



SW3 AreaGoupZone How2

Revision 001

16 May 20231

Revision History

Version	Date	Person	Reason For Changes
001	2010-7-07	MDH	Initial
002	2023-5-15	MTL	Redo

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1 AIM

The aim and goal of this How2 document is to serve as additional help manual for the use of the Softcon program SoftWin3 (SW3).

2 GENERAL

Softcon uses the following terminology:

AREA ZONE	Areas within a site that access is granted to (or denied).
READER	Card or Biometric readers read Tokens (Cards, Biometric). A Reader gives access to an Area Zone.
USER	Persons that Badge (present) Tokens (Cards, Biometric) to Readers to request access.
AREA GROUP	Sets which Area Zones access is allowed to Group. Each User is set with an Area Group, or Multi-Area Groups .
OPERATOR	Persons that can view and edit data on the PC.
AREA GROUP	Sets which Area Zones access is allowed to Group.
TIME GROUP	Sets when access is granted by enabling the Group for time slots (time zones). A user is allocated a Time Group. e.g. only week-days, 08:00 to 18:00. An Area Group can be allocated a time group for an area zone. e.g. To Outside at any time.
LEGACY / UNIVERSAL	With specific updated Firmware, controllers set to universal have additional functions. Certain settings are specific to Legacy and Universal.

If any allocated Area Group allocated to a user grants access, access will be granted unless Time Group disallows (at time of request) or any of the other access parameters (delete zones on expire, status disabled, etc.) disallows.

3 SETUP

Via menu Setup/Setup Editor (the selection may have a proceeding x to indicate name to number).

3.1 AREA ZONE NAMES

Edit an appropriate **Zone Name**.

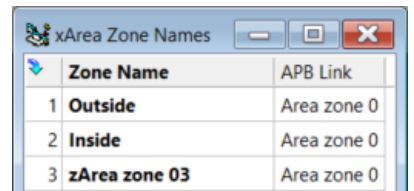
APB Link is used to link areas for Anti-Pass Back (APB):

e.g. Zone Outside Staff linked to Outside Visitor.

Staff enable to access both, Visitors only to Outside Visitor.

The zones linked for APB to identify the two zones as the same zone.

Zone 0 if not linked.



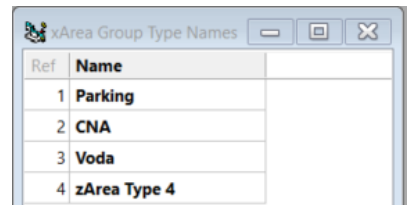
	Zone Name	APB Link
1	Outside	Area zone 0
2	Inside	Area zone 0
3	zArea zone 03	Area zone 0

3.2 AREA ZONE TYPE NAMES

Only required is Multi-Area Groups are used.

Types are filters to show specific Area Groups for Multi-Group selection.

Operators are password enabled to select certain Types



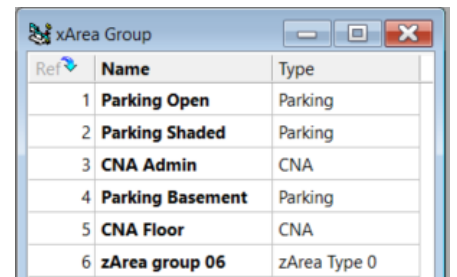
Ref	Name
1	Parking
2	CNA
3	Voda
4	zArea Type 4

3.3 AREA GROUP (NAMES)

Edit an appropriate Area Group **Name**.

If using Multi-Groups, set a **Type** (filter) for display of Groups.

e.g. CNA operators can only allocate Groups with type CNA.



Ref	Name	Type
1	Parking Open	Parking
2	Parking Shaded	Parking
3	CNA Admin	CNA
4	Parking Basement	Parking
5	CNA Floor	CNA
6	zArea group 06	zArea Type 0

3.4 AREA ZONE GROUP

The appropriate Area Group is selected editing the **Area** Number (top right) or by selecting the Area Group **Name** from the list.

Note name can be edited in the list by clicking on the name.

Enable Area Group for Area Zones by setting a tick in the **Accessible** column.

Timeout (in area zone) is set if the user that is allocated this Area Group may only be in this Area Zone for a limited time period

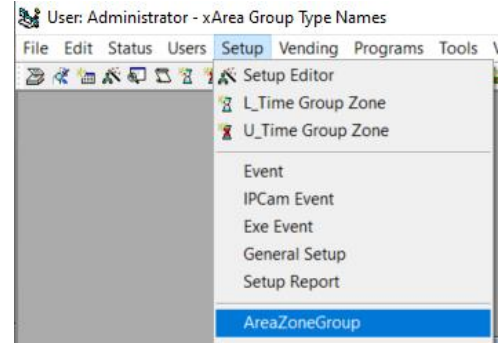
e.g. enabled for the front gate (to zone under cover parking), but must exit and park in open parking within 10 minutes.

Time Group (legacy mode)

U_Time Group (universal mode)

A setting of 0 is ignored, then the User's set Time Group is used to allow when access may be granted (if enabled for that Area Zone).

If the Time group is not 0, this set time group is checked when access is allowed to the Area Zone.



Accessible	Area Zone	Timeout	Time Group	U_Time Group
<input checked="" type="checkbox"/>	1 Outside	0	Acc 24hr	uTime group 0
<input checked="" type="checkbox"/>	2 Inside	0	Acc W day	uTime group 0
<input checked="" type="checkbox"/>	3 zArea zone 03	0	Time group 0	uTime group 0
<input checked="" type="checkbox"/>	4 zArea zone 04	0	Time group 0	uTime group 0
<input type="checkbox"/>	5 zArea zone 05	0	Time group 0	uTime group 0
<input type="checkbox"/>	6 zArea zone 06	0	Time group 0	uTime group 0
<input checked="" type="checkbox"/>	7 zArea zone 07	0	Time group 0	uTime group 0

4 USERS (CARDS)

Via menu Users (Card) / Editor, select the required list.

Simply select the **Area Group** in the list
or

Xref	Surname	Name	Title	Area Group	ID Number
1	zCard 001		None	Parking Open	
2	koos		None	Empty	
3	bond		None	CNA Admin	
4	zCard 4		None	CNA Floor	
5	zCard 5		None	Parking Basement	
				Parking Open	
				Parking Shaded	

Right click on a user and select **Properties** and then the Status Page, select the Area Group

Note: click on the ? opens the Area Group Menu.

4.1 MULTI-GROUPS

Select **Multi-Group ?** to add additional Area Groups to the user.

Member of shows the Area Groups allocated to the user.

The **Filter type** selected applies to the Not and Member of windows.

To see all allocated, tick **Show All**

The filter type defined what Groups are shown.

The filter type selectable can be set with passwords, allowing which operators can select (alter) the Area Groups.

In newer versions of SoftWin3, simply right click on the Group Name and select access to item and set as required.

Add >> Remove<<

To Add Groups, click on the Not member of Group(s) and more to the Member of by click on >>

To Remove, click on the Group(s) in the Member of window and more to the left by click on <<

Click on an Area Group, then click on Properties, opens the **Area Zone Group Menu** (described above).

