

SecurityRecords.com

VERSION 3.2

***SOFTWARE RELEASE
NOTIFICATION***

**Making
KeyControl™
Simple.**

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SRV3.2 Performance Upgrade & Cosmetic Revisions

With this latest software release of **SecurityRecords.com™**, **Version 3.2** continues the program's performance upgrade while integrating more additional cosmetic revisions. Each upgrade is targeted to increase the information data performance, enhance efficiencies, and improve productivity.


All screens are consistently modified to maximize data return time (improving page loading speeds), provide clearer Font and Color differentiation (enhancing aesthetics), and revised Menus and search capabilities (enriching efficiency).

Below is an example of the new version's look and feel utilizing the Quick Search feature?

Example:

[SecurityRecords.com](#)

Customer: Demo - Chain Store



[Ryan Carter](#) [Logout](#)

US Patents: 7,120,935 | 7,653,945 | 7,702,913 | 7,844,823 | 7,840,010 | 7,861,314 [SecurityStatement](#)

Users
Locations
Doors
Keys
Orders
Reports
Systems
Admin

Cylinder/Key Report

Door Name
0006: [All Doors](#)

Cylinders: 6 (6 Active)
System: Chain Store Stores SKD (FJ,FK)

Records: 1

Cylinder DHI
SKD131

0006 [Find](#)

Add Keys/Cylinders
Add Door
Find Door
View All Doors
Reassign Cylinders

ge: 1 of 1

Keyway
Cylinder
Active

FJ
6
6

Keys: 10 (4 Active)
System: Chain Store Stores SKD (FJ,FK)

Show Active Only
Show All

Records: 10
page: 1 of 1

Key DHI	Keyway	Key Name	Serial Number	Assigned To	Key Status	Step / Type
SKD131	FJ	Store Only	0877262	CHAIN STORE 0006 - Warwick RI	Issued	1
SKD131	FJ	Store Only	0877263	CHAIN STORE 0006 - Warwick RI	Issued	1
SKD131	FJ	Store Only	0877264	CHAIN STORE 0006 - Warwick RI	Issued	1
SKD131	FJ	Store Only	0877265	CHAIN STORE 0006 - Warwick RI	Issued	1

Enhancement: Knowledge Center Library Menu

InstaKey Security Systems is proud to present the release of our new Knowledge Center Library. This new menu features the same quick search “look up” features and hierarchical structure uniformity as seen throughout the software. The Knowledge Center Library was designed to help provide a centralized archive of tools and resources for the SecurityRecords.com® software use, Lock Hardware education, InstaKey-specific hardware reference, and step-by-step Instructional education.

