

### AUDITVIEW USER INSTRUCTIONS

The AuditGard AuditView software allows the Manager to view, save, and print the audit records. The AuditGard lock maintains the last 512 lock events in non-volatile memory. Accessing the audit records requires either a Serial (P/N 42150) or USB (P/N 707010) Interface adapter and an audit cable. There are two types of audit cables used with AuditGard (P/N 42145 or P/N 43087) depending upon which Entry Device is used.

#### Start the AuditView Program:

Select the **AG AuditView** icon from the desktop (Figure 1) or complete the following steps:

1. Select the **Start** icon from the Windows task bar.
2. Select the **Programs** or **All Programs** menu item.
3. Select the **LA GARD** menu item.
4. Select the **LA GARD AG** menu item.
5. Select the **AuditGard AuditView** icon.

**Start -> Programs -> LA GARD -> LA GARD AG -> AuditGard AuditView**

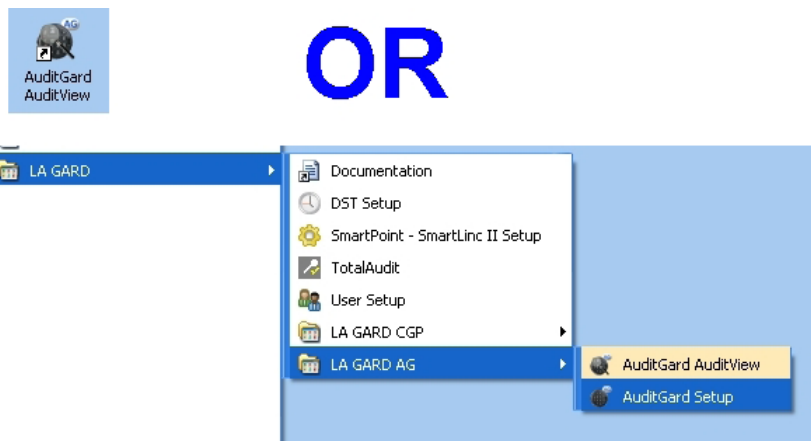


Figure 1.

The AuditView Main Menu screen will be displayed (Figure 2).

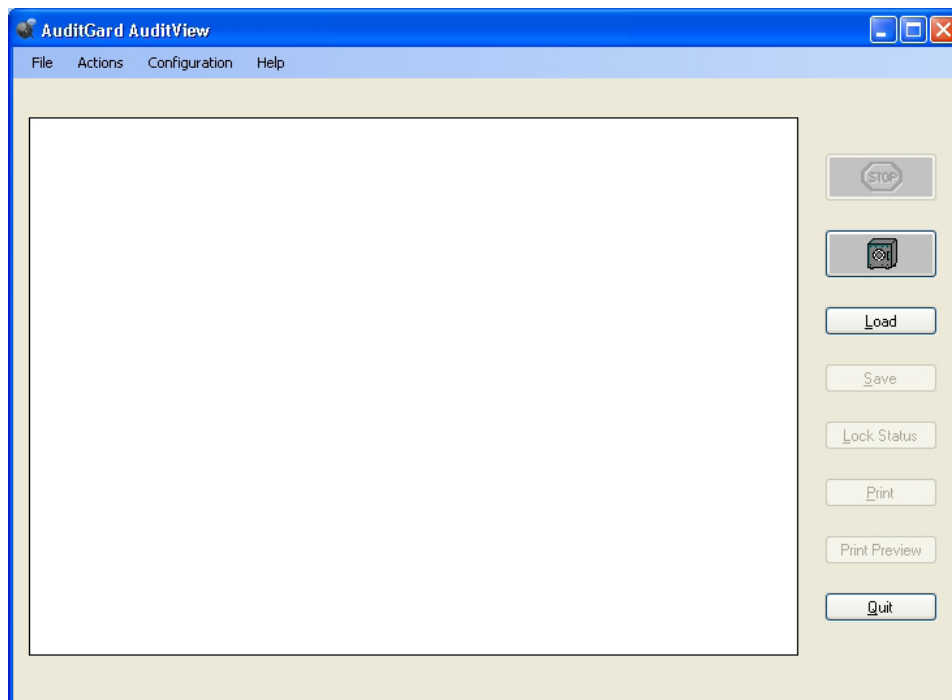


Figure 2.

