

Supra Web Training Webinar – 10/09/14

- www.SupraeKey.com
 - Tips & Tutorials
- iBox BT LE - New!
 - Without FOB or adapter - iPhone 4s+ & Android
 - With FOB or adapter - iPhone 4s+ (Bluetooth & Siri - Active)
 - Currently Not Supported - Blackberry 10 & Windows Phones
- Creating a MLS Listing
 - Allows you to assign a lockbox to your listing
 - Creates showing reports
 - Transfers assignment information to SupraWEB
- Listing Inventory Tab
 - MLS #
 - Key Box #
 - Address
 - Actions: Showing Times, Email Showing Agent, Showing Activity
- Key Box Management Tab
 - MLS #
 - Key Box #
 - Actions: Add New Key Box, Assign Key Box, Delete Key Box Assignment
- Listing Details Tab
 - Input: MLS #, Address, Info, Photo
 - Create: Feedback questions for showing agents to answer
- Reports Tab
 - Create Showing Report
 - provides showing & feedback information
 - edit to exclude showing agent name, feedback info, etc.
 - option to email report
 - Create Key Activity Report
 - Create Office Key Box Inventory Report
- Settings Tab
 - add team members' email addresses to receive updates & reports
 - add profile image & personal signature for correspondence
 - set up "respond to feedback" reminders
- Supra Technical Support
 - 1-877-699-6787