

SENTRILOCK INTEGRATION FOR AGENTS

To ensure your lockbox integration is complete, have your broker go to www.sentrilock.com and complete the 'Indemnification Agreement' to enable your office for Sentrilock integration with ShowingTime.

Getting Started

ShowingTime
appointment center

Search for a Listing

Search: [Search](#) [Advanced Search](#)

Found 2 results in 1490ms. [Mass Add Notes To My Listings](#)

Search Archived Listings: ☐ [Listings Needing Complete Showing Instructions](#)

MLS Code	MLS Number	Listing Agents	Owners	Address	City	Zip	Subdivision	MLS Status	In-House Status	Listing Price
ShowingTime Demo MLS	1230000	Alison Townsend (2003013430)	Jane Smith	130 Lakehurst Dr.	Cleveland	44108		ACTIVE		\$2,650,000
ShowingTime Demo MLS	4586442	Alison Townsend (2003013430)	John Doe	4540 Mastadon Dr.	Cleveland	44108		ACTIVE		\$875,000

Step 1

Once logged into ShowingTime, click the **My Listings** tab, then **My Listings** in the drop down

Step 2

Select the listing you would like to add Sentrilock integration to

Save Changes to Listing? [Save Changes](#) [Undo Changes](#)

Access Information

Lockbox & Access Details:

How can the agent access the home?: **Sentrilock**

Lockbox Serial #: 12345

Lockbox Location: Front Door

Manage Key Sets:

Are keys available at a remote location for the agent to pickup to access the home?: ☐ Yes ☒ No

Alarm Details:

Would you like to provide alarm details to the agent for accessing the home?: ☐ Yes ☒ No

Step 3

Navigate to the 'Access Information' section of the listing's worksheet and under 'Lock & Access Details' select **Sentrilock** in the drop down

Step 4

Enter the **Lockbox Serial #** and **Lockbox Location**

Step 5

Click **Save Changes**

Listing Activity Details				
Activity Type	Activity Date	Showing Agent	Notes	Feedback
	09/24/2014 7:05 PM	Roy Luo ABC Realty		
	07/29/2014 6:00 PM - 7:30 PM Lockbox accessed at: 07/29/2014 5:27 PM	Ron Swanson ABC Realty (123) 123-1233 rschwanson@abcrealty.com	This is the 1st Showing.	Received on 07/29/2014 at 9:31 PM
	03/31/2014 8:00 PM			

Once this has been set up, you will begin to see Sentrilock lockbox access activity within the Listing Activity Report.