

SecurityRecords.com[®]

VERSION 3.8

***SOFTWARE RELEASE
NOTIFICATION***

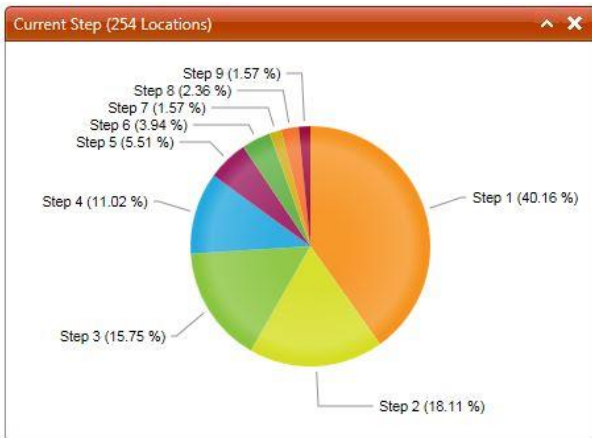
**Making
KeyControl[™]
Simple.**

KeyControl® Dashboard – Current Step Chart & Drilldown

The **Current Step** chart & drill down now 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 User Level 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 NEW **Current Step** report next reflects the active keys for the Step / Level 9 selected and lists them by Location and User Level DHI set. This information can be utilized to budget for future recore requirements. Further filtering and evaluation can be accomplished via a simple export to Excel. If a specific key set or location is in question, click on the location link to be redirected to Location Detail or # of keys link to be redirected to Key Cylinders report.

Example:



Current Step

Demo Retail Specialty

Filter Step Number:

9

Show Report

Step	Location	Key Name	DHI	# of Keys
9	Demo Retail Specialty 0002 - Deptford	Store Only	SKD92	1
9	Demo Retail Specialty 0039 - N. Dartmouth	Store Only	SKD132	1
9	Demo Retail Specialty 0107 - Bangor	Store Only	SKD127	2
9	Demo Retail Specialty 0138 - Newton	Store Only	SKD105	7

Add Keys & Cylinders – Keyway Presentation

The **Keyway** information has been added to the Add Keys / Cylinders ordering page. The DHI set keyway will now be displayed on this page next to the associated Order Cylinders and Order Keys available. With the ability to view this information on the Add Keys / Cylinders page, the End User has improved visibility of the keyway type that will be needed for the specific key set ordered.

Example:

Add Keys / Cylinders

Order By:

Select Door:

Door Selected: [0001: Front Doors](#)

Door Headquarters:
[Demo Retail Specialty 0001 - Moorestown](#)
 1180 Nixon Dr.
 Moorestown, NJ 08054

Active Cylinders: 3 (this Door) ▶ Select from Active Cylinder(s) below, or choose alternate Cylinder DHI here:

Deactivate of 3 Cylinders Assigned to this Door

System: Demo Retail Specialty 6-f

DHI - Used - Keyway (flagged)

Order Cylinders

Order Cylinders	Cylinder DHI	Keyway	# Cylinders Active	# Cylinders to Order
<input checked="" type="checkbox"/>	SKD100	F06	7	<input type="button" value=""/>

Part ID: IKSF-6-R6-626-A -- 6-Pin 6 SFIC 626 Pinned to Customer Spe
 Unlisted Part:
 Cyl. Marking: SKD100
 Service Notes: Keyway: F06

Include Hardware Kit(s): (Qty)

Order Keys

All Key Steps
 Current + Next Key Steps
 Fire Dept. Key

Key DHI	Keyway	Order Keys	Key Step:	1	2	3	4	5	6	7	8	9	Key Stamping
SKD100	F06	<input checked="" type="checkbox"/> User Keys	Qty:	<input type="text"/>	<input type="text"/>								<input type="text"/> + <input type="checkbox"/> .Step + <input type="text"/> <input type="button" value="Clear"/>
		<input type="checkbox"/> Step Keys	Qty:	<input type="text"/>	<input type="text"/>								
SKD100	F06	<input type="checkbox"/> Control (CTRL) Keys	Qty:	<input type="text"/>	<input type="text"/>								
		for cylinder removal ONLY											

Keys Assigned to Order – View / Update Keys Assigned

The **View / Update Keys Assigned** link found on the Order Keys Info page for an Order has been updated to direct the End User to a Mass Reassign page. The Mass Reassign page offers improved load time and more assessable functionality for the End User to update the key issuance for the key serial numbers associated with the Order.