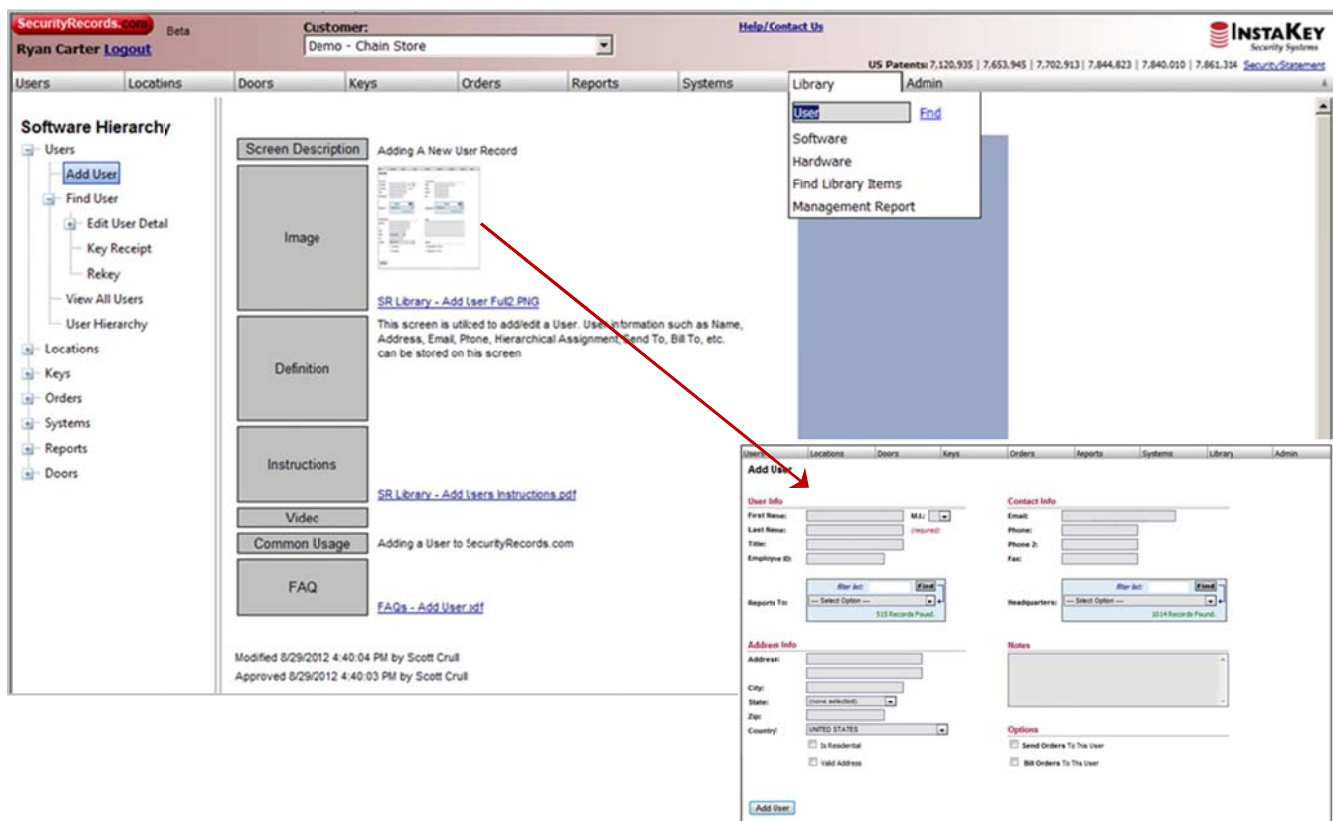
InstaKey Security Systems plans further information population to help all End Users/Distributors better understand the flexibility and power of their Key Control program.

Give it a try and let InstaKey know what you think.

Software Hierarchy Example:

Below you will see a simple “Adding a New User Record” screen help page. This page reflects a current screen capture, definition of use, and Instructions on how to best maximize all fields.

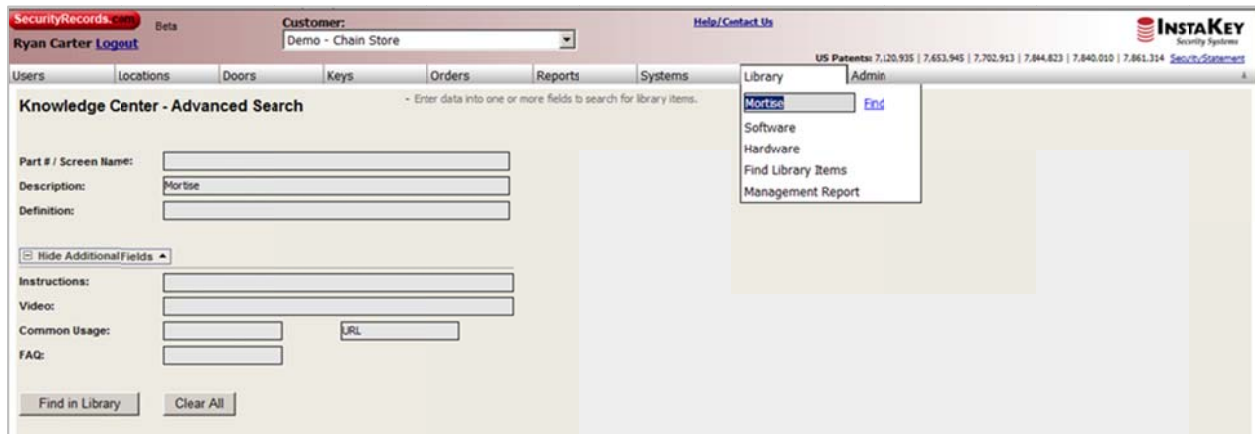
All information is easily assessable in the Library by utilizing multiple features like the Quick Search, Find Library Items, or Software Hierarchy structure.



