

KeyWin6

User guide





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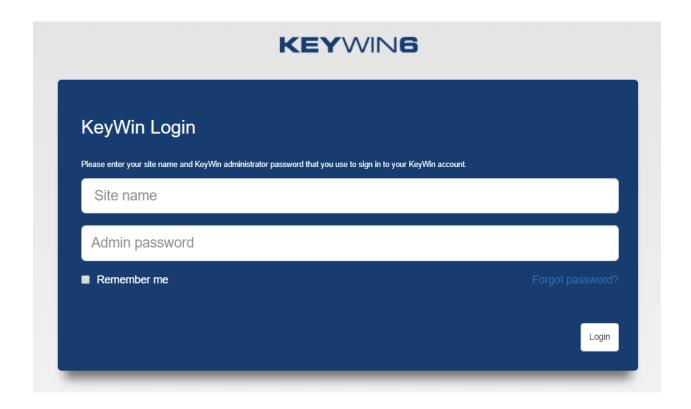


LOGIN

Go to this address to login: https://www.keywin.app/portal/login

Site name and admin password should have been provided by your dealer or by Creone.

If you are missing your site name and admin password please send a request to support@creone.com.



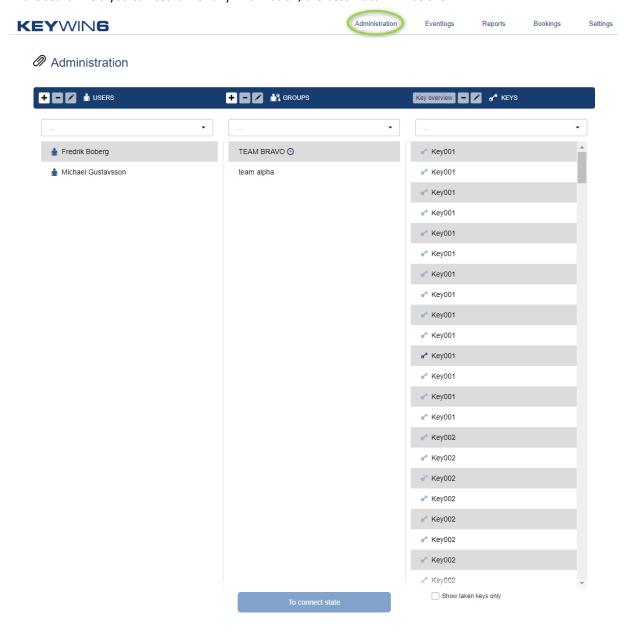


ADMINISTRATION

In ADMINISTRATION you will get an overview of USERS, GROUPS and KEYS.

You use to add, remove or edit values. The plus, minus and edit pen are functions that are used all through the Keywin 6 portal.

In the search field you can search for any information, the best match will be shown.





ADMINISTRATION – ANVÄNDARE

To CREATE a new user press the + on the left side next to USERS on the ADMINISTATION page.

The plus, values all minus and editing pen are re-occurring functions that you use for to add, delete or edit through the portal.

User settings are divided by **BASIC** settings and **ADVANCED** settings.

BASIC

User NameCreate a unique user nameFirst nameAdd the users first nameLast nameAdd the users last name

Active Check if user is active/de-activated

Language Choose the language the user wants the keybox to communicate

with.

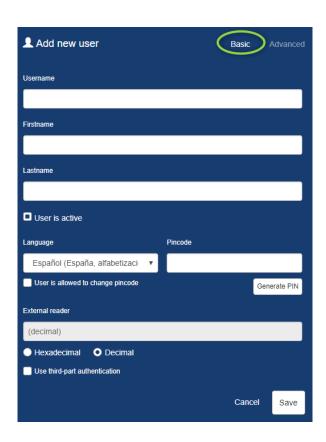
Pin code Chose the pin code for the keybox

External reader If the user rather use card(s)/badge(s) to log-in, enter the id number

here and fill in the check-box under "Use third-part authentication"

Hexadecimal Uses letters and digits as a third party reader code

Decimal Uses only digits as a third party reader code





ADMINISTRATION - USER - ADVANCED

ADVANCED

E-mail Enter users e-mail

User type Enter user type. Normal user is deafult. If you set the Non-trusted

user, this user needs to be confirmed by an "trusted user" for each opening of the cabinet. The confirmation is to enter a trusted users

pin code.

