

# 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**.

Supra

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.

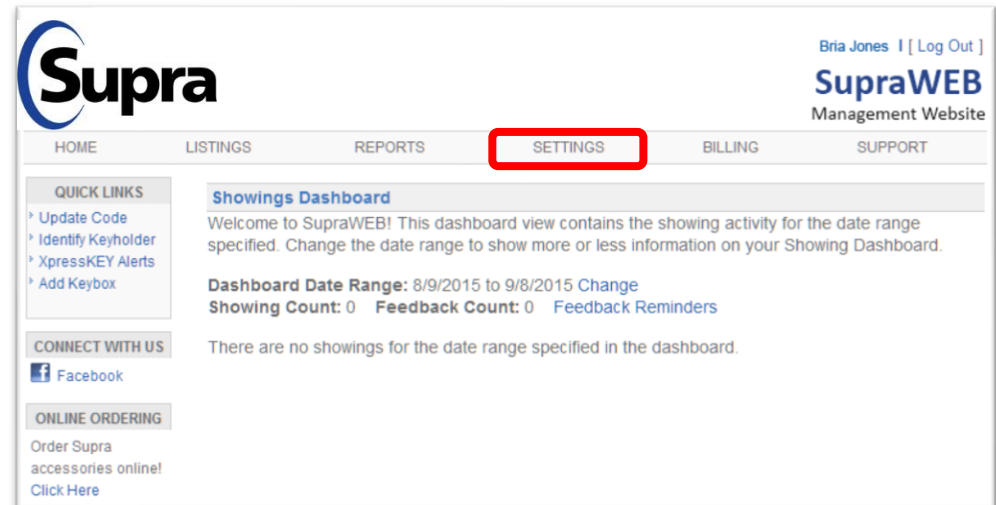


# How to *Set Up Showing Notifications*

2. Select the **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 shows the Supra Management Website dashboard. The user is logged in as Bria Jones. The navigation menu includes HOME, LISTINGS, REPORTS, **SETTINGS** (highlighted with a red box), BILLING, and SUPPORT. The main content area displays the 'Showings Dashboard' with a welcome message and a date range of 8/9/2015 to 9/8/2015. It also shows 'Showing Count: 0' and 'Feedback Count: 0'. There are sections for 'CONNECT WITH US' (Facebook) and 'ONLINE ORDERING'.

# How to *Set Up Showing Notifications*

## 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**.

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

The screenshot shows the SupraWEB Management Website interface. The user is logged in as Bria Jones. The navigation menu includes HOME, LISTINGS, REPORTS, SETTINGS, BILLING, and SUPPORT. The 'Account Settings' page is displayed, with a 'QUICK LINKS' sidebar containing 'Update Code' and 'Identify Keyholder'. The 'User Information' section shows details for Bria Jones, including her email, board (Helena MLS), and XpressKEY details. The 'General Settings' section is expanded, and the 'General Email' link is highlighted with a red box. Below it, there are options for 'Non-Member Access' and a 'Locate XpressKEY' section with a 'Locate XpressKEY' button.

# How to *Set Up Showing Notifications*

## 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.

Supra  
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.

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

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  
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: bria.jones@notrealreality.com  
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) Feedback Emails

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

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 personal 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 Listing Update Emails

Remind me by email to send feedback on listings I have shown.  
 Enable listing assignment email reminders. (Not applicable for ActiveKeys)

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

Personalized Signature Image Personalized Signature Text

Upload Image:   
(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**.

Supra

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.

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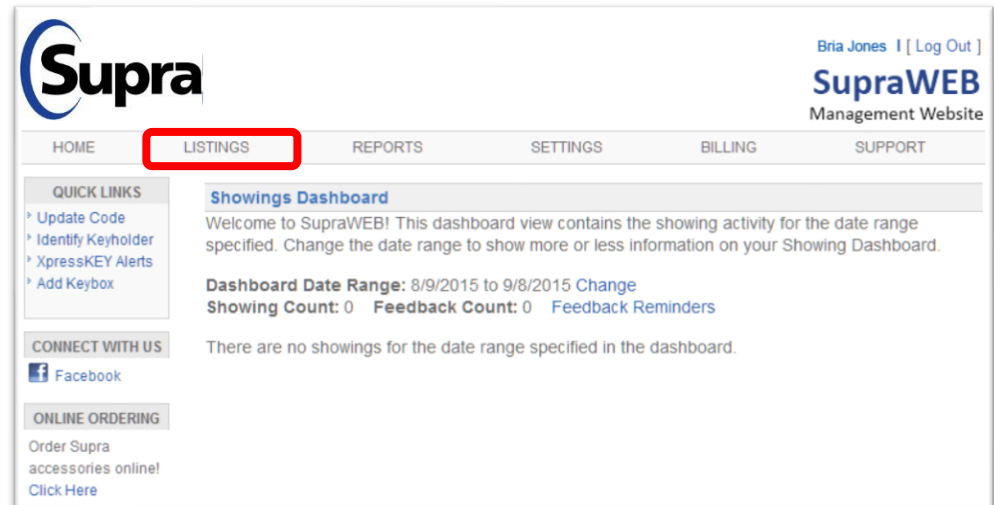


