

SAM - First Steps

Topic: The most important starting points at a glance

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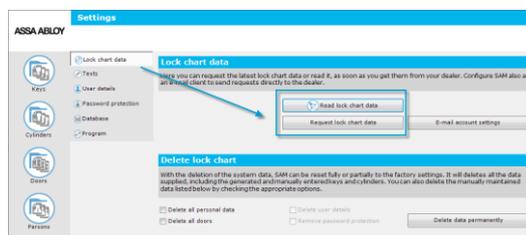
Download and Installation

Download SAM from the www.assaabloy.de/sam website and follow the installation routine.

Request lock chart data from the specialist dealer

To request lock chart data, select Settings / Lock chart data and click on Request data. Send the file generated to your specialist dealer, for example by e-mail.

You can find more information using the help function (F1) or in the [FAQs](#).



Import lock chart data

Select Settings / Lock chart data and click on 'read lock chart data'. Now open the XML file you have received from your specialist dealer. If you have received a ZIP file, first extract it.

During the import, you can have SAM install all cylinders in accordance with the lock chart.

Main functions

Creating / importing persons

Before you can issue keys to persons, you must enter the personal data or use the Import Personal Data Function to import the data, such as existing staff lists.

You can find more information using the help function or in the [FAQs](#).

Key issuance

In the keys view, select one or several keys you wish to issue. Now click on 'Key issuance' in the tool bar to select the recipient and then to book the issue.

Alternatively, you can first retrieve the person. The 'Key returns' function works in exactly the same way.

You can find more information using the help function or in the [FAQs](#).