

# Help Me Turn ShowingTime Off! Help Me Get CE!: Ask Technical Terry



[Ask Technical Terry](#) is a series RMLS™ aims to offer once a month. RMLS™ subscribers will drive the content—submit any question about RMLS™ to Technical Terry in the comments or by emailing [communications@rmls.com](mailto:communications@rmls.com). Don't be shy—we won't identify you by name.

Dear TT,

I can't thank RMLS™ enough for putting great tools into RMLSweb for us to use. In the case of ShowingTime, however, it feels like a layer of tech that I don't need. I realize it is a great tool and that many folks will use it but in my case, I'm just too old for this! Is it possible to disable ShowingTime on my listings? I'd rather the REALTOR® just call or text me.

## Frustrated in Fanno Creek

Dear FFC:

Understood completely. Having come over on the Mayflower, I also struggle with some newfangled technology. Whatever happened to the quill pen and parchment paper?

But back to ShowingTime. Yes, you can certainly disable the tool on either an individual listing or for all your listings. Here's how.

### Individual Listing

When logged in to RMLSweb, head to Listing Load. Click on the ShowingTime icon.



Select your preference for that specific listing by choosing Yes or No.



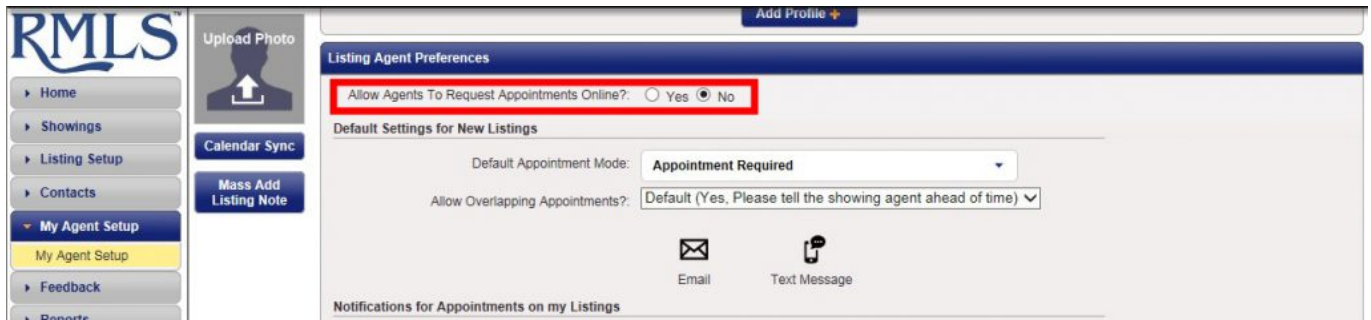
Don't forget to save your changes...




### All Listings

If you'd like to turn off ShowingTime for all your listings, click the same Listing Load ShowingTime icon as above, then turn your attention to the line that says "Allow Agents to

Request Appointments Online?" Set your preference, and don't forget to save your changes!



The screenshot shows the RMLS Listing Agent Preferences interface. On the left is a navigation menu with options like Home, Showings, Listing Setup, Contacts, My Agent Setup, My Agent Setup (highlighted), Feedback, and Profile. The main content area is titled 'Listing Agent Preferences' and contains a red-bordered box around the 'Allow Agents To Request Appointments Online?' radio button, which is currently set to 'No'. Below this are 'Default Settings for New Listings' including 'Default Appointment Mode' set to 'Appointment Required' and 'Allow Overlapping Appointments?' set to 'Default (Yes, Please tell the showing agent ahead of time)'. At the bottom, there are icons for 'Email' and 'Text Message' notifications.



The screenshot shows a dark dialog box with the text 'Save Changes to Profile?' on the left. To the right are three buttons: a green 'Save Changes' button, a red 'Undo Changes' button, and a black 'Save Changes to Profile?' button.

That's all there is to it! As you can see it's quite easy to control your use of ShowingTime, either on a per listing basis or globally.

TT

**Hello Technical Terry!**

**Help! I've been so busy this year helping clients that my license renewal snuck up on me and I need to get some elective CE credit pronto. What am I going to do?**

**Ida in Felida**

Hello Ida in Felida!

Ah yes, the clamor of REALTORS® in need of CE to renew their licenses—what a beautiful sound! Don't worry, RMLS™ has some resources to help.

Of course the RMLS™ Education Summit and Trade Fair is a major event that RMLS™ holds each year to offer lots of free CE to subscribers. The event has passed for this year, but we also

bring our Broker Education Series (BES) events to subscribers across the region. In fact, [there's a BES event happening in Lincoln City on May 22nd!](#)

Aside from RMLS™ events, we also help industry organizations promote their classes and opportunities. Two great places to check for upcoming CE opportunities is on the RMLSweb desktop page and the [RMLScentral events calendar](#) (which has 12 event listings in May alone!).

So Ida, when you're in need of some CE, check out our resources! And if you want to share a class or event with other industry professionals, [send the details along to us](#) and we'll take care of the rest.

Technical Terry in RMLS™land