



Creating a 1 Day Code

1. Login into the SentriLock website and click on Add 1 Day Codes.
2. You will see where it shows Lockbox as unassigned. Click Select and you can then choose which Lockbox you want to make the 1 day code for.

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.

3. Once you have selected the Lockbox, click save changes. You will be directed back to the Add 1 day codes screen.
4. Select that date(s) you want to have the 1 Day Code(s) for.

Date Valid: 5/11/2011 To: 5/11/2011

5. Click Generate Codes.

Generate Codes In printable format Reset Cancel

Signifies required fields

6. The screen will then display the nine different 1 day codes you can give out.
7. Type in the name of the person you want to give the code to in the "assign to" box.



EDIT 1 DAY CODES			
1 Day Codes			
Agent	99, Agent		
Lockbox	00681687		
Date Valid	5/11/2011		
Codes			
Code 1	1276036	Assigned To	Send feedback request? <input type="radio"/> Yes <input checked="" type="radio"/> No Name: <input type="text"/> <input type="button" value="Assign"/>
Code 2	2619125	Assigned To	Send feedback request? <input type="radio"/> Yes <input checked="" type="radio"/> No Name: <input type="text"/> <input type="button" value="Assign"/>
Code 3	3255747	Assigned To	Send feedback request? <input type="radio"/> Yes <input checked="" type="radio"/> No Name: <input type="text"/> <input type="button" value="Assign"/>

8. The one day code will work for only the day that it is valid for.