




Supra icons now display in the GAMLS listings in all property types. There are three icons. The **clock icon** displays on all listings of all property types on the Full Report. The two other icons, **page icon** and **+ icon**, display only to the listing agent and listing broker.

1. The **clock icon**  displays the Supra Keybox Settings Report which shows the settings programmed into the keybox that is assigned to the listing. The settings include the access hours. The keybox must be assigned to the listing through RE/Xplorer for the keybox settings to display from this icon.

2. To assign a keybox to your listing, click the **+ icon** . You will be prompted for your keybox's serial number and shackle code. If you have already assigned the keybox to the listing via KimWeb, it must be assigned again through RE/Xplorer in order to view the Supra Keybox Settings Report and the Supra Showing Activity Report through RE/Xplorer. In this case, an alert message will display stating, "The KeyBox you are assigning to this listing is already assigned to another listing". The message will identify the listing and you can continue to assign the box. Both agent owned and office owned keyboxes can be assigned to listings through RE/Xplorer. If an error message is generated, call GAMLS at 770 493-9000 ex. 393.

Dual members please note: A dual listing will have a listing number for each service. A keybox can only be assigned to one listing number. You can assign a keybox from either listing service to a GAMLS listing.

3. The **page icon**  provides the listing agent with the Supra Showing Activity Report. The Showing Activity Report details the date and time that each agent with a Supra key issued by either GAMLS or FMLS entered the property. This is a great tool to track the activity on your listings.

Additional information:

If you have an eKey you can use your eKey to change any settings in your keybox with the use of the shackle code. If you have a DisplayKey, you can toggle the keybox timed access hours on and off but any other changes to the settings must be done by the MLS.