



SW3 Operator Manual

Revision 005

08 August 2022

Revision History

Version	Date	Person	Reason For Changes
004	2010-7-07	MDH	Initial
005	2022-08-08	MTL	Redo

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1 AIM

The aim and goal of this .PDF document is to serve as addition help manual for the Operator of the Softcon program SoftWin 3 (SW3), i.e. **operators who uses the system after installation.**

Setup intimation is not included in this document – it is assumed that set-up has been done as required. Information to change set-up, is given in the appropriate documentation – SCS_Client.help is the main document. Passwords should be implemented to prevent set-up changes by unauthorized operators.

This document includes the operator functions and describes How 2:

- Basic operator functions
- Start-up SW3 software
- Logon/logoff from the system
- Open the activity screen
- Silence an alarm
- Check the status of equipment on system
- Edit a user (card holder) on the system
- Generate reports
- Use Drawings (Maps)

2 GENERAL

Naming Standards

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]

Softwin3 System

SW3 performs Access control, input monitoring and output control via control panels installed in the site.

Applications can be installed and run on many as computers as required and each requires a link to the SCS_Server program that interfaces to the system databases.

3 START-UP

SW3 consist of at least two programs that must be started (SCS_Server and SCS_Client):

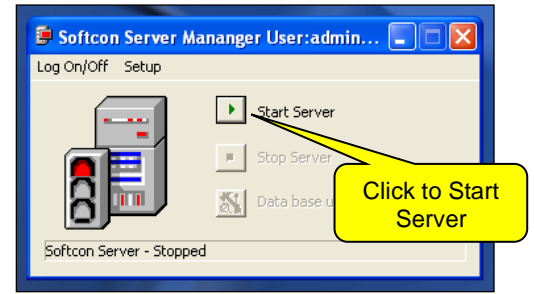


SCS_Server must be started first – exchanges data with databases.

Depending on settings, server will start automatically or click the **Start Server** button.

Note that SCS_Server runs in the background and is not shown on the task bar.

Select hidden icons on the bottom of the Windows Screen to see



Parameters

SCS_SERVER can be started with parameters.

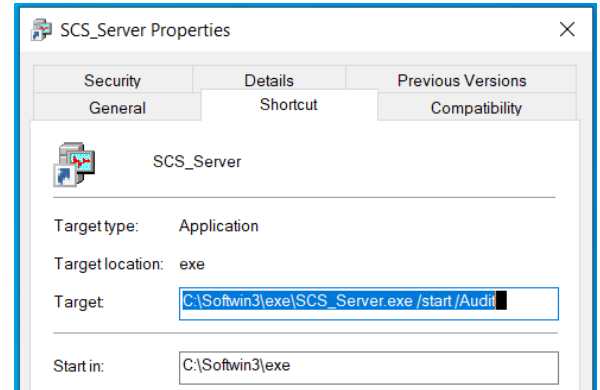
Details are given when click on Help About or right click on top left of the Window icon.

/start run with last password.

/audit is required to enable SCS_SERVER to log any setting changed by the operator.

To activate Audit (operator changes are logged), SCS_Server must be started with the /Audit option.

Simplest way to add parameters is to create a shortcut to the program and edit the Target (right click on the shortcut Icon and select properties).



SCS-Client links to SCS_Server and interfaces to controllers and performs all Access control functions. It allows editing of all essential data.

Depending on parameter settings, SCS-Client will start-up without asking for:

Host Name is where SCS_SERVER is running, any of:

PC name

IP address

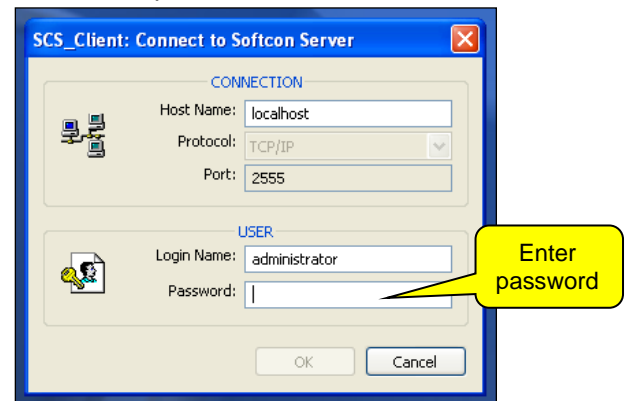
localhost Local Host is this PC.