## Select the COM Port

When the AuditView program is started, it identifies the COM Ports that are currently available on your PC. You must select the COM Port to be used when communicating with the lock each time you start the program.

1. Access the Device Manager to determine which COM Port to select for the AuditView Software by completing the following steps:

a. Right click on **My Computer**.

b. Select **Manage**.

The Computer Management window is displayed.

c. Under System Tools, select the **Device Manager**.

d. From the Device Manager list, select **Ports (COM & LPT)**.

The list of communication and printer ports currently identified in the PC system will be displayed.

e. Plug the USB or Serial Interface Adapter into an available USB port on the PC.

**If using a USB Adapter**, the list of ports will be updated to reflect the new device. The LA GARD USB Interface Adapter can be identified in the list as **USB Serial Adapter**. The virtual COM Port assigned to the USB port where the Adapter is currently installed will follow the device description (Figure 3).

**If using a Serial Adapter**, identify the standard Serial COM Port to be used. Standard Serial COM Ports are identified in the list with a description of **Communications Port**.

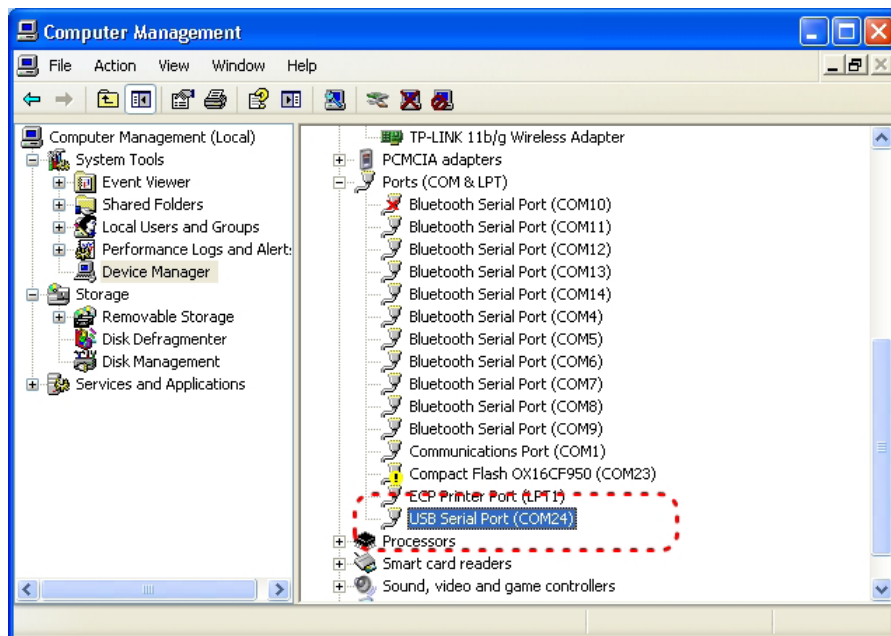


Figure 3.

2. From the AuditView software, select the **Configuration** menu on the Menu bar.

The list of available COM Ports will be displayed.

3. Select the appropriate COM port from the list (Figure 4). For a USB Adapter select the virtual COM Port assigned by the system. For a Serial Adapter select the standard Serial COM Port to be used.

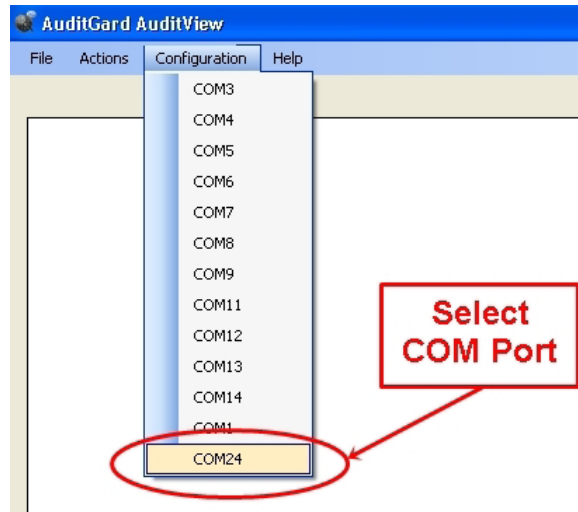


Figure 4.

