

# Key Management System Quick Reference Guide



## Introduction

The Key Management system is used to keep track of, assign, identify, inventory and manage keys within our departments/sites.

## Accessing

### Internet Browser

1. Open your internet browser.
2. Type the following address in the address bar:  
<https://apps.collierschools.com/keycontrol/Login.aspx>
3. Press enter.

### District Website

1. Click the Staff icon in the upper right corner.
2. Click Key Management link.



## Logging In

1. Enter your current Network Username and Password.  
*Note: This is the same username and password you use to login to your computer.*
2. Click Login.
3. The Key Management homepage will display.

Note: If you are not authorized to access the Key Management System, submit a key request by clicking on the “click here” link on the Announcements section of the Key Management Login page.



## Key Management Dashboard (Home)

The home page is a quick way to access, review, and manage assigned keys by utilizing a series of tabs and drop-downs features.



1. My Announcements will display any system messages or alerts.
2. My Keys will display a summary view of any keys assigned to you.
3. My Key rings will display a summary view of any key rings assigned to you.
4. My Profile will display your basic profile information such as first and last name, username, and external ID.

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## Key Assignment

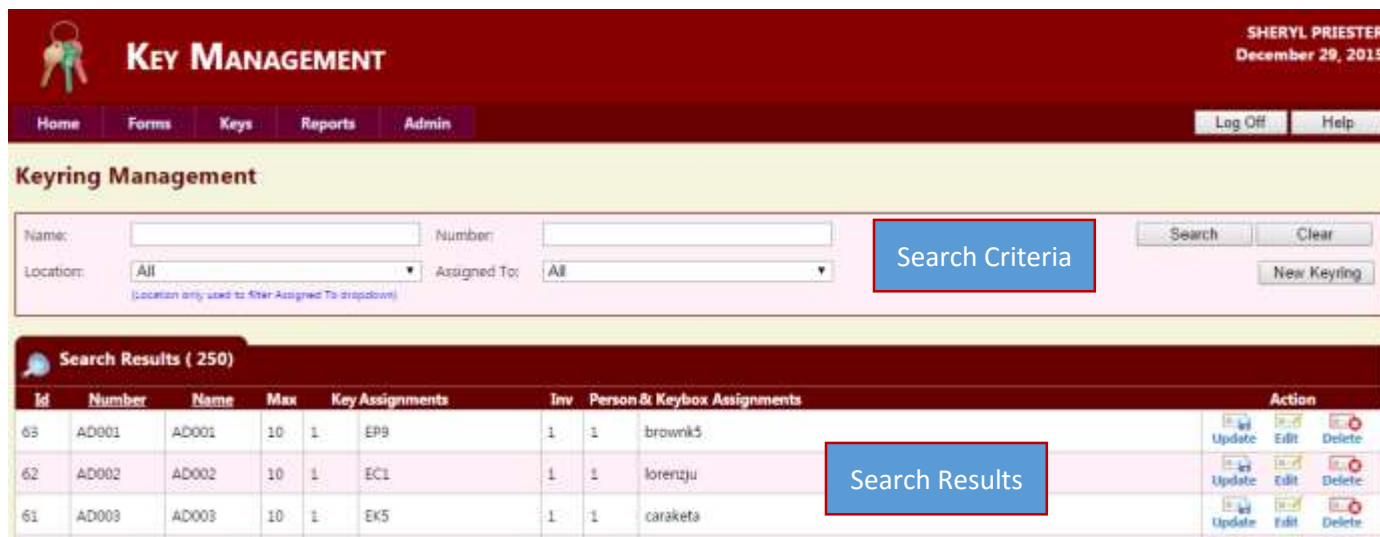
Keys are assigned to key rings and key rings are issued to people are assigned to key rings.

1. Click the Keys tab.
2. Select Key ring Management,  
The Key ring Management dashboard will display.



## Key Management Dashboard

The key ring management dashboard will allow you to search for and add keys to designated key rings.



