

InstaKey Request & Key Control

To streamline the store re-keying process and improve the safety of our sites, all locations will install InstaKey for exterior/interior door locks.

InstaKey is a comprehensive key control management tool for sites that will improve the physical security of our team members, lessen the time spent in managing locks and keys, and mitigate key control costs.

As part of this initiative, sites will request this service in Maintenance Portal.

Create a New Workorder following the below path:

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			

Provide the below details to complete the request:

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

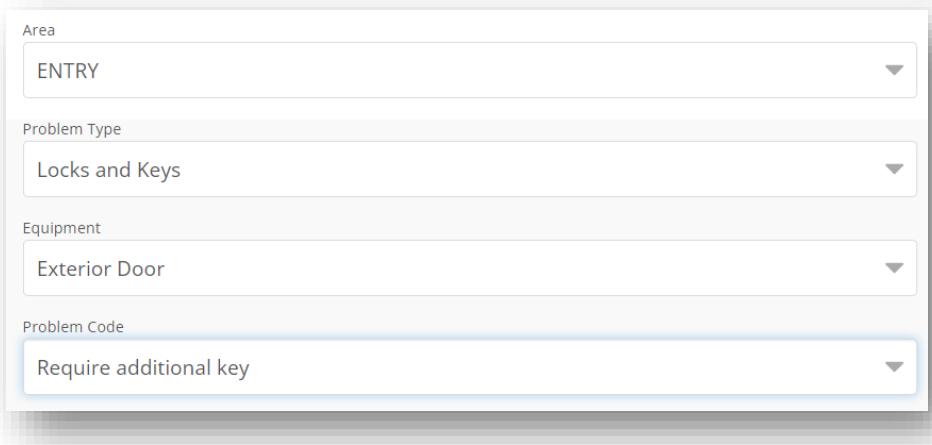
Cancel

Next

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The standard number of keys provided with InstaKey is 5. If your site requires additional keys, request additional keys in Maintenance Portal.

Create a New Workorder following the below path:



The screenshot shows a software interface with four dropdown menus. The first dropdown, 'Area', has 'ENTRY' selected. The second dropdown, 'Problem Type', has 'Locks and Keys' selected. The third dropdown, 'Equipment', has 'Exterior Door' selected. The fourth dropdown, 'Problem Code', has 'Require additional key' selected. Each dropdown has a small downward arrow icon to its right.

Reminder that all key holders, including vendors, will need to complete Key Holder Agreements or Issuance forms. The Practice Manager is required to retain the completed documents and follow all Policy & Procedures pertaining to Key Control.

Forms can be found in Toolkit > Documents > Asset Protection > Key Holder Agreements. Additional information can be found in TeamVision Policy & Procedures.



The image displays three separate forms for key management, each with a blue header and a white body. The first form is 'LUXOTTICA RETAIL KEY HOLDER'S AGREEMENT' for associates. It includes fields for Store #, Employee Name, Title, Exception (Yes/No), and Temporary Keyholder information (Beginning Date, Ending Date). It also contains a section for acknowledging receipt of the store key and a statement against unauthorized copying. The second form is 'TeamVision Practice Owner Employee Key Issuance Form' for employees. It includes fields for Name, Position, Key Number, and Key Description / Usage. It also includes a 'Key Issuance Agreement' section with checkboxes for various conditions. The third form is 'TeamVision External Key Issuance Form (Vendor)' for vendors. It includes fields for Name, Position, Key Number, and Key Description / Usage. It also includes a 'Key Issuance Agreement' section with checkboxes for vendor-specific conditions. All three forms have a 'KEY RETURN' section at the bottom with fields for Return Date, Returned By, Reason, and checkboxes for Key Not Returned (Lost, Stolen, Damaged, Other) and Explain Circumstances.

Click [here](#) to view an instructional video on the re-key process for InstaKey locks.

The objective with this process is to improve the safety of our stores, while streamlining and reducing costs associated with the store re-keying process.

Questions? Contact your RMAP or Regional Manager