dialock

HÄFELE

Software Manual

Personnel

List of contents

1 Overview of the manual

In this chapter you will learn the layout of the manual and how to use it effectively.

Overview of the contents of the individual chapters:

Chapter 2: Overview of the Software Dialock Personnel, the functions of the basic program and the additional modules.

Chapter 3: Instructions how to install the software. The initial installation is carried out by Dialock specialists, so that you can also skip this chapter.

Chapter 4: Introduction of the terminologies and the writing methods which are used in the instructions to configure and operate the program.

Chapter 5: Instructions to adapt the program to your requirements (program configuration). Here you will learn for example, how to enter the quantity of the existing rooms.

Chapter 6: Detailed explanation how to operate the program. If any terminologies are not clear in this chapter, please check chapter 4.

2 Overview of the software

2.1 Product information

Dialock Personnel for Windows 95/98/NT is an efficient, easy to use program. Basic knowledge of Windows is sufficient to operate the program. With Dialock Personnel you program electronic keys in the Dialock identification and locking system. With the keys (plastic sticks or clips) you allocate access authorisations to the rooms.

Various access authorisations for user groups and individuals can be allocated. For example, you allocate group locking authorisations to a department for the joint offices and an additional authorisation to the manager for his own office. In the following chapters, these access authorisations are defined as group and individual locking authorisation. The locking authorisations can be limited to a certain time period, it is possible for example to allocate different locking authorisations during day and night.

The keys can be re-programmed as often as required. You simply enter information into the program, i.e. when a key should allow the user access to which rooms and how long the key is valid. With the programming station (pyramid), the information is transferred onto the key. Together with the lock installation schedule, Dialock Personnel creates an overview of the programmed keys and their authorisations. The program stores this information which you can access at any time and print out if required.

Apart from the basic program to administrate the keys and rooms, there are three additional modules, which can be switched freely according to your requirements: "Cash", "Online" and "Radio".

With the module "Cash", you have the possibility, to use the electronic keys as cash less payment method, i.e. for the canteen or the drinks dispenser. With "Online", a direct connection between a PC and the terminals can be installed. Via this direct connection, you can monitor the terminals from the PC. With the module "Radio", this communication is also possible without any cables.

2.2 Functions

Lock installation schedule

The lock installation schedule gives you in matrix format (chart format) an overview of all programmed keys and the rooms to which the user has access with these keys.

In the lines of the matrix, the names of the keys are listed in the columns of the rooms. Coloured squares show, which keys are authorised for which rooms.

The colour defines additionally the group or individual locking authorisation: blue squares signify the individual locking authorisation, yellow squares group locking authorisations.

Matrix, room list and key list can be printed onto the respective text fields by clicking the mouse.

Group schedule

In the group schedule, the authorisations for the defined groups are shown in matrix format.

As with the lock installation schedule, the groups are listed in the lines of the matrix in the columns of the rooms. Yellow squares show, which groups have access authorisations to which rooms.

Programming of the keys

The information which a key should receive (name, locking authorisation ...) is entered in the program Dialock Personnel. To transfer this information onto the key, you place the key into the programming station (pyramid).

Validity period of the keys

The validity period of a key is also defined by the program. You have the choice between unlimited validity or validity limited to a certain time period.

Online-Help

The program has an Online-Help, which can be accessed in the program and is shown on the screen. Help topics can be listed by their contents or alphabetically.

2.3   Additional modules

Cash less payment

With the additional module "Cash", keys can be used as cash less payment method as well as in their normal locking function.

With the programming station, you can transfer sums of money onto the keys and see the existing amount. For the use of chargeable facilities, a fixed amount is transferred from the key at a Cash-Terminal.

This payment function is for example effective for the use of
- drinks dispensers
- canteen
- leisure facilities

Online-Module

The additional module "Online" is available to comfortably program the terminals. With this additional module, a PC can be connected directly with up to 50 Dialock Wall-Terminals. Via this connection, you can among other things lock and unlock the locking units from the PC.

Radio-Module

With the additional module "Radio" as with the additional module "Online", a connection between the PC and the Door or Wall Terminals is installed. However, the module "Radio" works without cables.

