

LockView[®] Keyless Entry 5



LOCKVIEW KEYLESS ENTRY INSTRUCTION MANUAL

Instruction Manual

Snap-on[®]

LockView Keyless Entry Instruction Manual

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NOTE:

The Table of Contents contains live links. Click on any section, and the corresponding page will load.

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Other manuals available as separate pdfs:

- ♦ **Database & Network Configuration & Install Manual**
- ♦ **Manual Programming of the Snap-on Level 5 Gen4 Lock**

IMPORTANT NOTE:

Certain features noted in this manual only apply to Snap-on Dashboard and Keypad Lock systems. These sections are clearly noted at the beginning of the section. Pictures of Dashboard and Keypad Lock are shown below as a reference.



Keypad Lock



Dashboard Lock



Gen3



Gen4

INTRODUCTION

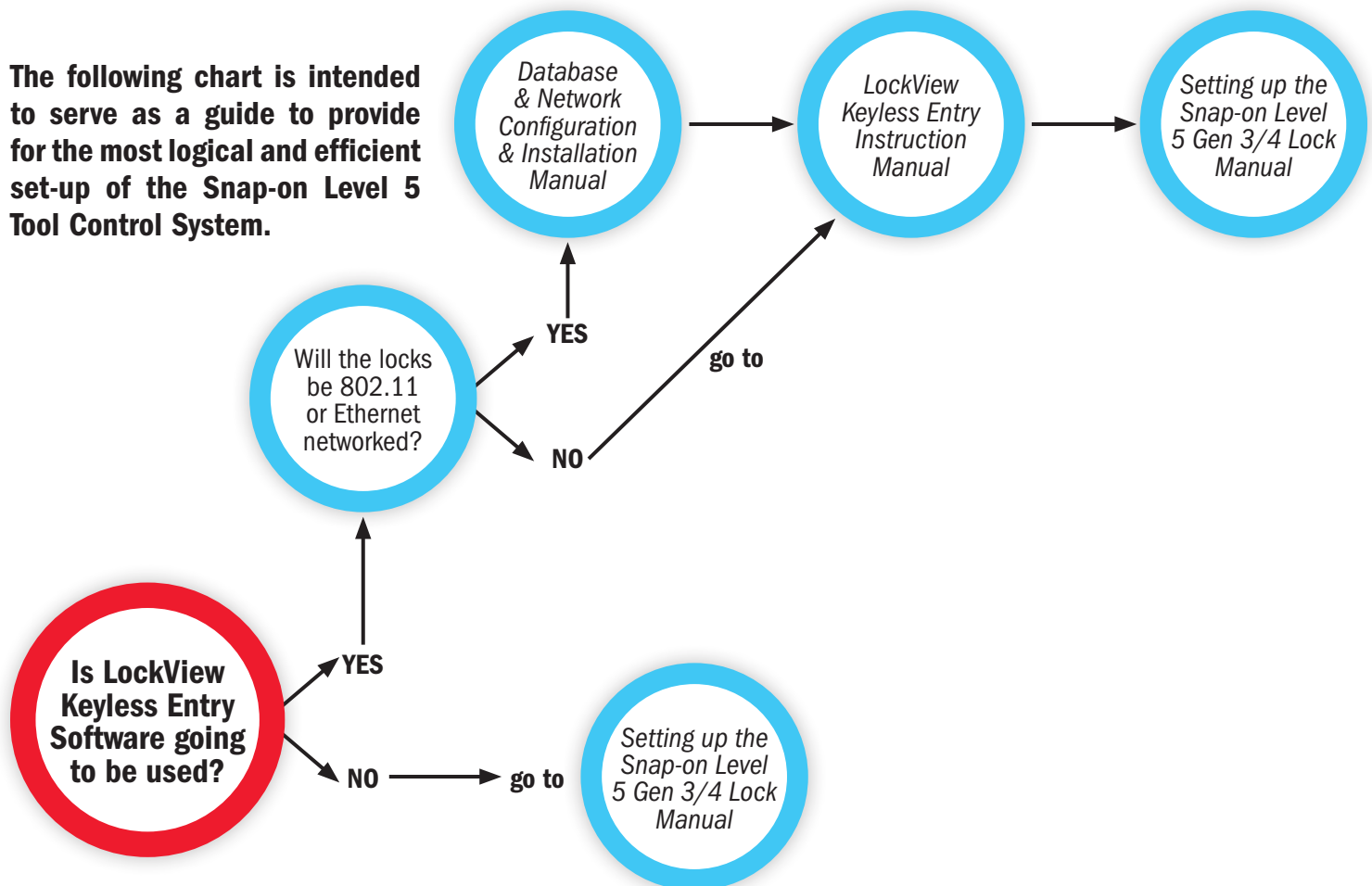
An authorized Operator of LockView® can create a database of users and locks on a local or networked computer. Each user in this computer's database is assigned to a slot in each lock to which they have access. A lock's internal memory is divided into 999 slots that store user information thereby giving each lock a maximum of 999 users. That is, 999 individuals are capable of opening the toolbox.

The computer on which LockView® is loaded has the ability to connect to locks directly, through a USB dongle or through a computer network, using Ethernet or 802.11g Wi-Fi, and update the lock's memory to correspond with its own database. It is able to gather and manipulate a lock's audit trail, or past operation log. Audit trail information contains the lock's name, the name of the user attempting to gain access, the credential used, if access was granted or denied, and the date and time of each interaction.

LockView Keyless Entry 5.0 works with LockServ to communicate with locks. LockServ has the ability to communicate with multiple locks simultaneously over a computer network, thereby eliminating the need for the Operator to visit each lock to update its database, or download audit trails.

Alternately, LockServ can communicate with locks using a USB dongle if network hardware is not available.

The following chart is intended to serve as a guide to provide for the most logical and efficient set-up of the Snap-on Level 5 Tool Control System.



OPERATION

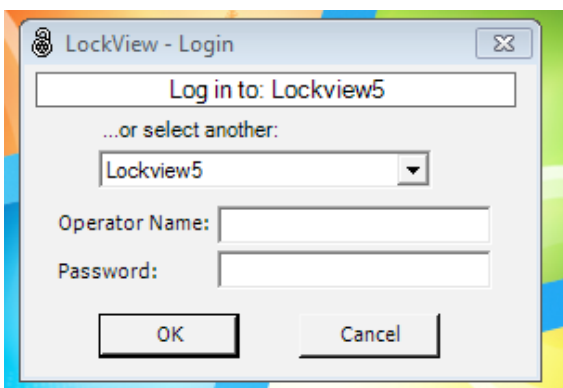
Double click the LockView® icon on the desktop to open and run the LockView program.



NOTE: If the LockView® ODBC entry was not created properly, it will need to be created manually. Refer to **DATABASE FILE LOCATION** on page 67.

LOCKVIEW® LOGIN

Double click the **LockView** icon on the desktop. The below window will appear:



For first time Login, enter “**admin**” under both Operator Name and Password. Click **OK**. **NOTE:** Password is case sensitive.

➔ After an Operator has been added to LockView, use of personalized **Operator Name** and **Password** should be used for Login.

See *Database & Network Configuration & Install Manual* for more information.

OPERATION continued

NOTE: There is NO security while logged in under “admin.” The “admin” user should be deleted after a new Operator Name and Password have been completed to ensure database security.

SCREEN INFORMATION

FILE drop down menu – Used to EXIT program.

VIEW drop down menu – Used to display or eliminate the shortcut and/or status bars on the program screen; display or eliminate the background image; select another background image from a saved file; or return program to default settings.

WINDOW drop down menu – An alternate way to access the following programming menus:

- ➔ Operator Editor
- ➔ Lock/User Editor
- ➔ Read/Write Lock
- ➔ Notifier
- ➔ Settings
- ➔ More Windows

HELP drop down menu – pdf of LockView User Manual.

A SHORTCUT BAR - Quick start buttons for the **Operator Editor**, **Lock/User Editor**, **Read/Write Lock**, and **LockView® Options** menus. The shortcut bar can be displayed or hidden, refer to the **VIEW** drop down menu.

B STATUS BAR - Displays the following LockView program status information:

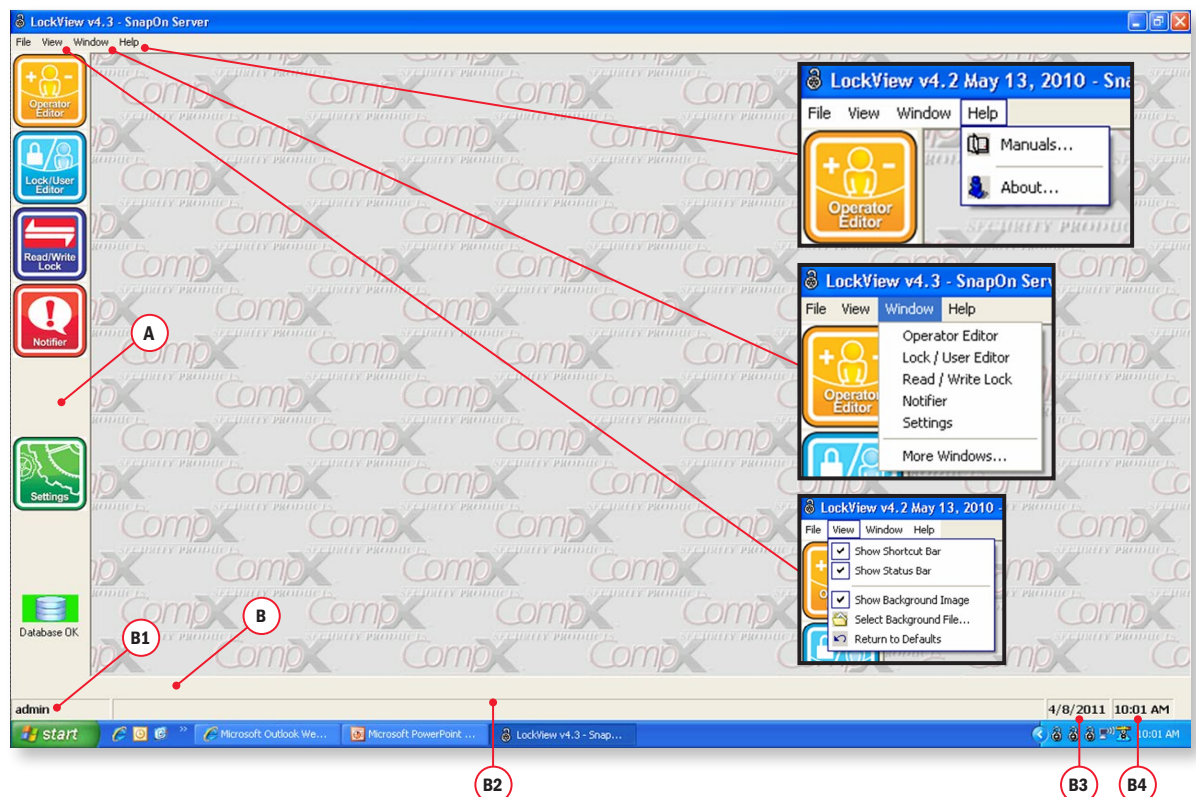
B1 – Name of Operator that is currently logged into software.

B2 – “Connected to” lock status. Displays the lock to which LockView is currently connected as well as the connection status:
In Sync or **Needs Update**.

B3 – Current local computer date.

B4 – Current local computer time.

NOTE: The status bar can be displayed or hidden, refer to the View drop down menu.



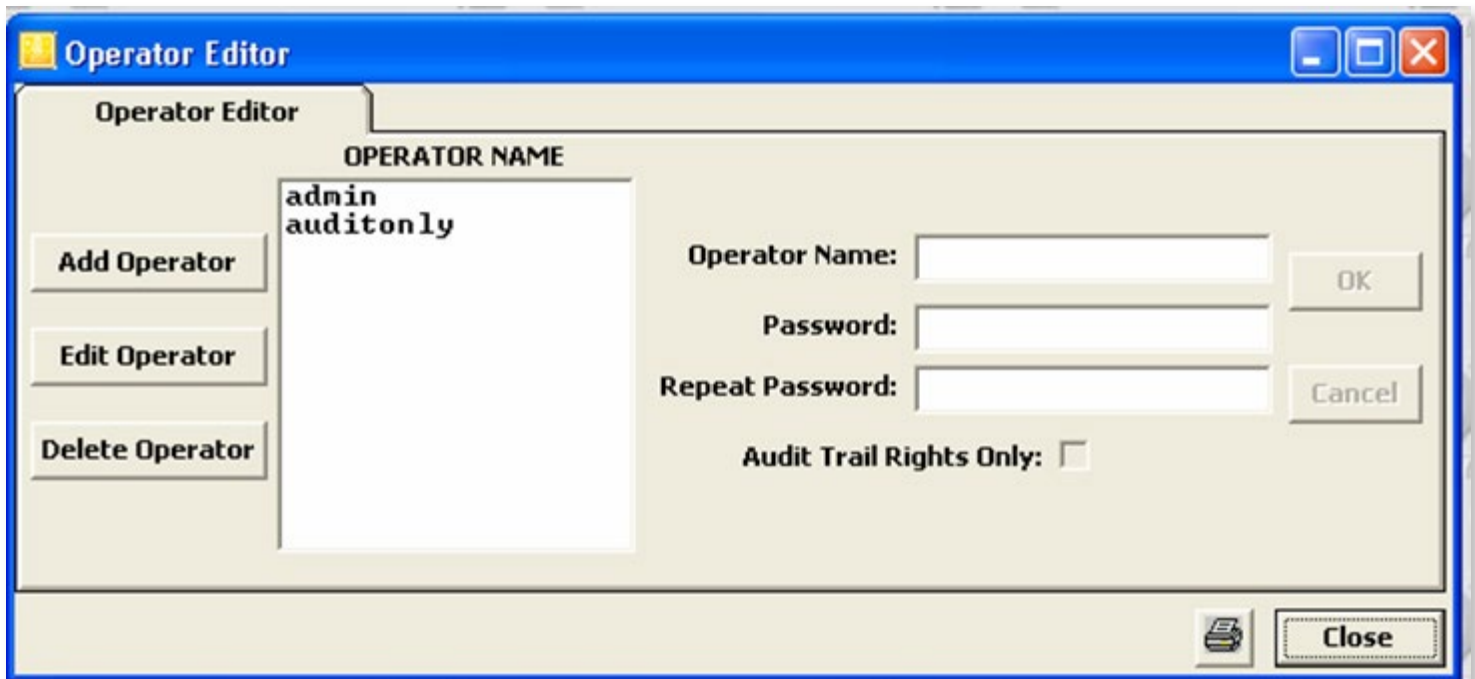
OPERATOR EDITOR

An Operator is someone who is responsible for building and maintaining a database of users and locks. An Operator does NOT have to be a user of locks. The **Operator Editor** window allows the Operator to create new Operators. New Operators can be given full access or Audit Trail Rights Only.

➔ The deletion of the logged-in Operator is prohibited.

NOTE: After the first new Operator is added, exit LockView and login as the new Operator. Delete the “admin” Operator.

NOTE: First Operator added to LockView® should be given full access rights.



TO ADD A NEW OPERATOR

1. Select the **Operator Editor**.
2. Select **Add Operator** to create a new Operator.
3. Enter the new Operator Name and Password.
 - ➔ If **Audit Trail Rights Only** is chosen, the Operator will only be able to retrieve and view audit trails.

NOTE: Passwords are case sensitive and must be a minimum of 4 characters.

4. Select **OK** when done.
5. Select **Close** to close the Operator Editor tab.

TO EDIT AN OPERATOR

1. Select **Operator Editor**.
2. Select **Operator Name** and then select **Edit Operator** to edit an Operator's information.
3. Select **OK** when done.
4. Select **Close** to close the **Operator Editor** tab.

OPERATOR EDITOR *continued*

TO DELETE AN OPERATOR

1. Select the **Operator Editor**.
2. Select **Operator Name** and then select **Delete Operator** to delete an existing Operator.

NOTE: *Deletion of the currently logged in Operator is prohibited.*

3. Select **Close** to close the **Operator Editor** tab.

LOCK / USER EDITOR

The **Lock/User Editor** window allows the Operator to modify the user and lock databases.

USER EDITOR

The **User Editor** tab is used to add, edit or delete users from the computer database.

TO ADD A NEW USER

1. Select the **Lock/User Editor**.
2. Select **Add User** to create a new user in the database.
3. Enter the new user's information.

User Name must be a minimum of 4 and a maximum of 14 characters.

The user's **Full Name** and **Company** are optional. **User Name** is required and will appear in other places and reports in LockView.

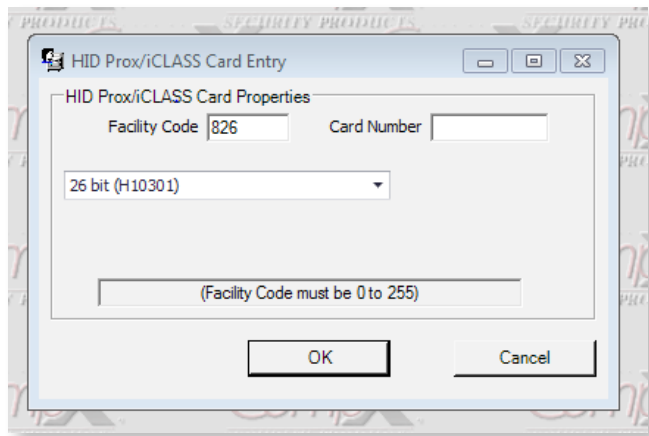
4. Enter the new user's credential information.
 - ➔ If the user is to have a PIN (pushbutton) credential, press the more info button [...] next to the pushbutton PIN field to generate a random PIN.
 - ➔ If an unit is connected at the time, and is equipped with a magstripe card reader, HID Prox reader, HID iCLASS reader, or a bar code reader, select the proper **Credential Type** and present the card to enroll the information automatically into the database. (HID Prox and iCLASS are both read under **ProxCard**)

LOCK / USER EDITOR *continued*

- ➔ To manually input an HID credential (Prox or iCLASS), select **ProxCARD** and click the more info button [...]. The HID **Facility Code**, **Card Number**, and **bit Format** are needed in order to enroll a proximity card manually. This information can be obtained from the purchaser of the HID cards.

NOTE: Use of the more info button [...] is optional and not required to generate a PIN or HID prox credential.

- ➔ Choose the HID Format (26, 33(RS2), 34, 35, 36, 37 bit, 37 bit with facility code, or 42 bit)



- ➔ Enter the **Facility Code** (if that format has a facility code)
- ➔ Enter the **Card Number**
- ➔ The hexadecimal number corresponding to that **Format**, **Facility Code**, and **Card Number** will appear in the box. Clicking **OK** will automatically transfer that number into the **User Editor**.
- ➔ A user can have one “primary” credential (PIN, prox card, mag stripe or barcode) as well as a secondary PIN credential if they have dual credential rights.

NOTE: Two users cannot have the same PIN or card credential. This includes users in the Recycle Bin. If a credential is “recycled,” the user who was previously using the credential must be completely removed from the database. (Including from the Recycle Bin.)

- If the new user has supervisor rights, choose the **Supervisor Level** in the corresponding box. Supervisor levels 1-9 may be chosen; where 1 is the lowest level and 9 is the highest level. Supervisor rights are especially useful for programming locks without the LockView software.
- If the new user has **Passage Mode** rights, check the **Passage Mode** box next to the credential information being supplied. **Passage Mode** allows the user to change the lock's state (lock/unlock) by pressing “Enter” (at the lock) after the PIN or card has been accepted and the unit is unlocked. **NOTE:** when in passage mode, the lock open time is disabled.
- If the new user has **Dual Credential** rights, check **Dual Credential** next to the credential information being supplied and enter the dual credential PIN
 - ➔ Dual credential users are users that are required to present two credentials in order to gain access.
 - ➔ Dual credential users must use a PIN after the primary credential.
 - ➔ If the user has a PIN/PIN dual credential, the PIN numbers must be different. (**NOTE:** Primary and secondary PINs are NOT interchangeable.)
- If the new user will have day and time access restrictions or be a member of a group, select **Time-Based Restrictions/Groups**.
- If the new user will be a group member, check the button adjacent to member of a group, then click the group name. For more information on groups, go to page 29.

LOCK / USER EDITOR *continued*

Day/Time Restrictions for sample

☒ **No Restrictions**

☐ **Member of a Group**
You may select only one group per user

☒ **Individual Restrictions**

<u>Allow These Days</u>	<u>From</u>	<u>To</u>	<u>Allow All Day</u>
<input type="checkbox"/> <u>Sunday</u>	No Access		<input type="checkbox"/>
<input checked="" type="checkbox"/> <u>Monday</u>	08:00 AM	08:00 PM	<input type="checkbox"/>
<input checked="" type="checkbox"/> <u>Tuesday</u>	08:00 AM	05:00 PM	<input type="checkbox"/>
<input type="checkbox"/> <u>Wednesday</u>	No Access		<input type="checkbox"/>
<input checked="" type="checkbox"/> <u>Thursday</u>	11:00 PM	07:00 AM (FRI)	<input type="checkbox"/>
<input type="checkbox"/> <u>Friday</u>	No Access		<input type="checkbox"/>
<input type="checkbox"/> <u>Saturday</u>	No Access		<input type="checkbox"/>

OK Cancel

10. Fill in the time slots the user is allowed access, or check **No Restrictions** if the user has 24 hour access. When filling in time slots, LockView will automatically wrap a day. (Example: 11 p.m. Monday - 7 a.m. Tuesday.)

11. Select **OK** when done.

LOCK / USER EDITOR *continued*

Messages for user Doug

List of Current Messages:

Add Edit Delete

Current Message Count: 0
Current System Character Count: 0

Full Message

Begin Date: 8/17/2009 (Monday)

Display Repeats:

Expiration Date:

Close

Messages for user Doug

Daily

Daily
Weekly
Monthly
Annually
Does Not Repeat

Calendar: August 2009

Limits:
- 16 messages per lock or user maximum
- 100 characters per message maximum
- 200000 total characters system limit

Current Message Count: 0
Current System Character Count: 0

Full Message

THIS IS A TEST OF THE GENERATION 3 MESSAGE SYSTEM

Begin Date: 8/17/2009 (Monday) *

Display Repeats: Daily

Expiration Date: * (0 or blank for 'Never')

Save Cancel

USER MESSAGES—APPLIES TO DASHBOARD LOCK SYSTEMS ONLY

When a credential is presented to a lock, it is possible for a user to see up to 16 different messages on the access panel display. To add messages in **User Editor**, select the desired user, and click **Messages**. To add a message:

1. Click **Add**.
2. Type the message. **NOTE:** Maximum of 100 characters per message.
3. Choose the **Begin Date** entry box by clicking "*" which will open a calendar. This will be the date on which the message will begin.
4. Choose how often the message will repeat in the **Display Repeats** pull down. **Daily** (every day), **Weekly** (same day of the week), **Monthly** (same day of the month), **Annually** (once a year, that exact date) **Does Not Repeat** (message will appear one calendar day only).
5. Choose the **Expiration Date** entry box. Clicking "*" will open a calendar. This will be the date on which the message will expire.
6. Click **Save** when done.
7. Note that there is a maximum of 16 messages per user.
8. Messages can be edited or deleted by highlighting the message from the **List of Current Messages** and choosing **Edit** or **Delete**.
9. Click **Close** when complete.

