

Sargent & Greenleaf

DP AUDIT TRAIL SOFTWARE



SARGENT AND GREENLEAF®

Operation & Installation Instructions

The Sargent & Greenleaf DP Audit Trail Software is designed to be used in conjunction with the DP Audit Lock. This software provides a means to view the audit trail data from each audit lock. Follow these instructions for information on the installation and operation of the DP Audit Trail Software.

TABLE OF CONTENTS

Contents

1. SYSTEM REQUIREMENTS	3
1.1 – Hardware requirements	3
1.2 – Software requirements.....	3
1.3 – USB flash drive	3
2. INSTALLING THE SOFTWARE.....	4
3. SOFTWARE OPERATION	11
3.1 – Starting the software	11
3.2 – Viewing an audit trail	12
3.3 – Exporting the report data.....	14
3.4 – Viewing the instructions.....	15
3.5 – Finding the version number	16

1. SYSTEM REQUIREMENTS

1.1 – Hardware requirements

- Processor speed of 700 MHz or higher
- 512 MB of memory
- 500 MB of free disk space
- Available USB 2.0 (or higher) communication port

1.2 – Software requirements

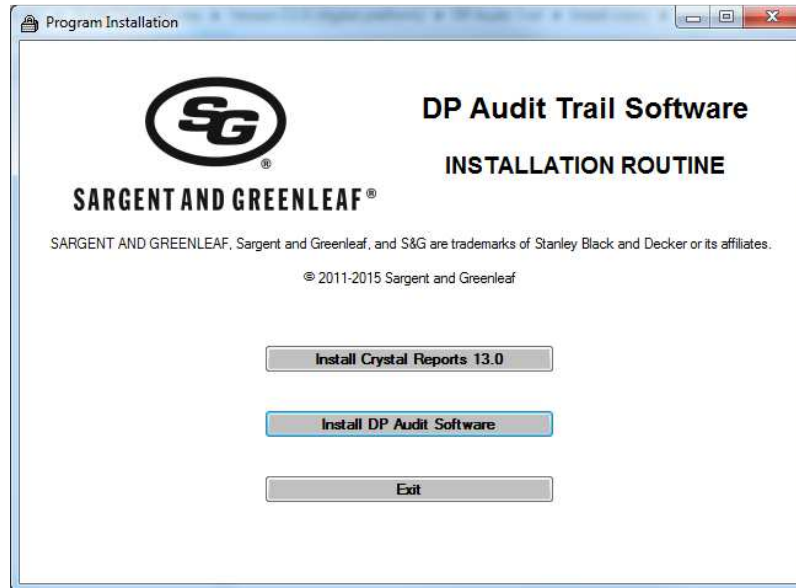
- Microsoft® Windows® 7 operating system or Microsoft® Windows® 8 operating system
- Crystal Reports® drivers (included with installation)

1.3 – USB flash drive

A USB flash drive is required to transfer the audit trail information from the locks to the computer. Due to the variations in flash drives, we cannot guarantee that every flash drive will work with the system. A flash drive has been included with the software kit that can be used for downloading the audit trail and S&G recommends that this is the flash drive that is used with this product. Please contact S&G if you have questions about other flash drives that can be used.

2. INSTALLING THE SOFTWARE

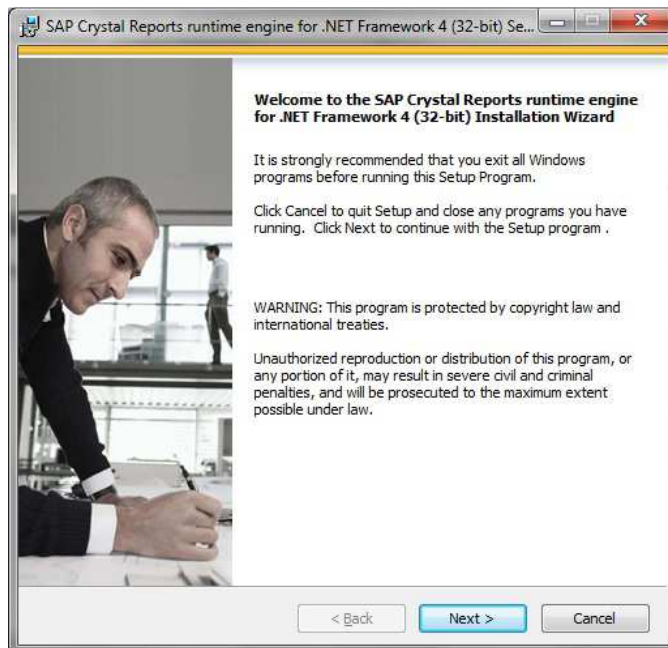
1. Place the flash drive (or CD) that contains the DP Audit Trail software into the desired computer.
2. Navigate to the root drive of the flash drive (or CD) and run the “**Autorun.exe**” program. This will display the main installation routine.