The screenshot displays the SecurityRecords.com interface. At the top, there's a navigation bar with tabs for Users, Locations, Doors, Keys, Orders, Reports, Systems, Library, and Admin. The 'Library' tab is active, showing a dropdown menu with options: User, Software, Hardware, Find Library Items, and Management Report. The 'User' option is selected, leading to the 'Adding a New User Record' help page. The page is divided into several sections: 'Software Hierarchy' on the left, 'Screen Description' with an image of the 'Add User' form, 'Definition' explaining the form's purpose, 'Instructions' with a link to 'SR Library - Add Users Instructions.pdf', 'Video', 'Common Usage', and 'FAQ'. A red arrow points from the 'Add User' link in the 'Instructions' section to the 'Add User' form in the main content area. The form contains fields for User Info (First Name, Last Name, Title, Employee ID), Contact Info (Email, Phone 1, Phone 2, Fax), Address Info (Address, City, State, Zip, Country), and Options (Send Orders To This User, Bill Orders To This User).

Quick Search or Find Library Items

As seen below, whether an End User utilizes the Library's Quick Search field or global Find Library Items menu, the look up criteria will query (as "contains") and display all matching archive information.



SecurityRecords.com Beta Customer: Demo - Chain Store Help/Contact Us

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Users Locations Doors Keys Orders Reports Systems Library Admin

Knowledge Center - Advanced Search

- Enter data into one or more fields to search for library items.

Part # / Screen Name:

Description:

Definition:

☐ Hide Additional Fields

Instructions:

Video:

Common Usage:

FAQ:

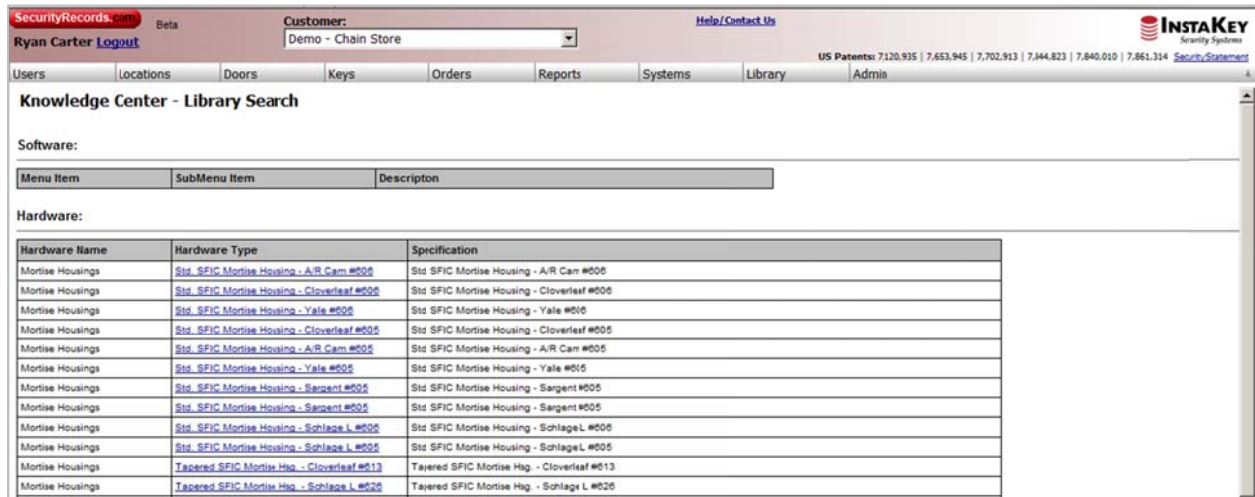
Mortise Find

Software

Hardware

Find Library Items

Management Report



SecurityRecords.com Beta Customer: Demo - Chain Store Help/Contact Us

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Users Locations Doors Keys Orders Reports Systems Library Admin

Knowledge Center - Library Search

Software:

Menu Item	SubMenu Item	Description
Hardware:		
Hardware Name	Hardware Type	Specification
Mortise Housings	Std_SFIC Mortise Housing - A/R Cam #006	Std SFIC Mortise Housing - A/R Cam #006
Mortise Housings	Std_SFIC Mortise Housing - Cloverleaf #006	Std SFIC Mortise Housing - Cloverleaf #006
Mortise Housings	Std_SFIC Mortise Housing - Yale #006	Std SFIC Mortise Housing - Yale #006
Mortise Housings	Std_SFIC Mortise Housing - Cloverleaf #005	Std SFIC Mortise Housing - Cloverleaf #005
Mortise Housings	Std_SFIC Mortise Housing - A/R Cam #005	Std SFIC Mortise Housing - A/R Cam #005
Mortise Housings	Std_SFIC Mortise Housing - Yale #005	Std SFIC Mortise Housing - Yale #005
Mortise Housings	Std_SFIC Mortise Housing - Sargent #005	Std SFIC Mortise Housing - Sargent #005
Mortise Housings	Std_SFIC Mortise Housing - Sargent #006	Std SFIC Mortise Housing - Sargent #006
Mortise Housings	Std_SFIC Mortise Housing - Schlage L #006	Std SFIC Mortise Housing - Schlage L #006
Mortise Housings	Std_SFIC Mortise Housing - Schlage L #005	Std SFIC Mortise Housing - Schlage L #005
Mortise Housings	Tapered_SFIC Mortise Hsg - Cloverleaf #013	Tapered SFIC Mortise Hsg - Cloverleaf #013
Mortise Housings	Tapered_SFIC Mortise Hsg - Schlage L #026	Tapered SFIC Mortise Hsg - Schlage L #026

Enhancement: Forgot Password?

From time to time, a SecurityRecords.com User may forget their specific login credentials. The below enhancement will now allow a User to request a temporary Password for access and then be able re-establish a new one.

How it works?

The User will click "Forgot Password? [Click Here](#)" and input their Login Name and corresponding Email Address. Next, the system will email them a temporary credential for access the software. Upon receipt, the User logs in with this temporary credential and will be prompted to input a new Password.

Please note that if the User cannot recall their Login Name, ProtectedID, or matching Email Address on file, they should contact Customer Support @800-316-5397 for assistance.

Forgot Password? Example:



Welcome to Security Records

Login Name:

Protected ID:

Password:

US Patents: 7,120,935 | 7,653,945 | 7,702,913 | 7,844,823 | 7,840,010 | 7,861,314

Note: Security Records requires Internet Explorer 7.0+ to operate correctly. [Download it here.](#)

[Forgot Password? Click Here](#)

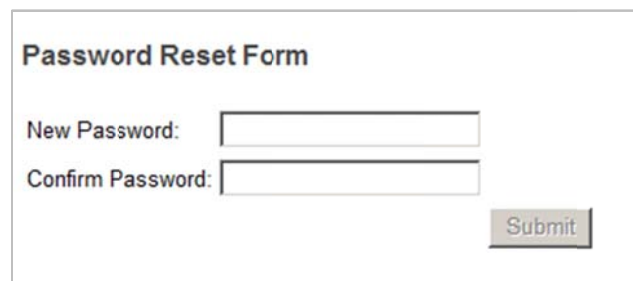




Password Recovery Form

UserName:

Email Address:



Password Reset Form

New Password:

Confirm Password:

Enhancement: Locations – Location Detail

As each screen is reviewed to improve page data return speed and uniformity, you will find a new layout on the Locations – Location Detail page. This new layout adds new tab selections at the bottom and function menus in the right shaded blue column. This revision matches the Door Detail and Order Detail pages which you’ve already become accustomed to. This uniformity allows the screen to populate faster and improve functionality to find the information that you are specifically looking for.

Below is an example of the new look of the Location – Location Detail screen revision.

Example:

Location Detail

Location Name: Chain Store Dept D01 - Ontario

HeadQuarters: [CSD - Region D001](#)

Location Status: Completed

lvt:

Customer Identifier: D01

SystemName: Chain Store CSD 5X5 MK (D04)

Accounting Number: N/A

Address

Contact

Notes

Options

Keys: 33 (0 Active)

Doors: 32

Address1: 5476 Mission Blvd

Address2:

City: Ontario

State: CA

Zip: 97162

Country: US

Valid Address: Yes

Residential: Yes

Location Actions
[Modify Location](#)
[Service Request](#)

Reports
[Cylinder / Key Report](#)
[Location Summary](#)

Other Functions
[Add Door](#)
[Add Location](#)
[Key Receipt](#)
[Location Hierarchy](#)

Added: Dec 9 2009 3:09PM (Ryan Carter)

Modified: Aug 8 2011 9:09AM (Ryan Carter)

