

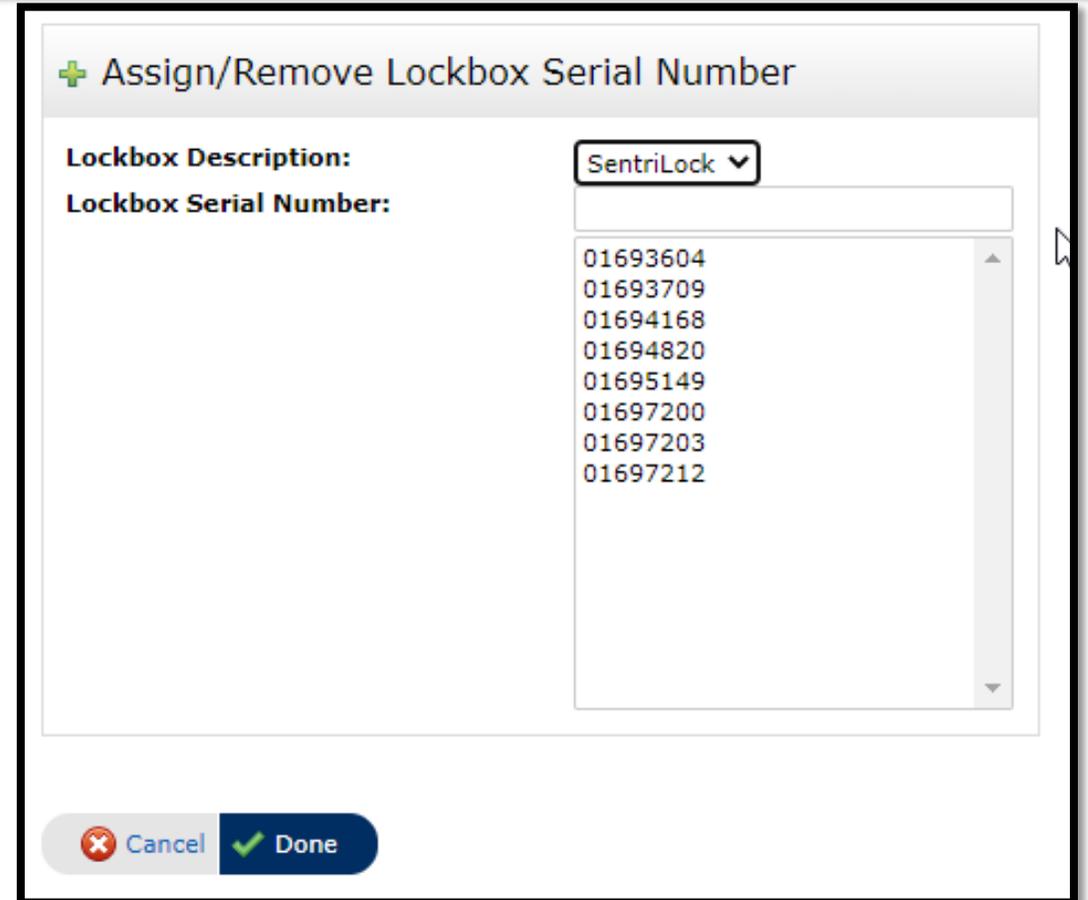
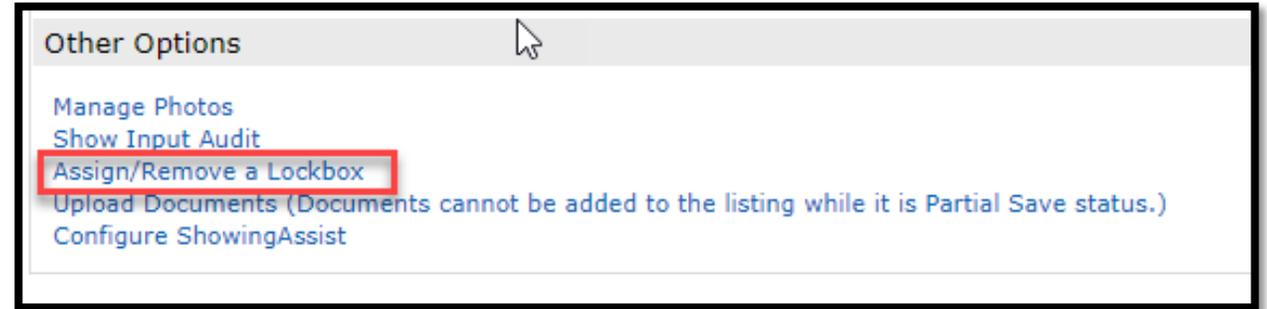


