

AUDITVIEW USER INSTRUCTIONS

The AuditGard AuditView software allows the Master or 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

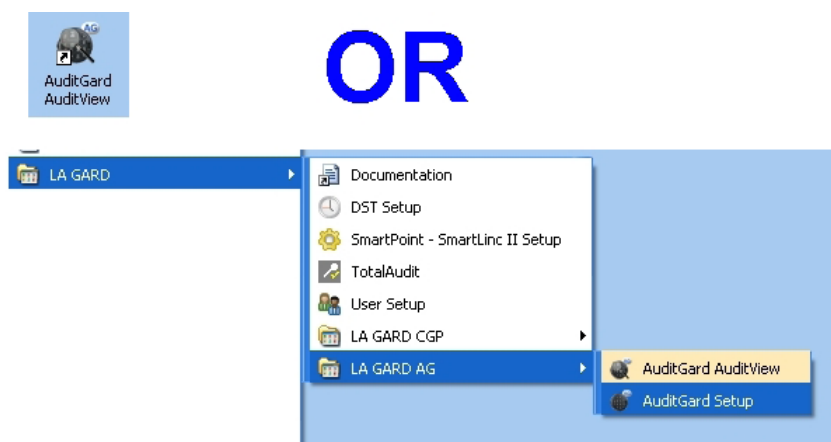


Figure 1

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

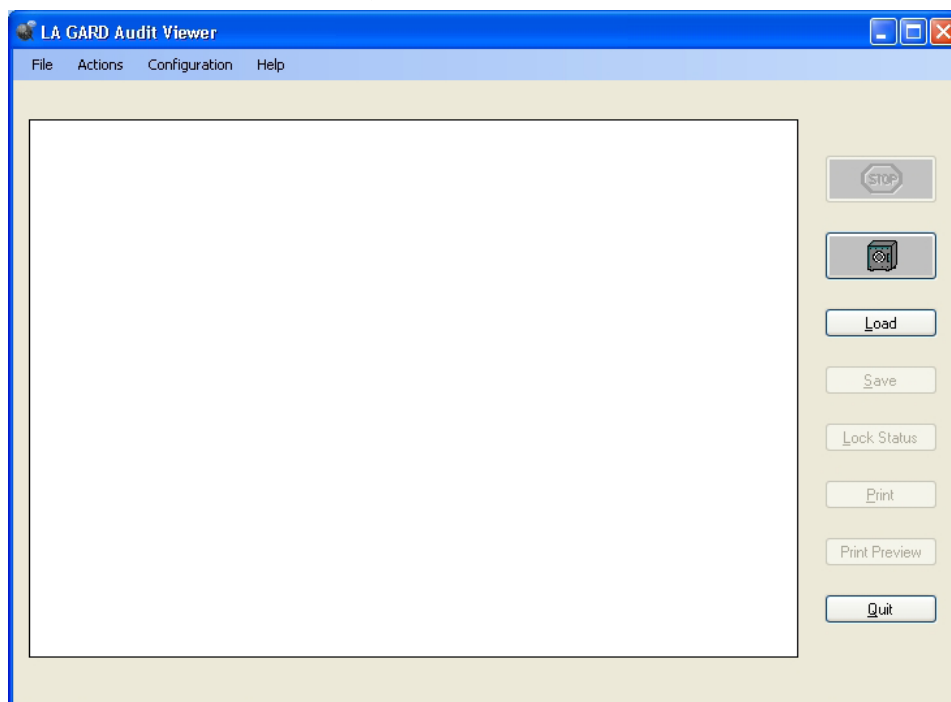


Figure 2

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**.

