

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

## Guide

### Introduction

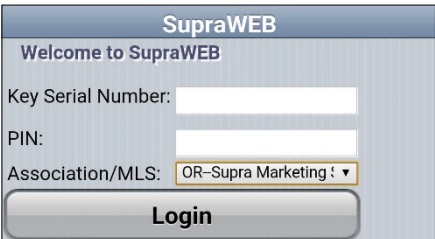
Mobile SupraWEB allows you to access many features of SupraWEB within your eKEY app or by using the internet browser on your mobile device.

- 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

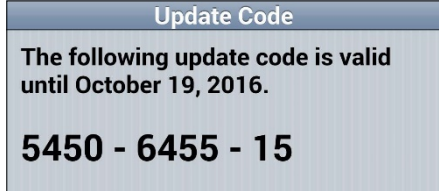
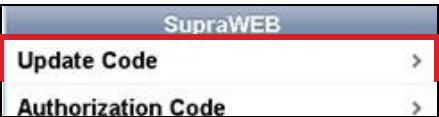
The key serial number and PIN are required to login into Mobile SupraWEB. **\*Your eKEY serial number is located at the top of the screen in your eKEY application.**

Step	Action
1.	In the eKEY app slide the screen left, then tap <b>SupraWEB</b> , or on your mobile device navigate to <a href="http://supraweb.suprakim.com">http://supraweb.suprakim.com</a> .
2.	Enter the key serial number 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

Step	Action
<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.	
1.	In the eKEY app slide the screen left, then tap <b>SupraWEB</b> , or on your mobile device navigate to <a href="http://supraweb.suprakim.com">http://supraweb.suprakim.com</a> . <b>Login</b> then 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.



[www.supraekey.com](http://www.supraekey.com)

© 2017 United Technologies Corporation. All rights reserved. Supra is part of UTC Climate, Controls & Security, a unit of United Technologies Corporation. Supra and eKEY are registered trademarks of United Technologies Corporation. Other brand and product names are or may be the trademarks of, and are used to identify products or services of, their respective owners. User experience may vary depending on the device manufacturer, cellular reception, data plan, and other variables beyond Supra's control.

10104647P1 EN

## 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
<p><b>Note:</b> If this screen displays on your eKEY app, call your administrator for help.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px auto; width: 80%; text-align: center;"> <p><b>Authorization Code</b></p> <p>Authorization codes are required to activate an eKEY app.</p> <p>Unable to generate an authorization code. Please contact your Supra administrator.</p> </div>	
1.	<p>In the eKEY app slide the screen left, then tap <b>SupraWEB</b>, or on your mobile device navigate to <a href="http://supraweb.suprakim.com">http://supraweb.suprakim.com</a>. Tap <b>Authorization Code</b> from the Mobile SupraWEB menu.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px auto; width: 80%; text-align: center;"> <p><b>Authorization Code</b> &gt;</p> </div>
<p><b>Note:</b> The authorization code is sent to the address on file with the association.</p>	
2.	<p>Open your email (on file with the association) to retrieve the authorization code.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px auto; width: 80%;"> <p><b>Subject:</b> eKEY Application Authorization Code</p> <p>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.</p> <p><b>Authorization Code</b></p> <div style="border: 1px solid red; padding: 2px; margin: 5px 0;">3214-6565-9847</div> <div style="border: 1px solid red; padding: 2px; margin: 5px 0;">9874-3214-6547</div> <p>Thank you - Supra Support Team</p> </div>
<p><b>Note:</b> For more information on how to enter the authorization code into the eKEY app for your specific phone platform, see <a href="#">How to Reset the eKEY App Authorization Code</a> our website.</p>	
3.	Enter the authorization code into the eKEY app.
4.	Tap <b>Home</b> to return.

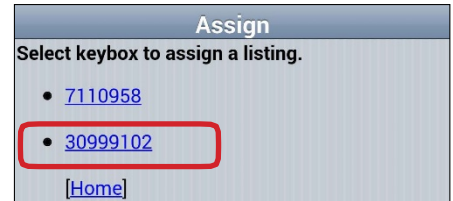
## Email Report

- 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.	<p>In the eKEY app slide the screen left, then tap <b>SupraWEB</b>, or 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.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px auto; width: 80%; text-align: center;"> <p><b>Email Report</b> &gt;</p> </div>
2.	Tap to select a report type.
3.	Tap <b>Create Email</b> .
4.	<p>Enter the email address and the message in the body of the email. Tap <b>Send Email</b>. Tap <b>Home</b> to return.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px auto; width: 80%;"> <p style="text-align: center;"><b>Report</b></p> <p>Showing Activity Report for</p> <p>All of my listings <input type="radio"/></p> <p>Specific keybox <input type="radio"/></p> <p>5154224 ▾</p> <p>My Key Activity Report <input type="radio"/></p> <p>Keybox Inventory Report <input type="radio"/></p> <p style="text-align: right;"><b>Create Email</b></p> <hr/> <p><b>To:</b></p> <p>ann@example.net</p> <p>Separate multiple addresses with a semi-colon.</p> <p><b>Subject:</b> Showing Report</p> <p><b>Body:</b></p> <div style="border: 1px solid gray; height: 40px; width: 100%;"></div> <p style="text-align: center;"><b>Send Email</b></p> <p style="text-align: center;"><a href="#">[Home]</a></p> </div>

## Assign a Keybox to a Listing

Step	Action
<p><b>Note: This menu option does not appear if there are no unassigned keyboxes in your inventory.</b></p>	
1.	In the eKEY app slide the screen left, then tap <b>SupraWEB</b> , or 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

Step	Action
1.	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> . Tap <b>Home</b> to return.

