Table of Contents

1. Items Included with the ThumbLock® PCMU: 2
2. IMPORTANT NOTE: 2
3. Supported Operating Systems: 2
Section 1 Installing the ThumbLock® PCMU Software 3
Section 2 Installing the USB 2.0 Fingerprint Sensor and Driver 4
Section 3 Uninstalling the ThumbLock® PCMU Software 9
Section 4 Creating/Modifying the Super Administrator and General Administrators 12
Section 5 Logging into the ThumbLock® PCMU Software (Super and General Administrators) 20
Section 6 Deleting General Administrator Accounts 22
Section 7 Setting up and Modifying Individual/Multiple ThumbLock® Access 24
Section 8 Adding/Modifying Users at Individual Locks 30
Section 9 Assigning User/s to Multiple Locks 39
Section 10 Deleting Users from the PCMU 43
Section 11 Exporting Data to Flash Drive for Uploading Data to ThumbLocks® 49
Section 12 Uploading Exported Data from the Flash Drive to the ThumbLock® 53
Section 13 Viewing/Printing/Exporting System Logs in the PCMU 57
Section 14 Exporting Audit Trail Records from the ThumbLock® to the Flash Drive 62
Section 15 Importing Audit Trail Records from the Flash Drive into the PCMU 65
Section 16 Viewing, Printing and Exporting Downloaded Audit Trail Records 69

BioAxxis® ThumbLock® PCMU User Manual

1. Items Included with the ThumbLock® PCMU:

- Software CD, including User Manual
- USB 2.0 Fingerprint Sensor
- 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 ThumbLock® (reference ThumbLock® User Manual for details).
- Create Lock ID at the 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, Windows 7 32 and 64-bit.

Section 1 Installing the ThumbLock® PCMU Software

1a) Insert PCMU 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.

The latest version of the software can be obtained within the support section of the website at: www.advancedactuators.com

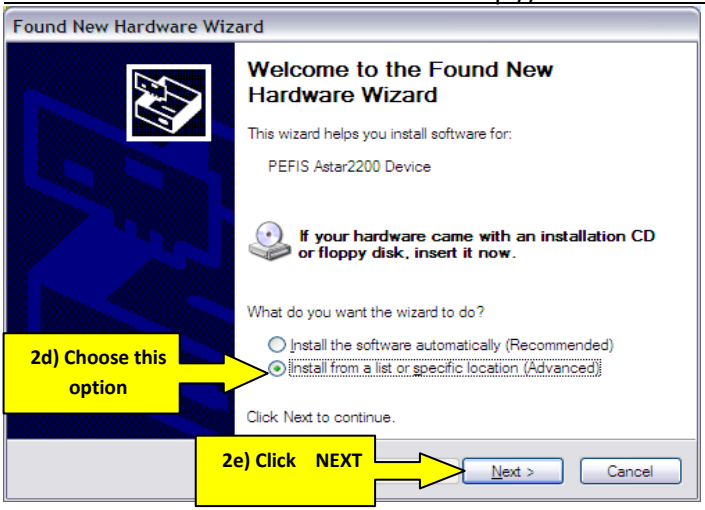
You can contact Actuator Systems directly at: 407-567-7130 x102 or email us at support@advancedactuators.com

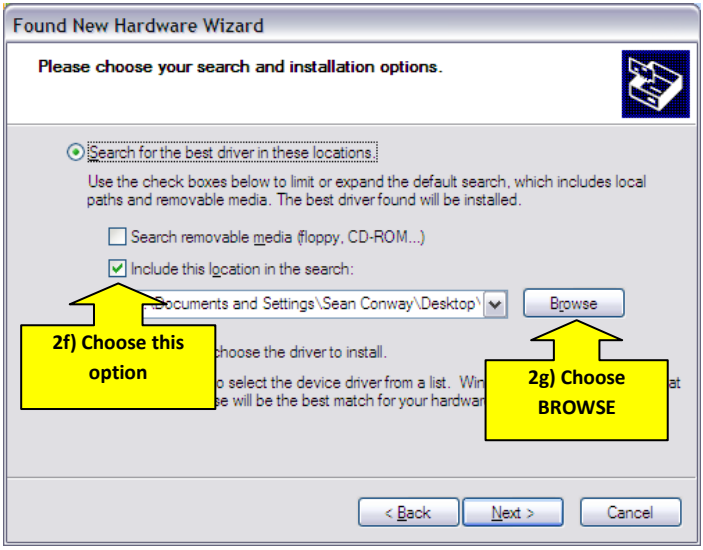
Section 2 Installing the USB 2.0 Fingerprint Sensor and Driver

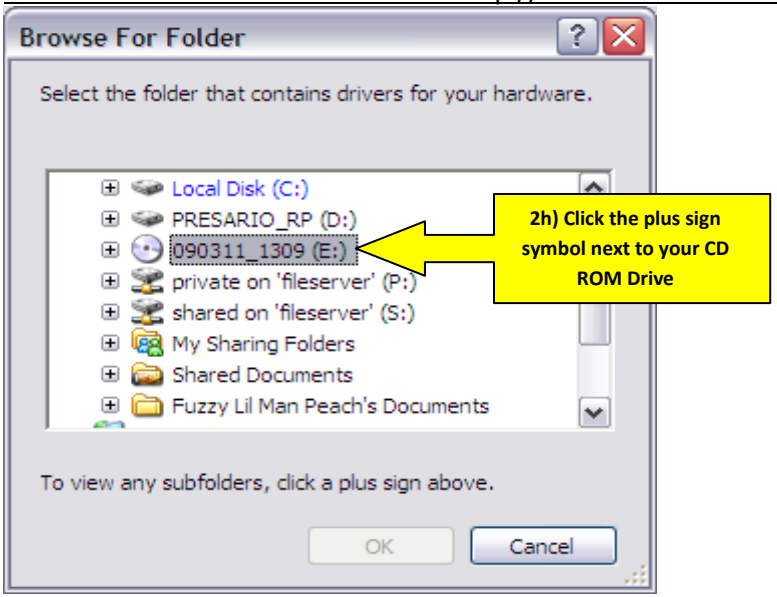
2a) Be sure that your installation CD is still in your CD ROM drive, since this is where the driver files are located.

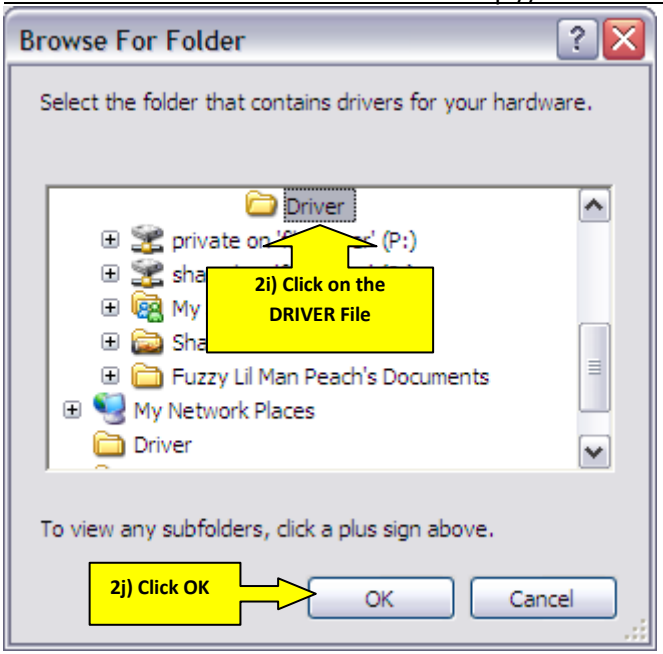
2b) Plug the USB connector of the fingerprint sensor into a free USB port on your laptop or PC (if installing on a PC, be sure to plug into a free USB port on the back of your tower).

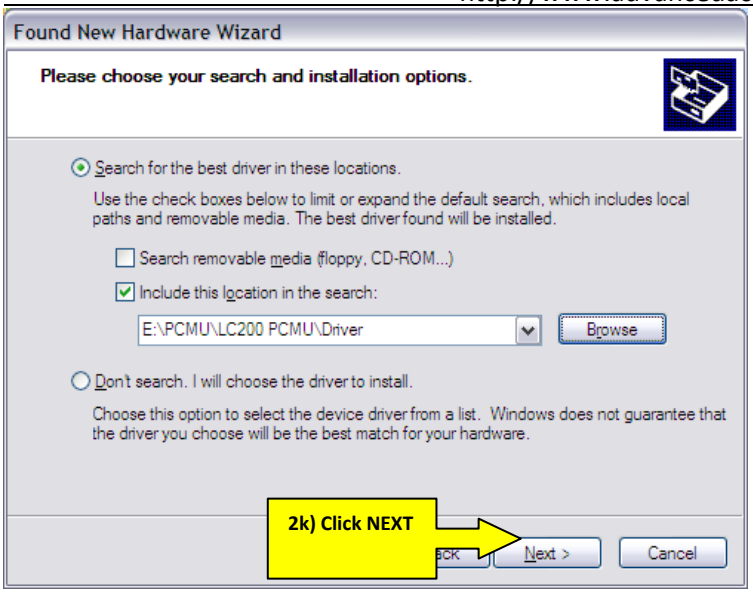
2c) Once the fingerprint sensor is plugged into your USB port, you should receive a message in the bottom right hand corner of the screen stating "**Found New Hardware**" and the Hardware Wizard will pop up as follows:


Found New Hardware Wizard
Welcome to the Found New Hardware Wizard
This wizard helps you install software for:
PEFIS Astar2200 Device
If your hardware came with an installation CD or floppy disk, insert it now.
What do you want the wizard to do?
Install the software automatically (Recommended)
Install from a list or specific location (Advanced)
Click Next to continue.
2d) Choose this option
2e) Click NEXT
Next >
Cancel

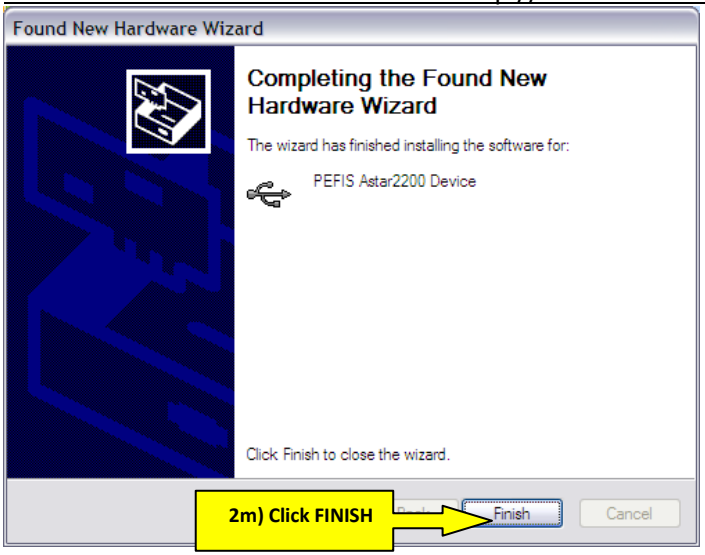

Found New Hardware Wizard
Please choose your search and installation options.
Search for the best driver in these locations
Use the check boxes below to limit or expand the default search, which includes local paths and removable media. The best driver found will be installed.
Search removable media (floppy, CD-ROM...)
Include this location in the search:
Documents and Settings\Sean Conway\Desktop\
Browse
2f) Choose this option
2g) Choose BROWSE
< Back
Next >
Cancel


Browse For Folder
Select the folder that contains drivers for your hardware.
Local Disk (C:)
PRESARIO_RP (D:)
090311_1309 (E:)
private on 'fileserver' (P:)
shared on 'fileserver' (S:)
My Sharing Folders
Shared Documents
Fuzzy Lil Man Peach's Documents
To view any subfolders, click a plus sign above.
OK
Cancel
2h) Click the plus sign symbol next to your CD ROM Drive


Browse For Folder
Select the folder that contains drivers for your hardware.
Driver
private on
(P:)
My
Sha
Fuzzy Lil Man Peach's Documents
My Network Places
Driver
2i) Click on the DRIVER File
To view any subfolders, click a plus sign above.
2j) Click OK
OK
Cancel


Found New Hardware Wizard
Please choose your search and installation options.
Search for the best driver in these locations.
Use the check boxes below to limit or expand the default search, which includes local paths and removable media. The best driver found will be installed.
Search removable media (floppy, CD-ROM...)
Include this location in the search:
E:\PCMU\LC200 PCMU\Driver
Browse
Don't search. I will choose the driver to install.
Choose this option to select the device driver from a list. Windows does not guarantee that the driver you choose will be the best match for your hardware.
2k) Click NEXT
Next >
Cancel

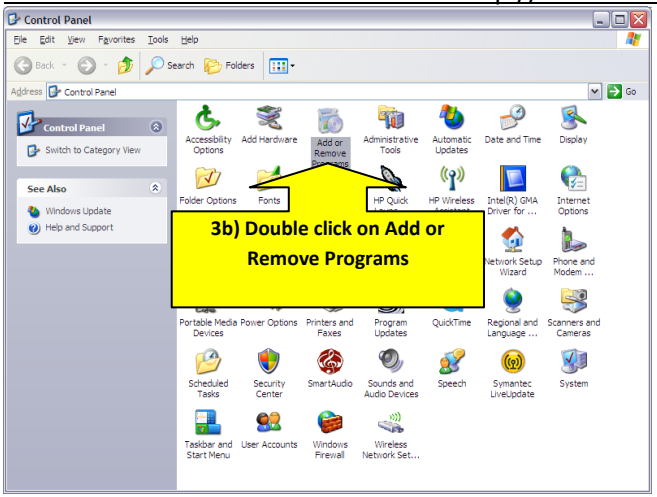
Hardware Installation
The software you are installing for this hardware:
PEFIS Astar2200 Device
has not passed Windows Logo testing to verify its compatibility with Windows XP. (Tell me why this testing is important.)
Continuing your installation of this software may impair or destabilize the correct operation of your system either immediately or in the future. Microsoft strongly recommends that you stop this installation now and contact the hardware vendor for software that has passed Windows Logo testing.
2L) Click CONTINUE ANYWAY
Continue Anyway
STOP Installation

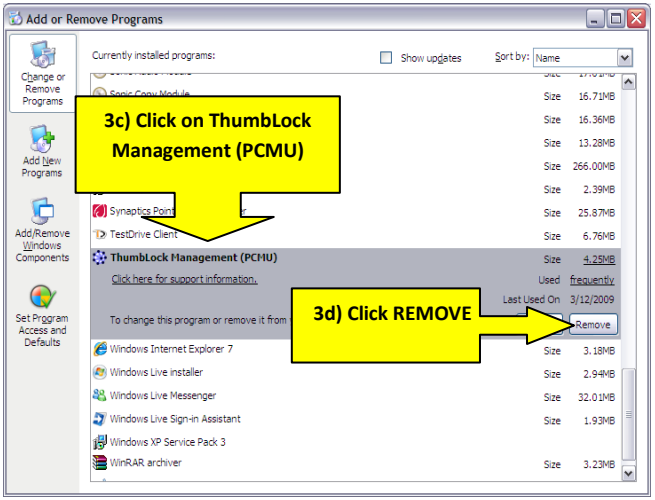


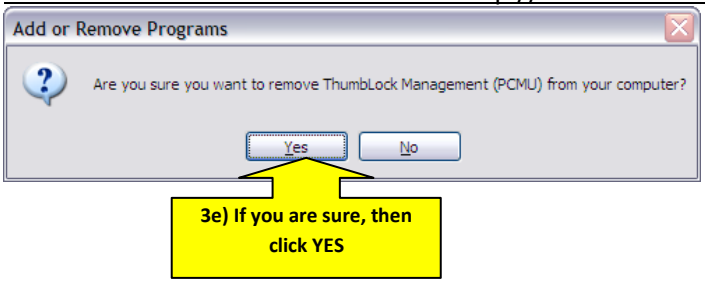
2n) Once **FINISH** is clicked, you should receive a message in the bottom right hand corner of your desktop stating that the device is installed and ready to use.

Section 3 Uninstalling the ThumbLock® PCMU Software

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


Control Panel
3b) Double click on Add or Remove Programs


Add or Remove Programs
3c) Click on ThumbLock Management (PCMU)
3d) Click REMOVE
ThumbLock Management (PCMU)
Remove



3f) Follow un-install software prompts thru completion. When un-installation is complete the **ThumbLock Management** shortcut icon on the desktop will be removed.

