

## KEYPRO 3 SOFTWARE – QUICK REFERENCE SHEET

### Adding Users into Database:

- CLICK ON DATABASE ICON
- CLICK ON ADD NEW USER
- ENTER IN 4 DIGIT PIN / FIRST NAME/LAST NAME/ACCESS LEVEL/
- CLICK ON KEY RESTRICTON TO ADD INDIVIDUAL KEY/S OR CLICK ON GROUP RESTRICTION TO APPLY GROUP.
- SELECT THE TIME ZONE OR DURATION TO APPLY
- CLICK ON THE ARROW POINTING TO THE LEFT TO FLICK IT OVER INTO WHITE BOX.
- CLICK ON SAVE
- USER WILL APPEAR **GREEN** IN THE DATABASE
- THEN SYNC DATABASE TO KEYWATCHER.
- ENTER IN YOUR 4 DIGIT ID/PIN

### Editing Users:

- CLICK ON DATABASE ICON
- FIND USER IN LIST AND CLICK ON THEM TO BRING THEIR PROFILE UP
- MAKE CHANGES – THEN PRESS UPDATE TO SAVE.
- USER WILL APPEAR **YELLOW**
- THEN SELECT SYNC DATABASE ICON AT BOTTOM OF SCREEN
- ENTER IN YOUR 4 DIGIT ID/PIN

### Deleting Users:

- CLICK ON DATABASE ICON
- FIND USER IN LIST AND CLICK ON THEM TO BRING THEIR PROFILE UP
- THEN PRESS DELETE BUTTON ON BOTTOM OF SCREEN.
- USER WILL APPEAR **GREY**
- THEN SELECT SYNC DATABASE ICON AT BOTTOM OF SCREEN
- ENTER IN YOUR 4 DIGIT ID/PIN

(Note you cannot delete a user from the software if this user still has a key out in their name. You will need to do a replace key function to return so the system knows the key has been returned, and then you can delete the user)

### RUNNING A LIVE KEYS IN USE REPORT

- CLICK ON THE REPORTS ICON
- CLICK ON THE KEYS TAB
- SELECT LIVE KEYS
- SELECT KEYS IN USE/OVERDUE
- SYSTEM WILL THEN DISPLAY IN REAL TIME ALL THE CURRENT USERS THAT STILL HAVE KEYS OUT OR IN USE.