

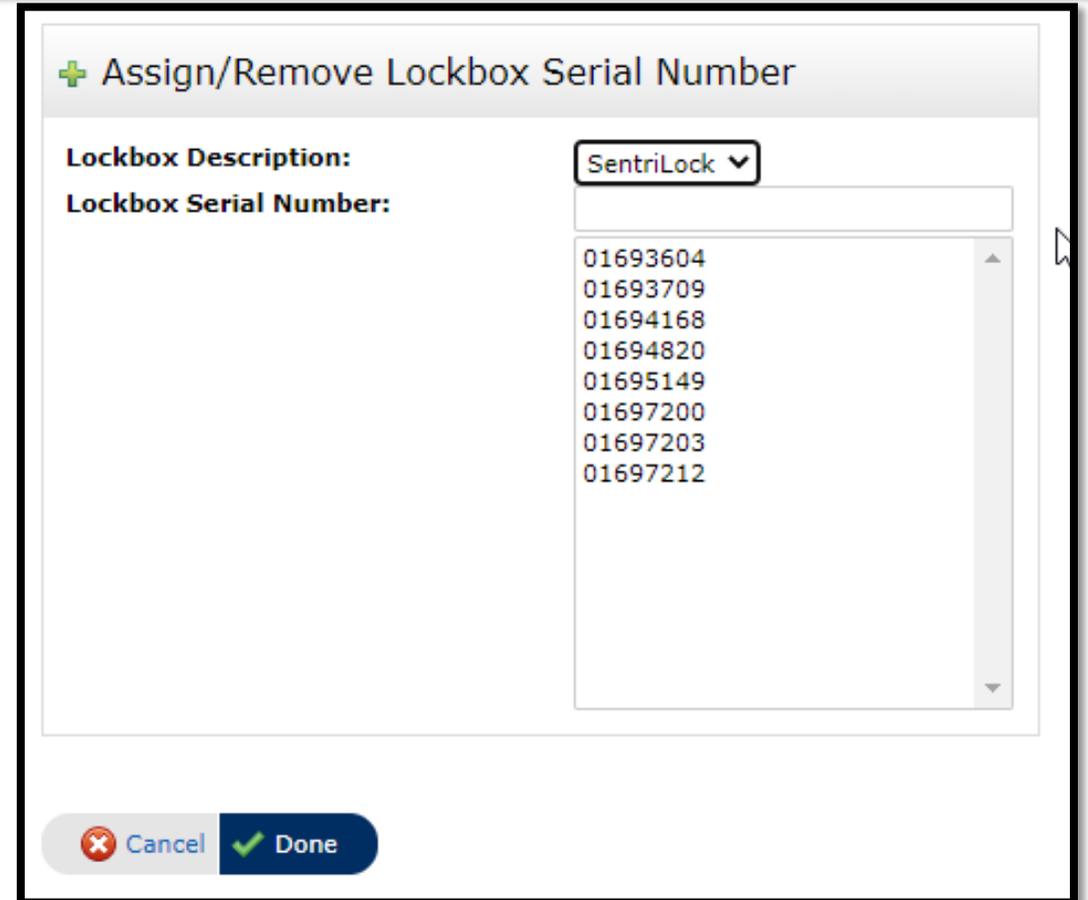
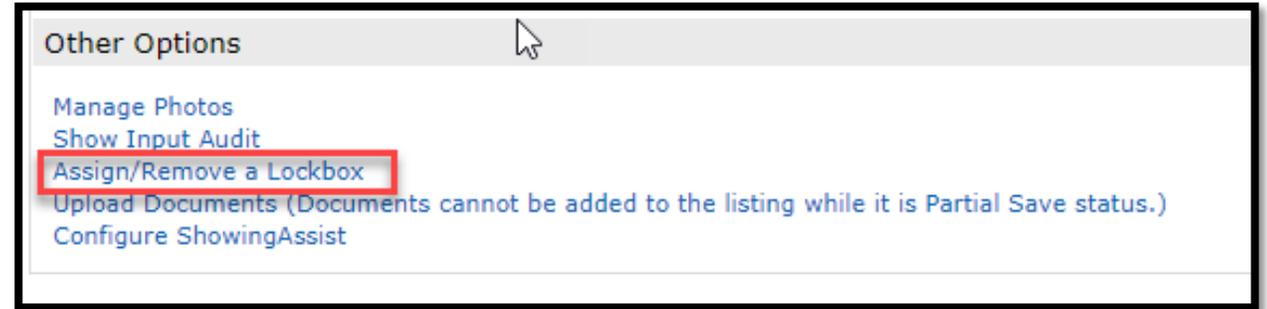


Lockboxes and the
NEW Access By
Appointment (ABA)
Feature

With the implementation of ABA, the use of cards to access lockboxes and Call Before Showing (CBS) codes will be eliminated.

