

Add documentation to your tool with service records

Store service records and other documents related to your inventory items in ONE-KEY™.

Keep the most important information about each of your tools' upkeep—including receipts, service records, operation manuals, and calibration certificates—right at your fingertips by securely storing digital documentation in your One-Key inventory.

Get started on your desktop computer

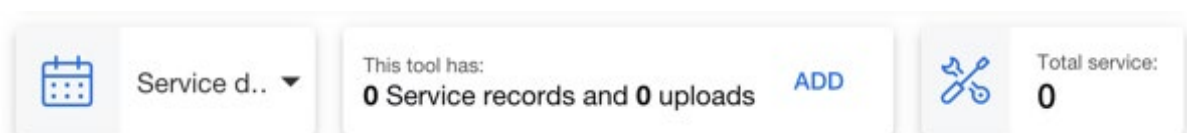
- Log in to your One-Key account from your desktop computer.
- The homepage, or **Inventory Dashboard**, will display on your screen.

How to add a service record and other documentation

Keeping track of your tools is only half the battle. You also need to keep track of the most important information about their upkeep, cost, and operation. Whether it's a record of your tool's maintenance history or an operation manual containing details about its features, One-Key provides plenty of space for you to store and access that information securely from your computer.

To create a **service record** of your tool's repair and maintenance history, or **add other documentation**:

1. Start from the Inventory Dashboard and click on the item you wish to add a service record to.
2. Click on the blue **"ADD"** button in the **service records and uploads** box near the center of your tool's information page. This will cause the **"Create new service record"** window to display on your screen.



1. From here you can **add a service record** and **upload documentation** related to your tool:

- Service date:** Use the calendar to enter the date that your tool was repaired or serviced.
- Service type:** Click this dropdown to choose what kind of service your tool received.
- Serviced By:** In this box, you can enter the name of the person or business that serviced your tool.
- Cost:** Enter how much the repair/maintenance cost.
- Notes:** Enter other notes about the tool's service.

1. From this page, you can also add other documents (PDF, PNG, JPEG, and CSV supported) by clicking the blue **“Upload document”** button on the right-hand side of the screen. Use this feature to add receipts, operation manuals, calibration certificates, and other supporting documents detailing the upkeep and operation of your tool.
2. When you're done, make you click the blue **“Save”** button in the bottom right-hand corner of the screen. You will return to your too's information page and a green confirmation banner will display across the top of the screen.
3. You can **access, edit, add, and delete** entries to your tool's service records by clicking the blue **“View”** button in the service records and uploads box near the center of your tool's information page.

Now the service records, documentation uploads, and total cost of your tool's service will display on its information page.

One-Key helps you stay on top of your tools' upkeep by including space for you to securely store and access important service records and other digital documentation.