

Kensington®



Register & Retrieve

The screenshot shows the 'Register & Retrieve' web application interface. At the top, there is a navigation bar with 'Kensington', 'PRODUCTS', 'MY DEVICE', 'MY BUSINESS', 'Account', a search bar, a shopping cart icon with '\$0.00', and a US flag. Below the navigation bar, the page title is 'Register & Retrieve™' with sub-links for 'KEY REQUESTS', 'ADMINISTRATORS', and 'SIGN OUT'. The main content area shows a 'Manage Group' section for 'DEMO 1' (Created 6 May 2014). It includes buttons for 'ADD A LOCK', 'DOWNLOAD GROUP CSV', 'EDIT CUSTOM LABELS', 'EMAIL SELECTED HOLDERS', and 'DELETE GROUP'. Below this is a table with tabs for 'ALLOCATED (8)' and 'UNALLOCATED (1)'. The table lists lock assignments with columns for Lock Name, Lock/Key Code, Registration/Master Code, Name, Location, Emailed, and Custom fields. Each row has a 'VIEW/EDIT' button.

LOCK NAME	LOCK/KEY CODE	REGISTRATION/MASTER CODE	NAME	LOCATION	EMAILED	CUSTOM 1	CUSTOM 2	
ClickSafe® Laptop Lock - Master Keyed	B12345	A12345		Development				VIEW/EDIT
ClickSafe® Laptop Lock - Master Keyed	C12345	A12345		Reception				VIEW/EDIT
ClickSafe® Laptop Lock - Master Keyed	D12345	A12345		Marketing				VIEW/EDIT
ClickSafe® Laptop Lock - Master Keyed	E12345	A12345		Factory				VIEW/EDIT
ClickSafe® Laptop Lock - Master Keyed	F12345	A12345		Sales				VIEW/EDIT
ClickSafe® Laptop Lock - Master Keyed	H12345	A12345		Finance				VIEW/EDIT
ClickSafe® Laptop Lock - Master Keyed	I12345	A12345		Human Resources				VIEW/EDIT
ClickSafe® Laptop Lock - Master Keyed	J12345	A12345		IT				VIEW/EDIT



AN INTRODUCTION TO ONLINE LOCK ALLOCATION & MANAGEMENT

www.kensington.com/register&retrieve

WHAT IS REGISTER & RETRIEVE™?

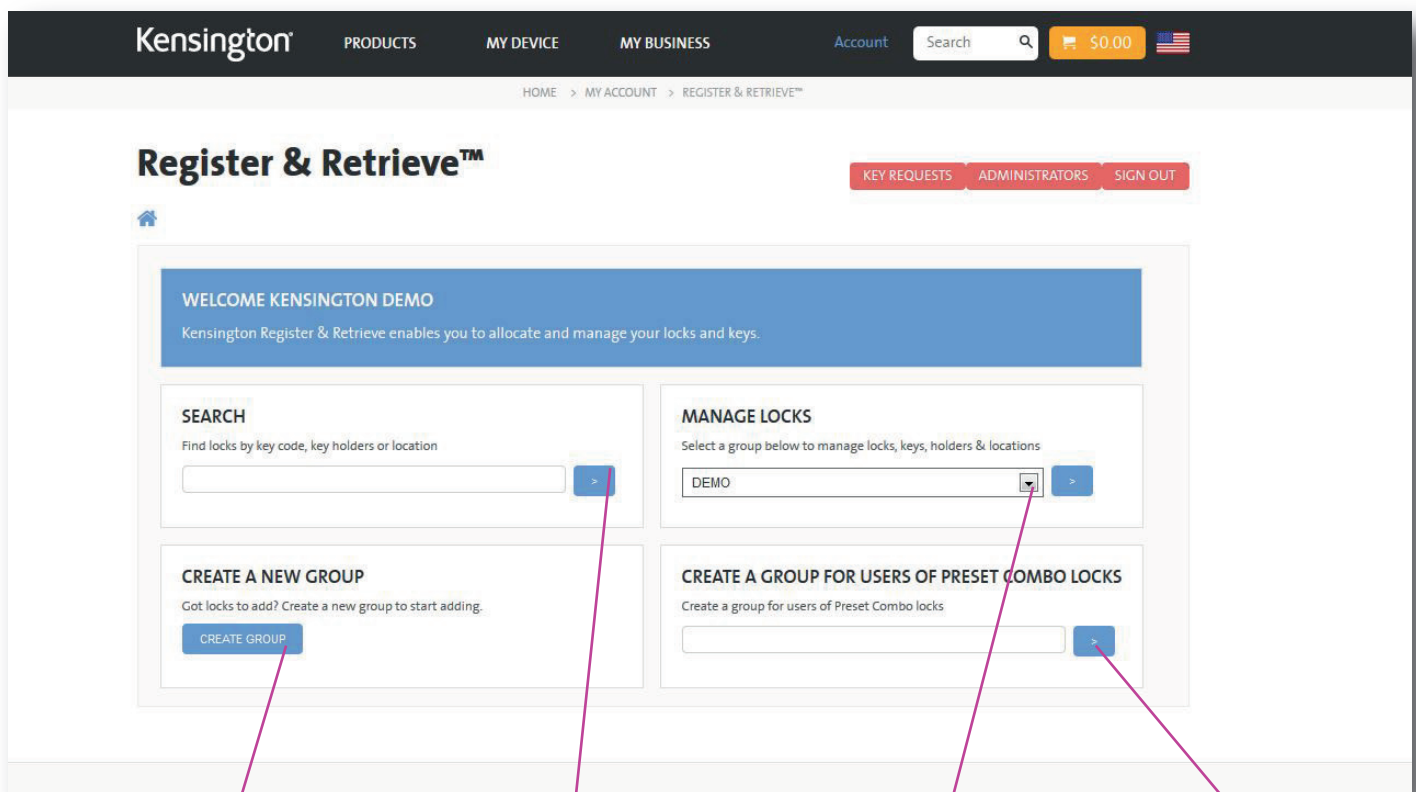
Register & Retrieve™ empowers administrators in the management of their lock program and ensures staff benefit from ClickSafe support services without the need to contact their administrator.

