



AccessDesigner

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Introduction

Support

Do you still have unresolved issues? If so, please contact our support team:



E: tech.support.hq@evva.com

T: +43 1 811 65 1580

Welcome

Welcome to the EVVA AccessDesigner 3.4 documentation

First and foremost, we would like to thank you for purchasing our software. We are sure that we can offer you an ideal solution to quickly and easily record locking systems on the basis of our ample experience.

At first glance, this software may seem very challenging. But if you look at it objectively: any new application is not easy to get into. It takes some routine, sometimes even background expertise, to be able to make ideal use of the options software has to offer. For this reason, in addition to this help document, EVVA offers you elements including training courses, webinars and a support hotline to quickly find a solution in the event that anything is unclear or there are issues.

Contact us! Your feedback is the basis for advanced developments of this software. We would be delighted if we could improve or simplify things or integrate new functions that make life easier for you. And even if this application will be used internally at EVVA, use by other user groups (partners, large-scale project operators, etc.) will certainly bring about additional requirements and potential improvements.

However, we not only look forward to receiving your input in terms of this software and your service scope, but also for this documentation. Tell us what you think needs to improve!

News

New features of EVVA AccessDesigner 3.4 (compared with the previous Planner version 2.48)

We have transferred tried and tested functions, deleted unused and rarely used functions or integrated them into other functions.

However, many functions have been added, as a result of our users' feedback. Firstly, because these functions can now be sensibly implemented and secondly, because they make the EVVA AccessDesigner much stronger.

Here are some examples of the features you can expect in EVVA AccessDesigner 3.4 (by no means exhaustive):

- Type configurator: stay up to date with all product ranges, updated every minute thanks to the direct reference to our internal product information management
- Regardless of the Windows version: the new application is compatible with all conventional Windows platforms.
- Import door or key lists and even complete locking charts from Excel
- Maximum data security thanks to encrypted transfers to a central database
- Significantly improved performance, e.g. during chart validation
- Simultaneously processing several orders per system
- Simultaneously opening several charts
- Intelligent copying from one chart to another including transfers of the locking function, whereby missing keys are created automatically
- Order type data, including "Technical feasibility verification" and additional options
- Enhanced comment functions, in particular as temporary/permanent comments for locking functions
- Organisation of one or more systems in one project
- Direct data entry in the "graphic" locking chart
- Incidental locking check for extensions
- Use your own or pre-defined chart templates for new charts
- User notifications with pop-up and reminder features

Some functions have been deleted or integrated into other functions:

- Registered (un)locking management has been removed
- Significant reduction of user-specific settings. Instead the changes implemented by users are saved directly (list views, layouts, etc.)
- There is no longer a transfer to offer/pricing program. Instead there is a list of totals per system/order (including export options to numerous, conventional formats).

New features in EVVA AccessDesigner 3.5 (compared to the previous Version 3.4)

- Create / import locking chart templates or select a template when creating new charts
- Header: Transfer system type and display old system fees (if available)
- PlanDesigner: It is possible to enter data directly into the "PlanDesigner" tab
- PlanDesigner: It is now possible to highlight locking functions beyond the visible area (automatic horizontal and vertical scrolling)
- PlanDesigner: new "detail" view displays individual keys separately
- New design of user notifications with pop-up boxes and reminder feature
- Plan validation: more clarity with fewer warning messages. Order completion check now for items that are part of the respective order.
- Plan validation: Detection of incidental locking based on the combination of existing keys in a new cylinder
- Individual profile systems: Check for available EP number
- Progress status for functions that take longer
- Faster recalculation of central locking displays and the previous limit for large

systems has been removed

In addition, this version also includes an update of the underlying framework and several small bugs fixes.

First steps

First steps

After having installed new software users frequently ask themselves what they actually want to do with it. What are the first steps? This is a question that cannot be answered in a way that applies to all users. For this reason, the following section must be considered as best practice procedures and there is no reason for us to object to adaptations to individual demands.

We assume basic skills in using Windows programs and standard functions as well as basic skills in creating locking charts and system structures for the purpose of this documentation.

First steps for organisation administrators

There are a few extra things that organisation administrators need to do prior to launching the application.

Defining users

Do not operate the system using the organisation administrator profile, as it is intended for administrative use only.

Define the relevant user profiles that will actually use the locking system initially. "Roles", i.e. authorisations are assigned to each user.

Refer to "[organisation administrator tasks](#)" for more information

Personal settings

Some settings are easy to configure and for this reason, we have included them in "First steps". These include how to complete lists for the autocomplete function. Other settings, such as the definition of the locking chart layout, are slightly more complex and you will usually only need to use them at a later point.

Password

In a first step, specify a password. Depending on the settings configured by the administrator, the first login does not involve a password or you are provided with a predefined password. In both cases you must change the password immediately and your new password must meet certain security aspects. Refer to [My details](#) for more information.

Language

Each user can specify their preferred language. The organisation's language has been set by default. In addition to the screen texts the user language also controls the central locking illustrations Z/I and X/O. The language can be changed for each user. Changes are only applied the next time you log on.

Autocomplete function

Predefine frequently used texts for facility designations, key function designations, items and manufacturers. This saves you having to tediously type recurring terms as part of

data input to thus boost your personal performance. You can edit and amend these lists at any time. You can also import data from Excel. Refer to [Cylinder autocomplete function](#), [Key autocomplete function](#), [Item autocomplete function](#) or [Manufacturer autocomplete function](#).

Type codes

This function is also easy to operate. For this reason, we have included it in this section. Practically speaking, you will only use this function at a later point.

The function centres around saving "simple" codes for complex cylinder or key product codes that are then converted accordingly during input, similar to placeholders. This function makes data input significantly easier and most of all faster. The risk of faults is thus also significantly reduced (typos in product codes). You can also import data from Excel. Refer to [Type codes](#) for more information.

Defining logos

Each user has the option to create logos from image files to then use them in locking charts (display and printing). The EVVA logo has been saved as standard. You can add any logo (your company's logo). Refer to [Logos](#) for more information.

First steps for organisation administrators

Organisation administrators must carry out additional steps prior to actually commissioning the application. To help you get started quickly and for your first (small) orders, we have described the most common applications under "[Order Scenarios](#)".

Defining users

Do not use the organisation administrator profile for productive purposes as it is intended for administrative measures only.

For this reason, define corresponding user profiles for actual locking system editing in a first step. "Roles", i.e. authorisations are assigned to each user.

Refer to [Organisation administrator tasks](#) for more information

Introduction to creating locking systems

We have created a detailed example and split it into individual steps to give you a first impression of this application's scope. Follow it to quickly become familiar with the most important functions. Refer to [Detailed example](#) for more information

For Planner 2.48 users

For Planner 2.48 users

Users of the previous version "EVVA Satellite Planner 2.48" can convert their master data (systems / charts) to the new EVVA AccessDesigner 3.5. Follow these steps:

1. Contact the relevant Technical Office at EVVA. Ask them to tell you approximately how many charts can be converted. Based on this, a time for the transfer is locked in.
2. In good time before the planned transfer, a link and the relevant log on

- information is sent to the customer.
3. At the agreed upon time, the customer transfers all planner databases that are to be converted (PLN files, but no SAT files!) into the folder that is displayed. From this point, you can no longer make any changes in Planner 2.48.
 4. All of the planner databases that you have provided will be converted and made available in the EVVA AccessDesigner.
 5. Technical data is added for individual profile systems – provided that the calculation is done by EVVA.
 6. The customer will be notified accordingly once the conversion is finished.

After successful conversion, Planner 2.48 should no longer be used. However, as a precaution, we recommend that you either perform a full backup of all data or that you keep the Planner 2.48 until you can be sure that all data has been transferred correctly.

This service is free of charge for Planner 2.48 users.

General

General

You have already completed the first steps: You have successfully installed EVVA AccessDesigner 3.4 (otherwise you would not see this help text).

In this section we would like to point out additional sources of information and describe functions that are available throughout the entire program.

Lists: view and handling

Lists: view and handling

As a rule, lists are displayed across the entire width of the current window. In this process, the column width is proportionally adapted to the window width. The list and the width of individual columns are also automatically adapted upon changing the window width.

This can have the effect that the complete column heading may not always be displayed. In this case, hover the cursor over the column heading and after a few seconds (depending on the system configuration) a so-called "Tool tip text" is displayed that shows the complete column heading.

You can also change the column width to potentially display the entire column heading (and thus also the column contents).

Each change is saved for the current user and automatically applied to the corresponding list once it is reopened. . All of this data is saved in the database, so that you will have your usual settings, even when you log in on another computer.

Further details are displayed in the Tool Tip for buttons and column headings (if they cannot be shown in full because of the column width). To show these details, place the cursor over the symbol or heading and wait a moment until the Tool Tip text is displayed.

Adjusting the view

Column width

Move the cursor to the right-hand border of the header row where you would like to change the column width. Left-click and hold the mouse button to drag the border to the left (reduce width) or to the right (increase width). It is not possible to change the width of the column on the very right. Its width is automatically calculated on the basis of the width of all other columns.

Column position

Left-click and hold the mouse button to drag a column header to a different position. Release the mouse button and the column is inserted in the new position.

Removing columns

Move the mouse pointer to the header row of the column you would like to delete. Right-click to open the context menu. Select the "Delete column" function and the column will no longer appear.

Adding columns

Move the mouse pointer to anywhere within the header row and right-click. Select "Column selection" from the context menu. Left-click the desired field and hold the mouse button to drag and drop it to the target position within the list.

Configuring the content to display

Sorting (ascending/descending)

Left-click the "Up arrow" icon in a header field in the list to sort the entire list in ascending order according to the contents of the selected column. Click the "Down arrow" icon to sort the list in descending order according to the contents of this column.

Filters

The "Filter" icon is located to the right of the sorting arrows (see above). This function is similar to the filter functions in Excel: You can select individual values or define your own filter criteria and the contents of the displayed list are then restricted according to the criteria you specified. **IMPORTANT:** sorting and/or specifying filters may create the impression that the (expected) list contents are incomplete. For instance, the filter settings also remain active if you change to another system. For this reason, note the (blue) filter icon that indicates an active filter.

Clearing the sort order

The "Delete sort order" function is available in the context menu (or as an individual button on some screens). Note that some functions are only available if the displayed list has been sorted by its standard criteria (e.g. "Cut/paste cylinder" is exclusively available if the list has been sorted by the serial item number).

Search

Usually, list views feature a "Search field" at the top. If necessary, you can insert this field using the context menu (right-click).

Enter your search term in this field and confirm with <Enter> (Return key). Now merely the lists with entries containing the search criterion in parts of any of their fields are displayed (searches all fields).

Grouping

Right-click to activate the so-called "Grouping field": left-click as well as drag and drop any field of the current list to the grouping field to group the list by this criterion. There is also the option to specify the grouping criterion ("Quantity", "Total", etc.). You can also define additional groups by adding further grouping fields.

Resetting to default list layout

In most screens, there is a button  in the toolbar (under the menu bar) labelled "reset view settings". This will reset all view settings for the current view to the original values ("factory settings"). This will affect the column selection, column order, column width, filters and sorting preferences, etc.

Versions

Versions

Locking charts are automatically saved every two minutes (after having been saved once by users). This automatic back-up process is indicated in the bottom right as a pop-up message (similar to Outlook notifications).

Each automatic backup represents an individual version. All automatically backed up versions are deleted the next time users (manually) save the file. Exclusively manually saved versions are retained.

You can compare the content of each version with the current chart. In this process, the system shows the differences as lists for each data category (in a registry per data entity). This comparison function may take some time depending on the size of the chart and the number of changes.

You can restore earlier versions. However, this is always only possible up to the last completed order. It is not possible to restore versions that are chronologically older than the last completed order as this would cause deviations between manufacturer and ordering party.

Examples of ordering scenarios

Examples of ordering scenarios

The following chapters describe some of the typical scenarios that can occur with purchase orders. Naturally, this is not a complete list and description of all conceivable variants, but should give you a quick introduction to working with the PLName.

Important preliminary remarks:

In the examples we assume that the lock chart of the system already exists in the PLName. Should this not be the case, you can request the system data from us. For further details see chapter "Requesting data".

Furthermore, we assume that the "current order" is set and does not contain any other items.

Key reorder

Key reorder

To find the required items in longer lists (for larger lock charts), we recommend using the search field or (temporarily) sorting the list according to a suitable value.

Reorder of an existing individual key

The ordering of individual keys is usually carried out via the related cylinder.

- Switch to the "Cylinder" tab and go to the line of the cylinder to which you want to reorder the key.
- If there are several positions with the same cylinder number, you can select any position.
- The checkmark for "individual key available" must be set, otherwise the cylinder either does not have an own lock or the key is exceptionally led under the "superordinate" keys. If this is the case, the instructions are mentioned in "Reordering an existing, superordinate key".
- Now enter the required quantity in the field "Individual keys" (order quantity of the individual key).
- You can now add further order items or complete the order data and complete the order.

Repeat order of an existing, superordinate key

- Switch to the "Key" tab and go to the line of the key that needs to be reordered (there is only one entry per key number).
- Now enter the required quantity in the field "units" (order quantity of the superordinate keys).
- You can now add further order items or complete the order data and complete the order.

Ordering keys with the same number but different variants

By default, only one key type can be specified per key number and order. However, if different types are required for the same key number, you need to use the function "key variant".

Cylinder reorder

Cylinder reorder

To find the required items in longer lists (for larger lock charts), we recommend using the search field or (temporarily) sorting the list according to a suitable value.

Reorder of an existing cylinder of the same type

- Switch to the "Cylinder" tab
- Go to the line of the cylinder that needs to be reordered
- Enter the required quantity in the field "units"
- You can now add further order items or complete the order data and complete the order.

Redorder of an existing cylinder of a different type

- Switch to the "Cylinder" tab
- Go to the line of the cylinder that needs to be reordered
- Click on this line with the right mouse button
- Select "Reproduce cylinder"
- If you accept the default values in the subsequent dialog, a copy of the selected cylinder is added to the end of the plan
- If you specify the current position at "Starting position", the copy is inserted BEFORE the current position. If the value of the current position increases by one more than the value mentioned at Start position, the new cylinder line is inserted after the original.
- Enter the required quantity in the field "units" (order quantity cylinder) and the new type of cylinder in the field "type".
- You can now add further order items or complete the order data and complete the order.

Note: Basically, you can also overwrite the currently stored type of a cylinder. However, we do not recommend this procedure unless it is a conversion (e.g. length change) of an existing cylinder (without new production).

Replacement lock

Replacement lock

A frequent ordering scenario is the ordering of "replacement locks", especially for residential complexes after key losses or change of tenants. A cylinder of the same type with the same functionality (locks on central cylinders) but with new technical attributes should be ordered.

- Switch to the "Cylinder" tab
- Go to the line of the cylinder that needs to be reordered. If there are several lines (e.g. apartment door + cellar lock), you can also mark several lines as a block
- Click on this marker with the right mouse button
- Select "Reproduce cylinder"
- If you accept the default values in the subsequent dialog box, a copy of the selected area is added to the end of the plan.
- If you specify the current position at "Starting position", the copy is inserted BEFORE the current position. If the value of the current position increases by one more than the value mentioned at Start position, the new cylinder line is inserted after the original.
- Enter the required quantity in the field "units" (order quantity cylinder). If required, the cylinder type can also be changed here.
- Change the cylinder number to a new, previously unused number. This can either be the next consecutive number within the system, but often the cylinder number that needs to be replaced is adopted and supplemented with a letter (e.g. 1W05 □ 1W05A □ 1W05B ...). This means that the functions of the new individual keys have been automatically adopted for the existing central cylinders.
- You can now add further order items or complete the order data and complete the order.

Extension

Extension

By "extension" we mean the ordering of cylinders (and possibly keys) which do not exist in

this form (i.e. with this locking function) within the system.

You should take the following points into account when you make an extension:

- The cylinder and key numbers that are used must not yet appear in this plan. Otherwise, a so-called identical (un)locking is created automatically and the locking function of the existing position is assumed.
- If you define new group keys, you can always enter a (un)locking request for cylinders that have already been ordered (this is the case with central cylinders, for example). However, the function you mention must still be checked for feasibility at the factory - there is no way of carrying out a feasibility check here.
- Due to the combination of existing (group) keys in the new cylinders, interlockings may occur under certain circumstances. However, this is recognized by the system during the plan check, and you may receive an error notification in the results list for the check.

It is not possible to import data from external sources for a plan that already contains items. If importable data is available for the enhancement (Excel plan, door list (Excel), KWD file, and so on), proceed as follows:

- Create a new, empty plan ("temporary plan")
- Import the available data according to the respective descriptions.
- Leave the new plan open and open the plan in which the enhancement data is to be included.
- In the new plan, select the cylinder positions that represent the extension.
- Click in the marked area with the right mouse button and select the function "Intelligent copying".
- Switch to the plan with the existing installation.
- Right-click anywhere on the "Cylinder" tab and select the "Intelligent Insert" function.
- After the insert operation, you can delete the temporary plan list again.

The marked cylinder positions from the new plan are added to the end of the existing plan. In addition, the lock functions are taken over. Keys that need to be locked in the extension but do not appear in the target plan are created automatically. Further information can be found [here](#).

New system

New system

Import of a plan from other sources

You can import a plan from various formats:

- ["DAF" \(EVVA data exchange format\)](#)
- ["XLS" import \(Excel-locking plan\)](#) .
- ["KWD" \(KeyMagic - KeyWorld\)](#)

You can also import door or key lists from Excel using the import function for Excel plans.

Manual recording of a system

In general, there is no reason why a plan should not be recorded completely by hand. However, we recommend that you first take a look at the "detailed example": it describes most of the "support features" for the fast and efficient recording of locking plans.

