

Key Mastery

Installation

Version 4.4

Installing Key Mastery

The following installation instructions apply to both new installations and upgrades from previous windows versions of Key Mastery for Windows.

Note for Multi-Master Users: -

If you are a Multi-Master user you can follow the installation instructions to install Key Mastery for windows. This will not upgrade or affect your existing Multi-Master software, as it will be installed as a separate installation. To convert your existing Multi-Master files to Key Mastery contact Security Software for a conversion diskette.

To commence installation, insert your Security Software CD into your CD drive.



The disk will automatically commence installation and your Security Software install screen is displayed.

If it does not automatically commence, run "Setup16.exe" from the CD.

Click the **Key Mastery** Button.

You will be asked to choose Key Mastery for Windows or DOS.

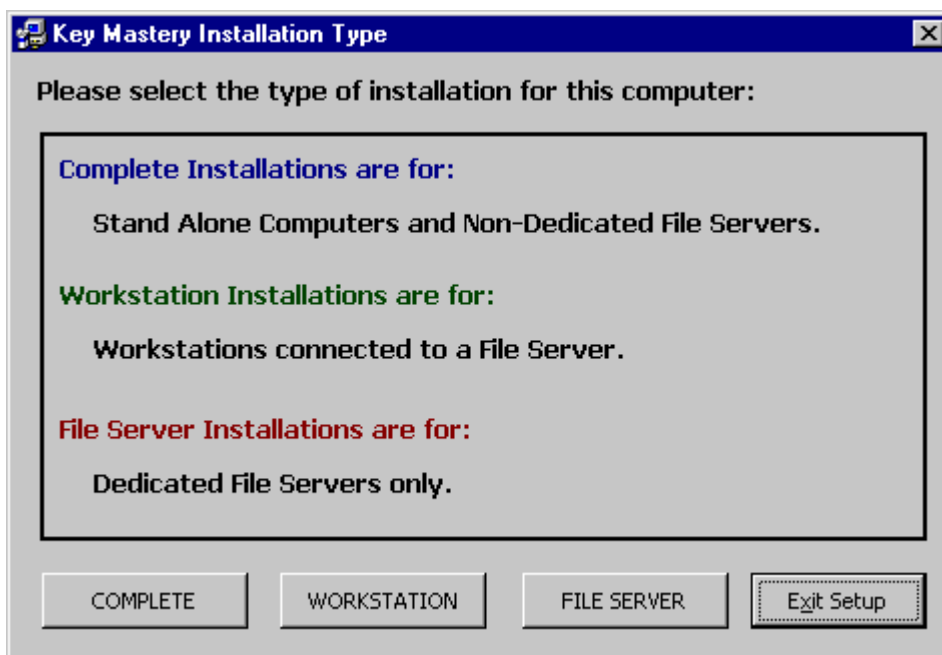
Click the **Windows** option.



To install Key Mastery click the **Install Key Mastery for Windows** button.

Note: If you wish to install any of the Utility Modules, at the completion of the Key Mastery install you can return to this screen and install any of these modules.

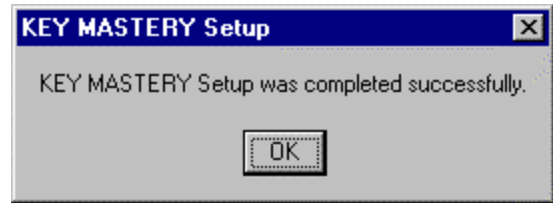
You will be given three options for your installation. Select the option applicable to your installation. (A brief description is provided for your information)