Cellphone/Phone Enter the users cellphone or phone. Note that cellphone will appear

in the cabinet display in case this user have taken a key.

Service Enter the service of the user.

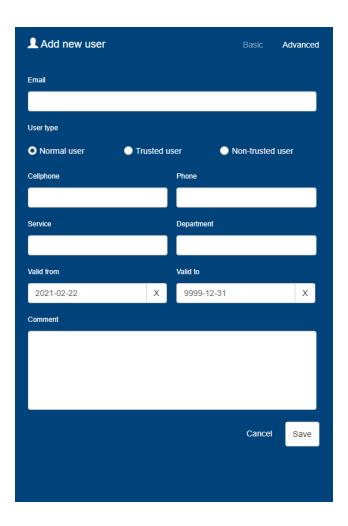
Department Enter the department of the users. This is also searchable in the

administration

Valid from-to Here you can set a date frame for when the user is valid.

Comment* Here you can enter any additional information needed.

^{*}Beware of your company's GDPR policy when using comments and personal information.

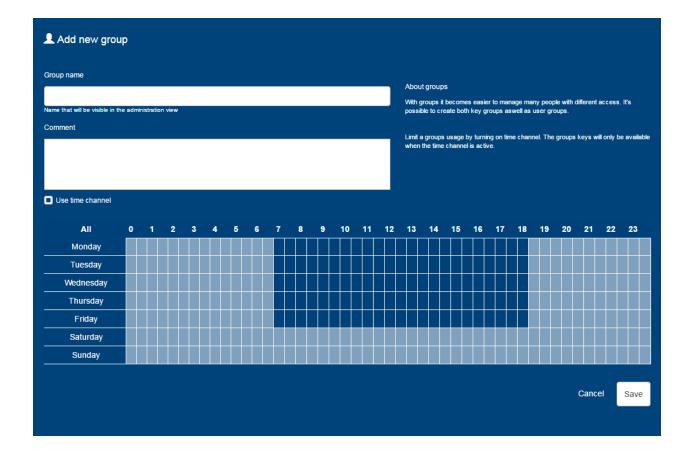




ADMINISTRATION – GROUPS

To **ADD** a new **GROUP** press on + on the left side of **GROUPS** under **ADMINISTRATION**. You will then see the menu below.

Enter a name for the **GROUP** and chose the time channel when the group shall be valid (access for the users to the keys) and if there are any other comments*.



^{*}Beware of your company's GDPR policy when using comments.



ADMINISTRATION - KEYS

The Keys can't be added from the portal. You need to login to the cabinet with the administration PIN-code and insert each intellipin one by one, when that have been done, the key will automatically appear in KeyWin6 key administration. The keys will automatically be named"Key001","Key002" etc.

Highlight the key and press on **EDIT** to see following:

The KEY-settings are divided by **BASIC** and **ADVANCED**.

BASIC

Name Enter the name the key shall have in the system

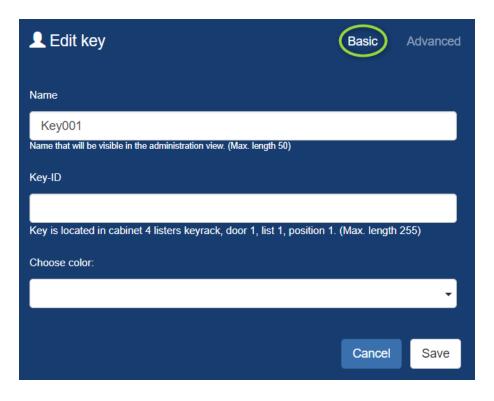
Key-ID For each key or group of keys you can enter a Key-ID. E.g. for all car-keys you

can use"CAR" as a Key-ID. Then you can search for "CAR" and all your car keys will appear. The settings in Key-ID does not affect the position of the keys physical

location in the cabinet.

Color Since we can offer keyrings in different color you can also colorize the keys in the

software.





ADMINISTRATION - KEYS - ADVANCED

ADVANCED

Time limit Set the time the key can be out of the cabinet. If the key is not returned to the system

within the time frame, the cabinet will register an alarm.

