



CyberAudit Software

User Manual

Version 9.0

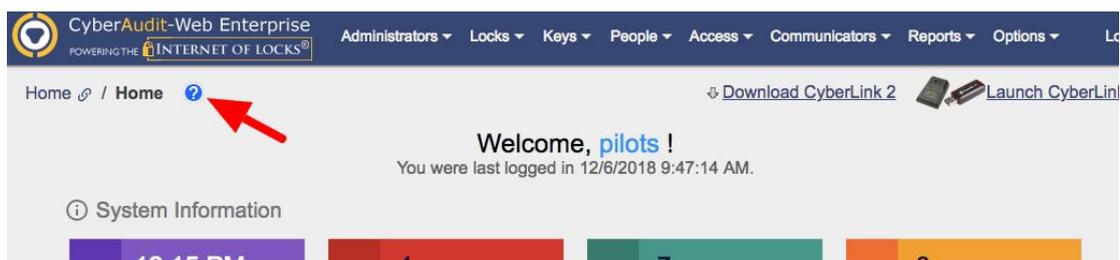
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TABLE OF CONTENTS

Overview	3
Add People	4
Create People Tags	6
Add USB Station & CyberLink	8
Assign CyberKey	12
Create Access List	14
Create Key Template	16
Add New CyberLock with Grand Master Key	19
Add New CyberLock with Generation II Key	22
Create CyberLock Tabs	26

OVERVIEW

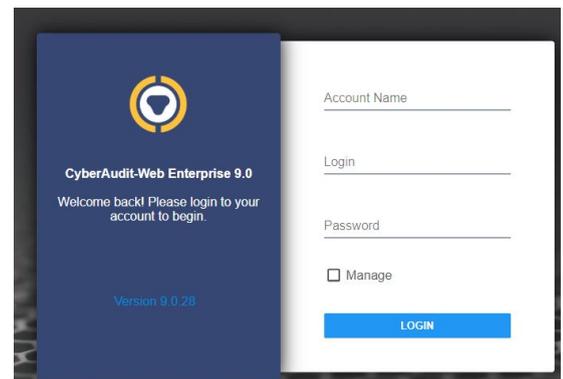
This manual covers some of the primary functions of the CyberAudit software. The main purpose of the manual is to guide you through some of the basic processes when setting up your CyberLock system (e.g. assigning a CyberKey or adding a CyberLock). Some of the advanced features that are not covered in the manual (e.g. creating reports) can be found in the software's built in manual. You can access the built-in manual by clicking on the "?" located throughout the software.



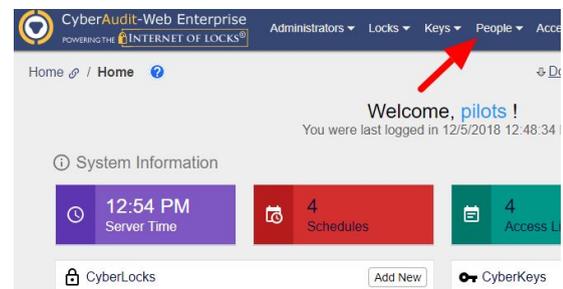
ADD PEOPLE

Adding a person to the CyberAudit database is one of the first things that is done when setting up a CyberLock system. CyberKeys can only be assigned to individuals in the database, so adding a person needs to be done before adding a CyberKey to the database. It's best to include as much information about an individual as possible when building their new profile (i.e. name, email address, department, etc.).

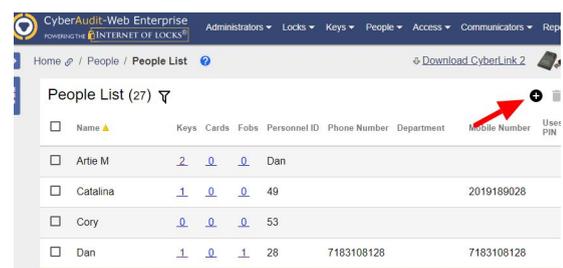
1. Log in to CyberAudit software. CyberAudit software is accessed by launching an internet web browser such as Google Chrome, Mozilla Firefox, Internet Explorer, etc. Go to the CyberAudit web address:
<https://caw9.tecsolutionsinc.com/CyberAuditWeb/>



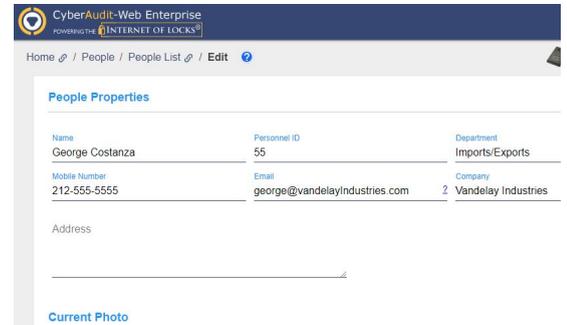
2. Click on the "People" tab, which is located towards the top of the screen. This will take you to the list of people in the database.



3. Once you're on the "People" page, click on the "+" sign located in the top right corner of the screen. By clicking this button, you are adding a new person to the system.



- This will be where you will build the individual's profile; the more information you add the better. This information can be edited at any time.



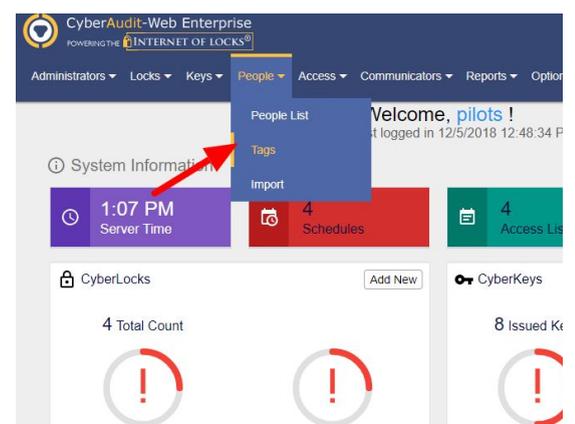
- Once all necessary information is added, click Save. The new profile you just created will populate in the "People" tab. Now you will be able to assign that person a CyberKey.