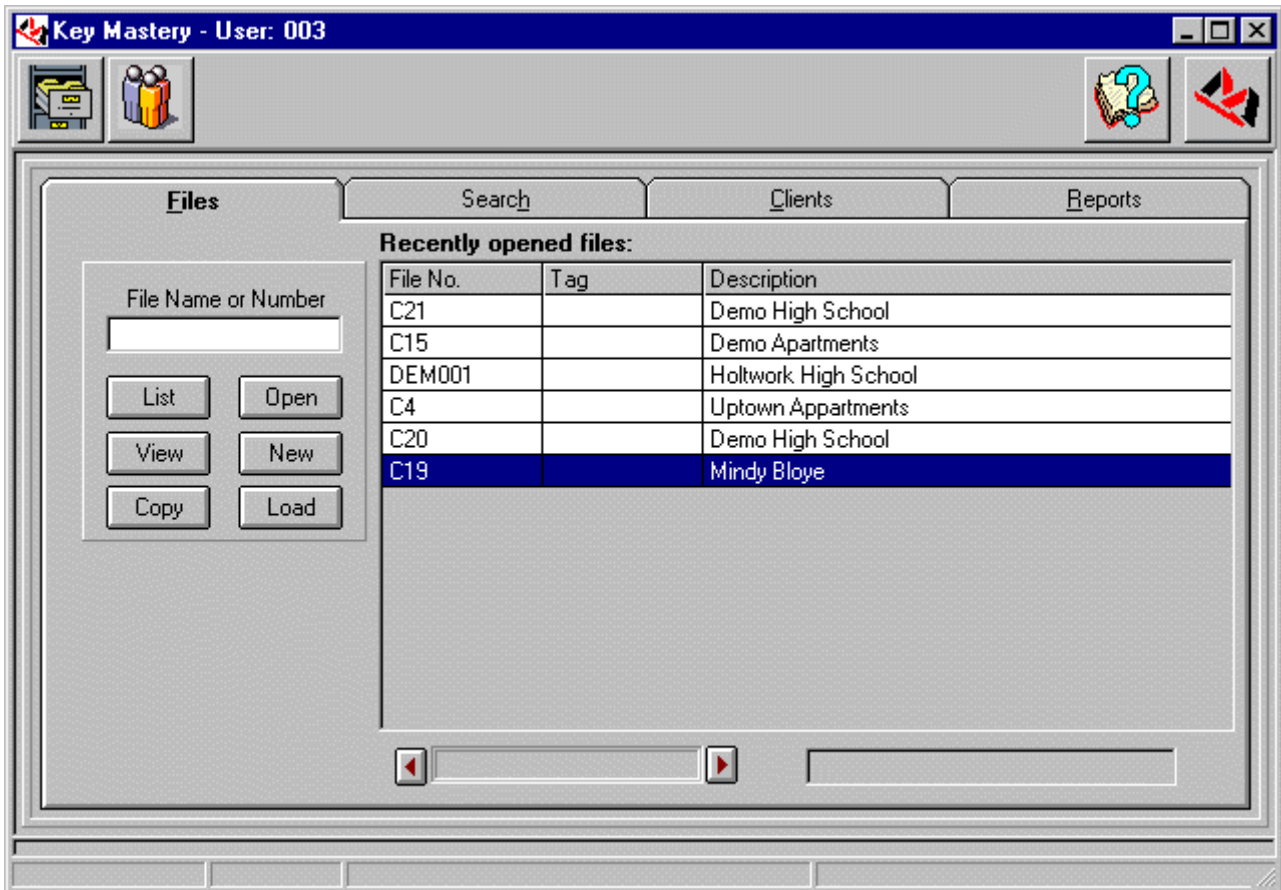
Once you have selected your Installation follow the prompts and read the instructions carefully.

When your installation is complete a dialog box stating that your setup was completed successfully is displayed.

You are now ready to go.




Your Key Mastery Screen



Moving around your Key Mastery Screen

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

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

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

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

Key Mastery Options



Once you have clicked on the Key Mastery Options button the Key Mastery setup screen (shown below) will appear.

Five tab options appear on the set up screen.



About

Display the version of Key Mastery you have installed as well as Security Software's contact details.



