How to ***Set Up Showing Notifications***

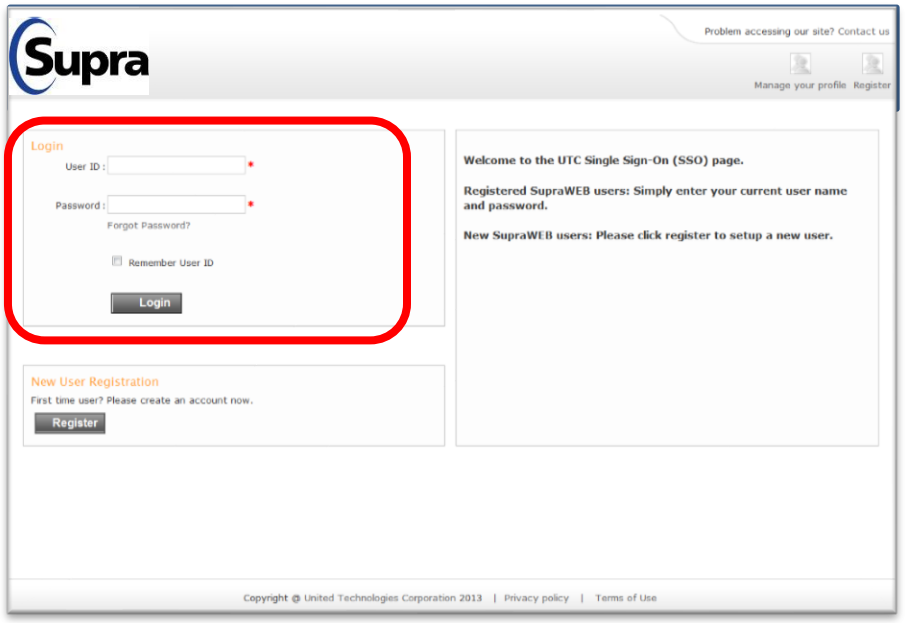
All Keyboxes or Individual Keyboxes

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

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**.

1. Log into SupraWEB.



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

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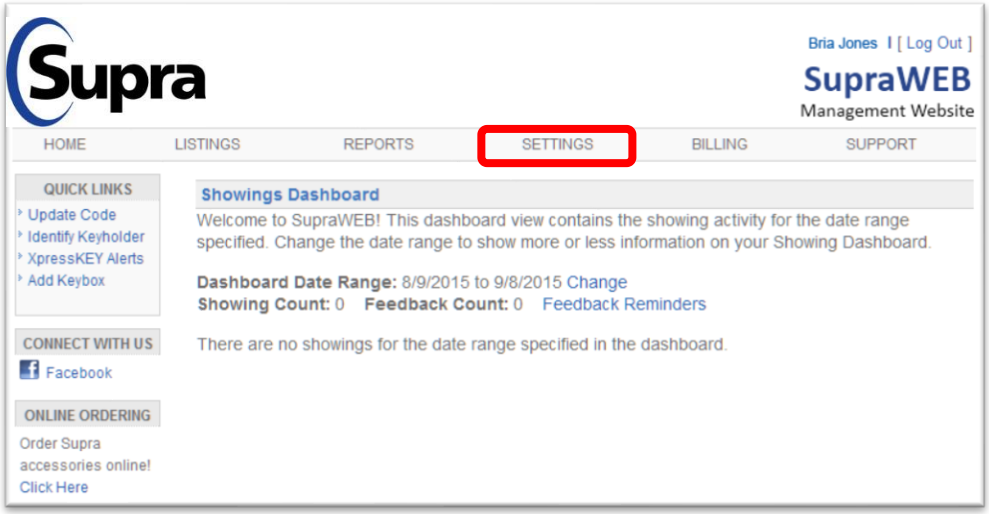
2. Select the **SETTINGS** tab.