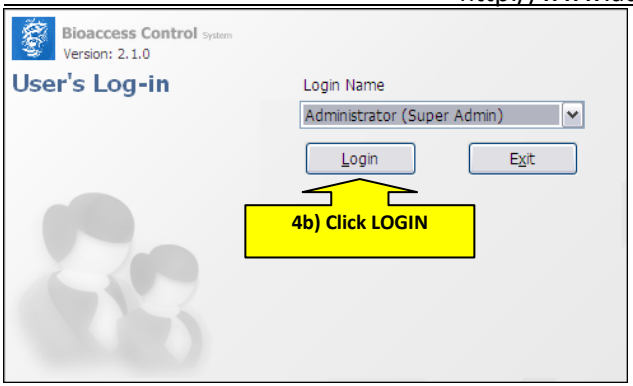
Section 4 Creating/Modifying the Super Administrator and General Administrators

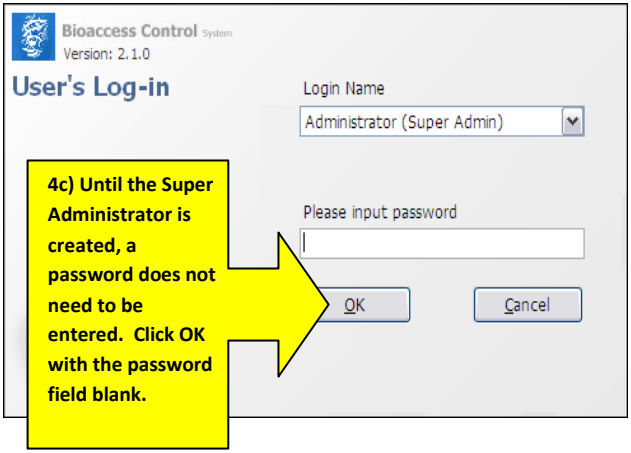
NOTE: Only the Super Administrator can Add and Delete other Administrators as well as perform every other programming function in the PCMU software. The PCMU software has one Super Administrator that can be created and multiple General Administrators.

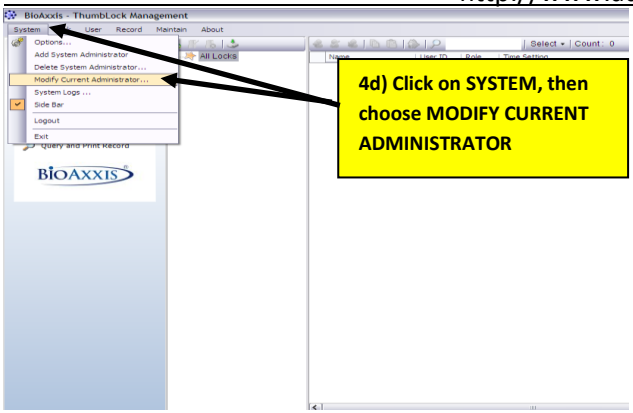
The multiple General Administrators can perform all functions in the PCMU software, except for changes or deletions of other administrators. However, they can make changes to themselves.

Use the following steps to create the Super Administrator:

4a) Double click on the **ThumbLock Management** shortcut on the desktop.


Bioaccess Control System
Version: 2.1.0
User's Log-in
Login Name
Administrator (Super Admin)
Login
Exit
4b) Click LOGIN


Bioaccess Control System
Version: 2.1.0
User's Log-in
Login Name
Administrator (Super Admin)
Please input password
OK
Cancel
4c) Until the Super Administrator is created, a password does not need to be entered. Click OK with the password field blank.

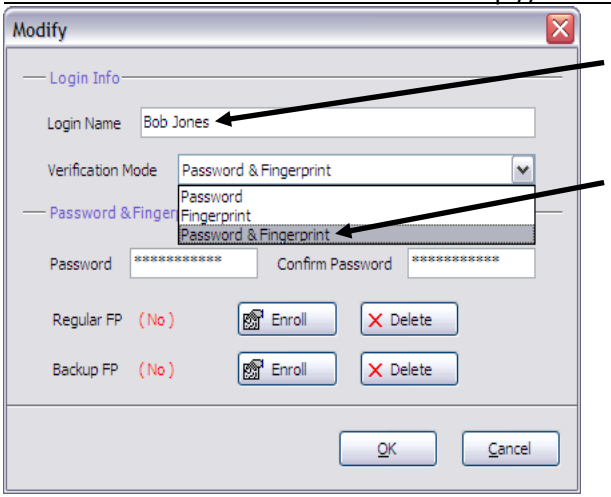


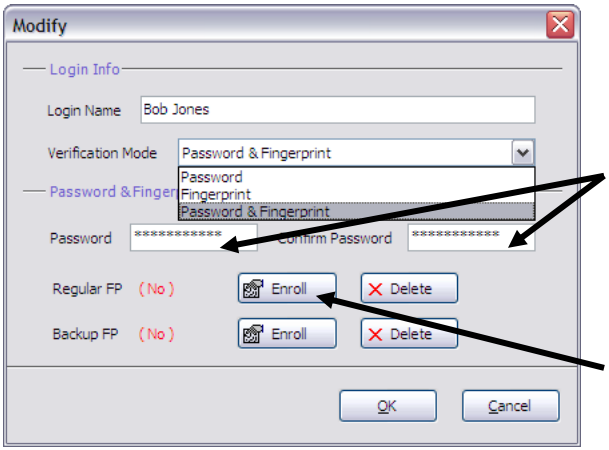
4d) Click on SYSTEM, then choose MODIFY CURRENT ADMINISTRATOR

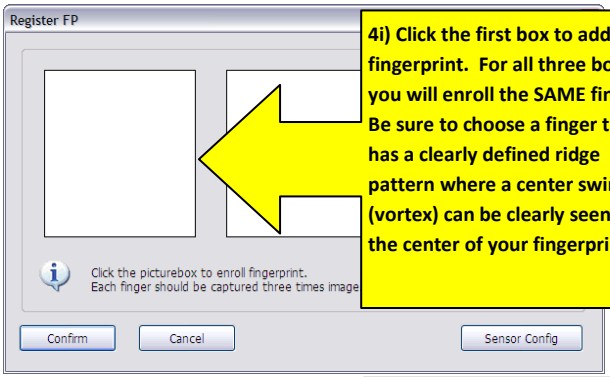
4e) LOGIN NAME can be changed from the default of ADMINISTRATOR to whatever you choose.

4f) Choose which of the 3 VERIFICATION TYPES you would like to use to log into the PCMU software with. In this case we are choosing PASSWORD & FINGERPRINT. By doing this, the Super Admin will need to enter their password and scan their FP to log into the PCMU software.

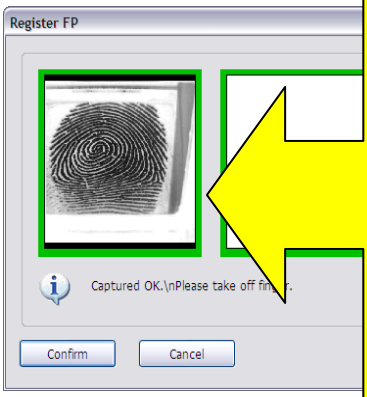
If you were to only choose


Modify
Login Info
Login Name
Bob Jones
Verification Mode
Password & Fingerprint
Password
Fingerprint
Password & Fingerprint
Password
Confirm Password
Regular FP
(No)
Enroll
Delete
Backup FP
(No)
Enroll
Delete
OK
Cancel

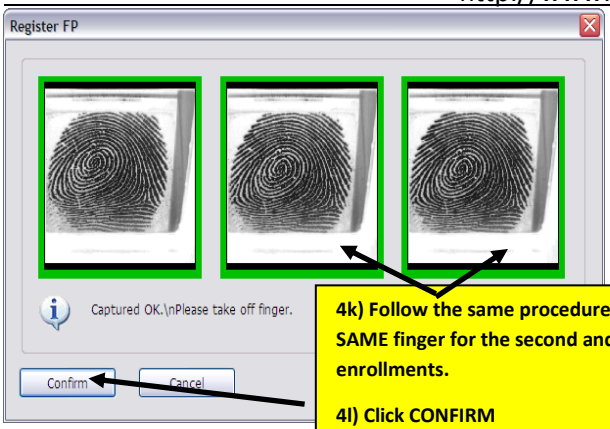

Modify
Login Info
Login Name
Bob Jones
Verification Mode
Password & Fingerprint
Password
Fingerprint
Password & Fingerprint
Password
Confirm Password
Regular FP
(No)
Enroll
Delete
Backup FP
(No)
Enroll
Delete
OK
Cancel



4i) Click the first box to add your fingerprint. For all three boxes, you will enroll the SAME finger. Be sure to choose a finger that has a clearly defined ridge pattern where a center swirl (vortex) can be clearly seen in the center of your fingerprint.

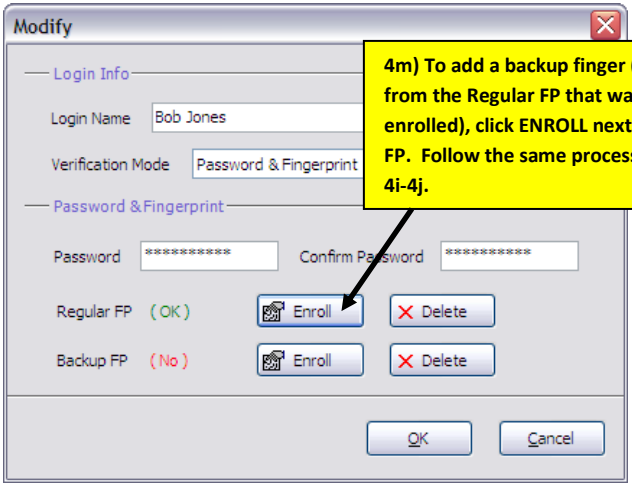


4j) Rest your fingerprint (that has a clearly defined ridge pattern) on the glass of the USB Fingerprint sensor. You may need to practice a couple of times to be sure that the vortex of your fingerprint is centered when registering. If your fingerprint has many cracks going across OR if the image is faded, be sure to use a different finger that is better defined.

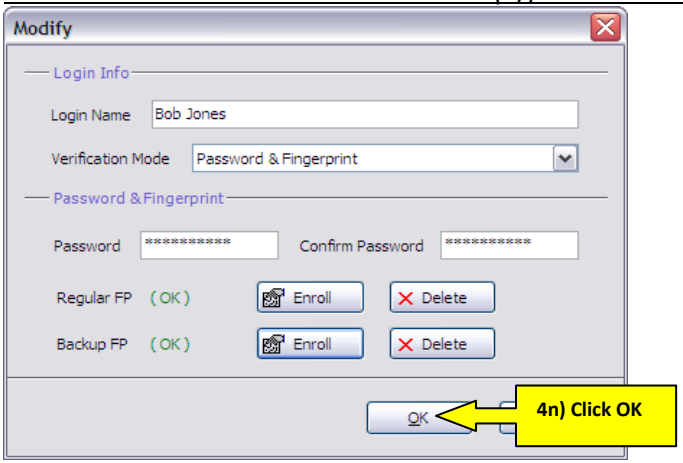


4k) Follow the same procedure with the SAME finger for the second and third enrollments.

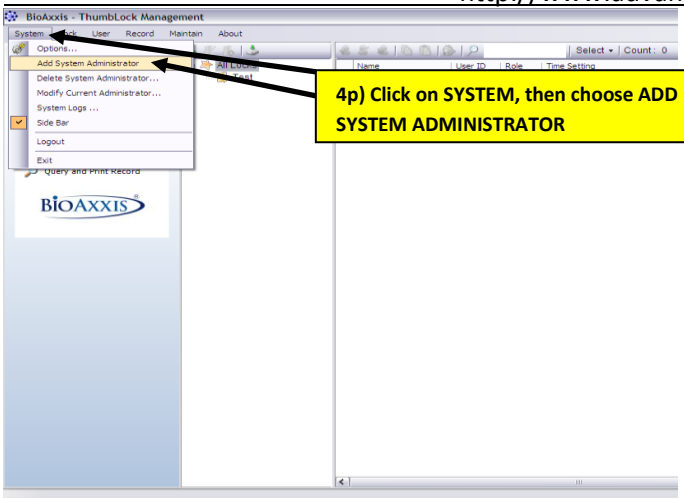
4l) Click CONFIRM



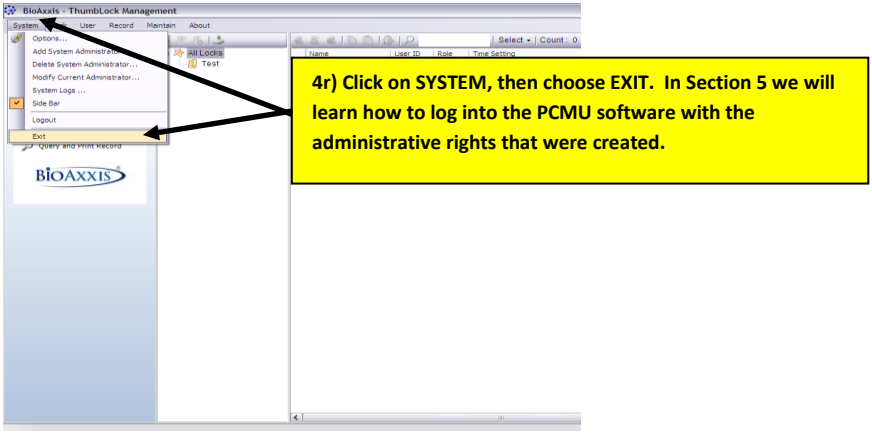
4m) To add a backup finger (different from the Regular FP that was just enrolled), click ENROLL next to Backup FP. Follow the same process as steps 4i-4j.



4o) The Super Administrator can also create multiple General Administrators. To do this, use the following steps:

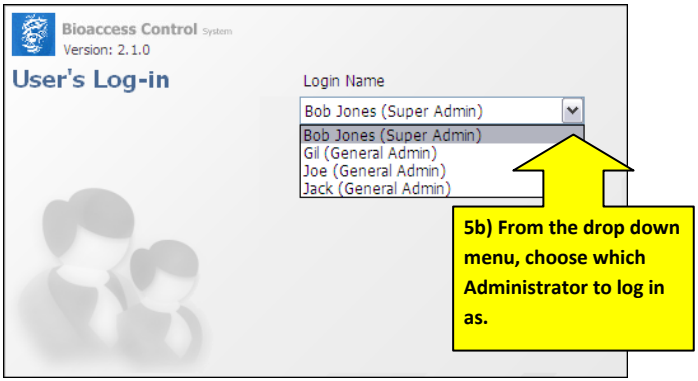


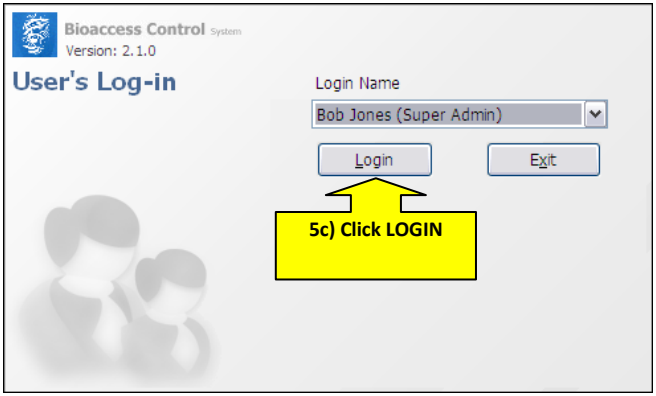
4q) **Follow steps 4e to 4n** from this section to add a new General Administrator. Once completed, the Super Administrator can use the same process to add multiple General Administrators. The General Administrator/s will need to be present if they are going to have fingerprints associated to their General Administrator account.

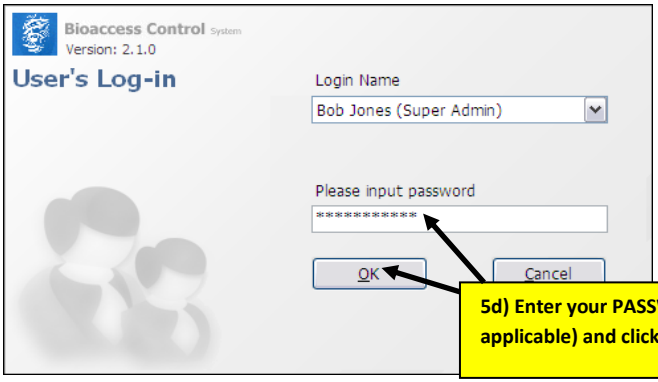


Section 5 Logging into the ThumbLock® PCMU Software (Super and General Administrators)

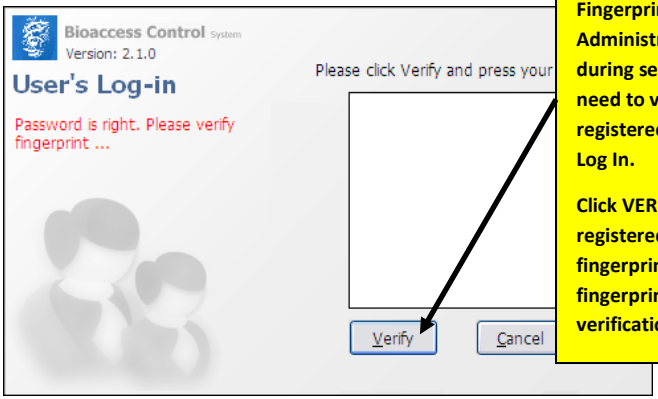
5a) Double click on the ThumbLock Management icon that is located on your desktop.





