

SecurityRecords.com[®]

VERSION 3.5

***SOFTWARE RELEASE
NOTIFICATION***

**Making
KeyControl[™]
Simple.**

Enhancement: “Active Locations” Report

Under the Reports tab and Locations menu, the Active Locations Report has been enhanced to improve data return speed, layout format, columnar sorting by header, and Excel export capability. These changes also allow for smoother toggles between Active, Inactive, and All Locations searches.

Example:

Reports | Systems
 [Find](#)
 Users
 Locations
 Keys
 Exception
 Custom
 Administration

Location Reports

[Active Locations](#)
List of all Locations with Active cylinders & keys (installed & uninstalled)

Active Locations

Show: **Active Locations**
 Inactive Locations
 All Locations
 Filter by Headquarters:

143 (30.4 %) 328 (69.6 %) 471

Location	Address	City	State	Zip	Cylinders	Keys
Chain Store (Qdoba) 0001 - New Haven	968 Chapel Street	New Haven	CT	06410	5	0
CHAIN STORE - 012 - Philadelphia PA	307 Menlo Park	Edison	NJ	08830	3	0
CHAIN STORE - TEST	12345	Lakewood	CO	80226	3	0
Chain Store 0002 - Westport	94 Main Ave.	Westport	CT	06880	7	5
CHAIN STORE 0005 - Braintree MA	250 Granite Avenue	Braintree	MA	02184	6	0
CHAIN STORE 0006 - Warwick RI	400 Bald Hill Rd.	Warwick	RI	02886	6	4
CHAIN STORE 0012 - Cambridge MA	44 Brattle Street	Cambridge	MA	02138	9	1
CHAIN STORE 0013 - South Nashua NH	310 Daniel Webster Hwy	South Nashua	NH	03060	8	3
CHAIN STORE 0020 - Hackensack, NJ	143 Riverside Square	Hackensack	NJ	07601	3	0
CHAIN STORE 0022 - Boston MA	18 Newbury Street	Boston	MA	02116	8	0
CHAIN STORE 0024 - Wellesley MA	73 Central Street	Wellesley	MA	02481	3	5
CHAIN STORE 0029 - Manhasset NY	1990 Northern Blvd.	Manhasset	NY	11030	12	5
CHAIN STORE 0046 - Pittsburgh PA	301 Grant Street	Pittsburgh	PA	15219	3	4
CHAIN STORE 0055 - Mt. Lebanon PA	1500 Washington Rd.	Mt. Lebanon	PA	15228	9	1
Chain Store 0067 - Memphis	7741 Winchester Road	Memphis	TN	38125	4	3
CHAIN STORE 0099 - Staten Island NY	2655 Richmond Ave.	Staten Island	NY	10314	3	1

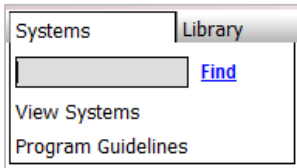
Enhancement: “Program Guidelines” Publish

Under the Systems tab, the new “Program Guidelines” menu has been enhanced into a tab-driven format with improved functionality. The new tab layout allows the User to quickly identify and search the section specific to their procedural process. By selecting the appropriate tab, the User has the ability to narrow their search with expandable headers within that tab. This allows for the quick retrieval of pertinent information with fewer clicks.

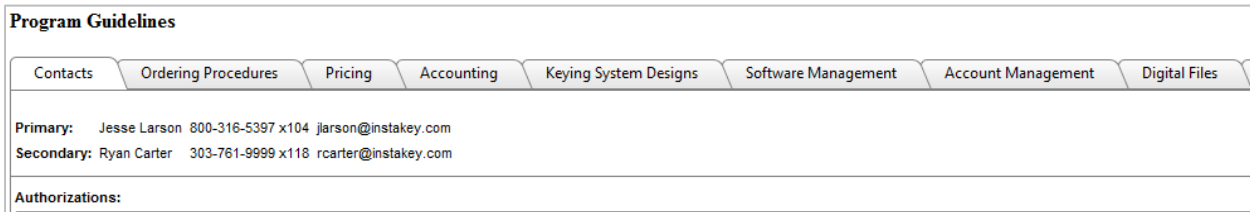
To add information, simply type in the notes field and click Update at the bottom of the page.