Lockboxes can be assigned in RCO3 as a part of adding or editing a listing.

If the lockbox has already been assigned through the SentiKey website or app, this lockbox serial number can be added to RCO3 later.



When the serial number has been entered into RCO3, a link to a tip sheet on how to use lockboxes is added to the listing.

| | | | |
|---------|---|-----------------|-------------------|
| Access: | Lock Box | LB Description: | SentriLock |
| | SentriKey and SentriConnect ELB Access Instructions | | |

Entering the Lockbox in Showing Time

When entering showing details into Showing Time, select SentiLock as the lockbox type and enter the serial number of the lockbox to be put on the house.

Access Information

Access Details:

How can the agent access the home?:
SentiLock

Serial #: 01680190

Location: chair

CBS Code:

Alarm Details:

Would you like to provide alarm details to the agent for accessing the home?:
 Yes No

Turning on ABA in SentryKey

On the website, click the listings tab and then search for the address. Click on the address.

Association Regions Lockboxes **Listings** My Schedule RMA Users Companies Event Tracking Reports SentiConnect Support
iConnect Accesses Granted Grant SentiConnect Access

| Search Field | Search Type | Search Value | | |
|--------------|-------------|--------------|--------|--------------|
| Address | begins with | 2 realcomp | Search | Clear Search |

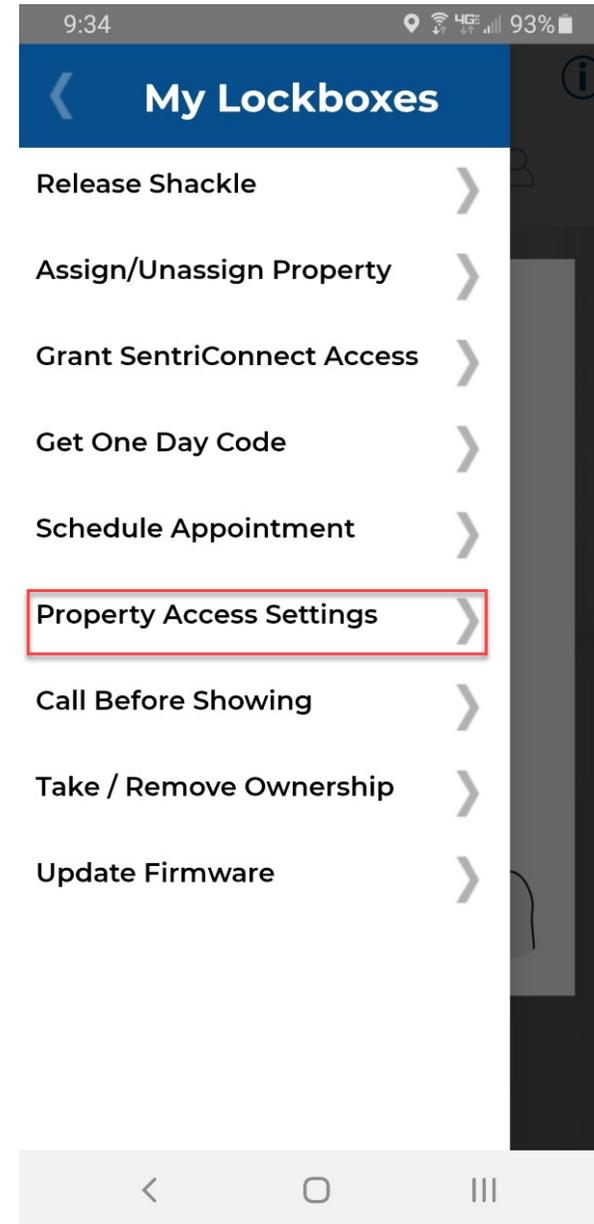
| LISTINGS | | | | | |
|------------------|-------------------------|---------------|------------|---|---|
| Region | Company | Listing Agent | MLS Number | Address | Assigned Lockbox |
| Realcomp II Ltd. | Test Office Head Office | Bugs Bunny | 2200069293 | 2 Realcomp Test listing Boulevard N/A Unknown, MI | 01680304 Access Log |

