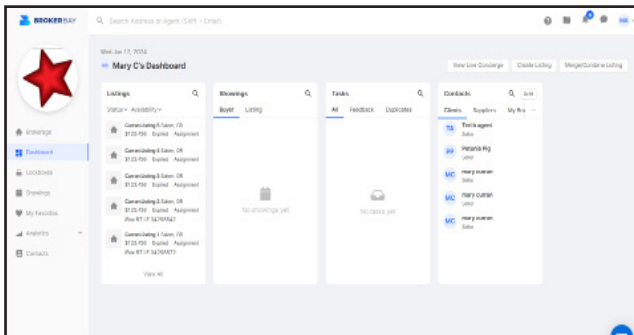# Assigning a Lockbox to a Listing
Using the Supra Web App

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.
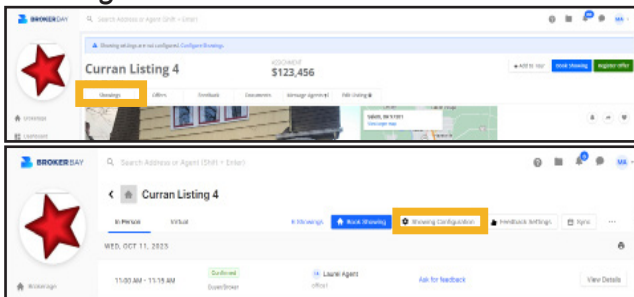
1. Log into the web app from your MLS dashboard.

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.
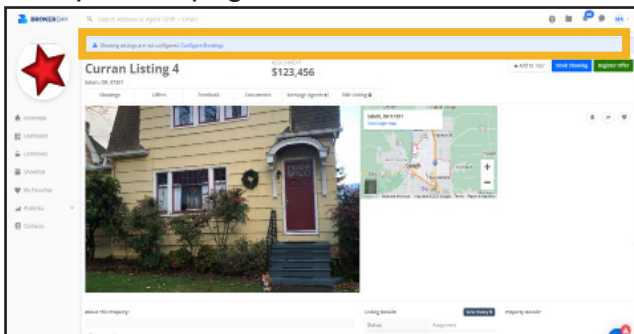
   Note: *If your listing has previously been configured, click* **Showings** *from the listing details then* **Showing Configuration** *from the showings calendar.*
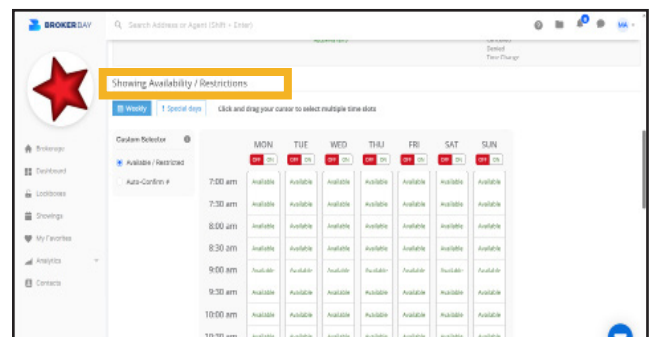

3. On the property listing page that appears, fill out the *Showing Settings* and the *Showing Agent Instructions* on the top half of the screen.
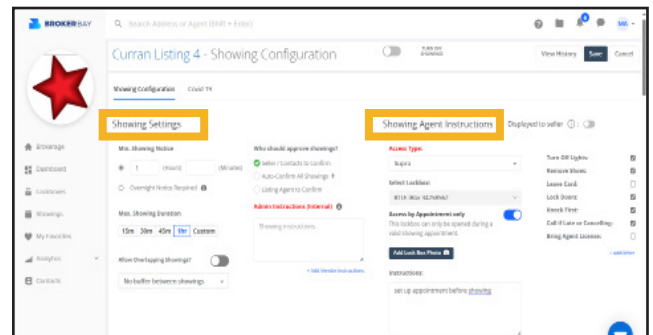
4. On the same page, scroll down and fill out the *Showing Availability/Restrictions* section at the bottom and then click **Save** at the very bottom.