Comment* Enter your own comment of the key.

Available cabinets The key will automatically be set to be allowed in the cabinet where the key first was

registered. If you need to be able to return the key in another cabinet you need to

specify what more cabinet the key should be allowed in.

Use locked key position When using a fixed key position it means that you force the users to return the key at

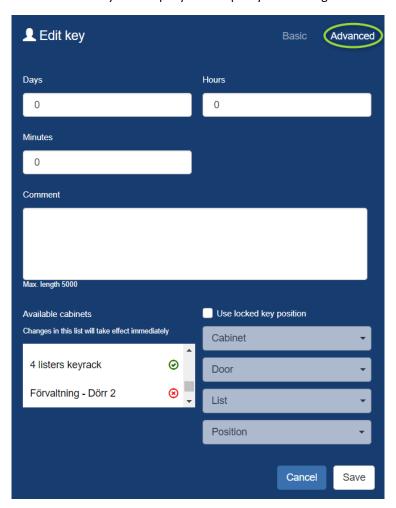
the same position as it was picked up. If the user return it to another position the

cabinet will create an alarm and show where the key shall be returned.

Please note that this feature cannot be used together with allowing "Keys in

multiple cabinets"

*Beware of your company's GDPR policy when using comments.

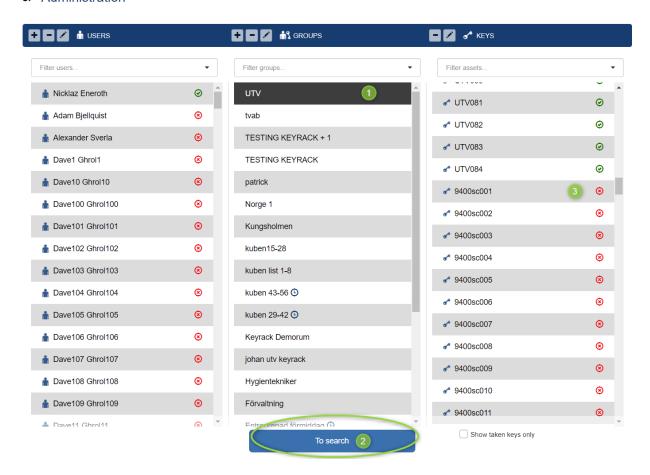




ADMINISTRATION – CONNECT USERS & KEYS VIA GROUP

To connect **USERS** and **KEYS** via a **GROUP**, do as following:

- 1. Highlight the group you like to use
- 2. Click on **TO CONNECT STATE**
- 3. Now you will see all users and keys in your system with (*) or (*).
- Click on (x) and when it change to (o) the connection is complete.
- When you are done, click on **TO SEARCH** to return to search-view.
- For more or new connections, repeat procedure above.
- Administration



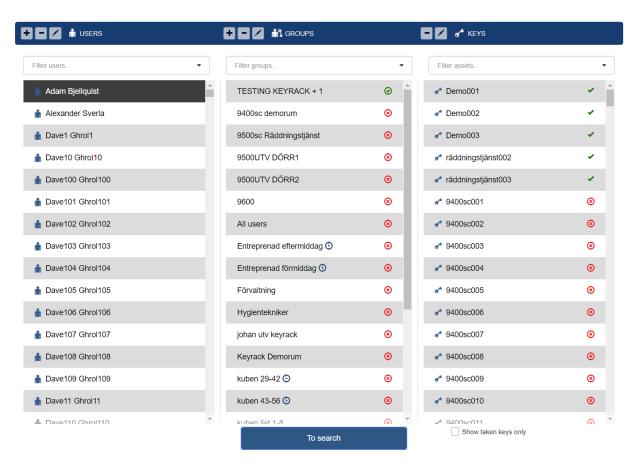


ADMINISTRATION – CONNECT USERS & KEYS DIRECTLY WITHOUT GROUP

To connect a **USERS** or **KEYS** directly to each other, without any **GROUP**, do as following:

- Highlight the USER or KEY you like to use
- Click on **TO CONNECT STATE**
- Now you will see all users or keys in your system with (x) or (In the example connection is done from USER to KEY) A Checkbox without circle indicates that the key has been connected via a group.
- Click on (x) and when it change to (a) the connection is complete.
- When you are done, click on **TO SEARCH** to return to search-view.
- For more or new connections, repeat procedure above.

