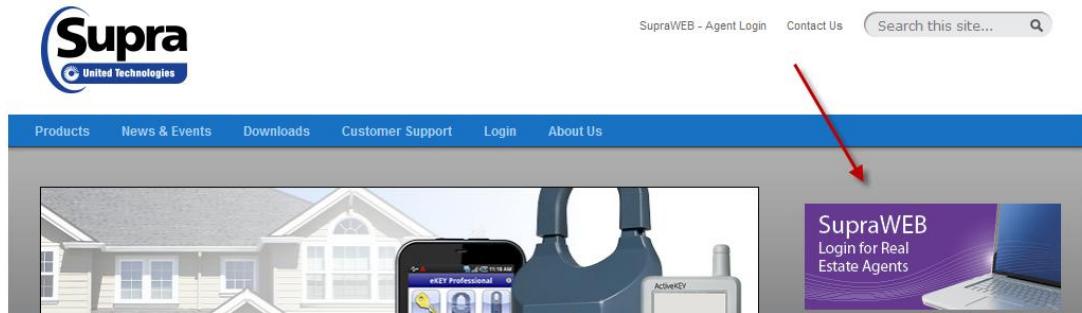


Turn 'Off' Supra Feedback Requests

1. Go to www.supraekey.com
2. Select **Agents – Log on to SupraWEB.**



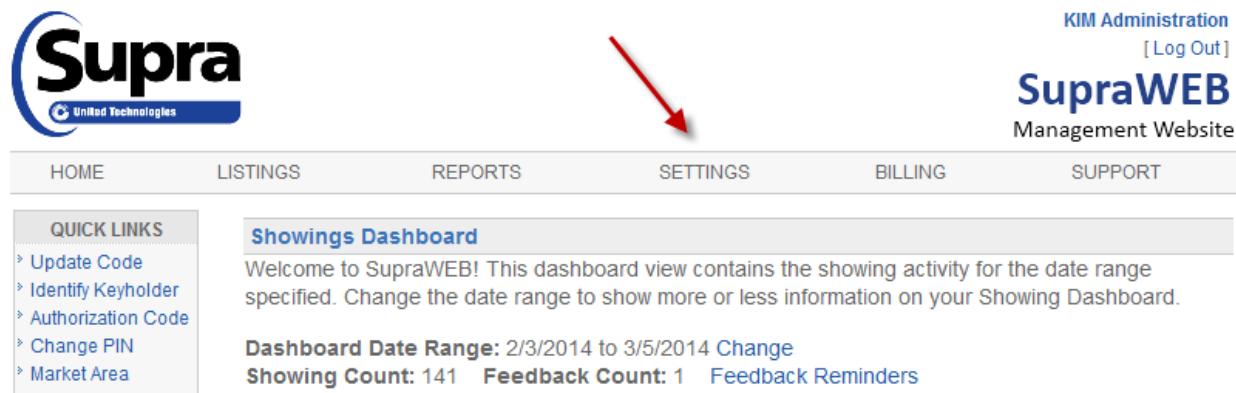
3. Enter your user ID and password and select **Login**.

The image shows the SupraWEB login page. On the left is a 'Login' form with fields for 'User ID' and 'Password', both marked with a red asterisk. Below these are 'Forgot Password?' and 'Remember User ID' checkboxes, followed by a 'Login' button. On the right, there is a welcome message for SSO users and a link for new users to 'click register to setup a new user'. At the bottom left of the page, there is a 'New User Registration' section with a 'Register' button.

Note: If you have not created a SupraWEB account, click **Register**; create a **USER ID** and **Password**. The first time you login with your user ID and password, you will need to enter your key serial number, PIN, and Board/ Association (Great Plains MLS - Omaha). If you have the SupraKEY on your phone your key serial # is located at the top of the app. If you have the grey/blue ActiveKEY, your key serial # is on the back of the key under the barcode. If you need assistance with this process you can contact Supra at 402-619-5566 or Lisa at 402-619-5552.

