SupraWEB Guide for Brokers and Offices

Overview

This *SupraWEB Guide for Brokers and Offices* is provided to get the most out of using the Reports feature in SupraWEB.

View Assigned Office(s):

- Keybox Inventory Reports
- Keybox Activity Reports
- Key Activity Reports

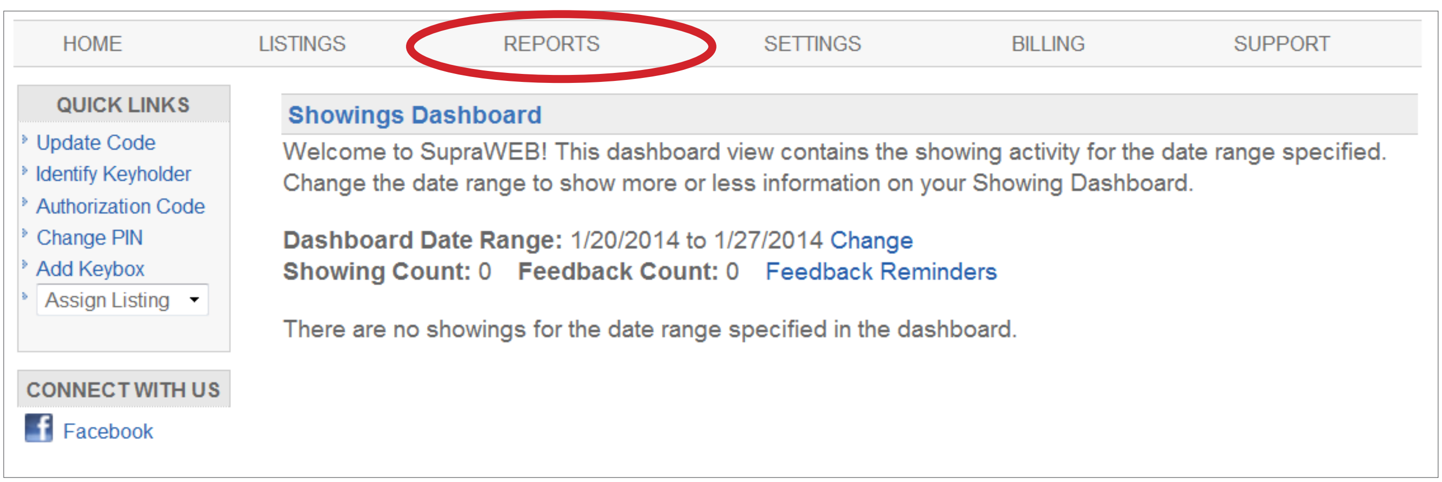
Login to SupraWEB

In order to login to SupraWEB, a key must be assigned to you and the association must designate you as an Office Broker. To register for a single sign on (SSO) user ID and password click the **Register** button on the homepage. First time login with the user ID and password will require the key serial number, PIN, and choosing the board/association from the list.

1. Go to www.supraekey.com.
2. Select **SupraWEB Login for Real Estate Agents**.
3. Enter your user ID and password and select **Login**.

SupraWEB Home Page

After logging in to SupraWEB as a broker you'll see the following home page. Select the **REPORTS** tab to create reports of your key and keybox inventory and showing activity. These reports can be viewed, printed or email as a PDF document.