3 Installation

The initial installation and rendering the system operative are carried out by Dialock specialists.

System conditions:
- Windows 95/98 or Windows NT
- Pentium 100 MHz or faster
- 16 MB RAM or more
- 40 MB free hard disc space or more
- CD-ROM-drive
- serial COM-Port with DB9-plug; for DB25-plug adapter (plug DB25 – socket DB9)

Connection of programming station

1. Insert the 9-pole plug of the programming station cable into the serial COM-Port of the PC.
2. Insert the plug switch of the plug mains unit into the socket of the programming station cable.
3. Insert the plug mains unit into a 230-V-socket.
   The red luminous diode is illuminated. The programming station is ready for use.

Installation of software

1. Place the CD-ROM in the CD-ROM drive.
   The installation is started automatically.
2. Follow the instructions on the screen.

4   Terminologies and functions

This chapter gives you a quick overview of the basic terminologies and functions of the program. This information is required for all further chapters.

Menu bar and menu points

If you access Dialock Personnel, the menu bar appears on the screen. The title bar says Dialock Personnel.

In the Menu bar, the menu points are listed from left to right.

The terminologies which are listed when clicking on a menu point are also called menu points.

The request in the instruction to click "On **Program\Extended Settings"** means, that you first of all have to click on the menu point **Program** in the menu bar and then on the menu point **Extended Settings** to carry out the function.

Some menu points can also be activated by keyboard shortcuts (hot keys). For example, instead of clicking on **Key** and then **Read key**, you can press the key F3. The keyboard shortcuts are shown behind the respective menu points.

Toolbar

The toolbar facilitates the quick and efficient operation of the program.

It lists menu points with easy to remember icons and offers quick access to the most important functions.

Message fields, dialogue fields, registers and further elements on the screen

A message field contains information about processes in the program.

In a dialogue field, you can enter information and change settings.

A dialogue field can contain the following elements:
- Switch panel
  Via the switch panel you open a further dialogue field or you exit the dialogue field.
- Control box
  You activate or deactivate the functions by clicking in the box. When you have activated a function, the box receives a tick.
- Text field
  If you click in a text field, either a cursor appears and you enter the text or numbers, or a further window opens where you can choose a date for example.
- Dropdown list field
  From dropdown list field, you select an element by first of all clicking into the list field and then onto the element.

A selection of various dialogue fields, which are placed behind each other like index cards is called index. Index cards contain the same elements as dialogue fields.

5 Configuration of the program

Before you use Dialock Personnel, you adapt the program to your requirements by configuring it.

In order to configure the program you need a key with administration authorisations. When initially accessing the program, this is the Master-Key (black plastic stick) which is supplied with the programming station. Afterwards, you can allocate administration authorisations for further keys (see chapter "Operating the system").

You select the language, the COM-Port and transponder type (key type) in the dialogue window BASIC SETTINGS.

Further settings such as the layout of the screen or the type and amount of rooms are entered in the dialogue window EXTENDED SETTINGS.

5.1 Selection of basic settings

The dialogue window BASIC SETTINGS appears automatically when the program is started the first time. You can access this menu any time at a later date in order to change the settings.

The pre-set transponder type (key type) in the basic settings is "DCK". Please do not change this setting unless you use a different type of transponder.

1. If the dialogue window BASIC SETTINGS is not open, click on **Program\Basic Settings**.
2. In the dropdown list field LANGUAGE select the language.
   The program appears with all messages in the language you selected. The country currency is not entered here but in the system settings of Windows (please see the Windows user manual).
3. In the dropdown list field COM-PORT select the COM-Port to which the programming station is connected or click on COM-PORT AUTO-DETECT , if the system has to recognise the COM-Port itself.
4. In the dropdown list field TRANSPONDER-TYPE, select the transponder type (standard setting is type "DCK").
5. Click on OK.

5.2 View/hide the toolbar

With the toolbar, a quick and direct access to the most important functions of the program is possible. These functions are listed on the toolbar and are marked with easy to remember icons.

