

How to *Set up Showing Notifications*

All Keyboxes or Individual Keyboxes

This tutorial shows how to set up the beginning and end of showing notifications for inventoried keyboxes.

1. Log into SupraWEB.

All Keyboxes

1. Log into SupraWEB.
2. Select the **SETTINGS** tab.
3. Select the **General Email** link.
4. Check the **Send me showing notifications...** box.
5. Add more email addresses or cell phone numbers of the recipients to the *Also send a copy to:* field and click **Save**.

The screenshot shows the SupraWEB login interface. A red rounded rectangle highlights the login form, which contains the following elements:

- Login** section:
- User ID:
- Password:
- Forgot Password? link
- Remember User ID
- Login button

To the right of the login form is a welcome message:

Welcome to the UTC Single Sign-On (SSO) page.

Registered SupraWEB users: Simply enter your current user name and password.

New SupraWEB users: Please click register to setup a new user.

Below the login form is a 'New User Registration' section:

New User Registration

First time user? Please create an account now.

Register button

The Supra logo and 'United Technologies' are in the top left corner. The footer contains: Copyright © United Technologies Corporation 2013 | Privacy policy | Terms of Use

NOTE: In order to receive notifications your board or association must “opt-in” to the service first.

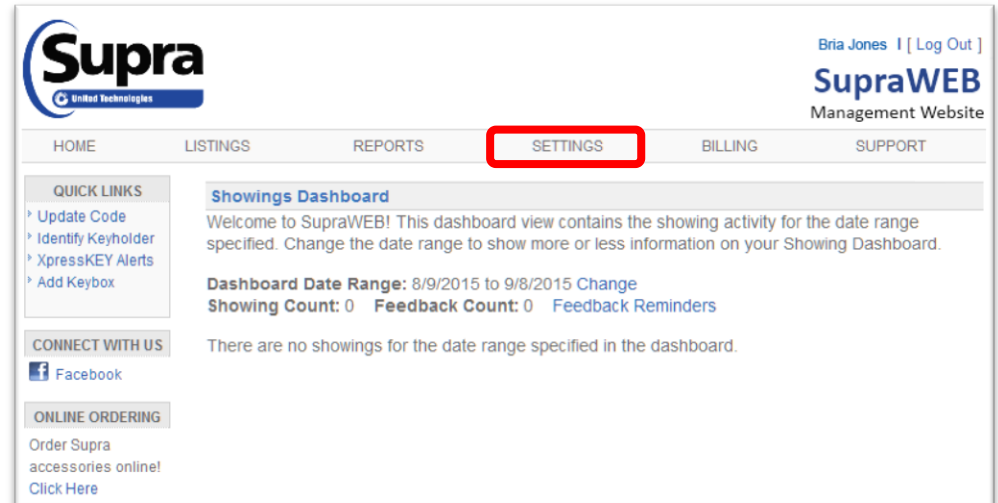


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2. Select the **SETTINGS** tab.

All Keyboxes

1. Log into SupraWEB.
2. Select the **SETTINGS** tab.
3. Select the **General Email** link.
4. Check the **Send me showing notifications...** box.
5. Add more email addresses or cell phone numbers of the recipients to the *Also send a copy to:* field and click **Save**.



