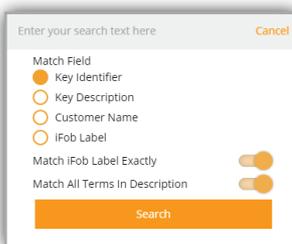# TRAKA AUTOMOTIVE
MOBILE APP

Basic Usage on Mobile
Add, Assign, Edit on Mobile
Report Viewer on Mobile
Reports on Mobile
Giving Users Mobile App Access

traka
ASSA ABLOY

Experience a safer
and more open world

BASIC USAGE ON MOBILE

SEARCH:

Tap to search for keys. For description you can enter multiple keywords separated by spaces.

RECENT, HELD, ASSIGNED, MONITORED:

Recent shows keys you have recently viewed, assigned or taken/removed.

Held shows which keys you still need to return to a cabinet.

Assigned shows you which keys you have assigned and not yet unassigned.

**Monitored** shows the keys you have "favour-ited".

MONITORING:

You can add keys to your own personal monitoring list so you can get back to them quickly.

KEY:

The identifier (reg, chassis etc.) is shown next to whether the key is in or out of the cabinet (solid for in) and the iFob label it is assigned to.

Tap on a key to view where the key is, details, assign/unassign, edit, view activity or related spare keys.

REPORTS, CABINETS, MORE:

Reports allows you to run helpful pre-configured reports.

Cabinets shows the status, activity, audit, users and remote login.

**More** has additional options such as help and settings

traka
ASSA ABLOY
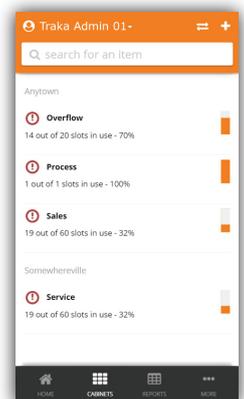
ASSIGNING A KEY

To track where a key is you need to assign it to an iFob which will have a label attached to it with a number.

When viewing a key, tap the "Assign" button to commence the process.

This will present a list of empty iFobs that you are currently holding that you can tap on to quickly assign the key to that iFob. Alternatively you can type in the label number of the iFob you want to assign it to.

It is important that when you physically remove the key from the iFob to also remove it from the iFob within the software. To do this simply view the key and then tap the "UnAssign" button (that becomes visible once the key is assigned to an iFob).
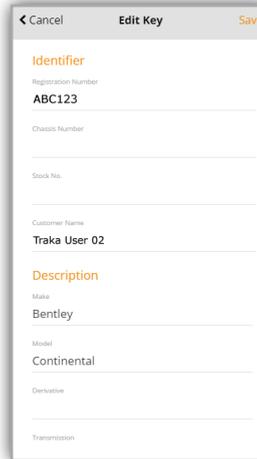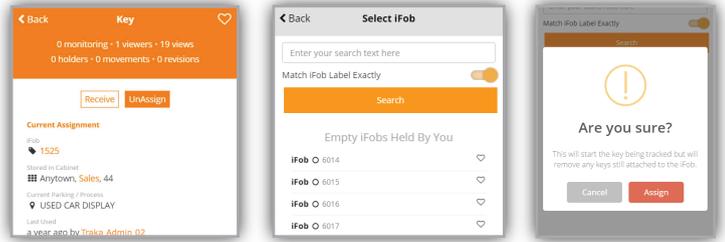
EDITING A KEY

To edit the details of a key, scroll down (if using a phone) and tap the "Edit" link. Once you have completed editing then tap the "Save" link that becomes visible on the top right corner of the screen.

ADDING A NEW KEY

From any of the main screens tap the "+" icon in the top right corner. Then tap the type of key you wish to create and then select the identifier you know e.g. registration number and enter it then tap "Check". You will then see a list of matching results from the local database and your DMS and can either select a matching entry or choose to manually enter a new key. From there you can then assign the key.

SPARE KEYS

You can quickly create a spare key that links to the main key (if you want to track them separately) by viewing the main key then scrolling to the link "Create Spare Key".

