

How to *Setup Real-Time Showing Notices*

SupraWEB

1. Go to 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" with a background image of a house and a Supra electronic lockbox. Below the banner, there are several sections: "Products" with a sub-section for "Sell more homes, faster" which includes text about showing alerts and mobile productivity tools; "Compatible eKEY Devices List" with an image of a smartphone; and "Help & How-to" with an information icon and the text "User Information and Resources". The footer contains links for Privacy Policy, 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 'Sell more homes, faster' and a 'Compatible eKEY Devices List' link, and a 'Help & How-to' section with a 'User Information and Resources' link. The footer contains a privacy policy link and copyright information for United Technologies Corporation 2015.

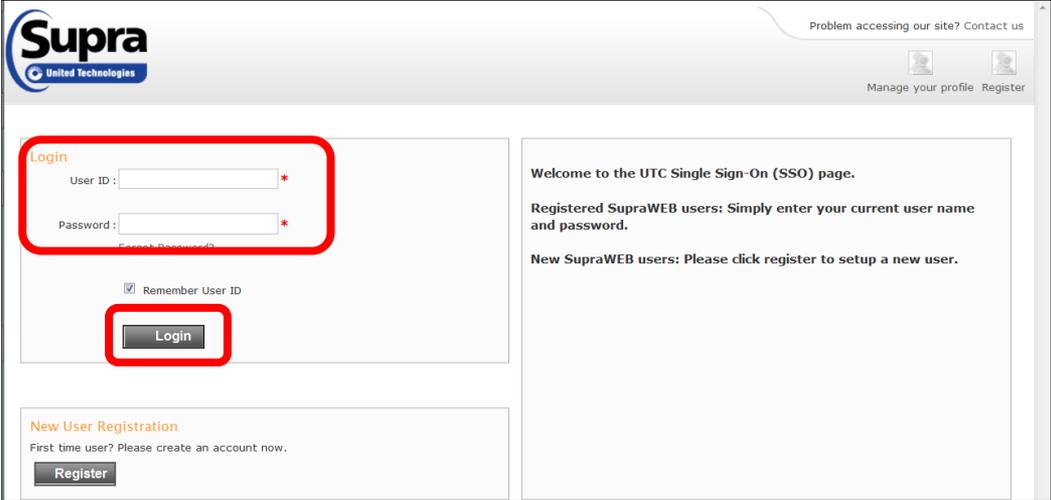


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3. Enter your user ID and password and select **Login**.



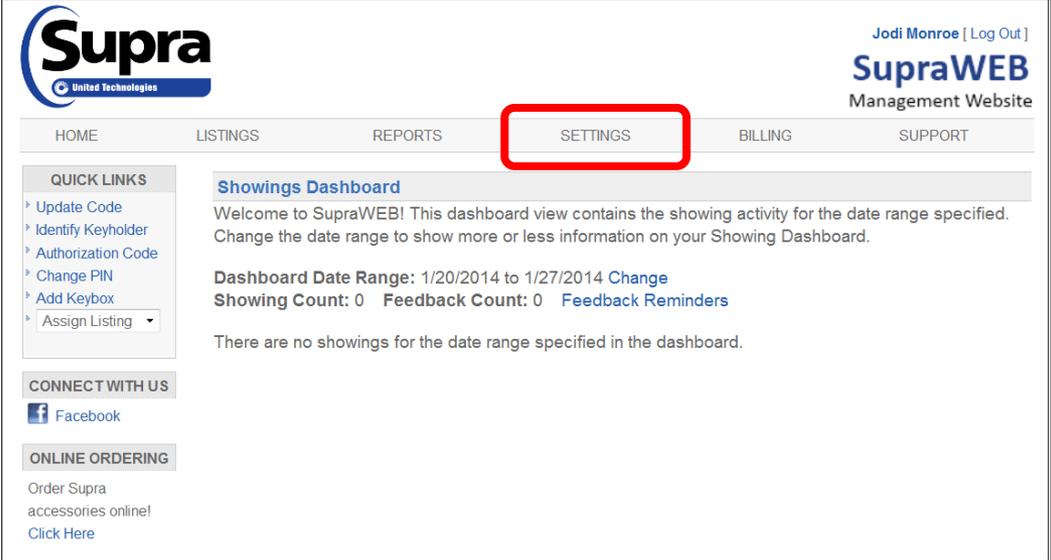
The screenshot shows the Supra login page. The Supra logo (United Technologies) is in the top left. In the top right, there is a link for 'Problem accessing our site? Contact us' and buttons for 'Manage your profile' and 'Register'. The main content area is divided into two columns. The left column contains a 'Login' section with a red box around the 'User ID' and 'Password' input fields, and another red box around the 'Login' button. Below the login fields is a 'Remember User ID' checkbox. The right column contains a 'Welcome to the UTC Single Sign-On (SSO) page.' message, followed by instructions for registered users and a 'New SupraWEB users: Please click register to setup a new user.' message. At the bottom of the page, there is a 'New User Registration' section with a 'Register' button.

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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 Supra accessories online! Click Here'. 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 date range specified in the dashboard.'

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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' page is displayed, with a 'QUICK LINKS' sidebar containing 'Update Code' and 'Identify Keyholder'. The 'User Information' section shows details for Bria Jones, including email, board, and login options. The 'General Settings' section is expanded, and the 'General Email' link is highlighted with a red box. Below it, there are sections for 'Locate XpressKEY' and 'Non-Member Access'.

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: Update Login Settings 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.

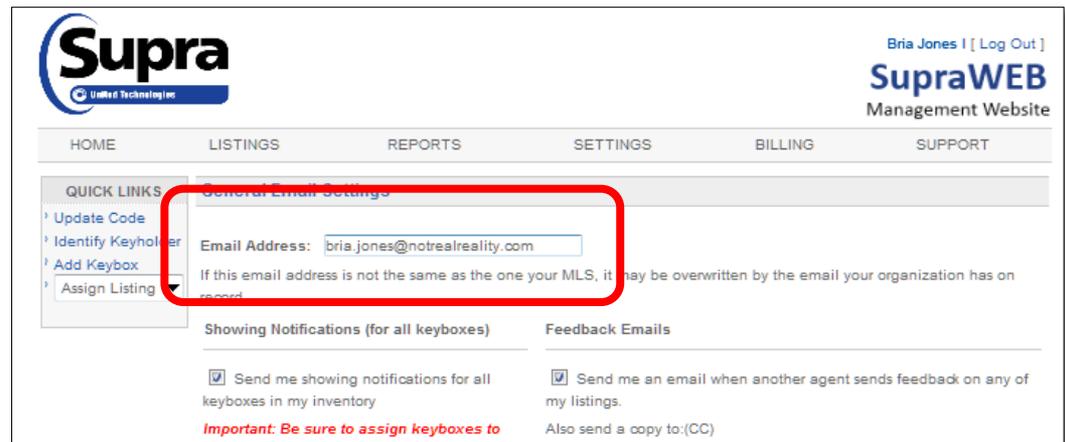
Locate XpressKEY

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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 title '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)

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.

Feedback Emails

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

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

B I U A Font Family Font Size

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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 and select the **Customer Support** tab.

