

# USER MANUAL





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## 1 Introduction

### 1.1 What is Key Studio™?

Key Studio™ is a comprehensive digital solution to a task that has traditionally been manual; the **creation of lock charts for master key systems**.

Although, this is not all. Through Key Studio™ you can remove your paper trail through storing your ASSA ABLOY lock charts digitally, you can provide your customers with the ability to order replacements online, monitor your production workloads, and much more.

Ultimately, the purpose of Key Studio™ is to assist you in taking the hassle out of creating and managing your master key systems. Streamlining the work required through the power of digital.

### 1.2 Where to find videos & manuals

Key Studio™ user [PDF](#)  
manual

Quick onboarding [PDF](#)  
guide (extern)

Quick onboarding [PDF](#)  
guide (intern ASSA  
ABLOY)

### 1.3 Methods of additional support

#### ASSA ABLOY Support

##### ▼ MKS customer service

- Email: [mks@assaabloy.com](mailto:mks@assaabloy.com)
- Telephonic support Tel. +32 (58) 234 101  
Availability of support: Monday -> Friday: 8u00 - 17u00

## 2 Version information

### 2.1 Version 2.0.12 - June 19, 2025

#### **Key Studio Update 2.0.12 – Going Live Thursday eod., June 19th 2025!**

We're pleased to announce the next Key Studio release, packed with improvements for usability, performance, and integration across the platform:

#### **Extended Sales Order XML Format**

The SalesOrder XML file has been updated to include new parameters such as origin and lockchart change indicators, improving integration and data tracking with external systems.

#### **Faster Filtering in Planner**

Filtering in Key Studio Planner has been optimized for performance, delivering quicker results and smoother interaction when working with large datasets.

#### **Support for Incomplete Lockcharts**

Planner now accepts importing incomplete lockcharts, enabling master key departments to handle lockcharts where some data has not been digitized yet.

#### **Password Visibility at Login**

The Planner login screen now includes an option to unhide your password, making it easier to avoid entry errors during sign-in.

#### **New Telerik Report for France**

A localized Telerik report has been added to meet specific French reporting requirements, helping ensure compliance and clarity in local documentation.

#### **Filter by Lockchart Name in Portal**

The portal now allows filtering by lockchart name, making it easier to find specific lockcharts in the overview.

#### **More CLIQ Data in Lockchart Model**

The lockchart domain model now includes additional CLIQ-related data, enhancing support for digital key systems and data-driven operations.

#### **Improved Lockchart Validation Speed**

The internal validation process for lockcharts has been optimized for faster performance, especially noticeable in large configurations.

#### **Export to Excel in Ikon's Own Key Mode**

You can now export key data to Excel when working in Own Key mode, enabling a different visualisation method of the lockchart data.

 And more...

## 8 Version information

As always, this release includes minor fixes and behind-the-scenes improvements for better stability and usability.

### 2.2 Version 2.0.9 - May 5, 2025

#### **Key Studio Update 2.0.9 – Going Live Monday Evening, 5 May 2025!**

We're excited to introduce **Key Studio version 2.0.9**, bringing key updates that enhance factory workflows, naming conventions, usability, and production integration:

---

#### **\*\*New Default Naming for Cylinder and Key Codes\*\***

To avoid conflicts between cylinder and key codes, newly created items now use customized **CMC** (Cylinder Code) and **KMC** (Key Code) instead of the previously shared **COD.x** format. This update improves clarity and consistency across all projects. Users can also set their preferred default pattern in local preferences.

#### **\*\*New Pinning Logic for Economic+ Now in Key Studio's Factory Application\*\***

The **APS application** now supports **Economic+ pinning logic**, including full bottom pin (RBC) handling per FAB specifications. This enables production in the Netherlands and supports future reuse at other factory locations, all activated via a simple setup parameter.

#### **\*\*Application Language Now Follows Your Windows Language (on First Install Only)\*\***

When installing Key Studio for the first time, the application will now use your **local Windows system language** as the default. This improves the initial setup experience, especially in multilingual environments. Existing installations will **not** be affected by this change.

#### **\*\*Support Added for TS2000 KeyRobot File Format\*\***

Key Studio Factory now supports the **TS2000 file format** for Mauer's custom key cutting machine—also known as "the robot." This integration enables direct output from Key Studio to streamline manufacturing with this unique setup.

#### **\*\*Pin Codes and Property Card Numbers Now Visible for Authorized Users\*\***


Users with the **Lockchart Master Data** role can now view **Pin codes and property card numbers** directly from the technical archive in the portal. This sensitive information is for internal use only and remains **hidden from customers** to ensure data security.

#### **\*\*Automatic Key Marking Now Available\*\***

Key Studio now auto-applies key markings when adding mechanical or CLIQ keys. If a consistent, numbered pattern is found, the next number is applied automatically. If no valid pattern exists, the marking remains blank.

### **\*\*And more...\*\***

This version also includes general **\*\*bug fixes\*\*** and **\*\*performance improvements\*\***, making Key Studio more stable and responsive.

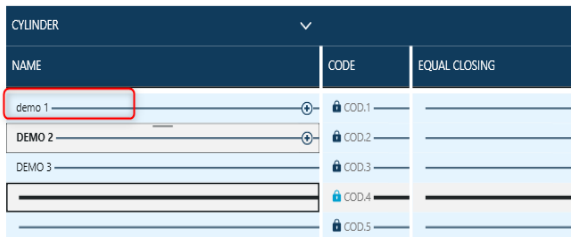
 The update to **\*\*version 2.0.9\*\*** will be rolled out on **\*\*Monday evening, 5 May 2025\*\***, and Key Studio will auto-update on launch.

## 2.3 Version 2.0.7 - March 30, 2025

### **New Key Studio™ Update now going live this weekend!**

We're excited to roll out the latest release of Key Studio™, featuring two important updates designed to enhance your experience:

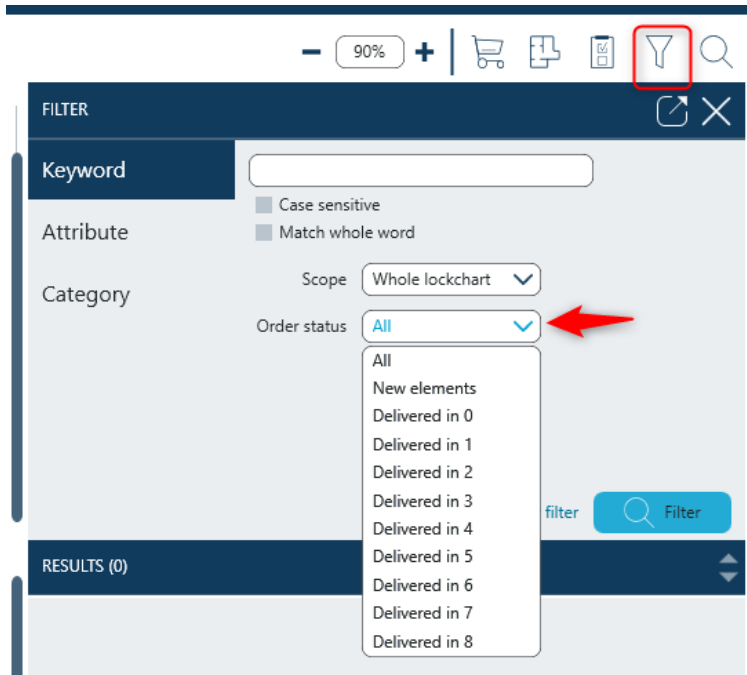
- You can now rename cylinders and keys!  
While editing a lockchart, you can now rename already calculated or delivered cylinders and keys when placing a new order in Lockchart mode. Keep in mind: the latest order will overwrite any previous name changes.



CYLINDER		
NAME	CODE	EQUAL CLOSING
demo 1	COO.1	
DEMO 2	COO.2	
DEMO 3	COO.3	
	COO.4	
	COO.5	

- Filter the Lockchart by Order Delivery  
You can now filter the Lockchart to show only items from a specific delivery—such as new, ceased, or copied cylinders and keys—making it easier to focus on what's included in that order.

## 10 Version information



✂ And more...

This update also brings a range of general bug fixes and performance improvements, ensuring greater stability and a smoother Key Studio™ experience.

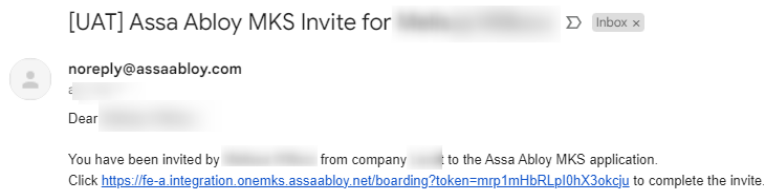
**As always, Key Studio™ will auto-update upon launch to bring you the newest version right away.**

## 3 On-Boarding Process

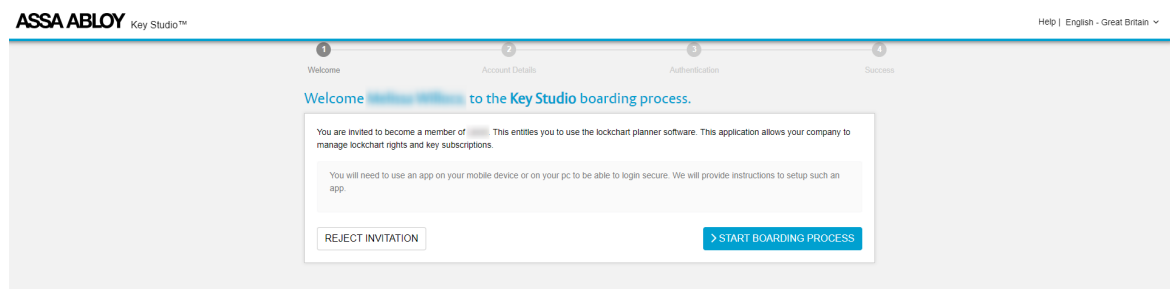
### 3.1 Onboarding as a person

Please follow the steps below to onboard & install the Key Studio™ application.

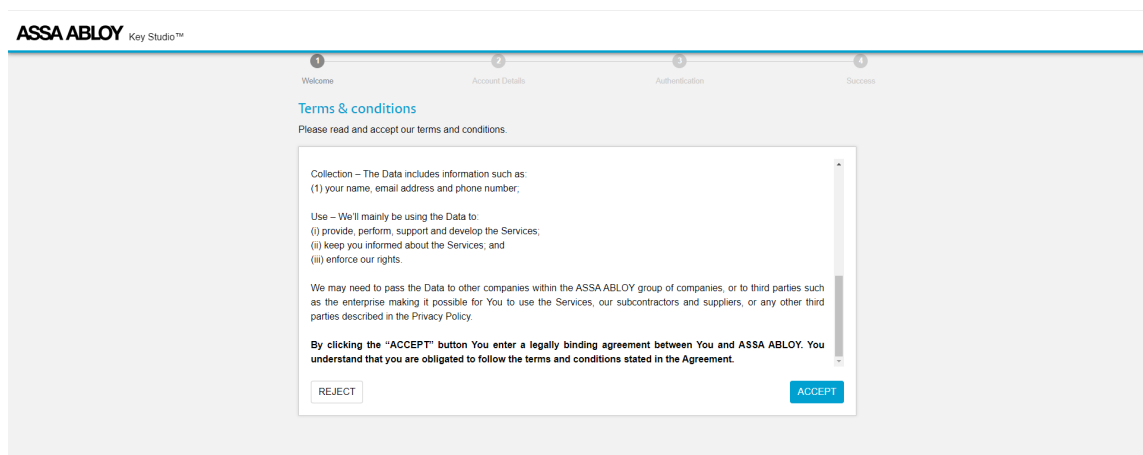
- Please find the email you have received for onboarding to Key Studio. Open the link in Google Chrome (or copy the link in the email and paste it in the address bar of Google Chrome)



- Once you click on the URL from the invitation email you will be taken to the Key Studio™ Landing page and be able to either reject the invitation or start the onboarding process.



- After accepting click the ' START BOARDING PROCESS' button you will be taken to the terms and conditions. Please read this agreement carefully, if you are happy with the terms then you will be able to click ' ACCEPT' after scrolling down the entire document ( button becomes blue)



- After this point you will be able to use your existing credentials if you already have an ASSA ABLOY account.

# 12 On-Boarding Process

If you are a new user then you can add your contact number and create your new password.  
After providing the details click to accept

ASSA ABLOY Key Studio™

Welcome

Account Details

Authentication

Success

I already have an account

If you already have an account for another company of the Assa Abloy group, you should use this account.

Email address

Password

LOG IN

I am a new user

All fields are required, except phone.

Last name

First name

Email address

Phone

Password

Repeat password

SAVE

- Your account has been registered.

Thank you,  
You have been registered

GO TO PORTAL

Optionally, you may verify your token.

VERIFY MY TOKEN

- 

Select your profile

Login

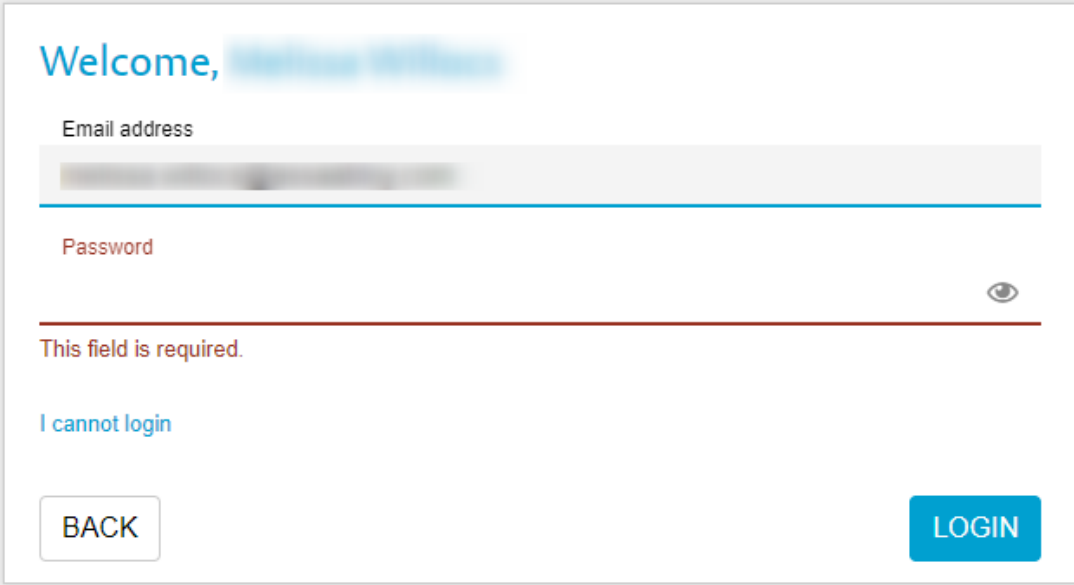
DELETE PROFILE

NEW PROFILE

-



Log in with your e-mail address and enter your password.



Welcome, [blurred name]

Email address

Password

This field is required.

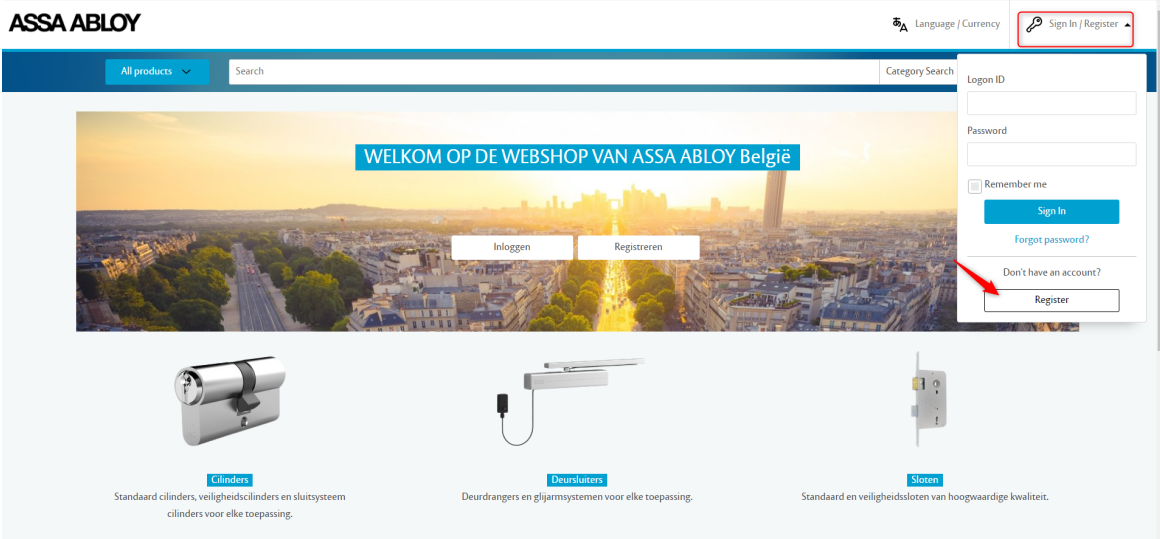
I cannot login

BACK LOGIN

### 3.1.1 Register your OneShop User Account (BE)

Every user needs to register an OneShop User account, this along weblink <https://webshop.assaabloy.be/nl/assaabloybe>

Register as new user



ASSA ABLOY

Language / Currency Sign In / Register

All products Search Category Search

WELKOM OP DE WEBSHOP VAN ASSA ABLOY België

Inloggen Registreren

Logon ID

Password

☐ Remember me

Sign In

[Forgot password?](#)

[Don't have an account?](#)

Register

**Cilinders**  
Standaard cilinders, veiligheidscilinders en sluitsysteem cilinders voor elke toepassing.

**Deursluiters**  
Deurdrangers en glijarmsystemen voor elke toepassing.

**Sloten**  
Standaard en veiligheidsloten van hoogwaardige kwaliteit.

Provide the information in required field.

Tip: by Logon ID , enter your mailaddress

If you do not know your customer number you can always contact us for more

# 14 On-Boarding Process

## information

Register

Please provide the following information

\* denotes required fields

Logon ID: \*

Customer Account Number: \*

Password: \*

Verify password: \*

First name:

Last name: \*

Email: \*

Phone number:

Preferred language:

United States English

☐ Remember me

☐ Accept marketing tracking

☐ Accept terms and conditions \*

☐ Ik ben geen robot

reCAPTCHA

Privacy - Voorwaarden

Submit

Cancel

After sending the registration, it will be approved by our administration. A confirmation will be forwarded after which the account can be linked according steps in 'Connect your OneShop User Account'.

### 3.1.2 Register your OneShop User Account (Abloy)

An e-mail will be sent with Approved Registration

Your registration was approved

N

noreply@assaabloy.com

Aan

Beantwoorden

Allen beantwoorden

Doorsturen

Als er problemen zijn met de weergave van dit bericht, klikt u hier om het in een webbrowser te bekijken.

Hi

Your user to access Abloy has been approved.

Your login details are listed below:

Username:

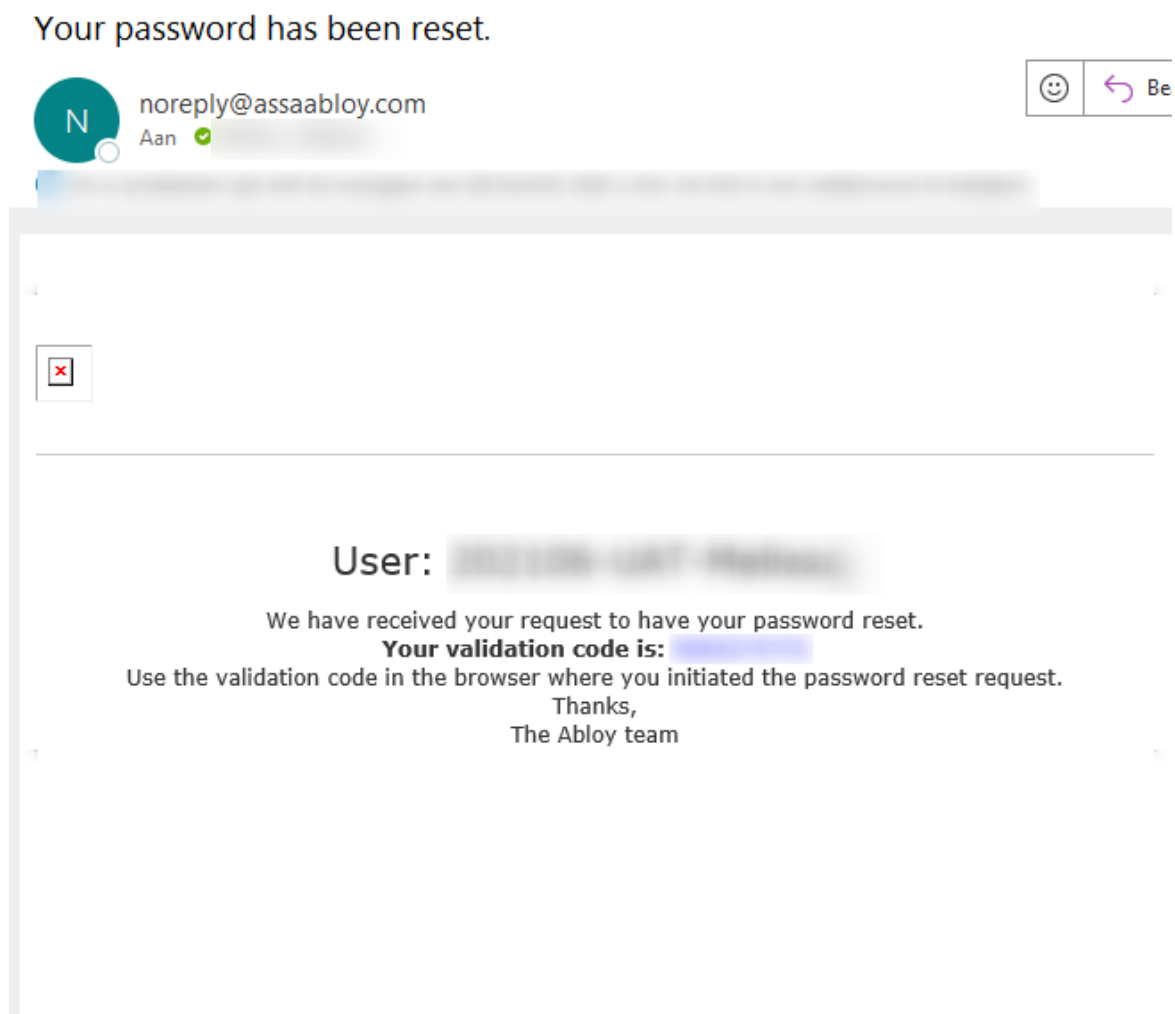
To set up your password, please

- Copy the above username
- Follow the below link
- Paste the username or re-enter the username
- Select the Send me my validation code, this will send you a temporary code

URL:

<https://store-ga.test.oneshop.azure.assaabloy.net/ResetPasswordGuestErrorView?catalogId=24951&state=forgetpassword&langId=->

Click on the link and follow the steps mentioned in the mail.



Use the Validation code , enter desired password.

After registration the account can be linked according steps in 'Connect your OneShop User Account'

### 3.1.3 Connect your OneShop user account

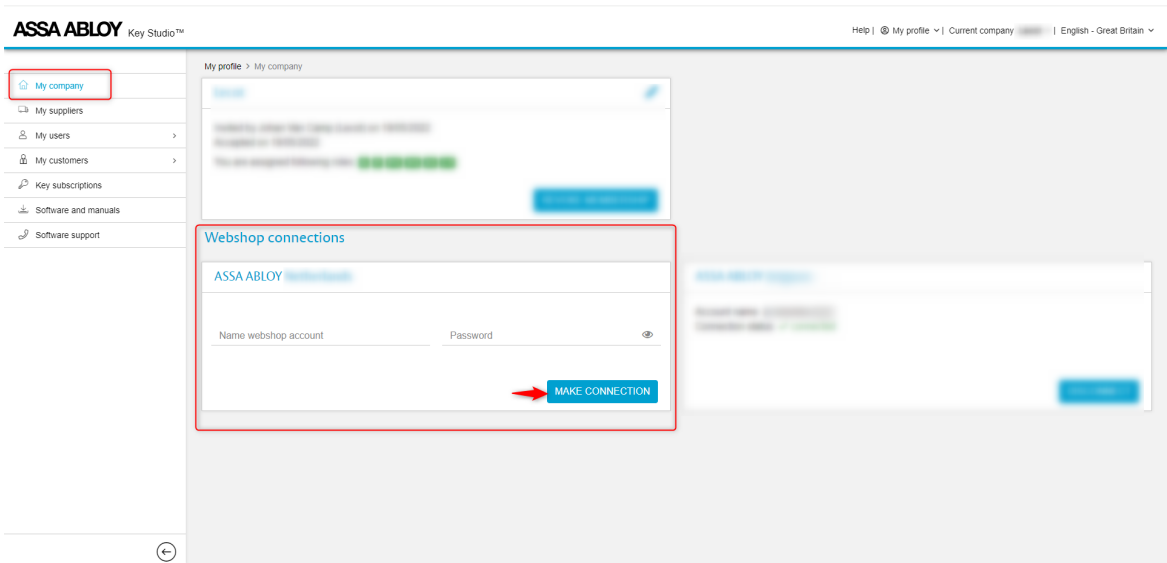
After registering a OneShop user account, it must be connected.

The connection can be made via the portal page :

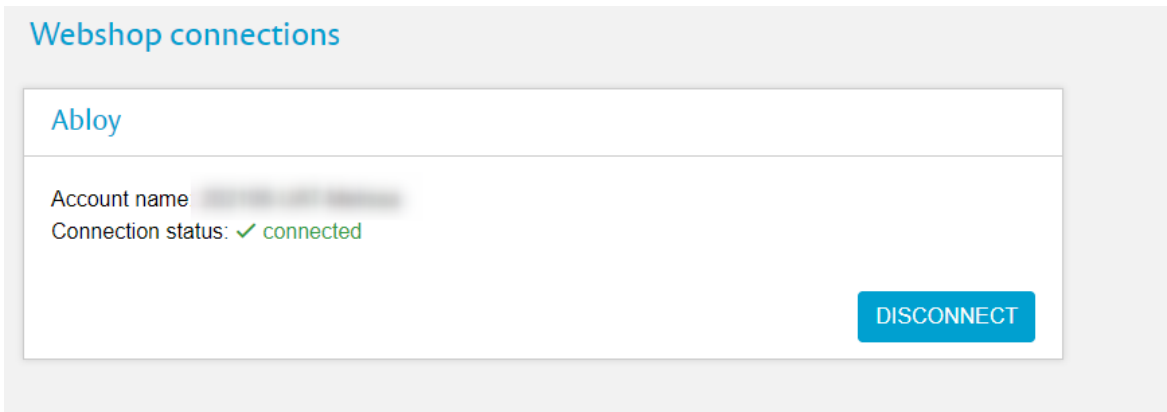
<https://keystudio.assaabloyopeningsolutions.com/auth/login>

# 16 On-Boarding Process

Enter Webshop Account name or Username and password. Make connection.



When entered correctly, the status 'connected' will be presented.



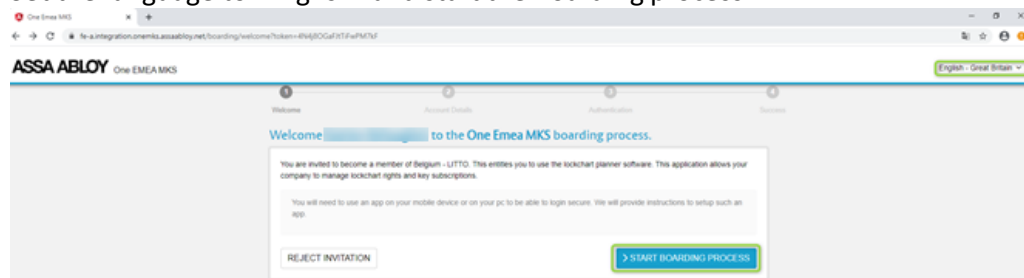
## 3.2 Onboarding as ASSA ABLOY person

Please follow the steps below to install the Key Studio™ application.

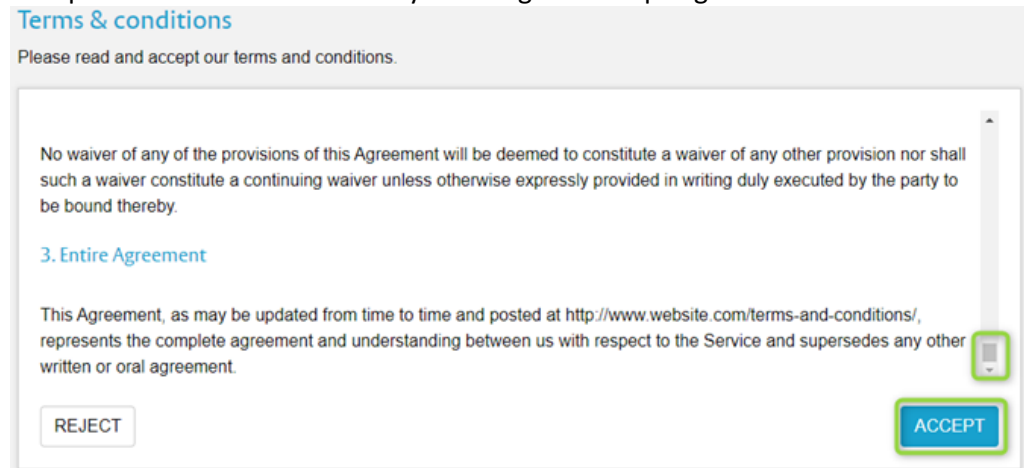
- Open the link in Google Chrome (or copy the link in the email and paste it in the address bar of Google Chrome)



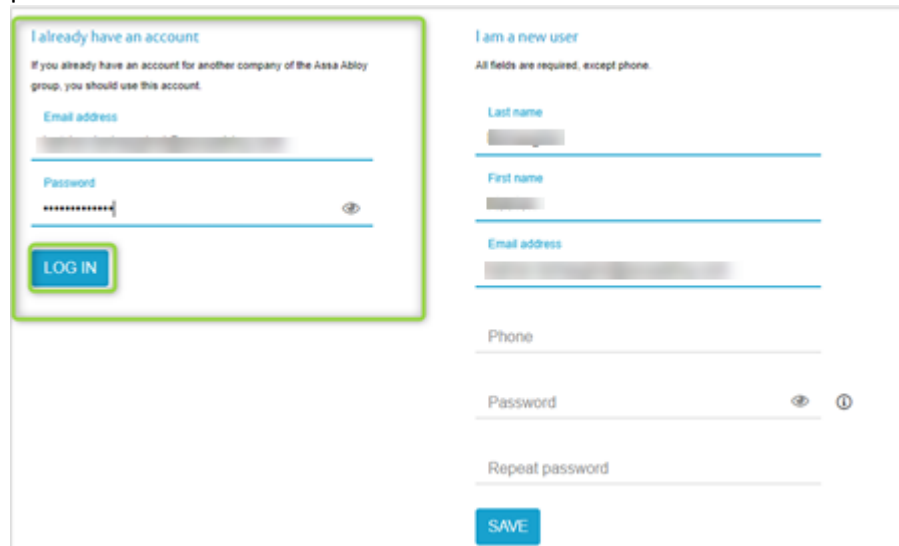
- Set the language to “English” and start the Boarding process



- Accept the Terms & conditions by scrolling and accepting them

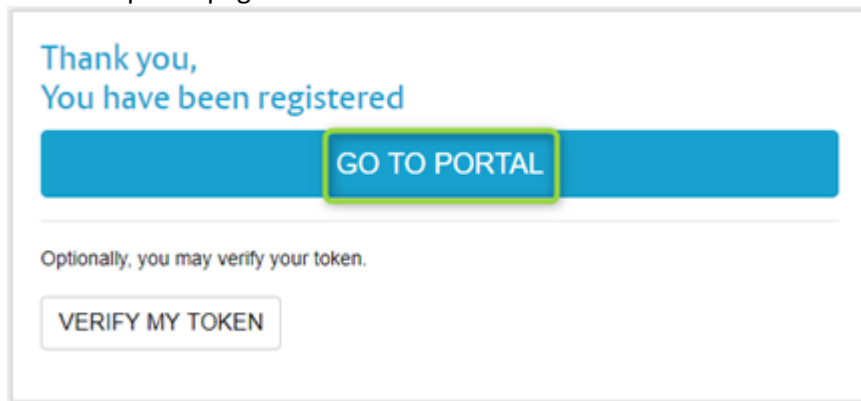


- Select “I already have an account” and log in with your email address and Windows password.



## 18 On-Boarding Process

- Go to the portal pages



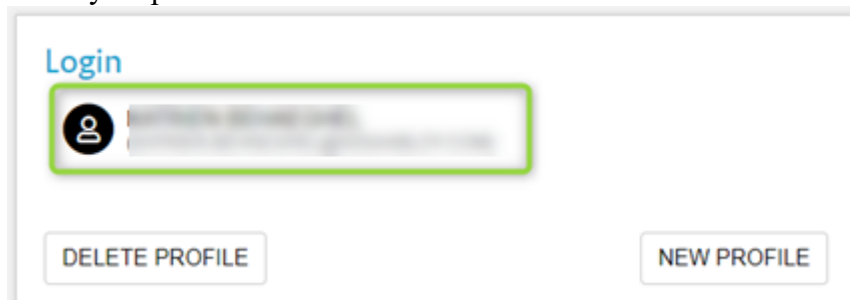
Thank you,  
You have been registered

GO TO PORTAL

Optionally, you may verify your token.

VERIFY MY TOKEN

- Select your profile

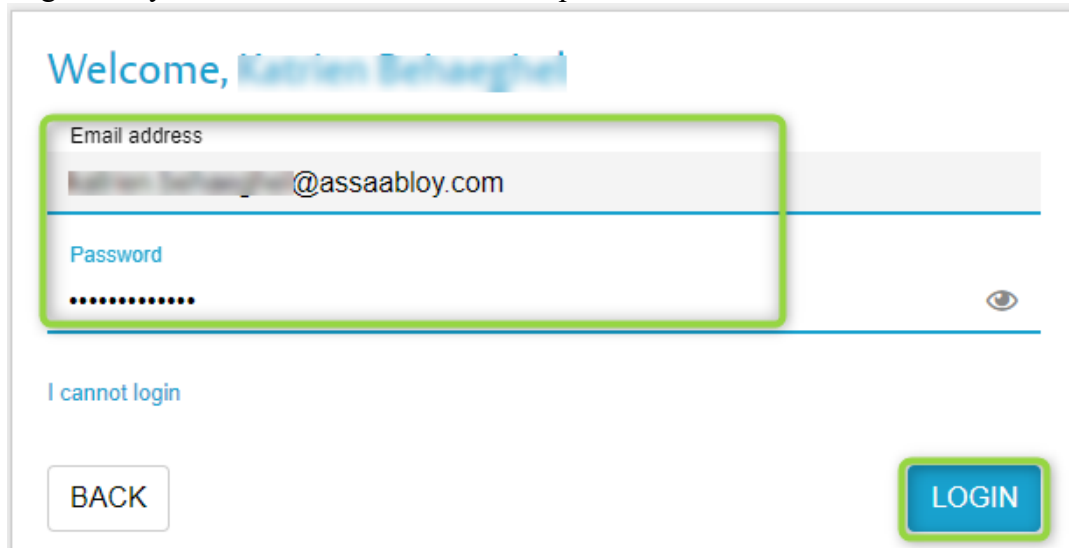


Login

DELETE PROFILE

NEW PROFILE

- Log in with your email address and Windows password



Welcome, **Katrien Behaeghel**

Email address

**Katrien.Behaeghel@assaabloy.com**

Password

.....

I cannot login

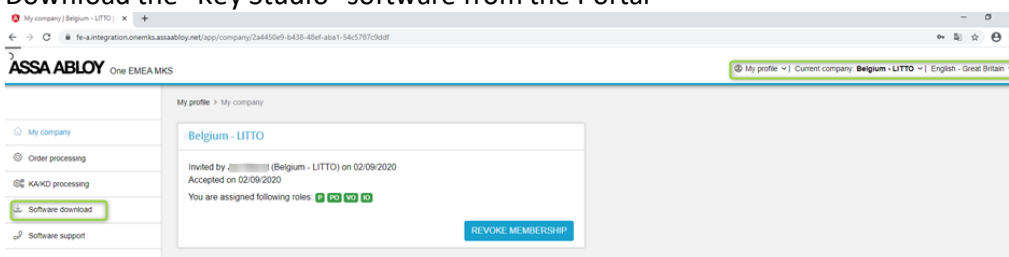
BACK

LOGIN

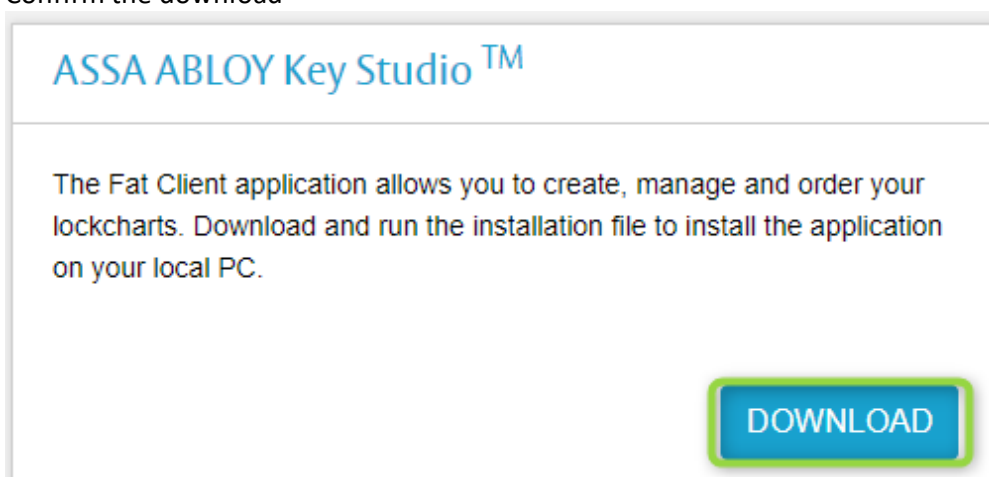
- Accept the invitation



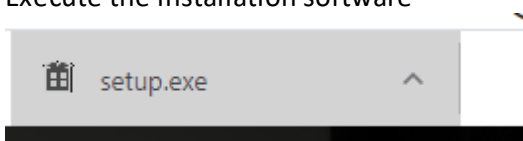
- Download the “Key Studio” software from the Portal



- Confirm the download

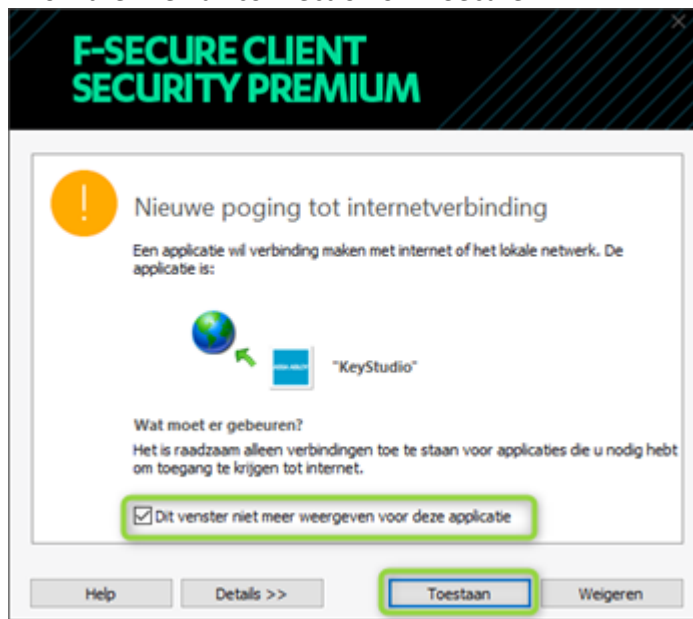


- Execute the installation software

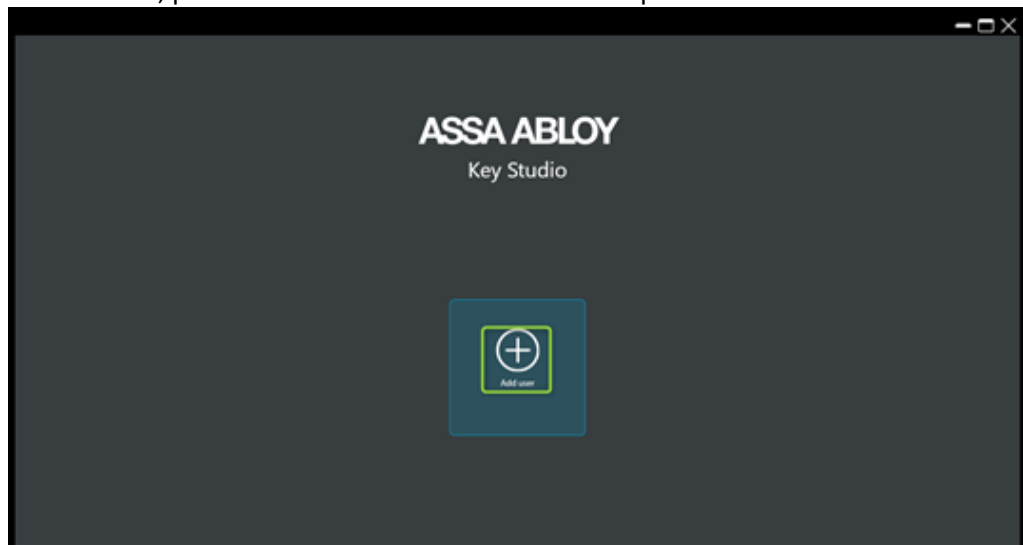


## 20 On-Boarding Process

- Allow the firewall connection on F-Secure

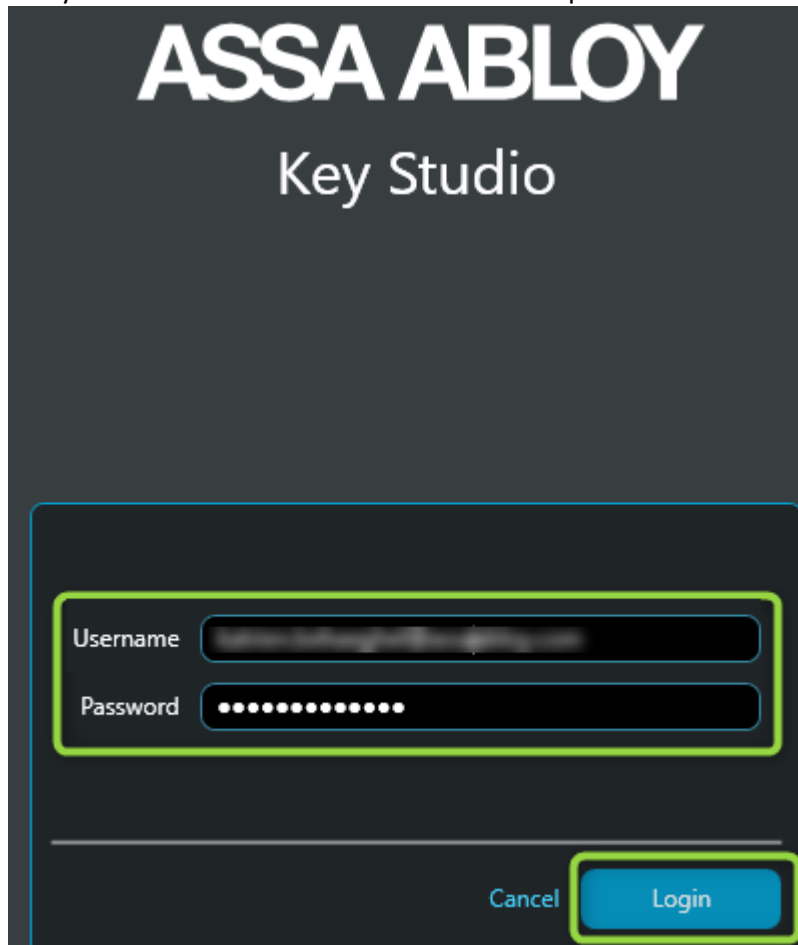


- Open Key Studio™ and add your user profile via “Add user”.  
The first time that the software is installed it will take approximately 20 seconds for the "Add user" button to become active. During this time the button will show "No connection", please wait for the installation to complete.



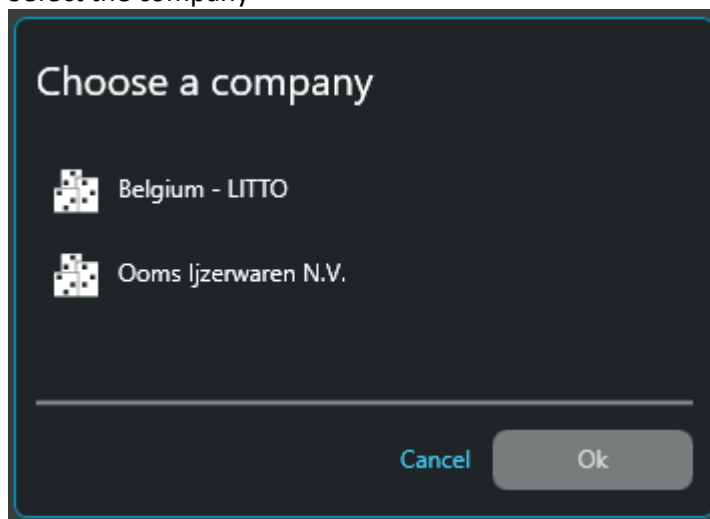


- Use your email address and ASSA ABLOY user password



The image shows the ASSA ABLOY Key Studio login interface. At the top, the text "ASSA ABLOY" is displayed in a large, bold, white font, with "Key Studio" below it in a smaller white font. The background is dark grey. In the center, there is a light grey rounded rectangle containing two input fields: "Username" and "Password". The "Username" field contains a blurred email address, and the "Password" field contains a series of dots. Below these fields, there are two buttons: "Cancel" and "Login". The "Login" button is highlighted with a red border.

- Select the company

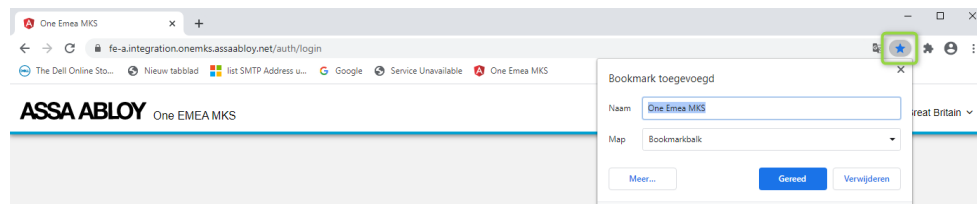


The image shows a "Choose a company" dialog box. The title "Choose a company" is at the top in a white font. Below the title, there are two options, each with a small icon of a building and a text label: "Belgium - LITTO" and "Ooms Ijzerwaren N.V.". At the bottom of the dialog box, there are two buttons: "Cancel" and "Ok". The "Ok" button is highlighted with a red border.

- Add the portal page in your browsers bookmarks:
  - <https://fe-a.integration.onemks.assaabloy.net> (software test version, use this one for testing only, do not use this for real data/orders)

## 22 On-Boarding Process

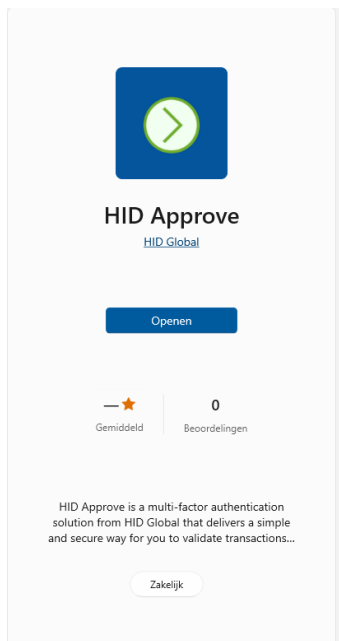
- <https://keystudio.assaabloyopeningsolutions.com> (Live version)



### 3.3 Activation of my HID approve token

During registration as a new user, you need to activate the second factor via the HID approve app

The HID Approve can be installed via **Microsoft Store** :



**Google Play Store:**

[https://play.google.com/store/apps/details?id=com.hidglobal.ia.trustops&hl=en\\_US](https://play.google.com/store/apps/details?id=com.hidglobal.ia.trustops&hl=en_US)

## HID Approve

HID Global

100K+ Downloads | PEGI 3

Install on more devices



## Apple Store:

<https://apps.apple.com/us/app/hid-approve/id1128736638>



**HID Approve** 4+

HID Global

Free

You are presented the several authentication methods to choose from: PC, HID Hardware token, or via the HID mobile phone application.

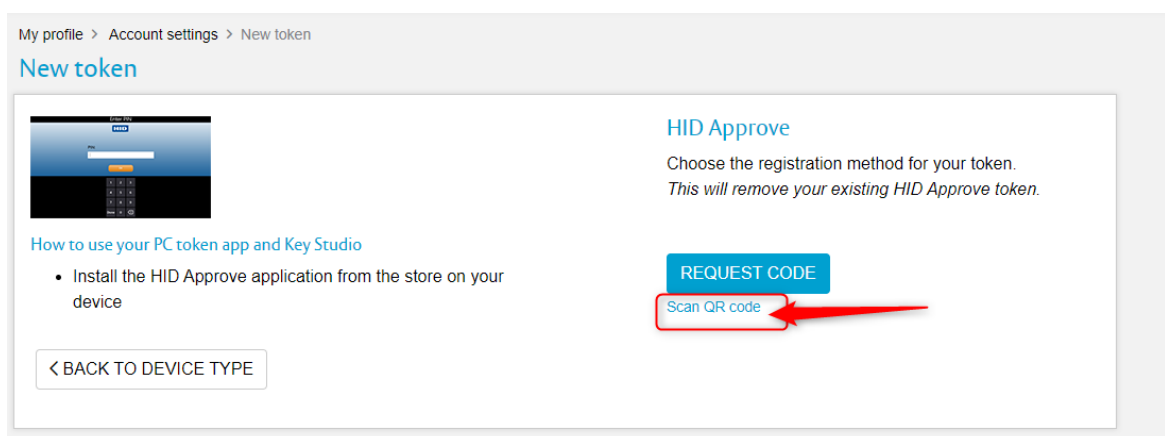
Make a choice by clicking on the appropriate authentication method.

ASSA ABLOY Key Studio



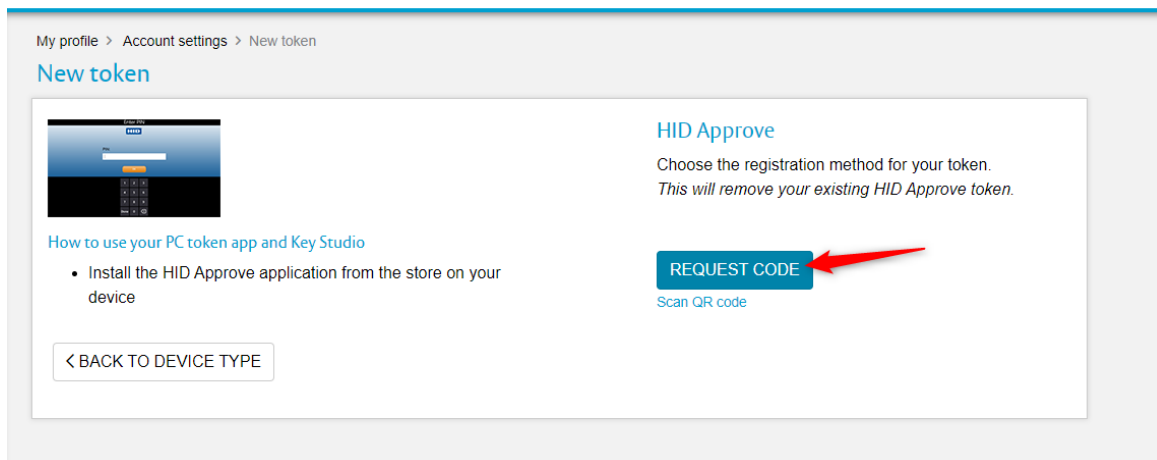
## PC - method

If you click the computer screen icon you can choose to scan a QR code

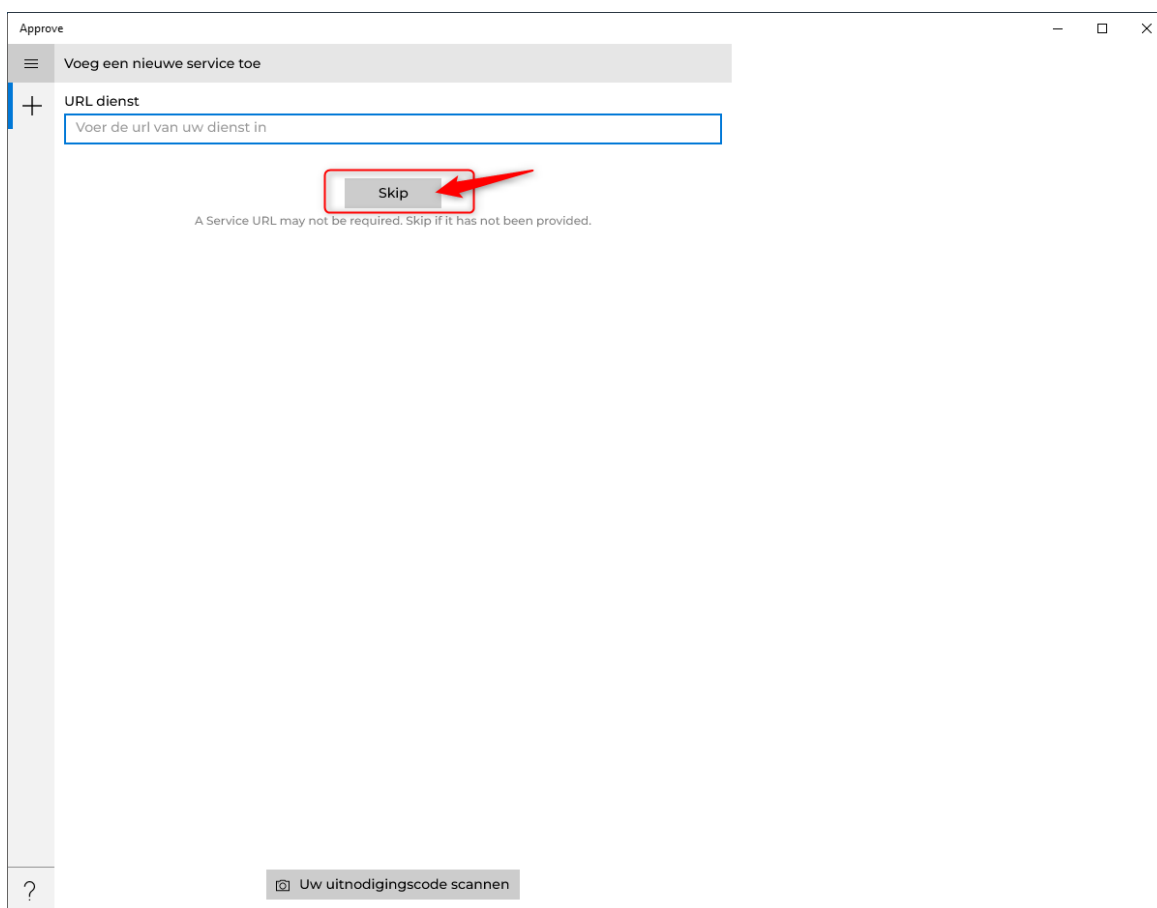


## 24 On-Boarding Process

Or you can click on 'Request Code'



This request code is needed when the app HID Approve is installed on your pc .  
In the first screen you need to click 'SKIP'



Now you need to fill in an user-ID and Key Secret .

The screenshot shows the 'Approve' application window. At the top, there's a title bar with a back arrow, the text 'Approve', and window control icons. Below the title bar is a header area with a hamburger menu icon and the text 'Voeg een nieuwe service toe'. A plus sign icon is visible on the left side. The main content area contains two input fields: 'Gebruikers-ID' with a placeholder 'Voer uw gebruikers-ID in' and 'Key Secret' with a placeholder 'Please enter your Key Secret'. At the bottom center, there is a 'Valideren' button.

