

## Keypro Software for KeyWatcher Key Management System

The Keypro Software allows the programmer to add, edit and delete database information and Run Audit Transaction Reports from the KeyWatcher System.

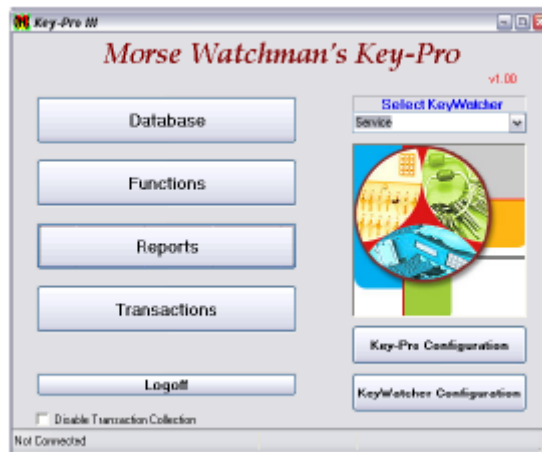
**For all technical and phone support please contact**

**Ally Nelson on 0424 331143 or email [ally@ksq.com.au](mailto:ally@ksq.com.au)**

**Nigel Neaves on 0409 762040 or email at [nigel@ksq.com.au](mailto:nigel@ksq.com.au)**

### Keypro Main Screen

This document is for a quick reference only and provides basic instructions about system features, options and programming. For further explanation of any item please refer to your Keypro 3 Manual on CD Rom provided.



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# 1. DATABASE MENU

The Database window contains items that pertain to the programming of the KeyWatcher.

An item highlighted indicates it has been added, modified, or deleted in the software but not yet updated in the KeyWatcher.

- Items highlighted **green** indicates it has been **added**.
- An item highlighted **yellow** indicates that it has been **modified**.
- An item highlighted **grey** indicates that it has been **deleted**.
- 

Once the **Sync Database** functions are performed, these items will change to white and the information will be sent to the KeyWatcher.

Select **Database** at the Key-Pro III Main window.

## • ADDING NEW USERS:

This item allows a new user to be added to the software. When selected, the following will be displayed:



Complete all the fields in the window. When all the information is entered, select **Update** and the user will be added. The following describes each item in the New User window.

**User ID:** The next available User ID is automatically inserted but may be changed if desired. (0001-1999)

**PIN:** Four digit number that will become this Users personal identification number.

**First Name:** This will appear on all reports and programming as the Users first name.

**Last Name:** This will appear on all reports and programming as the Users last name.

**Access Levels:** Determines KeyWatcher functions the user will be able to perform. User access levels chart below.

USER ACCESS LEVELS CHART	
<b>ALL ACCESS LEVELS HAVE THE ABILITY TO REMOVE &amp; RETURN KEYS AND GROUPS.</b>	
<b>LEVEL 1:</b>	Provides the user with complete access to <b>ALL FUNCTIONS. (Programmer)</b>
<b>LEVEL 2:</b>	Allows the user to <b>CHANGE PIN, GENERATE REPORTS, ALARMS, EDIT USER CARD ACCESS, ADD USER FINGERPRINT, and DELETE USER'S FINGERPRINT.</b>
<b>LEVEL 3:</b>	Allows the user to <b>CHANGE PIN.</b>
<b>LEVEL 4:</b>	No additional functions.
<b>LEVEL 5:</b>	Allows the user access to <b>GENERATE REPORTS and ALARMS.</b>

**Dept ID:** This option is not applicable to your system

**Multi Key:** If selected, the number of keys the user can have out at any given time may be set from 0-15 (0 being ALL). If not selected, the user will be restricted to a single key at any given time.

**One Time:** This is a feature that allows the programmer to add a “Temporary User”. This One-Time User Code would only be good for the removal of keys a single time. Once all the keys that were removed by the One Time user have been returned, the One-Time User Code will be deleted by the system and the user will **not** be able to access the system with that user code again.

