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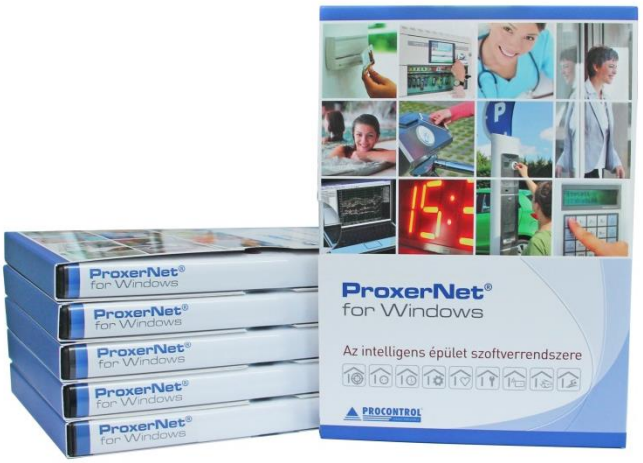
ProxerNet Building Management Software
KeySafe Module

User Manual



Version: 1.4.0.43
Date: July 2018

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ProxerNet management software, KeySafe Module (KMS)

Let us introduce our software developed for managing the KeySafe and ProxerSafe key and value storage cabinet family and other applications.

Minimum hardware requirements

To run ProxerNet software, make sure your computer fulfils at least the following parameters:

- Intel Core i3 processor, 2,2 GHz
- Memory at least: 2 GB
- Hard disk with at least 10 GB free space
- Uninterruptible Power Supply 500VA
- For printing: ink jet-, matrix or laser jet printer compatible with Windows

Platform requirements

Any of Windows XP SP3, 2003, 2008, 2008 R2, 2012, 2012 R2, 2016, Vista, 7, 8, 8.1, 10 operating systems (for both 32-bit and 64-bit editions).

Software requirements

Microsoft .Net Framework 4.0

Connections to data capture hardware

There are various connection types available depending on configuration, for example:

- In case of Ethernet TCP/IP network connection: Ethernet card (NIC), Ethernet network
- In case of direct cable connection (RS232 or RS485): a free working serial port (for example COM2)
- telephone line connection with a modem
- wireless connection in 433 MHz frequency range
- etc.

These software/hardware requirements may change according to different options.

These requirements are for minimal and recommended configuration, however using a faster computer or larger memory, the software runs better.

The amount of necessary disk space can be larger than required. This can grow over 10 GB as the database size is growing continuously.

Further requirements

The followings are necessary for suitable operation of the system besides the computer and the ProxerNet software:

- Correct installation of data capture hardware
- Right instructions and training for employees
- Personnel handling the ProxerNet software

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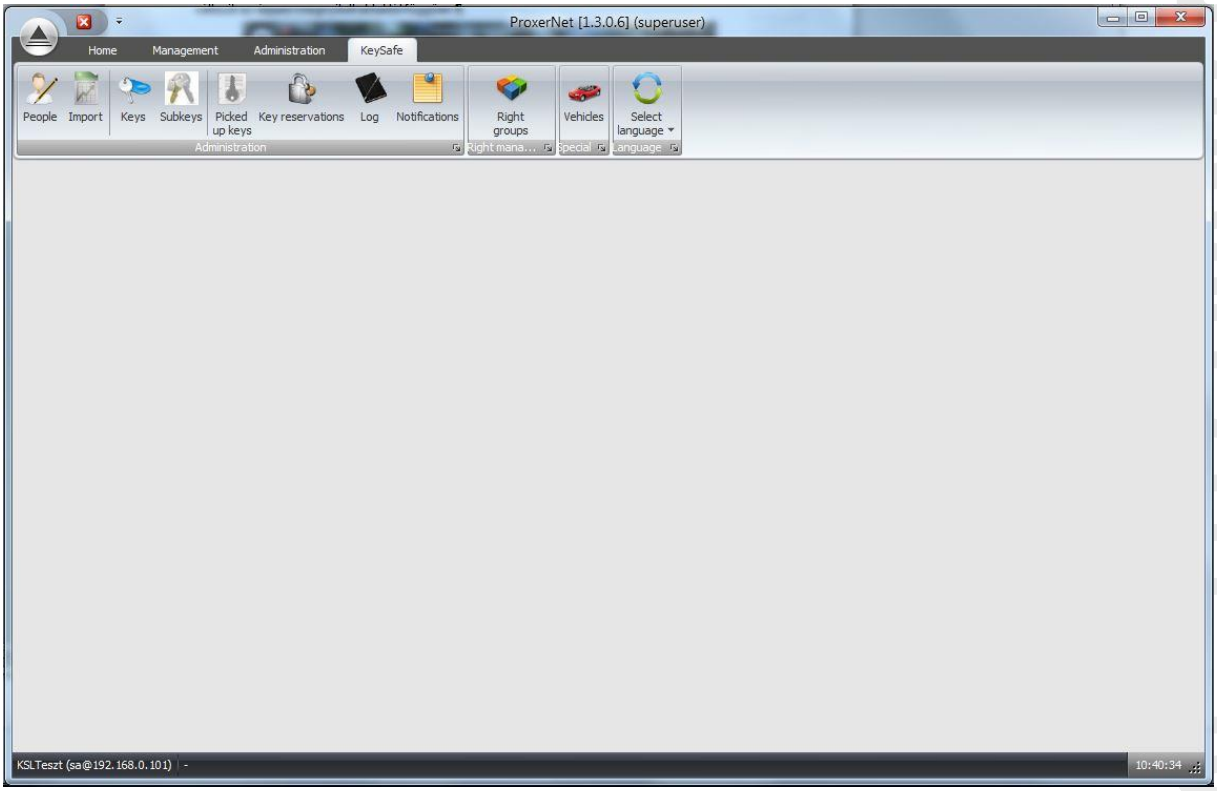
Description of the management software

User interface

The look of ProxerNet software's user interface is like the popular interface first introduced for Office 2007 under Windows. The menu ribbon is on the top of the window. The list of the functions will change dynamically depending on the currently selected menu item.



ProxerNet software version number is shown in the main window title. This is a useful piece of information to check whether you have the latest software version, especially if you purchased a license that includes free software updates too.

Framework

The data input and data selection screens are built upon a standardized structure and logic. Thus, we introduce these screens at the beginning of this documentation and later we do not mention the same items again.

You can meet the following three window types in the software:

- "browser" window, which is used for choosing items (e.g. a key, a person)
- "editor" window, which is used for setting/editing data series (e.g. add a new user input screen)
- "query" window, which is used for setting the parameters and displaying the results at queries

Parts of lists can be selected (where multiple selection is allowed) using the usual Shift + mouse clicking (for range selection) and Ctrl + mouse clicking (for item selection) as in Windows systems.

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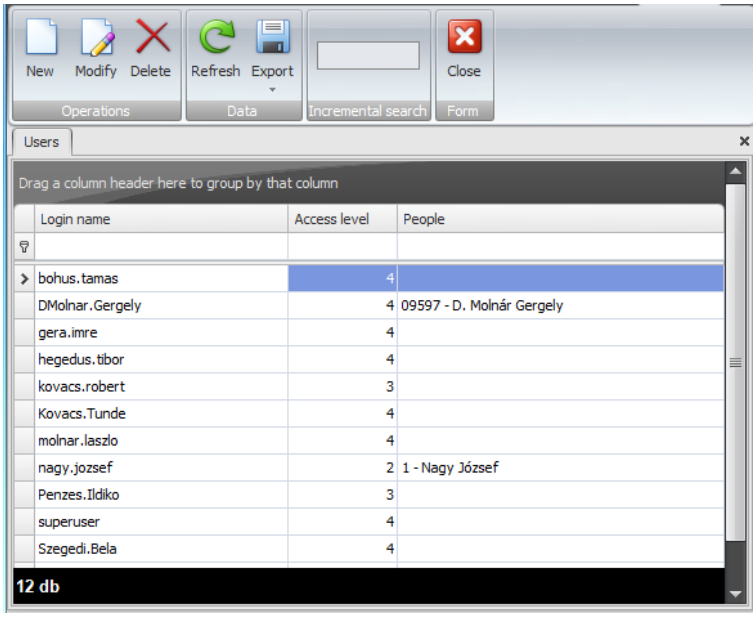
The browser window

This window type is used for choosing data series and then to start a transaction (new, modify, delete). On the top of the window there are action buttons to start transactions and below the buttons you can find the data list. We introduce the parts of this window by using the Users window.



You can see the buttons on the top of the window; they can start the following transactions:

- New – display the appropriate editor window to add new series of data
- Modify – display the appropriate editor window to edit the chosen data series
- Delete – you can erase the chosen data series
- Refresh – refresh the list
- Export – you can export the list into a selected file format from the dropdown list
- Close – click this button to close the browser window

Below the buttons there is the table that contains the data series. Usually you cannot modify the rows, but you can select one or more. You may enter selection conditions (filtering) into the upper row of this table. In this case you will see only the rows that match this expression.

The editor window

This window type is used for entering data for new or already existing data series. It can be displayed in two ways: adding new data series or modifying an existing data row. In the later case the existing data series are viewable and can be modified.

