

ASSIGN YOUR LOCKBOX TO A MATRIX LISTING

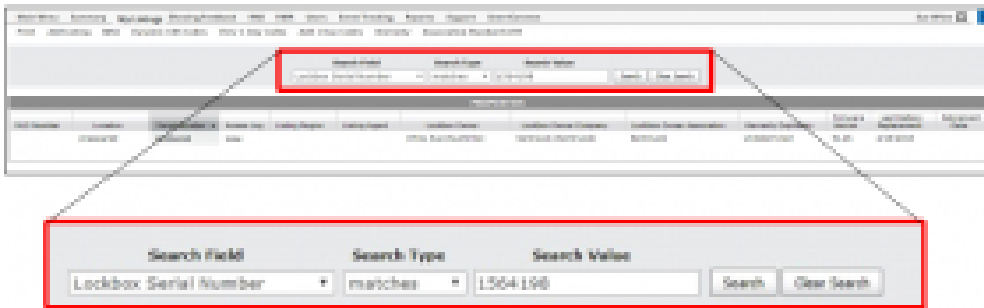
ASSIGN YOUR LOCKBOX TO A LISTING

This is also an important part of the SentiLock system overall because the lockbox's access log keeps track of who goes in and out of the listing to which it's assigned.

1. On the Main Menu, click My Lockboxes:



2. This screen will be displayed:



3. Use the Search Field drop-down menu to select Lockbox Serial Number.
4. Use the Search Type drop-down menu to select matches.
5. In the Search Value text box, enter the lockbox serial number. Then click Search.
6. The following screen will be displayed, showing the serial number of the lockbox you would like to assign to the listing:

MLS Number	Location	Serial Number	Action
246890	77 Sunset St. West Chester, OH 45069	<u>01564198</u>	View

7. Under Serial Number, click the serial number.

8. Your lockbox's information will be displayed on the Edit Lockbox screen. To assign the lockbox to the listing, click Select:

EDIT LOCKBOX			
Lockbox			
Serial Number	01554198		
Listing	Unassigned	Select	
Showing Feedback			
<small>You must first assign a listing to the lockbox before setting up a survey.</small>			
Lockbox Settings			
Active Settings	Using Default Settings There are no custom settings assigned to this lockbox. When you access your lockbox with your smart card your default settings will be activated on the lockbox. Click the Default Settings button below to view your default settings. Default Lockbox Settings		
Agent Default Settings	These settings were last modified on: 01/31/2019 9:30AM	Region Settings	These settings were last modified on: 10/12/2018 10:10AM
System Information			
Lockbox Owner	SentrLock	Access Log	View
		Events Log	View
In Service	Undetermined	Warning Expiration	Undetermined
Last Battery Replacement	Battery replaced on: 4/10/2018 Battery Changed Today		
Recent History			
Last Error	None		
Last Listing Agent	None		
Last Accessed By	Sue White on 12/7/2018		
<input type="button" value="Save Changes"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>			

9. The Listings screen will be displayed. Click the button next to the desired listing and click Submit Changes:

Search

Search Field	Search Type	Search Value		
Listing Agent	matches	Sue White	<input type="button" value="Search"/>	<input type="button" value="Clear Search"/>

LISTINGS

	Region	P.S. Number	Listing Agent	Address	Assigned Lockbox
<input type="radio"/>	Test Region 1	1234236347	Sue White	221 Baker St. West Chester, OH	None
<input type="radio"/>	Test Region 1	133792	Sue White	12 Sesame St. West Chester, OH	None
<input checked="" type="radio"/>	Test Region 1	246890	Sue White	77 Sunset St. West Chester, OH	None

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.](#)

10. The Edit Lockbox screen will be displayed again, showing your listing. Click Save Changes:

EDIT LOCKBOX			
Lockbox			
Serial Number	S126118		
Listing	77 Sunset St. <input type="button" value="Select..."/>	In Listing Since	11/27/2018 <input type="button" value=""/>
	<input type="button" value="Remove from listing"/>		
Showing Feedback			
Create Survey	Survey Name: <input type="text" value="77 Sunset St."/>		
	Create New or Clone From Existing Survey: <input type="text" value="New Survey"/>		<input type="button" value="Create Survey"/>
Lockbox Settings			
Active Settings	<p>Using Default Settings There are no custom settings assigned to this lockbox. When you assign your lockbox with your agent and your default settings will be activated on this lockbox.</p> <p>Click the default settings button below to view your default settings. Default Lockbox Settings</p>		
Agent Default Settings	These settings were last modified on: 11/27/2018 11:03AM	Agent Settings	These settings were last modified on: 11/27/2018 10:10AM
System Information			
Lockbox Owner	BankLock	Access Log	5000
		Trans Log	5000
In Service	Undetermined	Warranty Expiration	Undetermined
Last Battery Replacement	Battery replaced on: <input type="text" value="4/15/2018"/>	<input type="button" value="Battery Changed Today"/>	
Recent History			
Last Borrower	None		
Last Listing Agent	Eve White on 11/27/2018		
Last Accessed By	None		
		<input type="button" value="Save Changes"/>	<input type="button" value="Reset"/> <input type="button" value="Cancel"/>

11. The designated lockbox is now assigned to your listing. You'll receive a message across the top of the Main Menu confirming that your lockbox information has been updated:

