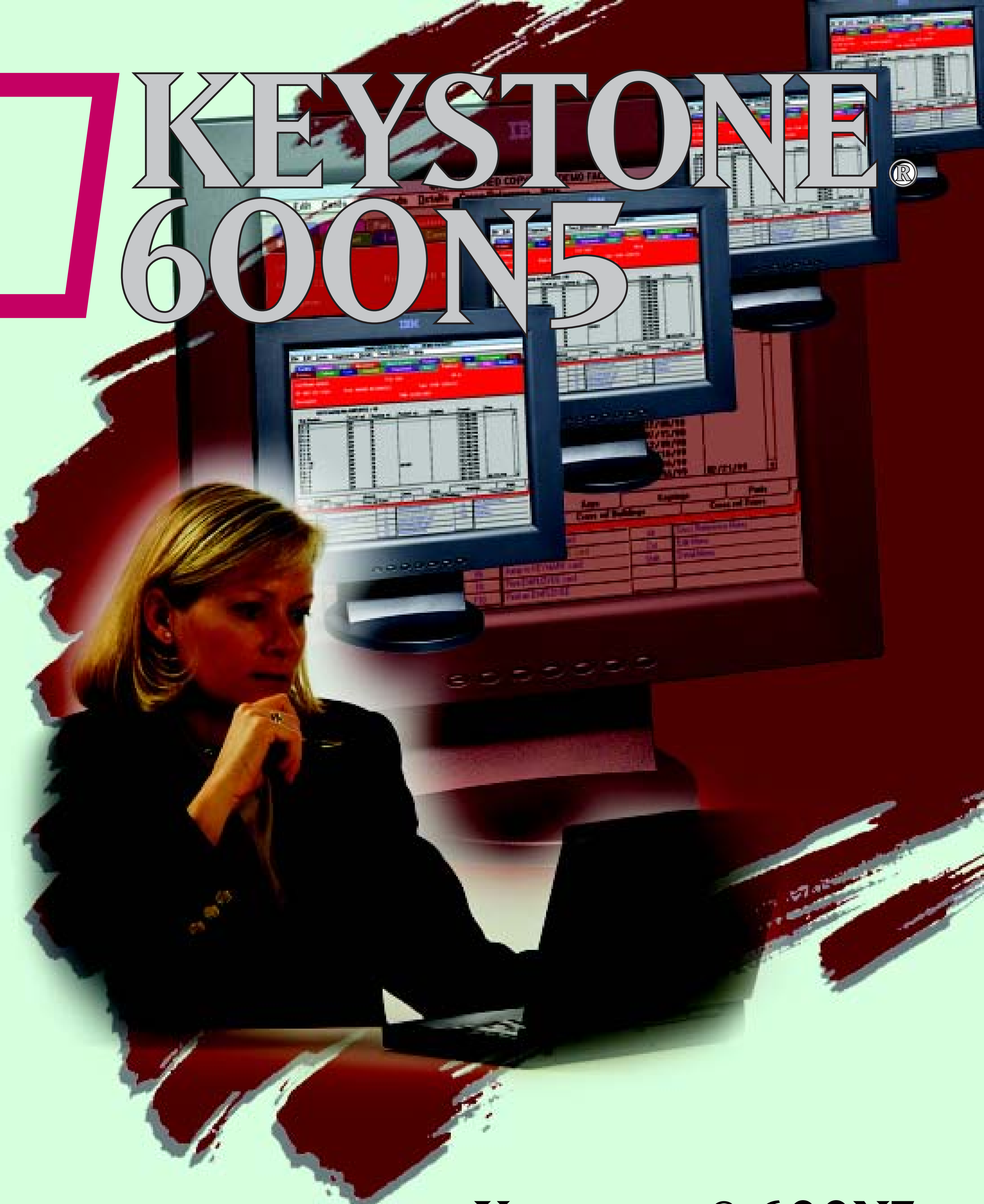
KEYSTONE® 600N5



Keystone® 600N5 Training Manual

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Keystone®
600N5
Training
Manual

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Written and designed by Stanley Security Solutions, Inc. and Avalon Group, Inc, Indianapolis, Indiana.

Please read!

This is very important information!

The security of a Facility is only as good as your key control!

Before starting this manual or beginning on your Keystone 600 program, there are a few general parameters to the program you should always keep in mind.

Always start with the Masterkey Card first. See Module 6. The program is designed around this card being filled in first and being correct. If you have questions as to what this card is about or represents, please contact your local office for assistance.

There are only two steps to filling in the Masterkey Card information. The following are the two steps to always remember:

1 Highlight or click on the Keymark level that is one step higher than the one you are adding. Example: If you were adding a Master A you would highlight the Grand Master. If you were adding an A1 operating level Keymark, you would highlight the Master A.

2 Select F7 if you are adding a Master level Keymark of some kind or select F9 if you are adding an operating (or the lowest level) Keymark and matching Coremark.

NOTE: Never add Keymarks or Coremarks from the Keymark or Coremark Cards themselves. Always add them from the Masterkey Card only.

There are 2 general rules of using the Keystone 600:

1 Whenever you want to add a record, go to that Card record tab at the top of the screen and select the F3 Add ….Record. The F3 Button is in the lower left hand side of the screen.

2 Whenever you want to edit or change a Card Record, go to that Card record tab at the top of the screen and select the EDIT MENU BUTTON first and then select the appropriate F function key shown. The Edit Menu Button is located on the lower right hand side of the screen.

For Keystone 600 technical support, please phone 800-964-5625, option 6.

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MODULE 1

Purpose of Module 1

The purpose of this module is to help you

- get acquainted with the features and structure of Keystone 600
- learn basic terminology about using a database in general and about using Keystone 600 in particular
- learn how to use the PC keyboard and mouse to navigate Keystone 600

Objectives for Module 1

When this module is complete, you'll be able to

- start, log into, log off, and exit Keystone 600
- locate information tracked by Keystone 600
- understand the information that appears on cards, details, and cross references
- use the Keystone 600 help system to learn more about the program

Overview of Module 1

The topics covered in this module are

- an overview of Keystone 600's features
- the relationship between categories of information tracked by Keystone 600
  - codes
  - people
  - places
  - things
  - transactions
- important concepts to help you understand the Keystone 600 system
- how to
  - restore a database backup
  - start, log into, log off, and exit Keystone 600
  - use the keyboard and mouse to navigate Keystone 600

A code is a sequence of numbers indicating the keycut for a keymark. This code can be used to cut a key for a keymark.

Starting Keystone 600

For assistance with launching a program from Windows, refer to the documentation that came with your Windows software.

The default login is BEST and the default password is BEST. Later you'll learn how to change the password for the BEST login.

To start Keystone 600 using the default login

1 Launch Keystone 600 from Windows.

The Login dialog box appears.

2 In the Name field, type BEST.

3 In the Password field, type BEST.

4 Select OK.

The Keystone 600 screen, like the one in the Figure below, appears. The figure shows the areas of the Keystone 600 screen.

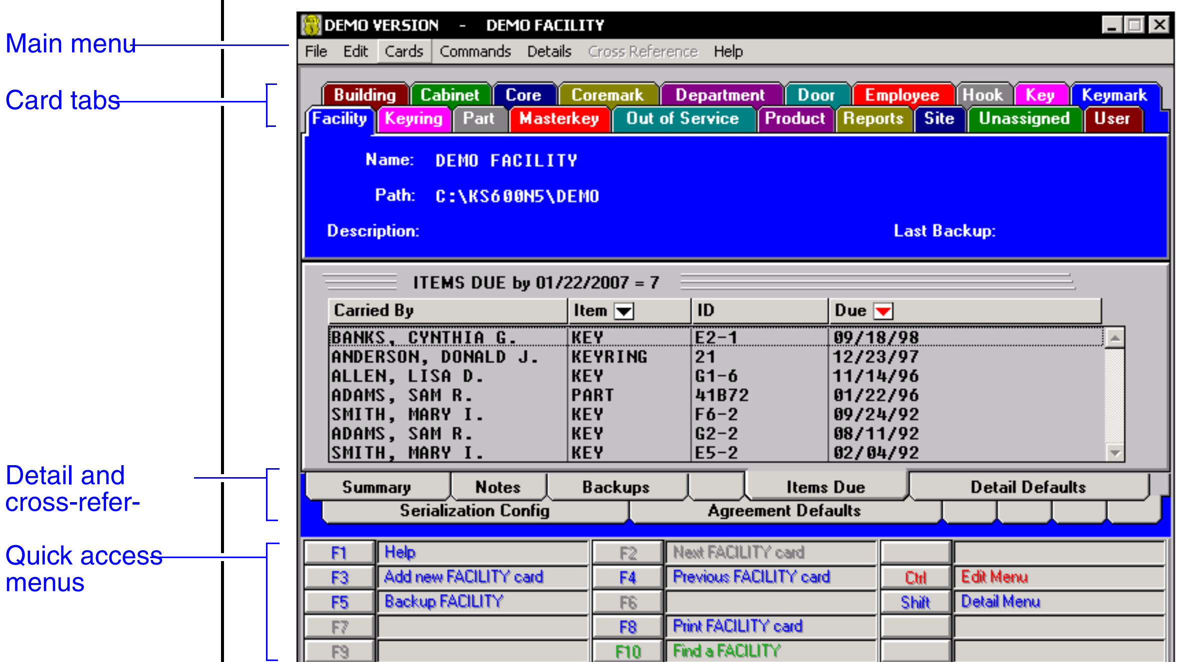

Figure 1.1 Introductory screen showing how to navigate Keystone 600.

To access the Demo facility

To highlight a list entry
- *press the up or down arrow*
- *click the mouse on the entry*
- *type the entry name in the Find box*

1 After logging into the Keystone 600 Program, you will be at the Demo Facility Card. If not, go to the next step.

2 Select Find a Facility (press F10 or click the mouse on Find a Facility).

The Facility finder appears listing all of the facilities at this site.

3 Select Demo Facility. (Press the up or down arrow key until Demo Facility is highlighted, then press Enter. Or double-click the mouse on Demo Facility).

Keystone 600's Features

Your access control system is your entire system for restricting the movement of people into and within areas protected by the system.

A transaction is an activity performed using Keystone 600 that changes the disposition of an item. Transactions include issuing items, returning items, transferring items, installing items, and removing items.

Keystone 600 is an extremely flexible software package that lets you track all of the information related to your facility's access control system.

As we'll see throughout this course

- Keystone 600 provides many ways to locate the information you need. For users familiar with the G600 software package, Keystone 600 software is structured similarly and lets you use the function keys you are used to. For Windows users, Keystone 600 makes it easy to navigate using a mouse.
- Keystone 600 makes it easy to add information to your records and to update information whenever necessary
- Keystone 600 lets you track all transactions you perform including
  - issuing items to employees, returning items from employees, and transferring items between employees
  - installing cores and locks in doors, installing cores in locks and doors, and removing locks and cores
- Keystone 600 provides special tools to help you build cores and cut keys, including
  - an automatic pin segment calculator. For more information see "Activity 3: Managing Coremarks" on page 6-22.
  - a manual pin segment calculator. For more information see "Adding and Editing a Masterkey Card, Grandmaster Keymark Card, and Control Keymark Card" on page 6-7.
  - the ability to print work slips providing specific instructions for cutting the keys you need and building the cores you need
- Keystone 600 makes it easy to print the lists and reports you need to manage your access control system
- Keystone 600's security features include
  - password protection. For more information see "Activity 2: Managing Users" on page 7-3.
  - the ability to give users access to only the information they need to do their job
  - the ability to restrict the activities each user can perform
  - an easy-to-use backup feature. For more information see "Activity 3: Managing Facilities" on page 7-9.
- Keystone 600 includes an extensive on-line help system that makes it easy to get instructions when you need them

Exploring Keystone 600

Keystone 600 can manage the records for multiple facilities. In the Keystone 600 Program a facility is a separate database. Please phone Technical Support before creating new facilities.

A user is a person who has access to the Keystone 600 system.

To see how all of Keystone 600's cards work together, pretend you are setting up a new access control system for a new company.

You can create a user card for each person who needs to use the software at your site. Then you can select permissions for each user. Permissions define which cards a user can view and which activities a user can perform using Keystone 600.

To see user permissions, click the mouse on the User card tab near the top right-hand side of the screen.

Then click on the Permissions detail tab toward the bottom of the screen, if not already displayed.

When Stanley Security Solutions gives you the code sheets for your company:

- You want to add this code information at the Masterkey Card. See "Adding and Editing a Masterkey Card, Grandmaster Keymark Card, and Control Keymark Card" on page 6-7.

A masterkey system is a system comprised of keymarks and coremarks that lets a single key operate many cores, and also lets each core be operated by its own or other keys. A facility can have one or more masterkey systems.

- You must add a Masterkey card for all of your company's masterkey systems. When you add a Masterkey card, Keystone 600 will ask you to add the grandmaster and control keymarks. You must add them at this time. You cannot add them later. Only when creating a Masterkey card can they be added.

  To see masterkey information, click the mouse on the Masterkey card tab near the top of the screen.

A facility is a group of buildings and employees tracked by Keystone 600. Do not create new facilities before contacting Technical Support.

A keymark is a sequence of letters and numbers that directly corresponds to a keycut pattern for a key or group of keys that operates a particular core or lock.

- Then you can add a Keymark for each code in your masterkey system. When you add a keymark, the program will automatically add a Keymark and corresponding Coremark card for you.

  To see keymark information, click the mouse on the Keymark card tab near the top of the screen.

  To see coremark information, click on the Coremark card tab near the top of the screen.

A coremark is a sequence of letters and numbers that indirectly corresponds to a pin segment configuration for a core in a masterkey system.

Important: Always add your Keymarks and Coremarks at the Masterkey card. Do **not** add them at the Keymark or Coremark cards.

A building is any structure in a facility database. A building can be assigned to a zone.

Now you can add a Building card for each building in your facility. Then you can add a Door card for each door in each building.

To see building information, click the mouse on the Building card tab near the top of the screen.

A door is an access point in a building. Doors, gates, and even drawers can be considered doors. A door can be assigned to a building and to an area in a building.

To see door information, click on the Door card tab near the top of the screen.

A core is an interchangeable device that can be installed in a lock or door and operated by a key. In most masterkey systems, one or more interchangeable cores can be installed in a lock.

- Now you can add a Part card for each Part installed in a door, and you can add a Core card for each core installed in a lock or door. Use Keystone 600 to track the installation of each Part or core.

  To see Part information, click the mouse on the Part card tab near the top of the screen.

  To see core information, click on the Core card tab near the top of the screen.

This detail shows the Parts installed in the selected door. It also shows any cores installed in those Parts.

  To see how Keystone 600 pulls together the information you provide, click the mouse on the Door card tab near the top of the screen.

  Next click on the Parts detail tab near the bottom of the screen. The Part installed in the selected door appear.

  Press F2 to view the Part installed in the next door in the records.

A pin segment is a cylindrical-shaped part that fits into the barrels of a core. The sequence of varying length pin segments in a core is what creates the combination for a core.

- Keystone 600 also can help when you need to build (combinate) a core. If you've entered all of your masterkey system codes correctly using Keystone 600, Keystone 600 can automatically calculate the pin segments for a core based on a selected coremark.

  To see pin segment information, click the mouse on the Coremark card tab near the top of the screen.

  Then click on the Pin Segments detail tab near the bottom of the screen.

An employee is a person who works at a facility.

A key is a device that operates a core or lock. A key or an electronic access device can be considered a key.

- You can issue keys to employees. Add an Employee card for each employee in your company. Then issues keys to each employee you create. When you issue a key to an employee, use Keystone 600 to track the transaction.

  To see employee information, click the mouse on the Employee card tab near the top of the screen if the Employee Card is not currently displayed.

  To see how Keystone 600 pulls together employee information and key information.

This detail shows the keys held by the selected employee.

Click on the Keys detail tab near the bottom of the screen, if not already displayed.

You can use Keystone 600 to print lists and reports to help you manage your security information.

- Not only do you use Keystone 600 to add information, you also use Keystone 600 to maintain all of the records for your access control system on an ongoing basis.

  To see the reports available to you, click the mouse on the Reports card tab near the top of the screen.

  Then Press F10 to see the list of available reports.

  To continue, press the Esc key.

Unassigned is a possible disposition for an item. If an item is not issued to an employee, installed in a Part or door, attached to a keyring, on a cabinet hook, or out of service (destroyed, lost, or stolen), it is considered unassigned.

- Keystone 600 also provides special features for managing cores, keys, keyrings, and Part. When cards for these items are first created, these items are unassigned.

  Cores, keys, keyrings, and Part can be stored on hooks in cabinets. Also, keys can be attached to keyrings, which can be issued to employees or stored on cabinet hooks.

  To see the unassigned items, click the mouse on the Unassigned card tab near the top of the screen.

A cabinet is a place where cores, keys, keyrings, and/or Parts are stored. Cabinets, closets, file drawers, and other storage areas can be considered cabinets.

  To see cabinet information, click on the Cabinet card tab near the top of the screen.

A hook is a place within a cabinet where cores, keys, keyrings, and Parts are stored. Hooks, shelves, drawers, and storage boxes can be considered hooks.

  To see hook information, click on the Hook card tab near the top of the screen.

  To see keyring information, click on the Keyring card tab near the top of the screen.

A keyring is any device that keys are attached to so they can be carried or stored easily.

An item's disposition is the location of the item. The following table shows the possible dispositions of cores, keys, keyrings, and Parts.

Disposition	Core	Key	Keyring	Part
issued to an employee	■	■	■	■
installed in a part	■			
installed in a door	■			■
attached to a keyring		■		
on a cabinet hook	■	■	■	■
out of service	■	■	■	■
unassigned	■	■	■	■

This overview gives you a general sense of the ways you can use Keystone 600 to manage your access control system. Of course, the actual activities you perform using Keystone 600 and the order you perform them in depends on the needs of your business.

Important: Always begin using the Keystone 600 program by adding your Masterkey cards information first. This is the most important part of using the Keystone 600 program.

Keystone 600 Database Program

A database is a collection of related information organized to make it easy to search for and find answers to questions.

Keystone 600 is a database program. A ***database program*** is a computer program that lets you enter information and organize it in useful ways so that you can ask questions and get answers about your information.

For example, suppose you needed to know which keys you issued to an employee and when the keys were issued. You can use Keystone 600 to find the answer.

In a database, a ***record*** or ***card*** is all of the information about one person, place, or thing. For example, an employee card contains all of the information about a particular employee.

Cards are made up of fields. A ***field*** is a category of information for the person, place, or thing described in the record. For example, on an Employee card, Last Name is the field that contains the employee's last name. You enter information using the fields in a dialog box.

The cards show you the information about the topic you select, such as the number of keys issued to (held by) the employee whose name appears at the top of the Employee card.

User Permissions

The Keystone 600 Help system assumes you have super user rights in the Keystone 600 Program.

A Keystone 600 Program can have many different users. Each user will have a unique login and unique password.

Each Keystone 600 user has a set of permissions. Permissions determine which cards a user can view and which activities a user can perform. A supervisor or system administrator usually is considered a super user. A super user automatically has all permissions, including the ability to add users and select permissions for them.

A user who issues keys to employees might have Employee and Transactions permissions only. This user can issue keys to employees, but can't add Employee cards or key cards. Only the Employee card appears when this user logs into Keystone 600.

Each permission selected for the user has an X next to it.

To see a user's permissions, click the mouse on the User card tab near the top of the screen.

Then click on the Permissions detail tab near the bottom of the screen, if not already displayed.

In this training exercise, you'll want to access Keystone 600 as a super user so that you can explore all of the features provided in the system. Later in this manual, you'll find out how to define user permissions.

Screen Layout and Menus

There are four main selection areas on the Keystone 600 screen.

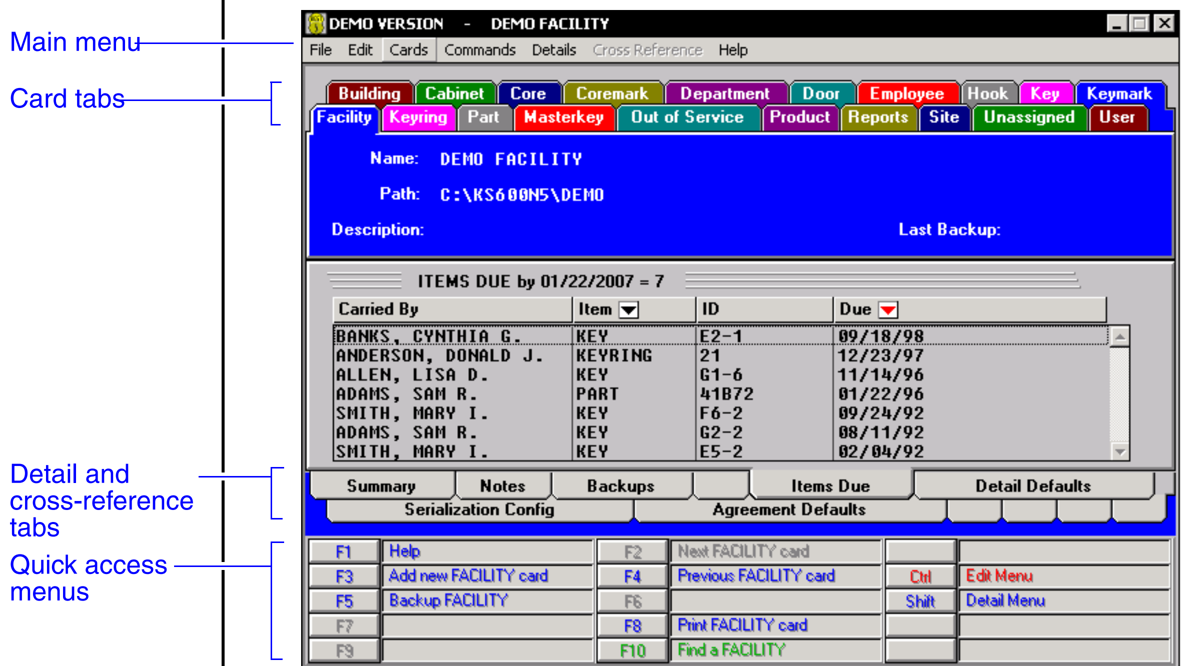

Figure 1.2 Introductory screen showing how to navigate Keystone 600.

Notice that all main menu items have one underlined letter. If you press Alt and the underlined letter, the menu containing the underlined letter opens.

- The ***main menu*** appears at the top of the screen. The main menu provides access to the Keystone 600 drop-down menu commands:
  - File
  - Edit
  - Cards
  - Commands
  - Details
  - Cross Reference
  - Help
- The Keystone 600 ***card records*** appear in the middle of the screen. A card lists all of the information tracked by Keystone 600 about the selected person, place, or thing.
- The ***quick access menus*** available at the bottom of the screen provide ***commands*** relevant for the type of card you're viewing. The commands vary depending on what type of card, and which menu you're viewing.

The Regular quick access menu commands appear when none of the other quick access menu buttons appear pressed.

— The **Regular** quick access menu provides the commands that are most used, such as the F10 'Find a…' command.

— The **Edit** quick access menu provides the editing commands, such as edit and delete. Many of these commands also appear on the Edit drop-down menu. To view the Edit quick access menu, click the mouse on Edit Menu or press the Ctrl key until the button appears pressed.

— The **Detail** quick access menu provides the quick access commands that let you view details about the card you are viewing. These commands also appear on the Details drop-down menu. To view the Detail quick access menu, click the mouse on Detail Menu or press the Shift key until the button appears pressed.

By clicking the mouse on the menu or pressing the key listed next to the menu name, you can view that menu of quick access commands.

Only one menu appears at a time. Not all of the menus are available for every type of card.

— The **Cross Reference** quick access menu provides the quick access commands that let you view cross references to the card you are viewing. These commands also appear on the Cross Reference drop-down menu. To view the Cross Reference quick access menu, click the mouse on Cross Reference Menu or press the Alt key until the button appears pressed.

To select a command from a quick access menu at the bottom of the screen

1 Click the mouse on the command.

2 Or press the F-key listed next to the command.

For most Keystone 600 operations, you can use the keyboard or the mouse. However, there are a few operations that require the mouse.

In Module 1 and Module 2, the steps include specific instructions for using the keyboard and mouse. These instructions help you get used to using both the keyboard and mouse. As you become familiar with the different ways you can use Keystone 600, you'll select the methods most comfortable for you.

Starting in Module 3, most instructions for issuing a command tell you to 'Select' the command. Detailed instructions about which keys to press or where to click the mouse generally are not included.

For example, a step might state "Select the Employee Card". This means that you can do any of the following

- press Alt+C, then press E
- click the mouse on the Cards menu, then click the mouse on Employee
- click the mouse on the Employee card tab

Cards, Details, and Cross References

You enter some of the information tracked by Keystone 600. Other information is derived from the information you enter.

Details provide data directly related to the selected person, place, or thing.

Cross references provide data indirectly related to the selected person, place, or thing.

To see the detail and cross reference information tracked by the cards

1 Click the mouse on the Building card tab.

The information shown at the top of the card is the information, such as the Building's name, you can enter to describe the building.

The middle section of the card lists all of the information about the selected detail or cross reference, such as all of the doors in the building.

Near the bottom of the card is a series of detail and cross reference tabs that let you change the information shown in the list.

2 Click the mouse on the Cores detail at the bottom of the Building card. The list shows the cores installed in the selected building.

3 Now click the mouse on the Doors detail. The information changes to show the doors in the selected building.

4 Click the mouse on the Employee card tab.

5 Click the mouse on the Keys detail at the bottom of the Employee card. The list shows the keys issued to the selected employee.

6 Click the mouse on the Cross Ref Doors tab at the bottom of the Employee card. The list now shows the doors the selected employee can access.

Use the scroll bar to see

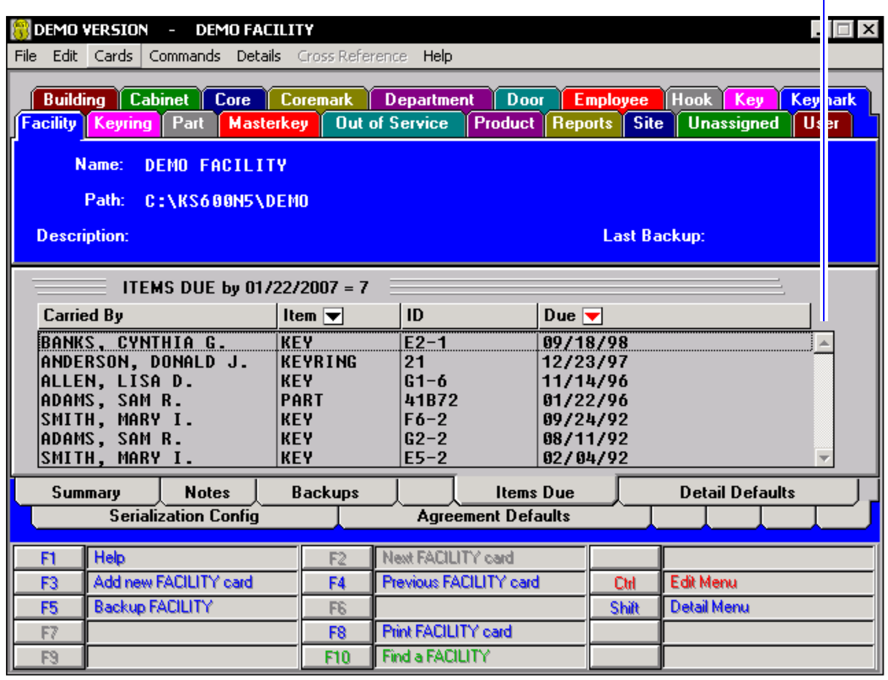

Figure 1.3 Using the scroll bar to see the entire list.