This page is a combination of expandable note fields, information lists, and data items pulled from various places throughout the database. Many fields can be modified or added to by a User whereas others will need assistance of InstaKey Security Systems’ Customer Service.

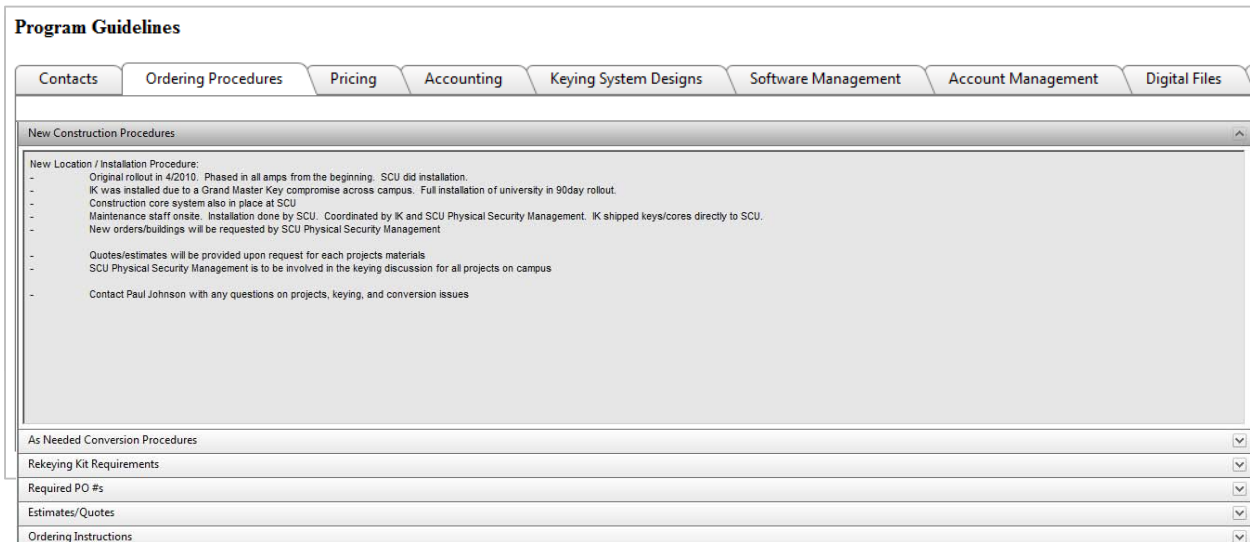
Example:



A screenshot of the 'Systems Library' search interface. It features a search input field with a 'Find' button to its right. Below the search field are two menu items: 'View Systems' and 'Program Guidelines'.



A screenshot of the 'Program Guidelines' page. At the top, there is a title bar 'Program Guidelines' and a row of tabs: 'Contacts', 'Ordering Procedures', 'Pricing', 'Accounting', 'Keying System Designs', 'Software Management', 'Account Management', and 'Digital Files'. Below the tabs, the 'Contacts' tab is active, showing contact information for Jesse Larson (Primary) and Ryan Carter (Secondary). There is also an 'Authorizations:' section.

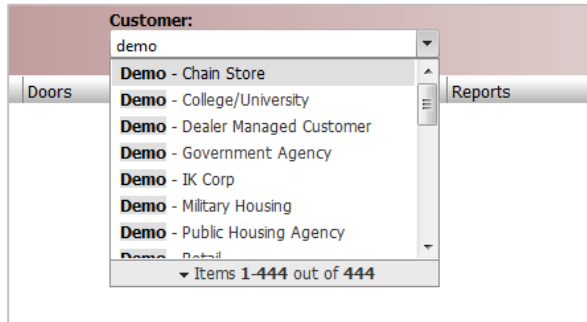
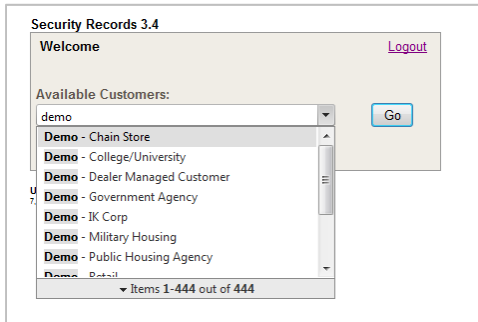


