



5.0 User Guide

C/S Keys Manager



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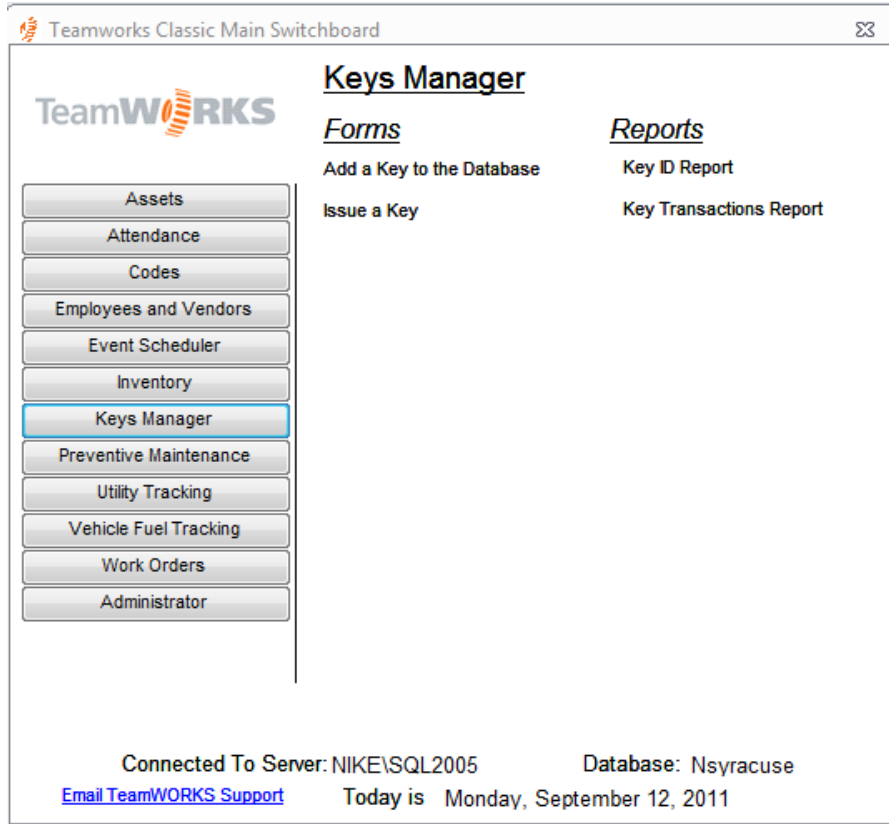
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Keys Manager

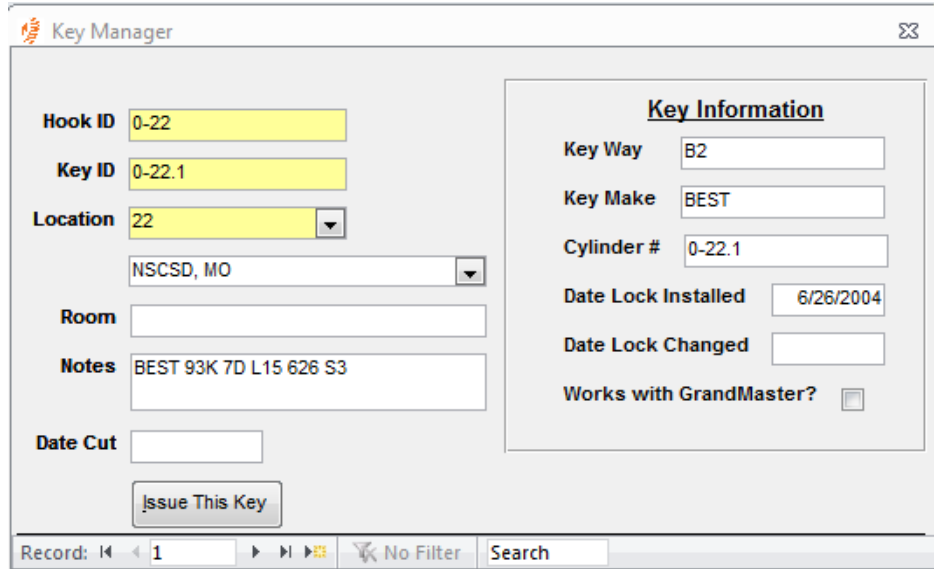
The Keys Manager allows you to track your keys assigned to your maintenance and operations staff.



