


ActiveKEY Showings Guide

Get Email Notification When Someone Shows Your Listing!

Assigning a Supra iBox To Your Listing

Each time a key container on your iBox is opened, the ActiveKEY or eKEY records this activity and sends it to the SupraWEB Network. In order for this to work best you as the listing agent will have to assign your iBox to your listing. Once done, you will enjoy some really cool features including receiving email notification which include the address, date, time and name of the individual who accessed your iBox and a useful recovery tool to locate iBoxes that you may have left on a property after it was sold. Instructions on how to assign an iBox to your listing and setting up email notifications is included below.

Logging Into SupraWEB

- In Prospector, locate the **SSO (Single Sign On)** module on your home page
- Select **SUPRAweb Lockbox Settings** 
- Enter your ActiveKEY serial number and PIN
- In the Board drop down menu, select **CA - MetroList Services Inc.**, click **Login**.

Setting Up Email Notifications

One of the tremendous benefits of SupraWEB is you can be notified by email when someone opens one of your keyboxes or sends you showing feedback. To turn this feature on, follow these steps:

- From SupraWEB select the menu item **Settings**
- Select **Email settings**
- Enter your email address
- Check each type of notice you want to receive and enter any additional email addresses you would like the email notice sent to

Setting Up Weekly or Monthly Scheduled Email Showing Report

You can also set up SupraWEB to send you a weekly or monthly showing report. The scheduled reports automatically include the showing information for all of your keyboxes in your inventory.

- From SupraWEB select **Settings**
- Select **Scheduled Email**
- Enter your email address and select appropriate settings

ActiveKEY Power Saving Tip

Turning off your instant showing notifications on your ActiveKEY can save battery life and will have no effect on email notifications.

- From your ActiveKEY menu, scroll down to **Preferences** and press **enter**
- Press **1** Notification
- Press **2** for Off



Need Help?

*Call the
Supra Agent
Support Line*

*Toll-Free
(877) 699-6787*

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