KEY ORGANIZER

Key Management Software

Installation and Technical Tips

This text deals with the Key Organizer program's technical aspects. For notes on the daily use of the program, please read our separate user guide.

Simple Installation

There are no special requirements for the installation of the Key Organizer software on a standard PC. You only need a conventional Windows-PC.

System Requirements:
- PC with Windows® 10, 8, 7, Vista, XP, 2000 or Windows Server
- Screen resolution: 800 x 600 pixels or higher
- Hard disk: 7 MB for the program installation, plus space for your own data/entries
- PDF-Viewer for the user guide, e.g. Adobe® Reader

Optional: To print individually designed receipts in Word-format, you will need to have Microsoft® Word 2000 or higher installed on the PC from which you want to print.

Installation:
If your program version is stored on a CD, please use the file "Setup.exe" from the CD. Otherwise, please use the file you downloaded from the internet. If you use the downloaded file and your operating system is Windows Vista, please make sure that the setup file name contains the word "Setup".

You only need to install the program once. After the program installation, there will be new shortcuts on your desktop and in the program directory. Click one of these shortcuts to run the program. Once you have installed the program, you will no longer need the CD. However, we recommend you keep it anyway.

By the way, you can use the free demo version to test the network and multi-user compatibility. For more information, please read the section "Network Installation".

Directories:
If you have administrator rights (recommended), use the regular program directory ("Program Files") to install the program. Otherwise, use the folder "My Documents".

The default directory for the program installation is ...
<div align="center">C:\Program Files\KeyOrganizer\</div>
You can change the directory during the program installation. It is even possible to install the program on a mobile device, e.g. a USB drive.

The setup creates the data folder in the program directory – by default, this is
C:\Program Files\KeyOrganizer\Data\

If you are familiar with your PC's folder structure, feel free to choose a more suitable data storage location in the program settings. This could e.g. be a server. We recommend this particularly for backing up your data.

FAQ and Technical Details

Do I need additional programs or drivers?
No. The program contains all necessary functions, e.g. an integrated database (see below). You will only need an additional driver if you use a signature pad.

Key Organizer on Mac or Linux?
With WINE, you can use the Key Organizer under Linux. For Mac OS X, there is a commercial WINE variant called CrossOver.

What kind of database does the Key Organizer use?
The program uses its own fully integrated database. This means that you do not need to have e.g. Microsoft® Access or any other additional program installed on your PC. It also means that you do not have to pay for additional software licenses and that the Key Organizer can be used on any Windows PC. This way, we can guarantee that you will never have version conflicts with the database.

Rare Problems

Problems printing with Microsoft® Word
A few of our customers had problems using Word for printing receipts. They received the error message: "The stub received bad data". If you come across this problem, please use this Microsoft Office Bugfix: http://www.joerg-rosenthal.com/en/word-stub.html

The message "Data record is locked for editing by another user" is displayed
If this message is displayed without any reason, i.e. if the displayed user is not even logged in, you will have to unlock the data record manually. There are two possible ways you can do this: The displayed user logs on to the program from his(!) workstation and re-opens the data record for editing. After that the data record should be unlocked again.
The other possibility is to delete the lock file. To do so, open the Key Organizer's data directory in your Windows Explorer, e.g. by selecting the button "Display" under Edit > Settings > Files > Data Directory in the program menu. Exit the Key Organizer and delete the file "Data.wpi" (should have a size of 1 kb) from the data folder. This will unlock the data record.

Network Installation

With the Key Organizer, you can access your shared data pool from several PC workstations at the same time. Please note the conditions for purchasing licenses for network users (see chapter Licenses).

You do not have to install a database engine on the server, because the Key Organizer organizes his multi-user capable file storage independently. The program needs a shared folder on a file server. The program does not support web servers, i.e. the protocols HTTP or FTP.

By default, the Key Organizer setup installs a single workstation, i.e. the program and the folder containing the data are usually stored on the local hard disk in the program directory, e.g. C:\Program Files\KeyOrganizer\Data\

1st Option:
Several local installations

You install the Key Organizer locally on every PC on which you want to use the program.

