



### 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 Set-up 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

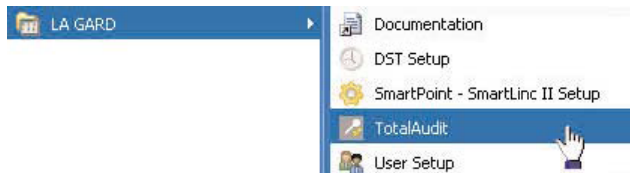
Each lock will record the last 4000 operations. The following information will be shown on the audit report:

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

### USING TOTAL AUDIT

Requires RS232 Serial Cable (P/N 2041)

1. Double click on "Total Audit" icon on your desktop.
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



## Lock Status Request

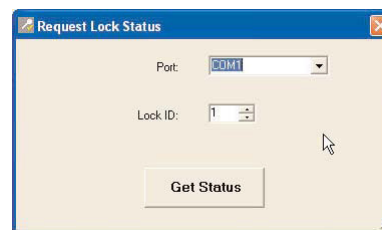
### STATUS REQUEST

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

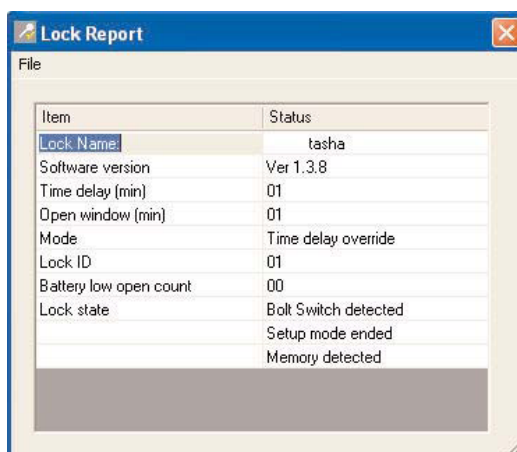
### REPORT REQUEST

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

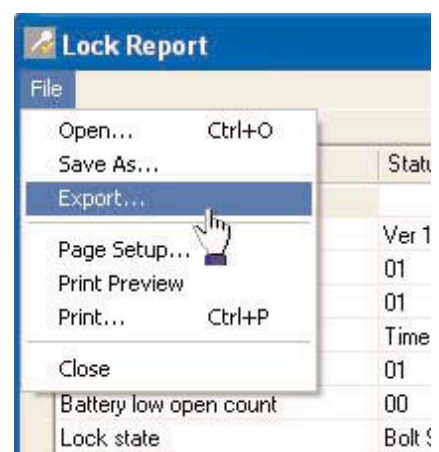
1. Plug Interface and cable into PC and open Total Audit software on PC.
2. Connect Interface to ENT port on lock.
3. Connect power to the lock.
4. Click on "REPORT" button, **see screen 3.**
5. Select the correct COM port and Lock ID, **see screen 6.**
6. Click "GET REPORT" button, **see screen 6.**
  - + 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

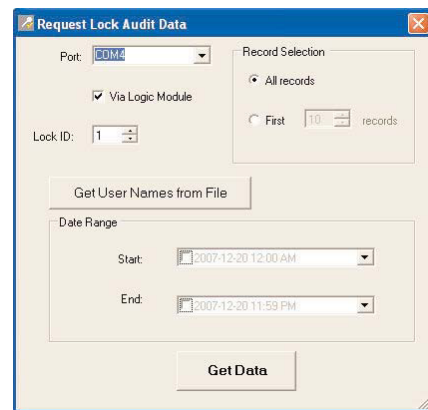
Requires Programming Assembly, Lock Cable & Serial Interface (P/N 2034)

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 how many 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 names information is stored in a PC file only, not in the Logic Module or Lock, see screen 12.



Screen 9



Screen 10

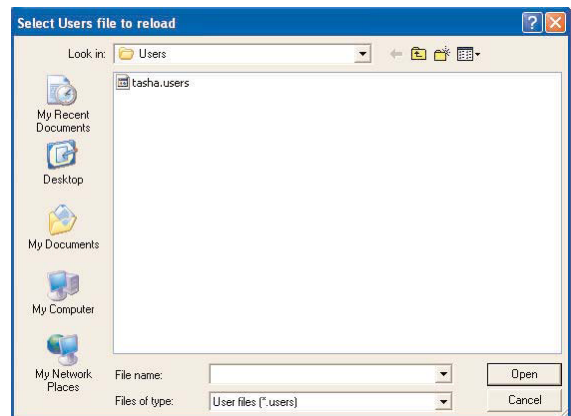
Lock Audit Report

File

Lock ID: 1

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	10:53:08	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 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 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 how many 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**.

**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 names information is stored in a PC file only, not in the Logic Module or Lock, see screen 12.



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". 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 \*\*

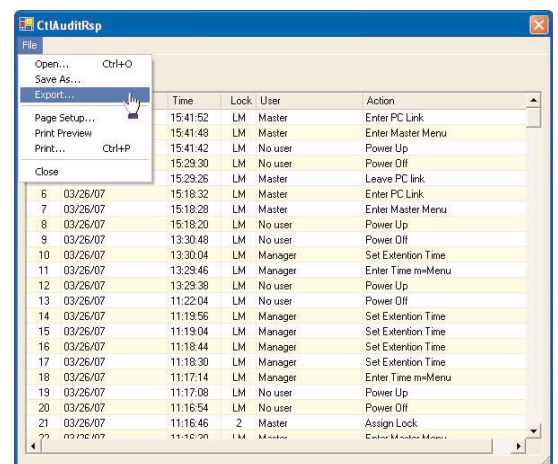
Logic Module Audit



Screen 13



Screen 14



Screen 15

LOGIC MODULE REQUEST

Requires RS232 Serial 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 how many 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.