



# SMARTLINC

Multiple Lock System

## TOTAL AUDIT OPERATING INSTRUCTIONS

### TOTAL AUDIT OPERATIONS

#### MASTER

- Retrieve Status Report
- Retrieve Lock Configuration
- Audit Download, Printing, Export to Excel or to Total Audit (\*.taf) file

#### MANAGER

- Download Audit
- Export Audit to Excel

### RETRIEVE STATUS REPORT (STATUS REQUEST)

- Real time information for each lock, including:
  - Solenoid status (activated or not)
  - Pre Set-up (active or inactive)
  - External Input (active or inactive)
  - Battery Voltage (Good or Low)
  - Bolt Switch Detection (N/A, Closed, Open, Opened and then Closed)
  - Lock State (Normal, Time Delay, Open Window, Time Penalty)



Status Request Icon

### LOCK CONFIGURATION (REPORT REQUEST)

- Time Delay (minutes 0-99)
- Open Window (minutes 1-19)
- Mode (Standard, Time Delay, Override, Dual Code, Silent Alarm)
- Combo Count Down to Time Penalty (4 - normal to 0 - time penalty)
- 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)
- Status of Each Available User: Blocked, Deleted, Installed, Enabled
- The list can be exported in excel format.



Report Request Icon

### AUDIT DOWNLOAD (AUDIT REQUEST)

Each event has date, time and user ID. It is possible to adjust time and date in case of RTC initialization (battery disconnected).



Audit Request Icon

### USING TOTAL AUDIT

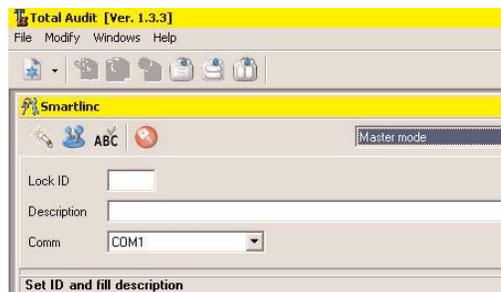
#### Requires Serial Interface (P/N 43087)

- Double click on "Total Audit" icon on your desktop.
- Select File then Open SMARTLINC I, See screen 1.
  - In the opening screen select whether the MASTER or the MANAGER is retrieving the reports or the audit. As stated above the MANAGER only has access to Audit Download. See screen 2.
  - There is the option to enter a description of the lock in this window.
- Select the Lock ID for the lock you wish to Audit.
  - Make sure that the COMM port is set to the correct port for the Serial Adaptor.

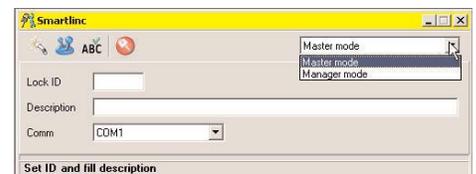
If selecting audit download using the MASTER code, the MASTER code will be requested on the screen.



Screen 1



Screen 2



Screen 3

## MASTER MENU

### Audit Functions

This function requires Serial Interface (P/N 43087) and Total Audit software

- ① Plug Interface and cable into PC and open Total Audit software on PC.
- ② Connect Interface to port on keypad.
- ③ Press any key to power up SMARTLINC Logic Module.
  - Display will show either "ENTER COMBO" or SELECT LOCK" when two or more locks are installed.
- ④ Hold down "zero" until the display shows "MASTER, X-X-X-X-X-X-X".
- ⑤ Enter MASTER code
- ⑥ Press the P button three (3) times to select PC Link, the display will show "PC LINK".
- ⑦ Press the OK button to start communication with the PC.
- ⑧ In the software window, select Master and then select status,report or audit. When selecting to download an audit, a window will open asking for the quantity of events to be downloaded, see Screen 4. When entering a specific quantity of of events to be downloaded, select the arrow icon to download. If downloading all stored information in that lock, select the "T" icon to initiate the download.
- ⑨ Press the P to stop the communication.

