R A D I O N I C S

READYKEY® K6100 Readykey for Windows™
User Instructions

Logging In

If an ID device has been issued:

1.   Use your ID device with the desktop administration or Central Network Controller (CNC) reader, the name assigned to this operator will appear in the **User name** box.

2.   If a password is required the cursor will move to the **Password** box. Type your password (displayed as asterisks) and press **ENTER** or choose **Log in** to go into the Readykey application icons.

If no ID device has been issued:

1.   Type your **User name**.

2.   If no password is required, press **ENTER** or choose **Log in** to go straight to the Readykey application icons.

3.   If a password is required, press the **TAB** key to move to the **Password** box, type the password (displayed as asterisks) and press **ENTER** or choose **Log in** to go into the Readykey application icons.

Note: If issued, the operator ID device **must** be used to gain access into the system.

If the message '*Login Incorrect - Access Disallowed*' is displayed then you may have presented an invalid ID device, typed your name incorrectly or entered the wrong password. Choose **OK** and try using a different ID device or entering the information again.

Logging Out

To Logout:

1.   Go to the main Readykey application icons screen

2.   Choose **Logoff** from the menu bar.

The **Login** screen is now displayed and no-one else can use the system without first logging in. In this state, transactions are still being recorded and you will still be alerted to alarms as they occur.

Shutting Down

To close down Readykey for Windows

1.   First you need to be logged out, as described earlier.

Note: Closing down Readykey for Windows may have been restricted to certain system operators by the supervisor.

2. The procedure for closing down Readykey for Windows is similar to logging in, as described earlier - however once the ID device has been used, and the **User name**/ **Password** entered as previously described, you should choose **Shut down** instead of choosing **Log in. This will close down the Readykey for Windows Program.**

Accepting Alarms

To accept an alarm:

1. Choose **Info...** to display information about the alarm, and a graphic (picture) if one has been assigned.

2. Select a reason code from the list displayed.

3. Choose **Accept**.

4. Use a valid operator ID device with the CNC or desktop administration reader, and enter a password (if required). Alternatively, enter a valid operator name and password.

You may not have the privilege to accept alarms or you may wish to investigate the alarm before accepting it. In this case choose **Queue It**. This places the alarm on the *Current Alarm Queue* where it can be accepted later following investigation or by an operator with the correct privileges.

Adding a Keyholder

To add a new keyholder to the system:

1. Double click on the **Personnel** icon.

2. Make sure you are adding to the correct division, if multiple divisions are being used, the currently selected division name is displayed at the top of the open window on the title bar. Choose **Division...** to switch divisions if necessary.

3. Choose **Clear**.

4. Provide a unique identity for the keyholder using the **Last Name** (last name) and **First Name** (first and middle names) fields.

5. Select a **Department** and/or **Work Group** first (if used) by clicking on the drop down arrows and selecting from the list to help limit the selection of Access Groups to choose from.

6. Select the **Access Group**. This determines through which doors, and when, the keyholder will be allowed access. The list of Access Groups includes any *Divisional Access Groups* which have been defined on a multi-site system.

   Note: The list of Access Groups offered may be restricted if you have selected a Department and/or Workgroup - select *All Access Groups* to override this restriction and see the full list available.

   Note: If you give a keyholder an Access Group of *None* then that keyholder will be locked out of all doors at all times, unless Extra Access has been assigned.

7. Choose the **Personnel Type**. If you select **Visitor** you must then enter the **Start** and **End Dates** of the period for which the ID device is to be valid. You may also be able to enter **Start** and **End Dates** for **Personnel** on certain system configurations.

   The lower portion of the window is used to enter and display additional information and access to extra areas if required. Choose **Show Info/Access** to display the boxes, and then choose **Info/Access** to switch between displaying Extra Information and Extra Access.

   Extra Information

   Up to 20 lines of extra information can be entered for each keyholder - each of up to 120 characters (letters/numbers/spaces).

   The titles for each line of information are defined by the system administrator in **Installer: Divisions**.

