

SecurityRecords.com[®]

VERSION 3.4

**SOFTWARE RELEASE
NOTIFICATION**

**Making
KeyControl™
Simple.**

INSTAKEY LOCK CORPORATION
A Shield Security Systems, LLC Company

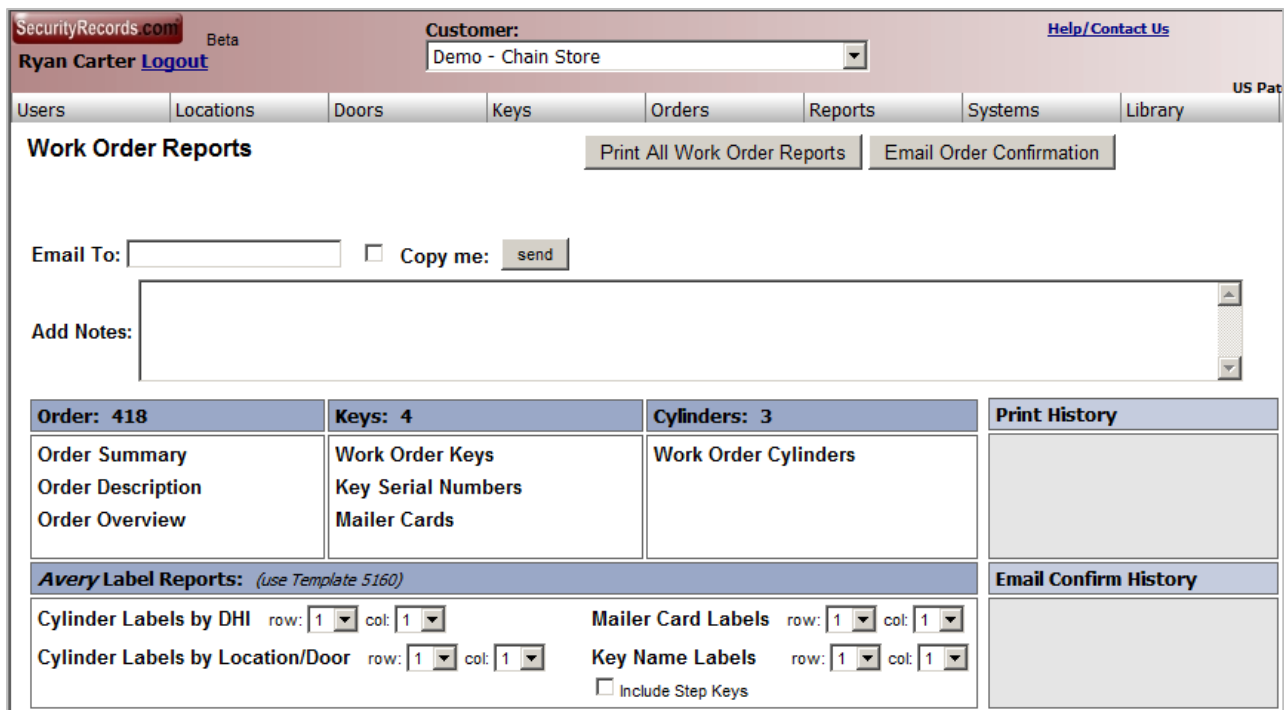
7456 W. 5th Ave
Lakewood, CO 80226

Phone (800) 316-5397
Fax: (303) 761-6359
URL: www.instakey.com

Enhancement: EMAIL ORDER CONFIRMATION – NOTES FIELD ENHANCEMENT

The Email Order Confirmation process now has a new “Add Notes” field where comments can be input for the email recipient and sent directly to them. This “Add Notes” field has a 250 character limit and will not include any email signature information.

If you wish to email the confirmation only to yourself, you do not need to type in your email address, but simply select Copy me, and click Send.



