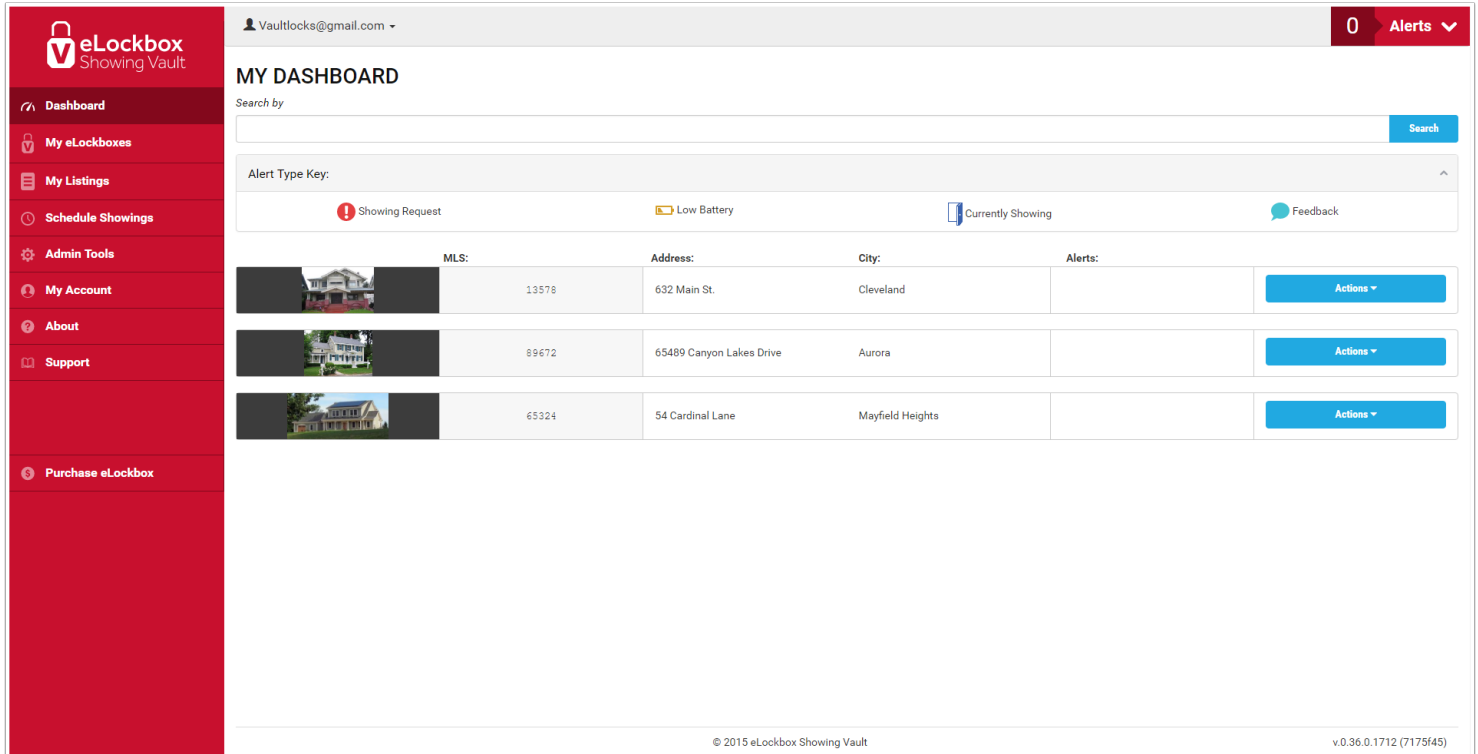





Section 3: Add a Lockbox

My Dashboard



The screenshot shows the 'My Dashboard' interface. On the left is a red sidebar with navigation links: Dashboard, My eLockboxes, My Listings, Schedule Showings, Admin Tools, My Account, About, Support, and Purchase eLockbox. The main content area has a header with the user email 'Vaultlocks@gmail.com' and an 'Alerts' button showing '0'. Below the header is a search bar and an 'Alert Type Key' section with icons for 'Showing Request', 'Low Battery', 'Currently Showing', and 'Feedback'. A table lists three lockbox entries with columns for image, MLS, Address, City, Alerts, and Actions.

