SOFTWARE CONTROL SERVICES

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End-user Manual for Softwin 3

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CONTENTS

1. SCOPE

This document contains information of how to do end-user functions on Softwin3 software which will include the following:

1. Basic operators functions
2. How to startup Softwin 3 software.
3. How to logon/logoff from the system.
4. How to open the activity screen.
5. How to silence an alarm.
6. How to check the status of equipment on system.
7. How to add/change a card on the system.

8. How drawings work.

2. GENERAL

SCS_Client is the general Building management module for the Softcon SoftWin3 range of programs. It performs Access control, input monitoring and output control via field control panels. It can be installed and run on many PCs as required and requires a link to the program SCS_Server that interfaces to the system databases.

The SCS_Client application links to the SCS_Server application which in turn interfaces with the Softcon softwin3 databases

3. BASIC OPERATORS FUNCTIONS

1. **FILE MENU**
   A menu is a list of commands that is displayed when you click a menu name. Some of these commands have images next to them so you can quickly associate the command with the image. Most menus are located on the menu bar (menu bar: The horizontal bar below the title bar that contains the names of menus.)
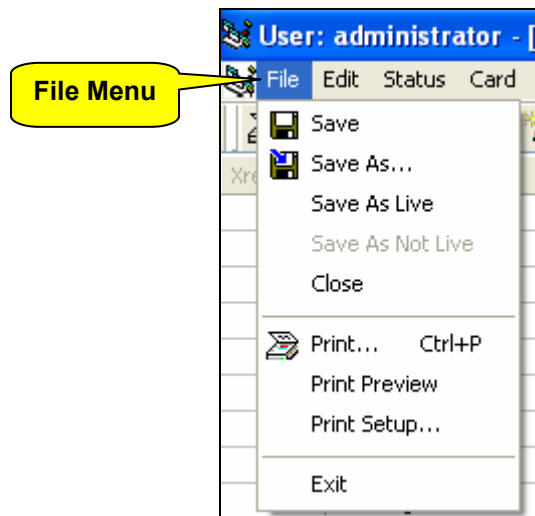   See Figure 1.

Figure 1: Menu bar

2. **TOOLBAR**
   A toolbar is the bar just underneath the file menu which is at the top of the screen. Toolbars can contain buttons, menus, or a combination of both. See Figure 2
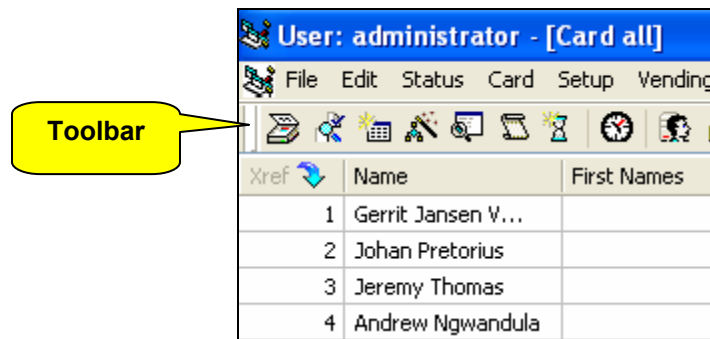
Figure 2: Toolbar

Softwin 3 has it's own custom toolbar. See Figure 3. Each of these buttons has it's own function.

Figure 3: Toolbar buttons

The following is the common toolbar buttons that you will use:

- [icon] - Print information on the currently displayed window.

- [icon] - Check the status of certain equipment and data on the system. The following status editors available, with data that can be displayed, are:
  - **Cards:** Status of the cards, Enabled or Disabled.
  - **Cards on-site:** Cards currently on site.
  - **Controllers:** Check if controllers are on-line or off-line
  - **Muxes:** Name and status of muxes, on-line or off-line.
  - **Readers:** Last card name and reference.
  - **Counters:** Counter information
  - **Inputs:** Input levels and operational states
  - **Outputs:** Output levels and operational states

- [icon] - Display a list of all the card editors, use this list to open the card window.

- [icon] - Display a list of the activities, choose **main activity** to view all the activity on the system. Main activity displays all events, with **red** for alarm, **blue** for Access events, **turquoise** for input events and all other events in **black**.

- [icon] - Log off current user and log on new user.

- [icon] - When events occur that are set for alarm, the PC buzzer sounds, if the buzzer is set for that PC. When the buzzer sounds the displayed icon is depressed. By clicking on the button, the bleeper is silenced.

- [icon] - Tile Horizontally

- ▣ - Cascade

- ▣ - Tile Vertically

3. SORTING

- ↓ **- Ascending**

- ↑ **- Descending**

When a list is displayed, the data is sorted alpha-numerically via one (or more) columns that displays the arrow icon ↓ or ↑. Clicking on the column description selects that column as the sort column and clicking on the ascending icon changes the sort to descending (and visa versa).

