

Digitus Biometrics Inc.

Digitus Management Software Manual
Version 3.x

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NOTE: MOST COMMONLY USED OPERATIONS

Once your Digitus Management Software has already been installed, the most commonly used software functions are adding/deleting users and running reports.

To **add a user**, refer to “Adding, Acquiring, Editing, and Deleting Users” below.
To **run a report**, refer to “Running Door Reports” below.

For all other Digitus Management Software functions, including initial setup, please proceed with this software manual.

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SECTION 1 – Installing the USB scanner and Software

To install the Digitus Management Software, connect the Digitus-supplied fingerprint reader to the PC on which you're installing, and place the Digitus Management Software CD in the PC's CD drive. Follow all on-screen prompts.

As part of the installation process, you will be prompted to "Place your finger on the scanner" to scan your fingerprint (or the fingerprint of the administrator who will be running the software, if not you). This scan will create and store a fingerprint template for the administrator.

IMPORTANT: When registering any fingerprint, make sure the user's finger is straight and naturally placed (not pressed down hard). Click OK when ready to scan the fingerprint.

The dialog box will show the fingerprint image: This is so you can verify that the finger was straight and the image is clear. The fingerprint image itself will not be stored.

When you have verified the image quality, click the Close button, and the Digitus Management Software will store the fingerprint's biometric template. This completes installation, and the Digitus Management Software is ready for use.

Logging Into the Software

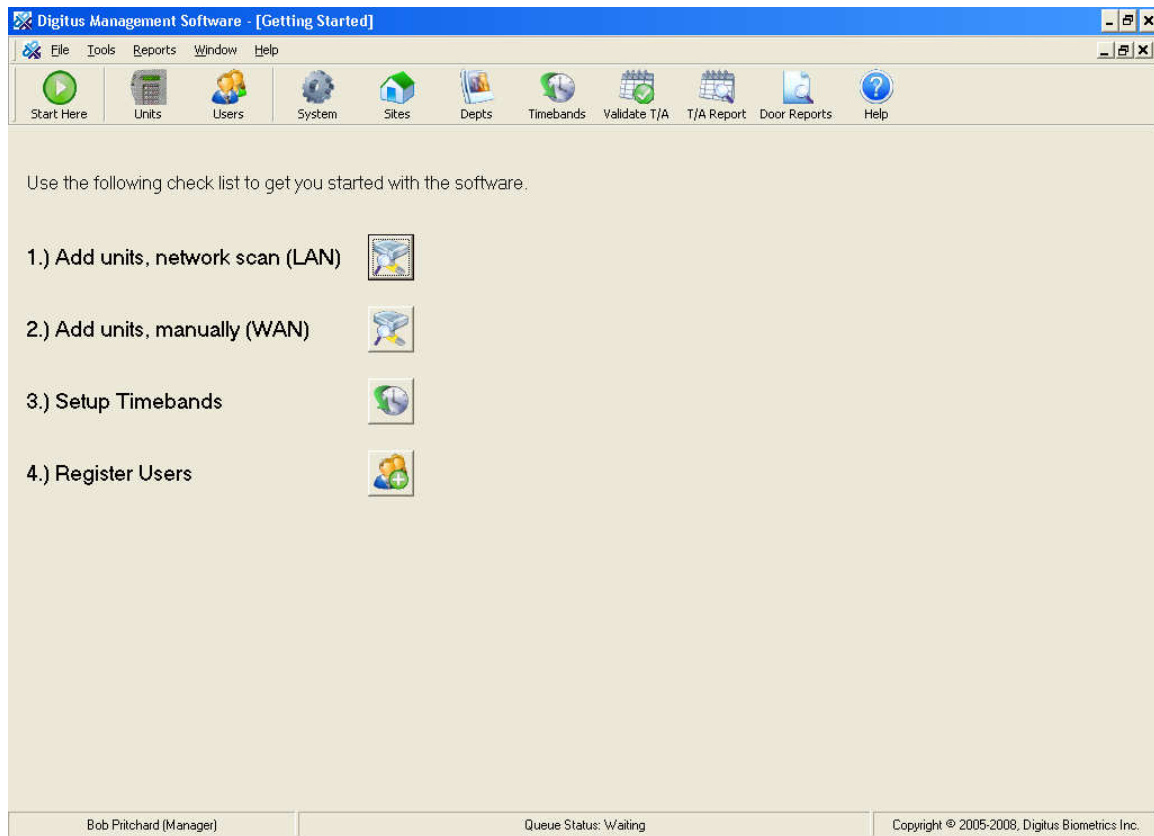
At each login to the Digitus Management Software, the administrator will need to select his or her name from a dropdown in the following dialog box.



Simply select the administrator's name from the list, and place the same fingertip that was originally scanned on the scanner. Once the administrator's ID has been verified, operation can continue as described in this manual.

SECTION 2 – Initial Software Configuration

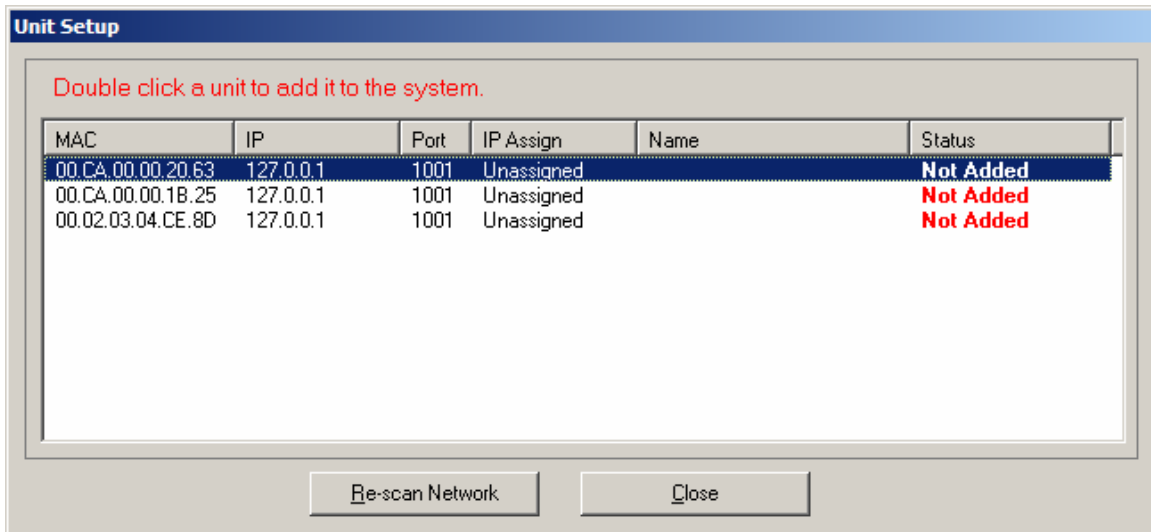
When configuring the Digitus Management Software for the first time, click the **Start Here** button at the upper-left of the Digitus Management Software initial screen. The screen that appears presents four initial configuration operations, to be performed in order.



