



SW3 Operators-Groups How2



Revision 002

10 August 2022

Revision History

Version	Date	Person	Reason For Changes
001	2010-07-01	MDH	Initial
002	2022-08-10	MTL	Redo

CONTENTS

1	AIM	3
2	GENERAL	3
3	 OPERATOR [USER] GROUPS	3
4	 OPERATORS [USERS]	4
	4.1 PASSWORDS	4
5	GROUP ACCESS TO MENUS	5
6	GROUP ACCESS TO LISTS	5
7	GROUP ACCESS TO LIST COLUMNS	6
8	GROUP ACCESS TO ITEMS	6
	8.1 AREA ZONES / GROUPS MULTI-GROUPS	7
9	GROUP ACCESS TO REPORTS	9
10	ACCESS TO DRAWING	10

1 AIM

The aim and goal of this .PDF document is to serve as addition help manual for the use of the Softcon program SoftWin 3 (SW3).

The document details how to manage operators to use SW3 Applications (Server and Client Programs running on PCs).

2 GENERAL

To comply with international standards for Access control, terminology has changed as follows:

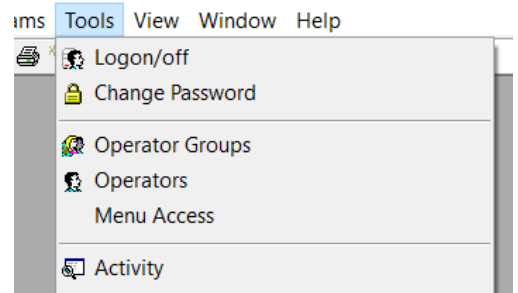
<u>New</u>	<u>Old</u>	<u>Description</u>
Operators	Users	Have access to PC Applications (Edit settings and User profiles, run reports, effect events via Drawings, etc.
Users	Card Holders	Request Access via tokens.
Tokens	Card	Tags, cards and biometrics used to identify the users requesting access to Area Zone.

Older versions of SW3 and documentation use the old terms.

This document use the new terms, with old name is [square brackets]

Control of Operators is via menus in the Softcon Application SCS_Client.exe, under the Tools Tab.

Access to Items on display are also set in List and Property sheet editors and in Drawings (Maps)



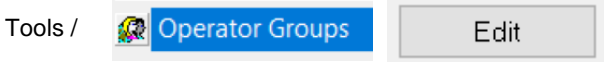
3 OPERATOR [USER] GROUPS

Note the Icon is multiple faces.




To simplify what Operators can see and select (edit), Operators are allocated to Operator Group(s), with each group being granted access to Items on display by Administrators.

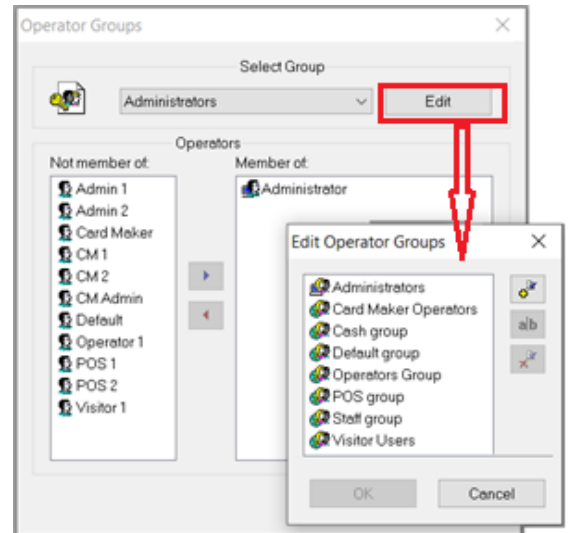
Hence, when rights are changed for a group, it changes for all operators that belong to that group.

By default, sample operator groups have been set, typically as shown by selecting:



Administrators can:

-  Add groups.
-  Deleted (click on Group Name and select Delete Icon).
-  Rename (Click on Group Name and select a/b Icon).



These names as simply descriptive to identify the Group.

Note the Default Groups is used for auto logoff (see below).

When opening the operator group menu, the bottom Operators Section shows Operators that belong to the group (member of on the right). To add an operator to the group, simply slick on the Not Member of name (or multiple by shift click) and move to the right by clicking if the right arrow (between the Not / Member of).

To remove, select on names (on the right) and click on the left arrow).

4 OPERATORS [USERS]

Note the Icon is single face.

