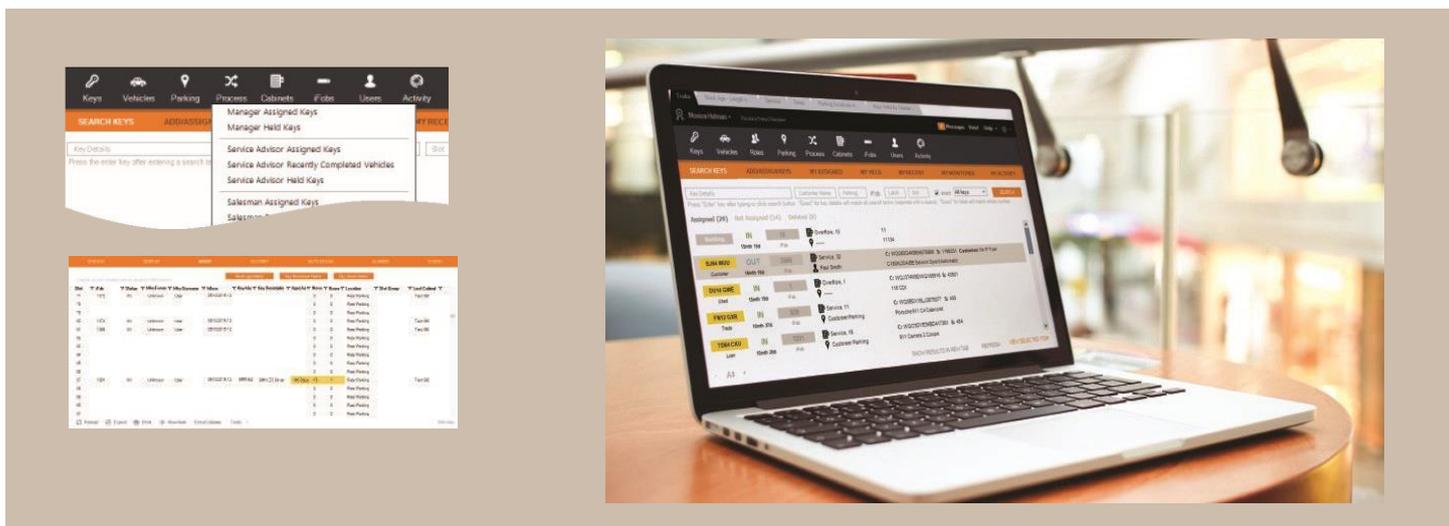


TRAKA AUTOMOTIVE USER GUIDE

How Does Traka Work?
Accessing the Key Cabinet
Accessing Keys – Fixed Return
General Navigation
Searching & Viewing Keys

Assigning Vehicle Keys
Vehicle Notes & Faults
Monitoring Keys

V1.0



HOW DOES TRAKA WORK

Vehicle keys are stored in the key cabinet and quickly searchable to find where the keys are, including the parking location of the vehicle or current process step.

Electronic tracking iFobs are used to allow the key cabinet to know where the keys are. As well as physically attaching the keys to the iFob there is a simple process to link the key within the software with key details picked up and synchronised with your DMS.



ABC 123 Customer IN 1450 iFob Customer System, 9 Service Bay 4

Users authenticate themselves via Fingerprint, PIN, access token or your existing swipe card system to gain access to the key cabinet.

All access and movements are recorded within extensive software providing audit trails of all transactions. When a key is removed, anyone else searching will see who is holding the key.



ABC 123 Customer OUT 1450 iFob Customer System, 9 Traka User 07

TRAKA AUTOMOTIVE: ACCESSING THE KEY CABINET

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PIN ONLY

- Press the # key on the keypad
- Enter the PIN number assigned to you and press the # key again and the door will open



TOKEN/CARD

- Simply touch the card against the reader on the cabinet and the door will open



FINGER VERIFICATION - SAGEM

- Press the # key on the keypad
- Place your finger on the reader and if it matches the door will open (you do not need to enter a PIN)



FINGER IDENTIFICATION - ALTERNATIVE (PIN)

