SOFTWARE CONTROL SERVICES

SCS_ASSET

HELP VERSION - 1.03.18   2017-03-07

This help file serves the help manual to SoftWin version 3, Asset and can be accessed via the program be 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, SCS_ASSET. 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_ASSET 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_ASSET is the asset issue / return module of the Softcon SoftWin3 range of programs.

SCS_ASSET 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_ASSET is described in this document.

Operating SCS_ASSET is simple and logical, requiring the minimum number of keystrokes, with without a mouse.

All **transactions** are **logged** with date and time, operator reference, holder reference, item, amounts charged, discounted, etc. All **settings** are **password** protected – typically users of the system are not allowed to change set-up information, and limited to what is displayed.

A variety of **reports** are available, indicating the transactions in detail or as summary for each (or all) ASSET and for a selected operator (or all).

Operators must log-on before any transactions can take place, and must log-off when leaving the PC. Passwords can be set to auto expire.

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

FUNCTIONALITY:

Asset Items typically are:

- Movable assets such as PCs, projectors, tool, etc.
- Fixed assets such as lab desks / test stations, conference / examination rooms, etc.

Asset Items are linked to an **Asset Group** (many assets can be linked to an Asset group) for reporting, fares linking and dis- /allowing cards holders access to certain assets.

Asset fare(s) (charge for using an asset) are set for each asset group (can be set to zero). An asset group can have multiple fares for different times in the day/week holidays, for different periods of issued (how long the asset was used). These charges are logged to the cardholder to whom the asset was issued. Reports list these charges.

An asset is **Issued** (given) to a cardholder (only if the asset is In-store), and **Returned** by a cardholder.

Assets can be **Pre-Booked**, preventing a booked asset from being issued to another card holder. Limits set per asset, limits the time an asset can be pre-booked, limits the time before issue that

If pre-booked (see below), assets can be set to **Auto Issue** and / or **Auto Return**, thus automatically issued and returned on the start and end date-times of the pre-booked period. This would typically be set for the fixed assets and not the movable assets.

Cardholders to whom assets are booked, issued to or returned by must belong to an **Asset Card Group** that is enabled for the asset group the asset is linked to.

For example: Desktop-1 and Deskotp-2 belong to Asset group **ag_Desktops**.
Laptop-1 and Laptop-2 belong to Asset group **ag_Laptops**.
Desktop fares are 1000 (R10.00) an hour and **Laptop fares** are 2000 (R20.00) an hour.
Asset card group **cg_Desktops** is enabled for ag_Descktops.
Asset card group **cg_Laptops** is enabled for ag_Laptops.
Asset card group **cg_PCs** is enabled for ag_Desktops and ag_Laptops.
Andrew is set for Asset card group cg_PCs (can be issued/return desktops and laptops).
Barry is set for Asset card group cg_Desktops (can be only issued/return desktops).
Charles is set for Asset card group cg_Laptops (can be issued laptops).

Access to additional area zones can be set for assets, typically when an asset is a fixed asset (e.g. an examination room), cards are linked to the asset – gaining access to certain areas (e.g. to the building and the examination room). The cards are added to a pre-booking. A pre-start and a post end period can be set per asset, allowing access before the start and after the end of the pre-booked period.

3   START-UP

The Softcon program SCS_Server.exe must be running before the client program is started. SCS_Asset 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_ASSET starts running the following occurs:
- Initialises the server for communication.
- Creates the client RAM.
- Starts COM port tasks.

The SW is protected by **security keys** security that is stored in the mux card. Test and demo versions are available.

4   CLOSING

- Stops COM port tasks.
- Frees the client RAM.
- Stops the check connection task.
- Closes the client RAM temporary database.
- Sends "bye" to the server application.
- Stops RPC service.

5 MENUS

5.1 FILE MENU

5.1.1 Save.

Saves the data in the current active window. This function is only active when the active window data can be saved, and the data is saved to the current data source.

5.1.2 Save as (Cntrl+S).

Saves the data in the current active window to a new file name. This function is only active when the active window data can be saved. The file location, name and type are requested.

5.1.3 Save as live.

Saves the data in the current active window and sets that data displayed is updated live when changed by the system or operators on other systems.