4. RECORDS SELECTOR
To move from one record to the next, or from beginning to end, or to a specific record use the record selector (see figure 4).
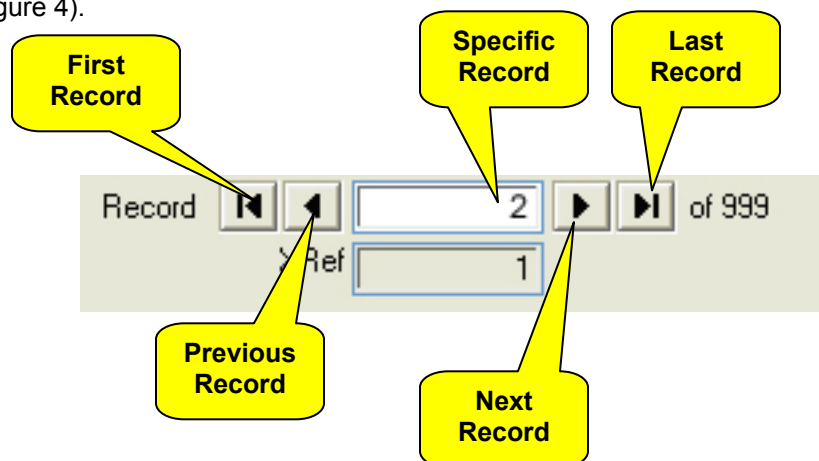

Figure 4: Record Selector

To move to the first record, click on the first record button. To move to the last record, click on the last record button. To get a specific record, type the record number in the white space and press enter on the keyboard.

5. SERVER STATUS
To check if the server is running, you will find an icon displaying the status of the server in the taskbar. Green = running. Yellow = Starting up. Red = Stop.
(See figure 5)

Figure 5: Server Status

4. HOW TO STARTUP SOFTWIN 3

Softwin 3 consist of two parts, **SCS-Client** [Client] and **SCS-Server** [Server]. [Start] **SCS-Start** initiates both **SCS-Server** and then **SCS-Client** on startup.

1. **To Start Softwin3**
   Click on start, move your mouse pointer to **Programs**, and click, move your mouse pointer to **Softwin 3** and click, move your mouse pointer to **SCS-Start** and click. (**START -> (ALL) PROGRAMS -> SOFTWIN3 -> SCS-START**). Softcon server and client will startup automatically (see figure 7).
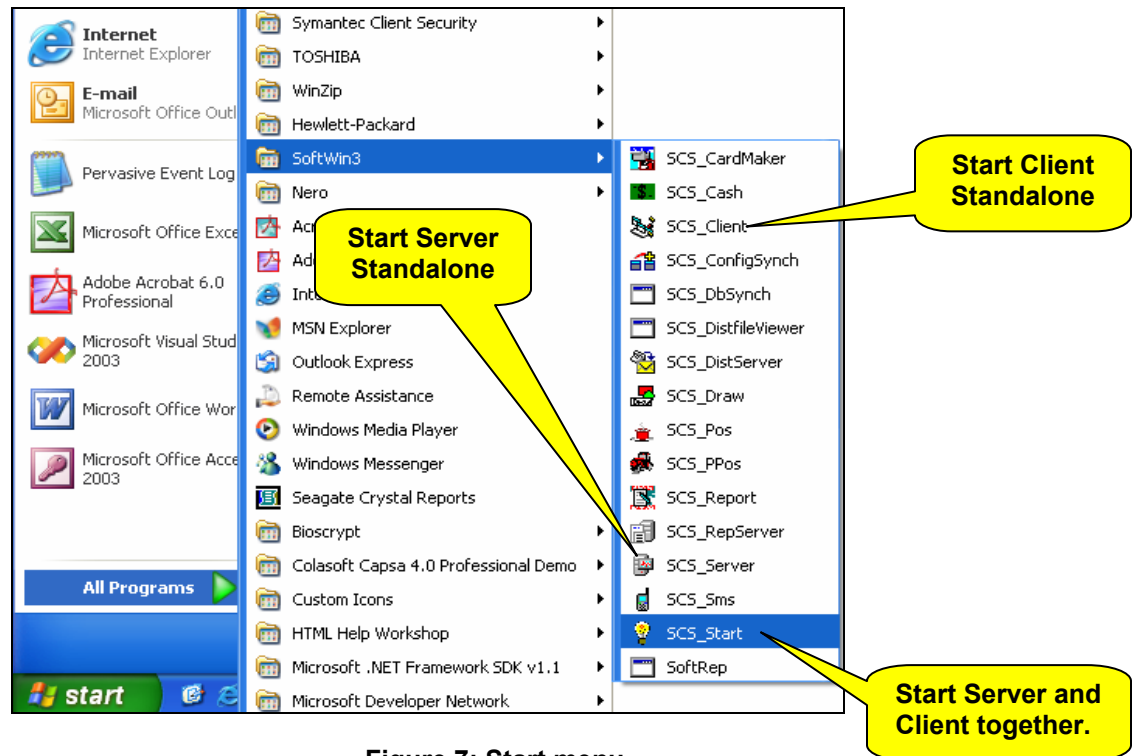

