

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 page footer includes: 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.

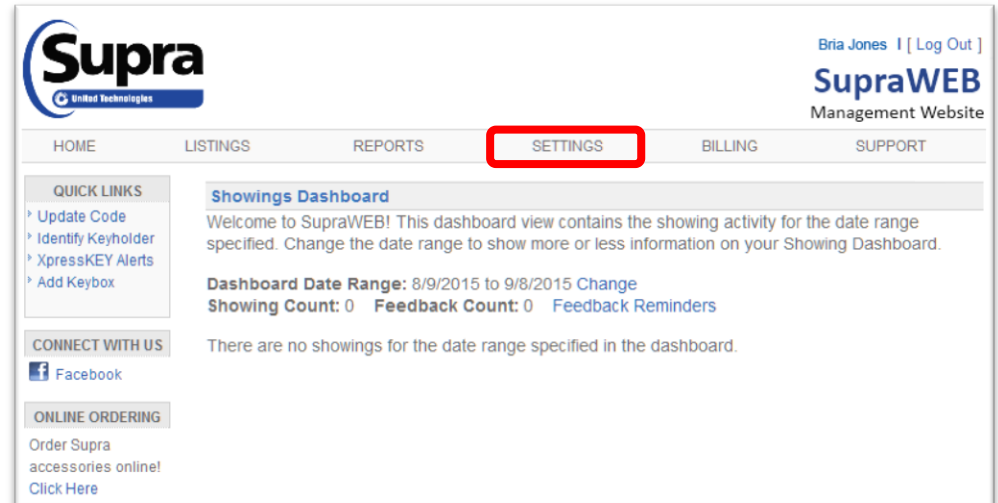


How to *Set up Showing Notifications*

2. Select the **SETTINGS** tab.

All Keyboxes

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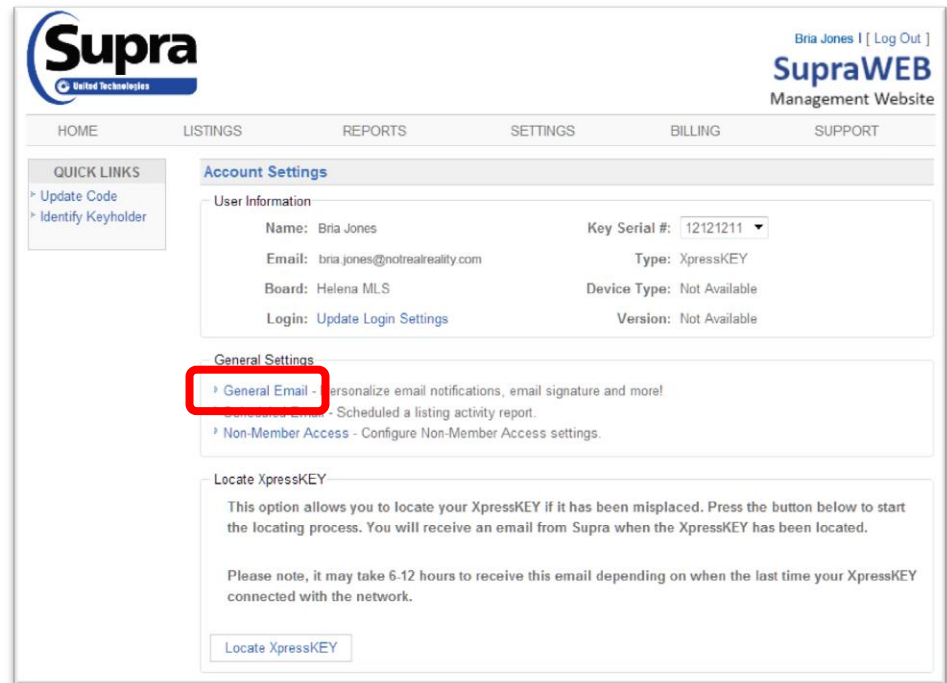
The screenshot displays the SupraWEB Management Website interface. The Supra logo (United Technologies) is in the top left. The user name 'Bria Jones' and a 'Log Out' link are in the top right. A navigation menu includes HOME, LISTINGS, REPORTS, **SETTINGS** (highlighted with a red box), BILLING, and 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 shows the 'Showings Dashboard' with a welcome message, a date range of 8/9/2015 to 9/8/2015, and counts for Showings (0) and Feedback (0). A message states 'There are no showings for the date range specified in the dashboard.'