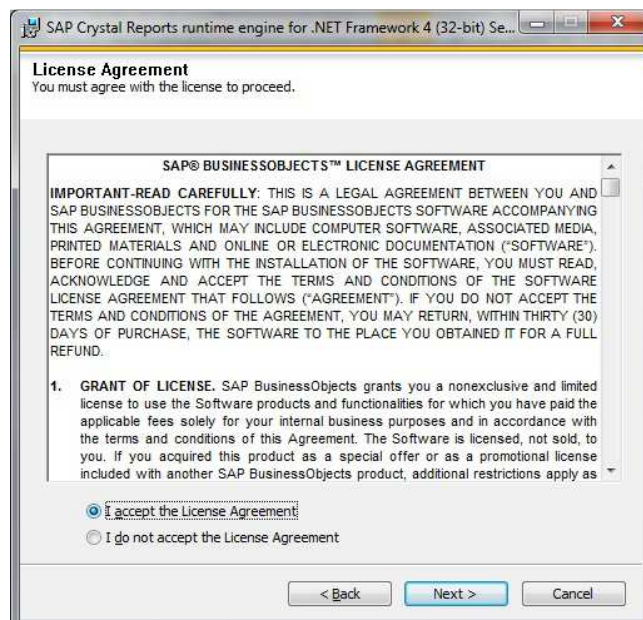
3. Select the “**Install Crystal Reports 13.0**” option to install the drivers required for the Crystal Reports software.



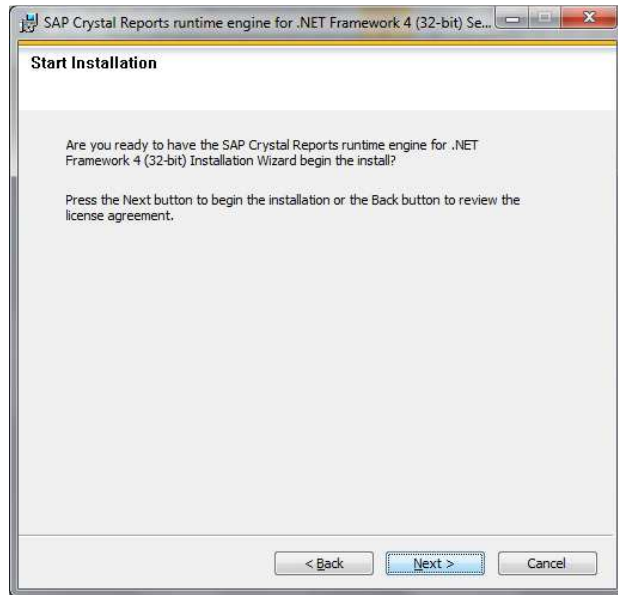
- a. The welcome installation screen for the Crystal Reports software will be displayed first. Click the “Next” button to continue.



