



INSTAKEY

Security Systems

Digital KeyHolder Update Tutorial
Version 03.00

To begin, Key Holders will navigate to:
<https://www.securityrecords.com/srdigitalkeyholder/mainsite/Login.aspx>
then select the “Register New User” link at the bottom of the page.
Users with SecurityRecords.com credentials may log in without registering.

Digital Key Holder Update



Login Name:


ProtectedID:

Password:

* fill all required field(s)

Forgot: [UserName](#) / [Password](#) / [ProtectedID](#)

Login

Register New User 

An email verification page will ask for First Name, Last Name and email address. **User must input their work email.** Any email address must be from a verified domain or an error message will appear.

Digital Key Holder Update

[Log Out](#)




Use the following form to request access to the Digital Key Holder Update Program. Upon Submitting the form, you will be sent an email with a link to complete your registration.

* **First Name:**

* **Last Name:**

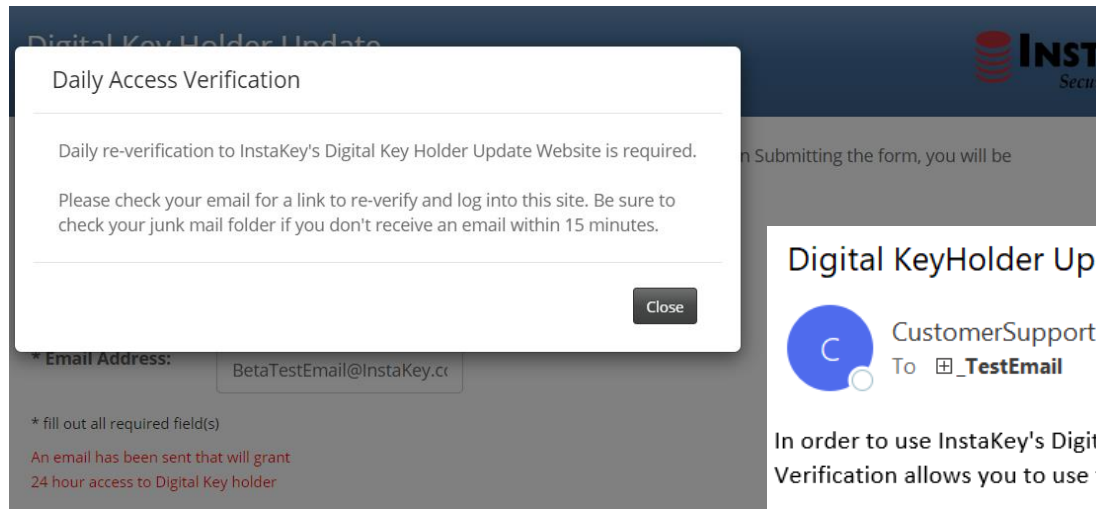
* **Email Address:**

* fill out all required field(s)

I'm not a robot 
reCAPTCHA
[Privacy](#) - [Terms](#)

Register

A verification email will be sent. It's important to note that if your IT department has not white listed InstaKey.com, this email may end up in your junk folder. Click on the link provided.



Digital Key Holder Update

Daily Access Verification

Daily re-verification to InstaKey's Digital Key Holder Update Website is required. When submitting the form, you will be notified via email. Please check your email for a link to re-verify and log into this site. Be sure to check your junk mail folder if you don't receive an email within 15 minutes.

Close

* Email Address:

* fill out all required field(s)

An email has been sent that will grant 24 hour access to Digital Key holder

Digital KeyHolder Update Verification



CustomerSupport@instakey.com

To:  **_TestEmail**

 Reply  Reply All  Forward 

Wed 6/3/2020 11:01 AM

In order to use InstaKey's Digital KeyHolder Update program, you must verify receipt of this message. Verification allows you to use the program for one day only - all verifications expire on midnight, and your access must be re-verified on subsequent days.

Follow the link below to verify your email, and access the Digital KeyHolder Update program.

