

**SecurityRecords.com<sup>®</sup>**

# **Software Help Manual**



# Locations

**Definition:** Location – is a place, geographic location, or organizational hierarchical placeholder.

## 1. Find Location (quick search)

- Select the Locations tab
- In the quick search field, enter Location Name, Store/Bldg. Number
- Click Find or press Enter
- Once the Location is found, click on the Name to review the Address, Keys Assigned, Cylinder/Key Report, or Location Summary

**Locations**

[Find](#)

[Add Location](#)

[Find Location](#)

[Add Keys / Cylinders](#)

[View All Locations](#)

[Location Hierarchy](#)

**Location Detail**

**Location Name:** SCU - Simmons Hall  
**HeadQuarters:** [State College/University](#)  
**Location Status:**  
**Id:**  
**Customer Identifier:** SCU-SH  
**SystemName:** Demo - College/University - 3Ml GMK  
**Accounting Number:** N/A

[Address](#)
[Contact](#)
[Notes](#)
[Options](#)
 Keys: 0 (0 Active)
 [Doors: 92](#)

**Address1:** 1025 University Drive  
**Address2:**  
**City:** Denver  
**State:** CO  
**Zip:** 80226  
**Country:** US  
**Valid Address:** No  
**Residential:** No

## 2. Find Location

- Select the **Locations** tab
- Select **Find Location**
- Input information in any of the fields under **Location Info**, **Contact Info**, **Address Info**, **Primary / Secondary Contact**, or expand the **Show Advanced Options** boxes for additional choices in drop-down boxes to search by **Location Status**, **System**, or **State**
- Click **Find Location(s)**

**Find Location**
Deleted
- Enter data into one or more fields to search for locations.

**Location Info**
Hide Additional Fields

**Contact Info**
Show Additional Fields

**Location Name:**   
**Headquarters:**   
**Location Status:**   
**Identifier:**   
**System:**

**Phone:**   
**Advanced Search Info**
Hide Advanced Search Fields

**Primary / Secondary Contact**
Clear

**Address Info**
Hide Additional Fields

**Name:**   
**Notes**  
**Note Text:**   
**Options**
Clear  
**Send Orders To This Location**   
**Bill Orders To This Location**   
**Doors** Qty. of Doors Assigned to Location   
**# Doors:**

☐ Non-standard Address

# Locations

## Reports Cylinder / Key Report Location Summary

**Definition:** Cylinder/Key Report – listing of all cylinders, keys, and key holders assigned to a specified location

Cylinder/Key Report

Location Name  
SCU - Simmons Hall

Cylinders: 95 (95 Active)

System: Demo - College/University - 3M GMK

Records: 91

page: 1 of 2

Cylinder Dtl	Door Name	Keyway	# Cylinder	# Active
AC1	Simmons, Rm 101	D	1	1
AC2	Simmons, Rm 102	D	1	1
AC3	Simmons, Rm 102A	D	1	1
AC4	Simmons, Rm 102B	D	1	1
AC5	Simmons, Rm 103	D	1	1
AC6	Simmons, Rm 103A	D	1	1
AC7	Simmons, Rm 103B	D	1	1
AC8	Simmons, Rm 106	D	1	1
AC9	Simmons, Rm 106A	D	1	1
AC10	Simmons, Rm 106B	D	1	1
AC11	Simmons, Rm 107	D	1	1
AC12	Simmons, Rm 107A	D	1	1
AC13	Simmons, Rm 107B	D	1	1
AC14	Simmons, Rm 110	D	1	1
AC15	Simmons, Rm 111	D	1	1
AC16	Simmons, Rm 111A	D	1	1
AC17	Simmons, Rm 111B	D	1	1
AC18	Simmons, Rm 112	D	1	1
AC19	Simmons, Rm 112A	D	1	1
AC20	Simmons, Rm 112B	D	1	1

Keys: 186 (186 Active)