Messages for user Doug

List of Current Messages:

THIS IS A TEST OF THE GENERATION 3 MESSAGE SYSTEM

Add Edit Delete

Current Message Count: 1
Current System Character Count: 49

Full Message

THIS IS A TEST OF THE GENERATION 3 MESSAGE SYSTEM

Begin Date: 08/17/2009 (Monday)

Display Repeats: Daily

Expiration Date: Never

Close

LOCK / USER EDITOR *continued*

TO EDIT A USER

1. Select **Lock/User Editor**. Select **User Editor**.
2. Highlight **User Name** and select **Edit User**.
3. Select **OK** when done. Any changes made to a user must be uploaded to the locks to which the user has access. (See Read/Write Lock.)
4. Select **Close** when done.

TO DELETE A USER

1. Select **Lock/User Editor**. Select **User Editor**.

NOTE: Before deleting a user, it is recommended the user's access rights be removed from all locks. For more information on access rights, go to page 27. This ensures the user is deleted and will not be accidentally reinstated into the computer database.

2. Highlight **User Name** and select **Delete User**.
3. Select **Close** when done.

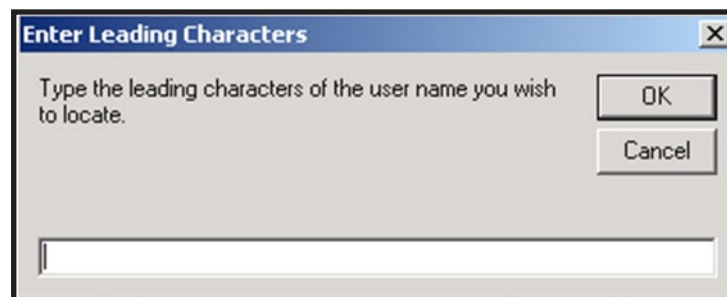
RECYCLE BIN

When a user is deleted from the LockView database, the user is moved into the **Recycle Bin**. Once in the **Recycle Bin**, the user can either be restored to the database or completely deleted from the database.

NOTE (VERY IMPORTANT): Two users cannot have the same PIN or card credential. This includes users in the recycle bin. If a credential is to be passed to a different user, the person who previously had the credential must be removed from the **Recycle Bin**.

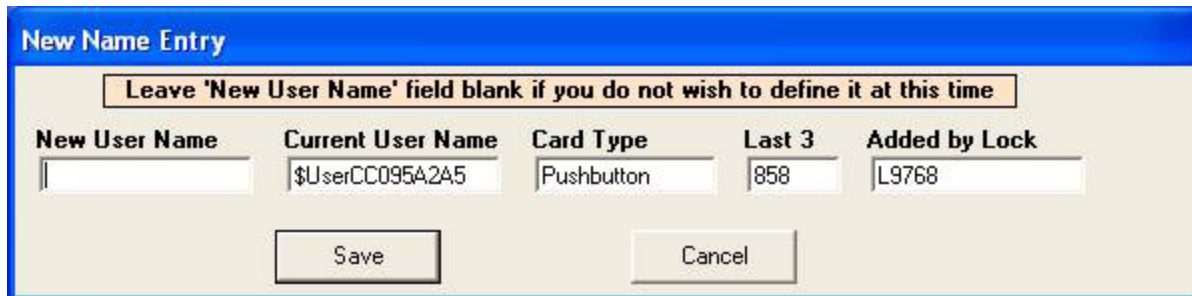
TO FIND A USER

If a user cannot be found in the **User Editor**, click **User Search**. Enter the first few characters of the user's name and click **OK**.



LOCK / USER EDITOR *continued***TO NAME A NEW USER**

Manually programmed users entered at the lock will appear as \$xxxxxx. Click **Name New Users** and a window will be opened that will prompt the naming of these users.



The image shows a software dialog box titled "New Name Entry". At the top, a message box says "Leave 'New User Name' field blank if you do not wish to define it at this time". Below this are five input fields: "New User Name" (empty), "Current User Name" (containing "\$UserCC095A2A5"), "Card Type" (containing "Pushbutton"), "Last 3" (containing "858"), and "Added by Lock" (containing "L9768"). At the bottom are "Save" and "Cancel" buttons.

New User Name	Current User Name	Card Type	Last 3	Added by Lock
	\$UserCC095A2A5	Pushbutton	858	L9768

Buttons: Save, Cancel

Enter the desired **New User Name** and click **Save**.

LOCK / USER EDITOR *continued*

Note: The Lock Editor shown here applies **ONLY** to Dashboard Lock systems. See pages 21-26 for Keypad Lock systems.

LOCK EDITOR

The **Lock Editor** tab is used to add, edit, or delete locks from the database.

TO ADD A NEW LOCK

1. Select **Lock/User Editor**. Select **Lock Editor**.
2. Select **Add Lock** to create a new lock in the database.

Lock / User Editor

Lock Editor

Lock Name: [Field]

Serial Number: [Field]

Lock Location: [Field]

Lock Type: [Field]

Access Type:

- ☐ Pushbutton
- ☒ Prox/Pushbutton
- ☐ Mag/Pushbutton
- ☐ Barcode/Pushbutton

☐ CAC

Audio Volume: 3 - Default

Tilt Sensitivity: 0 - Off

Tilt Alarm Time: 10 seconds

Lock in Sync? No **View**

Lock On Shake: ☐

Lock Time Zone: (UTC-06:00) Central Time (US & Canada)

Buttons: Add Dashboard Lock, Add Keypad Lock, Edit Lock, Delete Lock, Find Serial #, Out of Sync List, Messages, Lock and Slave Configuration, Bad Credential Lockout, Networked eLock Scheduler, Save, Cancel, Refresh, Close

Callout 1: Audio Volume

- 3 - Very Loud
- 0 - Very Quiet
- 1 - Quiet
- 2 - Loud
- 3 - Very Loud

Callout 2: Tilt Sensitivity

- 0 - Off
- 0 - Off
- 1
- 2
- 3 - Default
- 4
- 5
- 6
- 7 - Most Sensitive

Callout 3: Network eLock Scheduler

☐ Disable Lock LAN module

Update Interval: 12 : 00 hh:mm

Retry Interval: 00 : 05 hh:mm

Retry Count: 3 attempts

Failure Interval: 03 : 00 hh:mm

Exit

Callout 4: Bad Credential Lockout

☐ After [] bad attempts in [] minutes lock out for [] minutes.

☒ Never lock out

Exit

LOCK / USER EDITOR *continued*

Note: The Lock Editor shown here applies ONLY to Dashboard Lock systems. See pages 21-26 for Keypad Lock systems.

3. Enter a name for the new lock being created. **Lock Name** must be between 4 and 14 characters in length including spaces.
4. Enter the **Lock Serial** and **Setup Code** numbers.
 ➔ **The lock's serial and setup code numbers are on a sticker included with the lock.**
5. Choose the **Prox/Push, Mag/Push, Barcode/Push button** (under access type) if the lock being entered is provided with one of these card readers. **NOTE:** It is not possible to edit a lock's access type. If the lock's access type needs to be changed, the lock must be **deleted** and **recreated** with the appropriate card reader selected. Prox/Push corresponds to HID Prox and HID iCLASS.
6. If the tool box is provided with the TCMAX system and a CAC card reader, which will be used for tool box access, click CAC.
7. The **Audio Volume** drop down selects how loud the lock will beep upon pressing buttons on the access panel. The available choices are **0-9**; **0** equals OFF and **9** equals loudest.
8. Under "**Tilt Sensitivity**" choose the sensitivity of the tilt alarm. The available choices are **0-7**; **0** equals off and **7** equals the most sensitive. **NOTE:** to enable the tilt alarm, press and hold "Lock" on the keypad. Unit must be locked.
9. The **Tilt Alarm Time** drop down selects the amount of time the tilt alarm will sound (after it is triggered).
10. Click the **Bad Credential Lockout** button to open the bad credential lockout sub menu. The **Bad Credential Lockout** default is **Never Lockout**.
 There are three adjustments:
 - a. **After** __ number of **bad attempts**
 - b. **In** __ number of **minutes**
 - c. **Lockout for** __ number of **minutes**
 For example, after 5 bad attempts in 5 minutes, lockout for 5 minutes.
11. If the lock is provided with an Ethernet or 802.11 module, choose how often the lock will check for updates to the database in the Networked eLock schedule sub menu. Click the "Networked eLock scheduler" button to open. **NOTE:** If the lock does not have a LAN module, choose **Disable Lock LAN Module**.
 - a. **Update Interval**- How often the lock will turn on the LAN module and check the network database for updates (enter in HH:MM format)
 - b. **Retry Interval**- If the networked lock was unable to connect to the database through the network, enter the amount of time before it retries. (enter in HH:MM format)
 - c. **Retry Count**- If the networked lock fails to connect to the database upon retry, the lock will continue to retry the number of times in the "retry count"
 - d. **Failure Interval**: If every attempt to connect to the database under the **Retry Count** is unsuccessful, **Failure Interval** is the amount of time the lock will wait before starting the **Retry Interval** again. (Enter in HH:MM format.)

NOTE: Each time the lock turns on the LAN module to check the database for updates, a significant amount of energy is drained from the battery.

LOCK / USER EDITOR *continued*

Note: The Lock Editor shown here applies ONLY to Dashboard Lock systems. See pages 21-26 for Keypad Lock systems.

12. Click **Lock and Slave configuration** to set up the lock and slave behavior attributes

The screenshot shows the 'Latch Configuration' window. It has two main sections: 'Access Behavior' and 'Independent Slave Details'.

Access Behavior:

- Open Time: seconds (minimum: 60)
- ☐ Dual Credential Users do not require PIN
- ☐ Passage Mode

Independent Slave Details:

Slave ID	Active	Slave Name
Main	<input checked="" type="checkbox"/>	Main
00	<input checked="" type="checkbox"/>	slave00
01	<input checked="" type="checkbox"/>	slave01
02	<input checked="" type="checkbox"/>	slave02
03	<input checked="" type="checkbox"/>	Slave03
04	<input checked="" type="checkbox"/>	Slave04
07	<input checked="" type="checkbox"/>	Slave07
08	<input checked="" type="checkbox"/>	Slave08

☒ Show Active Only

Close

- a. Under **Access Behavior** the following can be chosen
 - ➔ The lock **Open Time** in seconds
 - ➔ Select **Dual Credential Users do not require PIN** for this lock in order to allow all dual credential users access with only their primary credential. Note: This will result in a reduction of security, as dual credential users will no longer be required to present both of their credentials.
 - ➔ **Passage mode** - This mode allows the lock to change its state (lock/unlock) after a valid credential is presented. To enter passage mode, press "ENTER" (at the lock) after presenting a valid credential. Once the lock is help open in passage mode, closing the lock requires the acceptance of a valid credential.
- b. **Under Independent Slave Details** - This section allows configuration of attached slaves. If the user is to have access to slave locks it is imperative that the slave is activated on this menu. To activate a slave, select the check box marked **Active** next to the **Slave ID** number. The slave ID is made up of two digits located on the slave module hardware. The first digit corresponds to the position of DIP switch 7 (up=1 down=0). The second digit corresponds to the position of the HEX switch on the slave. For example, slave ID# 1C would have DIP switch 7 in the up position and the hex switch pointing to C.

LOCK / USER EDITOR *continued*

Note: The Lock Editor shown here applies **ONLY** to Dashboard Lock systems. See pages 21-26 for Keypad Lock systems.

NOTE: It is imperative that all connected slaves are made **active**. Only **Active** slaves will appear in the access rights screen. See page 27 for access rights details.

NOTE: The **Main ID** corresponds to the main tool box electronic lock. It is possible to grant access to slaves only and not the main tool box. See page 27 for access rights details.

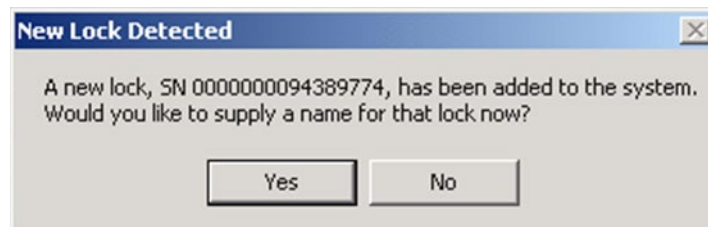
13. **Lock On Shake** will allow an open lock to automatically relock upon movement of the unit. The sensitivity of this feature will be identical to the sensitivity of the alarm **Tilt Sensitivity**
14. **Drawer Alarm** will cause the alarm to sound if:
 - a) a drawer remains in the open position on an unlocked unit followed by a “Lock” operation (a drawer was left open) or
 - b) a drawer is opened on a locked tool box (someone broke in)

NOTE: optional hardware is required for this feature.
15. Choose the time zone in which the lock is installed under the Lock Time Zone pull down menu. This is helpful if the server and the lock are in different time zones.
16. Select **OK** when done.

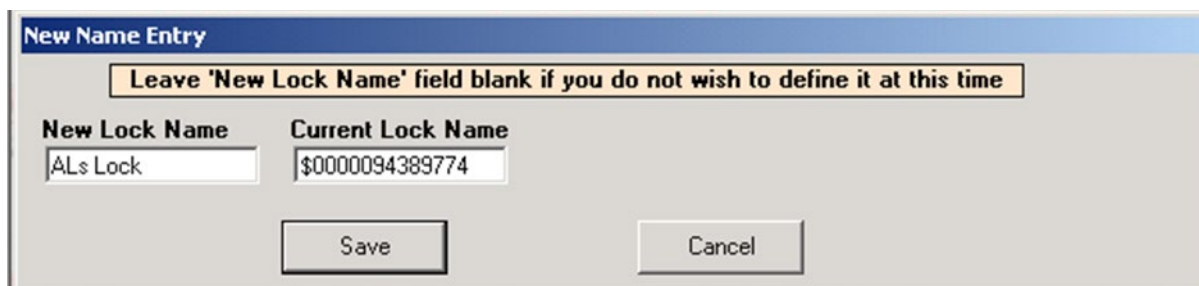
NOTE: The lock's internal memory must match the database for every setting noted above. The status of the lock setting VS database setting is shown adjacent to **LOCK IN SYNC? YES/NO**. If the lock and the database are **NOT** in sync, the **VIEW LOCK SETTINGS** button will appear. This button will open the **Lock Settings** tab in **Read/Write Lock**.

Alternately, the lock can be automatically enrolled into the database.

1. Press and hold “Clear” on the access panel keypad. “SETUP CODE” will appear.
2. Enter the setup code that was provided on the sticker set with the lock into the keypad.
3. Choose “1-UNLOCK” when prompted.
4. “SETUP READY” will appear.
5. Connect the USB cable or the USB dongle to the computer and route the 6 wire RJ11 cable from the dongle to the lock. If a network module is being used and it is setup, press the “Network” button on Gen4 systems or the “Up” button on Gen3 systems on the keypad to initiate a manual update.



6. Within a few seconds, the following window will appear in LockView. SNXXXX is the serial number of the lock being added.
7. Click **Yes**.



8. Enter the **New Lock Name**. The lock and all of the settings will be loaded into the database.

LOCK / USER EDITOR continued

Note: The Lock Editor shown here applies ONLY to Dashboard Lock systems. See pages 21-26 for Keypad Lock systems.

Messages for user Doug

List of Current Messages:

Add Edit Delete

Current Message Count: 0
Current System Character Count: 0

Full Message

Begin Date: 8/17/2009 (Monday)

Display Repeats:

Expiration Date:

Close

Messages for user Doug

Daily

Daily
Weekly
Monthly
Annually
Does Not Repeat

Calendar

August 2009

26 27 28 29 30 31 1
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29
30 31 1 2 3 4 5
Today: 8/17/2009

OK Cancel

Limits:

- 16 messages per lock or user maximum
- 100 characters per message maximum
- 200000 total characters system limit

Current Message Count: 0
Current System Character Count: 0

Full Message

THIS IS A TEST OF THE GENERATION 3 MESSAGE SYSTEM

Begin Date: 8/17/2009 (Monday) *

Display Repeats: Daily

Expiration Date: (0 or blank for 'Never')

Save Cancel

LOCK MESSAGES

It is possible for every user to see up to 16 different messages on the access panel display. To add messages in **Lock Editor**, select the desired lock and click **Messages**. **NOTE:** Lock messages will appear for every user that has access to the lock. Lock messages are independent from user messages. To add a message:

1. Click **Add**.
2. Type the message. **NOTE:** Maximum of 100 characters per message.
3. Choose the **Begin Date** entry box by clicking "*" which will open a calendar. This will be the date on which the message will begin.
4. Choose how often the message will repeat in the **Display Repeats** pull down. **Daily** (every day), **Weekly** (same day of the week), **Monthly** (same day of the month), **Annually** (once a year, exact date) **Does Not Repeat** (will appear one calendar day only)
5. Choose the **Expiration Date** entry box. Clicking "*" will open a calendar. This will be the date on which the message will expire.
6. Click **Save** when done.
7. **NOTE:** there is a maximum of 16 messages per lock.
8. Messages can be edited or deleted by highlighting the message from the **List of Current Messages** and choosing **Edit** or **Delete**.
9. **Close** when complete.

Messages for user Doug

List of Current Messages:

THIS IS A TEST OF THE GENERATION 3 MESSAGE SYSTEM

Add Edit Delete

Current Message Count: 1
Current System Character Count: 49

Full Message

THIS IS A TEST OF THE GENERATION 3 MESSAGE SYSTEM

Begin Date: 08/17/2009 (Monday)

Display Repeats: Daily

Expiration Date: Never

Close

LOCK / USER EDITOR *continued*

Note: The Lock Editor shown here applies **ONLY** to Dashboard Lock systems. See pages 21-26 for Keypad Lock systems.

TO EDIT AN EXISTING LOCK

1. Select **Lock/User Editor**. Select **Lock Editor**.
2. Highlight **Lock Name** and select **Edit Lock**. **NOTE:** lock **Access Type** and dual credential status cannot be edited.
3. Select **OK** when done.

NOTE: The lock's internal memory must match the database for: *Access Type, Lock Type, Open Time, Dual Credential Users* do not require *PIN, Bad Credential Lockout*. To compare the lock settings information and database information, go to the *Lock Settings* tab under *Read/Write Lock* and update as necessary.

4. Select **Close**.

TO DELETE A LOCK

1. Select **Lock/User Editor**. Select **Lock Editor**.

NOTE: Before deleting a lock, it is recommended to remove all access rights to the lock from all users. This ensures the lock is deleted and will not be accidentally reinstated.

2. Highlight Lock Name and select **Delete Lock**.
3. Select **Close** to close **Lock Editor**.

TO NAME A NEW LOCK

If a lock was automatically entered into the database and has not been given a proper name; the lock name will appear as \$xxxxxx in the list of locks in the **Lock Editor**, "xxxxxx" represents the serial number of the lock. To give the locks a proper name, click **Name New Locks**.

New Name Entry

Leave 'New Lock Name' field blank if you do not wish to define it at this time

New Lock Name	Current Lock Name
ALs Lock	\$0000094389774

Save Cancel

OUT OF SYNC LIST

Clicking the **Out of Sync** button will open a window that shows the list of locks that are not "in sync" with the database (lock settings or current users)

LOCK / USER EDITOR *continued*

Note: The Lock Editor shown here applies **ONLY** to Keypad Lock systems. See pages 15-20 for Dashboard Lock systems.

LOCK EDITOR

The **Lock Editor** tab is used to add, edit, or delete locks from the database.

TO ADD A NEW LOCK MANUALLY

1. Select **Lock/User Editor**. Select **Lock Editor**.
2. Select **Add Keypad Lock** to create a new lock in the database.

Bad Credential Lockout

After bad attempts
in minutes
lock out for minutes.
☐ Never lock out

OK Exit

NOTE: the screen will change to the image shown below upon clicking "Add Keypad Lock."

☐ Disable Lock LAN module

Update Interval: : hh:mm
Retry Interval: : hh:mm
Retry Count: attempts
Failure Interval: : hh:mm

OK Exit

☒ Door Switch(es) Installed

Alarm Configuration - Alarm for:

☒ Unauthorized Entry
(valid credential required to reset alarm)

☒ Door Ajar
Alarm if door is ajar for seconds

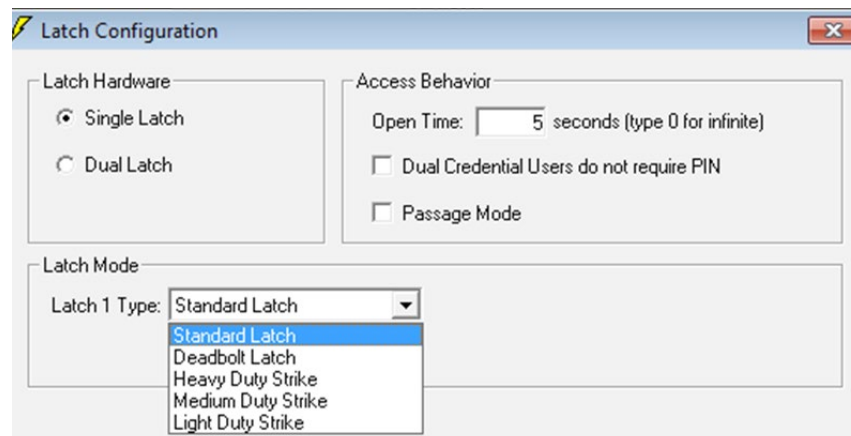
Door Alarm Volume:

OK Exit

LOCK / USER EDITOR *continued*

Note: The Lock Editor shown here applies **ONLY** to Keypad Lock systems. See pages 15-20 for Dashboard Lock systems.

3. Enter a name for the new lock being created. **Lock Name** must be between 4 and 14 characters in length including spaces.
4. Enter the **Lock Serial** and **Setup Code** numbers.
 - ➔ **The lock's serial and setup code numbers are on a sticker included with the lock.**
5. If the application (cart, cabinet, enclosure, etc) on which the eLock is installed comes with special LockView instructions, enter the name of the manufacturer of the application into the box next to Manufacturer. Entering this manufacturer name will open up additional settings for the application.
6. Choose the **Pushbutton, Prox/Pushbutton, Mag/Pushbutton** (under access type) if the lock being entered is provided with one of these card readers. **NOTE:** It is not possible to edit a lock's access type. If the lock's access type needs to be changed, the lock must be **deleted** and **recreated** with the appropriate card reader selected. **Prox/Pushbutton** corresponds to HID Prox/keypad and HID iCLASS/keypad.
7. Click **Latch Configuration** to set up the latch behavior attributes.
 - a. Under **Access behavior** the following can be chosen
 - ➔ The latch **Open Time** in seconds. (NOTE: entering 0 will keep the latch(es) open indefinitely.)
 - ➔ Select **Dual Credential Users do not Require PIN** for this eLock in order to allow all dual credential users access with only their primary credential. Note: This will result in a reduction of security, as dual credential users will no longer be required to present both of their credentials.
 - ➔ **Passage Mode** – this mode allows the eLatch to change its state (lock/unlock) after a valid credential is presented To enter passage mode, press “ENTER” (at the eLock) after presenting a valid credential. Once the eLock is held open in passage mode, closing the eLock requires the acceptance of a valid credential
 - b. Under **Latch Hardware** choose the type of Latch hardware that is being setup: single latch, dual latch or Multiple Latch with the HUB system.



Single latch – if the CompX eLock only has one latch connected, choose “single latch.” Then, under **Latch Mode**, choose the type of latch connected.

