

How to *Set up Showing Notifications*

All Keyboxes or Individual Keyboxes

XpressKEY®

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**.

1. Log into SupraWEB.

Supra
United Technologies

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.



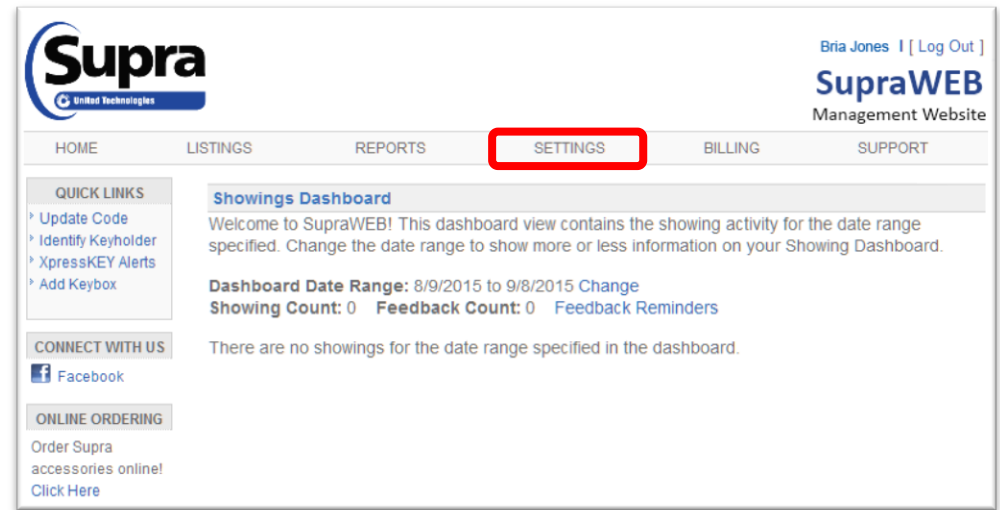
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2. Select the **SETTINGS** tab.



The screenshot shows the SupraWEB Management Website dashboard. The Supra logo (United Technologies) is in the top left. The user name 'Bria Jones' and a 'Log Out' link are in the top right. A navigation menu at the top includes HOME, LISTINGS, REPORTS, **SETTINGS** (highlighted with a red box), BILLING, and SUPPORT. Below the navigation, there are sections for QUICK LINKS (Update Code, Identify Keyholder, XpressKEY Alerts, Add Keybox), CONNECT WITH US (Facebook), and ONLINE ORDERING (Order Supra accessories online, Click Here). 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 statistics for Showing Count (0) and Feedback Count (0).

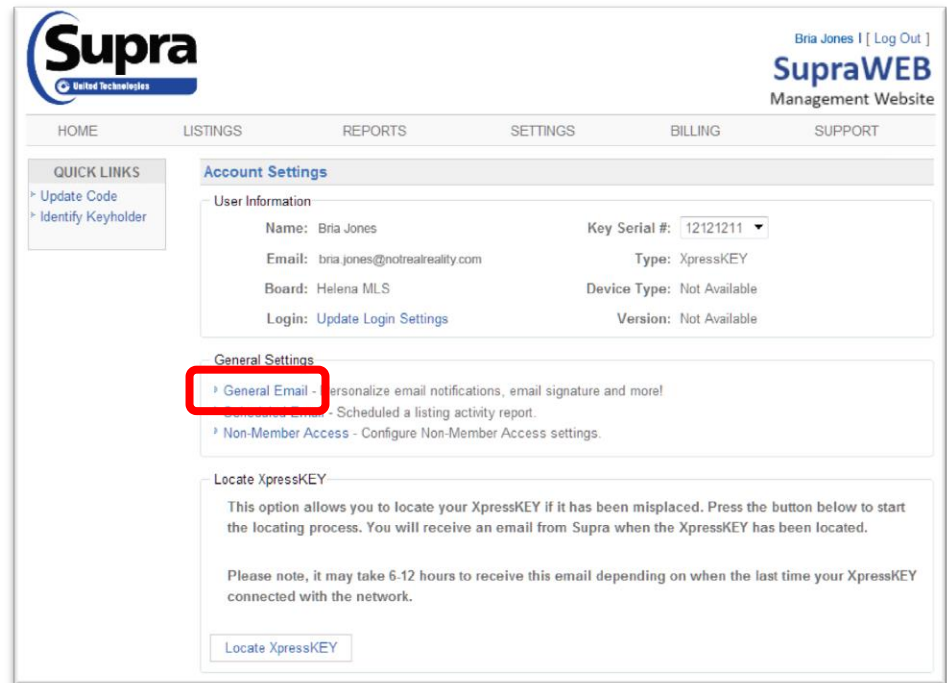
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3. Select the **General Email** link.
4. Check the **Send me showing notifications...** box.
5. Add more email addresses or cell phone numbers of the recipients to the *Also send a copy to:* field and click **Save**.

