

Installation and Operating Instructions

Audit Trail Software for 6126/6127/6128/6129 Series

General Notes

- These instructions are for installing S&G Audit Software (and all associated software components) and using it to capture, review, and save audit trail information from Sargent & Greenleaf 6126 and 6127 Audit Locks, and 6128 and 6129 ASERIES Locks in Bank Mode.
- Software components to be installed include:
 - .NET framework (required to run the SG Audit Software)
 - Crystal Report drivers
 - Touch Key drivers
 - SG Audit Software
- The Audit software kit permits the tracking and documenting of lock usage by user, operation, time, and date. This information can be archived and/or exported in formats that allow it to be integrated with common computer applications for generating reports.
- This software will run on computers operating under Windows 7® and Windows XP Pro®.
- Transfer of the audit trail information from the lock to your computer is accomplished via Dallas iButton Touch Keys®. This eliminates the need for direct physical or electronic connection between the lock and the computer. Audit trails can be downloaded at the safe location, then sent anywhere in the world for uploading and analysis.
- Audit trail information is securely encoded when downloaded from the lock to the Dallas iButton Touch Key. It is then decoded when uploaded from the key to the computer running the Audit Software.



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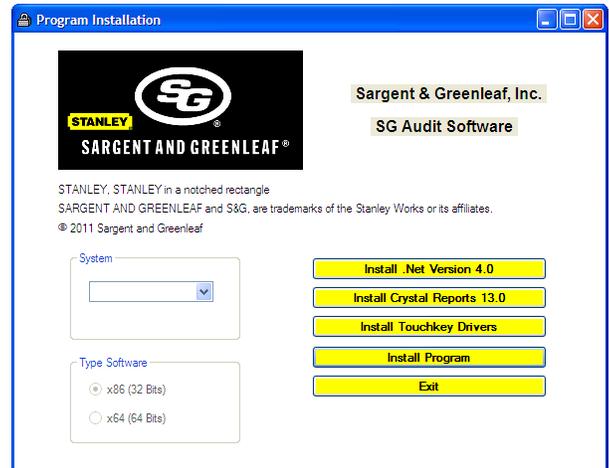
Software Installation:

This section explains the process of installing the SG Audit Software and all of the required components. It includes the following components and detailed steps for installing each. Install each software component in the order listed below.

- .NET framework (required to run the SG Audit Software)
- Crystal Report drivers
- Touch key drivers
- SG Audit Software

Main Installation Screen

When the SG Audit Software installation CD is inserted into your computer, the main installation screen should automatically be displayed. If this does not happen, navigate to the CD and run the **Autorun.exe** program.

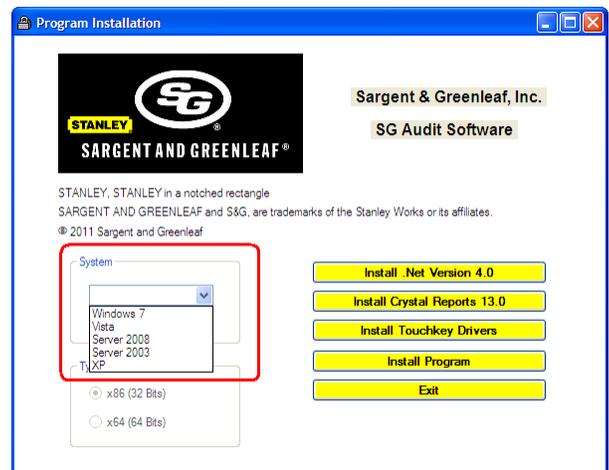


Selecting Your Operating System

You should first select your operating system from the drop-down menu. The available operating systems include Windows XP, Windows 7, Windows Server 2003, Windows Server 2008 and Windows Vista.

After selecting your operating system, all of the necessary components for the software installation will be displayed (yellow buttons). The components should be installed in order from top to bottom. Simply click on the appropriate button to begin the installation routine. Following are detailed installation steps for each component.

1. Installing .NET Version 4.0
2. Installing Crystal Reports 13.0
3. Installing the iButton / Touch Key Drivers
4. Installing the SG Audit Software

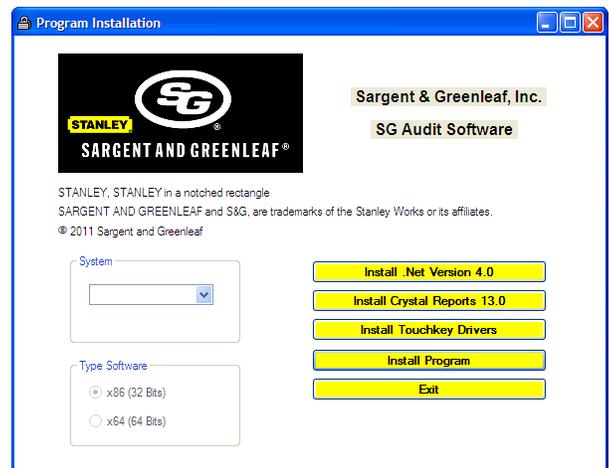


Installing .NET Version 4.0

The .NET framework contains a set of drivers required to run the SG Audit Software. The .NET framework is a standard Microsoft component that may already be installed on your system.

1. Start the installation routine for the SG Audit Software. This program should load automatically when the CD is inserted. If not, navigate to the CD and run the "Autorun.exe" program.

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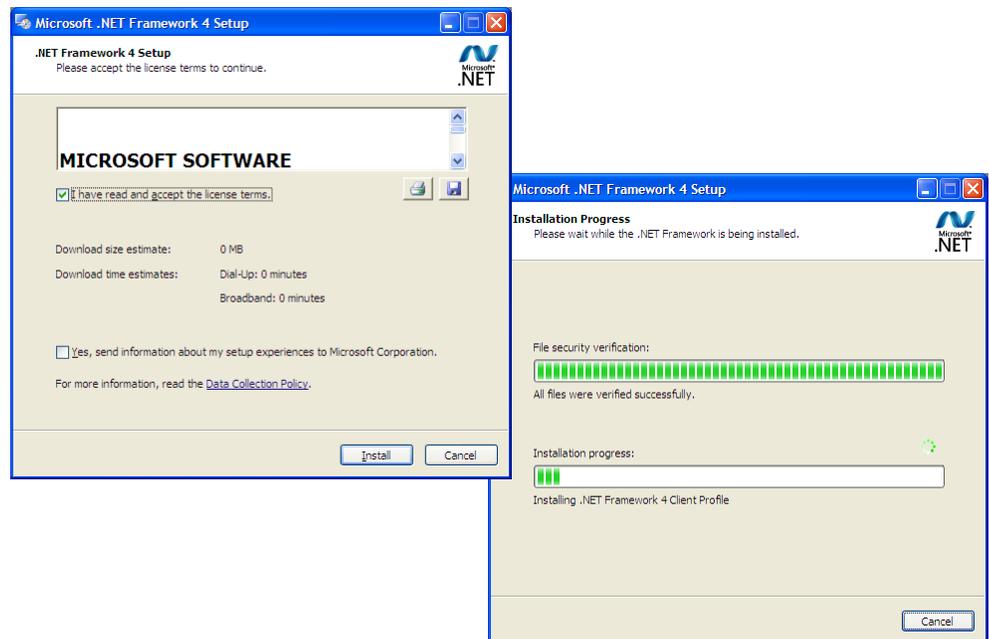
Installing .NET Version 4.0 (continued)

2. Click the **Install .Net Version 4.0** option.
The files for the installation will be automatically extracted to your system.



