

REFERENCE MANUAL

AUDITCONTM

AUDIT ONLY SOFTWARE FOR WINDOWS

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System Requirements

To use the Auditcon AuditOnly program, the following minimum hardware and software requirements must be met:

- IBM compatible PC capable of running Windows
- Floppy disk drive, 1.44 MB 3.5" diskette
- Hard disk drive with at least 5 MB of file space
- Windows 3.1, Windows 3.11 or Windows 95

The software is compatible with:

- The Auditcon 100, 200, 400 Series lock
- The Auditcon System 2100 lock (in either PC Initialized Mode or Stand-Alone Mode).

PC Hardware Installation

Complete the following steps to install the Auditcon AuditOnly key reader:

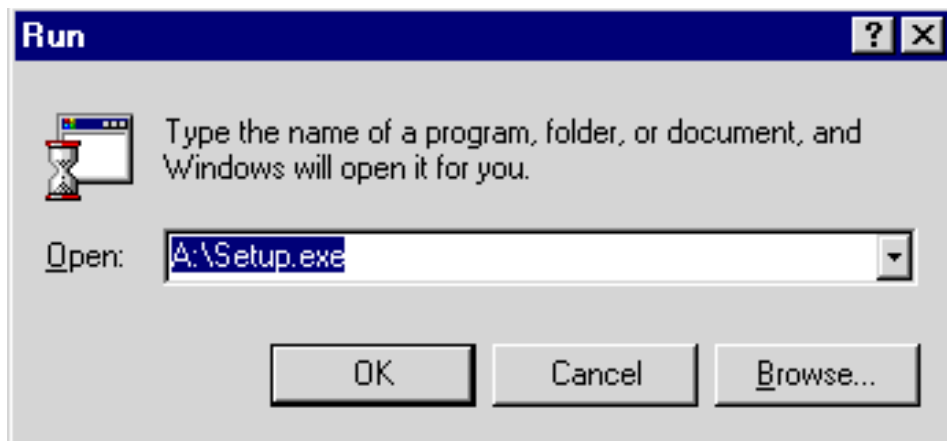
1. Locate the *Serial Port Adapter* that came with the Auditcon AuditOnly package and plug it into a serial port on your PC (COM1 to COM4).
2. Connect the key reader to the serial port adapter.
3. Position the key reader near your keyboard for easy access. Ensure that an SA key is in the key reader.

After connecting the adapter, you are ready to install the Auditcon AuditOnly software and begin system setup. To start the installation and to continue with testing the basic function and operation of the system, you will need the Auditcon AuditOnly 3.5" diskette and the SA (Supervisor Audit) Smart Key.

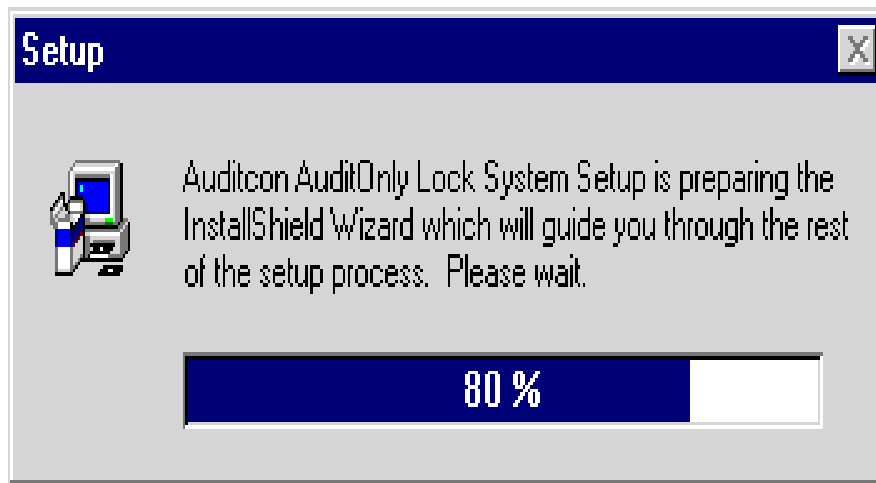
Software Installation and Setup

Complete the following steps to install the Auditcon AuditOnly software:

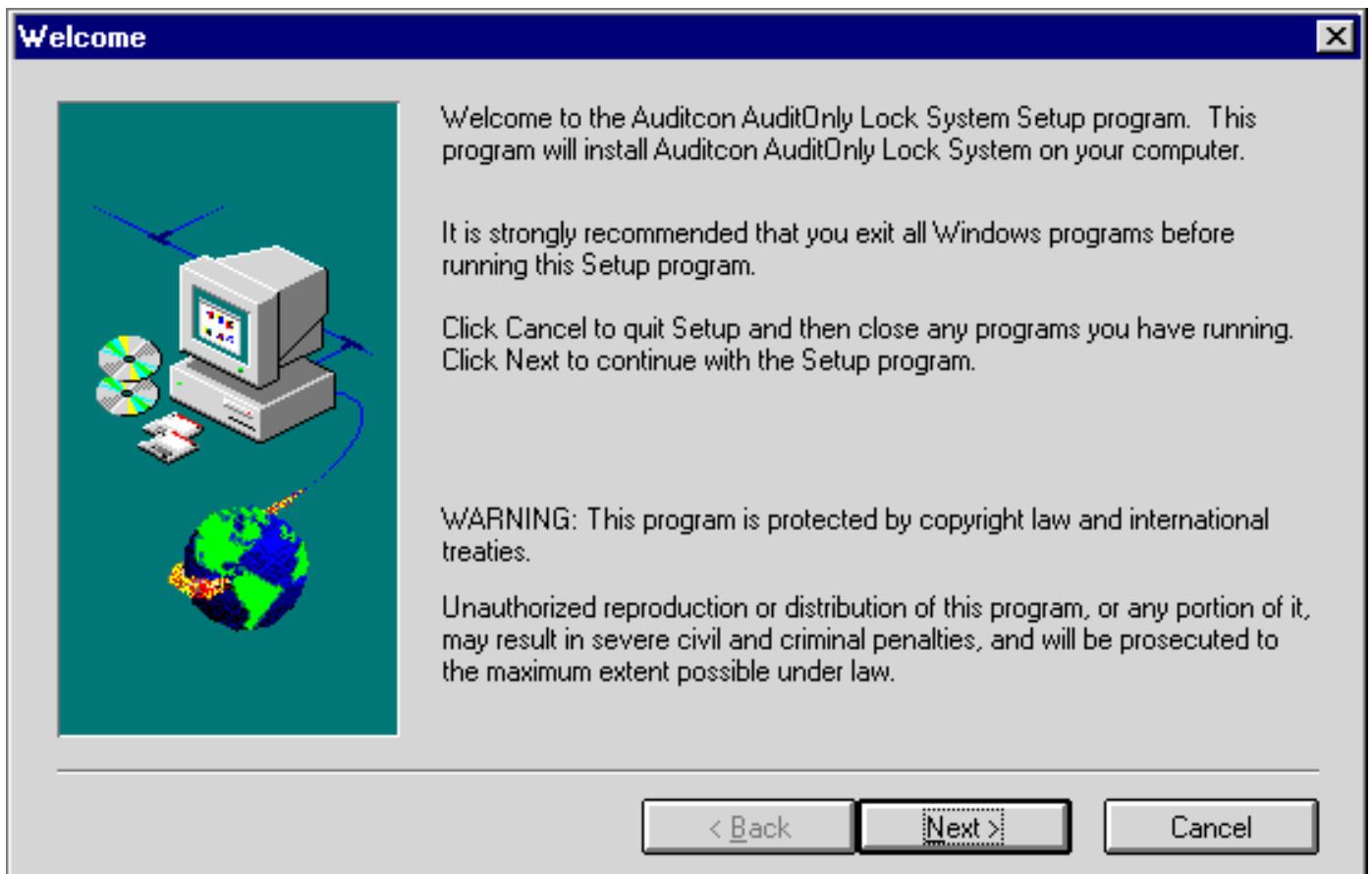
1. Check the PC date and time to ensure accuracy. Adjust, if necessary, before proceeding.
2. Insert the Auditcon AuditOnly Install Diskette into the appropriate drive of the PC.
3. Select the **Start** icon in the lower left of the Windows screen.
4. Select **Run** from the Windows menu. The Run window will be displayed.



