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Thank you for purchasing Key Wizard, the **ultimate** in key management software. Developed for locksmiths and end-users to track detailed information, the program features easy to navigate non-cluttered screens and uses a format similar to Microsoft Outlook™.

Features

- One year free technical support
- Customized query, reporting and search capability
- Comprehensive location hardware listings
- Displays keyholder photos and signatures for verification
- Clear, easy to read screens
- Automatic reminders for maintenance, back-ups and overdue keys
- Network and stand-alone versions available
- Accurate key symbols sorting
- Key authorization tracking
- Customized key receipts and authorization forms
- Tracking of loaned keys and key deposits
- Service history records
- Can manage multiple end-users and multiple key systems for all manufacturers
- Import Keyholder records
- Import Location records
- Import Key Systems
- Export Key Systems
- Export Locations

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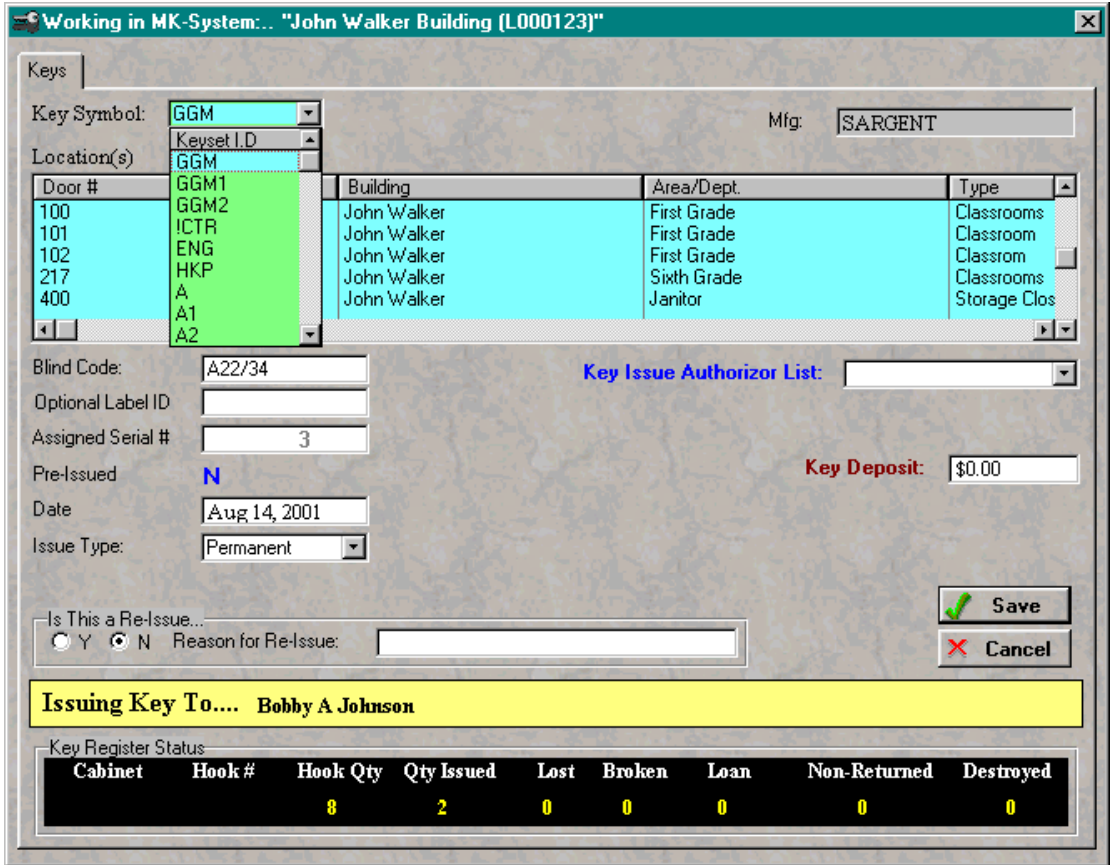
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Issue Keys

Endusers, Master Key Systems, Keyholders and Keys must be added before keys can be issued. Once Keyholders and Keys have been added, press the "Issue Key" button to assign a key to a Keyholder.



Key Symbol

Make Key Symbol selection from the dropdown list.

Mfg

View only field that indicates mfg. of key.

Locations

After making a Key Symbol selection from the dropdown list, the locations of access can be viewed. Use this to verify the locations of access before issuing the selected key.

Blind Code

Optional field that can be used for additional identification of key. This can be any number or letters, and can be used in a search query.

Optional Label ID

Optional field that can be used for additional identification of key. This can be any number or letters, and can be used in a search query.

Assigned Serial #

A unique serial number is assigned to each key issued. The serial numbers are generated from the KEYS screen. The serial number is unique to the Key Symbol only.

Pre-Issued

If the selected serial number has been previously issued and returned, a "Y" will be shown, or if not, a "N" will be shown. This feature is a flag, to indicate that the key should be already stamped and on the hook.

Date

Date the key was issued.

Issue Type

Select "Temporary" or "Permanent" from the dropdown list.

Re-Issue?

If this is a key re-issue, select yes and enter the reason of the re-issue. For example, this could be used if an incorrect key was issued, or if the keyholder broke or lost a key, and had to be issued a new key.

Authorizer

An Authorizer is an individual that has the authority to issue or order keys. Names can be added to the *Authorizer List* from either the *Keyholder* screen or the *Setup\Maintenance* menu. From one to four Authorizers can be selected for each Key Symbol in the system. Authorizers are associated with individual Key Symbols on the Keys screen, by selecting either the *Add New Key Record* button or the *Modify Selected Key Record* button, and then using the drop down menu to select the Authorizer's name. The selecting of an Authorizer's name, before a key can be issued, can be made either mandatory or optional by selecting *Utilities* from the menu bar, then selecting *Preferences* from the drop down menu and then clicking the box in front of *Turn On/Off, Enforce Key Issue Authorization*. Clicking the box will place a check mark inside the box and will turn "On" the requirement to select an Authorizer's name before a key can be issued. Selecting the box a second time will remove the check mark and turn "Off" the requirement to select an Authorizer's name before a key can be issued.

Key Deposit

If a key deposit is held, this the field to enter the amount.

Key Register Status

After the Key Symbol has been selected from the dropdown list above, the key totals can be viewed here. If a Key Symbol has no qty available, the key can not be issued.

Return Issued Keys

To return an issued key, select the Keyholder from the keyholder browse as shown below, then select the Issued Key to be returned from the issued keys browse. Press the "Return Key" button.

The screenshot shows the 'Key Wizard' application window. On the left is a navigation pane with icons for End Users, MK-Systems, Keyholders, Keys, Locations, and Cylinder Inventory. The main area is titled 'Keyholders' and shows the current system as 'Davenport Elementary (DAV1)' and 'John Walker Building (L000123)'. There are buttons for 'Add New Keyholder', 'Modify Selected Keyholder', and 'Delete Selected Keyholder'. Below these is a 'Keyholder Locator' list with 'Johnson, Bobby A (12)' selected. To the right of the list is a detailed view for the selected keyholder, including Department (Janitor), Address (2411 Experiment Ave), City/State/Zip (Experiment GA 34522), Office Phone, and Home Phone. There are also buttons for 'Send' and 'E-Mail'. Below the details are buttons for 'Issue Key..', 'Return Key', 'Show Photo', 'Access Tree...', 'Modify Key Issue Record', 'Show Locations for.. (GGM)', 'Print Authorization Form', and 'Print Keyholder Reports'. At the bottom is a table of issued keys.

Key Symbol	MK-System	Serial #	Blind Code	Issue Date	Type	Return Date
GGM	L000123	3	A22/34	AUG 14, 2001	P	

After selecting the "Return Key" button, you will be viewing the screen below.

The screenshot shows a software window titled "Returning Key... [GGM]". The window contains a form with the following fields and options:

- General Tab:**
 - Key Holder ID: 12
 - Full Name: Bobby A Johnson
 - Key Symbol: GGM
 - Serial #: 3
 - Mfg: SARGENT
 - MK-System: L000123
 - Key Issue Type: P
 - Issue Date: Aug 14, 2001
 - Date to Return: (empty)
 - Key Returned Date: Aug 14, 2001
 - Days Late: 0
 - Paid Deposit Amount: \$0.00
- Return Reason:**
 - Terminated
 - Resigned
 - Lost
 - Loan/Temp
 - Broken
 - Destroyed
 - Other
 - Non-Returned
- RETURN DEPOSIT AMOUNT:** \$0.00

At the bottom of the window, there are buttons for "Save" (with a green checkmark icon), "Cancel" (with a red X icon), and a help icon (with a question mark icon).

You will have to select the reason for the return. If a key has been Lost, Broken, Destroyed or Non-Returned, the key still needs to be returned to the key system, and the correct return reason selected. Using this feature correctly, all key records will be accurate.

"Return Deposit Amount" indicates the amount of deposit money paid. The amount should be returned to the keyholder upon key return.

When you save the transaction, you have an option to print a Key Return Receipt, only if this option has been turned on from the Preferences menu under the Utilities Menu.

Key Return Receipt

JUL 15,2001

8:16PM

4

Tom Richards

0000004

MK-System: MK1b209

Keyset ID: AB4

Key Type: MEDECO

Blind Code: AB4

Serial #: 1

Qty: 1

Issue Date: JUL 14,2001

Returned Date: JUL 15,2001

Issue Type: P

Re-Issue: N

Reason:

Deposit: \$25.00

Rtn.Deposit: \$0.00

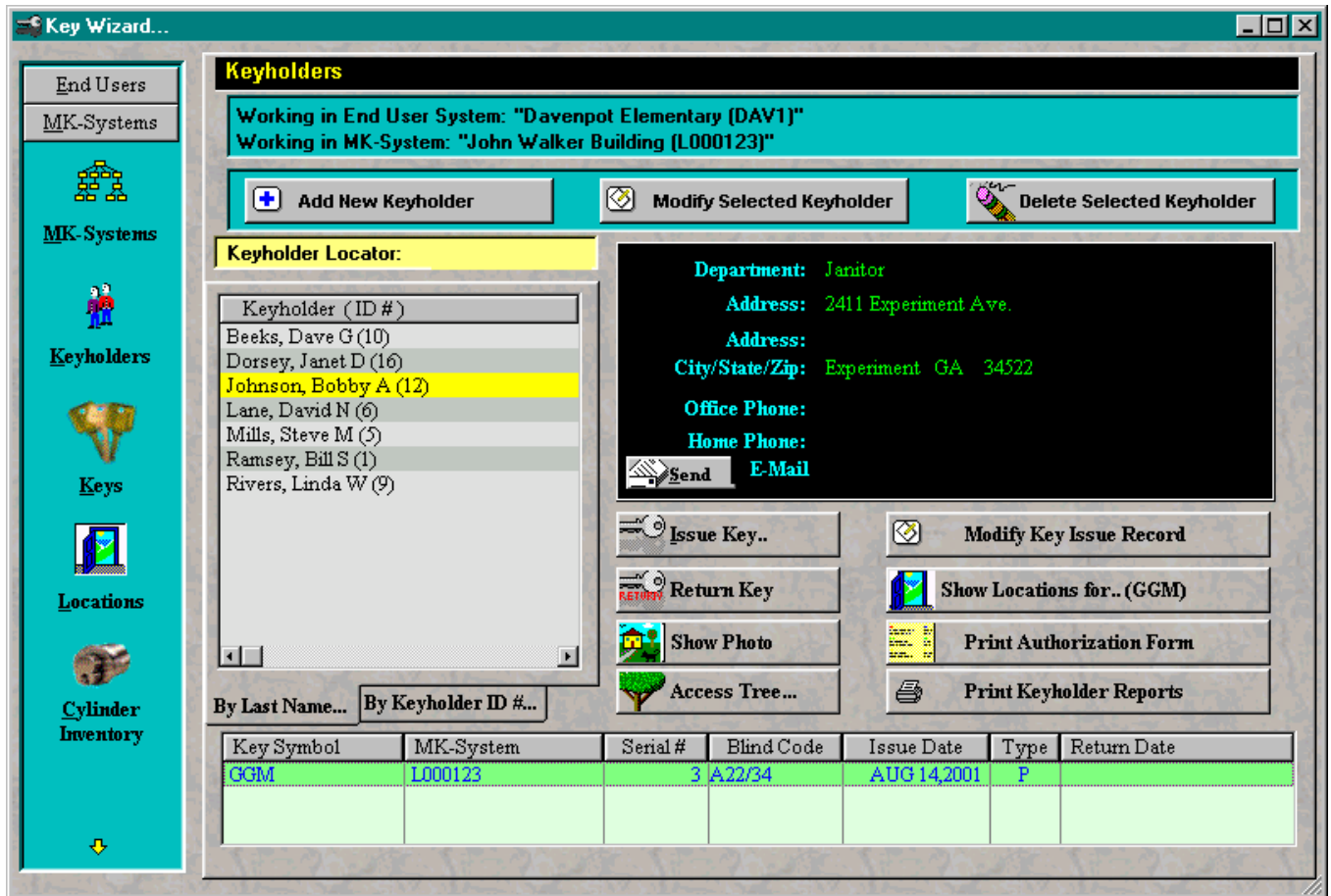
Key Administrator

This receipt can be printed in this form, only if you have a receipt printer connected. Below is a picture of a Epson TM88 Reciept printer that is recommended for Key Wizard.



Add Keyholders

An Enduser will have to be added prior to adding Keyholders. Go to the keyholder screen by double clicking on an enduser, then select the Keyholder button from the toolbar on the left to view the keyholder screen as shown below.



Press the "Add Keyholder" button to add a new keyholder record. The screen will be shown as below.

Adding a Keyholder...

General Information... Photo / Signature...

Keyholder ID #: 17 **ID# Generator**

Salutation: Mr.

First/Mid/Last: John Doe

Address: P.O. Box 3075

Address:

City / St. / Zip: Salem VA 24153

Department: Administration

Title: Teacher

Home Phone: () -

Office Phone: () -

Fax: () -

Pager Number: () -

Mobile Phone: () -

Email Address:

Date: Jul 26, 2001

Add to Authorizer List

Save **Save and ReUse** **Close**

ID # Generator

Enter a keyholder ID #, or press the "ID# Generator" button to have the system generate a number automatically.

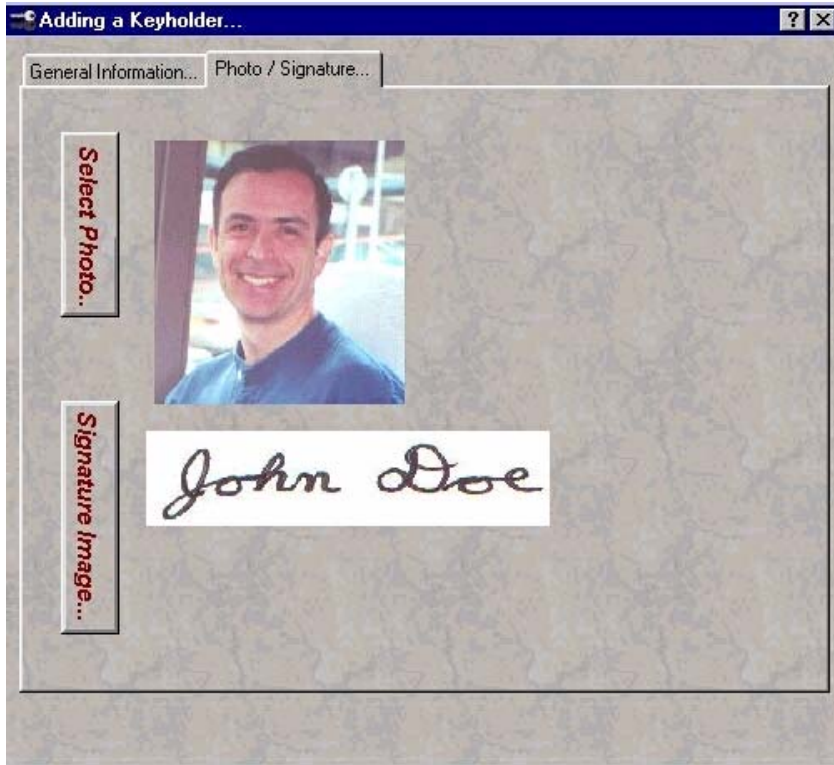
Add to Authorizer List

By checking this box after all keyholder information has been entered, Key Wizard will add the keyholder to the key authorizer list.

Save an ReUse

The keyholder record will be saved, then all of the information will be cleared except for the city, state, and zipcode. This will make entering the next record easier if the city, state, and zipcode are the same.

To apply a photo and signature image to the keyholder, select the Photo / Signature tab as shown below.



Press "Select Photo" to add an photo, or Press "Signature Image" to add a signature image. Store all of your images in the "Data" folder under your program folder.

Images formats supported are (bmp,gif,wmf,pcx,jpg).

Default folder locations are listed below.