If more than one PC in the system and large installation (more than 20 controllers), do not use localhost.

Login Name default administrator

Password default Admin

Passwords should be implemented from this default to prevent set-up changes by unauthorized operators.



Parameters

SCS_CLIENT can be started with parameters – details are given when click on Help About or right click on top left of the Window icon. Simplest way to add parameters is to create a shortcut to the program and edit the Target.

/start run with last password.

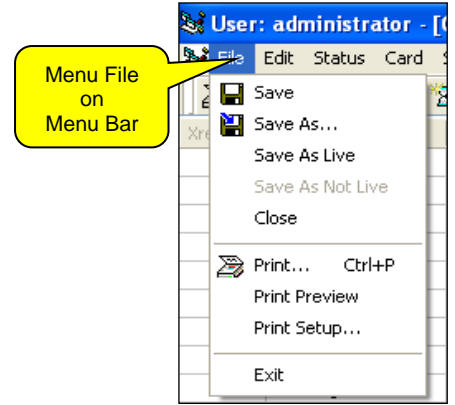


SCS-Start starts both SCS-Server and then SCS-Client. Parameters for each can be set.

4 BASIC OPERATOR FUNCTIONS

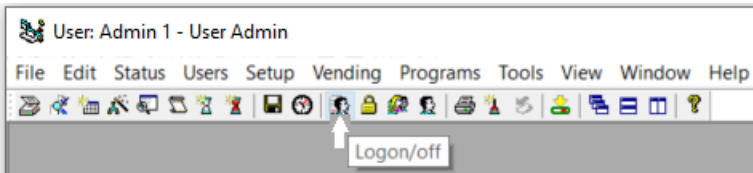
MENU

The horizontal bar below the title bar contains the names of menus. A menu is a list of commands that is displayed when you click a menu name.





TOOLBAR

A toolbar is the bar underneath the menu bar. Toolbars can contain buttons, menus, or a combination of both.




Each of these buttons has a dedicated function. When the pointer is on an icon, a help window gives more information

 - Print information on the currently displayed window.


 - Check status of certain equipment and data on the system.

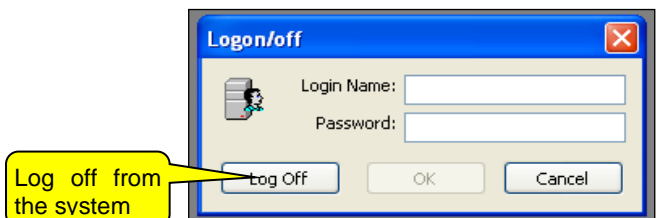
The following status editors available, with data that can be displayed:

- Users [Cards]:** Status of the Users, Enabled or Disabled.
- Users on-site:** Users currently on site.
- Controllers:** Check if controllers are on-line or off-line
- Comms Interfaces:** Name and status of Comms Interfaces, on-line or off-line.
- Readers:** Last card name and reference used at readers.
- Counters:** Counter related information
- Inputs:** Input levels and operational states
- Outputs:** Output levels and operational states

 - Display a list of all the User [Card Holder] editors, use this list to open the User window.

 - Display a list of the activity windows, 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**.

 - Log off current user and log on new user.
 To change logged-on operator, click on icon button
 To log-off from the system click the **Log-Off** button on the **Log-on/off** window. This will log-on the default user.
 To log-on to the system enter a new **Login Name** and **Password**





- 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 **buzzer is silenced**.