System: Demo - College/University - 3M GMK

Records: 186

page: 1 of 4

Key Dtl	Keyway	Key Name	Serial Number	Assigned To	Key Status	Step / Type
A	D	University Grand Master - Control	D2068804	Paul Johnston	Issued	1.C
A	D	University Grand Master - Control	D2068805	Tom Ralston	Issued	1.C
AC1	D	User Level Operating Key	D2067136	Simmons, Rm 101	Issued	1
AC1	D	User Level Operating Key	D2067137	Simmons, Rm 101	Issued	1
AC10	D	User Level Operating Key	D2067154	Simmons, Rm 106B	Issued	1
AC10	D	User Level Operating Key	D2067155	Simmons, Rm 106B	Issued	1
AC11	D	User Level Operating Key	D2067156	Simmons, Rm 107	Issued	1
AC11	D	User Level Operating Key	D2067157	Simmons, Rm 107	Issued	1
AC12	D	User Level Operating Key	D2067158	Simmons, Rm 107A	Issued	1
AC12	D	User Level Operating Key	D2067159	Simmons, Rm 107A	Issued	1
AC13	D	User Level Operating Key	D2067160	Simmons, Rm 107B	Issued	1
AC13	D	User Level Operating Key	D2067161	Simmons, Rm 107B	Issued	1
AC14	D	User Level Operating Key	D2067162	Simmons, Rm 110	Issued	1
AC14	D	User Level Operating Key	D2067163	Simmons, Rm 110	Issued	1
AC15	D	User Level Operating Key	D2067164	Simmons, Rm 111	Issued	1
AC15	D	User Level Operating Key	D2067165	Simmons, Rm 111	Issued	1
AC16	D	User Level Operating Key	D2067166	Simmons, Rm 111A	Issued	1
AC16	D	User Level Operating Key	D2067167	Simmons, Rm 111A	Issued	1
AC17	D	User Level Operating Key	D2067168	Simmons, Rm 111B	Issued	1
AC17	D	User Level Operating Key	D2067169	Simmons, Rm 111B	Issued	1
AC18	D	User Level Operating Key	D2067170	Simmons, Rm 112	Issued	1
AC18	D	User Level Operating Key	D2067171	Simmons, Rm 112	Issued	1

Show Active Only

Show All

**Definition:** Location Summary – listing of all active doors, cylinders, keys, and lock hardware a specified location

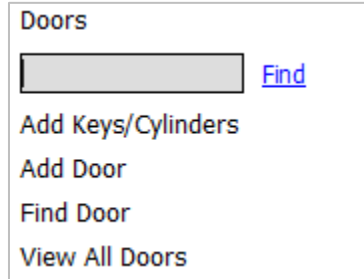
INSTAKEY Location Summary Report						
Location Name: SCU - Simmons Hall						
Location Info: 1025 University Drive Denver, CO 80226						
Dtl	Type	Door (or Key) Name	# Keys	# Cyls	Hardware / Serial Numbers	
A.C		University Grand Master - Control	2		D2068804-D2068805	
AC1		User Level Operating Key	2		D2067136-D2067137	
AC1		Simmons, Rm 101		1	(1) Grade 2 Office/Ent Leverset 626	
AC2		User Level Operating Key	2		D2067138-D2067139	
AC2		Simmons, Rm 102		1	(1) Grade 2 Office/Ent Leverset 626	
AC3		User Level Operating Key	2		D2067140-D2067141	
AC3		Simmons, Rm 102A		1	(1) Grade 2 Office/Ent Leverset 626	
AC4		User Level Operating Key	2		D2067142-D2067143	
AC4		Simmons, Rm 102B		1	(1) Grade 2 Office/Ent Leverset 626	
AC5		User Level Operating Key	2		D2067144-D2067145	
AC5		Simmons, Rm 103		1	(1) Grade 2 Office/Ent Leverset 626	
AC6		User Level Operating Key	2		D2067146-D2067147	
AC6		Simmons, Rm 103A		1	(1) Grade 2 Office/Ent Leverset 626	
AC7		User Level Operating Key	2		D2067148-D2067149	
AC7		Simmons, Rm 103B		1	(1) Grade 2 Office/Ent Leverset 626	
AC8		User Level Operating Key	2		D2067150-D2067151	
AC8		Simmons, Rm 106		1	(1) Grade 2 Office/Ent Leverset 626	
AC9		User Level Operating Key	2		D2067152-D2067153	
AC9		Simmons, Rm 106A		1	(1) Grade 2 Office/Ent Leverset 626	
AC10		User Level Operating Key	2		D2067154-D2067155	
AC10		Simmons, Rm 106B		1	(1) Grade 2 Office/Ent Leverset 626	
AC11		User Level Operating Key	2		D2067156-D2067157	
AC11		Simmons, Rm 107		1	(1) Grade 2 Office/Ent Leverset 626	
AC12		User Level Operating Key	2		D2067158-D2067159	
AC12		Simmons, Rm 107A		1	(1) Grade 2 Office/Ent Leverset 626	
AC13		User Level Operating Key	2		D2067160-D2067161	
AC13		Simmons, Rm 107B		1	(1) Grade 2 Office/Ent Leverset 626	
AC14		User Level Operating Key	2		D2067162-D2067163	
AC14		Simmons, Rm 110		1	(1) Grade 2 Office/Ent Leverset 626	
AC15		User Level Operating Key	2		D2067164-D2067165	
AC15		Simmons, Rm 111		1	(1) Grade 2 Office/Ent Leverset 626	
AC16		User Level Operating Key	2		D2067166-D2067167	
AC16		Simmons, Rm 111A		1	(1) Grade 2 Office/Ent Leverset 626	
AC17		User Level Operating Key	2		D2067168-D2067169	
AC17		Simmons, Rm 111B		1	(1) Grade 2 Office/Ent Leverset 626	
AC18		User Level Operating Key	2		D2067170-D2067171	
AC18		Simmons, Rm 112		1	(1) Grade 2 Office/Ent Leverset 626	