Key Wizard Single User (C:\Program Files\Keywizs\Data)

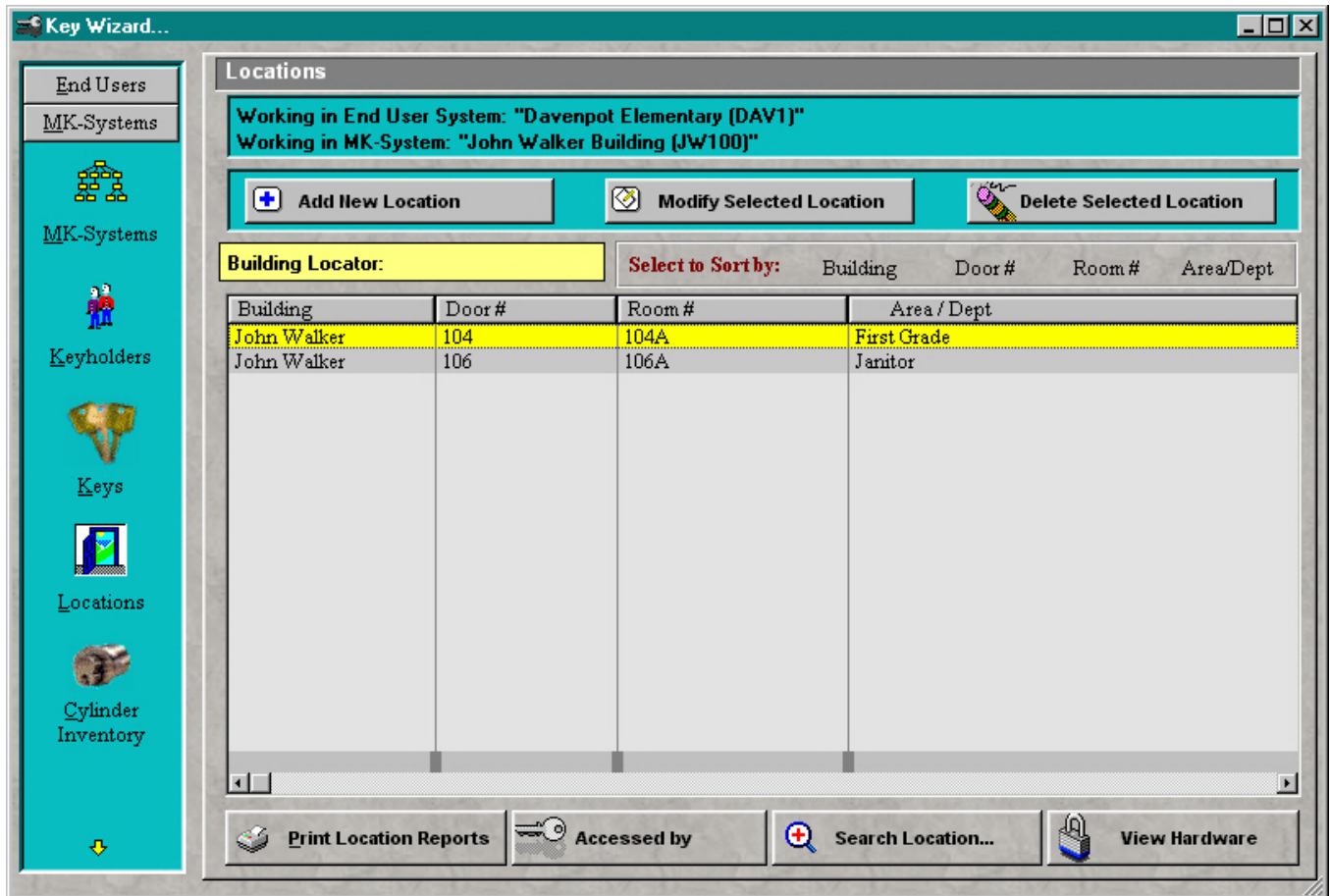
Key Wizard Multi-User (C:\Program Files\Keywizn\Data)

To create a photo image,use a digital camera, or scan a photo and saving to one of the formats above.

To create a signature image, sign the top left corner of a sheet of paper, then scan sheet of paper and save to one of the formats above.

Add Locations and Hardware

To add locations and hardware, go to the location screen as shown below.



Press the "Add Location" button to add a new location record as shown from the screen below. Keys can be assigned, service schedules can be created, and hardware can be added from this single step.

The next several screens show the hardware information that can be assigned to this location.

Complete Location / Door / Hardware ...

Location.... **Hardware Schedule...**

Service Maintenance Schedule

Building: John Walker
 Door #: 100
 Room #: 100A
 Department: First Grade
 Type: Classrooms
 Description:
 Comments:

Service Start Date:
 Total # of Occurrences: 0
 Single Service
 Weekly Monthly Quarterly Yearly
 Service Description:

Create Schedule View Schedule

Assign Operation Keys to Location by Using Drag & Drop before Building X-Key Table.

Operated by:

X-Key Table

X- Keypad	Bitting

GGMK:
 GMK:
 MK:
 CK:

Keypad Symbol
 A
 AA
 AA1
 AA2
 AB
 AB1
 B
 BA
 BA2
 ENG
 GGM

ADDING HARDWARE

Complete Location / Door / Hardware ...

Location... Hardware Schedule...

Door #: 104 **Description:** Classroom on north hall

Primary Cylinder Info <input type="radio"/> Standard Type Qty: 0 <input type="radio"/> High Sec. Type <input type="radio"/> Electronic Type Brand/Mfg. _____ Mfg # _____ Finish: _____ Cam/Tailpiece _____ Desc/Notes _____		Secondary Cylinder Info <input type="radio"/> Standard Type Qty: 0 <input type="radio"/> High Sec. Type <input type="radio"/> Electronic Type Brand/Mfg. _____ Mfg # _____ Finish: _____ Cam/Tailpiece _____ Desc/Notes _____	
Primary Lock Unit Brand/Mfg. _____ Mfg # _____ Type: _____ Finish: _____ Backset: _____ Trim/in: _____ Finish: _____ Trim/out: _____ Finish: _____		Deadbolt Info Brand/Mfg. _____ Mfg # _____ Type: _____ Finish: _____ Bolt Type: _____ Backset: _____ <input type="checkbox"/> Deadbolt	

Lock Information | **Door / Frame** | **Hinge / Closer / Device** | **Door Plates** | **Additional. Hdwe / Info**

Complete Location / Door / Hardware ...

Location... Hardware Schedule...

Door / Frame Information

Door Mfg Name Fire Door

Door Mfg. #

Door Size

Door Thickness

Door / Lock Prep.

Door Remarks

Hand of Door

RH RHR LH LHR

Door Material

Wood Metal Aluminum Other

Frame Mfg Name

Frame Mfg. #

Frame Anchor

Frame Size

Frame Remarks

Lock Information Door / Frame Hinge / Closer / Device Door Plates Additional. Hdwe / Info

Complete Location / Door / Hardware ...

Location... Hardware Schedule...

Hinge Information

Mfg Name

Mfg #

Type

Finish ▼

Size

Qty

Remarks:

Exit Device

Exit Device Information

Mfg Name

Mfg #

Size

Finish ▼

Trim/In Finish ▼

Trim/Out Finish ▼

Door Closer

Closer Information

Mfg Name

Mfg #

Type / Other ▼

Finish ▼

Remarks

Lock Information Door / Frame Hinge / Closer / Device Door Plates Additional. Hdwe / Info

Complete Location / Door / Hardware ...

Location... Hardware Schedule...

Push Plate

Push Plate Information:

Mfg. Name

Mfg. #

Size

Finish ▼

Qty

Kick Plate

Kick Plate Information:

Mfg. Name

Mfg. #

Size

Finish ▼

Qty

Pull Plate

Pull Plate Information:

Mfg. Name

Mfg. #

Size

Finish ▼

Qty

Mop Plate

Mop Plate Information:

Mfg. Name

Mfg. #

Size

Finish ▼

Qty

Lock Information Door / Frame Hinge / Closer / Device Door Plates Additional. Hdwe / Info

Complete Location / Door / Hardware ...

Location... Hardware Schedule...

Door Viewer

Door Viewer Information

Mfg. Name

Mfg. #

Viewing Degree

Additional Door / Lock Information

Threshold

Threshold Information

Mfg. Name

Mfg. #

Type

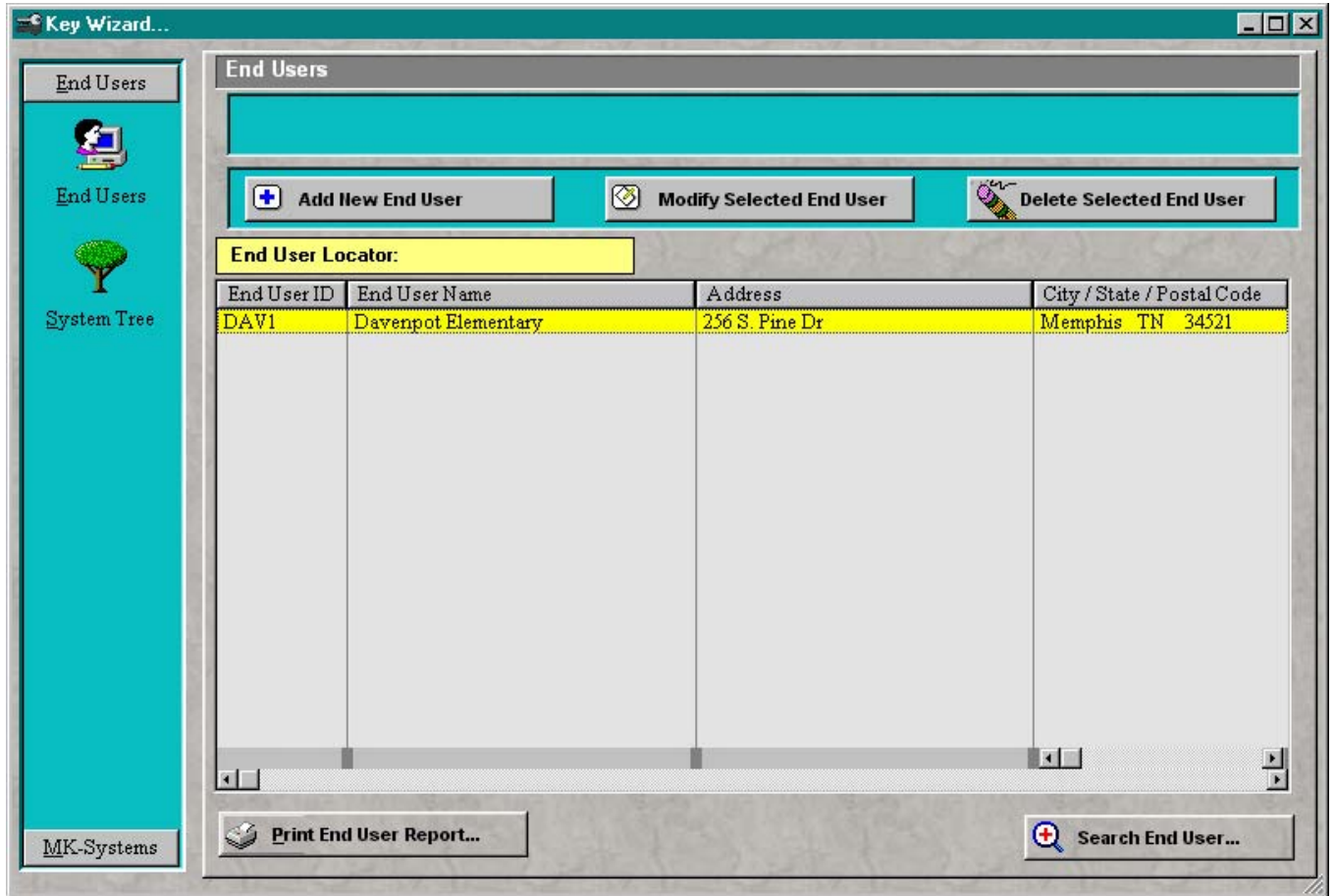
Length

Remarks

Lock Information Door / Frame Hinge / Closer / Device Door Plates Additional. Hdwe / Info

Add Endusers

To add Endusers, go to the enduser screen, which will be the screen that is shown when starting Key Wizard as below.



Press "Add New Enduser" button, and the screen will be shown as below. Once the End user has been saved, the enduser ID and Name cannot be changed.

Add End User Record...

General

End User I.D. #: WESCAV

End User Name: West Calvary University

(Optional) Description:

Address:

Address:

City:

State:

Zip / Postal Code:

Contact:

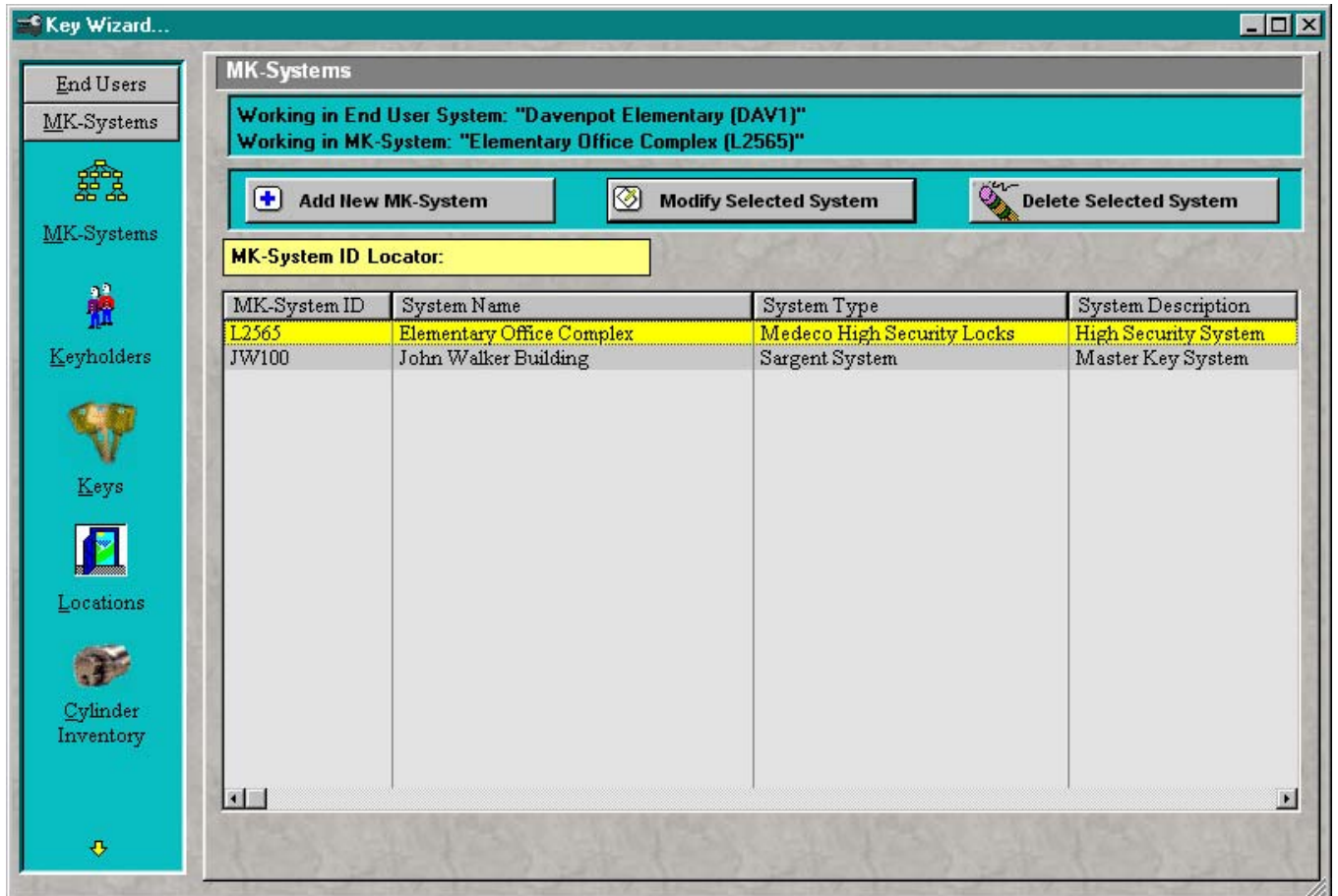
Phone: Ext

Save Cancel Help

To modify Enduser, press the "Modify the Selected Enduser" button.

Add Masterkey Systems

To add MK-Systems, go to the MK-System screen by double clicking on an enduser, or select an enduser then press the "MK-System" button at the bottom of the left toolbar menu, and the screen will be shown as below.



Then press "Add New MK-System" button, and the screen will be shown as below.

Use Industry Standard Key Coding

Check to apply industry standard key coding sort order. The order in which the key symbols would be sorted, would be for example, (GGM,GGM1,Special Function Keys, then A,AA,AA1 etc.)
 If unchecked, the sort order will be in basic ascending order.(A-Z)

Modified Key Coding

Used for levels 3 and above, which the Top Master Key will always be "A".

Use for Misc Items

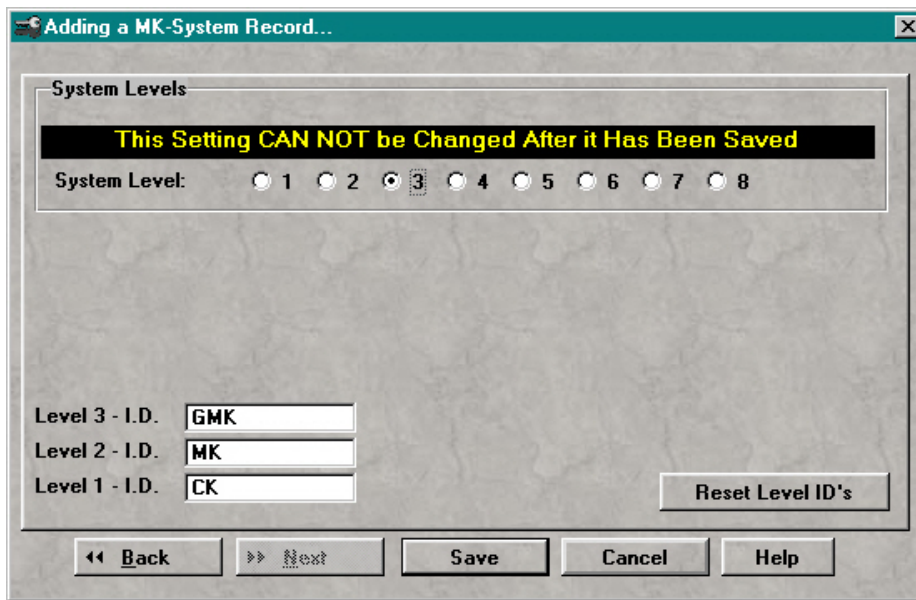
Select if this system is only going to be used for misc. type items. This could be safe combinations, keys to cabinets, or any other items that needs to be tracked.

