SOFTWARE CONTROL SERVICES

SCS_Visitor

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This help file serves the help manual to SoftWin version 3 visitor capture system and can be access via the program by selecting help.

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1 AIM

The aim and goal of this document is to serve as a general help manual for the use of the Softcon program SoftWin 3. More technical details are available in documents that describe the database functions, communication and installation specifics.

The document SoftWin3_Spec lists the specifications of the program and those specifications must comply with this document and vice versa. Certain specifications may be duplicated here for completeness and clarity (e.g. priority criteria), but duplication should be limited where possible.

General development info about the program SCS_Visitor is:

Count of tasks:	8 (plus Mux tasks and client request tasks).
Program language:	C++, IDL (Interface Definition Language).
Technology:	MFC, Multithreading, DAO, COM and RPC.
Program architecture:	Multiple document templates.
Program development:	MS Visual C++ 6.0.

2 GENERAL

SCS_Visitor is the Visitor registration module of the Softcon SoftWin3 range of programs. It is used to edit a visitor database, to **copy** data from the visitor database to the active card database and to print visitor labels. As shipped, the databases are c:\softwin3\database\visitor.mdb and c:\softwin3\database\card.mdb. The data **transferred** is set in the table **vis_to_card**, in the database c:\softwin3\config\database.mdb. For convenience, table vis_to_card_all contains all fields that could be transferred, this table has no effect on system functioning and is simply used for copy and paste when changes are required.

Data transfer is referenced by the card number and the card is searched for in the card database using the field F_CD_NUM.

In certain installations, it may be required that data be transferred from the card database to the visitor database and is typically used to copy the card's area group to the visitor database, enabling the operator to change the area zones for the area group set for the card (the area group will be not being set to be copied from visitor to database). The table **card_to_vis**, in the database c:\softwin3\config\database.mdb selects the data to be copied.

Transferring data from card to visitor is done after visitor to card transfer.

As an example, cards in the card database are each set with own area group (equal to the card reference number, i.e. card 1 has area group 1, etc.) and passwords prevent the operators changing the card's area group setting. Vis_to_card is set to not transfer the visitor area group to the card database (line removed in table vis_to_card), but is set to transfer card to visitor in table card_to_vis. When data is transferred (by entering the card number - not the reference number, or by presenting the card to a reader connected to the visitor PC), data is transferred to the card database and the card's area group is copied to the visitor database. The operator can change the zones the card has access to by selecting the ⬛ button. Passwords must be set to prevent selecting area groups and area zone to access may not be selected.

SCS_Visitor 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.

SCS_Server communicates with the databases and links via TCP communication links to client programs that can be running on the same and/or on different PCs. The program SCS_Visitor is described in this document.

Two menu selections are available (see captured screens below):

Visitor Desk – Includes options to take photo or scan a document and the printing of a card / label. The design of visitor cards available.
Visitor Vehicle – Includes two photos (vehicle and person) and the scanning of the ID / drivers license or passport.

Fingerprint options available for capture of finger print and search of previously captured finger print.

Visitor — General

Personal Details
- Title: Mr
- Surname: Soap
- First Name(s): Joe
- ID Number: 8312165012083
- Gender: Male
- Citizenship: South Africa

Phones
- Work: 0123487301
- Cellular: 0833071923
- Other:

Address
- Address1: 475
- Address2: Kingshighway
- Suburb: Lynwood
- City: Pretoria
- Post Code: 0102
- E-mail: Joe@softcon.co.za

Other Info
- Company: Softcon
- Car Regis Number: JGY143GP
- Description: Golf
- Department: zDepartment 01

Groups And Status
- Status: Capture
- Multi Group: [?]
- Area Group: 1 zArea group 01 [?]
- Expire Status: Disabled
- Exp AG Add: 0 Area group 0 [?]
- Exp AG Del: 0 Area group 0 [?]
- Time Group: 1 Acc 24hr
- Capture Group: 0 Setup group 0 [?]
- Trigger Group: 0 zTrigger GRP 0

Card Info
- Link To: 0
- PIN Code: 0
- Issued: 2008/09/04 16:37:00 <<
- Expired: / / : : <<
- APB Reset: ☐
- Passback: Not passback

- Photo: C:\softwin3\photo\mark.bmp <<
- Signature: <<
- Document: <<
- Audio File: <<

Scan Source... | Acquire
View: Photo
Card:
^^ Save And Send To CARD DATA ^^

▶ ■ ● ☑ New Visitor

MAG Read...