You can then assign this new spare key to a different iFob to the main key.
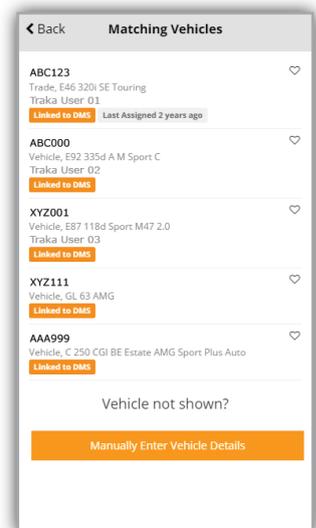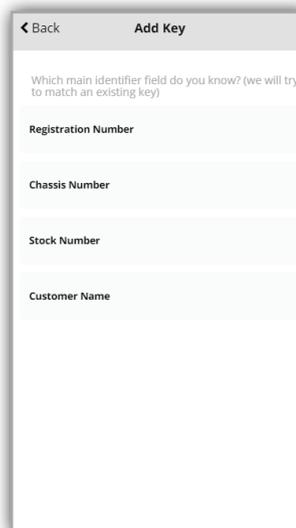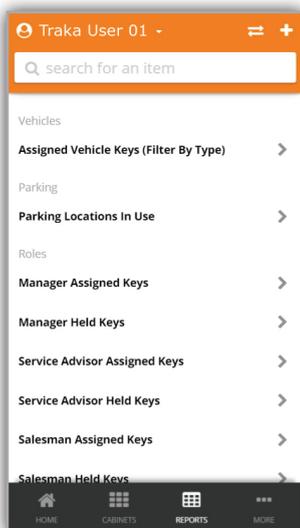
REPORT VIEWER ON MOBILE

COLUMNS
Choose which columns to show via the Extra Columns button.

Tap on the name of the column in the menu to toggle the visibility. You may have to scroll the table horizontally to see the extra column.
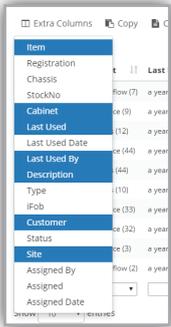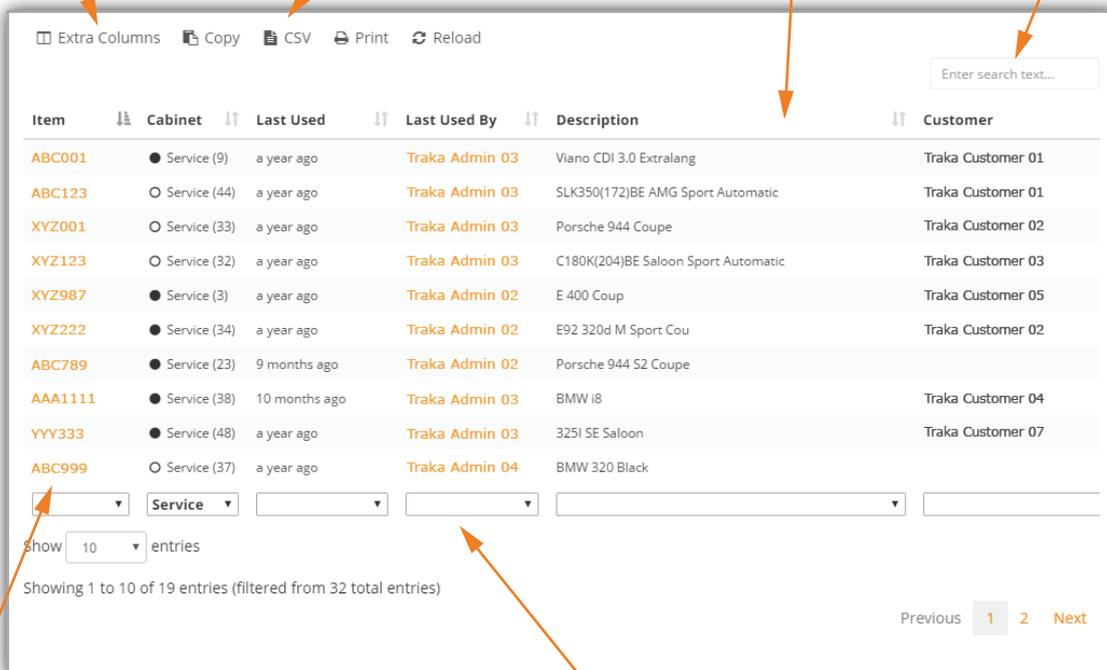
TOOLBAR
The toolbar allows you to: Copy the table to the Clipboard, Export to a CSV file, Print to a connected printer or Reload with new data.

SORT
Tapping on a column will cause the Sort Order to be via that column and tapping again will cause the sort order to be reversed.

SEARCH
Entering text in the Search Filter will cause the table to be filtered to those rows that have a column that contains the text.

