# Assigning a Lockbox to a Listing
## Using the Supra One Web App

Your Supra key and other tools are inside the BrokerBay web and mobile apps during the transition to the new all-in-one Supra One platform

Lockboxes can be assigned to listings from the Supra Web App or the Supra Mobile App. Instructions for the web app are below; instructions for the mobile app are on the following page.
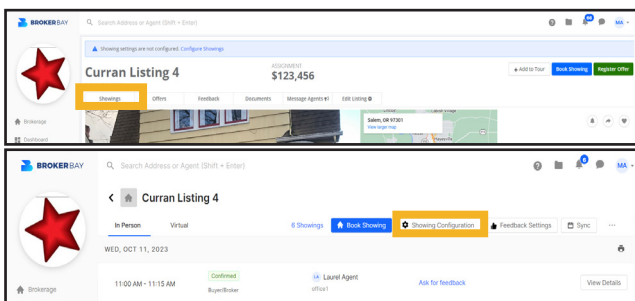
1. Log into the Supra/BrokerBay web app.
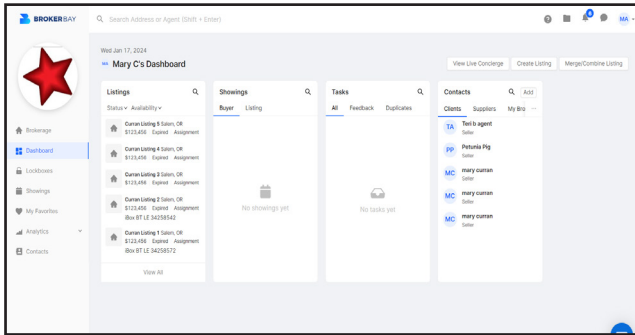
2. Select the listing you wish to put the box on. On the listing details page that appears, click the *Configure Showings* link in the blue bar at the top of the page.
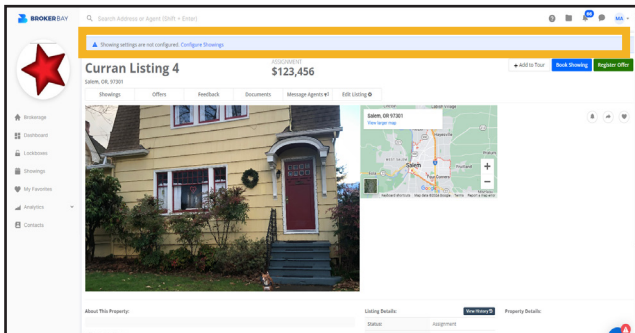
Note: If your listing has previously been configured, click **Showings** *from the listing details then* **Showing Configuration** *from the showings calendar.*
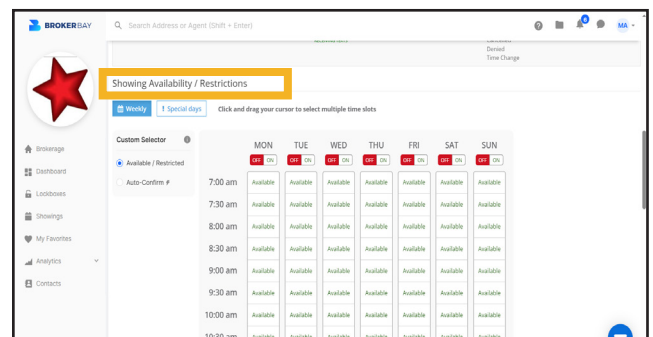

3. On the property listing page that appears, fill out the *Showing Settings* and the *Showing Agent Instructions* on the top half of the screen.
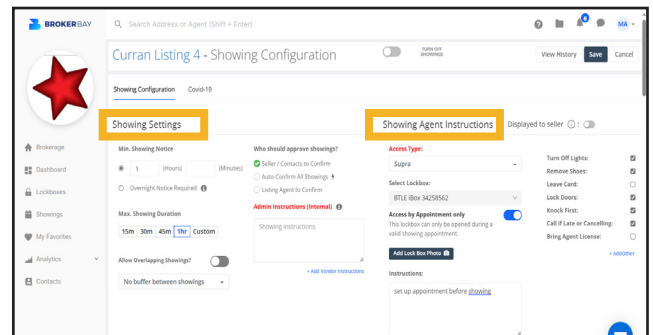
4. On the same page, scroll down and fill out the *Showing Availability/Restrictions* section at the bottom and then click **Save** at the very bottom.

