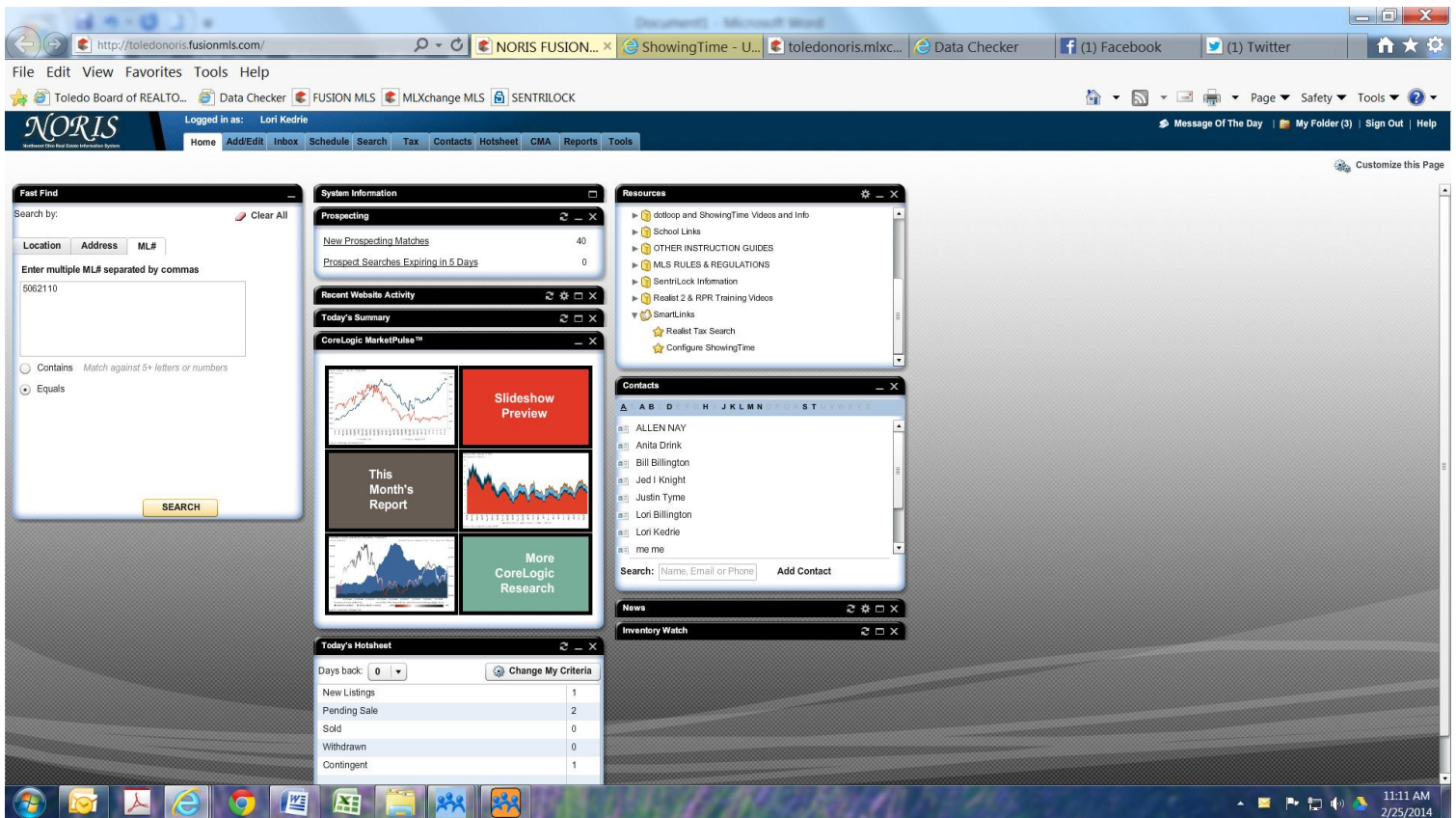