#### Audit the Lock

1. Plug the appropriate audit cable for the Entry Device into the USB or Serial Interface Adapter.
2. Connect the audit cable to the Entry Device (Figure 5).



Figure 5.

3. Click the **safe icon** button or select **Start Acquisition** from the **Actions** menu on the Menu bar (Figure 6).



Figure 6.

4. Enter Manager combination and **hold down last digit of combination until unit double signals and the LED stays on.**

**NOTE:** In Dual Mode, a valid User combination must be entered first, followed by the Manager combination, to access the Manager Command 7.

5. **PRESS 7.**

The Entry Device will beep once and the audit records will be transmitted to the PC for display on the screen (Figure 7).

**NOTE:** You can interrupt the transmission by clicking on the **STOP sign** button or by selecting **Stop Acquisition** from the **Actions** menu on the Menu bar.

6. Once the audit is complete, disconnect the audit cable from the Entry Device.

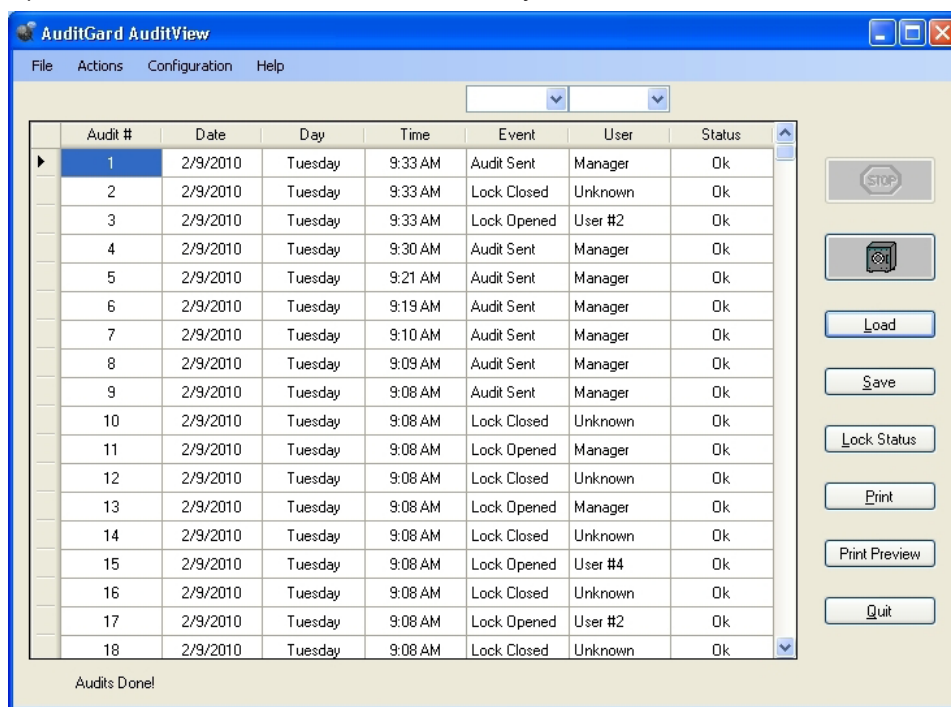


Figure 7.

### Select Data

There are two “selection” boxes above the audit listing. The selection box on the left allows you to select audit data of a specific event type. The selection box on the right allows you to select audit data for a specific user. Click on the respective drop down arrows for the available selections (Figure 8). Once a selection is made, a revised audit list is displayed.

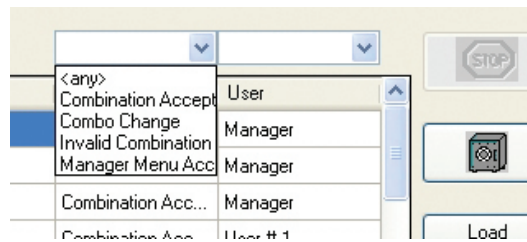


Figure 8.

