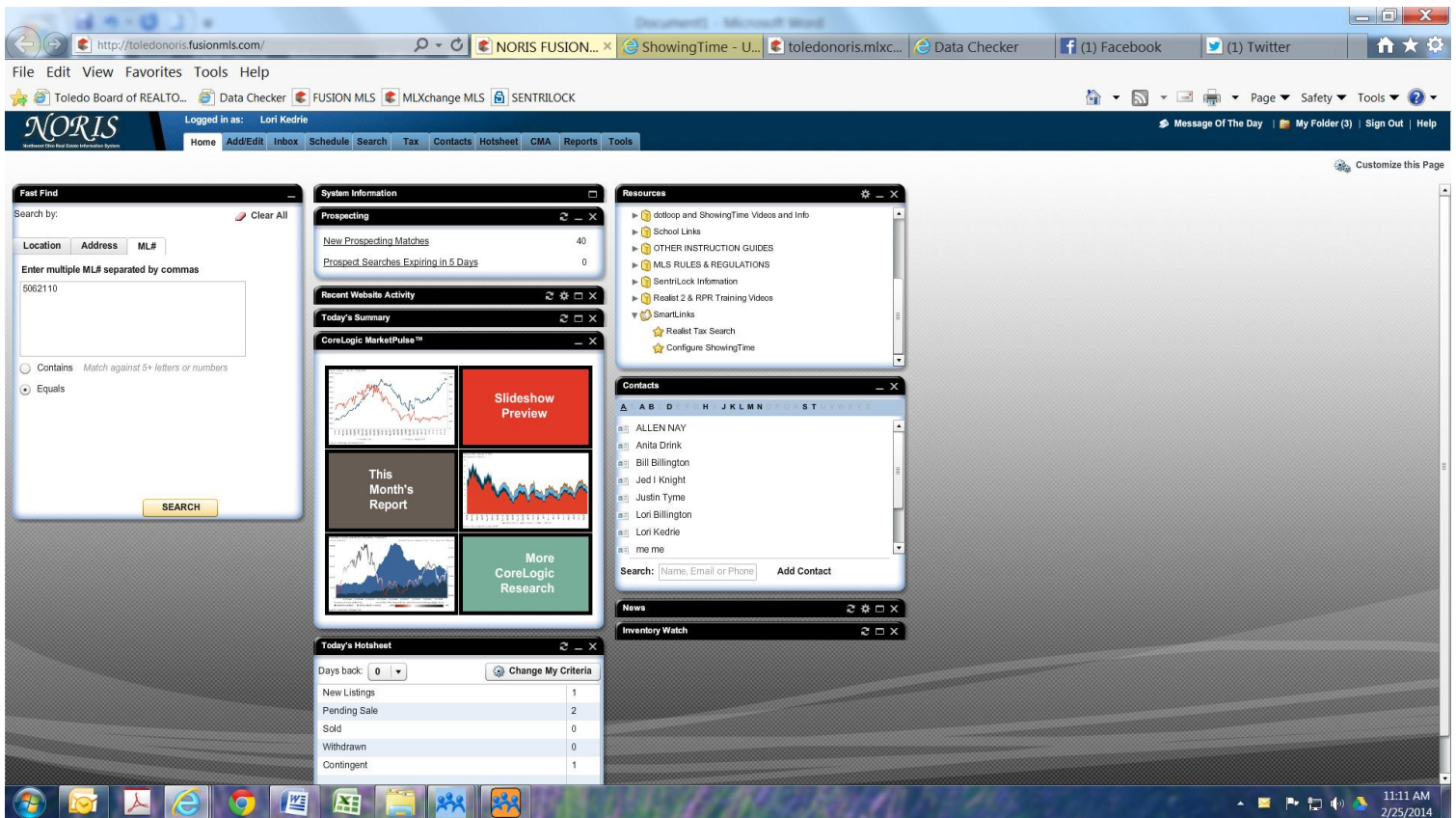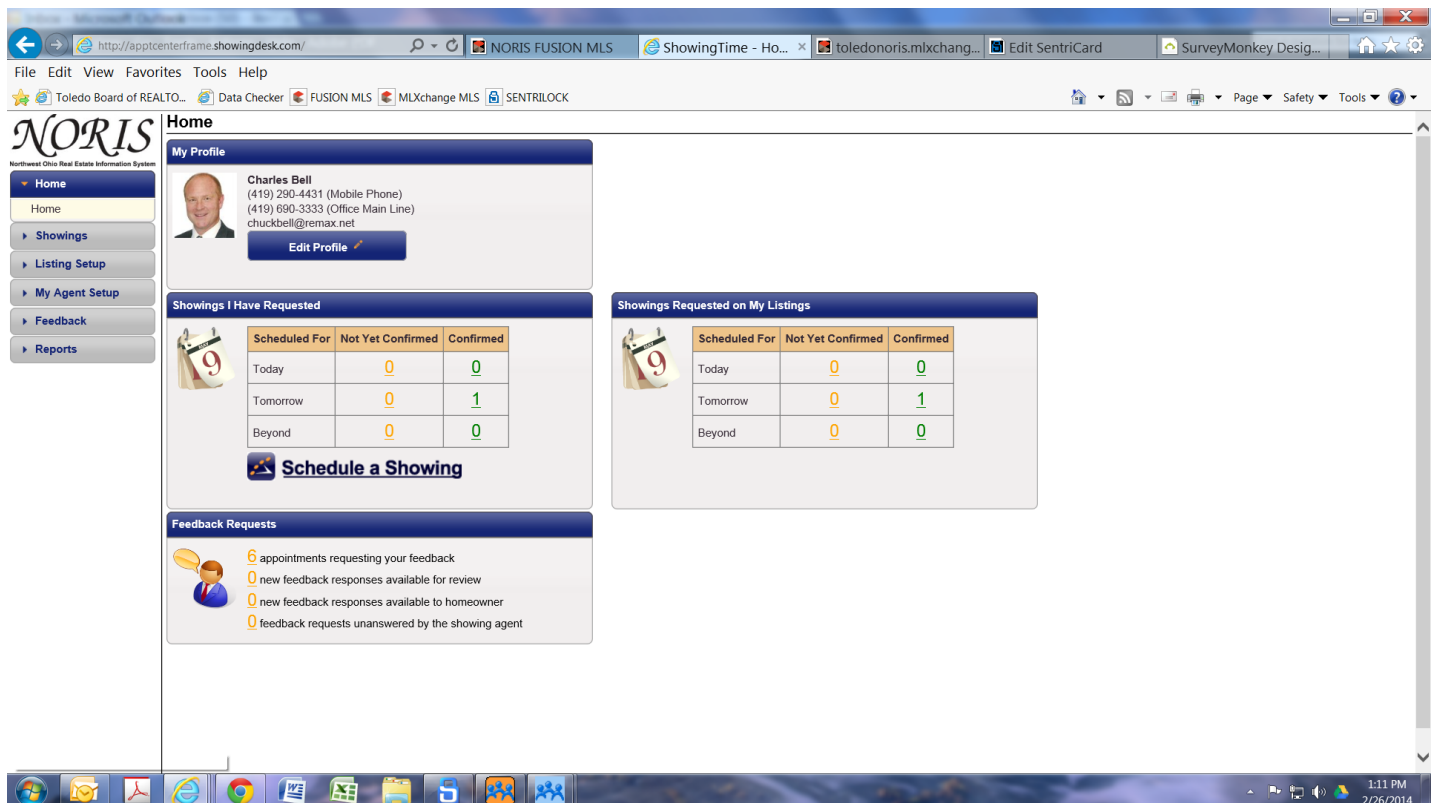# How to add a showing request

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.

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

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

Click Add Activity

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