



# 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)

#### Set-up report for each lock, including:

- 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
- List can be exported in excel format



Report Request Icon

### AUDIT DOWNLOAD (AUDIT REQUEST)

#### Each lock will record the last 500 operations showing:

- Time
- Date
- User
- Description of Activity



Audit Request Icon

**NOTE:** It is possible to adjust time and date in case of RTC initialization (loss of power.)

### USING TOTAL AUDIT

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

- ① Double click on "Total Audit" icon on your desktop.
- ② Select File then Open SMARTLINC I, see screen 1.
  - There is the option to enter a description of the lock in this window.
  - Make sure that the COMM port is set to the correct port for the Serial Adaptor.




Screen 1

**MASTER MENU**

**Audit Functions - Download Audit**

**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 In the software click File, then New, SMARTLINC.
- ③ In the software window, select Master and then enter the lock ID number.
- ④ Connect Interface to port on keypad.
- ⑤ Press any key to power up SMARTLINC.
  - Display will show either "ENTER COMBO" or SELECT LOCK" when two or more locks are installed.
- ⑥ Hold down "zero" until the display shows "MASTER, X-X-X-X-X-X-X". Enter the Master code.
- ⑦ Press the P button three (3) times to select PC Link, the display will show "PC LINK".
- ⑧ Press the OK button to start communication with the PC.
- ⑨ In the software window, select Audit button, enter the Master code and the number of events to be downloaded, *see screens 2 & 3*. 
  - In the software window, there will be a message "COMMUNICATION IN PROGRESS" and the audit events will begin to list on the screen.
- ⑩ Press the P to stop the communication.

MASTER  
XXXXXXXX

TIME/DATE

PC LINK


PC LINK  
ENABLED \*\*

PC LINK

**MASTER MENU**

**Audit Functions - Status Request**

**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 In the software click File, then New, SMARTLINC.
- ③ In the software window, select Master and then enter the lock ID number.
- ④ Connect Interface to port on keypad.
- ⑤ Press any key to power up SMARTLINC.
  - Display will show either "ENTER COMBO" or SELECT LOCK" when two or more locks are installed.
- ⑥ Hold down "zero" until the display shows "MASTER, X-X-X-X-X-X-X". Enter the Master code.
- ⑦ Press the P button three (3) times to select PC Link, the display will show "PC LINK".
- ⑧ Press the OK button to start communication with the PC.
- ⑨ In the software window, select Status Request button and enter the Master code, *see screen 2*. 
  - In the software window, there will be a message "COMMUNICATION IN PROGRESS" and the audit events will begin to list on the screen, *see screen 4*.
- ⑩ Press the P to stop the communication.

MASTER  
XXXXXXXX

TIME/DATE

PC LINK


PC LINK  
ENABLED \*\*

PC LINK

**MASTER MENU**

**Audit Functions - Report Request**

**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 In the software click File, then New, SMARTLINC.
- ③ In the software window, select Master and then enter the lock ID number.
- ④ Connect Interface to port on keypad.
- ⑤ Press any key to power up SMARTLINC.
  - Display will show either "ENTER COMBO" or SELECT LOCK" when two or more locks are installed.
- ⑥ Hold down "zero" until the display shows "MASTER, X-X-X-X-X-X-X". Enter the Master code.
- ⑦ Press the P button three (3) times to select PC Link, the display will show "PC LINK".
- ⑧ Press the OK button to start communication with the PC.
- ⑨ In the software window, select Report Request button.
  - In the software window, there will be a message "COMMUNICATION IN PROGRESS" and the audit events will begin to list on the screen, *see screen 5*. 
- ⑩ Press the P to stop the communication.

