

ASSIGNING A ONE DAY CODE

ASSIGN A ONE DAY CODE TO A LOCKBOX

If you are borrowing a lockbox for your listing, you can create a One Day Code. This code is used to open a lockbox and is ideal for use by homeowners, as well as appraisers and contractors (if you have the Seller's written consent!) who need access to a listing but are not SentiLock members.

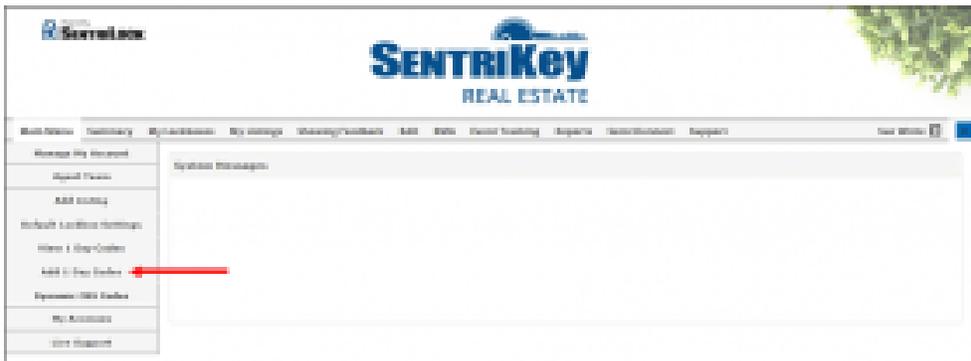
*** *We do not recommend this method for Out of Board REALTORS®.* Those OOB agents who do not have a reciprocal use agreement with The Lakelands Association will be given a SentiConnect link to the app, and you or the office admin will require their email address, lockbox access start time and lockbox access end time. For more details, please see the help document for: SentiConnect App for Android / SentiConnect App for iOS (Apple).

The code is active for the remainder of the day it's created. Or, you can make the code active for a full day up to two weeks in advance.

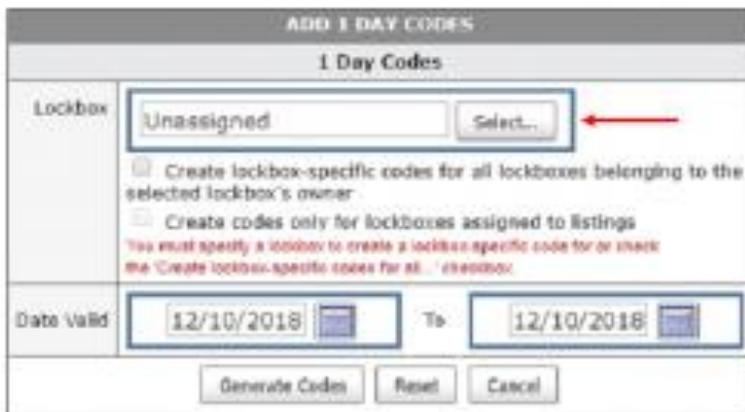
Once the code is created, the code's designated active time will be displayed.

If you're a lockbox owner, you can generate a One Day Code on the SentiKey Real Estate website.

1. On the Main Menu, click Add 1 Day Codes:



2. The Add 1 Day Codes screen will be displayed. To choose the listing for the lockbox, click Select:



3. The Select Lockbox screen will be displayed:

Search

Search Field Search Type Search Value

Serial Number | Region | Search Clear Search

Previous Next

SELECT LOCKBOX

Select	Company	Lockbox Owner	Serial Number	Release Version	Location
<input type="checkbox"/>	Service Fee (000000)	Super, Carl (BillionsAndBillions)	0000000	00.00	1425 Star Apple Ln West Chester, OH 41091 Lockbox: Tommaso Region: Columbus Sub Region: West
<input type="checkbox"/>	Service Fee (000000)	Super, Carl (BillionsAndBillions)	0000000	00.00	Unassigned
<input type="checkbox"/>	Service Fee (000000)	Super, Carl (BillionsAndBillions)	0000000	00.00	Unassigned
<input type="checkbox"/>	Service Fee (000000)	Super, Carl (BillionsAndBillions)	0000000	00.00	1111 Niles Way East Ctry, OH 430000000 Lockbox: West Region: West
<input checked="" type="checkbox"/>	Service Fee (000000)	WMA, Inc (TwoTWO)	0000000	00.00	11 Sunnyside West Chester, OH 41091 Lockbox: West Region: West

Previous Next

Your "page behavior" preference is currently set to display results without performing a search. Click here to change your "page behavior" preference.

Submit Changes Close

4. Click the button next to the desired listing and then click Submit Changes.

5. The lockbox's serial number will be displayed:

ADD 1 DAY CODES

1 Day Codes

Lockbox: 1564198 Select...

Create lockbox-specific codes for all lockboxes belonging to the selected lockbox's owner

Create codes only for lockboxes assigned to listings

You must specify a lockbox to create a lockbox-specific code for or check the "Create lockbox-specific codes for all..." checkbox.

Date Valid: 12/11/2018 To 12/11/2018

Generate Codes Reset Cancel

6. Select the date that the code will be valid. Then click Generate Codes.

7. The Edit 1 Day Codes screen will be displayed. In the Assigned To text box, enter the name of the person(s) who will get the One Day Code. Then click Assign:

EDIT 1 DAY CODES

1 Day Codes

Lockbox: 01305243

Date Valid: 12/12/2018

Codes

*These 1 day codes are "time limited".
Once a specific code has been used at a lockbox it will expire
and become invalid for that lockbox after 15 minutes.*

Code 1: Assigned To Required Assigned To: Donna Smith Assign

Save Changes Reset Cancel

8. The One Day Code will be assigned to the designated person and is displayed:

EDIT 1 DAY CODES			
1 Day Codes			
Lockbox	01305243		
Date Valid	12/12/2018		
Codes <i>These 1 day codes are "one time use"</i> <i>Once a specific code has been used at a lockbox it will expire</i> <i>(become invalid for that lockbox) after 15 minutes.</i>			
Code 1	1977551	Assigned To	Donna Smith <input type="button" value="Assign"/>
Code 2	Assigned To Required	Assigned To	<input type="text"/> <input type="button" value="Assign"/>
 <input type="button" value="Save Changes"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>			

9. Click Save Changes.

10. You'll receive a message confirming that your One Day Code information has been updated:

  SI-10032: One day codes successfully updated.			
EDIT 1 DAY CODES			
1 Day Codes			
Lockbox	01305243		
Date Valid	12/12/2018		
Codes <i>These 1 day codes are "one time use"</i> <i>Once a specific code has been used at a lockbox it will expire</i> <i>(become invalid for that lockbox) after 15 minutes.</i>			
Code 1	1977551	Assigned To	Donna Smith <input type="button" value="Assign"/>
Code 2	Assigned To Required	Assigned To	<input type="text"/> <input type="button" value="Assign"/>
<input type="button" value="Save Changes"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>			