

Importing from Specworks^(TM)

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Specworks™ is an Ingersoll-Rand software product that is used by Architectural Hardware Specifiers to produce specifications for new construction projects. If your site or your customer's site is involved with construction that is being specified from the Specworks™ program, the program can export the project's data that can be imported directly into Sitemaster 200®. This allows the customer to receive a fully loaded Sitemaster 200® program. To find out more about Specworks™, click on this [link > IR Consultants](#).

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Setting Up the Specworks File for Sitemaster 200®

Important: Before importing a Specworks™ file into Sitemaster 200®, review the following table to see how Sitemaster 200® handles the Specworks™ data. Compare the data fields used in Specworks™ with those in Sitemaster 200® to determine if any of the data needs to be modified. If you need to modify the file but don't want to change your Specworks™ data, make a copy of the Specworks™ file, make the changes, and use this for the import.

Specworks™	Sitemaster 200®	Required	Notes
MARK	Door Number	Yes	For a pair of doors, you can use the same or different MARK numbers.
AREADESCRIPTION	Building Name	Yes	The AREADESCRIPTION must be the same for every AREA that falls under the same Building Name.
HWHDGQTY	Hardware Quantity	Yes	
	Hardware Group Quantity		
OUTSIDELOCATION	Door Description	No	
INSIDELOCATION	Room Number	Yes	If only one word, uses it as room number. If more than one word, takes last word (first 10 characters)
	Room Function		If only one word, no room function is assumed. Otherwise, every word except last one (first 30 characters)
HWSET	Hardware Group Description	No	
HAND	Product Handing	No	
KEYGRP	Key Number	No	
	Key Symbol		
DRTYPE	Door Type	No	
MODE	Door Configuration	No	
RATING	Door Function	No	
WIDTH	Width	No	
HEIGHT	Height	No	
THICK	Thickness	No	
CATALOGNO	Product Number	Yes	Also displayed as the Part Number. If you add comments, then the end user will also see these comments.
FINISH	Product Finish	No	
DESCRIPTION	Product Description	No	
MRGR	Manufacturer Code	No	
	Manufacturer Name		
UM	Product Unit of Measure	No	
CYLQTY		No*	*Required to assign a Cylinder/Core to a Door. Used to look up and associate a cylinder product type to the product (CATELOGNO) with "1" in this column.
SECTION	Keyway	No	

POSITION1	Key Number Bitting	No	All Positions fields are combined to create the Bittings field
POSITION2	Key Number Bitting	No	All Positions fields are combined to create the Bittings field
POSITION3	Key Number Bitting	No	All Positions fields are combined to create the Bittings field
POSITION4	Key Number Bitting	No	All Positions fields are combined to create the Bittings field
POSITION5	Key Number Bitting	No	All Positions fields are combined to create the Bittings field
POSITION6	Key Number Bitting	No	All Positions fields are combined to create the Bittings field
POSITION7	Key Number Bitting	No	All Positions fields are combined to create the Bittings field
KeyRegistryNumber	Key Registry Number	No	For Master Keys only. The factory registry number. For Control Keys you must type in CONTROL.

Important Guidelines to Follow

Buildings, Rooms, Doors, and Cylinders:

Important: Specworks™ does not maintain building or room number records but this information is required in Sitemaster 200®. The AREADESCRIPTION is used by Sitemaster 200® as the Building(s) and INSIDELOCATION is used as the Room Number(s).

AREADESCRIPTION: Before you import the file into Sitemaster 200®, make sure that every designated AREA that you want to assign to the same Building is assigned to the same AREADESCRIPTION.

INSIDELOCATION: Sitemaster 200 grabs either the only word or the last word in the INSIDELOCATION field and uses this as the Room Number. Make sure you have a space between the last word (Room Number) and the previous word (VestibuleCR100 = bad, Vestibule CR100 = good). A maximum of ten (10) characters will be used as the room number. See Fig.1 - Sitemaster 200® will create the rooms 1115 and 1120 in this example.

