AN INTRODUCTION TO
ONLINE LOCK ALLOCATION & MANAGEMENT

www.kensington.com/register&retrieve
WHAT IS REGISTER & RETRIEVE™?

Register & Retrieve™ empowers administrators in the management of their lock program and ensures staff benefit from ClickSafe support services without the need to contact their administrator.

This single portal enables easy administrative management of all locks, provides each user with a secure, unique account and ensures that the organization's assets are recorded and available following any changes of personnel.

Let's take a tour...

HOMEPAGE DASHBOARD

The simple, easy-to-navigate homepage dashboard enables the administrator access to all of the allocation and management functions for locks and keys.

Create a group and start adding locks individually or in bulk using CSV.

Use the powerful search to find locks, lock locations or keyholders.

Shortcut straight to a group of existing locks from the homepage.

Access your Preset Lock combination codes by registering your registration code.
Easily add more locks to a group by using the Add a Lock function.

Use tabs to view allocated or unallocated locks within the group.

View top-level information associated with each lock in the group.

Click through to view or edit details about the lock and its allocation.

Specify the types of data you hold against your locks by editing custom labels.

Download a CSV file containing all lock information for the group.

All information for the locks within a particular group are displayed on the Group Page. An administrator can view the status of all locks within a group at a glance and has the option to edit the lock details.

www.kensington.com/register&retrieve
**VIEW/EDIT LOCK**

The View/Edit Lock page enables the administrator to take a more detailed look at the information held against a lock. It is also the area in which the administrator can edit lock information, edit allocation information and perform other functions relating to an individual lock.

- Locks can be registered to a key holder or to a location.
- Easily order a replacement key on behalf of the holder, for delivery by post.
- Option to quickly unallocate a lock from the holder or location.
- The administrator has the ability to delete a lock.
- The administrator can easily move a lock into a different group.

www.kensington.com/register&retrieve
SEARCH

Search tool is a powerful function that enables the administrator to locate specific information about a lock or group of locks via any of the pre-existing information fields.

Filtering the table of information displayed on the Search Results page enables the administrator to find what they need quickly and efficiently.

KEY REQUESTS

Replacement key requests made by users, which require approval from an administrator can be viewed within the Key Requests area.

The administrator can approve or decline new replacement key requests based on the information provided by the user, as well as viewing the information in more detail or editing the address.

ADMINISTRATORS

Within the Administrators area, the current administrator has the ability to create a brand new administrator with identical powers.

An administrator also has the power to delete other administrators should it be necessary.
REGISTERING A NEW LOCK

When you register a new lock you can select to register it to a key holder or to a location. If you register it to a key holder you will need to provide an email address and select whether the key holder’s key replacement requests require administrator approval prior to submission to Kensington for consideration. You can also select to email the key holder with their account access information. If you do grant a key holder account access they will only see the information related to their lock. You can even personalize the email.

If you register a lock to a location you won’t need to supply an email address.

DATA DOWNLOAD

You can download the registered information at any time. Each group of locks offers a CSV download option.

DATA UPLOAD

When you create a new group you can select to upload information using a CSV template.

Tip:
You can’t upload data to an existing group (although you can add and edit information manually) but you can upload data when you create a group. If you do not want to add or edit data manually simply create a new group, upload your data and then delete the old group.

www.kensington.com/register&retrieve