Figure 7: Start menu

2. **ALTERNATIVES**
   If you only want to start-up the server alone (see figure 7), you need to click the SCS-Server icon. Depending on your settings the server will start automatically or you need to click the **start server** button (see figure 8).
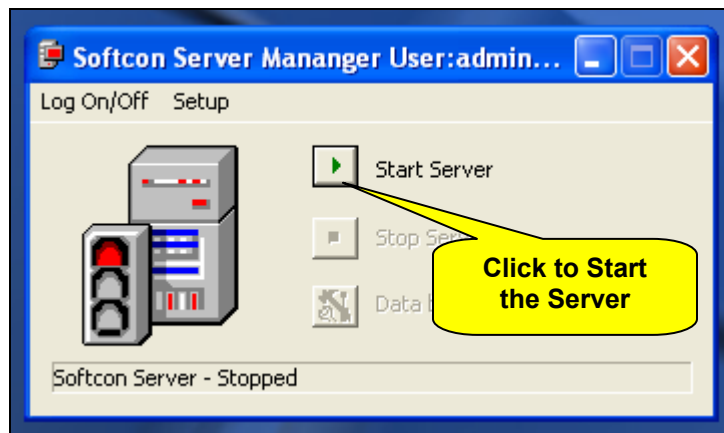
If you want to start-up the SCS-Client (see figure 7), you need to click SCS-Client icon. Depending on your settings the SCS-Client will start-up without asking for a password, or you need to enter a password and username (see figure 9) and then click on the **OK** button.
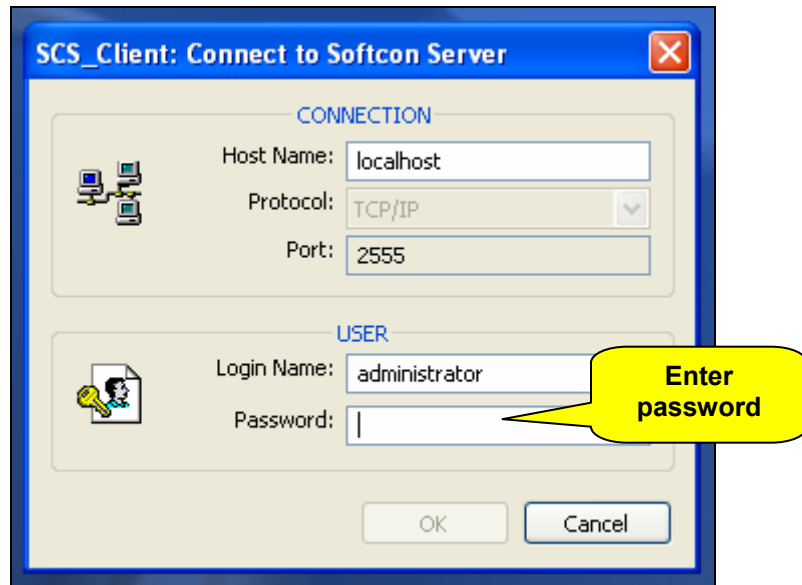

Figure 9: Login Name & Password

5. HOW TO LOG-ON/OFF FROM THE SYSTEM

To change the logged on user, click on the logon/logoff button on the toolbar (see figure 3)
To logoff from the system click the **Log Off** button on the **Logon/off** window (see figure 10) this will log on the default user. To log on to the system enter a new **Login Name** and **Password**, and click the **OK** button (see figure 8).
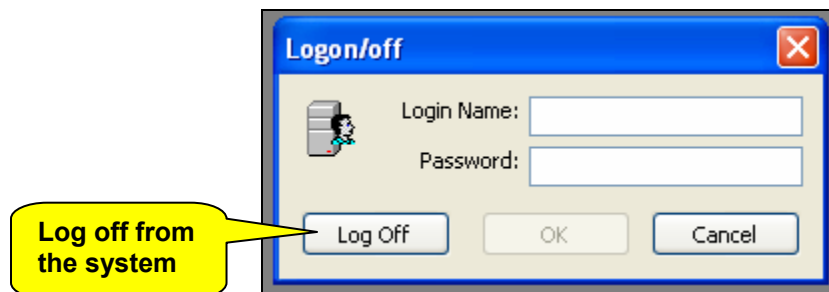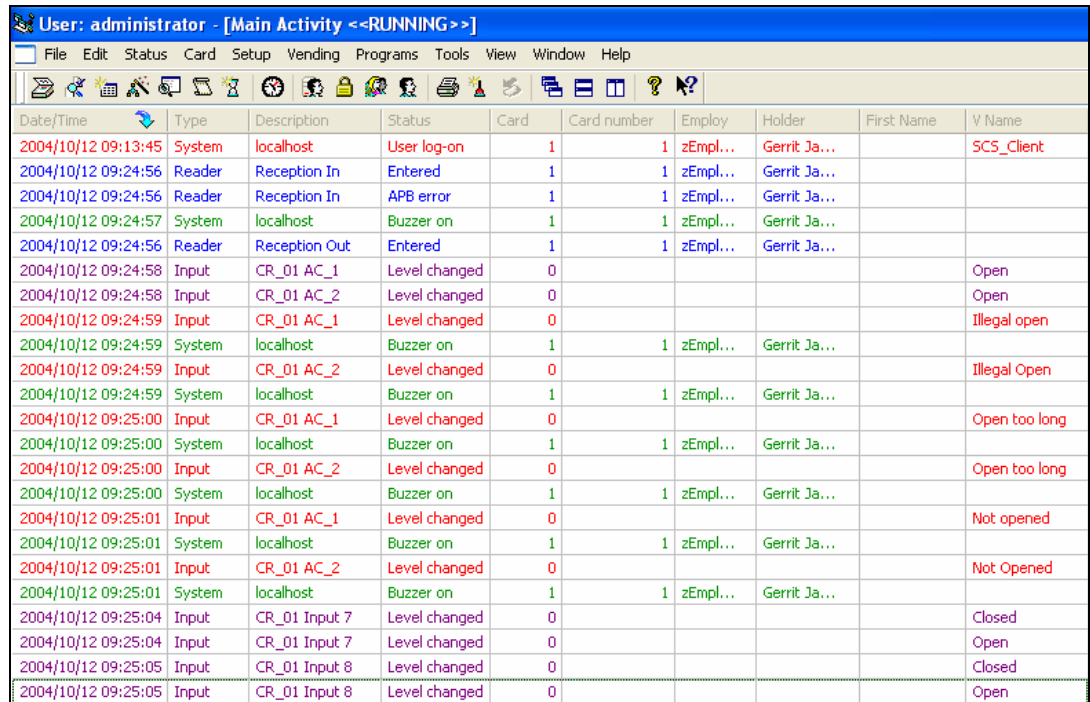