A screenshot of the 'Program Guidelines' page with the 'Ordering Procedures' tab selected. The 'New Construction Procedures' section is expanded, showing a list of notes and instructions. Below this section are several dropdown menus for 'As Needed Conversion Procedures', 'Rekeying Kit Requirements', 'Required PO #s', 'Estimates/Quotes', and 'Ordering Instructions'.

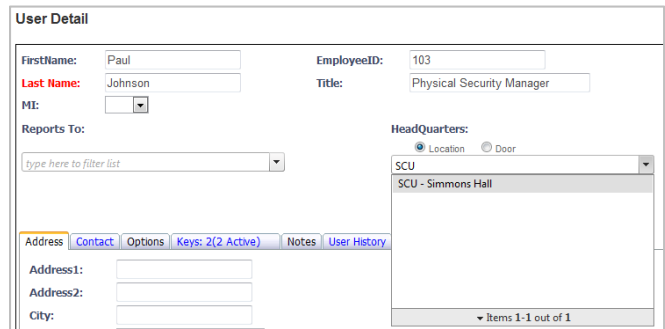
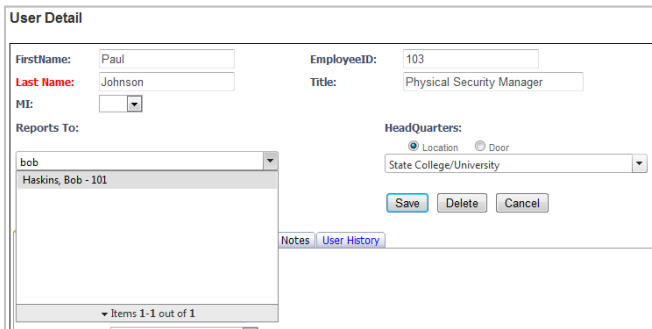
Enhancement: “Detail” Drop-Down Selections

Each “Detail” Page now utilizes alpha-numerical drop-down selections that simplify the look up, selection, and data processing time. An ability to filter/search is now fully imbedded in the selection field. To narrow a search, place the cursor in the selection field and begin typing the information you wish to match. The menu will begin searching and quickly return results as you enter matching alpha-numerical information. In certain sections, this search will be accompanied by the User, Location, and EntryPoint toggle selections to further define the area of your search. This new “Detail” drop-down selection feature can be found on all “Detail” pages throughout the software.

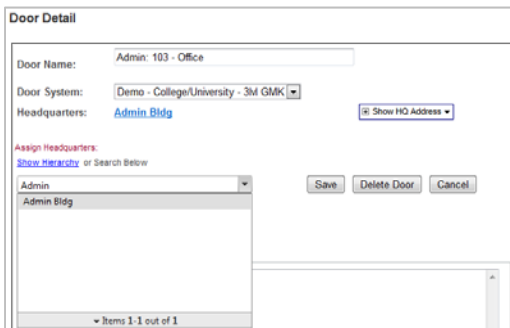
Database Selection:



User Detail Page:



Door Detail Page:



Enhancement: "Detail" Drop-Down Selections (cont.)

