

# SENTRILOCK INTEGRATION FOR AGENTS

To ensure your lockbox integration is complete, have your broker go to [www.sentrilock.com](http://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
Lockbox Access 	09/24/2014 7:05 PM	Roy Luo ABC Realty		
Past Showing (details) 	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 <a href="mailto:rschwanson@abcrealty.com">rschwanson@abcrealty.com</a>	This is the 1st Showing.	Received on 07/29/2014 at 9:31 PM (details)
New Listing	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.