DO NOT Allow Duplicate Bitting

Check box to enforce Duplicate Bitting Checking. When this feature is enabled, no duplicate entries of "Keyway", "Angles", and "Bittings" can be entered. This feature **MUST** be setup when entering a new MK-System, and cannot be changed onced saved.

Example (If you were entering a key system into Key Wizard™ and did not want bitting to be entered, you would uncheck this box, because the system would not let you save without having entered bittings, keyway ,or angles uniquely.)

After all information has been completed, select "Next" to assign the levels of the system. The screen will be shown as below.



System Level

Select the level of the system. Key Wizard supports up to 8 levels. After the level has been selected, the level ID's can be viewed or changed.

Reset Level ID's

By pressing the "Reset Level ID's" button, the ID's will be reset to their default value.

Add Keys

To add Keys to a master key system, go to Keys screen by double clicking on an enduser, or select an enduser then press the "MK-System" button at the bottom of the left toolbar menu, and the screen will be shown as below.

The screenshot displays the 'Keys' software interface. At the top, it shows the current system context: 'Working in End User System: "Davenport Elementary (DAV1)"' and 'Working in MK-System: "John Walker Building (L000123)"'. Below this are three main action buttons: 'Add New Key Record', 'Modify Selected Record', and 'Delete Selected Record'. There are also sorting options: 'Industry Custom Sort...' and 'Standard Sort - Select to Use Locator...', along with an 'Issue/Collect Keys?' button.

The main data table lists key records with the following columns: Key Symbol, Blind Code, Keyway, Bitting, S - A N G, D - A N G, Hk.Qty, Issued, Lost, and Loan. The data is as follows:

Key Symbol	Blind Code	Keyway	Bitting	S - A N G	D - A N G	Hk.Qty	Issued	Lost	Loan
A GGM	A22/34	LA	312705			10			
A GGM2	A22/39	LA	934123			7			
A ENG	A22/36	LA	312709			12			
J HKP	A22/37	LA	312785						
A A	A22/40	LA	512705						
A AA	A22/43	LA	538705						
A AA1	A22/44	LA	538121			5			
A AA2	A22/45	LA	538123			5			
A AB	A22/46	LA	554750			10			
A AB1	A22/47	LA	554121						

Below the key records table is a toolbar with buttons for 'Generate Key Qty', 'View Issued Keyholders', 'Key Register Reports', and 'Search Key Register'. The bottom section of the interface shows a table titled 'Issued Locations' with the following data:

Door #	Keying	Room #	Building	Area / Dept
100		100A	John Walker	First Grade
101		101A	John Walker	First Grade
102		102A	John Walker	First Grade
217		217A	John Walker	Sixth Grade

Then press the "Keys" button on the left toolbar menu, then press "Add New Key Record" button, and the screen will be shown as below.

Updating the Key Register...

General...

Key Symbol: Ltr &/or #

Mfg:

Keyway:

Blind Code:

Key Cabinet #:

Hook #:

Key Description:

Date:

Active In-Active

Previous Updated Record

Key Bitting Information

Cyl Pins Double Cuts

4-Pin

5-Pin

6-Pin

7-Pin

Main Angles:

1	2	3	4	5	6
M	Q	B	D	K	S

Bitting:

1	2	3	4	5	6
2	1	4	5	3	6

Comments:

Authorize Name 1:

Authorize Name 2:

Authorize Name 3:

Authorize Name 4:

Key Symbol

The key symbol can be one or two parts, depending on the symbol, level of system, or coding type.

Mfg.

Key Mfg. name

Keyway

Keyway used in system.

Blind Code

Optional symbol ID that can be used and searched.

Paste

Press to paste the key symbol in the blind code field.

Key Cabinet

Key cabinet in which key is stored .

Hook #

Hook # in cabinet in which key is stored on.

Key Description

Any optional description of key.

Date

Date in which key was entered into system.

Cylinder Pins

Number of pins in cylinder to key.

Double Cut

Check if system has double cuts. Double cut fields will be enabled.

Main Angle

Main angles used on key.(Medeco, etc.)

Double Angle

Additional angles used on key. Viewable only after "Double Cut" has been checked.(Medeco, etc.)

Bitting

Bitting on key. Must be numeric only.

Comments

Additional comments needed for this key.

Authorizer Name

Up to 4 authorizers can be selected for this key.

Add Miscellaneous Items

To add Misc. Items, a master key system must be added before Misc. Items can be added. Go to Misc. Items screen by double clicking on an enduser, or select an enduser, then press the "MK-System" button at the bottom of the left toolbar menu. Then press the "Misc. Lock Items" button on the left toolbar menu. If the button is not visible, click on the down arrows in the toolbar until the button can be seen.

Misc. Lock Items

Working in End User System: "Davenport Elementary (DAV1)"
Working in MK-System: "John Walker Building (L000123)"

Add New Item Modify Selected Item Delete Selected Item

Item Label Locator:

Item Label	Building	Door ID.	Room #	Area / Dept.
SAFE1	John Walker		201	Sixth Grade

Print Item List... View Selected Record Search Item List...

Then press "Add New Item" button, and the screen will be shown as below.

Misc. Lock Item Will Be Added

General

Item Label: SAFE1

Desc 1: Meilink Fire Safe

Desc 2: Safe Comb 25-59-41

Desc 3:

Desc 4:

Building: John Walker

Door #:

Room #: 201

Area / Department: Sixth Grade

Comments: The safe is located in the walk-in closet behind the file cabinet.

OK Cancel Help

Item Label

Mandatory field. Enter a unique id for this item.

Desc 1

Any optional 20 character description.

Desc 2

Any optional 20 character description.

Desc 3

Any optional 20 character description.

Desc4

Any optional 20 character description.

Building

Select building in which item is located from dropdown list.

Door#

Enter door#, if item is on door.

Room#

Enter room# in which item is located.

Area / Depart.

Select area or department in which item is located from dropdown list.

Comments

Any additional comments for this item.

Cylinder Maintenance

To add Cylinders, a master key system must be added before cylinders can be added. Go to Cylinders screen by double clicking on an enduser, or select an enduser, then press the "MK-System" button at the bottom of the left toolbar menu. Then press the "Cylinder Inventory" button on the left toolbar menu.

Cylinder Inventory

Working in End User System: "Davenport Elementary (DAV1)"
Working in MK-System: "John Walker Building (L000123)"

+ Add New Cylinder... ⊞ Modify Selected Cylinder... ✖ Delete Selected Cylinder...

Cylinder ID. Locator:

Cylinder ID	Mfg	Cylinder Type	Finish	Keypad Symbol	Status	Cylinder Part #
MED101	MEDECO	Mortise	626	AA1	In-Stock	10W0200

Print Cylinders... Install Cylinder... View Installed Location
Search Cylinders... Update Cylinder Status... View Lost/Destroyed

Then press "Add New Cylinder" button, and the screen will be shown as below.

MK-System ID

This is the master key system id # that the cylinder is being applied to.

Cylinder ID

Enter a unique identification number or label for this cylinder.

Mfg. Name

Enter or select from the dropdown list the mfg name of cylinder.

Cylinder Type

Enter or select from the dropdown list the type of cylinder.

Part Number

Enter the cylinder mfg. part number.

Finish

Enter or select from the dropdown list the finish code.

Stock Location

Enter the location that the cylinder is located in stock. This could be a bin # or any identification label.

Comments

Any additional information for this cylinder.

Keyset Symbol

Make a selection from the current master key system from the dropdown list, only if this cylinder has been keyed.

Select Location

A location can only be selected when the cylinder is being installed.

Install Cylinder Now

After all cylinder information has been, this button will be enabled, and can be installed to a location.

Setup Security Password

The default User ID and Password has been set to "Admin", which has full access rights. After setting up a new administrator, delete the default administrator. To add a user to the Key Wizard, select "Security" from the main top menu, then select "Browse Users". The screen will be shown as below.



Press "Add New" to add a new user to the system, or press "Change" to modify the current selected user. The screen will be shown as below.

Adding a Security Record

First Name: Last Name:
 User ID: Password:
 User Level:

End User Systems: No-View View All Edit
 Key Register: No-View View All Edit
 Issue Keys: No-View View Issued Edit
 Adjust Key Hook Qty: Restrict Adjust
 Due and Overdue Keys: No-View View All
 Keyholder: No-View View All Edit
 Cylinders: No-View View All Edit
 Utility Menu: Restrict View Edit

MK System: No-View View All Edit
 View Key Biting in Key Register: No-View View All
 Collect Returned Keys: Restrict Collect All
 Generate Keys and Serial numbers: Restrict View All Generate
 Locations and Hardware: No-View View All Edit
 View Keyholder Access Screens: No-View View All
 Misc. Items: No-View View All Edit
 Setup Maintenance Menu: No-View View All Edit

Allow All Save Cancel

User ID & Password

User id is used as "Login", and "Password" as Password upon login.

If "No-View" is selected under "End User Systems", all selections will be disabled. A selection from "End User Systems" is required before any other selection can be made.

To setup security for a user, enter all above information, and select user level. The level must be "User" or "Administrator". When selecting "Administrator" for the user level, full access will be given, and all selections will be disabled. Administrator level is the only level that can access the security setup features.

Login to Key Wizard

Login:
 Password:

Ok Cancel

When starting Key Wizard, the system will prompt you for the login and password. The default setting is "Admin" for the Login and Password. This setting should be deleted from the system after a new administrator has been assign to the system.

Assign Key to Locations

To assign keys to a location, from the location window, press the "Modify Location" button to assign the keys. This can also be done while adding a location record. The screen will be shown as below.

Complete Location / Door / Hardware ...

Location... | **Hardware Schedule...**

Service Maintenance Schedule

Building: John Walker
Door #: 100
Room #: 100A
Department: First Grade
Type: Classrooms
Description:
Comments:

Service Start Date:
Total # of Occurrences: 0
 Single Service
 Weekly Monthly Quarterly Yearly
Service Description

Assign Operation Keys to Location by Using Drag & Drop before Building X-Key Table.

Operated by:

GGMK: GGM
GMK: A
MK: AA
CK: AA1

X-Key Table

X-Keyset	Bitting

- 1 Assigning a key to the location can be done one of two ways.
 1. Select the key symbol from the list, then press the arrow beside the field to assign.
 2. Left click and hold a key symbol, and drag & drop on the field to assign.

The key symbol can be located by clicking into the list, then start typing the symbol to locate. This is an incremental locator.

Clear All Key Symbols

Press to clear all symbols above.

Importing a Factory Key System

Importing a Factory Key System, can only be done if the system has been exported to the correct specifications.

Templates for importing are provided on the CD in the "Import Templates" folder. To import, go to the main menu and select **Utilities»ImportExport»Import»Import Factory Key System**. The screen will be shown as below.

The screenshot shows a dialog box titled "IMPORT Factory Key System File...". The main heading is "Key Wizard Factory Key System IMPORT Utility". Below this, instructions state: "Insert the Disk or CD where Import file is located, into Floppy drive or CD-Rom, to load your Key System. Select CSV or TXT FILE [Comma separated values], then press Start Importing".

The dialog is divided into several sections:

- Key System Importing to:** This section contains two dropdown menus. The first is labeled "Select End User to Import Key System records to:" and has "111111" selected, with a "Step 1" button to its right. The second is labeled "Select MK-System to Import Key System records to:" and has "KEYWIZ5" selected, with a "Step 2" button to its right.
- Below the dropdowns, the "MK-System ID:" is displayed as "KEYWIZ5" and the "MK-System Name:" is displayed as "5 Level System".
- A black bar with white text states: "Key Wizard Will Import Key System into above End User."
- There is a checkbox labeled "Skip Header File (1st Record)".
- The "Maximum Records to Import:" is set to "50" in a text box, with a note "(Leave 'blank' to Import All Records)" and a "Step 3" button to the right.
- The "Enter/Select the filename to be imported:" section has a "Select File" button and a text box containing the path "C:\Program Files\KeyWizN\DATA\KEYWIZ5.csv", with a "Step 4" button to the right.
- At the bottom of the input section are three buttons: "View Selected Import File", "Start Importing Key System" (with a "Step 5" button to its right), and "Exit".
- A large green box at the bottom contains the following status message: "1916 Records Read 1 Records Added Successfully", "1915 Duplicate Records were Found, and were not Added", and "Duplicate Records Log was created at: C:\C55\MEDECO\KEYLOG.TXT".

Select End User

Select an end user from the dropdown list.

Select MK-System

Select an MK-System from the dropdown list. The key system will be imported into this MK-System. The system id must match the system id in the import file, or the import will fail.

Skip Header File

Check to skip the header file. The header file is the first record in the import file. If the header names have been removed, leave this field unchecked, but if the header names are left in the import file, check this box so the header names will not be imported.

Maximum Records to Import

Enter the maximum number of records to import. If this field is left blank, all records will be imported.

Select File

Press to select the file to import. This could be located on a floppy disk, cd, or on your hard drive. This file must be in CSV or TXT format(Comma separated value).

View Selected Import File

After making a file selection, press to view the file.

Start Importing Key System

Press to start importing system.

Black screen

After the records have been imported, you can view the total records read, added, duplicates found, and if duplicates are found, they are written to a text file for viewing. The path will be shown here.

Setup Preferences

To setup the system preferences, select "Utilities" from the Main menu, then "Preferences". The screen will be shown as below.

The screenshot shows a dialog box titled "Record Will Be Changed" with a close button (X) in the top right corner. The dialog contains several sections:

- Check to Turn on:** A vertical label on the left side of a list of seven checkboxes. The checkboxes are:
 - Turn On Quick Start Screen on Startup...
 - Turn On Printing of Key Issue and Return Receipts...
 - Turn On Use Key Cabinets for Key Storage...
 - Turn On Enforce Key Issue Authorization...
 - Turn On Location/Hardware Service Maintenance Scheduler...
 - Turn On Due and Overdue Key Reminder...
 - Turn On Backup Reminder when Shutting Down...
- Starting Keyholder ID Number:** A text input field containing the number "5". To its right is the text: "Starting Keyholder ID Number, that the ID Generator Button will start with. If left at "0", then the first number will start at "1"."
- Large Form Printer Setup:** A section with a "Form Printer:" label, a text input field containing "HP DeskJet 930C Series", and a "Printer..." button with a printer icon.
- Copies:** A text input field containing the number "2".
- Small Receipt Printer Setup:** A section with a "Receipt Printer:" label, a text input field containing "TM88", and a "Printer..." button with a printer icon.
- Copies:** A text input field containing the number "1". To its right is the text: "(Some receipt printers do not support multiple copies)".
- Buttons:** At the bottom right, there are two buttons: "Save" with a green checkmark icon and "Cancel" with a red X icon.

Check boxes

Check to turn on user preferences as listed.

Starting Keyholder ID

Enter starting number for the keyholder id generator. This is used when adding a new keyholder to the system, and the "ID Generator" button is used to assign a number to the keyholder. If left blank, when used, the number will start a "1".

Large Form Printer Setup

Press "Printer" to select the printer to use for standard authorization forms. Enter the number of copies to print when each time.

Small Receipt Printer Setup

Press "Printer" to select the receipt printer to use for 3" key issue and return receipts. Not all receipt printers support multiple copies. Picture of an receipt printer shown below.



Change Sort Order

The sort order is setup from the factory, so if changes are made, the sorting of the industry symbol coding will be incorrect. Additional sort orders can be added, but not advised. The list of sort orders are shown below.

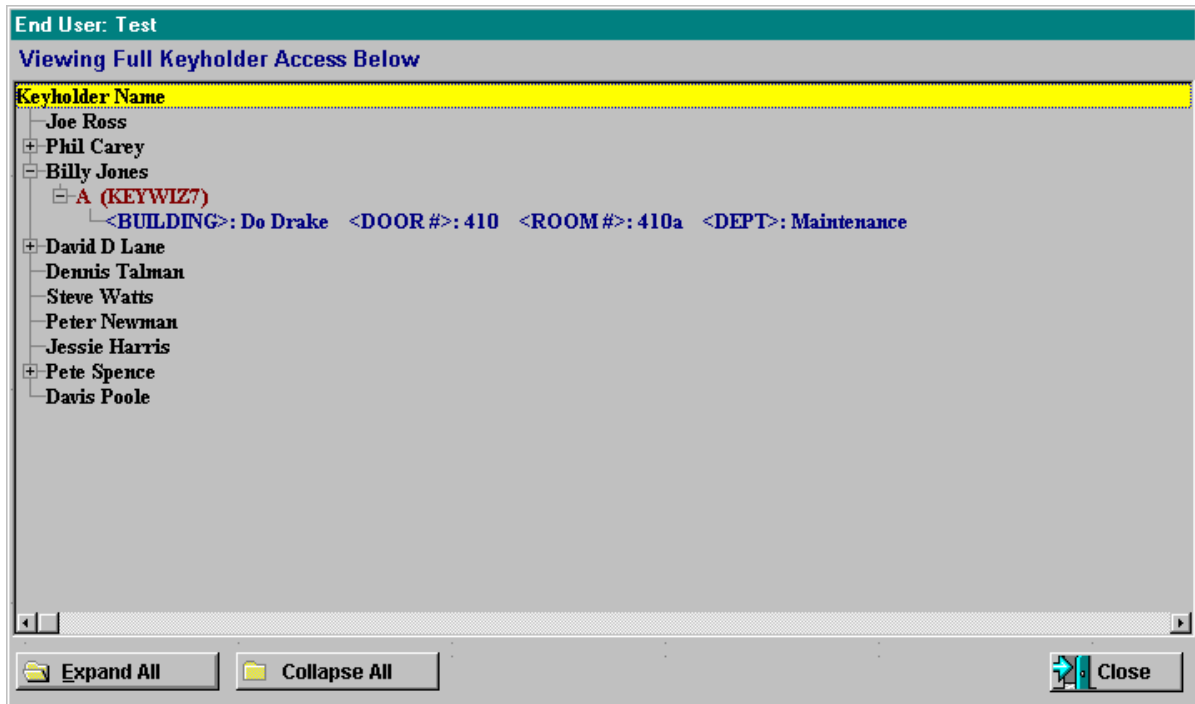


To re-generate the sort order files back to the default setting, press the "Re-Generate Sort Files" button.

