

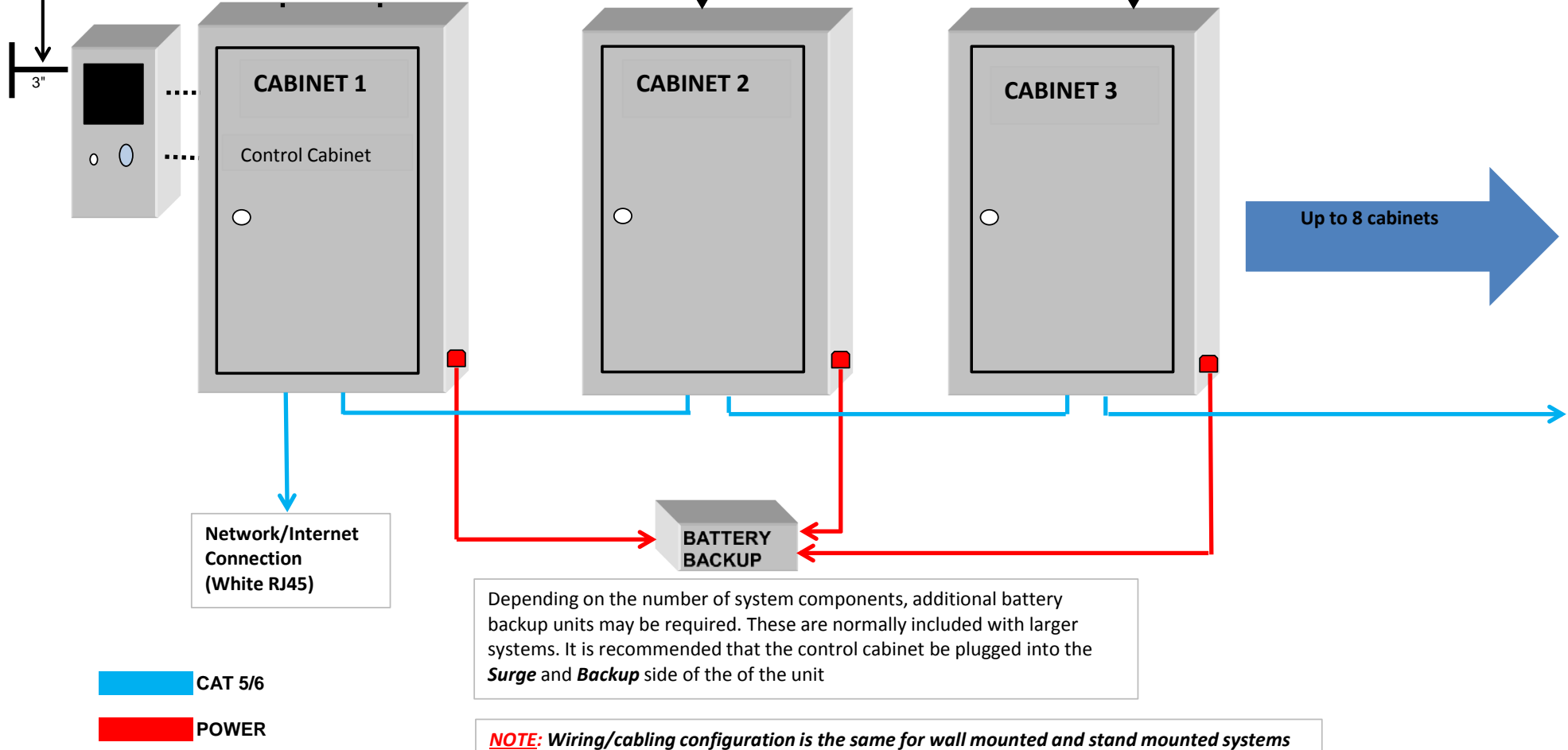
KEYper Monarch and Ultra Set-up

If your system has a top mounted control box, it is a MONARCH

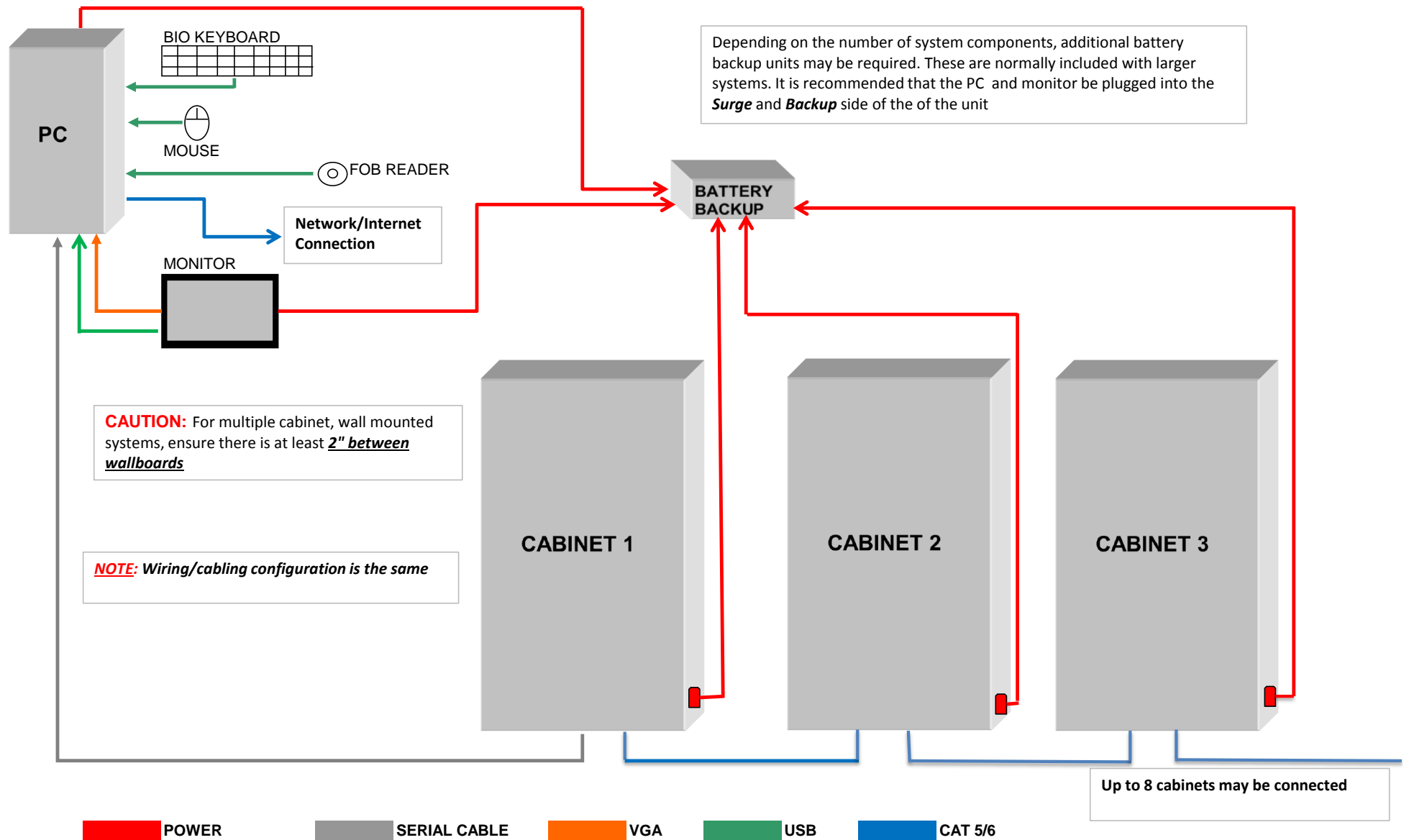
If the control box is side mounted, it is an ULTRA

CAUTION: For multiple cabinet, wall mounted systems, ensure there is at least **2" between wallboards**

CAUTION:
3" minimum
wall to control box



KEYper Select Plus Set-up





Elite Series Management Console User Guide

KEYper® Systems

Rev.4 May 2013

Logged out

Log in to TECHELITE SERVER

Enter Password

Login

Primary WS: CONNECTED
Primary DB: CONNECTED



www.keypersystems.com
www.keyperstore.com

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IMPORTANT ADVISORY: *It is very important to clean the lens of the fingerprint device frequently using transparent tape ONLY!! (i.e. Scotch tape) Press on and peel off to remove oils, dirt, etc. Repeat as necessary.*

To connect to the web service running on the key system, which is where the **Management Console** lives, from a PC **on the same network**, open a browser in **Internet Explorer** and enter the IP address of the key system in the URL bar (ex. 192.168.25.15)

The Dashboard

The **Dashboard** is the Home Screen of the **Management Console**. It provides an “at a glance” view of the status of the key system. The menus located at the top of the **Management Console** window provide navigation to all other windows. There are four indicators on the dashboard:

- **Assets In** – Count of assets that are physically in the key system(s). Clicking this button provides a current **Assets by Status** view, filtered by a status of **In**
- **Assets Out** – Count of assets checked out to users. Clicking this button provides a current **Assets by Status** view, filtered by a status of **Out**
- **Assets Overdue** - Count of assets checked out to users past the allowed time limit. Clicking this button provides a current **Assets by Status** view, filtered by a status of **Overdue**
- **Unregistered Assets** – Key Fobs that are in the database, but not programmed to an asset. Clicking this button provides a current **Assets List** view, filtered by asset type **Unregistered**

The default display lists the last 10 transactions and warranty expiration information.

Dashboard
Reports
Users
Assets
Access Groups
Asset Attributes
Settings
Support

Dashboard

Current Asset Information

541 Assets In
179 Assets Out
0 Assets Overdue
303 Unregistered Assets

Last 10 Transactions

Print

Asset Name	Asset Description	User Name	Direction	Removal Type	Reason	Cabinet	System	Date / Time
10089			In			Cab 2	keyper-iei-w7	3/20/2013 10:18:20 AM
10030		T. Ray	In			Cabinet 1	KEYper-Usff	3/19/2013 2:06:49 PM
10019		T. Ray	In			Cabinet 1	KEYper-Usff	3/19/2013 2:06:49 PM
10030		T. Ray	Out	Legal	Demo	Cabinet 1	KEYper-Usff	3/19/2013 2:03:31 PM
10019		T. Ray	Out	Legal	Demo	Cabinet 1	KEYper-Usff	3/19/2013 2:03:31 PM
10027		T. Ray	In			Cabinet 1	KEYper-Usff	3/19/2013 11:01:32 AM
10007		T. Ray	In			Cabinet 1	KEYper-Usff	3/19/2013 11:01:32 AM
10006		T. Ray	In			Cabinet 1	KEYper-Usff	3/19/2013 11:01:32 AM
10005		T. Ray	In			Cabinet 1	KEYper-Usff	3/19/2013 11:01:32 AM
10004		T. Ray	In			Cabinet 1	KEYper-Usff	3/19/2013 11:01:32 AM

Warranty will expire on Wednesday, June 19, 2013

Figure 1: The Dashboard

Access Groups (select **Access Groups** from the MENU)

There is a factory loaded default **Access Group** named, wait for it...**Default Group**.