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

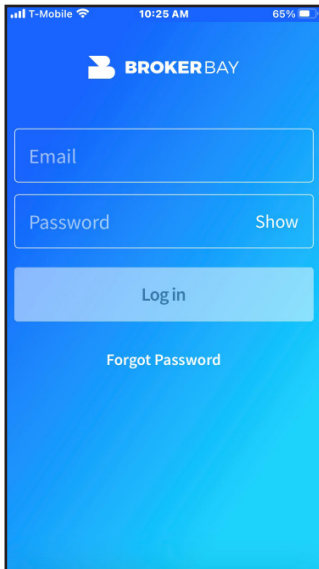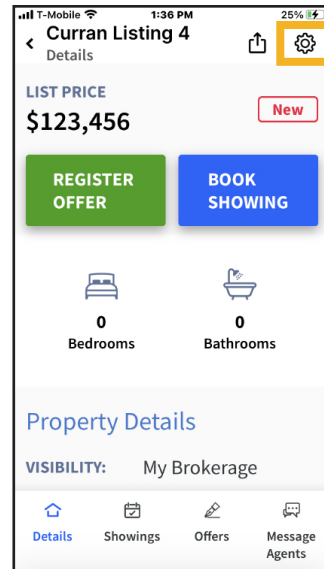That's it! You have now assigned your lockbox to a property.

1. Log into the mobile app.
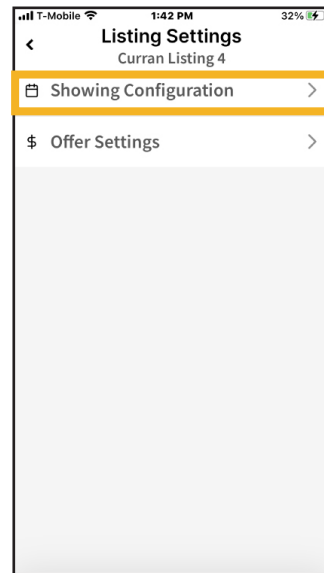

2. Tap on any of your listings within the agent dashboard.
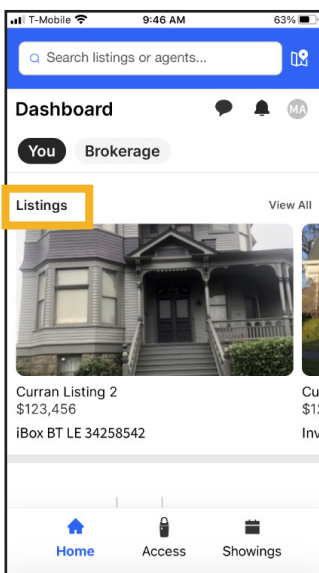
3. Tap the *Settings* (Gear) icon in uppper left.
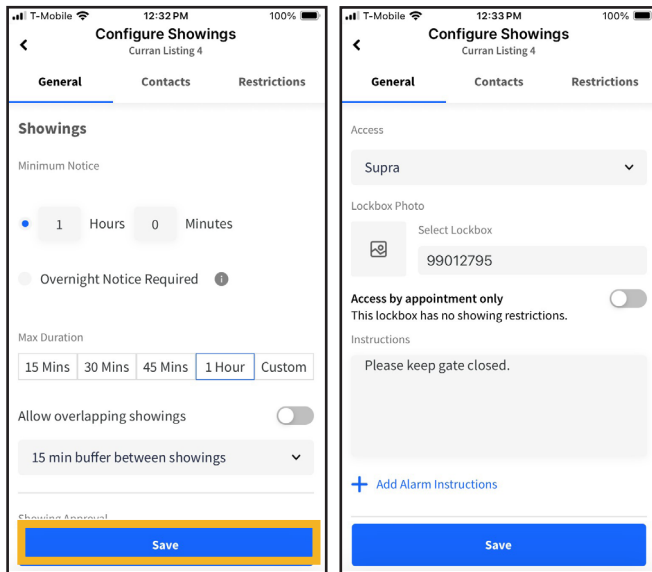

