



INSTAKEY

Security Systems

Digital Site Survey Tutorial
Release 4.0.3 – 9/26/2019

1. Select “New User / 24 Hour Access Link”

Digital Site Survey



Email:

Password:

* fill all required field(s)

[New User / 24 Hour Access](#) ←

2. Complete new/returning guest user registration form and select “Register”.

Digital Site Survey



Use the following form to request access to the Digital Site Survey website. Upon Submitting the form, you will be sent an email with a link to complete your registration.

First Name
Required

Last Name
Required

Email Address
Required

* fill out all required field(s)

I'm not a robot 
reCAPTCHA
Privacy - Terms

Register **Previous Page**



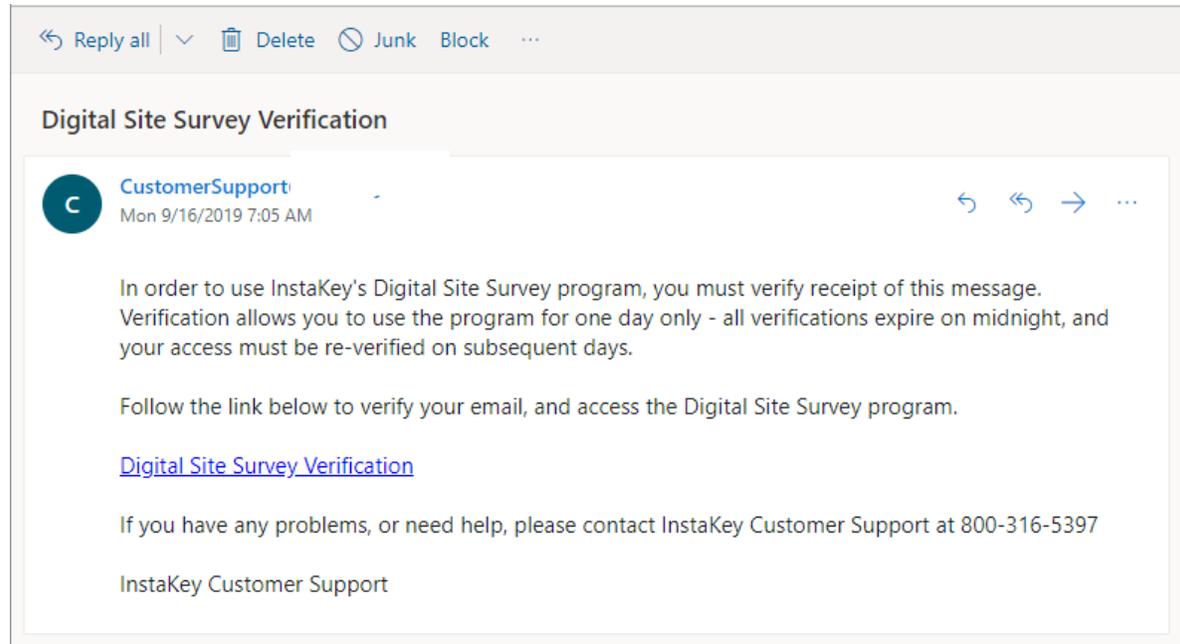
Daily Access Verification

Daily re-verification to InstaKey's Digital Site Survey website is required.