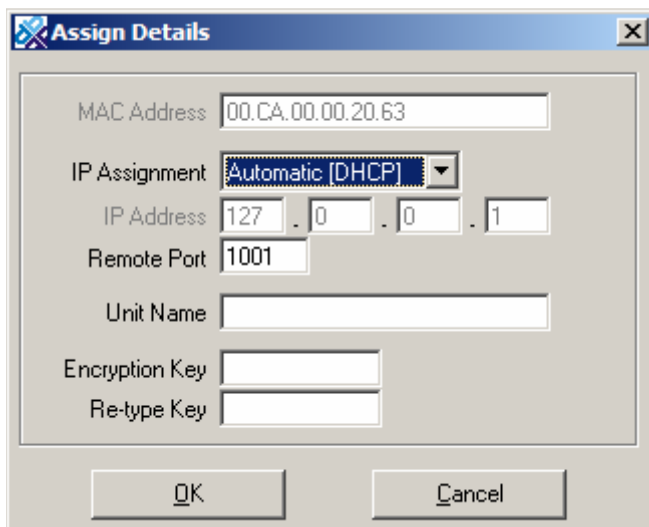
Step 1: Add units, Network Scan (LAN)

The Add units, network scan (LAN) function informs the software of all Digitus units that are currently connected to the same LAN (sub-net) as the PC running the software.

Click the button at the right of **Add units, network scan (LAN)** to activate this function. The software will send a broadcast out to the LAN and each unit will respond with its MAC address. All units that respond appear in a **Unit Setup** dialog box.



Double-click each unit to register it with the Digitus Management Software.



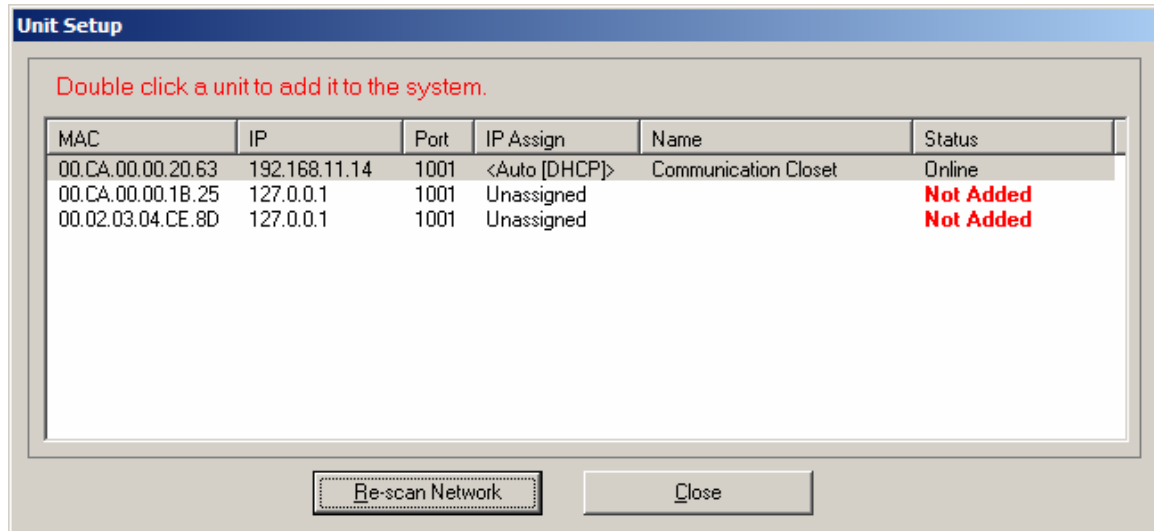
The default **IP Assignment** is DHCP. If you have a DHCP server on your network that manages the distribution of IP address, this is the preferred option. If you need to specify a manual IP address, change IP Assignment to **Manual** and enter the IP address.

The default TCP/IP **Remote Port** for the units is 1001. Under certain conditions this may need to be changed, for example if you are using port forwarding or can only open specific port through a firewall. **Note:** Please consult with your network administrator before changing this setting.

Enter a meaningful **Unit Name** (e.g. Communication Closet). The name is how the unit will be referenced in the software from this point forward.

Enter and re-enter the **Encryption Key**. The key must match the one entered at the unit during installation.
Click **OK** when finished.

The Unit Setup dialog box will reappear showing the new settings for the unit.



Note: If the unit that was just configured doesn't display in the list, click **Re-scan Network**.

Repeat the steps above until all the units have been configured.

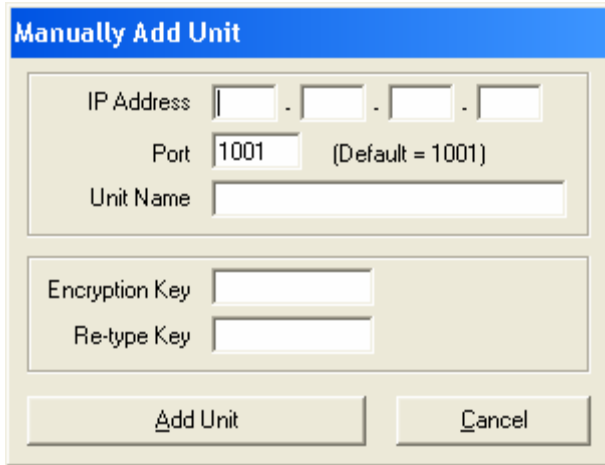
Step 2: Add units, manually (WAN)



The Add units, manually (WAN) function is used to add units from remote sub-nets into the software.

The Digitus "IP Set" utility must first be used on each remote subnet to configure the units and give them IP addresses. The IP Set software can be downloaded from <http://www.digitus-biometrics.com/downloads.asp?cat=24>

Click the button at the right of **Add units, manually (WAN)** to activate this function. The following dialog box appears:

A dialog box titled "Manually Add Unit" with a blue header. It contains several input fields: "IP Address" with four separate boxes for each octet, "Port" with a text box containing "1001" and "(Default = 1001)" next to it, and "Unit Name" with a text box. Below these are "Encryption Key" and "Re-type Key" text boxes. At the bottom are "Add Unit" and "Cancel" buttons.

Make entries as follows.

IP Address: Enter the IP address of the unit, as determined by the IP Set software.

Port: Enter the Port #, as determined by the IP Set software.

Unit Name: Enter a meaningful name for the unit (e.g. Communication Closet). The name is how the unit will be referenced in the software from this point forward.

Enter and re-enter the **Encryption Key**. The key must match the one entered at the unit during installation.

Click the **Add Unit** button to manually add the unit for which you entered data. Continue this for each unit you need to add.

Once you have manually added a unit or units, you must re-scan the network. Select **Scan Network for Units** from the **File** menu.