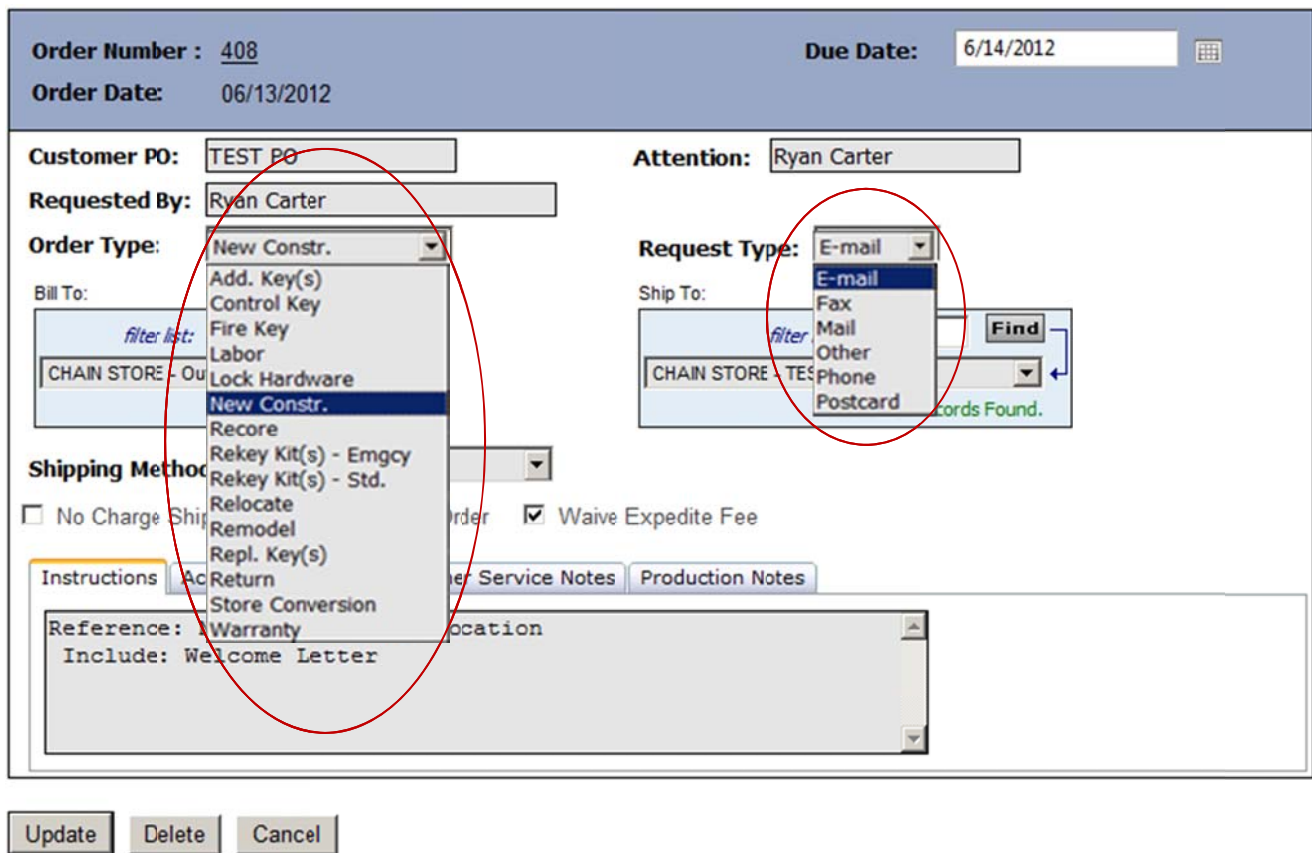
Enhancement: Orders – Order Detail

Upon review of this screen, you will find two (2) new fields designed to collect **Order Type** and **Request Type** information when ordering. These new fields have been added to collect and categorize what was requested and how the request was communicated. Both fields are drop down selection menus containing multiple options to apply to your ordering requirements.

As future developments are completed, this information will be utilized to help query and report categorical needs to that help evaluate program management.

Below is an example of these new fields located on the Orders – Order Detail page and how each can be utilized.