Key Detail Page:

Key Detail

Key: D2066806
 System: Demo - College/University - 3M GMK
 Step/Type: 1
 From Order: 1
 Door Association: AA1
 Currently Assigned To: Rallater, Tom
 Status: Issued

Reassign Key:
 User Location Door
 Haskins, Bob - 101
 Jacobs, Susan - 102
 Johnson, Paul - 103
 Logan, Theodore - 104
 Rallater, Tom - 105
 Reynolds, Samantha - 106

Last Updated by: Larson, Jesse on

Key Actions: [View Key](#)
 Reports: [Cylinder / Key Report](#), [View Key History](#)
 Other Functions: [Add User](#), [Attachments \(0\)](#)

Key Detail

Key: D2066806
 System: Demo - College/University - 3M GMK
 Step/Type: 1
 From Order: 1
 Door Association: AA1
 Currently Assigned To: Rallater, Tom
 Status: Issued

Reassign Key:
 User Location Door
 bob
 Haskins, Bob - 101

Last Updated by: Larson, Jesse on

Key Actions: [View Key](#)
 Reports: [Cylinder / Key Report](#), [View Key History](#)
 Other Functions: [Add User](#), [Attachments \(0\)](#)

Order Detail Page:

Order Number: 5 Due Date: 12/31/2013

Order Date: 07/22/2013

Customer PO: 078923465 Attention: Suzy
 Requested By: Principal
 Order Type: Lock Hardware Request Type: E-mail

Bill To: State College/University
 Ship To: State College/University
 Credit Card: --New-- Add / Edit

Waive Expedite Fee

g Notes Production Notes

Items 1-2 out of 2

Order Number: 5 Due Date: 12/31/2013

Order Date: 07/22/2013

Customer PO: 078923465 Attention: Suzy
 Requested By: Principal
 Order Type: Lock Hardware Request Type: E-mail

Bill To: type here to filter list
 Ship To: State College/University

Shipping Method: UPS GROUND
 No Charge Shipping No Charge Order Waive Expedite Fee

Instructions Accounting Notes Customer Service Notes Pr

Items 1-2 out of 2

Closed Order – Keys Assigned

Keys Assigned for Order 399

key Ref #	serial No	Keyway	Key Name	DHI.Step	Issued To	Status	Select
2989779	F2099529	FJKB-7C5	Store Only	SKD173.2.S	Chain Store 0067 - Memphis	Deactivated	<input type="checkbox"/>
2989780	F2110881	FJKB-7	Control Only	SKD173.1.C	Chain Store 0067 - Memphis	Deactivated	<input type="checkbox"/>
2989777	F2110882	FJKB-7	Store Only	SKD173.1	Chain Store 0067 - Memphis	Deactivated	<input type="checkbox"/>
2989777	F2110883	FJKB-7	Store Only	SKD173.1	Chain Store 0067 - Memphis	Deactivated	<input type="checkbox"/>
2989777	F2110884	FJKB-7	Store Only	SKD173.1	Chain Store 0067 - Memphis	Deactivated	<input type="checkbox"/>
2989777	F2110885	FJKB-7	Store Only	SKD173.1	Chain Store 0067 - Memphis	Deactivated	<input type="checkbox"/>
2989778	F2110886	FJKB-7	Store Only	SKD173.2	Chain Store 0067 - Memphis	Issued	<input type="checkbox"/>
2989778	F2110887	FJKB-7	Store Only	SKD173.2	Chain Store 0067 - Memphis	Issued	<input type="checkbox"/>
2989778	F2110888	FJKB-7	Store Only	SKD173.2	Finnegan, Jack	Issued	<input type="checkbox"/>
2989778	F2110889	FJKB-7	Store Only	SKD173.2	Chain Store 0067 - Memphis	Issued	<input type="checkbox"/>

Door & Lock, Andy S
 Locksmith & Door Service, Franks

Items 1-2 out of 2

Door & Lock, Andy S

Submit Changes

Key Status:

Issued

Enhancement: "View All" Grid Views

Each of the "View All" reporting features have been revised and enhanced providing a more versatile layout. This new enhanced "View All" grid display reflects quicker data return rates and processing times. Plus, new sorting and search tools have also been input for an easier query and export of desired information.

Examples:

View All Users – By clicking on the specific column header, information is sorted and will change the display. The below example reflects sorted by "Name/Title".