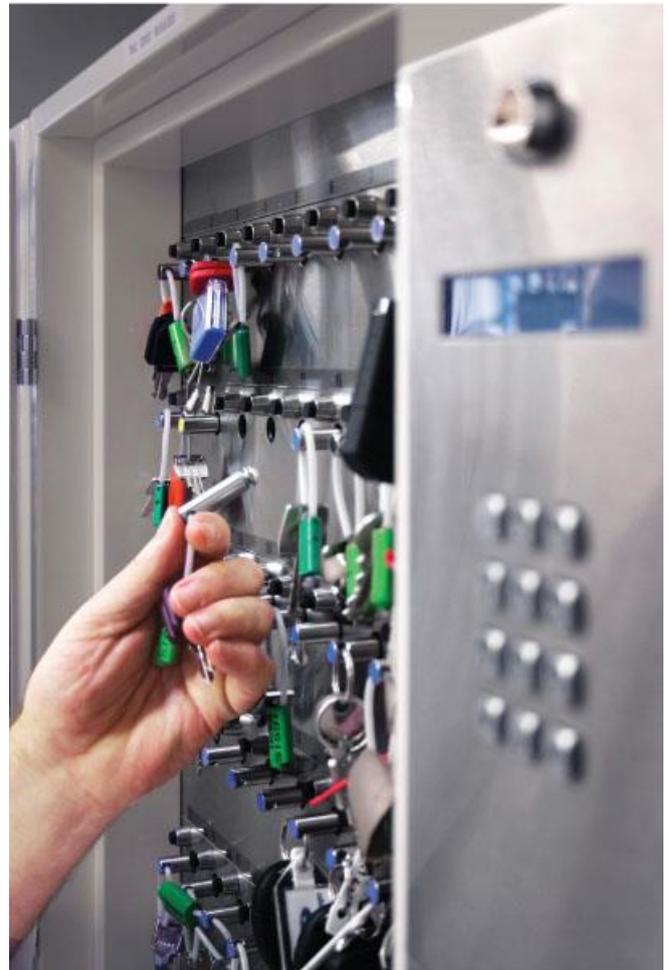
- Press and **HOLD** the # key on the keypad
- Once prompted on the screen, enter your PIN using the key pad.
- Press the #key again

MULTIPLE DOORS

If the cabinet has multiple doors, you will be prompted after authorising to press the number for the door you would like to open.

LOCKING

If the key has been placed into a locking slot, then you will need to press and release the button next to the key (do not hold the button down). You should hear a click and then you can remove the key.

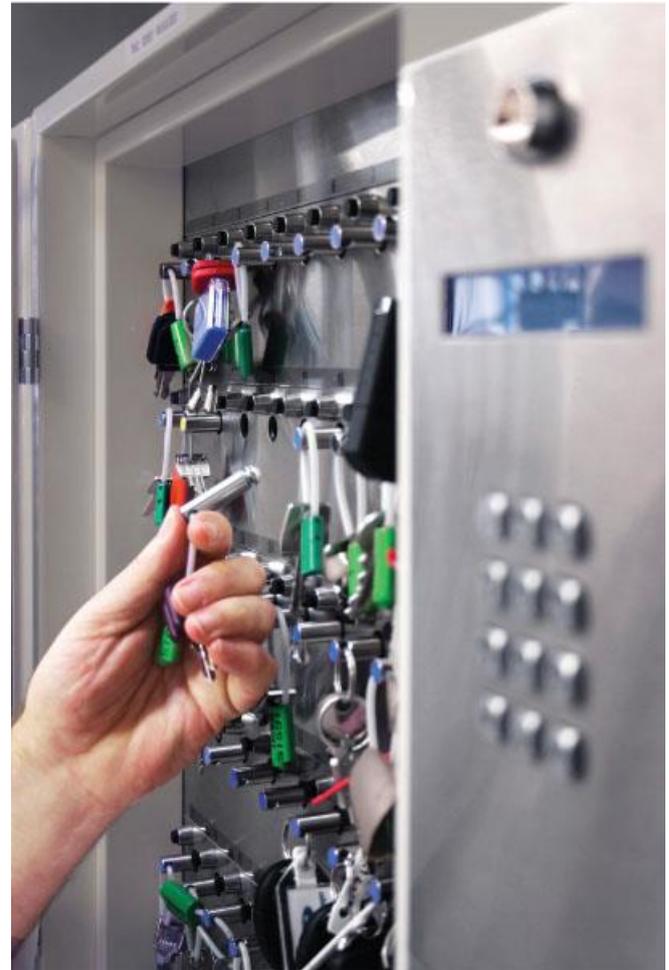


FIXED RETURN

A fixed return system will only allow you to return pre-registered keys to specific slots, for example returning iFob 14 to slot 14. If you try to return an unregistered key the display will show "unrecognised iFob in slot" and if you try to return a key to the wrong slot the display will prompt you with which slot it should be returned to.

