

# Supra<sup>®</sup> Mobile SupraWEB for XpressKEY Users

## Guide


### Introduction

Mobile SupraWEB allows you to access many features of SupraWEB using the internet browser on your mobile device.

- Get an update code
- Get an authorization code for the eKEY app
- Assign listings to keyboxes
- Email showing activity report
- Email my key activity report
- Email keybox inventory report
- Send showing feedback

### Mobile SupraWEB Login


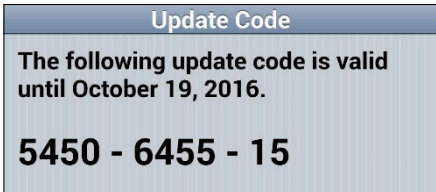
Step	Action
1.	On your mobile device navigate to <a href="http://supraweb.suprakim.com">http://supraweb.suprakim.com</a> .
2.	Enter the key serial number (located on back of KEY) and PIN.
3.	Choose your association from the drop-down.
4.	Tap <b>Login</b> , and the Mobile SupraWEB Home page is displayed.



### Update Code


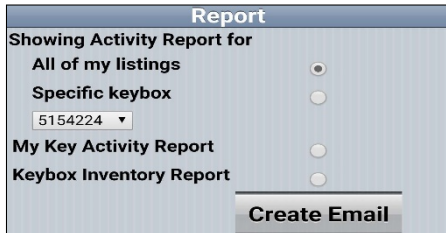
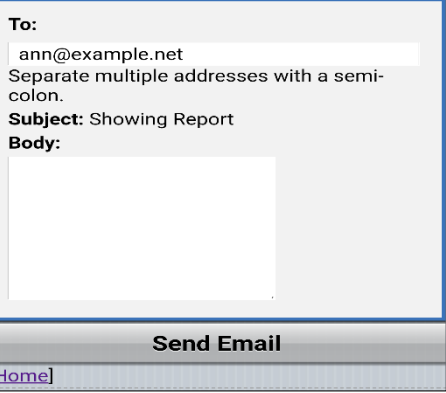
To generate an update code from your mobile device:

Step	Action
<p><b>Note:</b> For more information on how to enter the update code for your specific key, visit the <a href="#">Customer Support</a> page.</p>	
1.	On your mobile device navigate to <a href="http://supraweb.suprakim.com">http://supraweb.suprakim.com</a> . Tap <b>Update Code</b> from the Mobile SupraWEB menu to display a current update code for your key.
2.	Enter the update code into the key.
3.	Tap <b>Home</b> to return.


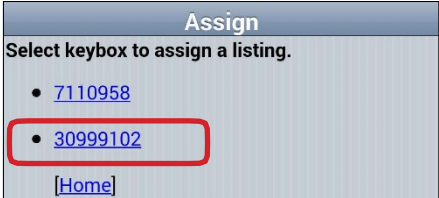
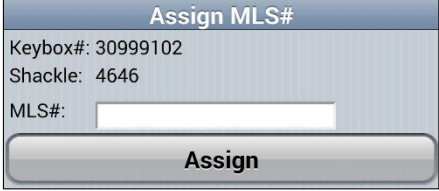



## Email Report

- 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.
- Showing Activity Report for all your listings or for a specific keybox in inventory.


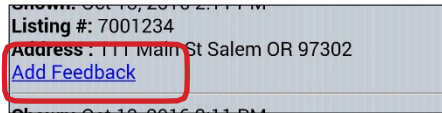
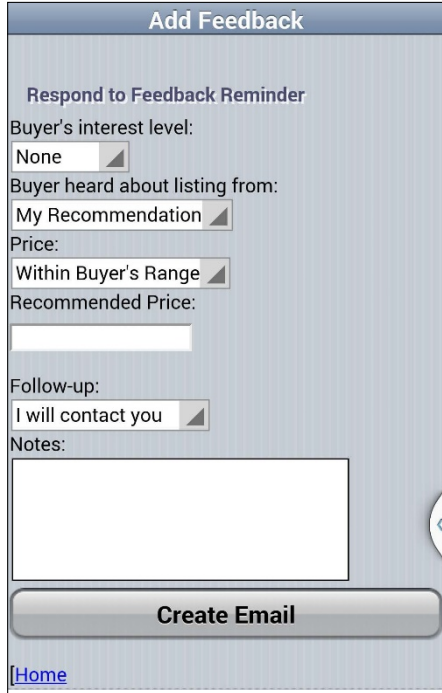
Step	Action	
1.	On your mobile device navigate to <a href="http://supraweb.suprakim.com">http://supraweb.suprakim.com</a> . Tap <b>Email Report</b> from the Mobile SupraWEB menu to email a showing report.	
2.	Tap a report type, choose from <b>Showing Activity</b> report (All my listings or Specific keybox and the keybox serial number), <b>My Key Activity Report</b> , or <b>Keybox Inventory Report</b> .	
3.	Tap <b>Create Email</b> .	
4.	Enter the email address and the message in the body of the email. Tap <b>Send Email</b> . Tap <b>Home</b> to return.	

## Assign a Keybox to a Listing

Step	Action	
<b>Note: This menu option does not appear if there are no unassigned keyboxes in your inventory.</b>		
1.	On your mobile device navigate to <a href="http://supraweb.suprakim.com">http://supraweb.suprakim.com</a> . Tap <b>Assign Listing</b> from the Mobile SupraWEB menu to display a list of keyboxes that are not assigned from your inventory.	
2.	Tap the keybox to assign.	
3.	Enter the MLS # where the keybox was placed and tap <b>Assign</b> .	
4.	Add the property address and tap <b>Done</b> . Tap <b>Home</b> to return.	

# Feedback Reminders

Send feedback on listings you have viewed.

Step	Action	
1.	On your mobile device navigate to <a href="http://supraweb.suprakim.com">http://supraweb.suprakim.com</a> . Tap <b>Feedback Reminders</b> from the Mobile SupraWEB menu to send feedback (to the listing agent) on showings.	
2.	Tap <b>Add Feedback</b> .	
3.	Fill out the form and tap <b>Create Email</b> .	
4.	Tap <b>Home</b> to return.	