MA300 FP Database | FP Acquisition | FP Search...
Finger print 1 ■ Quality FP1: 0   Finger print 2 ■ Quality FP2: 0

Record |◄ ◄ [1] ► ►| of 1
XRef [0]
OK | Cancel | Apply

Visitor — Visitor General

Visitor Details
- Surname: Soap
- First Name: Joe
- ID: 8310155012085
- Phone: 0123487301
- Company: Softcon
- Area Group: 1 zArea group 01 [?]
- Reason for visit: Meeting

Face: d-click for new photo

Vehicle: d-click for new photo

Host Details
- Host Name: Du tiot
- Host Address: 13 Brink Street
- Host Phone: 0116722569

Scan Source... | Scan Acquire

Finger Print Details
- MA300 FP Database:
- Finger print 1 ■ Quality FP1: 0
- Finger print 2 ■ Quality FP2: 0
- FP Acquisition | FP Search

☑ Capture Face ☑ Capture Document
☑ Capture Vehicle ☐ Capture FP

☑ New Visitor
Save | Clear

Record |◄ ◄ [1] ► ►| of 1
XRef [0]
OK | Cancel | Apply

Different **languages** are accommodated via configuration databases.

3 START-UP

The Softcon program SCS_Server.exe must be running before the client program is started. SCS_Visitor can be started with the following parameters:

/start	Starts and links to the previous server selected, with the password shut down with.
/start:???	Starts and links to server running on PC ???, with the password shut down with. ??? is the network name or IP address of the PC.

These parameters can be viewed in help about or by starting the program with the parameter **/?**

The Softcon program SCS_Server.exe can be started with the following parameters:

/audit	All database editing is logged to the daily audit file c:\softwin3\audit\auyymmdd.mdb.
/language:???	Selects language ???. Requires the appropriate language fields in the configuration databases. See **language** in SCS_Edit.hlp set-up.
/start	Starts with the password shut down with.

These parameters can be viewed in help about by right clicking on the dialog name bar (blue section on the top) or by starting the program with the parameter **/?**

When SCS_Visitor starts running the following occurs:

- Initialises the server for communication.
- Opens event log-files.
- Starts RPC service.
- Connects to the server application.
- Receives the client RAM information.
- Creates the client RAM temporary tables.
- Loads and checks the client RAM.
- Starts the check connection task.
- Starts the analyse task.
- Starts COM port tasks.

4 CLOSING

- Stops COM port tasks.
- Stop the analyse task.
- Frees the client RAM.
- Stops the check connection task.
- Closes the client RAM temporary database.
- Stops system thread for connections to daily log-databases.
- Sends "bye" to the server application.
- Stops RPC service.

5 COM READER

For the visitor Desk option, a card reader connected to a COM port is used to find the cards and to transfer data from the visitor database to the card database. This requires the following setting:

PC_IO_set-up sets the HW parameters for the reader, i.e. baud, bit size and parity and the PC port.

Visitor_PC setting of **card select** allows the editing of card number by via the PC keyboard.

Password setting on Card number in the Visitor property sheet. If access to item is set to view only, reading a card results in searching for the card. If set to editable, reading the card sets the card number in the edit box. When set to editable, and the card select is set (with a tick), the card number can be edited from the keyboard, if not set (with a tick), the number is not editable from the keyboard (can only be read from the reader).

Regardless of the password and the card select settings, when the find dialog box is displayed, the data read from the reader is entered in to the "find what" field.

6 SCANNER

When a scanner is requiring to scan the ID / driver's license or passport, an appropriate scanner with a Windows driver is connected to the PC – typically an A6 scanner with an USB interface.

