

How to Hide off Market Listings in ShowingTime

The screenshot shows the NORIS Fusion MLS web application. The 'Resources' menu is open, displaying a tree view with 'Smart Links' selected. Below 'Smart Links', the option 'Configure ShowingTime' is visible. Other menu items include 'dotop and ShowingTime Videos and Info', 'School Links', 'OTHER INSTRUCTION GUIDES', 'MLS RULES & REGULATIONS', 'SentriLock Information', 'Realtor 2 & RPR Training Videos', and 'SmartLinks'. The 'Contacts' list includes names like ALLEN NAY, Anita Drink, Bill Billington, Jed I Knight, Justin Tyme, Lori Billington, Lori Kedrie, and me me. The 'Today's HotSheet' shows 1 New Listing, 2 Pending Sales, 0 Sold, 0 Withdrawn, and 1 Contingent.

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

The screenshot shows the ShowingTime interface with a search for listings. The left sidebar contains a navigation menu with 'Listing Setup' highlighted. A red arrow points to this button. The main area displays a table of 12 listings. The table has columns for MLS Code, MLS Number, Listing Agents, Owners, Address, City, Zip, Subdivision, MLS Status, In-House Status, and Listing Price. The first listing is for 5938 W BENALEX DR in Toledo, OH 43612, with a listing price of \$119,900.

MLS Code	MLS Number	Listing Agents	Owners	Address	City	Zip	Subdivision	MLS Status	In-House Status	Listing Price
NORIS	5065085	Kimberly Iott (1LONGKJ)		5938 W BENALEX DR	Toledo	43612	Benalex Heights	ACTIVE		\$119,900
NORIS	5062088	Kimberly Iott (1LONGKJ)		3609 Beverly	Toledo	43614	Hietts Beverly Blvd	ACTIVE		\$139,500
NORIS	5065581	Kimberly Iott (1LONGKJ)		1104 Carrington	Toledo	43617	None	ACTIVE		\$34,000
NORIS	5067018	Kimberly Iott (1LONGKJ)		5858 Chippewa	Toledo	43613	None	ACTIVE		\$84,900
NORIS	5062112	Kimberly Iott (1LONGKJ)		930 Continental	Toledo	43607	Mount Vernon	PENDING		\$65,900
NORIS	5045209	Kimberly Iott (1LONGKJ)		151 Cornell	Toledo	43614	Harvard Terrace	ACTIVE		\$39,900
NORIS	5068064	Kimberly Iott (1LONGKJ)		1021 Gloucester	Toledo	43615	Bedford Woods	SOLD		\$104,900
NORIS	5067614	Kimberly Iott (1LONGKJ)		1007 PLUMCREEK RD	Toledo	43615	Plum Grove	PENDING		\$263,184
NORIS	5067633	Kimberly Iott (1LONGKJ)		716 Southbriar	Toledo	43607	Other	PENDING		\$58,900
NORIS	5068872	Kimberly Iott (1LONGKJ)		6465 White Oak	Whitehouse	43571	None	ACTIVE		\$50,000
NORIS	5067486	Kimberly Iott (1LONGKJ)		2222 Willowtree Ln.	Maumee	43537	Mapleview Woods	ACTIVE		\$224,900
NORIS	5068188	Kimberly Iott (1LONGKJ)		5750 Windgate	Toledo	43615	Barrington Woods	ACTIVE		\$138,900

There are 2 ways to do this. The 1st is to go to the listing set up and click open a sold listing.

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](#)

Appointment Basics

Allow Showing Agents to Request Appts Online? Yes No

Appointment Type: **Appointment Required**

Allow Overlapping Appointments? **Yes, No need to inform the showing agents**

Contacts

Contact Details	Can Confirm Appts By:			Notify of Confirmed/Cancelled Appts By:		
	Text Message	Email	ShowingVoice	Text Message	Email	ShowingVoice
Kimberly Iott (Listing Agent) (419) 466-8926 (Mobile Phone) kiott@mlsrealty.com 4194668926@messaging.sprintpcs.com (Text Message)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Notifications will be copied to:

[How will this work?](#) [Advanced Notifications](#) [Add new Co-Listing Agent](#) [Add New Owner/Occupant](#)

Access Information

Access Details: Access Type: **Select One**

Lockbox Code/Notes:

Alarm Details: Alarm Disarm Code:
Alarm Arm Code:
Alarm Passcode:
Alarm Notes:

Showing Restrictions

Required Lead Time: **0 hours** Maximum Appointment Length: **2 hrs**
Suggested Lead Time: **1 hour** (Excludes Inspections & Appraisals)

No Showings During: [Add New Showing Restrictions](#)

Additional Instructions

Archive

Listing Activity Report

Listing Changes Log

You can then click Archive. This will hide the listing. If you do this your information on past showings and feedback will not be available.

Search for a Listing

Search: [Search](#) [Advanced Search](#)

Found 12 results in 5ms. [Mass Add Notes To My Listings](#)

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NORIS	5068872	Kimberly Iott (L LONGK)		6465 White Oak	Whitehouse	43571	None	ACTIVE		\$50,000
NORIS	5067496	Kimberly Iott (L LONGK)		2222 Willowtree Ln.	Maumee	43537	Mapleview Woods	ACTIVE		\$224,900
NORIS	5068188	Kimberly Iott (L LONGK)		5750 Windgate	Toledo	43615	Barrington Woods	ACTIVE		\$139,900

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The 2nd way is to go to Listing Setup and click on advanced search.

http://apptcenterframe.showingdesk.com/Select/Listing NORIS FUSION MLS Appointment Center - Listin... Calendar | Toledo Board of Re... Data Checker

File Edit View Favorites Tools Help

Home Sentrilock LLC. S... Toledo Board of REALTO... Data Checker FUSION MLS MLXchange MLS

NORIS Search for a Listing

Address: _____ Subdivision: _____ Search Found 12 results in 5ms.
 MLS: _____ MLS Listing Id: _____ Quick Search
 Agent Ids or Name: _____ Owner Names: _____
 Show listings that are: Any Status Pending
 Active Pending, Show for Backup Contract
 Search Archived Listings:

MLS Code	MLS Number	Listing Agents	Owners	Address	City	Zip	Subdivision	MLS Status	In-House Status	Listing Price
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You can then sort by Listing Status.