Options

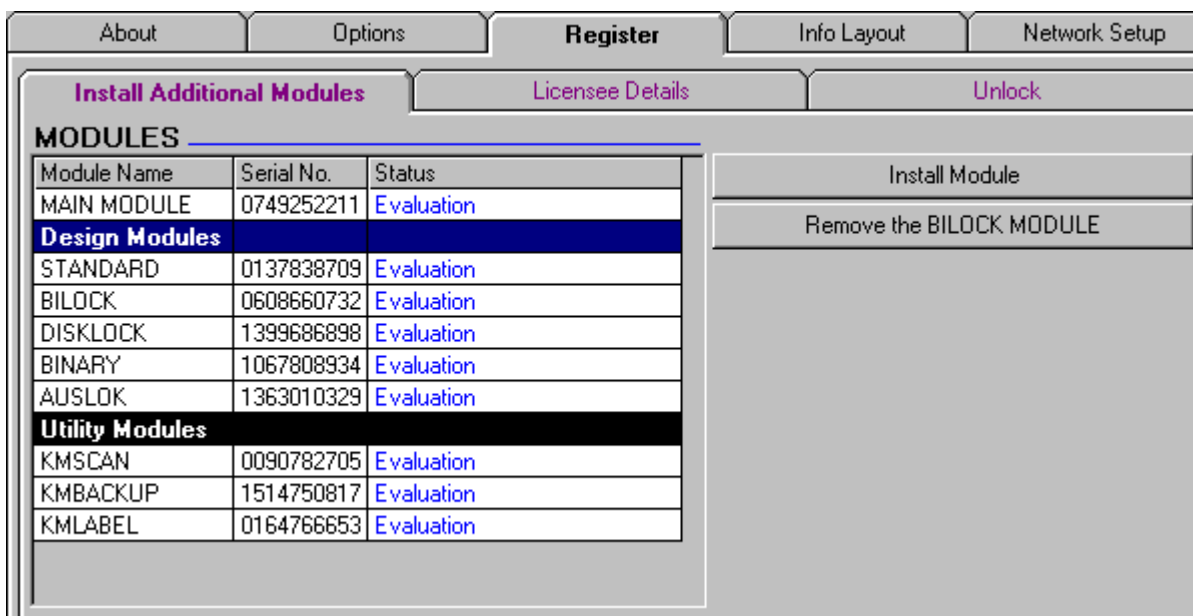
Set your default options, default headings and your printer set up.



Register

Installing your Modules

During the installation process the modules you requested were installed. If you wish to remove or add any additional modules click the **Register** tab and then click the **Install Additional Modules** tab.



To install a module click 

Select the modules you require.

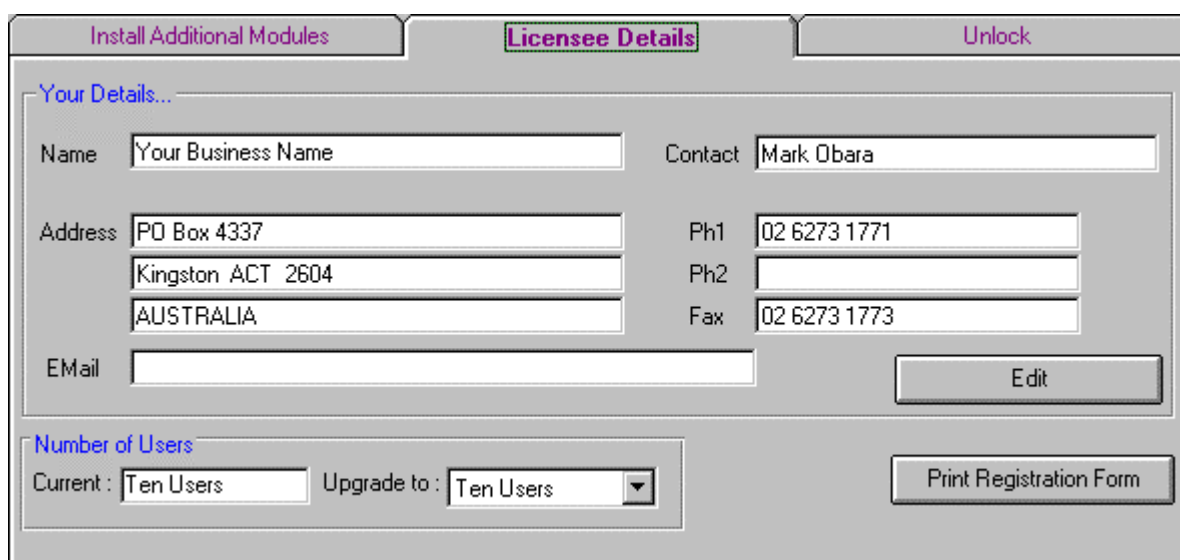
To remove a module highlight it and click the remove module 