Keys can now be simply reassigned, status can be updated, and the End User can select any range or set of key serial numbers for update.

Example:

Order Detail

Order Number: 444	Order Date: 05/12/2015	Opened By: Carter, Ryan	Order Items Keys (11) Attachments (0) Hardware (1) Order Actions Modify Order Submit to Production Order Closed Re-Open Order Other Functions Key Level Status Attachments (0) Shipment Tracking Clone Order Preview Reports
Acct Number: 0	Due Date: 05/12/2015	Requested By: Store Director	
Customer PO: D01-Fragrance-S2	Complete Date: 05/12/2015	Closed By: Carter, Ryan	
Ship Method: UPS RED		Attn: Store Director	
Credit Card: N/A	Order Type: Rekey Kit(s) - Std.	Request Type: Phone	

Dealer: InstaKey Security Systems
 Bill To: CHAIN STORE - Outlets (CSO)
 Send To: Chain Store Dept D01 - Ontario

Reference:
 1 Step 2 Fragrance Cabinets Only Rekeying Kit (12CA.2S)

Order Keys Info

Order No: 444
 Date: 5/12/2015
 System Name: Chain Store CSD 5X5 MK (D04)

Keys: 11
 Keys Assigned: 11

DHI	# of Keys	# Keys Assigned	Options
12CA.2S	1	1	Unassign
12CA.2	10	10	Unassign

[Return](#)
[View / Update Keys Assigned](#)

Keys Assigned for Order 444

Serial Number	Keyway	Key Name	Issue To	Status	System Name	DHI	Step	Type
D2911841	D04	Fragrance Cases Only	Chain Store Dept D01 - Ontario	Issued	Chain Store CSD 5X5 MK (D04)	12CA	2	S
D2911842	D04	Fragrance Cases Only	Chain Store Dept D01 - Ontario	Issued	Chain Store CSD 5X5 MK (D04)	12CA	2	
D2911843	D04	Fragrance Cases Only	Chain Store Dept D01 - Ontario	Issued	Chain Store CSD 5X5 MK (D04)	12CA	2	
D2911844	D04	Fragrance Cases Only	Chain Store Dept D01 - Ontario	Issued	Chain Store CSD 5X5 MK (D04)	12CA	2	
D2911845	D04	Fragrance Cases Only	Chain Store Dept D01 - Ontario	Issued	Chain Store CSD 5X5 MK (D04)	12CA	2	
D2911846	D04	Fragrance Cases Only	Chain Store Dept D01 - Ontario	Issued	Chain Store CSD 5X5 MK (D04)	12CA	2	
D2911847	D04	Fragrance Cases Only	Chain Store Dept D01 - Ontario	Issued	Chain Store CSD 5X5 MK (D04)	12CA	2	
D2911848	D04	Fragrance Cases Only	Chain Store Dept D01 - Ontario	Issued	Chain Store CSD 5X5 MK (D04)	12CA	2	
D2911849	D04	Fragrance Cases Only	Chain Store Dept D01 - Ontario	Issued	Chain Store CSD 5X5 MK (D04)	12CA	2	
D2911850	D04	Fragrance Cases Only	Chain Store Dept D01 - Ontario	Issued	Chain Store CSD 5X5 MK (D04)	12CA	2	
D2911851	D04	Fragrance Cases Only	Chain Store Dept D01 - Ontario	Issued	Chain Store CSD 5X5 MK (D04)	12CA	2	

