GCAR Keybox Exchange

September 13-15, 2015

Supra

in partnership with

REALTOR®

GREATER CHATTANOOGA ASSOCIATION of REALTORS®

OVERVIEW

How to Use & Features of New Boxes

Key Options with New Boxes

Logistics/Timeline of Exchange

Obtaining New Boxes/Returning Old Boxes

Keybox Serial #s and Flexmls

Keybox Inventory & Tracking

Supra

in partnership with

REALTOR® GREATER CHATTANOOGA ASSOCIATION of REALTORS®

Product Overview

iBox BT LE

ActiveKEY & *e*KEY

Supra

in partnership with

REALTOR®

GREATER CHATTANOOGA ASSOCIATION *of* REALTORS®

iBox BT LE Features

- **Infrared & Bluetooth access**
- **Battery operated**
- **Larger key container holds gate cards and 5 keys**
- **Records up to100 transactions**
- **Touch-and-Release key container**
- **Showing hours configurable for weekdays, Saturday, & Sunday**
- **One-step shackle release for easy placement**

Supra

in partnership with

REALTOR® GREATER CHATTANOOGA ASSOCIATION of REALTORS®

iBox BT LE - ActiveKEY

Supra

in partnership with

REALTOR®

GREATER CHATTANOOGA ASSOCIATION of REALTORS®

Releasing Shackle – ActiveKEY

- **Turn on ActiveKEY**
- **Scroll to RELEASE SHACKLE**
- **Press Enter**
- **Enter Shackle code**
- **Press Enter**

Supra

in partnership with

REALTOR®

GREATER CHATTANOOGA ASSOCIATION of REALTORS®

Releasing Shackle - ActiveKEY

- **“Assign KeyBox” prompt**
  - 1 = Yes - email sent to agent’s email address as reminder to assign KeyBox and/or listing
  - 2 = No - email not sent
  - Keyholder email address needs to be current in SupraNET
- **Aim ActiveKEY at iBox**
- **Push down on the shackle and then pull up to remove it completely**

Supra in partnership with REALTOR® GREATER CHATTANOOGA ASSOCIATION of REALTORS®

Obtain Key – ActiveKEY

- **Turn on ActiveKey**
- **At OBTAIN KEY press Enter**
- **Enter PIN and press Enter**
- **Aim ActiveKEY at iBox BT LE**
- **Push up on bottom of iBox BT LE to release key container**
- **Showing is sent up to network instantly**

Supra

in partnership with

REALTOR®

GREATER CHATTANOOGA ASSOCIATION of REALTORS®

iBox BT LE

- Android
- BlackBerry
- iPhone 4s, 5, 5c, 5s, 6, & 6Plus
- iPad 3 and newer

Supra

in partnership with

REALTOR®

GREATER CHATTANOOGA ASSOCIATION of REALTORS®

Release Shackle – Android, BlackBerry, and iPhone 4s, 5, 5c, & 5s

- **Tap on eKEY Application**
- **Tap on Open Shackle**
- **Enter 4 digit shackle code**
  - **Select reason**:
    Adding on a new listing
    Removing from listing
    Relocating on same listing
    None of the above
- **Activate iBox BT LE**
  - Push up on bottom of the iBox BT LE key container to turn on the Bluetooth (Red light flashes)
- **Tap Begin**
  - Complete Open Shackle process

Push down on the shackle and then pull up to remove it

Supra

in partnership with

GREATER CHATTANOOGA ASSOCIATION of REALTORS®

Releasing Key Container

- **Activate iBox**
  - + Push up on bottom of the iBox BT LE key container to turn on the Bluetooth
  - + Wait until the red light flashes on the iBox
- **Tap on eKEY Application**
- **Tap on Obtain Key**
- **Enter PIN**
- **Push up on bottom of iBox BT LE to release key container**
- **Showing is sent up to network instantly**

Supra

in partnership with

REALTOR® GREATER CHATTANOOGA ASSOCIATION of REALTORS®

No More eKey Fob?!

- On OLD boxes, the Fob was necessary to convert Bluetooth to infrared signal
- On NEW Boxes, you access the infrared signal by pushing up on bottom (Activate iBox)
- Fob is ONLY Required for iBox BT LE when:
  - + Showing in Knoxville
  - + Using iPhone 4 (or older)

Supra

in partnership with

REALTOR® GREATER CHATTANOOGA ASSOCIATION of REALTORS®

Key Returns/Upgrades

- Fob – No refund (one-time purchase)
- ActiveKey – Prorated Refund (service billed yearly)

Supra

in partnership with

REALTOR® GREATER CHATTANOOGA ASSOCIATION of REALTORS®

Logistics/Timeline of Exchange

in partnership with

Logistics/Timeline of Exchange

Offices Divided into Two Groups

1. GCAR Pick-Up Offices (99 or fewer New Boxes)

2. Drop Ship (100+ New Boxes)

Supra

in partnership with

REALTOR® GREATER CHATTANOOGA ASSOCIATION of REALTORS®

How Did We Decide?

Supra

in partnership with

REALTOR®

GREATER CHATTANOOGA ASSOCIATION of REALTORS®

How Did We Decide?

Draw straws?

Supra

in partnership with

REALTOR®

GREATER CHATTANOOGA ASSOCIATION of REALTORS®

How Did We Decide?

Draw straws?

Play favorites?

Supra

in partnership with

REALTOR®

GREATER CHATTANOOGA ASSOCIATION of REALTORS®

How Did We Decide?

Draw straws?

Play favorites?

Nope.

Supra

in partnership with

REALTOR®

GREATER CHATTANOOGA ASSOCIATION of REALTORS®

How Did We Decide?

Draw straws?

Play favorites?

Nope. All about the numbers.

Supra

in partnership with

REALTOR®

GREATER CHATTANOOGA ASSOCIATION of REALTORS®

How Did We Decide?

Flexmls Report for Each Office

Supra

in partnership with

REALTOR®

GREATER CHATTANOOGA ASSOCIATION of REALTORS®

How Did We Decide?

Flexmls Report for Each Office

- Single Family & Multi-Family

Supra

in partnership with

REALTOR®

GREATER CHATTANOOGA ASSOCIATION of REALTORS®

How Did We Decide?

Flexmls Report for Each Office

- Single Family & Multi-Family
- Active, Contingent & Pending

Supra

in partnership with

REALTOR®

GREATER CHATTANOOGA ASSOCIATION of REALTORS®

How Did We Decide?

Flexmls Report for Each Office

- Single Family & Multi-Family
- Active, Contingent & Pending
- (Lockbox Y/N)

Supra

in partnership with

REALTOR® GREATER CHATTANOOGA ASSOCIATION of REALTORS®

How Did We Decide?

Flexmls Report for Each Office

- Single Family & Multi-Family
- Active, Contingent & Pending
- (Lockbox Y/N)
- Added 20%

Supra

in partnership with

REALTOR® GREATER CHATTANOOGA ASSOCIATION of REALTORS®

Offices Divided into Two Groups

1. GCAR Pick-Up Offices (99 or fewer New Boxes)

2. Drop Ship (100+ New Boxes)

But . . . .there are TRADE OFFS

Supra

in partnership with

REALTOR® GREATER CHATTANOOGA ASSOCIATION of REALTORS®

Trade Offs

1. GCAR Pick-Up Offices (99 or fewer New Boxes)

Supra

in partnership with

REALTOR® GREATER CHATTANOOGA ASSOCIATION of REALTORS®

Trade Offs

1. GCAR Pick-Up Offices (99 or fewer New Boxes)

- CON: Come to GCAR for New Boxes

Supra

in partnership with

REALTOR® GREATER CHATTANOOGA ASSOCIATION of REALTORS®

Trade Offs

1. GCAR Pick-Up Offices (99 or fewer New Boxes)

- CON: Come to GCAR for New Boxes
- PRO: Two Opportunities for Returning Old Boxes; No Waiting Behind Larger Offices

Supra

in partnership with

REALTOR® GREATER CHATTANOOGA ASSOCIATION of REALTORS®

Trade Offs

1. GCAR Pick-Up Offices (99 or fewer New Boxes)

- CON: Come to GCAR for New Boxes
- PRO: Two Opportunities for Returning Old Boxes; No Waiting Behind Larger Offices

2. Drop Ship (100+ New Boxes)

Supra

in partnership with

REALTOR® GREATER CHATTANOOGA ASSOCIATION of REALTORS®

Trade Offs

1. GCAR Pick-Up Offices (99 or fewer New Boxes)

- CON: Come to GCAR for New Boxes
- PRO: Two Opportunities for Returning Old Boxes; No Waiting Behind Larger Offices

2. Drop Ship (100+ New Boxes)

- PRO: Get Boxes delivered to your office; More time to Swap Boxes at 100+ Properties

Supra

in partnership with

REALTOR® GREATER CHATTANOOGA ASSOCIATION of REALTORS®

Trade Offs

1. GCAR Pick-Up Offices (99 or fewer New Boxes)

- CON: Come to GCAR for New Boxes
- PRO: Two Opportunities for Returning Old Boxes; No Waiting Behind Larger Offices

2. Drop Ship (100+ New Boxes)

- PRO: Get Boxes delivered to your office; More time to Swap Boxes at 100+ Properties
- CON: Only One opportunity for Returning ALL Old Boxes

Supra

in partnership with

REALTOR® GREATER CHATTANOOGA ASSOCIATION of REALTORS®

Trade Offs

1. GCAR Pick-Up Offices (99 or fewer New Boxes)

- CON: Come to GCAR for New Boxes
- PRO: Two Opportunities for Returning Old Boxes; No Waiting Behind Larger Offices

2. Drop Ship (100+ New Boxes)

- PRO: Get Boxes delivered to your office; More time to Swap Boxes at 100+ Properties
- CON: Only One opportunity for Returning ALL Old Boxes

GENERAL: Space at GCAR

Supra in partnership with GREATER CHATTANOOGA ASSOCIATION of REALTORS®

GCAR Pick-Up Offices

(99 or fewer New Boxes)

Supra

in partnership with

REALTOR®

GREATER CHATTANOOGA ASSOCIATION of REALTORS®

GCAR Pick-Up Offices
(99 or fewer New Boxes)

Two-part process:

Supra

in partnership with

REALTOR® | GREATER CHATTANOOGA ASSOCIATION of REALTORS®

GCAR Pick-Up Offices
(99 or fewer New Boxes)

Two-part process:

1. Pick-up at GCAR at Scheduled Time
   - Sunday pm OR Monday am
   - OK to bring old boxes with you

Supra

in partnership with

REALTOR® GREATER CHATTANOOGA ASSOCIATION of REALTORS®

GCAR Pick-Up Offices
(99 or fewer New Boxes)

Two-part process:

1. Pick-up at GCAR at Scheduled Time
   - Sunday pm OR Monday am
   - OK to bring old boxes with you
2. Return any remaining old boxes at Scheduled Time (Tuesday am through early pm)

Supra

in partnership with

REALTOR® GREATER CHATTANOOGA ASSOCIATION of REALTORS®

Burning Questions

What if my scheduled appointment time is inconvenient?

