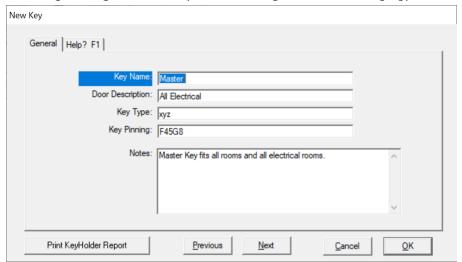# KEY TRACKING AND LOGGING

OVERVIEW

Tracking of conventional metal keys used for mechanical locks is simplified with WinDSX Key Tracking.
Keys are assigned to Card Holders to create a record.
This establishes the Card Holders' access to Doors requiring a conventional metal Key.
Card Holder Reports and KeyHolder Reports provide information matching the Card Holder, Keys and Door access.

Key Defining

Each key is assigned a description including Name, Door, Key Type, Pinning, and a separate field for notes.

KeyHolder Report will print a list of Card Holders with possession of the key.

Key Assignment

Keys are assigned in the Card Holder screen.

One or more keys are selected from a list and assigned to the Card Holder.

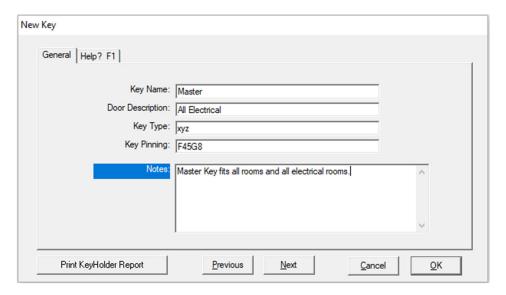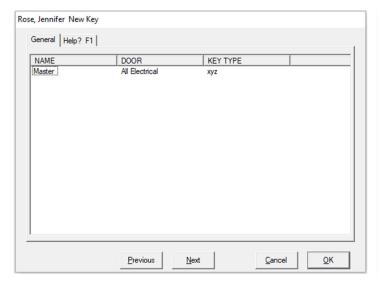Card Holder reports can be configured to show keys assigned to each person in the report.

```
New Key
┌─────────────────────────────────────────────────────┐
│ General │ Help? F1 │                                  │
│                                                       │
│         Key Name: │Master                  │          │
│   Door Description: │All Electrical          │         │
│          Key Type: │xyz                     │          │
│       Key Pinning: │F45G8                   │          │
│            Notes: │Master Key fits all rooms and all  │
│                   │electrical rooms.                  │
│                   │                                   │
│                   │                                   │
│                                                       │
│ [Print KeyHolder Report]  [Previous] [Next] [Cancel] [OK] │
└─────────────────────────────────────────────────────┘
```

Figure 2

Key Return

For the key return, select the card holder, go to the Key's tab, then double click on the key assigned to them. A window will appear where they can check the box for the key return.
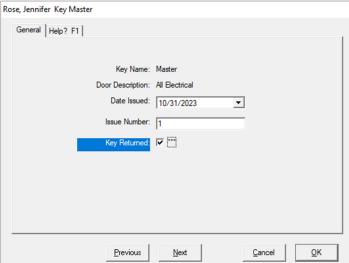
```
Rose, Jennifer  New Key                    Rose, Jennifer  Key Master
┌──────────────────────────────┐          ┌──────────────────────────────┐
│ General │ Help? F1 │          │          │ General │ Help? F1 │           │
│ NAME      DOOR        KEY TYPE │          │                               │
│ Master    All Electrical  xyz │          │    Key Name:  Master          │
│                               │          │    Door Description: All Electrical │
│                               │          │    Date Issued: │10/31/2023│▼  │
│                               │          │    Issue Number: │1│          │
│                               │          │    Key Returned: ☑            │
│                               │          │                               │
│ [Previous][Next][Cancel][OK]  │          │ [Previous][Next][Cancel][OK]  │
└──────────────────────────────┘          └──────────────────────────────┘
```

Figure 3&4