The screenshot shows the 'Teamworks Classic Main Switchboard' window. On the left is a vertical menu with buttons for: Assets, Attendance, Codes, Employees and Vendors, Event Scheduler, Inventory, **Keys Manager** (highlighted with a blue border), Preventive Maintenance, Utility Tracking, Vehicle Fuel Tracking, Work Orders, and Administrator. The main content area is titled 'Keys Manager' and is divided into two columns: 'Forms' and 'Reports'. Under 'Forms', there are links for 'Add a Key to the Database' and 'Issue a Key'. Under 'Reports', there are links for 'Key ID Report' and 'Key Transactions Report'. At the bottom of the window, it displays 'Connected To Server: NIKE\SQL2005', 'Database: Nsyracuse', a blue link for 'Email TeamWORKS Support', and the date 'Today is Monday, September 12, 2011'.

Forms

Adding a Key to the Database



The screenshot shows the 'Key Manager' application window. The main form contains the following fields:

- Hook ID:** 0-22
- Key ID:** 0-22.1
- Location:** 22 (dropdown menu)
- Room:** NSCSD, MO (dropdown menu)
- Notes:** BEST 93K 7D L15 626 S3
- Date Cut:** (empty text box)

A separate box titled 'Key Information' contains the following fields:

- Key Way:** B2
- Key Make:** BEST
- Cylinder #:** 0-22.1
- Date Lock Installed:** 6/26/2004
- Date Lock Changed:** (empty text box)
- Works with GrandMaster?:**

At the bottom of the form is a button labeled 'Issue This Key'. The status bar at the bottom shows 'Record: 1', navigation arrows, 'No Filter', and a 'Search' field.

Hook ID – enter the hook number for this key. This is usually found in a key cabinet.

Key ID – enter a unique key number for this key. You can only have 1 unique Key ID for any given Hook ID.

Location – enter or select the location from this drop down list for which this key will open.

Room – if your path structure is not down to the room level, you can enter a Room Number here.

Notes – enter any generic notes regarding this key.

Date Cut – enter the date they key was cut.

Key Way – enter the type of plug the lock has for this key.

Key Make – enter the make of the key.

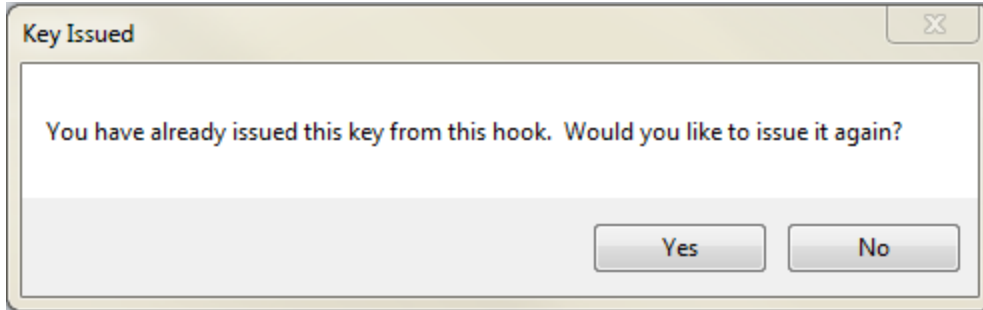
Cylinder # - enter the cylinder number for this key.

Date Lock Installed – enter the date the lock for this key was installed.

