INSTAKEY
Security Systems

SecurityRecords.com

VERSION 3.0

SOFTWARE RELEASE NOTIFICATION

Making key management simple.

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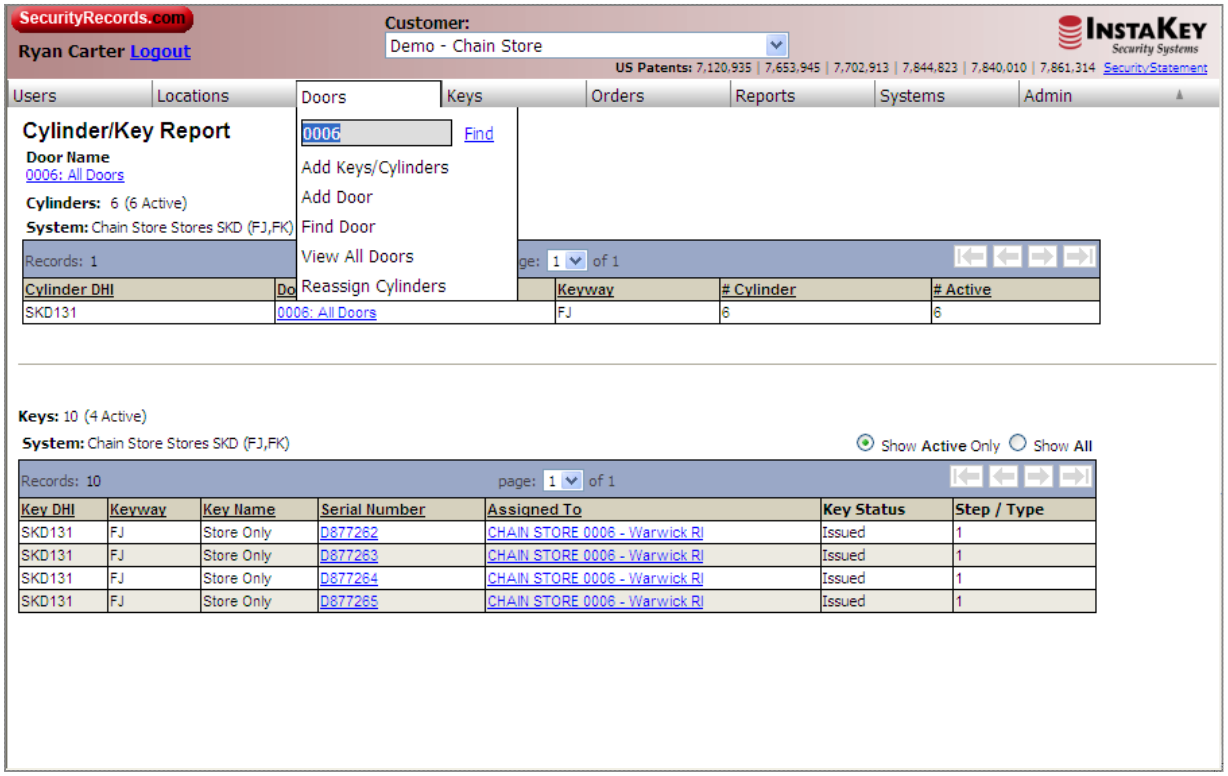
Enhancement: New Look & Feel Aesthetic Design

With the same procedural flow functionality that you have become accustomed to, the new **SecurityRecords.com™** software version 3.0 has now been upgraded to increase data performance and improve your Key Control productivity.

Many of the screens have now been 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 drop-down Menus and Quick Search selection, Screen Colors, and Fonts that have been revised.