7/24/2017

Reports

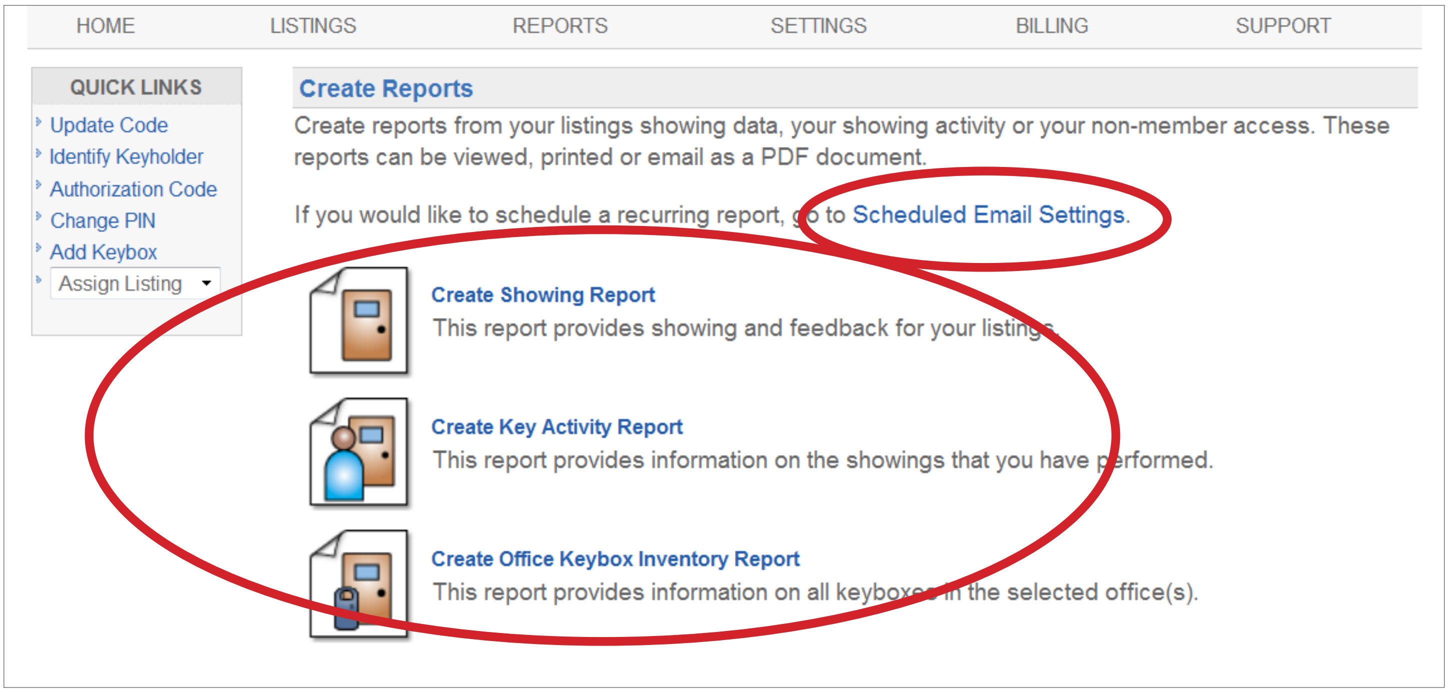
In the **REPORTS** tab there are three (3) main report links to choose from.

Showing Report - View showing and feedback activity reports for all of the listings in your offices.

Key Activity Report - View key activity reports for all of the keys used by keyholders in your offices.

Office Keybox Inventory Report - View a report showing keybox information for all of the keyboxes assigned to your offices.

Click the **Scheduled Email Settings** link to schedule a recurring report.



Create Showing Report

View showing activity reports for all of the showings done by the keyholders in your office(s).

1. From SupraWEB select the **REPORTS** tab.
2. Select the **Create Showing Report** link.
3. Select **All of my listings** (default), or select the specific keybox, MLS#, or office(s) for the report.
4. Select the date range for hte report.
5. Select to include the showing agent contact information or the feedback information on the report.
6. Select **Export to CSV** to export the information to a data file that can be opened as a spreadsheet, or select **View Results** to view the report on the screen.
7. Select the **Create Report** button.

HOME | LISTINGS | REPORTS | SETTINGS | BILLING | SUPPORT

Office Message: If you experience navigation issues within SupraWEB, we advise using Internet Explorer®.

Messages

QUICK LINKS

- Update Code
- Identify Keyholder
- Authorization Code
- Change PIN
- Market Area
- Add Keybox
- Assign Listing

Configure Showing Report

This report provides showing and feedback for your listings.

Showing Activity Report Settings

Create a showing activity for

- (•) All of my listings
- ( ) Specific keybox 30052138
- ( ) Specific MLS #

Select the date range for this report.