IFOB TAG

Each iFob will have an iTag attached to it. These tags will be numbered the same as each slot number in the cabinet so that you easily know which slot position to return the key to.



ASSIGNED KEYS

Whoever is responsible for attaching keys to the iFobs will link the iFob to a key record taken from your DMS. This will allow you to search for the key and find where it is. Alternatively, some dealerships prefer to write the iTag number (slot position) onto the job card or field within the DMS.

REMOVING A KEY

Once you know the slot position of the key (via searching or the position number is on the job card) then access the key cabinet and remove the key from the slot.

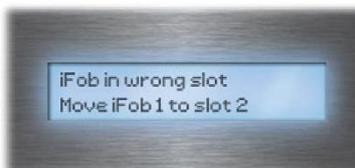


LOCKING POSITIONS

If the key has been placed into a locking slot, then you will need to press and release the button next to the key (do not hold the button down). You should hear a click and then you can remove the key.

RETURNING A KEY

The number on the iTag refers to the slot position you need to return the key to. If you return it to the wrong position the LCD display will tell you the correct position to return it to. If the display shows as the iFob is not recognised, then you need to speak to a key administrator who will be able to ensure the iFob is correctly registered to a valid position.

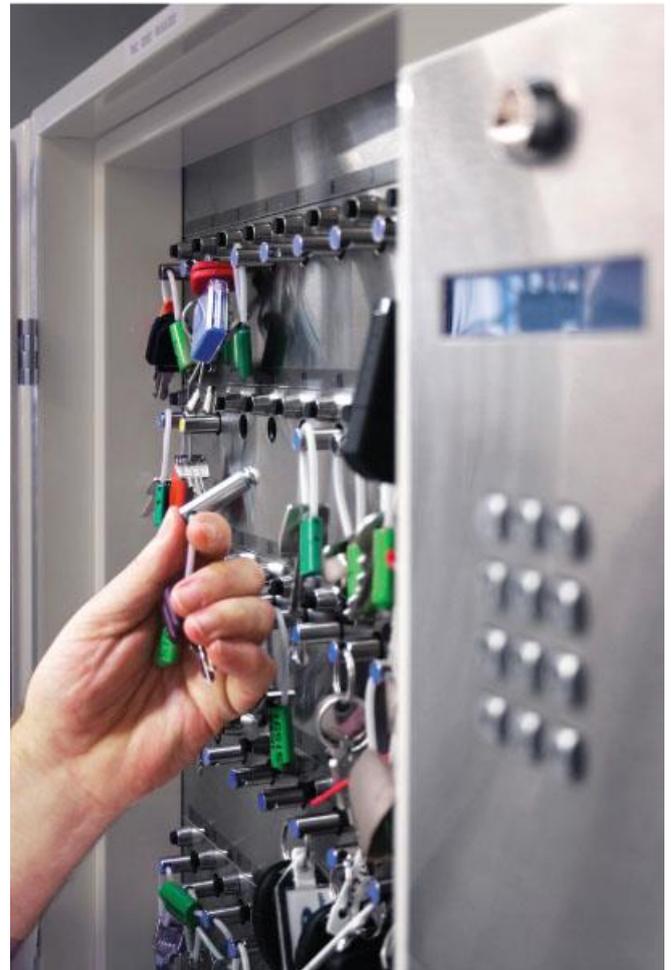


ACCESSING CABINET REPORTS

A random return system allows you to return any key to any key cabinet and any slot without having to pre-register the iFob to the specific slot. This simplifies the process of returning keys and allows you to store the key in the nearest key cabinet to where it is needed as it moves through the processes within a dealership.

IFOB TAG

Each iFob will have an iTag attached to it. These tags will be numbered uniquely and will not relate to the slot position.



ASSIGNING KEYS

Whoever is responsible for attaching keys to the iFobs will link the iFob to a key record from your DMS within the software. This will allow you to search for the key and find where it is.

REMOVING A KEY

Once you know the slot position of the key (via searching for the key details) then access the key cabinet and remove the key from the slot.

LOCKING POSITIONS

If the key has been placed into a locking slot, then you will need to press and release the button next to the key (do not hold the button down). You should hear a click and then you can remove the key.

