

Caregiver Codes & Time Windows

THE QUICK VERSION

- 1 Give each helper their own code, not a shared one.
- 2 Set the days and hours it works, with a little cushion.
- 3 Name the code by person or service.
- 4 Turn on notifications and check the history to confirm visits.
- 5 Delete a helper's code the day their job ends.
- 6 Call Bill at (330) 200-8042 to set it all up.

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Caregiver Codes & Time Windows for Your Smart Lock

Let the cleaner, the aide and Meals on Wheels in — only on the days and hours you choose.

————— **An Extended Guide · No. 1868 · SMART LOCKS** —————

Tech Made Simple. Service Made Personal.

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SUMMARY

The 60-Second Version

If an aide, a cleaner, a dog walker, or a meal delivery comes to your door on a schedule, a smart lock is a quiet blessing. You give each person their own numbered code, set the days and hours it works, and the lock takes care of the rest. No hidden key, no copies floating around.

- Give each helper a separate code, labeled with their name.
- Set the exact days and times their code works, and nothing more.
- Read the lock history to confirm each visit happened.
- Delete the code in seconds the day a helper moves on.

GOOD TO KNOW

This is different from sharing a code with family. These are codes for paid and scheduled helpers, built around time windows and a clear record of who came in.

It takes a few minutes per helper to set up, and then it runs itself. If you would like me to set it all up and show you the one screen you need, call me at (330) 200-8042.

1. Why caregiver codes are their own thing

Different from a family code.

Sharing a code with your daughter is one thing. Setting up access for a paid aide, a weekly cleaner, a Meals on Wheels driver, or a dog walker is another thing entirely, and it deserves its own approach. These are people you trust for a specific job at a specific time, not family who come and go as they please.

- Helpers usually come on a schedule, so their code should only work during that window.
- You often have several helpers, so each needs a separate, labeled code.
- Helpers change over time, so you want to add and remove codes easily.
- You may want a record of exactly when each one arrived and left.

GOOD TO KNOW

The goal is simple: the right helper gets in at the right time, you can confirm the visit happened, and when someone leaves the job, their access ends cleanly the same day.

This matters most for families managing care for an older parent from a distance. A son in Columbus can set up and watch access for his mother's door in Atwater without driving out for every change. That peace of mind is often the real reason people call me about a smart

lock.

In this guide I will walk through every kind of helper code, how to read the record of visits, and how to keep it all private and tidy. I have set these up for many Portage County families, and the pattern is always the same once you see it.

2. The idea of a time window

A code that only works when it should.

The heart of a good helper setup is the time window. Instead of a code that works any hour of any day, you set a code that only works during the hours a helper is actually supposed to be there. Outside that window, the same code simply does nothing.

- A weekday aide might have a code that only works Monday through Friday, nine to eleven in the morning.
- A cleaner might have a code that only works Thursday afternoons.
- A one-time visitor might have a code that works once, then expires.
- Outside the set window, the code is dead and the door stays locked.

TIP

Set the window a little wider than the exact appointment, so a helper who runs a few minutes early or late is not left standing on the porch. A half hour of cushion on each side usually does it.

Time windows are what make a smart lock so much safer than a hidden key. A key under the mat works at three in the morning for anyone who finds it. A windowed code only works when you meant it to, for the one person you gave it to.

Not every lock and app handles windows the same way, and I will cover which apps do this well. But the idea is universal: match the code's hours to the helper's real schedule, and you have given exactly the access needed and not a minute more.

3. One-time, recurring, and date-range codes

Three kinds of scheduled access.

Scheduled codes come in three flavors, and knowing which to use for each helper makes setup quick. Most good apps offer all three, though the names vary a little by brand.

- One-time code: works for a single visit, then expires on its own. Perfect for a one-off delivery or a repair person.
- Recurring code: works on set days and times that repeat every week, like a Tuesday and Thursday aide.
- Date-range or temporary code: works every day but only between two dates, like a house sitter for the week you travel.

GOOD TO KNOW

In the Schlage Home app, for example, you can set a Recurring schedule for specific days and times, and the Encode models also offer a Temporary schedule for a date range. One code can even hold more than one schedule.

