



# SECURITY RECORDS

## DIGITAL SITE SURVEY



## Digital Site Survey Core

Choose how to login

### Local Account

User Name (this is typically your email address)

OR

**Login Via Email Address**

By signing in, you agree to our [Terms of Service](#) | [Privacy Policy](#)

### External Account

To begin, navigate to:

<https://securityrecords.com/digitalsitesurveycore/>

Select **“Login via Email Access”**

Enter your email address below and a Link will be sent for 24 hour access into Digital Site Survey

First Name:   
Last Name:   
Email Address:

I'm not a robot   
[Privacy](#) [Terms](#)

An email verification page will ask to input:  
**First Name, Last Name and Email Address**

Note: Users must input their work email address

Email addresses are authenticated from a verified email domain, or an error message will appear



## Digital Site Survey Verification



CustomerSupport@InstaKey.com  
To ● Jamie Grace



In order to use Security Records Digital Site Survey program, you must verify receipt of this message. Verification allows you to use the program for one day only - all verifications expire on midnight, and your access must be re-verified on subsequent days.

Follow the link below to verify your email, and access the Digital KeyHolder Update program.

[Digital Site Survey Verification](#)

If you have any problems, or need help, please contact InstaKey Customer Support at [800-316-5397](tel:800-316-5397)

Security Records Customer Support

An email will be sent with a link to access Digital Key Holder

NOTE: If your IT department has not white-listed "[InstaKey.com](https://InstaKey.com)", this email may be captured in your spam/junk folder

**Click on the link provided to be sent to the registration page**



SECURITYRECORDS

**Digital Site Survey**  
Location Information

**Select Location**  View Completed Locations

Select a Location...

**Confirmation Email**

JGrace@InstaKey.com

Include Fire Department / Knox Box Key in Order  Check here if Control Key is On-Site

**Key(s) Needed** (Including yourself, DMs, Loss Prevention (if applicable) and any cleaning/delivery vendors)

0

Select a prepopulated Location from the drop-down menu or select "Add Location"

Once a Location is selected, you will need to confirm if a Knox Box Key is needed for the Fire Department, if the Location can find the Control Key for their existing SFIC cores, and you will confirm how many total keys are needed for the staff on site



## Add Location

Location Name:

Store Number:

Address1:

Address2:

City:

State:

Zip:

Country:

Phone:

Add Location

Close

After selecting “Add Location” a box will pop up for additional Location information prior to creation. Once the form is completed, select “Add Location”



SECURITYRECORDS

**Digital Site Survey**  
Location Information

Select Location  View Completed Locations

CHAIN STORE 0022 - Boston MA

**Confirmation Email**

JGrace@InstaKey.com

Include Fire Department / Knox Box Key in Order  Check here if Control Key is On-Site

**Key(s) Needed** (Including yourself, DMs, Loss Prevention (if applicable) and any cleaning/delivery vendors)

5

A location needs to be saved for its doors to be viewed

Once a Location is selected and the number of keys needed is confirmed, select "Save Location Information"



A secondary field will appear below with Door options. You will select “Create New Door” anytime you’d like to identify a new Door at your location. If you’re already installed with InstaKey, you can select “Existing Doors” and will select from a list of already identified access points on site.

**Digital Site Survey**  
Location Information

**Select Location**  View Completed Locations

CHAIN STORE 0022 - Boston MA

Include Fire Department / Knox Box Key in Order  Check here if Control Key is On-Site

**Key(s) Needed** (Including yourself, DMs, Loss Prevention (if applicable) and any cleaning/delivery vendors)

5

**Door List**

**Door List** (Count displays when images are added)

**Select an Existing Door to Add Images:**

Existing Doors  Completed Doors  Create New Door

Select an option

**Upload images** for the door selected above. Please include images for each door to complete them. Typically an image of the front, the spine and the back of the door is required.

No file chosen

Once you’ve selected the specific Door you’d like to submit images for, select “Add Door”



# SECURITYRECORDS

**Digital Site Survey**  
Location Information

**Select Location**  View Completed Locations

CHAIN STORE 0022 - Boston MA

Include Fire Department / Knox Box Key in Order  Check here if Control Key is On-Site

**Key(s) Needed** (Including yourself, DMs, Loss Prevention (if applicable) and any cleaning/delivery vendors)

5

**Confirmation Email**  
JGrace@InstaKey.com

**Door List**

**Door List** (Count displays when images are added)

**Select an Existing Door to Add Images:**

Existing Doors  Completed Doors  Create New Door

Roll Door/Gate

**Upload images** for the door selected above. Please include images for each door to complete them. Typically an image of the front, the spine and the back of the door is required.

SFIC Core w...trol Key.JPG

Multiple images can be uploaded at once, the Location simply needs to select all relevant files. Once all images are chosen, select "Upload"

Door List

**Door List** (Count displays when images are added)  
**Select an Existing Door to Add Images:**

Existing Doors  Completed Doors  Create New Door

(2) Roll Door/Gate

**Upload images** for the door selected above. Please include images for each door to complete them. Typically an image of the front, the spine and the back of the door is required.

Choose Files No file chosen

Upload **Complete Door** Refresh

Uploaded Images

 <a href="#">Delete</a>	 <a href="#">Delete</a>
--	--

Once images have been uploaded, you can review them in the Uploaded Images section. Once satisfied with the images provided, select "Complete Door"



You will repeat this process for each physical door on site to be converted to InstaKey



# SECURITYRECORDS

## Digital Site Survey

Location Information

Select Location  View Completed Locations

CHAIN STORE 0033 - Chicago IL (1)

Add Location

Confirmation Email

JGrace@InstaKey.com

Include Fire Department / Knox Box Key in Order

Check here if Control Key is On-Site

Key(s) Needed (Including yourself, DMs, Loss Prevention (if applicable) and any cleaning/delivery vendors)

5

Update Location Information

Complete Location

## Door List

Door List (Count displays when images are added)

Select an Existing Door to Add Images:

Existing Doors  Completed Doors  Create New Door

Select an option

Upload images for the door selected above. Please include images for each door to complete them. Typically an image of the front, the spine and the back of the door is required.

Choose Files No file chosen

Upload

Complete Door

Refresh

Once images for each Door on site have been uploaded, select "Complete Location" to submit your survey to InstaKey for review!



# SECURITYRECORDS

— CLOUD POWERED KEY MANAGEMENT —

By:



7991 Shaffer Pkwy, Ste 300, Littleton CO 80127

[CustomerSupport@instakey.com](mailto:CustomerSupport@instakey.com) | (800) 316-5397