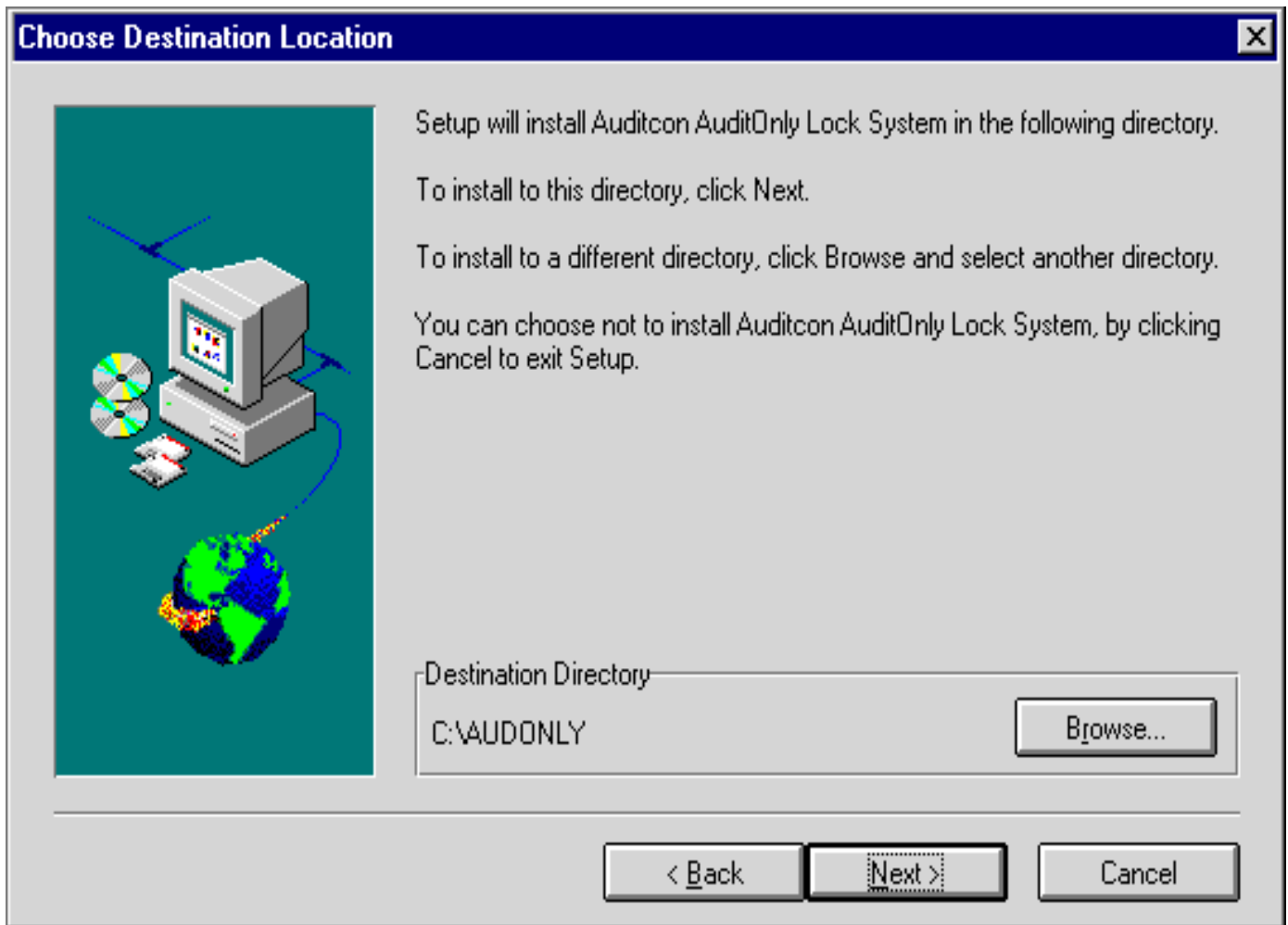
5. If necessary, change the path to point to the drive being used.
6. Click on the **OK** button.
7. The setup program will prompt with the Setup window which will be displayed while the InstallShield Wizard is prepared. The InstallShield Wizard is a Windows program that will take you through the rest of the setup process.