## Doors

**Definition:** Door – is a place or geographic location utilizing a lock.

### 1. Find Door (quick search)

- Select the Doors tab
- In the quick search field, enter Door Name, Store/Bldg. Number
- Click Find or press Enter
- Once the Door is found, click on the Name to review the Address Cylinder/Key Report or specific keying information.



Doors

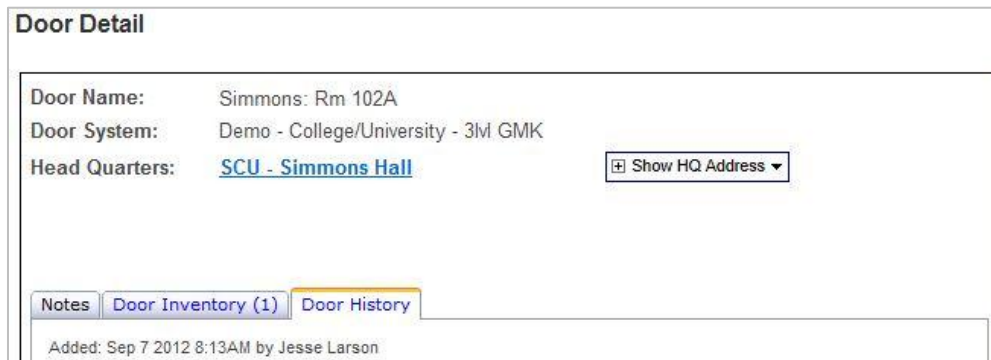
[Find](#)

[Add Keys/Cylinders](#)

[Add Door](#)

[Find Door](#)

[View All Doors](#)



**Door Detail**

Door Name: Simmons: Rm 102A

Door System: Demo - College/University - 3Ml GMK

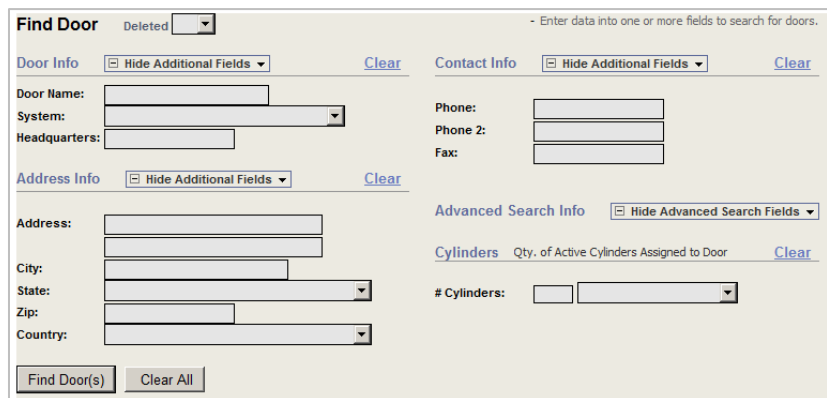
Head Quarters: [SCU - Simmons Hall](#)

Notes **Door Inventory (1)** Door History

Added: Sep 7 2012 8:13AM by Jesse Larson

### 2. Find Location

- Select the **Doors** tab
- Select **Find Door**
- Input information in any of the fields under **Door Info**, **Contact Info**, **Address Info**, or **Contact Info**.
- Click **Find Door(s)**



**Find Door** Deleted

- Enter data into one or more fields to search for doors.