Administration





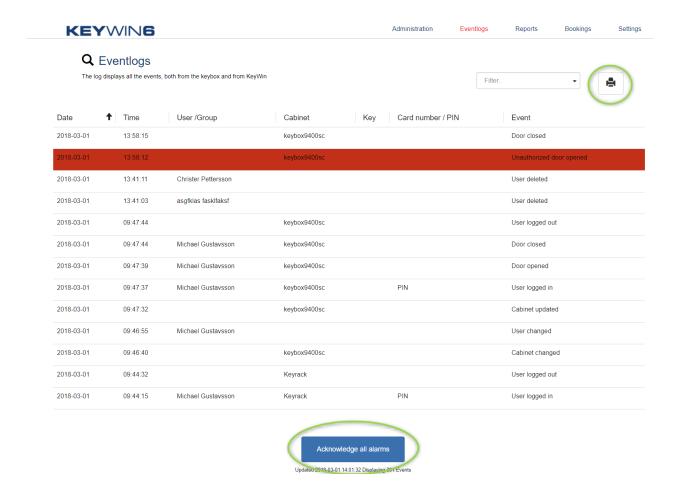
EVENT LOG

In the event log you will see everything that happens in your system, both from cabinet and the portal.

In the **FILTER** tab you can search for a key or user to find more information. When clicking on the down-arrow, next to the filter-search field, you can filter on time-frame or specific event.

When pressing the printer symbol in the upper right corner, you can export your result.

When an alarm appears the event will be highlighted in red. Once the alarm is confirmed by you, you can press on **ACKNOWLEDGE ALL ALARM** (all alarms in the system will be acknowledge) or click on that specific alarm to only confirm that specific alarm.





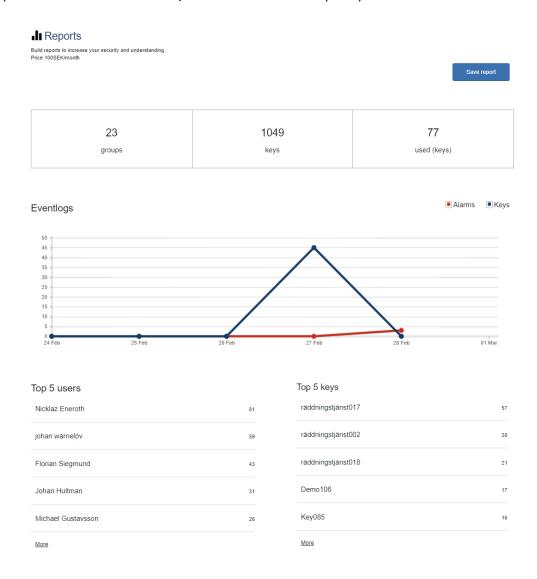


In the **REPORTS tab** you will find useful information of your system and how it's used by the users. Please note that the report module is still in the makings, once released see separate manual in Creone's Help center.

Here you will see a summary of how many Groups, KEYS and KEYS OUT OF THE SYSTEM

You can also see a diagram that will summary **Keys taken** and **Alarms** for each day. This statistic you can save by pressing "SAVE REPORT" (still under development)

Finally you will be able to see the TOP 5/10 USERS & KEYS used in your system



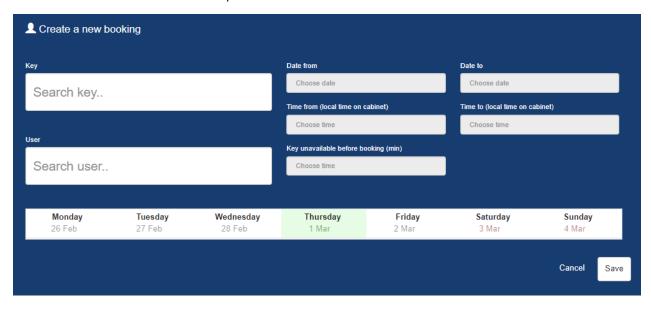


BOOKING

Under the **BOOKINGS** tab you can make a reservation for a user and key with specific time-limitations.

