

Table of Contents

1.	Items Included with the BioAxxis® ThumbLock® Audit Trail Software: 2	2
2.	IMPORTANT NOTE:	2
3.	Supported Operating Systems:	3
	Section 1 Installing the BioAxxis ThumbLock AT Software	3
	Section 2 Uninstalling the BioAxxis® ThumbLock® AT Software	
	Section 3 Creating/Modifying the Super Administrator and General	
	Administrators	5
	Section 4 Logging into the BioAxxis® ThumbLock® AT Software	
	(Super and General Administrators)11	1
	Section 5 Deleting General Administrator Accounts13	3
	Section 6 Setting up and Modifying Individual/Multiple BioAxxis®	
	ThumbLocks [®] for Audit Trail Records15	
	Section 7 Adding/Modifying Users at Individual Locks for Audit Trail	
	Association18	3
	Section 8 Assigning User/s to Multiple Locks for Audit Trail	
	Association21	1
	Section 9 Deleting Users from the AT Software26	ŝ
	Section 10 Viewing/Printing/Exporting System Logs in the AT	
	Software31	l
	Section 11 Exporting Audit Trail Records from the BioAxxis	
	ThumbLock [®] to the Flash Drive36	õ
	Section 12 Importing Audit Trail Records from the Flash Drive into	
	the AT Software39)
	Section 13 Viewing, Printing and Exporting Downloaded Audit Trail	
	Records43	
4.	Support Information:	3



BioAxxis[®] ThumbLock[®] Audit Trail Software User Manual

1. <u>Items Included with the BioAxxis® ThumbLock® Audit</u> <u>Trail Software:</u>

- Software CD, including User Manual
- Flash Drive

2. IMPORTANT NOTE:

Prior to setting up the PCMU software, be sure to do the following:

- Set up correct Date/Time settings at the BioAxxis®
 ThumbLock® (reference ThumbLock® User Manual for details).
- Create Lock ID at the BioAxxis® ThumbLock® (reference ThumbLock® User Manual)



3. Supported Operating Systems:

Win 2000 Service Pack 3, IE6.0 or above, Win 2000 Service Pack 4, Win XP Service Pack 2 and above, Win Server 2003 and Windows Vista

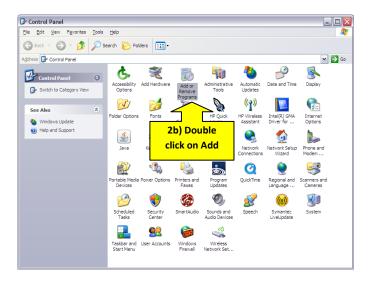
<u>Section 1 Installing the BioAxxis[®] ThumbLock[®] AT</u> Software

- 1a) Insert Audit Trail CD into CD ROM drive
- 1b) CD should auto-run the .exe file. If it does, then follow the system prompts to install the software. If the auto-run feature does not execute, then use the following steps:
 - 1bi) Open your CD drive in My Computer
 - 1bii) Double click on the **setup.exe** (installation will now take place, follow system prompts to complete installation)
- 1c) Once installation is complete, a shortcut named, "ThumbLock® Management" will be present on your desktop.

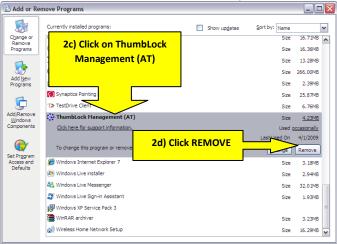


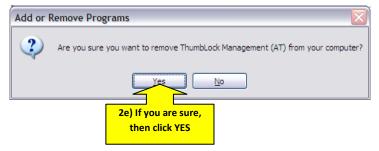
<u>Section 2 Uninstalling the BioAxxis[®] ThumbLock[®] AT Software</u>

2a) In the bottom left hand corner of your screen, click START→CONTROL PANEL









2f) Follow un-install software prompts thru completion. When un-installation is complete the ThumbLock Management shortcut icon on the desktop will be removed.