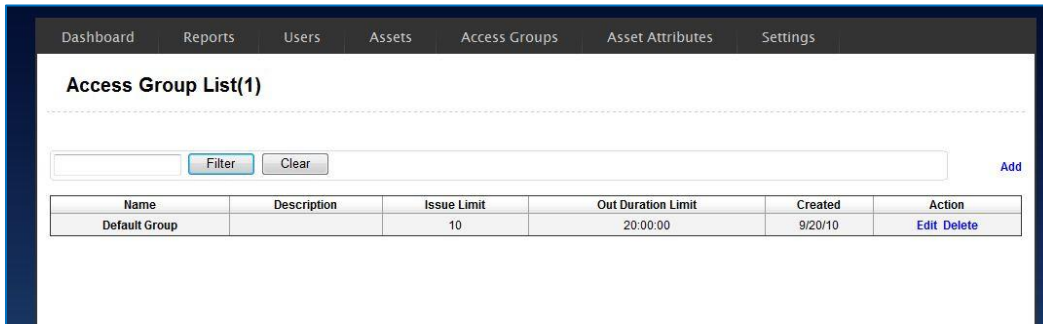


Figure 2: Access Group Home Screen

NOTE: Every user and every asset registered in the system are automatically added to the **Default Group**

This facilitates rapid system configuration, making the system operational in the shortest period of time. The group may be edited, see pg. 4, but should not be deleted. Standard settings for the **Default Group** are:

1. 10 Asset Issue Limit per user
2. 20 Hr. Out Duration Limit per Asset
3. 24/7 access to remove and return Assets
4. Access to all Locations, Systems and Cabinets

1. Creating a New Access Group

- a. From the **Access Group** home screen (fig.2), click the **Add** button in the upper right.
- b. Fill In the desired **Name** for the access group. (ex. Managers)
- c. Fill in the **Description** for the access group. (ex. 3rd Shift Manager Access) *not a required entry
- d. Set the desired **Issue Limit** for the group, **0 indicates unlimited.
 - i. **Issue limit** – the number of keys each user in the group may have checked out of the system at any given time. Ex: if the limit is 10, each user in the group may have up to 10 keys checked out at any given time,
- e. Set the desired out duration time limit, **0 indicates unlimited.
 - i. **Out Duration** – Once a key has been checked out past the set time limit, the assets will change from status **Out** to **Overdue** and an alert will be sent to all recipients on the **Out Duration Exceeded Alert** list. 24 Hours, 59 Minutes is the maximum time that can be set.
- f. Click the **Save** button, this will add the group into the system and will allow the final settings to be configured.

2. Configuring/Editing Access Group Settings & Restrictions

**** Always click the  button after configuring or editing Access Group settings!!**

From the **Access Groups** home screen select **Edit** for the desired group

Access Times

- Click the **Access Times** header to expand
- Select **Add Time** from the upper right
- Select the desired **Day**, **Start Time** and **End Time** (utilize 24 hr. format) and click **OK**.
- Repeat the process for each day of the week that users in the **Access Group** will be allowed to access the system

User List (see also **Adding & Modifying** users, pg. 5-6)

- Click the **User List** header to expand
- Select **Edit** to see the list of all users in the system
- Choose **Select All** or the check box for each user to be assigned to this group
- Click **Select**, then **Close**

Asset List

- Click the **Asset List** header to expand
- Select **Edit** to see the list of all assets in the system
- Choose **Select All** or the check box next to all assets that are to be assigned to this group
- Click **Select**, then **Close**

Physical Access List

- Click the **Physical Access List** header to expand
- The **System Map** will be displayed.
- Select the check box next to all **Locations**, **Systems** and **Cabinets** that are to be assigned to this group
- Click the **Update** button.

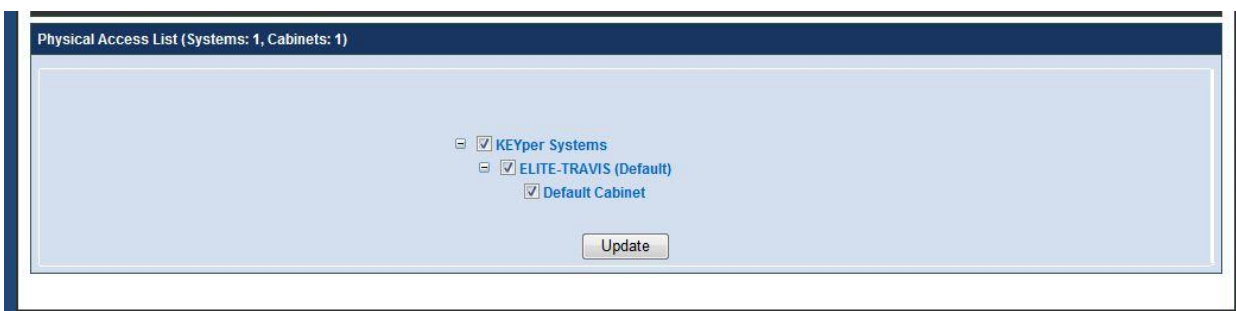


Figure 3: Access Group Physical Access List

Once you completed all of the above steps, your **Access Group** has been successfully created.

Users (select Users menu)

From the **Users** menu you can **Add**, **Edit**, **Delete** and **Import** user information.

Dashboard	Reports	Users	Assets	Access Groups	Asset Attributes	Settings	Support
User List (641)							
<input type="text"/> <input type="button" value="Filter"/> <input type="button" value="Clear"/> Print Add Import							
Name	Description	User Role	Assets Out	Last Login	Created	Action	
Aaron Baxter	Officer	User	0	4/10/13	3/22/13	Edit Delete	
Aaron Perdue	Officer	User	0	4/10/13	3/22/13	Edit Delete	
Aaron Burk	Officer	User	2	4/19/13	3/22/13	Edit Delete	

Figure 4: User Home Screen

**** Admin vs. User ****

Admins can access the KEYper® Management Console. Admins override all Access Group restrictions. Admins have access to the Admin functions of the kiosk.

Users cannot access the KEYper® Management Console. Users adhere to assigned Access Group restrictions. Users can only Check In, Check Out and Identify assets at the kiosk

1. Add New User or Update User Information (see fig. 5)

- a. In the upper right of the **Users** page, click the “**Add**” button.
- b. Fill in the **Users** information (****** indicates required field)
 - i. First Name ******
 - ii. Last Name ******
 - iii. Description (i.e. position title)
 - iv. Password ****** (Numeric only, 6 digit minimum)
 - v. Role ****** Admin or User
 - vi. Access Web Reports – if marked **True** this feature allows a **User** to log into the **Management Console** and access **Reports only!**
 - vii. Access Web Assets- if marked **True** this feature allows a **User** to log into the **Management Console** and access **Assets only!** (Add, Delete, Edit)
 - viii. Dual Authentication Required-requires a **User** to obtain a secondary login to access the system
 - ix. Dual Authenticator-allows a **User** or **Admin** to provide secondary login

***NOTE: Neither a User nor an Admin can provide their own secondary Authentication**
 - x. Email Address (For Email Alerts)
 - xi. Phone Number (For SMS Alerts)

- xii. Carrier (For SMS Alerts)
 - 1. If desired carrier is not listed, contact KEYper® to see about adding it as a selection
- xiii. Prox or Swipe ID – for system incorporating either a proximity card reader or a magnetic strip card reader. If the number is known it may be entered at the time the **User** is added to the system. Primarily this field will be auto-filled when the **User's** card is read during **Device Enrollment**. See page 3 of the **Kiosk Administration** tab.

Select	Name	Description
<input checked="" type="checkbox"/>	Default Group	
<input type="checkbox"/>	Test	

Figure 5

Scroll to the very bottom of the **Add New User** window to **Edit** the **Access Group** membership of the **User**. Remember, **Admins** have no restrictions. **Access Group** membership may also be configured by editing your **Access Groups**. (see pg. 4)

2. Modifying a User

- a. From the main **User** List page, find the **User** you wish to modify in the list of **Users**.
 - i. You can enter any part of a user's first or last name in the search bar, and then click **Filter** to find entries that contain the typed characters.
- b. Click the **Edit** button to the right of the desired user
- c. Make adjustments and click **Save**.

3. Deleting a User

- a. Find the user you wish to delete in the list of users.
- b. Click the **Delete** button to the right of the desired user
- c. Confirm that you wish to delete the user.

NOTE: Deleting a user does not remove the user's history from the database.

4. **Importing a User List** (figs. 6-8)

- A group or list of users can be imported into the system. Except for biometric registration, this eliminates the individual addition of users.
- The file must be saved in .CSV format. (Comma Separated Value)
- The **User** info in the CSV file must to be in the format shown in figure 6.
In those cases where users will be using proximity cards to access the system, the **Prox** column is where card number is entered

	A	B	C	D	E	F
1	First	Last	Desc	PW	Role	Prox
2	BEN	TORRES	SALES	1245	User	
3	RICHARD	SANCHEZ	SALES	1254	User	
4	JUSTIN	GARCIA	SALES	1458	User	
5	JOSH	BARRIOS	SALES	1459	User	
6	STEVE	DICK	SERVICE	1547	User	

Figure 6: User Import Format

- In the upper right of the **Users** screen, select **Import**
- Browse** to the user file you have created, select the file and click the **Import** button.
- If the file is created and formatted correctly, you will see all of the users in the users screen.



Figure 7: Import User Button

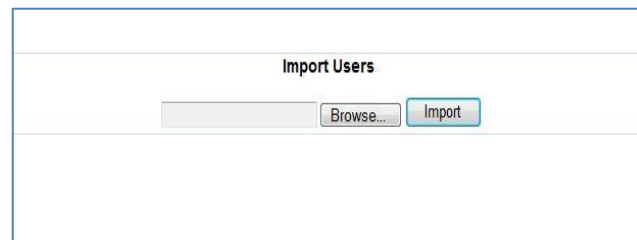


Figure 8: Import User Screen

NOTE: *Column headers (row 1) are for reference only and must be deleted prior to import*

Assets (select **Assets** from the menu)

Loading Fob Reader Drivers

When the **Asset** menu is selected after logging into the **Management Console** for the first time, look for a pop-up on the screen requesting an **Active X** control be installed. Depending on the operating system, browser, network restrictions, etc., the **Active X** prompt may not appear. If it does, install the control.

Also, you may see a pop-up referring to intranet settings not being configured. Select the option to turn intranet settings on.

Now click on the **Identify Asset** button. You should see the text depicted in figure 10.



Figure 9: Fob reader drivers

If you have Windows 7, determine if your operating system is a 32 or 64 bit system by going to **Start** and right clicking **Computer** and selecting **Properties**. The hi-lighted area shown in figure 11 will display the system you have.

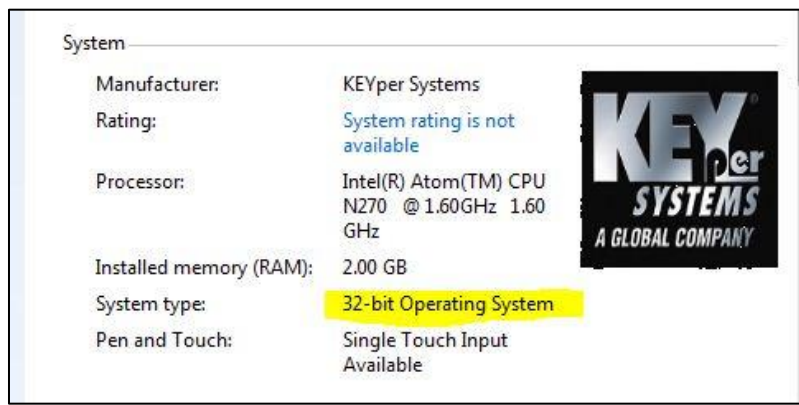


Figure 10: Determine 32 or 64 bit OS

Importing Assets

A manual import of assets may be accomplished in one of two ways. There is the version for automotive applications and then there is the version for everyone else. This feature is especially useful during initial key system installation as it facilitates rapid asset registration by populating the **Asset Attribute** databases. (see **Asset Attributes**, pg.15)

For automotive imports the data must be in the format shown in figure 11. There may not be information in every column, in fact the “**Code**” column is always empty, and that is fine. What’s important is that there are 8 columns.