Registered locks

Registered locks

Reordering existing locks:

In "System number" enter the serial number of the registered lock (e.g. 001AB). Enter the desired key/cylinder number (e.g. 4711), the order quantity and the type in "Cylinders". A cylinder type is not required to reorder keys, it is sufficient to specify the order quantity for (individual) keys.

Reordering registered locks:

In this case, the system number remains empty (assigned by EVVA). Enter the profile system and the system type ("REG"). Then enter your order data as usual in the "Cylinders" tab. Assign the numbers "NEW1", "NEW2", etc. to the cylinder numbers to highlight locks with identical or different keys.

Order of parts

Order of parts

In order to order articles which are not directly connected to a key or cylinder position or to order parts such as housings, cores, key blanks within the framework of an individual profile system, the required positions can be entered in the "Articles" register by entering the product code (with the support of the product configurator) or the description with their order quantity.

An order can be completed if it contains at least one cylinder, one key OR one item. In the Access Designer it is also possible to order only parts.

Detailed example

Detailed example

We have created the following example to illustrate as many functions of the EVVA AccessDesigner 3.4 as possible.

As a first step, fully read the example and steps within the solutions. This will clarify many questions in advance and highlight what the intended result must look like.

[Go to the objective](#)

Click [here](#) to download a PDF version with detailed screenshots.

Objective

Objective

Create the locking chart for the small "Lakeside" residential complex as part of this sample exercise.

- Five buildings with identical structure
- Each building features ten residential units
- Each unit features one front door cylinder (41/46 mm design length, (un)locks on both sides) and a padlock for the basement including five keys to the unit
- Each building features a front entrance door (31/36 mm design length), one basement access (31/41 mm design length), one laundry room (27/36 mm design length).
- Additionally, there are two rooms with technical equipment (half cylinder, 32mm design length)
- All buildings include a waste disposal area (two half cylinders, 32mm design length) and one underground car park (two half cylinders, 32 mm design length)
- Facility management requires one key (5 keys in total) to unlock all front entrances, all basement access doors, all laundry rooms as well as the waste disposal area and the underground car park.
- One key is required for engineering purposes (3 keys in total) to unlock all front entrances and the technical equipment facility.
- The keys to the residential units each unlock the front entrance, basement access door and laundry room of the corresponding building. All keys to residential units also grant access to the waste disposal area and the underground car park.
- The underground car park requires an individual key (50 keys in total) for external tenants.

- The ICS profile system has been selected for installation.

Re. step 1

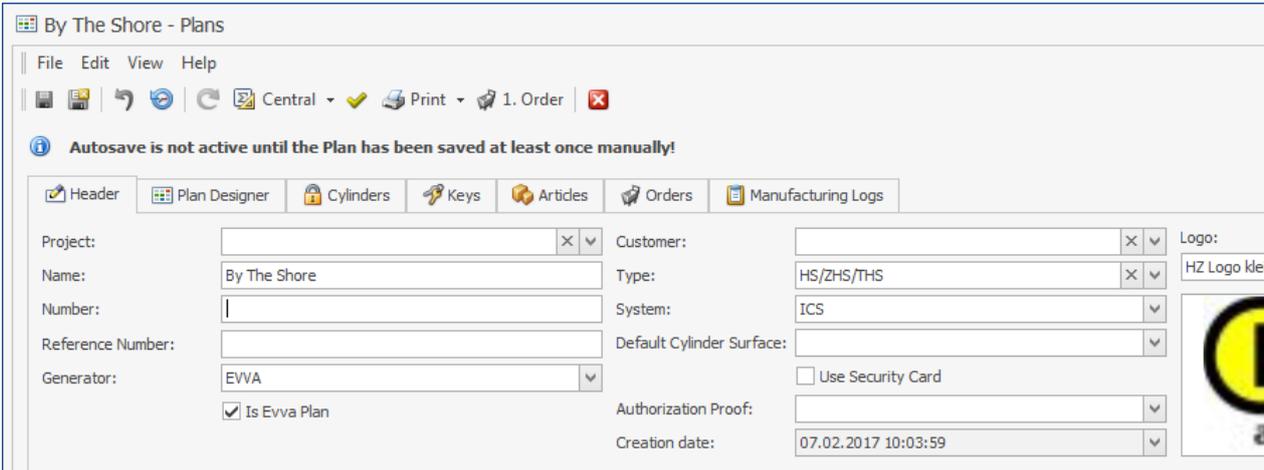
Step 1: creating new charts, entering header data

Step 1: creating new charts, entering header data

Click the "New" button in the menu bar to open a new chart. Let's start editing the "Header data" tab.

Use the "Designation" to quickly and reliably find the chart in the system overview. Use clear designations as particularly new systems have not been assigned system numbers at this point. In this case, an appropriate designation would be "Lakeside" as per the information in the objective. Additional, important data includes "Owner" (e.g. the responsible facility management company), the profile system ("ICS"), the system type ("HS/ZHS/THS") and potentially also information on the required authorisation certificate in the case of reorders.

The data input section should look like this now:



Now save the chart for the first time. This will activate the "Automatic backup" function that saves the current system status every two minutes.

[Go to objective](#)

[Go to step 2](#)

Step 2: recording the first building/cylinder

Step 2: recording the first building/cylinder

Go to the "Cylinders" tab. As we are dealing with five houses with the same structure, there is no need to enter the same data five times. Record the first building using placeholders and then replicate this "Basic structure" to four more buildings.

We will use suitable headings to also make the chart visually transparent.

First row: press <CTRL> + K or select "Heading" in the "New" button menu to insert a header row. Click the serial number (on the far left) or press <Enter> (providing you have selected this row) to open the details dialogue. Enter the heading for the first building as a placeholder in "Facility designation": "Facility *". Click the "Save and close" icon or press

<CTRL>+<Enter> to save.

Second row: press <CTRL> + K to enter a second row. This time, enter "General" in "Facility designation" and select "Level = 2". Consequently, this heading will be subordinate to the previously created heading.

3. row: press <CTRL> + N to insert the first cylinder entry. Enter cylinder data directly in the list or use the detailed view. Start with the "Main entrance". Ideally, you have already saved these texts in "Administration"/" Cylinder autocomplete function" and can consequently select them from the displayed list. Enter the quantity and type as per the objective (or select the type in the configurator or apply type codes). Once again use the placeholder in "Number", e.g. " * HE".

4. row: identical to third row, however, this time, enter " * KA" as the "Number" for the "Basement access".

5. row: identical to third and fifth row, yet using " * WK" as the "Number" for the "Laundry room" designation

Sixth and seventh row: similar to above, this time for the two engineering facilities (numbers "*T1" and "*T2"), types and quantity in rows 3 - 7 as per the objective.

8. Row once again, press <CTRL> + K and enter an additional heading at "Level = 2" with the designation "Residential units".

9. Row enter the residential units using "Top 1-Top 10" as the designation, "1" as the quantity, "*T01-*T10" as the numbers and adapt the Type as per the objective. Enter 5 as the quantity in "Individual keys".

Tenth row: identical to ninth row: "Basement1-Basement10" as the designation, quantity = 1 and Type as per the objective. In terms of the data in "Number" you must enter the same values as in the residential units as otherwise identical (un)locking would not be identified. Enter 0 for the individual keys here as the quantity has already been entered in row 9 in residential unit cylinders.

Done: you have recorded all cylinders for building *. However, before you can apply the basic structure, you need keys.

The chart should look like this now:

P...	Door...	Room Designation	Qua...	Ha...	Nu...	Type	Number	Order	I...	Headline 1	Headline 2	Hea
<u>1</u>		House *		<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	House *		
<u>2</u>		Public		<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	House *	Public	
<u>3</u>		Entry	1	<input type="checkbox"/>		M.ICS.PZ.DZ-S.31/36.NI	*HE	1. Order	<input type="checkbox"/>	House *	Public	
<u>4</u>		Cellar	1	<input type="checkbox"/>		M.ICS.PZ.DZ-S.31/41.NI	*KE	1. Order	<input type="checkbox"/>	House *	Public	
<u>5</u>		Washhouse	1	<input type="checkbox"/>		M.ICS.PZ.DZ-S.27/36.NI	*WK	1. Order	<input type="checkbox"/>	House *	Public	
<u>6</u>		Technic 1	1	<input type="checkbox"/>		M.ICS.PZ.HZ-S./32.NI	*T1	1. Order	<input type="checkbox"/>	House *	Public	
<u>7</u>		Technic 2	1	<input type="checkbox"/>		M.ICS.PZ.HZ-S./32.NI	*T2	1. Order	<input type="checkbox"/>	House *	Public	
<u>8</u>		Apartments		<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	House *	Apartments	
<u>9</u>		App 1-App 10	1	<input type="checkbox"/>		M.ICS.PZ.DZ-S.41/46.NI.BSZ	*T01-*T10	1. Order	<input type="checkbox"/>	House *	Apartments	
<u>10</u>		Cellar 1-Cellar 10	1	<input type="checkbox"/>		M.ICS.VH.HPM.NI.N40	*T01-*T10	1. Order	<input type="checkbox"/>	House *	Apartments	

[Go to objective](#)

[Go to step 3](#)

[Go to step 1](#)

Step 3: recording the first building/key

Step 3: recording the first building/key

Open the "Keys" tab. In this case, initially use placeholders only to allow an automatic creation of additional buildings.
However, we will not assign headings to keys.

Rows 1+2: have already been assigned by the residential unit keys. As these are individual keys, this section (initially) does not feature any data.

Third row: press <CTRL> + N to create the first key. Enter "Facility management" as the designation, the quantity as per the objective, "HV" as the number (do not use a placeholder as this feature is not specific to the building!)

4. row: identical to row 1, "Engineering" designation, "T" as the number

5. Row as the keys to the residential units have already been recorded for the cylinders, we merely need the central locking function for the first building to complete the structure. Press <CTRL> + G to create such a central locking function. It is not necessary to enter values here as these automatically result from step 4.

The "Key" tab should look as follows:

▲	Function Area	Has...	Number	Q...	Type	Order	Is... 	Get...	Is...	Ext
<u>1</u>	Facility Manager	<input type="checkbox"/>	HV	5		1. Order	<input type="checkbox"/>	5	<input type="checkbox"/>	
<u>2</u>	Technical Officer	<input type="checkbox"/>	T	3		1. Order	<input type="checkbox"/>	3	<input type="checkbox"/>	
<u>3</u>		<input type="checkbox"/>					<input type="checkbox"/>		<input checked="" type="checkbox"/>	

Note the blue filter icon in the "Individual key" column: it indicates that the list has been reduced as per the filter criteria, in this case the filter has been set to "Superordinate" keys, i.e. "Non-individual keys". Remove this filter to view all keys on the list.

We will once again refrain from applying this basic structure to other buildings as the locking function must still be configured.

[Go to objective](#)

[Go to step 2](#)

[Go to step 4](#)

Step 4: recording the first building/locking function

Step 4: recording the first building/locking function

Change to the "PlanDesigner" tab and double-click to enter the locking **function** in the following sequence:

1. {X} HV for *HE
2. {X} HV for *KE
3. {X} HV for *WK
4. {X} HV for *T1
5. {X} HV for *T2
6. {X} T for *HE
7. {X} T for *T1

8. {X} T for *T2
9. {Z} for *HE
10. {Z} for *KE
11. {Z} for *WK
12. {I} for *T01-*T10

Subsequently the "PlanDesigner" view should look as follows:

System: ICS							Po	1	2	3
							Function Area	Facility Manager	Technical Officer	*HE, *KE, *WK
							Total ...	0	0	
							Number	HV	T	
...	Door ...	Room Designation	T...	...	Type	Number			
<u>1</u>		House *								
<u>2</u>		Public								
<u>3</u>		Entry	0		M.ICS.PZ.DZ-S.31/36.NI	*HE	X	X	Z	
<u>4</u>		Cellar	0		M.ICS.PZ.DZ-S.31/41.NI	*KE	X		Z	
<u>5</u>		Washhouse	0		M.ICS.PZ.DZ-S.27/36.NI	*WK	X		Z	
<u>6</u>		Technic 1	0		M.ICS.PZ.HZ-S./32.NI	*T1	X	X		
<u>7</u>		Technic 2	0		M.ICS.PZ.HZ-S./32.NI	*T2	X	X		
<u>8</u>		Apartments								
<u>9</u>		App 1-App 10	0	0	M.ICS.PZ.DZ-S.41/46.NI.BSZ	*T01-*T10				I
<u>10</u>		Cellar 1-Cellar 10	0	0	M.ICS.VH.HPM.NI.N40	*T01-*T10				I

Important for central locking functions:

- The sequence you click the items PRIMARILY determines the central locks and THEN the individual lock functions
- The code Z/I is common in Germany and it is replaced in Austria by X/O. This feature is determined depending on the "Language" of the current user.

You have now completed the basic structure. In the next step, we will derive the four other buildings using this data.

[Go to objective](#)

[Go to step 3](#)

[Go to step 5](#)

Step 5: replicating buildings

Step 5: replicating buildings

Return to the "Cylinders" tab. We are now ready to turn our "Basic structure" into a locking

system.

- In a first step, highlight rows 1 to 10.
- Right-click to open the context menu.
- Select the "Replicate cylinder" function
- In the following dialogue do not change the suggested value "11" in the "Start at item" field. Select "4" for the "Number of replicas" as there is a total of five buildings, yet we have already created one chart.
- Click "OK" to start the copy process.

The "PlanDesigner" tab should now look like this:

Header		Plan Designer		Cylinders		Keys		Articles		Orders		Manufacturing Logs																																		
System: ICS													<table border="1"> <tr><td>No...</td><td>1</td><td>2</td><td>3</td><td>6</td><td>8</td><td>10</td><td>12</td></tr> <tr><td>Function Area</td><td>Facility Manager</td><td>Technical Officer</td><td>*KZ</td><td>*KZ</td><td>*KZ</td><td>*KZ</td><td>*KZ</td></tr> <tr><td>Total Nu...</td><td>0</td><td>0</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Number</td><td>HW</td><td>T</td><td></td><td></td><td></td><td></td><td></td></tr> </table>		No...	1	2	3	6	8	10	12	Function Area	Facility Manager	Technical Officer	*KZ	*KZ	*KZ	*KZ	*KZ	Total Nu...	0	0						Number	HW	T					
No...	1	2	3	6	8	10	12																																							
Function Area	Facility Manager	Technical Officer	*KZ	*KZ	*KZ	*KZ	*KZ																																							
Total Nu...	0	0																																												
Number	HW	T																																												
Pa...	Door Num...	Room Designation	Tot...	To...	Type	Number																																							
1		House *																																												
2		Public																																												
3		Entry	0		M.ICS.PZ.DZ-S.31/36.NI	*HE		X	X	Z																																				
4		Cellar	0		M.ICS.PZ.DZ-S.31/41.NI	*KE		X		Z																																				
5		Washhouse	0		M.ICS.PZ.DZ-S.27/36.NI	*WK		X		Z																																				
6		Technic 1	0		M.ICS.PZ.HZ-S./32.NI	*T1		X	X																																					
7		Technic 2	0		M.ICS.PZ.HZ-S./32.NI	*T2		X	X																																					
8		Apartments																																												
9		App 1-App 10	0	0	M.ICS.PZ.DZ-S.41/46.NI.BSZ	*T01-*T10				I																																				
10		Cellar 1-Cellar 10	0	0	M.ICS.VH.HPM.NI.N40	*T01-*T10				I																																				
11		House *																																												
12		Public																																												
13		Entry	0		M.ICS.PZ.DZ-S.31/36.NI	*HE		X	X	Z																																				
14		Cellar	0		M.ICS.PZ.DZ-S.31/41.NI	*KE		X		Z																																				
15		Washhouse	0		M.ICS.PZ.DZ-S.27/36.NI	*WK		X		Z																																				
16		Technic 1	0		M.ICS.PZ.HZ-S./32.NI	*T1		X	X																																					
17		Technic 2	0		M.ICS.PZ.HZ-S./32.NI	*T2		X	X																																					
18		Apartments																																												
19		App 1-App 10	0	0	M.ICS.PZ.DZ-S.41/46.NI.BSZ	*T01-*T10				I																																				
20		Cellar 1-Cellar 10	0	0	M.ICS.VH.HPM.NI.N40	*T01-*T10				I																																				
21		House *																																												
22		Public																																												
23		Entry	0		M.ICS.PZ.DZ-S.31/36.NI	*HE		X	X	Z																																				
24		Cellar	0		M.ICS.PZ.DZ-S.31/41.NI	*KE		X		Z																																				
25		Washhouse	0		M.ICS.PZ.DZ-S.27/36.NI	*WK		X		Z																																				
26		Technic 1	0		M.ICS.PZ.HZ-S./32.NI	*T1		X	X																																					
27		Technic 2	0		M.ICS.PZ.HZ-S./32.NI	*T2		X	X																																					
28		Apartments																																												
29		App 1-App 10	0	0	M.ICS.PZ.DZ-S.41/46.NI.BSZ	*T01-*T10				I																																				
30		Cellar 1-Cellar 10	0	0	M.ICS.VH.HPM.NI.N40	*T01-*T10				I																																				
31		House *																																												
32		Public																																												
33		Entry	0		M.ICS.PZ.DZ-S.31/36.NI	*HE		X	X	Z																																				
34		Cellar	0		M.ICS.PZ.DZ-S.31/41.NI	*KE		X		Z																																				
35		Washhouse	0		M.ICS.PZ.DZ-S.27/36.NI	*WK		X		Z																																				
36		Technic 1	0		M.ICS.PZ.HZ-S./32.NI	*T1		X	X																																					
37		Technic 2	0		M.ICS.PZ.HZ-S./32.NI	*T2		X	X																																					
38		Apartments																																												
39		App 1-App 10	0	0	M.ICS.PZ.DZ-S.41/46.NI.BSZ	*T01-*T10				I																																				
40		Cellar 1-Cellar 10	0	0	M.ICS.VH.HPM.NI.N40	*T01-*T10				I																																				
41		House *																																												
42		Public																																												
43		Entry	0		M.ICS.PZ.DZ-S.31/36.NI	*HE		X	X	Z																																				
44		Cellar	0		M.ICS.PZ.DZ-S.31/41.NI	*KE		X		Z																																				

If you have completed each step correctly, the central locking functions have also been "separated" per building.

