

Key Mastery

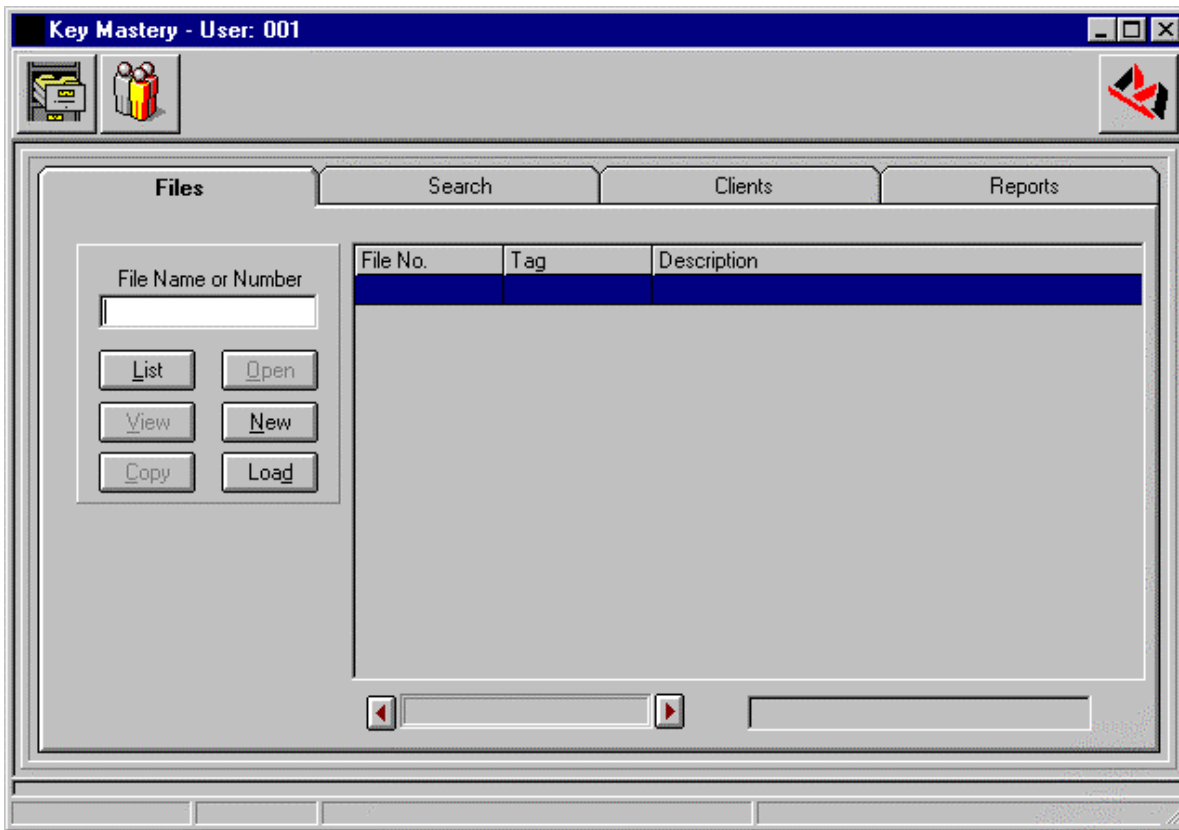
User Manual

Version 4.3

This is a full tutorial on all of the features of Key Mastery.


Note: This is an interim manual, which is still work in progress. If you have any problems or require further details or information, please let us know and we will endeavour to update it ASAP.

Section 1 - Your Key Mastery Screen



1.1 Moving around your Key Mastery Screen

The Key Mastery screens are designed for simple use with a mouse and keyboard. To move around the screen simply click the buttons or tabs you require. You also have the option of using the keyboard when you see **underlines** on a button or tab.

 To select a button or tab with an underline using the keyboard, hold down the “Alt” key and press the underlined letter (in this example the L).

You can also use the “Tab” key to move through a screens fields and buttons.

Whilst entering Keys and Doors the “Enter” key will move through the most commonly used fields. This is useful for the fast entry of Keys and Doors.

1.2 Key Mastery Hot Keys

Note: The following hot keys are shortcuts for various tasks throughout Key Mastery. You are not required to know or even use these keys to operate Key Mastery.

Location	Hotkey	Description
General Hot Keys		
Logon form, File Open form, Keying Chart, Design/Generate Form, Doors Form, Keys Form, File Close Form, Order Form, Profile Form	ESCAPE	Unloads displayed form, and displays KM Logo form (unless something is being edited in one of the forms)
KM Logo Form	ESCAPE	Exits Key Mastery (after confirmation prompt)
KM Logo Form	F	If project open - loads file close form Otherwise - loads file open form
KM Logo Form	I	If project open - loads file information form
KM Logo Form	U	Loads logon/user management form
KM Logo Form	C	If project open - loads keying chart
KM Logo Form	K	If project open - loads keys form
KM Logo Form	D	If project open - loads doors form
KM Logo Form	O	If project open - loads order form
KM Logo Form	P	If project open - loads profile form
KM Logo Form	G	If project open - loads design form (G = generate)
KM Logo Form	S	Loads software options form
Search Box	F11	Find Previous
Search Box	F12	Find Next
Log-on Form		
	Alt-L	Select Logon Tab
	Alt-P	Select User Password Tab
	Alt-U	Select Users Tab
Log-on tab, user list	0..9	Logs on to respective user (eg. 1 logs on to U001). 0 will log on to user U010 <i>Quick Logon</i> 1. Press user number (1 for U001 etc) 2. Type in password, if any 3. Press Enter
Users tab, user list	F2	Edit selected user
Users tab, user list	DEL	Delete selected user
Users tab, user list	INS	Add a new user
File Open Form		
	Alt-F	Files Tab
	Alt-H	Search Tab
	Alt-C	Clients Tab
	Alt-R	Reports Tab
Files Tab, File List	Alt-L	List files matching search criteria (List button)
Files Tab, File List	Alt-O	Open file
Files Tab, File List	Alt-V	View file
Files Tab, File List	Alt-Y	Copy file
Files Tab, File List	Alt-D	Load file
Files Tab, File List	Alt-N	New file
Files Tab, Client List	Alt-L	List clients matching search criteria (List button)
Files Tab, Client List	Alt-U	Use client

Files Tab, Client List	Alt-N	New client for new file
Files Tab, Client List	ESCAPE	Abort new file
Search Tab	Alt-L	Search By Location
Search Tab	Alt-N	Search By Client
Search Tab	Alt-I	Search By Info
Search Tab	Alt-S	Perform Search
Search Tab	Alt-O	Open selected file
Client Tab	Alt-L	List clients matching search criteria (List button)
Client Tab	F2	Edit Client
Client Tab	DEL	Delete Client
Client Tab	INS	Add a Client
Client Tab	Alt-D	List Redundant Clients
Client Tab	Alt-O	Open selected file
File Information Form		
	Alt-F	File Tab
	Alt-C	Client Tab
	Alt-I	Info Tab
	Alt-N	Notes Tab
	Alt-G	Signatures Tab
	Alt-D	Documents Tab
File Tab	Alt- "? / "	Next File Prefix Assist
File Tab	Ctrl-P	Print File Report
File Tab, New File Only	ESCAPE	Abort New File
File Tab, New File Only	Alt-O	Open New File
Client Tab	F2	Edit Client Details
Client Tab	Alt-H	Choose Client
Client Tab, Client Edit Mode	Alt-S	Save Client Details
Client Tab, Client Edit Mode	ESCAPE	Cancel
Info Tab	Alt-L	Change Information Layout
Signature Tab, Sig Edit Mode	Alt-P	Paste Signature Picture
Signature Tab, Sig Edit Mode	Alt-Y	Copy Signature to clipboard
Signature Tab, Sig Edit Mode	Alt-B	Browse for a picture file
Signature Tab, Sig Edit Mode	Alt-X	Clear the signature picture
Signature Tab, Sig Edit Mode	Alt-S	Save Signatory details
Signature Tab, Sig Edit Mode	ESCAPE	Cancel
Signature Tab	F2	Edit Signatory
Signature Tab	INS	Add Signatory
Signature Tab	DEL	Delete Signatory
Signature Tab	Alt-R	Print Signatory Registration Form
Signature Tab	Alt-U	Print Signatory Update Form
Document Tab, Doc Edit Mode	Alt-P	Paste Picture
Document Tab, Doc Edit Mode	Alt-Y	Copy Picture to clipboard
Document Tab, Doc Edit Mode	Alt-B	Browse for a picture file
Document Tab, Doc Edit Mode	Alt-X	Clear the picture
Document Tab, Doc Edit Mode	Alt-S	Save Document details
Document Tab, Doc Edit Mode	ESCAPE	Cancel
Document Tab	F2	Edit Document
Document Tab	INS	Add Document
Document Tab	DEL	Delete Document
Document Tab	Ctrl-P	Print Document
Document Tab	Alt-A	View Full Document Picture
Keys Form		
	Alt-G	Group Tab
	Alt-K	Key Tab

	Alt-A	Access Tab
	Alt-H	History Tab
Key Selection	F3	Search And Replace
	F6	Clear All Tags
	F7	Contract All Headings
	F8	Expand All Headings
	Alt &	Select Down
	Ctrl-PGUP	Move to previous heading
	Ctrl-PGDN	Move to next heading
	Ctrl-I	Check Profile Integrity
Heading is selected	F2	Edit Heading
Heading is selected	INS	Insert a Heading
Heading is selected	Ctrl-INS	Append Heading
Heading is selected	DEL	Delete Heading
Heading is selected	F5	Select/Unselect All Keys Underneath Heading
Heading is selected	Ctrl & +	Select All Keys Underneath Heading
Heading is selected	Ctrl & -	Unselect All Keys Underneath Heading
Heading is selected	+	Expand heading if contracted
Heading is selected	-	Contract heading if expanded
Heading is selected with selection	Alt-M	Move Key(s) to heading
Heading is selected	Alt-INS	Add Key to Heading
Heading is selected	Ctrl-↑	Move Heading Up
Heading is selected	Ctrl-	Move Heading Down
Heading is selected	Ctrl-P	Print Keys
Group Heading is selected	INS	Append Group
Group Heading is selected	Alt-INS	Append Group
Group is selected	F2	Edit Group
Group is selected	INS	Insert a Group
Group is selected	Alt-INS	Append Group
Group is selected	DEL	Delete Group
Group is selected	Ctrl-P	Print Group
Key is selected	F2	Edit Key/Multi-Edit Keys
Key is selected	INS	Insert a Key
Key is selected	Alt-INS	Append a Key
Key is selected	DEL	Delete Key
Key is selected	F5	Select/Unselect Key
Key is selected	+	Select Key and select next key
Key is selected	-	Unselect Key and select next key
Key is selected	Alt-R	Replace Key
Key is selected	Ctrl-INS	Insert a Heading
Key is selected	Ctrl-P	Print Keys
Key is selected with Selection	F2	Multi-Key Edit
Key is selected with Selection	Alt-M	Move Keys
Key is selected with Selection	DEL	Multi-Key Delete Doors
Key is selected with Selection	Ctrl-U	Multi-Key Uppercase
Key is selected with Selection	Ctrl-L	Multi-Key Titlecase
Group Edit/Insert Mode	Alt-L	List Keys in Group
Access Tab	Ctrl-P	Print Key Access
History Tab	Ctrl-P	Print Key History
Doors Form		
	Alt-D	Door Tab
	Alt-K	Keying Tab
	Alt-H	History Tab

Door Selection	F3	Search And Replace
	F6	Clear All Tags
	F7	Contract All Headings
	F8	Expand All Headings
	Alt &	Select Down
	Ctrl-PGUP	Move to previous heading
	Ctrl-PGDN	Move to next heading
	Ctrl-I	Check Profile Integrity
Heading is selected	F2	Edit Heading
Heading is selected	INS	Insert a Heading
Heading is selected	Ctrl-INS	Append Heading
Heading is selected	DEL	Delete Heading
Heading is selected	F5	Select/Unselect All Doors Underneath Heading
Heading is selected	Ctrl & +	Select All Doors Underneath Heading
Heading is selected	Ctrl & -	Unselect All Doors Underneath Heading
Heading is selected	+	Expand heading if contracted
Heading is selected	-	Contract heading if expanded
Heading is selected with Selection	Alt-M	Move Door(s) to heading
Heading is selected	Alt-INS	Add Door to Heading
Heading is selected	Ctrl-↑	Move Heading Up
Heading is selected	Ctrl-	Move Heading Down
Heading is selected	Ctrl-P	Print Doors
Door is selected	F2	Edit Door/Multi-Edit Doors
Door is selected	INS	Insert a Door
Door is selected	Alt-INS	Append a Door
Door is selected	DEL	Delete Door
Door is selected	F5	Select/Unselect Door
Door is selected	+	Select Door and select next Door
Door is selected	-	Unselect Key and select next Door
Door is selected	Ctrl-INS	Insert a Heading
Door is selected	Ctrl-P	Print Doors
Door is selected with Selection	F2	Multi-Door Edit
Door is selected with Selection	Alt-M	Move Doors
Door is selected with Selection	DEL	Multi-Door Delete Doors
Door is selected with Selection	Ctrl-U	Multi-Door Uppercase
Door is selected with Selection	Ctrl-L	Multi-Door Titlecase
Keying Tab	Ctrl-P	Print Door Keying
History Tab	Ctrl-P	Print Door History
Door Edit Form		
Lock List	INS	Import/Add Locks
Key No Text Box		Drop Down Filtered Key List
Key No Text Box	Ctrl-	Drop Down Entire Key List
Order Form		
	Alt-K	Keys Tab
	Alt-D	Doors Tab
	Alt-P	Process Tab
	Alt-H	History Tab
Keys Tab	F8	Display All Keys
Keys Tab	F7	Display Ordered Keys
Keys Tab	F9	Display New Keys (no previous orders)
Keys Tab	F2	Edit Order
Keys Tab	Alt &	Select Down
Keys Tab	Ctrl-P	Print Key Order Confirmation

