LONDON ST. THOMAS ASSOCIATION OF REALTORS®

Supra One Scenarios

HOW-TO INSTRUCTIONS

01. Model homes & vacant lots



Enter the model home into Supra One as an **exclusive listing** and assign a Lockbox. Then put access type as **KEY** on all the vacant lots with instructions to access the lock box on the model home.

02. Multiple units - one building



Book all your showings within the same hour to be able to open all the Lockboxes at once. As a Listing Agent you could consider using the **overlap** feature in Showing Configuration.

03. Access to Open House



Two ways: either book a showing for the Agent doing your Open House, or assign them the Lockbox for the length of the Open House.

04. One address listed 2 ways



If you list a property 2 different ways, combine those listings in Supra One so you can assign one lockbox. This makes tracking showings easier as well.

05. Booking a walk-thru after the sale



To book a walk-thru appointment, call the Listing Agent for the date and time, and the Listing Agent can book the appointment on your behalf. Also, the Co-operating Agent can book it themselves through a previous showing. Log into Supra One on the desktop or app, find the showing and click on it, then book the appointment choosing WALK-THROUGH showing.

https://members.lstar.ca/supra-one

Help Desk

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