<u>Section 3 Creating/Modifying the Super Administrator and General Administrators</u>

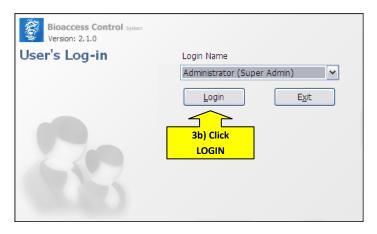
NOTE: Only the Super Administrator can Add and Delete other Administrators as well as perform every other programming function in the AT software. The AT software has one Super Administrator that can be created and multiple General Administrators.

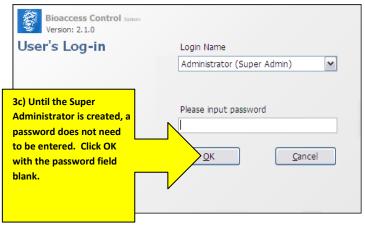
The multiple General Administrators can perform all functions in the AT software, except for changes or deletions of other administrators. However, they can make changes to themselves.



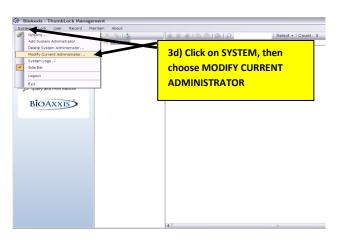
Use the following steps to create the Super Administrator:

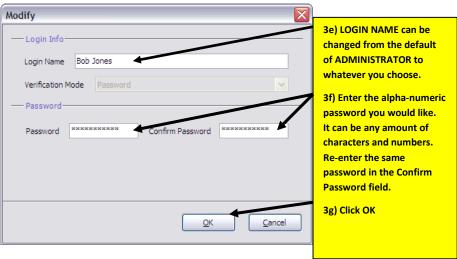
3a) Double click on the **ThumbLock Management** shortcut on the desktop.





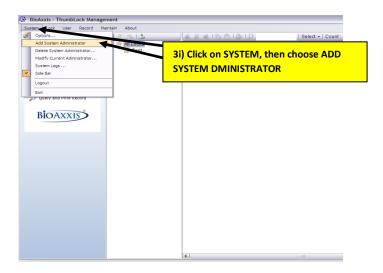






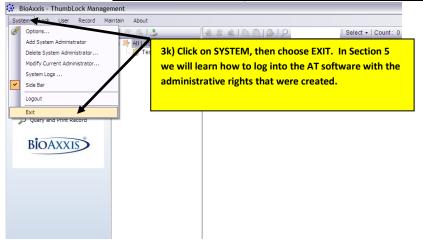
3h) The Super Administrator can also create multiple General Administrators. To do this, use the following steps:

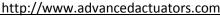




3j) **Follow steps 3e to 3g** from this section to add a new General Administrator. Once completed, the Super Administrator can use the same process to add multiple General Administrators.



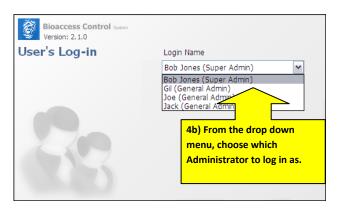






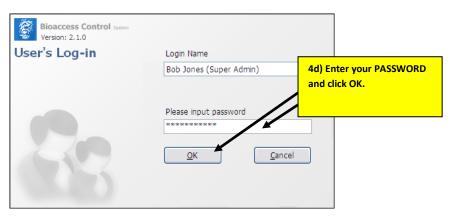
http://www.advancedactuators.com Section 4 Logging into the BioAxxis® ThumbLock® AT **Software (Super and General Administrators)**

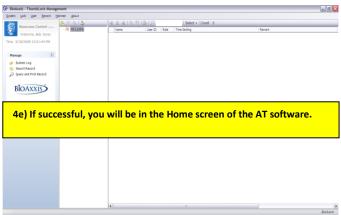
4a) Double click on the ThumbLock Management icon that is located on your desktop.