Our chart now features all items for the five buildings, but they cannot really be distinguished from each other. Configure the numerical sequence in the next step.

[Go to objective](#)

[Go to step 4](#)

[Go to step 6](#)

Step 6: Replacing placeholders

Step 6: Replacing placeholders

Reopen the "Cylinders" tab. You have now basically created the five buildings and their structure, but none of the numbers are correct. However, save the chart prior to the next step to be able to restore this status in the event that something produces an unwanted result.

Once again highlight the items you would like to edit for the "Replace placeholder" function. In our example highlight all rows of the cylinder list. Right-click to open the context menu. Select the "Replace placeholder" function.

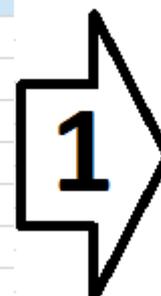
The asterisk operates as a placeholder ("*"). Use it in the following fields:

- Cylinder:
 - Door number:
 - Facility designation
 - Cylinder number
- Keys
 - Function designation
 - Key number

You can use as many placeholders per field (cell) as necessary. In each case of replacement the asterisk on the far left is replaced first.

Example:

P...	Door...	Room Designation	Qua...	Ha...	Nu...	Type	Number
<u>1</u>		Building * - Room *	1	<input checked="" type="checkbox"/>	3	DR.36/36.NI	**
<u>2</u>		Building * - Room *	1	<input checked="" type="checkbox"/>	3	DR.36/36.NI	**
<u>3</u>		Building * - Room *	1	<input checked="" type="checkbox"/>	3	DR.36/36.NI	**
<u>4</u>		Building * - Room *	1	<input checked="" type="checkbox"/>	3	DR.36/36.NI	**
<u>5</u>		Building * - Room *	1	<input checked="" type="checkbox"/>	3	DR.36/36.NI	**
<u>6</u>		Building * - Room *	1	<input checked="" type="checkbox"/>	3	DR.36/36.NI	**
<u>7</u>		Building * - Room *	1	<input checked="" type="checkbox"/>	3	DR.36/36.NI	**
<u>8</u>		Building * - Room *	1	<input checked="" type="checkbox"/>	3	DR.36/36.NI	**
<u>9</u>		Building * - Room *	1	<input checked="" type="checkbox"/>	3	DR.36/36.NI	**
<u>10</u>		Building * - Room *	1	<input checked="" type="checkbox"/>	3	DR.36/36.NI	**



▲	Door...
<u>1</u>	
<u>2</u>	
<u>3</u>	
<u>4</u>	
<u>5</u>	
<u>6</u>	
<u>7</u>	
<u>8</u>	
<u>9</u>	
<u>10</u>	

Initial situation : recording/replicating items using two placeholders per cell

Step 1: replace the first placeholder from the left: start value = 1, increase to = 10, increase by = 1

Step 2: replace the second placeholder from the left: start value = 1, increase to = 10, increase by = 1

Important information:

- The "Replace placeholder" function always relates to the currently highlighted items.
- The start value may feature leading zeros, but not letters or other characters
- If you use placeholders to assign cylinder numbers, the numbers of the individual keys are also configured accordingly.
- Select the corresponding start value and enter 2 in "Increase by" to exclusively assign even or odd numbers (e.g. house numbers on the left or right side of the road).

It is paramount to randomly check the effects of the desired function after having made changes to the configurations. For this purpose, have a look at the last item of the chart. Errors in the data naturally have the greatest effect here.

If the result is not as expected, close the chart WITHOUT saving it and once again open it in the last version you saved or restore the previously saved version.

The last element to configure is the definition of the general areas that all buildings share. These are configured as part of the next step.

[Go to objective](#)

[Go to step 5](#)

[Go to step 7](#)

Step 7: inserting general areas

Step 7: inserting general areas

The locking chart is almost complete. All you need to do now is add the underground car park and the waste disposal area. Return to the "Cylinders" tab, insert two items at the start or end (with/without additional heading) and enter the data as per the objective.

Although we are dealing with central locking functions here, it is not necessary to create new central locking functions in the "Keys" tab. Any entries that are already available correspond to the (un)locking request on a whole and for this reason, they are "reused".

In the "PlanDesigner" tab, double-click to activate the functions ("X" or "Z") for all five available central locking functions in these two additional functions.

[Go to objective](#)

[Go to step 6](#)

[Go to step 8](#)

Step 8: Resolving areas

Step 8: Resolving areas

Additional area data is required to record the data. However, before you can complete the order this data must be resolved as otherwise it would not be possible to reorder keys for individual items (e.g. in an area from T1 to T10 it is not possible to reorder keys for T7).

The resolution of the areas is automatically applied to the entire chart, i.e. it is not necessary to select the "affected" items.

Click the cylinder, or in the key list, right-click and select "Resolve areas" from the context menu. The program now calculates the expected increase in items and shows them as a list. You can now check in advance whether the result matches the expectations.

Click "OK" to resolve the areas. Click "Cancel" to leave the data unchanged. However, we also recommend you save the chart before running the function to be able to fall back on this version in the event that there are errors.

Refer to " [Using/resolving areas](#) " for more information.

[Go to objective](#)

[Go to step 7](#)

[Go to step 9](#)

Step 9: entering order data

Step 9: entering order data

Go to the "Orders" tab. All cylinders and keys in our chart are already listed in the bottom of the window, in the "Order items" tab.

Now complete the mandatory fields of the order:

- Order type (e.g. Production)
- Recipient of the goods (individual input or select from customer list)
- Tick "Ts+Cs accepted"

All other fields are optional. For instance, use the "Comments" field to enter editing comments (e.g. "Create five more buildings with identical structure", etc.). Enter other information relevant to the order (e.g. "Deliver all double cylinders including the function to lock from both sides") in the intended fields (in this case "Cylinder type").

[Go to objective](#)

[Go to step 8](#)

[Go to step 10](#)

Step 10: Completing orders

Step 10: Completing orders

Click the "Complete order" button to start the actual order process.

CAUTION : do not actually complete the order or exclusively complete it as "Individual production" order type as part of this example. Anything else would trigger the production process at EVVA.

As a first step, you must validate/check the locking chart and order. The results of this check (warnings and errors) are shown in a list, grouped by causes. It is not possible to complete orders as long as the result features fault entries. You must initially correct the listed errors.

The list is also displayed even if the check results in warnings only. Here you once again have the option to cancel further processing and return to editing the chart.

If you complete the order, the status of the current order is set to "Completed". If necessary, open a new, empty order. The data of the completed order (except the "Individual production" order type) is sent to EVVA (tick "EVVA system" in the "Header data" tab if the order concerns an EVVA system).

Importing master data

Importing master data (Import Wizard)

There is an import function for Excel sheets for the following master data elements:

- Projects
- Customers,

- Contacts
- Type codes
- Item autocomplete function
- Cylinder autocomplete function
- Key autocomplete function
- Manufacturer autocomplete function

We recommend you start the import once (with any Excel dummy file) to see which data contents are suitable for imports. The list of potential target fields is displayed as described below in Section 4.

Proceed as follows to import data from Excel sheets:

1. Highlight the master data element for which you would like to import data in the navigation bar.
2. Select the "Import..." function from the "File" menu. The import wizard opens.
3. Select the file you would like to import using a file dialogue.
4. The file contents are illustrated in the left-hand section of the window, the right-hand side shows the assignment of columns and fields in the database. Use the "Identify column assignments" and the program will independently carry out the assignment on the basis of the headings. This function is also helpful to identify which target fields are available for the current import to adapt your Excel file accordingly.
For manual assignments, highlight the target field in the right-hand area and then click the affected column on the left-hand side. The letter of the selected column is now shown in the assignment.

Special case "Type codes":

in this case, there is a "Target object" field that must be assigned "1" for cylinder type codes and "0" for key type codes as part of the import.

Exchanging data with third parties

Exchanging data with third parties

In the course of project planning for a locking system it may be necessary to make the locking chart available to the client / person responsible for planning (inspection and approval, confirmation of the contract, etc.).

There are several ways to do this:

Sending the chart as a PDF

Using the "[print locking chart](#)" function you can print the current chart or export it as a PDF. Using the "print" function under the "Orders" tab (see "[completing orders](#)"), you can generate print-outs or PDF files for a particular order.

If the recipient makes changes, these need to be manually updated in the AccessDesigner.

Sending an Excel chart

Using the "[export chart](#)" function, the chart can be exported to Excel with different selections. A4 and A3 templates are available for this. The recipient then has the option to make changes in this Excel chart. When it is returned to you, it is recommended that you delete the

original chart in the AccessDesigner and import the updated version of the Excel chart into a new, blank chart. This ensures that all of the changes made by the client are applied.

[Go to objective](#)

[Go to step 9](#)

Special order cases

Special order cases

This section describes the procedure to order special constellations. The type designations used here may deviate depending on the country or not all functions described herein may be available in all countries or for all profile systems. Note the relevant information in the detailed descriptions.

DUPLO: keys with functional restrictions

DUPLO: keys with functional restrictions

As part of the DUPLO function a certain key cannot complete a full turn (360°) in the cylinder. These keys are not authorised to (un)lock doors, but can move the latch (latch retraction).

The following data is required for the corresponding order:

The affected cylinder and the keys with functional restriction must feature the "DUPLO" property in the product code. For this reason, we highly recommend you add "DUP" to the key number.

TAF: Temporary Access Function

TAF: Temporary Access Function

You can additionally authorise a service key by removing the priority key in "S" position. The function is once again deactivated as soon as you reset the cylinder to normal "I" position. The standard key blocks both positions, but cannot alter the access authorisation (position the key is removed).

This function is available for thumb turn cylinders only. The affected cylinder position must feature the additional "TAF" function in the product code. There must also be a minimum of one "Prio" key and one "Service" key. These must also be highlighted by selecting the corresponding function in the key type (product code).

USH: cylinders with different (un)locking functions per side

USH: cylinders with different (un)locking functions per side

Cylinders with different (un)locking hierarchies on either side feature a different locking function on either side, i.e. both cylinder sides can be operated using different keys. This additional option is available for double cylinders only. These functions are used in applications including exits or emergency exit doors: from the inside all keys within the system (un)lock the door to give each user with a key the option to exit the building. However, on the outside merely the master key/fire service key (un)locks the door to grant

access to the building in exceptional cases.

In the locking chart USH cylinders are shown as two items/rows. The link results from the numerical sequence and the type. In this process, it is important to clearly differentiate both sides, yet document their association with each other. Here are some examples of cylinder numbers:

Variant that is not recommended (as it cannot be electronically assigned)

01A/02C

47 (51)

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Recommended variants:

01A/01I (outside - inside) or

01A/01B or

01L/01R (left - right) or

01L/01K (long side - short side; use for asymmetrical cylinders only!)

In this process, the cylinder type is stated in both rows (this consequently causes minor inaccuracies in terms of the order quantities). For asymmetrical cylinders it is important to make the corresponding cylinder side "distinguishable" - see numerical sequence variants).

Enter the locking function like conventional cylinder items.

Similar solution: cylinder that is blind on one side (as per the aforementioned application example the outside would be blind, i.e. it would not be possible to (un)lock the component).

VARIO: quick solution for lost keys

VARIO: quick solution for lost keys

With VARIO systems it is not necessary to create A, B or C keys as individual keys. It is sufficient to enter the variations of the A key to be able to enter the corresponding key type (and quantity). B and potentially also C keys are defined using the variants of the A key. In this process, make sure you enter the correct product code for the key type!

In terms of cylinders, it is sufficient to add (optional) VARIO system data, i.e. in VARIO system cylinders the access authorisations of the A and B keys are "revoked" upon (unlocking) the cylinder using the C key for the first time. In cylinders without VARIO system A, B and C keys have been assigned access authorisations at any time.

Information about numerical sequences:

In non-VARIO systems, replacement items (e.g. after having changed the locking function) are designated with the additional designations A, B, C, etc. (e.g. 01 ==> 01A).

As keys in VARIO systems usually feature the additional designation A, B or C at the end of their number, the replacement items must be inserted AT THE BEGINNING of the number (e.g. cylinder 01 ==> A01, key 01A/01B/01C ==> A01A/A01B/A01C).

Wear-resistant plugs

Wear-resistant plugs

Cylinders that are subject to particularly high levels of wear as a result of frequent operation

(entrance areas, barrier systems, etc.) are particularly affected by special wear characteristics. One of these characteristics is a so-called loosening keyway. Consequently, it may be harder to insert the key ("accuracy") and frequently (un)locking properties may be impaired (edges, scratching, jamming, etc.).

Nickel silver, or wear-resistant, plugs can prevent such wear characteristics. Nickel silver is harder and more resistant than conventional brass. However, nickel silver plugs do not boost anti-burglary protection. Other options are available for this purpose.

For this reason, select the "Plugs = wear-resistant variant" option in the configurator for any cylinder type (providing this feature is available for the cylinder type).

Preliminary planning

Preliminary planning

In this context, preliminary planning involves the definition of cylinder items, keys and locking functions, without stating the type or order quantities.

Such advance items are calculated ex works as if cylinders and/or keys had already been delivered - the actual order is then basically a reorder of items that are already available.

The benefit of such preliminary planning is that the locking system can be ideally adapted to the actual demands. It is especially important to know the estimated final dimensions of the system for systems that are not or cannot be ordered as part of a single process, for whichever reason. In any other case, there may be issues in the event of subsequent extensions.

In the event that it is not yet possible to precisely define items in preliminary planning and they can consequently not be entered into the locking chart, a comment is very helpful (e.g. in the "Comments" of the order: "provide for two construction sections with similar structure").

Use new numbers if changes to the locking features of preliminary planning items are necessary.

Blind cylinder

Blind cylinder

Blinder cylinders can also be ordered. These are cylinders that are not lockable at all (so-called "bar material", which is only intended to fill out the opening of a profile cylinder). You have two options here:

1. Order through "Cylinders":

It is important here that you only enter a single dot as the number of cylinders. For such items, you then need to specify a locking function.

You can find out the cylinder type (product code) in the configurator.

2. Order through "Other articles":

If you do not want the blind cylinder to appear in the locking chart, we recommend that you record it as an article. You can also find out the product code here in the configurator.

Electronic locking systems / hybrid systems

Electronic locking systems / hybrid systems

It is possible to enter and order mechanical and electronic components "(hybrid locking system") in a locking chart. Please note the following points:

- There is no plausibility check of the components. That means that the EVVA AccessDesigner does not check whether, for example, electronic keys are also ordered for an electronic cylinder or whether a locking function for mechanical keys is entered for a purely electronic cylinder.
- Locking requests can indeed be entered for electronic components, however, these are not pre-programmed by EVVA. Specialist partners or end users configure the electronic parts.
- The additional options for electronic products (e.g. time zones, calendar features, etc.) are not supported here.

Bestellungen / Best Practise Tipps

Bestellungen / Best Practise Tipps

Hier noch ein paar Tipps "aus der Praxis"...

Anmerkungen zur Bestellung

Texte sind bei einer elektronischen Verarbeitung von Daten immer etwas schwerer zu handhaben. Bitte beachten Sie daher folgende Hinweise:

- Keine "Romane" verfassen: wichtige Informationen im Telegramstil eintragen
- Keine Wiederholung des "Bestellinhaltes"
- Es braucht hier keine Anrede und keine Signatur
- WICHTIG: keine bestellrelevanten Informationen, wie z.B. "alle Zylinder in Nickel liefern" - dafür gibt es ein Feld in den Kopfdaten und die Angaben im Produktcode

Angebotsnummer

Bitte tragen Sie hier nur - wenn vorhanden - die EVVA-Angebotsnummer ein. So können wir Ihre Bestellung elektronisch mit dem Angebot zusammenführen und eine korrekte Abrechnung vornehmen.

Korrekturen zu einer Bestellung

Um eine Bestellung zu korrigieren, verwenden Sie bitte immer den Stornoprozess. Auf keinen Fall darf die Bestellung in abgeänderter Form ein weiteres Mal eingetragen und abgeschlossen werden - das führt unausweichlich zu einer Doppellieferung!

Doppelbestellungen

Wenn Sie eine Bestellung bereits an EVVA übermittelt haben (egal mittels welchen Mediums) senden Sie bitte nicht auf eine andere Art ein weiteres Mal (Beispiel: Bestellung zuerst telefonisch, dann auch noch über EVVA AccessDesigner. Auch in diesem Fall kommt es mit ziemlicher Sicherheit auch zu einer Doppellieferung.

Bestellberechtigungsnachweis

Die Tatsache, dass die Bestellung über den EVVA AccessDesigner vorgenommen wird, befreit nicht von der Notwendigkeit, die gültige Bestellberechtigung nachzuweisen. Bestätigungen des Anlageneigentümers, Abbilder von Sicherungskarten bzw. Sicherungsscheinen können

der Bestellung als Datei hinzugefügt werden. Details dazu finden Sie unter "[Bestellung abschließen](#)"

Application

Working with EVVA AccessDesigner 3.4

As individual elements in the menu bar are permanently linked, this section does not describe individual functions, it is more of a "How to" description.

Information in the status row (lowest row on the screen):

Additional information is shown here depending on the program status:

User : user that is currently logged in

Configurator unavailable: this message in the status bar indicates that the connection to the configuration database has been lost. As a result, it is not possible to select profile systems for new systems and product codes (cylinders, keys, other items) or verify EVVA system numbers. Consequently, you can also not complete orders (for EVVA systems). In this case, please contact technical support as soon as possible. After having eliminated the cause it is necessary to restart the EVVA AccessDesigner application and re-establish the connection to the configuration database.