Once you have all of the modules you require go to the **Licensee Details** tab.

Registering your Software

Your **Licensee Details** tab provides you with fields to enter your details.

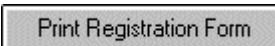
To enter your details click 




Enter the Number of Users you require.

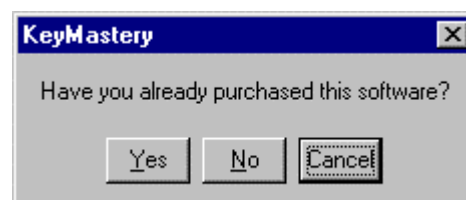


Note: Software pricing varies depending on the Number of Users selected.

Once you have entered all of you details select 

Once you have clicked the Print Registration Form you will be asked if you have already purchased this software.


If you have, click 



You will then be required to enter your proof of purchase details.

Once this is entered click 

Your registration form will then be displayed in the Print Preview, ready for printing.

If you have not purchase the software click 

The Payment Details dialog box is displayed.

Enter your payment details and then click the appropriate **Outside Australia** or **Within Australia** button in the Print box.

Your registration form will then be displayed in the Print Preview ready for printing.

Once you have printed your registration form send or fax it to Security Software. Security Software will fax back your Unlocking Codes.

Unlocking your Software

To unlock your software once you have received your unlocking codes, click the **Unlock** tab.

Module Name	Serial No.	Status
MAIN MODULE	0757748005	Evaluation
Design Modules		
STANDARD	0737083747	Evaluation
BILOCK	0425272079	Evaluation

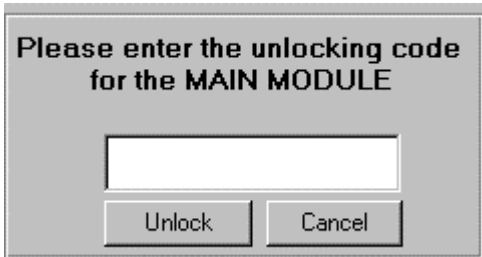
Buttons: Unlock User Upgrade, Unlock the MAIN MODULE

Highlight the MAIN MODULE and click



Enter the unlocking code.

Click



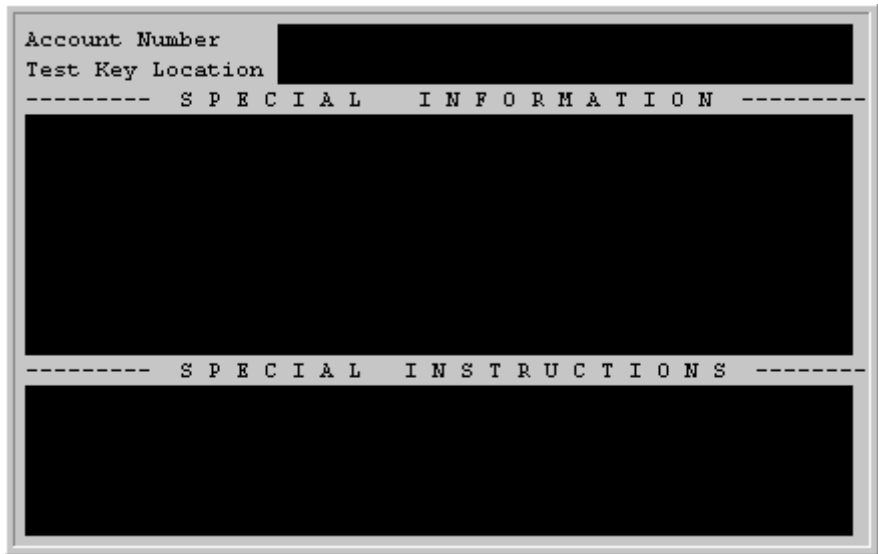
You will receive confirmation that the module has been unlocked.