On your own using the Demo facility, find the card and detail or cross reference that shows the

- keys held by an employee
- buildings an employee can access
- locks installed in a door
- employees in a department
- keys attached to a keyring
- keys which operate a lock

Special Details

The details and cross references that appear for each type of card vary from card to card. However, Keystone 600 provides some special details that appear on most of the cards.

Notes Detail

When there are notes for a selected card, the label on the Notes tab appears bracketed.

The Notes detail shows any comments entered for the selected card. You can add and edit notes for many types of cards. For example, view the Keymark notes detail.

Summary Detail

The Summary detail provides counts related to the selected card. For example, view the Keymark summary detail. This detail shows the count of coremarks related to, and keys based on, the selected keymark. It shows the count of buildings and doors accessed by keys based on this keymark, and the count of cores operated by keys based on this coremark. This detail also shows the count of employees and departments issued keys based on this keymark.

History Detail

Press F2 to view the History detail for the next keymark.

The History detail shows the records of past transactions involving the item described in the selected card. For example, view the Keymark history detail. This detail shows the history of the selected keymark. Each time the disposition of a key for this keymark changed, a new row was added to the keymark history. The history includes both the issue and return date for each transaction.

A key can be

- unassigned
- destroyed
- lost
- stolen
- issued to an employee
- on a keyring
- on a hook in a cabinet

Keystone 600 shows these G600 entries, but does not use them.

Memos Detail

The Memos details are relevant only if your facility's database is converted from G600 to Keystone 600. Memos details show field entries from the old cards that are not used for the new cards. For example, view the Keymark memos detail. This detail shows the G600 entries for the Keyway, Level, Keycut, and Description fields.

The table below shows which types of cards have these special details.

Card	Summary	History	Notes	Memos
Building	■		■	
Cabinet	■		■	
Core	■	■	■	
Coremark	■	■	■	■
Department	■		■	
Door	■	■	■	
Employee	■	■	■	
Hook	■	■	■	
Key	■	■	■	
Keymark	■	■	■	■
Facility	■		■	
Keyring	■	■	■	
Part	■	■	■	
Masterkey			■	
Out of Service		■		
Product	■	■	■	
Reports				
Site	■		■	
Unassigned		■		
User			■	

Using the Help System

The Keystone 600 help system can assist you as you are learning about Keystone 600. It provides a glossary where you can look up definitions of words used in the program. It also provides complete instructions for performing an operation. When you view a help topic, you can jump to related topics and display pop-up boxes that contain definitions and examples.

You can obtain help for a specific screen. Or, you can access the entire help system and look for the information you want. Also, you can print one, more, or all Help topics.

To obtain help for a specific screen

1 Press F1 on any screen.

Information appears describing the screen.

2 To close the help window, select Close (press Alt+L) or click the mouse on the Close button.

Click the Help menu or simply press the F1 key to get Help for the screen you're working on.

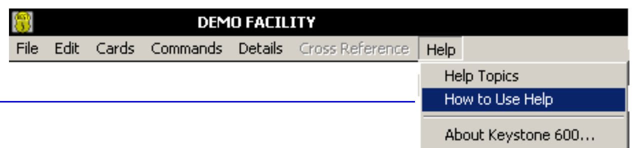

Figure 1.4 Getting context-sensitive Help.

To access the complete help system

For more information about how to use the help system, select How to Use Help from the Help menu.

1 Select the Help menu (press Alt+H or click the mouse on Help).

2 Select Help Topics (press T or click the mouse on Help Topics).

The Help Topics Contents window appears, listing the following topics

- Learning to use Keystone 600
- Managing an access control system
- Managing cores, keys, keyrings, and locks
- Managing employees and departments
- Managing your Keystone 600 system
- Dialog boxes and finders
- Printing from Keystone 600

At the top of the window you also see the following tabs:

- **Contents** displays the Contents screen.
- **Index** displays the Index dialog box so you can locate information for a specific topic you select from a list or type into the Index box.
- **Find** displays a series of screens that let you locate topics that contain specific words or phrases.

*At the bottom of the **Contents** window, you see the following buttons:*

- **Open** lets you open a closed book of topics, or **Close** lets you close an opened book of topics.
- **Print** lets you print a book of related help topics or one selected topic.
- **Cancel** closes the Help Topics window.

You also can open a book by double-clicking the mouse on it.

3 Click the mouse on the Learning to use Keystone 600 book. Then, click the mouse on Open.

The Learning to use Keystone 600 book opens.

A question mark (?) appears next to each help topic.

4 Click the mouse on Close.

The Learning to use Keystone 600 book closes.

5 Click the mouse on Managing employees and departments. Then, click the mouse on Open.

The Managing employees and departments book opens.

6 Click the mouse on Overview: Managing employees and departments. Then, click the mouse on Display.

The help topic appears. The underlined words and phrases provide additional information or related information about the topic.

Also, you see the following buttons at the top of the screen

- **Contents** displays the Contents screen.
- **Index** displays the Index dialog box so you can locate information for a specific topic you select from a list or type into the Index box.
- **Back** takes you back one-at-a-time through the help topics you have already viewed.
- **Print** lets you print the topic you viewing.
- **Glossary** displays an alphabetical listing of terms used in the help system. You can select a term and see its definition.
- **Close** closes the help window.

Click on a word or term with a dashed underline to view information that pops up on the screen.

Click on a word or term with a solid underline to jump to a related topic.

7 Click the mouse on facility.

The definition of facility appears.

8 Click the mouse button again.

The definition of facility disappears.

9 Click the mouse on Managing employees.

The Managing employees topic appears. From this topic you can explore further or you can click the mouse on Back to return to the previous topic.

To view the Glossary

1 Click the mouse on the Glossary button.

The Glossary screen appears. The letter buttons let you jump to a specific section of the glossary. For example, click on the L button to go to the terms beginning with the letter L appear.

To see a definition for a term, click the mouse on the term. The definition appears. When you click the mouse button again, the definition disappears.

2 Click the mouse on the Contents button.

The Contents screen appears.

To perform a search

1 Click the mouse on Index.

The Index dialog box appears.

*At the bottom of the **Index** window, you see the following buttons:*

- **Display** lets you display a selected index.
- **Print** lets you print a book of related help topics or one selected topic.
- **Cancel** closes the Help Topics window.

2 To locate topics related to an index entry, type the first word of the index entry. Or click the mouse on the up arrow or down arrow next to the index entry list to search through the list of index entries.

When you locate the index entry you want, click the mouse on the topic. The highlight bar appears on the index entry.

For example, highlight the index entry Backing up a facility.

To double-click the mouse, quickly press and release the left mouse button twice.

3 Then, click the mouse on Display. (Or, double-click the mouse on an index entry.)

If there's only one relevant topic, the help window shows the topic for the index entry you selected.

If there's more than one relevant topic, the Topics Found dialog box appears.

4 Click the mouse on the topic you want to view. For example, click the mouse on Restoring a Facility Backup. The highlight bar appears on the topic. Then, click the mouse on Display. (Or double-click the mouse on the topic.)

The help window shows the topic you selected.

Printing Keystone 600 Help Topics

You can print help topics from the Contents tab or from the help topic you are viewing in the Keystone 600 help system. For more information about the Contents tab, select How to Use Help from the Help drop-down menu at the top of the Keystone 600 screen.

To print *a topic* from the Contents tab

1 Click the mouse on the topic you want to print so it's highlighted.

2 Click the mouse on the Print button at the bottom of the Contents tab.

To print *all topics in a book* from the Contents tab

1 Click the mouse on the book you want to print so it's highlighted.

2 Click the mouse on the Print button at the bottom of the Contents tab.

There are over 400 topics in the Keystone 600 help system. Each of the topics prints on a separate page.

To print *all topics* in the Keystone 600 help system from the Contents tab

Print each of the following books:

- Learning to use Keystone 600
- Managing an access control system
- Managing cores, keys, keyrings, and locks
- Managing employees and departments
- Managing your Keystone 600 system
- Dialog boxes and finders

To print the *topic you are viewing* in the Keystone 600 help system

Click the mouse on the Print button at the ***top*** of the help window.

To exit a help topic

Select Close (press Alt+L) or click the mouse on the Close button.

To exit the Help Topics window

Select Cancel.

On your own, use the Demo facility and

1 Find the definition for
   - lock
   - key
   - masterkey system
   - building
   - unassigned
2 Find the following information
   - from the Help Topics Contents window, locate information about Managing locks
   - from Managing locks, locate information about the Cores installed in this lock detail
   - from the Help Topics Index window, find information about
     — Adding a Key card
     — the Buildings accessed by this key detail
     — the Cores installed in this lock detail
     — Editing a Lock card
     — Managing locks

Installing a Database Using the Backup Restoral Feature

When you restore a backup of a facility, you copy all of the records for a facility from a backup file to your computer's hard disk. You cannot merge data together with the restore program. The Keystone 600 program does have limited import and export features. Please contact Keystone 600 Product Support for further information.

Keystone 600 can manage one facility (database) or many facilities. The records for each facility are kept separate from the records for other facilities.

We highly recommend that you contact the Keystone 600 Product Support Group before restoring a facility.

Logging Off and Exiting

The steps to log off or exit Keystone 600 are shown below.

When a menu is open, you can press the underlined letter in a command name to select a command. Or you can click the mouse on the command name.

To exit, select Exit (press X or click the mouse on Exit). Keystone 600 closes and the Windows desktop screen appears.

To log off or exit Keystone 600

1 Select the File menu (press Alt+F or click the mouse on the File menu).

The File menu appears and lists all of the commands available in the menu.

2 Select Logoff (press L or click the mouse on Logoff).

The Login dialog box appears so that you or someone else can login.

3 In the Name field of the Login dialog box, type BEST.

4 In the Password field, type BEST.

5 Select OK.

Module Review

In this module, you learned about

- starting, logging into, logging off, and exiting Keystone 600
- locating information tracked by Keystone 600
- viewing the information that appears on cards, details, and cross references
- using the Keystone 600 help system to learn more about how the program work.

MODULE 2

Purpose of Module 2

The purpose of this module is to apply the concepts of cards and fields learned in Module 1 to

- create and edit basic cards
- find, view, and print information tracked by Keystone 600

Objectives for Module 2

Use the Demo facility for all exercises in this module.

When this module is complete, you'll be able to

- add cards to track employees, keys, cores, and doors
- distinguish between the fields where you
  - type information
  - either type information or select information from a list that you can maintain
  - select information using a finder
  - select information from a list provided by Keystone 600
- maintain field entry lists to standardize information in your records and reduce the need to edit cards
- update information and correct mistakes
- find, view, and print information in your records

Overview

The topics covered in this module are

- adding cards for
  - Employees
  - Keys
  - Cores
  - Doors
- understanding the unassigned category for keys and cores
- maintaining field entry lists
- editing basic cards
- finding, viewing, and printing cards

Activity 1: Adding an Employee Card

Each Employee card provides general information about an employee. Before you can issue a key to an employee, or perform other activities involving an employee, you must create an Employee card for the employee.

The fields on this card are

Field	Information to enter
Last Name	Employee's last name
First	Employee's first name
MI	Employee's middle initial
ID	Employee's identification number
Dept	Employee's department
Type	Category that describes the type of employee
Description	Description of the employee
Title	Employee's job title

You can enter information in the Type field and Title field. Or you can select the desired entry from the list for each field. We recommend you select an entry from a list whenever possible rather than type the entry.

A description of an employee might note the employee's security clearance or special access needs. You can type up to 30 characters in the Description field.

To add an Employee card

1 Using the Demo facility, open the Cards menu (press Alt+C) and select Employee (press E), or click the mouse on the red Employee card tab.

2 Select Add New Employee Card (press F3 or click the mouse on Add New Employee Card).

The Add Employee dialog box appears.

To select a Department, click the mouse on the arrow next to the Dept field. When the Department finder appears, highlight your choice and select Select Entry (press Enter or click the mouse on Select Entry).

You also can begin typing the department name. The highlight bar moves to the first entry in the list that matches what you type.

3 Complete the fields as shown below.

Field	Information to enter
Last Name	JONES
First	GERALD
MI	L
ID	A63-116
Dept	ACCOUNTING
Type	FULL TIME
Description	HAS LEVEL 2 SECURITY CLEARANCE
Title	ANALYST 2

4 Check that the information in the fields is correct.

5 Select Save and Add Another (press F6 or click the mouse on Save and Add Another).

6 For the next employee, complete the fields as shown below.

Field	Information to enter
Last Name	JAMISON
First	THOMAS
MI	P
ID	A65-126
Dept	ACCOUNTING
Type	FULL TIME
Description	OFTEN WORKS WEEK-ENDS
Title	ADMIN ASSISTANT

Notice that Keystone 600 completes some of the fields for you, based on the previous card you added. You can replace these entries.

7 Check that the information in the fields is correct. Press F6 (Save and Add Another).

Practice Activities

For practice, enter two more Employee cards.

Field	Information to enter
Last Name	YOUNG
First	CARLOS
MI	W
ID	A22-104
Dept	CHEMISTRY
Type	FULL TIME
Description	SOMETIMES USES THE BIOLOGY LAB
Title	ASSOCIATE CHEMIST

Field	Information to enter
Last Name	HARVEY
First	SUSAN
MI	W
ID	A11-121
Dept	PUBLIC RELATIONS
Type	FULL TIME
Description	CONTROLS ACCESS TO DEPT FILES
Title	SECRETARY

8 Select Save (press F10 or click the mouse on Save).

Activity 2: Adding a Key Card

You can type up to 30 characters in the Description field.

Each Key card provides information about a key.

Important: There is really no reason to add a Key Card in the program Keycards are automatically created when you issue a key to the Employee Card.

The fields on this card are:

Field	Information to enter
Keymark	Keymark for the key
Key Number	Number identifying the key
Product	Product line the key belongs to
Description	Description of the key

Notice that the following fields also appear. These fields are automatically completed when you have added your Masterkey Card.

Field	Information to enter
Level	Level of a keymark in a masterkey system. Levels include control, grand master, master, submaster, and operating.
Keyway	Letter or sequence of letters that indicates the configuration of the groove(s) along a key blade.
Keycut	Sequence of numbers that indicates the cuts for a key.
Keystamp	Message, name, or other words stamped on all keys in a particular masterkey system.
Pins	Number of barrels in a core based on the coremark corresponding to this keymark. The number of barrels in a core can vary, although standard BEST cores have seven barrels.

You also can add a Key card by selecting Create a Key from the Unassigned keys detail or the Keys on this hook detail.

To understand how pins relate to keys, view the Pin segments for this coremark detail. (Select the Coremark card and the Pin Segments detail.)

Keys, cores, keyrings, and locks are items.

When you create a card for an item, the item initially is considered to be unassigned. To look up 'unassigned' in the glossary, follow the steps on the next page.

To look up a glossary term

1. Select Help (press Alt+H or click the mouse on the Help menu).
2. Select Help Topics (press T or click the mouse on Help Topics).
3. Click the mouse on Learning to use Keystone 600. Then, click the mouse on Open.
4. Click the mouse on Running Keystone 600. Then, click the mouse on Open.
5. Click the mouse on Glossary. Then, click the mouse on Display.

   The Glossary screen appears. The letter buttons let you jump to a specific section of the glossary.

   To see a definition for a term, click the mouse on the term. The definition appears. When you click the mouse button again, the definition disappears.
6. To locate 'unassigned', press Page Down (or press Page Up) until you see 'unassigned' or click the mouse on the U button at the top of the Glossary screen to jump to the glossary terms that start with the letter U.
7. Select 'unassigned' (press the Tab key until 'unassigned' is highlighted and press Enter, or click the mouse on 'unassigned').

   The definition of 'unassigned' appears.
8. Click the mouse again (or press Enter).

   The definition of 'unassigned' disappears.
9. To exit Help, select Close (press Alt+L or click the mouse on Close).

To add a Key card

Note: Only add Key cards if you want to preload keys to the Unassigned Card.

1. Open the Cards menu (press Alt+C) and select Key (press Y), or click the mouse on the Key card tab.
2. Select Add New Key Card (press F3 or click the mouse on Add New Key Card).

   A list of Keymarks is displayed. Select E1 press ENTER.

   Note: A Keymark Card must already exist for the key you are adding.

To select a Keymark or a Product, click the mouse on the arrow next to the field. When the appropriate finder appears, select the entry you want.

3 Complete the fields as shown below.

Field	Information to enter
Keymark	E1
Key Number	E1-2
Product	1A1A1
Description	KEYS FOR NEW EMPLOY-EES

4 Check that the information in the fields is correct.

5 Select Save (press F10 or click the mouse on Save).

The Add Items dialog box appears.

6 Type 2, the number of keys you want to add for the selected keymark.

7 Select Save (press F10 or click the mouse on Save).

8 Select Add New Key card (press F3) A list of Keymarks is displayed. Select the E2 and press Enter.

If information you don't want appears in a field, when the field is highlighted, press Backspace to delete the information.

9 For the next key, complete the fields as shown below.

Field	Information to enter
Keymark	E2
Key Number	E2-4
Product	(make this field blank)
Description	KEYS FOR NEW DOOR

10 Check that the information in the fields is correct.

11 Select Save (press F10 or click the mouse on Save).

The Add Items dialog box appears.

12 Type 2 to add two keys.

13 Select Save and Add Another (F6).

Practice Activities

For practice, enter two more Key cards.

Field	Information to enter
Keymark	E2
Key Number	E2-6
Product	(make this field blank)
Description	(leave field blank)
Add Keys	3

Field	Information to enter
Coremark	E2
Core Number	E2-1
Product	(make this field blank)

14 Select Save (F10).

Activity 3: Adding a Core Card

Each Core card provides information about a core.

Note: There is really no reason to add a Core Card in the program. Core Cards are automatically created when you install a core in a door.

The fields on this card are

Field	Information to enter
Coremark	Coremark for the core
Core Number	Number identifying the core
Product	Product line the core belongs to

You also can add a Core card by selecting Create a Core from the Unassigned cores detail or the Cores on this hook detail.

To enter a Coremark or a Product, select the information from the Coremark finder or from the Product finder.

A keymark and its corresponding coremark might be designated as DO NOT USE because of lost or stolen keys.

Notice that the following fields also appear. These fields are automatically completed when you have added your Master Key Card.

Field	Information to enter
Mark	Location of the core number stamped on cores in a particular masterkey system. “F” indicates face and “S” indicates side
Keyway	Letter or sequence of letters that indicates the configuration of the groove(s) along a key blade
Status Field	The status field is a note field located on the Keymark Card. It cannot be edited or changed on the Core Card.
Pin	Number of barrels in a core created for the coremark corresponding to this keymark. The number of barrels in a core can vary, although standard BEST cores have seven barrels.

To add a Core card

Note: Only add Core Cards if you want to preload cores to the Unassigned Card.

1 Open the Cards menu (Alt+C) and select Core (C), or click the mouse on the Core card tab.

2 Select Add New Core Card (press F3 or click the mouse on Add New Core Card).

A list of Coremarks is displayed. Select E1 press ENTER.

Note: A Core Mark Card must already exist for the core you are adding.

3 Complete the fields as shown below.

Field	Information to enter
Coremark	E1
Core Number	E1
Product	1C7A1

Note: A Core normally does not have a serial number.

4 Check that the information in the fields is correct.

5 Select Save (press F10 or click the mouse on Save).

6 Select Add New Core Card (press F3 or click the mouse on Add New Core Card).

7 For the next core, complete the fields as shown below.

Field	Information to enter
Coremark	F1
Core Number	F1
Product	1C7A2

8 Check that the information in the fields is correct.

Practice Activities

For practice, enter two more Core cards.

Field	Information to enter
Coremark	E2
Core Number	E2
Product	(make this field blank)

If information you don't want appears in a field, when the field is highlighted, press Backspace to delete the information.

Field	Information to enter
Coremark	E2
Core Number	E2
Product	(make this field blank)

9 Select Save (press F10 or click the mouse on Save).

Activity 4: Adding a Door Card

Doors are access points in a facility. Doors, gates, drawers and even padlocks can be considered doors. A door can be assigned to a building and to an area of a building.

Keystone 600 tracks which cores and Part/Locks are installed in each door. It also tracks which keys access each door, as well as which employees and departments have access to each door.

When you add a door to a building in a facility you are managing, you need to add a Door card. If information about the door changes or needs to be corrected, you can edit the Door card. If a door is removed from a building, you can delete the door card. You also can view a Door card or print a Door card.

Each Door card provides information about a door. Before you can install a core or lock in a door, or perform other activities involving a door, you must create a Door card for the door.

The fields on this card are

Field	Information to enter
Door Number	Number to the assigned to the door
Area in Building	Description of the area in the building where the door is located
Building	Building the door is in
Description	Brief description of the door
Type	Type of door

A field is empty if the field was left blank when the card for the selected building was created.

Notice that the Facility Zone field also appears. This field is completed when you add the building card.

To add a Door card

Use the Building finder to select the building.

Area in the Building is a brief description of where the door is located.

For Type, select the category that describes the door. Use the Maintain Lists command in the File menu to maintain the Door Type list.

1 Open the Cards menu (Alt+C) and select Door (D), or click the mouse on the light blue Door card tab.

2 Select Add New Door Card (press F3 or click the mouse on Add New Door Card).

The Add Door dialog box appears.

3 Complete the fields as shown below.

Field	Information to enter
Door Number	107
Area in Building	ACCOUNTING
Building	A102-N

Field	Information to enter
Description	NEXT TO PRINTER ROOM
Type	GLASS

4 Check that the information in the fields is correct.

Practice Activities

For practice add the following Door cards.

Field	Information to enter
Door Number	208
Area in Building	BUSINESS
Building	B102-S
Description	NEXT TO THE BREAK ROOM
Type	WOOD

Field	Information to enter
Door Number	209
Area in Building	BUSINESS
Building	B102-S
Description	NEXT TO THE UTILITY CLOSET
Type	WOOD

Field	Information to enter
Door Number	210
Area in Building	BUSINESS
Building	B102-S
Description	MAIN DOOR
Type	GLASS

5 Select Save (press F10 or click the mouse on Save).

Activity 5: Maintaining Field Entry Lists

Select an entry from a list whenever possible rather than type the entry.

Some Keystone 600 fields let you select entries from a list, as well as type the entry. These lists help to make sure field entries are standardized. Standardization is especially helpful when you want to restrict a list.

If you type into a list field when you're adding a card, the entry you type is added to the list for that field. However it's safer to add entries to the list using the list maintenance feature.

To add, edit, or delete entries on a field list

1 Open the File menu (press Alt+F or click the mouse on the File menu).

2 Select Maintain Lists (press M or click the mouse on Maintain Lists).

A list maintenance box appears showing the current lists.

3 Select the list you want to change

- Door Types
- Employee Types
- Employee Titles
- Facility Zones
- Keyways
- Product Manufacturers

4 Now, you can

- add an entry
- edit an entry
- delete an entry

To add a list entry

1 Open the File menu (press Alt+F or click the mouse on the File menu).

2 Select Maintain Lists (press M or click the mouse on Maintain Lists).

A list maintenance box appears showing the current lists.

3 Select Employee Titles (press M or click the mouse on Employee Title).

The Employee Titles dialog box appears.

4 Select Add (press Alt+A or click the mouse on Add).

5 Type SENIOR SCIENTIST.

6 Select OK (press Alt+O or click the mouse on OK).

SENIOR SCIENTIST appears in the list.

7 Select Done (press Alt+N on click the mouse on Done) to close the list maintenance box and save your change.

Practice Activity

8 For practice, add two more list entries.

List	Information to enter
Product Mfgs	BIKE LOCKS
Product Mfgs	BEST PADLOCKS

To delete a list entry

If the entry you want to delete is being used, you must edit the card(s) using the entry before you can delete the entry.

1 Open the File menu (press Alt+F or click the mouse on the File menu).

2 Select Maintain Lists (press M or click the mouse on Maintain Lists).

A list maintenance box appears showing the current lists.

3 Select Product Mfgs (press P or click the mouse on Product Mfgs).

The Product Manufacturers dialog box appears.

4 Select BIKE LOCKS (press the down-arrow key or the up-arrow key to move the highlight bar to BIKE LOCKS, or click the mouse on BIKE LOCKS).

If the entry you want to delete is being used on one or more cards, a box appears with the message SORRY. ENTRY IS IN USE.

5 Select Delete (press Alt+D or click the mouse on Delete).

BIKE LOCKS disappears from the list.

6 Select Done (press Alt+N or click the mouse on Done) to close the list maintenance box and save your change.

To edit a list entry

1 Open the File menu (press Alt+F or click the mouse on the File menu).

2 Select Maintain Lists (press M or click the mouse on Maintain Lists).

A list maintenance box appears showing the current lists.

3 Select Product Mfgs (press P or click the mouse on Product Mfgs).

The Product Manufacturers dialog box appears.

4 Select BEST PADLOCKS (press the down-arrow key or the up-arrow key to move the highlight bar to BEST PADLOCKS, or click the mouse on BEST PADLOCKS).

5 Select Edit (press Alt+E or click the mouse on Edit).

BEST PADLOCKS appears at the bottom of the dialog box.

6 Press the left-arrow key until the cursor is before the C in LOCKS.

7 Press the Delete key.

The C disappears and the entry is now BEST PADLOKS.

8 Select OK (press Alt+O or click the mouse on OK).

9 Select Done (press Alt+N or click the mouse on Done) to close the list maintenance box and save your change.

Activity 6: Editing Basic Cards

You can edit cards to correct, add, or delete information. The example below describes editing an Employee card. However, the steps are the same for all cards.

To edit an Employee card

1 Open the Cards menu (press Alt+C) and select Employee (press E), or click the mouse on the red Employee card tab.

1 Select Find an Employee (press F10 or click the mouse on Find an Employee).

The Employee finder appears listing all of the employees for this facility.

2 Select Dan Farrell (highlight FARRELL, DAN A. and press Enter, or click the mouse twice on highlight FARRELL, DAN A.).

The information about DAN FARRELL appears on the card.

3 Select the Edit menu (press Ctrl or click the mouse on Edit menu).

4 Select Edit This Employee Card (press F5 or click the mouse on Edit This Employee Card).

The Edit Employee dialog box appears showing the information about DAN FARRELL. The Dept field entry is PRODUCTION.

Remember you must select the Department using the Department finder.

5 Open the Dept field and select HUMAN RESOURCES (highlight HUMAN RESOURCES and press Enter, or click the mouse twice on HUMAN RESOURCES).

