


Add new key box

1. Log on to www.supraekey.com and click on the **Log on to Kim** Button.
2. Select your association/MLS from list and login by entering your key number and pin number.
3. Select the **Add New KeyBox**

The Add New KeyBox screen allows you to add KeyBoxes to your inventory record. Information for KeyBoxes in your inventory is available in your nightly eSYNC and in the Showing Activity web report.

Key: 62513 Add New KeyBox  User's Help

To assign a KeyBox to your KeyBox inventory, enter its serial number and shackle code:

KeyBox Serial Number:

Shackle Code:

Assigned Listing ID (MLS #)*:

* If you have not yet assigned this keybox, leaving the listing field blank will unassign the keybox from its current listing

1. Enter the KeyBox serial number, located on the side of the KeyBox.
2. Enter the 4-digit shackle code for the KeyBox.
3. Enter the listing ID (MLS#) where the KeyBox is placed.
4. Select: Add

Note: Assigning a listing ID to the KeyBox causes the address of the listing to display in report information.

To delete a KeyBox from your inventory record, click on the View Existing KeyBoxes link, check the box in the delete column on the KeyBox line, and click the Delete button.

View Existing KeyBoxes

Once a KeyBox has been added to your record through the Add New KeyBox screen, you can view the settings in the KeyBox using Viewing Existing KeyBoxes Screen.

Instructions:

1. Click on the Key Box serial number to view the settings for the KeyBox.

Key: 62513 **View Existing KeyBoxes** [User's Help](#)

This report displays the list of KeyBoxes in your personal inventory. Click on a KeyBox serial number to view its settings.

Delete

Delete	KeyBox Serial #	Product	CBS Code	Shackle Code	CBS Status	Access Hours	Assigned Listing ID	Address
<input type="checkbox"/>	52667341	iBox	2702108	4321	Off	Wk 8:00 am - 10:00 pm Sa 8:00 am - 10:00 pm Su 8:00 am - 10:00 pm		

Total KeyBoxes: 1 [Back to Top](#)

2. Click on edit Listing, this will allow you to add/change the MLS number to the KeyBox.

Key: 62513 **View Existing KeyBox Configuration** [User's Help](#)


This is a read-only view of the existing settings for your Infrared KeyBox (iBox).

KeyBox ID: **52667341**
Shackle Code: **4321**
Showing Hours: **Timed Access**
KeyBox access hours: Begin Showings End Showings
Mon - Fri: **8:00 am** - **10:00 pm**
Sat: **8:00 am** - **10:00 pm**
Sun: **8:00 am** - **10:00 pm**
CBS Required: **No**
CBS Code: **2702108**
Feedback: **No**
Recommended Price Required: **No**
Battery status: **85%**
Battery read date: **March 11, 2008**

Click [here](#) for an explanation of the steps required to change the Settings for this KeyBox.

Edit Listing **Done**

3. Add the MLS number under listing ID. Select: Save.
Note: Assigning a listing ID to the KeyBox causes the address of the listing to display in report information.

Key: 62513 Edit Existing KeyBox Configuration  User's Help

KeyBox Serial Number: **52667341**
Shackle Code: **4321**
Listing ID:

* Leaving the listing ID field blank will unassign a KeyBox from its current listing