Operators are persons that use the SW3 Applications running on PCs.

By default, sample operators have been set, typically as shown by selecting:



These default Operators use Passwords that are the same as the Operator Name (e.g. Admin 1), using Upper Case as in the Name.

Administrators can:



Add operators.



Deleted (click on Operator Name and select Delete Icon).



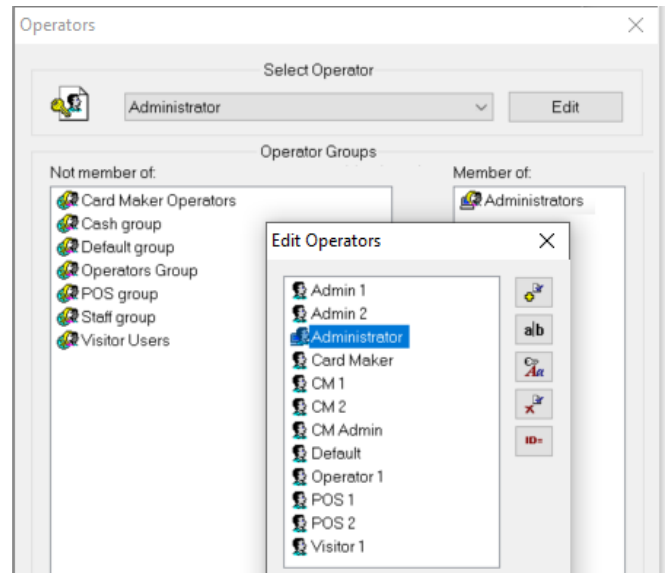
Rename (Click on Name and select a/b Icon or click twice on the name).



Change password (Click on Name and select Aa Icon)



Link to a user in the user database.



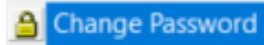
4.1 PASSWORDS

Change Password

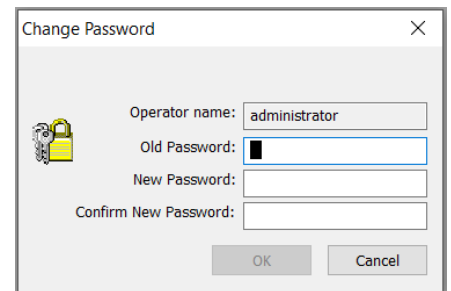
Done by the Administrators in the menu above

There is no limitations of the length or type of characters / digits to be used.

If an operator is enabled to the Change Password option in the Tools menu Operator can change their own password.



The default operator **Administrator** (password **Admin**) has access to all. This operator name and password must be changed.



The passwords are encrypted and stored in a specific database.

Should administrator passwords be lost, please call the installer support on how to recover (all passwords will be lost).

Password Period

In the Menu Setup / General Setup, a Password Period can be set that disables passwords after a period after being created.

Setting of non-zero selects Years-Months-Days HH:MM

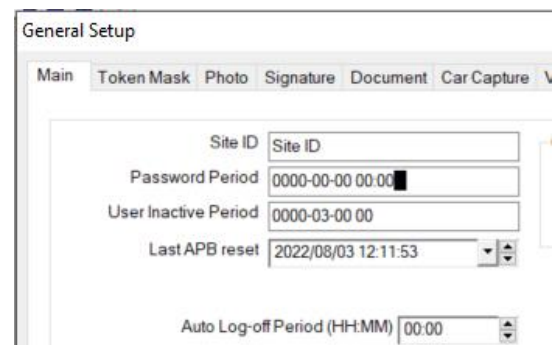
e.g. to set monthly, set 0000-01-00 00:00

Password period is checked when Expiry Checking is done

Setup / Setup Editor / PC

Auto Log-Off

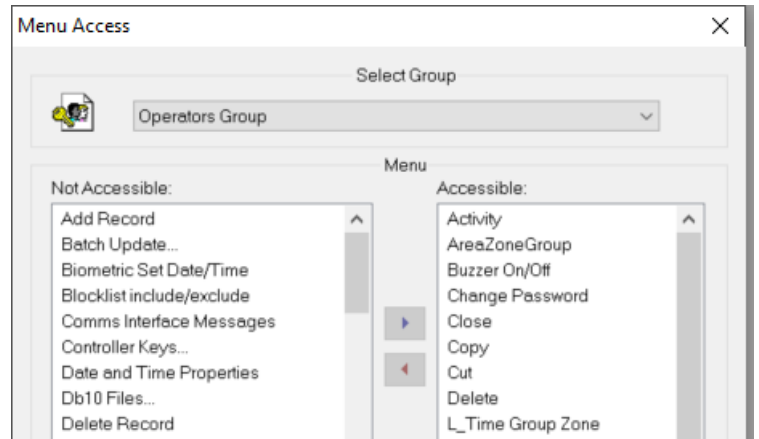
General setup menu also has the option to set an Auto Log-off period. If an operator does with log-off before the period (after no operator action), the Application reverts to the Default Group.