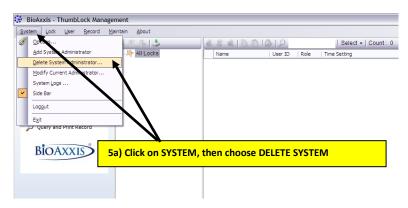






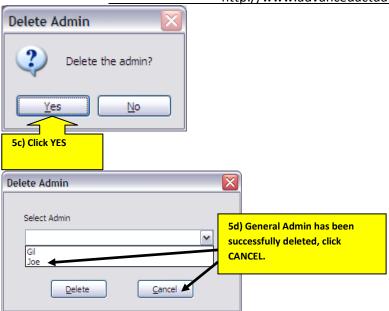
Section 5 Deleting General Administrator Accounts

NOTE: Only the Super Administrator can Delete other Administrators, therefore you must be a Super Administrator and logged in as a Super Administrator to perform the following function:











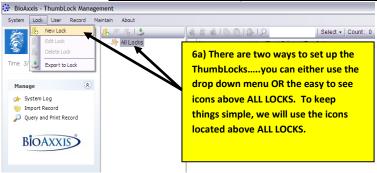
<u>Section 6 Setting up and Modifying Individual/Multiple</u> <u>BioAxxis[®] ThumbLocks[®] for Audit Trail Records</u>

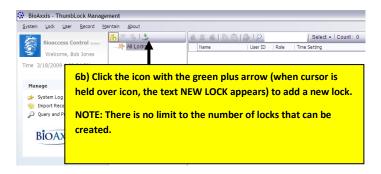
IMPORTANT NOTE:

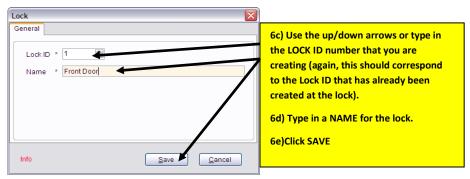
Prior to setting up the BioAxxis® ThumbLocks® in the AT software, be sure to do the following:

- Set up correct Date/Time settings at the BioAxxis®
 ThumbLock® (reference ThumbLock User Manual for details).
- Create Lock ID at the BioAxxis® ThumbLock® (reference ThumbLock User Manual).

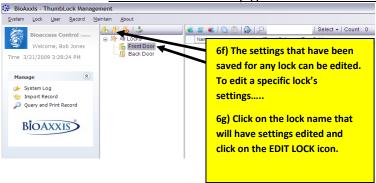


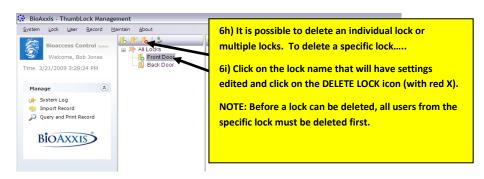






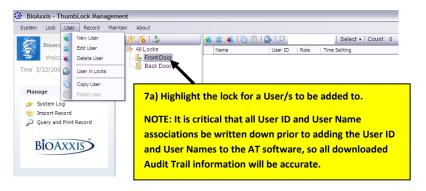




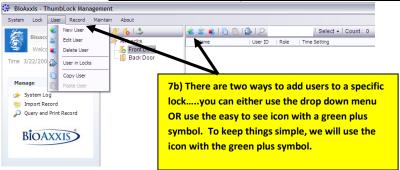


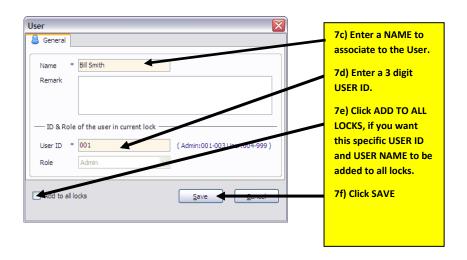


<u>Section 7 Adding/Modifying Users at Individual Locks for Audit Trail Association</u>





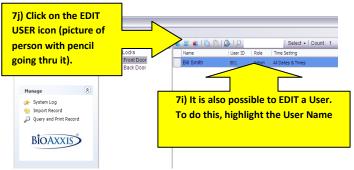




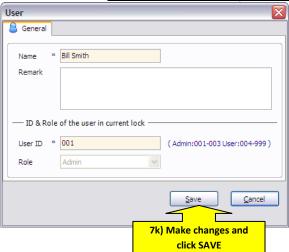




7h) Follow the same process from Section 7 to add additional Users.

