



KeyMaster

Driver User Guide

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Getting Started

What is KeyMaster?

KeyMaster® is an affordable, easy-to-use electronic key cabinet. Each key fob is held in place with a locking pin. When a driver enters their Employee ID at the large 7" touch screen, the door unlocks, and a light comes on to indicate which key they can take.

Employee ID Code

As part of the setup for KeyMaster your organisation has configured an Employee ID code against your Smartrak account which is required to access plant keys within the KeyMaster.

To find the Employee ID code allocated to your account

- Log into Smartrak
- From the Map screen click the calendar icon to access Pool Booking



- Or if you are a Booking Only User you will be taken directly to the booking module
- Click My Details

A screenshot of the Smartrak user interface. At the top, a dark navigation bar contains 'Bookings', 'Reports', 'My Bookings', and 'My Details' (circled in orange). Below this is a secondary navigation bar with 'Bookings', 'Reports', 'My Bookings', 'Requiring Approval', 'My Details', and 'Admin'. The main content area is titled 'Driver Details' and contains a form with the following fields: 'First Name' (Kerry), 'Last Name' (A), 'Employee ID' (empty), 'Phone' (disabled), and 'Email' (kerry@smartrak.co.nz). A yellow warning box states: 'This driver cannot have their phone number or e-mail address changed because they are linked to a Smartrak user. Please use the Smartrak Admin system to change the details for this user.' Below the warning is a link: 'Click here to edit your contact details.' There is also a 'Cost Centre' dropdown menu set to '<Select a cost centre>' and a checkbox for 'Receive an email when making bookings on behalf of others'. A 'Save' button is at the bottom.

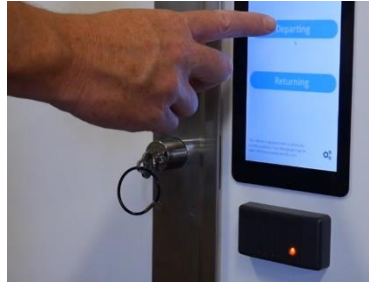
What has changed with Pool Booking?

There are no changes to the process of how to book a vehicle through the Pool Booking module. Please continue to make bookings normally, the difference is where the vehicles keys are stored and how to retrieve and return them when you have made a Pool Booking.

Departing

Once your Pool Booking is confirmed and 15 minutes prior to departure the keys will be available to you.

1. Go to the KeyMaster cabinet and click Departing on the touchscreen

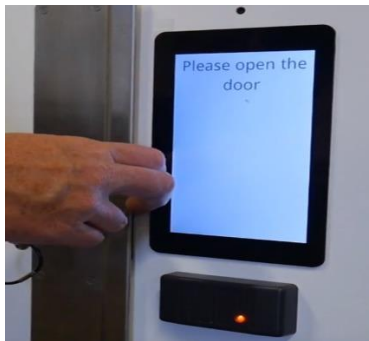


2. Enter your Employee ID and press OK

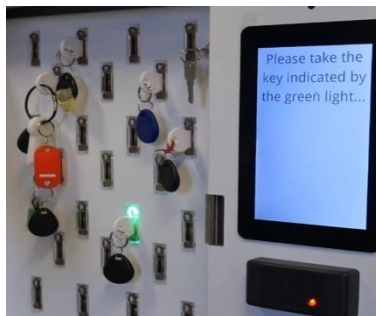
If applicable, answer the Check In questions set by your organisation



3. Open the door



4. Take the key indicated by the green light



5. Close the door

Please note:

- If you have made multiple bookings for the same start time you will need to repeat the process above for each booking

Returning

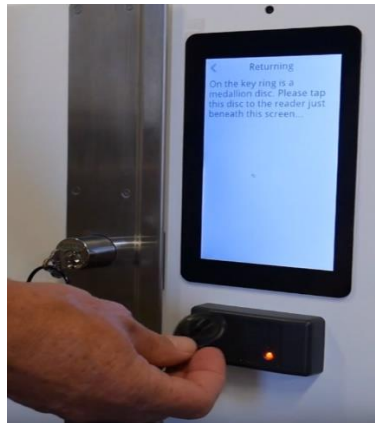
Once you have finished with the vehicle you will need to return the keys to the KeyMaster.

1. Go to the KeyMaster cabinet and click Returning on the touchscreen

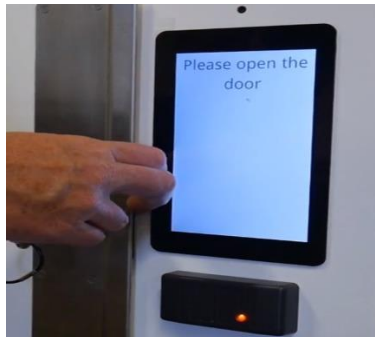


2. Touch the fob on the key ring against the scanner

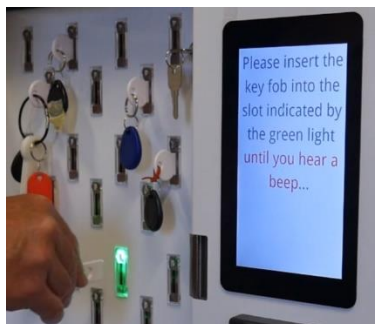
If applicable, answer the Check In questions set by your organisation



3. Open the door



4. Insert the key fob into the slot indicated by the green light until you hear a beep



5. Close the door

Please note:

- Once you have returned a key you can't get it back out regardless if your booking it finished or not so "Don't put the key back until you are done"