5 GROUP ACCESS TO MENUS

Tools / **Menu Access** sets the menus each Operator Group has access to:

Select the group on the list on the top of the menu and move required menus left or right.



6 GROUP ACCESS TO LISTS

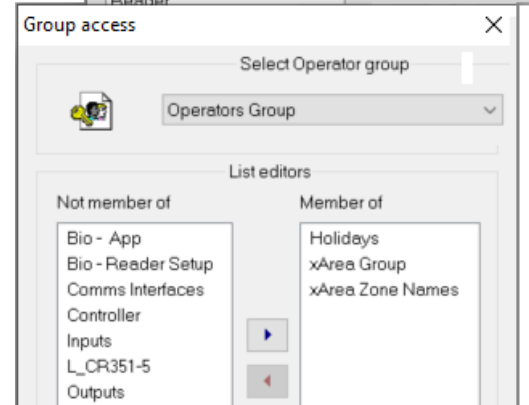
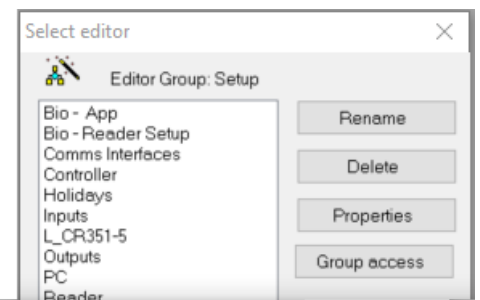
Most data is edited via list editors (like Database / Spread sheet display with columns and rows).

These Lists are selected from Editor Lists

- Setup Editor
- Status Editor
- User Editor

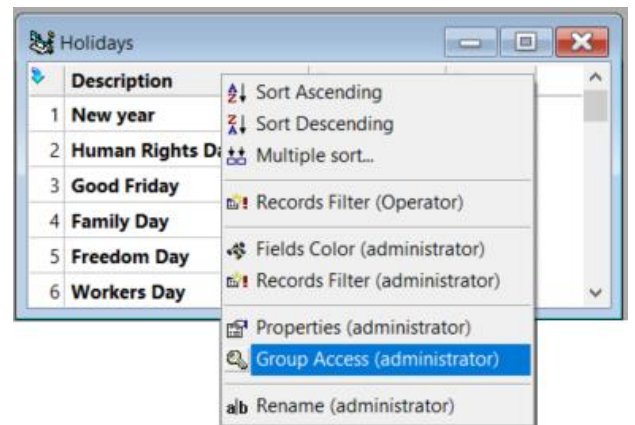
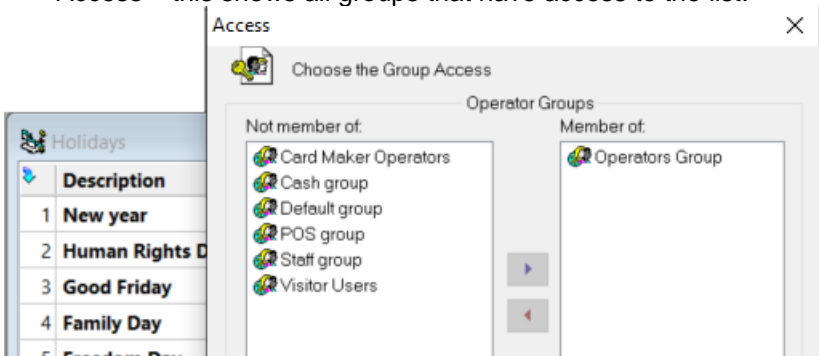
Newer versions of SW3 have **Group Access** options available to Administrators in the selection windows that shows all lists available to a group.

Simply select the Operator Group and allocate (member) or remove (not member) the list.



Alternatively (and for older versions) – open the list by click on the name.