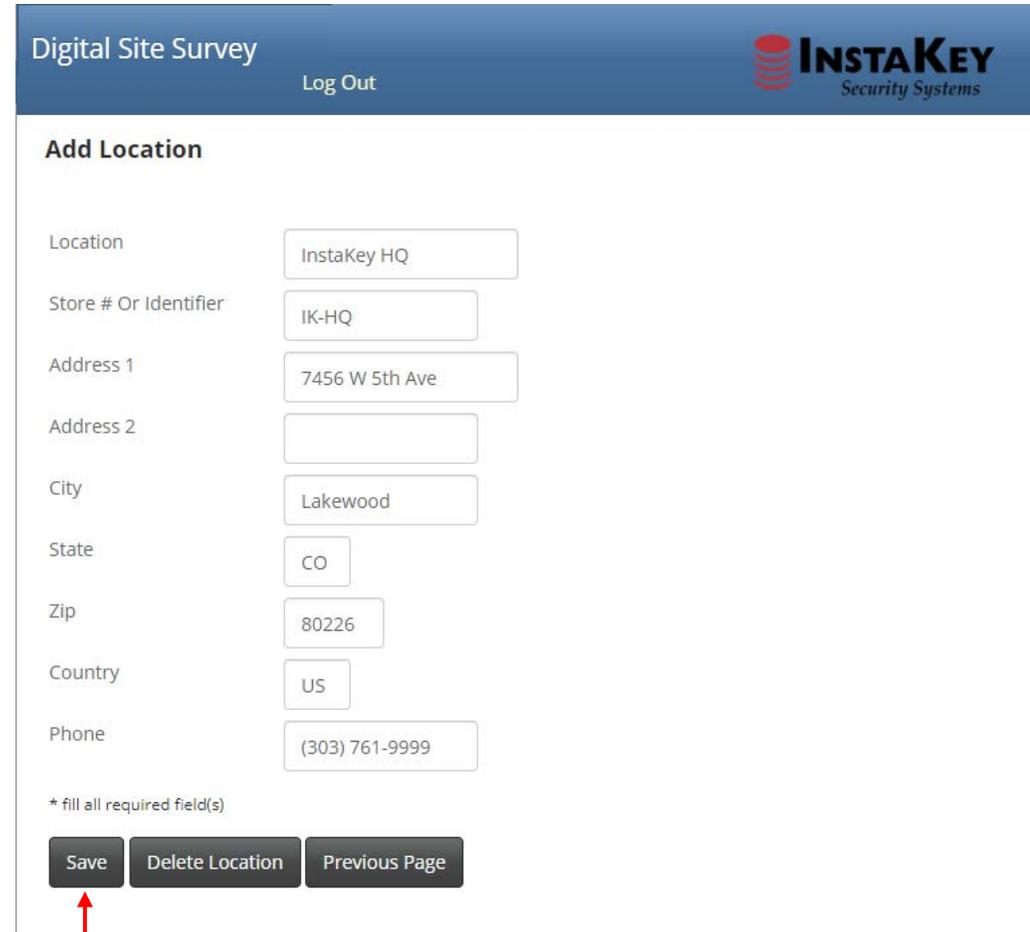
Please check your email for a link to re-verify and log into the Digital Site Survey website. Be sure to check your junk mail folder if you don't receive an email within 15 minutes.

Close

3. Check the email provided on the registration screen for a link to connect to Digital Site Survey.



4. Add a Location by entering in the site's information and selecting "Save".



Digital Site Survey Log Out 

Add Location

Location

Store # Or Identifier

Address 1

Address 2

City

State

Zip

Country

Phone

* fill all required field(s)

5. Either using the newly added location, or selecting another location, populate all survey fields. From there, either choose an existing door from the Door List dropdown or select “Add Door”.

Digital Site Survey Log Out 

Select Location
InstaKey HQ

Add Confirmation Email

Additional Key(s) Needed
(Including yourself, DMs, Loss Prevention (if applicable) & any cleaning/delivery vendors)
0

Include Fire Key in Order

Door List (Count displays when images are added)
include images for each door to complete them.
Typically an image of the front, the spine and the back of the door is required.
* Indicates door is completed.  (View PDF for examples)

Select a Door ←

Add Door (format: Store#: Door Name)
IK-HQ: Side Door ←

6. Once a door is selected, click “Select Photo(s)” to add images of the door to be converted. A PDF is available for examples of ideal picture angles to provide. Select “Save” to view a preview of the attached images. Select “Complete Door” once all photos have been uploaded. Repeat this step for all doors.

Digital Site Survey Log Out

0

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IK-HQ: Front (0) ▾

Add Door (format: Store#: Door Name)
IK-HQ: Side Door

Upload Pictures here. Accepted file types are (jpeg, jpg, gif, tiff, png).
Maximum 5 files at 5 MB each.

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Maximum 5 files at 5 MB each.

- InstaKey logo New (JPEG).jpg
- Keyocontrol tag w-pin staok final.jpg

Upload Pictures here. Accepted file types are (jpeg, jpg, gif, tiff, png).
Maximum 5 files at 5 MB each.

Image(s) Loaded

7. Once complete, review survey for accuracy, and click “Complete Survey”. This closes the survey from revisions and sends an email to InstaKey to review the data submitted. Note that the email will automatically include the submitting user, and the “Add Confirmation Email” field can be used for anybody else that should have visibility on survey submittals.

Digital Site Survey Log Out 

Select Location
InstaKey HQ

Add Confirmation Email

Additional Key(s) Needed
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