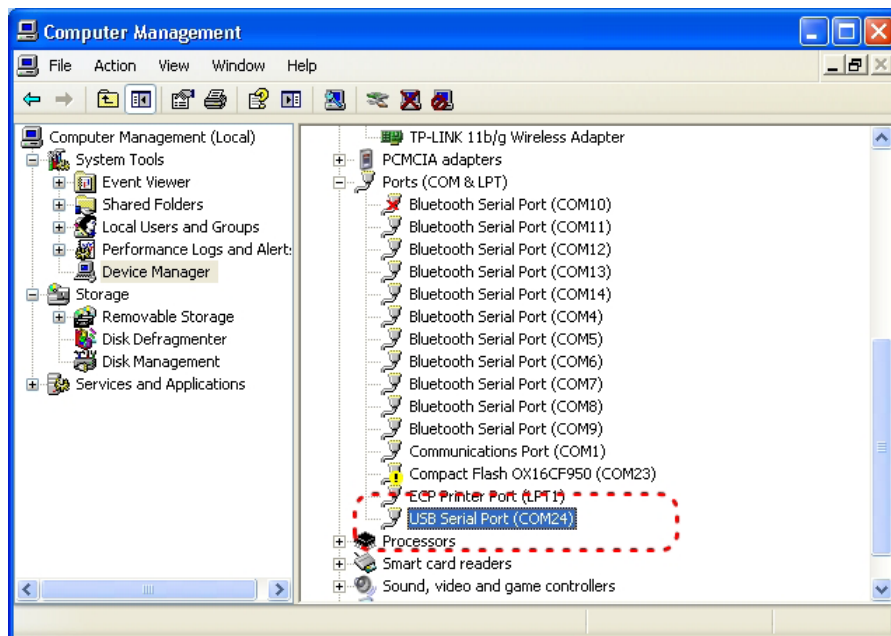


Figure 3

2. From the AuditView software select the **Configuration** menu on the Menu bar (Figure 4).

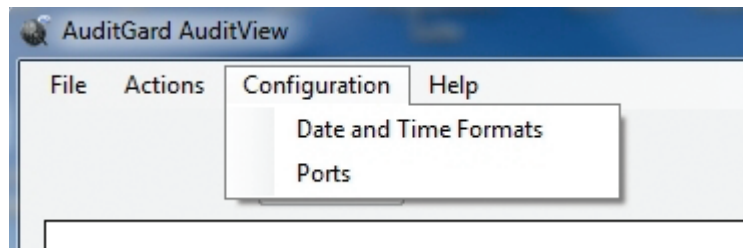


Figure 4

3. Select **Ports** from the drop down menu (Figure 5). The list of available COM Ports will be displayed.

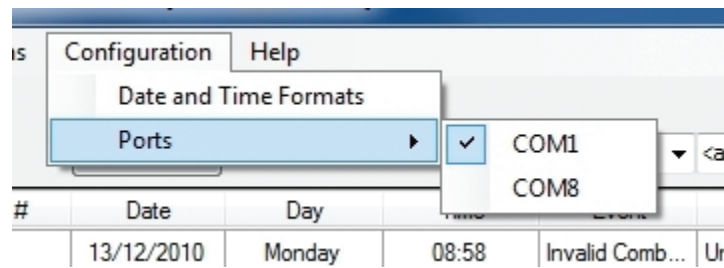


Figure 5

4. Select the appropriate COM port from the list (Figure 5). 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.

Select Date and Time Formats

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

2. Select **Date and Time Formats** from the drop down menu (Figure 4). The Date and Time Format box will open in a separate window.

3. Select the desired format, and click OK when the format selection is complete (Figure 6).

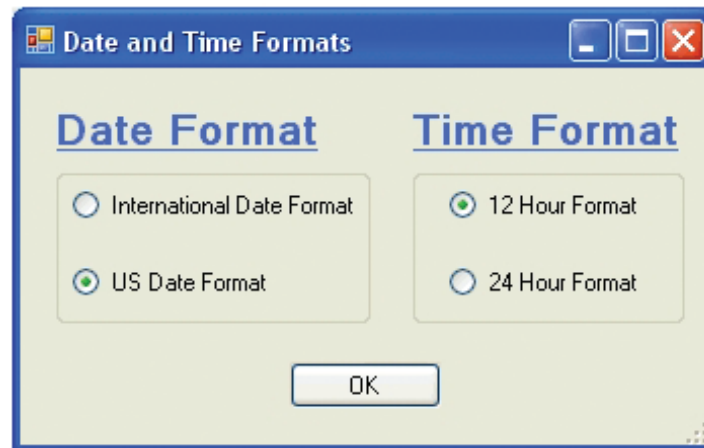


Figure 6

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 7).



Figure 7

3. Click the **safe icon** button or select **Start Acquisition** from the **Actions** menu on the Menu bar (Figure 8).



Figure 8

4. Enter Master or 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 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 9).