Note: There is also a Save *button at the top of the page.*

That's it! You have now assigned your lockbox to a property.
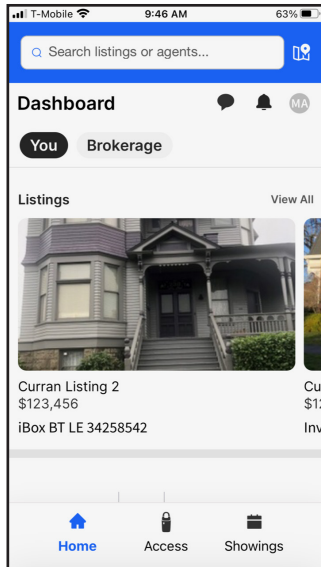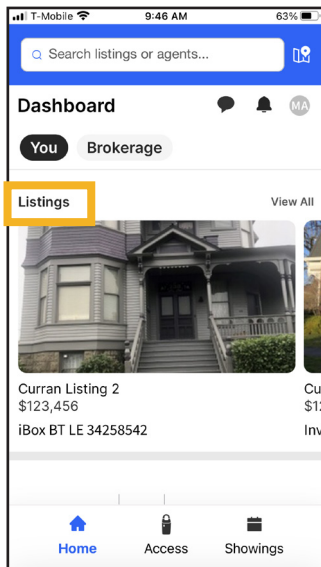
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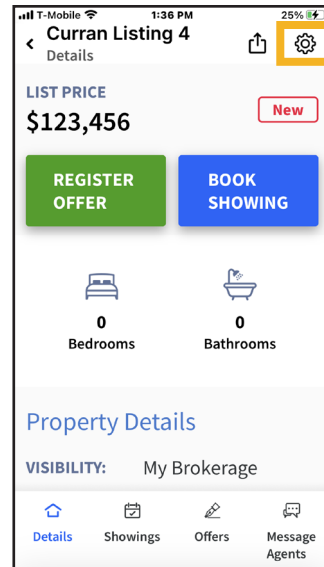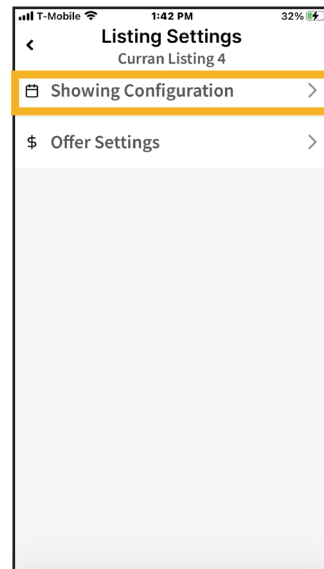
1. Log into the Supra/BrokerBay mobile app.