5.1.4 Save not as live.

Saves the data in the current active window and disables the live updating of the data.

5.1.5 Close.

Closes the selected window (if password allows). This is equivalent to selecting ☒ in the window.

5.1.6 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.

5.1.7 Print preview.

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

5.1.8 Print setup.

Enters the Windows printer set-up menu.

5.1.9 Exit.

Exit the program.

5.2 EDIT

All displays are via list menus that are controlled via passwords. Functions available for lists are described in the document **SCS_EDITOR**.

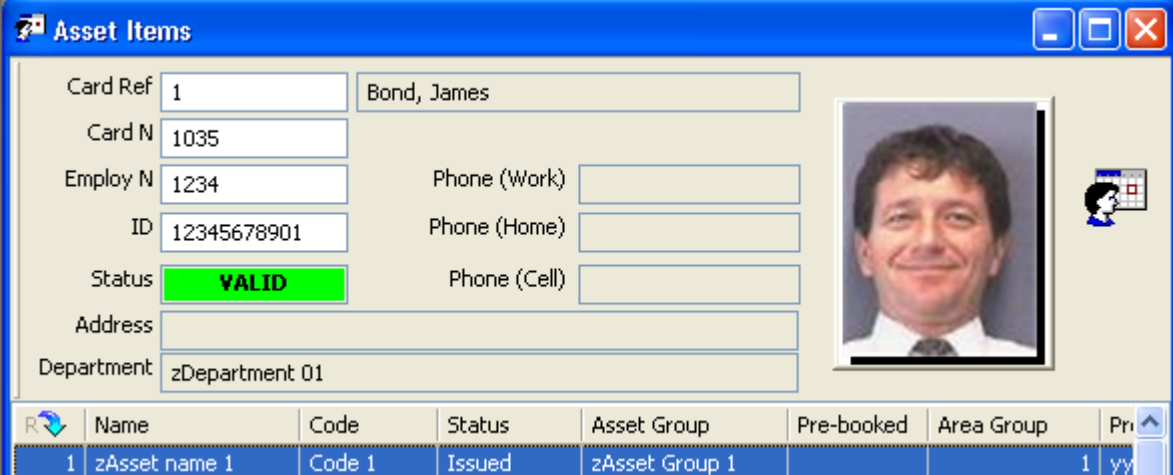When editing data, the following edit options become available:

Undo	**Ctrl+Z**
Cut	**Ctrl+X**
Copy	**Ctrl+C**
Paste	**Ctrl+V**

6 ASSET MENU

See **FUNCTIONALITY** for a description of system functions.

6.1 📇 Asset Items (cntrl+A)

CARD HOLDER

The top section displays the (active) card holder to/by whom assets are being issued, booked or returned and is selected by entering the **Card Ref**, **Card Number** or **Employee Number**, or by presenting the access card to a reader tied to the PC (see **serial_reader** below).
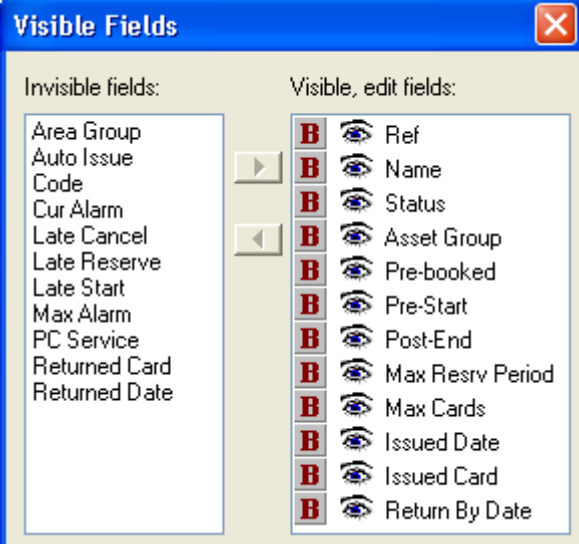
XREF 0 sets no active card.

If a card is active and assets are read or selected, the assets are issued / returned to / by the card.

If no card is active and an asset is selected by reading the asset or clicking on the asset, the line is highlighted, but the asset cannot be issued, returned or pre-booked.