From 2/1/2013 to 7/30/2013

- [x] Include showing agent contact information in report
- [x] Include feedback information in report

- ( ) Export to CSV (Comma Separated File)
- (•) View Results

Create Report | Cancel

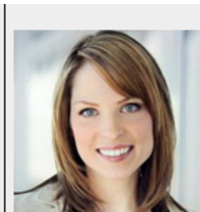
A list of the key and keybox activity for the office(s) is shown along with the time stamp, listing ID, address, showing agent, keybox, key used, showing office, and the feedback.

Showing Report for All Listings

Showings from 2/1/2013 to 7/30/2013

Report Generated on 7/30/2013

6 Records



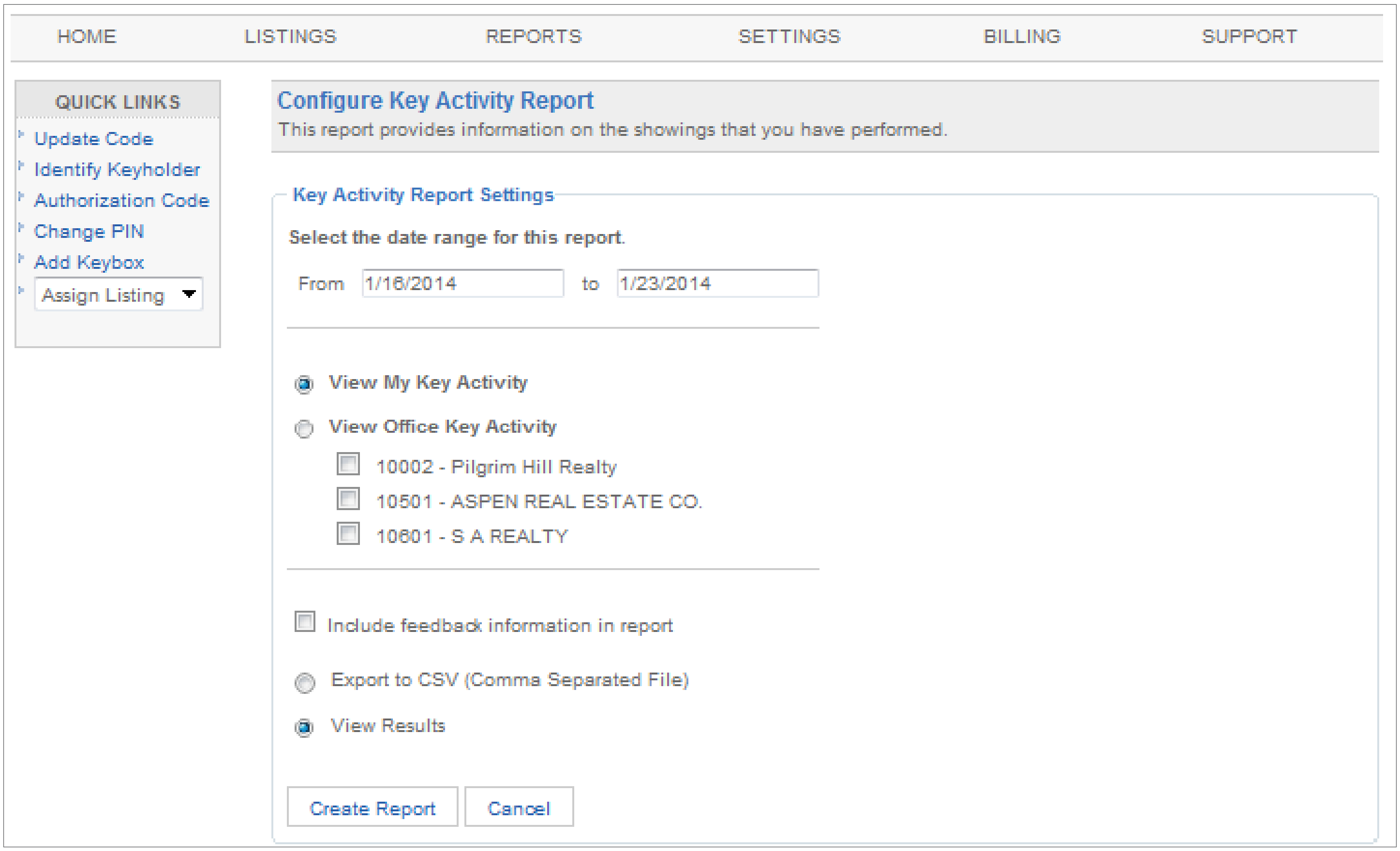
Melinda Johnson
Tamico Real Estate Services
4001 Fairview Industrial Dr SE
Salem, OR 97302
(503) 555-9999

