Key Management Software

Program installation and technical notes

Key Organizer, version 2023

This document covers the program technical aspects of the Key Organizer software. For daily use there is an user guide as a separate document.

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System requirements

The following information refers only to the **program versions 2021 to 2023**. In older versions, some details and handling were different in places.

The system requirements are very low. All that is required is a standard Windows™ PC/laptop or, if necessary, a Windows server (as a file server or terminal server).

System requirements

- Windows™ 11, 10, 8, 7, or Server versions, 64 bit
- Computer with Intel™ (x64) or AMD™ processor (AMD64), not for Arm™ CPUs
- Hard disk: 42 MB for program installation, plus own input data
- Screen resolution at least 800 x 600 pixels, higher recommended
- PDF viewer (any, for tutorial and self-created reports)
- optionally: for a signature pad the software "eSignatureOffice" (StepOver.com)
- Data folder: full access in the assigned data folder (see pages about data folder), no use in Dropbox™ and comparable cloud services.
- No dependencies on frameworks, .NET, browser, Internet, Office, Access or similar.
- does not require access to the Internet, even when entering a license code.

Can be used locally at a single workstation without installation

Starting with program version 2021, the program can also be started and used without installation. This option is mainly intended for trying out the demo version (without license code). If you use the program permanently, you should install it, e.g. to be able to define a common data folder on a file server (Shared Folder), so that several users can use the program simultaneously with the same data.

Secure download

For security reasons, download the program only from our web domains aidex-software.com or keyorganizer.org via https. When starting the program, make sure that Windows displays "Aidex GmbH" as the publisher. The name of the signature provider can also be read in the file properties before starting the program. This signature is the only way to ensure that the downloaded file has not been modified, i.e. manipulated or infected.

Next pages: **FAQ · Installation · Data folder**

FAQ and technical details

Key Organizer also on Mac or Linux?

With WINE you can also run the Key Organizer program under Linux. For Mac OS X there is a commercial Wine offshoot called CrossOver.

Which database is used by the Key Organizer?

The program uses files to store the input data. These files act as a database. For use by several simultaneous users, the program locks individual records that are currently being processed.

Therefore, you do not need any SQL database or Access installation or other additional programs. Thus, you will also not incur any additional license costs, no maintenance effort for third-party software and no incompatibilities - and the Key Organizer can be used on any common Windows PC with almost no installation effort. In addition, we can guarantee that you will never have version conflicts with our file database and that you will not have to worry about them.

In order to remain master of your own input data, e.g. in case of a future change, the program offers export options to .CSV and Excel.

The message "Record is being edited by other user" appears.

If this message is displayed without a comprehensible reason, i.e. the user named there is not logged into the program at all, the write protection of the data record reserved for him must be cancelled manually. The cause may be, for example, an unreachable network connection or an unforeseen program termination.

A simple method is that the named user logs into the program again on the previously used PC and edits the data record in question again. After that, the lock should be removed.

The second option is to remove the whole lock file (will be regenerated automatically). To do this, call the data folder of the Key Organizer in the file explorer. You can find the path in the program by pressing F2 (or via menu: Info > Info and Contact).
Then quit the Key Organizer and delete the file "Data.wpi" in the data folder (should be only 1 kb in size). After that the data set can be edited again.

Installation

You can find the function to install in the program in the main menu under:
File > Install program.

During the installation you can only specify the program folder, but not yet change the data folder. This can be done in a separate step after installation, see next page: Data folder.

During the installation, Windows administrator rights are requested if the usual programs system folder is to be installed and an uninstall entry is to be created. The suggested default path is: C:\ Program Files\KeyOrganizer\

The "Program files (x86)" folder is suggested if a 32-bit version of Key Organizer (up to version 2019) is already installed in it.

The target directory may be chosen at will. Even an installation e.g. on a USB stick would be possible.