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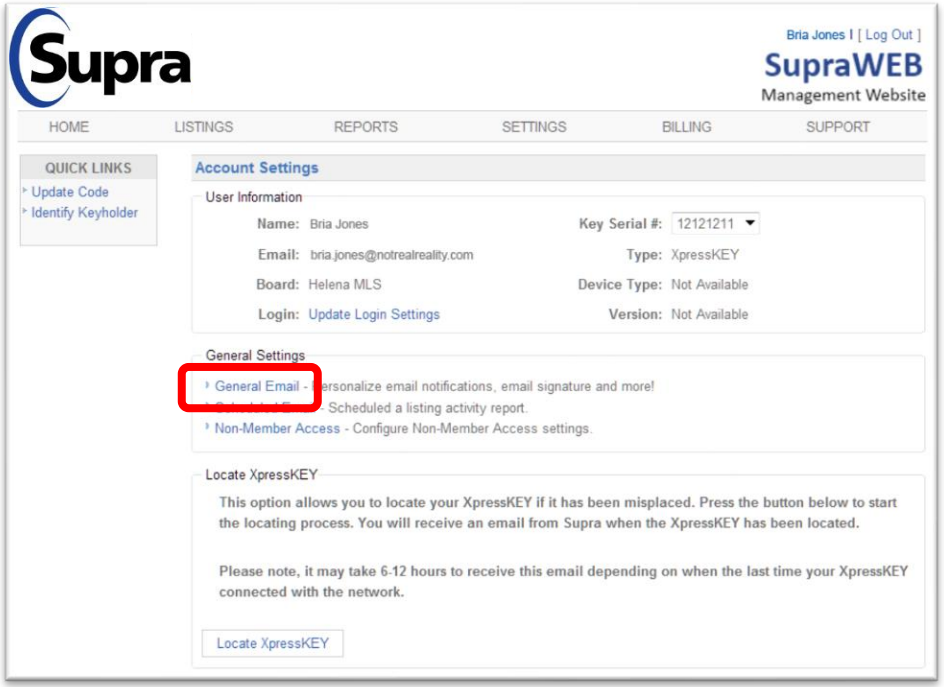

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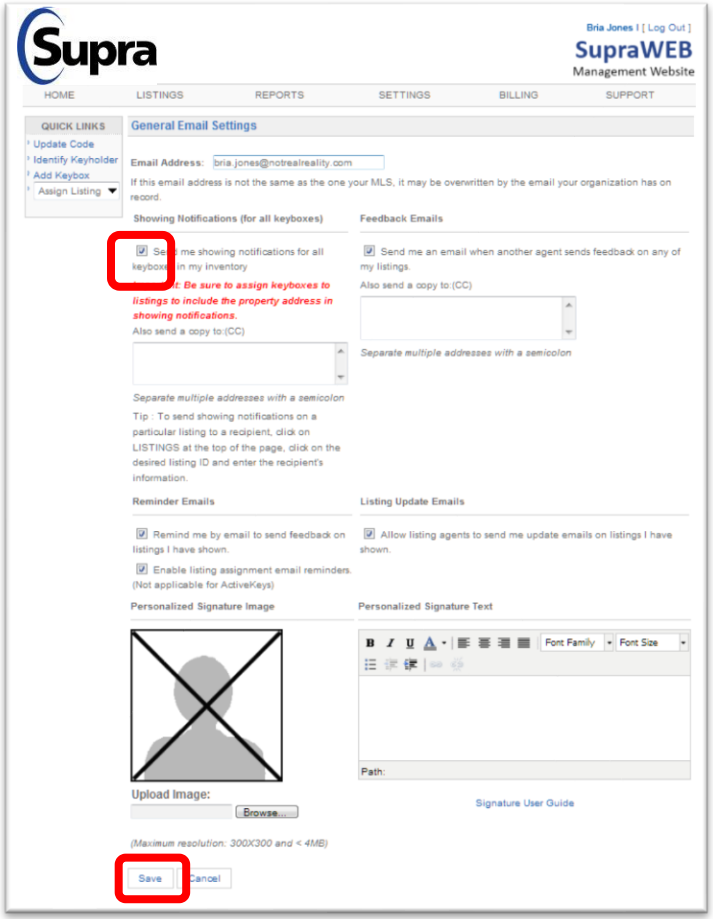