You will need a shared folder on a server that can be accessed and used as a shared data directory by all Key Organizer installations.

Select the shared data path in every local installation of the Key Organizer. You will find this setting in the program menu under Edit > Settings ... Data Directory ... "Change" button.

The server does not have to be a Windows-PC. We have successfully tested sharing folders using the Samba-FileServer under Linux. The Key Organizer program itself, however, is a pure Windows application.

2nd Option:
One central installation

You only install the Key Organizer program on a server once. The clients will start the program directly from the server (e.g. using a shortcut icon).

You can also run the program using a terminal server.

If you wish to change the data path, please note that the path description must be the same for all clients, and must be accessible for all clients. For example, it should be in UNC format \\Server\Key-Organizer-Data\ and not a local path as C:\...

Folder access: All users who are supposed to use the Key Organizer must have read and write access to and delete rights for the data directory. This also applies to users who will not be assigned change access to the program. The Key Organizer controls its users' authorizations automatically.

Windows user names: Please note that each Key Organizer user must be logged on to Windows with an individual Windows user name.

File Storage and Moving of Files

The default <u>directory for the program</u> installation is …
<p align="center">C:\Program Files\KeyOrganizer\</p>
You can change the directory at the program installation. It is even possible to install the program on a mobile device, e.g. a USB drive.

The setup creates the <u>data directory</u> in the program directory – by default, this is
C:\Program Files\KeyOrganizer\Data\
If you are familiar with your PC's folder structure, feel free to choose a more suitable data storage location in the program settings. This could e.g. be a server. We recommend this particularly for backing up your data.

Transfer Program and Data to a New PC

When replacing a PC, you will have to transfer all locally stored data from the old PC to the new one. If you have not stored your data on a server, this also applies to the Key Organizer.

Compared to the transfer of other databases, moving Key Organizer data is a piece of cake. You only have to copy the data directory, for example to a USB stick or a network. Although this is a very simple process, it should still be done by someone who is familiar with the Windows Explorer and the directory structure on the hard disk.

Steps:
Install the Key Organizer program on a new PC. To do so, use the program CD or, preferably, the latest download file you received from Rosenthal Software.
After the installation, an empty program without any entries will be installed on your PC. Shut down the program.

Copy your data from the old PC to a data carrier, e.g. a USB stick. By default, the relevant data (on the old PC) is stored in the following directory:
C:\Program Files\KeyOrganizer\Data\
We recommend you copy the entire subfolder "Data", together with all data it contains, and all subfolders.

Then copy the folder "Data" to the program directory
C:\Program Files\KeyOrganizer\Data\
on your new PC. It will replace the already existing folder "Data". If Windows asks you if you want to overwrite the folder or the data, confirm this with Yes.

Start the Key Organizer on your new PC, and check if your entries are displayed correctly. If so, the transfer was successful. If not, close the program and check if the directory structure
C:\Program Files\KeyOrganizer\Data\
is complete. You can do this by using the Windows Explorer to compare the files on your old PC with the files on your new PC.

Please also check if the displayed entries are up-to-date, e.g. by checking if the latest entries you made are still there. We received some calls from customers who, in the course of time, had created several data directories (manual copies) and then could not remember which one was the newest. You can find copies of the folder by using the Windows file search and searching for "Data.ada" on your hard drive.

Several Databases

Most of our customers do not need more than one database for their key management. The entire key management is intended to be stored centrally - and most of our customers consider this to be an advantage. In addition, the database is designed to store up to 40 master key systems for any number of buildings. Therefore you usually do not have to create more than one database.

You can, however, create several databases if you e.g. want to manage individual data pools for your subsidiaries on a central server. To do so, create a data directory for each subsidiary, e.g. \\Server\KeyOrganizer\Branch1\

You can create individual program shortcuts for the relevant users to make sure that the Key Organizer is started with the correct database. The prompt could then for example be:
[Program folder]\Start.exe "DataPath=\\Server\KeyOrganizer\Branch1\"

The databases are completely independent of each other, i.e. each database has its own user administration and e.g. also its own employee master data (as key recipients).
The Key Organizer does not yet contain a function for the combination of several databases, e.g. with cross-database employee master data. It is also not possible to merge the databases to one database.

