GCAR Keybox Exchange September 13-15, 2015





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



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Product Overview

iBox BT LE

ActiveKEY & eKEY





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

jBox BT l SBluetoot



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iBox BT LE - ActiveKEY





Releasing Shackle – ActiveKEY

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

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iBox BT LE Bluebook®





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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







Obtain Key – ActiveKEY

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
- 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



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iBox BT LE Android BlackBerry iPhone 4s, 5, 5c, 5s, 6, & 6Plus iPad 3 and newer



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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







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







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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)





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Key Returns/Upgrades

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



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Logistics/Timeline of Exchange





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)



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Draw straws?





Draw straws?

Play favorites?



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Draw straws?

Play favorites?

Nope.





Draw straws?

Play favorites?

Nope. All about the numbers.





Flexmls Report for Each Office





Flexmls Report for Each OfficeSingle Family & Multi-Family





Flexmls Report for Each Office
Single Family & Multi-Family
Active, Contingent & Pending





Flexmls Report for Each Office
Single Family & Multi-Family
Active, Contingent & Pending
(Lockbox Y/N)





Flexmls Report for Each Office
Single Family & Multi-Family
Active, Contingent & Pending
(Lockbox Y/N)
Added 20%





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



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



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

CON: Come to GCAR for New Boxes





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





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)





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



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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





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









Two-part process:





Two-part process:

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



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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)



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Burning Questions

What if my scheduled appointment time is inconvenient?

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

Other questions?



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Office Keybox Inventory Report

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Two-part process:





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



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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)





Log Carton number of boxes given to their "other" office.





Burning Questions

What if my scheduled appointment time is inconvenient?

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

Other questions?



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Office Keybox Inventory Report

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Supra and Flexmls (MLSi)





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

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MLSi – Assign a keybox

flexm		ck Launch										Help	•	04 H F00 •
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				Address	6094 57	TH S AVE								
				City	Parga .									
				State	S01									
				ZIP	0004									
To As	sign a	Key	/box											

1. Enter keybox number

2. Enter shackle code

3. Click Assign button



MLSi – Remove Keybox





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MLSi – How to view activity

flexm		ck Launch									He	elp 👻	04 H F00 *
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				City	Parga.								
				State	500								
				ZIP	0004								

Click Activity button



MLSi – View Activity Report



SupraWEB Management Website

Supra Showing Activity Report

Listing Details		
MLS#: 14-674	KeyBox Serial#:	Log on to SupraWEB
Address: 6094 57TH AVE S	Assigned By: 100 Microsoft Dill - Micro	Print Page
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Date	Key Serial	Keyholder	Keyholder Phone	Office	Office Phone
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3/29/2014 1:59:00 PM	1014043	Marc	(00),010-1873	Haloh Really	000,010-000
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MLSi – View Keybox Settings

Dashboard Add/Change Search Daily Functions Contacts	Forms Taxes Statistics Preferences Other Spark Admin
Use Supra System	🕂 Assign 🚽 Remove 📑 Activity 🔄 Settings 🗙 Log Out of Supra
	Listing and Lockbox Information
Listing ID	14-674 Get listing data Edit Listing
Listing agent ID	Tipper Spanishester
Serial number	
Shackle code	
Address	6094 57TH S AVE
City	r Pangan
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View Keybox Settings Repor	rt

Click Settings button



MLSi – Keybox Setting Report

	Supra KeyBox Settings Report	
Listing Details		
MLS#: 14-674 Address: 6094 57TH AVE S	KeyBox Serial#: Manual T	Log on to SupraWEB Print Page
KeyBox Type: Bluetooth iBox CBS Code Required: No Feedback: No Timed Access: Yes Memo:	Mon - Fri: 6:00 AM - 10:00 PM Sat: 6:00 AM - 10:00 PM Sun: 6:00 AM - 10:00 PM	



SupraWEB Login for Real Estate Agents



Supra

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Registration – First Time User





Create User ID & Password

	User Registration		
	Fields marked with * are required		
	Please provide the following informa	ation	
	First Name		*
	Middle Initial		
	Last Name		*
	Email Address		* 🗊
	Confirm Email Address		*
	Please choose a user ID and passwo	ord	
	User ID		* 👔 Check
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Initial Registration

User Registration

You have successfully registered an account with UTC Fire and Security. You will receive an email confirmation shortly.

Continue to complete your registration



Return to Login Page

Supra C United Technologies	Problem accessing our site? Contact us Image Image Manage your profile Register
Login User ID : * Password : * Forgot Password? Remember User ID Login	Welcome to the UTC Single Sign-On (SSO) page. Registered SupraWEB users: Simply enter your current user name and password. New SupraWEB users: Please click register to setup a new user.
New User Registration First time user? Please create an account now. Register	



Attaches User ID to Key Serial

	Welcome to SupraWEB!
Che and	Please enter your serial number and PIN, and then select your Association/MLS.
	Serial Number:
	PIN:
	Association/MLS: ORSupra Marketing Samples
	Login
9000	Having problems signing in?
	Please contact support 1-877-699-6787 (5am to 7pm PT, seven days a week)



Reports Home Page





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Office Keybox Inventory Report

	a				SupraWEE Management Websit
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Office Keybox Inventory Report

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