**Emerg Release:** Allows user to remove all keys from the system in the event of an emergency, regardless of access. This feature only performed at the KeyWatcher when user when a user enters their ID-PIN Number followed by a “9”. Refer to KeyWatcher III User Manual for information.

**Instant Release:** If this feature is enabled, the system will release or return keys automatically when a user enters their ID-PIN Number followed by a “1” or initiates a read with a Card Reader. This feature is only performed at the KeyWatcher and only used for Level 3 Users who only have access to 1 key restriction. . Refer to KeyWatcher III User Manual for information.

**Card Access:** This item displays whether or not the user has a card assigned to their User Code. This item only pertains to systems using a Card Reader and cannot be modified at the software.

**KW Biometric Access:** This item only pertains to systems using a Biometric Fingerprint at the KeyWatcher.

**PC Biometric Access:** This item only pertains to systems using a Biometric Fingerprint connected directly to the computer.

**User Disable:** This function allows a user to be disabled (suspended) from accessing the KeyWatcher without actually deleting them from the system. They can later be reactivated.

**Key Pad Logon Disable:** This function disables the keypad logon for a selected user. Although the user has an ID & PIN assigned, they will not be able to log in via the keypad and will need to use a card or alternate login method. A level 1 user cannot have their keypad login disabled.

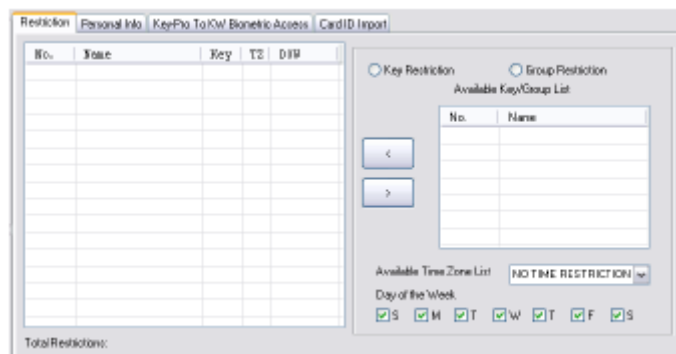
**Enable auto Activation/De-Activation:** This item when selected allows the user to be setup with a start and end date. The start date determines when the user will be able to start accessing the KeyWatcher. The end date determines when the user will be “deleted” from the KeyWatcher. This item can only be set at the software.

**Update multiple KWs:** This item allows the user to update this user’s information in multiple KeyWatcher databases. If checked when **Update** is selected, the user will be prompted to choose from a list of available database names. Check all the systems to which this user will be updated and select **OK**. If you do not want to Update multiple databases, select **Cancel**.

**APPLYING KEYS OR GROUP RESTRICTIONS TO USERS:**

This determines if a user will have access to **all** keys in the system at any given time or if they will only be able to access certain keys.

This item by default is already selected with a tick so that this user will **not** have full access to keys. If you unselect this box then this user **will** have full access to all current and future keys that are added to the system 24 hours day/7day a week. When this item is selected, the restriction section of the user window will appear as follows:



**Key and Group Restriction:** Each user will be allowed 25 restrictions to be added to their restriction node. A restriction may consist of a single key restriction or a group restriction. Total Restrictions displayed under restrictions.

**To add a key / group restrictions, follow these steps:**

- 1) Select Key Restriction or Group Restriction. All the available keys / groups will be listed.
- 2) Select the keys / groups to which this user will have access.
- 3) Select the Time Zone, if any, that will be used for these restrictions.
- 4) Select the days of the week to which the keys will be available.
- 5) Use the arrow to move the selected restrictions to the restriction window for this user.

**Note:** A restriction can be modified in the same manner. This will overwrite a current restriction.

**To delete a key / group restrictions, follow these steps:**

- 1) Select the current Key Restriction or Group Restriction to which you would like deleted under Restrictions.
- 2) Use the arrow to move the selected restrictions to the available restriction window.