## Searching for a Key ring

You will be able to locate key rings for editing or updating (assigning) by utilizing any of the search criteria options (Key ring Name, Key ring Number, Location, and Assigned To).

1. Select and/or Enter your search criteria.  
Note: You can select more than one search criteria option to narrow down your search.  
It is recommended that you search by key ring name/number.
2. Enter the key ring number in the name or number field.
3. Click Search.  
Note: Make sure to click Search. Pressing Enter will display the log off prompt.
4. Your search results will display at the bottom of the screen.



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## Editing and Updating a Key ring

The Action column contains the edit and update buttons which will allow you to edit or update a key ring.



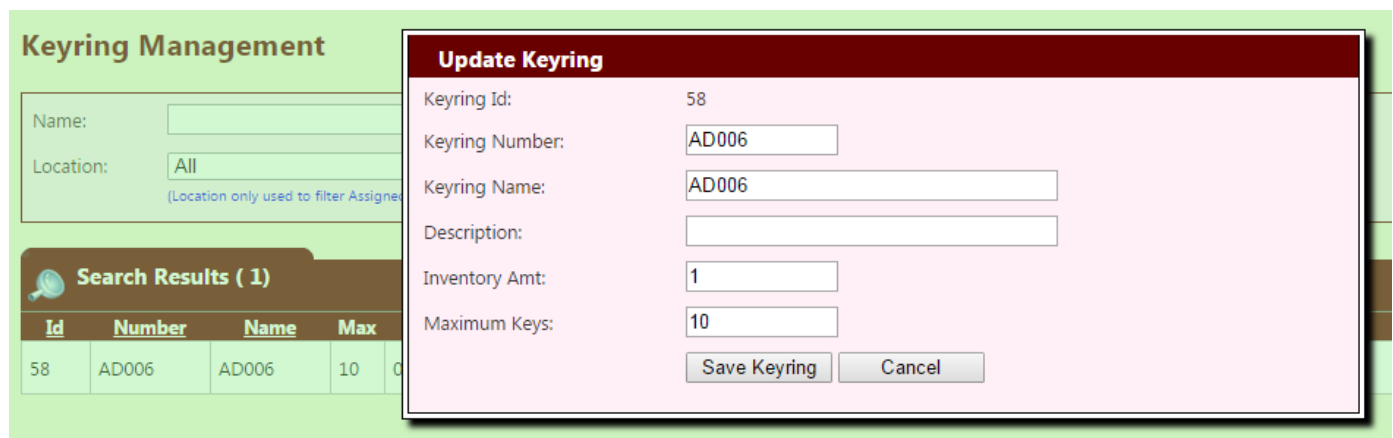
**Edit** will allow you to add a key to a key ring and assign a key ring to a person.

1. In the action column, Click Edit.
2. The edit key ring window will display.



**Update** will allow you to enter/update the maximum key inventory amounts.

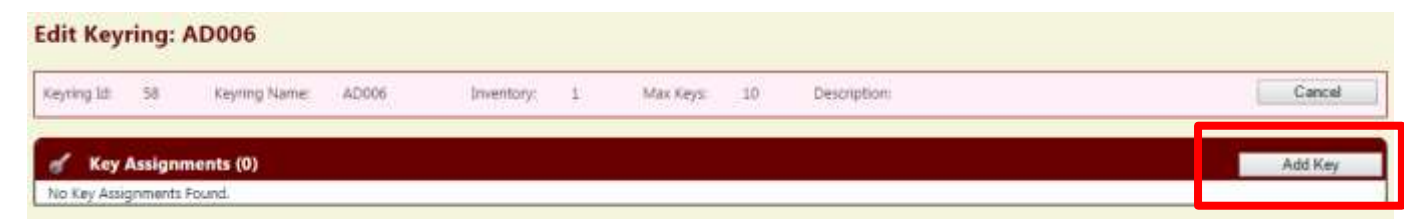
1. In the action column, Click Update.
2. The update key ring window will display.