	A	B	C	D	E	F	G	H
1	Stock #	Make	Model	Year	Ext Color	Code	Int Color	VIN
2	1234	Chevrolet	Impala	1996	Blue		Blue	1234
3	CI2548	Ford	F150	2005				23154687
4	KM7894	Mercedes-Benz	C300	2011	Silver			

Figure 11: Vehicle Import Format

NOTE: *Column headers (row 1) are for reference only and must be deleted prior to import*

Save the file as a CSV document.

From the main **Asset List** page select **Import(DMS Style)**. Browse to the saved CSV and **Import**.

For other applications the **Import(6 Attributes)** style of import is used. If this option is not available on the main **Asset List** page, contact KEYper® Support. It is very important that any changes to the **Attribute** names be made *before* adding assets to the system. Contact KEYper® Support for assistance editing any of the 6 **Attribute Names** (Attribute 1, Attribute 2, etc.).

Figure 12 illustrates the required format for **Import(6 Attributes)** style of importing. Again, there may be little or even no data in the attribute columns, which is not a problem. Just be sure there are 7 columns and the asset name column is populated.

	A	B	C	D	E	F	G
1	Asset Name	Attribute 1	Attribute 2	Attribute 3	Attribute 4	Attribute 5	Attribute 6
2	1071						
3	2071						
4	3071						

Figure 12: 6 Attributes Import Format

NOTE: *Column headers (row 1) are for reference only and must be deleted prior to import*

Save the file as a CSV document.

From the main **Asset List** page select **Import(6 Attributes)**. Browse to the saved CSV and **Import**.

Adding Assets

There are three methods for adding assets:

1. **Add** – blank record
2. **Filter** – imported data
3. **Unregistered Asset** – using “empty” fobs stored in cabinet(s)

Dashboard	Reports	Users	Assets	Access Groups	Asset Attributes	Settings	Support
Asset List (1833)							
<input type="text"/> <input type="button" value="Identify Asset"/>							
<input type="text"/> <input type="button" value="Filter"/> <input type="button" value="Clear"/>							
Asset registered type: Any System All							
Print Print Asset Labels Add Import(6 Attributes) Import(Gas Data) Delete All Unregistered							
Name	Description	Status	Registered Type	System	Last Checked Out	Created	Action
10001		Overdue	Registered	WINDOWS-5V4D17I	4/05/13	3/22/13	Edit Delete
10003		Out	Registered		3/22/13	3/22/13	Edit Delete
10004		In	Registered	WINDOWS-5V4D17I	4/10/13	3/22/13	Edit Delete
10005		Overdue	Registered	WINDOWS-5V4D17I	4/01/13	3/22/13	Edit Delete
10006		Overdue	Registered	WINDOWS-5V4D17I	4/01/13	3/22/13	Edit Delete

Figure 13: Asset List Main Page

1. Adding Assets from a blank record (fig. 14)

- Click the **Add** option in the upper right area of the **Asset List** page
- Fill in the **Asset Information** (** Indicates Required Field)
 - Name**** - (ex. Stock Number, Unit Number, etc.)
 - Description** - (for automotive applications, the model is suggested here)
 - Fob Number**** - (hold fob on the **Fob Reader** and select **Read Fob**)
 - Status** – not editable
 - Registered Type**- always select **Registered**
- Fill in **Asset Attributes** if desired
 - Select a value from the drop down menus
 - If your desired value is not in the drop down menu, select the **Enter** option to allow manual entry of a value
- Select the **Access Group(s)** to which the asset will be assigned
- If label printing is a feature in use at your site, select **Print Asset Label**. Upon clicking **Save** you will be directed to a label in PDF format and given the option to print the label
- Click **Save**

Figure 14: Add Asset from blank record

2. Adding Imported Assets

- Utilizing the **Filter** feature on the main **Asset List** page, find the unregistered **Asset**. Click the **Edit** option.
- Verify imported information is correct. Make any desired changes to **Asset Information** and/or **Asset Attributes**. If your desired value is not in the drop down menu, select the **Enter** option to allow manual entry of a value
- Assign a fob to the asset (place the fob on the reader and select **Read Fob** to assign the fob to the asset)
- Ensure **Registered Type** is set to **Registered!!**
- Select the **Access Group(s)** to which the asset will be assigned
- If label printing is a feature in use at your site, select Print Asset Label. Upon clicking Save you will be directed to a label in PDF format and given the option to print the label
- Click **Save**.

Figure 15: Add Imported Asset

3. **Adding Unregistered Assets** – this method is for systems where unused fobs (no keys connected and **Registered Type** is **Unregistered**) are stored in the key cabinet(s) and are checked out as needed to add new assets to the system.
 - a. Log into the key system kiosk (must be an administrator). Tap **Unregistered Assets** button. A list of all unregistered assets (unused or empty fobs) is displayed. Select as many displayed entries as needed and check out.
 - b. From the **Management Console** go to **Assets**, place unregistered fob on reader and click **Identify Asset**. The page depicted in figure 16 will be brought up. Select **Edit**.



Figure 16: Identify Unregistered Asset

- c. Fill in the **Asset Information** (** Indicates Required Field)
 - i. **Name****- (ex. Stock Number, Unit Number, etc.)
 - ii. **Description** - (for automotive applications, the model is suggested here)
 - iii. **Fob Number****- (hold fob on the **Fob Reader** and select **Read Fob**)
 - iv. **Status** – not editable
 - v. **Registered Type**- always select **Registered**
- d. Fill in **Asset Attributes** if desired
 - i. Select a value from the drop down menus
 - ii. If your desired value is not in the drop down menu, select the **Enter** option to allow manual entry of a value
- e. Select the **Access Group(s)** to which the asset will be assigned
- f. If label printing is a feature in use at your site, select **Print Asset Label**. Upon clicking **Save** you will be directed to a label in PDF format and given the option to print the label
- g. Click **Save**

The screenshot shows a web interface for managing assets. The title is 'Asset List (25)'. There are two main sections: 'Update Asset Information' and 'View/Edit Asset Attributes'.

Update Asset Information:

- Name: K10014
- Description: 4x4 Truck
- Fob Number: 350533877 (with a 'Read Fob' button)
- Status: Out
- Registered Type: Registered (highlighted with a red box)
- Buttons: SAVE, CANCEL

View/Edit Asset Attributes:

Collections:

Year	2012	Enter
Make	Truck	Enter
Model	4x4	Enter
Ext. Color	Blue	Enter
Int. Color	Black	Enter
Type	NEW	Enter

Single Values:

VIN	GF552GX1
-----	----------

Figure 17: Add Unregistered Asset

Deleting Assets

The procedure for deleting of assets is the same for all industries utilizing a **KEYper® Asset Management System**. The following is an example of the procedure for automotive applications.

When an asset (vehicle) leaves inventory, whether sold, traded or otherwise, cut the tamper seal securing the key(s) to the fob and discard. The key(s) will obviously go with the vehicle. The fob should be placed in a container designated for the purpose. At whatever intervals are required, a key system administrator, or a user with proper permissions, will “disassociate” the fob from the asset, thereby making the fob ready to be associated with another asset *and* releasing the asset from the **Issue Limit** total of the user who checked the key out of the system.

From the **Management Console Assets** menu, place the fob on the fob reader, click **Identify Asset** then **Delete**. Alternatively, you may filter or scroll through the **Asset List** page, locate the asset and select **Delete**.

Reporting

The reporting section consists of the following reports and a report builder.

1. **Asset Transactions Report**

- a. Provides real time reporting on **User/Asset** transactions.
- b. **Asset Transactions** can be filtered to search for desired data.

Filters

- i. User
- ii. Asset
- iii. System (Networked Systems)
- iv. Cabinet (Multi-Cabinet Systems)
- v. Date Range

Any combination of these filters may be used to filter specific events.

2. **Assets By Status**

- a. Provides the current **Status**, (In, Out, or Overdue) of all assets in the system.
- b. Select **Assets by Status** from the **Reports** menu.
- c. Set any filters to view desired data.
- d. Filters available for searching
 - i. Status – In, Out and Overdue
 - ii. System
 - iii. Cabinet
 - iv. Individual Asset Name

3. **KS Scan Dashboard** (must be using **IMS** feature **& Adobe Flash****)

- a. Displays a graphical representation of inventory scans
- b. Contains further instruction for report features

4. **KS Scan Details** (must be using **IMS** feature)

- a. Displays inventory scan details filterable by:
 - i. Stock Number
 - ii. Status (Scanned, Not Scanned, etc.)
 - iii. User
 - iv. Scan Date
 - v. Print/Export reports

5. **Parking Lot Maps** (must have **Lot Blocking** enabled)

- a. Displays uploaded map files and current status of each parking space

**** Alternatively, if Lot Location is enabled, you will see “Assets by Lot Location”**

6. **Parking Lot Lists** (must have **Lot Blocking** enabled)
 - a. Displays information about spaces in the selected lot:
 - i. Space ID
 - ii. Asset Count – number of assets assigned to the space
 - iii. Asset Info - empty space, stock number(s) of vehicle(s) associated with the space and whether or not the vehicle(s) keys are currently in the key system or checked out
7. **Report Builder** – create customized reports. See tabbed addendum in manual
8. **Reprint Receipt** (if enabled) – provides the option during checkout to print a receipt with information regarding the checkout transaction. It also allows you to view and/or print a receipt from the **Management Console** for any previous checkout transaction.
9. **View Kiosk Photos** (if system is camera equipped and enabled) – a snapshot is taken with every successful *and* unsuccessful login. The view provides information about each login and the ability to view and/or print photos.

Asset Attributes

Asset Attributes are descriptive values that are associated with assets. Attributes can provide additional information about assets stored in the system. (ex. Stock #, Make, Model , Unit #, Building #)

All **Asset Attribute** databases are empty by default configuration. They may be populated manually (see below), by asset import (pg. 9) and “on-the-fly” (pg. 10).

Note: *Assigning attributes to assets is required if the **Filter Assets** method of check out at the Kiosk is to be utilized*

There are two different types of attributes

1. Collections (limit 6)
 - a. These are attributes that will be stored in a group. These values may apply to many different assets. (ex. Make, Model, Floor, Building)
2. Single Value Attributes (limit 1)
 - a. These attributes are associated only with the record it is assigned to. These would not be assigned to more than one key. (ex. VIN numbers, Key Codes)

Attribute Names can be customized to meet your preferences (*This must be done with the assistance of an authorized KEYper® Technician*).

WARNING! Changing Attribute Names After They Have Been Associated With Assets Will “Break” Any Asset Reports Containing Previous Attribute Names !

