

SUPRA / IBOX SETUP GUIDE

ShowingTime integrates with your lockbox to give you enhanced reporting capabilities! With the Supra eKEY integration, you will have one place to see when the scheduled showing took place, when the home was accessed along with the showing feedback. Follow the simple instructions below to learn more.

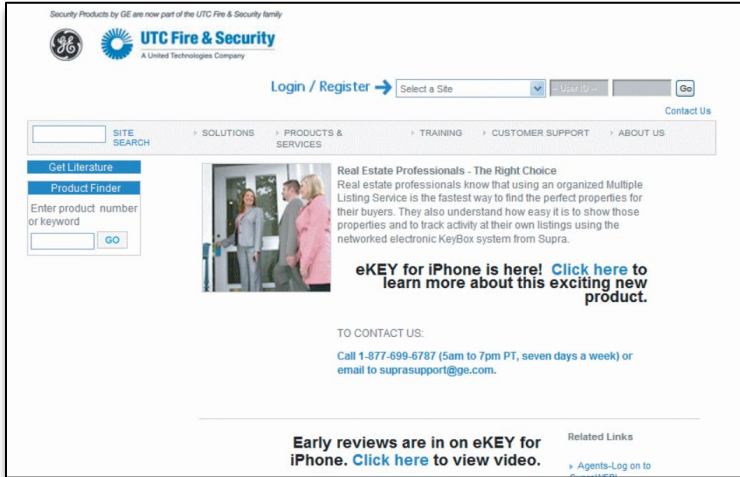


Lockbox Integration Work Flow

1. Log into www.SupraeKey.com
2. Register ShowingTime
3. Enter the lockbox serial number
4. Review the Listing Activity Report

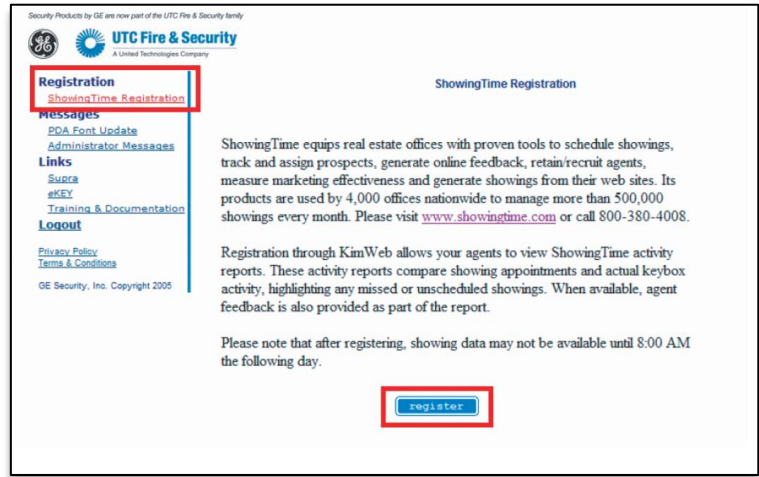
Step One:

- ✓ **Log into www.SupraeKey.com** – Individuals with a brokerage level logon will need to register ShowingTime to integrate the shared data from the Supra eKEY system.



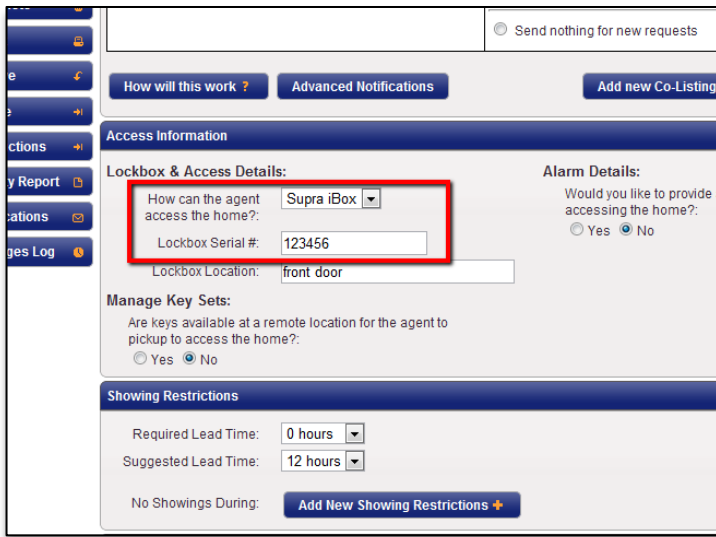
Step Two:

- ✓ **Register ShowingTime** – Once logged into SupraeKey.com, click on the “ShowingTime Registration” link from the menu on the left. Then click on the blue button titled “Register”.



Step Three:

- ✓ **Enter the lockbox serial number** – After logging into the ShowingTime program, locate your desired listing. Open the listing worksheet. In the Access Information section, under Lockbox & Access details, select Supra iBox then enter the lockbox’s serial number in the appropriate field.



Step Four:

- ✓ **Review the Listing Activity Report** – Once steps 1 through 3 are complete, you will begin to see lockbox activity within the Listing Activity Report such as key box access details with a corresponding scheduled showing and/or key box access details without a scheduled showing.