RETURNING A KEY

You can return the key to any key cabinet and any slot position. However, most key cabinets will have a coloured process or parking overlay. You should refer to the overlay map next to the key cabinet to show you which row to return the key to in order for the key to correctly show in the software as parked in a specific area or part of a specific process step.



LOG IN SCREEN

Your site administrator will be responsible for providing you with login in details to the software.

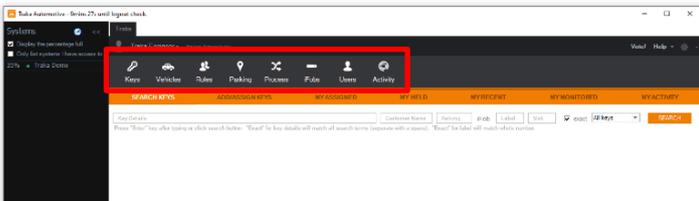
The image below shows you the main log in screen of the Traka Application.

Once logged in, on the left-hand side, you will find all the cabinets you have access to. If the cabinet icon is red this means that there is a fault and needs to be raised with Traka Support.



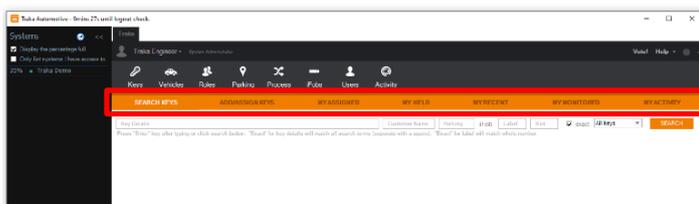
MAIN ICONS

The main icons on the black ribbon refer to all reporting and administrative functions of the software. When clicked will show a menu with links to actions or reports related to the area they represent.



SUB-TABS

The sub-tabs on orange ribbon once clicked will switch the screen to the relevant screen. This is where majority of day-to-day actions take place.



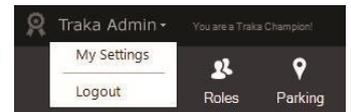
TABS

Initially there will only be one tab along the top—Traka Automotive. The Traka tab is the main application tab. Whenever you run a report or view a user, iFob or Key a new tab will open with the details. Close an open tab by clicking on the X within the tab.



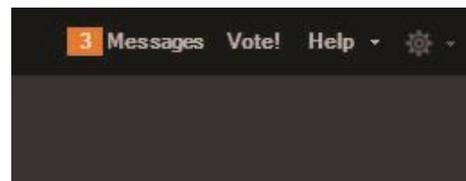
TOP-LEFT

The sub-tabs on orange ribbon once clicked will switch the screen to the relevant screen. This is where majority of day-to-day actions take place.



TOP-RIGHT

The top right area gives you access to help, voting/feature suggestions and messages. Messages are pushed on demand and contain useful information on new releases and future improvements or alert you to ongoing issues. The Help menu has a "features in use" option which will analyse which features you are using and help guide you to unused features you may wish to take advantage of as well as link to Traka support website where you will be able to find more user guides.



LOGIN SCREEN

The results are separated into three results tabs—assigned, unassigned and deleted. The default result tab will be the assigned tab which will show the full details of where the key is or who has it.



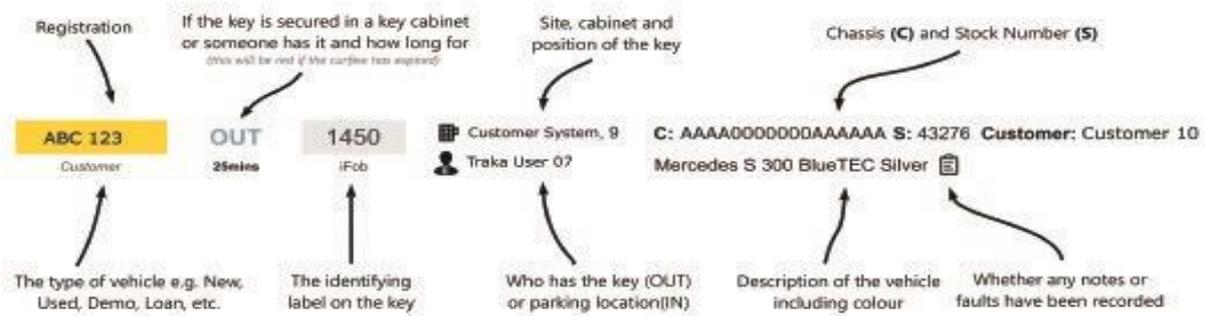
VIEWING THE KEY

- The first screen displayed after logging into the software is the search screen
- In the Key Details box, you can type any information about the vehicle you know about such as Registration number, Chassis number, Stock Number, Make or Model of the vehicle and press the search button or hit the enter key on the keyboard—we call this an Omnisearch field
- Alternatively, you can enter the iTag number in the label field or the slot position if you know them rather than searching for the key details



THE RESULTS

The results are separated into three results tabs—assigned, unassigned and deleted. The default result tab will be the assigned tab which will show the full details of where the key is or who has it.



