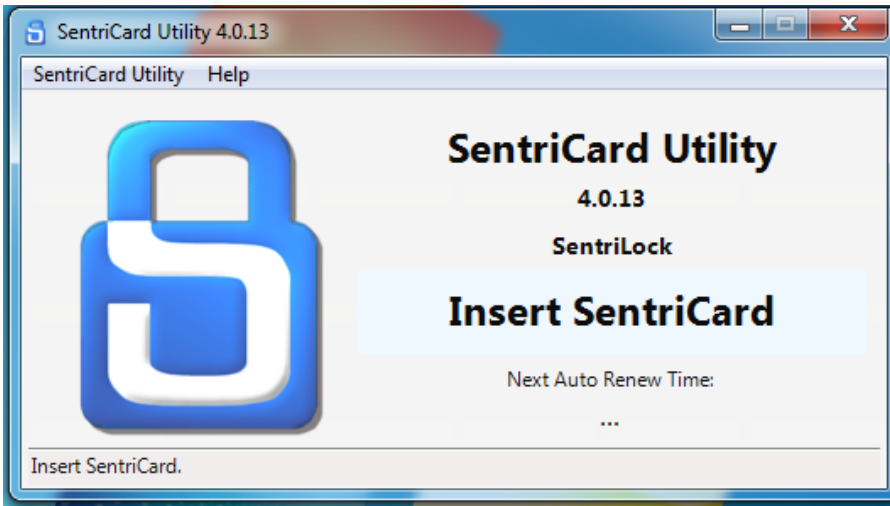


# How to view Lockbox Activity

This guide is designed to help you view and manage your activity log for your lockbox

## 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) Go to My Lockboxes

**Step 4) Locate the “View” button under the “Access Log” Heading:**

Customer Support  
US Customers: 513-618-5800

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 Wednesday, July 1st, 2015) Agent: Dino Biel (2015021320560710524000000)

SentiCard (RMA) 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 Clear Search

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 (201502132056071052400000000)	01040927	10/6/2014	50.25	3/1/2021	3/1/2018	Unassigned		<a href="#">View</a>		
Greater Antelope Valley Association of REALTORS (7139)	Biel, Dino (201502132056071052400000000)	01047514	10/8/2014	50.25	3/1/2021	3/1/2018	Unassigned		<a href="#">View</a>		
Greater Antelope Valley Association of REALTORS (7139)	Garcia, Nataly (201502051535239581000000000)	01086355	1/15/2015	50.28	3/14/2021	1/13/2018	Unassigned		<a href="#">View</a>		
Greater Antelope Valley Association of REALTORS (7139)	Biel, Dino (201502132056071052400000000)	01114197	1/16/2015	50.28	3/15/2021	1/14/2018	Unassigned Region Customization: Greater Antelope Valley Association of REALTORS		<a href="#">View</a>		
Greater Antelope Valley Association of REALTORS (7139)	Biel, Dino (201502132056071052400000000)	01114949	1/15/2015	50.28	3/14/2021	1/13/2018	Unassigned		<a href="#">View</a>		

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

**Step 5) Pick what you want to view:**

- This page automatically has “Show all access” checked if you want to pick a specific date range select one of the other options. Once you have what you want hit “View Log”

**LOCKBOX ACCESS LOG DATE SELECTION**

Date Range

- Show accesses since last listing assignment
- Show all accesses
- Show past 30 days
- Show accesses from 5/1/2015 to 6/30/2015

Display Options

- View
- Download PDF

[View Log](#) [Cancel](#)

**Step 6) Understanding the output:**

**LOCKBOX ACCESS LOG - SERIAL NUMBER: 01114197**

Lockbox Access Log

- Owner accesses shown in this color
- Non-owner accesses shown in this color
- Generated 1 day codes shown in this color

Accessed On (PDT)	Accessed By	Access Type	Location
Tuesday, Jun 30 2015 - 09:40 AM	Dino Biel - Greater Antelope Valley Association of REALTORS (661) 726-9175 <a href="mailto:dinobgavar@gmail.com">dinobgavar@gmail.com</a>	SmartBLE	None

[Notify All Agents](#)

If there is a problem with the link above please copy the email addresses below and paste them into the BCC field of your email client.

[dinobgavar@gmail.com](mailto:dinobgavar@gmail.com)

- This page will give you all the information regarding who and how they accessed your box.
- As you can see above the information provided also provides the email of the person who accessed your box.
- If you hit the “Notify all Agents” button, if you have Microsoft outlook it will open outlook and include all the emails of everyone who has accessed your box during the time period you selected.
- You can also alternatively copy the emails in the box highlighted below “Notify all Agents” and paste it into your preferred email system.
- This page is not only useful for finding the boxes history, but can be used as a good marketing tool as well.