Example:



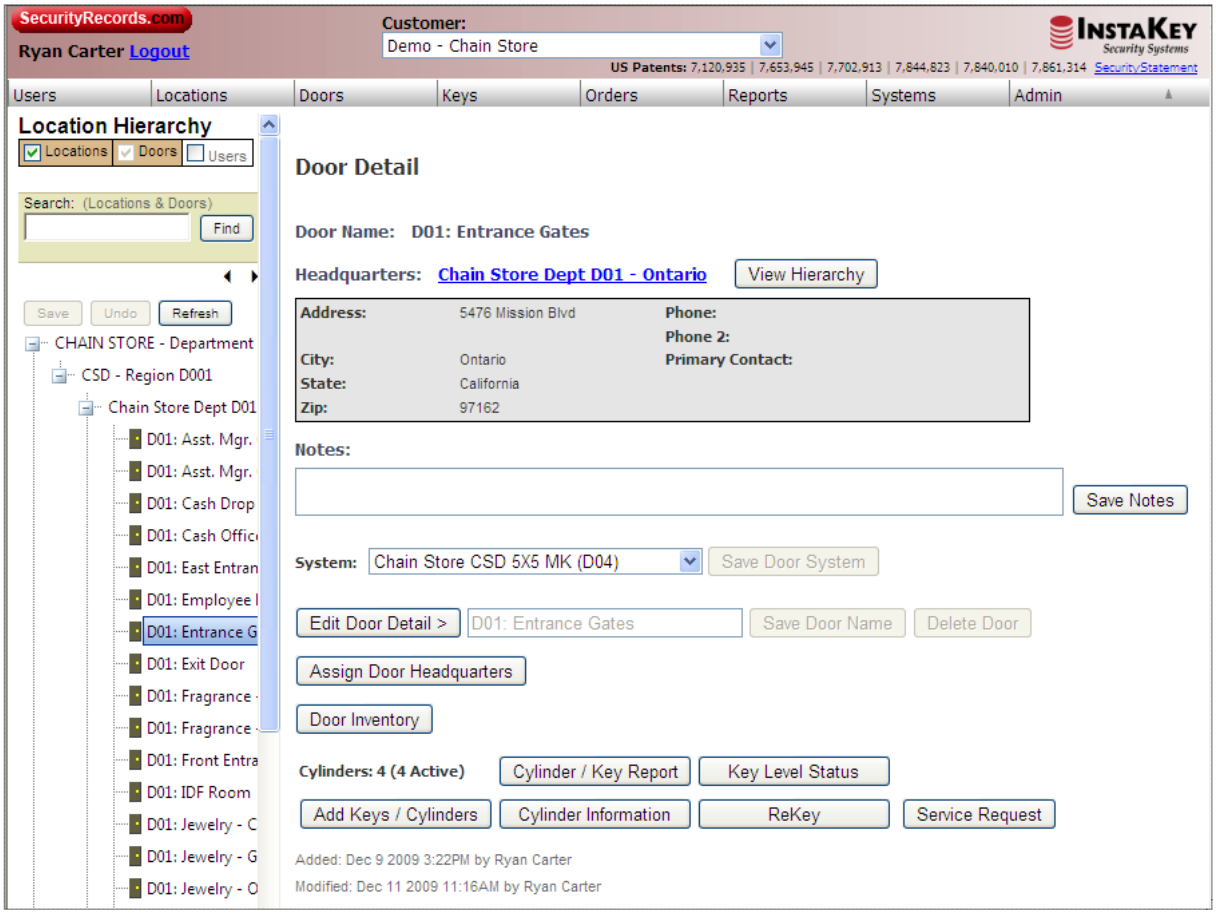
Enhancement: Location Hierarchy

The **SecurityRecords.com**™ software version 3.0 "Location Hierarchy" (located in the Locations Menu) maximizes this significant data return efficiency and provides line-level highlighting which will always keep you in line to review the correct door or location level information.

This screen redesign helps to make any Location/Door lookup or reassignment quicker and easier. As new features are added to this screen, the goal is to improve the management and accuracy of your Locations or Door assignments.

Below is an example of this new look and feel of the Location Hierarchy.