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.

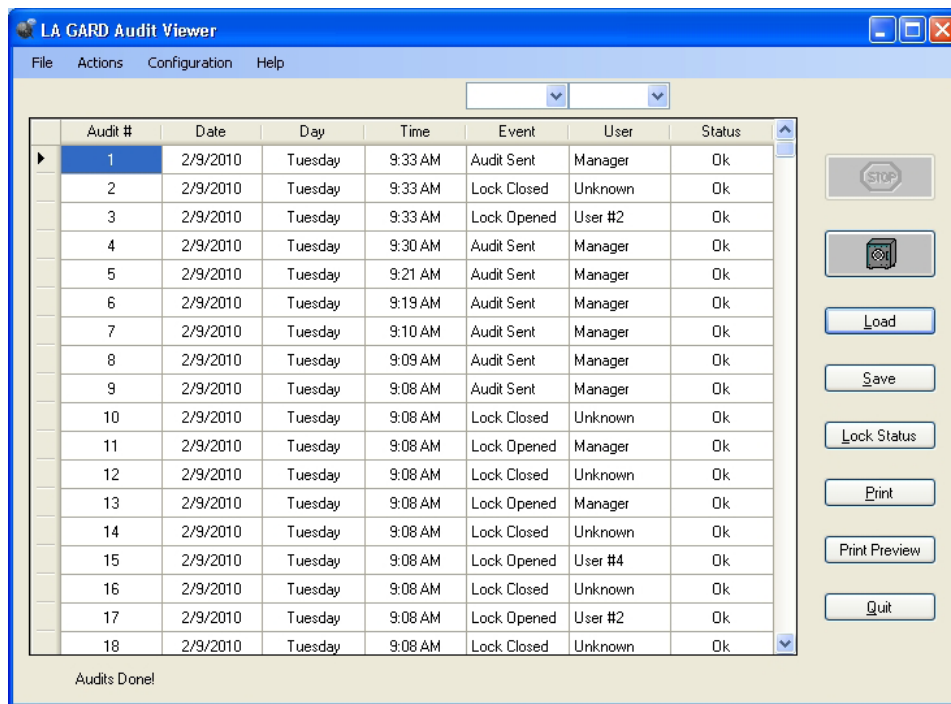


Figure 9

Select Data

The AuditView software can filter the audit data allowing the User to select only the specific data events needs. The record can be filtered by the following: Date, Event, User, or any combination of the three.

To select the data use either of the two “selection” boxes above the audit listing. The selection box on the left allows you to select audit data by 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 10). Once a selection is made, a revised audit list is displayed.

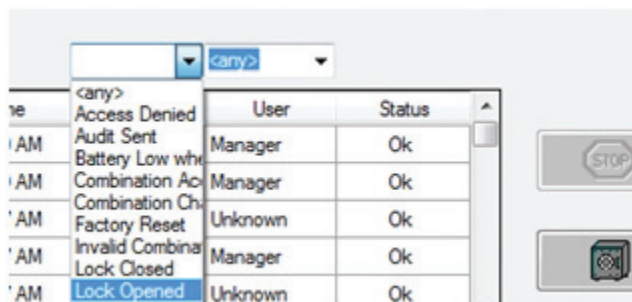


Figure 10

To limit the data by date range, click the Date Search button (Figure 11). A calendar will open in a separate window. Place the cursor in the Start or End Date box and select the date using the calendar. Click OK when date range has been selected (Figure 12).