The buttons are located in the upper side of the window and they are for the following actions:

- Save – check and save data to the database and close this window
- Cancel – does not save modifications and closes this window

Here is an illustrative screenshot on editing an existing user:

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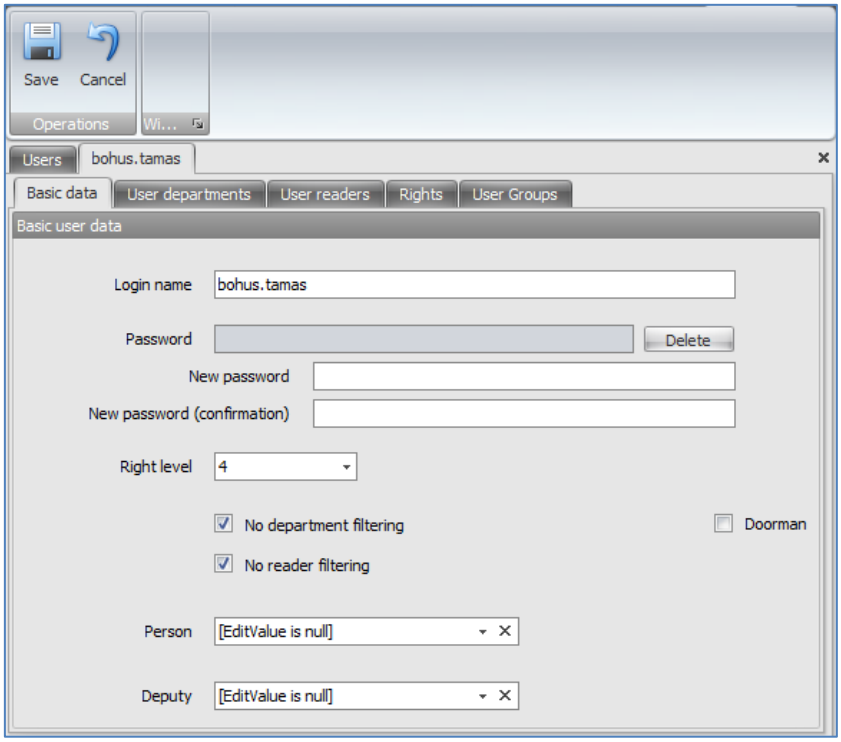
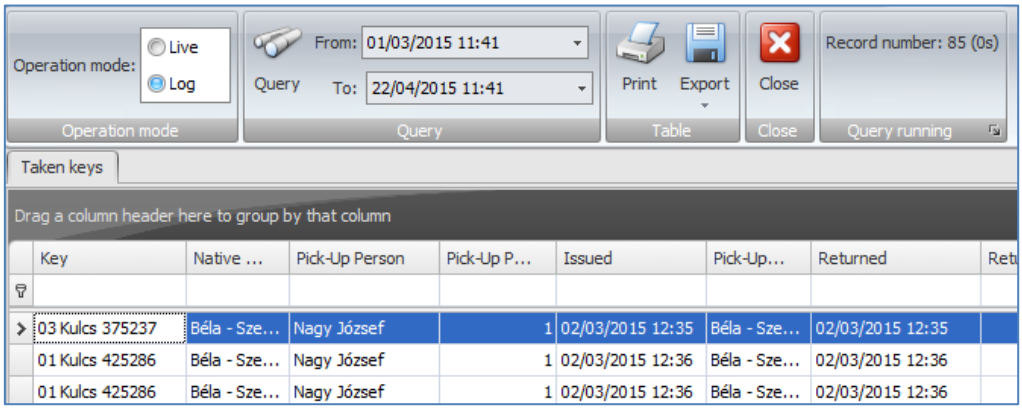


The query window

This window type is used to retrieve and print different reports and lists. On top of the query window there are some other selectable items or fields next to the buttons that can be used to set the query parameters. These can also change depending on query types.

The upper buttons are for the following operations:

- Query – starts to fetch data according to the given parameters
- Print – prints the query results data table
- Export – exports the query contents list from the table into a chosen file format (can be selected from the drop-down list)
- Close – closes the window

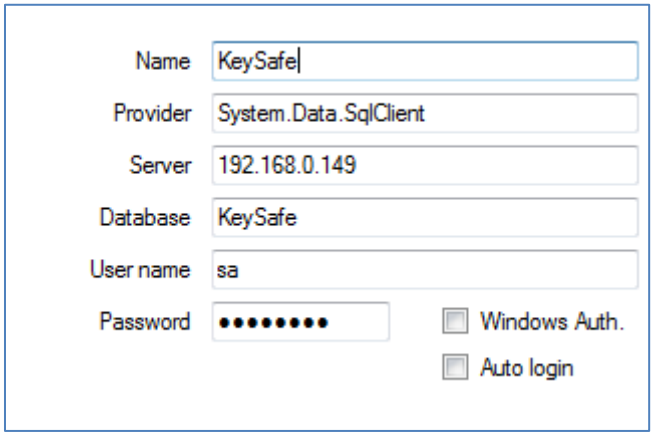


Starting the application

The software can be executed with ProxerNet.exe file or by double clicking on its icon on the desktop. After starting a login window will be shown on the screen and for the first time you have to enter your login name and password into the proper text fields. In case of a brand new system you can login with *Login name:* superuser and as *Password:* superuser.

Please note: It is highly recommended to modify this user password to avoid abuse.

When you start the software for the very first time it is necessary to set database connection parameters:



Management software functions (KeySafe Management Software)

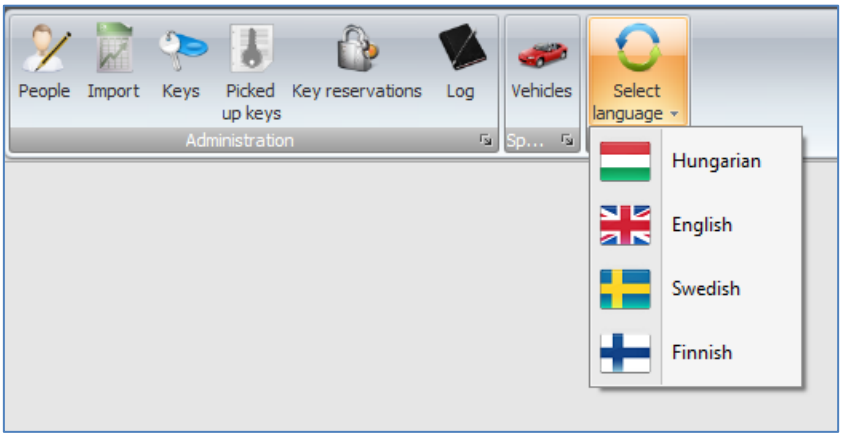
The Key Management Software (KMS) is running on a networked computer or server. The functions of KMS are specified as follows.

Exchange Data

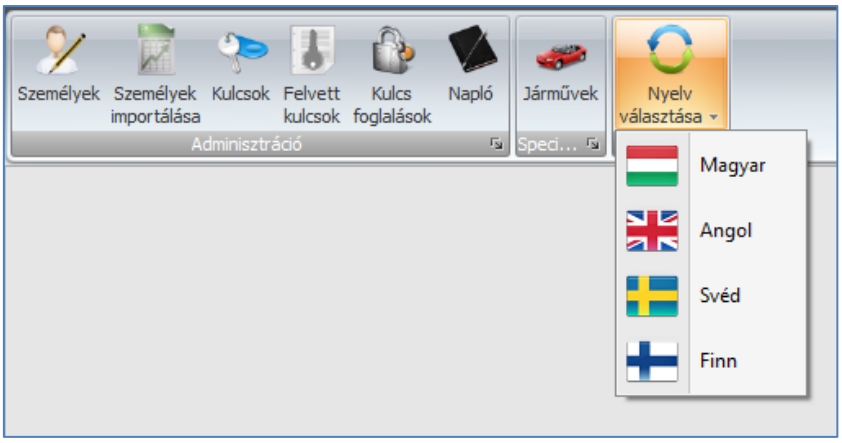
It can exchange data with any key cabinet located in the same local network or remote network if a connection via internet can be established. KMS can exchange data with any key safe cabinet on database level.

Selecting Language

Software language is English by default and there is a setting where it can be changed to other translations. You can change the language of this module in the Select Language menu. In this case the menu and all menu items will display in the chosen language.



To change back to English, e.g. from Hungarian, go to “Nyelv választása” (Select language) menu and select English.



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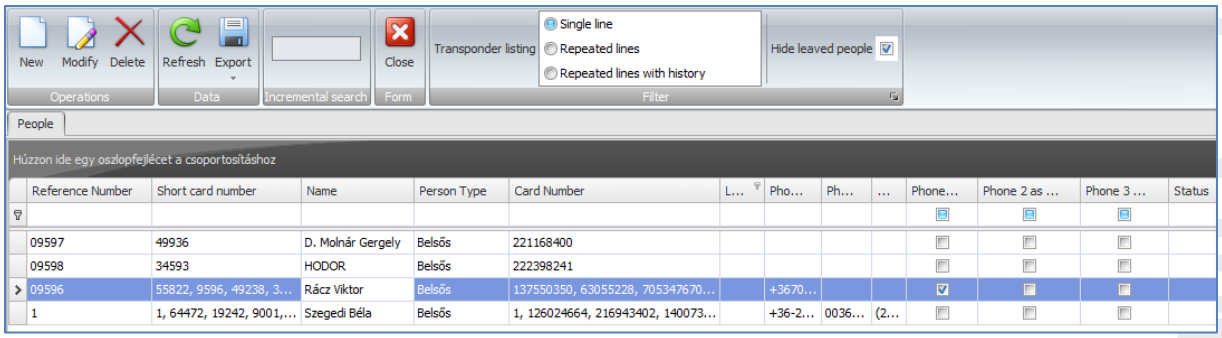
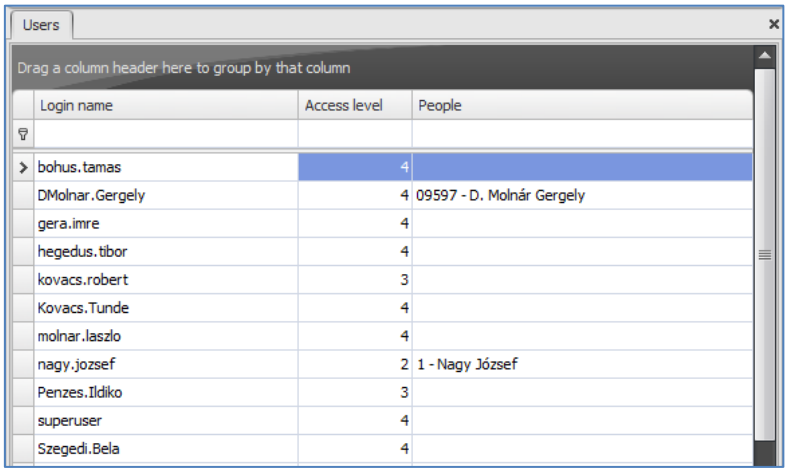
Managing users