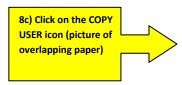




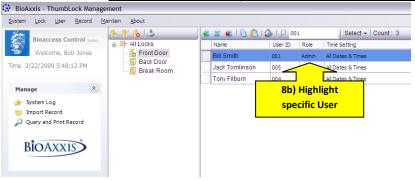


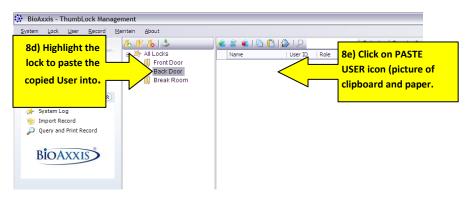
<u>Section 8 Assigning User/s to Multiple Locks for Audit Trail Association</u>

8a) To assign an Individual User to Multiple Locks, use the following steps:

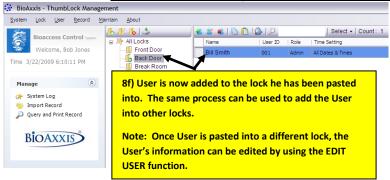




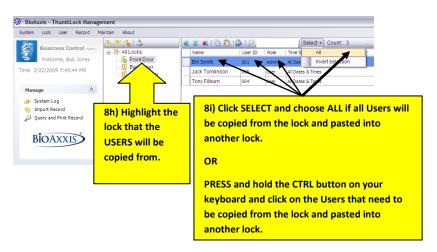




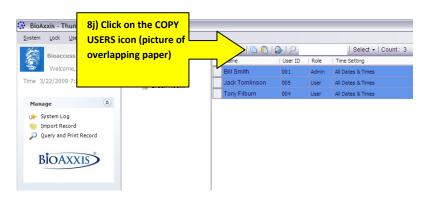


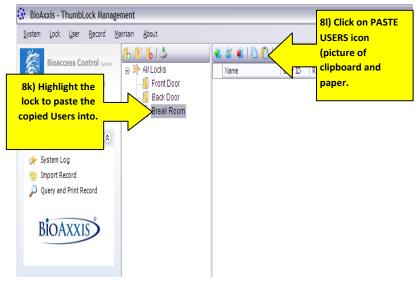


8g) To assign Multiple Users to Multiple Locks, use the following steps:

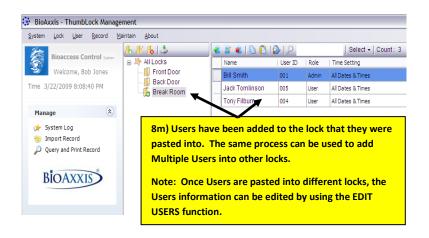








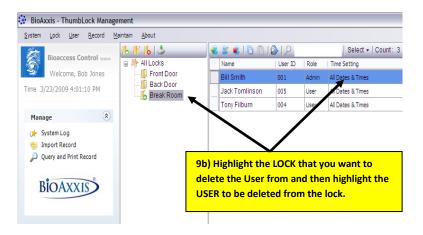




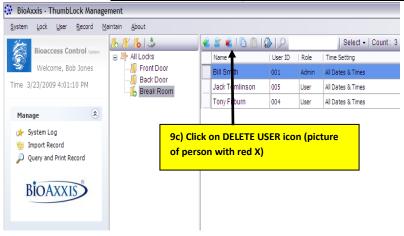


Section 9 Deleting Users from the AT Software

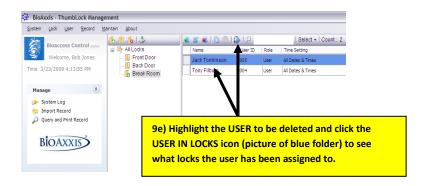
9a) Use the following steps to delete a Single User's association from an Individual Lock:



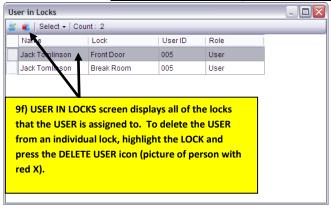


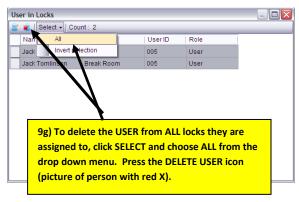


9d) Use the following steps to delete a Single User from Multiple Locks:









9h) Use the following steps to delete Multiple Users from an Individual Lock:



http://www.advancedactuators.com

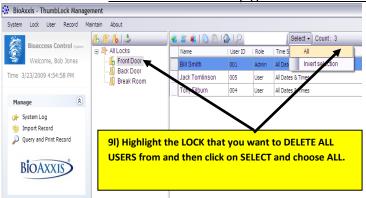
| http://www.advancedactuators.com
| http://www.advancedactuators.com
| http://www.advancedactuators.com
| http://www.advancedactuators.com
| http://www.advancedactuators.com
| http://www.advancedactuators.com
| http://www.advancedactuators.com
| http://www.advancedactuators.com
| http://www.advancedactuators.com
| http://www.advancedactuators.com
| http://www.advancedactuators.com
| http://www.advancedactuators.com
| http://www.advancedactuators.com
| http://www.advancedactuators.com
| http://www.advancedactuators.com
| http://www.advancedactuators.com
| http://www.advancedactuators.com
| http://www.advancedactuators.com
| http://www.advancedactuators.com
| http://www.advancedactuators.com
| http://www.advancedactuators.com
| http://www.advancedactuators.com
| http://www.advancedactuators.com
| http://www.advancedactuators.com
| http://www.advancedactuators.com
| http://www.advancedactuators.com
| http://www.advancedactuators.com
| http://www.advancedactuators.com
| http://www.advancedactuators.com
| http://www.advancedactuators.com
| http://www.advancedactuators.com
| http://www.advancedactuators.com
| http://www.advancedactuators.com
| http://www.advancedactuators.com
| http://www.advancedactuators.com
| http://www.advancedactuators.com
| http://www.advancedactuators.com
| http://www.advancedactuators.com
| http://www.advancedactuators.com
| http://www.advancedactuators.com
| http://www.advancedactuators.com
| http://www.advancedactuators.com
| http://www.advancedactuators.com
| http://www.advancedactuators.com
| http://www.advancedactuators.com
| http://www.advancedactuators.com
| http://www.advancedactuators.com
| http://www.advancedactuators.com
| http://www.advancedactuators.com
| http://www.advancedactuators.com
| http://www.advancedactuators.com
| http://www.advancedactuators.com
| http://www.advancedactuators.com
| http://www.advancedactuators.com
| http://www.advancedactuators.com
| http://www.advancedactuators.com
| http://www.advancedactuators.com
| http://www.adva

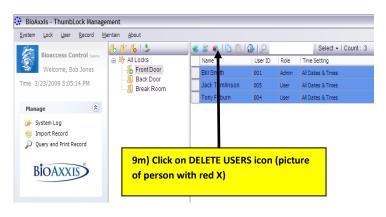
9k) Use the following steps to delete ALL Users from an Individual Lock:

9j) Click on DELETE USERS icon (picture

of person with red X)





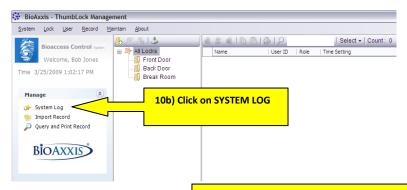




Section 10 Viewing/Printing/Exporting System Logs in the AT Software

Note: System Log records display all programming that has been done in the AT Software by Date/Time, Admin and Operation. This is not to be confused with imported Audit Trail Records (Section 11).

10a) Use the following steps to Download System Log Records:

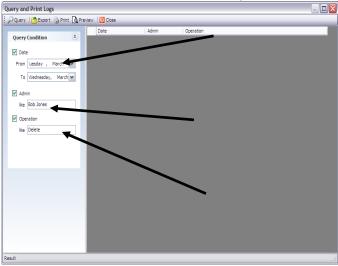


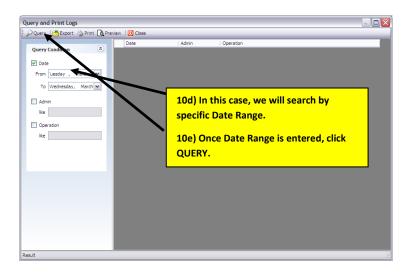
10c) Specify Query Conditions by....