- ➔ Standard Latch is the standard die cast CompX eLatch that is typically installed in the retrofit eLock product.
- ➔ Deadbolt Latch is a specially equipped CompX eLatch that has been constructed to push the bolt out upon locking. There is no spring return.
- ➔ If a 12V door strike is connected, select the smallest size strike (Heavy Duty, Medium Duty or Light Duty) that will keep the internal solenoid pulled in after it opens. This will conserve battery life.
- ➔ If a 12V door strike is connected the Lock Voltage setting must be 12V.

Dual latch – if the CompX eLock only has two latches connected, choose “dual latch.” Then, under **Latch mode**, choose the types of latches connected under **Latch 1 Type** and **Latch 2 Type**: they can be set to any of the styles available for Latch 1 Type noted above. Finally, choose the **Latch 2 Mode**. There are three settings for **Latch 2 Mode**: Open with Latch1, Open with Dual Credential, and Independent Control.

LOCK / USER EDITOR *continued*

Note: The Lock Editor shown here applies ONLY to Keypad Lock systems. See pages 15-20 for Dashboard Lock systems.

If Open with Latch1 is selected, latch 2 will open simultaneously with latch 1. If Open with Dual Credential is selected, latch 1 will open with the first credential of a dual credential user and latch 2 will open with the second credential of that dual credential user. Note: All second credentials must be a 4 to 14 digit PIN. If Independent control is chosen, then this lock will have ability to grant access to its latches independently. In the access rights screen (see page 27) the operator will be able to press “+” which will then list the latches that the lock has. Access can then be granted in a latch-by-latch basis.

Multiple latch – if the CompX eLock only has the CompX Hub system attached choose “Multiple latch.” The hub system will automatically determine the number and types of latches connected. Under **Open Mode** choose how the latches will open. If Open All is selected, all latches that a user has access to will open simultaneously upon presentation of a valid credential. If Single Selectable is chosen, the user will choose which latch they desire to open upon presentation of a valid credential. In the access rights screen (see page 27) the operator will be able to press “+” which will then list the latches that the lock has. Access can then be granted in a latch-by-latch basis.

Multiple Latch Detail If Multiple Latch is chosen under **Latch Hardware**, additional options will appear in the **Multiple Latch Detail** area. It is possible to assign each latch connected to the Hub a **Latch Name**. This latch name will appear in the access rights screen, the audit trail and on the LCD screen of the lock itself. To modify a latch name simply click on the default latch name (e.g. Hub 1 latch 3) and replace it with the desired name. When the Hub recognizes that a latch is connected, the type of latch will appear under **Installed Type**. It is possible to make latches active or inactive under the **Active** column. If a latch is not active, it will not appear in the access rights screen and therefore access cannot be granted to it. Finally, there are check boxes on the bottom identified as **Show Active Only** and **Show Installed Only**. If these are chosen, the non-active and/or non-installed latches will not appear on the LockView **Multiple Latch Detail** screen.

HUB ID	Latch NO	Active	Latch Name	Installed Type
1	1	✓	Hub1 Latch1	- None -
1	2	✓	Hub1 Latch2	- None -
1	3	✓	Hub1 Latch3	- None -
1	4	✓	Hub1 Latch4	- None -
1	5	✓	Hub1 Latch5	- None -
1	6	✓	Hub1 Latch6	- None -
1	7	✓	Hub1 Latch7	- None -
1	8	✓	Hub1 Latch8	- None -

8. Select the **Lock Voltage** box for the appropriate voltage for the eLock. The lock voltage selection will determine the low battery indicator threshold. If it is set incorrectly, the low battery indicator will not operate properly. **NOTE: Keypad users should choose 9V.**

LOCK / USER EDITOR *continued*

Note: The Lock Editor shown here applies **ONLY** to Keypad Lock systems. See pages 15-20 for Dashboard Lock systems.

9. If the eLock is equipped with temperature monitoring, check the box adjacent to **Temperature Lock**. Temperature will appear after clicking OK and allow access to additional temperature monitoring settings. **NOTE: Keypad users should not choose this selection.**
10. Select **Lock Secure If Battery Low** to prevent access to an eLock if the battery is low. If this box is checked, the eLock will NOT open if the battery is low. Replacing the battery will allow normal use.
11. To conserve battery, the LCD screen on the eLock can be set to turn "off" when not in use. **LCD Mode; Off When Inactive** is the default. Select **Always On** if the LCD is to remain on at all times.
12. The volume of the beeps that are heard when the buttons are pressed at the eLock is adjustable under **Keypress Volume**. Choose **0** to **9**: 0 is **Off** and 9 is **Loud**.
13. The local time zone on which the eLock is installed can be selected in **Lock Time Zone**. Provided the eLock is networked and in the event that the server resides in a different time zone, this feature ensures the correct time is recorded in the LockView audit trail
14. **Bad Credential Lockout** allows the operator to restrict access to a lock if multiple invalid attempts are made; default is **Never Lockout**. Click bad credential lockout to adjust.
There are three adjustments:
 - a) **After ___ bad attempts**
 - b) **In ___ minutes**
 - c) **Lockout for ___ minutes**
 For example, after 5 bad attempts in 5 minutes, lockout for 5 minutes.
15. If the lock is provided with an Ethernet or 802.11 module, choose how often the lock will check for updates to the database by clicking **Networked eLock Scheduler**. This will pop up a window. **NOTE:** If the lock does not have a LAN module, choose **Disable Lock LAN Module**.
 - a. **Update Interval**- How often the lock will turn on the LAN module and check the network database for updates (enter in HH:MM format). **Default is 12 hours**.
 - b. **Retry Interval**- If the networked lock was unable to connect to the database through the network, enter the amount of time before it retries. (enter in HH:MM format). **Default is five minutes**.
 - c. **Retry Count**- If the networked lock fails to connect to the database upon retry, the lock will continue to retry the number of times in the "retry count." **Default is five attempts**.
 - d. **Failure Interval**: If every attempt to connect to the database under the **Retry Count** is unsuccessful, **Failure Interval** is the amount of time the lock will wait before starting the **Retry Interval** again. (Enter in HH:MM format.) **Default is one hour**.

NOTE: Each time the lock turns on the LAN module to check the database for updates, a significant amount of energy is drained from the battery, reducing battery life.

16. If a door switch is installed, click **Door Switch Menu** to open the door switch submenu. The eLock can be set to alarm if the door switch opens without a valid credential (**Unauthorized Entry**) and/or it can be set to alarm if the door has been left open for a programmable amount of time (**Door Ajar**). The alarm volume can also be set to **Off/Soft/Medium/Loud**.

17. GLOBAL LOCK SETTINGS

If the new eLock will be part of the Notifier system (See **Notifier** page 46) click **Alert Setup** to enter the proper settings.

Alert Configuration of asdf

☐ Use Global Settings
☒ Use Custom Settings

Check boxes of events for which you want to send Alert(s):

- ☐ Overdue Network Check-In
 Send alert if lock is [10] minutes late checking in
- ☐ Battery Low
- ☐ Temperature Outside Limits
- ☐ Configure Door Switch Alert(s)
 - ☐ Unauthorized Entry
 - ☐ Door Ajar
 Send alert if door is ajar for [10] minutes

Alert Escalation Settings:

Send Alerts to 1st Responders
 every [10] minutes
 until [2] * alerts have been sent
 ... Then ...

☐ Send Alerts to 1st and 2nd Responders
 every [10] minutes
 until [2] * alerts have been sent
 ... Then ...

☐ Send Alerts to 1st, 2nd and 3rd Responders
 every [10] minutes
 until [2] * alerts have been sent

* Enter 'i' in this field to set repetition to infinite

LOCK / USER EDITOR *continued*

Note: The Lock Editor shown here applies **ONLY** to Keypad Lock systems. See pages 15-20 for Dashboard Lock systems.

SETUP THE ALERT TRIGGERS

1. Click **Use Global Settings** or **Use Custom Settings**. **Global Settings** will allow this eLock to follow the **Global Settings** that are programmed under **Notifier; Global Lock Settings**. **Global Settings** allows the LockView Operator to manage multiple similar eLocks simultaneously without having to adjust each one individually. Click **Use Custom Settings** if this eLock will have different alarming settings from those that follow global settings.

If **Use Custom Settings** is selected:
 2. Choose the eLock alert events for which notification is desired.
 - Select **Overdue Network Check-In** to send an alert(s) if an eLock has missed the scheduled network update (see **Lock/ User Editor; Lock Editor Network eLock Scheduler** on page 24) for which the amount of time past due is programmable.
 - Select **Battery Low** to send an alert(s) if the battery power drops too low.
 - If the eLock is a temperature monitoring eLock, **Temperature Outside of Limits** selection will appear. This setting will send an alert(s) if the eLock has 1) temperature alarming enabled, 2) the current temperature is outside of the high/low limits and 3) the temperature has been outside of the specified limits for a time exceeding the **Alarm Delay** time.
 - If **Door Switch Installed** was selected in the **Lock Editor; Door Switch** menu, the **Configure Door Switch Alerts** selection will appear. This alert can be sent for two types of **Door Switch Alerts**. **Unauthorized Entry** will send an alert(s) if the door switch opens at a time not immediately following the presentation of a valid credential. **Door Ajar** will send an alert(s) if the door has been open for a programmable amount of time; past the standard eLock open time (see **Lock Editor-Door Switch Menu** on page 24).
 3. **Alert Escalation Settings** allows the LockView Operator to set up a schedule for how often and how many alert(s) will be sent to the Responder(s).
 - Enter how often and how many alert(s) will be sent to the 1st Responder(s) before escalating to the 2nd Responder(s).
 - Enter how often and how many alert(s) will be sent to the 2nd Responder(s) before escalating to the 3rd Responder(s).
 - Enter how often and how many alert(s) will be sent to the 3rd Responder(s).

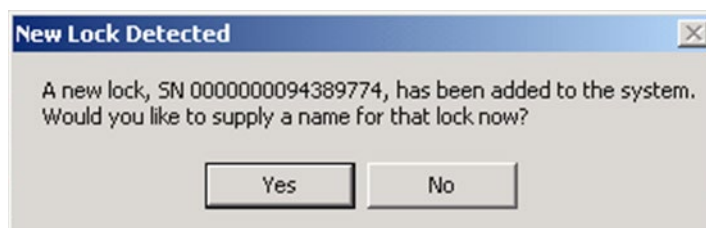
NOTE: Entering an “i” in the number of alerts field will force an infinite number of alerts.

4. Click **Save** when done.

NOTE: The lock's internal memory must match the database for every setting noted above. The status of the lock setting VS database setting is shown adjacent to **Lock in Sync? Yes/No**. If the lock and the database are NOT in sync, the **VIEW** button will appear. This button will open the **Lock Settings** tab in **Read/Write Lock**.

TO ADD A NEW LOCK AUTOMATICALLY

1. Press and hold “CLEAR” on the keypad. “ENTER SETUP CODE” will appear.
2. Enter the setup code that was provided on the sticker set with the lock into the keypad.
3. Connect a USB cable from the computer to the lock. If a network module (802.11 or Ethernet) is being used and it is setup and properly configured, press the “NETWORK” button on the keypad to initiate a manual update.
4. Within a few seconds, the following window will appear in LockView. SNXXXX is the serial number of the lock being added.



LOCK / USER EDITOR *continued*

Note: The Lock Editor shown here applies **ONLY** to Keypad Lock systems. See pages 15-20 for Dashboard Lock systems.

5. Click **Yes**.
6. Enter the **New Lock Name**. The lock and all of the settings will be loaded into the database.

TO EDIT AN EXISTING LOCK

1. Select **Lock/User Editor**. Select **Lock Editor**.
2. Highlight **Lock Name** and select **Edit Lock**. **NOTE:** lock **Access Type** cannot be edited.
3. Select **OK** when done.

NOTE: The lock's internal memory must match the database for: Access Type, Open Time, Passage Mode, Dual Credential Users do not Require PIN, Keypress Volume, Bad Credential Lockout, LCD Mode, Lock Secure If Battery Low, Lock Voltage, Door Switch Menu, latch number and type. To compare the lock settings information and database information, go to the **Lock Settings** tab under **Read/Write Lock** and update as necessary.

4. Select **Close**.

TO DELETE A LOCK

1. Select **Lock/User Editor**. Select **Lock Editor**.

NOTE: Before deleting a lock, it is recommended to remove all access rights to the lock from all users. This ensures the lock is deleted and will not be accidentally reinstated.

2. Highlight lock name and select **Delete Lock**.
3. Select **Close** to close **Lock Editor**.

TO NAME A NEW LOCK

If a lock was automatically entered into the database and has not been given a proper name; the lock name will appear as \$xxxxxx in the list of locks in the **Lock Editor**, "xxxxxx" represents the serial number of the lock. To give the locks a proper name, click **Name New Locks**.

OUT OF SYNC LIST

Clicking the **Out of Sync** button will open a window that shows the list of locks that are not "in sync" with the database (lock settings or current users)

LOCK / USER EDITOR *continued***ACCESS RIGHTS**

Access Rights is used to choose which locks users can have access to in the database. Dashboard Locks are limited to 999 users and Keypad Locks are limited to 3,000 users.

1. Select **Access Rights** from the **Lock/User Editor** window.

NOTE: Select **User/Group Name** or **Lock Name** in the bottom left corner under **Sort by** to view access rights organized by user/group name or lock name/group. In steps 2-4, the window is set for Sort by: User/Group Name.

2. Select the user/group whose access rights will be modified.
 - ➔ All locks in the left column are locks to which the selected user/group does not have access.
 - ➔ All locks in the right column are locks to which the selected user/group has access.

NOTE: An unchecked box in the adjacent entry represents information that has not yet been uploaded into the lock.

Lock / User Editor

User Editor Lock Editor **Access Rights** Group Editor

Total Users: 11 **Total Locks: 3**

User/Group Name:

- First Shift* (2)
- Second Shift* (2)
- Third Shift* (3)
- 1111
- kaz
- SAMPLE PROX
- SAMPLE SUPER

Locks to which First Shift DOES NOT have access:

- ☒ Cabinet (4/6)
 - ☒ Drawer one
 - ☒ Office supplies
 - ☒ Paper
 - ☒ First Aid
- ☐ Jesses lock
 - ☐ Audio equipment
 - ☐ Running equipment
 - ☐ Swimming equipment
 - ☒ Biking equipment
 - ☐ Folders
 - ☒ Envelopes
 - ☐ Rubber bands
 - ☒ Staples

Locks to which First Shift has access:

- ☐ Cabinet (2/6)
 - ☐ Tools
 - ☐ Bottom Drawer

Sort by:

☒ User/Group Name ☐ Lock Name

Completed modifications have a green check in the box next to the user/lock name

* Indicates Group name

User Search Lock Search

Create Report Refresh Close

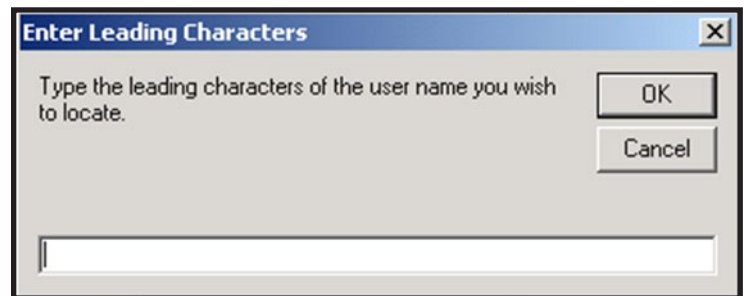
LOCK / USER EDITOR *continued*

3. To change access rights for a single lock, select lock from the list and:
 - ➔ Press the appropriate single arrow button between the two columns, or
 - ➔ Double click on the lock name.
4. To change access rights for all the listed locks:
 - ➔ Switch one lock at a time (refer to step 3), or
 - ➔ Press the appropriate double arrow button between the two columns.

NOTE: Changing a position in **Access Rights** only changes the computer database. The contents of the lock do not automatically change. See **READ/WRITE LOCK** for instructions on updating the lock database.

NOTE: If there is a change to a user's status, i.e. Supervisor Level, Time Based Access, Passage Mode, etc. the box on the right will be unchecked. A Write Changes operation will need to be completed to update the lock.

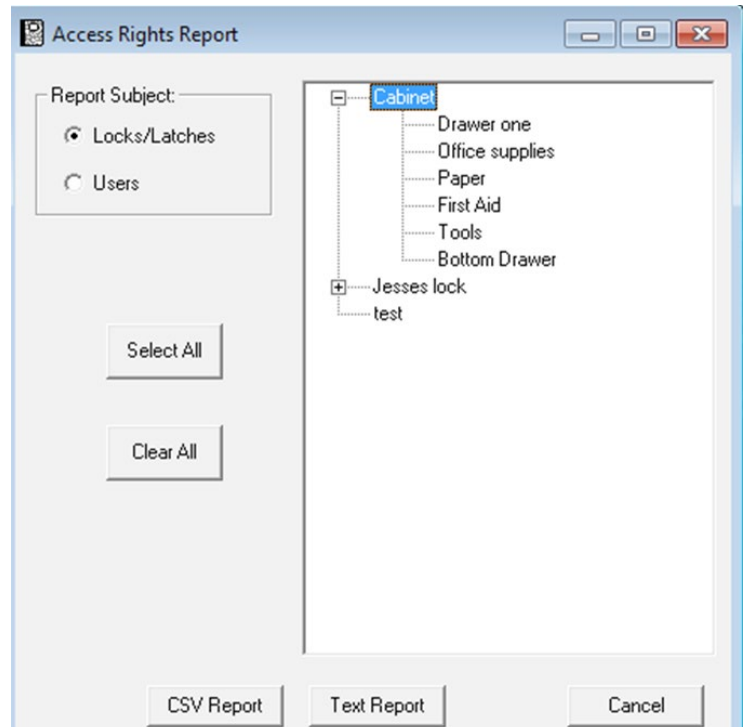
5. When viewing users/groups, the group name will be followed by an asterisk (*) along with the number of members of the group in parentheses, for example **(4)** indicates four members. When adding groups, each group member will use one memory slot in the lock.
 - ➔ Access rights can also be sorted according to the lock name. If organized by lock name, refer to steps 2-4 but substitute lock access rights for users access rights.
6. If a user/group/lock cannot be found, click **User Search** or **Lock Search**. Click **OK** after the leading characters of the user/group/lock name have been entered.



7. If a report of users that can access a lock/latch/slave or a report of locks/latches/slaves that a user can access is desired, click "**Create Report.**" This will open a window allowing the operator to choose.

Report Subject – choose the report type: 1) which users can access which locks/latches/slaves or 2) which locks/latches/slaves a can be accessed by which users

After the **Report Subject** is chosen, select which users (or locks) the report will be detailing. Multiple users (or locks) can be chosen by holding control (pick specific) or shift (pick a range). **Select all** and **clear all** can also be chosen. Once the selections have been made, pick **CSV Report** or **Text Report** depending on the type of report desired.



LOCK / USER EDITOR *continued*

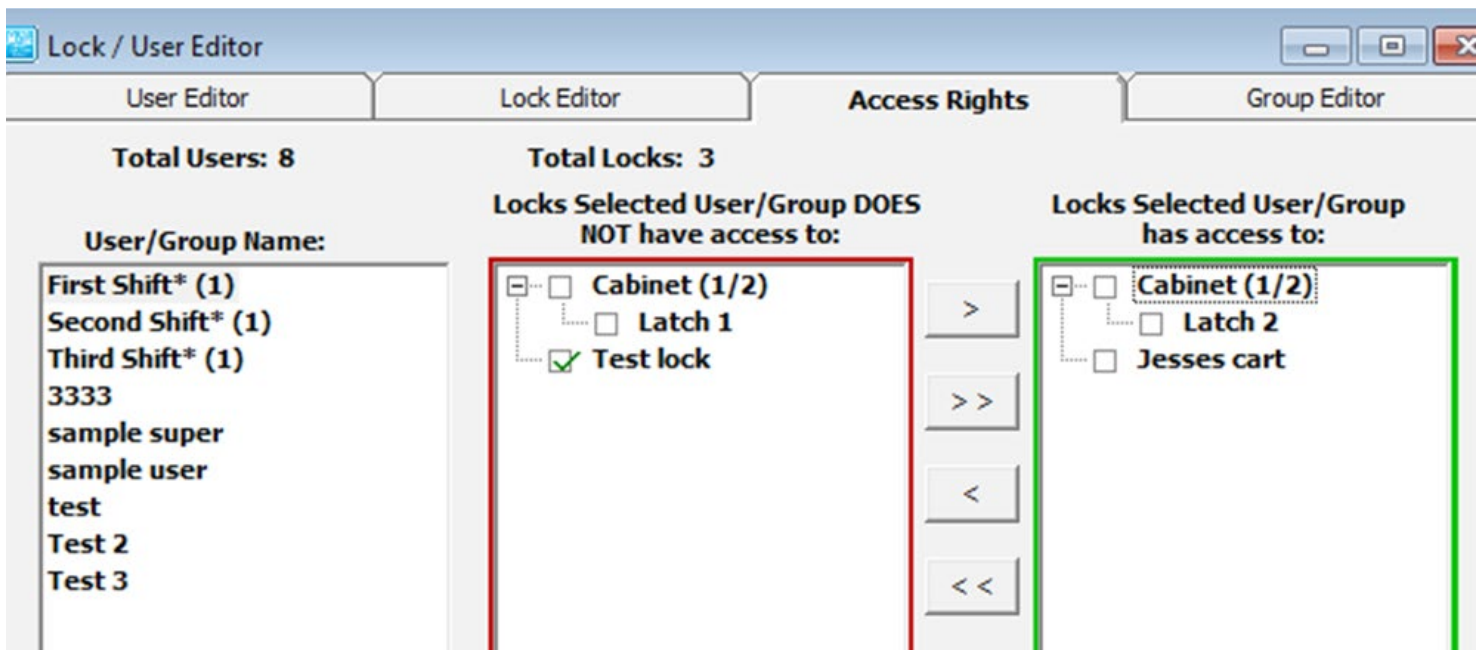
MULTI LATCH ACCESS RIGHTS

If one (or more) of the locks in the system are Dashboard style or Keypad style with Dual latch-Independent Control or Multiple Latch (see **Lock Editor** page 15 or 21) there will be “+” or “-” next to each lock with slaves, independent or multiple latch control when the screen is sorted by users. Clicking “+” will expand the lock so that each latch/slave is visible within the lock, as shown below.



Granting access to a latch/slave within a lock is done in exactly the same fashion as granting access to the entire lock; click on the latch/slave that the user will have (will not have) access to and press one of the arrow buttons to grant/remove access for the selected user.

It is possible for a user to have access to one latch/slave and not have access to another within a lock. In this case, following the user name there will appear a parenthesis showing how many latches/slaves the user has access to (does not have access to), followed by the total number of latches/slaves. This is illustrated in the example shown below.



In this case the user has access to **Latch 2** in **Cabinet** and does not have access to **Latch 1**.

GROUP EDITOR

The **Group Editor** tab is used to add, edit, or delete groups from the computer database. This option makes it easier to add or delete groups of users from a lock. Users in a group will all have the same time-based access to locks, as well as common access rights.

TO ADD A NEW GROUP

1. Select the **Lock/User Editor** window. Select the **Group Editor** tab.
2. Select **Add Group** to create a new group in the computer database.
3. Enter the new group's name.
4. If the new group has no restrictions, check the **No Restrictions** box.
5. If the new group has restricted access to locks, check the days the group is not restricted.