This function has been split into two parts in KMS:



1. **Cabinet users**: PIN, card, keys can be ordered to these persons, according to which they can use the cabinet. To manage cabinet users, go People menu: Person
    a. **add**: click the New button and enter the name of the new person. If a User exists for this person, just choose this User from the drop-down list. Click on Save.
    b. **remove**: choose a person, then click the Delete button.
    c. **edit**: in case you would like to modify a person, just select the person, click on the Modify button, change the data needed, then click Save.



2. **Software users**: Users who can manage the ProxerNet software and fulfil distinct administrative tasks. To set their accounts go to Management/Users menu: User
    a. **add:** click the New button and enter the name of a new User. If a person exists for this User, just choose this person from the Person drop-down list. Finally click on the Save button.
    b. **delete:** choose the User, then use the Delete button.
    c. **edit:** In case you would like to modify a User's properties, just choose the User, click the Modify button, modify the necessary fields and then click the Save button.

You can configure data in these two parts in any order. In the first menu part (1) you can assign PIN code/Proximity card/keys to a person (see later) and in the second menu part (2) you can assign several rights to a User.

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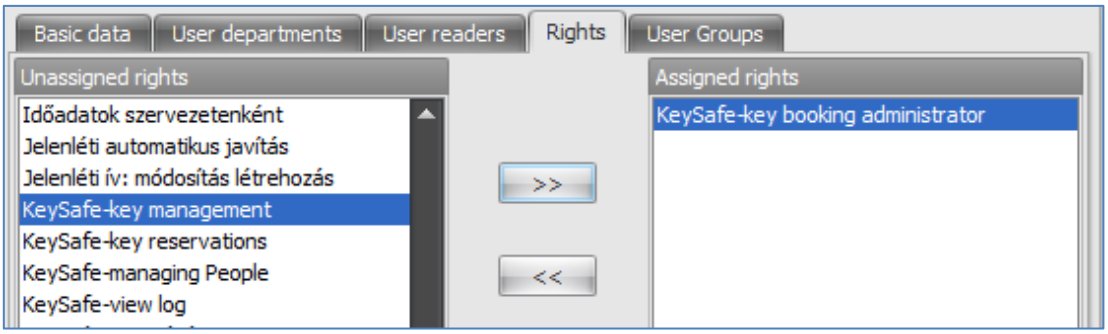
Software users with distinct rights

Reservation administrator (to manage reserved keys only)

In KMS you can create an admin who is entitled to manage only the reserved keys. This superuser is called Reservation Administrator or Booking Administrator.

Go to Management/Users menu, select the user whom you want to grant this right and click the Modify button. You can specify this also when creating a new User.

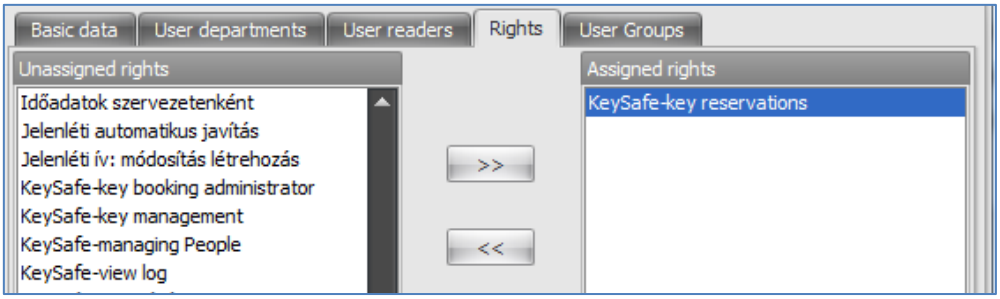
On Basic Data tab set the Right level property to 4 and on Rights tab choose „KeySafe-key booking administrator" from the Unassigned rights list on left side and add it to the Assigned rights list on the right side using the >> button.



Key user

Navigate to Management/Users menu where choose the user and click on Modify. You can also do this setting when you create a new user.

If you would like to create a Key user (who can pick up and return keys/ open boxes and drawers and is able to see only the Find Key menu in KSC on the touch screen) set the Right level property to 3 on Basic data tab and choose "KeySafe-key reservations" right from the left side list on Rights tab, then add it to the list on the right side using the >> button. The result of the last setting is that this user can reserve only that keys which were assigned to him/her.



Superuser

If you want to create a Superuser (who is entitled to use all menus in KSC/touchscreen) set the Right level property to 4 on Basic data tab, then on the Rights tab choose the following rights from the left list and add them to the right-hand list using the >> button:

1. KeySafe – Vehicle Management
2. KeySafe – key booking administrator
3. KeySafe – key reservations
4. KeySafe – key management
5. KeySafe – view log

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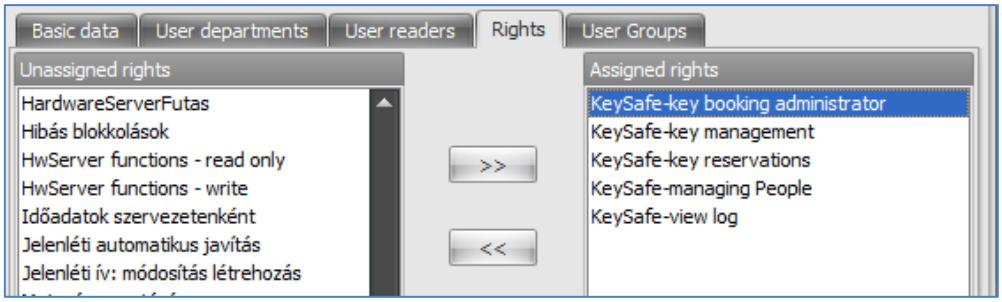
6. KeySafe – managing People

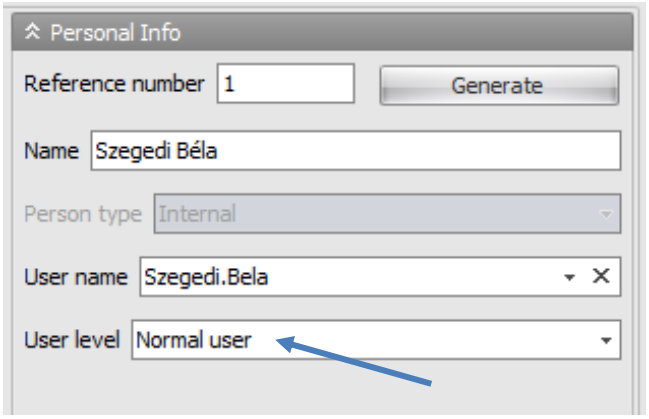


If you need to revoke a right, use the << button. When you are ready with the settings, click the Save button.

Choose an existing person and click on Modify in People menu. You can set further user levels (privileges) to a person in Person Details/Personal Info section to allow the user to handle the cabinet software (KCS).

Set the User level property to the following values:

1. Normal user: key user, who can have access only to the Find Key menu in KCS.
2. Administrator: superuser, who has access to all menu items in KCS.



Assigning PIN to a user

Navigate to People menu. If you would like to add/remove/edit PIN code, just choose an existing person and then click Modify.

Go to PIN Code Details section where you can specify the following:

1. **PIN code type:**
   a. Normal PIN code, valid without card
   b. Normal PIN code, only valid along with identification
   c. Single use PIN code
2. **PIN code status:**

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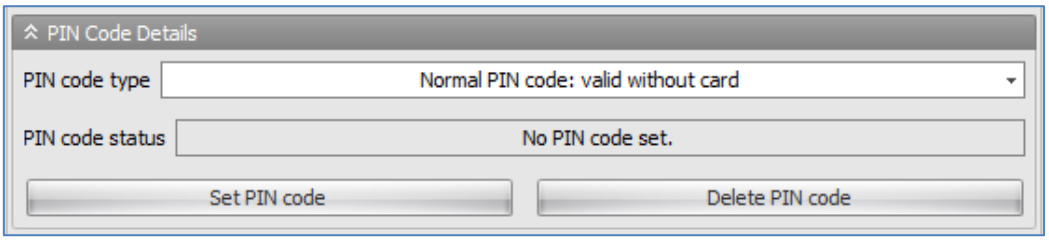
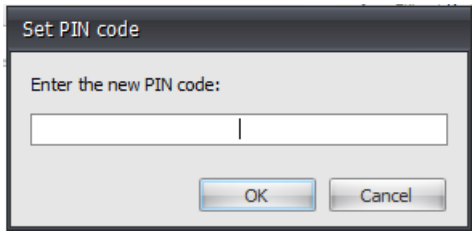
The default text is “No PIN code set” in PIN code status field.