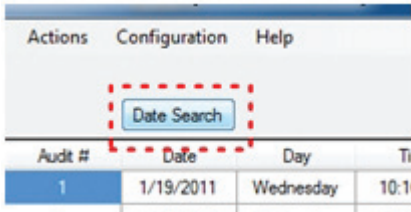


Figure 11

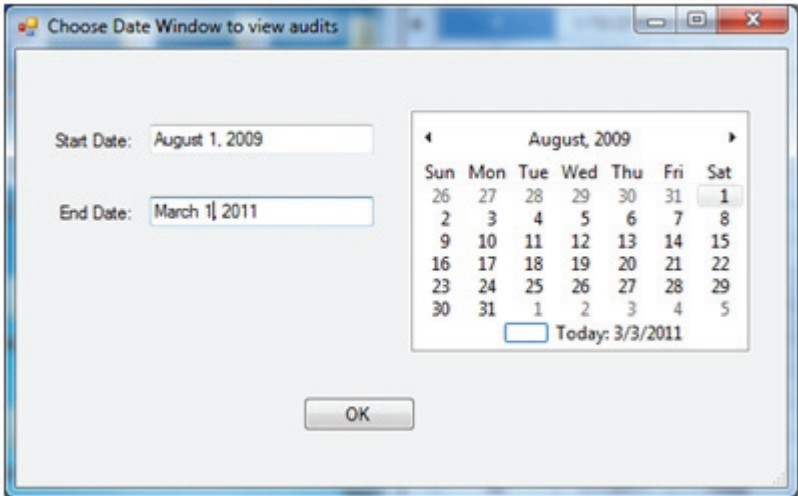


Figure 12

The columns Date, Event and User in the Main Screen can also be used to enable the filters. Select a row that contains your filter criteria (i.e. Lock Opened), and then right click on the field that contains the criteria. The Column will switch to red, indicating an active filter (Figure 13). Only the events that meet the filter criteria will be displayed. You can add multiple filters, using same the method.

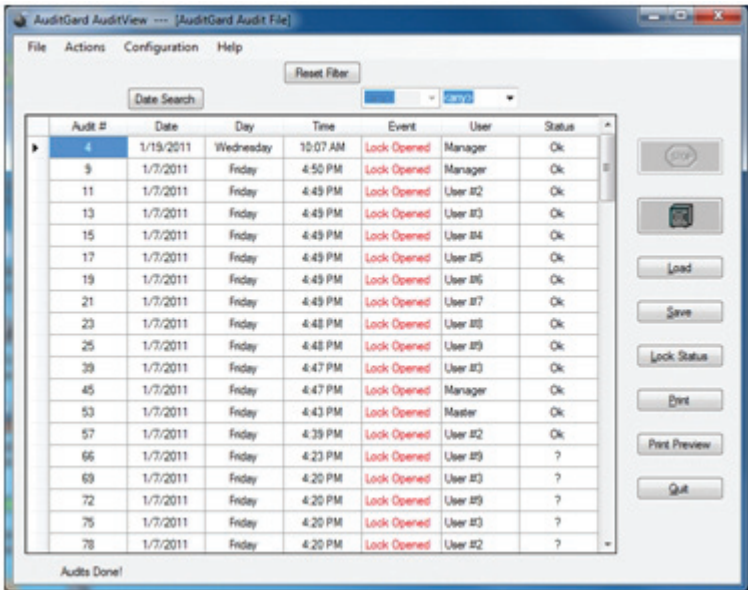


Figure 13

To reset filter(s), click on Reset Filter button (Figure 14).

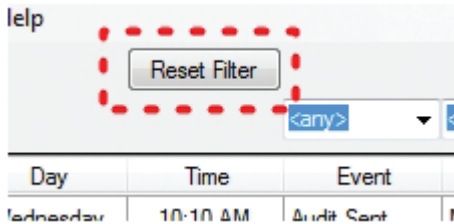


Figure 14

AuditView Audit Adjust

The Audit Adjust is a tool used to compensate for the time loss after a Real-Time Clock (RTC) initialization, indicating a loss of power to the lock of 15 minutes or more. In the event that the RTC is initialized, the Status field will display [?] instead of [OK]. This tool allows the User to adjust the records by inputting a “known” audit event date and time. The Status field will display [Adj.].

Using LGView to adjust the time stamp:

Click left on the event you need to adjust. Click right on “?” (Figure 15).

Lock Closed	Unknown	?
Lock Opened	User #2	?
Lock Closed	Unknown	?
Lock Opened	User #2	?
Lock Closed	Unknown	?
Lock Opened	User #3	?
User Installed	User #3	?
Manager Me...	Manager	?

Load

Save

Lock Status

Print

Figure 15

Adjust the date and time using the up/down (↑↓) and side-to-side (↔) arrows (Figure 16).

