Key Management Solution

An excel based solution, which is macro free, to enable you to keep on top of which keys have been checked out. If this sounds like what you need, take a look at the details below.

Manage which keys are checked out
Keep on top of who has which keys
Monitor who is checking out which keys and when
See how often each key is being checked out
Easily do a stocktake of the keys
Create a 'starting point' for the keys
See detailed personnel or keys reports
Check keys in or out easily with simple selections
Largely automated spreadsheet
Separate 'check in and out' sheet if required
And so much more...

Need to monitor keys for a group of properties or offices?
Here's the solution.

Check In or Check Out

Incomplete
0

Each time a key is checked in or out, simply click on the date column in a new row, select the current day, select the key number from the respective column, and select the personnel who is checking the key in or out. Lastly, select the In/Out column and select the respective option. There will be only one option there (if the key was checked in, it will say out, and if it was checked out, it will say in. Please select the option to confirm the change. Once all 4 columns are completed, all the actions required on this sheet are done until the next check in or out action.

No. Entries
11

Site	Location	Date	Key Number	Personnel	In/Out	Status
Site 1	Location 1	13 Feb 2020	1	Richard	Out	Checked Out
Site 2	Location 2	13 Feb 2020	2	Richard	Out	Checked Out
Site 1	Location 1	13 Feb 2020	1	Richard	In	Checked In
Site 2	Location 2	13 Feb 2020	2	Richard	In	Checked In
Site 2	Location 2	13 Feb 2020	3	Wendy	Out	Checked Out
Site 1	Location 1	13 Feb 2020	4	Sean	Out	Checked Out
Site 1	Location 1	13 Feb 2020	5	Kim	Out	Checked Out
Site 2	Location 2	13 Feb 2020	2	Wendy	Out	Checked Out
Site 1	Location 1	13 Feb 2020	1	Richard	Out	Checked Out
Site 2	Location 2	13 Feb 2020	3	Wendy	In	Checked In
Site 1	Location 1	13 Feb 2020	5	Kim	In	Checked In

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List of Keys

Checked In	2
Checked Out	3
Total Uses	11
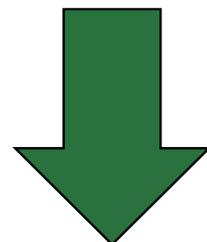
Add the keys below. Each key gets a line, and you can enter up to 2000 keys. Give each key a unique number, select the site (from the list on the Intro & Setup tab), put in a more specific location and some details (if required). You can use the arrows in the headers to sort by the required column. The current status and actions will update automatically. The actions refers to the number of times the key has been checked out or in (a key being checked out or in is counted as 1 action). This only includes check ins or outs listed on the current Check In or Check Out tab.

Key Number	Site	Address	Details	Current Status	Actions
1	Site 1	Location 1	Details 1	Checked Out	3
2	Site 2	Location 2	Details 2	Checked Out	3
3	Site 2	Location 2	Details 3	Checked In	2
4	Site 1	Location 1	Details 4	Checked Out	1
5	Site 1	Location 1	Details 5	Checked In	2

Firstly, you can create a list of keys. It allows up to 2000 keys, and you can number them, and assign them to a site (slots for 12 sites) and an address for each key, as well as some details (notes) if required. Each key on a line, simple to add and resort the data.

The green headers in the picture has data that will update automatically, so as each key gets checked in or out, it will show the current status of each key here. Not only that, but as you can see, it also shows how many actions have been taken on each key and how many keys are currently checked out and in.

Personnel List

No. People	4
Max Keys	1

Here you can store your personnel details, please ensure that there are no duplicate names, as they will identify each person. The position and notes columns are optional depending on whether you need them or not. The name column is vital (no duplicates as stated) and the contact number will be used throughout this spreadsheet. The actions show how many times each person has checked in or out a key. The current keys show how many keys each person currently has checked out.

Name	Contact Number	Position	Notes	Actions	Current Keys
Richard	0750 123 4567	Position for Richard	Notes for Richard	5	1
Wendy	0750 123 4568	Position for Wendy	Notes for Wendy	3	1
Sean	0750 123 4569	Position for Sean	Notes for Sean	1	1
Kim	0750 123 4570	Position for Kim	Notes for Kim	2	0

You can also create a list of the personnel who can check keys in and out. This way, when a key is taken out, it can be assigned to a person. There will then be a record of who has what key out at any given stage.

This page will also show the number of actions (keys checked in or out) by each person, as well as the number of keys that they currently have. It will also show how many people on the list, and the maximum number of keys currently checked out by an individual.

You can capture some details for each person, namely their name, contact number, position (if required) and any notes you may like to make.

Check In or Check Out

Each time a key is checked in or out, simply click on the date column in a new row, select the current day, select the key number from the respective column, and select the personnel who is checking the key in or out. Lastly, select the In/Out column and select the respective option. There will be only one option there (if the key was checked in, it will say out, and if it was checked out, it will say in. Please select the option to confirm the change. Once all 4 columns are completed, all the actions required on this sheet are done until the next check in or out action.

