

# Key Register

## iDEA

A register of property keys, including who has the key

## Description

The Key Register is the definitive document for what keys D'Arcy has, which property the keys are for and who has the keys at any given time.

### Unique Identification Number (UID)

A KeySet is a set of keys identified by a uid, but the KeySet number belongs to a property. A given property will have several keysets with the same number, but each assigned a uid.

Therefore the fields are

- Uid
- KeySet
- Type
  - Management KeySet
  - Tenant KeySet
- Property
- Contact (who has the key)
- Store Location (default key cabinet)
- Description (i.e. 4 keys, 2 remotes)
- Photo of keys

### DYMO Labelwriter 450

QR Codes are intended to be printed on the

- DYMO Labelwriter 450 printer
- Dymo SD11352 Label 25mm x 54mm
  - e.g. [Ink Station](#)

## Execution

Admin		Coding	Review
Key Matrix		✓	
Matrix Context			
edit		✓	
sms		✓	
Edit KeySet		✓	

Admin	
Coder	
Signoff	

# iDEA

Key Movement Log			
	<p>A log of date, time, person, number of keys taken and when they were returned</p> <ul style="list-style-type: none"> <li>• <i>Not sure of reference to number of keys taken - are they not just taking a keyset ?</i></li> </ul>	✓	
	Ability to filter for keys that are currently not in the office that need to be chased	✓	
	<p>Ability to tag staff to keys</p> <ul style="list-style-type: none"> <li>• Quick issue to pm</li> </ul>	Stage 2	
	Ability to SMS keys not returned to find out when they would be returned	✓	
	Ability to create a diary record of when keys are taken by non-DEA member and when they are returned i.e. all tradies of McGrath and Frisby have their own mobile, so assign a plumber a mobile number, then assign them to mcgrath frisby as a contractor (i envisage this is done by reception in the back end so next time they put their number in, their details automatically populate)	Stage 2	
QR Code Scan Feature			
	<del>Ability to use your phone to scan the QR code to open up to the CMS key register</del>		
	<del>When a person comes into the office to collect a set of keys, they scan the code and the app pops up, they enter their name and mobile number and ACCEPT the "I am responsible of keys until they are returned" and there is a picture of the keys that they are taking or they can choose to take new picture</del>		
	<del>Option to Print QR Code</del>		
	<del>Scan QR code using phone leads to assign/clear contact and edit location</del>		
	A single QR Code is available to print, scanning it will lead to an anonymous page which will accept the key number of the <b>management keyset</b> and allow it to be checked out	✓	