Q Bookings All key bookings can be configured here. All dates and times are displayed in local time on cabinet Key Date from - to Time from - to Nicklaz Eneroth räddningstjänst003 2017-06-30 - 2017-06-30 10:00 - 10:30 FörvaltningD1-001 Algatan 3-10 2017-10-02 - 2017-10-02 Nicklaz Eneroth 11:00 - 13:00 2017-10-02 - 2017-10-02 13:00 - 13:30 Nicklaz Eneroth FörvaltningD1-002 Aspgatan Pelle Bok 2017-10-02 - 2017-10-02 FörvaltningD1-003 Algatan 14:00 - 15:00 2018-02-09 - 2018-02-09 johan wärnelöv 11:48 - 13:48

Press on + to add a new **BOOKING** and you will see the menu below:



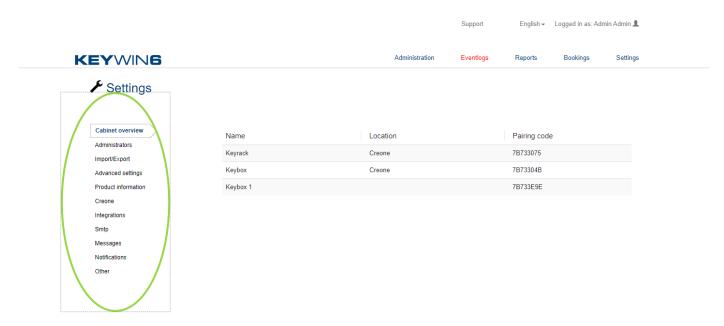
KEY-Select the KEY that shall be booked.USER-Select the USER that shall use the KEYDATE FROM-Select the date the user shall have access to the KEYDATE TO-Select the end-date the user shall have access to the KEYTIME FROM-Select the time the user shall have access to the KEYTIME TO-Select the end-time the user shall have access to the KEYKEY UNAVAILABLE-Here you can select time prior to the access for the user that the specific key shall be locked for other users to take.



SETTINGS

Under **SETTINGS** tab you will see a menu to the left with following categories;

- Cabinet Overview
- Administrators
- Import/Export
- Advanced settings
- Product information
- Creone
- Integrations
- SMTP OBS! Not in use.
- Notifications
- Other



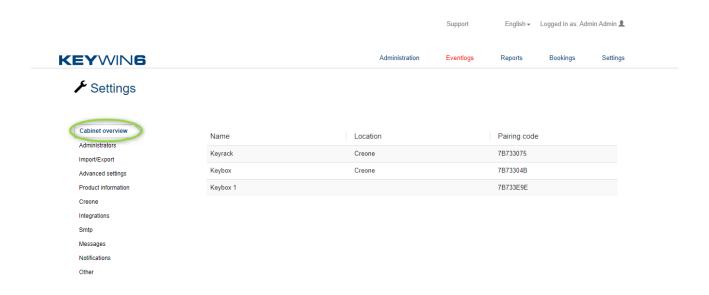


SETTINGS – CABINET OVERIEW

Under CABINET OVERVIEW tab you will be able to add, remove and edit your cabinets.

You will also see a list of all your active cabinets with Name, Location and Pairing code.

To ADD a new cabinet, see next page.



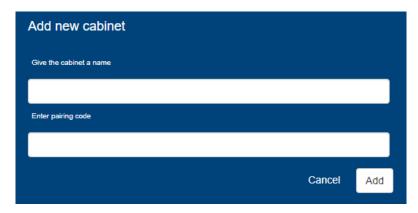


SETTINGS - CABINET OVERVIEW - ADD NEW CABINET

CABINET SETTINGS

- 1. Go to your Cabinet, enter 1234# on the Cabinet keypad, you will now enter the configuration menu. Move through the configuration menu using the arrows on the keypad, use # to open each menu and confirm each setting.
- 2. Go to "DHCP" Set DHCP to ON or OFF
- 3. Go to respectively "SET IP", "NETMASK", "GATEWAY" and "DNS" and enter the values according to your IT-departments recommendation.
- 4. Go to "Reboot", restart the Cabinet to confirm your configuration setup

Once the cabinet is rebooted move to Keywin 6 portal, add a new cabinet and enter name off the cabinet and pairing code.



