



## Key Management and Reporting Module

The Key Management and Reporting Module will greatly assist anyone who must manage a large key inventory. This module is used to accurately track key transfers, key issuance, key returns, key replacement etc. It includes such features as automatic information links for re-keying, identification of old keys to be returned by users as well as all the necessary information for key re-issuance. Lock cylinders can be removed, catalogued for later re-use, "biting" codes can be exported to an external database for safe keeping off the network. Comprehensive information can be kept on each door type, e.g. wooden/metal/glass door, single or double door, number and type of hinges, type of door closer, lock details, electric locks, electric hinges, card access controlled, alarm monitored, frame types, grouted or hollow. Such information can be invaluable to the locksmith, since he can properly prepare himself for the door repair, thus saving time to repair. This module utilizes data from the Personnel Information Management Module to track who should have keys to where, validation of authorization to issue keys and the proof of identity required to receive keys.

The screenshot shows the 'Site-Secure - Key Management' application window. The interface includes a menu bar (File, Edit, Actions, Reports, Help) and a tabbed navigation area with options like 'Key Rings', 'Key Cabinets', 'Bitting codes', 'Hardware (1)', 'Hardware (2)', 'Key chart', 'Key issuance', 'List keys', 'List users', 'Temp Issuance', and 'Non returned Temp Keys'. The 'Key issuance' button is highlighted in green. Below the navigation, there are several action buttons: 'Key issuance', 'Key return', 'Key transfer', 'Key lost', 'Key found', and 'Spare keys'. A form for 'Present key holder' is visible, with fields for Name (Tourville), Given name (Larry), Branch (Support), Emp.# (1), Telephone (819-770-2276), and Room (Site-Secure Software). A 'Key code' dropdown menu is set to 'A10'. A 'Message Prompter' dialog box is overlaid on the screen, displaying a warning icon and the text: 'This person has already been issued this key.' with an 'OK' button. At the bottom, there is a table for 'Larry Tourville' with columns for 'Key code', 'Key no.', 'Date issued', and 'Date lost'. The table contains one entry: Key code 'A10', Key no. '10', Date issued '02/19/2007'. The bottom of the window features a toolbar with buttons for 'Key issuance', 'Search', navigation arrows, 'Print Key issuance', 'Issue Additional Key', 'Save / Next', 'Complete transaction', and 'Exit'.

## Key Management and Reporting Features

- Automatic information links for re-keying, key re-issuance etc
- Multiple search capabilities by key codes, master keys, code families etc
- Automatic flags for restricted persons, requesting keys already received
- Automatic flag if requested key is in the cabinet with the 'hook' number
- Automatic key assignment numbers as keys are cut
- Automatic updates of user files with dates of transaction
- Automatic print of bilingual key signature acceptance form
- Manages all key "biting" codes
- Includes a comprehensive door hardware and inventory database
- Can reside on a separate database to enhance security
- Tracking of reporting of key issuances and returns
- Site-Secure kiosk for automated logging of issuances and returns

Site-Secure - Key Management

File Edit Actions Reports Help

Non returned Temp Keys | Key Rings | Key Cabinets

Bitting codes | Hardware (1) | Hardware (2) | Key chart | Safes etc | Key issuance | List keys | List users | Temp Issuance

Key code	Key	Hook	Seal no.	Emp.#	Name	Given name	Date issued	Date l
A10	1	4		0	Master Key Cabinet	Cabinet à clés principale	2006/04/03	
A10	2	0		1916	Tourville	Larry	2006/04/03	
A10	3	0		2013	Thomas	Norm	2006/04/03	
A10	4	0		2014	Leger	Marcel	2006/04/03	
A10	5	0		1944	Paterson	Martin	2006/04/03	
A10	6	2		0	Comm Room	Salle comm	2006/04/03	
A10	7	4		0	Master Key Cabinet	Cabinet à clés principale	2006/04/03	
A10	8	1		0	Key ring 5	Trousseau 5	2006/04/03	
A10	9	2		0	Key Ring 3	Trousseau 3	2006/04/03	
A11	12	0		2	Larose	Daniel	2006/04/03	
A11	13	0		731	Jones	Michelle	2006/04/03	
A11	11	0		229	Major	Pierre	2006/04/03	
A11	10	2		0	Key ring 6	Trousseau 6	2006/04/03	
A11	9	1		0	Key Ring 4	Trousseau 4	2006/04/03	
A11	1	1		0	Master Key Cabinet	Cabinet à clés principale	2006/04/03	
A11	2	0		1916	Tourville	Larry	2006/04/03	
A11	3	0		2013	Thomas	Norm	2006/04/03	
A11	4	0		2014	Leger	Marcel	2006/04/03	
A11	5	1		0	Master Key Cabinet	Cabinet à clés principale	2006/04/03	
A11	6	2		0	Key Ring 3	Trousseau 3	2006/04/03	
A11	7	2		0	Comm Room	Salle comm	2006/04/03	
A11	8	1		0	Key ring 5	Trousseau 5	2006/04/03	
A8	3	0		2014	Leger	Marcel	2006/04/03	

New Search Print Save Delete Exit

## Extensive report capabilities

With the Site-Secure Report Builder, an almost infinite number of reports can be generated for data analysis and statistical reporting.

The screenshot shows the 'Report Builder' application window. At the top, there are date pickers for 'From' (2002/07/08) and 'Till' (2006/05/02). Below these are several filter tabs: 'Area', 'Dol Ref.#', 'Priorities', 'Number', 'Types', 'Sites', 'Level(s)', 'Users', and 'Requested by'. The 'Types' tab is active, displaying a list of call types with checkboxes: BROKEN KEY, CARD READER INSTALLATION, DEFECTIVE ALARM, DEFECTIVE CAMERA, DEFECTIVE CARD READER, DEFECTIVE DURESS ALARM, DEFECTIVE INTERCOM, DEFECTIVE TIME LAPSE RECORDER, OUTDOOR CAMERA INSPECTION, SITE SECURE PM DAILY TEST, SOFTWARE SUPPORT, and WASH WINDOWS. To the right of this list is a box labeled 'Select requested items or 'Clear All/Select All'' containing three buttons: 'Find', 'Clear all', and 'Select all'. At the bottom left, there is a 'Type of search' section with two checked checkboxes: 'Open calls' and 'Closed calls'. At the bottom right, there are three buttons: 'View Sql', 'Build Report', and 'Exit'.

Also included are built-in “quick reports” such as:

- Reports by individuals with keys, quantity and location
- Reports by keys issued on a day release basis and to whom
- Reports by door hardware with installation date
- Reports by key issuance and re-issuance
- Reports by lost keys with date / time and reported by whom
- Reports by door hardware and key inventory
- Report total keys in circulation and types-master, sub-master etc.
- Reports by non returned temp keys