Distribution in the local network

In case of desired distribution in your computer network: There is no Silent Option, however, the program is freely movable, i.e. you can unpack it with the installation function first into any folder (for this purpose icon links and uninstall entry can be switched off) and then distribute the entire, unpacked folder manually to one or more locations. It is best to enter the desired, common data path in the "KeyOrganizer.ini" file (DataPath=...) before distribution.
For the users you can create an icon shortcut on Start.exe.

Instead of distributing to clients, we recommend that you simply make the unpacked program available centrally on a file server. No connected drive is required on the client, accessibility via UNC path is sufficient.

By the way, even without a license code you can already test the network capability and multi-user capability. When purchasing a license code, it is then sufficient to enter the code once on any client. There is no need to perform a new installation. The activation is stored in the shared data folder.

Data folder

Since the Key Organizer stores the input data in files, a file folder is required as a data folder. Please take care of the backup of the data folder.

In case of local installation (or local use without installation), the program version 2021 uses the APPDATA folder provided by Windows for this purpose, located in the user directory, by default in:

> new   C:\ProgramData\[username]\KeyOrganizer\Data\

If an old program version up to 2019 has already been found on the PC, the existing folder will continue to be used if necessary, by default in:

> alt   C:\Program Files (x86)\KeyOrganizer\Data\

You can read the path actually used by the started program in the program by means of the F2 key (or via menu: Info > Info and Contact) in the info window.

Off to the server! (Shared Folder)

If a file server with Windows folder sharing is available, to which all users of this program have access, we recommend moving the data folder to the server. We also recommend this with regard to data backup, i.e. the data folder must be included in the server's backup run.
Multiple users are allowed to access the same data folder at the same time.

Set the new path to the new data folder you have chosen in the KeyOrganizer.ini configuration file located in the program folder of the installed program.

DataPath=X:\Folder\Data\

or

DataPath=\Server\Folder\Data\

or

DataPath=Data\   (as a relative path for direct subfolders, relative to the .ini file).

When moving, always move the entire Data folder with all the files and subfolders it contains. Do not leave a copy at the original location so that there is no confusion and different data statuses later. Experience has shown that users do not notice at first that they are working on different data sets.

Data folder requirements

The Key Organizer performs extensive file operations in the data folder, i.e. not only reading and writing data files, but also automatically creates year subfolders in the data folder, creates temporary files, deletes them or renames them as needed. Therefore, simple write permissions in the data folder are unfortunately not sufficient.

Access rights for the data folder

The data folder must have "full control" permissions for all users who will use the Key Organizer. In addition, the inheritance of rights to subfolders must be enabled.

Within the program interface, the Key Organizer regulates the powers of its users through its own user settings, e.g. in which program areas the user may enter changes or whether he may print lists and create data exports.

Windows user account

Please note that each user of the Key Organizer must be logged into Windows with a different Windows user name. This has nothing to do with licensing, but is technically necessary to reserve individual data sets for processing by a specific user.

No Dropbox® or comparable cloud services!

In case of simultaneous use by several users, the program depends on being able to lock data files for a short time, so that all users always read only the latest version of a file and make changes in it. Otherwise, there is a risk of losing the last change made by another user.

With cloud-based services, such as Dropbox, synchronization is time-delayed. In particular, due to the presence of local file copies, the locking mechanism of the Key Organizer no longer works, because it unknowingly locks only one local file copy, while all other users may continue to read and write their local copies - and possibly with outdated data statuses. The version conflicts lead to partial data loss and record confusion due to duplicate IDs. You do not want that.

If you can ensure that there is only one user working on a dataset in the cloud at the same time, you can use the program at your own risk if you enable the "Saving without .bak file" option in the settings.

Data backup

Please include the data folder of the Key Organizer in your data backup. The current data path can be read in the program, see page: Data folder.

We recommend that you place the Key Organizer's data folder on a file server and then use the server's backup function there.

Please backup the entire Data folder including all files and subfolders.

A small backup function was integrated in the program versions up to 2019, but this is no longer offered as it no longer meets current requirements.