Keys Tab	Ctrl-D	Duplicate
Keys Tab	NUMPAD0 TO NUMPAD9	Enters respective number into order
Keys Tab	Alt-T	Enters test key into order
Keys Tab	Ctrl-PGUP	Previous Heading
Keys Tab	Ctrl-PGDN	Next Heading
Doors Tab	F8	Display All Doors
Doors Tab	F7	Display Ordered Doors
Doors Tab	F9	Display New Doors (no previous orders)
Doors Tab	F2	Edit Order
Doors Tab	Alt &	Select Down
Doors Tab	Ctrl-P	Print Door Order Confirmation
Doors Tab	Ctrl-D	Duplicate
Doors Tab	Ctrl-PGUP	Previous Heading
Doors Tab	Ctrl-PGDN	Next Heading
Doors Tab	Ctrl-L	Order Lock
Doors Tab	Ctrl-C	Order Cylinder(s)
Doors Tab	Ctrl-E	Order External Cyl
Doors Tab	Ctrl-I	Order Internal Cyl
Doors Tab	Ctrl-G	Order Plug/Core
Doors Tab	Ctrl-R	Re-Key
Doors Tab	Ctrl-X	Clear
Process Tab, Details Textbox	INS	Add Signatory
Process Tab	Ctrl-P	Print
Process Tab	Ctrl-L	Run KMLLabels
Process Tab, Sig Choose	Alt-S	Signature Tab
Process Tab, Sig Choose	Alt-I	Info Tab
Process Tab, Sig Choose	ENTER	Choose Signatory
Process Tab, Sig Choose	ESC	Cancel
History Tab	Alt-E	Keys Tab
History Tab	Alt-R	Doors Tab
History Tab	Alt-O	Orders Tab
History Tab, Keys Tab	F2	Edit Key History
History Tab, Keys Tab, In Edit	ENTER	Save Key History
History Tab, Keys Tab, In Edit	ESC	Cancel
History Tab, Keys Tab	Ctrl-P	Print Key History
History Tab, Keys Tab	F7	Close All Areas
History Tab, Keys Tab	F8	Open All Areas
History Tab, Doors Tab	F2	Edit Key History
History Tab, Doors Tab, In Edit	ENTER	Save Key History
History Tab, Doors Tab, In Edit	ESC	Cancel
History Tab, Doors Tab	Ctrl-P	Print Key History
History Tab, Doors Tab	F7	Close All Areas
History Tab, Doors Tab	F8	Open All Areas
History Tab, Orders Tab	F2	Edit Key History
History Tab, Orders Tab, In Edit	ENTER	Save Key History
History Tab, Orders Tab, In Edit	ESC	Cancel
History Tab, Orders Tab	Ctrl-P	Print Key History
History Tab, Orders Tab	Ctrl-K	Show Keys for Order
History Tab, Orders Tab	Ctrl-D	Show Doors for Order
History Tab, Orders Tab	Ctrl-C	Close Keys/Doors List
Lock Form		
	ENTER	Transfer

	DEL	Delete Lock
	INS	Add Lock
	F2	Edit Lock
	Dbl Click on Global Lock	Transfer Lock to Project List, and close form
Keying Chart		
	Ctrl-PGUP	Previous Heading
	Ctrl-PGDN	Next Heading
	F2	Toggle Editing of Key Chart
	F7	Reduce Headings
	F8	Move All KA/KD Keys to Top
	F9	Move All Keys to Top
	Ctrl-P	Show Print Options
	Ctrl & +	Select Column
	Ctrl & -	Clear Column
	Ctrl-A	Add Key To Top
	Ctrl-R	Remove Key From Top
Print Options	Ctrl-P	Print Chart
Print Options	Ctrl-B	Save Chart as Bitmap
Edit Mode	SPACE	Toggle Dot
Edit Mode	Shift- →←↑	Select group of dots. The selection panel is displayed after shift is released
Selection Panel	ENTER	Select
Selection Panel	DEL	Clear
Selection Panel	ESC	Cancel
Profiles		
	SPACE	Unmark/Mark "X" in grid
	F2	Edit Profile
	INS	Insert Profile
	Ctrl-INS	Append Profile
	DEL	Delete Profile
	Alt-G	Show Global Profiles
	Alt-S	Save Profile As
Global Profiles	F2	Rename Global Profile
Global Profiles	DEL	Delete Global Profile
Print Preview		
	F5	Zoom To Whole Page
	F6	Zoom to Page Width
	F7	View Two Pages
	F8	View Thumbnails
	+	Zoom in
	-	Zoom out
	HOME	First Page
	PGUP	Previous Page
	PGDN	Next Page
	END	End Page
	Ctrl-P	Print Page
	Ctrl-S	Printer Setup
	ESC	Close Print Preview

1.3 Key Mastery Main Buttons

Once you have logged on you have three main buttons available to you.



Key Mastery Options



User Logon



Open / Create File

All of their features are described in detail in the next three sections.

Section 2 - Terms to Get You Started

File

The word file is used regularly and refers to the Master key System you are creating or have created. Every file you create will be given a file number that you specify. The file number is what you would generally refer to as the system number.

Client

The client is the individual customer you have listed in your client database. You can have multiple files for an individual client.

Main Buttons

The 10 main buttons that appear across the top of your Key Mastery screen.



Maison Keying (Central Keying)

A group of keys accessing a common door. Example: - The entrance door to an apartment complex accessed by all apartment keys.

Master Keys

Any key with keys below it.

Selective Key (Cross Key)

Any key that does not follow the standard masterkeying structure.

Example 1: - A maintenance key that has to operate doors under different master key groups.

Example 2: - A cleaners key that needs to open all but a few door under a master.

Example 3: - An office situation where different staff members are able to access various doors depending on their requirements.

Change Key (Individual or Servant Key)

The lowest level key which operates a single KD (Keyed to differ) door, or a group of KA (Keyed alike) doors.

Construction Key (Builders Key)

A temporary master key accessing all specified doors while building is under construction.

Section 3 - Special Features

3.1 List Shortcut buttons

There are several shortcut buttons to assist you with the various functions associated with Key Mastery **Key Lists** and **Door Lists**.



Profile integrity Check

For multi profiled systems only. Checks that the profile of the key matches the cylinder.



Tag / Untag.

Tags the highlighted item or if already tagged, will untag the highlighted item. The F5 key is also a shortcut for this function. The tagging feature is use throughout Key Mastery to highlight an individual or group of Keys, Doors or Codes.



Clear All Tags.

Clears all of the currently tagged items.



Select Down.

Highlights all of the following items including the currently highlighted item. This is handy when you have a large amount of items to tag, assign keys in bulk quantities or to place key orders in the Orders section.



Close All Areas. Closes all areas so that only the heading are displayed on your screen. The F7 key is also a shortcut to this function.



Open All Areas. Opens all areas so that the headings and items under the headings are all displayed on your screen. The F8 key is also a shortcut to this function.



Key Mastery has a find feature associated with virtually all lists. This is an easy way to find an entry when you have a large number of entries to maintain. Simply type in any part of the entry and FIND will search the list. If a similar entry is found first, clicking the right and left arrows will search back and forward through the list for another matching entry.

3.2 Print Preview

Print Preview Options



As with all the print buttons throughout Key Mastery once you have clicked on a print button the report will be displayed on your screen. You will then have various options to choose from.



Zoom to Whole Page. Displays a full page print preview.



Zoom to Page Width. Displays a page width print preview.



View 2 Pages. Displays 2 pages simultaneously on your screen.



View Thumbnails. Displays all pages simultaneously on your screen.



Preview size Drop down Box. Displays your report at the selected size.



Go to first Page. Displays the first page of your report.



Go to Previous Page. Displays the previous page of your report.



Go to Next Page. Displays the next page of your report.



Go to Last Page. Displays the last page of your report.



Print. Prints the current report.



Printer Setup. Allows you to set up your printer.



Close. Closes the current report preview.

Section 4 - User Logon



When you enter Key Mastery the Users Log On screen (shown below) will appear.

4.1 Log On Tab

The Log On tab is for Logging Users On or Off and for exiting Key Mastery.

Single user software defaults directly to the Password entry field.

Users For multiple user software, when you enter Key Mastery user 001 is highlighted. If you are not user 001, click on your user number.

Click the **Log On** button. You will then be asked for your password. Enter your password. If you have not entered one in yet, leave this blank and click **OK**

Once you have logged on the screen will automatically revert to the File Open screen.

To exit Key Mastery simply **Log Off** the current user and click **End**

4.2 Password Tab

The password tab allows all users to alter their individual password.

To change your password, enter your existing password into the Old Password field and then enter your new password into both the New Password and Verify Password fields.

Then Click 

Your new password is now saved.



The image shows a dialog box titled "User" with a grey background. At the top, there is a text field containing "001: Mark Obara". Below this are three text input fields: "Old Password", "New Password", and "Verify Password". At the bottom of the dialog, there are two buttons: "Cancel" on the left and "Save" on the right.

4.3 Users Tab

Refer to the Setup and Installation Manual.

Section 5 - Open/Create File



To open or create a new file, click  to reveal the File Open screen.

If you have just logged on you will automatically be in the Open/Create File Screen.

The screenshot shows a software interface with a tabbed menu at the top containing 'Files', 'Search', 'Clients', and 'Reports'. The 'Files' tab is active. Below the tabs, there is a section titled 'Recently opened files:' containing a table with three columns: 'File No.', 'Tag', and 'Description'. The table lists three entries: 'C8' (Uptown Apartments), 'C10' (Riverside Service Apartments), and 'C12' (Demo Apartments). The first row is highlighted in blue. To the left of the table is a sidebar with a text input field labeled 'File Name or Number' and six buttons: 'List', 'Open', 'View', 'New', 'Copy', and 'Load'. At the bottom of the main area, there are two empty text input fields with arrowheads on their left sides.

File No.	Tag	Description
C8		Uptown Apartments
C10		Riverside Service Apartments
C12		Demo Apartments

The File Open screen has four tabs. **Files**, **Search**, **Clients** and **Reports**.

A close-up view of the tabbed menu at the top of the interface, showing four tabs: 'Files', 'Search', 'Clients', and 'Reports'. The 'Files' tab is currently selected and highlighted.

5.1 Reports Tab

The Reports tab allows you to create customised reports.

The screenshot shows the 'Reports' tab in a software application. It features a top navigation bar with 'Files', 'Search', 'Clients', and 'Reports'. Below this, there are three main sections: 'Report Filtering', 'Sorting', and 'Label Settings'. The 'Report Filtering' section is highlighted and contains three sub-sections: 'File Information Filter' with a 'Design Type' dropdown (set to 'All Modules'), 'Profile' and 'Prefix' text boxes; 'Date Filter' with radio buttons for 'Serviced', 'Designed', and 'Signature Update', and 'Date From' and 'Date To' text boxes; and 'Qty Filter' with radio buttons for 'No of Keys' and 'No. of Doors', and a 'Filter out files smaller than:' text box. A 'Reset Filters' button is located at the bottom right of the filtering section. At the very bottom of the interface, there are three buttons: 'Print Client Labels', 'Print BRIEF File/Client Report', and 'Print FULL File/Client Report'.

You can set your own criteria via the Report Filtering

Report Filtering

This close-up shows the 'File Information Filter' section. It includes a 'Design Type' dropdown menu currently set to 'All Modules', and two empty text input fields labeled 'Profile' and 'Prefix'.

The File Information Filter will allow you to run your report by a specific Design Type (Eg. Bilock or Disklock) or all of the design modules. You can also specify a Profile, or a particular Prefix used on your file numbers.

This close-up shows the 'Date Filter' section. It features three radio button options: 'Serviced' (selected), 'Designed', and 'Signature Update'. Below these are two text input fields: 'Date From' with the value '30/12/1899' and 'Date To' with the value '14/09/2000'.

The Date Filter will allow you to run reports based on: -

- Serviced** Displays the last serviced date for the selected files.
- Designed** Displays the designed date of the files selected.
- Signature Update** Displays the last signature update date for the selected files.

This close-up shows the 'Qty Filter' section. It has two radio button options: 'No of Keys' (selected) and 'No. of Doors'. Below is a text input field labeled 'Filter out files smaller than:' which is currently empty.

The Qty Filter will allow you to filter out files with key or door quantities less than your specified number. This is useful for identifying your larger clients and also identifying your potential clients for "Key Issue", key management software.

Reset Filters

The Reset Filters will return the three filter settings to their default settings as displayed above.

Once you have set your filters click the

Sorting

 button and a list of the files to appear in your report will be displayed. By clicking on the heading of a column, the column will be sorted in alphabetical order, date order or number order (whatever is applicable to the particular column). If you click on the heading again then the order is reversed.

Label Settings The label setting allows you to select which label on the sheet of labels you wish to start printing on. This feature is useful, as you will not waste pages of labels if you do not use an entire page. You will be able to commence printing at the first unused label position on the sheet. You also have the option of removing duplicate clients from this field.

Print Client Labels Will send your selected criteria in Label format to the print preview screen ready for printing.

Print BRIEF File/Client Report Will send your selected criteria in one line per file/client format to the print preview screen ready for printing.

Print FULL File/Client Report Will send your selected criteria with the full client information to the print preview screen ready for printing.