	Extra Columns	Copy	CSV	Print	Reload			
Item		Cabinet	Last Used		Last Used By	Description		Customer
ABC001		● Service (9)	a year ago		Traka Admin 03	Viano CDI 3.0 Extralang		Traka Customer 01
ABC123		○ Service (44)	a year ago		Traka Admin 03	SLK350(172)BE AMG Sport Automatic		Traka Customer 01
XYZ001		○ Service (33)	a year ago		Traka Admin 03	Porsche 944 Coupe		Traka Customer 02
XYZ123		○ Service (32)	a year ago		Traka Admin 03	C180K(204)BE Saloon Sport Automatic		Traka Customer 03
XYZ987		● Service (3)	a year ago		Traka Admin 02	E 400 Coup		Traka Customer 05
XYZ222		● Service (34)	a year ago		Traka Admin 02	E92 320d M Sport Cou		Traka Customer 02
ABC789		● Service (23)	9 months ago		Traka Admin 02	Porsche 944 S2 Coupe		
AAA1111		● Service (38)	10 months ago		Traka Admin 03	BMW i8		Traka Customer 04
YYY333		● Service (48)	a year ago		Traka Admin 03	325I SE Saloon		Traka Customer 07
ABC999		○ Service (37)	a year ago		Traka Admin 04	BMW 320 Black		
▼		Service ▼	▼		▼	▼		

Show 10 ▼ entries

Showing 1 to 10 of 19 entries (filtered from 32 total entries)

Previous **1** 2 Next

FIXED COLUMN
The first column of the table will always be visible.

You can swipe horizontally to view columns that are off the right of the device display such as on a phone in portrait.
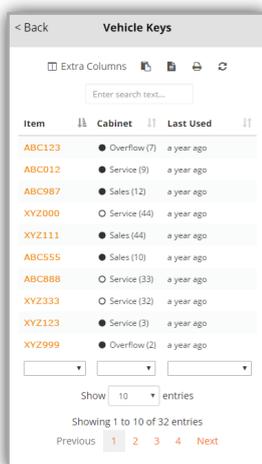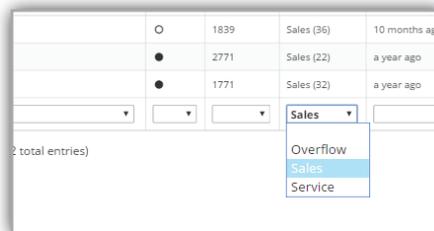

COLUMN FILTER
To filter to a specific value for a column, tap the dropdown that appears at the foot of each column and pick from one of the matching values.

MEMORY
Your settings will be retained for each report for the duration of the app being open (columns visible, page selected, filter).

GENERAL KEY REPORTS

- The **Reports** tab contains a list of helpful pre-configured reports.

- **Assigned Vehicle Keys**—all vehicle keys assigned to an iFob

- **Assigned Vehicle Keys By Vehicle Type**—e.g. Demos or Loans

- **Assigned Vehicle Keys By Assigner Role**—e.g. Keys assigned by Service Advisors

- **All Held Keys**—unsecured keys that are in use and need to return to a cabinet

- **All Held Keys By Holder Role**—e.g. being used by a Technician

- **General Keys**—Building/Safe/Other—non-vehicle keys

- **My Monitored Keys**—keys that you have added to your personal monitoring list

- **My Assigned Keys**—keys that you have assigned and have not yet unassigned

- **Parking Locations in Use**—e.g. see the parking areas that are reaching capacity

GENERAL USER REPORTS

The More tab has an entry where you can select to view all users and how many keys each user has yet to return to a cabinet. You can click through to a user to get details on which keys they have.

INDIVIDUAL CABINET REPORTS

When you view a cabinet you will have access to the following:

- **View Audit Report**—status of each position in the cabinet and iFob/Key details

- **View Users With Access**—users that have been given access to the cabinet

- **View Todays Activity**—all activity with the cabinet for today only

- **View Last 24 Hours Activity**—all activity with the cabinet for the 24 hours prior

- **View Last 7 Days Activity**—all activity with the cabinet for the 7 days prior