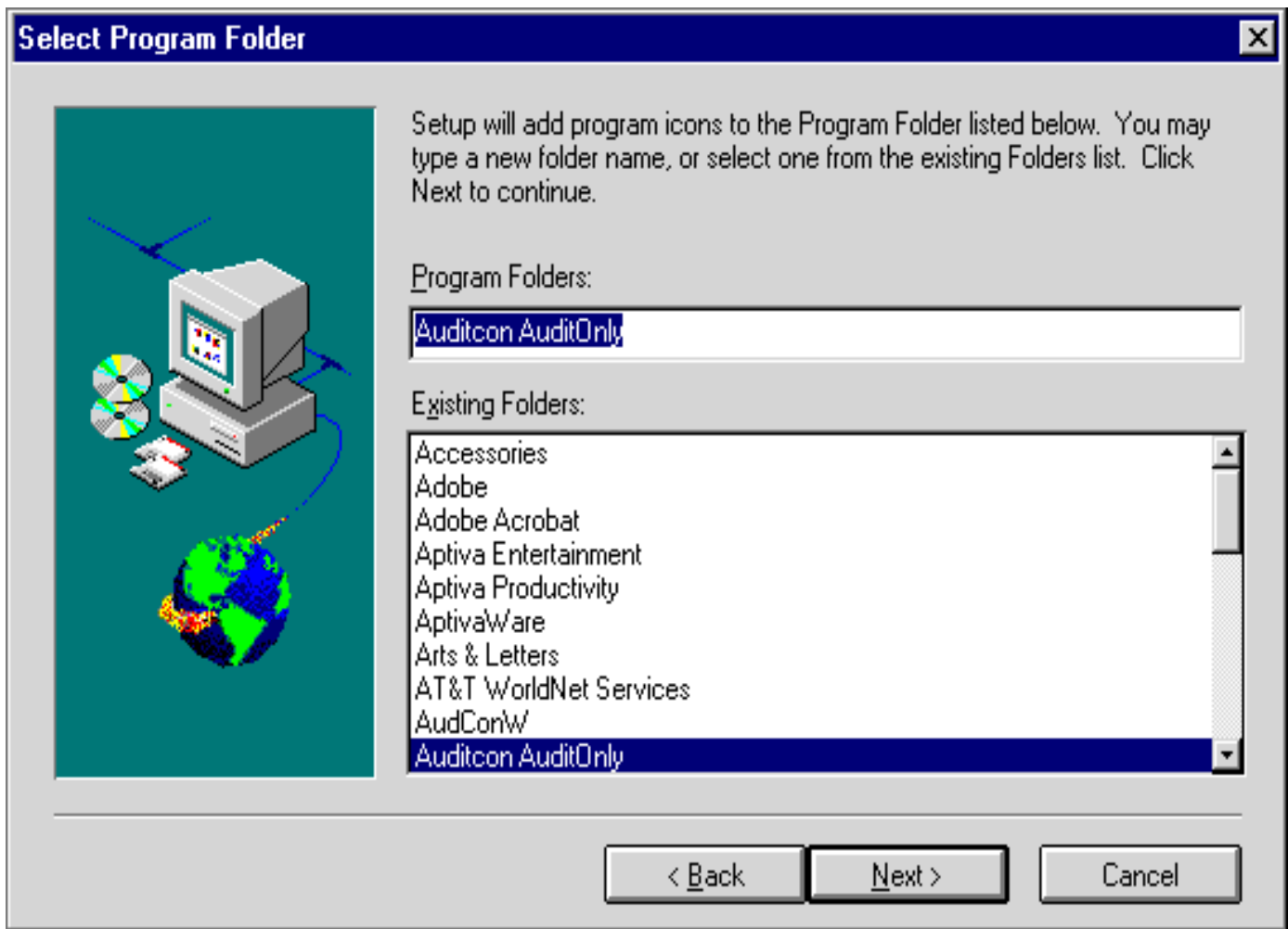
The Welcome window will be displayed after the InstallShield Wizard is completed. Note the recommendation that no other programs should be running while the Auditcon AuditOnly setup is processing. If you have other Windows programs running, you should cancel the setup and close these other programs prior to installing the Auditcon AuditOnly software.



8. Click on the **Next>** button when ready to continue. The Choose Destination Location window will be displayed.



9. The default installation directory is C:\AUDONLY. If you want the Auditcon AuditOnly software installed in another directory, enter the new path by clicking the **Browse** button. Click on the **Next>** button to proceed. The Select Program Folder window will be displayed.



This window is displayed to allow you to select the program folder to which the Auditcon AuditOnly program icons will be added.

10. Click on the **Next>** button to select to add the programs to the Auditcon AuditOnly folder (the default). You can also type a new folder name or select from one of the existing folders and then click on the **Next>** button.

The setup program will copy the Auditcon AuditOnly files from the diskette to the specified directory. The **Auditcon AuditOnly** start-up window and two icons will then be created as shown in the following.

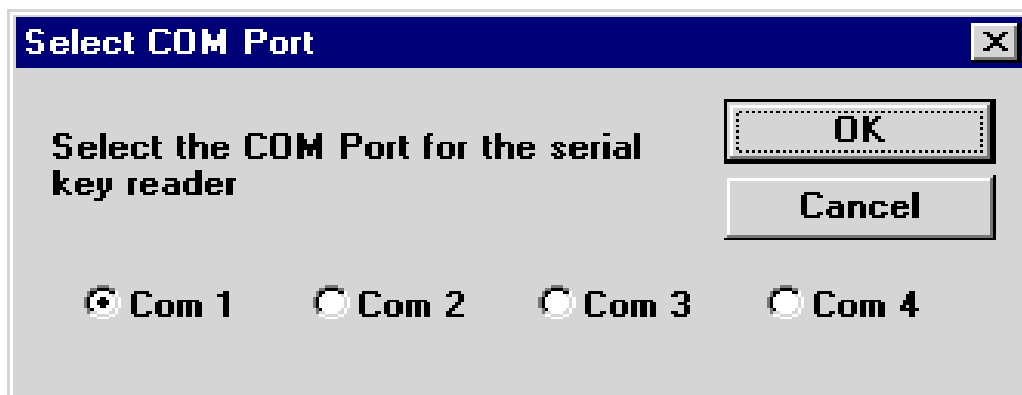


Two icons will be created. The first is **Auditcon AuditOnly** and is the icon that will be used to start the Auditcon AuditOnly program. The other is the **Auditcon AuditOnly Help** icon which is used to display the Help file.