# How to *Set Up Showing Notifications*

## 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**.



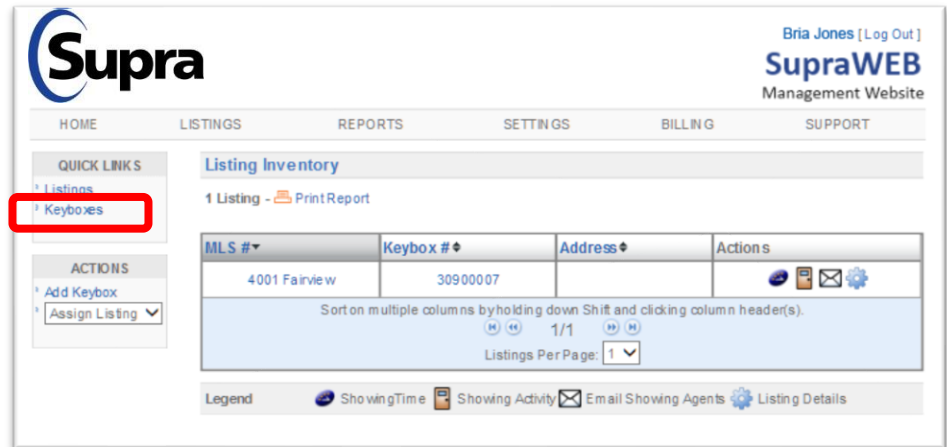
The screenshot displays the SupraWEB Management Website interface. The top navigation bar includes the Supra logo on the left and the user name 'Bria Jones 1 [ Log Out ]' on the right. Below the navigation bar, the 'LISTINGS' tab is highlighted with a red box. The main content area is titled 'Showings Dashboard' and contains a welcome message, a date range selector (8/9/2015 to 9/8/2015), and a message stating 'There are no showings for the date range specified in the dashboard.' The left sidebar contains sections for 'QUICK LINKS', 'CONNECT WITH US' (with a Facebook link), and 'ONLINE ORDERING' (with a 'Click Here' link).

# 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 user is logged in as Bria Jones. The navigation menu includes HOME, LISTINGS, REPORTS, SETTINGS, BILLING, and SUPPORT. The 'QUICK LINKS' section on the left has 'Keyboxes' highlighted with a red box. The main content area shows a 'Listing Inventory' table with one listing: 4001 Fairview, Keybox # 30900007. The table has columns for MLS #, Keybox #, Address, and Actions. A legend at the bottom indicates 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 shows the SupraWEB Management Website interface. The user is logged in as Bria Jones. The navigation menu includes HOME, LISTINGS, REPORTS, SETTINGS, BILLING, and SUPPORT. The main content area displays the 'Listing Inventory' section with a '1 Listing - Print Report' link. A table lists the following listing:

MLS #	Keybox #	Address	Actions
4001 Fairview	30900007		

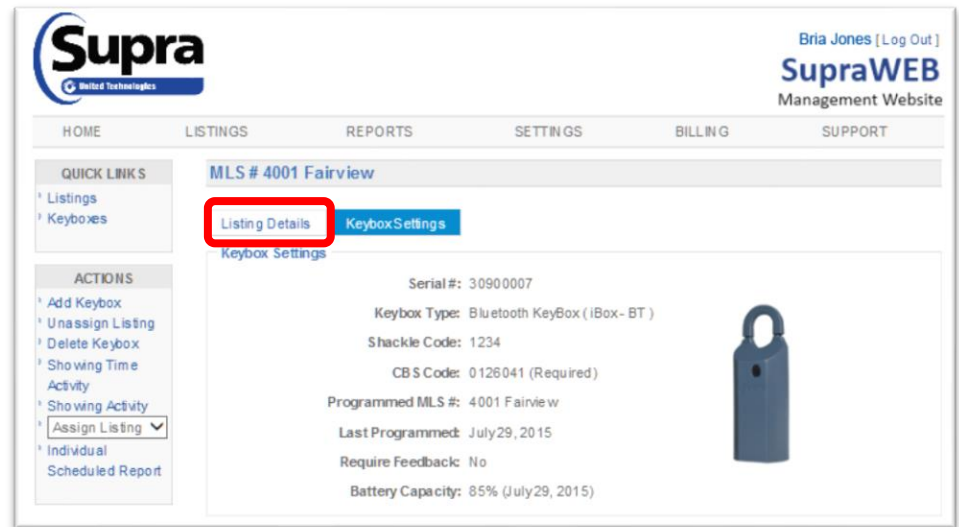
Below the table, there is a legend for the icons: ShowingTime, Showing Activity, Email Showing Agents, and Listing Details. The 'Keybox #' value '30900007' is highlighted with a red box in the original image.

# 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 details. The 'Listing Details' tab is highlighted with a red box, and the 'Keybox Settings' tab is highlighted with a blue box. The keybox settings include:

- Serial #: 30900007
- Keybox Type: Bluetooth KeyBox (iBox - BT)
- Shackle Code: 1234
- CBS Code: 0126041 (Required)
- Programmed MLS #: 4001 Fairview
- Last Programmed: July29, 2015
- Require Feedback: No
- Battery Capacity: 85% (July29, 2015)

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

# How to *Set Up Showing Notifications*

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 Bria Jones. The navigation menu includes HOME, LISTINGS, REPORTS, SETTINGS, BILLING, and SUPPORT. The current page is for 'MLS # 4001 Fairview' and the 'Listing Details' tab is selected. The 'Showing Notifications' section is highlighted with a red box, showing a checked checkbox and four input fields for recipient information. The 'Save' button is also highlighted with a red box.

Supra  
Bria 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. meirakashi@notherealty.com  
2.   
3. 5035551234@vtext.com  
4.   
5.

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

Save Cancel



For the latest information, visit us at [www.supraekey.com](http://www.supraekey.com) and select the **Customer Support** tab.



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