

# CONTRÔLE DES TOUCHES

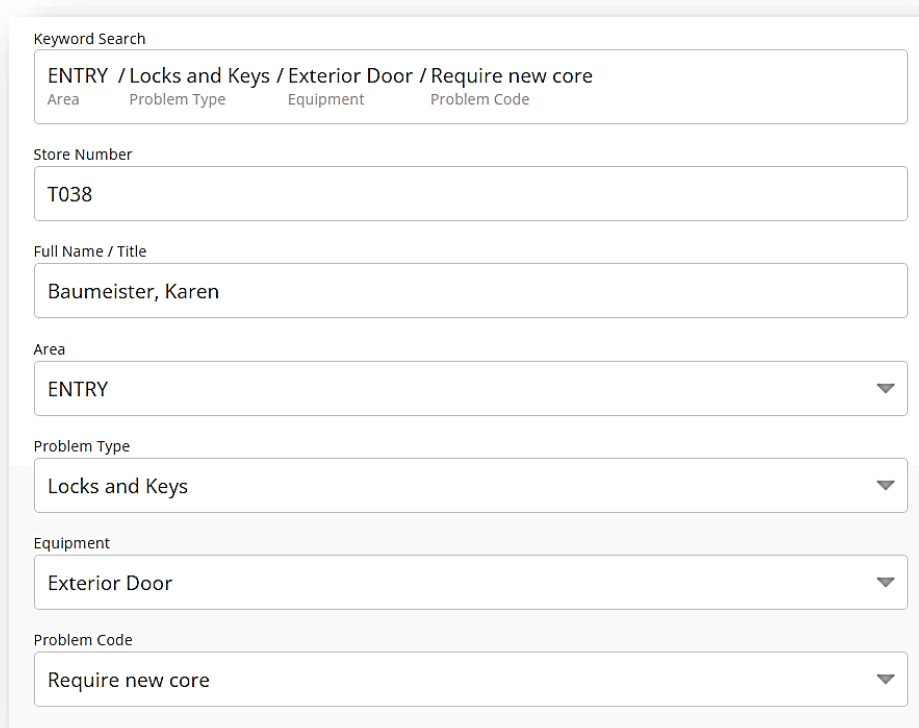
## Demande d'InstaKey

**Afin de rationaliser le processus de recléage des magasins et d'améliorer la sécurité de nos sites, tous les établissements installeront InstaKey pour les serrures des portes extérieures/intérieures.**

InstaKey est un outil complet de gestion du contrôle des clés pour les sites qui améliorera la sécurité physique des membres de notre équipe, réduira le temps consacré à la gestion des serrures et des clés et diminuera les coûts de contrôle des clés.

Dans le cadre de cette initiative, les sites demanderont ce service dans le portail de maintenance.

**Créez un nouveau bon de travail en suivant le chemin ci-dessous :**



Keyword Search

ENTRY / Locks and Keys / Exterior Door / Require new core  
Area Problem Type Equipment Problem Code

