InstaKey
Security Systems

SecurityRecords.com®

VERSION 3.6

SOFTWARE RELEASE NOTIFICATION

Making **KeyControl**™ *Simple.*


Enhancement: KeyControl® Dashboard

InstaKey® Security Systems introduces a fresh new look SecurityRecords.com® Dashboard designed to simplify KeyControl® programs. This new enhancement allows Software Users the ability to quickly review and analyze their KeyControl® Program information in "real time".

At the top, a User will find the Show Reports, Open Orders, and Messages sections. The Show Report selection allows each User to select which Reports that they would like to view on their Dashboard; the Open Orders section displays what Orders are currently in the production queue, and the Messages section is utilized by InstaKey® Security Systems representatives to point out or identify SecurityRecords.com® software updates or notices.

The specific KeyControl® charting displays Rekeying Analysis, Locations Installed, Key Transitions, Current Key Step, and Order Analysis. Each chart reflects the aggregate KeyControl® information allowing Users the ability to quickly measure, drill down, and react to program non-compliance or exceptions. Each chart reflects a dynamic interface that links to detailed reporting. Each drill down report offers additional filter and sort capability allowing for simplistic data exporting and manipulation. As Client programs differ by necessity, we invite you to explore the new Dashboard and drill down reporting features within your own program.

We believe that through the addition of this visual display, KeyControl® becomes even simpler to manage.

**For more information, please contact an
InstaKey® Security Systems representative to learn how you
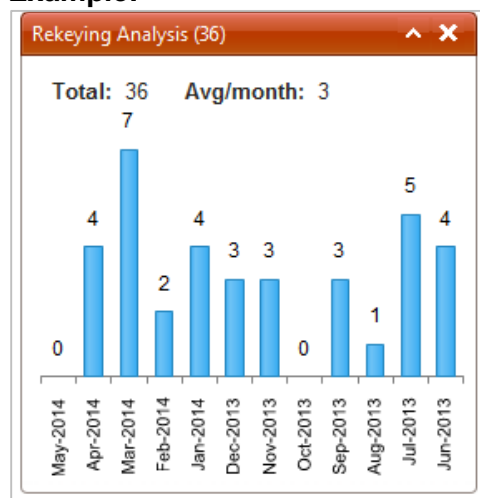can better manage your KeyControl®.**
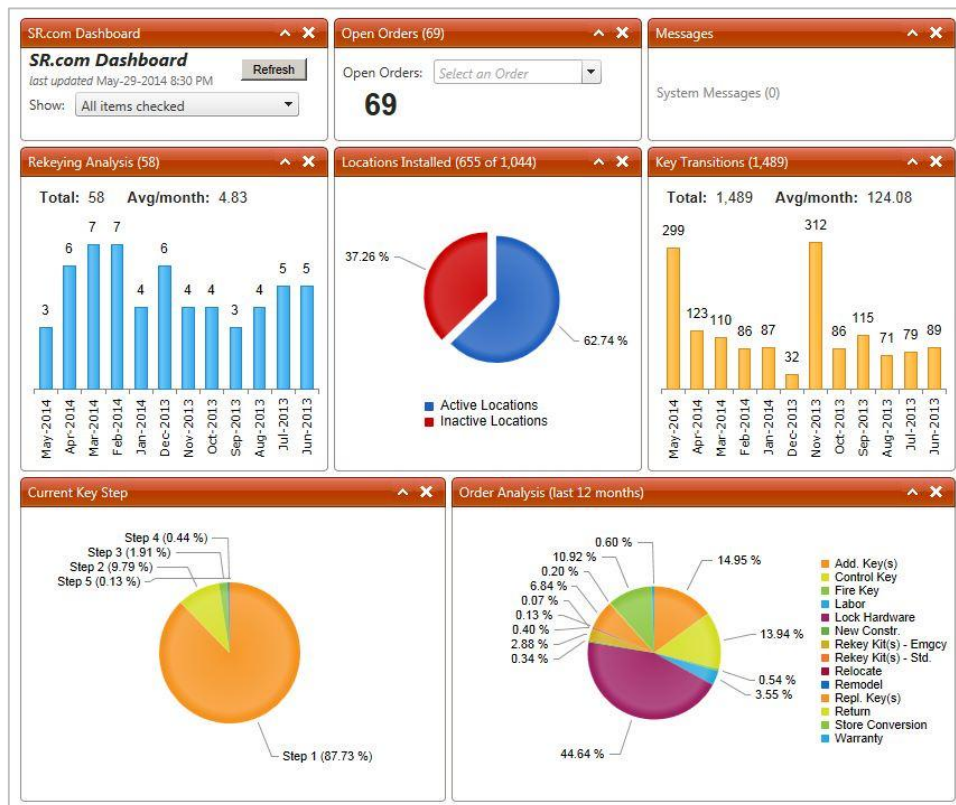
KeyControl® Dashboard – Rekeying Analysis

