

# Showing Activity

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 at the Supra website. Once your keyboxes are in your keybox inventory, you may choose to receive showing notifications on your ActiveKEY when your keyboxes are opened. See reverse for instructions on turning on showing notifications.

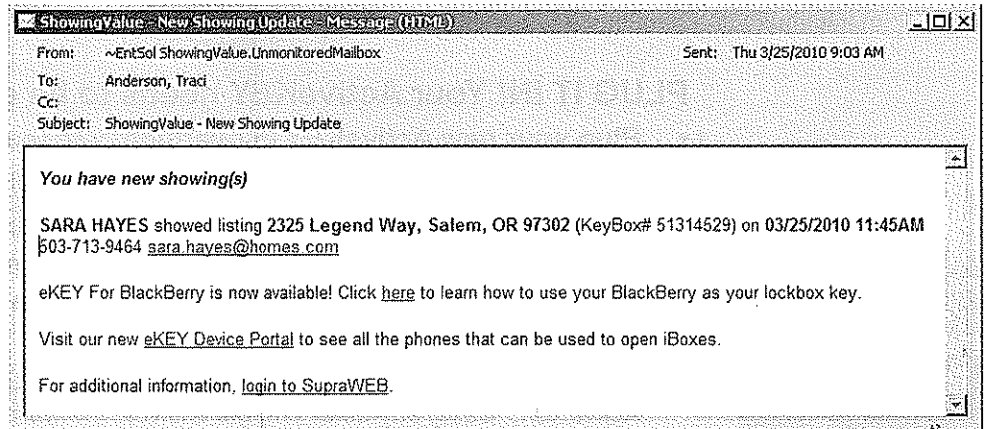
## Managing KeyBox Inventory at SupraWEB

1. Go to [www.supraekey.com](http://www.supraekey.com) and login to SupraWEB with your SSO and password.
2. Select the **LISTINGS** menu option.
3. Select the **Keyboxes** link to view a list of keyboxes in your inventory.
4. 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.
5. 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.

Be sure to update the listing ID when you place a keybox on a new listing for accurate addresses on reports.

## Instant Showing Emails

You can have the system send you real-time emails 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. Once one of your listings has been shown, you'll receive an email.



## 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.

Email Report  
  Print Report  
  New Report

### Showing Report for All Listings

Showings from 2/24/2010 to 3/2/2010  
 Report Generated on 3/18/2010  
 3 Records

**Brian Jones**  
HomeTown Realty  
503-555-5050  
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<http://www.mysite.com>

DateTime	ListingID	Address	ShowingAgent	Keybox#	Key#
3/2/2010 8:32am	28171987	5224 Lowell Rd Aumsville OR 97325	Brian Graves brian.hauge@ge.com (503)315-0613 Bentley Properties (503)747-1901	53063757	5172545
2/25/2010 7:00pm	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)491-7531	20029935	5172540

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