These are the previously obtained codes after clicking 'Requested code' in portal page.

The screenshot shows the 'New token' screen. On the left, there's a section titled 'How to use your PC token app and Key Studio' with a bullet point: 'Open HID Approve and add a new service'. Below this is a '< BACK TO DEVICE TYPE' button. On the right, there's a section titled 'Enter the registration code' with the instruction 'Enter the user id and key secret in the HID Approve application to connect the token to your account.' Below this are two input fields: 'User id' and 'Key secret'. At the bottom right, there is a 'NEXT STEP' button.

copy – paste these two in the app and click op validate

## 26 On-Boarding Process

Approve

Voeg een nieuwe service toe

Gebruikers-ID

Key Secret

Valideren

Please, enter your 6 digit new password and confirm your 6 digit password

Wachtwoord instellen

Een nieuw wachtwoord creëren om deze dienst te beschermen.

Voer uw nieuwe wachtwoord in

Bevestig uw nieuwe wachtwoord

✗ minstens 6 cijfers

✗ wachtwoorden moeten overeenkomen

OK Annuleren


Click on OK



Token is successfully registered

In the portal page you need to click on 'Next step'

**New token**



**How to use your PC token app and Key Studio**

- Open HID Approve and add a new service

**Enter the registration code**

Enter the user id and key secret in the HID Approve application to connect the token to your account.

User id

Key secret


**NEXT STEP**

[< BACK TO DEVICE TYPE](#)

Token is successfully added.

My profile > Account settings > New token

**New token**



**How to use your PC token app and Key Studio**

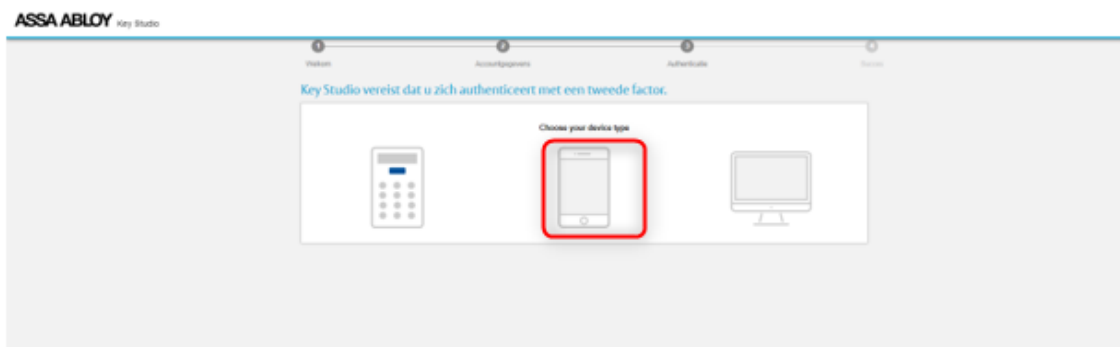
**Token successfully added.**

**CLOSE**

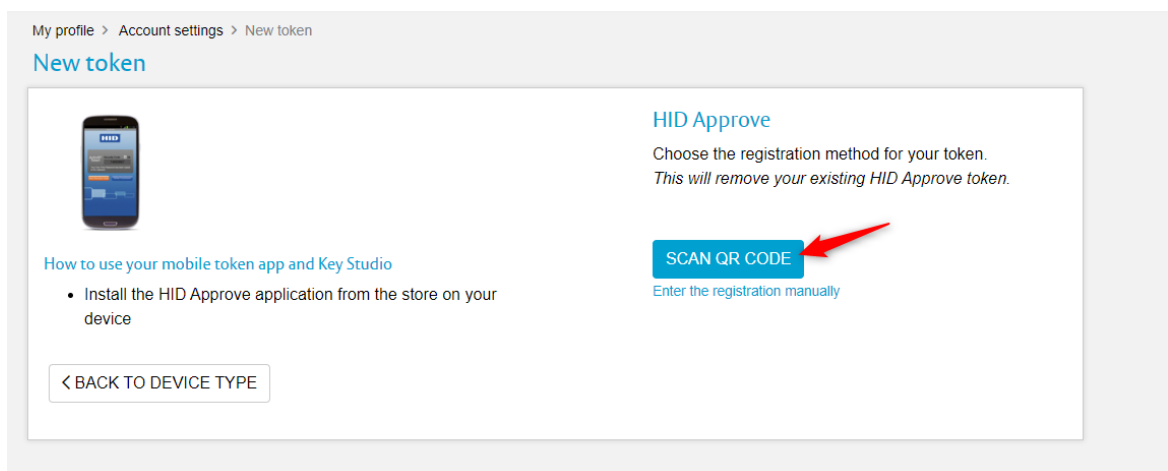
### Mobile phone method

You have chosen to install the app on your mobile phone , click on icon

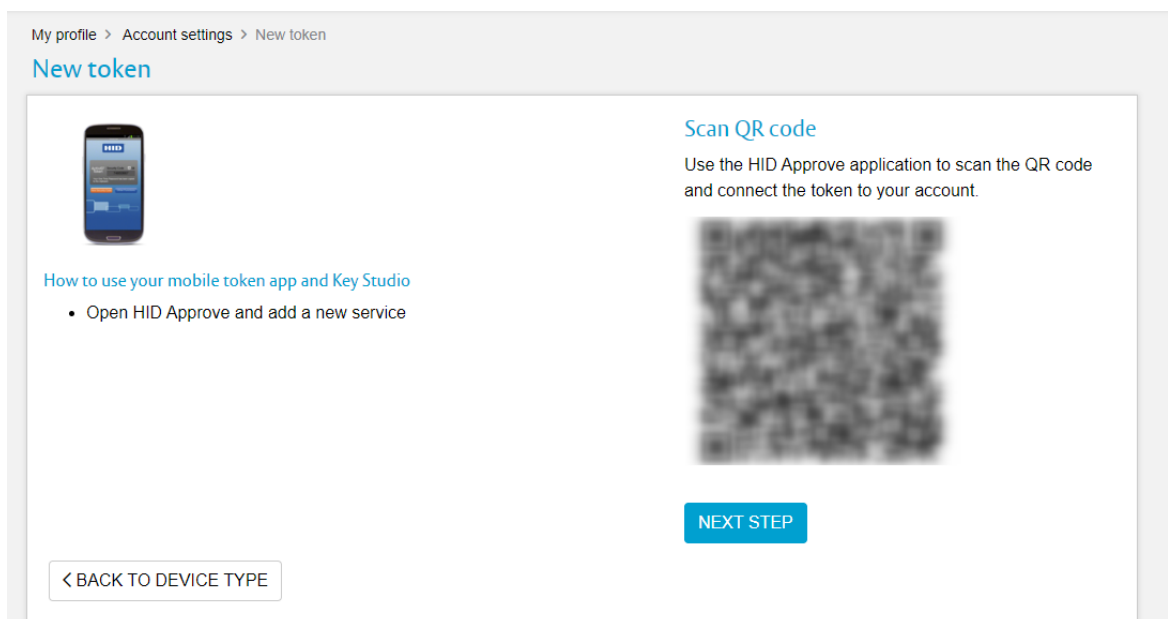
## 28 On-Boarding Process



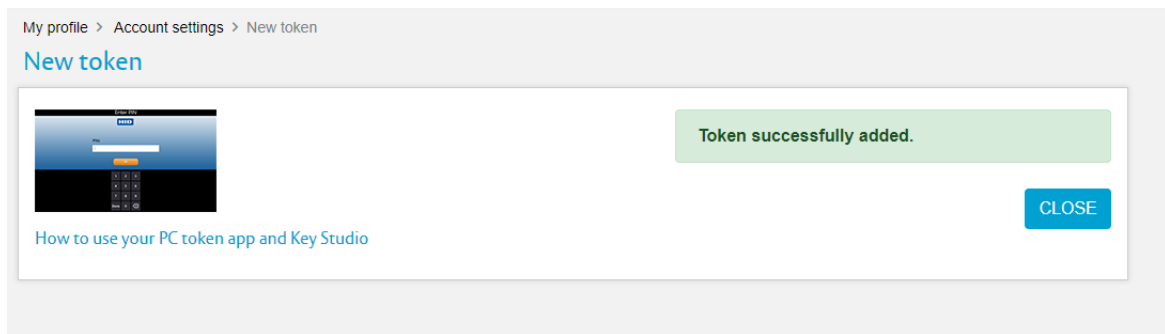
Now you can click on 'SCAN QR code'



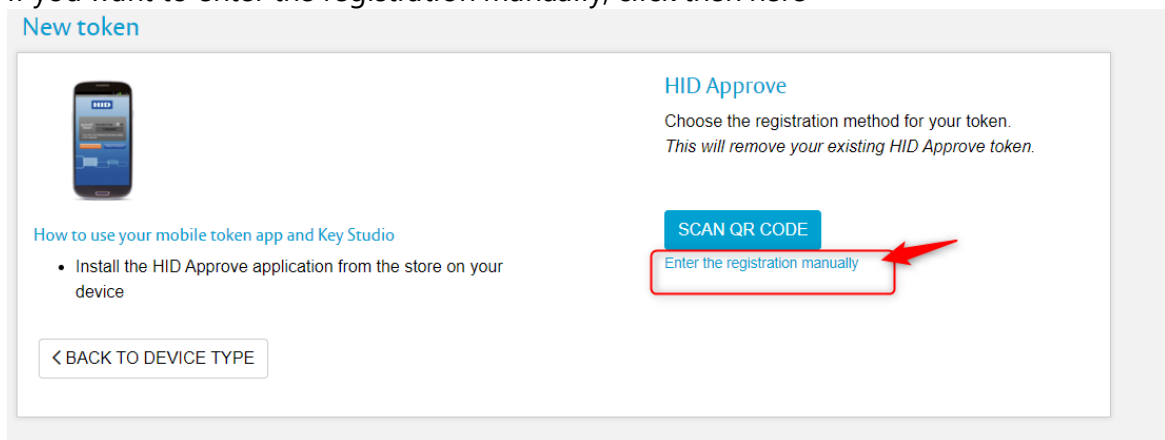
Scan with your mobile phone the QR code and click on next



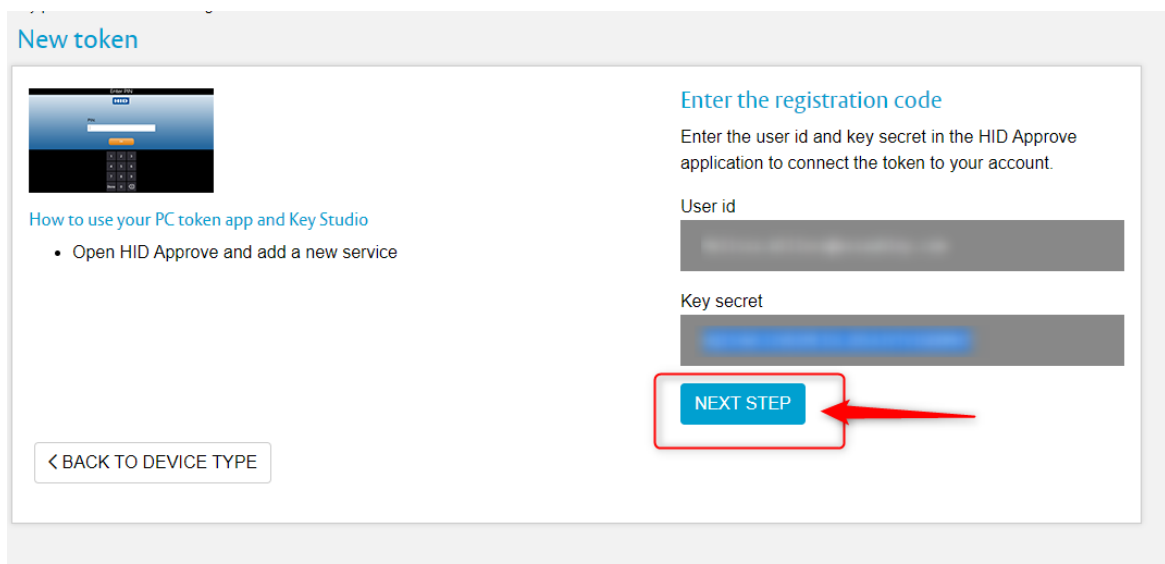




If you want to enter the registration manually, click then here

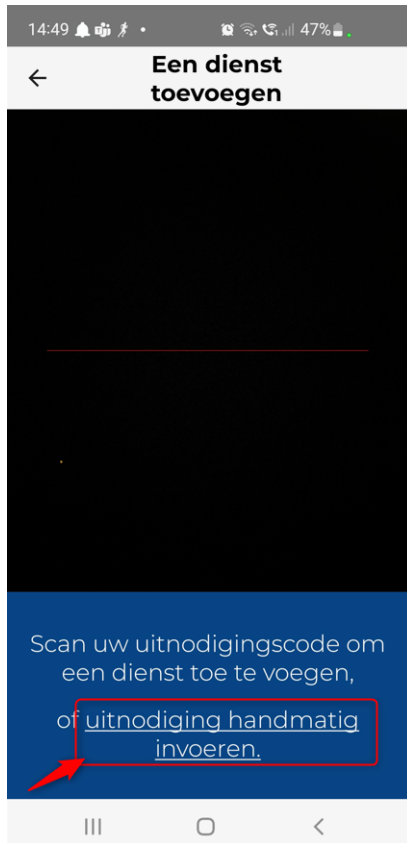


You will receive now an user-id and key Secret

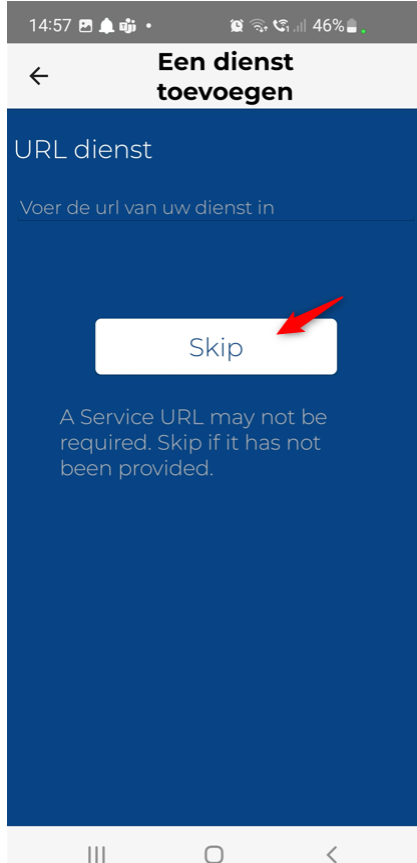


on your mobile phone , you need to click on 'Enter invitation manually'

## 30 On-Boarding Process



Click here 'Skip'



Enter here the User-ID and Key Secret you have received on your pc and click on

Validate.

select your 6 digit new password and confirm your 6 digit password and click on 'OK'



**Wachtwoord instellen**

Een nieuw wachtwoord creëren om deze dienst te beschermen.

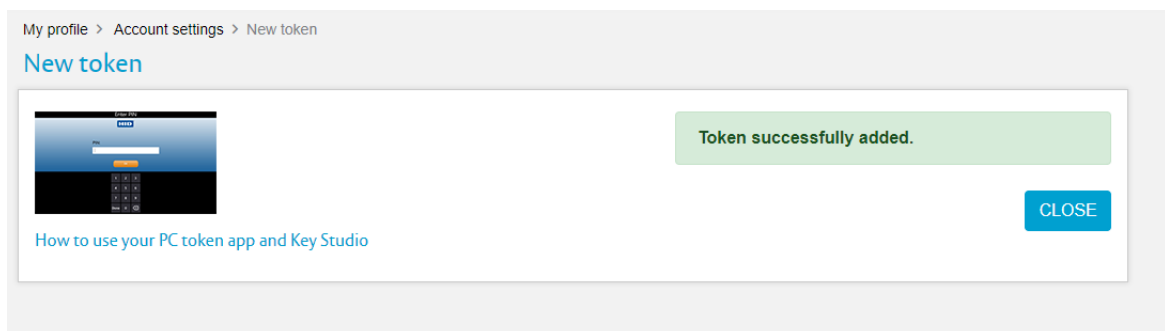
Voer uw nieuwe wachtwoord in

Bevestig uw nieuwe wachtwoord

- ✗ minstens 6 cijfers
- ✗ wachtwoorden moeten overeenkomen


OK Annuleren

your token is successfully registered



My profile > Account settings > New token

### New token



Token successfully added.

CLOSE

[How to use your PC token app and Key Studio](#)

### 3.4 Onboarding as company

You should have received two emails from 'noreply@assaabloy.com'

- Your username for the platform
- An invitation to become part of a company profile. In order to validate your account you are required to click on the provided hyperlink (single-use)

Once you click on the URL from the invitation email you will be taken to the Key Studio™ Landing page and be able to either reject the invitation or start the on-boarding process

2. After click the 'START BOARDING PROCESS' button you will be taken to the terms and conditions. Please read this agreement carefully, if you are happy with the terms then you will be able to click 'ACCEPT' after scrolling down the entire document (button becomes blue)
3. After this point you will be able to use your existing credentials if you already have an ASSA ABLOY account, if you are a new user then you can add your contact number and create your new password
4. Setup HID Approve authentication token, you are presented with several authentication methods to choose from, either; pc, HID Hardware token, or via the HID Approve App. You then need to follow the following steps to activate your token:
  - i. Entering the serial number and click 'Next' to generate a specific activation code, via the relevant below option:
    - i. If using your pc you will find the serial number displayed in the app.  
The HID Approve PC app can be installed from the Microsoft Store via this URL: <https://apps.microsoft.com/detail/9nljbcbxclgm?hl=nl-nl&gl=BE>
    - ii. If using the hardware token this is found on the back of the token
    - iii. If using the app you will find this serial number presented in the app.
  - ii. Then your specific action code will be generated and displayed on the portal.  
Enter this activation code into your token and click 'Next' or 'Enter'. From this a registration code will be generated on your token.
  - iii. Finally,
5. Once you have created a password for your account you will be required to authenticate the account via the two-factor verification method
  - i. You will be brought to a landing page where you can select your desired authentication device; PC, mobile app, HID Approve pin device
  - ii. A token will be sent to your selected device
  - iii. Enter the displayed token on desktop screen to verify your account
6. Once this has been completed then you will have been successfully registered, click on the 'Go To Portal' button.
7. You will be asked to confirm whether you are already known to the system or not
8. Then you will need to create a new profile for Key Studio
  - i. In order to do this you need to enter the login credentials that you received previously (see above image)
  - ii. You can select the language in the drop down menu at the top right of the screen (shown in blue box)

## 34 On-Boarding Process

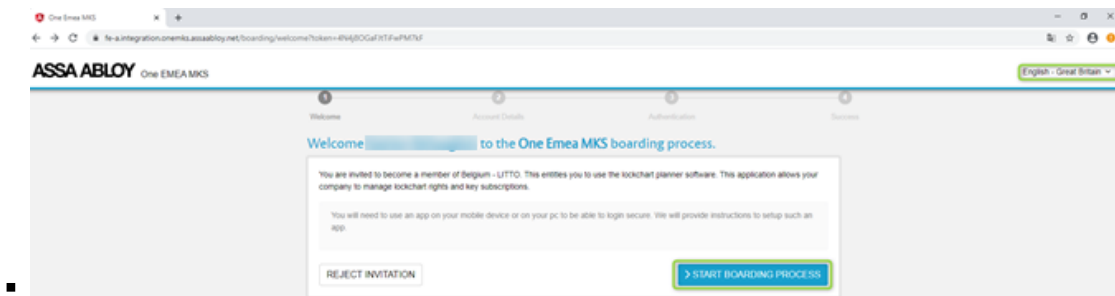
9. If you already have a profile created then this will be displayed in the pop-up box. In order to access this profile then click on the text (shown in blue box below)
10. If you do not have a profile then you will need to set one up, click on 'New Profile' in order to do this
11. Only email addresses that have been approved will be accepted, please type in the username provided in the invitation email and the password that you created for the account
12. If your access credentials are not accepted then you will need to click on the 'I cannot login' text and then submit your email address. Instructions will be sent to your email address to validate your email again
13. If this is the first time logging into the portal you will be greeted by a user invitation to a particular company, click 'ACCEPT' to join the company
14. Once you have accepted the invitation or if this is not your first time logging in, your company membership details will be displayed. These detail the specific roles that have been assigned to you:

- P – Production
- PO – Place Orders
- VO – View Orders
- I – Customer Orders

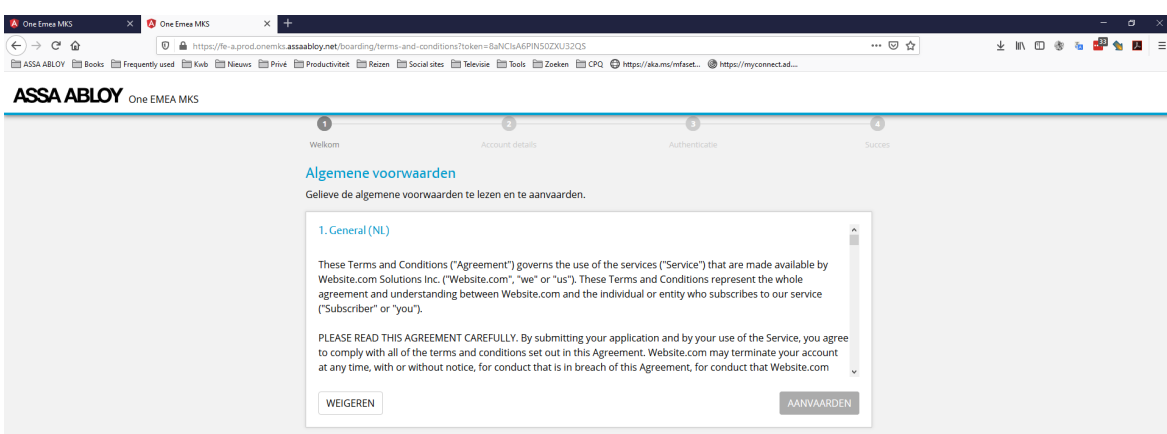
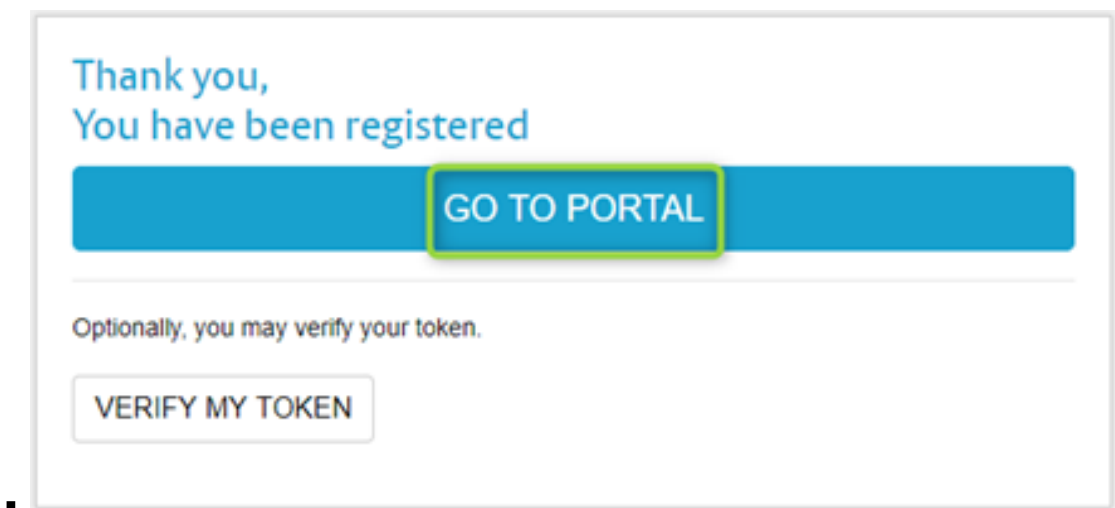
15. Next step is to download the Key Studio™ software to your computer. To do so click on 'Software Download' to be taken to the software download page. Then click on the 'DOWNLOAD' button in order to initiate downloading ASSA ABLOY Key Studio™ software to your computer.

If you have any issues with this stage please click on the 'Software support' button and contact the support services.

16. Once downloaded you need to launch the Key Studio™ programme. You will be greeted by the below login screen
17. As part of your invitation to a company profile you will have been provided with login credentials. You will need to use these in order to access the platform, click 'Add User' and then enter the credentials.
18. Once correctly logged in you will be greeted by the below dashboard



Extra screen



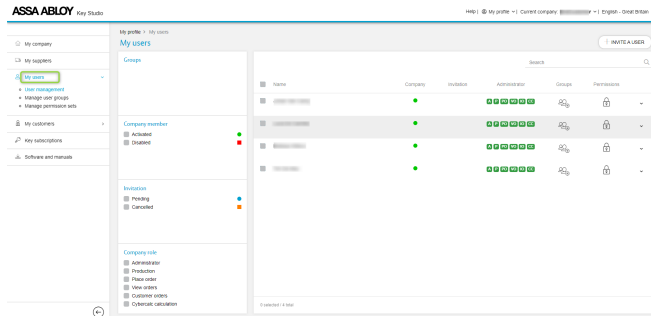
## 3.5 Assignment of access rights for external users

In the Portal Page you need to assign the access rights.

Go to My users , you are presented with several methods to choose from, either User

# 36 On-Boarding Process

management , User groups or Permission sets.



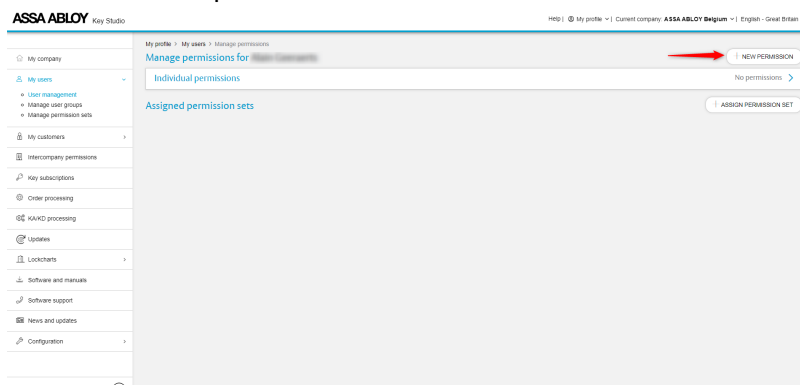
## 1. User management

Setup the rights by person individual.

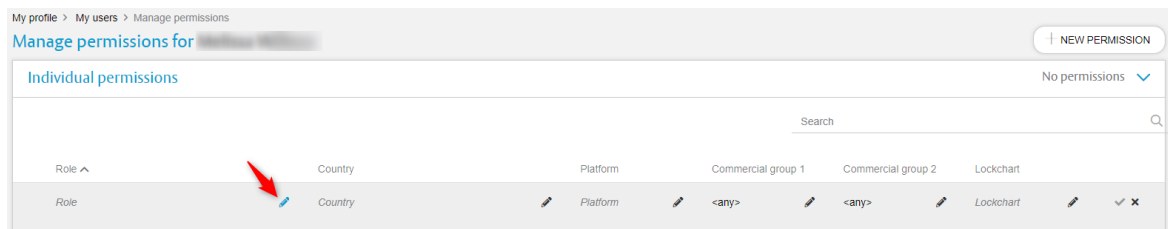
Click on the icon 'Permissions'



Click on '+ New permission'



You can now add a role , by clicking on the pencil



Select the role that you want to setup for your customer and click on select



**Select role**

Limit the permission to the selected role:

Search

- Consultant
- Cybercalc editor without property card
- Cybercalc manager without property card
- Distributor/endclient**
- Distributor/endclient without property card
- External producer cylinders
- External producer keys
- Lockchart browser

**Distributor/endclient**  
Users are allowed to see and change the lockchart but also place orders on the lockchart. In case the lockchart is protected by a property card, authorization is needed.

CANCEL SELECT

When the role is added you need to save it.

**Individual permissions** No permissions

Search

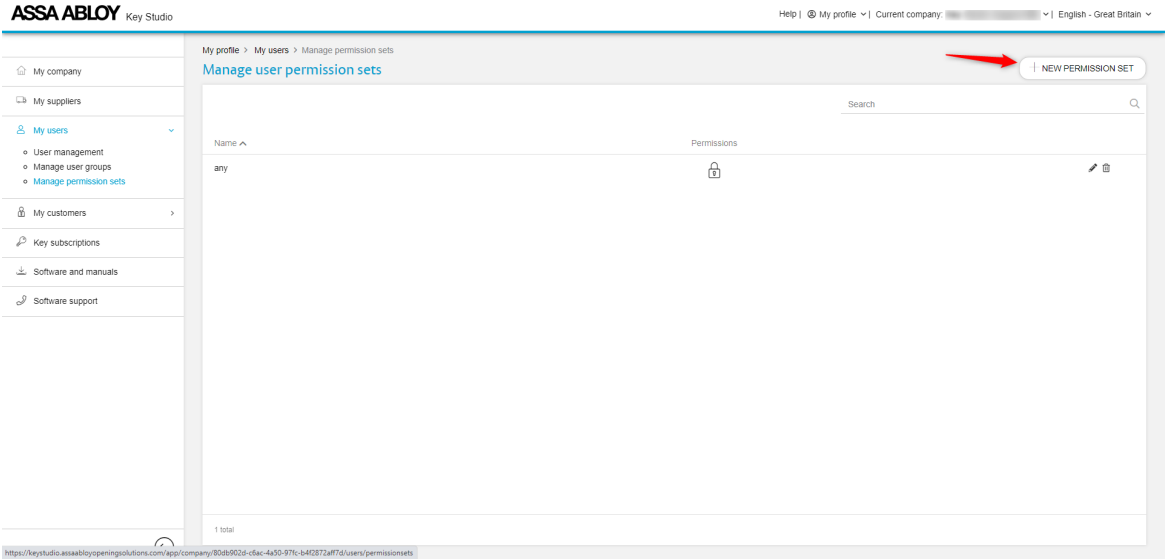
Role	Country	Platform	Commercial group 1	Commercial group 2	Lockchart	
Role	Country	Platform	<any>	<any>	Lockchart	edit check delete

## 2. Manage permission sets

Create permission sets by manage user permission sets .  
A set can be assigned to a group or an individual person.

Give the permission set a name

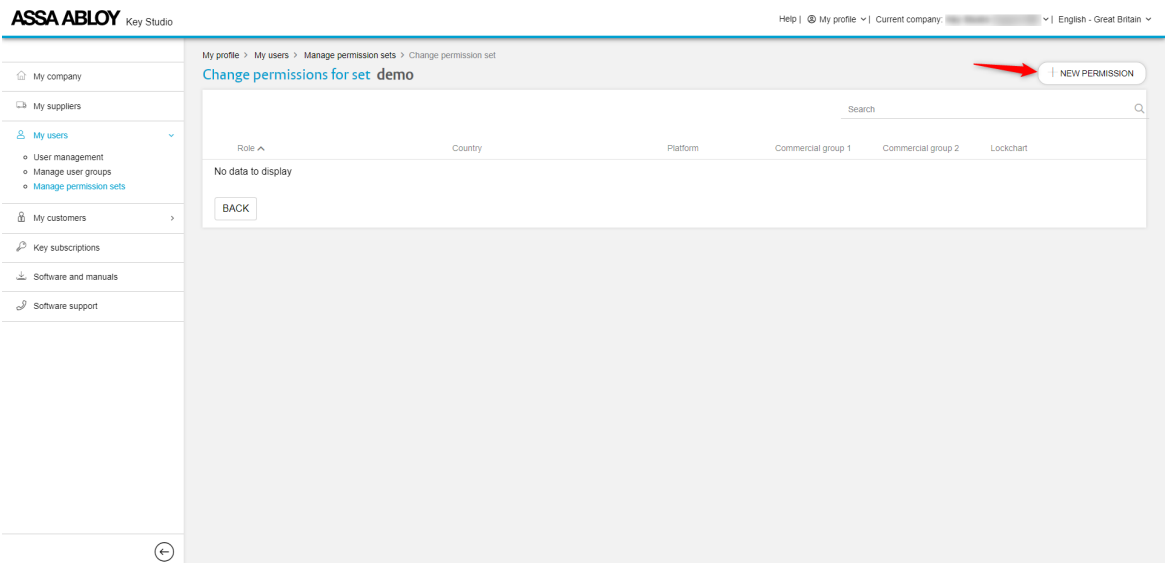
# 38 On-Boarding Process



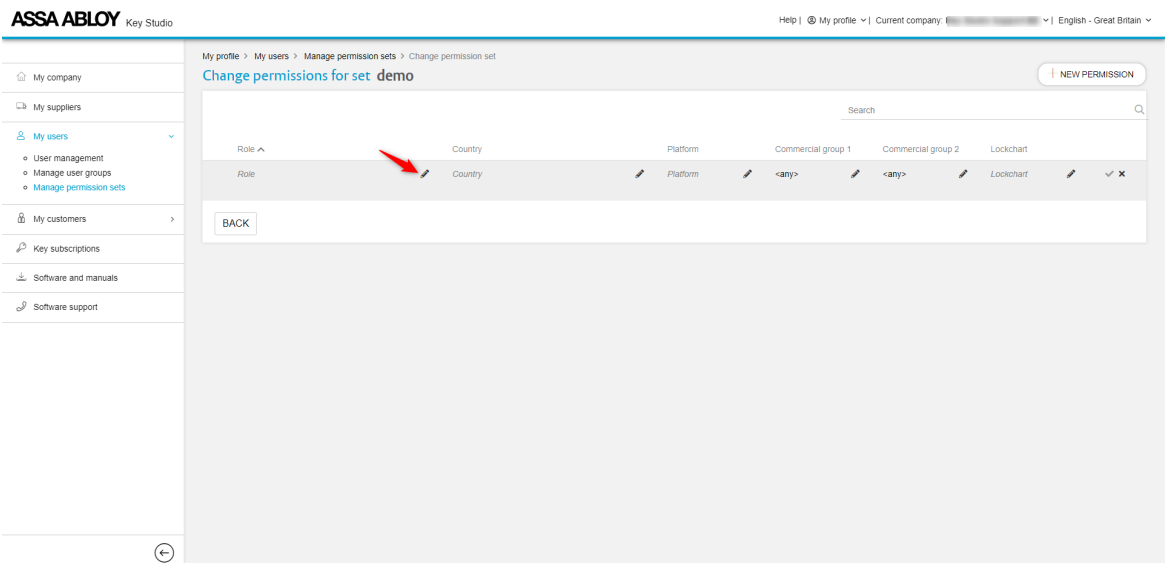
Add the permissions by clicking on the icon:



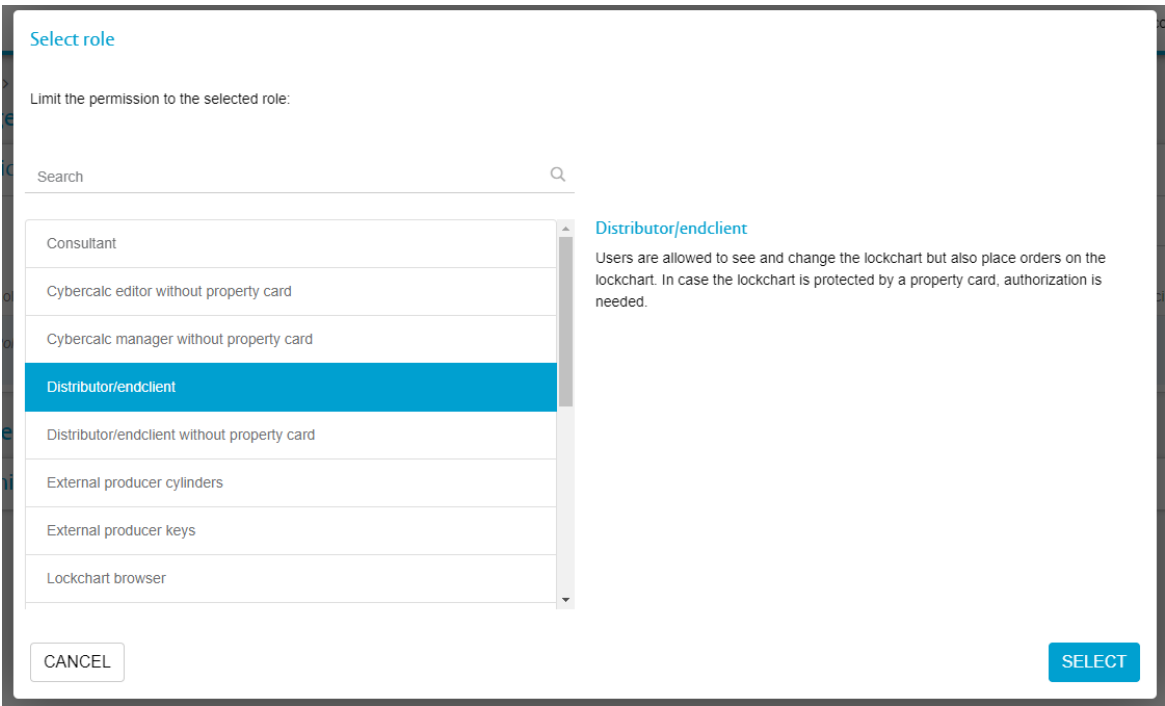
Click now on ‘+ new permisson ’



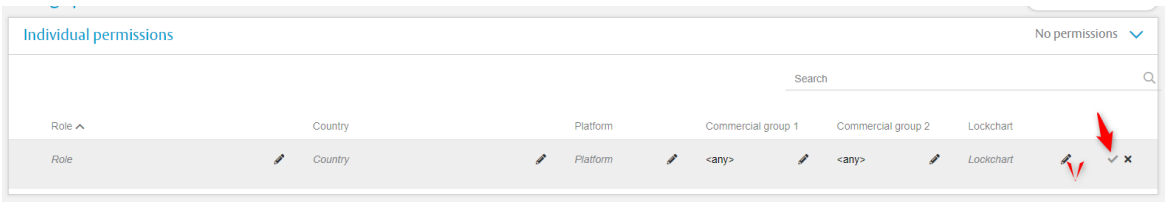
Changes can me made by clicking on the pencil.



Select the role that you want to setup for the group and click on select

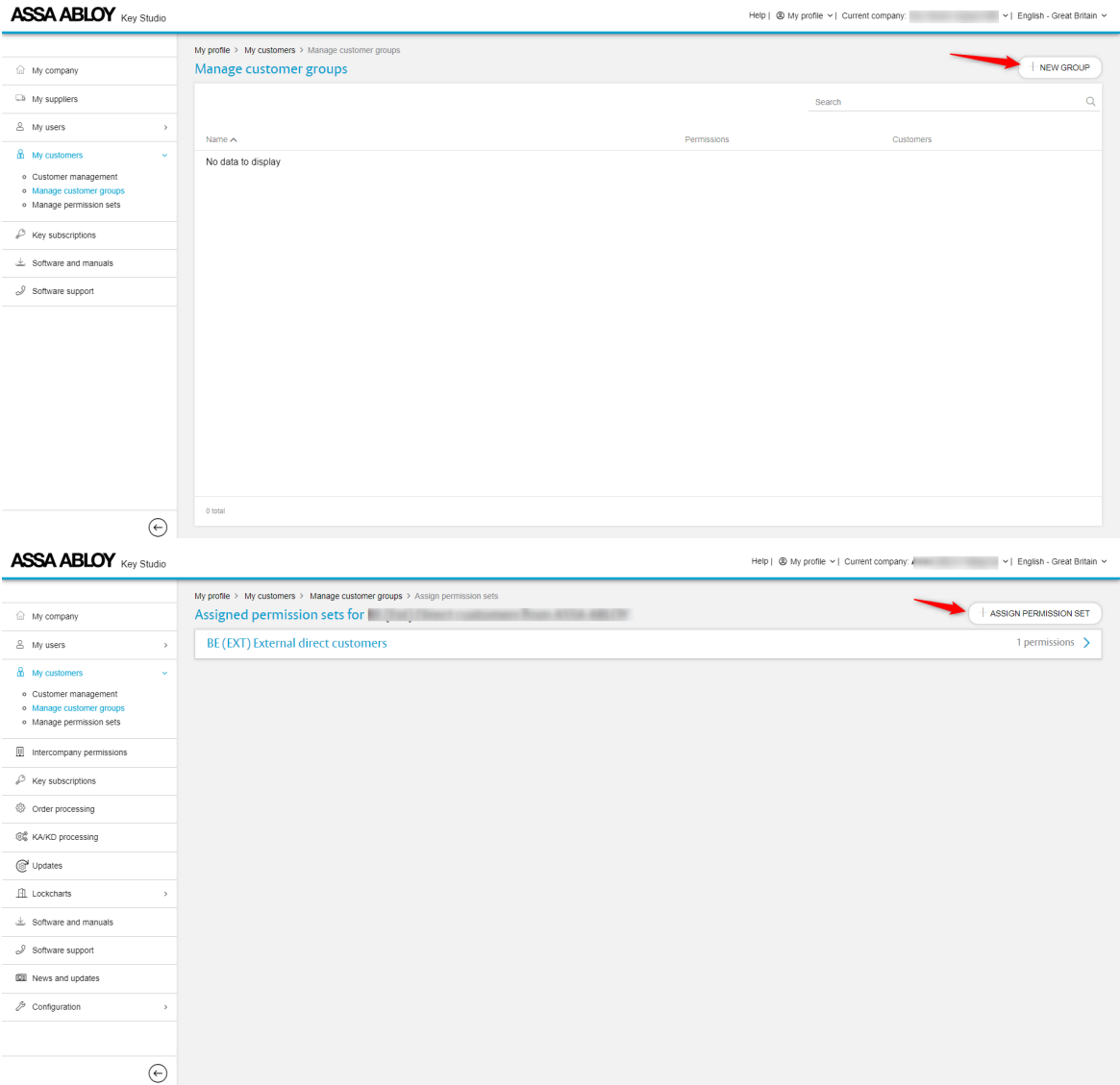


When the role is added you need to save it



3. Manage user groups

You can create customer groups , where the permission sets , users can be assigned.



## 4 Installation & updating the software

### 4.1 Key Studio - Minimal PC Requirements

#### Operating System

Windows 10 or higher (64-bit recommended)

#### Processor

Minimum: Intel i5 or equivalent AMD processor

Recommended: Intel i7 or higher for better performance

#### Memory (RAM)

Minimum: 8 GB

Recommended: 16 GB for handling larger datasets and lockcharts

For Extreme Large Lockcharts: 32 GB or more is recommended to ensure smooth performance during intensive operations

#### Storage

Minimum: 250 MB free disk space for application installation

Additional space required for offline catalogs and local lockchart files

SSD recommended for optimal performance

#### Display

Minimum resolution: 1920x1080 for optimal user interface experience

#### Network

Stable internet connection required for license validation, auto-updates, lockchart synchronization and catalog data updates

#### Additional Requirements

.NET Framework 4.8 or later

Firewall configuration may be needed to allow Key Studio connections

## 42 Installation & updating the software

Administrator rights are required only for the initial installation


Application updates are handled automatically and do not require administrator privileges

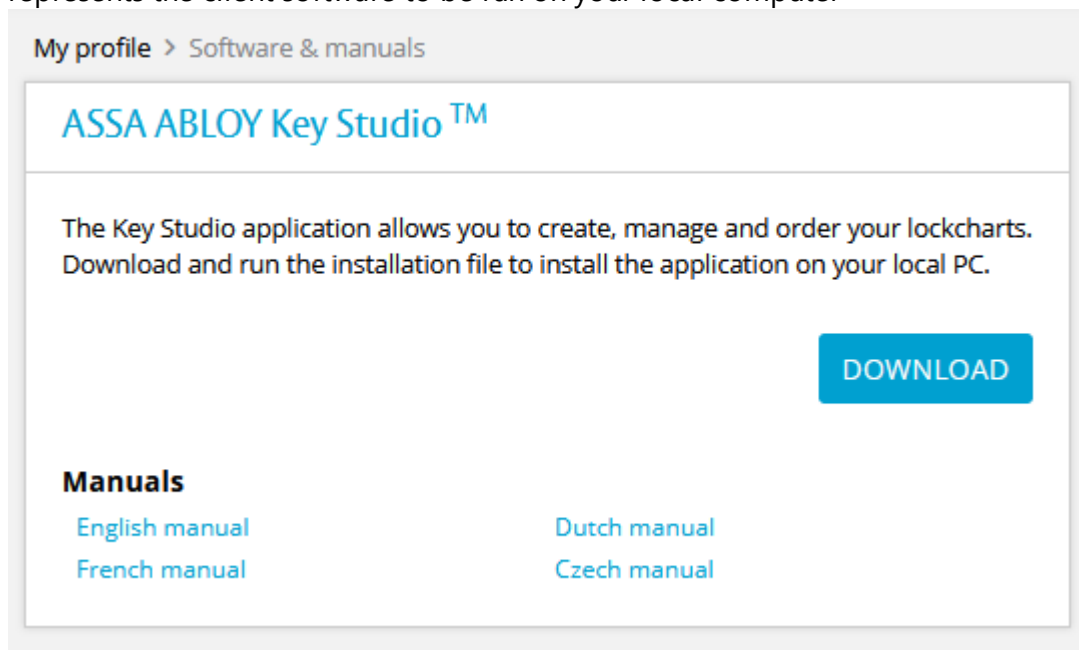
Recent Internet Browser (e.g., Microsoft Edge, Google Chrome, or Mozilla Firefox—latest two versions) for accessing the Key Studio portal, downloading the installer and reports, and managing user or company settings

### Citrix/Virtualized Environments

The application adapts its configuration when installed in Citrix environments to avoid session data loss.

## 4.2 Installation on windows environment

- Log on to the portal pages --> <https://keystudio.assaabloyopeningsolutions.com>
- Click on the button 'Software and manuals'  
 [Software and manuals](#)
- Click on the button 'Download' in the area 'ASSA ABLOY Key Studio'. This area represents the client software to be run on your local computer



- Your browser will start downloading the installation file. This is an executable file that has to run on the computer.
- The software will start approx 30 seconds after execution of the downloaded installation file

**Software updates:** New versions will automatically be downloaded and installed every time the software starts.

## 4.3 Installation on Citrix server

### Introduction

This guide provides detailed instructions for installing the Key Studio™ application on a Citrix server. Follow the steps below to ensure a smooth installation and configuration process.

### Prerequisites

- Citrix Server environment (Citrix XenApp/XenDesktop)
- Administrative access to the Citrix server
- Internet access for downloading installation files

### Installation Steps

#### Download Key Studio™ Installer

- Log on to the Citrix server.
- Navigate to the Key Studio™ download page: [Key Studio™ Download] (<https://keystudio.assaabloysolutions.com>).
- Download the latest version of the Key Studio™ installer.

#### Run the Installer

- Locate the downloaded installer file and run it.
- Follow the on-screen instructions to complete the installation.

#### Detecting Citrix Environment

- The installer will use Windows API to detect if it is being installed in a Citrix environment. It checks the `WTSClntProtocolType` using the `WTSQuerySessionInformation` function. If the value is `2`, it indicates an ICA session (Citrix).
- Additionally, the installer checks for the `FORCE\_CITRIX` environment variable. If this variable exists, the installer assumes it is in a Citrix session.

#### Citrix Specific Configuration

- During installation, if Citrix is detected, the following actions will be performed:
  - **\*\*No Shortcut Creation:\*\*** The installer will not create shortcuts to the application.
  - **\*\*Configuration Settings:\*\*** An entry `CitrixEnabled` will be written in the application configuration settings.
- When the application starts, it will check for the `CitrixEnabled` flag. If set, it will store application data in the user's personal documents folder:
  - `SpecialFolder.MyDocuments\EMEA\_MKS\prd`

#### User Data Management

- Ensure that the Citrix environment is configured to restore user-specific locations when starting the environment. This includes locations like:
  - `SpecialFolder.LocalApplicationData` (e.g., `C:\Users\<username>\AppData\Local\`)
  - `SpecialFolder.CommonDocuments` (e.g., `C:\Users\Public\Documents`)
  - `SpecialFolder.StartMenu` (e.g., `C:\Users\<username>\AppData\Roaming`)

## 44 Installation & updating the software

- `SpecialFolder.MyDocuments` (e.g., `C:\Users\<username>\Documents`)

### **Finalizing Installation**

- Complete the installation process by following any additional on-screen instructions.
- Verify that Key Studio™ is correctly installed and configured by launching the application and ensuring it starts without errors.

### **Post-Installation**

- **\*\*Testing:\*\*** Run the application in the Citrix environment to ensure all functionalities are working correctly.
- **\*\*User Access:\*\*** Configure user access and permissions as required using the Citrix management tools.
- **\*\*Support:\*\*** For any issues during installation, refer to the support documentation or contact Key Studio™ support.

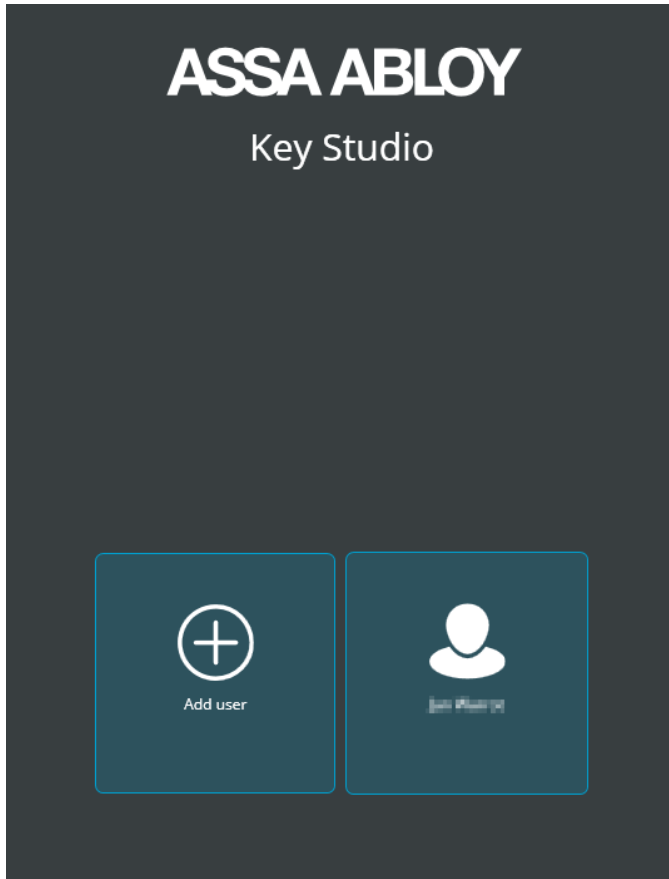
By following these steps, you should be able to successfully install and configure Key Studio™ on a Citrix server. For further assistance, consult the provided resources or contact support.



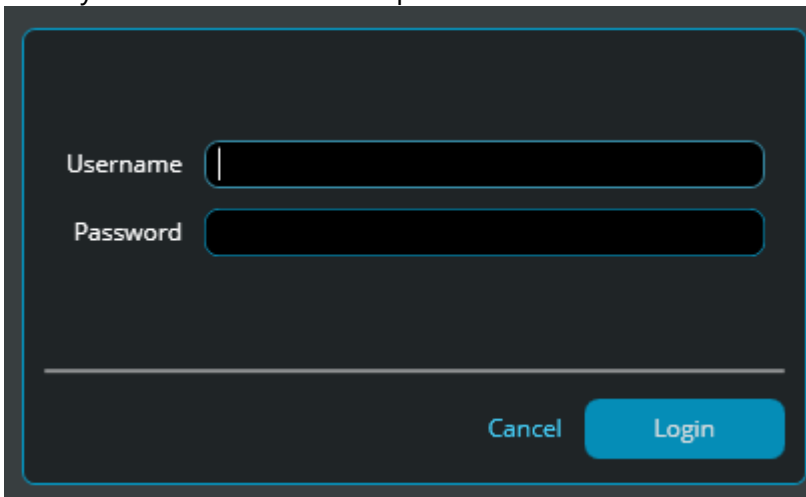
## 5 Using the software

### 5.1 First time on specific computer

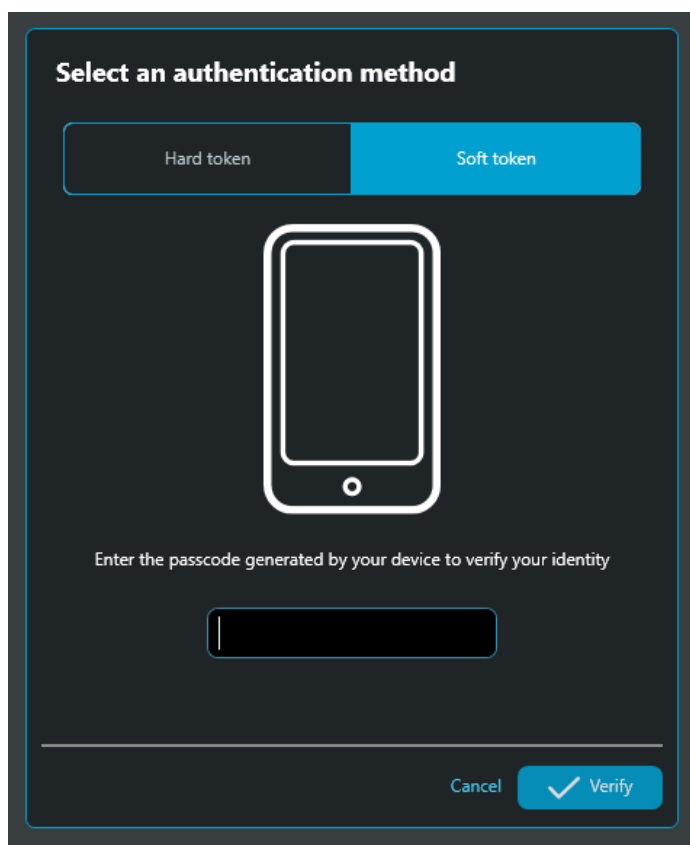
- Click on the button 'Add user'



- Enter your email address and password

The image shows a login dialog box with a dark grey background and a thin blue border. It contains two input fields: "Username" and "Password". The "Username" field has a small vertical line in the text input area. Below these fields is a horizontal line. At the bottom right of the dialog, there are two buttons: a "Cancel" button with a dark grey background and white text, and a "Login" button with a teal background and white text.