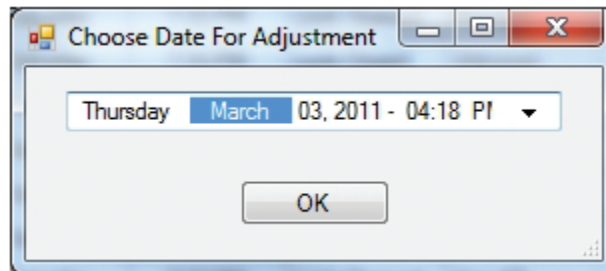


Figure 16

Or click on the drop down to open the calendar (Figure 17).

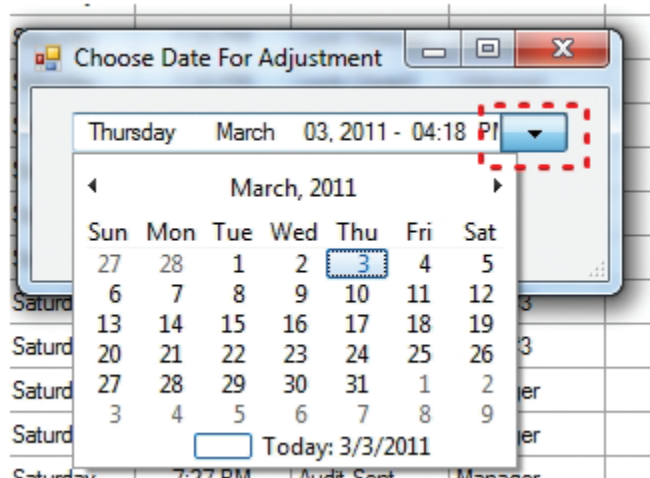


Figure 17

Choose date for the event in the calendar.

Status column will display [Adj.] and all other events in that sequence will be changed automatically according the adjustment (sequence means: all events between two RTC initializations).

NOTE: Each RTC initialization must be adjusted individually.

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 18).

The AuditGard Status window displays the following information:

- Audit Date/Time:** Date: 2/9/2010, Time: 9:33 AM
- Lock Information:** SN#: SN 30LCCXXXXXX, Ver.: 1.20
- Time Delay:** Delay: 0 min., Window: 0 min.
- Features:** Remote Time Delay Override (unchecked), Disable Opening (checked), E-Key Required (unchecked)
- Enabled Modes:** Dual Mode (unchecked), Time Delay Override (unchecked), Silent Alarm (unchecked)
- Combinations:** Users: Click here for user info, Length: 6
- Battery Low Count:** 0
- Invalid Combinations:** 4
- OK** button

Figure 18

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 19).

	Name	Status
▶	Master	Installed
	Manager	Enrolled
	User #2	Enrolled
	User #3	Enrolled
	User #4	Enrolled
	User #5	Enrolled
	User #6	Enrolled
	User #7	Enrolled
	User #8	Enrolled
	User #9	Enrolled

Figure 19

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 20).