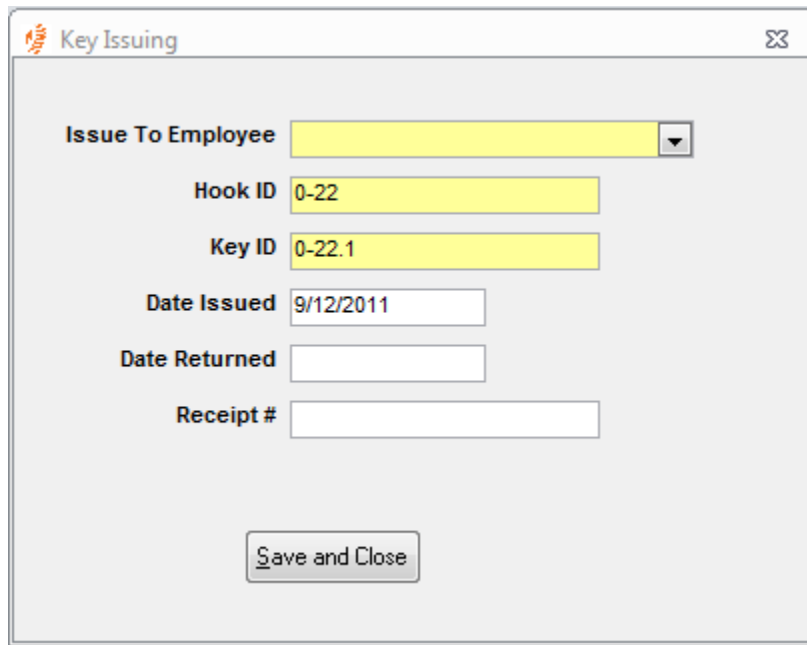
Date Lock Changed – enter the date the lock for this key was changed.

Works with Grandmaster? – check here if this is part of a grand master set.

Issue This Key button – click this button if you want to Issue this key to an employee. If the key has been issued before, the system will notify you and ask you if you want to re-issue the key. Select Yes or No.



Selecting 'Yes' will bring up the Key Issuing Form ready to be assigned to an employee.

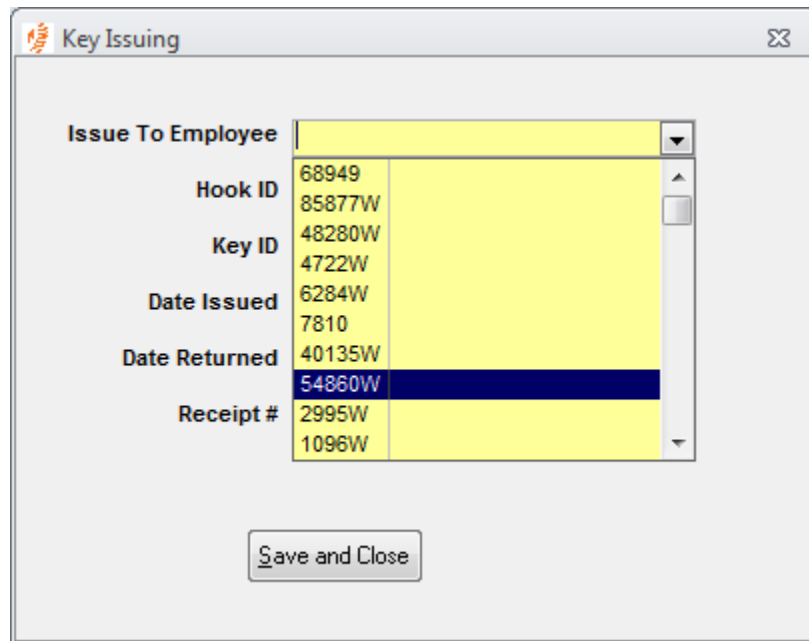


A form titled "Key Issuing" with a close button (X) in the top right corner. The form contains the following fields:

- Issue To Employee**: A dropdown menu with a yellow background and a downward arrow.
- Hook ID**: A text input field with a yellow background containing the value "0-22".
- Key ID**: A text input field with a yellow background containing the value "0-22.1".
- Date Issued**: A text input field containing the date "9/12/2011".
- Date Returned**: An empty text input field.
- Receipt #**: An empty text input field.

At the bottom of the form is a button labeled "Save and Close".

Issue a Key



Issue To Employee	Hook ID	Key ID	Date Issued	Date Returned	Receipt #
	68949				
	85877W				
	48280W				
	4722W				
	6284W				
	7810				
	40135W				
	54860W				
	2995W				
	1096W				

Issue To Employee – enter or select the employee you want to issue this key to. *This is the only drop down list where you do not have to select from the list if the employee is not in the employee database.*

Hook ID – enter or select the Hook ID the key is on. This will filter out the Keys on this Hook.