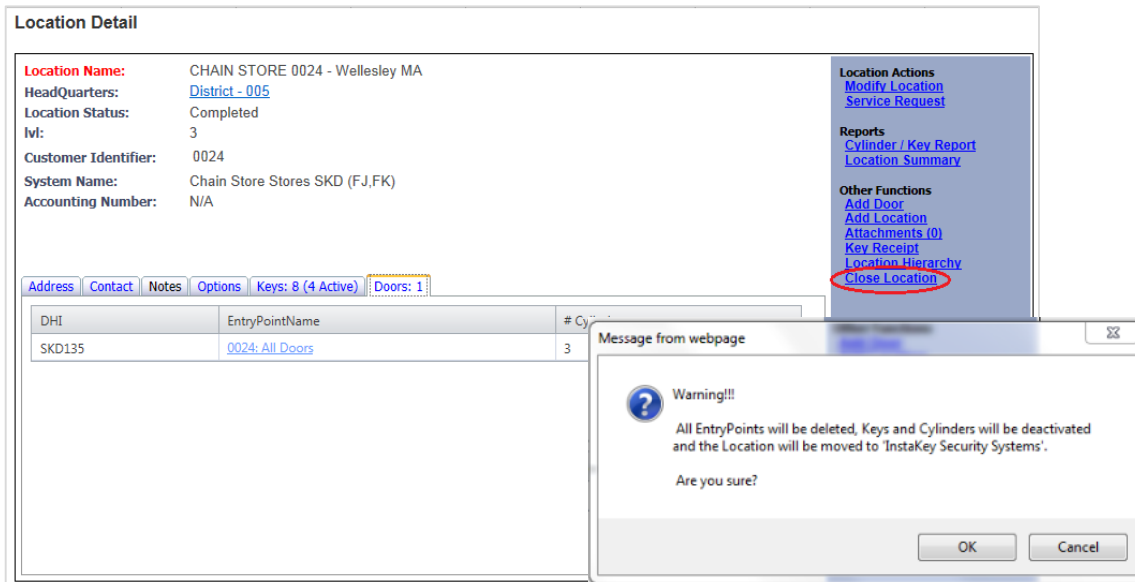
Issue To: User Location Door
 Issue Status:

Location Detail – Close Location Routine

A **Close Location** link has been added to the Location Detail page, so the End User is able to easily update records to account for a closed location. When the Close Location link is selected, it will immediately prompt the End User to confirm continuing with the deactivation of all cylinders and keys associated with entry points reporting to the location. Please note that the Entry Points are then deleted and the Location record is reassigned to the “InstaKey Security Systems” parent record and marked as closed. Before completing the Close Location process, the End User should confirm closure and full deactivation with their client.

If you have questions about the Close Location link or the processes specific to your account or database, please contact Client Services for assistance.

Example:



Location Detail

Location Name: CHAIN STORE 0024 - Wellesley MA
HeadQuarters: [District - 005](#)
Location Status: Completed
lvl: 3
Customer Identifier: 0024
System Name: Chain Store Stores SKD (FJ,FK)
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](#)

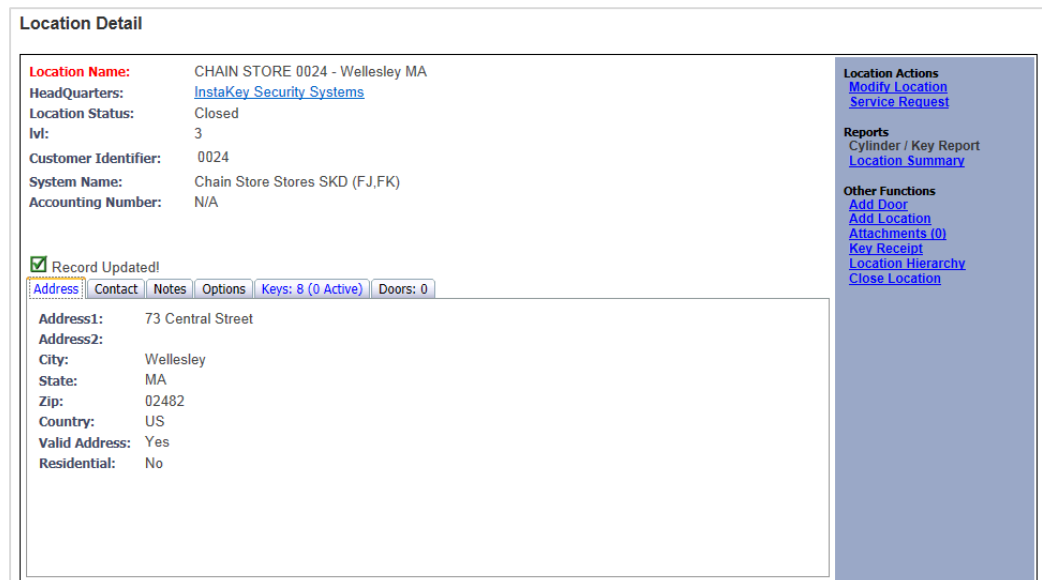
Address | Contact | Notes | Options | Keys: 8 (4 Active) | Doors: 1

DHI	EntryPointName	# Cy
SKD135	0024: All Doors	3

Message from webpage

Warning!!!
 All EntryPoints will be deleted, Keys and Cylinders will be deactivated and the Location will be moved to 'InstaKey Security Systems'.
 Are you sure?

