

# Showing Activity Setup

As a listing agent, there are several ways to see who has shown your listings. To view showing information, the keyboxes placed on your listings first need to be in your keybox inventory. You can manage your keybox inventory both on your eKEY and at the Supra website and any changes are synchronized during your next eKEY update.

## Showing Notifications

Once your keyboxes are in your keybox inventory, showing messages automatically display in your eKEY software whenever a keybox in your inventory is shown.

## Managing your Keybox Inventory on your Smartphone

You can view your keybox inventory by selecting the **Inventory** icon on the main eKEY screen. A list of your keyboxes are displayed. Select a keybox from the list to view detailed information. You can add or delete keyboxes, view and change their settings, and assign a listing ID to them in your eKEY software under the **Inventory** icon. Add a keybox by selecting the **Add Keybox** icon or by releasing the shackle on the keybox. Delete a keybox by selecting the keybox in inventory and then selecting **Delete**.

Keep your reports accurate by making sure the listing ID is current when you place a keybox on a listing or remove it from a listing. To assign the listing ID to an iBox using your smartphone, select the box in your inventory and select **Edit**. Change the listing ID and select **Program**. Enter the shackle code of the iBox and select **Begin**. Point the infrared lens on the eKEY Adapter at the infrared lens on the iBox to change the settings in the iBox.

## Managing your Keybox Inventory at SupraWEB

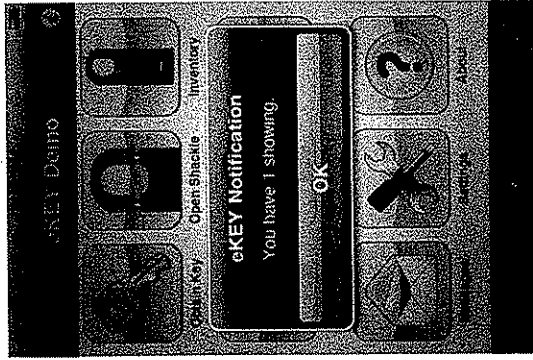
1. Go to [www.supraekey.com](http://www.supraekey.com) and login to SupraWEB with your SSO and password.
2. From SupraWEB select **LISTINGS** and then select **Keyboxes** to view a list of keyboxes in your inventory.
3. To add a keybox, select the **Add Keybox** link and enter the keybox serial number, shackle code, and the MLS number where the box is located.
4. To assign a listing to a keybox already in your inventory, select the **Assign Listing** dropdown, choose the keybox and enter the MLS number where the keybox is located.

## Viewing Showing Reports at SupraWEB

When you first login to SupraWEB, the Showings Dashboard displays the showing activity at your listings. To create a report to be printed or emailed, select **REPORTS** and then the type of report.

## Instant Showing Email

You can have the system send you a real-time email when someone opens one of your keyboxes or sends you showing feedback. On SupraWEB select **Settings** and then **General Email** to set up this feature. Enter your email address and check each type of notice you want to receive.



Date/Time	ListingID	Address	Showing Agent	Keybox#	Key#
3/2/2010 8:32am	28171987	5224 Lowell Rd Aurnsvills OR 97325	Brian Graves brian.hauge@ge.com (503)315-0613 Bentley Properties (503)747-1901	53063757	5172545
2/25/2010 7:09pm	343434	7624 Mistwood Drive NE Keizer OR 97303	Brian Graves brian.hauge@ge.com (503)315-0613 Bentley Properties (503)747-1901	20029935	5172545
2/24/2010 9:52am	343434	7624 Mistwood Drive NE Keizer OR 97303	Brian Good brian.hauge@ge.com (503)315-0613 Century 21 Olympus (503)481-7531	20029935	5172540

### ShowingValue - New Showing Update - Message (HTML)

From: ShowingValue@burnettecshyellow.com  
To: Anderson, Tracy  
CC: ShowingValue - New Showing Update  
Subject: ShowingValue - New Showing Update

Sent: Thu 3/25/2010 9:03 AM

You have new showing(s)

SARA HAYES showed listing 2325 Legend Way, Salem, OR 97302 (KeyBox# 51314529) on 07/08/2011 12:45PM  
603-713-9464 sara.haves@homes.com

For additional information on your showings please login to SupraWEB

eKEY Professional for Android and iPhone now available! Learn more about the benefits of eKEY Professional. Visit our eKEY Device Portal to see all the phones that can be used to open a Supra Keybox.