Example:

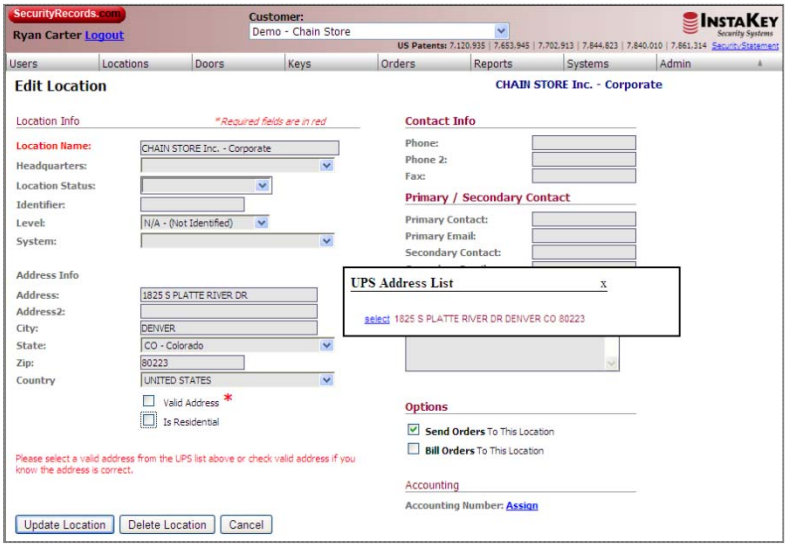


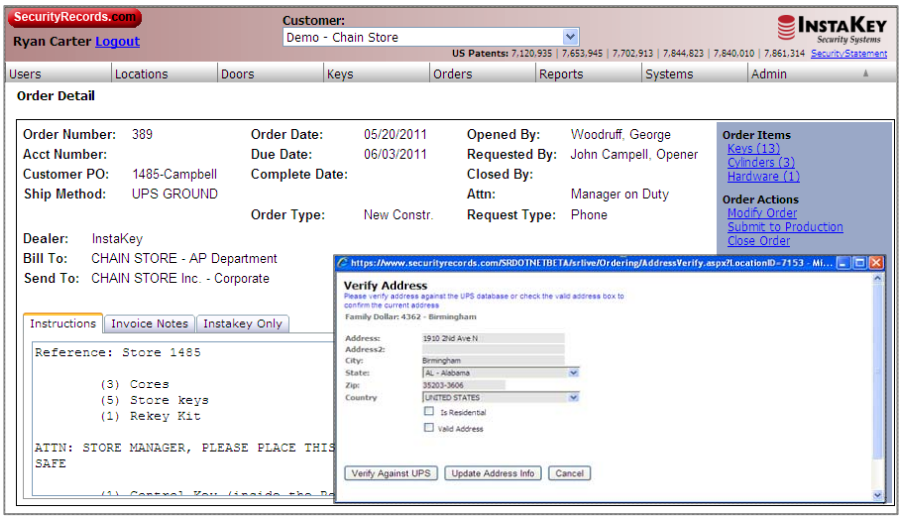
Enhancement: Location Address Validation Procedure

Whether placing an order or tracking a shipment, address validation has become a growing business necessity. The new **SecurityRecords.com**[tm] version 3.0 has now been linked with published address validation databases (UPS & USPS).

This new function has been added to help to reduce inaccurate addresses, potential delivery delays, and avoid additional freight expenses. Whether adding in a new Location or updating an existing one, the software provides a "prompt box" that allows you to select from legitimate published addresses. You can then either choose the correct address from the prompt box, or click the "Valid Address" override checkbox. We've also added this new Validation procedure when orders are placed (i.e. Order Detail screen). Then, you can correct it quickly and efficiently prior to order completion or submittal.

Example:





Enhancement: Key Definition

In continuing our efforts toward Key Control simplicity, we have now added a new “Key Definition” function under the Keys menu.