You can manage your **Attribute Collections** by clicking the **Edit Collection** option. From here you can edit values, correct misspellings, add and delete values. (You cannot delete a value once it has been assigned to a record.)

Asset Attributes		
Attribute Collections (6)		
Name	Parent Attribute	Action
Year		Edit Collection
Make		Edit Collection
Model	Make	Edit Collection
Ext. Color		Edit Collection
Int. Color		Edit Collection
Type		Edit Collection

Fig 18: Attributes for Automotive Applications

Asset Attributes		
Attribute Collections (6)		
Name	Parent Attribute	Action
Attribute 1		Edit Collection
Attribute 2		Edit Collection
Attribute 3		Edit Collection
Attribute 4		Edit Collection
Attribute 5		Edit Collection
Attribute 6		Edit Collection

Fig. 19: Attributes for Other Applications

Notice in **Attribute Collection** for automotive applications that the **Make** is the **Parent Attribute** to the **Model** collection. This means that if you are adding models to the collection, ensure you have selected the appropriate **Parent Make**. (Fig. 20)

Value collection for 'MODEL' (3)	
Parent name: Make	Parent value: <input type="text" value="Chevy"/>
Add new value <input type="text"/>	<input type="button" value="Add Value"/>
Value	Action
Camaro	Edit Delete
Corvette	Edit Delete
Impala	Edit Delete

Figure 20: Edit Attributes

Settings

Some settings are password protected; *only KEYper® Systems personnel can access these menus*. The following items fall under the **Settings** menu.

1. Alert Settings

There are 7 different alerts that will trigger an email and/or SMS alert from the KEYper® System. Any **User** that is configured in the system can receive these alerts. Phone number, phone service carrier, and email addresses are configured during **User** setup.

To add a **User** to a specific alert, select the **Edit** button in the upper right of the desired alert, select the check box next to the desired user name(s), click **Save**, then **Close**.

- a. **Illegal Asset Removal** – an asset has been removed without following the proper checkout procedure.
- b. **Out Duration Exceeded** - an asset has not been returned to the system in the allotted time allowed as specified by the user's **Access Group** (pg. 3)
- c. **Door Open** - a user has opened a door to the system and failed to close it within the allotted time allowed.
- d. **Nightly Reports** - a report of assets in 'Out' status as of the time the alert is sent.
- e. **System Maintenance** – used by KEYper® tech support
- f. **Double Parked Assets** – a space has been assigned to more than one vehicle. Alert is sent immediately. (must have **Lot Blocking** enabled)
- g. **Assets Without Parking Space** – keys are returned and no parking space is entered for the vehicle(s). Alert is sent immediately. (must have **Lot Blocking** enabled)

2. Email Settings

- a. Email settings are configured to allow alerts to be sent out from the KEYper® System via email.
- b. The KEYper® System does not receive emails, it only sends.
- c. The KEYper® System comes with a default SMTP server, user name and password that can be used in most instances. Certain network security protocols will not allow the default settings to forward emails, and in this case the end user must provide SMTP Server and Authentication information.
- d. To test the email functionality, enter an email address into the box under **Test Settings**, click **Send Test Message**, check to see if the test message is received.

3. Issue Reasons (must be enabled by KEYper® Systems)

- a. Edit, add to and delete from the default IRL (**Issue Reason List**)
- b. Create additional IRL's if required

4. Lot Location or Lot Blocking (one or the other must be enabled)

- a. **Lot Location** allows the addition of parking lots to the system. When an asset is checked into the system, the user will be required to choose the parking lot in which the vehicle is located.

To add a lot go to **Lot Locations** under the **Settings** menu. Simply enter the name of the lot and any further description desired and click **Add Location**.

The screenshot shows the 'Lot Locations' management interface. At the top, it says 'Lot Locations (3)'. Below this, there are two input fields: 'Add New Name:' with the value 'Prep' and 'Add New Description:' with the value 'Cust delivery prep lot'. To the right of these fields is an 'Add Location' button. Below the input fields is a table with three columns: 'Name', 'Description', and 'Action'.

Name	Description	Action
(None)		Edit Delete
KEYper Lot	KEYper Lot	Edit Delete
KEYper_Lot	KEYper_Lot	Edit Delete

Figure 21: Lot Locations

- b. **Lot Blocking** is a feature that allows the addition of parking lots *and* individual parking spaces. If a vehicle is in a parking space that is blocked by one or more other vehicles, the system will issue the blocking vehicle's keys along with the desired vehicle key(s). This is done through a system of related lot maps and routes. Lot maps are simple representations of parking lots, the number of spaces in each lot and space identifiers.
 A route is a spreadsheet listing all parking spaces for a lot in the first column; followed in the second column by any spaces that are blocking any of the spaces in the first column; followed in the third column by any spaces that are blocking spaces in the first two columns, etc. Blocking entries are made adjacent to the spaces they are blocking.
 Careful planning and consideration must be applied to setting up this feature.
 Utilize the Lot Blocking Template example contained in this manual to become familiar with how to set up lots and spaces.

Vehicles are initially assigned parking spaces in one of three ways. With any of these options, lot maps and routes must first be created and imported.

- a. Spaces are assigned as the vehicles are programmed into the system
- b. Spaces are assigned as assets are physically checked into the system
- c. A spreadsheet(.csv) containing current vehicle inventory stock numbers and their parking spaces is imported (**Asset & Parking Spaces Assignment file**)

When ready to create a parking lot go to **Settings > Lot Blocking Import**. Click "[Click here to download sample Lot, Parking Spaces and Routes file.](#)" This will open the three page worksheet required to create lots and spaces. Once complete, save the file, browse to the saved location, select the file and select "**Import Lot, Parking Spaces and Routes.**" Lot blocking templates can only be imported one at a time.

Lot Blocking

To import a Lot, Parking Spaces and Route file, follow the steps below.

- Step 1: Browse local or network folder and select the XLS or XLSX file.
- Step 2: Import the file by clicking button "Import Lot, Parking Spaces And Routes"
- Step 3: The import process will display import results or errors.

[Click here to download sample Lot, Parking Spaces and Routes file.](#)

Browse and select a file to import:

Lot Name	Last File
(None)	File not found
KEYper_Lot	File not found
KEYper_Lot	Download File

To import a Asset and Parking Spaces assignment file, follow the steps below.

- Step 1: Browse local or network folder and select the CSV file.
- Step 2: Import the file by clicking button "Import Asset And Parking Space Assignments"
- Step 3: The import process will display import results or errors.

[Click here to download sample Asset and Parking Space assignments.](#)

Lot Name:	
Total Spaces:	
Total Saved:	
Total Failed:	
Lot Spaces:	
Import Status:	

Figure 22: Lot Imports

To assign parking spaces to the inventory en masse, create an Excel type spreadsheet listing all stock numbers in the first column, the parking space ID for each in the second column. All lots can be included on one sheet. Save the spreadsheet.

Support

Under the **Support** menu you will find the following links:

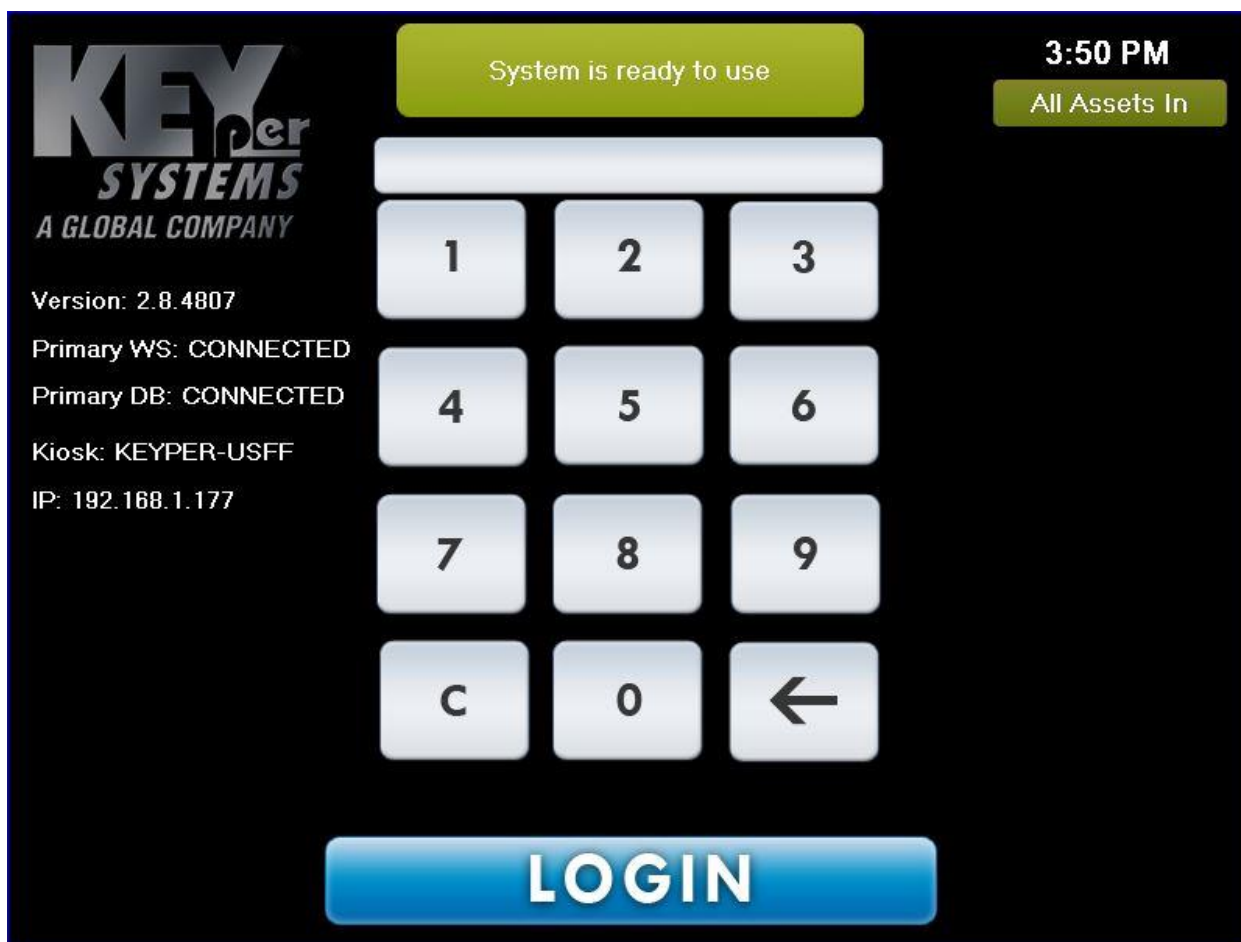
1. Email Support – send support questions directly to KEYper® Support
2. How To Videos – direct link to tutorials on the KEYper® web site
3. Remote Support – opens a web page that will allow KEYper® Support to connect to your PC
4. System Manual – opens the system user guide
5. Shop at KEYper® Systems – a direct link to the online KEYper® store where supplies and accessories may be purchased
6. Zebra Printer Drivers – provides label printer drivers for installation

Rev.4 May 2013



Elite Series Kiosk Administration Guide

Rev.3 May 2013



This Guide is intended for *Administrators* (Admins) of the **Keyper® Systems Asset Management System**. It explains features available to Admins only.