Repeat the steps above until all units have been added.

Step 3: Setup Timebands

Use the Setup Timebands function to identify any time segments to which you want to restrict access for any users. Typically, this will follow standard shift assignments. You may also have specific timebands for special access, as when allowing custodial personnel access within a routine nighttime period. Click the **Setup Timebands** button to activate this function. The following window appears:

Select Time-band

Time-band Name

1
 2
 3
 4
 5
 6
 7
 8
 9

Sunday:	from	00:00	to	00:00	AND	from	00:00	to	00:00	
Monday:	from	00:00	to	00:00	AND	from	00:00	to	00:00	Same as Sun
Tuesday:	from	00:00	to	00:00	AND	from	00:00	to	00:00	Same as Mon
Wednesday:	from	00:00	to	00:00	AND	from	00:00	to	00:00	Same as Tue
Thursday:	from	00:00	to	00:00	AND	from	00:00	to	00:00	Same as Wed
Friday:	from	00:00	to	00:00	AND	from	00:00	to	00:00	Same as Thu
Saturday:	from	00:00	to	00:00	AND	from	00:00	to	00:00	Same as Fri

OK Cancel

For the first timeband, leave **Setup Timebands** set to **1**. At the upper-right, enter a time-band name that identifies the purpose, for example **First Shift**.

To define the timeband, enter the start and end times (24-hour notation) in the boxes to the left of “AND” for each applicable day of the week.

You can automatically apply the entry you’ve made to any other day by clicking the Same as button to the right of that other day.

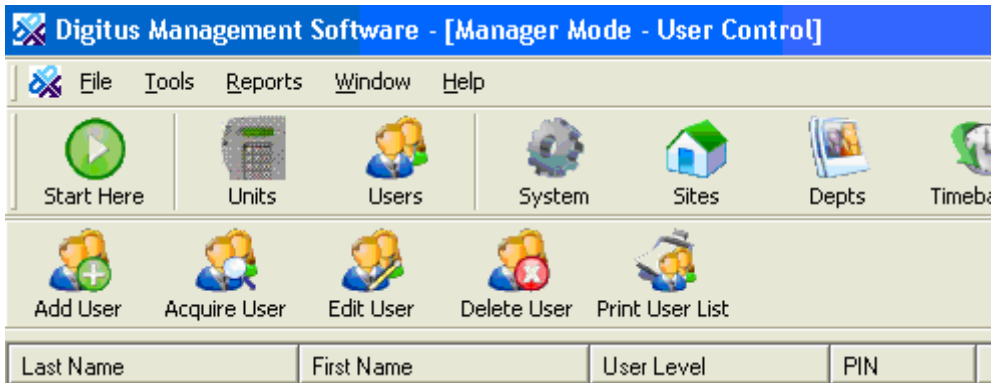
If you need to specify two different time segments on any given day, use the boxes to the right of the **AND**.

DO NOT click **OK** until you have defined all timebands – to define another timeband, select a number for it at the top left, and define it as for the others. Repeat for any additional timebands.

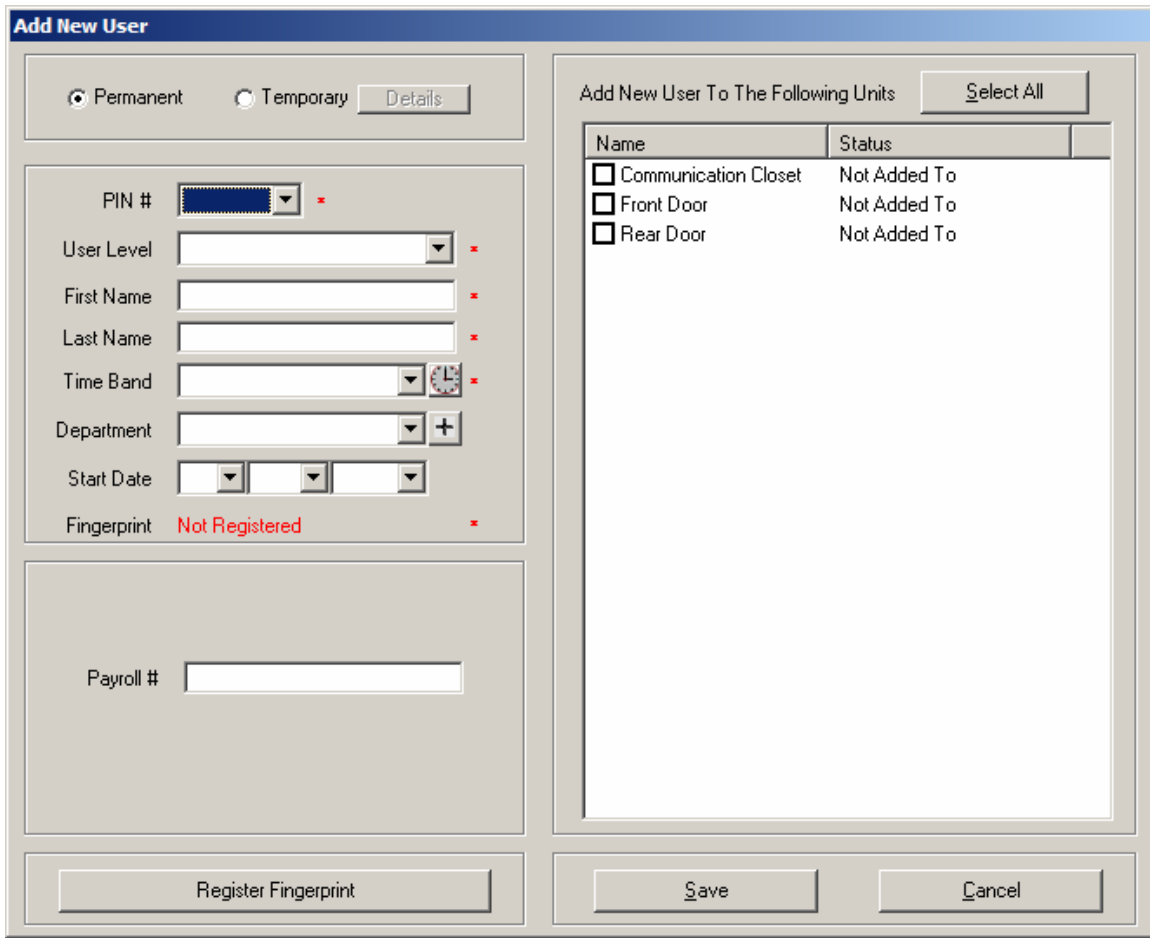
When you have defined all timebands, click **OK**. Click **Yes** when asked if you want to save the timebands and upload to all units.

