

# How to *Setup Real-Time Showing Notices*

## SupraWEB

1. Go to [www.supraekey.com](http://www.supraekey.com).

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2. Select **Agents – Log on to SupraWEB**.
3. Enter your user ID and password and select **Login**.
4. Select **Settings**.
5. Select the **General Email** link.
6. Enter your email address.
7. Check the box for each type of notice you want to receive.
8. Click **Save**.

The screenshot shows the Supra website homepage. At the top, there is a navigation bar with links for Products, News & Events, Downloads, Customer Support, Login, and About Us. A search bar is located in the top right corner. The main content area features a large banner for Supra Systems, which includes an image of a house and a Supra electronic lockbox. Below the banner, there are several sections: a 'Products' section with a link to 'Sell more homes, faster', a 'Compatible eKEY Devices List' section, and a 'Help & How-to' section with a link to 'User Information and Resources'. The footer contains a privacy policy link, terms of use, site map, and copyright information for United Technologies Corporation 2015.



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7. Check the box for each type of notice you want to receive.
8. Click **Save**.

2. Select **Login for Real Estate Agents**.



The screenshot shows the Supra website interface. At the top, there is a navigation bar with links for Products, News & Events, Downloads, Customer Support, Login, and About Us. The main content area features a large banner for 'Supra Systems' with a background image of a house and a mobile device. To the right of the banner, there is a red-bordered box highlighting the 'SupraWEB Login for Real Estate Agents' link. Below the banner, there are several sections: 'Products' with a sub-section for 'Sell more homes, faster', 'Compatible eKEY Devices List', and 'Help & How-to'. The footer contains a privacy policy link and copyright information for United Technologies Corporation 2015.



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8. Click **Save**.

3. Enter your user ID and password and select **Login**.

Supra  
United Technologies

Problem accessing our site? Contact us

Manage your profile Register

**Login**

User ID:  \*

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.

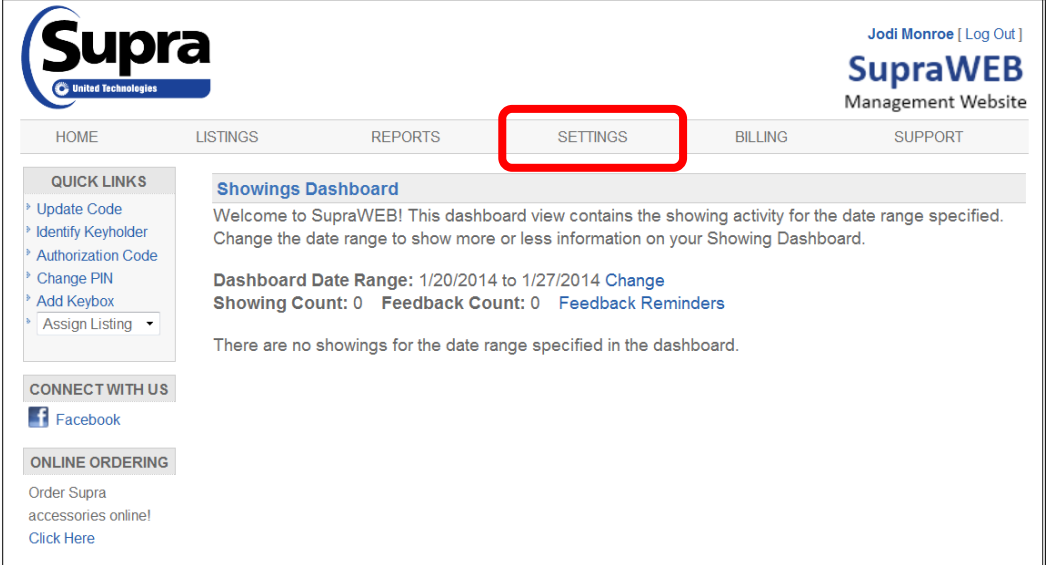
**Register**

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8. Click **Save**.