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

All Keyboxes

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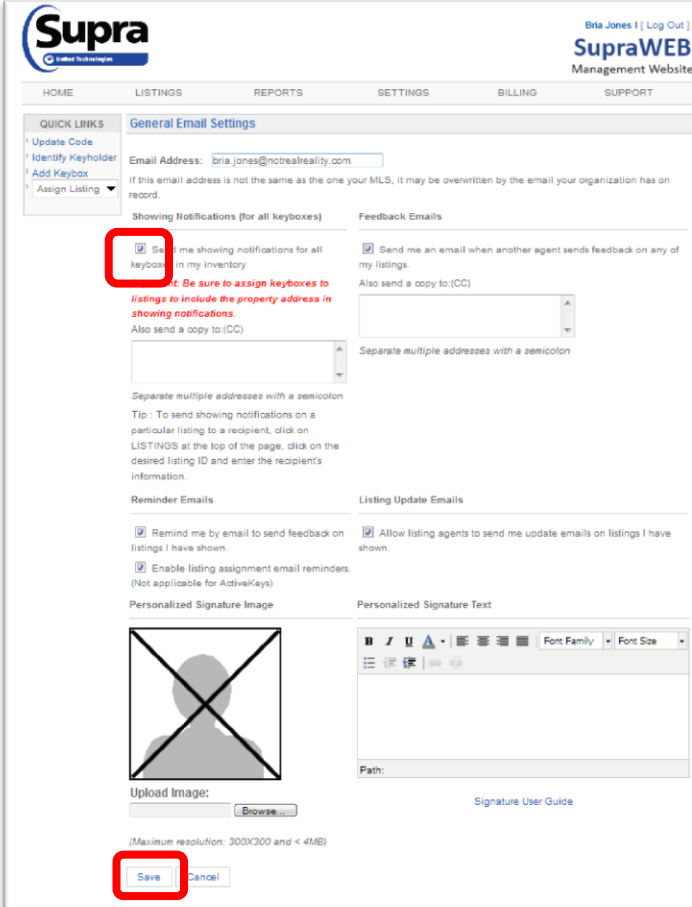
The screenshot shows the SupraWEB Management Website interface. At the top, there is a navigation bar with tabs: HOME, LISTINGS, REPORTS, SETTINGS, BILLING, and SUPPORT. The 'SETTINGS' tab is selected. Below the navigation bar, there is a 'QUICK LINKS' section with links for 'Update Code' and 'Identify Keyholder'. The main content area is titled 'Account Settings' and contains several sections: 'User Information' (Name: Bria Jones, Email: bria.jones@notrealreality.com, Board: Helena MLS, Login: Update Login Settings), 'General Settings' (with a red box around the 'General Email' link), and 'Locate XpressKEY' (with a 'Locate XpressKEY' button).

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



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

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.

Reminder Emails

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

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

Personalized Signature Image

Upload Image:

(Maximum resolution: 300X300 and < 4MB)

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

Feedback Emails

Also send a copy to:(CC)

Separate multiple addresses with a semicolon

Listing Update Emails

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

Personalized Signature Text

Path:

[Signature User Guide](#)



How to *Set up Showing Notifications*

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

All Keyboxes

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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)

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

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.

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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.

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Personalized Signature Text

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(Maximum resolution: 300X300 and < 4MB)

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**.

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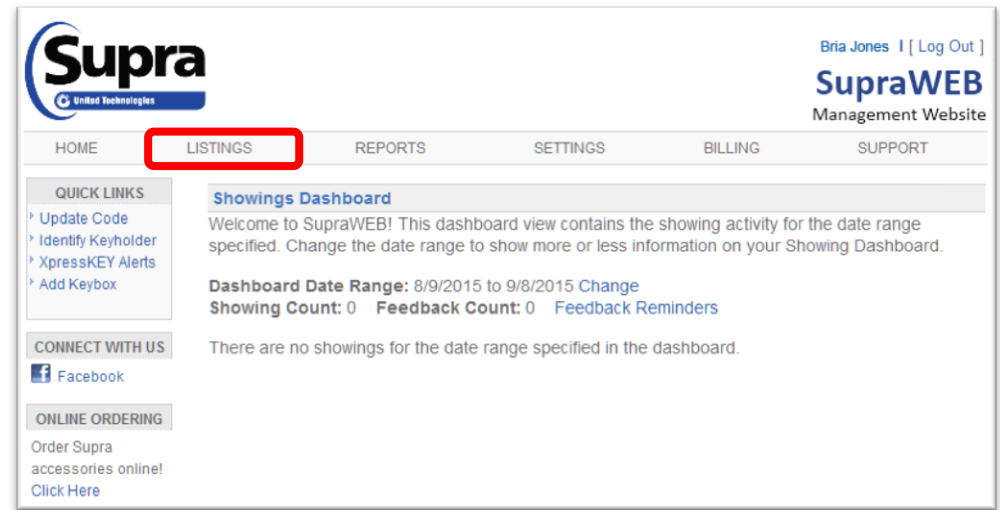
NOTE: In order to receive notifications your board or association must “opt-in” to the service first.

