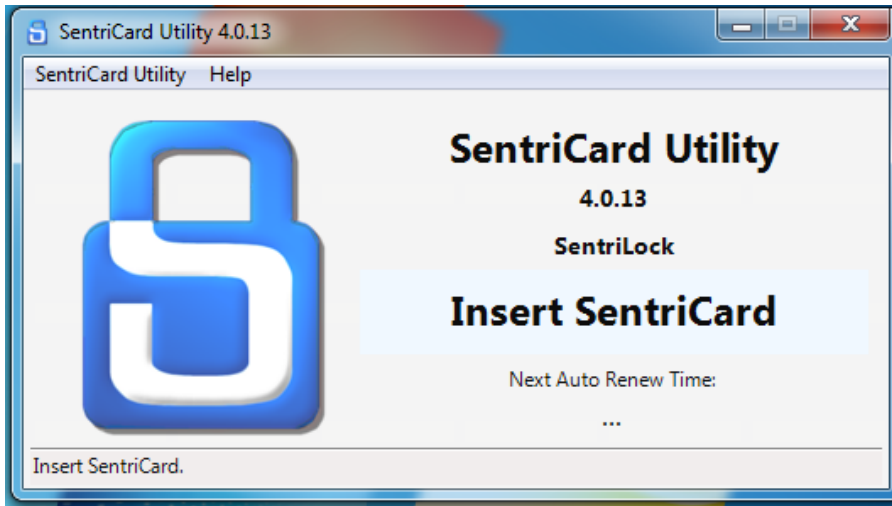# How to Assign a 1-Day Code

This guide is designed to help you create a 1-day code and instruct you how to use it

Step 1) Make sure your Sentrilock application is turned on and is ready to go (See picture):
- If your card reader is not plugged in you will not see the "Insert SentriCard" Message. Please plug in your card reader to continue.

Step 2) Insert your Sentricard into the card reader, the program will then take you to the website:
- Once you are on the website enter your password and log in:

Step 3) Click on My Lockboxes:

Step 3) Click on "My Lockboxes":

Step 4) Check Location if Unassigned continue to step 5. If assigned to a listing skip to step 8:

Step 5) Click on the serial #:

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

Step 6) Click on "Select" next to Listing:

EDIT LOCKBOX	
Lockbox	
Serial Number	01114197
Listing	Unassigned Select...
Showing Feedback	
You must first assign a listing to the lockbox before setting up a survey.	
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 this lockbox. Click the Default Settings button below to view your default settings. Default Lockbox Settings

Agent Default Settings	These settings were last modified on: 04/13/2015 11:42PM	Region Settings	These settings were last modified on: 12/31/2014 7:53AM

System Information			
Lockbox Owner	Greater Antelope Valley Association of REALTORS	Access Log	View
Lease Date	2/16/2015	Events Log	View
In Service	3/15/2015	Warranty Expiration	3/15/2021
Last Battery Replacement	Battery replaced on: 1/16/2015 Battery Changed Today		

Recent History	
Last Borrower	None
Last Listing Agent	None
Last Accessed By	Enrique Caceres on 7/2/2015

Save Changes   Reset   Cancel

Step 7) Find your Listing, Select it, then Hit "Submit Changes":

Step 8) Make sure Address shows under Location, then Click "Add 1 Day Codes":
- You cannot assign a one day code if you do to have your box assigned to a listing.

Step 9) Find your Lockbox in the above portion, then Select the Date range you want this code active for, finally hit "Generate Codes":

Step 10) Assigning your Code to an Individual:
- If you want to assign your code to a specific person you can enter their name in to the box highlighted below then hit the "Assign" button. Once you are done, hit Save changes and your Code will Appear.

EDIT 1 DAY CODES				
1 Day Codes				
Lockbox	01114197			
Date Valid	7/3/2015			
Codes These 1 day codes are "time limited". Once a specific code has been used at a lockbox it will expire (become invalid for that lockbox) after 60 minutes				
Code 1	Assigned To Required	Assigned To		Assign

Save Changes   Reset   Cancel

EDIT 1 DAY CODES				
1 Day Codes				
Lockbox	01114197			
Date Valid	7/3/2015			
Codes These 1 day codes are "time limited". Once a specific code has been used at a lockbox it will expire (become invalid for that lockbox) after 60 minutes				
Code 1	10370099	Assigned To	John Smith	Assign
Code 2	Assigned To Required	Assigned To		Assign

This is your "1 Day Code"

Save Changes   Reset   Cancel

-Once you have your "1 Day Code" feel free to give it to the person it is assigned to

Step 11) Using a "1 Day Code":
- Press the "ENT" button on the Lockbox
- Enter the Code (As seen above) example: 10370099
- Pres the "ENT" Button on the Lockbox again
- The box will open!