The cabinet will now appear as (not yet initialized). When KeyWin6 synched all the information to the cabinet, when the cabinet is ready the (not yet initialized) will disappear. When this is done, the cabinet has been registered correctly and you can continue your cabinet configuration.

Highlight the name of cabinet and press on EDIT. Go to next page for continuing the instructions.

Name	Location	Pairing code
Keyrack	Creone	7B733075
Keybox	Creone	7B73304B
Keybox 1 (not yet initalized)		7B733E9E



SETTINGS – CABINET OVERIEW – ADD NEW CABINET

Mark the cabinet in the cabinet view to start edit name and location etc.

BASIC

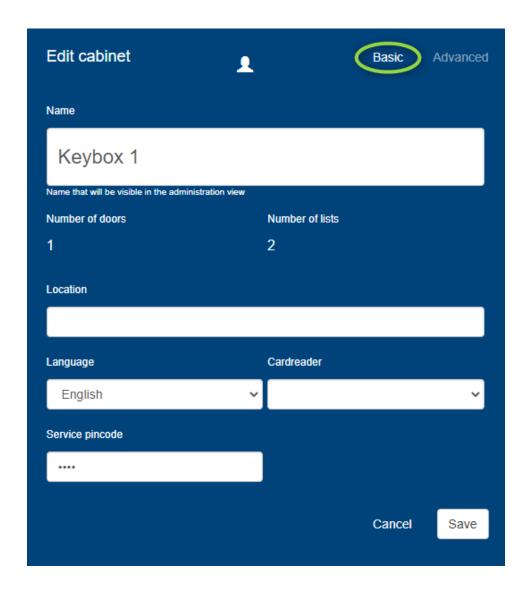
NAME: The name you will see on the cabinet display

LOCATION: E.g. Office, reception

LANGUAGE: The language the cabinet shall use

CARD READER: The card reader the cabinet is using

SERVICE PIN: Default 1234#. Will give you access to the configuration menu.





ALARM TIMEOUT: Time in seconds the alarm shall sound in case of an alarm

ALARM OPEN DOOR: The time the cabinet door can be open until the "open door alarm" will activate.

MAIN ALARM ACTIVATED: Possible to connect an external alarm to the cabinet so in case of an alarm, this relay will activate.

MAIN ALARM FOR OPEN DOOR: Time in seconds, after the first open door alarm is executed then the main alarm will be forwarded to the external alarm system.

MAIN ALARM FOR NON_ALLOWED KEY TAKEN: Time in seconds from a key is taken unauthorized until the external alarm output will be activated.

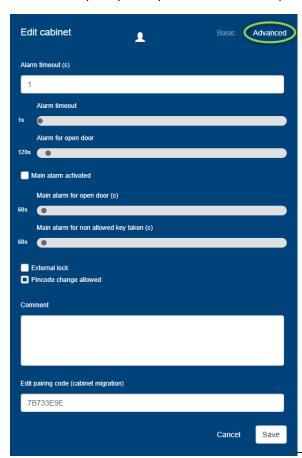
EXTERNAL LOCK: Locks down the display, you need an input signal from an external device to unlock the display.

PIN CODE CHANGE ALLOWED: Allows users to change pin code in the cabinet.

COMMENT: Optional. Beware of your company's GDPR policy when using comments.

EDIT PAIRING CODE: Change the pairing code of the cabinet.

TIP: To easily set time in seconds, pull the marker to left/right. If you point and hold the marker with left mouse click, you can also use the arrow keys on your keyboards to set second per second.





SETTINGS – ADMINISTRATORS

Under ADMINISTRATORS you can add, remove, and edit staff that shall have access to KeyWin6 software.

Step 1: You add a new administrator by press on + and add the data below.

Step 2: once you have saved the initial data, you need to connect the admin to the cabinets.