**Once completed programming this user – Click on the Save Button to add. The software will automatically go to the next User to add – simply press the X button to exit. The User will now appear green in the database screen and you will need to perform a sync database to send user to the KeyWatcher.**

- **MODIFYING USERS:**

This item allows an existing user to be modified. When modifying a user, simply select the user to which a modification will be made from the Users window and modify that users information accordingly. Press the Update button once completed. Note the User will now be highlighted Yellow in the Users listing and will return white again once the you have performed the Sync Database to KeyWatcher.

- **DELETING USERS:**

This item allows an existing user to be modified. To delete a user, simply select the user that will be deleted and select **Delete**. . Note the User will now be highlighted Grey in the Users listing. User will permanently be deleted once you have performed the Sync Database to KeyWatcher. Should you accidentally delete a User before syncing the database you can press the Update button to recover the User (the colour will change from grey to yellow) however, the restrictions will also need to reapplied.

***REMEMBER TO USE THE SYNC DATABASE TO KEYWATCHER TO SEND CHANGES BACK TO THE KEYWATCHER BEFORE EXITING THE SOFTWARE.***

- **OTHER FEATURES IN DATABASE WINDOW**

**Get Database:** This item allows the software to retrieve all the current programming in the KeyWatcher. Keep in mind that this function will overwrite the current programming on the software and any changes that have been made to the software and not updated in the KeyWatcher will be lost. This is only recommended when creating a new database.

**Send Database:** This item allows the software to send all the current programming on the software to the KeyWatcher. Keep in mind that this function will overwrite the current programming on the KeyWatcher and any changes that have been made on the KeyWatcher and not updated in the software will be lost. This feature is only recommended when the KeyWatcher has been fully reset and has no programming.

**Sync Database: (Sync All KW Systems)** This item allows the programming of both the software and KeyWatcher to be updated. Any changes in the software will be sent to the KeyWatcher and any changes in the KeyWatcher will be sent to the software. This is the recommended method of maintaining the programming of your system. If your facility contains multiple KW Systems, selecting Sync All KW Systems will update all the systems in Key-Pro III.

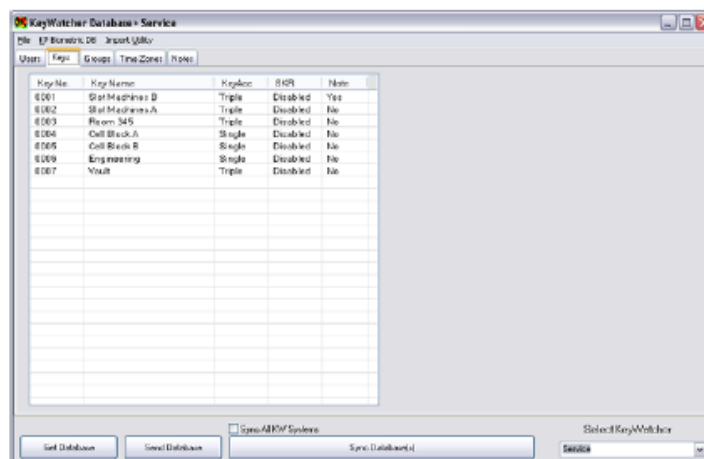
**Select KeyWatcher:** This item shows the current KeyWatcher selected and allows the user to change the current KeyWatcher that is selected. Always be sure the selected KeyWatcher refers to the system being setup.

**File: (Pull down menu)** The items in the file menu allow the databases to be maintained. The database may be backed up or restored and the transactions may be archived. These items are described below:

- **Backup KW Database:** This item allows the current programming on the software to be backed up.
- **Restore KW Database:** This item allows the backup KW database to be restored. Keep in mind that if a backup is restored, any information that was changed since the backup was performed will be lost.
- **Archive Transactions:** This item allows the current transactions to be saved to an archive file and the current transactions to be cleared.

- **KEYS TAB**

**Key Name:** This tab allows the key information to be edited. Keep in mind that keys can only be added or deleted directly at the KeyWatcher. Select the Key Name tab at the Database window and the following will be displayed:



**Modify Key:** This item allows an existing key to be modified. When modifying a key, simply select the key to which a modification will be made from the Key Name window and the following section will appear. Modify the key information and then select **Update**.