ADVISORY:

*It is very important to clean the lens of the fingerprint device frequently using transparent tape **ONLY!!** (ie. Scotch tape) Press on and peel off to remove oils, dirt, etc.
Repeat as necessary.*

If the screen is displaying the desktop, start the KEYper® kiosk program by double tapping the KS icon.



Figure 1

Login

The methods for logging into the kiosk are via **Pin Code**, **Proximity (Prox) Card** or **Magnetic Strip Card** and **Fingerprint**. As the **Admin**, you will setup the appropriate access type(s). See **Device Enrollment** on page 3.

After you log in, the screen will display 2 rows of buttons as shown in figure 1.

NOTE: Users only see the top row.



Figure 2

Check In, Identify Asset, Check Out

On the main screen, the top row of buttons (**Check In**, **Identify Asset**, and **Check Out**) behaves the same for both **Admins** and **Users**. See page 5 of the **Kiosk User** tab.

Device Enrollment, Unregistered Assets, Diagnostics, Exit Application

This row of buttons is available to **Admins** only.

Device Enrollment - Configuring Access for Users

Pin Code Access

Pin Codes are configured when adding or editing user profiles. See page 5 of the **Management Console** tab.

Prox ID or Swipe ID Card Access

There are two ways to setup a user with a proximity or magnetic strip access card.

1. If known, enter the prox or magnetic strip card number in the “**Prox ID or Swipe ID**” field of the *Add New* or *Update User Information* page. See page 5 of the *Management Console* tab.
2. Use the **Device Enrollment** feature of the **Kiosk**.

Log into the kiosk as an **Admin**. Press **Device Enrollment**. As shown in figure 2, select a user from the list or use the **Search** button to locate the user. Press the **Prox** button to bring up

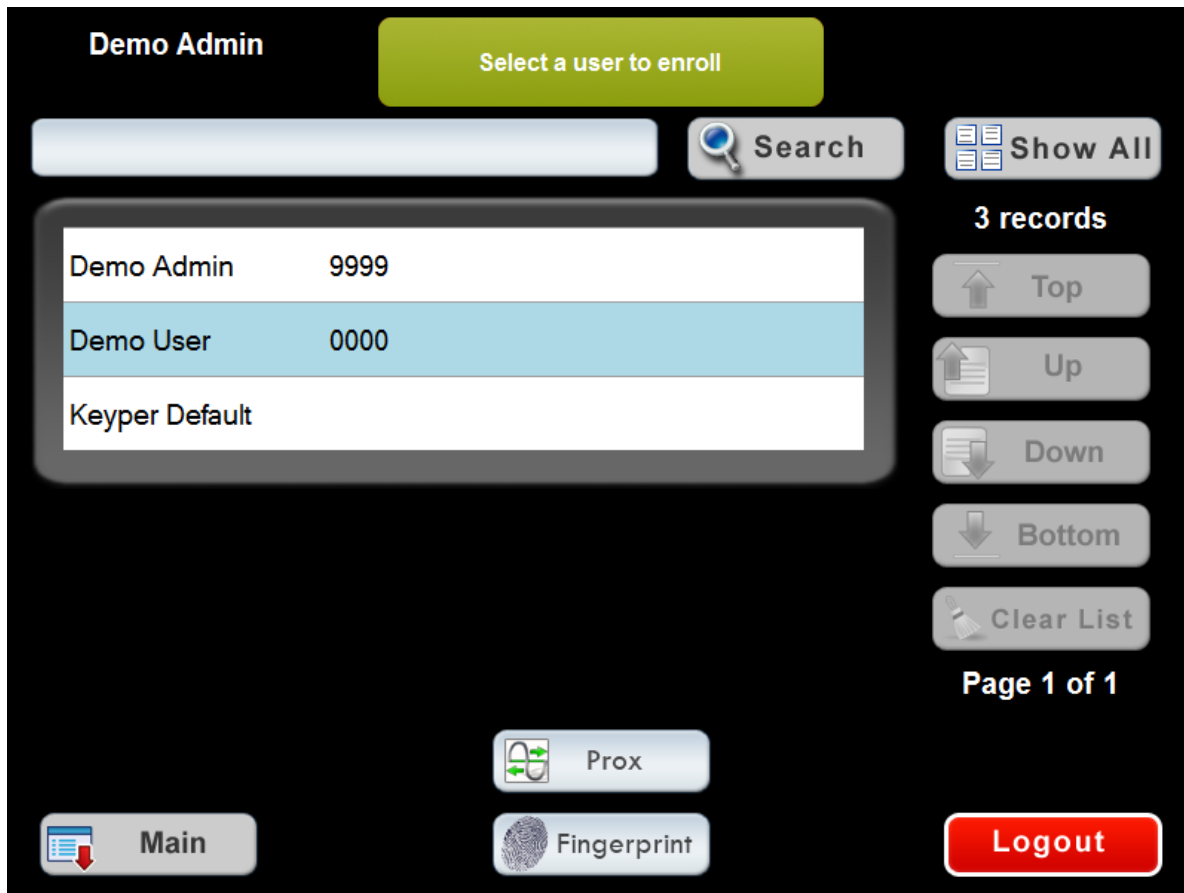


Figure 3

When the **Prox Scan** screen appears, place the selected user’s prox card over the card scan device or pass the magnetic strip card through its reader. The device will beep and the number will be displayed indicating successful enrollment. Thereafter the card will be used for login.

Fingerprint Access

To register user's fingerprint, select a user on the **Device Enrollment** screen and press the **Fingerprint** button.

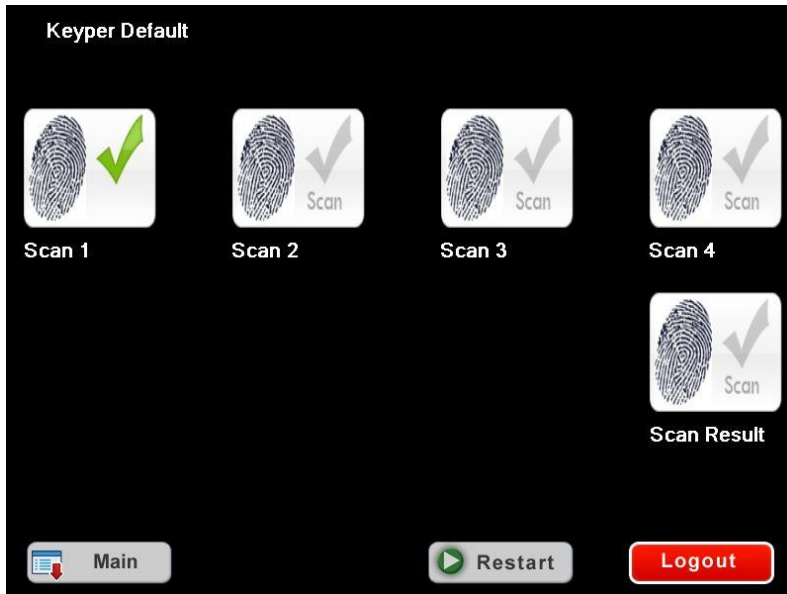


Figure 4

On the **Scan Screen** ask the user to touch a finger to the fingerprint reader lens. Cover as much of the lens as possible with fingertip and press flatly and firmly. A red light will come briefly on in the lens when touched; when the light goes out remove fingertip and wait for a green check mark indicating a successful scan. (fig. 4)

Repeat the process until 4 successful scans and a successful **Scan Result** are achieved. Press the **Continue** button to save the scan. (fig. 5)

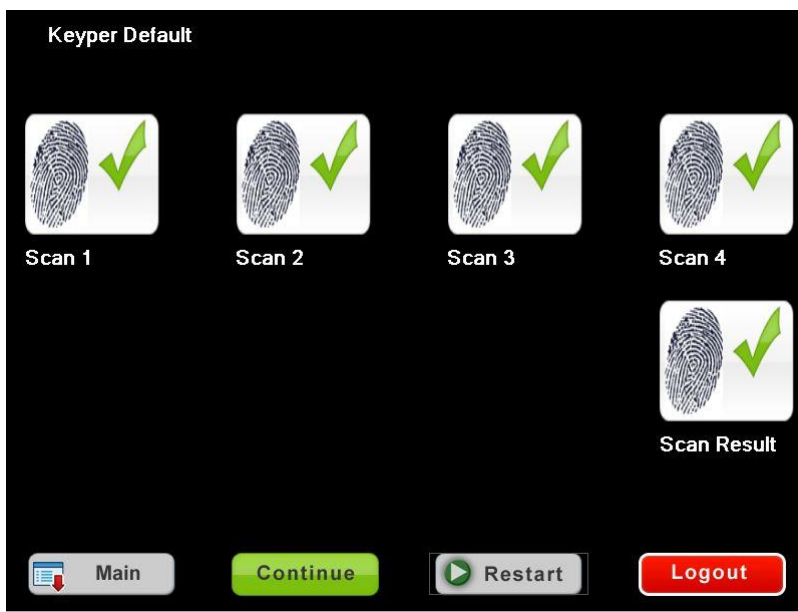


Figure 5

Select the next **User** and repeat the process.

Unregistered Assets

An **Unregistered Asset** is defined as a fob in a cabinet that may or may not have keys attached and may or may not have data associated with it in the database, but has a **Registered Type** of **Unregistered**.

If the **Dashboard** in your **Management Console** indicates there are **Unregistered Assets** in your system (see page 2 of the **Management Console** tab), log into the kiosk, select the **Unregistered Assets** button, highlight the entries and **Check Out**.

Follow the same procedure if you are storing unused fobs in the system and retrieve them as needed to add new assets to the system.

*NOTE: The optional **Check Out Receipt** feature is not available for Unregistered Assets.*

The screenshot shows a kiosk interface for managing unregistered assets. At the top left, it says "Keyper Default". A yellow banner at the top center reads "Please select 1 or more assets from the list". Below this is a list of five asset IDs: U-352333068, U-352381472, U-368813138, U-371716404, and U-371716950. To the right of the list, it says "5 records" and provides navigation buttons: "Top", "Up", "Down", "Bottom", and "Clear List". Below the list are two buttons: "Select All" (with a checkmark icon) and "Deselect All" (with an 'X' icon). At the bottom of the screen are three buttons: "Main" (with a document icon), "Check Out" (with a checkmark icon), and "Logout" (in a red box). The page number "Page 1 of 1" is displayed at the bottom right.

Asset ID
U-352333068
U-352381472
U-368813138
U-371716404
U-371716950

Figure 5

Diagnostics

The diagnostics screen is only for use by **Keyper® Systems**, or by an **Admin** under the guidance of **Keyper® Systems**.