Key ID – enter or select the Key ID you want to issue.

Date Issued – enter the date the key was issued (default is today).

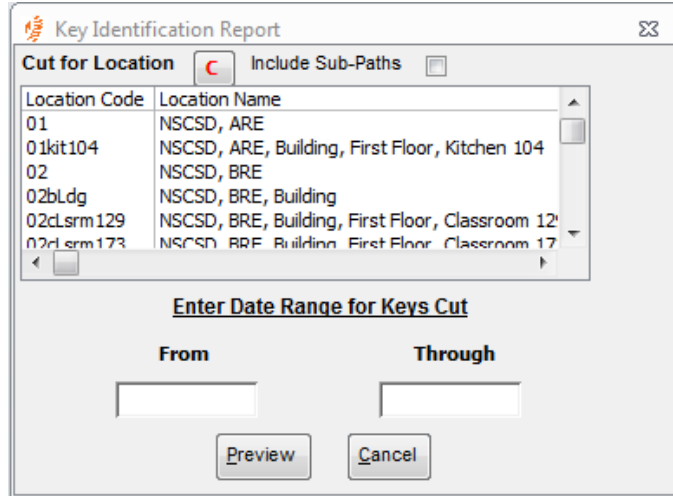
Date Returned – enter the date the key was returned.

Receipt # - if you are issuing a receipt for this key through another system, you can log that receipt number here.

Save and Close button – click the Save button to save the key transaction and close the form.

Reports

Key ID Report



Include Sub-Paths – check this box if you would like the report to show keys cut for ‘children’ paths for the selected location. (i.e. if you want to see all keys cut for a specific location, select that location from the list and check the Include Sub-paths box)

Date Range – enter a date range if you would like to see all the keys that were cut during the specified date range. If left blank, then all key that have ever been cut will show on the report.

Key Identification Report									
								Teamworks Solutions, Inc Facility Management Software	
Hook ID	Key ID	Way	Make	Cylinder Number	Location	Room	Lock Installed	Lock Changed	Works With GrandMaster?
	Date Cut		Notes						
00	00-00.04		best		NSCSD, DO				<input checked="" type="checkbox"/>
	3/8/2007								
	00-00.05		best		NSCSD, DO				<input checked="" type="checkbox"/>
	3/8/2007								
	00-00.11		best		NSCSD, DO				<input checked="" type="checkbox"/>
	6/7/2007								
	00-00.113				NSCSD, DO				<input type="checkbox"/>
	9/4/2007								
	00-00.12		best		NSCSD, DO				<input checked="" type="checkbox"/>
	6/7/2007								

Key Transactions Report

Employee List – this shows a list of all employees who have been issued keys. Select an employee or Ctrl+click to select multiple people to run this report on

Keys List – this shows a list of keys that have been cut. Make a selection from this list to find who has been issued the specified key

Date Range – enter a date range to find who has been issued keys during the specified date range.

Key Transaction Report								Teamworks Solutions, Inc Facility Management Software
<i>Employee ID</i>		<i>Employee Name</i>						
<i>Date Issued</i>	<i>Hook ID</i>	<i>Key ID</i>	<i>Date Returned</i>	<i>Receipt ID</i>	<i>Location ID</i>	<i>Location</i>	<i>Room</i>	
0097		Barnes, Chris						
9/10/2007	03	03-R21258			03	CE	111	
0171		Bohm, Peggy						
9/11/2006	14	A1M5			14	CNSHS	248	
0224								
9/28/2005	M1	03-155 #4			03BLdg	Building		
0427		Connell, Bob						
9/7/2007	14	A1V9			14	CNSHS	177	
0433		Cook, Diane						
10/14/2008	14	A1M-13			14.d.sm116	Classroom 116	116	
1/06/2008	14	A1P9-1			14.d.sm041	Classroom 041	41	
1/06/2008	14	A1P9-4			14	CNSHS		
9/26/2008	14	B59			14	CNSHS	145	
9/5/2008	14	A1M5			14	CNSHS	248	
9/5/2008	14	A1M6			14	CNSHS	109	
8/25/2008	14	A1M1			14	CNSHS	102	
8/25/2008	14	A1M5			14	CNSHS	106	

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