7 VIDEO

For the Visitor Desk option, any Windows interfaced camera can be used. Currently, for the Visitor Vehicle option, only the Rediview Video is interfaced to. Future options will be available – please contact Softcon

8 FILE

8.1 Visitor (Ctrl+N)

The property sheet of a visitor is displayed. If allowed by the user password, data is displayed and can be edited. The data functions are as described in the help file of SCS_Client. Right clicking on the field of search, and selecting find searches for data on a visitor already in the database. Find next is selected to find the next visitor with the same match. A new visitor is added by checking the **New Visitor** option.

When video is enabled in the PC set-up menu, the video window displays the camera view live. Moving the cursor in the video widow displays the **video frame** (the size is set in general set-up), which is moved over the face and clicked to save. The **file name**, the **file extension** and **directory** is set in the general set-up.

Label design selects the label allocated to the card. See label designs (**New Print label**, **Open Print label** and **Label table**)

Selecting **Crop from file**, the selected card file is displayed in the video window, allowing the cropping of the file, i.e. the frame is move over the image and a photo is taken by clicking (as for the live video). This facilitates the use of file from emails, digital cameras, etc. Right clicking on the video window when in the crop mode, provides facilities to **zoom** in or out. To revert back to live video, select the **Video Camera** button.

The visitor data is copied to the card database by entering the card number (if enabled in the PC menu) and selecting **Save And Send**. Alternatively, the card is presented at a serial reader connected to the COM port – see **COM reader**. The data transferred from the visitor to the card database (and possibly from card to visitor, see **general** above).

Access to items (displayed and editable) is set by the administrator by right clicking on non-data area on the property sheet and selecting **Access To Dialog Item** (displays groups enabled for the item) or **Access to Dialog Controls by User Groups** (displays items for the user group).

When labels are used, displays a print preview and prints the label.

When audio capture is enabled, records audio until the pause button is selected or the pre-set time-out under general set-up is timed. The data is captured in the file as set in the audio file name, with the extension .wav. The default field used for the file name is set in general setup, visitor photo field. plays the recorded file.

When scanning images/documents that are linked to a card, **Scan Source** selects the scanner and **Acquire** starts the scan process. The scanned image is displayed in the video block and is saved by moving the capture block over the section to be saved.

When displaying a capture visitor, the open door button is enabled. When selected the events set for **Open Door** are generated.

Fingerprint readers can be connected to the Softcon system and fingerprints can be read via the **FP Acquisition** key. Readers such as the Sagem MA300 requires that the database (0 to 15) to which the database must be stored in the reader must be selected (3000 fingerprints per database).

8.2 Open (Ctrl+O)

A list of visitors in the database is displayed in columns and rows. Columns can be stretched and column order can be changed by dragging on the column boundaries and by click/drag on the column name. Sorting of rows (records) by column is by clicking on the column name. Right clicking on a row gives the options of **delete** a row, **find** (Ctrl+F) a visitor, **Find Next** (F3) if busy with a find and properties of the selected visitor (see Visitor above).

Print preview   A preview of the card is displayed.

Print   The card is printed to the selected printer.

When a serial reader is connected to the PC, the **MAG read** key must be selected for certain readers (e.g. AMG) to read data from a card. The data is displayed in the box at the bottom. If the card number field is selected, the

data read is written to the number field. The card mask sets what section of the card data is used to find the card.

8.3 Save

Save the selected label to its database table. If a visitor list is selected, the format of the list editor is saved.

8.4 Save As (Ctrl+S)

Saves the selected label to a new name. If a visitor list is selected, the format of the list editor is saved to a new list.

8.5 Save As Live

Should data on display change as a result of database changes by other programs, the data on display is automatically updated when the display has been saved as live.

8.6 Save Not As Live

Displays saved not as live, display data contained in the databases when the display is opened or after refresh (select F5 key). Changes to databases by other programs are not updated on the current display.

8.7 Close

The SCS_Visitor program is closed.

8.8 Print (Ctrl+P)

When in certain menus, the print option is active. In list editors, the selected lines are printed with column headers and column widths.