- Tile Horizontally



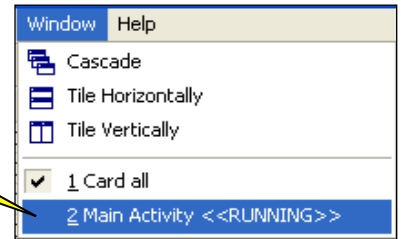
- Cascade



- Tile Vertically

The **Window** option in the Menu Bar shows these selections and a list of all the open windows.

To show a specific open window e.g. Main Activity), select from this list.



Click to display Main Activity

SORTING

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).



- Ascending

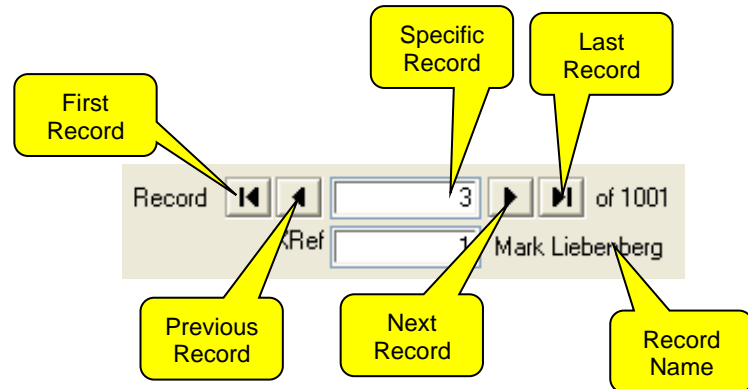


- Descending

RECORDS SELECTOR

To move from one record to the next, or from beginning to end, or to a specific record use the 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.



SERVER STATUS

An icon displays status of the server in the taskbar.

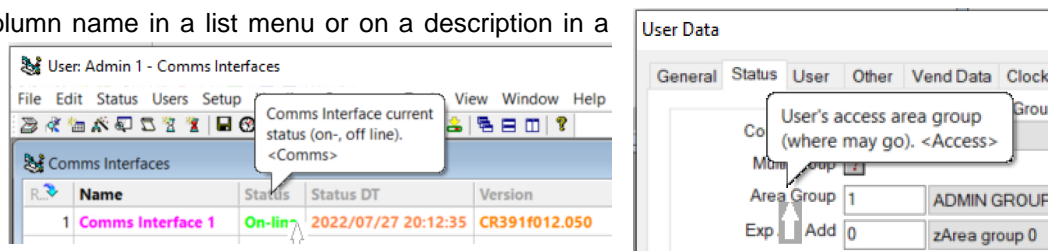
- Green = running.
- Yellow = Starting up.
- Red = Stop.



5 HELP INFO WINDOW


When the pointer is over a column name in a list menu or on a description in a property sheet, a window displays help info.

More details in help files.
E.g. SCS_Client.help.pdf



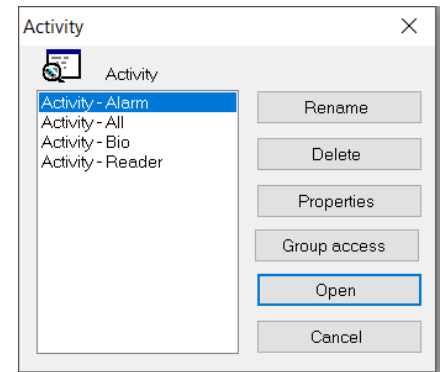
6 ACTIVITY DISPLAY



To open the activity window click on icon  on the Tool bar or click on the file menu **Tools** and then click on **Activity**.

Note that numerous Activity Displays may be available (depends on setting), the selection option will be displayed (the buttons shown may be hidden).

These Displays have different filters, showing only certain events.




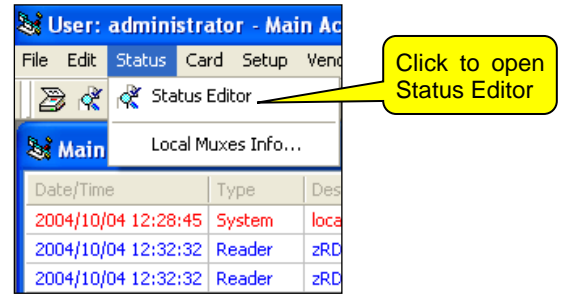
All activities are “live” – displayed when it happens.