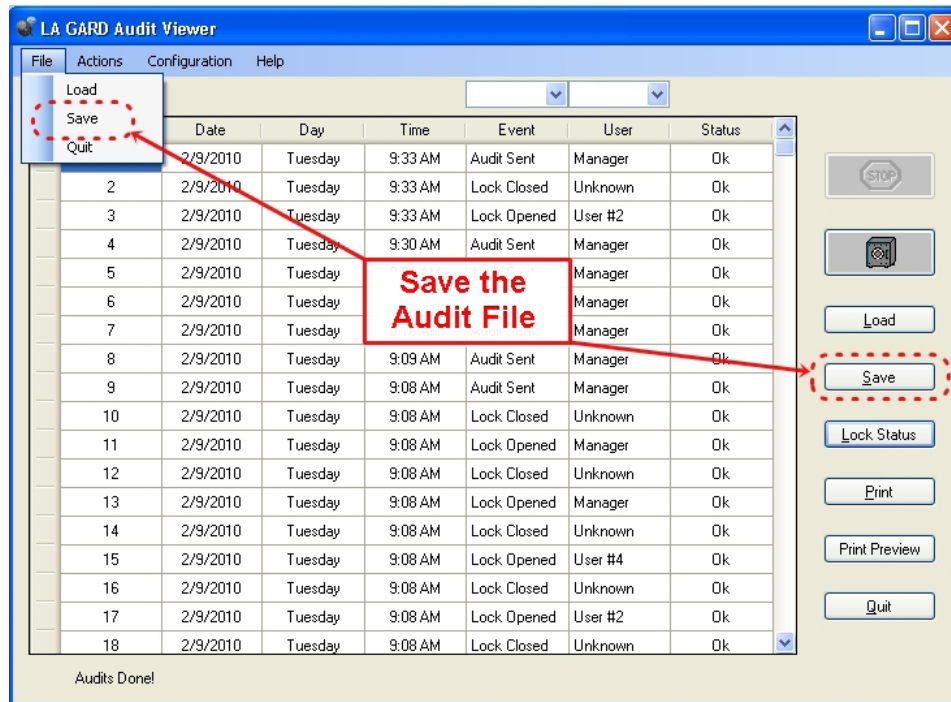


Figure 20

2. Enter the file name to be saved (Figure 21).

3. Click the **Save** button (Figure 21).

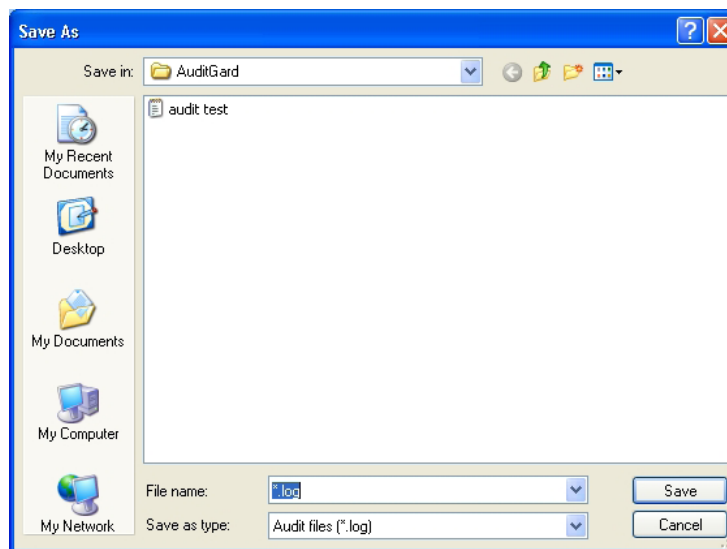


Figure 21

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 22).

