# Table of contents

Table of contents .................................................................................................................. 2

Introduction .......................................................................................................................... 3
  Description .......................................................................................................................... 3

How to use this manual ........................................................................................................ 4
  Basic principles .................................................................................................................. 4
  Examples ............................................................................................................................ 4
  Tips or hints ....................................................................................................................... 4
  Information ......................................................................................................................... 4
  Warnings ............................................................................................................................ 4
  Keystrokes ........................................................................................................................ 4

Navigation of the software .................................................................................................... 5
  Appearance ......................................................................................................................... 5
  Main toolbar ...................................................................................................................... 6
  Main menu bar ................................................................................................................... 6
  The top toolbar .................................................................................................................. 9
  Viewers ............................................................................................................................. 10

Starting the SACS software ................................................................................................. 12

Logging on to the software ................................................................................................. 13

Tag holders .......................................................................................................................... 14
  Adding a tag holder .......................................................................................................... 14
  Adding advanced information to a tag holder .................................................................. 16
  Assigning a temporary or additional tag .......................................................................... 17
  Deleting a tag holder ........................................................................................................ 18

Groups .................................................................................................................................. 19
  Adding a group .................................................................................................................... 19
  Modifying a group .............................................................................................................. 21
  Deleting a group ................................................................................................................ 22

Companies & departments ................................................................................................. 23
  Adding a company and department .................................................................................. 23
  Modifying companies and departments ........................................................................... 25
  Deleting companies and departments .............................................................................. 26

Public holidays ...................................................................................................................... 27
  Adding a public holiday ..................................................................................................... 27
  Modifying a public holiday ............................................................................................... 28
  Deleting a public holiday ................................................................................................. 29

Terminology ........................................................................................................................ 30
Introduction

Description

SACS (Saflec Access Control System) is a windows-based access control software package that administers both the software and hardware of an access security platform. This document is intended to help operator type users with the basic operations and function of SACS. This document will help explain functions such as adding, deleting and editing tag holders, to editing public holidays.
How to use this manual

Basic principles

This section will explain the different features of this manual. There are many helpful guides set out in this document, which will make the process of using the SACS software easier for a user.

The icons and pictures used in this manual are there to help you to better understand the different steps involved in using the software, or to draw your attention to a specific area. The following will explain how these icons work:

Examples

Example: This is the way that we will represent an example. We will have one of these blocks whenever a concept needs further explanation.

Tips or hints

Tip: We will give hints in this way. Whenever you see this block you will find a shortcut, a quicker way of doing a task, or something to remember.

Information

Info: This is the way we will represent further information. This might be a brief explanation of a concept, or simply more information about the current subject.

Warnings

Warning: This is the way we will give you a warning. In these blocks you will find information on things to avoid, or possible problems that might result from an action.

Keystrokes

When a specific key must be pressed on your keyboard, it will appear as follows:

```
Alt + Tab
```
Navigation of the software

The SACS software works in the same way as any Windows™ software package. For information on mouse usage or other standard topics, consult your operating system manual.

Appearance

The appearance of SACS is that of a standard Windows™ interface. It contains buttons that opens the viewers. These viewers open up as separate windows and will cover the main window as they are opened. The following screen shot will demonstrate the layout and appearance of SACS and will aid in further explanation.

The main toolbar
The top toolbar
The menu bar
Viewers

Figure 1.0
The SACS user interface with features pointed out.

The above figure demonstrates the main window and the layout of the windows; the various features are discussed below.
Main toolbar

The main toolbar is situated on the left of the main window (see Figure 1.0). It is where most of the operations will take place in SACS, and where all of the commonly used viewers and dialogs will be found.

All of the buttons are used for opening the viewers of those respective buttons. Some of these buttons will be greyed out should the user not have permission to use the respective viewers.

For example, if one were to click on Public Holidays, it would open the “Public Holidays” viewer.

The tools that we will be focusing on will be the Tag holders, Groups and Companies tools.

Figure 1.1
The main toolbar.