Reading / selecting a card while an asset is selected (highlighted), the asset is issued / returned to / by the card (card does not become the active card).

ITEMS

List of asset items are selected for the card holder. The following columns are displayed and are editable if password is enabled (the display shows the typical fields settings for users):

Ref	Database reference number or the item.
Name	Description of the asset.

Status	Current status of the asset. Automatically to in store when returned, issued on issue. One of the following options can be selected by the user:

	Frozen	Cannot be issued.
	In store	Available to be issued.
	Issued	Issued.
	Missing	Asset has been misplaced.
	Repair	Being repaired.
	Service	Being serviced.
	Unknown	Never been issued.

	Additional options can be entered in table ASSET_STATUS in REPORT/MDB.
Asset Group	The cost group selects the fare(s) selected for the asset. See **Asset group**.
Pre-booked	Automatically indicates that the asset has been pre-booked (see below). Before issuing, the user must check the bookings.
Pre-start	Date-time before the pre-booked start time that the area group is added (see below) the multi-groups of the pre-booked cards.
Post-end	Date-time after the pre-booked time ends that the area group is deleted (see below) the multi-groups of the pre-booked cards...
Issue date	If the asset has been issued (not returned), the date/time the asset was issued.
Max-Resrv Per	Maximum period that a card holder may pre-book an asset.
Max-Cards	Maximum cards that can be pre-booked for the asset.
Issued Date	The date/time the asset was issued.
Issued Card	The person to whom the asset is issued.
Return by date	Date/time when issued asset must be returned by. If exceeded, event **t**15 **n**asset **s**612 **x**issueTo is generated.
Area Group	The area group added to the multi-groups of the pre-booked cards.
Auto Issue	Asset is automatically issued on the start of the pre-book period.
Auto Return	Asset is automatically retuned on the end of the pre-book period.
Code	The serial number of the asset. This data could be read with a barcode scanner or an asset tag reader. When the code data is selected, reading the data via a reader enters the data. When not editing, reading via the reader selects the record with a code matching the code read.
Cur Alarm	Number of alarm messages already given.
Late Cancel	.
Late Reserve	.
Late Start	.
Max Alarm	Number of alarms.
PC service	.
Returned card	The person who returned the asset.
Returned date	If the asset is not issued, the date/time it was returned.

PRE-BOOK

If a card is displayed on the top, right clicking on an asset gives the option to pre-book. Pre-book records are added and deleted and contain the data as shown below. The column names and order can be changed and additional fields regarding the person who booked the item can be added.

Ref	The reference of the booking.
Card Ref	The card reference of the person who pre-booked the asset is issued.
Begin date/time	Date/time item pre-booked from.
End date/time	Date/time item pre-booked until.
Booked date/t	When pre-booking was done.
Customer	The person who pre-booked the asset is issued.

< Previous   Next >   Pre-book   selects stepping though multiple selections and effecting the

booking.

6.2 ⚊ Delete Records (Del)

Assets are removed (password enabled) from the database by clicking on the asset (or reading the asset code via a scanner/reader connected to the PC) and selecting ⚊ hotkey or the Del key or by right clicking on the asset.

6.3 ⚊ Add Records (Ins)

Assets are added (password enabled) to the database by selecting ⚊ hotkey or the ins key or by right clicking on any asset. The asset name and code are edited as required (password enabled). The code can be edited by double clicking on the code and reading the code via a reader/scanner connected to the PC.

6.4 ⚊ Issue

An asset not currently issued (issue date and issue to are blank) is issued by selecting the record (by clicking on the appropriate line or by reading the asset code via a reader or scanner). Selecting ⚊ issue by right clicking or from the hot keys, opens the issue dialog. The person to whom the asset is to be issue is searched for via reference, card number, name or employee number (select the appropriate field and if a complete match is to be found). When found, the card holder's personal details and photo are displayed. Selecting the issue button loads the person's reference and date/time of issue to the asset and clears the return date/time and returned by. Alternatively, presenting the access card of the person to whom the asset is being issued to, to a card reader linked to the PC, automatically issues the asset to the card holder.

Assets cannot be issued to cards that are not valid (enabled and not expired). Assets can only be issued to cards that have an asset card group that is enabled for the asset group the asset is linked to (see **FUNCTIONALITY**).