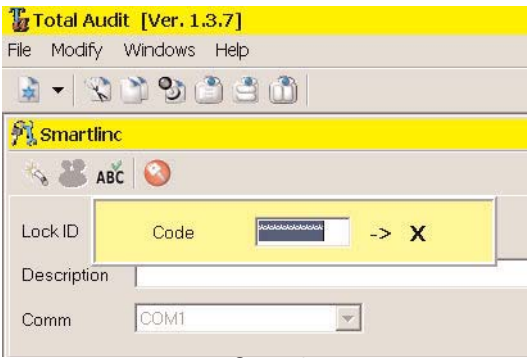
MASTER  
XXXXXXXX

TIME/DATE

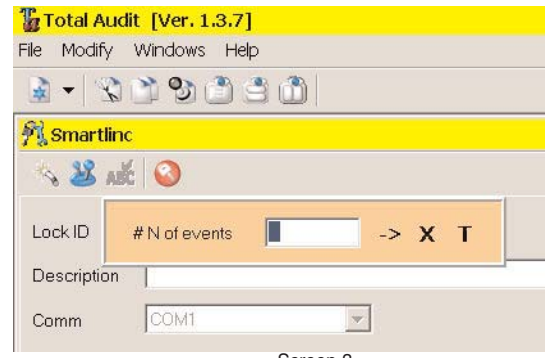
PC LINK

PC LINK  
ENABLED \*\*

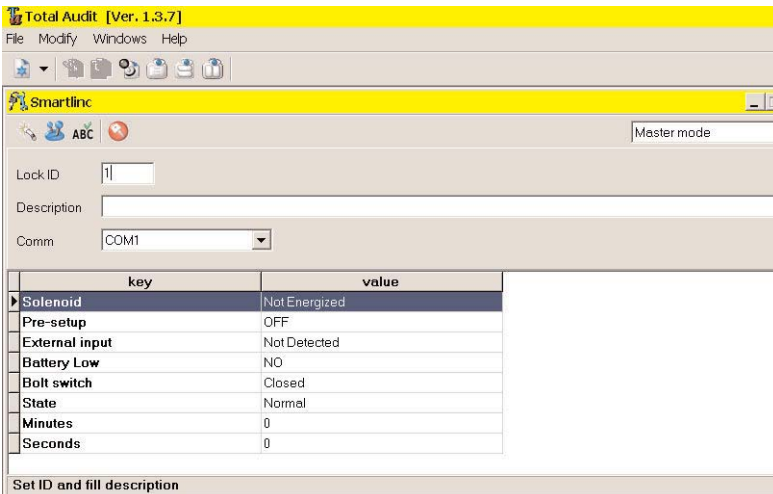
PC LINK



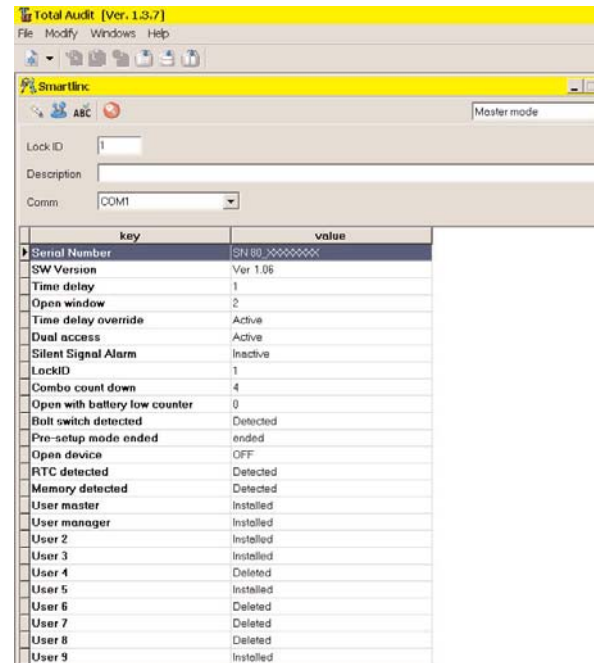
Screen 2



Screen 3



Screen 4



Screen 5

## MANAGER MENU

### Audit Functions - Download Audit

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 In the software click File, then New, SMARTLINC.
- ③ In the software window, select Manager and then enter the lock ID number.
- ④ Connect Interface to port on keypad.
- ⑤ Press any key to power up SMARTLINC.
  - Display will show either "ENTER COMBO" or "SELECT LOCK" when two or more locks are installed.
- ⑥ Hold down "zero" until the display shows "MANAGER, X-X-X-X-X". Enter the Manager code.
- ⑦ Press the P button three (3) times to select PC Link, the display will show "PC LINK".
- ⑧ Press the OK button to start communication with the PC.
- ⑨ In the software window, select Audit button, enter the Manager code and the number of events to be downloaded.
  - In the software window, there will be a message "COMMUNICATION IN PROGRESS" and the audit events will begin to list on the screen.
- ⑩ Press the P to stop the communication.

