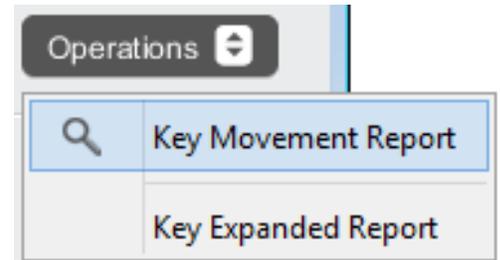


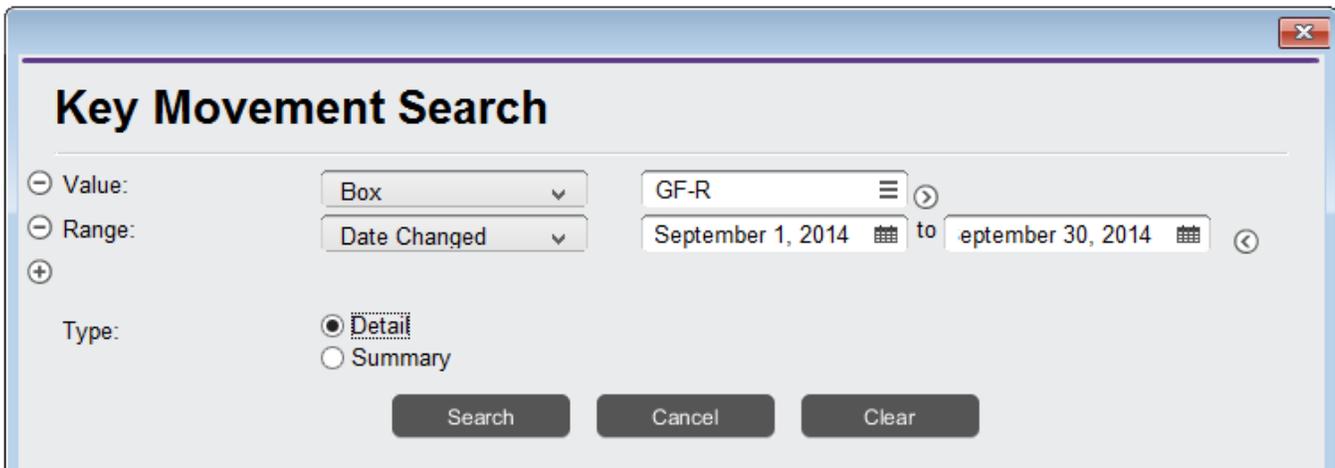
The Key Movement Report provides a closer look at the movement of keys within your organization.

To access the Key Movement Report from the Key List view, choose **Operations**→**Key Movement Report**. You can also access the report by navigating to **Administration**→**Reports** from the main Console and choosing Key Movement Report under the Keys tab.



Choosing this report will pull up a **Key Movement Search** box.

Here, you can define the criteria for the records you wish to report on. For instance, you may want the key movements for a single month, or for one Box, or even a particular Key. In the example below, the report will show all Key Movements for Box GF-R for the month of September:



The **Detail** report will include individual lines showing the Date, Key Transfer Number, Location, Department, Contact, Key Transfer Type, and Effect On Balance for each key change, sorted by Key and subsorted by Date.

The **Summary** report will show a summary of the movements of each Key included in the Key Movement Search, including the current Quantity On Hand of each Key.

Example of the Key Movement Detail Report:



Key Movement Detail Report
AwareManager
50 Congress Street, Suite 630
Boston, Massachusetts 02109

Search Ranges: Box: GF-R Date Changed: September 1, 2014 To September 30, 2014

Key Code	Date	Key Transfer	Location	Department	Contact	Key Trans Type	Quantity	Effect	Balance
GF-LAB120.EVS - Greenfield Lab Room 120 Key							Quantity On Hand:		2
	Sep 17 14	0022				ORDER	2	+	2
	Sep 17 14	0019				ORDER	1	+	3
	Sep 17 14	0025			ALM	CHECKOUT	1	-	2
	Sep 17 14	0026			BM	CHECKOUT	1	-	1
	Sep 17 14	0027			BM	CHECKIN	1	+	2
GF-LAB130.EVS - Greenfield Lab Room 130 Key							Quantity On Hand:		3
	Sep 17 14	0020				ORDER	1	+	1
	Sep 17 14	0024				ORDER	2	+	3
GF-LAB220.EVS - Greenfield Lab Room 220 Key							Quantity On Hand:		3
	Sep 17 14	0021				ORDER	1	+	1
	Sep 17 14	0023				ORDER	2	+	3

Example of the Key Movement Summary Report:



Key Movement Summary Report
AwareManager
50 Congress Street, Suite 630
Boston, Massachusetts 02109

Search Ranges: Box: GF-R Date Changed: September 1, 2014 To September 30, 2014

Item	Description	Quantity On Hand	Start Date	End Date	Balance
GF-LAB120.EVS	Greenfield Lab Room 1...	2	September 1...	September 1...	2
GF-LAB130.EVS	Greenfield Lab Room 1...	3	September 1...	September 1...	3
GF-LAB220.EVS	Greenfield Lab Room 2...	3	September 1...	September 1...	3