Step 4: Register Users

Once you have added units and set up timebands, you're ready to register users. Click the button to the right of **Register Users** to display the following dialog box:



Click **Add User** at the upper left, second row, to display the following:



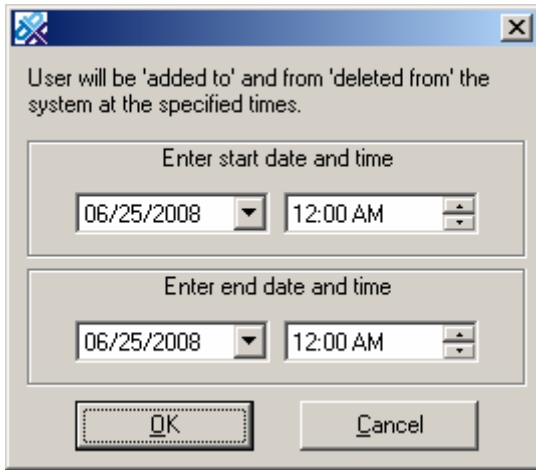
The 'Add New User' dialog box contains the following fields and options:

- Radio buttons for **Permanent** (selected) and **Temporary**, with a **Details** button.
- PIN #**: A dropdown menu with a red asterisk.
- User Level**: A dropdown menu with a red asterisk.
- First Name**: A text input field with a red asterisk.
- Last Name**: A text input field with a red asterisk.
- Time Band**: A dropdown menu with a clock icon and a red asterisk.
- Department**: A dropdown menu with a plus sign.
- Start Date**: Three dropdown menus for day, month, and year.
- Fingerprint**: A field with the text **Not Registered** and a red asterisk.
- Payroll #**: A text input field.
- Add New User To The Following Units**: A section with a **Select All** button and a table:

Name	Status
<input type="checkbox"/> Communication Closet	Not Added To
<input type="checkbox"/> Front Door	Not Added To
<input type="checkbox"/> Rear Door	Not Added To
- Buttons at the bottom: **Register Fingerprint**, **Save**, and **Cancel**.

Address the fields in this dialog box as follows.

Permanent/Temporary: Most users will be added as permanent. However, if you have temporary workers who will be permitted access only between a specified start date/time and end date/time, click **Temporary** at the upper-left to display the following screen.



The screenshot shows a dialog box with a title bar containing a close button (X). The main text reads: "User will be 'added to' and from 'deleted from' the system at the specified times." Below this text are two sections for entering dates and times. The first section is titled "Enter start date and time" and contains a date dropdown menu set to "06/25/2008" and a time spinner set to "12:00 AM". The second section is titled "Enter end date and time" and also contains a date dropdown menu set to "06/25/2008" and a time spinner set to "12:00 AM". At the bottom of the dialog are two buttons: "OK" and "Cancel".

Enter the start and end date and times.

PIN #: Select a three-digit PIN that this user will enter at a Digitus unit when requesting access (it's usually best to let users select their own PINs). The **PIN #** drop-down list shows only available PINs.

First Name / Last Name: Both fields are required.

User Level: Assign the user one of three access levels:

Select **User** to give the user access at the Digitus unit.

Select **Super User** for users who need unit access and will also be allowed to use the Digitus Management Software to view reports and add/delete Users (but not Super Users or Managers).

Select **Manager** for users who need unit access and complete access to all Digitus Management Software functions.

Time Band: Select **24/7 Access (0)** for access with no time restrictions, or select any of the defined time bands to assign to this user. For details on available time bands, click the clock to the right of this item.

Department (optional): If you want to run reports by department, you can specify the department for each user. You can add and delete departments as needed by clicking the + button at the right of this item.

Start date (optional): If you want to run reports that show users' start dates, enter the user's start date here (day/month/year format), by typing or via drop-downs.

Fingerprint: To register the user's fingerprint, click **Register Fingerprint** at the bottom left. When prompted, place the **user's** finger on the fingerprint scanner supplied with the Digitus Management Software.

IMPORTANT: Make sure the user's finger is straight and naturally placed (not pressed down). Click OK when ready to scan the fingerprint.

The dialog box will show the fingerprint image: This is so you can verify that the finger was straight and the image is clear. The fingerprint image itself will not be stored.

When you have verified the image quality, click the Close button, and the Digitus Management Software will store the fingerprint's biometric template.

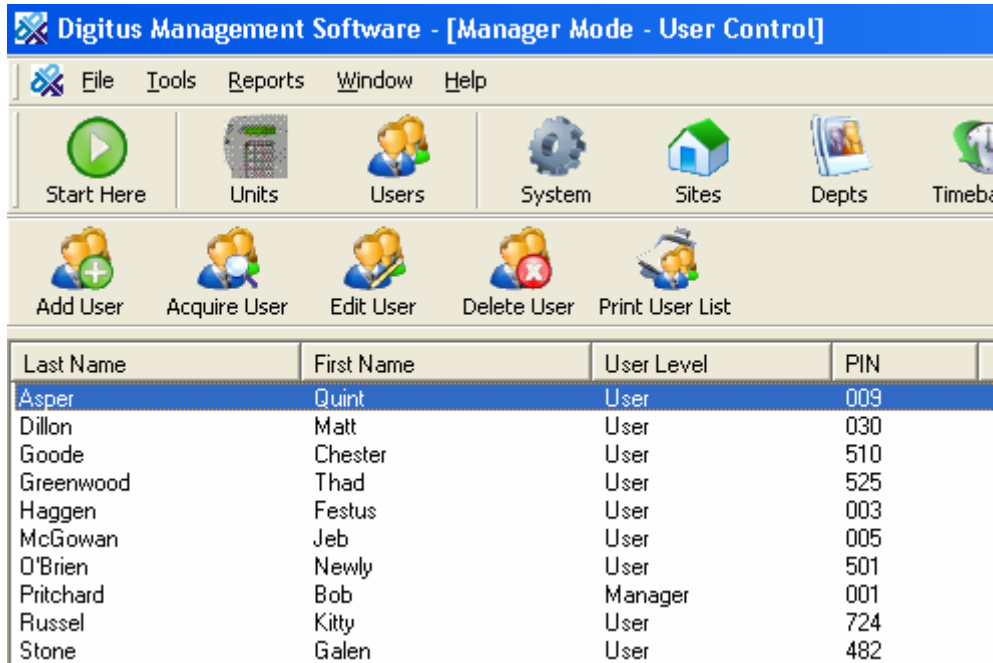
Payroll #: If users are on various payrolls and you want to track them accordingly, enter the user's payroll number here.

Add New User To The Following Units: Once you've completed all of the above for a user, use the function at the right of the **Add New User** dialog box to specify which Digitus units should grant this user access, clicking the **Select All** button at the upper-right if all units apply. When finished adding this user, click the **Save** button at the bottom.

Repeat this process for each user you need to enroll.

SECTION 3 - ADDING, ACQUIRING, EDITING, AND DELETING USERS

For operations relating to management of the user base, click the **Users** button at the top of the Digitus Management Software main screen. This produces a second row of buttons as shown below.



