



RANW MLS

Supra Lockbox Audit

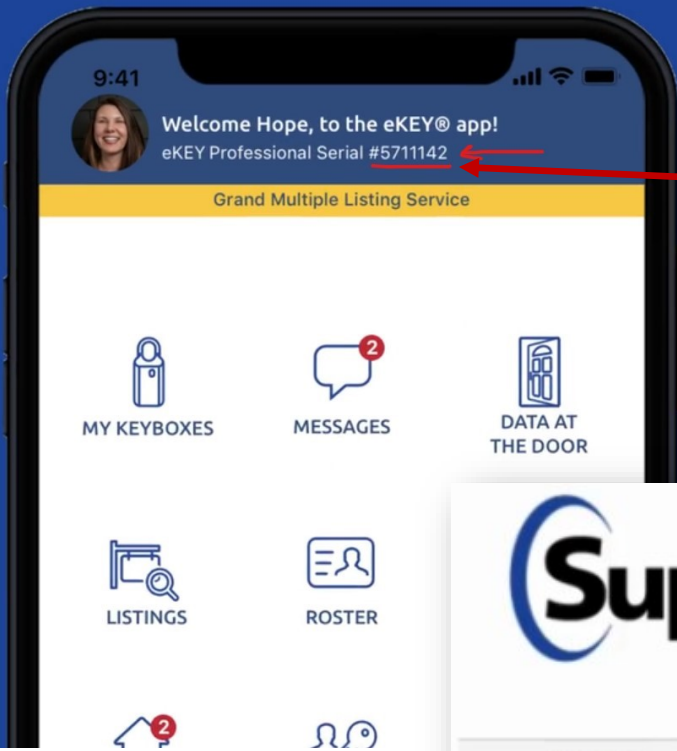


How to Pull Company Inventory Report in SupraWEB

Visit <https://supraweb.suprakim.com/KimWeb/Login.mvc/AssistantLogin/> to login to the Broker SupraWEB.

The office lockbox inventory is under the Broker and/or Authorized Manager keyholder serial number. If the Broker of your company doesn't have a key, Broker access to SupraWEB may have been programmed under an authorized manager for the company who does have a key.

The pin # is the 4-digit code the keyholder uses to get keys out of the lockbox. If you're unsure who has Broker access for your company, please email aschilling@ranw.org.



The serial number of the Broker keyholder is at the top of the eKEY app. Open the eKEY app on the user's device to find the serial number on the top of the screen.

- Once logged on to the Broker SupraWEB, click on "Reports"
- Click on the office checkbox
- Click on export to CSV (Excel File)
- Click on "Create Report"

Lockbox #	MLS #	Address	City	State	Zip	Shackle Code	Assigned To First Name	Shackle Last Opened By First Name	Shackle Last Opened By Last Name	Shackle Last Open TimeStamp	Battery%	Type
30000000	50000000	1234 Main Street	City of Oshkosh	WI	54901	1234	Company Name	Bob	Barker	8/1/2022 15:34	58	iBox BT
30000001						4321	Company Name	Alec	Baldwin	12/5/2023 15:13	50	iBox BT
										1/25/2024 9:12	52	iBox BT
										8/18/2023 8:51	68	iBox BT
										1/10/2024 13:46	72	iBox BT
										1/3/2024 15:12	70	iBox BT
										9/5/2023 8:22	68	iBox BT
										7/26/2023 16:07	67	iBox BT
										6/27/2023 11:23	68	iBox BT
										6/16/2022 7:49	70	iBox BT
										10/26/2022 9:08	75	iBox BT
											83	iBox BT
										5/15/2023 11:32	69	iBox BT
										1/3/2024 13:23	69	iBox BT
										1/23/2024 18:16	65	iBox BT
											78	iBox BT
										8/14/2023 17:54	63	iBox BT
										10/20/2023 10:52	71	iBox BT

Watch a video on how-to assign a lockbox to a listing!

<https://www.youtube.com/watch?v=lr444rgyun4>

To: Angela Schilling ✕ **aschilling@ranw.org**


Cc:

Bcc:

Company Name #Firm ID - 2024 Lockbox Audit

Number of Lockboxes Accounted for:
 Number of Missing Lockboxes:
 Serial Numbers of Missing Lockboxes:

- 1.
- 2.
- 3.



Thank you,
 MLS Participant, Designated Broker, or Authorized Manager

Company Name
 Company Address
 Phone Number

The example above is an Excel report pulled from SupraWEB. It includes all lockbox serial numbers in your office inventory, the shackle codes, and information about who last accessed a lockbox shackle. This will be helpful for tracking activity for lost boxes.

If the lockbox was properly assigned to a listing, the report will also show the MLS of the property and address.

For this year's lockbox audit, you will be pulling your own inventory report from the Broker SupraWEB. Once you have made sure you know the whereabouts of all boxes, please have the **BROKER OR AUTHORIZED MANAGER** of the company send an email to **aschilling@ranw.org**.

To the left, you'll see what is required in the email to complete the audit. No need to attach the inventory report. If an OA (office admin) completes the audit, the email still needs to come from the Broker/ Authorized Manager for the company. This replaces the need for a signature and form.

Lockbox Audit due to aschilling@ranw.org by March 31st