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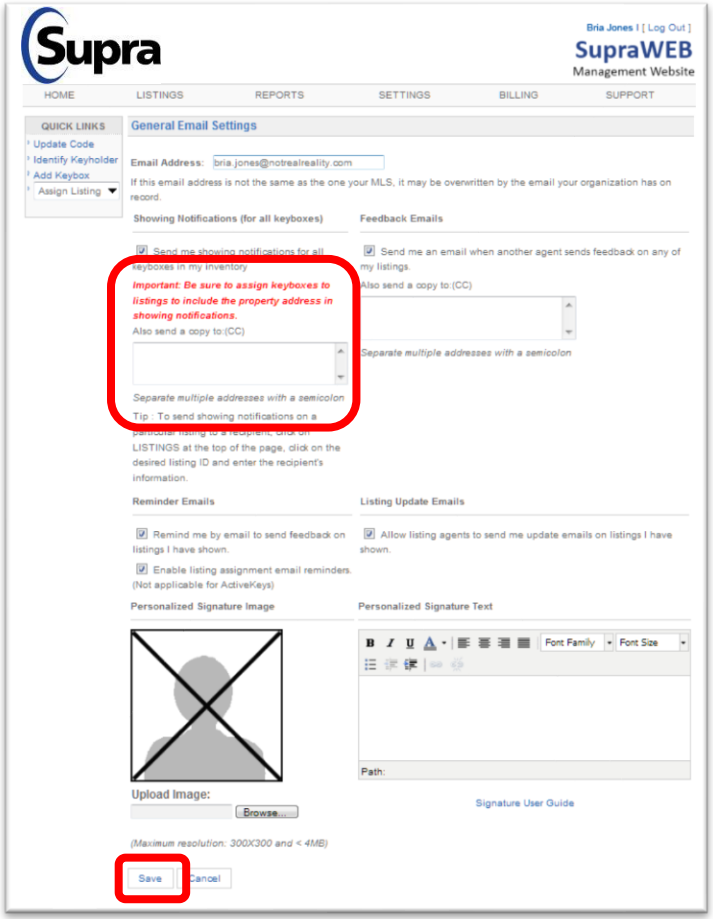
5. Add information and click **Save**.



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How to ***Set Up Showing Notifications***

All Keyboxes or Individual Keyboxes

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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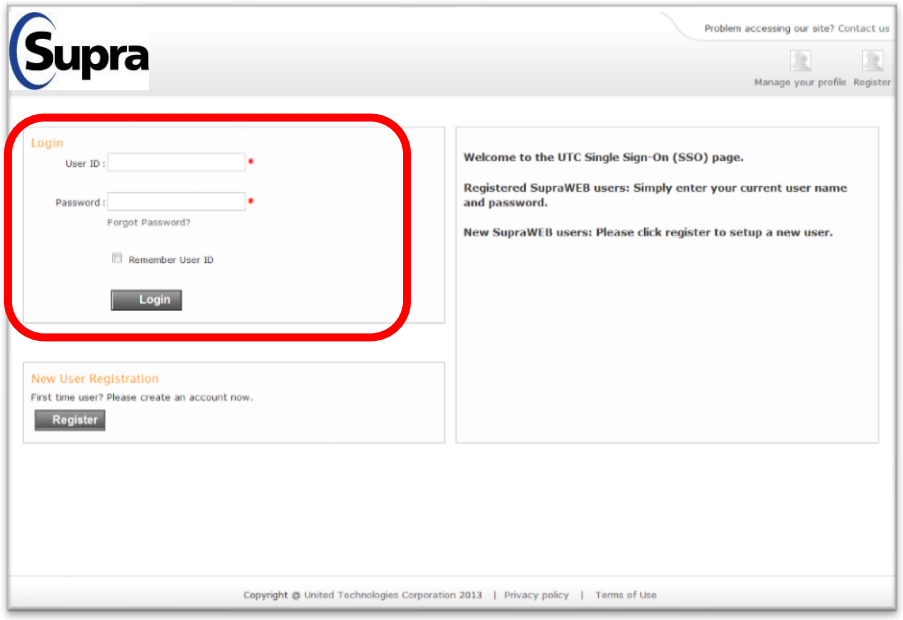