Your "Page Behavior" preference is currently set to only display search results.
Please enter your search parameters and click Search.
[Click here to change your "Page Behavior" preference.](#)

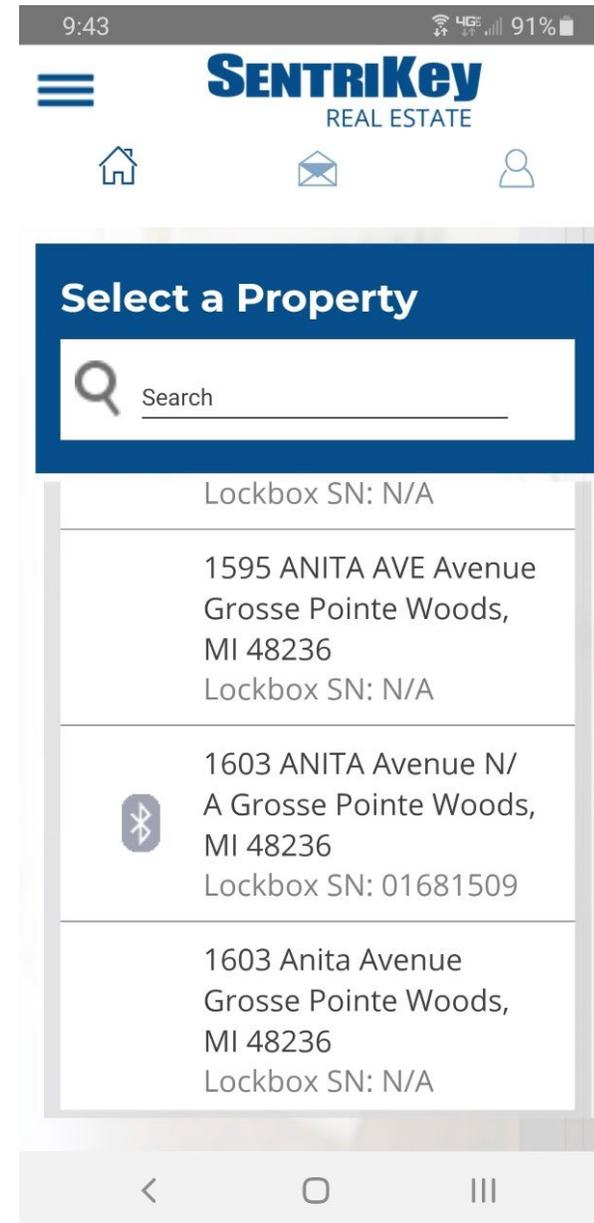
Place a check in the box "Enable Access by Appointment". Click "Save Changes".

| EDIT LISTING | | | |
|------------------------------|-------------------------------------|-----------------|----------------------|
| Listing | | | |
| Association | Realcomp II Ltd. | | |
| Listing Agent | Bugs Bunny | | |
| MLS Number | 2200069293 | | |
| Address | | | |
| Country | US - United States | | |
| Time Zone | EDT - Eastern Daylight Saving Time | | |
| Address | 2 Realcomp Test listing Boulevard | | |
| Address Line 2 | N/A | | |
| City | Unknown | | |
| State | MI - Michigan | Zip/Postal Code | 48393 |
| Enable Access by Appointment | <input checked="" type="checkbox"/> | | |
| Lockbox Settings | | | |
| Assigned Lockbox | 01680304 | Access Log | View |
| Save Changes | | Cancel | |

To turn on ABA using the app, select My Lockboxes from the hamburger menu in the upper left and then Property Access Settings.



Select the
desired
address. Your
listings from
RCO3 are
displayed.



This will walk you through the lockbox showing setup options.

6:39 4G LTE 88%

SENTRIKey
REAL ESTATE

Set Showing Instructions?

Standard Instructions

- Knock First
- Remove Shoes
- Turn off lights
- Lock Doors
- Leave Card

Special Instructions

Alarm Instructions

Yes No

Next

Skip

< ○ |||

The second step of the setup is entering the homeowner's information to be notified via text when a showing begins and ends.

