

One-Key makes transfers seamless

Transfers are quick and easy with One-Key.

Keeping track of tools and equipment can be daunting when you have a large inventory and are responsible for overseeing many job sites.

Luckily, transfers can be quick and easy, your inventory management process seamless with One-Key. In this article, we'll show you:

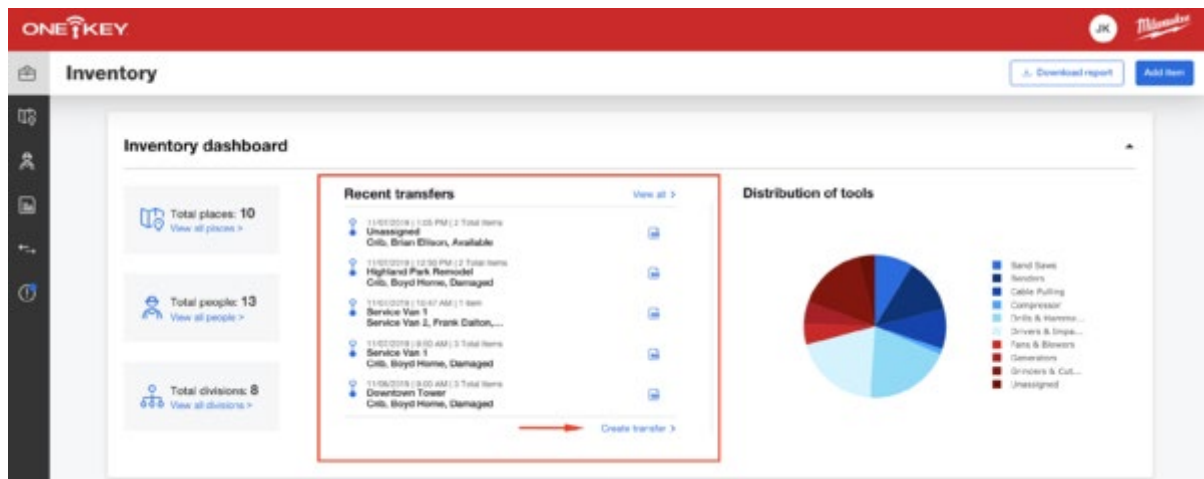
- Where in the app you can start a transfer
- How to create a transfer
- How you can see your transfer history

Transfers: Where can you start a transfer in One-Key?

There are many different places you can start a transfer in One-Key.

Inventory Dashboard

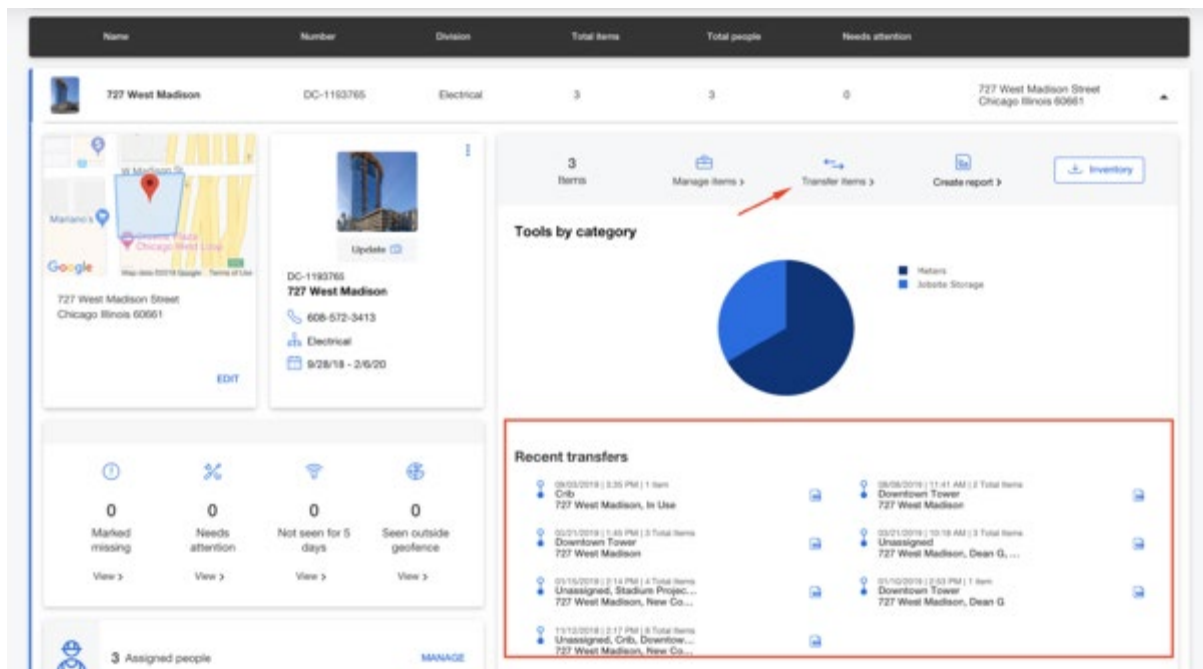
You can start a transfer right when you launch the web app in One-Key.