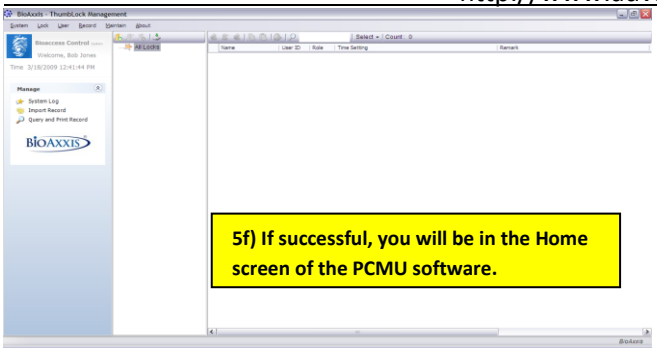


5d) Enter your PASSWORD (if applicable) and click OK



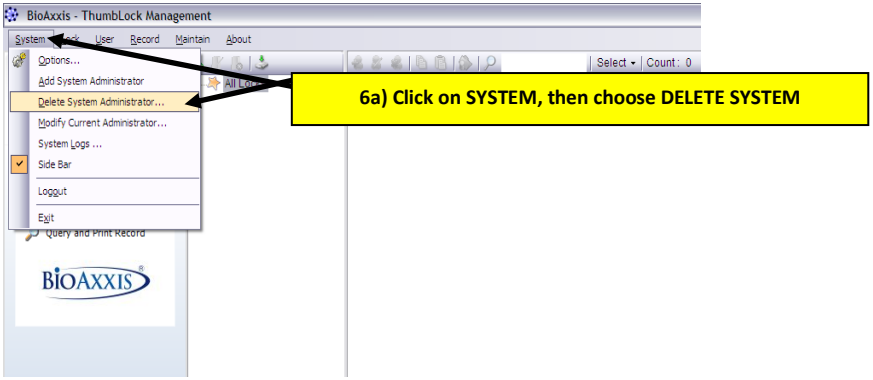
5e) If you have associated a Fingerprint with your Administrator account during set up, then you will need to verify your registered fingerprint at Log In.

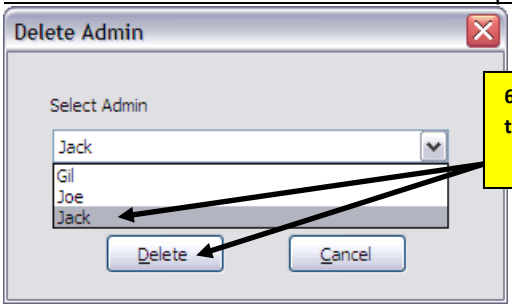
Click VERIFY and rest your registered Administrator fingerprint on the USB fingerprint sensor for verification.



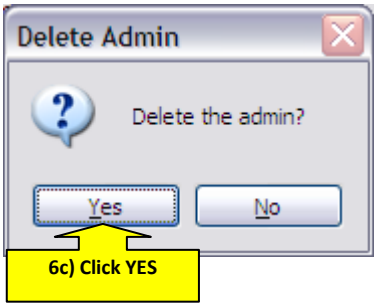
Section 6 Deleting General Administrator Accounts

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:

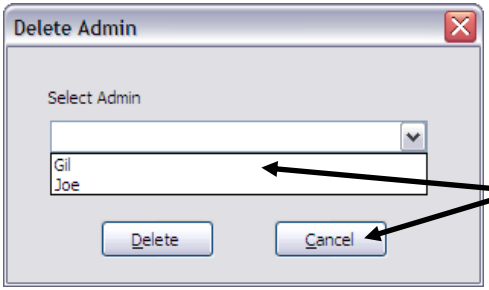




6b) Choose the General Administrator to be deleted and click DELETE.



6c) Click YES



6d) General Admin has been successfully deleted, click CANCEL.

Section 7 Setting up and Modifying Individual/Multiple ThumbLock® Access

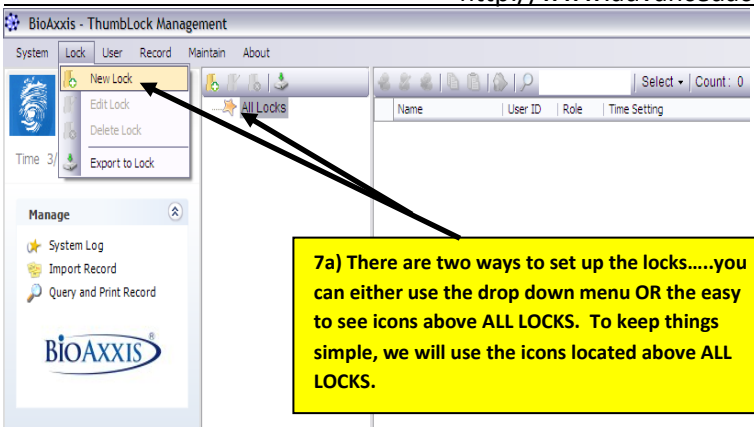
IMPORTANT NOTE:

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

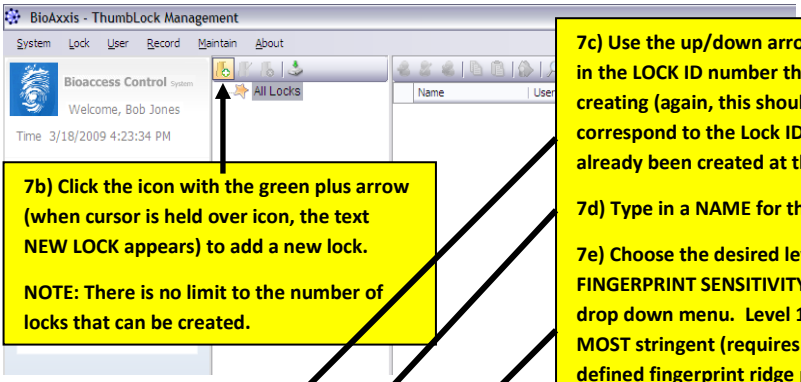
- Set up correct Date/Time settings at the ThumbLock® (reference ThumbLock® User Manual for details).
- Create Lock ID at the ThumbLock® (reference ThumbLock® User Manual).

*****CAUTION*****

FALSE ACCEPTANCE RATE WILL INCREASE IF SENSITIVITY LEVEL IS RAISED TO LEVEL 8 or 9.



7a) There are two ways to set up the locks…..you can either use the drop down menu OR the easy to see icons above ALL LOCKS. To keep things simple, we will use the icons located above ALL LOCKS.



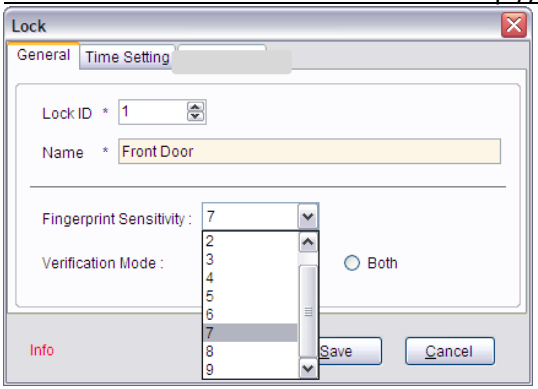
7b) Click the icon with the green plus arrow (when cursor is held over icon, the text NEW LOCK appears) to add a new lock.

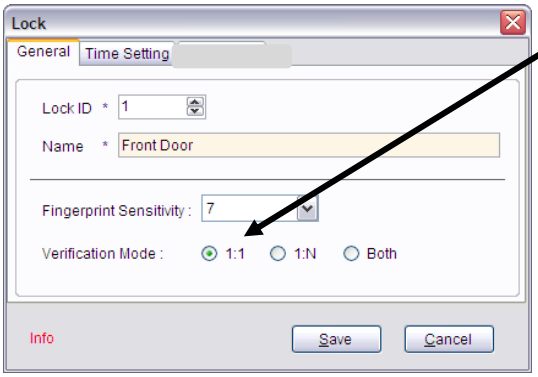
NOTE: There is no limit to the number of locks that can be created.

7c) Use the up/down arrows or type in the LOCK ID number that you are creating (again, this should correspond to the Lock ID that has already been created at the lock).

7d) Type in a NAME for the lock.

7e) Choose the desired level of FINGERPRINT SENSITIVITY from the drop down menu. Level 1 is the MOST stringent (requires very well defined fingerprint ridge patterns and almost perfect fingerprint placement) AND Level 9 is the LEAST stringent (requires less defined ridge patterns and is more forgiving of fingerprint placement).

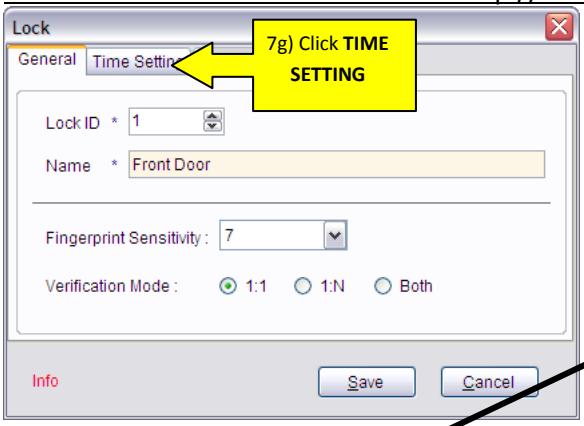


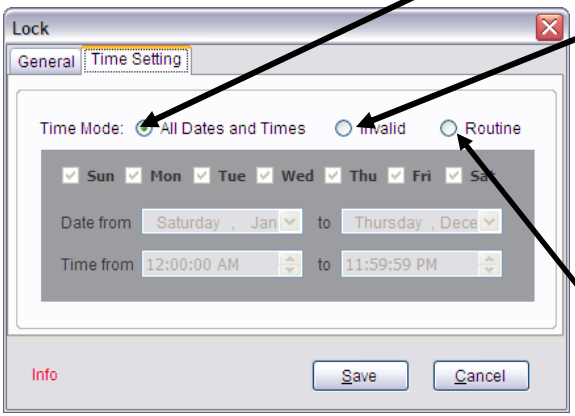


7f) Under VERIFICATION MODE, there are three choices for how all enrolled users will verify themselves for access to unlock the specific door lock:

- **1:1…When this is chosen, all users enrolled at this lock must enter their User ID, then verify their enrolled Fingerprint or PIN Code to successfully unlock the door.**
- **1:N…When this is chosen, all users enrolled at this lock will only need to match their enrolled Fingerprint or PIN Code to successfully unlock the door.**
- **BOTH…When this is chosen, all enrolled users can use the 1:1 OR 1:N method to successfully unlock the door.**

In this case, we are going to click on 1:1.





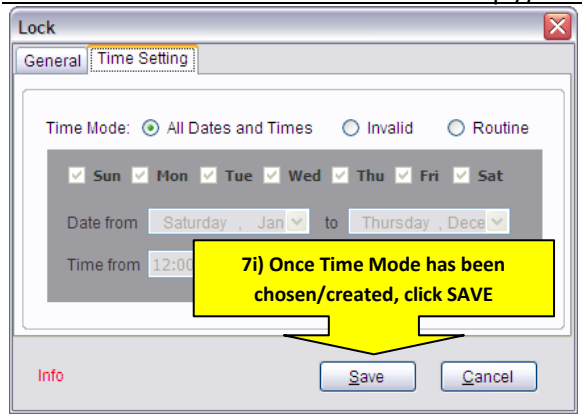
7h) Under the TIME SETTING tab, there are three TIME MODES that may be chosen for the lock:

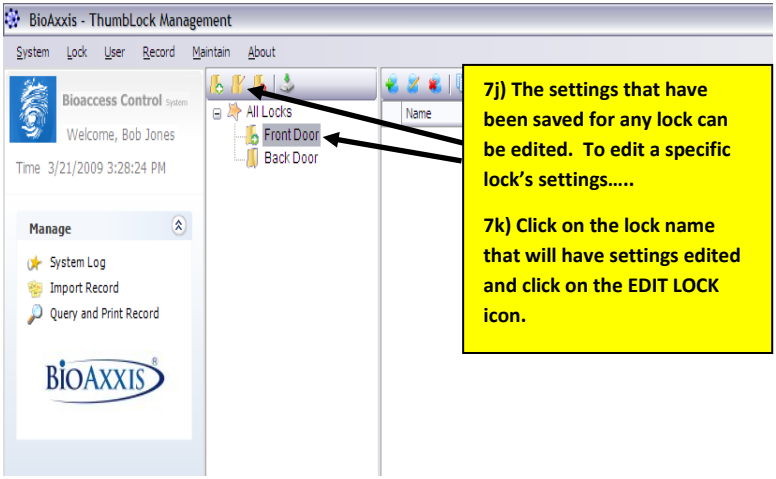
ALL DATES AND TIMES…When this is chosen, the specific lock allows for all enrolled Users to have access to unlock the door. The exception to this is if specific Timed Access is set up for individual Users.

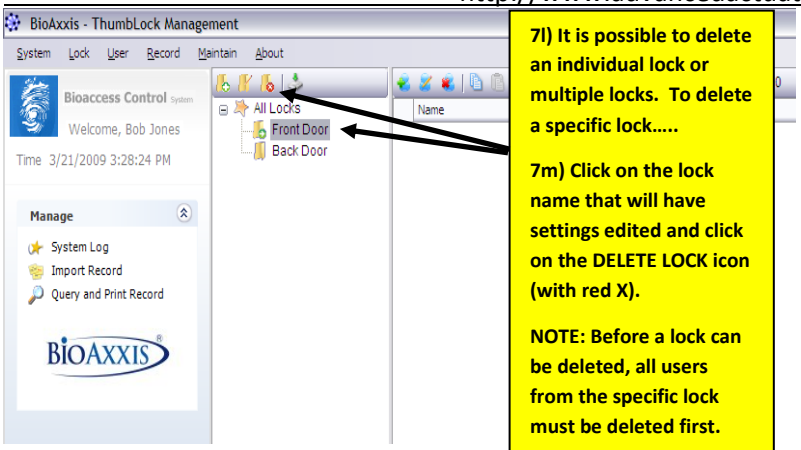
INVALID…This can also be called lock down mode. When this is enabled, only Administrators for the specific lock will have access to unlock the door.

ROUTINE…This mode allows for timed access to the lock to be created for specific dates, days of the week and time frames within the days of the week chosen.

NOTE: The Time Setting chosen/created for the lock will override any specific Timed Access assigned for a specific User. For example, if ROUTINE is chosen for the lock and set to Mon, Wed and Fri 9am to 5pm, Users will only have access to unlock the door during the set days and times, no matter what individual timed access was set for them.


Lock
General
Time Setting
Time Mode:
All Dates and Times
Invalid
Routine
Sun
Mon
Tue
Wed
Thu
Fri
Sat
Date from
Saturday , Jan
to
Thursday , Dece
Time from
12:00
7i) Once Time Mode has been chosen/created, click SAVE
Info
Save
Cancel


BioAxxis - ThumbLock Management
System
Lock
User
Record
Maintain
About
Bioaccess Control
Welcome, Bob Jones
Time 3/21/2009 3:28:24 PM
Manage
System Log
Import Record
Query and Print Record
BIOAXXIS
All Locks
Front Door
Back Door
Name
7j) The settings that have been saved for any lock can be edited. To edit a specific lock's settings.....
7k) Click on the lock name that will have settings edited and click on the EDIT LOCK icon.

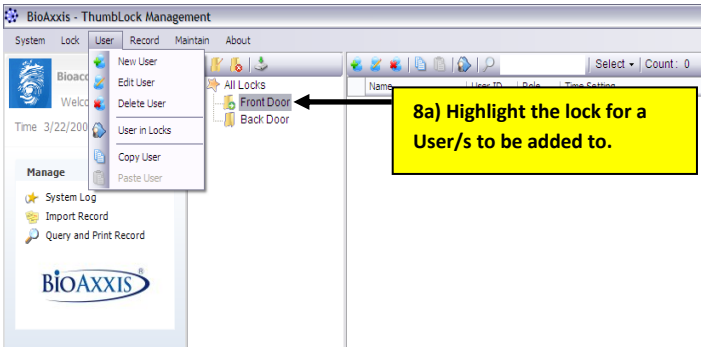


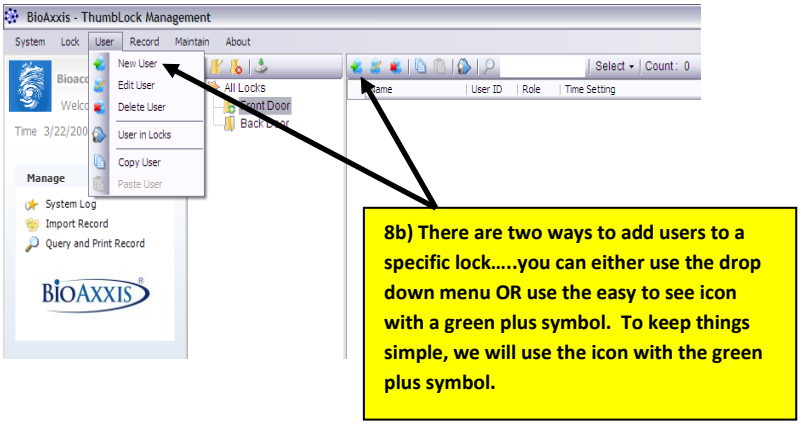
7l) It is possible to delete an individual lock or multiple locks. To delete a specific lock…..