Lockboxes and the  
**NEW** Access By  
Appointment (ABA)  
Feature

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:	<b>Lock Box</b>	LB Description:	<b>SentriLock</b>
	<a href="#">SentriKey and SentriConnect ELB Access Instructions</a>		

# 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

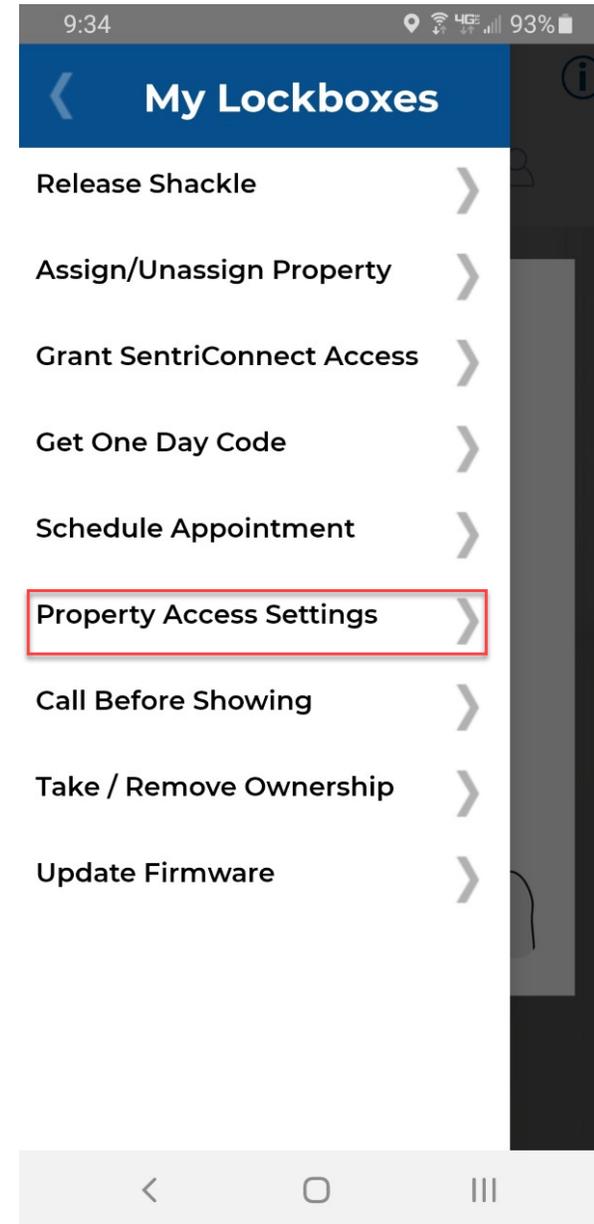
LISTINGS					
Region	Company	Listing Agent	MLS Number	Address	Assigned Lockbox
Realcomp II Ltd.	Test Office Head Office	Bugs Bunny	2200069293	<a href="#">2 Realcomp Test listing Boulevard N/A Unknown, MI</a>	<a href="#">01680304 Access Log</a>

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.](#)

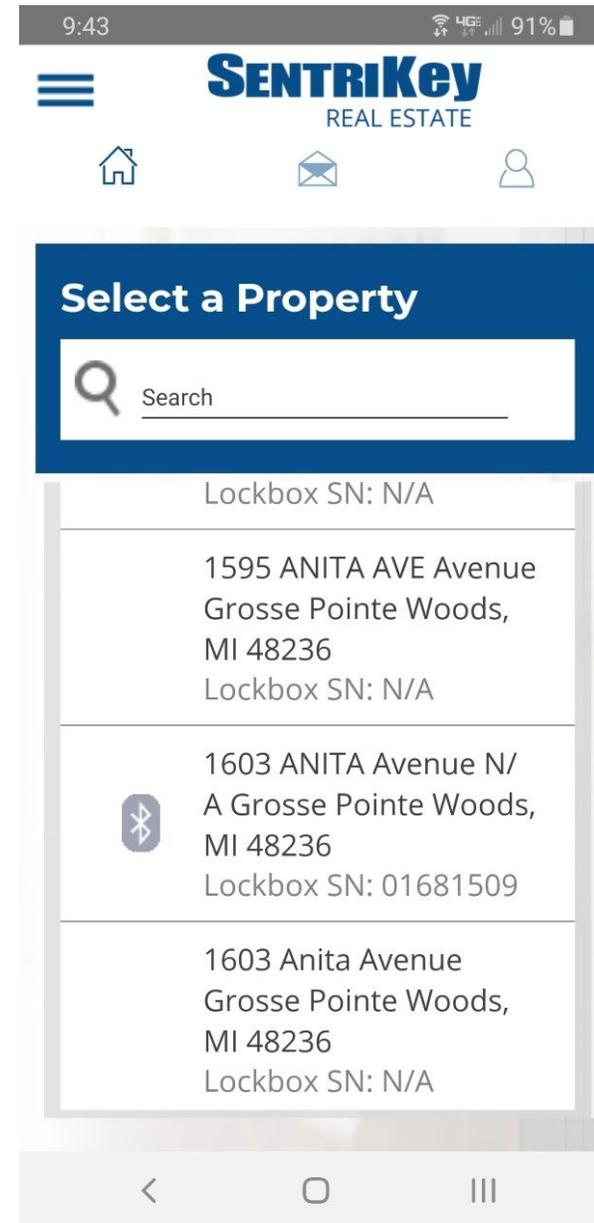
Place a check in the box "Enable Access by Appointment". Click "Save Changes".

