# TRACcess® System

## Activate a TRACcess locking device during field installation

An Installer in the field can install a TRACcess locking device, associate it with a site in the TRACcess database, and test the assignment – all within one visit to the site.  The process requires use of the TRACcess eKEY® app on an Android® or Apple® iOS® device.  After the locking device is installed and assigned to the site, the Installer can no longer open that device unless he is an authorized keyholder for that site or is assigned a temporary access code for the device.

## Process

1. **Set up the Keyholder as an Installer**
   In the TRACcess Manager Keyholder record, the TRACcess System Administrator designates a Keyholder as an Installer.  This can be done when adding a new keyholder or by editing the *Details* section of an existing keyholder.  Click **Installer** as the **Keyholder Type**.

2. **Select the device to be assigned to this site**
   When the Installer's key is updated through either a manual or automatic sync with the TRACcess system, the Installer has access to all the unassigned devices in the system database.

3. **Set up Install Mode in eKEY Settings**
   In the TRACcess eKEY app under Settings, the Installer selects Install Mode.  A new Install icon will be displayed on the home screen.

4. **Assign the device to the site**
   When the hardware is installed at the new location, the Installer will open the eKEY app, select **Install** on the home screen, and then follow the prompts to assign the device to the site in the database.

5. **Test the installation**
   After the installation and assignment are complete, the Installer opens the device to ensure the installation was successful.  The eKEY will automatically send this activity record with opening and assignment information to the TRACcess database.

6. **Updated *unassigned devices* available**
   The next time the Installer's eKEY app syncs, the Installer will receive a new list of unassigned devices.  The newly assigned device will be excluded.  Keyholders designated as Installers are able to open all unassigned devices in the database.