

SUPRA IBOX INTEGRATION FOR AGENTS

To ensure your lockbox integration is complete, have your broker go to www.supraekey.com and enable your office for Supra integration with ShowingTime.

Directions for this can be found under the 'ShowingTime' section at <http://www.supraekey.com/Documents/SupraWEBGuideforOffices.pdf>

Getting Started

Search for a Listing

Search: Found 12 results in 24ms.
Address, MLS, and/or MLS Listing # [Advanced Search](#) Search All Listings Search My Listings

Search Archived Listings:

MLS Code	MLS Number	Listing Agents	Owners	Address	City	Zip	Subdivision	MLS Status	In-House Status	Listing Price
MLS_DEMO	28020384	Alison Townsend (196394)	John Doe	1301 MYRTLE	CHICAGO	60606		ACTIVE		\$87,900
MLS_DEMO	28013718	Alison Townsend (196394)	Jane Smith	2620 EAST 1	CHICAGO	60606		ACTIVE		\$129,900

Step 1

Once logged into ShowingTime, click on your respective **Listings** tab and navigate to the listing you would like to add Supra integration to

Access Information **4**

Lockbox & Access Details:

How can the agent access the home?: **2**

Lockbox Serial #: **3**

Lockbox Location:

Alarm Details:

Would you like to provide alarm details to the agent for accessing the home?: Yes No

Manage Key Sets:

Are keys available at a remote location for the agent to pickup to access the home?: Yes No

Step 2

Navigate to the 'Access Information' section of the listing's worksheet and under 'Lockbox & Access Details' select **Supra iBox** in the drop down

Step 3

Enter the **Lockbox Serial #** and **Lockbox Location**

Step 4

Click **Save Changes**

Activity Type	Activity Date	Showing Agent	Notes	Feedback
Lockbox Access	09/24/2014 7:05 PM	Roy Luo ABC Realty		
Past Showing (details)	07/29/2014 6:00 PM - 7:30 PM Lockbox accessed at: 07/29/2014 5:27 PM	Ron Swanson ABC Realty (123) 123-1233 rswanson@abc Realty.com	This is the 1st Showing.	Received on 07/29/2014 at 9:31 PM (details)
New Listing	03/31/2014 8:00 PM			

Once this has been set up, you will begin to see Supra lockbox access activity within the Listing Activity Report, 24 hours after adding the lockbox serial number to your listing.

Note: Access information prior to the lockbox integration will not be shown. ShowingTime and Supra servers will only sync access activity nightly.