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	<a href="#">View</a>
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.

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**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

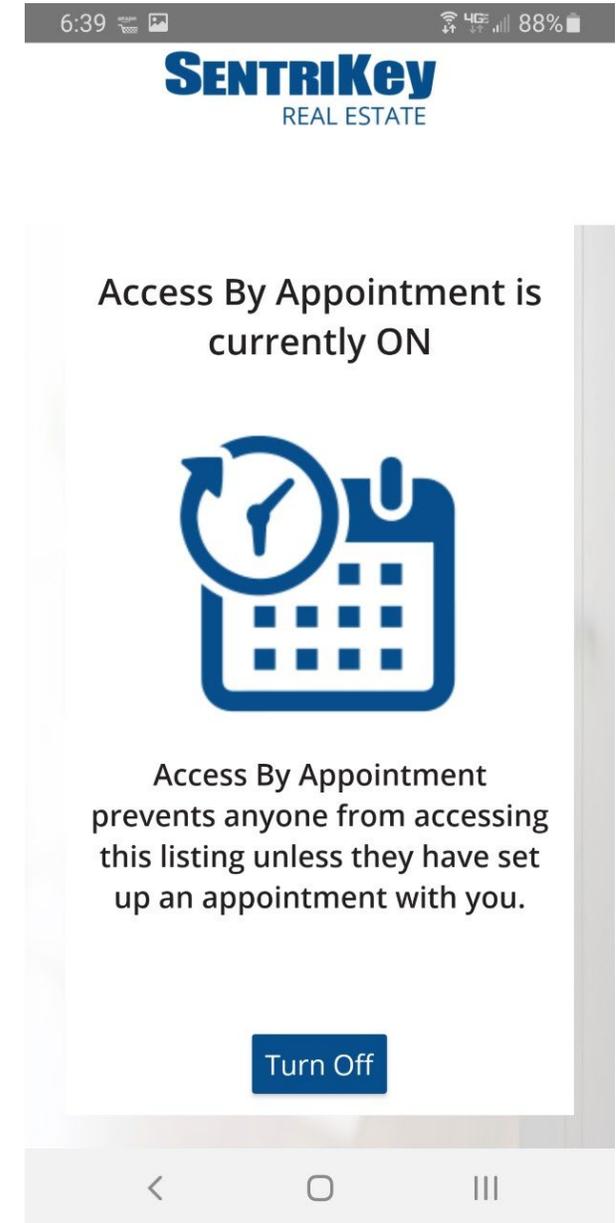
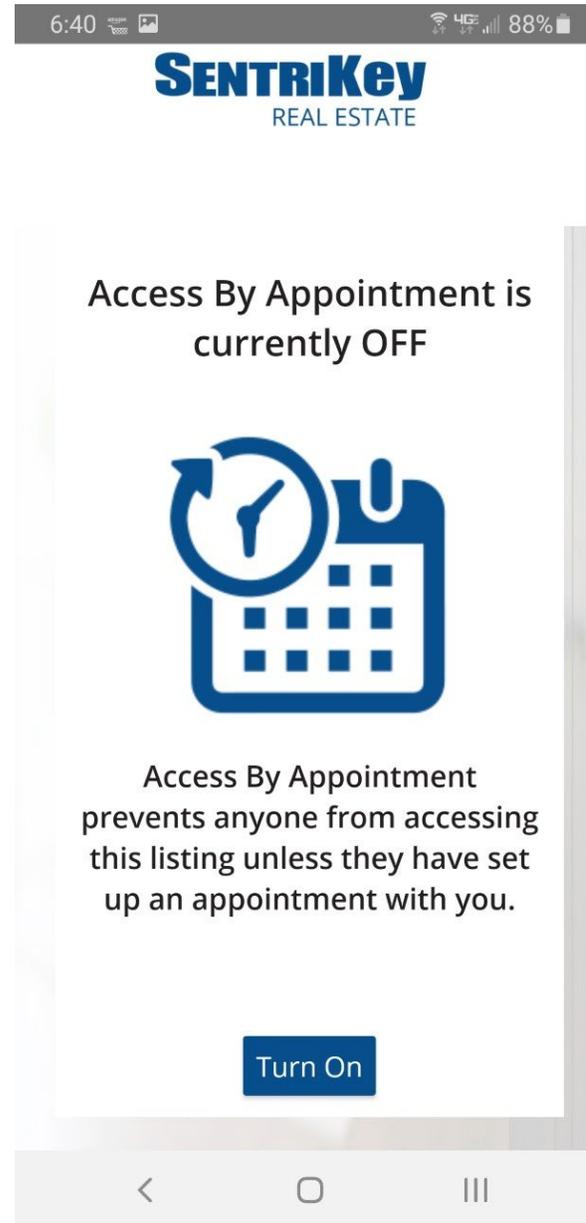
First Name Last Name

