

# How to turn ShowingTime off

The screenshot shows the NORIS Fusion MLS website interface. The browser address bar displays <http://toledonoris.fusionmls.com/>. The user is logged in as Lori Kedrie. The interface includes a navigation menu with options like Home, Add/Edit, Inbox, Schedule, Search, Tax, Contacts, HotSheet, CMA, Reports, and Tools. A sidebar on the left contains a 'Fast Find' search box and a 'SEARCH' button. The main content area features several widgets: 'Prospecting' (New Prospecting Matches: 40, Prospect Searches Expiring in 5 Days: 0), 'Recent Website Activity', 'Today's Summary', 'CoreLogic MarketPulse™', 'Today's HotSheet' (listing New Listings: 1, Pending Sale: 2, Sold: 0, Withdrawn: 0, Contingent: 1), 'Slideshow Preview', 'This Month's Report', 'More CoreLogic Research', 'Resources', 'Contacts', 'News', and 'Inventory Watch'. The 'Resources' widget is highlighted with a red box and contains a list of links: 'ShowingTime and ShowingTime Videos and Info', 'School Links', 'OTHER INSTRUCTION GUIDES', 'MLS RULES & REGULATIONS', 'Sentrilock Information', 'Realist 2 & RPR Training Videos', 'SmartLinks', 'Reset for Search', and 'Configure ShowingTime'. A red arrow points to the 'Configure ShowingTime' link. The 'Contacts' widget shows a list of names including ALLEN NAY, Anita Drink, Bill Billington, Jed I Knight, Justin Tyme, Lori Billington, Lori Kedrie, and me me. The 'Today's HotSheet' widget shows a table with the following data:

Days back:	0	Change My Criteria
New Listings	1	
Pending Sale	2	
Sold	0	
Withdrawn	0	
Contingent	1	

The system tray at the bottom right shows the time as 11:11 AM on 2/25/2014.

**Log in to Fusion, Under the Resources Gadget click Smart Links then click Configure ShowingTime.**

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The screenshot shows the ShowingTime agent profile page for Lori Kedrie (1KEDRILO). The page is divided into several sections:

- Profile Basics:** Contains fields for First Name (Lori), Last Name (Kedrie), Office Direct Line ((419) 794-7271), Office Name (Toledo Board of Realtors), MLS Office ID (NORIS), Office Phone ((419) 535-3222), Office Fax ((419) 535-7990), Email (lori@toledorealtors.com), and Showing PIN.
- Listing Agent Preferences:** Contains the following settings:
  - Allow Agents To Request Appointments Online?:  Yes  No (indicated by a red arrow)
  - Default Appointment Mode: Appointment Required
  - Notifications for Appointments on my Listings:
    - When appointments are requested: Email (checked), Text Message (unchecked), ShowingVoice (unchecked), Push (checked)
    - When appointments are confirmed or cancelled: Email (checked), Text Message (unchecked), ShowingVoice (checked), Push (checked)
  - Feedback Requests: Send feedback requests to agents who showed my listings:  Yes  No
- Showing Agent Preferences:** Contains icons for Email, Text Message, Call, and Push.

At the top of the profile page, there are three buttons: "Save Changes to Profile?", "Save Changes" (highlighted with a red box), and "Undo Changes".

Once in ShowingTime set the Allow Agents to Request Appointments Online to “No” and be sure to save your changes.