Creating projects

Creating projects

Projects in EVVA AccessDesigner 3.4 are intended to bundle several locking systems in one group. However, it is always only possible to assign a system to one project at a time. Assign one owner (an entry from Customers/companies) *and one* project manager (entry from Customers/contacts) *to the* project.

Designation:

Project title/system container. It is considered the main criterion on the project list and for the project search. For this reason, the designation must be clear and transparent.

Project number:

List the EVVA project number (sales funnel number) here (if available). In any case, input in this field facilitates subsequent links between the order and the offer and thus aids correct pricing.

ERP ID:

This ID can be the reference to any other data system. We intend to also create potential linking options to external programs here.

Owner:

Select any entry from the " Customers " list here.

Project manager:

Select any entry from the " Contacts " list that has *been linked* to the " User " list.

Installation address:

The address where the system(s) is (are) actually installed.

Add additional, new systems to the current project here ("Systems" tab, "New" button). Double-click the desired entry to open an existing system within the project.

You can also import projects from an Excel sheet. Refer to [Importing master data](#) for more details.

Mechanisms

Mechanisms

All systems of the current organisation appear on the "System list". Entries highlighted in grey indicate locked systems. If you attempt to open a locked system, a notification is output referring to the locked system - the chart opens in "Read only" mode, i.e. there is no option to change data.

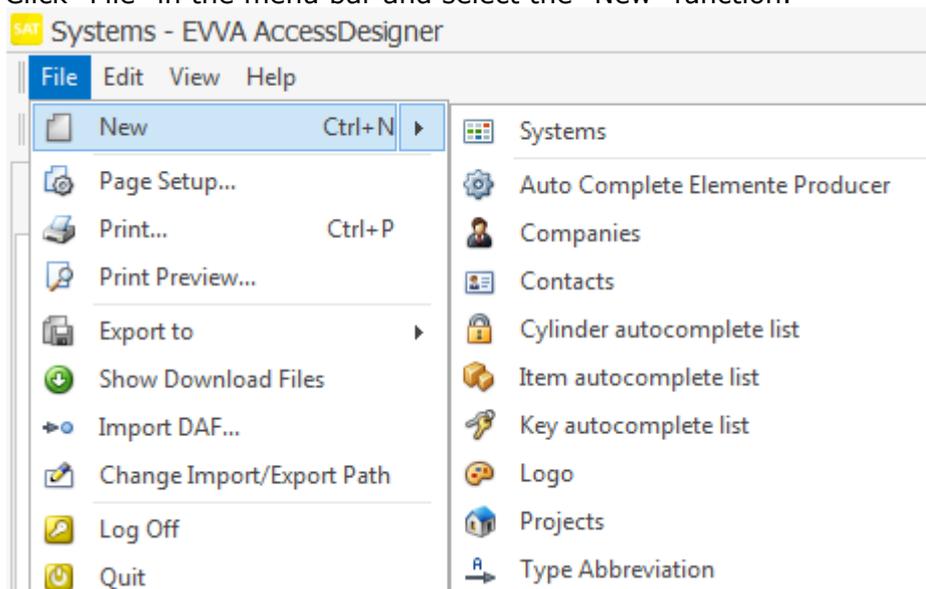
Opening existing systems

Double-click to open the desired system in the "System overview".

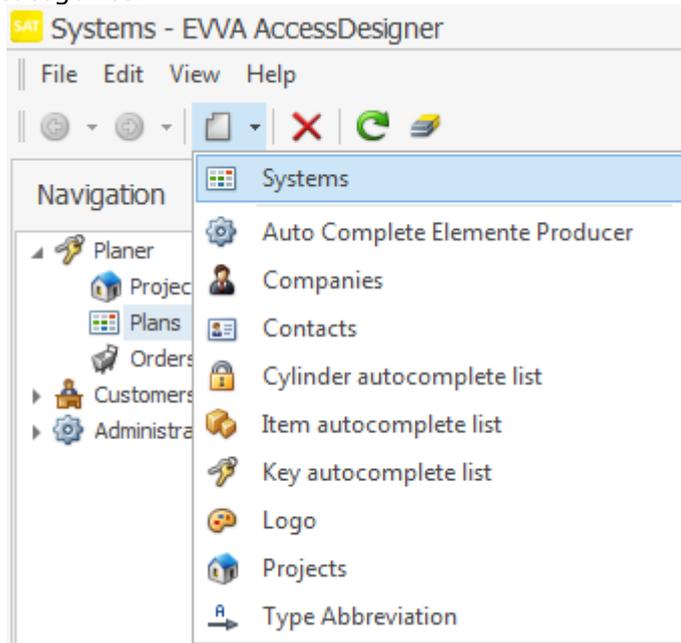
Creating new locking systems

There are several options to create new locking systems in EVVA AccessDesigner:

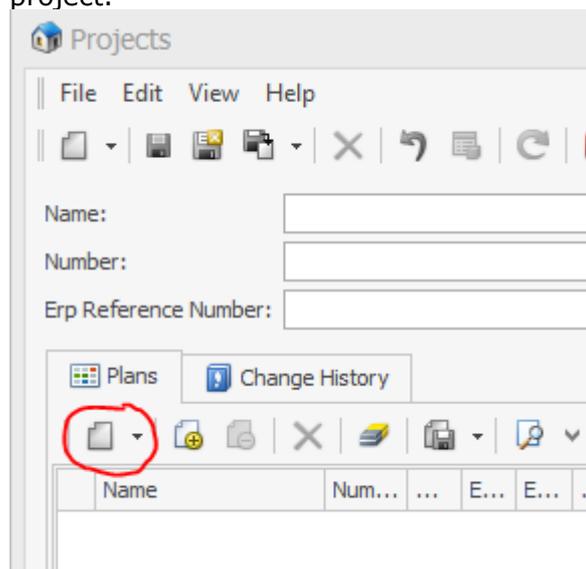
- Click "File" in the menu bar and select the "New" function.



- Click the "New" button in the menu bar. Use it to create new elements for all data categories.



- Click the "New" button in the "Systems" tab in an existing or a recently created project.



- If templates have already been defined and activated in the current organisation, these will be presented here as options. If such a template is selected, a new chart is created from a copy of this template.

Locking systems

If a user has a chart open, it can only be opened by another user in "read-only" mode, i.e. it cannot be modified.

Charts can be locked to the current user to permanently (i.e. when the chart is closed) prevent changes to data by other users within the organisation. To do this, click on the button  in the menu bar. The chart remains locked for other users until you unlock it again. Organisation administrators can also unlock the charts. Locked charts are only displayed in read-only mode and a corresponding notification appears (except for owners of

the current lock).

System (detailed overview)

The detailed view of a system is structured in the following tabs which have been described in additional sections:

Header data

PlanDesigner

Cylinders

Keys

Items

Orders

Machine data logs

Information in the status row (lowest row on the screen):

Additional information is shown here depending on the program status:

User : user that is currently logged in

Locked by : the currently open plan is locked. Includes information on the user and the computer used to activate the lock.

K: <Value1>/<Value2>/<Value3> --> Keys in this chart: <Value1> total number of keys in this system, <Value2> quantity of keys in the current order, <Value3> quantity of all currently ordered keys

Z: <Value1>/<Value2>/<Value3> --> Cylinders in this chart: <Value1> total number of cylinders in this system, <Value2> quantity of cylinders in the current order, <Value3> quantity of all currently ordered cylinders

A: <Value1>/<Value2>/<Value3> --> Items in this chart: <Value1> total number of items in this system, <Value2> quantity of items in the current order, <Value3> quantity of all currently ordered items

Organisation/users : information on the data owner of the current locking chart (author of the chart)

Error result of the last chart validation. Number of errors or "unchecked" items if validation has previously not taken place

Warnings: result of the last chart validation - number of warnings or "unchecked" items if validation has previously not taken place

Header data

Header data

Save data valid for the entire system here. Some of the fields are particularly important and their function is described in more detail in this document - other fields, where the heading should be self-explanatory, will not be taken into account here. Current chart data can be requested for EVVA systems. See "[Request data](#)" for further information about this function.

General information on input fields:

Designation:

any text; however, the designation is one of the main search criteria in the system overview. The more specific the contents, the easier it is to find the system in the overview.

System number

the input system number is checked as soon as you enter data in this field. If the input corresponds to a valid EVVA system number, the profile system is transferred and the input field is locked. The box for "EVVA system" is activated and also locked to prevent changes (the significance of the tick box has been described further down). Consequently it is possible to also work with profile systems that are not available for new systems (outdated systems; restrictions specific to the market, customers or country, etc.) The valid old system fee for keys and cylinders for this system is also shown where appropriate.

Information about possible old system fees is also displayed.

EP no.

This field is only visible once the standard designation of an individual profile, e.g. "X89TF" has been entered in the "System number field".

The "EP no." specifies the actual system number within the selected individual profile. Please note that the length of the input EP number (plus one character) is deducted from the maximum length of a cylinder/key number.

Example: maximum number = 10 digits; EP number = "0001" (4 digits + 1 separator = 5 characters) ==> five characters remain for the number.

A check is carried out to see if this "EP number" exists (at EVVA) - new (unknown) numbers are labelled.

If the EP number that is entered is not in EVVA's data, this is also shown. Important: This function is not necessarily suited to determining the next free EP number within an individual profile. EVVA cannot reliably designate the next free number, particularly for individual profile partners who are able to calculate their own system.

Manufacturer:

In this section select a manufacturer who is *listed in "Administration/manufacturer autocomplete function"*. As soon as you tick "EVVA system" this input is ignored as part of downstream processing.

Owner:

Select an entry from the "Customers/companies" *list*. or create a new entry as required.

Type

Input here can be helpful. However, if it has not been provided, it is specified by the system manufacturer. Incorrect data will be corrected by manufacturers.

SYS

profile system within the locking system. It is transferred for existing EVVA systems and cannot be changed. Select a permitted entry from the profile systems list for EVVA systems (ticked "EVVA system") otherwise type configurator and type tests are not available and it is not possible to complete the order.

Comment:

As a rule, comment fields must not contain information relevant to the order. However, they are intended to record global data for this specific system. The length of the comment has been restricted to 1024 characters.

Logo

You can assign any (saved) logo to a locking chart. The logo will be used in the print version. It is automatically scaled to size.

EVVA system

Enter a (valid) EVVA system number and this field is completed automatically and protected against changes. If you fail to enter a system number or the input number cannot be identified as an EVVA system number, this field remains available for editing. This identifier influences a host of program functions (if box has been ticked):

- Validation: chart contents are additionally checked in line with requirements for EVVA systems.
- Order completion: order data is directly sent to EVVA electronically (except for "Individual production" order type). Users are responsible for non-EVVA systems in terms of forwarding order information to the system manufacturer.

Requesting the data of an existing system

EVVA AccessDesigner 3.4 also offers the option to access data on existing systems. You can enter your reorders or extensions directly in this chart.

Process: enter the system number and if necessary, the EP number. Select the "Request data" function from the "File" menu. Here you can also select between the following quality levels:

- Master data: key and cylinder numbers, locking functions. No facility designations, no deliver quantities
- Enhanced master data: as above, additionally with facility designations (as per the last created locking chart print-out)
- Enhanced master data and delivery data: as above, additionally with delivery quantities and cylinder types
- Manual preparation: system data is recompiled manually, return postings are deleted, up-to-date character of designations is checked, reorders and orders for extensions are "included" in the chart, i.e. they consequently appear in the matching area within the locking chart, not at the end of the chart.

The first three variants are created automatically. Service is available from Monday to Sunday between 4:30 am and 10:30 pm. The current organisation must have the required authorisation available to request data.

It is not possible to change the chart while you are editing chart requirements. You can close the chart and re-open it at a later point. As soon as data is available, the program automatically imports it and the chart is no longer locked. A user notification informs you about imports.

Editing cylinders

Editing cylinders

Cylinders are edited as tables/lists. Refer to "[Lists: View and handling](#)" for basic information on working with such lists.

Simply click the desired cell and edit its contents to edit an existing data set. Depending on the list view settings, if not all fields for editing are available, click the item number (usually the far left column in the list view) to open the details screen. It is not influenced by list settings and here all fields are always available.

Any changes are recorded in a log file and if necessary, you can restore an earlier version of the chart. Refer to "[Versions](#)" for more details.

All list fields have not always been enabled for editing. This may come as a result of users' authorisations or process-based restrictions (e.g. changes to items that have already been ordered) or if it concerns "calculating" fields that are generally not available for editing by users.

General information about fields (list view)

Door number:

for EVVA systems at max. 10 characters

Facility designation:

for EVVA systems at max. 20 characters

Unit(s)

order quantity of the current order

Type

cylinder type (product code)

Individual keys available:

individual keys are available for this item

Esl:

order quantity of the current order

Number

Cylinder number (simultaneously individual key number), max. 10 characters - not all characters are permitted!

Order

designation of the current order

Already ordered:

indicates whether this is a new or a previously ordered item.

Heading 1-3:

headings applicable to this item

Additional fields in the detailed view

Esl key type:

individual key type, providing it is not a standard key

Comment:

any notes on the current item. However, these comments are not transferred during the order. For this reason, the field must not contain information relevant to the order.

Special field functions

Working with placeholders

Placeholders, illustrated by the asterisk (*), are replaced by a serial number thanks to the "Replace the placeholder" function. Several placeholders can be used in a field. Placeholders can be used in the fields "Header1", "Header 2", "Header 3", "Door Number", "Room Designation" and "Cylinder Number".

Working with area data

Click [here](#) for a detailed description of permitted area data or how to resolve areas.

Type configurator

The "Type configurator" is available providing you have selected a valid *profile system*. The selection specified here is transferred to the "Cylinder type" field as soon as the field is no longer in the focus (i.e. you move to a different cell).

Inserting headings

Inserting headings (CTRL+K)

Enter headings at three levels to create a more transparent locking chart. The following three levels are available:

- Level 1 heading
 - Level 2 heading
 - Level 3 heading

If the grouping function has been activated in the list view, you can hide and unhide these levels to obtain a better overview of longer lists.

A heading always applies to all following items until it is once again changed.

For example the cylinder view:

▲	Door...	Room Designation	Qua...	Ha...	Nu...	Type	Number	Order	Is...	Headline
<u>1</u>		Header Level 1		<input type="checkbox"/>					<input checked="" type="checkbox"/>	Heade
<u>2</u>		Header Level 2		<input type="checkbox"/>					<input checked="" type="checkbox"/>	Heade
<u>3</u>		Header Level 3		<input type="checkbox"/>					<input checked="" type="checkbox"/>	Heade
<u>4</u>				<input type="checkbox"/>					<input type="checkbox"/>	Header

Click the "New" button and select "Heading" or use [CTRL]+"K" as the keyboard shortcut **to**

insert a new heading at the end of the list.

Right-click in the desired area and select "Insert"/"Heading" from the context menu to insert a heading at any position within the list.

Headings for EVVA locking systems must not exceed a length of 20 characters.

Inserting individual new cylinders

Inserting individual new cylinders (CTRL+N)

Click the "New" button and select "Cylinder" or use the keyboard shortcut [CTRL]+"N" to **insert** a new item at the end of the list.

Right-click in the desired area and select "Insert"/"Cylinder" from the context menu to insert a new cylinder at any position within the list.

Please note that this "inserting" process is only available if the list has been sorted as per the serial item number. In any other case the program would be unable to actually determine the point where data is inserted. Click the "Eraser" icon to delete existing filter or sorting settings.

Cylinder replicate

Cylinder replicate

You intend to replicate cylinder blocks that you have already defined, i.e. you would like to copy and paste them. This function is particularly important in conjunction with the use of placeholders, as in this case, you are creating as well as replicating a "basic structure" and you only add numerical values at a later point.

Highlight a (coherent) cylinder area that you would like to replicate (highlight the first row of the block, press and hold Shift and left-click the last row of the block). Right-click and select the "Replicate cylinder" function.

The following data is required:

"Start at item": replicas of the highlighted area are entered after the stated position

"Number of replicas": how many copies of the highlighted area would you like to insert?

Usually, you would enter these replicas at the end of the list.

For instructions on how to use this function refer to our "Detailed example" in [Step 5: replicating buildings](#).

Adding in increments

Adding in increments (CTRL+Add)

The current row is inserted at the following position. In this process, contents, such as quantity and type are copied and numerical data values in the "Door number", "Facility designation" or "Number" fields are increased by 1. However, in this process, it is necessary for the cylinder number to feature a minimum of one numerical character (at any position). otherwise a 1:1 copy is created.

Note: The "Add" button is the "+" key on the numerical keyboard. On a keyboard without a

numeric keypad, "Num Lock" firstly needs to be turned on to activate the numeric keypad, which will make the respective letters unavailable until "Num Lock" is turned off again.

Importing door lists

Importing door lists

The process to import doors is identical to the process for [Importing Excel locking charts](#).

Intelligent copying/pasting

Intelligent copying/pasting

With this function you can copy cylinder items from chart "A" including locking functions to chart "B". In this process, the system generates the demand for required keys if they are not yet available in the target chart and the locking functions have been entered.

Intelligent copying

Initially open the chart from which you would like to copy a cylinder or a coherent block of cylinders. Highlight the affected position or block, right-click and select "Intelligent copying".

CAUTION: in this case the sequence is important. If the charts are opened in reverse sequence, you are unable to insert data. highlight the first line of the block by holding down the Shift Key and left clicking on the last line of the block or any non-sequential selection of cylinders (hold down the CTRL Key and left click on the line that you want).

Intelligent pasting

Now open the chart into which you would like to paste the copied items. Right-click at any position and select the "Intelligent pasting" function. Copied items are always inserted at the end of the target chart. If necessary, you can move these items within the PlanDesigner (drag and drop or "cut/paste").