- Date Range If this box is checked (and no other Query Conditions are checked), it will search for all System Log records for specified Date Range only.
- Admin If this box is checked (and no other Query Conditions are checked), it will search for System Log records specific to the Admin name entered only.
- Operation If this is checked (and no other Query Conditions are checked) it will search for System Log records specific to operation entered only.

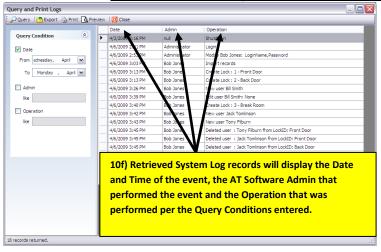
If all three are checked (as is the case with this screen shot), all System Log records will be retrieved for Date Range specified, where AT Software Admin Bob Jones used the Delete function.



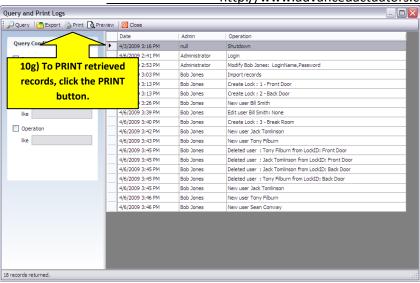


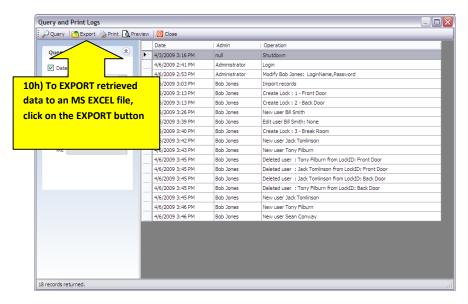




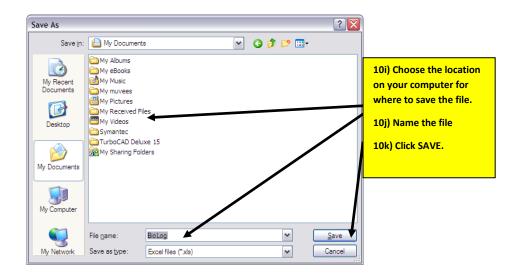














Section 11 Exporting Audit Trail Records from the BioAxxis® ThumbLock® to the Flash Drive



11a) Plug Flash Drive into the USB port located at the bottom of the Interior Unit



11b) Click on "M"

NOTE:

- "M" is the Menu option. This controls all Menu Options on the BioAxxis® ThumbLock®.
- "E" is for Exit. When this is pressed the existing menu will be closed. If pressed multiple times, the message "BYE" will appear, all Menu screens are exited and LCD will power off.
- UP and DOWN arrows scrolls thru menu options.





11c) When the message,
"PRESS MASTER FP"
appears on the LCD, rest
an enrolled
Administrators'
Fingerprint (registered as
User ID 001-003 for this
lock) on the
ThumbLocks' fingerprint
sensor (located on the
outside unit). The
fingerprint sensor will
stay powered on for 5
seconds before powering
off.



11d) The Main Menu screen is displayed after successfully completing step 11c.





11e) Press the DOWN ARROW until Option 3. U-DISK OP is highlighted.

11f) Press "M" to select



11g) Press Option 3.1
RECORD OUT to begin
download of audit trail
records to the flash drive.

11h) When the Audit Trail
Download is complete, the LCD
will revert back to 3.1 RECORD
OUT (highlighted) on the LCD.

11i) Press "E" (for Exit), until the LCD powers off.

