



**BioAxxis® MA1 Series Fingerprint Door Lock**

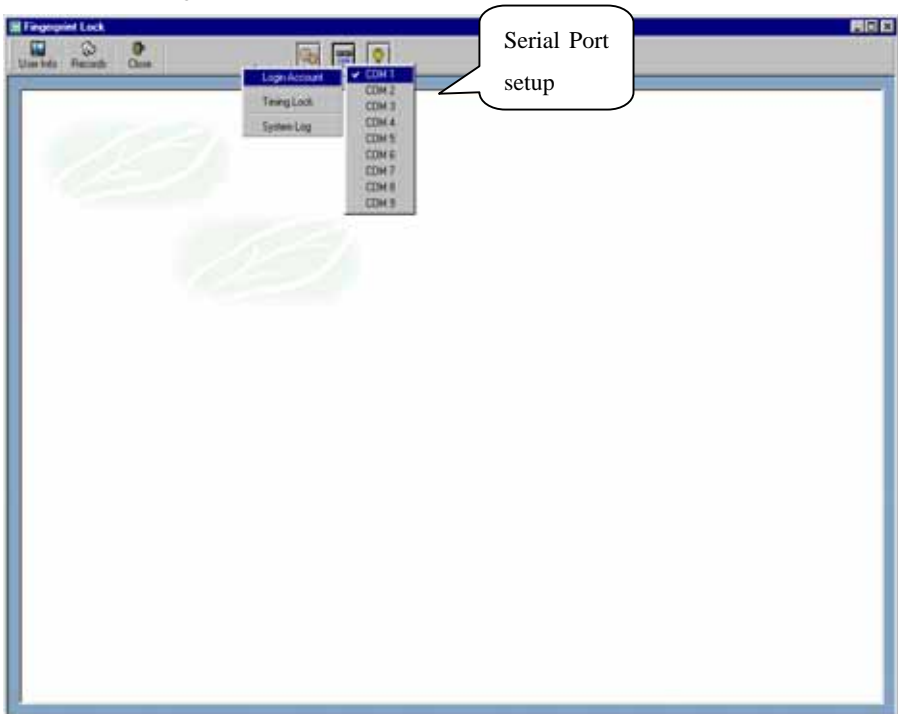
# **Audit Trail Software Operation Manual**

## 1. Running the system and sign in.

After the software is installed, click Windows menu [Start]-[Program]-[Fingerprint Lock]-[ FPLock] to run the software.

- Click [Exit] if you want to exit.
- When you sign in at the very first time, the administrator's ID is “**Super Manager**” and the tacit password is **123456**.

Below is the management interface:



## 2 Serial Port Setup (as above window)

After you sign in the audit trail software, please enter System/Serial Port Setup menu to

edit parameters as per the real situation.

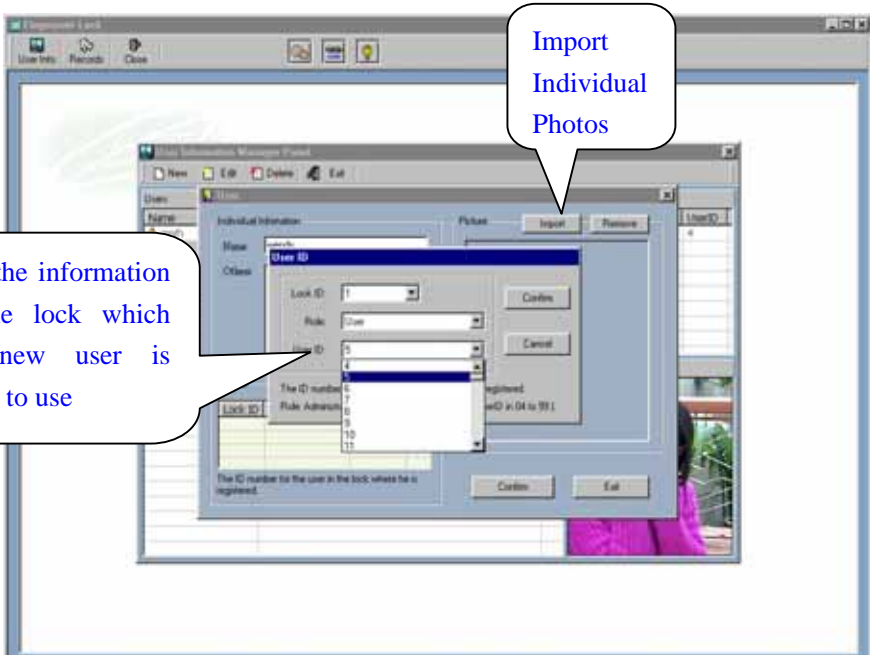
- **Serial Port** here refers to the 232 port of the PC (Serial Port 1 or Serial Port 2).