The screenshot shows the Digitus Management Software interface in Manager Mode - User Control. The menu bar includes File, Tools, Reports, Window, and Help. The main area contains several buttons: Start Here, Units, Users, System, Sites, Depts, and Timeband. Below these are buttons for Add User, Acquire User, Edit User, Delete User, and Print User List. A table displays a list of users with columns for Last Name, First Name, User Level, and PIN.

Last Name	First Name	User Level	PIN
Asper	Quint	User	009
Dillon	Matt	User	030
Goode	Chester	User	510
Greenwood	Thad	User	525
Haggen	Festus	User	003
McGowan	Jeb	User	005
O'Brien	Newly	User	501
Pritchard	Bob	Manager	001
Russel	Kitty	User	724
Stone	Galen	User	482

TIP: You can sort this list by any of the column categories. Click once for ascending order, twice for descending. Double-clicking any user record will open that record for modification.

To manage user records:

- To add a user, click **Add User** in the second row of buttons near the top of the screen. This displays the Add New User dialog box. For details about entering information in these fields, see “Step 4: Registering Users” in the “Initial Software Configuration” section of this manual.
- Click **Acquire User** to retrieve user registration made previously at a Digitus unit. This will import the user’s fingerprint template, user level, and selected timeband into the Digitus Management Software. The user’s name and other personal details can then be given and associated with the acquired finger template. The software can then be used to add the user to other units on the network. **Note:** This feature is particularly useful where a network system spans over multiple locations. A user can be enrolled at a unit at a remote location, then acquired into the software at a central location.
- To modify any fields in a user’s records, highlight that user and click **Edit User** to open the record (or simply double-click that user).

- To remove a user from the system, highlight that user and click **Delete User**.

When you delete a user, that user is removed from all Digitus access units.

Within the Digitus Management Software, that user's PIN becomes available, and the user is removed from the active roster, but the user's record remains stored in the software for historical reporting.

- Click **Print User List** to display a dialog box used to print a list of users by last name or PIN, in ascending or descending order. It's often useful to post a user list by Digitus units in case anyone forgets a PIN (publishing PINs does not compromise security, as the fingerprint is required to gain access).

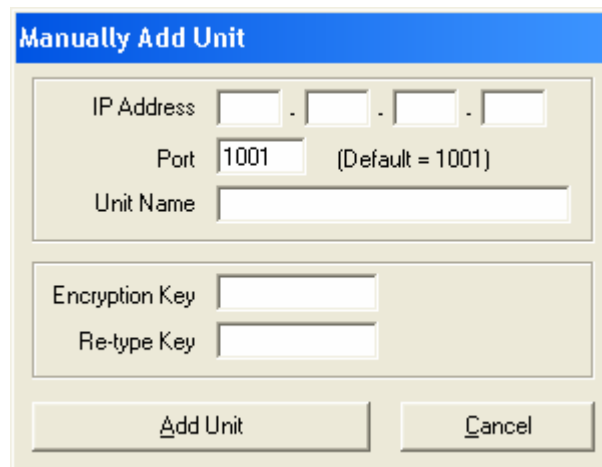
SECTION 4 - UNITS ADMINISTRATION

To inform the Digitus Management Software of any changes made to Digitus units in your network, click the **Units** button at the top of the screen. This displays a new, second row of buttons.



Adding a Unit

- Click the **Add** button to register a newly added Digitus unit with the software. This produces the following dialog box:



The dialog box is titled "Manually Add Unit" and contains the following fields and buttons:

- IP Address: A field with four sub-fields separated by dots.
- Port: A field containing "1001" with "(Default = 1001)" next to it.
- Unit Name: A text input field.
- Encryption Key: A text input field.
- Re-type Key: A text input field.
- Buttons: "Add Unit" and "Cancel".

- Address these fields as follows.

IP Address: Supply a fixed IP address from your pool of valid IP addresses.

- **Port:** The default TCP/IP port for the units is 1001. Under certain conditions this may need to be changed, for example if you are using port forwarding or can only open specific port through a firewall. **Note:** Please consult with your network administrator before changing this setting.

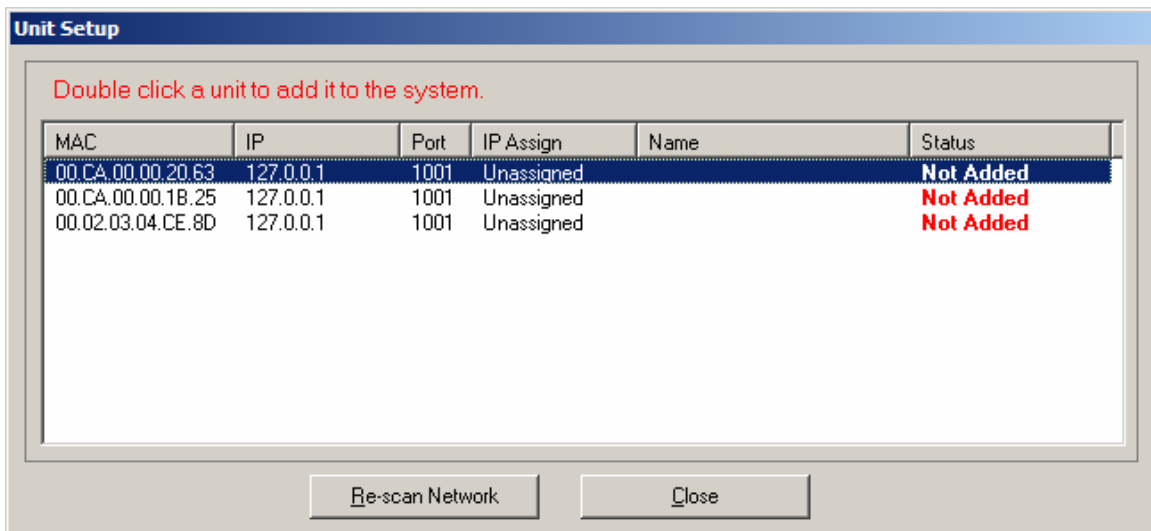
Unit Name: Give the unit a descriptive name that will remind you of that unit's function in the future – i.e., Supply Room.

Encryption Key: Enter and re-enter the encryption key. The key must match the one entered at the unit during installation.

- Click the **Add Unit** button to manually add the unit for which you entered data.
- Next, click the **Scan Network** button in the second row of buttons to verify communications with the unit you just added. In the dialog box that appears, double-click the unit you just added to complete the process of adding the unit.

Scanning the Network

- After manually adding a unit, click the **Scan Network** button to make the software aware of the unit's presence on the LAN (sub-net). The software will send a broadcast out to the LAN and each will respond with its MAC address. All units that respond appear in a Unit Setup dialog box as shown below.