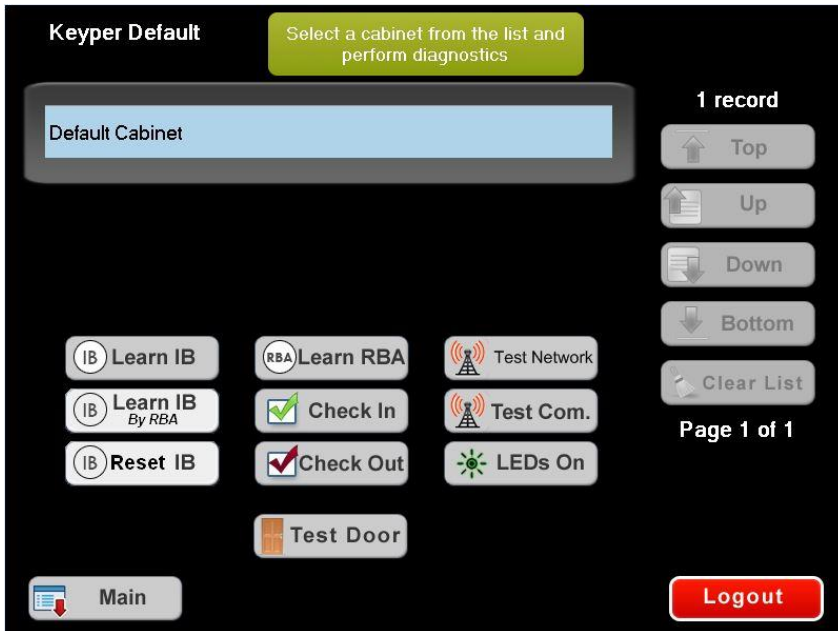


Figure 6

Exit Application

To end the program, touch the Exit Application button. Then either restart the computer or restart the

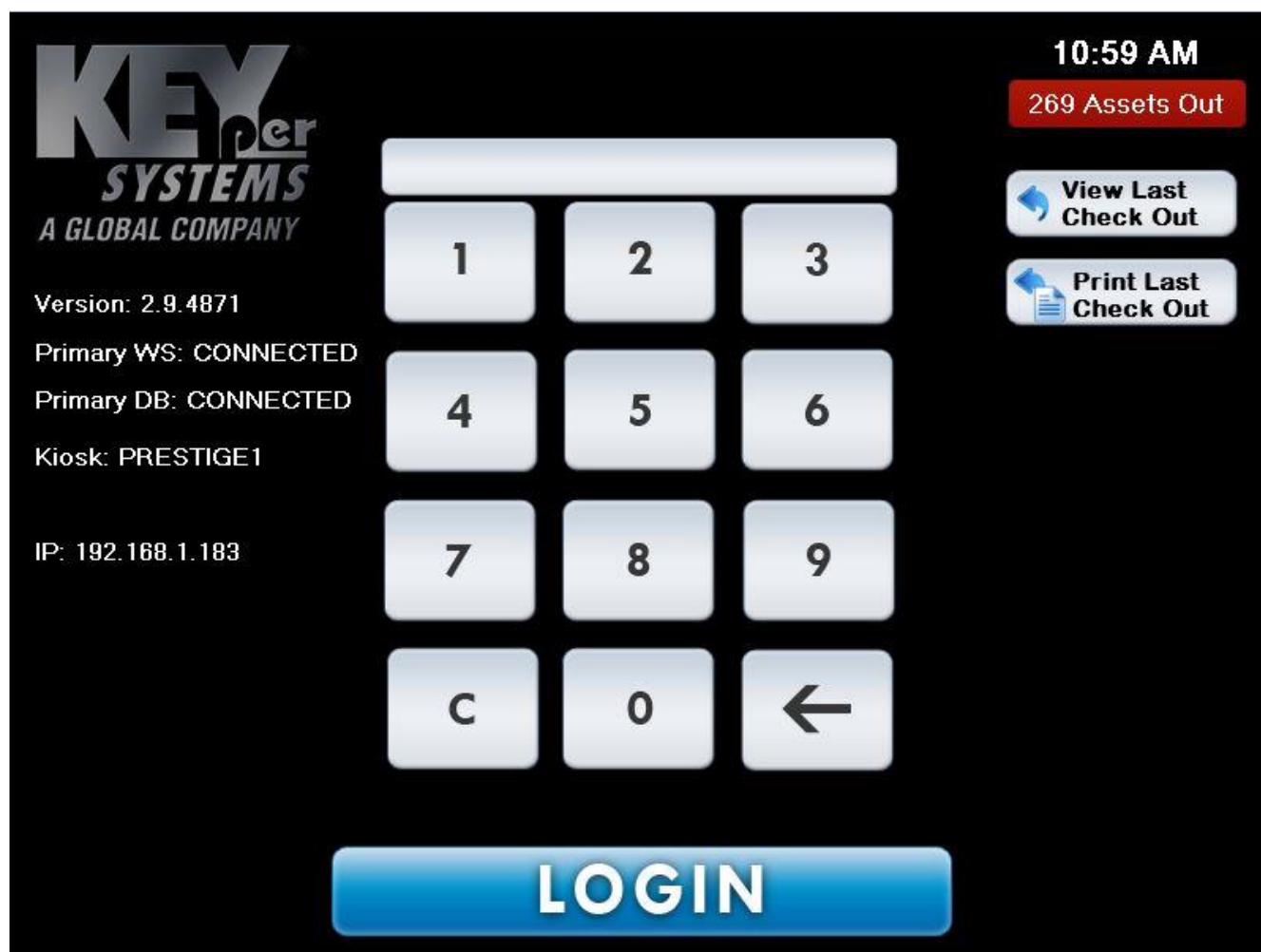
program by clicking the  icon on the desktop.



Elite Series Kiosk User Guide

Rev.3 May 2013

KEYper Systems



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ADVISORY: *It is very important to clean the lens of the fingerprint device at least once per day using transparent tape **ONLY!!** (ie. Scotch tape) Press on and peel off to remove oils, dirt, etc. Repeat as necessary.*

NOTE: The word “**Admin**” is short for **Administrator**. In this manual, **Admin** refers to the person or persons at your company that have been assigned to manage the KEYper® Systems Asset Management System.

If the screen is displaying the desktop, start the KEYper® kiosk program by double tapping the KS icon.



Login

When the system is ready, you will see the main screen shown in Figure 1. The main screen shows the current system status. On this screen, you will see if the system can connect to the Primary Web Service (WS) or the Primary Database (DB) under the logo in the upper left. Both of these must have the status of **CONNECTED** displayed on the main screen for the system to function properly.

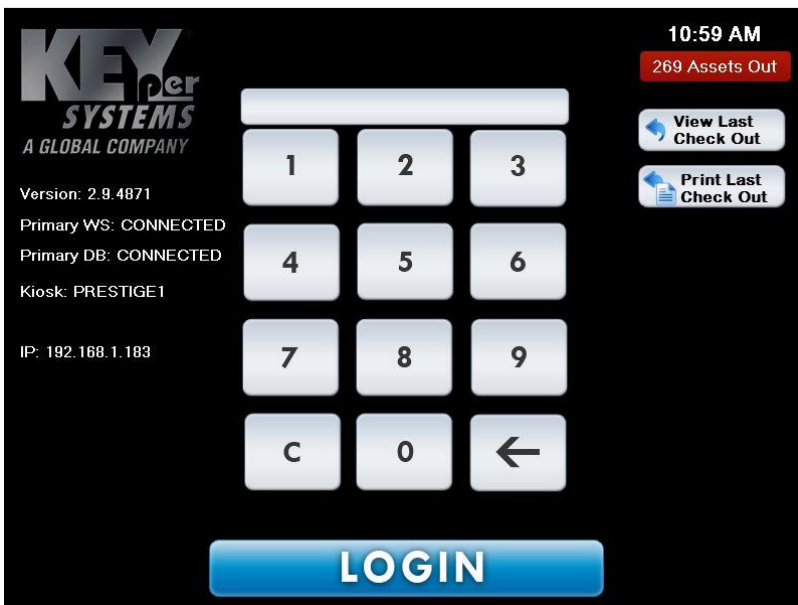


Figure 1: Login Screen

The methods for logging into the kiosk are via **Pin Code**, **Proximity (Prox) Card** or **Magnetic Strip Card** and **Fingerprint**. An **Admin** from your company will help you register for the system in one of these ways. Your **Admin** will setup the appropriate access type.

If the **Lot Location** or **Lot Blocking** feature is activated, the **View Last Check Out** button will display the stock number and vehicle location of the most recent check out(s). The **Print Last Check Out** will print that information.

On the top right of the screen you will see the status of your assets in the cabinet. Use this for a quick look to be sure all assets are in at the end of the day or just to check and see how many assets are out as you walk by the system.

NOTE: You may see a “System Initializing” message if the system has just been rebooted (Figure 2) or a new cabinet has been installed. This is so the system can relearn what is in each cabinet. If this message is present, try logging in again after about 30 seconds.



Figure 2: System Initializing Screen

Pin Code Access

To login with your pin code, simply type it on the touch-screen monitor and press the **LOGIN** button. If you press a wrong number, use the backspace button (left arrow), or clear all of your numbers by pressing “C” for Clear.

Proximity (Prox) or Magnetic Strip Card Access

Swipe your card over the card reader and you will be logged in.

*NOTE: Your **Admin** will need to register your **Prox** or **Magnetic Strip** card with the system before you will be able to login. If your company has more than one kiosk system, you may have to register at each one.*

Fingerprint Access

Simply touch your finger to the fingerprint reader and you will be logged in. Always use the same finger with which you registered.

*NOTE: You and your **Admin** must register your fingerprint into the system before you will be able to login. If your company has more than one kiosk system, you may have to register at each one.*

Reset Kiosk

After 3 failed login attempts while the system is initializing, you may see the option to restart the system as shown in **Error! Reference source not found..** If you have waited and the kiosk is not responding, press “Yes” to restart the system. In some software versions the popup does not appear and restart will occur automatically.

Unable to Login

Common reasons are:

Incorrect PIN entered; Login at the current time of day or day of week is not allowed; Account disabled by admin

Check In

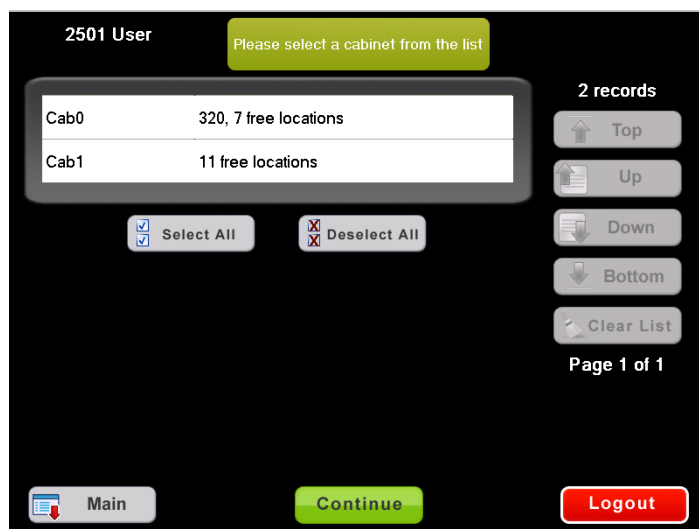


Single Cabinet Check In

To return a key to the cabinet, log in and press **Check In** and the door will unlock. Open the door and insert the key fob into any lighted holder. Close the door. You will be logged out when you close the door.

Multi-Cabinet Check In

Log in and press **Check In**. Choose one or more cabinets from the **Cabinet Selection Screen** as shown in Figure 6. The wait screen will appear and the door on the first cabinet will unlock. Open the door and insert the key fob into any lit fob holder. Close the door. If additional cabinets were selected, the next cabinet will unlock, and so forth. You will be logged out when you close the last door.



