

LeashTime Key Management for Sitters

If your manager has granted you any Key Management rights in LeashTime, then you can check out keys from the office's store of keys, check your own keys back in, report a key lost, or review your key chain.

In LeashTime, a key is always somewhere: with the client, in a key safe, or checked out to a sitter. As a sitter you can check keys out or in. To transfer a key from one sitter to another, the key must first be checked in and then checked out again, like a library book.

Checking a Key In

Use this procedure when you are physically returning a key to your employer.

1. Log in to LeashTime on a computer.
2. Go to the KEYS menu and select Check In. This will take you to **Step 1: Identify Key**.
3. If you know the ID of the key you are checking in, supply the Key Id. As soon as you finish typing the ID, the screen will take you to **Step 2: Check In**.
4. In Step 2, select the "key safe" you are returning the key to (there may be only one key safe for your business).
5. If the key shown is NOT the key you want to check in, click [Re-enter Key ID] to return to Step 1.
6. Click the [Check In Key] button to return the key.

If you do not know the key ID of the key you want to check in, you can use [Find Client Key] button to identify it. This will open a client chooser and show you the keys for each client (whom you can make appear using the Search function in that window or the alphabet links. Clicking the key copy you want to check in under Available Keys chooses that key in the main window.

Client / Pets	Key Hook	Available Keys	Address
Abe Abbot Googoo	43	0488-01 (Ben Ball)	123 Crenshaw Court, Vienna
Betty Abel Johnny	Mr.Cuddles- DD122-160A	0484-01 (Beth) , 0484-02 (Client) , 0484-03 (Ben Ball) , 0484-04 (Brian Martinez)	40 Bywater Ln, Vienna
Casey R. Acevedo Fritz, Frufru, Fry	Dogs-1	0428-01 (Alexandria) , 0428-02 (Alexandria) , 0428-03 (Erica) , 0428-04 (Brian Martinez)	106-11 71st Avenue, Forest Hills
Emerson L. Aguiar Bella	Cats-3	0421-01 (Alexandria) , 0421-02 (David)	4006 Grove Ave, Richmond
Charles Ajemian Lilly			600 N Auburn St, Richmond
Charles Ajemian Fido			
Charles Ajemian No Pets			
Charles Ajemian			

Finding a Key ID by client name

Note that if you try to check in a key that is not checked out to you (on your key chain), the Check In window will refuse to check it in.

Another way to find a key is to enter part of a description of the key and click the [Enter Key] button. This method may be of limited use if your management does not make use of the Key Description field.

Checking a Key Out

Use this procedure when you are physically accepting a client key from your employer.

1. Log in to LeashTime on a computer.
2. Go to the KEYS menu and select Check Out. This will take you to **Step 1: Identify Key**.
3. If you know the ID of the key you are checking in, supply the Key Id. As soon as you finish typing the ID, the screen will take you to **Step 2: Check Out**.
4. In Step 2, if the key shown is NOT the key you want to check out, click [Re-enter Key ID] to return to Step 1.
5. Click the [Check Out Key] button to return the key.

If you do not know the key ID of the key you want to check out, you can use the [Find Client Key] button to identify it. This will open a client chooser (see the Find a Client illustration above, above) and show you the keys for each client (whom you can make appear using the Search function in that window or the alphabet links. Clicking the key copy you want to check out under Available Keys chooses that key in the main window.

Note that if you try to check out a key that is not in a Key Safe designated as accessible to sitters, the Check Out window will refuse to check it out to you, and you will have to get an Admin to do it for you.

Reporting a Key Lost

Use this procedure report a key lost and register the fact in LeashTime's Key Management system.

1. Log in to LeashTime on a computer.
2. Go to the KEYS menu and select Report Key Lost. This will take you to **Step 1: Identify Key**.
3. If you know the ID of the key you are reporting lost, supply the Key Id. As soon as you finish typing the ID, the screen will take you to **Step 2: Report Key Lost**.
4. In Step 2, if the key shown is NOT the key you want to report lost, click [Re-enter Key ID] to return to Step 1.
5. Click the [Report Key Lost] button to return the key.

If you do not know the key ID of the key you want to report lost, you can use the [Find Client Key] button to identify it. This will open a client chooser (see the Find a Client illustration above, above) and show you the keys for each client (whom you can make appear using the Search function in that window or the alphabet links. Clicking the key copy you want to report lost under Available Keys chooses that key in the main window.

Reviewing Your Key Chain

Selecting Sitter Keys from the KEYS menu will show you the keys currently checked out to you. Sitter Keys also

- lets you report keys lost
- lets you check in selected keys
- shows you which keys you will need to check out for visits in the next 14 days

Key Admin Rights

If a manager has granted you Key Administration rights, you will find that you can operate on other sitters' keys in addition to your own. The Screens described above will offer a few more options if this is the case. For example, in Step 2 of the Check Out Key process, you are presented with a menu of sitters to indicate who is receiving the key.

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