

Showing Activity

As a listing agent, there are several ways to see who has shown your listings. To view showing information, the keyboxes placed on your listings first need to be in your keybox inventory. You can manage your keybox inventory both at the Supra website. Once your keyboxes are in your keybox inventory, a showing notification is displayed on your ActiveKEY when your keyboxes are opened.

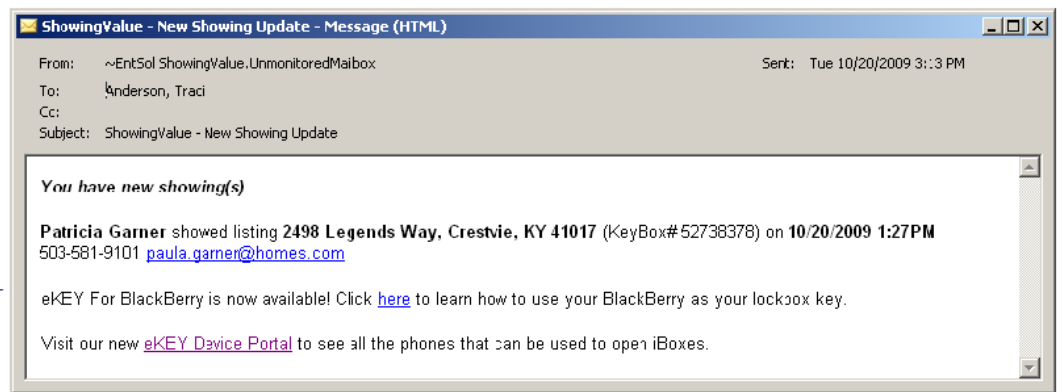
Managing KeyBox Inventory at SupraWEB

1. Go to www.supraekey.com and login to SupraWEB with your ActiveKEY serial number and PIN.
2. Select the **LISTINGS** menu option.
3. Select the **Keyboxes** link to view a list of keyboxes in your inventory.
4. To add a keybox, select the **Add Keybox** link and enter the keybox serial number, shackle code, and the MLS number where the box is located.
5. To assign a listing to a keybox already in your inventory, select the **Assign Listing** dropdown, choose the keybox and enter the MLS number where the keybox is located.

Be sure to update the listing ID when you place a keybox on a new listing for accurate addresses on reports.

Showing Email

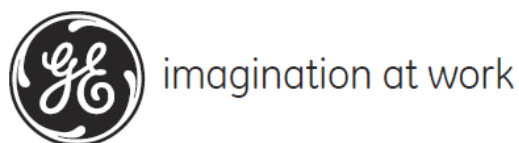
You can have the system send you an email when someone opens one of your keyboxes or sends you showing feedback. On SupraWEB select **Settings** and then **Email Settings** to set up this feature. Enter your email address and check each type of notice you want to receive. Once one of your listings has been shown and the showing information is sent to the network, you'll receive an email.



Viewing Showing Reports at SupraWEB

When you first login to SupraWEB, the Showings Dashboard displays the showing activity at your listings. To create a report to be printed or emailed, select **REPORTS** and then the type of report.

DateTime	ListingID	Address	ShowingAgent	Keybox#	Key#	Office
10/7/2009 3:55pm	849789	141 Carmel Dr Aumsville OR 97325	Jason Phillips jason.phillips@yahoo.com (425)466-874	60001000	5075109	N W M L S 820-9200
10/2/2009 9:15am	26019620	Chaffey Homes Edgewood WA 98372	Kim Administration david.brown8@ge.com (425)820-9200	60001001	5075109	N W M L S 820-9200
10/2/2009 9:15am	1006588	4321, Fairview Industrial Drive Kent OR 98345	Darcy Thompson darcy.thompson@google.com (425)316-8900	60001000	5075109	N W M L S 820-9200



Need help? Call for free support 7 days a week, 5am to 7pm Pacific time, toll free **1-877-699-6787**.