Multiple databases

Most customers get by with one database for key management if they have a contiguous company site whose keys are managed centrally. On the one hand, it is intended that the entire key management is stored centrally (this is also perceived as advantageous by the customers), and on the other hand, the database is designed in such a way that up to 200 master key systems for any number of buildings can be stored.

However, multiple databases make sense if, for example, a chain store is to maintain an independent database for each store on a central server. Then create a data folder for each branch, e.g. \Server\KeyOrganizer\Branch1\

You can offer the users a store-dependent program shortcut to start, so that the Key Organizer is called directly with the correct database. The command line are for example like this:
[Program Folder]\Start.exe "DataPath=\Server\KeyOrganizer\Branch1\"

The databases are completely independent of each other, i.e. in each database there is its own user administration and e.g. also its own employee master (the key recipients).
Unfortunately, a combination of several databases, e.g. with overlapping employee master, is not yet possible. Furthermore, it is also not possible to subsequently merge the databases into one.

In terms of licensing, nothing changes as a result of the storage locations, i.e. it is still necessary to purchase a main license for each legally independent company - and to take into account the number of PC workstations in each case.

User permissions

The Key Organizer contains a program-internal user administration, in which each user can define and change his own password. In the user administration it can be defined which user has which rights in the program, i.e. which program functions he is allowed to execute.

After the installation, no users are created yet. As long as this remains so, anyone who has access to the program can log in without a password. At the latest when working with real data in the program, you should create one or more user names and set passwords.

You can find the user management in the Key Organizer in the main menu: Edit > Users.

Also create user accounts for vacation and sick leave replacements, as this will allow you to distinguish later in the change log who actually made a change.

After you have entered and saved a user, you can use the "Permissions" button to define the user's rights.

Only those users who have activated the right for "Users + user rights" are allowed to change user rights and passwords of other users. The program makes sure that you cannot lock yourself out by automatically giving special rights to remaining users if necessary.

If an important password is lost and cannot be replaced even by another user, please contact the software manufacturer (info@aidex-software.com) to request the appropriate master password for your program version.

Data import

We would like to save you the effort of entering your data manually (or at least reduce it) and have therefore equipped the Key Organizer with various import functions, especially for Excel lists. You can find the import functions in the program via the main menu: File > Import.

For lists, e.g. key lists or employee lists, you can use the "Individual Import", where you can configure the columns of your table individually.

For locking plans (cross tables with a locking matrix) please use the "Import Excel locking plan" function instead. Please adjust the columns in your Excel table beforehand as shown in the sample locking plan that we offer on the download page of our website.

For a locking system of more recent date, you can usually obtain the locking plan from the locking system manufacturer or your supplier as an Excel table. Alternatively, the file types .kwd (a special locking system file format) or .xml can be used. However, with .kwd and .xml we cannot guarantee that the data import will work due to various format differences, so we ultimately recommend Excel tables.

Submit files for review

Since the structure of existing data or files can be very different, we offer you the possibility to send us your files free of charge and without obligation - even before you purchase the software - so that we can check the data for importability and offer you assistance.

Therefore, please send us your existing files (locking plans, lists, spreadsheets) informally by e-mail. We will then check free of charge and without obligation whether and how the data can be imported into Key Organizer.

Data updates

The import functions are primarily intended for a one-time import, i.e. subsequent changes are maintained manually directly in Key Organizer. However, for larger companies with many employees, it makes sense to regularly perform a comparison with the employee list of the personnel administration. There is a special function for this, which is described on the next page.

Importing a key transfer list

Many customers have already maintained their own key handover list as an Excel spreadsheet before they purchased Key Organizer. A suitable table can be read into the program using an import function ...

Main menu: File > Import > Import key issuances

Key	Copy no.	Locking system	Qty.	Recipient	Department	No.	issued on	returned	Remark
101	5	System1	1	Smith, Maria	Administration	1044	11/02/2019		
102	8	System1	1	Smith, Maria	Administration	1045	04/02/2020		
GS1	3	System1	1	Smith, Paul	Administration	1046	07/05/2021	02/01/2022	

The table may only contain one key and one person per line. If a person has received several keys or a key has been issued to several persons, a separate row must be created for each.