DateTime	ListingID	Address	Showing Agent	Keybox#	Key#	Showing Office	Feedback
7/2/2013 12:12 pm			John Jones (503)375-0413 **Test office**	30000016	5014179	Test office	
5/10/2013 11:23 am	7001234	111 Main St Salem OR 97302	**Kris Smith** realestate@realestate.com (503)555-1111 **Blackstone Realty** (503)555-0000	30317399	5345893	Blackstone Realty	
5/10/2013 10:53 am	7001234	111 Main St Salem OR 97302	Kris Smith (503)-555-8888	30317399	5345893		
5/10/2013 1:29		111 Main St Salem OR	Mark Anderson (503)555-1234				

Create Key Activity Report

View key activity reports for all of the showings done by the keyholders in your office(s).

1. From SupraWEB select the **REPORTS** tab.
2. Select the **Create Key Activity Report** link.
3. Enter the date range for the report.
4. Select **View My Key Activity** (default) or select the office(s) for the report.
5. Select to include feedback information, if desired.
6. Select **Export to CSV** to export the information to a data file that can be opened as a spreadsheet, or select **View Results** to view the report on the screen.
7. Select the **Create Report** button.



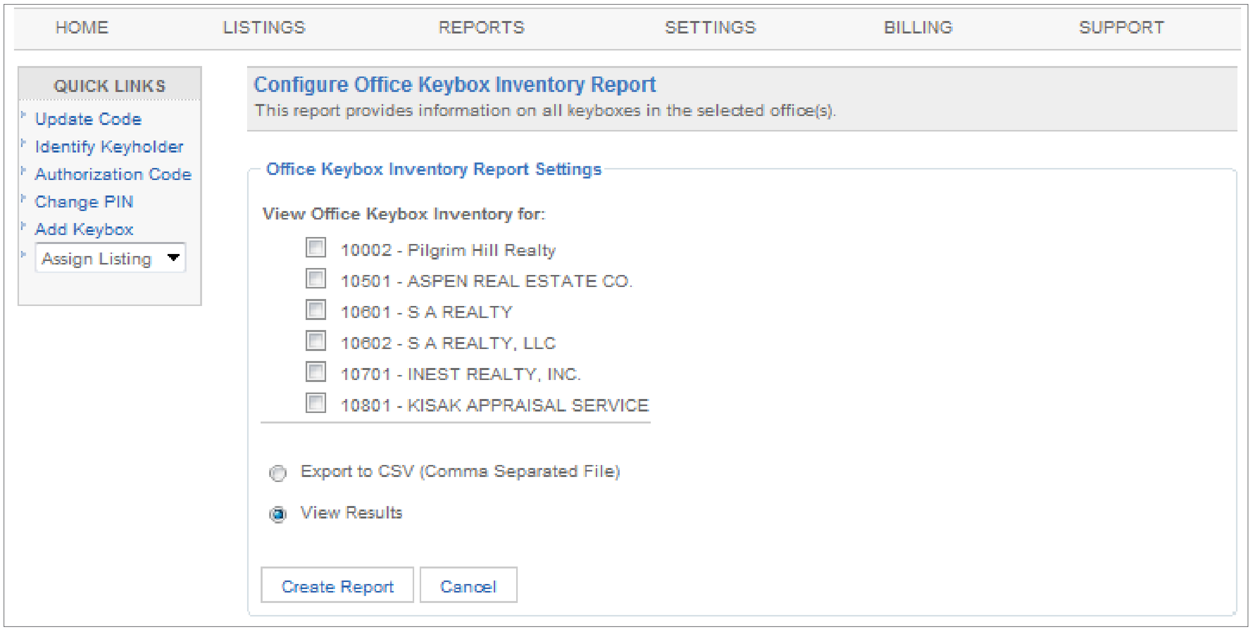
Create Office Keybox Inventory Report

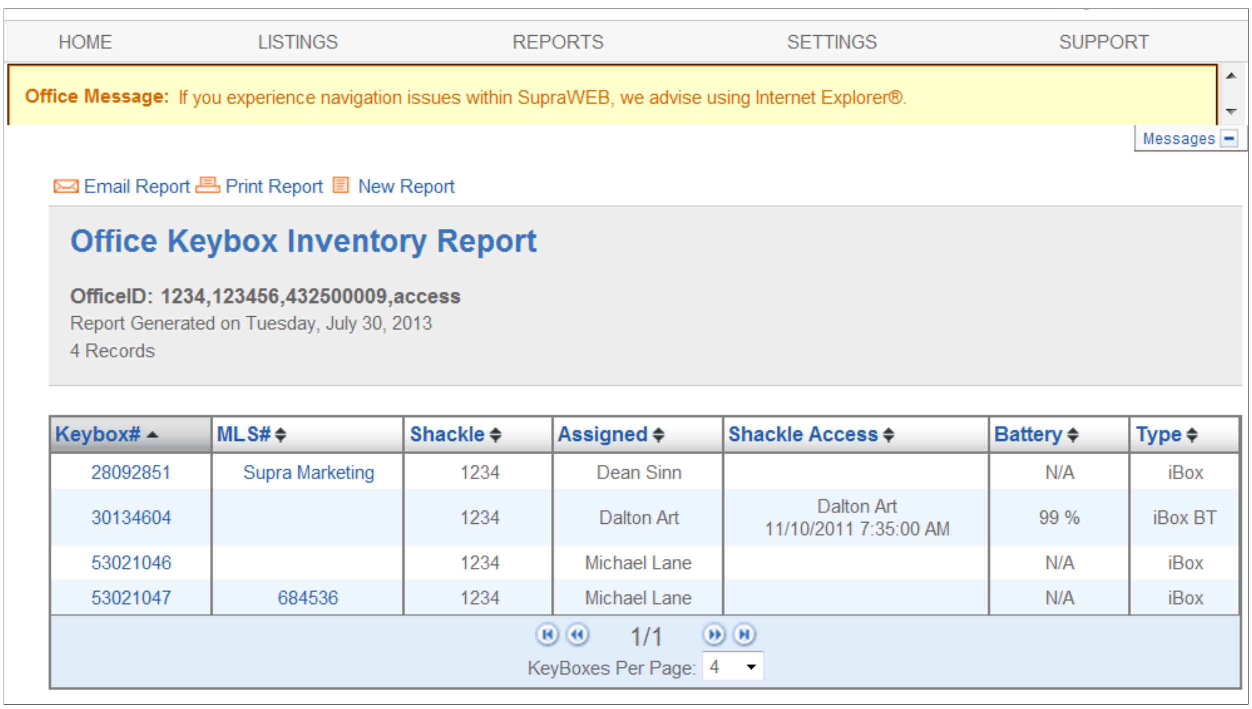
View a report showing all of the keyboxes assigned to your office(s). The keyboxes can either be assigned to the office or to the keyholders within the office. A list of all keyboxes for the office are shown along with the listing ID/MLS#, shackle code, who the keybox is assigned to, the last person to release the shackle on the keybox, date and time the shackle was released, the keybox battery level, and the type of keybox.

1. From SupraWEB select the **REPORTS** tab**.**
2. Select the **Create Office Keybox Inventory Report** link.
3. Select the office(s) for the report.

4. Select **Export to CSV** to export the information to a data file that can be opened as a spreadsheet, or select **View Results** to view the report on the screen.
5. Select **Create Report**.

Note: *Keyboxes must be assigned by the board/association to either the office or a keyholder in the office to show on this report, regardless of how the keyboxes are registered by the keyholders in SupraWEB.*





Keybox#	MLS#	Shackle	Assigned	Shackle Access	Battery	Type
28092851	Supra Marketing	1234	Dean Sinn		N/A	iBox
30134604		1234	Dalton Art	Dalton Art 11/10/2011 7:35:00 AM	99 %	iBox BT
53021046		1234	Michael Lane		N/A	iBox
53021047	684536	1234	Michael Lane		N/A	iBox