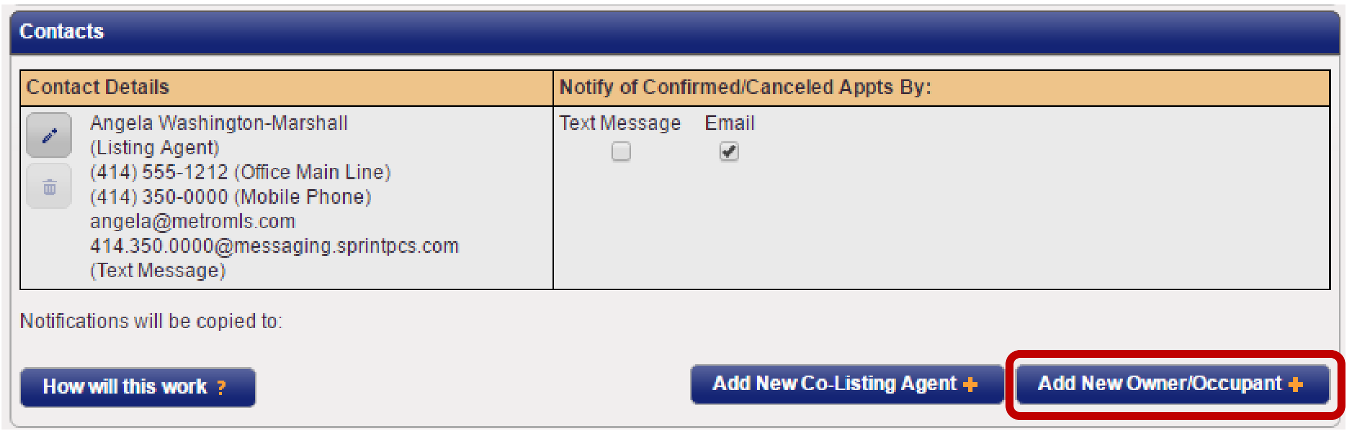
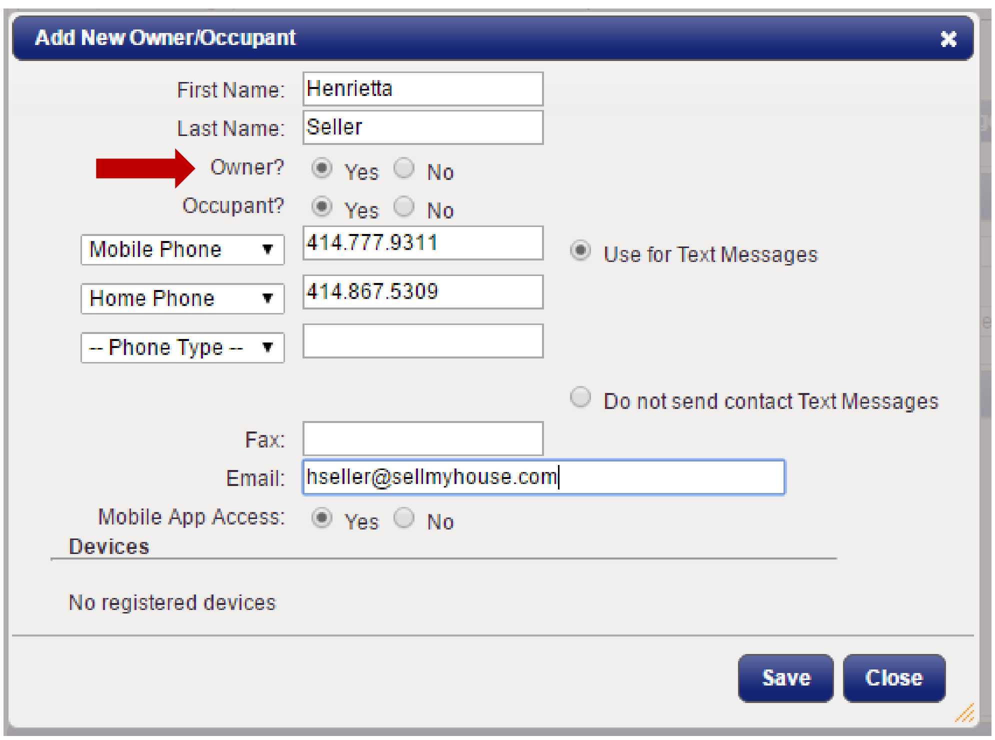
# How to Send Showing Feedback to your Seller via ShowingTime for FlexMLS

From your FlexMLS Menu button, under the section **Schedule/Message**, click **ShowingTime**. In the ShowingTime menu tree, click **Listing Setup**. Click on the listing you would like to configure. The first step is to make sure you have added the owner on the Listing Worksheet. To do this, in the Contacts section, click the button labeled **Add New Owner/Occupant**.