8.9 Print preview.

When the print option is active, the preview is active – showing a print preview for the default printer.

8.10 Printer Set-up

Gives access to the Windows printers.

8.11 Exit

9 EDIT

9.1 Select All

Selects all items in a label that is open for editing.

9.2 Properties (Alt+Enter)

The properties of a selected item are displayed (see **NEW LABEL**). Double clicking on the item also shows the properties.

9.3 Undo

Un does the last change on the label design. The last 400 changes can be undone.

9.4 Cut (Ctrl+X)

The selected item(s) or data is deleted and copied on to the Windows clipboard, and can be Pasted back to the cursor position later in any Windows program with a Paste feature.

9.5 Copy (Ctrl+C)

Copies the selected item(s) to the Windows clipboard, and can be Pasted back to the cursor position later in any program with a Paste feature.

9.6 Paste (Ctrl+V)

Pastes data on the clipboard to the cursor position.

9.7 Delete (Del)

Deletes the highlighted items or text.

9.8 Move To Front (Ctrl+Plus)

When editing a label design, the selected item(s) are move to the top of the label.

9.9 Move To Back (Ctrl+Minus)

When editing a label design, the selected item(s) are move to the back of the label.

9.10 Move Forward (Plus)

When editing a label design, the selected item(s) are moved to the one layer forward.

9.11 Move Back (Minus)

When editing a label design, the selected item(s) are moved to the one layer back.

9.12 New Item (Ins)

When editing a label, inserts a new item.

10 SET-UP

10.1 ⚒ Setup Editor

10.1.1 PC I/O SET-UP

Serial (via COM ports) and parallel (via LPT ports) interfaces can be connected to PCs, connecting card reader/writers, barcode readers, inputs (monitored inputs to the systems) and outputs (controlled outputs) to the system. For serial COM devices, the bit per second (**Baud**), **DataBits**, **Parity**, **StopBits** and **Flow** is set via list selections. The **Application** (SoftWin3 program) and **PC** where the programs runs are selected from lists. The **Source** selects the type of function the I/O data is referenced and is selected from one of the following:

Bar Code	Serial data from item reader - POS, asset track.
Barrier Entry	Output to entry barrier PPOS.
Barrier Exit	Output to exit barrier - PPOS.
Card	Serial data from card reader - card edit.
M2M Controller	Serial data to/from controller.
Park Entry	Serial data from entry reader – PPOS.
Park Entry/Exit	Serial data from entry/exit reader – PPOS.
Park Exit	Serial data from exit reader – PPOS..
Payment	Serial data to pay display –POS, PPOS.
Screen	Serial data to screen display – POS, PPOS.

Type selects the PC interface (COM1 to COM8, LPT1 to LPT8). Softcon serial interfaces have 3 outputs and parallel interfaces have 8 outputs, the appropriate output of an interface is selected via the **Port** number (1 to 3 for serial and 1 to 8 for parallel) for the item (see item set-up).

LPT_Address base settings vary on certain PCs. When using a LPT device, the address must be set to match the PC setting in: Settings\ Control Panel\ System\ Hardware\ Device Manager\ Ports LPT?\ Properties\ Resources.

10.1.2 System Buttons

Events can be linked to an **Open Door** icon in the visitor desk menu, generating the events when selected. **Type** selection is Open Door, the **Application FROM** selects the program generating the event (SCS_Visitor), the **PC FROM** the PC running the Visitor program, and **App TO** sets the program (SCS_Client) and **PC TO** which the event must be sent to execute the event. The **Event** setting is the event generated (e.g. t3 n3 s50 x? v?). The x and v fields of the event can be set to a specific reference (if no x or v are set in the event, x0 and v0 is generated), namely:

- o   Logged on Operator reference.
- v   Visitor reference.
- c   Card reference (to which the visitor card was copied).
- p   PC reference on which the button was pressed.

10.1.3 Visitor PC

Functions related to the visitor system are set-up in of the PC menu. The PC **Name** defines the network name required to link between server and SCS_Visitor. The **IP address** is not used and is entered for documentation purposes. Then photo capture is used, the **Video** option must be checked.