To the right of the main toolbar there might be a vertical scrollbar, which can be used to reveal any tool buttons that do not fit onto the screen. This bar will not exist if there is sufficient space for all of the tool buttons.

Main menu bar

The main menu bar is situated at the top of the main window (See Appearance for more information). This bar can be used to navigate both the operations of the software and the basic functions like logging off and exiting. The menu bar will contain shortcuts to all of tools, including the tools shown on the main toolbar.

Figure 1.2
The menu bar.

Tip: Whenever you see a label with a single letter underlined, pressing \[\text{Alt} + \text{the letter that is underlined}\] will activate that function. For example: In figure 1.2 above, you will see that the ‘file’ menu item has the F underlined. Therefore pressing \[\text{Alt} + \text{F}\] will bring up the file menu.
Using keyboard shortcuts like this will assist you in doing various tasks in a quicker fashion.

When each of these links is clicked, they will produce a drop-down menu, which will contains links to functions of their own. Each of the above links will be explained as follows:

The File menu item: This contains items that relate to file access or system functions; it is mainly used for altering user details and exiting of the software. This drop-down menu is shown in figure 1.2.1 below:
Change Login Details: This opens the change login details dialog. This is used to change your password, shown as follows:

![Change password dialog](image)

**Warning:** The passwords in SACS are case-sensitive, so the password must be entered EXACTLY as you wish it to be, or you will not be able to log in to the software again once you log off.

Make sure that the CAPS LOCK light is not on, as this could confuse you and the password might be incorrectly changed. Should the CAPS LOCK light be on, press `Caps Lock` to turn it off.

Log off: This operation logs the current user off and brings up the login dialog (See Starting the SACS software for more information).

Exit: This operation closes the SACS software. You would have to start the software again and login again should you wish to do any further work in it (See Starting the SACS software for more information).

**Reports**

The reports menu item: This is the menu item you’d select to bring up a list of reports that can be executed. Reports provide a way of viewing and printing information that is required.
Navigation of the software

The viewers menu item: This contains links to all of the main viewers. These viewers are used to alter things like groups, zones, tag holders and the like.

- The viewers that we will focus on later on in this text are the ‘Tag Holder’, ‘Group’ and ‘Company’ viewers.
- The viewers have been grouped together in various categories. The top category is the one most used by operators. The system administrator will be responsible for working with the rest of these viewers, so you might find that these entries are greyed out, and you are unable to select them.
- All of these viewer links are repeated on the main toolbar apart from the ‘Recycle Bin’ link. The recycle bin will be explained later in this text.

![The viewers dialog.](image)

The tools menu item: This will bring up a list of all tools that are available for advanced alterations to the system, or useful functions that make tasks easier.

You will find the ‘Options’ entry under this menu.

Options: This menu entry opens the options dialog, where such things as the database link can be established and titles for the extra data fields can be entered. This is normally an administrative function, so you might find this entry greyed out.

The window menu item: This link opens the window drop down menu, which holds a few useful tools to help arrange the viewer windows on the screen. These tools are discussed below in figure 1.2.3:

![The window menu.](image)

- Tile Horizontal: As indicated by the icon to the left of this menu item, all viewers will be ‘tiled’ so that they all fit on the screen at the same time. This option tends to work the best with wide lists as the windows have more visible area horizontally.
- Tile Vertical: As indicated by the icon to the left of this menu item, all viewers will be ‘tiled’ so that they all fit on the screen at the same time. This option tends to work the best with long lists as the windows have more visible area vertically.
- Cascade: As indicated by the icon to the left of this menu item, all viewers will be ‘tiled’ so that they all fit on the screen at the same time. All windows will be
overlapped, so they won’t all be particularly visible, however you will be able to see all of the window titles.

**Close all:** When this menu entry is selected, ALL open viewers will be closed. This is a handy way to clear up a messy screen!