Configuring System Software

After the required files are copied, the Auditcon AuditOnly program must be configured to run on your computer. The Select COM Port window is displayed. This window prompts you to specify where you installed the key reader.

1. Select the COM port number where the key reader was installed.

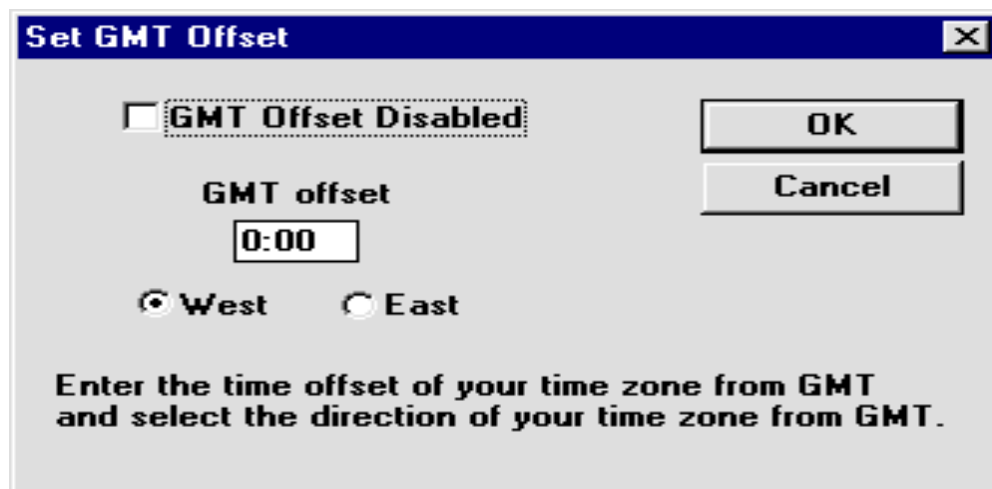


2. Click on the **OK** button. A key reader must have been installed and an SA key must be in the key reader in order to proceed.

Note: *If the key reader was not installed or installed on a port other than the one selected above, or if there is not an SA key in the key reader, the following error message will be displayed and you will not be able to proceed until the problem is corrected.*



The Set GMT Offset window will be displayed as shown in the following.

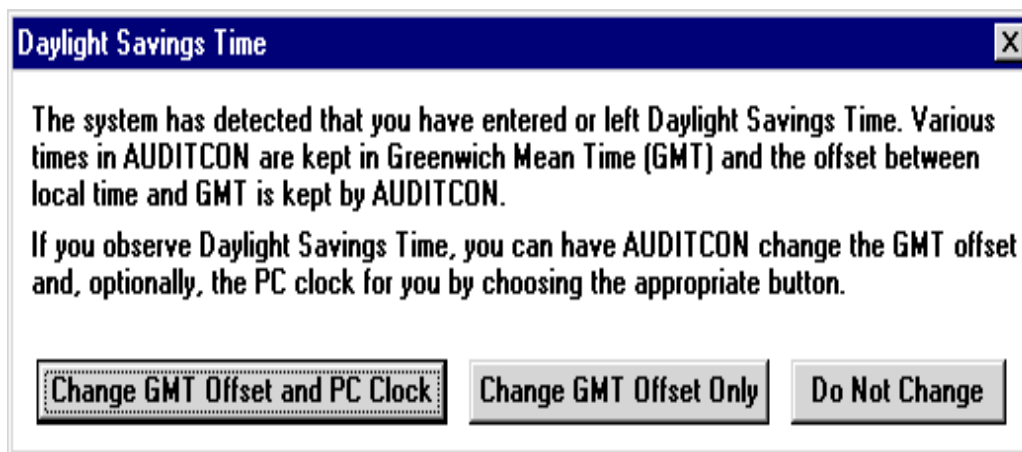


3. Enter the local time offset from Greenwich Mean Time. This value will be used to align the system, locks and Smart Keys in relation to time changes and time zones. Use the chart below to help determine the appropriate value to use for your time zone. You should ensure that this value, along with the internal date and time on your PC, is correct at installation time. Select West if you are located to the west of Greenwich, England, between Greenwich and the international date line. Select East if you are located to the east. For example: The United States is West, Germany is East.

