

Keys Security User Guide



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Keys Security View

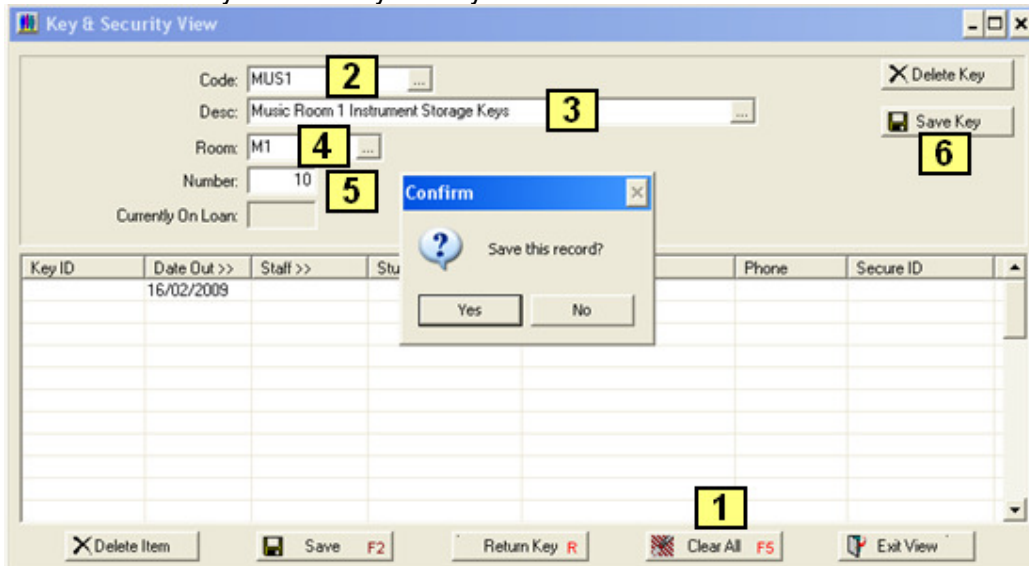
Create the Keys

If you have Keys you need to keep a track of or any Security item to record they can be set up in PCSchool. Once the Codes are in place the Keys or Security item can be loaned out Staff or Students by selecting their Codes or to anyone else by typing in their name.

Path: Scholastic → Administration → Keys Security View

Path: Scholastic → System Functions → Key and Security Codes

Enter the details of the Keys or Security items you wish to track.

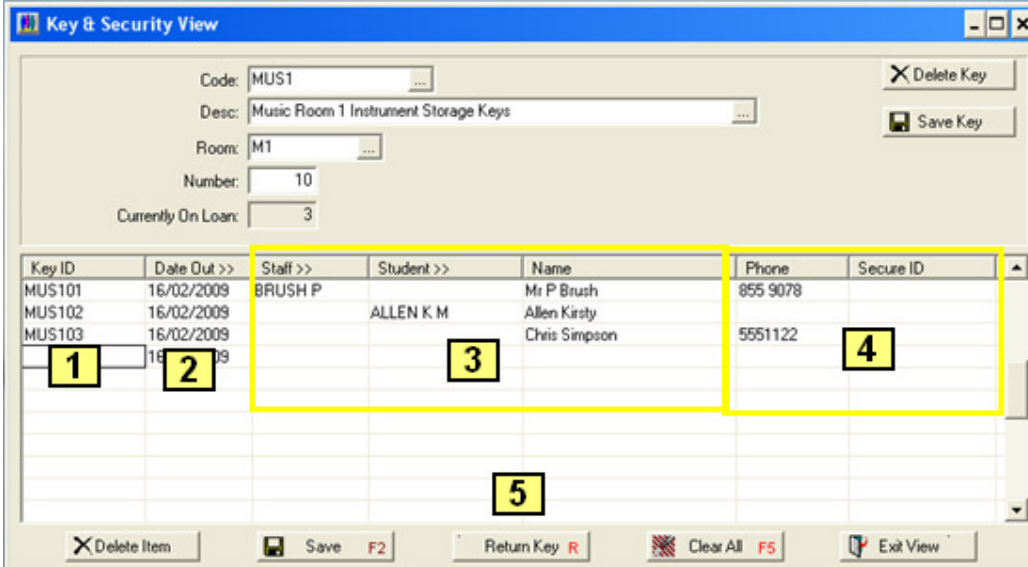


To create entries for Keys or other securable items follow the steps below;

1.	Clear All	Click to Clear any entries from the view.
2.	Code	Enter a unique Code for the Keys or Item you are entering.
3.	Desc	Enter Your description.
4.	Room	Optional; If a Room is to be used select the Room Code.
5.	Number	Enter the amount of Keys available for lending out.
6.	Save Key	Click to save the record.

Lend out the Keys

Once the Keys/Security Items have been created they will be available for loan.



Code: MUS1
 Desc: Music Room 1 Instrument Storage Keys
 Room: M1
 Number: 10
 Currently On Loan: 3

Key ID	Date Out >>	Staff >>	Student >>	Name	Phone	Secure ID
MUS101	16/02/2009	BRUSH P		Mr P Brush	855 9078	
MUS102	16/02/2009		ALLEN K M	Allen Kirsty		
MUS103	16/02/2009			Chris Simpson	5551122	
	18/02/09					

Buttons: Delete Item, Save F2, Return Key R, Clear All F5, Exit View

To record keys or security items lent out follow the steps below;

1.	Enter the Key ID, this is entered manually and can be alpha numeric.
2.	Select the day the key is loaned out on.
3.	Select: <ul style="list-style-type: none"> • A Staff member • A Student code • Or enter the person's name that has the key.
4.	Optional: <ul style="list-style-type: none"> • Enter the Phone number of the person • Enter the Secure ID number if applicable.
5.	To return a Key through the Key and Security View, highlight the line and click Return Key.

Staff View

Staff keys on loan can be viewed under Administration/Staff View, Sec.-Keys. Keys can be assigned and returned through Staff View for staff members.