Fig.1 - The INSIDELOCATION field.

R	S
INSIDELOCATION	ASSML
STORAGE 1115	RHR
STORAGE 1115	RHR
STORAGE 1115	RHR
STORAGE 1115	RHR
STORAGE 1120	RHR
STORAGE 1120	RHR

Room Function: The Room Function field in Sitemaster 200® describes the usage of the room. Referencing Fig.1, Sitemaster 200® will assign STORAGE as the Room Function. If there is only one word in the INSIDELOCATION field then no room function will be assigned. If there is more than one word, then Sitemaster 200® will grab all of the words except for the last word and use this as the Room Function. Up to thirty (30) characters can be assigned as the Room Function.

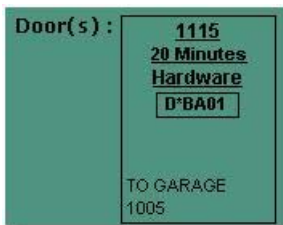
MARK: The MARK is the Opening in Specworks™ and the Door Number in Sitemaster 200®. If there are windows specified in Specworks™ then they will be imported into Sitemaster 200® as Doors for right now. This means that Sitemaster 200® will also track any hardware that's installed on window records.

OUTSIDELOCATION: Sitemaster 200® uses the OUTSIDELOCATION as the Door Description that appears as a label on the simulated door that's produced on the Rooms Screen.

Fig.2 - The OUTSIDELOCATION field in Specworks™

Q	R
OUTSIDELOCATION	INSIDELOCATION
GARAGE 1005	STORAGE 1115

Fig.3 - The Simulated Door and Door Description label in Sitemaster 200®



CylQty: This is the cylinder quantity that's assigned to the door. Sitemaster 200® automatically marks the hardware as a Cylinder product

type so that it may accept cylinder/cores and keys. If your Specworks™ data includes cylinder part numbers (i.e., 30-021-CE) in the CATALOGNO field, then assign these records the cylinder quantity (CylQty). If the hardware schedule does not include the cylinder part numbers, then assign the locking hardware (i.e, L9080P 03A) the cylinder quantity. Only assign the CylQty to the actual hardware cylinders, or you'll wind up with too many cylinders on your doors in Sitemaster 200®. See Fig.4.

Fig.4 - Assigning Key Symbols and Cylinder/Cores for import into Sitemaster 200®

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
1	#1011	PROJECT NAME	ABC HOSPITAL BUILDING												
2	MARK	AREA	Opening	Ob	HWS	Control	No	KEYGRP	CATALOGNO	FINISH	DESCRIPTION	HwHdg	CMFG	HANUM	CylQty
3	100-1	10	1	46A	1011				173A	AL	THRESHOLD	1	PEM	EA	
4	100-1	10	1	46A	1011				211DPK	DKB	DOOR BOTTOM	2	PEM	EA	
5	100-1	10	1	46A	1011				4041-HO-CUSHX 4040-30 X 4040-61-TB	691	CLOSER/STOP ARM	2	LCN	EA	
6	100-1	10	1	46A	1011				8400 10" X 2" LDW	612	KICKPLATE	2	IVE	EA	
7	100-1	10	1	46A	1011				99-EO-996DT-03-SNB	612	PANIC EXIT DEVICE	1	VON	EA	
8	100-1	10	1	46A	1011				99-L-996L-03-SNB	612	PANIC EXIT DEVICE	1	VON	EA	
9	100-1	10	1	46A	1011				5BB1HW	612	BUTT HINGE	6	IVE	EA	
10	100-1	10	1	46A	1011				KR4954 X 154	609	KEY REM MULLION	1	VON	EA	
11	100-1	10	1	46A	1011	B1			SCHLAGE MORTISE CYLINDER	612	SCHLAGE MORT CYL	1	SCH	EA	1
12	100-1	10	1	46A	1011	B1			SCHLAGE RIM CYLINDER	612	SCHLAGE RIM CYL	1	SCH	EA	1

Note: The key symbols B1 listed in the KEYGRP column only need to be assigned to the door's row records that are the cylinder products. The cylinder products are marked in the CylQty column. Additionally, it's okay if the key symbols are listed in all of the door's row records (i.e., B1 in all of the 100-1 rows). When importing into Sitemaster 200®, the program will only grab the KEYGRP records that are marked with CylQty.