5.2 Clients Tab

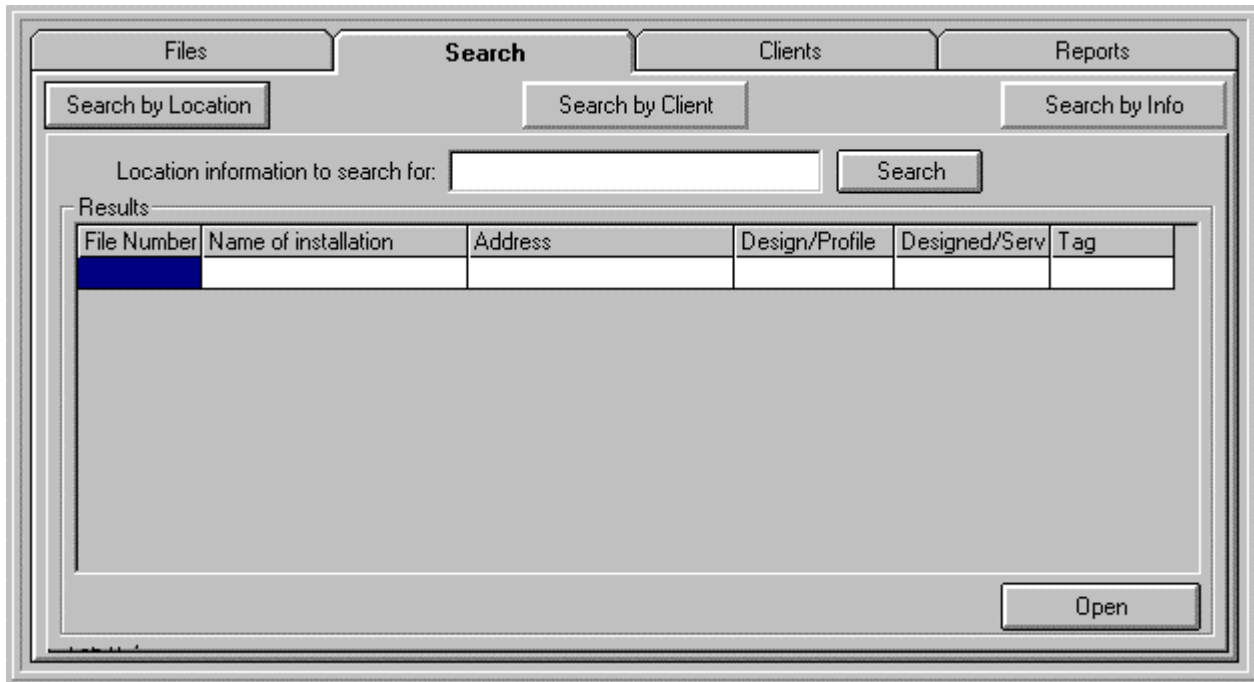
The Clients tab stores all the clients you have listed in Key Mastery. When you create a new file you will be prompted to create a new client or select an existing one. If a client has more than one file you can simply add the new file to an existing client.

The screenshot shows a software interface with four tabs: Files, Search, Clients, and Reports. The 'Clients' tab is selected. On the left, there is a 'Find Client Name' search box and buttons for 'List', 'Edit', 'New', and 'Delete'. The main area displays a list of clients: Northern Fitness Centre, Oasis Leisure Centre, Piano Bar, Red Hill Hotel, Riverside Serviced Apartments, Southern Cross Motel, Uptown Apartments (highlighted), and Valley Vineyard. To the right, a 'Files' list shows 'C4' and 'C8'. Below the list are 'List Redundant' and 'Open File' buttons. At the bottom, a form displays details for 'Uptown Apartments': Name (Uptown Apartments), Address (2 Main Street, CANBERRA ACT 2601), Contact (Jane Smith), Ph1 (02 6288 1111), Ph2 (empty), Fax (02 6288 2222), and EMail (jane@uptown.com).

If you need to change any contact details, address information or phone numbers this can be done by clicking **Edit** and overtyping the existing information.

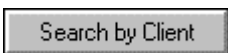
5.3 Search Tab

The Search tab supplies you with various option making searching for a file very easy.

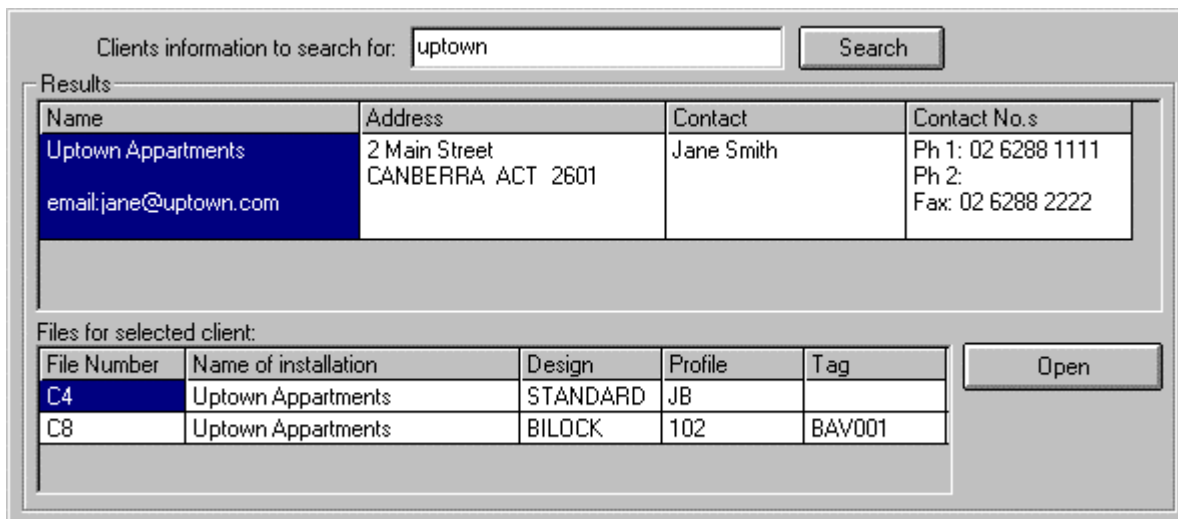


The search by Location will search by any of the following fields.

File Number	Name of installation	Address	Design/Profile	Designed/Serv	Tag
C4	Uptown Appartments	2 Main Street CANBERRA ACT 2601	D: STANDARD P: JB	D: 28/08/2000 S: 28/08/2000	



The search by Client will search by any of the following fields. It will also list the file or files if more that one, for the selected client.



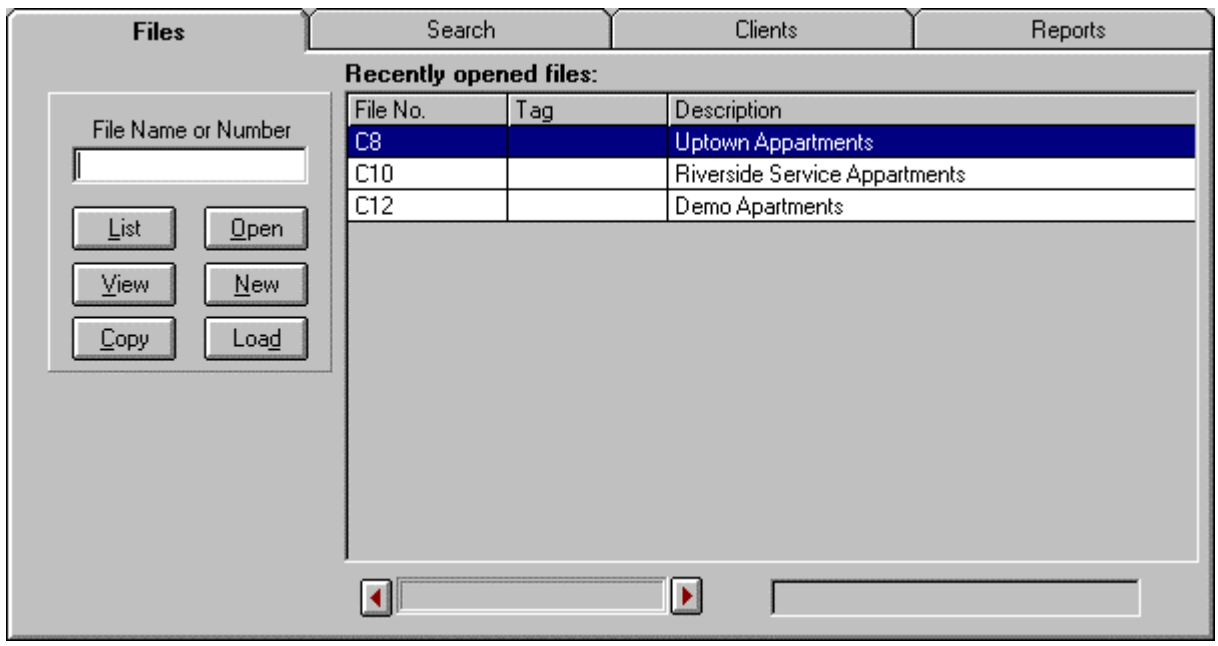
Search by Info

The search by Info will search by any information that you have entered into your customised Info filed.

File Number	Name of installation	Matching Info



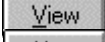
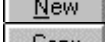
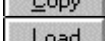
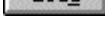
5.4 Files Tab

The Files Tab assists in the finding, opening, creating and viewing of files.



The last ten files that have been accessed at your terminal will be displayed on you screen.

The Files tab has six buttons to choose from.


-  Display a list of all the files accessible by the current user.
-  Open the file highlighted in blue on the screen.
-  Open the file in view mode only. No alterations will be allowed.
-  Enter a new system. (Further information below)
-  Copy keys, doors, keying and file information to a new file (design not copied).
-  Load a file from disc. (Eg: Transferred from another computer).

You are now ready to create a new file.

Section 6 - Create a new file in Key Mastery



6.1 Getting Started

To create a new file click 

The File Name or Number box will appear.

Click 



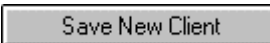
File Name or Number


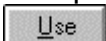


Find Existing Client

A box will appear allowing you to either choose an existing client or start a new one.

For a new client click on the  button.

Type in the client details and click 

For an existing client click on the  button. This will provide a list of your existing clients. Click on the client you wish to use and then click the  button.

The name and address fields are automatically copied from the client information, as these are the same in most cases. Simply overwrite the information if different.



File | Client | Info | Notes | Signatures | Documents

FILE

Design: STANDARD (dropdown) | Name of Installation: Demo Apartments

File No.: C12 (?) | Address of Installation: 2 Darling Street

Profile: FR (dropdown) | Barton Act 2601

TAG

Number: | Information:

DATE

Designed: 07/09/2000

Serviced: 20/09/2000

SECURITY LEVEL

Low . . . High

65 Keys

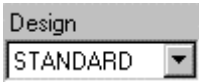
63 Doors

2 Locks



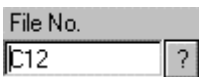
Enter the **Design**, **File No.** and **Profile**. You can also enter the **Tag Number**, Tag Information and **Security Level** if applicable. Further explanations of these functions are listed below.


Design:

A screenshot of a software interface showing a dropdown menu labeled 'Design'. The menu is open, and 'STANDARD' is selected and displayed in a text box.

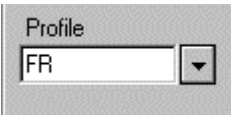
As different key types can be generated with Key Mastery, you must first choose the design module being used for this system. Eg: Standard, Bilock, Abloy etc. The drop down box will provide a list of the design modules you have installed. If your required module is not displayed, go to the Software Options to install additional modules.

File No:

A screenshot of a software interface showing an input field labeled 'File No.' containing the text 'C12'. To the right of the input field is a small square button with a question mark '?' inside.

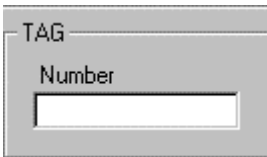
The previous file number will automatically be incremented, but you can also type any file number required. You can also find the next available number for a particular prefix by typing in the prefix and clicking on the  button.

Profile:

A screenshot of a software interface showing a dropdown menu labeled 'Profile'. The menu is open, and 'FR' is selected and displayed in a text box.

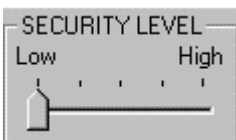
Key Mastery allows you to specify and save various profile designs. If you wish to use a previously saved profile, then you can choose it from the drop down list, otherwise type in the new profile name. To save various profile designs to your drop down list refer to the **Profiles** section.

Tag:

A screenshot of a software interface showing an input field labeled 'TAG' with the sub-label 'Number' above it. The input field is currently empty.

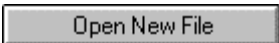
The Tag field is an alternate file number field. It is especially useful when a system has been transferred and there are keys in existence with an alternate stamping. By entering the alternate system number into the tag field you can perform a **file search by location** to find the corresponding system number. There is also a tag information field where you can enter a brief description.

Security Level:

A screenshot of a software interface showing a slider control labeled 'SECURITY LEVEL'. The slider has 'Low' on the left and 'High' on the right. The slider knob is positioned near the 'Low' end.

Setting the file security level higher than a user security level stops the user from accessing the file.

Note: This feature is only available if Key Mastery is registered as a multi-user.

When you have finished entering the file details, click 

6.2 File Structure

Every file is made up of six individual sections as listed below, each having their own Main Button.

File Details



The File Details section stores all of the relevant information relating to your file including the file design, security options, client details, your customised info tab, additional notes, signatures and documents.

Profiles



The Profiles section displays the profile you selected when creating your file. You can also use this function to add additional profiles for multi profiled systems. If you are creating a single profile system then there is no need to make any changes in the Profiles Menu.

Key List



The Key List allows you to maintain and view all necessary information on the keys in your file.

Door List



As with Key List, the Door List section provides everything you need to maintain your door list.

Keying Chart



The Keying Chart is a powerful tool for displaying and selecting which key should work which door.

Code Design



The Code Design contains the parameters and design of your keying system.

Once you have completed your file the last of the main buttons, Order Processing, will assist in the actioning of your file.

Order Processing



The Order Processing section contains all the tools you need to complete your keying system. You have the ability to enter the key and door orders, check signatures, print reports and check order history.

Section 7 - File Details



Once you have created a new file the File Details section will allow you to store all of the relevant information relating to your file. There are six tabs to store your information as listed below.

7.1 File



The File tab stores the file information entered when creating a new file. You are able to edit any of the displayed information by clicking on the field and making any changes required.