- b. The license agreement will be displayed next. You must accept the license agreement in order to continue with the software installation. If you agree with the license agreement, select the “I accept” option and click the “Next” button to continue



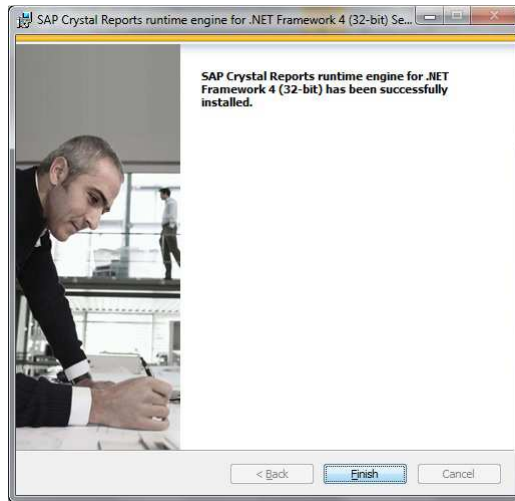
- c. The Crystal Reports driver software is now ready to be installed. Click the “**Next**” button to begin the installation process.



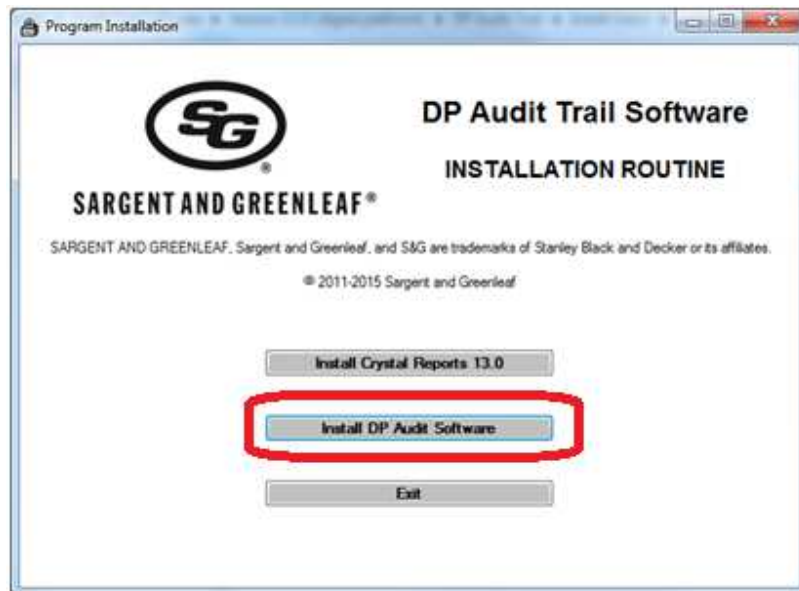
- d. The installation progress will be displayed.



- e. When the software installation has been completed, a window should appear showing that the install was successful. Click the **“Finish”** button to complete the installation



4. The main installation screen should now be displayed again.
5. Select the **“Install DP Audit Software”** option to install the DP Audit Trail software.



- a. The welcome installation screen for the DP Audit Trail Software will be displayed first. Click the “Next” button to continue.



- b. The license agreement will be displayed next. You must accept the license agreement in order to continue with the software installation. If you agree with the license agreement, select the “I accept” option and click the “Next” button to continue.



- c. The customer information window will be displayed next. Make any necessary changes to this information and click the “Next” button to continue.



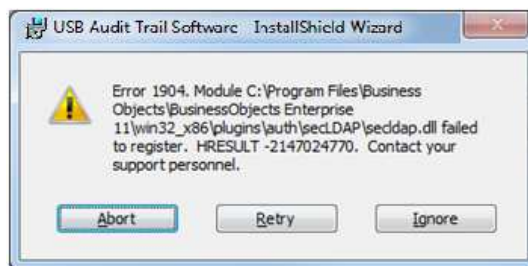
- d. The software is now ready to be installed. Click the “Install” button to begin the installation process.



- e. The installation progress will be displayed.



- f. Please note that the installation routine might display a warning message during the installation process. Simply click the “Ignore” button to continue.



- g. When the software installation has been completed, a window should appear showing that the install was successful. Click the “Finish” button to complete the installation.