What if I don't have/return boxes Supra says I have?

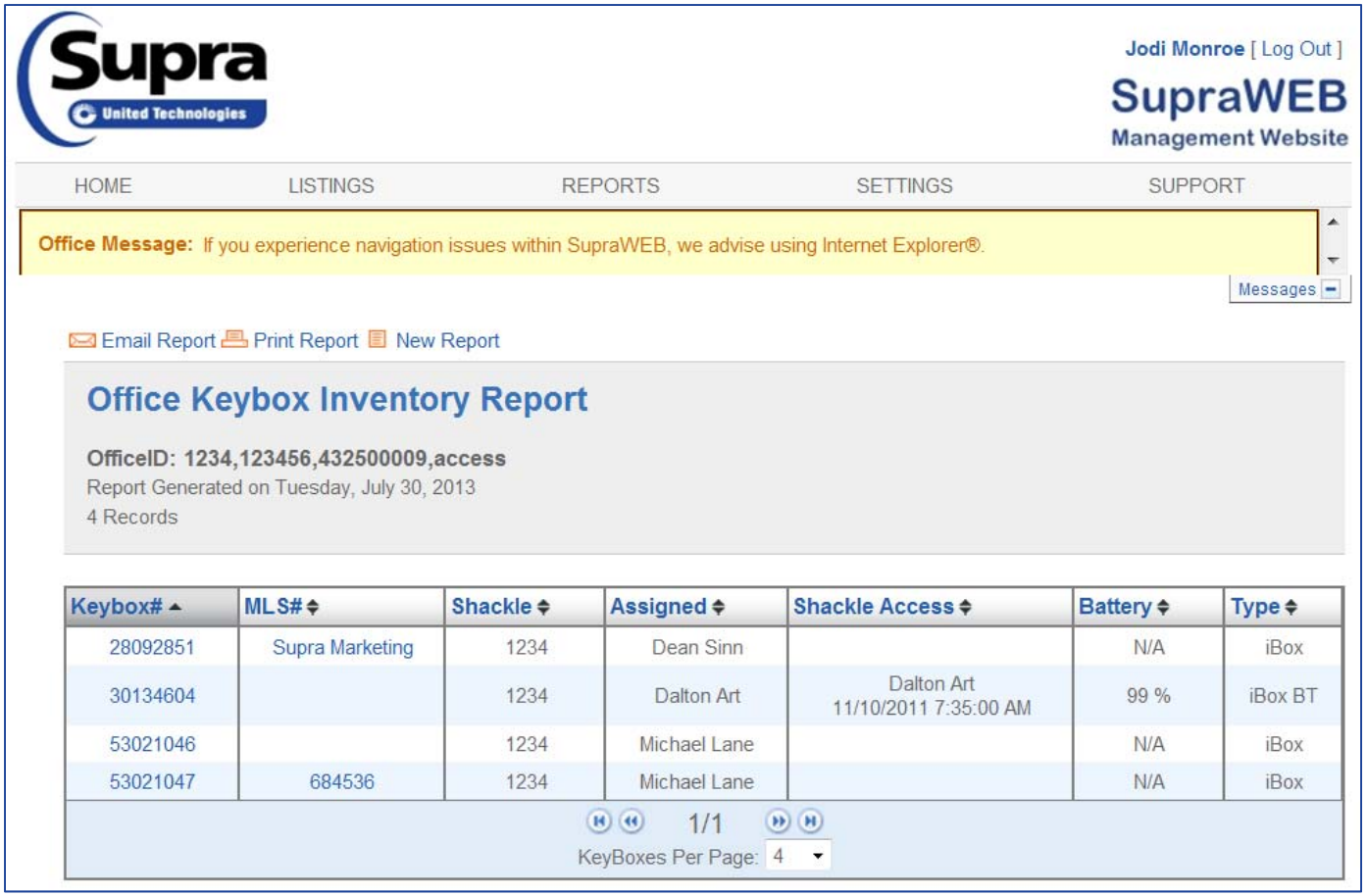
Other questions?

Supra

in partnership with

REALTOR® GREATER CHATTANOOGA ASSOCIATION of REALTORS®

Office Keybox Inventory Report



Supra

Drop Ship at Office
(100+ New Boxes)

Supra

in partnership with

REALTOR®

GREATER CHATTANOOGA ASSOCIATION of REALTORS®

Drop Ship at Office
(100+ New Boxes)

Two-part process:

Supra

in partnership with

REALTOR® GREATER CHATTANOOGA ASSOCIATION of REALTORS®

Drop Ship at Office
(100+ New Boxes)

Two-part process:

1. Drop Ship of New Boxes delivered between Tuesday-Wednesday, September 8-9, between 9 am and 4 pm
    - Use Cartons to package up Old Boxes

Supra

in partnership with

REALTOR® GREATER CHATTANOOGA ASSOCIATION of REALTORS®

Drop Ship at Office
(100+ New Boxes)

Two-part process:

1. Drop Ship of New Boxes delivered between Tuesday-Wednesday, September 8-9, between 9 am and 4 pm
    - Use Cartons to package up Old Boxes
2. Return ALL old boxes at Scheduled Time (Tuesday pm)

Supra

in partnership with

REALTOR® GREATER CHATTANOOGA ASSOCIATION of REALTORS®

Drop Ship at Office
(100+ New Boxes)

Log Carton number of boxes given to their “other” office.

Supra

Burning Questions

What if my scheduled appointment time is inconvenient?

What if I don't have/return boxes Supra says I have?

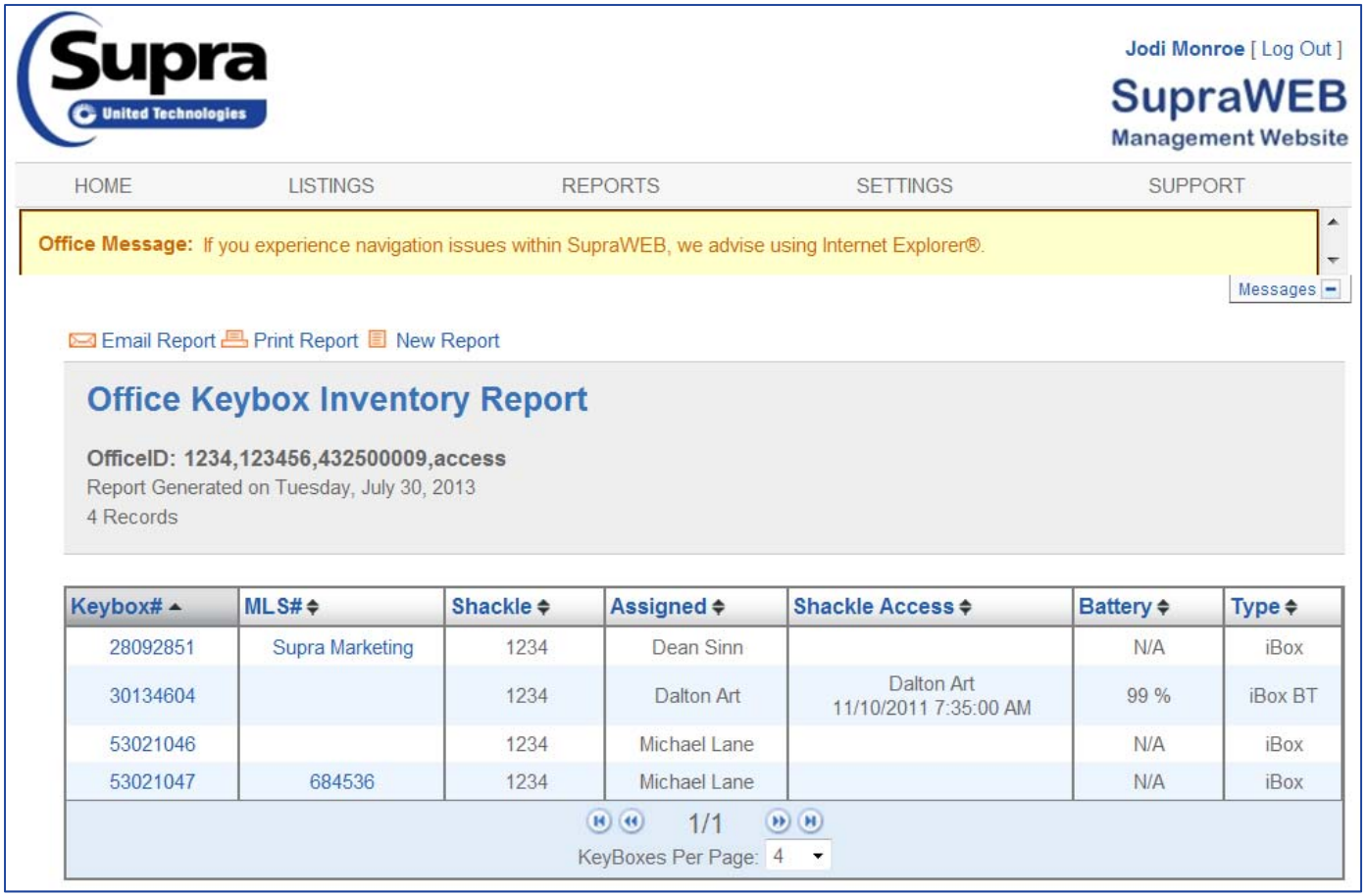
Other questions?