CREATE PEOPLE TAGS

People tags are used to organize personnel in order to better manage them. For example, if you have 50 security employees, you would associate those employees with the tag "Security." This saves you the hassle of having to look through numerous people lists. It also makes your life easier in the long run when giving access to personnel.

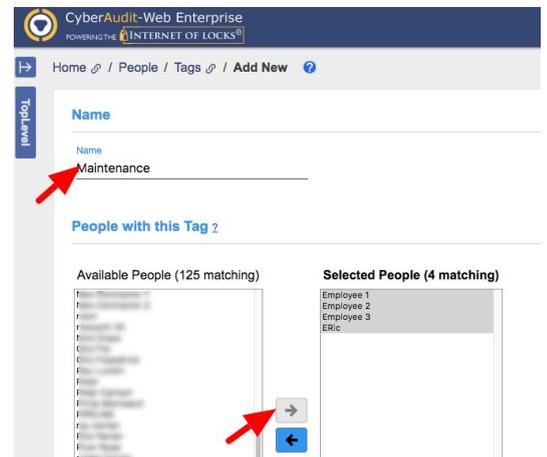
1. Go to the "People" tab located near the top of the page; click on "Tags."



2. Click the "+" icon towards the top right of the page.



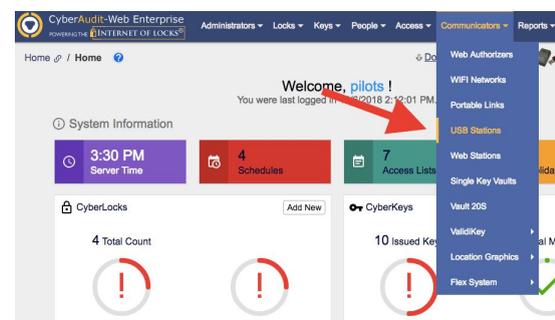
3. Create a relevant name to tag and select personnel to associate with the tag. Use arrows to move people from the “Available People” column to the “Selected People.”



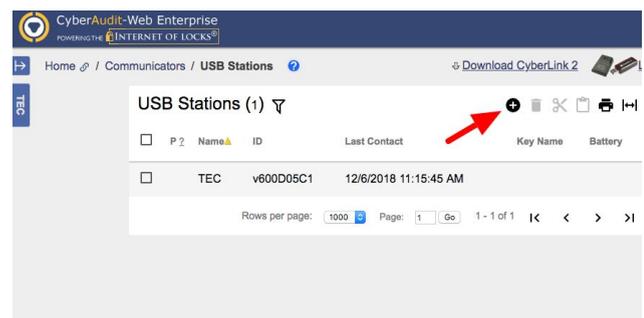
ADD USB STATION & CYBERLINK

Disregard this section if you do not have a USB station. The USB Station is used to communicate and charge. It includes a USB-to-USB cable to connect directly to a computer. In addition, CyberKeys with rechargeable batteries are charged while inserted in the station. The USB Station communicates to CyberAudit-Web with the CyberLink 2 software. CyberLink 2 is a Windows program written to run with the Microsoft® .NET framework. It is an interface used to allow CyberKeys to communicate with CyberAudit software.

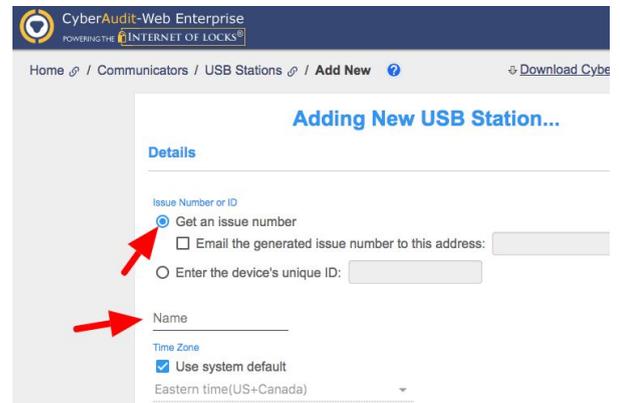
1. Go to the “Communicators” tab and select USB stations from the drop-down menu.



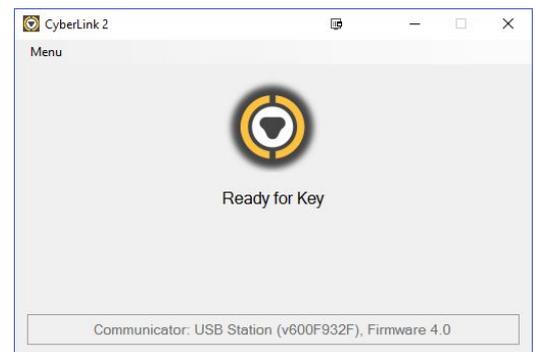
2. Click “+” to add a new USB station.



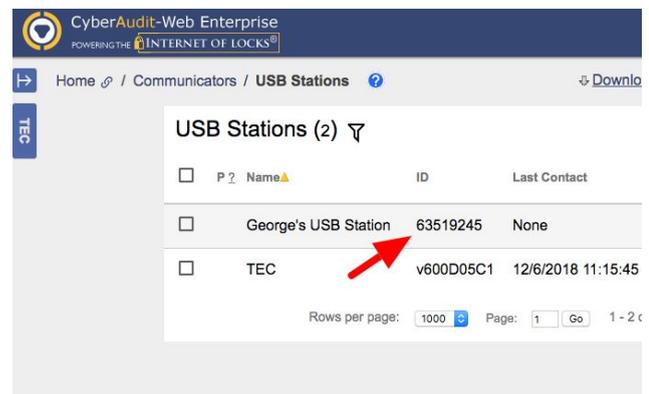
3. Check off “Issue by Number” and enter the name you want to use for the USB station and click save.



4. The USB station may or may not be ready for use. If the station is ready for use, you will see Ready screen below (right). Otherwise – Web. See next section.



5. After you click save you will see the USB station you just added and the randomly generated issue number for devices - this is the number you will enter when prompted to enter an issue number for a USB station.