3. The license information will be displayed first. If you agree with the license, select the **I have read and ACCEPT the terms of the License Agreement** option and click the **Install** button to continue. Note that if you do not agree to and accept the license agreement, this software will not be installed.

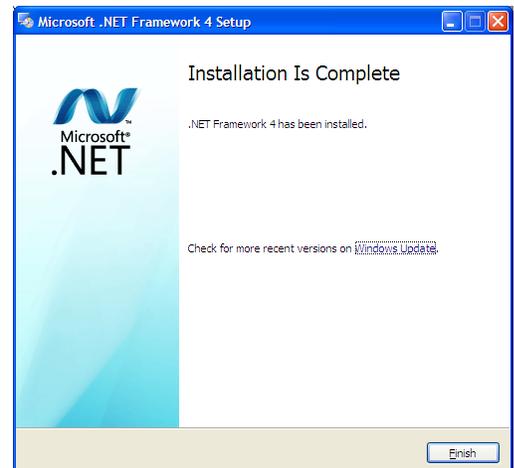
The progress of the installation will be displayed.



4. When the installation has been completed, a window will appear confirming the installation. Click the **Finish** button to close the installation routine.

This will complete the installation for the .NET Framework drivers. The SG Audit Software installation menu will be displayed again (shown at top of next page).

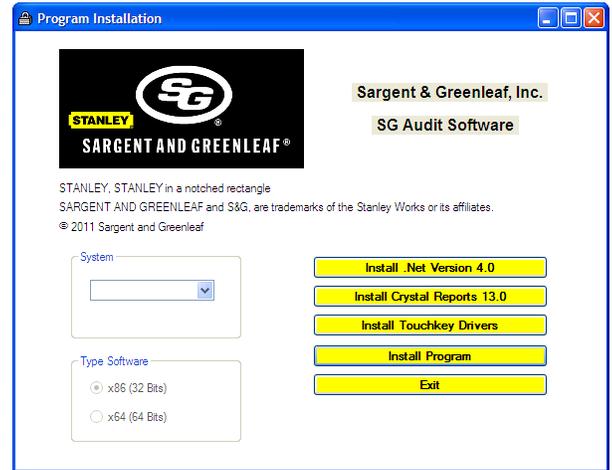
Please note that you may be asked to restart your system at this time. If you do restart your computer, then you will need to run the Autorun.exe program from the CD to display the installation menu.



Installing Crystal Reports 13.0

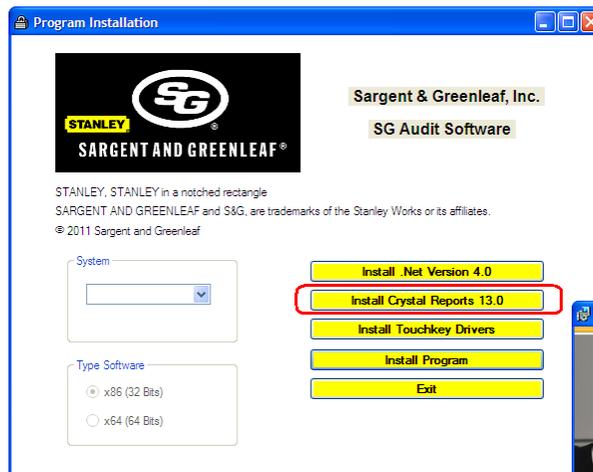
The following steps outline the installation of the drivers required for Crystal Reports. This is the software that is used to generate the various reports within SG Audit Software.

1. Start the installation routine for the SG Audit Software. This program should load automatically when the CD is inserted. If not, navigate to the CD and run the **Autorun.exe** program.



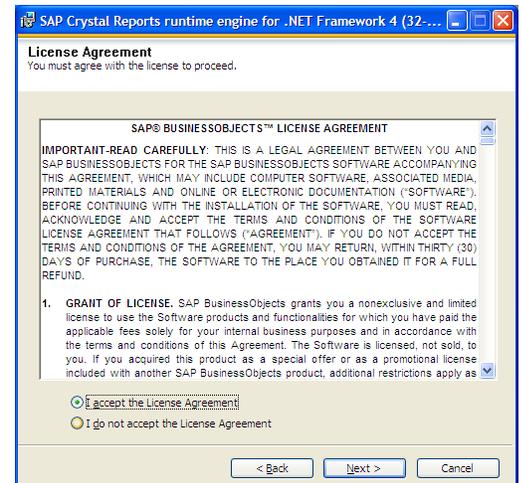
2. Click the option to **Install Crystal Reports 13.0**.

When you select this option from the menu, a new window will appear for the driver installation for Crystal Reports. Simply click **Next** to continue.



3. The license information will be displayed next. If you agree with the license, select the **I accept the License Agreement** option and click the **Next** button to continue. Please note that if you do not agree to and accept the license agreement, this software will not be installed.

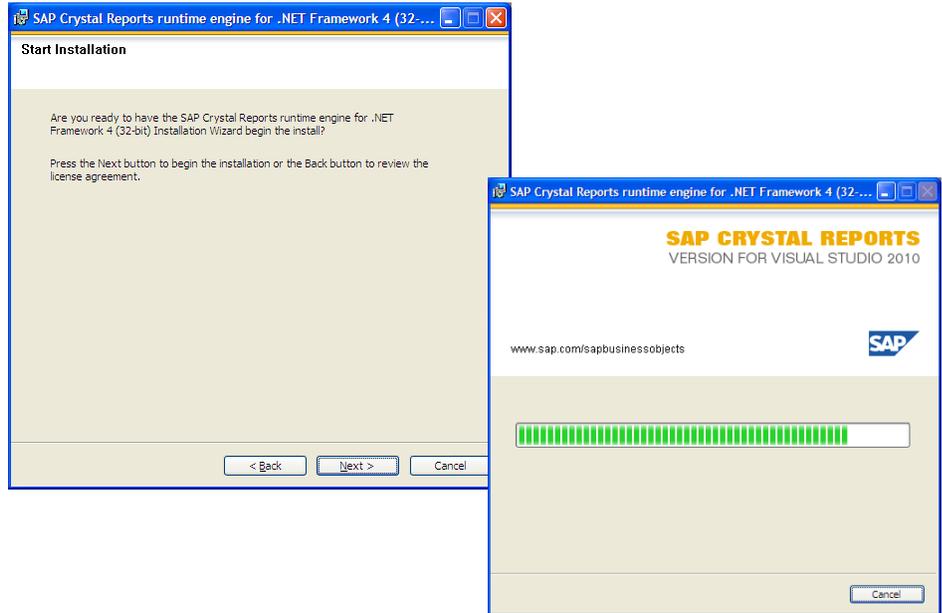
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Installing Crystal Reports 13.0 (continued)

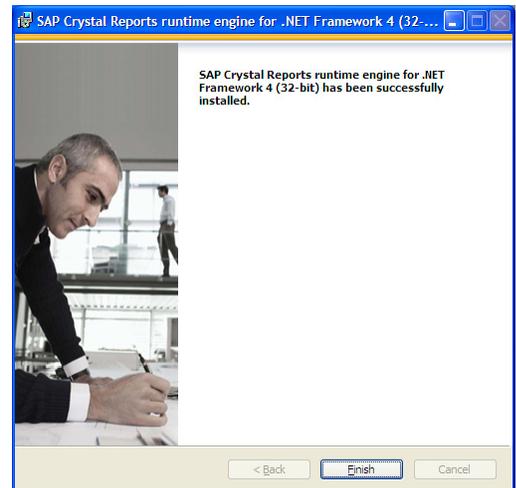
4. A new window will appear prompting if you are ready to begin the installation. Simply click **Next** to continue.

