

KEYper Systems Management Console

Version 2.4.4310 or Higher

** Be careful of changes made in the console, harmful or uncertain changes could render the system inoperable

Below will be a brief description of each page of the admin console, with a description of what is done on the page. This is not intended to be a user guide.

Dashboard

- The Dashboard is the first screen that appears upon login to the admin console.
- The Dashboard shows 4 indicators about the system
 - o # of Keys In
 - o # of Keys Out
 - o # of Keys Overdue
 - o # of Keys that are Unregistered
- This screen is updated in automatically every 15 seconds.

Reports

- There are three menu items under the reports tab.
 - o Asset Transactions
 - o Assets by Status
 - o Report Builder
- Asset Transactions
 - o This report gives you a real time look at all activity on the kiosk.
 - o It can be filtered by System, User, Asset, and Date
 - o This report is printable from this page
- Assets by Status
 - o This report gives you the status of all assets in the system.
 - o It shows the Status (In or Out) and if out who has the asset.
 - o This report is printable from this page
- Assets by Location (Optional, Visible only when Lot Location is enabled)
 - o This report gives you a status of all assets in the system along with the current Lot Location.
 - o Reports can be filtered based on Specific Lot Locations
 - o This report is printable

- Report Builder
 - The report builder can be used to create customized reports to the customer's specifications
 - Reports can be created out of many different databases.
 - Assets
 - Asset Transactions
 - User Transactions
 - System Imports
- The reports in the report builder can be exported into excel or other type programs.

Users

- Admin and Kiosk User information is created and edited from this menu.
- Users will be created with the role of Admin or User.
 - Admin – Has Admin Console Access and overrides the Access Group Permissions
 - User - No admin console access, limited Kiosk View
 - Users can be given access to the admin page for
 - Adding Assets
 - Viewing Reports
 - Dual Authentication can be assigned.

Assets

- Assets are created and edited from the menu
- A list of assets can be imported in this menu, if formatted properly.
- Asset Attributes are assigned to the assets from this menu.

Access Groups

- Access Groups are created and edited from this menu.
- Access Groups are created to manage the access, entry and control "Users" have at the kiosk
- The following can be customized
 - Cabinet Access
 - Time/Date Access
 - Asset Access
 - User Access
 - Asset Issue Limits
 - Out Duration Time

- When an access group is created it is assigned the above properties, to control the users operation of the kiosk
- Multiple Access groups can be created.
- Users can belong to multiple Access Groups
- Admin Users do **NOT** adhere to the Access Group Controls.

Asset Attributes

- Asset Attributes are created and edited from this menu.
- Asset Attributes are “Extra” details that can be assigned to asset.
- Examples
 - o Automotive Industry – Year, Make, Model...etc.
 - o Prop Mgmt. – Floor, Building, and Vacancyetc.
- There can be up to 6 different attribute values.
- They can be customized to fit the customer’s needs.
 - o This should be done at install and recommended not to be edited
- There can be an unlimited amount of values assigned to each attribute
- Once an attribute has been added to the system and added to an asset, it cannot be deleted from the attribute table.

System Settings

- **System Structure** (Password Protected)
- The System structure is where there the systems are configured during the build process.
 - o Mac Addresses are assigned
 - o System features are enabled and disabled
 - o Cabinets are activated and deactivated
 - o New Systems are configured
- **System Settings** (Password Protected)
- The System Settings controls certain operational features of the software, changes in this area can only be made by KEYper Technical Staff
- **Alert Settings**
 - o The Alert Notifications are configured on this page
 - o The following alerts are available via Email or SMS
 - Unauthorized Removals
 - Exceeding the Out Duration
 - Leaving the Cabinet Door Open
 - Nightly Reports
 - o Users can be selected to receive specific reports
 - o User email and phone number information is programmed during the creation of their user record.

- **Email Settings**
 - This is where the email settings are input.
 - This should be configured by IT staff or Keyper Systems support staff.
- **Issue Reasons**
 - Checkout Reasons are configured in this area
- **Lot Locations (Optional)**
 - If Lot Locations are enabled this menu is visible.
 - Lot Locations are programmed here.
 - Name
 - Description
- **Reprint Receipt**
 - If Checkout Receipts are used, you can reprint past receipt from this page.