The issue is logged to the event daily file and if set, slip(s) are printed with the issue details. Issue slips can be printed by clicking on any asset that is issued and selecting the print hot key or by right clicking.

6.5 ⚊ Return

An asset currently issued (issue date and issue to are not blank) is returned by selecting the record (by clicking on the appropriate line or by reading the asset code via a reader or scanner). Selecting ⚊ return by right clicking or from the hot keys, opens the return dialog. The person who is returning the asset is searched for via reference, card number, name or employee number (select the appropriate field and if a complete match is to be found). When found, the card holder's personal details and photo are displayed. Selecting the return button loads the person's reference and date/time of return to the asset and clears the issue date/time and issued to. Alternatively, presenting the access card of the person returning the asset to a card reader linked to the PC, automatically returns the asset by the card holder.

Assets cannot be returned by cards that are not valid (enabled and not expired). Assets can only be returned by cards that have an asset card group that is enabled for the asset group the asset is linked to (see **FUNCTIONALITY**).

The return is logged to the event daily file, together with the period, the rate and the cost of the usage. If set, slip(s) are printed with the return details. Return slips can be printed by clicking on any asset that has been returned and selecting the print hot key or by right clicking.

6.6 ⚊ Print slip

When an asset is issued or returned, slip(s) with the transaction data can be printed automatically. See the **Printers** set-up below. An issue slip of assets currently issue can be printed by clicking on the appropriate asset and selecting the ⚊ hotkey or right clicking on the asset and selecting print. Similarly, a return slip of assets that have been returned can be printed.

7 SET-UP MENU

7.1 Set-up Editor

7.1.1 ASSET FARE

The **fare** in units (e.g. cents) is set for asset groups, for **hour** periods. E.g. a setting of a fare of 200 for 2 hours will result in a charge of 2.00 for a period below 2 hours. A group is selected for each item, e.g. a projector group sets rates at 100.00 for 1 hour, 75.00 for 2 hours, PC group sets 50.00 for 1 hour – projector group is allocated to projectors and PC group allocated to PCs. For periods exceeding the maximum period, the charge is the sum of the multiple of the greatest period, plus the period of the balance (e.g. period taken is 19 hours and the periods are 2 hrs=R20, 4 hrs=R30 and 8hrs=R50 as above, the charge is 2*50+30=R130).

7.1.2 ASSET GROUP

Every asset is linked to an **Asset group** (multiple assets can be linked to an asset group). **Fare(s)** are set for each asset group. **Asset card groups** are enabled for asset groups and **cards** are set for an asset card group. Assets can only be issued/return to cards that have an asset card group that is enabled for an asset group the asset is linked to. Asset group set-up allocates **names** to the groups.

7.1.3 I/O Set-up

Serial card readers and **Asset barcode readers** can be connected to PCs. When issuing or returning an asset, presenting the card to a reader connected to such a PC, the card is searched for and displayed. When in the asset menu, the asset scanned is searched for. If the barcode number is being edited, the read barcode number is read and entered.

Card readers require a **COM_reader_mask** setting.

The PC COM ports that are used for the serial reader and scanner are configured with baud rate (typically 9k6), flow control (typically none), stop (typically 1), size (typically 8) and parity bits (typically 8). These setting are as required by the reader (**Source** set to Card) and scanner (**Source** set to Barcode). The Application is set to SCS_ASSET.

7.1.4 PC

A system can consist of more than one PC, with controllers being tied to any PC in the system. PC's interconnect via a PC network (e.g. an Ethernet coax cable). Each PC is allocated a unique number. The *Name* is the PC network name. If only one PC is used, the name can be set as *Localhost*, selecting the local PC.

7.1.5 PRINTERS

Sets the printers in the system and allocates the *Windows Name* of the printer and the number of *Slip Copies* the printer must automatically print on an issue and on a return.
Slip printers are generally set as generic printers.
Data printed is defined using trip character listed below, in the files in the directory c:\softwin3\templet.