Picking the right type is mostly common sense. A regular helper gets a recurring code. Someone coming once gets a one-time code. Someone covering a stretch of days gets a date-range code. You rarely need to overthink it.

The beauty is that once you set the type, the lock enforces it for you. You do not have to remember to turn a code on and off. The one-time code expires itself, the recurring code sleeps between its days, and the date-range code ends when the dates run out.

4. Setting up a recurring weekday code

The most common helper setup.

The recurring code is the workhorse of caregiver access, so let me walk through it plainly. The exact taps vary by app, but the shape is the same everywhere. I will use the Schlage Home app as the example since it handles this especially well.

- 1 Open your lock's app and go to the access codes or users section.
- 2 Choose to add a new code and type the numbers you want that helper to use.
- 3 Give the code a plain-English name, like the helper's first name and role.
- 4 Choose the Recurring or scheduled option.
- 5 Pick the days of the week and the start and end times the code should work.
- 6 Save it, then test the code at the door during its window.

TIP

Give each helper a code you did not give anyone else. Separate codes are what let you see who came in and remove one person without disturbing the others.

Once saved, that code will only let the helper in on those days and hours. Monday through Friday mornings, say, and nothing on the weekend. You never touch it again unless the

schedule changes.

If your lock is an Encode model, you can also layer on a second schedule inside the same code, handy when a helper has different hours on different days. For most people, one simple weekly window is all it takes.

5. A one-time code for a single visit

For the delivery or the one-off repair.

Sometimes you just need to let one person in one time. A furniture delivery, a plumber, a relative dropping off a casserole while you are at an appointment. For these, a one-time code is perfect. It works once, then it is gone, so there is nothing to remember to cancel.

- 1 In the app, add a new code and choose the one-time or single-use option if your lock offers it.
- 2 If there is no true one-time option, set a short date-range or recurring window covering just that visit.
- 3 Name it clearly, like Plumber Tuesday.
- 4 Share the numbers with the person by phone or text when it is time.
- 5 After the visit, confirm in the history that they came, and delete the code if it did not expire on its own.

WATCH OUT

Not every lock has a true single-use code. If yours does not, use a tight date-range instead and delete it afterward so it cannot be reused.

This is far safer than leaving a key under the mat or with a neighbor for a one-time visit. The code only works in the window you set, and you can watch the history to confirm the person actually came and went when they said they would.

For folks who get a lot of deliveries, a one-time code also saves you from being home. You hand out the code from your phone, the delivery happens, and the lock records it, all while you are out running errands in Kent or Ravenna.

6. Labeling every code by name

So you always know whose is whose.

This small habit makes everything else work. When you create a code, give it a clear name in the app, not just a number. Then when you read the history or manage access, you see people, not a confusing list of digits.

- Name a code with the person and their role, like Carol Aide or Mike Dog Walker.
- Avoid vague labels like Code 3 that mean nothing six months later.
- If a service sends different people, name it by the service, like Cleaning Service.
- Keep the names short so they fit neatly on the app screen.

TIP

If several people come from one agency and you cannot give each their own code, name the single code after the agency and lean on the arrival times in the history to tell visits apart.

The payoff shows up when you read the lock history. Instead of seeing that code 4-7-2-9 opened the door at ten in the morning, you see that Carol Aide opened the door at ten. That is the difference between a record you can actually use and a pile of numbers you ignore.

Labels also make cleanup painless. When Carol moves to a new job, you open the app, find Carol Aide in the list, and delete it. No guessing which number was hers, no risk of removing the wrong person's access.

7. Reading the history to confirm visits

Proof that the helper came.

One of the quietest, most valuable features of a smart lock is the history, sometimes called the activity log. Every time the door locks or unlocks, the lock writes down when it happened and which code was used. For families managing care, this is gold.

- Open the app and find the history, activity, or lock log section.
- You will see a list of entries with the time and the name of the code used.
- You can confirm the aide arrived at nine and left at eleven, as scheduled.
- You can spot a missed visit, like a meal delivery that never came.

