

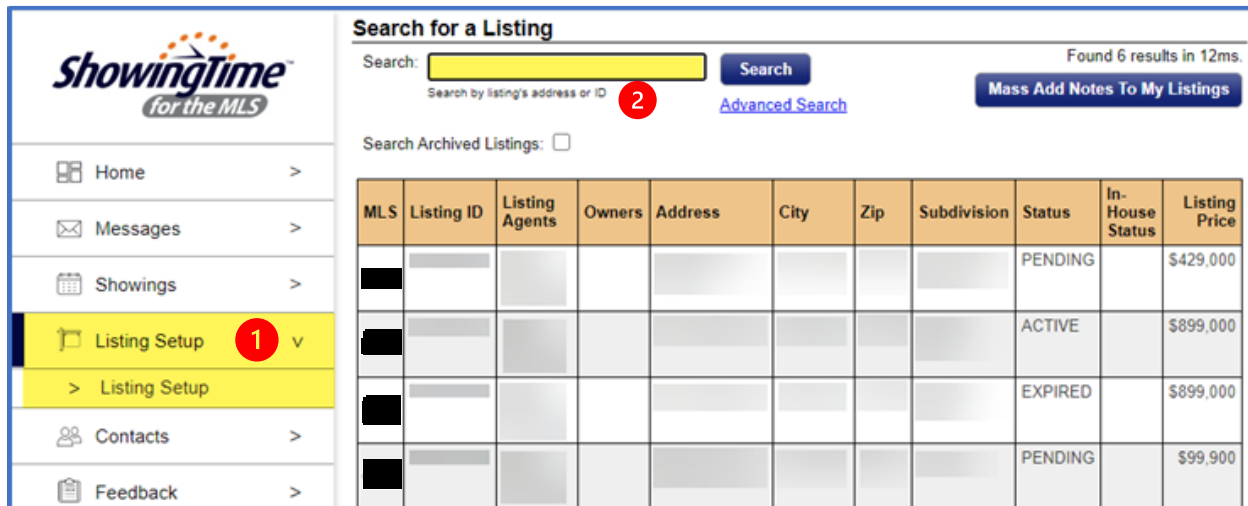
# ShowingTime – Listing Setup

ShowingTime takes the hassle out of scheduling property showings. It saves you valuable time scheduling appointments with full MLS integration, 24/7 system access, and instant appointment confirmation via email, text, automated phone call, or in-app push notification.

## Listing Setup

Login to Paragon, click on Preference tab, select ShowingTime.

- 1 - On the left hand side, select “Listing Setup”
- 2 - Enter the listing address or MLS ID in the Search box and select Search. Or You can also select your listing in Paragon by going to Listing > Maintain Listing and selecting ShowingTime.



The screenshot shows the ShowingTime interface. On the left is a navigation menu with 'Listing Setup' highlighted and a red circle '1' next to it. The main area is titled 'Search for a Listing' and contains a search box with a red circle '2' next to it, a 'Search' button, and a table of search results. The table has columns for MLS, Listing ID, Listing Agents, Owners, Address, City, Zip, Subdivision, Status, In-House Status, and Listing Price. The results table shows four rows with varying statuses: PENDING, ACTIVE, EXPIRED, and PENDING.

MLS	Listing ID	Listing Agents	Owners	Address	City	Zip	Subdivision	Status	In-House Status	Listing Price
█	█	█	█	█	█	█	█	PENDING	█	\$429,000
█	█	█	█	█	█	█	█	ACTIVE	█	\$899,000
█	█	█	█	█	█	█	█	EXPIRED	█	\$899,000
█	█	█	█	█	█	█	█	PENDING	█	\$99,900

Options on the left include Archive, Merge, Listing Activity Report, Listing Change Log, and Attachments.

Your default preferences will auto populate the listing setup fields. If you need to make changes, select the fields to update. These changes will only affect that listing.

1. Allow Showing Agents to Request Appts Online, yes or no
2. Allow Showing Agents to Request Virtual Appointments
3. Showing Instructions and Showing Restrictions
4. Appointment Settings
  - Appointment Type
  - Feedback Template
5. Contacts appointment notification settings
6. Appointment Restrictions
7. Access Information
8. Additional Instructions
9. Driving Directions
10. Save Changes



- Home >
- Messages >
- Showings >
- Listing Setup** v
  - > Listing Setup
- Contacts >
- Feedback >
- Reports >
- Help & Support >
- Upgrade Service >

Select another Listing to Manage:



- Presented By:
- Archive
  - Merge
  - Listing Activity Report
  - Listing Changes Log
  - Attachments

**The instructions for this listing are not complete.**  
We've gone ahead and filled in your notification preferences; please verify these are correct for this listing, make any other changes to the listing, and click 'Save' to complete your instructions. [Save Changes](#) [Undo Changes](#)

### Showing Time for the MLS

Allow Showing Agents to Request Appts Online?  Yes  No **1**

Allow Showing Agents to Request Virtual Appointments?  In-Person and Virtual Appts **2**

**Showing Instructions** **Showing Restrictions** **3**

### Appointment Settings

**4** Appointment Type: **Appointment Required**

Feedback Template: **ShowingTime Template**

### Contacts

Order	Contact Details	Can Confirm Appts By:	Notify of Confirmed/Canceled Appts By:
1st	(Listing Agent) <b>5</b> ShowingVoice u.com	Text <input type="checkbox"/> Email <input checked="" type="checkbox"/> Push <input type="checkbox"/> ShowingVoice <input checked="" type="checkbox"/>	Text <input type="checkbox"/> Email <input checked="" type="checkbox"/> Push <input type="checkbox"/> ShowingVoice <input checked="" type="checkbox"/> Appointment Call Type Confirm, Decline and Cancel Calls

Notifications will be copied to:

Share showing agent details with your clients? **Default (No, do not share)**

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

### Appointment Restrictions **6**

Advanced Notice:  No same day appts.  Lead Time Required: **0 hours** Suggested: **1 hour**

Maximum Appointment Length: **2 hrs** (Excludes Inspections, Walk-Throughs, and Appraisals)

Allow Overlapping Appointments? **Default (No, exclusive showings only)**

**Add New Showing Restriction**

Start Date	End Date	Days & Time	Restriction Reason
No Upcoming Restrictions Exist			

### Access Information **7**

Access Details: How can the agent access the home? **Select One**

Alarm Details: Would you like to provide alarm details to the agent for accessing the home?  Yes  No

### Additional Instructions **8**

Type your Showing Instructions here (Required for View Instructions Only Listings): **Add From Predefined Notes**

### Driving Directions **9**

Directions:  
Take Carlsbad Village Drive off ramp, head west to Stage, go Right and Right again on