You'll see all your recent transfers, right from your inventory dashboard. Take a look at all of your recent transfers to see what's going on with your inventory across job sites.

Places: Transfer items from specific job sites

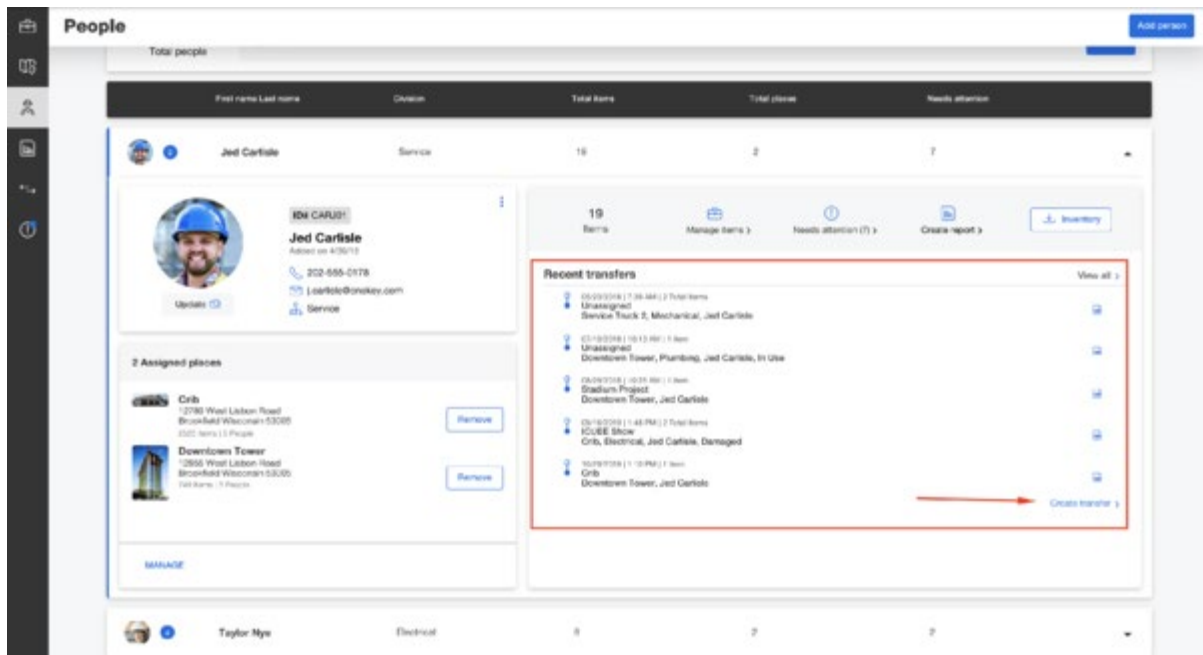
You can monitor the recent transfers at any of your job sites. These will display right when you click into any of your place's dashboards.



The [places' feature](#) within One-Key lets you observe how your equipment is being used. If tools need to be serviced or are running low on battery life, you can see that within your place's inventory. Then, simply click **"Transfer items"** to start a transfer if it's needed.

People: Monitor your crew member's inventory and recent transfers

You can also take a look at the recent transfers of a crew member.