- Next you will need to download CyberLink. Go to the following URL, <https://caw9.tecsolutionsinc.com/CyberAuditWeb/download/>, and click the link for “[Download CyberLink 2.7.1](#).” Open the download file and follow the prompts to finish installing CyberLink on your PC.

- Once installed, start the application. Click the top right menu for manual configuration. Enter account information. For server address enter <https://caw9.tecsolutionsinc.com/CyberAuditWeb/> and for account enter the account name you use to log in.

- CyberLink will ask for the issue number that was generated for the USB station. Enter the issue number and click OK.

CyberAudit-Web Downloads

Applications for CyberKey Blue communications

[CyberAgent - Blackberry](#)

[CyberAgent - Android](#)

Windows computers with IrDA

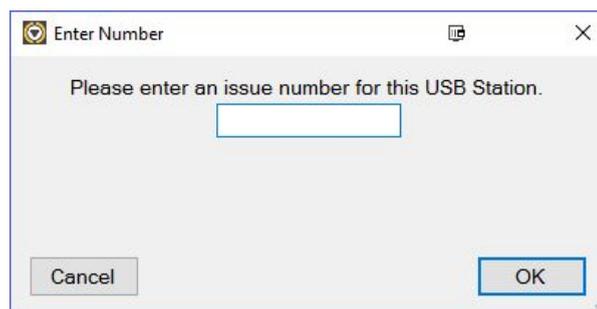
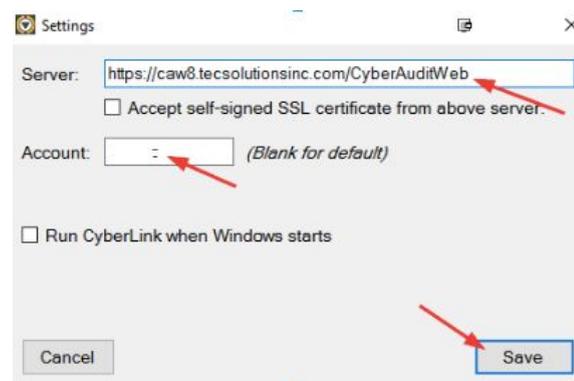
[CyberAgent - PC \(Full Installer\)](#) (19.7MB)

[CyberAgent - PC \(Upgrade Installer\)](#) (3.8MB)

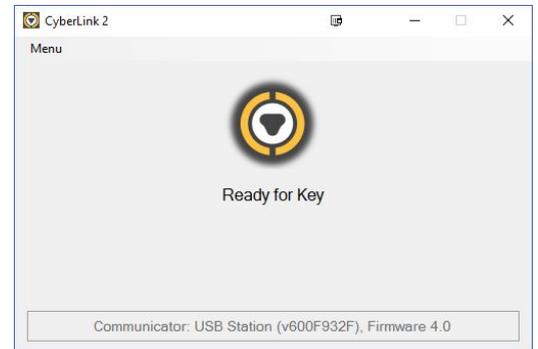
CyberLink

[Download CyberLink 2.7.1](#) (Requires Windows 7 or newer)

[Launch CyberLink Application](#)



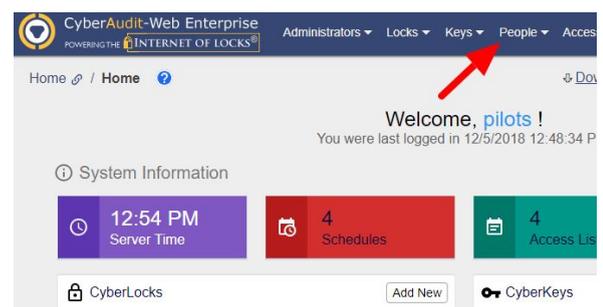
9. USB station is now ready to use. The CyberLink window will show a “Ready For Key” message and you are now able to dock a CyberKey into the USB station.



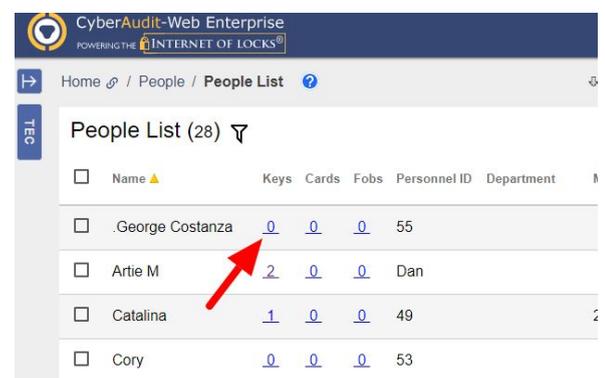
Assign CyberKey to Personnel

After you have created a profile for an employee and added a communicator for docking a key, you can now assign a CyberKey to them. The following instructions are written under the assumption that you have a CyberKey with a serial number and your USB station or Web Station is connected to your PC. The serial number stickers can be found in the box the CyberKey was delivered in. **It is highly recommended that you place a serial number sticker on the back of the CyberKey.**

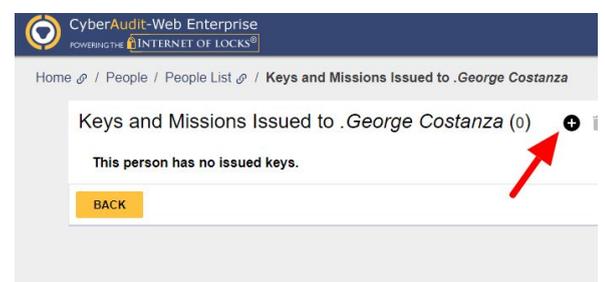
1. Click on the “People” tab located towards the top of the screen. It will take you to the list of people in the database.