[Digital KeyHolder Update Verification](#)

If you have any problems, or need help, please contact InstaKey Customer Support at 800-316-5397

InstaKey Customer Support

Enter the store number to begin assigning keys

Digital Key Holder Update

[Log Out](#)



You have been granted one day access to the Digital Key Holder Update program.

To Continue, enter the Store Number for which you wish to update keys, including any leading zeros if they exist.

Store Number

Include Leading Zeros

Submit

Select a Key(s). Keys are ordered by serial number and display who currently owns the key. The default Assignment Action is Search Employees, where only keys assigned to employees of the store/branch will show in the initial dropdown. By typing in a name it will search the entire company directory (or those the User has access to if restrictions are in place).

Digital Key Holder Update

BetaTest User Log Out



View Location Key Log

Location Name: InstaKey Security Systems - Bldg. 7456

Name: BetaTest User

Email: BetaTestEmail@InstaKey.com

Location: InstaKey Security Systems - Bldg. 7456

[Feedback / Suggestions](#)



Select from Available Keys:

(Serial Number - Name - Assigned To - Employee ID)

F1885455-Employee Entrance Only-Taki, I...

Select Key (s)

F1885455

Current Owner: Taki, Ian S. - 7456

Select Assignment Action:

- Sign Receipt for Current User
- Search By Employee ID
- Assign To Location
- Search Employees
- Add User

Search for an Employee

[Clear Search](#)

You must remove all text and type in a value to search entire employee directory

Search by Employee ID allows quick access by ID. Upon hitting search, the employee name with ID will appear below.

View Location Key Log

Location Name: InstaKey Security Systems - Bldg. 7456

Name: BetaTest User
Email: BetaTestEmail@InstaKey.com
Location: InstaKey Security Systems - Bldg. 7456
[Feedback / Suggestions](#)



Select from Available Keys:
(Serial Number - Name - Assigned To - Employee ID)

F1885455-Employee Entrance Only-Taki, I... Select Key (s)

F1885455
Current Owner: Taki, Ian S. - 7456

- Select Assignment Action:
- Sign Receipt for Current User
 - Search By Employee ID
 - Assign To Location
 - Search Employees
 - Add User

Search by Employee ID:

Search

To Assign a Key back to the location, select “Assign to Location”.

Digital Key Holder Update 

BetaTest User Log Out

View Location Key Log

Location Name: InstaKey Security Systems - Bldg. 7456

Name: BetaTest User
Email: BetaTestEmail@InstaKey.com
Location: InstaKey Security Systems - Bldg. 7456
Feedback / Suggestions



Select from Available Keys:
(Serial Number - Name - Assigned To - Employee ID)

F1885455-Employee Entrance Only-Taki, I... ▼

Select Key (s)

F1885455

Current Owner: Taki, Ian S. - 7456

Select Assignment Action:

- Sign Receipt for Current User
- Search By Employee ID
- Assign To Location
- Search Employees
- Add User

InstaKey Security Systems - Bldg. 7456

Assign Key(s)

If collecting a signature from the current key holder, no reassignment is necessary.
Simply select Sign Receipt for Current User to proceed.

View Location Key Log

Location Name: InstaKey Security Systems - Bldg. 7456

Name: BetaTest User
Email: BetaTestEmail@InstaKey.com
Location: InstaKey Security Systems - Bldg. 7456
Feedback / Suggestions



Select from Available Keys:

(Serial Number - Name - Assigned To - Employee ID)

F1885455-Employee Entrance Only-Taki, I...

F1885455

Current Owner: Taki, Ian S. - 7456

Select Assignment Action:

- Sign Receipt for Current User
- Search By Employee ID
- Assign To Location
- Search Employees
- Add User

Once an Assignment Action has been selected, choose either Sign Key Receipt to collect a signature in person, or Request E-Signature to send an email or text request.