4. Tap **Showing Configuration.**

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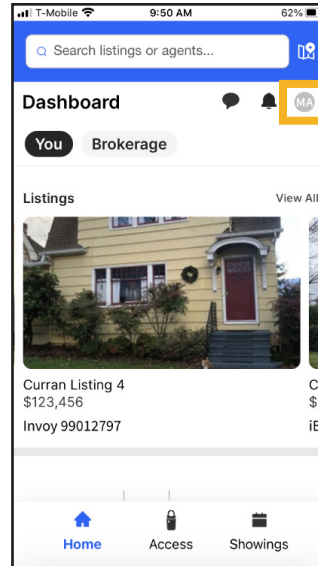

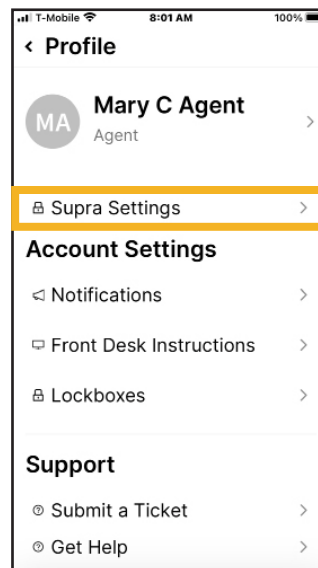That's it! Your lockbox is now assigned to a listing.
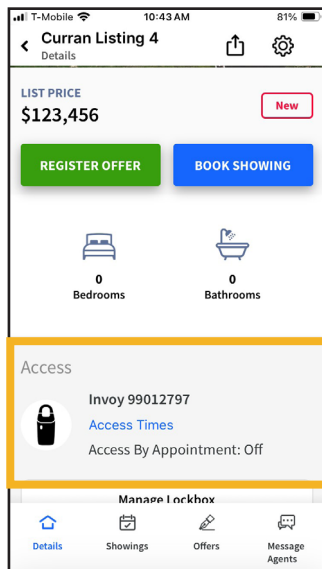
To be notified when lockboxes have been opened, perform the following steps:

1. Tap your profile in the upper right corner.
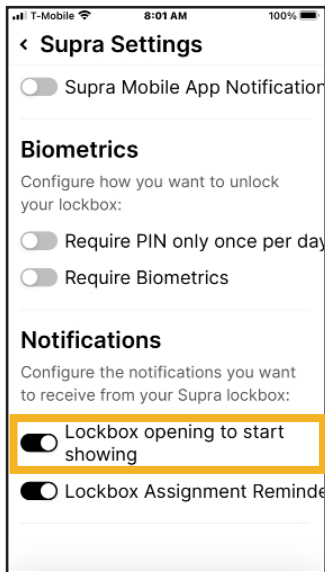

2. Tap on **Supra Settings**.

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.
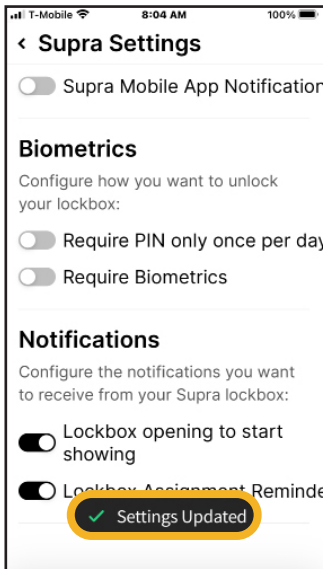
THIS SECTION INTENTIONALLY LEFT BLANK.