With the pointer on any column name, right click and select Group Access – this shows all groups that have access to the list.

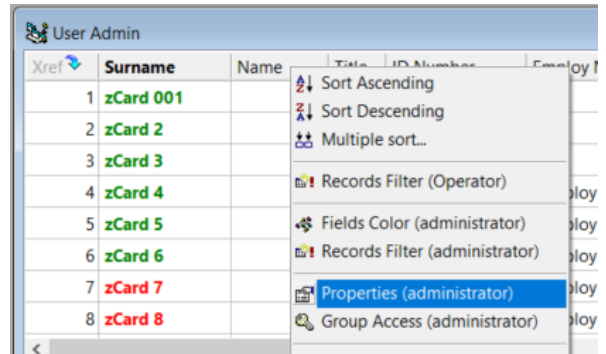


7 GROUP ACCESS TO LIST COLUMNS

Groups are set to edit or only view (or not) columns (fields) in lists.

Open the required list

With cursor on any column name, right click and select Properties.



Hide Columns

To hide a column, click on the list and move to the left (Invisible).

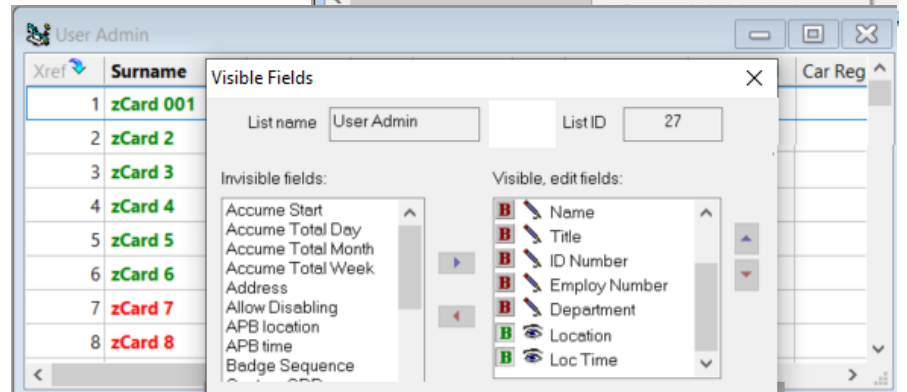
Column Visible / Editable

To make viewable buty not editable, move to the right and click on the Pen Icon to change it to an Eye Icon.

New List

To have list that are different for groups, Select Save As with a new list name and hide / editable as required.

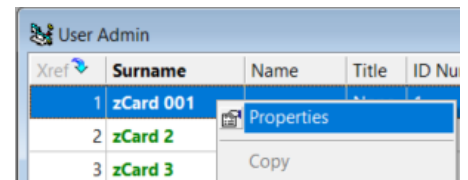
Give access to the group to that list as described in the previous paragraph.



8 GROUP ACCESS TO ITEMS

Most lists have Property sheets – displays (Dialogs) with details of the record.

Right click on the required row (record) in the list and select Properties to view the Sheet.



Select the required tab (e.g. User Data).

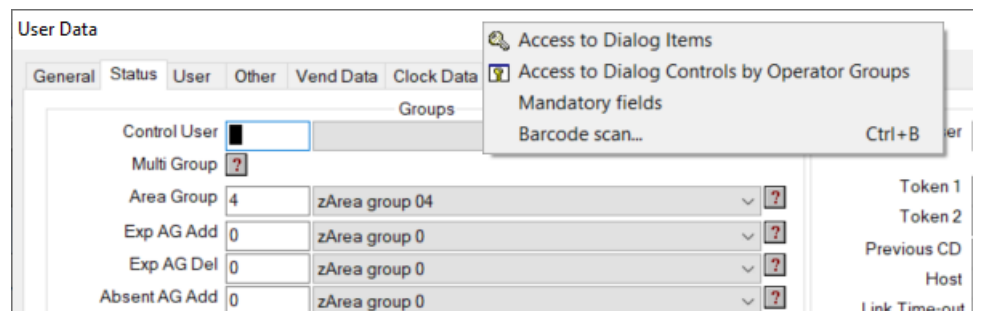
To change access to the items, right click on any open space on the display

e.g. on the header next to User Data.


Select Access to Items or Controls (by group).


Dialogue Items

List of all items in the display, showing what groups can:



 See only.

 Editable (if list can select and edit)

 If list, only select, not edit.