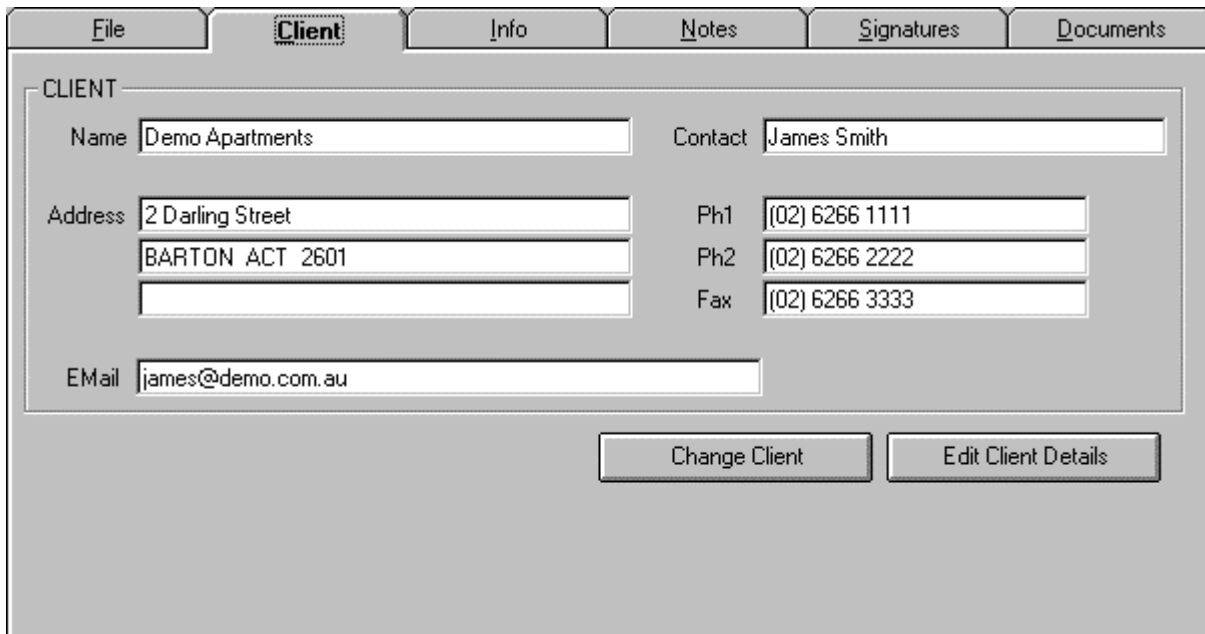
A screenshot of the 'File' tab in a software application. The form is divided into several sections: 'FILE' (Design: STANDARD, Name of Installation: Demo Apartments, File No.: C12, Address of Installation: 2 Darling Street, Profile: FR), 'TAG' (Number and Information fields), 'DATE' (Designed: 07/09/2000, Serviced: 20/09/2000), and 'SECURITY LEVEL' (Low to High slider). A list of security items is shown: 65 Keys, 63 Doors, and 2 Locks. A printer icon is at the bottom right.

FILE	Client	Info	Notes	Signatures	Documents
FILE					
Design		Name of Installation			
STANDARD		Demo Apartments			
File No.		Address of Installation			
C12		2 Darling Street			
Profile		BARTON ACT 2601			
FR					
TAG					
Number		Information			
DATE					
Designed					
07/09/2000					
Serviced					
20/09/2000					
SECURITY LEVEL					
Low High					
65		Keys			
63		Doors			
2		Locks			

7.2 Client

The Client tab displays the client information as stored in the client database.

You can edit the client details by clicking . The details will be permanently changed in the client database. You can also change the client by clicking . You will then have the option of selecting an existing client or creating a new one.



File	Client	Info	Notes	Signatures	Documents
------	---------------	------	-------	------------	-----------

CLIENT

Name Contact

Address

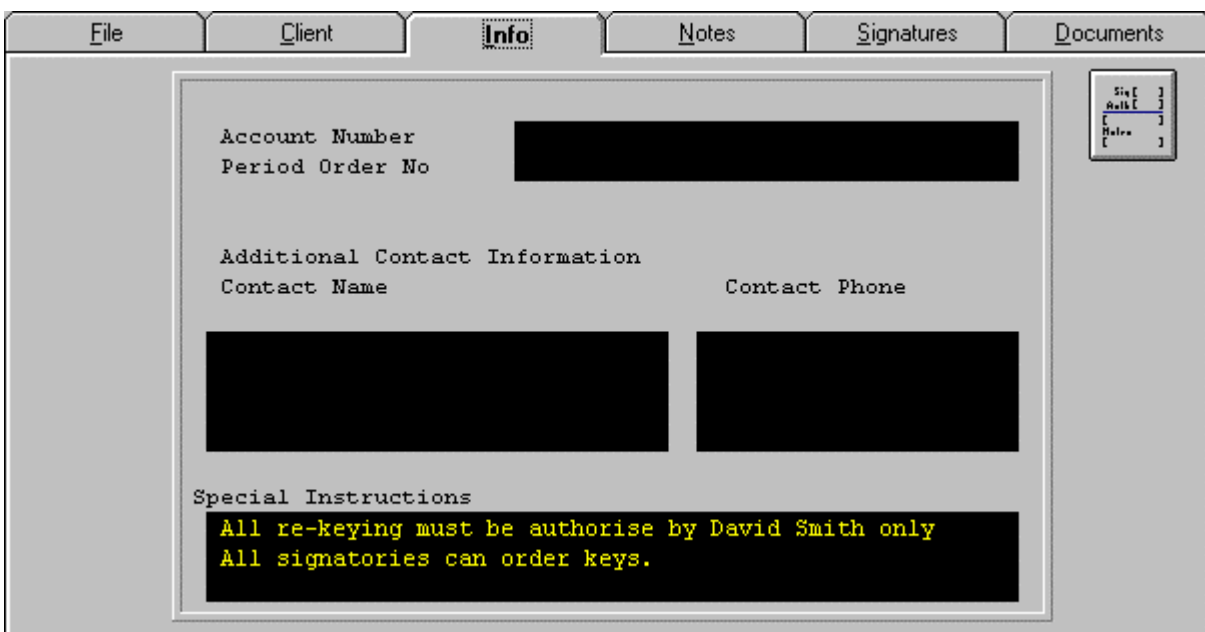
Ph1
Ph2
Fax

EMail

7.3 Info

Your customised Info tab you created at set up.

If you have entered any text into the fields, the Info tab will be open on your screen every time you open that particular file. This is especially handy if there are important special instructions relating to a file.



File	Client	Info	Notes	Signatures	Documents
------	--------	-------------	-------	------------	-----------

Account Number

Period Order No

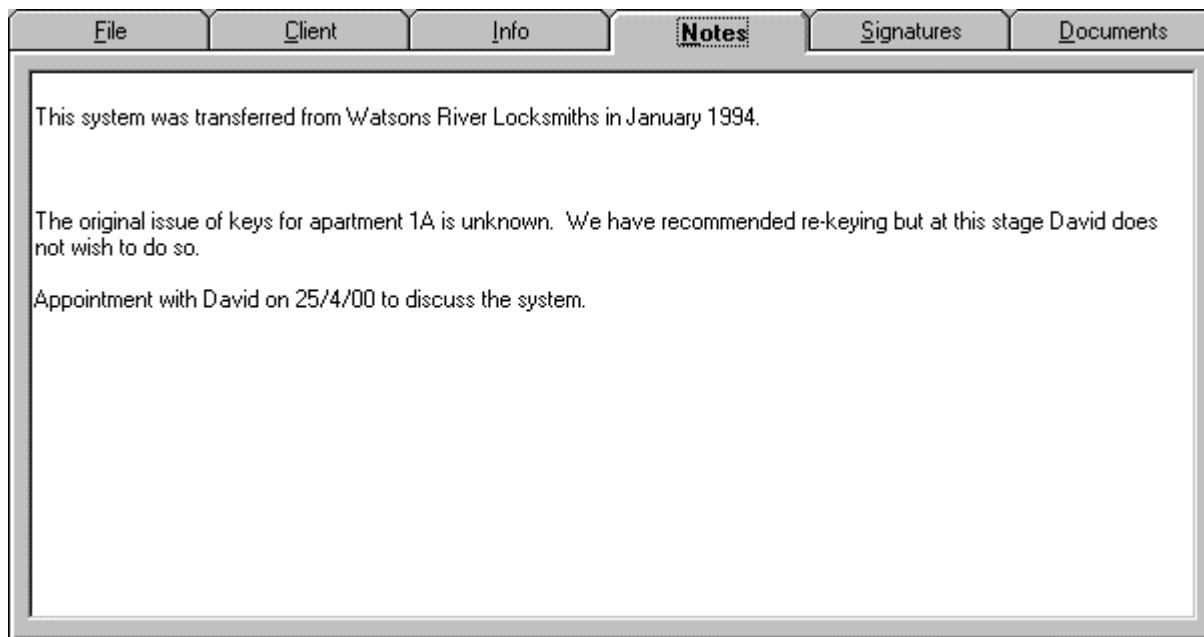
Additional Contact Information

Contact Name Contact Phone

Special Instructions

7.4 Notes

Enter any additional notes. This is an unlimited field for your own information.



The screenshot shows a software window with a tabbed interface. The 'Notes' tab is selected and active. The window contains the following text:

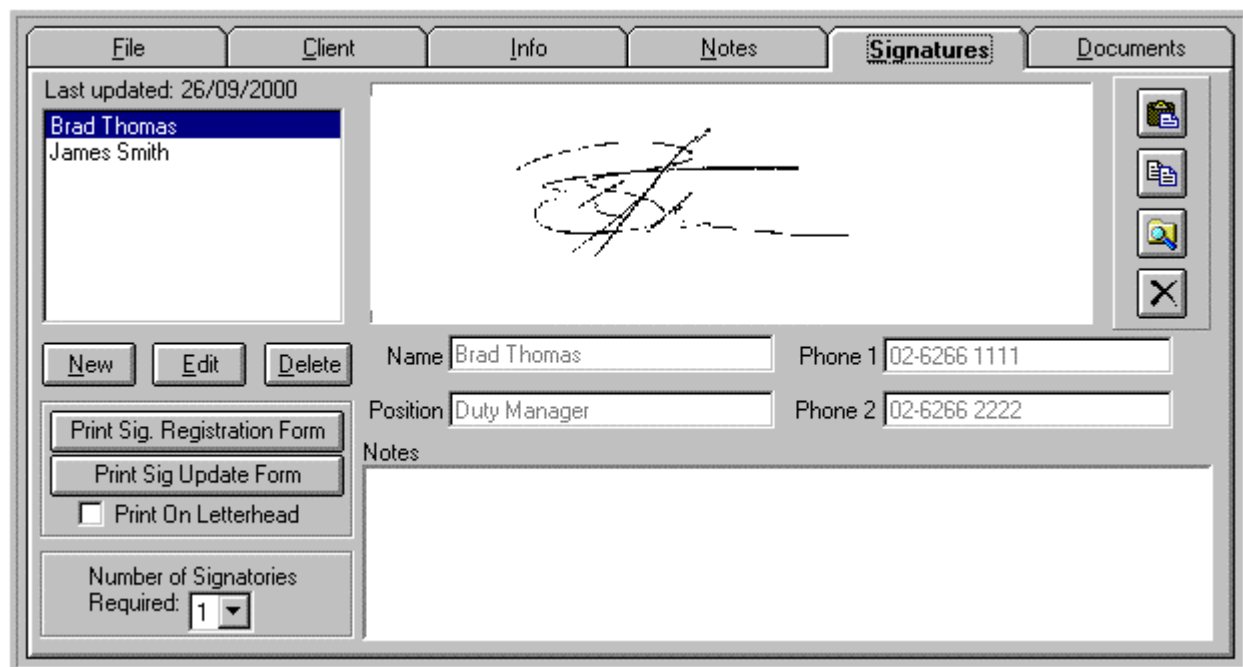
This system was transferred from Watsons River Locksmiths in January 1994.

The original issue of keys for apartment 1A is unknown. We have recommended re-keying but at this stage David does not wish to do so.

Appointment with David on 25/4/00 to discuss the system.

7.5 Signatures

The signatures tab is for storing the authorised signatories for the current file.



The screenshot shows a software window with a tabbed interface. The 'Signatures' tab is selected and active. The window displays the following information:

Last updated: 26/09/2000

Brad Thomas
James Smith


[Handwritten signature of Brad Thomas]

Name Phone 1


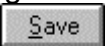
Position Phone 2

Print Sig. Registration Form
Print Sig Update Form
 Print On Letterhead

Number of Signatories Required:

To add a new signatory click  . You will then be prompted to enter in the name, position and phone numbers of your signatory. You can also enter any additional notes you require in the Notes field.

Once you have entered the signatory details you also have the facility to insert a scanned copy of their signature. To do this you must first ensure that the signature is a bitmap (.bmp) file.

To insert the signature, click the  button to browse for your signature. Once you have found the signature select the open option and the signature will be imported to key mastery. Then click  . You are then able to repeat the process with any additional signatories you wish to add.

You also have additional options to add and edit you signatures as listed below: -



Paste Signature from Clipboard

Paste a signature you have already copied to your clipboard



Copy Signature to Clipboard

Copy an existing signature from your signature tab to your clipboard



Browse for a Signature

Search for a bitmap (.bmp) file from your computer drives.



Clear Signature

Deletes the signature from the selected signatory.

Print Sig. Registration Form
Print Sig Update Form
<input type="checkbox"/> Print On Letterhead

To assist with the managing of signatories we have two signature forms available.

The [Print Sig. Registration Form](#) provides you with a blank Signature Registration Form for your client to fill in and return to you for input into the signatories field in their file.