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

MANAGE 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.

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

Easily add more locks to a group by using the Add a Lock function.

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

The screenshot shows the 'Register & Retrieve' web application interface. At the top, there is a navigation bar with 'Kensington', 'PRODUCTS', 'MY DEVICE', 'MY BUSINESS', 'Account', a search bar, and a shopping cart icon showing '\$0.00'. Below the navigation bar, the page title is 'Register & Retrieve™' with a breadcrumb trail 'HOME > MY ACCOUNT > REGISTER & RETRIEVE™'. There are three red buttons: 'KEY REQUESTS', 'ADMINISTRATORS', and 'SIGN OUT'. The main content area is titled 'Manage Group' and shows 'DEMO 1' with an 'EDIT GROUP NAME' link and 'Created 6 May 2014'. On the right side, there are five buttons: 'ADD A LOCK' (green), 'DOWNLOAD GROUP CSV' (blue), 'EDIT CUSTOM LABELS' (blue), 'EMAIL SELECTED HOLDERS' (light blue), and 'DELETE GROUP' (red). Below these buttons are two tabs: 'ALLOCATED (8)' and 'UNALLOCATED (1)'. The 'ALLOCATED (8)' tab is active, showing a table with the following data:

LOCK NAME	LOCK/KEY CODE	REGISTRATION/MASTER CODE	NAME	LOCATION	EMAILED	CUSTOM 1	CUSTOM 2	
ClickSafe® Laptop Lock - Master Keyed	B12345	A12345		Development				VIEW/EDIT
ClickSafe® Laptop Lock - Master Keyed	C12345	A12345		Reception				VIEW/EDIT
ClickSafe® Laptop Lock - Master Keyed	D12345	A12345		Marketing				VIEW/EDIT
ClickSafe® Laptop Lock - Master Keyed	E12345	A12345		Factory				VIEW/EDIT
ClickSafe® Laptop Lock - Master Keyed	F12345	A12345		Sales				VIEW/EDIT
ClickSafe® Laptop Lock - Master Keyed	H12345	A12345		Finance				VIEW/EDIT
ClickSafe® Laptop Lock - Master Keyed	I12345	A12345		Human Resources				VIEW/EDIT
ClickSafe® Laptop Lock - Master Keyed	J12345	A12345		IT				VIEW/EDIT

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.

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.

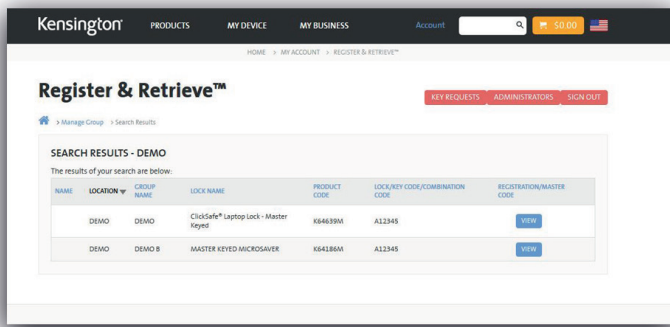
Easily order a replacement key on behalf of the holder, for delivery by post.

Option to quickly unallocate a lock from the holder or location.