Extra Access

If you wish a keyholder to have access to additional areas other than those assigned via the **Access Group**, then up to two additional lists of areas can be assigned for individual keyholders, each with an optional **Time Profile** to restrict access to those areas to certain times/days.

a.   For each list of areas, select a **Time Profile** if desired. Remember that selecting a **Time Profile** of *None* will allow access 24 hours, 7 days a week.

b.   Choose **Areas...**. Select the site where the area(s) exists from the list of **Available Sites**.

c.   Highlight the area(s) from the list of **Available Areas** by clicking on them with the mouse. (More than one area can be selected by holding down the **CTRL** keys and clicking the required areas.) Choose **Select** when all required areas on the selected site have been highlighted. The chosen areas will move to the list of **Selected Areas**.

d.   Repeat the process if required by selecting a different site, then further areas.

     Selected Areas can be removed from the list by highlighting them then choosing **Deselect**.

e.   Choose **OK** when all required areas have been chosen to return to the main **Personnel** screen.

8.   Make sure the correct ID device type is displayed in the lower-right corner of the screen. Choose **ID Device...** to select a different ID device type if required.

9.   Present the ID device to the desktop or CNC administration reader (i.e. present the key/card, swipe the card, etc.). The **Key code** will appear and the **PIN Number** will be displayed. Alternatively you can enter the code of non-Readykey ID devices directly into the **Key code** box - type the Site and Serial Number Codes, separated by a '-' (minus sign) - e.g. 123-45678.

10.   Choose **Add** to add the keyholder to the database.

Searching for a Keyholder/Changing Keyholder Information

1. Double click on the **Personnel** icon.

2. Make sure you are searching or changing the keyholder in the correct division, if multiple divisions are being used, the current selected division name will be displayed at the top of the open window on the title bar. Choose **Division...** to switch divisions if necessary.

3. Choose **Clear.**

    a. If you have the ID device, then present the ID device to the desktop or CNC administration reader.

    b. If you do not have the ID device then enter any part of the keyholders information in some or all of the **Last name, First Names, Department, Workgroup** or **Access Group** boxes and choose **Search**.

    c. **Note:** It is not possible to search using the **Extra Access** information.

4. All keyholders which match the information given will be displayed. Click on the drop down **Last Name** list to display all the names found that match.

5. If more than 128 matches are found then *Next Block* and *Previous Block* will be at the end and beginning of the list.

6. Alternatively, the **Previous** and **Next** buttons can also be used to move through the search results individually.

7. If no matches are found, then the message *No Records Matched* will be displayed in the lower left corner of the screen.

8. Once the keyholder has been found, you can now either:

    a. Choose **Delete** to remove the keyholder from the database.

    b. Change or Update the keyholder's details (**Access Group, Extra Access, Extra Information** etc.) and choose **Change** to update the stored information.

Printing Keyholder Reports

Printed reports of individual or groups of keyholders can be produced from within the **Personnel** application:

1.   Double click on the **Personnel** icon.

2.   Make sure you are in the correct division - the currently selected division name is displayed in the title bar. Choose **Division...** to switch divisions if necessary.

3.   If you want to produce a report of a limited number of keyholders in the division, then search for the keyholders first as described in the previous section.

4.   Select **Reports...** from the top of the **Personnel** screen.

5.   Select the desired **Report Type:**

   a.   **This Record** - to print information for the keyholder currently displayed only.

   b.   **All Records Matched** - to print the keyholders that were the result of the last search.

   c.   **All Records** - to print information for all keyholders in the division.

6.   As a minimum the **Last Name**, **First Names** and **Initials** will be printed for each keyholder. Additional information can be printed for each keyholder by selecting one or more of the **Report Contents** options:

   a.   **Departmental info** will print the Department and Workgroup (if assigned for each keyholder.

   b.   **Access information** will print the Access Group, Personnel Type (personnel or visitor), Key code and PIN for each keyholder.

   c.   **Extra Information** will include the 20 lines of extra personnel information for each keyholder printed.

   d.   **Extra Access** will print the extra access areas and time profiles if any, assigned to each keyholder.

7.   Once you have selected the range of personnel to print and the level of detail required, then click on **OK** to proceed with the printout.

General Transaction Search
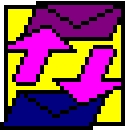
1. Double click on the **Transaction** icon.

2. Double click on the **General Search** icon.

3. Transaction searches are carried out per division. Make sure you are searching for transactions within the correct division. The division name will be displayed on the top of the open window on the title bar. Choose **Division...** to switch divisions if necessary.

4. Choose **Clear** to remove any existing selections.

5. Enter the search criteria in the boxes provided as follows:

    Choose From, Selected: This is where you enter the search criteria. Select an item or items from the left-hand (**Choose From)** boxes by clicking on them, it will then appear in the corresponding right hand (Selected) box.