FILL IN FORM AND SEND TO: Your Business Name PO Box 4337 Kingston ACT 2604 AUSTRALIA OR FAX TO: 02 6273 1773
--

Signatory Registration Form - Please complete and return to above address

File:	Demo Apartments 2 Darling Street BARTON ACT 2601	Client:	Demo Apartments 2 Darling Street BARTON ACT 2601
File No:	C12	Ph1:	(02) 6266 1111
Contact:	James Smith	Ph2:	(02) 6266 2222
Email:	james@demo.com.au	Fax:	(02) 6266 3333

Signatories Authorised to Cut Keys

Name:	
Position:	
Phone 1:	
Phone 2:	
Note:	

Name:	
Position:	
Phone 1:	
Phone 2:	
Note:	

Name:	
Position:	
Phone 1:	
Phone 2:	
Note:	

Name:	
Position:	
Phone 1:	
Phone 2:	
Note:	

The displays the existing signatories and provides a (tick box) if you wish to remove any existing signatories. It also has additional spaces for the adding of signatories.

FILL IN FORM AND SEND TO: Your Business Name PO Box 4337 Kingston ACT 2604 AUSTRALIA OR FAX TO: 02 6273 1773
--

Signatory Update Form - Please complete and return to above address

File:	Demo Apartments 2 Darling Street BARTON ACT 2601	Client:	Demo Apartments 2 Darling Street BARTON ACT 2601
File No:	C12	Ph1:	(02) 6266 1111
Contact:	James Smith	Ph2:	(02) 6266 2222
Email:	james@demo.com.au	Fax:	(02) 6266 3333

The following signatories are currently listed in our records. Please update their details as required.

Name:	Brad Thomas	Please remove this signatory (Tick Box)	<input type="checkbox"/>
Position:	Duty Manager		
Phone 1:	02-6266 1111		
Phone 2:	02-6266 2222		
Note:			

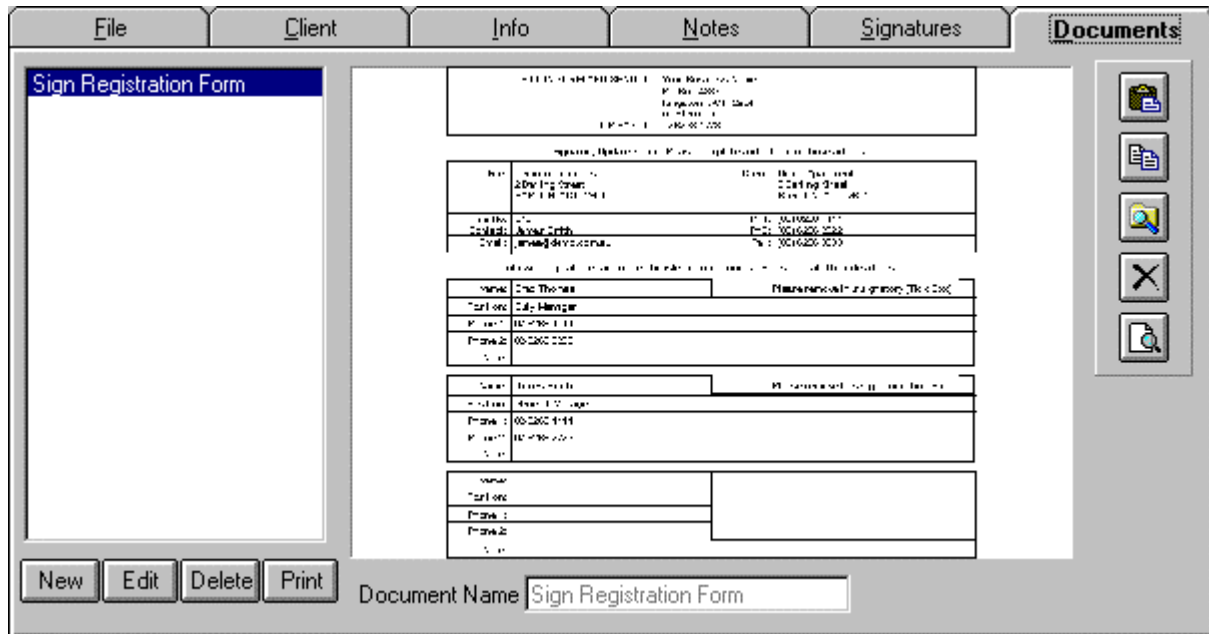
Name:	James Smith	Please remove this signatory (Tick Box)	<input type="checkbox"/>
Position:	General Manager		
Phone 1:	02-6266 1111		
Phone 2:	02-6266 2223		
Note:			




Name:	
Position:	
Phone 1:	
Phone 2:	
Note:	


The option will not print your business name and address at the top of the page, allowing a space for you to use company letterhead instead of blank paper.

7.6 Documents






The documents tab allows you to record external documents. This can be very useful for storing floor plans, manually created systems, letters of authorisation, etc. It should be noted that these documents do use a lot of disk space and should be used sparingly as it can slow down the opening and closing of the file.



To add a document click the  **New** button. Enter a Document Name. You can then either paste a document from the clipboard using the  paste button or you can search for a file using the  browse button.

If you are using the browse button make sure that the file you select is a bitmap (.bmp) file. The easiest way to import a document is to copy it directly from a scanner and paste it using the Paste Picture button .

There are five buttons to assist you with managing your documents.

-  **Paste Picture from Clipboard**
Paste a picture you have already copied to your clipboard
-  **Copy Picture to Clipboard**
Copy an existing picture from your documents tab to your clipboard
-  **Browse for a Picture File**
Search for a bitmap (.bmp) picture from your computer drives.
-  **Clear Picture**
Deletes the Picture from the selected document.
-  **View Full Picture**
Display the selected picture in full page view. To return to its original size click on the picture.

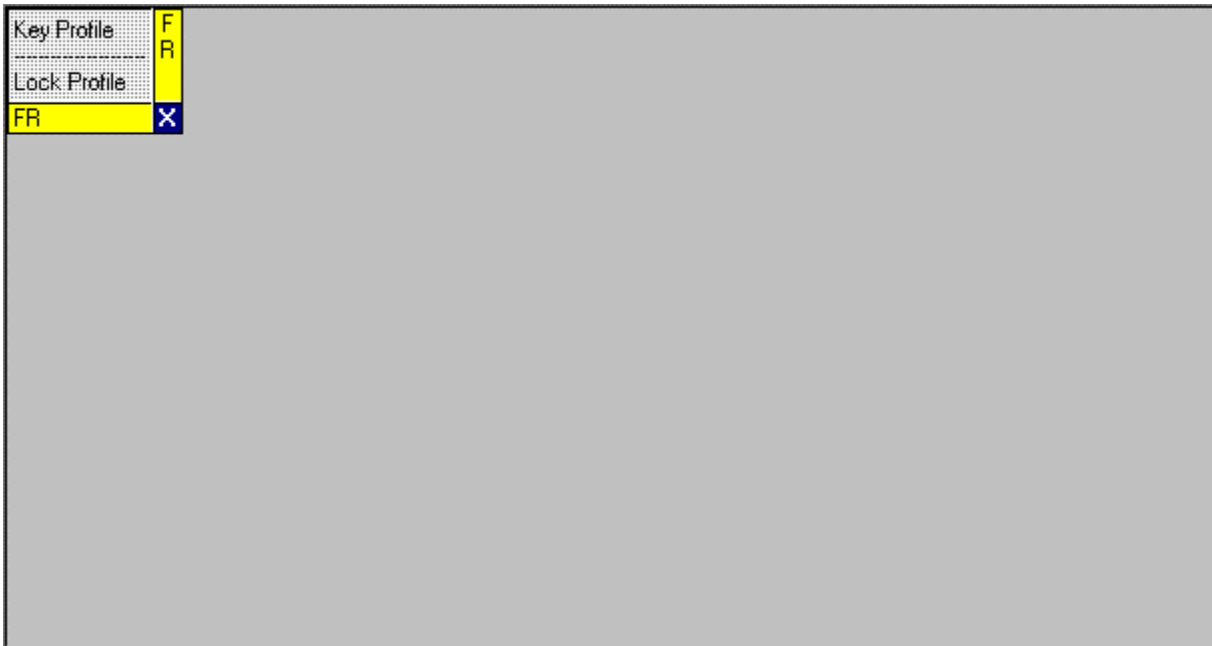
You also have the facility to zoom in on a document by **left clicking** your mouse on the document. To zoom back out use the **right click** on your mouse.

The File Information is now completed.

Section 8 - Profiles



The profiles section displays the profile you selected when creating your file. You can also use this function to add additional profiles for multi profiled systems. If you are creating a single profile system then there is no need to make any changes in the Profiles Menu.



To edit the Key and Lock profiles **right click** on the blue square. You will have six options. Add, Insert, Edit, Delete, Save As and Global Profiles. (Further information below)




The **Add** option will display the New/Edit Profile box asking you to add a Key and Core profile. Enter in the Key and Core profiles you require and then click Save. If you need to add more than one profile then simply repeat the process.



The **Insert** option will allow you to add a profile into the chart by slotting the profile in before the highlighted profile.

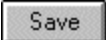
The **Edit** option will allow you to change the highlighted profile.

The **Delete** option will display the highlighted Key and Core profiles. To delete the key and / or core profile click on the square to the right of the profile and then click 



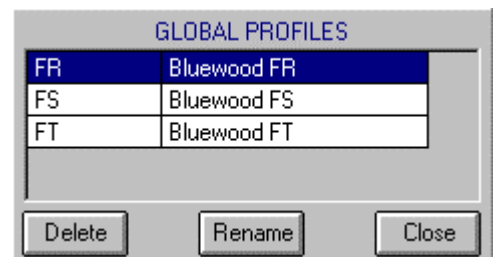
Note: Once you have added the profiles the system presumes that all additional key profiles will pass the original (Master) lock profile as well as their own. If you wish to alter this simply click on the corresponding X and the key will no longer pass the lock profile.

The **Save As** option will save a profile to the Global Profiles. Any profiles saved in the Global Profiles will appear in the Profiles drop down box when creating a new file.

To add a new profile, enter it into the "Name" Field. The drop down box will display the profiles already stored in the Global profiles. You can then enter a brief description in the "Description" Field. When completed click 



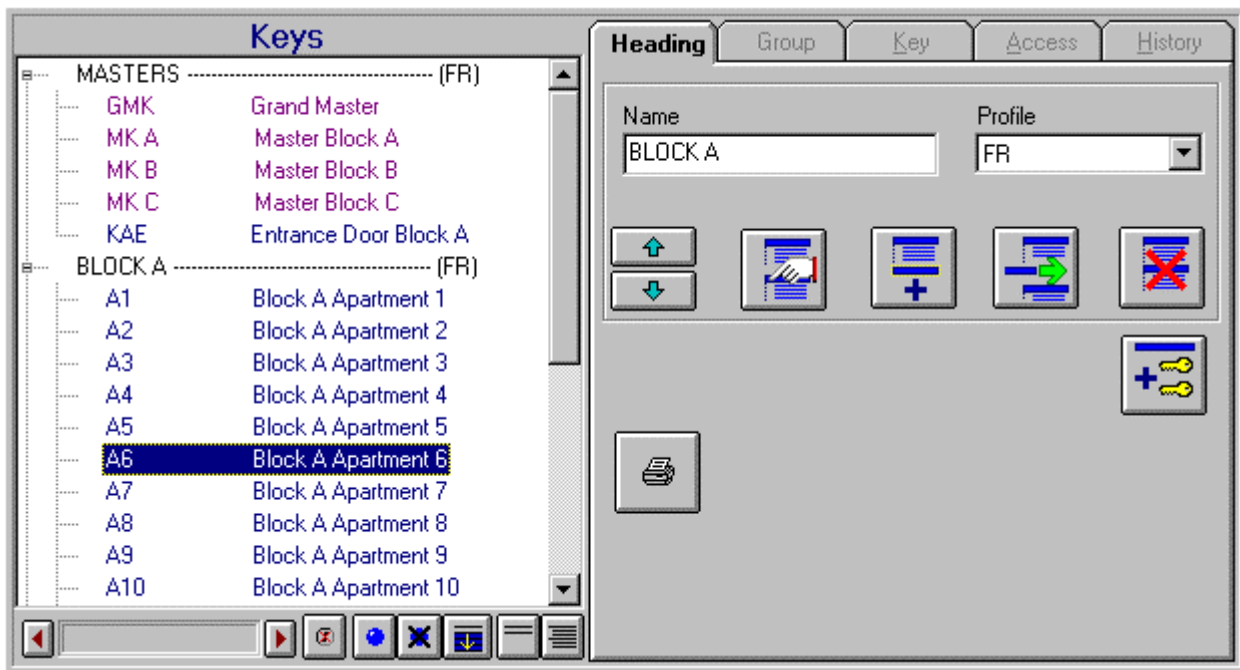
The **Global Profiles** function will display the global profiles that you have saved. You will also have the options to delete or rename the existing profiles.



Section 9 - Key List



The **Key List** section allows you to maintain and view all necessary information on the keys in your project.



There are several shortcut buttons to assist you with the various functions associated with Key Mastery lists.



(See Section 8.1 List Shortcut Buttons)

There are five tabs on the Keys Form



9.1 Heading Tab

Key Mastery will automatically create two headings for each profile in your key list, one for keys, the other for key groups. The default name for new key headings can be set in **Software Options**.

Key Headings provide an easy way to organize large lists as well as specify different profiles for your keys. Buttons allow you to **move**, **edit**, **add**, **insert** and **delete** key headings.



9.1.1 Move Heading



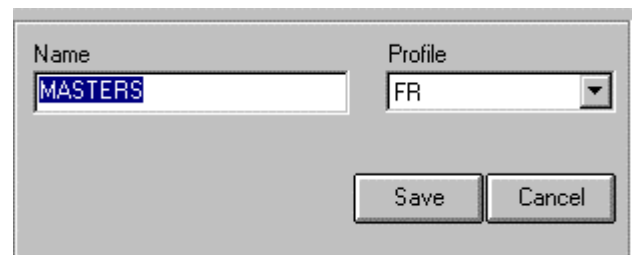
The Move Heading function will move the highlighted heading up or down one item in the list.

9.1.2 Edit Heading



The Edit Heading allows you to alter the name of a heading. When you click on the Edit Heading button the Name and Profile fields will display the highlighted heading and profile.

