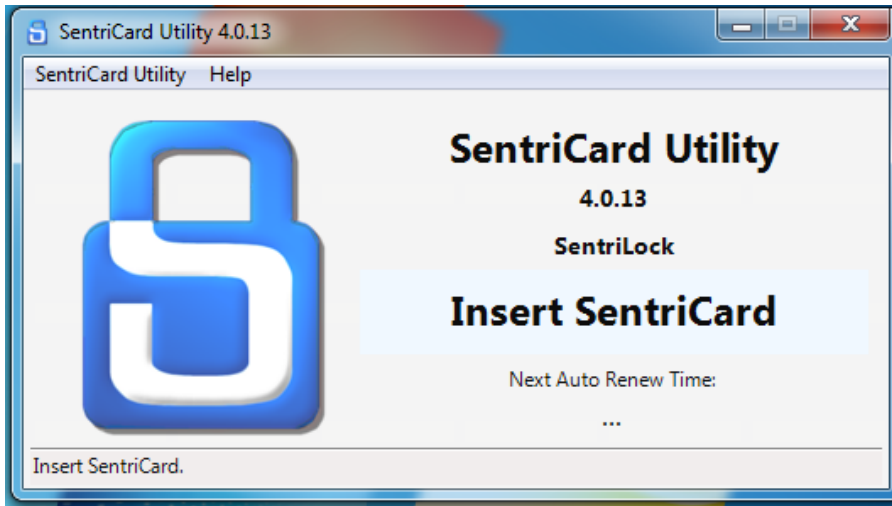


How to Assign a 1-Day Code

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 SentiCard" 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:

Customer Support
US Customers: 513-618-5800

SENTRILOCK
Smart Lock. Smart App. Smart Card. Smart Choice.

Summary | **My Lockboxes** | Showing Feedback | RMA | My SentiCards | My Account | My Listings | Event Tracking | Reports | Support

Logged In: [Redacted] (Card expires at midnight Friday, July 3rd, 2015) Agent: Dino Biel

SentiCard Utility Status: Connected.

Print | RMA | Dynamic CBS Codes | View 1 Day Codes | Add 1 Day Codes | Warranty

Search Field: Serial Number | Search Type: begins with | Search Value: [] | Search | Clear Search

Company	Lockbox Owner	Serial Number	Last Battery Replacement	Firmware Version	Warranty Expiration	Locksmith Warranty Expiration	Location	MLS Number	Access Log	Ret Dat
Greater Antelope Valley Association of REALTORS (7139)	Biel, Dino (20150213205607105240000000)	01040027	10/6/2014	50.25	3/1/2021	3/1/2018	Unassigned		View	
Greater Antelope Valley Association of REALTORS (7139)	Biel, Dino (20150213205607105240000000)	01047514	10/8/2014	50.25	3/1/2021	3/1/2018	Unassigned		View	
Greater Antelope Valley Association of REALTORS (7139)	Garcia, Nataly (20150205153523958100000000)	01086355	1/15/2015	50.28	3/14/2021	1/13/2018	Unassigned		View	
Greater Antelope Valley Association of REALTORS (7139)	Biel, Dino (20150213205607105240000000)	01114197	1/16/2015	50.28	3/15/2021	1/14/2018	Unassigned Region Customization Greater Antelope Valley Association of REALTORS		View	
Greater Antelope Valley Association of REALTORS (7139)	Biel, Dino (20150213205607105240000000)	01114949	1/15/2015	50.28	3/14/2021	1/13/2018	Unassigned		View	

Step 5) Click on the serial #:

Customer Support
US Customers: 513-618-5800

SENTRILOCK
Smart Lock. Smart App. Smart Card. Smart Choice.

Summary | **My Lockboxes** | Showing Feedback | RMA | My SentiCards | My Account | My Listings

Logged In: [Redacted] (Card expires at midnight Friday, July 3rd, 2015)

SentiCard Utility Status: Connected.