1. Click on **View**.
2. Activate or deactivate the menu point **Toolbar**.

5.3 General settings

The following settings are entered on the index card GENERAL:
- name of your company
- duration of checking in procedure
- maximum number of keys
- control function
- view/ hide menu points of the toolbar

1. In order to access the index card, click on **Program\Extended Settings**.
2. In the index, select GENERAL.
3. Enter the settings as described below.
4. In order to exit the index card, click on OK.

How to enter the company name

⇨ Enter the company name in the text field COMPANY/PROJECT-NAME.
The name appears in the title bar of print outs.

How to enter the duration of the checking in procedure ("Timeout")

After this period, the system automatically logs off the operator for security reasons. If you leave the PC unattended for a longer period, no unauthorised party can access the program after this period. In order to log in again, you require a key with user authorisation (Login-Key).

⇨ In the text field TIMEOUT FOR AUTOMATICALLY LOGGING OFF, [MIN ENTER] the required time in minutes (deactivate the automatic logging off function: enter 0 minutes).

How to enter the maximum number of keys

In total, you can issue this maximum amount of keys to users. If no more than 1000 keys are used, it is advisable to keep the pre-set figure. The maximum amount of keys which can be issued is 30.000.

⇨ In the text field MAX. AMOUNT OF KEYS enter the maximum amount of keys.

How to install the control functions

This program allows the registration of all programming processes, so that you can check these afterwards at any time.

Control functions in the program check for example, if keys you want to issue have already been issued.

⇨ Activate the control functions via the boxes.
When a control function is active, the program shows a tick in the box.

How to show/ hide individual menu points in the toolbar

1. Click on **Program\Extended Settings**.
2. Activate or deactivate the control box in the dropdown list field **Buttons in the Toolbar**.
3. In order to exit the index, click on OK.

5.4 How to set the function for cash less payment

For this function, you require the additional module "Cash".

The following settings are entered onto the index card CASH.

1. In order to access the index card, click on **Program\Extended Settings**.
2. In the index, select CASH.
3. Enter the settings as described below.
4. In order to exit the index card, click on OK.

How to set the Cash-System

In the dropdown list field CASH-SYSTEM you can select, if you do not wish to use the Cash-System, if you wish to use the Standard-System or a Tariff-System.

In the Standard-System, the same tariff applies to all users.

In the Tariff-System, up to four tariff groups can be defined, such as for example "Normal", "Trainees", "Visitors", "Children". When programming, a key is allocated to one of these tariff groups. For members of different tariff groups, the system charges different amounts for chargeable facilities.

Dialock uses the currency which is set in the system settings of Windows (see the Windows user manual).

⇨ In the dropdown list field CASH-SYSTEM, select the required system.

Select the minimum amounts for payments

The "Cash-Unit" is the smallest chargeable amount. The smallest possible cash unit is 0.01. If you have set the system settings of Windows to DM, 0.01 DM appears in the text field. A sensible entry is for example 0,01, if you charge individual pennies, otherwise 0.10 or 1.00.

⇨ In the text field 1 CASH UNIT, enter the required unit.

How to set standard figures and multipliers in the cash- dialogue field

For deposits and charges, there is a cash dialogue field each. This field contains a key field, text fields with standard figures for deposits and charges as well as text fields with multipliers to convert amounts into foreign currencies for example.

In the configuration mode, the key field is without any function. You can only enter standard figures and multipliers.

1. Click on DEPOSIT or CHARGE.
2. In order to enter standard figures and multipliers, click in the respective fields.

How to enter tariffs in the tariff system

1. Enter tariffs (i.e. "Trainees") into the text fields (tariff 1-4).
2. In order to exit the index card, click on OK.

5.5   How to set rooms

With Dialock Personnel, you can define various types of rooms (i.e. office, conference room) and create a list of the existing rooms. When programming the access authorisations onto a key or defining the locking rights for a group, you simply select the rooms from this room list.

If you have the "Online"- or "Radio"-module, you have to specify for every room if its terminal is connected to the PC via radio or cable. Furthermore, you enter the address and status of the terminals.

This information is entered on the index card ROOMS.