Figure 10: Logon/off

6. HOW TO OPEN THE ACTIVITY SCREEN

1. **OPEN ACTIVITY VIA TOOLBAR**

   To open the activity window click on the icon [icon] (see figure 3) or click on the file menu **Tools** and then click on **Activity**.

   All activities are "live" – meaning as they happen you will see it on the screen.
   The following window will open, displaying all the current activities (see figure 11).

Figure 11: Main Activity

2. **SHOW ACTIVITY WINDOW VIA WINDOWS MENU - IF ALREADY OPEN**
   If the activity window is already open but hidden away by the other windows, go to window, and click on **Main Activity** (see figure 12).

Figure 12: Main Activity

7. HOW TO SILENCE AN ALARM

When events occur that are set for alarms, the PC buzzer is sounds if the bleeper is set for that PC. When the buzzer sounds the icon is depressed. ![icon] . By clicking on the button, the buzzer is silenced.

8. HOW TO CHECK THE STATUS OF EQUIPMENT ON THE SYSTEM

To open the Status Editor click ![icon] the icon, or go to the file menu (see figure 13).

Figure 13: Status Editor

The status group displays the status of the system via **list editors** (see figure 14), and is generally used by the operator to see the status of the system.

Figure 14: List Editor

1. **STATUS CONTROLLERS**

The most common list editor you are going to use is **Status Controllers** (see Figure 14). To open the **Status Controllers** double click on **Status Controllers** or click on **Status Controllers** and then clic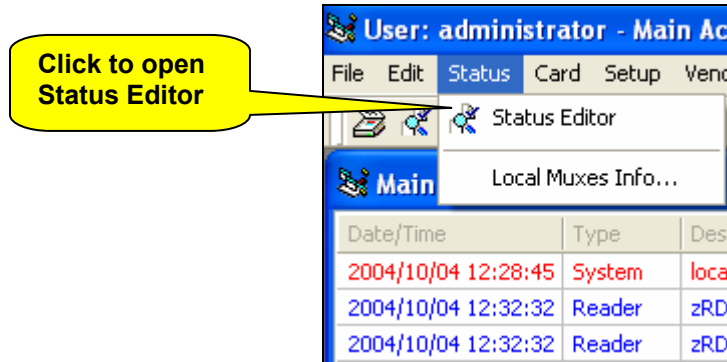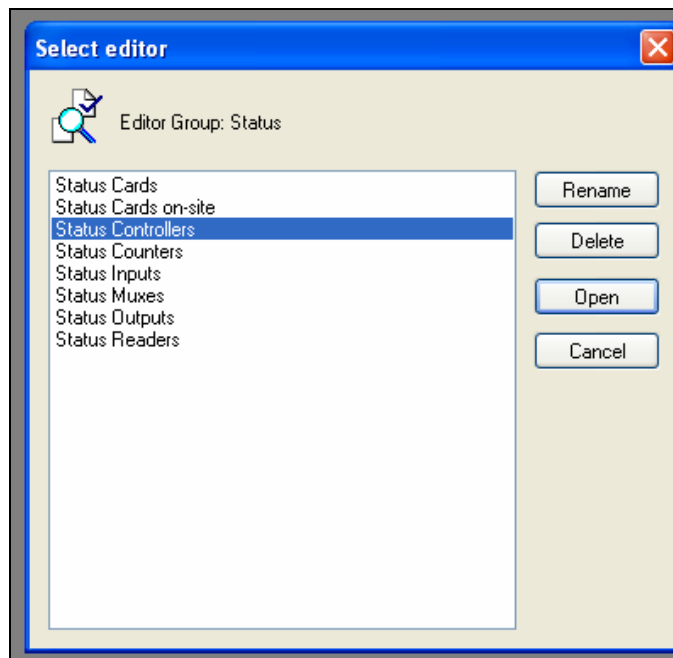k **Open** (See figure 14). The **Status Controllers** window is displayed (see figure 15). The status can be on-line or off-line. On-line – there is communication between the controller and the PC access control software. Off-line – there is one communication between the access control software PC and controllers.