The installation will begin and the progress will be shown on the screen.



5. When the installation routine has completed, then a window will appear showing that the installation was successful. Click the **Finish** button to continue.

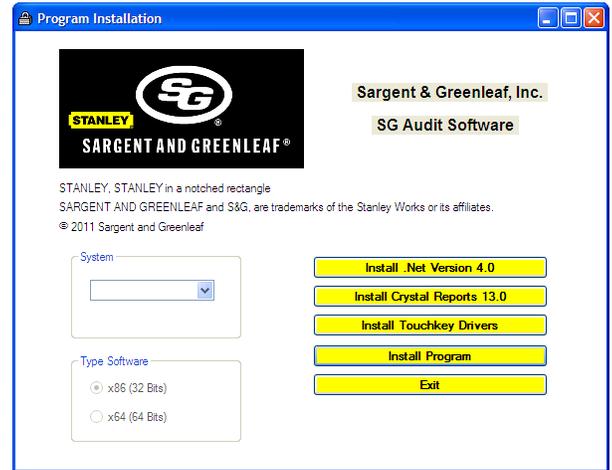
This completes the installation for the Crystal Reports drivers. The SG Audit Software installation menu will be displayed again (shown at top of next page).



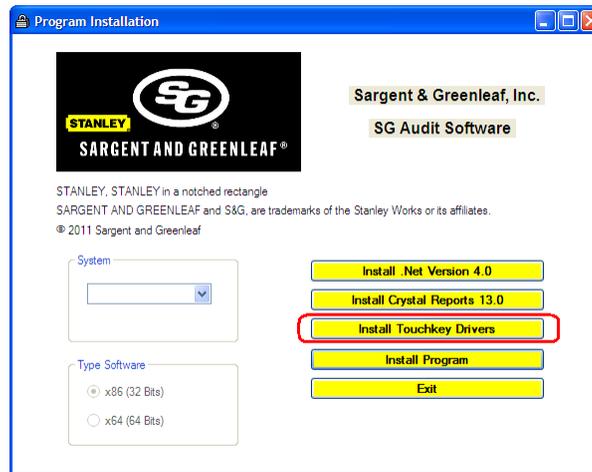
Installing the iButton / Touch Key Drivers

The following steps outline the installation for the touch key drivers. These drivers are required to allow communication with the touch keys and reader.

1. Start the installation routine for the SG Audit Software. This program should load automatically when the CD is inserted. If not, navigate to the CD and run the **Autorun.exe** program.

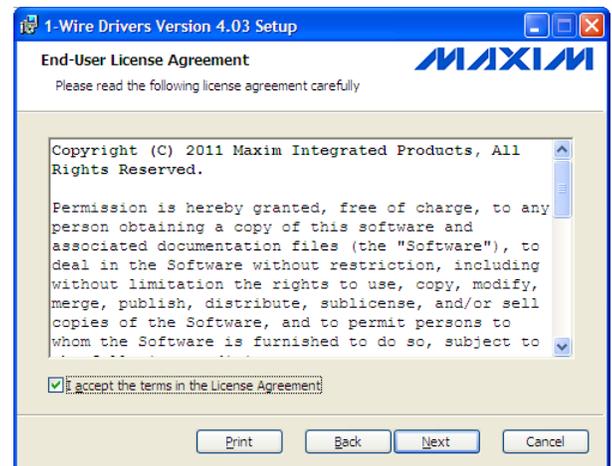


2. Click the option to **Install Touchkey Drivers**. The installation routine for the touch key drivers will begin. Click the **Next** button to continue



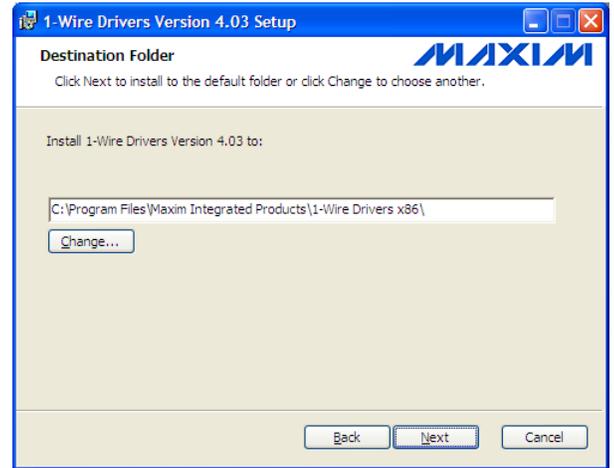
3. The license information will be displayed next. If you agree with the license, then select the **I accept the terms in the License Agreement** option and click the **Next** button to continue. Please note that if you do not agree to and accept the license agreement, then this software will not be installed.

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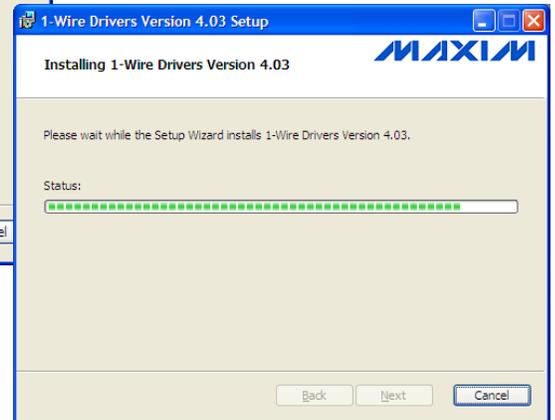
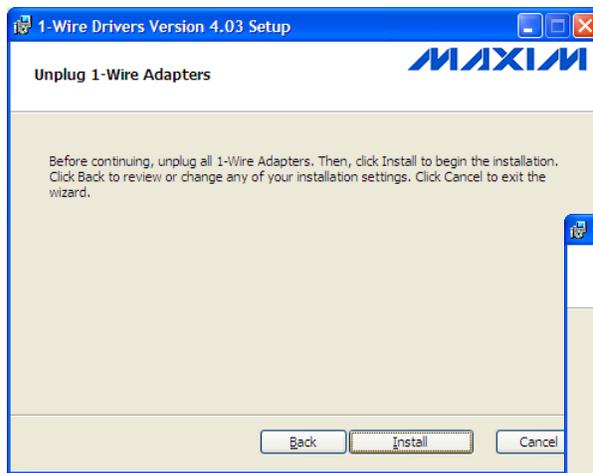


Installing the iButton / Touch Key Drivers (continued)

- The destination screen will be displayed next. Select the destination folder for the drivers and click the **Next** button. It is suggested to you simply accept the default values.