By Operator Groups

Shows what Item is visible / Editable to the selected group (selected as above).

8.1 AREA ZONES / GROUPS MULTI-GROUPS

Selection of Area options (where access is allowed) has special Operator access options to so operators can only grant access to certain area zone, e.g.:

- Operator 1: Can grant access to the Campus.
- Operator 2: Only grant access to Engineering.

Area Zones are to where access is given.

Area Groups are enables of Area Zone(s), i.e. when access is allowed for the Group.

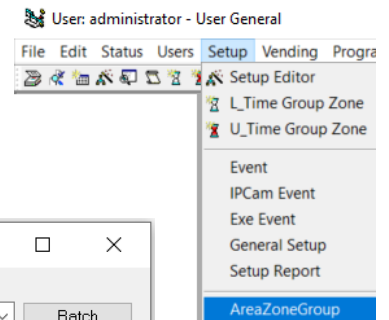
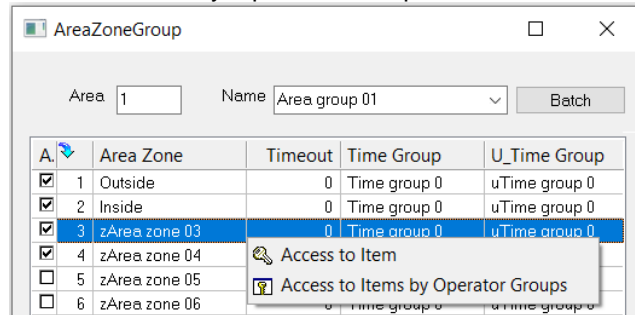
A single or multiple Area Groups can be allocated to a User.

Area Zones Selection

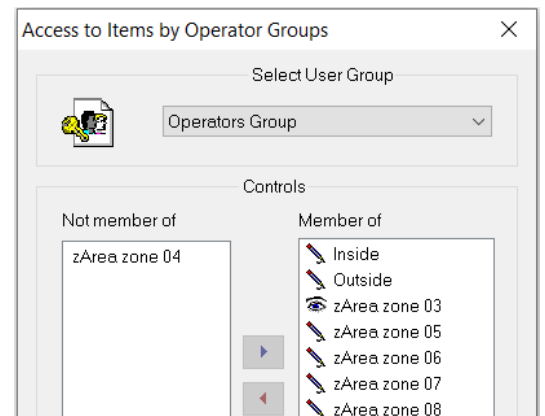
Settings to give operators access to change Area Zones allocated to Area Groups are in the AreaZoneGroup menu.

Right click on any line and select Access to item of Items by Operator Groups.

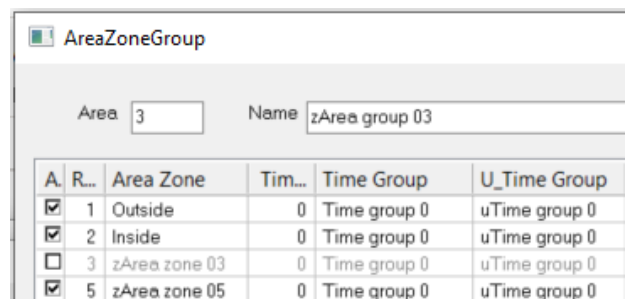
By item shows Operators for the item,
By Group shows Items for the Operator Group



Zones that are Not Member of, will not be visible to the Operator and zone that are visible set with the Eye Icon cannot be added or removed from the Area Group.



e.g. For Operator Group, Zone 3 cannot be changed, and Zone 4 is not visible.



Area Group Selection

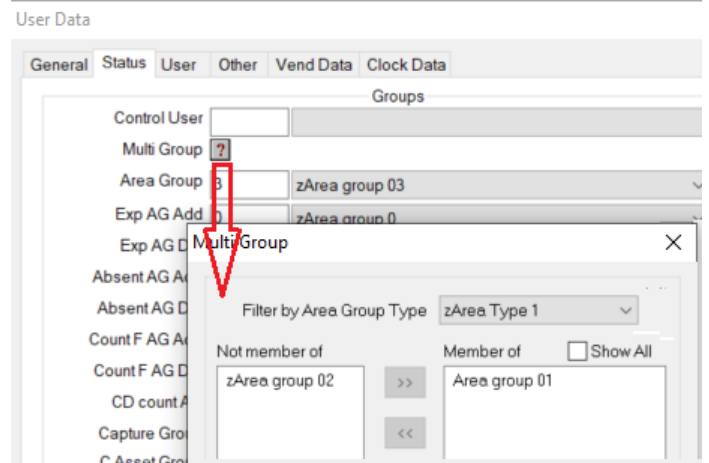
The single Area Group selection in a User List Editor or in the Status Page of the Property sheet is either Visible or Editable.