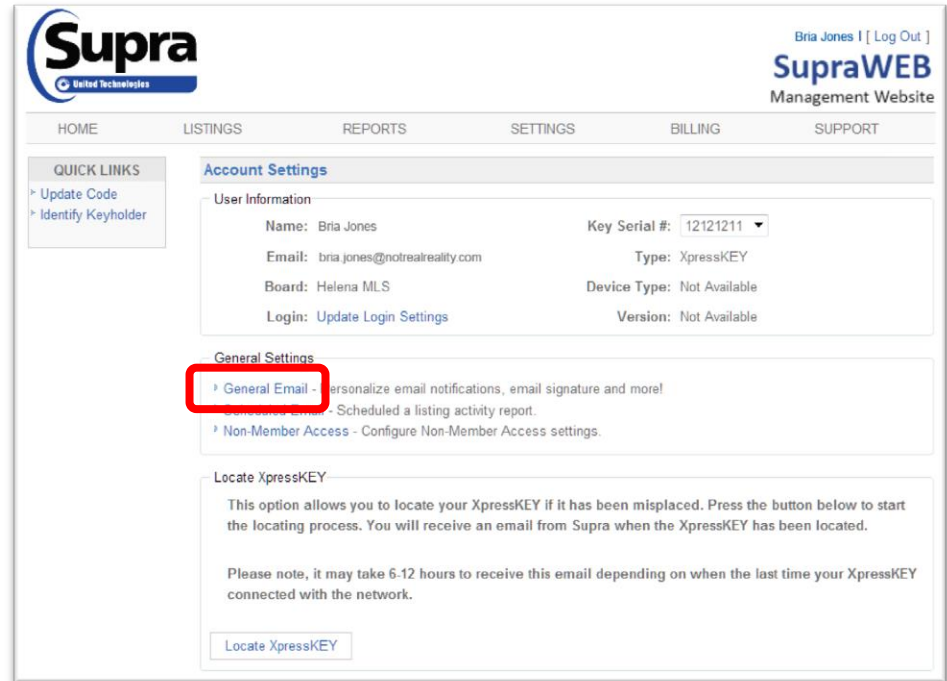
The screenshot displays the SupraWEB Management Website interface. The Supra logo (United Technologies) is in the top left. The user name 'Bria Jones' and a 'Log Out' link are in the top right. A navigation menu includes HOME, LISTINGS, REPORTS, **SETTINGS** (highlighted with a red box), BILLING, and SUPPORT. Below the menu, there are sections for QUICK LINKS (Update Code, Identify Keyholder, XpressKEY Alerts, Add Keybox), CONNECT WITH US (Facebook), and ONLINE ORDERING (Order Supra accessories online! Click Here). The main content area is titled 'Showings Dashboard' and contains a welcome message, a date range selector (8/9/2015 to 9/8/2015), and counts for Showings (0) and Feedback (0).

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3. Select the **General Email** link.

All Keyboxes

1. Log into SupraWEB.
2. Select the **SETTINGS** tab.
3. Select the **General Email** link.
4. Check the **Send me showing notifications...** box.
5. Add more email addresses or cell phone numbers of the recipients to the *Also send a copy to:* field and click **Save**.



The screenshot displays the SupraWEB Management Website interface. At the top, the Supra logo is on the left, and the user's name 'Bria Jones | [Log Out]' and 'SupraWEB Management Website' are on the right. A navigation menu includes HOME, LISTINGS, REPORTS, SETTINGS, BILLING, and SUPPORT. A 'QUICK LINKS' sidebar on the left contains 'Update Code' and 'Identify Keyholder'. The main content area is titled 'Account Settings' and is divided into sections: 'User Information' (Name: Bria Jones, Email: bria.jones@notrealreality.com, Board: Helena MLS, Login: Update Login Settings, Key Serial #: 12121211, Type: XpressKEY, Device Type: Not Available, Version: Not Available), 'General Settings' (with a red box around the 'General Email' link), and 'Locate XpressKEY' (with a 'Locate XpressKEY' button).

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All Keyboxes

1. Log into SupraWEB.
2. Select the **SETTINGS** tab.
3. Select the **General Email** link.
4. Check the **Send me showing notifications...** box.
5. Add more email addresses or cell phone numbers of the recipients to the *Also send a copy to:* field and click **Save**.

4. Check the **Send me...** box.

The screenshot shows the 'General Email Settings' page in the SupraWEB Management Website. The page is for user 'Bria Jones | Log Out'. The 'Showing Notifications (for all keyboxes)' section has the checkbox 'Send me showing notifications for all keyboxes in my inventory' checked and highlighted with a red box. Below it, there is a red warning: 'Be sure to assign keyboxes to listings to include the property address in showing notifications.' There are two text input fields for 'Also send a copy to:(CC)'. The 'Feedback Emails' section has the checkbox 'Send me an email when another agent sends feedback on any of my listings' checked. The 'Reminder Emails' section has two checkboxes checked: 'Remind me by email to send feedback on listings I have shown.' and 'Enable listing assignment email reminders. (Not applicable for ActiveKeys)'. The 'Listing Update Emails' section has the checkbox 'Allow listing agents to send me update emails on listings I have shown.' checked. There is a 'Personalized Signature Image' section with a placeholder image and an 'Upload Image: Browse...' button. The 'Personalized Signature Text' section has a rich text editor and a 'Path:' field. At the bottom, the 'Save' button is highlighted with a red box. The 'Save' button is also highlighted with a red box in the original image.



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5. Add information and click **Save**.

