

How to *Set up Showing Notifications*

All Keyboxes or Individual Keyboxes

1. Log into SupraWEB.

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**.

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.



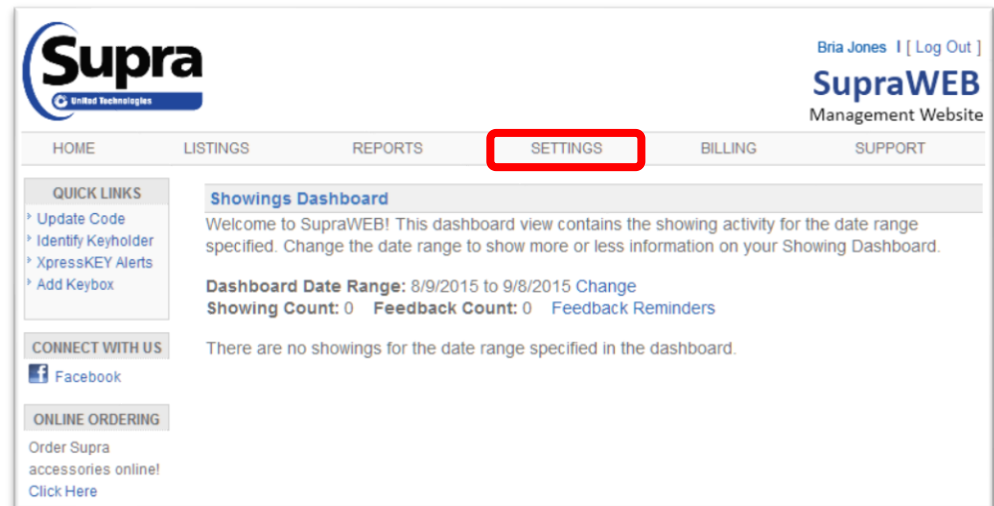
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5. Add more email addresses or cell phone numbers of the recipients to the *Also send a copy to:* field and click **Save**.

2. Select the **SETTINGS** tab.



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3. Select the **General Email** link.

The screenshot shows the SupraWEB Management Website interface. At the top, the Supra logo is on the left, and the user's name 'Bria Jones' with a 'Log Out' link is on the right. Below the logo is the 'SupraWEB Management Website' header. A navigation bar contains links for HOME, LISTINGS, REPORTS, SETTINGS, BILLING, and SUPPORT. On the left, a 'QUICK LINKS' box contains 'Update Code' and 'Identify Keyholder'. The main content area is titled 'Account Settings' and includes sections for 'User Information' (Name: Bria Jones, Email: bria.jones@notrealreality.com, Board: Helena MLS, Login: Update Login Settings), 'General Settings' (with a red box around the 'General Email' link), and 'Locate XpressKEY' (with a 'Locate XpressKEY' button).



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4. Check the **Send me...** box.

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

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

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)

Listing Update Emails

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

Personalized Signature Image

Upload Image:

(Maximum resolution: 300X300 and < 4MB)

Personalized Signature Text

Path:

Signature User Guide



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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**.

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

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):

Separate multiple addresses with a semicolon

Tip: To send showing notifications on a personal 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)

☒ 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

Listing Update Emails

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

Personalized Signature Text

Path:



How to *Set up Showing Notifications*

All Keyboxes or Individual Keyboxes

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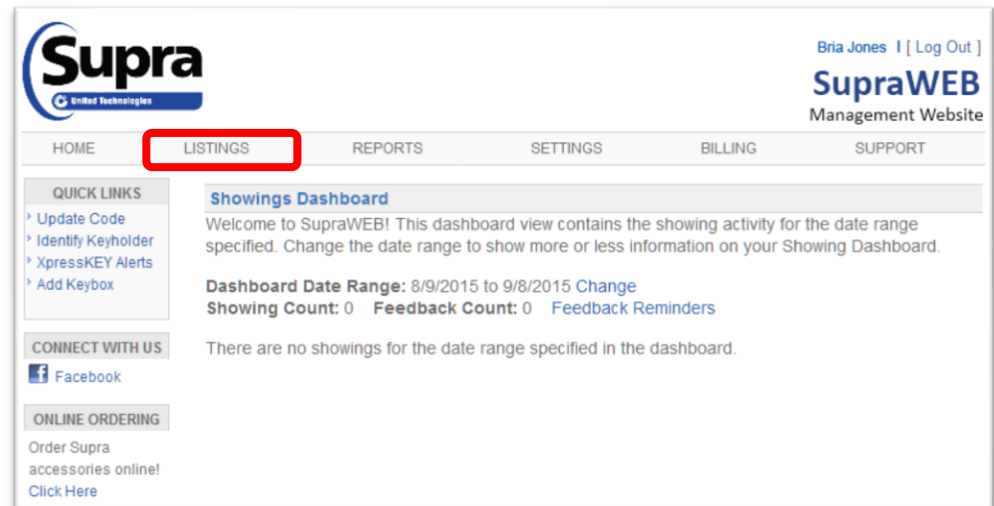
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2. Select the **LISTINGS** tab.
3. Select the **Keyboxes** in *QUICK LINKS*.
4. Select the specific keybox.
5. Select **Listing Details** tab.
6. In the *Showing Notifications* section check the notifications box, add recipients email or text information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

2. Select the **LISTINGS** tab.



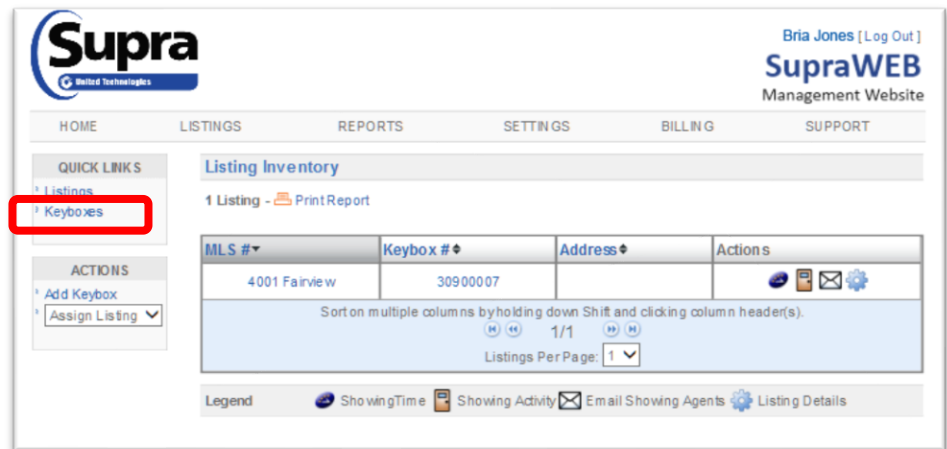
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5. Select **Listing Details** tab.
6. In the *Showing Notifications* section check the notifications box, add recipients email or text information and click **Save**.

3. Select the **Keyboxes** link.



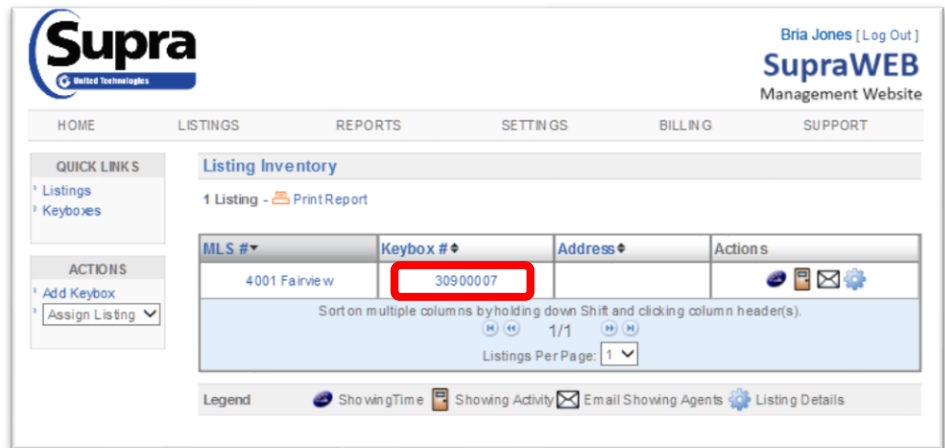
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3. Select the **Keyboxes** in *QUICK LINKS*.
4. Select the specific keybox.
5. Select **Listing Details** tab.
6. In the *Showing Notifications* section check the notifications box, add recipients email or text information and click **Save**.