When editable, any Area Group can be selected.

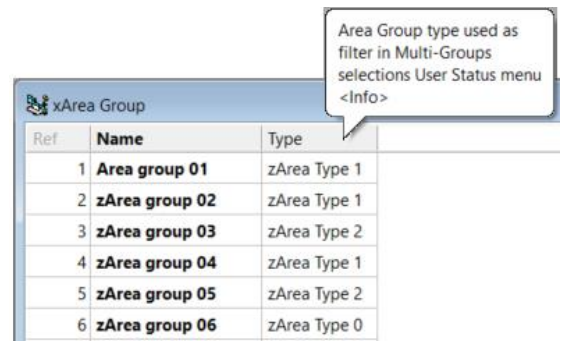
To restrict selection to certain Area Groups, the Area Group selection in list editors and in the property sheet must be hidden or be not editable.

Multi-Groups in the Property sheet must be used.

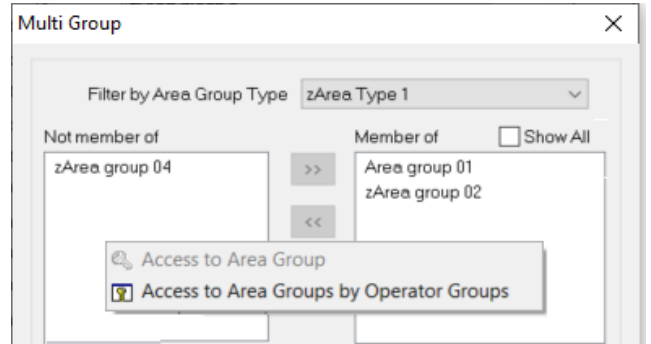
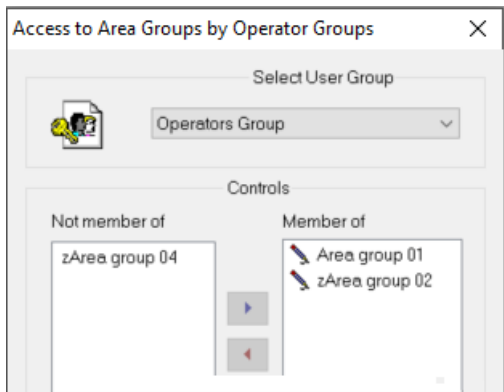
Note that the MultiGroup Icon must be enabled for Operators to select the Icon (see Group Access to Items above).



Area Groups can be filtered by Area Group Type. Type settings are in Setup, Setup Editor, Area Group.

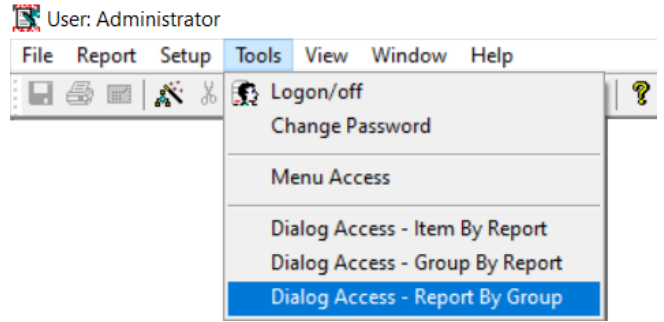


To enable Area Groups for Operators, Right Click on an Area Group to select Access to Area Group to show all Operators enabled for the Group or select Area Groups by Operator Groups to see the Areas enabled for the Operator.