Supra

in partnership with

REALTOR® GREATER CHATTANOOGA ASSOCIATION of REALTORS®

Office Keybox Inventory Report



Supra

Supra and Flexmls (MLSi)

Supra

in partnership with

REALTOR®

GREATER CHATTANOOGA ASSOCIATION of REALTORS®

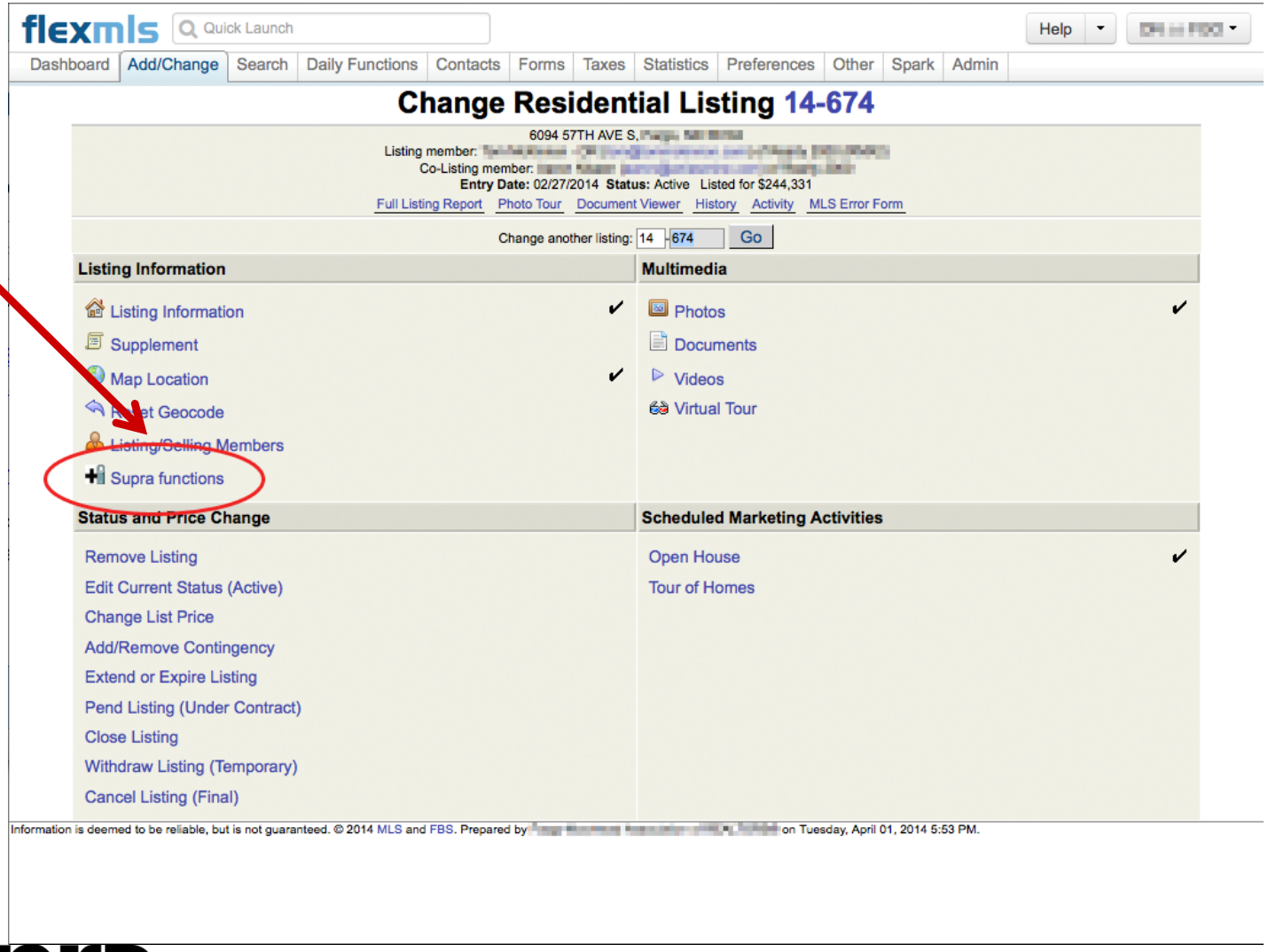
Supra System Network

Flexmls Integration

Within Flexmls

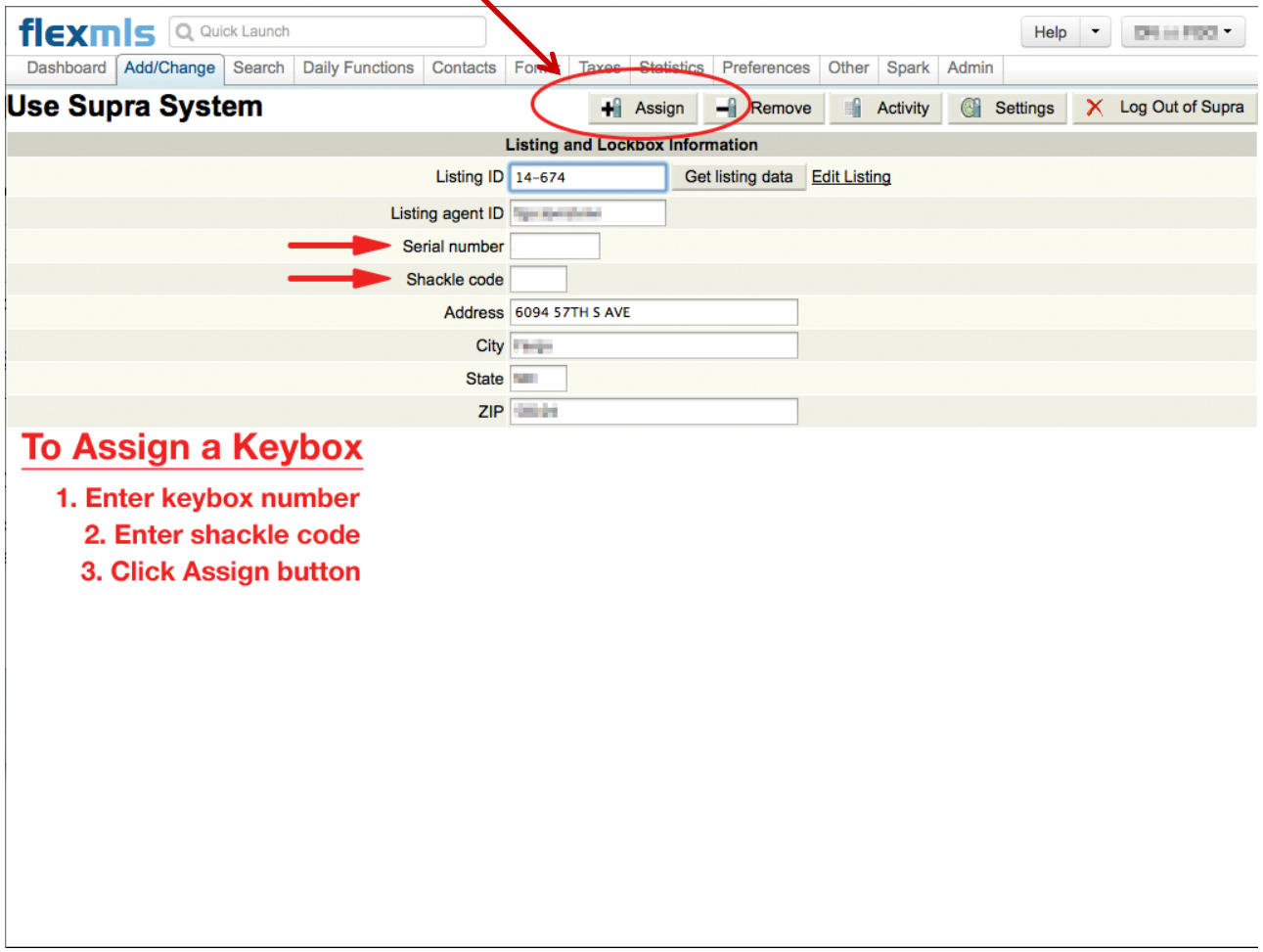
- Assign a keybox to your MLS listing
- View Showing Reports
- Transfers keybox assignment information to SupraWEB (helps with tracking inventory)