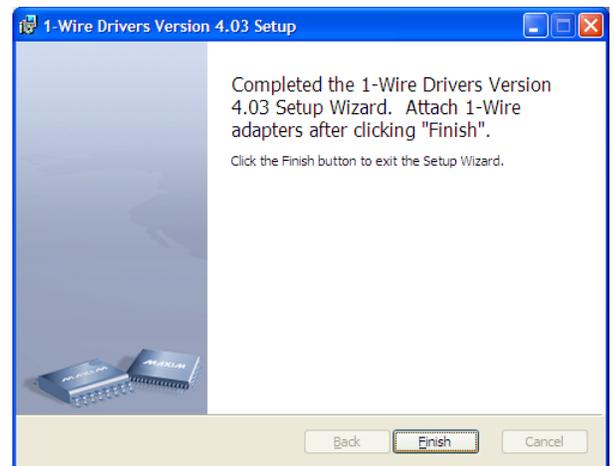


- A window will appear prompting you to disconnect all iButton readers from the computer before continuing. Please remove all adapters and then click the **Install** button to continue. The installation will begin and the status will be displayed on the screen.



- After the installation has completed, click the **Finish** button to end the install routine.

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Installing the iButton / Touch Key Drivers (continued)

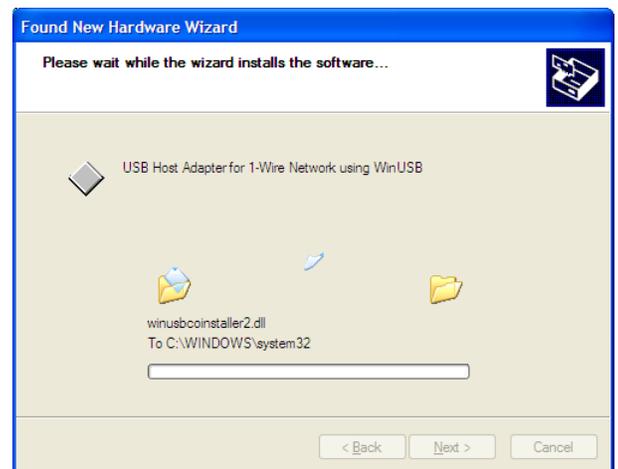
7. After you close the touch key driver installation, a window will appear instructing you to define the touch key reader type and port. Click the **OK** button to continue.



8. Connect the touch key reader to your computer at this time. The computer should notice the new hardware and display the new hardware wizard.



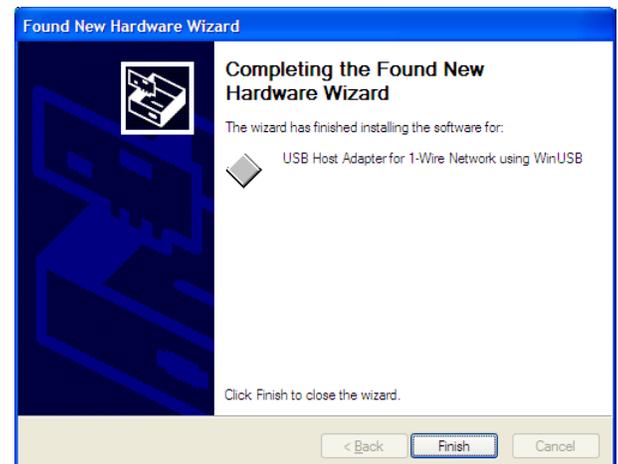
9. Select the option to **Install the software automatically** and click the **Next** button.



10. The computer will begin searching for the drivers and should automatically find the touch key drivers that were previously installed.

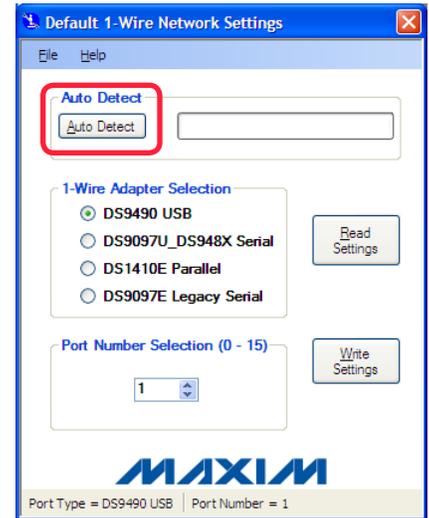
After the drivers have been found and installed, click the **Finish** button to complete the installation routine.

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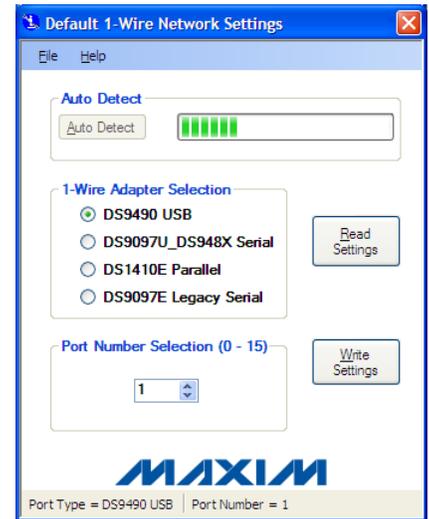


Installing the iButton / Touch Key Drivers (continued)

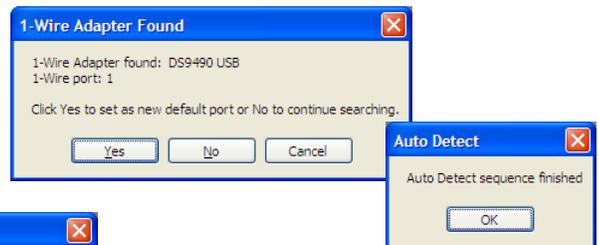
11. Verify that the reader can be detected by opening the **Auto Detect** routine. This is accomplished by selecting **START** followed by **PROGRAMS** followed by **1-WIRE DRIVERS X64** followed by **DEFAULT 1-WIRE NET**.



12. When the detection routine starts, click the **Auto Detect** button to begin the process.

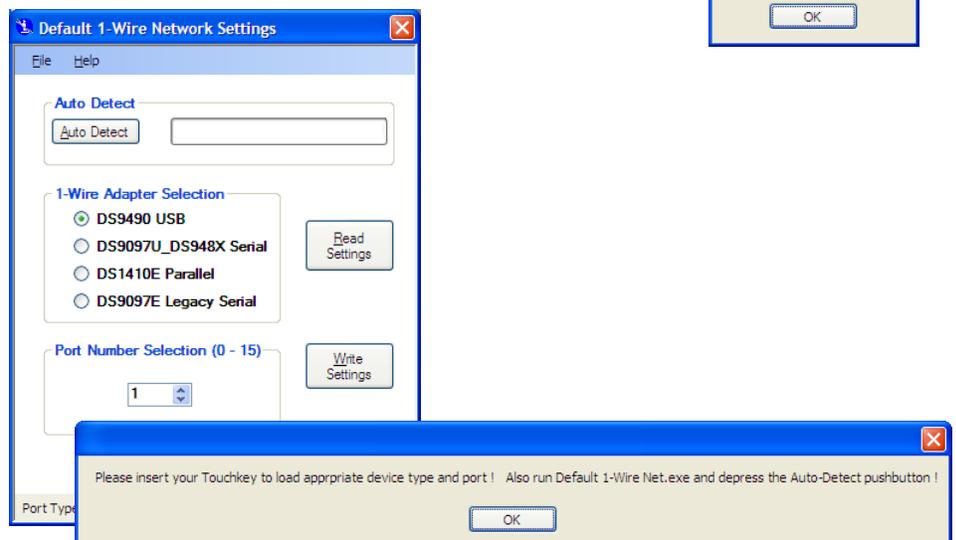


13. A window should appear showing that the touch key reader was found. Click the **Yes** button to save the changes and continue. A window will appear showing that the sequence has been completed. Click the **OK** button to continue.