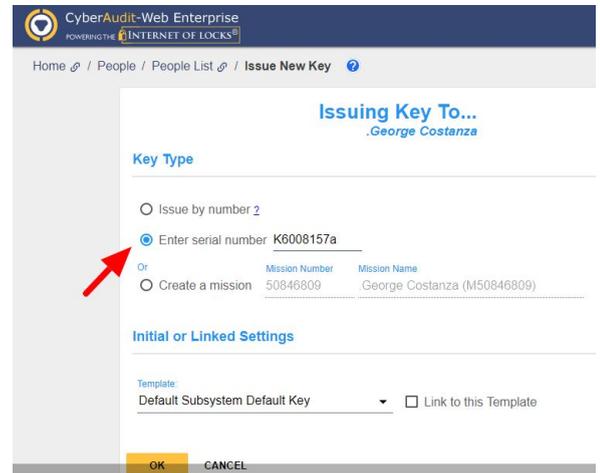
2. Find the individual to whom you want to assign the CyberKey. The column next to their name is labeled “Keys.” Click on the number in that column.



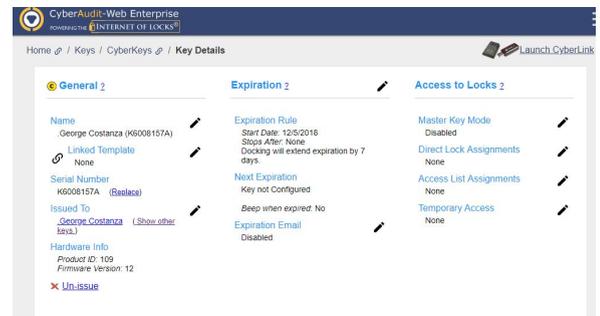
3. Click the “+” sign in the top right corner.



4. Input information for the new CyberKey:
 - For “Key Subsystem:” Choose “Default Subsystem.”
 - For “Key Type:” Click the “Enter Serial Number” bullet and enter the CyberKey’s serial number. The serial number will be 9 digits long and start with a K.
 - For “Initial or Linked Settings:” Leave untouched for now.
 - Click “OK.”



5. You will be brought to a screen to edit the CyberKey’s permissions. This is where you tell the CyberKey what CyberLocks it will have access to, schedules, expiration rules, etc.

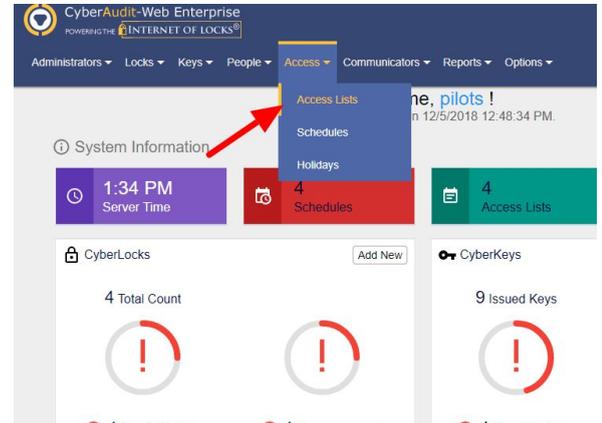


6. Once permissions are updated, dock the CyberKey for configuration. After a CyberKey is configured the yellow “C” icon should disappear.

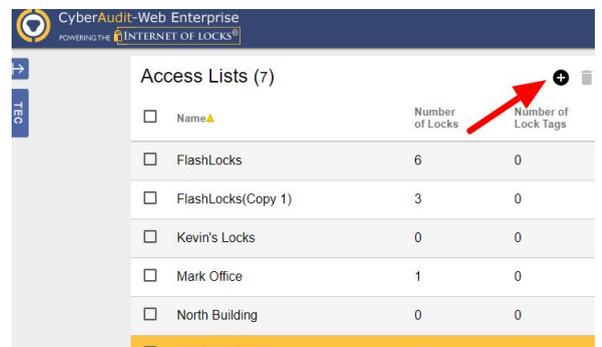
CREATE ACCESS LIST

Access lists reduce redundancy and allow you to create specific schedules that can be used over and over instead of having to create a specific schedule for each new CyberKey you issue to new personnel.

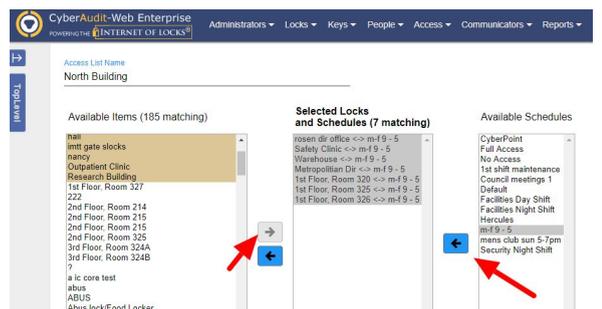
1. Go to the “Access” tab towards the top of page click on “Access Lists.”



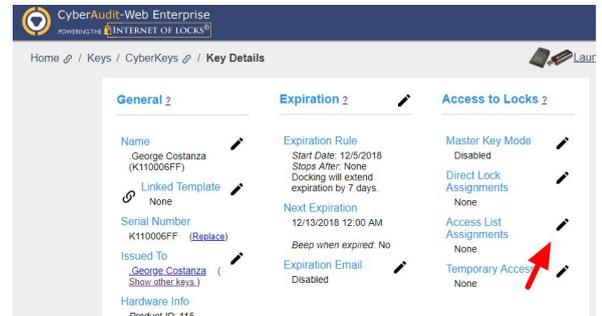
2. Click the “+” icon near the top right corner of the page.



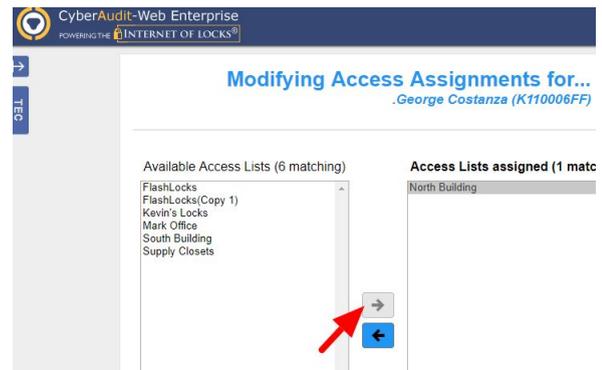
3. Select which CyberLocks you want to be associated with this specific access list and what schedule you want associated with locks. Once you have the CyberLocks selected, choose specific schedules you want associated with the CyberLocks. Use arrows to move information from column to column. Hit Save.