GOOD TO KNOW

The history is available on locks like the Schlage Sense and Encode and in the Yale Access and Eufy apps. It is the record that turns a smart lock into real peace of mind for a far-away family member.

For a son or daughter watching over a parent's home from a distance, this log answers the question that keeps them up at night: did the helper actually show up today. A glance at the app from anywhere gives the answer, with the time stamped plainly.

It also settles small disputes gently. If a service claims a visit happened and you are not sure, the history shows whether their code opened the door that day. No arguments, just the record. I show every family how to read this on install day.

8. Which apps handle scheduled codes well

Not all the same, but all capable.

If scheduled helper codes are the reason you want a smart lock, it pays to know which apps do this well. The good news is that the major brands all handle it. The differences are in how many codes they hold and how the scheduling screen looks.

- Schlage Home: strong recurring and temporary schedules, named codes, and a clear history. A favorite of mine for this.
- Yale Access, shared with August: easy guest codes, scheduling, and a tidy activity feed.
- Eufy: its own app handles codes and schedules, with a few more menus to learn.
- Most hold plenty of codes, from dozens up to a couple hundred depending on the model.

GOOD TO KNOW

Schlage's Encode line, for instance, holds a large number of codes, which matters if you juggle many helpers. Even a smaller capacity is more than most homes ever use.

If I had to name the easiest app for a family new to this, I lean toward Schlage Home for its clean scheduling and clear history. Yale Access is close behind and is what you use if you went with a Yale or an August lock.

Whichever you have, the features you need are the same three: a scheduled code, a name for it, and a history to confirm visits. Every app in this list does all three. I will set up whichever lock you own and show you its particular screens.

9. A code for a home health aide

The daily or weekday helper.

A home health aide is the most common helper code I set up, and it is a textbook case for a recurring schedule. The aide comes on set days at set times, so the code should work then and only then.

- 1 Add a new code with the aide's own numbers.
- 2 Name it with the aide's first name and the word Aide.
- 3 Set it Recurring on the weekdays they come, with a window around their visit hours.
- 4 Add a little cushion before and after, so an early or late arrival is not locked out.
- 5 Turn on an arrival notification so you know the moment they are in, if you like.

TIP

If the aide agency rotates staff, you have two choices: a shared code named for the agency, or a fresh code each time they tell you who is coming. For most families the agency code plus the history is simplest.

This setup means the aide lets themselves in during their shift without you getting up to answer the door, which matters a great deal if the person being cared for has trouble moving. The door stays locked and safe the rest of the time.

And when the aide's assignment ends, you delete that one code and the access is gone. No collecting a key, no re-keying the door, no wondering whether a copy is still out there. That clean ending is the whole point.

10. A code for a cleaner or housekeeper

The weekly or every-other-week visit.

A cleaner usually comes once a week or every other week, often while you are out. That makes them a perfect fit for a recurring code with a window around their usual arrival. You never have to be home to let them in, and you can confirm from your phone that they came.

- Set a recurring code for the cleaning day, with a window covering the whole visit, not just the start.
- Name it Cleaner or the service's name so the history reads clearly.
- Make the window generous, since cleaning can run long.
- Check the history afterward to confirm the visit and its length.

WATCH OUT

Give the cleaner a code that is different from your aide's and your family's. If you ever part ways with a service, you want to remove their access alone, without changing everyone else's codes.

If a cleaning service sends a different person each time, name the code for the service rather than a person. The history will still show you the arrival and departure times, which is usually all you need to confirm the job was done.

Should you switch services, the cleanup is a ten-second job: find the old code in the app, delete it, and add a new one for the new service. Compare that to changing a lock or chasing down a returned key, and you see why families love this.

11. A code for Meals on Wheels and deliveries

When the drop-off is scheduled.

Meal delivery programs and scheduled grocery drop-offs can benefit from a code too, though here you want to think carefully about how much access to give. Often a delivery just needs to reach a porch or an entry, and a tight window is plenty.

