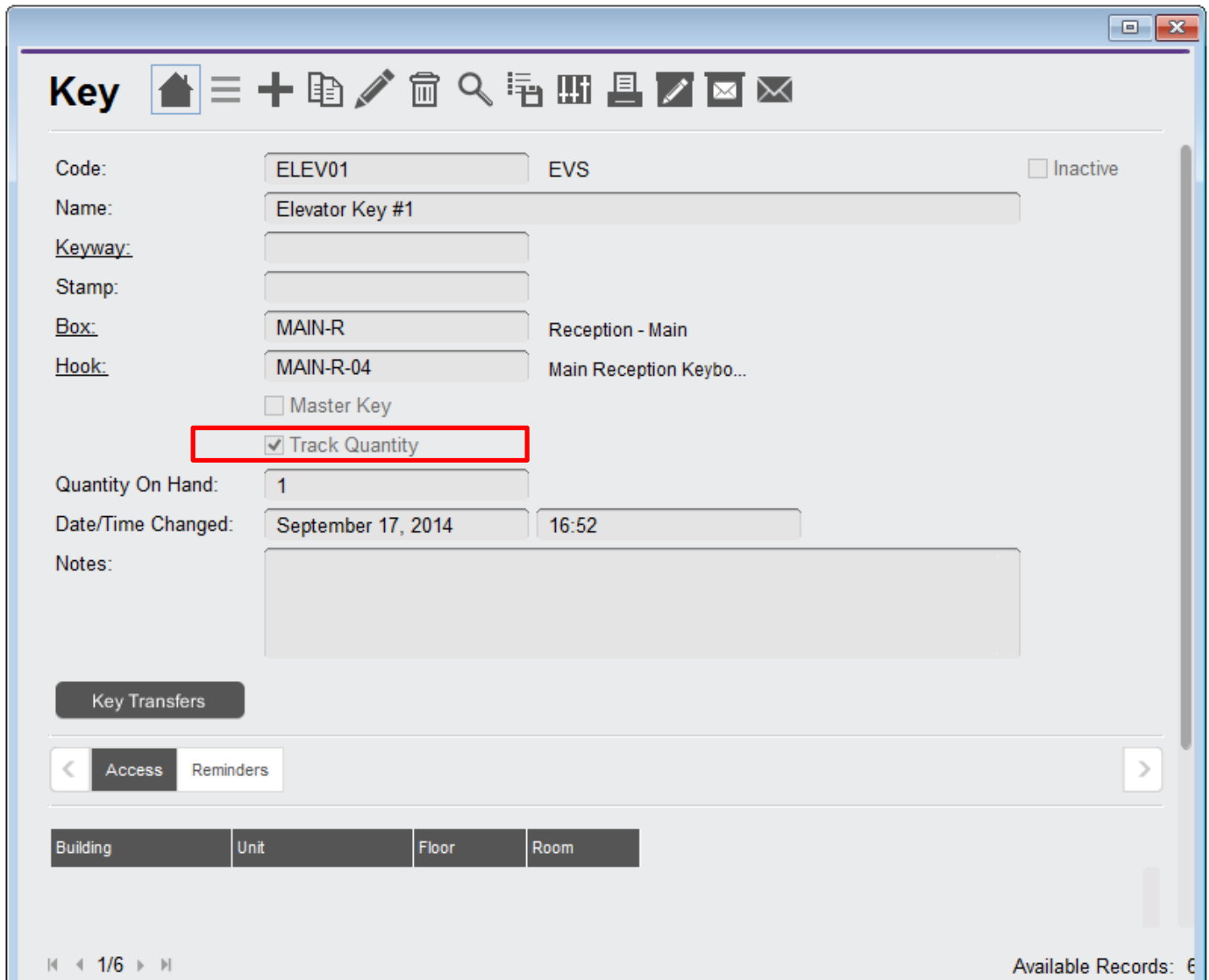


Key Transfer tracks the number and distribution of your Keys.

In order to keep the Quantity On Hand up to date using Key Transfer, you will need to make sure that the Track Quantity checkbox is checked for all keys you wish to track.



The screenshot shows a software window titled 'Key' with a toolbar at the top containing icons for home, menu, add, edit, delete, search, list, print, and email. The main form contains the following fields:

- Code:** ELEV01 | EVS |  Inactive
- Name:** Elevator Key #1
- Keyway:** [Empty field]
- Stamp:** [Empty field]
- Box:** MAIN-R | Reception - Main
- Hook:** MAIN-R-04 | Main Reception Keybo...
- Master Key
- Track Quantity (highlighted with a red box)
- Quantity On Hand:** 1
- Date/Time Changed:** September 17, 2014 | 16:52
- Notes:** [Empty text area]

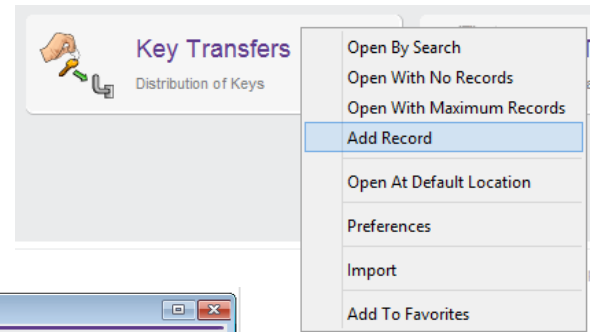
Below the form is a 'Key Transfers' button and a navigation bar with 'Access' and 'Reminders' tabs. At the bottom, there is a table header with columns 'Building', 'Unit', 'Floor', and 'Room', and a footer showing '1/6' and 'Available Records: 6'.

Checking this box insures that the Quantity On Hand for that Key will be updated via Key Transfer records.

## Entering Key Transfers

To enter a new Key Transfer record, go to the Keys module and right click on the Key Transfers capsule. Choose **Add Record**.

This will open a new, blank Key Transfer record.



1. **Number:** The system will automatically assign this Key Transfer a Number.
2. **Key Transfer Type:** Choose a Key Transfer Type. This can be linked to a specific Key, or be applicable for multiple Keys. Key Transfer Types can also predetermine the Effect On Balance.
3. **Key:** Choose a Key for this Key Transfer. This will automatically fill in the **Box** and **Hook** information for that Key as well.
4. **Effect On Balance:** This may be chosen automatically based on the Key Transfer Type, but can be adjusted manually.
  - o *Increase:* Will increase the Quantity On Hand for the given Key by the number shown in Quantity.
  - o *Decrease:* Will decrease the Quantity On Hand for the given Key by the number shown in Quantity.
  - o *None:* Will have no effect on the Quantity On Hand for the given Key.

5. **Quantity:** Determined how much the balance will Increase or Decrease.
6. **Return Required:** Checking this box shows that the key will be returned at a later date/time.
7. **Date/Time Effective:** The date and time of the transfer. These fields are filled in automatically by the system, but can be manually changed.
8. **Description:** Any details or important information about this Key Transfer.
9. **Department:** The department of the person or Contact associated with this Key Transfer.
10. **Person/Contact:** The person responsible for this Key Transfer; for instance, the person who checked the key out or turned it back in.
11. **Building, Unit, Floor, Room:** Allow you to enter detailed information about the Key's transfer location.
12. **Date/Time Entered & Entered By:** Automatically fills in the Date and Time the Key Transfer record was entered, as well as the Code of the user who entered it. These values cannot be changed.

After saving a Key Transfer record, you can view the updated Quantity On Hand by opening the related Key record.