The **Rekeying Analysis** chart provides a quick overview of the total number of Rekey events performed, presented by month and averaged per month over the last twelve (12) month period. To receive a detailed monthly report of the Rekeying events, click on the chart's bar that corresponds to the month in question.

The following detailed **Rekeying Analysis** report next reflects which Locations were rekeyed and when. For further evaluation, just click on the Order Number in question for additional details regarding that particular Rekey event. This report can also be easily revised by date and queried for export to Excel.

Example:

Close Date	Order Number	Location	Key Name	DHI	Step
December 2013, Rekeys: 4					
12/03/13	270	GA 2nd Floor		CE32	2
12/10/13	272	GA 6th Floor		11AF	2
12/17/13	274	GA 4th Floor		DD117	3
12/19/13	276	GA 1st Floor		BN1	2

KeyControl® Dashboard – Locations Installed

The **Locations Installed** chart reflects the total number and percentage of Active vs. Inactive InstaKey locations. For further evaluation, just click on either of the pie chart sections.

The following detailed **Locations Installed** report next shows which specific Locations are Active or Inactive. For further evaluation, just click on the Filter By Headquarters to drill down to specific hierarchical detail (i.e. Region, District, Area, etc.). This report can also be easily exported to Excel.

Example:

Locations Installed

Show: ◉ **Active Locations**   ○ Inactive Locations   ○ All Locations   Filter by Headquarters:
      142 (30.1 %)   **329** (69.9 %)   **471**   (do not filter)

◄ ◄ 1 2 3 ► ►	Page size: 50 ▾					142 items in 3 pages

CL ID	Location	Address	City	State	Zip	Cylinders	Keys
0001	CHAIN STORE 0001 - New Haven	968 Chapel Street	New Haven	CT	06410	8	0
0002	CHAIN STORE 0002 - Westport	94 Main Ave.	Westport	CT	06880	7	5
0004	CHAIN STORE 0004 - Lakewood	12345	Lakewood	CO	80226	3	0
0005	CHAIN STORE 0005 - Braintree MA	250 Granite Avenue	Braintree	MA	02184	6	0
0006	CHAIN STORE 0006 - Warwick RI	400 Bald Hill Rd.	Warwick	RI	02886	6	4
0012	CHAIN STORE 0012 - Cambridge MA	44 Brattle Street	Cambridge	MA	02138	9	1
0012	CHAIN STORE 0012 - Philadelphia PA	307 Menlo Park	Edison	NJ	08830	3	0
0013	CHAIN STORE 0013 - South Nashua NH	310 Daniel Webster Hwy	South Nashua	NH	03060	8	3
0020	CHAIN STORE 0020 - Hackensack, NJ	143 Riverside Square	Hackensack	NJ	07601	3	0
0022	CHAIN STORE 0022 - Boston MA	18 Newbury St	Boston	MA	02116	8	0
0024	CHAIN STORE 0024 - Wellesley MA	73 Central Street	Wellesley	MA	02481	3	5
0029	CHAIN STORE 0029 - Manhasset NY	1990 Northern Blvd	Manhasset	NY	11030	12	5
0046	CHAIN STORE 0046 - Pittsburgh PA	301 Grant Street	Pittsburgh	PA	15219	3	4
0055	CHAIN STORE 0055 - Mt. Lebanon PA	1500 Washington Rd	Mount Lebanon	PA	15228	9	1
0067	CHAIN STORE 0067 - Memphis TN	7741 Winchester Road	Memphis	TN	38125	4	3
0099	CHAIN STORE 0099 - Staten Island NY	2655 Richmond Ave	Staten Island	NY	10314	3	1
0108	CHAIN STORE 0108 - Cambridge MA	100 Cambridgeside	Cambridge	MA	02141	4	5

