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.