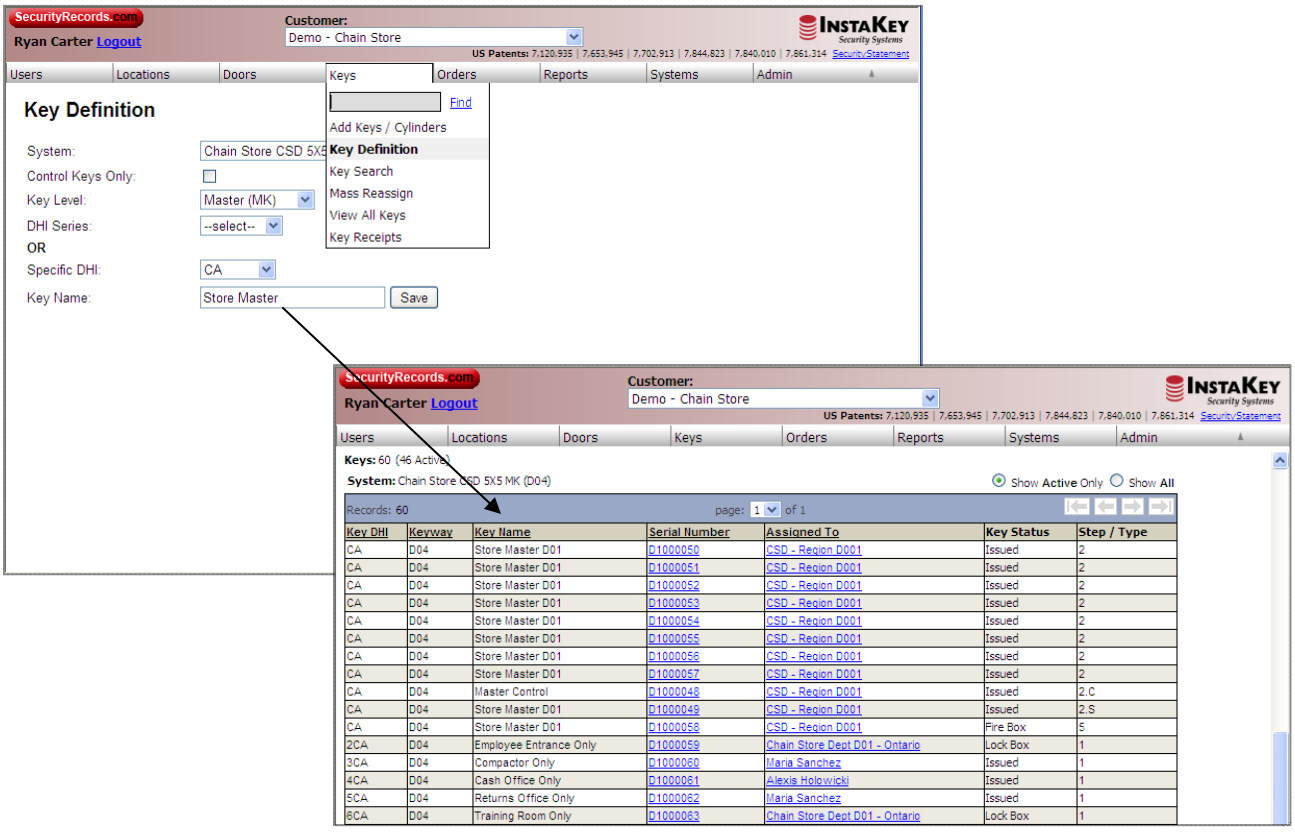
This function allows our End Users to define their own keys by specific English Key Names. Many of us don’t memorize the Lock Industry’s DHI acronyms (core/key series like AA1), so this new procedure and resulting stored information can now be used in place of them.

So whether, the key is a Grand Master, group of Masters, a single Control, or multiple User Level keys, our End Users can now utilize this feature for research, ordering, or audit capabilities.

Below is an example of the new Key Definition function and how it stores your Key Names.

For example:

DHI	Key Name
C.1	State Emergency Grand Master
CA.1	Store Master
CTRL-CA.1	Store Master Control Only
CA1.1	Supervisor’s Office Only



