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## **NAMING & RENAMING SMARTKEYS**

Once the True Touch Software initially connects to the KeyWatcher Device it will enroll all the Smartkeys assigned to that cabinet. These Smartkeys should be renamed for Identification purposes

1. Login in to True Touch
2. Using the drop down bar at the top right hand corner of the page select which site you wish to administer
3. Click on the 'Keys' tab
4. Single click on the Smartkey that needs to be renamed.
5. On the right hand side name or rename the Smartkey
6. There is an option to create a tree on exactly what keys are attached to the Smartkey. Click on the arrows shown in the screenshot below to move the screen across to the 'Key Ring Inventory' section. If this is not a requirement move on to step 7. Otherwise refer to the below optional Steps
7. Once finished click on the 'Update' tab and then click on the 'close' tab to exit

### Optional

1. Assign the Serial Number of the Secure KeyRing Hub or Serialised Padlock Seal
2. Assign the keys that will be attached to the KeyRing. This can be a descriptive name of the key itself or a cut code or something that can describe the key(s)



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**Step 1.** Login to True Touch

**Step 2.** Using the drop down bar Select which site to administer

**Step 3.** Select the Keys tab

**Step 4.** Select the Key that needs to be named or renamed and the right hand side of the page should display the additional settings

**Step 5.** Name or Rename the Smartkey

**Step 6.** Press the arrow key to go to KeyRing Inventory as displayed here

**Step 7.** To finalise click on the 'Update' tab and to exit click on the 'Close' tab

**Optional Step 1.** Assign the Serial Number of the Secure KeyRing Hub or Serialised Padlock Seal

**Optional Step 2.** Assign the keys that will be attached to the KeyRing. This can be a descriptive name of the key itself or a cut code or something that can describe the key(s)

Please note the default name of a Smartkey when first enrolled

This section allows the complete audit on all keys attached to the Smartkey Ring. It is recommended to use a Secure type Ring with a Serial Number

Key Number: 5 Key Name: BMU

Serial Number of Padlock Seal or Hub

Description of key or key cut code etc. etc.

Key Ring Name: Serial Number of Padlock Seal or Hub

Key in Key Ring Description:

Buttons: Add Key Ring, Update Key Ring, Remove Key Ring, Add Key, Update Key, Remove Key, Update, Close