Store Number

T038

Full Name / Title

Baumeister, Karen

Area

ENTRY ▼

Problem Type

Locks and Keys ▼

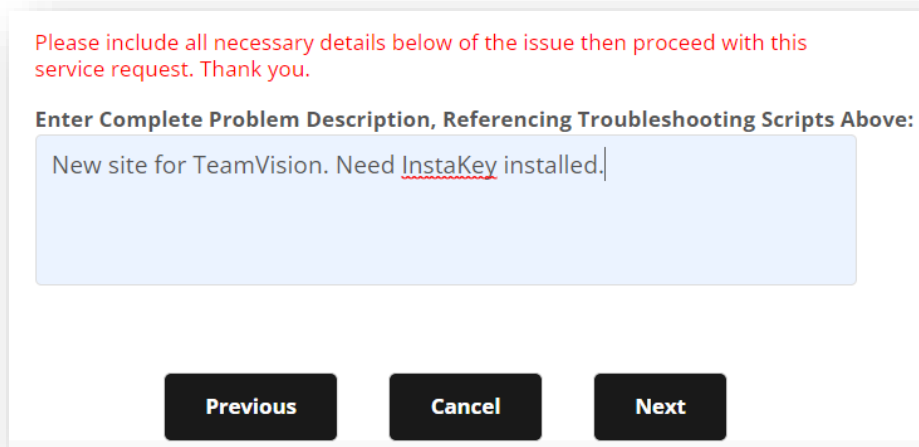
Equipment

Exterior Door ▼

Problem Code

Require new core ▼

**Fournissez les détails ci-dessous pour compléter la demande :**



Please include all necessary details below of the issue then proceed with this service request. Thank you.

Enter Complete Problem Description, Referencing Troubleshooting Scripts Above:

New site for TeamVision. Need InstaKey installed.

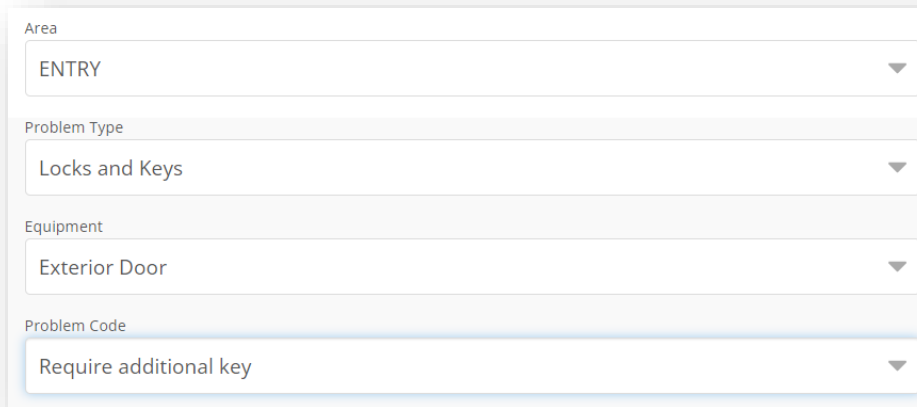
Previous Cancel Next

# CONTRÔLE DES TOUCHES

## Demande d'InstaKey

**Le nombre standard de clés fournies avec InstaKey est de 5.** Si votre site nécessite des clés supplémentaires, demandez-les dans le portail de maintenance.

**Créez un nouveau bon de travail en suivant le chemin ci-dessous :**



Area  
ENTRY

Problem Type  
Locks and Keys

Equipment  
Exterior Door

Problem Code  
Require additional key

**Rappel : tous les détenteurs de clés, y compris les vendeurs, doivent remplir des accords de détenteurs de clés ou des formulaires de délivrance.** Le responsable du cabinet est tenu de conserver les documents remplis et de suivre toutes les politiques et procédures relatives au contrôle des clés.

Les formulaires sont disponibles dans Toolkit > Documents > Asset Protection > Key Holder Agreements. Des informations complémentaires sont disponibles dans les politiques et procédures de TeamVision.

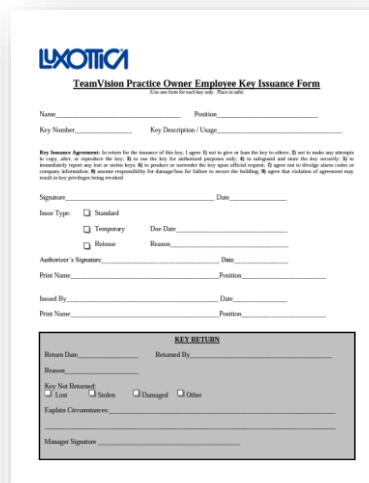


LUXOTTICA RETAIL KEY HOLDER'S AGREEMENT  
PLEASE READ, SIGN AND PLACE IN ASSOCIATE'S PERSONNEL FOLDER

Store # \_\_\_\_\_  
Employee Name \_\_\_\_\_  
Title \_\_\_\_\_  
Expiration Yes No  
Temporary Keyholder? Beginning/Date \_\_\_\_\_  
Ending Date \_\_\_\_\_

I, the undersigned, acknowledge receipt of the store key.  
I also agree not to lend, transfer, give possession of, misuse, modify or alter the above key.  
I further agree not to cause, allow or contribute to the making of any unauthorized copies of the above key.  
I agree not to share or divulge any alarm codes or CIAO passwords.  
I understand and agree that violation of this agreement may result in disciplinary action up to and including termination.

