



Software Help Manual

Users

Definition: User – is a person or thing that uses a key

1. Find User (quick search)

- Select the Users tab
- In the quick search field, enter First Name, Last Name, or Employee ID#
- Click Find or press Enter
- Once the User is found, click on the Name to review the current key serial number assigned to that User.



Users

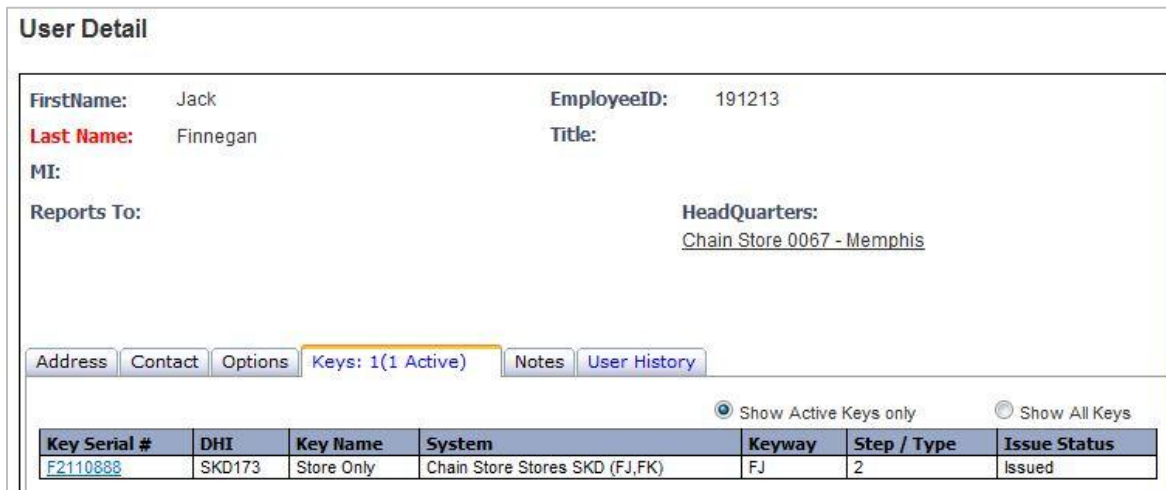
[Find](#)

[Add User](#)

[Find User](#)

[User Hierarchy](#)

[View All Users](#)



User Detail

FirstName: Jack EmployeeID: 191213
Last Name: Finnegan Title:
MI:
Reports To: HeadQuarters: Chain Store 0067 - Memphis

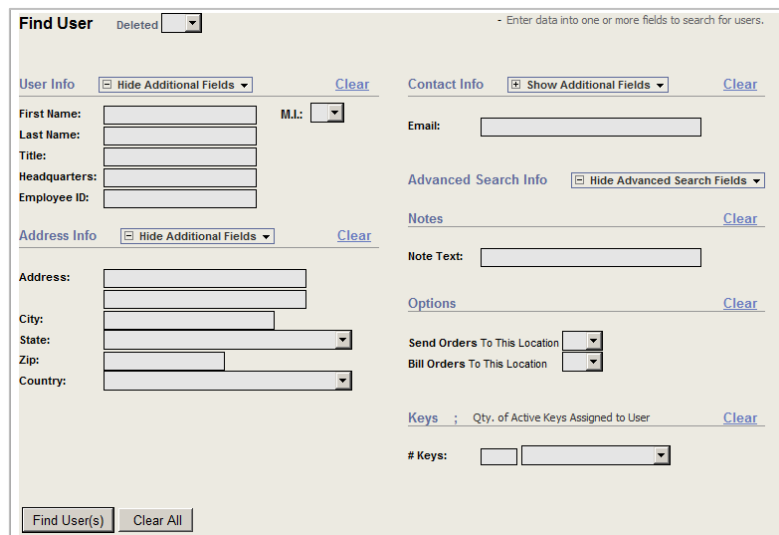
Address Contact Options **Keys: 1(1 Active)** Notes User History

Show Active Keys only Show All Keys

Key Serial #	DHI	Key Name	System	Keyway	Step / Type	Issue Status
F2110888	SKD173	Store Only	Chain Store Stores SKD (FJ,FK)	FJ	2	Issued

2. Find User (detailed search)

- Select the Users tab
- Select Find User
- Enter available information in one or more search field(s)
- Click **Find User(s)**
- Once the User is found, click on the Name to review the current key serial number assigned to that User.



Find User Deleted - Enter data into one or more fields to search for users.