    To deselect an item, select on it in the right-hand (**Selected**) box and it moves back to the left-hand (**Choose From**) box.

    If you do not make a selection, then all of the available items will be selected.

    a. **Department Names:** Only events involving the keyholders in the selected departments will be reported.

    b. **Area Names:** Only events involving the areas selected will be reported.

    c. **Door Names:** Only events occurring at the selected doors will be reported.

    d. **Alarm Input Names:** Only events involving the selected alarm inputs will be reported.

    e. **Transaction Types:** Only the transactions selected will be displayed. Selecting None will report all matching transactions.

6. **Keyholder Names:** Select a group of keyholders or an individual keyholder. Click on a name in the drop down list to select it.

    If you are not sure of a name then type the first few letters and choose **Find Names.** All names beginning with those letters will appear in the drop down box.

    The selected keyholders will be displayed in the box below.

7. **Search Parameters:** Enter the **Start Date, End Date, Start Time** and **End Time**. The shortcut buttons provided (**Today, Yesterday,** etc.) can be used to enter the dates automatically.

8. Choose **Search** to begin the searching of all of the historical transactions that match the specified criteria selected, this may take some time depending on how busy the system is and on the date range you have chosen.

9. The search results may be displayed in 'blocks', each containing of up to 128 transactions. The buttons **Next Block** and **Prev Block** allow you to move through the blocks of results.

10. The current block of results or all search results can also be printed using the **Print Block** and **Print All** buttons.
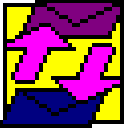
Unused Token Search

1. Double click the **Transaction** icon.

2. Double click the **General Search** icon.

3. Unused token searches are carried out per division. Make sure the correct division name is displayed in the title bar. Choose **Division...** to switch divisions if necessary.

4. Choose **Clear** to remove any existing selections.

5. Click on the **Unused Tokens** box to mark it.

   Enter the **Search Criteria** in the boxes provided as for a General Search. If you make no selection then all of the appropriate items will be selected.

6. By selecting **Departments**, **Areas** or **Doors** from the lists, the search results will include only transactions relevant to the departments/areas/doors selected. If no departments, areas or doors are selected, then all departments/areas/doors will be considered in producing the report.

   Note: No **Alarm Inputs** should be selected, as alarm inputs are not applicable to keyholder transactions - if any Alarm Inputs **are** selected, then the search will return **ALL** keyholders.

7. Selecting certain **Transaction Types** will result in returning the applicable keyholders for whom no instances of the transaction type(s) selected are recorded.

8. It is possible to ignore certain keyholders in the search by selecting their names in the **Ignore These Keyholders** box. This would be useful to prevent keyholders who have been on holiday or sick leave, for example, being reported.

   If you are not sure of a name then type the first few letters and choose **Find Names.** All names beginning with those letters will appear in the drop down box.

   Selected keyholders will be displayed in the box below.

9. **Search Parameters:** Enter the **Start Date, End Date, Start Time** and **End Time**. - dates and times entered will produce a report of keys/cards **NOT** used within this period.

   The shortcut buttons provided (**Today, Yesterday,** etc.) can be used to enter the dates automatically.

10. Choose **Search** to begin the search - this may take some time depending on how busy the system is and on the search dates you have chosen.

The search results are displayed in the same way as for a General Search.

Presence in Area

To perform a presence in area search:

1. Double click on the **Transaction** icon.

2. Double click on the **Presence** icon.

3. Presence in Area searches are carried out per division. Make sure you are searching for transactions within the correct division. The division name will be displayed at the top of the open window on the title bar. Choose **Division...** to switch divisions if necessary.

4. Select the area(s) to be searched by highlighting the area(s) from the left hand (Non-Selected) list and click on the **Add** button, or choose **Add All** to include all areas.

    Similarly, areas can be removed from the right hand (Selected) list by using the **Remove** or **Remove All** buttons.

5. The **Report Personnel Not in Selected** option allows you to obtain a report of keyholders NOT in the areas selected - this will produce a report of the keyholders in the areas in the box on the left of the screen, instead of the areas in the box on the right.

6. The **Display Area Totals** option, if selected, will display the number of keyholders found in each area individually, and also in all areas at the end of the report. This option only applies if the 'Sort By' option is set to 'Areas'.