The columns "Key", "Recipient" (person) and "issued on" (issue date) are mandatory! If you do not know the date of issue, you must enter a fictitious date, e.g. 01/01/2020 (has a recognition value as a fictitious date).

The table must be sorted by the issue date in ascending order!

The column "Copy no." can be omitted if you do not use consecutive numbers for your keys.

The column "Locking system" can be omitted if all keys belong to the same locking system. You must then select the locking system in the import window instead.

The "Qty." column can be omitted if exactly 1 key was always transferred per line.

The columns "Departments" and "No." (personnel number or similar) are optional and can be used if new persons are created in the program by this import, in which case this additional information should simply already be imported.

If a named key or person has not been entered in the program before, a new entry will be created by the import. If there is already an entry with the same name in the program, the transfer is applied to this existing entry. It is important to note that the spelling of the name in the program and in the table must be identical, because even a missing hyphen or similar is sufficient for the import to create a new entry instead, which may result in unwanted duplicate entries.

Load your table into the import window. You have to select the used columns there manually. Also select the date format displayed and the target locking system.

Import the transfer table only once, because otherwise the transfers will be executed repeatedly (multiple times). The import cannot be undone. You should therefore try out the import first as a precaution by switching to Sandbox mode beforehand.

Regular import of a current list of persons

If you manage your employees with a software, you can possibly have the data maintained there regularly read into the Key Organizer in order to automatically keep the list of persons in the Key Organizer up-to-date.

The prerequisite for this is that your employee administration can export a simple table with the names of the employees, preferably as a CSV/text file with tab as separator.

In order to automate the data transfer as far as possible, the Key Organizer knows certain call parameters that cause the Key Organizer to read in the table.

Call via command line

The command line call for the Key Organizer is something like this ...

KeyOrganizer.exe multistart autoLogin=XXX "autoImport=C:\Path\PersonalImport.ipo"

"DataFile=\Server\DataFolder\Data.ada"

You can find your personal *autoLogin parameter* in the Key Organizer on the "Settings" window, accessible via the menu: Edit > Settings > Other.
Note that the autoLogin parameter is bound to a user and changes as soon as the password of this user is changed.

The *autoImport parameter* points to an .IPO file (contains import settings), which we will gladly provide on request! (E-Mail: info@aidex-software.com)
Use the autoImport parameter to specify where you saved the IPO file. The quotation marks surrounding the entire expression are mandatory if there might be a space in the path specification.

After the import run (takes between a few seconds and several minutes, depending on the number of people), the program closes automatically.

Error log

In the event that an error occurs during import, the Key Organizer can keep a log file so that you can locate the error.

If necessary, enter the following line manually in the KeyOrganizer.ini file in the Key Organizer program directory:

ErrorLogFile=[path\]filename.txt

But successful imports can also be logged ...

SuccessLogFile=[path\]filename.txt

You may specify the same file for *ErrorLogFile* and *SuccessLogFile if* you want to collect all logging in one file.

Licensing

The first license, i.e. what is marked in the price list e.g. with variant 1000 etc., is valid for one PC workstation. On this PC one or more users may use the Key Organizer, but the program may not be used on another PC.

If the Key Organizer is to be used on additional PCs, an additional license must be purchased starting with the second PC. We offer these additional licenses at a very reasonable price.

The same applies to use by means of a terminal server. Here, the number of terminals/client PCs on which the program is expected to be accessed must be counted accordingly. If this question cannot be answered unambiguously, the number of Key Organizer users must be counted as an alternative - assuming that nowadays most users have their own workstation PC available.

Only for vacation replacements or special assignments, e.g. for the first data entry on a separate PC, no additional license needs to be purchased.

Example: The full-time employees A and B should use the Key Organizer regularly on their PCs. Employee C is a temp and uses B's PC as well. The vacation replacements are done by employee D in the office next door. Employee E recorded all data on his laptop in advance.
In this example, only the PCs of A and B are counted, although the Key Organizer is also installed or available on the computers of D and E.
This means that in addition to the main license (e.g. program variant 2500), an additional user license must be purchased for the second PC.