Warning: By re-generating the sort order, any sort orders that were added will be removed.

View Keyholder Access Tree

To view keyholder access from the Access Tree, go to the keyholders screen and press the "Access Tree" button. The screen will be shown as below.



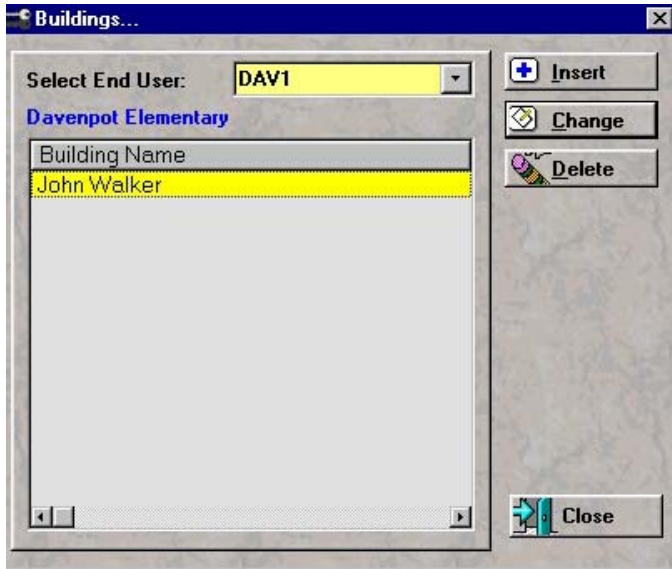
By clicking on the + to the left of the keyholder name, the tree will expand. The keyholder, key symbol, system id, and location of access can be viewed from this single screen.

Authorization list shown below. This list can be accessed by selecting "Setup/Maintenance" from the main menu, then select "Key Issue Authorizer List".



Buildings

Building List list shown below. This list can be accessed by selecting "Setup/Maintenance" from the main menu, then select "Building Names".



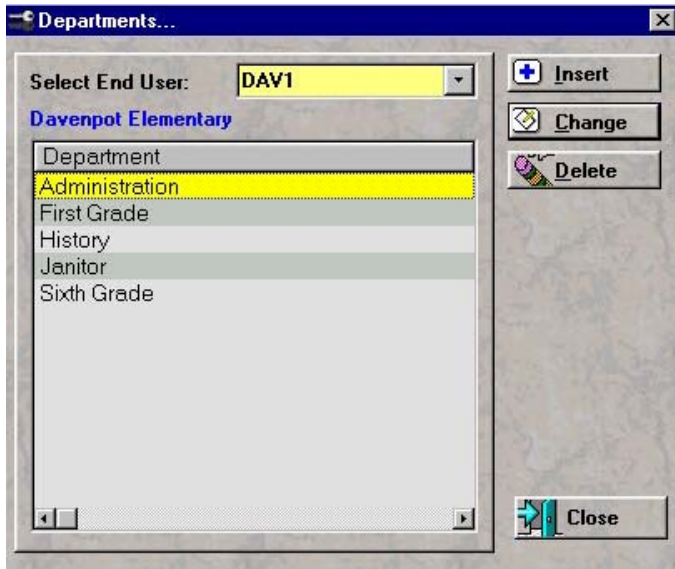
Cylinder Types

Cylinder Type list shown below. This list can be accessed by selecting "Setup/Maintenance" from the main menu, then select "Cylinder Types".



Departments

Department/Area list shown below. This list can be accessed by selecting "Setup/Maintenance" from the main menu, then select "Department Names".



Global MK System Search

Global MK System list shown below. This list can be accessed by selecting "Utilities" from the main menu, then select "Global MK System Search".

Global Key Search...

This View is for Global Searching. All Master Key Systems can be searched from this single view.

Key Symbol	MK-System ID	Blind Code	Keyway	Bitting	S - ANG	D - ANG	Hk.Qty	Issued	Lost	Loan
AA	L000123	A22/43	LA	538705						
AA1	L000123	A22/44	LA	538121			5			
AA2	L000123	A22/45	LA	538123			5			
AB	L000123	A22/46	LA	554750			10			
AB1	L000123	A22/47	LA	554121						
B	L000123	A22/52	LA	712750						
BA	L000123	A22/55	LA	736750						
BA2	L000123	A22/57	LA	736123						
SKD1	L000123	A22/76	LA	424251						
A	L2565	A	PA	246244	D SDD SD		10			
AA	L2565	AA	PA	446244	D SDD SD		10			
AA1	L2565	AA1	PA	246246	D SDD SD		5			
AA2	L2565	AA2	PA	246262	D SDD SD		3			
AA3	L2565	AA3	PA	246224	D SDD SD		12			
SKD1	L2565	SKD1	PA	642422	D SDD SD		8			

Search Key Systems... View Keyholders Issued Close

Press "Search Key Systems" button to build a custom search query as shown below.

Key Wizard Query

Saved Queries Query Settings

Select Field	Operator	Enter Search Criteria
Enter Key Bitting	Contains	22
Enter Single Angles	Contains	D

Insert Change Delete

OK Cancel Clear

The results from the query above is shown below. Always clear any query when completed.

Global Key Search...

This View is for Global Searching. All Master Key Systems can be searched from this single view.

Key Symbol	MK-System ID	Blind Code	Keyway	Bitting	S - ANG	D - ANG	Hk. Qty	Issued	Lost	Loan	Bl
AA3	L2565	AA3	PA	246224	D SDD SD		12				
SKD1	L2565	SKD1	PA	642422	D SDD SD		8				

Search Key Systems... View Keyholders Issued Close

The keyholder can be viewed at this time. The scenario could be that a piece of a Medeco key was found and turned in. After doing a search on the all of the systems, we found out that the only possible key would be listed out of the 2 above. Select one above, then Press the "View Keyholders Issued" button to find out who could possible have these keys, and print it for a hard copy. One of the keyholders will not have there key. Problem solved, and you only had a piece of a key.

View Authorization Forms

Authorization forms are used when keys are issued to a key holder. Key Wizard™ provides a sample authorization form that is titled: "Standard Form". The Standard Form is an key issuing agreement that describes the terms the keyholder agrees to when they take possession of a key. This form is designed to be printed so that it can be signed by a keyholder and then kept on file.

To access the Authorization Form window, complete the following steps:

- From the main Key Wizard™ window, select **Setup/Maintenance** from the file menu bar

- Select **Authorization Forms** from the drop down list

- Double-click the **Standard Form** to view the form

A new authorization form can be added by clicking the **Add New** button or the Standard Form can be changed by pressing the **Change** button. If the Standard Form has been changed, and the changes have been saved, the original Standard Form, included with Key Wizard™, can be restored by clicking the **Restore Standard Form** button.

To print an Authorization Form, complete the following steps:

- Go to the **Keyholders** Screen

- Highlight a **Keyholder** that has keys issued (A list of keys should appear at the bottom of the screen)

- Click the **Print Authorization Form** button (Note: This button is only active if a keyholder with assigned keys was highlighted in the previous step)

- Double-click** the form you wish to print and it will automatically be sent to the printer

Authorization forms and Key Issue receipts shown below.

Key Issue Authorization Form

Key Wizard

High Security Key Issue Authorization Agreement

End User Name: **Davenport Elementary**

Printed on: **AUG 28, 2001 8:45PM**

Key Holder Information	
Key Holder ID:	16
Key Holder:	Janet D Dorsey
Address:	85 Liverpool Rd
City:	Zebulon Ga 35426
Phone:	
Dept/Area:	Sixth Grade

Confidential Form



In consideration of receiving possession of the below listed key(s), I agree to take diligent care of the key(s) issued to me and to immediately report to my immediate superior and all Key Control Officers any lost thereof. I further agree to not give possession of the key to any person nor to allow any copies of key(s) to be made. I understand that a fee may be charged for replacement of lost or stolen keys. I also understand that violation of this agreement may result in disciplinary action up to and including termination, resulting from willfull or malicious violation of this agreement, and I may be held liable for costs associated with re-key/relck requirements or repair of other damages resulting from willfull or malicious violation of this agreement.

Key Issue #	MK-System Key Type	Key Symbol Blind Code	Serial # Issue Type	Issue Date Return Date	Re-Issue ? Authorized by	Deposit
9	L000123 SARGENT	GGM A22/34	1 P	AUG 28, 2001	N	\$0.00

Key Holde: _____

Key Administrat: _____

Witness: _____

Key (s) Returned To

Date

Key Issue Receipt

Key Issue Receipt

JUL 15,2001

8:19PM

4

Tom Richards

0000006

MK-System: MK1b209
Keypad ID: AB4
Key Type: MEDECO
Blind Code: AB4
Serial #: 1
Qty: 1
Issue Date: JUL 15,2001
Return Date:
Issue Type: P
Re-Issue: N
Reason:
Deposit: \$0.00
Authorized by: Paul Smith

Key Holder Signature

Key Return Receipt

Key Return Receipt

JUL 15,2001

8:16PM

4

Tom Richards

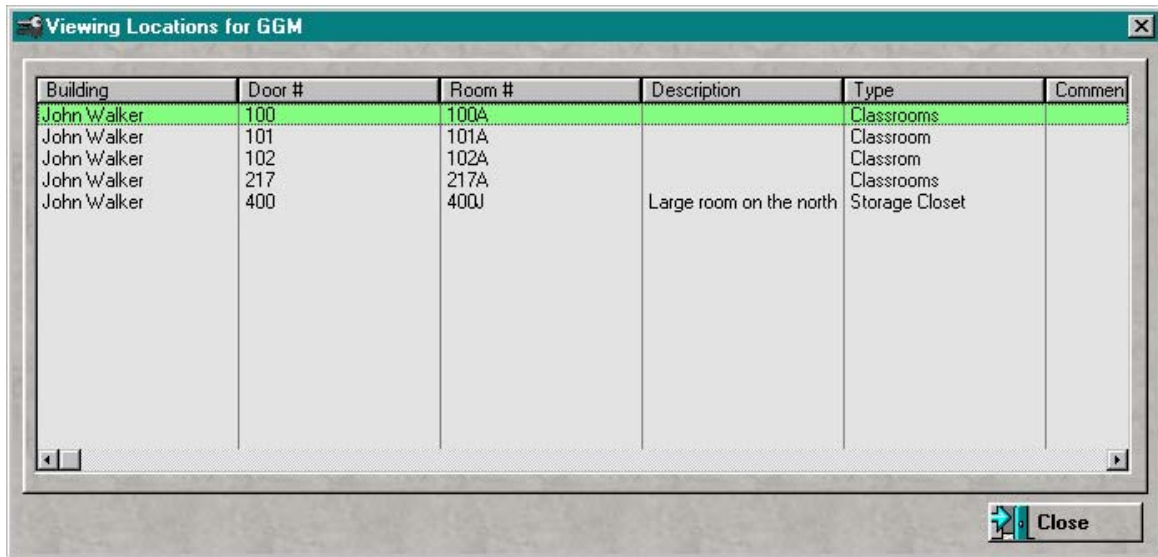
0000004

MK-System:	MK1b209
Keyset ID:	AB4
Key Type:	MEDECO
Blind Code:	AB4
Serial #:	1
Qty:	1
Issue Date:	JUL 14,2001
Returned Date:	JUL 15,2001
Issue Type:	P
Re-Issue:	N
Reason:	
Deposit:	\$25.00
Rtn.Deposit:	\$0.00

Key Administrator

Show Locations

Show Locations from keyholder screen shown below. This list can be accessed by selecting a keyholder and key from the assigned list, then press "Show Locations".



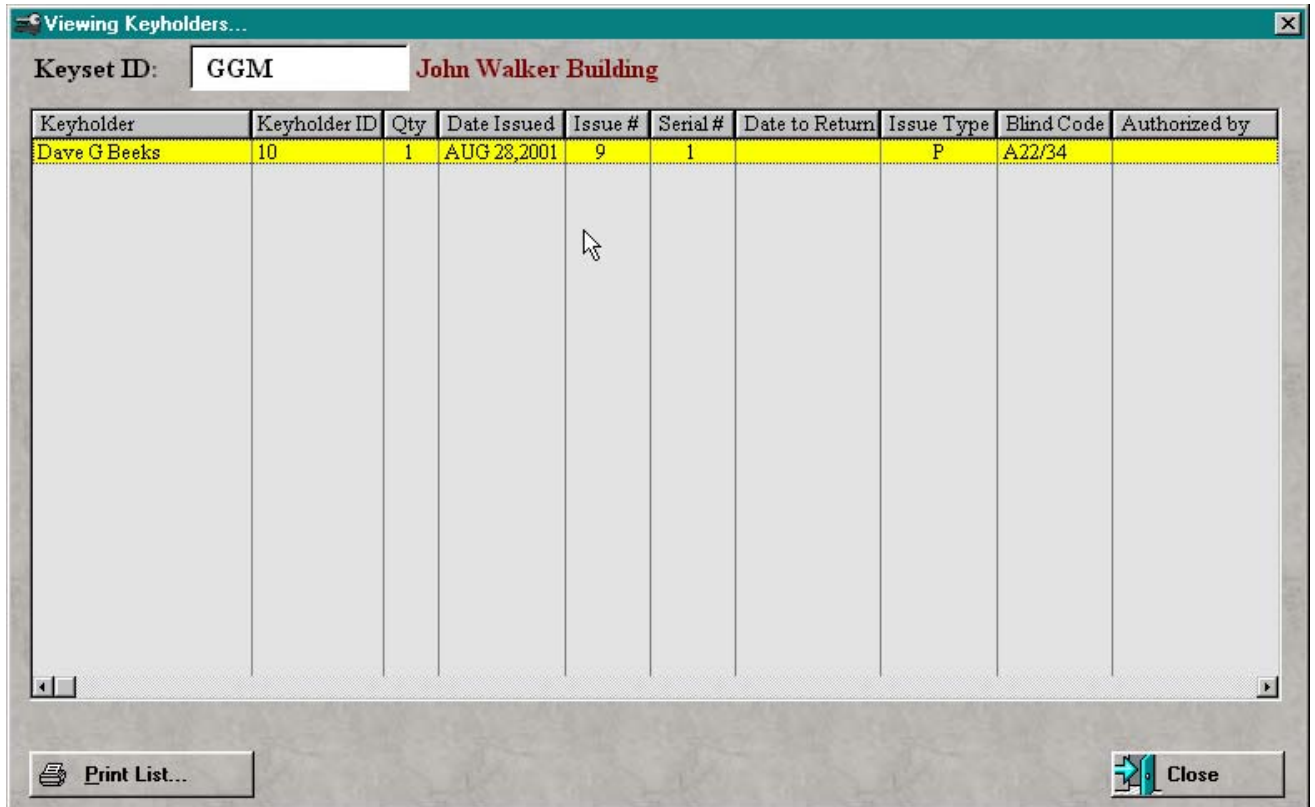
The screenshot shows a software window titled "Viewing Locations for GGM". Inside the window is a table with the following data:

Building	Door #	Room #	Description	Type	Comment
John Walker	100	100A		Classrooms	
John Walker	101	101A		Classroom	
John Walker	102	102A		Classroom	
John Walker	217	217A		Classrooms	
John Walker	400	400J	Large room on the north	Storage Closet	

At the bottom right of the window is a "Close" button with a right-pointing arrow icon.

Show Keys Issued

Issued keyholders list shown below. This list can be accessed by selecting "View Issued Keyholders" from the keys screen.



The screenshot shows a window titled "Viewing Keyholders...". At the top, there is a "Keyset ID:" label with a text box containing "GGM" and the text "John Walker Building" to its right. Below this is a table with the following columns: Keyholder, Keyholder ID, Qty, Date Issued, Issue #, Serial #, Date to Return, Issue Type, Blind Code, and Authorized by. The first row of the table is highlighted in yellow and contains the following data: Dave G Beeks, 10, 1, AUG 28, 2001, 9, 1, Date to Return is empty, Issue Type is P, Blind Code is A22/34, and Authorized by is empty. At the bottom of the window, there are two buttons: "Print List..." on the left and "Close" on the right.

Keyholder	Keyholder ID	Qty	Date Issued	Issue #	Serial #	Date to Return	Issue Type	Blind Code	Authorized by
Dave G Beeks	10	1	AUG 28, 2001	9	1		P	A22/34	

Show Key Access List

Key access list shown below. This list can be accessed by selecting "Access by List" from the location Screen. This list can be used 2 different ways. When this screen opens, the operating keys are located on the left side view. By selecting a key symbol from the left side view, all keyholders for the selected symbol can be viewed from the right side view.