OK Cancel



Location Detail

Location Name: CHAIN STORE 0024 - Wellesley MA
HeadQuarters: [InstaKey Security Systems](#)
Location Status: Closed
lvl: 3
Customer Identifier: 0024
System Name: Chain Store Stores SKD (FJ,FK)
Accounting Number: N/A

Record Updated!

Address | Contact | Notes | Options | Keys: 8 (0 Active) | Doors: 0

Address1: 73 Central Street
Address2:
City: Wellesley
State: MA
Zip: 02482
Country: US
Valid Address: Yes
Residential: No

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](#)

Add Door - Duplicate Door Prompt Notification

A **Duplicate Door Prompt Notification** has been added to the Add Door page. This feature notifies the End User that there is already a matching Door Name existing in the database. It will also provide a link to the existing Door Name for the End User to review and determine if the entry point they are adding is a duplicate. If it is not a duplicate, it is recommended that it should be added with a differentiating name.

Example:

Add Door

Instructions:
Add up to 20 doors to the selected location.

Selected Location: CHAIN STORE 0004 - Lakewood

Address:	12345 Middle Ave.	Phone:	
City:	Lakewood	Phone 2:	
State:	Colorado	PrimaryContact:	
Zip:	80226		

System: Chain Store Stores SKD (FJ,FK) ▼

Use Pattern to populate form with similar Door Names: (optional) Show ▼

The following door(s) already exists for this customer:
0004: [Front Door](#)
Please review names before proceeding.

Door Name: Clear All

1.	0004: Front Door	<input type="button" value="Continue >"/>
2.	<input style="width: 90%;" type="text"/>	
3.	<input style="width: 90%;" type="text"/>	
4.	<input style="width: 90%;" type="text"/>	
5.	<input style="width: 90%;" type="text"/>	

Location Detail

Location Name:	CHAIN STORE 0004 - Lakewood
HeadQuarters:	District - 003
Location Status:	Completed
lvl:	3
Customer Identifier:	0004
System Name:	Chain Store Stores SKD (FJ,FK)
Accounting Number:	N/A

[Address](#) |
 [Contact](#) |
 [Notes](#) |
 [Options](#) |
 Keys: 0 (0 Active) |
 [Doors: 3](#)

DHI	EntryPointName	# Cylinders
SKD174	0004: Front Door	1
SKD174	0004: Back Door	1
SKD174	0004: Inventory Room	1

Order Cylinder Detail – Modify DHI Prompt Box

An additional **Modify DHI Prompt Box** feature has been added to the Modify DHI / Select Cylinder DHI page when making cylinder changes to an order. This new link allows the End User to quickly update the DHI of a cylinder and also the DHI of the associated operating keys on the Order. When the check box is selected, any changes made to the DHI of the cylinder will also be made to the matching DHI keys.

Example:

Order Detail

Order Number: 434	Order Date: 01/29/2015	Opened By: Larson, Jesse	Order Items Keys (13) Cylinders (5) Barwires (1)
Acct Number:	Due Date: 02/02/2015	Requested By: Corporate Management	
Customer PO: 012915-01	Complete Date:	Closed By:	
Ship Method: UPS GROUND	Order Type: New Constr.	Attn: Store Manager	
Credit Card: N/A		Request Type: Email	Order Actions Modify Order Submit to Production Close Order
Dealer: InstaKey Security Systems Bill To: CHAIN STORE - Outlets (CSO) Send To: CHAIN STORE 0001 - New Haven			Other Functions Key Level Status Bulk Order Keys Attachments (0) Clone Order Preview Reports

---Address Verified---

Instructions | Accounting Notes | CS Notes | Production Notes

InstaKey Instructions:
 - Control Key Instructions
 - Mortise Cylinder Installation Instructions

Included Reports:
 - DHI Hierarchy by Cylinders
 - DHI Hierarchy by Location
 - Key Serials Report

Contact InstaKey Security Systems with any questions or concerns - 800-

Order Cylinder Info

Order No: [434](#) System Name Chain Store Stores SKD (FJ,FK)

DHI	#Cylinders	Location	Modify DHI
SKD180	5	0001: All Doors	Modify DHI

Select Cylinder DHI

Door: 0001: All Doors

Current DHI: SKD180

System: Chain Store Stores SKD (FJ,FK)

DHI: SKD181 - 0 - FJ

Part ID: IKSF-J-R7-626-A -- 7-Pin J SFIC 626 Pinned to Custc

Update 13 SKD180 Key(s) on this order?