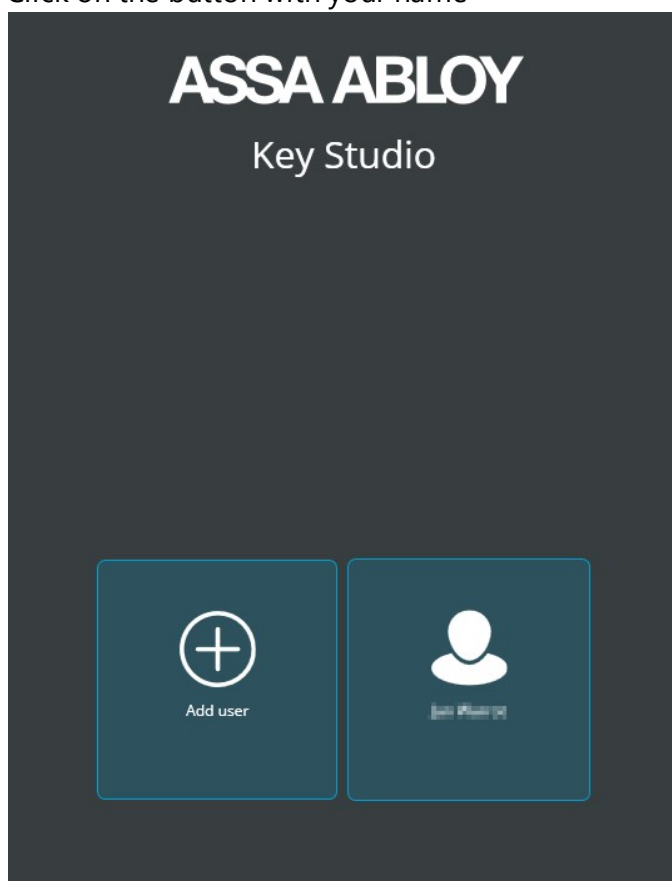
- If applicable: Provide the additional security code from your HID Approve token



•

### 5.2 On computer with existing user profile

- Click on the button with your name




- Enter password
- If applicable: Provide the additional security code from your HID Approve token

**Select an authentication method**

Hard token

Soft token



Enter the passcode generated by your device to verify your identity

Cancel

✓ Verify

## 6 General navigation

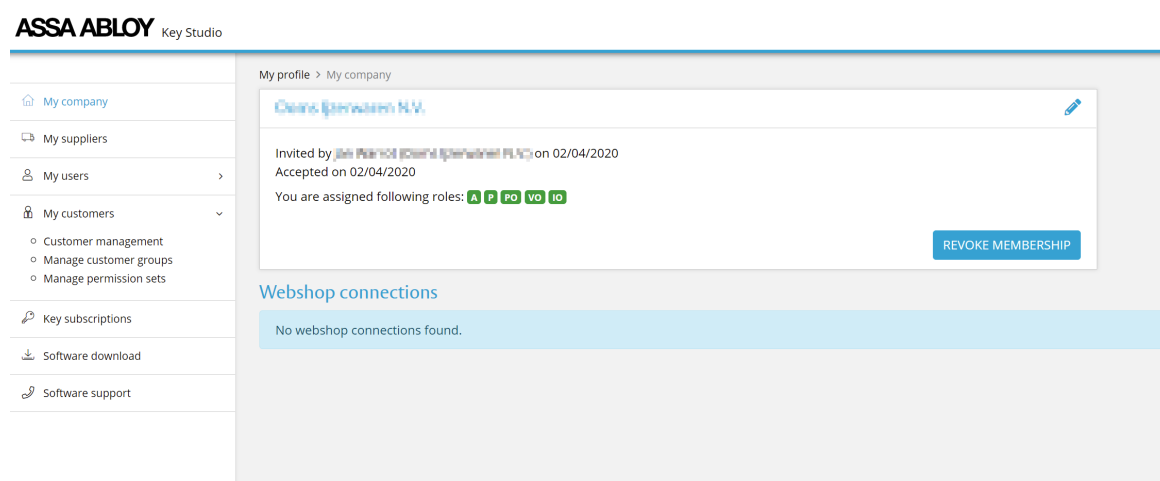
### 6.1 Key Studio™ Web portal

#### Home Dashboard (My company)

In the Key Studio™ Web Portal you can download the Key Studio™ software and can set the parameters / settings. Here you can on-board your entire company onto Key Studio, creating profiles for your team (including their access permissions - their roles) as well as invite your customers to download the software and more.

The Web Portal consists of 11 or 7 different sections, depending on your company. These are made up of the below:

1. My company - a dashboard for your entire company (destination to setup web shop connection)
2. My suppliers - manage the suppliers that you place master key orders through
3. My users - list of all the users in your company (here you can invite users, assign, and edit access rights)
4. My customers - lists all your customers (you can manage customer groups and their permissions)
5. Key Subscriptions - a dashboard to view the license of your or customer's key management software
6. Software download - location to install Key Studio™ software to your local PC
7. Software support - contact details for your local ASSA ABLOY master key support teams



## My suppliers

This dashboard gives an overview of the suppliers that your company is able to utilize through Key Studio. Here you can view your pending invitations from suppliers as well as revoke the connection to your Key Studio™ account.

**ASSA ABLOY** Key Studio

My profile > My suppliers

**Pending invitations**

No pending invites

**My suppliers**

**Belgium - LITTO**

**Platforms:** Assa Abloy - Generic C200  
C200 - LittoTest E-profiel FAB - PERK K100  
MC+ MC5 MC6/MC6+ MP60 MP60e MP75  
MP83 Multiprofiel Select 5 Select 6 Select Plus

**Invitation:** Invited by OneEmeaMKS  
(Belgium - LITTO) on 17/04/2019

**REVOKE**

## My users

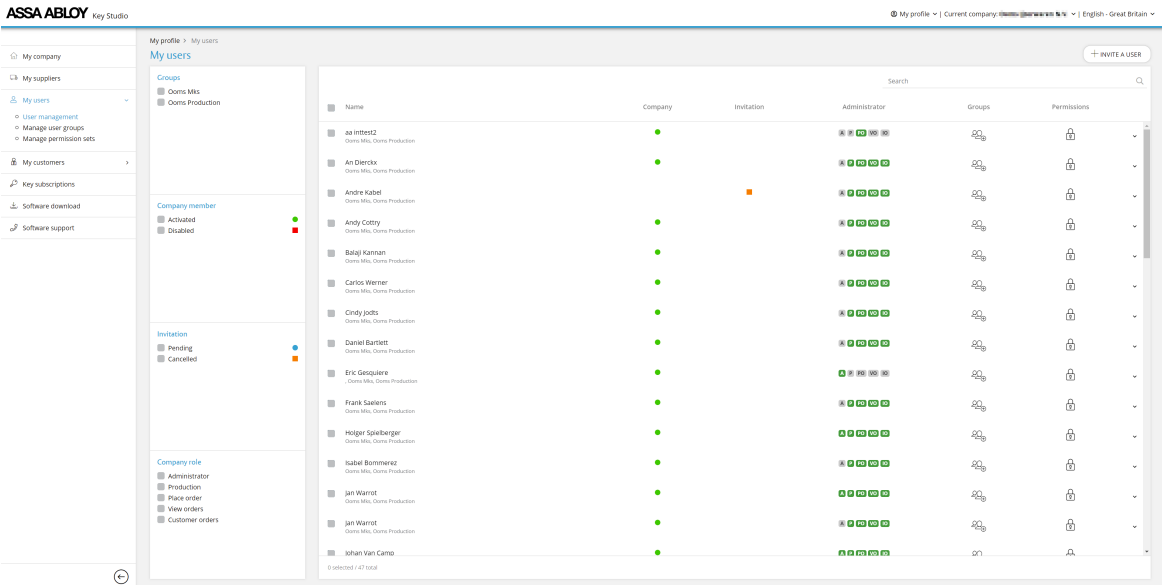
The 'My users' section is dedicated to users in your company and is split into 3 different sub-sections:

1. User management - invite and revoke users, as well as manage access rights and view user status
2. Manage user groups - create and manage user groups
3. Manage permission sets - create and manage permissions of specific user types

### User Management

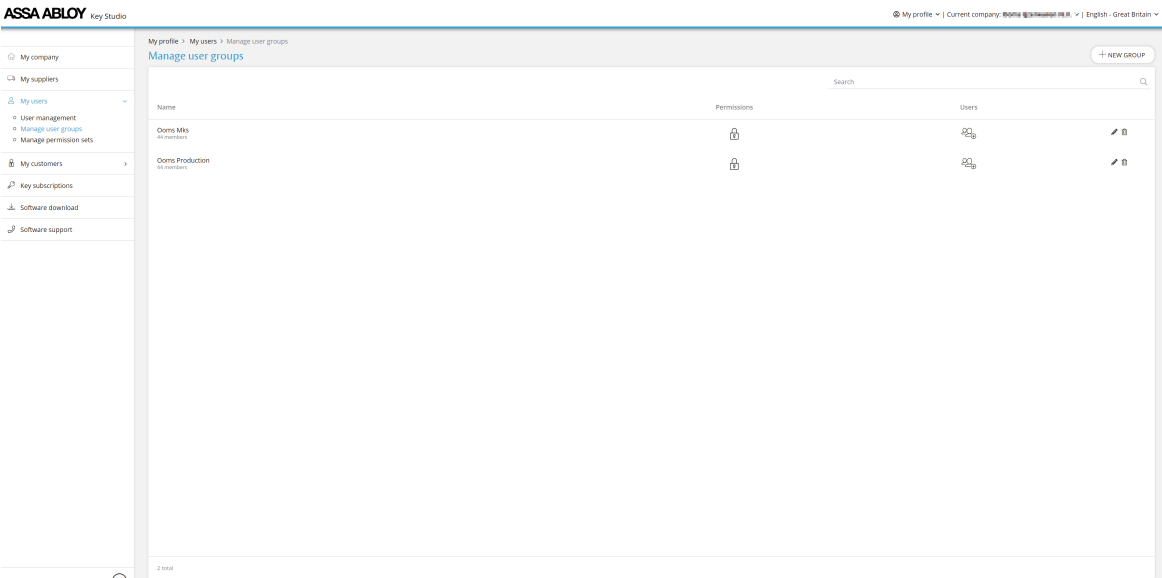
# 50 General navigation

This sub-section provides an overview of all the users that have been invited, activated or disabled from your account - via the color coding indicated in the left hand bar. From here you can assign particular users to user groups, or particular permission sets, or decide to state their permissions individually. Finally, you can invite users from this point via the 'invite a user' button on the top right of the dashboard, as well as remove an existing users through expanding the arrow new to the permissions column and clicking on the 'Remove Permanently' button.

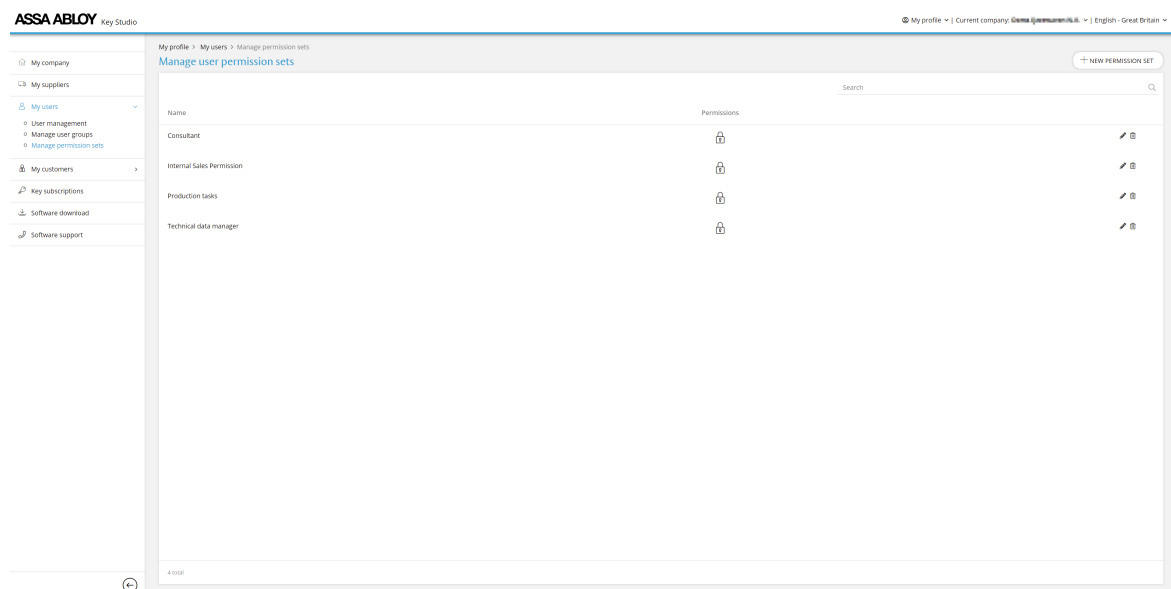


## Manage user groups

This sub-section allows you to create groups with set permissions, streamlining the process of assigning access rights. Here you can either create a 'New Group' via the button on the top right of the dashboard, or you can edit the permissions of the previously created user groups and the users that have been assigned to these.



## Manage permission sets



## My customers

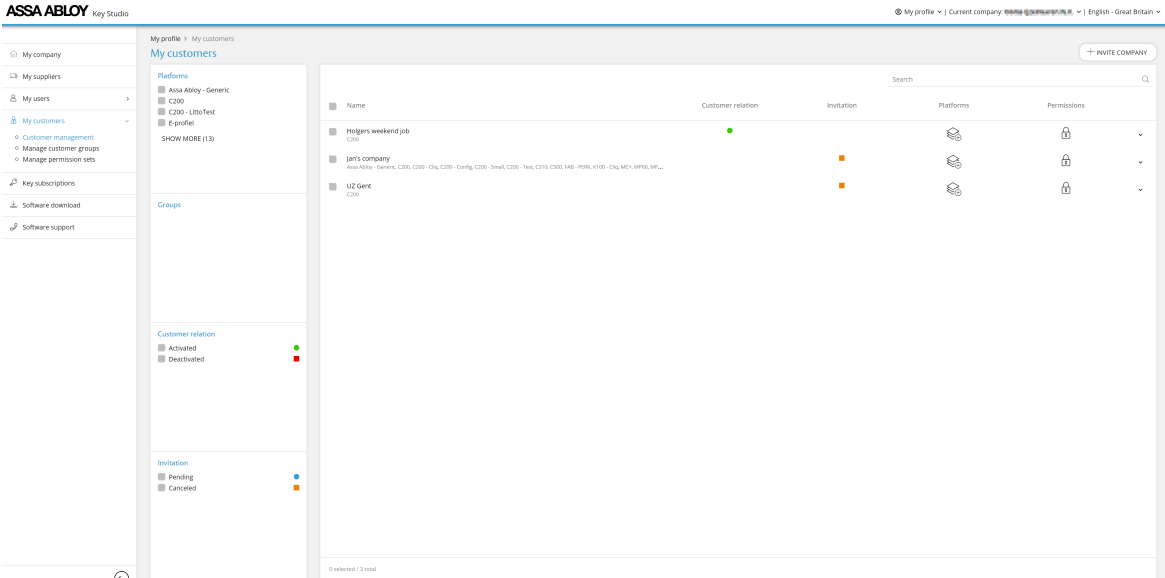
Here you can manage your customer accounts, invite new customers, revoke permissions and access, as well as assign the platforms that your customers can order. Similarly to the 'My users' section, the 'My customers' section is split into 3 sub-sections:

1. Customer management
2. Manage customer groups
3. Manage permission sets

### Customer management

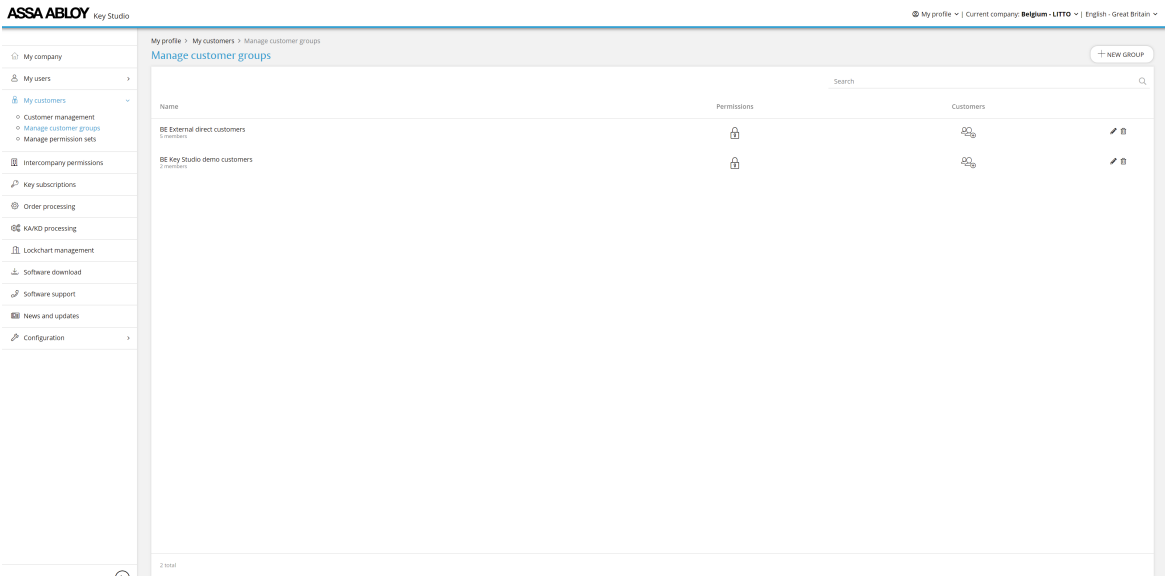
This sub-section provides an overview of all the customer accounts that have been invited, activated or disabled from your account - via the color coding indicated in the left hand bar. From here you can set the platforms that they can order individually, or particular permission sets. Finally, you can invite users from this point via the 'invite company' button on the top right of the dashboard, as well as remove an existing users through expanding the arrow new to the permissions column and clicking on the 'Remove Permanently' button.

# 52 General navigation



## Manage customer groups

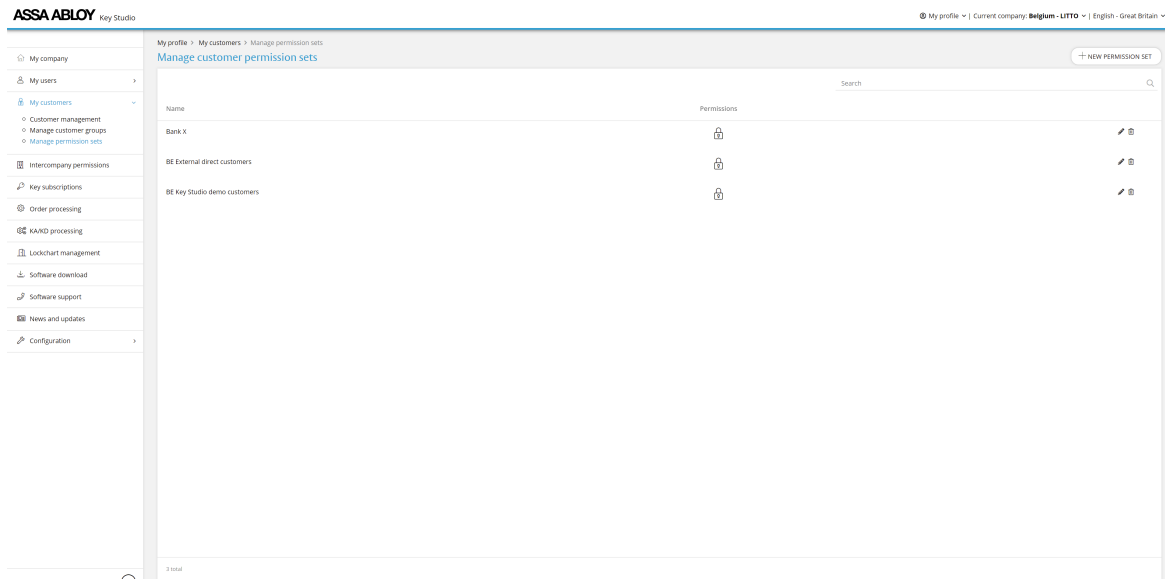
This sub-section allows you to create groups with set permissions, streamlining the process of assigning access rights. Here you can either create a 'New Group' via the button on the top right of the dashboard, or you can edit the permissions of the previously created user groups and the users that have been assigned to these.



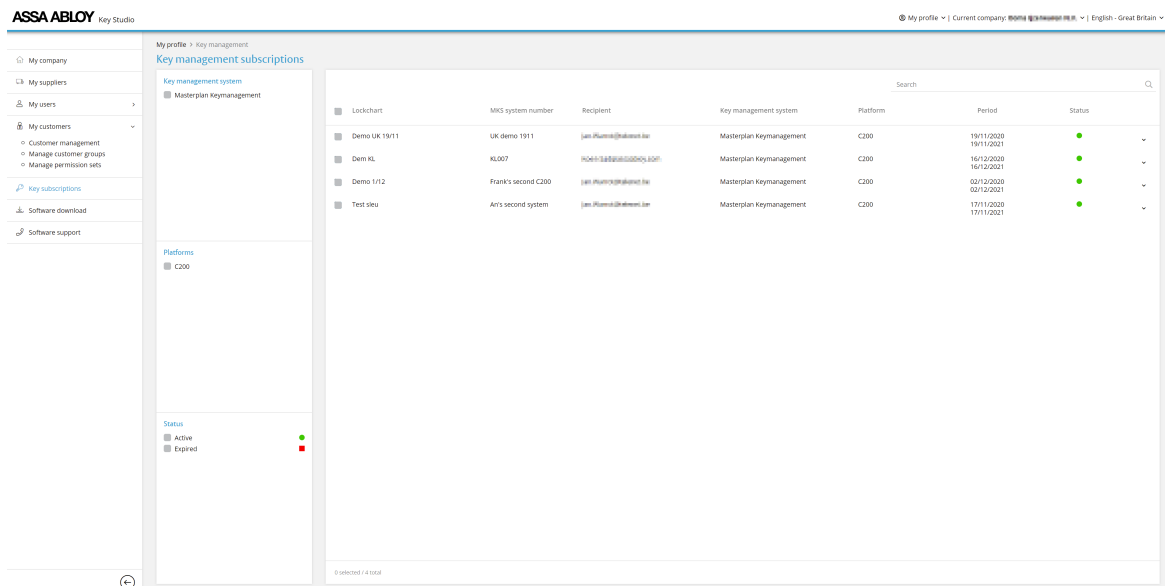
## Manage permission sets

What is the difference between this and the user groups? Why do we have this extra section?





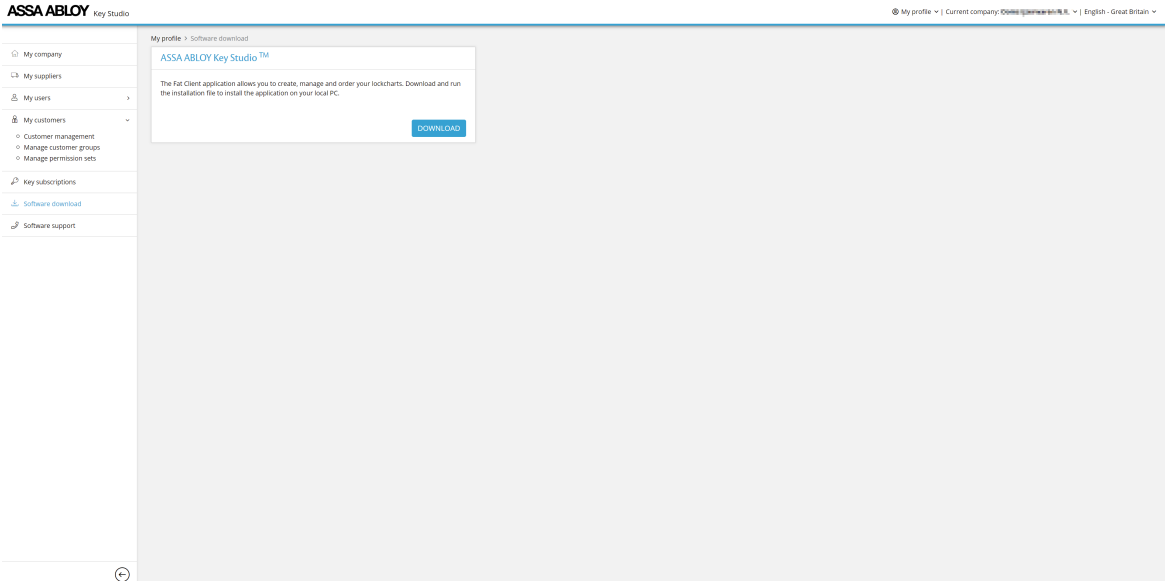
## Key subscription



## Software download

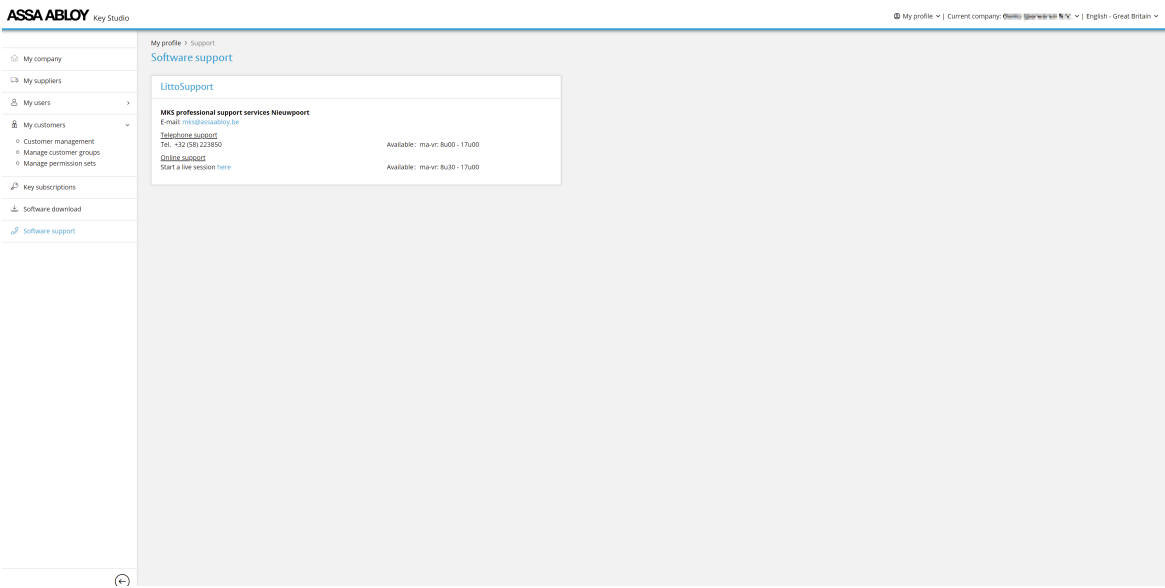
Here you can download the Key Studio™ software to you local PC.

# 54 General navigation



## Support

This sections displays the contact details of your local ASSA ABLOY master key system support team. On hand to support you if you require assistance with the Key Studio™ software or your master key system orders.

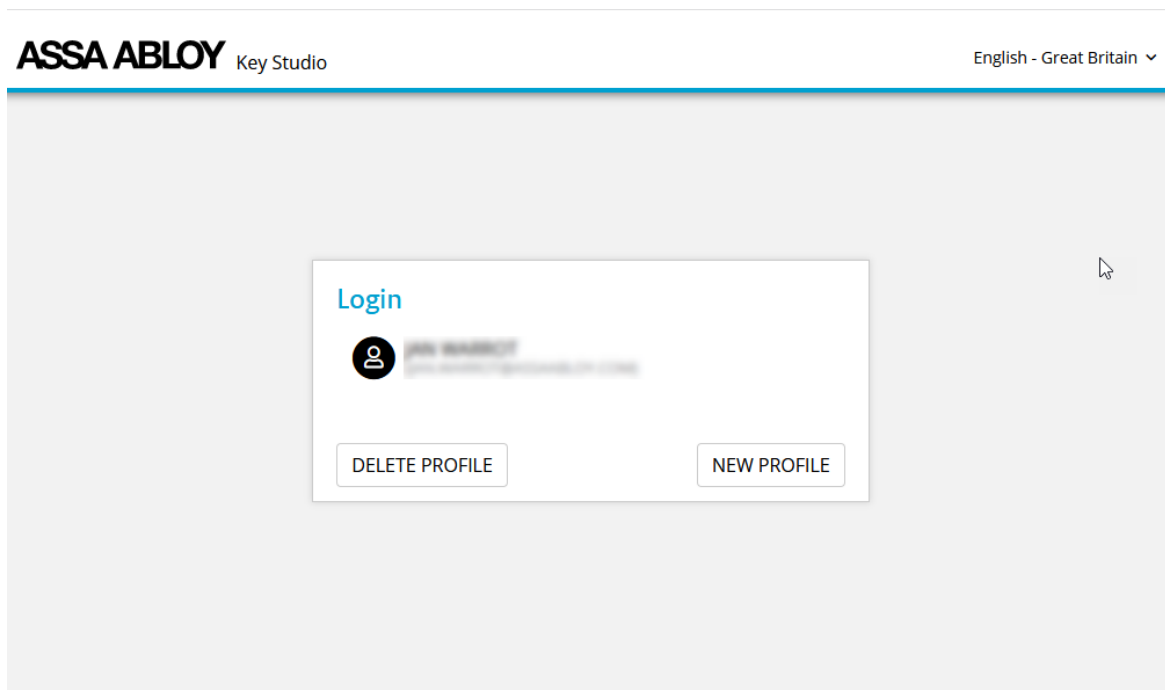


## 7 Web portal pages

The Key Studio™ portal pages can be accessed by browsing to following URL:  
<https://keystudio.assaabloyopeningsolutions.com>

### 7.1 Access to the Key Studio™ portal website

The portal pages for Key Studio™ can be found by browsing to  
<https://keystudio.assaabloyopeningsolutions.com>



- Language of the site can be set by the drop down on the upper right

The site will remember your user profile. This is per individual browser & computer that you use.

Every individual user profile is presented by a button that shows user name and email. Use this button to logon to the system

- Use "New user" to add a new user profile
- Remove a profile by clicking 'Delete profile'

### 7.2 Forgot password

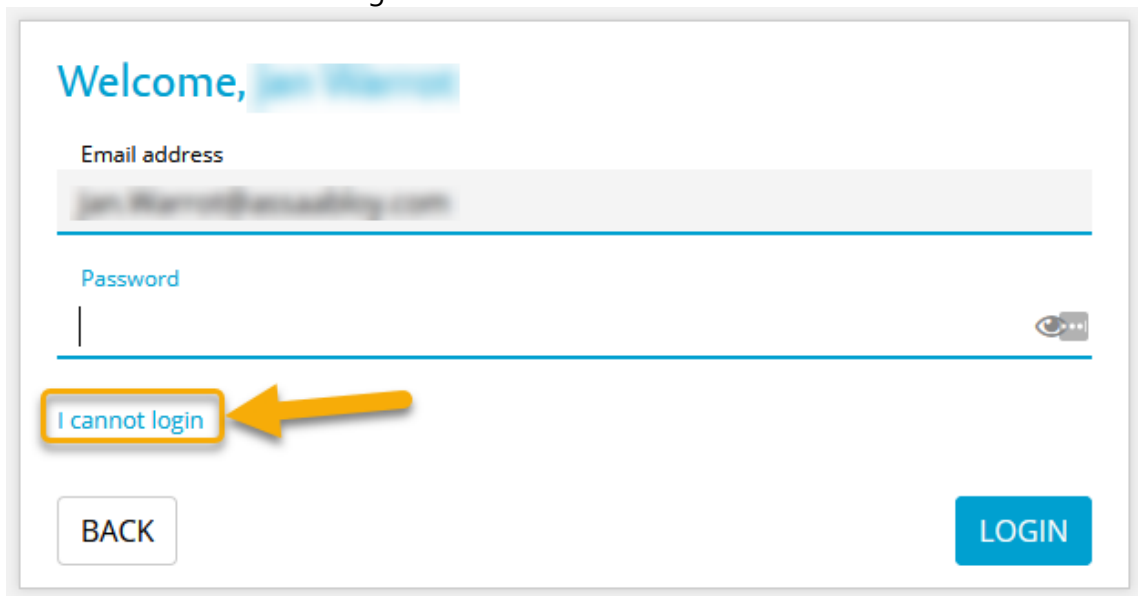
In case of forgotten password or difficulties with the Two factor authentication:

Troubleshooting authentication

- Using your browser, go to the main authentication page;  
<https://keystudio.assaabloyopeningsolutions.com>

## 56 Web portal pages

- Click on the link 'I cannot login'



>Welcome, [Jan Haverd](#)

Email address

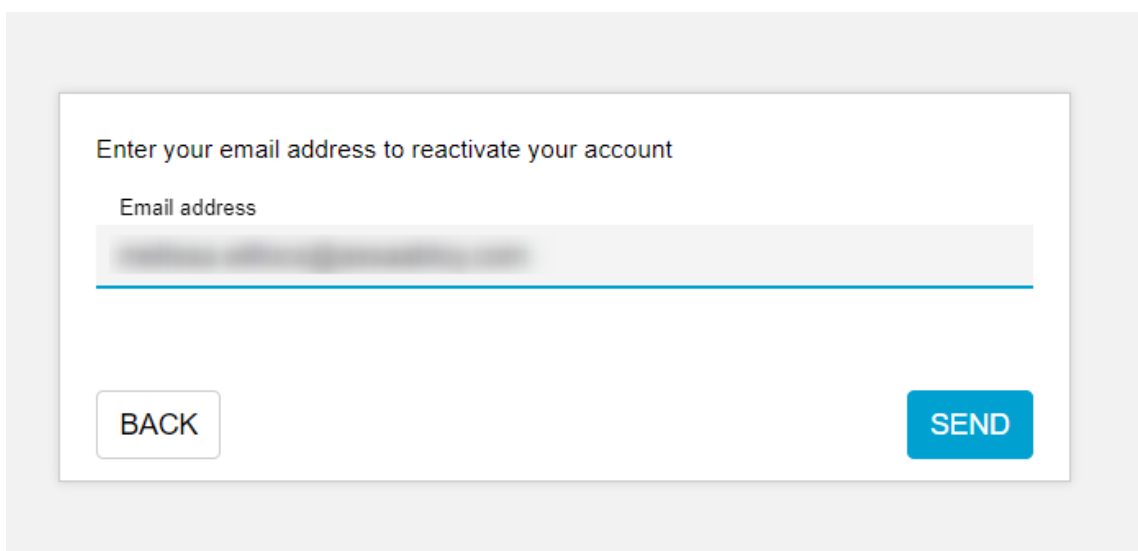
[jan.haverd@assabloy.com](#)

Password

|

[I cannot login](#)

BACK LOGIN



Enter your email address to reactivate your account

Email address

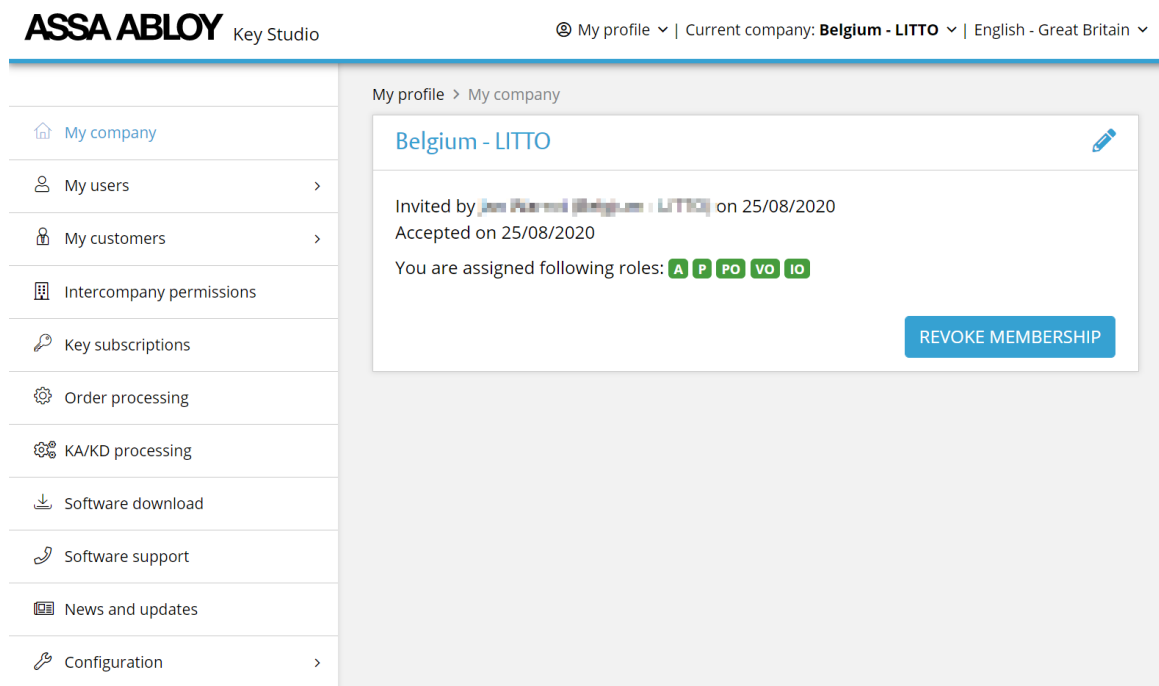
[jan.haverd@assabloy.com](#)

BACK SEND

- Follow the procedure for authentication problems

### 7.3 General overview of the portal pages

### 7.3.1 General overview and navigation



This dashboard for the company

I have full list of responsibilities

Here we will point to the different pages and explain what they are for

My users - list of users

KA/KD processing - only for internal - we need to hide these - as external cannot see them

Software support - contact details

Webshop connection

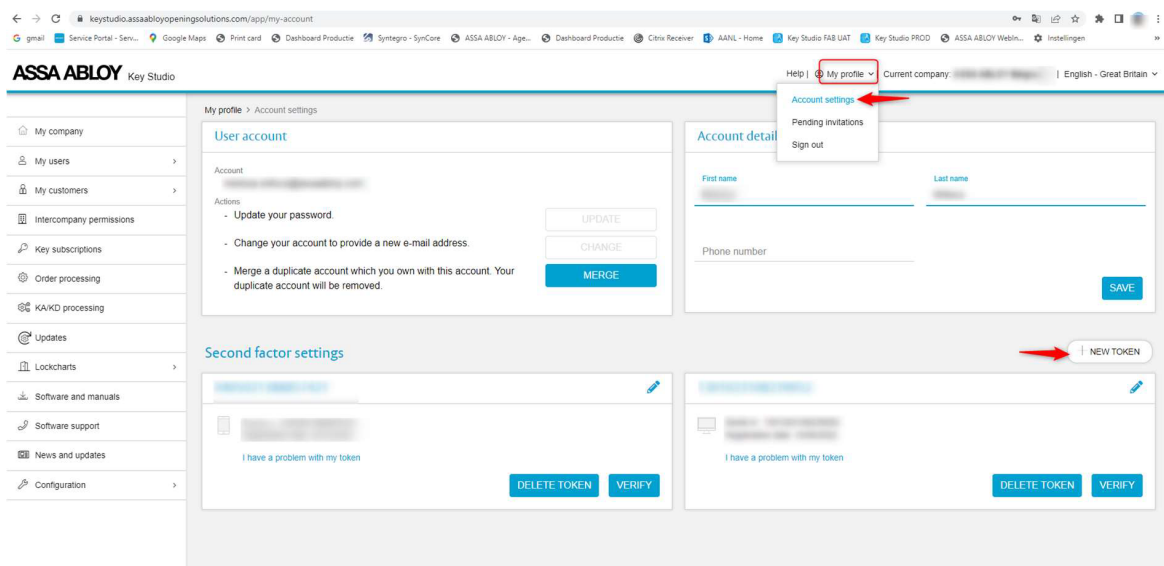
## 7.4 ActivID second factor authentication

### 7.4.1 Setup new ActivID token

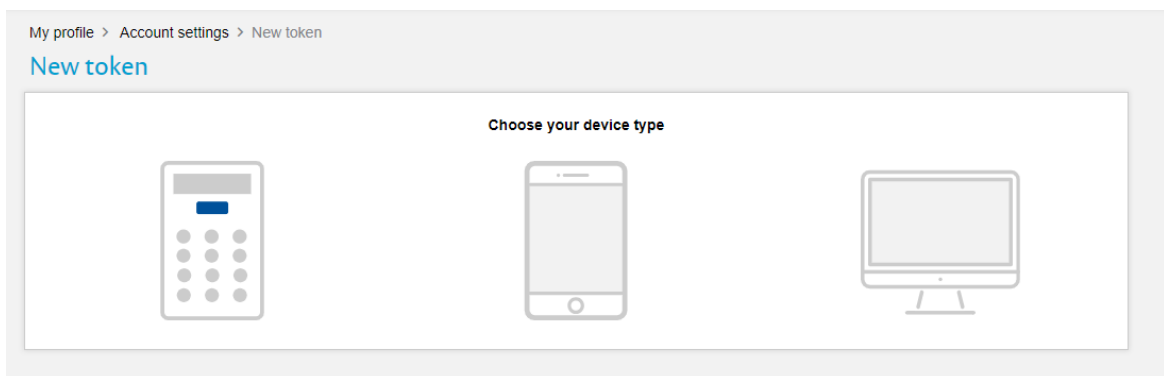
An additional second factor can be added to your account by 'My Profile' , Account settings

Click '+ New Token'

## 58 Web portal pages



Choose device type



According steps in 'Activation of my HID Approve token' a second factor will be added.

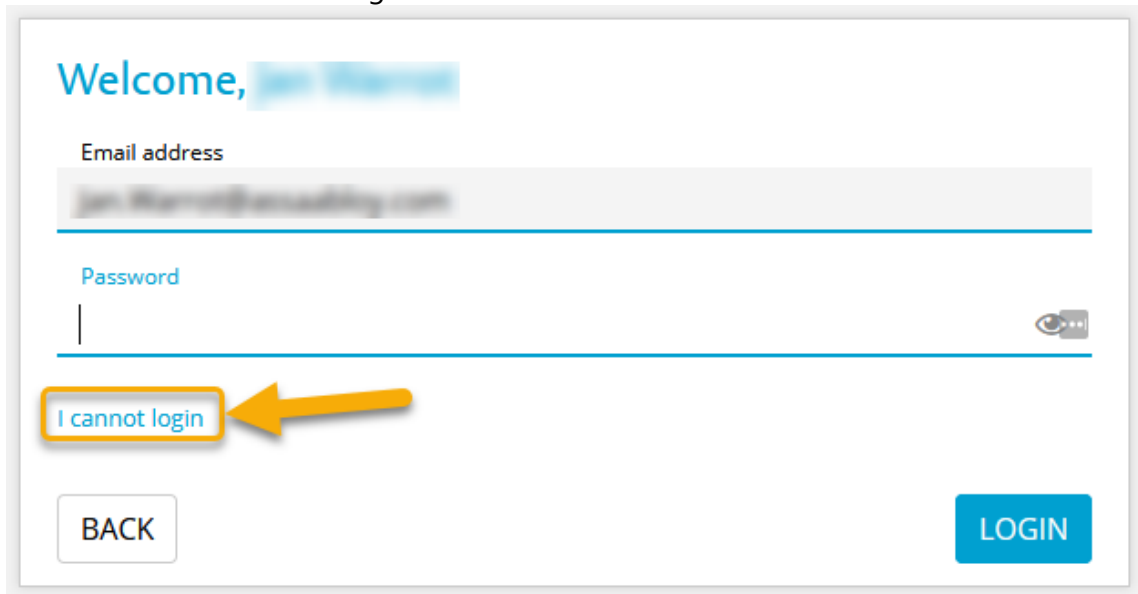
### 7.4.2 HID Approve Token troubleshooting

In case of forgotten password or difficulties with the Two factor authentication:

Troubleshooting authentication

- Using your browser, go to the main authentication page;  
<https://keystudio.assaabloyopeningsolutions.com>

- Click on the link 'I cannot login'



>Welcome, **jan.klaassen**

Email address

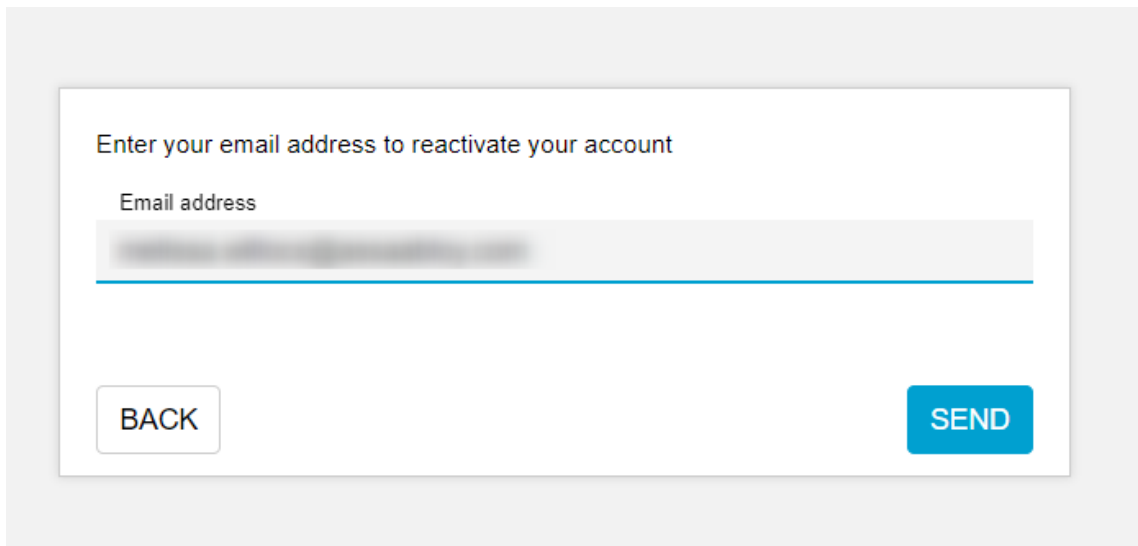
**jan.klaassen@assabloy.com**

Password

|

**I cannot login**

BACK LOGIN



Enter your email address to reactivate your account

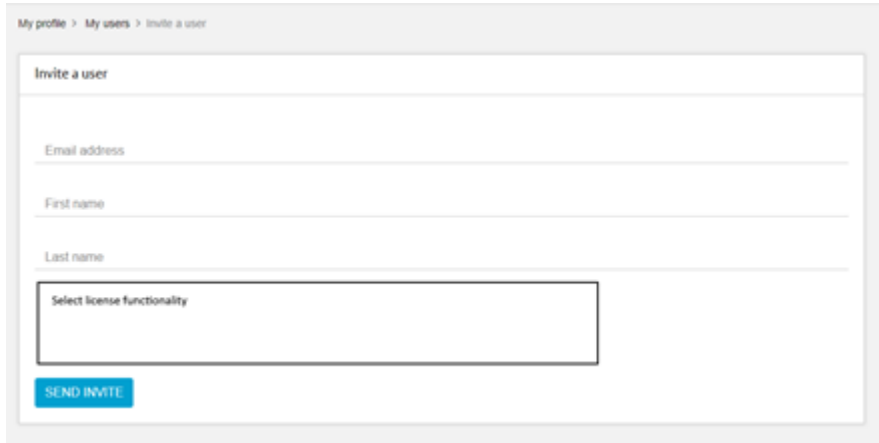
Email address

**jan.klaassen@assabloy.com**

BACK SEND

- Follow the procedure for authentication problems

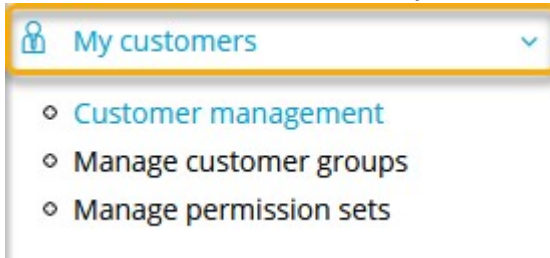
## 7.5 Invite new user



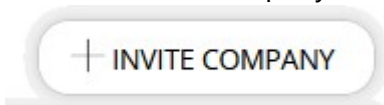
The screenshot shows a web portal page titled "My profile > My users > Invite a user". The main heading is "Invite a user". Below it are three input fields: "Email address", "First name", and "Last name". There is a dropdown menu labeled "Select license functionality". At the bottom left is a blue button labeled "SEND INVITE".

### 7.6 Invite new company

- Open the maintenance area "My Customers"



- Click on "Invite company"



- Provide the requested details in the form

The customer will now receive an invite in his mailbox.

### 7.7 Accept/decline new invites

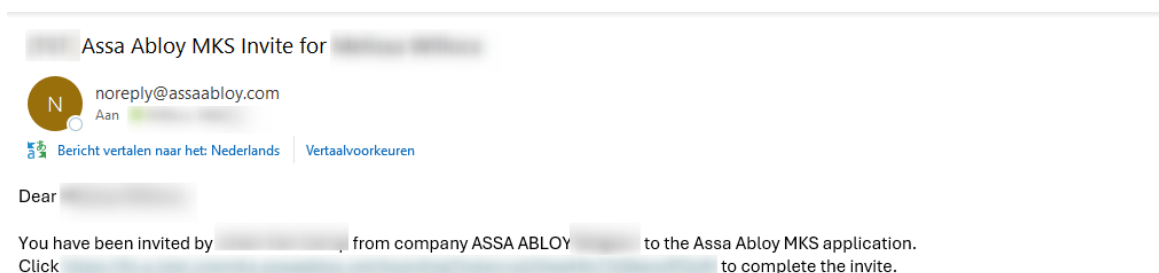
As a user, it is possible to be part of several companies.

The company sends out an invitation to the user, the user can accept the invitation in 2 ways.

1st Method:

Accept the invitation by clicking on the link in the email received





Select "I already have an account" and sign in with your e-mail address and Windows password.

**I already have an account**

If you already have an account for another company of the Assa Abloy group, you should use this account.

Email address  
[redacted]

Password  
[redacted]

**LOG IN**

**I am a new user**

All fields are required, except phone.

Last name  
[redacted]

First name  
[redacted]

Email address  
[redacted]

Phone  
[redacted]

Password  
[redacted]

Repeat password  
[redacted]

**SAVE**

Go to portal

**Thank you,  
You have been registered**

**GO TO PORTAL**

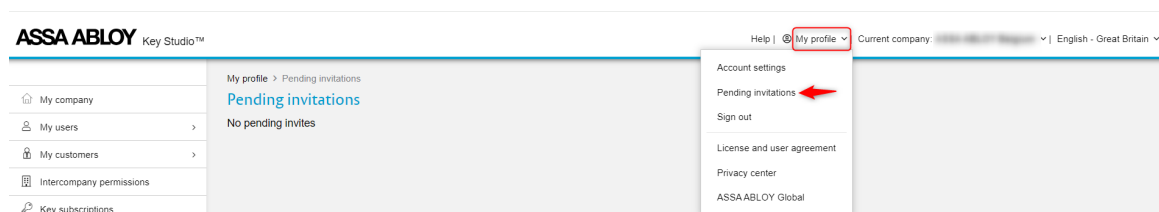
Optionally, you may verify your token.

**VERIFY MY TOKEN**

## 62 Web portal pages

### 2nd Method

Go to the portal pages for Key Studio, can be found by browsing to <https://keystudio.assaabloyopeningsolutions.com>

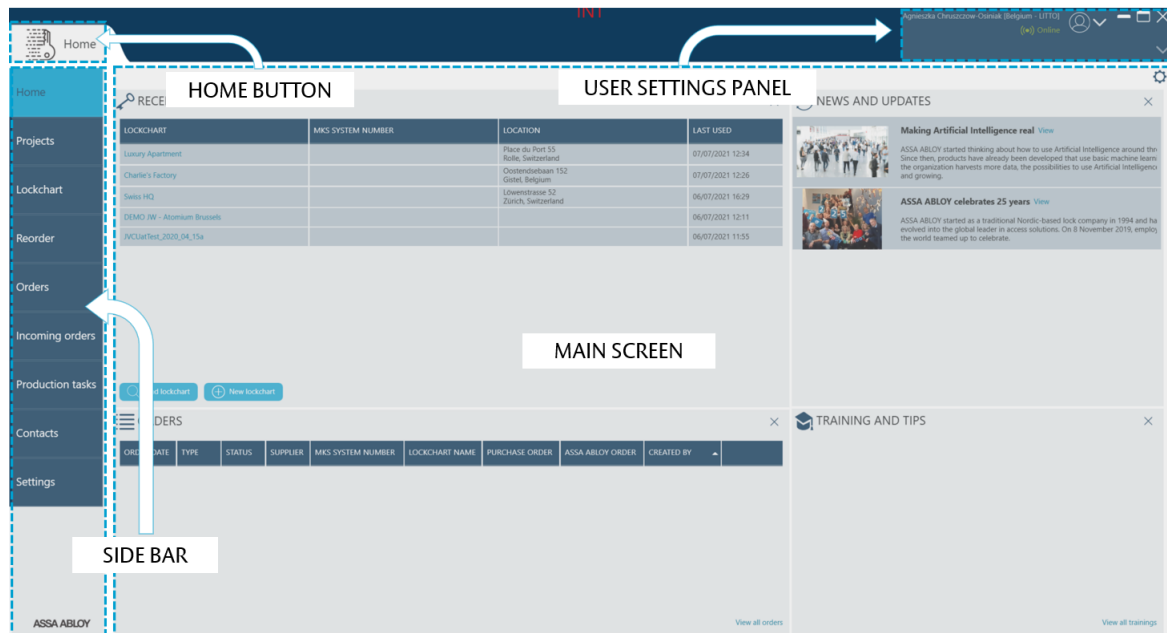


In case of a pending invitation you will be able to accept it here

## 8 Key Studio™ application

### Home screen dashboard

After successful login users are brought to the Home Screen dashboard.



Home screen has 4 main parts:

- Main screen where information is displayed and from which users can directly open particular link within Key Studio™ or a website
- Side bar - which is a navigation menu to all applications' main sections
- Home button in the top left corner, which allows users to return to the home screen
- User Settings Panel where User name is displayed along with the information about being online / offline and access various settings menus.

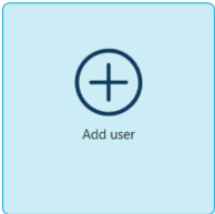
## 8.1 User authentication

### 8.1.1 First time on specific computer

Start the Key Studio™ software from Windows Start Menu.

Wait for the system to connect.

Click on "add user".



Users are asked to enter User Name and Password - they should be email address and password as they are set for Active Directory credentials (Windows log-in and password).  
The profile gets created.

A light blue rectangular form with rounded corners. It contains two input fields: "Username" and "Password". Below the fields are two buttons: "Cancel" and "Login".

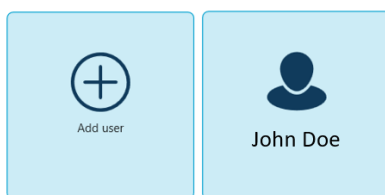
**TIP** - for ASSA ABLOY employees Active Directory credentials (Windows log-in and password) are users' User name and Password

**TIP** - when connecting from outside of internal network - users must make sure to have VPN turned on; otherwise Key Studio™ requests Token verification

### 8.1.2 On computer with existing user profile

Users that have already used Key Studio™ on their computer have the profile saved. When Key Studio™ software has started windows with existing profiles will appear.

**ASSA ABLOY**  
Key Studio



Clicking on existing profile leads to the next screen, where user's name has already been populated and the form is asking for password.

**ASSA ABLOY**  
Key Studio

## 66 Key Studio™ application

After submitting correct password users may be asked for second-factor authentication : hard or soft token.

The image displays two identical-looking authentication screens side-by-side. Both screens are titled "Select an authentication method". At the top, there are two tabs: "Hard token" and "Soft token". On the left screen, "Hard token" is selected, indicated by a blue bar and a padlock icon. Below the icon are four asterisks "\*\*\*\*". On the right screen, "Soft token" is selected, indicated by a blue bar and a smartphone icon. Below the icon is the same text prompt: "Enter the passcode generated by your device to verify your identity". Both screens feature a white text input field and two buttons at the bottom: "Cancel" and "Verify".

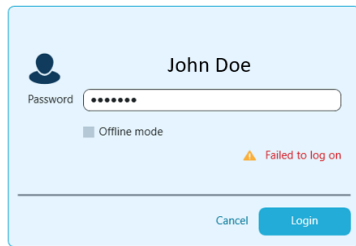
Users having access to more than one company may also be asked to choose which company's profile they want to launch.

The image shows a "Choose a company" screen. It has a title "Choose a company" at the top. Below the title are two options, each with a small icon of a building. The first option is "First Company" and the second is "Second Company". The "Second Company" option is highlighted with a blue bar. At the bottom of the screen are two buttons: "Cancel" and "Ok".

### 8.1.3 Troubleshooting user authentication

#### Wrong password

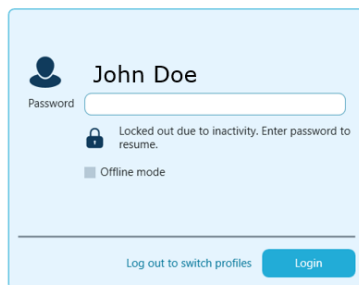
Having submitted incorrect password users will see following message on the screen.



User should re-enter the password correctly and click on Log-in button.

## Inactivity log out

When user has not been active within the application for a longer period of time Key Studio™ automatically logs the user out and presents following message.



After submitting correct password user is brought to the last screen they have had open.

## Changing AD password

Users need to make sure that when they update their credentials within a company they log off and log in with new password.

Key Studio™ may allow last log-in using old password to save changes, if the change was done a couple of minutes before.