MLSi – Access Supra Functions



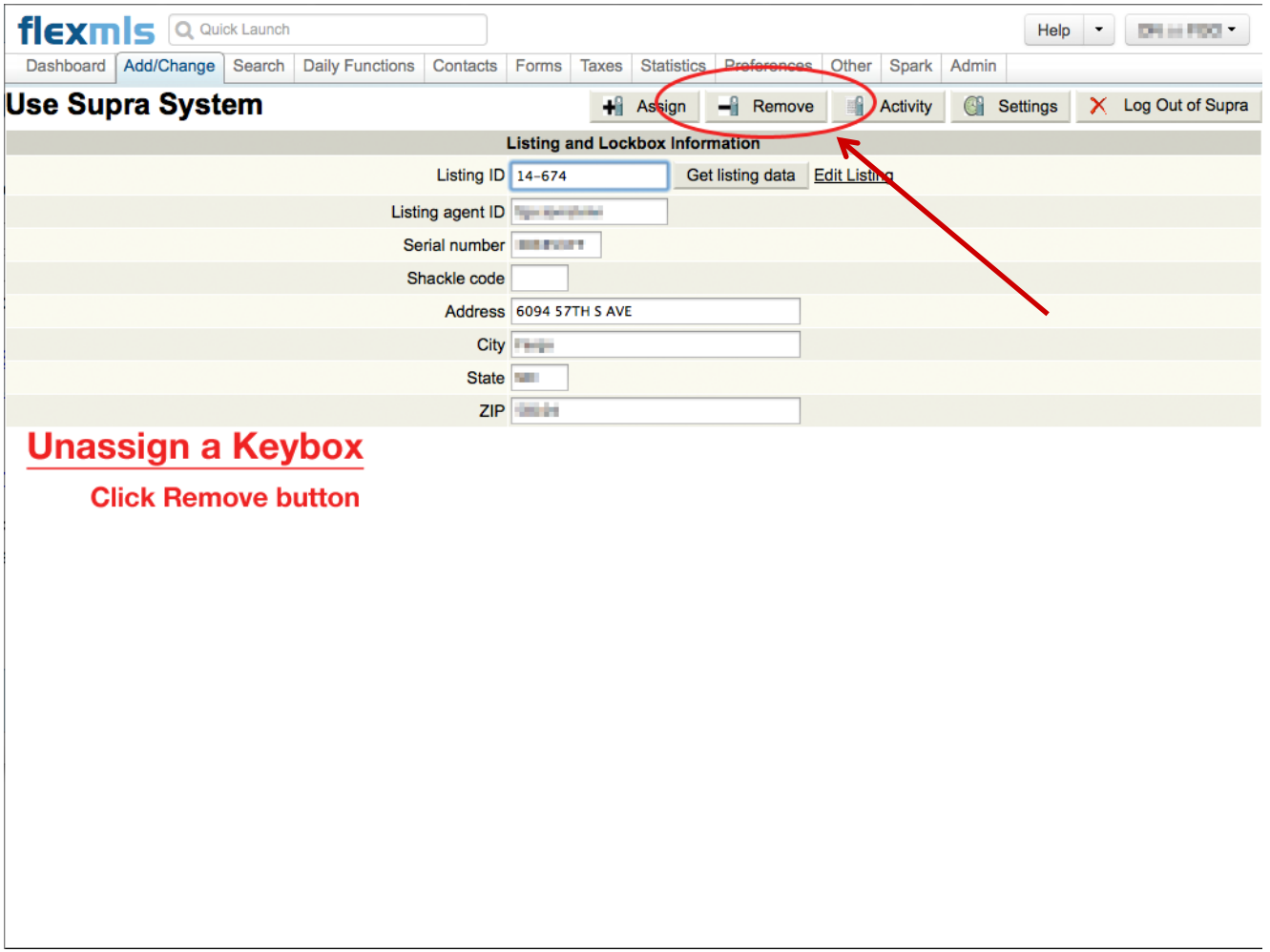
Supra

MLSi – Assign a keybox

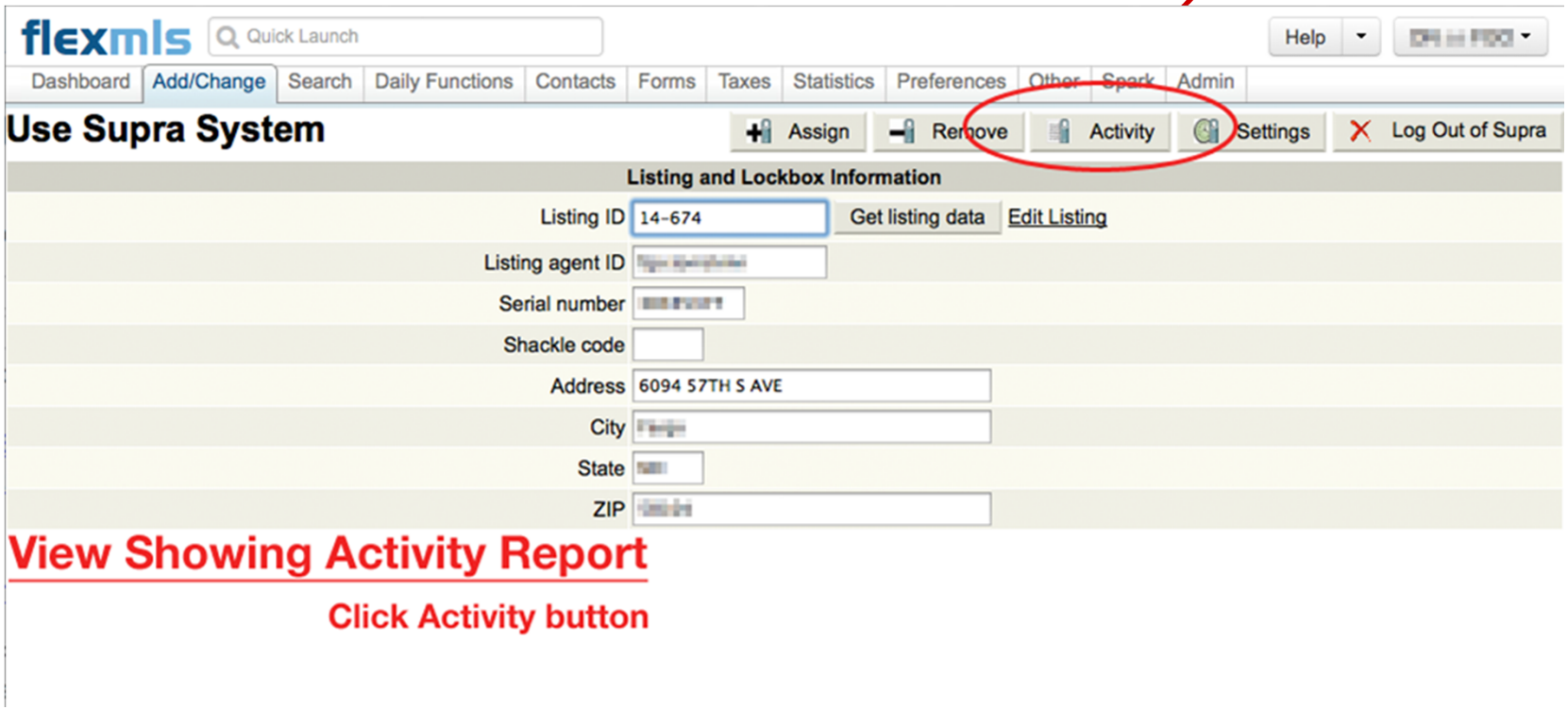


Supra

MLSi – Remove Keybox

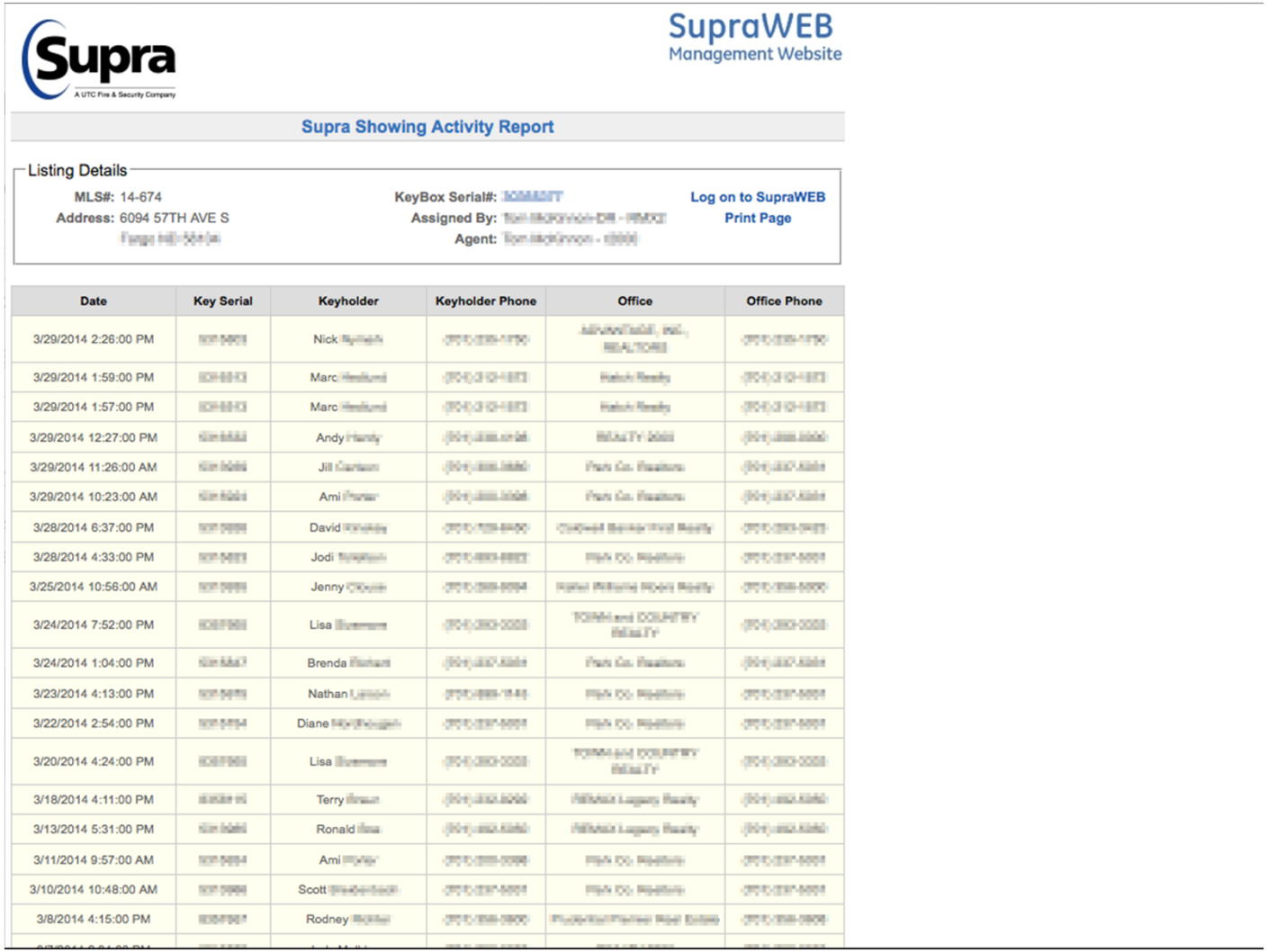


MLSi – How to view activity



Supra

MLSi – View Activity Report



Supra
A UTC Fire & Security Company

SupraWEB
Management Website

Supra Showing Activity Report

Listing Details

MLS#: 14-674
Address: 6094 57TH AVE S
[redacted]