You can

a. set PIN code: click on Set PIN code button and then enter the new PIN code followed by clicking OK.
b. delete an existing PIN code: click on Delete PIN code button.





Please note: Identical digits (e.g. 2222) or ascending/descending sequences (e.g. 1234 or 6543) are not allowed to be used as PIN code!

Add one-time/temporary code to a user

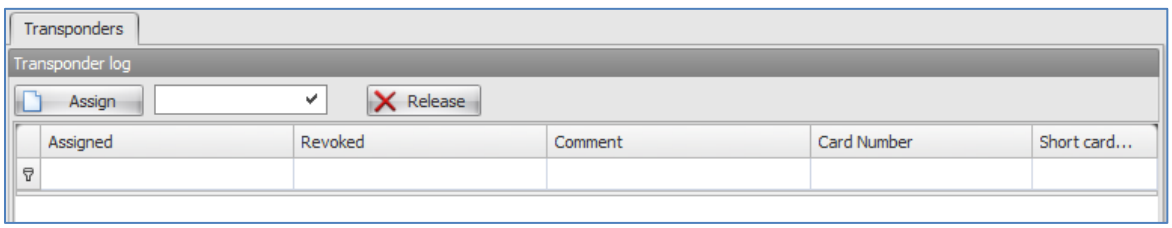
Superuser can assign one-time or temporary (limited time) PIN code to a user. The user can login only once (one session) with a one-time code, then this PIN code will be inactive, and the user cannot login until he/she gets a permanent code or another temporary code for a specified time.

If you would like to add one-time/temporary code to a user, set the PIN code type to Single use PIN code and assign it to this user by clicking OK.

Managing proximity card codes and assign them to users

You can add/remove/edit Proximity card code and assign it to user in People menu. In every case select a person and click Modify.

Set the Proximity card code for the person under the Transponders section. Use Assign button if you would like to set one of the already existing (registered) cards (transponders). In this case, choose one of them and then click Add. If you know the card code (number of the transponder), you can enter this number into the empty text field (or capture it with your desktop card reader) and then click the tick icon (□). If you would like to remove a card code (transponder), choose it from the list and click the Release button.



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Keys

In Keys menu you can view the list of existing keys.

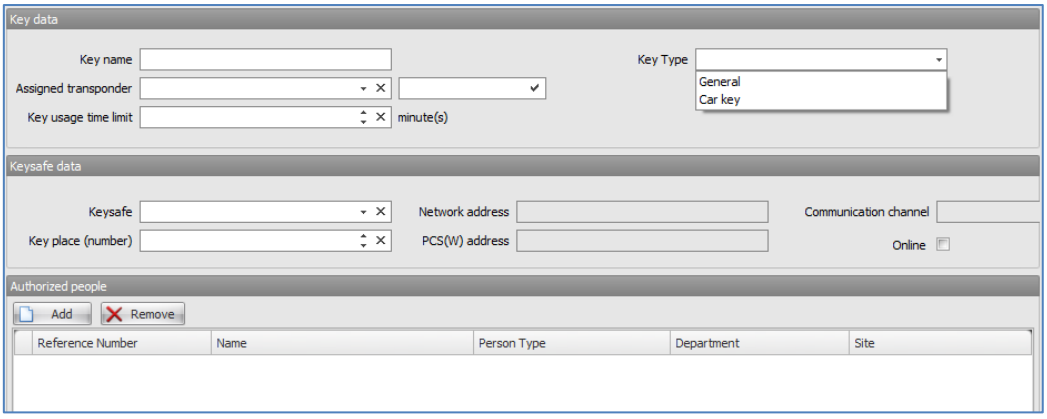
All keys have the following four properties:

1. **Name:** the key name
2. **Transponder:** the key holder's RFID transponder, which one is assigned to the key
3. **Native key place (KeySafe/number):** to which KeySafe, ProxerSafe cabinet the key belongs originally / number of key position
4. **Current key place (KeySafe/number):** the current place of the key. This box is empty if the key is not in this or another KeySafe.

Name	Tran...	Key native place (keysafe / number)	Current place (keysafe / number)
Key 705 / 01 1066	1066	KeySafeBio96 (reader) / 1	KeySafeBio96 (reader) / 68
Citroen	1476	KeySafeBio96 (reader) / 2	KeySafeBio96 (reader) / 58
Toyota	2185	KeySafeBio96 (reader) / 3	KeySafeBio96 (reader) / 63
Key 705 / 04 2168	2168	KeySafeBio96 (reader) / 4	KeySafeBio96 (reader) / 79
Key 705 / 05 2051	2051	KeySafeBio96 (reader) / 5	KeySafeBio96 (reader) / 34

Add new key

If you would like to add a new key, click the New button, then set key data and the KeySafe/ ProxerSafe cabinet followed by the authorized people for this key.



Key data

1. **Key name:** setting is compulsory
2. **Assigned transponder:** you can choose the transponder from the drop-down list or if you know the RFID number of the transponder, enter this into the empty textbox and click the tick icon. (□)
3. **Key usage time limit:** you can specify here for how long time (in minutes) the key taken can be used by the user. The key must be returned before the expiration time.
4. **Key Type:** General or Car key. If you choose Car key, you can set the Odometer value too.

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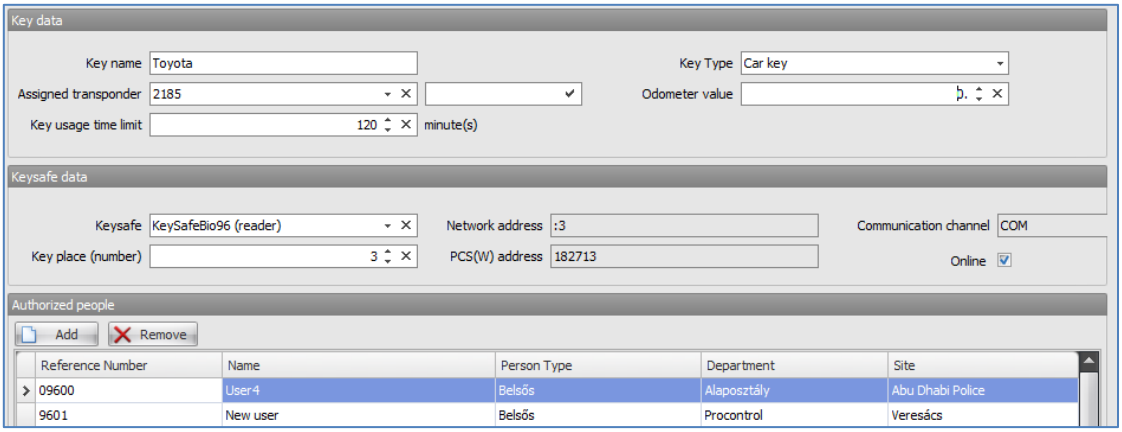

KeySafe cabinet data

1. **KeySafe cabinet:** in which cabinet the key will reside; you can choose the cabinet (KeySafe, ProxerSafe) from the drop-down list and then its parameters (network address, communication channel, PCS(W), Online) will appear automatically.
2. **Key place (order number):** set the number of the key position in the cabinet, where this key will be located

Authorized people

You can add authorized persons to use this key by pressing the Add button. Choose the appropriate persons from the displayed user list and then click Add. If you do not want to add them just press Cancel. After the persons are added, their main data are going to be displayed in the Authorized people section.

If you do not want to give key rights to a person, select this person and click on the Remove button.

Save these settings by using the Save button.

Modify key data

In case you would like to modify the key data, select the key and click Modify. Here you can modify the data of the key and KeySafe or ProxerSafe cabinet, and you can add or remove authorized people as well.

Delete a key

For deleting a key, just choose the key and click on the Delete button.

Handling bunch of keys / subkeys

In KeySafe module you can handle bunch of keys. Any of the keys can be turned to a bunch of keys, if one or more subkeys are assigned to it.

The subkeys only have name, but no RFID tag or any other information, except to which key they belong and when they were added to the bunch.

Add new subkey

In KeySafe/Subkeys menu you can see all subkeys in the system and information on them.