- If a meal program delivers on set days, a recurring code with a short window around the delivery time works well.
- Keep the window narrow, since a delivery is quick.
- Name it Meals or the program name in the history.
- Check the log to confirm the meal actually arrived, which matters for a parent who depends on it.

WATCH OUT

Confirm with the program whether their drivers will use a code at all. Some leave meals at the door and never need to come in, in which case no code is needed.

For a family watching over an older parent, the delivery log is reassuring in a specific way. If the meal shows as delivered at noon on the days it should, you know your parent is being looked after even when you cannot be there yourself.

If a program sends many different drivers and will not use a personal code, a shared code named for the program, used only in a tight daily window, keeps things both workable and safe. As always, the history fills in who came and when.

12. A code for a dog walker or pet sitter

Midday access while you are out.

A dog walker or pet sitter often comes in the middle of the day while you are at work or away, which is exactly when a key under the mat feels riskiest. A scheduled code solves it cleanly and lets you confirm your pet was cared for.

- Set a recurring code for the days and the midday window the walker comes.
- For a pet sitter covering a trip, use a date-range code that works only while you are away.
- Name it with the person's name and role so the history is clear.
- Turn on a notification to know when they arrive, if you want that reassurance.

GOOD TO KNOW

A date-range code is ideal for a sitter watching your pets during a vacation. It works every day only between the dates you set, and then it ends itself when you return.

The history is a comfort here too. On a day you are away, a glance at the app shows that the sitter came at the usual hour and spent time inside, so you know your dog got its walk. That small confirmation is worth a lot when you are far from home.

And when the pet-sitting stretch ends, the date-range code expires on its own. There is nothing to remember to turn off, no key to collect, no lingering access to worry about.

13. Deleting a code when someone leaves

Clean endings, every time.

This is the feature that, more than any other, makes a smart lock safer than a key for helpers. When a person stops working for you, you remove their access in seconds, with no awkward conversation about returning a key and no doubt about copies.

- 1 Open the app and go to the list of codes or users.
- 2 Find the departing helper by their labeled name.
- 3 Choose to delete or remove that code.
- 4 Confirm, and the code stops working immediately.
- 5 If you like, glance at the history one last time to see their final visit.

TIP

Make deleting a code part of your routine the day a helper's job ends, not a week later. It takes ten seconds and closes the door, literally, on any lingering access.

Compare this to a traditional key. If an aide quits, you are left wondering whether they made a copy, and the only sure fix is re-keying the lock, which means calling a locksmith and paying for it. With a code, you just delete it and you are done.

This is also why separate, labeled codes matter so much. Because each helper had their own, removing one does not disturb anyone else. Your family, your other helpers, and your own code all keep working exactly as before.

14. Knowing the moment someone arrives

Notifications on your phone.

Beyond the history you can look up later, most locks can send a notification to your phone the instant a code is used. For a family caring for a parent at a distance, this turns the lock into a gentle, respectful check-in that needs no camera and no fuss.

- Turn on notifications in the app for the codes you care about.
- You get a message the moment a helper's code opens the door.
- You can also be told if the door is left unlocked too long.
- You choose which codes notify you, so you are not pinged for your own comings and goings.

GOOD TO KNOW

Notifications are a quieter, more dignified way to keep an eye on things than a camera. You learn that the aide arrived on time without watching anyone or recording them.

A common setup is a daughter who gets a soft notification each weekday morning when the aide's code opens her mother's door. If it does not come by a certain time, she knows to make a call and check in. No hovering, just a safety net.

You can tune these to avoid being overwhelmed. Turn them on only for the helpers that matter and leave them off for your own code and your close family, so the phone stays quiet except when it should speak up.

15. Keeping codes private and safe

A few simple rules.

A code is only as safe as how you handle it. A few plain habits keep your helper codes private and your home secure, and none of them are complicated.

- Give each helper a different code, never a shared one, so you can track and remove them individually.
- Avoid obvious numbers like the house number, a birth year, or anything on your mail.
- Share a new code privately, by a phone call or text, not on a sticky note by the door.
- Change a helper's code if you ever suspect it has been shared beyond them.
- Wipe the keypad now and then so worn numbers do not hint at a code.