The screenshot shows a software window titled "Location Access by Keypad & Keyholder...". It contains the following information:

Viewing:
Building: John Walker
Door #: 100
Room #: 100A

Highlight Keypad to View Keyholder Access

Operated by:

Keypad	L
A	
AA	
AA1	
GGM	

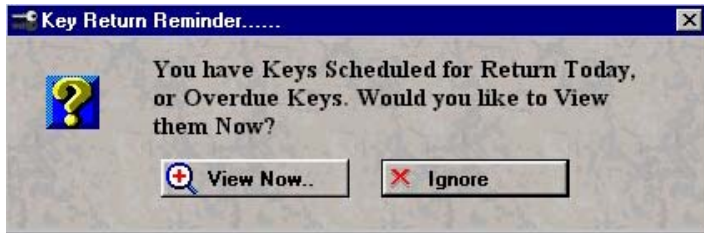
Accessed by:

Keyholder
Dave G Beeks

Buttons: Print List... Close

Overdue Key Reminder

Due or overdue key reminder will be shown when starting Key Wizard, if enabled from preferences.



View Finish List

Finish list shown below. This list can be accessed by selecting "Setup/Maintenance" from the main menu, then select "Finish List".



View Key Issued Audit List

Key issued audit list shown below. This list can be accessed by selecting "Key Register Reports" from the Keys Screen, then select "View/Print Issue Audit".

Audit List...

Key Issue Audit List for "Davenport Elementary" and MK-System "John Walker Building"

Issued Keys Audit List					
Keyholder Date Returned	Keyholder ID Reason	Keyset Deposit Holding	Date Issued Deposit Returned	Issue # Serial #	Authorized by Days Late, when Key was Returned
Bill S Ramsey AUG 21, 2001	1 0	GGM \$0.00	JUL 10, 2001 \$20.00	1 1	Bob D Smiley
Dave G Beeks AUG 21, 2001	10 0	AA1 \$0.00	JUL 12, 2001 \$0.00	4 1	Steve M Mills
Dave G Beeks JUL 13, 2001	10 0	AA1 \$0.00	JUL 13, 2001 \$0.00	5 1	
Dave G Beeks	10	GGM \$0.00	AUG 28, 2001 \$0.00	9 1	
Janet D Dorsey AUG 21, 2001	16 0	AA2 \$0.00	JUL 13, 2001 \$0.00	6 1	
Janet D Dorsey AUG 21, 2001	16 0	A \$0.00	JUL 13, 2001 \$0.00	7 1	Bill S Ramsey
Janet D Dorsey AUG 21, 2001	16 0	GGM \$0.00	JUL 13, 2001 \$0.00	8 2	Bill S Ramsey

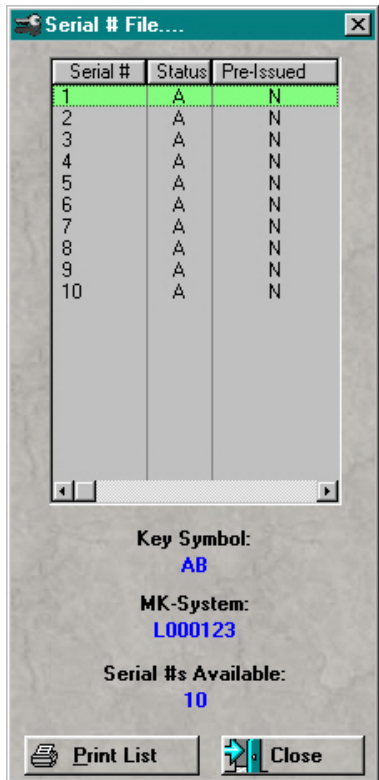
Reason I.D.

T - Terminated	B - Broken
R - Resigned	D - Destroyed
L - Lost	N - Non-Returned
LO - Loan/Temp	O - Other

Print List or Search Results... Search Audit List... Purge Files Close

View Generated Serial Number List

Generated serial number list shown below. This list can be accessed by selecting "Serial number List" from the keys screen.



The screenshot shows a software window titled "Serial # File...". Inside the window, there is a table with three columns: "Serial #", "Status", and "Pre-Issued". The table contains 10 rows of data. The first row is highlighted in green. Below the table, there are three labels with corresponding values: "Key Symbol: AB", "MK-System: L000123", and "Serial #s Available: 10". At the bottom of the window, there are two buttons: "Print List" and "Close".

Serial #	Status	Pre-Issued
1	A	N
2	A	N
3	A	N
4	A	N
5	A	N
6	A	N
7	A	N
8	A	N
9	A	N
10	A	N

Key Symbol:
AB

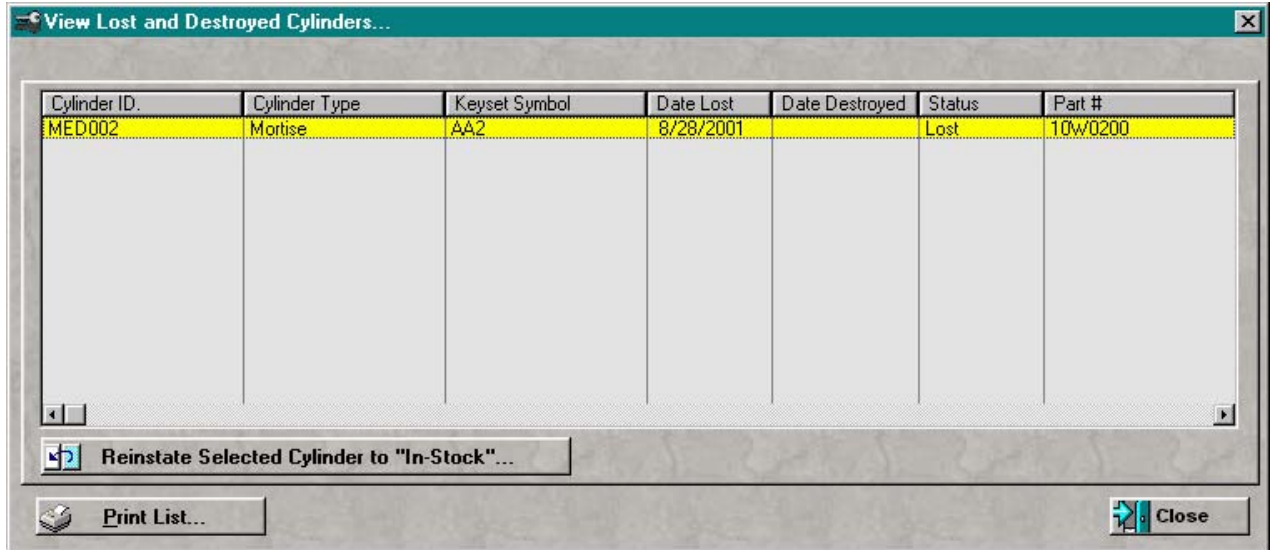
MK-System:
L000123

Serial #s Available:
10

Print List Close

View Lost or Destroyed Cylinder

Lost or destroyed cylinder list shown below. This list can be accessed by selecting "View Lost/Destroyed Cylinders" from the cylinders screen.



The screenshot shows a software window titled "View Lost and Destroyed Cylinders...". Inside the window is a table with the following columns: Cylinder ID., Cylinder Type, Keypad Symbol, Date Lost, Date Destroyed, Status, and Part #. The first row of the table is highlighted in yellow and contains the following data: MED002, Mortise, AA2, 8/28/2001, (blank), Lost, and 10w0200. Below the table are three buttons: "Reinstate Selected Cylinder to 'In-Stock'...", "Print List...", and "Close".

Cylinder ID.	Cylinder Type	Keypad Symbol	Date Lost	Date Destroyed	Status	Part #
MED002	Mortise	AA2	8/28/2001		Lost	10w0200

View Location Service Schedules

Service Schedule shown below. This list can be accessed by selecting "View" from the main menu, then select "Maintenance Service Schedule".

InComplete...

Service Date	End User	MK-System
JUL 6, 2001	Mercy Hospital	Primary Medeco

Building: Main Building
Door ID: 101
Area/Dept. Administration
Status: |

Service Description: Lubricate & Adjust Locks

Calendar

Print Service Orders

Records: 1 [All MK-Systems are Listed in this View.](#)

+ Add Schedule **Modify Schedule** **Delete Schedule** **Close**

View All Service Schedules

Service Schedule shown below. This list can be accessed by selecting "View" from the main menu, then select "Maintenance Service Schedule".

InComplete...

Service Date	End User	MK-System	
JUL 6, 2001	Mercy Hospital	Primary Medeco	E.L.

Building: Main Building
Door ID: 101
Area/Dept. Administration
Status: I
Service Description: Lubricate & Adjust Locks

Calendar

Print Service Orders

Records: 1 [All MK-Systems are Listed in this View.](#)

Add Schedule Modify Schedule Delete Schedule Close

View Service Schedules and Archive

Service schedule archived records shown below. This list can be accessed by selecting "View" from the main menu, then select "Archived Service Records".

The screenshot shows a software window titled "Viewing Archived Records...". At the top, there is a dropdown menu for "Select End User:" with "DAV1" selected. Below this, the location "Davenport Elementary" is displayed. A table lists two records:

Service Date	Completion Date	MK-System
AUG 20, 2001	AUG 20, 2001	John Walker Building
AUG 27, 2001	AUG 27, 2001	John Walker Building

Below the table, it indicates "Records: 2". To the right of the table, several fields are populated: "Building: John Walker", "Door ID: 100", and "Area/Dept.". The "Service Description:" field contains the text "Check closer. Someone has been tampering with the adjustments." and includes a "Calendar" icon. The "Completion Notes:" field contains "Working OK". The "Completion Date:" field is set to "Aug 20, 2001". At the bottom, there are four buttons: "Search Records...", "Purge History...", "Print Records...", and "Delete Record...". A "Close" button is located in the bottom right corner.

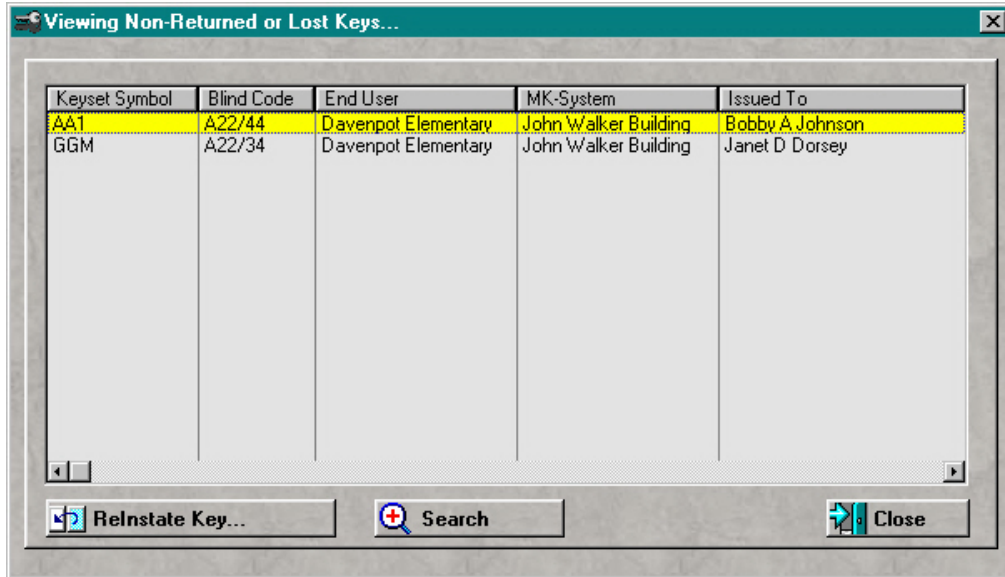
View Mfg List

Mfg. list shown below. This list can be accessed by selecting "Setup/Maintenance" from the main menu, then select "Mfg. List".



View Non Returned Keys

Non Return key list shown below. This list can be accessed by selecting "Utilities" from the main menu, then select "Reinstate Lost or Non-Returned Keys".

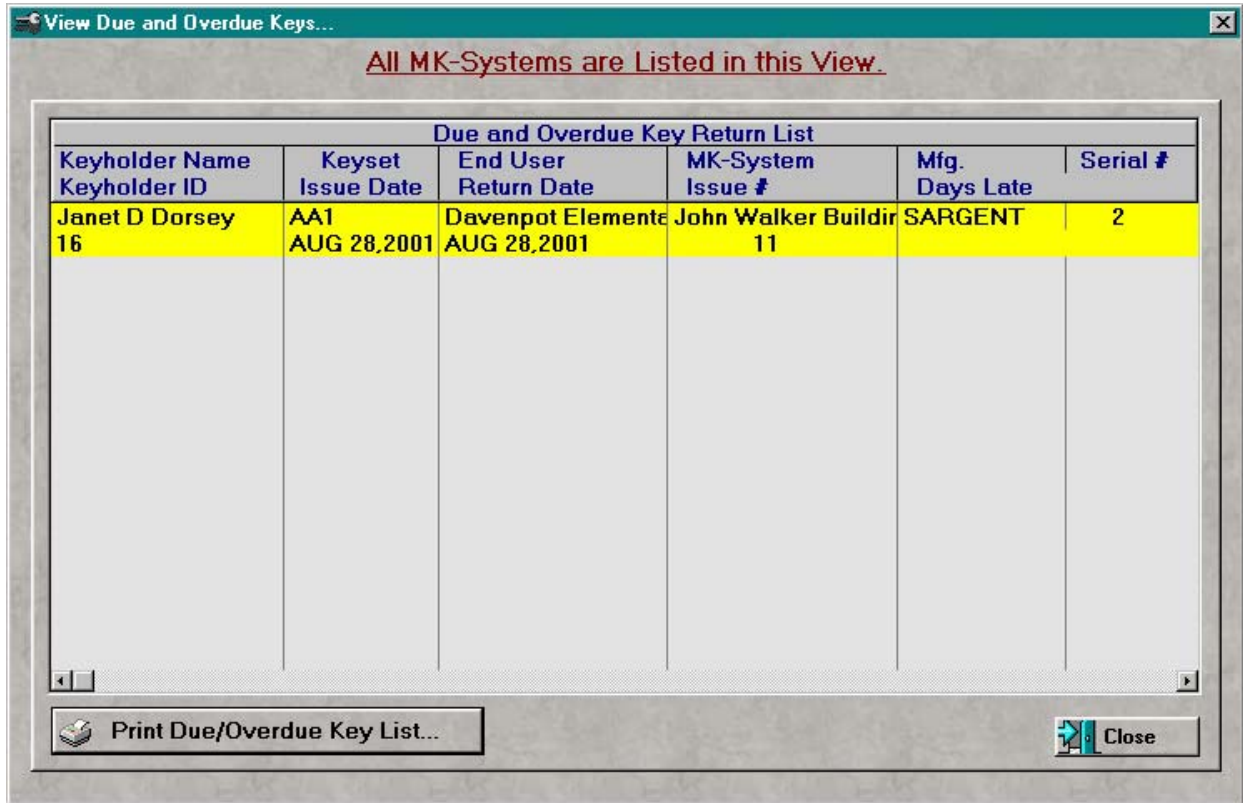


The screenshot shows a software window titled "Viewing Non-Returned or Lost Keys...". Inside the window is a table with five columns: "Keyset Symbol", "Blind Code", "End User", "MK-System", and "Issued To". The first row is highlighted in yellow and contains the following data: "AA1", "A22/44", "Davenport Elementary", "John Walker Building", and "Bobby A Johnson". The second row contains: "GGM", "A22/34", "Davenport Elementary", "John Walker Building", and "Janet D Dorsey". Below the table are three buttons: "ReInstate Key...", "Search", and "Close".

Keyset Symbol	Blind Code	End User	MK-System	Issued To
AA1	A22/44	Davenport Elementary	John Walker Building	Bobby A Johnson
GGM	A22/34	Davenport Elementary	John Walker Building	Janet D Dorsey

View Due and Overdue Keys

Due and overdue key list shown below. This list is accessed from the key reminder screen, if enabled from preferences.



The screenshot shows a window titled "View Due and Overdue Keys...". Inside the window, there is a message: "All MK-Systems are Listed in this View." Below this message is a table titled "Due and Overdue Key Return List". The table has six columns: "Keyholder Name", "Keyholder ID", "Keyset Issue Date", "End User Return Date", "MK-System Issue #", "Mfg. Days Late", and "Serial #". The first row of data is highlighted in yellow and contains the following information: Keyholder Name: Janet D Dorsey, Keyholder ID: 16, Keyset Issue Date: AA1, AUG 28, 2001, End User Return Date: Davenport Elements, AUG 28, 2001, MK-System Issue #: John Walker Builders, 11, Mfg. Days Late: SARGENT, and Serial #: 2. At the bottom of the window, there are two buttons: "Print Due/Overdue Key List..." and "Close".

Keyholder Name	Keyholder ID	Keyset Issue Date	End User Return Date	MK-System Issue #	Mfg. Days Late	Serial #
Janet D Dorsey	16	AA1 AUG 28, 2001	Davenport Elements AUG 28, 2001	John Walker Builders 11	SARGENT	2

Service Archived Records

Service schedule archived records shown below. This list can be accessed by selecting "View" from the main menu, then select "Archived Service Records".

The screenshot shows a software window titled "Viewing Archived Records...". At the top, there is a dropdown menu for "Select End User:" with "DAV1" selected. Below this, the location "Davenport Elementary" is displayed. A table lists service records with columns for "Service Date", "Completion Date", and "MK-System". The first two rows are highlighted in yellow. To the right of the table, several fields are populated: "Building:" (John Walker), "Door ID:" (100), "Area/Dept.:" (empty), "Service Description:" (Check closer. Someone has been tampering with the adjustments.), "Completion Notes:" (Working OK), and "Completion Date:" (Aug 20, 2001). At the bottom, there are four buttons: "Search Records...", "Purge History...", "Print Records...", and "Delete Record...". A "Close" button is located in the bottom right corner.