Printed: \_\_\_\_\_  
Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Lux ID #: \_\_\_\_\_  
Date: \_\_\_\_\_



LUXOTTICA  
TeamVision Practice Owner Employee Key Issuance Form  
(For use only by practice owner)

Name \_\_\_\_\_ Position \_\_\_\_\_  
Key Number \_\_\_\_\_ Key Description / Usage \_\_\_\_\_

Key Issuance Agreement: In return for the issuance of this key, I agree I will not give or loan the key to others. It is to make any attempt to copy, alter, or otherwise use the key. It is to use the key for authorized purposes only. It is to safeguard and store the key properly. It is to immediately report any loss or damage to the key. It is to provide or otherwise the key upon official request. It is to agree to all damage claims or company policies. It is to understand and agree that violation of this agreement may result in disciplinary action up to and including termination.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

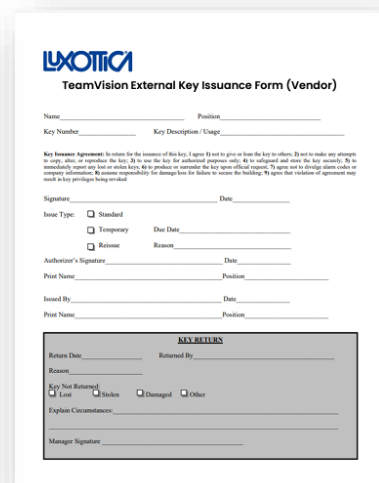
Issue Type: ☐ Standard ☐ Temporary ☐ Reissue  
Due Date: \_\_\_\_\_ Reason: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Position: \_\_\_\_\_

Issued By: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Position: \_\_\_\_\_

**KEY RETURN**

Returns Date: \_\_\_\_\_ Returned By: \_\_\_\_\_  
Reason: \_\_\_\_\_  
Key Not Returned: ☐ Lost ☐ Broken ☐ Damaged ☐ Other  
Explain Circumstances: \_\_\_\_\_  
Manager Signature: \_\_\_\_\_



LUXOTTICA  
TeamVision External Key Issuance Form (Vendor)

Name \_\_\_\_\_ Position \_\_\_\_\_  
Key Number \_\_\_\_\_ Key Description / Usage \_\_\_\_\_

Key Issuance Agreement: In return for the issuance of this key, I agree I will not give or loan the key to others. It is to make any attempt to copy, alter, or otherwise use the key. It is to use the key for authorized purposes only. It is to safeguard and store the key properly. It is to immediately report any loss or damage to the key. It is to provide or otherwise the key upon official request. It is to agree to all damage claims or company policies. It is to understand and agree that violation of this agreement may result in disciplinary action up to and including termination.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Issue Type: ☐ Standard ☐ Temporary ☐ Reissue  
Due Date: \_\_\_\_\_ Reason: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Position: \_\_\_\_\_

Issued By: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Position: \_\_\_\_\_

**KEY RETURN**

Returns Date: \_\_\_\_\_ Returned By: \_\_\_\_\_  
Reason: \_\_\_\_\_  
Key Not Returned: ☐ Lost ☐ Broken ☐ Damaged ☐ Other  
Explain Circumstances: \_\_\_\_\_  
Manager Signature: \_\_\_\_\_

Cliquez [ici](#) pour visionner une vidéo d'instruction sur le processus de recléage des serrures InstaKey.

L'objectif de ce processus est d'améliorer la sécurité de nos magasins, tout en rationalisant et en réduisant les coûts associés au processus de re-codage des magasins.

**Vous avez des questions ? Contactez votre RMAP ou votre responsable régional**