

How to Disable ShowingTime

If you would like to disable ShowingTime for FlexMLS – where the ShowingTime button will not appear on your listings for other members to schedule showings – Log into FlexMLS. In the Main Menu tree, click **Schedule/Message > ShowingTime**. This will open to ShowingTime for FlexMLS. In the left side ShowingTime menu, click **My Agent Setup**. In the Listing Agent Preferences section, there is a setting labeled ‘Allow Agents To Request Appointments Online?’. To disable, select the **No** radio button, Click the green **Save Changes** button that will appear at the top of the screen.

The screenshot displays the MetroMLS website interface for a user named Rose Realtor (ROSIE). The left sidebar contains a navigation menu with options: Home, Showings, Listing Setup, My Agent Setup (highlighted), My Agent Setup (sub-option), Feedback, Reports, and Help and Training. The main content area is titled 'Rose Realtor (ROSIE)' and is divided into two sections: 'Profile Basics' and 'Listing Agent Preferences'. The 'Profile Basics' section includes fields for First Name (Rose), Last Name (Realtor), Office Direct Line ((414) 778-5450), Mobile Phone ((414) 778-5400), Fax, Email (support@metromls.com), and Text Message. The 'Listing Agent Preferences' section contains the following settings: 'Allow Agents To Request Appointments Online?' with radio buttons for Yes and No (the No button is selected and circled in red), 'Default Appointment Mode' set to 'View Instructions Only', and 'Notifications for Appointments on my Listings' with checkboxes for 'When appointments are requested' and 'When appointments are confirmed or cancelled'. The 'Feedback Requests' section includes 'Send feedback requests to agents who showed my listings' (radio buttons for Yes and No), 'Number of times to resend feedback requests' (dropdown set to 3), and 'Number of days between resends' (dropdown set to 1).

If you decide to enable ShowingTime for FlexMLS, follow these same steps, with the exception of selecting the **Yes** radio button.