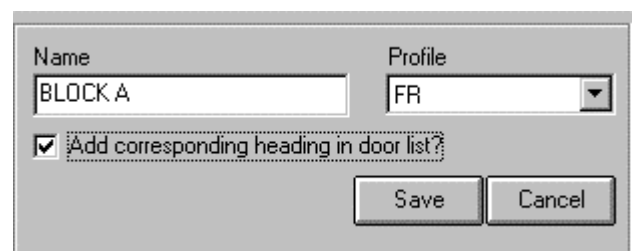
Simply overtype the existing heading to be your required heading. An example of this would be to alter your KEYS heading to be MASTERS. This will allow you to group all of your master keys together under the one heading. You will not be able to change the profile unless you are working on a multiple profile system.



9.1.3 Add Heading



Use this button to add a new heading in the key list. If you have chosen to add a corresponding heading in the door list it will do exactly that.



9.1.4 Insert Heading



The Insert Heading button will insert a new heading above the highlighted heading.

9.1.5 Delete heading



The Delete Heading button will delete the highlighted heading provided that there are no doors listed under that heading. Highlight the original DOORS heading and click the Delete Heading button, as we no longer need this heading.

9.1.6 Add Keys to Heading



The Add Keys to Heading button allows you to add keys to the Highlighted heading. Although you could create a complete list of keys now, and even create doors at the same time, as you will see later, it is more logical and easier to create individual KA and KD keys while entering your doors. It is recommended that at this stage you only enter your masters and selective keys.

To add your Masters click



The displayed form will pop up, allowing you to enter your new key information.

To minimize the width of description entries, try to use lower case characters as shown. Key Mastery provides a handy feature to change the entry to lower case by pressing **Ctrl + L**. **Ctrl + U** will change the entry to upper case.

Type the Key Number, Head Colour if applicable and Description as per the example shown for a GMK. Enter a Status of **Master** by clicking on the Master option. The keyed above would remain blank as this is the highest ranked key.

Then click 

A further explanation of the **Status** box is detailed below.

The GMK now appears in the keys list.



MASTERS - Key Details...

Key No. GMK Head Colour

Description Grand Master Key

Status

Master Selective

Change Key Construction

Key Above

Create a door for this key?

Quantity of keys to create : 1

Skip Save Done



Now you can enter the rest of your masters. If you have several masters on the same level they can all be entered in one go as shown.

NOTE: Ensure that the last letter or number is the one that you want incremented, as Key Mastery will automatically increment the single character at the end of entries when creating multiple keys. The same principal applies in the Description field.

A key must be designated a **Status**:

- Master** Choosing this as the key status will allow the key to be chosen as the Key Above for other keys. It will also appear at the top of the Keying Chart.
- Selective** A selective key will always appear at the top of the Keying Chart, providing an easy way to select it for the keying of a door.
- Change Key** This status should be chosen for KA and KD keys. Also known as Servant or Individual keys.
- Construction** When entering doors, you are given the option of Construction Keyed. All keys with the construction status will be automatically keyed to these doors.



Once you have specified your status you can select a **Keyed Above** if applicable. Because the GMK was specified as a Master, you can choose it from the Key Above drop down list.

In the **Quantity of keys to create** : 3 , by entering 3 as the number of keys to create, Key Mastery will add **MK A**, **MK B** and **MK C** to the key list. If you had entered MK1 it would add MK2 and MK3.

Then click **Save**

When you have finished adding your keys click **Done**

9.1.7 Print Key Report



The Print Key Report button will display your key list report in **Print Preview**. (Sample below). You would not normally require this report until all of your keys have been entered.

Key List

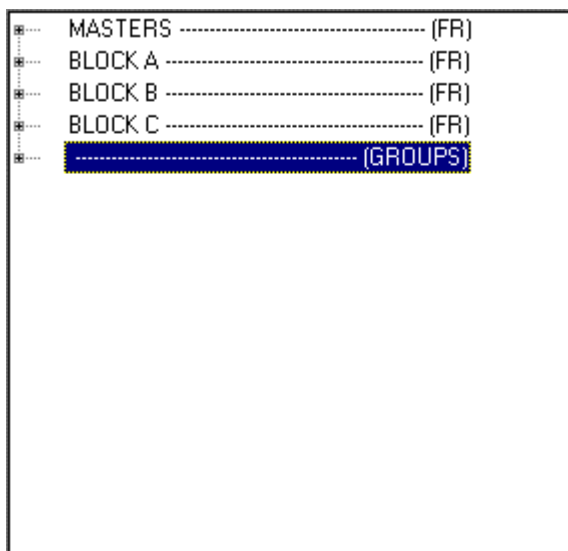
Demo Apartments

C12

Key Name	Details	Colour	Copies	Order
Profile: FR		MASTERS		
GMK	Grand Master		6	
MK A	Master Block A		7	
MK B	Master Block B		7	
MK C	Master Block C		5	
KAE	Entrance Door Block A		5	
Profile: FR		BLOCK A		
A1	Block A Apartment 1		5	
A2	Block A Apartment 2		4	
A3	Block A Apartment 3		3	
A4	Block A Apartment 4		2	
A5	Block A Apartment 5		2	
A6	Block A Apartment 6		2	
A7	Block A Apartment 7		2	
A8	Block A Apartment 8		2	
A9	Block A Apartment 9		2	
A10	Block A Apartment 10		2	
A11	Block A Apartment 11		2	
A12	Block A Apartment 12		2	
A13	Block A Apartment 13		2	
A14	Block A Apartment 14		2	
A15	Block A Apartment 15		2	
A16	Block A Apartment 16		2	
A17	Block A Apartment 17		2	
A18	Block A Apartment 18		2	
A19	Block A Apartment 19		2	
A20	Block A Apartment 20		2	

9.2 Group Tab

The Group function is a very effective way of assigning bulk groups of keys to a door.



The maison keying of a door could be done through the keying chart by selecting all the keys to open the door, but a more efficient way is to create key groups and assign the group of keys to the door. This will reduce the size of your keying chart and ensure that additional keys will be included in the keying.

To do this close the headings of the key list by clicking the button and click on the GROUPS heading.

Click on the Add Group button  to create a new group.

When you are highlighted on a group you will note that you have now moved to the **Group** tab.

A Group consists of two parts:

A Name to purely identify it, and
 A Formula to specify the keys in the group.
 Each formula must contain brackets []
 Examples of some formulas:

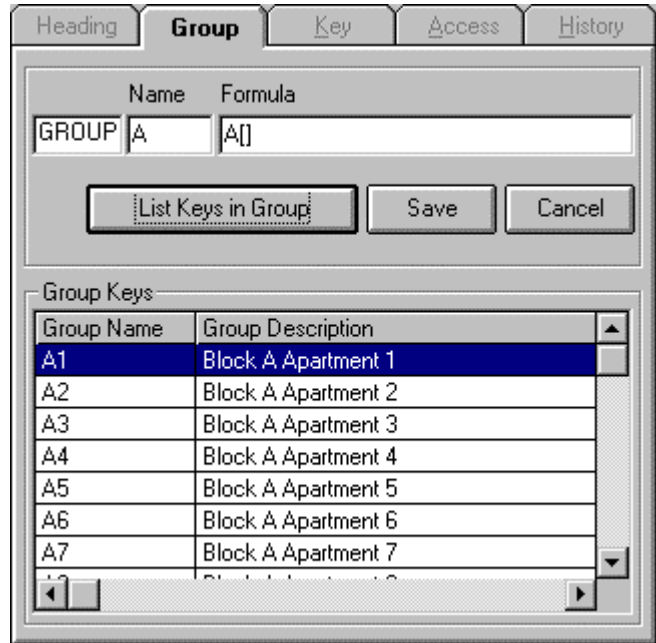
Formula	Meaning
[]	Every Key
A[]	Every Key starting with A
A[1,5,7]	Keys A1, A5 and A7


Type in the Name and Formula as shown and press:



This allows you check if your formula is correct.

Then click 








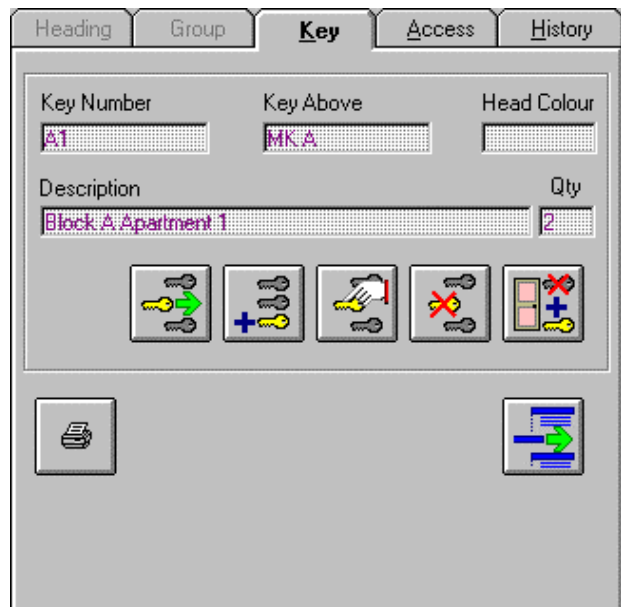
 You can also use the Add Group button.

9.3 Key Tab

The **Key** tab displays the full details of the highlighted key.

There are additional features available for the editing of the key list similar to those in doors.

-  Insert key.
Insert key before the selected key.
-  Add key.
Add a key at the end of the current heading.
-  Edit key.
Edit the selected key.
-  Delete key.
Delete the selected key.
-  Replace key.
Replace the selected key.



9.4 Access Tab

The **Access** tab displays the door number, description and stamping of the selected key.

Heading	Group	Key	Access	History
Door Number	Description	Stamped		
A1	Block A Apartment 1			
A	Block A			

9.5 History Tab

The **History** tab displays the order history of the selected key.

Heading	Group	Key	Access	History
13/09/2000	Qty:2			123 123
Issues: 1 to 2			Processed By: Mark Obara	
			Signatories: Mindy Bloye	

Section 10 - Doors List



As with Keys, the Doors Form provides everything you need to maintain your door list.

There are several shortcut buttons to assist you with the various functions associated with Key Mastery lists.



(See Section 8.1 List Shortcut Buttons)

On the Doors form there are four tabs. **Area**, **Door**, **Keying** and **History**.



10.1 Area

Under the **Area** tab you will find the same Headings button as keys.



10.1.1 Move Heading



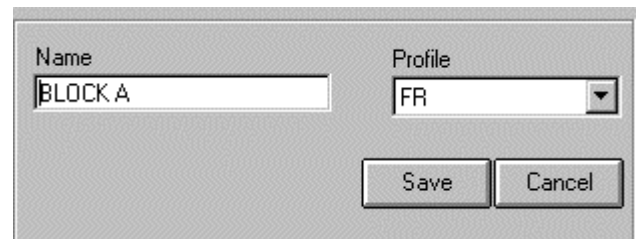
The Move Heading function will move the highlighted heading up or down one item in the list.

10.1.2 Edit heading



The Edit Heading allows you to alter the name of a heading. When you click on the Edit Heading button the Name and Profile fields will display the highlighted heading and profile.

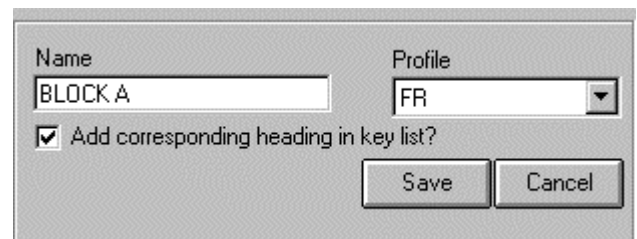
Simply overtype the existing heading to be your required heading. You will not be able to change the profile unless you are working on a multiple profile system.



10.1.3 Add Heading



To demonstrate the use of **Area Heading**, use this button to add a new heading in the door list. Ensure that you have chosen to add a corresponding heading in the key list.



When you request to Add corresponding headings, the key list will also have the new headings.

10.1.4 Insert Heading



The **Insert Heading** option will insert a new heading above the highlighted heading.

10.1.5 Delete Heading



The **Delete Heading** button will delete the highlighted heading provided that there are no doors listed under that heading. To do this highlight the heading you wish to delete and click the **Delete Heading** button.

10.1.6 Add Doors to Heading



The **Add Door To Heading** button will create your doors.

Adding Maison Doors

Although you will want your doors under each area heading, it is easier to create them in one go and then move them to their appropriate headings later. This will also demonstrate the Keyed Alike (KA) feature of Key Mastery.

Highlight your first heading (in this example BLOCK A) and click the **Add Door To Heading** button.

The Door Details form provides everything you need to maintain the door information. In this example we will number the entrance door: A, and because we have requested that 3 doors are created, Key Mastery will also create doors B and C. Note that “A” was placed last in the Description field. This enables Key Mastery to automatically increment the last character for the next 2 doors.

To create a maintenance key to open all 3 entries click the **Assign a Key?** option. This will create a maintenance key, and key it to all 3 doors.



Click on the KD (Keyed to Differ) button to toggle it to KA (Keyed Alike)



Key No Head Colour

Key Above

Type in the key number required. In this example it is called KAE.

- If you enter text into the key number field and then click the search drop down button, a list all of the existing keys containing that text is displayed.
- The drop down button will list all the existing keys.

If your new key will have a head colour, then you can specify it at this stage.

Choose the GMK as the Key Above.

Construction Keyed If this option were set, then all construction keys would also be automatically keyed to this door.

Now press which will take you to the lock details form.

Key Mastery allows you to maintain a Global database of locks which can be chosen for each project. Each project has its own list of locks, these can be chosen for each door. The Project locks can me maintained independently to the Global locks. Although you may only be supplying cylinders for the project, it is handy to know what lock is on each door for future servicing. As you will see later when we place an order, you can specify that only the cylinder will be supplied.

Lock Details...