VIEWING THE KEY

Double-click a search result entry to open the key/iFob in a new tab. From here you can view the activity of the key, edit details etc. Please see the separate help sheets on viewing and editing keys and iFobs.



TRAKA AUTOMOTIVE: ASSIGNING A VEHICLE KEY

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STEP 1

- To assign a key click on "Add/Assign a Key" then type in the Registration number (or any other identifying details) into the relevant box and click on "Check if there is a key with these details" button

STEP 2

- The software will search for any matches that are in the database (to avoid duplicate entries)
- Always click on the correct match if it is there to avoid any further re-typing and click "Select Highlighted Key"
- If the vehicle is not in the list, click on "The key is not in the list" button

STEP 3

- Make sure the "Type" picklist is set to the correct type of the vehicle e.g., Demo, Customer, Loan, Sales etc.
- Confirm, correct or populate the key details as required

STEP 4

- Type in the iFob label number (Tag number) that the keys will be attached to on the right-hand section of the screen then click the search button
- Once it has been found, click on the text of the iFob then click the "save" or "save and open key" button

UNASSIGNING

Once a car has left the dealership the keys will need to be unassigned from the system:

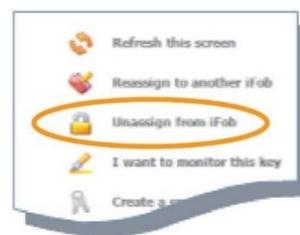
- Search for the vehicle
- Once the details have been found, double click on the record and it will open up a new tab with the vehicle information, then click on "Unassign from iFob"

REASON FOR UNASSIGNING

If your dealership is using **Reason for Unassigning key**, once you clicked **Unassign** from iFob, you will be presented with a list of reasons, select a reason for unassigning a key and then click **Continue**

Origin	Type	Registration	Chassis	Stock No	Customer	Description	iFob
Linked to DMS	Other	ABC 123	AAAA0000001	330	Customer 01	Fabia 1.6 TDI CR Monte Cal	1423
Manually Inputted	Customer	ABC 000				McLaren P1	
Linked to DMS	Other	ABC 345	AAAA0000009	6		Audi R8 Spyder 4.2 FSI quatt	1368
Manually Inputted	Customer	ABC 999			Customer 04	Renault Clo 1.2 Hatchback	1034
Import from DMS		ABC 222	AAAA0000002	425	Customer 05	Transporter T30 TDI LWD	
Import from DMS		XYZ 012	AAAA0000004	157	Customer 06	Golf GT 2.0 TDI 140 PS 6-sp	

"Linked to DMS" – Vehicle Information pulled from DMS
 "Manually Inputted" – User has Manually created the vehicle before.



TRAKA AUTOMOTIVE: VEHICLES NOTES & FAULTS

ADDING VEHICLE NOTES

Vehicle notes can be added during key assignment process or once a key has been assigned to the system. This feature is useful in highlighting extra vehicle features on a used cars or any faults on a service car.

STEP 1

- To add notes to already assigned car simply search for a vehicle on the main screen and double click on the record

STEP 2

- Click on **Edit Details** on the orange bar

STEP 4

- If a vehicle has notes against it, when searching a little **Notes** icon will be present
- To view the notes, double click on the record and click **edit Details** on the orange bar

HOW TO REPORT

- To report on vehicles with notes against them, click on Vehicles followed by **recent Notes logged against vehicles**
- Within the new window, you will be presented with a list of all vehicles which have notes listed against them
- The filter is set to 90 days as default however you can change it to a specific time frame i.e., last 7 days

INFO: You should use the add/assign key screen for new keys instead of overwriting a key with completely different vehicle details.