WATCH OUT

Never tape a code to the door or leave it on the porch. The whole safety of the system comes from the code staying with the one person you gave it to.

If your lock offers it, you can also turn on a feature that lets you type a few random extra digits before your real code. That way anyone watching cannot tell which numbers are the actual code, even if they see you enter it.

These habits take almost no effort and they keep the system honest. The point of helper codes is control, and that control only holds if each code stays private to the person it belongs to.

16. A simple routine for managing codes

Keep it tidy without thinking hard.

Once you have a few helper codes, a light routine keeps everything tidy so the system stays useful rather than becoming a jumble. This is the gentle discipline I teach every family I set up.

- 1 When a new helper starts, add their code the same day, named and scheduled.
- 2 When a helper leaves, delete their code the same day.
- 3 Once a month, open the code list and make sure every name still belongs there.
- 4 Glance at the history weekly to confirm the visits you expect are happening.
- 5 Keep a short written list of who has a code, in a safe spot, not on the door.

TIP

The monthly review is the secret. Five minutes once a month catches the stray code nobody deleted and keeps your list matching real life.

This routine also makes the lock a better record. When the code list is clean and current, the history reads clearly, because every name on it means something. A messy list with old codes nobody remembers is where confusion creeps in.

If keeping up with it feels like a chore, this is exactly the kind of thing my Support Plan covers. I check in, tidy the codes, and confirm the history is doing its job, so you do not have to carry it in your head.

17. When a scheduled code gives trouble

The usual fixes.

Now and then a scheduled code does not behave, and it is almost always one of a few simple things. Before you worry, run through this short list, which solves the great majority of cases.

- A helper says the code does not work: check the clock. If they are outside the set window, even by minutes, the code will not open.
- The lock's clock is off: if the time zone or clock drifted, schedules fire at the wrong hour. Re-check it in the app.
- The code never saved: open the app and confirm the code is really in the list and active.
- The lock is offline: a dropped Wi-Fi signal can delay new codes reaching the lock. Give it a moment or check the signal.

TIP

If a brand-new code will not work right away, make sure your phone and the lock are both online so the schedule has actually reached the lock. A weak signal at the door is the usual culprit.

The window mix-up is far and away the most common. A helper tries the code a half hour before their window opens, it does nothing, and everyone assumes the code is broken. Widen the window a little and the problem disappears.

If you have checked all of this and a code still misbehaves, that is a quick one for me. Often I can sort it on a forty-nine-dollar remote screen-share without even coming out, right there in the app with you.

18. Managing the door from another town

Watch over a parent's door from anywhere.

A great many of the families who call me are not in Portage County at all. A son in Columbus or a daughter in Cleveland is helping an older parent whose door is here in Atwater or Ravenna. The quiet gift of a smart lock is that nearly everything can be managed from that distance.

- From the app on your own phone, far away, you can add or remove a helper's code.
- You can read the history to confirm the aide came today, from any city.
- You can get a notification the moment a code opens the door.
- You can lock the door remotely if a neighbor reports it was left open.

GOOD TO KNOW

For this to work from a distance, the lock needs a steady Wi-Fi connection at the door. That is the one piece worth getting right on install day, because it is what lets you reach the lock from anywhere.

This changes the whole picture for far-away care. Instead of driving two hours to hand a new aide a key, you add a code from your kitchen in another town, and it works the next morning. Instead of wondering whether the cleaner came, you glance at the app over your lunch break.

I often set this up as a shared arrangement: the parent has their own simple code at the door, and the adult child holds the app on their phone to manage the helpers and watch the history. The parent is not burdened with the technology, and the child gets the peace of mind.

If you are managing care from out of town, this is exactly the kind of setup I can arrange on a single visit, and then support by phone or screen-share for whoever holds the app. Distance stops being the obstacle it used to be.

19. Giving family members their own app access

Shared control, done carefully.

Often more than one family member wants to help manage a parent's door, and the apps allow for that. You can invite another person to the lock so they too can add codes, read the history, and get notifications, each from their own phone.