KeyControl® Dashboard – Key Transitions Report

The **Key Transitions** chart reflects the total number of key transitions performed, presented by month, and average per month over the last twelve (12) month period. To receive a detailed monthly report of the transition events, click on the chart's bar that corresponds to the month in question.

The following detailed **Key Transitions** report next reflects which keys were updated and by whom in that selected month. Expand your search by revising the date range and query again. This report can also be easily exported to Excel. If a specific key is in question, click on the Key Serial Number and SecurityRecords.com will be redirected to the Key Detail page for the particular key transition history.

Example:

Key Transitions (1,405)

Total: 1,405   Avg/month: 117.08

Jun-2014	2
May-2014	302
Apr-2014	123
Mar-2014	110
Feb-2014	86
Jan-2014	87
Dec-2013	32
Nov-2013	312
Oct-2013	86
Sep-2013	115
Aug-2013	71
Jul-2013	79

Key Transitions
Demo - Chain Store

Start Month: December, 2013
End Month: December, 2013
Set Date Range

5 items in 1 pages

Key Serial Number	Reassigned From	Reassigned To	Key Status	DHI	Step	Key Name	Modified By	Modified Date
F2219908	CHAIN STORE 0067 - Memphis TN	0001: All Doors	Uninstalled	SKD173.2	2	Operating	Larson, Jesse	12/12/2013
F2219908	0001: All Doors	CHAIN STORE 0001 - New Haven	Uninstalled	SKD173.2	2	Operating	Larson, Jesse	12/12/2013
F2219907	0001: All Doors	CHAIN STORE 0001 - New Haven	Issued	SKD173.2C	2	Control	Larson, Jesse	12/12/2013
F2219907	CHAIN STORE 0001 - New Haven	Smith, Amanda	Issued	SKD173.2C	2	Control	Larson, Jesse	12/12/2013
F2219908	CHAIN STORE 0001 - New Haven	Smith, Amanda	Uninstalled	SKD173.2	2	Operating	Larson, Jesse	12/12/2013

Page size: All

5 items in 1 pages

KeyControl® Dashboard – Current Key Step Report

The **Current Key Step** chart reflects percentages of current active Key Levels or "Step Maturity". As each KeyControl® Program has distinct available rekeying levels, this information shows the maturity of the Keys in circulation. To receive a detailed report of the specific keys on each Step, click on the pie chart selection that corresponds to the identified Step.

The **View All Keys** report next reflects the active keys for the Step / Level selected. Further filtering and evaluation can be accomplished via a simple export to Excel. If a specific key is in question, click on the Key Serial Number and SecurityRecords.com will be redirected to the Key Detail page for the particular key transition history.

