

Introduction
How to enable Reason for Unassign
How to Add/Modify Fields
Reason for Unassign in Practice
Reports on Reasons for Unassign
Statistics on Reasons for Unassign

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INTRODUCTION

The purpose of this document is to help Traka Automotive user enable reason for unassign keys from iFobs and how to use the feature. Please follow the below guide however, should you have any questions please contact your Account Manager or email support@traka.com.

HOW TO ENABLE REASONS FOR UNASSIGN

1. Please ensure your Traka software version is 3.4.0.0 or above. This can be checked on the log in screen in the top right corner.

2. Log in to Traka Automotive.

NOTE: You will require system administrator rights to perform this process. For queries please contact support@traka.com.

3. In the top right corner of the screen, click on the  menu icon and select "Configure Global Settings" from the drop-down options.
4. Within the new window, select the **Reason for Unassign** tab.
5. Tick the option box for **Reason for Unassign Enabled** to enable the feature.
6. Click on **Save** in the bottom left corner.

Configure Settings

Return to Application 

System Defaults **User Defaults** **Mandatory Fields** **Sites** **Offline** **Reason for Unassign** **Vehicle Types**

Reason for Unassign Enabled

You can edit the display order and whether to show/hide certain reasons. You can also add a new reason with your own text, but you cannot rename existing ones.
TIP: Instead of rename, you should hide the existing and add a new one.

Order	Reason	Visible
1	Service Return to Customer	<input checked="" type="checkbox"/>
2	Sold Handover to Customer	<input checked="" type="checkbox"/>
3	Trade Sale Handover	<input checked="" type="checkbox"/>
4	Return to Manufacturer	<input checked="" type="checkbox"/>
5	Sent to Auction	<input checked="" type="checkbox"/>
6	Dealer Transfer Driver	<input checked="" type="checkbox"/>
10	Scrap	<input type="checkbox"/>
98	Not Unassigned by Previous User	<input checked="" type="checkbox"/>
99	Other	<input checked="" type="checkbox"/>

Save **Add New Reason** **Revert Changes**

HOW TO ADD/MODIFY FIELDS

1. Please follow the first 4 steps from instruction in the previous section.
2. There are eight pre-populated reasons for unassign that are visible. Next to each of the reasons there is a tick box, allowing you to customise your list.

NOTE: Reasons 98 and 99 are mandatory.

3. Select the reasons for unassign you wish to use. Any that are not applicable can be hidden by unticking them.
4. Click **Save** in the bottom left corner.

Order	Reason	Visible
1	Service Return to Customer	<input checked="" type="checkbox"/>
2	Sold Handover to Customer	<input checked="" type="checkbox"/>
3	Trade Sale Handover	<input checked="" type="checkbox"/>
4	Return to Manufacturer	<input checked="" type="checkbox"/>
5	Sent to Auction	<input checked="" type="checkbox"/>
6	Dealer Transfer Driver	<input checked="" type="checkbox"/>
10	Scrap	<input checked="" type="checkbox"/>
98	Not Unassigned by Previous User	<input checked="" type="checkbox"/>
99	Other	<input checked="" type="checkbox"/>

Save Add New Reason

5. To add a new reason for unassign, in the bottom left corner of the screen select Add New Reason.

Save Add New Reason

6. A new window will pop up.
7. Please type in new reason for unassign and click **Add Reason**.

Add Reason

Enter the text for the new reason below.

Add Reason

8. Once you have added all reasons, please click **Save** in the bottom left corner.

REASONS FOR UNASSIGN IN PRACTICE

1. Please follow the same steps you would normally do for unassigning the key from the software.
2. Click **Unassign from iFob**.
3. You will now be presented with a list of reasons.

Reason for Unassign

Please select a reason why you are unassigning the key:

Service Return to Customer

Sold Handover to Customer

Trade Sale Handover

Return to Manufacturer

Sent to Auction

Dealer Transfer Driver

Not Unassigned by Previous User

Other

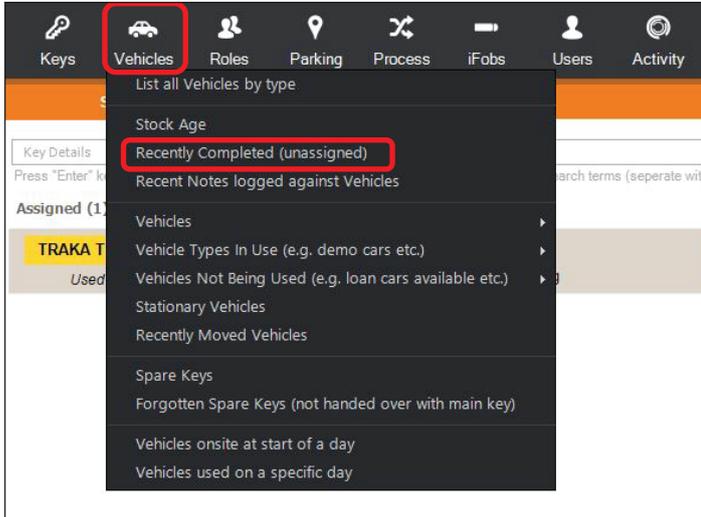
CANCEL CONTINUE

4. Select a reason.
5. Click on **Continue**.

NOTE: If you have selected 'Other', you will be given a free entry text box to complete. This is a mandatory field.

REPORTS ON REASONS FOR UNASSIGN

1. From the home menu within Traka, please navigate to **Vehicles** on the top black menu bar.
2. Select **Recently Completed (unassigned)**.



3. When the report is returned you will see new "Reason" and "Reason Detail" columns (you may need to scroll horizontally to the right).

Registration	Customer	Move	Users	UnAssigned By	Reason	Reason Detail	iFob
D CDI Cabriolet	Mr S Lancaster	3	2	Traka Engineer			2007
JKI SWIFT 1.2 S22 5dr		0	0	Traka Engineer	Other	Key was deleted	2010
D FIESTA 1.0 EcoBoost Tita		0	0	Traka Engineer	Sent to Auction	Auction House B	2006
D KUGA 2.0 TDCi 163 Titani		0	0	Test User	Dealer Transfer		1001
D CDI BE Estate AMG Sport		0	0	Test User	Not Unassigned		1001
D KUGA 2.0 TDCi 163 Titani		0	0	Test User	Sent to Auction		1001
D CDI BE Estate AMG Sport		0	0	Test User	Trade Sale Hand		1001
D KUGA 2.0 TDCi 163 Titani		0	0	Test User	Service Return to		2002
D KUGA 2.0 TDCi 163 Titani		0	0	Test User			1001
D CDI BE Estate AMG Sport		0	0	Test User			1001
D CDI BE Estate AMG Sport		0	0	Test User			1001
D CDI BE Estate AMG Sport		0	0	Test User	Sent to Auction		1001
D KUGA 2.0 TDCi 163 Titani		0	0	Test User	Sold Handover to		1001
D CDI BE Estate AMG Sport		0	0	Test User	Dealer Transfer		1001

4. The various activity reports in the software (Key, iFob, User and Central) all include a new "Action Detail" column that will show the entered reason alongside any "UnAssign" activity entries.

STATISTICS ON REASONS FOR UNASSIGN

1. From the home menu within Traka, please navigate to **Vehicles** on the top black menu bar.
2. Select **Recently Completed (unassigned)**.
3. Within the window that opens up, please Drag **Reason** Header into the group column.

Registration	Customer	Move	Users	UnAssigned By	Reason	Reason Detail	iFob
D CDI Cabriolet	Mr S Lancaster	3	2	Traka Engineer			2007
JKI SWIFT 1.2 S22 5dr		0	0	Traka Engineer	Other	Key was deleted	2010
D FIESTA 1.0 EcoBoost Tita		0	0	Traka Engineer	Sent to Auction	Auction House B	2006
D KUGA 2.0 TDCi 163 Titani		0	0	Test User	Dealer Transfer		1001
D CDI BE Estate AMG Sport		0	0	Test User	Not Unassigned		1001
D KUGA 2.0 TDCi 163 Titani		0	0	Test User	Sent to Auction		1001
D CDI BE Estate AMG Sport		0	0	Test User	Trade Sale Hand		1001
D KUGA 2.0 TDCi 163 Titani		0	0	Test User	Service Return to		2002

4. All reason for unassigned keys will now be grouped together.
5. The number in the bracket refers to how many keys were unassigned for that specific reason.
6. To see details of the keys being unassigned, click on the plus sign to expand the selection.

Reason
+ Reason : (1 item)
+ Reason : Dealer Transfer Driver (1 item)
+ Reason : Not Unassigned by Previous User (1 item)
+ Reason : Service Return to Customer (1 item)

NOTE: The first reason "Reason:" shows all keys that were unassigned prior to the feature being added to the system.