Important information about this function

- The cylinder types (product codes) of the source chart may be invalid in the target chart, for instance as a result of different profile systems. This may require post-editing.
- Merely the (un)locking functions of copied cylinder items are transferred for keys that are to be created in the target chart. Access authorisations for other cylinders (that are not copied) are NOT transferred to the target chart even if it features cylinders with identical numbers.
- This function may take a while to implement, depending on the size of the chart. Many individual steps are required for its implementation.

Searching and replacing

Searching and replacing

Use the "Search and replace" function to search and change contents. Its operation is similar to other programs. The function includes highlighted items only (rows). You have the option to search individual columns or all columns at once. You can also specify the search direction (up/down) and define whether the search results must match the case of search terms.

Please note that this function replaces all elements found within the defined area. This may cause undesired results in the event of unsuitable input. However, changes will only be taken over after you have saved the next time. Consequently, you have the option to close the chart without saving and restore the original data status.

Bestellpositionen verschieben

Bestellpositionen verschieben

Zylinder- und/oder Schlüsselpositionen, die bereits der aktuellen Bestellung zugeordnet sind, können auch noch nachträglich in eine andere Bestellung "verschoben" werden. Gehen Sie dazu wie folgt vor:

1. Erstellen Sie zunächst eine weitere Bestellung. Sie können die Kopfdaten bereits ausfüllen, zwingend erforderlich ist dies jedoch nicht.
2. Wechseln Sie in das Register "Zylinder" oder "Schlüssel", je nachdem, welche Positionen Sie verschieben möchten.
3. Markieren Sie einzelne Positionen oder zusammenhängende Blöcke.
4. Betätigen Sie die rechte Maustaste und wählen Sie die Funktion "Verschieben nach Bestellung": im Kontext-Menü werden alle offenen, noch nicht abgeschlossenen Bestellungen (außer der aktuellen Bestellung) zur Auswahl angeboten.
5. Klicken Sie auf die Bestellung, der die markierten Positionen zugeordnet werden sollen.

Editing keys

Editing keys

Keys are edited as tables/lists. Refer to " [Lists: View and handling](#) " for basic information on working with such lists.

Simply click the desired cell and edit its contents to edit an existing data set. Depending on the list view settings, if not all fields for editing are available, click the item number (usually the far left column in the list view) to open the details screen. It is not influenced by list settings and here all fields are always available.

Any changes are recorded in a log file and if necessary, you can restore an earlier version of the chart. Refer to " [Versions](#) " for more details.

All list fields have not always been enabled for editing. This may come as a result of users' authorisations or process-based restrictions (e.g. changes to items that have already been ordered) or if it concerns "calculating" fields that are generally not available for editing by users.

General information about fields (list view)

Function designation:

Key chart designation (max. 20 digits for EVVA systems)

Number:

Key number (at max. 10 characters) (max. 10 digits - not all characters are allowed!)

Unit(s)

Current order quantity (max. 99 keys per item - also see "[Key variants](#)")

Type

Key type (product code)). With different types of the same key number, use the "[Key variant](#)"function. If the spelling of the old type has been adapted to the new product code in the course of the conversion, the type designations that were originally used are still displayed in a Tool Tip for clarity.

Order

designation of the current order

Individual key:

Ticked if this is an individual key with extended functions. In this case, the quantity has been listed for the cylinder

Already ordered:

Ticked if this key has already been ordered

Serial number:

Input field for the desired additional number(s)

Heading 1-3

headings applicable to this item

Additional fields in the detailed view

Comment:

any notes on the current item. However, these comments are not transferred during the order. For this reason, the field must not contain information relevant to the order.

Special field functions

Working with placeholders

Placeholders, illustrated by the asterisk (*), are replaced by a serial number thanks to the "[Replace the placeholder](#)" function. Several placeholders can be used in a field. Placeholders can be used in the fields "Header 1", "Header 2", "Header 3", "Function" and "Key Number".

Working with area data

Click [here](#) for a detailed description of permitted area data or how to resolve areas.

Type configurator

The " Type configurator " is available providing you have selected a valid *profile system*. The selection specified here is transferred to *the* " Type " field applied to the "Key type" field,as soon as the field is no longer in the focus (i.e. you move to a different cell).

Inserting headings

Inserting headings (CTRL+K)

Enter headings at three levels to create a more transparent locking chart. The following three levels are available:

- Level 1 heading
 - Level 2 heading
 - Level 3 heading

If the grouping function has been activated in the list view, you can hide and unhide these levels to obtain a better overview of longer lists.

A heading always applies to all following items until it is once again changed.

For example the cylinder view:

▲	Door...	Room Designation	Qua...	Ha...	Nu...	Type	Number	Order	Is...	Headline
<u>1</u>		Header Level 1		<input type="checkbox"/>					<input checked="" type="checkbox"/>	Heade
<u>2</u>		Header Level 2		<input type="checkbox"/>					<input checked="" type="checkbox"/>	Heade
<u>3</u>		Header Level 3		<input type="checkbox"/>					<input checked="" type="checkbox"/>	Heade
<u>4</u>				<input type="checkbox"/>					<input type="checkbox"/>	Header

Click the "New" button and select "Heading" or use [CTRL]+"K" as the keyboard shortcut **to insert** a new heading at the end of the list.

Right-click in the desired area and select "Insert"/"Heading" from the context menu to insert a heading at any position within the list.

Headings for EVVA locking systems must not exceed a length of 20 characters.

Inserting individual new keys

Inserting individual new keys (Strg+N)

Click the "New" button and select "Key" or use the keyboard shortcut [CTRL]+"N" to **insert a** new item at the end of the list.

Right-click in the desired area and select "Insert"/"Key" from the context menu to insert a new key in any position within the list.

Please note that this "inserting" process is only available if the list has been sorted as per the serial item number. In any other case the program would be unable to actually determine the point where data is inserted. Click the "Eraser" icon to delete existing filter or sorting settings.

Central locking function

Central locking function (CTRL+G)

A central locking function is not a key, but a special type of locking chart illustration.

For this reason, it is neither possible to state quantities or types for central locking functions. As standard, the designation is generated from the central cylinders of this central locking function. However, users can overwrite this designation.

Central locking functions are displayed in italics to visually distinguish them from "genuine" keys.

As part of recording in the "Keys" tab it is not necessary to add further information. The PlanDesigner then specifies central cylinders and individual keys intended to (un)lock these central cylinders. Central cylinder numbers are transferred to the "Functional designation" field.

Note: the user language specifies whether the X/O or the Z/I illustration principle has been used for central locking functions. This is merely a difference in illustration and does not influence the underlying locking functions' data.

Replicating keys

Replicating keys

You intend to replicate key blocks that you have already created, i.e. you would like to copy and paste them. This function is particularly important in conjunction with the use of placeholders, as in this case, you are creating as well as replicating a "basic structure" and you only add numerical values at a later point.

Highlight a (coherent) key area that you would like to replicate (highlight the first row of the block, press and hold Shift and left-click the last row of the block).) or a any non-sequential selection of keys that you would like to replicate (by holding down the CTRL Key and left clicking on the line) Right-click and select the "Replicate key" function.

The following data is required:

"Start at item": replicas of the highlighted area are entered after the stated position

"Number of replicas": how many copies of the highlighted area would you like to insert?

Usually, you would enter these replicas at the end of the list.

For instructions on how to use this function refer to our "Detailed example" in [Step 5: replicating buildings](#) .

Adding in increments

Adding in increments (CTRL+Add)

The current row is inserted at the following position. In this process, contents, such as quantity and type are copied and numerical data values in the "Function designation" or "Number" fields are increased by 1. However, in this process, it is necessary for the key number to feature a minimum of one numerical character (at any position). increased by one. However, these fields are required to have at least one numerical symbol (in any position) - otherwise a 1:1 copy is created. Please note that each key number can only appear once in the chart, therefore, there may be an entry in the error log when the chart validated if this function is used incorrectly.

Note: The "Add" button is the "+" key on the numerical keyboard. On a keyboard without a

numeric keypad, "Num Lock" firstly needs to be turned on to activate the numeric keypad, which will make the respective letters unavailable until "Num Lock" is turned off again.

Importing key lists

Importing key lists

The process to import key lists is identical to the process for [Importing Excel locking charts](#).

Searching and replacing

Searching and replacing

Use the "Search and replace" function to search and change contents. Its operation is similar to other programs. The function includes highlighted items only (rows). You have the option to search individual columns or all columns at once. You can also specify the search direction (up/down) and define whether the search results must match the case of search terms.

Please note that this function replaces all elements found within the defined area. This may cause undesired results in the event of unsuitable input. However, changes will only be taken over after you have saved the next time. Consequently, you have the option to close the chart without saving and restore the original data status.

Creating key variants

Use the "Create key variants" function if several different key types (product codes) need to be specified for a key number (in the same order) or if you want to order more than 99 keys for a key item. To do this, follow these steps:

- Right click on the line with the key that you want to order
- Select "Add key variant" from the context menu.
- An additional line, a kind of copy of the selected key, is inserted into the line below
- This is where you can re-enter the order quantity and key type. The other fields remain locked, as "only" one order variant is involved.
- Repeat this operation as many times as necessary to specify all versions of the keys that you want to order.
- You can then add more order items or complete the order data and finalise the order.

Bestellpositionen verschieben

Bestellpositionen verschieben

Zylinder- und/oder Schlüsselpositionen, die bereits der aktuellen Bestellung zugeordnet sind, können auch noch nachträglich in eine andere Bestellung "verschoben" werden. Gehen Sie dazu wie folgt vor:

1. Erstellen Sie zunächst eine weitere Bestellung. Sie können die Kopfdaten bereits ausfüllen, zwingend erforderlich ist dies jedoch nicht.
2. Wechseln Sie in das Register "Zylinder" oder "Schlüssel", je nachdem, welche Positionen Sie verschieben möchten.

3. Markieren Sie einzelne Positionen oder zusammenhängende Blöcke.
4. Betätigen Sie die rechte Maustaste und wählen Sie die Funktion "Verschieben nach Bestellung": im Kontext-Menü werden alle offenen, noch nicht abgeschlossenen Bestellungen (außer der aktuellen Bestellung) zur Auswahl angeboten.
5. Klicken Sie auf die Bestellung, der die markierten Positionen zugeordnet werden sollen.

PlanDesigner

PlanDesigner

PlanDesigner is intended to graphically illustrate locking charts.

However, the data contents can also be edited / modified, for which the same aids are available again (input validation, autofill, etc.) in the cylinder or key list.

If the spelling of the old type has been adapted to the new product code in the course of the conversion, the type designations that were originally used are still displayed in a Tool Tip for clarity (key and cylinder).

Input-enabled and locked fields

Not all columns of a table (keys / cylinders) allow inputs. The standard layout is configured to always display the editable columns for new charts. If you define the layout, you need to select these columns yourself.

Uneditable columns are:

- Total number of keys (key list)
- Item number (keys and cylinders)
- Total number of individual keys (cylinder list)
- Number of individual keys (cylinder list) - this column has the heading "Esl*"

Existing layouts will probably need to be adapted when you upgrade from Version 3.4 to Version 3.5.

The top left area shows different information, depending on the position of the cursor:

- If the cursor is within the locking function area, the system shows additional details of the current cylinder and key item.
- If the cursor is outside the locking function area, the system shows system header data (profile system, owner, logo, etc.).

To edit an item (cylinder / key), double-click the relevant column / row to open the detailed view or edit the contents of the displayed column directly.

Activating/removing locking functions

As a rule, double-click to insert an "X" in the desired cell. Double-click to remove any locking function characters that are already available.

If you edit an individual cell or a block of cells within the same row, the (new) locking function is automatically transferred to the other cylinder items with the same number. The system indicates this by showing a small notification window in the bottom right (identical (un)locking).

Highlight several cells (in blocks or as required) and press the corresponding key to activate the locking function character.

Please note that if you highlight several cells or blocks that do not follow each other, you are unable to automatically transfer locking functions to items with the same number that have not been highlighted (identical (un)locking). A corresponding notification appears.

Special characteristics of the "central locking function":

EVVA AccessDesigner 3.4 supports the "X/O" illustration (common in Austria) as well as the German "Z/I" illustration. The user language is crucial to specifying which illustration is used as standard.

In a first step, you must "activate" central cylinders ("Z"/"X"). If you subsequently double-click a cell with a cylinder featuring an individual key, an access authorisation is activated for this individual key at the central cylinder(s). You may potentially be required to change the automatically activated "I" ("O") to a "Z" ("X") using the keyboard.

The selection can also be expanded beyond the visible area: as soon as the cursor reaches the lower or right end of the locking chart, the lines or columns "shift" accordingly (auto-scroll function).

Locking functions can exclusively be activated/changed for new items that have not yet been ordered:

New key - existing cylinder: possible to activate the locking function

New key - new cylinder: possible to activate the locking function

Existing key - new cylinder: possible to activate the locking function

Existing key - existing cylinder: no longer possible to change the locking function. Such changes must be handled using the cancellation process (Revoking order completion).

Special characteristics of the "central locking function":

The EVVA AccessDesigner 3.5 supports the "X/O" display (common in Austria) as well as the German "Z/I" display. The user's language determines which display is selected as the default. For German (Austria), the X/O display is selected, and Z/I is selected for all other languages.

For central locking functions, the user must select their desired locking function symbol - a context menu with the options "X / Z" or "O / I" will pop up.

Additional PlanDesigner functions

New / cylinder

When you press CTRL+ "N", a new cylinder line will be inserted at the end of the chart and can be edited. To insert a cylinder into a position other than the end of the chart, right click on the line that you want to insert the new line ABOVE and select "new" and "cylinder" from the context menu.

New / header

When you press CTRL+ "K", a new header will be inserted at the end of the chart and can be edited. To insert a new header into a position other than the end of the chart, right click on the line that you want to insert the new line ABOVE and select "new" and "header" from the context menu. To change the level of the header to "Level 2" or "Level 3", open the detailed view by double clicking on the position number of the new line.

Cutting/copying and pasting

Highlight individual items or coherent blocks. Right-click to open the context menu and select the "Cut" or "Copy" function from the context menu. Now highlight the item AFTER which the cut/copied items are to be inserted, right-click and select "Paste". This function is available for cylinders as well as keys.

Deletion

Highlight an item or a coherent block of positions. Right-click and select "Delete" from the context menu. If you have deleted one (or more items) by mistake, you can close the chart WITHOUT SAVING it and all changes since the last time you saved will have been discarded.

Inserting headings

Highlight an item AFTER which you would like to insert a heading. Right-click and select "Insert heading" from the context menu. Subsequently double-click the serial item number to change this heading.

Moving items

Cylinder or key items can be dragged and dropped to different positions individually or as coherent units. However, this function is exclusively available if the cylinders or keys are currently sorted by position.

Sorting/filters

Change the sort order or activate the filter using a feature in the heading row(s). However, if you have activated filters, you may get the impression that the locking chart is incomplete or incorrect as important information is temporarily hidden. Refer to "[Lists: view and handling](#)" for details on list functions.

Edit

Double-click the serial item number (keys/cylinders) to open the detailed view of the selected data set. You can also change the data of items that you have not yet ordered.

Switching views

Switching views

PlanDesigner features three views:

- **Normal view** : locking functions are exclusively illustrated in the chart using "X". Individual keys that also lock other cylinders (e.g. central cylinders) are illustrated like superordinate keys. This illustration type requires the most space.

Central locking view (standard setting): this view is best suitable for residential complexes or systems in which individual keys also (un)lock central cylinders. The central locking functions are illustrated as a "key column" (designations are in italics to differentiate them). The locking function is illustrated in this column using a Z or X for central cylinders and using an I or O for cylinder items as part of which individual keys are also intended to (un)lock central cylinders highlighted with Z/X.

....		1	2	3
St	Funktionsbeze... P		H1	H2
Nummer		HV		
Nummer				
		X	Z	
H1			I	
1T01-1T10				
H2		X	Z	
2T01-2T10			I	

- This view reduces charts' width as the number of key columns is significantly reduced. There is no difference between "Normal" and "Central locking view" in systems that do not feature central cylinders.
- **Condensed view** : in this view all cylinders with the same function (regardless of individual keys) are merged in a single cylinder row so users are able to identify or verify the system structure. The list is also sorted by the locking function for keys and cylinders. Consequently, hierarchical structures and (potentially unwanted) overlapping areas can be identified more easily.
- **Detailed view**: all individual keys, i.e. keys, which do not also lock central cylinders, are displayed in their own columns as superordinate keys. Important: this display requires the most space - this can increase the amount of paper required when printing.

These views are always calculated from the current data sets at the corresponding time and thus do not change the displayed locking functions.

Adapting and saving layout charts

Adapting and saving layout charts

The functions described in this section allow you to change the locking chart view to ideally suit your requirements. These settings primarily apply to the current chart and they are also saved with it. Save the settings as a new layout so you can also apply them to other charts (see below).

Column width and row height

Similarly to list functions you can also change the width of columns, move them to a different position or hide and unhide them in the "PlanDesigner" view. Right-click the heading row and select the corresponding function.

In the horizontal grid (key area in the standard view) you can only change the row height of the first item within tables.

Splitter (icon)



There is also the option to change the size of the "Key" and "Cylinder" areas to create more

space for data and locking functions. For this purpose, left-click the corresponding splitter icon and drag it to the desired, new position. The column width is adapted proportionally.

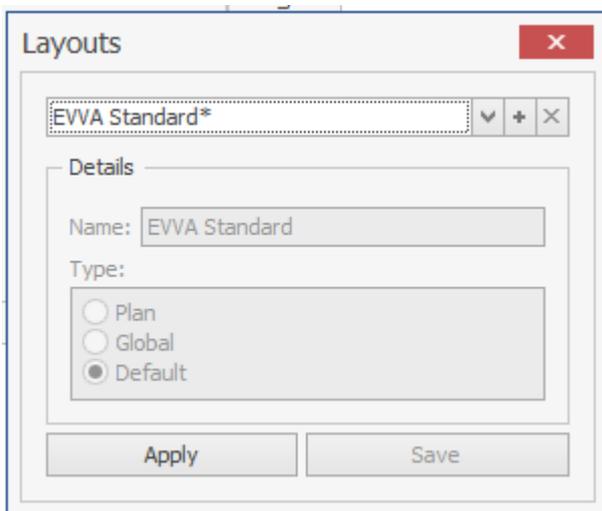
Zoom function (icon)

The scroll bar for the zoom function is located at the bottom right of the view. Use it to gradually adapt the font size (and thus also the column width, etc.).