The following describes each item in the Modify Key window.

- **Key Number:** Indicates the number of the key selected.
- **Key Name:** Indicates the name of the key selected.
- **Key Info:** This tab shows the current status of the key selected. See key access, key note required, & secure key



**KEY ACCESS CHART**

<b>Single User</b>	Requires user with access to the key in order for it to be released.
<b>Dual User</b>	Requires either a level 1 user or two users with access levels 2-5 and access to the key in order for it to be released.
<b>Triple User</b>	Requires either a level 1 user or three users with access levels 2-5 and access to the key in order for it to be released.

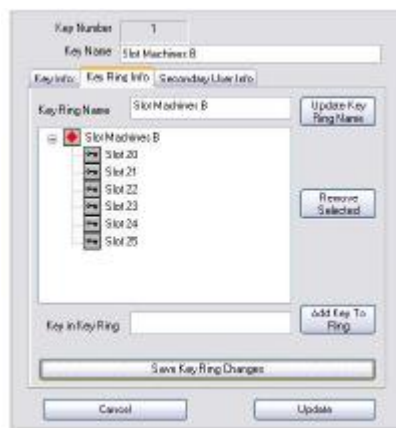
**KEY NOTE REQUIRED**

This function operates in conjunction with the Remove & Return Key Note functions. When selected, a note will be required when being removed or returned. Please keep in mind that the Remove and/or Return Key Note features will also need to be enabled for this function to operate. These features can be enabled or disabled in the Note Configuration window located in the Functions / KW Setup window.

**SECURE KEY RETURN CHART (Select Disable to turn off Secure Key.)**

<b>Full Secure</b>	Users that are returning a key must be the same users that removed the key.
<b>Department Secure</b>	A user that is returning a key must match the first user that initially removed the key exactly, the remaining users must match by departments.
<b>Department</b>	The departments of the user's returning a key must match the departments of the user's that initially removed the key.
<b>Unsecure</b>	User's returning a key will be required to match the number of logins that would be required to remove the key. For instance, 1 login will be required to return a single user key, 2 for dual user key, 3 for triple user key.

**Key Ring Info:** This tab allows the user to define what ring and keys are attached to each Smart Key.



**Key Ring Name:**

**To add a Key Ring and keys to the ring, follow these steps:**

- 1) Enter the Key Ring Name (i.e. serial number to seal or keyring hub) and select Update Key Ring Name. The name will appear in the window.
- 2) Enter the Key in Key Ring and select Add Key to Ring. The name will appear in the under the Key Ring that was added.
- 3) Select Save Key Ring Changes when finished and then select Update.

**Note:** Only one Key Ring Name can be added per Key.

**Updating Keyring Name, follow these steps:**

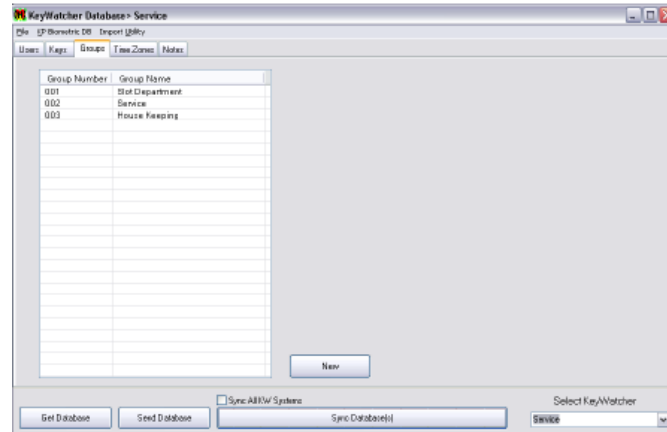
- 1) Highlight the existing keyring name and overwrite it with a new name/serial number etc and select Update Keyring Name