## Key Studio™ updates

Key Studio™ has fully automated upgrade process.

Users may see a message informing that application is verifying whether any new updates are available.

If an update is available following message is displayed.

A new version is available. Installing updates ...

Once the updates have been installed Key Studio™ may need to restart. Then the log-in screen is displayed again.

8.2 Main Screen Overview

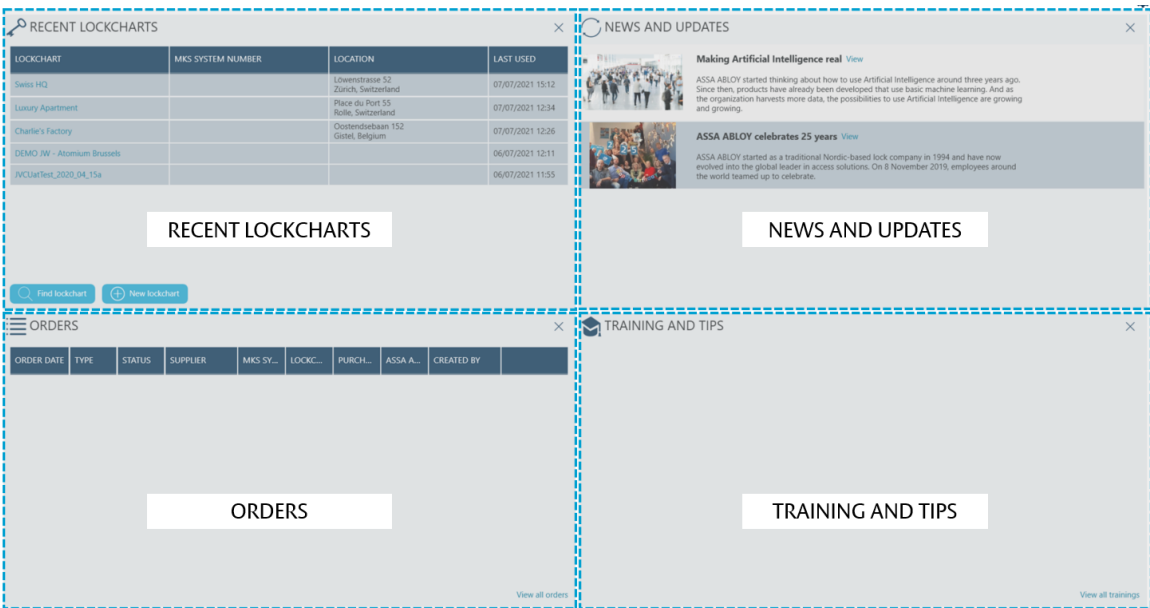
Main Screen - overview and visual display setup

Main screen of the home dashboard can be adjusted to customized needs of the user.

By default 4 sections are displayed:

- 1. RECENT LOCKCHARTS
- 2. ORDERS
- 3. NEWS AND UPDATES
- 4. TRAINING AND TIPS

Each of those sections can be adjusted in size - by dragging and dropping of the border line, as well as hidden completely - by clicking on X in the top right corner.



User can alter sections position by clicking and holding within one section. Dynamic menu appears on the screen helping users navigate to required position.



The screenshot displays the Key Studio application interface. At the top, there is a navigation bar with a hamburger menu icon and the word "ORDERS". Below this is a table with columns: ORDER DATE, TYPE, STATUS, SUPPLIER, MKS SYSTEM NUMBER, LOCKCHART NAME, PURCHASE ORDER, ASSA ABLOY ORDER, and CREATED BY. Below the table is a "View all orders" link.

Below the table is a section titled "RECENT LOCKCHARTS" with a search icon and a "View all orders" link. This section contains a table with columns: LOCKCHART, MKS SYSTEM NUMBER, LOCATION, and LAST USED. The table lists several lockcharts, including "Swiss HQ", "Luxury Apartment", "Charlie's Factory", "DEMO JW - Atomium Brussels", and "JVCUatTest\_2020\_04\_15a".

Below the table is a section titled "NEWS AND UPDATES" with a circular arrow icon and a "View all orders" link. This section contains two news items: "Making Artificial Intelligence real" and "ASSA ABLOY celebrates 25 years".

## TIP - Restoring defaults

In order to restore view that was there originally users can use view settings menu in the top left corner and click on bottom option - **Reset**.

The screenshot displays the Key Studio application interface. At the top, there is a navigation bar with a hamburger menu icon and the word "ORDERS". Below this is a table with columns: ORDER DATE, TYPE, STATUS, SUPPLIER, MKS SY..., LOCK..., PURCH..., ASSA A..., and CREATED BY. Below the table is a "View all orders" link.

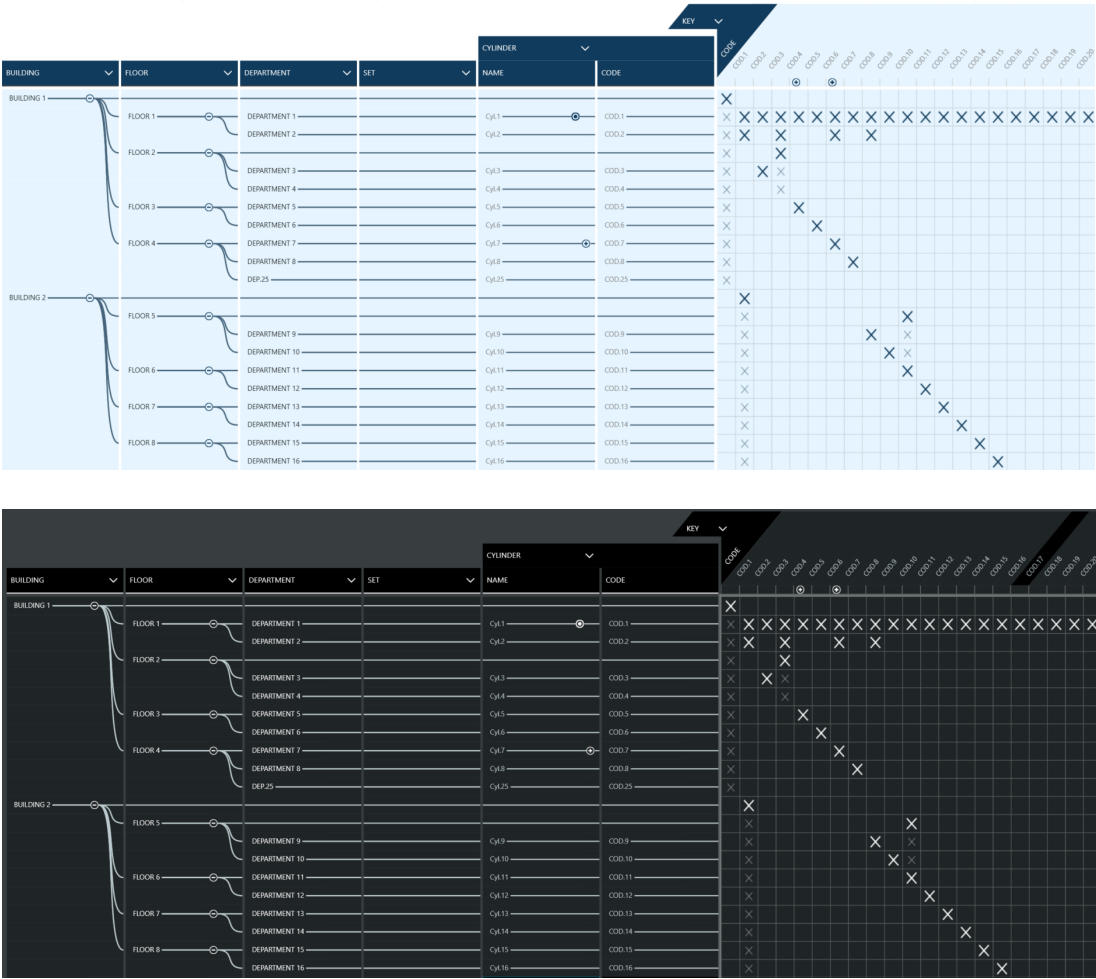
Below the table is a section titled "RECENT LOCKCHARTS" with a search icon and a "View all orders" link. This section contains a table with columns: LOCKCHART, MKS SYSTEM NUMBER, LOCATION, and LAST USED. The table lists several lockcharts, including "Swiss HQ", "Luxury Apartment", "Charlie's Factory", "DEMO JW - Atomium Brussels", and "JVCUatTest\_2020\_04\_15a".

Below the table is a section titled "NEWS AND UPDATES" with a circular arrow icon and a "View all orders" link. This section contains two news items: "Making Artificial Intelligence real" and "ASSA ABLOY celebrates 25 years".

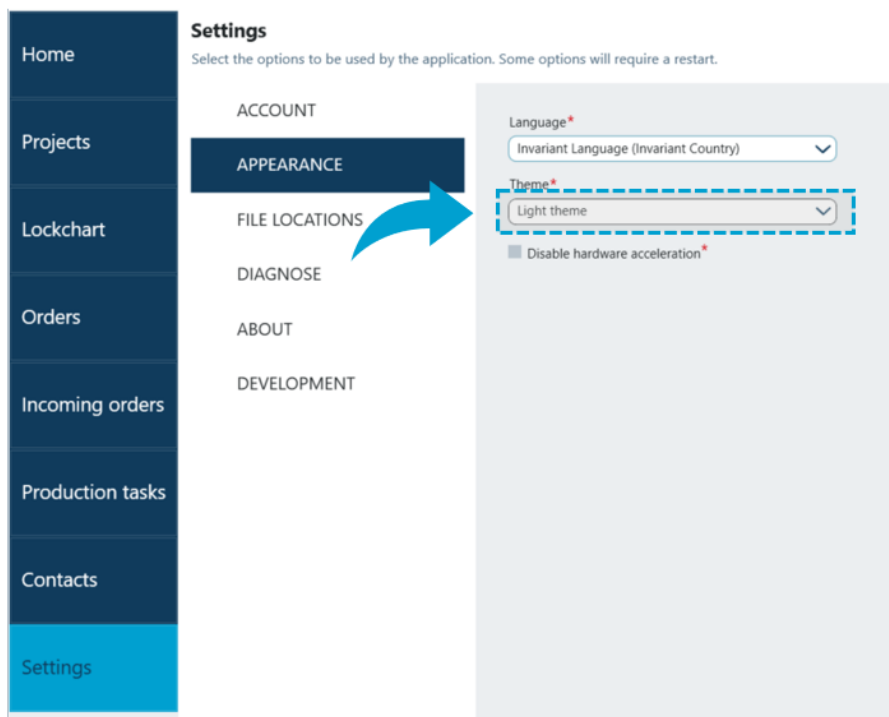
Below the table is a section titled "TRAINING AND TIPS" with a circular arrow icon and a "View all orders" link. This section contains a "View all trainings" link.

## Light mode / Dark mode

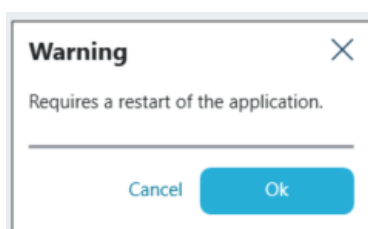
Key Studio™ application can be used in two different color themes. Depending on users' preference Theme can be set to Light colors or Dark ones.



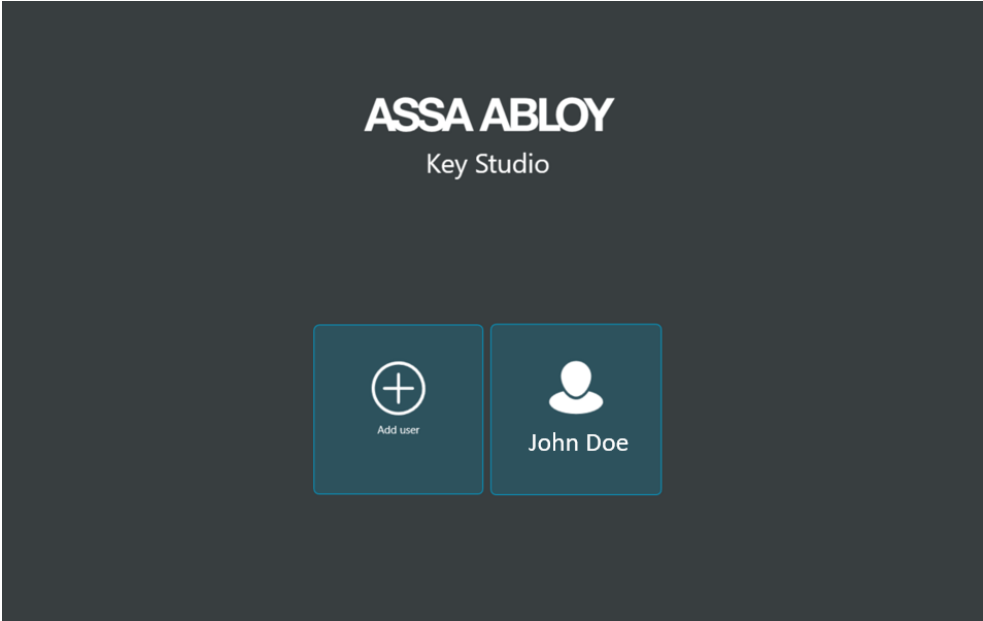
To switch between themes users navigate to **Settings / Appearance** menu and select preferred theme from the drop-down menu.




After clicking on Apply Warning message pops-up with alerting users to necessity of restarting of the application.



Clicking OK automatically closes the system and restarts in the newly assigned color theme.



## 8.3 Main Menu

 Home	
Home	<p><b>Home</b> - Top button on the side bar allows returning to the main screen.</p>
Projects	<p><b>Projects</b> - space for managing project information. The buildings, the details, the contacts and associated lockcharts. Information stored here cannot be seen by ASSA ABLOY sales teams - there is no access to this information.</p>
Lockchart	
Reorder	<p><b>Lockcharts</b> - this is where lockcharts can be created, reviewed or even imported. Existing lockcharts can be used as a basis for new designs.</p>
Orders	
Incoming orders	<p><b>Reorder</b> - space dedicated for easy reordering of articles that have already been ordered through Key Studio. There's plenty of search functionality that allows identifying exact product and it's specification.</p>
Production tasks	
Contacts	<p><b>Orders</b> - an overview of all of the orders that have been placed to suppliers along with current status and general information about placed types of orders and ability to view details, e.g.. use a link to associated lockchart.</p>
Settings	
	<p>All orders come into <b>incoming orders</b> - where users can decide for themselves whether they service. If so then will be added to your production tasks as well and your order line is just for the information required.</p>

**Product tasks** - your list of productions

**Contacts** - space for creating and viewing contact lists. People from the Contacts list can be associated with Projects and Lockcharts.

**Settings** - space for selecting options to be used by Key Studio™ for the user. Some of the options, such as changes in appearance (Light mode / Dark mode) require a restart of the application.

8.4 Projects

Projects can be used within Key Studio™ to manage information relating to projects.

First available screen is divided into Find projects section on the left hand-side with multiple options of looking for required project and Search Results section with a list of identified projects.

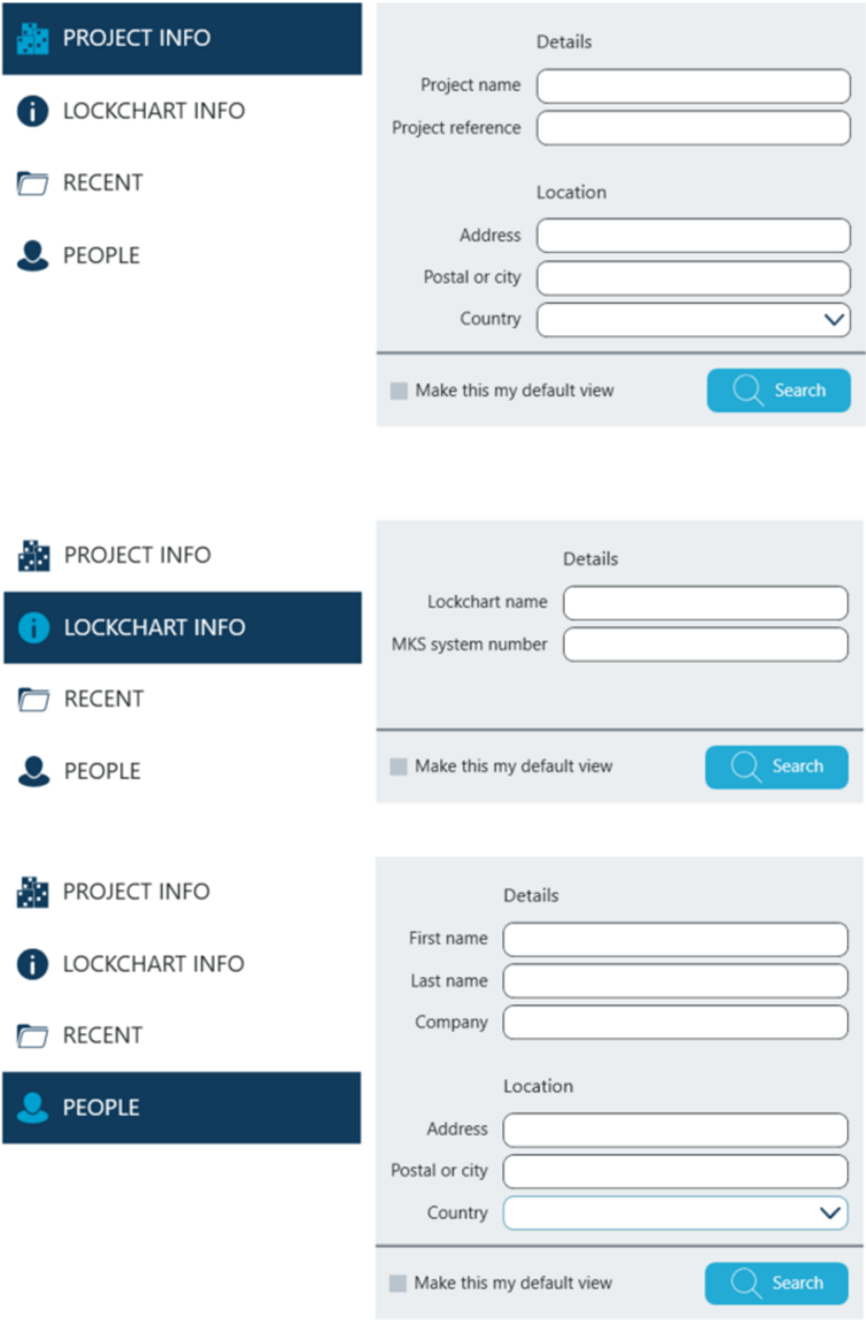
At the top of the screen two buttons are located for finding existing and creating a new project.



Find projects

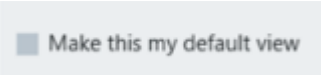
Finding projects offers a couple of search options. Users are able to toggle between search options such as PROJECT INFO, LOCKCHART INFO or related PEOPLE.

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Each of the screens has different fields that can be used to look for projects. After data has been populated in selected fields and Search button clicked - results are displayed on the right pane.

**TIP** - Note that each of the search methods can become default view. To achieve that option 'Make this my default view' must be clicked.





☒ Make this my default view

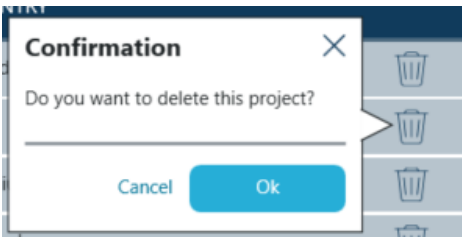
Search results

Search results are displayed in a table with basic project information. Clicking on highlighted project name opens up project details.

From the search results view users are able to delete existing project by clicking on the bin icon on the far right.

SEARCH RESULTS				10 Results
PROJECT	ADDRESS	CITY	COUNTRY	
Omega Site - Sweden	Tegnérsgatan 2C	114 35 Stockholm	Sweden	
Aspire Chocolate Retail Chain (Belgium)	Avenue de la Toison d'Or 78	1060 Bruxelles	Belgium	
Polish National Geological Archives	Aleja Krakowska 67/90	01-123 Warszawa	Poland	
Czech Insta-Magnet Factory Campus	tr. Karla IV. 468/18	500 02 Hradec Králové	Czech Republic	
South Yard Hospital (UK)	High St, Marshfield	SN14 8LP Chippenham	United Kingdom	
Finnish Nexus Airport	Rajakuja 14	33430 Ylöjärvi	Finland	
BPH 087233	Jockey Ln Caravans UK	DN22 8BN Retford	United Kingdom	
French Riviera - Building Muse	RUE DE DOMBLANS Z.A. de Quiella	29590 Le Faou	France	
Yellow Pages 00001	Westminster	SW1A 0AA London	United Kingdom	
Expression Velocity - Swiss Banks	Place du Port 5	1180 Rolle	Switzerland	

To make sure the user really wants to delete selected project Confirmation pop-up message appears asking for final approval.

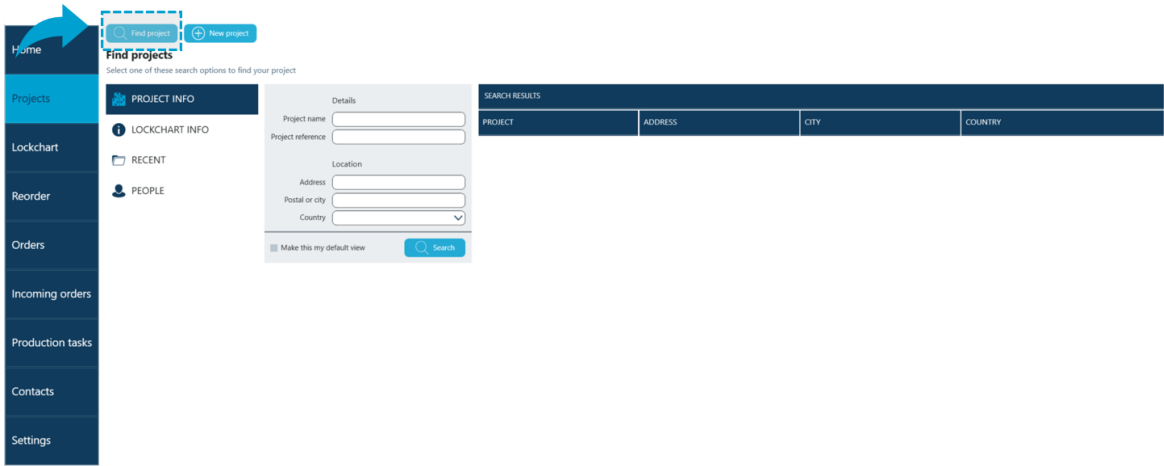


After clicking OK - project is removed from the list.

8.4.1 Create new project

To start creating a new project users should navigate to PROJECTS in the side bar menu and then click on NEW PROJECT button.

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New application tab is opened with a wizard leading users through Project set up steps.

## Project details

A screenshot of the 'Project details' form in the Key Studio application. The form is titled 'Project X' and is divided into two main sections: 'DETAILS' and 'LOCATION'. The 'DETAILS' section includes fields for 'Project name \*', 'Client code', and 'Notes'. The 'LOCATION' section includes fields for 'Country', 'Address 1', 'Address 2', 'City', 'Province/Region', 'ZIP Code', 'Latitude', and 'Longitude'. A 'Google maps' link is present next to the 'LOCATION' section. At the bottom, there is a legend indicating that an asterisk (\*) denotes a required field, and buttons for 'Cancel' and 'Apply' are located on the right.

Users are asked to populate data in available fields.  
The only mandatory field is the Project name, however it is recommended to store as much information as possible, for future ease of identifying a project and allow easy cooperation with other team members.

Once project details have been filled in with LOCATION data Google maps link becomes active.

Home

\*Project X

Project details

Lockcharts

Contacts

DETAILS

Project name \* Brass Birmingham

Client code 0072

Notes project in development phase

LOCATION Google maps

Country United Kingdom

Address 1 21 Bridge St

Address 2

City Birmingham

Province/Region

ZIP Code B1 2JP

Latitude

Longitude

\* Indicates required field

Cancel Apply

It enables users confirmation of site's address or identifying correct Latitude and Longitude if address is not available.

Once all the details are correct click **Apply**.

Project name becomes visible as the tab's label visible at the top of the screen. Clicking on the X closes the tab, which also means closing of the project.

Home

Brass Birmingham X

Project details

Lockcharts

Contacts

DETAILS

Project name \* Brass Birmingham

Client code 0072

Notes project in development phase

LOCATION Google maps

Country United Kingdom

Address 1 21 Bridge St

Address 2

City Birmingham

Province/Region

ZIP Code B1 2JP

Latitude

Longitude

\* Indicates required field

Cancel Apply

### Lockcharts

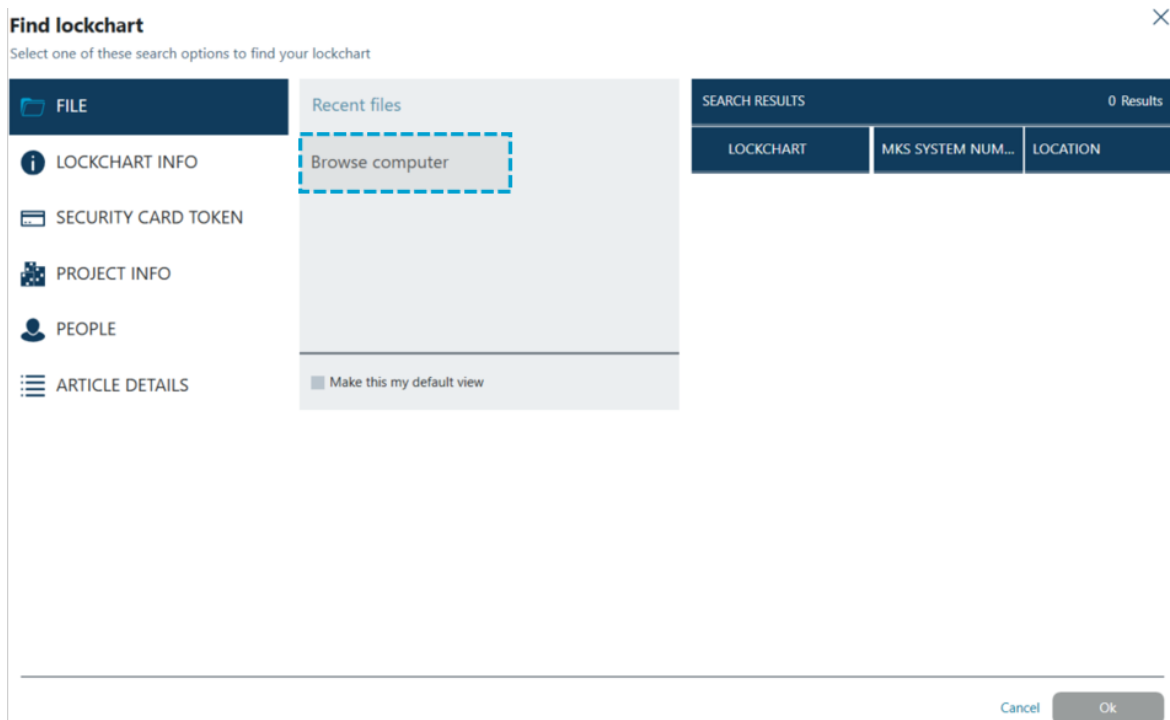
When setting up a new project, users are able to associate (link) this project with existing Lockcharts. This can also be done afterward's from Projects or Lockcharts menu.

To link an existing Lockchart with a project users navigate to Lockchart in the side bar menu on the left and click **Lockcharts**.

Click on the Plus sign at the top.



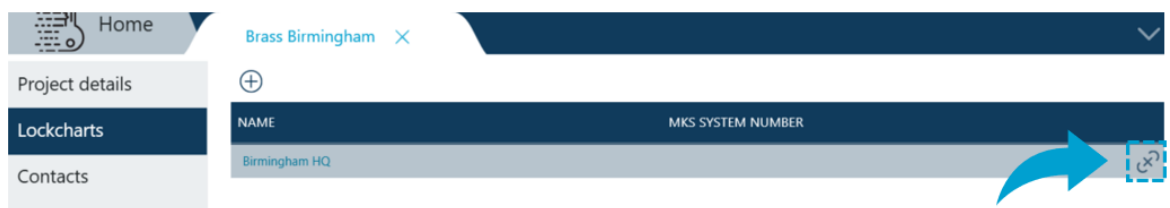
New window pops-up with multiple search options that allow adding existing lockchart by locating it on user's computer or identifying existing lockchart within Key Studio™ application.



After selecting lockchart and clicking OK lockchart is visible on list of associated lockcharts.

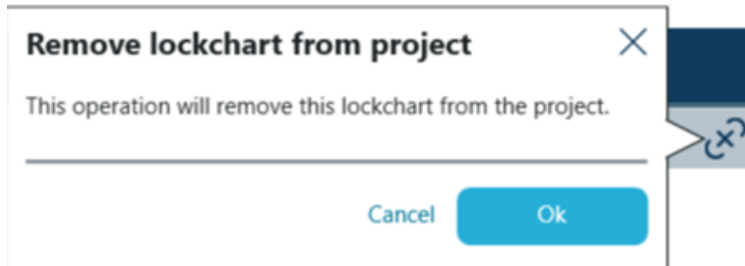


Clicking on Unlink button allows users to disassociate selected lockchart with the project.



After clicking on it confirmation message appears to make sure this lockchart should be removed from the project.

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After clicking OK lockchart is removed from project's lockchart list.

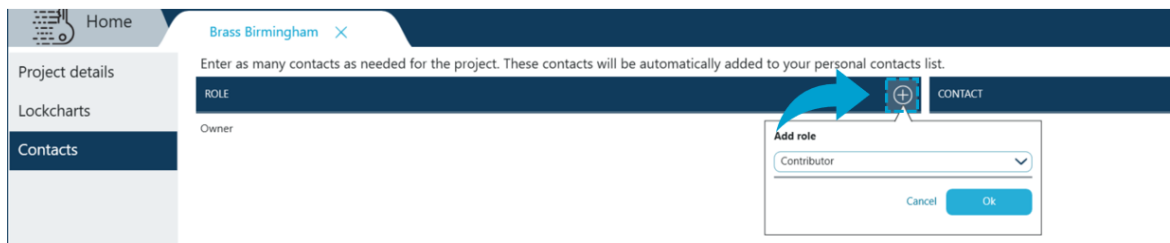
### Contacts

In the Contacts panel users are able to associate contacts from their contact list with the project.

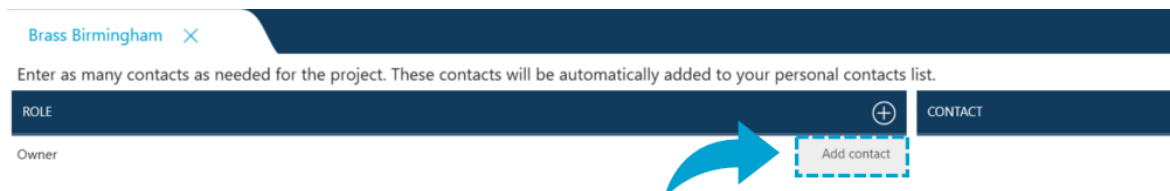
There are two roles that contacts can have - OWNERS and CONTRIBUTORS.

To add a contact to a project users navigate to Contacts tab in the side bar.

Next click on Plus sign within the Role pane to choose whether contact will be assigned Owner or Contributor role from the drop-down menu.



Once the role is available in the list user add contact by clicking on Add contact.



New window pops-up with the list of all available contacts. Users can look up a certain contact using search functionality or scroll through the list until the right person has been found.

Add contacts to role

CONTACT LIST

First last

	FULL NAME	TITLE	COMPANY
A	Aila Rautiola	Carpenter	Landskip Yard Service
B	Alexis Chastain	Office Clerk	Monlinks
C	Anna Doe	Office Assistant	Ooze
D	Blanka Jablonska	Specialist	StopGrey
E	Bronislaw Kamiński	Office Manager	Maurice The Ants Man
F	Daniel Hopkins	Technician	Omni Realty
G	Fifi de Chateaub	Site Director	Payless Cashways
H	Izabela Czerwińska	Data Analyst	Jackhammer Technologies
I	Jennifer Drechsler	Operating engineer	Lobster Lawns

DETAILS

Aila Rautiola

Carpenter

Snellmaninkatu 25

Landskip Yard Service

02630 ESPOO

AilaRautiola@rhyta.com

Finland

040 190 0720

Cancel

Ok

Once the right person has been identified - click OK.

Contact's name, title and Company name are then displayed on the contacts list for the project.

ROLE

Owner

Add contact

Daniel Hopkins Technician Omni Realty

Contributor

Add contact

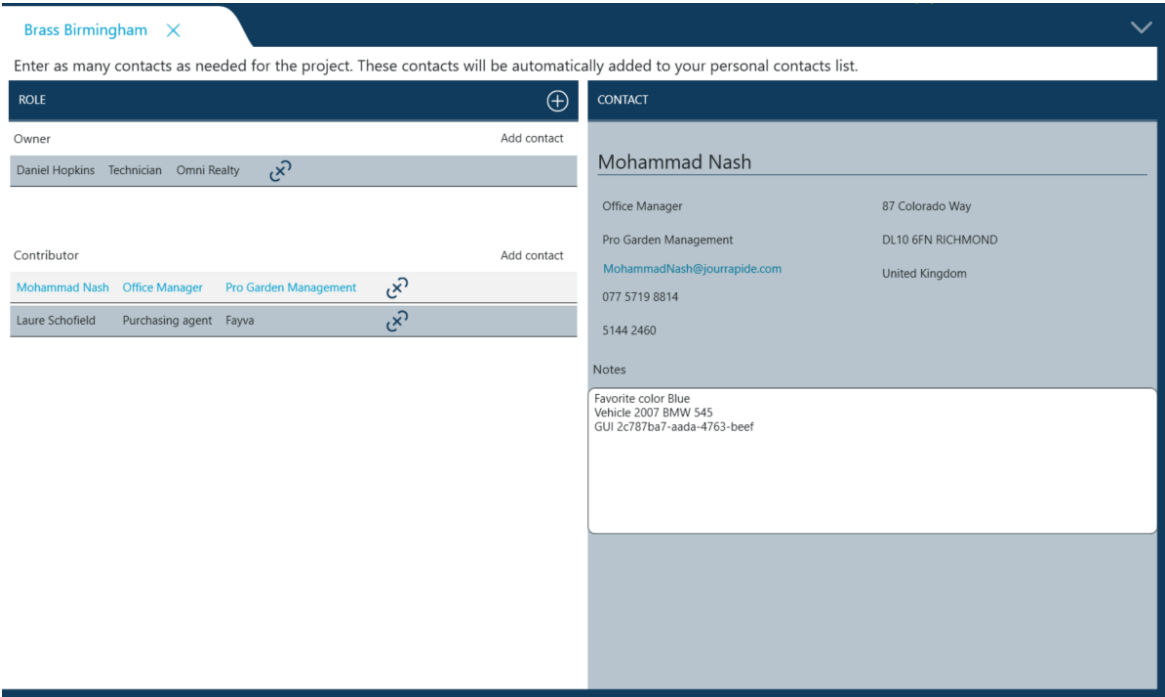
Mohammad Nash Office Manager Pro Garden Management

Laure Schofield Purchasing agent Fayva

In similar fashion all the other contacts can be added to the project, until the list is complete.

By clicking on contact's name bar details are displayed on the right-hand side. Details may include email address, telephone numbers, address, or additional notes taken for that contact.

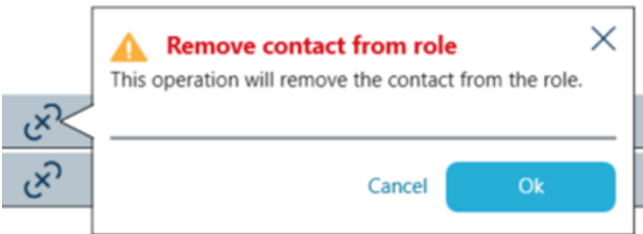
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In order to remove a contact from a project Unlink button should be used.



After clicking on it confirmation message appears to make sure this contact should be removed from the project.





## 8.4.2 (Re)Use a project

### Finding a project

Finding projects offers a couple of search options. Users are able to toggle between search options such as PROJECT INFO, LOCKCHART INFO or related PEOPLE.

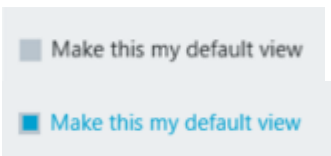
This screenshot shows the 'PROJECT INFO' search interface. On the left, a sidebar contains four options: 'PROJECT INFO' (selected with a blue background and icon), 'LOCKCHART INFO' (with an 'i' icon), 'RECENT' (with a folder icon), and 'PEOPLE' (with a person icon). The main area is titled 'Details' and contains two sections: 'Details' with 'Project name' and 'Project reference' text boxes, and 'Location' with 'Address', 'Postal or city', and 'Country' (a dropdown menu) text boxes. At the bottom, there is a checkbox labeled 'Make this my default view' and a blue 'Search' button with a magnifying glass icon.

This screenshot shows the 'LOCKCHART INFO' search interface. The sidebar on the left has 'LOCKCHART INFO' selected. The main area is titled 'Details' and contains two text boxes: 'Lockchart name' and 'MKS system number'. At the bottom, there is a checkbox labeled 'Make this my default view' and a blue 'Search' button with a magnifying glass icon.

This screenshot shows the 'PEOPLE' search interface. The sidebar on the left has 'PEOPLE' selected. The main area is titled 'Details' and contains two sections: 'Details' with 'First name', 'Last name', and 'Company' text boxes, and 'Location' with 'Address', 'Postal or city', and 'Country' (a dropdown menu) text boxes. At the bottom, there is a checkbox labeled 'Make this my default view' and a blue 'Search' button with a magnifying glass icon.

Each of the screens has different fields that can be used to look for projects. After data has been populated in selected fields and Search button clicked - results are displayed on the right pane.

**TIP** - Note that each of the search methods can become default view. To achieve that option 'Make this my default view' must be clicked.



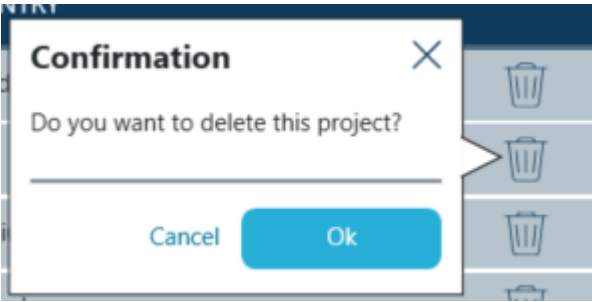
### Search results

Search results are displayed in a table with basic project information. Clicking on highlighted project name opens up project details.

From the search results view users are able to delete existing project by clicking on the bin icon on the far right.

SEARCH RESULTS				10 Results
PROJECT	ADDRESS	CITY	COUNTRY	
Omega Site - Sweden	Tegnérsgatan 2C	114 35 Stockholm	Sweden	
Aspire Chocolate Retail Chain (Belgium)	Avenue de la Toison d'Or 78	1060 Bruxelles	Belgium	
Polish National Geological Archives	Aleja Krakowska 67/90	01-123 Warszawa	Poland	
Czech Insta-Magnet Factory Campus	tr. Karla IV. 468/18	500 02 Hradec Králové	Czech Republic	
South Yard Hospital (UK)	High St, Marshfield	SN14 8LP Chippenham	United Kingdom	
Finnish Nexus Airport	Rajakuja 14	33430 Ylöjärvi	Finland	
BPH 087233	Jockey Ln Caravans UK	DN22 8BN Retford	United Kingdom	
French Riviera - Building Muse	RUE DE DOMBLANS Z.A. de Quiella	29590 Le Faou	France	
Yellow Pages 00001	Westminster	SW1A 0AA London	United Kingdom	
Expression Velocity - Swiss Banks	Place du Port 5	1180 Rolle	Switzerland	

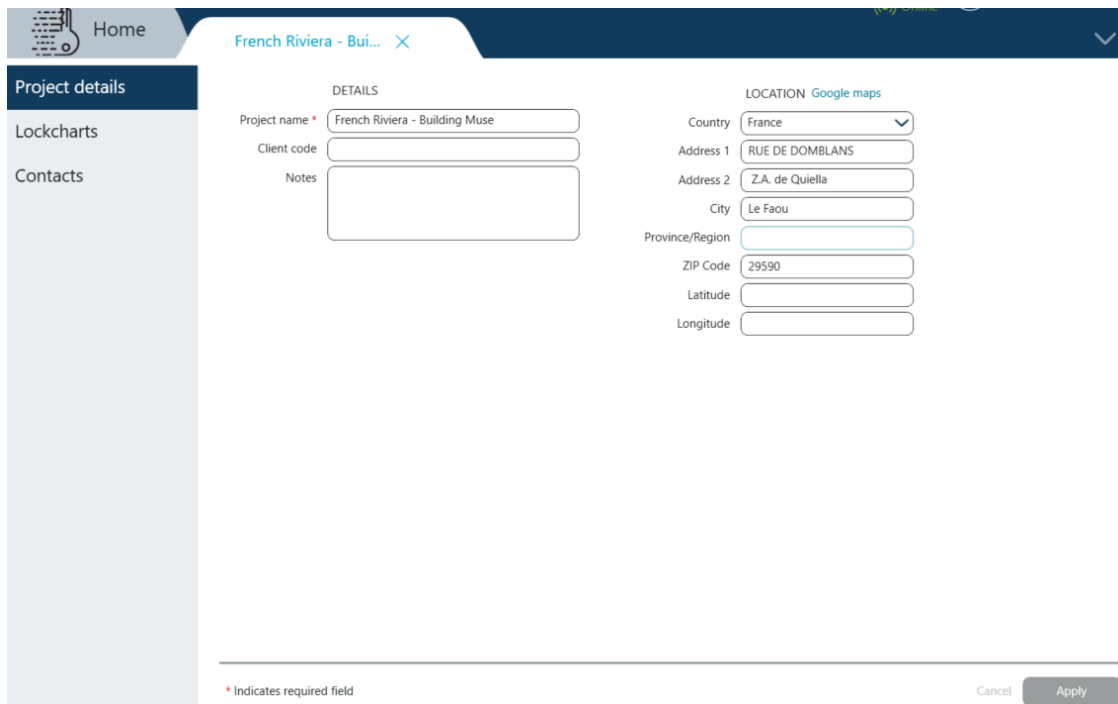
To make sure the user really wants to delete selected project Confirmation pop-up message appears asking for final approval.



After clicking OK - project is removed from the list.

### Project details

After selecting a project from the search results users can view and update all of the details stored for an existing project.



Home

French Riviera - Bui... X

Project details

Lockcharts

Contacts

DETAILS

Project name \* French Riviera - Building Muse

Client code

Notes

LOCATION Google maps

Country France

Address 1 RUE DE DOMBLANS

Address 2 Z.A. de Quiella

City Le Faou

Province/Region

ZIP Code 29590

Latitude

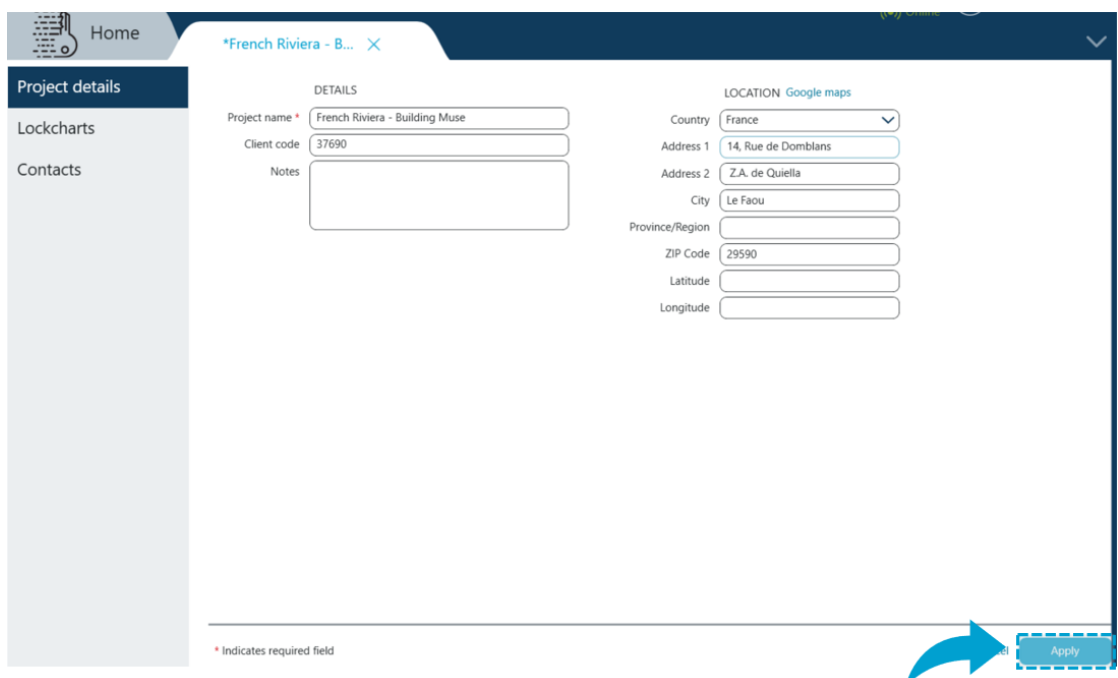
Longitude

\* Indicates required field

Cancel Apply

If no changes have been done to project data Apply button in the bottom right corner remains gray.

In case additional data has been put into Project details or an update has been done Apply button becomes active.



Home

\*French Riviera - B... X

Project details

Lockcharts

Contacts

DETAILS

Project name \* French Riviera - Building Muse

Client code 37690

Notes

LOCATION Google maps

Country France

Address 1 14, Rue de Domblans

Address 2 Z.A. de Quiella

City Le Faou

Province/Region

ZIP Code 29590

Latitude

Longitude

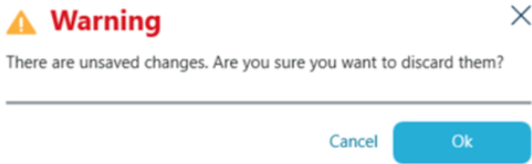
\* Indicates required field

Apply

**TIP** - In order to discard unsaved changes users can click on Cancel button. Data will be reversed to the last save.

Users are prompted for confirmation if their actions can delete newly added / modified data.

For example if project is being closed, by clicking on the X on the project tab following message pops-up requesting confirmation of abandoning changes to project data.



### Lockcharts

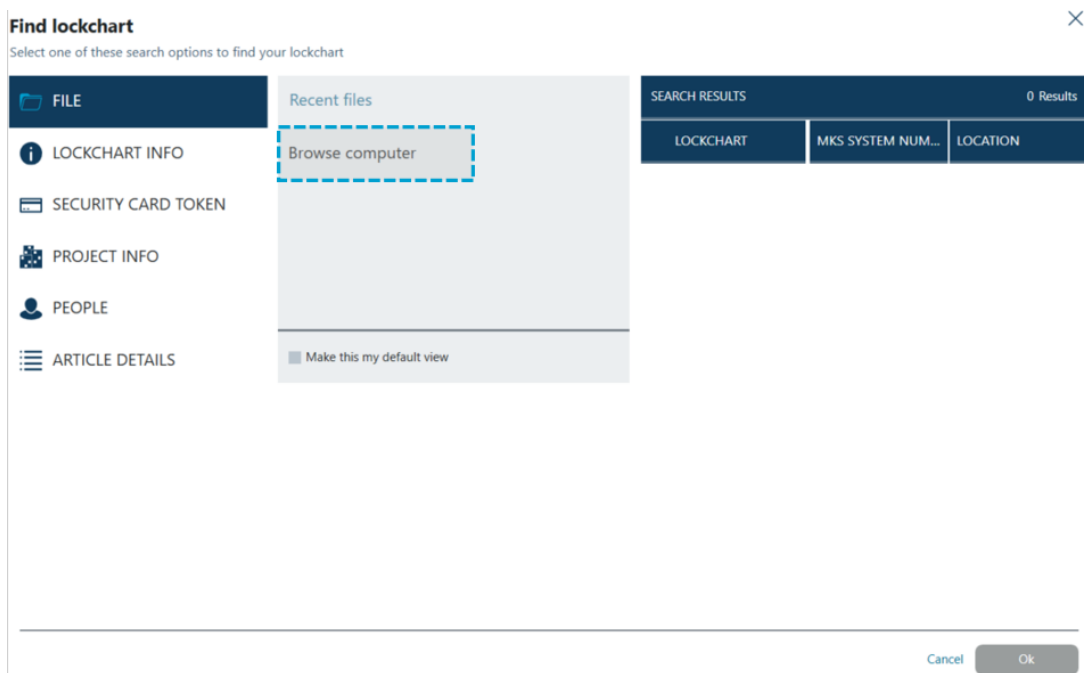
Existing projects can be associated with existing Lockcharts. This can also be done afterward's from Projects or Lockcharts menu.

To link an existing Lockchart with a project users navigate to Lockchart in the side bar menu on the left and click **Lockcharts**.

Click on the Plus sign at the top.



New window pops-up with multiple search options that allow adding existing lockchart by locating it on user's computer or identifying existing lockchart within Key Studio™ application.



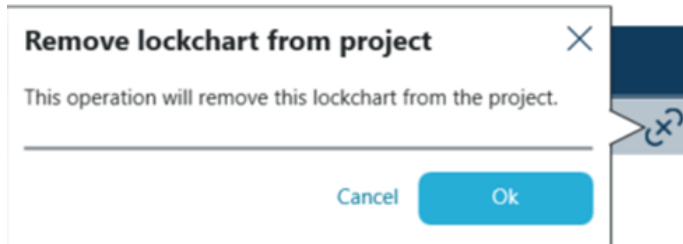
After selecting found lockchart and clicking OK lockchart is visible on list of associated lockcharts.



Clicking on Unlink button allows users to disassociate selected lockchart with the project.



After clicking on it confirmation message appears to make sure this lockchart should be removed from the project.



After clicking OK lockchart is removed from project's lockchart list.

### Contacts

In the Contacts panel users are able to associate contacts from their contact list with the project.

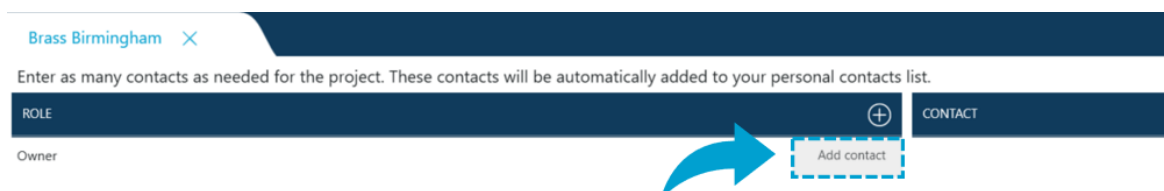
There are two roles that contacts can have - OWNERS and CONTRIBUTORS.

To add a contact to a project users navigate to Contacts tab in the side bar.

Next click on Plus sign within the Role pane to choose whether contact will be assigned Owner or Contributor role from the drop-down menu.



Once the role is available in the list user add contact by clicking on Add contact.



New window pops-up with the list of all available contacts. Users can look up a certain contact using search functionality or scroll through the list until the right person has been found.

Add contacts to role

CONTACT LIST

First last

	FULL NAME	TITLE	COMPANY
A	Aila Rautiola	Carpenter	Landskip Yard Service
B			
C	Alexis Chastain	Office Clerk	Monlinks
D			
E	Anna Doe	Office Assistant	Ooze
F			
G	Blanka Jabłońska	Specialist	StopGrey
H			
I	Bronisław Kamiński	Office Manager	Maurice The Ants Man
J			
K	Daniel Hopkins	Technician	Omni Realty
L			
M	Fifi de Chateaub	Site Director	Payless Cashways
N			
O	Izabela Czerwińska	Data Analyst	Jackhammer Technologies
	Jennifer Drechsler	Operating engineer	Lobster Lawns

DETAILS

Aila Rautiola

Carpenter

Snellmaninkatu 25

Landskip Yard Service

02630 ESPOO

AilaRautiola@rhyta.com

Finland

040 190 0720

Cancel

Ok

Once the right person has been identified - click OK.

Contact's name, title and Company name are then displayed on the contacts list for the project.

ROLE

+

Owner

Add contact

Daniel Hopkins

Technician

Omni Realty

✕

Contributor

Add contact

Mohammad Nash

Office Manager

Pro Garden Management

✕

Laure Schofield

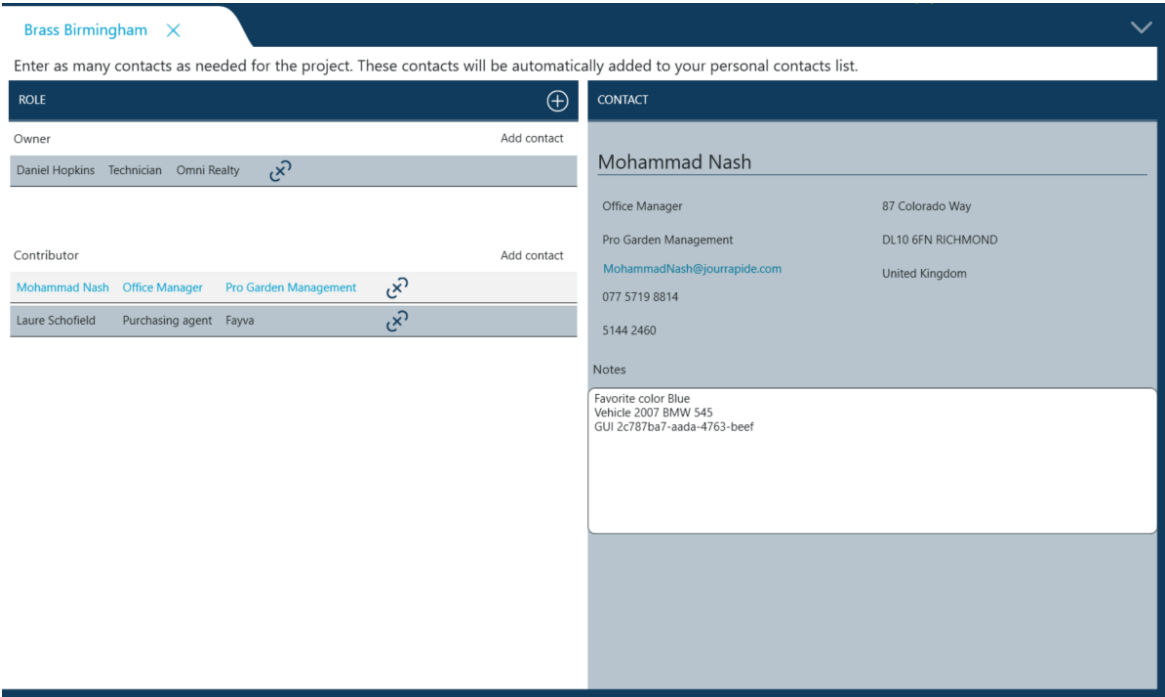
Purchasing agent

Fayva

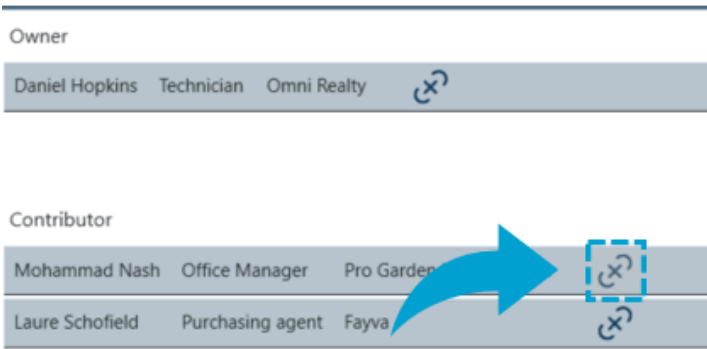
✕

In similar fashion all the other contacts can be added to the project, until the list is complete.