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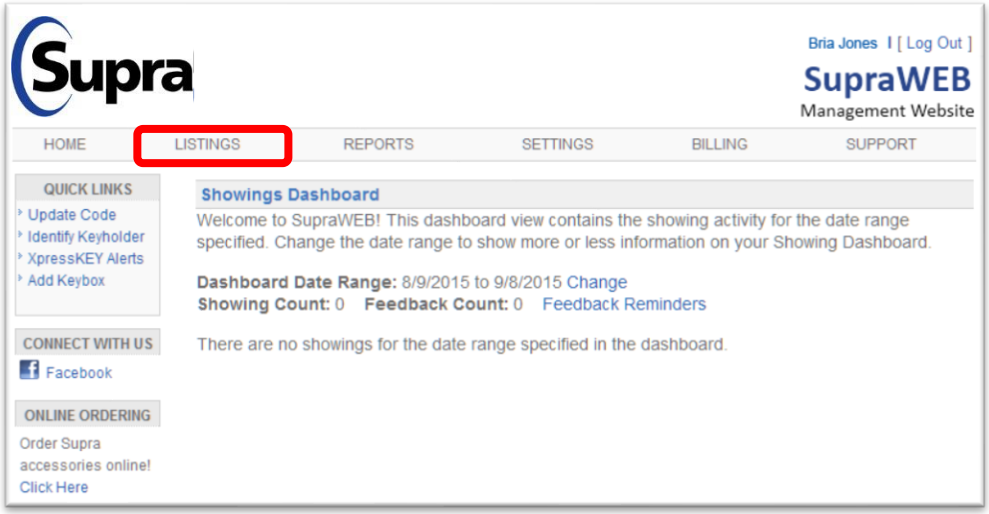

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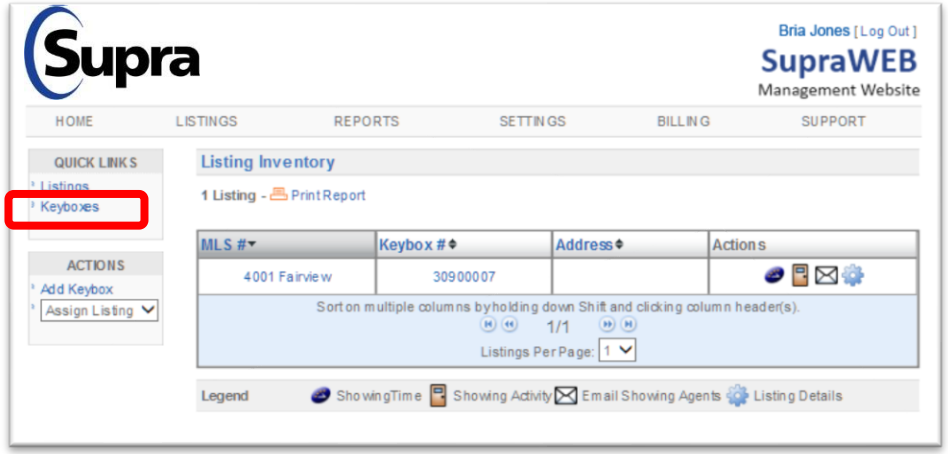
3. Select the **Keyboxes** link.



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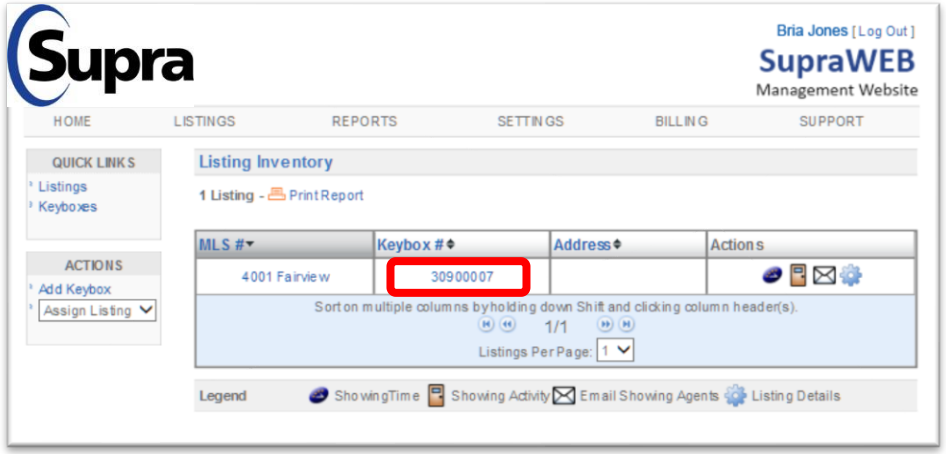
4. Select the keybox.