**Note:** The communication will fail if the serial port is set improperly.

The simplest method for testing serial port number is testing it with an external Modem.

### 3 Adding New Users

- Click [User Info] , then click [new] to add new users as below :



Add the information of the lock which the new user is going to use

Import Individual Photos

- Enter the information of the relevant user, then click [confirm].

**Note :**

Click [Add] to add the information of the lock which the user is going to use. The lock

ID, Role and the user ID in the assigned lock registered in the software must correspond with those registered in the lock.

For instance, if the Role of the new user is USER, his ID number registered through the lock and the assigned lock ID is 01, then in the software, the lock ID should be 1, the user Role should be USER and his ID number in the lock should be 5.


## 4 Editing the Users

- In [\[User Info\]](#), select the user and click [\[Edit\]](#) to edit.

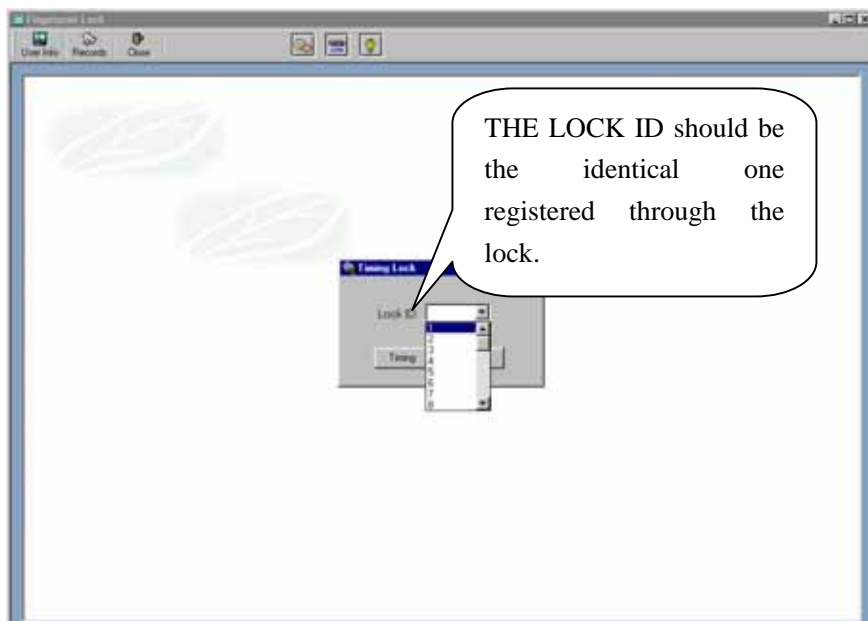
## 5 Deleting the Users

- In [\[User Info\]](#) , select the user and click [\[Delete\]](#) to delete.

## 6 Timing the lock

- Click  menu button to enter the timing menu (**Before timing, the lock should be in the communication status. Press \*1. When both the two LEDs turn on, the lock is in the communication status.**), and then click [\[Timing\]](#) to start.

(Timing: setting the time of the lock to be identical with the time of the PC)



**Note:** the lock ID should be set through the lock itself:

Press \*2, then input the lock password when the green LED blinks, and then input the lock ID number twice when the green LED blinks again. For instance, if the lock ID is 01, it should be entered as: \*2+password+\*+0101. When the green LED blinks, the operation is successful; if the red LED blinks, the operation fails and you have to try again.

## 7 Upload the Records

- Click **[Records]** to upload records from the lock. (Before the operation, the lock should be in communication status. Press \*1. When you see the two LEDs turn on, the lock has been in communication status)

**Note:** Prior to uploading the records, please make sure the information of all the users enrolled in the lock has been existing on the upper-end software too.