6 Check that the change is correct.

7 Select Save (press F10 or click the mouse on Save).

Practice Activities

For practice, complete the following exercises.

Field	Information to enter
Employee	Find SUSAN HARVEY and change her title from SECRETARY to ADMIN ASSISTANT.
Key	Find the E2-2 key and add a description stating “KEY FOR PROMOTED EMPLOYEE”.
Core	Find the E1 core and select 5C7A1 as the product line for this core
Door	Find the 208 door. Change the type to GLASS.

Activity 7: Finding, Viewing, & Printing Cards

You can view a card on the screen. However you can print a card when you want a paper copy of the information. You also can print a finder list.

You can find and view information in your records on your computer screen. You also can print the information you are viewing if a printer is connected to your computer.

The following activities use the Employee card. However the way you find, view, and print information is the same for all cards.

To find and view information for an employee

1 Open the Cards menu (press Alt+C) and select Employee (press E), or click the mouse on the red Employee card tab.

2 Select Find an Employee (press F10 or click the mouse on Find an Employee).

The Employee finder appears listing all of the employees records for this facility.

3 Select GERALD JONES (highlight JONES, GERALD L or click the mouse on JONES, GERALD L) and select Select Entry (press Enter or click the mouse on Select Entry).

Information about GERALD JONES appears.

Finders help you locate information when you're selecting an entry for a field or when you're searching for a card that you want to view, edit, or print.

Normally, the finder shows all of the records for the selected card type in your records. If there are more records than can be displayed at one time, you can use the scroll bar on the right of the screen to view the rest of the list.

Later you'll learn how to restrict a list to limit the information you are viewing.

Viewing and Printing Details and Cross References

When you have located the card for a particular person, place, or thing, you can view and print the information in your records for the selected person, place, or thing. For example, the details associated with an Employee card show

Details provide data directly related to the selected person, place, or thing.

- Cores held by this employee (Cores)
- Employee notes (Notes)
- Employee summary (Summary)
- History for items held by this employee (History)
- Items held by this employee (Items)
- Keyrings held by this employee (Keyrings)
- Keys held by this employee (Keys)
- Locks held by this employee (Locks)

Cross references provide data indirectly related to the selected person, place, or thing.

The cross references associated with an Employee card show

- Buildings accessed by this employee (Cross ref Buildings)
- Cores operated by this employee (Cross ref Cores)
- Doors accessed by this employee (Cross ref Doors)

To view a detail

Click the mouse on the desired detail tab near the bottom of the screen. Or select Detail Menu (press Shift or click the mouse on Detail menu). Then select the detail you want (press the F-key next to the detail name or click the mouse on the detail name).

You can print the information on any detail or cross reference you are viewing by selecting Print ... Card. Then complete the appropriate fields and select OK.

To view a cross reference

Click the mouse on the desired cross reference tab near the bottom of the screen. Or select Cross Reference Menu (press Alt or click the mouse on the cross reference name). Then select the cross reference you want (press the F-key next to the cross reference name or click the mouse on the cross reference name).

Practice Activities

Practice viewing the details and cross references for Alex Black.

Notice that on every detail and cross reference, a count appears at the top. This count indicates the number or entries in the list.

Where can you find the answers to the following questions?

1 How many keys have been issued to Alex Black?

2 What doors can Alex Black open?

3 How many items are currently issued to Alex Black?

4 What buildings can Alex Black access?

Restricting a List

Suppose you want view only master keys held by employees. You can restrict a list to limit the information you are viewing. The restrictions you can place on a list vary from list to list. On the Keys held by this employee detail, you can restrict using the Level, Keyway, and Product characteristics.

You can restrict the list to view only entries with selected characteristics.

The characteristics that you can restrict in a detail or cross reference have arrows next to them.

To restrict a list

1 Open the Cards menu (press Alt+C) and select Employee (press E), or click the mouse on the red Employee card tab.

2 Select the Keys detail (press Shift+F6 or click the mouse on the Keys detail tab).

The Keys held by this employee detail appears.

3 Select Level (click the mouse on the arrow next to Level).

4 Select Restrict the List to the following (press the down-arrow or click the mouse on Restrict the List to the following) so the button is selected.

5 Select M for Master (click the mouse on M).

6 Select OK (press the Tab key until OK is highlighted or click the mouse on OK).

If an employee doesn't have a master key, the key count is 0 (zero).

7 Select Next Employee card (press F2 or click the mouse on Next Employee card) to see the next employee card.

You can select Previous Employee card (press F4 or click the mouse on Previous Employee card) to see the previous employee card.

The key count at the top of the detail shows the number of master keys held by the employee whose card you are viewing.

If you jump to another card, the restriction is canceled.

The detail shows the information about each master key held by the employee.

8 Repeat Step 7 to view the keys held by this employee detail for each employee in your records. When you reach the last employee, Next Employee Card appears grayed.

9 Select Level (click the mouse on Level).

10 Select List All (press the up-arrow key or click the mouse on List All).

11 Select OK (press the Tab key until OK is highlighted or click the mouse on OK).

The restriction is canceled and all of the keys that the employee holds appears on the list.

Restricting Information on a Finder

You also can restrict the list on a finder. This is especially useful when you want to print a list of specific information, such as all employees in a department or all employees with the same title. For example, you might want to print a list of all employees with the job title 'engineer', so you can send them a memo.

To restrict information on a finder

1 Select Find an Employee (press F10 or click the mouse on Find an Employee).

The Employee finder appears listing all of the employees in the records for this facility.

You can select restrictions for multiple characteristics. You also can select multiple restrictions for a particular characteristic.

2 Click the mouse on the arrow next to Title.

The Restrict List dialog box appears.

3 Select Restrict the List to the following (press the down-arrow key or click the mouse on Restrict the List to the following) so the button is selected.

4 Select ENGINEER (click the mouse on ENGINEER).

If you no longer want a selected restriction, click the mouse on it so it is no longer highlighted.

The highlight bar appears on ENGINEER.

5 Select OK (click the mouse on OK).

The finder list now shows only employees who are engineers.

6 To print the employee list, select Print Employee list (press F8 or click the mouse on Print Employee list).

When you cancel a finder, any restrictions to the finder list are canceled.

7 Select Cancel (press the Esc key or click the mouse on Cancel).

The finder list disappears. The restrictions are canceled.

Sorting a List

The Employee finder normally shows the list sorted by employee name. But you also can sort the list by employee ID.

When you sort the list by employee ID, the list remains sorted by ID until you sort the list by name. However when you exit Keystone 600, the list is automatically resorted by name.

To sort the employee list

1 Select Find an Employee (press F10 or click the mouse on Find an Employee).

2 Select Sort by ID (press F7 or click the mouse on Sort by ID).

The list appears sorted by employee ID.

3 To see the list sorted by name again, select Sort by Name (press F7 or click the mouse on Sort by Name).

The list appears sorted by name.

4 Select Cancel (press the Esc key or click the mouse on Cancel).

The finder list disappears.

Using a Detail Finder

Detail finders let you ‘fine tune’ the restrictions for a list on a finder. From the finders listed below, you can select Detail Find to access a detail finder.

- Coremark finder
- Door finder
- Employee finder
- Keymark finder

When you select Detail Find from the finders listed above (at the Employee Card click the F10 Function Key twice), the related detail finder appears. The detail finder contains all of the fields that appear on the corresponding card. For example, the Employee detail finder contains all of the fields found on the Employee card.

You can type information in any of the fields. When you select Perform Search, the records that match the information you typed appear on the finder’s list. If you leave fields blank, Keystone 600 ignores those fields when applying your restrictions.

For example, when you select Detail Find from the Employee finder, the Employee detail finder appears. To restrict the list on the finder to the employees whose last name is Smith and who work in the Production department, type “SMITH” in the Last Name field. Type “PRODUCTION” in the Department field. Then select Perform Search.

The list on the Employee finder now shows only employees whose last name is Smith and who work in the Production department.

To use a detail finder

1 Open the Cards menu (press Alt+C) and select Employee (press E), or click the mouse on the Employee card tab.

2 Select Find an Employee (press F10 or click the mouse on Find an Employee).

3 Select Detail Find (press F10 or click the mouse on Detail Find).

The Find Employee dialog box appears.

4 Type MARTIN in the Last Name field.

5 Select Perform Search (press F10 or click the mouse a second time on Perform Search).

The list on the Employee finder now shows only employees whose last name is Martin.

6 Select Cancel (press the Esc key or click the mouse on Cancel).

The detail finder list disappears.

Practice Activities

For practice, find the following information.

Card Type	**Find this information**
Doors	All doors in the Shipping area in building B
Employee	Employees whose first name is John

Module Review

In this module, you learned about

- using the keyboard and the mouse to navigate through Keystone 600
- adding cards to track employees, keys, cores, and doors
- entering information in the four types of fields
- using a finder to locate an entry for a field or a card
- how to maintain field entry lists
- how to restrict a list to view and print the information you want

MODULE 3

Purpose of Module 3

The purpose of this module is to learn about

- tracking common transactions
- managing reports

Objectives for Module 3

When this module is complete, you'll be able to

- perform basic transactions
- add cards while performing transactions
- add and edit notes
- define, create, customize, view, and print reports that meet your needs
- purge reports that you no longer need

Overview

The topics covered in this module are

- issuing an item to an employee
- transferring an item between employees
- returning an item from an employee
- installing a core in a door
- removing a core from a door
- adding cards while performing transactions
- adding and editing notes
- editing transactions
- determining report needs
- editing report constraints
- customizing a report
- sorting a report
- purging a report that you no longer need

Activity 1: Performing Basic Transactions

Transactions are activities that change the disposition of cores, keys, keyrings, and locks. Transactions include

- issuing items
- returning items
- transferring items
- installing items
- removing items

Issuing New Keys to Employees

When you want to give a key, core, keyring, or Part/lock to an employee, use Keystone 600 to issue the item. Then Keystone 600 can track who has the item and, in the case of a key or keyring, what access it provides.

To issue an existing key that is Unassigned to an employee

Before you can issue an existing key, the key must currently be unassigned or on a cabinet hook.

1 Find the Employee card for RUTH GARCIA.

2 Select the Keys detail, if not already displayed.

The Keys held by this employee detail shows any keys currently issued to RUTH GARCIA.

3 Select Issue Existing Key. (F9)

The Key finder appears, showing all keys that are in your records and not currently issued.

4 Highlight the E1-4 key and the E5-1 key, or any key you wish.

To issue the key today, don't change the Issue Date field. To issue the key on another date, type that date.

If the key isn't due on a certain date, leave Due Date blank.

If you're not using a key agreement, select None.

5 Select Select Items. (ENTER)

The Issue Key dialog box appears.

6 Complete the fields as shown below.

Field	Information to Enter
Issue Date	Today's date
Due Date	3/16/98
Agreement	EMPLOYEE AGREEMENT

7 Select Confirm Issue. (F10)

The Keys held by this employee detail shows the keys you just issued to RUTH GARCIA.

8 Do not print the employee agreement.

Before you can issue a core, the core must currently be unassigned or on a cabinet hook.

The steps for issuing a lock to an employee are basically the same as issuing a core to an employee.

To issue an existing core that is unassigned to an employee

1 Find the Employee card for LARRY FREEMAN.

2 Select the Cores detail.

The Cores held by this employee detail shows any cores currently issued to LARRY FREEMAN.

3 Select Issue existing Core. (F9)

The Core finder appears, showing all cores that are in your records and not currently issued.

4 Highlight any core on the list.

5 Select Select Items. (press ENTER)

The Issue Core dialog box appears.

6 Complete fields shown below.

Field	Information to Enter
Issue Date	Today's date
Due Date	1/1/99

7 Select Confirm Issue. (F10)

The Cores held by this employee detail shows the core you just issued to LARRY FREEMAN.

Practice Activities

For practice, issue the following items to employees.

1 Issue the G1-3 key to employee MARY SMITH.

2 Issue the H3 core to employee LARRY FREEMAN.

Transferring Items Between Employees

There may be times when an employee needs a key, core, or lock currently issued to another employee. For example, you might transfer keys when an employee changes offices due to a job transfer or promotion.

To transfer a key between employees

1 Find the Employee card for RUTH GARCIA.

2 Select the Keys detail.

3 Select Transfer a Key. (Edit Menu Button + F9)

The Transfer Key Between Employees dialog box appears, showing all keys currently issued to RUTH GARCIA.

4 Highlight a key that is on the list.

5 Complete the fields as shown below.

To locate Mary Smith, click the arrow next to the To field. Then use the Employee finder to locate Mary Smith.

The Comment field is limited to 15 characters.

Field	Information to Enter
To	MARY I. SMITH
Transfer Date	Today's date
Due Date	(leave this field blank)
Comment	PROMOTION

6 Select Confirm Transfer.

To transfer a core between employees

1 Find the Employee card for LARRY FREEMAN.

2 Select the Cores detail.

3 Select Transfer a Core. (Edit Menu Button + F9)

The Transfer Core Between Employees dialog box appears, showing all cores currently issued to LARRY FREEMAN.

4 Highlight a core that is on the list.

5 Complete the fields as shown below.

Field	Information to Enter
To	THOMAS P. JAMISON
Transfer Date	Today's date
Due Date	(leave this field blank)
Comment	MOVED OFFICE

6 Select Confirm Transfer. (F10)

Practice Activities

For practice, transfer the following items between employees.

1 Transfer the G1-3 key from employee MARY SMITH to employee RUTH GARCIA.

2 Transfer the E2-1 core from employee THOMAS JAMISON to employee LARRY FREEMAN.

Returning Items From Employees

When an employee no longer needs a key, core, keyring, or lock, use Keystone 600 to return the item. Use Keystone 600 to return an item if the item is lost, stolen, or destroyed. You also can return the item to its prior location, shown in the Prior Location column on the Return Key list.

To return a key from an employee

1 Find the Employee card for RUTH GARCIA.

2 Select the Keys detail, if not already displayed.

3 Select Return a Key. (F7)

The Return Key dialog box appears, showing all keys currently issued to RUTH GARCIA.

4 Highlight a key RUTH GARCIA is returning.

5 Complete the fields as shown below.

If you select Cabinet in the To field, use the cabinet finder to select the cabinet you want.

Also, use the hook finder to select the hook in the cabinet.

To return an item to its prior location, insert a dot next to the prior location field.

Field	Information to Enter
To	CABINET
Cabinet	KEY SHOP
Hook	15
Return Date	Today’s date
Comment	(leave this field blank)

6 Select Confirm Return. (F10)

To return a core from an employee

1 Find the Employee card for SAM ADAMS.

2 Select the Cores detail.

3 Select Return a Core. (F7)

The Return Core dialog box appears, showing all cores currently issued to SAM ADAMS.

4 Highlight a core SAM ADAMS is returning.

5 Complete the fields as shown below.

Field	Information to Enter
To	CABINET
Cabinet	KEY SHOP
Hook	23
Return Date	Today's date
Comment	(leave this field blank)

6 Select Confirm Return. (F10)

Practice Activities

For practice, return the following items from employees.

1 Return the E5-1 key from RUTH GARCIA.

Field	Information to Enter
To	CABINET
Cabinet	KEY SHOP
Hook	12
Return Date	Today's date
Comment	TEMPORARY KEY

2 Return the H3 core from employee LARRY FREEMAN.

Field	Information to Enter
To	STOLEN
Return Date	Today's date
Comment	(leave this field blank)

Installing Items in Doors

You can install a core or a Part/lock in a door.

Installing an existing core that is unassigned in a door

When you want to install a core in a door, use Keystone 600 to install the core. Then Keystone 600 can track the location of the core, and who has access to the core and door.

Before you can install a core in a door, the core must currently be unassigned or on a cabinet hook.

You can install a lock in a door and then install a core in the lock. However, this is not recommended. We recommend installing both a core in the door and then a lock as a separate item.

To install a core in a door

1 Find the Door card for the door 108.

2 Select the Cores detail, if not already displayed.

The Cores installed in this door detail shows all cores currently installed in this door.

3 Select Install existing Core. (F9)

The Core finder appears, showing all cores that are in your records and available to be installed.

4 Highlight a core.

5 Select Select Items. (press ENTER)

The Install Core in Door dialog box appears.

6 Complete the Issue Date and Due Date fields with dates of your choice.

7 Select Confirm Install. (F10)

Removing Items from Doors

You can remove cores and locks from doors. For example, if you need to change a core in a door, first remove the core currently installed in the door. Then install the replacement core in the door.

Removing a core from a door

When you want to remove a core from a door, use Keystone 600 to remove the core. This way Keystone 600 can keep track of the core.

You can return the core to its prior location. The Prior Location column in the Remove Core dialog box shows the location of each core before it was installed. If a core was previously out of service or held by an employee, this column shows the location prior to that location.

Keystone 600 lets you jump from some details and cross references to a related card.

The specific jump varies from detail to detail and from cross reference to cross reference, but the way you jump is generally the same.

If a jump is available, it appears in the center of the quick access menu at the bottom of the screen, next to the F6 button.

To return the core to its prior location, shown in the Prior Location column, don't change the To field.

To assign the core to a hook in a cabinet, select Cabinet in the To field. If the core was lost, stolen, or destroyed, select the appropriate status. To leave the core unassigned, select Unassigned.

To remove a core from a door

1 Find the Door card for door 108.

2 Select the Cores detail, if not already displayed.

The Cores installed in this door detail shows all cores currently installed in the door.

3 Select Remove a Core. (F7)

The Remove Core dialog box appears, showing all cores currently installed in the door.

4 Highlight a core.

5 Complete the fields as shown below.

Field	Information to change
To	CABINET
Cabinet	KEY SHOP
Hook	18
Return Date	Today's date
Comment	DOOR REMOVED

6 Select Confirm Remove. (F10)

Practice Activities

For practice, perform the following activities.

1 Install the E4 core (installed in the Key Shop cabinet) in door 208.

Field	Information to Enter
Issue Date	Today's date
Due Date	1/31/97

2 Remove the E4 core from door 208.

Field	Information to Enter
To	CABINET
Cabinet	KEY SHOP
Hook	9
Return Date	Today's date
Comment	CORE REPLACED

Activity 2: Adding Cards while Performing Transactions

Note: Issuing a key to the Employee Card will automatically create a Key Card for you.

Issue a new key to an employee.

To issue a new key to an employee

1 Find JANSON MARTIN, the employee you want to issue the key to.

2 Select the Keys detail.

3 Select Issue new Key. (F5)

4 Add Key + Find Keymark dialog box appears. Click on and highlight the F3 Keymark and press ENTER.

5 Complete the fields as shown below.

Field	Information to enter
Keymark	F3
Key Number	F3-3 **Note**: Series No 3 is automatically assigned.
Product	(leave this field blank)
Description	(leave this field blank)

You can type up to 30 characters in the Description field. Select the keymark from the Keymark finder. Select the Product from the Product finder.

Notice that the following fields also appear. These fields are automatically completed when you select a Keymark using the Keymark finder. A field is empty if the field was left blank when the card for the selected keymark was created.

Field	Information to enter
Level	Security level of a key or keymark in a masterkey system
Keyway	Letter or sequence of letters that indicates the configuration of the groove(s) along a key blade
Keycut	Sequence of numbers that indicates the cuts for a key
Keystamp	Message, name, or other words stamped on all keys in a particular masterkey system
Pins	Number of barrels in a core based on the coremark corresponding to this keymark

Levels include control, grand master, master, submaster, and operating.

The number of barrels in a core can vary, although standard BEST cores have seven barrels.

Select the Key Agreement type from the Agreement list.

6 Select Save. (F10)

The Add Keys dialog box appears.

7 Enter 2, the number of keys you want to add with the selected Keymark.

8 Select Save. (F10)

9 Complete the fields as shown below.

Field	Information to enter
Issue date	Today's date
Due date	1/1/97
Agreement	Employee Agreement

10 Select Confirm Issue. (F10)

The Print Key Agreement dialog box appears.

11 Select No.

The F3-3 key and the F3-4 key appear on the Keys held by this employee detail for JANSON MARTIN.

Practice Activities

For practice, perform the following operations.

1 Add a core card while issuing the core to an employee.

2 Add a core card while installing the core in a door.

Note: The above process is identical for installing a new core in a door, except no serial number is assigned.

Activity 3: Adding and Editing Notes

Notes are any information you type about a person, place, or thing. Add notes to explain, clarify, or remind you about something related to the person, place, or thing.

Note: Notes are available on all card records.

To add a note on an employee's card

Remember, Keystone 600 automatically changes all text you type to uppercase letters.

1 Find the Employee card for RUTH GARCIA.

2 Select the Edit menu Button.

3 Select Edit Notes. (F6)

The Notes detail appears.

4 Type WORKS ON SUMMER WEEKENDS.

5 Select Save. (F10)

Editing Notes on a Card

- To place the cursor in a specific location, click the mouse in the location. The cursor (blinking vertical bar) appears where you click the mouse.
- To insert characters, place the cursor before the characters where the new characters should appear and begin typing.
- To delete characters, use the
  - — Backspace key to delete the characters to the left of the cursor
  - — Delete key to delete the characters to the right of the cursor
- To replace a word, double-click the mouse on the word. Then type the new word.

To edit a note on an employee's card

1 Find the Employee card for RUTH GARCIA.

2 Select the Edit menu Button.

3 Select Edit Notes. (F6)

The Notes detail appears.

You also can double-click on SUMMER and type SOME. Then press the Spacebar to insert the space that was removed also.

4 Click the mouse in the space before SUMMER.

5 Press the Delete key until SUMMER is deleted.

6 Type SOME.

7 Select Save. (F10)

Practice Activities

For practice, add or edit the following notes.

1 Add the following note to the employee DAN FARRELL.

SOMETIMES NEEDS TEMPORARY ACCESS TO LOADING DOCKS

2 Add the following note to the F6-2 key.

CREATED FOR MARY SMITH

Activity 4: Editing Transactions

You can change the issue date and due date for any transaction. You might want to correct the issue date if you made a mistake. Or you might want to change, add, or remove the due date for an item.

The following instructions describe how to edit information for an issued key. However, you can edit the dates for any transaction.

To edit transaction information

1 Find the Door card for door 104.

2 Select the Cores detail, if not already displayed.

3 Select the Edit menu Button.

4 Select Edit Core Install. (F2)

5 Highlight a core.

6 Select Select for Edit. (press ENTER)

The Edit Issue dialog box appears.

7 Complete the fields as shown below.

Field	Information to Change
Installed	(do not change this field)
Due	12/31/96

8 Select Save. (F10)

Practice Activities

For practice, edit the following transactions.

1 Change the due date of the F3-4 key issued to JANSON MARTIN.

2 Change the install date for the E4 core installed in door 105.

Activity 5: Defining Reports

A report is a summary of selected information in a facility's records. Keystone 600 provides a variety of formatted reports, called base reports. However, as your reporting needs change depending on the tasks you are performing to manage your access control system, you may find that the base reports do not meet your changing needs.

Keystone 600 lets you edit report constraints to tailor a report to suit your needs. You can edit constraints for a report so that only the information you need is included in the report.

Also, Keystone 600 lets you customize reports. When you save a report format for a customized report, you add a Report card for the new report.

You cannot purge a base report.

You can view a report on your computer screen or print a report on a printer connected to your computer. You can purge a Report card for a report you no longer need if the report is ***not*** a base report.

Determining Your Reporting Needs

The table below briefly describes each of the base reports you can view and print using Keystone 600.

Remember, if you need a list of all of the cards of a selected type, you can print the list from the appropriate finder.

Note: A report can be saved to an ASCII file.

Also, remember you can print the information that appears on any detail or cross reference.

To print the report list, select Print Report List from the Reports finder.

Note: A report can be saved to an ASCII file.

This Report	Shows
Building List	Buildings listed in ascending order
Core History by Coremark	Transactions involving installing and removing cores, as well as transactions involving issuing and returning cores, sorted by coremark
Core History By Door	Transactions involving installing and removing cores, sorted by door
Core List By Building	Installed cores sorted by building
Coremark List	Coremarks listed in ascending order
Department List	Departments listed in ascending order
Door List	Doors listed in ascending order
Door List By Area	Doors sorted by area
Door List By Building	Doors sorted by building
Door List By Coremark	Doors sorted by coremark (For each core-mark, the cores installed in a door appear.)
Door List by Description	Doors sorted by door description
Doors and Cores by Build-ing	Doors and cores grouped by building

This Report	Shows
Employee List	Employees listed in ascending order by last name
Employee List By Department	Employees grouped by department
Employee List By Description	Employees sorted by description
Employee List By ID	Employees sorted by employee ID
Employee List By Title	Employees sorted by title
Employees With Access To Buildings	Employees sorted by building (For each building, the employees with access to the building appear.)
Employees With Access to Doors	Employees sorted by door (For each door, the employees with access to the door appear.)
Key and Keyholder By Key ID	Keys issued to employees sorted by key ID
Key and Keyholder By Keymark	Keys issued to employees sorted by keymark (For each keymark, the employees holding a key based on the keymark appear.)
Key and Keyholder By Serial Number	Keys issued to employees sorted by key serial number
Key History	Transactions involving issuing keys to employees, transferring keys between employees, returning keys from employees, sorted by key
Key History By Employee	Transactions involving issuing keys to employees, transferring keys between employees, returning keys from employees, sorted by employee
Keymark List By Building	Keymarks sorted by building
Keymark List With Codes	Keymarks listed in ascending order (including key codes)
Keys Due By Department	Issued keys due on or before the specified date, sorted by department
Lost, Stolen, Or Destroyed Items	Out of service items sorted by item

Selecting a Report

You can use the scroll bar on the right of the list to view the rest of the list.

To select the Employees With Access to Doors report

1 Select the Reports card.

2 Select Find Report.

3 Highlight the Employees With Access to Doors report.

4 Select Select Entry.

The Report constraints detail shows the constraints you can use to define the records that will be included in the report.

5 Select Preview Report to view the Employees With Access to Doors report sorted by door.

6 If you have a printer connected to your computer, select Print Report to print the report. Then, complete the appropriate fields and select OK.

7 Select Cancel.

Editing a Report Card

Portrait means the page is taller than it is wide

Landscape means the page is wider than it is tall.

Each Report card provides information about a base or custom report. You can edit the Report card to change the report's name or description, or to change the orientation of the report—portrait or landscape.

If you edit the Report field for a base report, the report is saved as a new report. The Report card for the base report is not changed.

To edit a Report card

1 Find the Key and Keyholder By Keymark Report card.

2 Select the Edit menu.

3 Select Edit This Report Card.

4 Complete the fields as shown below.

To select the orientation when you print the report, leave the Orientation field blank. Then, select the orientation from the print dialog box that appears when you select Print Report.

Field	Information to Enter
Report	KEY AND KEYHOLDER BY KEYMARK FOR 1997.
Orientation	Leave blank.
Description	01/01/97 THROUGH 12/31/97

5 Check that the information in the fields is correct.

6 Select Save.

7 Find the Key and Keyholder By Keymark for 1997 Report card. Also, notice that the original Key and Keyholder By Keymark base Report card appears in the finder.