LOCK / USER EDITOR *continued*

6. Fill in the time slots the new group can access the locks, or check the **All Day** box if the group has 24 hour access. When filling in time slots, LockView® will automatically wrap a day. (Example: 11 p.m. Monday - 7 a.m. Tuesday.)
7. Select **OK** when done.
8. Select **Close** to close the **Group Editor** tab.

TO EDIT A NEW GROUP

1. Select the **Lock/User Editor** window. Select the **Group Editor** tab.
2. Select group name and then select **Edit Group** to edit the group's restriction information.
3. Select **OK** when done.
4. Select **Close** to close the **Group Editor** tab.

Lock / User Editor

User Editor Lock Editor Access Rights **Group Editor**

There are 0 users assigned to this group

Groups:

Add Group Edit Group Delete Group Show Users Print Group

First Shift
Second Shift
 Third Shift

Group Name:

☐ No Restrictions
☒ Restrict by Day/Time

Allow These Days	From	To	Allow All Day
<input type="checkbox"/> Sunday	No Access		<input type="checkbox"/>
<input checked="" type="checkbox"/> Monday	No Restriction		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Tuesday	No Restriction		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Wednesday	No Restriction		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Thursday	No Restriction		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Friday	12:00 AM	05:00 PM	<input type="checkbox"/>
<input type="checkbox"/> Saturday	No Access		<input type="checkbox"/>

Select / Clear All Select / Clear All

OK Cancel

Close

TO DELETE A GROUP

1. Select the **Lock/User Editor** window.

NOTE: If you delete a restriction group, all users assigned to it will be set to “No Access.”

2. Select group name and then select **Delete Group** to delete an existing user from the local computer database.
3. Select OK to close the **Group Editor** tab.

PRINT GROUP

To print the names of the members of a group(s) AND the locks to which they have access, click the **Print Group** tab.

SHOW USERS

Clicking the Show Users button will pop up a list of all users currently assigned to a highlighted group.

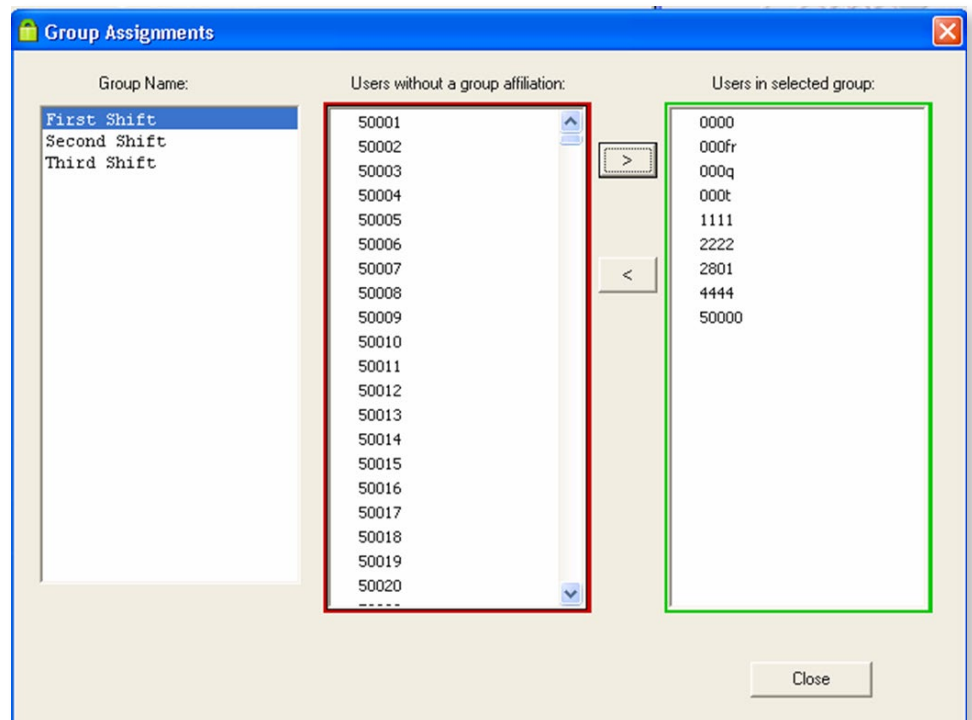
Read/Write Lock contains four (4) tabs that allow the Operator to view the database of a lock and download the audit trail from a lock.

USER/GROUP ASSIGNMENT

1. Select **User / Group Assignment** to open up the **Group Assignments** window. The name of the group(s) appear in the left column.
2. Click to highlight the name of the group of interest.
3. The middle column (outlined in red) lists all users who do not have an affiliation to the selected group. The right column (outlined in green) lists all users who are affiliated with the selected group.
4. Click to highlight the user(s) to be manipulated and click the < or > button to shift the user(s) into the desired columns.

NOTE: *Ctrl + click or Shift + click can be used to highlight multiple users.*

5. Click **Close** button when done.

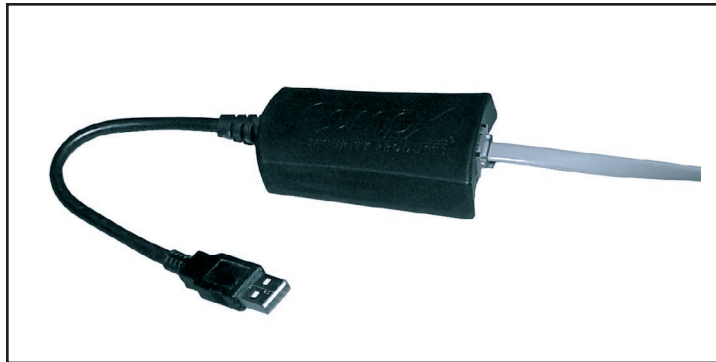


READ / WRITE LOCK

Read/Write Lock contains four (4) tabs that allow the Operator to view the database of a lock and download the audit trail from a lock.

CONNECTION

Connection allows the Operator to view a lock's memory content — either virtually (with a networked connection) or in real time with a USB connection. Gen3 units require a USB dongle.



TO CONNECT TO A LOCK:

1. Select **Read/Write Lock**. If the **Read/Write Lock** window is already open, make sure the **Connection** tab is open.
2. Connect the USB cable from the eLock to the computer OR connect the 6 wire RJ11 cable from the lock to the LockView® USB adapter if real time slot reading is desired.
3. The connection icon should show a **RED** background.



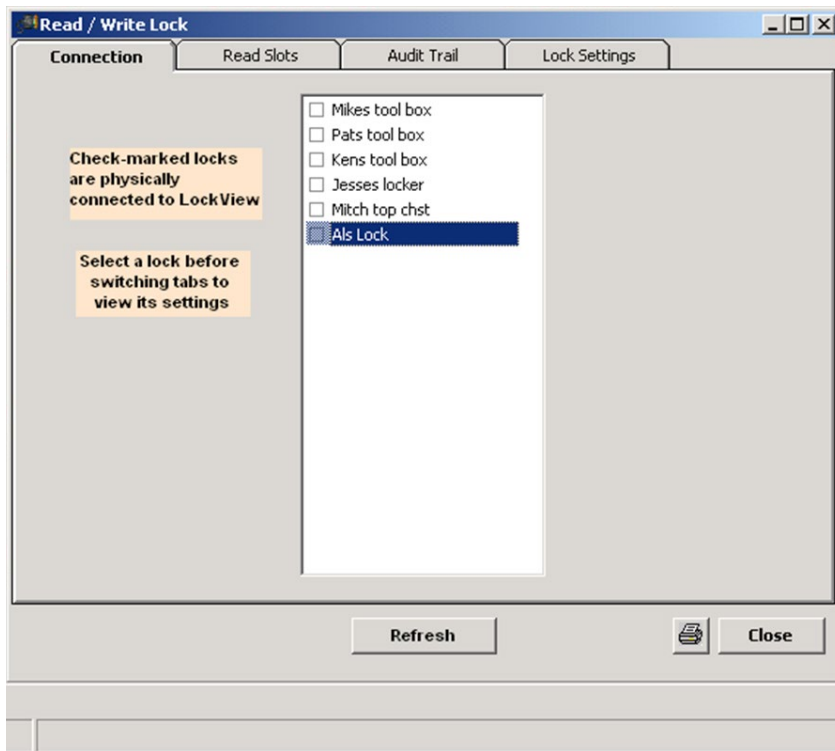
When the lock is properly connected or a USB dongle is connected (Gen3 only) and LockView is properly communicating, the connection icon should show a **GREEN** background.



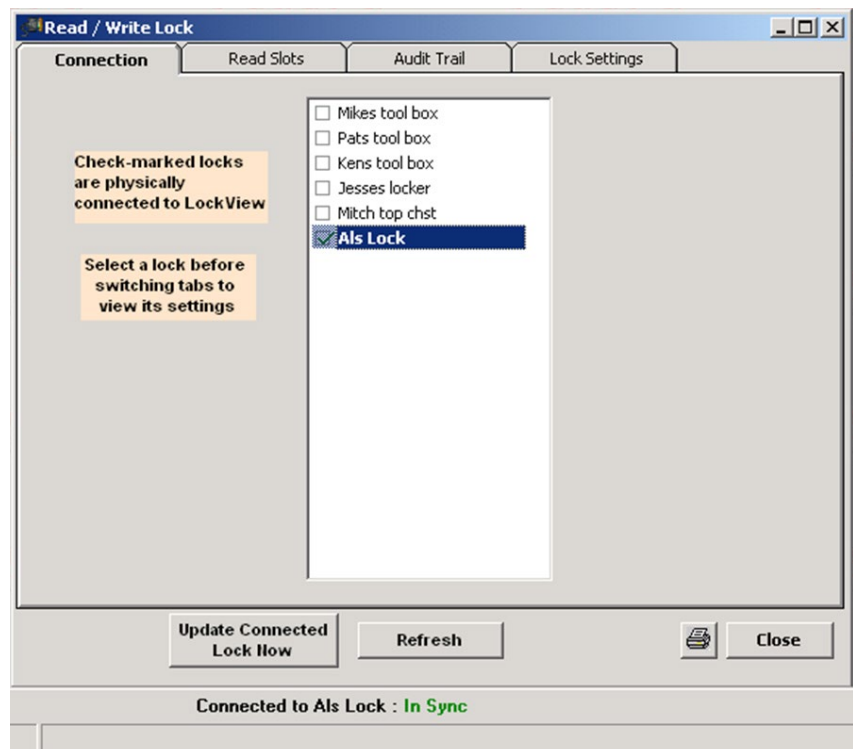
If the connection background does not change to green, the dongle drivers are not properly loaded. Visit **compx.com** to download new USB drivers or contact technical support.

READ / WRITE LOCK *continued*

4. The **Read/Write Lock** screen is shown below.



5. Insert the USB cable or other end of the 6 - wire RJ11 cable into the lock. After a few seconds, the screen should look similar to the figure below, with the lock name to which the RJ11 cable is connected being highlighted with a check appearing the box next to it. Further, the status bar will now say **Connected to: lock name** where lock name is the name of the connected lock.



READ / WRITE LOCK *continued***READ SLOTS**

Read Slots allows the Operator to view the slots assigned to users in the database along with the actual contents of the slots in the lock. If the computer database and the lock contents for a numbered slot do not match, the information in the corresponding slots will be displayed in different colors.

1. Highlight the lock to view in the **Connection** tab of the **Read/Write Lock** menu.
2. Select **Read Slots**.

LOCK DATABASE INFORMATION “LOCK”

- ➔ User name
- ➔ Access type
- ➔ Slot number
- ➔ Supervisor rights level
- ➔ Group Membership

COMPUTER DATABASE INFORMATION “Db”

- ➔ User name
- ➔ Access type
- ➔ Slot number
- ➔ Supervisor rights level
- ➔ Group Membership

This report also shows if information in the slot database of the lock differs from the slot in the computer database. This is illustrated with blue text, and black text. If the entry in the computer database is in orange, the users information (supervisor level, passage mode status, dual credential status, time based access status, messages, slave access) in the database has been modified and will need to be updated within the lock's database.

Read / Write Lock

Connection **Read Slots** Audit Trail Lock Settings

(0 Supervisors, 4 Regular Users - 4 Total Users in Als lock)
(0 Supervisors, 1 Regular Users - 1 Total Users in Database)

Slots for: Als lock

	Username	Access Type	Supervisor	Group
Slot 0001 Lock:	CHRIS	Pushbutton	1	
Slot 0001 Db:	CHRIS	Pushbutton	1	---
Slot 0002 Lock:	JESSE	Pushbutton	1	
Slot 0002 Db:	-BLANK-	-blank-		---
Slot 0003 Lock:	KENNETH	Pushbutton	1	
Slot 0003 Db:	-BLANK-	-blank-		---
Slot 0004 Lock:	MIKE	Pushbutton	1	
Slot 0004 Db:	-BLANK-	-blank-		---

Update Connected Lock Now Refresh Close

This Read Slots screen shows:

- ➔ Four slot assignments for the computer database and a lock titled “Als Lock”
- ➔ Slots 0002, 0003, and 0004 of the computer database do not match the lock's database.

READ / WRITE LOCK *continued*

	Username	Access Type	Supervisor	Group
Slot 0001 Lock:	CHRIS	Pushbutton	1	---
Slot 0001 Db:	CHRIS	Pushbutton	1	---

The **Update Connected Lock Now** button was pressed or the update occurred automatically. The computer database and lock database now match.

NOTE: The *Update Connected Lock Now* button does not appear in a network connection. The databases will automatically sync upon a network connection.

READ / WRITE LOCK *continued***AUDIT TRAIL**

Audit Trail allows the Operator to view the audit trail of a lock or a user. A “lock” audit trail is a log of a lock’s past operation. These logs include the name of a user attempting to gain access, name of the lock being accessed, what type of credential is being used, and the date and time of attempted access. A “user” audit trail is a log of a user’s past operation. These logs include the name of a user, name of the locks being accessed by the user, what type of credential is being used, and the date and time of attempted access.

The size of the cumulative audit trail data can become quite large over time. In order to minimize the load on the database, choose **Auto-Archive On** and enter the number of days between the automatic archiving. The last archive date will be noted under **Last Archive Date**. Once selected, LockView will automatically archive data that is older than half of the auto archive interval (e.g: LockView will archive 183 days worth of audit events if set to archive every 365 days)

Choose which type of audit trail is desired by pressing the **locks** or **users** button under **List by**.

1. Select **Audit Trail** from **Read / Write Lock** window.
2. Select the lock whose audit trail is to be viewed.
3. Select **View Log**.

The screenshot shows the 'Read / Write Lock' application window with the 'Audit Trail' tab selected. The interface includes tabs for 'Connection', 'Read Slots', 'Audit Trail', and 'Lock Settings'. Under 'List By', the 'Locks' radio button is selected. The 'Archive' section shows 'Auto-Archive ON' checked, with a frequency of 'Every 365 days' and a 'Last Archive Date' of '12-Dec-2013'. An 'Archive Now' button is present. The main area is titled 'Historical Log for all Locks' and contains a table with two columns: 'Lock Name' and 'Date & Time of Read'. The table has one entry: 'Jesses lock' with the date '12/18/13 9:33:22 AM'. To the right of the table are buttons for 'View Log', 'Delete Log(s)', and 'Archive Viewer'. At the bottom left is a 'View Temperature Graphs' button, and at the bottom right are 'Refresh' and 'Close' buttons.

Lock Name	Date & Time of Read
Jesses lock	12/18/13 9:33:22 AM

LOG INFORMATION INCLUDES:

- ➔ Name of the lock
- ➔ Name of the user that attempted access to the lock (if the database has a record for that credential)
- ➔ The credential type that was used by the user
- ➔ Date and time of attempted access
- ➔ Activity detail, noted under “Status”

READ / WRITE LOCK *continued***FULL STATUS LIST:****Latch opened**

This is an indication of a valid credential being shown, and the lock successfully opening.

***Drawer opened**

This is an indication of one of the drawer switches opening (optional hardware required and **Drawer Alarm** must be activated in the **Lock Editor**, **OR** the drawer alarm must be activated on a slave lock). May also be prefaced with a slave number (*), if the drawer alarm on the slave lock is activated.

***Tilt detected**

This is an indication of the tilt alarm sensor sounding. **Tilt Sensitivity** in the **Lock Editor** must not be set to 0, **OR** the tilt alarm must be activated on a slave lock. May also be prefaced with a slave number (*), if the tilt alarm on the slave lock is activated.

Latch closed

This is an indication of the lock closing, either by a valid credential being shown, the **lock** button being pressed on the access panel or the **Open Time** timing out.

***Drawer closed**

This is an indication of all of the drawer switches closing (optional hardware required and **Drawer Alarm** must be activated in the **Lock Editor** **OR** the drawer alarm must be activated on a slave lock). May also be prefaced with a slave number (*), if the drawer alarm on the slave lock is activated.

***Tilt cleared**

This is an indication of the clearing (turning off) of the tilt alarm. **Tilt Sensitivity** in the **Lock Editor** must not be set to 0, **OR** the tilt alarm must be activated on a slave lock. May also be prefaced with a slave number (*), if the tilt alarm on the slave lock is activated.

Reboot FW version XX

This is an indication of the microprocessor restarting the firmware, firmware version is noted.

Inventory acceptable ...

This is an indication that a visual inventory of the toolbox was taken with acceptable results. May be followed by up to 14 numeric digits entered by the person performing the visual inventory.

Inventory missing items ...

This is an indication that a visual inventory of the toolbox was taken with unacceptable results. May be followed by up to 14 numeric digits entered by the person performing the visual inventory.

Time change: Prior to change**Time change: After change**

A supervisor has changed the time at the lock. "Prior to change" was the time that the lock was set when the time was changed. "After change" is the time to which the lock was set.

Access Denied- 2nd PIN mismatch.

This is an indication that access was denied to a dual credential user or supervisor due to second credential being incorrect.

Access granted on 2nd PIN.

This is an indication that access was granted to a dual credential user or supervisor.

READ / WRITE LOCK *continued***Supervisor Mode granted on 2nd PIN.**

This is an indication that the programming screens were accessed by a supervisor with dual credential.

Access Denied- No rights.

A credential was presented which was not recognized by the lock.

Access Denied- Lock was in lockout mode

This is an indication that access was denied to a user or supervisor due to the lock being locked out.

Access Denied- Time restriction.

This is an indication that access was denied to a user or supervisor due to time restrictions .

Access Pending- Await 2nd PIN.

This is an indication that the primary credential was accepted for a dual credential user or supervisor.

Access granted- 1st PIN.

This is an indication that access was granted to a dual credential user or supervisor on the first pin (**Dual Credential Users do not Require Pin** must be selected in the **Lock Editor**)

Supervisor Mode granted on 1st PIN.

This is an indication that the programming screens were accessed by a supervisor.

To view an older audit trail entry, select a historical audit trail log file and press the **View Log** button.

- The tool bar at the bottom of the audit trail display allows the Operator to **Close**, **Print**, **Save** to an external text file or csv file, filter or sort the audit trail log information.

Lock Audit Trail - Total Records Displayed: 862					
Lock Name	User Name	Type of Access	Status	Date of Entry	Time of Entry
Als Lock	User Not Found	PUSHBUTTON	Access Denied- No rights.	08/17/09	5:18:15 PM
Als Lock	Jesse	PUSHBUTTON	Access granted- 1st PIN.	08/17/09	5:18:13 PM
Als Lock	User Not Found	PUSHBUTTON	Access Denied- No rights.	08/17/09	5:18:10 PM
Als Lock	N/A	N/A	Latch closed	08/17/09	5:18:09 PM
Als Lock	Jesse	PUSHBUTTON	Access granted- 1st PIN.	08/17/09	5:18:07 PM
Als Lock	User Not Found	PUSHBUTTON	Access Denied- No rights.	08/17/09	5:18:06 PM
Als Lock	User Not Found	PUSHBUTTON	Access Denied- No rights.	08/17/09	5:18:03 PM
Als Lock	N/A	N/A	Latch closed	08/17/09	5:18:01 PM
Als Lock	Kenneth	PUSHBUTTON	Access granted- 1st PIN.	08/17/09	5:18:00 PM
Als Lock	User Not Found	PUSHBUTTON	Access Denied- No rights.	08/17/09	5:17:57 PM
Als Lock	N/A	N/A	Latch closed	08/17/09	5:17:56 PM
Als Lock	Mike	PUSHBUTTON	Access granted- 1st PIN.	08/17/09	5:17:55 PM
Als Lock	N/A	N/A	Latch closed	08/17/09	5:17:53 PM
Als Lock	Chris	PUSHBUTTON	Access granted- 1st PIN.	08/17/09	5:17:52 PM
Als Lock	User Not Found	PUSHBUTTON	Access Denied- No rights.	08/17/09	5:17:49 PM
Als Lock	User Not Found	PUSHBUTTON	Access Denied- No rights.	08/17/09	5:17:46 PM
Als Lock	User Not Found	PUSHBUTTON	Access Denied- No rights.	08/17/09	5:17:43 PM
Als Lock	N/A	N/A	Latch closed	08/17/09	5:17:42 PM
Als Lock	User Not Found	PUSHBUTTON	Access Denied- No rights.	08/17/09	5:17:41 PM
Als Lock	Jesse	PUSHBUTTON	Access granted- 1st PIN.	08/17/09	5:17:39 PM
Als Lock	N/A	N/A	Latch closed	08/17/09	5:17:37 PM
Als Lock	User Not Found	PUSHBUTTON	Access Denied- No rights.	08/17/09	5:17:36 PM
Als Lock	Kenneth	PUSHBUTTON	Access granted- 1st PIN.	08/17/09	5:17:34 PM
Als Lock	User Not Found	PUSHBUTTON	Access Denied- No rights.	08/17/09	5:17:31 PM
Als Lock	User Not Found	PUSHBUTTON	Access Denied- No rights.	08/17/09	5:17:29 PM
Als Lock	N/A	N/A	Latch closed	08/17/09	5:17:28 PM
Als Lock	Mike	PUSHBUTTON	Access granted- 1st PIN.	08/17/09	5:17:27 PM
Als Lock	N/A	N/A	Latch closed	08/17/09	5:17:25 PM
Als Lock	Chris	PUSHBUTTON	Access granted- 1st PIN.	08/17/09	5:17:24 PM
Als Lock	User Not Found	PUSHBUTTON	Access Denied- No rights.	08/17/09	5:16:58 PM
Als Lock	Kenneth	PUSHBUTTON	Access Denied- No rights.	08/17/09	5:16:56 PM
Als Lock	User Not Found	PUSHBUTTON	Access Denied- No rights.	08/17/09	5:16:54 PM

Close



Filter By

Username

Criteria:

Go

READ / WRITE LOCK *continued***THE AUDIT TRAIL LOG CAN BE FILTERED
ACCORDING TO:**

- ➔ User Name
- ➔ Type of Access

**THE AUDIT TRAIL LOG CAN BE SORTED
ACCORDING TO:**

- ➔ User Name
- ➔ Type of Access
- ➔ Status
- ➔ Date and Time

6. Audit trails can be viewed, deleted and archived by selecting the appropriate button.

LOCK SETTINGS

Lock Settings allows the Operator to view the operating characteristics and parameters of the lock chosen in the **Connection** tab. The internal time of the lock and the computer are also displayed.

1. Choose desired lock to view under **Connection** tab.
2. Select **Lock Settings** from **Read/Write Lock**.
3. The lock and computer database characteristics and parameters are displayed.