Example:



The screenshot displays the 'Orders – Order Detail' page. At the top, the 'Order Number' is 408 and the 'Due Date' is 6/14/2012. The 'Order Date' is 06/13/2012. The 'Customer PO' is TEST PO and 'Attention' is Ryan Carter. The 'Requested By' is Ryan Carter. The 'Order Type' dropdown menu is open, showing options: New Constr., Add. Key(s), Control Key, Fire Key, Labor, Lock Hardware, New Constr. (highlighted), Recore, Rekey Kit(s) - Emgcy, Rekey Kit(s) - Std., Relocate, Remodel, Repl. Key(s), Return, Store Conversion, and Warranty. The 'Request Type' dropdown menu is also open, showing options: E-mail (highlighted), E-mail, Fax, Mail, Other, Phone, and Postcard. The 'Ship To' field is CHAIN STORE - TES. The 'Find' button is visible. The 'Shipping Method' dropdown menu is open, showing options: No Charge Ship, Waive Expedite Fee, and Waive Expedite Fee. The 'Instructions' tab is selected, showing 'Reference: Warranty' and 'Include: Welcome Letter'. The 'Update', 'Delete', and 'Cancel' buttons are at the bottom.

Enhancement: Add Doors – System Change Assignment

This new update routine has been developed to simplify any System reassignment during ordering. From time to time, ordered cylinders need revision and selection from a new System chart. This routine allows the End User to update the Door Detail's system default to a new System and retain for future tracking.

Below is an example of this new field and presentation.

Example:

Add Keys / Cylinders

Order By:
Door DHI Key Holder Key Name

Select Door:
Change Door Selection >

Door Selected:
D10- Test 4

Door Headquarters:
Chain Store Dept D10 - Burbank
1 San Mateo Ave
Burbank, CA 90764

Active Cylinders: 0 (this Door)
Select Cylinder System and DHI here:

System:
Chain Store Stores SKD (FJFK)

☒ Update Door's System to selection above

Cylinder DHI:
filter list: Find
SKD177 - 0 - FJ
3125 Records Found.
DHI -Used - Keyway (flagged)

← First Unused DHI

Order Cylinders

Order Cylinders	Cylinder DHI	# Cylinders Active	# Cylinders to Order
<input type="checkbox"/>	SKD177	0	

Order Keys

☐ All Key Steps
☒ Current + Next Key Steps

Key DHI	Order Keys	Key Step:	1	2	3	4	5	6	7	8	9	Key Stamping
SKD177	<input type="checkbox"/> User Keys	Qty:										
	<input type="checkbox"/> Step Keys	Qty:										
SKD177	<input type="checkbox"/> Control (CTRL) Keys	Qty:										
	for cylinder removal ONLY											

Add to Order >
New

Enhancement: Add Keys/Cylinders – Deactivating Cylinders

This new update routine has been developed to improve cylinder deactivation efficiency during ordering. From time to time, cylinders are ordered to replace the current ones installed in the lock/door. For the End Users to maintain database accuracy compliance, this routine can simply deactivate the current cylinder quantities that are being replaced or duplicated. This routine doesn't eliminate the Cylinder Information deactivation routine, but helps to streamline much of the multiple steps into one simple drop down selection. This feature will only deactivate cylinders (not keys), so you can be confident the database information is accurate for the lock, door, and location.

Below is an example of this new field and presentation.

Example:

Add Keys / Cylinders

Order By:
Door ☒ DHI ☐ Key Holder ☐ Key Name

Select Door:

Door Selected:
[D01: Entrance Gates](#)

Door Headquarters:
[Chain Store Dept D01 - Ontario](#)
5475 Mission Blvd
Ontario, CA 97162

Active Cylinders: 4 (this Door)

Select from Active Cylinder(s) below, or choose alternate Cylinder DHI here:

System:

Cylinder DHI:

1602 Records Found.
DHI - Used - Keyway (flagged)

Order Cylinders

Order Cylinders	Cylinder DHI	# Cylinders Active	# Cylinders to Order
<input type="checkbox"/>	1CA	14	<input type="text"/>

Order Keys

☐ All Key Steps
☒ Current + Next Key Steps

Key DHI	Order Keys	Key Step:	1	2	3	4	5	Key Stamping
1CA	<input type="checkbox"/> User Keys	Qty:	<input type="text"/>	<input type="text"/>				
	<input type="checkbox"/> Step Keys	Qty:		<input type="text"/>				
CA	<input type="checkbox"/> Master Keys	Qty:		<input type="text"/>	<input type="text"/>			
	<input type="checkbox"/> Step Keys	Qty:		<input type="text"/>	<input type="text"/>			
CA	<input type="checkbox"/> Control (CTRL) Keys	Qty:		<input type="text"/>	<input type="text"/>			
	for cylinder removal ONLY							