Saving layouts

Initially click the "+" icon next to the selection list if you would like to save the current layout for future use. Then assign a (new) name to the current layout you would like to save. Depending on the authorisation, you will be able to save global layouts (available to all users within your organisation) or merely layouts for the current system. Click "Template" to make this layout the standard template for new charts (providing you have been granted the required authorisations).

Applying available layouts



Select the desired layout from the list and click "Apply" to use an available layout. You can individually change these settings at any time or replace them by saving a different layout.

Example: "Overall status"

Proceed as follows to output a current locking chart including its actual system status:

- Open the desired chart
- Go to the "PlanDesigner" tab
- In cylinders, delete the "Units" column (current cylinder order quantity) and the "Esl" column (current individual key order quantity)
- Insert the "Total units" column (total cylinder quantity) and "Total Esl." column (total individual keys)
- Repeat the last two steps in the key area for the key quantity
- Save the layout, for instance as "Overall status" so you can use it for other systems.

Transposing locking charts

Transposing locking charts

As standard, cylinders are arranged vertically and superordinate keys are arranged horizontally. Open the context menu (right-click the header row) to access the "Transpose" function and arrange the keys vertically and the cylinders horizontally. This is a view function that does not influence the locking chart contents.

Locking function comments

Locking function comments

You can save a comment for each box in the locking chart (i.e. at the interface of a cylinder row with a key column). These comments can be temporary or permanent. Right-click the corresponding cell and select "Comment" from the context menu. Cells with comments are highlighted with a grey background.

Temporary comment:

For instance, temporary comments may include an outstanding client query regarding a locking function. You cannot complete orders if there are temporary comments in the locking chart (to prevent ordering locking functions that have not been clarified).

Permanent comment:

Permanent comments may be client comments regarding a query answer about the locking function. Consequently, you can also document agreements with customers. Permanent comments do not influence order completion.

Reticle

Reticle

The reticle is intended to facilitate orientation, in particular in larger systems. It has been activated by default and follows the mouse pointer as long as it is within the locking function area. The top left, in the header field of the EVVA AccessDesigner, shows additional details on the current key and cylinder item.

Use the context menu (right-click in the locking function area) to deactivate the reticle or lock it in the current position.

For headers that are highlighted in grey, reticles are superimposed on the coloured background. Please note that it is still not possible to enter locking functions in the headers!

Other items

Other items

"Other items" includes all products within the manufacturer portfolio that do not necessarily depend on a key/cylinder number.

Examples:

- Services, e.g. "Installation", "Commissioning", "Training", etc.
- Security items, such as "Escutcheons", "Mortise locks", "Rosettes", etc.
- Electronic products, such as "KeyCredits", "Batteries", "Identification media", etc.
- Advertising materials, such as "Folders", "Adhesive foil", "Price lists", etc.

You can define items either using its product code or its description. The corresponding, other field is blocked in the event of input.

There are two options to select the product code:

- a) Using type codes
- b) Using the type configurator (double-click to open)

As soon as you have completed a row, the item is added to the current order in the stated quantity. A further, new row appears.

You can also use the configurator to select the product code. For this purpose, enter (any) data in the "Product code" field in a new item row. Exit the cell (e.g. using the Tab key) and double-click to open the configurator.

Completing orders

Completing orders

One significant, new feature of EVVA AccessDesigner 3.4 is the option to edit several orders in parallel. For instance, this function can be used for different goods and/or invoice recipients, orders according to different completion stages or similar. Use the "Specify current order" function to browse between several orders to consequently edit them in parallel.

The current order is shown in the top icon bar (second from the right). Consequently, all quantities (and types) of keys, cylinders and other items are assigned to this order. The current views always only show the order quantities of the current order. If a different order is activated as the current order, its order quantities are also hidden from the current views.

If the spelling of the old type has been adapted to the new product code in the course of the conversion, the type designations that were originally used are still displayed in a Tool Tip for clarity (key and cylinder).

Functions in the "Orders" tab

Creating new orders

Press the keyboard shortcut "CTRL"+"N" or click the "New" button to create any number of additional orders ("order headers"). It is up to the users when they fill out the order details but mandatory fields must be filled in before the order is finalised.

Specifying current orders

Highlight the desired order in the list (left) and click the "Specify as current order" button to activate a different order than the current order. All types and quantities, separated by cylinders, keys and individual keys, have been listed in "Order items". Refer to "[Lists: view and handling](#)" for details on list functions.

Printing orders

Specify the output type using the arrow on the right within the button:

- A3 order chart/A4 order chart: exclusively cylinder items are output that feature a quantity over zero in the current order. Additionally, all keys with access authorisation for these cylinder items are output, regardless of their order quantity.

IMPORTANT: the locking function is NOT completed when adding cylinders in this way, as the order chart would very quickly take on the scope of a master chart.

- Detailed list order: this section shows all order items listed by their type, design and quantity. The first sheet also shows other information relevant to orders.

- Total list order: Similar to detailed lists the order header data is output on the first sheet. Order items are added up by type.

Please note the following if the order is not electronically sent to the manufacturer

(EVVA):

Neither detailed, nor total lists feature details on the locking chart, i.e. the locking functions. Consequently, they are not sufficient for the order without (order-specific) locking chart.

- In contrast, the locking charts (A3/A4) do not feature information on the order itself (order number, goods/invoice recipient, etc.) and they are thus not sufficient without cover sheet.

Adding files as an attachment

To send electronic documents (proof of order authorisation, such as scans of security cards or confirmations, sketches / drawings, photos, etc.), there is the option to attach up to 5 files for each order (with a maximum size of 5 MB). Switch to the subordinate tab "File attachments" under the "Orders" tab and click on the "New" button. You can specify the files to be attached in the dialogue window that appears or select the files from a dialogue box.

Completing orders

It is always only possible to complete the current order. You must specify an order as the current order to be able to complete it (see above).

The order and the entire locking chart are checked before the order is actually completed (refer to [Checking locking charts](#)). If the test result indicates errors, order completion is cancelled automatically. Listed issues must be rectified before you can re-run the function. If the test result merely lists "Warnings", it is possible to continue the process (by accepting these warnings) or you can cancel the process to deal with these warnings. The data is transferred to the superordinate organisation or EVVA fully automatically in the event of having successfully completed the order for an EVVA system. View the order status on the order list.

Completing orders for non-EVVA systems

If "EVVA systems" is not ticked under "Header data", the systems and order data will not be sent automatically. If the AccessDesigner is used to place orders with other manufacturers, the user must ensure that the required data is sent to the recipient. The system / order can either be printed out or exported in Excel or DAF ("EVVA data exchange format"). These can then be sent by any (electronic) means, for example, by e-mail.

Cancelling orders

This process has been described in detail in the ["Revoking order completion"](#) section. As soon as an order has been completed, it can no longer be modified. The header data as well as the items in the order are locked accordingly.

Descriptions of mandatory fields in orders

Designation

As a rule, you can specify any designation. However, make sure the designation has not been used in this system before. The program will also be able to distinguish orders even if the designations are identical. However, the order views for this system would become unnecessarily complex.

Order type

The order type specifies how the data is to be treated as part of the downstream process. Here is a list of the possible values and their significance:

Calculation	The system merely calculates the (new or changed) positions. You can optionally state the return of calculation/production data. A production of keys, cylinders or other items will not be triggered
Stock amendment	Exclusively affects "F profile systems" and is intended to amend the individual production in the movement data of the system at EVVA
Individual production	For individual profile partners: With this order type the order data is NOT transferred to EVVA. Consequently, all produced items can be included in the order history of the system. It is possible to combine ex works and individual productions in individual profile systems.
Production	All order items are produced and delivered
Complaint	The items listed in the "Order" are returned to EVVA for inspection/repairs as part of warranty
Repairs	The items listed in the "Order" are returned to EVVA for repairs
Technical request/offer	The current locking chart is transferred to verify its technical feasibility. If the system/extension is viable in this condition, you will receive an offer as confirmation.
Conversions	The items returned to EVVA as part of this order are intended for conversion to other formats (e.g. change length of cylinders as part of modular system). If necessary, please obtain information prior to completing the order to clarify whether conversions are technically possible and commercially viable.
Recoding	The items returned to EVVA as part of this order must be recoded to other/new locks. If necessary, please obtain information prior to completing the order to clarify whether the extension (by new items) is technically viable.

Offer number

If the order has been completed on the basis of an EVVA offer, we urgently request you to state this offer number. This helps to prevent misunderstandings as part of invoicing.

Order type

Explicitly state the order type in the order. Please note that, depending on this order type, the order may be treated differently. For instance, in the event of "Individual production" NO data is sent to EVVA. This type is reserved for individual profile partners for an individual production of keys and cylinders. Consequently it is possible to seamlessly manage individual profile systems in EVVA AccessDesigner 3.4.

Goods/invoice recipients

At minimum, it is necessary to state a goods recipient. Tick "Identical to goods recipient" to also transfer the data to the invoice recipient. Select the data from the customer list. You can also change the data retrospectively. You can also enter the data manually. In this case, the data is not transferred to the customer list.

Shipping type

"Standard" and "Express" delivery types specify the valid standard value for the corresponding goods recipient or corresponding destination country. The corresponding production site must support "Installation" and "Pick up" otherwise goods are shipped by standard delivery.

Ts+Cs accepted

This box must always be ticked prior to completing each order. If you fail to tick the box,

you will not be able to complete the order. . The link provided here takes you to the relevant document on our homepage.

Please only use anonymised or pseudonymised data. If you do, however, use real names, we will assume that these are pseudonyms.

Revoking order completion

Revoking order completion

It may be necessary for a host of reasons to revoke orders that have already been completed to make changes to the orders. We have introduced a new cancellation process as it is particularly important that the data states of users and manufacturers match. However, this once again exclusively affects systems that have been specified in the system header as EVVA systems. With non-EVVA systems users are responsible for data consistency.

Proceed as follows:

1. In the "Order" tab, highlight the completed order you would once again like to change.
2. Confirm the "Cancel order" button
3. Enter the exact reason for cancellation in the following dialogue field and confirm with "OK". The order status changes to "Cancelling".
4. You can now close the chart. The cancellation process also involves manual steps and for this reason, it may take a while.
5. Users are notified of the result of their cancellation requests as part of user notifications.
6. If cancellation is possible, the order status is reset to "Not ordered", in any other case it is reset to "Completed".

Examples of applications of the cancellation process:

- Changing order quantities for keys, cylinders or other items
- Changing types (product codes) for keys, cylinders or other items
- Changing goods or invoice recipient
- Changing locking functions
- Changing the order type (e.g. from calculation to production)
- Changing a technical feasibility check in an order
- and similar

Each case is verified in terms of whether it is still possible to change the order at the current time. The more advanced an order is within the process/production, the lower the chances that an order can still be cancelled.

Note: only orders that were completed in the AccessDesigner can be cancelled. Orders from different sources (data retrieval, conversion from Planner 2.48, etc.) can no longer be modified.

Production logs

Production logs (visible for authorised users only)

All exports of machine data are recorded per item in a read-only event log, regardless of the target format, data type (cylinders, keys) and the process (individual action/order action).

You can filter, sort, print and export this list (like all other lists).

Additional program functions

Additional program functions

Some program functions are intended to replace or at minimum simplify many individual steps and manual input when recording complex locking charts. As these functions potentially create and/or change large amounts of data, we recommend you familiarise yourself with these functions using simple examples.

Close the chart without having saved it if your measures did not produce the desired result. In this case, the chart remains available in the last saved version. However, there are individual functions that make changes which must be saved immediately (e.g. data imports). In this case, we recommend you save the chart BEFORE making changes to the chart. Thanks to the function to restore earlier versions you have the option to reset to an earlier version if your actions have not produced the desired result.

Replacing placeholders

Replacing placeholders

The asterisk operates as a placeholder ("*"). Use it in the following fields:

- Cylinder:
 - Door number:
 - Facility designation
 - Cylinder number
- Keys
 - Function designation
 - Key number

You can use as many placeholders per field (cell) as necessary. In each case of replacement the asterisk on the far left is replaced first.

Example:

P...	Door...	Room Designation	Qua...	Ha...	Nu...	Type	Number
<u>1</u>		Building * - Room *	1	<input checked="" type="checkbox"/>	3	DR.36/36.NI	**
<u>2</u>		Building * - Room *	1	<input checked="" type="checkbox"/>	3	DR.36/36.NI	**
<u>3</u>		Building * - Room *	1	<input checked="" type="checkbox"/>	3	DR.36/36.NI	**
<u>4</u>		Building * - Room *	1	<input checked="" type="checkbox"/>	3	DR.36/36.NI	**
<u>5</u>		Building * - Room *	1	<input checked="" type="checkbox"/>	3	DR.36/36.NI	**
<u>6</u>		Building * - Room *	1	<input checked="" type="checkbox"/>	3	DR.36/36.NI	**
<u>7</u>		Building * - Room *	1	<input checked="" type="checkbox"/>	3	DR.36/36.NI	**
<u>8</u>		Building * - Room *	1	<input checked="" type="checkbox"/>	3	DR.36/36.NI	**
<u>9</u>		Building * - Room *	1	<input checked="" type="checkbox"/>	3	DR.36/36.NI	**
<u>10</u>		Building * - Room *	1	<input checked="" type="checkbox"/>	3	DR.36/36.NI	**

▲	Door...
<u>1</u>	
<u>2</u>	
<u>3</u>	
<u>4</u>	
<u>5</u>	
<u>6</u>	
<u>7</u>	
<u>8</u>	
<u>9</u>	
<u>10</u>	

Initial situation : recording/replicating items using two placeholders per cell

Step 1: replace the first placeholder from the left: start value = 1, increase to = 10, increase by = 1

Step 2: replace the second placeholder from the left: start value = 1, increase to = 10, increase by = 1

Important information:

- The "Replace placeholder" function always relates to the currently highlighted items.
- The start value may feature leading zeros, but not letters or other characters
- If you use placeholders to assign cylinder numbers, the numbers of the individual keys are also configured accordingly.
- Select the corresponding start value and enter 2 in "Increase by" to exclusively assign even or odd numbers (e.g. house numbers on the left or right side of the road).

Importing Excel charts

Importing Excel charts

EVVA AccessDesigner 3.4 provides the option to import complete locking charts in Excel format. Imports are exclusively possible with a completely new, empty system. As soon as a chart features data, all import functions are deactivated because it is practically impossible to synchronise locking chart data.

Requirements

Initially, the Excel locking chart must comply with the following criteria to enable successful imports. If necessary, make changes to the chart in Excel.

- The entire locking chart must be displayed on a single work sheet.
- The work folder or work sheet must not be locked or protected by a password
- It is only possible to enter one source column or row in the Excel file per target field in the EVVA AccessDesigner. For instance, if cylinder type information has been split across several columns in the Excel file, you must initially merge these columns into one column.
- Hidden rows/columns (row height/column width = 0, "hidden" or not visible due to the current filter settings) are always imported. For this reason, physically delete rows/columns you do not intend to import from the Excel chart.
- User-defined formatting of cell contents, formulae, linked cells, etc. may influence and falsify the results.
- Rows/columns with quantity information must contain numerical values or be empty. Data, such as "1 unit each" is not permitted.
- Exclusively "permitted" characters are permitted for locking functions ("X/Z/I/O"). Other characters or text are skipped during imports.
- If the Excel chart illustrates existing data and current order data (e.g. "items highlighted in yellow will be ordered"), the existing data must be removed before or after the import. Usually, this is easier to do in Excel (filters and multiple highlighting) than in the EVVA AccessDesigner, most of all as colour highlights (like in the example) are lost during the import.
- All cylinders and keys must have a number. Entries without a number will be treated as headers.

Opening the available Excel chart

The button to select the file to import is located at the very top left. Click once to open a file dialogue and select the Excel file for importing.

Preview functions

The Excel file preview may (significantly) differ from the "normal" display in Excel. For instance, inverted fonts must be reset to standard alignment. In some cases, logos may cause display errors. In this case, we recommend you delete the logos in the Excel file beforehand.

Similar to Excel, the contents of the cell currently highlighted in the preview are shown at the very top of the view. The magnifying glass icons can be used to zoom in/out. Use the scroll bars to move the view window across the chart. You can specify the size of the "Import chart" window as required. If the screen resolution is too low to completely display this form, additional scroll bars appear.

Declaring the data assignment from Excel to fields in the EVVA AccessDesigner

In the next step, you must assign the data from the Excel chart to the corresponding fields in the EVVA AccessDesigner. If you have already imported the chart to the EVVA AccessDesigner before, the last configured assignment is transferred. There is also the option to use an existing template for the import (see below).

Highlight the field on the screen containing the value from the Excel sheet you would like to specify (e.g. key/by). Now click the column containing the first key in the Excel chart preview: the letter of this column is transferred to the input field. Proceed identically for all other available fields. For this purpose, press the arrow icons in the input field or directly enter the data manually.

If a target field is not assigned to a source definition, this field remains empty after imports and must potentially be amended manually.

The first and last entry per data field is shown so it is easier to check the input.

Saving the mapping as a template

If you anticipate that you will be repeatedly working with Excel sheets featuring the same structure (e.g. Excel charts from EVVA), you have the option to save the currently configured assignments as your own template. Enter a designation in "Name" that is as clear as possible to you and click the Diskette icon to save it. Select entries from the list and subsequently click the delete button with the red "X" to delete existing templates.