View All Users				
Name / Title	Address	Phone / Contacts	Head Quarters	Active Keys
Jimenez, Edgardo		617-262-9411		1
Joe Cady, Bobbi				0
John Mobile Locksmith Shop, Becker	2922 Woodbridge Ave Schenectady NY 12360	518-382-3390	InstaKey Security Systems - Bldg. 7456	0
Johns, Jennifer				1
Johnson, Rebecca		203-506-1032		2
Johnson, Shannon				1
Johnson, Lacey		702-526-6560		1
Johnson, Jessica		617-742-0031		1
Johnson, Betty		212-555-1212	Chain Store Dept D01 - Ontario	0

View All Locations – By clicking on the specific column header, information is sorted and will change the display. The below example reflects sorted by "Name/System".

View All Locations				
Name / Title	Address	Phone / Contacts	Head Quarters	Doors
AAA Lock Chain Store Stores SKD (FJ,FK)	5000 Main Street Denver, CO 80222		Locksmiths	0
AAB Lock Chain Store Stores SKD (FJ,FK)	1234 Main Street Ontario, CA 91761		Locksmiths	0
ABC Lock Chain Store Stores SKD (FJ,FK)	1234 S. Main Anywhere, OH 12334		Locksmiths	0
Canadian Lock Chain Store Stores SKD (FJ,FK)	1234 Eh Drive Vancouver, BC UHG 134		Locksmiths	0
Chain Store (Qdoba),0001 - New Haven Chain Store Stores SKD (FJ,FK)	968 Chapel Street New Haven, CT 06410	Store Manager	District - 004	1
CHAIN STORE - 012 - Philadelphia PA Chain Store Stores SKD (FJ,FK)	307 Menlo Park Edison, NJ 08830	Store Manager	District - 003	1
CHAIN STORE - AP Department	100 Main Street New York, NY 10018	Julie DiMarconi	CHAIN STORE Inc. - Corporate	0
CHAIN STORE - Department Stores (CSD) Chain Store CSD 5X5 MK (D04)	1825 S PLATTE RIVER DR DENVER, CO 80223		CHAIN STORE - Department Stores (CSD)	0

Enhancement: "View All" Grid Views (cont.)

View All Locations – Keys – By clicking on the column header under the specific Location’s Keys tab, the information is sorted and will change the display. Keys defaults are initially sorted by DHI. The below example reflects sorted by “DHI”.

Location Detail

Location Name: Field House
HeadQuarters: [State College/University](#)
Location Status:
lvl:
Customer Identifier:
SystemName:
Accounting Number: N/A

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

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

Other Functions
[Add Door](#)
[Add Location](#)
[Attachments \(0\)](#)
[Key Receipt](#)
[Location Hierarchy](#)
[Close Location](#)

Address Contact Notes Options **Keys: 37 (37 Active)** Doors: 59

Show Active only <input checked="" type="radio"/> Show All <input type="radio"/>							
DHI	Serial Number	DHI	Key Name	System	Keyway	Step/Type	Issue Status
DHI: AG1							
	D2067646	AG1	User Level Operating Key	Demo - College/University - 3lvl GMK	D	1	Issued
	D2067647	AG1	User Level Operating Key	Demo - College/University - 3lvl GMK	D	1	Issued

View All Locations – Doors – By clicking on the column header under the specific Location’s Doors tab, the information is sorted and will change the display. Doors are initially are sorted by DHI. The below example reflects sorted by “Entry Point Name”.

Location Detail

Location Name: Field House
HeadQuarters: [State College/University](#)
Location Status:
lvl:
Customer Identifier:
SystemName:
Accounting Number: N/A

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

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

Other Functions
[Add Door](#)
[Add Location](#)
[Attachments \(0\)](#)
[Key Receipt](#)
[Location Hierarchy](#)
[Close Location](#)

Address Contact Notes Options **Keys: 37 (37 Active)** **Doors: 59**

DHI	EntryPointName	# Cylinders
n/a	Field: 114A - Restroom	0
n/a	Field: 217 - Restroom	0
n/a	Field: 231 - Men's Restroom	0
n/a	Field: 232 - Women's Restroom	0
AG1	Field: 108A - Corridor	1
AG1	Field: 108B - Corridor	1
AG1	Field: 210B - Hall to 210	1

Enhancement: "View All" Grid Views (cont.)