## 4. Select **Settings**.



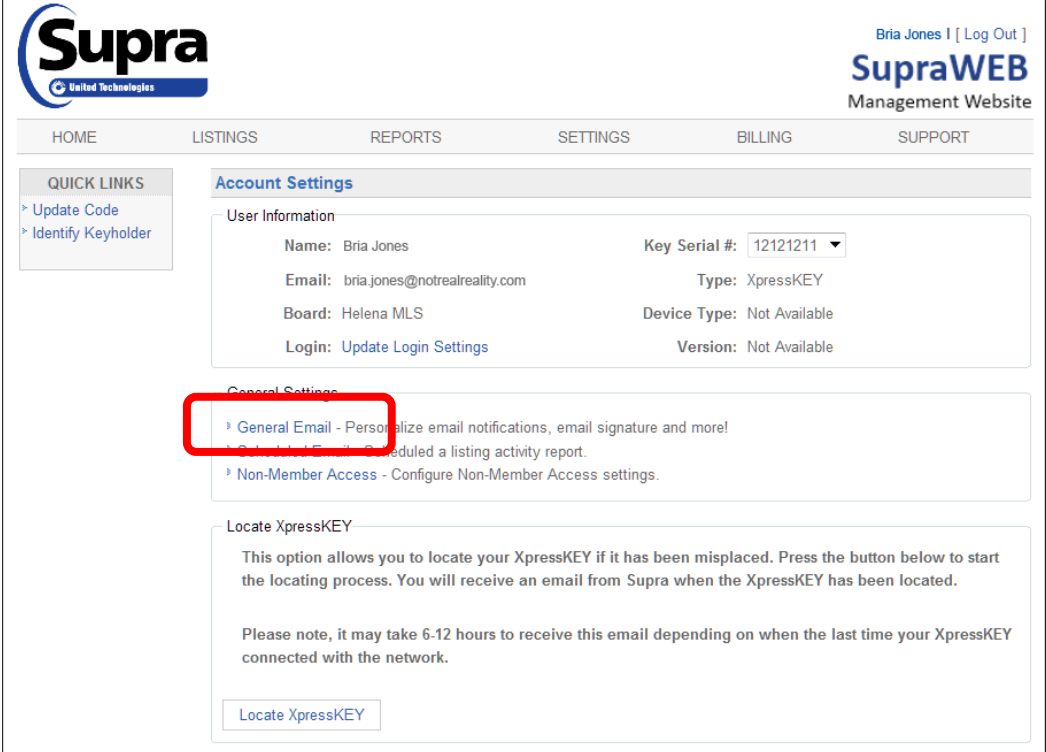
The screenshot shows the SupraWEB Management Website interface. At the top left is the Supra logo with 'United Technologies' underneath. At the top right, the user 'Jodi Monroe' is logged in, with a 'Log Out' link. Below the logo and user information is a navigation bar with the following items: HOME, LISTINGS, REPORTS, **SETTINGS** (highlighted with a red rectangle), BILLING, and SUPPORT. Below the navigation bar, there are several sections: 'QUICK LINKS' with a list of links (Update Code, Identify Keyholder, Authorization Code, Change PIN, Add Keybox, Assign Listing), 'CONNECT WITH US' with a Facebook link, and 'ONLINE ORDERING' with a link to order accessories. The main content area is titled 'Showings Dashboard' and contains a welcome message, a date range selector (1/20/2014 to 1/27/2014), and a message stating there are no showings for the specified date range.

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8. Click **Save**.

## 5. Select **General Email**.



The screenshot shows the SupraWEB Management Website interface. The user is logged in as Bria Jones I. The navigation menu includes HOME, LISTINGS, REPORTS, SETTINGS, BILLING, and SUPPORT. The 'Account Settings' section is active, showing user information and general settings. The 'General Email' link is highlighted with a red box.

**Supra** United Technologies

Bria Jones I [ Log Out ]  
**SupraWEB**  
Management Website

HOME LISTINGS REPORTS SETTINGS BILLING SUPPORT

QUICK LINKS  
▶ Update Code  
▶ Identify Keyholder

**Account Settings**

User Information

Name: Bria Jones	Key Serial #: 12121211
Email: bria.jones@notrealreality.com	Type: XpressKEY
Board: Helena MLS	Device Type: Not Available
Login: <a href="#">Update Login Settings</a>	Version: Not Available

General Settings

- ▶ **General Email** - Personalize email notifications, email signature and more!
- ▶ [Schedule Email](#) - Schedule a listing activity report.
- ▶ [Non-Member Access](#) - Configure Non-Member Access settings.