Site	Location	Date	Key Number	Personnel	In/Out	Status
Site 1	Location 1	13 Feb 2020	1	Richard	Out	Checked Out
Site 2	Location 2	13 Feb 2020	2	Richard	Out	Checked Out
Site 1	Location 1	13 Feb 2020	1	Richard	In	Checked In
Site 2	Location 2	13 Feb 2020	2	Richard	In	Checked In
Site 2	Location 2	13 Feb 2020	3	Wendy	Out	Checked Out
Site 1	Location 1	13 Feb 2020	4	Sean	Out	Checked Out
Site 1	Location 1	13 Feb 2020	5	Kim	Out	Checked Out
Site 2	Location 2	13 Feb 2020	2	Wendy	Out	Checked Out
Site 1	Location 1	13 Feb 2020	1	Richard	Out	Checked Out
Site 2	Location 2	13 Feb 2020	3	Wendy	In	Checked In
Site 1	Location 1	13 Feb 2020	5	Kim	In	Checked In

This is the main page where all of the actions are captured. Whenever a key is checked in or out, you simply select the relevant key number from a drop down list, select the current date (the only date in a drop down list), select the person who checked the key in or out, and then simply select in or out. If the key is currently out, it will offer you in as a choice, and if it is currently checked in it will offer you out. It is as simply as making 4 selections, and two of them will only have one option to pick. It is as simple as that. **If you purchase this spreadsheet, you will be offered an add-on spreadsheet to keep this page separate to the main spreadsheet if you wish. This will be free of charge. Watch the demo video for more about this.**

Personnel Report

Select Person	Richard

Actions	**Current Keys**	**Page**
5	1	1
		of 1

In order to see all of the information regarding any person in the personnel list, simply select their name from the drop down list. If the list below is full, requiring a second list, you can change the page number to see the 2nd list. Be sure to change it back.

Number	0750 123 4567

Position	Position for Richard

Notes	Notes for Richard

May not be accurate, please confirm using details below.

Shows if the key has not been returned.

Date	Key Number	Site	Location	In/Out	Returned Date	Active Loan
13 Feb 2020	1	Site 1	Location 1	Out	13 Feb 2020	
13 Feb 2020	2	Site 2	Location 2	Out	13 Feb 2020	
13 Feb 2020	1	Site 1	Location 1	In		
13 Feb 2020	2	Site 2	Location 2	In		
13 Feb 2020	1	Site 1	Location 1	Out		Checked Out

This personnel report will automatically calculate, as you update data on the other tabs. All you need to do on this tab is select the person whom you wish to view, and it will populate accordingly. You can tab between pages by selecting the page to view.

As you can see, it then gives you various details about the selected person. You can see each action they have taken, when each checked out key was returned, as well as which ones are currently still checked out.

Key Report

Site	Site 1
Location	Location 1

Select Key Number	1

Details	Details 1

Current Status	Actions	Page
Checked Out	3	1
		of 1

May not be accurate, please confirm using details below.

Date	Personnel	Number	Position	In/Out	Returned Date
13 Feb 2020	Richard	0750 123 4567	Position for Richard	Out	13 Feb 2020
13 Feb 2020	Richard	0750 123 4567	Position for Richard	In	
13 Feb 2020	Richard	0750 123 4567	Position for Richard	Out	

This key report will also automatically calculate, as you update data on the other tabs. All you need to do on this tab is select the key which you wish to view, and it will populate accordingly. You can again tab between pages by selecting the page to view.

As you can see, it then gives you various details about the selected key. Who has checked it in or out when, it's current status, and some information about the key.

Stocktake

Calculated Current Status

Actual Current Status

Key Number	Current Status	Personnel		Check	Person Responsible		Key Number	Current Status	Personnel
1	Checked Out	Richard					1	Checked Out	Richard
2	Checked Out	Wendy					2	Checked Out	Wendy
3	Checked In						3	Checked In	
4	Checked Out	Sean					4	Checked Out	Sean
5	Checked In						5	Checked In	

This is a very handy page on the spreadsheet. You can see the current status of all the keys, and then do a manual stocktake, updating any statuses that are incorrect. You can then use the correct data to 'set up' the whole spreadsheet from scratch, and start again with a new list. This is useful as the spreadsheet only allows 10,000 actions before it is full, so you can use this time to do a stocktake, make sure everything is correct, and then start a new list. The old list can be saved for your records, so this transfers over who has all the outstanding keys, so the new spreadsheet starts off correctly.

So there you have it, an overview of this unique product. We can't show you everything in this brochure, so please use the link below to the demo video, should you wish to see exactly how this product works.

All the other links you may need for more information, or to purchase this product, are below.
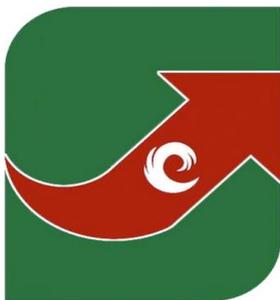
In order to purchase this product, download a free trial, or watch the demo video, please click the image to the left.

This product is sold from the UK, and will be invoiced as GBP. The fee is a once off fee, and there is no monthly charge. There will be an entirely optional annual charge, should you want to receive future upgrades.

£450

This product is created by:

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