**To Remove Key Ring Name or Key in Key Ring, follow these steps:**

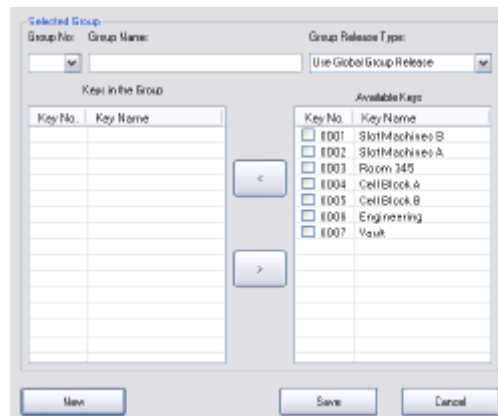
- 1) To remove an entire Key Ring name and all Keys in Key Ring, select the Key Ring Name in the window and select Remove Selected.
- 2) To remove a Key in a Key Ring, select the Key in the window and select Remove Selected. When finished select Save Key Ring Changes.

- **GROUPS:**

This tab allows Groups of keys to be added, deleted, or modified. A group consists of multiple keys that are assigned by the user. The KeyWatcher is capable of storing 250 groups. Each of these groups may be customized for accessing up to 100 keys. Select the Group tab at the Database window and the following will be displayed:



**New Group:** This item allows a new group to be added to the software. When selected, the following will be displayed:



**To add a group, follow these steps:**

- 1) Select New. All the available keys will be listed.
- 2) Select Group No., enter the Group Name, and select the Group Release Type (Global Group Release, Release Next Available Key or Release All Keys)
- 3) Select the keys to which this group will have access.
- 4) Use the arrow to move the selected keys to the keys in group window. Select Save.

**To delete a group, follow these steps:**

- 1) Select the group to which you would like deleted and select Delete.

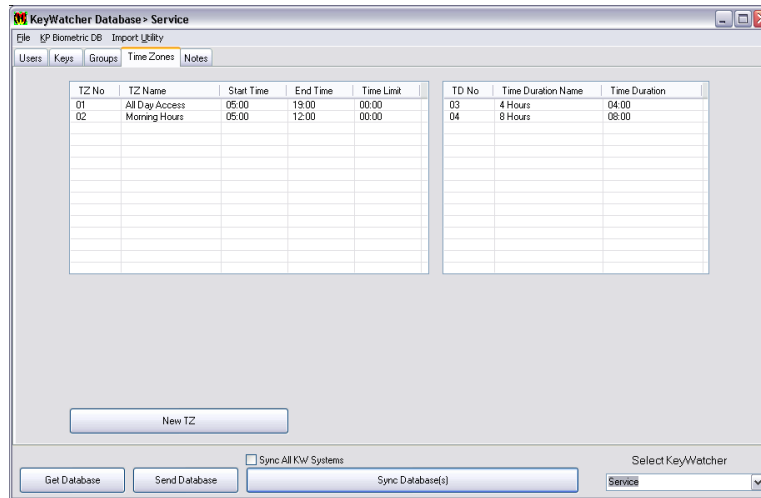
**To remove keys from a group, follow these steps:**

- 1) Select the group to which keys will be removed.
- 2) Select the keys that will be removed from the group under keys in group window.
- 3) Use the arrow to move the selected keys from the keys in group window to the available keys window. Select Save.

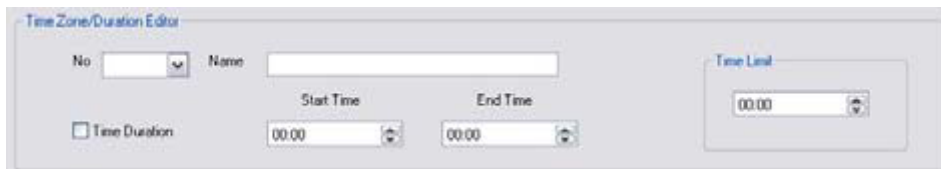
**Note:** Keep in mind that editing or deleting a group will change all user restrictions that apply to that group.

