtual Appointments** field.



The screenshot shows the 'Showing Restrictions' tab selected. Below the tab are buttons for 'day', 'week', and 'month'. A red circle with the number '1' highlights the 'Add New Showing Restriction +' button. To the right, there is a date selector for 'March 2015'.

5. Select **Add New Showing Restriction**.



The screenshot shows the 'Appointment Restrictions' form. It includes fields for 'Required Lead Time' (0 hours), 'Suggested Lead Time' (1 hour), 'Maximum Appointment Length' (2 hrs), and 'Allow Overlapping Appointments?' (Yes, No need to inform the showing agents). A red circle with the number '1' highlights the 'Add New Showing Restriction +' button. Below the form is a table with columns for 'Start Date', 'End Date', 'Days & Time', and 'Restriction Reason'. The table currently contains the text 'No Upcoming Restrictions Exist'.

Start Date	End Date	Days & Time	Restriction Reason
No Upcoming Restrictions Exist			

6. Fill in all needed restriction information.

- Restriction Reason (i.e. Seller Request)
- Timed Restriction
- One-time restriction or Repeating restriction

Add Showing Restriction ✕

Restriction Reason: 2

Pick the duration of the showing restriction

Timed Restriction: 3

 All-day Restriction:

Start Time:

 End Time:

Restrictions will be applied for the day(s) in question

Pick the date(s) for the showing restriction

One-time restriction: 4

 Repeating restriction:

Date:

 Start Date:

 End Date:

Restrictions will occur every:

Sun:	Mon:	Tue:	Wed:	Thur:	Fri:	Sat:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5 **Save Showing Restriction**

 Cancel

7. Select **Save Showing Restrictions**.

8. Review the restrictions for accuracy.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	8a - 12p	25	↔ All Day	↔ All Day
↔ All Day	↔ All Day	↔ All Day	1	2	3	4
5	6	7	8	9	10	11