Report Constraints

Any fields you can provide constraints for are listed in the Field column on the left of the Report constraints detail. Any constraints saved for the report also appear on the Report constraints detail.

Only information that matches all of the constraints appears in the report.

Keystone 600 lets you edit constraints for base reports or for customized reports. When you edit report constraints, you can define ranges for selected fields to limit the information provided in the report. When you preview or print the report, Keystone 600 includes only the relevant cards that meet all of the constraints you defined.

When you define the constraints you want, keep in mind these guidelines

- Keystone 600 sorts fields in ascending order when applying constraints—from A to Z, from lowest number to highest number, from earliest date to latest date.
- If you type the same entry in the To column and in the From column for a field, Keystone 600 includes only information that matches that entry.
- If you leave the From column blank and type an entry in the To column for a field, Keystone 600 includes all information from the beginning through the entry in the To column.
- If you type an entry in the From column and leave the To column blank for a field, Keystone 600 includes all information from the entry in the From column to the end.

To edit constraints for a selected report

1. Find the Employees With Access to Doors report.
2. Select the Edit Menu.
3. Select Edit Report Constraints.

   The Edit Report Constraints dialog box for this report appears. The left column lists the fields that you can provide constraints for.
4. Enter B100 in the From field for Doors.
5. Enter B199 in the To field for Doors.
6. Select Save.
7. To view the report on your computer screen, select Preview Report.

   The report includes the B100-series doors.
8. To print the report, select Print Report. Then complete the appropriate fields and select OK.
9. To save the report select Save Report Format.

   The Save Report Format dialog box appears.
10. Complete the fields as shown below.

If you try to save changes to a base report, an error message appears stating "You cannot overwrite a Base Report."

Field	**Information to Enter**
Report	EMPLOYEES WITH ACCESS TO DOORS B100 TO B199
Orientation	Leave blank.
Description	BUILDING B, NORTH WING.

11 Check that the information is correct.

12 Select Save.

Practice Activities

1 For practice, preview the following reports.

- Key and Keyholder by Keymark report
- Key and Keyholder by Serial Number report
- Key History by Employee report
- Keys Due by Department report

2 Edit the constraints for the report listed in each of the following activities and then preview the report.

- Key and Keyholder by Keymark report. Limit the keymarks from E1 to E6.
- Key and Keyholder by Serial Number report. Limit the serial numbers from F1-1 to F6-6.
- Key History by Employee report. Limit the employees's last name from A to G.

3 Edit the constraints for Keys Due by Department report from PRODUCTION to PRODUCTION. Save the report as KEYS DUE BY PRODUCTION DEPARTMENT.

Customizing a Report

Any time you've made changes to a report format, Keystone 600 prompts you to save the report as a new report when you try to leave the Report card for the report.

Keystone 600 lets you change the format for a report and save the new report to use whenever you want. You can customize a report format by

- adding and removing columns
- rearranging columns
- changing the way the information is sorted in the report
- editing constraints for the report

When you preview the report, you can adjust the width of the columns to fit the data that appears in them. Then you can save the report format to

- create a new report format from a base report format
- create a new format from a report format that is ***not*** a base report format
- save changes to a report format that is ***not*** a base report format

Using the Report Format detail

The Report Format detail shows the report format defined for the selected report.

- The columns currently selected to be included in the report are on the right of the detail, in the Ordered Columns in Use List.
- The top-most column in the Ordered Columns in Use list appears as the left-most column when you preview or print the report. The second column from the top of the list appears as the second column from the left in the report, and so forth.
- The other columns that are available to be included in the report are on the left of the detail in the Available Columns list.
- The numbers to the right of columns in the lists indicate the current sort order for the report. In other words, if <1> appears next to a column, the information that appears in the report first is sorted using this column. If <2> appears next to a column, the information next is sorted using this column, and so forth.
- If “desc” appears next to a number (for example, <1 desc>), it means the column is sorted in descending order—from Z to A, from highest to lowest number, from latest date to earliest date. If only the number appears (for example, <1>), the column is sorted in ascending order.

You can determine which columns are to be included in the report.

- To add a column to the report, highlight the column you want to add in the Available Columns list. Then select **>**. The column moves to the Ordered Columns in Use list.
- To remove a column from the Ordered Columns in Use list, highlight the column you want to remove in the Ordered Columns in Use list. Then select **<**. The column moves to the Available Columns list.

Also, you can order the columns in the Ordered Columns in Use list the way you want them to appear in the report.

- To move a column up in the list (to the left in the report), highlight the column and select the up arrow.
- To move a column down in the list (to the right in the report), highlight the column and select the down arrow.

To format a selected report

1 Find the Report card for the Employee List by Department report.

2 Select the Format detail.

The Report format detail shows the current report format.

To add all of the available columns to the report, select >>. All columns move to the Ordered Columns in Use list. To remove all of the columns from the report, select <<. All columns move to the Available Columns list.

3 Add Employee Type to the Ordered Columns in Use list.

4 Remove the following columns from the Ordered Columns in Use list:

- Item Type
- Item ID
- Issued Date
- Due Date

5 Order the Ordered Columns in Use list as follows:

- Employee Name
- Employee Title
- Employee Type
- Employee ID

6 Select Preview Report.

If you're creating a new report by saving changes to a report format, type the new report's name.

If you're saving changes to a report format that is not a base report format, do not change the Report field.

7 Select Save Report Format.

The Save Report Format dialog box appears.

8 Complete the fields as shown below.

Field	**Information to Enter**
Report	CURRENT EMPLOYEE LIST BY DEPARTMENT
Orientation	Leave blank.
Description	(today's date)

9 Check that the information in the fields is correct.

10 Select Save.

Practice Activities

1 Find the Key History By Employee report. Format the report so that the new report contains the columns in the order shown below:

- Department Name
- Key ID
- Issued Date
- Returned Date
- History Disposition

2 Save the new report as Key History by Department.

Sorting a Report

Keystone 600 lets you change the sort order for reports. When you change the sort order for a report, you select which columns should be used to sort the information in the report. You also select the order that the columns are used to sort the information.

The Report sort order detail shows the current sort order.

- The columns currently selected to be sorted in the report are on the right of the detail, in the Sort Order Columns list.
- The top-most column in the Sort Order Columns list, numbered <1>, is the column first used to sort the information in the report. The second column from the top of the list, numbered <2>, is the column next used to sort the information in the report, and so forth.
- If “desc” appears next to a number (for example, <1 desc>), it means the column is sorted in descending order—from Z to A, from highest to lowest number, from latest date to earliest date. If only the number appears (for example, <1>), the column is sorted in ascending order.
- The other columns that are available to be sorted in the report are on the left of the detail in the Available Columns list.

You can change the columns used to sort the information in the report.

- To add a column to the Sort Order Columns list, highlight the column you want to add in the Available Columns list. Then select **>**. The column moves to the Sort Order Columns list.
- To remove a column from the Sort Order Columns list, highlight the column you want to remove in the Sort Order Columns list. Then select **<**. The column moves to the Available Columns list.

When you change the sort order for a report, Keystone 600 might take much longer to generate the report.

If you're making changes to the Report sort order detail and you decide you want to restore the Sort Order Columns list to the way it is in the original base report, select Reset Default Sort Order.

- To add all of the available columns to the Sort Order Columns list, select **>>**. All columns move to the Sort Order Columns list. To remove all of the columns from the Sort Order Columns list, select **<<**. All columns move to the Available Columns list.

Also, you can change the sort order.

- To move a column up in the list, highlight the column and select the up arrow.
- To move a column down in the list (to the right in the report), highlight the column and select the down arrow.

To sort a selected report

1 Find the Current Employee List By Department Report card.

2 Select the Sort order detail.

3 Remove the following columns from the Sort Order Columns list:
   - Item Type
   - Item ID

4 Add the following columns to the Sort Order Columns list:
   - Employee ID
   - Employee Title
   - Employee Type

5 Remove the Returned Date column from the Sort Order Columns list.

6 Change the sort order to the following:
   - Employee Name <1>
   - Employee Title <2>
   - Employee Type <3>
   - Employee ID <4>

7 Select Preview Report.

8 Select Save Report Format.

   The Save Report Format dialog box appears.

To not overwrite the existing report, select No. Then change the report name in the Save Report Format dialog box.

9 Select Save.

   A Confirmation dialog box appears stating "Overwrite existing report?".

10 Select Yes.

   The Employee List By Department and Title Report card is overwritten with the new sort order.

Practice Activities

1 Find the Key History by Department report.

2 Sort the report in the following order:

- Department Name
- Key ID
- History Disposition
- Issued Date
- Returned Date

3 Save the report and name it Key History by Department and Key ID.

Purging a Report card

You can purge a Report card for a report you no longer need if the report is ***not*** a base report.

To purge a Report card

1 Find the Key History by Department and Key ID Report card.

2 Select the Edit menu.

If you decide not to purge the Report card, select No.

3 Select Purge This Report Card.

A confirmation box appears asking, "Purge this report?"

4 To purge the Report card, select Yes.

Module Review

In this module, you learned about

- performing basic transactions
- adding cards while performing transactions
- adding and editing notes
- defining, creating, customizing, viewing and printing reports that meet your needs

MODULE 4

Purpose of Module 4

The purpose of this module is to learn about

- managing deleted records
- managing departments, buildings, locks, and keyrings using Keystone 600

Objectives for Module 4

When this module is complete, you'll be able to

- delete cards that can be deleted
- view, restore, and purge deleted Door cards, Employee cards, and Hook cards
- add and edit cards to track information about departments, buildings, locks, and keyrings
- installing and removing locks in doors
- installing and removing cores in locks
- attach keys to and detach keys from a keyring

Overview

The topics covered in this module are

- Managing information for cards such as
  - viewing deleted cards
  - making deleted cards active
  - purging cards that can be purged
- Managing information for departments such as
  - viewing and printing cards
  - adding and editing cards
  - purging cards
- Managing information for buildings such as
  - viewing and printing cards
  - adding and editing cards
  - purging cards

- Managing information for locks such as
  - viewing and printing cards
  - adding and editing cards
  - purging cards for out of service locks
  - issuing, returning, and transferring locks
  - installing and removing locks from doors
  - installing and removing cores from locks
- Managing information for keyrings such as
  - viewing and printing cards
  - adding and editing cards
  - purging cards for out of service keyrings
  - attaching keys to and detaching keys from keyrings
  - issuing, returning, and transferring keyrings

Activity 1: Managing Deleted Cards and Purging Cards

When you delete one of the following types of cards, the record is not permanently deleted at that time. You can make the deleted cards active or you can purge the card to remove it permanently from your records.

- Door
- Employee

You can permanently purge cards for out of service items, which include

- Cores
- Keys
- Keyrings
- Parts

You can permanently purge these types of cards

- Building
- Cabinet
- Coremark
- Keymark
- Product
- User

Important: You cannot delete or purge these types of cards

- Facility
- Site
- Masterkey

Deleting a Door Card

When you delete Door cards and Employee cards, the cards are saved even though they are no longer part of your active records. You can even view these types of deleted cards. Press F10 + F5. You also can make one of these deleted cards active again. Select REcord and press Ctrl Edit + F7 Undelete.

Before you can delete an Employee card, all items issued to the employee must be returned.

To permanently remove one of these deleted cards from your records, you purge the record from the history file. Select Record and press Ctrl Edit menu + F9 Purge.

This section will discuss deleting Door cards and managing deleted Door cards. The steps for deleting Employee cards and for managing deleted Employee cards, are basically the same.

Each Door card provides general information about a door. Before you can delete a Door card, all cores and Parts/locks installed in that door must be removed.

To view deleted Door cards, see the help topic Viewing deleted records.

To make a deleted Door card active again, see the help topic Making a deleted card active.

To purge a deleted Door card so it is completely removed from your records, see the help topic Purging a deleted card.

To delete a Door card

1 Find the Door card for door 107.

2 Select the Edit menu Button.

3 Select Delete This Door Card. (F7)

A confirmation box appears asking, “Delete this door?”

4 To delete the Door card, select OK.

If all items installed in the door have been removed, the Door card is deleted. The Door card for the next door in the list appears.

If items are still installed in the door, a message appears stating, “All door cores and locks must be removed.” Select OK.

Practice Activity

For practice, delete door 108.

Viewing Deleted Records

Although deleted Door cards and Employee cards, no longer appear in your active door records, the deleted cards still exist in your records. You can view deleted Door cards and Employee cards that haven’t been purged. You also can view deleted Employee cards from the Department card and Door cards from the Building card.

To view deleted Door cards

You can view the Notes detail and the History detail for deleted cards.

1 Select the Doors card.

2 Select Find a Door. (F10)

The Door finder appears showing the active records.

3 Select Show Deleted Records. (F5)

The finder shows the deleted records.

4 If you want to view a particular deleted card, highlight the card you want.

5 Select Select Entry. (press ENTER)

The selected card appears.

6 To view other deleted cards, select Next Door Card (F2) or Previous Door Card. (F4)

Making a Deleted Card Active

You can make a deleted Door card and Employee card active again if the card hasn’t been purged.

To make a deleted door card active

1 Find a Door card in the deleted door records.

2 Select the Edit menu Button.

3 Select Undelete This Door Card. (F7)

Purging a Deleted Card

You can purge a deleted Door card, Employee card, or Hook card to remove it permanently from your records. You can't view purged cards.

To purge a deleted Door card

1 Find a Door card in the deleted door records.

2 Select the Edit menu Button.

3 Select Purge This Door Card. (F9)

A message appears asking, "Purge this door and all history?"

If you decide not to purge the card, select Cancel.

4 To purge the card, select OK.

To return to viewing active cards

1 Select Find a Door. (F10)

The Door finder appears showing the deleted records.

2 Select Show Active Records. (F5)

The finder now shows the active records.

3 If you want to view a particular active card, highlight the card you want. Then, select Select Entry. (press ENTER)

Activity 2: Managing Depart-ments

Departments are functions of employees and not a location. For example, "HUMAN RESOURCES" and "MAIL ROOM" might be departments in your database.

Keystone 600 tracks which employees are in each department. It tracks which cores, keys, keyrings, and Parts/locks are issued to employees in each department. Keystone 600 also tracks which cores can be operated by employees in each department, as well as which doors and buildings can be accessed by employees in each department.

Finding, Viewing, and Printing Department Cards

To view the Department card for a department

1 Select the Department card.

2 Select Find a Dept. (F10)

3 Highlight PRODUCTION.

4 Select Select Entry. (press ENTER)

5 If your computer is connected to a printer, select Print Department Card. (F8) Then complete the appropriate fields and select OK.

You can view deleted and active Employee cards for the selected department when you select the Employee detail.

To view the Department card details and cross references

1 Select the appropriate tab near the bottom of the screen.

2 For an explanation of the detail or cross reference you're viewing, press F1.

3 When you've finished viewing the help, select Close.

To print a detail or cross reference you're viewing

1 Select the appropriate tab near the bottom of the screen.

2 Select Print Dept Card. (F8) Then complete the appropriate fields and select OK.

Practice Activities

Find the following department information.

1 Cores operated by the Production department

2 Employees in the Human Resources department

3 Keys held by the Maintenance department

Adding and Editing Department Cards

When you add a department for a facility you are managing, you need to add a Department card. If information about the department changes or needs to be corrected, you can edit the Department card. If a department is eliminated from a facility, you can purge the Department card. You also can view a Department card or print a Department card.

To add a Department card

1 Select the Department card.

2 Select Add New Dept Card. (F3)

The Add Department dialog box appears.

Select the department from the Department finder.

3 Complete the fields as shown below.

Field	Information to enter
Department	SECURITY
Description	(leave this field blank)

You can type up to 30 characters in the Description field.

4 Check that the information in the fields is correct.

5 Select Save. (F10)

To edit a Department card

1 Find the SECURITY Department card.

2 Select the Ctrl-Edit menu Button.

3 Select Edit This Dept Card. (F5)

4 Edit the fields shown below.

Field	Information to enter
Department	RECEPTION AND SECU-RITY
Description	REORG EFFECTIVE 1/1/95

5 Check that the information in the fields is correct.

6 Select Save. (F10)

Practice Activities

1 Add the following Department cards.

Field	Information to enter
Department	MARKETING
Description	INCLUDES OLD ADVERTIS-ING DEPT

Field	Information to enter
Department	HOUSEKEEPING
Description	(leave this field blank)

2 Edit the RECEPTION AND SECURITY Department card. Edit the Description field to change the date to 1/15/97.

3 Edit the HOUSEKEEPING Department card. Edit the Department field to change the department's name to FACILITY MANAGEMENT.

4 Edit the RECEPTION AND SECURITY Department card. Edit the Department field to change the department's name to SECURITY.

Purging Department Cards

You can purge a Department card when a department has been eliminated. Before you can purge a Department card, all of the employees in the department must be assigned to a different department. Or the cards for the employees in the department must be purged and purged by editing the cards for each employee assigned to the department being purged.

Also, before you can delete and purge the Employee cards for the employees assigned to the department, you must return the items assigned to the employees.

If you decide not to purge the Department card, select Cancel.

To purge a Department card

1 Find the SECURITY Department card.

2 Select the Ctrl Edit menu Button.

3 Select Purge This Dept Card. (F4)

A confirmation box appears asking, "Purge this department?"

4 To purge the Department card, select OK.

Practice Activities

For practice, perform the following activities.

1 Purge the FACILITY MANAGEMENT Department card.

2 Purge the MARKETING Department card.

Activity 3: Managing Buildings

Buildings are structures in a database. A building can be assigned to a zone. A door can be assigned to a building and to an area in a building.

Keystone 600 tracks information about cores and locks installed in each building. It also tracks which departments, employees, and keys access each building.

Finding, Viewing, and Printing Building Cards

To view the Building card for a building

1. Select the Building card.
2. Select Find a Building. (F10)
3. Highlight building A.
4. Select Select Entry. (press ENTER)
5. If your computer is connected to a printer, select Print Building Card. (F8) Then complete the appropriate fields and select OK.

To view the Building card details and cross references

1. Select the appropriate tab near the bottom of the screen.
2. For an explanation of the detail or cross reference you're viewing, press F1.
3. When you've finished viewing the help, select Close.

To print a detail or cross reference you're viewing

Select Print Building Card. Then complete the appropriate fields and select OK.

Practice Activities

Find the following building information.

1. Cores installed in the A building
2. Keys which access the A building
3. The number of cores and locks installed in the B building

Adding and Editing Building Cards

When you add a building for a facility you are managing, you need to add a Building card. If information about the building changes or needs to be corrected, you can edit the Building card. If a building is removed from a facility, you can purge the Building card.

Note: You must purge all doors linked to the building before you can purge the Building Card.

To add a Building card

1 Select the Building card.

2 Select Add New Building Card. (F3)

The Add Building dialog box appears.

3 Complete the fields as shown below.

Type or select the zone the building is located in. For example, you might type ZONE 1.

Use the Maintain Lists command in the File menu to maintain the Facility Zones list.

Field	Information to enter
Building	A103
Zone	NORTH COMPLEX
Description	ADMINISTRATIVE ANNEX

4 Check that the information in the fields is correct.

5 Select Save. (F10)

To edit a Building card

1 Find the A103 building.

2 Select the Ctrl-Edit menu Button.

3 Select Edit This Building Card. (F5)

4 Change the building name from A103 to A103-N.

5 Check that the information in the field is correct.

6 Select Save. (F10)

Practice Activities

1 Add the following Building cards.

Field	Information to enter
Building	A104-N
Zone	NORTH COMPLEX
Description	ADMINISTRATIVE ANNEX-2

Field	Information to enter
Building	B103-S
Zone	SOUTH COMPLEX
Description	(leave this field blank)

2 Edit the B102-S Building card and add the description SHIPPING AND RECEIVING.

Purging Building Cards

Each Building card provides general information about a building. You can purge a Building card when a building has been sold or torn down. However, before you can purge a Building card, you must delete and purge the Door cards for the doors in the building being purged.

Also, before you can delete and purge the Door cards for the doors in the building, you must remove the cores and locks installed in the doors.

To purge a Building card

1 Find the B103-S building.

2 Select the Ctrl-Edit menu Button.

3 Select Purge This Building Card. (F4)

A confirmation box appears asking, "Purge this building?"

4 To purge the Building card, select OK.

If you decide not to purge the Building card, select Cancel.

Activity 4: Managing Locks or Parts

For information about purging a Part/Lock card for an out of service lock, refer to Module 5.

A lock is a security device that protects a door. In a masterkey system, one or more interchangeable cores can be installed in a lock. Door locks, padlocks, cabinet locks, and other types of locks are considered locks.

Each Part card provides information about a Part/lock.

Note: You can purge a Part Card at any time.

The fields on this card are

Field	Information to enter
Product	Product line that the lock belongs to
Serial	Part's serial number
Description	Description of the Part/lock

Notice that the following fields also appear. These fields are automatically completed when you select a Product using the Product finder.

Manufacturer	Company that makes the product
Number of Cores	Number of cores that can be installed in the Part/lock

You also can add a Part/Lock card by selecting Create a Part/Lock from the Parts/Locks on the hook detail.

To select a Product, use the Product finder.

The steps for issuing, returning, and transferring a Part/lock are basically the same as issuing, returning, and transferring a core. Refer to Module 3 for more information.

To add a Part card

Note: A Product Card must already exist for the Part you want to add. You can add multiple Part Cards for one Product Card.

1 Select the Part card.

2 Select Add New Part Card. (F3)

The Product List appears. Highlight the 2J7D11 press ENTER

3 Complete the fields as shown below.

Field	Information to enter
Product	2J7D11
Serial	**Note**: No serial number is created, however, it can be turned on.
Description	(leave this field blank)

4 Check that the information in the fields is correct.

5 Select Save. (F10) then press (F10) again.

6 Select Add New Lock Card.

7 For the next lock, complete the fields as shown below.

Field	Information to enter
Product	2J7D11
Serial	Serial number defaults to Blank.
Description	(leave this field blank)

8 Check that the information in the fields is correct.

9 Select Save. (F10)

To edit a Part card

1 Find the 41B72 lock.

2 Select the Edit menu Button.

3 Select Edit this Lock card. (F5)

4 Add LOCK FOR STORAGE CABINET in the Description field.

5 Check that the information in the fields is correct.

6 Select Save. (F10)

Practice Activities

1 Add two more Lock cards.

Field	Information to enter
Product	41B72
Serial	001
Description	(leave this field blank)

Field	Information to enter
Product	6S76 X 627
Serial	002
Description	(leave this field blank)

2 Edit the 83T7M X S1 X 626 lock and add LOCK FOR EXTERIOR STORAGE for the description.

Installing Locks in Doors

When you want to install a lock in a door, use Keystone 600 to install the lock. Then Keystone 600 can track the location of the lock, and who has access to the lock and door.

Before you can install a Part/lock in a door, a Part card must have been added for that lock, and the Part/lock must currently be unassigned or on a cabinet hook.

To install a lock in a door

1 Find the Door card for door 108.

2 Select the Parts detail.

The Parts installed in this door detail shows all Parts/locks currently installed in this door.

3 Select Install existing Part. (F9)

The Install Part dialog box appears, showing all Parts/locks that are in your records and not currently installed.

4 Highlight the 93K7AB14D X STK X 626 lock.

5 Select Select Items. (press ENTER)

The Install Part dialog box appears.

6 Complete the Issue Date and Due Date fields with dates of your choice.

7 Select Confirm Install. (F10)

Note: It is recommended that cores and locks be installed separately in doors.

Removing Parts/Locks from Doors

You can remove Parts/locks from doors. For example, if you need to change a lock in a door, first remove the lock currently installed in the door. Then install the replacement lock in the door.

When you want to remove a Part/lock from a door, use Keystone 600 to remove the Part/lock. This way Keystone 600 can keep track of the Part/lock.

You can return the Part/lock to its prior location. The Prior Location column in the Remove Part dialog box shows the location of each Part/lock before it was installed. If a Part/lock was previously out of service or held by an employee, this column shows the location prior to that location.

To return the Part/lock to its prior location, shown in the Prior Location column, don't change the To field.

To assign the Part/lock to a hook in a cabinet, select Cabinet in the To field. If the Part/lock was lost, stolen, or destroyed, select the appropriate status. To leave the lock unassigned, select Unassigned.

To remove a Part/lock from a door

1 Find the Door card for door 108.

2 Select the Parts detail.

The Locks installed in this door detail shows all Parts/locks currently installed in the door.

3 Select Remove a Part. (F7)

The Remove Part dialog box appears, showing all Parts/locks currently installed in the door.

4 Highlight a Part/lock and indicate a cabinet and hook where you want to store the Part/lock.

5 Select Confirm Remove. (F10)

Practice Activities

1 Install a 1E74 lock in door 108.

2 Remove the 1E74 lock from door 108.

Activity 5: Managing Keyrings

Keyrings are devices that keys can be attached to so they can be carried or stored easily.

Keystone 600 tracks which keys are attached to each keyring. It also tracks which cores are operated by keys on each keyring, as well as which doors and buildings can be accessed by keys on each keyring.

Finding, Viewing, and Printing Keyring Cards

To view a Keyring card for a keyring

1 Select the Keyring card.

2 Select Find a Keyring. (F10)

3 Highlight keyring 21.

4 Select Select Entry. (press ENTER)

5 If your computer is connected to a printer, select Print Keyring Card. Then complete the appropriate fields and select OK.

The steps for issuing, returning, and transferring a keyring are basically the same as issuing, returning, and transferring a core. Refer to Module 3, Activity 1—Performing Basic Transactions for more information.

To view the Keyring card details and cross references

1 Select the appropriate tab near the bottom of the screen. Example: Cross Ref Doors tab.

2 For an explanation of the detail or cross reference you're viewing, press F1.

3 When you've finished viewing the help, select Close.

To print a detail or cross reference you're viewing

4 Select Print Keyring Card. Then complete the appropriate fields and select OK.

Adding and Editing Keyring Cards

Each Keyring card provides information about a keyring. Before you can attach a key to a keyring, issue a keyring to an employee, or perform other activities involving a keyring, you must create a Keyring card for the keyring.

When you add a keyring for a facility you are managing, you need to add a Keyring card. If information for the keyring changes or needs to be corrected, you can edit the Keyring card. You also can view a Keyring card or print a Keyring card.

You also can add a Keyring card by selecting Create a Keyring from the Unassigned keyrings detail or the Keyrings on this hook detail.

You can purge a Keyring card for an out of service keyring. For information about purging a card for an out of service item, refer to Module 5.

If you don't want to attach keys, select No. You've finished adding the Keyring card. You can attach keys later.

The steps for issuing a keyring to an employee are basically the same as issuing a core to an employee. Refer to the section Issuing Items to Employees in Module 3 for more information.

To add a Keyring card

1 Select the Keyring card.

2 Select Add New Keyring Card. (F3)

The Add Keyring dialog box appears.

3 Complete the fields as shown below.

Field	Information to enter
Keyring ID	37
Description	GARAGES 1-5

4 Check that the information in the fields is correct.

5 Select Save. (F10)

A message appears asking, "Attach keys to the new keyring?"

6 To attach keys, select Yes.

The Add Keyring + Attach Key dialog box appears.