The storage locations do not have any effect on the licenses, which means that you will still have to purchase a main license for each legally separate enterprise, and to account for the relevant number of PC workstations.

User Authorizations

The Key Organizer contains an integrated user administration function where every user can create and change their own password. You can use the user administration to determine the individual users' authorizations, i.e. which program function they will be allowed to use.

The program installation does not automatically create users. As long as you have not defined users, everyone can log on to the program without having to enter a password.

You will find the user administration in the main menu of the Key Organizer under Edit > Users.

Once you have entered and saved a user, you can use the button "Authorizations" to define the relevant authorizations.

Only users with an active authorization for "Users + User Authorizations" are allowed to change other users' authorizations and passwords. The program makes sure that users cannot lock themselves out by automatically granting special rights to the remaining users.

If you lose an important password and are unable to change it, please contact the software supplier (info@joerg-rosenthal.com) to request the master password for your program version.

Data Import

We want to spare you the burden of having to enter your data manually (or at least keep it to a minimum). Therefore, the Key Organizer contains various import functions, in particular for Excel lists. You will find the import functions in the main menu of the program under File > Import.

For lists, e.g. key lists or employee lists, we recommend you use the "individual import" which offers you the possibility of customizing your table's columns.

For locking plans (with a locking matrix), please use the function "Import Excel locking plans". Prior to the import, modify your Excel table's columns according to the sample locking plan. You can download the sample locking plan from the download section of our Key Organizer homepage.

If your master key system is relatively new, your locksmith will probably be able to provide you with the appropriate locking plans as an Excel table. You can also use the file types .KWD (a special file format for master key systems) or .XML (data exchange format). Due to several format differences, we cannot guarantee that all .KWD and .XML files can be imported.

Send us files to test import

Since the form of your existing data or files may vary considerably, we offer you the possibility of sending us your files - even before having purchased the software - to test if they can be imported and to provide you with support. There will be no additional costs and this service is not binding.

Please send us an informal e-mail with your existing data (locking plans, lists, tables, data bases, etc.). We will check if your data can be imported into the Key Organizer - for free and as a non-binding service.

Data Update

The import functions are generally designed for a one-off import, i.e. after having imported lists you will have to make subsequent changes in the Key Organizer. Larger companies with a high number of employees should, however, regularly synchronize their data with the company's official list of employees. For this, the program provides a special function (see next page).

Regular Import of the Latest List of Employees

If you use a software application for the administration of your employees' data, you may be able to transfer its data to the Key Organizer at regular intervals to keep the list of persons in the Key Organizer up-to-date automatically.

As a prerequisite, you will need a simple table with the employees' names; preferably a CSV-/text file with tab-separated values.

To automate the data transfer as much as possible, the Key Organizer knows certain call parameters, causing it to import the table automatically.

Call by Prompt

The prompt call for the Key Organizer is ...

KeyOrganizer.exe multistart autoLogin=XXX "autoImport=C:\Path\ImportPersons .ipo"

You will find your personal **autoLogin parameter** in the Key Organizer window "Settings". To open this window, select Edit > Settings > Other in the program menu. Note that the autoLogin parameter is user-specific and changes as soon as that user's password changes.

The autoImport parameter refers to an .IPO file (containing import settings). If you are interested in this file, please let us know (e-mail: info@aidex-software.com) and we will be glad to send it to you.
Use the autoImport parameter to define the storage location of the IPO file. If the path description contains a space character, the phrase must be put in quotation marks.

After the import (which - depending on the number of people - can take just a few seconds or several minutes) the program shuts down automatically.

Error log

The Key Organizer can create a log file, listing errors that occur during the import. This will help you to locate a possible error.

If you would like the Key Organizer to create an error log, manually enter the following line into the file KeyOrganizer.ini in the Key Organizer's program directory:

ErrorLogFile=[Path\]Filename.txt

You can also let the Key Organizer log successful imports ...

SuccessLogFile=[Path\]Filename.txt

If you want to have all logs in one file, you can also enter the same file name for both *ErrorLogFile* and *SuccessLogFile*.