A serial reader is normally connected to the Visitor capture PC to set the card which is issued to the visitor. When the visitor card is presented to this reader, the visitor data is copied to the card database as pointed to by the card read. A card reference number can be entered on the PC keyboard (e.g. no reader installed) if the **Card Select** option is checked. If the card number is password protected to view only, the card is searched for. See **COM reader**.

MAG R/W selects the reader type connected to the PC; current options are a Softcon serial reader or an AMC reader/writer. Other reader or reader/writers could be added, please contact Softcon.

Master DT sets the PC from which time/date is synchronised. See **Date/time properties**.

10.2 ⬚ New Print Label

Visitor labels or cards can be printed that contain visitor name, host name, photo, etc. A new label or card design is created with new print label. Existing labels are edit via the open print label menu. Right clicking on items on a label design gives a short cut to options described below.

A **background** or **symbols** can be set on the design by registering the BMP or JPG file in the <u>**label library**</u> and adding the symbol on the design. **Fixed text** and database **fields** can be added and the **font** type, **justification**, **bold**, **angle**, **underline** can be set. A photo can be added.

The **position** and **size** of any item on the label can be set by editing the pixel position or size, or the item can be dragged or stretched. By clicking on the item, corner and side indicators are displayed; stretching is by dragging on the indicators.

➤ Mode Select.

Items are selected by clicking on the item. Keeping in the shift key while selecting, allows for multiple selection (or unselecting by clicking on the selected item with shift selected). To select all items in a block, select the mode select key, which becomes depressed (indication block select mode) – click and drag a block over the items to be selected. To unselect items in the block, exit the block select mode (by clicking on the mode select button) and click on the undesired item(s) with shift selected.

▤ Align Left. Items selected are aligned left to the last item selected.

▤ Align Right. Items selected are aligned right to the last item selected.

▥ Align Top. Items selected are aligned to the top of the last item selected.

▤ Align Bottom. Items selected are aligned to the bottom of the last item selected.

↦ Space Horizontally. Items selected are equally spaced horizontally, using the spacing of the of the last two item selected.

⤢ Space Vertically. Items selected are equally spaced vertically, using the spacing of the of the last two item selected.

↔ Same Width. The widths of the selected items are sized to the width of the last selected item.

↕ Same Height. The heights of the selected items are sized to the width of the last selected item.

⊞ Same Size. The sizes (width and height) of the selected items are sized to that of the last selected item.

10.3 ▦ Open Print Label

An existing label design can be edited by selecting the label name in the open print label menu. All functions of new label are available.

10.4 ▦ Label Library

Registers images, icons, symbols and backgrounds (bitmap or JPEG type files) in the symbol library. Once registered, they can be placed on card label designs. These files are created with paintbrush or appropriate programs. The description given to the symbol is displayed in the properties of a background or symbol items. The file name of the item must include the path.

10.5 Label Table

Contains a list of the labels available – displaying the file name of the label design.

10.6 General set-up

General set-up required

Video Photo Width.	The width size in pixels of the photo capture frame in the card menu.
Video Photo Height.	The height size in pixels of the photo capture frame in the card menu.
Visitor Photo Folder.	The path to where the photos are located.
Default Photo Extension.	The type of file – e.g. JPG, BMP or TIF.
COM Reader Card Mask	Data from the serial reader connected serial port of the PC can be compiled from fixed data and card data fields. The format of the data is set with the card mask. The fields are enclose in curly brackets { } and the number of characters are indicated with a % character. The % character could be followed by a minus (fill in the front) or plus (fill at the back) character. The ? character ignores the digit.

For example: **{%-9%F_CD_NUM}{%-2%F_CD_ISSUE1}0**.
Selects 9 characters from the card number field (filled with 0 at the front), 2 characters from the issue field (filled with 0 at the front) and the fixed number

0.

