

One-Key reminds you to take care of your tools

Use ONE-KEY™ to remind yourself of important routine maintenance.

Wear and tear is unavoidable, but it can sometimes be difficult to remember to give your tools the proper care. One-Key makes it easier by allowing you to set service reminders.

Get started on your desktop computer

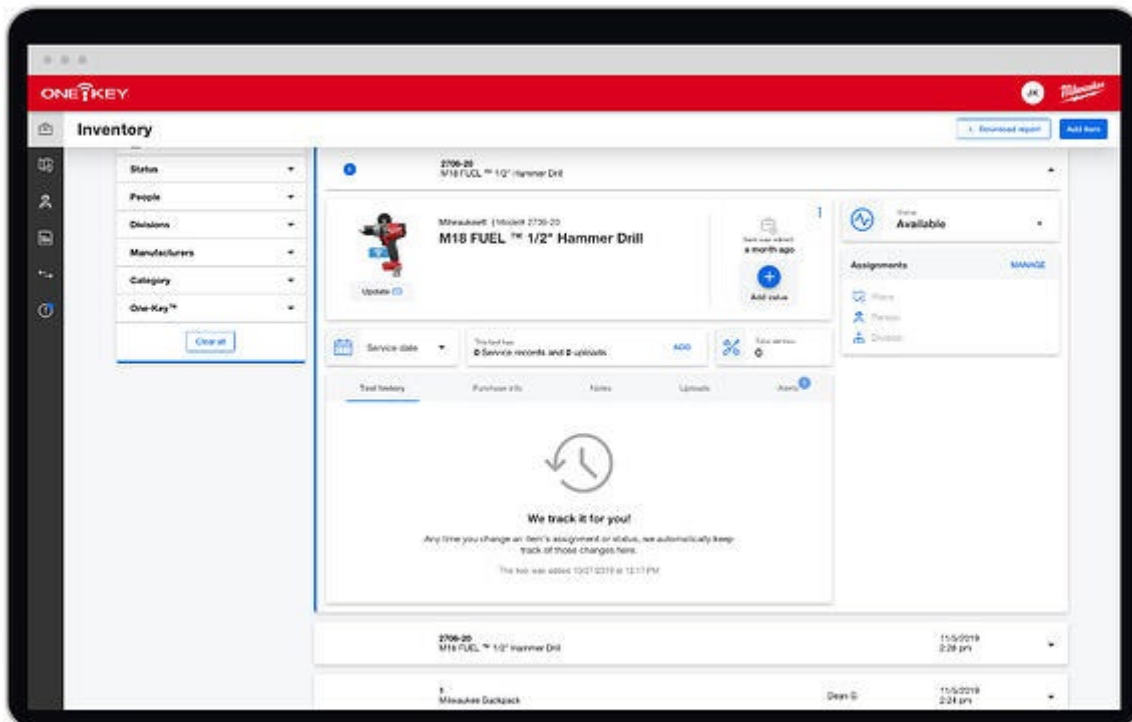
- Log in to your One-Key account from your desktop computer.
- The homepage, or **Inventory Dashboard**, will display on your screen.

Set a service reminder

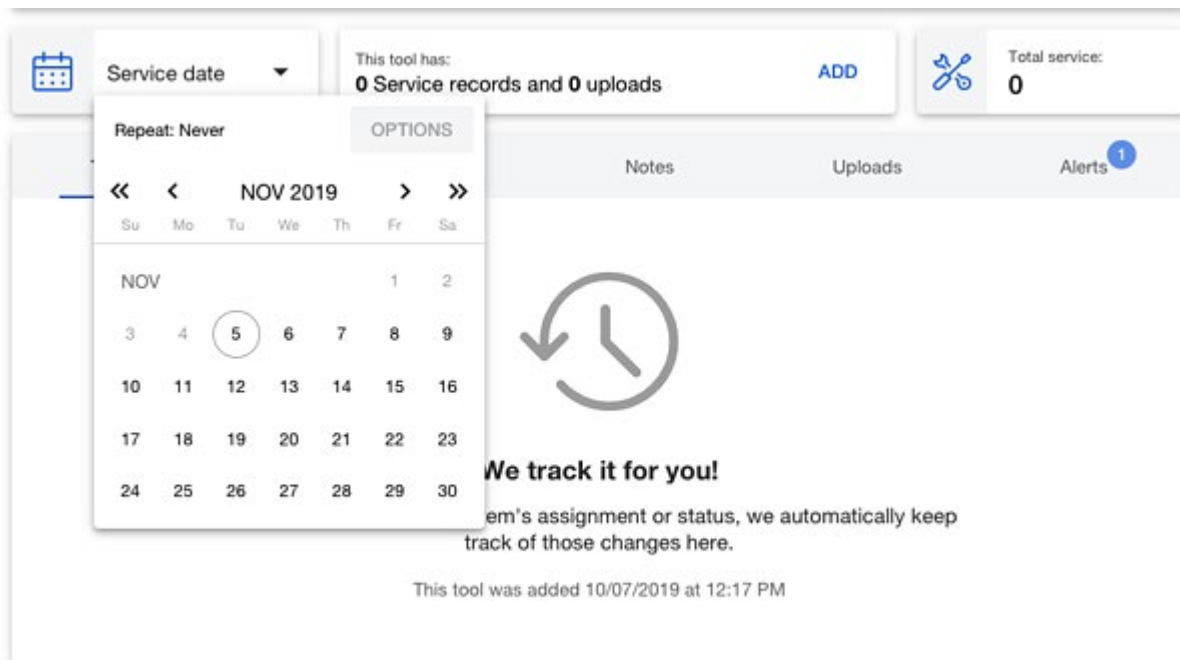
Each of the items in your inventory will likely require a repair or some kind of routine maintenance during its lifespan. Hold yourself accountable to tool care by scheduling specific dates and reminders in the One-Key mobile app.