Order Keys Info

Order No: [434](#) Keys: 13
 Date: 1/29/2015 Keys Assigned: 0
 System Name: Chain Store Stores SKD (FJ,FK)

DHI	# of Keys	# Keys Assigned	Options
SKD181.1C	1	0	Modify
SKD181.1	5	0	Modify
SKD181.2C	1	0	Modify
SKD181.2S	1	0	Modify
SKD181.2	5	0	Modify

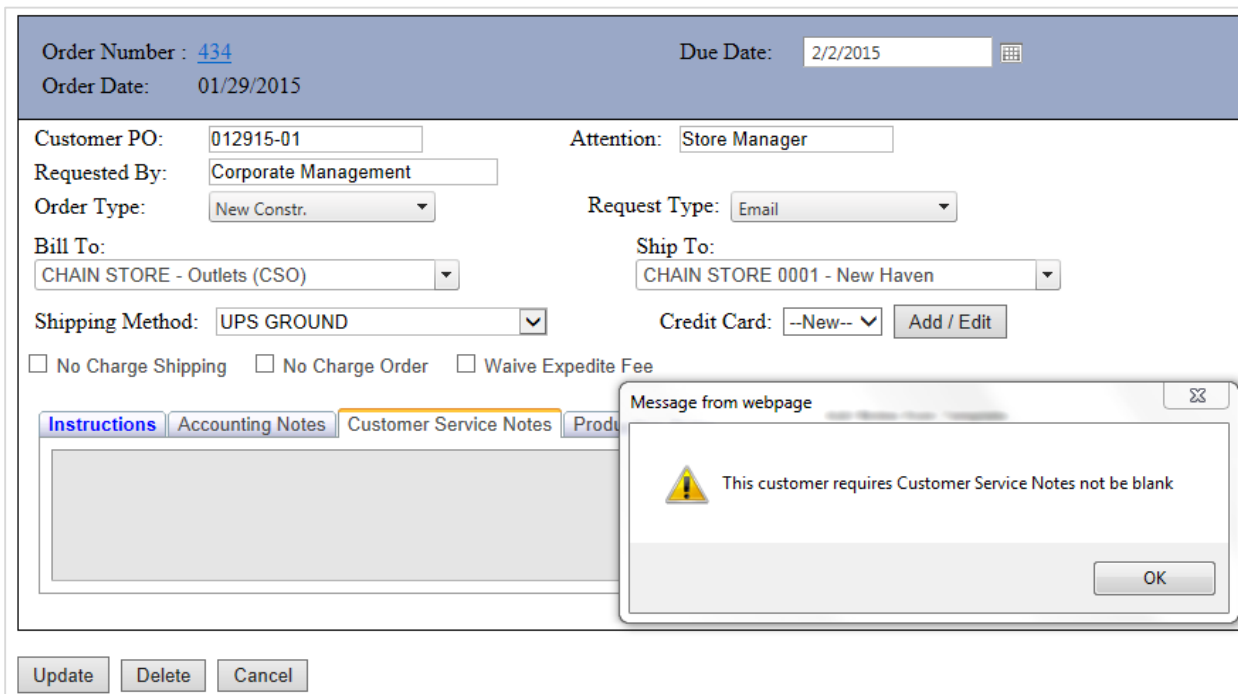
[View / Update Keys Assigned](#)

Order Detail – Customer Service Notes – Required Field

The Order Detail screen’s **Customer Service Notes** section is now a required and mandatory field for all Orders during processing. The Customer Service Notes is a reference field for specific Order documentation. This can include email notes, verbal discussions, or future internal reference materials for need, approval, etc. An End User must enter some information into this field to proceed. By using this field for documentation, it allows all End-Users to review why the materials were requested/produced.

This field will not be printed on any paperwork and is only required for future digital reference.

Example:




Order Number : 434 Due Date: 2/2/2015
 Order Date: 01/29/2015

Customer PO: 012915-01 Attention: Store Manager
 Requested By: Corporate Management
 Order Type: New Constr. Request Type: Email
 Bill To: CHAIN STORE - Outlets (CSO) Ship To: CHAIN STORE 0001 - New Haven
 Shipping Method: UPS GROUND Credit Card: --New-- Add / Edit

No Charge Shipping No Charge Order Waive Expedite Fee

Instructions | Accounting Notes | **Customer Service Notes** | Production Notes

Message from webpage

 This customer requires Customer Service Notes not be blank

Update Delete Cancel

Order Date: 01/29/2015 09:58:11 AM
 Submitted:
 Printed:

Order Description

Bill To:
 PO: 012915-01
 CHAIN STORE - Outlets (CSO)
 1825 S. Platte River Drive
 Denver, CO 80221
 Phone: 720-719-8811

Ship To:
 CHAIN STORE 0001 - New Haven
 Attention: Store Manager
 968 Chapel Street
 New Haven, CT 06410

Customer: Demo - Chain Store **System:** Chain Store Stores SKD (FJ,FK)

Accounting Notes: Order: 434 **Acct Number:** **Ship Method:** UPS GROUND

Customer Service Notes: Opened By: Larson, Jesse

Production Notes: Due Date: 12/31/2016 **Ship Method:** UPS GROUND

Items List:

Units	Part Number	Part Description
1	IKSF-CTCHG-J	Cut J Change Key to Customer Specs
12	IKSF-CTSTD-J	Cut J Operating Key to Customer Specs
5	IKSF-J-R7-626-A	7-Pin J SFIC 626 Pinned to Customer Specs
1	IK-MPF-DG	Rekeying Kit Mailer Package w/ Dry Graphite (1.5 Grams)

Order Detail

Order Number: 434	Order Date: 01/29/2015	Opened By: Larson, Jesse	Order Items Keys (13) Cylinders (0) Hardware (1)
Acct Number:	Due Date: 12/31/2016	Requested By: Corporate Management	Order Actions Modify Order Submit to Production Close Order
Customer PO: 012915-01	Complete Date:	Closed By:	Other Functions Key Level Status Bulk Order Keys Attachments (0) Clone Order Preview Reports
Ship Method: UPS GROUND	Order Type: New Constr.	Attn: Store Manager	
Credit Card: N/A		Request Type: Email	

Dealer: InstaKey Security Systems
 Bill To: CHAIN STORE - Outlets (CSO)
 Send To: CHAIN STORE 0001 - New Haven ---Address Verified---

Instructions | Accounting Notes | **CS Notes** | Production Notes

Notes for Testing

Add Keys & Cylinders – Fire Dept. Key Toggle

A **Fire Dept. Key Toggle** has been added to the Add Keys / Cylinders ordering page. A Fire Dept. Key is cut on the last step of the system and is placed in the Fire Department Knox Box for their access only. When the Fire Dept. Key toggle is utilized, it will automatically prompt the system to select the appropriate Fire Key last step, add a “FIRE” key stamping to the Fire Dept. Key(s) ordered and include a Fire Department Knox Box Key Tag (see below) for each Fire Key ordered.

NOTE: Fire Dept. Keys are not to be carried by active key holders and MUST be given to the Fire Marshal specifically for their location’s Knox Box access.

Example

Add Keys / Cylinders

Order By: [Door](#) | [DHI](#) | [Key Holder](#) | [Key Name](#)

Select Door: **Door Selected:** 0029: Front Doors(4)

Door Headquarters:
CHAIN STORE 0029 - Manhasset NY
1990 Northern Blvd
Manhasset, NY 11030

Active Cylinders: 4 (this Door)

Deactivate: of 4 Cylinders Assigned to this Door

System: Chain Store Stores SKD (f)

Cylinder DHI:

Order Cylinders

Order Cylinders	Cylinder DHI	Keyway	# Cylinders Active	# Cylinders to Order
<input type="checkbox"/>	SKD6	FJ	7	<input type="text"/>

Order Keys

All Key Steps Current + Next Key Steps Fire Dept. Key

Key DHI	Keyway	Order Keys	Key Step:	1	2	3	4	5	6	7	8	9	Key Stamping
SKD6	FJ	<input type="checkbox"/> User Keys	Qty:	<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"/>
		<input type="checkbox"/> Step Keys	Qty:	<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"/>
SKD6	FJ	<input type="checkbox"/> Control (CTRL) Keys	Qty:	<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"/>

for cylinder removal ONLY



Order Keys

All Key Steps Current + Next Key Steps Fire Dept. Key

Key DHI	Keyway	Order Keys	Key Step:	1	2	3	4	5	6	7	8	9	Key Stamping
SKD6	FJ	<input checked="" type="checkbox"/> User Keys	Qty:	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	FIRE + <input checked="" type="checkbox"/> .Step + <input type="text"/> <input type="button" value="Clear"/>

Add Hardware to Order

Order Number: [448](#)

Part Number	Description	Associated Door	QTY	
IK-FIRE-KEYTAG	Fire Department Knox Box Key Tag	N/A	1	Edit Delete