9 GROUP ACCESS TO REPORTS

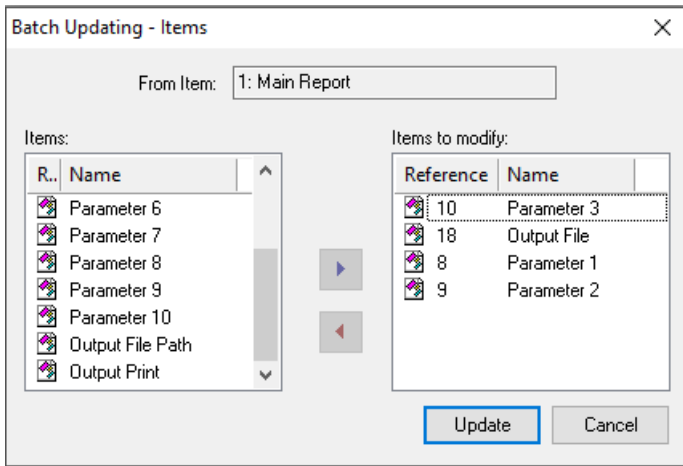
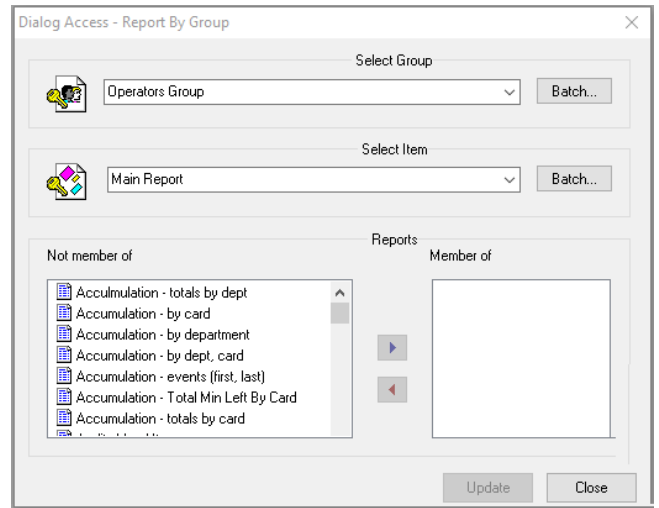
Tool in SCS_Reports has options to enable operators for Items (selections of start / end dates, Filters, etc.), Reports enabled for Groups and Groups enabled for reports.



Report By Group

Select the Group and select Item Main Report. Move all the reports the group has access to into the right box. Select Update.

Without closing the Window, click on the Item Batch button and move the items the Operator group can select to the right. Select Update



Item By Group, Group By Report

These are variations of the above. Batch add more to the Group or Item. Main report can be replaced by a specific report.

10 ACCESS TO DRAWING

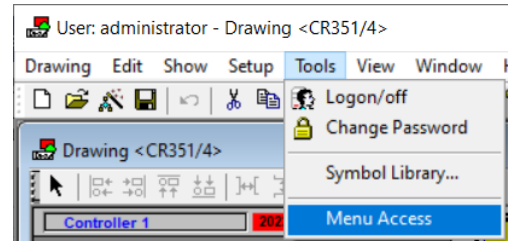
The SoftWin3 Drawing Application shows events (Reader, Inputs and Outputs) as events occurs. Buttons can be created to generate outputs. Data can be edited.

Multiple Drawing can be created, and Operators can have access to Drawings as required. Operators can be enabled to see and select items on a drawing.

To change Operator Access to Drawing and Items, select a drawing and disable Lock in the Edit Menu.

Access To Menu

To enable access to the Lock option, Select Menu Access in the Tools Option and move the Lock option as required. Access to all menus are made Accessible or Not in this menu.

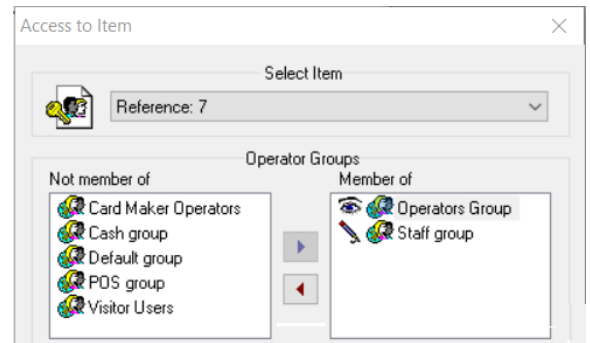


Access To Item

With Lock off, Right click on the item to change and select Access To Item.

Move Operator Groups that have access to the Item to the Right (Member Of). Those on the left will not be visible.

To enable the Item to be selected (e.g. a button) or Editable (Data Item), the Icon on the right must be a Pen Icon (change between visible (Eye Icon) and select- editable (Pen Icon) by clicking on the Icon.



Access To Drawing

Right Click on an Item also gives the option to select Access To Drawing.

