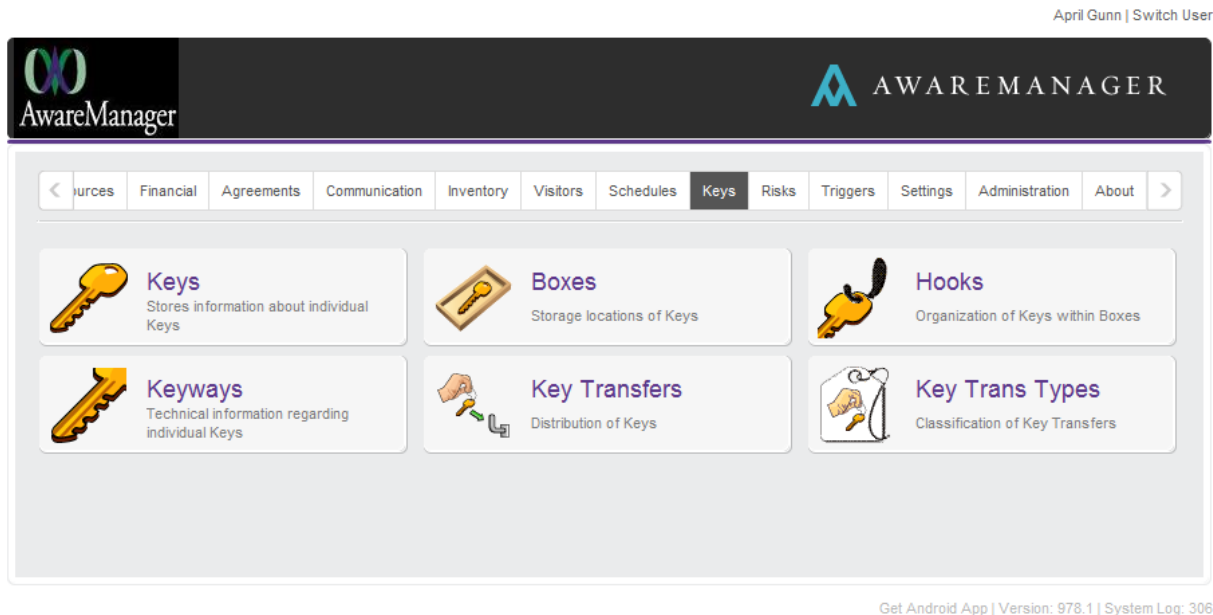The Keys module allowed you to track the movement and storage location of keys used by your organization. This is especially useful when keys are being used by more than one person, as in the case of elevator keys checked out by guests or shared among individuals in an office.
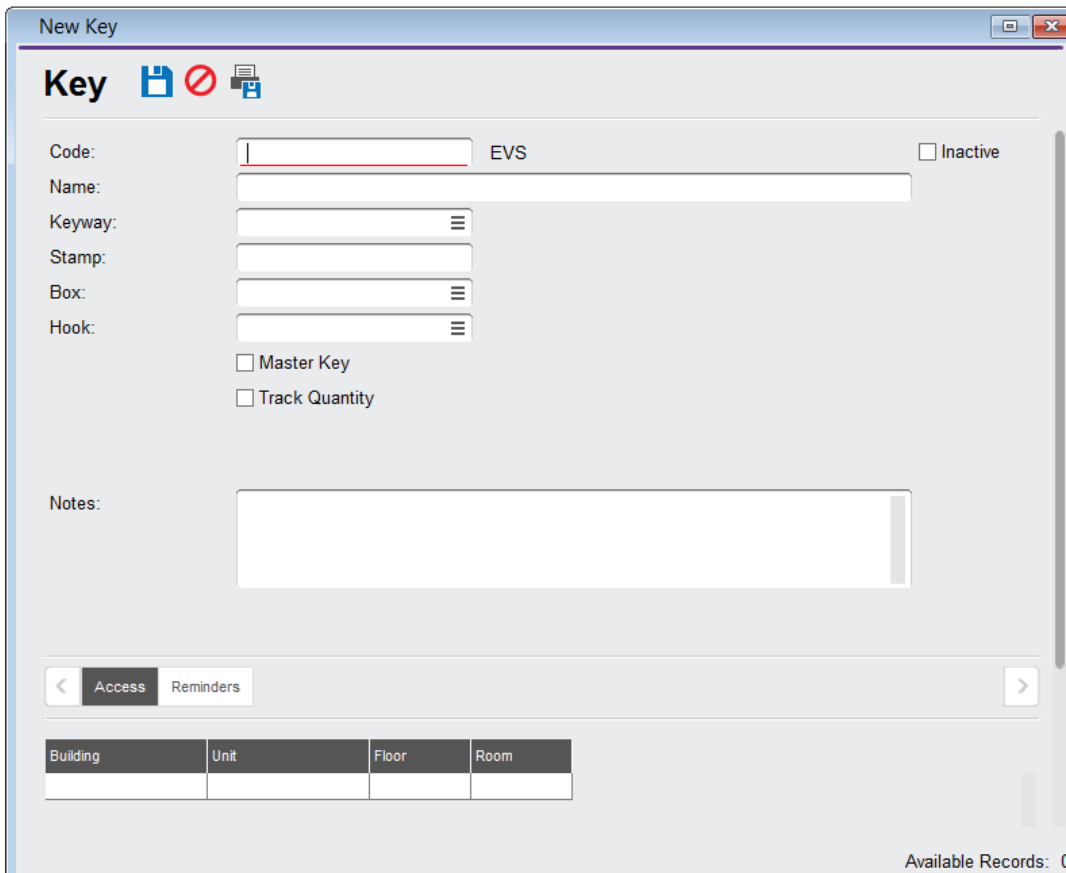