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

Users Locations Doors Keys Orders Reports Systems Library US Pat

Work Order Reports Print All Work Order Reports Email Order Confirmation

Email To: Copy me:

Add Notes:

Order: 418	Keys: 4	Cylinders: 3	Print History
Order Summary Order Description Order Overview	Work Order Keys Key Serial Numbers Mailer Cards	Work Order Cylinders	

Avery Label Reports: (use Template 5160)

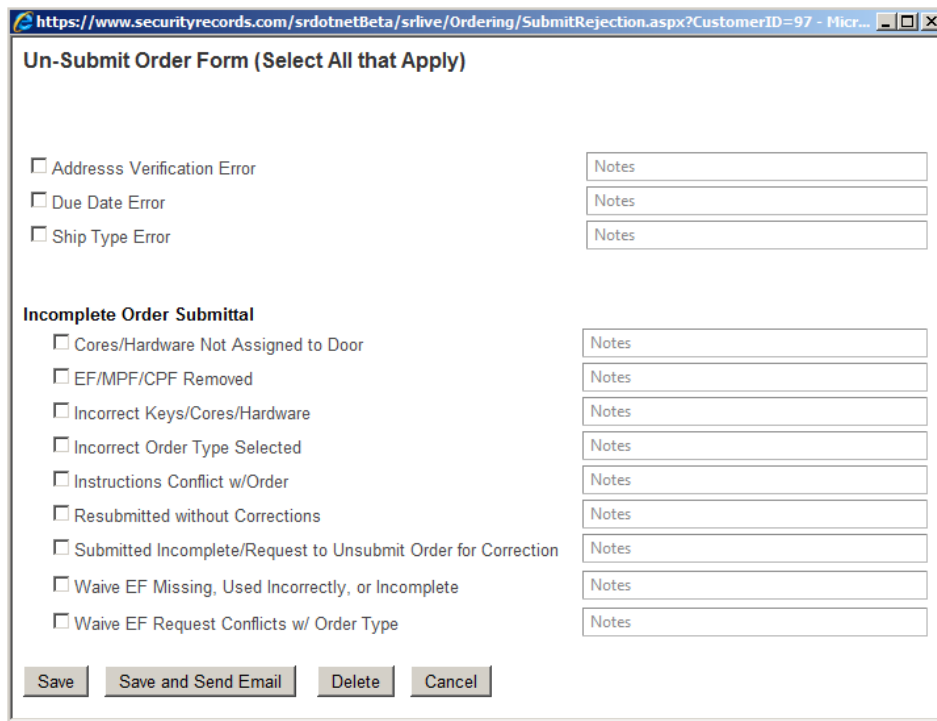
Cylinder Labels by DHI row: 1 col: 1	Mailer Card Labels row: 1 col: 1	Email Confirm History
Cylinder Labels by Location/Door row: 1 col: 1	Key Name Labels row: 1 col: 1	

Include Step Keys

Enhancement: ORDER DETAIL – UNSUBMIT ORDER TRACKING PROCEDURE

A new Un-Submit Order enhancement has been created to categorize and track Order error rates. If an Order is found to have questionable items present, it will be un-submitted and the User who submitted the Order initially will receive an email notifying them that the Order has been declined and released for review. The email notification includes the specific items in question that are to be addressed and corrected. Once revised, the User would then select “Re-Submit Order” for processing.

Below is an example of the Un-Submit Order Form module (for internal use only) and associated email communication. Customer Service personnel will select the “Incomplete” category and input the inaccurate specific items to be communicated to the User for the Order re-submittal.



From: CustomerSupport@instakey.com
Sent: Wednesday, April 24, 2013 12:08 PM
To: George Woodruff
Subject: Submitted: Demo - Chain Store - O:#418 due 4/24/2013

The following SecurityRecords.com order has been declined for Production:
Order: 418 **Customer:** Demo - Chain Store

Please review and revise the below identified concerns:
 Address Verification Error: ADDRESS FAILED UPS VERIFICATION
 Incorrect Keys/Cores/Hardware: KEY LEVEL STATUS INDICATES THESE STEPS HAVE BEEN PREVIOUSLY ISSUED

Once updated, please re-submit this Order for production.

If you have any questions, please contact Customer Support at (800) 316-5397.