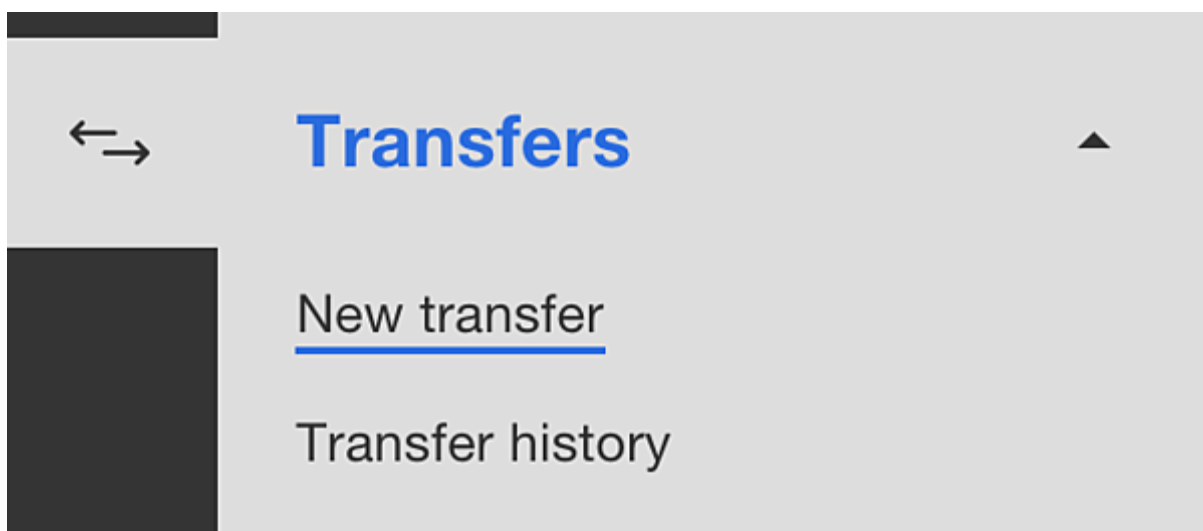


"Create transfer" if something is needed, or take a look at all their recent transfers for more visibility.

How to create a transfer

To create a transfer, you can opt to click the **"Create transfer"** button found in any of the above-mentioned places in the app: **inventory dashboard**, **place's dashboard**, or **person's dashboard**.

You can also navigate to the **Transfers** icon along the left navigation menu.



Here, you'll select "**New transfer.**"

On the next page, you'll create your transfer.

The screenshot shows the 'Create transfer' page in the ONEKEY system. The page has a red header with the ONEKEY logo and a user profile icon. A sidebar on the left contains icons for home, transfers, users, inventory, and reports. The main content area is titled 'Create transfer' and includes several sections: 'Where do you want to transfer your items?' with a 'Place' dropdown; 'Do you want a hard copy for your records?' with radio buttons for 'Yes, PDF' and 'No, PDF'; 'Additional assignments:' with dropdowns for 'Person', 'Division', and 'Status'; and 'What would you like to transfer?' which features a search bar, a 'Filters' button, and a table of items. The table has columns for checkboxes, Tool #, Model #, Description, Serial #, and Barcode #. Three items are listed: a 100A TBM5 Clamp Meter, a DVN 100T K32 Voltage Indicator, and a J03master Check. A 'No items selected to transfer' message is displayed on the right. At the bottom, there is a 'Items To Display' dropdown set to 10 and a '1-3 of 3' indicator.

