KEYCARD guide

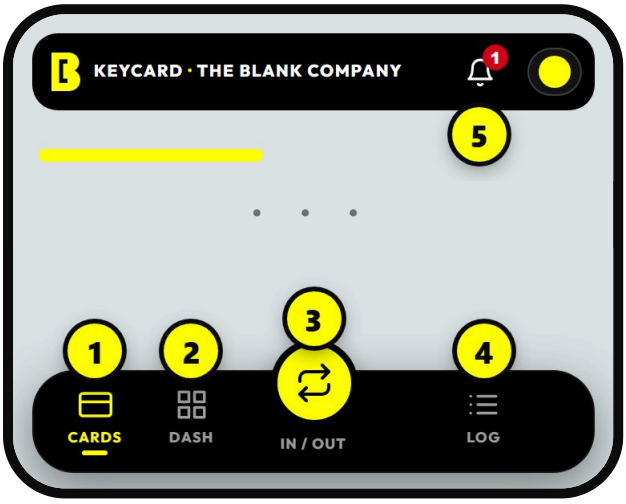
Every key card, who has it, with a photo. Follow the pictures.

1 Choose the card

2 Take a photo

3 Confirm

KNOW YOUR SCREEN



1. **Cards** — the cards under your name
2. **Dash** — every condo, unit and card
3. **Yellow circle** — take a card, or return one
4. **Log** — what happened, and when
5. **Bell** — a card is waiting for you

THE COLOUR TELLS YOU WHO HAS THE CARD

TENANT · AGENT · OPERATION
FACILITY CARE · OWNER RESERVED
COMMUNITY RELATION (DEFAULT)

White = in the office, free to take.
Any colour = somebody has it. The colour is their team.

PICK YOUR JOB

2 **Open KEYCARD**
Everyone · do this once

3 **Take a card**
Everyone

4 **Return a card**
Everyone

5 **Someone gives you a card**
Everyone

6 **See and find cards**
Everyone

7 **Take many cards at once**
Operation · Facility Care

REMEMBER

📷 **No photo, no move.**
Every card that changes hands needs a photo.

⏳ **Yours until they accept.**
A card you hand over stays under your name until the other person taps Accept.

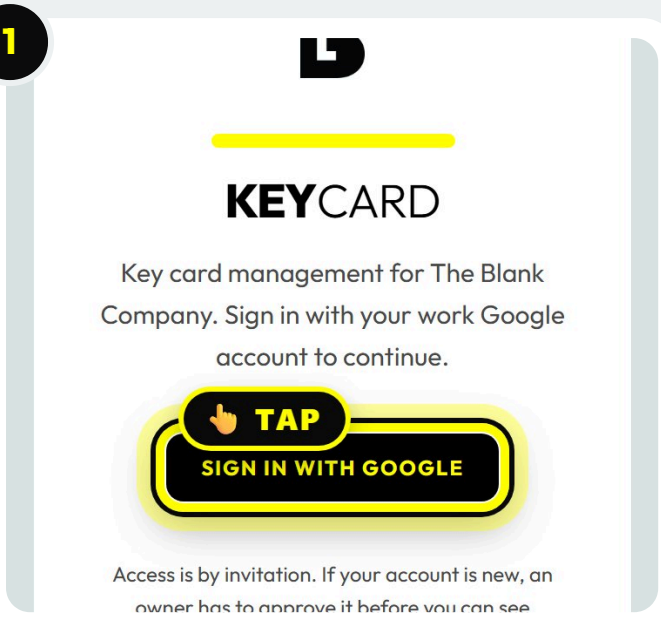
🤦 **Stuck?**
Ask your Community Relation.

2 OPEN KEYCARD

KEYCARD lives on a web page. There is nothing to install.

EVERYONE · DO THIS ONCE

1



Open **blankkey.vercel.app**. Tap **Sign in with Google**.

Android: use Chrome. iPhone: use Safari.

