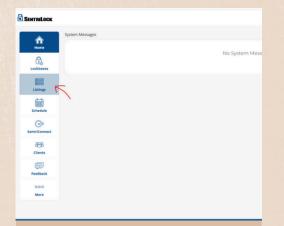
## How to Add ADDITIONAL SKSS NOTIFICATION RECIPIENTS



Log in to the Sentrilock account of the listing agent and click "Listings".

Schedulin	g Information	Lis	sting Agent(s)	Hide Details /
Appointme		4	, game,	
Advanced	Notice: None	- '		
	Add Co	o-Listing Agent	Add Client	Add Office Staff
		Notify of Con	firmed/Canceled	Appts.
mail	Message Center	Text	Email	Message Center
		•		0
		*All Nosifie	cations will be availabl	e in Message Center
			Sav	e Discard

Choose what type of contact you'd like to add.

Lockboxes	MLS#	Address
Listings	251064 Pending	227 Virginia Street Carchage, MO 64836
Schedule Co	253157 Pending	330 Sadie Lane Webb Crg, MO 64870
SentriConnect 896 Clients	253493 Active	3701 College View Onive Jopin, MO 64801
Feedback	251337 Withdrawn	3701 College View Onive Joplin, MO 64801
000 More	251488 Active	523 N Ball Sever: Webb Cny, MO 64870
	251993 Pending	693 Cedar Ridge Drive Neosho, MO 64850
	250061 Facility	920 W A Street. Jopsin, MO 64801

Choose the listing you want to change. Click on it.

Add Co-Listing	g Agent
Search Agents	
Q Search Agents	Clear

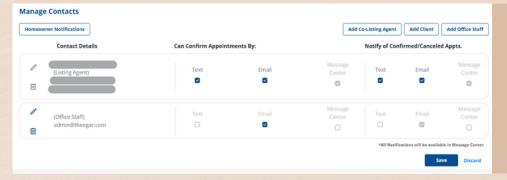
Co-list or client? Search and select them.

Home		Listing Information	Property Acces
A	ESS . IN THE	Status: Active MLS#: 251488	Lockbox SN: Un Access Code: Vi
Lockboxes	STATES OF THE PARTY OF THE PART	Price: \$143,500	SentriConnect:
Locations	-	4 bds   2 ba   1717 Sq. Ft.	Schedule Link:
Listings	Q RPR Reports © Dashboard ©	Appointment Settings	
4.4	-	representative settings	
(BBB)	Appointment Settings	Allow Overlapping Appointments	
Schedule	Instructions		
0	Contacts	Allow Scheduling Links	
striConnect	Feedback Form	When toggled OFF, all scheduling links for this listing is	ill be disabled.
000	Appointment History	Temporarily Hold All Showing Requests	
896 Clients	Send Notification	When toggled ON, this listing will not be available for a	ny future appointment requests t
_	Reports	Use Auto Confirm Showing Acceptance	
(gg)	Add-Ons	Add Auto Confirm Rule	
Feedback			
000		Appointment Restrictions	
More			

Click on "Contacts".

Schedule Link: Copy Link	
Add Of	fice Staff
Enter an email t	to add office staff.
Ex: pat@example.com	
	Add Cano

Staff? Add email address (doesn't have to be in Sentrilock system.)



New contact will be added to the list and can be notified and/or confirm appointments using settings.