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
  - # of Keys In
  - # of Keys Out
  - # of Keys Overdue
  - # of Keys that are Unregistered
- This screen is updated automatically every 15 seconds.

Reports

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

- **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
  - Automotive Industry – Year, Make, Model...etc.
  - Prop Mgmt. – Floor, Building, and Vacancy ....etc.
- There can be up to 6 different attribute values.
- They can be customized to fit the customer’s needs.
  - 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.
    - Mac Addresses are assigned
    - System features are enabled and disabled
    - Cabinets are activated and deactivated
    - 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**
  - The Alert Notifications are configured on this page
  - The following alerts are available via Email or SMS
    - Unauthorized Removals
    - Exceeding the Out Duration
    - Leaving the Cabinet Door Open
    - Nightly Reports
  - Users can be selected to receive specific reports
  - 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.