7 Highlight the G1-3 key.

8 Select Select Items. (press ENTER)

9 Complete the fields as shown below

Field	Information to enter
Issue Date	Today's date
Due Date	(leave this field blank)

10 Select Confirm Attach. (F10)

To edit a Keyring card

1 Be at a Keyring card.

2 Select the Edit menu Button.

3 Select Edit This Keyring Card. (F5)

4 Add the description KEYRING FOR SHIPPING.

5 Check that the information in the field is correct.

6 Select Save. (F10)

Practice Activities

1 For practice, add the following Keyring cards and attach the keys indicated.

Field	Information to enter
Keyring ID	13
Description	ADMINISTRATIVE OFFICES
Attach	E1-2 key
Issue Date	Today's date
Due Date	(leave this field blank)

Field	Information to enter
Keyring ID	14
Description	ACCOUNTING OFFICES
Attach	E2-8 key
Issue Date	Today's date
Due Date	(leave this field blank)

Attaching Keys to Keyrings

Remember that before you can attach a key, a Key card must have been added for that key, **and** *the key must currently be unassigned or on a cabinet hook.*

You can attach keys to a keyring when you add the keyring card or later.

To attach a key

1 Find a keyring.

2 Select Attach existing Key. (F9)

The Key finder appears, showing all keys that are in your records and available to be attached.

3 Highlight one or more keys.

4 Select Select items. (press ENTER)

The Attach Key dialog box appears.

5 Complete the fields as shown below

Field	Information to enter
Issue Date	Today's date
Due Date	(leave this field blank)

6 Select Confirm Attach. (F10)

Practice Activities

For practice, attach the following key to the indicated keyring.

Field	Information to enter
Keyring ID	13
Attach	E2-6 key
Issue Date	Today's date
Due Date	(leave this field blank)

Detaching Keys from Keyrings

When you want to detach a key from a keyring because it is no longer needed, use Keystone 600 to detach the key. This way Keystone 600 can keep track of the key.

You can return the key to its prior location. The Prior Location column in the Remove Core dialog box shows the location of each key before it was attached to the keyring. If a key was previously out of service or held by an employee, this column shows the location prior to that location.

To return the key to its prior location, shown in the Prior Location column, don't change the To field.

To assign the key to a hook in a cabinet, select Cabinet in the To field. If the key was lost, stolen, or destroyed, select the appropriate status. To leave the key unassigned, select Unassigned.

To detach a key from a keyring

1 Find keyring 21.

2 Select Detach a Key.

The Detach Key dialog box appears, showing all keys currently attached to the keyring.

3 Highlight a key.

4 Complete the fields as shown below.

Field	Information to enter
To	CABINET
Cabinet	KEY SHOP
Hook	34
Return Date	Today's date
Comment	DUPLICATE KEY

5 Select Confirm Detach. (F10)

Practice Activities

When you select Lost in the To field, the Cabinet and Hook fields are not available.

For practice, detach the following key from the indicated keyring.

Field	**Information to enter**
Keyring ID	13
Detach	E2-7 key
To	LOST
Return Date	Today's date
Comment	LOST IN S. LOT

Practice Activities

To review your understanding of the topics covered in this module, complete the following activity.

Your company recently sold its small printing division. The Print Shop building and the 12 employees in the Print Shop are moving to the new company. What tasks do you need to perform to update your Keystone 600 records to reflect these changes?

List all of the tasks below in the order you need to perform them. Assume that there are doors in the building that have locks and cores installed. The locks and cores are being returned to your company. Also, assume that keys have been issued to the employees.

Module Review

In this module, you learned about

- adding and editing cards to track information about departments, buildings, doors, and keyrings
- purging department, building, and door cards
- viewing, restoring, and purging deleted Door cards, as well as Employee cards and Hook cards
- installing items in and removing items from cores, Parts/locks, and doors
- attaching keys to and detaching keys from a keyring

MODULE 5

Purpose of Module 5

The purpose of this module is to learn about

- tracking unassigned and out of service items
- managing information cabinets, hooks, and products
- tracking items on hooks in cabinets

Objectives for Module 5

When this module is complete, you'll be able to

- add and edit cards to track information about unassigned items, out of service items, cabinets, hooks, and products
- purge cards for out of service items
- purge Cabinet cards, Hook cards, and Product cards
- view, restore, and purge deleted Hook cards
- create items on hooks
- transfer unassigned items, out of service items, and items on cabinet hooks

Overview

The topics covered in this module are

- Managing information for unassigned items and out of service items such as
  - viewing and printing cards
  - transferring items
  - purging cards for out of service items
- Managing information for cabinets such as
  - viewing and printing cards
  - adding and editing cards
  - creating cabinet hooks while adding Cabinet cards
  - purging cards
- Managing information for hooks such as
  - viewing and printing cards

- adding and editing cards
- transferring items on hooks
- creating items on hooks
- purging cards

■ Managing information for products such as

- viewing and printing cards
- adding and editing cards
- tracking items as part of a product line
- purging cards

Activity 1: Managing Unassigned Items

Unassigned is a possible disposition for cores, keys, keyrings, and Parts/locks tracked by Keystone 600. An item is considered unassigned if it is not

You can view the Unassigned card or print the Unassigned card.

- issued to an employee
- installed in a lock or door
- attached to a keyring
- on a cabinet hook
- out of service (destroyed, lost, or stolen)

You can view the History detail for Unassigned items.

When a card is created for an item, the item always is initially considered unassigned even if its disposition is immediately changed. You can transfer an unassigned item to a cabinet hook or place an unassigned item out of service. You also can

- issue an unassigned item to an employee
- attach an unassigned key to a keyring
- install an unassigned core in a lock or a door
- install an unassigned Part/lock in a door

Viewing and Printing the Unassigned Card

To view the Unassigned card details and cross references

1. Select the appropriate tab near the bottom of the screen.
2. For an explanation of the detail or cross reference you're viewing, press F1.
3. When you've finished viewing the help, select Close.

To view an Unassigned card for unassigned keys

1. Select the Unassigned card.
2. Select the Keys detail.
3. If your computer is connected to a printer, select Print Card. Then complete the appropriate fields and select OK.

To print a detail or cross reference you're viewing

Select Print Card. Then complete the appropriate fields and select OK.

Practice Activities

For practice, find the following information for unassigned items

- unassigned cores
- unassigned Parts/locks
- unassigned items

Transferring Unassigned Items

You can use Keystone 600 to transfer an unassigned item to a cabinet or to out of service (lost, stolen, or destroyed). This way Keystone 600 can keep track of the item.

The steps for transferring a core, key, keyring, or Part/lock are basically the same.

Normally, Keystone 600 shows all items that are currently unassigned, out of service, or in a cabinet. But you can restrict the list to view only items with selected characteristics.

To assign the item to a hook in a cabinet, do not change this field. If the item was lost, stolen, or destroyed, select the appropriate status.

To transfer an unassigned key

1 View the Unassigned card.

2 Select the Keys detail.

The Unassigned keys detail shows all currently unassigned keys.

3 Select Transfer a Key. (F9)

The Transfer Key dialog box appears, showing all currently unassigned keys.

4 Highlight a key and press ENTER.

5 Complete the fields as shown below.

Field	Information to enter
To	DESTROYED
Cabinet	(skip this field)
Hook	(skip this field)
Transfer Date	Today's date
Comment	(leave this field blank)

6 Select Confirm Transfer. (F10)

Activity 2: Managing Out of Service

You can view or print the Out of Service cards.

Out of service is a possible disposition for cores, keys, keyrings, and Parts/locks tracked by Keystone 600. Items that are destroyed, lost, or stolen can be transferred to the out of service disposition. If the disposition of an out of service item changes, you can transfer an out of service item to a cabinet hook or to the unassigned disposition. You also can purge out of service items, if necessary.

When a core is installed in a lock and the lock is out of service, the core is considered to be both installed in the lock and out of service. When a key is attached to a keyring and the keyring is out of service, the key is considered to be both attached to the keyring and out of service.

Viewing and Printing the Out of Service Card

The History detail shows the history of cores, keys, keyrings, and Parts/locks that are currently out of service. Each time the disposition of an item changed to out of service, a new row was added to the item history. The history includes the out of service date for each transaction.

To view the Out of Service card details and cross references

1. Select the appropriate tab near the bottom of the screen.
2. For an explanation of the detail or cross reference you're viewing, press F1.
3. When you've finished viewing the help, select Close.

To view keys that are out of service

1. Select the Out of Service card.
2. Select the Keys detail tab.
3. If your computer is connected to a printer, select Print Card. Then complete the appropriate fields and select OK.

To print a detail or cross reference you're viewing

Select Print Card. Then complete the appropriate fields and select OK.

Practice Activity

View the History of unassigned items detail. Restrict the list and view only items whose prior disposition was 'Employee.' Notice that the item count at the top of the detail changes to the number of items previously issued to an employee.

Transferring Out of Service Items, Lost, Stolen, Destroyed

The steps for transferring a core, key, keyring, or Part/lock are basically the same.

When you want to transfer an out of service Item that has been reported Lost, Stolen, or Destroyed to a cabinet/hook, or the Unassigned card, use Keystone 600 to transfer the item.

To transfer an out of service key to active status

1 Select the Out of Service card.

2 Select the Keys detail.

The Keys out of service detail shows all keys currently out of service.

3 Select Transfer a Key. (F9)

The Transfer Key dialog box appears, showing all keys currently out of service.

4 Highlight a key and press ENTER.

5 Complete the fields as shown below.

Field	Information to enter
To	CABINET
Cabinet	KEY SHOP
Hook	3
Transfer Date	Today's date
Comment	FOUND 2/29/96

6 Select Confirm Transfer. (F10)

Purging Lost, Stolen, or Destroyed Items from Out of Service

You can purge Keys or other items from the Out of Service Card, if necessary. When you purge a lock, all cores installed in the lock are purged. In the same manner, when you purge a keyring, all keys attached to the keyring are purged. Also, the histories of items, including the installed or attached items are purged.

When you purge an item, the records of all transactions/history for the item are purged.

To purge an out of service Key and it's card record

1 View the Out of Service card.

2 Select the Key detail

The Keys out of service detail shows all keys that are currently out of service.

3 Select the Ctrl-Edit menu Button.

4 Select Purge Keys. (F4)

5 Highlight a key.

6 Select Select Items. (press ENTER)

A confirmation box appears asking, "Purge keys? Warning: This operation will also purge all history associated with these keys!"

If you decide not to purge the Key card(s), select No.

7 To purge the Key card, select Yes.

Purging Key, Core, Part/lock and Keyring Card Records

To purge a Key Card record

1 Go to a Key card.

2 Select the Edit Menu Button.

3 Select Purge Keys. (F4)

4 A Warning box is Displayed.

5 If you wish to continue, Select YES.

The Key Card and all History on this key has been permanently deleted or purged.

Note: Purging Keys, Cores, Keyrings and Parts are all done the same way as shown above.

Activity 3: Managing Cabinets

Cabinets are places where cores, keys, keyrings, and/or locks are stored. Cabinets, closets, file drawers, and other storage areas can be considered cabinets.

Items within cabinets are stored on hooks. Hooks, shelves, drawers, and storage boxes can be considered hooks. Keystone 600 tracks which items are on each hook in each cabinet.

Finding, Viewing, and Printing Cabinet Cards

You can view the Notes detail and the Summary detail for Cabinet cards.

Normally, the Cores, Keys, Keyrings, Parts/ Locks, and Items details lists are sorted by item ID. But you also can sort the list by hook/ description. (F7)

To view the Cabinet card for a cabinet

1 Select the Cabinet card.

2 Select Find a Cabinet. (F10)

3 Highlight KEY SHOP.

4 Select Select Entry. (press ENTER)

5 If your computer is connected to a printer, select Print Cabinet Card. Then complete the appropriate fields and select OK.

To view the Cabinet card details and cross references

1 Select the appropriate tab near the bottom of the screen.

2 For an explanation of the detail or cross reference you're viewing, press F1.

3 When you've finished viewing the help, select Close.

To print a detail or cross reference you're viewing

Select Print Cabinet Card. Then complete the appropriate fields and select OK.

Practice Activities

Find the following cabinet information

- cores in the Key Shop cabinet
- items in the Key Shop cabinet
- keys in the Key Shop cabinet

Adding and Editing Cabinet Cards

When you add a cabinet for a facility you are managing, you need to add a Cabinet card. If information about the cabinet changes or needs to be corrected, you can edit the Cabinet card. If a cabinet is removed or destroyed, you can purge the Cabinet card. You also can print a Cabinet card.

To add a Cabinet card

1 Select the Cabinet card.

2 Select Add New Cabinet Card. (F3)

The Add Cabinet dialog box appears.

3 Complete the fields as shown below.

Field	Information to enter
Cabinet	GARAGE
Description	SOUTH PARKING

4 Check that the information in the fields is correct.

5 Select Save. (F10)

The Create Cabinet Hooks dialog box appears.

When you add Hook cards when adding a Cabinet card, Keystone 600 automatically completes the fields for the Hook card. It completes the Hook field with the hook number and the Cabinet field with the cabinet name or number. It leaves the Description field blank. To change any of these fields, edit the Hook card.

6 To add Hook cards for the selected cabinet, complete the fields as shown below.

Field	Information to enter
Create 0	The New Cabinet
Hooks for	Insert the correct number of Hooks (Example: 50)
Starting at Hook #1	(Don't change this field)

Note: The hooks are numbered consecutively, starting with the number 1 in the Create … Hooks for the New Cabinet field.

7 Select Save. (F10)

To edit a Cabinet card

1 Find a Cabinet card.

2 Select the Ctrl-Edit menu Button.

3 Select Edit This Cabinet Card. (F5)

4 Edit the card to add to INSIDE DOORS to the description field.

5 Check that the information in the fields is correct.

6 Select Save. (F10)

Practice Activities

1 Add the following Cabinet card.

Field	Information to enter
Cabinet	FACILITY MANAGEMENT
Description	HOUSEKEEPING AND MAINTENANCE
Hooks	20

2 Find and edit the Garage Cabinet card. Edit the Cabinet field to change the name to GARAGE 1-SOUTH.

Purging Cabinet Cards

You can purge a Cabinet card when a cabinet has been eliminated. **Please note that all Hook Cards that are a part of the Cabinet will also be permanently deleted or purged.**

If you decide not to purge the Cabinet card, select Cancel.

To purge a Cabinet card

1 Find a Cabinet card.

2 Select the Ctrl Edit menu Button.

3 Select Purge This Cabinet Card. (F4)

A confirmation box appears asking, "Purge this cabinet?"

4 Select YES to purge the Cabinet card and all Hooks in the Cabinet.

Activity 4: Managing Hooks

Hooks are places within cabinets where cores, keys, keyrings, and/or Parts/locks are stored. Hooks, shelves, drawers, and storage boxes can be considered hooks. Keystone 600 tracks which items are on each hook in each cabinet.

Finding, Viewing, and Printing Hook Cards

To view the Hook card for a hook

1 Select the Hook card.

2 Select Find a Hook. (F10)

3 Highlight hook 2.

4 Select Select Entry. (press ENTER)

5 If your computer is connected to a printer, select Print Hook Card. Then complete the appropriate fields and select OK.

You can view the Notes detail, the Summary detail and the History detail for Hook cards.

To view the Hook card details and cross references

1 Select the appropriate tab near the bottom of the screen.

2 For an explanation of the detail or cross reference you're viewing, press F1.

3 When you've finished viewing the help, select Close.

To print a detail or cross reference you're viewing

Select Print Hook Card. Then complete the appropriate fields and select OK.

Practice Activities

Find the following hook information

- number of items assigned to hook 5 in the Key Shop cabinet
- specific items assigned to hook 2 in the Key Shop cabinet

Adding and Editing Hook Cards

When you add a hook for a facility you are managing, you need to add a Hook card. If information about the hook changes or needs to be corrected, you can edit the Hook card. If a hook is removed from a cabinet, you can delete then purge the Hook card. You also can print a Hook card.

To add a Hook card

1 Select the Hook card.

2 Select Add New Hook Card. (F3)

The Add Hook dialog box appears.

3 Complete the fields as shown below.

Field	Information to enter
Hook	514
Cabinet	Key Shop

Field	Information to enter
Description	(leave this field blank)

Type the cabinet ID or select the cabinet ID from the Hook finder.

4 Check that the information in the fields is correct.

5 Select Save. (F10)

To edit a Hook card

1 Find hook 3.

2 Select the Ctrl-Edit menu Button.

3 Select Edit This Hook Card. (F5)

4 Edit the description to be KEYS FOR MAIN ENTRANCE.

5 Check that the information in the field is correct.

6 Select Save. (F10)

Practice Activities

1 Add the following Hook card.

Field	Information to enter
Hook	514
Cabinet	Key Shop
Description	(leave this field blank)

2 Edit hooks 15 in the Key Shop cabinet and change the description to KEYS FOR Plating Department.

Transferring Items on Hooks

When you want to transfer an item—key, core, keyring, or Part/lock—from a cabinet hook to another cabinet hook, use Keystone 600 to transfer the item. Also use Keystone 600 to transfer an item if the item is lost, stolen, or destroyed, or if you want the item to be unassigned. This way Keystone 600 can keep track of the item.

The steps for transferring a core, key, keyring, or Part/lock are the same.

To transfer a Key

1 Find a Hook card with a key on it.

2 Select the Keys detail.

The Keys on this hook detail shows all Keys currently on the hook.

3 Select Transfer a Key. (F9) Select a Key from the list display and press ENTER

The Transfer Key dialog box appears.

4 Highlight the Key.

5 Complete the fields as shown below.

Field	Information to enter
To	DESTROYED
Transfer Date	Today's date
Comment	BROKEN

6 Select Confirm Transfer. (F10)

Creating Items on Hooks

Keystone 600 provides the flexibility to create a Key card, Core card, Lock card, or Keyring card from the Hook card.

To create a Key card from the Hook card

1 Select a hook.

2 Select the Keys detail.

3 Select Create a Key. (F5) Select the Keymark G6 and press ENTER.

The Create Key on Hook dialog box appears.

4 Complete the fields as shown below.

Field	Information to enter
Keymark	G6
Key Number	G6-3
Product	1A1A1
Description	(leave this field blank)

5 Select Save. (F10)

The Add Keys dialog box appears.

6 Enter 1.

7 Select Save. (F10)

The Hook card reappears.

Deleting Hook Cards

You can delete a Hook card when a hook has been eliminated. Before you can delete a Hook card, you must transfer all of the items assigned to the hook.

To delete a Hook card

1 Find hook 1.

2 Select the Ctrl-Edit menu Button.

3 Select Purge This Hook Card. (F4)

A warning message appears stating, "Cannot delete this hook. All hook items must be returned."

4 A Warning Message appears.

5 To delete the Hook card, select YES.

Practice Activities

Delete hook 11.

Viewing Deleted Records

Although deleted Employee and Door cards no longer appear in your active records, the deleted cards still exist in your records. You can still view deleted Employee and Door cards that haven't been purged.

You can view the Notes detail and the History detail for deleted cards.

To view deleted Door records

1 Select the Door card.

2 Select Find a Door. (F10)

The Door finder appears showing the active records.

3 Select Show Deleted Records. (F5)

The finder shows the deleted records.

To view a particular deleted card

1 Highlight a Door.

2 Select Select Entry. (press ENTER)

3 To view other deleted cards, select Next Door Card (F2) or Previous Door Card (F4).

Making a deleted card active

You can make a deleted Door card active again if the card hasn't been purged.

To make a deleted Door card active

1 Find a Deleted Door record.

2 Select the Ctrl-Edit menu Button.

3 Select Undelete This Door Card. (F7)

This Door is now active again.

Note: The above logic and instructions are identical for Deleted Employee records.

Purging a deleted card

You can purge a deleted Door card to remove it permanently from your records. **CAUTION: You can not view or recover purged records.**

To purge a deleted Door card

1 Find a deleted door record.

2 Select the Ctrl-Edit menu Button.

3 Select Purge This Door Card.

A message appears asking, "Purge this Door and all history?"

If you decide not to purge the card, select Cancel.

4 To purge this card record, select YES.

This record is forever gone and can not be recovered.

To return to viewing active cards

1 Select Find a Door. (F10)

The finder appears showing the deleted records.

2 Select Show Active Records. (F5)

The finder shows the active records.

Important: The above logic and instructions are identical for Deleted Employee records.

Activity 5: Managing Products

Products are types of cores, keys, keyrings, Parts/locks, or other items produced by a particular manufacturer. When you create a card for an item, Keystone 600 lets you track what product line the item belongs to.

Finding, Viewing, and Printing Product Cards

To view the Product card for a product

1. Select the Product card.
2. Select Find a Product. (F10)
3. Find the 5C7A1 Product card.
4. Select it and press ENTER.

The Product summary shows the count of cores, keys, and Parts/locks for the selected product line.

The Product history includes both the issued and returned date for each transaction.

To print a detail or cross reference you're viewing

Select Print Product card. Then complete the appropriate fields and select OK.

Adding and Editing Product Cards

You can add a Product card. If information about the product changes or needs to be corrected, you can edit the Product card. If the product is no longer used, you can purge the Product card. You also can print a Product card.

To add a Product card

1. Select the Product card tab.
2. Select Add New Product Card. (F3)

   The Add Product dialog box appears.
3. Complete the fields as shown below.

If the product line includes several types of items, select "OTHER" or leave this field blank.

Field	Information to enter
Product	71B723
Mfg	STANLEY SECURITY SOLUTIONS
Type	LOCK (This Field Must be Filled in)
Description	(leave this field blank)
No. of Cores	1

If the product is a lock product, type the number of cores in the lock.

4. Check that the information in the fields is correct.
5. Select Save. (F10)

When you purge a Product card, all items belonging to the product line still appear in the database records. However, when you view the card for one of the items that belonged to the product line, the Product field is blank.

To edit a Product card

1 Find the 2J7D11 Product card.

2 Select the Ctrl-Edit menu Button.

3 Select Edit This Product Card. (F5)

4 Edit description field and add LARGE before TRAILER. The new description is LARGE TRAILER KINGPIN LOCK.

5 Check that the information in the fields is correct.

6 Select Save. (F10)

If you decide not to purge the Product card, select No.

To purge a Product card

1 Find the 71B723 Product card.

2 Select the Ctrl-Edit menu Button.

3 Select Purge This Product Card. (F4)

A confirmation box appears asking, "Purge this product? Warning: This operation will also disconnect all keys, cores and locks associated with this product!"

4 To purge the Product card, select Yes.

Practice Activities

1 VantagePoint is being added as a new product line. Add a Product card for this product. The manufacturer is STANLEY SECURITY SOLUTIONS and the product line includes locks and keys. Complete the remaining fields with information you choose.

2 1CP7WA1 is being added as a new product line. The manufacturer is STANLEY SECURITY SOLUTIONS and the product is a core. Complete the remaining fields with information you choose.

3 The manufacturer of the VantagePoint product has changed its name to VantagePoint S15. Edit the appropriate Product card to reflect this change.

Module Review

In this module, you learned about

- adding and editing cards to track information about unassigned items, out of service items, cabinets, hooks, and products
- purging Cabinet cards, Hooks cards, and Product cards
- purging cards for out of service items
- viewing, restoring, and purging deleted Hook cards
- creating items on hooks
- transferring items on unassigned items, out of service items, and cabinet hooks

MODULE 6

Purpose of Module 6

The purpose of this module is to learn about

- managing masterkey systems, including coremarks, and keymarks
- using the automatic and manual pin segment calculators
- creating work slips for building cores and cutting keys
- adding and removing selectivity for a coremark

Objectives for Module 6

When this module is complete, you'll be able to

- find, print, and view information about masterkey systems, coremarks, and keymarks
- add and edit cards to track information about masterkey systems, coremarks, and keymarks
- purge cards for masterkey systems, coremarks, and keymarks
- use the automatic pin segment calculator and manual pin segment calculator to find out the pin segment configuration for a coremark
- print work slips for building cores and cutting keys
- add and remove selectivity for a coremark

Overview

The topics covered in this module are

- Managing information for masterkey systems such as
  - viewing and printing Masterkey cards
  - adding Masterkey cards, Keymark cards, and Coremark cards
  - editing Masterkey cards
  - purging cards
- Managing information for keymarks such as
  - viewing and printing cards
  - editing cards
  - purging cards

- Managing information for coremarks such as
  - viewing and printing cards
  - editing cards
  - purging cards
- Using the manual and automatic pin segment calculators to find out the pin segment configuration for coremarks and to create work slips
- Adding and removing selectivity for a coremark

Activity 1: Managing Masterkey Systems

A grandmaster key is a key that normally operates all locks in a masterkey system.

A control key is a key that inserts and removes cores in a masterkey system. A control key has the same security level as a grandmaster key.

Masterkey systems are systems comprised of keymarks and coremarks that let a single key operate many cores, and also let each core be operated by one or many keys. A facility can have one or more masterkey systems. Keystone 600 tracks all of the keymarks and coremarks that belong to each masterkey system.

The masterkey system code sheet detail lets you view the keymarks and corresponding coremarks in the selected masterkey system. The left side of the detail shows the relationship between all keymarks above the operating level. When you highlight one of these keymarks, the right side of the detail shows all operating level keymarks and corresponding coremarks in the selected keymark series.

Important: The Masterkey Card should always be added first when starting out on the Keystone 600 program.

The E master level keymark operates all of the operating level keymarks shown on the right. In other words, a key based on the E keymark can operate all of the cores based on the coremarks shown on the right.

