Space Pole®

Register & Retrieve™

AN INTRODUCTION TO
ONLINE LOCK ALLOCATION & MANAGEMENT

www.spacepoleregisterandretrieve.com

WHAT IS REGISTER & RETRIEVE™?

SpacePole Register & Retrieve™ empowers administrators in the management of their lock programs and ensures staff benefit from SpacePole 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 SpacePole locks and keys.
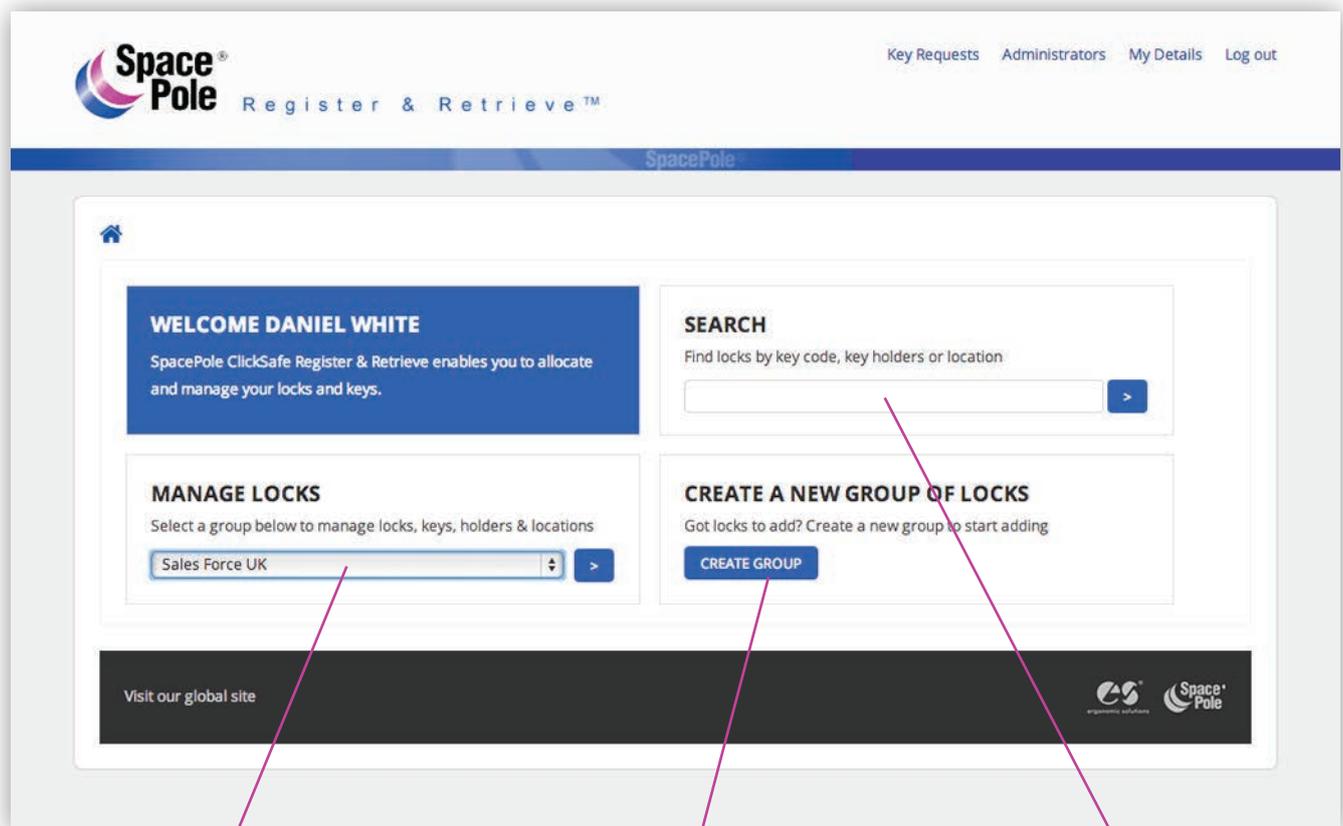
Shortcut straight to a group of existing locks from the homepage.

Create a group and start adding locks individually or in bulk using CSV.

Use the powerful search to find locks, lock locations or keyholders.

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 view or 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.

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SALES FORCE UK EDIT GROUP NAME

Created 20 Jan 2014

ADD A LOCK

DOWNLOAD GROUP CSV

EDIT CUSTOM LABELS

DELETE GROUP

ALLOCATED (5)   UNALLOCATED (1)

LOCK NAME	KEY CODE	MASTER CODE	NAME	LOCATION	EMAILED	DATE ADDED	CUSTOM 1	CUSTOM 2	
SpacePole Dual lock with Clicksafe® Technology	474717	1723	Jenny Edwards	South East		20 Jan 2014	7	33	VIEW/EDIT
SpacePole lock with Clicksafe® Technology	146912	5461	Keith Davis	Midlands		20 Jan 2014	627	12	VIEW/EDIT
SpacePole lock with Clicksafe® Technology	247832	2477	Peter Wilkinson	South West	✓	20 Jan 2014	2	13	VIEW/EDIT
SpacePole lock with Clicksafe® Technology	367953	9863	Jane Blake	North West	✓	20 Jan 2014	12	3927	VIEW/EDIT
SpacePole Dual lock with Clicksafe® Technology	163831	7845	Dave Smith	South East	✓	20 Jan 2014	31	1342	VIEW/EDIT

Visit our global site

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 label.