14. The **Default 1-Wire Net** installation screen will be displayed again. Simply close this window to continue.

The touch key drivers should now be installed and ready to use with the SG Audit Software. The installation routine will return to the touch key message. Simply click the **OK** button to close the window and return to the main installation screen.



Installing the SG Audit Software

The SG Audit Software is the main software that is used to add locks and review the audit trail information. The following steps outline the installation of the SG Audit Software.

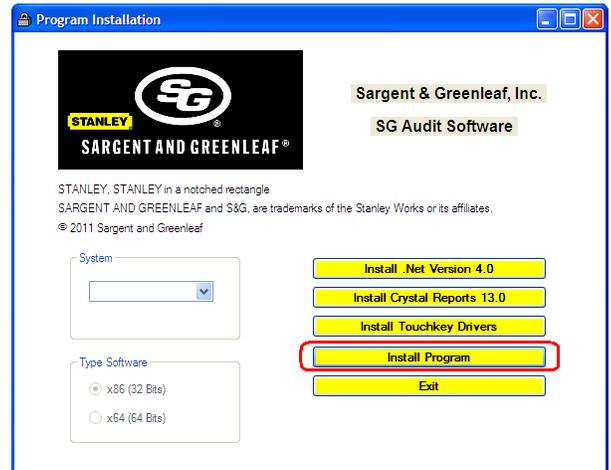
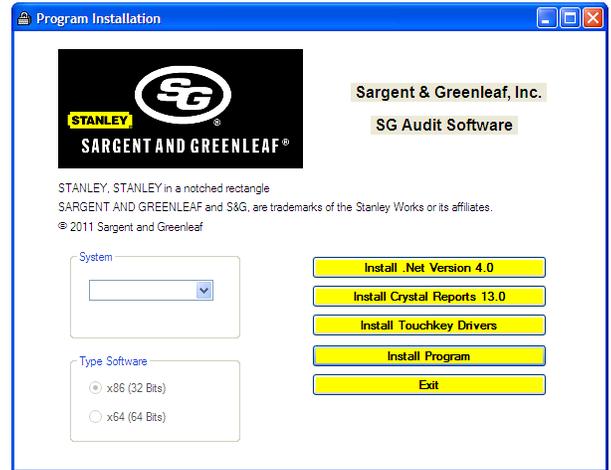
1. Start the installation routine for the SG Audit Software. This program should load automatically when the CD is inserted. If not, navigate to the CD and run the **Autorun.exe** program.

2. Click the option to **Install Program**.

3. When the installation begins, click the **Next** button to start the install routine

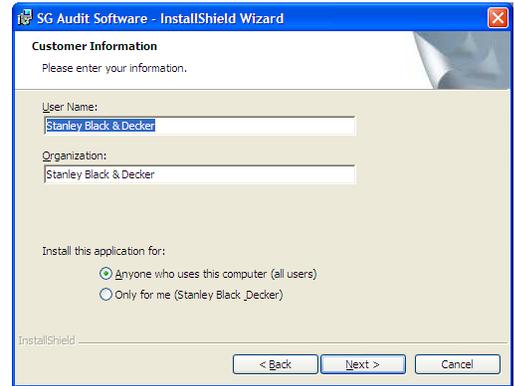
4. The license information will be displayed next. If you agree with the license, then select the **I accept the terms in the license agreement** option and click the **Next** button to continue. Please note that if you do not agree to and accept the license agreement, then this software will not be installed.

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Installing the SG Audit Software (continued)

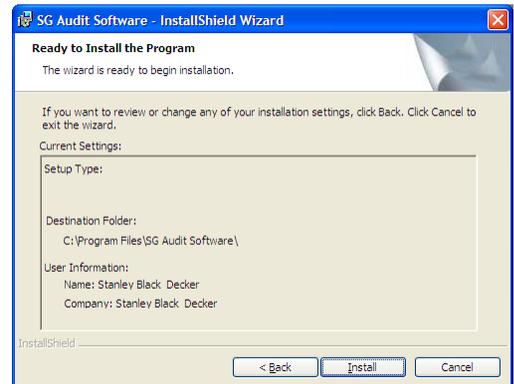
5. The customer information will be required next. Input the appropriate information and click the **Next** button to continue the installation.



6. Select the destination for the installation files and click the **Install** button to continue.

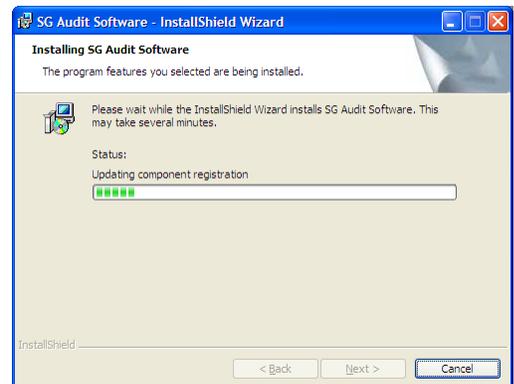


7. A summary of the installation information will be displayed. Click the **Install** button to begin the installation of the program files.



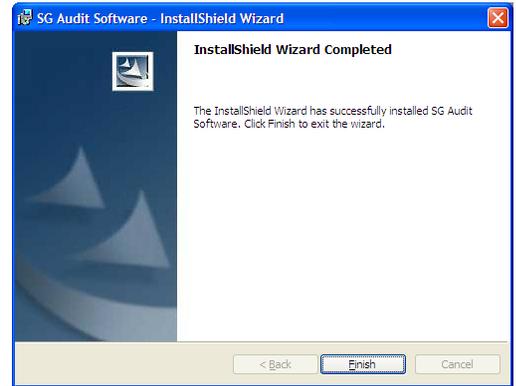
8. The installation status will be displayed on the screen during this routine.

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Installing the SG Audit Software (continued)

9. Click the **Finish** button to complete the installation.
The SG Audit Software should now be installed.



End of Software Installation Section

Software Operation:

This section explains how your SG Audit Software works. It will let you perform the following operations:

- Clear a Touch Key's memory
- Format a Touch Key so that it can accept information from a lock
- Upload a new audit trail from a Touch Key
- View, print, and export an existing audit trail file
- Add, delete, or modify lock registrations
- Add, delete, or modify manager registrations