## **TIME ZONES:**

This tab allows Time zones to be added, deleted, or modified. A time zone is used when restricting a user from keys between a set of times. There are 2 types of time zones that can be programmed. The first is a specific time period, which allows the user to select the start and end time that the key may be out. The second is a duration, which will allow the user to have a key out for a certain length of time. The KeyWatcher allows you to store 99 time zones. Select the Time Zone tab at the Database window and the following will be displayed:



New TZ: This item allows a new time zone to be added to the software. When selected, the following will be displayed:



### **To add a Time Zone, follow these steps:**

- 1) Select New TZ.
- 2) Select the Time Zone number, enter a name and select a Start and End time. In addition to the Start and End time, a Time Limit that the key can be out may also be added. If the time zone will be a duration only, select Time Duration and enter the Hour and Minutes for the duration. Select Save.

### **To delete a Time Zone, follow these steps:**

- 1) Select the Time Zone to which you would like deleted and select Delete.

**Note:** Keep in mind that a time zone in use cannot be deleted.

### **To modify a Time Zone, follow these steps:**

- 1) Select the Time Zone that will be modified.
- 2) Enter the name and select a Start and End time. In addition to the Start and End time, a Time Limit that the key can be out may also be added. If the time zone is a duration, select Time Duration and enter the Hour and Minutes for the duration. Select Save.

**Note:** Keep in mind that editing a time zone will change all user restrictions that apply to that time zone.

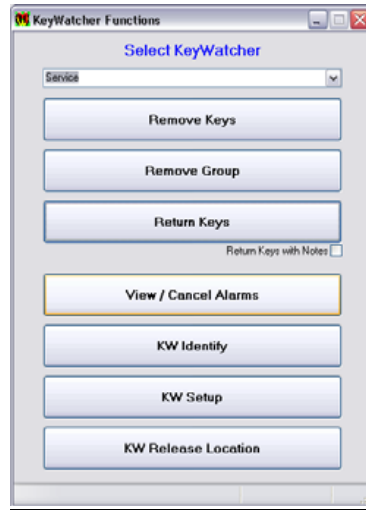


## 2. FUNCTIONS MENU

The **Functions** window contains items that are in direct use with the KeyWatcher. Please keep in mind that the KeyWatcher must be connected to the computer while performing these functions.

### Remove Keys, Remove Groups and Return Keys:

From this screen you can remove keys, remove groups, and return keys via directly from the PC. Obviously someone would need to be at the KeyWatcher to open the door and remove or return the keys. Notes can also be attached to the removal and return of keys to enter in information such as the Users Name / Mobile Number etc and the reason why they needed to take the keys



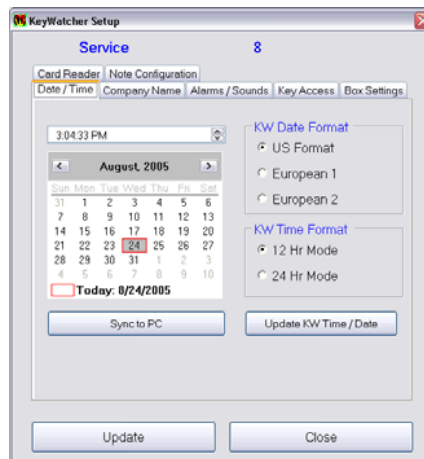
### Alarms:

From this function screen you can View/Cancel Alarms that are currently active at the KeyWatcher. Each alarm is individually listed and can be cancelled.

**KW Identify:** Displays the serial number and software revision

### KK Setup:

Allows the user to change the Date/Time, Company Name, Change Alarm Sounds On/Off, Key Access Modes, Box Settings, Card Reader and Note Configurations.



