

To ensure your lockbox integration is complete, have your broker go to [www.supraekey.com](http://www.supraekey.com) and enable your office for Supra integration with ShowingTime.

## Getting Started

MLS Code	MLS Number	Listing Agents	Owners	Address	City	Zip	Subdivision	MLS Status	In-House Status	Listing Price
ShowingTime Demo MLS	1230000	Alison Townsend (2003013430)	Jane Smith	130 Lakehurst Dr.	Cleveland	44108		ACTIVE		\$2,650,000
ShowingTime Demo MLS	4586442	Alison Townsend (2003013430)	John Doe	4540 Mastadon Dr.	Cleveland	44108		ACTIVE		\$875,000

### Step 1

Once logged into ShowingTime, click the **My Listings** tab, then **My Listings** in the drop down

### Step 2

Select the listing you would like to add Supra iBox integration to

### Step 3

Navigate to the 'Access Information' section of the listing's worksheet and under 'Lockbox & Access Details' select **Supra iBox** in the drop down

**Note:** In order for data to display in ShowingTime, you will need to assign the correct MLS Listing ID inside of the Supra system.

### Step 4

Enter the **Lockbox Serial #** and **Lockbox Location**

### Step 5

Click **Save Changes**

Listing Activity Details				
Activity Type	Activity Date	Showing Agent	Notes	Feedback
Lockbox Access 	09/24/2014 7:05 PM	Roy Luo ABC Realty		
Past Showing (details) 	07/29/2014 6:00 PM - 7:30 PM Lockbox accessed at: 07/29/2014 5:27 PM	Ron Swanson ABC Realty (123) 123-1233 <a href="mailto:rswanson@abc Realty.com">rswanson@abc Realty.com</a>	This is the 1st Showing.	Received on 07/29/2014 at 9:31 PM (details)
New Listing 	03/31/2014 8:00 PM			

Once this has been set up, you will begin to see Supra lockbox access activity within the Listing Activity Report, 24 hours after adding the lockbox to your listing in the SupraWeb website.

**Note:** Access information prior to enabling ShowingTime's Supra Integration and assigning lockboxes to your listings in the SupraWeb website will not be shown. ShowingTime and Supra servers will only sync access activity nightly.