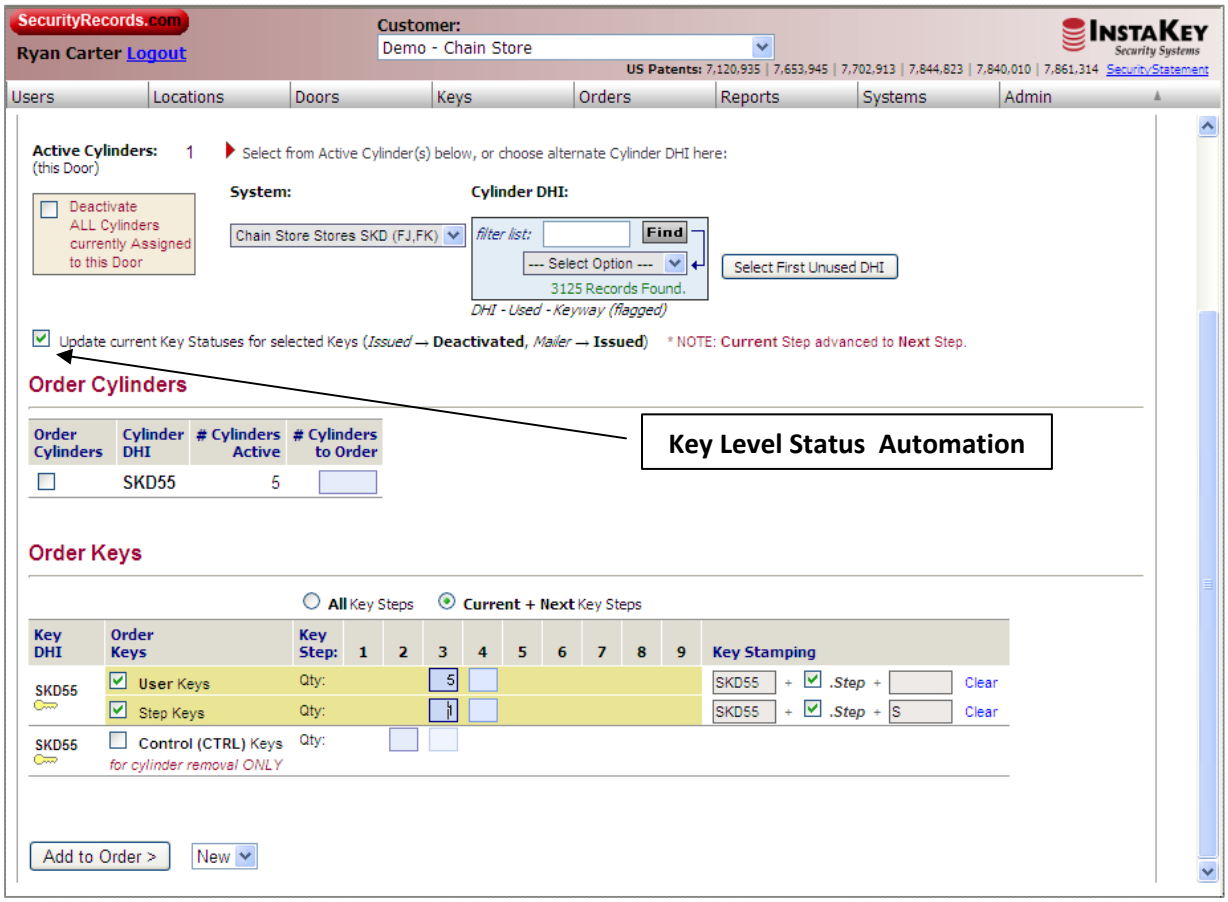
Enhancement: Rekeying Kit Ordering – Key Level Status Automation

When ordering through the "Rekey" buttons on either a Location or Door, the **SecurityRecords.com**[tm] version 3.0 has a newly automated Key Level Status update procedure. This new procedure automatically updates the prior step key(s) statuses on a single screen via a check box selection.

By selecting this box (checked), the current Key Level Statuses are automatically updated from "*Issued*" to "*Deactivated*" and from "*Mailer*" to "*Issued*". With just the click of this check box, this procedure can now eliminate the need to manually update the Key Level Status through multiple screens. But, if you wish to order Rekeying Kits with the same procedure as before, just leave this box un-checked.

Below is an example of this automated Key Level Status update check box.