1. In order to access the index card, click on **Program\Extended Settings**.
2. In the index, select ROOMS.

How to enter a path for the databank files

The path defines, where the databank for the rooms is store. You can use the pre-set path or select another path.

If you store the databank on a server, you can access the data from various workstations without any generation conflict. Please make sure, that all workstations specify an identical path.

⇨ If you wish to change the pre-set path, enter in the text field PATH FOR DATABANK FILESthe new path.

How to define room types

1. In the field ROOM TYPES click on Configure.
2. Enter the room types in the text fields ROOM TYPE DEFINITION (maximum 30 digits per room).

How to create a room list

You allocate numbers and names to the rooms. With the numbers, the rooms are identified at the terminals. The names can be chosen freely.

If you have the Online- or Radio-Module, specify the online connection to the terminal, the terminal address and the status.

1. In the field ROOM DEFINITION (ROOM NUMBERS) click on Configure.
2. Enter the numbers in the left column.

3. Enter the name and select the room type.
4. In order to insert one or more rooms, click on the position of the list, where the rooms need to be inserted.
5. Click on INSERT or INSERT MORE.
6. For INSERT MORE, enter the first and last number and the interval for room numbers.
7. Enter the room number.
8. Enter the room type.
9. Select the existing Online-connection ("- - -" for non existing Online-connection).
10. If the Online-address differs from the pre-set number, enter the Online-address.
11. Select the status of the terminal ("Online" or "Offline").

5.6 How to enter bank holidays

You can enter bank holidays and delete individual or past bank holidays. These bank holidays can be transferred to the terminal with the Beam Control for example.

⇨ Click on **Program\Extended Settings** and select BANK HOLIDAYS in the index.

How to enter bank holidays into the list

⇨ Click on ADD and select the date in the calendar.

How to delete past bank holidays

⇨ Click on REMOVE PAST.

How to delete any bank holidays

1. Highlight the date and click on the respective switch field.
2. In order to exit the register, click on OK.

5.7 How to install the automatic protection

In order not to lose your data (i.e. room allocation, key data, configuration, protocols) during a system failure (i.e. following a power cut), an automatic backup onto a hard or floppy disc is carried out when the system is shut down. The data saved can be re-entered after a system failure.

You have the following options:
- Backup only once per day
  The settings are saved automatically only once per day (when the program is shut down for the first time).
- Only the amended data is saved
  Only amended settings are saved.
- Auto-Backup with enquiry (i.e. on floppy disc)
  You are asked to enter a disc when shutting the program down.
  If you specify the disc drive as path, Dialock Personnel saves the data on this disc.

1. Click on **Program\Extended Settings** and select BACKUP in the index.
2. In the control box, activate or deactivate the configuration.
3. Enter the path for the backup in the text field.

5.8 How to install a path for Netstack-Buffer/Radio-Database

If you have the "Online"- or "Radio"-module, you enter in the index ONLINE/RADIO the paths for the Netstack-Buffer resp. for the Radio-Database as well as the amount of radio servers.

1. Click on **Program\Extended Settings** and select ONLINE/RADIO in the index.

2. Click in the text field PATH FOR NETSTACKand select the path.
3. Click in the text field PATH FOR RADIO DATABASE and select the path.
4. Enter the amount of radio servers into a respective text field.
5. In order to exit the register, click on OK.

5.9 How to key in saved settings

After a system failure, the data of the last backup (room allocation, configuration and protocols) can be re-keyed.

1. Click on retrieve **Program\Saved Data**.
2. Click on OK.

5.10 How to install the printer

⇨ In order to set the printer, click on **Program\Printer Setting**.
Then Windows-screen PRINTER SETTING appears. Please see your Windows user manual for further procedure.

6 Operate

6.1 Basic operating principles

User authorisations for the operators

In order to access the program, you require a key with user authorisations (Login-Key).

When the program is accessed for the first time, this is the Master-Key (black plastic stick), afterwards, up to 15 further keys can be defined as Login-Keys. How to define new Login-Keys is explained in this chapter.

Information on the keys

Information is transferred onto the keys with the programming station (pyramid).