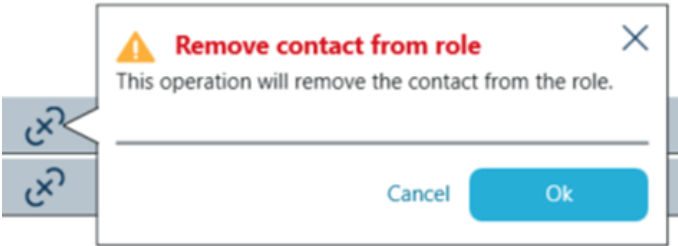
By clicking on contact's name bar details are displayed on the right-hand side. Details may include email address, telephone numbers, address, or additional notes taken for that contact.



In order to remove a contact from a project Unlink button should be used.



After clicking on it confirmation message appears to make sure this contact should be removed from the project.



8.5 Lockcharts



### 8.5.1 Create new lockchart

In order to create a new lockchart users navigate to **Lockchart** in the side menu and then click on **New lockchart**, **Based on existing lockchart** or **Import from file**.

Each of those options provides a different way to create a new lockchart.

Using New lockchart opens a wizard that leads users through a step-by-step process for creating a lockchart.

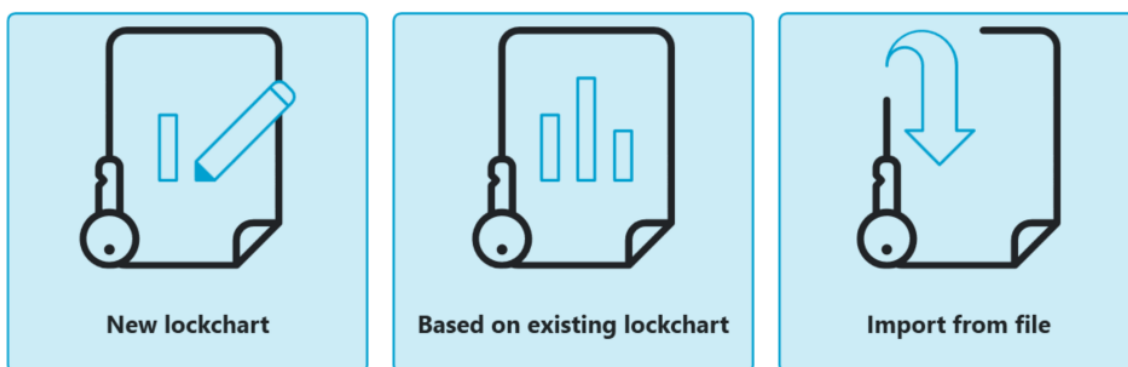
Based on existing lockchart creates a copy of a lockchart that has already been created and allows making edits to the copy, while the original lockchart remains unchanged.

Import from file opens MS Excel upload wizard. Excel spreadsheets can serve as input for creating new lockchart.

Each of those wizards is described in further detail below.

#### New lockchart

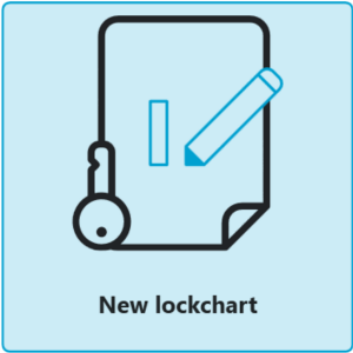
Select the wizard you want to use to create your new lockchart.



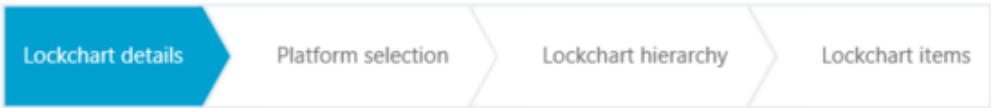
#### 8.5.1.1 New lockchart wizard

##### New lockchart

In order to create completely new lockchart, that shouldn't be based on any existing lockchart users click on **New lockchart** button.



Please note that while navigating through lockchart creation wizard following screen header will remain visible indicating which stage of the process the user is currently at.



First screen is LOCKCHART DETAILS which is used to populate basic data about created lockchart.

The only mandatory field is Lockchart name. It is recommended however to populate as much information as possible to ease future identification of the lockchart.

Users are enabled to associate the lockchart with existing Project. By clicking on **Select project**.

A screenshot of the "DETAILS" section of the lockchart creation wizard. It contains several input fields: "Lockchart name" with the value "Brass Training Field", "Client reference", "Vertical market" with a dropdown menu showing "Residential", and "Submarket" with a dropdown menu. Below these is a "PROJECT" section with a "Select project" button highlighted by a dashed blue box and a blue arrow pointing to it. At the bottom is a "Related project" input field.

This can also be achieved later, by associating lockcharts in Projects menu.

While populating data in the lower section of the screen (ON BEHALF OF) it is important to note, that only lockcharts associated with appropriate customer name and user account will be enabled to place and process orders. Please note that this section of the screen is available for Assa Abloy teams only.

After all the data has been populated users click **Next** button in the bottom right corner of the screen.

Details

Specify the general information which is stored together with the lockchart. Additionally, you can add a reference to this lockchart in one of your projects.

DETAILS

Lockchart name \* Brass Training Field

Client reference

Vertical market Residential

Submarket

PROJECT Select project | Remove relation

Related project Brass Birmingham  
21 Bridge St  
B1 2JP Birmingham

ON BEHALF OF Select customer | Select account | Unselect

You must select the customer and user account to be able to place an order on behalf of your customer

Customer number

Customer name

User account

Address KENKSTRAAT 38  
2490 BALEN  
Belgie

LOCATION Google maps

Country United Kingdom

Address 1 25 Bridge St

Address 2

City Birmingham

Province/Region

ZIP Code B1 3JP

Latitude

Longitude

Language English (United Kingdom)

\* Indicates required field

Cancel Previous Next

PLATFORM SELECTION screen is used to select supplier of products that will be used within the lockchart as well as to choose product platform. Users may see different filter panes as well as different lists of available platforms depending on local offering, settings as well as product entitlements.

Depending on the settings chosen platform may require answering a couple of questions in the details pane on the right.

After the platform has been chosen users click on **Next** button in the bottom right corner.

Platform

Select the supplier for your lockchart and the platform you want to use.

FILTER

NAVIGOR Load all

Supplier

ABLOY

Lockchart type

Brand

ABLOY



ASSA

LIFTO

Technology

Mechanical

Electromechanical

NAME	DESCRIPTION
 Platform product information	C200 - PlatformStatus
 Platform product information	C200 - Reorder
 Platform product information	C200 - Small
 Platform product information	C200 - Supplements
 Platform product information	C200 - Test
 Platform product information	C200 - CustomSKU
 Platform product information	C310
 Platform product information	C500
 Platform product information	C510
 Platform product information	E-profil

DETAILS

Do you want to show the advanced hierarchy by default to the user? \*

Do you want to lockchart to be functional alike? \*

How many cylinder markings do you want to use? \*

How many key markings do you want to use? \*

Do you want to use cliq? \*

Do you use property cards? \*

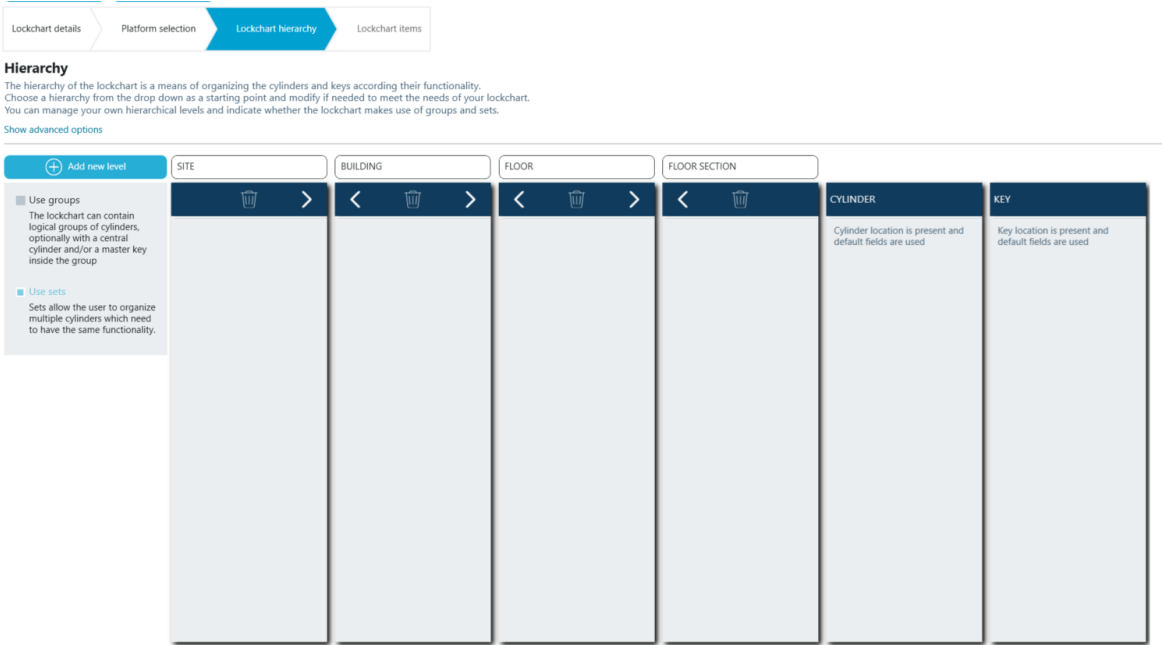
\* Indicates required field

Cancel Previous Next

Next screen offers users ability to create custom LOCKCHART HIERARCHY, Key Studio™ offers this as a mean for great cylinders and keys organization according to their functionality.

Users are enabled to set up as many levels as required for their project. These can be levels such as site, building, floor, section etc. Each of those levels can be named according to users preference.

For example:



To add a new level click on **Add new level** button.



To exchange level with another one click on left or right arrow underneath level name.



To remove a level click on the bin icon for selected level.



Lockchart hierarchy may serve as a great tool for complex projects.

For standard lockcharts which are usually created users are recommended to make use of the **Cylinders and keys only** option which sets up a simple lockchart structure.

### Hierarchy

The hierarchy of the lockchart is a means of organizing the cylinders and keys according to their functionality. Choose a hierarchy from the drop down as a starting point and modify if needed to meet the needs of your lockchart. You can manage your own hierarchical levels and indicate whether the lockchart makes use of groups and sets.

Hide advanced options

Select hierarchy

Save as template

Cylinders and keys only

Select hierarchy type

☒ Fixed  
This lockchart has a fixed structure and does not allow cross keying

☐ Flexible  
This lockchart structure allows cross keying

+ Add new level

☐ Use groups  
The lockchart can contain logical groups of cylinders, optionally with a central cylinder and/or a master key inside the group

☐ Use sets  
Sets allow the user to organize multiple cylinders which need to have the same functionality.

CYLINDER	KEY
Cylinder location is present and default fields are used	Key location is present and default fields are used

After creating a hierarchy or choosing simple cylinders and keys only options users click on **Next**.

Last screen of the New lockchart setup wizard is used for selecting initial LOCKCHART ITEMS.

It is a recommended good practice to select items at this stage, but the users are not obliged to do so and are free to click **Create** and go to the next step in editing lockcharts.

These can become the lockchart default, but remain interchangeable with other items within selected platform. Users are able to modify them within the lockchart at any time.

Initial item creation

Define the initial items based on the selected hierarchy which will be created as starting point for your lockchart.

CYLINDER

Product

Select

☒ Set as lockchart default

KEY

Product

Select

☒ Set as lockchart default

To select an item users click on **Select**. Pop-up window is displayed which opens product catalog. After selecting an item group from the list users can immediately set configuration parameters such as clutch, length and surface according to their preference or **Use standard values** option which is available at the top.

Product catalog: C200 - LittoTest

The product catalog allows you to search and define products to be used in your lockchart.

FILTER

NARROW

Clear all

Cylinder type

Europrofile

Set as default

	PRODUCT NAME	PRODUCT CODE
<input type="radio"/>	 Dubbele Europrofielcilinder SKG **	C20N53
<input checked="" type="radio"/>	 Europrofielcilinder met ovale ringknop SKG**	C20200
<input type="radio"/>	 Europrofielcilinder met ruitvormige knop SKG**	C20220

7 results

Use standard values

Use online configurator

Use standard values

Use online configurator

CONFIGURATION

Clutch

L

SF

Cancel

Ok

Once items have been selected and approved they are displayed within the LOCKCHART ITEMS.

#### Initial item creation

Define the initial items based on the selected hierarchy which will be created as starting point for your lockchart. You will be able to edit and modify the structure or

The screenshot displays two side-by-side panels for initial item creation. The left panel, titled 'CYLINDER', shows a 'Product' dropdown menu with 'Dubbele Europrofielcilinder' selected and a 'Select' button. Below the menu is an image of a silver cylinder lock and a checkbox labeled 'Set as lockchart default'. The right panel, titled 'KEY', shows a 'Product' dropdown menu with 'C200 Key' selected and a 'Select' button. Below the menu is an image of a silver key and a checkbox labeled 'Set as lockchart default'. At the bottom of the wizard, there is a legend indicating that an asterisk (\*) denotes a required field. To the right of the legend are three buttons: 'Cancel', 'Previous' (with a left arrow), and 'Create' (with a checkmark).

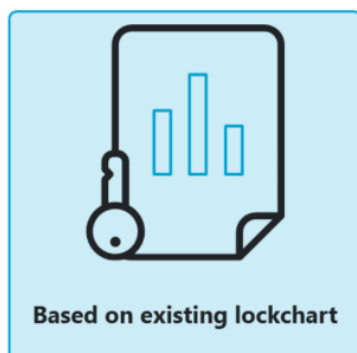
Clicking **Create** finalizes wizard's process and opens lockchart edit window.

For further steps in lockchart creation navigate to [Editing lockchart](#)<sup>[110]</sup> topic.

#### 8.5.1.2 Based on existing lockchart wizard

Sometimes for an existing project where new floor / building is added, or where a similar to existing logical structure of lockchart will be required it may be the best solution to not start from the beginning in lockchart creation, but rather reuse existing model as a basis for the new project.

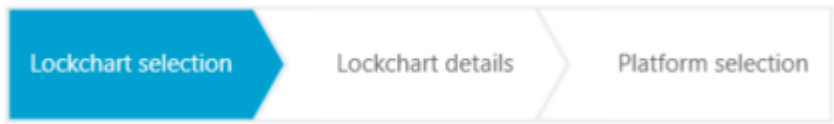
Using **Based on existing lockchart** functionality provides the ability to create a copy of an existing lockchart, without making any changes to the original.



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Clicking on the button initiates the lockchart setup wizard.

Please note that while navigating through lockchart creation wizard following screen header will remain visible indicating which stage of the process the user is currently at.



First available screen SELECT LOCKCHART is where the existing lockchart must be either uploaded from the local drive (FILE tab), or found among existing Key Studio-managed lockcharts.  
There are several search options that provide users options to find and identify required lockchart.

A screenshot of the 'SELECT LOCKCHART' screen. On the left is a sidebar with navigation options: 'FILE' (with a folder icon), 'LOCKCHART INFO' (with an 'i' icon and highlighted in dark blue), 'SECURITY CARD TOKEN' (with a card icon), 'PROJECT INFO' (with a puzzle piece icon), 'PEOPLE' (with a person icon), and 'ARTICLE DETAILS' (with a list icon). The main area contains a search form. At the top of the form is a 'Details' section with three input fields: 'Lockchart name', 'Client reference', and 'MKS system number'. Below this is a 'Location' section with three input fields: 'Address', 'Postal or city', and 'Country' (which is a dropdown menu). At the bottom of the form is a checkbox labeled 'Make this my default view' and a blue 'Search' button with a magnifying glass icon.

Once the search results are reviewed and correct lockchart has been selected users click on **Next**.



SEARCH RESULTS			13 Results
LOCKCHART	MKS SYSTEM NUMBER	LOCATION	
<input type="radio"/> IntTest_SmallSKU	68ceb306		
<input type="radio"/> Test Sync			
<input type="radio"/> IntTest_LargeConfig	ab5aa9ac		
<input type="radio"/> IntTest_VeryLargeSKUDiff	d0c17793		
<input type="radio"/> IntTest_SmallConfig_Abloy	6555a9cb		
<input type="radio"/> IntTest_VeryLargeSKUEqual	7382d7be		
<input type="radio"/> Demo001			
<input type="radio"/> IntTest_SmallConfig	c14c9c7c		
<input type="radio"/> IntTest_LargeSKU	32af7604		
<input type="radio"/> Demo 1 - 10/9	BEL-DEMO1-1009		
<input type="radio"/> IntTest_VeryLargeConfigDiff	75159800		
<input checked="" type="radio"/> Demo complex	DEMO complex		
<input type="radio"/> IntTest_VeryLargeConfigEqual	d2b33828		

Cancel

< Previous

Next >

Next screen - LOCKCHART DETAILS is already populated with initial data for the newly created lockchart.  
Although the wizard allows immediate progress to the next screen without adding any further information it is recommended that users make some edits to the data.

Please note that Key Studio™ automatically adds "(Copy)" to initial lockchart's name. Editing the name to fit new lockchart design, e.g naming another floor / building etc of an existing project will help make sure it will be easy to recognize it in the future. Populating other fields will ease tracking of information and enabling easy search when the lockchart hasn't been used recently.

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DETAILS

Lockchart name \*

Demo complex (Copy)

Client reference

Vertical market

Submarket

PROJECT

Select project | Remove relation

Related project

ON BEHALF OF

Select customer | Select account | Unselect

You must select the customer and user account to be able to place an order on behalf of your customer

Customer number

Customer name

User account

Address

LOCATION

Google maps

Country

Belgium

Address 1

Address 2

City

Province/Region

ZIP Code

Latitude

Longitude

Language

\* Indicates required field

Cancel

Previous

Next

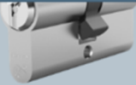
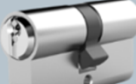
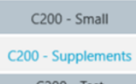
PLATFORM SELECTION screen is used to select supplier of products that will be used within the lockchart as well as to choose product platform.

Users may see different filter panes as well as different lists of available platforms depending on local offering, settings as well as product entitlements.

Depending on the settings chosen platform may require answering a couple of questions in the details pane on the right.

Platform

Select the supplier for your lockchart and the platform you want to use.

FILTER		NAME	DESCRIPTION
<input type="text"/>			C200 - PlatformStatus
NARROW <a href="#">Clear all</a>			C200 - Reorder
<b>Supplier</b> Belgium - LITTO			C200 - Reorder
<b>Lockchart type</b> 			
<b>Brand</b> <input type="checkbox"/> ASSA ABLOY BE <input type="checkbox"/> Assa Abloy <input type="checkbox"/> Litto			
<b>Technology</b> <input type="checkbox"/> Mechanical <input type="checkbox"/> Mechanisch			
		C200 - Small	C200 - Small
		C200 - Supplements	C200 - Supplements
		C200 - Test	C200-Test
		C200-CustomSKU	C200-CustomSKU
		C310	C310
		C500	C500
		C510	C510
		E-profiel	

\* Indicates required field

Clicking **Create** finalizes wizard's process and opens lockchart edit window.

For further steps in lockchart creation navitage to [Editing lockchart](#)<sup>[110]</sup> topic.

8.5.1.3 Import from file wizard

Users are enabled to import lockcharts in a format different to Key Studio's XML, namely Excel spreadsheets.

Each region may issue their own Excel template with instructions on how exactly the data should be populated.

In general the structure of the file resembles format of displaying lockcharts in Grid view within Key Studio.

Top left part is displaying general lockchart information, keys are next to it in the top right, cylinders bottom left and crosses in the bottom right part of the screen.


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Project Name:Class Training Field

Date:00000000

MCS System No.:

System: C200 - LitoTest




Opening Solutions

Production and Logistics

Canadaaan 73, 8620 Nieuwpoort

Belgium

Telephone : +3252223850



LOCKCHART INFORMATION

CYLINDERS

Name	Marking	Code	Control	Product	Description	Set name	Length (mm)	Clutch	Key
John's Office		COD.1	Standard	C2000	Dubbele Europrofiel Vermeiksel	enkelzijdig	30/30	1	0
Mary's Office		COD.2	Standard	C2000	Dubbele Europrofiel Vermeiksel	enkelzijdig	30/30	1	0
John's Office		COD.3	Standard	C2000	Dubbele Europrofiel Vermeiksel	enkelzijdig	30/30	1	0
Archive		COD.4	Standard	C2000	Dubbele Europrofiel Vermeiksel	enkelzijdig	30/30	1	0
Lockers		COD.5	Standard	C2000	Dubbele Europrofiel Vermeiksel	enkelzijdig	30/30	1	0
Roilet		COD.6	Standard	C2000	Dubbele Europrofiel Vermeiksel	enkelzijdig	30/30	1	0
External Entry Door		COD.7	Standard	C2000	Dubbele Europrofiel Vermeiksel	enkelzijdig	30/31	1	0

CYLINDERS

Name	Marking	Code	Control	Product	Description	Set name	Length (mm)	Clutch	Key
John's Office		COD.1	Standard	C2000	Dubbele Europrofiel Vermeiksel	enkelzijdig	30/30	1	0
Mary's Office		COD.2	Standard	C2000	Dubbele Europrofiel Vermeiksel	enkelzijdig	30/30	1	0
John's Office		COD.3	Standard	C2000	Dubbele Europrofiel Vermeiksel	enkelzijdig	30/30	1	0
Archive		COD.4	Standard	C2000	Dubbele Europrofiel Vermeiksel	enkelzijdig	30/30	1	0
Lockers		COD.5	Standard	C2000	Dubbele Europrofiel Vermeiksel	enkelzijdig	30/30	1	0
Roilet		COD.6	Standard	C2000	Dubbele Europrofiel Vermeiksel	enkelzijdig	30/30	1	0
External Entry Door		COD.7	Standard	C2000	Dubbele Europrofiel Vermeiksel	enkelzijdig	30/31	1	0

KEYS

Type	Code	Name	Rev.	Dist.	Cost
Master	OFFICE Maki	Office Master Key	0	1	
Master	Maki	Mary	0	1	
Master	JOHN	John	0	1	
M	YBN 1	Intern 1	0	1	
M	YBN 2	Intern 2	0	1	
Master	CLEANING S	Cleaning Staff 1	0	1	
Master	CLEANING S	Cleaning Staff 2	0	1	
Master	Boos	Boos	0	1	
Master	Boos's Boos	Boos's Boos	0	1	

KEYS

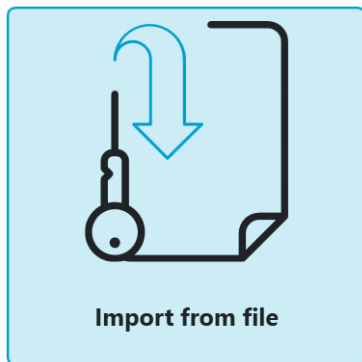
Type	Code	Name	Rev.	Dist.	Cost
Master	OFFICE Maki	Office Master Key	0	1	
Master	Maki	Mary	0	1	
Master	JOHN	John	0	1	
M	YBN 1	Intern 1	0	1	
M	YBN 2	Intern 2	0	1	
Master	CLEANING S	Cleaning Staff 1	0	1	
Master	CLEANING S	Cleaning Staff 2	0	1	
Master	Boos	Boos	0	1	
Master	Boos's Boos	Boos's Boos	0	1	

CROSSES

Name	Marking	Code	Control	Product	Description	Set name	Length (mm)	Clutch	Key
John's Office		COD.1	Standard	C2000	Dubbele Europrofiel Vermeiksel	enkelzijdig	30/30	1	0
Mary's Office		COD.2	Standard	C2000	Dubbele Europrofiel Vermeiksel	enkelzijdig	30/30	1	0
John's Office		COD.3	Standard	C2000	Dubbele Europrofiel Vermeiksel	enkelzijdig	30/30	1	0
Archive		COD.4	Standard	C2000	Dubbele Europrofiel Vermeiksel	enkelzijdig	30/30	1	0
Lockers		COD.5	Standard	C2000	Dubbele Europrofiel Vermeiksel	enkelzijdig	30/30	1	0
Roilet		COD.6	Standard	C2000	Dubbele Europrofiel Vermeiksel	enkelzijdig	30/30	1	0
External Entry Door		COD.7	Standard	C2000	Dubbele Europrofiel Vermeiksel	enkelzijdig	30/31	1	0

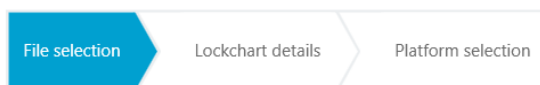
Named ranges are used by Key Studio™ to identify item attributes, such as cylinder, key names, codes, lengths etc.

Once the Excel file is ready with the information that should be uploaded to Key Studio™ users navigate to **Import from file** button.



Clicking on the button initiates the lockchart setup wizard.

Please note that while navigating through lockchart creation wizard following screen header will remain visible indicating which stage of the process the user is currently at.



First available screen is FILE SELECTION, where users identify wanted file on their computers.

### Select file

Select the file to be used as input for the new lockchart

INPUT FILE

Import from

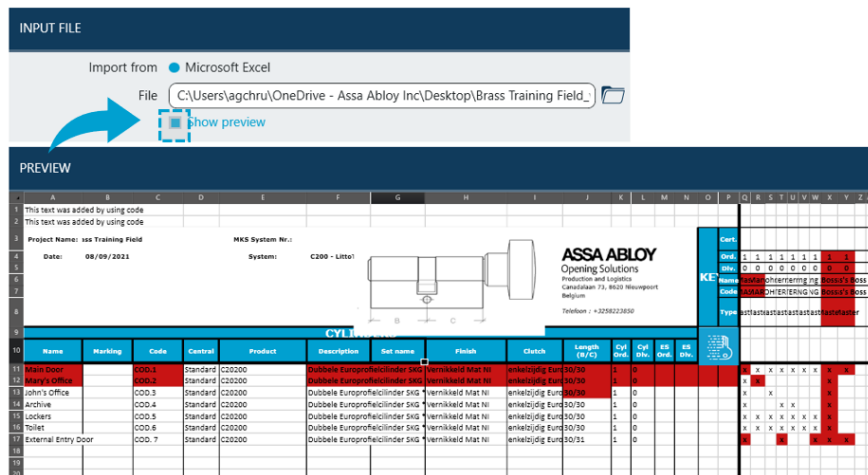
Microsoft Excel

File

Show preview

To import a file users click on Open file icon. Key Studio™ accepts multiple formats of Excel - .xls, .xlsx, .xlm, .xlsm.

Once the file has been chosen users can also **preview** lockchart design from Excel directly before it's imported.



Next screen - LOCKCHART DETAILS is already populated with initial data for the newly created lockchart.

Although the wizard allows immediate progress to the next screen without adding any further information it is recommended that users make some edits to the data.

Editing the name to fit new lockchart design, e.g naming another floor / building etc of an existing project will help make sure it will be easy to recognize it in the future. Populating other fields will ease tracking of information and enabling easy search when the lockchart hasn't been used recently.

**Details**  
Specify the general information which is stored together with the lockchart. Additionally, you can add a reference to this lockchart in one of your projects.

**DETAILS**

Lockchart name \* Golden Training Fields

Client reference

Vertical market

Submarket

PROJECT Select project | Remove relation

Related project Brass Birmingham  
21 Bridge St  
B1 2JP Birmingham

ON BEHALF OF Select customer | Select account | Unselect

You must select the customer and user account to be able to place an order on behalf of your customer

Customer number 104

Customer name Arma SA

User account System user account

Address GLN 5400395000718  
Route des Ardennes 89

**LOCATION Google maps**

Country United Kingdom

Address 1 High St 75

Address 2

City Brighton

Province/Region

ZIP Code EH 109

Latitude

Longitude

Language

\* Indicates required field

Cancel Previous Next

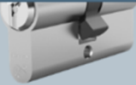
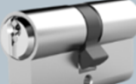
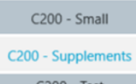

PLATFORM SELECTION screen is used to select supplier of products that will be used within the lockchart as well as to choose product platform.

Users may see different filter panes as well as different lists of available platforms depending on local offering, settings as well as product entitlements.

Depending on the settings chosen platform may require answering a couple of questions in the details pane on the right.

Platform

Select the supplier for your lockchart and the platform you want to use.

FILTER		NAME	DESCRIPTION
<input type="text"/>			C200 - PlatformStatus
NARROW <span>Clear all</span>			C200 - Reorder
<b>Supplier</b> Belgium - LITTO			C200 - Small
<b>Lockchart type</b> 		C200 - Supplements	
<b>Brand</b> ASSA ABLOY BE   Assa Abloy Litto			C200-Test
<b>Technology</b> Mechanical   Mechanisch		C200-CustomSKU	C200-CustomSKU
		C310	C310
		C500	C500
		C510	C510
		E-profiel	

\* Indicates required field

Clicking on **Create** finalizes import process.  
Lockchart design that has been created in Excel now is represented in Key Studio, where further and more advanced edits are possible.

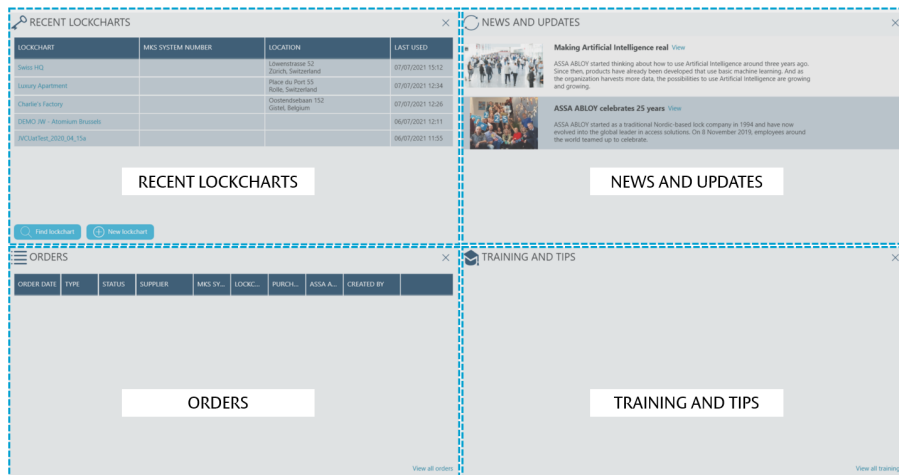
CYLINDER	KEY							
	CODE							
NAME	OFFICE MASTER KEY	MARY	JOHN	INTERN 1	INTERN 2	CLEANING STAFF 1	CLEANING STAFF 2	BOSS
Main Door	x	x	x	x	x	x	x	x
Mary's Office	x	x						x
John's Office	x		x					x
Archive	x			x	x			x
Lockers	x	x	x	x	x	x	x	x
Toilet	x	x	x	x	x	x	x	x
External Entry Door	x		x			x	x	x

8.5.2 Open an existing lockchart

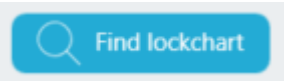
There are several ways in which users can search for a previously created lockcharts.

Home screen offers access to RECENT LOCKCHARTS.

As they are sorted by last used date, with most recent at the top, users can quickly open lockchart they have been working on previously. Clicking on lockchart name opens it in a new tab.



Users can use advanced search functionality to look up lockcharts. To open search users

click on  directly on the home screen in RECENT LOCKCHARTS section or navigate to **Lockchart** menu and click on **Find lockchart**.

## Find lockchart

There are various search options available.

Depending on amount and type of information that was provided or associated with a lockchart different search options are helpful in lockchart identification.

### LOCKCHART INFO

Detailed lockchart and location information can be used

### SECURITY CARD TOKEN

Property Cards / Security cards numbers can be used identify associated lockchart

### PROJECT INFO

For lockcharts associated with projects users are able to look for lockcharts through linked project information

### PEOPLE

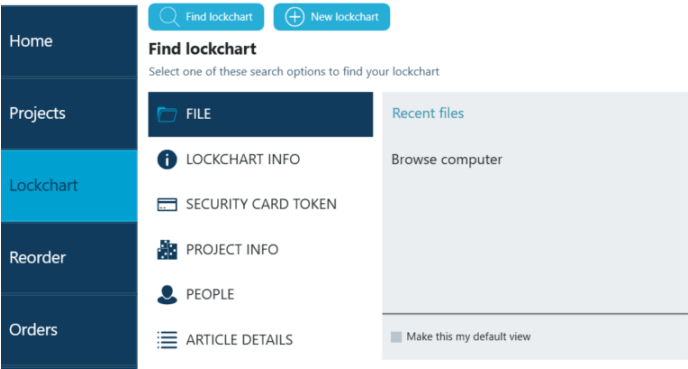
For lockcharts that are linked with particular contacts users can find lockcharts by using their contacts' data

### ARTICLE DETAILS

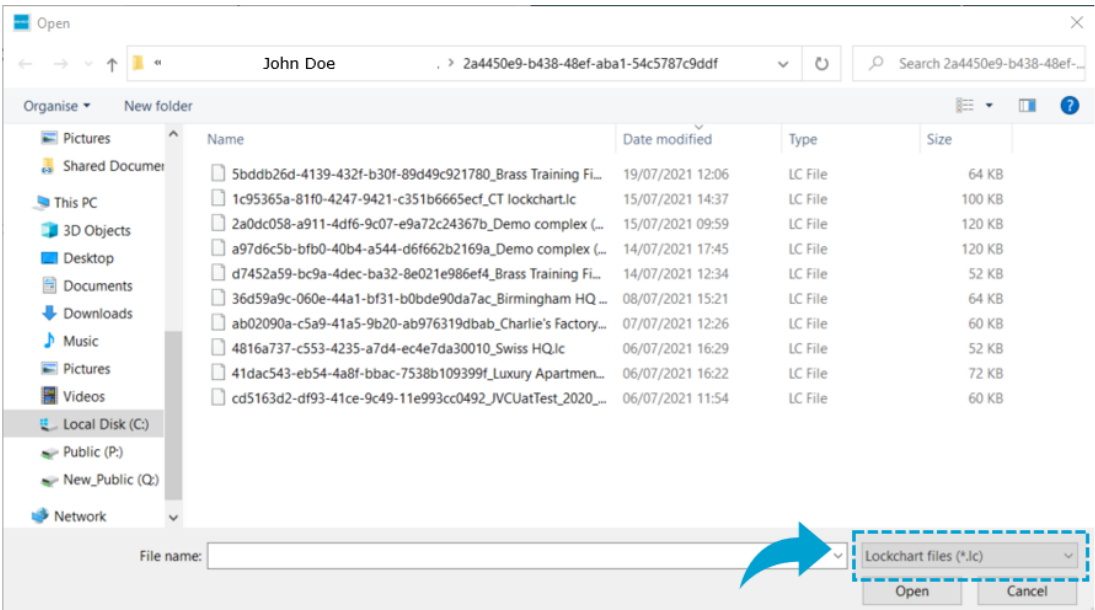
Mechanical identifiers associated with Keys and Cylinders can also be used as search keys

# 108 Key Studio™ application

Users are able to not only to choose and open an existing Key Studio™ lockchart, but also open a file directly from their computers, by clicking on **File -> Browse computer**.



Please note Key Studio's lockchart file formatting Lockchart files - .lc or Lockchart backup files - .bak.

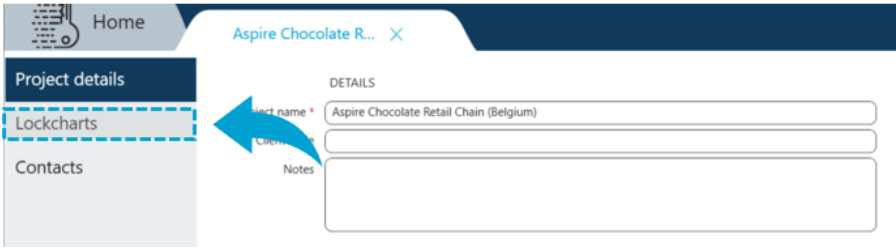


## Lockcharts linked to Projects & Contacts

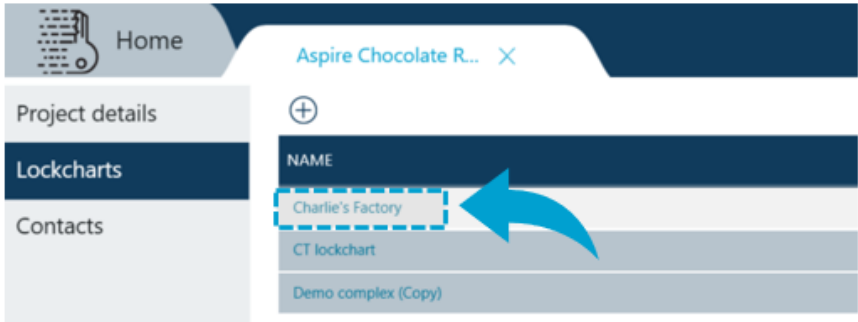
Lockcharts that have been associated with Projects or Contacts can also be found and opened through those parts of Key Studio.

To find a lockchart associated with a Project users open an existing Project and navigate to Lockcharts section within selected Project.

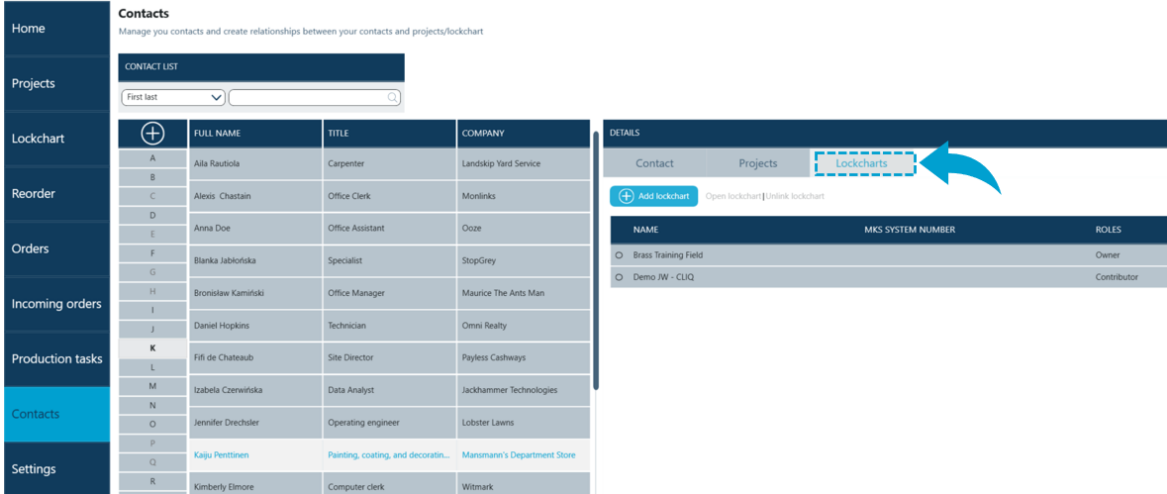




Lockcharts list is displayed allowing users to open lockchart as required.

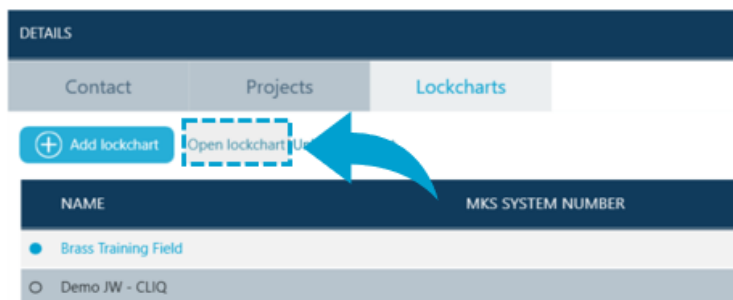


To find a lockchart associated with a Contact users open Contact details and navigate to Lockcharts section.



Next step is selecting a lockchart from a list and clicking **Open lockchart**.

# 110 Key Studio™ application

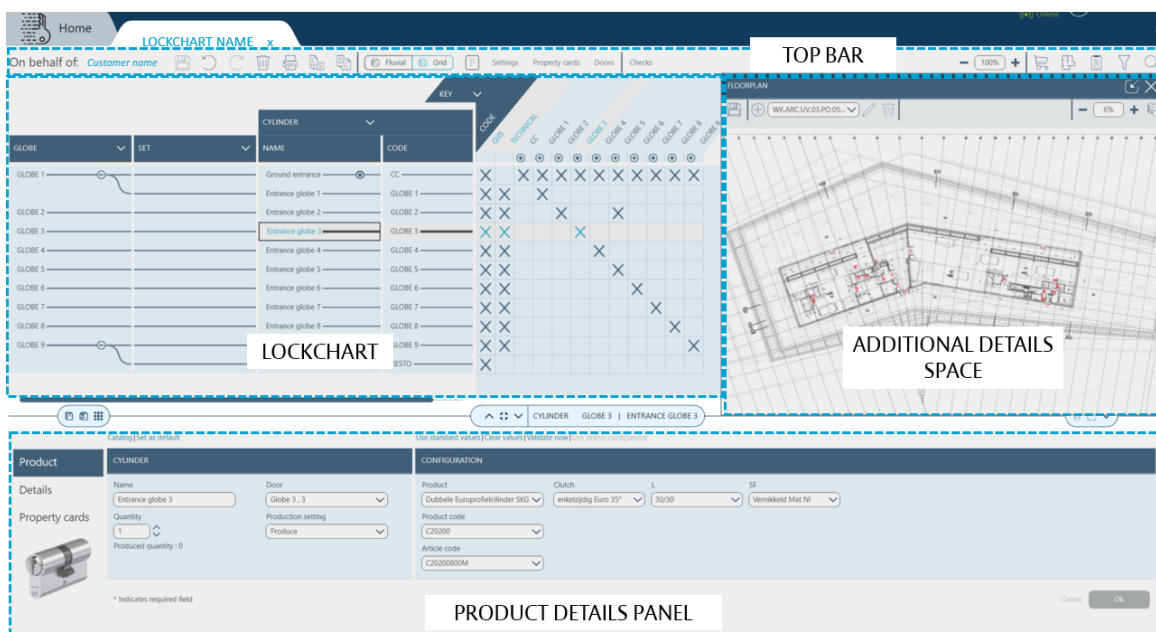


## 8.5.3 Edit Lockchart Screen Overview

Editing lockcharts in Key Studio™ offers multiple advanced MKS planning and calculation functionalities, references to products, access to various view options etc.

Users are able to access all of these from the Edit Lockchart screen.

### EDIT LOCKCHART SCREEN OVERVIEW



Edit lockchart screen consists of 4 main parts:

- top bar where additional details are available, edit functionalities (save, revert, export etc), view modes, access to further configuration panels, as well as shop card for chosen items, lockchart validation, floorplans, filter & search within lockchart
- lockchart edit section which is a graphic interface allowing intuitive drag and drop functionality to edit lockchart according to user's preference and best practice
- additional details space on the right side of the screen, where additional pop-up windows / sections appear, for example floor plans, shopping carts, validation results etc. Each of those sections are presented separately.
- product details panel at the bottom which can be hidden throughout lockchart edit to save more space

### 8.5.3.1 Top Bar

Top bar of the lockchart screen offers access to multiple functionalities, view modes etc. They are grouped logically into a couple of sections.



First group is a group of basic functionalities.



Saves existing lockchart changes.



Undo and redo arrows allow users to erase the last change done to the lockchart, reverting it to an older state. Redo allows reverting that action.



Trash icon is used to delete local copy of edited lockchart.



Print to PDF allows users to export visual copy of edited lockchart to PDF. A couple of options are available allowing users to select level of detail.



Export to Excel provides an ability to export to widely used and recognized spreadsheet format.



Import Excel offers ability to upload existing lockchart from spreadsheet format.

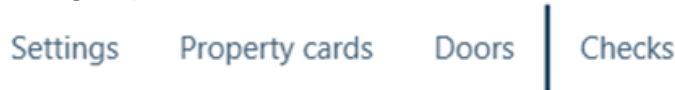
# 112 Key Studio™ application

Fluvial / Grid toggle is used for switching between two available view options. For more details navigate to [Grid view](#)<sup>122</sup> and [Fluvial view](#)<sup>126</sup>. These buttons also allow returning to edit lockchart view, when another screen replaced lockchart visualization.

Default view mode is set to Grid. Applying changes within either of the views is reflected in the both views allowing users to switch between them without any risk of losing progress.



Next group of buttons offer access to additional menus and screens.



**Settings** Settings button offers access lockchart setup options that are configured at the beginning of its creation. Users can edit details of lockchart location, it's association to projects and contacts, make choices with regards to used platforms and following default items as well as make changes to lockchart hierarchy setup - add or remove levels.

**Property cards** Property cards is a space for managing property cards that are part of lockcharts. On this screen users can add new and validate existing property cards.

**Doors** Doors panel is used for managing doors and door cards that are part of the lockchart. Doors can be created directly within Key Studio, or can be imported in XML format from Openings Studio. Creating or uploading doors to a lockchart is a prerequisite for working with dynamic floor plans in Key Studio.

**Checks** Users are offered 2 checks - Calculation check as well as Lockchart validation check. Both of them are available from the drop-down menu from Checks button.

Group of icons available on the right-hand side of the screen





Zoom in and out buttons allow changing size of visualized lockchart. Users can also type into the exact number of percent they want to use to see their lockchart.



Show Order Basket opens an overview with a list of articles that currently form the order. Product types, names, codes and quantities are displayed. From there users can continue onto Order stage.



Floorplans open new window with graphics, such as PDF or AUTOCAD drawings. Users are enabled to add additional drawings, edit existing ones. If doors have been added to the lockchart cylinders can be dragged onto the drawings enhancing users' experience in understanding where planned cylinders will be installed and which keys will open which doors.



Validate button opens a pane which shows the errors and warnings that have been found in lockchart planning process.

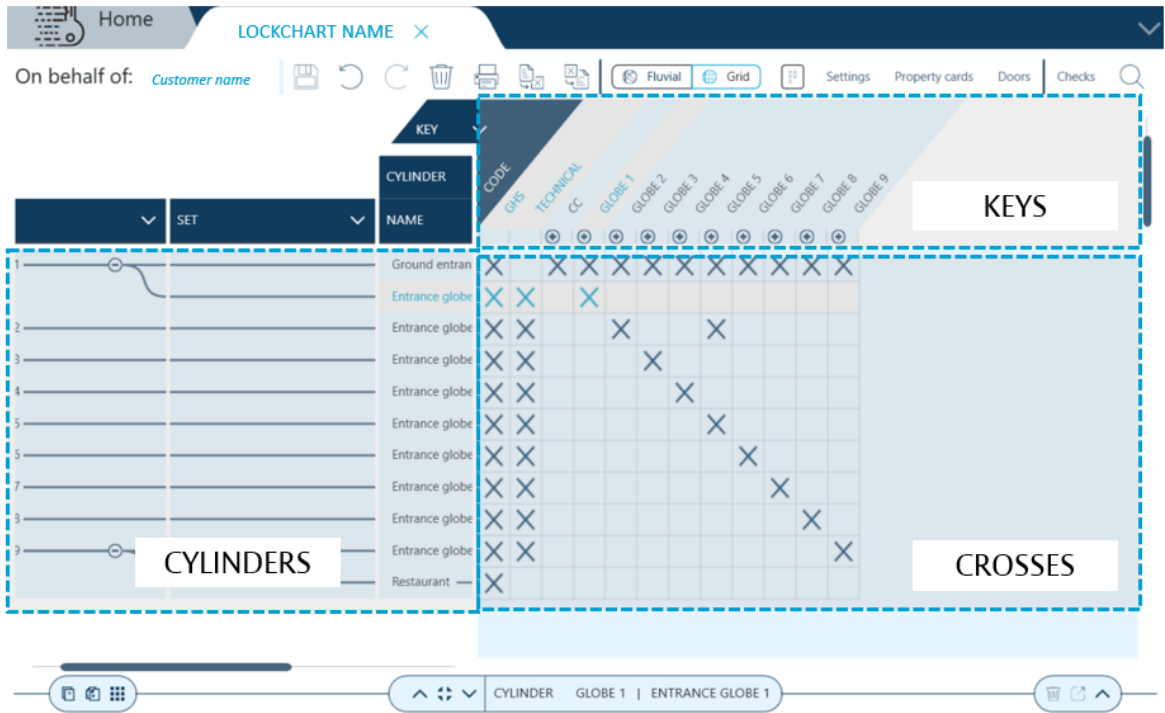


Filter and Search buttons are used to find particular items or groups of items that have been placed within the lockchart. Users are offered different look up options to ease product/item identification.

### 8.5.3.2 Lockchart

When the screen is opened for the first time it can look as follows, where majority of space is taken by the lockchart itself.

# 114 Key Studio™ application



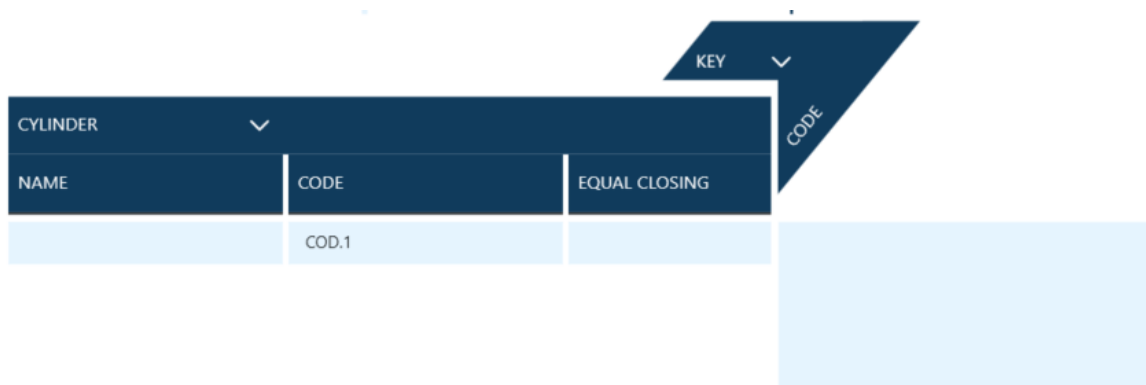
Lockcharts represent lists of cylinders and keys that are able to open them with crosses indicating correlation.

Depending on the complexity of the project lockcharts can substantially grow and the list of fields displayed for cylinders and keys can grow as well.

## Cylinders

Cylinders list, organized into sets, groups is displayed on the left-hand side. Cylinders are available in this area both in Grid and in Fluvial view. Each row represents a cylinder.

When a new lockchart is created without a predefined list of levels in hierarchy only one row is displayed.

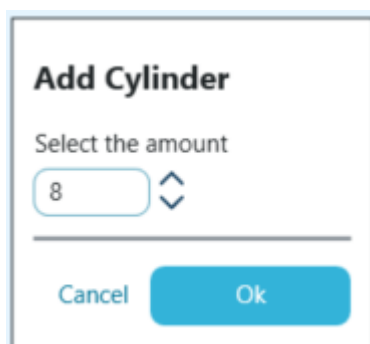


CYLINDER		
NAME	CODE	EQUAL CLOSING
	COD.1	

To add cylinders to the lockchart users click on the downward arrow and select **Add Cylinder**.



Pop-up window appears asking users to select number of cylinders to be added.



**Add Cylinder**

Select the amount

8

Cancel Ok

Once the amount has been selected new rows appear. Key Studio™ automatically creates new codes with incrementing numbers to distinguish cylinders.

# 116 Key Studio™ application

CYLINDER	
NAME	CODE
	COD.1
	COD.2
	COD.3
	COD.4
	COD.5
	COD.6
	COD.7
	COD.8
	COD.9

Users can set the rules for auto-fill coding logic by clicking on a Code on the list and selecting **Auto-fill**. Configuration pop-up window appears where the rules can be modified from default ones.

Autofill: Code

Automatically fill values on the column using the specified pattern

Value (use # to specify the placeholder for a sequence number)

COD.#

Start at

1

Increase by

1

Scope

The autofill action will be applied to subsequent cells until the end of the lockchart

CancelOk

Users can alter the name of the cylinder by double clicking in a chosen cell.



CYLINDER		
NAME	CODE	EQUAL CLOSING
	COD.1	
	COD.2	
	COD.3	
	COD.4	
	COD.5	

Names can be set to any value as set by the user.

Codes can also be set to a value typed by the user.

CYLINDER	
NAME	CODE
	COD.1
Cylinder name	MAIN OFFICE
	COD.3
	COD.4

As cylinders can be coded in an identical manner users can also pick code name from a list - the value of another.

CODE

COD.1

COD.2

COD.3

COD.1

COD.2

COD.3

COD.4

COD.5

COD.6

COD.7

COD.8

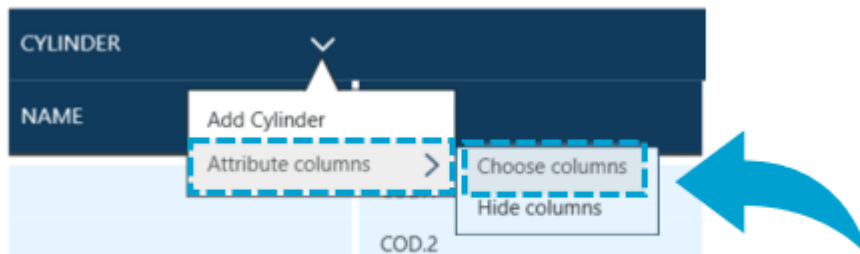
COD.9

CYLINDER COLUMNS

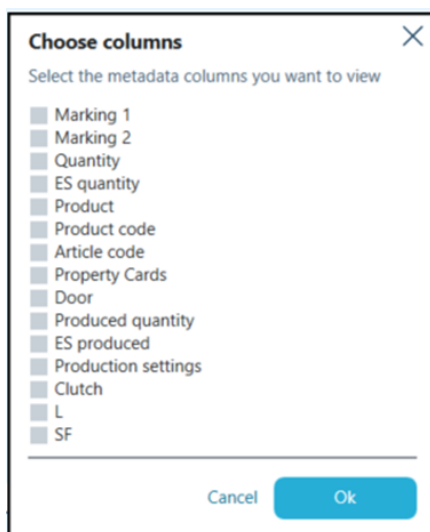
Key Studio™ offers wide range of fields that can be added to cylinder visualization.

# 118 Key Studio™ application

In order to add them to the lockchart users click on the downward arrow at the top of cylinder pane and choose **Attribute columns** -> **Choose columns**.



Pop-up window appears which allows column selection. After clicking OK chosen columns appear within the visualization.

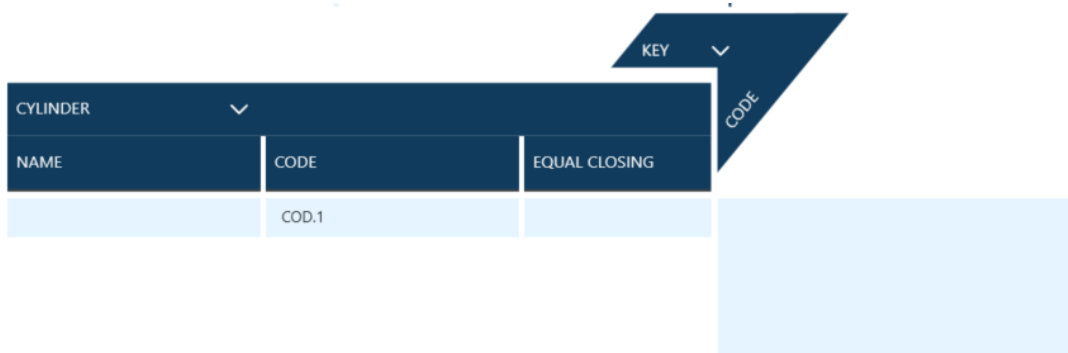


## Keys

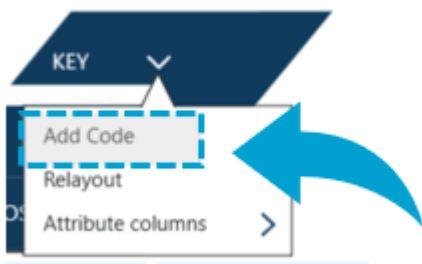
Keys list is displayed on the top of the lockchart in Grid view and on the right-hand side in Fluvial view. .

Each column represents a key.