Print | RMA | Dynamic CBS Codes | View 1 Day Codes | **Add 1 Day Codes** | Warranty

Search Field: Serial Number | Search Value: [] | Search

Company	Lockbox Owner	Serial Number
Greater Antelope Valley Association of REALTORS (7139)	Biel, Dino (20150213205607105240000000)	01140027
Greater Antelope Valley Association of REALTORS (7139)	Biel, Dino (20150213205607105240000000)	01047514
Greater Antelope Valley Association of REALTORS (7139)	Garcia, Nataly (20150205153523958100000000)	01086355
Greater Antelope Valley Association of REALTORS (7139)	Biel, Dino (20150213205607105240000000)	01114197
Greater Antelope Valley Association of REALTORS (7139)	Biel, Dino (20150213205607105240000000)	01114949

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

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":

EDIT LOCKBOX

Lockbox

Serial Number: 01114197

Listing: Unassigned Select...

Search

You must first assign a listing to this lockbox.

Search Field: Listing Agent Search Type: begins with Search Clear Search

LISTINGS

Active	Region	MLS Number	Listing Agent	Address	Assigned Lockbox
<input checked="" type="radio"/>	Greater Antelope Valley Association of REALTORS	11223344	Dino Biel	123 Example St. Example, CA	None

Agent Default: Your "Page Behavior" preference is currently set to display results without performing a search. [Click here to change your "Page Behavior" preference.](#)

Lockbox

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

Submit Changes Cancel

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.

Customer Support
US Customers: 513-618-5800

SENTRILOCK
Smart Lock, Smart App, Smart Card, Smart Choice.

Summary My Lockboxes Showing Feedback RMA My SentiCards My Account My Listings Event Tracking Reports Support

Logged In: gant:77720 (C601533254) (Card expires at midnight Friday, July 2nd, 2015) Agent: Dino Biel (20150213205607105240000)

SentiCard Utility Status: Connected.

Print RMA Dynamic CBS Codes View 1 Day Codes **Add 1 Day Codes** Warranty

SI-10022: Lockbox information has been updated for lockbox 01114197

Search Field: Serial Number Search Type: begins with Search Clear Search

LOCKBOXES

Company	Lockbox Owner	Serial Number	Last Battery Replacement	Firmware Version	Warranty Expiration	Locksmith Warranty Expiration	Location	MLS Number	Access Log	Retirement Date	Showing Feedback
Greater Antelope Valley Association of REALTORS (7139)	Biel, Dino (20150213205607105240000000)	01040027	10/6/2014	50.25	3/1/2021	3/1/2018	Unassigned		View		
Greater Antelope Valley Association of REALTORS (7139)	Biel, Dino (20150213205607105240000000)	01047515	10/8/2014	50.25	3/1/2021	3/1/2018	Unassigned		View		
Greater Antelope Valley Association of REALTORS (7139)	Garcia, Nataly (20150205153523958100000000)	01086355	1/15/2015	50.28	3/14/2021	1/13/2018	Unassigned		View		
Greater Antelope Valley Association of REALTORS (7139)	Biel, Dino (20150213205607105240000000)	01114197	1/16/2015	50.28	3/15/2021	1/14/2018	123 Example St. Example, CA 1234 Listed By: Biel, Dino Region Customization: Greater Antelope Valley Association of REALTORS	11223344	View		
Greater Antelope Valley Association of REALTORS (7139)	Biel, Dino (20150213205607105240000000)	01114949	1/15/2015	50.28	3/14/2021	1/13/2018	Unassigned		View		

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

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

ADD 1 DAY CODES

1 Day Codes

Lockbox: Unassigned 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: 7/2/2015 To: 7/2/2015

Generate Codes Reset Cancel

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 <small>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</small>			
Code 1	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"/>

EDIT 1 DAY CODES			
1 Day Codes			
Lockbox	01114197		
Date Valid	7/3/2015		
Codes <small>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</small>			
Code 1	10370099	Assigned To	John 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"/>

-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!