**KEYPAD LOCK USERS: THE
LOCK SETTINGS SCREEN
LOOKS SLIGHTLY DIFFERENT
ON KEYPAD LOCK SYSTEMS,
SHOWING KEYPAD LOCK
SPECIFIC FEATURES.**

This screen shows:

- ➔ Lock Access Type
- ➔ Audio Volume
- ➔ Open Time
- ➔ Passage Mode
- ➔ No PIN Req'd (dual credential users do not require PIN)
- ➔ Tilt Sensitivity
- ➔ Tilt Alarm Time
- ➔ Lock On Shake
- ➔ Lockout
- ➔ Drawer Alarm
- ➔ LAN Times

**KEYPAD LOCK USERS: THESE
FEATURES WILL BE SLIGHTLY
DIFFERENT ON KEYPAD LOCK
SYSTEMS.**

Read / Write Lock

Connection Read Slots Audit Trail **Lock Settings**

Lock Name: 9785

Lock Serial Number: 0000000094389785

Lock Version: Snap5 1.100026 B0A4VT8

Firmware Date: Nov 03 2009 10:39:47

Last Lock Check-in: 20 May 2010 14:40:30:760

Current Server Date/Time: 20 May 2010 14:46:01:880

Lock Parameters

	Lock	Database
Access Type:	PROX	PROX
Open Time:	1min	2min
Passage Mode:	YES	NO
No PIN Req'd:	YES	YES
Audio Volume:	2	2
Lockout:	11/5/5	11/5/5
Tilt Sensitivity:	0	0
Tilt Alarm Time:	10	10
Lock On Shake:	NO	NO
Drawer Alarm:	NO	NO

Networked eLock Scheduler:

1/5/3/180 10/5/3/180

Refresh Close

READ / WRITE LOCK *continued*

This report also shows if information in the lock database differs from the information in the computer database. This is illustrated with blue text and black text. The Lock Parameter information can be found and/or edited by opening **Lock Editor**.

4. Click the **Refresh** button to compare lock data to computer database data.
5. **Update Connected Lock Now** permits a direct manipulation of the lock database. Click the **Update Connected Lock Now** button to match up the lock with the computer database.

The screenshot shows the 'Read / Write Lock' window with the 'Lock Settings' tab selected. The window is divided into two main sections: lock identification data on the left and lock parameters on the right.

Lock Identification Data		Lock Parameters	
Lock Name:	9785	Access Type:	PROX
Lock Serial Number:	0000000094389785	Open Time:	2min
Lock Version:	Snap5 1.100026 B0A4VT8	Passage Mode:	NO
Firmware Date:	Nov 03 2009 10:39:47	No PIN Req'd:	YES
		Audio Volume:	2
		Lockout:	11/5/5
Last Lock Check-in:	20 May 2010 14:50:31:417	Tilt Sensitivity:	0
Current Server Date/Time:	20 May 2010 14:50:40:577	Tilt Alarm Time:	10
		Lock On Shake:	NO
		Drawer Alarm:	NO

Below the parameters, there is a section for the 'Networked eLock Scheduler' with two date fields, both showing '10/5/3/180'.

At the bottom of the window, there are three buttons: 'Update Connected Lock Now', 'Refresh', and 'Close'.

NOTIFIER

Note: This Notifier applies **ONLY** to Dashboard Lock systems. See pages 46-56 for Keypad Lock Notifier.

Notifier allows the LockView Operator to set up eReports. eReports can create and send (through email) audit trail reports from eLocks to a list of recipients on a programmable interval. eReports can also save these reports to a local hard drive.

The “Notifier” requires an internet connected network as well as a MSSQL database. There are two tabs in the **Notifier** menu: **Technical Setup** and **eReports Editor**.

Notifier Setup

Technical Setup | eReport Editor

Messaging Service Configuration

Web Service Address:

User ID:

Password:

Send email through: ☒ Messaging Service ☐ SMTP Server

TeleMessage MULTI-ALERT

Edit Services

TECHNICAL SETUP

The Notifier sends alerts through SMTP or through the third party SMS provider TeleMessage. Setting up SMTP and TeleMessage is done in **Technical Setup**.

Notifier Setup

Technical Setup | eReport Editor

Messaging Service Configuration

Web Service Address:

User ID:

Password:

Send email through: ☐ Messaging Service ☒ SMTP Server

TeleMessage MULTI-ALERT

SMTP Configuration

User Account Information

Sender Name: (optional)

Sender Email Address:

SMTP Login Information

☐ My SMTP Server requires authentication

Server Information

Outgoing Mail Server (SMTP):

Port:

Edit Services

Save Cancel Exit

NOTIFIER *continued*

Note: This Notifier applies ONLY to Dashboard Lock systems. See pages 46-56 for Keypad Lock Notifier.

1. To set up the SMS system, it is first required that a TeleMessage account is set up. Visit www.telemessage.com for details. A User ID and Password is required.
2. In the **Messaging Service Configuration** portion of the **Technical Setup** tab, enter the TeleMessage User ID and Password. The Web Service Address is already filled in, but can be edited if necessary.
3. Choose how an eReport will be sent; either by the messaging service (TeleMessage) or through SMTP by clicking the proper button in the middle of the **Technical Setup** window, adjacent to **Send email through:**
4. If SMTP is selected, enter the **Sender Name** and **Sender Email Address** in the **User Account Information** Section. Enter the **Outgoing Mail Server** and **Port information** in the **Server Information** area.
5. Selecting **Advanced** will open up the following options:

Notifier Setup

Technical Setup | eReport Editor

Messaging Service Configuration

Web Service Address:

User ID: Password:

Send email through: ☐ Messaging Service ☒ SMTP Server

SMTP Configuration

User Account Information

Sender Name: (optional)

Sender Email Address:

SMTP Login Information

☐ My SMTP Server requires authentication

Server Information

Server Timeout:

Use encrypted connection of type:

SMTP Authorization Method:

The additional information will allow **Server Timeout**, **Encrypted Connection** (SSL or TLS), and **SMTP Authorization Method** (auto detect, PAIN, LOGIN, or CAM-MD5) to be entered.

6. If the SMTP server requires authentication, user name and password can be entered in the bottom right corner of the Technical Setup tab, by clicking the box next to **My SMTP Server requires authentication**.

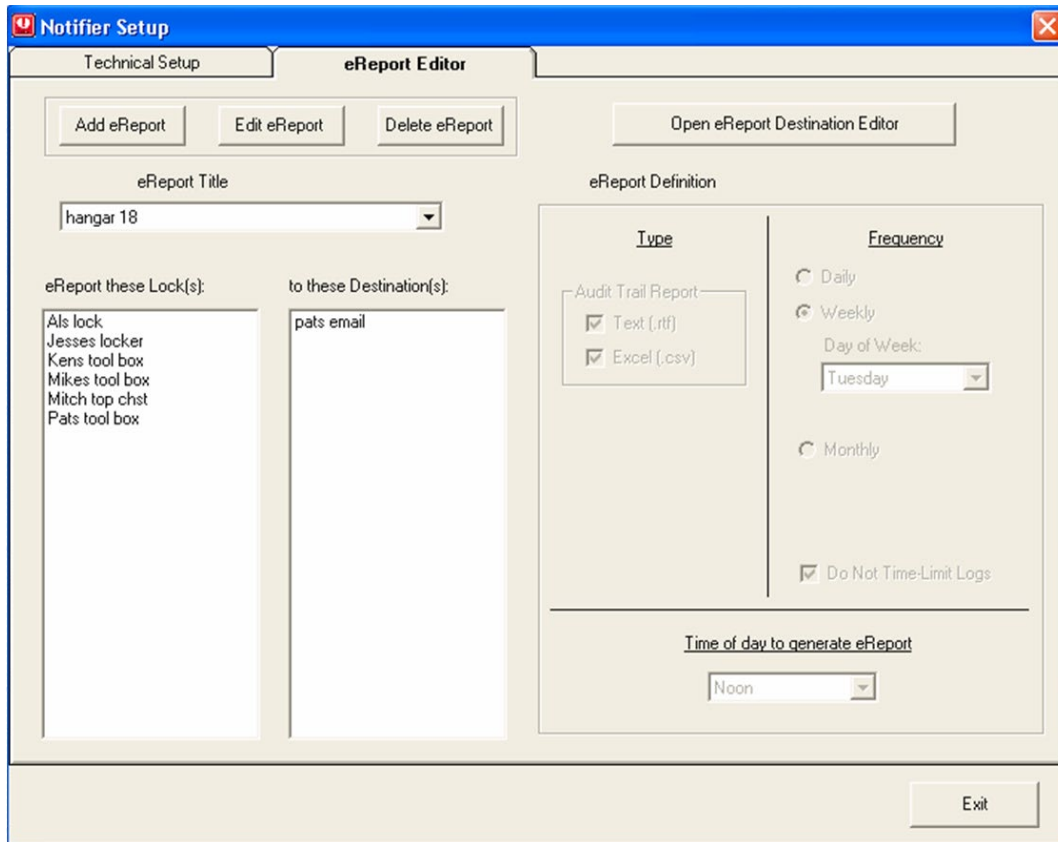
NOTIFIER continued

Note: This Notifier applies **ONLY** to Dashboard Lock systems. See pages 46-56 for Keypad Lock Notifier.

eREPORTS

eReports can automatically create and send access audit trail reports from eLocks to a list of recipient's email addresses known as **Destinations** on a programmable interval. These reports can also be saved to a local hard drive.

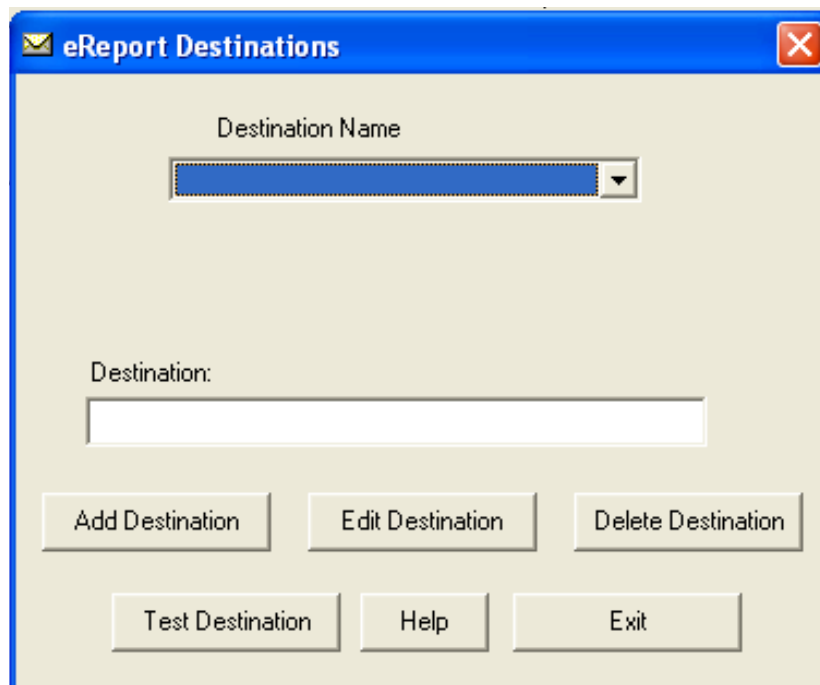
Click the **eReports** tab of the **Notifier** to set up **eReports**



The **Notifier Setup** window has two tabs: **Technical Setup** and **eReport Editor**. The **eReport Editor** tab is active, showing the following controls:

- Buttons:** Add eReport, Edit eReport, Delete eReport, and Open eReport Destination Editor.
- eReport Title:** A dropdown menu currently showing "hangar 18".
- eReport Definition:**
 - Type:** A section titled "Audit Trail Report" containing two checked options: ☒ Text (.rtf) and ☒ Excel (.csv).
 - Frequency:** Radio buttons for ☐ Daily, ☒ Weekly, and ☐ Monthly. Below the Weekly option is a "Day of Week:" dropdown menu set to "Tuesday".
 - ☒ Do Not Time-Limit Logs.
 - Time of day to generate eReport:** A dropdown menu set to "Noon".
- Locks and Destinations:** Two list boxes. The left box, labeled "eReport these Lock(s):", contains: Als lock, Jesses locker, Kens tool box, Mikes tool box, Mitch top chst, and Pats tool box. The right box, labeled "to these Destination(s):", contains: pats email.
- Exit:** A button at the bottom right.

To Add/Edit/Delete **Destinations**, click the **Open eReport Destination Editor** button



The **eReport Destinations** window is used for managing email destinations. It contains the following elements:

- Destination Name:** A dropdown menu.
- Destination:** A text input field.
- Buttons:** Add Destination, Edit Destination, Delete Destination, Test Destination, Help, and Exit.

NOTIFIER *continued*

Note: This Notifier applies ONLY to Dashboard Lock systems. See pages 46-56 for Keypad Lock Notifier.

ADD DESTINATION

1. Click the **Add Destination** button in the **eReport Destinations** window of the eReport editor tab.
2. Enter the **Destination Name** and type of destination (email address or network folder)
3. If the type of destination is an email address, enter the email address.
4. If the type of destination is a network folder, click the more information button (...) and navigate to the desired network folder.
5. Click **Save**
6. Click **Exit**

EDIT DESTINATION

1. Choose the Destination to be edited in the **Destination Name** pull down menu of the **eReport Destinations Editor**.
2. Click the **Edit Destination** button
3. Edit the type of destination (email address or network folder) and the details regarding the destination.
4. Click **Save**
5. Click **Exit**

DELETE DESTINATION

1. Choose the Destination to be deleted in the **Destination Name** pull down menu of the **eReport Destinations Editor**.
2. Click the **Delete Destination** button
3. Verify the deletion by clicking **OK**
4. Click **Exit**

Once destinations have been created, eReports can be created.

ADD eREPORT

1. Click the **Add eReport** button in the **eReport Editor**.
2. Enter a title for the eReport in the eReport Title entry box.
3. Choose which eLock(s) to report in the **eReport these Lock(s)** selection box.
4. Choose which destination(s) will receive the eReports in the **to these Destination(s)**: selection box.

NOTE: Multiple eReports can be sent to multiple destinations by holding Ctrl on the keyboard while clicking the destination and/or name.

5. Choose the type of report in the **eReport Definition** section. There are two formats (Text and Excel)
6. Choose how often the report will be sent in the **eReport Definition** section. There are three options available: **Daily**, **Weekly** and **Monthly**. If **Weekly** is chosen, the day of the week must be selected. If **Monthly** is chosen, the day of the month must be selected.
7. Selecting **Do Not Time-Limit Logs** will cause a full report to be sent each time. That is, all data available for that eLock will be sent every time a report is generated. If **Do Not Time-Limit Logs** is not chosen, only data accumulated since the last report was created will be sent. For example, if **Daily** is chosen, only the past day's events will be in the report.
8. Choose the time of day the report will be created and sent under **Time of day to generate eReport**.
9. Click **Save** when complete.

EDIT AN eREPORT

1. Choose the eReport to be edited in the **eReport Title** drop down menu of the **eReport Editor**.
2. Click the **Edit eReport** button.
3. Edit the desired eLock, destination, eReport type and frequency
4. Click **Save** when complete.

NOTIFIER *continued*

Note: This Notifier applies ONLY to Dashboard Lock systems. See pages 46-56 for Keypad Lock Notifier.

DELETE AN eREPORT

1. Choose the eReport to be deleted in the **eReport Title** drop down menu of the **eReport Editor**.
2. Click the **Delete eReport** button.
3. Verify the deletion by clicking **OK**

NOTIFIER

Note: This Notifier applies **ONLY** to Keypad Lock systems. See pages 41-45 for Dashboard Lock systems.

Notifier allows the LockView Operator to set up 3 different systems of notifications; Remote Notification, eReports and Compliance Dashboard. Remote Notification can be configured to send emails, text messages, phone calls, and/or faxes to a list of responders if an eLock(s) has entered a distressed mode. These modes include **Overdue Network Check-in, Battery Low, Temperature Outside Limits** and **Door Switch Alert(s)**. eReports can create and send (through email) audit trail and temperature data reports from eLocks to a list of recipients on a programmable interval. eReports can also save these reports to a local hard drive. Compliance Dashboard allows the Operator to quickly see the status of each eLock on their system in one simple window.

The “Notifier” requires an internet connected network as well as a MSSQL database.

There are four tabs in the **Notifier** menu: **Responders**, **Global Lock Settings**, **Technical Setup** and **eReports Editor**.

There are three levels of responders; 1st Responder(s), 2nd Responder(s) and 3rd Responder(s). The LockView Operator can setup a system whereby if a distressed condition(s) at the eLock(s) persists, the level of responder will escalate, from 1st Responder(s) to 2nd Responder(s) and 3rd Responder(s).

Select **Set LockView as Responder** to allow the Notifier to create and send “pop up” alert(s) that will appear on a computer that has LockView running.

The remote notification can be an email sent through SMTP, or an SMS sent via TeleMessage. TeleMessage provides text messages, fax, voice message and email. The services TeleMessage provides are not included. See <http://www.telemessage.com/download/signupForm.jsp?loc=enUS&prodid=34> for details.

Responder Name	Activated Devices	Notified For
Jesse Mavromatis	Email	Netw,Batt,Temp,Door
LockView App *Global	Not applicable	Netw,Batt,Temp,Door

You may Double-Click a name to view/edit a Responder's settings

☒ Set LockView as Responder

Send a test message to any of a responder's active devices.

NOTIFIER *continued*

Note: This Notifier applies **ONLY** to Keypad Lock systems. See pages 41-45 for Dashboard Lock systems.

ADD A RESPONDER

1. Click the **Add Responder** button in the **Responders** tab of the **Notifier** icon.
2. Enter the Responder's name in the **Responder** field.
3. Select **Global Responder** if the Responder should be notified for ALL eLocks that may enter a distressed condition.
4. Select the **Notification Level**. If an eLock enters a distressed condition, 1st Responder(s) are notified first, followed by 2nd Responder(s) and lastly 3rd Responder(s). The escalation of notification to Responders is programmable as noted on page 50.
5. Choose which method(s) of alert(s) the Responder will receive by clicking the **Active** button next to each method of notification. If an alert method is active, the destination of that notification must be entered. For example, email notification requires an email address; a text message requires a phone number equipped to receive text messages.
6. Choose which type(s) of notification(s) the Responder will receive by selecting the Notifications desired. (Temperature, Break-in, Ajar, Battery, and/or No Network)
7. If the Responder will not be available 24 hours a day/7 day a week, choose the availability by clicking **Modify Availability**. Choose the days of the week and the time of day that the responder will be available to receive messages regarding distressed eLocks.
8. Additional information regarding the Responder can be entered in the **Notes** field.
9. Click **Save** when done.

The screenshot shows the "Responder Configuration" window with the "Responder Editor" tab selected. The window is divided into two main sections: the left section for configuring the responder and the right section for notification availability and notes.

Responder Editor Section:

- Responder:** A text field for the responder's name.
- Global Responder:** A checkbox that is currently checked.
- Notification Level:** A group box containing three radio buttons: "1st Responder" (selected), "2nd Responder", and "3rd Responder".
- Phone Number:** A text field with a placeholder instruction: "Enter phone numbers in 10 digit format without dashes or spaces Example: 8475551212".
- Active:** A section with checkboxes for different notification methods:
 - eMail:** Includes an "Email Address" text field.
 - SMS Text:** Includes a "Device Number" text field.
 - Voice1:** Includes a "Voice Number" text field.
 - Voice2:** Includes a "Voice Number" text field.
 - Fax:** Includes a "Fax Number" text field.
- Notifications Desired:** A group box with four checked checkboxes: "Temperature", "Break in / Ajar", "Battery", and "No Network".
- Buttons:** "Save" and "Close" buttons at the bottom.

Right Section:

- Notification Availability:** A section stating "This Responder is currently set for 24/7 notification availability." with a "Modify Availability" button.
- Notes:** A large text area for additional information.

NOTIFIER *continued*

Note: This Notifier applies **ONLY** to Keypad Lock systems. See pages 41-45 for Dashboard Lock systems.

EDIT A RESPONDER

1. In the **Responders** tab, highlight the responder to be edited.
2. Click the **Edit Responder** button.
3. Edit the desired fields.
4. Click **Save** to save the changes

DELETE A RESPONDER

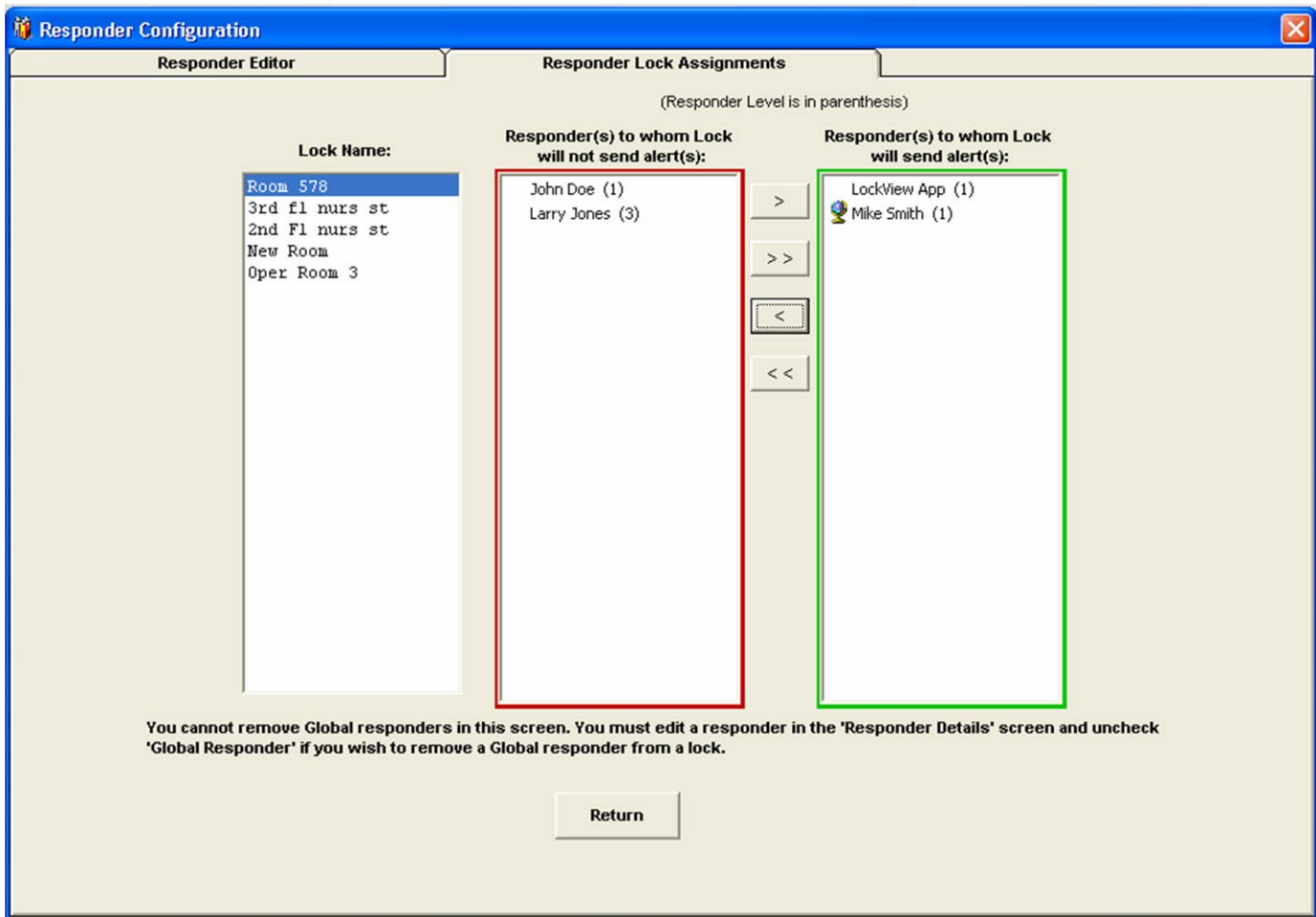
1. In the **Responders** tab, highlight the Responder to be deleted.
2. Click the **Delete Responder** button.
3. Verify then click **OK**

TEST IF A RESPONDER IS PROPERLY SET UP

1. In the **Responders** tab, highlight the Responder that is going to be tested.
2. Clicking **Responder Test** will send a test message to all of the Responder's active devices.