All Keyboxes

1. Log into SupraWEB.
2. Select the **SETTINGS** tab.
3. Select the **General Email** link.
4. Check the **Send me showing notifications...** box.
5. Add more email addresses or cell phone numbers of the recipients to the *Also send a copy to:* field and click **Save**.

Supra
United Technologies

Bria Jones | Log Out |
SupraWEB
Management Website

HOME LISTINGS REPORTS SETTINGS BILLING SUPPORT

QUICK LINKS
Update Code
Identify Keyholder
Add Keybox
Assign Listing

General Email Settings

Email Address:

If this email address is not the same as the one your MLS, it may be overwritten by the email your organization has on record.

Showing Notifications (for all keyboxes)

Send me showing notifications for all keyboxes in my inventory

Important: Be sure to assign keyboxes to listings to include the property address in showing notifications.

Also send a copy to:(CC)

Separate multiple addresses with a semicolon

Tip: To send showing notifications on a particular listing to a recipient, click on LISTINGS at the top of the page, click on the desired listing ID and enter the recipient's information.

Feedback Emails

Send me an email when another agent sends feedback on any of my listings.

Also send a copy to:(CC)

Separate multiple addresses with a semicolon

Reminder Emails

Remind me by email to send feedback on listings I have shown.

Enable listing assignment email reminders. (Not applicable for ActiveKeys)

Listing Update Emails

Allow listing agents to send me update emails on listings I have shown.

Personalized Signature Image

Upload Image:

(Maximum resolution: 300X300 and < 4MB)

Personalized Signature Text

Path:

Signature User Guide



How to *Set up Showing Notifications*

All Keyboxes or Individual Keyboxes

1. Log into SupraWEB.

Individual Keyboxes

1. Log into SupraWEB.
2. Select the **LISTINGS** tab.
3. Select the **Keyboxes** in *QUICK LINKS*.
4. Select the specific keybox.
5. Select **Listing Details** tab.
6. In the *Showing Notifications* section check the notifications box, add recipients email or text information and click **Save**.

Supra
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Problem accessing our site? Contact us
Manage your profile Register

Login

User ID : *

Password : *

Forgot Password?

Remember User ID

Login

Welcome to the UTC Single Sign-On (SSO) page.

Registered SupraWEB users: Simply enter your current user name and password.

New SupraWEB users: Please click register to setup a new user.

New User Registration

First time user? Please create an account now.

Register

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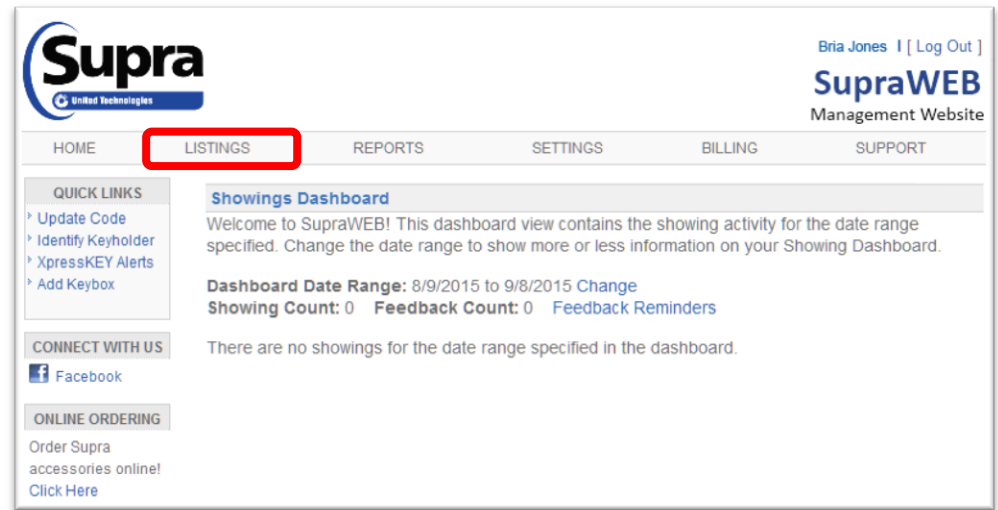
NOTE: In order to receive notifications your board or association must “opt-in” to the service first.

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2. Select the **LISTINGS** tab.

Individual Keyboxes

1. Log into SupraWEB.
2. Select the **LISTINGS** tab.
3. Select the **Keyboxes** in *QUICK LINKS*.
4. Select the specific keybox.
5. Select **Listing Details** tab.
6. In the *Showing Notifications* section check the notifications box, add recipients email or text information and click **Save**.