User Info Hide Additional Fields [Clear](#)

First Name: M.I.:
Last Name:
Title:
Headquarters:
Employee ID:

Contact Info Show Additional Fields [Clear](#)

Email:

Advanced Search Info Hide Advanced Search Fields

Notes [Clear](#)

Note Text:

Options [Clear](#)

Send Orders To This Location
Bill Orders To This Location

Keys : Qty. of Active Keys Assigned to User [Clear](#)

Keys:

[Find User\(s\)](#) [Clear All](#)

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: Chain Store 0067 - Memphis
HeadQuarters: [Locksmiths](#)
Location Status:
lvl: 1
Customer Identifier:
SystemName: Chain Store Stores SKD (FJ,FK)
Accounting Number: N/A

[Address](#) [Contact](#) [Notes](#) [Options](#) [Keys: 16 \(4 Active\)](#) [Doors: 1](#)

Address1: 7741 Winchester Road
Address2:
City: Memphis
State: TN
Zip: 38125
Country: US
Valid Address: Yes
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.

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

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

Phone:

Advanced Search Info

Primary / Secondary Contact [Clear](#)

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

Address:
Address 2:
City:
State:
Zip:
Country: UNITED STATES
 Non-standard Address

Notes

Note Text:

Options [Clear](#)

Send Orders To This Location
Bill Orders To This Location

Doors Qty. of Doors Assigned to Location [Clear](#)

Doors:

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: [Chain Store 0067 - Memphis](#)

Cylinders: 4 (4 Active)

System: Chain Store Stores SKD (FJ,FK)

Records: 1 page: 1 of 1

Cylinder DHI	Door Name	Keyway	# Cylinder	# Active
SKD173	0067:All Doors-Memphis TN	FJ	4	4

Keys: 18 (6 Active)


System: Chain Store Stores SKD (FJ,FK)

Show Active Only Show All

Records: 6 page: 1 of 1

Key DHI	Keyway	Key Name	Serial Number	Assigned To	Key Status	Step / Type
SKD173	FJ	Store Only	F2080517	0067-All Doors-Memphis TN	Issued	3
SKD173	FJ	Store Only	F2110886	Chain Store 0067 - Memphis	Issued	2
SKD173	FJ	Store Only	F2110887	Chain Store 0067 - Memphis	Issued	2
SKD173	FJ	Store Only	F2110888	Jack Finnegan	Issued	2
SKD173	FJ	Store Only	F2110889	Chain Store 0067 - Memphis	Issued	2
SKD173	FJ	Control Only	F2219907	Chain Store 0067 - Memphis	Issued	2.C




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

 **Location Summary Report**

Location Name: Chain Store 0067 - Memphis

Location Info:

7741 Winchester Road Memphis, TN 38125

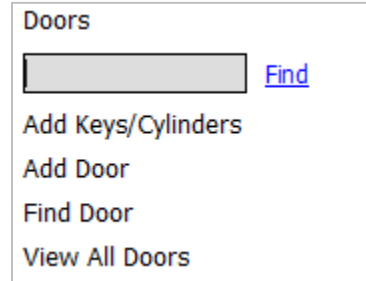
DHI	Type	Door (or Key) Name	# Keys	# Cyls	Hardware / Serial Numbers
SKD173		Store Only	5		F2080517, F2110886-F2110889
SKD173.C		Control Only	1		F2219907
SKD173		0067:All Doors-Memphis TN		4	

Doors

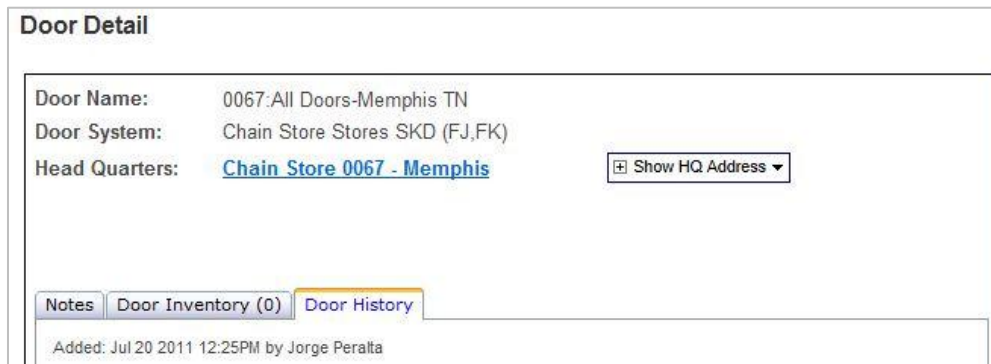
Definition: Door – is a place or geographic location utilizing a lock.