- Most apps let you invite another person by their email to share the lock.
- Some apps offer levels, so one person is a full admin and another can only open the door.
- Each shared person uses their own account and password, not yours.
- You can remove a person's access later if they no longer help with care.

WATCH OUT

Share full admin access only with the family you truly trust to manage the door, because an admin can see the whole history and add or delete any code. Give lesser access to anyone who only needs to open the door now and then.

A common and sensible setup is two adult children sharing admin duties for a parent's lock, so if one is traveling the other can still add a code or check in. A third relative who just visits might get the lower level that only opens the door.

Be thoughtful and open about this within the family. The history shows who did what, so sharing access works best when everyone knows who holds it and why. It is a tool for teamwork, not for watching one another.

When I set up a parent's door, I will walk the whole family through who should hold what access and get everyone invited on their own phones before I leave. That way the care is shared from the start and no single person is the lone keeper of the keys.

20. Access for emergencies and first responders

Getting help in when it matters.

For a household with an older or less mobile person, a real question is how emergency help gets in if the door is locked and no one can answer it. A smart lock actually makes this easier to plan, not harder.

- Keep a code or a key with a trusted neighbor who lives close by, for the fast first response.

- Consider a small lockbox holding a key or the backup code, mounted where only the right people know it.
- Many communities offer a lockbox program that lets paramedics reach a key; ask your local fire department.
- Make sure at least one person nearby can open the door without you.

WATCH OUT

Do not leave a key or a written code on the porch, under the mat, or taped anywhere outside. The point of a lockbox is that it is locked, with its own combination known only to the people who should have it.

A smart lock adds a gentle option a plain lock cannot: you or a far-away family member can unlock the door remotely from the app if someone trusted is standing there and needs in during an emergency. That can save precious minutes while help is on the way.

I also like a dedicated code for a close neighbor who has agreed to be the emergency contact. It is named clearly in the app, it works any time, and the history shows if it was ever used, so the arrangement stays honest and clear.

Think this through before you ever need it, not during a crisis. A few minutes of planning, a trusted neighbor, and a known backup mean that when something goes wrong, getting help through the door is the one thing you do not have to worry about.

21. What the history can and cannot tell you

An honest look at the record.

The lock history is one of the best reasons to put a smart lock on a parent's door, but I want to be honest about what it does and does not show, so you read it correctly and do not expect more than it can give.

- It shows when the door was opened or locked and which code was used.
- It shows that the aide's code opened the door at nine, so you know they arrived.
- It does not show what happened inside, who else came with them, or whether the work was done well.
- It cannot tell you a person left if they went out a different door the lock does not watch.

GOOD TO KNOW

The history confirms a visit happened; it does not supervise the visit. It answers did they come and roughly when, which for most families is exactly the reassurance they were after.

This honesty matters because some families expect the log to prove more than it can. If an aide enters by the front and leaves by the back, the front-door lock only logs the arrival. If two people come and only one code is used, the log shows one entry. Read it as a record of the door, not of the whole visit.

Used for what it is, though, the history is genuinely powerful. Day after day it quietly answers the question that worries a far-away family: did the help that was supposed to come actually show up. A glance gives the answer, time-stamped and plain.

I show every family how to read their particular app's log on install day, and I point out these limits plainly, so you trust it for what it truly tells you and do not lean on it for what it cannot.

22. Doing this with dignity for a parent

Respect comes first.

When you set up codes and a history on a parent's door, there is a human side that matters as much as the technology. An older parent can feel watched or managed if this is handled clumsily, and a little care keeps it feeling like support instead of surveillance.

- Talk with your parent about the lock before you set it up, not after.
- Explain that the history is to confirm helpers came, not to track your parent's own movements.
- Let your parent keep their own simple code and their own way of coming and going.
- Turn off notifications for your parent's own code so no one is pinged for their comings and goings.

GOOD TO KNOW

A smart lock, set up kindly, actually protects a parent's independence. It lets them stay in their own home with helpers coming and going safely, rather than giving up that independence sooner.