Repeat this step with your design modules.



Info Layout

The Info Layout Tab allows you to create your own fields in the File Details, Info tab.



This is the ideal area to insert any important information or notes. If you have entered any text into any of the fields, this screen will appear first when you open a file. You can customize this for any information you require and this will then become your default Info tab. You are also able to perform a file search by any information entered into this field via the File Details, Info Tab.

To edit or customize your own Info Tab click the




Change Information Layout button.

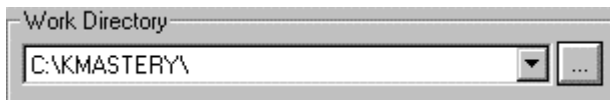
You are then able to edit the existing information by clicking on the area you wish to edit, using the "Backspace" key to remove any information, and spacebar entries in brackets "[]" to create a entry field. At any time you can click back on the Change Information Layout button to preview your Info Field.

Network Setup

It is only necessary to change your Network Setup if you have changed your network configuration after you have installed Key Mastery.

To change your Network Setup: -

Enter the path of the local copy of Key Mastery.
To search for the directory you can use the  browse button.



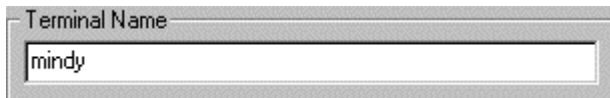
A dialog box titled "Work Directory" with a text input field containing "C:\KMASTERY\" and a browse button (three dots) to the right.

Enter the path of the server copy of Key Mastery.
If you are setting up a single installation or the server installation, the Files Directory will be the same as the Work Directory.



A dialog box titled "Files Directory" with a text input field containing "E:\KMASTERY\" and a browse button (three dots) to the right.

Enter the terminal name.



A dialog box titled "Terminal Name" with a text input field containing "mindy".

User Logon

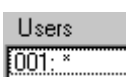



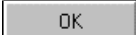
When you enter Key Mastery the Users Log On screen (shown below) will appear.

Log On Tab

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

Single user software defaults directly to the Password entry field.

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

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

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

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

Password Tab

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

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

Then Click 


Your new password is now saved.




The screenshot shows a form titled "User" with a text field containing "001: Mark Obara". Below this are three password fields: "Old Password", "New Password", and "Verify Password". At the bottom of the form are two buttons: "Cancel" and "Save".

Users Tab

To edit users select the "Users" tab.

To enter a name next to a User Number click on the user number and then click . You can then type in a name, position, set security levels and set security options.

For multiple users select the  button. Type in the User Name and Position. Set the security level, security options and password (Further information below).

Click 

Note: At any time a user can alter their password from the Password tab. A user cannot edit their own security.

Security Level: -

The Security Level is linked directly to the security level that is set when creating a new system. If the security level of a system is set at 4 then only users with a level of 4 or 5 can access this system. If a user has a level of 3 then systems with a higher level will not appear on their file listing.

Security Options: -

Managing Security: Allows the user to alter the security levels and security options of all users.

Managing Network: Allows the user to change the network path.

Editing History: Allows the user to edit the history of key and door orders.

Client Operations: Allows the user to access client functions. Eg: printing client lists, transferring files, downloading to Key issue.

- Generating Codes: Allows the user to generate codes.
- Order Processing: Allows the user to process an order.
- Editing System Data: Allows the user to edit and create keys, doors, locks and keying.
- Editing File Data: Allows the user to edit and create a file. This may be handy when you want an admin staff member to keep you client information up to date without accessing any of the system data.

Note: The last four options are essential to create a new system. If no options are set, the user can open files for viewing only.