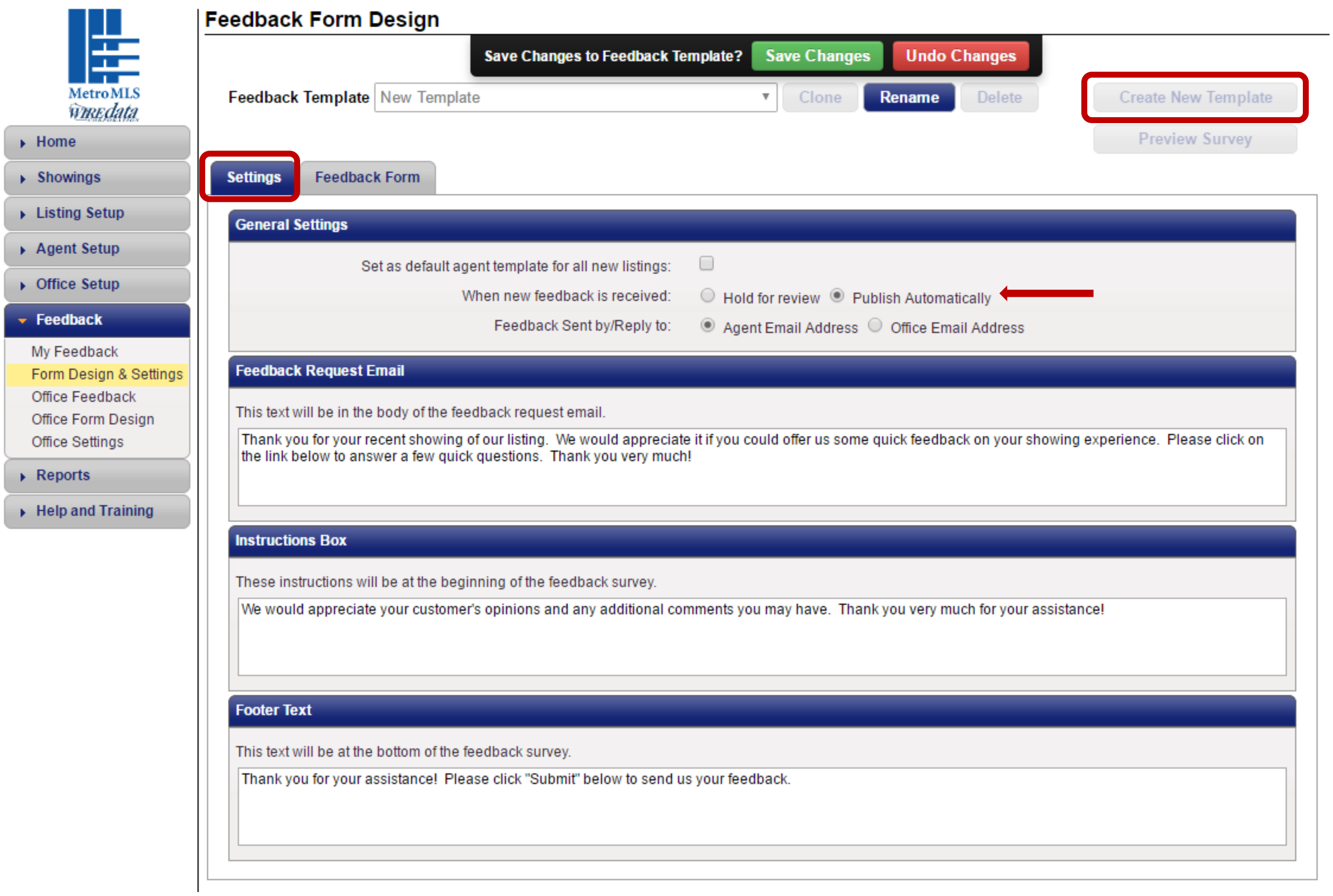

In the **Add New Owner/Occupant** window, add your seller's information.