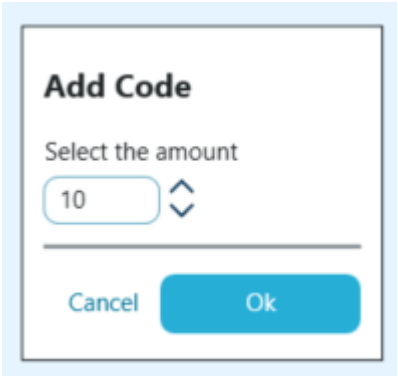
When a new lockchart is created without a predefined list of levels in hierarchy no keys are displayed. They need to be added by the users.



To add keys to the lockchart users click on the downward arrow and select **Add Code**.



Pop-up window appears asking users to select number of keys to be added.

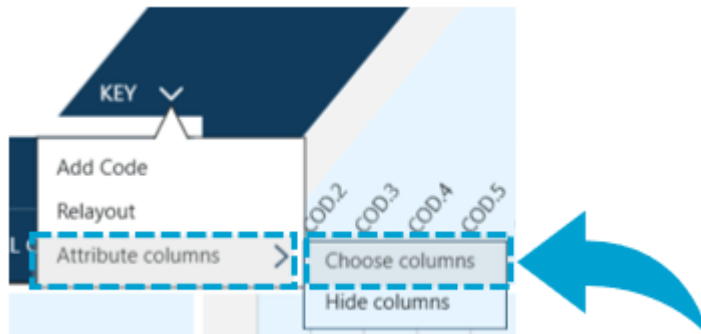


Once the amount has been selected new columns appear. Key Studio™ automatically creates new codes with incrementing numbers to distinguish keys.

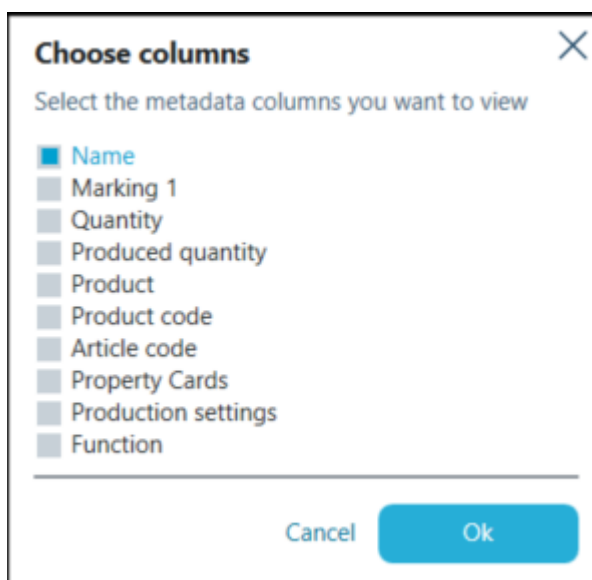


## 120 Key Studio™ application

By default only Key Codes are displayed within the lockchart visualization. To add additional fields, for example Name users need to modify the view and select columns to be displayed.

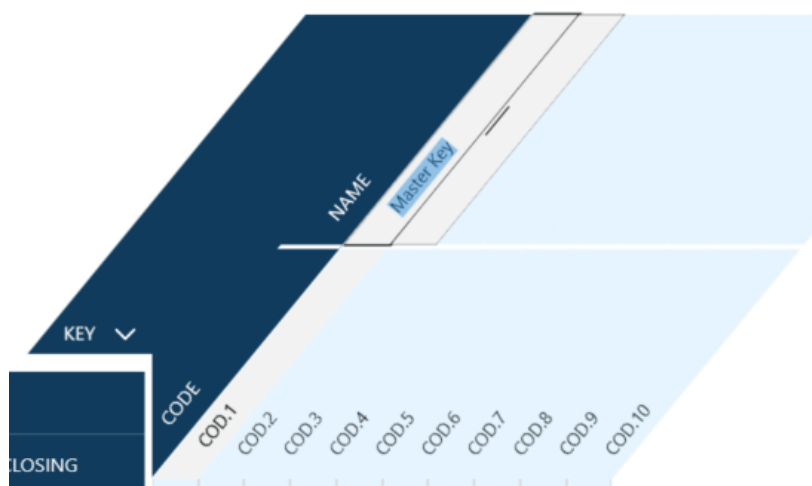


Pop-up window appears which allows column selection. After clicking OK chosen columns appear within the visualization.

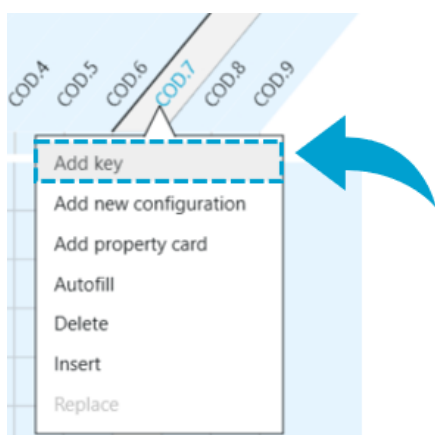


Once the columns have been chosen they can be shown / hidden by clicking on **Attribute columns -> Show columns** or **Attribute columns -> Hide columns**.

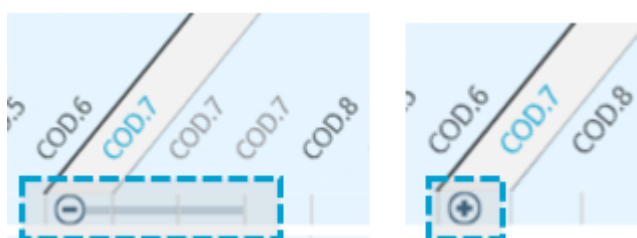
Users can alter the name of the key by double clicking in a cell.



To add another key with the same coding users right-click on an existing key and select **Add key**.



New key appears on the list with the same code. Keys are visually grouped. By clicking on - / + icons keys belonging to a group can be hidden or displayed.



## Crosses / lines

When the cylinders and keys have been added to the lockchart empty grid is displayed.

# 122 Key Studio™ application

Navigate to [Grid view](#)<sup>122</sup> to learn about details of managing cylinder - key connection in Grid display.

		CODE								
CODE	EQUAL CLOSING	COD.1	COD.2	COD.3	COD.4	COD.5	COD.6	COD.7	COD.8	COD.9
COD.1										
COD.2										
COD.3										
COD.4										
COD.5										
COD.6										
COD.7										
COD.8										
COD.9										

In Fluvial view keys are displayed underneath cylinders before any matches are made.

Navigate to [Fluvial view](#)<sup>126</sup> chapter to learn about managing cylinder - key connections in Fluvial view mode.

CYLINDER				KEY
NAME	CODE	EQUAL CLOSING		CODE
	COD.1			
	COD.2			
	COD.3			
	COD.4			
	COD.5			
	COD.6			
	COD.7			
	COD.8			
	COD.9			
				COD.1
				COD.2
				COD.3
				COD.4
				COD.5
				COD.6
				COD.7
				COD.8
				COD.9

## 8.5.3.2.1 Grid view

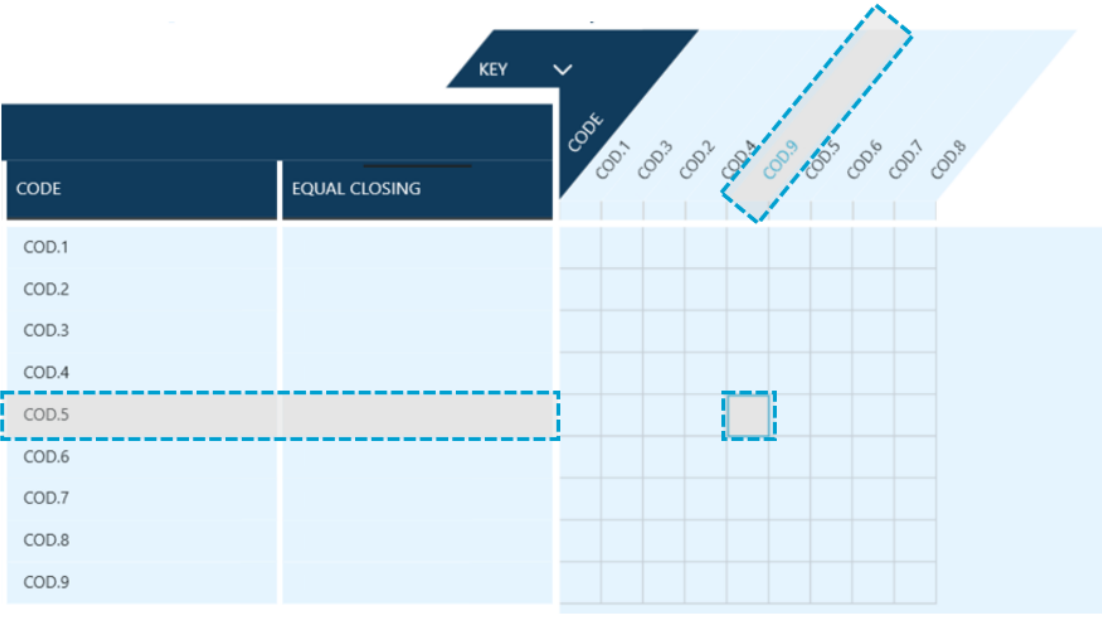
### Working with crosses in Grid view

Basic visual element used for connecting a cylinder with a key is a cross.

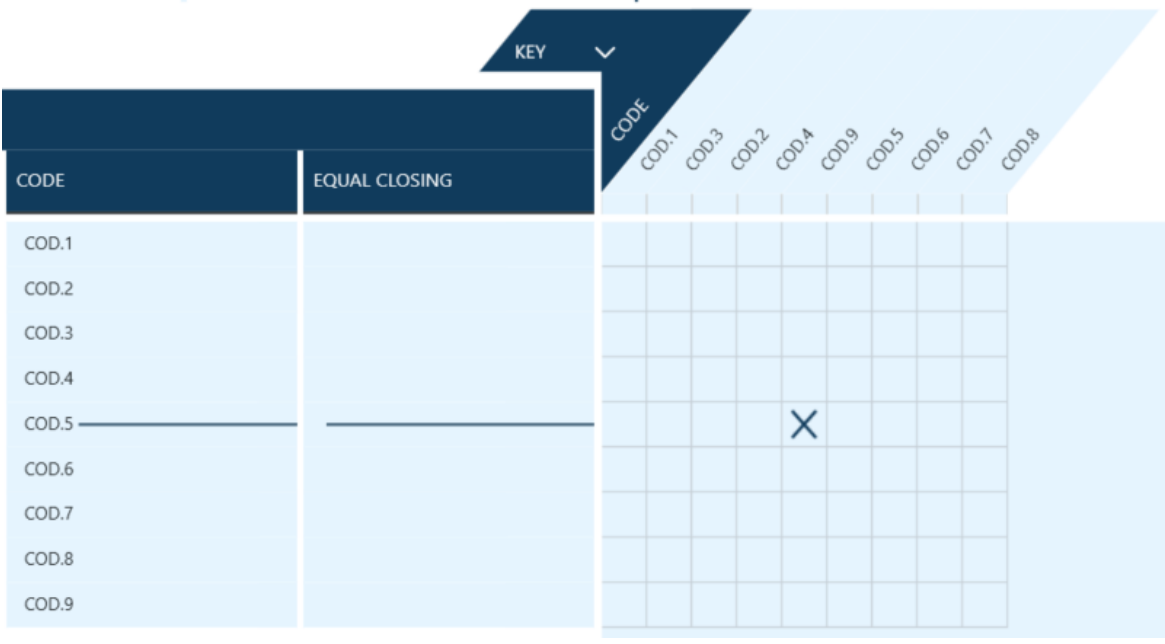


Crosses are added to the lockchart by double-clicking in a selected cell which is at the intersection of cylinder's row and key's column.

Visual highlights are added to chosen row and column to help users make sure that the cross is added in appropriate cell.



Adding a cross to the grid also adds horizontal line within cylinder's row to highlight the connection.





# 124 Key Studio™ application

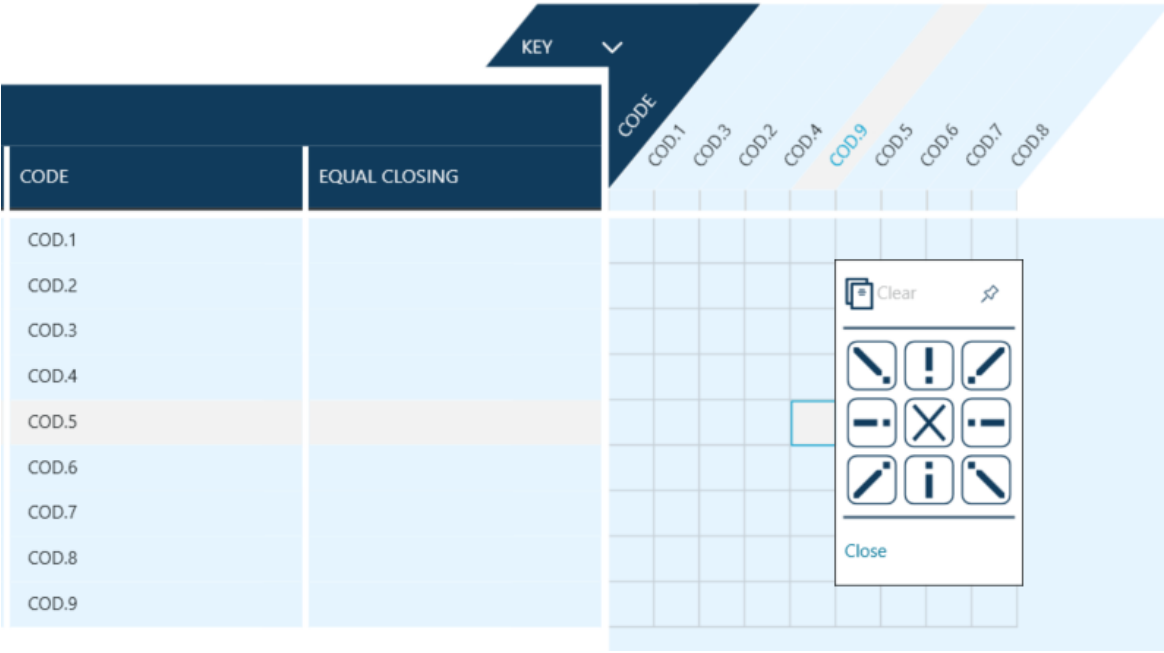
To remove a cross users double click withing the cell and the cross is immediately removed from the lockchart.



Users can also right-click on the cell with a cross and click on **Clear** button

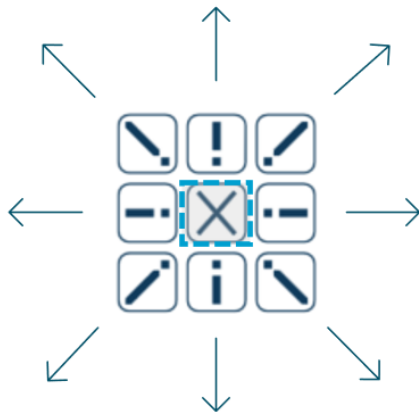
Crosses can be added not only one-by-one, but also in groups.  
Right-click within a cell in the grid opens additional hovering panel which helps creating crosses in groups.

Clicking on pin icon within the panel allows displaying it on the screen regardless of other actions -  (pin) /  (unpin).



Logic of the panel is that crosses are added in directions indicated by icons neighboring central cross as presented below.  
Crosses are added till the last cell in chosen direction - vertically, horizontally or diagonally.

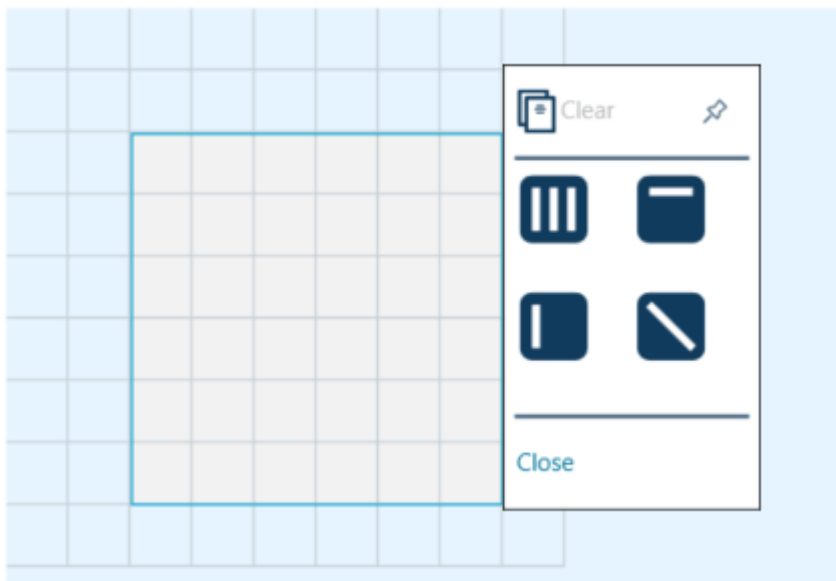




## Mass edits

Cells in the grid can be selected in bigger groups, in a manner similar to working with spreadsheets, eg. by selecting a range using mouse or by pressing **Shift** key and clicking on most outer cells.

Right-click within selected cell range opens a mass edit cross panel, which allows adding crosses to whole area,



There are four available options.



crosses are added to all cells in range



crosses are added to all of the cells in the top row of selected range



crosses are added to all of the cells in the first (left) column of selected range



crosses are added diagonally starting from top-left corner towards bottom-right, finishing at the range border

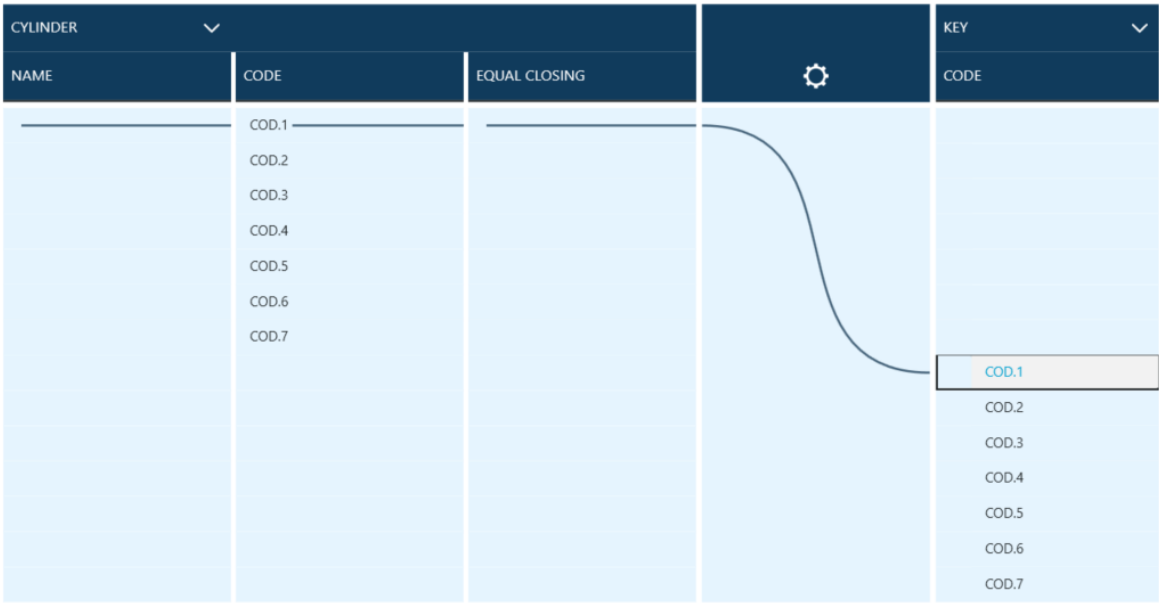


button can be used to remove all of the crosses in selected range.

8.5.3.2.2 Fluvial view

Working with lines in Fluvial view

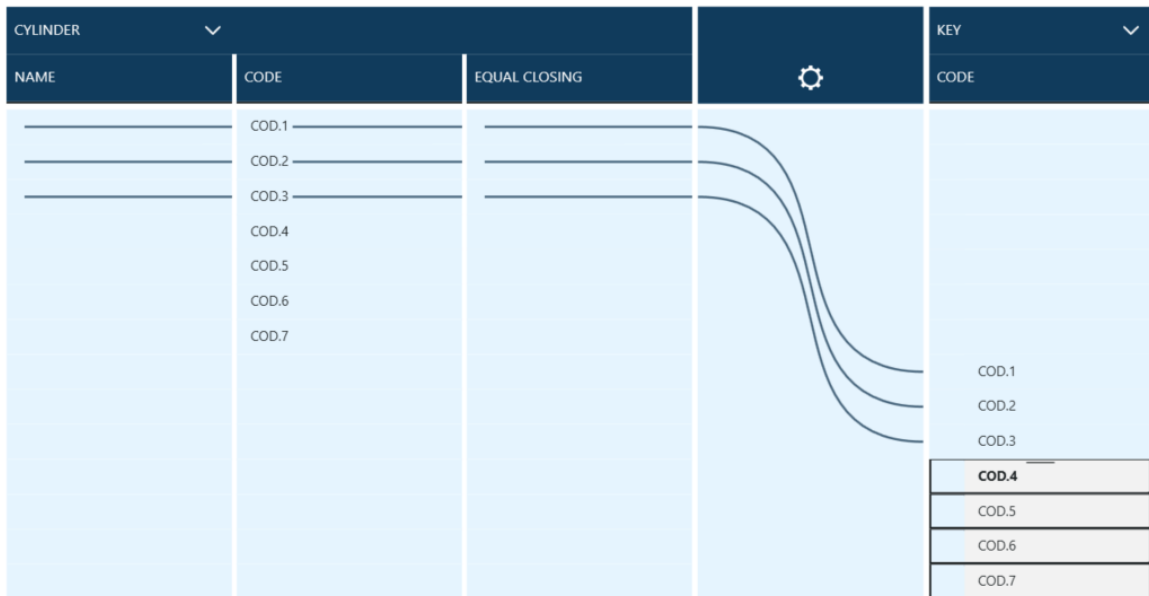
In Fluvial mode visual element that presents connection between a cylinder and a key is a line.



Lines are added to the lockchart by dragging and dropping of a selected key onto a cylinder.

To connect multiple keys with a cylinder users can select a couple of keys by pressing **Shift** key on their keyboard and clicking on first and last keys in a range that should be connected to a cylinder.

All selected keys are then highlighted visually.

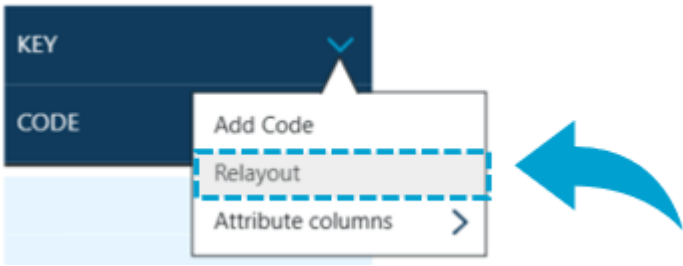


Dragging and dropping on a chosen cylinder creates a group of lines (crosses in Grid view) that represent made connection.



To help visually manage lockchart in Fluvial mode users have ability to use **Re-layout** function which is available in side menu for Keys.

# 128 Key Studio™ application

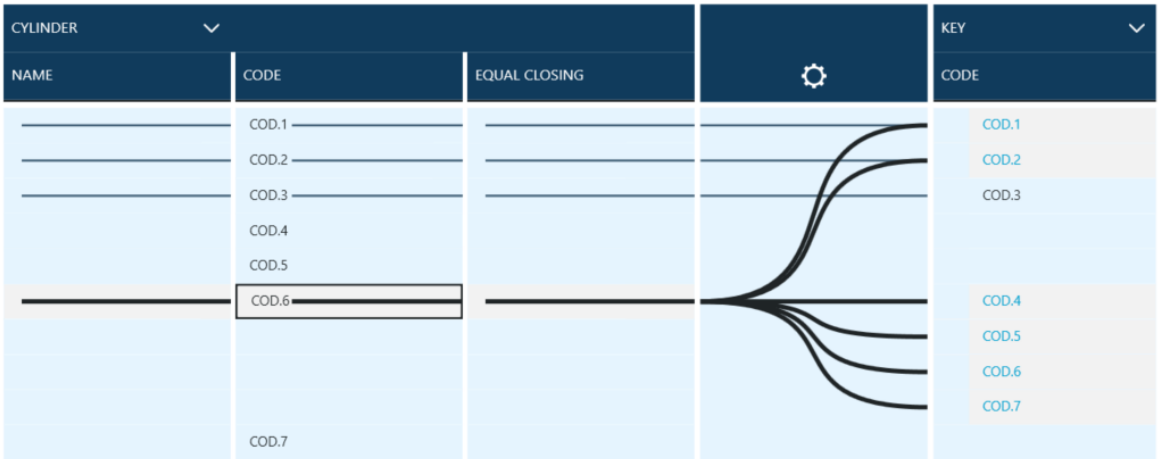


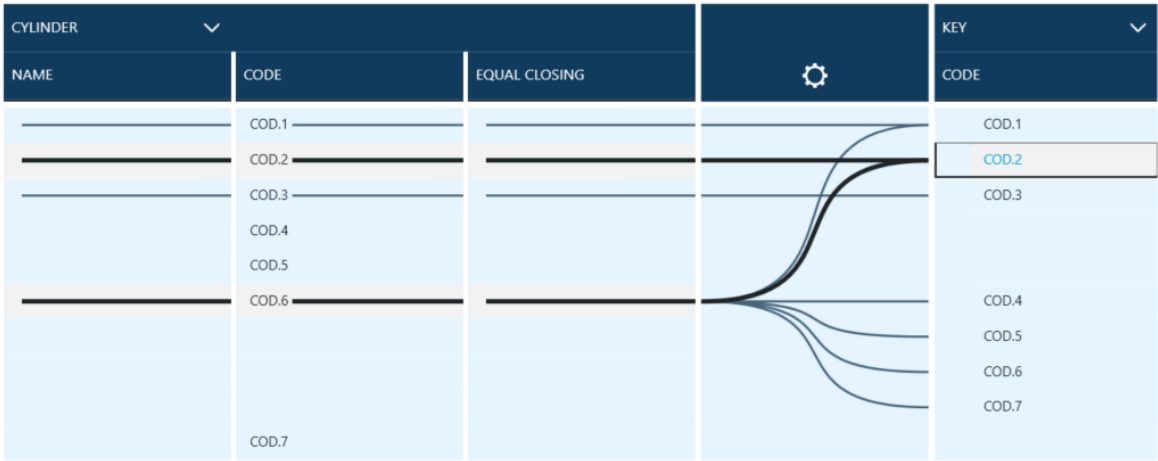
Clicking on this button organizes keys, cylinders and the lines that are connecting them into most effective display, limiting the amount of space used.



Fluvial mode is especially effective in visualizing multiple key / cylinder connections, both from cylinder and key perspective.

Selecting a cylinder or a key emboldens all the lines that are flowing from selected item and visually highlights all connections.

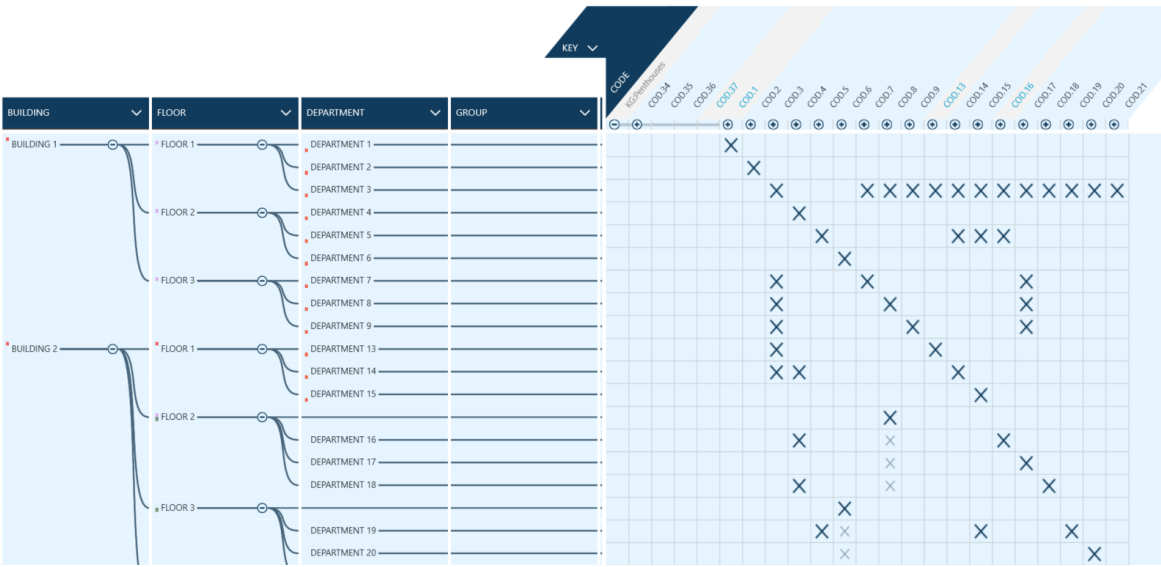




8.5.3.2.3 Lockchart levels

Key Studio™ offers users ability to design large lockcharts with multiple levels of hierarchy.

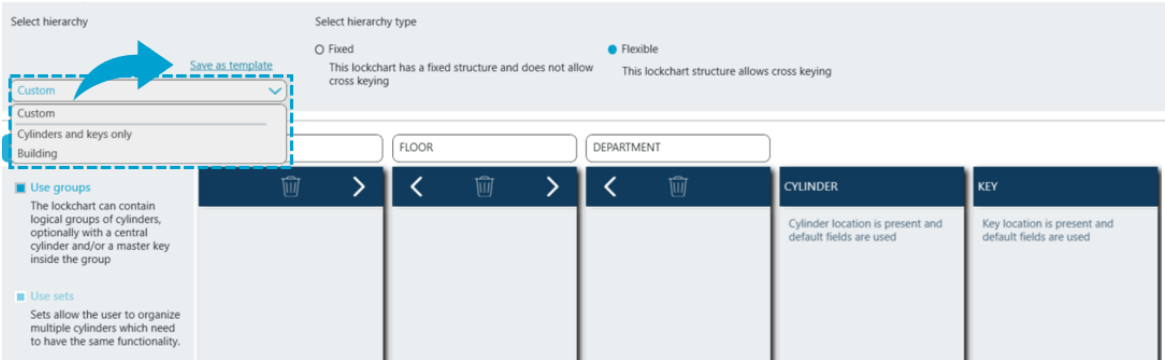
This feature is particularly useful for managing large projects, such as sites with multiple buildings, floors, spaces etc.



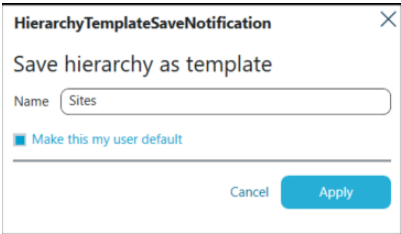
Lockchart hierarchy is a means for organizing the cylinders and keys according to heir functionality.

Users are able to choose a hierarchy from the drop down list as a starting point and modify it if need to meet the needs of their design.

# 130 Key Studio™ application

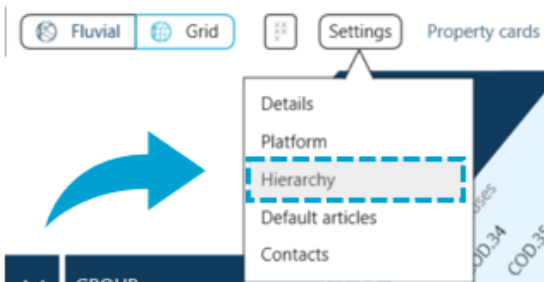


If a new model of a hierarchy has been created it can be saved as a template and reused in the future.  
To make sure template is easily recognized it is recommended to add a well-understood name for the hierarchy structure.



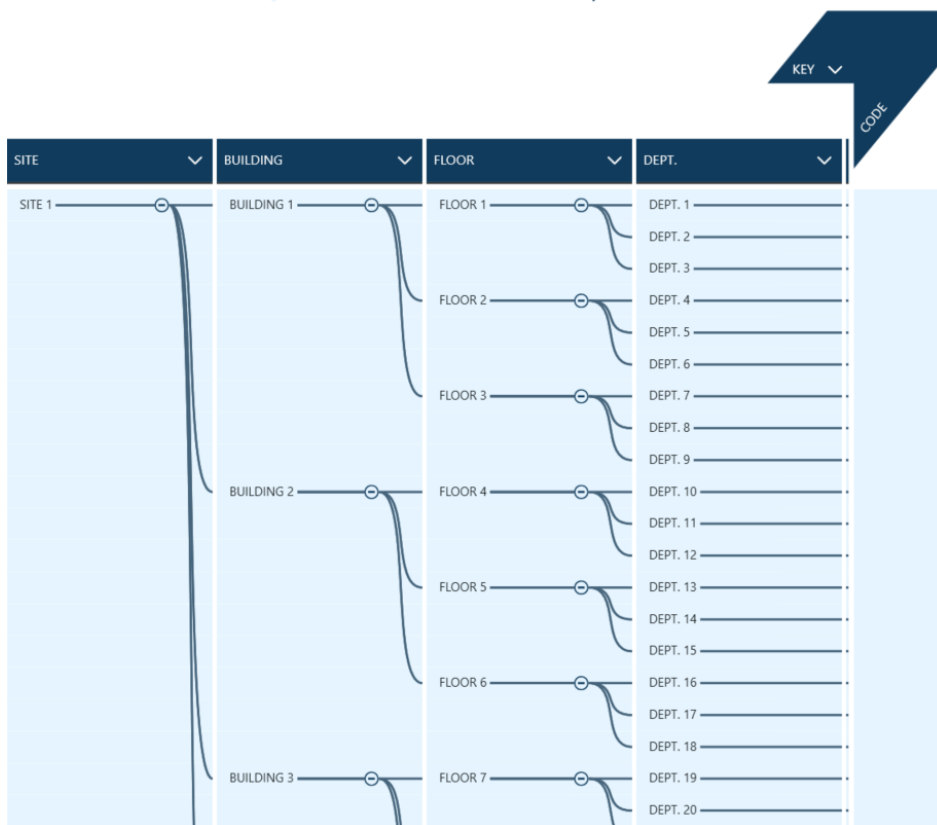
Lockchart hierarchies may be either **fixed** type, where lockchart has a fixed structure and does not allow cross-keying or **flexible** type, where lockchart's structure allows cross-keying.

Users are able to setup lockchart hierarchy either in the lockchart wizard, when starting it's design or through lockchart **settings**, using **hierarchy** option.



When a new lockchart is created wizard offers users an option to automatically indicate default numbers of level areas (for instance number of floors per building). Apart from indicating quantifies users can also modify default names and their numbering logic.

Selected hierarchy will be created as a starting point in the empty lockchart. Users are however able to edit and modify the structure once the lockchart is created.



#### 8.5.3.2.4 Using groups and sets

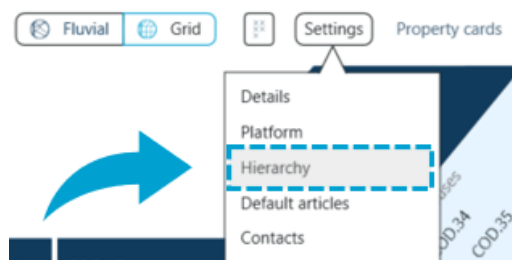
Key Studio™ offers users more advanced options of leveraging Groups & Sets functionality.

## 132 Key Studio™ application

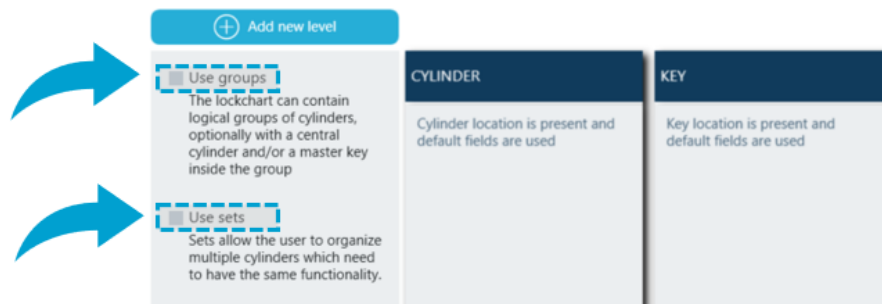
**GROUPS** - Using groups, means that lockchart can contain logical groups of cylinders, optionally with a central cylinder and / or a master key inside the group.

**SETS** - Using sets, means that the users are allowed to organize multiple cylinders which need to have the same functionality.

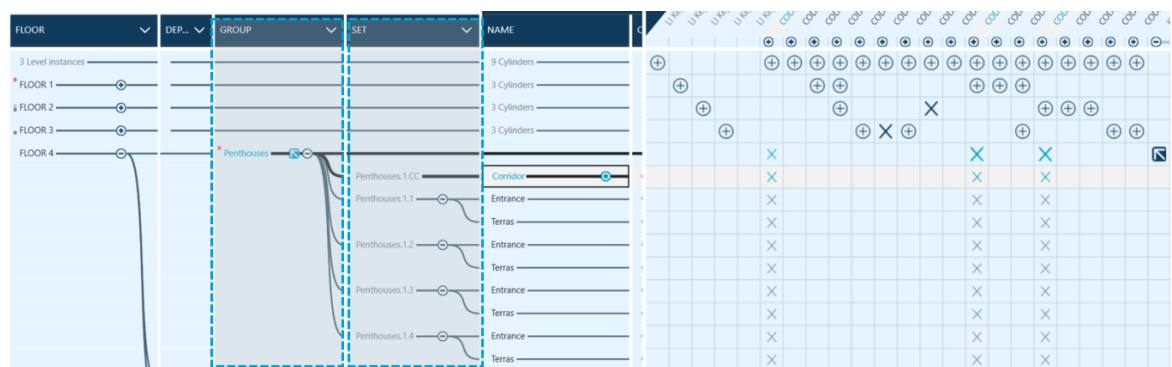
To enable those functionalities users navigate to Organizational hierarchy of the lockchart - either while setting up the lockchart using wizard steps or accessing from lockchart screen - **Settings** -> **Hierarchy**.



To enable groups and sets users select appropriate options as displayed below.



Once the options have been enabled additional columns are displayed for cylinders.



Groups of cylinders have their own Inspection Panel setup options.

Each group may have a separate Name and Functionality configuration.



GROUP

Name

Penthouses





FUNCTIONALITY

Configure the group structure

☐ Central cylinder

☐ Master key

To help display group functionality on the lockchart additional icons are added to the lockchart and are explained in group's configuration panel.

-  no central cylinder, no master key
-  central cylinder, no master key
-  no central cylinder, master key
-  central cylinder, master key

Central cylinders also have additional icon added to their name to highlight their location.

SET	NAME	CODE
	9 Cylinders	
	3 Cylinders	
	3 Cylinders	
	3 Cylinders	
	3 Cylinders	
Penthouses.1.CC	Corridor	
Penthouses.1.1	Entrance	COD.34
	Terras	COD.34
Penthouses.1.2	Entrance	COD.35
	Terras	COD.35

8.5.3.3 Product Details

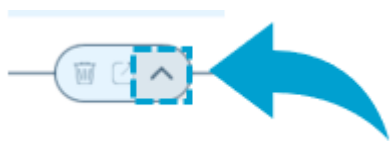
Lower section of Edit Lockchart screen can be expanded to display chosen cylinder's or key's item details and enable their management.

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To open Product Details, also known as Inspection Panel, cylinder(s) or key(s) must be selected as a first step. Otherwise panel will display following message.

Please, first select one or more cells that can be configured.

Next users click on an arrow icon located in bottom right corner of the screen to open up the panel.



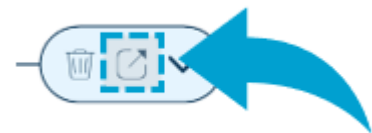
Inspection panel displays information about selected cylinder or key.

Product	CYLINDER	CONFIGURATION
Details	Name: Cyl.4 Quantity: 0 Produced quantity: 1	Product: Dubbele Europrofielcilinder SKG Clutch: enkelzijdig Euro 35* Product code: C20200 Finish: Vernikkeld Mat NI Article code: C20200800M Length: 30/30

Validation succeeded

**TIP** - Inspection Panel as well as many other parts of Key Studio™ can be detached from the bottom part of the screen and moved to another space on the display, for instance to a second screen, if the user has one.

To detach the inspection panel users click on **Detach** button.



Clicking on button highlighted below docks the panel back into place.

Inspection Panel is divided into a couple of sections.

Main information is displayed in Item Basic Information section for Cylinders and Keys. Users can modify their names, quantity and toggle between production options. Item configuration is used to select particular SKU or configure a product if configurator (for instance CPQ) is integrated with Key Studio.

Tabs on the left allow navigation between different sections.

If pictures for product families have been uploaded to Key Studio™ - they are displayed underneath tabs.

Additional setup buttons are available at the top.

**Product, Details, Property cards** tabs can be used to access different sections of the Inspection Panel.

Product tab allows modifying basic Item information such as Cylinder / Key name, association to Door or selecting number of items that ought to be produced & ordered.

Details tab is a space for indicating required markings and designing functionality (e.g. central locks, equal closing etc.).

Property cards indicate which property cards are associated with selected Cylinder / Key.

## 136 Key Studio™ application

#### 8.5.4 Property cards

Key Studio™ offers users ability to manage property cards that are a part of the lockchart.

Using property cards is recommended as a way of protecting against unauthorized changes and orders to the lockchart.

Partial property cards can be used to protect against unauthorized orders of specific or partial mechanical functionality of the lockchart.

Accessing property cards for a lockchart is possible through clicking on a button available in the top bar.



Property Cards screen is divided into 2 main sections - existing Property Cards list and Details Panel where Property Card information and assignment are displayed.

### Property cards

Manage the property cards which are part of the lockchart.

Use lockchart property cards to protect against unauthorized changes and orders to this lockchart.

Use partial property cards to protect against unauthorized ordering of specific or partial mechanical functionality of this lockchart.

+

Add property card

✓

Validate property card

↩

Replace

✖

Delete

🚫

Show deactivated cards

CARD NAME	STATUS	CARD TYPE	ASSIGNMENT	VALIDATED
Master Property Card	New	Lockchart		
Building 1 keys & cylinders	New	Partial	9 cylinder codes, 18 key codes	
Building 2 keys	New	Partial	13 key codes	

DETAILS

ASSIGNMENT

Catalog

Use standard values

Clear values

Use online configurator

CARD	CONFIGURATION
<div>Name</div> <div>Master Property Card</div> <div>Product</div> <div>Safety Certificate</div> <div>Card type</div> <div> <div> Lockchart</div> <div> Partial</div> </div> <div>Status: New</div>	

✓ Validation succeeded

Cancel

Apply

Users can add new Property Cards by clicking on **Add property card** button.




Clicking on **Validate property card** opens a scanning wizard functionality that allows for Property cards to be scanned and verified within Key Studio.

Validate property card

Scan a magnetic property card or enter the authorization credentials

Magnetic card

Click to scan a property card



Printed card

System number

Printed id code

Cancel

Ok

Once a property card has been added it by default to the whole lockchart. In the **Details - Assignment** there aren't any codes listed, as the card has a scope of the whole lockchart and property card doesn't cover individual articles.

To modify a property card from lockchart scope to Partial users select required Property Card on the list and change card type from **Lockchart** to **Partial**.

Property cards

Manage the property cards which are part of the lockchart.  
Use lockchart property cards to protect against unauthorized changes and orders to this lockchart.  
Use partial property cards to protect against unauthorized ordering of specific or partial mechanical functionality of this lockchart.

+

Add property card

✓

Validate property card

Replace

Delete

Show deactivated cards

CARD NAME	STATUS	CARD TYPE	ASSIGNMENT	VALIDATED
Master Property Card	New	Lockchart		
Building 1 keys & cylinders	New	Partial	9 cylinder codes, 18 key codes	
Building 2 keys	New	Partial	13 key codes	
New property card _test	New	Partial	10 cylinder codes	
<div>new new</div>	<div>New</div>	<div>Lockchart</div>		

DETAILS

ASSIGNMENT

Catalog

Use standard values | Clear values | Use online configurator

CARD

CONFIGURATION

Name

Bldg 2, Floor 28:3

Product

Safety Certificate

Card type

Lockchart

Partial

Status: New

Validation succeeded

Cancel

Apply

Next step is assigning coverage of the Property Card.  
Users navigate to **ASSIGNMENT** tab of the Details pane and click on **Add coverage**.

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DETAILS

DETAILSASSIGNMENT

Add coverage

Remove coverage

MECHANICAL CODE

TYPE

QUANTITY

Next step is choosing particular cylinders and / or keys that Property Card should cover.

Add coverage

FILTER

NARROW

Clear all

Product

KEY

CYLINDER

Hierarchy

BUILDING

BUILDING 1

BUILDING 2

BUILDING 3

FLOOR

FLOOR 1

FLOOR 2

FLOOR 3

FLOOR 1

FLOOR 2

FLOOR 3

FLOOR 4

FLOOR 1

FLOOR 2

FLOOR 3

NAME

TYPE

PRODUCT

CODE

Entrance

Cylinder

C20200

COD.35

Terras

Cylinder

C20200

COD.34

Entrance

Cylinder

C20200

COD.34

Cyl.13

Cylinder

C20200

COD.10

Cyl.14

Cylinder

C20200

COD.11

Cyl.15

Cylinder

C20200

COD.12

Cyl.16

Cylinder

C20200

COD.14

Cyl.17

Cylinder

C20200

COD.15

Cyl.18

Cylinder

C20200

COD.16

Cyl.19

Cylinder

C20200

COD.18

Cyl.20

Cylinder

C20200

COD.19

Cyl.21

Cylinder

C20200

COD.20

Corridor

Cylinder

C20200

COD.33

Cyl.23

Cylinder

C20200

COD.22

Cyl.24

Cylinder

C20200

COD.23

Terras

Cylinder

C20200

COD.35

Cancel

Ok

Once the choice has been confirmed the list of covered codes is displayed.

CARD NAME

STATUS

CARD TYPE

ASSIGNMENT

VALIDATED

Master Property Card

New

Lockchart

Building 1 keys & cylinders

New

Partial

9 cylinder codes, 18 key codes

Building 2 keys

New

Partial

13 key codes

New property card \_test

New

Partial

10 cylinder codes

Bldg 2, Floor 2&3

New

Partial

DETAILS

DETAILSASSIGNMENT

Add coverage

Remove coverage

MECHANICAL CODE

TYPE

QUANTITY

COD.34

Cylinder

2

COD.10

Cylinder

1

COD.11

Cylinder

1

COD.12

Cylinder

1

COD.14

Cylinder

1

COD.15

Cylinder

1

COD.16

Cylinder

1

Cancel

Apply

It is also possible to view Property Card's assignment from Cylinder / Key perspective.

To achieve that users open the Inspection Panel for a Cylinder and navigate to Property Cards tab.

All associated Property Cards are then displayed, including information about whether Property Card has lockchart or Partial coverage and how many codes are linked in total.

CYLINDER

NAME

CODE

9 Cylinders

3 Cylinders

Cyl.16

Cyl.17

Cyl.18

3 Cylinders

Corridor

Entrance

Terras

COD.14

COD.15

COD.16

COD.33

COD.34

COD.34

Product

Details

Property cards

CARD NAME	STATUS	CARD TYPE	ASSIGNMENT	VALIDATED
Master Property...	New	Lockchart		
New property car...	New	Partial	10 cylinder codes	
Bldg 2, Floor 2&3	New	Partial	10 cylinder codes	

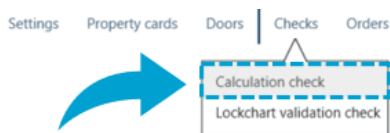


8.5.5 Lockchart validation

Key Studio™ offers evaluation of planned lockchart together with item configuration. It has been designed in order to assure that users receive information about warnings and are not allowed to progress to order stage before placing an order.

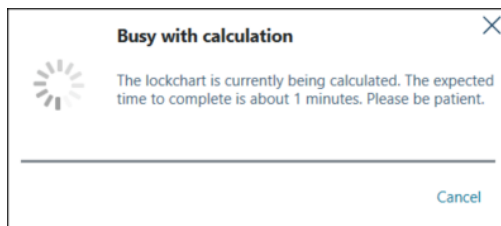
There are two types of checks available.

CALCULATION CHECK verifies feasibility of calculating cylinder and key cuttings. To start that check users click on **Checks -> Calculation check** in top bar of the lockchart screen.

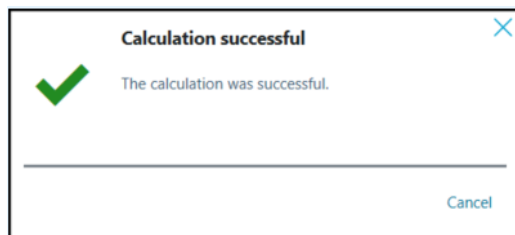


This check is done by an external calculation tool outside of Key Studio, that's why the users have to wait around a minute for the results of the test.

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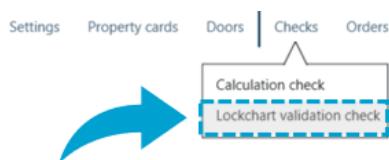
Once the check has been completed following message is displayed.



Another type of check is lockchart validation. The rules for errors and warnings may be global standards or may have been configured locally.

To start lockchart validation users can use either of two options to access validation panel.

First is clicking on **Checks** -> **Lockchart validation check**



Second is using **Validate** icon available in top right corner of the screen.

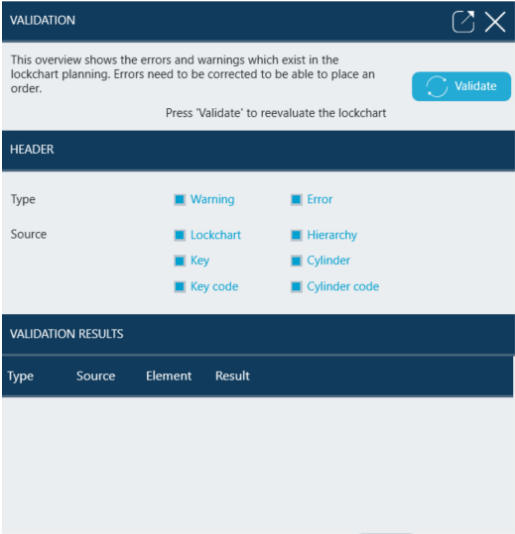


Validation window is displayed.

Clicking on **Validate** starts the validation process.

If no warnings or errors have been found window with Validation Results remains empty.





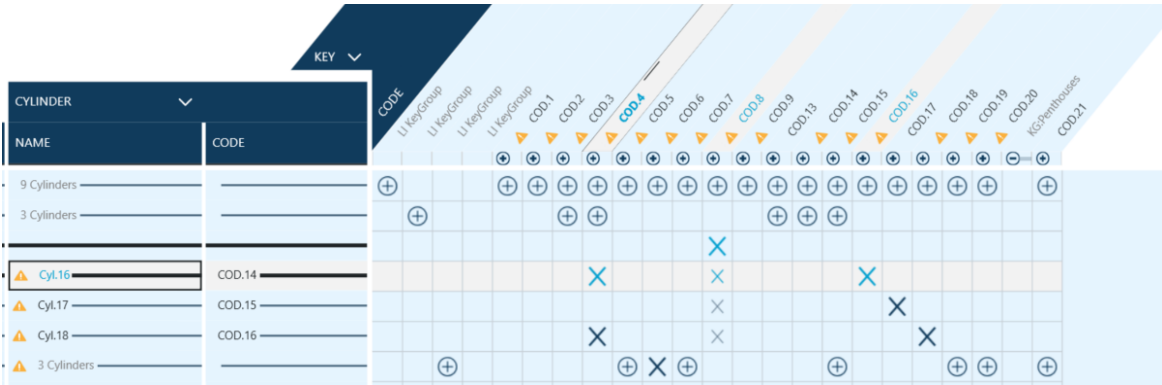
Inspection Panel for a particular Cylinder or Key shows following message.



In case when validation has found some warnings or error this message is displayed.



Yellow alert icons are displayed for codes that do not meet validation rules.



Validation window presents the list of all found errors and warnings.



8.5.6 Cliq elements

8.5.6.1 Overall icons & colors



8.5.6.2 Key & key groups

8.5.6.3 Programming devices

8.5.6.4 Cylinder & cylinder groups

8.5.7 Search and filter functionality

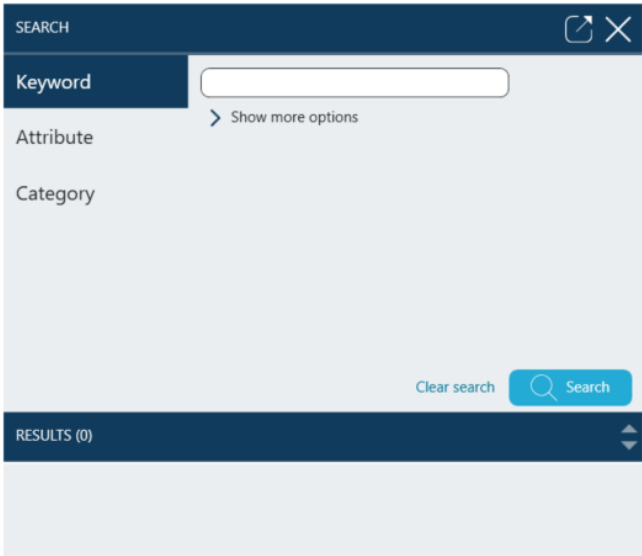
Key Studio™ offers Search and Filter functionality within lockchart. They allow users to use any kind of keyword, attribute or category to identify items that users may be looking for.

Searching

To open Search users click on **Search** icon available in the top right corner of the screen.



Search window is displayed on the right side of the screen. As with other similar screens it is possible to detach it from the application main screen and move.

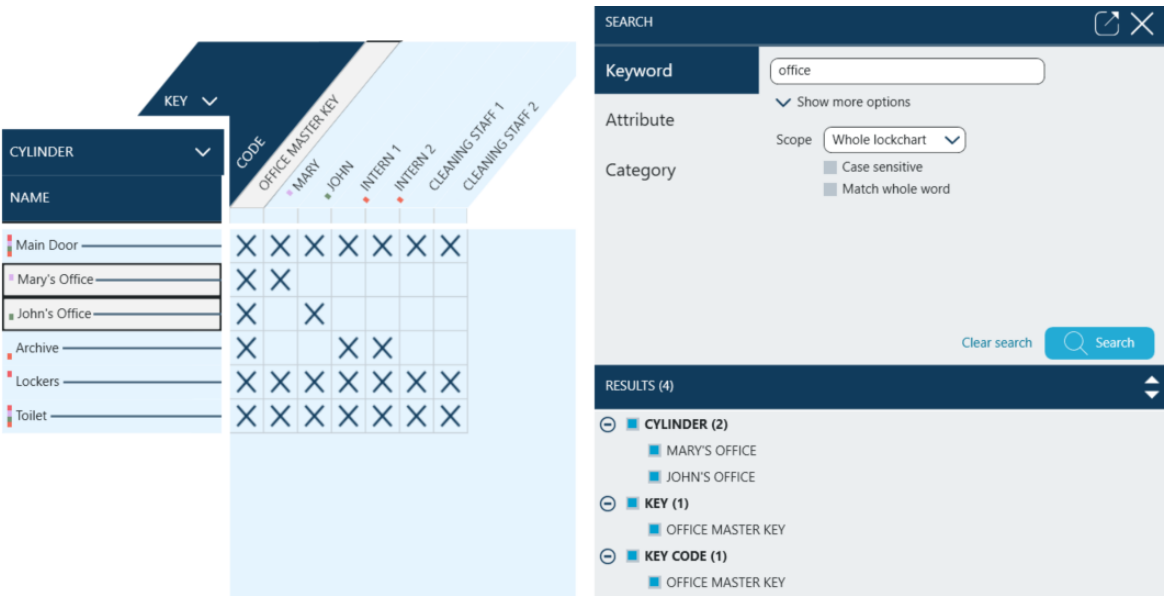


Searching can be achieved in three ways.

