

Adding an Office E-mail Address for ShowingTime Appointments

From the **ShowingTime** menu tree, go to **Listing Setup**; select the listing (click on it) for which you wish to edit the showing settings.

Search for a Listing

Search: Search Search All Listings Search My Listings Found 1 results in 11ms.
[Advanced Search](#) **Mass Add Notes To My Listings**

Search Archived Listings:

MLS	Listing ID	Listing Agents	Owners	Address	City	Zip	Subdivision	Status	In-House Status	Listing Price
Metro MLS	1468676	Angela Washington-Marshall (ANGELA)		123 Fantasy Island Dr	Adams	53910		ACTIVE		\$1

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In the Appointment Settings section, for **Appointment Type**, select **Appointment Required**.

Appointment Settings

Appointment Type: **Appointment Required**

Feedback Template: **ShowingTime Template**

Using the **Add New Owner/Occupant** button, enter the office's contact information in the **Contacts** section.

Contacts

Order	Contact Details	Can Confirm Appts By:			Notify of Confirmed/Canceled Appts By:		
1st	Angela Washington-Marshall (Listing Agent) (414) 555-1212 (Office Main Line) (414) 350-0000 (Mobile Phone) angela@metromls.com 414.350.0000@messaging.sprintpcs.com (Text Message)	Text Message	Email	ShowingVoice	Text Message	Email	ShowingVoice
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Notifications will be copied to:

How will this work ? **Advanced Notifications** **Add New Co-Listing Agent +** **Add New Owner/Occupant +**

Enter office name and e-mail address; click **Save**.

Add New Owner/Occupant

First Name: Metro MLS
Last Name: Office
Owner? Yes No
Occupant? Yes No
-- Phone Type --
-- Phone Type --
-- Phone Type --
Fax:
Email: support@metromls.com
Mobile App Access: Yes No
Devices
No registered devices
Save Close

For the office contact, select **Email** in both the ‘Can Confirm Appt By:’ and **Notify of Confirmed/Cancelled Appt By:’** sections. Click the **Save Changes** button to save any changes in this screen.

Order	Contact Details	Can Confirm Appts By:			Notify of Confirmed/Canceled Appts By:		
1st	Angela Washington-Marshall (Listing Agent) (414) 555-1212 (Office Main Line) (414) 350-0000 (Mobile Phone) angela@metromls.com 414.350.0000@messaging.sprintpcs.com (Text Message)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Metro MLS Office (Owner/Occupant) support@metromls.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Notifications will be copied to:

How will this work ? Advanced Notifications Add New Co-Listing Agent + Add New Owner/Occupant +

NOTE: This must be done for each listing.