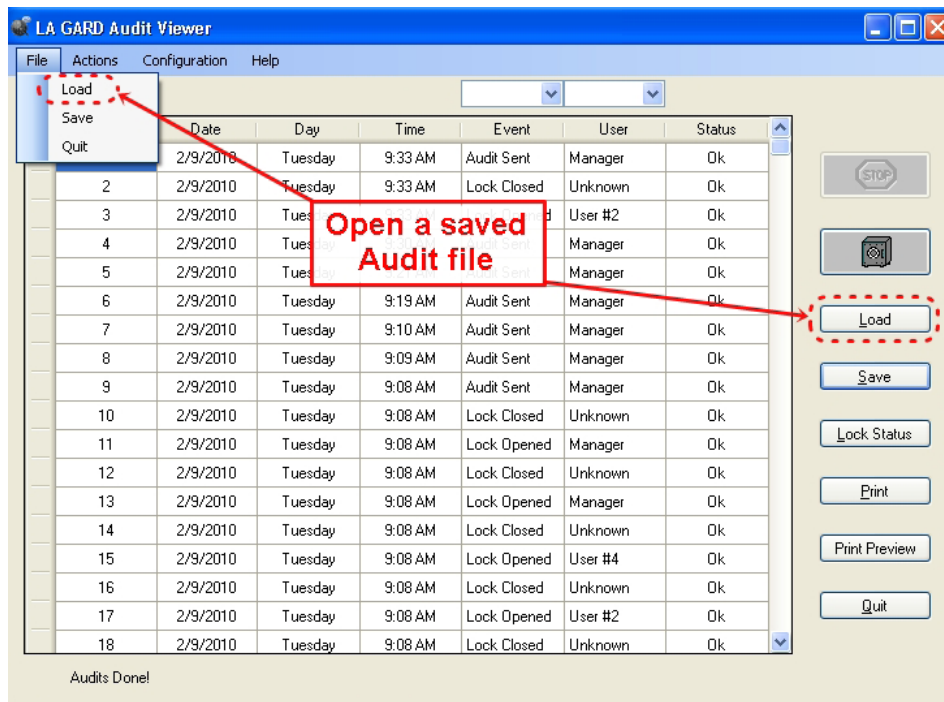


Figure 22

2. Select the desired audit file to view and click the **Open** button (Figure 23).

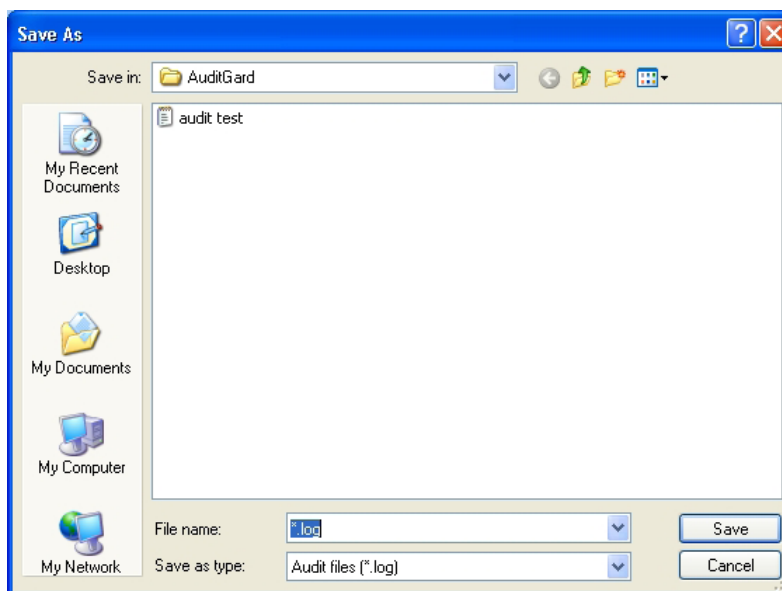


Figure 23

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 24).

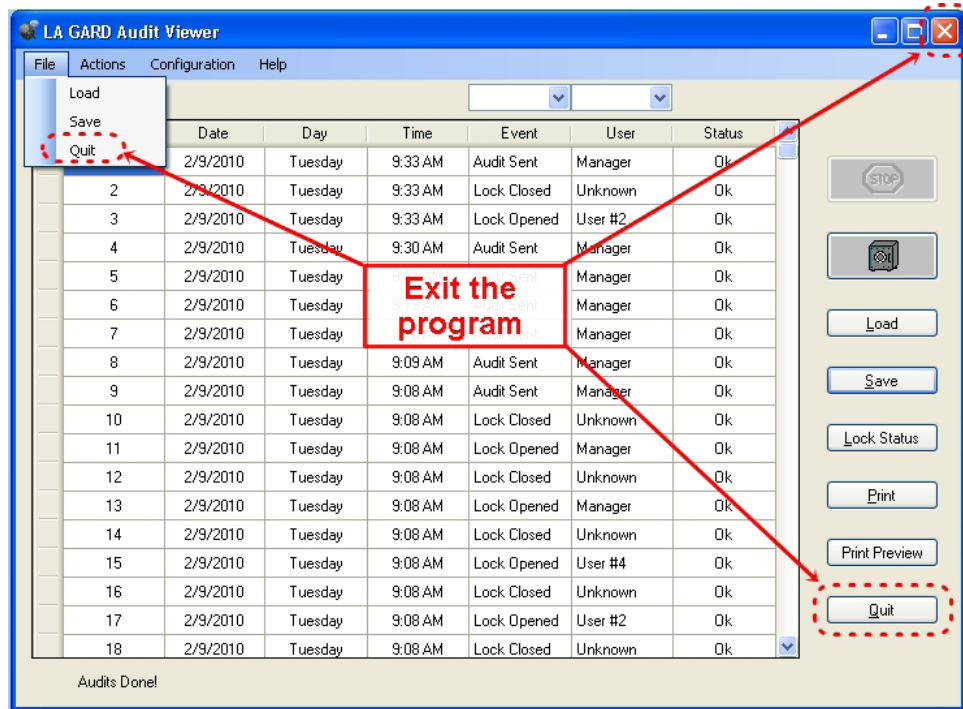


Figure 24