CATALOGNO: This is used in Sitemaster 200® as the Part Number or Product Number. The part numbers become the site's product catalog. If you add "comments" to these items, then the end user will wind up seeing your comments attached to their part numbers. See CylQty above for marking your hardware cylinders and key symbol (KEYGRP) assignments

Keys and Key Systems:

Important: Sitemaster 200® can build the site's Key System from scratch, if the key information is entered in Specworks™. In the Sitemaster 200® program, there are a few different ways to get the Key System information loaded, and this is but one method to accomplish this. This Specworks option works well for fairly straightforward key systems that utilize standard symbolism and structure. If the system you're working with contains cross-keying information (X1X), for example, you will have to set up these cylinders separately after the import. If you plan on using this method, then follow these guidelines:

1. If the end user is receiving a Schlage or Falcon factory key system then STOP and proceed to Importing Door, Hardware, and Key Schedule Information, Option 2. If you want to create the new key system from Specworks™ then continue.
2. Use Standard Key Coding symbols for the KEYGRP field in Specworks™. Sitemaster 200® uses the symbolism of the keys to determine the structure of the key system. For example, the symbols BA1, BA, and B can be easily analyzed but BA1, BA, and GMK would be problematic.
3. Do not use the KEYGRP field for any miscellaneous information such as "NO KEY" or "UNKNOWN." This field needs to either have the actual key symbol or be left blank.
4. For each Master Key, type something into the Key Registry Number field in Specworks™ in order for Sitemaster 200® to identify the key as a master. For an SFIC key system that also uses a Control Key(s), type the control key designation(s) into the KEYGRP field. A control key designation does not need to have the standard key coding symbolism. You must also type the word CONTROL (upper case) into the KeyRegistryNumber field for each control key record. This allows Sitemaster 200 to identify the control keys(s) in order to combine the cylinders properly. Do this whether or not you are typing in key bittings.

Important: If an SFIC system contains more than one control key, all of the control keys will be combined into every cylinder record in Sitemaster 200®.

4. You don't have to type in the key bittings (Positions) to produce the system. See Importing Door, Hardware, and Key Schedule Information.

Data Import Options

Importing Door and Hardware Information Only

If you leave out the key schedule information in the Specworks™ file, Sitemaster 200® will only import the door and hardware information.

You have the following options if you want to add the Key Schedule information later:

1. Import the site's Factory Key System from Schlage Key Records. Sitemaster 200® creates the Key Numbers and the Cylinder/Cores. Use the Rekey Rooms Wizard to assign the new Cylinder/Cores to the Doors.
2. Use the Combinator (Create System Keys) to load the program with Key Numbers and Cylinder/Cores. Use the Rekey Rooms Wizard to assign the new Cylinder/Cores to the Doors.
3. Use the Add Keys and Cylinders Wizard to add multiple records by typing them in.. Use the Rekey Rooms Wizard to assign the new Cylinder/Cores to the Doors.

Importing Door, Hardware, and Key Schedule Information

Option 1 - Creating the Key System from Specworks™

Take these steps to set up the key system information prior to import:

1. Make sure that you have a Manufacturer's System in Sitemaster for the keys that are being imported. If not, set up and add the necessary system. You can also use the pre-loaded systems if there is a correct match for the keys being imported.
2. Make sure that you have the Key System information set up in Sitemaster for the keys that are being imported. The Key System must be linked to the Manufacturer's System that you are using. If not, set up and add the new Key System. You can also use the pre-loaded systems that are already linked.
3. When the Key Numbers are imported, the program will link the Key Numbers to the Manufacturer's System, and to the Key System that you selected.
4. You have the option to assign or to omit the key bittings in Speworks™. If you want to assign the bittings later in Sitemaster 200®, then do the following:
 1. Go to the Key Numbers Screen in the expanded mode and click on the Edit button.
 2. Go down through the Bittings column and type in the Bittings for each Key Number.
 3. Press Save. This will automatically "pin-up" all of the new Cylinder/Cores.
5. If you entered all of the Key Schedule information, including the bittings into the Specworks™ file, then Sitemaster 200® will automatically pin up all of the Cylinder/Cores.