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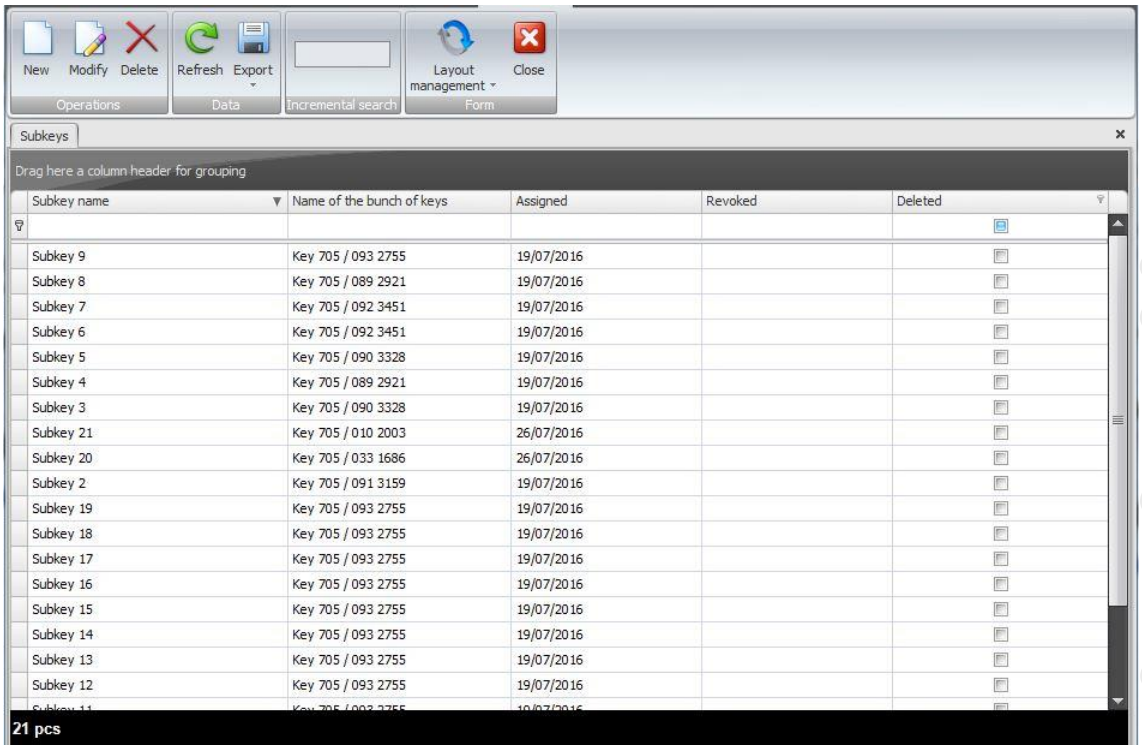

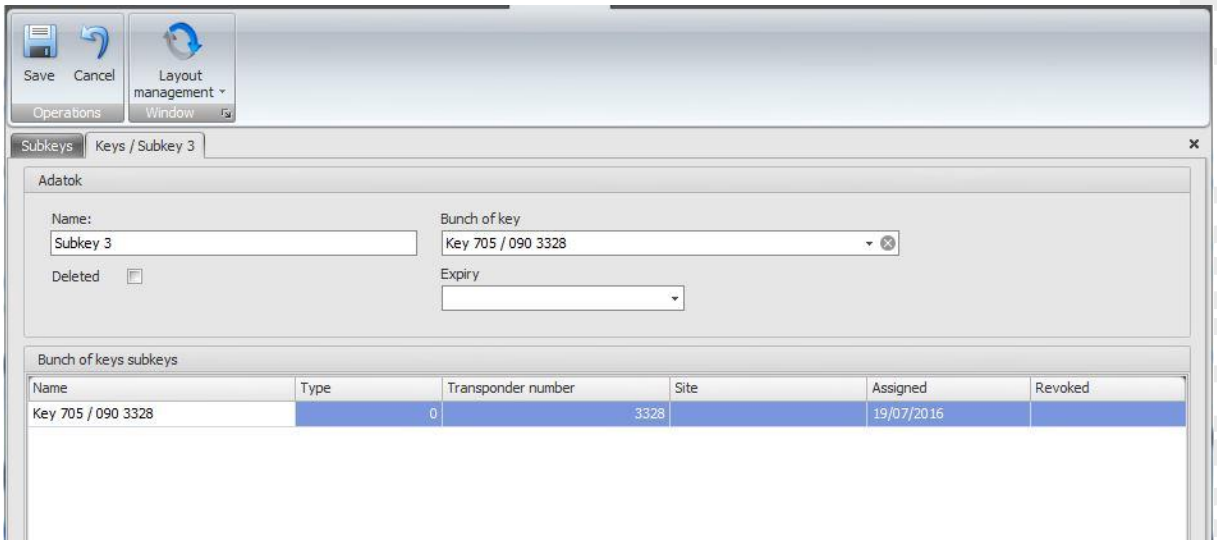

Modify a subkey

In case you would like to modify the subkey data, select the key and click Modify.

Delete a subkey

For deleting a subkey, just choose the subkey and click on the Delete button.

Bunch of keys

In the Keys menu you can see how many subkeys belong to each key. If this number is 0, it means the key is a general key.

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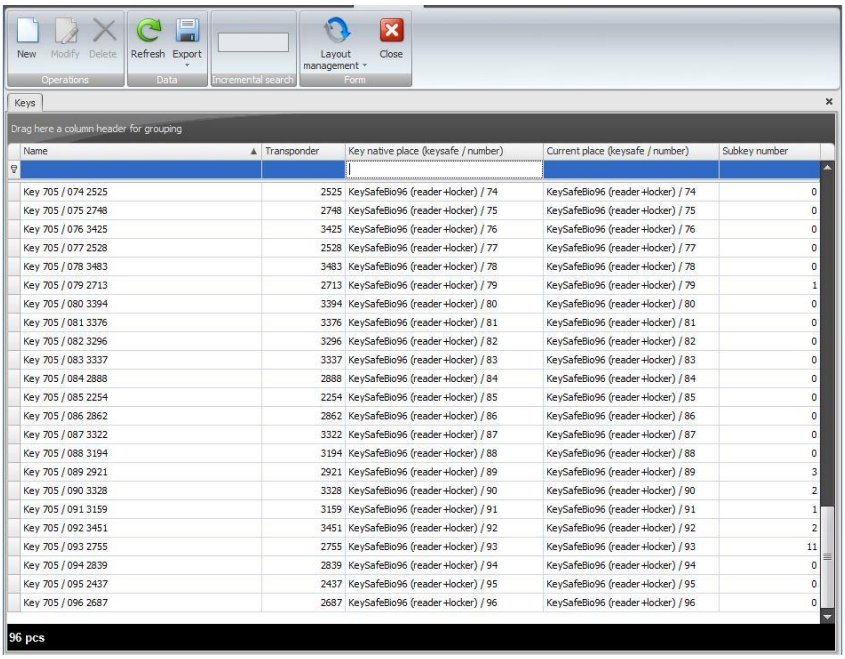
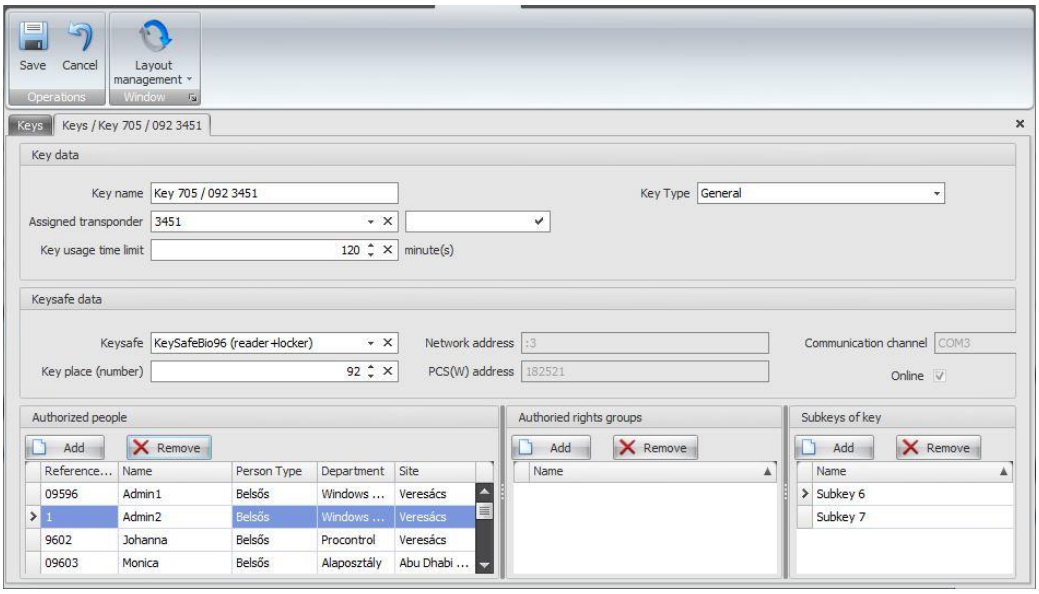


You can add subkeys to a key in the “Subkeys of key” section.



Edit key names and key RFID tags

To change a key name, go to Keys menu, select the key and click on the Modify button. Edit the Key name property and then click Save.

To modify a RFID tag of a key, go to Keys menu, choose the key and click on Modify. Find the “Assigned transponder” property where you can choose from the already registered transponders in the drop-down list. If you know the number of the transponder, enter this into the empty text field or you can read the tag using an RFID reader, and then mark the checkbox. Click Save to save settings.

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Vehicles

In Vehicles menu you can view the list of existing vehicles.