The following window will open, displaying the current activity.

User: administrator - [Main Activity <<RUNNING>>]										
File Edit Status Card Setup Vending Programs Tools View Window Help										
Date/Time	Type	Description	Status	Card	Card number	Employ	Holder	First Name	V Name	
2004/10/12 09:13:45	System	localhost	User log-on	1	1	zEmpl...	Gerrit Ja...			SCS_Client
2004/10/12 09:24:56	Reader	Reception In	Entered	1	1	zEmpl...	Gerrit Ja...			
2004/10/12 09:24:56	Reader	Reception In	APB error	1	1	zEmpl...	Gerrit Ja...			
2004/10/12 09:24:57	System	localhost	Buzzer on	1	1	zEmpl...	Gerrit Ja...			
2004/10/12 09:24:56	Reader	Reception Out	Entered	1	1	zEmpl...	Gerrit Ja...			
2004/10/12 09:24:58	Input	CR_01 AC_1	Level changed	0						Open
2004/10/12 09:24:59	Input	CR_01 AC_2	Level changed	0						Illegal Open
2004/10/12 09:24:59	System	localhost	Buzzer on	1	1	zEmpl...	Gerrit Ja...			
2004/10/12 09:25:00	Input	CR_01 AC_1	Level changed	0						Open too long
2004/10/12 09:25:00	System	localhost	Buzzer on	1	1	zEmpl...	Gerrit Ja...			
2004/10/12 09:25:01	Input	CR_01 AC_2	Level changed	0						Not Opened
2004/10/12 09:25:01	System	localhost	Buzzer on	1	1	zEmpl...	Gerrit Ja...			
2004/10/12 09:25:04	Input	CR_01 Input 7	Level changed	0						Open
2004/10/12 09:25:05	Input	CR_01 Input 8	Level changed	0						Closed

7 STATUS OF EQUIPMENT

To open the Status Editor click the icon,  or go to the file menu



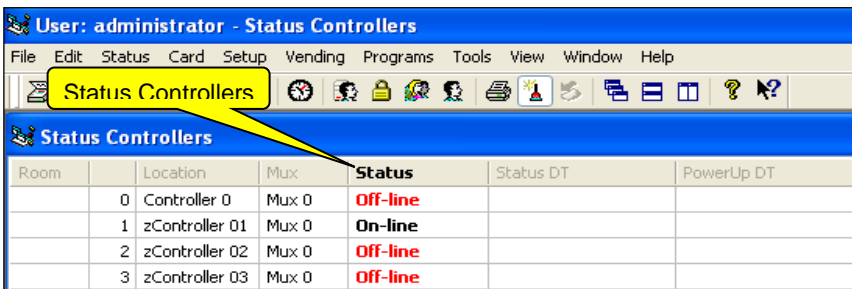
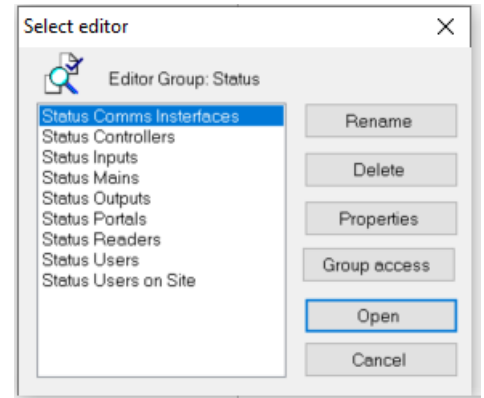
The status group displays the status of the system via **list editors** and is generally used by the operator to see the status of the Softcon system.

STATUS CONTROLLERS

To open the **Status Controllers** double click on **Status Controllers** or click on **Status Controllers** and then click **Open**.

The **Status Controllers** window is displayed.