When viewing the Masterkey system code sheet detail, keep in mind that in most masterkey systems, each operating level keymark directly corresponds to a coremark. **Each time you add an operating level keymark, the corresponding coremark card record is added automatically.**

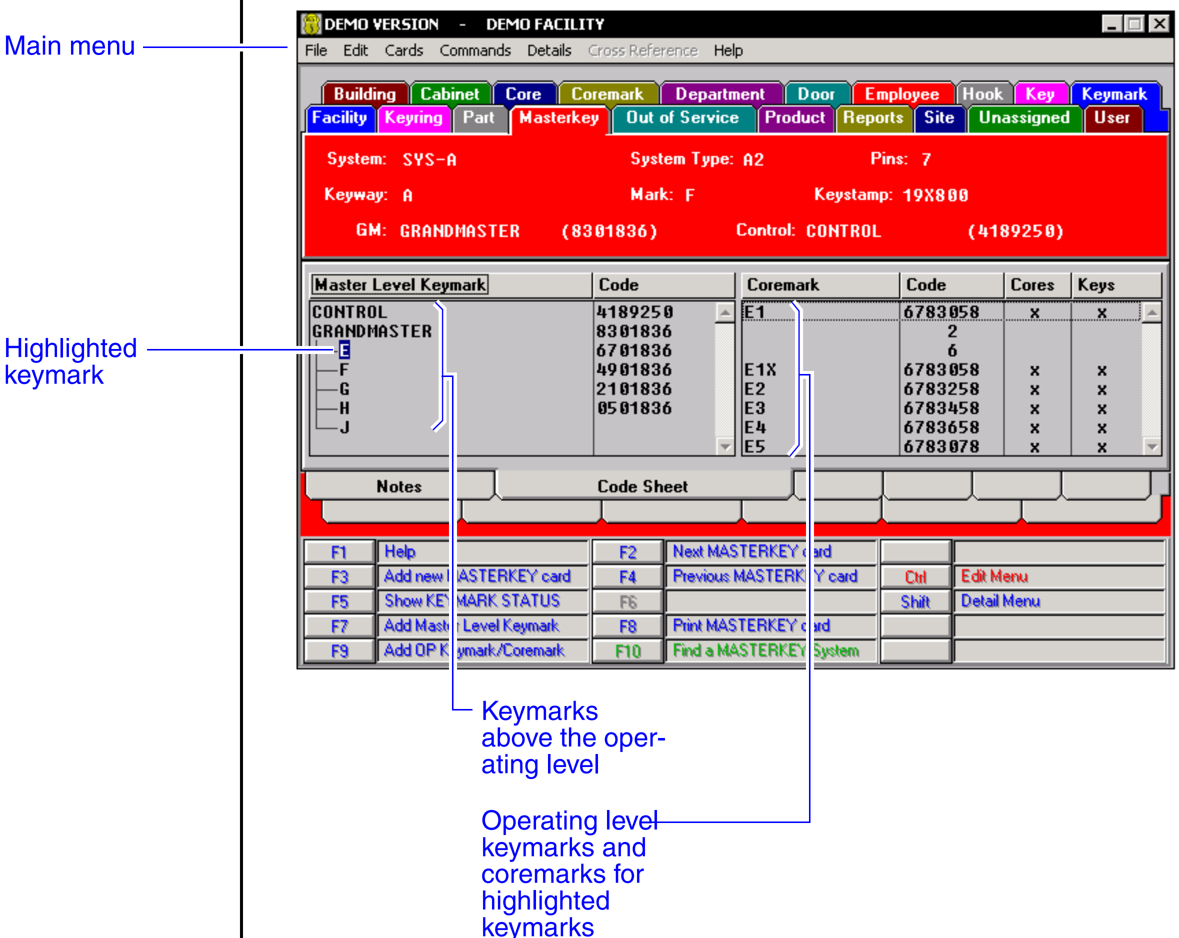

Figure 6.1 Masterkey card

The diagram below shows another way to think of the relationship between the components of a masterkey system.

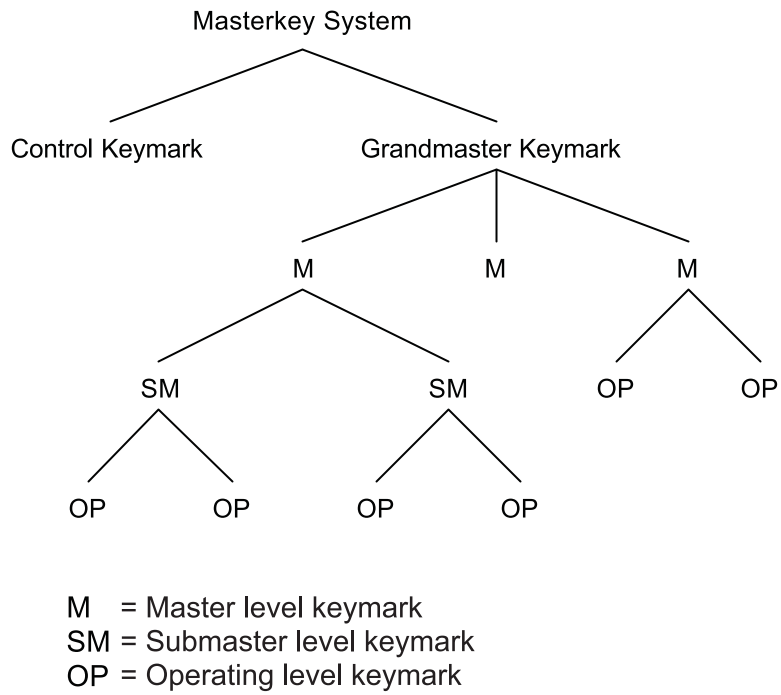

Figure 6.2 Diagram showing a sample hierarchical view of the masterkeying relationships.

Finding, Viewing, and Printing Masterkey Cards

A facility can have one or more masterkey systems.

You can link a keymark or coremark directly to any level keymark, including the control keymark.

To access a masterkey system

1. Using the Demo Facility, open the Cards menu (press Alt+C) and select Masterkey (press M), or click the mouse on the Masterkey card tab.
2. Select Find a Masterkey System (press F10 or click the mouse on Find a Masterkey System).
3. Select SYS-A (highlight SYS-A and press Enter, or click the mouse twice on SYS-A).
4. Notice that this view shows the control and grandmaster keymarks. It also shows the E, F, G, H, and J master level keymarks below and directly linked to the grandmaster.

For an explanation of the detail you're viewing, select Help (press F1 or click the mouse on Help).

When you've finished viewing the help, select Close (press Alt+L or click the mouse on Close).

To view the Masterkey system code sheet detail

1 Click the mouse on the F keymark.

The right half of the Code sheet detail changes to show the operating level keymarks and corresponding coremarks under the F master level keymark.

Highlighted keymark

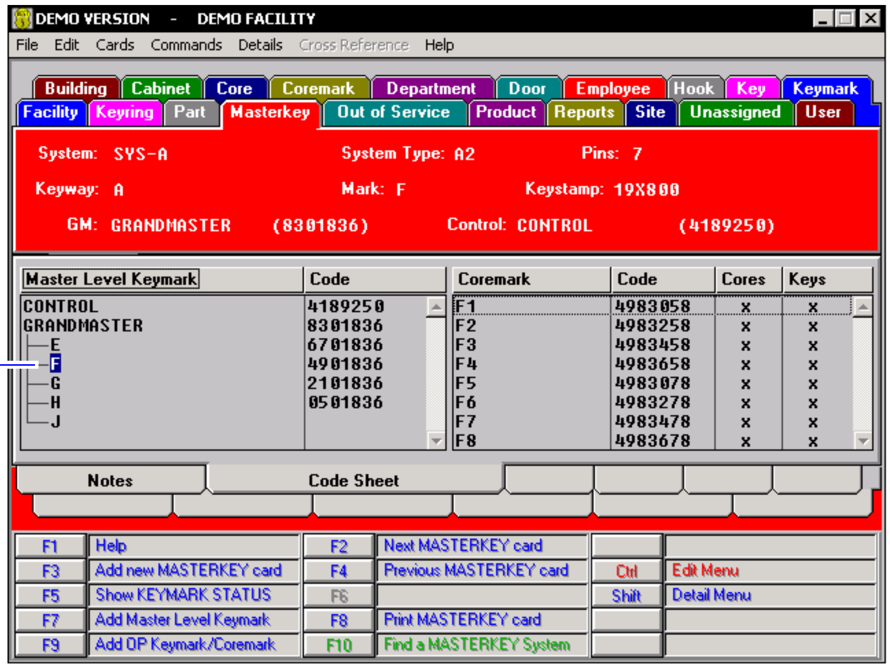

Figure 6.3 Screen showing the F Keymarks

Remember that the F master level keymark operates all of the coremarks shown on the right. The grandmaster level keymark operates all coremarks under all master level keymarks.

2 Click the mouse on the H keymark.

The right half of the Code sheet detail changes to show the operating level keymarks and corresponding coremarks under the H master level keymark.

Highlighted keymark

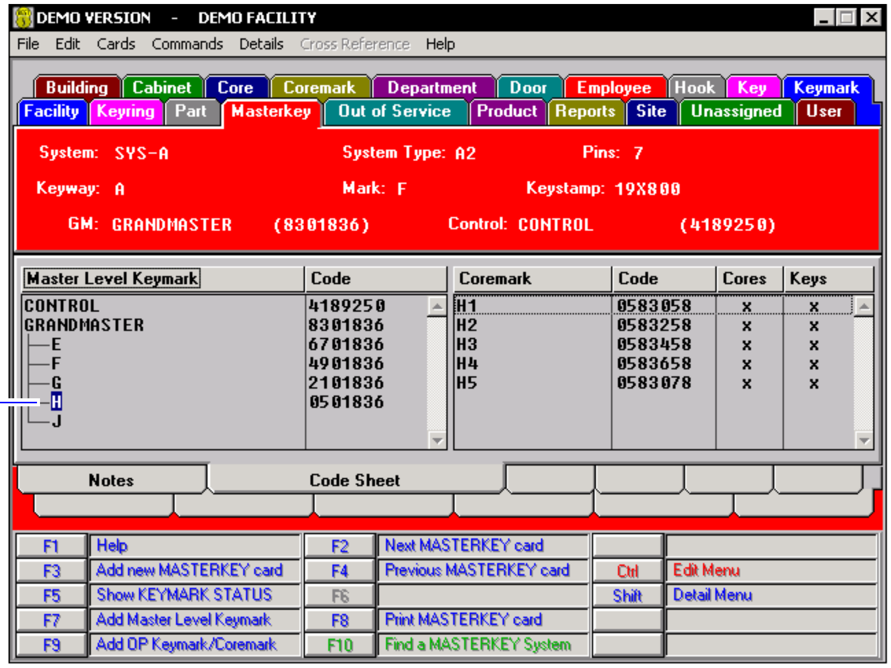

Figure 6.4 Screen showing the H Keymarks

Practice Activities

Find the following masterkey system information.

- How many master level keymarks are there in the SYS-A masterkey system?
- How many operating level keymarks are there in the F keymark series?
- What coremarks does the J keymark operate?

Adding and Editing a Masterkey Card, Grandmaster Keymark Card, and Control Keymark Card

When you add a masterkey system for a facility you are managing, you need to add a Masterkey card. **Never** use the non-system Masterkey Card for adding Keymarks and Coremarks.

The fields on this card are

Field	Information to enter
System	Sequence of letters such as "Best" that identifies the masterkey system.
System Type	System type for the masterkey system. If the system isn't an A2, A3, or A4 system, select "OTHER".
Pins	Number of barrels in the cores belonging to the masterkey system.

Field	Information to enter
Keyway	Letter or sequence of letters that indicates the configuration of the groove(s) along the key blade of all keys belonging to the masterkey system.
Mark	Location of the core number stamped on cores belonging to the masterkey system. “F” indicates face and “S” indicates side.
Keystamp	Message, name, or other words stamped on one or both sides of the key.

If information about the masterkey system changes or needs to be corrected, you can edit the Masterkey card.

Make sure you select the correct level for a keymark.

When you add the Masterkey system, you must also add the Keymark cards for the system’s grandmaster keymark and control keymark.

3 The fields on these Keymark cards are

Field	Information to enter
Keymark	Sequence of letters and numbers that indirectly corresponds to a keycut pattern for a key or group of keys that operates one or more specific cores or locks.
Level	Security level of a key or keymark in a masterkey system. Levels include control, grandmaster, master, submaster, and operating.
Keycut	Sequence of numbers indicating the cuts for a key. The terms keycut and code are used interchangeably.
System	Sequence of letters and/or numbers that identifies the masterkey system.
System Type	System type for the masterkey system.
Keyway	Letter or sequence of letters that indicates the configuration of the groove(s) along the key blade of all keys belonging to the masterkey system.
Pins	Number of barrels in the cores belonging to the masterkey system.
Keystamp	Message, name, or other words stamped on keys.

To add the Masterkey card, for a masterkey system

1 Open the Cards menu (press Alt+C) and select Masterkey (press M), or click the mouse on the Masterkey card tab.

2 Select Add New Masterkey Card (press F3 or click the mouse on Add New Masterkey Card).

The Add Masterkey System dialog box appears.

If the system type isn't an A2, A3, or A4 system, in other words, a non-BEST keying system, select "OTHER".

You must add the grandmaster Keymark and the control Keymark when you add the Masterkey system card.

3 Complete the fields as shown below.

Field	Information to enter
System	SYS-B
System Type	A2
Pins	7
Keyway	A
Mark	S
Keystamp	279X292

4 Check that the information in the fields is correct.

5 Select Save (press F10 or click the mouse on Save).

A message appears asking, "Create grandmaster keymark for the new masterkey system?"

6 Select Yes.

Note: ALWAYS say YES to the Grandmaster.

The Create Grandmaster Keymark dialog box appears.

7 Complete the fields as shown below.

Field	Information to enter
Keymark	GRANDMASTER1
Level	(This field defaults to GM)
Keycut	4711608

The fields on the Control Keymark card are the same as the fields on the Grandmaster Keymark card.

Notice that the following fields also appear. These fields are automatically completed when you create the Masterkey card.

System	Masterkey system
System Type	Type of masterkey system, such as A2
Keyway	Letter or sequence of letters that indicates the configuration of the groove(s) along the key blade of all keys belonging to the masterkey system.

System	Masterkey system
Pins	Number of barrels in the cores belonging to the masterkey system
Keystamp	Message, name, or other words stamped on all keys in a particular masterkey system.

8 Check that the information in the fields is correct.

9 Select Save (press F10 or click the mouse on Save).

A message appears asking, "Create control keymark for the new masterkey system?"

10 Select Yes.

Note: Only select YES for BEST and other removable core systems.

The Create Control Keymark dialog box appears.

11 Complete the fields as shown below.

Field	Information to enter
Keymark	CONTROL1
Level	CONTROL (This field defaults to Control)
Keycut	2597826

12 Check that the information in the fields is correct.

13 Select Save (press F10 or click the mouse on Save).

The structure of the SYS-B masterkey system should appear as shown on the next page.

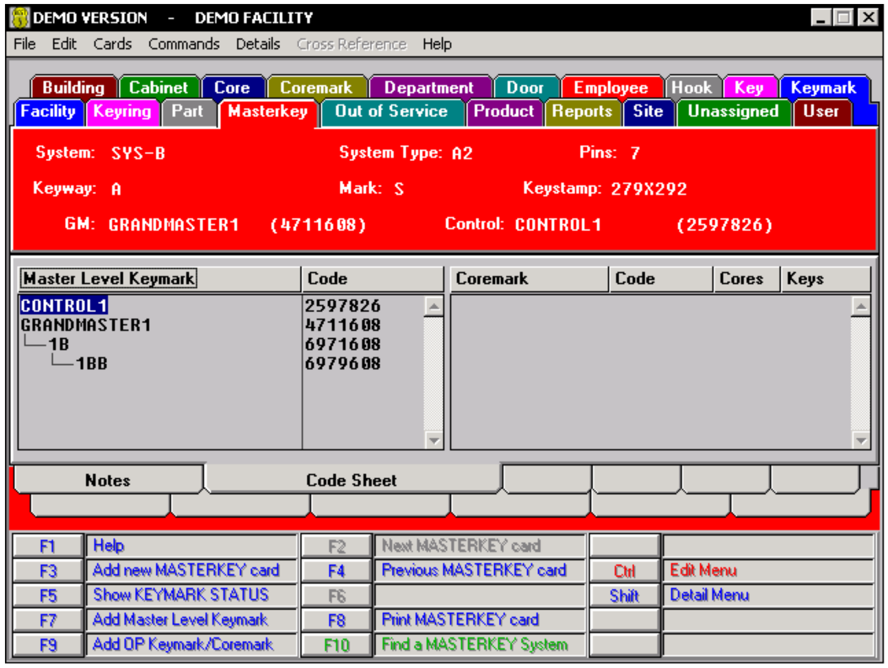

Figure 6.5 Screen showing the structure of the SYS-B masterkey system

To edit a Masterkey card

Important: Check with the Keystone 600 Support Group before editing the Masterkey Card.

1 Select Find a masterkey system (press F10 or click the mouse on Find a Masterkey System).

2 Highlight SYS-A and select Select Entry (press Enter, or click the mouse on Select Entry).

3 Select the Edit menu (press Ctrl or click the mouse on Edit Menu).

4 Select Edit This Masterkey Card (press F5 or click the mouse on Edit This Masterkey Card).

5 Edit the field as shown below.

Field	**Information to change**
Mark	S

6 Check that the information in the field is correct.

7 Select Save (press F10 or click the mouse on Save).

Purging a Masterkey Card

Each Masterkey card provides information about a masterkey system. **You can not purge or delete a Masterkey card after it has been created, or when a masterkey system has been eliminated. Please check with Keystone 600 Support Group for further details.**

Using the Masterkey System Code Sheets

When you get the codes for your masterkey system from STANLEY SECURITY SOLUTIONS, you get a series of code sheets. Each code sheet shows the control keymark code, the grandmaster keymark code, the master level keymark code, and possibly the submaster level keymark code, as well as the operating level keymark codes for a keymark series. An example of the structure of a code sheet is shown below.

A masterkey system might or might not have submaster level keymarks under a masterkey. Submaster level keymarks also can have sub-submaster level keymarks, depending on the structure of your masterkey system.

When reading BEST code sheets, remember that the letters (and numbers) designating a keymark or coremark indicate the series to which the keymark or coremark belongs. For example, the 1BB submaster level keymark listed below is part of the 1B keymark series. The 1BB1 coremark shown in the code sheet is operated by the 1BB submaster keymark, the 1B keymark and the grandmaster keymark.

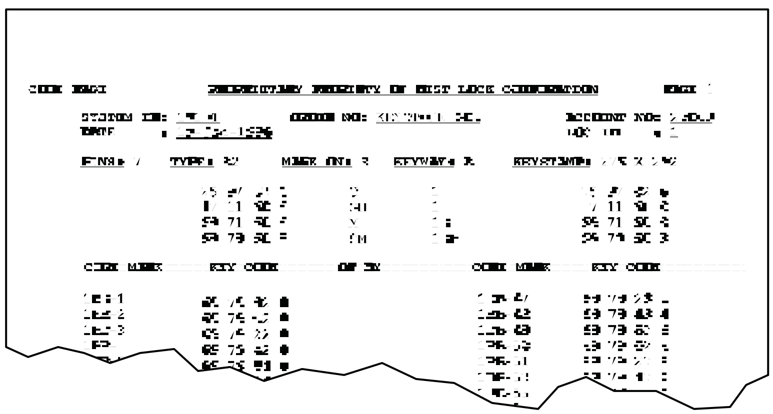

Figure 6.6 Fragment of the 1BB submaster level code sheet

You are going to transfer information from the code sheet to the Keystone 600 system.

The following figure shows how the code sheet relates to the Masterkey system code sheet detail.

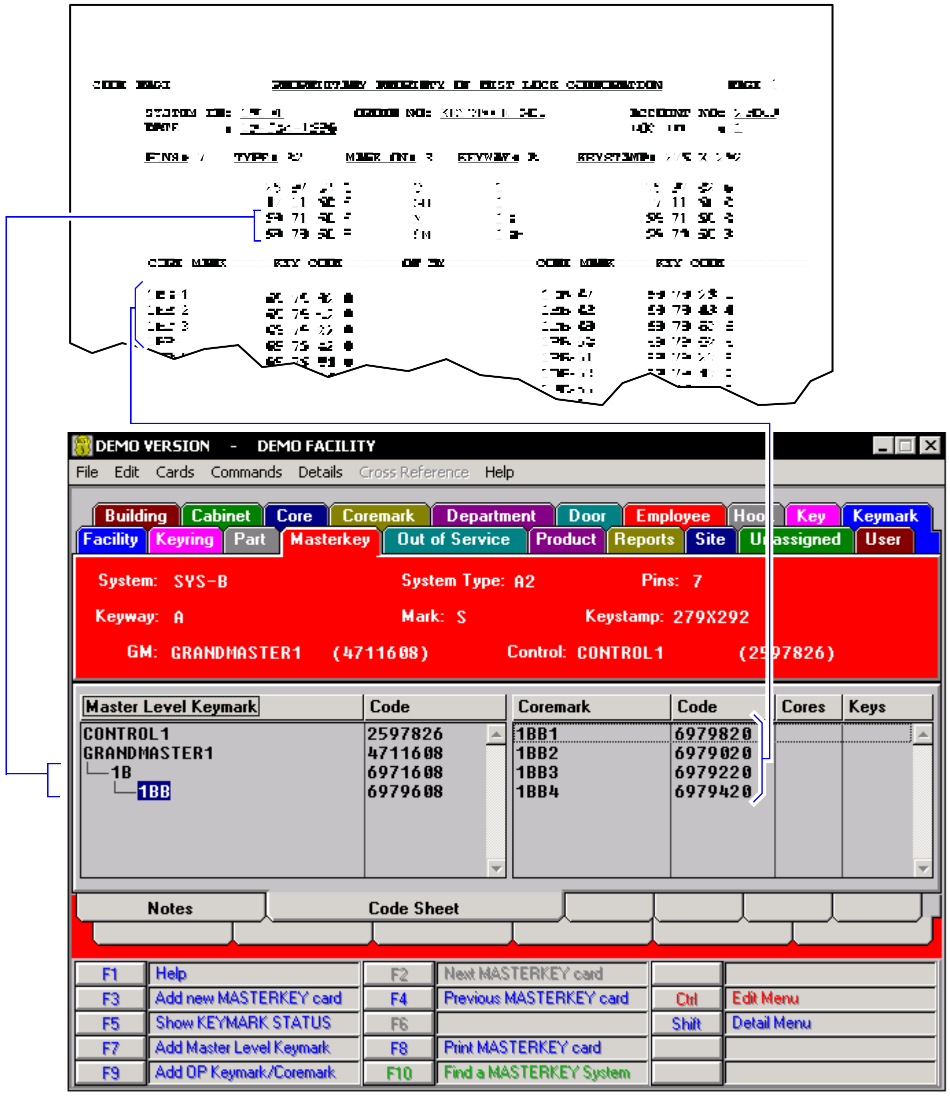

Figure 6.7 Mapping between the masterkey code sheet and Keystone 600 code sheet

Adding Master and Submaster Level Keymarks

Keymarks are sequences of letters and numbers that directly correspond to a keycut pattern for a key or group of keys that operates a particular core or lock in a masterkey system. When you add a key for a facility, the key is based on a selected keymark.

You can link a keymark or coremark directly to any level keymark, including the control keymark.

If you add a SSM, most of the code is completed for you.

After you add a Masterkey Card, the grandmaster keymark, and the control keymark, add **ALL** master level and submaster level keymarks for the system next. See Instructions below.

The first step is to add all master and sub master keymarks. The structure of the masterkey system above the operating level will be complete. Then you can add the operating level keymarks and corresponding coremarks under each master level or submaster level keymark.

When you are adding keymarks for the masterkey system, it is very important to select the correct series for each keymark. The keymark you select in the Series field should be the keymark immediately above the keymark you are adding.

There are only **2** steps in adding Keymarks and Coremarks:

Step 1 Click on or highlight the Keymark that is one level higher than the one you are creating or adding.

Step 2 Select (F7) if you are adding a Master level, sub master, or sub sub master keymark.

Select (F9) if you are adding a operating or (The lowest level) Keymark and Coremark. In other words a keymark that is not a master level.

Caution: Never add Keymarks or Coremarks from the Keymark Card or Coremark card itself. Linkages and connections will be incorrect if you do.

To add a master level keymark

1 From the Masterkey system Code sheet detail with SYS-B selected, highlight the GRANDMASTER1 keymark (press the up or down arrow key or click the mouse on GRANDMASTER1). This is STEP 1 as shown above.

1 STEP 2 is next.

2 Select Add Master Level Keymark. (F7)

3 To add the 1B master level keymark and to link it directly to the grandmaster keymark, complete the fields as shown below.

Field	Information to enter
Keymark	1B
Level	M (Already Filled in for you)
Series	GRANDMASTER1(Already Filled in)
Keycut	6971608
Status	Optional Field (Not needed)

4 Check that the information, especially, the Key cut.

5 Select Save (press F10 or click the mouse on Save).

To add a submaster level keymark

1 With the SYS-B Masterkey System displayed, highlight the 1B keymark (press the up or down arrow key or click the mouse on 1B).

This is STEP 1 as shown above.

STEP 2 is next:

2 Select Add Master Level Keymark. (F7)

3 To add the 1BB submaster level keymark and to link it to the 1B keymark, complete the fields as shown below.

Field	**Information to enter**
Keymark	1BB
Level	SM (Already filled in for you)
Series	1B (Already filled in for you)
Keycut	6979608
Status	Optional field (Not needed)

4 Check that the information is correct.

5 Select Save (press F10 or click the mouse on Save).

Operating Level Keymarks and Corresponding Coremarks

After you've added all of the master level keymarks above the operating level for the masterkey system, you are ready to add the operating level keymarks and corresponding coremarks. Again, it's very important when you enter this information to make sure each keymark and coremark is in the correct keymark series. If this information is not complete and correct, the automatic pin segment calculator will not operate properly.

Remember: Follow the 2 step process as outlined on page 6-14.

Coremarks are sequences of letters and numbers that directly correspond to a pin segment configuration for a core in a masterkey system.

When you add a core for a facility, the core is based on a selected coremark.

To add an operating level Keymark and corresponding Coremark

1 On the left side of the masterkey system Code sheet detail, highlight the master level keymark that is immediately above the coremarks/ keymarks that you want to add. For this exercise, highlight the 1BB submaster level keymark (press the up or down arrow key or click the mouse on 1BB). This is STEP 1

STEP 2:

2 Select Add OP Keymark/Coremark. (F9)

The Add Coremark window appears at the bottom of the right side of the detail, as shown below. The submaster level keymark automatically *appears in the Keymark/Coremark field so that you only have to enter the number for the coremark.*

Note: This is not a key serial number.

Also, Keystone 600 automatically completes the first part of the keymark/coremark you are adding and its code, based on the highlighted submaster keymark.

Keystone 600 partially completes the keymark/coremark

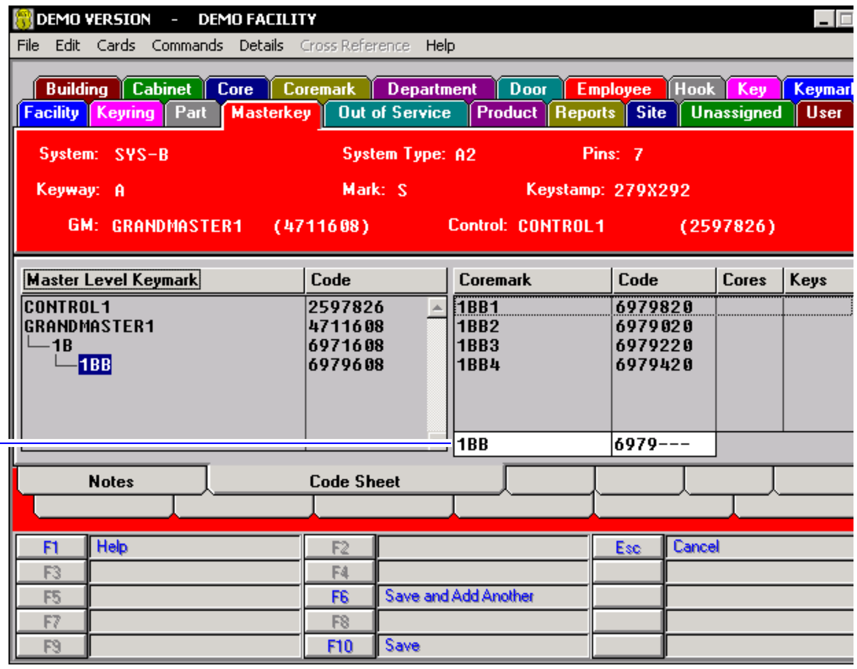

Figure 6.8 Screen showing how Keystone 600 completes the first part of the keymark or coremark

If you enter the incorrect code, edit the keymark card and correct the Keycut field.