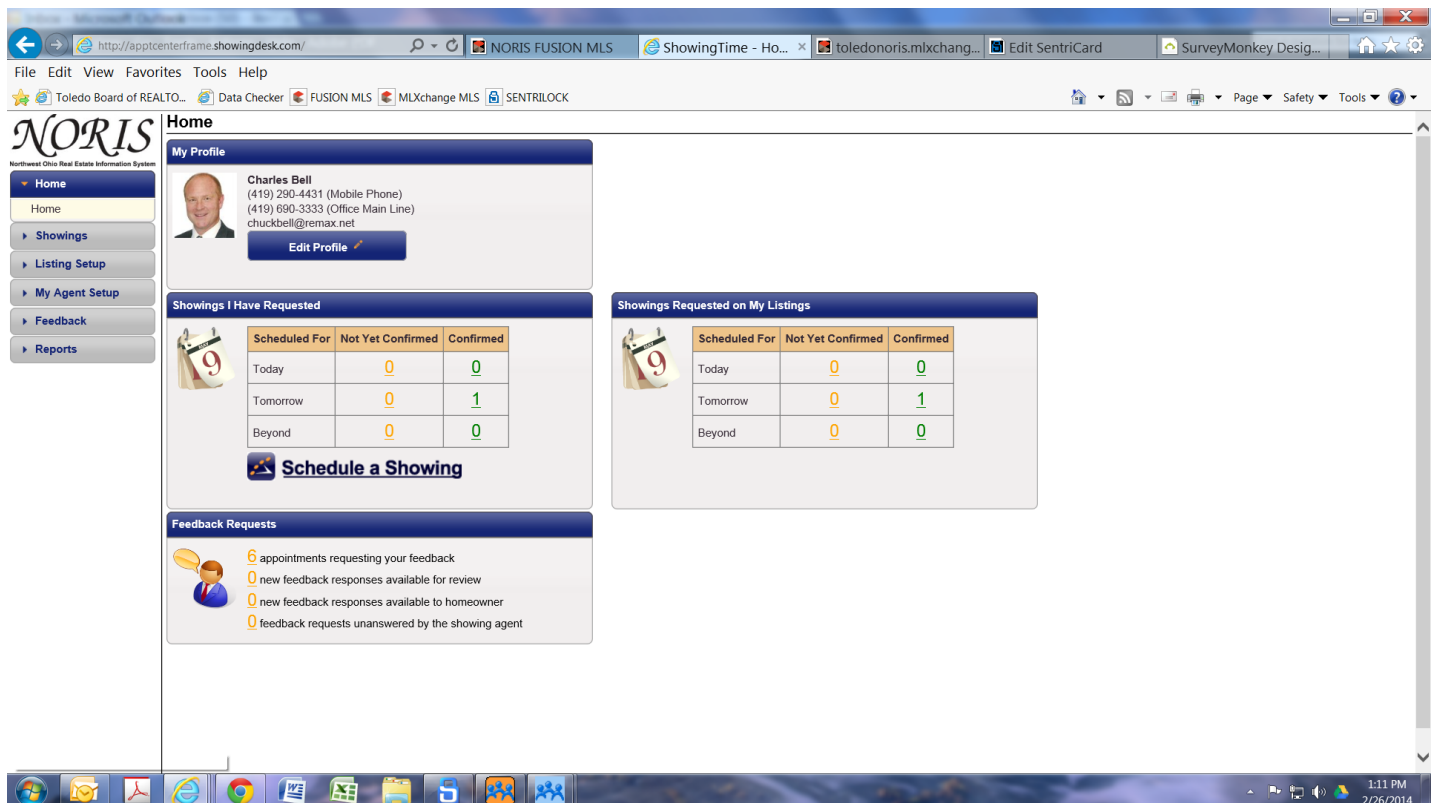