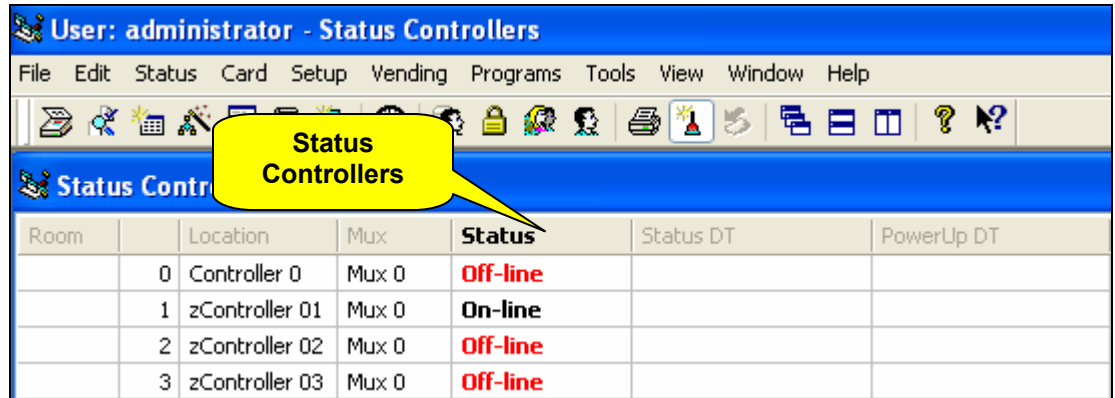

Figure 15: Status Controllers

2. **LOCAL MUX INFO**

A mux card is used to send and receive information to and from the controller. You can check the status of the local mux via local muxes info. Local muxes info is available by selecting status, local muxes info.

Name is the description given to the card.

The **Version** of the program installed in the mux card is read automatically when SCS_Client starts running.

When communication (comms) with the mux card is correct a green icon indicates on-line, a red icon indicates off-line (see figure 16), i.e. comms is faulty. Mux cards continuously poll the controllers for data. Should a controller not respond, an off-line message is generated and polling of that controller is terminated. All off-line controllers are automatically re-polled in a 5-minute cycle. Communication with an off-line controller is established, an on-line messages is generated.
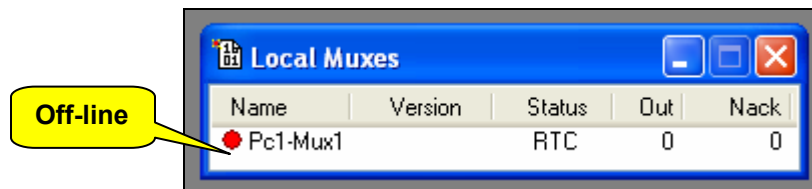

Figure 16: Local Mux Info

9. HOW TO EDIT A CARD

To open the Card Editor click ![icon] the icon, or click **Card** and the click on **Card Editor**.

The card menu provides card information via List editors. Lists provided as default are:

Card Admin: Displays data generally edited by Admin staff.
Card All: Displays all card data.
Card Vend: Displays vending data generally edited by Vending/canteen staff.
Card Visitors Pre-register: Displays data of pre-registered visitor (activated in future versions).
Card Visitor Parking: Displays data of parking bays (activated in future versions).
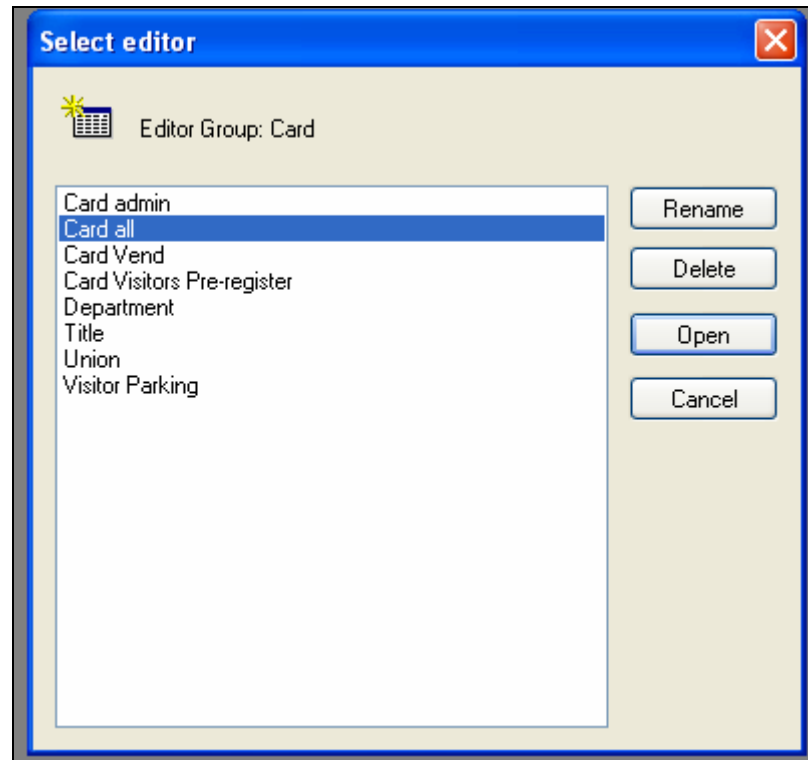(see figure 17)