ASSIGN LOCKS TO RESPONDERS

Unless a Responder is global, the distressed eLock(s) to which a Responder will be notified must be selected. To assign eLock(s) to Responders, click **Responder Lock Assignments**.



Responder Configuration

Responder Editor **Responder Lock Assignments**

(Responder Level is in parenthesis)

Lock Name:

- Room 578
- 3rd fl nurs st
- 2nd Fl nurs st
- New Room
- Oper Room 3

Responder(s) to whom Lock will not send alert(s):

- John Doe (1)
- Larry Jones (3)

Responder(s) to whom Lock will send alert(s):

- LockView App (1)
- Mike Smith (1)

> >> << <

You cannot remove Global responders in this screen. You must edit a responder in the 'Responder Details' screen and uncheck 'Global Responder' if you wish to remove a Global responder from a lock.

Return

NOTIFIER *continued*

Note: This Notifier applies **ONLY** to Keypad Lock systems. See pages 41-45 for Dashboard Lock systems.

- Choose the eLock to which the Responder(s) is/are assigned by highlighting the **Lock Name**. This will bring up the list of Responders in the next two columns.
 - The Responder(s) in the red box are **Responder(s) to whom the lock will not send alert(s)**.
 - The Responder(s) in the green box are **Responder(s) to whom the lock will send alert(s)**.
 - If Show Instant Notifications is selected, a pop-up will appear on the computer screen. If/when an eLock(s) goes into an alarming mode (LockView program must be running in order to see the pop-up alert)

NOTE: The number in the parenthesis following the Responder name corresponds to their notification level.

- A globe icon next to the Responder name identifies that they are a Global Responder.
- To change which Responders will be notified, select the Responder and click the appropriate single arrow; moving the Responder from the red box to the green, or vice versa. **NOTE:** Global Responders reside in the green box and cannot be moved to the red box.
 - To change ALL Responders status for the eLock, click the appropriate double arrow; moving ALL Responders from the red box to the green, or vice versa.

GLOBAL LOCK SETTINGS

All eLocks in the Notifier system will have global settings or individual settings. Global settings allow the LockView Operator to manage multiple similar eLocks simultaneously; without having to adjust each one individually.

Click the **Global Lock Settings** tab to adjust the global lock settings.

Notifier Setup

Responders **Global Lock Settings** Technical Setup eReport Editor

Check boxes of events for which you want to send Alert(s):

- ☒ Overdue Network Check-In
Send alert if lock is minutes late checking in
- ☒ Battery Low
- ☒ Temperature Outside Limits*
- ☒ Configure Door Switch Alert(s)*
 - ☒ Unauthorized Entry
 - ☒ Door Ajar

* Alerts are sent only if a lock's corresponding alarm is activated

Alert Escalation Settings:

Send Alert(s) to 1st Responder(s)
every minutes
until * alerts have been sent

... Then ...

☒ Send Alert(s) to 1st and 2nd Responder(s)
every minutes
until * alerts have been sent

... Then ...

☐ Send Alert(s) to 1st, 2nd and 3rd Responder(s)
every minutes
until * alerts have been sent

* Enter 'i' in this field to set repetition to infinite

Edit Global Lock Settings

Compliance Dashboard Save Cancel Exit

NOTIFIER *continued*

Note: This Notifier applies **ONLY** to Keypad Lock systems. See pages 41-45 for Dashboard Lock systems.

PROGRAMMING GLOBAL LOCK SETTINGS

1. Click **Edit Global Lock Settings** box.
2. Choose the eLock distress events for which notification is globally desired.
 - Selecting **Overdue Network Check-In** will send a notification if an eLock has missed the programmed scheduled network update (see **Lock Editor-Networked eLock Scheduler** on page 24).
 - Selecting **Battery Low** will send a notification if the battery power drops to “LOW.”
 - Selecting **Temperature Outside Limits/Probe Failure** will send a notification if the eLock has 1) temperature alarming enabled, 2) the current temperature is outside of the high/low limits and 3) the temperature has been outside of the specified limits for a time exceeding the **Alarm Delay**.

NOTE: This notification only applies to eLocks equipped with temperature monitoring.

 - Notification can be sent for the two types of **Door Switch Alerts**. Selecting **Unauthorized Entry** will send notification if the door switch opens at any time not immediately following the presentation of a valid credential. Selecting **Door Ajar** will send notification if the door has been open for a programmable amount of time past the standard eLock open time (see **Lock Editor-Door Switch Menu** on page 24). **NOTE:** This notification only applies to eLocks with door switch hardware.
3. **Alert Escalation Settings** allows the LockView Operator to set up a schedule for how often and how many alert(s) will be sent to the Responder(s).
 - Enter how often and how many alert(s) will be sent to the 1st Responder(s) before escalating to the 2nd Responder(s).
 - Enter how often and how many alert(s) will be sent to the 2nd Responder(s) before escalating to the 3rd Responder(s).
 - Enter how often and how many alert(s) will be sent to the 3rd Responder(s)

NOTE: Entering an “i” in the number of alerts field will force an infinite number of alerts.

4. Click **Save** when done.

TECHNICAL SETUP

The Notifier sends alerts through SMTP or through the third party SMS provider TeleMessage. Setting up SMTP and TeleMessage is done in **Technical Setup**.

The screenshot shows the 'Notifier Setup' window with the 'Technical Setup' tab selected. The window has four tabs: 'Responders', 'Global Lock Settings', 'Technical Setup', and 'eReport Editor'. The 'Technical Setup' tab contains two main sections: 'Messaging Service Configuration' and 'SMTP Configuration'.

Messaging Service Configuration:

- There is a dropdown menu for 'TeleMessage MULTI-ALERT'.
- Fields for 'Web Service Address' (http://xml.telemessage.com/partners/xmlMessage.jsp), 'User ID', and 'Password' are present.
- A radio button selection for 'Send email through:' with 'Messaging Service' and 'SMTP Server' options. 'SMTP Server' is selected.

SMTP Configuration:

- User Account Information:** Fields for 'Sender Name' (LockView Alert Notifier) and 'Sender Email Address'.
- SMTP Login Information:** A checkbox for 'My SMTP Server requires authentication'.
- Server Information:** Fields for 'Outgoing Mail Server (SMTP)' and 'Port', with an 'Advanced' button.

At the bottom of the window, there is an 'Edit Services' button and a row of four buttons: 'Compliance Dashboard', 'Save', 'Cancel', and 'Exit'.

NOTIFIER continued

Note: This Notifier applies **ONLY** to Keypad Lock systems. See pages 41-45 for Dashboard Lock systems.

TECHNICAL SETUP

1. To set up the SMS system, it is first required that a TeleMessage account is set up. Visit www.telemessage.com for details. A User ID and Password is required.
2. In the **Messaging Service Configuration** portion of the **Technical Setup** tab, enter the TeleMessage User ID and Password. The Web Service Address is already filled in, but can be edited if necessary.
3. Choose how an email notification will be sent; either by the messaging service (TeleMessage) or through SMTP by clicking the proper button in the middle of the **Technical Setup** window, adjacent to **Send email through:**
4. If SMTP is selected, enter the **Sender Name** and **Sender Email Address** in the **User Account Information** Section. Enter the **Outgoing Mail Server** and **Port information** in the **Server Information** area.
5. Selecting **Advanced** will open up the following options:

Notifier Setup

Responders Global Lock Settings **Technical Setup** eReport Editor

Messaging Service Configuration

TeleMessage MULTI-ALERT

Web Service Address:

User ID: Password:

Send email through: ☐ Messaging Service ☒ SMTP Server

SMTP Configuration

User Account Information

Sender Name: (optional)

Sender Email Address:

SMTP Login Information

☒ My SMTP Server requires authentication

User Name: Password:

Server Information

Server Timeout:

Use encrypted connection of type:

SMTP Authorization Method:

OK

Edit Services

Compliance Dashboard Save Cancel Exit

The additional information will allow **Server Timeout**, **Encrypted Connection** (SSL or TLS), and **SMTP Authorization Method** (auto detect, PAIN, LOGIN, or CAM-MD5) to be entered.

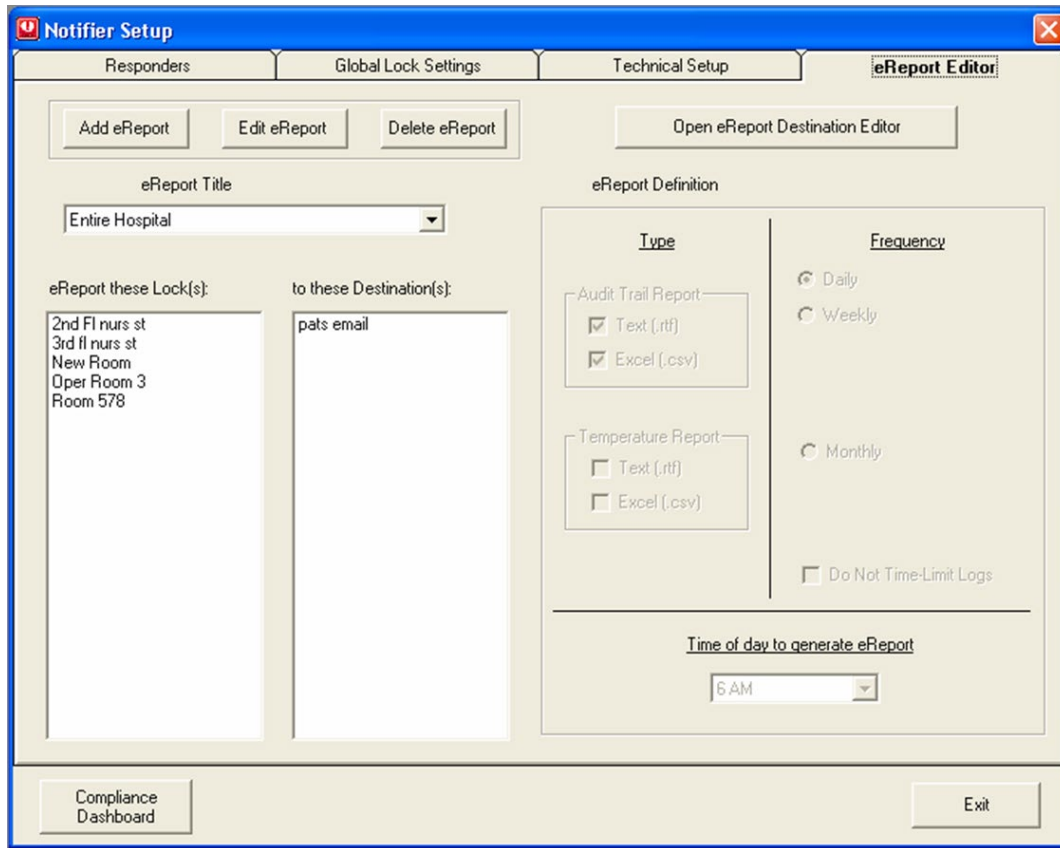
6. If the SMTP server requires authentication, user name and password can be entered in the bottom right corner of the Technical Setup tab, by clicking the box next to **My SMTP Server requires authentication**.

NOTIFIER *continued*

Note: This Notifier applies **ONLY** to Keypad Lock systems. See pages 41-45 for Dashboard Lock systems.

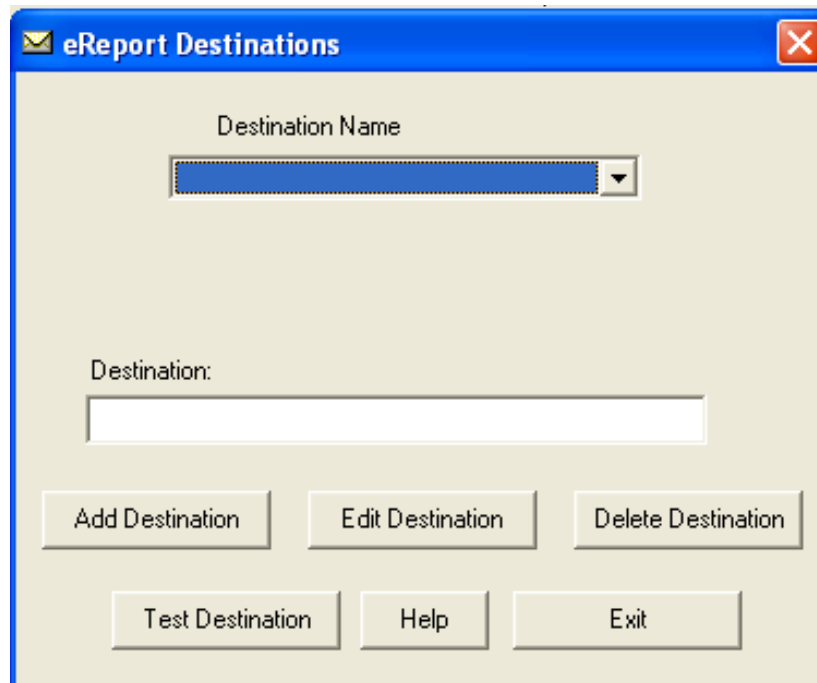
eREPORTS

eReports can automatically create and send access audit trail and temperature data reports from eLocks to a list of recipient's email addresses known as **Destinations** on a programmable interval. These reports can also be saved to a local hard drive. Click the **eReports** tab of the **Notifier** to set up **eReports**



The **Notifier Setup** window has four tabs: **Responders**, **Global Lock Settings**, **Technical Setup**, and **eReport Editor** (selected). In the **eReport Editor** tab, there are buttons for **Add eReport**, **Edit eReport**, **Delete eReport**, and **Open eReport Destination Editor**. The **eReport Title** is set to **Entire Hospital**. Under **eReport these Lock(s):**, the list includes 2nd Fl nurs st, 3rd fl nurs st, New Room, Oper Room 3, and Room 578. Under **to these Destination(s):**, the list includes pats email. The **eReport Definition** section has two columns: **Type** and **Frequency**. Under **Type**, **Audit Trail Report** is selected with **Text (.rtf)** and **Excel (.csv)** checked. **Temperature Report** is unselected with **Text (.rtf)** and **Excel (.csv)** unchecked. Under **Frequency**, **Daily** is selected. There is also a **Monthly** option and a **Do Not Time-Limit Logs** checkbox. At the bottom, **Time of day to generate eReport** is set to **6 AM**. A **Compliance Dashboard** button is at the bottom left, and an **Exit** button is at the bottom right.

To Add/Edit/Delete **Destinations**, click the **Open eReport Destination Editor** button



The **eReport Destinations** window has a title bar with an envelope icon and a close button. It contains a **Destination Name** dropdown menu. Below it is a **Destination:** text input field. At the bottom, there are six buttons: **Add Destination**, **Edit Destination**, **Delete Destination**, **Test Destination**, **Help**, and **Exit**.

NOTIFIER *continued*

Note: This Notifier applies **ONLY** to Keypad Lock systems. See pages 41-45 for Dashboard Lock systems.

ADD DESTINATION

1. Click the **Add Destination** button in the **eReport Destinations** window of the eReport editor tab.
2. Enter the **Destination Name** and type of destination (email address or network folder)
3. If the type of destination is an email address, enter the email address.
4. If the type of destination is a network folder, click the more information button (...) and navigate to the desired network folder.
5. Click **Save**
6. Click **Exit**

EDIT DESTINATION

1. Choose the Destination to be edited in the **Destination Name** pull down menu of the **eReport Destinations Editor**.
2. Click the **Edit Destination** button
3. Edit the type of destination (email address or network folder) and the details regarding the destination.
4. Click **Save**
5. Click **Exit**

DELETE DESTINATION

1. Choose the Destination to be deleted in the **Destination Name** pull down menu of the **eReport Destinations Editor**.
2. Click the **Delete Destination** button
3. Verify the deletion by clicking **OK**
4. Click **Exit**

Once destinations have been created, eReports can be created.

ADD eREPORT

1. Click the **Add eReport** button in the **eReport Editor**.
2. Enter a title for the eReport in the eReport Title entry box.
3. Choose which eLock(s) to report in the **eReport these Lock(s)** selection box.
4. Choose which destination(s) will receive the eReports in the **to these Destination(s)** selection box.

NOTE: Multiple eReports can be sent to multiple destinations by holding Ctrl on the keyboard while clicking the destination and/or name.

5. Choose the type of report in the **eReport Definition** section. There are two report types (access audit trail and temperature) and two formats (Text and Excel)
6. Choose how often the report will be sent in the **eReport Definition** section. There are three options available: **Daily**, **Weekly** and **Monthly**. If **Weekly** is chosen, the day of the week must be selected. If **Monthly** is chosen, the day of the month must be selected.
7. Selecting **Do Not Time-Limit Logs** will cause a full report to be sent each time. That is, all data available for that eLock will be sent every time a report is generated. If **Do Not Time-Limit Logs** is not chosen, only data accumulated since the last report was created will be sent. For example, if **Daily** is chosen, only the past day's events will be in the report.
8. Choose the time of day the report will be created and sent under **Time of day to generate eReport**.
9. Click **Save** when complete.

EDIT AN eREPORT

1. Choose the eReport to be edited in the **eReport Title** drop down menu of the **eReport Editor**.
2. Click the **Edit eReport** button.
3. Edit the desired eLock, destination, eReport type and frequency
4. Click **Save** when complete.

NOTIFIER *continued*

Note: This Notifier applies **ONLY** to Keypad Lock systems. See pages 41-45 for Dashboard Lock systems.

DELETE AN eREPORT

1. Choose the eReport to be deleted in the **eReport Title** drop down menu of the **eReport Editor**.
2. Click the **Delete eReport** button.
3. Verify the deletion by clicking **OK**

COMPLIANCE DASHBOARD

At the bottom of the **Notifier** is the **Compliance Dashboard** button. The **Compliance Dashboard** provides the Operator a current and historical quick look at Temperature (if equipped) door position: Ajar & Unauthorized Entry (if equipped), Network Status (if equipped), and Battery Level of all eLocks in the database.

TEMPERATURE DASHBOARD (NOTE: KEYPAD LOCK SYSTEMS DO NOT HAVE TEMPERATURE MONITORING)

Select the **Temperature** tab to view the Location, Last Temperature, Last Reading Date/Time, Compliance status, and Last Non-compliant date/time for each eLock with a temperature monitoring system.

Device Name	Location	Last Temperature	Last Reading Date/Time	Compliant?	Last Non-compliant Date/Time
6760	PHARM N4-9	36.7 F	05/03/2010 12:46:21PM	YES	Never
6769	OBG 4121SE	35.7 F	05/03/2010 12:53:04PM	YES	Never
6762	OBG 4131SE	37.0 F	05/03/2010 12:59:12PM	YES	Never
6753	CCU 1	41.4 F	05/03/2010 1:04:32PM	YES	Never
6763	PHARM S7-1	35.9 F	05/03/2010 1:12:14PM	YES	Never
6745	OBG 4131SE	39.7 F	05/03/2010 1:18:48PM	YES	Never
6853	BIO ULF4	38.5 F	05/06/2010 7:25:19AM	YES	Never
6830	HOU RM 3	36.3 F	05/06/2010 7:31:10AM	YES	Never
6860	CPOU 3649	36.7 F	05/06/2010 7:38:31AM	YES	Never
6862	CPOU 3650-60	37.0 F	05/06/2010 7:44:40AM	YES	Never
6864	BIO ULF1	37.9 F	05/06/2010 7:51:10AM	YES	Never

DOOR AJAR DASHBOARD

Select the **Door Ajar** tab to view the Location, door ajar Status, Last Status Date/Time, Compliance status, and Last Non-compliant date/time for each eLock with door switch installed.

Device Name	Location	Status	Last Status Date/Time	Compliant?	Last Non-compliant Date/Time
6753	CCU 1	Door closed	05/03/2010 1:04:32PM	YES	Never
6763	PHARM S7-1	Door closed	05/03/2010 1:12:14PM	YES	Never
6745	OBG 4131SE	Door closed	05/03/2010 1:18:48PM	YES	Never
6853	BIO ULF4	Door closed	05/06/2010 7:25:19AM	YES	Never
6830	HOU RM 3	Door closed	05/06/2010 7:31:10AM	YES	Never
6860	CPOU 3649	Door closed	05/06/2010 7:38:31AM	YES	Never
6862	CPOU 3650-60	Door closed	05/06/2010 7:44:40AM	YES	Never
6864	BIO ULF1	Door closed	05/06/2010 7:51:10AM	YES	Never
6863	CPOU 3700	Door closed	05/06/2010 7:57:22AM	YES	Never
6865	BIO ULF2	Door closed	05/19/2010 7:10:19AM	YES	Never
6870	BIO ULF3	Door closed	05/19/2010 6:58:26AM	YES	Never

NOTIFIER continued

Note: This Notifier applies **ONLY** to Keypad Lock systems. See pages 41-45 for Dashboard Lock systems.

UNAUTHORIZED ENTRY DASHBOARD

Select the **Unauthorized Entry** tab to view the Location, Last Status Date/Time, Compliance status, and Last Non-compliant date/time for each eLock with door switch installed.

Compliance Dashboard

Temperature | Door Ajar | **Unauthorized Entry** | Network Status | Battery

Current Info | **Historical**

Device Name	Location	Last Status Date/Time	Compliant?	Last Non-compliant Date/Time
6753	CCU 1	05/03/2010 1:04:32PM	YES	Never
6763	PHARM S7-1	05/03/2010 1:12:14PM	YES	Never
6745	OBG 4131SE	05/03/2010 1:18:48PM	YES	Never
6853	BIO ULF4	05/06/2010 7:25:19AM	YES	Never
6830	HDU RM 3	05/06/2010 7:31:10AM	YES	Never
6860	CPOU 3649	05/06/2010 7:38:31AM	YES	Never
6862	CPOU 3650-60	05/06/2010 7:44:40AM	YES	Never
6864	BIO ULF1	05/06/2010 7:51:10AM	YES	Never
6863	CPOU 3700	05/06/2010 7:57:22AM	YES	Never
6865	BIO ULF2	05/19/2010 7:10:19AM	YES	Never
6870	BIO ULF3	05/19/2010 6:58:26AM	YES	Never

Notes from Last Non-Compliance:

Auto-Refresh ☒ Auto-Refresh ON Seconds: 10 Apply

REMINDER: The Notifier must be running with the alert(s) of interest chosen in order for the information on the Compliance Dashboard to be as current as possible.