- **View Last Known Activity**—most recent 500 entries of activity with the cabinet
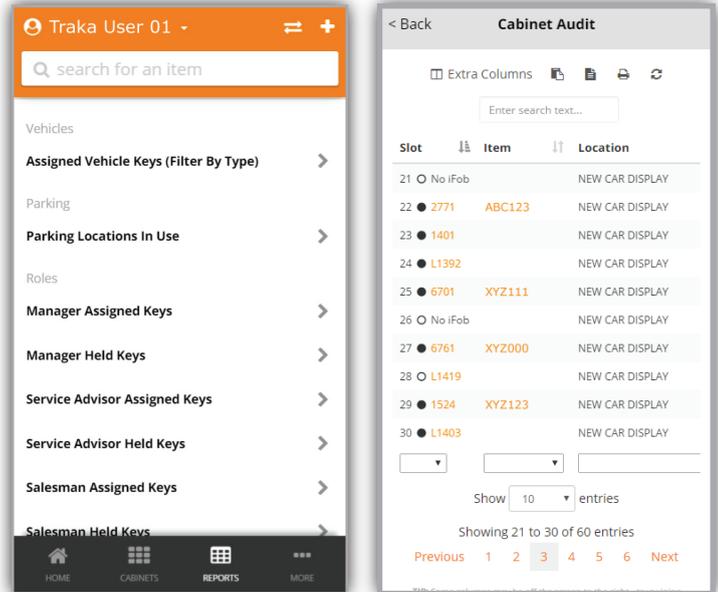
INDIVIDUAL KEY REPORTS

When you view a key you will have access to the following:

- **View Current Activity**—all movements for the key during it's current period of iFob assignment

- **View All Activity**—all movements for the key across every iFob it has been assigned to

- **View Previous Assignments**—times the key has left and returned to the business

INDIVIDUAL USER REPORTS

When you view a user you will have access to the following:

- **View Held Keys**—keys the user is currently holding

- **View Assigned Keys**—keys the user assigned and have not yet unassigned

- **View Monitored Keys**—shows the keys that the user is currently monitoring

- **View Recent Keys**—shows the keys that the user has recently viewed, assigned or taken/removed

TRAKA AUTOMOTIVE: MOBILE APP

GIVING USERS MOBILE APP ACCESS

## USERNAME & MOBILE PIN

To access the app each user must have a software login and either a cabinet PIN or a mobile PIN.

The mobile PIN does not need to be setup if the user already uses a Primary PIN code to get access to the cabinet as they can use the same PIN code (if they want to).
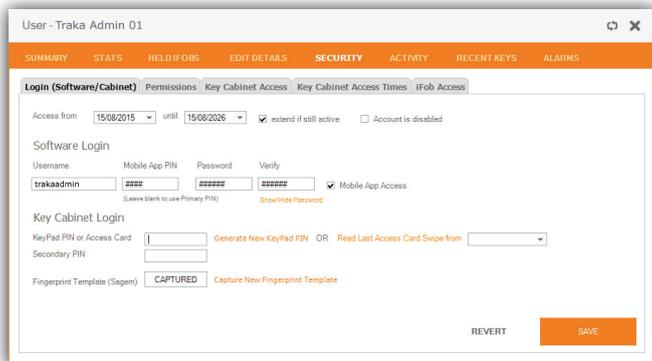
MULTIPLE EXISTING USERS

1. Open the Traka Automotive application on a Desktop PC and login.

2. Click on the "Users" icon then select the "Change All Users Mobile Access" link.

3. Enter a Mobile PIN and tick the "Mobile App Access" box for those users that you want to have access. You do not need to copy the Primary PIN if the user has one and wants to use it.

4. Click Save Changes.
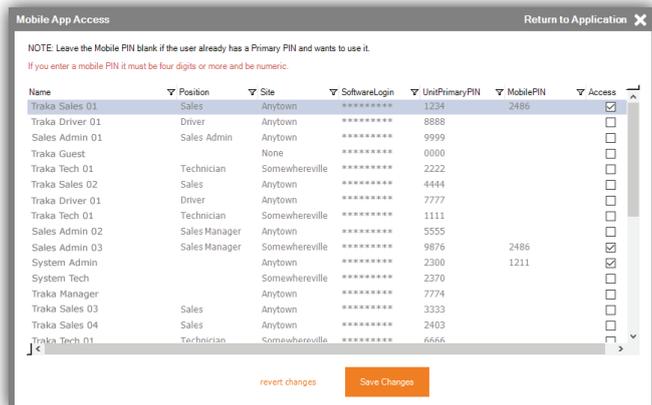
SINGLE EXISTING USER

1. Open the Traka Automotive application on a Desktop PC and login.

2. Find and open the existing user.

3. Click on the "Edit Details" tab.

4. Enter a value for the "Mobile App PIN" if the user does not have a Primary PIN (or does not wish to use that Primary PIN).

5. Tick the box for "Mobile App Access".

6. Click Save.

NEW USER

1. Open the Traka Automotive application on a Desktop PC and login.

2. Click on the "Users" icon then select the "Add User" link.

3. Fill out the details for the user.

4. Enter a "Mobile App PIN" if you have not entered a Primary PIN (or the user wants to use a different PIN).

5. Tick the box for "Mobile App Access".

6. Click Add User.