As an administrator, the addition of access into the existing BrokerBay experience has many benefits. We'll go over three of the biggest ones in this introduction.

The first is **Shackle Permissions**. These allow a user to open up the Shackle on the iBox. By default, the assignee will be given Shackle Permissions. However, you can add in other users quickly using the website on behalf of the listing agent.

From the Admin homepage, select the Lockboxes tab. You'll find this populated with lockboxes assigned to your agents, office, branch or brokerage. You'll want to locate the lockbox that you want to adjust the shackle permissions for. You can use the search in the upper right-hand corner by serial number or use the filters by listing assignee or owner to narrow down your search.

After locating the right box, select the Details button. Then select Shackle Permissions. In this tab, you can select Unassign to remove an existing permission.

Or, you can also select Add User. This will pull up the search of all the users in your brokerage to select. Once you've selected the user, you can click Add, and this will assign Shackle Permissions. Be sure that you click Save to have these take effect.

The next thing we're going to talk about is **Assignment to a Listing**. To ensure smooth transition, assigning access to a listing is virtually unchanged from the existing BrokerBay showing management experience of showing configurations.

From the Admin homepage, you'll want to load locate the listing that you would like to configure with a Supra Lockbox.

You can use the search in the upper right-hand corner by address or MLS number. You can also use the filters here to narrow that search down.

After locating the right listing, you're going to click into it, select Showings, Showing Configuration. Once you've ensured that all of the other settings are correct, such as who would approve Showings, you're going to select Supra from the Access Type drop-down.

Once selected, it will populate a second drop-down list where you can select the serial number of the lock box that's assigned to the listing agent.

Once selected and ensuring that all of the other configurations are correct. You can click Save, and this will take effect on the listing.

The third and final introduction piece is **Lockbox Reporting**. Adding access to BrokerBay opens up a whole new world of lockbox reporting into the tool.

To access this, you select Lockboxes. You'll see all of the lockboxes assigned, by assignee, owner or listings, for your brokerage. You can use the upper right hand corner to search by serial number or narrow it down by one of the filters.

Once you've found the lockbox, click into it, and this is your one stop shop for all activity that the lockbox has received.

This includes multiple search, filter, and download options to assist you in parsing out the data. First, you'll see the owner, assignee, and assigned listing.

Additionally, you can filter this information by start and end date of the activity you want to see, or use the search bar for search by activity, user, listing, and serial number.

Finally, you can search in a filter by activity – Assigned to Listing, when the lockbox was opened, when it was returned, when the shackle was released – all of these options you can select, and then click Apply to filter your options.

Once you've filtered what you want, you can download what is seen on the screen using the Download CSV button.

We hope this introduction was beneficial. For more resources, please visit Brokerbay.com.