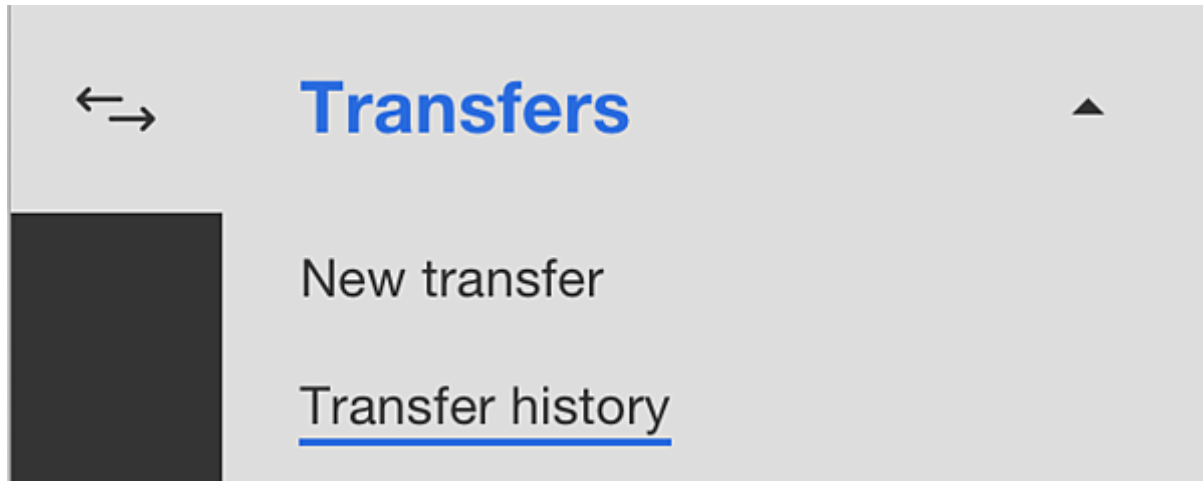
	Tool #	Model #	Description	Serial #	Barcode #
<input type="checkbox"/>	102472	CL250B	100A TBM5 Clamp Meter	828789576	
<input type="checkbox"/>	102847	DVN 100T K32	DVN 100T Voltage Indicator	878400204	
<input type="checkbox"/>	103047	9030-D	J03master Check	8920428790	

1. Choose where you want to transfer your items.
2. Elect whether you'd like a PDF copy of your transfer. If you select "**Yes, PDF,**" a record of your transfer will auto-download with the transfer date, items transferred, location transferred, and signature lines where you can sign off on the transfer.
3. Assign the person and division that will be responsible for these tools. You can also set their status.
4. Select the items you're transferring. You can transfer the entire inventory or select individual items. You can filter by a specific search criterion, like One-Key compatible tools only, type in a search term, or scroll your entire inventory.

Transfer history: a source of truth

One-Key keeps a record of all your transfers, so you'll have visibility to your inventory at all times.

To find your transfer history, navigate to the **Transfers** icon along the left navigation menu.



Here, you'll select "**Transfer history.**"

On the next page, you'll find a full list of all your transfers.

A screenshot of the 'Transfer history' page in the ONE KEY system. The page shows a table with columns for Transfer Date, Transfer from place, Transfer to, and Total items. The table contains 18 rows of transfer records, each with a date, a description of the transfer, and a total item count. The table is displayed on a light gray background with a red header bar at the top. The table is titled 'Transfer history' and has a table icon in the top right corner.

Transfer Date	Transfer from place	Transfer to	Total items
11/02/2018	Unassigned	Orb, Brian Elliott, Available	3
11/02/2018	Highland Park Remodel	Orb, Boyd Home, Damaged	2
11/02/2018	Service Van 1	Service Van 2, Frank Outten, In Use	1
11/02/2018	Service Van 1	Orb, Boyd Home, Damaged	3
11/06/2018	Downtown Tower	Orb, Boyd Home, Damaged	2
11/06/2018	727 West Madison	Orb	2
11/04/2018	Downtown Tower	Orb, Jodi Corbett	1
10/29/2018	Orb	Downtown Tower, Jodi Corbett	1
10/14/2018	Orb, Downtown Tower	Highland Park Remodel, Bill Williams	3
09/30/2018	Service Van 1	Orb	1
09/25/2018	KUOE Show	Orb	1
09/17/2018	Orb	KUOE Show, Electrical, Brian Elliott, In Use	3
09/19/2018	KUOE Show	Orb, Electrical, Jodi Corbett, Damaged	2
09/15/2018	Orb	KUOE Show, Electrical, Dan McCormick	13
09/05/2018	Unassigned, Downtown Tower, 727 West Madison	Orb, Bill Williams, Missing	4
09/03/2018	Orb	727 West Madison, In Use	6

You'll see when each transfer was made. You can choose whether you want to see the newest or oldest transfers. You'll see where the transfers were made from and where your tools and equipment were sent. You'll also see how many items were sent in each transfer.

You can also download a PDF copy of each of your transfers.

With One-Key, each of your transfers is automatically backed up. You can see where your tools have been sent in real-time, so you're always up to speed whenever you open the app.