Every physical key (plastic stick or clip) receives four "logical keys", which are also called the "sides of the key" in the program. One individual key can therefore allow access at various times to various rooms for example.

Information to the logical keys can be accessed by placing the key into the programming station and click on **Read Key**.

When the key is read, you receive all information regarding access authorisations and times, which are stored on the key as well as the validity and learning mode of the key.

6.2 How to access/shut down the program

1. Place the Login-Key in the aperture of the programming station.
2. Start the program from Windows.

   Does the message "Key is not authorised" appear?
   The key has no user authorisation (no Login-Key).
   ⇨ Replace the key with a Login-Key and click on **Program\Shut Down**.
3. In order to complete the program, click on **Program\Complete**.
   ⇨ When the dialogue field DATA PROTECTION appears, click on OK or insert a disc and then click on OK.
   Unsaved data are stored on the hard or floppy disc.

6.3 How to log an operator on and off

To log into the program, you require a key with user authorisation (Login-Key). Log off, when you leave the program unattended to protect it from access by unauthorised persons. The program does not have to be re-started to log on or off.

In the program configuration, you can enter the time after which the program logs you off automatically ("Timeout").

Log in

⇨ Click on **Program\Log On** or click on LOG ON on the toolbar.

Log Off

⇨ Click on **Program\Log Off** or click on LOG OFF on the toolbar.

6.4 How to administrate groups

There are group- and individual locking authorisations. If you select a group when issuing a key, the key automatically receives the locking authorisations of this group. Please see below how to define and indicate groups, what groups there are and what locking authorisations has a group.

6.4.1 How to define/indicate groups

A group is defined by a name and the locking authorisation for selected rooms. This information can be found in the group list.

1. Click on **Groups/Define**.
2. Select the number by clicking on it and enter in the column NAME into the group name.
3. Click on ROOM LIST and select the rooms, to which this group should have access.
4. In order to print the group list or to transfer the group data to the Beam Control, click in the respective text field.

How to show the group list

⇨ Click on **Groups/Show**.

6.4.2 How to show the group schedule

In the group schedule, you see immediately, which group has access to which rooms.

The group schedule is shown in matrix format (chart format).The groups are listed in the lines of the matrix, the rooms in the columns. Yellow squares show, which group has locking authorisation for which rooms. If you move the mouse within the matrix, you see a grid, which makes it easier for you to see the allocation of groups and rooms. In addition, the group and room of the field in which you move the mouse, is shown top left in the text fields.

If required, you can also print the matrix.

1. Click on **Groups/Group Schedule**.
2. In order to print the matrix, click on MATRIX in the field PRINT.

6.5 How to program keys and access information

You can re-program the keys as often as required. The previous setting is deleted. When programming, the program guides you with screen messages.

All information which is transferred onto a key (access authorisations, cash amounts ...) is entered into the dialogue field on the screen.

For time and date specification, the program uses automatically the system time of the computer. You set the system time in Windows (please see the Windows user manual).

In order to store the entered information on the key, you have to place the key in the programming station (pyramid), when the program asks you to do so.

6.5.1 How to access information of keys

1. Place the key in the programming station.
2. Click either on **Key\Read Key** or click on **Read Key** on the toolbar.

   Does the dialogue field PAGE SELECTION not appear?
   The key is invalid.
   ⇨ Use another key or repair the key (see "System Functions, Test Key").
3. Select the side of the key by clicking in a text field.
   A message field with information regarding the key appears.

6.5.2 How to issue a new key

When you issue a new key, you allocate a name to identify the key. It is advisable to use the name of the user of the key.

The information you program onto the key include locking authorisations (group or individual locking authorisations) and the validity of the key.

If you have the module "Cash", please see below, how you transfer sums of money onto and from the key.

How to select and define the key

Each key receives a name and number for identification when it is programmed. The program suggests a number, which you can accept or change. The user name is a sensible choice for the name of the key.

1. Click on **Keys\New Key**.
2. If you wish to allocate a different key number than that suggested by the system, click on the symbol of the key list and select the number.
3. Enter the name in the text field NAME.