4. Select the keybox.



The screenshot shows the SupraWEB Management Website interface. The top navigation bar includes links for HOME, LISTINGS, REPORTS, SETTINGS, BILLING, and SUPPORT. The user is logged in as Bria Jones. The main content area displays the 'Listing Inventory' section with a table of listings. The table has columns for MLS #, Keybox #, Address, and Actions. The first listing is '4001 Fairview' with Keybox # '30900007', which is highlighted with a red box. The table also includes a 'Print Report' link and a 'Sort on multiple columns' instruction. The bottom of the page features a legend with icons for ShowingTime, Showing Activity, Email Showing Agents, and Listing Details.

MLS #	Keybox #	Address	Actions
4001 Fairview	30900007		

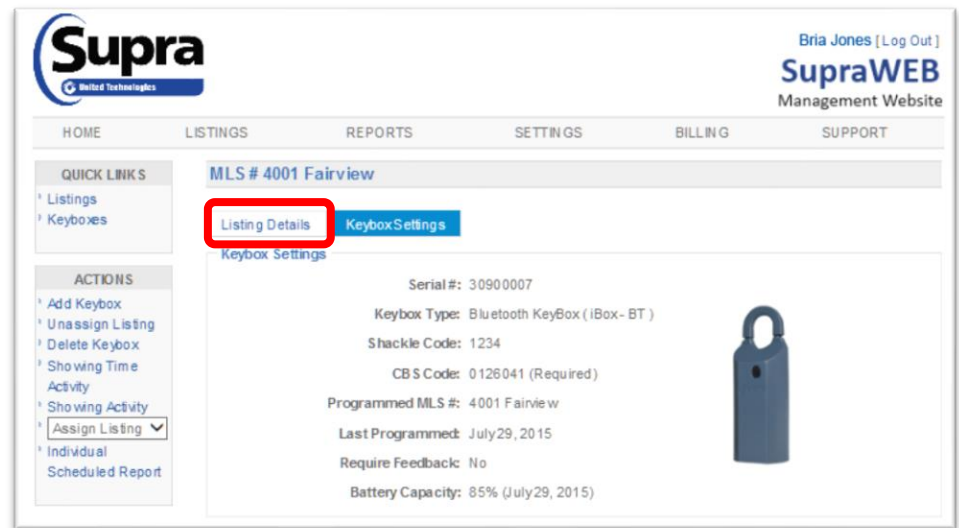
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4. Select the specific keybox.
5. Select **Listing Details** tab.
6. In the *Showing Notifications* section check the notifications box, add recipients email or text information and click **Save**.

5. Select Listing Details.



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

XpressKEY Individual Keyboxes

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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**.

Supra Bria Jones [Log Out]
SupraWEB Management Website

HOME LISTINGS REPORTS SETTINGS BILLING SUPPORT

QUICK LINKS
Listings
Keyboxes

ACTIONS
Add Keybox
Unassign Listing
Delete Keybox
Showing Time
Activity
Showing Activity
Assign Listing
Individual
Scheduled Report

MLS # 4001 Fairview

Listing Details Keybox Settings

Listing Details

MLS #: 4001 Fairview
Change MLS #

Address: Add Address

Listing Date: Not Available
Client: Not Available
Occupant: Not Available

Add address before adding a photo.

Showing Hours
Mon - Fri: 12:15 AM - 10:45 PM
Saturday: 12:15 AM - 11:45 AM
Sunday: 12:15 AM - 11:45 AM

Feedback Questions
You can add 10 feedback questions to each listing. Anyone who has shown this listing will be asked these questions when providing feedback.

Add Feedback Question

Showing Notifications (for individual keybox)
☒ Send me showing notifications for the keybox associated with MLS # 4001 Fairview.

Also send a copy to:

1. melakashi@notherealty.com 2.
3. 551234567@text.com 4.
5.

Enabling 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: 551234567@vtext.com
AT&T: 551234567@t4.att.net
Sprint: 551234567@messaging.sprintpcs.com
For more examples mouse hover [help](#).

Save Cancel

Be sure to assign keyboxes to listings to include the property address in showing notifications.



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



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