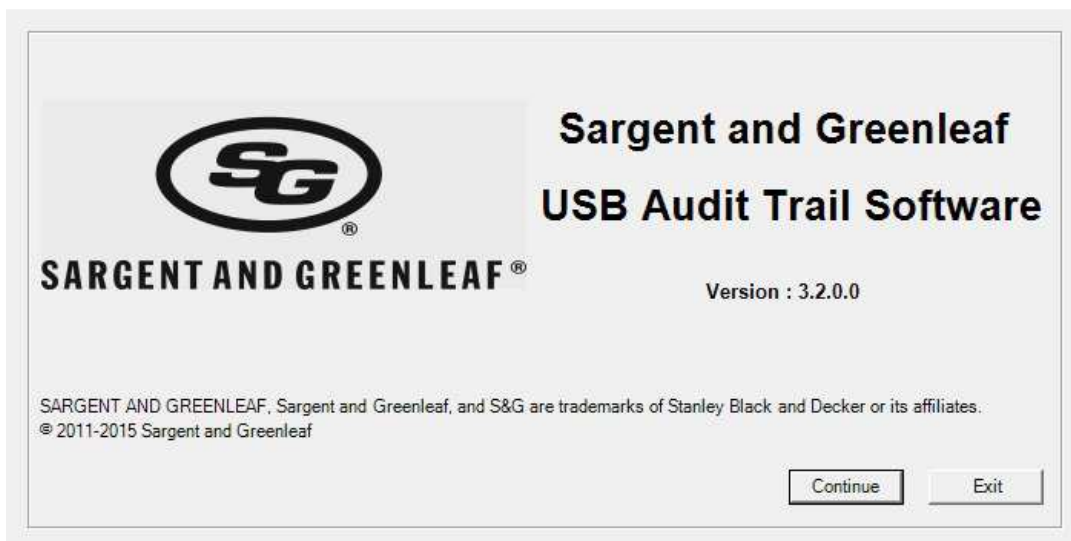


6. The software should now be installed and ready to use.

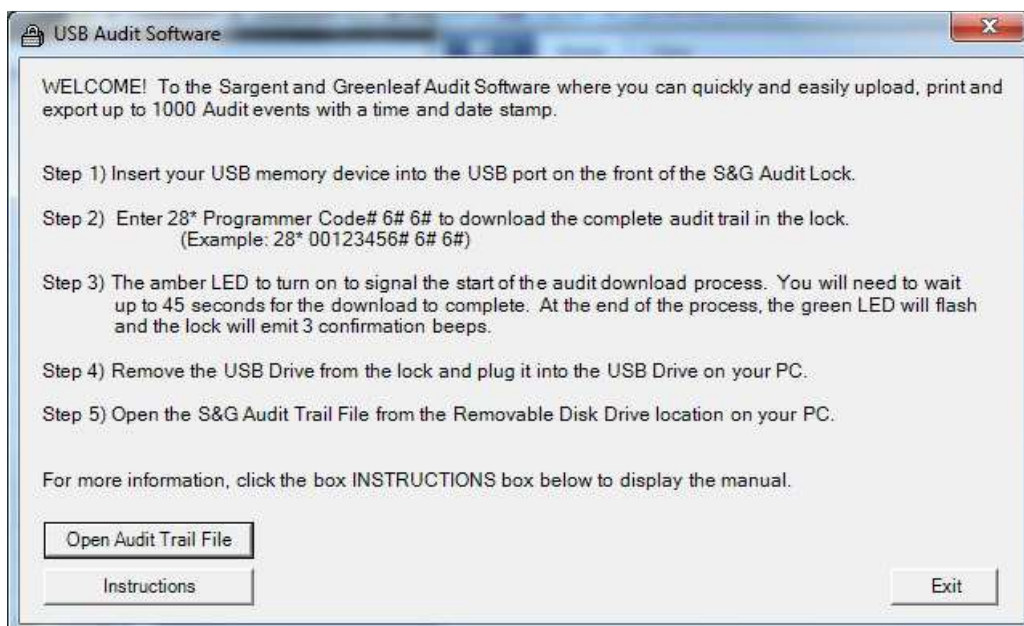
3. SOFTWARE OPERATION

3.1 — Starting the software

The DP Audit Trail software can be started by selecting the START menu shortcut (**START → Programs → Sargent & Greenleaf, Inc → DP Audit Trail → DP Audit Software**) or double-clicking the desktop icon labeled “DP Audit Software”. The software should automatically begin and there are no login requirements for this software.



