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DSX Access Systems, Inc.

WinDSX Key Tracking

WinDSX Key Tracking and Logging

Key Tracking provides the ability to create a database that catalogs each key in the location. (We are referring to the conventional metal keys used to unlock mechanical locks.) Each Key has a name, door description, key type, pinning, and notes field. These Keys are then assigned to the cardholders to record who has keys to which doors. There is a special Key Holder Report that prints a list of everyone that has possession of the specified key.

Key Defining

Below is a look at the screen where Keys are defined. Any Key can be selected from the list and a report printed showing all card holders that have been given that same key.

Key Name: trouble
Door Description: all
Key Type: left
Key Pinning: right
Notes: Trouble Keys

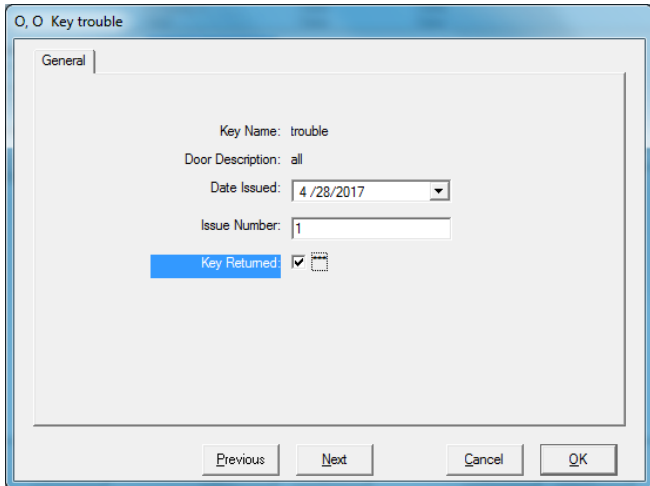
Key Assignment

Card Holder is where the Keys are assigned to people. One or more keys are selected from a list and assigned to a card holder. Card Holder reports can be configured to show keys assigned to each person in the report.

NAME	DOOR	KEY TYPE
trouble	all	left

Key Return

When a Card Holder returns a Key, the Key Name in the screen above is double clicked on and the Key Returned field reflects it has been returned. Card Holder Reports and Key Reports are a great way to keep up with who has what key that works in which doors.



The screenshot shows a software window titled "O, O Key trouble" with a "General" tab. The window contains the following fields and controls:

- Key Name: trouble
- Door Description: all
- Date Issued: 4 /28/2017 (dropdown menu)
- Issue Number: 1 (text input)
- Key Returned: (checkbox with a small icon to its right)

At the bottom of the window, there are four buttons: "Previous", "Next", "Cancel", and "OK".