**The help menu item:** Selecting this will drop down a list of help related tasks.

![Help menu](image)

**Figure 1.2.4**
The help menu.

**About:** This displays vital information about Saflec Systems and version information of SACS. This information can be invaluable should you have a support query as it helps the support staff to identify a specific version of the software.

**Help index:** This will bring up the index of the help file – this will help you to locate a specific help entry, which can explain an area of the SACS software that you need assistance with.

**Tip:** Pressing `F1` will bring up context-sensitive help where available. For example, on the tag holder dialog, pressing `F1` will pop up the help entry relating to editing tag holders, and explaining each of the fields that can be altered.

**The top toolbar**
The top toolbar contains easier to reach icons for some of the more common items you might select from the menu. You will be able to recognise the tool by the icon. This will be the same icon as shown on the menu bar.
Viewers
The viewers are the basis of operations in SACS; they are used with all the buttons in the main window. Most viewers will look like the following:

![Image of a viewer with various buttons and tools]

Each viewer has a title bar, identifying the viewer. Below that a toolbar containing various tools and below that a list containing all entries pertinent to that viewer. Most viewers will have the same tools on them; these tools will function in a very similar way on all viewers. The functions of these tools are described below.

- **The 'add new' button**
- **The 'edit' button**
- **The 'delete' button**
- **The 'sort ascending' option button**
- **The 'sort descending' option button**
- **The viewer's title bar**
- **The 'refresh' button**

### Figure 1.3
*The schedules viewer.*

**Info:** Many windows will also have scrollbars on the right-hand side and the bottom, depending on how full the window is. If there are entries in the list that exceed the space in the viewer, the right-hand scrollbar will appear. To move up and down the list the scrollbar can be manipulated by dragging the scroller button, or by clicking on the space above or below the scrollbar. Should the bottom scrollbar be visible, there is not enough horizontal space to display all of the information. The horizontal scroll bar is used view the rest of the information in the same way as the vertical scrollbar. These scrollbars are only visible when there is insufficient space, so resizing the window can cause the scrollbars to disappear.

- **The add button:** This will be used to create a new entry in the viewer. The tooltip will be “Add new tag holder”, or “Add new schedule”, etc.

- **The edit/modify button:** This will be used to edit existing entries in the viewer. The tool-tip will be “View/Modify selected tag holder”, or “View/Modify selected group”, etc.
  **Note:** You can only select one entry to edit at a time.

- **The delete button:** This will be used to delete (either permanently or temporarily) entries in the viewer. The tool-tip will be “Delete selected tag holder(s), or “Delete selected schedule(s), etc.
  **Note:** You can delete multiple entries by selecting entries while holding the button down, then clicking the delete button.
**The sort ascending button**: This will be used to sort the listed entries in the viewer in ascending order according to the selected column.

**The sort descending button**: This will be used to sort the listed entries in the viewer in descending order according to the selected column.

**Info**: Note that the sort ascending and descending buttons sort the list by the actual text, so numbers might be sorted in a confusing manner.

For example:

1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11

Sorted ascending will appear as follows:

1, 10, 11, 2, 3, 4, 5, 6, 7, 8, 9

This is because the first character of the 10 and 11 is “1”, which is less than “2” so they will be placed before the 2.

**The filter button**: This will be used to filter out all the unwanted entries listed in the viewer; entering selection criteria does this. This tool will appear on only a few dialogs where there might be many entries.

**Example**: To generate a list of all tag holders whose surname starts with ‘John’ and who is male using the tag holder viewer you would do the following:

Click the ‘Filter’ button.
Enter ‘John*’ in the surname field.
Drop down the list under the label ‘Gender’ and select ‘Male’.
Click ‘Accept’.
The list will now refresh and show only tag holders with the expected information.

**Note**: The * character is a ‘wildcard’. This is a character placeholder meaning that the search for ‘John*’ will return ‘John’, ‘Johnston’, ‘Johns’… Leaving the wildcard out will mean that ONLY ‘John’ will be returned.

To disable the filter you would do the following:

Click the down arrow to the right of the button.
Select ‘Clear filter’.

