

TOTAL AUDIT OPERATING INSTRUCTIONS

TOTAL AUDIT OPERATIONS

- Retrieve Lock Status
- Retrieve Lock Report
- Audit Lock (via the logic module or via the lock itself) - Shows last 4000 events
- Audit Logic Module - Shows last 1000 events
- Audit Export to Excel or to Total Audit (*.taf) file

RETRIEVE STATUS REPORT (STATUS REQUEST)

PC must be connected directly to lock. Real time information for each lock, including:

- Solenoid status (activated or not)
- Mode (Pre-Setup or Operational)
- External Input (active or inactive)
- Bolt Switch Detection (N/A, Closed, Open, Opened and then Closed)
- Lock State (Normal, Time Delay, Open Window, Time Penalty)
- List can be exported in Excel format

LOCK CONFIGURATION (REPORT REQUEST)

PC must be connected directly to lock. Set-up report for each lock, including:

- Lock Name
- Software version for the lock
- Time Delay (minutes 0-99)
- Open Window (minutes 1-19)
- Mode (Standard, Time Delay, Override, Dual Code, Silent Alarm)
- Lock ID
- Battery with Battery Low Counter (cleared after battery change)
- Lock State (Standard, Bolt Switch Detected, Pre-Setup Ended, LED/Button Interface Mode for use with open device, RTC Detected, Memory Detected)
- List can be exported in Excel format

AUDIT DOWNLOAD (LOCK AUDIT REQUEST)

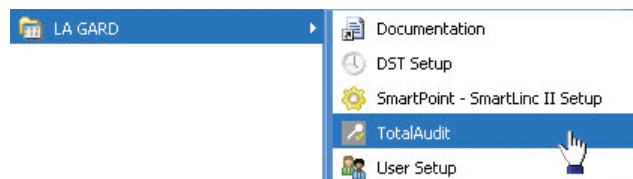
Can be retrieved either directly from lock or through the Logic Module. Each lock will record the last 4000 operations. The following information will be shown on the audit report:

- Number
- Date
- Time
- Last Name, First Name, Middle Initial
- Action

USING TOTAL AUDIT

Requires Logic Module Programming/Audit Cable (P/N 2041)

1. Double click on "Total Audit" icon on your desktop OR
2. Select File then Open Total Audit (see screen 1).
3. Select Option, Status, Report, Audit Lock or Audit Controller (Logic Module), (see screen 2).
 - Make sure that the COM port is set to the correct port for the Serial Cable.



Screen 1



Screen 2

STATUS REQUEST

Requires Programming Assembly, Lock Cable & Serial Interface (P/N 2034)

1. Plug Interface and cable into PC and open Total Audit software on PC.
2. Connect Interface to ENT port on lock.
3. Connect power to the lock.
4. Click on "STATUS" button (see screen 3).
5. Select the correct COM port and Lock ID (see screen 4).
6. Click "GET STATUS" button (see screen 4).
 - Report screen will look like the example below (see screen 5).
 - List can be exported in excel format (see screen 8).



Screen 3



Screen 4



Screen 5

LOCK REPORT REQUEST

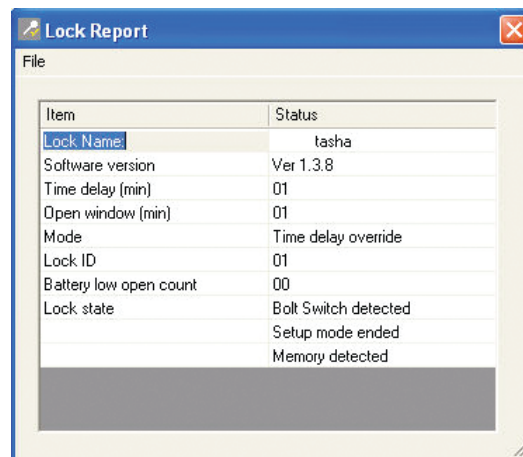
REPORT REQUEST

Requires Programming Assembly, Lock Cable & Serial Interface (P/N 2034)