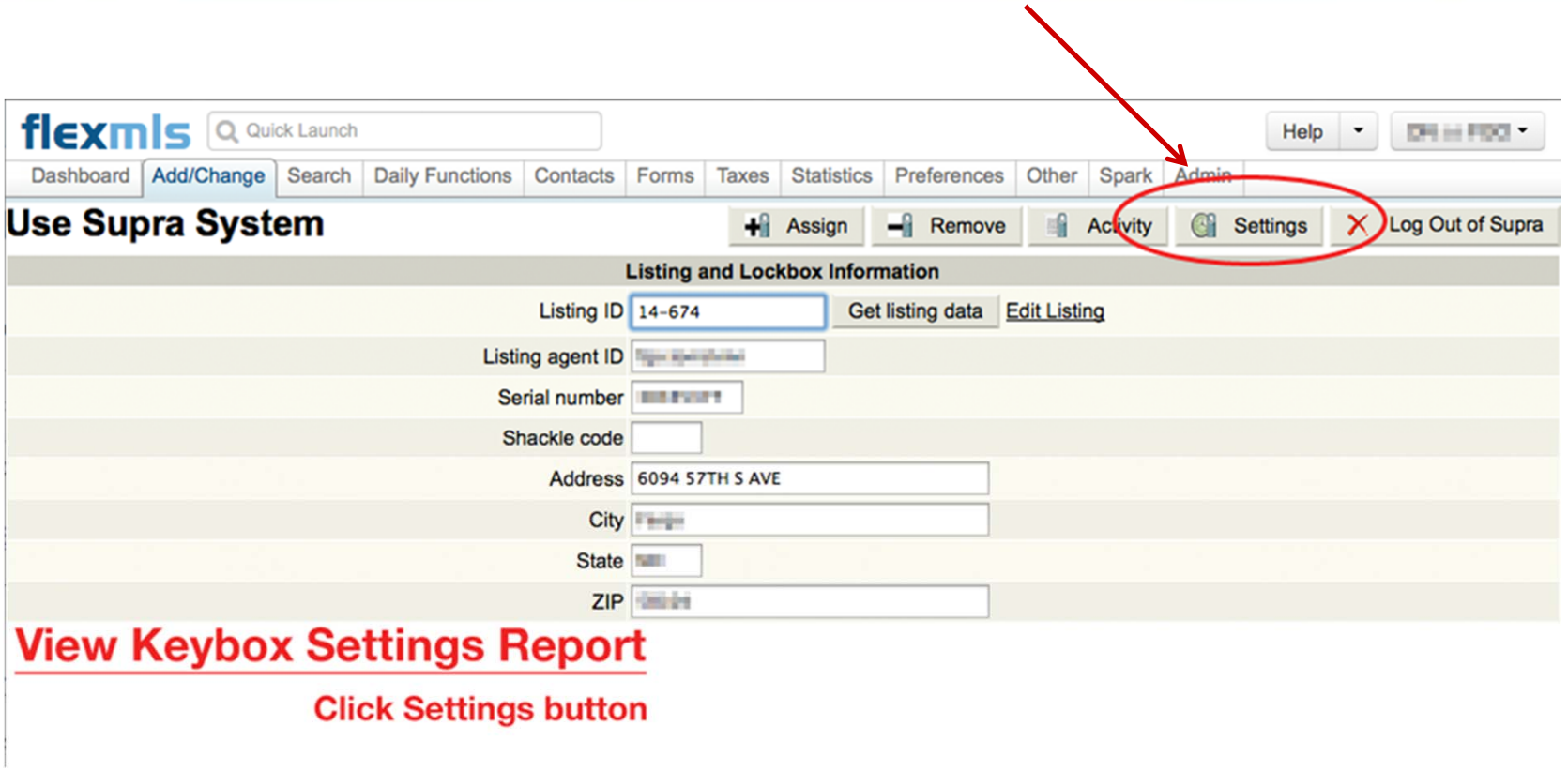
KeyBox Serial#: [redacted]
Assigned By: [redacted]
Agent: [redacted]

Log on to SupraWEB
Print Page

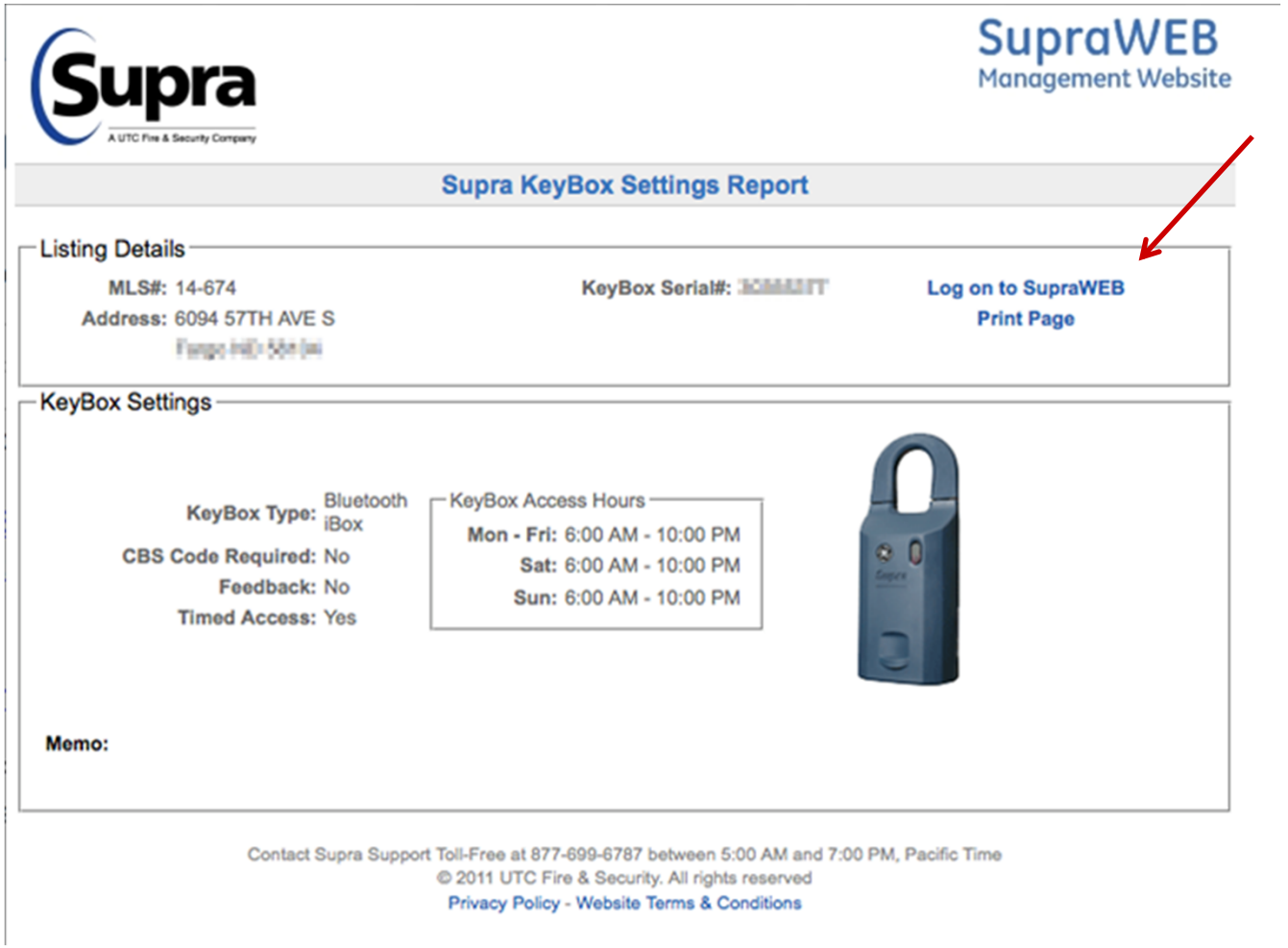
Date	Key Serial	Keyholder	Keyholder Phone	Office	Office Phone
3/29/2014 2:26:00 PM	[redacted]	Nick [redacted]	[redacted]	[redacted]	[redacted]
3/29/2014 1:59:00 PM	[redacted]	Marc [redacted]	[redacted]	[redacted]	[redacted]
3/29/2014 1:57:00 PM	[redacted]	Marc [redacted]	[redacted]	[redacted]	[redacted]
3/29/2014 12:27:00 PM	[redacted]	Andy [redacted]	[redacted]	[redacted]	[redacted]
3/29/2014 11:26:00 AM	[redacted]	Jill [redacted]	[redacted]	[redacted]	[redacted]
3/29/2014 10:23:00 AM	[redacted]	Ami [redacted]	[redacted]	[redacted]	[redacted]
3/28/2014 6:37:00 PM	[redacted]	David [redacted]	[redacted]	[redacted]	[redacted]
3/28/2014 4:33:00 PM	[redacted]	Jodi [redacted]	[redacted]	[redacted]	[redacted]
3/25/2014 10:56:00 AM	[redacted]	Jenny [redacted]	[redacted]	[redacted]	[redacted]
3/24/2014 7:52:00 PM	[redacted]	Lisa [redacted]	[redacted]	[redacted]	[redacted]
3/24/2014 1:04:00 PM	[redacted]	Brenda [redacted]	[redacted]	[redacted]	[redacted]
3/23/2014 4:13:00 PM	[redacted]	Nathan [redacted]	[redacted]	[redacted]	[redacted]
3/22/2014 2:54:00 PM	[redacted]	Diane [redacted]	[redacted]	[redacted]	[redacted]
3/20/2014 4:24:00 PM	[redacted]	Lisa [redacted]	[redacted]	[redacted]	[redacted]
3/18/2014 4:11:00 PM	[redacted]	Terry [redacted]	[redacted]	[redacted]	[redacted]
3/13/2014 5:31:00 PM	[redacted]	Ronald [redacted]	[redacted]	[redacted]	[redacted]
3/11/2014 9:57:00 AM	[redacted]	Ami [redacted]	[redacted]	[redacted]	[redacted]
3/10/2014 10:48:00 AM	[redacted]	Scott [redacted]	[redacted]	[redacted]	[redacted]
3/8/2014 4:15:00 PM	[redacted]	Rodney [redacted]	[redacted]	[redacted]	[redacted]

