

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 OK 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 OK 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 OK 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.

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 Surname (last name) and Forename (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.
7. Choose the Personnel Type. If you select Visitor you should 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.
8. Choose Show Info >> to display the boxes used to add additional information about the keyholder if required.
9. 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.
10. Present the ID device to the desktop or CNC administration reader. 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).
11. 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 Surname, Forenames, Department, Workgroup or Access Group boxes and choose Search.

4. All keyholders which match the information given will be displayed. Click on the drop down Surname 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, Key code, etc.) and choose Change to update the stored information.

General Transaction Searches

To perform a 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.

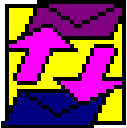
 The selected keyholders will be displayed in the box below.
7. Search Parameters: Enter the Start Date, End Date, Start Time and End Time.

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 dependent on how busy the system is and 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 or all search results can also be printed using the Print Block and Print All buttons.

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. Transaction 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. Select the Report Personnel Not in Selected Areas to produce a report of all personnel that are not located in the (Selected) areas list on the right hand side.
6. The Display Area Totalsoption, if selected, produces 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. Search Period: Enter the Start Date, End Date, Start Timeand 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.
8. 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 dependent on how busy the system is and the search date range you have chosen.
11. The search results are displayed using the same method as 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 of 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.

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.
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.

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.

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 Alarm Reason Code from the list displayed, if used, to store an explanation or action taken when the alarm condition was acknowledged.
3. Use a valid operator ID device with the CNC or desktop administration reader, and enter a password (if required). Alternatively, choose Accept... and 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.

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.

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.