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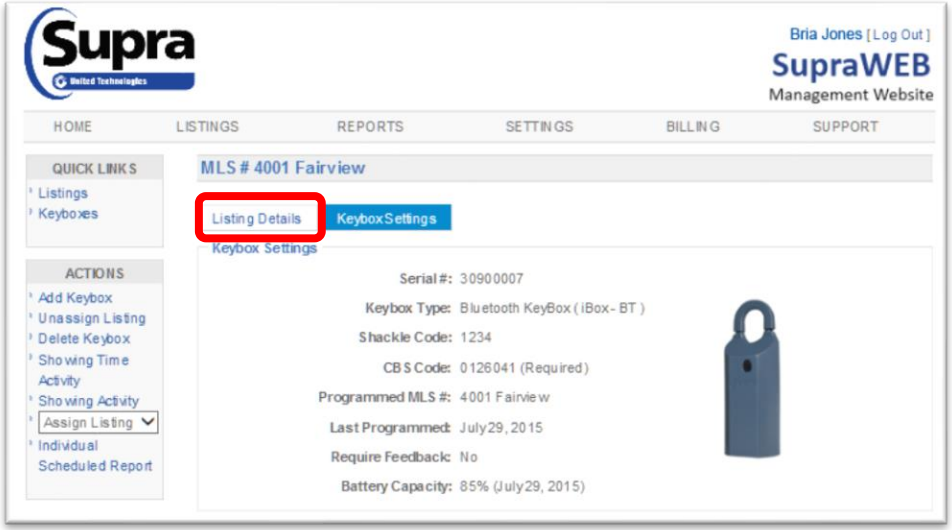

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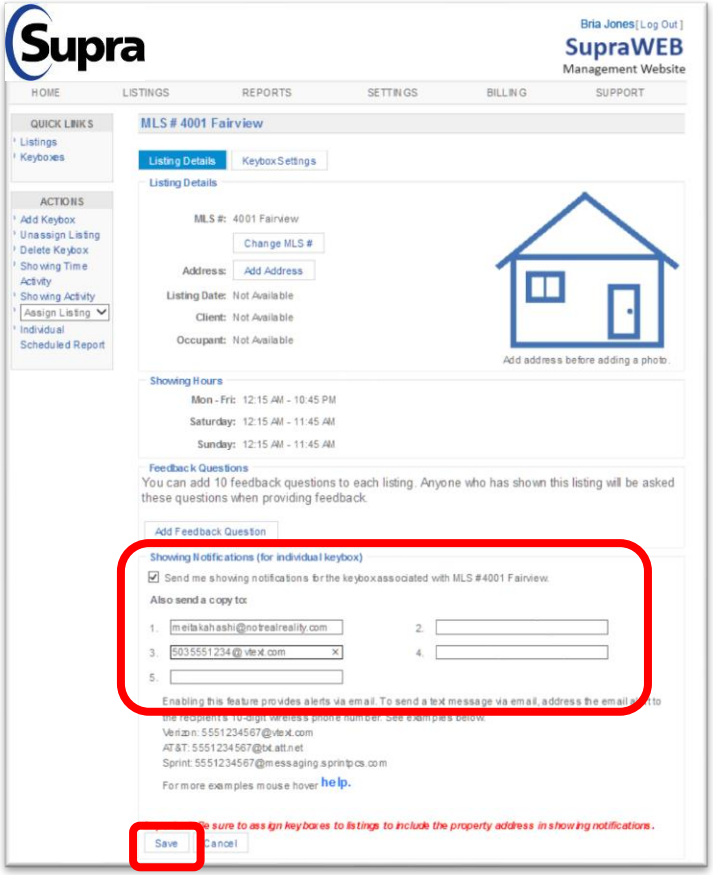

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