Supra

MLSi – View Keybox Settings



MLSi – Keybox Setting Report



Supra
A UTC Fire & Security Company

SupraWEB
Management Website

Supra KeyBox Settings Report

Listing Details

MLS#: 14-674
Address: 6094 57TH AVE S
[redacted]

KeyBox Serial#: [redacted]

Log on to SupraWEB
Print Page

KeyBox Settings

KeyBox Type: Bluetooth iBox
CBS Code Required: No
Feedback: No
Timed Access: Yes

KeyBox Access Hours
Mon - Fri: 6:00 AM - 10:00 PM
Sat: 6:00 AM - 10:00 PM
Sun: 6:00 AM - 10:00 PM

Memo:

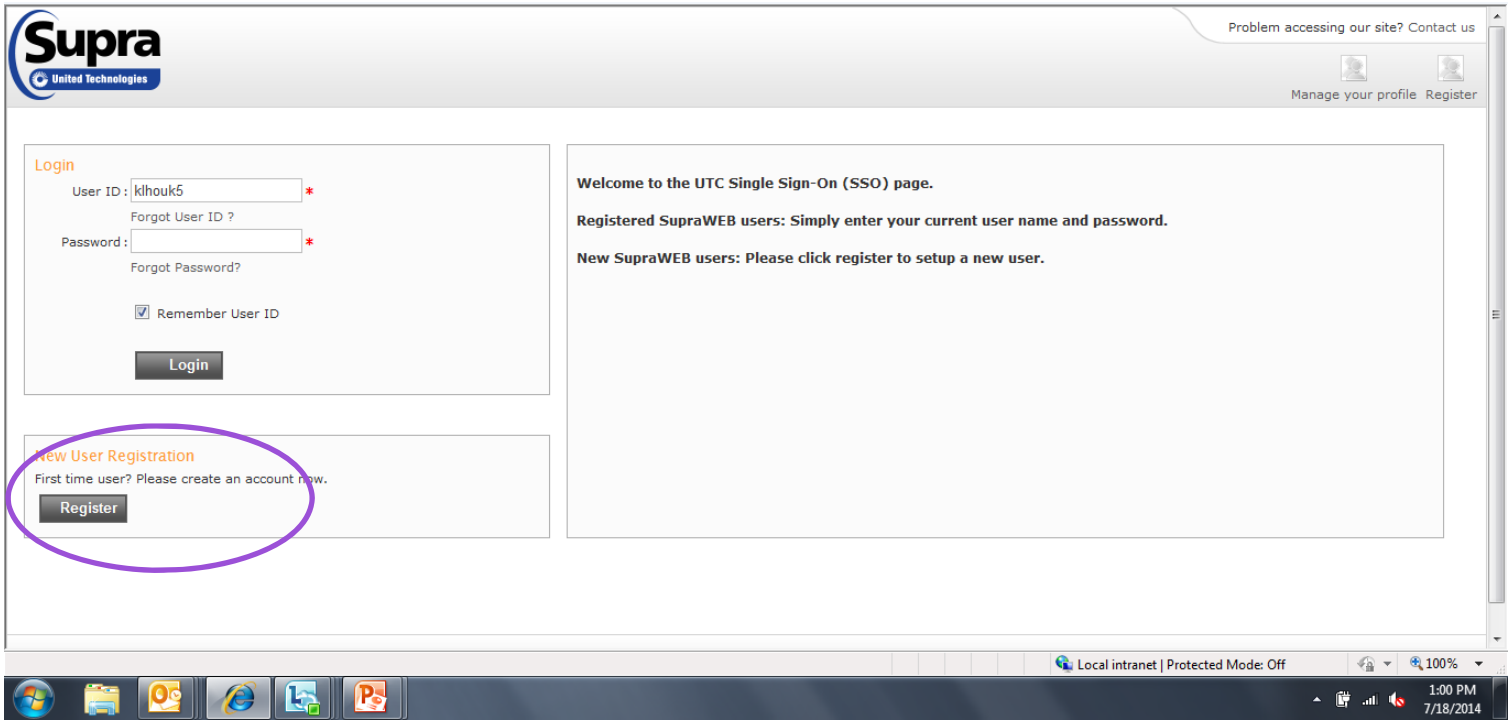
Contact Supra Support Toll-Free at 877-699-6787 between 5:00 AM and 7:00 PM, Pacific Time
© 2011 UTC Fire & Security. All rights reserved
Privacy Policy - Website Terms & Conditions