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](#)

Door Detail

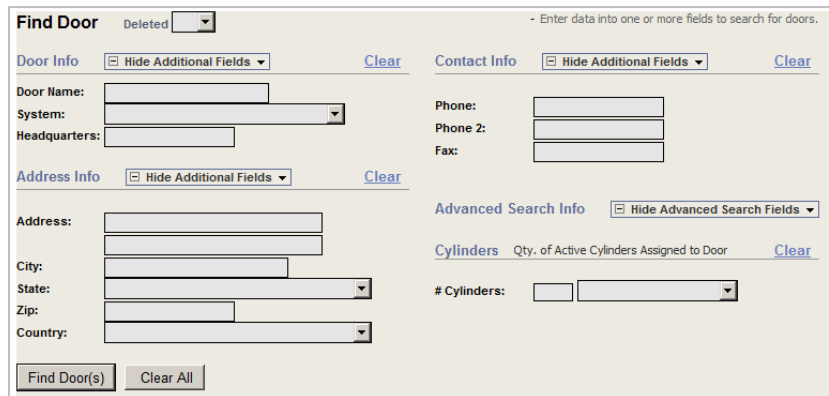
Door Name: 0067:All Doors-Memphis TN
Door System: Chain Store Stores SKD (FJ,FK)
Head Quarters: [Chain Store 0067 - Memphis](#)

Notes Door Inventory (0) Door History

Added: Jul 20 2011 12:25PM by Jorge Peralta

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
Door Name:
System:
Headquarters:

Contact Info
Phone:
Phone 2:
Fax:

Address Info
Address:
City:
State:
Zip:
Country:

Advanced Search Info
Cylinders Qty. of Active Cylinders Assigned to Door
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.

2. View All Keys

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

View All Keys Show: 50 Records/Page

[Remove All Filters](#)

Records: 21 page: 1 of 1

Print Page Excel Format Click headings to sort (or Reverse sort) data Click data to filter by selection

Serial Number	Keyway	Key Name	Issued To	Status	System	DHI	Step	Type
D1000042	D04	Cashier Only	Graham, Julie	Issued	Chain Store Inc. 6-Pin MK (F01)	2AA	1	
D757358	F01	Master Control		Deactivated	Chain Store Inc. 6-Pin MK (F01)	AA	1	C
D757359	F01	Store Master	Washington, B.	Issued	Chain Store Inc. 6-Pin MK (F01)	AA	1	
D757360	F01	Store Master	Satterfold, Samuel	Issued	Chain Store Inc. 6-Pin MK (F01)	AA	1	
D757361	F01	Store Master	Rivera, Patric	Issued	Chain Store Inc. 6-Pin MK (F01)	AA	1	
D757362	F01	Store Master	Schussel, Robyn	Issued	Chain Store Inc. 6-Pin MK (F01)	AA	1	
D757363	F01	Store Master	CHAIN STORE 0200 - New York NY	Mailer	Chain Store Inc. 6-Pin MK (F01)	AA	2	S
D757364	F01	Store Master	CHAIN STORE 0200 - New York NY	Mailer	Chain Store Inc. 6-Pin MK (F01)	AA	2	
D757365	F01	Store Master	CHAIN STORE 0200 - New York NY	Mailer	Chain Store Inc. 6-Pin MK (F01)	AA	2	
D757366	F01	Store Master	CHAIN STORE 0200 - New York NY	Mailer	Chain Store Inc. 6-Pin MK (F01)	AA	2	
D757367	F01	Store Master	CHAIN STORE 0200 - New York NY	Mailer	Chain Store Inc. 6-Pin MK (F01)	AA	2	
D757368	F01	Store Master	CHAIN STORE 0200 - New York NY	Fire Box	Chain Store Inc. 6-Pin MK (F01)	AA	5	

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

Order Number: 423	Order Date: 11/25/2013	Opened By: Larson, Jesse
Acct Number:	Due Date: 11/28/2013	Requested By: Loss Prevention
Customer PO: 1925-07	Complete Date:	Closed By:
Ship Method: UPS GROUND		Attn: Jack Finnegan - MOD
Credit Card: N/A	Order Type: Rekey Kit(s) - Std.	Request Type: E-mail

Dealer: InstaKey Security Systems
Bill To: CHAIN STORE - Outlets (CSO)
Send To: Chain Store 0067 - Memphis

---Address Verified---

Instructions Accounting Notes CS Notes Production Notes

Reference: Store 0067 - Next Step Rekey Kit

ATTN: STORE MANAGER, PLEASE PLACE THIS UNOPENED REKEYING KIT INTO YOUR SAFE

- (1) Control Key (inside the Rekeying Kit)
- (1) IK-CTRL (inside the Rekeying Kit)
- (1) Control Key Memo (inside the Rekeying Kit)
- (5) Key Receipts (inside the Rekeying Kit)