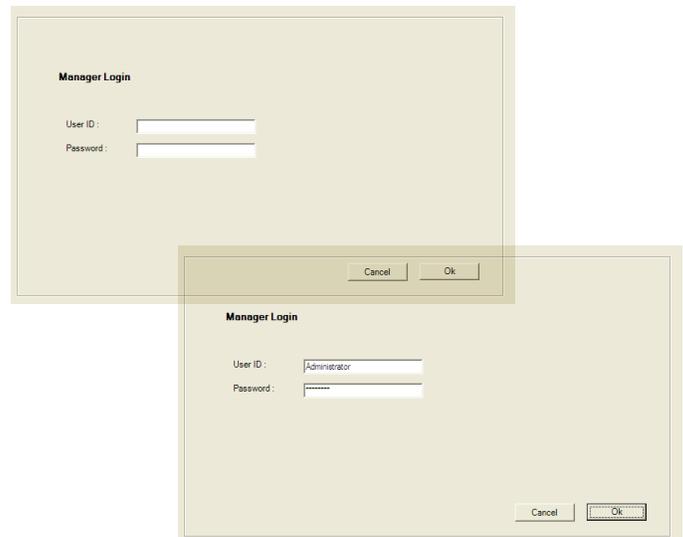
Changing Logon Information

1. When you start the SG Audit Software, you are greeted by the screen shown at the right.



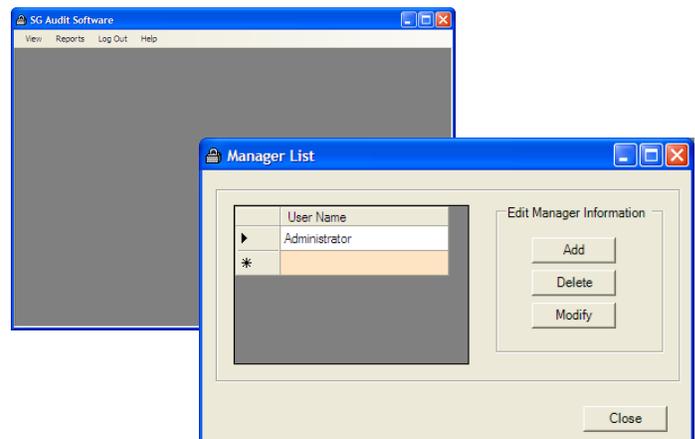
2. To log on the first time you run the software, use "Administrator" for the **User ID** and "password" as the **Password**. User name and password entries are case sensitive.

Click **Ok** to bring up the main screen.



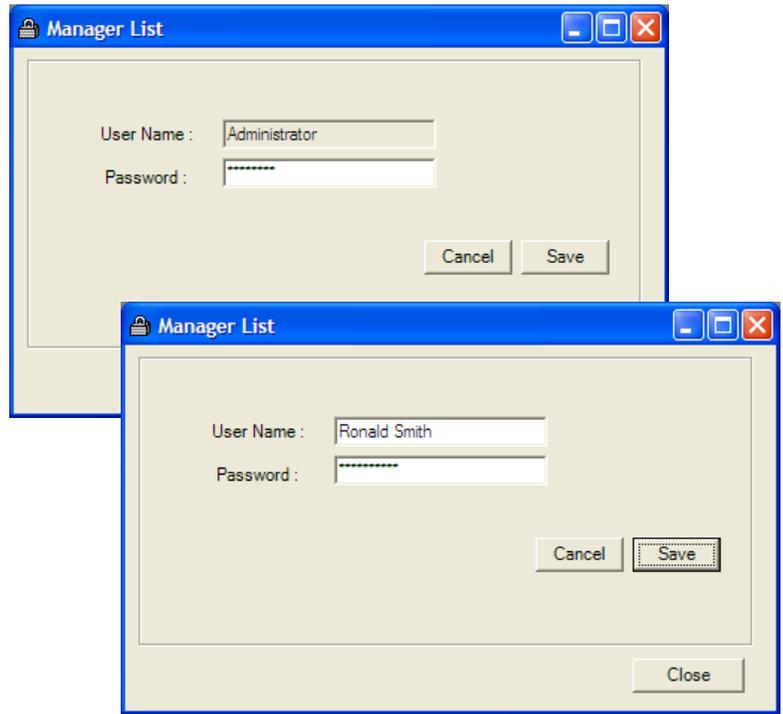
3. To insure the integrity of the audit trail system, you should change the **User ID** and **Password** immediately. You can also add additional managers at the same time.

From the **View** pull down menu, select **Manager List**.



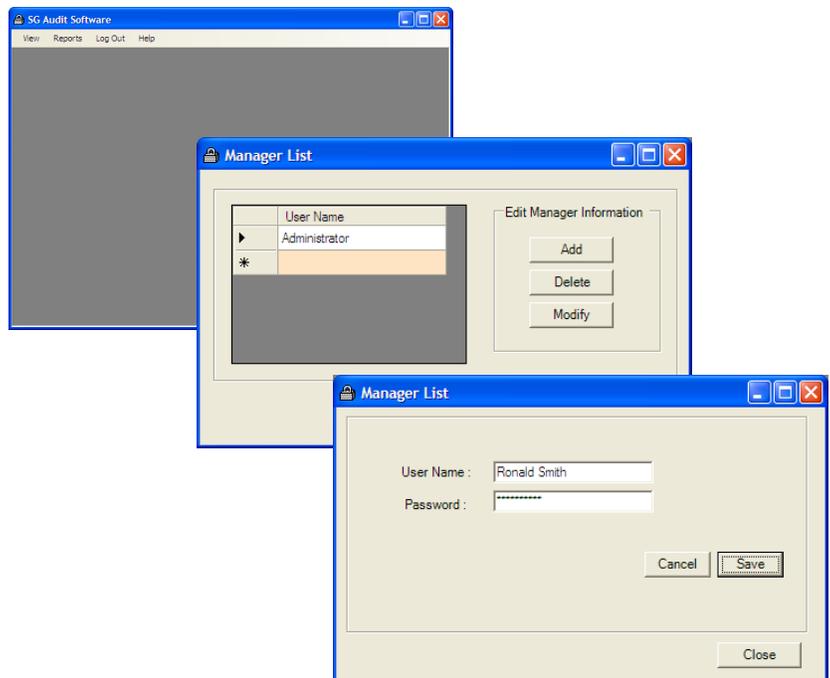
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- When you click on the **Modify** button, you are presented with a screen that allows you to enter new **User Name** and **Password** information. When you have done this, click **Save**. You can click **Close** if you will not be adding any other managers at this time.



Adding and Deleting Managers

- From the **View** menu on the main screen, select **Manager List**. To add a manager, click **Add** and enter a **User Name** and **Password** for the new manager. Click **Save** followed by **Close** when the new entry is complete.
- To delete an existing manager entry, click on the manager's **User Name** line in the **Manager List** to highlight it, then click **Delete**. Confirm the deletion when asked to do so. Note that it is not possible to delete all managers and leave the software without an administrator.



Audit Upload Window

Lock Registration—Modify a Lock

From the **View** menu on the main screen, select **Upload Audit Trail**. You can click on any existing entry and **Modify** to change the information about any listed lock.

Lock Registration—Delete a Lock

You can click on any existing entry and **Delete** to completely remove an existing lock's information.

Lock Registration—Add a Lock

You can create a new SG Audit Lock description by clicking the **Add** button.

About Lock Information Fields

When modifying existing lock information or adding a new lock, here's what you need to know about each data field.

Type of Lock: You can select from **6126/6127** or **6128/6129**. This refers to the model number of your Sargent & Greenleaf lock. Subsequent data entry options are dependent on which set of lock models you select.

Description: Enter any description that will help you easily identify this particular lock and/or its location.

Lock ID: A unique serial number is provided on each lock body. Enter it here.

Daylight Savings Enabled: Check this box if the lock is located in an area that observes Daylight Savings Time. Otherwise, leave it unchecked.