STEP 3

- Add relevant notes in the Notes section and click **Save Changes** in the bottom right corner

Vehicles with faults/notes

Show: All Entries Apply Filter

Drag a column header here to group by that column:

Identifier	Description	Fault/Notes	When Changed	Who Changed
ABC 123	SLK350(172)BE AMG	Handed over to third party	05/05/2015 11:04:0	Traka Admin 01
ABC 999	316i Saloon	Vehicle has been in accident - to be traded	16/06/2014 13:52:3	Traka User 03
ABC 987	E46 316i Sport Saloon	Needs new Bumper and Spray	16/06/2014 13:34:3	Traka User 03
ABC 555	E46 318i SE Saloon N	Alloy's are damaged on left hand side	16/06/2014 13:25:0	Traka User 03

MY MONITORED

Traka Automotive Software allows you to create a list of favorite vehicles by utilising My Monitored function. This function is especially useful to monitor all demo cars or sales and service handover vehicles with one click.

ADDING A KEY TO THE MONITORED LIST

- First find and open the key you wish to monitor
- On the key summary page click on the **I want to monitor this key** link on the right-hand side of the screen
- Repeat the process for all keys you wish to monitor

ACCESSING MY MONITORED

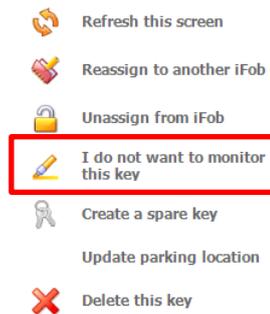
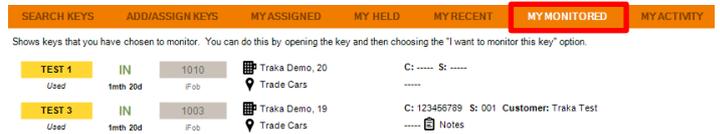
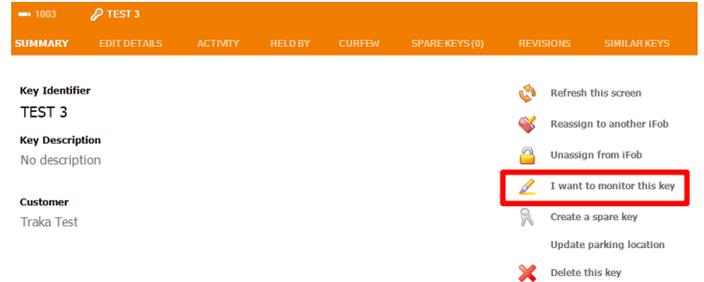
- On the main Traka screen, click on **My Monitored** on the orange ribbon
- You will now be presented with a list of all keys which you are monitoring

ACCESSING MY MONITORED

- To remove a key from My Monitored, within my monitored page, click on the key you wish to remove from the list.
- On the right-hand side click **I do not want to monitor this key**
- The key will now be removed from your monitored list

MY ASSIGNED

- This option allows you to find out which vehicles you have assigned to the system and where they currently are. It is important that once a vehicle has left the site you should unassign a key from the iFob and blank iFob should be returned to the cabinet or assigned to a new key straight away.

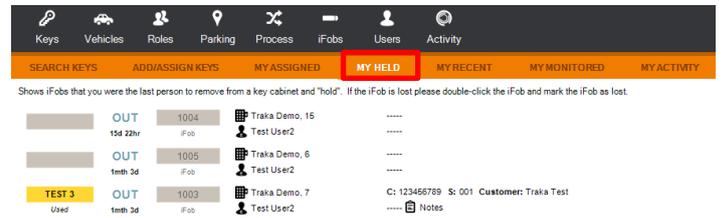


MY HELD

My Held allows you to find out which iFobs without a key assigned to are still out in your name. This feature should be used daily to prevent any iFobs from being lost.

My Held is accessed from the orange ribbon on the main screen. The list provides you with an overview of all iFobs that are out in your name. this list should be blank every day unless the iFob is in your draw ready to be used the next day.

Should you find yourself in a position where the key has been given to a customer with an iFob attached to it, **My Held** gives you a reminder to contact this customer to identify if an iFob can be recovered or if it has been thrown away by a customer in which case, and administrator should be made aware to mark this iFob as lost.



MY RECENT

My Recent allows you to quickly identify which vehicles you have recently touched in some way. This can be by physically removing the key from the cabinet or searching for it on the software.

This feature is especially useful to identify what vehicles you have touched over specific period in case you have left another set of keys in any of the cars or any personal belongings.

This option is again located on the orange ribbon of the main screen and is available to all user who have access to the software.