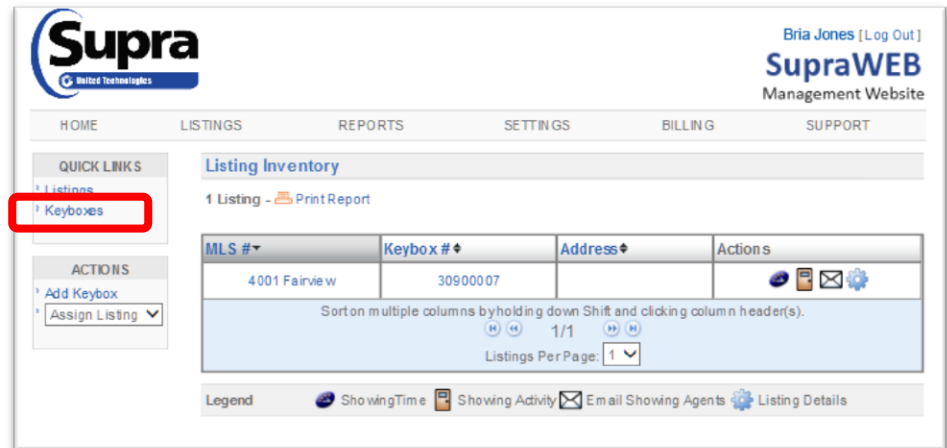
The screenshot displays the SupraWEB Management Website interface. The Supra logo is in the top left, and the user name 'Bria Jones' with a 'Log Out' link is in the top right. A navigation menu at the top includes 'HOME', 'LISTINGS' (highlighted with a red box), 'REPORTS', 'SETTINGS', 'BILLING', and 'SUPPORT'. Below the navigation, there are sections for 'QUICK LINKS' (Update Code, Identify Keyholder, XpressKEY Alerts, Add Keybox), 'CONNECT WITH US' (Facebook), and 'ONLINE ORDERING' (Order Supra accessories online! Click Here). The main content area is titled 'Showings Dashboard' and contains a welcome message, a date range selector (8/9/2015 to 9/8/2015), and statistics for 'Showing Count' (0) and 'Feedback Count' (0). A message states 'There are no showings for the date range specified in the dashboard.'

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3. Select the **Keyboxes** link.

Individual Keyboxes

1. Log into SupraWEB.
2. Select the **LISTINGS** tab.
3. Select the **Keyboxes** in *QUICK LINKS*.
4. Select the specific keybox.
5. Select **Listing Details** tab.
6. In the *Showing Notifications* section check the notifications box, add recipients email or text information and click **Save**.



The screenshot displays the SupraWEB Management Website interface. The top navigation bar includes links for HOME, LISTINGS, REPORTS, SETTINGS, BILLING, and SUPPORT. The user is identified as Bria Jones [Log Out]. The main content area shows a 'Listing Inventory' section with a '1 Listing - Print Report' link. A table lists the listing details:

| MLS # | Keybox # | Address | Actions |
|---------------|----------|---------|---|
| 4001 Fairview | 30900007 | |     |

Below the table, there is a legend for the actions: ShowingTime, Showing Activity, Email Showing Agents, and Listing Details. The 'Keyboxes' link in the 'QUICK LINKS' section is highlighted with a red box.

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4. Select the keybox.

Individual Keyboxes

1. Log into SupraWEB.
2. Select the **LISTINGS** tab.
3. Select the **Keyboxes** in *QUICK LINKS*.
4. Select the specific keybox.
5. Select **Listing Details** tab.
6. In the *Showing Notifications* section check the notifications box, add recipients email or text information and click **Save**.

The screenshot shows the SupraWEB Management Website interface. The top navigation bar includes HOME, LISTINGS, REPORTS, SETTINGS, BILLING, and SUPPORT. The user is logged in as Bria Jones. The main content area displays the 'Listing Inventory' page with a table of listings. The table has columns for MLS #, Keybox #, Address, and Actions. The listing '4001 Fairview' is shown with a Keybox # of '30900007', which is highlighted with a red box. The interface also includes a 'QUICK LINKS' sidebar with 'Listings' and 'Keyboxes' options, and an 'ACTIONS' sidebar with 'Add Keybox' and 'Assign Listing' options. A legend at the bottom indicates various notification settings like 'Showing Time', 'Showing Activity', 'Email Showing Agents', and 'Listing Details'.