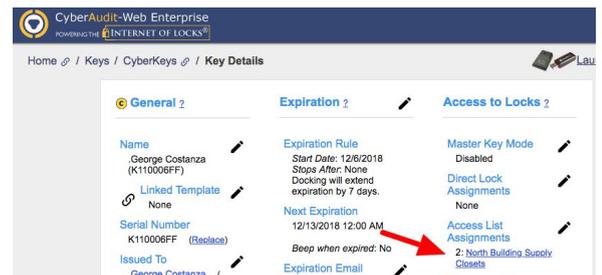
4. After you save the information you can now associate access list with personnel. Go to “Keys” located towards the top of the screen. Click on “Key List.” Click on the CyberKey that you want associated with Access List and go to “Properties” and click “Access List Assignments.”



5. Choose the Access List you wanted associated with the CyberKey. Use arrows to move information from column to column. Hit Save.



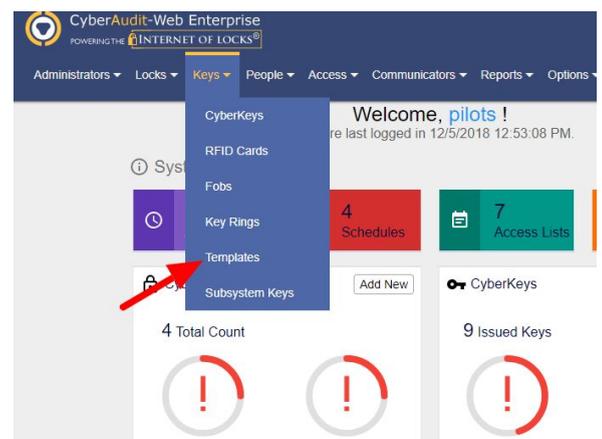
6. Once completed you will see the access list assignments linked to key.



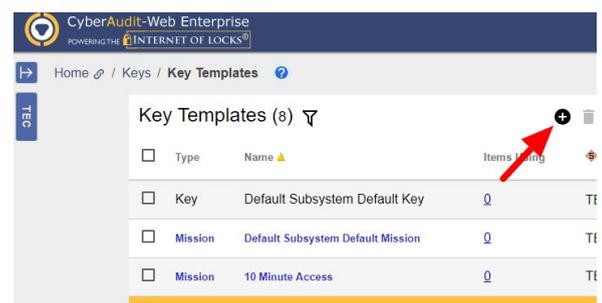
Create Key Templates

An alternative to associating Access Lists to individual CyberKeys is using Access Lists to create Key Templates. This is going to be the feature that saves you the most time. Each time a new CyberKey is assigned just link it to a pre-created template instead of doing a direct lock assignment. Please be aware that if a CyberKey is associated with template, all previous settings are lost and replaced with that template's settings.

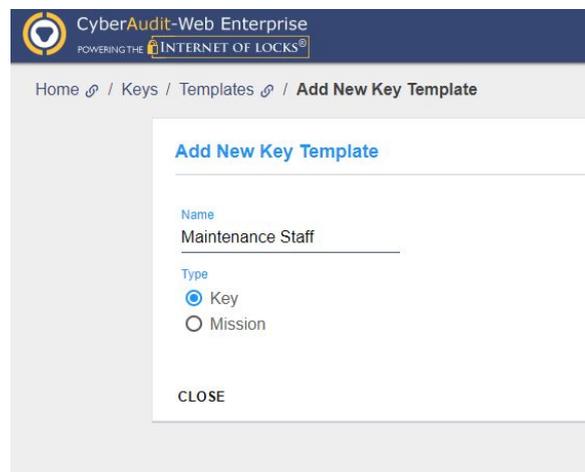
1. Go to the “Keys” tab towards top of page, click “Templates.”



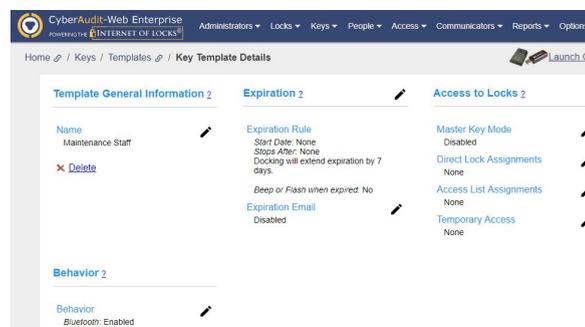
2. Click on the “+” icon near the top right of the page.



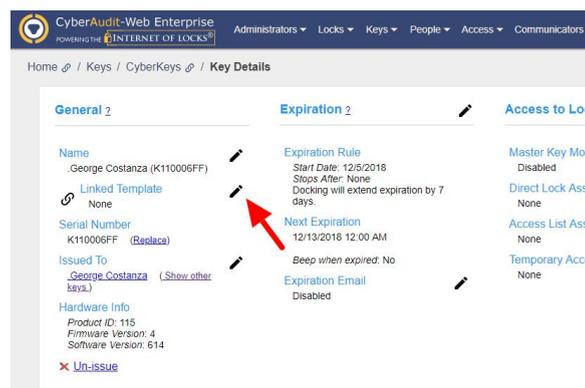
3. Enter the name you want associated with the template (e.g. Security Night Staff, Temp Employees, Maintenance, etc.). Hit Save.