3 Type 1, the remainder of the 1BB1 keymark/coremark, the first operating level keymark/coremark for the 1BB keymark.

4 Press Tab so the cursor moves to the Code field. Then type 820, the remainder of the code for the 1BB1 keymark/coremark.

The code should appear as 6979802, as shown on the next page. The keymark/coremark is added to the right side of the detail. Its status automatically is assigned as in use.

If you make a mistake entering the Coremark information, select the Coremark card and find the Coremark that is incorrect. Then edit the Coremark information

5 Select Save and Add Another (press F6 or click the mouse on Save and Add Another).

Save (F10) saves quits this operation. Save and Add Another (F6) saves the current coremark and lets you add another coremark under the highlighted keymark.

The Add Coremark window appears, as shown on the next page.

Add coremark window

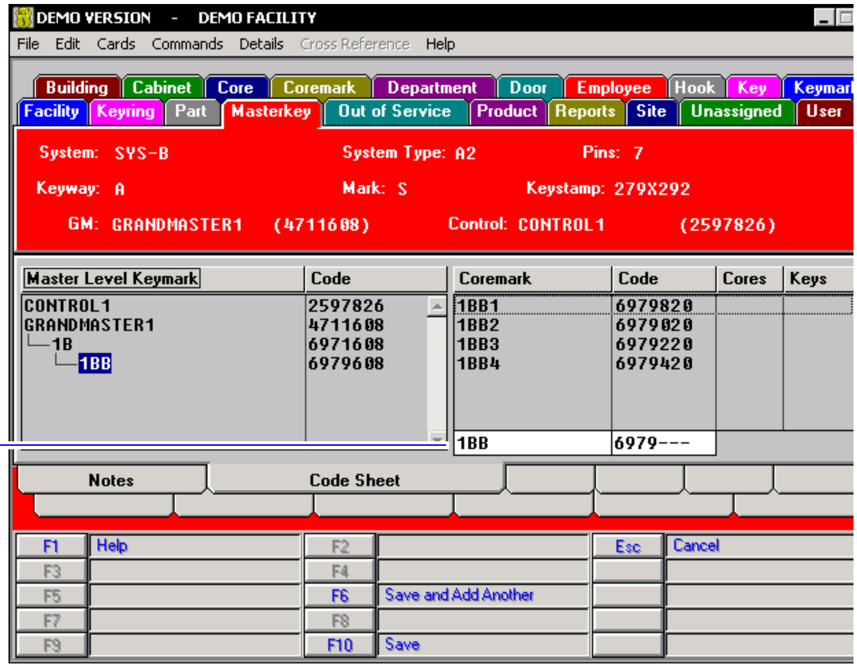

Figure 6.9 Screen showing the add coremark window

6 Using the code sheet below, add the next three operating level keymarks and corresponding coremarks under the 1BB submaster level keymark.

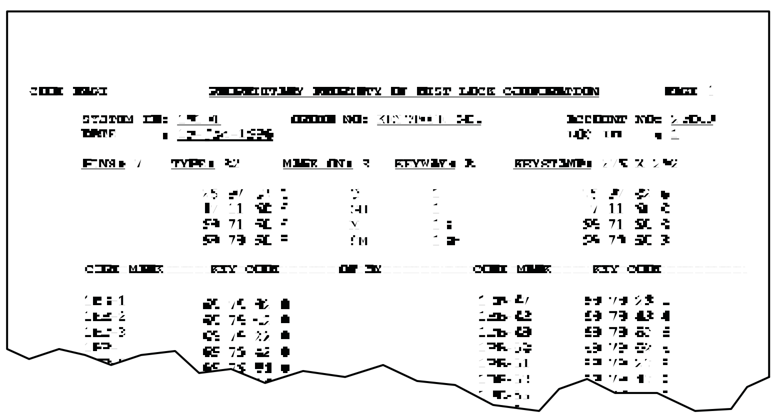

Figure 6.10 Fragment of the 1BB submaster level code sheet

7 After each entry, check that the information is correct, then select Save and Add Another to add the next operating level keymark and corresponding coremark.

8 When you have entered the 1BB4 keymark and corresponding coremark, select Save (press F10 or click the mouse on Save).

Using Set Series

If you selected the incorrect series for a keymark (STEP 1), or if you want to change the series to which a keymark is assigned, use Set Series to assign the keymark to the correct series.

Important: Do not do the following procedure without contacting Keystone 600 Support Group.

To set a series for a keymark

For practice, enter a master level keymark under the incorrect submaster level keymark. Follow the steps below.

1 With the SYS-B masterkey system selected, highlight the 1BB keymark.

2 Select the Edit menu (press Ctrl so that the button appears pressed or click the mouse on Edit Menu).

3 Select Add Keymark (press F7 or click the mouse on Add Keymark).

4 Complete the fields as shown below.

Field	Information to enter
Keymark	1BC
Level	SSM
Series	1BB
Keycut	1234567
Status	IN USE

5 Select Save (press F10 or click the mouse on Save).

The 1BC keymark appears on the left side of the detail, linked to the 1BB keymark.

The sub-sub master level keymark 1BC should really be under 1B, not under 1BB as we entered it. To change the series for the keymark, follow the steps below.

1 Highlight 1B (press the up or down arrow key or click the mouse on 1B).

2 Select the Edit Menu (press Ctrl so that the button appears pressed or click the mouse on Edit Menu).

3 Select Set Series (press F8 or click the mouse on Set Series).

The Keymark list appears.

4 Highlight the 1BC keymark (press the up or down arrow key or click the mouse on the 1BC keymark).

5 Select Save Series (press F10 or click the mouse on Save Series).

A message appears asking, "Save series for selected keymarks?"

6 Select Yes (click the mouse on Yes).

The 1BC keymark now appears linked to the 1B keymark.

Activity 2: Managing Keymarks

Keystone 600 tracks which keys are based on each keymark, which coremarks are related to each keymark, and which cores are based on coremarks related to each keymark. Keystone 600 also tracks which doors and buildings are accessed by keys based on each keymark, and which employees and departments hold keys based on each keymark.

If information about a keymark changes or needs to be corrected, you can edit the Keymark card.

Finding, Viewing, and Printing Keymarks

To view a Keymark card

1 Open the Cards menu (press Alt+C) and select Keymark (press A), or click the mouse on the Keymark card tab.

2 Select Find a Keymark card (press F10 or click the mouse on Find a Keymark card).

3 Highlight the 1BB3 keymark (press the up or down arrow key or click the mouse on the 1BB3 keymark).

4 Select Select Entry (press Enter or click the mouse on Select Entry.)

Keymark history shows the history of keys based on the selected keymark.

Keymark summary shows the count of coremarks related to, and keys based on, the selected keymark. It shows the count of buildings and doors accessed by keys based on this keymark, and the count of cores operated by keys based on this coremark. This detail also shows the count of employees and departments issued keys based on this keymark.

To view the Keymark card details and cross references

1 Click the mouse on the desired tab near the bottom of the screen. Or select the Detail menu (press Shift) and select the detail you want (press the F-key next to the detail name).

2 For an explanation of the detail you're viewing, select Help (press F1 or click the mouse on Help).

3 When you've finished viewing the help, select Close (press Alt+L or click the mouse on Close).

To print a detail or cross reference you're viewing

Select Print Keymark Card (press F8 or click the mouse on Print Keymark Card). Then complete the appropriate fields and select OK.

Adding, Editing, and Purging a Keymark Card

Before you can add or issue a key, a Keymark card for must have ben created at the Master Key Card screen.

Never select "Non-System" as the level.

If information about a keymark changes or needs to be corrected, you can edit the Keymark card. You can purge a Keymark card if you created it by mistake.

To add a Keymark card

Always, add Keymarks from the Masterkey Card using the 2 Step process outlined on pages 6-13 and 6-14 and never from the Keymark card itself.

To edit a Keymark card

1 Find a keymark.

2 Select the Edit menu (press Ctrl or click the mouse on Edit Menu).

3 Select Edit This Keymark Card (press F5 or click the mouse on Edit this Keymark).

4 Edit the field as shown below.

Field	**Information to change**
Status	NOT USED

5 Check that the information in the field is correct.

6 Select Save (press F10 or click the mouse on Save).

When you purge a Keymark card, all Key cards for keys based on the keymark will also be purged, along with any history on the keys.

If you decide **not** *to purge the Keymark card, select No.*

To purge a Keymark card

1 Find a keymark.

2 Select the Ctrl-Edit menu Button.

3 Select Purge This Keymark Card. (F4)

A confirmation box appears asking, "Purge this keymark? Warning: This operation will also disconnect all keymarks and coremarks associated with this keymark!"

4 Select Yes.

Caution: Purging a Keymark will also delete or purge any connected keys and their history.

Activity 3: Managing Coremarks

Keystone 600 tracks which cores are based on each coremark, and which keys operate cores based on each coremark. Keystone 600 also tracks which doors and buildings have cores based on each coremark, and which employees and departments have access to cores based on each coremark.

Finding, Viewing, and Printing Coremark Cards

To view the Coremark card for a coremark

1 Open the Cards menu (press Alt+C) and select Coremark (press K), or click the mouse on the Coremark card tab.

2 Select Find a Coremark (press F10 or click the mouse on Find a Coremark Card).

3 Highlight the 1BB4 coremark (click the mouse on the 1BB4 coremark).

4 Select Select Entry. (press Enter)

Coremark history shows the history of cores based on the selected coremark.

Coremark summary shows the count of cores based on the selected coremark, and the count of keys that operate cores based on the selected coremark. It shows the count of doors with installed cores based on the selected coremark. It also shows the count of employees and departments with access to cores based on the selected coremark.

To view the Coremark card details and cross references

1 Select the appropriate tab near the bottom of the screen.

2 For an explanation of the detail or cross reference you're viewing, select Help.

3 When you've finished viewing the help, select Close.

To print a detail or cross reference you're viewing

Select Print Coremark Card. Then complete the appropriate fields and select OK.

Practice Activities

Find the following coremark information

- find the keymarks that operate the E2 coremark
- view the summary information for the F4 coremark

Adding, Editing, and Purging Coremark Cards

If information about a coremark changes or needs to be corrected, you can edit the Coremark card. You can purge a Coremark card if you created it by mistake.

Before you can add or install a core, a Coremark Card must have been created at the Master Key Card screen.

To add a Coremark card

Always, add Coremarks from the Masterkey Card using the 2 Step process outlined on pages 6-13 and 6-14 and never from the Coremark card itself. There is one exception to this rule. If a Coremark is selective in that it is operated by other keys (Keymarks) and not one of it's own. You will have to contact your local Stanley Security Solutions, Inc. office for special instructions.

To edit a Coremark card

1 Find the H1X Coremark card in the SYS-A masterkey system.

2 Select the Edit menu Button.

3 Select Edit This Coremark Card (F5)

4 Edit the fields as shown below.

Field	Information to change
Keymark	H1

5 Check that the information in the fields is correct.

6 Select Save. (F10)

When you purge a Coremark card, all Core cards for cores based on the coremark will also be purged or permanently deleted.

If you decide not *to purge the Coremark card, select No.*

To purge a Coremark card

1 Find a Coremark card.

2 Select the Ctrl-Edit menu Button.

3 Select Purge This Coremark Card. (F4)

A confirmation box appears asking, "Purge this coremark? Warning: This operation will also disconnect all keymarks and cores associated with this coremark!"

4 Select Yes.

Practice Activities

For practice, find the following coremark information.

- Doors operated by the F7 coremark
- Employees with access to the E3 coremark
- The numbers of departments with access to cores based on the G2 coremark

Using the Automatic Pin Segment Calculator

If your records don't include enough information to use the automatic pin segment calculator, a message appears on the screen stating, "Insufficient or invalid information to calculate pin segments".

The Pin segments for this coremark detail shows the pin segments for cores based on the selected coremark.

This detail serves as an automatic pin segment calculator. If your records include enough information, Keystone 600 automatically calculates the pin segments for cores based on the selected coremark.

For the automatic pin segment calculator to always work correctly:

- Your records must include a card for each keymark and coremark that is part of each masterkey system.
- All codes must be correct.
- All keymark series must be correct and complete.

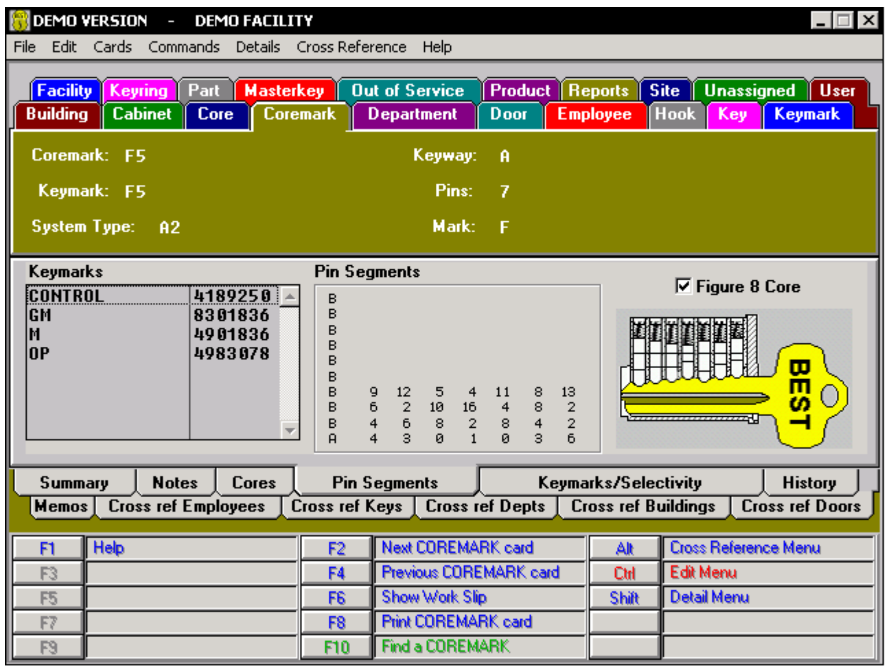

Figure 6.11 Pin segment calculator screen showing what pin segments to use for the coremark

If your records are complete, you can view the pin segment information. Then you can edit and print a work slip, which includes the information needed to build cores based on the selected coremark and to cut keys based on the coremark's base keymark.

The Keymarks area of the Pin segments for this coremark detail shows the keymark code for the selected coremark's base keymark. This area also shows the keymark code for all other keymarks in your records that access the selected coremark, such as the grandmaster keymark and the control keymark.

The pin segments area of this detail shows the pin segment pattern for the selected coremark. (The left-most column shows the pin segments for the barrel closest to the rear of the core, as shown in the figure on the detail.) For each barrel, the A pin segment, which is inserted in the bottom of the barrel, is listed at the bottom of the column.

If your records for keymarks are complete, you can use the information on this detail to build a core based on the selected coremark and to cut keys based on the coremark's base keymark. If the core you want to build is a figure-8 core – a core that can be removed using a control key—make sure the Figure-8 Core box is checked (click on the box). If the core can't be removed (for example, a 5E cylinder), remove the check from the Figure-8 Core box.

From the Pin segments for this coremark detail, you can create and print a work slip showing the information needed to build the cores and to cut the keys. The work slip includes additional instructions, such as the number of cores and keys to build, and the date when the work should be completed.

To use the automatic pin segment calculator and to edit and print a work slip

1 Open the Cards menu (press Alt + C) and select Coremark (press K), or click the mouse on the Coremark card tab.

2 Select the Pin segments for this coremark detail (press Shift, then press F7. Or click the mouse on the Pin Segments tab near the bottom of the card).

3 Use the Coremark finder to select the following coremarks and look at the pin segment information that appears on the screen.

   1BB1

   1BB2

   1BB3

   1BB4

4 Use the Coremark finder to select the 1BB3 coremark.

5 Select Show Work Slip (press F6 or click the mouse on Show Work Slip).

   The Work Slip dialog box appears, like the one on the next page.

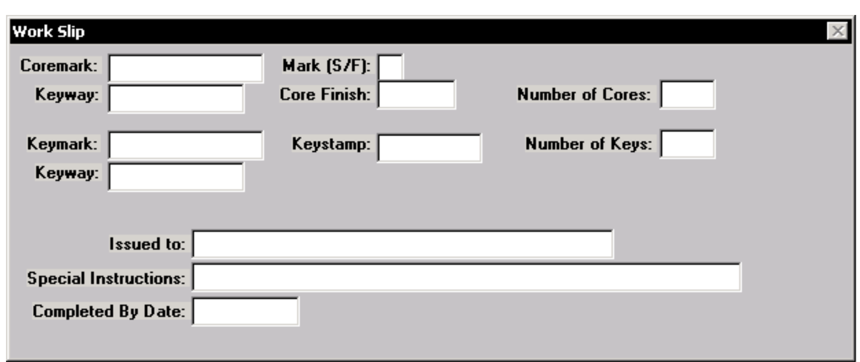

Figure 6.12 The work slip dialog box

6 Complete the fields as shown below.

Mark is the location for the core number stamped on cores belonging to the masterkey system. "F" indicates face and "S" indicates side.

Core Finish can be 1 to 6 characters.

Keystamp can be up to 8 characters in length.

In the Issued to field, indicate the person who is receiving the work slip.

Field	Information to enter
Core Finish	606
Number of Cores	2
Number of Keys	4
Issued To	JOAN T. BENSON, SECURITY
Special Instructions	PREPARE IMMEDIATELY
Completed By Date	1/6/97

7 To print the work slip, select Print Work Slip (press F8 or click the mouse on Print Work Slip) if your computer is connected to a printer. Then complete the appropriate fields and select OK.

Using the Manual Pin Segment Calculator

The manual pin segment calculator, shown below, lets you calculate the pin segments for a core based on a particular coremark and it's associated Keymarks.

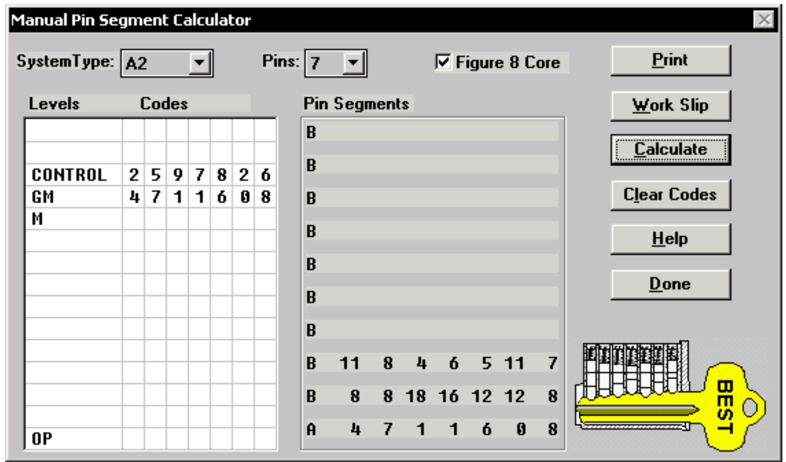

Figure 6.13 Pin segment calculator screen showing the calculation of the pins segments to use for a coremark.

In the System Type field, enter the type of masterkey system the core belongs to.

In the Pins field, select the number of barrels in the core.

A pin segment is the cylindrical-shaped part that fits into the barrels of a core. The sequence of varying length pin segments in a core is what creates the combination for a core.

To use the manual pin segment calculator, you need to know the keymark codes for all keymarks that operate the coremark.

When you are using the manual pin segment calculator, you can edit and print a work slip showing the information needed to build cores and to cut keys based on the information you provided. The work slip includes additional instructions, such as the number of cores and keys to build, and the date when the work should be completed.

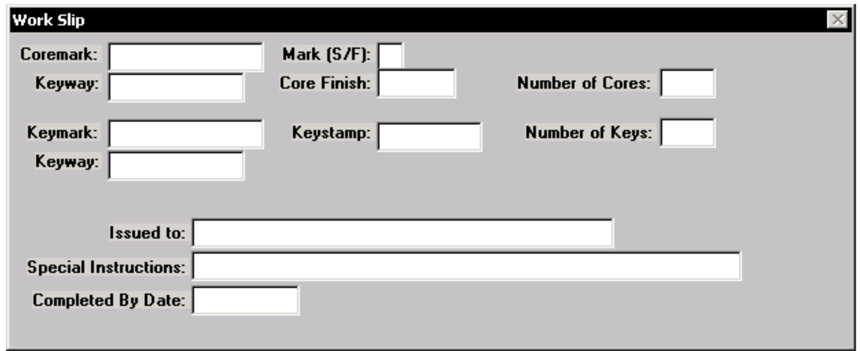

Figure 6.14 The work slip dialog box

To use the manual pin segment calculator

1 Open the Cards menu (press Alt+C) and select Masterkey (press M), or click the mouse on the Masterkey card tab.

2 Select Find a Masterkey System (press F10 or click the mouse on Find a Masterkey System).

3 Select SYS-B (highlight SYS-B and press Enter, or click the mouse twice on SYS-B.)

To clear the keymark codes and pin segment information, select Clear.

To return to the Masterkey Card, select Done.

Notice that the codes for the control keymark and the grandmaster keymark automatically appear from the information on the Masterkey Card.

4 Select the Ctrl-Edit Menu Button and then press (F7).

5 Complete the System Type and Pins fields as shown below.

Field	**Information to enter**
System Type	A2
Pins	7

6 Since the core we want to build is a figure-8 core – a core that can be removed using a control key – make sure the Figure-8 Core box is checked (click on the box).

7 In the area on the left of the Manual Pin Segment Calculator, type the following information for the 1BB3 coremark.

Field	**Information To Enter**
M	6971608
OP	6979220

8 Check that all of the information you provided is correct.

9 Select Calculate (press Alt+C or click the mouse on Calculate).

The pin segments area, on the right of the Manual Pin Segment Calculator, shows the pin segment pattern for the core. (The left-most column shows the pin segments for the barrel closest to the rear of the core.) For each barrel, the A pin segment, which is inserted in the bottom of the barrel, is listed at the bottom of the column.

10 To print the pin segment information, select Print (press F8 or click the mouse on Print Pin Segment). Then complete the appropriate fields and select OK.

To edit and print a work slip

1 To create and print a work slip, select Work Slip (press Alt+W or click the mouse on Work Slip).

The Work Slip dialog box appears.

2 Complete the fields as shown below.

Field	Information to enter
Coremark	1BB3
Mark (S/F)	S
Keyway (for core)	A
Core Finish	606
Number of Cores	2
Keymark	1BB3
Keystamp	279X292
Number of Keys	2
Keyway (for key)	A
Issued To	THOMAS P. JONES, BUILDING MAINTENANCE
Special Instructions	GIVE THE KEYS AND CORES TO HOWARD LONG
Completed By Date	6/7/96

Mark is the location for the core number stamped on cores belonging to the masterkey system. "F" indicates face and "S" indicates side.

Core Finish can be 1 to 6 characters.

Keystamp can be up to 8 characters in length.

3 To print the work slip if your computer is connected to a printer, select Show Pin Segments (click the mouse on Show Pin Segments)

Then select Print Pin Segments (press F8 or click the mouse on Print Pin Segments). Then complete the appropriate fields and select OK.

4 To erase all of the codes, select Clear Codes (press Alt + L or click the mouse on Clear Codes).

Practice Activity

Use the manual pin segment calculator to calculate the pin segments for a core based on a coremark you select from the code sheet. Also, generate a work slip for the core.

When you've finished using the manual pin segment calculator, Select Done

Adding and Removing Selectivity for a Coremark

Keystone 600 lets you add selectivity for a coremark. Coremark selectivity gives an operating level keymark, other than the base keymark, access to a selected coremark. For example, suppose everyone in a building needs access to the front door. However, the same key that operates their private offices must also operate the lock for the front door. You can accomplish this special need by adding selectivity for the coremark. Then, Keystone 600 takes into account the extra keymarks when it calculates the pin segments for a core based on the coremark.

Keystone 600 also lets you remove selectivity for a coremark.

To add selectivity for a coremark

Keymarks that are selective into a Coremark, generally are keymarks at the operating level.

Normally, in the Keymarks available to add selectivity list Keystone 600 shows all keymarks that can be made selective for this coremark. But you can restrict the list to view only the keymarks at one or more levels and with one or more selected statuses.

Any selective keymarks for the selected coremark have "(sel)" next to them.

If you decide **not** *to add coremark selectivity, select No.*

1 Find a coremark.

2 Select the Keymarks/Selectivity detail (press Shift, then press F6. Or click the mouse on the Keymarks/Selectivity detail tab near the bottom of the card).

   The Keymarks for this coremark detail shows all current keymarks corresponding to the selected coremark.

3 Select Add Selectivity. (F7)

   The Keymarks available to add selectivity list appears showing the keymarks that can be made selective for the selected coremark.

4 Highlight the 1BB4 keymark, or any Keymark you wish.

5 Select Confirm. (press ENTER)

   A confirmation box appears asking, "Add coremark selectivity?"

6 To add coremark selectivity, select Yes.

   Your list of Keymarks for this Coremark will now show the extra keys with (Sel) next to them.

To remove selectivity for a coremark

1 Find the E1X coremark.

2 Select the Keymarks/Selectivity detail.

The Keymarks for this coremark detail shows any keymarks that can access any coremarks that the selected keymark can access.

Normally, Keystone 600 shows all selective keymarks for this coremark. But you can restrict the list to view only the keymarks at one or more levels and with one or more selected statuses.

3 Select Remove Selectivity. (F9)

A list appears showing the selective keymarks for your selected coremark.

4 Highlight any or all keymarks.

5 Select Confirm (press ENTER)

A confirmation box appears asking, "Remove coremark selectivity?"

6 Select Yes.

If you decide **not** *to remove coremark selectivity, select No.*

You have now removed one or more keymarks and their keys that would operate this Coremark and any Cores combinated to it.

You can view phantom Keymarks by pressing F5. You can view phantom Keys by selecting the keys detail tab and pressing F5.

Module Review

In this module, you learned about

- finding, printing, and viewing information about masterkey systems, coremarks, and keymarks
- adding and editing cards to track information about masterkey systems, coremarks, and keymarks
- creating and printing work slips using the automatic pin segment calculator and the manual pin segment calculator
- creating selective keymarks for a coremark

MODULE 7

Purpose of Module 7

The purpose of this module is to learn about

- managing your Keystone 600 site
- managing users at your site
- managing facilities at your site
- other topics to pursue on your own

Objectives for Module 7

When this module is complete, you'll be able to

- find, print, and view information about your site, and the users and facilities at your site
- add and edit user cards and facility cards
- purge user cards
- assign user permissions
- customize the appearance of Keystone 600
- backup facilities at your site and restore facility backups

Overview

The topics covered in this module are

- Managing information for your site such as
  - viewing and printing the card
- Managing information for users such as
  - viewing and printing cards
  - adding, editing, and purging cards
  - changing user permissions
  - customizing the appearance of Keystone 600 for a user
- Managing information for facilities such as
  - viewing and printing cards
  - adding and editing cards
  - backing up facilities
  - restoring facility backups
- Exploring other topics on your own

Activity 1: Managing your Keystone 600 Site

The Keystone 600 site is the location running Keystone 600. Each site can manage one or more facilities. Keystone 600 is shipped with two facilities. If more are required, please contact your local Stanley/BEST office for purchase information. Keystone 600 tracks information about the site, facilities managed at the site, and users for the site. You can view the site card or print the site card.