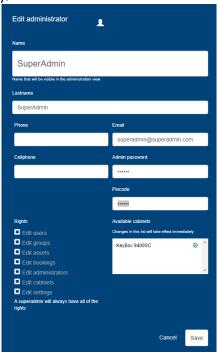
- Name
- Last name
- Phone
- E-mail
- Cellphone
- Admin password (This is only for log in to keywin6 not cabinet.)
- Pin code (for super admin login to cabinet) this feature will only appear on the super administrator not on local administrators.

Then select what this administrator shall be able to see, change and do in KeyWin6 software

- Edit Users
- Edit Groups
- Edit Assets
- Edit Bookings
- Edit Administrators
- Edit cabinets
- Edit Settings

When you press SAVE you will also have to confirm

Which cabinets these rights shall apply.

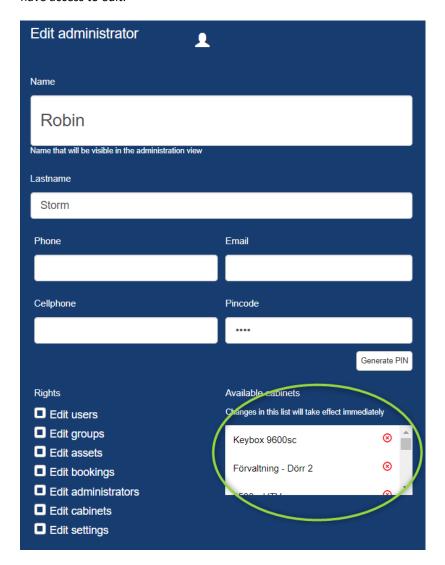


Beware of your company's GDPR policy when using comments field.



SETTINGS – ADMINISTRATORS

Once you saved the settings in step 1, in step 2 you shall connect your administrator to the cabinet(s) they should have access to edit.

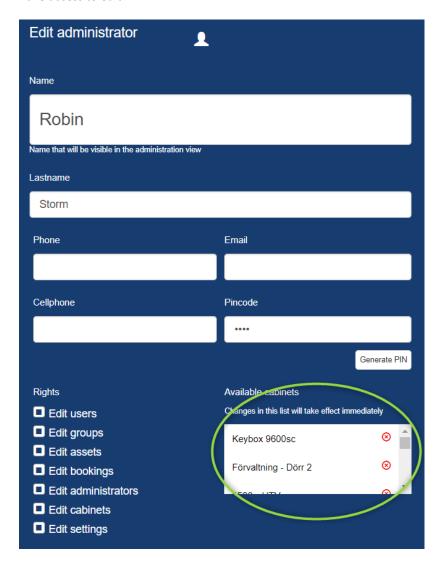


Beware of your company's GDPR policy when using comments field.



SETTINGS – ADMINISTRATORS

Once you saved the settings in step 1, in step 2 you shall connect your administrator to the cabinet(s) they should have access to edit.

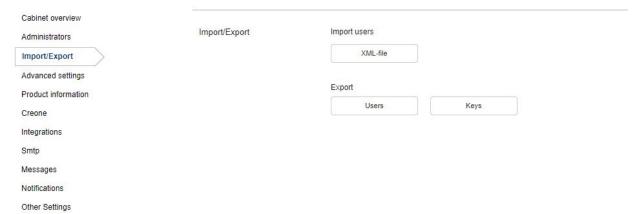


Beware of your company's GDPR policy when using comments field.

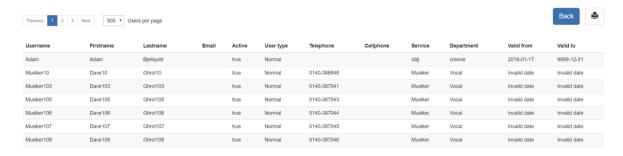


SETTINGS – Import/Export

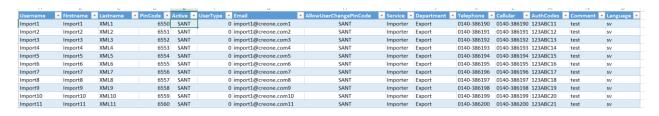
In Import/Export you can import users via XML and export users and keys to a list.



When performing an export you will automatically be re-directed to a printer setup, press the printer symbol to print the file using your own printer setup or own .pdf printer etc.



If you want to import users, you need to use an XML file. If you are not used to handle that format we have an Excel template with XML mappings already performed that you can download from our Help enter.