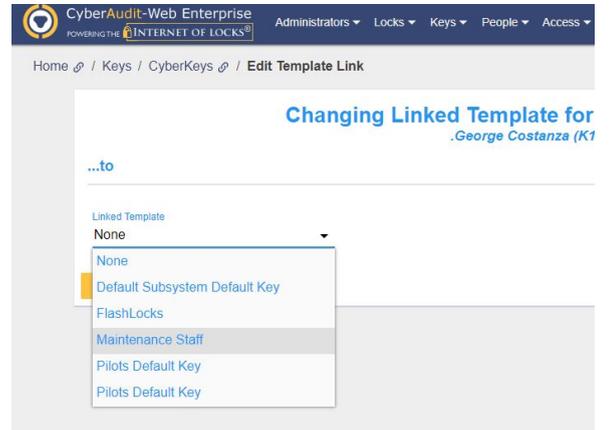
4. Input the properties in the template. The most important part is to choose the access list you want associated with CyberKey.



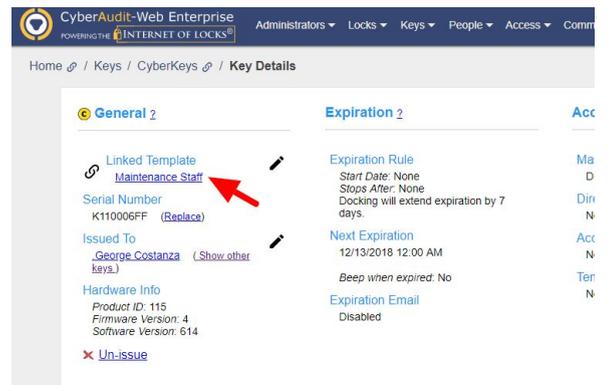
5. Once created go to the “Key” tab located towards the top of the screen. Click on the CyberKey and go to “Properties.” Click on the “Linked Template.”



6. Select the template from the drop-down menu.



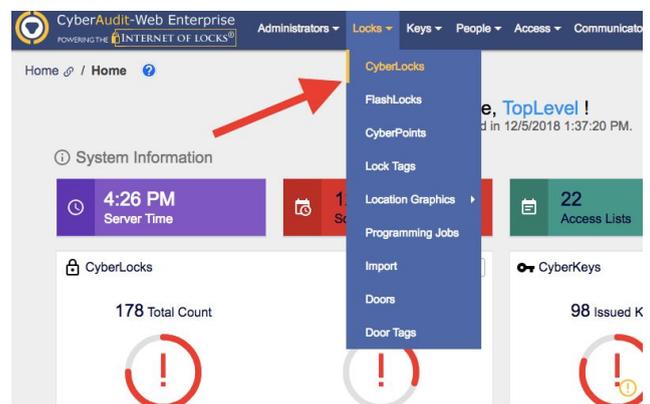
7. After clicking save you will see the template linked to CyberKey's properties.



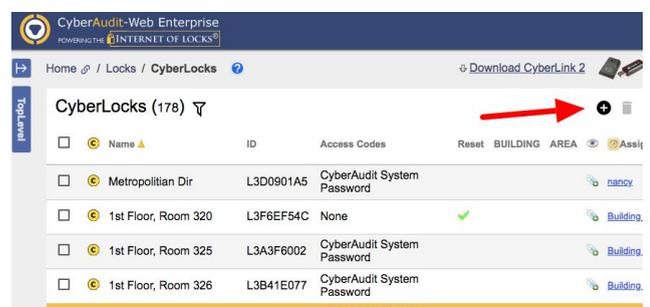
ADD NEW CYBERLOCK WITH GRAND MASTER KEY

If you are setting up a new system, it is best to add the CyberLocks before you assign CyberKeys to personnel. The following instructions are written under the assumption that you have a CyberKey Grand Master Key, a CyberLock cylinder with a serial number, and your USB station or Web Station connected to your PC. The serial number stickers can be found in the box the CyberKey was delivered in. **It is highly recommended that you place a serial number sticker on the CyberLock cylinder.** Keep in mind that Grand Master keys are being discontinued so, if you have a system without a Grand Master, instructions for adding a CyberLock via a different method are in the next section.

1. Click the “Locks” tab, which is located towards the top of the page. This will take you to the lock list.



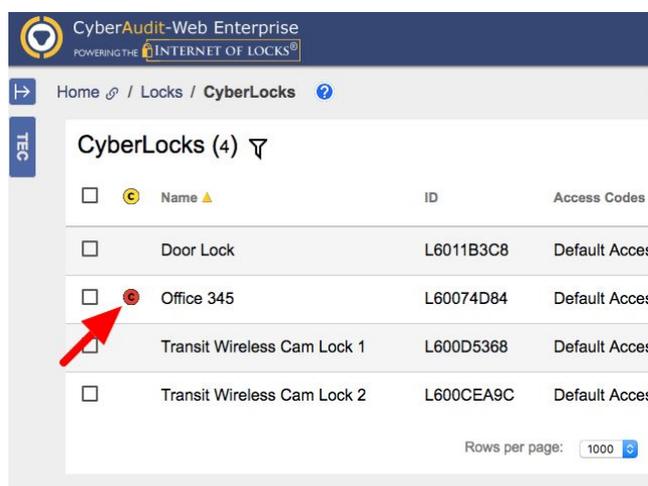
2. Click the “+” sign located in the top right corner of the page.



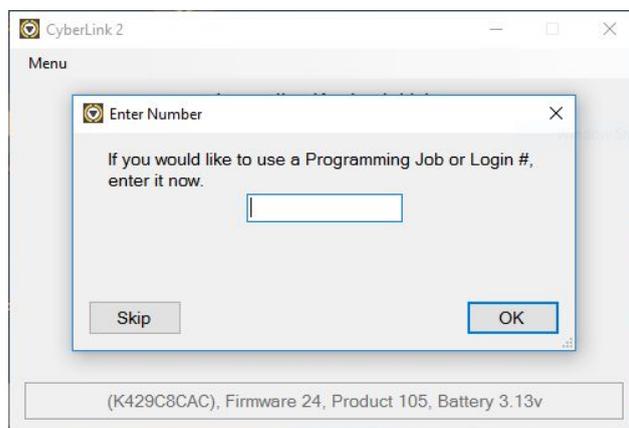
3. Input information for the new CyberLock:
 - For “Lock ID:” Enter CyberLock’s serial number. The serial number will be 9 digits long and start with an L.
 - For “Name:” Enter a lock name that makes sense for you (e.g. “Building A Rm 24”). For “Subsystem Code:” Select “Default Subsystem Code.”
 - For “Access Code” and “Secondary Access Code:” Select “Default Access Code”
 - For “Mode/Delay:” Select “Single Key/No Delay.”
 - Click Save.