View All Doors – By clicking on the specific column header, information is sorted and will change the display. The below example reflects sorted by a Location’s “Head Quarters”.


View All Doors					
Page: 1 of 10 Go Page size: 50 Change Item 1 to 50 of 487					
Name / System	Address	Phone / Contacts	Head Quarters	Cylinders	
012: Front Door Chain Store Stores SKD (FJ,FK)	307 Menlo Park Edison NJ 08830	Store Manager	CHAIN STORE - 012 - Philadelphia PA	3	
TEST: Back Door Test Chain Store Stores SKD (FJ,FK)	12345 Lakewood CO 80226		CHAIN STORE - TEST	1	
TEST: Front Door Chain Store Stores SKD (FJ,FK)	12345 Lakewood CO 80226		CHAIN STORE - TEST	1	
TEST: Inventory Room Chain Store Stores SKD (FJ,FK)	12345 Lakewood CO 80226		CHAIN STORE - TEST	1	
0001: All Doors Chain Store Stores SKD (FJ,FK)	968 Chapel Street New Haven CT 06410	Store Manager	Chain Store (Odob) 0001 - New Haven	3	
0002: All Doors Chain Store Stores SKD (FJ,FK)	94 Main Ave. Westport CT 06880	Store Manager	Chain Store 0002 - Westport	2	
0005: All Doors Chain Store Stores SKD (FJ,FK)	250 Granite Avenue Braintree MA 02184	Store Manager	CHAIN STORE 0005 - Braintree MA	6	
0006: All Doors Chain Store Stores SKD (FJ,FK)	400 Bald Hill Rd. Warwick RI 02886	Store Manager	CHAIN STORE 0006 - Warwick RI	6	

View All Keys – By clicking on the specific column header, information is sorted and will change the display. Also, the commonly used “Serial Number” and “Issue To” columns each now have filterable search fields. These allow the User to quickly input and find matching data, whereas, the other columns retain the drop-down search selection boxes. The below example reflects on “Issued” status keys.

View All Keys								
Page: 1 of 20 Go Page size: 50 Change Item 1 to 50 of 955								
Serial Number	Keyway	Key Name	Issue To	Status	System Name	DHI	Step	Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	ALL	ALL	<input type="text"/>	Issued	ALL		ALL	ALL
D1000042	D04	Cashier Only	Graham, Julie	Issued	Chain Store Inc. 6-Pin MK (F01)	2AA	1	
D1000048	D04	Master Control	Taylor, Erin	Issued	Chain Store CSD 5XS MK (D04)	CA	2	C
D1000050	D04	Store Master D01	Altmas, Susan	Issued	Chain Store CSD 5XS MK (D04)	CA	2	
D1000051	D04	Store Master D01	Anderson, Catherine	Issued	Chain Store CSD 5XS MK (D04)	CA	2	
D1000052	D04	Store Master D01	Keller, Kim - 88874	Issued	Chain Store CSD 5XS MK (D04)	CA	2	
D1000053	D04	Store Master D01	Mattinger, Cara	Issued	Chain Store CSD 5XS MK (D04)	CA	2	
D1000054	D04	Store Master D01	Russell, Lisa	Issued	Chain Store CSD 5XS MK (D04)	CA	2	
D1000055	D04	Store Master D01	Markow, Matt	Issued	Chain Store CSD 5XS MK (D04)	CA	2	
D1000056	D04	Store Master D01	Anderson, Karen	Issued	Chain Store CSD 5XS MK (D04)	CA	2	
D1000057	D04	Store Master D01	Myers, Ken	Issued	Chain Store CSD 5XS MK (D04)	CA	2	
D1000060	D04	Compactor Only	Sanchez, Maria	Issued	Chain Store CSD 5XS MK (D04)	3CA	1	
D1000061	D04	Cash Office Only	Holowicki, Alexis	Issued	Chain Store CSD 5XS MK (D04)	4CA	1	

Enhancement: "View All" Screen Grid Views (cont.)