A site can have one or more facilities. Please contact your local representative's office for purchase information.

The Site data detail shows information for the site. This detail includes the name of the site's Stanley Security Solutions representative, and his or her phone number and fax number. All of the information on this detail is provided by Stanley Security Solutions and automatically appears on the detail. You can't edit this information.

Finding, Viewing, and Printing Site Cards

To view the Site card

1 Select the Site card.

2 If your computer is connected to a printer, select Print Site Card. Then complete the appropriate fields and select OK.

To view the Site card details

1 Select the detail you want.

2 For an explanation of the detail you're viewing, select Help.

3 When you've finished viewing the help, select Close.

The information at the top of the Site card—Serial Number, Customer, and Installation Date—also is provided by Stanley Security Solutions and automatically appears on the Site card.

You can't add, edit, or delete the Site card.

Activity 2: Managing Users

Users are people who have access to the Keystone 600 system. If you have the necessary permissions, Keystone 600 lets you define the login and password for each user. You also can determine which cards a user can view and which activities a user can perform using Keystone 600.

When you add a user for your Keystone 600 site, you need to add a User card. If information about the user changes or needs to be corrected, you can edit the User card. When a user no longer needs access to Keystone 600, you can purge the User card. You also can view a User card or print a User card.

Finding, Viewing, and Printing User Information

To view a User card

1 Select the User card.

2 Select Find a User Card. (F10)

3 Highlight a User Login name and press ENTER.

If the Super User permission is checked, all other permissions are checked as well. A super user can view all cards and perform all activities.

To view the User card details and cross references

1 Select the detail you want.

2 For an explanation of the detail you're viewing, select Help.

3 When you've finished viewing the help, select Close.

To print a detail or cross reference you're viewing

Select Print User Card. Then complete the appropriate fields and select OK.

Adding, Editing, and Deleting a User Card

Each User card provides general information about a Keystone 600 user. Before a user can log into Keystone 600 using his or her login and password, you must create a User card for the user. If information about the user changes or needs to be corrected, you can edit the User card.

When you add a user card, Keystone 600 automatically defines the permissions for the user. The user can view all cards, but the user doesn't have any other permissions.

The description can be from 1 to 30 characters.

To add a User card

1 Select a User Card.

2 Select Add New User Card. (F3)

The Add User dialog box appears.

3 Complete the fields as shown below.

Field	Information to enter
User Login	JCLARK
Password	KEYSHOP
Description	KEY SHOP ANNEX
Card Colors	(Leave as is)

If you want Keystone 600 to appear in color for this user, check the Card Colors box. If you want Keystone 600 to appear in black, white, and shades of gray, remove the check from the Card Colors box. Check that the information in the fields is correct.

4 Select Save. (F10)

To edit a User card

1 Find the User card for JCLARK.

2 Select the Ctrl Edit menu Button.

3 Select Edit This User Card. (F5)

4 Edit the field as shown below.

Field	Information to change
Password	KEYS

5 Check that the information in the fields is correct.

6 Select Save. (F10)

To purge a User card

1 Find the User card for JCLARK.

2 Select the Ctrl-Edit menu Button.

3 Select Purge This User Card. (F4)

A confirmation box appears asking, "Purge this user?"

If you decide not to purge the User card, select Cancel.

4 To purge the User card, select YES.

Practice Activity

1 Add User cards for the following two users:

Field	Information to enter
User Login	JENNY
Password	JENNY411
Description	DATA ENTRY 102
Card Colors	Check this box

Field	Information to enter
User Login	GEORGE
Password	GEORGE37
Description	KEY SHOP ROOM 37
Card Colors	Remove the check from this box

2 Edit the JENNY user card. Change the password to JKH9096.

User Permissions

This detail shows the permissions for the selected user. Permissions determine which cards a user can view and which activities a user can perform using Keystone 600. Each permission selected for the user has a check mark next to it.

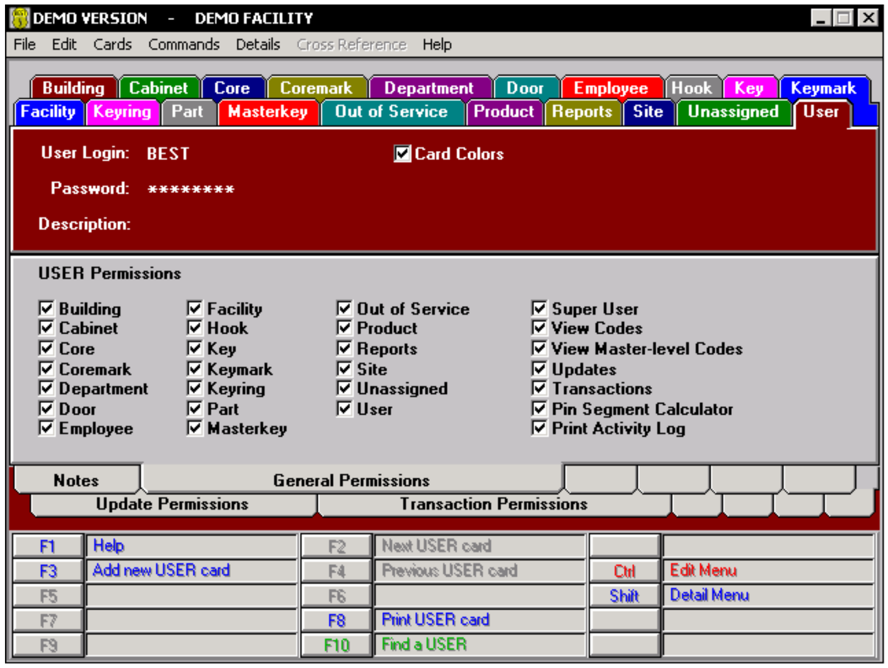

Figure 7.1 User Permissions screen showing all permissions granted to User BEST.

To view a user's permissions, click the mouse on the General Permissions tab near the bottom of the screen, if not already displayed.

The permissions in the first three columns determine which cards the user can view. The permissions in the right-most column determine which activities a user can perform, as described in the table below.

If the Super User permission is checked, all other permissions are checked as well. A super user can view all cards and perform all activities.

This permission	Lets the user
View Codes	View keycuts and keymark codes. If a user doesn't have this permission, asterisks appear instead of keycuts and keymark codes.
Updates	Add, edit, and delete cards, and restore backups. To add, edit, or delete a particular card, the Updates permission and the permission for viewing the card must be checked.

This permission	Lets the user
Transactions	Perform transactions. To perform a particular transaction, the Transactions permission and the permission for viewing the appropriate card must be checked. For example, to issue a key, the Employee card permission and the Transactions permission must be checked.
Pin Segment Calculator	Use the automatic pin segment Calculator calculator. To use the automatic pin segment calculator, both the Pin Segment Calculator permission and the View Codes permission must be checked.

For example, a supervisor or system administrator usually is a "super user." A super user automatically has all permissions, including the ability to add users and select permissions for them.

A user who issues keys to employees might have Employee and Transactions permissions only. This user can issue keys to employees, but can't add Employee cards or key cards. Only the Employee card appears when this user logs into Keystone 600.

To edit a user's permissions

To check a box or remove a check from a box, click the mouse on the box. Or, press Tab until the box you want to change is highlighted and press the space bar.

1 Find a User card for the user whose permissions you want to edit.

2 Select the Ctrl Edit menu Button.

3 Select Edit User General Permissions. (F7)

The User Permissions dialog box appears. Permissions selected for the user have checks next to them.

4 Check the boxes next to the permissions you want the user to have. Remove the check from the boxes next to the permissions that you don't want the user to have.

5 Select Save. (F10)

Practice Activity

1 Read through the job description for Jenny. Then, refer to the table on the next page and check the appropriate permissions for her.

Jenny enters all of the employee information for the Keystone 600 system. Sometimes she needs to add information about departments. She does not issue keys to employees. She does not need to access any other records.

2 Repeat this exercise for George.

George manages all data related to creating and installing cores. He needs to access coremark information when adding cores for the facility. He tracks all information involving installing cores in doors and locks, and storing cores in cabinets. He also keeps the records about doors and buildings up to date. George does not perform any activities involving employees or keys.

3 Repeat this exercise for the Key Shop.

The main Key Shop cuts keys and builds cores for the facility. Personnel in the Key Shop use the pin segment calculator. They also need to be able to look up keycut information when cutting keys. They only need to view information. They do not update information.

Permission	**Jenny**	**George**	**Key Shop**
Building			
Cabinet			
Core			
Coremark			
Department			
Door			
Employee			
Facility			
Hook			
Key			
Keymark			
Keyring			
Lock			
Masterkey			
Out of Service			

Permission	Jenny	George	Key Shop
Product			
Reports			
Site			
Unassigned			
User			
Super User			
View Codes			
Updates			
Transactions			
Pin Segment Calculator			

4 Create a User card for George and edit the user permissions according to the information entered in the table above.

5 Log off, then log in as George. Notice which cards George can and can't access. Use the password GEORGE37.

6 Now, log off and log in as BEST. Use the password BEST.

Note: After adding a new User Card with Super User permissions. Go to the BEST User Card and edit the password field (Ctrl + F5) to a new password.

Activity 3: Managing Facilities

Facilities are groups of buildings' masterkey systems and employees tracked by Keystone 600. A facility can have one or more masterkey systems. Keystone 600 can be used to manage one facility or many facilities.

Caution: Do not add a Facility Card with out contacting Tech Support first. A Facility is a separate database and one Facility cannot see or interact with another one. A Facility can not be deleted.

You can't delete a Facility card.

Keystone 600 lets you perform backups for each facility. A backup can be used to take the records to another location or can serve as a duplicate for safekeeping.

Note: The Backup option only backs up data in the Facility Card you are looking at.

For each facility, you can define which detail or cross reference automatically appears when you select a card. You also can define whether serial numbers are optional or mandatory when adding Key cards, Core cards, and Part/Lock cards for the selected facility.

Finding, Viewing, and Printing Facility Cards

The Summary detail shows the count of buildings, departments, doors, and employees in the selected facility. It also shows the count of cores, keys, keyrings, and locks in the selected facility, including their current disposition. The Issued column includes items that are installed and items that are issued. The Returned column includes items that are unassigned and items that are on a cabinet hook.

The Items due detail shows which items issued to employees are due to be returned by today or by a designated date for the selected facility.

To view the Facility card for a facility

1 Select the Facility card.

2 Select Find a Facility.

3 Highlight the Customer facility.

4 Select Select Entry.

5 If your computer is connected to a printer, select Print Facility Card. Then complete the appropriate fields and select OK.

To view the Facility card details

1 Select the appropriate tab near the bottom of the screen.

2 For an explanation of the detail you're viewing, select Help.

3 When you've finished viewing the help, select Close.

To print a detail you're viewing

Select Print Facility Card. Then complete the appropriate fields and select OK.

Practice Activities

Select the Demo facility and find the following facility information.

- The total number of locks issued.
- The number of buildings in the facility.
- The items due by today.

To add a Facility card

Note: Additional Facilities must be purchased.

When you access a facility, the facility name appears at the top of your computer screen.

The Path information defaults to the C drive. Please contact Keystone 600 Support before making any changes.

Important: Never add a Facility card before contacting Tech Support first. The following is an example only. **Do not do the following instructions without contacting the Keystone 600 product support group**.

1 Select the Facility card.

2 Select Add New Facility Card.

The Add Facility dialog box appears.

3 Complete the fields as shown below.

Field	Information to enter
Name	TEST
Path	C:\KS600WIN\DATA2
Description	NEW FACILITY

4 Check that the information in the fields is correct.

5 Select Save. (F10)

To edit a Facility card

1 Find the Demo Facility card.

2 Select the Ctrl-Edit menu Button.

3 Select Edit This Facility Card. (F5)

4 Edit the field as shown below.

Field	Information to change
Description	PRINTING PLANT FACILITY

5 Check that the information in the field is correct.

6 Select Save. (F10)

Editing Detail Defaults

The detail defaults for a facility indicate which detail or cross reference appears when you first select a card for the selected facility. By editing the detail defaults for the facility, you can select the detail or cross reference you use most often for each card.

For example, if Doors is selected for the Building field, when you select the Building card, you see the Doors in this building detail.

For example, this setup will bring up the cores detail when you select the building card.

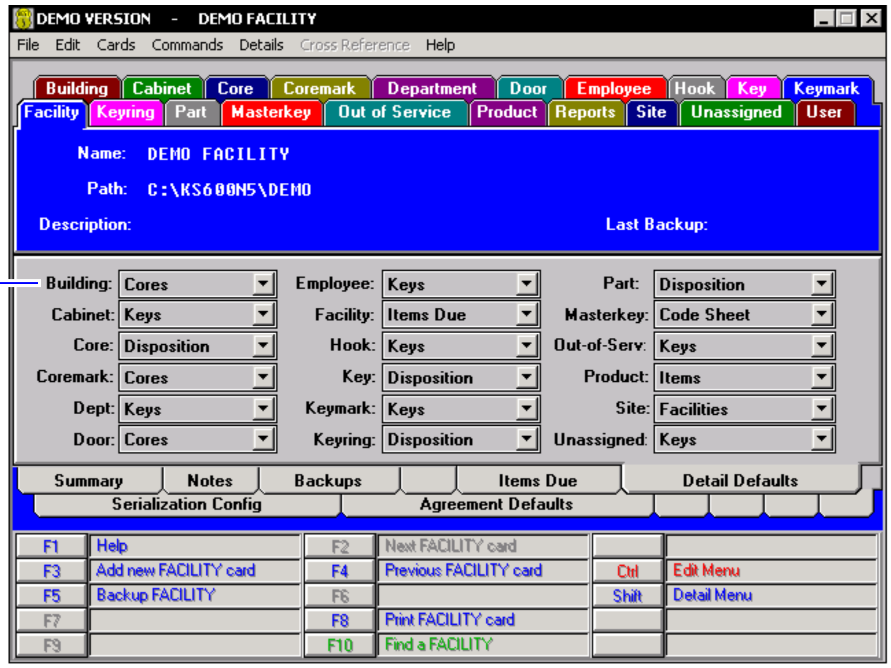

Figure 7.2 Screen showing the setup of what detail cross reference appears first on each card

To edit detail defaults for a facility

1 Find the Facility card for the facility that you want to edit detail defaults for.

2 Select the Edit menu Button.

3 Select Edit Detail Defaults. (F8)

4 Select History next to the Employee field.

5 Select Save. (F10)

6 Select a Employee card.

Notice that the History detail appears automatically.

Backing Up a Facility

When you back up a facility you save a copy of all of the records for a facility. A backup can be used to take the records to another location or can serve as a duplicate for safekeeping.

> **Note:** Only the server installation or a program loaded in stand-alone mode can make a backup or restore a Facility. A backup can only be made to a sub-directory on the hard drive or to a USB thumb drive. You cannot backup to an A: drive or a CD-ROM.

Note: a Client machine cannot perform a backup or a restore. The option is unavailable ('grayed out') in the software.

To back up a facility

1 Find the Demo Facility card.

2 Select Back Up Facility. (F5)

The Backup Facility dialog box appears.

3 Select the disk or USB drive.

4 Select Start Backup.

Restoring a Facility Backup

When you restore a backup of a facility, you copy of all of the records for a facility from a backup file to your computer's hard disk. You can restore a backup to move records from one location to another. You also can restore a backup if you made mistakes adding, editing, or deleting information for a facility and want to return to a previous version of the records.

> **Note:** You cannot restore from the client.

To restore a facility backup

1 Find the Demo Facility card.

2 Select the Edit menu Button.

3 Select Restore Facility. (F7)

The Restore Facility dialog box appears.

4 Select the disk or USB drive.

5 Select Start Restore.

A message appears stating, "Restore facility to…"

6 Select OK.

A message appears stating, "This facility is not empty. All previously entered data for this facility will be overwritten or destroyed. Continue?"

7 Select Yes.

8 Select OK.

Activity 4: Topics to Pursue on Your own

To edit an agreement use Microsoft Notepad to select the KS600N5 directory and then the Employee.KHA text file. Never move or change the first line that has the agreement name.

The topics listed below are advanced topics that you might want to pursue on your own. The Help system provides information about these topics.

- **Creating a key agreement or return receipt**. A key agreement is a document describing rules for a key issued to an employee and often signed by the employee. A key agreement might indicate how the employee should treat the key, when the key must be returned, and what the employee should do if the key is lost or stolen.

  Keystone 600 provides the three standard key agreements listed below. You can create additional key agreements to suit your facility's needs, or modify the standard agreements and return receipts.

  - Contractor Agreement for keys issued temporarily to contractors and similar personnel
  - Employee Agreement for keys issued to regular employees
  - Security Agreement for keys issued to security personnel

- **Purging histories**. You can purge a record of a transaction that appears on any of the following History details. When you purge a history record, you remove it permanently from your records.
  - — Core history
  - — Door history
  - — History for items held by this employee
  - — History for items on this hook
  - — History for out of service items
  - — History for unassigned items
  - — Key history
  - — Keyring history
  - — Lock history

- **Editing a facility's serialization configuration**. The Facility serialization configuration detail shows whether serial numbers are optional or mandatory when adding Key cards, Core cards, and Lock cards for the selected facility.

  If a serial number is mandatory for Key cards, Keystone 600 automatically generates a sequential key number based on the selected keymark when you add a Key card. If a serial number is mandatory for Core cards, Keystone 600 automatically generates a sequential core number based on the selected coremark when you add a Core card. If a serial number is mandatory for Lock cards, Keystone 600 automatically generates a sequential serial number based on the selected product when you add a Lock card.

Module Review

In this module, you learned about

- finding, printing, and viewing information about sites, users, and facilities
- adding, editing, and deleting User cards
- assigning user permissions
- adding and editing Facility cards
- customizing the appearance of Keystone 600
- backing up and restoring a facility

GLOSSARY

A

access control system
Your entire system for restricting the movement of people into and within areas protected by the system.

area
Part of a Door. An area can be defined by location, such as “FIRST FLOOR” or by function, such as “HUMAN RESOURCES”.

B

backup
Copy of all records for a selected facility saved to a mapped drive or USB drive. A backup can be used to take the records to another location or can serve as a duplicate for safekeeping.

base report
Formatted report provided with Keystone 600. Base reports can be customized to create new reports. The word BASE appears on the right edge of all base reports.

building
Any structure in a facility. A building can be assigned to a facility zone. A door can be assigned to a building and to an area in a building.

C

cabinet
Place where cores, keys, keyrings, and/or locks are stored. Cabinets, closets, file drawers and other storage areas can be considered cabinets.

code, keymark
Sequence of numbers indicating the keycut for a keymark. This code can be used to cut a key for a keymark. The left-most number is the cut closest to the end of the key’s blade.

control key
Key that inserts and removes cores in a masterkey system. A control key has the same security level as a grand master key.

core
Interchangeable device that can be installed in a lock or door and operated by a key. Has a direct link to a Coremark.

coremark
Sequence of letters and numbers that indirectly corresponds to a pin segment configuration for a core in a masterkey system.

coremark selectivity
Process of giving more than one operating keymark access to a selected coremark.

core number
Sequence of letters and numbers that identifies a particular core. A core number often is directly related to the core's coremark.

D

department
Functional or other division of employees at a facility. Using Keystone 600, employees can be assigned to departments so Keystone 600 can track access provided to each department.

description
Brief information you type when creating or editing a Keystone 600 card. Descriptions can help identify particular people, places, and things in your records.

destroyed
One of three dispositions (in addition to lost and stolen) for an item that is out of service.

disposition
Location or condition of an item tracked by Keystone 600. An item can be

- issued to an employee
- installed in a lock (if the item is a core)
- installed in a door (if the item is a core or lock)
- attached to a keyring (if the item is a key)
- on a cabinet hook
- out of service (lost, stolen, or destroyed)
- unassigned

door
Access point in a facility. Doors, gates, padlocks, and even drawers can be considered doors. A door can be assigned to a building and to an area of a building. Locks and cores can be installed in doors.

door number
Sequence of letters and/or numbers that identifies a particular door.

E

employee
Person who works at a facility tracked by Keystone 600.

F

facility
Group of buildings and employees tracked by Keystone 600. A facility can have one or more masterkey systems. Keystone 600 can be used to manage one facility or many facilities.

G

grand master key
Key that normally operates all locks in a masterkey system. However, a masterkey system might be designed so the grand master key does not operate selected locks, such as cash boxes, hazardous waste areas, or drug cabinets.

H

hook
Place within a cabinet where cores, keys, keyrings, and locks are stored. Hooks, shelves, drawers, and storage boxes can be considered hooks.

I

ID
Number, name, or sequence of letters and numbers used to identify an employee, core, key, keyring, or lock. When used to refer to a core, an ID is a core number. When used to refer to a key, an ID is a key number. When used to refer to a lock, an ID is a lock serial number.

item
Cores, keys, keyrings, and locks.

K

key agreement
Document describing rules for a key issued to an employee and often signed by the employee. A key agreement might indicate how the employee should treat the key, when the key must be returned, and what the employee should do if the key is lost or stolen.

key
Device that operates a core or lock. A key or an electronic access device can be considered a key. Has a direct link to a Keymark.

keycut
Sequence of numbers indicating the cuts for a key. The terms keycut and code are used interchangeably. Normally seven cuts on a Stanley/BEST System.

key level
Security level of a key or keymark in a masterkey system. Levels include control, grand master, master, submaster, and operating.

key number
Sequence of letters and numbers that identifies a particular key.

keymark
Sequence of letters and numbers that indirectly corresponds to a keycut pattern for a key or group of keys that operates a particular core or lock.

keymark code
Sequence of numbers indicating the keycut for a keymark. This code can be used to cut a key for a keymark. The left-most number is the cut closest to the end of the key's blade. Normally seven cuts on a Stanley/BEST System.

keymark level
Security level of a key or keymark in a masterkey system. Levels include control, grand master, master, submaster, and operating.

keymark series
Letter or sequence of letters that identifies a group of related keymarks in a masterkey system.

keyring
Device that keys are attached to so they can be carried or stored easily.

keystamp
Message, name, or other words stamped on all keys in a particular masterkey system. For example, "DO NOT DUPLICATE" or a company name can be keystamps.

Keystone 600 system
The Keystone 600 program and parameters that define how the program operates.

keyway
Letter or sequence of letters that indicates the configuration of the groove(s) along a key blade.

L

login, user
Name or number that identifies a person or group of people that uses the Keystone 600 system. A user must type his or her login, in addition to his or her password, to access Keystone 600.

level, key or keymark
Security level of a key or keymark in a masterkey system. Levels include control, grand master, master, submaster, and operating.

lock
Security device that protects a door. In a BEST masterkey system, one or more interchangeable cores can be installed in a lock. Door locks, padlocks, cabinet locks, and other types of locks are considered locks.

lock serial number
Sequence of numbers and/or letters that identifies a particular lock.

M

manufacturer
Company that makes a product.

mark
Location of the core number stamped on cores in a particular masterkey system. “F” indicates face and “S” indicates side.

master key
Key that operates a large group of cores or locks, such as all locks in a building, on a floor, or for a department.

masterkey system
System comprised of keymarks and coremarks that lets a single key operate many cores, and also lets each core be operated by its own key.

O

operating key
Key that operates one lock or a group of locks keyed alike.

out of service
Possible disposition for items tracked by Keystone 600. Destroyed, lost, and stolen items are considered out of service.

When a core is installed in a lock and the lock is out of service, the core is considered to be both installed in the lock and out of service. When a key is attached to a keyring and the keyring is out of service, the key is considered to be both attached to the keyring and out of service.

P

password
Sequence of three to 15 letters and/or numbers assigned to each Keystone 600 user login to provide security for the Keystone 600 system. A user must type his or her password, in addition to his or her login, to access Keystone 600. Normally, a password is known only by the Keystone 600 administrator and the user.

path definition
Information that indicates to Keystone 600 where the records for a facility are stored. A path must be defined using DOS conventions. For example, the path definition “C:\K600N5\DATA” indicates that the records for this facility are stored in the “DATA” subdirectory, in the “K600N5” directory, on computer drive “C”.

pin
Barrels in a core. The number of barrels in a core can vary, although standard BEST cores have seven barrels.

pin segment
Cylindrical-shaped part that fits into the barrels of a core. The sequence of varying length pin segments in a core is what creates the combination for a core.

product
Type of core, key, lock, or other item produced by a particular manufacturer.

R

report
Summary of selected information in a facility's records. Keystone 600 provides a variety of formatted reports, called base reports. You can use the base reports that are provided and you can customize reports. Reports can be viewed on your computer screen or printed at a printer connected to your computer.

S

selectivity, coremark
Process of giving more than one operating keymark access to a selected coremark.

serial number, lock
Sequence of numbers and/or letters that identifies a particular lock.

series, keymark
Letter or sequence of letters that identifies a group of related keymarks in a masterkey system.

site
Location that is running the Keystone 600 system. One site can manage the records for multiple facilities.

status
Condition of a coremark, keymark, or facility. The status of a coremark or keymark can be "IN USE", "NOT USED", "DO NOT USE", or "OTHER". The status of a facility is "AVAILABLE" if the facility's records can be accessed at the current time or "UNAVAILABLE" if the records cannot be accessed.

stolen
One of three dispositions (in addition to lost and destroyed) for an item that is out of service.

submaster key
Key that operates part of a group of cores or locks operated by a related master key.

system, masterkey
System comprised of keymarks and coremarks that lets a single key operate many cores, and also lets each core be operated by its own key.

T

title
Employee job title.

transaction
Activity performed using Keystone 600 that changes the disposition of an item. Transactions include issuing items, returning items, transferring items, installing items, and removing items.

type
Category designated for a door or employee that is meaningful to your business.

U

unassigned
Possible disposition for an item. If an item is not issued to an employee, installed in a lock or door, attached to a keyring, on a cabinet hook, or out of service (destroyed, lost, or stolen), it is considered unassigned.

When a core is installed in a lock and the lock is unassigned, the core is considered to be both installed in the lock and unassigned. When a key is attached to a keyring and the keyring is unassigned, the key is considered to be both attached to the keyring and unassigned.

When a card is created for an item, the item always is initially considered unassigned even if its disposition is immediately changed.

user
Person who has access to the Keystone 600 system.

user login
Name or number that identifies a person or group of people that uses the Keystone 600 system. A user must type his or her login, in addition to his or her password, to access Keystone 600.

Z

zone
Part of a facility. A zone normally includes two or more buildings at a facility.

KEYSTONE®
600N5