9:52 89%

SENTRYKey
REAL ESTATE

Homeowner Notifications

Here is where you will want to set up a homeowner to be notified when a showing begins and ends.

Homeowner 1

Joe Smith

(313) 555-1212

Homeowner 2

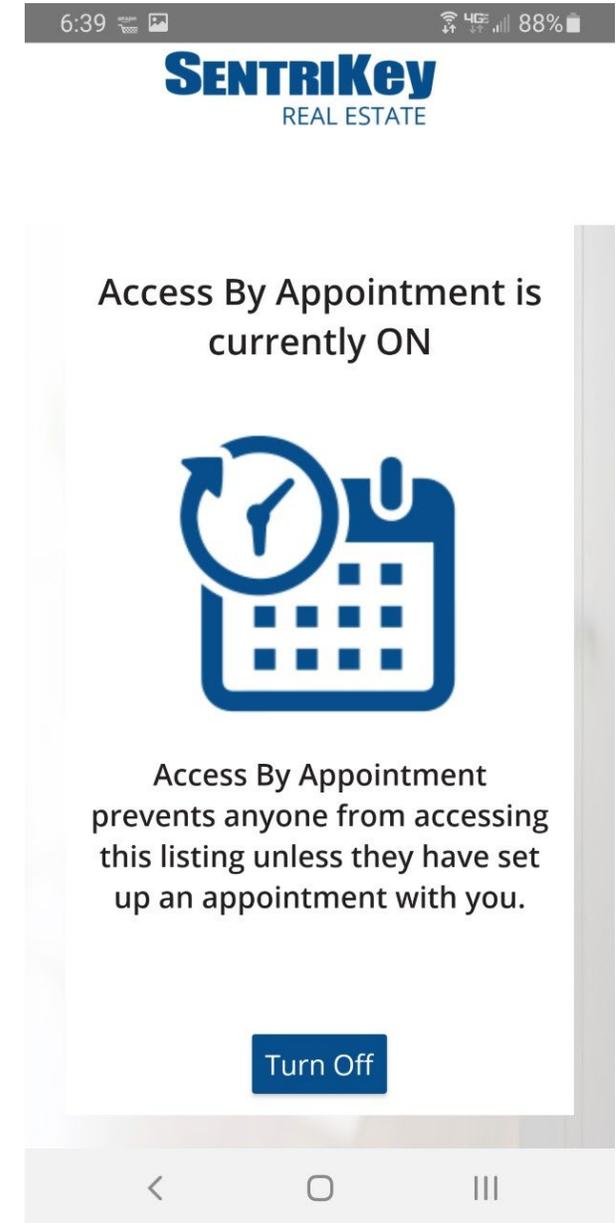
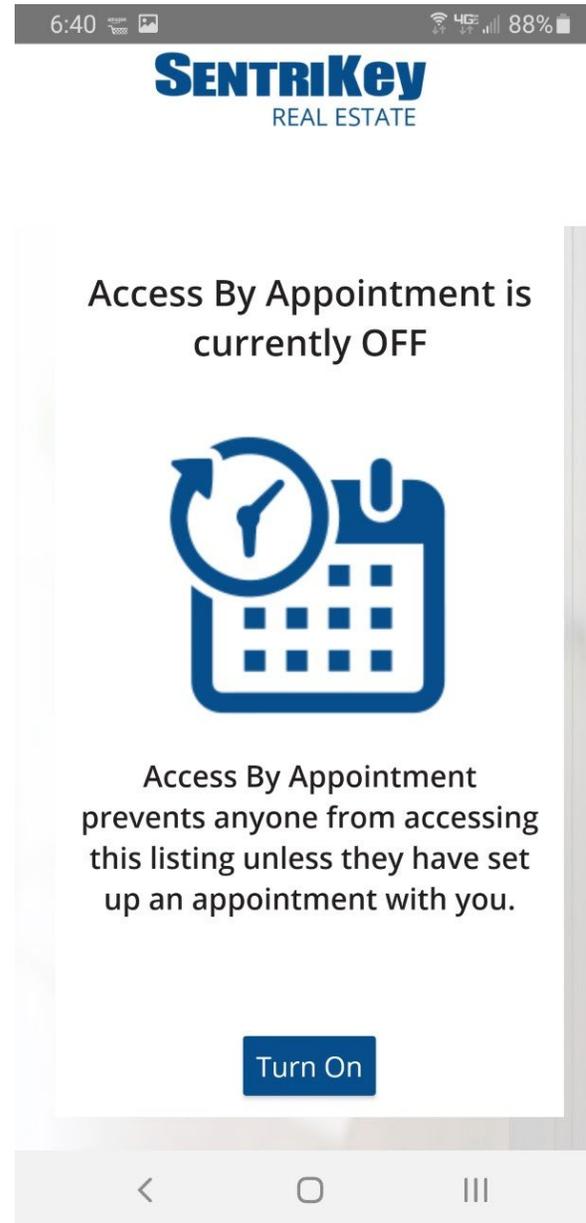
First Name Last Name