Locate XpressKEY

This option allows you to locate your XpressKEY if it has been misplaced. Press the button below to start the locating process. You will receive an email from Supra when the XpressKEY has been located.

Please note, it may take 6-12 hours to receive this email depending on when the last time your XpressKEY connected with the network.

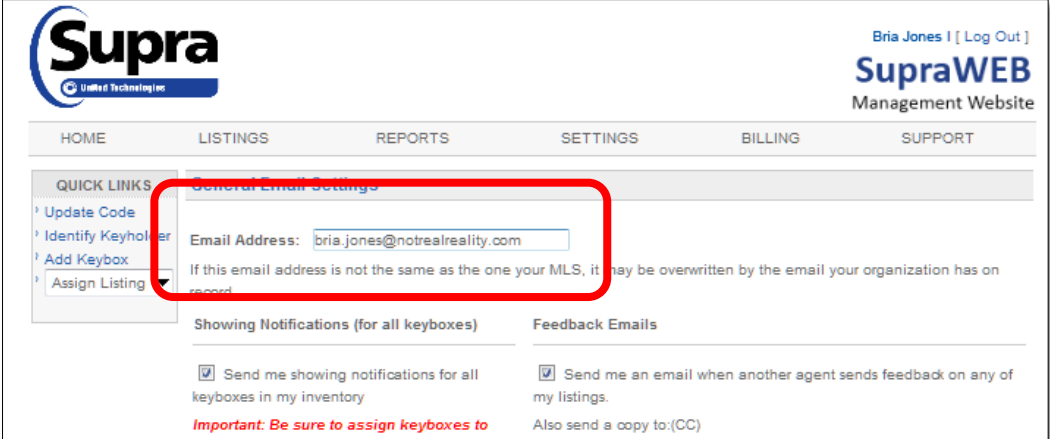
[Locate XpressKEY](#)

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8. Click **Save**.

6. Enter your email address.



The screenshot shows the SupraWEB Management Website interface. The top navigation bar includes links for HOME, LISTINGS, REPORTS, SETTINGS, BILLING, and SUPPORT. The 'SETTINGS' link is selected. On the left, a 'QUICK LINKS' menu lists 'Update Code', 'Identify Keyholder', 'Add Keybox', and 'Assign Listing'. The main content area is titled 'General Email Settings'. A red box highlights the 'Email Address' field, which contains the text 'bria.jones@notrealreality.com'. Below this field, a note states: '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'. There are two sections for notification preferences: 'Showing Notifications (for all keyboxes)' and 'Feedback Emails'. Both sections have a checked checkbox. The 'Showing Notifications' section includes the text 'Send me showing notifications for all keyboxes in my inventory' and a red note: 'Important: Be sure to assign keyboxes to'. The 'Feedback Emails' section includes the text 'Send me an email when another agent sends feedback on any of my listings.' and 'Also send a copy to:(CC)'. The top right corner shows the user 'Bria Jones | [ Log Out ]' and the website name 'SupraWEB Management Website'.

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8. Click **Save**.

7. Check the notice boxes you want to receive.

**Showing Notifications (for all keyboxes)**

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)

**Feedback Emails**

Send me an email when another agent sends feedback on any of my listings.

Also send a copy to:(CC)

**Reminder Emails**

Remind me by email to send feedback on listings I have shown.

Enable listing assignment email reminders. (Not applicable for ActiveKeys)

**Listing Update Emails**

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

Personalized Signature Image

Personalized Signature Text

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## 8. Click **Save**.

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)

**Listing Update Emails**

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


**Personalized Signature Image**



Upload Image:

(Maximum resolution: 300X300 and < 4MB)

**Personalized Signature Text**

**B I U** |  Font Family | Font Size

Path:

[Signature User Guide](#)



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

