

Setting up ShowingTime Profiles to Support Multiple MLS's

By default, individual listings and agent profiles will remain separate unless agents merge their profiles and listings in ShowingTime. There is link functionality in ShowingTime that is intended for agents that have membership in multiple MLSs and allows them to link their different ShowingTime profiles, so they can manage all their listings from different MLSs in one location. To link their accounts please follow the instructions below.

1) The agent will need to sign into the account they wish as the primary, click "Add Profile" and search for their other accounts, then click "link". This will send the agent an email to verify via a URL and then their accounts will be synced.

ShowingTime for the MLS
Rebecca Realtor (308493)

Profile Basics

First Name: Service Level: **ShowingTime for the MLS**
Last Name: MLS:
Home Phone: Agent ID: 308493
Office Main Line: Office Name: RE/MAX NEW TREND-DEMO
-- Phone Type --: Office ID: 345729
Fax: Office Phone: (913) 890-3915
Email: Office Fax: (913) 890-3915
Text Message: -- Select Mobile Number -- Date Joined:
Text Message Length: Abbreviated SMS Notification (One message) Showing PIN:

Login Information

Username: Role: None
New Password:
Retype New Password:

My Linked Profiles

Link Status	Status	MLS	Agent Name	Office Name	Agent Id	Email Address	Unlink
Profile not linked							

Add Profile +

2) Once their accounts are synced in ShowingTime, they are able to merge their duplicate listings via "Listing Setup". To do this, they would navigate to Listing Setup, click on the listing they wish to be the primary listing, and then use the "merge" button to select the duplicate listing to be merged with the primary one.

ShowingTime for the MLS
236 BATES, CHICAGO (28045165)
Select another Listing to Manage: 236 BATES, CHICAGO (28045165)

Allow Showing Agents to Request Appts Online? Yes No

Showing Instructions Showing Restrictions

Appointment Settings

Appointment Type:
Feedback Template:
Enable Push Notifications? Yes No

Contact Details

Contact Details	Can Confirm Appts By:			Notify of Confirmed/Canceled Appts By:		
	Text Message	Email	ShowingVoice	Text Message	Email	ShowingVoice
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Merge

3) After hitting the “merge” button, the below window is shown where they can select the duplicate listing to be merged. Once selected, they can click Continue.

ShowingTime for the MLS

Search for a Listing to Merge

Search: **Search** Search All Listings Search My Listings Found 5 results in 3ms.

Search by listing's address or ID [Advanced Search](#)

Search Archived Listings:

Continue...

	MLS	Listing ID	Listing Agents	Owners	Address	City	Zip	Subdivision	Status	In-House Status	Listing Price
<input checked="" type="radio"/>	MLS_DEMO	28045165	Denis Clark (219166)	Peter Gibbons	236 BATES	CHICAGO	60606		XTND		\$189,900
<input type="radio"/>			Denis Clark (219166)		2651 MORIN GROVE	CHICAGO	60606		XTND		\$77,000
<input type="radio"/>	MLS_DEMO	28045113	Denis Clark (219166)		301 HUBER	CHICAGO	60606		XTND		\$94,000
<input type="radio"/>	MLS_DEMO	28045181	Denis Clark (219166)		3397 ERIE SHORES	CHICAGO	60606		XTND		\$174,900
<input type="radio"/>	MLS_DEMO	28045173	Denis Clark (219166)		4 LONG	CHICAGO	60606		XTND		\$119,000

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4) From here, the data to be associated with the master record should be selected from the two listings and then agents should choose the “Merge” button.

ShowingTime for the MLS

Merge Listings

Select the data that you would like to keep in the master listing record.

Master Record:	<input checked="" type="radio"/> Listing #28045165 Status: XTND	<input type="radio"/> Listing #28045139 Status: XTND
Price:	<input checked="" type="radio"/> \$189,900	<input type="radio"/> \$77,000
Appointment Worksheet:	<input checked="" type="radio"/> Using Worksheet of this Listing	<input type="radio"/> Using Worksheet of this Listing
Listing Contacts:	<input checked="" type="checkbox"/> Peter Gibbons (Owner/Occupant)	
Showing Instructions for the Showing Agent:	<input checked="" type="radio"/> Team member will arrive to meet you to grant access 5 minutes before showing. Please notify if running late.	<input type="radio"/> Dog in home. Test instructions
Directions:	<input type="radio"/>	<input type="radio"/>
Lockbox:	<input checked="" type="radio"/> Combination 23456	<input type="radio"/> Combination 1234
Expiration Date:	<input type="radio"/>	<input type="radio"/>
Photo:	<input type="radio"/>	<input type="radio"/>

Merge...

This article on ShowingTime’s Help & Training site also provides a great overview of how to merge listings: [Merge Listings Overview](#)