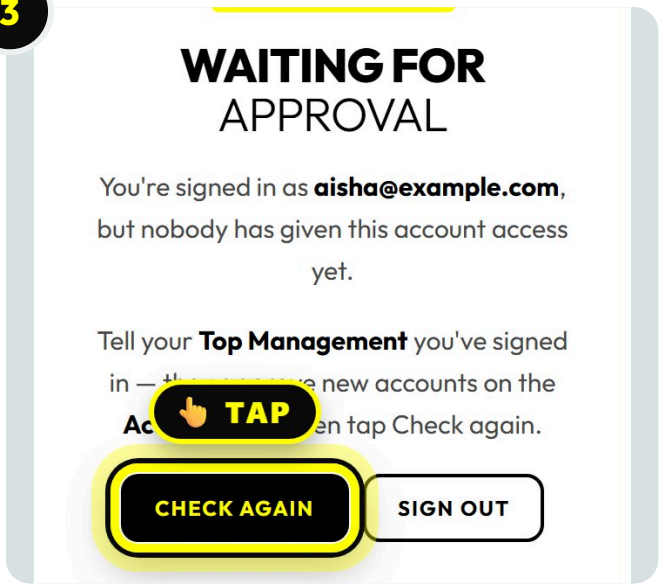
2



Google asks who you are.
Pick your work e-mail.

Choose your **work** Google account.

3



First time? You see **Waiting for approval**. Tell your Top Management. When they say yes, tap **Check again**.

4



Android: menu ⋮ → Add to Home screen
iPhone: Share → Add to Home Screen

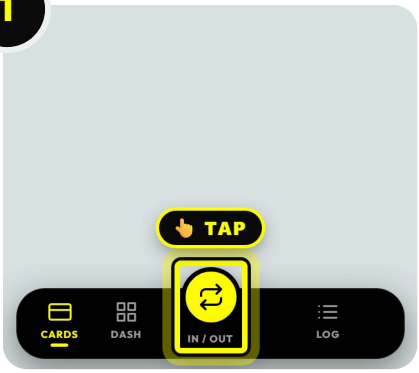
Put KEYCARD on your **Home Screen**. Next time, one tap opens it.

3 TAKE A CARD

You are taking a card for yourself.

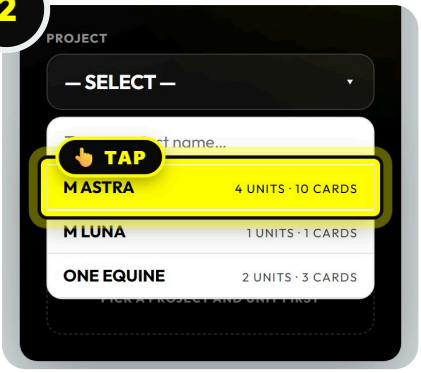
EVERYONE

1



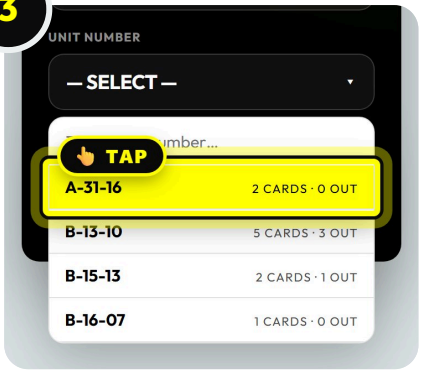
Tap the **yellow circle**.

2



Tap **Project**. Tap your condo.

3



Tap **Unit number**. Tap the unit.

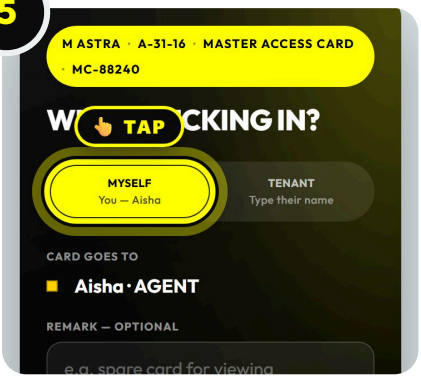
4



Tap the **card** you are taking.

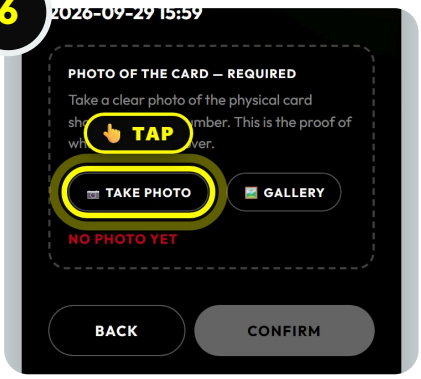
White = free. Coloured = somebody has it.