**Warning**: Remember to clear the filter when you are finished with it, as it can be confusing to another operator when the viewer does not show everyone that is expected.

The filter button will show a green tick instead of a red cross when the list is being filtered.

**Note**: Closing the viewer will also clear the filter

**The refresh button**: This button can be used to refresh the list of entries in the viewer. The viewers are normally configured to automatically refresh themselves, but should this be disabled, or data has been added from another workstation, use this button.
Starting the SACS software

To start up the software:

1) Click on the Windows ‘Start’ button.
2) Click ‘All programs’.
3) Select ‘Saflec Systems SACS’.
4) Click on the ‘SACS User Interface’ entry.

Figure 2
Step-by-step start up instructions for SACS.

The SACS icon: This is the SACS icon, if this is found on your desktop, you could double-click this instead of following the instructions above.

Info: The example above uses Windows XP™ - note that your system might not look exactly the same as the instructions above. Should you be battling to start the software, contact your system’s administrator or someone else who will be able to assist.
Logging in to the software

Once you have started the software the following login dialog will appear on the screen. Follow the instructions below to log in to the software:

1) Select the ‘User name’ textbox and type in your user name.
2) Press \( \text{Tab} \) to switch to the ‘Password’ textbox and type in your secret password.
3) Click ‘Login’.

Figure 3.1
The SACS login dialog.

Note that if your user name or password or both were incorrect, you will get the following message:

Figure 3.2
The login error message box.

**Warning:** Remember that the user name and password are case-sensitive, which means that both must be entered in EXACTLY the same way as it was originally entered. For example: ‘Secret’ is not the same as ‘secret’.

Make sure that the CAPS LOCK key is off, as this will change the case of the text and might cause you to have problems when trying to login to the software.
Tag holders

Adding a tag holder

To add a tag holder:

Info: This section can be used by those operators that wish to make just a basic system of access for an employee, who then can add all the other information later (See section on “Adding advanced information to a tag holder”).

In the main window, you should see the viewer tool panel on the left-hand side of the screen.

- Click on the ‘Tag Holders’ button. The tag holders viewer will appear.

Figure 4.1
Tag holders viewer.

- Click on the ‘Add’ Button. The tag holder dialog will appear.

Figure 4.2
Tag holder dialog.

- Type in the title, first name and surname of the tag holder. Press Tab to alternate between textboxes.

Note: The surname and first name fields of the tag holder are the only fields that are required before the tag holder can be saved.

- Type in the employee number and ID number of the tag holder.
- Choose whether the tag holder is male or female.
- Enter any other information that you wish to record about the tag holder like preferred names, contact information etc.
• Click on the ‘Assign Primary Tag’ button. The Tags dialog will appear.

![Image of Tags dialog]

• Select the ‘Tag ID’ textbox by clicking on it.
• Type in the tag ID or present the tag at the take-on reader.
• Enter an ‘alias’ or alternative name for the card (if required).
• Tick the ‘Retrieve tag at drop box’ option if you wish this card to be retrieved at a dropdown-enabled reader.
• Click on the ‘Accept’ button to save changes, or click on the ‘Cancel’ button to discard changes. You will be returned to the tag holder dialog.

**Figure 4.3 Tags dialog.**

• Select the ‘Valid Ranges’ tab.
• Select the date and time from which the tag holder will be valid – by default the tag holder will be enabled from the date and time of creation.
• Select the date and time until which the tag holder will be valid – by default the tag holder will always be enabled. This can be altered by dropping down the list and selecting a standard valid range, or selecting ‘custom’ from the dropdown list and entering a custom date and time.

**Info:** The valid range of a tag holder can be assigned on a company by company basis. For this to work the tag holder must belong to a company and the check box “Valid range of company overrides the tag holder’s valid range” option must be ticked.