Service Date	Completion Date	MK-System
AUG 20,2001	AUG 20,2001	John Walker Building
AUG 27,2001	AUG 27,2001	John Walker Building

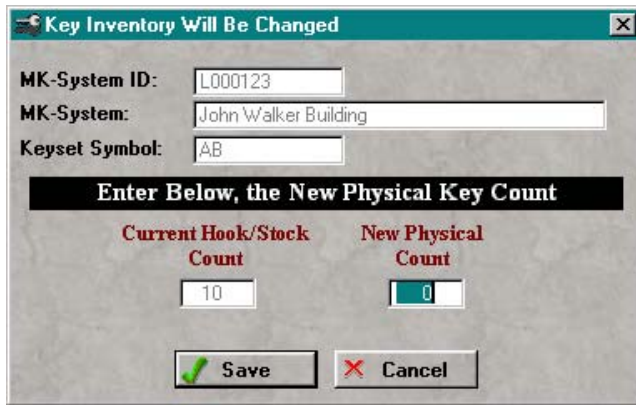
Records: 2

Building: John Walker
Door ID: 100
Area/Dept.:
Service Description: Check closer. Someone has been tampering with the adjustments.
Completion Notes: Working OK
Completion Date: Aug 20, 2001

Buttons: Search Records..., Purge History..., Print Records..., Delete Record..., Close

Adjusting Key Inventory

Adjusting key hook inventory form shown below. This form can be accessed by right clicking on the key symbol from the keys screen, then select "Adjust Key Inventory" from the popup menu. This will only adjust the hook qty, and make adjustments to the serial number file.



Key Inventory Will Be Changed

MK-System ID: L000123
MK-System: John Walker Building
Keyset Symbol: AB

Enter Below, the New Physical Key Count

Current Hook/Stock Count	New Physical Count
10	0

Key issue authorization form shown below. This form can be accessed by selecting "Setup/Maintenance" from the main menu, then select "Key Issue Authorizer List". Select an End User, then select Insert or Change to access the form.

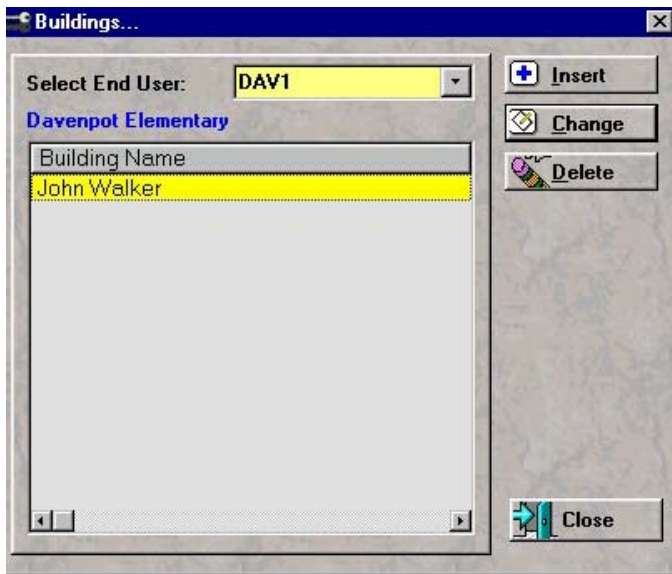
The screenshot shows a dialog box titled "Updating Authorization List...". It has a "General" tab selected. The fields are as follows:

End User ID:	DAV1
Key Holder #	<input type="text"/>
Salutation:	<input type="text"/>
Title	<input type="text"/>
First Name:	<input type="text"/>
Middle Initial:	<input type="text"/>
Last Name:	<input type="text"/>
Verification Password / Phrase:	<input type="text"/>

At the bottom right, there are two buttons: "Save" and "Cancel".

Buildings Maintenance Form

Building maintenance form shown below. This form can be accessed by selecting "Setup/Maintenance" from the main menu, then select "Building Names". Select an End User, then select Insert or Change to access the form. This is an edit in place form.



The screenshot shows a window titled "Buildings..." with a blue title bar. Inside the window, there is a "Select End User:" label followed by a dropdown menu showing "DAV1". Below this, the text "Davenport Elementary" is displayed. A list box labeled "Building Name" contains the entry "John Walker", which is highlighted in yellow. To the right of the list box are three buttons: "Insert" (with a plus icon), "Change" (with a diamond icon), and "Delete" (with a trash can icon). At the bottom right of the window is a "Close" button with a red X icon. The window has a standard Windows-style border with a maximize and close button in the top right corner.

Departments Maintenance Form

Department maintenance form shown below. This form can be accessed by selecting "Setup/Maintenance" from the main menu, then select "Department Names". Select an End User, then select Insert or Change to access the form. This is an edit in place form.

The screenshot shows a software window titled "Departments...". At the top left, there is a label "Select End User:" followed by a dropdown menu containing the text "DAV1". Below this, the text "Davenport Elementary" is displayed in blue. A list of department names is shown: "Department", "Administration" (highlighted in yellow), "First Grade", "History", "Janitor", and "Sixth Grade". To the right of the list are three buttons: "Insert" (with a plus sign icon), "Change" (with a pencil icon), and "Delete" (with a trash can icon). At the bottom right of the window is a "Close" button (with a red X icon). The window has a standard Windows-style title bar with minimize, maximize, and close buttons.

Modify Issued Key

Modify issued key form shown below. This form can be accessed by selecting "Modify Key Issue Record" from the Keyholder Screen. Only the blind code can be modified after key has been issued.

The screenshot shows a software window titled "Working in MK-System... 'John Walker Building [L000123]'" with a close button (X) in the top right corner. The window contains a form with the following fields and controls:

- Key Symbol:** AAT (highlighted in green)
- Mfg:** SARGENT
- Blind Code:** A22/44
- Serial #:** 2
- Date:** Aug 28, 2001
- Issue Type:** Temporary (dropdown menu)
- Key Issue Authorizer List:** (empty text box)
- Key Deposit:** \$0.00
- Is This a Re-Issue...:** Radio buttons for Y and N, with N selected.
- Reason for Re-Issue:** (empty text box)
- Buttons:** Save (with a green checkmark icon) and Cancel (with a red X icon).

At the bottom left of the form, the text "Updating... Janet D Dorsey" is displayed.

Mfg Maintenance Form

Mfg.maintenance form shown below. This form can be accessed by selecting "Setup/Maintenance" from the main menu, then select "Mfg. List". Select Insert or Change to access the form. This is an edit in place form.



Generate Key Qty and Serial Numbers

Key qty generator form shown below. This form can be accessed by selecting the key symbol to generate key qty for, then select "Generate Key Qty" from the Keys screen, then enter the qty of keys to generate. Press "Generate Keys".

Generate Keys and Serial Numbers...

Key Symbol:

Key Cabinet:

Mfg:


Keyway:

Key Bitting:

Last Serial # Recorded:

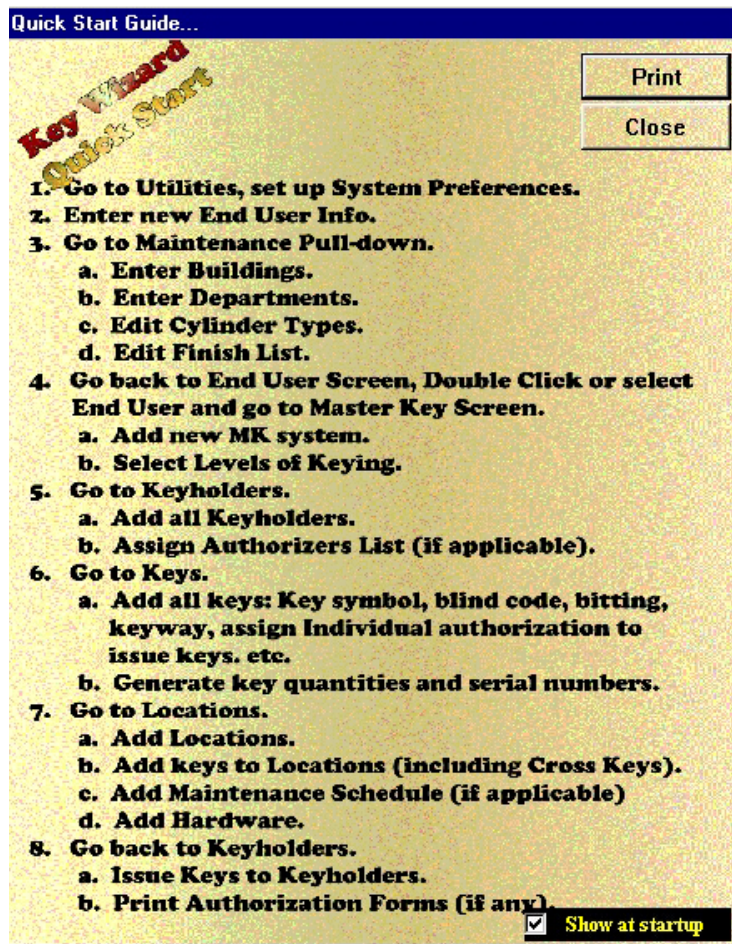
Qty Keys to Generate:

 Generate Keys...

 Cancel

Quick Start Menu

Quick Start Menu shown below. The Quick Start menu is an outline on how to get started with Key Wizard.



Owner License Registration

Owner Registration form shown below. This form can be accessed by selecting "Utilities" from the main menu, then select "Owner Registration". Enter Registration Information that is packaged with Key Wizard™. This information is setup for the purchaser. All information MUST be ENTERED EXACTLY as listed, or the system WILL NOT Run.

Record Will Be Changed

Owner Registration

<i>License Name:</i>	<input type="text" value="Demo Registration"/>		
<i>Address:</i>	<input type="text" value="123 Anywhere"/>		
<i>Address 2</i>	<input type="text"/>		
<i>City:</i>	<input type="text" value="Anytown"/>		
<i>State:</i>	<input type="text" value="STA"/>	<i>Zip/Post Code:</i>	<input type="text" value="12345"/>
<i>Phone:</i>	<input type="text" value="123-123-6452"/>		
<i>Install Code:</i>	<input type="text" value="73242"/>		
<i>License #</i>	<input type="text" value="211226547"/>		

WARNING: By changing any information above will cause Key Wizard to Lock you out of the program.

Return Non Returned Key Form

Return Non-Return form shown below. This form can be accessed by selecting "Utilities" from the main menu, then select "Reinstate Lost or Non-Return Keys". Select key to reinstate, then press "Reinstate Key".

Returning Lost or Non-Returned Key ...

General

Key Holder ID: 12

Full Name: Bobby A Johnson

Key Symbol: AA1

Serial #: 1

Mfg: SARGENT

MK-System: L000123

Key Issue Type: P

Issue Date: Aug 28, 2001

Date to Return:

Date Key Flagged Non-Return or Lost...: Aug 28, 2001

Paid Deposit Amount: \$0.00

Terminated Resigned

Lost Loan/Temp

Broken Destroyed

Other Non-Returned

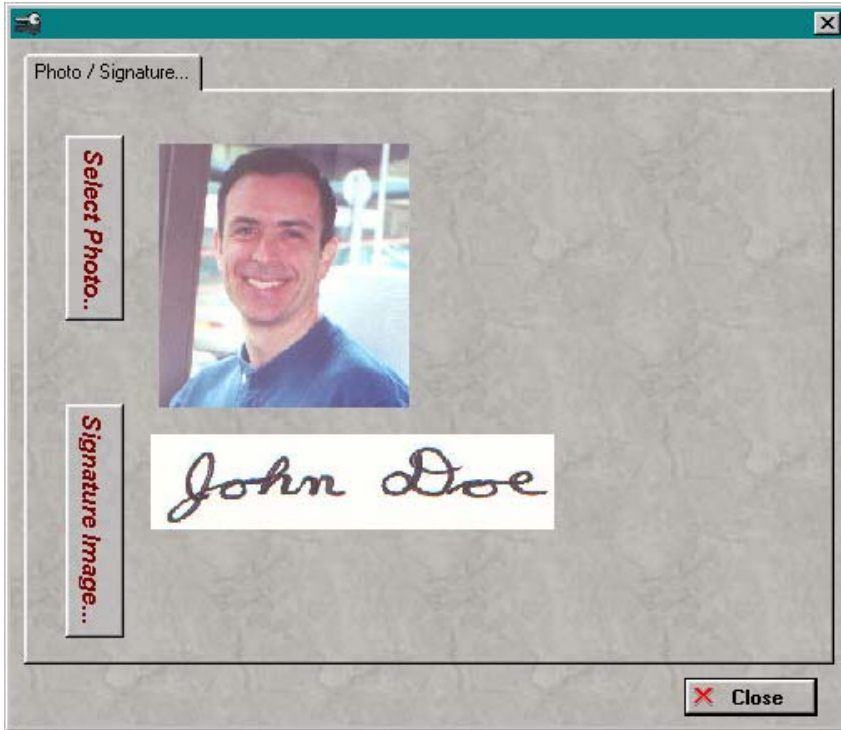
RETURN DEPOSIT AMOUNT

\$0.00

Save Cancel ?

Show Keyholder Photo & Signature

Keyholder photo viewer shown below. This viewer can be accessed by selecting "Show Photo" from the Keyholder screen.



Authorization Form Maintenance

Authorization Form Letter maintenance form shown below. This form can be accessed by selecting "Setup/Maintenance" from the main menu, then select "Authorization Forms". A default standard form can be created by pressing "Restore Standard Form".

Updating Authorization Form ...

Form Title: Standard Form

In consideration of receiving possession of the below listed key(s), I agree to take diligent care of the key(s) issued to me and to immediately report to my immediate superior and all Key Control Officers any lost therof. I futher agree to not give possession of the key to any person nor to allow any copies of key(s) to be made. I understand that a fee may be charged for replacement of lost or stolen keys. I also understand that violation of this agreement may result in disciplinary action up to and including termination, resulting from willfull or malicious violation of this agreement, and I may be held liable for costs associated with re-key/relock requirements or repair of other damages resulting from willfull or malicious violation of this agreement.

(1,000 char Max)

Save Cancel

Cylinder Type Maintenance Form

Cylinder Type Maintenance form shown below. This form can be accessed by selecting "Setup/Maintenance" from the main menu, then select "Cylinder Types". Select Insert or Change to access the form. This is an edit in place form.



Finish Maintenance Form

Finish Maintenance Form shown below. This form can be accessed by selecting "Setup/Maintenance" from the main menu, then select "Finish List". Select Insert or Change to access the form. This is an edit in place form.



Key Sort Maintenance Form

Key Sort Maintenance Form shown below. This form can be accessed by selecting "Setup/Maintenance" from the main menu, then select "Key Symbol Sort Order Table". Select "New" or "Change" to edit the table. Editing is allowed, but not recommended.



Changing a Sort Order Category...

Sort Order: 3

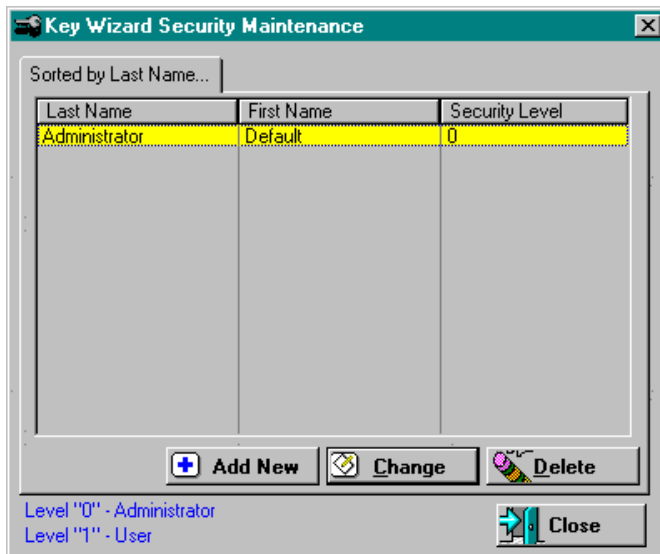
Key Symbol: CLEAN

Sort Description: Cleaning Key

Save Cancel

Update Key Wizard Security

The default User ID and Password has been set to "Admin", which has full access rights. After setting up a new administrator, delete the default administrator. To add a user to the Key Wizard, select "Security" from the main top menu, then select "Browse Users". The screen will be shown as below.



Press "Add New" to add a new user to the system, or press "Change" to modify the current selected user. The screen will be shown as below.

Adding a Security Record

First Name: Last Name:

User ID: Password:

User Level:

End User Systems <input checked="" type="radio"/> No-View <input type="radio"/> View All <input type="radio"/> Edit	MK System <input checked="" type="radio"/> No-View <input type="radio"/> View All <input type="radio"/> Edit
Key Register <input checked="" type="radio"/> No-View <input type="radio"/> View All <input type="radio"/> Edit	View Key Biting in Key Register <input checked="" type="radio"/> No-View <input type="radio"/> View All
Issue Keys <input checked="" type="radio"/> No-View <input type="radio"/> View Issued <input type="radio"/> Edit	Collect Returned Keys <input checked="" type="radio"/> Restrict <input type="radio"/> Collect All
Adjust Key Hook Qty <input checked="" type="radio"/> Restrict <input type="radio"/> Adjust	Generate Keys and Serial numbers <input checked="" type="radio"/> Restrict <input type="radio"/> View All <input type="radio"/> Generate
Due and Overdue Keys <input checked="" type="radio"/> No-View <input type="radio"/> View All	Locations and Hardware <input checked="" type="radio"/> No-View <input type="radio"/> View All <input type="radio"/> Edit
Keyholder <input checked="" type="radio"/> No-View <input type="radio"/> View All <input type="radio"/> Edit	View Keyholder Access Screens <input checked="" type="radio"/> No-View <input type="radio"/> View All
Cylinders <input checked="" type="radio"/> No-View <input type="radio"/> View All <input type="radio"/> Edit	Misc. Items <input checked="" type="radio"/> No-View <input type="radio"/> View All <input type="radio"/> Edit
Utility Menu <input checked="" type="radio"/> Restrict <input type="radio"/> View <input type="radio"/> Edit	Setup Maintenance Menu <input checked="" type="radio"/> No-View <input type="radio"/> View All <input type="radio"/> Edit

Allow All Save Cancel

User ID & Password

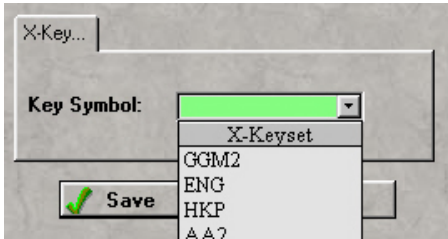
User id is used as "Login", and "Password" as Password upon login.