Example:
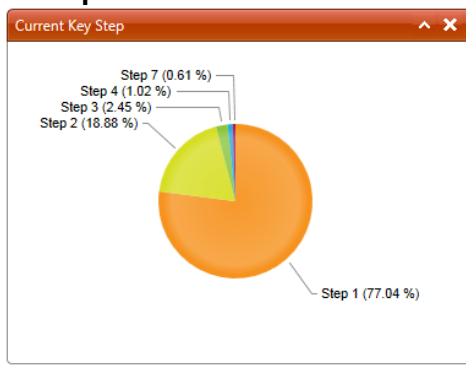
Serial Number	Keyway	Key Name	Issued To	Status	System	DHI	Step	Type
D1231322	FJ	Store Only	CHAIN STORE 0420 - Cedarhurst NY	Issued	Chain Store Stores SKD (FJ,FK)	SKD8	3	
D1231323	FJ	Store Only	CHAIN STORE 0420 - Cedarhurst NY	Issued	Chain Store Stores SKD (FJ,FK)	SKD8	3	
D1231324	FJ	Store Only	CHAIN STORE 0420 - Cedarhurst NY	Issued	Chain Store Stores SKD (FJ,FK)	SKD8	3	
D1231325	FJ	Store Only	CHAIN STORE 0420 - Cedarhurst NY	Issued	Chain Store Stores SKD (FJ,FK)	SKD8	3	
D853459	FJ	Store Only	CHAIN STORE 1312 - Albany NY	Issued	Chain Store Stores SKD (FJ,FK)	SKD84	3	S
D853460	FJ	Store Only	CHAIN STORE 1312 - Albany NY	Issued	Chain Store Stores SKD (FJ,FK)	SKD84	3	
D853461	FJ	Store Only	CHAIN STORE 1312 - Albany NY	Issued	Chain Store Stores SKD (FJ,FK)	SKD84	3	
D853462	FJ	Store Only	CHAIN STORE 1312 - Albany NY	Issued	Chain Store Stores SKD (FJ,FK)	SKD84	3	
D853463	FJ	Store Only	CHAIN STORE 1312 - Albany NY	Issued	Chain Store Stores SKD (FJ,FK)	SKD84	3	
D853464	FJ	Store Only	CHAIN STORE 1312 - Albany NY	Issued	Chain Store Stores SKD (FJ,FK)	SKD84	3	
D853465	FJ	Store Only	CHAIN STORE 1312 - Albany NY	Issued	Chain Store Stores SKD (FJ,FK)	SKD84	3	
D875123	FJ	Control Only	CHAIN STORE 1312 - Albany NY	Issued	Chain Store Stores SKD (FJ,FK)	SKD84	3	C
D939224	FJ	Store Only	CHAIN STORE 0740 - San Leandro CA	Issued	Chain Store Stores SKD (FJ,FK)	SKD42	3	S
D939225	FJ	Store Only	CHAIN STORE 0740 - San Leandro CA	Issued	Chain Store Stores SKD (FJ,FK)	SKD42	3	
D939226	FJ	Store Only	CHAIN STORE 0740 - San Leandro CA	Issued	Chain Store Stores SKD (FJ,FK)	SKD42	3	
D939227	FJ	Store Only	CHAIN STORE 0740 - San Leandro CA	Issued	Chain Store Stores SKD (FJ,FK)	SKD42	3	
D939228	FJ	Store Only	CHAIN STORE 0740 - San Leandro CA	Issued	Chain Store Stores SKD (FJ,FK)	SKD42	3	
D939229	FJ	Store Only	CHAIN STORE 0740 - San Leandro CA	Issued	Chain Store Stores SKD (FJ,FK)	SKD42	3	
D939230	FJ	Store Only	CHAIN STORE 0740 - San Leandro CA	Issued	Chain Store Stores SKD (FJ,FK)	SKD42	3	
D939311	FJ	Store Only	CHAIN STORE 0115 - Salt Lake City UT	Issued	Chain Store Stores SKD (FJ,FK)	SKD97	3	S
D939312	FJ	Store Only	CHAIN STORE 0115 - Salt Lake City UT	Issued	Chain Store Stores SKD (FJ,FK)	SKD97	3	
D939313	FJ	Store Only	CHAIN STORE 0115 - Salt Lake City UT	Issued	Chain Store Stores SKD (FJ,FK)	SKD97	3	
D939314	FJ	Store Only	CHAIN STORE 0115 - Salt Lake City UT	Issued	Chain Store Stores SKD (FJ,FK)	SKD97	3	
D939315	FJ	Store Only	CHAIN STORE 0115 - Salt Lake City UT	Issued	Chain Store Stores SKD (FJ,FK)	SKD97	3	

KeyControl® Dashboard – Order Analysis

The **Order Analysis** chart reflects percentages of specific Order Types processed in the previous twelve (12) month period. To receive a detailed report of the specific orders by type, click on the pie chart section that corresponds to the order type. and it the numeric quantity and prompt the detailed report for further evaluation. Further filtering can be done on the graph itself by clicking on the legend to the right.