5



Tap **Myself**.

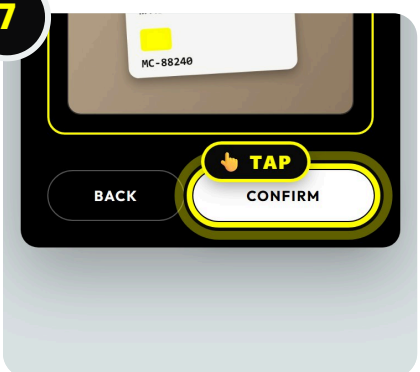
6



Tap **Take photo**. Photograph the card.

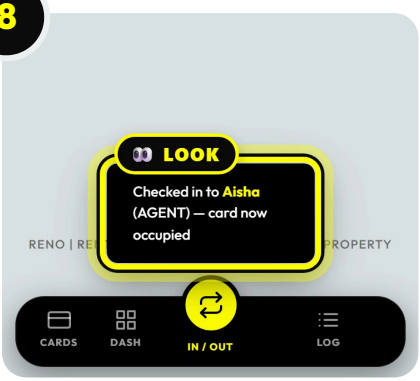
The serial number must be easy to read.

7



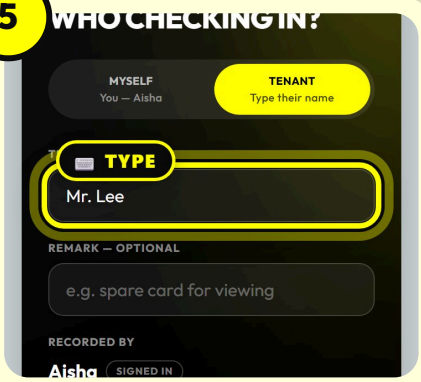
Tap **Confirm**.

8



Done! The card is under your name.

5



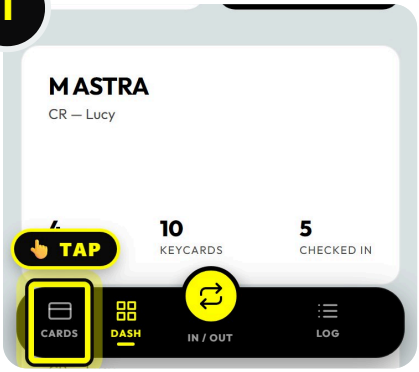
For a tenant: at step 5 tap **Tenant** and type the name.

4 RETURN A CARD

You are giving a card back to the office, or to another person.

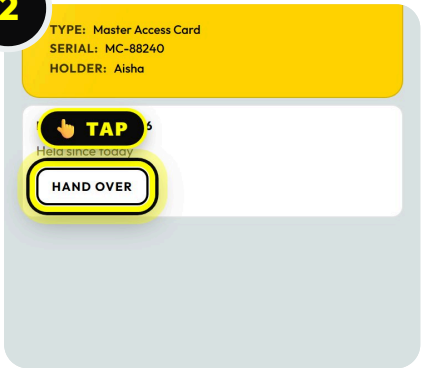
EVERYONE

1



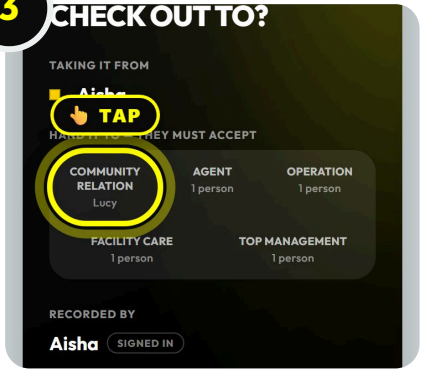
Tap **Cards**.

2



Find the card. Tap **Hand over**.

