

SupraWEB Quick Tips!

How to Register for a SupraWEB User ID and Password

- Go to the SupraWEB website at <http://supraweb.suprakim.com>
- Click “Register” and fill out the registration form. Choose a User ID
- Once finished, click “Continue to complete your registration” and log into SupraWEB.

How to Get an Update or Authorization Code

- Log in to SupraWEB
- On the Home screen, select Update Code or Authorization Code (follow arrows in below photo)
- Enter that information into your key and it will begin to work

The screenshot displays the SupraWEB Management Website interface. At the top left is the Supra logo (AUTC Fire & Security Company). At the top right, the user 'Julie Battles' is logged in, with a 'Log Out' link. Below the logo is a navigation menu with links for HOME, LISTINGS, REPORTS, SETTINGS, BILLING, and SUPPORT. A 'QUICK LINKS' sidebar on the left contains several options, with arrows pointing to 'Update Code' and 'Authorization Code'. The main content area is titled 'Showings Dashboard' and includes a welcome message, a date range selector (4/17/2013 to 4/24/2013), and statistics for 'Showing Count' (28) and 'Feedback Count' (0). Below this is a table with columns for DateTime, ListingID, Address, ShowingAgent, and Actions. The table contains two rows of data, with the ShowingAgent column obscured by a patterned box. The Actions column contains home icons for each row.

DateTime	ListingID	Address	ShowingAgent	Actions
4/24/2013 10:24am			[Redacted]	Home
4/22/2013 4:25pm			[Redacted]	Home

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How to Add a Lockbox to Your Inventory

- Click **Add Keybox** on the left side of the page.
- Enter the **Keybox Serial Number** and **Shackle Code**.
- If the lockbox is on a listing, add the **MLS Number** of the property where the lockbox is located.
- Click **Add Keybox** to save.

The screenshot shows the SupraWEB Management Website interface. At the top left is the Supra logo (A UTC Fire & Security Company). At the top right, it says 'Julie Battles [Log Out]' and 'SupraWEB Management Website'. Below the logo is a navigation bar with links: HOME, LISTINGS, REPORTS, SETTINGS, BILLING, and SUPPORT. On the left side, there are two panels: 'QUICK LINKS' with 'Listings' and 'Keyboxes' (indicated by a right-pointing arrow), and 'ACTIONS' with 'Add Keybox' and 'Assign Listing' (indicated by a right-pointing arrow and a dropdown arrow). The main content area is titled 'Add Keybox to Inventory'. Below the title is a paragraph: 'You can add keyboxes to your inventory and then assign them a listing MLS#. Keyboxes in your inventory can belong to you. A keybox must be in your inventory and assigned before you can create and view showing reports or receive real-time notifications.' Below this is a 'Keybox Information' form with three input fields: 'KeyBox Serial Number:', 'Shackle Code:', and 'MLS #:' (with a note 'Leave blank to unassign from current listing.'). At the bottom of the form are two buttons: 'Add Keybox' and 'Cancel'.

How to Link Your Supra Bluetooth box to Your Listing

You will need your Bluetooth box Serial Number, Shackle Code and the MLS Number that you are linking the lockbox to.

- Go to the SupraWEB website at <http://supraweb.suprakim.com>
- Enter your **User ID** and **Password** and click **Login**.
- Click **LISTINGS**, then **Keyboxes** to see all Keyboxes currently assigned to you and whether a MLS Number has been linked.
- To link a lockbox to a listing, click the **Assign Listing** drop down box and select a **Keybox Serial Number**, then enter the MLS Number and click **Assign**.
- To unlink a lockbox from a listing, click on **Keyboxes**, then the **MLS Number**, then **Unassign Listing** from the **Actions** box.