Keyboard Card Mask.	As for COM mask, keyboard mask is for a reader integrated with the PC keyboard. Integrated MAG readers have a leading ; and end with ?. These characters are used to identify a reader string.
Expired Mask.	By selecting the ⟨⟨ button in the card properties menu, the expire date/time of a card can be defaulted to a set period equal to the date time on the PC plus the value set in the expired mask, e.g. to expire after 5 hours, set the mask to 0000-00-00 05:00. Expire can be set to a fixed time by checking **Expire Fixed**. Values set in the mask is then used for the expire, with date/time characters being set with the current time, e.g. to set a fixed expire of 18:00 on the same day, set the mask to yyyy-mm-dd 18:00 (the PCs year, month and date is used. The issued time is automatically set to the PCs current date/time.
Visitor Photo Field.	The default field used for the photo name (defined in table fields in c:\softwin3\config\database.mdb. Typically on of the following: F_VISITOR_DESCR, F_VISITOR_F_NAMES, F_VISITOR_IDNUM, F_VISITOR_NAME, F_VISITOR_REF.
Audio Folder.	The path to where the audio .wav files are located.
Audio Rec Delay.	The maximum time in seconds for recording .wav files.

10.7 ⟳ AMC read

When card data is to be read using am AMC reader/programmer, the read key must be selected. The data read is entered to the field selected (e.g. click on the card number field), or the card record is displayed when not in the edit mode.

10.8 AMC default

When using an AMC programmer, the selectivity of the card to be programmed is set to **LoCo (36)** or **HiCo (255)** or to a specific value (0 to 255). This sets the amount of energy required to program the card and is dependent on the MAG stripe of the card. Generally, brown stripes are LoCo and black stripes are HiCo (harder and more resistant to ware demagnification).

10.9 Log fields

The optional fields that are logged are enabled by ticking the appropriate fields in the log fields set menu. Field description lists the general events that have data in these fields. See logging in SCS_Client for more details.

10.10 🕙 Date and time properties

Changing the time and date of the local PC via this menu results in the change being sent to all PCs running linked Softcon SoftWin3 programs (connected to the same SCS_Server.exe application). The changed date/time is also sent to all controllers. PCs date/times are synchronised with the PC set as the **Master DT** (**Visitor PC set-up**) when the applications start and every 90 minutes thereafter. When PCs connect via the distribution server, date/time is set to that of the PC set as Master DT.

Note that changing the date/time via Windows applications will not result in the immediate sending of the changes to controllers or other PCs – this will only be done when the controllers are sent a set-up, become on-line, when applications start or when the automatic periodic synchronizations occur (once an hour for controllers, 90 minutes for PCs). The Windows time/date set applications should thus not be used and should be disabled via policy editors.

11 TOOLS

11.1 PASSWORDS

Menus and items on menus are set accessible to any number of password **groups**. Any number of **users** are set to be members of users groups, i.e. a user's can belong to more than one group – e.g. Peter can belong to the Control Group and to the Vending Group and has access to any menu and item these groups are set for. Adding or deleting users and groups is described below. Password groups and users are created, deleted and edited by SCS_CLIENT.

When logging on, a user must enter an identification name (not case sensitive) and a password (case sensitive).

Passwords can be changed via the 🔒 change password selection by the user and can be set to automatically expire in the general set-up menu in SCS_CLIENT.

Administrators in the menu access menu set access to menus.

11.2 🖼 Logon/off

Changes the logged on user.

11.3 🔒 Change Password

Changes the password of a user. The old password must be entered and the new password must be confirmed. Passwords are displayed with *****. Passwords can be set to expire automatically, see password period.

11.4 Video

When video is enabled in the PC menu, selection of video opens the video properties menu.

11.5 Menu Access

Sets the password groups that have access to the menus.

12 View

12.1 Toolbar

Displays the hot key toolbar. This bar of icons can be moved as required by clicking and dragging on the start of the bar.

12.2 Status bar

Displays the status bar at the bottom of the window. Selection messages are displayed and a green icon dot indicates that the SCS_PPOS program is connected to the server program SCS_SERVER. A red icon dot indicated not connected to the server.

13 WINDOW

Normal Windows ordering of multiple open windows is by the selection of 🖼 **Cascade**, 🖼 **Tile Horizontally** and 🖼 **Tile Vertically**