How to add a Co-lister or Owner/Occupant

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Gench by: Clear All Location Address MLB Street# Street Name (Reg) Unit# Constraints (Reg) Uni# Constraints (Reg) Unit# Const#	Welcome to Fusion Current version is 5:10 as of January 8, 2014 What new in version 5:19	Cardeals Contact Tax Back Contact Contact Contact	Video and Inb UIDES Videos RE KLINNO POIRSTUVIVI VZ		
Gn Market Listings only SEARCH Prospecting 2 = X	Abity to vee ful lating report from Adjustment scene in Step 4 of CMA Witand MARPING support file Stepse Into Tables This Stepse is con te support file Stepse via Dates Stape? Added distance when drawing a radius shape or Safari browsers, Fusion is a great option!	 Neighbor ** 1 Party 10 Party 11 Party 12 Party 12 Party 13 Party 	ļ		
New Prospecting Matches 911		Search: Name Email or Phon	Add Contact		
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Active Listings 14		Back on Market	3 .		
Expiring Within 14 Days 0		Price Changes	18		
Sold Within 6 Months 28		Expired	12		
Open House 0		New Listings	34		

Log in to Fusion in the Resources Gadget click on SmartLinks, then click Configure ShowingTime

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Setup MLS Code	MLS Number	Listing Agents	Owners	Address	City	Zip	Subdivision	MLS Status	In-House Status	List
NORIS	5059866	Jane Haley (1HALEYJA)		3616 Brenda	Toledo	43614	Other	ACTIVE		,
NORIS	5047794	Jane Haley (1HALEYJA)		4747 Cabriolet	Maumee	43537	Blystone	ACTIVE		
NORIS	5061143	Jane Haley		6010 Fenwyck Unit 24	Maumee	43537	Ferwyck Arms	ACTIVE		
NORIS	5065376	Jane Haley (1HALEYJA)		3730 Heatherbrook	Toledo	43614	Other	PENDING		
NORIS	5062452	Jane Haley (1HALEYJA)		343 W Indiana	Perrysburg	43551	None	ACTIVE		:
NORIS	5062139	Jane Haley (1HALEYJA)		7052 Joannes Way	Maumee	43537	Olde Farm	PENDING		
NORIS	5059319	Jane Haley (1HALEYJA)		1326 Leith	Toledo	43614	Leith Place	ACTIVE		
NORIS	5063170	Jane Haley (1HALEYJA)		872 Loch Haven	Maumee	43537	Loch Haven	ACTIVE		
NORIS	5064671	Jane Haley (1HALEYJA)		4039 Lyman	Toledo	43612	Walnut Hills	ACTIVE		
	5059495	Jane Haley		6745 Pine Creek Dr.	Toledo	43617	Other	ACTIVE		

How to add a Co-lister or Owner/Occupant

This will take you into ShowingTime. On the left hand side click Listing Setup. You will see all your listings on the right. Open the listing you wish to set up by clicking on the address.



After clicking on the address you will be taken into the set up. From here you can make changes to how you would like to receive your notifications, add a co-listing agent, or add owner/occupant information.

Be sure to Save Changes when you are finished.