Helpcenter link: https://creone.zendesk.com/hc/en-us/articles/360001343032



SETTINGS – ADVANCED SETTINGS

In **ADVANCED SETTINGS** you will be able to change your cabinets time zone, decide pin code structure and add, remove, and edit your card readers in the cabinet. This is settings that should be carried out by someone familiar to card reader programming and terminology.

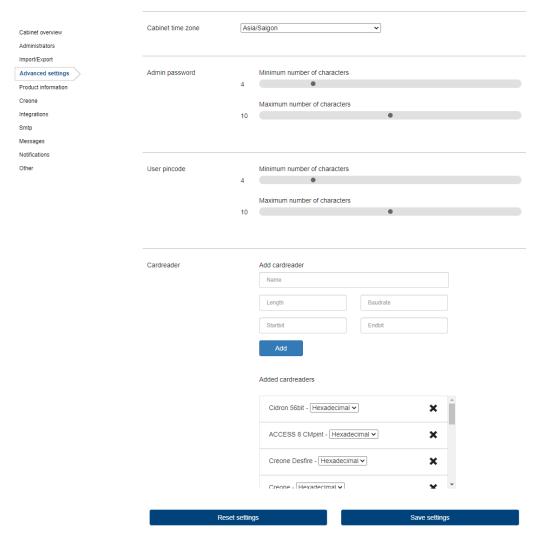
When adding a new card reader, follow this procedure:

Name - The Name of the reader in the system

Length - The number of characters the reader shall show

Baud rate - Set the readers baud rate
Start bit -Set the readers start bit
End bit -Set the readers end bit

When all settings are completed, press" Save **settings**" and make a reboot on the cabinet. The new reader shall now exist in the configuration menu of the cabinet display.





SETTINGS – PRODUCT INFORMATION

The setting and product information is to help Crone identify you and your installations when helping out with support issues.

Cabinet overview Product name Application and hardware Administrators KeyWin 6 Import/Export Software version Advanced settings 6.4.11 **Product information** Release date: 2021-01-22 Creone c95576aa-f6b3-45e4-b97f-ea352fd77c62 Integrations Smtp Available until: 2029-02-05 Messages Booking module Report module Notifications Retailer Other Creone AB Manufacturer Creone AB



SETTINGS – INTEGRATIONS

Creone can supply an integration engine and the API. Please note that Creone does reserve the rights to decide with whom and when we want to share our platform with.

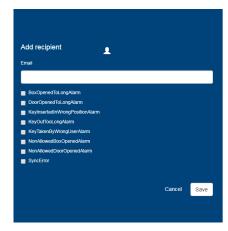
For more information of INTEGRATIONS in KeyWin6, please contact Creone via e-mail;support@creone.com

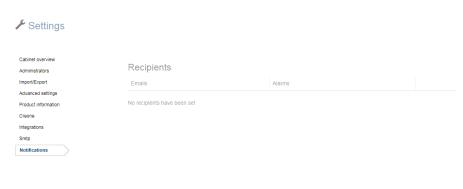


SETTINGS – NOTIFICATIONS

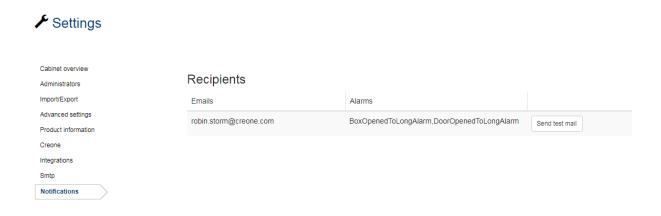
Under NOTIFICATIONS you ADD the persons that shall receive alarms to e-mail.

To ADD a new recipient, press on +. You will then see the window as below. Select the alarms this recipient shall receive:





When a recipient has been registered it will look as below. You can now send a "TestMail" to this recipient.





SETTINGS – Other Settings

Under OTHER SETTINGS you can change if you want to see username in the display of the cabinet ore if you don't want to show the username.



Cabinet overview

Administrators

Import/Export

Advanced settings

Product information

Creone

Integrations

Smtp

Messages

Notifications

Other

Other Settings

Show userame on cabinet display