## MANAGER MENU

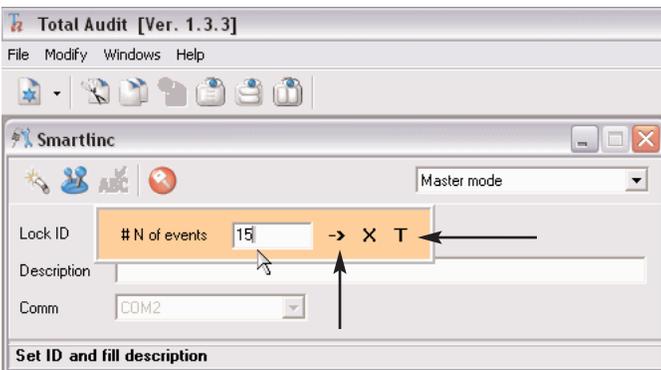
### Audit List Menu

To access the MANAGER MENU

This function requires Serial Interface (P/N 43087) and TOTAL AUDIT Software

- ① Plug Interface and cable into PC and open TOTAL Audit software on PC.
- ② Connect Interface to port on keypad.
- ③ Press any key to power up SMARTLINC Logic Module.
  - Display will show either "ENTER COMBO" or SELECT LOCK" when two or more locks are installed.
- ④ Hold down OK button
- ⑤ Enter Manager code (and insert the eKey<sup>II</sup>, if set-up).
- ⑥ Press the P button two times to access the Download Audit Menu.
- ⑦ In the software window, select Manager and then select audit request. When selecting to download an audit, a window will open asking for the quantity of events to be downloaded, see Screen 4. When entering a specific quantity of of events to be downloaded, select the arrow icon to download. If downloading all stored information in that lock, select the "T" icon to initiate the download.
- ⑧ Press the OK button to start download.

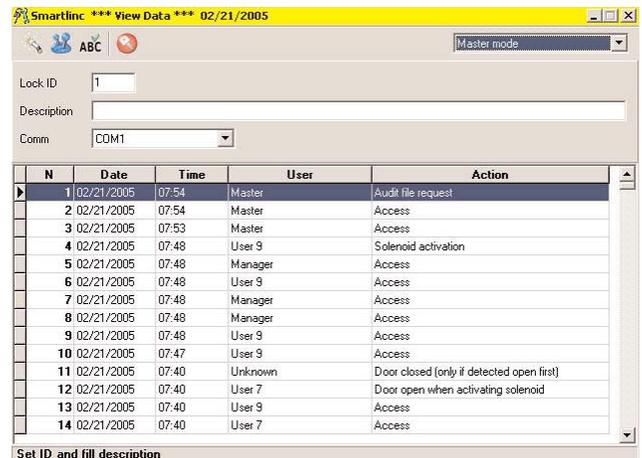
**NOTE: Downloading audit information does not change or remove any audit information from the lock.**



Screen 4

	A	B
1		Lock ID : 1
2		Description :
3		
4	key	value
5		
6	Serial Number	SN 80_ONE11111
7	Sw Version	Ver 1.06
8	Time delay	2
9	Open window	2
10	Time delay override	Active
11	Dual access	Active
12	Silent Signal Alarm	Active
13	LockID	1
14	Combo count down	4
15	Open with battery low counter	0
16	Bolt switch detected	Detected
17	Pre-setup mode ended	ended
18	Open device	OFF
19	RTC detected	Detected
20	Memory detected	Detected
21	User master	Installed
22	User manager	Installed
23	User 2	Installed
24	User 3	Deleted
25	User 4	Deleted

Screen 6



Screen 5

## AUDIT FILES

Screens 5 and 6 show samples of audit files. Screen 5 is an audit file from Total Audit (\*.taf) and is only available if the audit is taken by the Master. Screen 6 is an audit file after exporting to Excel. This format is available if the audit is taken by either the Master or the Manager.