

How to BLOCK Available Showings in ShowingTime

1. Access the Showing Time Configuration in the Realcomp Links widget on the RCO3 homepage.
2. Select Listings>My Listings in the menu on the left.
3. Select the desired listing.
4. Click the Restrictions & Exceptions tab and click the Add New Restriction button.

1530 BLAIRMOOR Court, Grosse Pointe Woods (219118066)

ShowingTime Front Desk

Allow Showing Agents to Request Appts Online? Yes No

Default Configuration **Restrictions & Exceptions** Listing Data

day week month **Add New Showing Restriction +** April 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29 All Day	30 All Day	31 All Day	1 All Day	2 All Day	3 All Day	4 All Day
5 All Day	6 All Day	7 All Day	8 All Day	9 All Day	10 All Day	11 All Day
12 All Day	13 All Day	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

5. Fill in the dates to which this applies and click Save Showing Restriction.

Add Showing Restriction

Rule Type: **Showing Restriction**
Restriction Reason: **Governor's COVID-19 restriction**

Pick the duration of the showing rule

Timed Rule: Start Time: [] End Time: []
 All-day Rule: Rules will be applied for the day(s) in question

Pick the date(s) for the showing rule

One-time rule: Date: 04/01/2020
 Repeating rule: Start Date: 04/01/2020 End Date: 04/12/2020

Rules will occur every:

Sun:	Mon:	Tue:	Wed:	Thur:	Fri:	Sat:
<input checked="" type="checkbox"/>						

Save Showing Restriction Cancel

If you have additional questions, please contact Customer Care at (866) 553-3430.