2. Tap on any of your listings within the agent dashboard.

3. Tap the *Settings* (Gear) icon in uppper left.

4. Tap **Showing Configuration.**
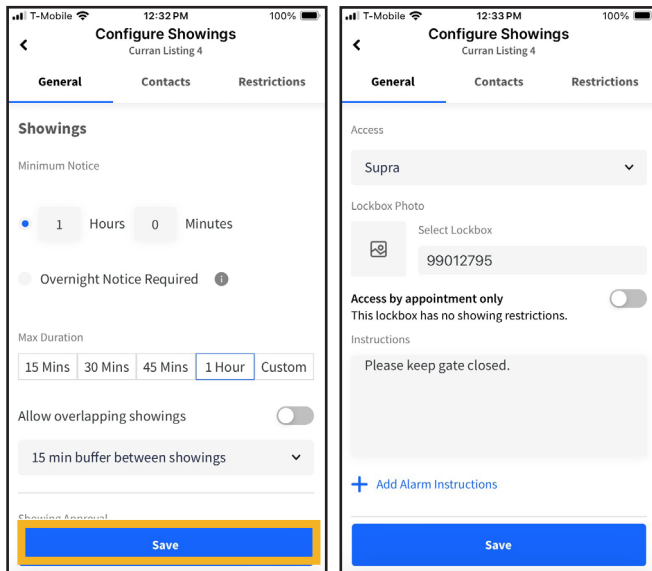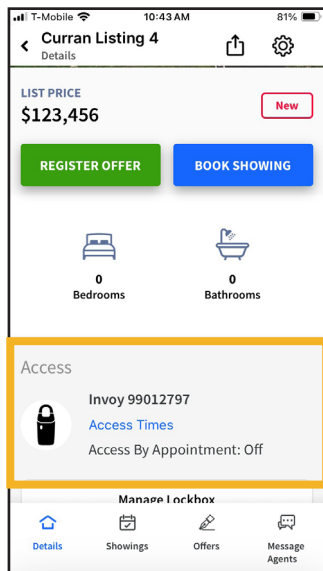
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5. Fill out the *Configure Showings* page, scrolling down to the bottom to enter specific notes, lockbox details etc., then hit **Save**.
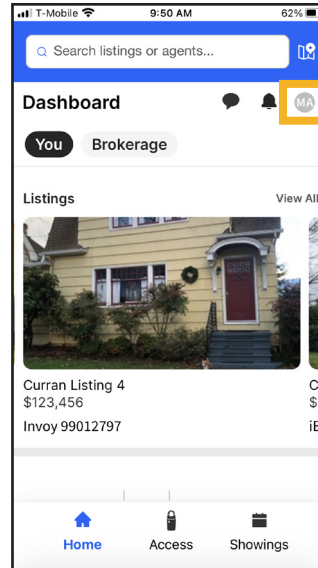

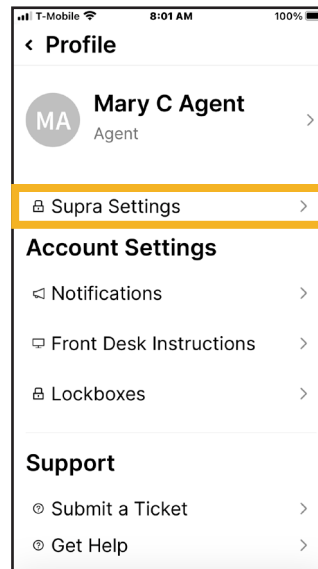That's it! Your lockbox is now assigned to a listing.

To be notified when lockboxes have been opened, perform the following steps:

1. Tap your profile in the upper right corner.

2. Tap on **Supra Settings**.

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3. Scroll down to the *Notifications* section and toggle on "**Lockbox opening to start showing**."
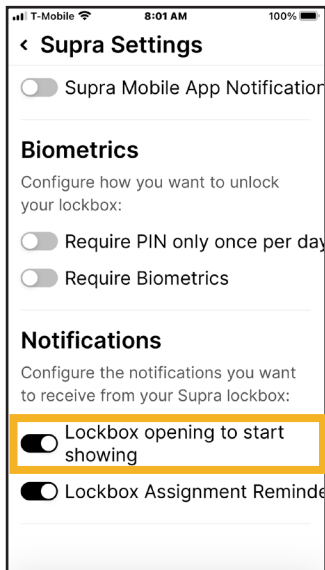
4. You will briefly see a green checkmark, indicating that your settings have been updated.
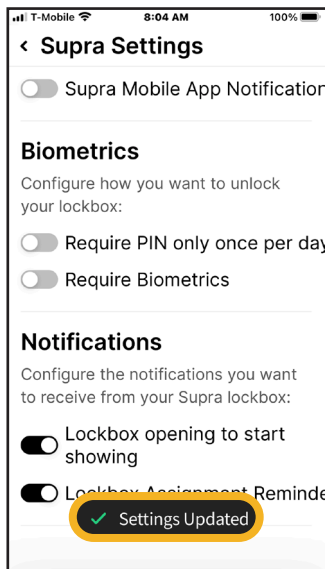
THIS SECTION INTENTIONALLY LEFT BLANK.