The **Order Analysis** report next reflects a detailed list of order numbers with the order type, date, ship to, and cylinder/key quantities. Additional filtering by "Requested By" individual can also be utilized to create a custom exportable Excel listing. If a specific Order is in question, click on the Order Number and SecurityRecords.com will be redirected to the Order Detail page for the particular Order's history.

Example:
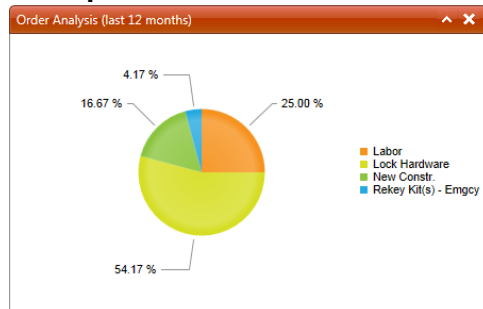
Order Analysis
Demo - Chain Store

Start Month: July, 2013
End Month: June, 2014

Filter Order Type: Lock Hardware

[Show Report]

Filter Requested By:

Order Number	Order Type	Requested By	Close Date	Send To	Key Qty	Cyl Qty	Hw Qty
406	Lock Hardware		1/21/2014	CHAIN STORE 0012 - Cambridge MA	0	5	9
407	Lock Hardware		1/21/2014	InstaKey Security Systems	0	0	3
409	Lock Hardware		1/21/2014	CHAIN Store 0737 - Rehoboth Beach DE	8	0	1
411	Lock Hardware	TESTDOM	1/21/2014	CHAIN STORE 0002 - Westport	1	1	0
414	Lock Hardware		1/21/2014	InstaKey Security Systems	1	0	0
382	Lock Hardware		1/6/2014	Chain Store 0362 - New York, NY	4	0	2
383	Lock Hardware		1/6/2014	CHAIN STORE 0005 - Braintree MA	0	0	1
384	Lock Hardware	DOMINICK BLUM	1/6/2014	CHAIN STORE 0002 - Westport	0	0	1
388	Lock Hardware		1/6/2014	GI Joes - Rapid City	6	1	1
393	Lock Hardware	DICK CLARK	1/6/2014	CHAIN STORE 0993 - New York NY	5	1	1
396	Lock Hardware		1/6/2014	CHAIN STORE 0012 - Philadelphia PA	0	1	0
398	Lock Hardware		1/6/2014	CHAIN STORE 0005 - Braintree MA	1	1	7
400	Lock Hardware		1/6/2014	CHAIN STORE 0001 - New Haven	2	2	0

13 items in 1 pages

Enhancement: Order Type Selection (Required Field)

The Order Detail screen's **Order Type** drop-down selection field is now a required and mandatory field for all orders during processing. **Order Type** allows for differentiation and classification of the order's contents. An order processor must select one of the available drop down selections in order to move forward with production of the order. By using the **Order Type** field selection, Dashboard results reflect more accurate and detailed information.

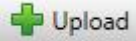**Example:**

Enhancement: Program Guidelines – Digital File Attachments

Under the Systems tab, the Program Guidelines menu has been enhanced to include different content tabs. We have added a new **Digital Files** tab for uploading client specific files for quick reference by the User. Files can be attached, folders can be created, and documents can be organized and stored.

To attach files, simply click the ➕ Upload button and select the desired files for attachment.

Having the ability to upload necessary client specific files allows the User to store quick reference materials in a shared location.

Example:

Systems	Library
	Find
View Systems	
Program Guidelines	

Program Guidelines

Contacts	Ordering Procedures	Pricing	Accounting	Keying System Designs	Software Management	Account Management	Digital Files

Primary: Jesse Larson 800-316-5397 x104 jlarson@instakey.com
Secondary: Ryan Carter   303-761-9999 x118 rcarter@instakey.com

Authorizations:

Program Guidelines

Contacts	Ordering Procedures	Pricing	Accounting	Keying System Designs	Software Management	Account Management	Digital Files

← → 📁 🔄 📁 ✖ 📋 ⠿ ➕ Upload

- 📁 ProgramGuidelines
  - 📁 Key Audits
  - 📁 Program Administration
  - 📁 Training Tools

Filename

📄 Updating Key Level Status - Tutorial.pdf