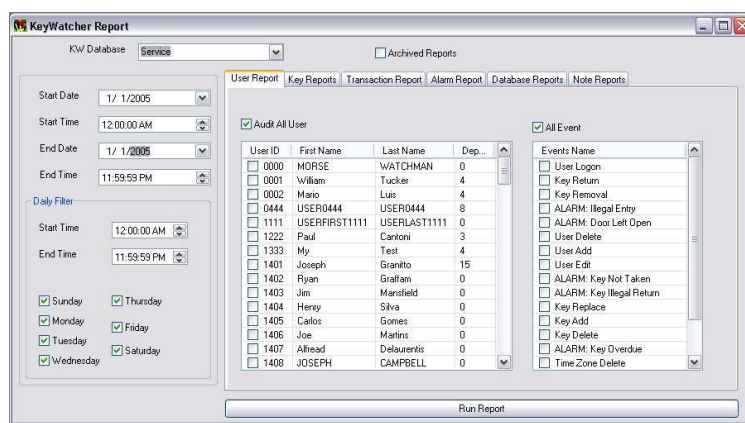
### Release Location:

This function allows the user to release keys by the number of the location it is stored in rather than by the number of the key. This function can be used to release a location that is not recognizing the key. It can also be accessed through the Utilities menu directly at the KeyWatcher.

### **3. REPORTS MENU**

The **Reports** tab allows reports to be generated based on transactions that have been collected. There are many types of reports that may be set to your specifications. The best way to get acquainted with the different types of reports is to generate some reports. This will allow you to determine what reports you will need on a regular basis.

Please keep in mind that your **Transactions have been collected first** prior to generating a report. This will assure the reports that are generated will be accurate and current. You may generate reports based on the current transactions or transactions that have been archived. Select **Reports** at the Key-Pro III Main window. The following will be displayed:



#### **To generate a report described in this section, follow these steps:**

- 1) Access the **Reports** window and then select the report tab for which you would like to generate the report.
- 2) If the report is being generated on an archived transaction, be sure to select **Archived Reports** and select the Archive Database to which you would like to generate the report.
- 3) The Start and End Date & Time indicate the range of the report. The Daily Filter is used to limit the time and days to which the report range is searched.
- 4) Set the report selections to your specifications and then select **Run Report**.
- 5) When the report has finished, it may be **Closed, Saved, Printed, or e-mailed**.

## **Types of Report:**

**User Report:** This item allows a report to be generated based on a user. The report may be generated on; all users, a specific user, all events, or specific events. Any event that pertains to a user may be selected. This report can also be generated for a specific time/date period.

**Audit Key:** This item allows a report to be generated based on the Keys / Users. The report may be generated on; all keys / users or a specific key / user, or any combination. Keep in mind that you must select key(s) and user(s) when generating this report.

**Inconsistent Key:** This item allows a report to be generated based on Keys that are removed by a user and returned by a different user.

**Live Keys:** The Live Keys reports are sorted by key # unless Sort by Box and Slot is selected.

**System Status:** This item allows a report to be generated based on a Key Inventory, Keys In Use, and Existing Alarms. It will also indicate if a key that is out of the system is overdue.

**Key Inventory Report:** This item allows a report to be generated based on Keys that are currently in the KeyWatcher. This report will show each key currently in the KeyWatcher and the location the key is in.

**Key In Use Report:** This item allows a report to be generated based on Keys In Use. It will also indicate if a key that is out of the system is overdue.

**Transaction Report:** This item allows a report to be generated based on Transactions in chronological order. The report may be generated on all transactions or specific transaction(s). This report can also be generated for a specific time/date period.

**Alarm Report:** This item allows a report to be generated based on Alarms. The report may be generated on all alarms or specific alarm(s). This report can also be generated for a specific time/date period.

**Database Report:** This tab allows the user to generate Database Listings for all items programmed.

**Summary List of Users:** This item allows a report to be generated that shows the users in a list format. The report may be generated on all or specific users. You may also select certain access levels to generate the report.

**Detailed List of Users:** This item allows a report to be generated that shows the users and all the keys that each user can access. The report may be generated on all or specific users. You may also select certain access levels or specific time zones to generate the report.

**Summary List of Keys:** This item allows a report to be generated that shows the keys. The report may be generated on all or specific keys. You may also limit the report to generate only Dual or Triple Access keys.

**Detailed List of Keys:** This item allows a report to be generated that shows a list of keys. This report will also indicate which users have access to each key. The report may be generated on all or specific keys.