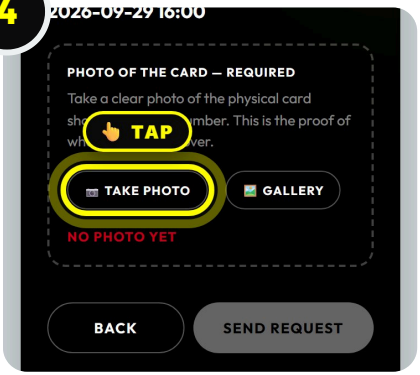
3



Tap **who gets it**.

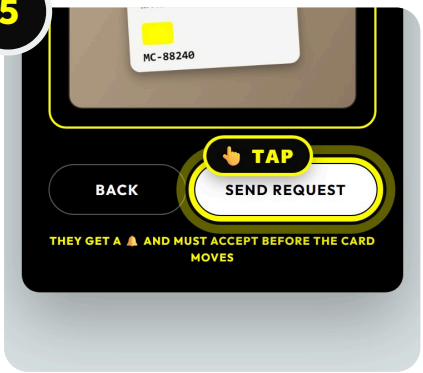
Back to the office = Community Relation.

4



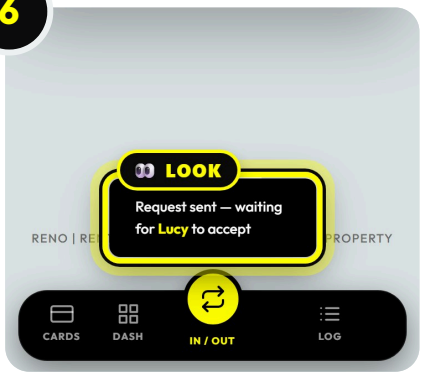
Tap **Take photo**. Photograph the card.

5



Tap **Send request**.

6



Give them the card. They tap **Accept**.

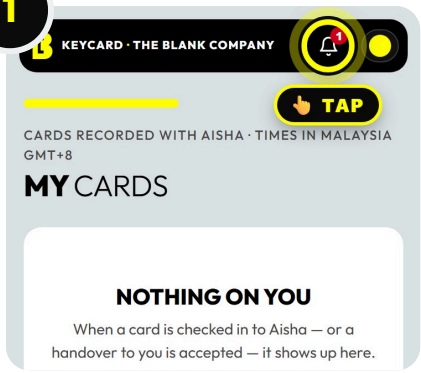
Until they accept, the card is still yours.

5 SOMEONE GIVES YOU A CARD

A red number on the bell means a card is waiting for you.

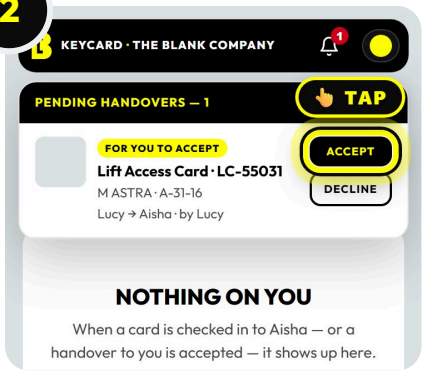
EVERYONE

1



Tap the **bell**.

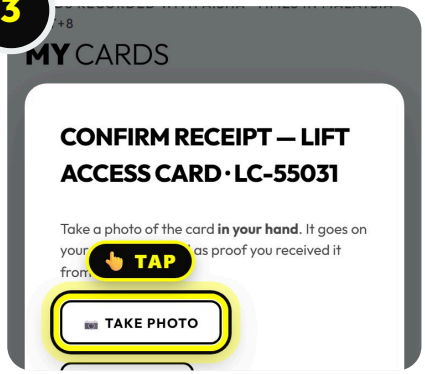
2



Read the card. Tap **Accept**.

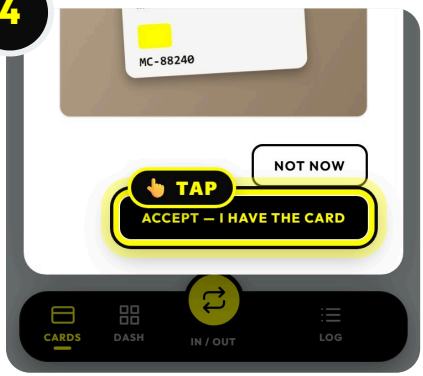
Not your card? Tap Decline.