The notifications I set for families are almost always tied to the helpers, not the parent. A daughter learns that the morning aide arrived, not every time her mother steps out to the garden. That distinction is the whole difference between a safety net and a leash.

It also helps to involve the parent in the choices. Let them pick their own code, show them how to read who came, and make it clear the tool is there to bring trusted help to the door, not to take away their control of their own home.

Handled this way, I have seen these locks bring real peace to a whole family: the parent keeps their dignity and their door, and the children sleep better knowing help arrives as it should. That balance is the goal every time.

23. Plain answers to common questions

Quick ones about helper codes.

Families ask me the same practical questions when they set up helper codes. Here are the short, honest answers.

- How many codes can I have: plenty, from dozens up to a couple hundred depending on the lock, far more than any home needs.
- Can two helpers share one code: they can, but give each their own so the history is clear and you can remove one without touching the others.
- What if a helper forgets the code: you can read it or reset it in the app in a moment, from anywhere.
- Does a scheduled code work if the internet is down: the code itself lives on the lock and keeps working; only adding a new one from away needs the connection.

TIP

When a new helper starts, add and test their code a day ahead if you can, during the hours it should work. That way any mix-up is sorted before they are standing at the door.

Another frequent question: can I give a code that works only once. Many locks offer a true one-time code that expires after a single use, perfect for a delivery or a one-off repair. If yours does not, a tight date-range code does the same job.

And the big one: is this really safer than a key. Yes, clearly. You can see when each helper came, give each their own access, and remove any of them in seconds with no locksmith and no wondering about copies. A key gives you none of that.

If your own question is not covered here or in the chapters above, just ask me. Call or text (330) 200-8042, and I will give you a plain answer for your particular door and your particular helpers.

24. When to Call Bill

Set up, explained, and kept tidy.

You can set up helper codes yourself, and the apps make it reasonably friendly. Where I help is getting it right the first time: the schedules sensible, the names clear, the history and notifications turned on, and the whole thing explained so you and your family can manage it with confidence. I have been doing hands-on tech work for more than thirty years.

- Managing care for a parent from a distance: I set up codes, history, and notifications so you can watch over the door from anywhere.
- Several helpers to juggle: I get them named, scheduled, and tidy.
- A code acting up or a helper locked out of their window: often a quick remote fix.
- Want it all explained in plain words, on a simple card: I do that on every visit.

GOOD TO KNOW

My first visit is a flat ninety-nine dollars. A remote screen-share to fix or add a code is forty-nine dollars. My Support Plan is thirty-nine dollars a month, and it includes keeping your helper codes tidy and your history working all year.

I serve Atwater, Ravenna, Kent, Streetsboro, Aurora, Hudson, Stow, Mogadore, Tallmadge, and the rest of Portage County. Call or text me at (330) 200-8042, or email bill@billshometech.com. If I am on a job, my booking assistant Sophie can get you scheduled.

If I have helped you and your family breathe a little easier, a quick review means the world to a local one-man shop. You can leave one at g.page/r/CSFv0jbCfFINEAE/review. Thank you, and take care.

CHEAT SHEET

Everyday Cheat Sheet

The quick reference for managing helper codes. Keep it handy.

- Regular helper: recurring code, set days and hours.
- One-time visit: one-time or tight date-range code.
- Trip coverage: date-range code that works only while you are away.
- Each helper: their own code, named by person or service.
- Helper leaves: delete their code the same day.

1 Add the code and type the helper's numbers.

- 2 Name it clearly with person and role.
- 3 Set the recurring days and times, with a little cushion.
- 4 Turn on a notification if you want arrival alerts.
- 5 Check the history to confirm the visit happened.

TIP

Do a five-minute review of your code list once a month to catch anything out of date.

WORDS TO KNOW

Plain-English Word List

Access code — A number a helper types on the keypad to open the lock.

Recurring code — A code set to work on certain days and times that repeat every week.

One-time code — A code that works for a single visit and then expires by itself.

Date-range code — A code that works every day but only between a start and end date, good for trip coverage.

Time window — The hours during which a scheduled code will open the door; outside it, the code does nothing.