Option 2 - Importing a Schlage or Falcon factory key system and using Specworks™ to make the cylinder/core and door assignments.

If you first import a factory key system from key records, you can enter any matching key symbols in Specworks™ without having to assign the key bittings. After importing the Specworks™ file into Sitemaster 200®, the cylinders/cores are assigned to the doors and they are fully combined.

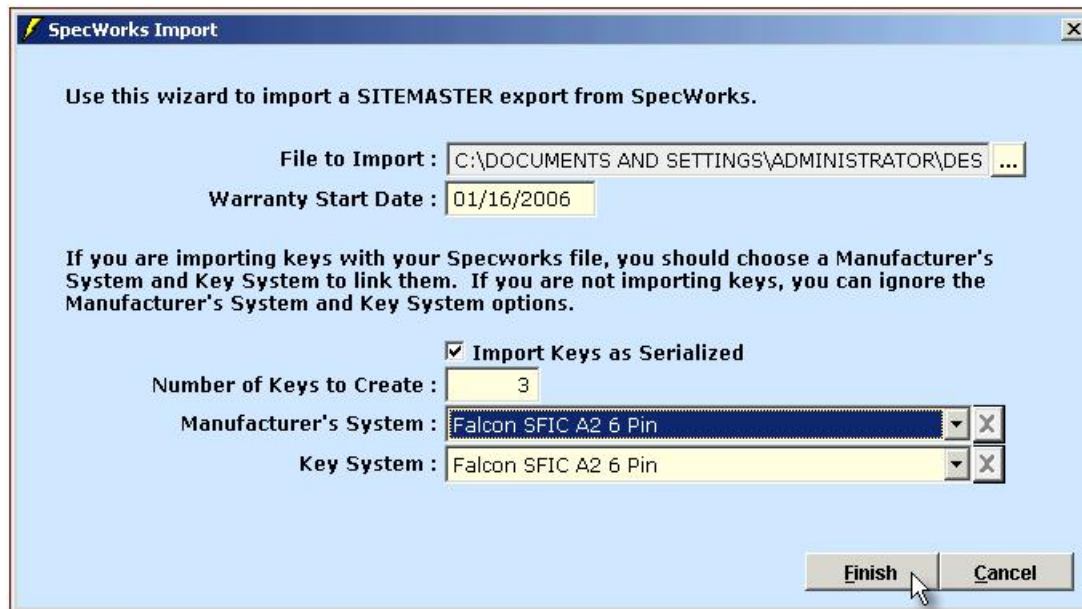
1. Import the Schlage or Falcon factory system into Sitemaster 200®.
2. In Specworks™, assign the necessary key symbols to the doors that match ones in the imported key system. In the KeyGrp column, you only need to have the key symbol assigned to the door record row that has the CylQty marked (See Fig.4). The CylQty entry tells Sitemaster 200® that the product that's marked, is the one that accepts the cylinder/core on the door.
3. In the SECTION column in Specworks, add the section (keyway) for the key symbols in the KeyGrp column.

To Export SiteMaster 200 Data from Specworks™

1. From the Main Menu in Specworks™, select the Engineering Menu.
2. On the Engineering Menu, select Reports.
3. Click on the Export to Excel option and select Site Master data.

To Import a Specworks™ File

1. From the Utilities pull-down menu, select "Load Specworks™ SITEMASTER Export." This displays the SpecWorks Import Wizard.



2. Use the browse button on the File to Import option to locate the Specworks™ file on your computer and select it.
3. For the Warranty Start Date, type in the date that the warranty begins. This is usually when the customer takes possession.

