



## Out-of-Area Agent Links

Allow an out-of-area agent to schedule an appointment without SentriKey® Showing Service.

### Scheduling Links for Out-of-Area Agents

Save time and streamline appointment setup with **Scheduling Links**. Listing agents can now generate a unique URL to allow an out-of-area showing agent to schedule an appointment without being a SentriKey® Showing Service customer. The showing agent will enter basic contact information and receive a notification upon approval.

### Enable Out-of-Area Scheduling Links

The unique scheduling link feature can be enabled or disabled on the **My Listings** page, under **Appointment Settings**. Toggle this ability on and off via the **Allow Scheduling Links** toggle switch.

### Share a Scheduling Link

Unique scheduling links can be copied from the SentriLock website or SentriKey® Real Estate app, and pasted into email, text, or the MLS.

### Schedule a Showing with the Out-of-Area Link

Once shared, the out-of-area agent will click the link, enter the required basic information, and submit the request. Once submitted, the request will be sent to the listing agent via **Appointment Confirmation Request**. Acceptance of an appointment still depends on the listing agent settings in SentriKey® Showing Service for appointment approval. The showing agent will receive a notification once the request is improved, including appointment details.

### Providing Temporary Access for Out-of-Area Agents

Listing agents can allow a temporary access code to be automatically sent to an out-of-area agent with a confirmed appointment. This feature can be enabled or disabled on the **My Listings** page, under **Appointment Settings**, and selecting the preferred temporary access from the drop-down options. The code will be sent to the out-of-area agent one hour before their scheduled appointment.