United States Time Zone Offsets

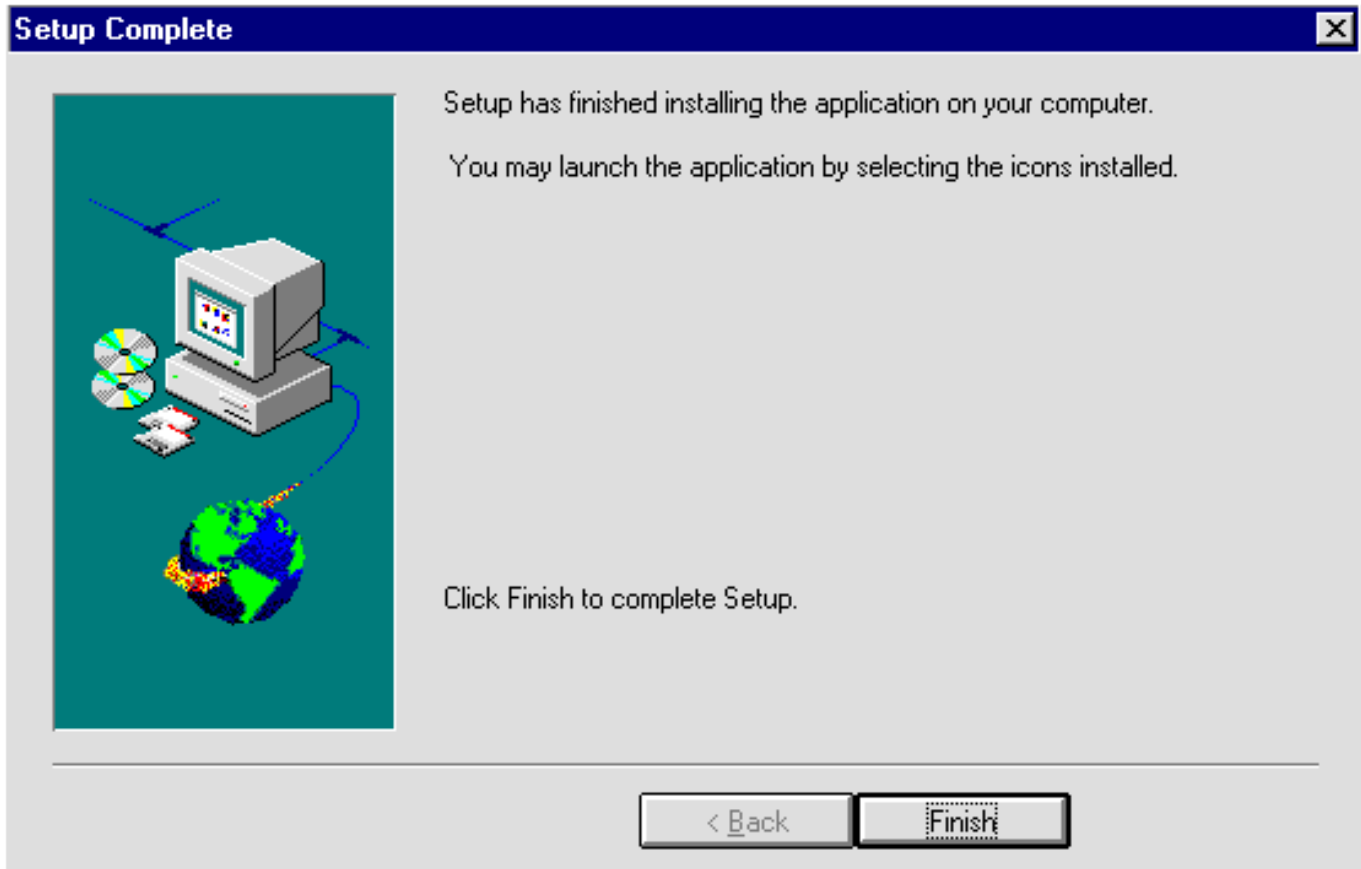
Time Zone	Standard Time Offset	Daylight Savings Time Offset
Eastern	5 hours	4 hours
Central	6 hours	5 hours
Mountain	7 hours	6 hours
Pacific	8 hours	7 hours
Alaska	10 hours	9 hours
Hawaii	10 hours	10 hours

Note: *When the system detects a change in daylight savings time, the following Daylight Savings Time window will be displayed. This screen allows you to change the PC clock and/or the GMT offset or to select to not change either option.*



4. Click on the **OK** button to proceed.

The setup program will now complete the installation and configuration of the Auditcon AuditOnly program.



5. Click on the **Finish** button to finish the installation.

Initial Logon to Auditcon AuditOnly

To start the Auditcon AuditOnly program:

1. Select the **Start** icon from the Windows task bar.
2. Select the **Programs** menu item.
3. Select the **Auditcon AuditOnly** menu item.
4. Select the **Auditcon AuditOnly** icon.

The About Auditcon AuditOnly window will be displayed briefly while the Auditcon AuditOnly program is being loaded and initialized.



AUDITCON AUDITONLY SOFTWARE

Software Conventions

The Auditcon AuditOnly program is operated through several windows. It conforms to Windows conventions so Windows users should have no trouble using it. Enough detail is included in this manual to enable a non-experienced user to follow the required procedures.

The screens in this manual reflect an Auditcon AuditOnly program that is running under Windows 95. If you are using Windows 3.1 or 3.11, the format of the screens will differ slightly but the program operation will be the same.

Logging On

After installation, ensure that the program is not already loaded in Windows. To start the Auditcon AuditOnly program:

1. Select the **Start** icon from the Windows task bar.
2. Select the **Programs** menu item.
3. Select the **Auditcon AuditOnly** menu item.
4. Select the **Auditcon AuditOnly** icon.



The About Auditcon AuditOnly window will be displayed briefly while the

Auditcon AuditOnly program is being loaded and initialized.

SA Keys

The first option on the Main Menu is “SA Keys.” The SA key is used to transfer data between the Auditcon AuditOnly program and the locks. The SA key is programmed by the Auditcon AuditOnly program for a specific function and can only be used for that function until reprogrammed. From the Main menu:

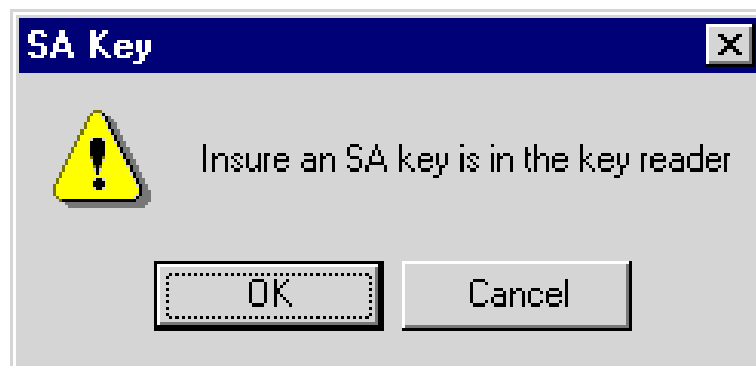
1. Select **SA Keys**.

Initialize Audit Download Key

The first option on the SA Keys menu is “Initialize Audit Download Key.” This function is used to initialize a Supervisor Audit key so that it can be taken to a lock to obtain an audit download from a lock’s memory. The key is then returned to this system so that the data can be retrieved from the key. From the SA Keys menu:

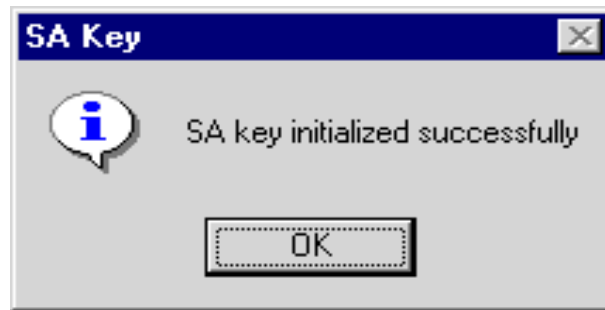
1. Select **Initialize Audit Download Key**.