First option is using keywords. This proves particularly useful if the users have modified standard key and cylinder names to their preference.

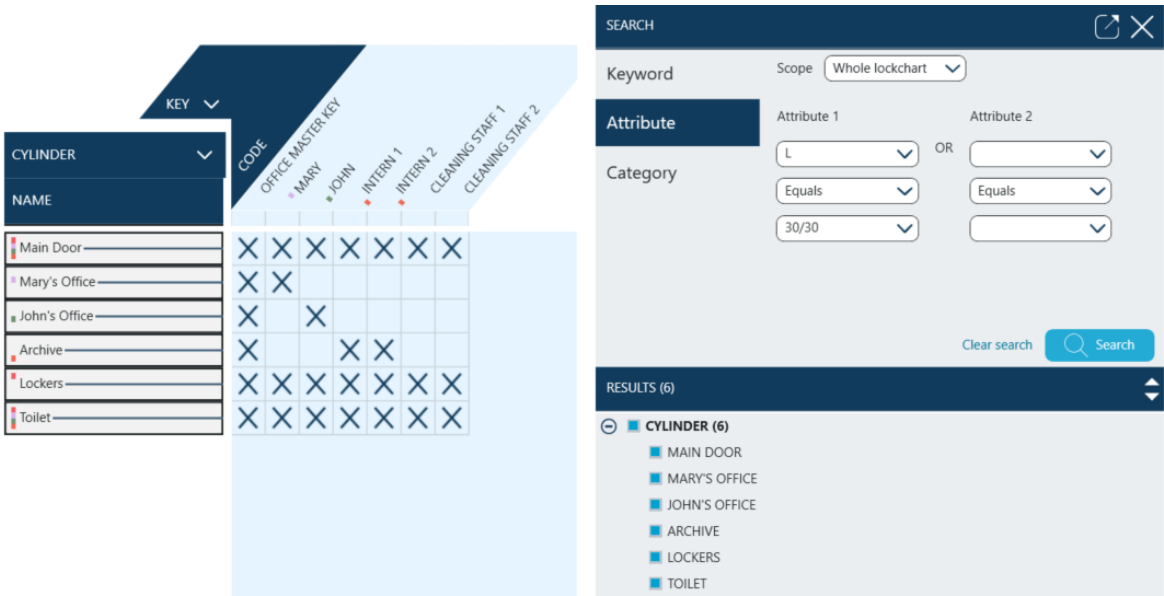
For example:

Searching using the word "office" for the whole lockchart is highlighting those keys and cylinders mixes that have 'office' in their names, e.g. 'Mary's Office', 'John's Office' and 'Office Master Key'.



Second search option is using product attributes such as clutch, length or surface.

Users select which attribute they want to use and select whether chosen value should be equal or not to their choice.

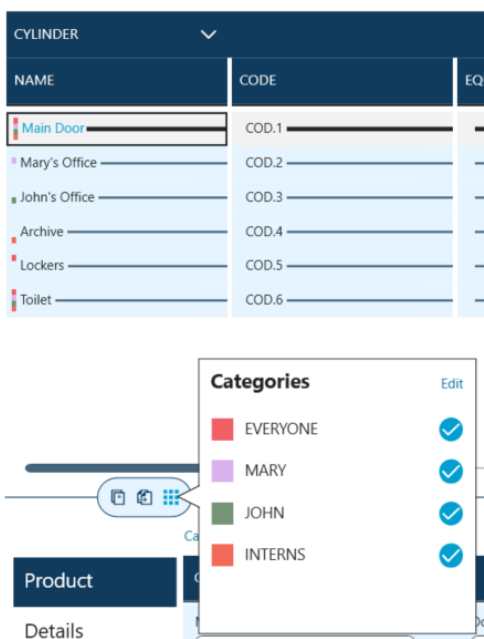


Third option is using Categories which must have already been assigned to cylinders and keys.

Categories are small coloured icons visible next to cylinder or key name which highlight which category they have been assigned to.

There are four possible categories, with different colours and locations that can be edited to have different names.

For example:

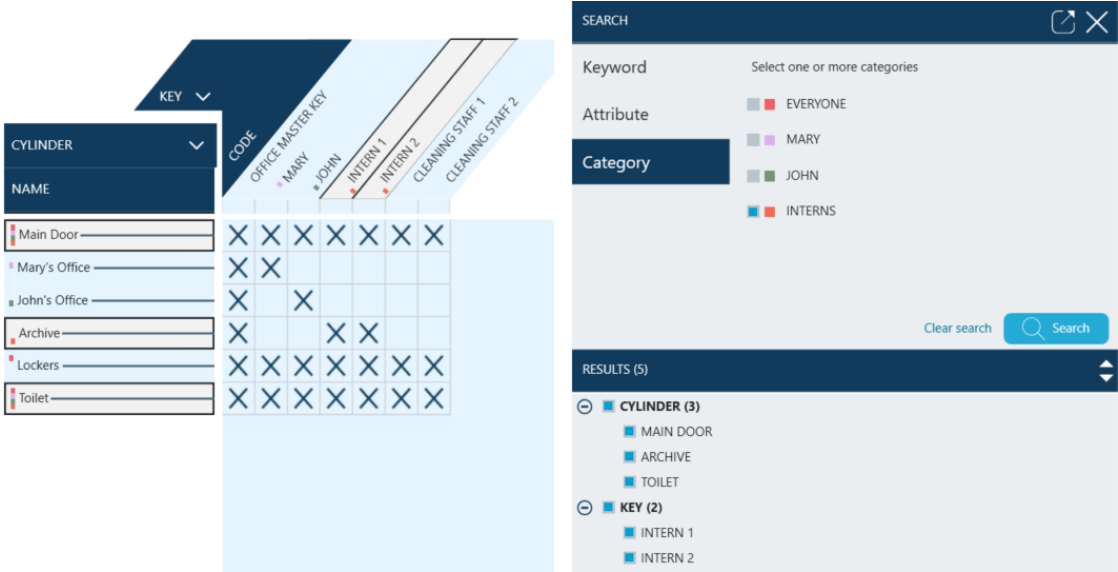


On the lockchart below cylinders and keys have been assigned categories to indicate who will have access to certain cylinders which also highlighting groups of key users, that will have identical access rights.

CYLINDER			KEY					
NAME	CODE	EQUAL CLOSING	CODE	OFFICE MASTER KEY	MARY	JOHN	INTERN 1	INTERN 2
Main Door	COD.1		X	X	X	X	X	X
Mary's Office	COD.2		X	X				
John's Office	COD.3		X		X			
Archive	COD.4		X			X	X	
Lockers	COD.5		X	X	X	X	X	X
Toilet	COD.6		X	X	X	X	X	X

To search the lockchart by category users navigate to the last tab in search window - Category and select which one or more categories should be used.

In the example below 'Interns' category has been selected to search the lockchart and to highlight only those cylinders and keys that this category has been assigned to.

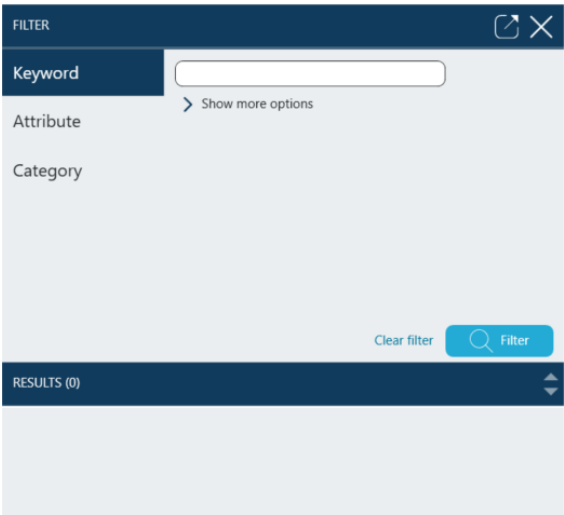


Filtering

To open Filtering users click on **Filter** icon available in the top right corner of the screen.



Filter window is displayed on the right side of the screen. As with other similar screens it is possible to detach it from the application main screen and move.

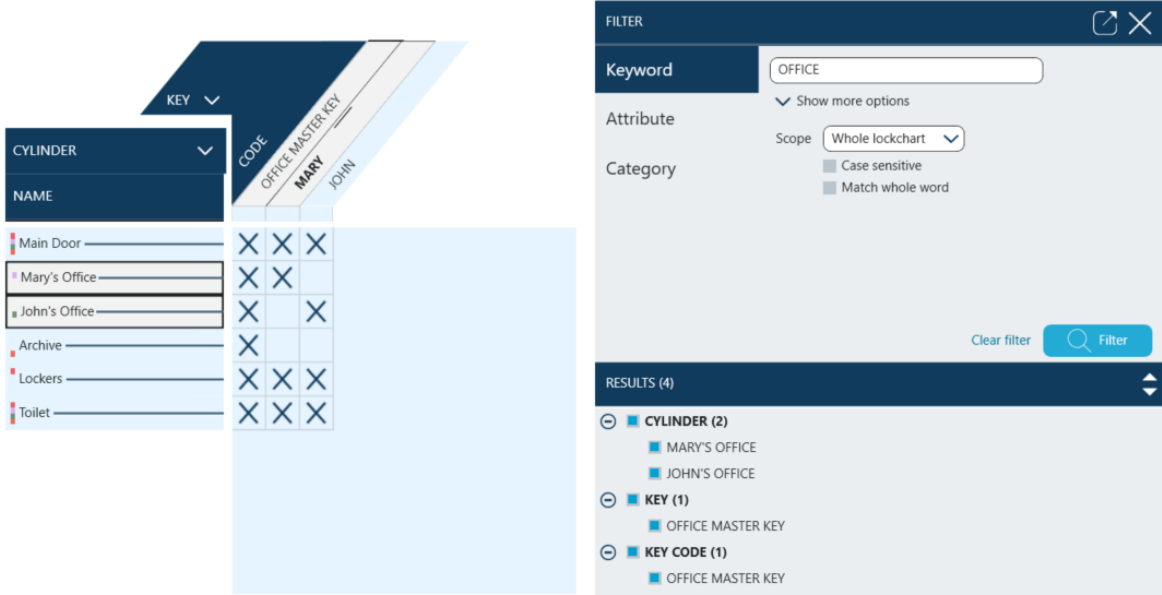


Filtering can be done in three ways.

First option is using keywords. This proves particularly useful if the users have modified standard key and cylinder names to their preference.

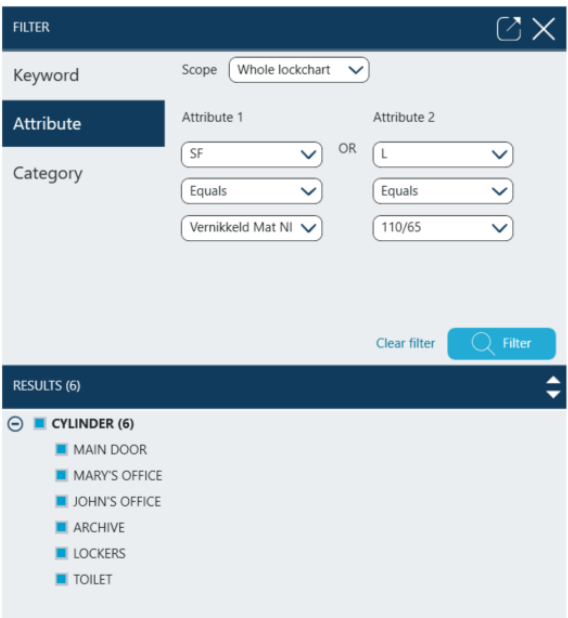
For example:

Filtering using the word "office" for the whole lockchart has reduced the lockchart to only those keys and cylinders mixes that have 'office' in their names, e.g. 'Mary's Office', 'John's Office' and 'Office Master Key'.



Second filtering option is using product attributes such as clutch, length or surface.

Users select which attribute they want to use and select whether chosen value should be equal or not to their choice.

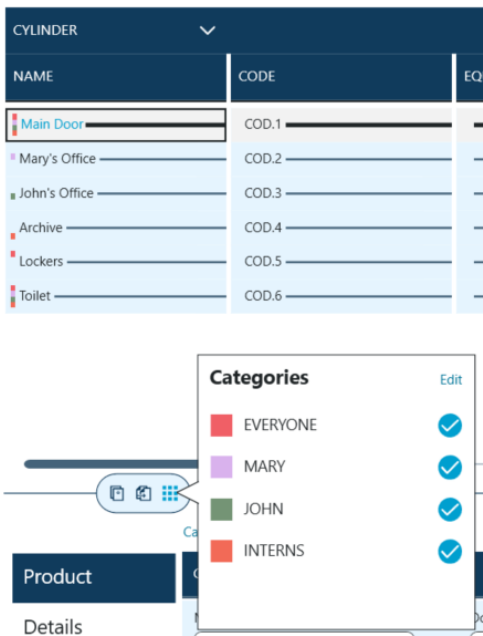


Third option is using Categories which must have been assigned to cylinders and keys beforehand.

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Categories are small coloured icons visible next to cylinder or key name which highlight which category they have been assigned to. There are four possible categories, with different colours and locations that can be edited to have different names.

For example:



On the lockchart below cylinders and keys have been assigned categories to indicate who will have access to certain cylinders which also highlighting groups of key users, that will have identical access rights.

CYLINDER			KEY						
			CODE	OFFICE MASTER KEY	MARY	JOHN	INTERN 1	INTERN 2	CLEANING STAFF 1
NAME	CODE	EQUAL CLOSING							CLEANING STAFF 2
Main Door	COD.1		X	X	X	X	X	X	X
Mary's Office	COD.2		X	X					
John's Office	COD.3		X		X				
Archive	COD.4		X			X	X		
Lockers	COD.5		X	X	X	X	X	X	X
Toilet	COD.6		X	X	X	X	X	X	X

To filter lockchart by category users navigate to the last tab in filtering window - Category and select which one or more categories should be used to filter the lockchart.



In the example below 'Interns' category has been selected to filter lockchart only to those cylinders and keys that this category has been assigned to.



Users can further reduce the results by checking / unchecking items on the RESULTS list in lower section of the Filter window.

8.5.8 Finalize an order

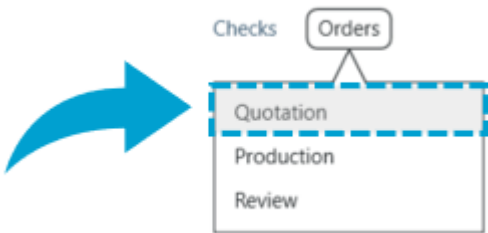
8.5.9 Quotation request

Key Studio™ offers users ability to contact MKS department and request detailed quotation for the order.

In order to request a review users click on **Orders**

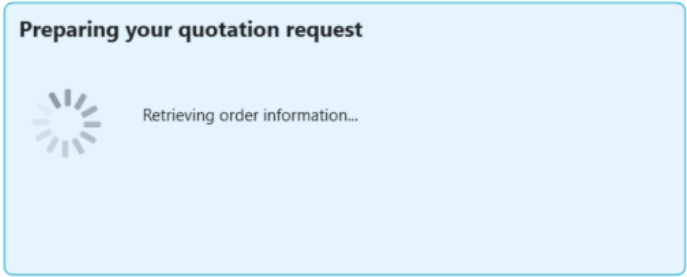


and choose Quotation from the drop-down list.



After clicking on the button following message is displayed, informing users that data is being prepared.

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Quotation request details are then shown allowing users a final check before submitting the form.

Quotation

Quotation requestSummary

This overview entails the information of the lockchart which is part of your quotation. Please define the production requirements and shipping address for each part of your quotation.

ProductionShippingAdditional productsKey managementRemove from order

14 out of 14 orderlines shown

SEARCH	TYPE	NAME	MARKING	CODE	PRODUCT	QUANTITY	PRODUCTION	SHIPPING
	Key	Office Master Key		OFFICE MASTER KEY	C200 Key	1	Produce by ASSA ABLOY	OOMS IJZERWAREN N.V. KERKSTRAAT 38 2490 BALEN, Belgium
NARROW	Key	Mary		MARY	C200 Key	1	Produce by ASSA ABLOY	OOMS IJZERWAREN N.V. KERKSTRAAT 38 2490 BALEN, Belgium
Article type	Key	John		JOHN	C200 Key	1	Produce by ASSA ABLOY	OOMS IJZERWAREN N.V. KERKSTRAAT 38 2490 BALEN, Belgium
Cylinder	Key	Intern 1		INTERN 1	C200 Key	1	Produce by ASSA ABLOY	OOMS IJZERWAREN N.V. KERKSTRAAT 38 2490 BALEN, Belgium
General master key	Key	Intern 2		INTERN 2	C200 Key	1	Produce by ASSA ABLOY	OOMS IJZERWAREN N.V. KERKSTRAAT 38 2490 BALEN, Belgium
Master key	Key	Cleaning Staff 1		CLEANING STAFF 1	C200 Key	1	Produce by ASSA ABLOY	OOMS IJZERWAREN N.V. KERKSTRAAT 38 2490 BALEN, Belgium
Individual key	Key	Cleaning Staff 2		CLEANING STAFF 2	C200 Key	1	Produce by ASSA ABLOY	OOMS IJZERWAREN N.V. KERKSTRAAT 38 2490 BALEN, Belgium
Property card	Cylinder	Main Door		COD.1	Dubbele Europrofielcilinder SKG **Clutch=verkeijzigd Euro 35°L=30/30.SF=Vernikkeld Mat NI	1	Produce by ASSA ABLOY	OOMS IJZERWAREN N.V. KERKSTRAAT 38 2490 BALEN, Belgium
Architectural hardware	Cylinder	Mary's Office		COD.2	Dubbele Europrofielcilinder SKG **Clutch=verkeijzigd Euro 35°L=30/30.SF=Vernikkeld Mat NI	1	Produce by ASSA ABLOY	OOMS IJZERWAREN N.V. KERKSTRAAT 38 2490 BALEN, Belgium
Additional products	Cylinder	John's Office		COD.3	Dubbele Europrofielcilinder SKG **Clutch=verkeijzigd Euro 35°L=30/30.SF=Vernikkeld Mat NI	1	Produce by ASSA ABLOY	OOMS IJZERWAREN N.V. KERKSTRAAT 38 2490 BALEN, Belgium
Subscriptions	Cylinder	Archive		COD.4	Dubbele Europrofielcilinder SKG **Clutch=verkeijzigd Euro 35°L=30/30.SF=Vernikkeld Mat NI	1	Produce by ASSA ABLOY	OOMS IJZERWAREN N.V. KERKSTRAAT 38 2490 BALEN, Belgium
Incomplete (0)								OOMS IJZERWAREN N.V.
Production request (0)								
Shipping address (0)								

\* Indicates required field

CancelPreviousNext

This screen provides access to **KEY MANAGEMENT** functionality within Key Studio. Clicking on the button opens the panel where subscriptions are managed.

To add a new subscription users click on **Add subscription** button.

Key management subscriptions

Manage the key management subscriptions for your company on this lockchart

+ Add subscription Renew | Edit

KEY MANAGEMENT	DESCRIPTION	RECIPIENT	PERIOD	STATUS
----------------	-------------	-----------	--------	--------

Close

Below form is displayed asking for person's email address.

New key management subscription

Define the recipient and key management system for the subscription

Recipient \*

intern@wekegood.com

KEY MANAGEMENT	DESCRIPTION
<input checked="" type="radio"/> Masterplan Keymanagement	This subscription allows you to handle keymanagement for this lockchart using Masterplan Keymanagement. This subscription is valid for one year.

\* Indicates required field

Cancel

Ok

Multiple subscriptions can be active.

Key management subscriptions

Manage the key management subscriptions for your company on this lockchart

+ Add subscription

Renew | Edit

	KEY MANAGEMENT	DESCRIPTION	RECIPIENT	PERIOD	STATUS
<input checked="" type="checkbox"/>	Masterplan Keymanagement	This subscription allows you to handle keymanagement for this lockchart using Masterplan Keymanagement. This subscription is valid for one year.	John.Doe@wema...	-	New
<input type="checkbox"/>	Masterplan Keymanagement	This subscription allows you to handle keymanagement for this lockchart using Masterplan Keymanagement. This subscription is valid for one year.	MaryElliot@wedo...	-	New

Close

Once all of the details have been confirmed users click on button **Next**.



Summary panel is displayed with information about the order. Clicking on **Order** in the bottom right corner submits the request for quotation.

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Quotation

Quotation request

Summary

This screen gives you the summary of your order. Specify the order header information, verify and commit to send the order to your supplier.

YOUR SUPPLIER

ASSA ABLOY

ON BEHALF OF CUSTOMER

Customer number

1234

Customer name

BEST COMPANY

User account

John.doe@company.com

User name

John Doe

QUOTATION

Order category \*

Promotion code

Purchase quotation number \*

Order received date

Enter date

Refresh order summary

QUOTATION REMARK

Export to Excel

ARTICLE CODE	PRODUCT	SHIPPING ADDRESS	CURRENCY	UNIT PRICE	QUANTITY	LIST PRICE
1EM_COMBIN		55 High Street 57EH STRADFORD, United Kingdom	EUR	0.00	1	0.00
1EM_QUOT		55 High Street 57EH STRADFORD, United Kingdom	EUR	0.00	1	0.00

Total list price

EUR 0.00

\* Indicates required field

Cancel

Previous

Order

## 8.5.10 Request review

Key Studio™ offers users ability to contact MKS department and request review of designed lockchart.

In order to request a review users click on **Orders** and choose Review from the drop-down list.

Review request message window is displayed where users may put in some comments about the lockchart and exact request wording.

Review

Review request

Summary

Use this screen to describe your review request to ASSA ABLOY.  
Your changes to the lockchart will be part of this request and will be available to the ASSA ABLOY person handling the review.

REVIEW REQUEST

Comments about your request \*

Hello Team,

Could you please review this lockchart and revert with advice on best design options for this project?

Regards,

USER MANUAL

© 2025 ASSA ABLOY EMEA

After message has been written users click on **Next**.



Summary of the request order is presented.

**Review**

Review request Summary

This screen gives you the summary of your order. Specify the order header information, verify and commit to send the order to your supplier.

<b>YOUR SUPPLIER</b>	<b>ON BEHALF OF CUSTOMER</b>		<b>REVIEW</b>			
ASSA ABLOY	Customer number	Customer name	Order category *	Promotion code		
	1234	BEST COMPANY EVER	Priority cylinder order			
	User account	User name	Purchase review number *	Order received date		
	john.doe@company.com	John Doe		2021/08/03		
			Refresh order summary			Export to Excel

ARTICLE CODE	PRODUCT	SHIPPING ADDRESS	CURRENCY	UNIT PRICE	QUANTITY	LIST PRICE
1EM_COMBIN		55 High Street 57EH STRADFORD, United Kingdom	EUR	0.00	1	0.00
1EM_REVIEW		55 High Street 57EH STRADFORD, United Kingdom	EUR	0.00	1	0.00

Total list price **EUR 0.00**

\* Indicates required field

Cancel Previous Order

Once all required data has been filled in clicking on **Order** sends a request for review to appropriate team.



8.5.11 Doors

Doors are a part of Edit Lockchart configuration.

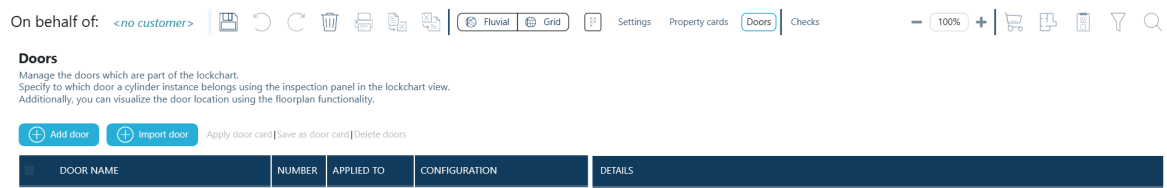
Certain functionalities of the lockchart, including dynamic floorplans visualizations, are not available if doors haven't been added to the lockchart.  
To access Doors screen users click on **Doors** button available on the Top Bar.



Doors screen is displayed.

**TIP** - returning to lockchart view from panel such as Doors or Property cards is available through clicking on **Fluvial** or **Grid** view modes.






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Doors screen is used for managing all of the doors that are a part of lockchart. Item Inspection Panel (Product Details) is used to associate doors with cylinders. If floor plans are available doors with cylinders can be displayed dynamically on them, highlighting cylinder / key combinations.

## Door list

When doors have been [added](#)<sup>156</sup> to the lockchart the list of doors is displayed on the left of the screen. List presents basic information about all available doors, e.g. door names, numbers. It is best practice to indicate unique door names and numbers.

DOOR NAME	NUMBER	APPLIED TO	CONFIGURATION
 Main Door	1		
 Mary's Office	2		
 John's Office	3		
 Archive	4		
 Lockers	5		

## Details

Details pane is displayed on the right of the Doors screen.

It is divided into **Details** and **Architectural Hardware** tabs which allow indicating further parameters for managed doors and allow adding AH articles to the doors & lockcharts.

DETAILS

DETAILS

ARCHITECTURAL HARDWARE

DETAILS

Door name  
Main Door

Door number  
1

Cylinders  
Main door (instance 1)

Description  
main building entrance

☐ Access control

DIMENSIONS

Height

Width

Thickness

CONSTRUCTION

Material

Finish

DETAILS

DETAILS

ARCHITECTURAL HARDWARE

+ Add article

Edit article | Delete article

ARTICLE CODE	NAME	QUANTITY	ORDERED TO DATE	DESCRIPTION	MANUFACTURER
--------------	------	----------	-----------------	-------------	--------------

To add a new article users click on **Add article** button and fill in the form for item details.

Add architectural hardware

×

Article code \*

DH123

Name \*

Brass Door Handle 123

Description

Quantity \*

2

Manufacturer

☒ ASSA ABLOY ☐ Other

Cancel

Ok

Once the form has been filled in required articles appear on the list of Architectural Hardware (AH) for selected door.

DETAILS

DETAILS

ARCHITECTURAL HARDWARE

+ Add article

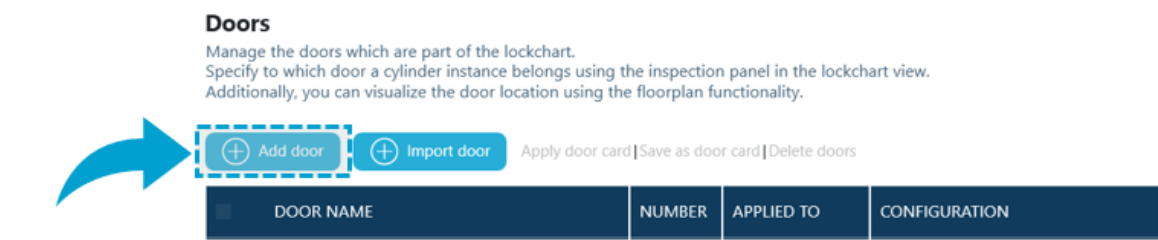
Edit article | Delete article

ARTICLE CODE	NAME	QUANTITY	ORDERED TO DATE	DESCRIPTION	MANUFACTURER
DH123	Brass Door Handle 123	2	0		ASSA ABLOY

8.5.11.1 Create / Import / Delete doors

Adding Doors

To create a new door for a lockchart users navigate to **Doors** and click on **Add door** button.



Pop-up window appears asking users to fill in a couple of fields with basic information.

Add door

Door name \*

Main Door

Door number \*

1

Description

main building entrance

Cancel

Ok

After clicking **OK** list of available doors is displayed along with the DETAILS pane on the right.

DOOR NAME	NUMBER	APPLIED TO	CONFIGURATION
Main Door	1		
Mary's Office	2		
John's Office	3		
Archive	4		
Lockers	5		

DETAILS

DETAILS

Door nameMain Door

Door number1

Cylinders

Descriptionmain building entrance

Access control

DIMENSIONS

Height

Width

Thickness

CONSTRUCTION

Material

Finish

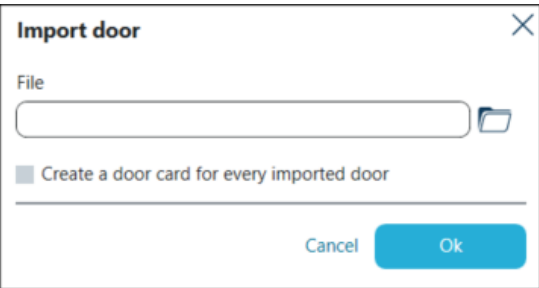


Importing Doors

In order to import doors from existing data users navigate to Doors panel and click on **Import door** button.



Pop-up window appears requesting users to select appropriate file with door data.

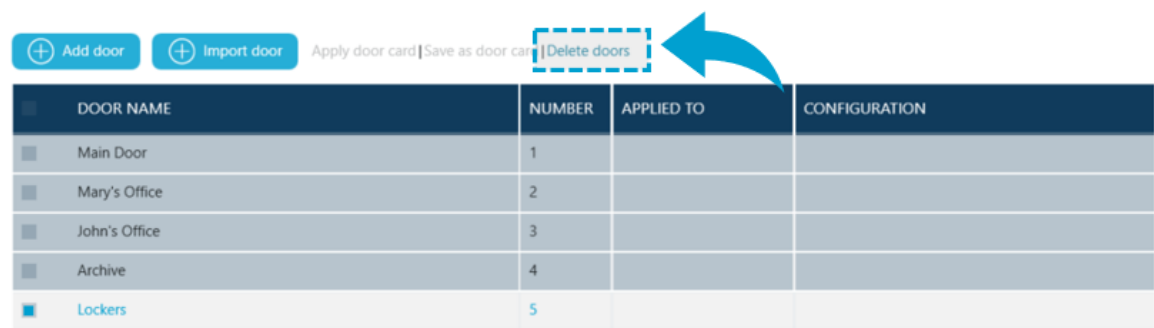


The only accepted data format is .XML.

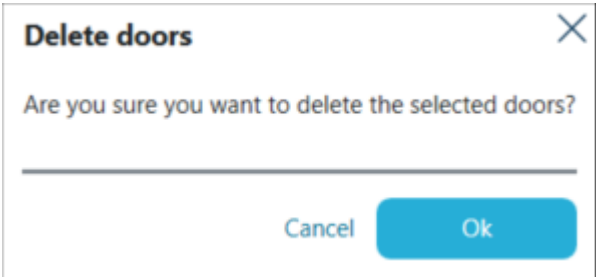
Users can check an option to create a door card for every imported door reducing the effort afterward's.

Deleting Doors

Deleting unwanted doors consists in selecting appropriate check-boxes on the list (they become highlighted in blue) and clicking on **Delete doors** button.



Pop-up window appears asking users to confirm their choice.



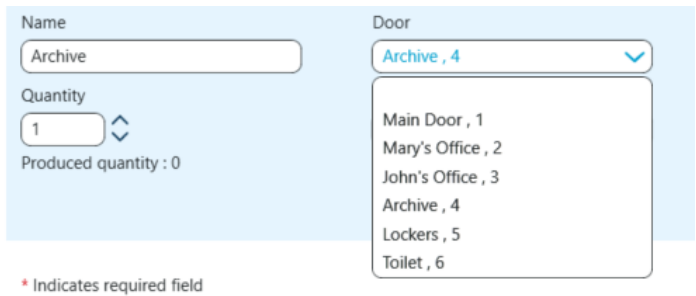
8.5.11.2 Doors & Cylinders

To enable additional functionality within Key Studio, such as visualizing Cylinders & Keys on floor plans it is required to link Doors and Cylinders.

Adding Doors to Cylinders is possible in Cylinder's Inspection Panel in Product tab.



List of doors that have been added or imported to the lockchart becomes available as list of available doors that can be linked to the cylinder.

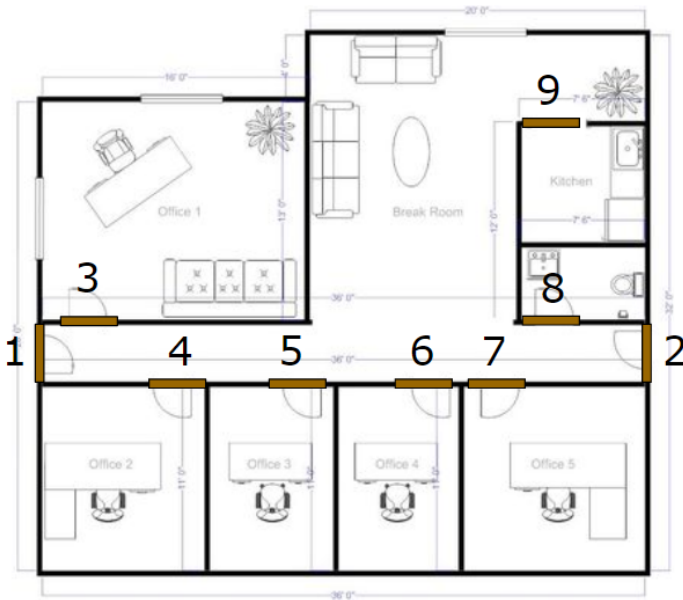


Once the door has been selected **OK** button must be pressed to save new connection.

Door is now ready to be used in correlation with cylinder and it's keys.

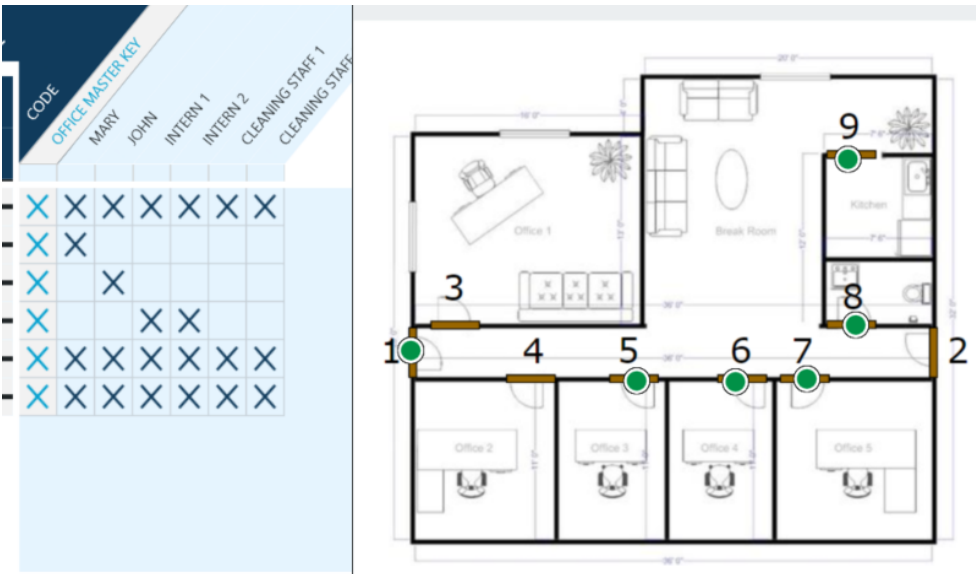
## 8.5.12 Floor plans

Floor plans are graphic files that can be uploaded to Key Studio™ to enhance user's experience lockchart planning.



Key Studio™ accepts **PDF** format or image files in **.bpm**, **.jpg** or **.png** formats.

Once the floor plan has been [added](#)<sup>160</sup> to the lockchart, doors with associated cylinders can be added to floor plan and visualized on the plan itself. Prerequisite to this step is having had added doors and [associated](#)<sup>158</sup> them with cylinders.

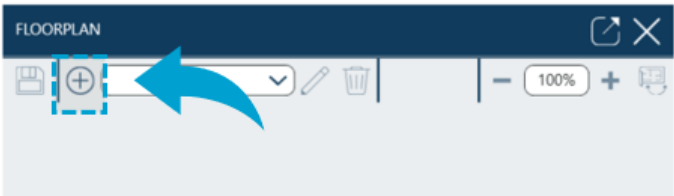


8.5.12.1 Adding floor plans

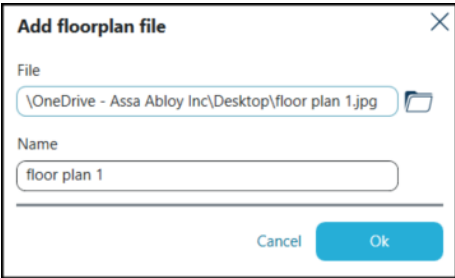
To add a new floorplan to lockchart users click on Floorplan icon available in Top Bar.



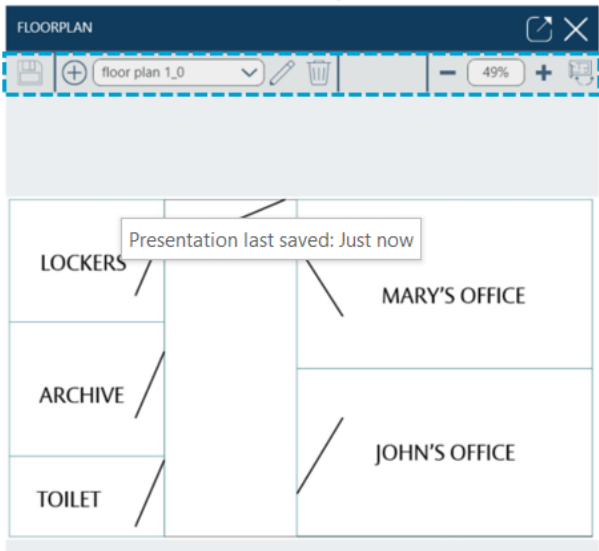
New window is displayed on the right side of the screen.  
To add a new floorplan users click on the PLUS icon.



Pop-up window appears where users select a file to upload to Key Studio.  
Available file formats are .pdf, .bmp, .jpg, .png.



Once the lockchart has been uploaded it is rendered in floorplan pane.  
Buttons on the top of the window become active enabling users to save changes, add another floorplan, modify uploaded file, remove it, rescale or rotate it.

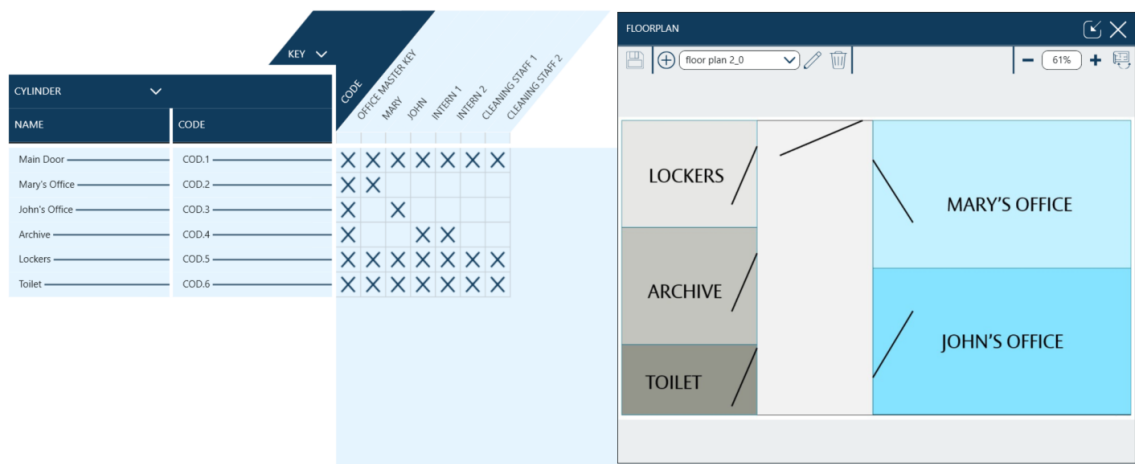


Clicking on the **Save** icon saves current progress and all added floorplans to the lockchart.

### 8.5.12.2 Using floor plans



#### Adding doors & cylinders to floorplans

Once doors have been added to the lockchart as the first step and then linked with cylinders as second step floorplans can be used to visualize them.



To add a door with associated cylinder to the floorplan users **drag and drop** cylinder (by clicking on it's name bar) onto the lockchart.

There are 2 different ways that doors / cylinders / keys are displayed on the floorplan.

-  Green dot, which is surrounded by another circle is a way of highlighting active doors / cylinders / keys.
-  Green dot which is not highlighted indicates that there exists a connection to door / cylinder / key.

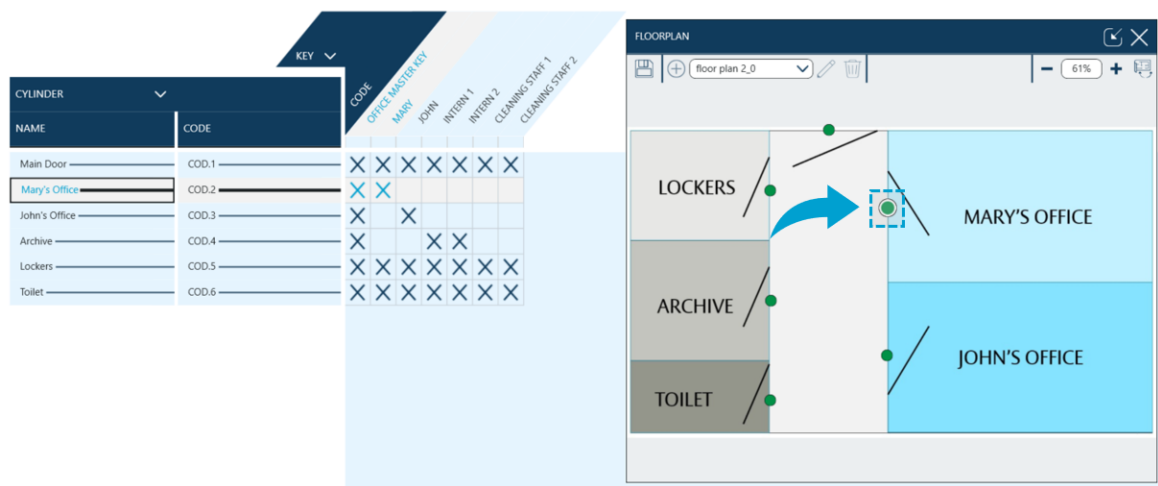
Users can interact with floorplans by clicking on the dots and checking on the lockchart (grid / fluvial view) which cylinder and key(s) are connected with that door.

#### Visualizing cylinders on floorplans

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Once the doors with linked cylinders have been added to the floorplan users can verify their location on the floor by clicking on the cylinder within lockchart.

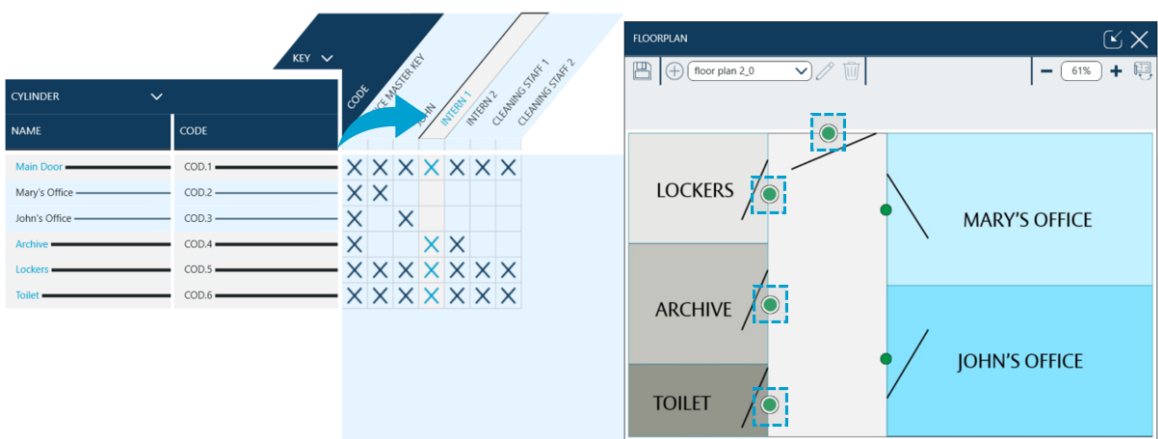
Door with the cylinder that has been put onto the floorplan is highlighted.



## Visualizing keys on floorplans

Once the doors with linked cylinders have been added to the floorplan users can verify which cylinders are opened with a selected key.

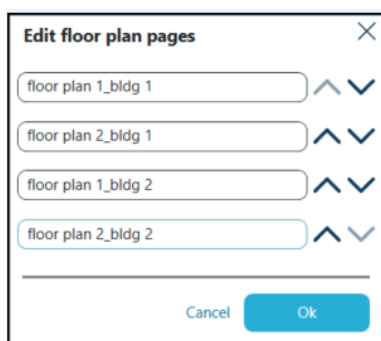
Users click on a key and all appropriate doors with cylinders are highlighted on the floorplan. If the key has been named clearly this functionality may prove useful in clearly displaying which rooms will the person using the key have access to.



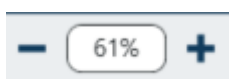
## Floorplan view options

Lockcharts may have multiple lockcharts linked. They may be used to display different floors of the building or using different formats / types of visualization.

To edit names and visualization order of the floorplans users click on the **Pencil** icon and modify data for required floorplans.



Clicking on arrows (up and down) changes order of displayed floorplans).



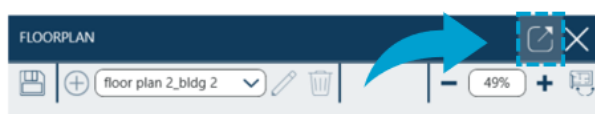
Using + and - buttons allow users to zoom in and out of the floorplan. Users can also type in required percentage value.



It is also possible to rotate floorplans using **Rotate** icon. It may be easier for instance to display floorplan once it has been rotated 90 deg.

For users with bigger screens or having access to multiple screens exists functionality of **detaching** floorplan window from it's default location on the screen.

To detach floorplan window users click on the icon in the top right corner.



Floorplan window floats on the screen allowing users to move it or modify the size of the window enhancing users' experience.

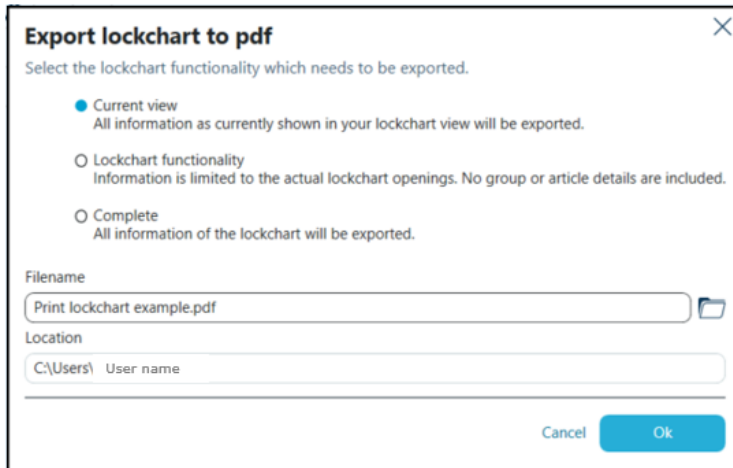
### 8.5.13 Print lockchart

Key Studio™ offers users ability to export lockcharts into a widely used format - PDF.



Print to PDF icon is available in the top bar of the lockchart screen.

Once the button has been clicked pop-up window appears asking users to specify what should be exported.

A screenshot of a dialog box titled "Export lockchart to pdf" with a close button (X) in the top right corner. Below the title, it says "Select the lockchart functionality which needs to be exported." There are three radio button options: "Current view" (selected), "Lockchart functionality", and "Complete". Each option has a description of what will be exported. Below the options, there are two text input fields: "Filename" (containing "Print lockchart example.pdf") and "Location" (containing "C:\Users\ User name"). A folder icon is visible to the right of the Filename field. At the bottom right, there are "Cancel" and "Ok" buttons.

**Export lockchart to pdf**

Select the lockchart functionality which needs to be exported.

- ☒ **Current view**  
All information as currently shown in your lockchart view will be exported.
- ☐ **Lockchart functionality**  
Information is limited to the actual lockchart openings. No group or article details are included.
- ☐ **Complete**  
All information of the lockchart will be exported.

Filename  
Print lockchart example.pdf

Location  
C:\Users\ User name

Cancel Ok

- Current view provides an output with what is currently shown in the lockchart.
- Lockchart functionality is limited compared to full output, with no group or article details available.
- Complete export creates a PDF file with all of the lockchart's information.

Users can modify both the output file's name and output location.

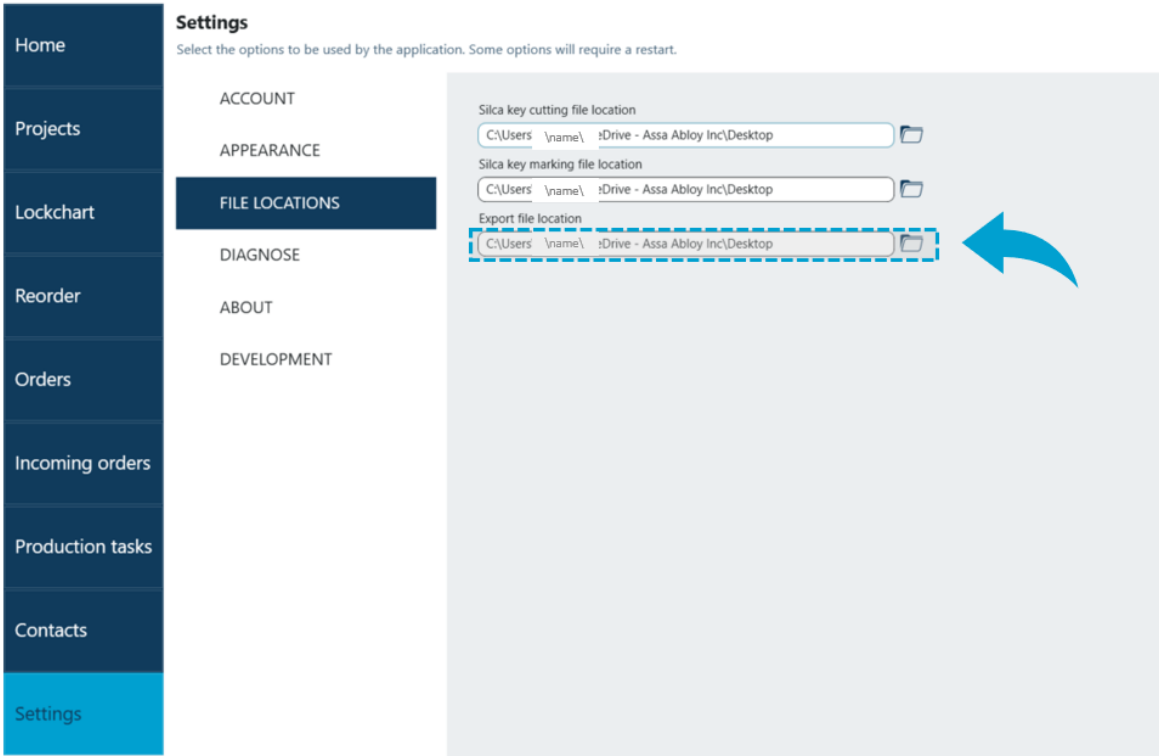
To edit name of the file users edit text within Filename.



Clicking on folder icon allows modifying output file's location.

Default export file location can be also changed in Key Studio™ location settings menu:



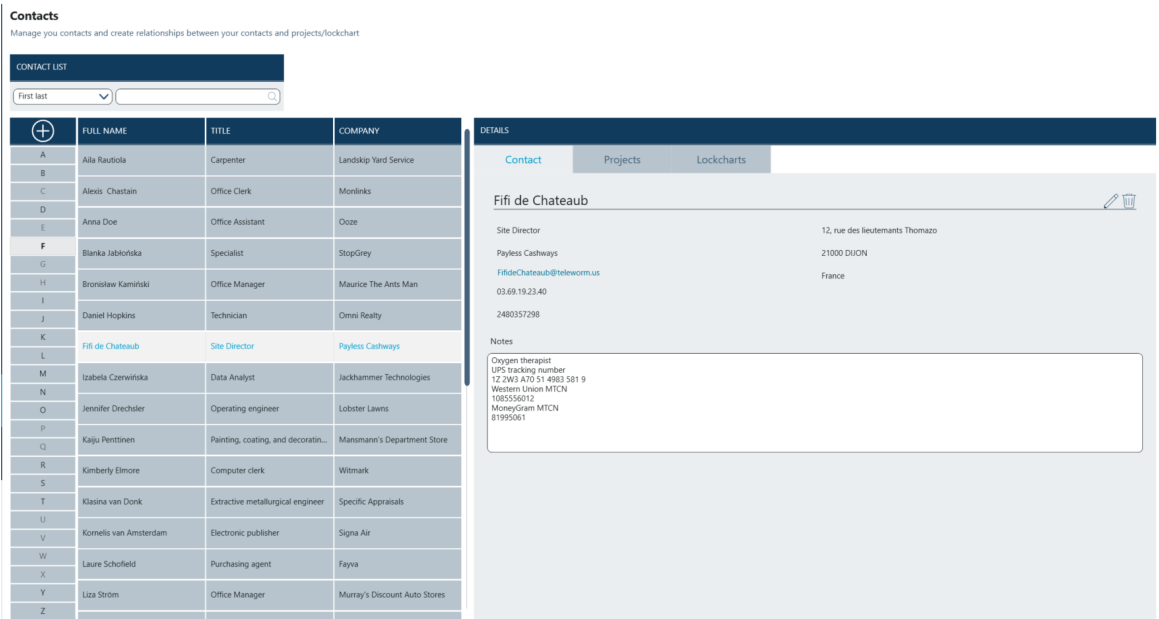


8.6 Order status

8.7 Contacts

Contacts can be used within Key Studio™ to manage information relating to various people and their connections to projects and particular lockcharts.

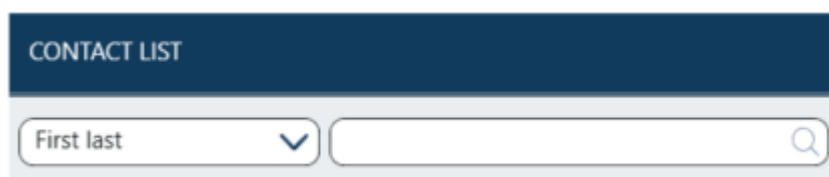
Contacts screen is divided into the list of available people with their names, titles and company names and a panel for presenting details of a chosen person.



## Contact list and details

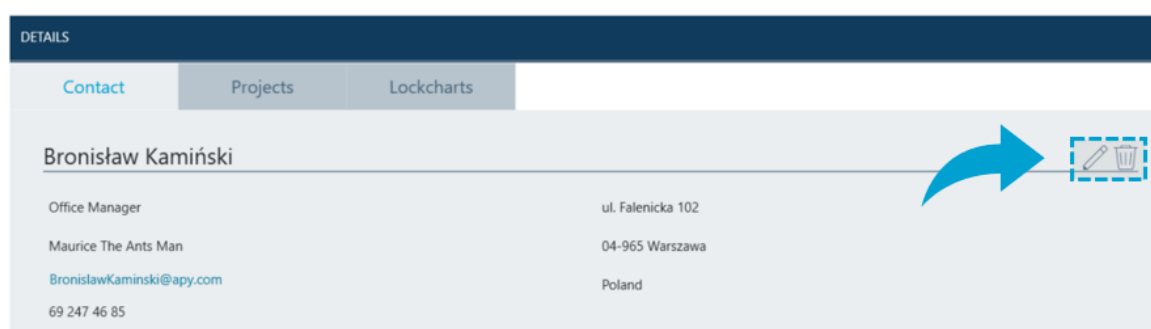
Key Studio™ offers to ways of displaying contacts sorted alphabetically by either first or last name. Users can also search for a particular contact by using Search field at the top of the list.

Searching can be performed using full or partial person's name, title or company name - as presented on the list.



By clicking on a contact Details are presented on the right side of the screen.

Details can be edited, amended, removed. To edit existing contacts' details users click on the pencil icon available in the top right corner. Clicking on the bin icon leads to deleting of the contact.



## Editing details

When the edit mode has been activated Contact data fields become active and editable.

Once all the changes are complete Apply button allows saving edits.