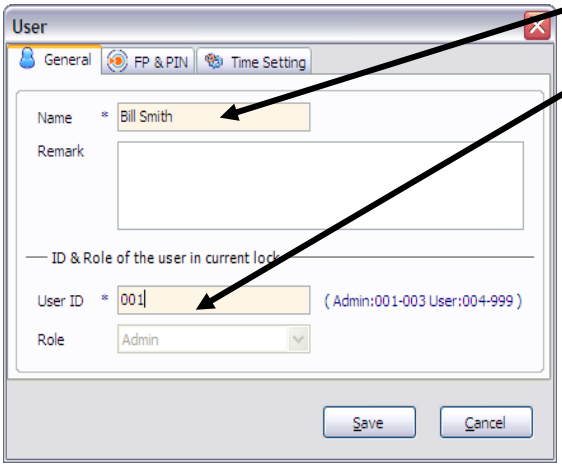
7m) Click on the lock name that will have settings edited and click on the DELETE LOCK icon (with red X).

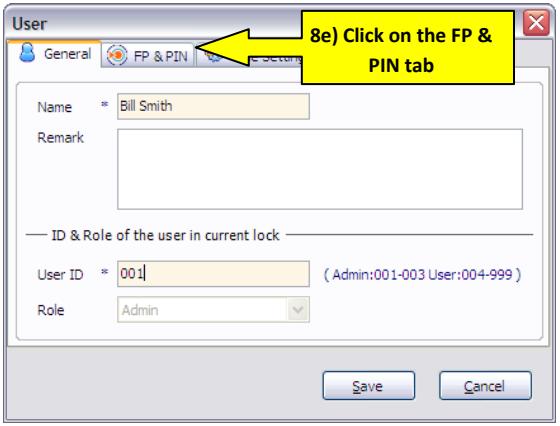
NOTE: Before a lock can be deleted, all users from the specific lock must be deleted first.

Section 8 Adding/Modifying Users at Individual Locks







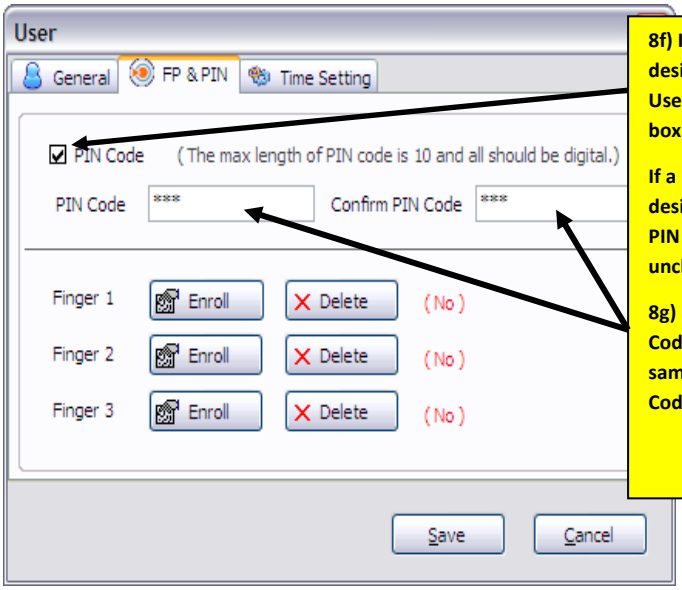


8c) Enter a NAME to associate to the User.

8d) Enter a 3 digit USER ID.

NOTE: USER ID numbers 001-003 have Administrative rights at the specific lock they are being created for. This means that they can make any programming updates or changes at the lock with their administrator fingerprint.

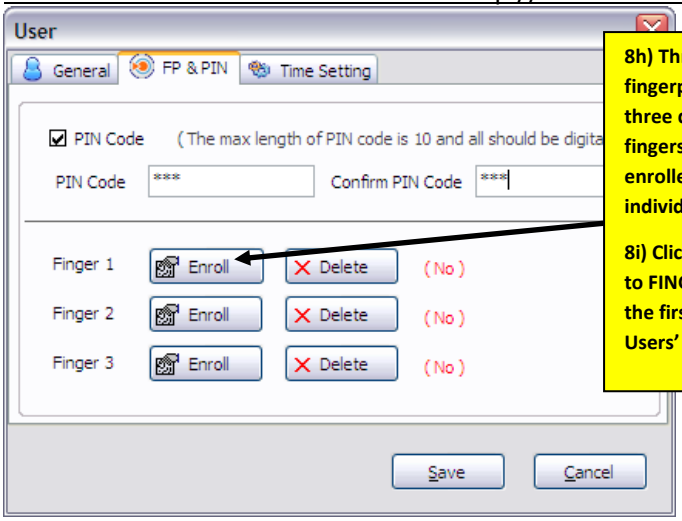
Users 004-999 will only have access to unlock the door that their fingerprints and/or PIN Codes are assigned to. They do not have access to make any programming updates or changes at the lock.



8f) If a PIN Code is desired for the specific User, click on the check box for PIN code.

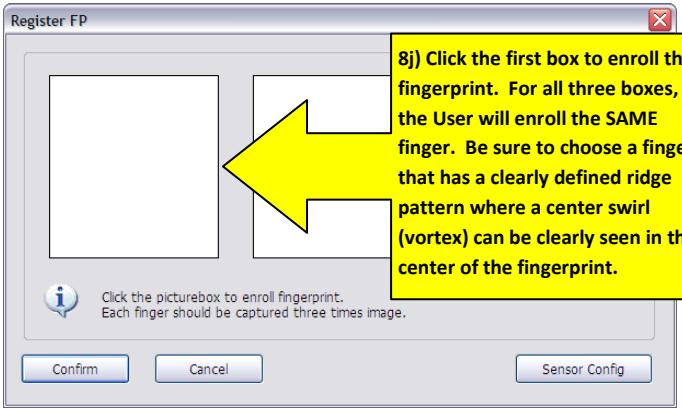
If a PIN Code is not desired, then leave the PIN Code checkbox unchecked.

8g) Enter a 1-10 digit PIN Code and re-enter the same 1-10 digit PIN Code.

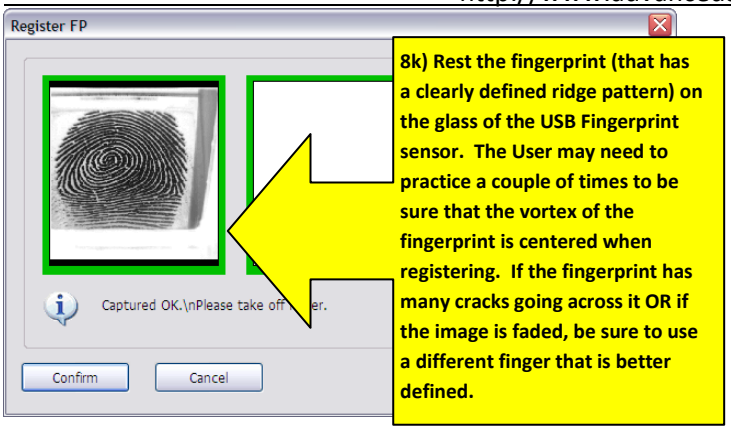


8h) Three different fingerprints (from three different fingers) can be enrolled for the individual User.

8i) Click ENROLL next to FINGER 1 to enroll the first of the three Users' fingerprints.



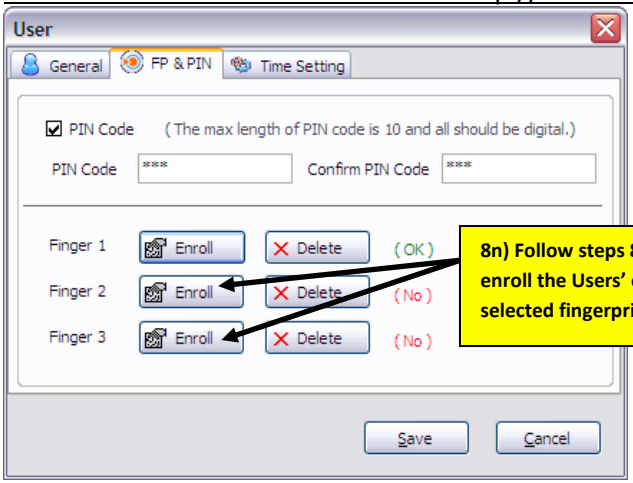
8j) Click the first box to enroll the fingerprint. For all three boxes, the User will enroll the SAME finger. Be sure to choose a finger that has a clearly defined ridge pattern where a center swirl (vortex) can be clearly seen in the center of the fingerprint.



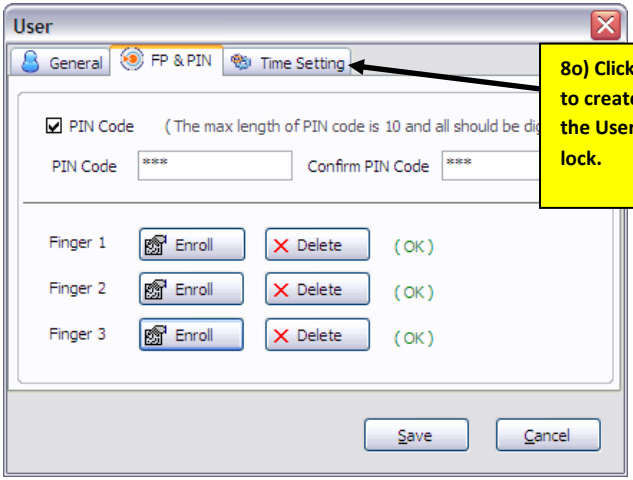
8k) Rest the fingerprint (that has a clearly defined ridge pattern) on the glass of the USB Fingerprint sensor. The User may need to practice a couple of times to be sure that the vortex of the fingerprint is centered when registering. If the fingerprint has many cracks going across it OR if the image is faded, be sure to use a different finger that is better defined.

8l) Follow the same procedure with the SAME finger for the second and third enrollments.

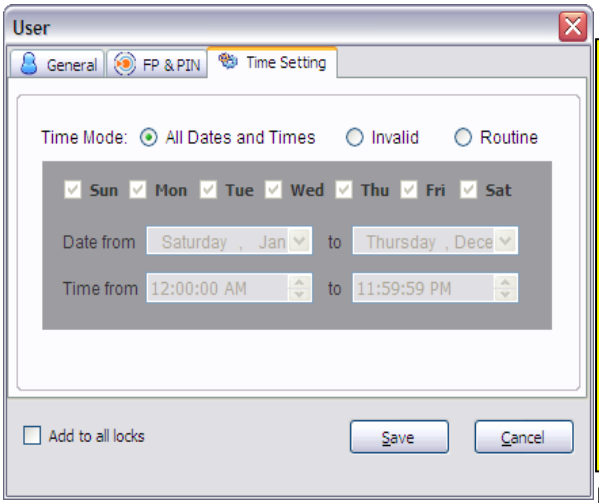
8m) Click CONFIRM



8n) Follow steps 8i thru 8m to enroll the Users' other two selected fingerprints.

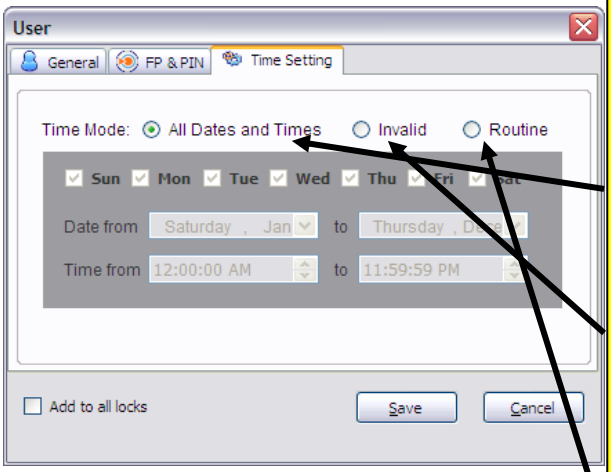


8o) Click TIME SETTING tab to create Timed Access for the User at the specific lock.



8p) Under the TIME SETTING tab, specific timed access can be created for the specific User for the lock that they are assigned to.

NOTE: Per Section 7h, the Timed Lock Access that has been assigned, will override any specific Timed User access that has been assigned.

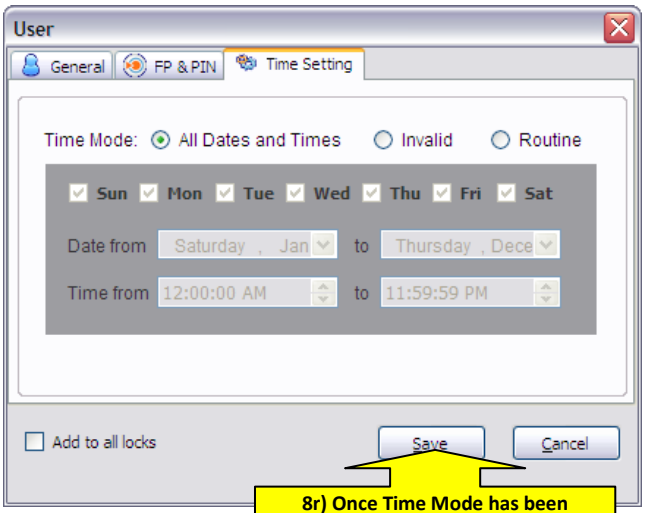


8q) Under the TIME SETTING tab, there are three TIME MODES that may be created for the specific User:

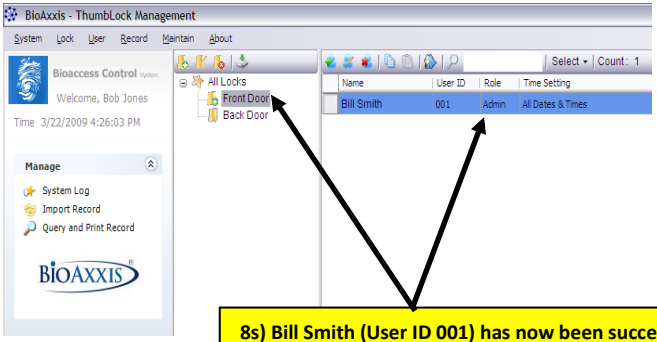
ALL DATES AND TIMES…When this is chosen, the specific User has access to unlock the door at any time with their enrolled Fingerprint or PIN Code.

INVALID…This can also be called lock down mode for the specific User. When this is enabled, the User will not be able to unlock the door with their enrolled Fingerprint or PIN Code.

ROUTINE…This mode allows for the User to have specific timed access to the unlock the door with their enrolled Fingerprint or PIN Code, only for specific dates , days of the week and time frames within the days of the week chosen.

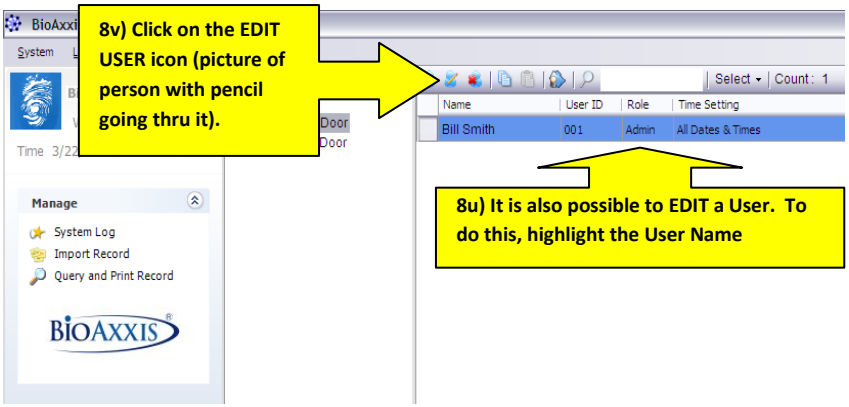


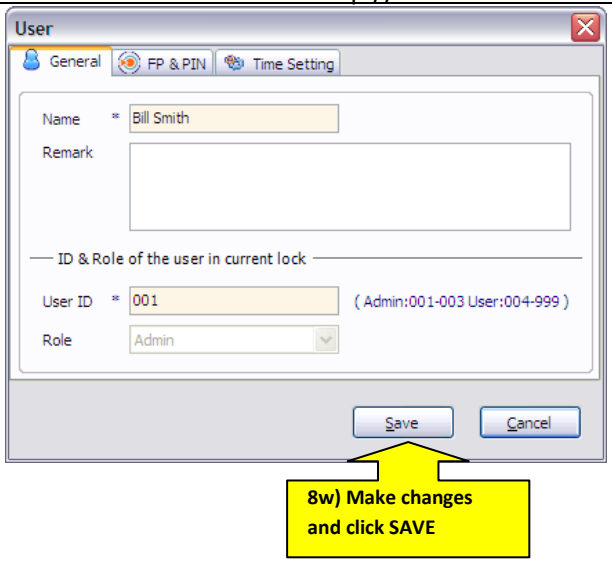
8r) Once Time Mode has been chosen/created, click SAVE



8s) Bill Smith (User ID 001) has now been successfully created in lock FRONT DOOR (Lock ID 1).