Phone

Next

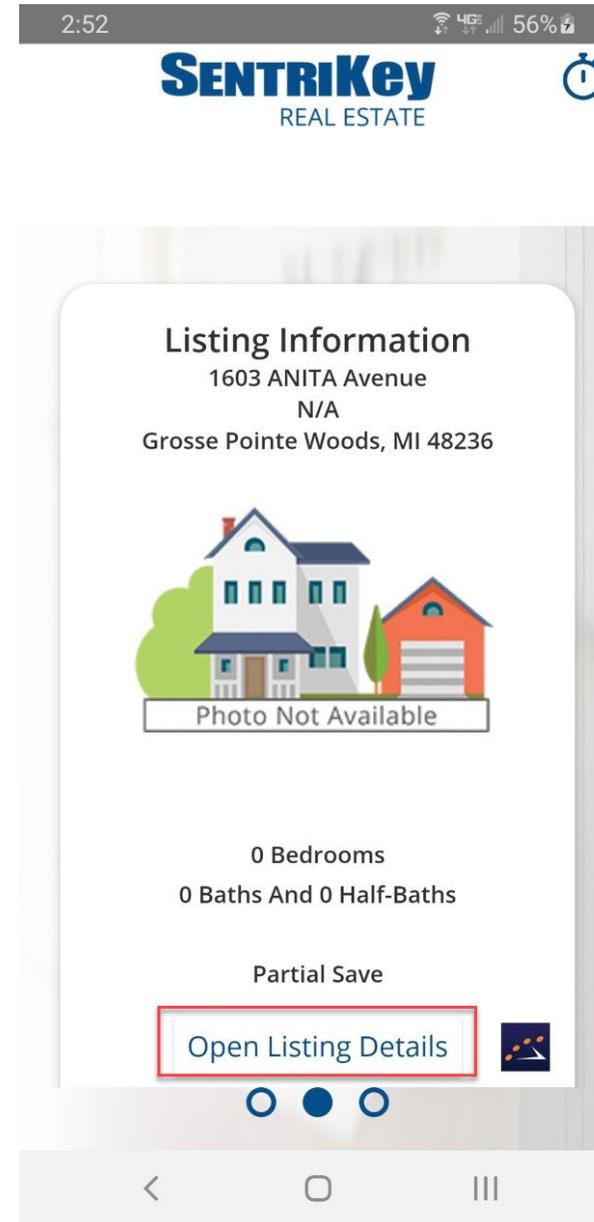
Skip

The last step
of the set up
will be
turning on
(or off) ABA.