Supra

SupraWEB Login for Real Estate Agents

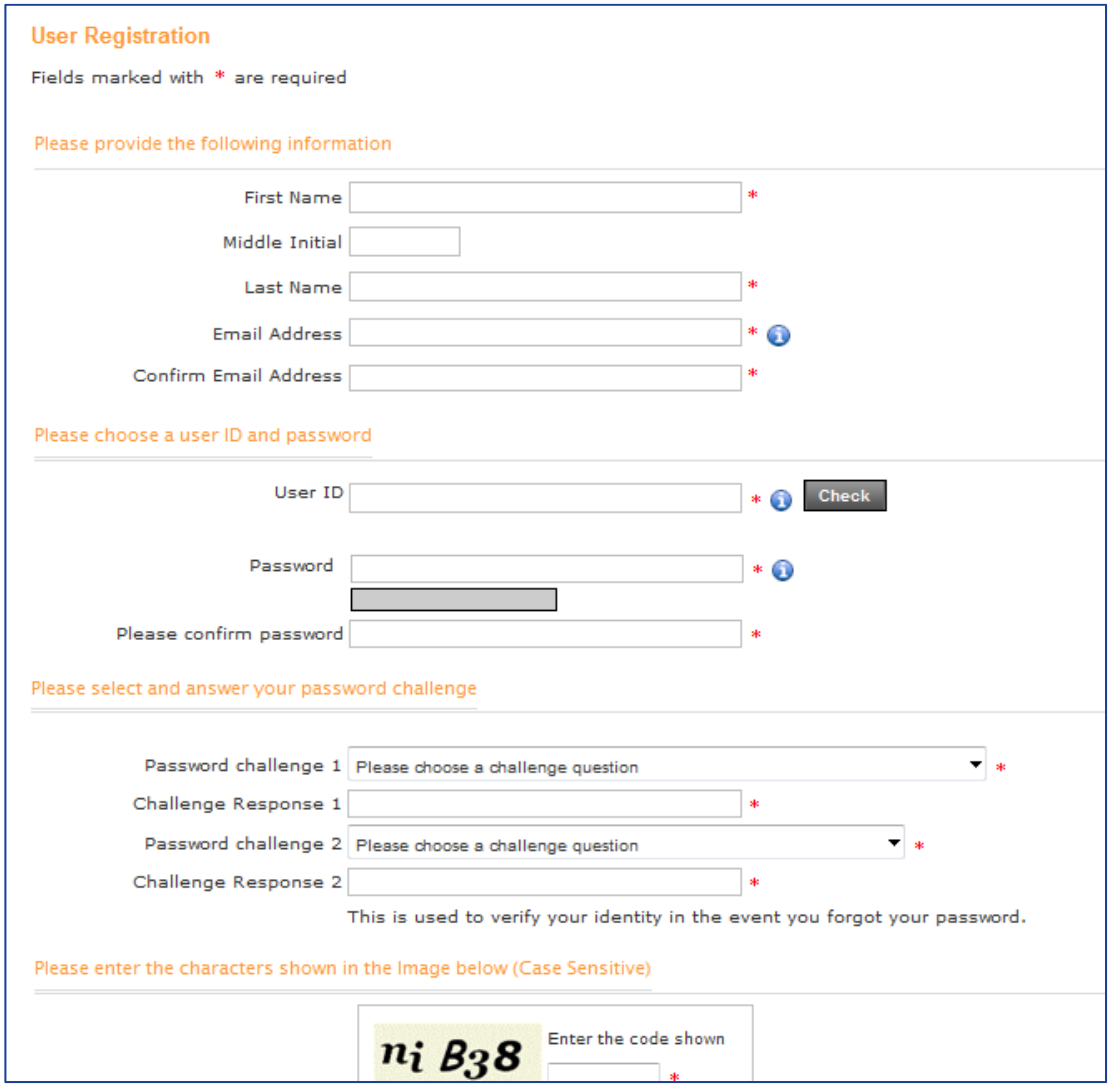
Supra

Registration – First Time User

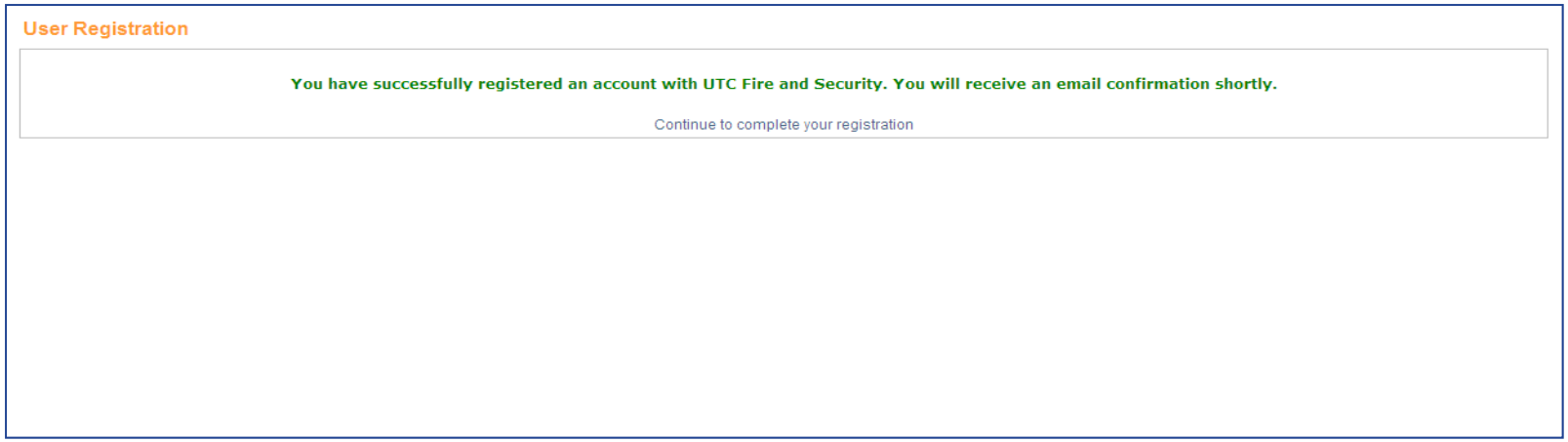


Supra

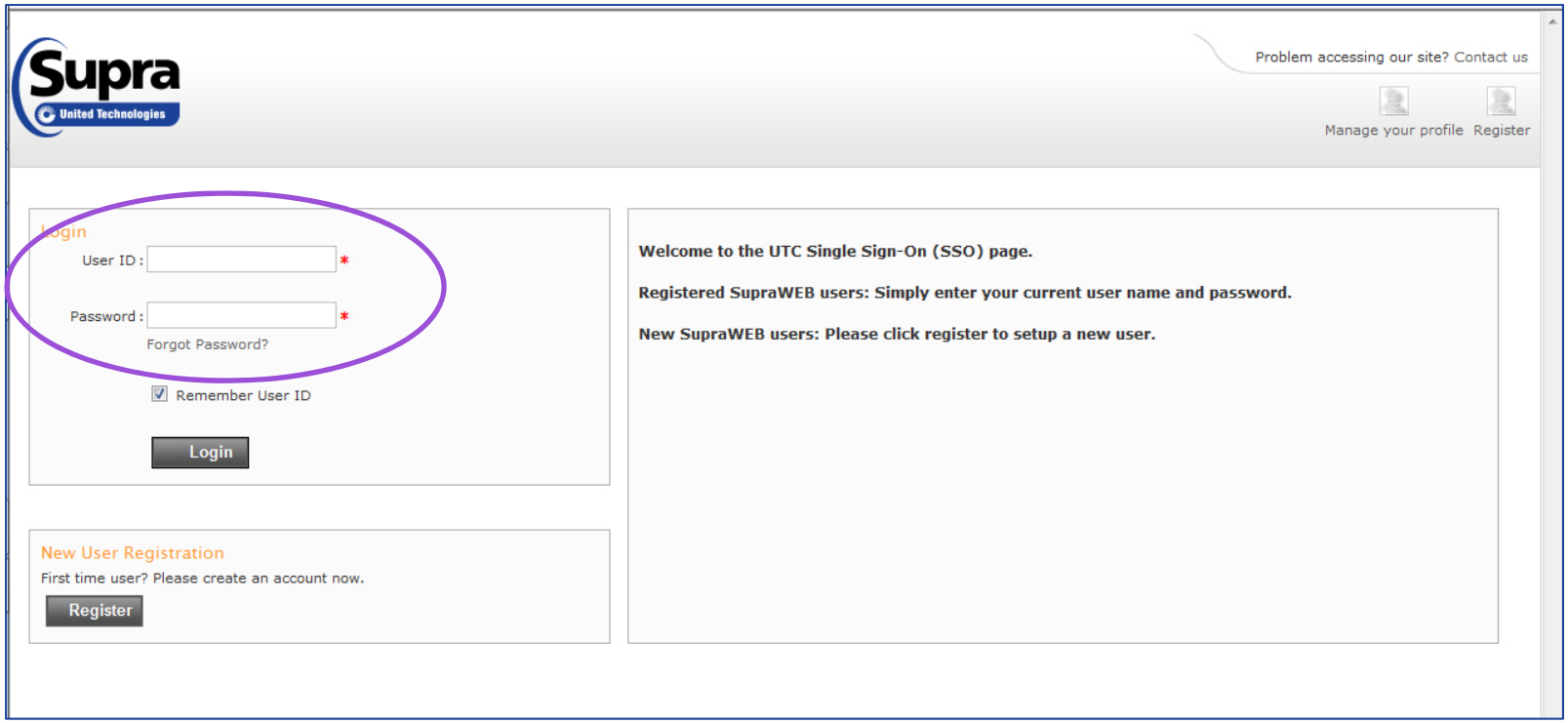
Create User ID & Password



Initial Registration

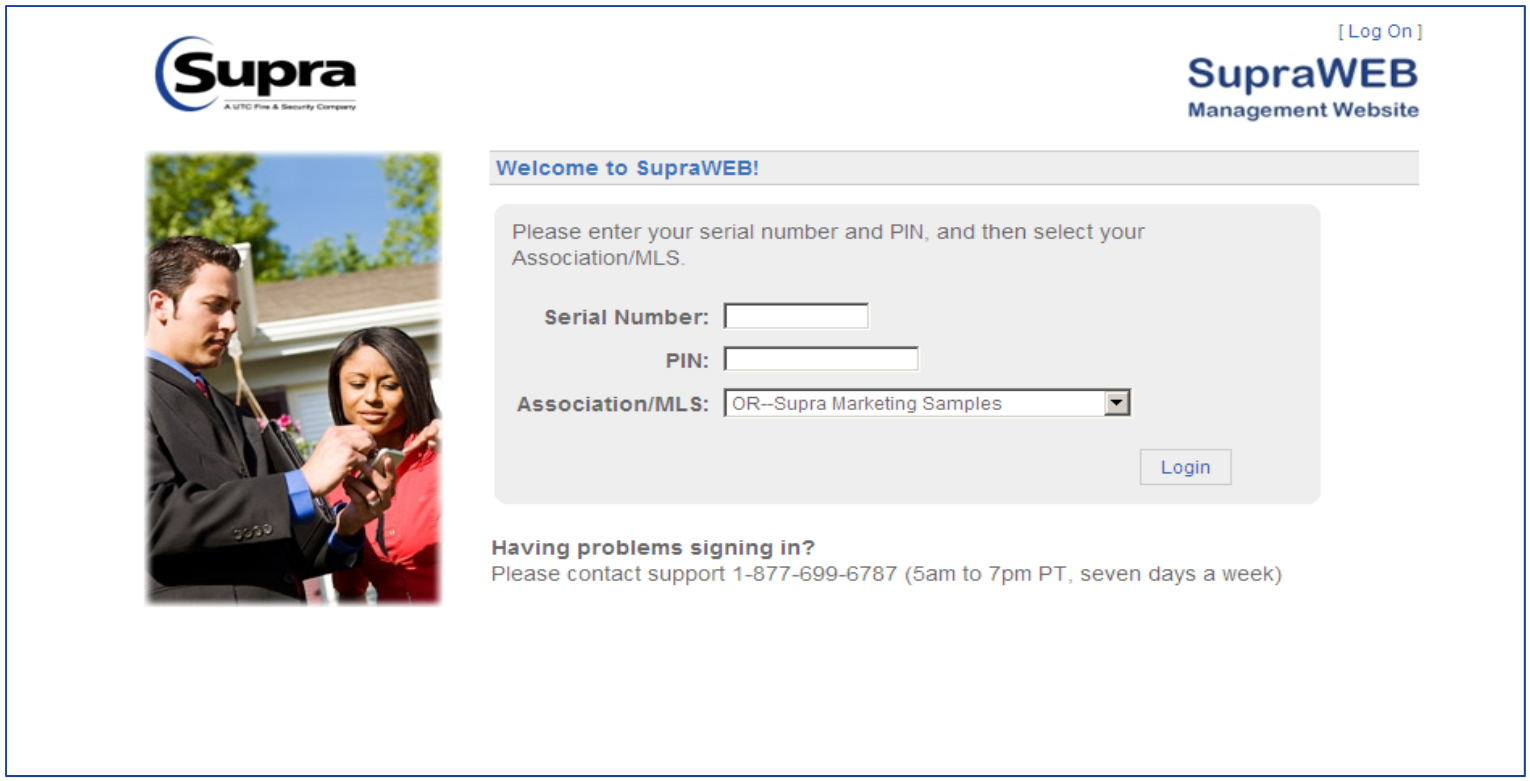


Return to Login Page

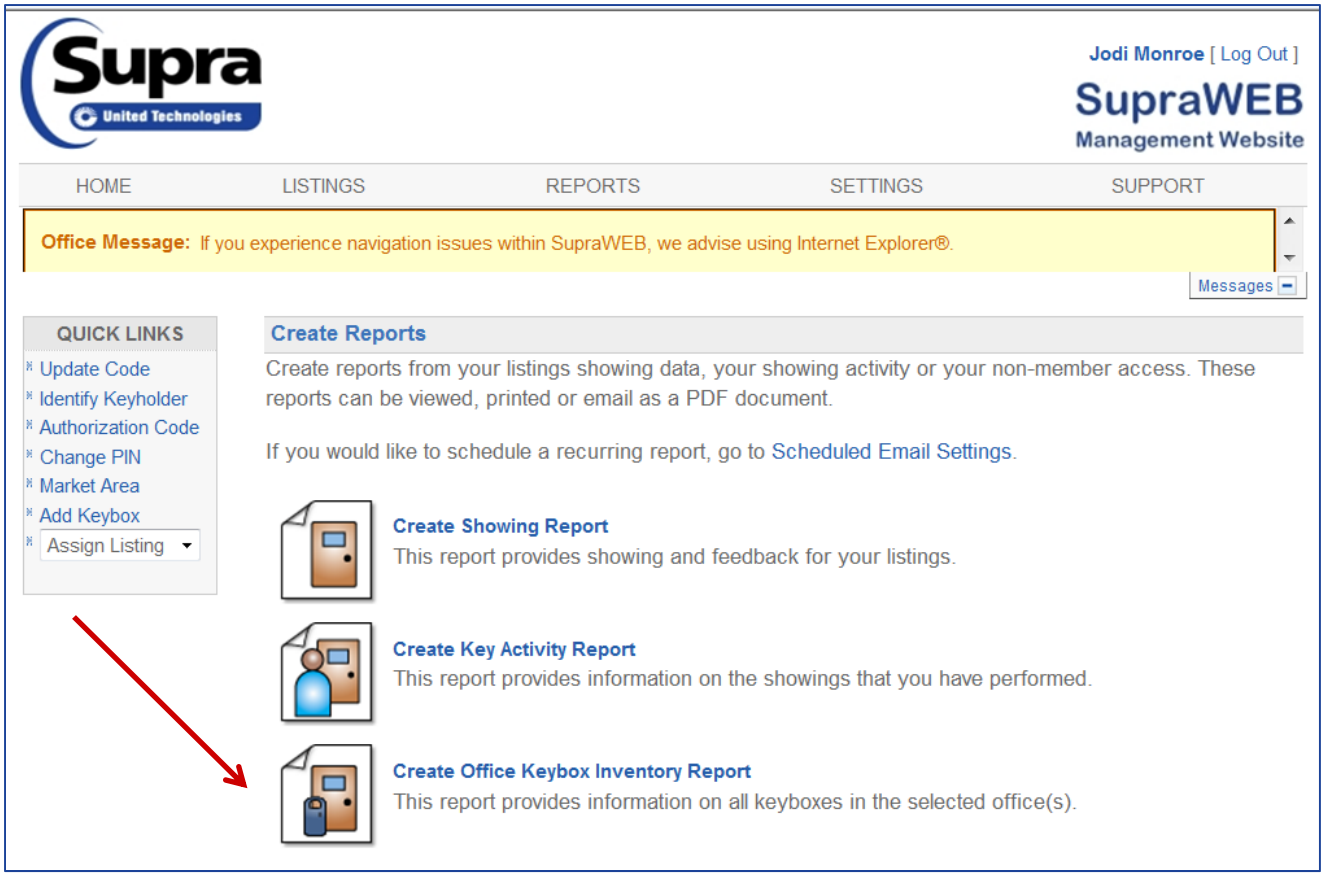


Supra

Attaches User ID to Key Serial



