

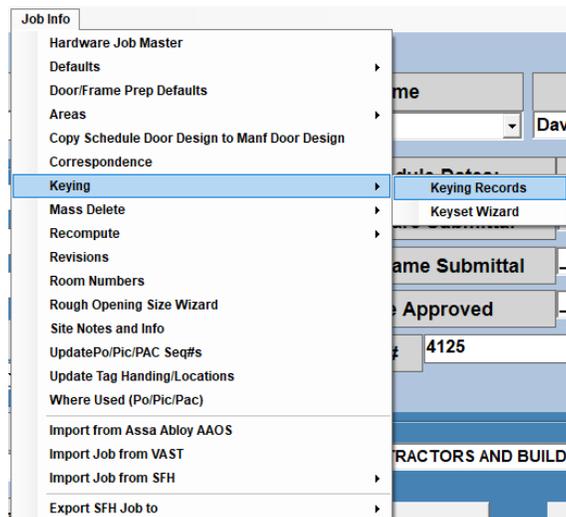
Keying Records Management & Report

This feature allows you to store all of the keying information for a contract job. It has a place for you to record all of the keying systems used with their associated bitting and it allows you to assign bitting information to each keyset. Once this information has been entered, you can print a Keying Records Report.

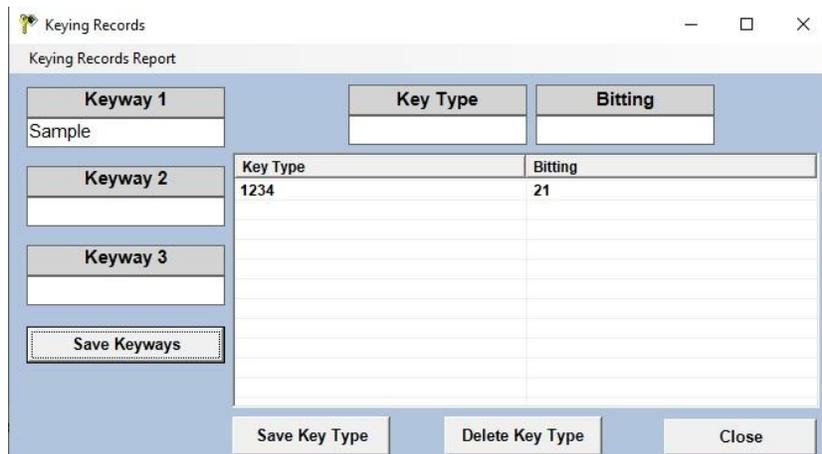
Please note that Key Set numbers must first be entered in the *Keyset Wizard* in order for the *Keying Records Report* to run.

How it works:

1. Launch Software for Hardware and from the Logo screen open a Contract Job.
2. Click the *Job Info* menu selection.
3. Select *Keying Records*.



4. The *Keying Records* screen appears:



- From here you can enter up to three keyways and multiple key types and bitting information.
- To run a Keying Records report, click the *Keying Records Report* menu selection at the top of the form and choose your output method, Preview or Printer.

Job Number: 04142017

Keying Records Report

11/20/2019 11:32 AM

Mt. Baker B & B

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Keyway
Sample

Key Type	Bitting Number
1234	21

Keyset Number	Bitting Number
1AA	
2AA	
3AA	
5AA	
6AA	
8AA	