View All Orders – By clicking on the specific column header, information is sorted and will change the display. The below example reflects sorted by Order “Due Date”.

Open Orders 

Open Closed All

Order #	Send To Location	Created	Due Date	Closed	Keys	Cyl	Hw	Print
418	Chain Store Dept D04 - Riverside	2/5/2013 12:57:43 PM	3/19/2014 12:00:00 AM		4	3	3	418
389	CHAIN STORE Inc. - Corporate	5/20/2011 10:07:36 AM	12/31/2013 12:00:00 AM		13	3	1	389
423	Chain Store 0067 - Memphis	11/25/2013 3:19:03 PM	11/28/2013 12:00:00 AM		7	0	1	423
422	Chain Store (Odoaba) 0001 - New Haven	11/21/2013 11:56:41 AM	11/26/2013 11:56:41 AM		0	0	1	422
421	Chain Store 0002 - Westport	10/21/2013 11:37:29 AM	10/24/2013 12:00:00 AM		2	1	0	421
420	CHAIN STORE 0005 - Braintree MA	9/11/2013 8:46:27 AM	9/13/2013 12:00:00 AM		1	1	1	420
419	CHAIN STORE - 012 - Philadelphia PA	7/15/2013 7:59:32 AM	7/17/2013 12:00:00 AM		23	1	2	419
416	CHAIN STORE - 012 - Philadelphia PA	1/9/2013 4:04:38 PM	6/28/2013 12:00:00 AM		0	1	0	416
417	Denver Lock	2/3/2013 10:13:04 PM	2/6/2013 12:00:00 AM		3	2	7	417
415	CHAIN STORE 0666 - Lakewood_CO	11/28/2012 12:36:00 PM	11/28/2012 12:00:00 AM		17	2	15	415

Enhancement: “Search Hardware” Feature

Ordering Hardware has been enhanced with new “Search Hardware” toggle providing a simpler interface for selecting lock hardware. This new enhancement allows the User to quickly locate necessary hardware by Part Number or Part Description. On the Order Detail page, the User selects the Order Items [Hardware](#) link, and then clicks the “Add Hardware To Order” button. Under this selection, the User will find three (3) toggle selections: “Show Common Hardware” (which reflects any hardware item ordered previously), “Search Hardware” (providing a look up of all available hardware items either by Part Number or Part Description), or “Show All Hardware” section that allows the User to browse components. With this new tool, the User can now easily find and select appropriate hardware.

By entering any of either a Part Number or Part Description, the search will retrieve all matching parts for the User to select from. The User can input quantities and assign to Doors for future tracking capability. The below example reflects a “lever” search and order including an Office/Entry leverset for the Front Door.

Example:

Order Items
[Keys \(7\)](#)
[Cylinders \(0\)](#)
[Hardware \(1\)](#)

Add Hardware to Order
 Order Number: [419](#)

Part Number	Description	Associated Door	QTY	
IK-MPF	Key Mailer Materials (Tamper-Resistant Bag, Mailer Card, & Insert Card)	N/A	1	Edit Delete
IKF-3PF	3rd Party Processing Fee	N/A	1	Edit Delete

Show Common Hardware
 Search Hardware
 Show All Hardware

Search By Part Number or Part Description:
 Part Number
 Part Description

Acct Part #	Acct Description	Select	Qty	Door Association	Notes	Add Items
CV-LG1-75-626-D	Grade 1 Passage Leverset 626	<input type="checkbox"/>	<input type="text"/>	N/A		
CV-LG1-76-626-D	Grade 1 Privacy Leverset 626	<input type="checkbox"/>	<input type="text"/>	N/A		
CV-LG1-81-626-D	Grade 1 Office/Ent Leverset 626	<input checked="" type="checkbox"/>	1	1012: Front Door		