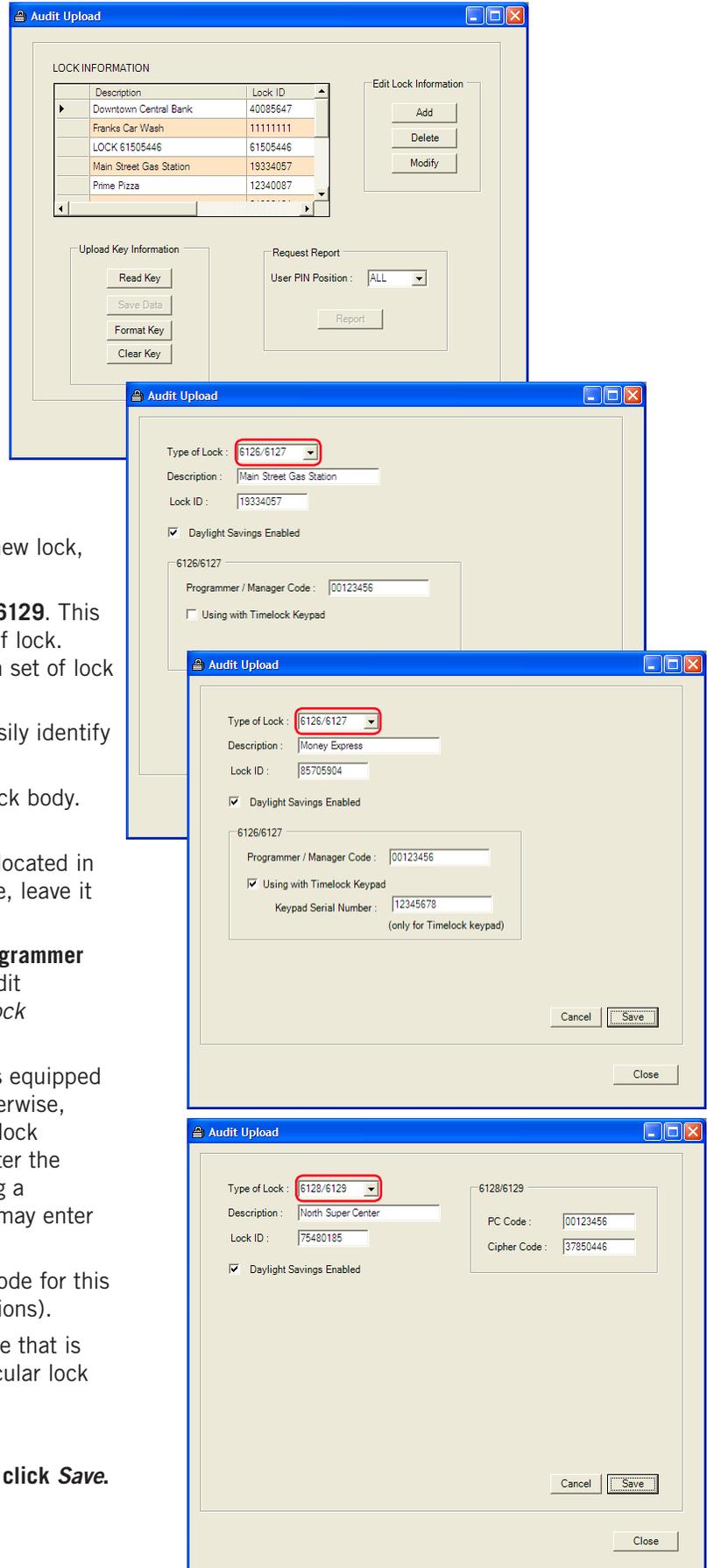
Programmer/Manager Code (*6126/6127 only*): Enter the **Programmer Code** or **Manager Code** that is used to download the audit information from this particular lock (*see 6126/6127 lock operating instructions*).

Using with Timelock Keypad (*6126/6127 only*): If this lock is equipped with an optional Timelock Keypad, check this box. Otherwise, leave it unchecked. If you check this box and the Timelock Keypad is being used in encrypted mode, you must enter the 8-digit Timelock Keypad serial number. If you are using a Timelock Keypad but it is not in encrypted mode, you may enter eight zeroes in this box.

PC Code (*6128/6129 only*): Enter the 6-digit Programmer Code for this particular lock (*see 6128/6129 lock operating instructions*).

Cipher Code (*6128/6129 only*): Enter the 8-digit Cipher Code that is used to download the audit information from this particular lock (*see 6128/6129 lock operating instructions*).

When you have entered the necessary lock information, click **Save.**

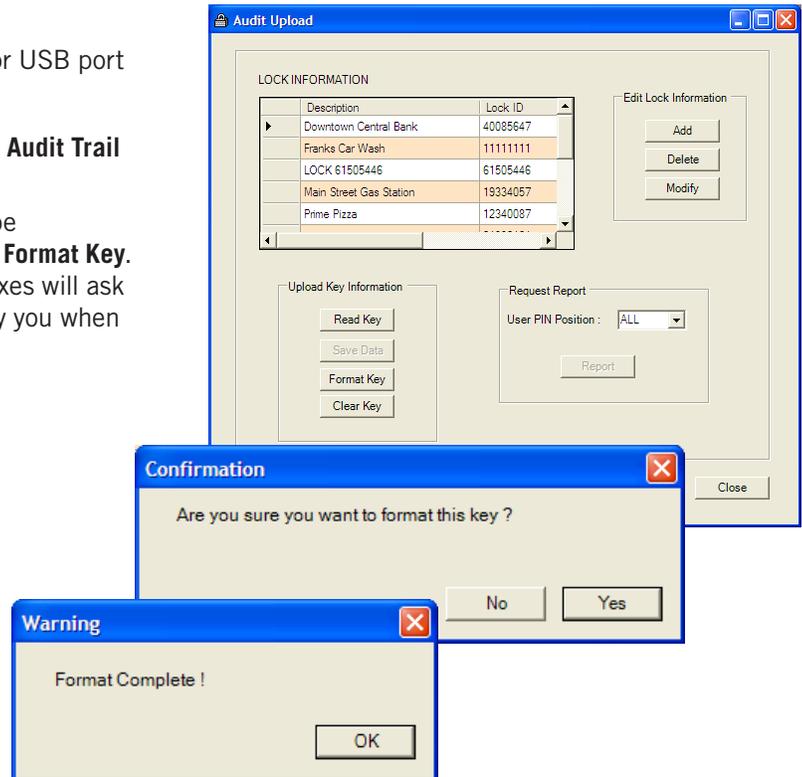


Touch Key Preparation

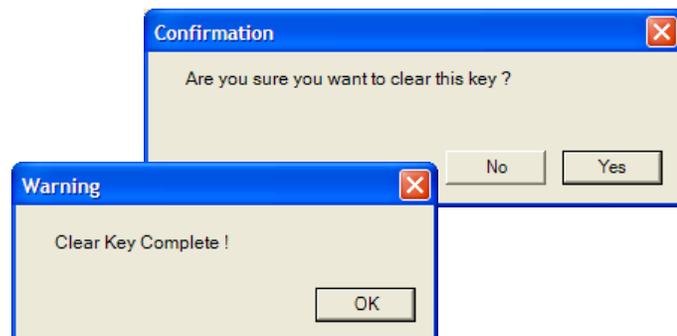
The Blue Dot Reader must be attached to a serial port or USB port of your computer to perform Touch Key operations.

From the **View** menu on the main screen, select **Upload Audit Trail** to view the **Upload Audit screen**.

Before a Touch Key can be used the first time, it must be formatted. Snap the key into the Blue Dot Reader. Click **Format Key**. The process takes approximately 30 seconds. Dialog boxes will ask you to confirm that you wish to format the key and notify you when the format is complete.