DETAILS

Contact Projects Lockcharts

NAME

First name \* Bronislaw

Last name \* Kamiński

Title Office Manager

Company name Maurice The Ants Man

ADDRESS

Country Poland

Address 1 ul. Falenicka 102

Address 2

City Warszawa

Province/Region

ZIP Code 04-965

CONTACT

Email BronislawKaminski@apy.com

Mobile 69 247 46 85

Business 501 897 678

Mobile

Notes

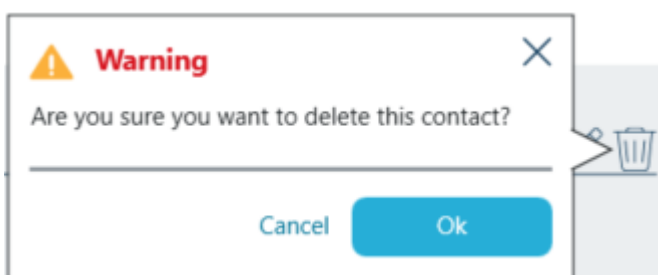
key contact for Poznań project.

\* Indicates required field

Apply

## Deleting a contact

To delete a contact click on the bin icon in the top right corner of contact's details. Warning message pops-up asking for final confirmation.



After clicking OK contact is deleted.

### 8.7.1 Create new contact

To add a new contact users use the plus sign at the top of the list.

Contacts

Manage you contacts and create relationships between your contacts and projects/lockchart

CONTACT LIST

First last

		TITLE	COMPANY
A			
B	Liza Ström	Office Manager	Murray's Discount Auto Stores
C	Lucas Unger	Controller	Adaptas
D			
E	Lucie Babková	Refractory mason	National Record Mart
F			
G	Martin Moench	Service mechanic	Handy City
H	Mohammad Nash	Office Manager	Pro Garden Management
I			
J	Nanna Jönsson	Counselor	Waccamaw

Empty Details pane becomes available. Mandatory fields are indicated with a red star icon.

DETAILS

Contact

Projects

Lockcharts

NAME

First name \*

Marko

Last name \*

Holtzmann

Title

Campus Key Management Assistant

Company name

Humboldt-Universität

ADDRESS

Country

Germany

Address 1

Wiehtestrasse 14

Address 2

City

Berlin

Province/Region

ZIP Code

83481

CONTACT

Email

MarkoHoltzmann@Humboldt-Universität.uni.gov.de

Mobile

0681 705 14 90

Business

Mobile

Notes

https://www.hu-berlin.de/de/ueberblick

\* Indicates required field

Cancel

Apply

After all required fields have been populated clicking Apply will create the contact and add it to the list of existing contacts.

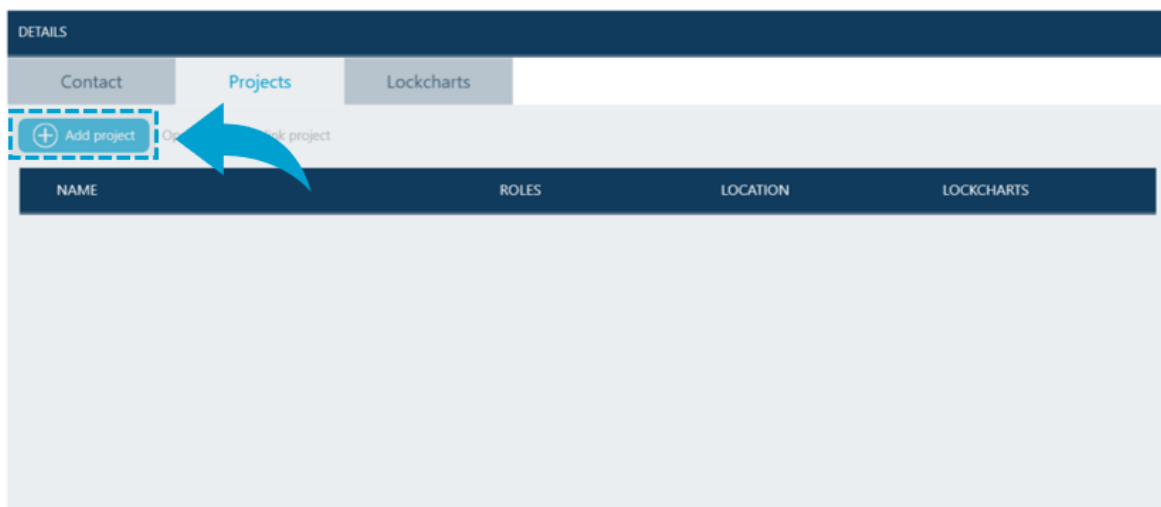
### 8.7.2 Linking Projects and Lockcharts with contacts

Key Studio™ offers unique opportunity to track information about ongoing projects and lockcharts with associated people in one space.

Once a contact has been created 2 additional tabs become available in the Details pane - **Projects and Lockcharts**.

#### Linking a contact with a project

To associate a person with a project users navigate to Projects tab and click on **Add project** button.



Find projects window pops-up that allows identifying sought project. Once it's been identified and selected on the list users click **Next**.

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Contacts

Manage your contacts and create relationships between your contacts and projects/lockchart

CONTACT LIST

First last

Find projects

Select one of these search options to find your project

PROJECT INFO

LOCKCHART INFO

RECENT

PEOPLE

Details

Project name

Project reference

Location

Address

Postal or city

Country

Make this my default view

Search

SEARCH RESULTS

12 Results

PROJECT	ADDRESS	CITY	COUNTRY
Omega Site - Sweden	Tegnérsgatan 2C	114 35 Stockholm	Sweden
Brass Birmingham 0072	21 Bridge St	B1 2JP Birmingham	United Kingdom
Aspire Chocolate Retail Chain (Belgium)	Avenue de la Toison d'Or 78	1050 Bruxelles	Belgium
Polish National Geological Archives	Alcja Krakowska 67/90	01-123 Warszawa	Poland
Czech Insta-Magnet Factory Campus	tr. Karla IV. 468/18	500 02 Hradec Králové	Czech Republic
South Yard Hospital (UK)	High St, Marshfield	SN14 8LP Chippenham	United Kingdom
Finnish Nexus Airport	Rajakuja 14	33430 Ylöjärvi	Finland
BPH 087233	Jockey Ln Caravans UK	DN22 8BN Retford	United Kingdom
French Riviera - Building Muse	RUE DE DOMBLANS Z.A. de Queilla	29590 Le Faou	France
qdqsd qdqsdsd			
Yellow Pages 00001	Westminster	SW1A 0AA London	United Kingdom
Expression Velocity - Swiss Banks	Place du Port 5	1180 Rolle	Switzerland

New screen appears where users add roles to the project (if they haven't been indicated earlier within the project itself).

Enter as many contacts as needed for the project. These contacts will be automatically added to your personal contacts list.

ROLE

CONTACT

Add role

Owner

Cancel

Ok

There are two types of the roles available for the projects - **Owners** and **Contributors**. Once the role has been added contact needs to be assigned to the role.

Enter as many contacts as needed for the project. These contacts will be automatically added to your personal contacts list.

ROLE

CONTACT

Owner

Add Marko Holtzmann

Contact's name, title and company name are now displayed on the list of all the people associated with the project in that role.

Enter as many contacts as needed for the project. These contacts will be automatically added to your personal contacts list.

ROLE			+	CONTACT
Owner			Add Marko Holtzmann	
Marko Holtzmann	Campus Key Management Assistant	Humboldt-Universität	✕	

Clicking on **Finish** completes process of associating project with a contact.

**TIP** - One contact can be associated with many projects.

## Unlink projects from contacts

In order to remove connection between a contact and a project users navigate to contacts details pane and select Projects tab.

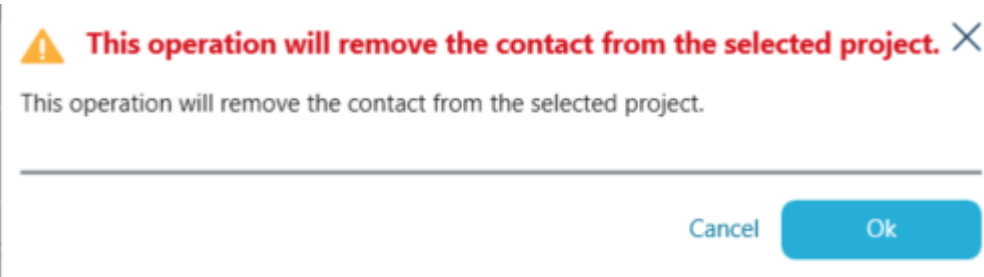
DETAILS			
Contact	Projects	Lockcharts	
<div><div>+</div> Add project</div> <div>Open project   Unlink project</div>			
NAME	ROLES	LOCATION	LOCKCHARTS
<input checked="" type="radio"/> South Yard Hospital (UK)	Owner	High St, Marshfield SN14 8LP Chippenham,	TestProductionPapersMl Test
<input type="radio"/> Berlin - Eastern Student Housing Campus MKS p	Owner	Berlin, Germany	

To unlink a project users first choose project from the list. It is highlighted with blue font.

Clicking on **Unlink project** at the top of the list prompts the users to confirm this action.

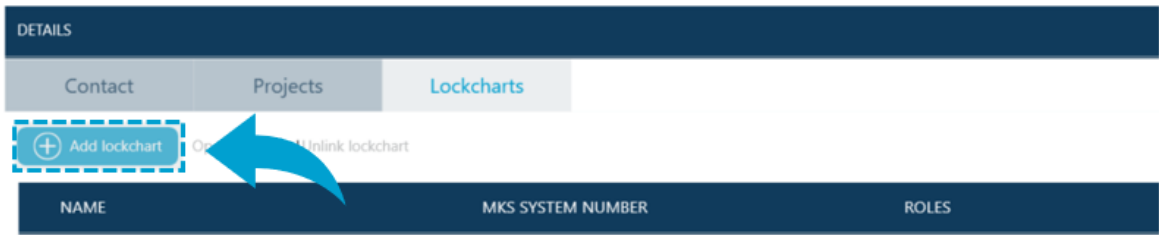
DETAILS			
Contact	Projects	Lockcharts	
<div><div>+</div> Add project</div> <div>Open project   <b>Unlink project</b></div>			
NAME	ROLES	LOCATION	LOCKCHARTS
<input checked="" type="radio"/> South Yard Hospital (UK)	Owner	High St, Marshfield SN14 8LP Chippenham,	TestProductionPapersMl Test
<input type="radio"/> Berlin - Eastern Student Housing Campus MKS p	Owner	Berlin, Germany	

Clicking OK removes the link between the contact and the project.



## Linking contacts to Lockcharts

To connect contact with a lockchart users navigate to Contact details, Lockcharts tab and click on **Add lockchart** button.



Find lockcharts window pops-up that allows identifying sought lockchart. Once it's been identified and selected on the list users click **Next**.



### Find lockchart

Select one of these search options to find your lockchart

FILE

LOCKCHART INFO

SECURITY CARD TOKEN

**PROJECT INFO**

PEOPLE

ARTICLE DETAILS

Details

Project name

Project reference

Location

Address

Postal or city

Country

☐ Make this my default view

Search

SEARCH RESULTS

24 Results

LOCKCHART	MKS SYSTEM NU...	LOCATION
<input type="radio"/> Test Bart		
<input type="radio"/> Demo Cybercalc	New system nr	
<input type="radio"/> Albatros	705378	
<input type="radio"/> FRALUC	C20K0019	
<input type="radio"/> ST, Trudo Campus...	707240	
<input type="radio"/> DUMAREY	709077	
<input type="radio"/> City Center Tower		
<input type="radio"/> STAD BERINGEN	C20K0004	
<input type="radio"/> Groep Monument -...	C20K0207	
<input type="radio"/> Fab demo		
<input type="radio"/> Fab demo 2	Fab demo 2	
<input type="radio"/> MyTest01	TESTUAT_REL	
<input checked="" type="radio"/> Triamant Bree	C20K0664	
<input type="radio"/> Demo Lecot	PETER 001	

\* Indicates required field

CancelPreviousNext

New screen appears where users add roles to the lockchart (if they haven't been indicated earlier within the lockchart itself).

ROLE

+

CONTACT

Add role

Owner

CancelOk

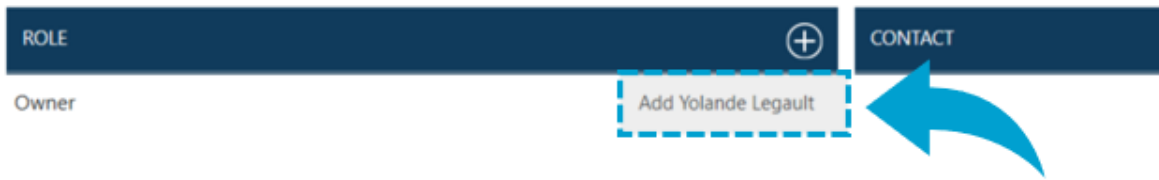
\* Indicates required field

CancelPreviousFinish

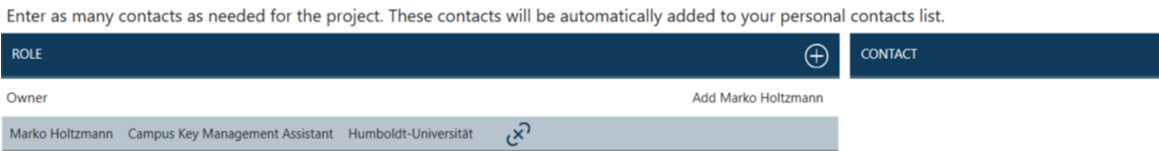
# 174 Key Studio™ application

There are two types of the roles available for the lockcharts - **Owners** and **Contributors**.

Once the role has been added contact needs to be assigned to the role.



Contact's name, title and company name are now displayed on the list of all the people associated with the lockchart in that role.

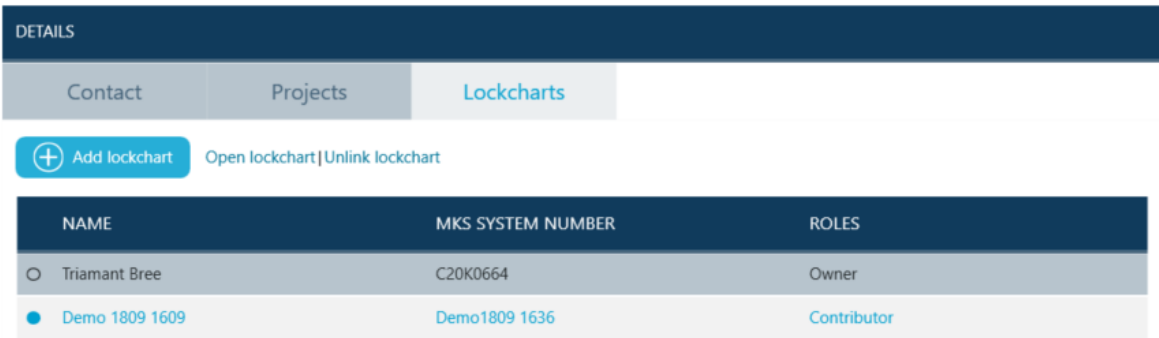


Clicking on **Finish** completes process of associating lockchart with a contact.

**TIP** - One contact can be associated with many lockcharts.

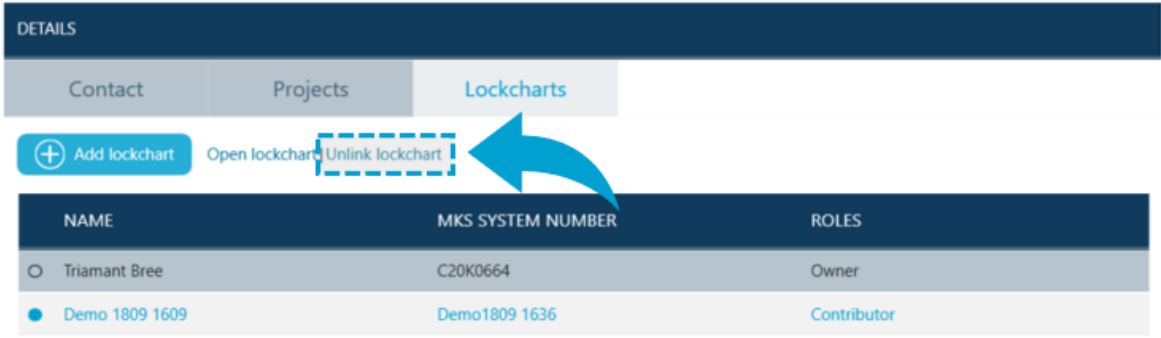
## Unlink lockcharts from contacts

In order to remove connection between a contact and a lockchart users navigate to contacts details pane and select Lockcharts tab.



To unlink a lockchart users first choose lockchart from the list. It is highlighted with blue font.

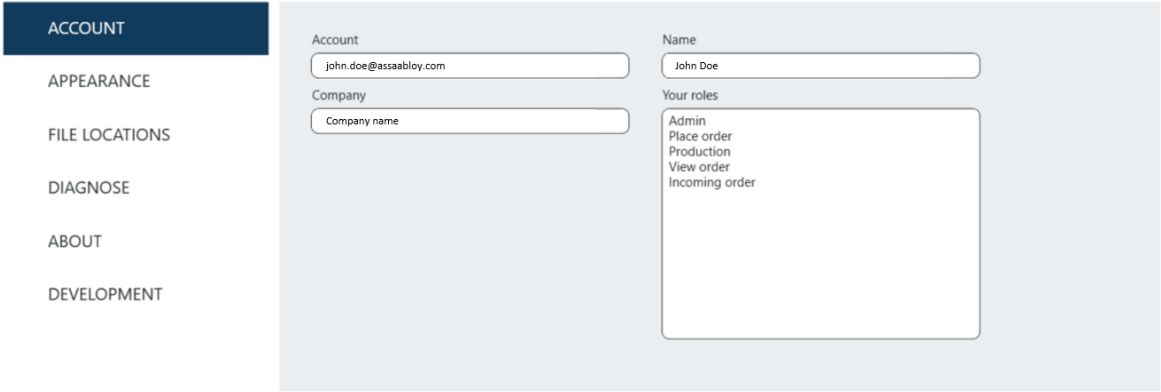
Clicking on **Unlink lockchart** at the top of the list removes the link between the contact and the lockchart.



## 8.8 Settings

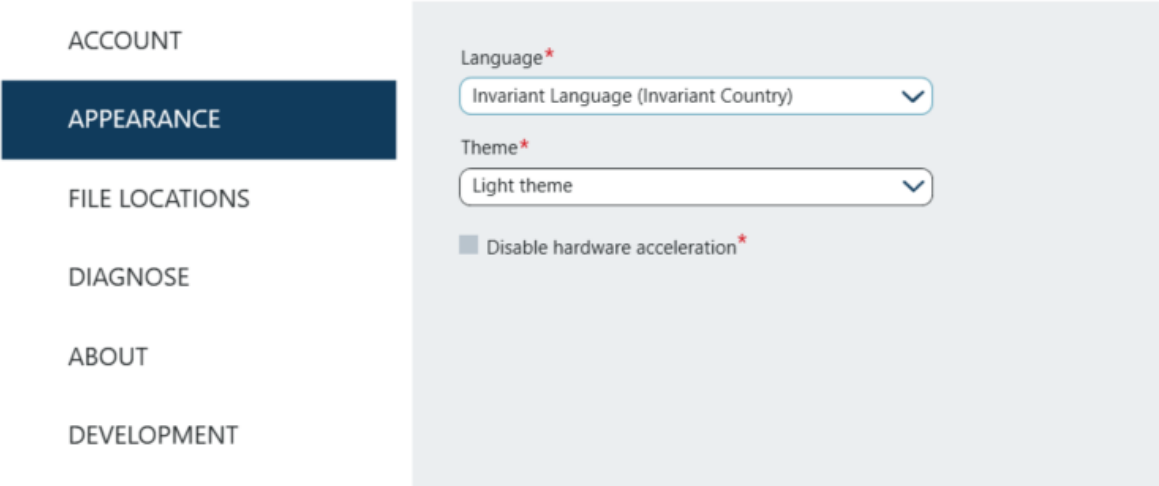
Settings menu offers user multiple tabs with different options that can be selected by the users.

ACCOUNT tab presents information about the logged in user. For adjusting details users need to direct question at local Key Studio™ administrators.

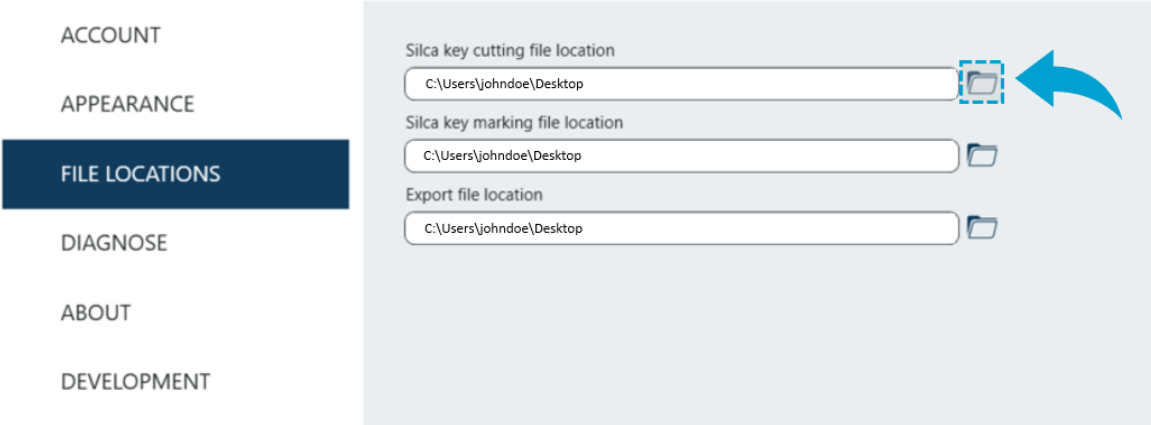


APPEARANCE tab offers users choice of the **language** that is used within the application as well as ability to change colour theme (Light / Dark).

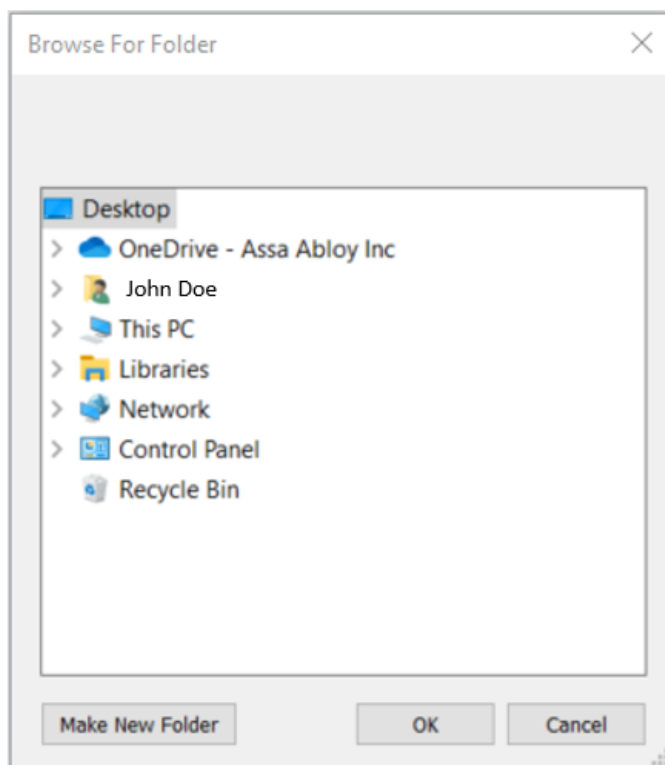
# 176 Key Studio™ application



FILE LOCATIONS offers users ability to assign custom folders for storing data. Default ones can be changed to users preference.



Clicking on the folder icon allows browsing for required folder.



Once the folder has been selected users click OK and then **Apply** in bottom right corner to save selection.

## 9 Locksmith functionality

Key Studio™ offers two functionalists for locksmiths:

- Locksmith production task: accessible from the main tab in Key Studio™ if the company of the user has production tasks assigned to him.  
The production task is created server side after the order has been processed.
- Locksmith self assembly: accessible from the lock-chart menu when the user has locksmith rights on the lock-chart.  
The user can see the technical data and produce articles. To keep the lock-chart up-to-date, the changes to the lock-chart can be synchronized to the technical archive

### 9.1 Locksmith self assembly

User has locksmith rights on the lockchart which has been opened in the Key Studio™ application. This will show an extra menu item allowing him to activate the screen.

The user needs to make the changes in the lockchart, e.g. create additional instances, just like he would do for an order.

When he opens the self-assembly screen, the user is presented with a list of all instances which have been indicated as 'produce'.

Technical data for the lockchart is retrieved from the server but kept in memory. This technical data is then shown when the user selects one of the instances he wants to produce.

After production, it is up to the user to synchronize the changes to ASSA ABLOY

### 9.2 Locksmith production task

The user has producer rights on the lockchart which has been opened in the Key Studio™ application. During order entry, he can choose to produce the order lines himself. Key Studio™ will create a production task for the producer when the order has been processed.

Within the Key Studio™ application's main tab menu, the user can activate the production task screen. This will enlist the tasks assigned to him and he can select which one to produce. This will open a similar screen like the self-assembly screen. The technical data is shown when the user selects the production line to be produced. After production, the producer needs to confirm the production task, possibly indicating which instances were not produced (=canceled).

### 9.3 Interaction to key cutting & engraving machine

This will request the data files for local production for this production task.

The user is prompted with a dialog allowing him to select which export file to create.

We currently offer two file exports:

- Silca key cutting

- Silca marking

This will be extended in future. The user can select the folder where he wants to store the file.

## 9.4 Production papers

The necessary production papers for the production task can be printed here. The result is a PDF file which is stored in the same location as the machine files.

The result can hold multiple PDF files. E.g. one file for the keys & another file for the cylinders.

10 Excel - Export en Import

- Different use case exist for import / export:
- User uses the lockchart wizard to create a new lockchart based on a file (=Excel file)
  - User has a lockchart file open in a lockchart tab and selects the option to import lockchart information from Excel. He can choose to have all information which has not been ordered yet removed prior to import or to have the information appended to the existing data.
  - User has a lockchart tab open and select the option to export the lockchart information to Excel using a specific template file.
- When handling the lockchart import / export the template should consider following main structure:

Header information

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV	AW	AX	AY	AZ	BA	BB	BC	BD	BE	BF	BG	BH	BI	BJ	BK	BL	BM	BN	BO	BP	BQ	BR	BS	BT	BU	BV	BW	BX	BY	BZ	CA	CB	CC	CD	CE	CF	CG	CH	CI	CJ	CK	CL	CM	CN	CO	CP	CQ	CR	CS	CT	CU	CV	CW	CX	CY	CZ	DA	DB	DC	DD	DE	DF	DG	DH	DI	DJ	DK	DL	DM	DN	DO	DP	DQ	DR	DS	DT	DU	DV	DW	DX	DY	DZ	EA	EB	EC	ED	EE	EF	EG	EH	EI	EJ	EK	EL	EM	EN	EO	EP	EQ	ER	ES	ET	EU	EV	EW	EX	EY	EZ	FA	FB	FC	FD	FE	FF	FG	FH	FI	FJ	FK	FL	FM	FN	FO	FP	FQ	FR	FS	FT	FU	FV	FW	FX	FY	FZ	GA	GB	GC	GD	GE	GF	GG	GH	GI	GJ	GK	GL	GM	GN	GO	GP	GQ	GR	GS	GT	GU	GV	GW	GX	GY	GZ	HA	HB	HC	HD	HE	HF	HG	HH	HI	HJ	HK	HL	HM	HN	HO	HP	HQ	HR	HS	HT	HU	HV	HW	HX	HY	HZ	IA	IB	IC	ID	IE	IF	IG	IH	II	IJ	IK	IL	IM	IN	IO	IP	IQ	IR	IS	IT	IU	IV	IW	IX	IY	IZ	JA	JB	JC	JD	JE	JF	JG	JH	JI	IJ	JK	JK	KL	KL	LM	LM	LN	LN	LO	LO	LP	LP	LQ	LQ	LR	LR	LS	LS	LT	LT	LU	LU	LV	LV	LW	LW	LX	LX	LY	LY	LZ	LZ	MA	MA	MB	MB	MC	MC	MD	MD	ME	ME	MF	MF	MG	MG	MH	MH	MI	MI	MJ	MJ	MK	MK	ML	ML	MM	MM	MN	MN	MO	MO	MP	MP	MQ	MQ	MR	MR	MS	MS	MT	MT	MU	MU	MV	MV	MW	MW	MX	MX	MY	MY	MZ	MZ	NA	NA	NB	NB	NC	NC	ND	ND	NE	NE	NF	NF	NG	NG	NH	NH	NI	NI	NJ	NJ	NK	NK	NL	NL	NM	NM	NO	NO	NP	NP	NQ	NQ	NR	NR	NS	NS	NT	NT	NU	NU	NV	NV	NW	NW	NX	NX	NY	NY	NZ	NZ	OA	OA	OB	OB	OC	OC	OD	OD	OE	OE	OF	OF	OG	OG	OH	OH	OI	OI	OJ	OJ	OK	OK	OL	OL	OM	OM	ON	ON	OO	OO	OP	OP	OQ	OQ	OR	OR	OS	OS	OT	OT	OU	OU	OV	OV	OW	OW	OX	OX	OY	OY	OZ	OZ	PA	PA	PB	PB	PC	PC	PD	PD	PE	PE	PF	PF	PG	PG	PH	PH	PI	PI	PJ	PJ	PK	PK	PL	PL	PM	PM	PN	PN	PO	PO	PP	PP	PQ	PQ	PR	PR	PS	PS	PT	PT	PU	PU	PV	PV	PW	PW	PX	PX	PY	PY	PZ	PZ	QA	QA	QB	QB	QC	QC	QD	QD	QE	QE	QF	QF	QG	QG	QH	QH	QI	QI	QJ	QJ	QK	QK	QL	QL	QM	QM	QN	QN	QO	QO	QP	QP	QQ	QQ	QR	QR	QS	QS	QT	QT	QU	QU	QV	QV	QW	QW	QX	QX	QY	QY	QZ	QZ	RA	RA	RB	RB	RC	RC	RD	RD	RE	RE	RF	RF	RG	RG	RH	RH	RI	RI	RJ	RJ	RK	RK	RL	RL	RM	RM	RN	RN	RO	RO	RP	RP	RQ	RQ	RR	RR	RS	RS	RT	RT	RU	RU	RV	RV	RW	RW	RX	RX	RY	RY	RZ	RZ	SA	SA	SB	SB	SC	SC	SD	SD	SE	SE	SF	SF	SG	SG	SH	SH	SI	SI	SJ	SJ	SK	SK	SL	SL	SM	SM	SN	SN	SO	SO	SP	SP	SQ	SQ	SR	SR	SS	SS	ST	ST	SU	SU	SV	SV	SW	SW	SX	SX	SY	SY	SZ	SZ	TA	TA	TB	TB	TC	TC	TD	TD	TE	TE	TF	TF	TG	TG	TH	TH	TI	TI	TJ	TJ	TK	TK	TL	TL	TM	TM	TN	TN	TO	TO	TP	TP	TQ	TQ	TR	TR	TS	TS	TU	TU	TV	TV	TW	TW	TX	TX	TY	TY	TZ	TZ	UA	UA	UB	UB	UC	UC	UD	UD	UE	UE	UF	UF	UG	UG	UH	UH	UI	UI	UJ	UJ	UK	UK	UL	UL	UM	UM	UN	UN	UO	UO	UP	UP	UQ	UQ	UR	UR	US	US	UT	UT	UU	UU	UV	UV	UW	UW	UX	UX	UY	UY	UZ	UZ	VA	VA	VB	VB	VC	VC	VD	VD	VE	VE	VF	VF	VG	VG	VH	VH	VI	VI	VJ	VJ	VK	VK	VL	VL	VM	VM	VN	VN	VO	VO	VP	VP	VQ	VQ	VR	VR	VS	VS	VT	VT	VU	VU	VV	VV	VW	VW	VX	VX	VY	VY	VZ	VZ	WA	WA	WB	WB	WC	WC	WD	WD	WE	WE	WF	WF	WG	WG	WH	WH	WI	WI	WJ	WJ	WK	WK	WL	WL	WM	WM	WN	WN	WO	WO	WP	WP	WQ	WQ	WR	WR	WS	WS	WT	WT	WU	WU	WV	WV	WW	WW	WX	WX	WY	WY	WZ	WZ	XA	XA	XB	XB	XC	XC	XD	XD	XE	XE	XF	XF	XG	XG	XH	XH	XI	XI	XJ	XJ	XK	XK	XL	XL	XM	XM	XN	XN	XO	XO	XP	XP	XQ	XQ	XR	XR	XS	XS	XT	XT	XU	XU	XV	XV	XW	XW	XX	XX	XY	XY	XZ	XZ	YA	YA	YB	YB	YC	YC	YD	YD	YE	YE	YF	YF	YG	YG	YH	YH	YI	YI	YJ	YJ	YK	YK	YL	YL	YM	YM	YN	YN	YO	YO	YP	YP	YQ	YQ	YR	YR	YS	YS	YT	YT	YU	YU	YV	YV	YW	YW	YX	YX	YZ	YZ	ZA	ZA	ZB	ZB	ZC	ZC	ZD	ZD	ZE	ZE	ZF	ZF	ZG	ZG	ZH	ZH	ZI	ZI	ZJ	ZJ	ZK	ZK	ZL	ZL	ZM	ZM	ZN	ZN	ZO	ZO	ZP	ZP	ZQ	ZQ	ZR	ZR	ZS	ZS	ZT	ZT	ZU	ZU	ZV	ZV	ZW	ZW	ZX	ZX	ZY	ZY	ZZ	ZZ
2	Shedpl.			SG19009-VS										PROJECTOR										J. OYTTENHOVE 0498/900.805																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																							</																																																																																																																																																	

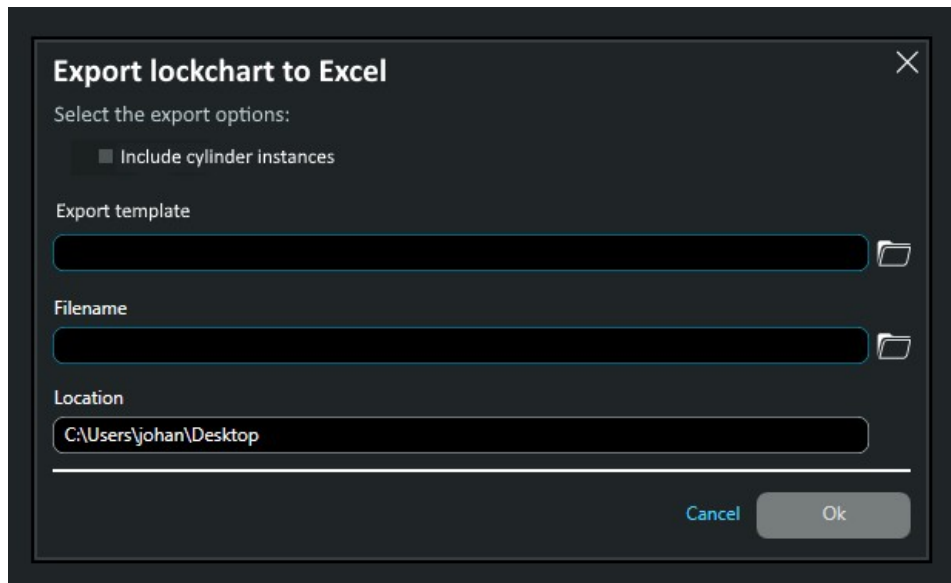
10.1 Import from Excel

Import can be triggered using the import excel button in the toolbar.  
This functionality opens the system's file open dialog and allows the user to browse for his excel file to import.  
File open dialog should filter on xls or xlsx files.

10.2 Export to excel

Export can be triggered using the export excel button in the toolbar.  
This functionality opens following dialog:





- Options are used to configure the export
- Export template:
  - o Should be filled in with last used export template. This is a user settings which is Catalog Platform dependent. When no last used is found, the edit box is empty.
  - o Folder button opens the system file open dialog.
 

File open dialog should filter on xls or xlsx files.

The folder is taken from the current selected template in the text box.

If folder does not exist, or no template has already been selected, then the location 'Excel export template location' from the 'Settings' is used as folder.
- File name:
  - o Prefilled with:
 

File name = lockchart name + '\_' + mks system number + '.xlsx'

In case MKS System Number does not exist then only name is used:

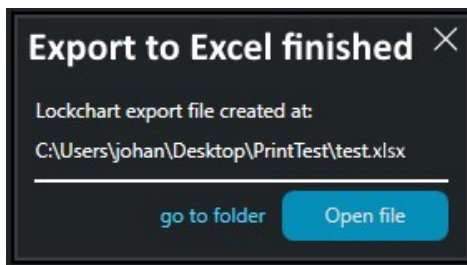
File name = lockchart name + '.xlsx'

**Note:** characters not allowed in a file name are to be replaced with '\_'.
- OK

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- If export template file does not exist, user is prompted and dialog remains active
- If file already exists, user is prompted to overwrite or cancel. On cancel dialog remains active.

When export is done, following dialog is shown:



- Go to folder: opens the folder location of the output file in the windows explorer
- Open file: opens the file using the default application as defined in windows

### 10.3 Creating import & export excel templates

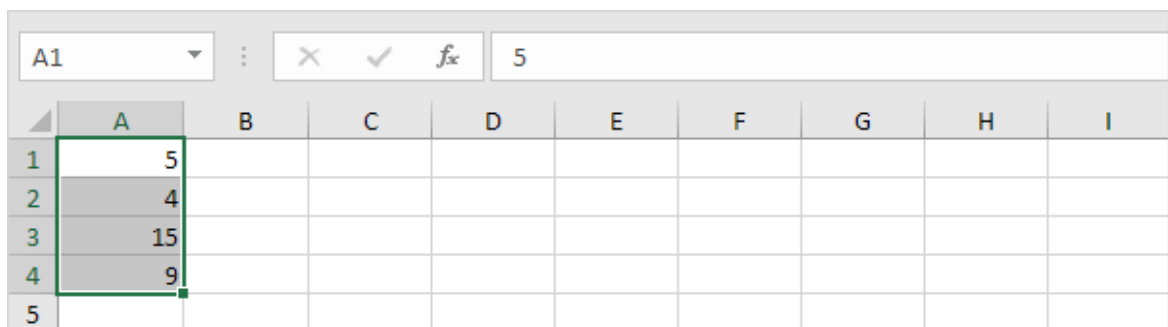
#### 10.3.1 Updating named cells in Excel

Create a **named range** or a **named constant** and use these names in your formulas. This way you can make your formulas easier to understand.

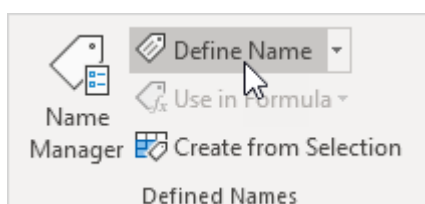
##### Named Range

To create a named range, execute the following steps.

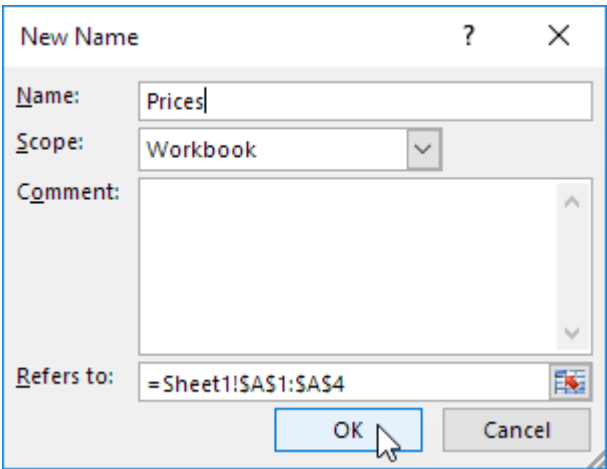
1. Select the range A1:A4.



2. On the Formulas tab, in the Defined Names group, click **Define Name**.



3. Enter a name and click OK.



There's an even quicker way of doing this.

1. Select the range, type the name in the Name box and press Enter.

	A	B	C	D	E	F	G	H	I
1	5								
2	4								
3	15								
4	9								
5									

2. Now you can use this named range in your formulas. For example, sum Prices.

	A	B	C	D	E	F	G	H	I
1	5								
2	4								
3	15								
4	9								
5	33								
6									

## 10.3.2 Available keywords for lockchart import/export

### 10.3.2.1 Header

The header information can refer to information from the lockchart header or information from the customer.

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Information only defined by the export itself, is prefixed with EXP.  
Lockchart information is prefixed with LC.  
Customer information is prefixed with CUST.

Field	Description
EXP.ExportDate	Date on which the lockchart export is done.  According current system locale settings.
LC.Name	Name of the lockchart
LC.MKSSystemNumber	MKS system number of the lockchart
LC.VerticalMarket	
LC.VerticalSubmarket	
LC.ClientReference	
LC.CatalogPlatform	Name of the CatalogPlatform
LC.Location.Country	Country of the object location of the lockchart
LC.Location.Address1	
LC.Location.Address2	
LC.Location.City	
LC.Location.Region	
LC.Location.Postal	
LC.Location.Latitude	
LC.Location.Longitude	
LC.Location.Language	

CMP.Name	Name of the Company for which the user is currently logged in  Or  Name of the CustomerCompany when OnBehalfOf is selected
CMP.ID	AX customer ID (from company or customercompany for onbehalfof) in case the company is a direct customer

### 10.3.2.2 Cylinders

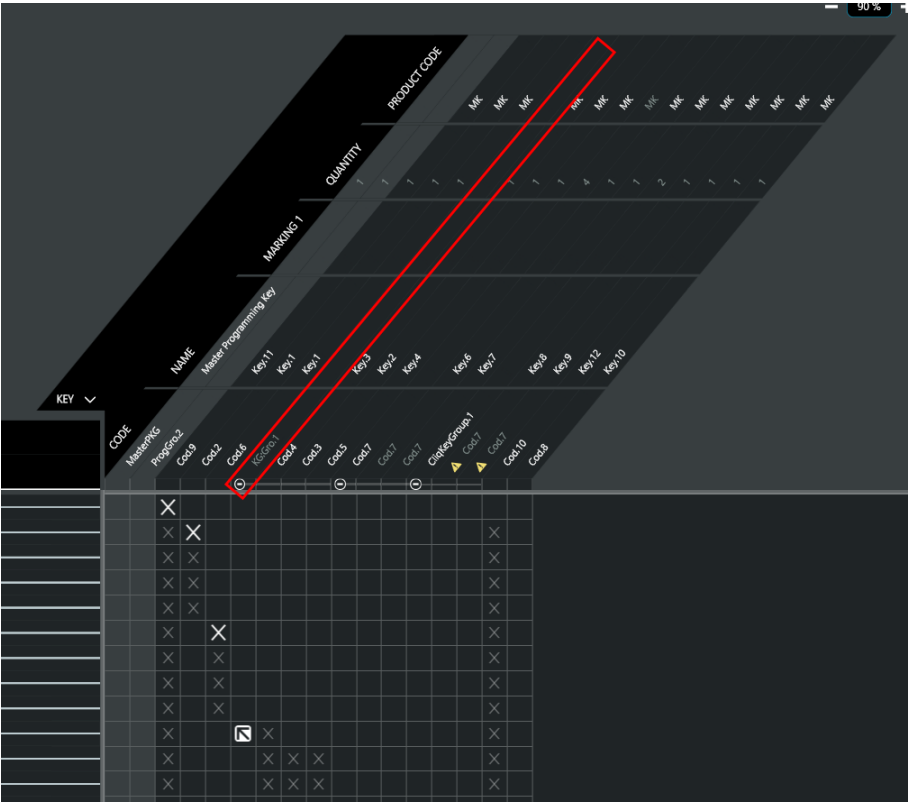
Field	Description
CYL.Name	Name of the cylinder article (repeated on instance line)
CYL.Code	Code of the CMC used on the position of the cylinder article (repeated on instance line)
CYL.UserType	UserType of the CMC used on the position of the cylinder article. The value is the Code of the enum value.
CYL.Marking1	Marking1 of the cylinder instance
CYL.Marking2	Marking2 of the cylinder instance
CYL.Marking3	Marking3 of the cylinder instance
CYL.Marking4	Marking4 of the cylinder instance
CYL.Quantity	Quantity of the cylinder article (total quantity of instances with status = NEW)
CYL.ProducedQuantity	Quantity of the cylinder article (total quantity of instances with status != NEW)
CYL.ProdSetting	Production setting of the cylinder article

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CYL.Product	Product name of the configuration of the cylinder article
CYL.ProductCode	Product code of the configuration of the cylinder article
CYL.ArticleCode	SKU product code
CYL.ATTRValue.xxx	<p>Attribute value part of the configuration of the cylinder article for the attribute for which the attribute code matches the 'xxx'</p> <p>E.g. CYL.ATTRValue.SF</p> <p>Subtract 'CYL.ATTRValue.' and match the code for the attribute.</p>
CYL.LVLName.xxx	<p>Name of the level instance for which the level name matches the 'xxx'</p> <p>E.g. CYL.LVLName.Gebouw</p> <p>Subtract 'CYL.LVLName.' and match the name for the level.</p> <p>Only level instances which are in the upstream path of the CMC used on the position of the cylinder article are used to build up this information. In case multiple level instances for the same level are relevant, the value is a concatenation of the single names using the separator as defined in 6.5.</p>
CYL.GRPName	<p>Name of the Cylinder Group</p> <p>Only Cylinder Group which is in the upstream path of the CMC used on the position of the cylinder article is used.</p> <p><b>Note:</b> due to the nature of the cylinder group there can only be at most one.</p>
CYL.SETName	<p>Name of the Cylinder Set</p> <p>Only Cylinder Set which is in the upstream path of the CMC used on the position of the cylinder article is used.</p> <p><b>Note:</b> due to the nature of the cylinder set there can only be at most one.</p>

CYL.PropCard	Property card status of the CMC used on the position of the cylinder article (status can have value: None, Single, Multi)
CYL.ESQuantity	Own keys quantity
CYL.ESProducedQuantity	Own keys produced quantity
CYL.Direction	Direction of the cylinder

10.3.2.3 Keys



The key pane can hold different columns. Everything which can be part of a column can be supported in fields.

Key and cylinder data is very similar, so each field needs to be prefixed with KEY to make a distinction to the cylinder data.

Field	Description
KEY.Name	Name of the key article / programming-key article

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KEY.Code	<p>Code of the KMC (repeated for the key article/instance)</p> <p>Name of the programmingkeygroup (repeated for the programmingkey article/instance)</p> <p>Name of the cliqkeygroup</p>
KEY.UserType	<p>UserType of the KMC.</p> <p>The value is the Code of the enum value.</p>
KEY.FuncType	<p>Functional type of the KMC.</p> <p>The value is the Code of the enum value.</p>
KEY.Marking1	Marking1 of the key instance / programmingkey instance
KEY.Marking2	Marking2 of the key instance / programmingkey instance
KEY.Marking3	Marking3 of the key instance / programmingkey instance
KEY.Marking4	Marking4 of the key instance / programmingkey instance
KEY.Quantity	Quantity of the instances in the KMC / programmingkeygroup (total quantity of instances with status = NEW)
KEY.ProducedQuantity	Quantity of the instances in the KMC / programmingkeygroup (total quantity of instances with status != NEW)
KEY.ProdSetting	Production setting of the key article / programmingkey article
KEY.Product	Product name of the configuration of the key article
KEY.ProductCode	Product code of the configuration of the key article
KEY.ATTRValue.xxx	<p>Attribute value part of the configuration of the key article for the attribute for which the attribute code matches the 'xxx'</p> <p>E.g. KEY.ATTRValue.Color</p> <p>Subtract 'KEY.ATTRValue.' and match the code for the attribute.</p>



### 10.3.3 Available keywords for OrderSummary

#### 10.3.3.1 Order header

The header information can refer to information from the order, information from the customer, supplier.

Field	Description
EXP.ExportDate	Date on which the order summary export is done.  According current system locale settings.
CMP.Name	Name of the Company for which the user is currently logged in  Or  Name of the Customer Company when OnBehalfOf is selected
CMP.ID	AX customer ID (from company or customer company for onbehalfof) in case the company is a direct customer
ORD.PurchaseOrderNr	Order reference of customer
ORD.OrderCategory	Order category selected by customer
ORD.PromotionCode	Promotion code used for the order
ORD.OrderRemark	The remark on the order
LC.MKSSystemNumber	MKS system number of the lockchart
LC.CatalogPlatform	Name of the Catalog Platform
LC.Name	Name of the lockchart
LC.LockchartAgeMonths	Age in months

## 10.3.3.2 Order lines

The line information refers to the data added for order lines.

Key Studio™ makes use of different line types because not all lines are added for articles to be produced. Some lines are added because the article has another supplement article to be added or because additional charges will be applied.

These lines are linked to the initial article line, so the export logic will also take this concept into account.

OrderLineType	Description
ProductItem	The order line represents the order information for a product item
AdditionalProductItem	The order line represents an additional product chosen by the user
ArchitecturalHardwareProductItem	The order line represents architectural hardware (doors)
ServiceItem <ul style="list-style-type: none"> <li>MKSFunctionalityServiceItem</li> </ul>	The order line represents the order information for a service item <ul style="list-style-type: none"> <li>...added when specific functionality is used in the order</li> </ul>
MKSProcessingServiceItem	The order line represents the service item added for MKS processing
KeyManagementSubscriptionNew	The order line represents a new key management subscription, so the subscription does not yet exist
KeyManagementSubscriptionRenew	The order line represents a renewal of an existing subscription
LineSupplement	The order line represents a supplement of a product item
OrderSupplement	The order line represents a supplement that is not related to another order line, but only to the order itself

Line are exported in following order:

- Product item
  - o LineSupplement
- ArchitecturalHardwareProductItem
- KeyManagementSubscriptionNew
- KeyManagementSubscriptionRenew
- OrderSupplement
- ServiceItem (MKSFunctionalityServiceItem)
- MKSProcessingServiceItem

- AdditionalProductItem

The Line supplements are linked to another line. Supplement lines are added just like other lines but they are always positioned after the product item line to which they relate and the content for the named cell, LINE.Type will be prefixed with 3 empty characters.

The TYPE for supplements is to be retrieved from additional meta data defined for the supplement, SupplementType (Product/Charge/...).

Field	Description
LINE.Type	The type of product. In case of supplements, it depends on the meta data. Supported types are currently: - SupplementProduct - SupplementCharge  (These will be translated in the resx similar to Cylinder/Key/PropertyCard/...)
LINE.ArticleCode	The erp article code which is added to the order
LINE.Product	The product description
LINE.Shipping	Shipping address as formatted in the summary view
LINE.Currency	Currency as retrieved from webshop
LINE.UnitPrice	Unit price as retrieved from webshop
LINE.Quantity	Quantity as retrieved from webshop
LINE.ListPrice	ListPrice as retrieved from webshop

## 11 FAQ

### 11.1 Installation & Set up

#### 11.1.1 Onboarding Key Studio

##### 11.1.1.1 I can't accept the terms and conditions

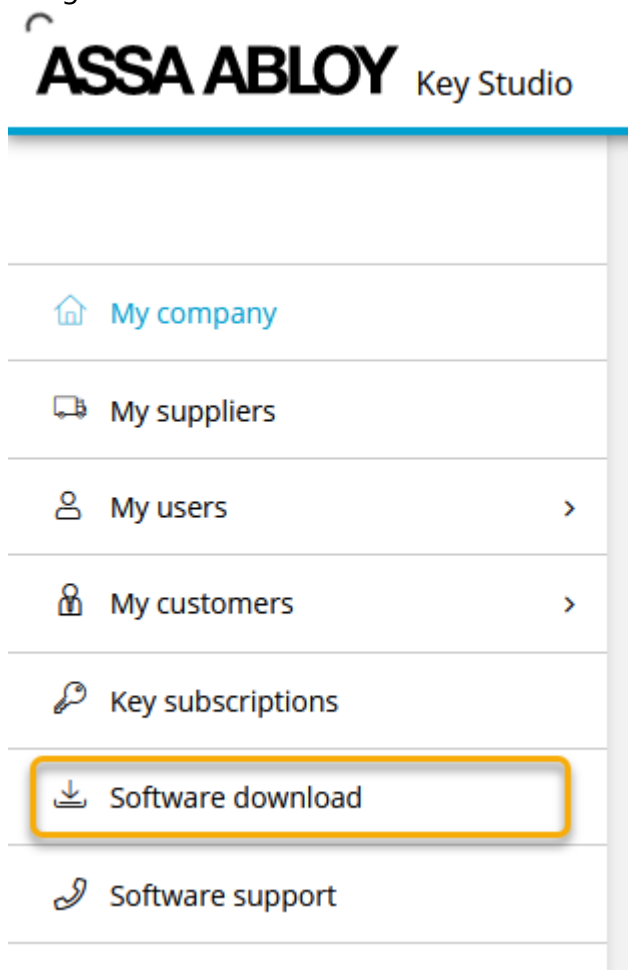
The term- and condions screen contains a long text.

- Scroll all the way down to the end of text.
- The 'Accept' button will now activate; Click it to accept the terms- and conditions.

##### 11.1.2 Where can I download the application?

The application can only be downloaded from the portal pages.

- Surf to following URL <https://keystudio.assaabloyopeningsolutions.com>
- Log in using your user credentials
- Download and install the application using the download button on the left navigation menu

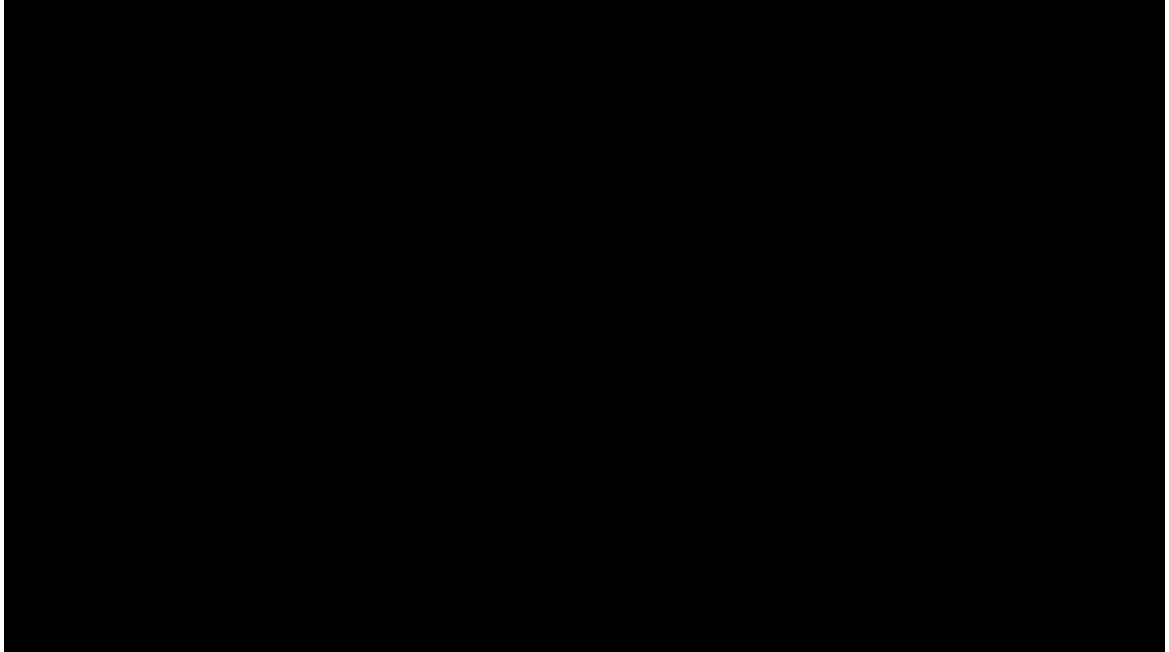


##### 11.1.3 Firewall requirements

## 12 Training video's

- [My first easy lockchart](#)<sup>[193]</sup> - Demo of a small and easy lockchart.

### 12.1 My first easy lockchart





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