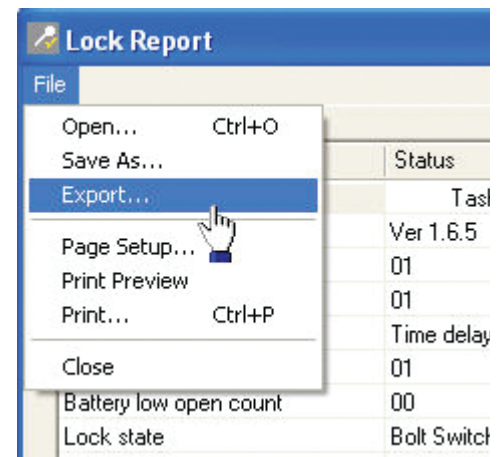
1. Plug Interface and cable into PC and open Total Audit software on PC.
3. Connect Interface to ENT port on lock.
4. Connect power to the lock.
5. Click on "REPORT" button (see screen 3).
6. Select the correct COM port and Lock ID (see screen 6).
7. Click "GET REPORT" button (see screen 6).
 - Report screen will look like the example below (see screen 7).
 - List can be exported in Excel format (see screen 8).



Screen 6



Screen 7



Screen 8

LOCK AUDIT

LOCK AUDIT REQUEST - VIA LOCK

Requires Programming Assembly, Lock Cable & Serial Interface (P/N 2034)

1. Plug Interface and cable into PC and open Total Audit software on PC.
2. Connect Interface to ENT port on lock.
3. Connect power to the lock.
4. Click on "AUDIT LOCK" button (see screen 9).
5. Select the correct COM port and Lock ID (see screen 10).
 - Leave the VIA LOGIC MODULE box unchecked.
6. Select whether all records are to be downloaded or number of records in increments of 10.
7. Select a date range to be downloaded or leave blank to download all.
8. In the software window, select "GET DATA" button (see screen 10).
 - Report screen will look like the example below (see screen 11).

NOTE: By clicking the "GET USER NAMES FROM FILE" button, user name information can be added to the audit download. User name information is stored in a PC file only, not in the Logic Module or Lock (see screen 12).



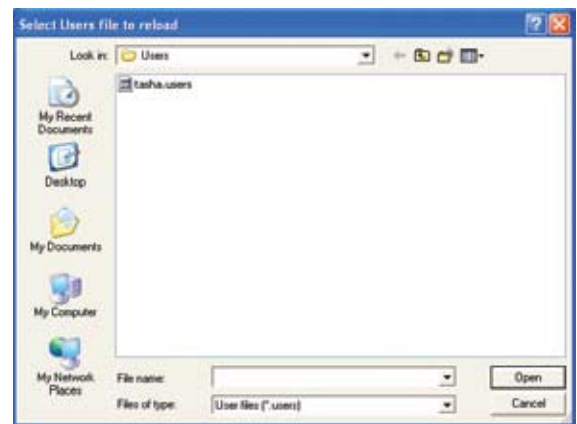
Screen 9



Screen 10

N	Date	Time	Last Name	First Name	MI	Action
1	2007-09-06	13:06:39	Master1			Audit File Request
2	2007-08-28	11:10:24	User 5			Solenoid Activation
3	2007-08-28	11:10:24	User 5			Access
4	2007-08-28	11:10:20	General Manager			Access
5	2007-08-28	11:09:11	User 5			Time Delay Start
6	2007-08-28	11:09:11	User 5			Access
7	2007-08-28	10:54:56	General Manager			Solenoid Activation
8	2007-08-28	10:54:56	General Manager			Access
9	2007-08-28	10:54:44	User 5			Access
10	2007-08-28	10:53:27	User 5			Time Delay Start
11	2007-08-28	10:53:27	User 5			Access
12	2007-08-28	10:53:00	Master1			Time Delay Change
13	2007-08-28	10:12:29	User 5			Solenoid Activation
14	2007-08-28	10:12:29	User 5			Access
15	2007-08-28	10:12:17	General Manager			Access
16	2007-08-28	10:11:40	Master1			Time Delay Change

Screen 11



Screen 12

LOCK AUDIT REQUEST - VIA LOGIC MODULE

Requires Logic Module Programming/Audit Cable (P/N 2041)

1. Plug Interface and cable into PC and open Total Audit software on PC.
2. Connect cable to port on Logic Module.
3. Follow instructions below for either the MASTER or MANAGER code menu to enable PC Link.
4. Click on "AUDIT LOCK" button (see screen 9).
5. Select the correct COM port and Lock ID (see screen 10).
 - Check the VIA LOGIC MODULE box.
6. Select whether all records are to be downloaded or number of records in increments of 10.
7. Select a date range to be downloaded or leave blank to download all.
8. In the software window, select "GET DATA" button (see screen 10).
 - Report screen will look like the example below (see screen 11).

