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Driving Profits: Repo Key Management
Course Duration: (1 Hour)

Section 1: Introduction to Key Management and its Importance

- **Proper Management of Key Operations**
  - Why key handling is vital for smooth operations
  - How key management can minimize delays and enhance efficiency
- **Common Challenges & Best Practices in Key Management**
  - Keeping track of multiple client wait times & process of approvals
  - Repo to Key Conversion rates: Facing Challenges
  - How a Key Management Google Sheet is your solution

Section 2: Tracking Performance with Google Sheets

- **Sheet Dashboard: Functions & Features**
  - Key Status
  - Number of Keys Completed
  - Repo to Key Conversion Rate
  - Invoiced Amounts
  - Driver Obtained Keys
  - Average Days to Cut
  - Revenue by Client

- **Pre-Approved Key Rates/Contracts: Knowing Your Options**
  - Rates by Type
  - Automatic Approval
  - Wait Times
  - Process of Approval

- **Drop Down Management: Tailoring the Sheet to Fit Your Needs**
  - o Adding & Removing items

- **Keys Management**
  - o Manually Entered Data
  - o Automatically Entered Data
  - o Status for process control

- **Key Status**
  - o Date Range
  - o Status Overview

- **Instructions Manual | Q&A**

- **Modifications with Fiverr: Expert Assistance When You Need It**