How to allocate locking authorisations

On one key, you can program group or individual locking authorisations or both together, i.e. for a department manager who has access to all rooms of his office (group locking authorisation XY) and additionally to his office (individual locking authorisation department manager Z).

For the group locking right, you select from the groups which you have defined above. The key is then automatically authorised for the same rooms as the group.

For the individual locking authorisation, you select the rooms directly from the room list.

Privileged keys have special authorisations at the terminals. When issuing a key you decide, if it should be a privileged key.

1. In order to allocate a group locking authorisation, click on the text field LOCK-GROUP and select the group.
2. In order to allocate an individual locking authorisation, click on the symbol room list and select the rooms.
3. In order to allocate a privileged key, activate the control box.

Enter the user authorisations for the operator (Login-Keys)

You can allocate user authorisations to the program for the first 15 keys (key numbers 1-15).

The program can be used by various operators who must not have access to all functions of the program for security reasons.

If a key with user authorisation is lost, it can be deleted by selecting "No User Authorisation" for the respective user name.

The Master-Key is protected in the system, so that you cannot accidentally change it.

You can allocate user authorisations on six hierarchy levels:
- No user authorisation
- Info (to read information only)
- Cash (only Cash-functions)
- Keys + Cash (key-programming including Cash-functions)
- Supervisor (all authorisations for key-programming and protocol functions)
- Administrator (all authorisations)

Avoid misuse by unauthorised parties
⇨ Allocate the administrator authorisations only once or twice to reliable employees, if possible.
⇨ Keep the Master-Key in a safe place!

⇨ Click in the text field LOGIN-AUTHORISATION and select the access authorisation.

How to set the learning mode

A key in learning mode can be set directly at the terminals. In order to avoid this, the key has to be fixed.

If a key is in learning mode or fixed, is decided by you when the key is issued. Afterwards, the status of the key can be changed by clicking on the respective switch fields on the toolbar.

⇨ Activate control box LEARNING or FIXED

How to enter the validity

The validity of a key refers to the week days and times of they when the key has locking authorisations to the above mentioned rooms, as well as to the time after which a key becomes invalid.

1. In order to select the week days, activate the respective control boxes ("FT" means bank holiday).
2. In order to set the times of the day, click in the text fields of the time and set the time with the slide rules.
3. Select the general validity.
   ⇨ Click on UNLIMITED.
   - oder -
   ⇨ Click on UNTIL and select the date in the calendar.

6.5.3 How to access the lock installation schedule

The lock installation schedule, similar to the group schedule, gives you an overview of all programmed keys and their access authorisations.

The keys are listed in the lines of the matrix, the rooms in the columns. Coloured squares show, which keys are authorised for which rooms. The colours of the squares define the type of lock authorisation. Blue squares signify individual lock authorisation, yellow squares group lock authorisation.

If you move the mouse within the matrix you see a grid, which makes the allocation of keys and rooms easier. In addition, the key and room of the field you move the mouse in are shown in the top left corner of the text fields.

You can print this matrix if required.

1. Click on **Keys\Lock Installation Schedule**.
2. In order to print the matrix, click on MATRIX in the field PRINT.

6.5.4 How to change the key

The key data of an existing key can easily be changed. If the key you want to change is not to hand, the name of the key only can be changed. The information stored remains unchanged.

⇨ Place the key in the pyramid and click on **Change Keys\Key-Data**.
   ⇨ If the key is not to hand, select the key from the key list.
      In this case, you can only change the name of the key.
The same dialogue field as for the creation of a new key appears. Proceed as described below under "Create new key".

6.5.5 How to allocate a replacement key

When required, i.e. when a key is lost, you simply allocate a replacement key.

1. Click on **Keys\Replacement Key**.
2. Select the key to be replaced from the key list.
3. Place the replacement key in the pyramid.
The new key contains all data of the original key.

6.5.6 How to delete a key

1. Place the key in the pyramid.
2. Click on **Delete Keys/Key**.

Any information stored is deleted from the key.

6.5.7 How to transfer cash amounts

You can credit or debit cash amounts to keys at any time.

The amounts are entered in the dialogue field CASH-ENTRY FOR TRANSFER (TO/FROM). You either use the key field or you click on the switch fields with fixed amounts. The key field is based on the smallest unit which is set as cash-unit in the configuration.