[View Location Key Log](#)

Location Name: InstaKey Security Systems - Bldg. 7456

Name: BetaTest User
Email: BetaTestEmail@InstaKey.com
Location: InstaKey Security Systems - Bldg. 7456
[Feedback / Suggestions](#)



Select from Available Keys:

(Serial Number - Name - Assigned To - Employee ID)

F1885468-Employee Entrance Only-Wood... ▼

[Select Key \(s\)](#)

F1885468

Current Owner: Woodruff, George - 00019

Select Assignment Action:

- Sign Receipt for Current User
- Search By Employee ID
- Assign To Location
- Search Employees
- Add User

Taki, Ian S. - 7456 ▼

[Clear Search](#)

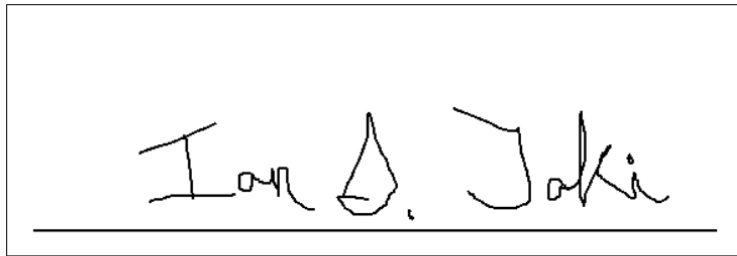
You must remove all text and type in a value to search entire employee directory

[Sign Key Receipt](#)

[Request E-Signature](#)

Once signed, the signing Key Holder may either select to Preview to review the Receipt or click Save Without Preview to save their signed receipt to their name in SecurityRecords.

Key Receipt



Company Name:
InstaKey Security Systems

Date:
6/5/2020

Assigned To:
Taki, Ian S. - 7456

Assigned By:
BetaTest User

Key Serial Number(s):

Key DHI	Key Serial #	Key Name
12AA	F1885468	Employee Entrance Only

By acceptance of the above key(s), I assume full responsibility for the keeping and safeguarding of the key(s). If any key is lost or stolen, I must report the incident to my immediate supervisor IMMEDIATELY.



Signature

E-Signed on: 6/5/2020 10:10 AM

[Preview](#) [Save Without Preview](#) [Clear](#) [Cancel](#)

By acceptance of the above key(s), I assume full responsibility for the keeping and safeguarding of the key(s). If any key is lost or stolen, I must report the incident to my immediate supervisor IMMEDIATELY.

[Click Here to Sign](#)

Signature

Date

[Return](#)

Once all keys are signed for, press Submit Key Log email to see a list of newly assigned keys & all keys belonging to this store/branch as well as having a digital copy emailed to you.
Log Out if complete, or start back at the Select Keys dropdown for another assignment.

Digital Key Holder Update

BetaTest User [Log Out](#)

Location Name: InstaKey Security Systems - Bldg. 7456

Name: BetaTest User
Email: BetaTestEmail@InstaKey.com
Location: InstaKey Security Systems - Bldg. 7456
[Feedback / Suggestions](#)



Select from Available Keys:

(Serial Number - Name - Assigned To - Employee ID)

Select Key (s)

Select Assignment Action:

- Sign Receipt for Current User
- Search By Employee ID
- Assign To Location
- Search Employees
- Add User

 [Clear Search](#)

You must remove all text and type in a value to search entire employee directory

Reset Form

1 key has just been updated.

Key DHI	Key Name	Serial Number	Assigned To	Key Status	Step
12AA	Employee Entrance Only	F1885468	George Woodruff	Issued	1


Key Log

Serial Number(s)	Transferred From	Transferred To	Action Taken
F1885468	Woodruff, George - 00019	Taki, Ian S. - 7456	View Key Receipt

Send Key Log Email



Key Log Update (InstaKey Security Systems - Bldg. 7456)

 keylogs@instakey.com
To: _TestEmail

[Reply](#) [Reply All](#) [Forward](#) [More](#)

Key Log Update

Location: InstaKey Security Systems - Bldg. 7456 Date: 6/5/2020
User: BetaTest User Time: 10:14 AM

The following 1 key has just been updated in the database:

Key DHI	Key Name	Serial Number	Assigned To	Key Status	Step
12AA	Employee Entrance Only	F1885468	George Woodruff	Issued	1

Below is the Active Key Holder Information for InstaKey Security Systems - Bldg. 7456

Key DHI	Key Name	Serial Number	Assigned To	Key Status	Step
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