To set a service reminder:

1. Start from your Inventory Dashboard and click on the item(s) you wish to set a service reminder for. The information card for your chosen item will display on the screen.



2. Now click on the calendar icon left of center in the information card. From here, click on the day you'd like to set for your tool's service date.



3. Once the date is selected, click on the calendar icon again. This time, click on the **“Options”** button in the upper right-hand corner of the popup calendar.

4. From here, you can choose to set a reminder as a recurring alert on a monthly, quarterly, semiannual, or annual basis. Select an option, then click “**Back**” in the upper right-hand corner of the popup window.

The screenshot shows a web interface for managing tools. At the top, there's a 'Service date' dropdown set to '12/2/19'. Next to it, a box says 'This tool has: 0 Service records and 0 uploads' with an 'ADD' button. To the right, a 'Total service: 0' indicator is shown. A 'Repeat: Monthly' dropdown is open, displaying a list of options: 'Never', 'Monthly' (selected), 'Quarterly', 'Semiannually', and 'Annually'. A 'BACK' button is visible in the top right of the popup. The main area has tabs for 'Notes', 'Uploads', and 'Alerts' (with a '1' badge). Below the tabs, a large clock icon is displayed with the text 'We track it for you!' and a paragraph: 'When a tool's assignment or status changes, we automatically keep track of those changes here.' At the bottom, it says 'This tool was added 10/07/2019 at 12:17 PM'.

Now you will be reminded to perform routine maintenance on your tool.

Keep track of which tools in your inventory need service

Use One-Key to get a bird's eye view of all the items in your inventory that need care.

1. Starting from your Inventory Dashboard, go to the **Filter by** column on the left-hand side of the screen click on the “**Needs service**” option. A list of items in need of service will display on your screen.


The screenshot shows the 'Needs service' filter view. On the left, a 'Filter by:' section has checkboxes for 'Marked missing', 'Unseen (in 5 days)', 'Needs service' (checked), 'Seen outside geofence', 'Low coin cell', and 'Needs attention'. Below this is a 'Clear all' button and a 'Places' dropdown. The main area displays a table of tools that need service.

| Tool # | Model/Description | Category | Place | Person | Last seen |
|---------|--|------------------------|-----------------|--------------|--------------------|
| 2757-20 | M18 FUEL™ with ONE-KEY™ 1/4" Hex Impact Driver (Tool On ...) | Demo | Downtown Tower | Frank Dalton | 4/26/2017 4:56 pm |
| 2454-20 | M12 FUEL™ 3/8" Impact Wrench (Bare Tool) | Drills & Hammer Drills | Service Van 1 | Frank Dalton | |
| 2721-20 | M18 FUEL™ SAWZALL® W/ ONE-KEY™ | Saws | Stadium Project | | 6/10/2019 7:30 pm |
| 2721-20 | M18 FUEL™ SAWZALL® W/ ONE-KEY™ | Saws | Crib | | 11/15/2018 5:37 pm |

- You can also click on an individual tool to check if it is past a scheduled service date.

Needs service

| Tool # ↑ | Model/Description | Category | Place | Person | Last seen |
|----------|--|----------|----------------|--------------|-------------------|
| 2757-20 | M18 FUEL™ with ONE-KEY™ 1/4" Hex Impact Driver (Tool On ...) | Demo | Downtown Tower | Frank Dalton | 4/28/2017 4:56 pm |



Milwaukee® | Model# 2757-20
M18 FUEL™ with ONE-KEY™ 1/4"
 Hex Impact Driver (Tool Only)
 SN# G80AD165100361

Update

Item was added 3 years ago

Add value


Status: **In Use**


Assignments [MANAGE](#)

- Downtown Tower
- Frank Dalton
- New Construction

Coin cell: 100%

Unlocked


Last seen by One-Key
 04/28/2017
 4:56 PM
 13135 W Lisbon Rd, Brookfield, WI 53005, USA


Past due
 4/18/17

This tool has: 0 Service records and 0 uploads [ADD](#)

Total service: 0

| Tool history | | Purchase info | Notes | Uploads | Alerts |
|--------------|----------|------------------|-----------|------------|--------|
| Date | Time | Place | Status | Total Days | |
| 12/19/2018 | 10:26 am | Downtown Tower | In Use | 0 | |
| 12/11/2018 | 11:34 am | Stadium Project | In Use | 8 | |
| 12/11/2018 | 11:33 am | 727 West Madison | In Use | 0 | |
| 11/12/2018 | 2:17 pm | 727 West Madison | Available | 29 | |
| 11/12/2018 | 2:17 pm | 727 West Madison | In Use | 0 | |
| 09/19/2018 | 9:36 am | Crib | In Use | 54 | |

Now you know how to view all the items in your inventory that are in need of service.

Just as One-Key helps you track and manage your items, it's also a great tool for remembering to take care of them.