- On-line – there is communication between controller and SCS_CLIENT.
- Off-line – no communication between controllers and SCS_CLIENT.

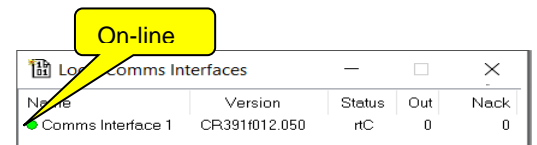


LOCAL COMMS INTERFACE INFO

Comms with controllers is via controllers that are connected via controllers with Ethernet (TCP) - [Interface](#)

Via local comms interface info, the status is shown:

Select status, local comms interface info.



Name is the description given to the interface (Setup / setup editor / Comms Interface).

Version of the program installed in the comms interface controller is read automatically when SCS_Client starts running.

When there is communication between SCS_CLIENT and the interface, a **green icon** indicates that it is on-line, and a **red icon** indicates that it is off-line, i.e. comms is faulty or controller off.

SCS_CLIENT and interface continuously communicate to keep the link alive.

When data is available, it is transferred.

An interface poll sub controllers (on a sub RS485 network) for data changes.


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-pollled in a 5-minute cycle.

To force a Poll, right click on a comms interface line and select poll.

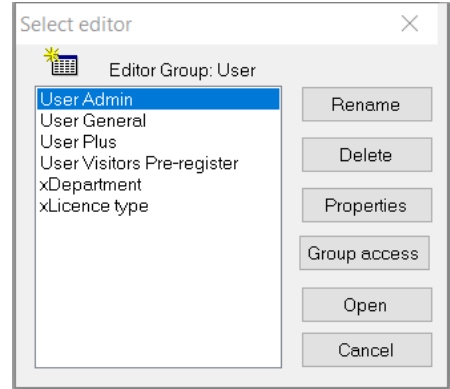
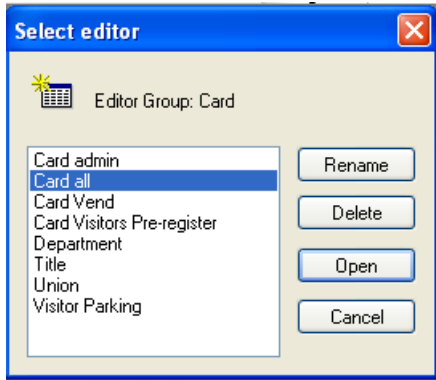
When communication with an off-line controller is established, an on-line message is generated.

8 EDIT A USER [CARD HOLDER]

To open the User (Card) Editor, click the icon,  or click User (**Card**) and the click on User (**Card**) Editor.

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

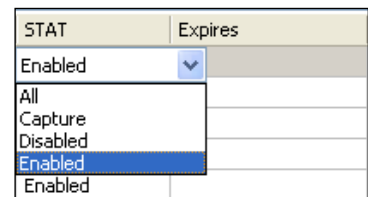
- User Admin:** Displays data generally edited by Admin staff.
- User All:** Displays all card data.
- User Vend:** Displays vending data generally edited by Vending/canteen staff.
- User Visitors Pre-register:** Displays data of pre-registered visitor (activated in future versions).
- User Visitor Parking:**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



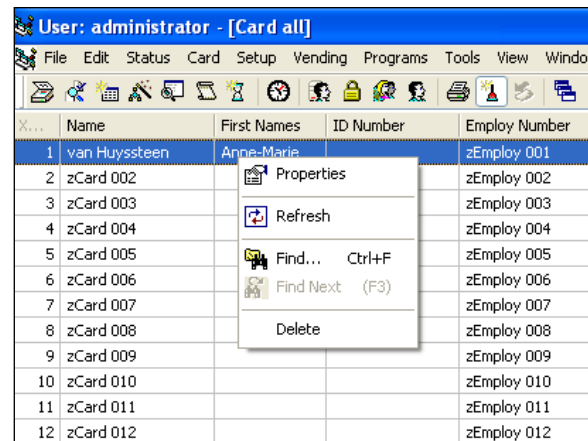
To open User [card] database, click on **User** and click on the **Open** button. Displays will differ according to versions or settings.

