

What you will need?

- A computer(s) running Microsoft Windows XP (service pack 3), Windows Vista, Windows 7 or Windows 8
- Barcode scanner - recommended but not essential
- Printer or label printer
- Labels large enough for barcode (if used) and ID (e.g. Avery 8160, 63 by 38mm)
- Key fobs

Setting up the system

Once you have purchased Key Handler and downloaded it onto your PC(s), there are a small number of steps to get this efficient and flexible system set up. A wizard will guide you through each stage. It may be useful to read the 'Understanding Key Handler' pdf which describes the terms used below.

1. Configure:

- choose which fields you want to use to define Key Owners, Keys and Key Handlers. If you are a letting agent you would select the 'Properties' Key Owner Type from the list. Please note that you can have multiple Key Owner types in use at once (i.e. properties and cars)
- modify field characteristics such as name, length, display order and whether they must be filled in (required)

2. Add or import data:

- your Key Owners' details (e.g. individual property, caravan, boat, car). For properties you might select three fields for the address, plus town, county and postcode, along with fields for the landlord and contact numbers
- all the Key information (including multiple sets of keys for each Key Owner)
- contact details for your Key Handlers (e.g. plumber, tenant)
- system administrator(s) details

Note: The options for importing data files are .csv, .txt, .xls or .xlsx.

3. Use the label creator tool to design and print unique labels for:

- each set of Keys (optionally include an image, logo, hook number, barcode, ID number, 'key tag' information)
- ID cards for each Key Handler (if required)