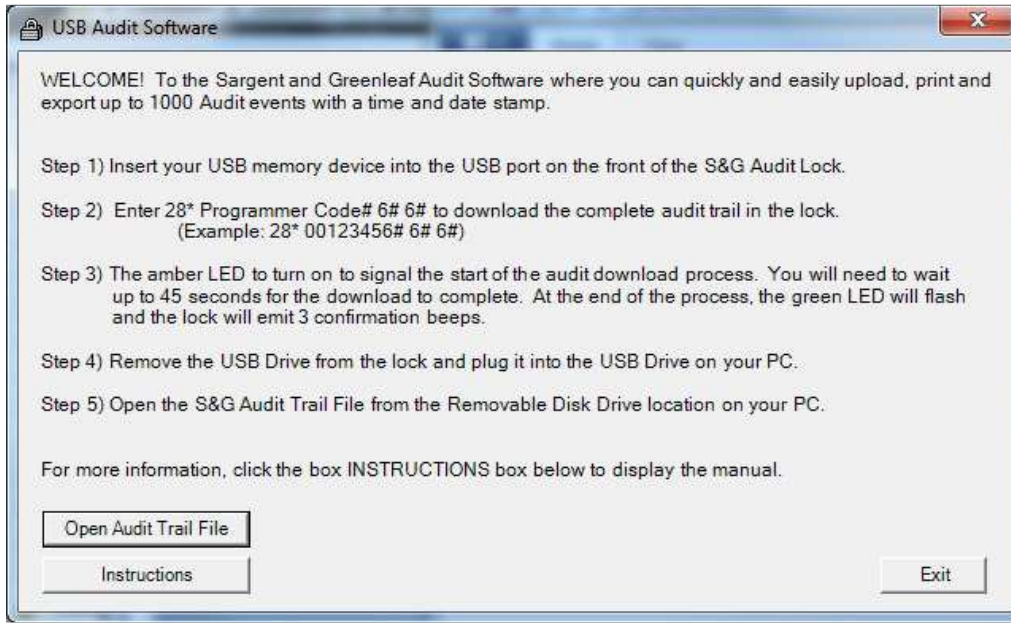
Simply click the “Continue” button to open the main software window (see below). Click the “Exit” button to close the software.



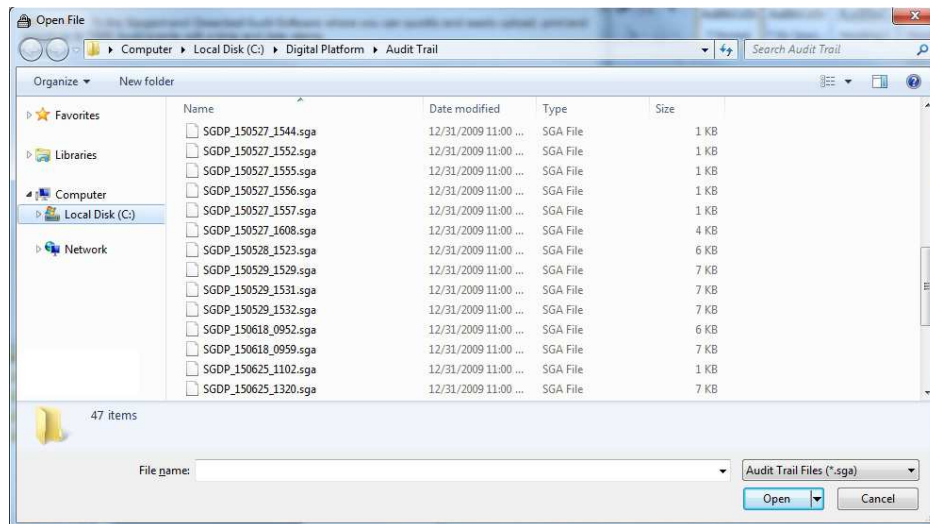
3.2 — Viewing an audit trail

Once the main window has been displayed, you can view an audit trail that has been downloaded from a DP Audit Lock.

NOTE: The audit trail must be downloaded from the lock onto the flash drive in order to view the data with the DP Audit Trail software.