All vehicles have the following six properties:

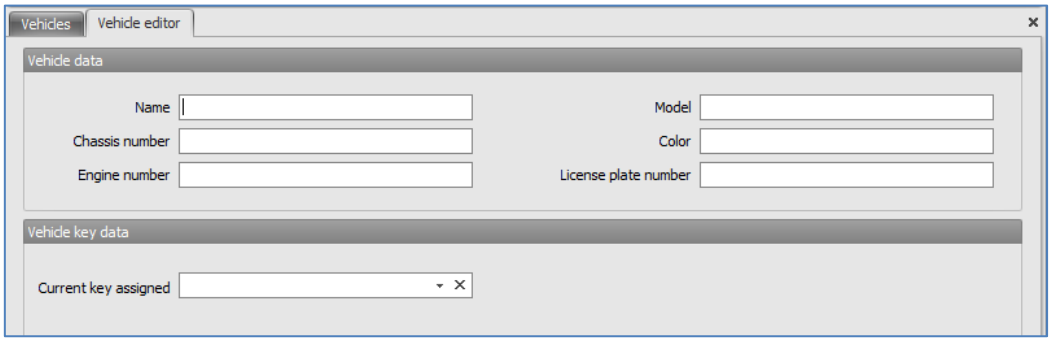
1. **Name**
2. **Model**
3. **Colour**
4. **License plate number**
5. **Chassis number**
6. **Engine number**

Name	Model	Color	License plate number	Chassis number	Engine number
Citroen	Berlingo	Blue	BER-856	478961235563	23
Fiat	Uno	Red	MKO-789	98454431131152	11
Opel	Astra	Black	KLO-632	6235446843331	16
Opel	Zafira	White	PLO-326	326154987456445...	16
Opel	Mokka	Silver	KHG-523	632456131354454	45
Opel	Meriva	Yellow	POL-142	369745454354451...	36
Toyota	Corolla	Green	AAA-321	45464587879	78

Add new vehicle

If you would like to add a new vehicle, click the New button, then set vehicle data and assign a key to this vehicle in the vehicle key data section. In the drop-down list you can see only car keys and choose one of them.

You can save these settings by using the Save button.



Modify a vehicle

In case you would like to modify the vehicle data, select the vehicle and click Modify. Here you can modify the vehicle's data, and you can assign a car key or another car key for this vehicle as well.

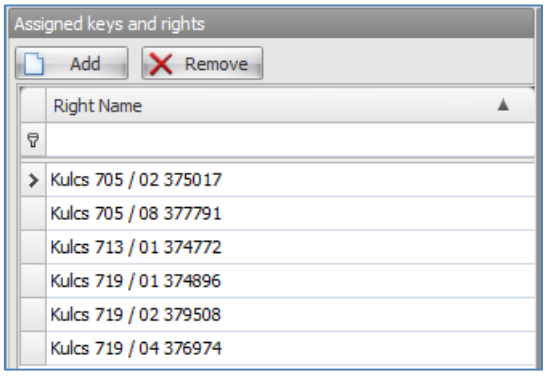
Delete a vehicle

For deleting a vehicle, just choose the vehicle and click on the Delete button.

Grant/Revoke user rights

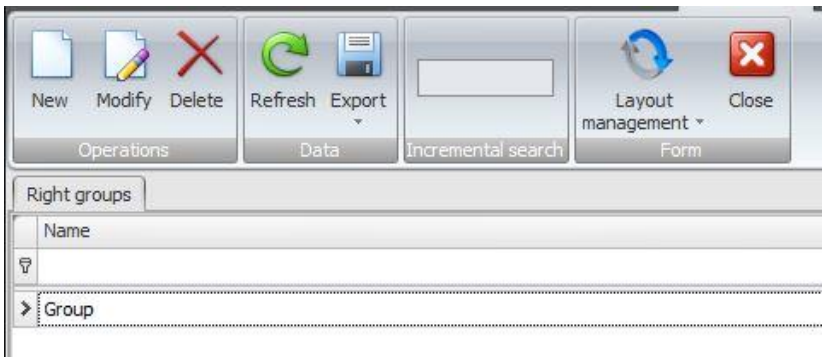
Software rights types, which can be assigned to users, are described in the Software users with distinct rights chapter.

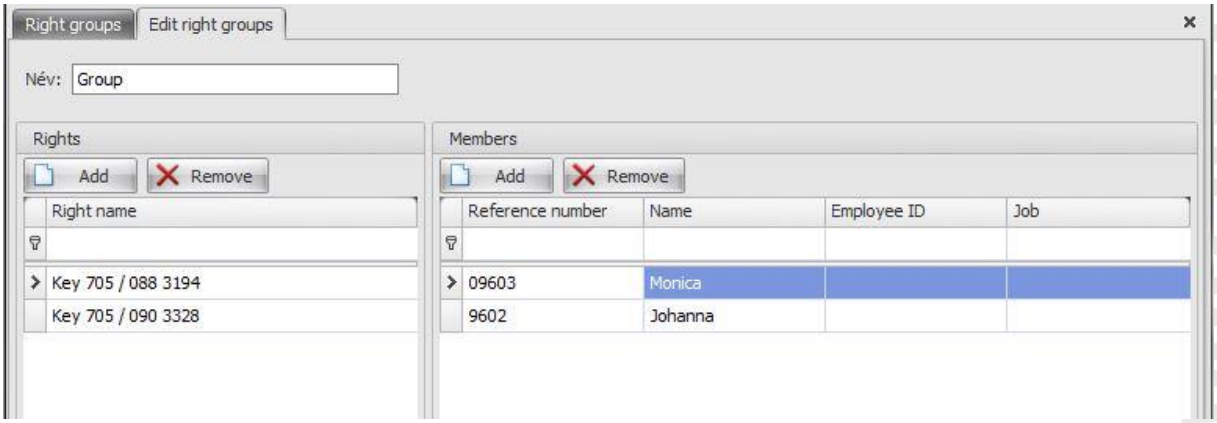
For key rights: Go to People menu, choose a person and click Modify. In *Assigned keys and rights* section you can assign keys to this person by clicking on the Add button. Choose the desired keys from the displayed list and then click the green Add button. If you would like to revoke a key, just choose it and click on Remove.



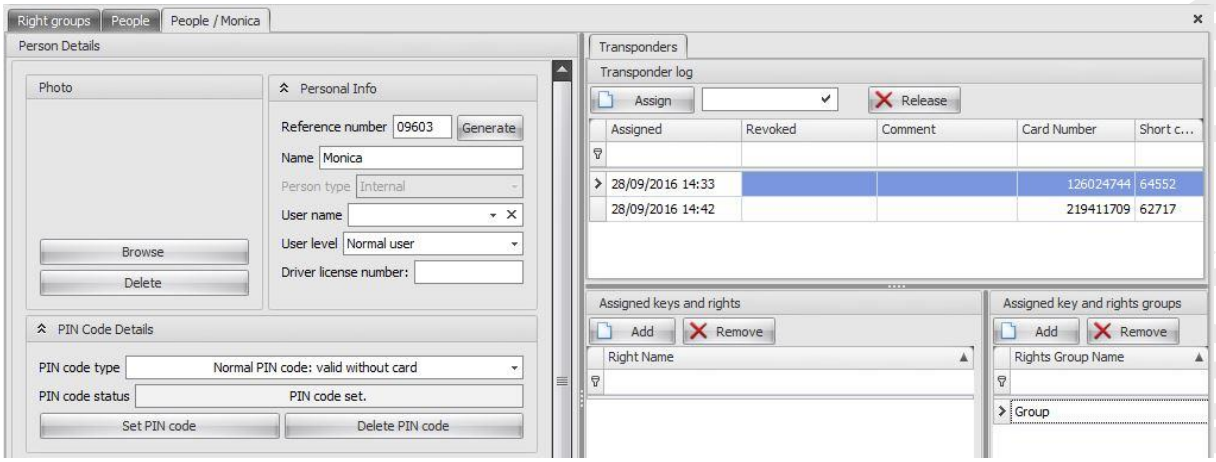
Right groups

In Management/Right groups menu you can create right groups. One right group contains members and key rights. This means the members have rights for these keys (bunch of keys).

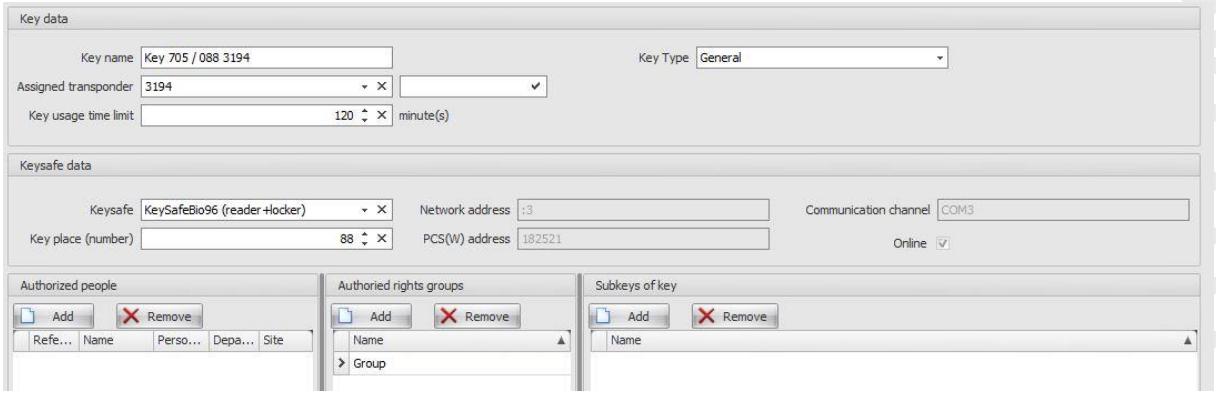




You can see in the “Assigned key and rights groups” section of the People menu which right group belongs to a person. You can also assign a new right group to a person in this section.



You can add a key to a right group in the “Authorized rights groups” section of the Keys menu.



Further key operations

Picked up keys

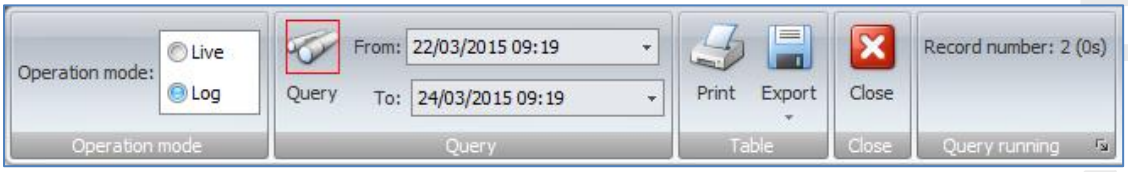
You can query the removed keys from Picked up/taken keys menu. The Query running tab shows the amount of found records. If a key has been returned into a wrong position, the row is displayed with yellow background.