Global Locks		Project Locks	
Part No.	Description	Part No.	
111SC	Nightlatch	222SC	
222SC	Mortice Lock	555SC	
555SC	Entrance Set		
2345	2345 Padlock		

Transfer >> Add Edit Delete

Lock Details (Global Lock)

Part Number: Lock Description:

External Cylinder: Internal Cylinder:

Done

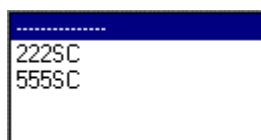
At the top of the Lock Details form are the Global Locks and Project Locks. Entering locks in the Global list will allow you to choose them in future projects. The buttons on this form are shared between the two lists depending on which list is highlighted. This is also true for the lock details.

- Copies the highlighted lock from Global to Project
- Copies the highlighted lock from Project to Global
- Adds a new lock to the chosen list
- Allows you to edit the highlighted lock
- Deletes the highlighted lock. Project locks assigned to a door cannot be deleted.

At this point, add the locks you require into the Global list and copy them into the Project list.

- Will return you to the Door Details form.

Now you can choose the lock for the new doors.




- Will create the new doors as well as our new KAE key and the form will be ready to enter additional doors.

Adding Individual doors


You are now ready to add your individual doors.

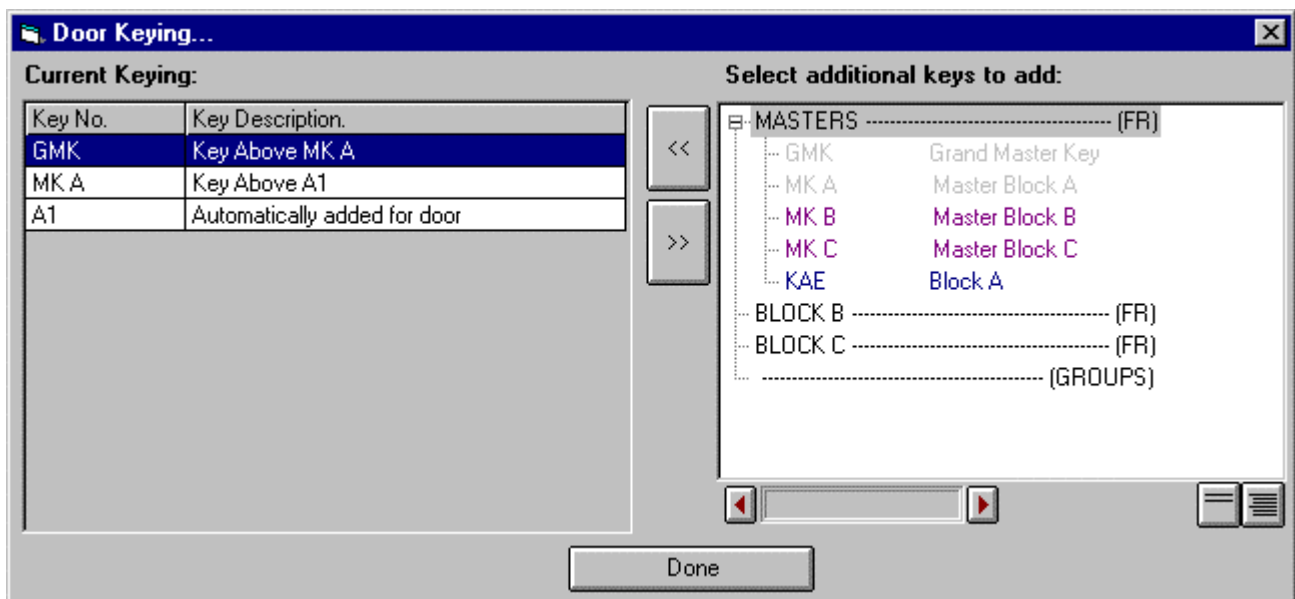
Enter your individual doors as per the above example ensuring:


 (Keyed Alike) has been toggled back to KD (Keyed to Differ)  if this is applicable.


Key Above 


The Key Above has been set to the applicable Group Master and the number of doors to create is set to the number of individual doors you require.

You also have the option of adding any additional keys to your door by clicking 




To add a key simply highlight the key listed on the right and click 


To remove a current key simply highlight the key and click 


Once you have added or removed your keys click 

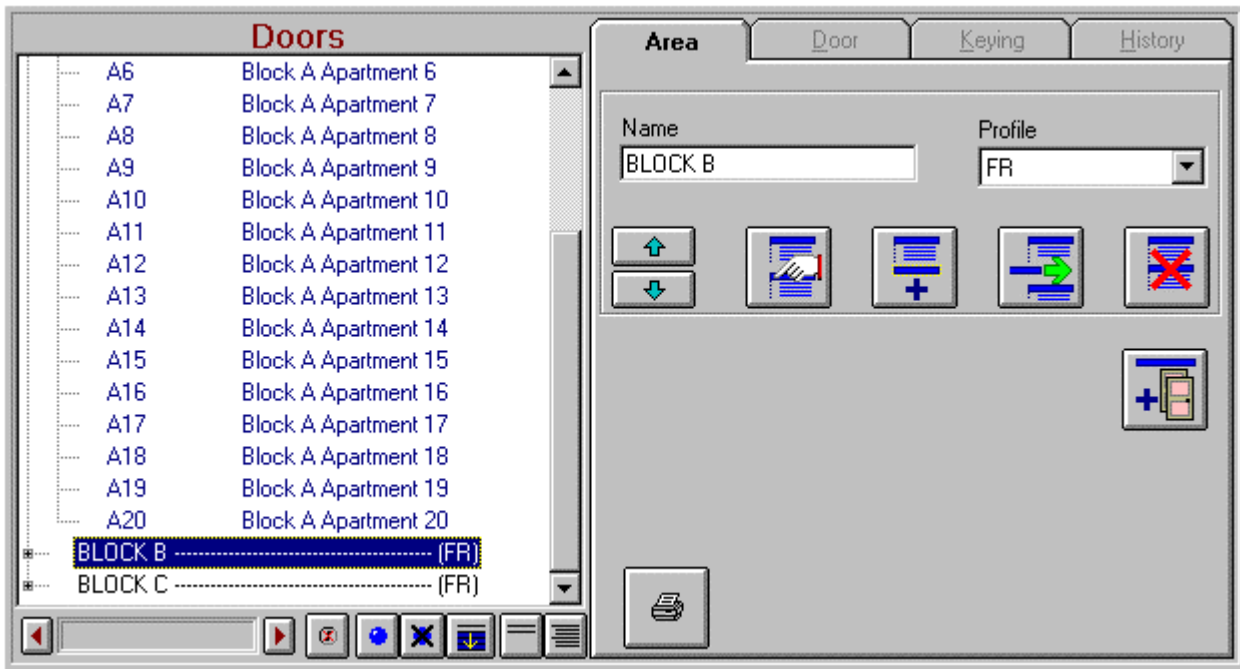
Then click 

Once you have saved your door Key Mastery will automatically display the next door in sequence.

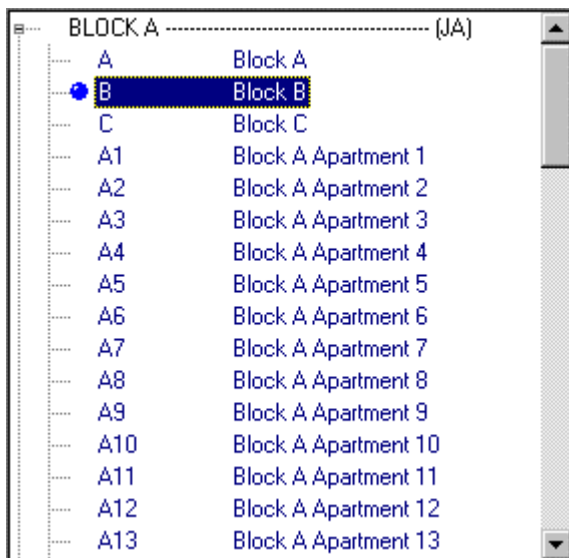
To exit without creating any additional doors click 

To add the displayed door click 

To skip over the displayed door without saving it click 



Now choose the next heading and follow the same procedures to create their doors and keys.



Because in this example we created our entrance doors in one go, the doors B and C were placed under the BLOCK A heading. To move them into the correct position, use the following steps.

Right click on door B to tag it as shown.

Simply type "B1" which activates the FIND feature, and takes you to the B1 door.

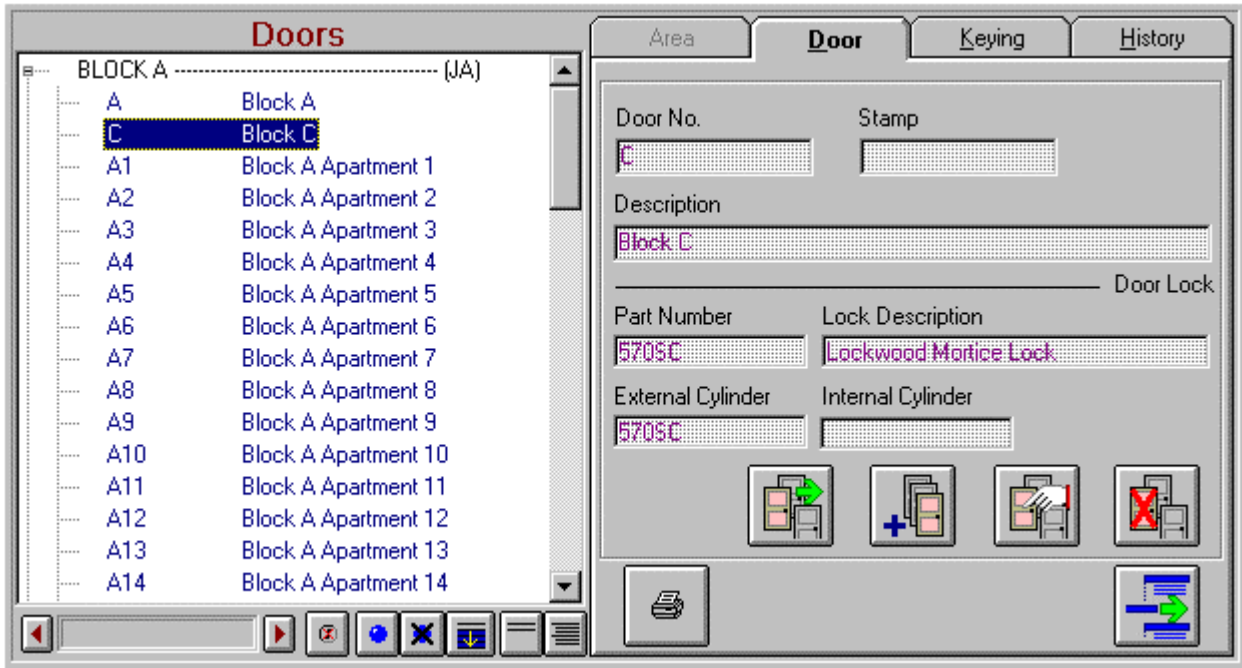


Click the move button to place the B door before the B1 door.

The same would need to be done with the C door, placing before the C1 door.

10.2 Door

You may notice that when you are clicked on a Door the tab changes from the **Area** tab to the **Door** tab. The Door tab displays all of the properties you have entered for the highlighted door.



You also have additional options as listed below.

10.2.1 Insert door



Insert door before the selected door.

10.2.2 Add door



Add a door at the end of the current heading. This button behaves exactly the same as the **Add Doors** button explained above in the Headings Area

10.2.3 Edit door



Edit the highlighted door.

10.2.4 Delete door



Delete the highlighted door.

10.2.5 Insert heading



Insert a heading above the highlighted door.

10.3 Keying

The Keying tab displays the keying for the highlighted door as displayed below.

Area	Door	Keying	History
Key Number	Description	Colour	Qty
GMK	Grand Master		1
MK A	Master Block A		2
A1	Block A Apartment 1		2

10.4 History

The History tab displays the order history for the highlighted door.

Area	Door	Keying	History
13/09/2000	Qty:1		123 123
CYLINDERS SUPPLIED		Processed By: Mark Obara	
Keying: GMK MK A A1	Signatories: Mindy Bloye	

Section 11 - Keying Chart



Key	G	M	M	M	
Door	K	A	B	C	KA/KD
A	●				KAE
A1	●	●			A1
A2	●	●			A2
A3	●	●			A3
A4	●	●			A4
A5	●	●			A5
A6	●	●			A6
A7	●	●			A7
A8	●	●			A8
A9	●	●			A9
A10	●	●			A10
A11	●	●			A11
A12	●	●			A12
A13	●	●			A13
A14	●	●			A14

The Keying Chart is a powerful tool for selecting which key should work which door. In addition to the tool bar, other options can be activate by Right Clicking on the appropriate area.

At the top of the form you can choose individual Area Headings or all headings. To alter the current view click the drop down list and choose the option you require.

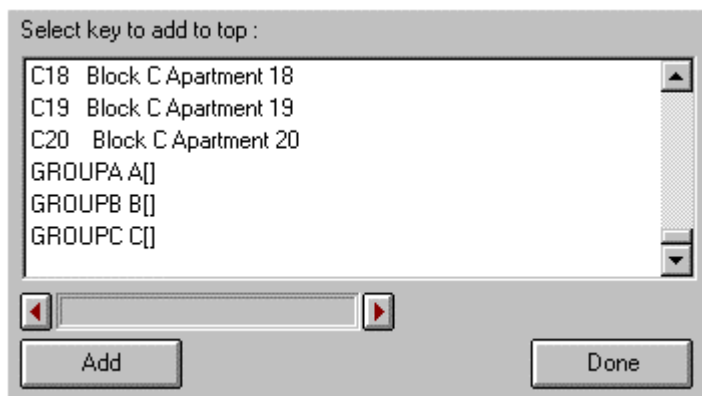
To add additional keys or groups to the chart, **Right Click** on the keys at the top of the chart.