	MLS:	Address:	City:	Alerts:	
	13578	632 Main St.	Cleveland		Actions ▾
	89672	65489 Canyon Lakes Drive	Aurora		Actions ▾
	65324	54 Cardinal Lane	Mayfield Heights		Actions ▾

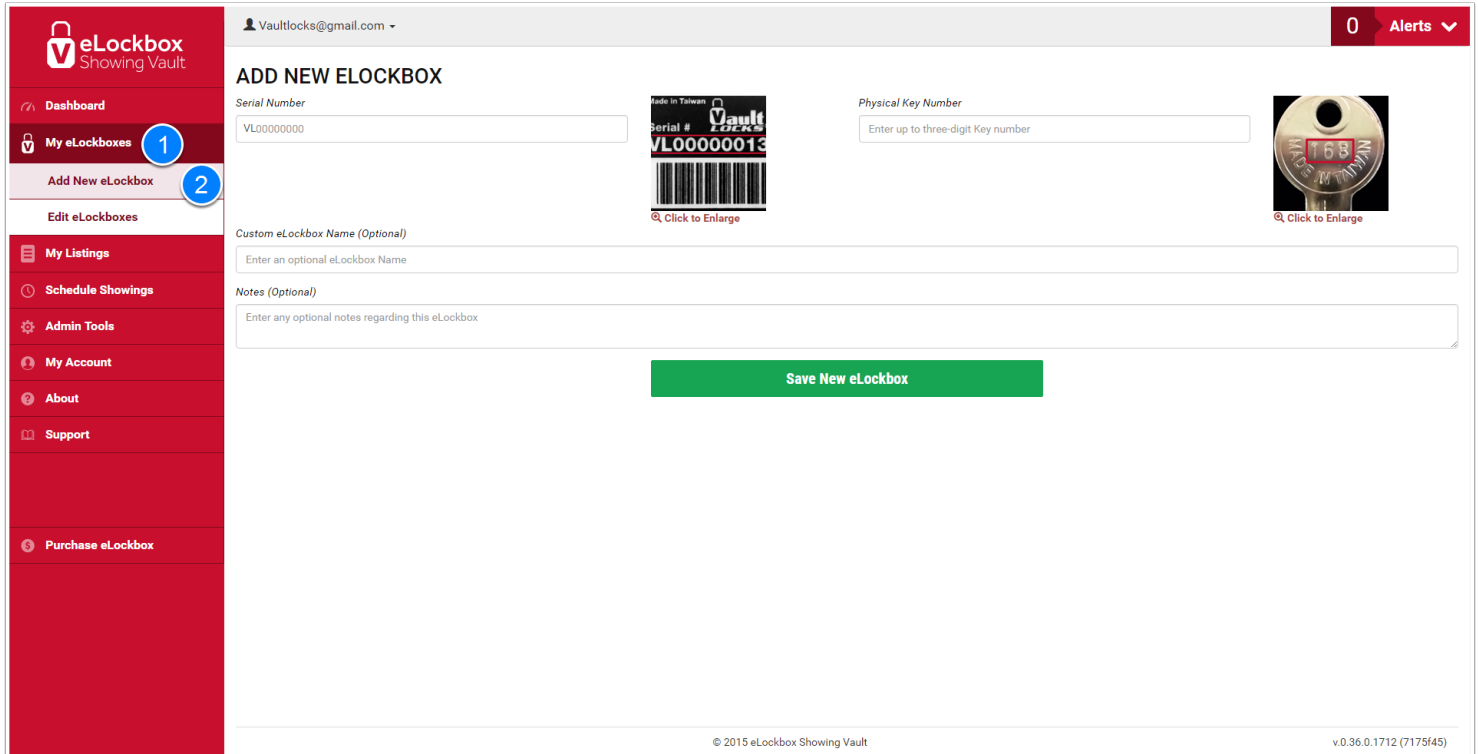
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Upon login, the system will take you to the Dashboard.

The Dashboard is the space where an agent can manage their day to day operations for their listings and lockboxes.