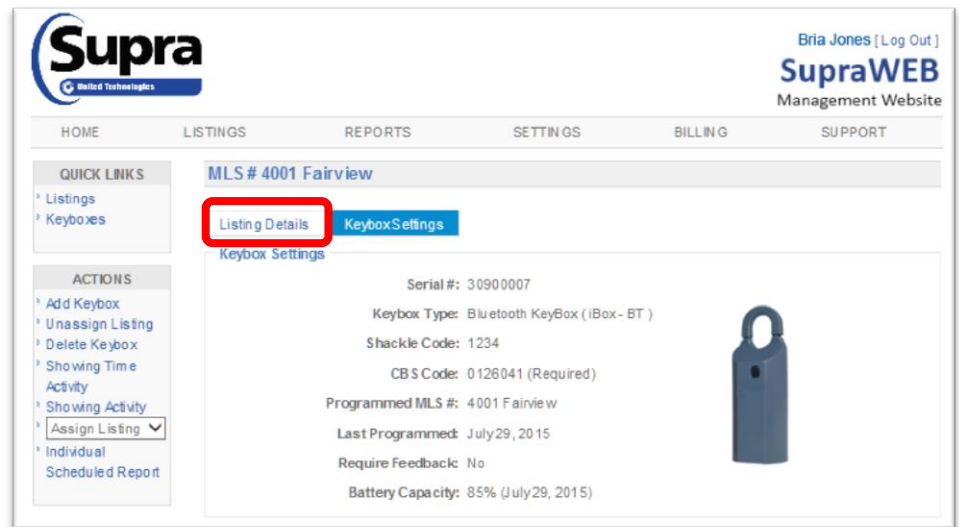
| MLS # | Keybox # | Address | Actions |
|---------------|----------|---------|---------|
| 4001 Fairview | 30900007 | | |

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5. Select Listing Details.

Individual Keyboxes

1. Log into SupraWEB.
2. Select the **LISTINGS** tab.
3. Select the **Keyboxes** in *QUICK LINKS*.
4. Select the specific keybox.
5. Select **Listing Details** tab.
6. In the *Showing Notifications* section check the notifications box, add recipients email or text information and click **Save**.



The screenshot displays the SupraWEB Management Website interface. The top navigation bar includes links for HOME, LISTINGS, REPORTS, SETTINGS, BILLING, and SUPPORT. The user is logged in as Bria Jones. The main content area shows the 'MLS # 4001 Fairview' listing. A red box highlights the 'Listing Details' tab, which is currently selected. The 'Keybox Settings' section displays the following information:

- Serial #: 30900007
- Keybox Type: Bluetooth KeyBox (iBox - BT)
- Shackle Code: 1234
- CBS Code: 0126041 (Required)
- Programmed MLS #: 4001 Fairview
- Last Programmed: July 29, 2015
- Require Feedback: No
- Battery Capacity: 85% (July 29, 2015)

An image of a blue keybox is shown on the right side of the settings area.

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6. Add information and click **Save**.

Individual Keyboxes

1. Log into SupraWEB.
2. Select the **LISTINGS** tab.
3. Select the **Keyboxes** in *QUICK LINKS*.
4. Select the specific keybox.
5. Select **Listing Details** tab.
6. In the *Showing Notifications* section check the notifications box, add recipients email or text information and click **Save**.

The screenshot shows the SupraWEB Management Website interface. The user is logged in as Brija Jones. The navigation menu includes HOME, LISTINGS, REPORTS, SETTINGS, BILLING, and SUPPORT. The main content area is titled 'MLS # 4001 Fairview' and has tabs for 'Listing Details' and 'Keybox Settings'. The 'Listing Details' tab is active, showing fields for MLS #, Address, Listing Date, Client, and Occupant. A house icon is displayed with the text 'Add address before adding a photo.' Below this is the 'Showing Hours' section, followed by 'Feedback Questions'. The 'Showing Notifications (for individual keybox)' section is highlighted with a red box and contains a checked checkbox for 'Send me showing notifications for the keybox associated with MLS #4001 Fairview'. Below this is a section for 'Also send a copy to:' with five input fields for email addresses. The first field contains 'meilakashni@notreairerealty.com', the second is empty, the third contains '5035551234@vix.com', the fourth is empty, and the fifth is empty. At the bottom of the page, there is a 'Save' button highlighted with a red box and a 'Cancel' button. A note at the bottom states: 'Be sure to assign keyboxes to listings to include the property address in showing notifications.'



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