A fixed price applies to the additional user license - regardless of which variant was purchased as the main license.

In the case of chain stores where the branch offices are legally independent, each branch office must purchase its own main license, i.e. the discounted additional licenses cannot be purchased for other companies. In exceptional cases, a deviating written agreement can be made.

Finally, we would like to mention that the majority of our customers find the one-time prices for the Key Organizer pleasantly favorable. Especially the additional user licenses are available at pocket money prices, so to speak. Our software does not include any "call home" monitoring or license key query. All the more we would be pleased if you would also treat us fairly and purchase additional licenses from us if needed. Thank you very much!

Program updates

The Key Organizer will be regularly expanded again starting in 2021. In addition to improvements, new functions will also be added that have been requested by our customers.

If you have a user license for the program version 2021 or 2022, you can simply always download the latest available version from our homepage. Simply install the current version over the existing installation. The input data and your license will be retained.

The functional scope of the Key Organizer depends on the purchase date of the usage license. The usage license itself is time unlimited, i.e. the existing program can be used further without an update purchase.
If a newer version is downloaded from the website and installed, the existing license code can activate the functions known to it, but not the new functions added later.

If you are interested in a new function after the 12-month update period has expired, for example, you can purchase an additional update year if you wish. The costs for this are approx. 25% of the new purchase price. If you are interested, please ask us!

Delete database

After trying the demo version of the program and making a few test entries, sometimes there is a desire to delete the entire database with all the test entries again, and then start from scratch.

For security reasons, the database can only be deleted manually. To do this, we recommend deleting all contents from the data folder (see below for how to do this).

To be deleted:

- all master data (persons, doors, keys, locking systems, etc.)
- the log history and the change log
- saved handover receipts (PDFs)
- Stored signatures
- all program users and their permission settings
- all edited print templates
- the multi-client selection (directory list)
- License code

An existing license code remains valid, but must be re-entered into the program after deleting the database.

Performing the deletion:
Start the Key Organizer and log in. Click in the main menu on: Edit > Settings.
In the Settings window, go to "Files" and click the "Open" button at "Data Folder". An explorer window will then appear showing the files in the data folder. Leave the explorer window open, but in Key Organizer close the settings window and the whole Key Organizer program.

Check the data folder to make sure that it does not contain files that are not part of the program, e.g. manually saved Excel import files or similar that you may still need. Likewise perhaps transfer receipts from the subfolder "Documents".

Instead of actually deleting files and subfolders, you can **move** them to another location (for backup), because the deletion cannot be undone.

Remove all subfolders and individual files from the data folder, e.g. the "TimeTravel" and "Documents" subfolders, and all files such as "Data.ada", "Log2022.alg" and others.

Ideally, the data folder itself is still present afterwards, but is completely empty.

When you start the Key Organizer again, no more entries are available. If you received a license code during purchase, please enter the license code again in the program (Menu: Info > License code).

Signature Pad

The Key Organizer as of version 2021 generates handover receipts as PDF documents. These can be digitally signed with a signature pad.

Recommendation: Pads and software from StepOver GmbH, Germany (stepover.com)
See: https://www.aidex.de/software/key-organizer/signatur-pad.html
Pad manufacturer StepOver offers the "eSignatureOffice" software for its pads, which takes care of the actual signing process and embedding the signature in a PDF.

The Key Organizer automatically finds an installed eSignatureOffice software by its registry entry if it is installed on the same computer.
The Key Organizer then automatically offers its user the option to sign when a receipt is printed. The search for the eSignatureOffice is activated by default in the settings of the Key Organizer.

Work faster: a control file for automation

In StepOver "eSignatureOffice" program you can save settings as a control file. It is very practical that the program can find the right place in the PDF where the signature should be. To do this, you define a term that appears in front of the signature line in the PDF. In the Key Organizer print templates it is the word "Signature:" by default.