3



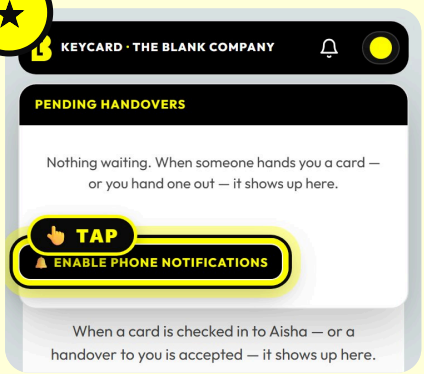
Tap **Take photo**. Photograph the card in your hand.

4



Tap **Accept — I have the card**.

★



Want a buzz? Tap the bell, then **Enable phone notifications**, then **Allow**.

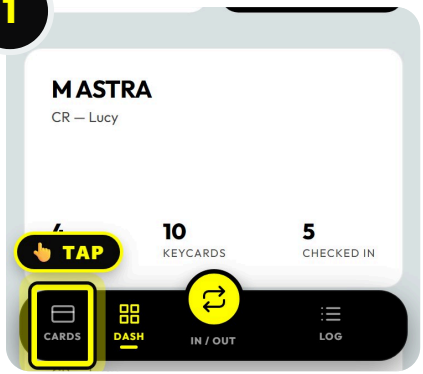
iPhone: open KEYCARD from the Home Screen icon first.

6 SEE AND FIND CARDS

Which cards do I have? Where is that card?

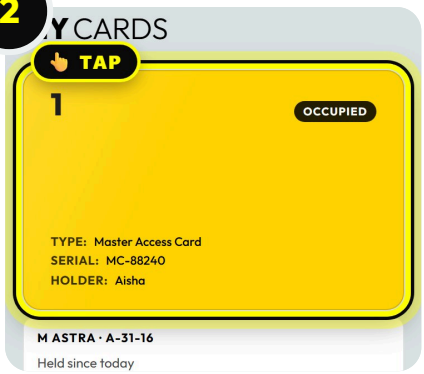
EVERYONE

1



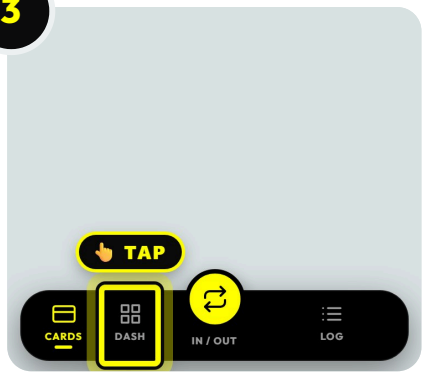
My cards: tap **Cards**.

2



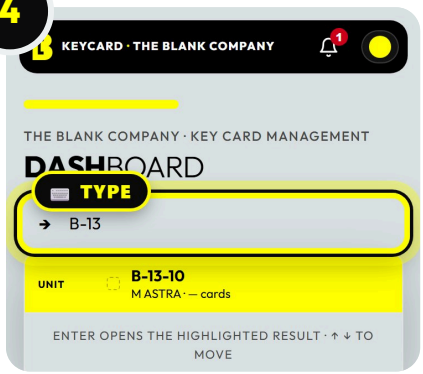
These are under your name. Tap one to see its history.

3



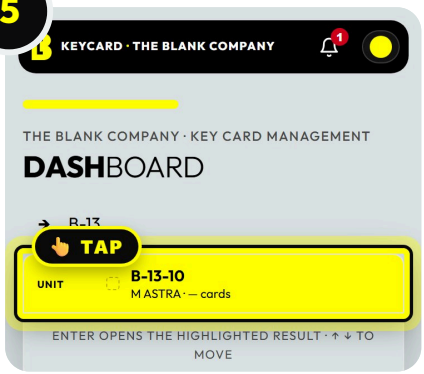
Find a card: tap **Dash**.

4



Type a name, a unit or a serial number.

