




# KAI Key Reader Implementation

The KAI Key Reader is a quick and easy method of checking in and out vehicles, saving you and your customer's time during the fleet management and agreement process. The KAI web service provides ATMS GEN 2.0 with the latest physical Key Read from the KeyPool for a specified VIN, all from your computer or mobile device.

**Note:** The new KeyReader integration includes changes to procedures in affected areas of the application. See below for details.

## Setting up your location for the KAI Key Reader

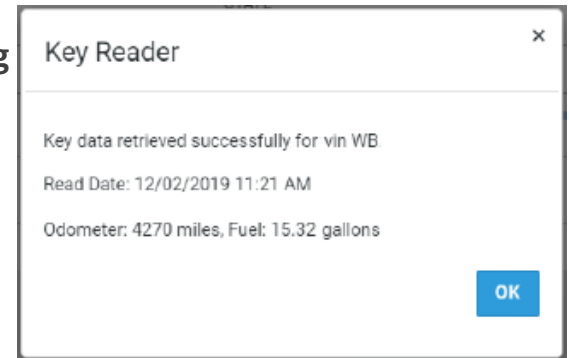
Before the KAI Key Reader can be fully integrated, all locations at which the KAI Key Reader is to be used with the application must be configured to interpret the information provided by the KAI Key Reader.

1. **Verify that your KeyReader is connected to the KeyPool.** The Key Reader at your loaner desk should already be connected to the KeyPool. To verify this, perform a KeyRead with any key using the Key Reader at your desk. Then, open ISPA Next on any PC in your dealership. The KeyRead should show up in the KeyPool. If not, please contact your ISPI Admin.
2. **Switch from the legacy GKI Key Reader to KAI WebService ATMS GEN 2.0 as follows:**
  - a. In the ATMS GEN 2.0 Management Hub (Admin > Management tab), in the Admin panel on the left, click the location check box for which you want to configure the new Key Reader.
  - b. Find and edit (  ) the management setting: **BMW Key Reader Configuration**.
  - c. Select the *KAI WebService* option from the BMW Key Reader list. The DISTRIBUTION PRODUCT NUMBER and OUTLET NUMBER will have been filled in for you.
  - d. *(For locations with Connected Car integration)* If you want ATMS GEN 2.0 to use the new Key Reader as the default provider of fuel and mileage data on agreements (as opposed to a Connected Car telematics device), make sure the Prioritize Key Reader Data indicator (  ) is turned on. ATMS GEN 2.0 will only use data from the unit's Connected Car device if the Key Reader fails to retrieve fuel and mileage data on agreements.
  - e. If you want to lock the setting at a higher level (such as the dealer level), so it cannot be edited by a lower level (such as a dealer's locations), select the LOCKED  indicator.

f. Click **SAVE**.

g. Find and edit (  ) the management setting: **Allow Add Vehicle Manually**. Make sure it is turned on (  ), as it is required to add new units with the KAI Key Reader. Click **SAVE**.

3. **Verify that you can open an agreement by reading a key for one of your units, then opening an agreement for the unit.** You should see the following dialogue, which confirms that KAI WebService is configured correctly.



## New Key Reader Instructions

The following instructions pertain specifically to the KAI Key Reader Integration. For complete instructions, see "Key Reader Integration" in the Online Help .

**Note:** Key Reads are stored in the KeyPool for seven (7) days. ATMS GEN 2.0 will only consider Key Reads within the last hour as valid. If a key read older than an hour, it will not be displayed and you have to read the key again.

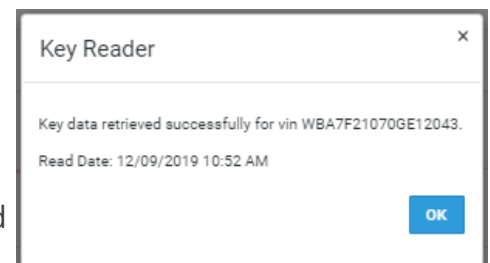
### Adding a Unit

Navigation from your Home page:  > **New Unit by Key Reader**

*The ability to add a unit by Key Reader is only available for locations that can add units manually (Allow Add Vehicle Manually management setting is turned on).*

1. On the New Unit page, enter a unique Unit Number, then type a VIN and press Tab.
2. The Key Reader is read for the unit. If key data is read successfully, a message is displayed with the VIN and current date and time as the Read Date. Click **OK**.

If key data was not retrieved or is invalid, a message is displayed with the option to **TRY AGAIN** or **CANCEL**, to return to the New Unit screen and enter a new VIN.




3. Enter any remaining required information (\*). Click **CONTINUE**, and do the same for local information.

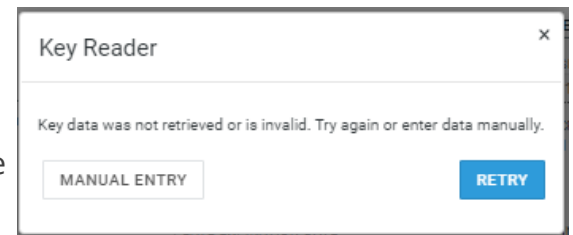
**Note:** The unit's Status is set to Ready and cannot be edited until the new unit is successfully added to the fleet.