You can enter a new Key from the Console by right clicking on the Key capsule and choosing **Add Record**.
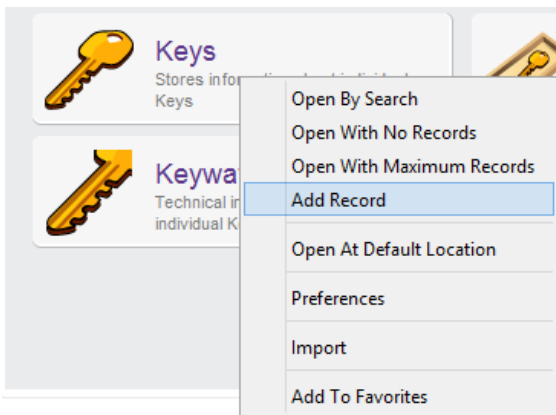
You can also enter a key from the Key List view by clicking on the plus icon (✚).

Either of these methods will open a new, blank Key form:

The most important pieces of information you will need to enter for each Key are the **Code**, **Name**, **Box**, and **Hook**.

- **Code:** This is how your Key is identified and linked to other records throughout the system.

  Note: Codes are most effective when they are brief, descriptive, and consistent (for instance, Elevator keys may be given the codes ELEV01, ELEV02, ELEV03, etc).

- **Name:** This can be an expanded version of the Code. For instance, the Key with Code ELEV01 may have the Name "Elevator Key #1."

- **Box:** This refers to the location of your Key.

- **Hook:** This refers to the placement of your Key within its Box.

It is possible to enter other information about each of your keys as well, such as **Keyways**, **Stamps**, and **Notes**:

- **Keyways** are codes obtained from your locksmith. If you have Keyway codes, you input them into the Keyway field on your new Key. If you do not use Keyway codes, it's okay to leave this field blank.

- A **Stamp** is a code, name, or label that can be engraved on the key. If your key has a Stamp, it will go here.

- The **Notes** field is where you would put any additional information about this Key. For instance, you may have limits on how long the key can be checked out, or to whom. This information can go in the Notes field.

Finally, you have the **Master Key** and **Track Quantity** check boxes:

- **Master Key:** indicates that the key is just that, a Master Key that opens multiple locks.

- **Track Quantity**: checking this box will mark this Key as tracked, and allow you to enter additional information:

  o *Quantity On Hand*: the number of copies of that Key that are available.

  o *Date/Time Changed*: the dates and time that the Quantity On Hand was last updated.

The information entered under the Track Quantity checkbox will be used in Key Transfers. For more information, see the Quick Reference document titled "Key Tracking."