1. Click on **Cash\Cash Transfer** or click on CASH TRANSFER , CASH DEPOSIT or CASH PAYMENT ON THE TOOLBAR.
2. In order to transfer the total amount from the key, click on TRANSFER ALL.
3. In order to transfer an amount to or from a key click on TRANSFER TO or TRANSFER FROM.
   The dialogue field TILL ENTRY FOR TRANSFER (TO/FROM) appears.
4. Enter the amount via the key field or click on an amount (switch field).

6.6 System functions

6.6.1 Display the room list

With the room list, you have a constant overview of all rooms and their online-status. You can print out the room list or search for individual rooms by entering the room number.

1. Click on **Extras\Room list**.
2. Release the required function by clicking on the respective text field.
3. In order to exit the room list, click on OK.

6.6.2 Evaluate the protocol

In the dialogue field PROTOCOL OF THE PROCESSES, processes with keys, cash-processes and system processes of a month a listed.

- With a filter, you limit the number of displayed processes.
- Via the control boxes, you limit the entered time interval.
- For personnel key entries, you can limit the displayed processed to individual keys.

You can print the list of displayed processes by clicking on the switch field PRINT.

⇨ Click on **Program\Protocol**.

How to limit the selection of entries

1. Select entries in the dropdown list field FILTER.
2. Click on switch field UPDATE.

How to limit the time interval of the displayed entries

1. Click in the control box DATE or TIME.
2. Click in the text field.
   ⇨ Select the date in the calendar or set the time with the slide rules.
3. Click on switch field UPDATE.

How to display entries for keys only

1. In the dropdown list field FILTER, select ONLY PERSONNEL KEY ENTRIES.
   ⇨ In order to display entries for one key only, click in the control box KEY NO. and select the key from the key list.

2. Click on switch field UPDATE.

6.6.3 Cash Balance

In the dialogue field CASH BALANCE you can see the balance of transfers to and from the key accounts. If necessary, the accounts can be deleted.

⇨ Click on **Cash\Balance**.

How to delete an account

⇨ Click on RETURN.
The account is deleted. The date is updated.

6.6.4 Beam-Function

With this function, you start the communication of the programming station with a data transfer unit via the infrared interface. Any further commands have to be released by the data transfer unit.

Release the reading capability of the programming station

⇨ Click on **Extras\Beam**.

6.6.5 Terminal-Lock Protocol

You can load, print or store terminal lock protocols.

1. Click on **Extras\Terminal Protocols**.
2. Release the function with the switch field.
3. In the open dialogue field, enter the path where the protocols are stored or from where they are loaded.

6.6.6 Terminal Parameter

These settings can only be changed with the administrator access authorisation.

⇨ Turn to trained personnel.

6.6.7 Key-Balance

The balance of processes for keys are shown in a dialogue field.

⇨ Click on **Extras\Key-Balance**.

How to delete Key-Balances

⇨ Click on RETURN.

6.6.8 How to test a key

If a key has constant reading errors, it can be tested and if necessary "repaired" by the program Dialock Personnel. The program can correct mistakes which are caused by writing errors. Physically defect keys have to be exchanged.

1. Click on **Extras\Test Key**.
The key is tested.
2. If the key is defect, click on REPAIR KEY.
3. In order to close the dialogue field, remove the key.

6.6.9 SETCODE-Key-Function

With this function, the SETCODE-Key is allocated which is required to transfer the project specific code to the Dialock safes.

The administrator access authorisation is required to carry out this function.

⇨ Turn to trained personnel.

6.7 How to save data/ scan in saved data

You can save your data from the program (i.e. protocols, settings) onto a hard or floppy disc and scan data in from the hard or floppy disc. The path has to be entered as described in the chapter "How to configure the program".

1. In order to store data, click on **Save Program\Data**.
   ⇨ Click on OK respecitvely insert the disc and click on OK.
2. In order to scan in stored data, click on **Program\Retrieve Saved Data**.
   ⇨ Click on OK respectively insert the disc and click on OK .

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