In the eSignatureOffice menu: Tools > Create signature set

Save the file in the suggested SignatureSets folder with the name "**KeyOrganizer.sss**". This file name and location is important, see below.

In the first settings window, simply click Apply. In the following window, create a new search term, e.g. "Signature:". Then determine the offset so that the area for signing is on the right above the search term (thus on the signature line in the document).

If the above mentioned file "KeyOrganizer.sss" exists, the Key Organizer passes it as start parameter to the eSignatureOffice. Only then the user can start signing immediately. Otherwise he always has to draw a signature field with the mouse first.

Pads in the network

If the eSignatureOffice software runs on a server, but the pad is connected to a client PC, the distance can be bridged with a tool called "TCP Client" or "TCP Extension" (both names refer to the same tool).
Please contact StepOver directly and ask for conditions regarding server licenses.

Print templates

Since version 2022-08 we recommend to use Word files (.docx or .rtf) as print templates, because Word documents can be customized by the users themselves. However, Key Organizer can only use Word files if Microsoft Word is also installed on the PC. Unfortunately it does not work with other programs yet, e.g. not with OpenOffice/LibreOffice.

If Microsoft Word is not available, you have to use templates in HTML format as an alternative, for which Key Organizer does not need an additional program. The disadvantage of the HTML format is that the users themselves usually do not have HTML knowledge and are therefore mostly dependent on help from the IT department, if templates are to be adapted.

The program comes with ready-made templates that are used by default, both in Word and HTML format.

The templates can be accessed via the main menu: Edit > Edit print templates.

In addition, you get the option "Edit template" directly in the print window after calling a desired print function.

For each template type, select that you want to use Word (not default).

The placeholders that can be used are listed on the following web page:
https://www.keyorganizer.org/en/placeholders.html

HTML alternative

An edited HTML template is not saved as a file, but directly in the database. If an edited template is to be copied from a file or from Sandbox mode into the active database, this can only be done by copy & paste of the HTML text.

Insert a logo: Copy your company logo as a graphic file into the data folder of the Key Organizer. This is necessary so that every program user has access to the file. The data folder is displayed in the program by pressing F2.

It is advantageous if the graphic file is not too huge. In the HTML templates you will find an HTML tag <!image ...>, where you can specify the file name. You can also specify the desired print width of your logo in millimeters. The height matching this width will be calculated automatically internally.

If you have any questions, please contact: info@aidex-software.com

Data protection:
Deleting personal data

According to the requirements of data protection, a person has the right to have his/her personal data deleted when there is no longer a reason for storing it. With regard to the key management program, this occurs when, for example, a person has returned all the keys issued, no more searches or the like are required, and the person is not to receive keys again on a regular basis or in the near future.

A complete deletion is opposed by the wish of e.g. audit departments that there should be a complete and gapless logging of all key handovers.
The Key Organizer records all key movements in monthly log files, which can extend over many years since the start of program use. These log files also contain at least the name of the respective key owner.

Deleting a person in the Key Organizer is done in two steps. First, the person is only archived via the Delete button, i.e. the entry is still present, but is hidden. The person can then still be found using the search function on the log tab. In practice, we once had a case in which, after a theft had been discovered, the access possibilities of the previous week had to be reconstructed.

If necessary, the person entry can be reactivated and made visible again, e.g. if the person should receive a key again after all. This function can be found by right-clicking in the person list, menu item "Display deleted entries".

When the time has come to finally delete the data of a person, e.g. according to a company-internal requirement according to GDPR, the function "Destroy entry permanently" should be used, which can also be found by right-clicking on the list of persons.
This function searches all logs and destroys all personal data of the selected person finally and irrevocably.
In the log for the keys that the person formerly had in his possession, only the information "(deleted)" is then displayed as the former key owner.

The program has no access to data backups that are regularly created by a server in your company network, for example, i.e. the deleted personal data can still be contained in backups. This problem can be solved only by deleting old backups regularly. Usually this is done automatically by regularly replacing older backups with more recent ones.