Otherwise, you will not see the full user information on the PC.

## 8 Check Records

- Click **[Records]**, and select a time slot, then click **[Query]** to view.

Please select the time you want to check

The screenshot shows a web-based application window titled 'Records'. It features a table with columns: 'Query Record', 'Loc', 'Operate', 'DateTime', 'User1', 'User1 Name', 'User2', and 'User2 Name'. The table contains 18 rows of data. On the left side of the table, there is a 'Date between' filter with two dropdown menus. The first dropdown is set to '11/1/04' and the second to '11/2/04'. Below the filters is a 'Query' button. At the bottom of the window, there are two sections: 'User1 detail' and 'User2 detail', each with a 'Name' field, a 'Photo' field, and a 'Order' field. The 'User1 detail' section shows a photo of a group of people, and the 'User2 detail' section shows a photo of a woman.

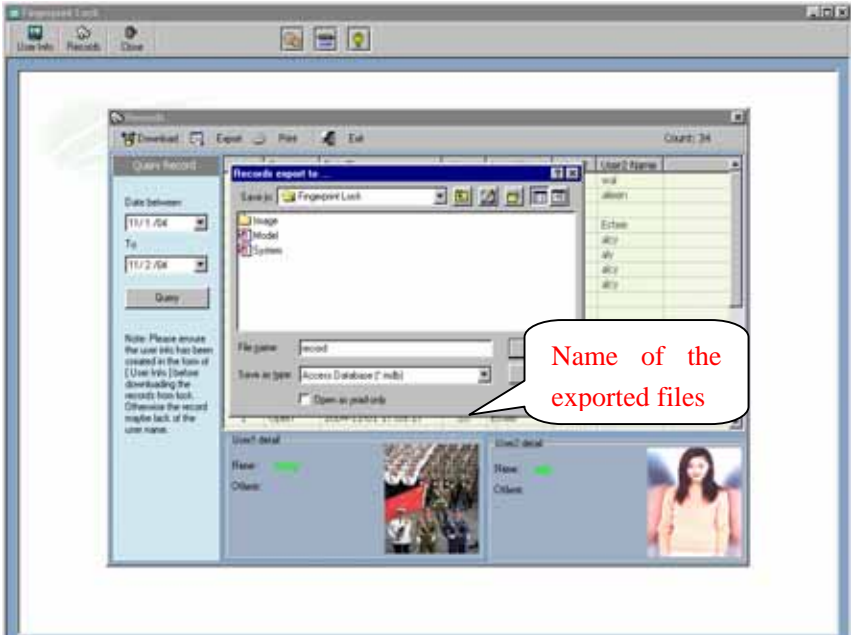
Query Record	Loc	Operate	DateTime	User1	User1 Name	User2	User2 Name
1	New User	2004-11-01 16:53:47	01	wal	01	wal	
1	New User	2004-11-01 16:54:51	01	wal	10	akemr	
1	New User	2004-11-01 16:55:15	01	wal	15		
1	New User	2004-11-01 16:55:55	01	wal	20	Ertee	
1	New User	2004-11-01 16:56:36	01	wal	50	alcy	
1	New User	2004-11-01 16:59:34	01	wal	80	alcy	
1	Del User	2004-11-01 17:00:10	01	wal	50	alcy	
1	New User	2004-11-01 17:00:33	01	wal	50	alcy	
1	Open	2004-11-01 17:00:45	01	wal	00		
1	Open	2004-11-01 17:01:00	10	aloon	00		
1	Open	2004-11-01 17:01:14	05		00		
1	Open	2004-11-01 17:01:43	30	Ertee	00		
1	Open	2004-11-01 17:02:00	50	alcy	80	alcy	
1	Open	2004-11-01 17:02:25	50	alcy	10	Ertee	
1	Open	2004-11-01 17:02:42	50	alcy	10	aloon	
1	Open	2004-11-01 17:03:02	50	alcy	15		
1	Open	2004-11-01 17:03:17	30	Ertee	00		

## 9 Print Records

- Enter the **[Records]** to check the records and then click **[Print]** to print.

## 10 Export Records

- After checking records, click **[Export]**, input records export name and click **[Save]**.



Note: The records are exported in ACCESS database format and can be opened and viewed in OFFICE ACCESS database.