If "No-View" is selected under "End User Systems", all selections will be disabled. A selection from "End User Systems" is required before any other selection can be made.

To setup security for a user, enter all above information, and select user level. The level must be "User" or "Administrator". When selecting "Administrator" for the user level, full access will be given, and all selections will be disabled. Administrator level is the only level that can access the security setup features.

Cross Key Maintenance Form

Cross keys are added from the location screen. Always assign keys to a location before adding cross keys. The cross key form is shown below.



The image shows a screenshot of a software interface for adding cross keys. The window title is "X-Key...". It features a "Key Symbol:" label next to a dropdown menu. The dropdown menu is open, showing a list of options: "X-Keypset", "GGM2", "ENG", "HKP", and "A A?". Below the dropdown menu is a "Save" button with a green checkmark icon.

Service Schedule Maintenance Form

Service Schedule Maintenance Form shown below. This form can be accessed from the Location maintenance form.

Schedule Will Be Changed

Service Date: Aug 27, 2001

Building: John Walker

Door ID#: 100

Area / Dept.: First Grade

Service Description: Check door closer and see if oil is still leaking.

Service Status:

- Complete
- In-Complete

Completion Date: Aug 27, 2001

Completion Notes: Replaced Closer, oil was still leaking

About Key Wizard™ can be viewed by selecting "Help" from the main menu, then select "About Key Wizard™".

The About screen can be used to view the version of the software that is installed. The License number, Version, Build number, and Date are some of the things that can be viewed from about.



Archive Service Schedule Setup

Setup form to archive completed service order records.

Archive Service Records to History...

Select Start and Stop Dates, to Archive Service Records to History. This will ONLY Archive Records by the MK-System and the Date the Service Order was Completed...

[Always Backup, before Archiving Records](#)

Completed Start Date: May 8, 2001

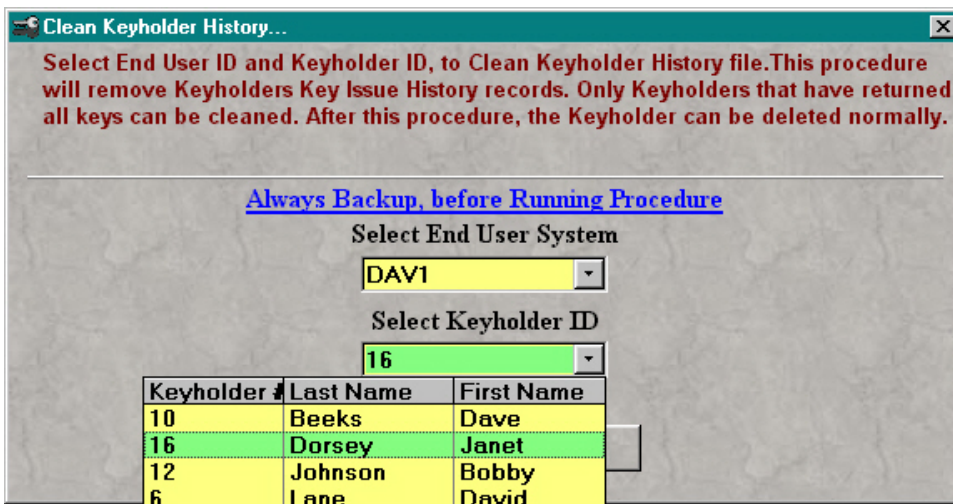
Completed Stop Date: Aug 3, 2001

Select MK-System: John Walker Building

Archive Records...

Clean Keyholder History

When trying to delete a keyholder after a key has been issued, is not possible until all history records has been cleaned out of the issued history file. Just returning the key will not let the keyholder be deleted. If tried, the system will give an error warning that the keyholder is still referenced to the Issued_Key file. After returning all keys from a keyholder, select "Utilities" from the main menu, then select "Clean Keyholder History for Deletion". Select the End User, and Keyholder then press Clean. After this procedure, the keyholder can be deleted normally.



Clean Keyholder History...

Select End User ID and Keyholder ID, to Clean Keyholder History file. This procedure will remove Keyholders Key Issue History records. Only Keyholders that have returned all keys can be cleaned. After this procedure, the Keyholder can be deleted normally.

[Always Backup, before Running Procedure](#)

Select End User System
DAV1

Select Keyholder ID
16

Keyholder #	Last Name	First Name
10	Beeks	Dave
16	Dorsey	Janet
12	Johnson	Bobby
6	Lane	David

Purge Service Records

This setup form will purge archived service history records by MK System and date service order was completed.



Purge Archived Service Records...

Select Start and Stop Dates, to Purge Archived Service Records. This will ONLY Purge Records by the MK-System and the Date Completed...

Always Backup, before Purging Records

Completed Start Date: Aug 1, 2000

Completed Stop Date: Jul 9, 2001

Select MK-System: John Walker Building

 Purge Records...

Purge Issue Key History

This setup form will purge all issued key history by date key was returned to system.



Purge Key Issue Records...

Select Start and Stop Dates, to Purge Key Issue Records. This will ONLY Purge by the Date Key was Returned...

Always Backup, before Purging Records

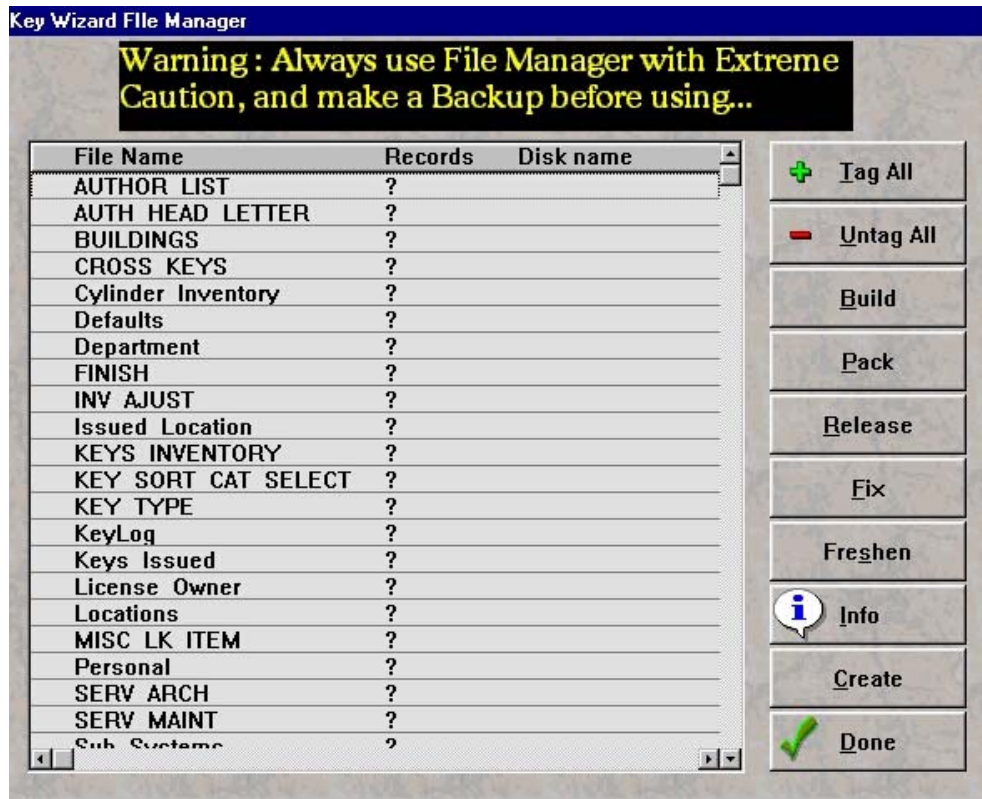
Returned Start Date Returned Stop Date

Aug 1, 2000 Aug 13, 2001

 Purge Records...

Key Wizard File Manager

The Key Wizard File Manager is a very powerful database tool, but if used incorrectly, can damage your database files. Always contact tech support before attempting to repair a file with File Manager.



Build

This tool will rebuild all of the key files in the databases that have been selected.

Pack

This tool will pack all the deleted files in the database that have been selected.

Release

This tool will release all the locked files in the database that have been selected.

Fix

This tool will attempt to fix all the corrupted files in the database that have been selected.

Freshen

This tool will copy all records from a file to a new file in the database that have been selected.

Info

List the information and location of the files that have been selected.

Create

This tool will create new files in the database that have been selected. This will overwrite all existing files.

Form that indicates what status the cylinder is set to.

The image shows a small dialog box with a teal header bar containing the text "Select...". Below the header, the text "Cylinder Status" is displayed. Underneath, there are three radio button options: "Return to Stock" (which is selected), "Lost", and "Destroyed". At the bottom of the dialog box, there are two buttons: "Save" with a green checkmark icon and "Cancel" with a red X icon.

Printing Reports

Report printing in Key Wizard™ is accessed from multiple screens. Here are a few examples on the way the report system works.

- Keyholders reports are accessed from the Keyholder Screen.
- End User reports are accessed from the End User Screen.
- Key reports are accessed from the Key Screen.
- Location reports are accessed from the Location Screen.
- Cylinder reports are accessed from the Cylinder screen.
- Misc. Item reports are accessed from the Misc.Item screen.

Over half of the reports can be built from custom queries. Build the query, and print the report.

The Location and Hardware query can be built with up to 45 different filters at one time.

Preparing to use Key Wizard

A variety of information and paperwork should be on hand before attempting to use Key Wizard™. The following items are recommended:

1. The name, mailing address and phone number of the end user.
2. The master key system ID or registration number, name of system and how many levels of keying are used.
3. A list of all employees, students, staff etc. that may potentially make up the keyholder list. Information should include: name, address, phone number, department, title, e-mail address and a unique identifying number such as a social security number, payroll number, employee number or student ID number. If a unique ID number is not available, Key Wizard's ID Generator can be used to create an ID number.
4. A list of individuals authorized to order or request keys.
5. A list of building names.
6. A list of department names.
7. A list of the different types of cylinders in use.
8. A list of finishes in use.
9. A list of manufacturers being used.
10. A list of keyset or keys symbols.
11. Master key system bitting list.
12. Index for key cabinet.
13. Hardware schedule.
14. Floor plan.

Contact Key Wizard

Mailing Address:

Key Wizard™
3625 Allegheny Drive
P.O. Box 3075
Salem, VA 24153

E-Mail Address:

Support@KeyWizard.net

Phone Numbers:

Toll Free Technical Support:	800-610-1706
Tech Support:	540-380-2411
Facsimile:	540-380-1621
Medeco Customer Service USA:	800-839-3157
Medeco Customer Service Canada:	888-633-3264
Sargent Customer Service:	800-727-5477

Hours of Operation:

Technical Support Hours:
8:00 a.m. - 5:00 p.m. EST
Monday - Friday

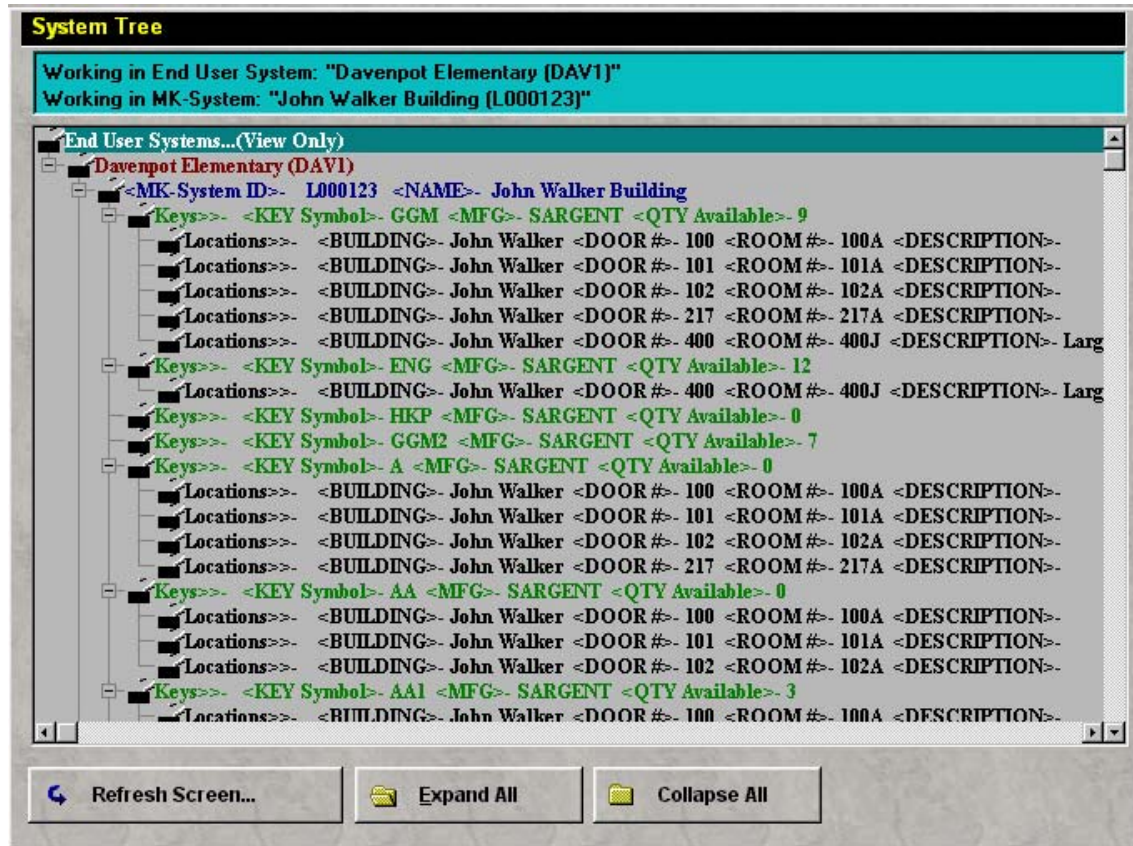
Medeco Customer Service USA:
8:00 a.m. - 8:00 p.m. EST
Monday - Friday

Medeco Customer Service Canada:
7:30 a.m. - 5:00 p.m. EST
Monday - Friday

Sargent Customer Service
8:00 a.m. - 4:30 p.m. EST
Monday - Friday

View System Tree

All End User and Master Key Systems can be view from the System Tree.



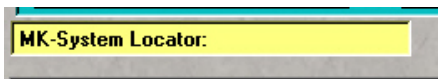
Using Locators

Locators are a very powerful search feature in Key Wizard™.

To use a locator, the list that you will be searching, **MUST** be selected before the locator will work. Most windows that have a locator will be selected when the window opens, so all you have to do is start typing.

The yellow display field that is above the list is for displaying the characters that have been typed in. This field cannot be selected, it is for viewing only.

To clear the locator display, use the Backspace key. Below is an example of one of the locator displaying fields.



Using the Search Button

VERY IMPORTANT: Always press the "Clear" button in the search Form or List after completing any search, to reset the window.

Instructions on using the Search Button.

Searches can be built by applying different filters. Many searches have multiple filters that you can build as you search. Searches can be saved for later viewing. The results can be printed by pressing the Print Button for that window. Operators for the Search System are listed below. Example screens are shown below each Operator list.

List Query Search

Contains

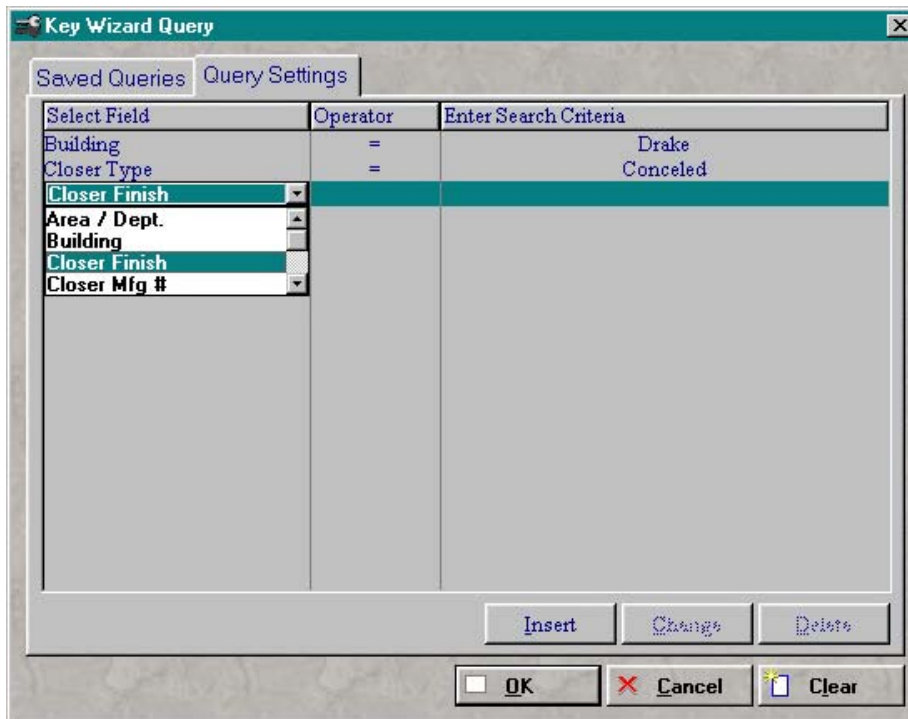
NOT =

Begins

= equal to

<= less than or equal to

=> greater than or equal to



To build a search filter for the "List" type:

1. Press "Insert"
2. Select a "Field" from the dropdown list
3. Select an "Operator" from the dropdown list

4. Type in the "Search Criteria"

To continue to build a extensive search, do steps 1-4 over again as many times as needed for your search. Once completed building your search criteria, press "OK", and the results will be listed in the view.