**Door Info**  [Clear](#)

Door Name:

System:

Headquarters:

**Contact Info**  [Clear](#)

Phone:

Phone 2:

Fax:

**Address Info**  [Clear](#)

Address:

City:

State:

Zip:

Country:

**Advanced Search Info**

**Cylinders** Qty. of Active Cylinders Assigned to Door [Clear](#)

# Cylinders:

# Keys

**Definition:** Key – is a serialized brass key used to open a lock.

## 1. Find Key (quick search)

- Select the Keys tab
- In the quick search field, enter the Key Serial Number
- Click Find or press Enter
- Once the Key is found, click on the Key Serial Number to reassign it, change Status, or click on the Name to review the Key Holder information.

Keys

[Find](#)

[View All Keys](#)

Key Detail

Key:

D2067140

System:

Demo - College/University - 3rd GMK

Step/Type

1

From Order:

[1](#)

Door Association:

[AC3](#)

Currently Assigned To:

Simmons: Rm 102A

Status:

Issued

Reassign Key:

☐ User
 ☐ Location
 ☒ EntryPoint

filter list: 

Find

Simmons: Rm 102A

490 Records Found.

## 2. View All Keys

- Select the Keys tab, View All Keys
- Once Keys are populated, use the Key Serial Number, Key Name, Issued To, Status, or DHI columns to filter/sort.

View All Keys									
Records: 938									
page: 1 of 19									
<div> <div>Print Page</div> <div>Excel Format</div> <div>Click headings to sort (or Reverse sort) data</div> <div>Click data to filter by selection</div> </div>									
Serial Number	Find	(ALL)	(ALL)	Issued To	Find	(ALL)	(ALL)	DHI	Find
Serial Number	Keyway	Key Name	Issued To	Status	System	DHI	Step	Type	
D206804	D	University Grand Master - Control	Johnson, Paul - 103	Issued	Demo - College/University - 3rd GMK	A	1	C	
D206805	D	University Grand Master - Control	Rallater, Tom - 105	Issued	Demo - College/University - 3rd GMK	A	1	C	
D206806	D	User Level Operating Key	Rallater, Tom - 105	Issued	Demo - College/University - 3rd GMK	AA1	1		
D206807	D	User Level Operating Key	Reynolds, Samantha - 106	Lost	Demo - College/University - 3rd GMK	AA1	1		
D206808	D	User Level Operating Key	Admin Bldg	Issued	Demo - College/University - 3rd GMK	AA1	1		
D206809	D	User Level Operating Key	Admin Bldg	Issued	Demo - College/University - 3rd GMK	AA1	1		
D206810	D	User Level Operating Key	Admin Bldg	on Hook	Demo - College/University - 3rd GMK	AA1	1		
D206811	D	User Level Operating Key	Admin Bldg	Issued	Demo - College/University - 3rd GMK	AA1	1		
D206812	D	User Level Operating Key	Admin: 103 - Office	Issued	Demo - College/University - 3rd GMK	AA2	1		
D206813	D	User Level Operating Key	Admin: 103 - Office	Issued	Demo - College/University - 3rd GMK	AA2	1		
D206814	D	User Level Operating Key	Haslins, Bob - 101	Issued	Demo - College/University - 3rd GMK	AA3	1		
D206815	D	User Level Operating Key	Admin: 104 - Office	Issued	Demo - College/University - 3rd GMK	AA3	1		

# Orders

**Definition:** Order – is a collection of cylinder, keys, hardware, and labor request information.

## 1. Find Order

- Select the Orders tab
- In the quick search field, enter the Order Number
- Click Find or press Enter
- Once the Order is found, click on the Order Number to review the Order Detail information or shipment tracking.

### Orders

[Find](#)[Find Order](#)[View Open Orders](#)[View Closed Orders](#)

### Order Detail

<b>Order Number:</b> 6	<b>Order Date:</b> 11/06/2013	<b>Opened By:</b> Larson, Jesse
<b>Acct Number:</b>	<b>Due Date:</b> 11/07/2013	<b>Requested By:</b> Maintenance
<b>Customer PO:</b> 54321-A	<b>Complete Date:</b> 11/06/2013	<b>Closed By:</b> Larson, Jesse
<b>Ship Method:</b> UPS GROUND		<b>Attn:</b> Paul Johnson - Security Manager
<b>Credit Card:</b> N/A	<b>Order Type:</b> Lock Hardware	<b>Request Type:</b> E-mail

**Dealer:** InstaKey Security Systems

**Bill To:** State College/University

**Send To:** State College/University

--Address Verified--

[Instructions](#) [Accounting Notes](#) [CS Notes](#) [Production Notes](#)

Reference: InstaKey Cores and Keys

Simmons: Rm 102A -- (1) AC3 cylinder and (2) AC3.1 Operating Keys

Please install cores as labeled