### Sort Data

The default sort order of the audit listing is by **Audit #**. You can click on the **Event** heading to sort the audit by event, or click on the **User** heading to sort by user.

### Lock Status

Click on the Lock Status button to display status information about the Lock. A window is displayed showing the audit date and time, Time Delay settings, Lock version, the status of all users, etc. (Figure 9).

Figure 9 is a screenshot of the 'AuditGard Status' window. It contains several sections: 'Audit Date/Time' with date and time fields; 'Lock Information' with serial number and version; 'Time Delay' with delay and window settings; 'Features' with checkboxes for Remote Time Delay Override, Disable Opening, and E-Key Required; 'Enabled Modes' with checkboxes for Dual Mode, Time Delay Override, and Silent Alarm; 'Combinations' with a link to user info and a length field; 'Battery Low Count' and 'Invalid Combinations' with numerical displays; and an 'OK' button at the bottom.

Figure 9.

**User Status Detail**

To verify the User(s) status click the text box **Click here for user info**, and a pop-up box will open displaying the status (Figure 10).

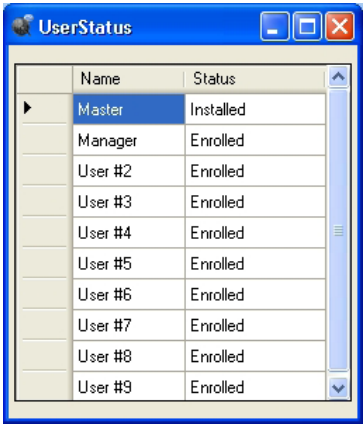


Figure 10.

**Save Audit:**

Once the audit is complete you may name and save the audit file (\*.log) for future use.

- 1. Click the **Save** button or select Save from the **File** menu on the Menu bar (Figure 11).

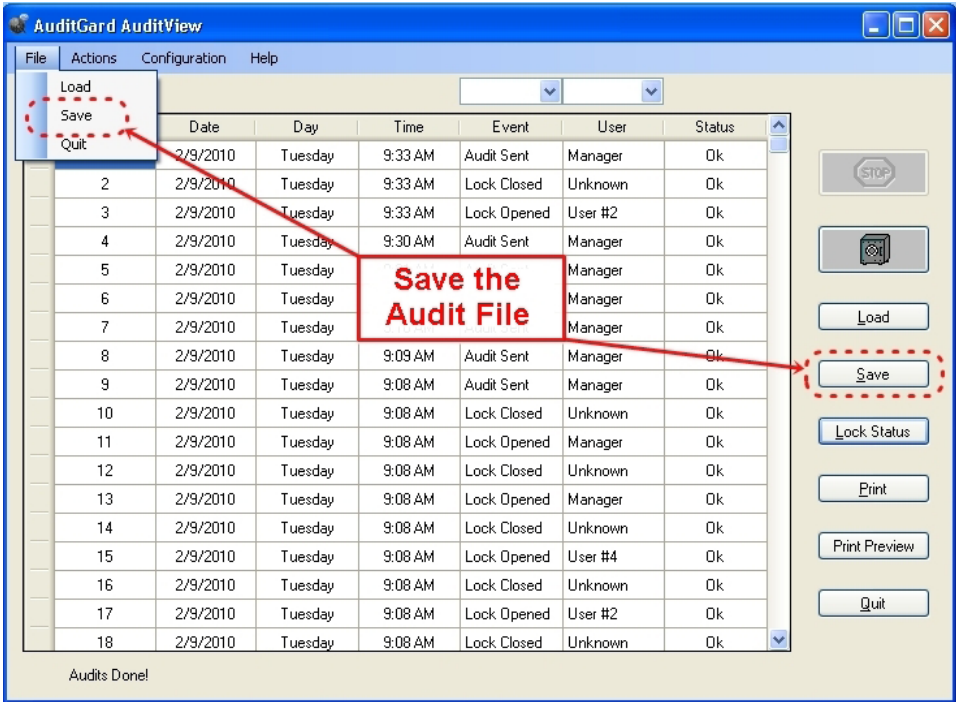


Figure 11.