Figure 17: Card List Editors

To open the card database, double click on **Card Admin** on **Card Admin** click on the **Open** button. The following screen will be displayed (see figure 18)

Figure 18: Cards Admin

Some information can be change in the list editors (see figure 19). For example department, status. This settings depends on how your card window is setup by your installer.

Figure 19: List Editor

To get to all the properties of the card, right click on the record and select properties (see figure 20).

Figure 20: Card Properties

1. **GENERAL PAGE**

The **General page** contains general personal information regarding the cardholder and has no effect on the functioning of the system. The data is editable, and is not changed by the system when the card moves (see figure 21).

Figure 21: Cards - General

Personal Details for Card holder
- **Title**: Selected from a list.
- **Surname**: Holders surname. This field is often used to enter the surname and first name.
- **First Names**:
- **ID number**: ID number (or passport if no ID number).
- **Gender**: Selected from a list.
- **Employ number**: Company employment number. This is a unique number and cannot be duplicated. An error message will be give if it found a duplicate number. The second number will not be accepted.

Contact Numbers
- **Home**: Telephone numbers.
- **Work**: Telephone numbers.
- **Cell**: Telephone numbers.
- **Other**: Telephone numbers.

Address
- **Address 1**: Street or Apartment number and name.
- **Address 2**:
- **Suburb**: If applicable.
- **City**:
- **Postal code**:
- **Email**:

Business
- **Company**: Generally used for contractors or visitors.
- **Department**: Selected from a list.
- **Description**: Work description.

Vehicle info
- **Car registr 1,2,3**: Registrations of all vehicles that can be used to site, e.g. NVR664T.
- **Description 1,2,3**: Description of the vehicles, e.g. Grey BMW.

Other info
- **Citizenship**: Country of citizenship (optional).
- **Union affiliation**: Selects the trade union the cardholder is affiliated to (optional).

2. STATUS PAGE

The **Status page** contains Access control information of the card. The location of the card is not editable, however all other information can be changed via either a drop down list box or editable text field.

Figure 22: Card status

Locations and Groups
- **Location and Time**: The current location of the card and when it moved there (year-month-date, hh:min:sec).
- **Previous location**: The previous location of the card, i.e. the previous area zone it was in before the last time the card was used.
- **Area Group**: Area groups define to which area zones the cardholder may be granted access to. Many cards may be allocated to the same group (e.g. "Area group - managers" with access to all zones) or the card can have its own unique group.

- **Time Group**: TIME GROUP defines when a card may be granted access. One of 15 access time groups are selectable (with 8 time zones), e.g. "Time group 1 - managers" with 24 hr access.

- **Capture Group**: The card can be set to capture when entering specific areas. Set-up groups are set with the zones to which cards are captured and a capture group is set for the cards to be captured. Typically a group is set to capture at building exits, another at parking exit only.

- **Accumulation Data** - The time ACCUMULATION total for the card is not editable and is calculated by the system, and represents the totals since the last day-, week- and month-end.

- **Day**: Card total for the present day.
- **Week**: Card total for the present week.
- **Month**: Card total for the present month.
- **Hr/week**: Data used in reports – typically the minimum hours required per week.
- **Hr/leave**: Data used in reports – typically the hours leave used during the current week.

- **Status** – Each card is set with a status of Disabled, Enabled or Capture. When the card has expired, the expired status is used and when the cards count is full, the count full status is used. Typically an expired card becomes capture.

- **Counts** - Parameters in this section are used only in certain installations when counting of the card in to a specific area zone is required (e.g. in to a canteen) or in vending type applications All the parameters are editable, with the value and entries parameters being updated by the system as the card moves in to certain area zones.

2.   CARD PAGE

The Card page contains card related Access information (see figure 23).

Figure 23: Card page

- **CARD Info** - Data in this section is editable and is not altered by the system.