Add a New Lockbox

Add New Lockbox



ADD NEW ELOCKBOX

Serial Number
VL00000000

Physical Key Number
Enter up to three-digit Key number

Custom eLockbox Name (Optional)
Enter an optional eLockbox Name

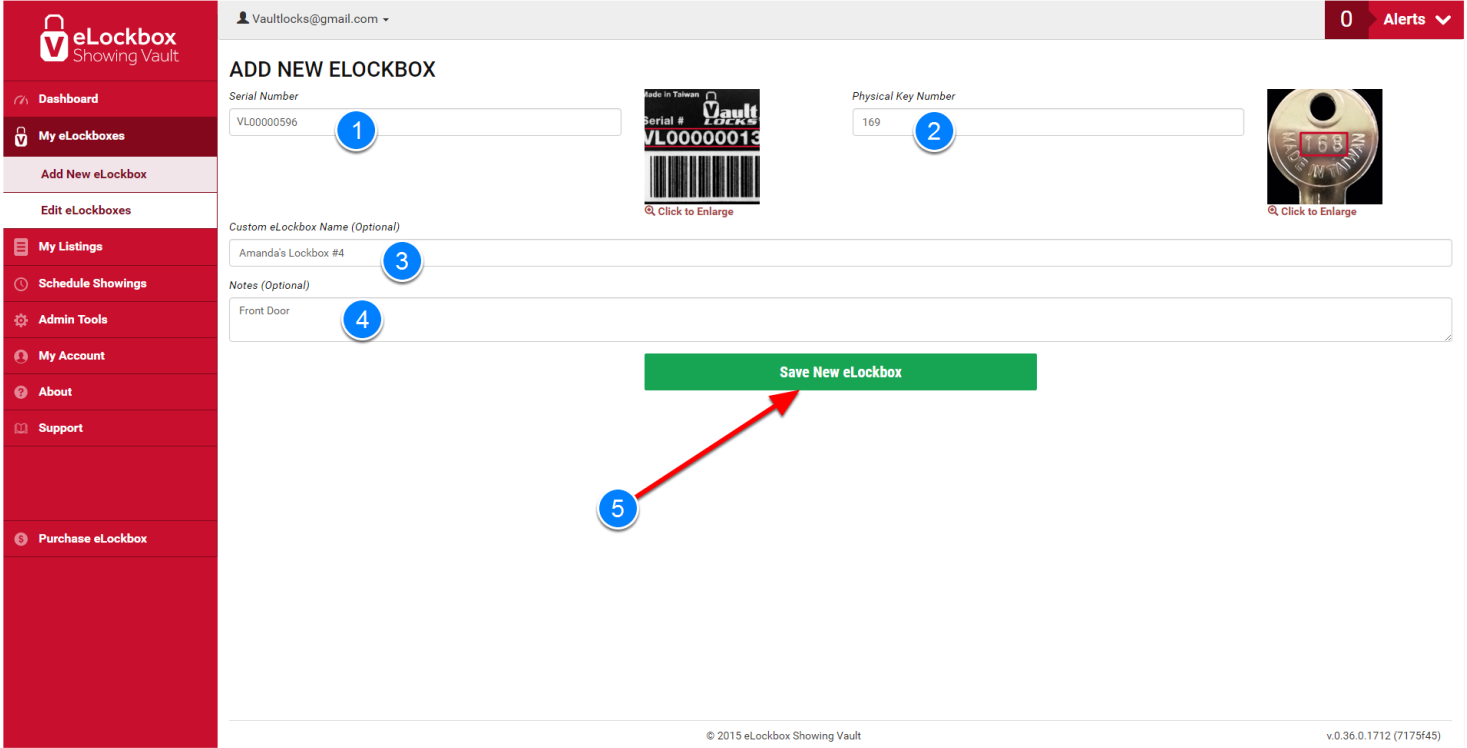
Notes (Optional)
Enter any optional notes regarding this eLockbox

Save New eLockbox

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1. Click **My eLockboxes**
2. Click **Add New Lockbox**