Xref	Surname	Name	Title	ID Number	Employ Num...	Department	Company	Phone Cell	Car Registr...	Token	PIN C...	Status	Area Group	L_Time Group	U_Time Group	Location	Loc Time
1	zCard 001		None	123.1234	123	Department 0		123.1234		3078	-1	Enabled	ADMIN GROUP	Acc 24hr	Tg 24/7, Hol	Inside	2022/07/27 16:15:04
2	Liebenberg Mark	Koosie	None		1122	Department 0		0825577256	DC89DEGP	262	-2	Enabled	ADMIN GROUP	Acc 24hr	Tg 24/7, Hol	Inside	2022/07/12 16:08:50
3	zCard 3		None		6003	Department 0				6003	-3	Enabled	ADMIN GROUP	Acc 24hr	Tg 24/7, Hol	Area zone 0	
4	zCard 4		None		zEmploy 4	Department 0				3331	-4	Enabled	ADMIN GROUP	Acc 24hr	Tg 24/7, Hol	Inside	2022/05/26 20:14:31
5	zCard 5		None		zEmploy 5	Department 0					-5	Disabled	zArea group 0	Acc 24hr	Tg 24/7, Hol	Area zone 0	
6	zCard 6		None		zEmploy 6	Department 0					-6	Disabled	zArea group 0	Acc 24hr	Tg 24/7, Hol	Area zone 0	
7	zCard 7		None		zEmploy 7	Department 0					-7	Disabled	zArea group 0	Acc 24hr	Tg 24/7, Hol	Area zone 0	
8	zCard 8		None		zEmploy 8	Department 0					-8	Disabled	zArea group 0	Acc 24hr	Tg 24/7, Hol	Area zone 0	
9	zCard 9		None		zEmploy 9	Department 0					-9	Disabled	zArea group 0	Acc 24hr	Tg 24/7, Hol	Area zone 0	

Some information can be change in the list editors (as shown above)



To get to all the properties of the User, right click on the record (line) and select properties



GENERAL PAGE

The General page contains general 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 SCS_Client.help for more information.

The screenshot shows the 'Card Data' window with the 'General' tab selected. The fields are organized into several sections:

- Personal Details:** Title (None), Initials (M), Surname (Liebenberg), First name(s) (Mark), Nick Name, ID Number, Gender (None), Employee Number (E0001), Spare PD1, Spare PD2.
- Address:** Address1, Address2, Suburb, City, Postal Code, E-mail.
- Business:** Company, Department (zDepartment 01), Description, Job Task (zTask 0), Spare (zSpare 0), Spare 2, Spare 3, Union (Union 0).
- Contact Numbers:** Home, Work, Cellular, Other.
- Vehicle Info:** Car1 Regis Number, Description1, Car2 Regis Number, Description2, Car3 Regis Number, Description3.

At the bottom, there are navigation controls: Record 3 of 1001, XRef 1 Mark Liebenberg, and buttons for OK, Cancel, and Apply.

STATUS PAGE

The Status page contains Access control information of the User.

The location of the User is not editable, however all other information can be changed via either a drop down list box or editable text field.

To function, a User must have:

- Area Group** where access is allowed
- Card1 (Token) Number**
- Status** Enabled

See Help info window (pointer on description) or see SCS_Client.help.pdf.