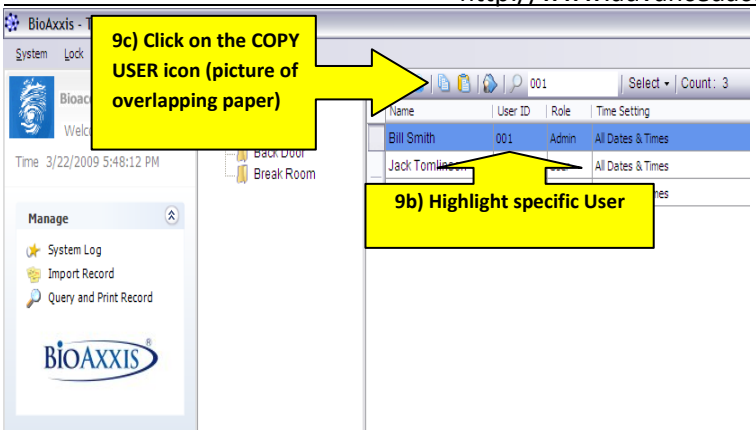
8t) Follow the same process from Section 8 to add additional Users.

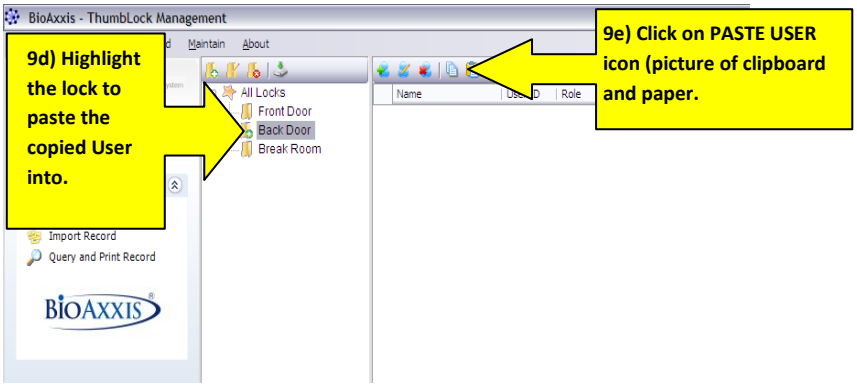


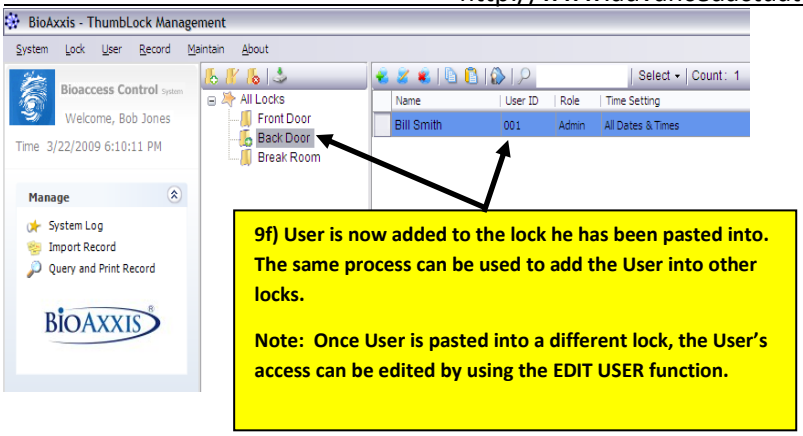


Section 9 Assigning User/s to Multiple Locks

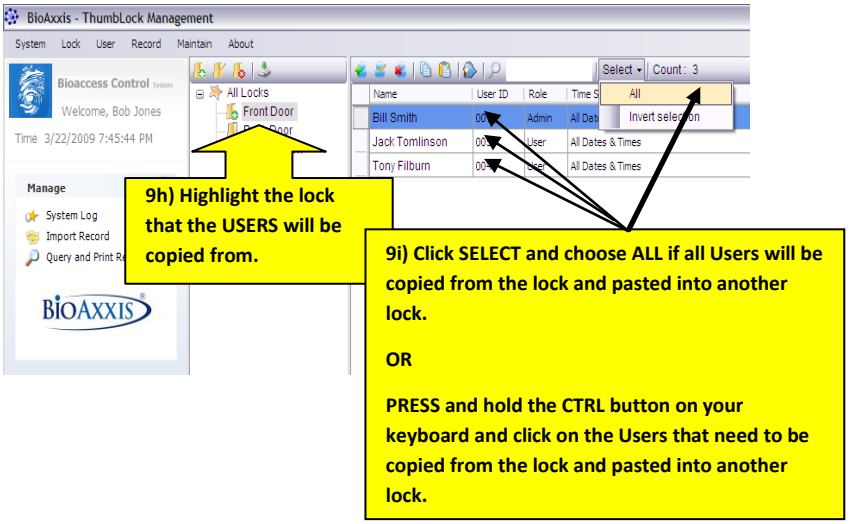
9a) To assign an Individual User to Multiple Locks, use the following steps:

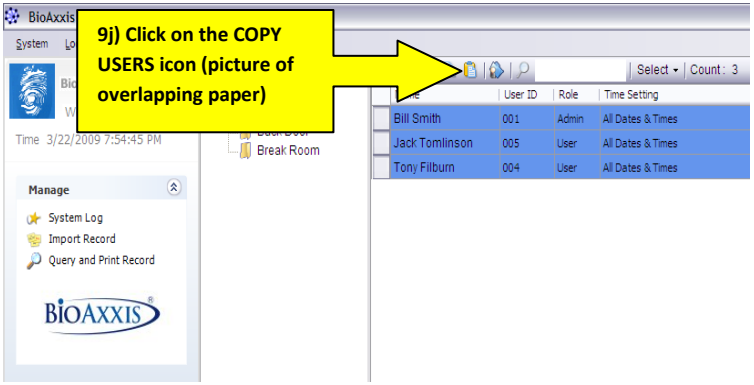

9c) Click on the COPY USER icon (picture of overlapping paper)
9b) Highlight specific User
BioAxxis - T
System
Lock
Time 3/22/2009 5:48:12 PM
Manage
System Log
Import Record
Query and Print Record
BIOAXXIS
Back Door
Break Room
001
Select
Count: 3
Name
User ID
Role
Time Setting
Bill Smith
001
Admin
All Dates & Times
Jack Tomlinson
All Dates & Times

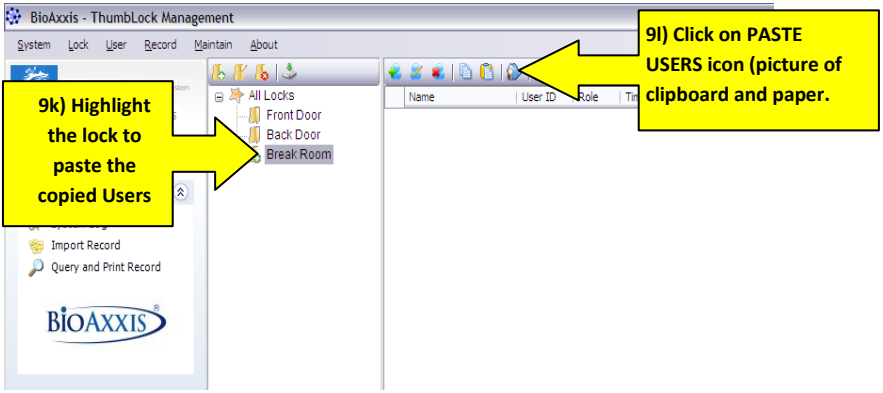

9d) Highlight the lock to paste the copied User into.
9e) Click on PASTE USER icon (picture of clipboard and paper.
BioAxxis - ThumbLock Management
Maintain
About
All Locks
Front Door
Back Door
Break Room
Name
Role
Import Record
Query and Print Record
BIOAXXIS

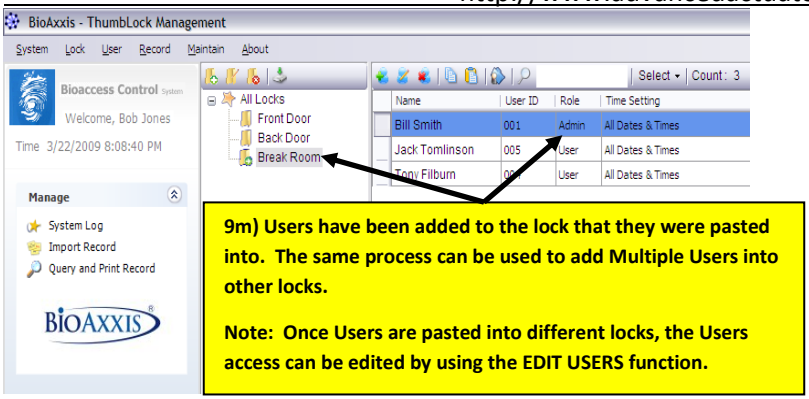


9g) To assign Multiple Users to Multiple Locks, use the following steps:



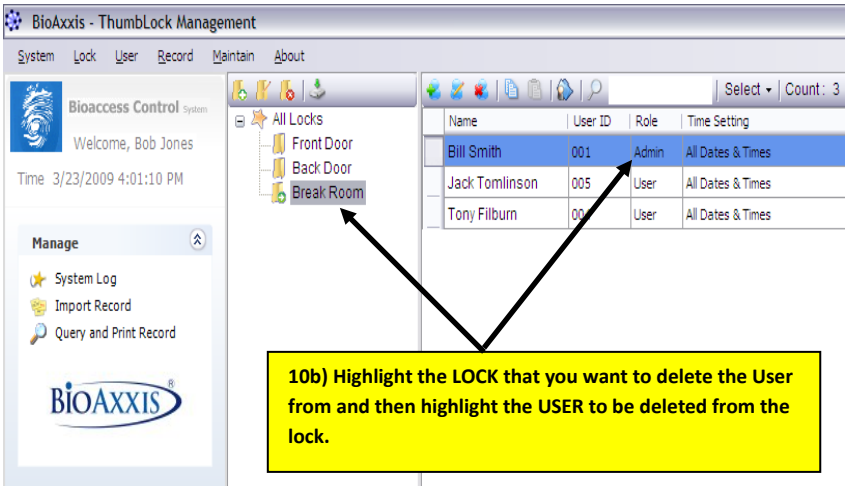

9j) Click on the COPY USERS icon (picture of overlapping paper)
BioAxxis
System
Time 3/22/2009 7:54:45 PM
Manage
System Log
Import Record
Query and Print Record
BIOAXXIS
Break Room
Select
Count: 3
User ID
Role
Time Setting
Bill Smith
001
Admin
All Dates & Times
Jack Tomlinson
005
User
All Dates & Times
Tony Filburn
004
User
All Dates & Times

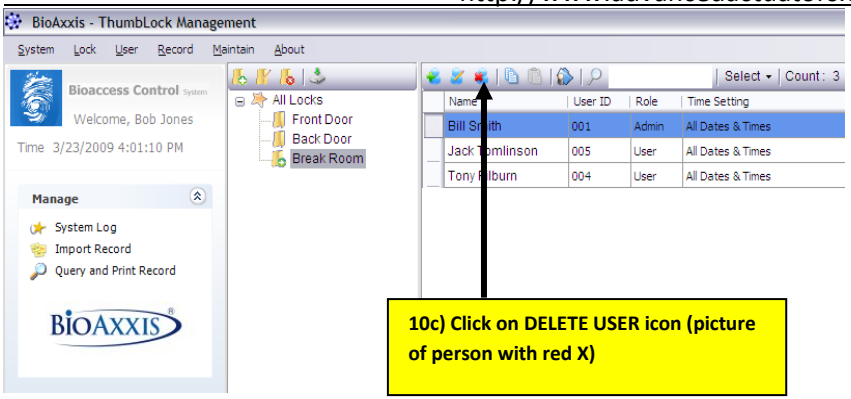

BioAxxis - ThumbLock Management
System
Lock
User
Record
Maintain
About
9k) Highlight the lock to paste the copied Users
9l) Click on PASTE USERS icon (picture of clipboard and paper.
All Locks
Front Door
Back Door
Break Room
Name
User ID
Role
Import Record
Query and Print Record
BIOAXXIS



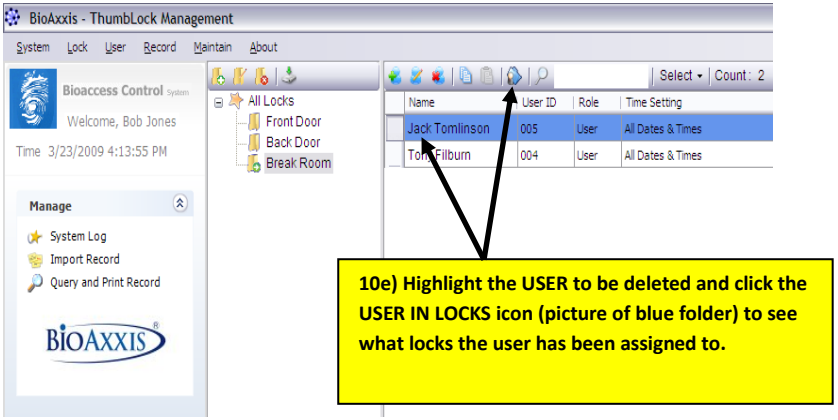
Section 10 Deleting Users from the PCMU

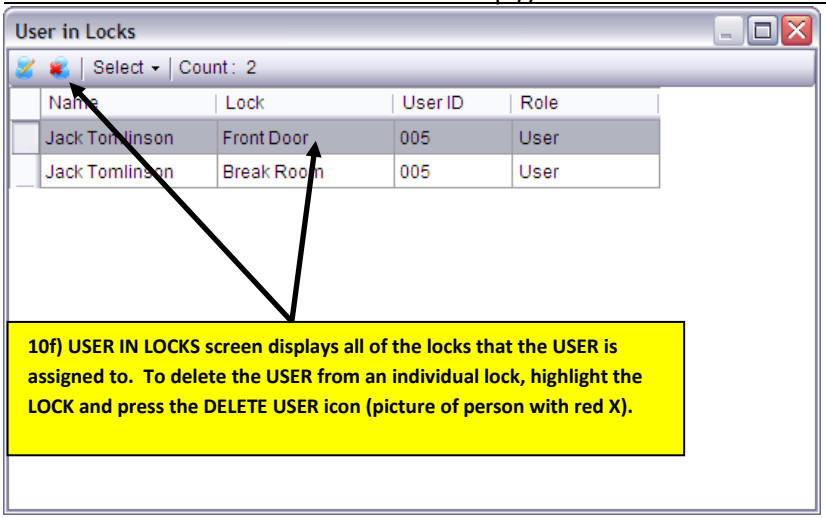
10a) Use the following steps to delete a Single User from an Individual Lock:

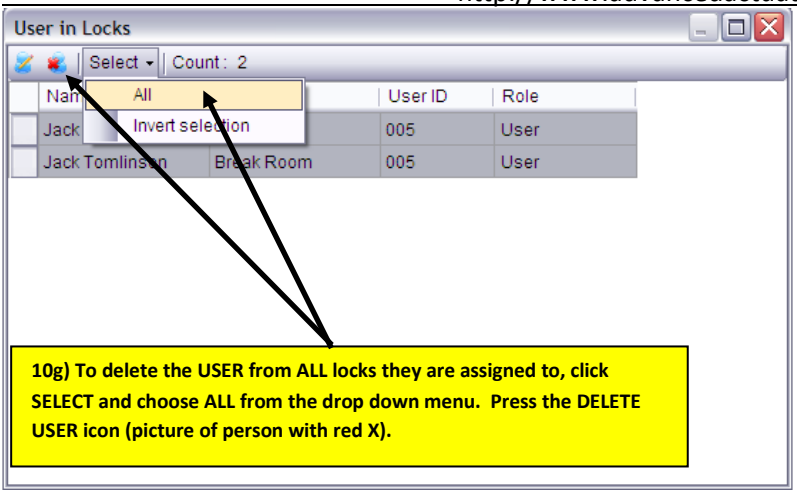




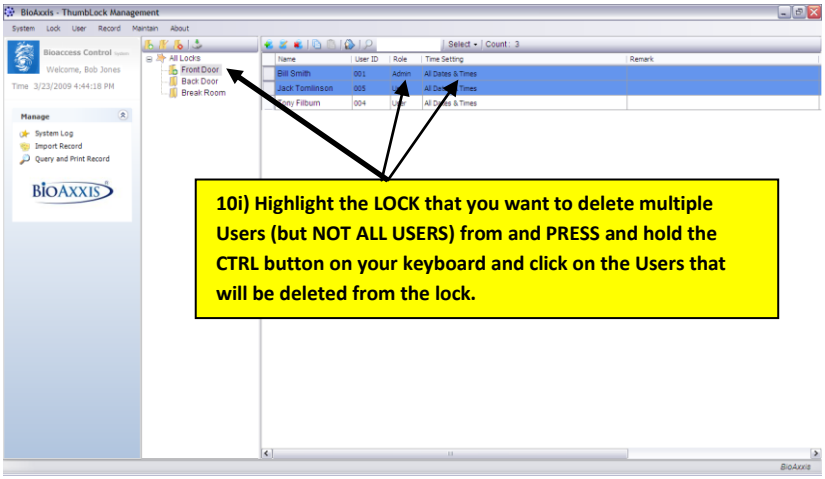
10d) Use the following steps to delete a Single User from Multiple Locks:

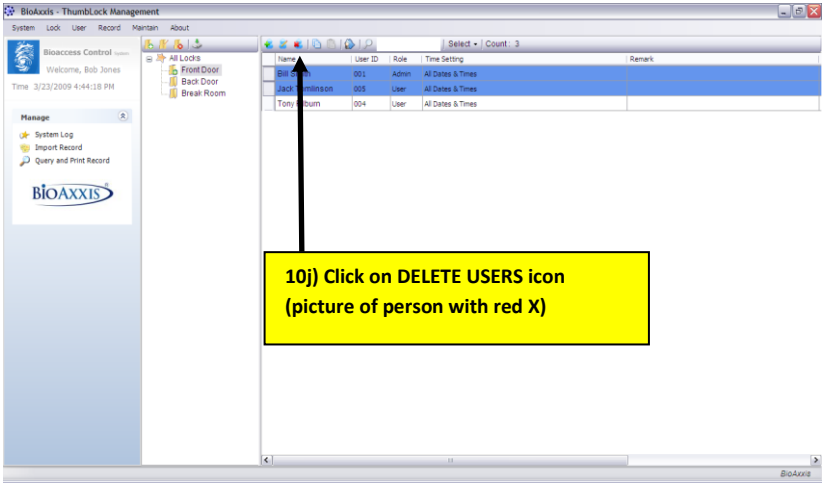



User in Locks
Select
Count : 2
Name
Lock
User ID
Role
Jack Tomlinson
Front Door
005
User
Jack Tomlinson
Break Room
005
User
10f) USER IN LOCKS screen displays all of the locks that the USER is assigned to. To delete the USER from an individual lock, highlight the LOCK and press the DELETE USER icon (picture of person with red X).

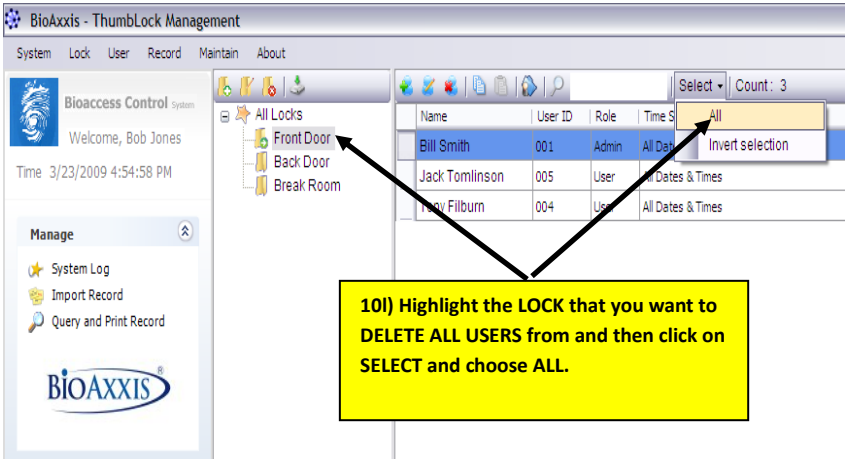

User in Locks
Select
Count : 2
All
Invert selection
User ID
Role
005
User
005
User
10g) To delete the USER from ALL locks they are assigned to, click SELECT and choose ALL from the drop down menu. Press the DELETE USER icon (picture of person with red X).

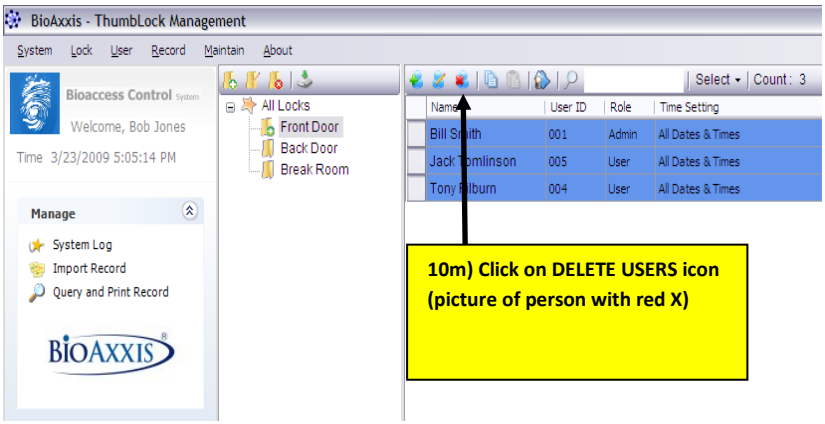
10h) Use the following steps to delete Multiple Users from an Individual Lock:





10k) Use the following steps to delete ALL Users from an Individual Lock:



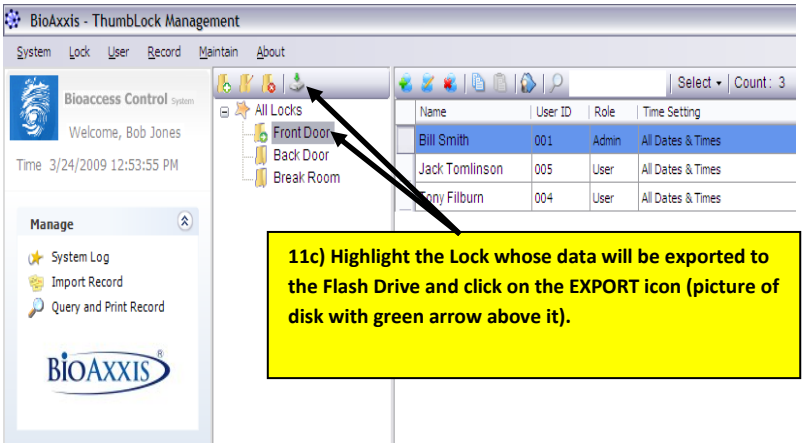


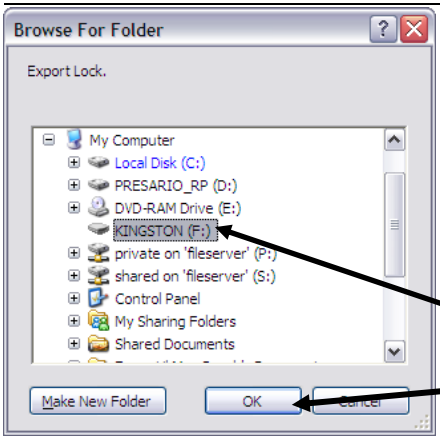
Section 11 Exporting Data to Flash Drive for Uploading Data to ThumbLocks®

NOTE: All Lock and User Data that is exported from the PCMU to the Flash Drive, then uploaded to the ThumbLock/s® will overwrite any existing data in the ThumbLock/s® that data is being uploaded into.

11a) Plug your Flash Drive into the USB port of your Laptop or PC.

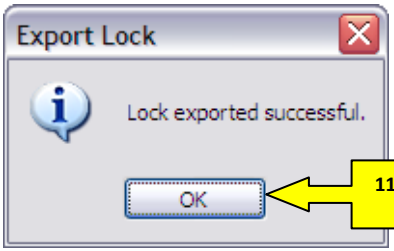
11b) Use the following steps to export Individual Lock/User Data to the Flash Drive:



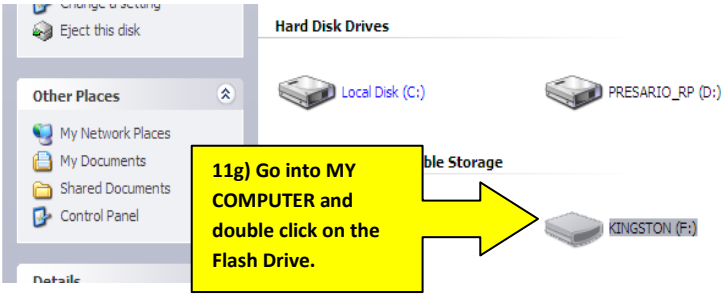


11d) Highlight your Flash Drive location.

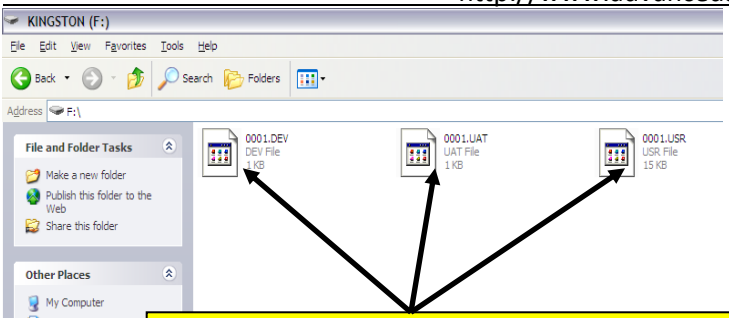
11e) Click OK



11f) Click OK

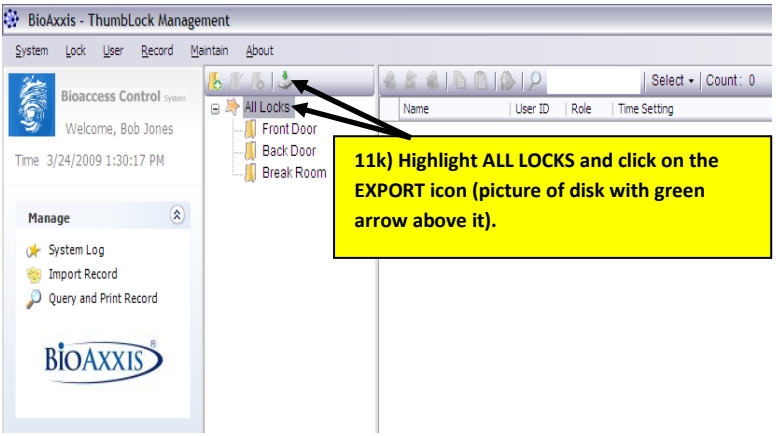


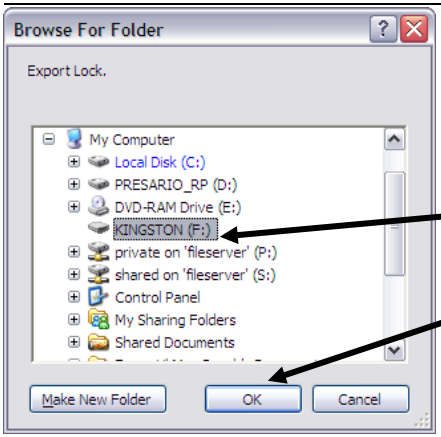
11g) Go into MY COMPUTER and double click on the Flash Drive.



11i) Use steps 11c thru 11h to Export other Individual Lock/User data to the Flash Drive.

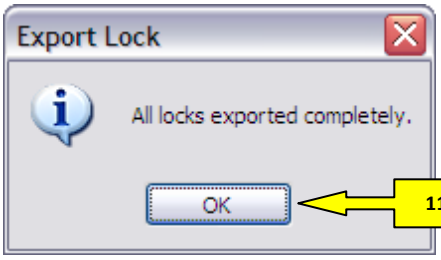
11j) Use the following steps to export ALL Locks/User Data to the Flash Drive:



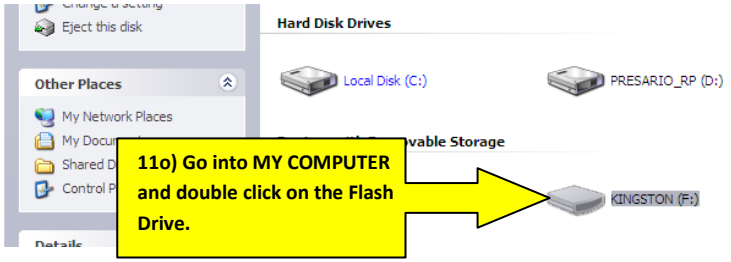


11l) Highlight your Flash Drive location.

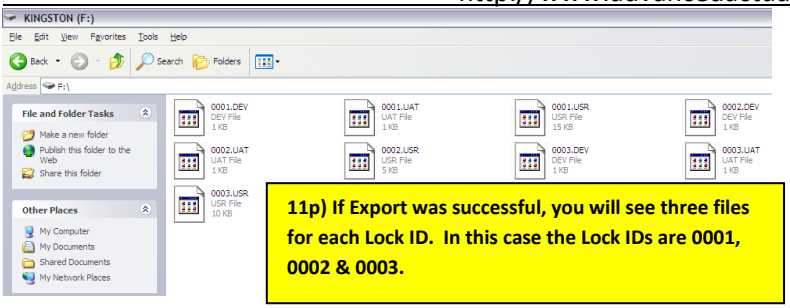
11m) Click OK



11n) Click OK



11o) Go into MY COMPUTER and double click on the Flash Drive.



11p) If Export was successful, you will see three files for each Lock ID. In this case the Lock IDs are 0001, 0002 & 0003.

Section 12 Uploading Exported Data from the Flash Drive to the ThumbLock®

NOTE: All Lock and User Data that is exported from the PCMU to the Flash Drive, then uploaded to the ThumbLock/s® will overwrite any existing data in the ThumbLock/s®that data is being uploaded into.

12a) Unplug the Flash Drive with exported data from your Laptop/PC.

12b) Plug Flash Drive into the USB port located at the bottom of the Interior Unit

12c) Click on "M"

NOTE:

- **"M" is the Menu option. This controls all Menu Options on the ThumbLock®.**

12d) If an Export Upload to the lock has been done in the past, the message on the LCD, "PRESS MASTER FP" appears. This means that an enrolled Administrator (Master) Fingerprint needs to be verified to gain access to the locks' menu options.

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

If this is the first time doing an Export Upload to the lock, this step can be skipped.

12e) The Main Menu screen is displayed after successfully completing step 12d.

12f) Press the DOWN ARROW until Option 3. U-DISK OP is highlighted.

12g) Press "M" to select

12h) Press the DOWN ARROW until Option 3.2 DATA UPDATE is highlighted.

12i) Press "M" to select

12j) While data is being uploaded from Flash Drive to the ThumbLock® the message, "REC READING" appears on the LCD.

12k) When the Data Upload is complete, the LCD will revert back to 3.2 DATA UPDATE (highlighted) on the LCD.

12l) Press "E" (for Exit), until the LCD powers off.

12m) Remove the Flash Drive

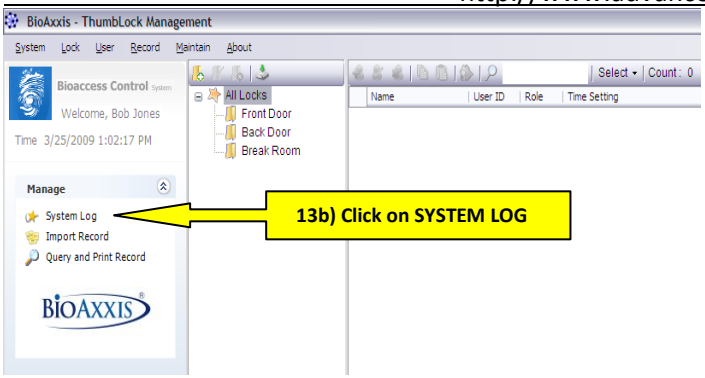
12n) Repeat steps of Section 12 at all ThumbLocks® where data has been exported from the PCMU to the Flash Drive.