5



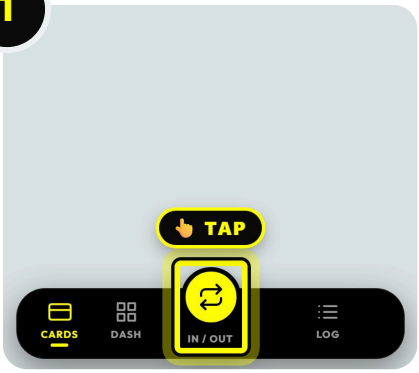
Tap the one you want.

7 TAKE MANY CARDS AT ONCE

For a job that needs a card from many units.

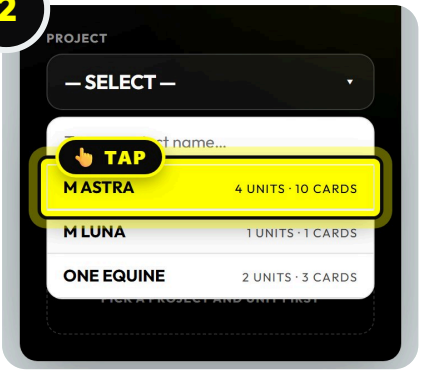
OPERATION · FACILITY CARE

1



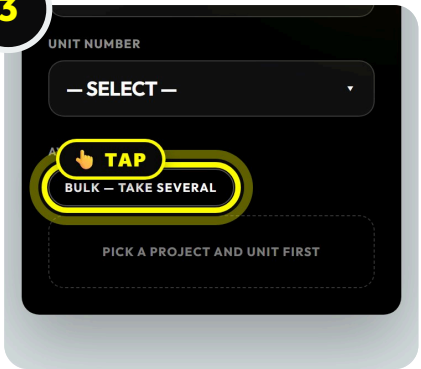
Tap the **yellow circle**.

2



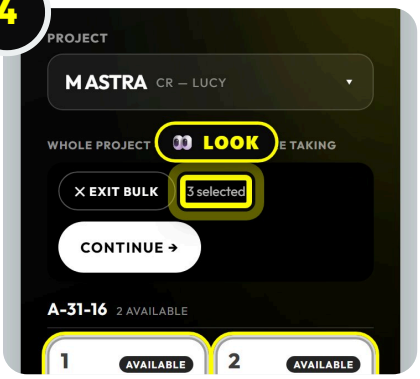
Tap **Project**. Tap your condo.

3



Tap **Bulk — take several**.

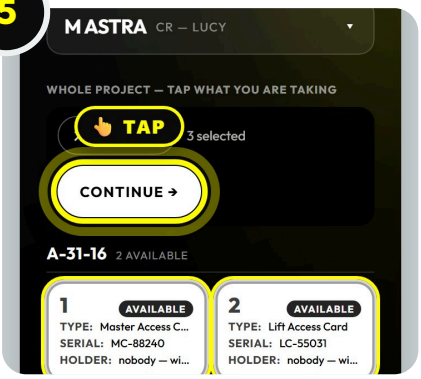
4



Tap **every card** you are taking.

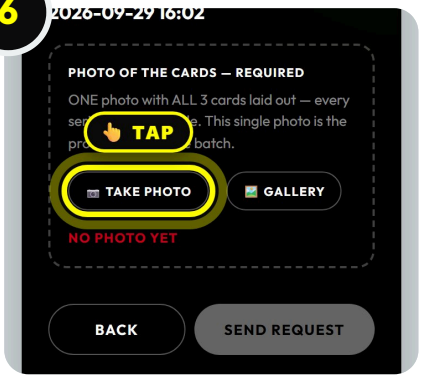
The counter goes up with each card.

5



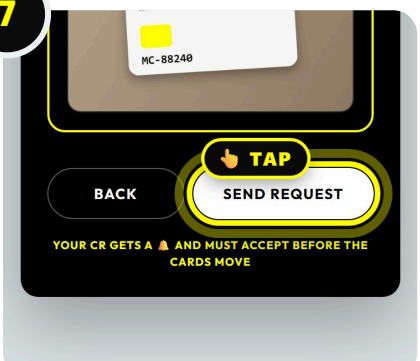
Tap **Continue**.

6



Put the cards together. Take **one photo** of all of them.

7



Tap **Send request**. Your Community Relation accepts, then the cards are yours.