2. Enter the file name to be saved (Figure 12).
3. Click the **Save** button (Figure 12).

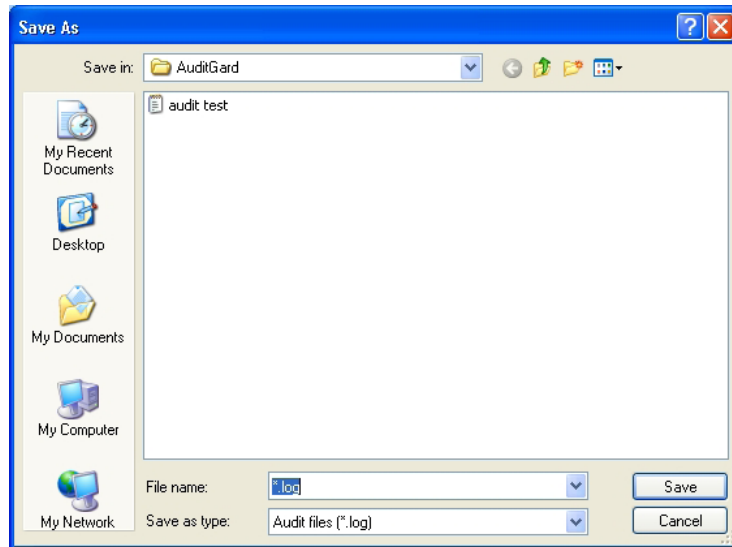


Figure 12.

#### View a Saved Audit File:

Once an audit file has been saved, it may be viewed by using the Load function of the LA GARD AuditView software.

1. Click the **Load** button or select Load from the **File** menu on the Menu bar (Figure 13).

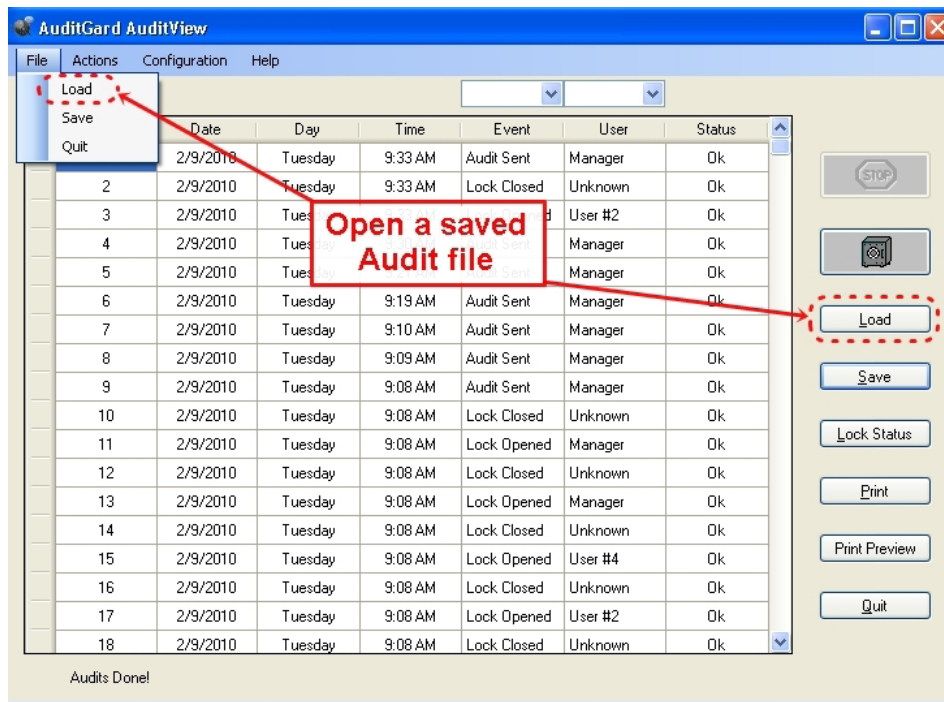


Figure 13.