You must save new templates prior to importing. As soon as the chart has been imported, the window with definitions closes and the values are no longer available for saving as a template.

Checking charts prior to exports

You must check the import before being able to actually start the import (click the "Check" button). The results of this check are output as a list. You as the user decide whether or not to import the chart anyway.

Failing to process test result list entries may cause unwanted import results.

After having completed the import all data suitable for assignment is available in the corresponding fields. We urgently recommend a visual inspection!

Using saved templates

If you have already saved a template that corresponds to the current Excel chart, you can select it in "Active template". The settings are immediately transferred to subordinate fields. Important: the last row or column of each locking chart must always be input and cannot be transferred from a template.

Importing from other formats

Importing from other formats

EVVA data exchange format (DAF)

Data provided by EVVA is usually supplied as DAF files. The conversion program to transfer existing systems from the predecessor version (Planer 2.48) provides the exported data in this format for further processing.

. Imports are exclusively possible with a completely new, empty system. As soon as a chart features data, all import functions are deactivated because it is practically impossible to synchronise locking chart data.

As this EVVA exchange format allows merging several locking systems in a single file, the import is exclusively available as a menu function outside a system.

KWD format

EVVA AccessDesigner 3.4 provides the option to also import locking charts from KWD files (KeyMagic®).

. Imports are exclusively possible with a completely new, empty system. As soon as a chart features data, all import functions are deactivated because it is practically impossible to synchronise locking chart data.

Open a new, empty chart and select the "Import system from KWD" function. State the file for import in the following file dialogue.

Printing locking charts

Printing locking charts

Locking chart printouts contain the current settings of the PlanDesigner proportional to the selected paper format. For this reason, you must already select the format in advance (A3/A4).

The printout is shown in the file preview. In this window, you can choose between portrait and landscape format, grid settings, border settings, background colour, etc. You can either print the chart or save it as a PDF file. It is also possible to directly send the chart by email from this view. The program uses users' standard email client.

Using/resolving areas

Using/resolving areas

Use "Area information" ("from to") for items (cylinders, keys) that are identical except for their number (same order quantity, same types, same relation). Said area information is only intended to facilitate input any must be deleted prior to completing orders (see below).

In which cases is area information available:

- Cylinder: Door number:
- Cylinder: Facility designation
- Cylinder: Cylinder number
- Key: Function designation

the menu bar.

DAF format (EVVA data exchange format)

DAF is an XML format with a defined pattern. All chart data is exported including comments, time stamps, users, etc. This function allows you, for example, to transfer a plan from one organisation to another (export in organisation A, import in organisation B).

SAT format (EVVA Satellite Planner 2.48)

This format is exclusively available to individual profile partners and it is intended for data transfers to the Körtner LockBase locking system® calculation program. Exclusively the data required for the technical calculation (cylinder number, key numbers, locking functions) is transferred. However, it is not possible to reimport calculated systems for technical reasons.

Excel format / Printing charts

Enter the following data in a dialogue field:

Data:

Order chart: current order

Exclusively the cylinder items of the current order, i.e. with an order quantity that does not equal 0, as well as all keys with access authorisations for these cylinders, regardless of their order quantity, are exported. All other cylinder items (existing or advance planning) are not taken into account here.

Order chart: all orders

The cylinder items of all unresolved orders, i.e. with an order quantity that does not equal 0, as well as all keys with access authorisations for these cylinders, regardless of their order quantity, are exported. All other cylinder items (existing or advance planning) are not taken into account here.

Overall chart: completed orders

All cylinder and key items are exported. The stated quantities are the current total quantities, i.e. the quantities from all completed orders.

Document template:

A4

The result file is optimised to locking chart printouts in A4 portrait format.

A3

The result file is optimised to locking chart printouts in A3 portrait format.

Minimum

The results file features the locking chart data, but no formatting.

Order chart: Current order

Only the cylinder items of the current order, i.e. with an order quantity not equal to 0, as well as all keys with access authorisations for these cylinders, regardless of their order quantity, are exported. All other cylinder items (existing or advance planning) are not taken into account here.

Order chart: All unresolved orders

The cylinder items of all unresolved orders, i.e. with an order quantity not equal to 0, as well as all keys with access authorisations for these cylinders, regardless of their order quantity, are exported. All other cylinder items (existing) are not taken into account here.

Order chart: All completed orders

The cylinder items of all completed orders, i.e. with an order quantity greater than 0, as well as all keys with access authorisations for these cylinders, regardless of their order quantity, are exported. All other cylinder items are not taken into account here.

Master chart: all completed orders

All cylinder and key items are exported. The stated quantities are the current total quantities, i.e. the quantities from all completed orders.

Advance planning included

With this option, you can specify whether the items, which have not yet been ordered (total quantity equal to 0) are also to be displayed.

Limit to highlighted cylinder area

In the PlanDesigner, you have the option to highlight any cylinder items and only print or export these items. The selections under "Document templates" and "Data" also apply.

Requesting data

Requesting data

As soon as a valid EVVA system number has been entered (plus the EP number for individual profile systems), you have the option to retrieve the system's data. To do this, the following requirements must be met:

Criteria for data retrieval:

- Generally, the current organisation must be authorised to retrieve data. This is not the case for demo versions, for instance.
- In order to be allowed to retrieve data, the user's organisation must have processed at least two orders for the requested system in the last two years. If this is not the case, an error indicator will appear in the "Number of systems" field (place cursor over the indicator - details will be displayed as a Tool Tip). In this case, please send a request by post to our order address for a "concession" with proof of procurement authorisation as an attachment.
- The data for the same system can only be requested once per hour; multiple requests will not be processed.
- The specified system number cannot be the serial number for a "registered lock".

With the exception of "Manual preparation", system data is automatically compiled. The data is available in one to four minutes, depending on the system size. It is very likely that the service will be available between 5 am and 10 pm. It is possible to retrieve data outside of these times, but it is not guaranteed that it will work straight away. All requests are saved and processed when the systems involved become available. You will receive a user notification should there be any technical issues or delays due to the system size.

While the data request is being processed, the chart is locked to changes. You can close the chart and EVVA AccessDesigner; the request will continue to be processed in the background. As soon as the data is available, you will be sent a user notification.

The retrieved data initially displays the status of the system at the time of the request. There is no further "synchronisation" with our central database. That means that all "changes" are to be entered by the user.

We cannot guarantee the completeness of automatically retrieved data for systems created before 1988. Where necessary, we recommend a "manual processing" in this case.

Available quality levels

Enhanced master data + delivery data (free, automatic creation of data)

Again in addition to "Enhanced master data", the previously delivered cylinders (quantity / type) and keys (quantity) are also sent. They are inserted after the locking chart created last and new items are added at the end of the locking chart. Existing quantities are displayed as the first completed order.

Note: Order items not directly related to the system (blind cylinders, electronic components, other articles) are not taken into account in the delivery data.

Manual processing (fee based on the current price list; delivery of the data in one to three business days)

In this case the entire chart is completely revised prior to delivery. This results in data that meets the maximum available quality standards. By selecting this option, you are placing a binding order with EVVA to deliver a service at a charge!

Information for individual profile partners:

The retrieved data only encompasses locking chart data, not calculation data. For security reasons, the technical data is only made available to the relevant employees in our Order Management specifically for the respective partner. Please send the request by post to our order address. As soon as the data is available, you will be sent a user notification. Here you have the option to import the data directly into your system.

Data contents

Every attempt is made to represent the current system status when data is provided automatically (standard - free). In order to do this, master data (cylinder number, key number, locking function) is supplemented by the delivery data (quantity, type). This result is then supplemented by the (previously recorded) chart data. As there is no explicit criteria for the cylinder, the classifications may be of a slightly lower quality. The result may be below your expectations if the system is older or if many orders have been placed for this system - in particular, recoding and modifications as well as chargebacks may be entered incorrectly. Should the result be unsatisfactory in your opinion, you can

submit the request again with the "manual processing" quality level. Please note, however, that there is a fee for this service based on the respective current price list.

Copying charts

Copying charts

("Edit" menu in the chart)

You can use this function to enter, remove or list locking functions. This is an alternative to double clicking in the PlanDesigner, which is particularly helpful when the locking request is only available as a "prose text".

The results list, for example for a locking function query, can be printed or exported in various formats. To do this, right click in the area of the list and select the required function from the context menu.

Supported entry:

Enter one (or several) key number(s) in the "Key" field (separate multiple numbers with a comma). "From - to" information can also be used. However, all of the numbers in this area must also appear in the chart.

Select the required action in the "Command" field.

Enter one (or several) cylinder number(s) in the "Cylinder" field (separate multiple numbers with a comma), which the selected command is to be carried out on. "From - to" information can also be used. However, all of the numbers in this area must also appear in the chart.

By clicking on the "Preview" button, you will receive a detailed list of all changes that resulted from the command but these changes will not be made. When you click on "Apply", the command will actually be carried out and the changes will be entered into the chart.

Complex entries:

The syntax of the script language generally looks like this:

```
[SINr](,[SINr], ...) OPERATION [ZyINr](,[ZyINr], ...)
```

The key number is always to the left of the OPERATION (it is possible to have more information separated by commas. "From - to" information can also be used. However, all of the numbers in this area must also appear in the chart.).

The cylinder number is always to the right of the OPERATION (it is possible to have more information separated by commas. "From - to" information can also be used. However, all of the numbers in this area must also appear in the chart.).

The script language encompasses the following commands:

Operation "S": keys lock cylinders (=add locks)
[SINr](,[SINr], ...) S [ZyINr](,[ZyINr], ...)

Operation "N": keys do not lock cylinders (=locks are removed)
[SINr](,[SINr], ...) S [ZyINr](,[ZyINr], ...)

Operation "L": delete cylinders

S [ZyINr](,[ZyINr], ...)

Operation "F": list locking combinations

For cylinders

S [ZyINr](,[ZyINr], ...)

For keys

[SINr](,[SINr], ...) F

Operation "Z": The individual keys lock the specified cylinders as a central locking function

[SINr](,[SINr], ...) S [ZyINr](,[ZyINr], ...)

The last commands can be found in the selection list and can also be navigated using the cursor button.

Type configurator

Type configurator

The type configurator determines the correct product code for cylinders, keys or items. The availability of this function depends, firstly, on your connection to the configuration server. If there is no connection, this will be displayed in the status bar in the bottom left of the main window. Secondly, an EVVA profile system must be selected in the header data. The configurator is not available for other manufacturers.

The profile system cannot be changed within a system. Therefore, the "mechanical locking system" range and the profile system entered in the header are preselected. The profile system cannot be changed. Now select either another range (e.g. electronic locking systems) or a product. All of the product's properties and its list of values will then be displayed.

Compulsory information is shown in colour; the other choices are optional. The lists of values generally always contain all values, although it is possible that they may not include all combinations and/or selections. For that reason, the product code is checked after each selection. If all compulsory information has not yet been provided or the configured product is not available ("locked"), the following will be displayed: the "red X" symbol indicates an incomplete / invalid / locked product code; the "green tick" indicates a valid product code. Place the cursor over the symbol to receive detailed information in the Tool Tip.

If you have finished configuring the requested product and the check did not return any issues, you can start using the product code by clicking on the "OK" button.

This function is also available for "autocomplete items" and "type abbreviations".

New product code

The new product code was introduced with Version 3.5 of the EVVA AccessDesigner. Its spelling is different to the previous type for the electronic locking systems as well as mechanical locking systems.

To make the changeover easier and to save you from having to fix the existing type spellings, we have "translated" all saved entries. The previous type designations are shown in Tool Tips in the appropriate places.

Checking locking charts

Checking locking charts

Press the  button to start the test function (also known as "Validation"). All charts are checked before completing an order. It is not possible to complete orders containing errors.

The current chart is checked using the following criteria. In this process, some checks are run for EVVA systems only.

- **Product codes** (EVVA systems only):
Entered product codes (keys, cylinders, other items) are checked in terms of completeness, correctness and reliability within the current profile system. Impermissible types cause errors (unable to complete orders), unidentified product codes are output as warnings. For this purpose, once again check the spelling is correct as incomplete or unknown product codes cause queries and may thus cause delayed deliveries.
- **Numerical sequence** (partly applicable to EVVA systems only):
 - Ordered cylinders/key must feature a number
 - Keys/cylinders with the same number must also feature identical functions
 - The number must not contain more than ten digits (except for individual profiles: in this case, there are fewer digits according to the length of the EP number!)
 - Exclusively the following characters are permitted: A-N, P, R-Z, 0-9 - Q and O are automatically converted to the digit 0
 - Area information must represent a valid area
 - Areas must be deleted (before completing the order)
 - Placeholders must be replaced (before completing the order)
- The number of existing (already ordered) group keys cannot be used as the cylinder number
- **Locking functions** (partly applicable to EVVA systems only):
 - It must be possible to (un)lock an ordered cylinder using a minimum of one ordered or already delivered key
 - It must be possible to use a minimum of one ordered key to (un)lock an ordered or already delivered cylinder
 - Correct central locking illustration (particularly for imported charts)
 - A minimum of one existing or simultaneously ordered key must be available for each cylinder of the current order
 - EVVA systems: For existing systems, the locking function of ordered cylinders is checked for possible incidental locking. If the specified lock sequence results in such an incidental locking, this is identified as an error.
 - If a cylinder is only locked by its individual key, a warning is displayed.
 - Locking function comments: if there are "temporary" comments, the order cannot be completed.
-
- **Order data** (partly applicable to EVVA systems only):
 - You must have selected an order type
 - You must have entered the goods and invoice recipient
 - You must have accepted the terms and conditions (ticked "Accepted Ts+Cs")
 - The desired delivery date must not be in the past
 - Include an offer number
- **Order items**
 - If an order quantity (for cylinders) has been specified, a cylinder type

- (product code) also needs to be specified.
 - Order quantities cannot be greater than 99 units per item. If you do actually need to order more than 99 units, these must be spread across several keys or cylinder items.
 - **Other (EVVA systems only) :**
 - EVVA systems: facility and function designations must not exceed 20 characters
 - EVVA systems: door numbers must not exceed ten digits

The validation/chart check results are shown on-screen as a list. Fault indicators are additionally assigned to affected items. Double-click a list entry to focus on the affected item in the key/cylinder list. . For categories that only contain warnings, only the header and number of elements that it contains are shown. As soon as an error appears in a category (which prevents the order from being completed), the category is shown in the detailed view.

Locking charts

Locking charts

Use this icon to lock the chart for exclusive use by the current user. Other users thus merely have read-only access to this chart, i.e. they can view chart contents, but are unable to make changes until the user that activated the lock or the organisation administrator revokes it.

Important: data may be lost if organisation administrators revoke the lock. If the chart is simultaneously open for editing in two different sessions, the saving procedures overlap and this may cause inconsistent data.

Orders

Orders

This section shows a list of all orders. The sort order/filters may differ from the system overview, for instance to exclusively show incomplete orders or sort contents by order date.

Double-click an entry in the list to load the associated system and open the "Orders" tab.

In a later version, the delivery status of an order will also be available in this list (orders submitted to EVVA only).

Customers

Customers

The "Customers" (actually "Customer data management") offers the option to save customer entries to use them at any point later.

"Customers" can be used in EVVA AccessDesigner for the following data:

- Project owners
- System owners
- Recipient of the goods
- Invoice recipient

Entries are available to all users within the current organisation.

Companies

Companies

Company entries can be used as the "Owner" (system/project), and as the goods or invoice recipient.

A further form opens to input the address and aid a standardised input format.

The "Customer number" is also output to the order file, while the "ERP ID" merely represents an internal notification that is not exported.

The bottom part of the window allows browsing and editing contacts and projects. The "Change history" documents which user made which changes to this data set at which point.

You can also import companies from an Excel sheet. Refer to [Importing master data](#) for more details.

Note: it is only possible to establish a connection between a "contact" and a "customer" after the entry has been saved.

Contacts

Contacts

Contacts are intended to defined persons within companies. Contacts can always only be assigned to one company at the same time. Re-assignment automatically cancels the previous assignment.

You can also import contacts from an Excel sheet. Refer to [Importing master data](#) for more details.

Note: it is only possible to establish a connection between a "contact" and a "customer" after the entry has been saved.

Administration

Administration

"Administration" features functions to configure the application. Depending on the authorisations of the user logged in, these settings may apply to the user currently logged in only or to all users of the current organisation.

Restoring

The organisation administrator or any user with the "Restoring permitted" authorisation is permitted to restore deleted data sets. For this purpose, select the desired data category and

click the "Restore" button in the menu bar. Select the desired entries from a list of deleted objects and restore them.

User notifications

User notifications

User notifications inform about the following situations. You cannot create user-specific user notifications. As standard, the list has been filtered so that notifications marked as done are hidden.

A ("bell") symbol in the bottom right of the status bar indicates the number of unresolved notifications. An optional pop-up similar to Outlook is displayed for incoming notifications (this can also be turned off - to do this, untick the "Display notification window" option). Single or multiple notifications can be marked as "resolved" or a reminder for a later time can be set.

Critical issues

For instance, if it was not possible to establish a data connection during order completion, users are notified here.

Warnings

Error situations that have occurred, but do not trigger critical consequences are output as warnings. For instance if it was not possible to send a notification email.

Information

If new download files is found, the system notifies users accordingly at this point.

Administrator notifications

In this section, the system administrator notifies about elements including planned maintenance work or program updates.

Depending on the type of the user notification, further actions are possible here, such as opening the chart or downloading / importing available files.

Organisations

Organisations

This section features details on the current organisation. Exclusively (authorised) organisation administrators are permitted to make changes.

Goods and invoice recipients can be set as defaults for the first order in new charts. From the second order within a chart, the values of the goods and invoice recipients are transferred from the previous order.

A standard value can also be set for requests for order confirmations, which applies to all (new) orders.