Phone

Next

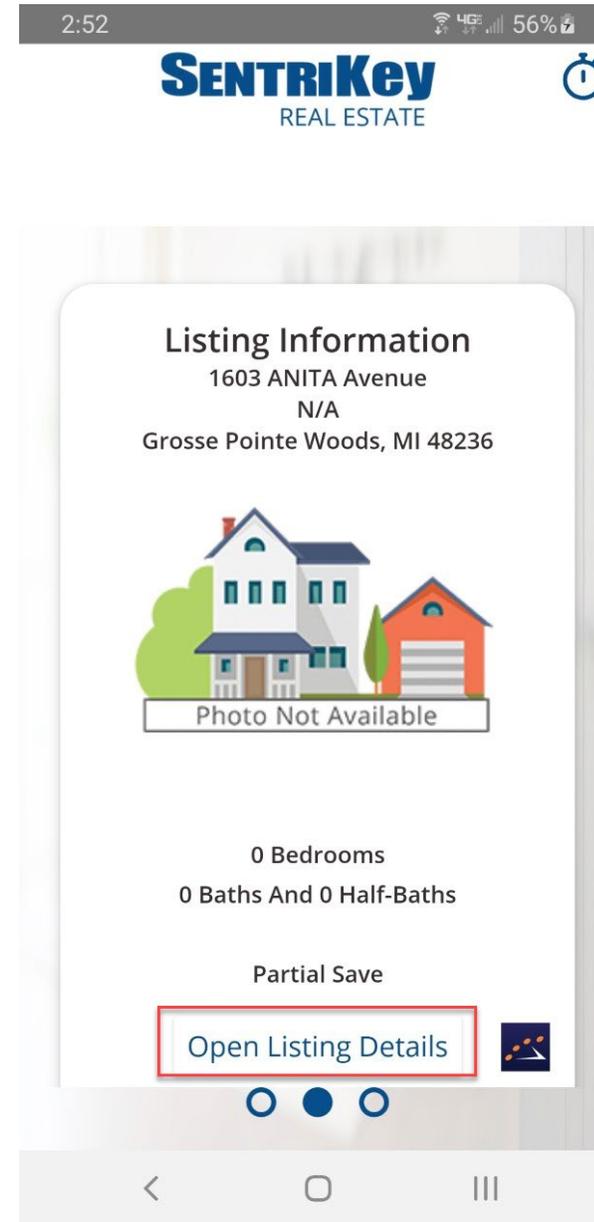
Skip

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

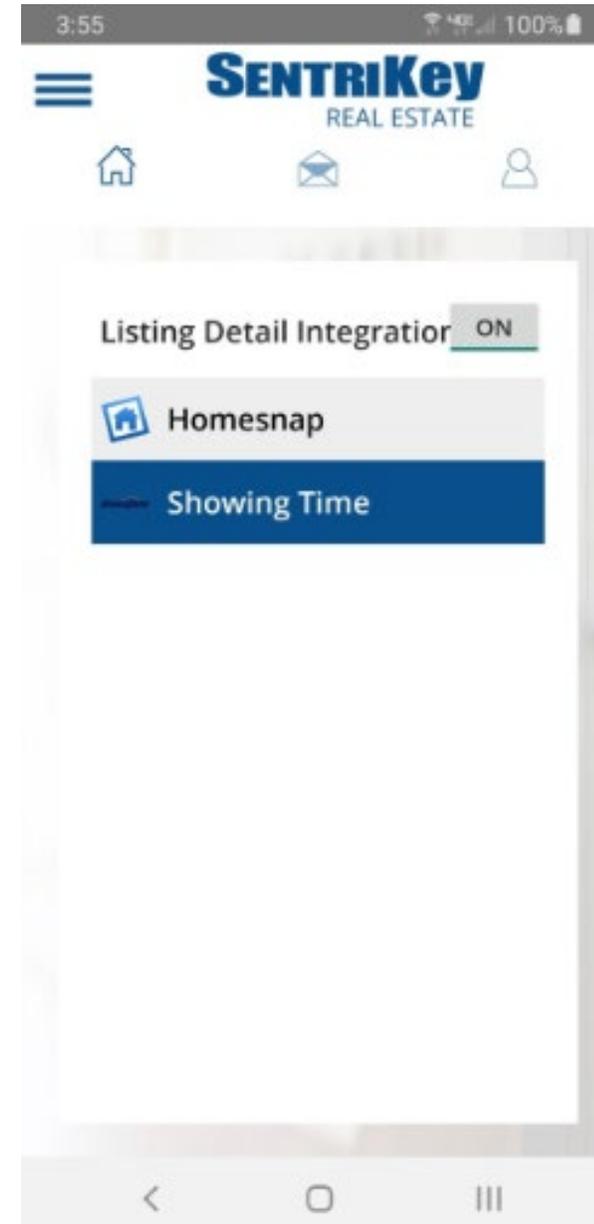


# Accessing listing details during a showing

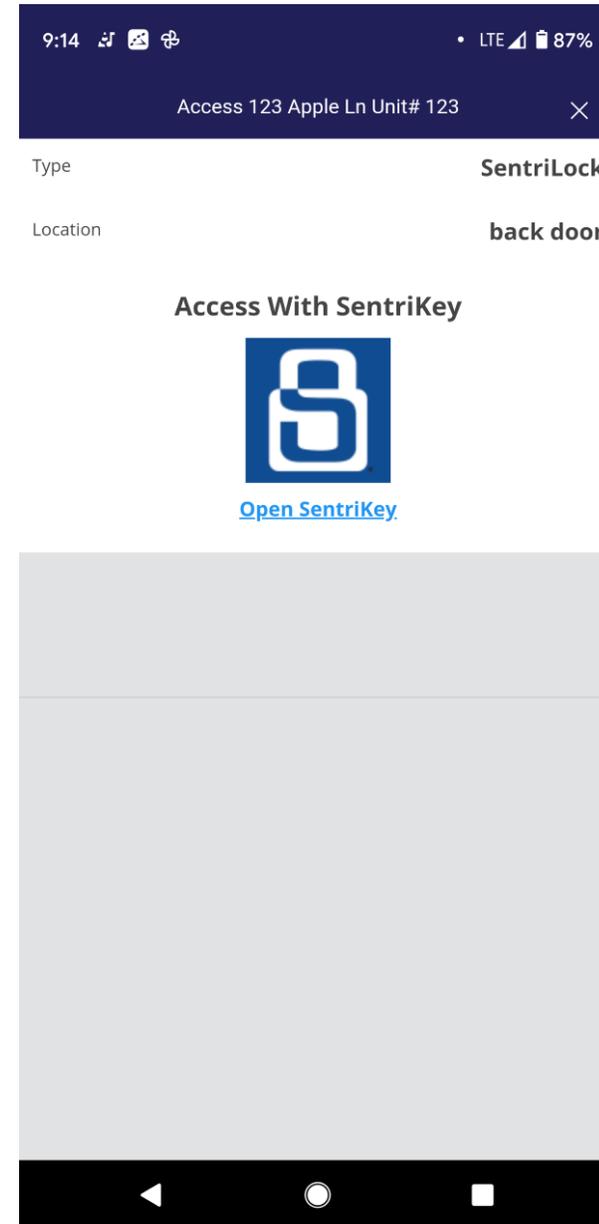
Showing Time is one of the options in My Settings for Listing Detail Integration. This, however, does require that the agent know their Showing Time app login and password and requires that they login to RCO3 to view the listing. Homesnap is also an option for listing display. This requires no additional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