Save Report to CSV | Save Report to TXT | Refresh | Close

NETWORK STATUS DASHBOARD

Select the **Network Status** tab to view the Location, network Status, Last Status Date/Time, Compliance status, and Last Non-compliant date/time for each networked eLock on the system.

Compliance Dashboard

Temperature | Door Ajar | Unauthorized Entry | **Network Status** | Battery

Current Info | **Historical**

Device Name	Location	Status	Last Status Date/Time	Compliant?	Last Non-compliant Date/Time
6762	OBG 4131SE	Call-in due: 05/04/2010 1:09AM	05/03/2010 12:59:12PM	YES	Never
6753	CCU 1	Call-in due: 05/04/2010 1:14AM	05/03/2010 1:04:32PM	YES	Never
6763	PHARM S7-1	Call-in due: 05/04/2010 1:22AM	05/03/2010 1:12:14PM	YES	Never
6745	OBG 4131SE	Call-in due: 05/04/2010 1:28AM	05/03/2010 1:18:48PM	YES	Never
6853	BIO ULF4	Call-in due: 05/06/2010 7:35PM	05/06/2010 7:25:19AM	YES	Never
6830	HDU RM 3	Call-in due: 05/06/2010 7:41PM	05/06/2010 7:31:10AM	YES	Never
6860	CPOU 3649	Call-in due: 05/06/2010 7:48PM	05/06/2010 7:38:31AM	YES	Never
6862	CPOU 3650-60	Call-in due: 05/06/2010 7:54PM	05/06/2010 7:44:40AM	YES	Never
6864	BIO ULF1	Call-in due: 05/06/2010 8:01PM	05/06/2010 7:51:10AM	YES	Never
6863	CPOU 3700	Call-in due: 05/06/2010 8:07PM	05/06/2010 7:57:22AM	YES	Never
6865	BIO ULF2	Call-in due: 05/19/2010 7:20PM	05/19/2010 7:10:19AM	YES	Never
6870	BIO ULF3	Call-in due: 05/19/2010 6:58PM	05/19/2010 6:58:26AM	YES	Never

Auto-Refresh ☒ Auto-Refresh ON Seconds: 10 Apply

REMINDER: The Notifier must be running with the alert(s) of interest chosen in order for the information on the Compliance Dashboard to be as current as possible.

Save Report to CSV | Save Report to TXT | Refresh | Close

NOTIFIER *continued*

Note: This Notifier applies **ONLY** to Keypad Lock systems. See pages 41-45 for Dashboard Lock systems.

BATTERY DASHBOARD

Select the **Battery** tab to view the Location, battery Status, Last Status Date/Time, Compliance status, and Last Non-compliant date/time for each eLock on the system.

Compliance Dashboard

Temperature Door Ajar Unauthorized Entry Network Status **Battery** Historical

Current Info

Device Name	Location	Status	Last Status Date/Time	Compliant?	Last Non-compliant Date/Time
6762	OBG 4131SE	Battery level: Excellent	05/03/2010 12:59:12PM	YES	Never
6753	CCU 1	Battery level: Excellent	05/03/2010 1:04:32PM	YES	Never
6763	PHARM S7-1	Battery level: Excellent	05/03/2010 1:12:14PM	YES	Never
6745	OBG 4131SE	Battery level: Excellent	05/03/2010 1:18:48PM	YES	Never
6853	BIO ULF4	Battery level: Excellent	05/06/2010 7:25:19AM	YES	Never
6830	HDU RM 3	Battery level: Excellent	05/06/2010 7:31:10AM	YES	Never
6860	CPOU 3649	Battery level: Excellent	05/06/2010 7:38:31AM	YES	Never
6862	CPOU 3650-60	Battery level: Excellent	05/06/2010 7:44:40AM	YES	Never
6864	BIO ULF1	Battery level: Excellent	05/06/2010 7:51:10AM	YES	Never
6863	CPOU 3700	Battery level: Excellent	05/06/2010 7:57:22AM	YES	Never
6865	BIO ULF2	Battery level: Excellent	05/19/2010 7:10:19AM	YES	Never
6870	BIO ULF3	Battery level: Excellent	05/19/2010 7:59:26AM	YES	Never

Auto-Refresh
☒ Auto-Refresh ON Seconds: 10 Apply

REMINDER: The Notifier must be running with the alert(s) of interest chosen in order for the information on the Compliance Dashboard to be as current as possible.

Save Report to CSV Save Report to TXT Refresh Close

PROGRAMMING EXAMPLE

Follow this example as two new users are added into the computer database and then added into a lock's database.

1. Select **Lock/User Editor**.
2. Select **Add User** and enter new user's information.

See pages 9-14 for more information on what each entry in the **User Editor** means.

NOTE: The following screens show a new user being added to the computer database.

The screenshot shows the 'Lock / User Editor' window with the 'User Editor' tab selected. The window has a sidebar with buttons: Add User, Edit User, Delete User, Recycle Bin, User Search, Name New Users, and Messages. The main area is divided into two sections. On the left, under 'Users:', there is a list of existing users: Chris, Doug, Jesse, Kenneth, and Sample Super. On the right, there are input fields for a new user: User Name (Chris), Full Name (Chris Allen), and Company (empty). Below these are radio buttons for 'Credential Type' with options: Pushbutton (selected), ProxCard / iCLASS, Magstripe, Bar Code, and CAC Card. Further down are fields for 'Pushbutton PIN' and 'Retype PIN', both containing four asterisks. There is a 'Supervisor Level' field with the value '1'. Below that are checkboxes for 'Passage Mode' and 'Dual Credential', both of which are unchecked. At the bottom right of the main area are buttons for 'Save' and 'Cancel'. Below the main area, there is a status bar that says 'Chris has no messages'. At the very bottom of the window are 'Refresh' and 'Close' buttons.

Lock / User Editor

User Editor | Lock Editor | Access Rights | Group Editor

You may auto-insert a user's credential by using the Magstripe, ProxCard or iClass reader on a connected lock.

Users:

- Chris
- Doug
- Jesse
- Kenneth
- Sample Super

Add User | **Edit User** | **Delete User** | **Recycle Bin** | **User Search** | **Name New Users** | **Messages**

User Name: Chris

Full Name: Chris Allen

Company:

Credential Type: ☒ Pushbutton
☐ ProxCard / iCLASS
☐ Magstripe
☐ Bar Code
☐ CAC Card

Pushbutton PIN: ****

Retype PIN: ****

Supervisor Level: 1

☐ Passage Mode

☐ Dual Credential

Time-based Restrictions / Groups ...

Save | **Cancel**

Chris has no messages

Refresh | **Close**

PROGRAMMING EXAMPLE *continued*

Lock / User Editor

User Editor Lock Editor Access Rights Group Editor

You may auto-insert a user's credential by using the Magstripe, ProxCard or iClass reader on a connected lock.

Users:

- Chris
- Jesse
- Kenneth
- Pat M
- Sample Super

User Name: Doug

Full Name:

Company:

Credential Type:

- ☒ Pushbutton
- ☐ ProxCard / iCLASS
- ☐ Magstripe
- ☐ Bar Code
- ☐ CAC Card

Pushbutton PIN: ****

Retype PIN: *****

Supervisor Level: 1

☐ Passage Mode

☐ Dual Credential

Time-based Restrictions / Groups

Save **Cancel**

Refresh **Close**

Chris has no messages

User information for Pat M and Doug is added into the computer database by using the User Editor.

PROGRAMMING EXAMPLE *continued*

The new users do not have any access rights to locks.

3. Open **Lock Editor**.
4. Select **Add Lock**.

NOTE: The screen below is of a new lock being added to the computer database.

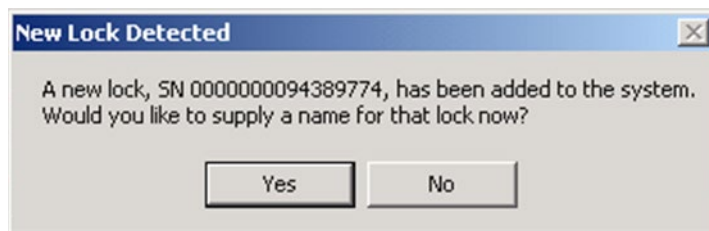
5. There are two different ways to enter a lock into the **Lock Editor**; manually or automatically. To enter the information manually, click **Add Lock** and enter the information into the screen. (See pages 19-26 for more information.)

The screenshot shows the 'Lock / User Editor' window with the 'Lock Editor' tab selected. The interface is divided into several sections:

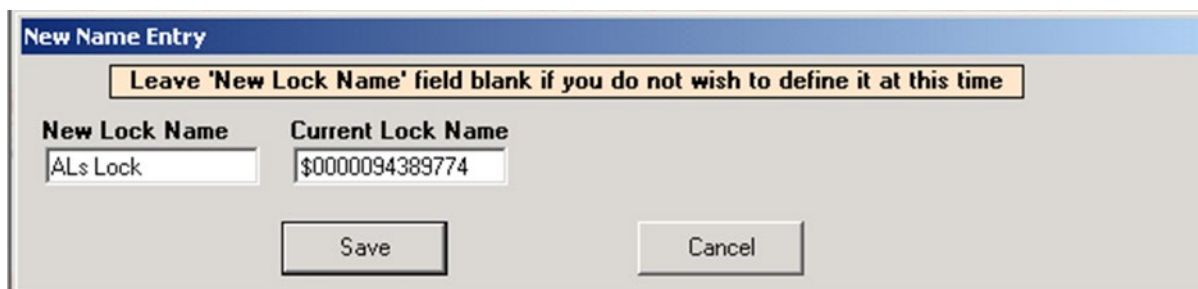
- User Editor**: Contains buttons for 'Add Dashboard Lock', 'Add Keypad Lock', 'Edit Lock', 'Delete Lock', 'Find Serial #', 'Out of Sync List', and 'Messages'.
- Lock Editor**:
 - Lock Name:** A list of locks including 'Als Lock', 'Jesses locker', 'Kens tool box', 'Mikes tool box', 'Mitch top chst', 'Pats Tool box', and 'tool chest3' (which is highlighted).
 - tool chest3 has no messages**
 - Lock in Sync?** Yes
- Access Rights**:
 - Lock Name:** tool chest3
 - Serial Number:** 0000000094386742
 - Lock Location:** [Empty text box]
 - Lock Type:** [Empty text box]
 - Access Type:**
 - ☐ Pushbutton
 - ☒ Prox/Pushbutton
 - ☐ Mag/Pushbutton
 - ☐ Barcode/Pushbutton
 - ☐ CAC
 - Audio Volume:** 3 - Default
 - Tilt Sensitivity:** 0 - Off
 - Tilt Alarm Time:** 10 seconds
- Group Editor**: Contains buttons for 'Lock and Slave Configuration', 'Bad Credential Lockout', and 'Networked eLock Scheduler'.
- Lock On Shake:** ☐
- Lock Time Zone:** (UTC-06:00) Central Time (US & Canada)
- Buttons:** 'Save', 'Cancel', 'Refresh', and 'Close'.

PROGRAMMING EXAMPLE *continued*

6. Alternately, the lock can automatically be added to the database.
 - a. Press and hold “CLEAR” on the access panel. “SETUP CODE” will appear on the display.
 - b. Enter the setup code that was provided on the sticker set with the lock into the keypad.
 - c. Choose “1-UNLOCK.”
 - d. “SETUP READY” will appear on the display.
 - e. Connect the USB cable or the USB dongle to the computer and route the 6 wire RJ11 cable from the dongle to the lock. If a network module is being used and it is setup, press the “Network” button (Gen4) or the “Up” button (Gen3) to initiate a manual update.
 - f. Within a few seconds, the following window will appear, SNXXXX is the serial number of the lock being added.



- g. Click **Yes**.
 - h. Enter the **New Lock Name**. The lock and all of the settings will be loaded into the database.



- i. Click **Save**.

PROGRAMMING EXAMPLE *continued*

Click Access Rights tab. The screen below shows users Doug and Pat M DO NOT have access to the ALs lock.

Click the “+” next to Als Lock to expand. Select MAIN.

Lock / User Editor

User Editor Lock Editor **Access Rights** Group Editor

Total Users: 6 Total Locks: 7

Lock Name:

- [-] Als Lock
 - Main-Main
- [+] Jesses locker
- [+] Kens tool box
- [+] Mikes tool box
- [+] Mitch top chst
- [+] Pats Tool box
- [+] tool chest3

Open All

Users/Groups with NO access to Als Lock-32:

- ☒ Doug
- ☒ Pat M

Users/Groups having access to Als Lock-32:

- ☒ Chris
- ☒ Jesse
- ☒ Kenneth
- ☒ Mike

Sort by:

☐ User/Group Name

☒ Lock Name

Completed modifications have a green check in the box next to the user/lock name

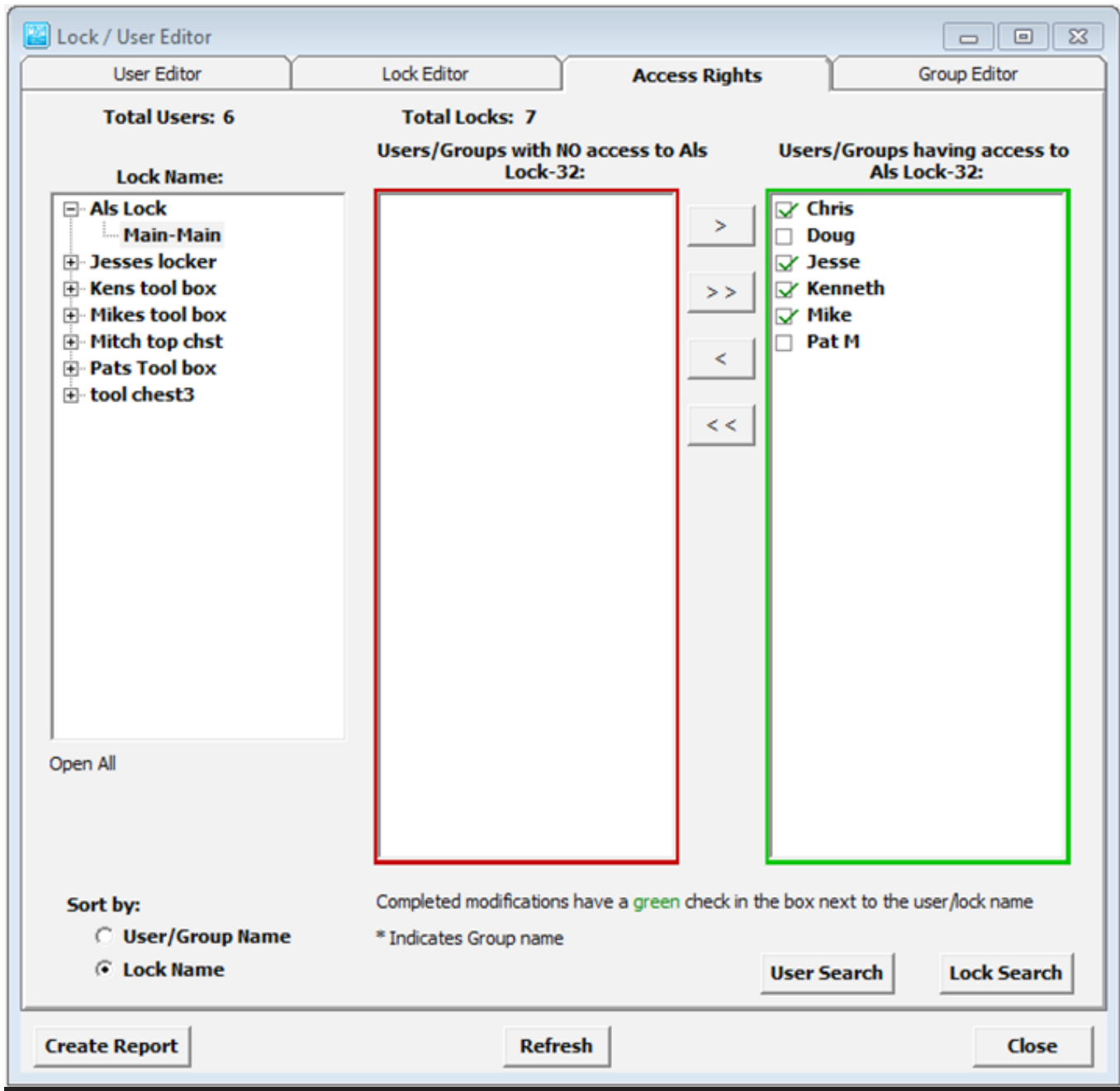
* Indicates Group name

User Search Lock Search

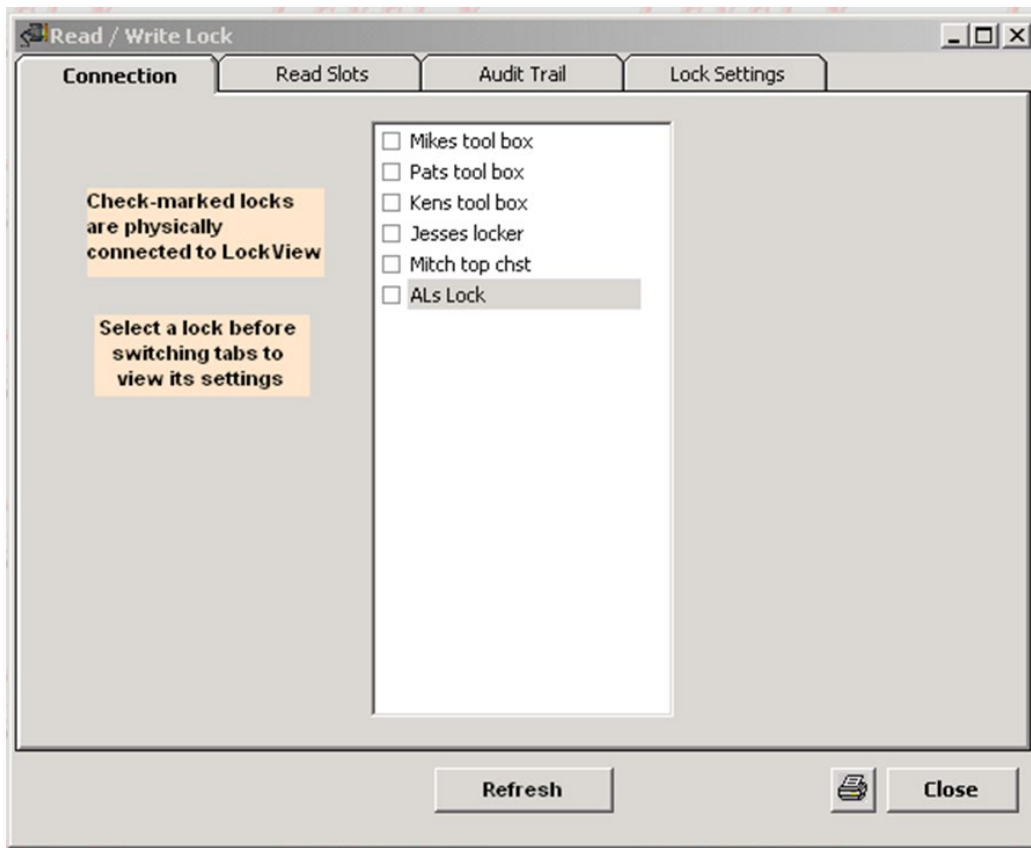
Create Report Refresh Close

PROGRAMMING EXAMPLE *continued*

By highlighting Doug and Pat M and selecting the appropriate arrow, these two new users are granted access to ALs lock as it shows in the next screen (which is the contents of the computer's database), but they still are not able to open the lock until they are uploaded into the lock's database. The two new users will not have a check mark next to their names and will not be able to open the ALs lock until they are uploaded into the lock's database. When they are uploaded, a check mark will appear in the box next to their names in the right column.

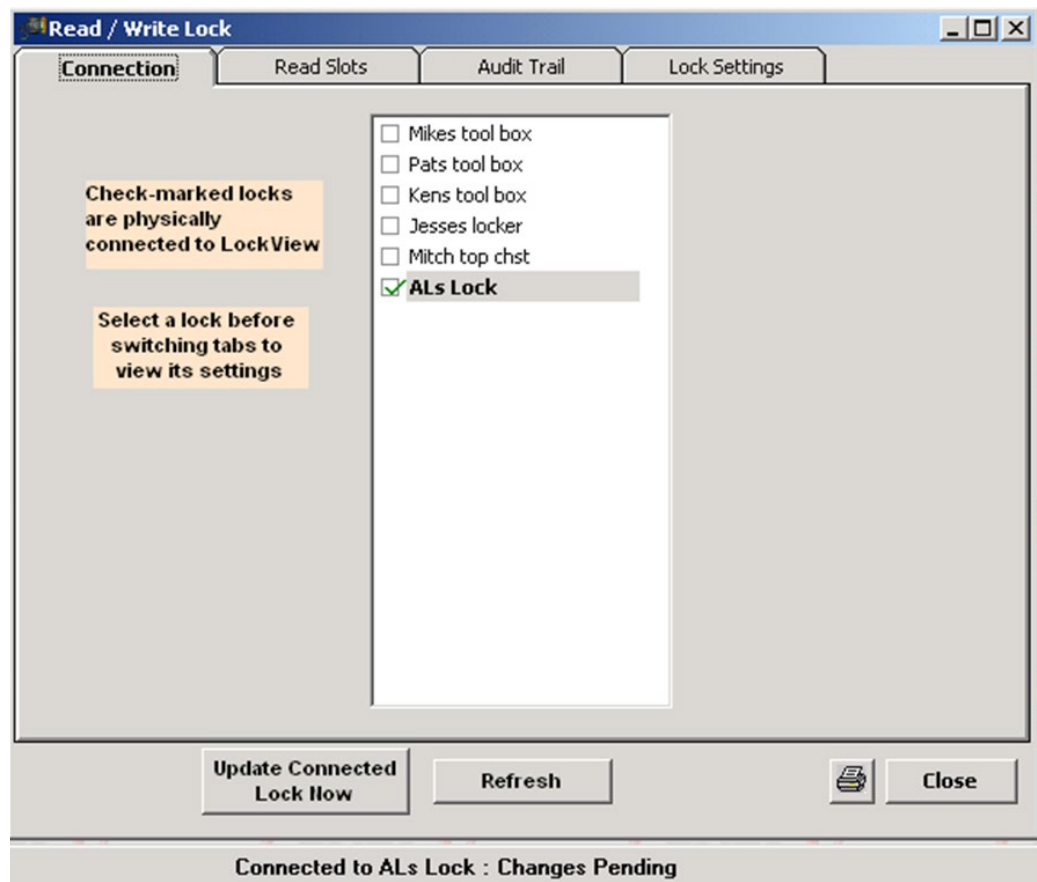


Open the **Read/Write Lock** menu. Choose the **Connection** tab.

PROGRAMMING EXAMPLE *continued*

NOTE: There are no highlighted locks or check marks.

Plug in the USB cable or the USB dongle into the computer and plug in the RJ11 cable into the lock. **“Connected to ALs Lock”** appears on the status bar as well as a check appears next to ALs lock.



PROGRAMMING EXAMPLE *continued*

7. Select **Read Slots**.

Read / Write Lock

Connection **Read Slots** Audit Trail Lock Settings

(0 Supervisors, 4 Regular Users - 4 Total Users in Als lock)
(1 Supervisors, 5 Regular Users - 6 Total Users in Database)

Slots for: Als lock

	Username	Access Type	Supervisor	Group
Slot 0001 Lock:	CHRIS	Pushbutton	1	---
Slot 0001 Db:	CHRIS	Pushbutton	1	
Slot 0002 Lock:	JESSE	Pushbutton	1	---
Slot 0002 Db:	JESSE	Pushbutton	1	
Slot 0003 Lock:	KENNETH	Pushbutton	1	---
Slot 0003 Db:	KENNETH	Pushbutton	1	
Slot 0004 Lock:	MIKE	Pushbutton	1	---
Slot 0004 Db:	MIKE	Pushbutton	1	
Slot 0005 Lock:	-BLANK-	-blank-		---
Slot 0005 Db:	DOUG	Pushbutton	1	
Slot 0006 Lock:	-BLANK-	-blank-		---
Slot 0006 Db:	PAT M	Pushbutton	9	

Update Connected Lock Now Refresh Close

This **Read Slots** screen shows the new users Doug and Pat M in the computer's database in slots 0005 and 0006, but not in the ALs Lock database. [It is possible that the system already performed the update automatically.]

8. Press **Update Connected Lock Now**.

PROGRAMMING EXAMPLE *continued*


Read / Write Lock

Connection **Read Slots** Audit Trail Lock Settings

(1 Supervisors, 5 Regular Users - 6 Total Users in Als lock)
(1 Supervisors, 5 Regular Users - 6 Total Users in Database)

Slots for: Als lock

	Username	Access Type	Supervisor	Group
Slot 0001 Lock:	CHRIS	Pushbutton	1	
Slot 0001 Db:	CHRIS	Pushbutton	1	---
Slot 0002 Lock:	JESSE	Pushbutton	1	
Slot 0002 Db:	JESSE	Pushbutton	1	---
Slot 0003 Lock:	KENNETH	Pushbutton	1	
Slot 0003 Db:	KENNETH	Pushbutton	1	---
Slot 0004 Lock:	MIKE	Pushbutton	1	
Slot 0004 Db:	MIKE	Pushbutton	1	---
Slot 0005 Lock:	DOUG	Pushbutton	1	
Slot 0005 Db:	DOUG	Pushbutton	1	---
Slot 0006 Lock:	PAT M	Pushbutton	9	
Slot 0006 Db:	PAT M	Pushbutton	9	---

Update Connected Lock Now Refresh  Close

New users Doug and Pat M are now updated in Als Lock.

PROGRAMMING EXAMPLE *continued*

Open **Lock/User Editor**. Select **Access Rights**, click the “+” next to Als Lock, select MAIN.

Lock / User Editor

User Editor Lock Editor **Access Rights** Group Editor

Total Users: 6 Total Locks: 7

Lock Name:

- [-] Als Lock
 - Main-Main
- [+] Jesses locker
- [+] Kens tool box
- [+] Mikes tool box
- [+] Mitch top chst
- [+] Pats Tool box
- [+] tool chest3

Open All

Users/Groups with NO access to Als Lock-32:

Users/Groups having access to Als Lock-32:

- ☒ Chris
- ☒ Doug
- ☒ Jesse
- ☒ Kenneth
- ☒ Mike
- ☒ Pat M

Sort by:

☐ User/Group Name

☒ Lock Name

Completed modifications have a green check in the box next to the user/lock name

* Indicates Group name

User Search Lock Search

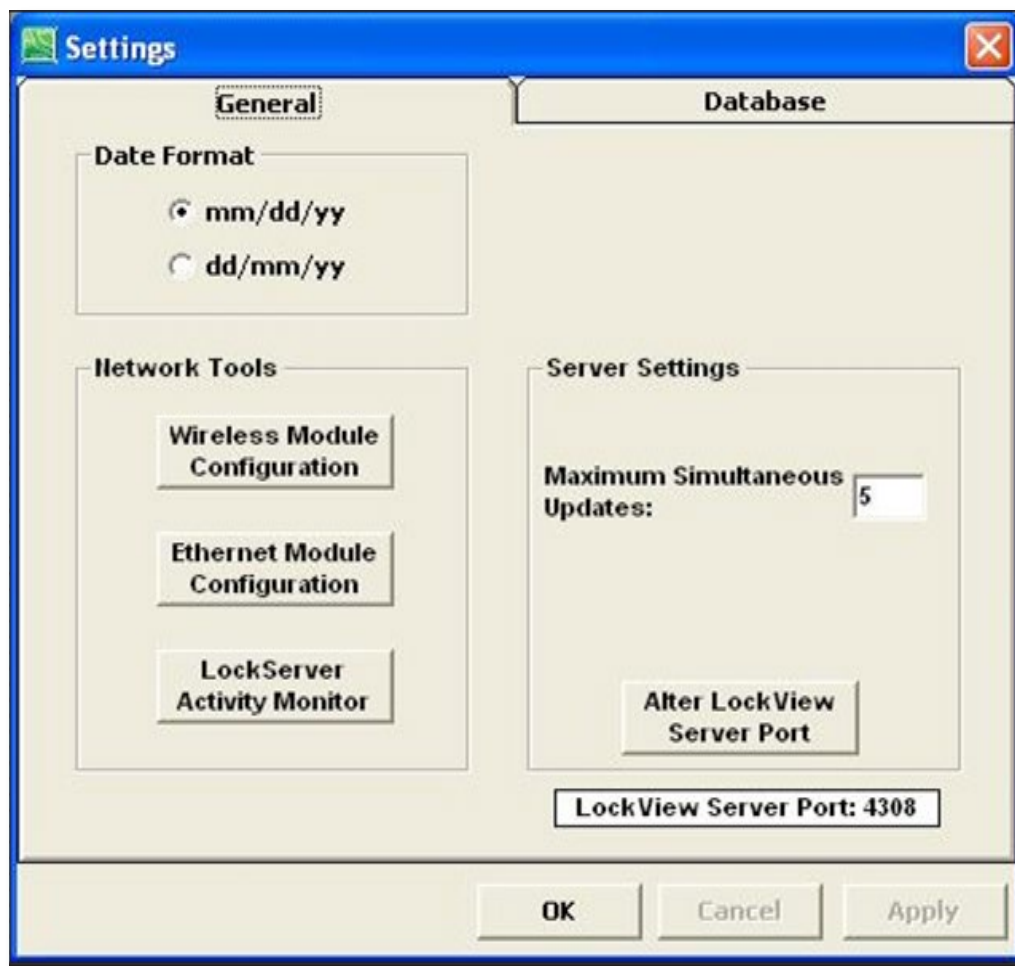
Create Report Refresh Close

The **Access Rights** screen now shows a check mark next to Doug and Pat M.

SETTINGS

Settings window allows the Operator to make changes to the database location on the computer as well as other changes to LockView.

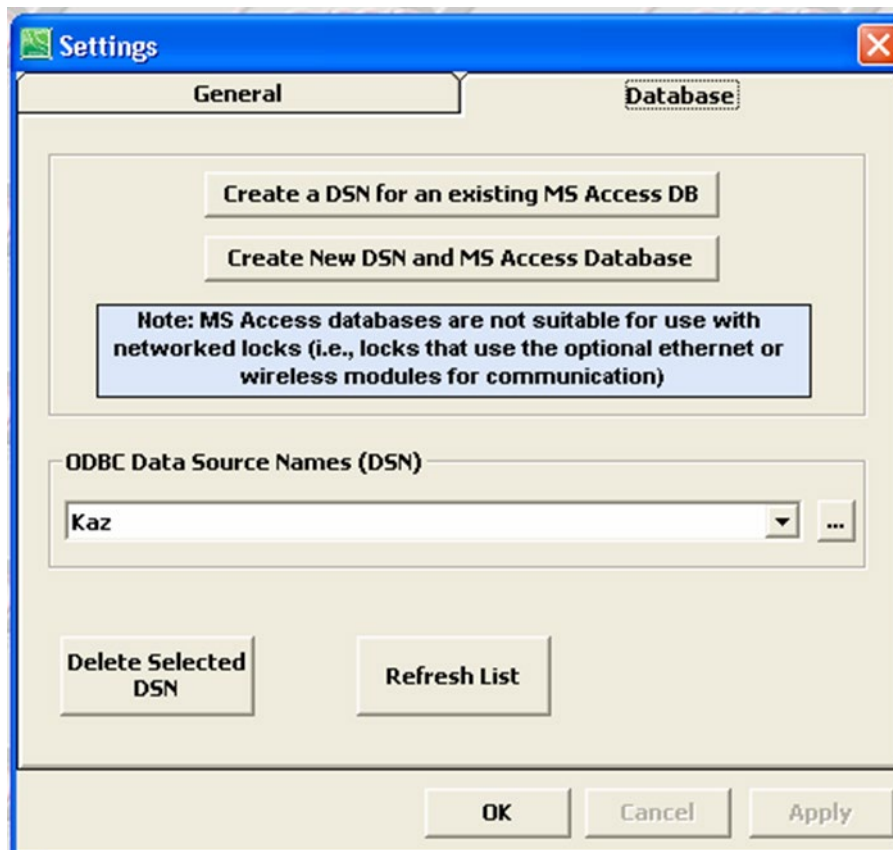
- Select the **Settings** window.



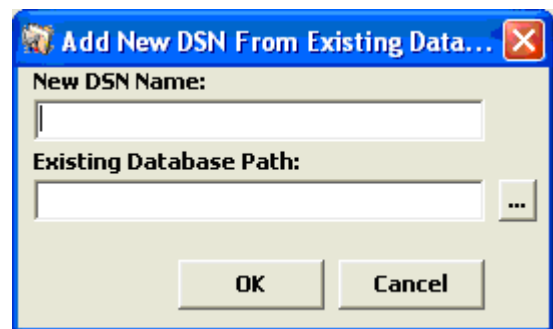
- **GENERAL** tab
Date Format (Changes date format in Audit Log)
month/day/year
Or
day/month/year
- **NETWORK TOOLS** (Refer to “Database & Network Configuration & Install Manual”)
- **SERVER SETTINGS (NETWORKED SYSTEMS ONLY)**
Maximum Simultaneous Updates: The number of locks the lock server can update simultaneously.
- **Alter LockView Server Port:** TCP/UDP Port 4308 is CompX-LockView owned. No other software should use this port. It is highly recommended NOT to alter the TCP port.
- **DATABASE** tab (Refer to “Database & Network Configuration & Install Manual”)

CREATE ODBC CONNECTION FOR AN EXISTING ACCESS DATABASE

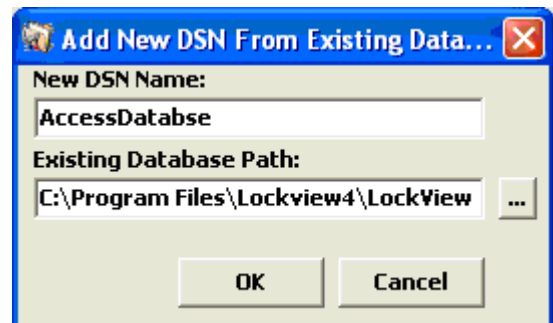
1. Open LockView, open **LockView Options**, select the **Database** tab.



2. Select '**Create a DSN for an existing MS Access DB**'

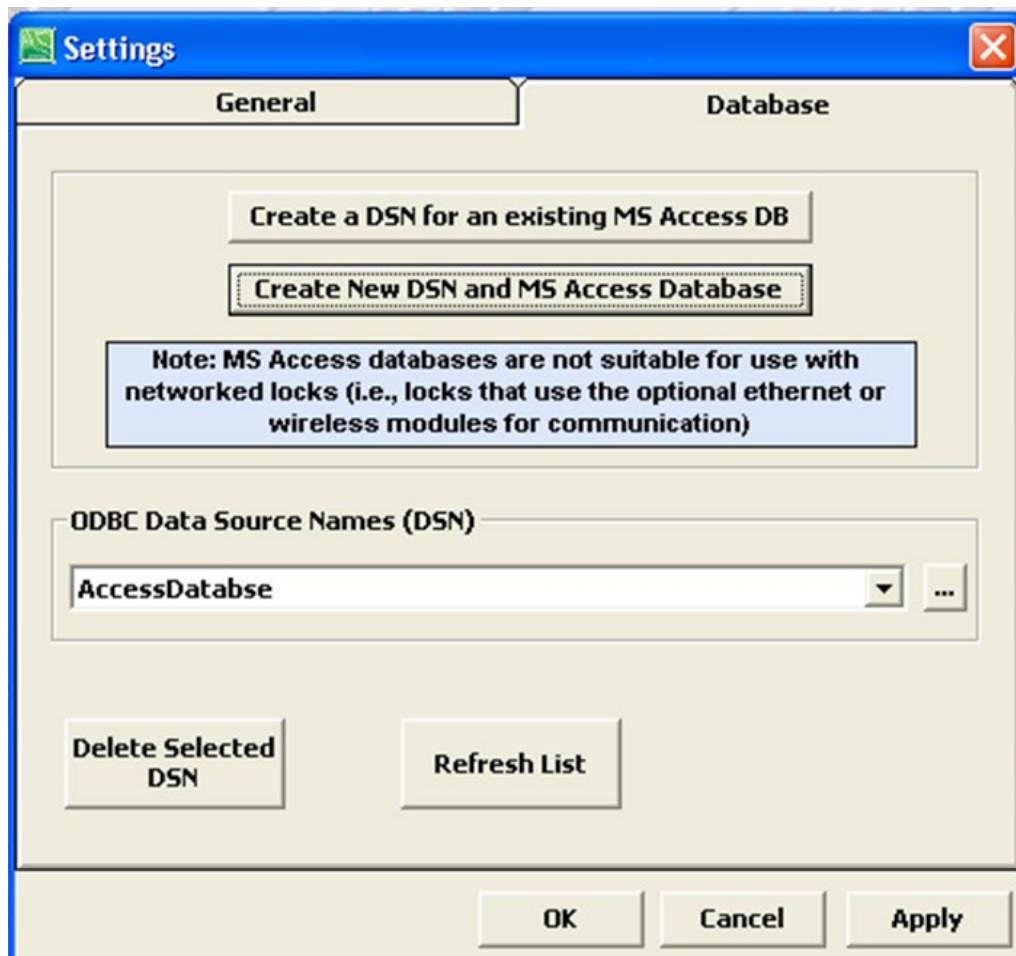


3. Enter a DSN.
In this case, AccessDatabase was entered for the DSN Name.
Click on the browse icon (...) and locate the Existing Database,
Or type in the location and click **OK**.

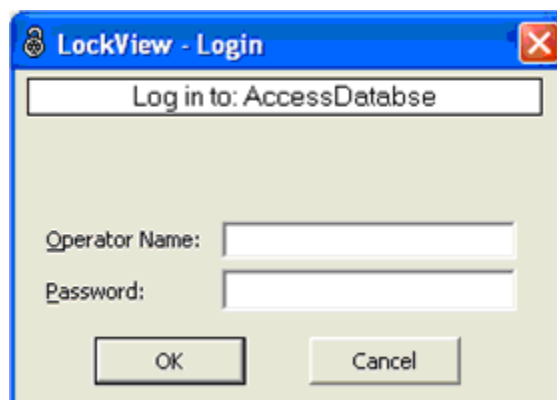


CREATE ODBC CONNECTION FOR AN EXISTING ACCESS DATABASE cont.

4. AccessDatabase is now the current ODBC connection.
Click **'Apply'**

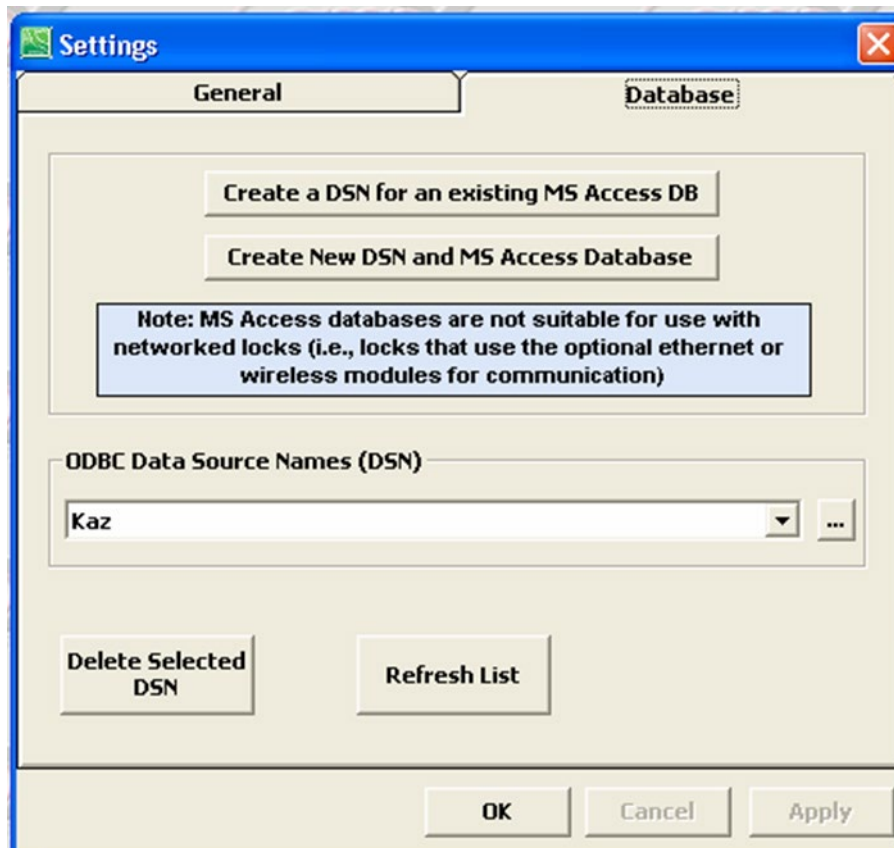


5. Login to database with an operator that is valid in the chosen database.
Click **OK**.

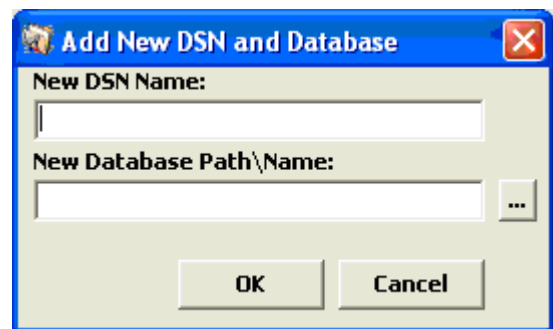


CREATE ODBC CONNECTION FOR A NEW ACCESS DATABASE

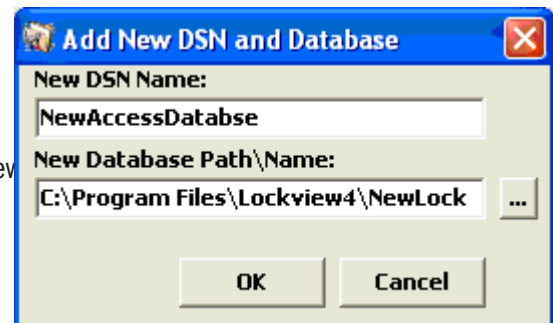
1. Open LockView, select **LockView Options**, click the **Database** tab.



2. Select '**Create a New DSN and MS Access Database**'

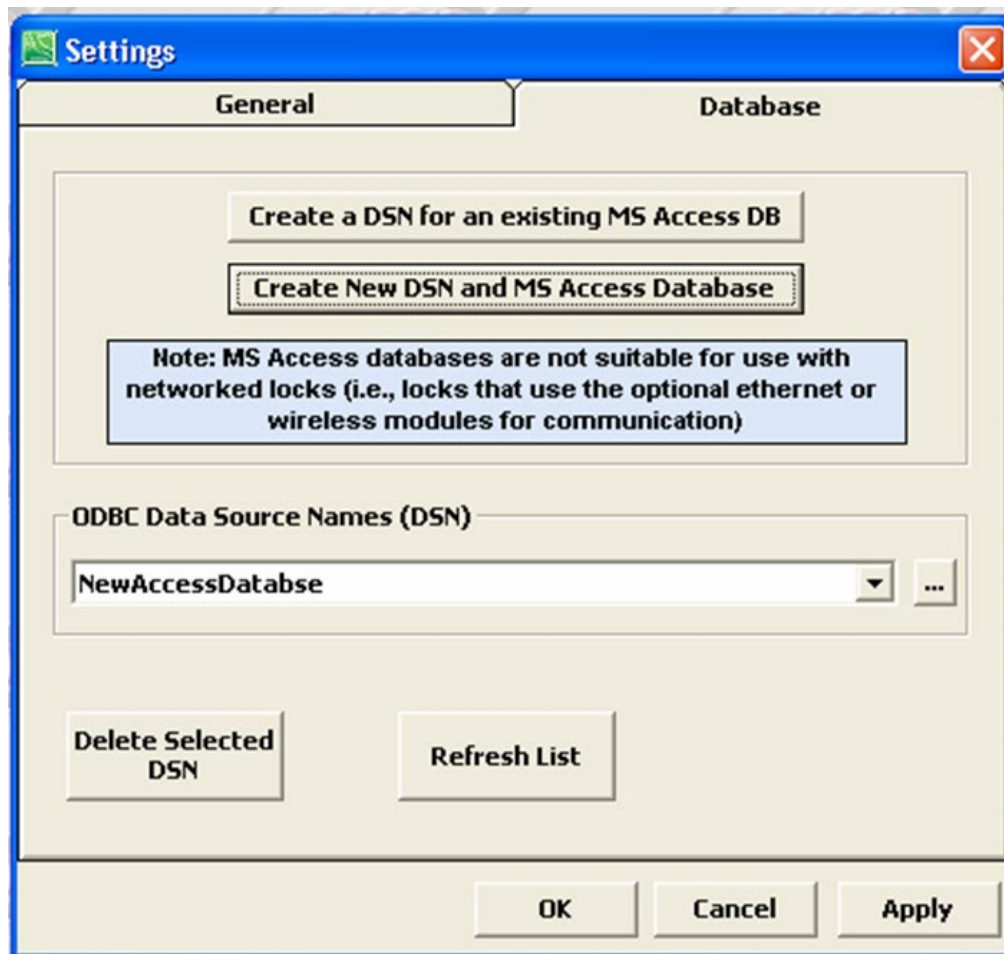


3. Enter a DSN.
In this case, NewAccessDatabase was entered for the DSN Name.
Click on the browse icon (...) and select the desired location of the new database.
Click **OK**.

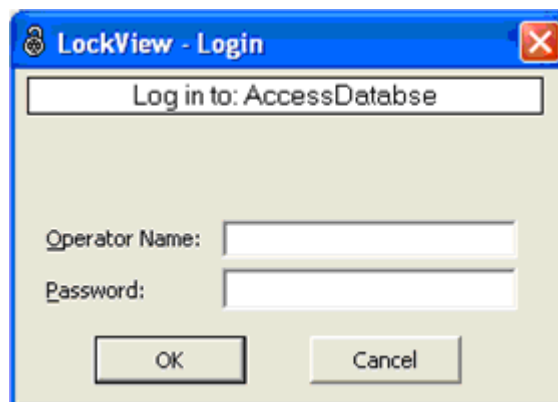


CREATE ODBC CONNECTION FOR A NEW ACCESS DATABASE cont.

4. NewAccessDatabase is now the current ODBC connection.
Click '**Apply**'



5. Login to database with:
Operator Name: *admin*
Password: *admin*. Click **OK**.



LockView[®] Keyless Entry 5

LOCKVIEW KEYLESS ENTRY INSTRUCTION MANUAL

Instruction Manual