How to *Set up Showing Notifications*

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**.



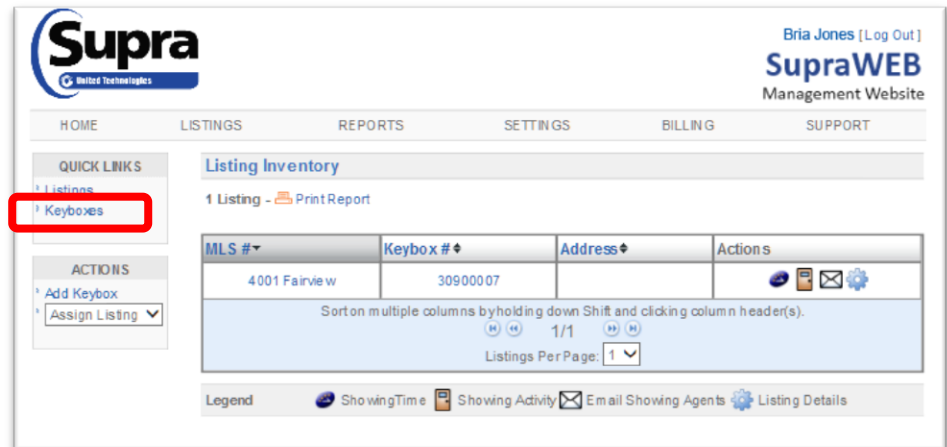
The screenshot displays the SupraWEB Management Website interface. The Supra logo (United Technologies) is in the top left. The user is identified as Bria Jones with a [Log Out] link. The navigation menu includes HOME, LISTINGS (highlighted with a red box), REPORTS, SETTINGS, BILLING, and SUPPORT. The main content area shows the 'Showings Dashboard' with a welcome message and instructions. It displays 'Dashboard Date Range: 8/9/2015 to 9/8/2015 Change', 'Showing Count: 0', and 'Feedback Count: 0'. A 'Feedback Reminders' link is present. Below this, it states 'There are no showings for the date range specified in the dashboard.' On the left sidebar, 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).

How to *Set up Showing Notifications*

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**.



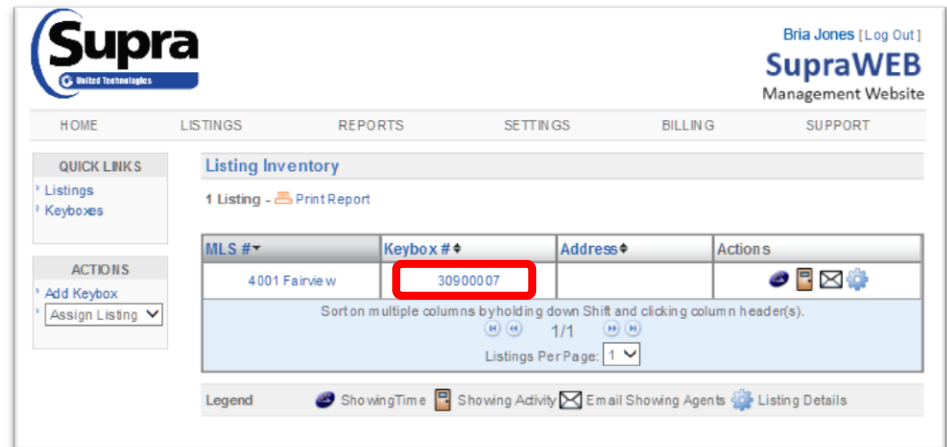
The screenshot shows the SupraWEB Management Website interface. The top navigation bar includes 'HOME', 'LISTINGS', 'REPORTS', 'SETTINGS', 'BILLING', and 'SUPPORT'. The 'LISTINGS' tab is active. On the left, the 'QUICK LINKS' section has 'Keyboxes' highlighted with a red box. The main content area shows a 'Listing Inventory' table with one listing: '4001 Fairview' with 'Keybox # 30900007'. The table has columns for 'MLS #', 'Keybox #', 'Address', and 'Actions'. Below the table, there are sorting options and a 'Listings Per Page' dropdown set to 1. A legend at the bottom shows icons for 'ShowingTime', 'Showing Activity', 'Email Showing Agents', and 'Listing Details'.

