

KEY TRACKER

Keytracker System Guide

Contents

User Guide

Adding a User	03
Assigning Software Access	03
Access Levels	04
Adding a Fingerprint	04
Adding a P.I.N Code	05
Adding a ID Card	05
Removing a User	06
Adding New Objects	07
How to Add New Fobs	07
Renaming Object(s)	07 - 08
Assigning Object(s) to Users	08
Search a Key Location	09
Search a Key History	09
Creating Reports	10
Troubleshooting	
Accessing the Cabinet Manually	12
Using The Cabinet	
Accessing Keys By Authorised Users	16
To Search a Key	16

User Guide

Adding a User

To add a user please follow the below steps;

i. Select



ii. Select

New

iii. Input mandatory data

User Data

Surname

First Name

iv. Optional fields can be completed

Company

Personal ID

Gender

Male



Department

Select Department



Position

Select Position



Languages

English (United Kingdom)



v. Select

Save

To assign a user software access please follow the below steps;

i. Select

Software access

ii. Tick

Allow Software Access

iii. Input mandatory data

Login Name

Login Password

Repeat Password

Access Levels

There are various access levels that can be seen under 'ecos webman2' and these are shown below

- i. Super Admin - Ability to access everything
- ii. Admin - Will be able to access everything but admin settings
- iii. Main User - Can add user but can not change any settings
- iv. Key Manager - Can only edit keys
- v. Standard User - Can only view key panel and history page
- vi. Report User - This access will only allow you to view reports

To add a Fingerprint please follow the below steps;

- i. Select



- ii. Select relevant user

- iii. Select

System Access

- iv. Select

Temporary P.I.N

- v. Temporary P.I.N will be created

- vi. Message will appear to confirm data has been saved

- vii. On the Keytracker cabinet, select 'Ok' on the keypad, enter the temporary P.I.N , press 'Ok' again then select option 1 for 'fingerprint'

- viii. The system will now require three repeated fingerprint swipes (this will be from the same finger, although thumbs will get a stronger read). The system will advise if the fingerprints have been successfully registered. If the fingerprints fail to register, repeat the procedure again entering the same 'Temporary P.I.N'. If this fails to register again, please try another finger.

- ix. 'Template Ok' will be shown on the cabinet screen and will be saved in the software.

To add a P.I.N code please follow the below steps;

i. Select



ii. Select relevant user

iii. Select

System Access

iv. Enter P.I.N Code

P.I.N Code

1234

v. Select

Save

vi. Message will appear to confirm data has been saved.

vii. On the cabinet test the P.I.N works correctly, this will only work on completion of 'Assigning Objects' (See pg 4.)

To add a Card ID please follow the below steps;

i. Select



ii. Select relevant user

iii. Select

System Access

iv. Select

Temporary P.I.N

v. Temporary P.I.N will be created

vi. Message will appear to confirm data has been saved

vii. On the Keytracker cabinet, select 'Ok' on the keypad and enter the temporary pin and press 'ok' again, then select option 1 for 'Card'

viii. Scan the card against the reader which will flash a green light and will display 'Card Ok' on the LCD display.

Removing a User

To Remove a user please follow the below steps;

i. Select



ii. Select first option - This will be either 'Master Data' or 'Select Cabinet'

Select Cabinet
Master Data

iii. All users will appear with a yellow box



iv. Select relevant user



v. Select



vi. The following message will appear at the bottom of the page 'Press "Delete" again if you want to delete user "User Name" from system "System Name"?'

vii. Select



Adding a New Object

To add a new fob please follow the below steps;

i. Go up to the cabinet and login using the Admin code.

ii. Select '2. Access Cabinet' and insert the new fob into an empty slot (Make a note of the slot number)

1. System Menu
2. Access Cabinet

iii. Repeat login and select '1. System Menu' then scroll down (using the arrows on the keypad) and select 'Read A Key'

1. System Menu
2. Access Cabinet

iv. Input slot number

v. Select

Ok

Naming Object(s)

i. Select



ii. Select Cabinet

Cabinet 01
Cabinet 02

iii. Select Relevant Position

iv. Fill In Mandatory Data

Object Name

Additional Info

v. Select

Save

Allocate specific time restrictions

Mon Tue Wed Thur Fri Sat Sun

Or for full access tick All Day Access

Assigning Object(s) to users

i. Select



ii. Select relevant user



iii. Select



iv. Highlight required object(s) in Available Object(s) and move to Assigned Object(s) using

Available Object(s)

Key (01)
Key (02)
Key (03)
Key (04)
Key (05)

Assigned Objects

Available Object(s)

Key (03)
Key (04)
Key (05)

Assigned Objects

Key (01)
Key (02)

vi. Data will automatically save with a message at the bottom of the screen to confirm.

Search a Key Location

To search for a key location please follow the below steps;

i. Select



ii. Input mandatory date

Search for:

iii. Select your key from Current Info

info	infofield 1	infofield 2	infofield 3	infofield 4
Key_01				

iv. Clicking your vehicle will automatically bring up the key details in a second Current Info box

Current Info

User : **Last Name, First Name**
02/02/2017 13:00:00
Field: 01
System Name: Cabinet 01
Status: Returned OK

Search a Key History

To search for a key history please follow the below steps;

i. Select



ii. Select; Show History Filter



iii. Optional fields can be completed

Username

Object Name

Field

History Icon Key



Door Closed



Door Opened



Removed Key OK



Returned Key OK



Removed Unknown Key



Door Open Too Long

Creating Reports

i. Select



ii. Select cabinet

Select a system

Cabinet 01
Cabinet 02

iii. Select Report

Select option to create report

Objects
Removed Objects
User
User Group With Assignment
User With Assignment
Login History
System History
Objects ReturnedAfter Time Limit
Logfile: User Edits
Logfile: User -> Object Edits
Logfile: Object Edits

iv. Select

Ok

Troubleshooting

Accessing The Cabinet Manually

i. Using the master keys, unlock both top and bottom cam locks as per picture below;



ii. To open the door manually there will be a tee triangle tool located in the bottom right hand corner of the cabinet;



iii. Using the tee triangle tool insert this into the side of the lock shown on the picture below and thurn this anti-clockwise to release the door.



iv. To lock the door, close the door fully and turn the tool clockwise and pull on the door to test this has been locked properly.

Using The Cabinet

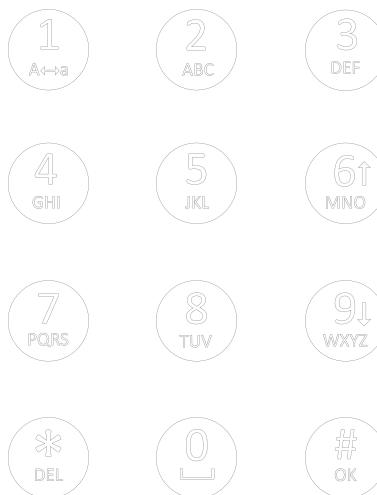
Using The Cabinet

Accessing Keys By Authorised Users

- i. Present ID card to card reader.
- ii. Open the cabinet door.
- iii. Authorised keys will unlock and light up.
- iv. If your user account has access to more keys, press 9 to unlock the next block or press #, then the key number, then # again to unlock a specific pre-authorised key.
- v. Remove the required key bunch.
- vi. Close the cabinet door.

To Search A Key

- i. Scan ID card.
- ii. Open the cabinet door.
- iii. Press * and 9 to scroll down the key list or 0 to type in the desired key name.
- iv. Press 1 to show the key history or 2 to release.



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