## Adding a Key to a Key Ring

You must add a key to a key ring before you can assign the key ring to a person.

1. From the Edit key ring window.
2. Click the Add Key button in the Key Assignments area.
3. The search for a key window will display.



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- Enter the key number in the Name/Number field.
- Click Search.
- Your search results will display at the bottom of the screen.
- Click the Select link to add the key to the current key ring.  
Note: Multiple keys can be assigned to one key ring.
- The message “key ring key assignment added successfully” will display in the message area at the top of the screen.

**Search for Key**

Location:	All	Access Type:	All	5
Assigned To:	All	Key Master Type:	All	Search
Name:		Number:	es17	4
				Cancel

Action	Id	Location	Access Type	Number	Inv	Assign	Active
7 Select	188	Administration Center	Door	ES17	5	2	True

Reset Search

### Removing a Key from a Key ring

- From the Edit key ring window.
- Locate the key in the key assignment area.
- Click the delete button in the action column.
- Click OK to confirm.
- The key will be removed from the selected key ring and returned to inventory.

Home Forms Keys Reports Admin
Log Off Help

✔ Keyring Key Assignment Added Successfully.

**Edit Keyring: AD006**

Keyring Id: 58    Keyring Name: AD006    Inventory: 1    Max Keys: 10    Description:
 Cancel

**Key Assignments (1)**

Id	Access Type	Number	Name	Inv	Description	Location	Action
294	Door	ES17	ES17	5		Administration Center	<span style="color: red; font-weight: bold;">Delete</span>

Add Key

The page at apps.collierschools.com says:  
 Are you sure you want to delete the Key assignment from this Keyring?  
 Prevent this page from creating additional dialogs.  
OK Cancel

### Assigning a Key ring to a Person

You must add a key to a key ring before you can assign the key ring to a person.

- From the Edit key ring window.
- Click the Add Person button in the Person Assignments area.
- The Person Search window will display.

**Edit Keyring: AD006**

Keyring Id: 58    Keyring Name: AD006    Inventory: 1    Max Keys: 10    Description:
 Cancel

**Key Assignments (1)**

Id	Access Type	Number	Name	Inv	Description	Location	Action
294	Door	ES17	ES17	5		Administration Center	<span style="color: red; font-weight: bold;">Delete</span>

Add Key

**Person Assignments (0)**

No Person Assignments Found.
 Add Person

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4. Enter your search criteria.  
Note: You can search for the person using any of the search fields (First, Last, or Employee ID).
5. Click Search.
6. Your search results will display at the bottom of the screen.
7. Click the Select link in the action column to add the person to the current key ring.  
Note: Only one person can be assigned to a key ring.
8. The message “key ring person added successfully” will display in the message area at the top of the screen.

**Person Search**

First:  Type:  Location:

Last:  Emp/Stu ID:

Action	ID	Relation	Last Name	First Name	Email	Location	Grade
<a href="#">[Select]</a> <a href="#">[Info..]</a>	██████████	Employee	PRIESTER	SHERYL	priess@collierschools.com	ADN	

### Removing a Person from a Key ring

1. From the Edit key ring window.
2. Click the delete button in the Person Assignments area (action column).
3. Click OK to confirm.
4. The person will be removed from the selected key ring.

The screenshot shows the 'Edit Keyring: AD006' window. A modal dialog box is open with the text: "The page at apps.collierschools.com says: Are you sure you want to delete the Person assignment from this Keyring? Prevent this page from creating additional dialogs." The dialog has 'OK' and 'Cancel' buttons. A red arrow points from the 'Delete' button in the 'Person Assignments' table to the 'OK' button in the dialog.

Key Assignments (1)							Action
Id	Access Type	Number	Name	Inv	Description	Location	
294	Door	ES17	ES17	3		Administration Center	Delete

Person Assignments (1)							Action
Id	Name	Email	Job Code	Job Desc	Employee Location		
162	SHERYL PRIESTER	priess@collierschools.com	██████████	TRAINER, MIS	Administration Center		Delete