Organisation administrators can also change, deactivate or delete existing users or create new users within the current organisation.

However, fields, such as "Country", "Type" or the settings of the demo restriction (if activated) can be changed by EVVA Administrators only.

Organisation administrators can also change, deactivate or delete existing users or create new users within the current organisation.

Organisation administrator tasks

Organisation administrator tasks

The main organisation administrator task is to create and manage user profiles. Do not use the administrator profile for productive purposes as it is intended for administrative tasks only.

Creating user profiles

User profiles consist of the user name, a password, a list of roles (see below) and some other settings.

Please note that user names **must always be unique across** all involved organisations. For this reason, we recommend using users' email addresses as they are also unique.

The password must also meet certain guidelines (see [My details](#)). As the administrator you can assign passwords (input manually or automatically generated password). However, users can change the password.

Assigning authorisations

Organisation administrators can create new users and assign roles to these users. Each role represents certain rights users will be granted later within the program.

We recommend you create personal user profiles. Firstly, this enables a very fine distinction of authorisations, but also facilitates tracing.

Please note: it is always exclusively possible to run one EVVA AccessDesigner instance per computer and per user, i.e. the EVVA AccessDesigner can always only be started once per user and computer.

Available roles

READER

Read-only: there is no option to change data. All contents except for the production data (for individual profile partners only) are displayed.

EDITOR

Permitted to create projects, systems, customers, contacts and orders. This role is also permitted to edit autocomplete function lists (cylinders, keys, items, manufacturers).

PRODUCTION.

View, print and export production data. As this role does not inherit other rights, it cannot be applied on its own. It must always be used in combination with other roles.

ADVANCED_EDITOR

This role inherits the EDITOR rights and is also permitted to import and export as well as print.

ORDERER

This role inherits the ADVANCED_EDITOR rights and this also the EDITOR rights. Users that have been assigned this role can also complete orders and send cancellation requests.

ADMIN

Highest authorisation level within an organisation: inherits the rights of all previously described roles and can additionally create, edit (e.g. assign roles) and delete users. Organisation administrators can also change the passwords of its organisation's users, even if the "old" password is unavailable.

Resetting passwords

Administrators have the right to reset passwords of users within their organisation, even if the old password is unavailable. In this process, they can either assign passwords that have been automatically or manually generated by the system. Users without a password are automatically disabled from the system.

Unlocking charts

If users have locked a chart for exclusive use, administrators can once again reset the block. However, they must make sure that other users have not opened the chart when they unblock the file as there would otherwise be a risk of data loss/inconsistencies when saving.

Installing the software in other workplaces

By clicking on the installations link, which has been made available to the organisation administrator, the application can be installed in any number of workplaces.

Logos

Logos

You can define as many logos as you want (for use in the printed locking chart). Consequently, you can assign any (saved) logo to any system. You can change the logo later at any time.

Click "New" to save a new logo. Assign a name to the logo. The name must be transparent. It must not be unique, however, two different logos with the same name would cause confusion. Double-click the image field to open a file dialogue and select any image file. The image is transferred to the database, i.e. a source file must not necessarily be available at a later point.

You can also overwrite existing logos by selecting a different image file (double-click the image field). Consequently, the new logo will be used in all charts in which the image had been integrated.

Delete a logo and it will no longer be available in systems where it has been configured.

Any created or changed logos are logged in the change history.

Type codes

Type codes

"Type codes" are replaced after input (when you leave the "Type" field) by the value saved here.

Important: type codes distinguish between item, cylinder and key types. Consequently, you can assign a different significance to cylinders and keys.

This feature may make input quicker, especially with long and complex product codes. In this process, the input code is always replaced by the defined "long text" and thus you can always assign a different value to a code.

Double-click the "Complete designation" field to open the type configurator. This way you can guarantee the product codes are correct.

You can also import type codes from an Excel sheet. Refer to [Importing master data](#) for more details.

Item autocomplete function

Item autocomplete function

You can predefine texts for the "Other items" description.

Caution: preferably use the product code and not the description to order other items.

You can also import other item autocomplete function entries from an Excel sheet. Refer to [Importing master data](#) for more details.

Cylinder autocomplete function

Cylinder autocomplete function

You can define recurring facility designations here as a list. When you input a facility designation, this feature suggests entries from the list depending on the previously input characters to make it easier to select and input designations. You no longer need to type these designations over and over again.

You can also import cylinder autocomplete function entries from an Excel sheet. Refer to [Importing master data](#) for more details.

Key autocomplete function

Key autocomplete function

You can define recurring key function designations here as a list. When you input a function designation, this feature suggests entries from the list depending on the previously input characters to make it easier to select and input designations. You no longer need to type these designations over and over again.

You can also import key autocomplete function entries from an Excel sheet. Refer to [Importing master data](#) for more details.

Manufacturer autocomplete function

Manufacturer autocomplete function

Amend the list of manufacturers as required. In the system header, in "Manufacturer", you can then conveniently select the entries from the list.

EVVA AccessDesigner 3.4 generally also allows the recording of locking systems by other manufacturers. For this purpose, untick "EVVA system" and enter a different manufacturer in the system header data. However, please note:

- the product code configurator is not available for other manufacturers
- The correctness/delivery feasibility of an input product code for keys, cylinders and/or other items is not verified
- Keys and cylinder numbers are neither checked in terms of length, nor in terms of permitted characters
- The field length is not checked for facility designation, door number and key function
- The data is not automatically forwarded to the alternative manufacturer upon completing the order

You can also import manufacturer autocomplete function entries from an Excel sheet. Refer to [Importing master data](#) for more details.

My details

My details

Users can configure the following settings here:

- Change their password or change a generated password
- Change their email address
- Change their preferred language. By all means, the language may be different to the organisation's language.

Exclusively (authorised) organisation administrators are permitted to change all other settings.

Password - please note:

As a rule, the application is only available with an active Internet connection. Consequently, EVVA AccessDesigner is available wherever you are. For this reason, it is paramount to select a user name and, most of all, a password that prevents easy, "coincidental" hacking and misuse. The circumstances are identical to your (private) web mail account or your user profile on ordering portals, with the difference that you are (potentially) granting access to the data of your own customers.

Here are some hints to create a "secure" password:

- The password must not be derived from the user name (e.g. A.Smith ==> ASmith1)
- Use a combination of letters, digits and punctuation or special characters (full stop, hyphen, exclamation mark, paragraph, dollar symbol, hash tag, asterisk, etc.)
- The password must consist of a minimum of six characters, the longer, the more secure
- Change the password at regular intervals (e.g. twice a year). However, in this process, combinations, such as "ASmith1" and "ASmith2" are not recommended.

Templates

Templates

Individual templates can be created for systems with basic structures that are by and large repeatedly very similar.

A template generally reflects a normal chart with somewhat reduced data contents.

The tick beside "Quick display" tells you whether a template can be used or not (for example, if the template is not yet finished). Alternatively, you can transfer a template that has not been unlocked to a new chart with the "Copy plan" function (Menu "Files").

If active templates are available when you are creating a new system, these will be offered as options. If a template is selected, a new chart will be created based on a copy of this template. However, further editing of a chart, which was created from a template, does not change the template itself!

The templates apply to all of the respective users within the current organisation. Templates can be changed at any time; this does not, however, have any effect on the charts that have already been created from this template.

More templates can be downloaded in the EVVA Partner portal.

Production data management

Production data management

We have described this subject in a separate section as these functions are exclusively significant to individual profile partners.

All functions that are available to process and edit production data depend on the "PRODUCTION" user role. Users that have not been granted this authorisation will not see the data and functions.

Requesting production data

Requesting production data

Usually production or calculation data is requested as part of orders. For this purpose, tick "Please return calculation data". Important: if you select "Please return machines", you will not be provided with data compatible with EVVA AccessDesigner, but with production files for the correspondingly input machine.

If you require the technical data of an existing system, for instance after having imported from a different data source, please request it by email to your valid email address.

For security reasons, it is not possible to automatically retrieve production data. To protect our individual profile partners, such data must be explicitly made available by our Order Management. You will be sent a user notification as soon as the data is available.

Importing production data

Importing production data

EVVA provides technical system data in the download directory of the corresponding organisation. Users are informed accordingly in a user notification. You can directly download the file from the user notification and save it in any location (on your local system).

Now open the system for which you would like to import the data. Open the "File" menu and select the "Import production data" function. Select the desired file from the following file dialogue. The import result is illustrated as a list of key and cylinder data for import.

Information: the technical data EVVA sends always includes the entire system.

Possible error message "The loaded file does not contain associated production data for all keys / cylinders":

Cause: there are cylinders and/or keys numbers in the chart that were not calculated by EVVA. Therefore, EVVA cannot send any production data on these items.

Measures:

- a) If you respond to this message by clicking on "Ignore and continue", the technical data will be imported for which there were hits in the chart for cylinders or key numbers. For other items in the chart, however, no production data is available after the import.
- b) If you respond to the message by clicking on "Close", the entire import of production data will be cancelled and no data will be imported.

Possible warning message "The system / Individual profile number of import file must match current chart":

Cause: the values entered into the "Header data" tab for "System number" and/or "EP number" differ from the data in the import file that has been selected to be imported.

Measures:

- a) Check that the values entered into the header data are accurate, correct them if necessary, save the change(s) and repeat the import.
- b) Make sure that the right file has been selected to be imported. If necessary, select another import file and repeat the import procedure.

Adjusting header data (technical data)

Adjusting header data (technical data)

The "Production data" section is now available to authorised users in the "Header data" tab.

The settings permitted here influence the numerical sequence of the keys (KeyCenter only). You can select the type of pre-labelled key blanks provided ex works and provide data on system number output or the two-line numerical sequence.

The SILCA card number depends on the profile system. For this reason, it cannot be changed.

The "Data sequence" states whether list and machine data is output in the sequence it appears in the locking chart or whether the data is sorted alphanumerically by key or cylinder number in ascending order.

Printing production lists

Printing production lists

You can print the following lists for each completed order:

- **Cylinder production data:** Printout of a list featuring technical cylinder structure (equipment list).
- **Key production data:** prints a list of key cuts.
- **Cylinder material list:** prints a list of totals by cylinder type.
- **Key material list:** prints a list of totals by key type.

This list features all cylinder or key items within the current order. The sequence depends on the settings in the technical header data.

You can print any number of copies of these lists at any time.

Creating machine files

Creating machine files

There are two methods to create machine files:

1. **Order-specific :** all key and (if compatible with the target system) cylinder data of the current order is transferred to the current order. The sequence corresponds to the settings in the technical header data.
2. **Item-specific :** the Key tab features the same function. However, merely the highlighted items are transferred to the files, each with a quantity of "1".

In both cases, initially select the desired target format (KeyCenter, SILCA) and in the following file dialogue specify the path and name of the machine data file.

Licence declaration

Licence declaration

EVVA hereby declares to own the required rights to use and forwards the used components:

Typ	Paket	Version	Lizenz abgelegt unter	Download	Lizenz
Produktiv	.NET Framework	V4.0	Microsoft NET Framework Redistributable EULA.docx	https://www.microsoft.com/en-us/download/details.aspx?id=17851	https://msdn.microsoft.com/en-us/library/ms994405.aspx
Produktiv	Xpand	V14.1.8.2	Microsoft Public License (Ms-PL)	http://www.expandframework.com/	http://opensource.org/licenses/MS-PL
Produktiv	ProtoBuf	V2.0.0.668	Apache 2.txt	https://code.google.com/p/protobuf-net/	https://www.apache.org/licenses/LICENSE-2.0
Produktiv	Fastflect	V2.1.3.0	Apache 2.txt	https://fasterflect.codeplex.com/	https://fasterflect.codeplex.com/license
Produktiv	Crystal Clear	---	GNU LESSER.docx	https://commons.wikimedia.org/wiki/Crystal_Clear	https://en.wikipedia.org/wiki/GNU_Lesser_General_Public_License
Produktiv	Microsoft SQL Server 2008 Express	V10.50.4000	license_Expr_2008.rtf	https://www.microsoft.com/en-us/download/details.aspx?id=30438	https://www.microsoft.com/en-us/download/confirmation.aspx?id=29693

System requirements

System requirements

This application has been designed and developed for use with Windows7 or higher. A Windows operating system is mandatory to use the tool. It is not compatible with other operating systems.

Please note: many operating systems provide "virtual computers" featuring a Windows operating system that are used here.

Client requirements:

- Basic requirements for Windows7
- Active Internet access available
- Locally approximately 120 MB hard disk space

Conventional user rights are sufficient to install and operate the software.

Identifying and installing updates

Identifying and installing updates

As soon as a user logs on in a new program version for the first time, a message window will notify them of this. The user also has the option to inform themselves about the new version's functions or other changes. The dialogue can also be skipped and shown again the next time you log on.

Possible new program version forms:

Major release

For example, the upgrade from Version 3.4 to Version 3.5 is described as a "major release". These involve functional expansions of the application, i.e. new functions are added. Generally, existing functions remain but may have been modified.

All users are informed and made aware of the changes in good time before a new major release is rolled out.

Minor release

A small change to the user's scope of services is called a "minor release". In this case, the version's sub-number changes (3.40 → 3.41). When no sub-number is stated, it is always a 0 (3.4 is actually 3.40).

The user is also informed before minor releases are made available.

Hotfix release

Hotfix releases are made available for short-term fixes of program errors. In this case, there are no changes to the scope of service of the software; they usually just involve fixes of program errors that have been detected ("bugs"). Only the "build" number of the application's version number changes.

Troubleshooting

Troubleshooting

In this chapter we have summarised problems that we derived from customer inquiries and described solutions.

Please contact Technical Support if you are still not able to resolve the issue!

The following information helps us to analyse the problem:

- Event log file: in the menu under "Help", you will find "Open event log file". Add this file to your e-mail or copy and paste the contents into your e-mail.
- Screenshot: a screenshot of the entire screen of the application is very helpful, as is the function currently being performed and the error message.
- Import file: If you suspect that the problem is connected to an imported file, please also send us this import file.

Depending on the situation, our Support team may need to access your system using remote maintenance tools (TeamViewer, VNC, etc.). Of course, we will only do this with your direct consent! Should your company policies not allow such access, please inform us of this in advance.

General applications

Unable to start application

Problem: when attempting to start the application an error message appears: "Unable to connect to server. This program will now close. Please restart the application."

Solution: check the network connection (Internet connection). For instance, try to open a website in any browser. If this fails, you are not connected to the Internet.

When you click on "More information", you will be directed to a website with information about current maintenance windows.

Display issues / error messages when displaying lists

Problem: occasionally view settings (e.g. filter settings) have caused display issues or error messages ("Instance of an object not set").

Solution:

- Set the view settings to standard using the "Reset view settings" button
- If the button is not available in the current view or if it has not solved the issue, please contact our Technical Office.

"An error occurred, see event log file for more information" message

This message often appears when, for example, an import results in non-matching or

inconsistent data. In this case, ideally contact our Technical Support by email and attach the current event log: (C:\Users*<Username>*\AppData\Roaming\EVVA AccessDesigner\Logging or Menu "Help" / "Open event log file"). A short description and the imported file, if necessary, would make it easier for us to analyse the error...

Reinstalling the application

If a reinstallation of the application is required, all instances of the EVVA AccessDesigner 3.5 should be uninstalled through "System control" / "Programs and functions".

No longer / not possible to log on

Problem: In some cases, it is no longer possible to log on to the AccessDesigner after a program or Windows update. The problem is not only limited to one computer but affects all of the users who try to log on.

Solution: Uninstall the "AccessDesigner" application through "System control" ("Programs and functions"). Then reinstall the application. Important: only the prior uninstallation will actually remove the damaged background files. Simply "reinstalling" would not overwrite the corrupted files and thus not fix the problem!

Data contents chart

Data contents chart

The "Request data" function is not active

Problem: the menu option "Request data" is greyed out and cannot be selected.

Cause: one of the following scenarios has occurred:

1. No valid EVVA system number was entered into the header data, it is therefore empty
2. The current chart already contains key and/or cylinder items, it is therefore not empty
3. The organisation of the user who is currently logged on is not authorised to retrieve system data
4. The user who is currently logged on is not authorised to retrieve system data

Solution (corresponding to the list above):

1. Enter a valid EVVA system number with individual profile sub-number, if necessary, and repeat the request
2. Create a new, empty chart, enter the system number and repeat the request
3. Request authorisation for the organisation from the relevant Technical Office
4. Request an extension of the user authorisation from the organisation administrator

Retrieval of chart data - missing designations and/or types:

Problem: locking charts that have been created from automatically retrieved chart data are missing the facility an/or function designations or cylinder types.

Cause: the older the system, the more out-of-date or incomplete our database is. With individual profile systems, particularly for pure calculations, we are always only sent the most minimal necessary data so as not to hinder the (partly automatic) calculation of systems.

Solution: for older systems, there is the option to retrieve the data at the "manual processing" quality level. Then the system data would be updated and completed in our system before being made available. For individual profile systems, we recommend importing from Planner 2.48 or Excel.

Subsequent changes to items that have already been

ordered:

Problem: changes are to be made to an item that was already part of a previous order.

Solution: for cylinders, the door number, room designation and cylinder type can be changed and for keys the function designation can be changed even if the item has already been ordered. If changes to other contents are necessary (individual key available, locking function, numbering, etc.), please contact Technical Support with an exact description of the required change.

Glossary

Glossary

Explanations of specialist terms, description of data elements, etc.

Term/element	Description
Area, area information	From-to data in key/cylinder number, door number, facility or function designation. For instance, "Residential unit 1 - Residential unit10". Area information is subject to certain conditions. For more information, see " <u>Using areas</u> "
Project	Container for several locking systems. One system can always only be assigned to one project at the same time.
Central locking function	Function to save space and illustrate individual keys (e.g. keys to residential units) that (un)lock one or several central cylinders (e.g. front door)