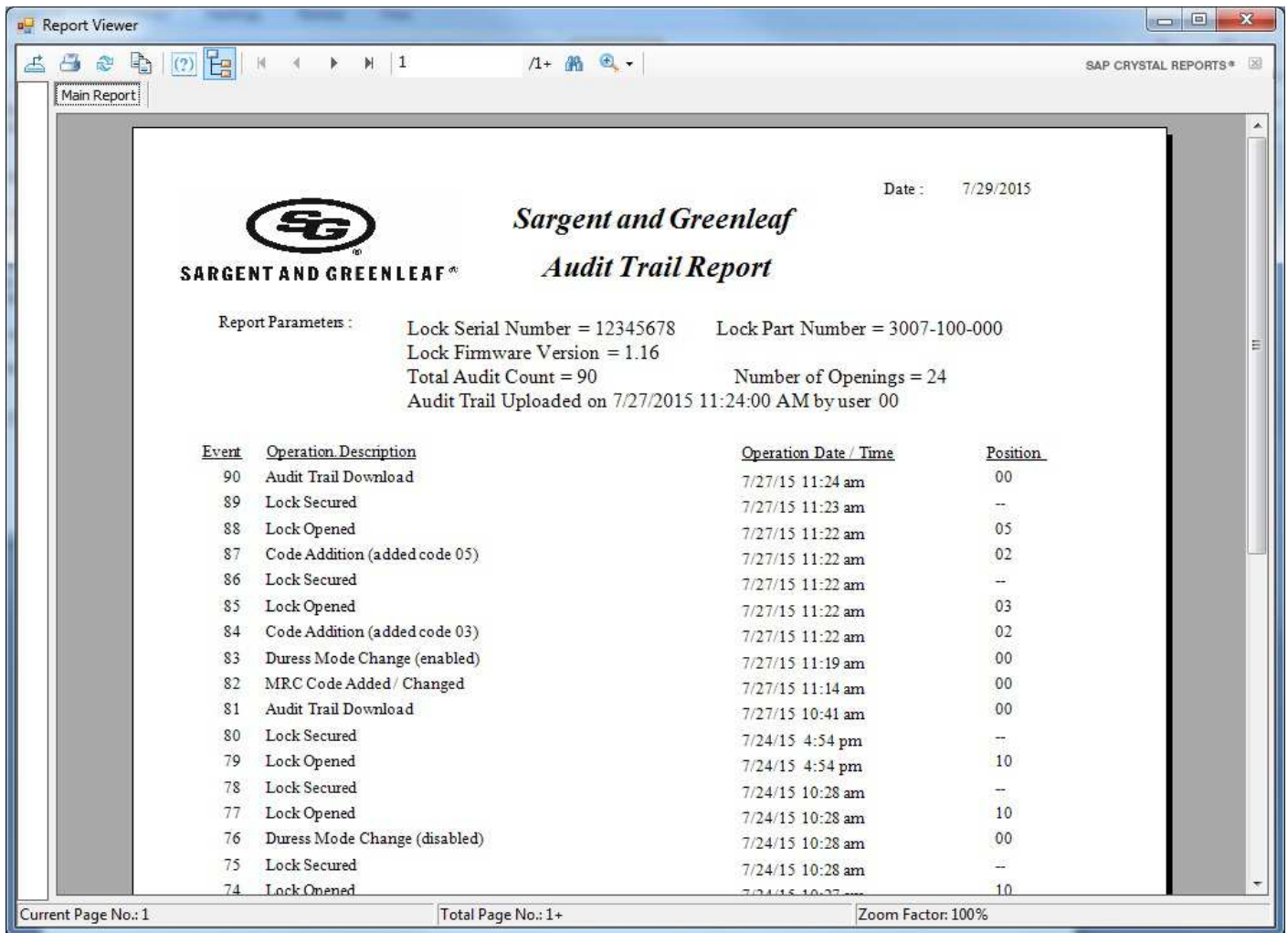


To start this process, simply click the “**Open Audit Trail File**” option from the main window. This will display a window that will allow you to open any previously save audit trail file.