History — The in-app list showing when the door was opened or locked and which code was used; also called the activity log.

Notification — A message sent to your phone the moment a chosen code opens the door.

Label — The plain-English name you give a code, like Carol Aide, so the history is easy to read.

Schlage Home — Schlage's app, which handles recurring and temporary schedules and shows the lock history.

Yale Access — The app shared by Yale and August locks for codes, scheduling, and an activity feed.

Code capacity — How many separate codes a lock can hold, ranging from dozens to a couple hundred by model.

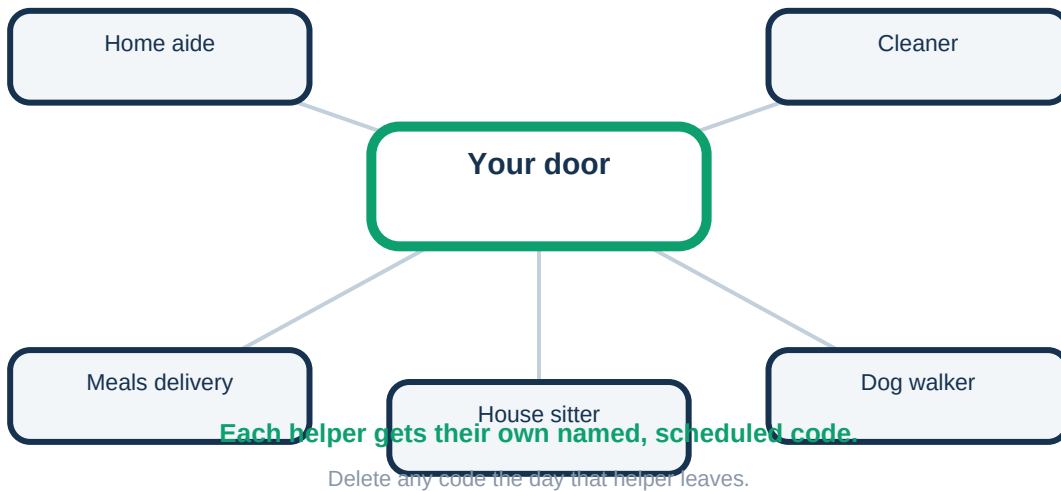
Auto-lock — A setting that relocks the door on its own after a helper leaves, so it is never left open.

AT A GLANCE

A Picture to Follow Along

Who gets a helper code

A separate, scheduled code for each



AT A GLANCE

A Second Look

Set up a helper code

Four steps in the app

**Name it and schedule it, then watch the history to confirm visits.**

Illustration — a schematic; details vary by device and setup.

BEFORE YOU GO

A Note From Bill

A quick note from Bill. I write these guides to make home tech a little less frustrating, and I do my best to keep every step accurate and up to date. Still, every home, device, and setup is a bit different, so I can't promise a guide will match yours exactly or fix your particular problem. These guides are for general information only — they're not professional, legal, or financial advice, and they don't replace your device's own manual or the manufacturer's instructions. Please go slow, use your own good judgment, and use everything here at your own risk. If a step involves electrical wiring, a gas appliance, a water heater, plumbing, or climbing a ladder — or if anything just doesn't feel safe — please stop and call a licensed professional (or give me a call at 330-200-8042). Bill's Home Tech and Bill Davis can't be responsible for any damage, data loss, or injury that results.



HOW I CAN HELP

Your Visit — and My Promise

In-home visit — \$99 flat for your first visit. No contracts and no surprise charges, and a 30-day follow-up is included.

Remote Support — \$49 for a screen-share session. I only connect with your permission, you watch the whole time, and you can end anytime. If I can't fix it over the screen-share, I refund the \$49 — and if it turns out you need me in person, that \$49 goes toward your visit. It's included free for Support Plan members (\$39/mo).

GOOD TO KNOW

My promise — If you're not 100% satisfied with your visit, I'll come back at no charge, or refund the full \$99. No questions, no awkwardness. That's how I'd want to be treated.

Call or text **(330) 200-8042** · Book a visit: **billshometech.com/book** · **bill@billshometech.com**

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