Enter New Lockbox Information



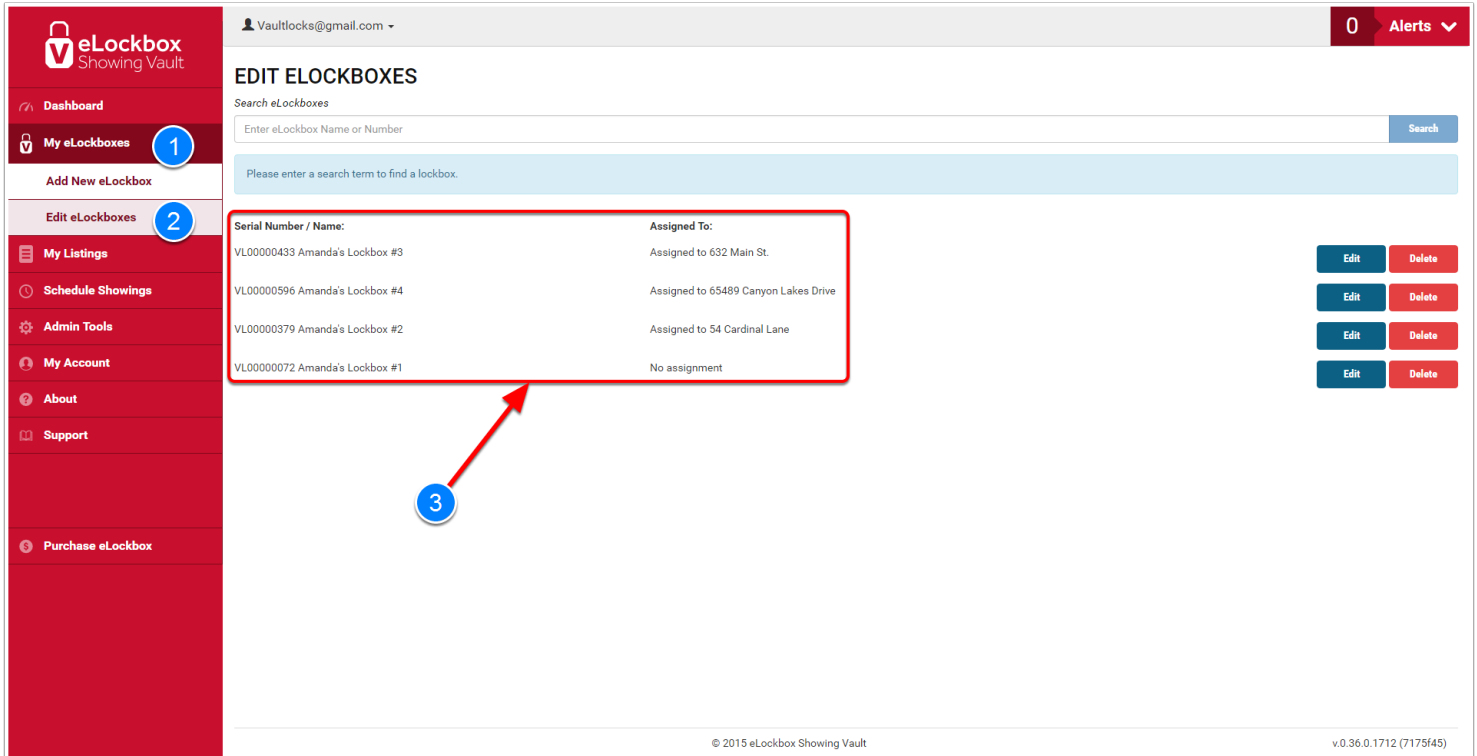
The screenshot shows the 'ADD NEW ELOCKBOX' form in the eLockbox Showing Vault interface. The form includes the following fields and elements:

- Serial Number:** Input field containing 'VL00000596' with callout 1. An adjacent image shows the serial number 'VL00000013' on a lockbox with callout 2.
- Physical Key Number:** Input field containing '169' with callout 2. An adjacent image shows the physical key number '169' on a key with callout 2.
- Custom eLockbox Name (Optional):** Input field containing 'Amanda's Lockbox #4' with callout 3.
- Notes (Optional):** Input field containing 'Front Door' with callout 4.
- Save New eLockbox:** A green button with callout 5 and a red arrow pointing to it.

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1. Enter serial number of the new lockbox - the adjacent picture displays the location of the serial number.
2. Enter the physical key number, for future reference - the adjacent picture displays the location of the physical key number.
3. Enter a Custom Lockbox name (optional).
4. Enter any notes for the lockbox (optional).
5. Click **Save New Lockbox**

Edit Lockboxes



The screenshot shows the 'EDIT ELOCKBOXES' page in the eLockbox Showing Vault interface. The page includes a search bar and a table of lockboxes. A red box highlights the table content, and a red arrow points to a blue circle with the number 3 below it.

Serial Number / Name:	Assigned To:
VL00000433 Amanda's Lockbox #3	Assigned to 632 Main St.
VL00000596 Amanda's Lockbox #4	Assigned to 65489 Canyon Lakes Drive
VL00000379 Amanda's Lockbox #2	Assigned to 54 Cardinal Lane
VL00000072 Amanda's Lockbox #1	No assignment

To view your Lockboxes:

1. Click **My eLockboxes**
2. Click **Edit Lockboxes**
3. Your lockboxes are displayed by serial number, name and property they are assigned to.