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 the 'General Settings' section expanded. The 'General Email' link is highlighted with a red box. The 'General Settings' section includes links for 'General Email' (personalize email notifications, email signature and more!), 'Scheduled Email' (Scheduled a listing activity report), and 'Non-Member Access' (Configure Non-Member Access settings). The 'Locate XpressKEY' section is also visible, with a 'Locate XpressKEY' button.

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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.

The screenshot shows the 'General Email Settings' page in the SupraWEB Management Website. The page is for user 'Bria Jones | Log Out'. The 'Email Address' field is 'bria.jones@notrealreality.com'. The 'Showing Notifications (for all keyboxes)' section has a checked checkbox for 'Send me showing notifications for all keyboxes in my inventory', which is highlighted with a red box. Below this is a red warning: 'Be sure to assign keyboxes to listings to include the property address in showing notifications.' There is an 'Also send a copy to (CC):' field. The 'Feedback Emails' section has a checked checkbox for 'Send me an email when another agent sends feedback on any of my listings.' and an 'Also send a copy to (CC):' field. The 'Reminder Emails' section has checked checkboxes for 'Remind me by email to send feedback on listings I have shown.' and 'Enable listing assignment email reminders. (Not applicable for ActiveKeys)'. The 'Listing Update Emails' section has a checked checkbox for 'Allow listing agents to send me update emails on listings I have shown.' There is a 'Personalized Signature Image' field with a placeholder image and an 'Upload Image: Browse...' button. The 'Personalized Signature Text' field is empty. At the bottom, the 'Save' button is highlighted with a red box. The 'Signature User Guide' link is visible.



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5. Add information and click **Save**.

Supra
United Technologies

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

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)

Separate multiple addresses with a semicolon

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)

Personalized Signature Text

Path:

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

Signature User Guide

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XpressKEY® 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**.

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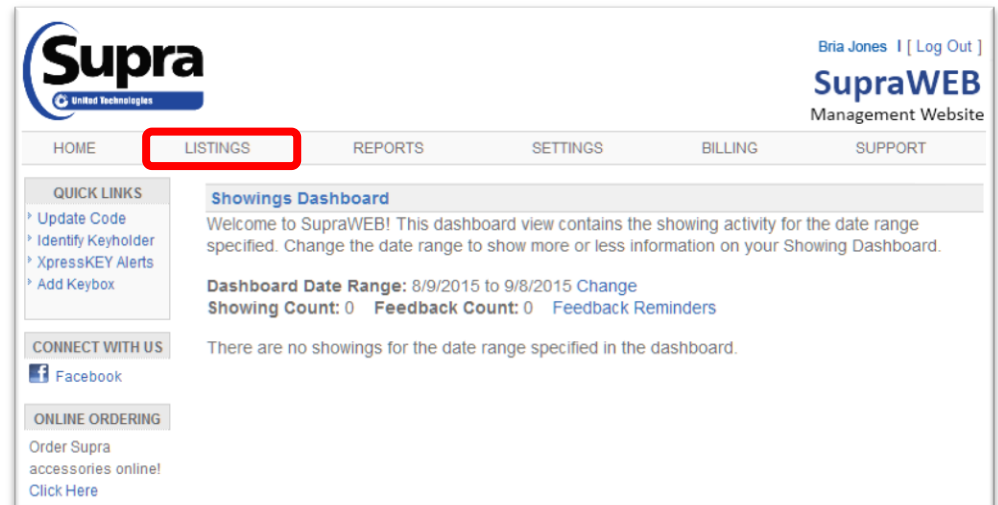
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3. Select the **Keyboxes** in *QUICK LINKS*.
4. Select the specific keybox.
5. Select **Listing Details** tab.
6. In the *Showing Notifications* section check the notifications box, add recipients email or text information and click **Save**.