- **Number 1, 2:** This number is the true number encoded in to, or on to the card or tag. In most installations, the number is equal to the card reference number. This number is only used for readers set with DB10, for other settings, the reference number is used as the card number. Readers are set to use cards 1 or 2 (e.g. MAG and PROX card). For DB10, the number of digits for number depends on the setting in the general set-up menu. For example when set to 5, 5 digits must be entered for number, with leading zeros to make up the 5 digits. The default set in the XLI files is 1, thus requiring no leading zeros.
- **Issue 1, 2**: Certain card types use issue numbers that typically follow the card number. The issue number can be read as part of the card and wrong issue cards are rejected. This requires a setting in set-up/general set-up/cards mask. The issue number can be set (also in cards mask menu) to auto increment when the card is programmed.
- **Previous**: This number indicates the previous card number the cardholder used and is only used for documentation purposes and does not affect the functioning of the system.
- **Host**: A card number can be linked to a host card, only being allowed access via a reader which gives access to the area (or linked area) in which the host is in. The linked number is the reference number of the host, not the card number. This option is also referred to as Follow me.
- **Visitor ref**: If the card is a visitor card, as entered by the visitor system, the last visitor reference (i.e. the visitor that last was allocated to use the card) is displayed. If a normal card, the reference is zero.
- **Pin code**: A pin number can be allocated to cards when pin pads are installed. Depending on the set-up of the Pin Pad and reader time groups, access is via either card or pin code or both. Cards set with a pin code of zero, gains access only by card, no pin is required. Should more than one cardholder have the same pin code and access is only by pin (no card is swiped), the system reports access to the holder of the pin code first found in the database (starting at card 1). When cards and pin codes are used, the correct card is reported. A 9 in the last digit of the code is reserved for duress report, i.e. when a cardholder changed the last digit to 9, a duress alarm is generated (access is granted if the card normally has access).
- **Issued**: This is the date and time the card was issued and serves as the enable time for the card. The card will not function before this date/time. The format is year-month-date hour:minute (e.g. 1986-12-30 11:50).
  Sets the issues to date/time of the PC and the expires time as defined in the expire mask in the General set-up menu
- **Expires**: The card expires on this date/time. The format is the same as above.
- **Expire Status**: The status of the card when expired, e.g. when the card is expired, it is a capture card, normally it is enabled.
- **APB Reset**: When checked, the card has a free APB movement, i.e. when attempting to gain access via an APB reader and the card has access but has an APB error, access will be granted.
- **Passback**: A card set as a passback card, overrides anti-passback, i.e. the card can be used for multi-access to the same area zone without the requirements to exit the zone (as is required for anti-passback). The required option is selected by clicking in the down arrow and clicking on the required option.
- **Photo Info** – Contains photo related data and is editable and is not altered by the system.
- **Photo**: A photo can be linked to the card by entering the file name (with path). Drawing can be created with photos linked to readers, i.e. the photo of the card presented to the specific reader is displayed (see SoftDraw). The photo is linked to the card by double clicking on the photo area, which opens a list box of photos in the photo database. Select the appropriate photo by scrolling the list. Photos are of any popular file types, e.g. .bmp, .jpg, etc. The photo file name can be edited or selected.

HOW TO ADD A PHOTO

First of all the photo needs to be on the physical hard drive of the pc. If you know where to allocate the photo on the PC you need to go and browse for the photo (see figure 23). When photo is found click on the **Apply** button to accept the photo (see figure 23). The photo will be displayed.

10. SCS_DRAW

SCS_Draw enables the creating and display of drawings, with items on the drawing linked to readers, inputs, outputs, cameras, etc. SCS_Draw is a separate program (application) and allows operator control via graphical displays and maps.

1. **OPEN DRAWINGS**

    On the file menu, go to **Programs**. On the Programs menu, choose **SCS_Draw**, to startup drawings (see figure 24).
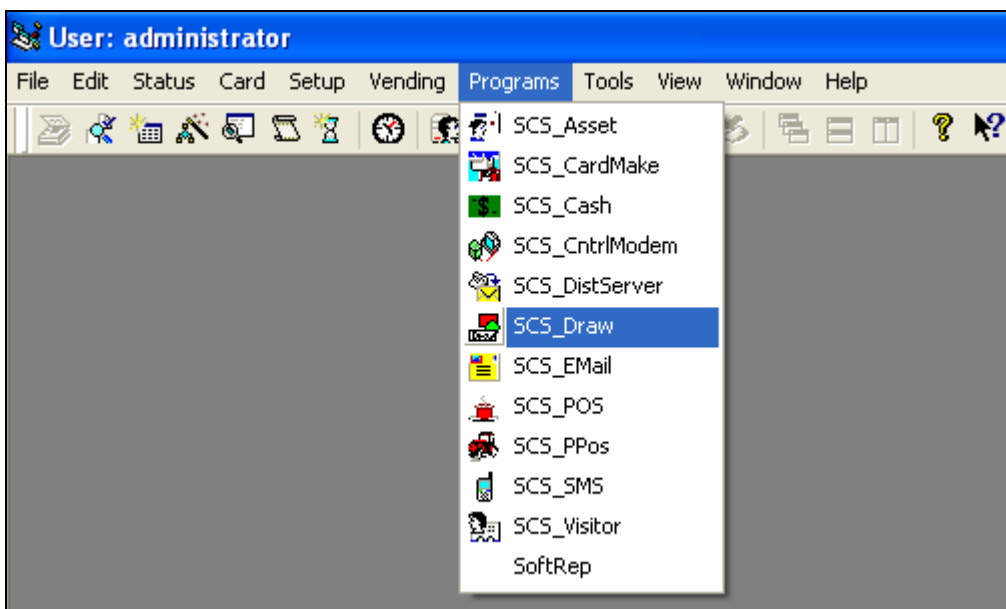

Figure 24: SCS_Draw

2. **OPERATE DRAWING**
    The operation of drawings is going to depend on how your installer has setup drawings, what has been added and what not.