2501 User

Please select a cabinet from the list

Cabinet	Free Locations
Cab0	320, 7 free locations
Cab1	11 free locations

☒ Select All ☒ Deselect All

2 records

Top Up Down Bottom Clear List

Page 1 of 1

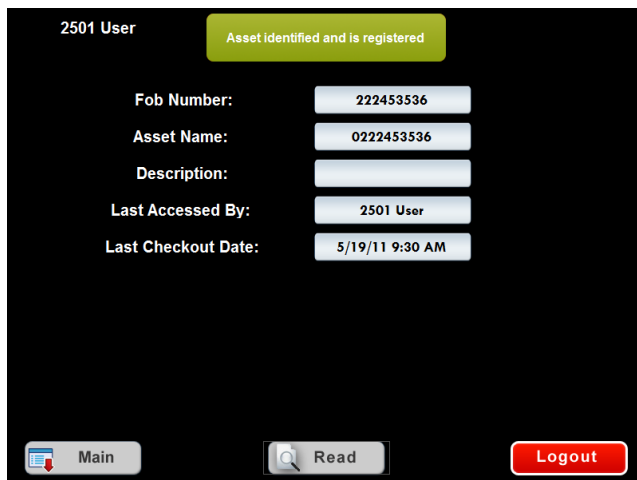
Main Continue Logout

Figure 3: Multi-cabinet Check In

Identify Asset

To get information on a fob in your possession, log into the kiosk and press the **Identify Asset** button the main screen.

Once on the **Identify Asset** screen, hold the fob against the fob reader on the kiosk, and press the **Read** button. The screen will display information about that fob.

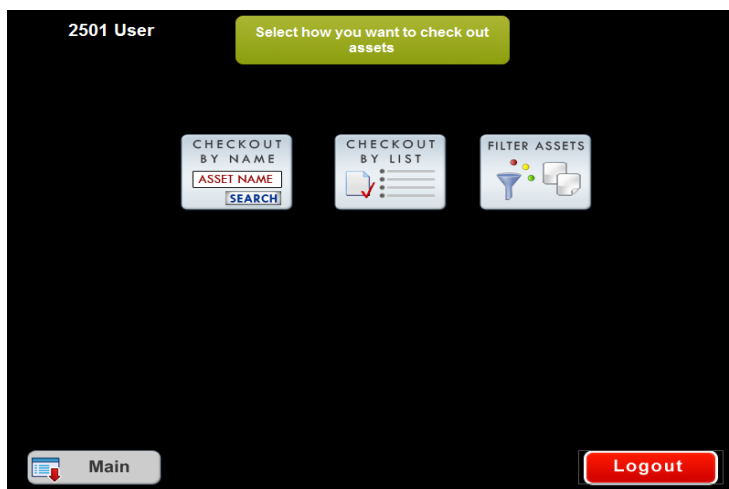


The screenshot shows the 'Identify Asset' screen. At the top left, it says '2501 User'. A green banner at the top center reads 'Asset Identified and is registered'. Below this, there are several fields with labels and values: 'Fob Number:' with value '222453536', 'Asset Name:' with value '0222453536', 'Description:' with an empty field, 'Last Accessed By:' with value '2501 User', and 'Last Checkout Date:' with value '5/19/11 9:30 AM'. At the bottom, there are three buttons: 'Main' (with a home icon), 'Read' (with a magnifying glass icon), and 'Logout' (in a red box).

Figure 4: Identify Asset

Check Out

To check out an asset, log into the kiosk, or if already logged in, press the **Main** button. Press the **Check Out** button. You will have 3 options for checking out an asset: **By Name**, **By List** or by **Filtering**.



The screenshot shows the 'Checkout Screen'. At the top left, it says '2501 User'. A green banner at the top center reads 'Select how you want to check out assets'. Below this, there are three large buttons: 'CHECKOUT BY NAME' (with a magnifying glass icon and a 'SEARCH' button), 'CHECKOUT BY LIST' (with a list icon), and 'FILTER ASSETS' (with a funnel icon). At the bottom, there are two buttons: 'Main' (with a home icon) and 'Logout' (in a red box).

Figure 5: Checkout Screen

NOTE:

Regardless of the checkout method used, if **Issue Reasons** has been activated on the system you will be required to choose an issue reason for each asset being checked out of the system. The **Issue Reason** screen will appear when an asset has been selected, then highlighted, for checkout.

CHECKOUT BY NAME (figures 6 - 8)

When you press “**Check Out By Name**”, you will see the **Add Asset** screen.

Note: The asset list is empty (blank) until assets are added.

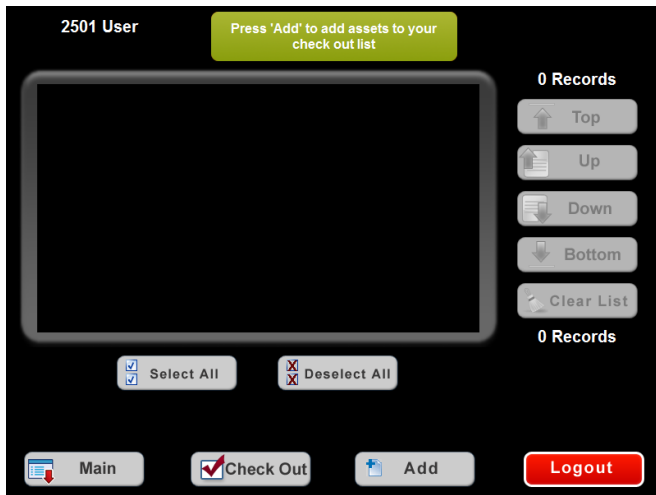


Figure 6

Press the **Add** button at the bottom to see the keyboard screen.

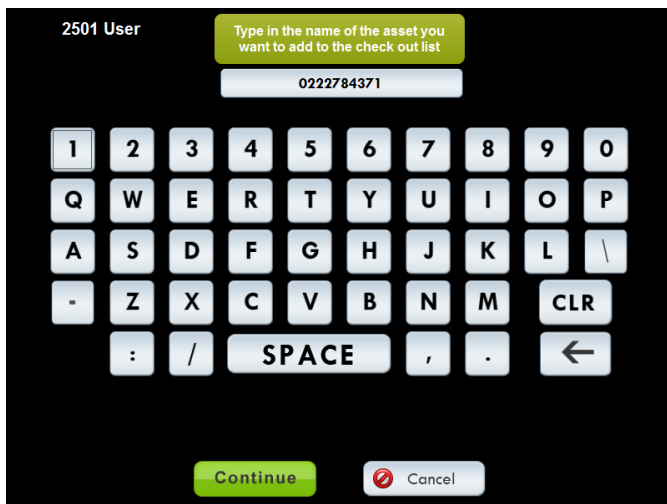


Figure 7

Enter the complete asset name with the keyboard. Press the **Continue** button. *NOTE: The search performed is an exact match search. You must type the full name in the system to find the asset.*

If the name is found it is shown in the list (Figure 11). You can press the **Check Out** button now or press **Add** to return to the keyboard screen and find additional assets.

If you have more assets than can be displayed on one page, the buttons on the right side of the screen will allow you to navigate the list. All lists in the system function in the same manner. **Top** and **Bottom** will take you to the first and last pages while **Up** and **Down** will move one page at a time. **Clear List** will remove items from the list.

Be sure to select the assets you want to check out. Assets that are selected will have a blue background. Assets with a white background are not selected. You can press the **Select All** and **Deselect All** buttons to change every asset in the list. To select or deselect one asset, press on that row to toggle the selection on and off. Along the bottom of the screen are four (4) buttons: **Main**, **Check Out**, **Add** and **Logout**. Pressing **Main** will ignore any selected assets and switch back to the main screen. Press **Check Out** to remove the chosen asset(s). **Add** will allow you to add more assets to your list. **Logout** will ignore any selected assets and immediately log you out.

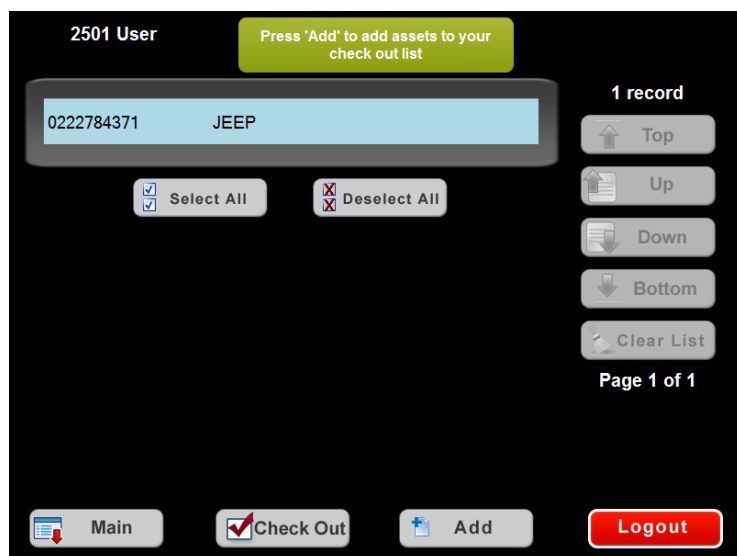


Figure 8

CHECKOUT BY LIST (figure 9)

Pressing **Check Out By List** will display a list of all assets currently in the cabinet(s) that you are allowed to access, which is based on your **Access Group** restrictions. Press each record (row) you wish to checkout. The asset name will always be shown first, to the left side of the list. If the administrator has added more information for an asset, it will be shown. Examples are Year, Make, Model, Exterior Color, Interior Color, Type, and VIN.

Press **Select All** and all records will be selected, even if there are many pages. Likewise, **Deselect All** will deselect every record that was selected.

The buttons on the right side of the screen assist in scrolling through a list that is longer than one (1) page. The total number of registered assets in the cabinet is shown above those buttons.

Along the bottom of the screen are three (3) buttons: **Main**, **Check Out**, and **Logout**. Pressing **Main** will ignore any selected assets and switch back to the main screen. Press **Check Out** to remove chosen asset(s). Logout will ignore any selected assets and immediately log you out.

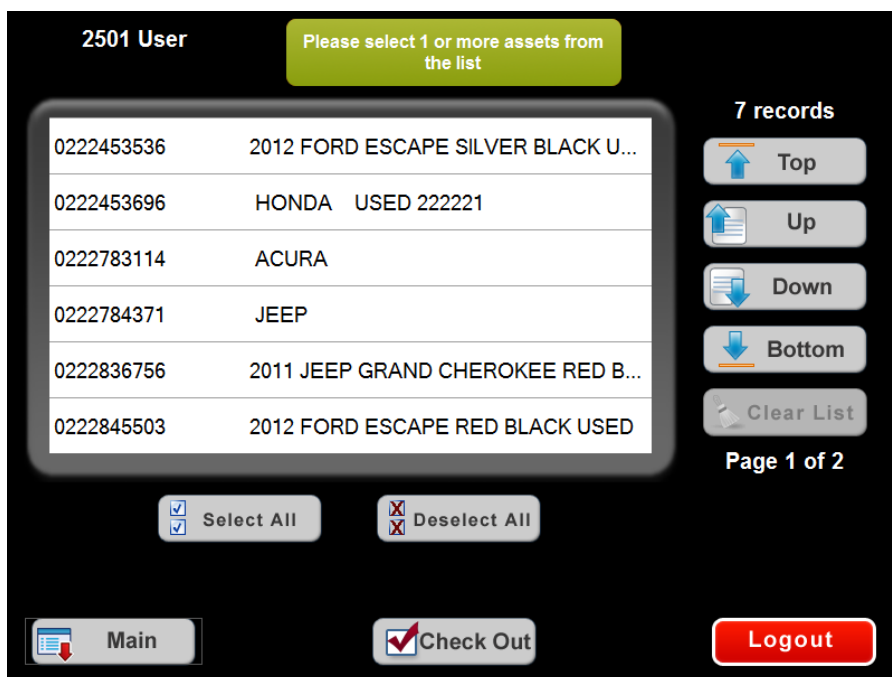


Figure 9: Check Out By List

CHECKOUT – FILTER ASSETS (figure 10)

Filter Assets is used to search for assets by attributes, such as make, model, year, color, etc.