2. Select the **LISTINGS** tab.



The screenshot shows the SupraWEB Management Website interface. The Supra logo is in the top left, and the user name 'Bria Jones' with a 'Log Out' link is in the top right. The navigation menu includes HOME, LISTINGS (highlighted with a red box), REPORTS, SETTINGS, BILLING, and SUPPORT. 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 statistics for Showing Count (0) and Feedback Count (0). There is also a 'CONNECT WITH US' section with a Facebook link and an 'ONLINE ORDERING' section with a 'Click Here' link.

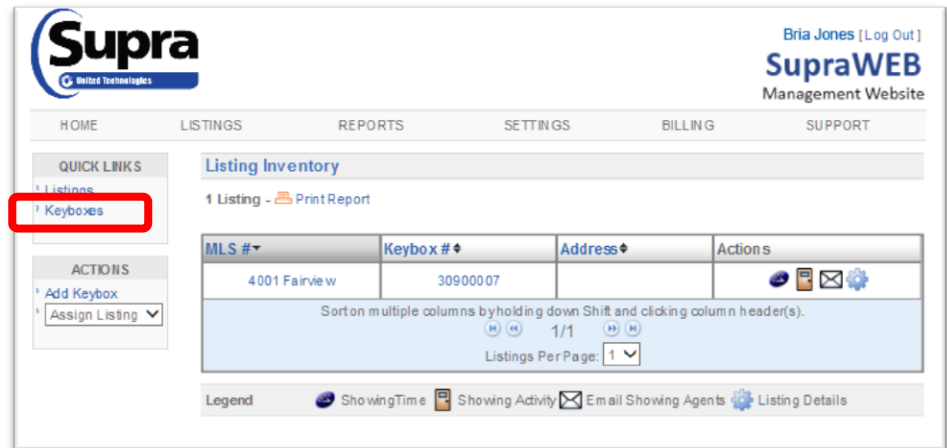
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3. Select the **Keyboxes** in *QUICK LINKS*.
4. Select the specific keybox.
5. Select **Listing Details** tab.
6. In the *Showing Notifications* section check the notifications box, add recipients email or text information and click **Save**.

3. Select the **Keyboxes** link.



The screenshot shows the SupraWEB Management Website interface. The top navigation bar includes 'HOME', 'LISTINGS', 'REPORTS', 'SETTINGS', 'BILLING', and 'SUPPORT'. The 'LISTINGS' tab is active. On the left, the 'QUICK LINKS' section has 'Keyboxes' highlighted with a red box. The main content area shows a 'Listing Inventory' table with one listing: '4001 Fairview' with 'Keybox # 30900007'. The table has columns for 'MLS #', 'Keybox #', 'Address', and 'Actions'. Below the table, there are sorting and pagination options, and a legend for 'ShowingTime', 'Showing Activity', 'Email Showing Agents', and 'Listing Details'.

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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**.

4. Select the keybox.

The screenshot shows the SupraWEB Management Website interface. The top navigation bar includes 'HOME', 'LISTINGS', 'REPORTS', 'SETTINGS', 'BILLING', and 'SUPPORT'. The 'LISTINGS' tab is active. On the left, there are 'QUICK LINKS' for 'Listings' and 'Keyboxes', and 'ACTIONS' for 'Add Keybox' and 'Assign Listing'. The main content area is titled 'Listing Inventory' and shows '1 Listing - Print Report'. A table with the following columns is displayed: 'MLS #', 'Keybox #', 'Address', and 'Actions'. The 'Keybox #' column contains the value '30900007', which is highlighted with a red box. Below the table, there is a legend with icons for 'ShowingTime', 'Showing Activity', 'Email Showing Agents', and 'Listing Details'.