The screenshot shows the 'Card Data' window with the 'Status' tab selected. The fields are organized into several sections:

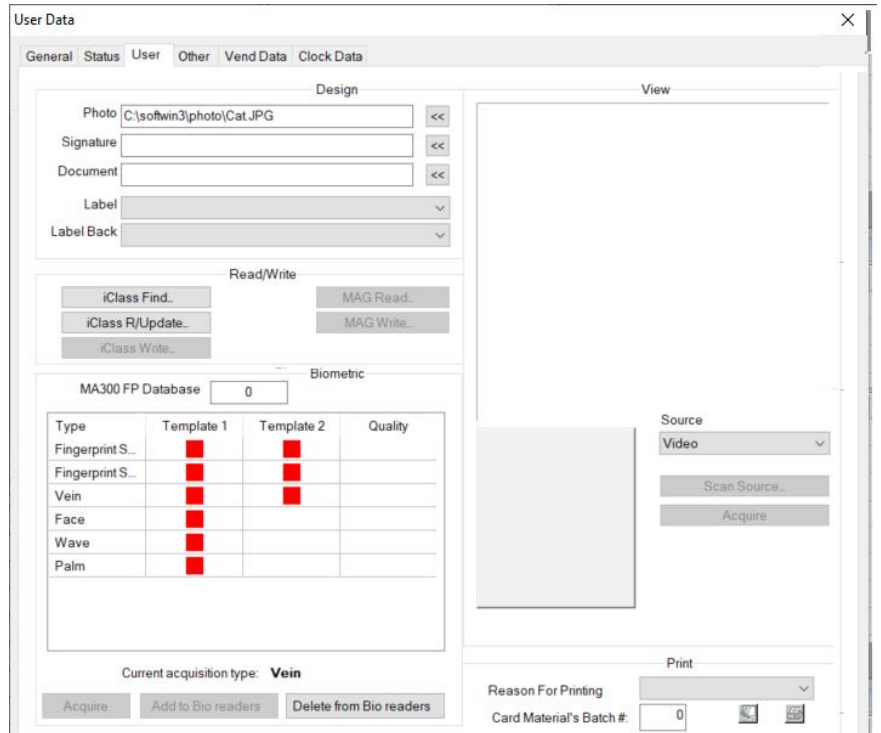
- Groups:** Control Card, Multi Group (?), Area Group (Area group 0), Exp AG Add (Area group 0), Exp AG Del (Area group 0), Absent AG Add (Area group 0), Absent AG Del (Area group 0), Count F AG Add (Area group 0), Count F AG Del (Area group 0), CD count AG (Setup group 0), Capture Group (Setup group 0), C Asset Group (zAsset Card Group 0), Time Group (Acc 24hr), Trigger Group (zTrigger GRP 0), Master Card, Temp Card.
- Counts:** Period (yyyy-mm-dd hh:mm), Last Date (yyyy-mm-dd hh:mm), Pcnt Limit (0), Pcnt Now (0), Count Now (0), Count Limit (0).
- Locations:** Location (zArea zone 02), Time (2006/03/22 13:02:13), Previous Location (zArea zone 02).
- Settings:** Virtual Card, Card 1 (123456789), Issue 1 (1), Card 2 (1), Issue 2 (0), Previous CD, Host (0), Visitor Ref, PIN Code (0), APB Reset (No), Passback (Not passback), Ext Access (0), Random %, Issued (2004/03/01 00:00:00), Expires, Absent Start, Absent End, Status (Disabled), Expire Status (Disabled), Absent Status (Disabled), Count F Status (Disabled).

At the bottom, there are navigation controls: Record 3 of 1001, XRef 1 Mark Liebenberg, and buttons for OK, Cancel, and Apply.

USER [Card] PAGE

This page is used to capture photo (also document), biometric information and select Card Maker design.

See SCS_Client.help for more information



LINK A PHOTO

The photo needs to be on the physical hard drive of the computer.

If known, browse for the photo.

When photo is found click on the **Apply** button to accept the photo.