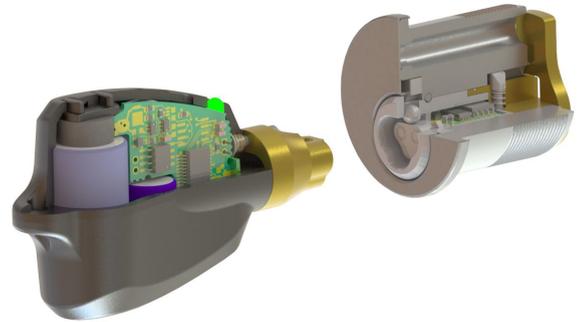
4. You will see a red “C” icon at top of page near the lock name. It indicates that the lock is added but still needs to be programmed.



5. Dock the Grand Master Key into the base station. A window will pop up asking for 8-digit job number or login number; enter your number. It is usually “11111111.”



6. After the key has been updated, insert it into a new lock or locks. You can program multiple locks at once. You will hear a static noise indicating the key is programming the lock.



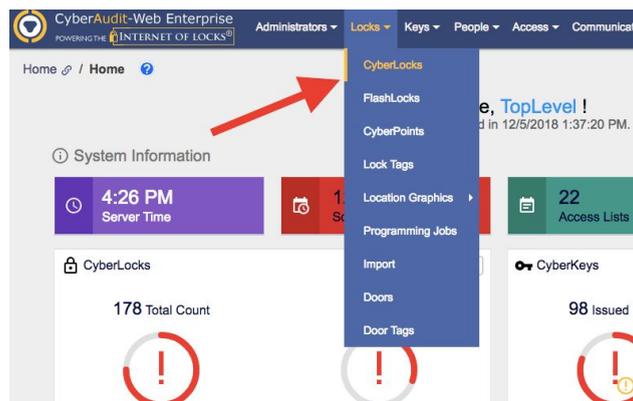
7. After you have inserted key in all locks, dock it again in the communicator. Go back to the lock list to see if the lock was programmed successfully. The indicator for a successful lock programming job will be the red “C” icon disappearing.



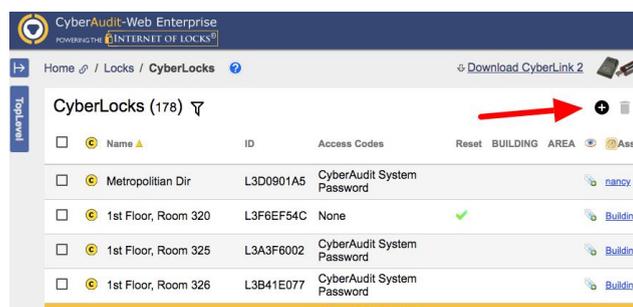
ADD NEW CYBERLOCK WITH GENERATION 2 KEY

The second way to add a new lock is with a Generation II CyberKey. They include the CyberKey Air, CyberKey Plus, CyberKey Blue 2, CyberKey Flash, and the CyberKey X. These keys are equipped to program all new CyberKeys without having to give it access. The first few steps of adding lock are the exact same as in the previous section with a few changes towards the end.

1. Click the “Locks” tab, which is located towards the top of the page. This will take you to the lock list.



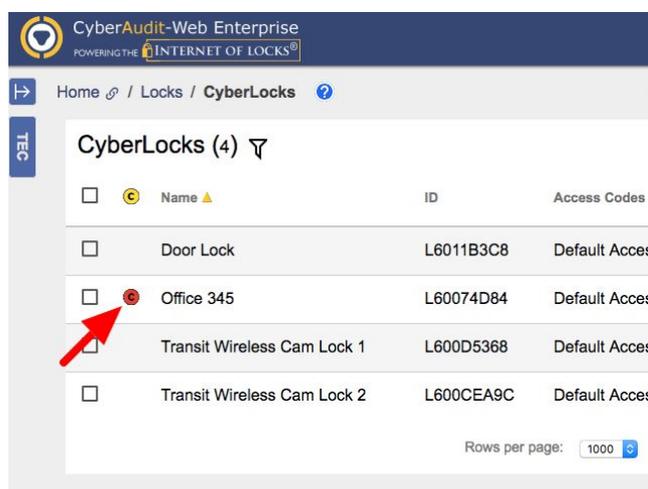
2. Click the “+” sign located in the top right corner of the page.



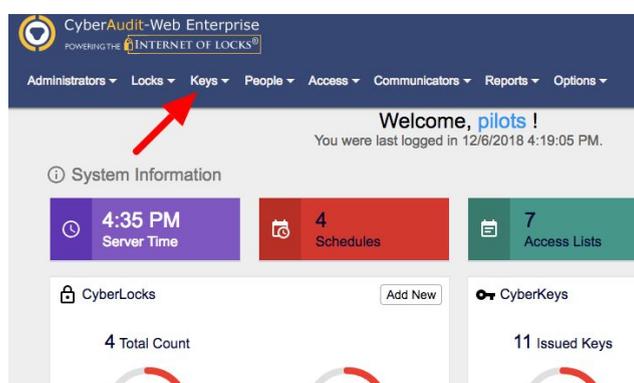
3. Input information for the new CyberLock:
 - For “Lock ID:” Enter the CyberLock’s serial number. The serial number will be 9 digits long and start with an L.
 - For “Name:” Enter a lock name that makes sense for you (e.g. “Building A Rm 24”). For “Subsystem Code:” Select “Default Subsystem Code”
 - For “Access Code” and “Secondary Access Code:” Select “Default Access Code.”
 - For “Mode/Delay:” Select “Single Key/No Delay.”
 - Click Save.