NOTE: This example is from a system setup for the automotive industry. Your filter attributes may differ.

To search for assets by filtering attributes, enter an attribute value, then press the applicable filter button. For example, enter a year (4 digits), then press the **Year** filter button. *Note: to add an asset for checkout by name on this screen, enter the full name and press the **Add** button.*



Figure 10: Filter Screen

Now the **Year** filter button says “2012” and the green message box indicates the filter narrowed the total to two (2) assets (figure 11).

The screenshot shows the '2501 User' interface. At the top, a green message box states: 'Filter '2012' on 'Year' narrowed total to 2 assets'. Below this is a search bar with the text 'RED' and an 'Add' button. A row of filter buttons is displayed: 'Year (2012)', 'Make (Not Set)', 'Model (Not Set)', 'Ext. Color (Not Set)', 'Int. Color (Not Set)', and 'Type (Not Set)'. Below the filters is a virtual keyboard with buttons for numbers 0-9, letters QWERTYUIOP, ASDFGHJKL, and a row with hyphen/underscore, Z, X, C, V, B, N, M, CLR, colon/semicolon, forward slash/underscore, SPACE, comma/apostrophe, period/quotation mark, and a back arrow. At the bottom are three buttons: 'Main' (with a document icon), 'Review' (with a magnifying glass icon), and 'Logout' (in a red box).

Figure 11

Continuing the example, the Year is filtered on “2012” and before the **Review** button is pressed, the **Ext. Color** is filtered on “RED”.

The screenshot shows the '2501 User' interface. At the top, a green message box states: 'Enter an asset name and press 'Add' or enter search criteria and select a filter'. Below this is a search bar with the text 'RED' and an 'Add' button. A row of filter buttons is displayed: 'Year (2012)', 'Make (Not Set)', 'Model (Not Set)', 'Ext. Color (Not Set)', 'Int. Color (Not Set)', and 'Type (Not Set)'. Below the filters is a virtual keyboard with buttons for numbers 0-9, letters QWERTYUIOP, ASDFGHJKL, and a row with hyphen/underscore, Z, X, C, V, B, N, M, CLR, colon/semicolon, forward slash/underscore, SPACE, comma/apostrophe, period/quotation mark, and a back arrow. At the bottom are three buttons: 'Main' (with a document icon), 'Review' (with a magnifying glass icon), and 'Logout' (in a red box).

Figure 12

Now in figure 13, the green message box indicates the list has been narrowed to one (1) asset.

2501 User

Filter 'RED' on 'Ext. Color' narrowed total to 1 asset

Add

Year (2012)	Make (Not Set)	Model (Not Set)	Ext. Color (RED)	Int. Color (Not Set)	Type (Not Set)
1	2	3	4	5	6
7	8	9	0	Q	W
E	R	T	Y	U	I
O	P	A	S	D	F
G	H	J	K	L	\
-	Z	X	C	V	B
N	M	CLR	:	/	SPACE
,	.	←			

Main Review Logout

Figure13

2501 User

Type in the name of the asset you want to add to the check out list

0222845503 2012 FORD ESCAPE RED BLACK USED

1 record

Top

Up

Down

Bottom

Clear List

Page 1 of 1

Select All Deselect All

Main Check Out Logout

Figure 14

Pressing **Review** shows the filtered asset (figure 14). Selecting the asset and pressing the **Check Out** button opens the cabinet.

*Note: Once in the **Review Assets** screen, you must **Check Out**, **Logout**, or go back to the **Main** screen. You cannot go directly back to the filtering screen.*

Multi-Cabinet Check Out

When 2 or more cabinets are attached to the Kiosk, it is a multi-cabinet system. When you check out several assets at one time, they may be stored in several cabinets. The cabinets will unlock one at a time. The second cabinet will not unlock until the first cabinet has been opened and closed. The 3rd will not unlock until the 2nd has been opened and closed, and so on.

Unable to Locate or Check Out an Asset?

If you are unable to Checkout a particular asset, consider these common reasons

- Asset already checked out by someone else
- Asset moved to another Kiosk
- Checkout at the current time of day or day of week is not allowed
- Asset limitation rules
- Asset permission disabled by admin
- Asset not registered by admin

Logout

To logout from the Main screen, simply press the **Logout** button in the lower right corner.

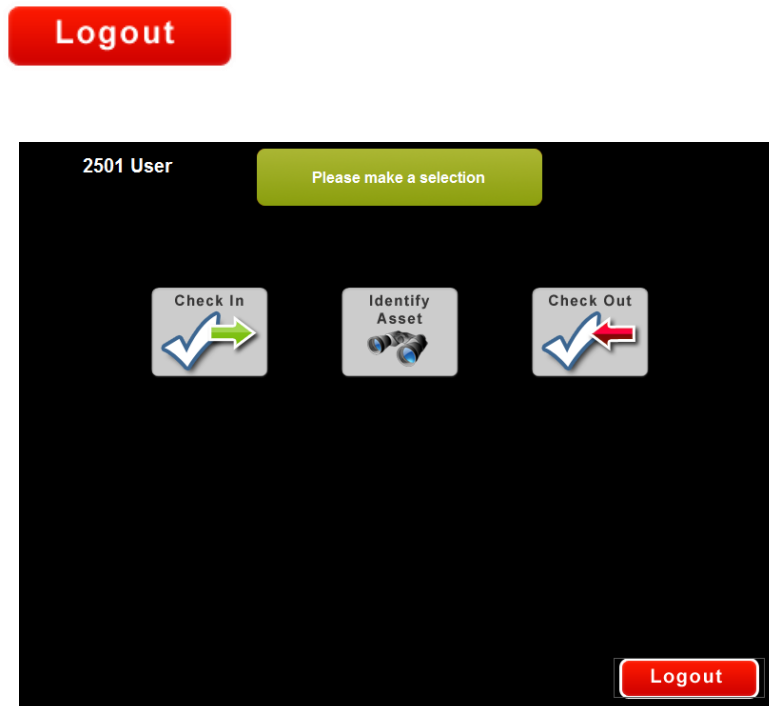


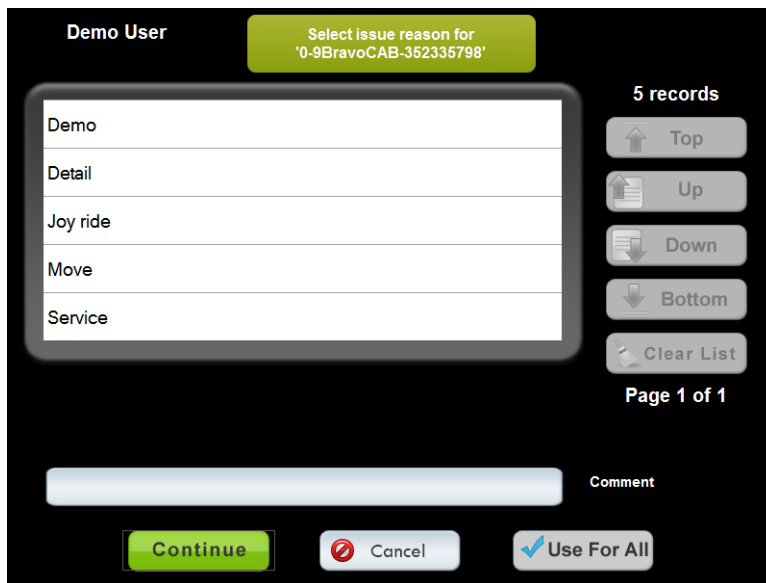
Figure 16

Optional Features

This section describes the use of optional features available for the system. Some or all of these features may not be applicable to your system.

Issue Reason and Comment

If the system is configured to require an **Issue Reason** during check out, the screen depicted in figure 17 will appear (your **Issue Reasons** may differ). Select a reason from the list. Choose **Continue** to return to the Checkout menu and finish the Checkout process.



The screenshot shows a user interface for selecting an issue reason. At the top left, it says "Demo User". To the right, a green box contains the text "Select issue reason for '0-9BravoCAB-352335798'". Below this is a list of reasons: "Demo", "Detail", "Joy ride", "Move", and "Service". To the right of the list are five buttons: "Top", "Up", "Down", "Bottom", and "Clear List". Below the list is a "Page 1 of 1" indicator. At the bottom, there is a "Comment" text box and three buttons: "Continue", "Cancel", and "Use For All".

Figure 17

*Note: Your admin can choose to make the selection of an **Issue Reason** mandatory or not.*

If you are checking out multiple assets and the **Issue Reason** will be the same for all, press the “**Use For All**” button instead of **Continue**. Thereafter, you can select more assets without returning to this screen.

After selecting a reason, you may type a comment about this **Issue Reason** by pressing in the white **Comment** box. The on screen keyboard will appear, allowing you to type a comment. The comment will be saved by the system and displayed on in the **Asset Transaction Report**.

Print Receipt

If **Print Receipt** is activated, during **Checkout** the system will show 2 Checkout buttons if receipt printing is optional. If receipt printing is mandatory, only the **Check Out/Print Receipt** button will be shown. Using the **Check Out/Print Receipt** button will create and print a list of assets checked out. A sample is shown in Figure 19: Sample Receipt.

The screenshot shows a web application interface for a user named "Demo User". At the top, a green banner says "Please select 1 or more assets from the list". Below this is a list of assets with the second item, "0-9BravoCAB-352...", selected. To the right of the list, it says "681 records" and provides navigation buttons: "Top", "Up", "Down", "Bottom", and "Clear List". Below the list are "Select All" and "Deselect All" buttons. At the bottom of the interface are four buttons: "Main", "Check Out", "Check Out Print Receipt", and a red "Logout" button. The page is labeled "Page 1 of 114".

Figure 18

The sample receipt is titled "Checkout List for C Pierce (8/22/2011 12:53 PM)". It lists three assets: "222783114 1995, BMW, 750 HYBRID", "a 2011, FORD, RED", and "222453536 1995, AUDI, TT, RED, LONER". Below the list is a signature "John Hancock" and a line for "Name". At the bottom, there are lines for "Returned by", "Date", and "Time".

Figure 19: Sample Receipt

Print Receipt with Digital Signature

If your system is configured to capture digital signatures via a signature pad, using the **Check Out/Print Receipt** button allows the capture of a signature before printing the receipt. The cabinet door will unlock and the asset(s) can be removed. When the blue window appears (figure 20), sign using the signature pad device. Press the **Done** button. The **Clear** button can be used to erase the signature and try again.

NOTE: The signing can be before, during, or after the asset(s) are removed from the cabinet(s).



Figure20: Digital Signature Window