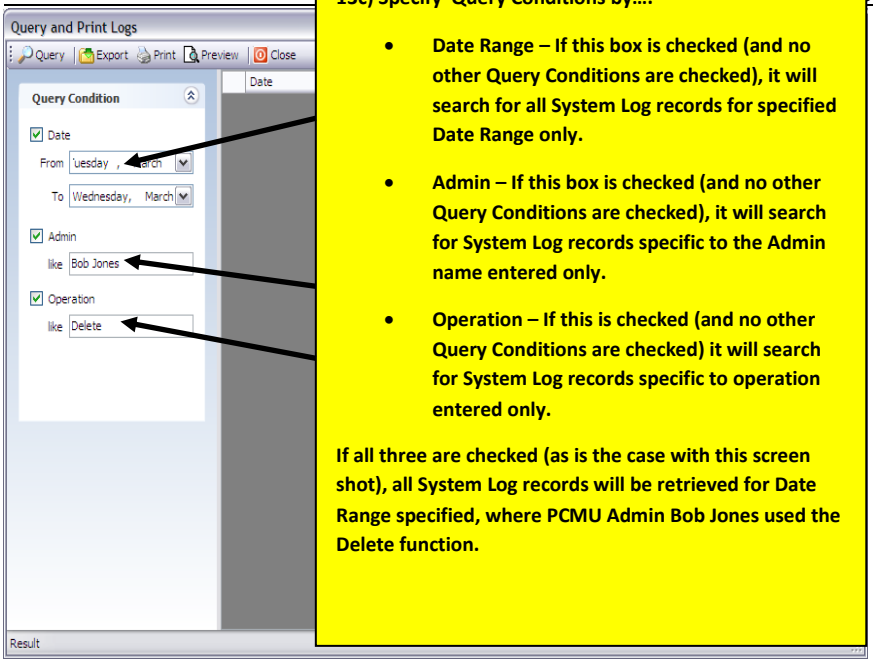
12o) For steps on how to unlock the door with Fingerprints/PIN Codes that has been uploaded from the Flash Drive to the ThumbLock/s®, see ThumbLock® User Manual.

Section 13 Viewing/Printing/Exporting System Logs in the PCMU

Note: System Log records display all programming that has been done in the PCMU by Date/Time, Admin and Operation. This is not to be confused with imported Audit Trail Records (Section 14).

13a) Use the following steps to Download System Log Records:

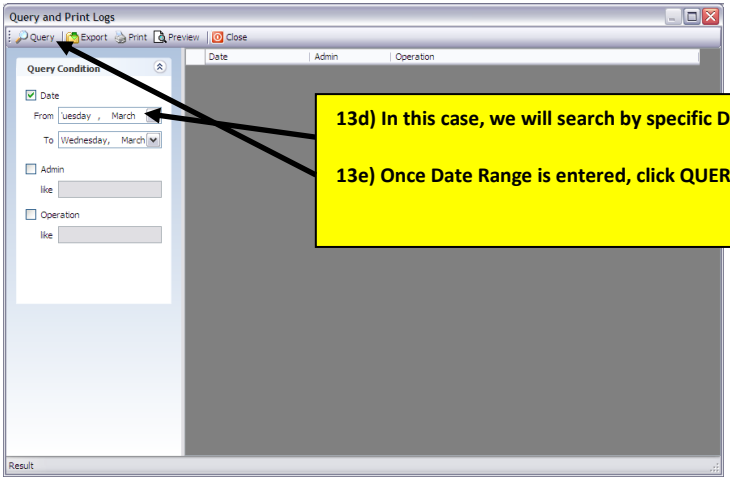

BioAxxis - ThumbLock Management
System
Lock
User
Record
Maintain
About
Bioaccess Control
Welcome, Bob Jones
Time 3/25/2009 1:02:17 PM
Manage
System Log
Import Record
Query and Print Record
BIOAXXIS
All Locks
Front Door
Back Door
Break Room
Select
Count: 0
Name
User ID
Role
Time Setting
13b) Click on SYSTEM LOG



13c) Specify Query Conditions by….

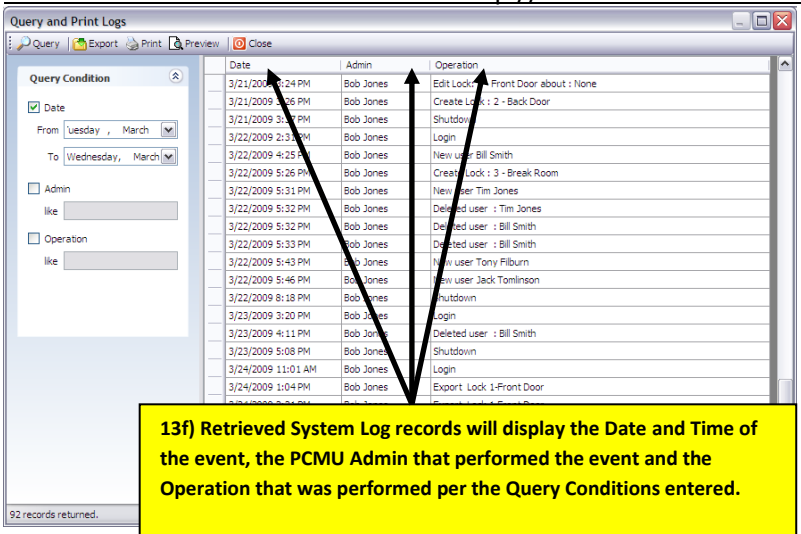
- **Date Range – If this box is checked (and no other Query Conditions are checked), it will search for all System Log records for specified Date Range only.**
- **Admin – If this box is checked (and no other Query Conditions are checked), it will search for System Log records specific to the Admin name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

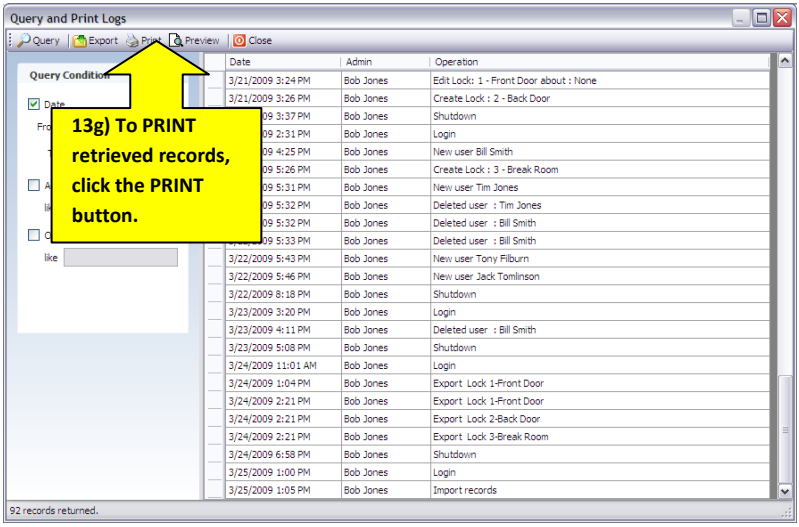
If all three are checked (as is the case with this screen shot), all System Log records will be retrieved for Date Range specified, where PCMU Admin Bob Jones used the Delete function.

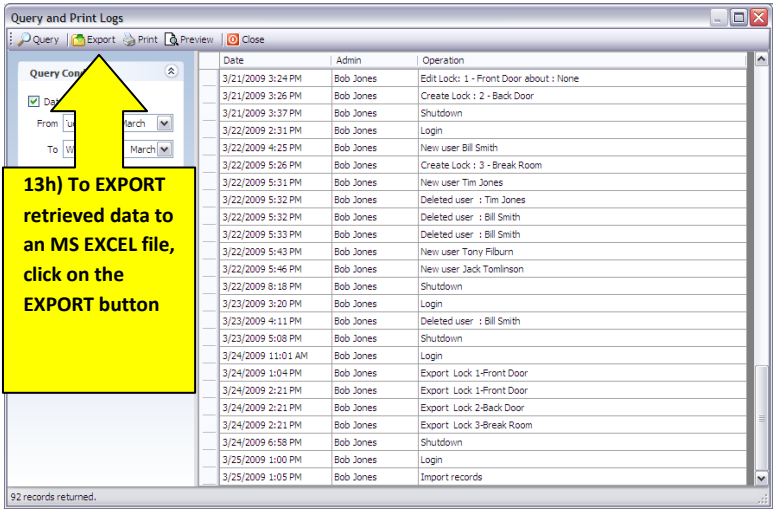


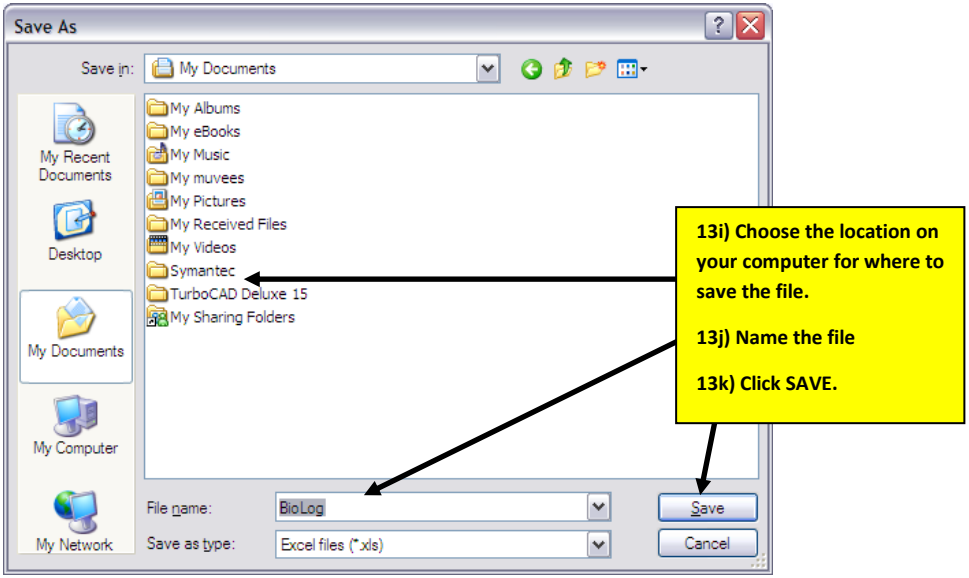
13d) In this case, we will search by specific Date Range.

13e) Once Date Range is entered, click QUERY.


Query and Print Logs
Query
Export
Print
Preview
Close
Query Condition
Date
From
To
Admin
like
Operation
like
Date
Admin
Operation
92 records returned.
13f) Retrieved System Log records will display the Date and Time of the event, the PCMU Admin that performed the event and the Operation that was performed per the Query Conditions entered.


Query and Print Logs
Query
Export
Print
Preview
Close
Query Condition
Date
Admin
like
Operation
like
Date
Admin
Operation
92 records returned.
13g) To PRINT retrieved records, click the PRINT button.


Query and Print Logs
Query
Export
Print
Preview
Close
Query Con
From
To
March
March
Date
Admin
Operation
3/21/2009 3:24 PM Bob Jones Edit Lock: 1 - Front Door about : None
3/21/2009 3:26 PM Bob Jones Create Lock : 2 - Back Door
3/21/2009 3:37 PM Bob Jones Shutdown
3/22/2009 2:31 PM Bob Jones Login
3/22/2009 4:25 PM Bob Jones New user Bill Smith
3/22/2009 5:26 PM Bob Jones Create Lock : 3 - Break Room
3/22/2009 5:31 PM Bob Jones New user Tim Jones
3/22/2009 5:32 PM Bob Jones Deleted user : Tim Jones
3/22/2009 5:32 PM Bob Jones Deleted user : Bill Smith
3/22/2009 5:33 PM Bob Jones Deleted user : Bill Smith
3/22/2009 5:43 PM Bob Jones New user Tony Filburn
3/22/2009 5:46 PM Bob Jones New user Jack Tomlinson
3/22/2009 8:18 PM Bob Jones Shutdown
3/23/2009 3:20 PM Bob Jones Login
3/23/2009 4:11 PM Bob Jones Deleted user : Bill Smith
3/23/2009 5:08 PM Bob Jones Shutdown
3/24/2009 11:01 AM Bob Jones Login
3/24/2009 1:04 PM Bob Jones Export Lock 1-Front Door
3/24/2009 2:21 PM Bob Jones Export Lock 1-Front Door
3/24/2009 2:21 PM Bob Jones Export Lock 2-Back Door
3/24/2009 2:21 PM Bob Jones Export Lock 3-Break Room
3/24/2009 6:58 PM Bob Jones Shutdown
3/25/2009 1:00 PM Bob Jones Login
3/25/2009 1:05 PM Bob Jones Import records
92 records returned.
13h) To EXPORT retrieved data to an MS EXCEL file, click on the EXPORT button


Save As
Save in:
My Documents
My Recent Documents
Desktop
My Documents
My Computer
My Network
My Albums
My eBooks
My Music
My muvees
My Pictures
My Received Files
My Videos
Symantec
TurboCAD Deluxe 15
My Sharing Folders
File name:
BioLog
Save as type:
Excel files (*.xls)
Save
Cancel
13i) Choose the location on your computer for where to save the file.
13j) Name the file
13k) Click SAVE.

Section 14 Exporting Audit Trail Records from the ThumbLock® to the Flash Drive

14a) Plug Flash Drive into the USB port located at the bottom of the Interior Unit

14b) Click on "M"

NOTE:

- **"M" is the Menu option. This controls all Menu Options on the 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.**

14c) When the message, "PRESS MASTER FP" appears on the LCD, rest an enrolled Administrators' Fingerprint (registered as User ID 001-003 for this lock in the PCMU) on the ThumbLock® fingerprint sensor (located on the outside unit). The fingerprint sensor will stay powered on for 5 seconds before powering off.

14d) The Main Menu screen is displayed after successfully completing step 12d.

14e) Press the DOWN ARROW until Option 3. U-DISK OP is highlighted.

14f) Press "M" to select

14g) Press Option 3.1 RECORD OUT to begin download of audit trail records to the flash drive.

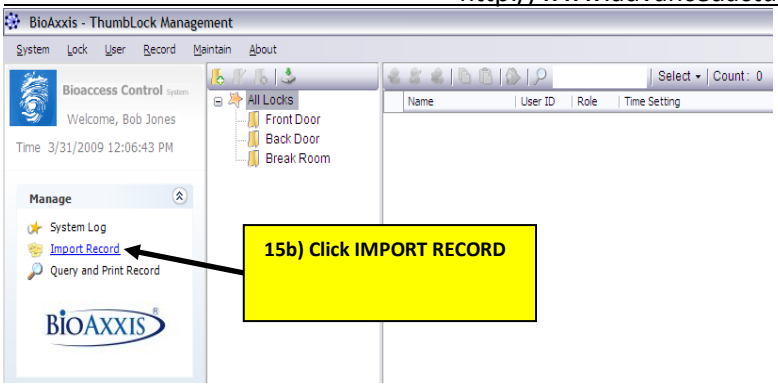
14h) When the Audit Trail Download is complete, the LCD will revert back to 3.1 RECORD OUT (highlighted) on the LCD.

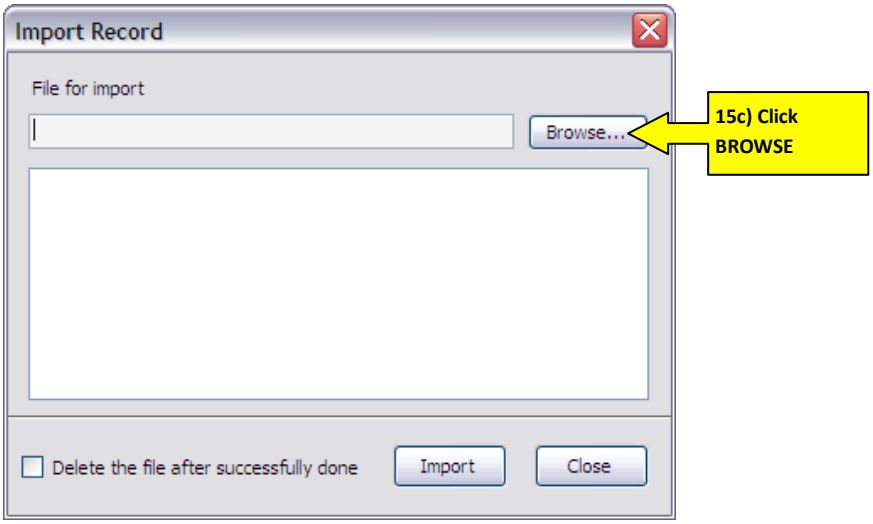
14i) Press "E" (for Exit), until the LCD powers off.

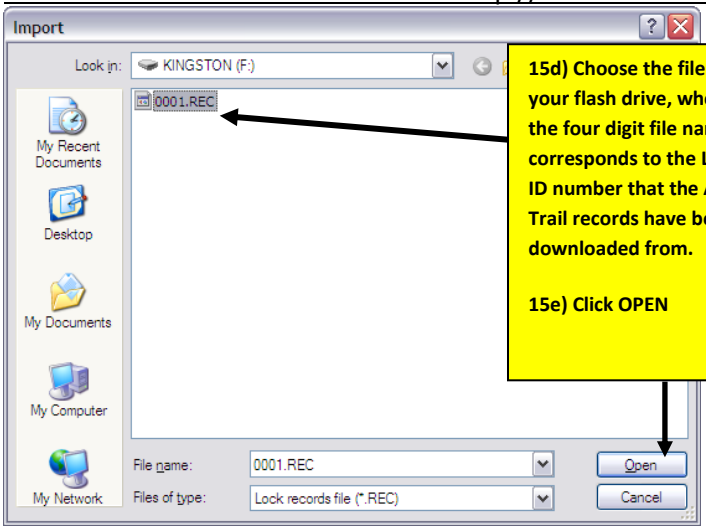
14j) Remove the Flash Drive from the bottom of the ThumbLock®

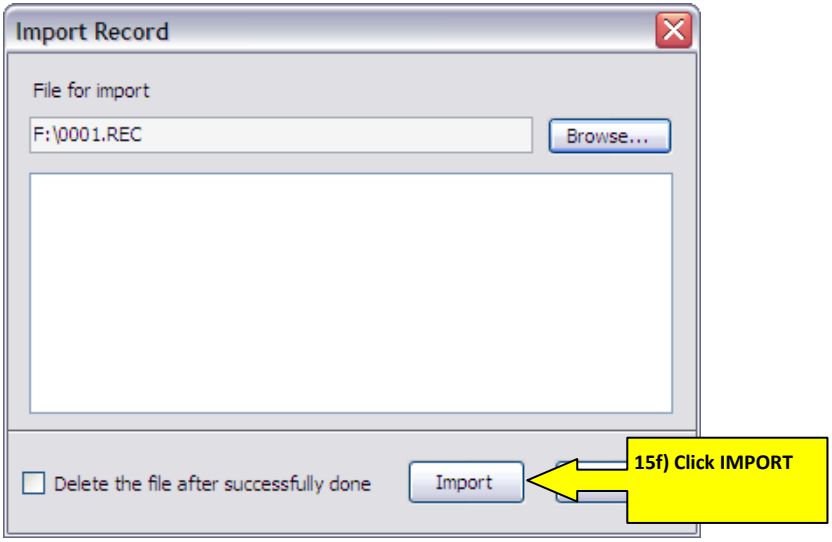
Section 15 Importing Audit Trail Records from the Flash Drive into the PCMU

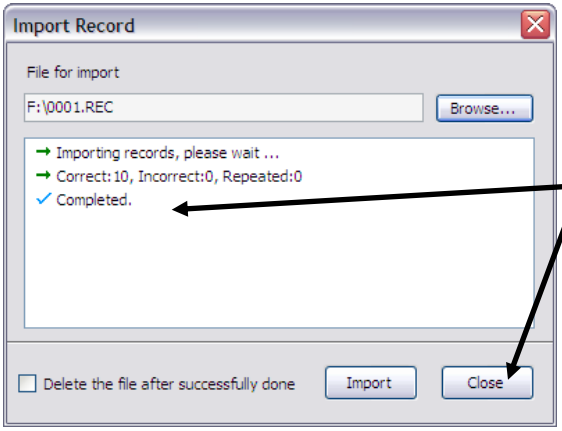
15a) Plug Flash Drive into available USB Port on your PC/Laptop


BioAxxis - ThumbLock Management
System
Lock
User
Record
Maintain
About
Bioaccess Control
Welcome, Bob Jones
Time 3/31/2009 12:06:43 PM
Manage
System Log
Import Record
Query and Print Record
BIOAXXIS
All Locks
Front Door
Back Door
Break Room
Select
Count: 0
Name
User ID
Role
Time Setting
15b) Click IMPORT RECORD


Import Record
File for import
Browse...
15c) Click BROWSE
Delete the file after successfully done
Import
Close


Import
Look in:
KINGSTON (F:)
0001.REC
My Recent Documents
Desktop
My Documents
My Computer
My Network
File name:
0001.REC
Files of type:
Lock records file (*.REC)
Open
Cancel
15d) Choose the file from your flash drive, where the four digit file name corresponds to the LOCK ID number that the Audit Trail records have been downloaded from.
15e) Click OPEN

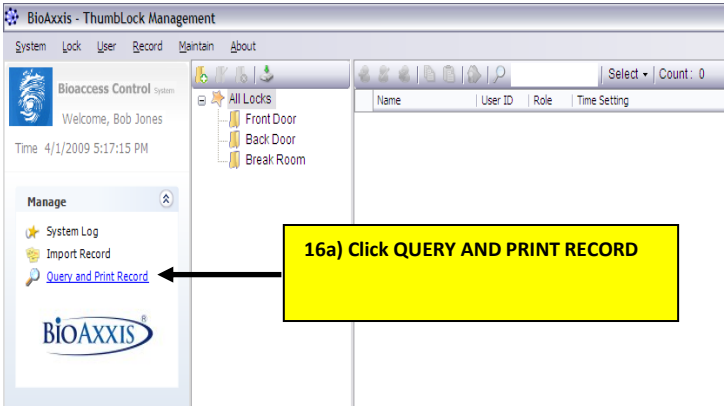

Import Record
File for import
F:\0001.REC
Browse...
Delete the file after successfully done
Import
15f) Click IMPORT

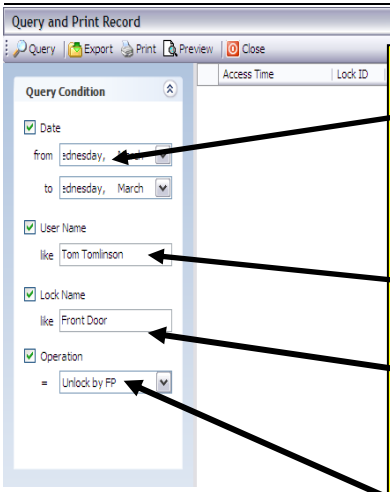


15g) When audit trail records have been successfully downloaded, the message COMPLETED appears.

15h) Click CLOSE

Section 16 Viewing, Printing and Exporting Downloaded Audit Trail Records

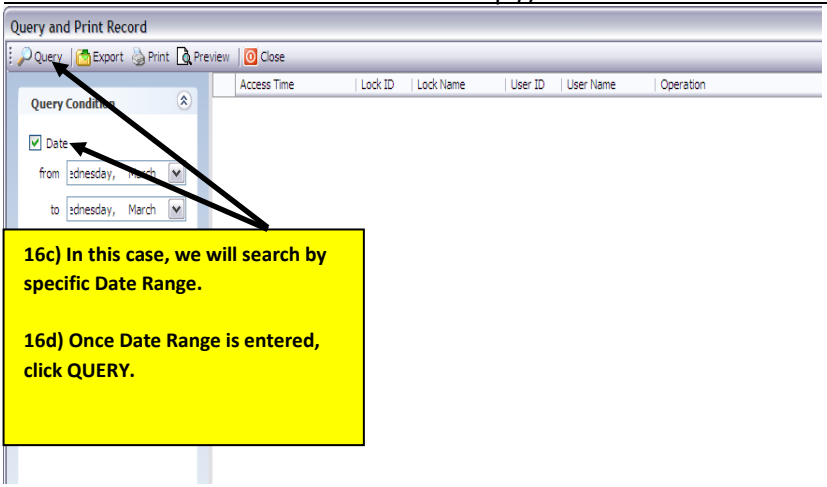




16b) Specify Query Conditions by….

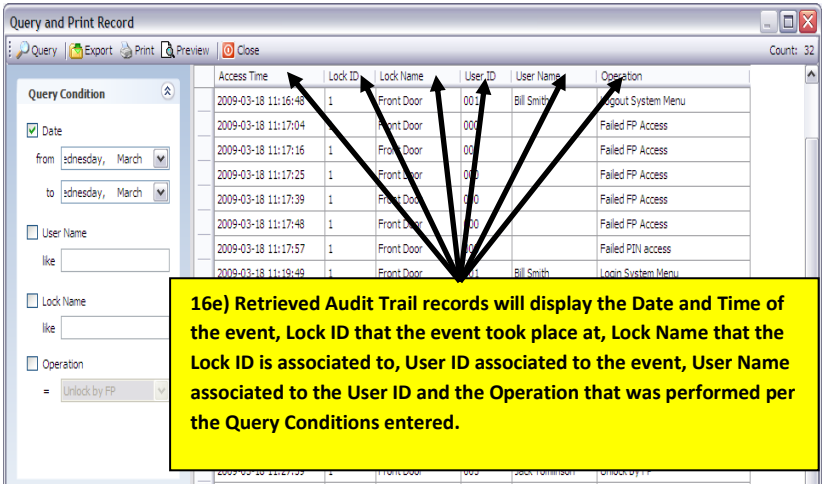
- **Date Range – If this box is checked (and no other Query Conditions are checked), it will search for all downloaded Audit Trail records for specified Date Range only.**
- **User Name – If this box is checked (and no other Query Conditions are checked), it will search for Audit Trail records for the Specific User Name entered only.**
- **Lock Name – If this is checked (and no other Query Conditions are checked) it will search for Audit Trail records specific to the Lock Name entered only.**
- **Operation - If this is checked (and no other Query Conditions are checked) it will search for Audit Trail records specific to the Operation specified only.**

If all four are checked (as is the case with this screen shot), all Audit Trail records will be retrieved for Date Range specified, where Tom Tomlinson unlocked the Front Door with his fingerprint.

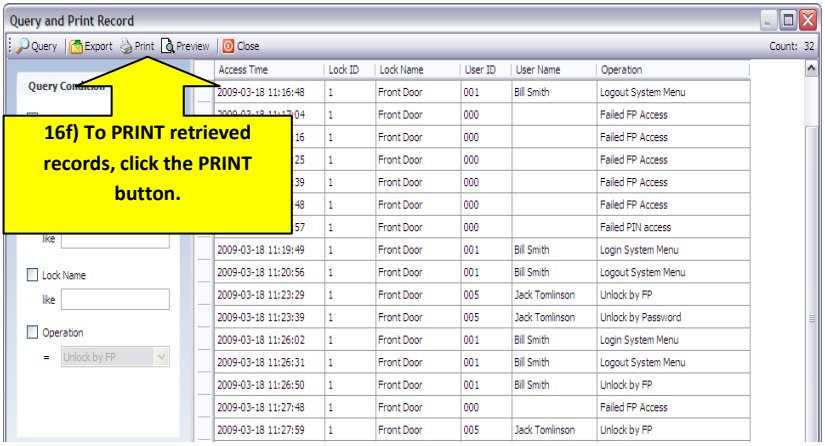


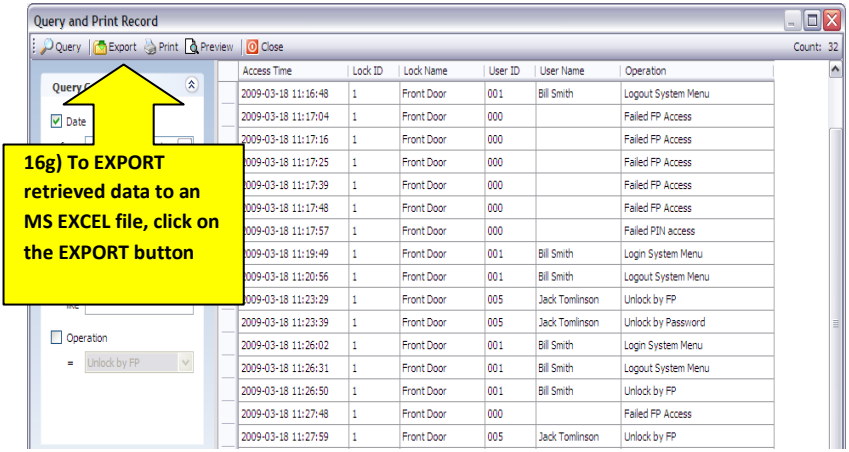
16c) In this case, we will search by specific Date Range.

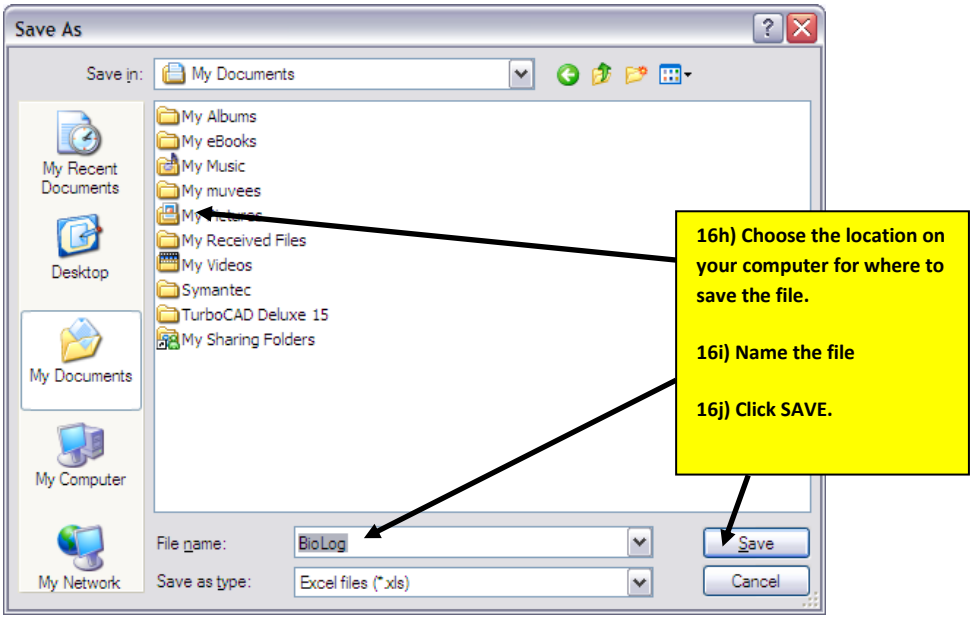
16d) Once Date Range is entered, click QUERY.



16e) Retrieved Audit Trail records will display the Date and Time of the event, Lock ID that the event took place at, Lock Name that the Lock ID is associated to, User ID associated to the event, User Name associated to the User ID and the Operation that was performed per the Query Conditions entered.


Query and Print Record
Query
Export
Print
Preview
Close
Count: 32
Query Condition
Lock Name
like
Operation
=
Unlock by FP
Access Time
Lock ID
Lock Name
User ID
User Name
Operation
2009-03-18 11:16:48 1 Front Door 001 Bill Smith Logout System Menu
2009-03-18 11:17:04 1 Front Door 000 Failed FP Access
2009-03-18 11:17:16 1 Front Door 000 Failed FP Access
2009-03-18 11:17:25 1 Front Door 000 Failed FP Access
2009-03-18 11:17:39 1 Front Door 000 Failed FP Access
2009-03-18 11:17:48 1 Front Door 000 Failed FP Access
2009-03-18 11:17:57 1 Front Door 000 Failed PIN access
2009-03-18 11:19:49 1 Front Door 001 Bill Smith Login System Menu
2009-03-18 11:20:56 1 Front Door 001 Bill Smith Logout System Menu
2009-03-18 11:23:29 1 Front Door 005 Jack Tomlinson Unlock by FP
2009-03-18 11:23:39 1 Front Door 005 Jack Tomlinson Unlock by Password
2009-03-18 11:26:02 1 Front Door 001 Bill Smith Login System Menu
2009-03-18 11:26:31 1 Front Door 001 Bill Smith Logout System Menu
2009-03-18 11:26:50 1 Front Door 001 Bill Smith Unlock by FP
2009-03-18 11:27:48 1 Front Door 000 Failed FP Access
2009-03-18 11:27:59 1 Front Door 005 Jack Tomlinson Unlock by FP
16f) To PRINT retrieved records, click the PRINT button.


Query and Print Record
Query
Export
Print
Preview
Close
Count: 32
Date
Operation
=
Unlock by FP
Access Time
Lock ID
Lock Name
User ID
User Name
Operation
2009-03-18 11:16:48 1 Front Door 001 Bill Smith Logout System Menu
2009-03-18 11:17:04 1 Front Door 000 Failed FP Access
2009-03-18 11:17:16 1 Front Door 000 Failed FP Access
2009-03-18 11:17:25 1 Front Door 000 Failed FP Access
2009-03-18 11:17:39 1 Front Door 000 Failed FP Access
2009-03-18 11:17:48 1 Front Door 000 Failed FP Access
2009-03-18 11:17:57 1 Front Door 000 Failed PIN access
2009-03-18 11:19:49 1 Front Door 001 Bill Smith Login System Menu
2009-03-18 11:20:56 1 Front Door 001 Bill Smith Logout System Menu
2009-03-18 11:23:29 1 Front Door 005 Jack Tomlinson Unlock by FP
2009-03-18 11:23:39 1 Front Door 005 Jack Tomlinson Unlock by Password
2009-03-18 11:26:02 1 Front Door 001 Bill Smith Login System Menu
2009-03-18 11:26:31 1 Front Door 001 Bill Smith Logout System Menu
2009-03-18 11:26:50 1 Front Door 001 Bill Smith Unlock by FP
2009-03-18 11:27:48 1 Front Door 000 Failed FP Access
2009-03-18 11:27:59 1 Front Door 005 Jack Tomlinson Unlock by FP
16g) To EXPORT retrieved data to an MS EXCEL file, click on the EXPORT button


Save As
Save in:
My Documents
My Recent Documents
Desktop
My Documents
My Computer
My Network
My Albums
My eBooks
My Music
My muvees
My Received Files
My Videos
Symantec
TurboCAD Deluxe 15
My Sharing Folders
File name:
BioLog
Save as type:
Excel files (*.xls)
Save
Cancel
16h) Choose the location on your computer for where to save the file.
16i) Name the file
16j) Click SAVE.