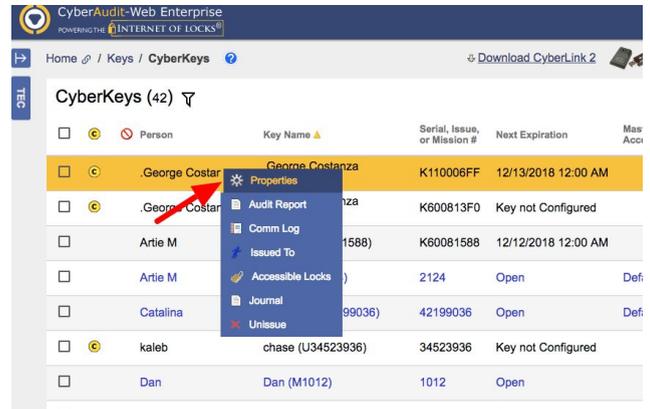
4. You will see a red “C” icon at the top of page near the lock name. It indicates that the lock is added but still needs to be programmed.



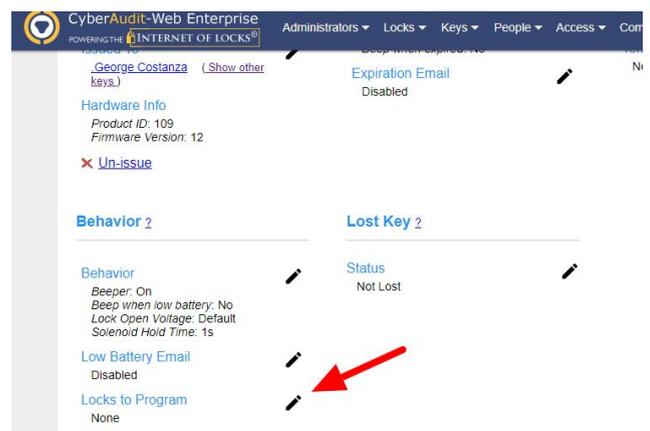
5. You are now ready to configure your Gen. II CyberKey to program locks with one touch, so click on the “Keys” tab.



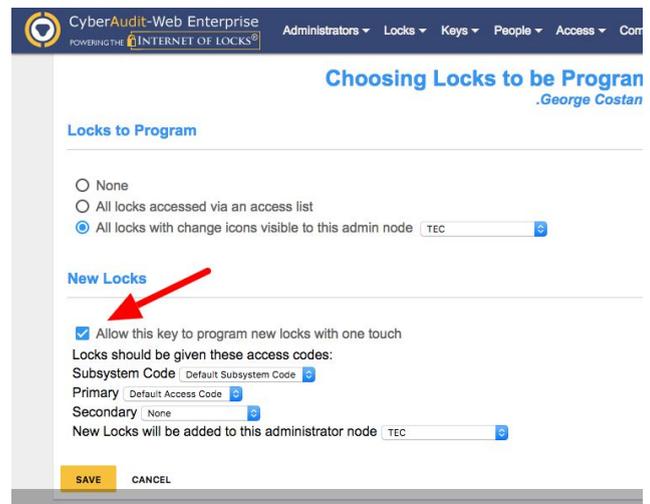
6. Click on the key you want to use to program the locks and select “Properties” from the drop-down menu.



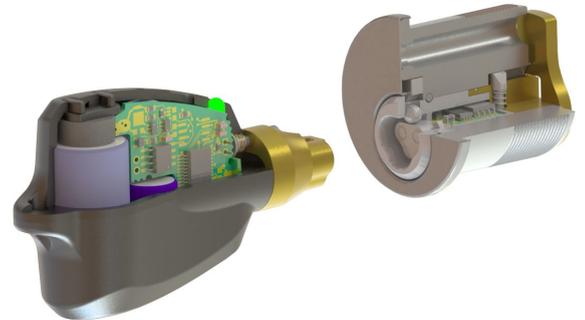
7. Scroll down to the “Behavior” section and click the link for “Locks to Program”



8. In the “New Locks” section, select the box for “Allow this key to program new locks with one touch.” Click save and dock the key in the communicator to update it with the new lock programming settings.



9. After the key has been updated, insert it into the new lock or locks. You can program multiple locks at once. You will hear a static noise indicating the key is programming the lock.



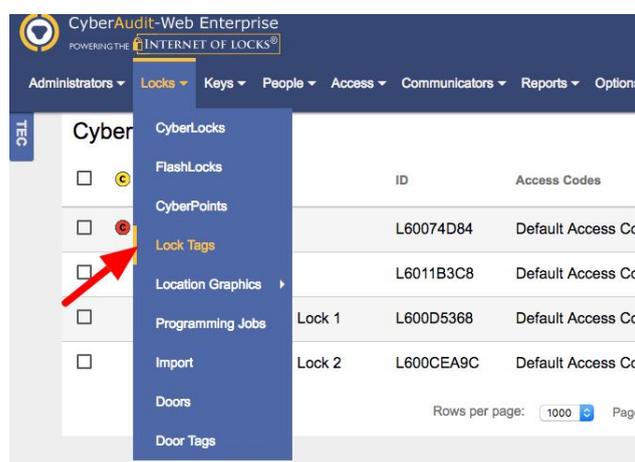
10. After you have inserted the key in all the locks, dock it again in the communicator. Go back to the lock list to see if the lock was programmed successfully. The indicator for a successful lock programming job will be the red “C” icon disappearing.



CREATE CYBERLOCK TAGS

Create Lock Tags Lock tags are used to group CyberLocks together in order to better manage them. For example, if you have 100 CyberLocks in Building A, you would associate those CyberLocks with the tag “Building A.” This saves you the hassle of having to look through numerous locks. It also makes your life easier in the long run when giving access to personnel. Instead of having to give personnel access to 100 individual CyberLocks, you can give them access to all CyberLocks associated with Building A.

1. Go to the “Locks” tab located in the top right of the page; click on “Lock Tags.”



2. Click the “+” icon towards the top right of the page.



3. Create a relevant name for the tag and select the CyberLocks you want associated with it; use information that is applicable to your site. Use arrows to move CyberLocks from “Available Locks” column to “Selected Locks”. Click Save.