Example:



Enhancement: Order Detail – Screen Revisions

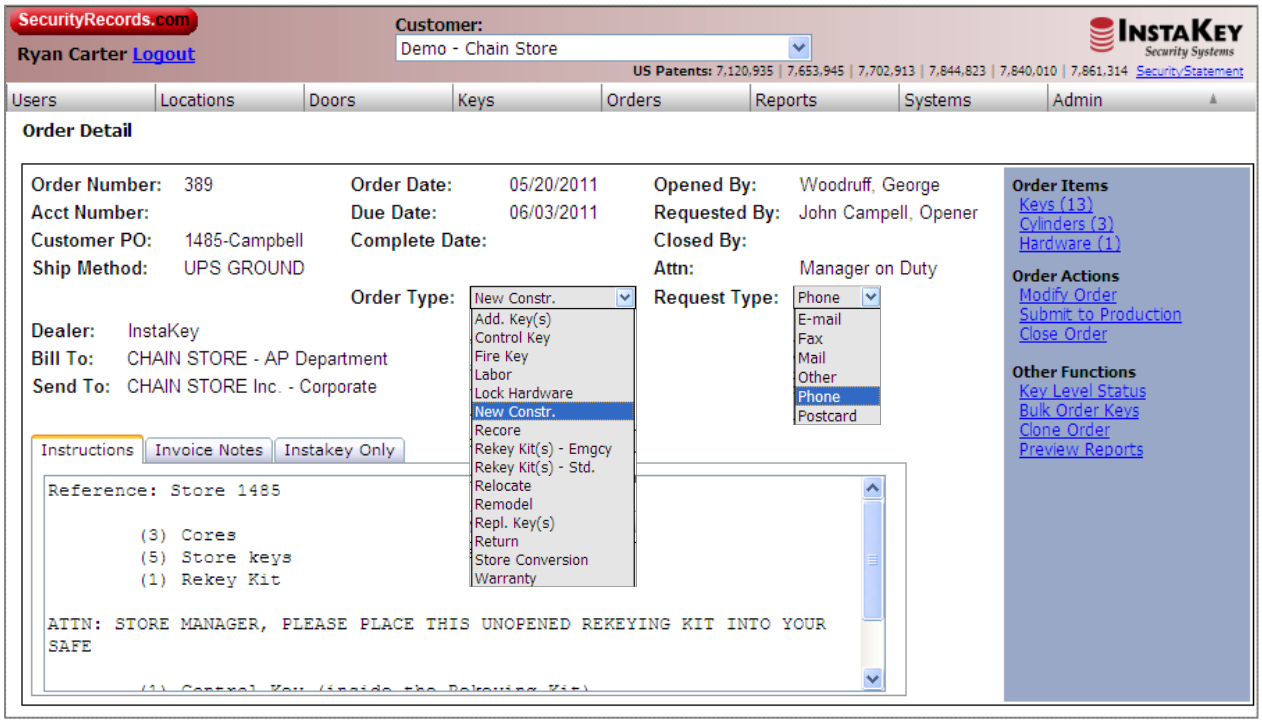
With the same functionality as the prior software version, we have enhanced the Order Detail screen to provide and track more information per order.

First, all of the function buttons at the bottom have been removed and replaced as **hyperlinks** in the right blue shaded menu. This enhancement allows more scalability in the future as business requires more detailed Order notes and functions.

Secondly, we have added two new fields to the Order Detail screen: **Order Type** and **Request Type**. The "**Order Type**" field provides a category selection of order information (i.e. New Constr., Lock Hardware, Rekey Kit(s) – Emgcy, etc.). Whereas, the "**Request Type**" field reflects how the order was received (i.e. E-mail, Phone, etc.). When collected during order processing, these two new fields will assist with future program analysis or trending audits.

Below is an example of the revised Order Detail screen.

Example:

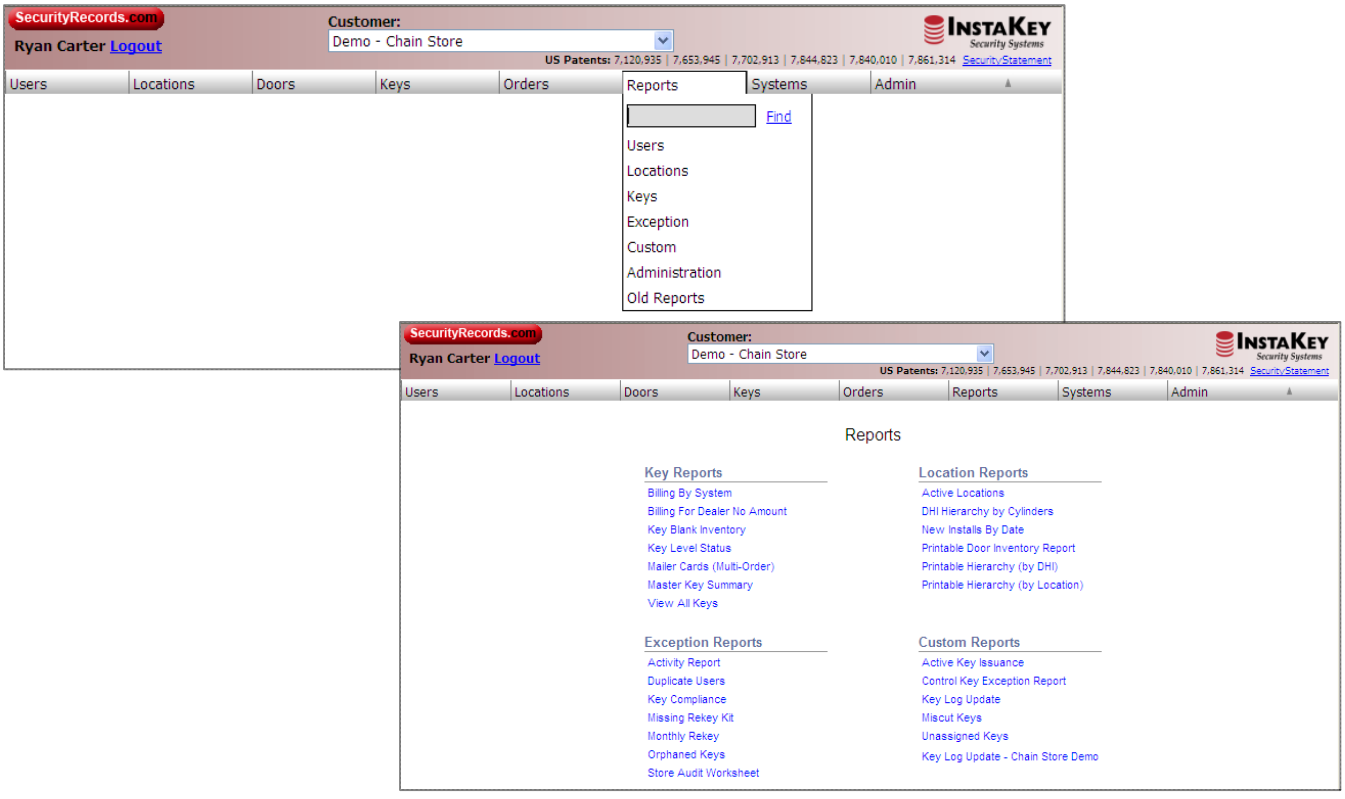


Enhancement: Reports Menu Reorganization

As we continue to organize your Key Control data, we have restructured the Reports menu by associated topic similar to the other menu structures (i.e. Users, Locations, Keys, Exceptions, Custom, & Administration). This reorganization was designed to help our End Users maximize the use of their Key Control information by topic while allowing future scalability.

If you have difficulty finding the Report you're looking for, we've also added a new "Quick Search" feature at the top Menu to lookup by Report name. And, if you would like to view all of your available reports, we have retained the "Old Reports" structure at the bottom.

Below is a short list of available reports and under which menu they can be found.

Example:

Users – People related (i.e. Key Holders, Software Users, Contacts, etc.)
Locations – Place related information (i.e. Penetration, Printable Hierarchies, Keying Structures, etc.)
Keys – Access Credential related information (i.e. Active Key Issuance, Key Exceptions, etc.)
Exception – Non-Compliance related (Audit Worksheets, Compliance, etc.)
Custom – Specific Customers related (Key Log Update, Customized Reporting, etc.)
Administration – Database Management related (Active Key Billing, Key Level Status, Missing Rekeying Kits, etc.)
Old Reports – **SecurityRecords.com**[tm] Version 2 structure