Changing a Unit's Configuration

- To begin adjusting a unit's configuration parameters, highlight the unit to reconfigure and click the **Edit** button. This produces the following dialog box:

The screenshot shows the 'Unit Details' configuration dialog box. It is divided into several sections:

- Unit Details:** Unit ID (7), MAC Address (00.CA.00.00.20.63), IP Assignment (Automatic [DHCP]), IP Address (192.168.11.14), Remote Port (1001), Unit Name (Communication Closet). The unit status is **Online**.
- Head Unit LCD Display:** Display time on LCD. Radio buttons for MM/DD/YY (US Date Format) and DD/MM/YY (UK Date Format).
- Additional Features:** Enable Duress Feature.
- Unit Mode:** Radio buttons for Door Control, Time Clock, and Both.
- Unit Settings:** Security Level (5=high) (3), Entry Time (sec's) (5), Exit Delay (sec's) (5), Propped Door (min's) (5), Encryption Key (XXXXXXXXXXXXXXXX), Re-type Key (XXXXXXXXXXXXXXXX).

At the bottom, there is a table with columns: User, User Level, Index, Timeband No, Department, Status. Below the table are buttons for 'Change IP Address', 'Save', and 'Cancel'.

- Address these fields as follows.

Unit Details: If you want to change how this unit is identified in reports, change the **Unit ID** and/or **Unit Name** accordingly. All other settings should be adjusted only by a knowledgeable network administrator.

Head Unit LCD Display: Select US or UK date format, as applicable.

Additional Features: Check **Enable Duress Feature** if you want a user to be able to signal forced entry against their will by pressing a fourth digit when entering their PIN. **Note:** If you enable this feature, instruct your users that they can enter their normal three-digit PIN, followed by any fourth digit, to issue a duress signal. The door will open normally, and the duress signal will be sent to the software, which will issue an alert, and to any integrated third-party alarm system.

Unit Mode: Set this according to whether the unit is used for **Door Control** (secure access), **Time Clock** (time & attendance), or **Both**.

Unit Settings: These parameters can be used to fine-tune settings as follows.

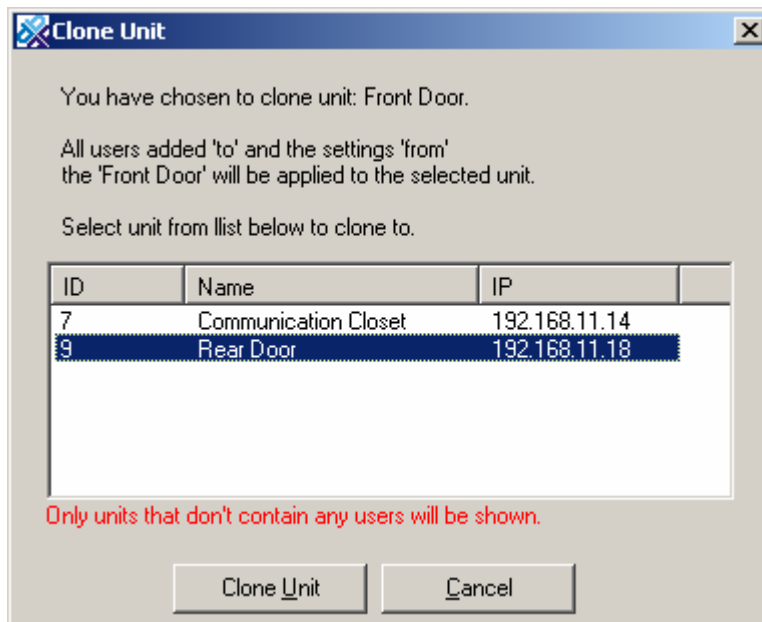
- **Security Level** determines the sensitivity of the scanner. This should typically be left at the default setting; increasing this setting may cause false rejections.
- **Entry Time** determines the maximum acceptable delay in seconds between a finger scan and the door being opened.
- **Exit Delay** determines the maximum acceptable delay in seconds between an exit button being pressed and the door being opened.
- **Propped Door** determines the maximum acceptable time in minutes that a door can be kept open while moving things in and out, etc.
- **The Encryption Key** settings should be adjusted only if a new encryption key has first been entered in the unit. The encryption key entered and re-entered must match the one entered at the unit.

Deleting a Unit

- To delete a unit from the system, highlight it in the list and click the **Delete** button.

Cloning a Unit

- To add a unit with exactly the same settings as an existing unit, including all registered users, highlight the unit to be duplicated and click the **Clone** button. This displays a dialog box similar to the following:



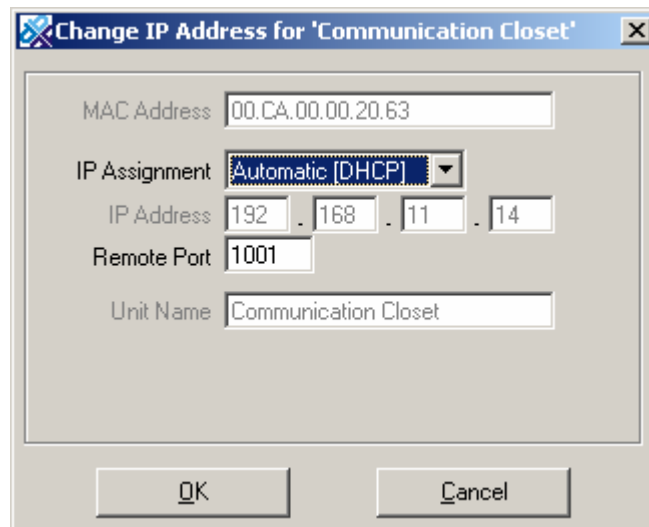
Select the unit to be given the cloned settings, and click the **Clone Unit** button.

Viewing a User List

- To view a list of all users associated with a specific unit, highlight the unit and click **User List**. (You can also double-click the unit to see this list.)

Changing an IP Address

- To change a unit's IP address, highlight it in the list and click the **Change IP** button. This displays the following dialog box; adjustments should be made only by a knowledgeable network administrator.