Reports Home Page



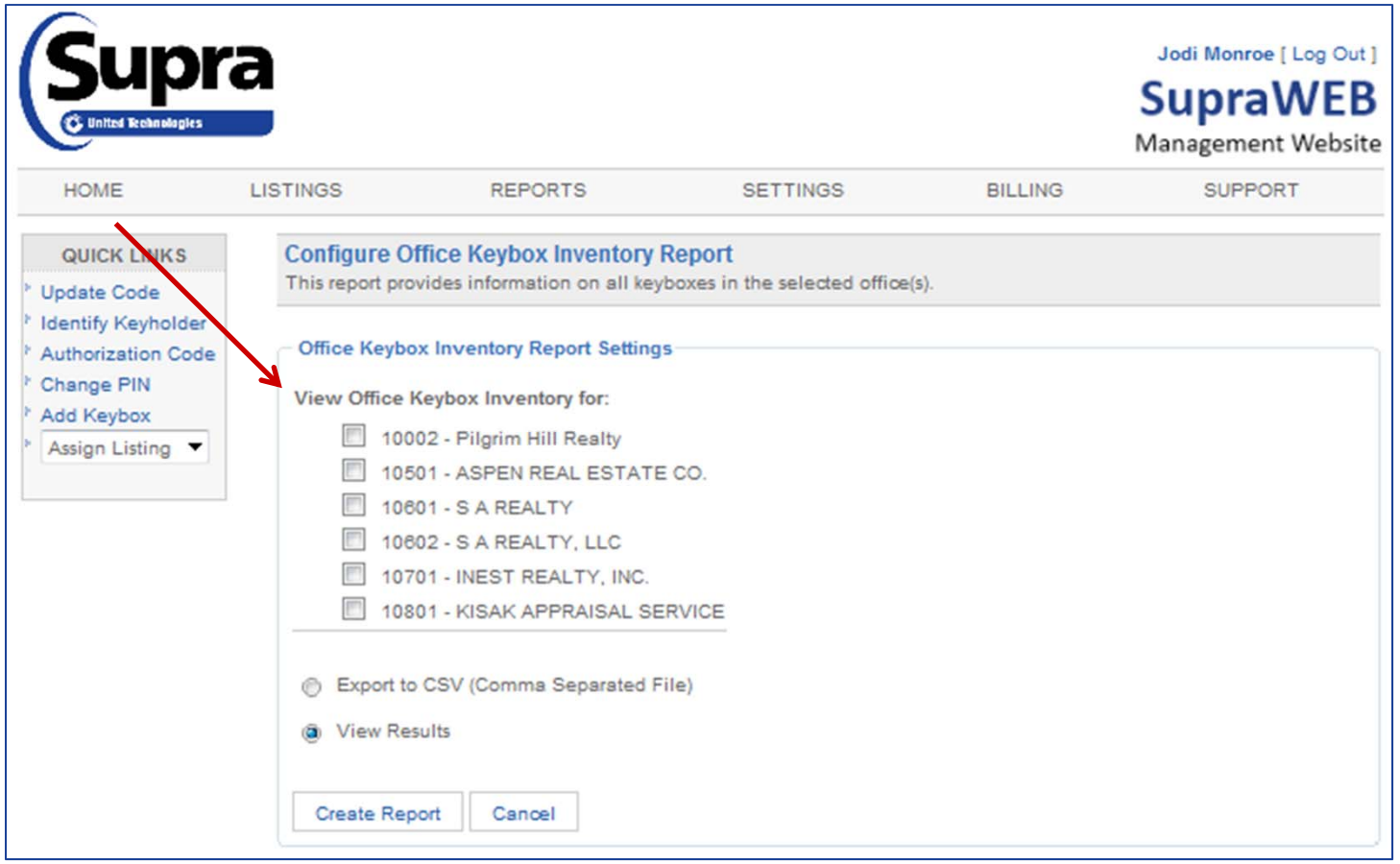
Supra

in partnership with

REALTOR®

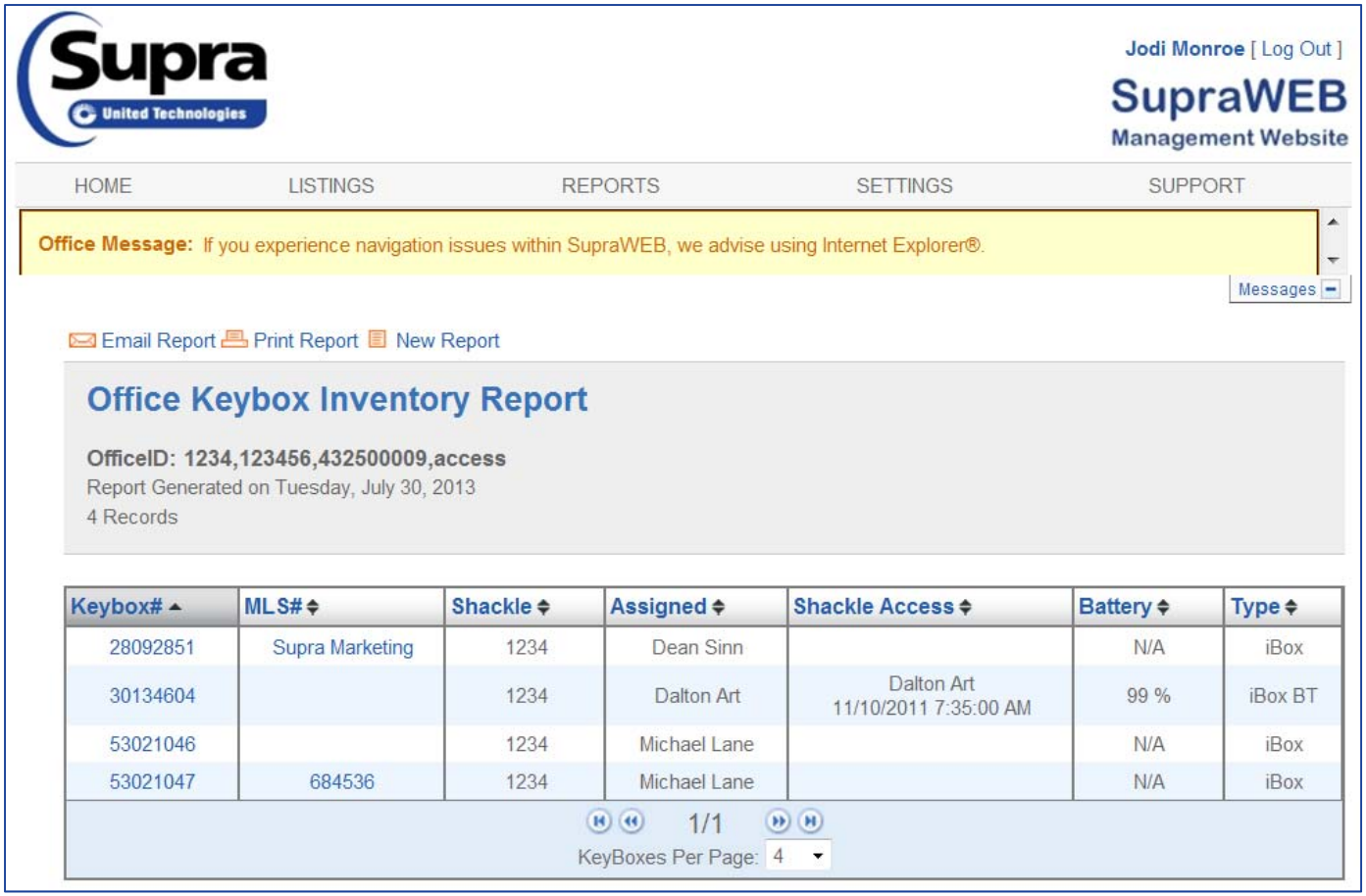
GREATER CHATTANOOGA ASSOCIATION of REALTORS®

Office Keybox Inventory Report



Supra

Office Keybox Inventory Report



Supra

GCAR Keybox Exchange

September 13-15, 2015

Supra

in partnership with

REALTOR®

GREATER CHATTANOOGA ASSOCIATION of REALTORS®