MASTER  
XXXXXXXX

TIME/DATE

PC LINK

PC LINK  
ENABLED \*\*

PC LINK

Total Audit [Ver. 1.3.7]  
File Modify Windows Help

Smartlink  
ABC Master mode

Lock ID: 1  
Description:  
Comm: COM1

| N  | Date       | Time  | User    | Action                                    |
|----|------------|-------|---------|---|
| 1  | 07/18/2005 | 09:09 | Master  | Audit file request                        |
| 2  | 07/18/2005 | 09:09 | Master  | Access                                    |
| 3  | 07/18/2005 | 09:08 | Master  | Access                                    |
| 4  | 07/18/2005 | 09:06 | Master  | Access                                    |
| 5  | 07/18/2005 | 09:00 | Unknown | Door closed (only if detected open first) |
| 6  | 07/18/2005 | 09:00 | Manager | Door open when activating solenoid        |
| 7  | 07/18/2005 | 09:00 | User 2  | Access                                    |
| 8  | 07/18/2005 | 09:00 | Manager | Access                                    |
| 9  | 07/18/2005 | 09:00 | User 2  | Access                                    |
| 10 | 07/18/2005 | 09:00 | User 2  | Access                                    |
| 11 | 07/18/2005 | 09:00 | Unknown | Wrong try                                 |
| 12 | 07/18/2005 | 09:00 | Manager | Access                                    |
| 13 | 07/18/2005 | 09:00 | Manager | Apply audit filter                        |
| 14 | 07/18/2005 | 08:59 | Manager | Acc                                       |
| 15 | 07/15/2005 | 12:22 | Manager | Print audit                               |
| 16 | 07/15/2005 | 12:13 | Manager | Export audit data in EXCEL format         |
| 17 | 07/15/2005 | 12:05 | Manager | Export audit data in 'Total Audit' format |

Screen 6

Total Audit [Ver. 1.3.7]  
File Modify Windows Help

Smartlink  
ABC Manager mode

Lock ID: 2  
Description:  
Comm: COM1

| N  | Date       | Time  | User    | Action                              |
|----|------------|-------|---------|-------------------------------------|
| 1  | 07/18/2005 | 09:01 | Master  | Audit file request                  |
| 2  | 07/18/2005 | 09:00 | Manager | Access                              |
| 3  | 07/15/2005 | 12:12 | Manager | Access                              |
| 4  | 07/15/2005 | 12:11 | Manager | Solenoid activation                 |
| 5  | 07/15/2005 | 12:10 | Manager | Access                              |
| 6  | 07/15/2005 | 12:10 | Manager | Solenoid activation                 |
| 7  | 07/15/2005 | 12:10 | Manager | Access                              |
| 8  | 07/15/2005 | 11:57 | Manager | Access                              |
| 9  | 07/15/2005 | 11:56 | User 2  | User enabled                        |
| 10 | 07/15/2005 | 11:56 | Manager | Access                              |
| 11 | 07/15/2005 | 11:56 | User 2  | User disabled                       |
| 12 | 07/15/2005 | 11:56 | Manager | Access                              |
| 13 | 07/15/2005 | 11:56 | User 2  | User installed                      |
| 14 | 07/15/2005 | 11:55 | Manager | Access                              |
| 15 | 07/15/2005 | 11:54 | Manager | Code change                         |
| 16 | 07/15/2005 | 11:54 | Manager | Access                              |
| 17 | 07/15/2005 | 11:53 | Unknown | Door closed (only if detected open) |
| 18 | 07/15/2005 | 11:53 | Manager | Door open when activating solenoid  |

Screen 7

## MANAGING AUDIT FILES

### MASTER, see screen 6

- Apply Audit Filters
- Print Audit
- Export Audit to Excel File (\*.xls), see screen 8
- Export Audit to Total Audit File (\*.taf)

### MANAGER, see screen 7

- Apply Audit Filters
- Export Audit to Excel File (\*.xls)

|    | A  | B             | C     | D       | E                   |
|----|----|---------------|-------|---------|---------------------|
| 1  |    | Lock ID : 1   |       |         |                     |
| 2  |    | Description : |       |         |                     |
| 3  |    |               |       |         |                     |
| 4  | N  | Date          | Time  | User    | Action              |
| 5  |    |               |       |         |                     |
| 6  | 1  | 02/21/2005    | 08:15 | Master  | Audit file request  |
| 7  | 2  | 02/21/2005    | 08:15 | Manager | Access              |
| 8  | 3  | 02/21/2005    | 08:14 | User 2  | Access              |
| 9  | 4  | 02/21/2005    | 08:14 | Manager | Access              |
| 10 | 5  | 02/21/2005    | 08:10 | Master  | Audit file request  |
| 11 | 6  | 02/21/2005    | 08:10 | Manager | Access              |
| 12 | 7  | 02/21/2005    | 08:10 | User 6  | Access              |
| 13 | 8  | 02/21/2005    | 08:10 | Manager | Access              |
| 14 | 9  | 02/21/2005    | 08:05 | Master  | Audit file request  |
| 15 | 10 | 02/21/2005    | 08:05 | Master  | Access              |
| 16 | 11 | 02/21/2005    | 08:05 | Master  | Access              |
| 17 | 12 | 02/21/2005    | 08:01 | Master  | Audit file request  |
| 18 | 13 | 02/21/2005    | 08:01 | Master  | Access              |
| 19 | 14 | 02/21/2005    | 08:00 | Master  | Access              |
| 20 | 15 | 02/21/2005    | 07:55 | Master  | Audit file request  |
| 21 | 16 | 02/21/2005    | 07:55 | Master  | Access              |
| 22 | 17 | 02/21/2005    | 07:54 | Master  | Access              |
| 23 | 18 | 02/21/2005    | 07:49 | User 9  | Solenoid activation |

Screen 8