- @@100 – Site ID (name) from general setup
- @@101 – Asset Item Name
- @@102 – Asset Item Bar code
- @@103 – Issue date/time
- @@104 – Return date/time
- @@105 – Fare
- @@106 – Issue Card name
- @@107 – Issue Card number
- @@108 – Issue Card Employ number
- @@109 – Issue Card Department name
- @@120 – Return Card name
- @@121 – Return Card number
- @@122 – Return Card Employ number
- @@123 – Return Card Department name

AssetHeader.txt – header file

AssetFooter.txt – footer file

AssetIssue.txt – issue file
Site:	@@100
Item:	@@101
Item Code:	@@102
Issued on	@@103
Issued to	
Name:	@@106
Card N:	@@107
Employ N:	@@108
Department:	@@109

AssetReturn.txt – return file
Site:	@@100
Item:	@@101
Item Code:	@@102
Returned on	@@104
Returned by	
Name:	@@120
Card N:	@@121
Employ N:	@@122
Department:	@@123
Fare: R	@@105

7.2 General Set-up

Main page
The **COM reader mask** sets the format of the data read from the **serial_reader** connected to the PC.

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 character.

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.

On receiving data from the reader, the card is searched for using all the set fields, if not found, a card unknown event is generated with the data set in the value field, i.e. all data must match (including the fixed data).

7.3 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. Asset issue requires z1, asset returned requires z1 and z2 and pre-booking z1 to z3. **Events** are:

FUNCTION	t	n	s	x	v	a	z1	z2	z3	z4	z5
Violation	15	asset	600	ref to	PC	2	violation	type	operator		
Violation clear	15	asset	601	ref to	0	0	violation	type	operator		
Issued	15	asset	610	ref to	0	0	PC	last by	operator		
Returned	15	asset	611	ref to	fare	0	PC	ref by	operator		
Pre-booked	15	asset	612	ref to	0	0	date start	time start	date end	time end	operator
Pre-Cancelled	15	asset	613	ref to	0	2		0	operator		
Pre-expired	15	asset	614	ref to	0	2	PC	retued by	operator		
Not returned	15	asset	615	ref to	attempt	2	date return			time return	

7.4 ⏰ 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** (**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.

8   TOOLS

8.1   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 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.

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.

Administrators in the **menu access** menu set access to menus.

Groups are given access to **lists** by administrators opening the list, right clicking on any column name and selecting the group access option 🔑, and selecting the groups that have access to the list. When saving, a list using save as, the groups can also be selected. A logged-on user whose groups do not have access to a list, does not see the list in the list selection box. If a user only has access to one list in a list selection box, the list is automatically opened.

Administrators can set **items** in lists and in property sheets as invisible, visible and editable. For **lists**, this is set by right clicking on the column name and selecting properties, moving the item to the visible box and changing to editable ✎ or not 👁. For **property sheets**, administrators right click on the item (defaults to the item) or anywhere on the sheet, select the item and set the groups that have access and set editable or not. The 🔲 option enables selection of an item of the list box, but not editing the description of the list item (combo box). ✎ Allows for selection and editing (when the item list is a combo box).

8.2   👥 Logon/off

Changed the logged-on user.

8.3   🔒 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 **SCS_CLIENT**

8.4   Menu Access

Access to menus are set for user groups by operators that have access to the **Menu Access** option. Menus are made accessible by selecting the group and moving to the appropriate menus to the accessible box on the right.

9 VIEW

9.1 Toolbar

En-disables the hotkey toolbar.

9.2 Vend ToolBar

En-disabled the vend tollbar.

9.3 Status Bar

En-disables the status bar.

9.4 ⬧ Refresh F5

Redraws the selected window.

9.5 ⬧ Find… Cntrl+F

Opens the find dialog box as described above.

9.6 ⬧ Find Next F3

Find next record after Find was selected.

10 WINDOW

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

11 HELP

Access to this file is by selection of the help option or selecting F1. Topic help is currently only via the help menu.

11.1 HELP Topic

11.2 ⬧ About Softcon Client

Displays general information on the program, with parameters available when starting the program.

About SCS_Asset SCS_Asset

Software Control Services (Pty) Ltd
Software Control Services USA, Inc

SCS_Asset.exe   Version 1.01.31   © Softcon (Pty) Ltd

Function
Softcon Asset program

Parameters
/start   Auto starts program using last loggon password

Disclaimer
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