Important: The following import options are for importing a Specworks file that contains the customer's key schedule. If the file does not contain a key schedule, then the program will automatically ignore all of the key importing options on the screen.

4. For the Import Keys as Serialized check box, indicate whether or not the new key numbers are to be serialized.
5. For Number of Keys to Create, type in the quantity of keys per key number that will be supplied to the customer. The program automatically creates these quantities for each key number, as well as the individual serial numbers if that option is selected.
6. Select the correct Manufacturer's System and Key System for the keys to be imported. If you want to use a different Manufacturer's System and Key System than those that are pre-loaded, then set up and add these systems to Sitemaster. When you come back to the SpecWorks Import Screen, the systems you created should be available in the pull-down boxes. If you use one of the pre-loaded Key Systems for the import, you can edit the name of the system for the customer.
7. Click on the Finish button to begin the import. A record counter will display the progress of the import. You will receive the message, "Import is complete" when finished.

Working with the Customer's Data After the Import

Room Numbers

The customer will want room numbers that will match their signage. However, as-built room numbers may arrive too late for the data entry process. To change the room numbers for the customer, or to show the customer how to change their room numbers later:

1. Click on the Building/Rooms button on the Button Bar.
2. Click on the Building Room List button on the Building Information Screen.
3. On the Rooms list, click on the Open Folder button.
4. On the Rooms for Building Screen, click on the Mode button to open the expanded list.
5. Click on the Edit button.
6. Go down the Room Number column and change the room numbers.
7. Click on the Save button.

Square Footage

If the architectural plans are available, you or your customer can quickly assign the square footage to the room records.

1. Click on the Building/Rooms button on the Button Bar.

2. Click on the Building Room List button on the Building Information Screen.
3. On the Rooms list, click on the Open Folder button.
4. On the Rooms for Building Screen, click on the Mode button to open the expanded list.
5. Click on the Edit button.
6. Go down the Square Footage column and enter this information for each room.
7. Click on the Save button.

Products (Hardware)

A) ADA: When Sitemaster 200[®] imports the file, all of the hardware products are automatically marked as ADA compliant. In order to remove the ADA designation from hardware assigned to door records, go to the hardware product in the Products Screen, click on the Edit button, and de-select the ADA check box. Click on the Save button.

B) Warranty (months): You can assign a warranty period in months for each hardware product that is imported from Specworks™. By doing this, the program will automatically assign the Warranty Expiration date for all of the hardware records on doors.

1. On the pull-down System Setup Menu, select Products.
2. For each Product that you want to assign a warranty period, select the product and click on the Edit button. Type in the warranty period in months into the Warranty (months) field.
3. After you exit the Warranty (months) field, the program will ask you, "Would you like to update all hardware records for this product that do not have a warranty expiration date?"
4. Click on the Yes button to create the Warranty Expiration date.
5. Click on the Save button. The hardware products on all of the door records are now assigned warranty expiration dates.

Key Numbers

All master keys that are imported are assigned a Level of 2 in the program. For any masters that are at a different level, edit the Level field on the Symbol Information sub-screen in Key Numbers.

Keyways

If you imported key system information containing multi-sectional keyways, you will need to go to the Keyways Screen and set up the keyway relationships. For example, you imported the Schlage keyways D100, D125, and D135. This means that there is probably a master key that is cut on the D100 keyway that operates cylinders having both the D125 and D135 keyways/sections.

1. From the pull-down Setup Menu, select Keyways.
2. Look up and select any keyways that operate other keyways (i.e., D100).
3. Click on the Edit button on the Keyways Screen for the selected keyway.
4. Click on the Binoculars button on the Keyways Operated By This Keyway list.
5. Look up and select the keyway that is operated by this keyway. Continue this procedure until all of the keyways (i.e., D125, D135) are added to the list.
6. Click on the Save button.

This process allows the program's Pinning Screens and Pinning Charts to be properly set up for a multi-sectional system.

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