MLS #	Keybox #	Address	Actions
4001 Fairview	30900007		

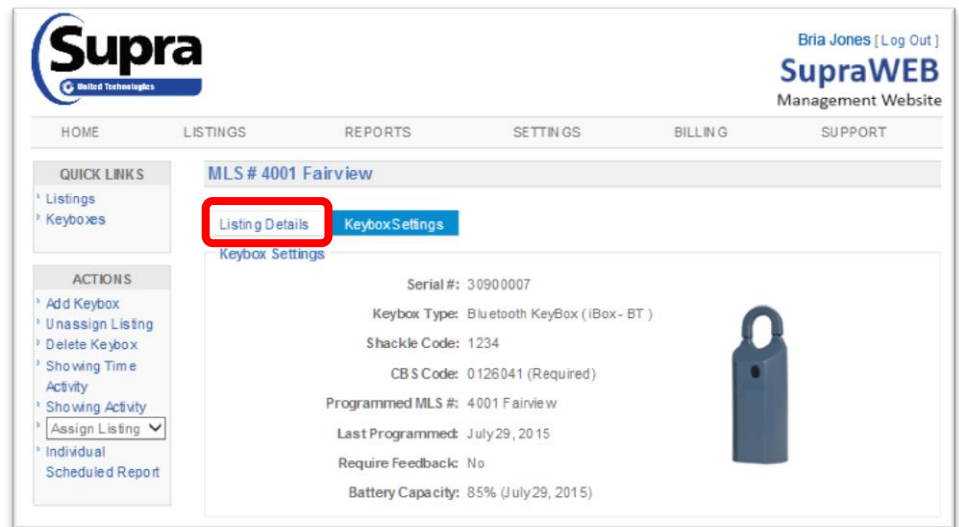
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3. Select the **Keyboxes** in *QUICK LINKS*.
4. Select the specific keybox.
5. Select **Listing Details** tab.
6. In the *Showing Notifications* section check the notifications box, add recipients email or text information and click **Save**.

5. Select Listing Details.



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. A red box highlights the 'Listing Details' tab, which is currently selected. The 'Keybox Settings' section displays the following information:

- Serial #: 30900007
- Keybox Type: Bluetooth KeyBox (iBox - BT)
- Shackle Code: 1234
- CBS Code: 0126041 (Required)
- Programmed MLS #: 4001 Fairview
- Last Programmed: July 29, 2015
- Require Feedback: No
- Battery Capacity: 85% (July 29, 2015)

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

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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**.

6. Add information and click **Save**.

The screenshot shows the SupraWEB Management Website interface. The user is logged in as Brija Jones. The navigation menu includes HOME, LISTINGS, REPORTS, SETTINGS, BILLING, and SUPPORT. The current page is for 'MLS # 4001 Fairview'. The 'Listing Details' tab is selected. The 'Showing Notifications' section is highlighted with a red box. It contains a checkbox labeled 'Showing Notifications (for individual keybox)' which is checked. Below the checkbox, there is a section for 'Also send a copy to:' with five input fields for email addresses. The first two fields contain 'meilakashni@notrealtirealty.com' and '5035551234@vix.com'. Below the input fields, there is a note: 'Enable this feature provides alerts via email. To send a text message via email, address the email to the recipient's 10-digit wireless phone number. See examples below. Verizon: 5551234567@vix.com AT&T: 5551234567@t4.att.net Sprint: 5551234567@messaging.sprintpcs.com For more examples mouse hover: [help](#).' At the bottom of the page, there are 'Save' and 'Cancel' buttons, with the 'Save' button highlighted by a red box.



For the latest information, visit us at www.supraekey.com and select the **Customer Support** tab.



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