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.

Administrators can edit lock and allocation information from this area.

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.

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SpacePole

LOCK INFORMATION   EDIT

Key code
247832

Product name
SpacePole lock with Clicksafe® Technology

Product code
K64915EU

Group
Sales Force UK

Created
Jan 20, 2014

Master key code
2477

Custom 1
2

Custom 2
13

LOCK ALLOCATION   EDIT

⊘ This lock is allocated to a holder

First name
Peter

Last name
Wilkinson

Date allocated
Jan 20, 2014

Employee number
234

Location
South West

Address 1
11 Cassio Way

Address 2

Town/city
Plymouth

Region
Devon

Postal code
PL2 5TH

Email sent   RE-SEND
20/JAN/2014

ORDER REPLACEMENT KEY

UNALLOCATE LOCK

MOVE LOCK

DELETE LOCK

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

In case a lock is lost, the administrator has the ability to delete a lock.

Option to re-send (and edit) the "welcome" email sent to the holder.

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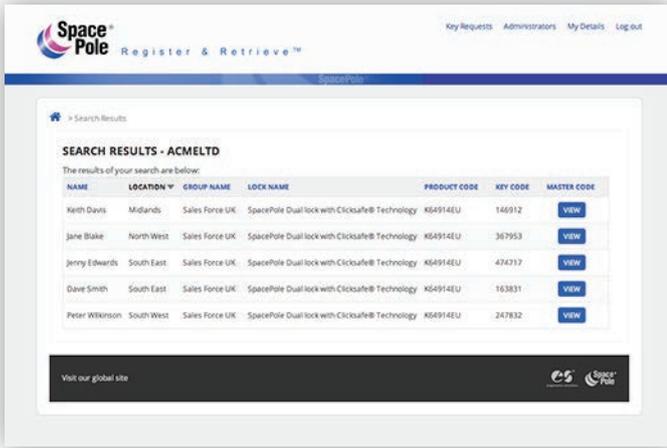
SEARCH

The SpacePole 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 the key is sent to.
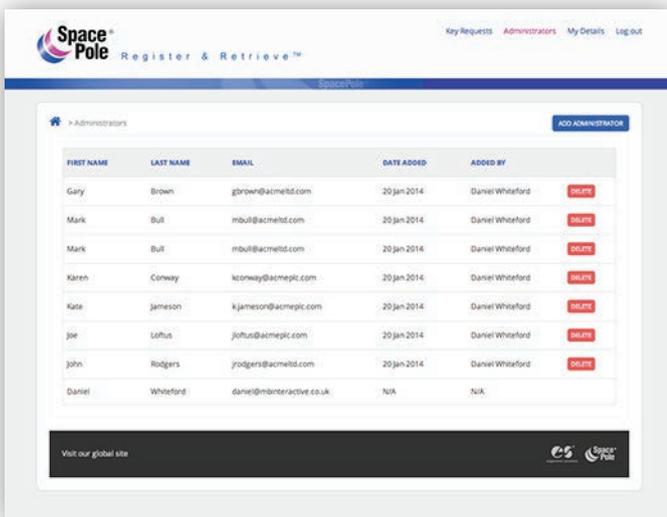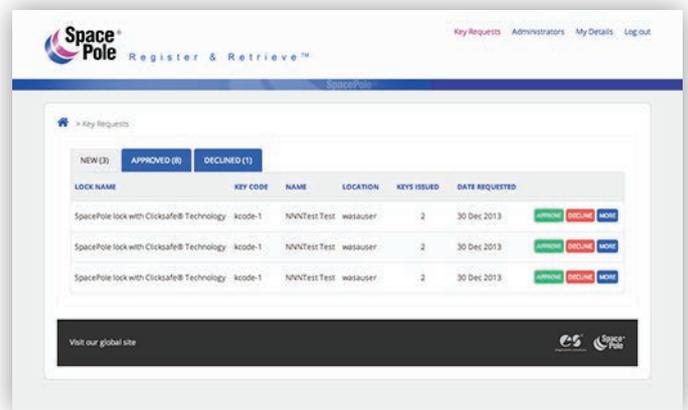
ADMINISTRATORS

Within the Administrators area, the current administrator has the ability to create a brand new administrator with identical powers across the SpacePole account.

An administrator also has the power to delete other administrators should it be necessary.

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