7. The **Page break after each section** option will cause the sections of the report to be separated, so that each section starts on a new page when the report is printed.

8. **Search Period:** Enter the **Start Date, End Date, Start Time** and **End Time**. The month, day, and year entries must be separated by a "/" forward slash. The hour and minute entries must be separated by a ":" colon.

    The shortcut buttons provided (**Today, 1 Day, 2 Days**) can be used to enter the dates automatically. The times and dates can then be manually changed to the desired criteria for the search.

9. Select the required order for the results (**Sort by**) - choose from sorted by *Name*, *Area*, *Department* or *Workgroup*.

10. Choose **Search** to begin the retrieval of the report, this may take some time depending on how busy the system is and on the search date range you have chosen.

11. The search results are displayed in a similar manner as for a General Search. The search results may be displayed in 'blocks'. The buttons **Next Block** and **Prev Block** allow you to move through the blocks of results.

12. The current block or all search results can also be printed using the **Print Block** and **Print All** buttons.

Backup Database

To make a backup of your database:

1. Double click on the **Backup** icon. Choose **OK** at the warning regarding all applications being closed.

2. Double click on the **Backup/Restore** icon.

3. Select the **Drive** letter and **Directory** for the backup destination (default is A:\).

4. Choose **Backup**.

5. If backing up to floppy disk, place the first backup disk in the disk drive and choose **OK**. You will be notified how many disks will be required to back up the database.

6. You will be given a progress indication as the backup continues. Change disks when prompted if more than one disk is required for the backup.

7. Make sure each disk is labeled carefully with the sequence number and date of the backup.

   Once the backup process is complete, make sure all the disks are labeled and the whole set is stored in a safe place.

Archive

The archive facility allows you to make copies of transaction files onto floppy disk in case of machine failure and to save space on your PC hard disk.

To archive transaction files:

1. Double click on the **Backup** icon.

2. Double click on the **Archive** icon. A list of transaction files on the hard disk of the PC is displayed with the current **Archive Status** of each.

   The **Archive Status** of each may be:

   - *Unarchived* - this file is no longer current and should be archived to disk.

   - *Archived* - this file has already been archived.

   - *In Use* - this file is being used for current transactions. There will only be one file with this status.

3. Ensure the correct destination disk drive is specified - default is drive A: - and click on **OK**.

4. The system will attempt to copy the **lowest numbered unarchived** file to the floppy disk. You will be prompted to insert a disk in the disk drive so the archive can begin.

5. Click on **OK** to copy the file to the floppy disk. If more than one file is unarchived you will then be prompted for further disks.
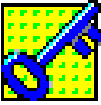
   Note: If all other files are archived then the current *In Use* file is copied.

Manual Lock/Unlock

To Manually Lock or Unlock a Door:

1.   Double click on the **Lock/Unlock** icon.

2.   Make sure you are controlling the doors on the correct division, if multiple divisions are being used, the current selected division name is displayed in the title bar. Choose **Division...** to switch divisions if necessary.

3.   Select a **Site** and an **Area** using the drop down lists. Two lists, one of doors currently locked and one of those currently unlocked, will be displayed on the screen.

   a.   To unlock a door, click on a door in the **Locked** list to select it, and choose **Unlock**. The door will move to the **Unlocked** list.

   b.   To lock a door, click on a door in the **Unlocked** list to select it, and choose **Lock**. The door will move to the **Locked** list.

   Note: Hold down the **CTRL** key while clicking on doors to select more than one door.

   The status of doors will be continuously updated. You may observe doors becoming momentarily unlocked as keyholders use their ID device to obtain access to areas.

To Momentarily Release a Door:

1.   Double click on the **Lock/Unlock** icon.

2.   Make sure you are controlling the doors on the correct division, if multiple divisions are being used, the current selected division name is displayed in the title bar. Choose **Division...** to switch divisions if necessary.

3.   Select a **Site** and an **Area** using the drop down lists. Two lists, one of doors currently locked and one of those currently unlocked, will be displayed on the screen.

4.   Click on a door in the **Locked** list to select it, and choose **Release**. The door will become unlocked for the programmed Lock Release Time and then Lock back down.

Further Information

If you require further information on these or other functions please use the on-line help which is accessed by pressing the **F1** function key anywhere in Readykey for Windows or by choosing the displayed **Help** button from the menu bars.