**List of Individual Keys:** This item allows a report to be generated that shows the keys that have been assigned individual keys to rings.

**List of Notes:** This item allows a report to be generated that shows the notes added on the software.

**List of Group Keys:** This item allows a report to be generated that shows the groups and the keys in them.

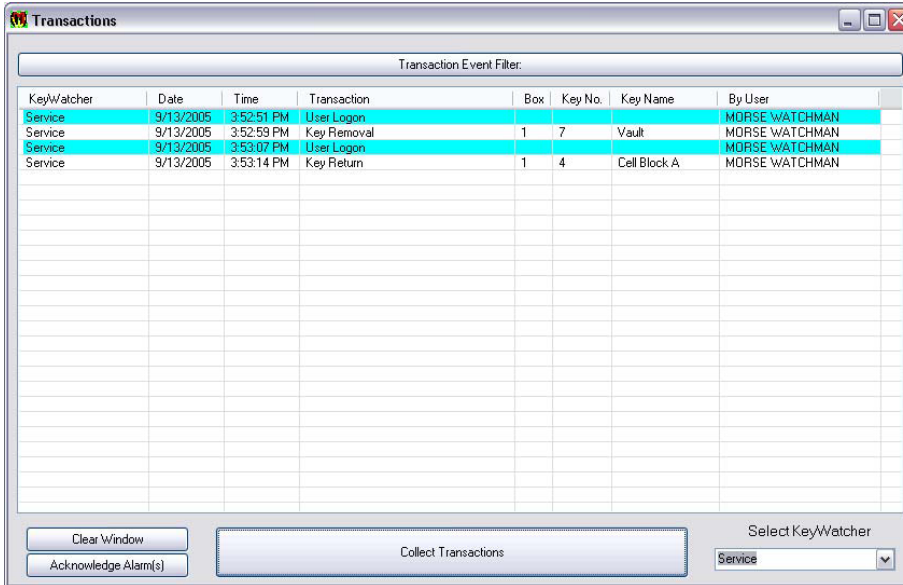
**List of Group Users:** This item allows a report to be generated that shows the users who have access to groups.

**List of Time Zones:** This item allows a report to be generated that shows the time zones.

**Notes Report:** This section allows the user to generate a report based on the "Notes".

## 4. TRANSACTIONS MENU

The **Transactions** window allows the transactions collected to be viewed. This can be done at any time by selecting Collect Transactions or enable auto transaction gathering at the KeyWatcher Configuration window. The window displays all transactions gathered since the window was opened or cleared. The transactions will be displayed in white and blue to make it easier to view. Select **Transactions** at the Key-Pro III Main window. The following will be displayed:



The screenshot shows a window titled "Transactions" with a "Transaction Event Filter" header. Below the header is a table with the following data:

Key/Watcher	Date	Time	Transaction	Box	Key No.	Key Name	By User
Service	9/13/2005	3:52:51 PM	User Logon				MORSE WATCHMAN
Service	9/13/2005	3:52:59 PM	Key Removal	1	7	Vault	MORSE WATCHMAN
Service	9/13/2005	3:53:07 PM	User Logon				MORSE WATCHMAN
Service	9/13/2005	3:53:14 PM	Key Return	1	4	Cell Block A	MORSE WATCHMAN

At the bottom of the window, there are three buttons: "Clear Window", "Acknowledge Alarm(s)", and "Collect Transactions". To the right of the "Collect Transactions" button is a "Select KeyWatcher" dropdown menu currently set to "Service".

### Acknowledge Alarm(s):

Alarms will be highlighted in **orange** to make it easier to isolate. When an alarm transaction has been collected and displayed in the transactions window, the computer (if sound is available) will trigger a sound indicating an alarm on the KeyWatcher has been triggered. To silence the sound, select Acknowledge Alarm(s). This will not cancel the alarm. If an alarm has already been cancelled directly from the KeyWatcher, you are still required to acknowledge the alarm in this filter screen.