#### Introduction

As a keyholder using the Supra<sup>®</sup> system, Mobile SupraWEB allows access to many features of SupraWEB using a tablet or smartphone. Use the Supra eKEY<sup>®</sup> application or the Internet browser to do many functions.

- Get an update code
- Get an authorization code for the eKEY app
- View showing activity (eKEY Professional only)
- Email showing activity report

- Email my key activity report
- Email keybox inventory report
- Assign listings to keyboxes
- Send showing feedback

The type of functions and what is displayed depends on the features your association or MLS subscribe to, the electronic key, key service type (Basic or Professional), and the keybox.

#### Mobile SupraWEB Login

The key serial number and PIN are required to login into Mobile SupraWEB. Menu options are dynamic and display only those that apply to your eKEY service type.

1. Tap <b>SupraWEB</b> on the eKEY app menu, or on your mobile device navigate to <i>http://supraweb.suprakim.com</i> .	
- State of the sta	
2. Enter the key serial number and PIN. Key Serial Number:	
3. Choose your association or organization from the drop-down.	
4. Tap Login, and the Mobile SupraWEB Home page is displayed. Association/MLS: OR-Supra Marketin Login	g: •

## **Update Code**

Step Action	
<b>Note</b> : For more information on how to enter the update code for your specific key, visit the Customer Support page.	SupraWEB
1. Tap <b>Update Code</b> from the Mobile SupraWEB menu to display a current update code for your key.	Authorization Code
2. Enter the update code into the key.	Update Code
3. Tap <b>Home</b> to return.	The following update code is valid until October 19, 2016. 5450 - 6455 - 15



#### www.supraekey.com

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#### **Authorization Code**

To get an authorization code through Mobile SupraWEB, you must be an existing customer in good standing with your organization and Supra. Your organization must have your current email address on file to receive an authorization code.

Step	Action		
Note:	If this screen displays on your eKE	Y app, call your ad	ministrator for help.
		Authorization codes activate an eKEY ap Unable to generate a Please contact your	ation Code are required to p. an authorization code. Supra administrator.
1.	Tap <b>Authorization Code</b> from the Mobile SupraWEB menu.		Authorization Code
<b>Note</b> : with ye	The authorization code is sent to the price of the sent to the sen	ne address on file	Subject: eKEY Application Authorization Code
2.	Open your email (on file with your retrieve the authorization code.	r organization) to	Here is the authorization code you requested for your Supra eKEY app. If you did not request this authorization code, please contact your Supra administrator.
<b>Note</b> : For more information on how to enter the authorization code into the eKEY app for your specific phone platform, see <u>How to Reset the eKEY App Authorization Code</u> on our website.		r the authorization phone platform, t <u>tion Code</u> on our	Authorization Code 3214-6565-9847 9874-3214-6547
3. 4.	Tap <b>Home</b> to return.	le en⊏r app.	Thank you - Supra Support Team

#### Showings

This feature is only available with the eKEY Professional service.

Step	Action	
1.	Tap <b>Showings</b> from the Mobile SupraWEB menu.	Showings
2.	Tap <b>Home</b> to return.	Showing DetailsDate Range: 9/18/2016 to 10/18/2016 Showing Count: 15Shown: Oct 13, 2016 2:19 PM Listing: Not Available Address : Agent Name: Bria Jones Agent Phone: (503)555-3334Shown: Oct 13, 2016 2:19 PM Listing: Not Available Address : Agent Phone: (503)555-3334Shown: Oct 13, 2016 2:19 PM Listing: Not Available Address : Agent Email: kswann@supra.com Agent Phone: (503)555-3334Shown: Oct 13, 2016 2:13 PM Listing: 21519515

## **Email Report**

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This is a showing activity report for all listings, for a key, or for all keyboxes (or a specific keybox) in your inventory.

- Showing Activity Report for
  - All of my listings This report shows all of your keybox showing activities.
  - Specific keybox This report shows activity for a specific keybox in inventory.
  - My Key Activity Report This report shows activity report for this key.
- Keybox Inventory Report This report shows a list of all keyboxes that are in inventory.

Step	Action	
1.	Tap <b>Email Report</b> from the Mobile SupraWEB menu to email a showing report.	Email Report
2.	Tap a report type, choose from <b>Showing Activity</b> report (All of my listings or Specific keybox and the keybox serial number), <b>My Key Activity Report</b> , or <b>Keybox Inventory Report</b> .	Report           Showing Activity Report for           All of my listings
3.	Tap <b>Create Email.</b>	Specific keybox 5154224 My Key Activity Report Keybox Inventory Report Create Email
4.	Enter the email address and the message in the body of the email.	Ter
5.	Tap Send Email.	ann@example.net
6.	Tap <b>Home</b> to return.	Separate multiple addresses with a semi- colon. Subject: Showing Report Body:
		Send Email [Home]

## **Assign Listing**

Step	Action		
Note:	Note: This menu option does not appear if there are no unassigned keyboxes in your inventory.		
1.	Tap <b>Assign Listing</b> from the Mobile SupraWEB menu to display a list of keyboxes that are not assigned from your inventory.	Assign Listing	
2.	Tap the keybox to assign.	Assign Select keybox to assign a listing. • 7110958 • 30999102 [Home]	

3.	Enter the MLS # where the keybox was placed and tap <b>Assign</b> .	Assign MLS# Keybox#: 30999102 Shackle: 4646 MLS#: Assign
4.	Add the property address and tap <b>Done</b> .	Address:
5.	Tap <b>Home</b> to return.	4001 Fairview Industrial Dr S
		City:
		Salem
		State:
		OR
		Zip:
		97302
		Done [Home]

# **Feedback Reminders**

Step	Action	
1.	Tap <b>Feedback Reminders</b> from the Mobile SupraWEB menu to send feedback (to the listing agent) on showings.	Feedback Reminders
2.	Tap <b>Add Feedback</b> .	Listing #: 7001234 Address : 111 Main St Salem OR 97302 Add Feedback
3.	Fill out the form and tap Create Email.	Add Feedback Respond to Feedback Reminder Buyer's interest level: None Buyer heard about listing from: My Recommendation Price: Within Buyer's Range Recommended Price: Follow-up: I will contact you Notes:
4.	Tap <b>Home</b> to return.	Create Email