Data Backup

Integrated Data Backup (Out-of-Date)

The Key Organizer provides a simple integrated data-backup function which creates copies of the most important data files. However, these copies do not comprise all data, and are also by default stored on the same hard drive as the original data. If your hard drive is defective, you will lose both the original and the backed-up data. Therefore we recommend you use a different kind of data backup, if you have the possibility of storing the data on a server with an individual data backup option.

Outsourcing of Data to a Server (Recommended)

We recommend you outsource the Key Organizer's data directory to a file server. To do so, manually move the "Data" directory from the program directory to the server. Then enter a new data path in the program settings. For more information, please read the section "Network Installation".

You do not have to consider anything in particular when backing up your data. Please save the entire data directory, including subfolders. You can even use the Key Organizer and backup data at the same time.

You can switch off the integrated data backup by selecting "manually" in the Key Organizer's settings.

Licensing

As is customary for standard software, the purchase of a software application not only implies the purchase of the source code or the executable program, but also comprises the purchase of a license for use of the program (use license). Please use the following link to read our license agreement: www.aidex-software.com/en/key-organizer/licensing.html
The license agreement will also be provided together with the program and must be confirmed by each user before using the program.

License Model

The first license, i.e. what is called Variant 750 etc. in the price list, is valid for one PC workstation. One or more users are allowed to use the Key Organizer at this PC. You are, however, not allowed to use the program from another PC.

If you wish to use the Key Organizer on additional PCs, you will have to purchase a license for every additional PC from the second PC. We offer these additional licenses at a very favorable price.

The same applies to the use of the Key Organizer via a terminal server. In this case, the number of licenses depends on the number of terminals/client PCs from which the program will probably be called. If you cannot assess this number, the number of licenses depends on the number of Key Organizer users, based on the assumption that, nowadays, most users have their own PC at their workplace.

You do not have to purchase licenses for holiday replacements or special use of the program, e.g. for a one-off data gathering from a separate PC.

For example: Full-time employees A and B are supposed to use the Key Organizer regularly from their PCs. Employee C is a temporary employee and uses B's PC. Employee D is a holiday replacement and works in the office next door. Prior to this, employee E collected all data on his laptop in one single session.
In this example, you only count A's and B's PCs, although the Key Organizer is also available on D's and E's PCs. That means that beside the main license (e.g. Variant 750), you have to purchase one additional use license for the second PC.

There is a fixed price for the additional user license, which is independent of the variant with which you purchased a main license.

For franchise chains with legally separate subsidiaries, every subsidiary has to purchase its own main license, i.e. it is not possible to purchase the discounted additional licenses for other companies. In exceptional cases, it is possible to close an alternative, individual agreement.

We also would like to mention that the majority of our customers consider the one-off price for the Key Organizer to be very favorable. We offer the additional user licenses practically for a song. Our software does not include call monitoring or license key queries. We will therefore be all the happier about your fairness, and appreciate your purchase of additional licenses if you need them. Thank you very much!

Program Updates

We continuously improve the Key Organizer. In addition to the program improvements, we regularly add new functions upon request of our customers. Click the following link for a summary of all enhancements:
www.aidex-software.com/en/key-organizer/update.html

If you are still testing the <u>trial version</u> of our key management software, feel free to download the latest version from our homepage. To install a newer version, simply overwrite the existing installation with the new trial setup. This will not change any of your existing data.

If you are our customer already, and own a <u>purchased program version</u>, please send us an e-mail if you wish to receive a customized program update (this is free in the first 12 months after your purchase).
Please do not use the trial version from the internet as an update, because this will downgrade your purchased version to a trial version and you will not be able to enter additional data records (your existing data will not get lost).

You will not have to update the Key Organizer regularly – in contrast to e.g. virus scanners with a daily update requirement, or tax calculation programs that must be updated annually due to the changes in legal regulations.
If you are interested in program updates for the Key Organizer anyway, for example because you are interested in a new function, you can purchase an update-year when your first 12 months of free updates are over. You can purchase one update-year for 25% of the price for the main license (additional licenses will not be considered). Please do not hesitate to contact us if you are interested or if you have further questions.