

# **EXAMPLE 1 INSTAKEY** Security Systems

Digital Site Survey Tutorial Release 4.0.3 – 9/26/2019

7456 W. 5<sup>th</sup> Ave, Lakewood CO 80226 P: 800-316-5397 www.instakey.com Making KeyControl<sup>®</sup> simple.



## 1. Select "New User / 24 Hour Access Link"

Digital Site Survey		<b>EINSTAKEY</b> Security Systems	
Email:	Required		
Password:	Required		
* fill all required fi Login New User / 24 F	eld(s) Hour Access <del>&lt;</del>		





### 2. Complete new/returning guest user registration form and select "Register".

Digital Site Survey		
Use the following form to request access to the Digital Site Survey w with a link to complete your registration.	ebsite. Upon Submitting the form, you will be sent an email	
First Name		
Required		Daily Access Verification
Last Name		
Required		Daily re-verification to InstaKey's Digital Site Survey website is required.
Email Address		Please check your email for a link to re-verify and log into the Digital Site Surv
Required		website. Be sure to check your junk mail folder if you don't receive an email within 15 minutes
* fill out all required field(s)		
I'm not a robot		Close
Register Previous Page		





### 3. Check the email provided on the registration screen for a link to connect to Digital Site Survey.







## 4. Add a Location by entering in the site's information and selecting "Save".

<u> </u>	Log Out	Security System
Add Location		
Location	InstaKey HQ	
Store # Or Identifier	ІК-НО	
Address 1	7456 W 5th Ave	
Address 2		
City	Lakewood	
State	со	
Zip	80226	
Country	US	
Phone	(303) 761-9999	
* fill all required field(s)		





5. Either using the newly added location, or selecting another location, populate all survey fields. From there, either choose an existing door from the Door List dropdown or select "Add Door".

	Log Out		Security Systems
Select Location			
InstaKey HQ	▼ Add I	ocation Edit Loca	ition
Add Confirmation Ema	il		
Additonal Key(s) Need	ed		
Additonal Key(s) Need Including yourself, DMs, Los	e <b>d</b> s Prevention (if applicable) & any c	eaning/delivery vendors)	)
Additonal Key(s) Need Including yourself, DMs, Los 0 Include Fire Key in O	e <b>d</b> s Prevention (if applicable) & any c der	eaning/delivery vendors)	)
Additonal Key(s) Need Including yourself, DMs, Los 0 Include Fire Key in O Door List (Count displa	e <b>d</b> s Prevention (if applicable) & any c der vs when images are added)	eaning/delivery vendors)	)
Additonal Key(s) Need Including yourself, DMs, Los 0 Include Fire Key in O Door List (Count displa include images for each	ed s Prevention (if applicable) & any c der vs when images are added) door to complete them.	eaning/delivery vendors)	)
Additonal Key(s) Need Including yourself, DMs, Los 0 Include Fire Key in O Door List (Count display include images for each Typically an image of th	ed s Prevention (if applicable) & any c der vs when images are added) door to complete them. e front, the spine and the bac leted. K (View PDF for exam)	eaning/delivery vendors) c of the door is requir ples)	ed.





6. Once a door is selected, click "Select Photo(s)" to add images of the door to be converted. A PDF is available for examples of ideal picture angles to provide. Select "Save" to view a preview of the attached images. Select "Complete Door" once all photos have been uploaded. Repeat this step for all doors.

Digital Site Survey Log Out	Security Systems	Upload Pictures here. Accepted file types are (jpeg, jpg, gif, th Maximum 5 files at 5 MB each.
Include Fire Key in Order		Select Photo(s)
Door List (Count displays when images are added)         include images for each door to complete them.         Typically an image of the front, the spine and the back of the door is required.         * Indicates door is completed.         K-HQ: Front (0)	Upload Pictures here. Accepted file types are (jpeg, jpg, gif, tiff, pr, Maximum 5 files at 5 MB each. InstaKey logo New (JPEG).jpg * Remove Keycontrol tag w-pin stack final.jpg * Remove Select Photo(s)	Save Photo(s) Delete Door Complete Door Image(s) Loaded Update Survey Complete Survey
Add Door (format: Store#: Door Name)          IK-HQ: Side Door       Add Door         Upload Pictures here. Accepted file types are (jpeg, jpg, gif, tiff, png).         Maximum 5 files at 5 MB each.         Select Photo(s)	Save Photo(s) Delete Door Complete Door Update Survey Complete Survey	Security Systems
Save Photo(s) Delete Door Complete Door		Delete Image Delete Image

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Update Survey

Complete Survey





7. Once complete, review survey for accuracy, and click "Complete Survey". This closes the survey from revisions and sends an email to Instakey to review the data submitted. Note that the email will automatically include the submitting user, and the "Add Confirmation Email" field can be used for anybody else that should have visibility on survey submittals.

Elect Location         IstaKey HQ         IstaKey HQ         Id Confirmation Email         Survey @ Customer.com         Iditonal Key(s) Needed         Indian waveself, DMs, Loss Provestion (if applicable) &	
Add Location Edit Location Edi	
Id Confirmation Email	
Survey @ Customer.com	
Iditonal Key(s) Needed	
(unling yourself, DMs, Loss Provention (if applicable) & any cleaning (delivery yourders)	
)	
Include Fire Key in Order	
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clude images for each door to complete them.	
ndicates door is completed. <u>(View PDF for examples)</u>	
elect a Door	
K-HQ: Side Door Add Door	





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