2. Select the desired audit file to view and click the **Open** button (Figure 14).

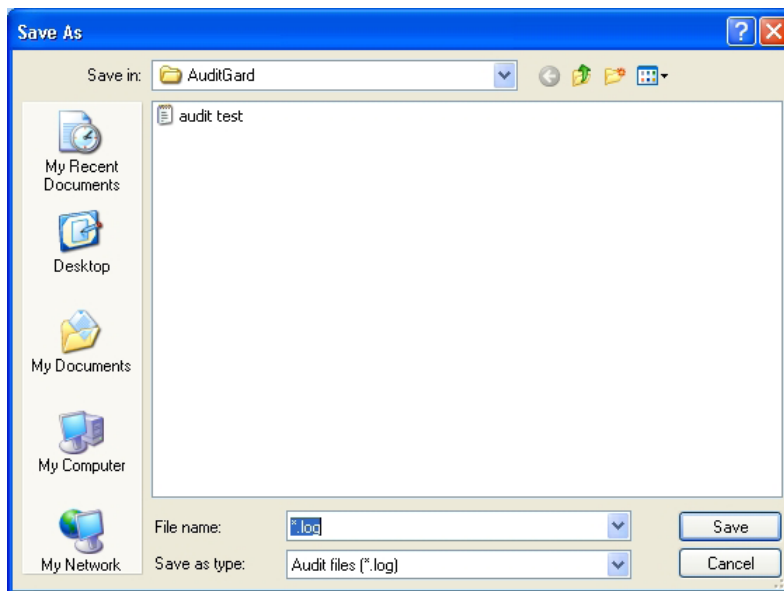


Figure 14

#### Print an Audit File:

Click the **Print** button to print the current audit file displayed, or select the **Print Preview** button to view the audit file in a browser window before printing.

#### Exit the program:

Click the **Quit** button, or select Quit from the **Files** menu on the Menu bar, or click on the red **[X]** in the upper right hand corner (Figure 15).

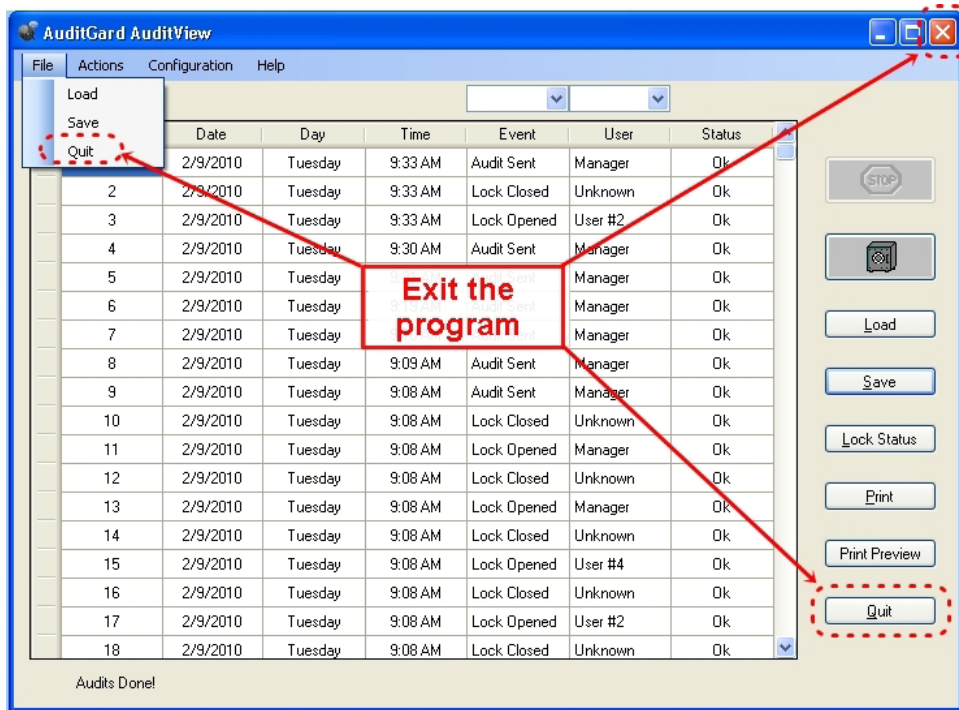


Figure 15.