

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

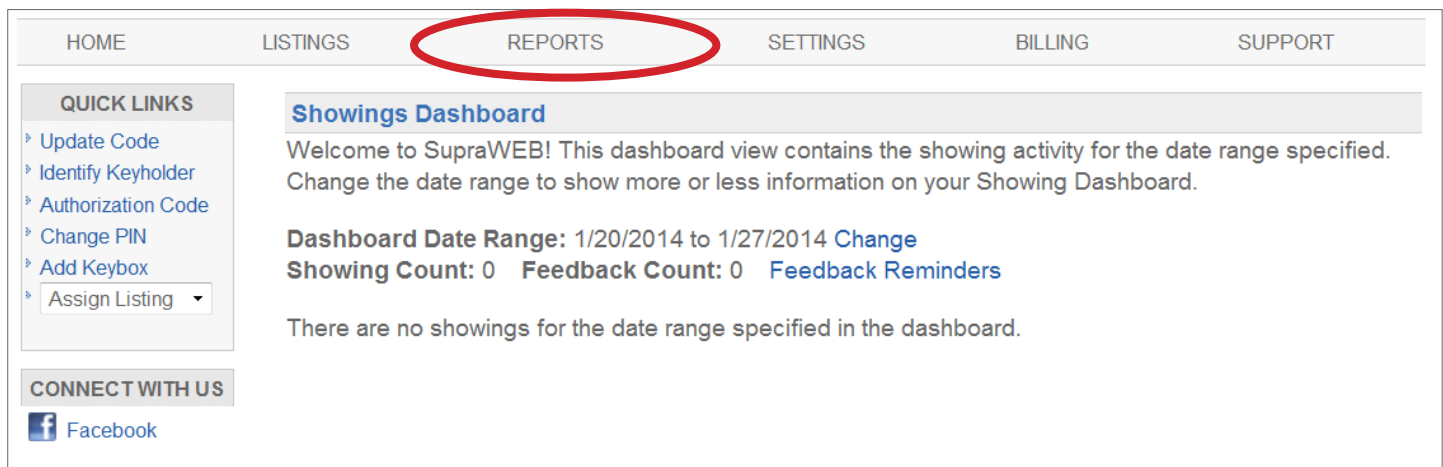
Login to SupraWEB

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.



The screenshot shows the SupraWEB home page interface. At the top, there is a navigation menu with tabs: HOME, LISTINGS, REPORTS (circled in red), SETTINGS, BILLING, and SUPPORT. Below the navigation menu, there is a 'QUICK LINKS' section with a list of links: Update Code, Identify Keyholder, Authorization Code, Change PIN, Add Keybox, and Assign Listing (with a dropdown arrow). Below the quick links, there is a 'CONNECT WITH US' section with a Facebook icon and the text 'Facebook'. The main content area is titled 'Showings Dashboard' and contains the following text: 'Welcome to SupraWEB! This dashboard view contains the showing activity for the date range specified. Change the date range to show more or less information on your Showing Dashboard.' Below this, it displays 'Dashboard Date Range: 1/20/2014 to 1/27/2014 Change', 'Showing Count: 0', 'Feedback Count: 0', and a link for 'Feedback Reminders'. At the bottom of the dashboard, it states 'There are no showings for the date range specified in the dashboard.'



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.

HOME LISTINGS **REPORTS** SETTINGS BILLING SUPPORT

QUICK LINKS

- › Update Code
- › Identify Keyholder
- › Authorization Code
- › Change PIN
- › Add Keybox
- › Assign Listing ▾

Create Reports

Create reports from your listings showing data, your showing activity or your non-member access. These reports can be viewed, printed or email as a PDF document.

If you would like to schedule a recurring report, go to [Scheduled Email Settings](#).

Create Showing Report
This report provides showing and feedback for your listings.

Create Key Activity Report
This report provides information on the showings that you have performed.

Create Office Keybox Inventory Report
This report provides information on all keyboxes in the selected office(s).

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 the 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
- Specific MLS #


Select the date range for this report.

From to

- Include showing agent contact information in report
- Include feedback information in report
- Export to CSV (Comma Separated File)
- View Results

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



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Date Time	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.

The screenshot shows a web application interface for configuring a key activity report. At the top, there is a navigation bar with tabs for HOME, LISTINGS, REPORTS, SETTINGS, BILLING, and SUPPORT. On the left side, there is a 'QUICK LINKS' menu with options: Update Code, Identify Keyholder, Authorization Code, Change PIN, Add Keybox, and Assign Listing (with a dropdown arrow). The main content area is titled 'Configure Key Activity Report' and includes a sub-header 'Key Activity Report Settings'. Below this, there is a section for selecting the date range for the report, with 'From' and 'to' fields set to 1/18/2014 and 1/23/2014 respectively. There are three radio button options: 'View My Key Activity' (selected), 'View Office Key Activity', and 'View Results'. Under 'View Office Key Activity', there are three checkboxes for office selection: '10002 - Pilgrim Hill Realty', '10501 - ASPEN REAL ESTATE CO.', and '10801 - S A REALTY'. There are also checkboxes for 'Include feedback information in report' and 'Export to CSV (Comma Separated File)'. At the bottom of the form, there are two buttons: 'Create Report' and 'Cancel'.

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