4. Enter required information about the unit's location and dates (\*). Click **CONTINUE**.
5. Click **SAVE**.


## Editing a unit record

Navigation from your Home page:  **Fleet** > **EDIT**.

1. Find and edit a unit record by clicking **Edit Unit** on the side panel of the record.
2. The latest mileage and fuel (if available) is provided by the KAI Key Reader service. If key data was not retrieved or is invalid, a message is displayed with the option to **TRY AGAIN** or manually enter the fuel and mileage (**MANUAL ENTRY**). If you choose to manually enter the data, a **REREAD KEY** button becomes available under the fields.




## Removing a Unit from the Fleet

Navigation from your Home page:  **Fleet** > **View a unit record** > **Remove From Fleet** button on side panel.

1. Find and view the unit record, and click **Remove From Fleet** on the side panel of the record.
2. The latest mileage and fuel (if available) is provided by the KAI Key Reader service. If key data was not retrieved or is invalid, a message is displayed with the option to **TRY AGAIN** or manually enter the fuel and mileage (**MANUAL ENTRY**). If you choose to manually enter the data, a **REREAD KEY** button becomes available under the fields.

## Opening an Agreement

Navigation from your Home page:  > **New Agreement**

**Note:** If your location also uses TSD Telematics (Connected Car integration), data from the KAI Key Reader is used on the agreement instead of the Connected Car telematics device, as long as the Prioritize Key Reader Data option is selected in your BMW Key Reader Management setting in Admin Setup.

1. When opening an agreement, click **SELECT UNIT**.
2. Type the full Unit Number, or enter part of the Unit Number and/or select a Model to filter and select a unit from the list.

The latest mileage and fuel (if available) is provided by the KAI Key Reader. If key data was not retrieved or is invalid, a message is displayed with the option to **TRY AGAIN** or manually enter the fuel and mileage (**MANUAL ENTRY**). If you choose to manually enter the data, a **REREAD KEY** button becomes available under the fields.

## Exchanging a Unit on the Agreement


Navigation from your Home page:  Agreement > View an agreement > **Exchange Unit** button on side panel.

**Note:** If your location also uses TSD Telematics (Connected Car integration), data from the KAI Key Reader is used on the agreement instead of the Connected Car telematics device, as long as the Prioritize Key Reader Data option is selected in your BMW Key Reader Management setting in Admin Setup.

1. Find and view agreement, and click **Exchange Unit** on the side panel.
2. For the original (returning) unit, the latest mileage and fuel (if available) is provided by the KAI Key Reader service, if the Prioritize Key Reader Data option is selected in your BMW Key Reader Management setting in Admin Setup.
3. Verify the Exchange Date and select a Return Date, and click **CONTINUE**.
4. Assign a replacement unit as follows:

- Click **SELECT UNIT**.
- Type the full Unit Number, or enter part of the Unit Number and/or select a Model to filter and select a unit from the list.
- The latest mileage and fuel (if available) is provided by the KAI Key Reader. If key data was not retrieved or is invalid, a message is displayed with the option to **TRY AGAIN** or manually enter the fuel and mileage (**MANUAL ENTRY**). If you choose to manually enter the data, a **REREAD KEY** button becomes available under the fields. .

## Closing an Agreement

Navigation from your Home page:  Agreement > **CLOSE**.

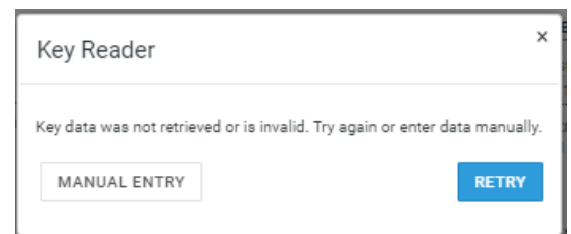
**Note:** If your location also uses TSD Telematics (Connected Car integration), data from the KAI Key Reader is used on the agreement instead of the Connected Car telematics device, as long as the Prioritize Key Reader Data option is selected in your BMW Key Reader Management setting in Admin Setup.

- Find the agreement and click **CLOSE**. If already viewing the agreement, click **Close Agreement**.
- Add and update the required information, marked by red asterisks (\*). The latest mileage and fuel (if available) is provided by the KAI Key Reader. If key data was not retrieved or is invalid, a message is displayed with the option to **TRY AGAIN** or manually enter the fuel and mileage (**MANUAL ENTRY**). If you choose to manually enter the data, a **REREAD KEY** button becomes available under the fields.

## Troubleshooting

If you receive the error message: "Key data was not retrieved or is invalid", do the following:

- Verify that you are using the correct VIN.
- Make sure that your KeyRead is not outdated. Remember that ATMS GEN 2.0 only accepts KeyReads which are less than 1 hour old.
- Verify that you can see the KeyRead in ISPA Next. If the KeyRead does not show up in ISPA Next, please contact your ISPI Admin.



4. If the KeyRead shows in ISPA Next, but not in ATMS GEN 2.0, please contact your TSD support team at [support@tsdweb.com](mailto:support@tsdweb.com).