TRAKA AUTOMOTIVE
BEST PRACTICE

traka
ASSA ABLOY

Traka Yes Club
Traka Software Recommendations

V1.1

INTRODUCTION

The purpose of this document is to provide the management team with best practices around Traka Key Management System and how the solutions can fit around current processes.

TRAKA YES CLUB

Below is a list of questions you should have a **YES** answer to. For assistance with them, please contact your Account Manager or email automotive@traka.com.

1. Do you know your local Account Manager?
2. Is your software on the latest release?
3. Have you reviewed the latest features and understood how to use them to benefit your team?
4. Do you have a cabinet override key on site?
5. Has your IT team scheduled regular server backups?
6. Do you have CCTV installed by the cabinets?
7. Do you know who your admin users are on site?
8. Have you given responsibility to a specific individual(s) for onboarding and deleting users?
9. Does everyone have their own login credentials to Traka Software and Cabinet?
10. Does your handover check list include;
- Unassigning the key from Traka Software
- Checking the iFob has been detached
- Confirm the empty iFob has been returned to the cabinet rather than left on a desk or in a draw
  Or
- Have you assigned the trade car to the iFob and returned it to the cabinet.
11. Do you check keys after every test drive to ensure they have not been swapped?

Did you know?

Traka keeps a full audit trail of all key movements, searches and changes whether physical at the cabinet or virtual by transferring ownership via the apps.

TRAKA RECOMMENDATIONS

The list identifies some of the key recommendations from over 25 years of industry experience. For a tailored review, please contact your Account Manager or email automotive@traka.com.

1. **Automatically Revoke Cabinet Access on Inactivity**
Prevents staff from opening Traka cabinets if they aren't using a cabinet anymore and can protect against leavers returning to use the cabinet.
2. **Review Activity Reports**
- Whether doors are being left open or nothing being taken when the door is open.
- Incorrect handovers, where the audit trail can benefit from users transferring ownership via the app
- Identifying users that trigger the most alarms or not assigning keys, to help educate them in the best practice
3. **Prompting for Reason when Vehicle is unassigned**
Enabling and configuring the prompts for when the key is unassigned from an iFob can help with ensuring the vehicle leaves the business correctly and ownership is transferred.
4. **Assign all Vehicles, Customise Vehicle Type and integrate with DMS provider**
Ensure a full audit trail exist for all keys even for a quick service or a trade car by always adding all keys to the Traka system. Customising the vehicle types improves reporting and integrating with the DMS provider makes assignment a quick and easy process with no repeated data entry as vehicle details are automatically updated.
5. **Frequent Check Reports**
Such as **My Held** should be checked by every user at the end of the day. The stock age report with heatmap columns help identify vehicles needing priority review.
6. **Regular system cleans** to ensure old users are deleted by utilising User Batch delete function.
7. **Managed Lost iFobs report** to find or remove lost iFobs from Traka System to improve reporting.