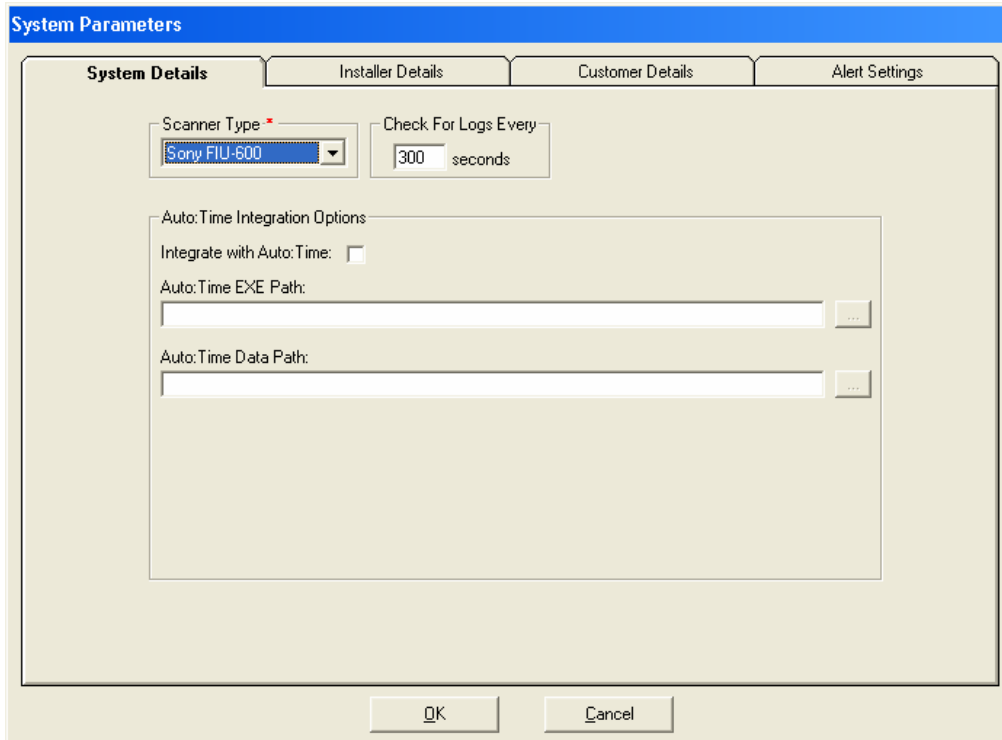
The image shows a dialog box titled "Change IP Address for 'Communication Closet'". The dialog box contains the following fields and controls:

- MAC Address: 00.CA.00.00.20.63
- IP Assignment: Automatic [DHCP] (dropdown menu)
- IP Address: 192 . 168 . 11 . 14
- Remote Port: 1001
- Unit Name: Communication Closet

At the bottom of the dialog box, there are two buttons: "OK" and "Cancel".

SECTION 5 - SYSTEM PARAMETERS ADMINISTRATION

To maintain system parameters, click the **System** button at the top of the Digitus Management Software screen. This displays the following dialog box:



The four tabs in the System Parameters dialog box function as described in the following pages.

System Details

The System Parameters dialog box opens with the **System Details** folder displayed. Use the settings in this folder when you need to adjust the following system settings.

- **Scanner Type:** If you are changing the type of fingerprint reader for this system, select the new fingerprint reader in the **Scanner Type** dropdown menu.
- **Check for Logs Every:** Adjust this setting if you want the software to poll Digitus hardware units more or less frequently. The default setting of 300 seconds (five minutes) is fine for most uses; decrease if you want reports to have more up-to-the-minute information.
- **Auto:Time Integration Options:** If you are using your Digitus units for time and attendance, check the **Integrate with Auto:Time** box and enter the **.EXE** and **Data** paths for your Auto:Time installation.

Installer Details

Use the **Installer Details** tab in the System Parameters dialog box to enter contact information for the person or company installing this Digitus system.

Specifying the email address of the installer instructs the system to automatically send an email to the installer for any system alerts, as explained below in “Alert Settings.”

Customer Details

Use the **Customer Details** tab in the System Parameters dialog box to enter contact information for the customer of this system, including the email addresses of technical contacts who are to receive system alerts.

Specifying the email address of the customer instructs the system to automatically send an email to the installer for any system alerts, as explained below.

Alert Settings

Use the **Alert Settings** tab in the System Parameters dialog box to enter information related to such system alerts as breached door, duress, and propped door.

The screenshot shows the 'System Parameters' dialog box with the 'Alert Settings' tab selected. The dialog has four tabs: 'System Details', 'Installer Details', 'Customer Details', and 'Alert Settings'. The 'Alert Settings' tab contains the following fields and options:

- Mail Server IP: [Text Input]
- Sender Email Address: [Text Input]
- SMTP Requires Authentication:
- SMTP User Name: [Text Input]
- SMTP Password: [Text Input]
- Proxy Requires Authentication:
- Proxy IP: [Text Input]
- Proxy User Name: [Text Input]
- Proxy Password: [Text Input]
- Alert Internal Tech 1:
- Alert Internal Tech 2:
- Alert Installer Tech:
- Alert Digitus Tech 1:

At the bottom of the dialog are 'OK' and 'Cancel' buttons.

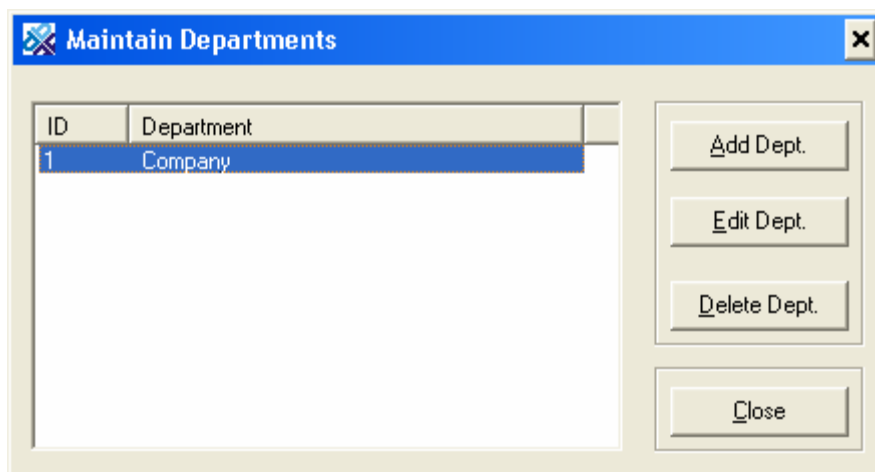
- For **Mail Server IP**, enter the IP address of your local mail server.
- For **Sender Email Address**, enter the email address to be used as the “From:” when sending alerts.
- If your **SMTP** or **Proxy** server requires authentication, check the appropriate box and enter the SMTP or Proxy information.
- Check any of the final four **Alert** boxes to determine who should receive system email alerts (**Internal** and **Installer** tech email addresses must be specified on the Installer Details and Customer Details tab as described previously; the system is pre-configured with a Digitus Tech email address).

SECTION 6 - T&A (TIME AND ATTENDANCE)

This section is covered in the separate Time & Attendance Manual.

SECTION 7 - ADDING, EDITING, OR DELETING DEPARTMENTS

As discussed for adding new users in the “Getting Started” section of this manual, you can specify the department for each user if you want to run reports by department, and can set up and adjust department settings at that time. You can also adjust department settings by clicking the **Depts** button at the top-center of the Digitus Management Software screen, which displays the following dialog box.