The SA Key reminder message is displayed.



2. Make sure there is an SA key in the key reader.
3. Click on the **OK** button to proceed.

The SA key will be initialized for the lock audit dump and the following confirmation message will be displayed.



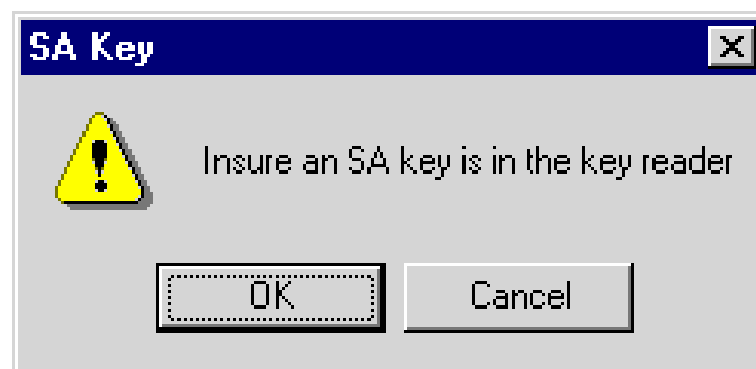
4. Click on the **OK** button to close the window.
5. Take the SA key to the lock to retrieve the audit data. Return the SA key to report the audit data.

Initialize User Table Download Key

This option is used to initialize an SA key so that it can be used to download the user table from a lock. From the SA Keys menu:

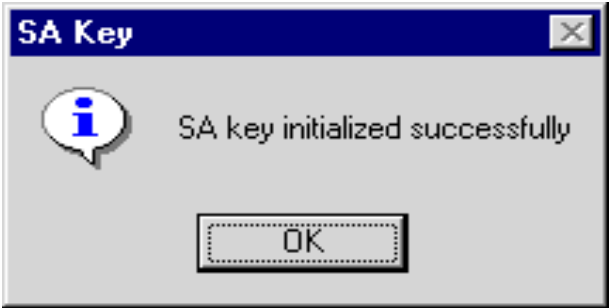
1. Select **Initialize User Table Download Key**.

The SA Key reminder message is displayed.



2. Make sure there is an SA key in the key reader.
3. Click on the **OK** button to proceed.

The SA key will be initialized for the user table download and the following confirmation message will be displayed.



4. Click on the **OK** button to close the window.

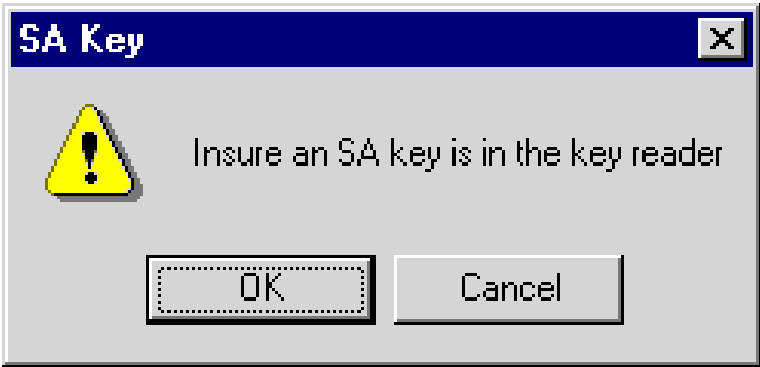
Delete SA Key

The next option on the SA Keys menu is “Delete SA Key.” This option is used to delete a Supervisor Audit key after it has been initialized for an audit data dump. Once deleted, it will have to be initialized by the Initialize a Supervisor Audit Key option before it can be used for an audit dump. From the SA Keys menu:

1. Select **Delete SA Key**.

The SA Key reminder message is displayed.

2. Make sure the SA key is in the key reader.



3. Click on the **OK** button to process.

The SA key will be deleted and the following confirmation message will be displayed.



4. Click on the **OK** button to close the window.

Reports

The next option on the Main Menu is the “Reports” option. From this menu, you can generate reports about system keys. The reports will be displayed and you then have the option of printing the report data or saving the data in a file on your disk. From the Main Menu:

1. Select **Reports**.

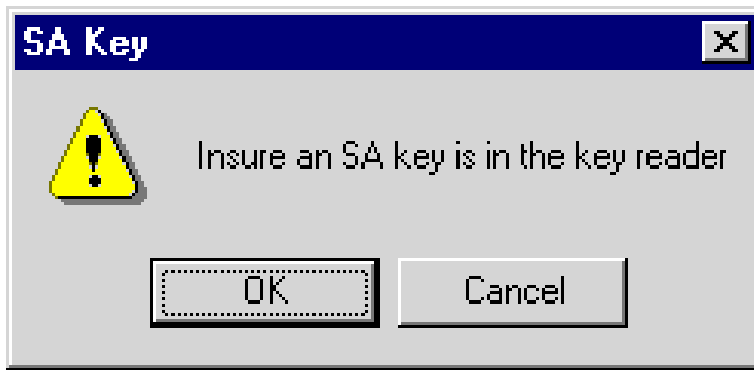
Report on Audit Download Key

This option allows you to display a report on a Supervisor Audit Key. This will only report on a key that was used for an Audit Download from a lock and cannot be used for a user table report.

1. Select **Report on Audit Download Key**.

The SA Key reminder message will be displayed.