Key	G	M	M	M	
Door	K	A	B	C	KA/KD
A					
A1					
A2					
A3					
A4	●	●			A4
A5	●	●			A5
A6	●	●			A6
A7	●	●			A7
A8	●	●			A8
A9	●	●			A9
A10	●	●			A10
A11	●	●			A11
A12	●	●			A12
A13	●	●			A13
A14	●	●			A14

A small menu will appear with various options.

Add Key(s) To Top

Choose **Add Key To Top** to add your keys or groups.



A full list of all keys not currently at the top of the chart will appear.

Type "G" to find your key GROUPs or scroll through the list to find the keys you wish to add.

Then click 

Key	G	M	M	M	G	G	G	KA/KD
Door	K	A	B	C	P	P	P	
A	●							KAE
A1	●	●						A1
A2	●	●						A2
A3	●	●						A3
A4	●	●						A4
A5	●	●						A5
A6	●	●						A6
A7	●	●						A7
A8	●	●						A8
A9	●	●						A9
A10	●	●						A10
A11	●	●						A11
A12	●	●						A12



Before you can select any key to operate a door, you must activate the selection option.

You are then able to click on the square to activate the keying to the associated door.

All Headings							
Key	G	M	M	M	G	G	
Door	M	K	K	K	R	R	KA/KD
	K	A	B	C	U	U	
A	●	●			●		KAE
A1	●	●					A1
A2	●	●					A2
A3	●	●					A3

Key Mastery finds the most efficient way to represent the Keying Chart. As shown in our example the next time the chart is viewed it will appear with the KAE key at the top.

BLOCK A (JA)							
Key	G	M	M	M	K	K	
Door	M	K	K	K	A	A	KA/KD
	K	A	B	C	E		
A	●	●			●		GROUPA
A1	●	●					A1
A2	●	●					A2
A3	●	●					A3
A4	●	●					A4
A5	●	●					A5

There are additional buttons for altering the keying chart as follows.



Edit Keying Chart.
Enables you to click on the keying chart with the mouse to add or delete keying.



Reduce Headings.
Reduces the headings at the top to view only the bulleted headings.



Move all KA/KD keys to top.
Displays all KA/KD keys at the top of the keying chart.



Move all keys to top.
Displays all key at the top of the keying chart.



Print Keying Chart.
Displays the keying chart print options.

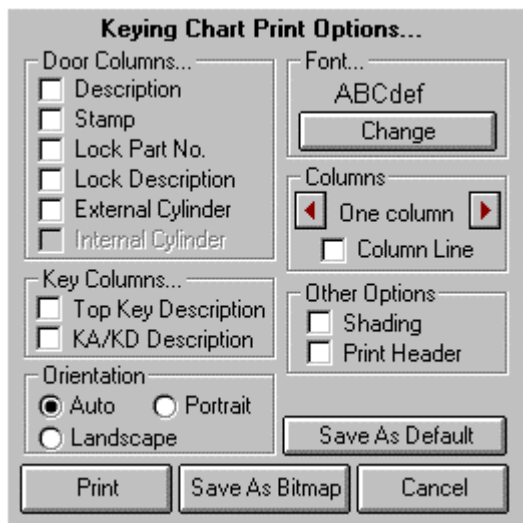


Chart bullet types



Displays the options available for bullet types. By selecting a new bullet type all of the existing bullets will be changed to the new bullet type.

The following report is produced by selecting all of the ticked options. You can customise your report as you require it.



The **Change** button will allow you to alter the font on your chart.

The **Save As Default** button will save your print options as the default options for future reports.

The **Print** button will print preview your report. The standard options from the print preview screen will then be available.

The **Save As Bitmap** button allows you to save the Keying chart as a bitmap (.bmp) file to disk or your hard drive.

The **Cancel** button will cancel out of the keying chart print options.

Door No	Description	Stamp	Lock	Lock Desc	Ex Cylinder	GMK Grand Master	MK A Master Block A	MK B Master Block B	MK C Master Block C	KA Entrance Door Block A	KA/KD	Desc.
A	Block A		570SC	Lockwood Mortice Lock	570SC	●	●				GROUPA	A[]
A1	Block A Apartment 1		530SC	Lockwood Entrance Set	530SC	●	●				A1	Block A Apartment 1
A2	Block A Apartment 2		530SC	Lockwood Entrance Set	530SC	●	●				A2	Block A Apartment 2
A3	Block A Apartment 3		530SC	Lockwood Entrance Set	530SC	●	●				A3	Block A Apartment 3
A4	Block A Apartment 4		530SC	Lockwood Entrance Set	530SC	●	●				A4	Block A Apartment 4
A5	Block A Apartment 5		530SC	Lockwood Entrance Set	530SC	●	●				A5	Block A Apartment 5
A6	Block A Apartment 6		530SC	Lockwood Entrance Set	530SC	●	●				A6	Block A Apartment 6
A7	Block A Apartment 7		530SC	Lockwood Entrance Set	530SC	●	●				A7	Block A Apartment 7
A8	Block A Apartment 8		530SC	Lockwood Entrance Set	530SC	●	●				A8	Block A Apartment 8
A9	Block A Apartment 9		530SC	Lockwood Entrance Set	530SC	●	●				A9	Block A Apartment 9
A10	Block A Apartment 10		530SC	Lockwood Entrance Set	530SC	●	●				A10	Block A Apartment 10
A11	Block A Apartment 11		530SC	Lockwood Entrance Set	530SC	●	●				A11	Block A Apartment 11
A12	Block A Apartment 12		530SC	Lockwood Entrance Set	530SC	●	●				A12	Block A Apartment 12
A13	Block A Apartment 13		530SC	Lockwood Entrance Set	530SC	●	●				A13	Block A Apartment 13
A14	Block A Apartment 14		530SC	Lockwood Entrance Set	530SC	●	●				A14	Block A Apartment 14
A15	Block A Apartment 15		530SC	Lockwood Entrance Set	530SC	●	●				A15	Block A Apartment 15
A16	Block A Apartment 16		530SC	Lockwood Entrance Set	530SC	●	●				A16	Block A Apartment 16
A17	Block A Apartment 17		530SC	Lockwood Entrance Set	530SC	●	●				A17	Block A Apartment 17
A18	Block A Apartment 18		530SC	Lockwood Entrance Set	530SC	●	●				A18	Block A Apartment 18
A19	Block A Apartment 19		530SC	Lockwood Entrance Set	530SC	●	●				A19	Block A Apartment 19
A20	Block A Apartment 20		530SC	Lockwood Entrance Set	530SC	●	●				A20	Block A Apartment 20

Section 12 - Code Design

See the attached Design Module booklets for the relevant design modules you are using.

Section 13 - Order Processing



Keys Doors Process History

All Key Headings

Key Number	Description	Colour	Last	Order
GMK	Grand Master Key		0	
MK A	Master Block A		0	
MK B	Master Block B		0	
MK C	Master Block C		0	
KAE	Maintenance Key		0	
A1	Block A Apartment 1		0	
A2	Block A Apartment 2		0	
A3	Block A Apartment 3		0	
A4	Block A Apartment 4		0	
A5	Block A Apartment 5		0	
A6	Block A Apartment 6		0	
A7	Block A Apartment 7		0	
A8	Block A Apartment 8		0	

7 8 9
4 5 6
1 2 3
0 Test Key

Icons: Print, Refresh, Copy, Paste, Save

Assume your client needs 3 GMK's, 4 of each master, 12 Maintenance keys and 2 of each apartment key.


To the right of the key list is a number pad. If you prefer using the mouse, you can simply click on the number required for the highlighted key. As the GMK is highlighted, click on the number


If you prefer to type in the quantity, you can simply use the number pad on your keyboard. Press 4 three times to order your masters.

Note: The numbers running along the top of your keyboard are used to find key numbers, while the numbers on the keyboard number pad are used for placing the order. This makes the ordering of individual keys quick and easy.

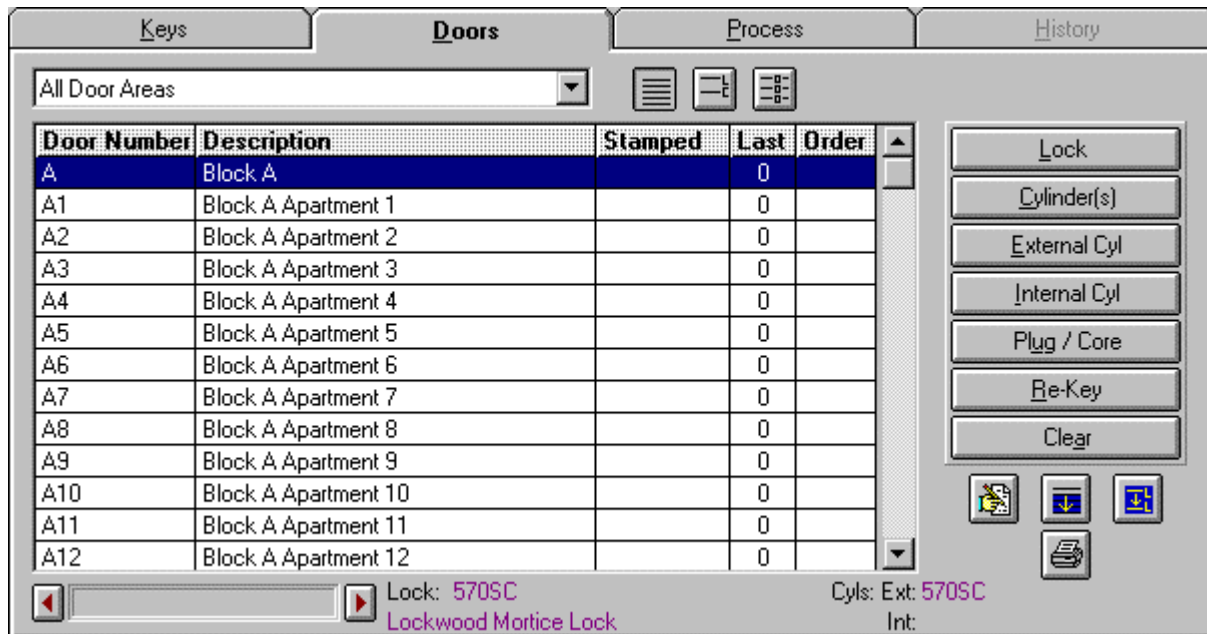
It is not often that you would need to order more than 9 copies of any key as required with the KAE Maintenance Key in the example. In this case you can simply press <Enter> which allows you to type in larger quantities. As an alternative, you can click on the edit button:

You also have a duplicate button which is useful for duplicating down the list with 2 digit number key orders.

When you need to order the same quantity for all keys, as the example requires with each apartment key, you can highlight all keys down by clicking: 

You can now click on the button  which will enter a 2 for all keys in the order column.

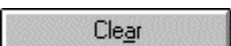
Your key order is now complete, and you can continue on to the door order by clicking on the Doors tab.



When ordering doors, Key Mastery allows you to specify what will be supplied for each door. To the right of the door list are buttons for all the possibilities.

To place an order, simply click the required option of **Lock**, **Cylinder**, **External Cyl**, **Internal Cyl**, **Plug/Core** or **Re-Key**.

If all doors require the same, click  and then click the required option eg: 

The  button will clear the orders from the highlighted doors.

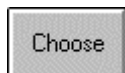
Once you have completed your doors orders click on the **Process** tab.

To process the order, type in the relevant Authority information.

The Details box will display how many signatories are required and if they have been detected.

Click the **Add Signatory** button and a list of the system Signatories will be displayed.

Click on the relevant signatory and then click



If you have not entered a Job Number, Authority Number and a Signatory you will not be permitted to complete the order.

Print the required reports.

A Full Report will give you an "Order Summary" report, a "Key Order Confirmation" and a "Door Order Confirmation"

Job#: 123	C12: Demo Apartments	Order#: 123
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Order Summary					
KEY BLANKS	Profile	Qty	Key Heads	Colour	Qty
	JA	129			129
	TOTAL	129		TOTAL	129
SUPPLY CYLINDERS ONLY			Cylinder	Profile	Qty
			222SC	JA	3
			555SC	JA	60
			TOTAL		63
CYLINDERS TO BE KEYED			GRAND TOTAL		63

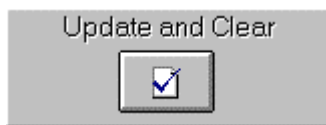
Job#: 123	C12: Demo Apartments	Order#: 123
-----------	----------------------	-------------

Key Order Confirmation						
Profile: JA		MASTERS				
Stamped	Description	Colour	Qty	Issues	Confirm	
GMK	Grand Master		1	1 to 1		
MK A	Master Block A		2	1 to 2		
MK B	Master Block B		2	1 to 2		
MK C	Master Block C		2	1 to 2		
KAE	Entrance Door Block A		2	1 to 2		
Job#: 123		C12: Demo Apartments			Order#: 123	
Profile: JA		BLOCK A				
Stamped	Description	Colour	Qty	Issues	Confirm	
A1	Block A Apartment 1		2	1 to 2		
A2	Block A Apartment 2		2	1 to 2		
A3	Block A Apartment 3		2	1 to 2		
A4	Block A Apartment 4		2	1 to 2		
A5	Block A Apartment 5		2	1 to 2		

Job#: 123	C12: Demo Apartments	Order#: 123
-----------	----------------------	-------------

Door Order Confirmation				
Profile: JA		BLOCK A		
Door [STAMPED]	Lock	Details	Keying	Confirm
A	222SC Qty: 1	Block A Mortice Lock E: 222SC	GMK MK A KAE GROUPA	
A1	555SC Qty: 1	Block A Apartment 1 Entrance Set E: 555SC	GMK MK A A1	
A2	555SC Qty: 1	Block A Apartment 2 Entrance Set E: 555SC	GMK MK A A2	
A3	555SC Qty: 1	Block A Apartment 3 Entrance Set E: 555SC	GMK MK A A3	

Once you have viewed or printed your reports ensuring that all is correct, click: -



This will update the history with all necessary information and clear the order, allowing you to process another order at a future date.

Your new key system is complete and you can now close the file to save all changes.

Key Mastery is now ready for you to create or service another key system.