If desired, a Touch Key can be cleared (erased). Snap the key into the Blue Dot Reader. Click **Clear Key**. This action also takes approximately 30 seconds. A key does not have to be erased to be used for downloading an audit trail. If there is old information on the key, it will simply be overwritten by the new download. Dialog boxes will ask you to confirm that you wish to clear the key and notify you when the format is complete.



Uploading and Saving the Audit Trail

Once an audit trail has been downloaded from a lock into the Touch Key, it can be read by the SG Audit Software. Remember that the codes in the lock's registration must match that used in the download of the audit trail from the lock.

Snap the key into the Blue Dot Reader. Click **Read Key**. If the upload cannot be accomplished, a dialog box appears to let you know that no usable data could be located on the key. Check the registered code information to make sure it matches what was used to download the audit trail from the lock. Try to read the audit trail again. If problems persist, use a different Touch Key, and check to make sure the time and date have been programmed into the lock.

When the upload is successful, the **Read Key Complete!** dialog box will appear. The upload process takes about 30 seconds.

If you are going to save the audit trail data, this is an excellent time to do it. Once the software has captured an audit trail, the **Save Data** button becomes usable. Click on it, and the audit trail information will be saved and cataloged by description, lock ID, time, and date. A dialog box will appear when the save operation is complete.

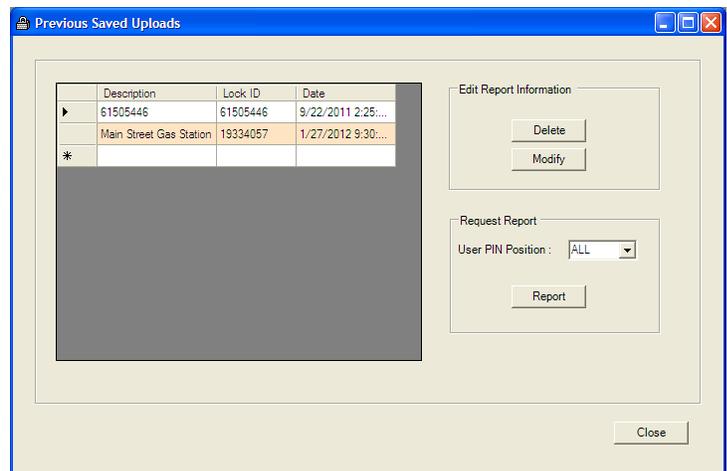
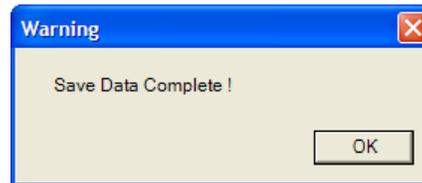
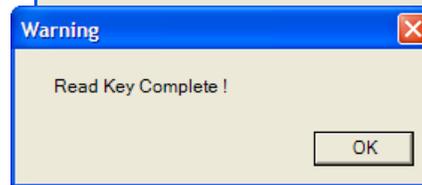
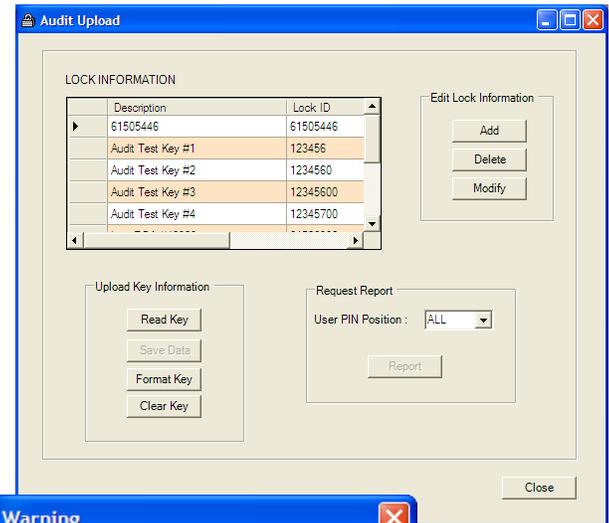
Managing Audit Report Information

Select **View Previous Audit Uploads**, under the **Reports** menu found on the main page.

You can delete saved audit reports or change the descriptive information (**Description, Lock ID, Date/Time**) associated with the report by selecting the row containing the report you wish to delete or modify, then clicking on the appropriate button to the right of the reports list (**Delete** or **Modify**).

All saved reports can be viewed at any time by selecting the row containing the report you wish to view and clicking the **Report** button. You can select a particular PIN position (code holder) to view in the report, ignoring all others. If you leave the selector box set to **ALL**, all PIN positions (code holders) will be included in the report.

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Managing Audit Report Information (continued)

When you click on the **Report** button, the audit trail information will be displayed. The menus at the top of the window will let you view, manipulate, print, and save audit report information in a number of formats.

Audit trail information is displayed with the most recent activity at the top of the page, followed by the next most recent event, and so on. Each event is sequentially numbered and matched with a result, the time and date of the attempted action, and which user attempted the action. By knowing who the User Number was assigned to, you can identify the person performing the operation.

It should be noted that an entry stating “Bolt did not retract” could mean the battery was too low to open the lock, there was excessive side pressure on the bolt, or there was some mechanical issue preventing the lock bolt from retracting.

Any events captured by the lock prior to the time and date being set will have the date 1/1/00 assigned to them.

 Sargent & Greenleaf Inc.		Date : 1/27/2012		
SARGENT AND GREENLEAF®		Audit Report		
Report Parameters :				
Main Street Gas Station Lock ID = 19334057 Daylight Savings Enabled				
Upload Date = 1/27/2012 9:30:27 AM				
User PIN Position = ALL				
<u>Event</u>	<u>Operation Description</u>	<u>Result</u>	<u>Operation Date / Time</u>	<u>Bank User</u>
614	Download Command	Success	1/27/12 9:29 am	02
613	Comb. Added Deleted	Success	12/12/11 11:38 am	03
612	Comb. Deleted - Authorizing Code	Success	12/12/11 11:38 am	09
611	Comb. Added Deleted	Success	12/12/11 11:38 am	09
610	Comb. Added - Authorizing Code	Success	12/12/11 11:38 am	03
609	Comb. Added Deleted	Success	12/12/11 11:37 am	03
608	Comb. Added - Authorizing Code	Success	12/12/11 11:38 am	02
607	Comb. Added Deleted	Success	12/12/11 11:35 am	03
606	Comb. Deleted - Authorizing Code	Success	12/12/11 11:35 am	04
605	Comb. Added Deleted	Success	12/12/11 11:35 am	04
604	Comb. Added - Authorizing Code	Success	12/12/11 11:35 am	03
603	Comb. Added Deleted	Success	12/12/11 11:34 am	03
602	Comb. Added - Authorizing Code	Success	12/12/11 11:35 am	02
601	Lock Closed	Success	12/12/11 11:34 am	02
600	Lock Opened	Success	12/12/11 11:34 am	02
599	Download Command	Success	10/7/11 3:04 pm	00
598	Lock Closed	Success	10/7/11 3:01 pm	10
597	Lock Opened	Success	10/7/11 3:01 pm	10
596	Lock Closed	Success	10/7/11 3:01 pm	10
595	Lock Opened	Success	10/7/11 3:01 pm	10
594	Lock Closed	Success	10/7/11 3:00 pm	10
593	Lock Opened	Success	10/7/11 3:00 pm	10

Software Version

When checking for upgrades or speaking with a technical service representative about operating issues, you may find it helpful to know the software's version number. From the **Help** menu on the main page select **About**.