MASTER MENU - PC Link

1. Press any key to power up SMARTPOINT.
 - Display will show either “ENTER CODE” or SELECT LOCK” when two or more locks are installed.
2. Hold down “zero” until the display shows “MASTER CODE, X-X-X-X-X-X-X”. Enter the Master code.
3. Press the P button four (4) times to select PC Link; the display will show “PC LINK”.
4. Press the OK button to start communication with the PC.
5. Press the P to stop the communication.

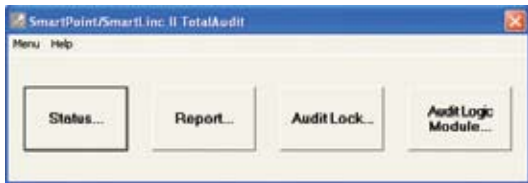
MASTER CODE XXXXXXXX
TIME/DATE
PC LINK
PC LINK ENABLED

MANAGER MENU - PC Link

1. Press any key to power up SMARTPOINT.
 - Display will show either “ENTER CODE” or “SELECT LOCK” when two or more locks are installed.
2. Hold down OK button; display will show “MANAGER, MENU ACCESS” then “MANAGER CODE, X-X-X-X-X-X”.
3. Enter Manager Code (and scan finger, if set up).
4. Press the P button two (2) times to select PC Link; the display will show “PC LINK”
5. Press the OK button to start communication with the PC.
6. Press the P to stop the communication.

ENTER CODE X-X-X-X-X-X
MANAGER MENU ACCESS
MANAGER CODE X-X-X-X-X-X
TIME/DATE
PC LINK
PC LINK ENABLED

LOGIC MODULE AUDIT



Screen 13



Screen 14

	Time	Lock	User	Action	
	15:41:52	LM	Master	Enter PC Link	
	15:41:48	LM	Master	Enter Master Menu	
	15:41:42	LM	No user	Power Up	
	15:29:30	LM	No user	Power Off	
	15:29:25	LM	Master	Leave PC link	
5	03/26/07	15:18:32	LM	Master	Enter PC Link
7	03/26/07	15:18:29	LM	Master	Enter Master Menu
8	03/26/07	15:18:20	LM	No user	Power Up
9	03/26/07	13:30:48	LM	No user	Power Off
10	03/26/07	13:30:04	LM	Manager	Set Extension Time
11	03/26/07	13:29:45	LM	Manager	Enter Time osMenu
12	03/26/07	13:29:30	LM	No user	Power Up
13	03/26/07	11:22:04	LM	No user	Power Off
14	03/26/07	11:19:55	LM	Manager	Set Extension Time
15	03/26/07	11:19:04	LM	Manager	Set Extension Time
16	03/26/07	11:18:44	LM	Manager	Set Extension Time
17	03/26/07	11:18:30	LM	Manager	Set Extension Time
18	03/26/07	11:17:14	LM	Manager	Enter Time osMenu
19	03/26/07	11:17:00	LM	No user	Power Up
20	03/26/07	11:16:54	LM	No user	Power Off
21	03/26/07	11:16:45	2	Master	Assign Lock
25	03/26/07	11:16:39	1	Master	Enter Master Menu

Screen 15

LOGIC MODULE REQUEST

Requires Logic Module Programming/Audit Cable (P/N 2041)

1. Plug Interface and cable into PC and open Total Audit software on PC.
2. Connect cable to port on Logic Module.
3. Follow instructions above for either the MASTER or MANAGER code menu to enable PC Link.
4. Click on “AUDIT LOGIC MODULE” button (see screen 13).
5. Select the correct COM port and Lock ID (see screen 14).
6. Select whether all records are to be downloaded or number of records in increments of 10.
7. Select a date range to be downloaded or leave blank to download all.
8. In the software window, select “GET DATA” button, see screen 14.
 - Report screen will look like the example above (see screen 15).

PLEASE NOTE: Total Audit report can be exported to Excel after downloading (see screen 15).

NOTE: By clicking the “GET USER NAMES FROM FILE” button, user name information can be added to the audit download. User name information is stored in a PC file only, not in the Logic Module or Lock (see screen 12).