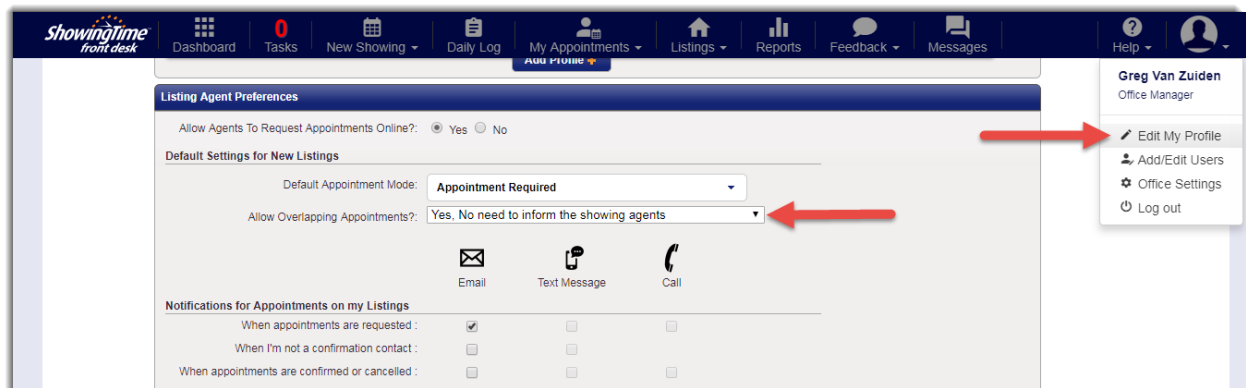


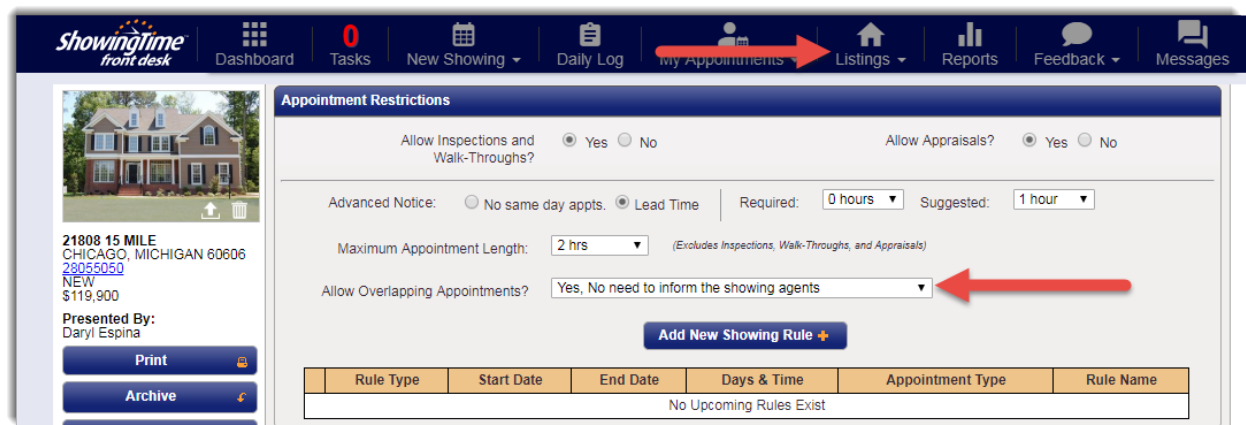
ShowingTime Settings: Overlapping Appointments

For NorthstarMLS, the default setting is to allow overlapping appointments on listings and not show the showing agent the overlaps or when other appointments are scheduled. If listing agents want, they may change that setting on an individual listing or all of their listings. The other choices are to allow overlaps and show those to the showing agent, or to not allow overlapping appointments at all.

At the agent level, agents can go to “Edit My Profile”, scroll down to “Listing Agent Preferences”, and adjust the setting for “Allow Overlapping Appointments?”. This will be the default setting applied to all listings when they come on the market.



At the listing level, agents can edit this setting on each individual listing from the “Listing Worksheet”. To do this, agents would select “View/Edit Listings” from the “Listings” tab and adjust the “Allow Overlapping Appointments?” dropdown from the “Appointment Restrictions” section.



If you have questions, contact ShowingTime support at support@showingtime.com or 1-800-379-0057. You may also contact the NorthstarMLS Help Desk at help@northstarmls.com or 651-251-5456 (1-877-251-5455 toll free).