Key	Native Key Place...	Pick-Up Person	Pick-Up Person...	Issued	Pick-Up Key P...	Returned	Return Key P...	Comment
FinancialOffice	Portal / 10	D. Molnár Gergely	221168400	27/04/2015 15:09	Portal / 10	27/04/2015 15:09	Portal / 9	
Workshop	Portal / 6	D. Molnár Gergely	221168400	27/04/2015 15:09	Portal / 9	27/04/2015 15:09	Portal / 10	
Conference room	Portal / 8	D. Molnár Gergely	221168400	27/04/2015 15:10	Portal / 8	27/04/2015 15:10	Portal / 8	
Garden	Portal / 2	Poppy	126024734	27/04/2015 15:52	Portal / 2	27/04/2015 15:52	Portal / 2	
Kitchen	Portal / 12	Rácz Viktor	63055228	27/04/2015 16:53	Portal / 12	27/04/2015 19:09	Portal / 12	

Operation modes:

1. **Live**: retrieves the list of currently taken keys from the system.

2. **Log**: query of removed keys between two selected dates. Set the date interval and click on the Query button to see the results.



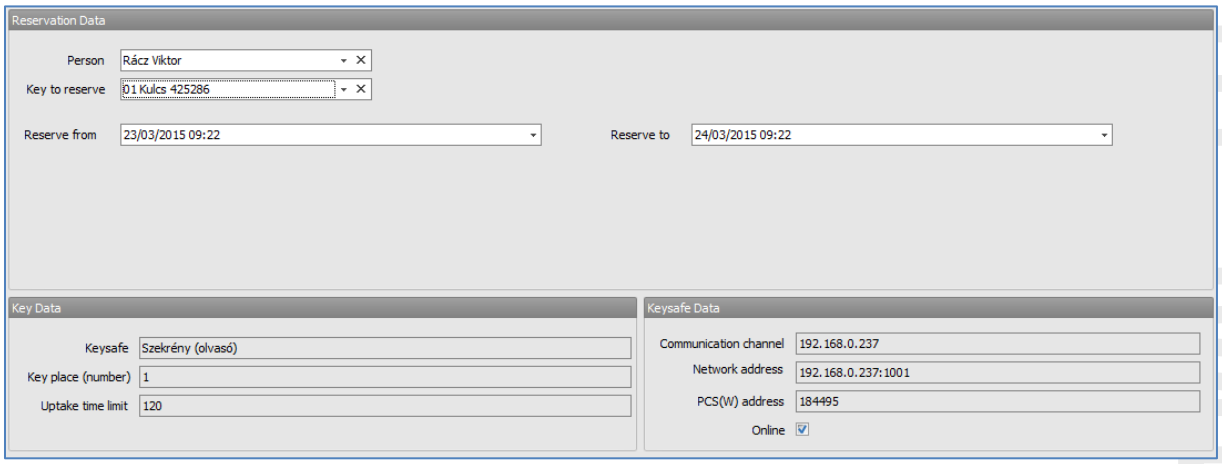
At both query operation modes, you can print or export the result sheet using the Print or Export buttons into many file formats (like pdf, html, txt, xls, csv).

Reserving keys for a user

Go to Key reservations menu, where you can create a key reservation using the New button.

It is necessary to set the following data:

1. **Person**: select a user from the drop-down list
2. **Key to reserve**: choose keys from the drop-down list
3. **Reserve from**: set the starting date
4. **Reserve to**: set the expiration date



The properties of the cabinet and the key will be displayed in Key Data and KeySafe Data sections. Save your key booking by clicking the Save button.

Remove a key reservation from a user

To modify an existing key reservation, select it from the list, modify the necessary fields and click Save. For deleting a key reservation, just choose it from the list and click Delete, confirm deletion by clicking Yes.

Set time limits for a key

Go to Keys menu, choose a key and click Modify if you would like to set usage time limits for this key. Set the “Key usage time limit” property in Key data section. It specifies for how long time (in minutes) the key can be used after having picked it up. Click Save.

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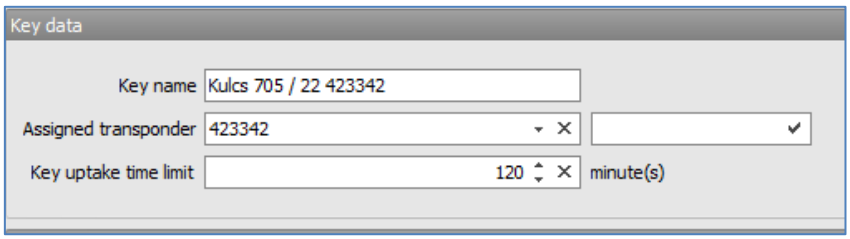


Send alerts about keys

1. Alert in email when a key is not returned or taken within a specified timespan.
2. Alert on the administration PC screen, if a key is not returned/picked up in time.

Logs

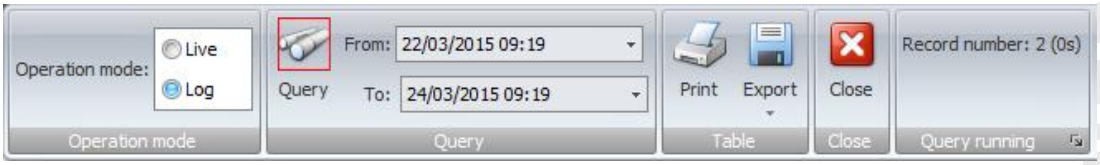
View Logs

It is possible to view all events recorded in the key cabinet so far by clicking on Log menu. The Query running field shows information about the actual log query, like how many records have been found.

Operation modes:

1. **Live**: you can watch all events that have happened from last week while using the KeySafe cabinet. If a new event occurs, it is going to appear in the list.

2. **Log**: retrieves events of a time interval between two dates. Set the From/To dates and click on Query to view the results.



The log contains the following event details:

1. Event date
2. Device
3. Event description
4. Person
5. Driver license
6. Identification
7. Key/Safe
8. Place (KeySafe/Number)
9. Odometer value: in case of car keys field is not empty

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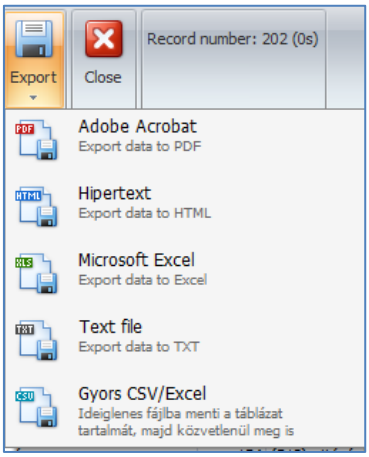
10. Service period elapsed: mark if the default service period of the vehicle (if the key is a vehicle key) elapsed. You can set a service period in Administration/Parameters menu point (KeysafeJarmuAlapertelmezettSzervizPeriodus parameter).

Event date	Device	Event description	Person	Driver license	Identification	Key / Safe	Place (KeySafe / Number)	Odometer value	Service period ...
2015.11.11. 10:20	KeySafeBio96 (rea...	(512) ajtózár kinyitva							
2015.11.11. 10:47	KeySafeBio96 (rea...	(511) ajtózár bezárva							
2015.11.11. 10:52	KeySafeBio96 (rea...	(512) ajtózár kinyitva							
2015.11.11. 10:54	KeySafeBio96 (rea...	(528) jogos ujjlenyomatolvasás	Peti		Ujjlenyomat				
2015.11.11. 10:54	KeyModule 33-40	(540) kulcs felvétele	Peti		Ujjlenyomat	Key 705 / 33 2105	KeySafeBio96 (reader) / 33		
2015.11.11. 10:54	KeyModule 33-40	(542) kulcs leadása	Peti		Ujjlenyomat	Key 705 / 33 2105	KeySafeBio96 (reader) / 33		
2015.11.11. 10:54	KeyModule 33-40	(540) kulcs felvétele	Peti		Ujjlenyomat	Key 705 / 33 2105	KeySafeBio96 (reader) / 33		
2015.11.11. 10:54	KeyModule 33-40	(542) kulcs leadása	Peti		Ujjlenyomat	Key 705 / 33 2105	KeySafeBio96 (reader) / 33		
2015.11.11. 10:54	KeySafeBio96 (rea...	(511) ajtózár bezárva							
2015.11.11. 10:59	KeySafeBio96 (rea...	(512) ajtózár kinyitva							

Export log to XLS

You can print or export the results of a log query of both operation modes into many file formats (like pdf, html, txt, xls, csv) using the Print or Export buttons from Log menu. E.g. if you would like to export log to XLS, just click to the Export button and choose the appropriate file format form the drop-down menu.