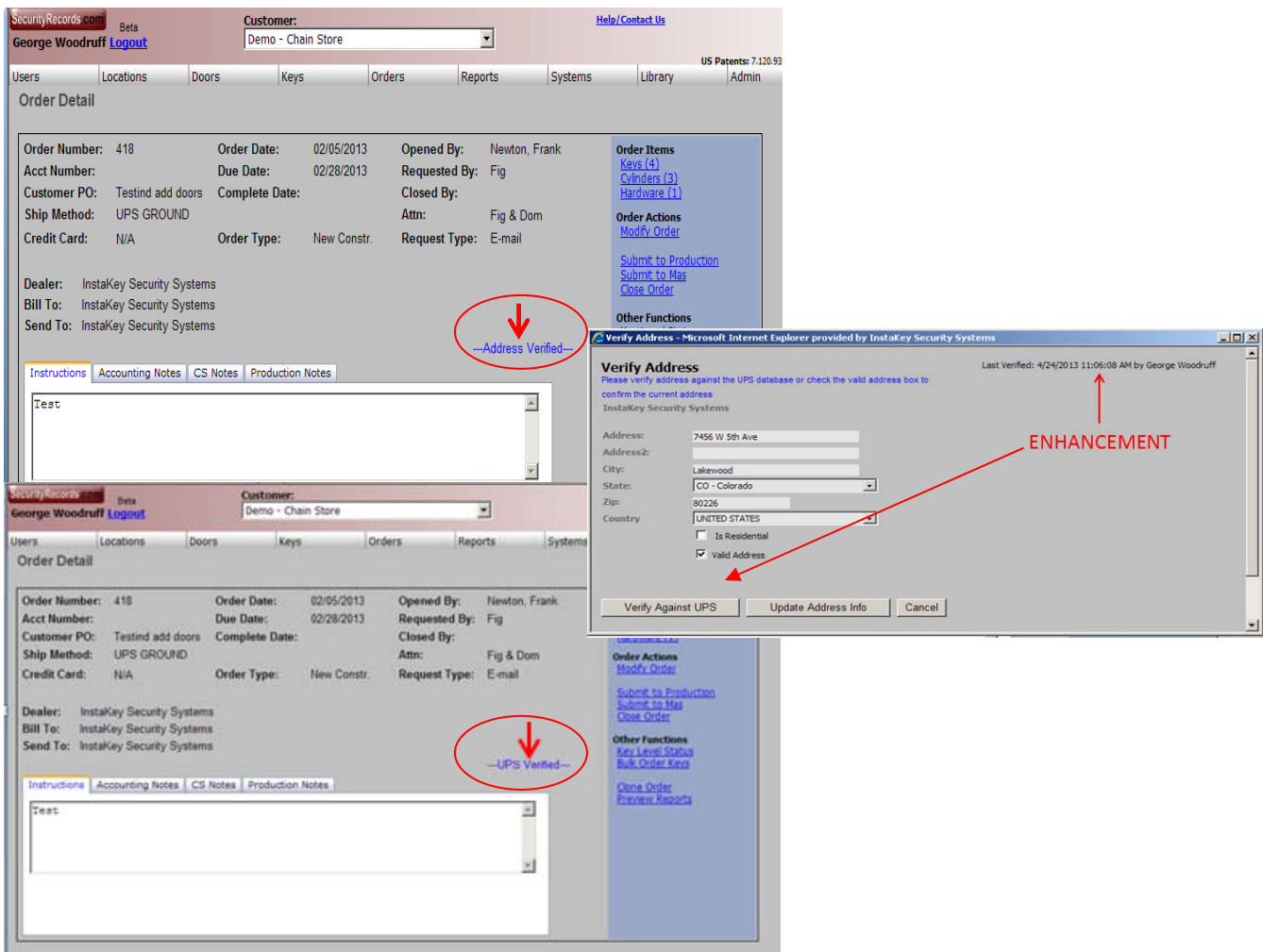
Enhancement: UPS ADDRESS VERIFICATION – ORDER DETAIL

A new “UPS Address Verification” enhancement has been added to improve address and shipment delivery accuracy during order processing. The UPS Address Verification process was previously only available on the Modify Location Detail and the Order Detail screens. Now, if an address has **not** been verified through UPS, the User will see a new link labeled “Address Verified” on the Order Detail page which only refers to the Valid Address box selection.

By clicking on the “Address Verified” link, the User will open a “Verify Address” window where the “Verify Against UPS” button can be utilized to confirm the accurate delivery address.

Once completed, the “Address Verified” link changes to “UPS Verified” and confirms the User has a valid address for UPS delivery.

The User will also now see when and who made the last UPS Address Validation for that Location.



The screenshot displays the InstaKey software interface. At the top, the user is logged in as George Woodruff. The main area shows the 'Order Detail' for Order Number 418, dated 02/05/2013. A red circle highlights a link labeled "--Address Verified--". To the right, a 'Verify Address' dialog box is open, showing a form with fields for Address (7456 W 5th Ave), City (Lakewood), State (CO - Colorado), Zip (80226), and Country (UNITED STATES). A red arrow points from the 'Verify Against UPS' button in the dialog box to the word 'ENHANCEMENT'. Below the dialog box, the 'Order Detail' page is shown again, with the link now labeled "--UPS Verified--", indicating the successful completion of the verification process.