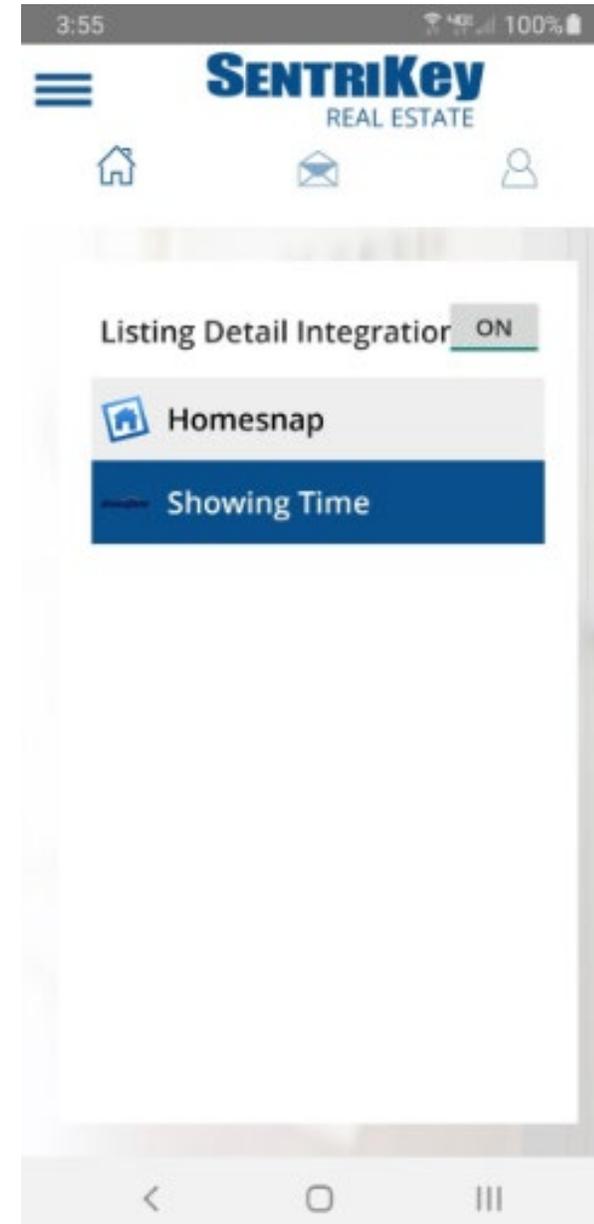


Accessing listing details during a showing

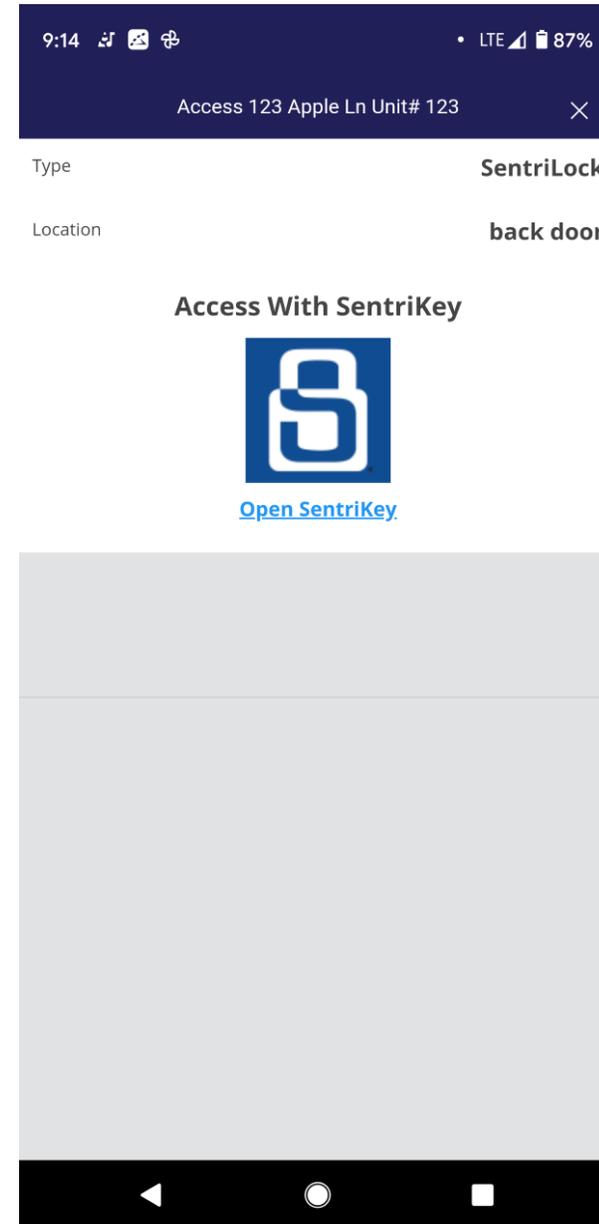
Showing Time is one of the options in My Settings for Listing Detail Integration. This, however, does require that the agent know their Showing Time app login and password and requires that they login to RCO3 to view the listing. Homesnap is also an option for listing display. This requires no additional login.



To select the app that will provide listing details, select My Settings from the hamburger menu in the upper left and then select the desired program from Listing Detail Integration. You have the choice of Showing Time or Homesnap.



When an appointment is made through Showing Time, and accepted, users will get a link in the Showing Time app to Sentikey to open the lockbox.



When the showing is complete, click the clock icon in the upper right corner to end the showing. This will give you one more opportunity to open the lockbox and return the key.