2. Make sure that the SA key with audit data is in the key reader.



3. Click on the **OK** button to close the window and display the audit data.

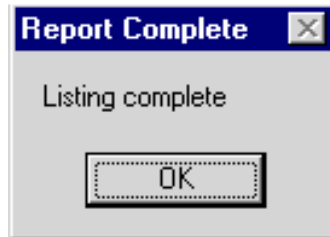
```
Key Serial Number  Lock Serial  Report Date-Time
0CE9AA0000000034  000000    07/31/1997  14:50

Download complete
Downloaded:
Lock Status: 0F0002      Mode: 55
Total Opens:    49  Delay Time: 0

Audit Information
Transaction  Mode      User/Key-ID  Open-Date Time  Close-Date Time
Audit Dump   User      000000000001
Activate/Chng User      000000000001
Add User     User      000000000000
Add User     User      000000000000
Init Usr Mode User      000000000000
Activate/Chng User      000000000000
Open        User      000000000005
Open        User      000000000005
```

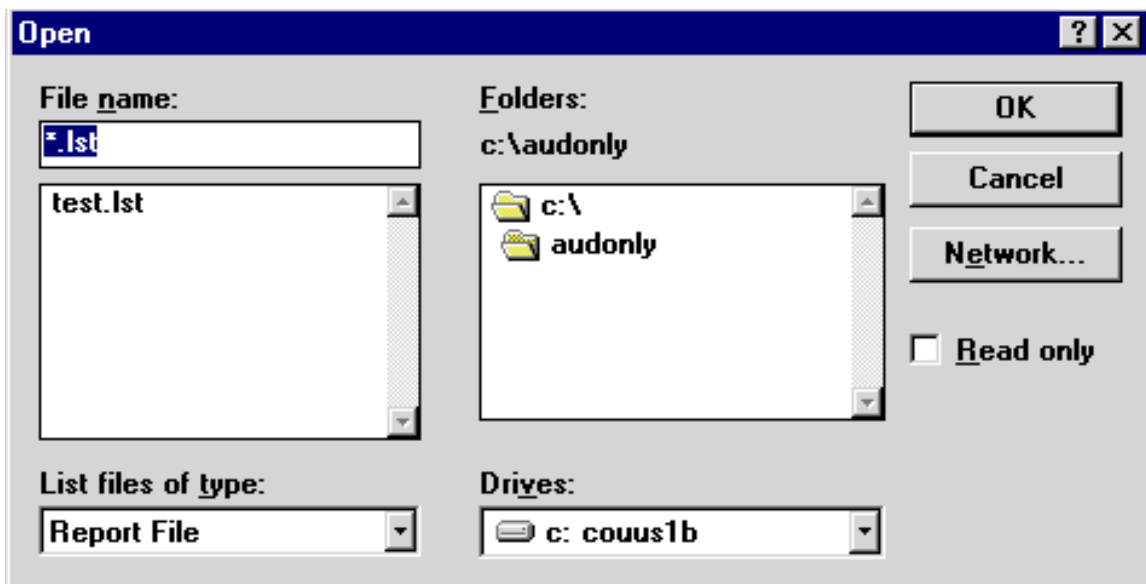
Note: *A model 400 or a System 2100 lock will also display the date and time stamps. Only the System 2100 lock will display the close date and time.*

You may print the report by clicking on the **Print** button. The following confirmation message will be displayed after the report is printed.

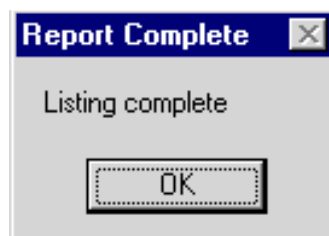


You also have the option of saving the report data to a file on your disk drive.

4. To save the report data in a file, click on the **File** button. The Open window will be displayed.



Enter the name of the file where you want the data filed and click on the **OK** button to save. The report data will be saved and the following confirmation screen will be displayed.



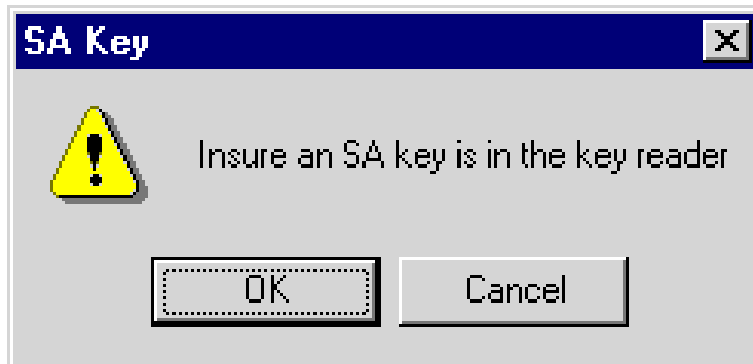
5. Click on the **OK** button to close the window and return to the main window.

Report on User Table Download Key

This option is used to generate a report from an SA key that has been used to download the user table from a lock.

1. Select **Report on User Table Download Key**.

The SA Key reminder message will be displayed.



2. Click on the **OK** button to close the window and display the user table data.

```
Key Serial Number  Lock Serial  Report Date-Time
OCE9AA0000000034  000000      07/31/1997  15:03
```

Download complete

Downloaded: 07/31/1997 15:05

Lock Status: EE0003 Mode: D1

Total Opens: 59 Delay Time: 0

User Table Download Information

User ID	Type ID 2	Nickname	Status
000001	0000		Activated
000002	0000		Activated
000003	0000		Activated
000004	0000		Activated
000005	0000		Activated

You may print or save this report the same as the previous report.

3. Click on the **Quit** button to close the report window.

Utilities Menu

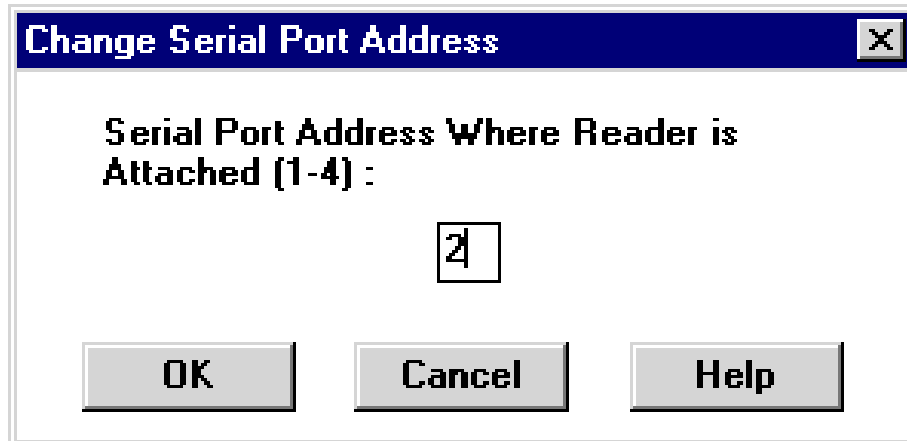
The last option on the Main Menu is the “Utilities Menu.” This option is used to perform the system maintenance functions. From the Main menu:

1. Select **Utilities**.

Change Serial Port Address

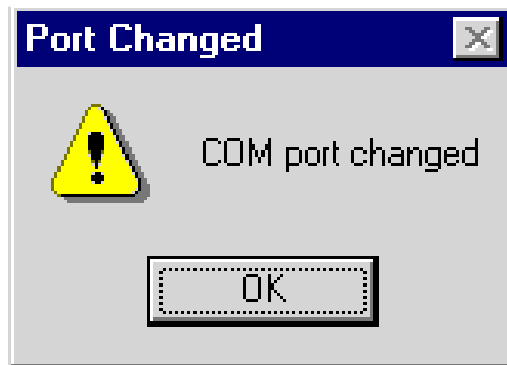
This option is used to change the address of the serial port where the key reader is installed in case it has to be moved. From the Utilities menu:

1. Select **Change Serial Port Address**.
2. Enter the address of the port to which the key reader is attached.



3. Click on the **OK** button to process.

The Port Changed window is displayed.

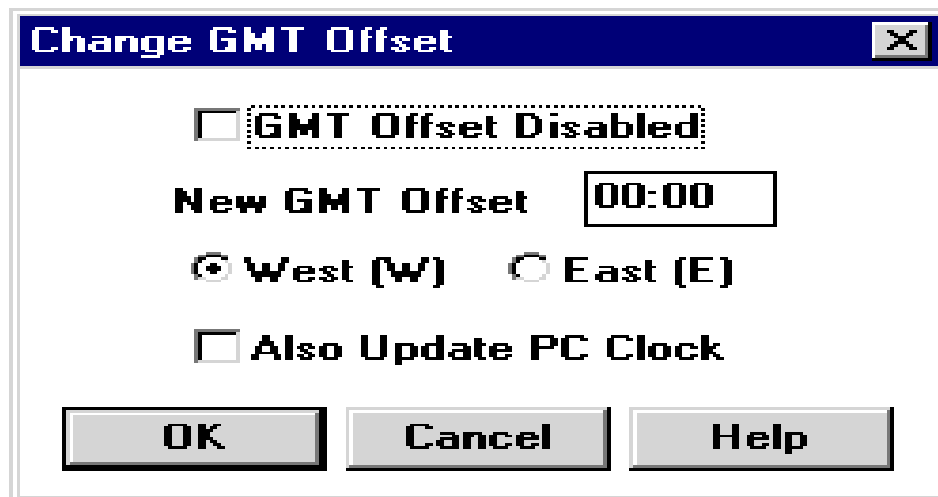


4. Click on the **OK** button to close the window.

Change GMT Offset

This option is used to change your GMT offset setting or to disable GMT offset and use local time in the locks. From the Utilities menu:

1. Select **Change GMT Offset**.

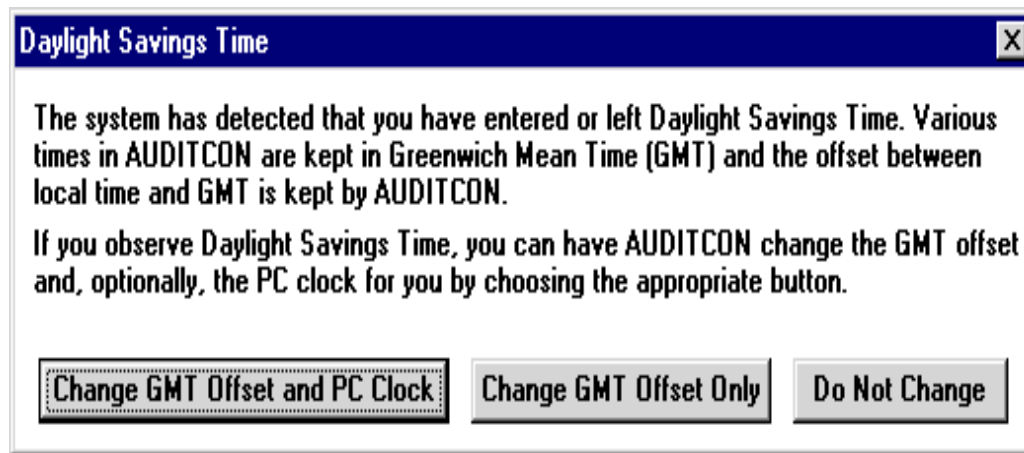


2. Select the **GMT Offset Disabled** checkbox to use local time (no offset) or specify a new GMT Offset. Select **West** if you are located to the west of Greenwich, England, between Greenwich and the international date line. Select **East** if you are located to the east. For example: The United States is West, Germany is East.

Note: *When GMT Offset is enabled, the offset will appear in the lower left hand corner of the main window for the Auditcon program.*

3. Click on the **OK** button to process.

Note: *When the system detects a change in daylight savings time, the following Daylight Savings Time window will be displayed. This screen allows you to change the PC clock and/or the GMT offset or to select to not change either option.*



Help

The Auditcon AuditOnly software has extensive Help screens available which cover all portions of the operation of the Auditcon AuditOnly software. From the Main Menu:

1. Select **Help**.

Contents

The Contents option displays the main Help window. From this window, you may obtain help on the Auditcon AuditOnly software functions by clicking on the name of the function. The detailed help screen for the selected function is displayed. If the Help data is longer than one screen, use the scroll bars to move through the data. The taskbar commands at the top of the screen may be used to move through the help screen for the different functions. Select the File/Exit command to close the Help functions.

About Auditcon AuditOnly

The About Auditcon AuditOnly option displays data about the Auditcon AuditOnly program. From the Main menu:

1. Select **About Auditcon AuditOnly**.

The About Auditcon AuditOnly window is displayed.



2. Click on the **OK** button to close the window.

Exit

The Exit option is used to end the Auditcon program. From the Main menu:

1. Select **Exit**.

Quit Auditcon AuditOnly

This is the only option on the Exit menu.

1. Select **Quit Auditcon AuditOnly**.

The Auditcon AuditOnly program is closed.

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www.mas-hamilton.com
805-D Newtown Circle, Lexington, KY 40511-1240
Phone (800) 950-4744 or (606) 253-4744 FAX (606) 253-4748



1333 Highland Road • Stillwater, MN 55082
Tel: 651.275.0401 • Fax: 651.275.0402
www.stockbridgecorp.com