**NOTE**: (If the Contact is not marked as an owner and is just set as an Occupant, they will not get feedback.)

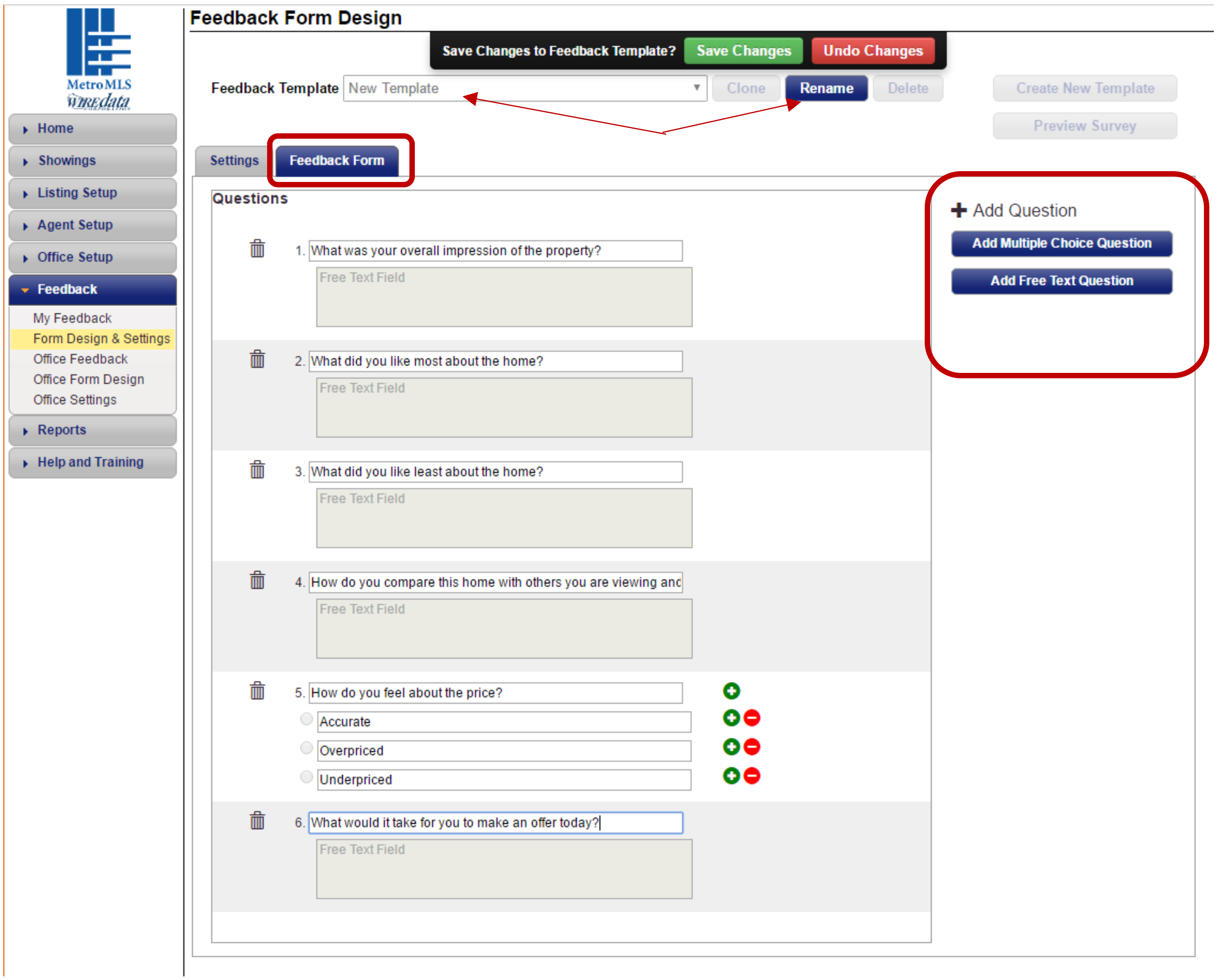
The next step is to create a Feedback Template that automatically publishes feedback to the Owner/Seller. In the ShowingTime menu tree, click **Feedback > Form Design & Settings**.

Start by clicking the **Settings** tab of the Feedback Template and then clicking the **Create New Template** button. Next, select the radio button for **Publish Automatically**. There's also a checkbox on top to set that template as the default feedback form; but that would only affect new listings they are added you're your inventory.



Next, click the **Feedback Form** tab to create questions for feedback. You may do this as multiple choice questions, free text, or a combination of both, using the buttons in the **Add Questions** panel.

Once you have completed adding your questions, you can name your feedback form by clicking the **Rename** button, and then typing your desired label in the **Feedback Template** field. Click the **Save Changes** button when finished.



Once the feedback template for sending feedback automatically is created, agents can then return to **Listing Setup**, select the listing to configure, and then select the newly created template from the **Feedback Template** drop-down under the **Appointment Settings** section, and then click **Save Changes**. This template will now be available for any listing where they want the seller to receive feedback automatically.