# How to add a showing request



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



You will need to be logged in as the listing Agent.

**Reports Home**

**Agent Activity Report**  
Agents can view a summary of their activity in one report, including total new listings taken, price changes, status changes, total showings and listings nearing expiration. In addition, managers can monitor each agent's activities by viewing their Agent Activity Reports. [Run Report](#)

**Listing Activity Report**  
Review all activity details for the life of each listing. You can easily review feedback from showings, document open houses, advertisements or other events and display basic information that can be printed and shared with sellers. You can even market the listing from this report by sending out a group email to showing representatives who have brought buyers to the listing, notifying them of an upcoming open house adjustment. [Run Report](#)

**Showings I Have Requested**  
Showing representatives can easily review all appointments they have scheduled with any office using ShowingTime products. [Run Report](#)

**Click Reports on the Left Hand side. Click Run Report to run the Listing Activity Report.**

**Search for a Listing**

Search:  [Search](#) Found 17 results in 7ms.

Address, MLS, and/or MLS Listing # [Advanced Search](#)

Search Archived Listings:

MLS Code	MLS Number	Listing Agents	Owners	Address	City	Zip	Subdivision	MLS Status	In-House Status	Listing Price
NORIS	5063815	Charles Bell (1BELLCH)		8551 Arquette Rd	Oregon	43616	None	CONTINGENT		\$274,900
NORIS	5065216	Charles Bell (1BELLCH) Debbie Shumer (1SHUMEDE)	Peggie Coon Joe Coon	4235 Asbury Dr	Toledo	43612	None	ACTIVE		\$57,000
NORIS	5063890	Charles Bell (1BELLCH)		322 S Berlin Ave	Oregon	43616	Starr Ave Add	ACTIVE		\$139,900
NORIS	5063667	Charles Bell (1BELLCH) Debbie Shumer (1SHUMEDE)	Tina Miller Doug Miller	943 Brinton Dr	Toledo	43612		ACTIVE		\$750
NORIS	5061794	Charles Bell (1BELLCH) Debbie Shumer (1SHUMEDE)	Doug Miller Tina Miller	943 Brinton Dr	Toledo	43612	Other	EXPIRED		\$56,900
NORIS	5067316	Charles Bell (1BELLCH)		127 Brooklyn St	Oak Harbor	43449	Other	ACTIVE		\$94,900
NORIS	5063879	Charles Bell (1BELLCH)		911 Cardinal Bay Dr	Oregon	43616	Cardinal Estates	PENDING		\$180,000
NORIS	5063923	Charles Bell (1BELLCH) Debbie Shumer (1SHUMEDE)	TAMMY GILREATH JON GILREATH	5845 Clover Ln	Walbridge	43485	Country Meadows	PENDING		\$204,900
NORIS	5064532	Charles Bell (1BELLCH)	KAYLEEN LYTLE	110 N COY RD	Oregon	43616	Other	ACTIVE		\$139,900
NORIS	5064156	Charles Bell (1BELLCH)		42 Drake Blvd.	Oregon	43616	Other	ACTIVE		\$39,900
NORIS	5065148	Charles Bell (1BELLCH)	Jennifer Ferguson	3710 Lakepointe Dr	Northwood	43619	Southlake	PENDING		\$34,900
NORIS	5064780	Charles Bell (1BELLCH)		3748 Lakepointe Dr	Northwood	43619	Southlake	ACTIVE		\$33,500

**Click on the property that you would like to add the showing request for.**

http://apptcenterframe.showingdesk.com/Reports/ListingActiv... NORIS FUSION MLS Appointment Cente... toledonoris.mlxchang... Edit SentiCard SurveyMonkey Desig...

File Edit View Favorites Tools Help

Toledo Board of REALTO... Data Checker FUSION MLS MLXchange MLS SENTRILOCK

**NORIS** Listing Activity Report for 943 Brinton Dr, Toledo, Ohio 43612 (MLS# 5063667)

Snapshot for Aug 18, 2013 - Jan 24, 2014

MLS Number: 5063667 Total number of appointments: 1 Total number of agent previews: 0  
 Address: 943 Brinton Dr, Toledo, Ohio 43612 Appointments in the last 30 days: 0 Total number of agent inquiries: 0  
 Price: \$750 Appointments in the last 7 days: 0  
 Status: ACTIVE

Feedback Responses

Activity Details	Showing Agent	Received	Available to Homeowner?	Feedback
No feedback responses.				

Listing Activity Details

Activity Type	Activity Date	Showing Agent	Notes	Feedback
Past Showing (details)	01/24/2014 4:00 PM - 5:00 PM	Mathias(Skip) Gaynor II The Danberry Co (419) 277-2626 skip@mqgaynor.com	This is the 1st Showing.	Not received. (manage)
New Listing	08/18/2013 7:00 AM			

©2014 ShowingTime. 1:13 PM 2/26/2014



**Click Add Activity**

http://apptcenterframe.showingdesk.com/Reports/ListingActiv... NORIS FUSION MLS Appointment Cente... toledonoris.mlxchang... Edit SentiCard SurveyMonkey Desig...

File Edit View Favorites Tools Help

Toledo Board of REALTO... Data Checker FUSION MLS MLXchange MLS SENTRILOCK

**NORIS** Listing Activity Report for 943 Brinton Dr, Toledo, Ohio 43612 (MLS# 5063667)

Snapshot for Aug 18, 2013 - Jan 24, 2014

MLS Number: 5063667 Total number of appointments: 1 Total number of agent previews: 0  
 Address: 943 Brinton Dr, Toledo, Ohio 43612 Appointments in the last 30 days: 0 Total number of agent inquiries: 0  
 Price: \$750 Appointments in the last 7 days: 0  
 Status: ACTIVE

Feedback Responses

Activity Details	Showing Agent	Received	Available to Homeowner?	Feedback
No feedback responses.				

Listing Activity Details

Activity Type	Activity Date	Showing Agent	Notes	Feedback
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New Listing	08/18/2013 7:00 AM			

**Add Activity**

Please select a valid start time.  
 Please select a valid end time.  
 Please select a Showing Agent.

Type of Activity:

\* The activity will be added as Confirmed

Select a Date:

Start Time:

End Time:

Showing Agent:  
 Search:

Notes:

©2014 ShowingTime. 1:14 PM 2/26/2014

**Fill in the showing information. Be sure to click Save when you are done.**