11j) Remove the Flash Drive from the bottom of the BioAxxis® ThumbLock®

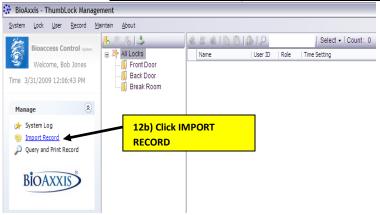




Section 12 Importing Audit Trail Records from the Flash Drive into the AT Software

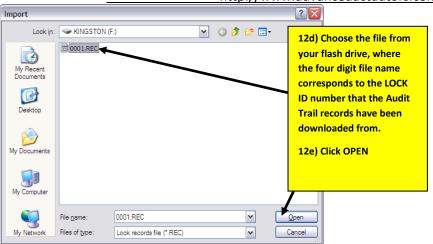
12a) Plug Flash Drive into available USB Port on your PC/Laptop

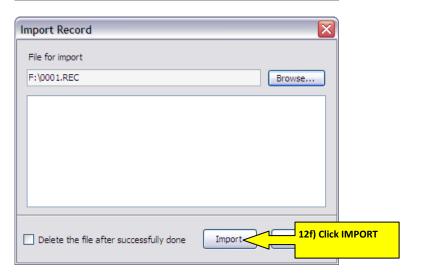




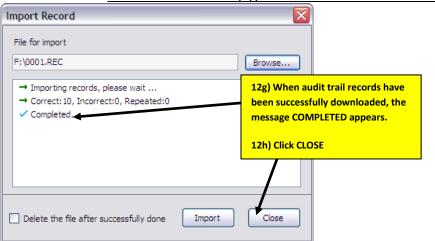






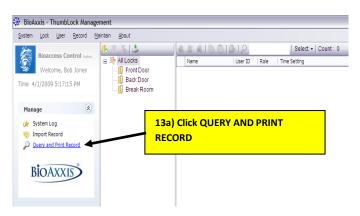


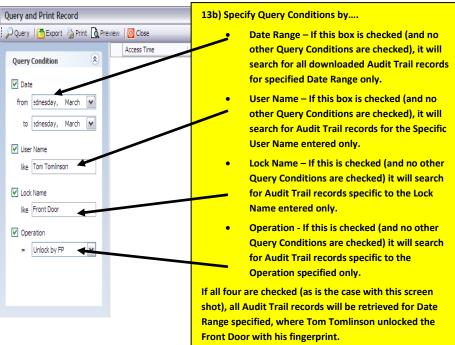




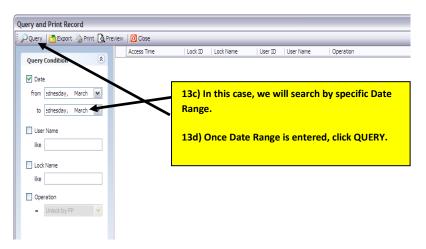


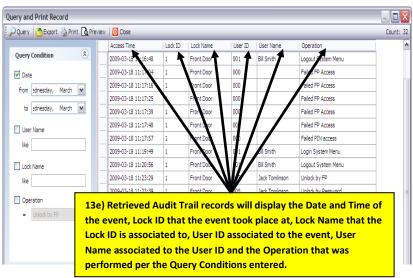
<u>Section 13 Viewing, Printing and Exporting Downloaded</u> <u>Audit Trail Records</u>



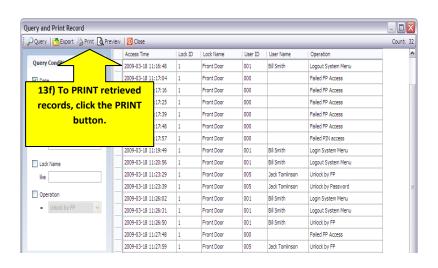




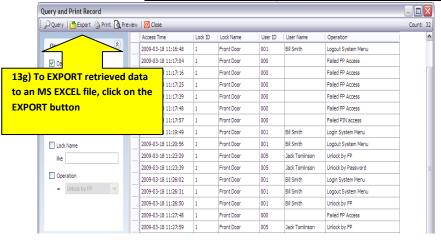




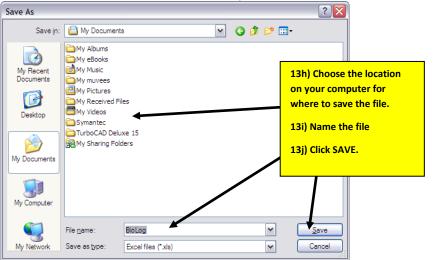














4. **Support Information:**

For warranty support please call Actuator Systems directly at 407-567-7130 x102 OR e-mail support@advancedactuators.com.