Select the appropriate file that contains the audit trail that you would like to view. Please note that all audit trail files for the DP Audit Lock will have an extension of ***.sga**.

When the file has been selected, the software will begin the process of reading the audit trail data and converting it into a report. The report will be displayed on the screen.



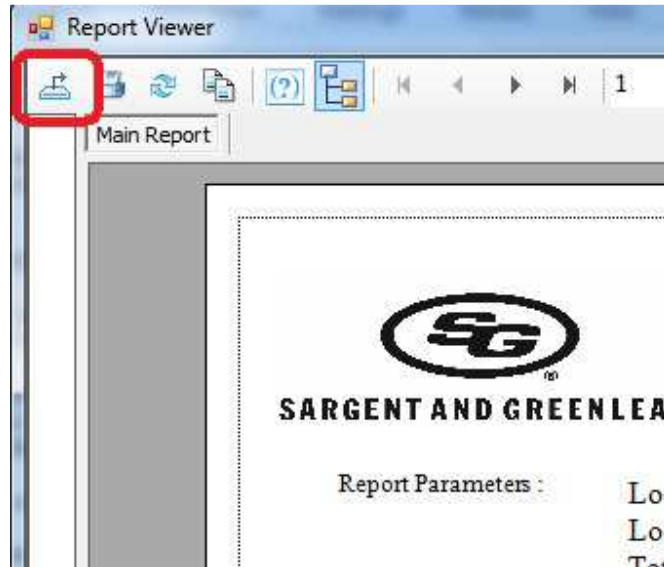
As you can see, the report shows all of the information from the audit trail. All of the audit trail events are listed in chronological order, where the newest event is displayed at the top of the list.

In addition, the report also shows the lock serial number, lock part number, lock firmware version, total audit trail events, total number of opening and the time/date when the audit trail was downloaded.

3.3 — Exporting the report data

When an audit trail report is generated, the report can be exported into various formats. The available formats for exporting the report data include Microsoft® Word, Microsoft® Excel, PDF, Comma-separated variable and text file.

Once the report has been generated, the export option will be available in the top left-hand corner of the report.

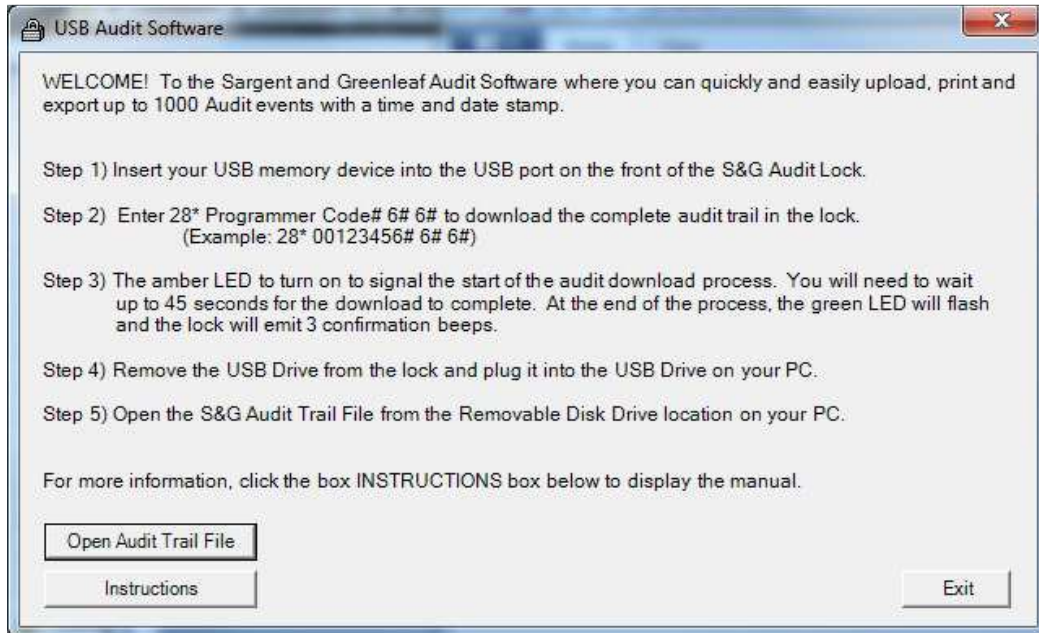


When you select the export option, a window will appear requesting the format for exporting the data. Simply select the desired format and file name to save the file. A confirmation window will be displayed when the process has been completed.