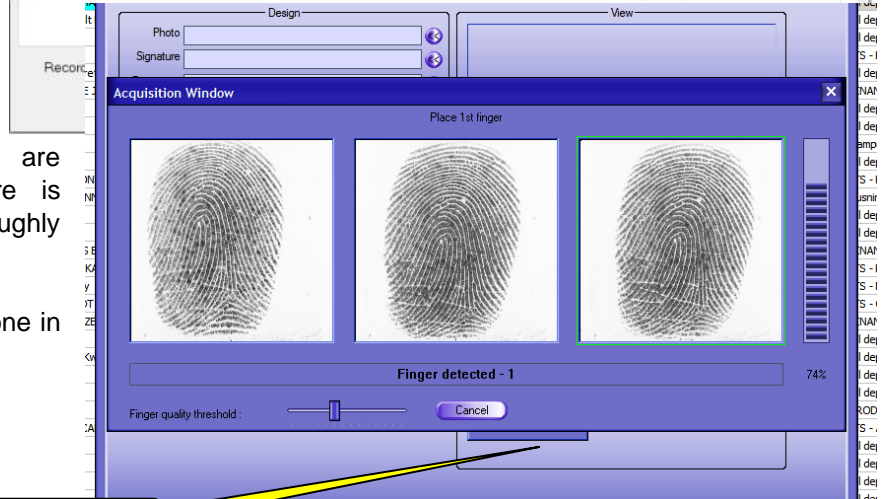
The photo will be displayed.

Enrolling a fingerprint.

To start the enrolment process, click on FP Acquisition.

The screen seen where the fingerprints are captured depends on how the software is configured however the process remains roughly the same.

The software indicates what needs to be done in the section below the fingerprints.



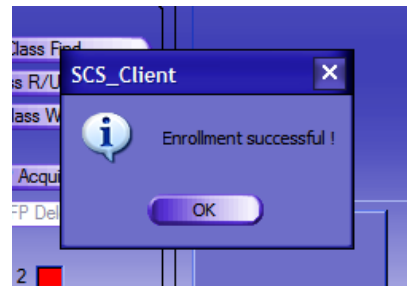
Instructions

Typically, enroll two fingerprints per person.

Once the enrolment is done, the message enrolment successful is displayed

Any other message, correct accordingly.

Click OK then see two green blocks showing that fingerprints are enrolled on the system.



T

he numbers below the green blocks represent the quality of the fingerprints.

Any number above 160 is deemed acceptable however as general rule the higher the number the less likely to identify the finger.

9 REPORTS

SCS_REPORT creates, saves or prints a report.

A list of numerous reports is available, e.g. Accume, Database, Audit, Pos, Ppos and Events reports.

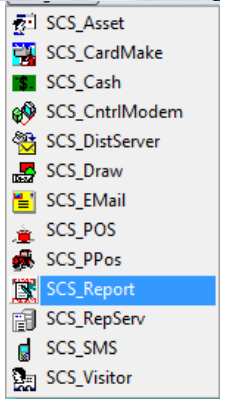
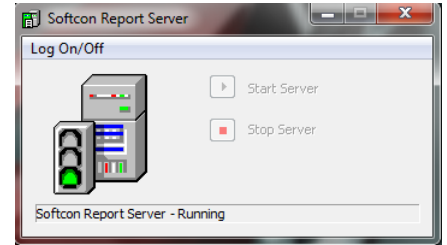
On **SCS_CLIENT** select programs / **SCS_RepServ**

Report server should run all the time if creating reports.

SCS_RepServ links to SCS_Server (auto connects or select Host PC name or IP address where SCS_Server is running).

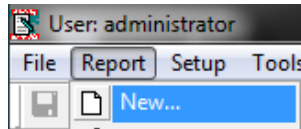
Note that SCS_RepServ runs in the background and is not shown on the task bar.

Select hidden icons on the bottom of the Windows Screen to see.



When server shows green on the task bar top and or the Traffic light, then on **SCS_CLIENT** programs, click on **SCS_REPORT**.

Select Report, new



Select the required report by entering the Reference Number or select the Report Name from the list.

Depending on the report type, select filters as follows:

Date-Time

Applicable to log reports, set the start and end date-time.

Time Window

A time window within a day (e.g. between 8:00 to 9:00).

Output

Report to view on screen, print the file or save as a file.

Parameters

That are additional filters for the specific report, e.g. a single reader or a specific card name or number. Selection if 0 is all for that parameter (no filter).