    The drawing described below is a default drawing that Softcon has shipped with the software (see figure 25).
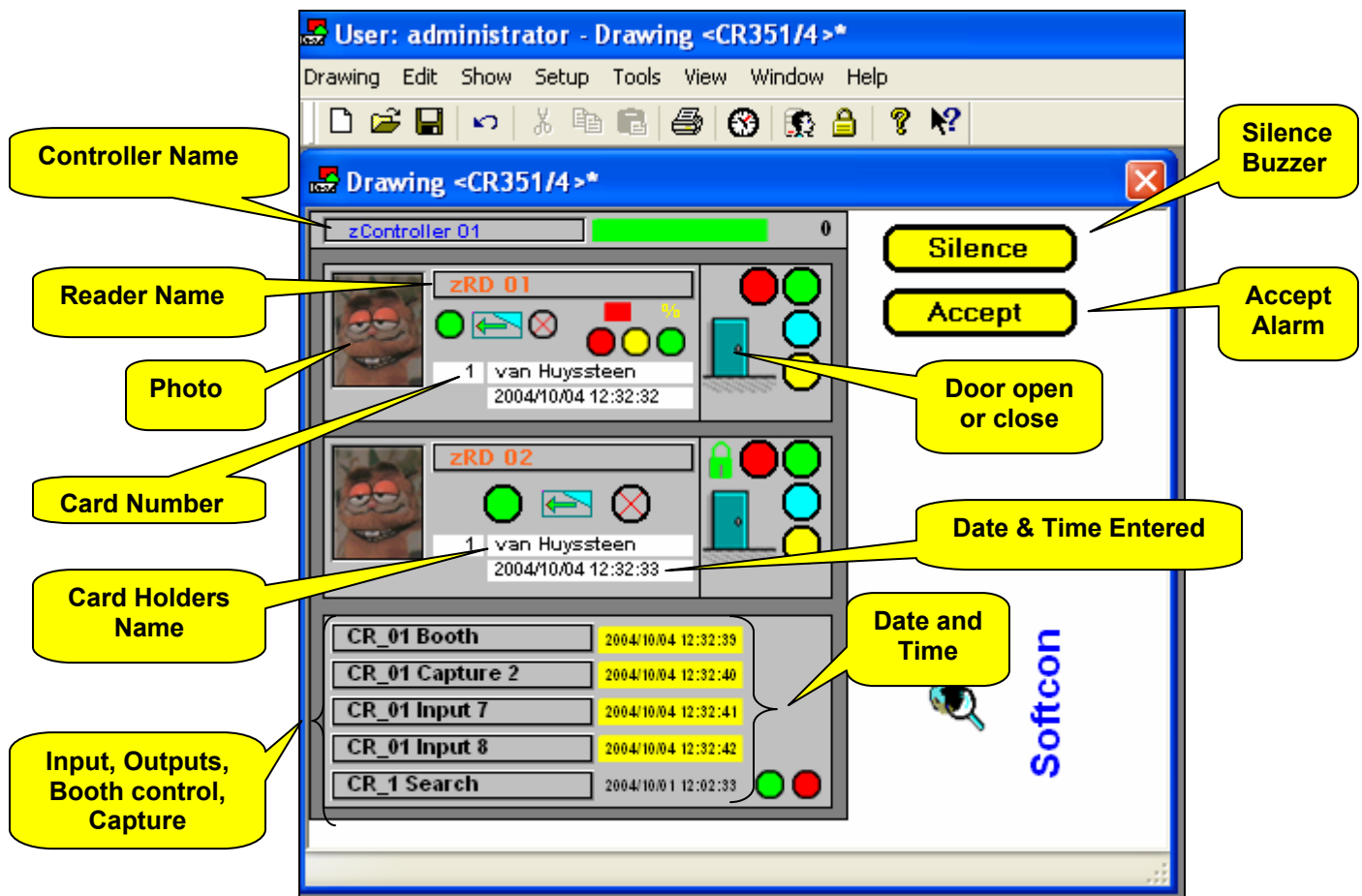
Figure 25: Drawings

The above drawing displays the following:
1. The name of the controller.
2. The name of the reader.
3. A photo of a person entered at a specific door.
4. The card number.
5. The person's name.
6. Date and time.
7. Booth, Capture, Input, Output, . . .

To Silence the Alarm, click on the **Silence** button (see figure 16).
To Accept the alarm, click on the **Accept** button (see figure 16).