The screenshot shows the 'Register & Retrieve' web interface. The top navigation bar includes 'Kensington', 'PRODUCTS', 'MY DEVICE', 'MY BUSINESS', 'Account', a search bar, a shopping cart with '\$0.00', and a US flag. The breadcrumb trail is 'HOME > MY ACCOUNT > REGISTER & RETRIEVE™'. The main heading is 'Register & Retrieve™'. Below it are links for 'KEY REQUESTS', 'ADMINISTRATORS', and 'SIGN OUT'. The page title is '> Manage Group > View/edit lock'. The interface is divided into two main sections: 'LOCK INFORMATION' and 'LOCK ALLOCATION'. The 'LOCK INFORMATION' section has an 'EDIT' button and contains fields for Lock/Key code (A12345), Product name (MASTER KEYED MICROSAVER), Product code (K64186M), Group (DEMO A), Created (May 06, 2014), Master key code, Custom 1, and Custom 2. The 'LOCK ALLOCATION' section has an 'EDIT' button and contains a status indicator 'This lock is allocated to a location', Date allocated, Location (DEMO), Address 1, Address 2, City, State, and ZIP code. To the right of these sections are five action buttons: 'ORDER REPLACEMENT KEY' (blue), 'UNALLOCATE LOCK' (blue), 'MOVE LOCK' (blue), and 'DELETE LOCK' (red). Callout boxes with pink borders and lines pointing to the interface provide additional context: one points to the 'LOCK INFORMATION' section, another to the 'ORDER REPLACEMENT KEY' button, a third to the 'UNALLOCATE LOCK' button, a fourth to the 'DELETE LOCK' button, and a fifth to the 'MOVE LOCK' button.

The administrator has the ability to delete a lock.

The administrator can easily move a lock into a different group.



SEARCH

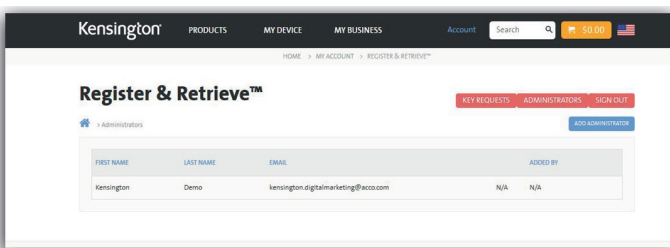
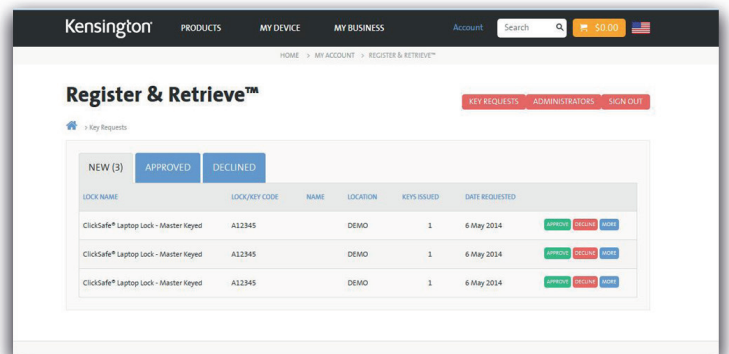
Search tool is a powerful function that enables the administrator to locate specific information about a lock or group of locks via any of the pre-existing information fields.

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.

ALLOCATE TO HOLDER

First name * Location

Last name * Address 1

Email * Address 2

Telephone City

Mobile number State

Employee number ZIP code

Require approval for replacement keys *Required

NEXT

DATA DOWNLOAD

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

Kensington PRODUCTS MY DEVICE MY BUSINESS Account Search \$0.00

Register & Retrieve™

KEY REQUESTS ADMINISTRATORS SIGN OUT

Manage Group

DEMO EDIT GROUP NAME
Created 6 May 2014

ADD A LOCK
DOWNLOAD GROUP CSV
EDIT CUSTOM LABELS
EMAIL SELECTED HOLDERS
DELETE GROUP

ALLOCATED (1) UNALLOCATED

LOCK NAME	LOCK/KEY CODE	REGISTRATION/MASTER CODE	NAME	LOCATION	EMAILED	CUSTOM 1	CUSTOM 2
ClickSafe® Laptop Lock - Master Keyed	A12345		DEMO DEMO				

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.

Kensington PRODUCTS MY DEVICE MY BUSINESS Account Search \$0.00

Register & Retrieve™

KEY REQUESTS ADMINISTRATORS SIGN OUT

Create a new group

For easy management, locks are added to Register & Retrieve in groups. Create a group below and then start adding locks. Once your locks are added, you will be able to allocate them to key holders or locations.

GROUP NAME
DEMO
CREATE GROUP

✓ Your group has been created

ADD LOCKS TO THIS GROUP

Manually (ideal for a handful of locks)

Upload CSV (perfect for managing a large number of locks)

Browse No file selected

Important: 1. The Upload CSV feature is only available when creating a new group. 2. Additional locks can be added manually since the group has been created. 3. The CSV must maintain the specific file format and column headings of the template file. Download an example CSV and instructions.

GO TO GROUP PAGE