Clicking **Add Dept.** produces a dialog box where you can enter a new department name (the software will automatically supply a numeric department ID for use within the software). To change a department name, highlight it and click the **Edit Dept.** button; to delete an existing department, highlight it and click the **Delete Dept.** button.

SECTION 8 - MAINTAINING TIMEBANDS

The Getting Started section of this manual shows how to set up time bands when you will restrict access times for any individuals. To adjust time bands, click the **Timebands** button at the top of the Digitus Management Software screen. For details on adjusting settings, refer to Getting Started.

SECTION 9 - RUNNING DOOR REPORTS

The Door Reports function allows you to generate a variety of reports regarding access at your Digitus units. Clicking **Door Reports** at the upper-right of the Digitus Management Software screen produces the following dialog box:

The screenshot shows a dialog box titled "Select Report Criteria". It is divided into three sections:

- Selection:** Contains radio buttons for "All", "Dept.", "User", and "Unit". Below them is a dropdown menu with the text "(Make selection)". There is also a checkbox labeled "Include Deleted Items".
- Date Range:** Contains radio buttons for "All" and "Selection". To the right, there are two date dropdown menus, both showing "09 May 08", separated by the word "to".
- Sort Options:** Contains four rows, each with a label and a dropdown menu followed by a "Descending" checkbox:
 - First Sort Field: TimeStamp (selected), Descending (unchecked)
 - Second Sort Field: (None), Descending (unchecked)
 - Third Sort Field: (None), Descending (unchecked)
 - Fourth Sort Field: (None), Descending (unchecked)

At the bottom of the dialog are two buttons: "Show Report" and "Cancel".

Address these fields as follows to create the report you desire.

- **Selection:** Leave this set to **All** if you want all users of all units included in the report. If you want a report covering a specific **department**, **user**, or Digitus **unit**, select the appropriate grouping and choose the report subject from the drop-down list. The **Include Deleted Items** checkbox lets you include deleted departments, users, or units in the report – though you've deleted them from active rosters, the software retains them for historical reporting purposes.

- **Date Range:** Leave this set to **All** to report the entire history stored in the software, or select the specific first and last dates of the date range to be reported.
- **Sort Options:** Items included in the report can be listed by **TimeStamp** (time of access), **Error Status** (recorded errors), **PIN #**, **Unit Name**, and **User Name**. In the First Sort Field dropdown, choose the first field to use in sorting (checking **Descending** if preferred). If you want the report sorted by additional fields, choose up to three more sort fields.
- **EXAMPLE:** One of the most commonly run reports is to sort by **Unit Name** first, then **User Name**, then **TimeStamp**. The resulting report will show, unit by unit, an alphabetical list of all users who accessed each unit, and for each user, a chronological list of the dates/times of access.

When you're ready to run the report, click **Show Report**.

The screenshot shows a window titled "Audit Report" with a zoom level of 100%. The report content is as follows:

A N Other Co.
123 1st Street, Wilmington Island, , Savannah, GA, 31407

Audit Report

Unit	Index	User	TBErr	Duress	Error	TimeStamp
Communication	077	Galpeault, Claude	0	0	0	23 Jun 08, 08:06
Communication	001	Marsden, Christopher	0	0	0	24 Jun 08, 09:01
Communication	077	Galpeault, Claude	0	0	0	24 Jun 08, 15:43
Communication	077	Galpeault, Claude	0	0	0	24 Jun 08, 15:44
Communication	001	Marsden, Christopher	0	0	0	30 Jun 08, 23:03
Communication	001	Marsden, Christopher	0	0	0	30 Jun 08, 23:04
Communication	077	Galpeault, Claude	0	0	0	03 Jul 08, 17:48
Communication	077	Galpeault, Claude	0	0	0	07 Jul 08, 08:06
Communication	077	Galpeault, Claude	0	0	0	07 Jul 08, 09:47
Communication	001	Marsden, Christopher	0	0	0	07 Jul 08, 09:57
Communication	001	Marsden, Christopher	0	0	0	07 Jul 08, 12:46
Communication	077	Galpeault, Claude	0	0	0	09 Jul 08, 13:34
Communication	001	Marsden, Christopher	0	0	0	11 Jul 08, 08:41
Communication	001	Marsden, Christopher	0	0	0	11 Jul 08, 17:02
Communication	001	Marsden, Christopher	0	0	0	14 Jul 08, 09:42
Communication	001	Marsden, Christopher	0	0	0	15 Jul 08, 08:04
Communication	001	Marsden, Christopher	0	0	0	15 Jul 08, 08:53
Communication	001	Marsden, Christopher	0	0	0	15 Jul 08, 16:06
Communication	001	Marsden, Christopher	0	0	0	18 Jul 08, 08:33
Communication	001	Marsden, Christopher	0	0	0	18 Jul 08, 08:46

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The report can be printed by clicking the  button.

SECTION 10 - TOP-OF-SCREEN MENU OPERATIONS

Operations initiated from the File menu are as described below.

File Menu

- **Queue Enabled:** All events in the software that require communication with a Digitus Unit are placed in a queue. Events are processed one at a time. The order of events in the queue is determined by the priority of the event and the time placed in the queue. If “Queue Enabled” is unchecked, events will wait in the queue without being processed. Once checked, the queue will start to process again.
- **View Queue:** This will display the queue on the screen. The events will be displayed in the order they are to be processed.
- **Log Off and Exit:** See “Logging Off and Exiting” later in this manual.

Tools Menu

- **Scan Network for Units:** This menu item initiates a network scan; scanning the network is discussed in the Getting Started / Add Units section of this manual.
- **View Timebands:** Timebands are set up as described in “Setup Timebands” in the “Getting Started” section of this manual. This menu provides a handy way to view timebands for reference. For information on adjusting timebands, refer to “Maintain Timebands” in the “System Administration” section of this manual.
- **Units:** This provides the same function as clicking the **Units** button at the top of the screen.
- **Users:** This provides the same function as clicking the **Users** button at the top of the screen.

Reports Menu

- **Log Reports:** Selecting this produces the Select Report Criteria dialog box, where you can define and run access reports. For details, see “Running Door Reports” in the “System Administration” section of this manual.
- **Time and Attendance Reports:** This is essentially the same as Log Reports above, and is used if you have the Time and Attendance module installed.
- **User List:** Selecting this displays a dialog box used to print a list of users by last name or PIN, in ascending or descending order.

The **Window** and **Help** menus provide functions that are standard to Microsoft Windows applications.

SECTION 11 - LOGGING OFF AND EXITING

For system security reasons, you should either log off or exit the Digitus Software Management when finished with operations. Otherwise, the software remains accessible to anyone who accesses the PC that has the software running.

To log off, select **Log Off** from the **File** menu at the top of the screen. The software remains running, with the Digitus Administrator Login screen displayed for the next use or user.

To completely exit the software, select **Exit** from the **File** menu.