

Flexmls Tip!

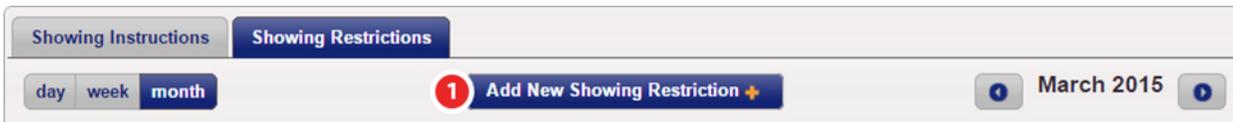
Restricting Appointments in ShowingTime

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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 options for 'day', 'week', and 'month', with 'month' selected. 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 the following fields:

- Required Lead Time: 0 hours
- Maximum Appointment Length: 2 hrs (Excludes Inspections & Appraisals)
- Suggested Lead Time: 1 hour
- 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 the following columns: 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"/>						

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