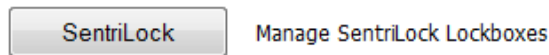


How to assign a lockbox to a listing in REsearch?

First make sure you have a lockbox registered to you, an active SentiCard, and an active Hawaii Information MLS account (with agent entry privileges).


Now log into REsearch. (www.HawaiiInformation.com)

Once logged in go to 'Listings Menu' and then click on the SentiLock button.



This will open up the SentiLock screen.

SentiLock Lockbox Management



Box Number	Assigned To	Reassign	Access
790992	987456		
791006	not assigned		
791007	654321		

Welcome to SentiLock Lockbox Management

1. Please manage your lockboxes via the options to the left.
2. Hawaii Information Service is pleased to be able to provide lockbox management capabilities within REsearch. Specific functions are determined by the lockbox provider, but we aim to provide the most extensive integration possible with each system.
3. For more information on how to use your lockboxes, please consult the device manual or check out the SentiLock "Tips and Tools" page <http://www.sentrilock.com/tipsandtools/> on its website. For assistance, contact SentiLock technical support <http://www.sentrilock.com/contactSupport/> at 1-877-SENTRILOCK (1-877-736-8745) between the hours of 8:00AM and Midnight EST.
4. Lockbox systems are managed by your primary Realtor board. Please contact your primary Realtor board with questions about your lockbox accounts or service.
5. For assistance with REsearch, please contact HIS customer support by calling (808) 599-4224 or (800) 628-3121 and selecting option #1.
6. For more information about lockboxes please visit <http://www.hawaiiinformation.com/lockbox>

This is where you manage which listings your lockboxes are attached to.

****Note: If you do not see your lockbox here, it may not be registered to your account (possibly under your broker instead). Please contact Board for help. ****

In order to assign a lockbox to your listings, find your lock box in the list and click the “Reassign” icon. (🗑️) This will open up the ability to assign that lockbox on the right hand side of the screen.

Assign Lockbox 790992

Enter MLS#: **Find It**

Assign Lockbox

Simply type in your MLS # (or find it using the green button) and then click the ‘Assign Lockbox’ button to finish.

Want to see who accessed your lockbox?

Easy – Click the ‘Access’ icon (🕒) which will open up a screen on the right to show you all the times that lockbox was accessed and by whom.

SENTRILOCK, LLC LOCKBOX ACCESS LOG - SN: 791007	
Accessed On	Accessed by
Monday, Mar 12 2012 - 2:50 am (HT)	SentryLock WHAR API - SentryLock API 808-748-8762 preston@useresearch.com

Print

To print this click the “Print Button”