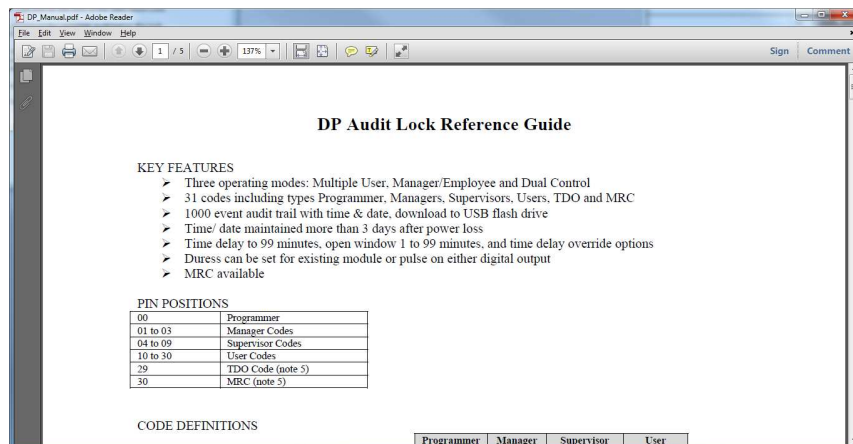


3.4 — Viewing the instructions

Once the main window has been displayed, you can view the operating instructions for the lock.



Simply click the "Instructions" button and a new window will appear showing the instructions.

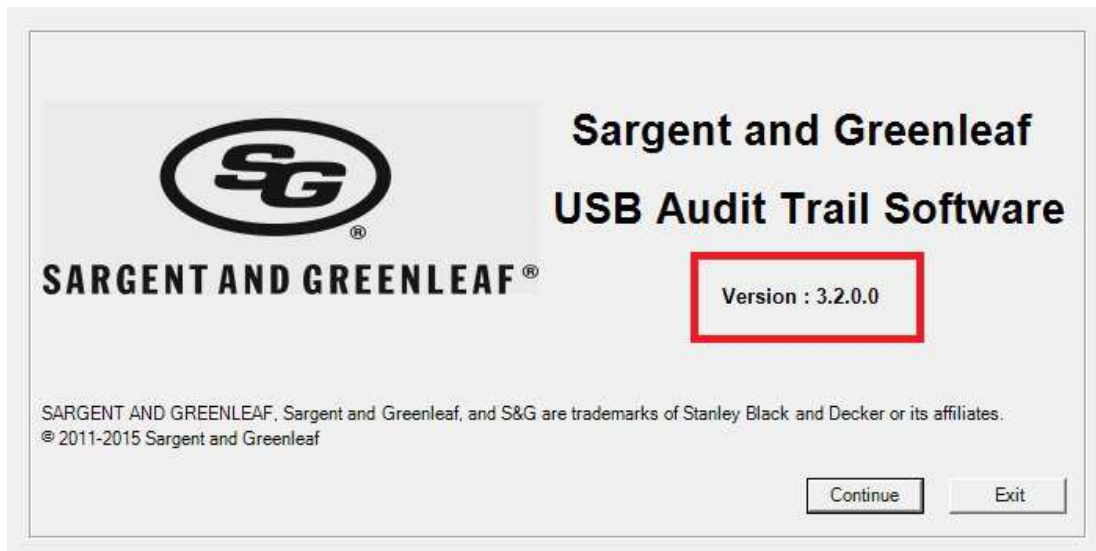


NOTE: The instructions that are displayed with the DP Audit Trail software are the latest version of instructions at the time that the software was shipped. You can always check our website for the latest version of instructions.

www.sargentandgreenleaf.com/global-support.php

3.5 — Finding the version number

The version number for the DP Audit Trail software can be found on the main splash screen.



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