Shut off Email Feedback Requests

1. From the SupraWEB homepage select **SETTINGS**.



KIM Administration [Log Out]
SupraWEB
Management Website

HOME LISTINGS REPORTS **SETTINGS** BILLING SUPPORT

QUICK LINKS

- › Update Code
- › Identify Keyholder
- › Authorization Code
- › Change PIN
- › Market Area

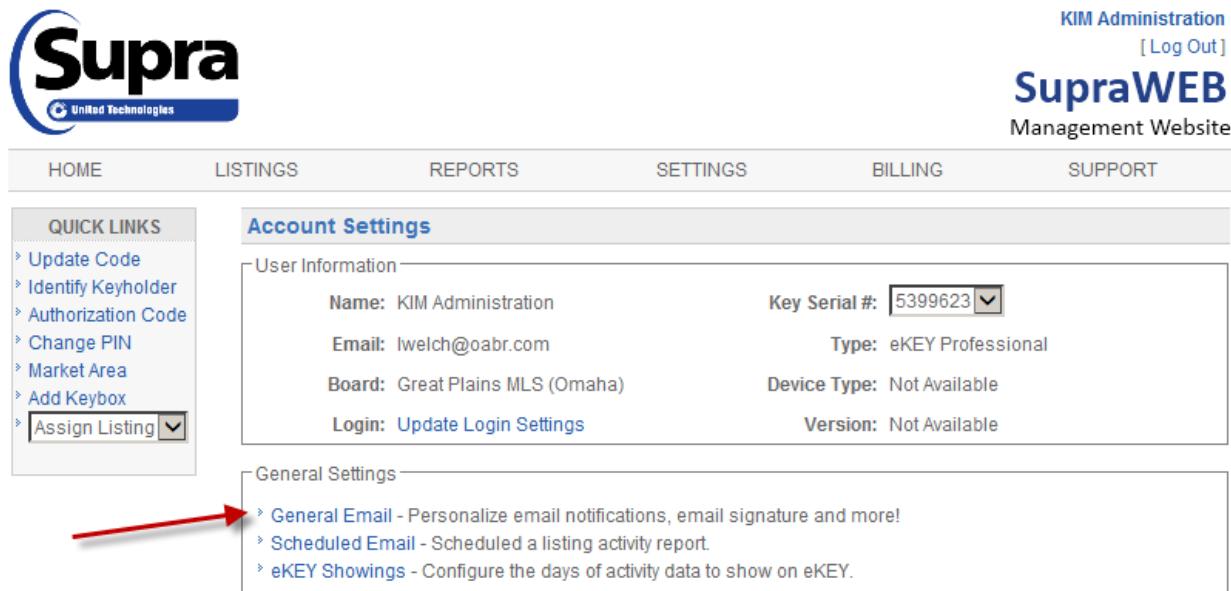
Showings Dashboard

Welcome to SupraWEB! This dashboard view contains the showing activity for the date range specified. Change the date range to show more or less information on your Showing Dashboard.

Dashboard Date Range: 2/3/2014 to 3/5/2014 [Change](#)

Showing Count: 141 Feedback Count: 1 [Feedback Reminders](#)

2. Select **General Email**.



KIM Administration [Log Out]
SupraWEB
Management Website

HOME LISTINGS REPORTS **SETTINGS** BILLING SUPPORT

QUICK LINKS

- › Update Code
- › Identify Keyholder
- › Authorization Code
- › Change PIN
- › Market Area
- › Add Keybox
- › **Assign Listing**

Account Settings

User Information

Name: KIM Administration	Key Serial #: <input type="text" value="5399623"/> <input type="button" value="▼"/>
Email: lwelch@oabr.com	Type: eKEY Professional
Board: Great Plains MLS (Omaha)	Device Type: Not Available
Login: Update Login Settings	Version: Not Available

General Settings

- › **General Email** - Personalize email notifications, email signature and more!
- › **Scheduled Email** - Scheduled a listing activity report.
- › **eKEY Showings** - Configure the days of activity data to show on eKEY.

3. Uncheck the four boxes as shown in photo below and click, **SAVE**.

Supra
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KIM Administration
[Log Out]
SupraWEB
Management Website

HOME LISTINGS REPORTS SETTINGS BILLING SUPPORT

QUICK LINKS

- Update Code
- Identify
- Keyholder
- Authorization
- Code
- Change PIN
- Market Area
- Add Keybox
- Assign Listing

General Email Settings

Email Address: If this email address is not the same as the one your MLS, it may be overwritten by the email your organization has on record.

Showing Emails

Send me an email when another agent shows my listings.
Also send a copy to:(CC)

Separate multiple addresses with a semicolon

Feedback Emails

Send me an email when another agent sends feedback on any of my listings.
Also send a copy to:(CC)

Separate multiple addresses with a semicolon

Reminder Emails

Remind me by email to send feedback on listings I have shown.
 Enable listing assignment email reminders.
(Not applicable for ActiveKeys)

Listing Update Emails

Allow listing agents to send me update emails on listings I have shown.

Personalized Signature Image

Upload Image:

Personalized Signature Text

Font Family: Font Size:
Path:

Signature User Guide