How to *Set up Showing Notifications*





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 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 the 'Listing Inventory' section with a '1 Listing - Print Report' link. A table lists the listing details:

MLS #	Keybox #	Address	Actions
4001 Fairview	30900007		   

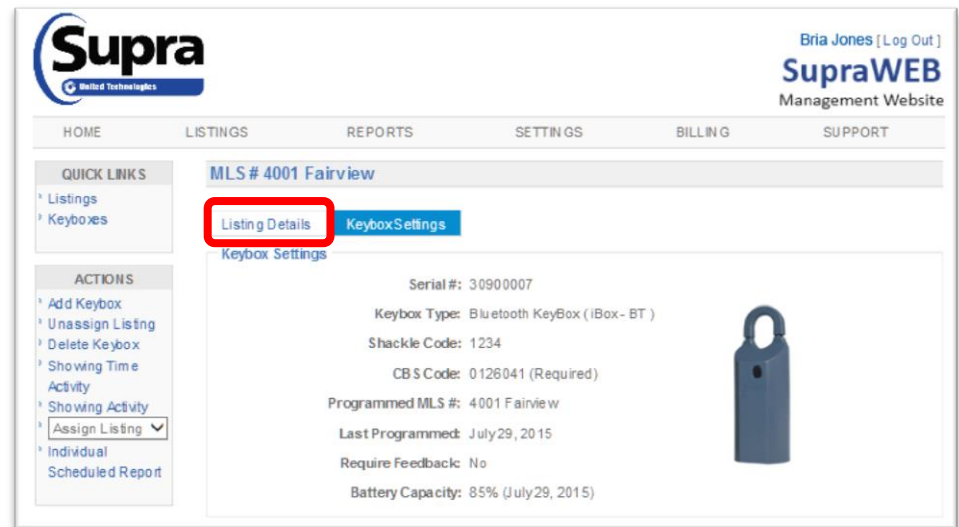
Below the table, there is a legend for the icons: Showing Time, Showing Activity, Email Showing Agents, and Listing Details. The 'Keybox #' field in the table is highlighted with a red box.

How to *Set up Showing Notifications*

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 displays 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 'Showing Hours' section lists times for Monday-Friday, Saturday, and Sunday. Below this is a 'Showing Notifications (for individual keybox)' section with a checked checkbox and a text input field. A table for 'Also send a copy to:' contains five rows with email addresses and phone numbers. A 'Save' button is highlighted with a red box at the bottom left of the form.

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Brija Jones [Log Out]
SupraWEB
Management Website

HOME LISTINGS REPORTS SETTINGS BILLING SUPPORT

QUICK LINKS
Listings
Keyboxes

ACTIONS
Add Keybox
Unassign Listing
Delete Keybox
Showing Time Activity
Showing Activity
Assign Listing
Individual
Scheduled Report

MLS # 4001 Fairview

Listing Details Keybox Settings

Listing Details

MLS #: 4001 Fairview
Change MLS #

Address: Add Address

Listing Date: Not Available
Client: Not Available
Occupant: Not Available

Add address before adding a photo.

Showing Hours
Mon - Fri: 12:15 AM - 10:45 PM
Saturday: 12:15 AM - 11:45 AM
Sunday: 12:15 AM - 11:45 AM

Feedback Questions
You can add 10 feedback questions to each listing. Anyone who has shown this listing will be asked these questions when providing feedback.
Add Feedback Question

Showing Notifications (for individual keybox)
 Send me showing notifications for the keybox associated with MLS #4001 Fairview

Also send a copy to:

1. meitakahashi@notreairerealty.com	2. <input type="text"/>
3. 5035551234@vtext.com	4. <input type="text"/>
5. <input type="text"/>	

Enable this feature provides alerts via email. To send a text message via email, address the email to the recipient's 10-digit wireless phone number. See examples below.
Verizon: 5551234567@vtext.com
AT&T: 5551234567@txt.att.net
Sprint: 5551234567@messaging.sprintpcs.com
For more examples mouse hover: [help](#).

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

Save Cancel



For the latest information, visit us at www.supraekey.com and select the **Customer Support** tab.



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