To "Save" the search, select the tab labeled "Saved Queries", then type a name and then press "Save".

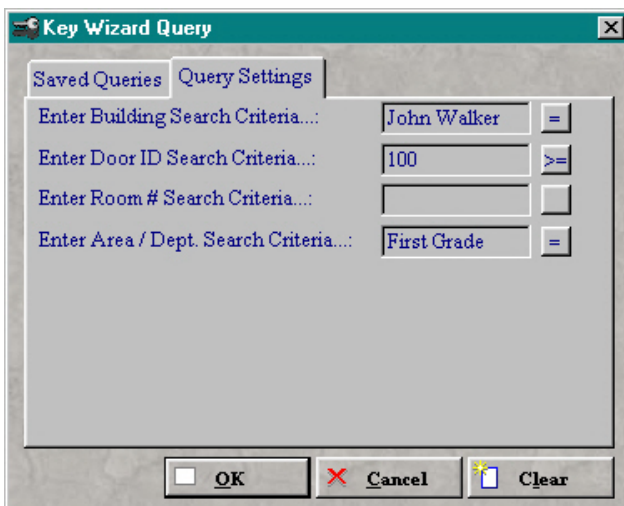
To "Load" the search, select the tab labeled "Saved Queries" the select from list and press "Load".

* can be used for wildcard searches. Use in front or back of criteria, but not both, to search.

When completed searching, always press "Clear" to reset the window.

Form Query Search

- = equal to
- < less than
- > greater than
- <= less than or equal to
- => greater than or equal to
- <> not equal to



To build a search filter for the "Form" type:

1. Type in the "Search Criteria"
2. Press the small button on the right to the "Operator" of your choice

To continue to build a extensive search, do steps 1-2 over until you have all the fields needed for your search. Once completed building your search criteria, press "OK", and the results will be listed in the view.

To "Save" the search, select the tab labeled "Saved Queries", then type a name and then press "Save".

To "Load" the search, select the tab labeled "Saved Queries" the select from list and press "Load".

* can be used for wildcard searches. Use in front or back of criteria, but not both, to search.

When completed searching, always press "Clear" to reset the window.

Backup Module

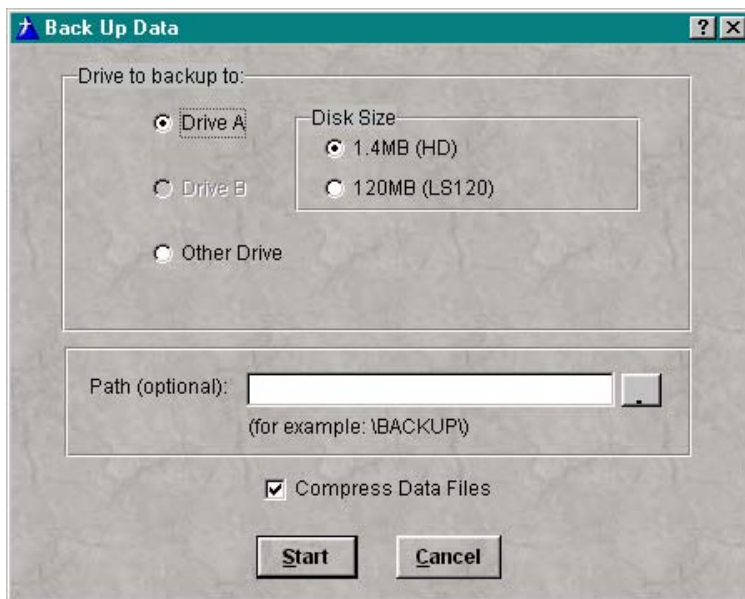
Key Wizard™ has a very comprehensive backup module that has been developed to backup only Key Wizards own data files. No system files will be backed with this module.

For a full system restore, the program files would need to be reinstalled from the cd, then the data files could be restored.

To access Key Wizard™ Backup, shut down the program prior to running the backup system. Make sure all users have exited the program before starting. From the Windows™ desktop, press the "Start" button to access the program folders. Then select "Key Wizard>>Key Wizard Backup" to start the backup system.

Press "Backup" to create a new backup file.

The window will be shown as below.



Drive to Backup to

This could be A, B, C, or any other drive that you specify. If other than A, or B is selected, enter the path of the backup. This can be done by selecting the button at the end of the Path field.

Disk Size

Select the size capacity of the disk.

Path

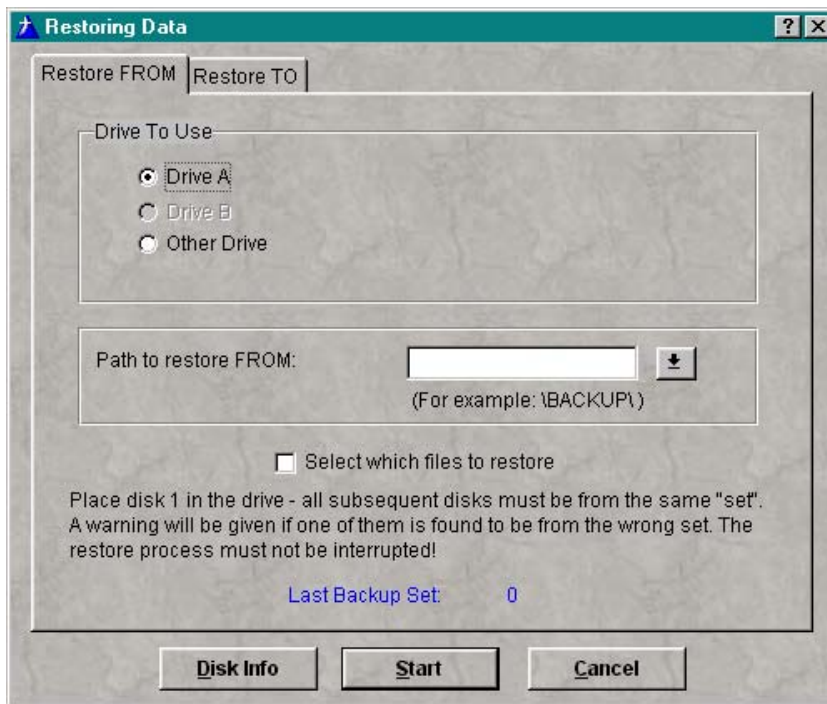
Enter path to send backup to. This field is optional.

Compress Data Files

Check to compress data files when backing up data.

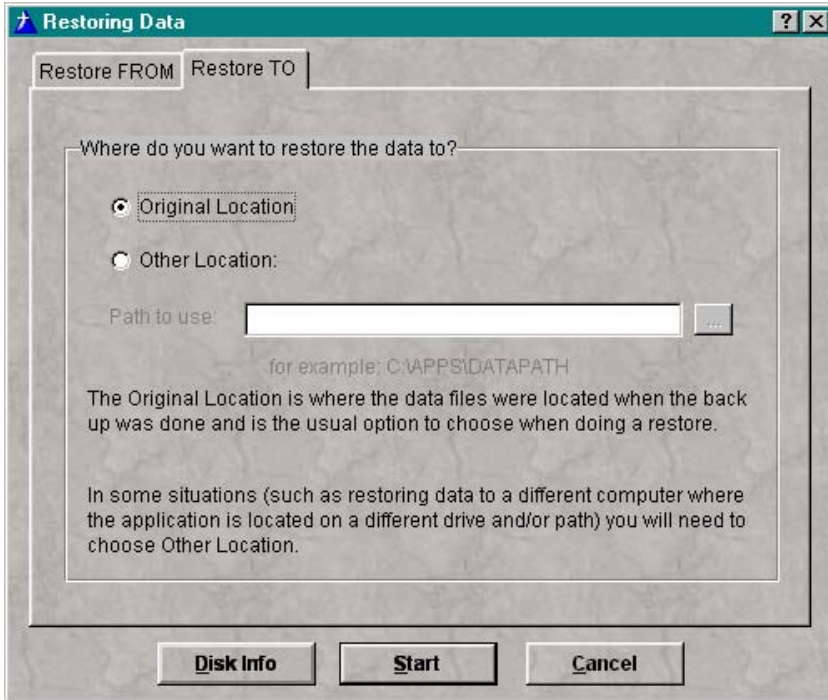
After pressing "Start", the "Data Backup Check" screen will indicate the size of the backup file, and the number of disks that will be needed for the backup.

To restore a backed up dataset, press "Restore" and the screen will be shown as below.



Follow the instructions on the window to restore the dataset from. By checking the "Select Which Files to Restore", when "Start" is press, the files to be restored can be selected.

For example, if the "Keylog" database file got damaged, and could not be repaired, by selecting just the "Keylog" file, only this file would be restored. After the "Restore From" window has been completed, select "Restore To" tab, and follow the instructions for this window as shown below.



Importing a Default Key Wizard™ Key System

Importing a Default Key Wizard™ Key System is basically used when the key system has to be moved from one computer to the other. The import system works the same as importing a factory key system without being able to skip the header record. Before importing a key system, the MK-System ID that the file is going to import to, must match the MK-System ID in the import file. Templates for importing are provided on the CD in the "Import Templates" folder. To import, go to the main menu and select **Utilities»Import Export»Import»Key System»Key Wizard Key System**. The screen will be shown as below.

IMPORT Key Wizard Key System File...

Key Wizard Default Key System IMPORT Utility
Insert the Disk or CD where Import file is located, into Floppy drive or CD-Rom, to load your Key System. Select CSV or TXT FILE [Comma separated values], then press Start Importing

Key System Importing to:

Select End User to Import Key System records to: DAV1 Step 1

Select MK-System to Import Key System records to: L2565 Step 2

MK-System ID: L2565

MK-System Name: Elementary Office Complex

Key Wizard Will Import Key System into above End User.

Skip Header File (1st Record)

Maximum Records to Import: [] [Leave "blank" to Import All Records] Step 3

Enter/Select the filename to be imported:

Select File C:\Program Files\KeyWiz\N\DATA\L2565.csv Step 4

View Selected Import File Start Importing Key System Step 5 Exit

System type identification

Select End User

Select an end user from the dropdown list.

Select MK-System

Select an MK-System from the dropdown list. The key system will be imported into this MK-System. The system id must match the system id in the import file, or the import will fail.

Skip Header File

This field is Disabled in this import.

Maximum Records to Import

Enter the maximum number of records to import. If this field is left blank, all records will be imported.

Select File

Press to select the file to import. This could be located on a floppy disk, cd, or on your hard drive. This file must be in CSV or TXT format(Comma separated value).

View Selected Import File

After making a file selection, press to view the file.

Start Importing Key System

Press to start importing system.

Black screen

After the records have been imported, you can view the total records read, added, duplicates found, and if duplicates are found, they are written to a text file for viewing. The path will be shown here.

Importing Keyholder Records

Keyholder records can be imported into Key Wizard™ from a "CSV"(comma separated value) file format. Templates for importing are provided on the CD in the "Import Templates" folder. To import, go to the main menu and select **Utilities»Import Export»Import»Keyholders**. The screen will be shown as below.

IMPORT Keyholder File...

Key Wizard Keyholder IMPORT Utility
Insert the Disk or CD where Import file is located, into Floppy drive or CD-Rom, to load your Keyholders. Select CSV or TXT FILE [Comma separated values], then press Start Importing

Keyholders Importing to:

Select End User to import Keyholder records to: **Step 1**

End User ID: **DAV1**
End User Name: **Davenport Elementary**

Key Wizard Will Import Keyholders into above End User.

Skip Header File (1st Record)

Maximum Records to Import: (Leave: "blank" to Import All Records) **Step 2**

Enter/Select the filename to be imported:

Step 3

Step 4

Select End User

Select an end user from the dropdown list.

Skip Header File

Check to skip the header file. The header file is the first record in the import file. If the header names have been removed, leave this field unchecked, but if the header names are left in the import file, check this box so the header names will not be imported.

Maximum Records to Import

Enter the maximum number of records to import. If this field is left blank, all records will be imported.

Select File

Press to select the file to import. This could be located on a floppy disk, cd, or on your hard drive. This file must be in CSV or TXT format(Comma separated value).

View Selected Import File

After making a file selection, press to view the file.

Start Importing Keyholders

Press to start importing keyholders.

Black screen

After the records have been imported, you can view the total records read, added, duplicates found, and if duplicates are found, they are written to a text file for viewing. The path will be shown here.

Exporting Key Wizard™ Key System

A key system can be exported by the MK-System ID into a "CSV"(comma separated value) file format. To Export, go to the main menu and select **Utilities»Import Export»Export»Key System**. The screen will be shown as below.

The screenshot shows a dialog box titled "Export Utility...". Inside, the title is "Key Wizard Key System EXPORT Utility". Below the title, it says "Key system will be Exported in CSV format to the name below to the listed location .". There are four main sections:

- Select End User System to Export from:** A dropdown menu with "DAV1" selected. A "Step 1" button is to the right.
- Select MK-System to Export from:** A dropdown menu with "JW100" selected. A "Step 2" button is to the right.
- MK-System ID:** The text "JW100" is displayed in red.
- MK-System Name:** The text "John Walker Building" is displayed in red.

Below these sections, there is a field for **Enter name of Export File: [15 Char Max]** with "JW100" entered. A "Step 3" button is to the right of this field.

A black bar at the bottom of the dialog contains the text **Key System Exporting to:** followed by the path **C:\PROGRA~1\KEYWIZN\DATA\JW100.CSV** in green.

At the bottom of the dialog, there is a "Start Exporting Key System" button with a green arrow icon and a "Step 4" button to its right. To the far right is a "Cancel" button with a red 'X' icon.

Select Enduser

Select Enduser to export key system, from the dropdown list.

Select MK-System

Select Mk-System to export key system, from the dropdown list.

Enter Name of Export File

Enter a name for the export file. This can be a maximum of 15 characters.

Key System Exporting to

To view the location path of the export file. The file will be exported to "CSV" file format. (comma separated value)

Start Exporting System

Press to export the selected key system.

Exporting Location Records

Locations can be exported by the Enduser and MK-System ID into a "CSV"(comma separated value) file format. To Export, go to the main menu and select **Utilities»Import Export»Export»Locations**. The screen will be shown as below.

Export Utility...

Key Wizard Locations EXPORT Utility
Locations will be Exported in CSV format to the name below to the listed location. Key Symbols will not be Exported.

Select End User System to Export from: DAV1 **Step 1**

Select MK-System to Export from: JW100 **Step 2**

MK-System ID: JW100

MK-System Name: John Walker Building

Enter name of Export File: (15 Char Max) JW100LOC **Step 3**

Locations Exporting to:
C:\PROGRA~1\KEYWIZN\DATA\JW100LOC.CSV

Start Exporting Locations **Step 4** **Cancel**

Select Enduser

Select Enduser to export locations, from the dropdown list.

Select MK-System

Select Mk-System to export locations, from the dropdown list.

Enter Name of Export File

Enter a name for the export file. This can be a maximum of 15 characters.

Locations Exporting to

To view the location path of the export file. The file will be exported to "CSV" file format. (comma separated value)

Start Exporting Locations

Press to export the selected locations.

Importing Location Records

Location records can be imported into Key Wizard™ from a "CSV"(comma separated value) file format. Templates for importing are provided on the CD in the "Import Templates" folder. To import, go to the main menu and select **Utilities»Import Export»Import»Locations**. The screen will be shown as below.

IMPORT Locations File...

Key Wizard Location IMPORT Utility
Insert the Disk or CD where Import file is located, into Floppy drive or CD-Rom, to load your Location File. Select CSV or TXT FILE (Comma separated values), then press Start Import

Locations Importing to:

Select End User to Import Location records to: DAV1 (Step 1)

Select MK-System to Import Location records to: L2565 (Step 2)

MK-System ID: L2565

MK-System Name: Elementary Office Complex

Key Wizard Will Import Location Information into above MK-System

Skip Header File (1st Record)

Maximum Records to Import: (Leave "blank" to Import All Records) (Step 3)

Enter/Select the filename to be imported:

Select File C:\Program Files\KeyWiz\N\DATA\LOCA\csv (Step 4)

View Selected Import File Start Importing Locations (Step 5) Exit

Select Import File

Select End User

Select an end user from the dropdown list.

Skip Header File

Check to skip the header file. The header file is the first record in the import file. If the header names have been removed, leave this field unchecked, but if the header names are left in the import file, check this box so the header names will not be imported.

Maximum Records to Import

Enter the maximum number of records to import. If this field is left blank, all records will be imported.

Select File

Press to select the file to import. This could be located on a floppy disk, cd, or on your hard drive. This file must be in CSV or TXT format(Comma separated value).

View Selected Import File

After making a file selection, press to view the file.

Start Importing Locations

Press to start importing Locations.

Black screen

After the records have been imported, you can view the total records read, added, duplicates found, and if duplicates are found, they are written to a text file for viewing. The path will be shown here.