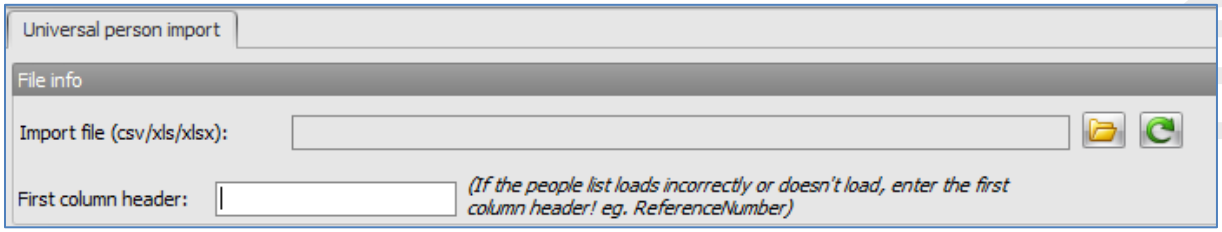


Afterwards you can specify the directory, where you would like to save the file.

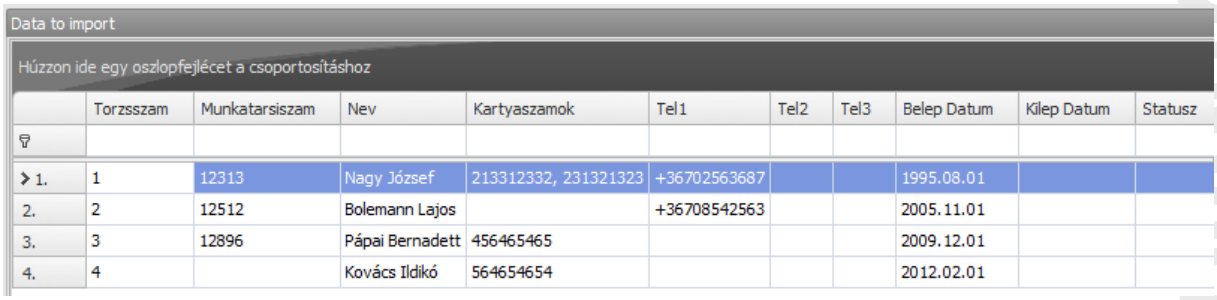
Import user data from external source (XLS, CSV)

Navigate to Import person data menu, where you can import users from several file formats (xls, csv, xlsx). If you would like to see the structure of a correctly formed import file, click on “Generate sample table” menu item and save the CSV file to your disk.

Choose the file to be imported in “File info” section.

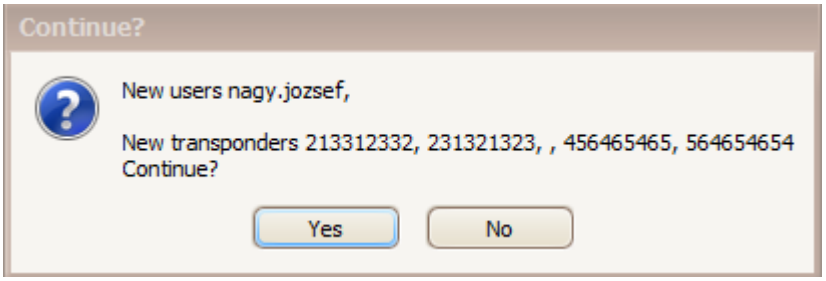


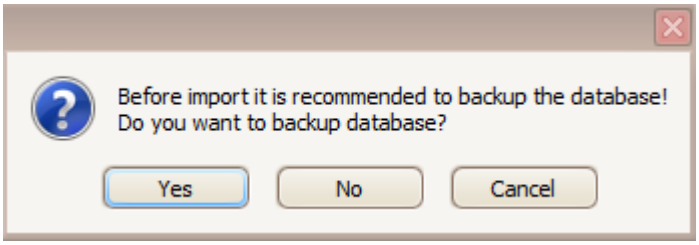
After the file is chosen in the “Data to import” section the preview of this file disappears. If the people list loads incorrectly or does not load, enter the first column header.



	Torzsszam	Munkatarsiszam	Nev	Kartyaszamok	Tel1	Tel2	Tel3	Belep Datum	Kilep Datum	Statusz
1.	1	12313	Nagy József	213312332, 231321323	+36702563687			1995.08.01		
2.	2	12512	Bolemann Lajos		+36708542563			2005.11.01		
3.	3	12896	Pápai Bernadett	456465465				2009.12.01		
4.	4		Kovács Ildikó	564654654				2012.02.01		

Click the Start button to start importing. The software will ask you whether you intend to continue and whether you want to save the current database before importing. If you are to start, click on Yes button twice.

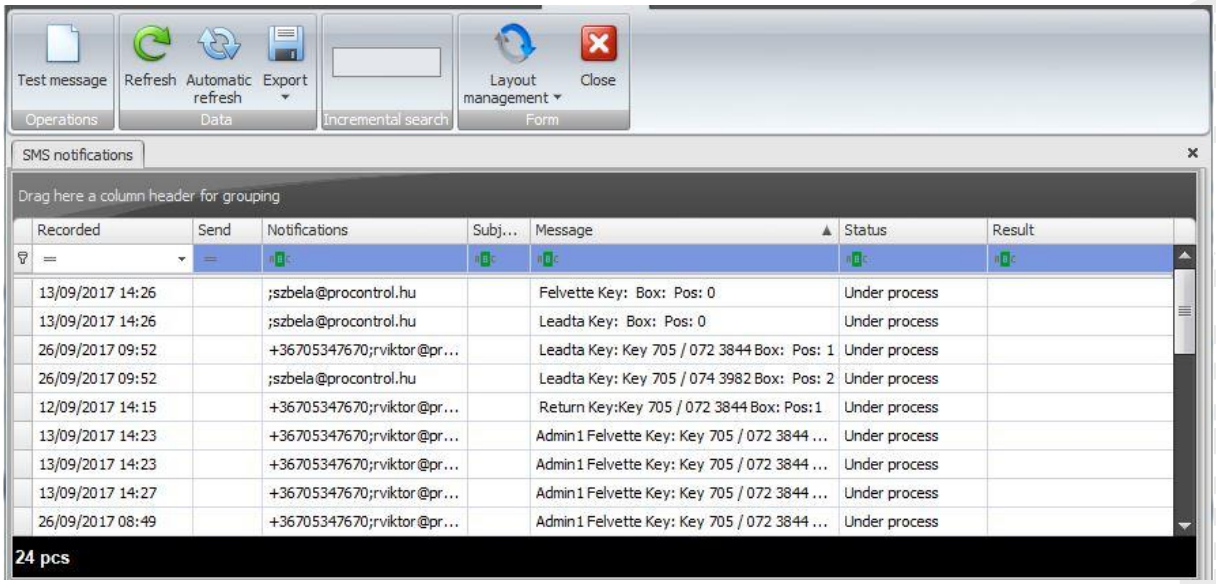




After a successful import you may see the new users under the People menu.

Notifications

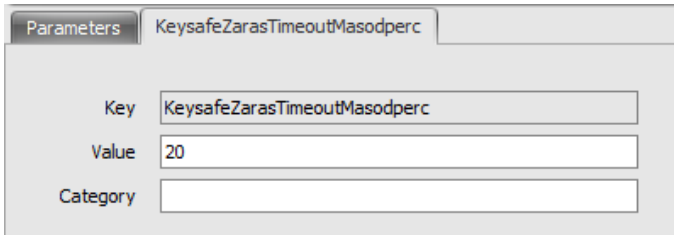
In case the cabinet is equipped with GSM SMS texting module, then the notifications sent in text message or email can be found logged in the Notifications menu. In the Test message submenu, as its name shows it, there is a possibility for sending test text message or email.



Set cabinet timeouts

Navigate to Administration/Parameters menu and click the “+” sign next to the first Category. A list of parameters is going to be displayed. Find the KeysafeZarasTimeoutMasodperc parameter in the list and click on the Modify button. (You can search and filter for it by typing into the header of the parameters column.) Here you can set the timeout in seconds in the Value textbox field.

This parameter specifies a Timeout for how long the KeySafe or ProxerSafe cabinet is waiting before locking its key slots automatically if there is no user activity or the door is left open.



Managing more cabinets, communication between cabinets

KMS software can recognize more key cabinets in the same network and manage all of them using one central software. It can set users, rights, and it can adjust all other settings too for the all the cabinets. These possibilities can be used with a common database.

Cabinets can exchange data with each other about users, cards and keys. This function can be realized with a common database.

If you have more cabinets you wish to use as a single system, please consult related documentations. Are you interested in such system expansion? Please contact Procontrol, and we are ready to help you.

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Technical Support

If you have any questions or need, please feel free to use the contacts below:

Procontrol Electronics Ltd.

www.procontrol.hu

Hardware manufacturer / service centre

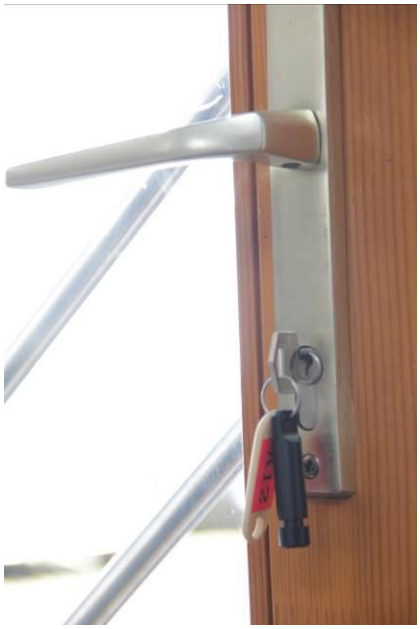
E-mail: service at procontrol.hu

H- 6725, Szeged, Cserepes sor 9/b

Hungary

Tel: +36 (62) 444-007

Please send us your enquiries and problems in a detailed written form. Thank you.



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