

# ShowingTime Appointment Restrictions

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## Overview

As most seller and agent schedules vary from day-to-day due to work, vacations, or even a simple doctor's appointment, ShowingTime provides a way for agents to create appointment restrictions for specific days and/or times which differ from the day to day standard ones. This is known as **Setting an Appointment Rule**, which is anything that will change the normal outcome for confirming showings based on preferences set on a listing's instruction worksheet.

In some markets when **Allow Overlapping Showings** is set to no, a user will be unable to schedule appointments back-to-back. This is known as [buffer](#) time.

You can add restrictions from your [mobile device](#).

ShowingTime offers a variety of add-on showing solutions and market analysis tools. [Learn how](#) these products can enhance your showing management package and your clients' experience.

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Our support team is available from:

Monday–Friday, **8am–8pm** CT

Saturday–Sunday, **8am–5pm** CT

Phone: **800-379-0057**

Email: [support@showingtime.com](mailto:support@showingtime.com)

## Creating a Showing Restriction

Showing Restrictions can be created and managed in two places on the Listing Worksheet:

**Appointment Restrictions**  
Required Lead Time: 0 hours ▾      Maximum Appointment Length: 2 hrs ▾  
(Excludes Inspections & Appraisals)  
Suggested Lead Time: 1 hour ▾      Allow Overlapping Appointments?: Yes, No need to inform the showing agents ▾  
**1 Add New Showing Restriction +**

Start Date	End Date	Days & Time	Restriction Reason
No Upcoming Restrictions Exist			

Under the **Appointment Restrictions** section, which will display in a list view.

**Showing Instructions**   **Showing Restrictions**  
day   week   **month**      **1 Add New Showing Restriction +**      March 2015

On the **Showing Restrictions** tab, which will be organized in a calendar view, allowing you to dynamically see restrictions set in place by day, week, or month.

	Start Date	End Date	Days & Time	Restriction Reason
 	02/11/2015	02/14/2015	Tu W Th F Sa 08:15 AM - 10:15 AM	Out of Town
 	02/18/2015	02/18/2015	One-time restriction All Day	Carpet Replacement

## Step 1

Click **Add New Showing Restriction**

The screenshot shows a dialog box titled "Add Showing Restriction" with a close button (X) in the top right corner. The dialog is divided into several sections:

- Restriction Reason:** A text input field with a red circle containing the number 2 next to it.
- Pick the duration of the showing restriction:** A section with two radio buttons: "Timed Restriction:" (selected) and "All-day Restriction:". The "Timed Restriction:" option has a red circle containing the number 3 next to it. Below it are "Start Time:" and "End Time:" input fields with clock icons. A note below reads "Restrictions will be applied for the day(s) in question".
- Pick the date(s) for the showing restriction:** A section with two radio buttons: "One-time restriction:" (selected) and "Repeating restriction:". The "One-time restriction:" option has a red circle containing the number 4 next to it. Below it is a "Date:" input field with a calendar icon. The "Repeating restriction:" option has "Start Date:" and "End Date:" input fields with calendar icons. To the right is a section titled "Restrictions will occur every:" with a table of days: Sun, Mon, Tue, Wed, Thur, Fri, Sat. Each day has a checkbox below it.
- Buttons:** At the bottom right, there are two buttons: "Save Showing Restriction" (with a red circle containing the number 5 next to it) and "Cancel".

## Step 2

Add a **Restriction Reason**

**Note:** Agents who try to schedule an appointment during a blocked time will be informed of the reason why they cannot schedule their appointment.

## Step 3

Choose the duration of your rule, **Timed** or **All-day**

## Step 4

Choose the rule date duration, **One-time** or **Repeating**. If a **Repeating Rule** has been chosen, select the day(s) for which the rule will apply

## Step 5

Click the **Save Showing Restriction** button to apply your rule

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