

Making the Most of Your SupraKey Tools



With Supra's ShowingValue™ Web Application you can:

- Receive automatic e-mails when you had a showing
- Create customized showing reports for sellers or colleagues
- E-mail updates to agents who've already shown your listing
- Send and receive showing feedback
- Receive e-mail Reminders to send feedback on properties you've shown

In order for your showing activity to appear in ShowingValue™, you must assign the Keybox to your listing. This can be done through the MLS system.

To assign a KeyBox through the MLS system:

1. From the *Revise Listing* screen click on *Assign Lockbox* under the *Lockbox Vendor* heading.
2. The *Assign Supra KeyBox* screen will appear with the property address and MLS #
3. Enter the KeyBox serial number and Shackle Code and click Save

To assign a KeyBox through SupraWEB:

1. Go to www.supraekey.com and click on *Agents Log on to SupraWEB*
2. Enter you Lockbox Key Serial number and 4 digit Pin Code and click *Login*
3. Click *Add KeyBox* in the *Quick Links* box
4. Enter the KeyBox serial number, Shackle Code, and the MLS # of the listing and click *Add*

Steps on how to assign a KeyBox is also available on page 35 (Adding KeyBoxes to inventory) of the ActiveKey Pocket Guide.

Once you have assigned the KeyBox, you can view the report by clicking on the Activity Report link to the left of the primary photo of your listing on the Listing Details page on the MLS.