• Click on the ‘Groups’ tab.
• Any groups that the tag will belong to should be ticked. Tag holders must belong to a group to be given access within the system. Groups will be fully explained in an upcoming section.
• Click on the ‘Accept’ button to save the new tag holder. Alternatively click on ‘Cancel’ to discard the new tag holder.

**Warning:** Remember that any information that has been typed into the dialog will not be saved if cancel is clicked. Make sure that cancel is only clicked if the tag holder is not to be entered into the database.

Should you have clicked ‘Accept’ the name of the tag holder will be listed along with the other entries in the tag holder viewer.
Adding advanced information to a tag holder

In the main window, you should see the viewer tool panel on the left-hand side of the screen.

- Click on the ‘Tag Holders’ button. The tag holder’s viewer will appear. See fig 4.1.
- Select the tag holder that you wish to modify by single-clicking on the entry in the list.
- Click on the ‘View/Modify’ button. The tag holder’s dialog will appear. See fig. 4.2.

To assign a tag holder to a company and department:

- Click on the ‘Business’ tab.
- Select the company to which the tag holder belongs.

Info: Please note that if there is no company in the company list, refer to ‘Adding a company’ later in this text to find out how to add a new one.

- Select the department to which the tag holder belongs. A department can only be selected if a company has been selected.

To assign a photograph to a tag holder’s record:

- Click on the ‘Photos’ tab.
- If you have a TWAIN-compatible camera, click on the ‘Acquire’ button to retrieve a photograph. The camera manufacturer’s interface will be displayed now. When you are finished with this interface, the picture will be transferred into the tag holder dialog.

Info: If there is no camera attached to the computer, a message will be displayed. Please consult your system administrator for more information on TWAIN-compatible cameras.

- Should you have already obtained a photograph and it is stored on the PC in a folder that you can access, you can assign the photograph to the tag holder by clicking on the ‘Load’ button and browsing to where the photograph is located, then selecting it to bring it into the tag holder dialog.
- To trim off any unneeded areas of the photo drag a square around the area that you wish to keep. When satisfied that the correct area has been selected, click on the ‘Crop’ button to remove the rest of the photograph.
- The ‘Clear’ button can be used to remove this photograph from the tag holder.

To add any extra data that has been set up by your administrator:

- Click on the ‘Extra Data’ tab.
- Select the field to update and click the ‘Edit’ button. This will bring up a dialog in which you can set up the extra data for that specific field.
- Click on the ‘Accept’ button to save the changes. Click on the ‘Cancel’ button to discard the changes.
Assigning a temporary or additional tag

**Info:** You will assign a temporary tag when an employee does not have his original primary tag to gain access. Assigning a temporary tag will give him or her access to the system for a short time, until he can retrieve his original tag. The primary tag will not be enabled again until the temporary tag has been removed.

In the main window, you should see the viewer tool panel on the left-hand side of the screen.

- Click on the ‘Tag Holders’ button. The tag holder’s viewer will appear. See fig. 4.1.
- Select the tag holder that you wish to modify.
- Click on the ‘View/Modify’ button. The tag holder’s dialog will appear. See fig. 4.2.
- Click on ‘Tags’ tab.
- If the tag holder has a primary tag, you will see it displayed in the list. Click on the ‘Add’ button. The tags dialog will appear. See fig. 4.3.
- Click on the ‘Temporary Tag’ checkbox, if a temporary tag is required.
- Click on the ‘Additional Tag’ checkbox, if an additional tag is required.
- Select the ‘Tag ID’ textbox by clicking on it.
- Type in the tag ID or present the tag at the take-on reader.
- Enter an ‘alias’ or alternative name for the card (if required).
- Tick the ‘Retrieve tag at drop box’ option if you wish this card to be retrieved at a dropbox-enabled reader.
- Click on the ‘Accept’ button to save changes, or click on the ‘Cancel’ button to discard changes. You will be returned to the tag holder dialog.
- Click on the ‘Accept’ button to save the changes to the tag holder.
Deleting a tag holder

**Info:** Deleting a tag holder is done in order to remove any old tag holders from the system. Deleting will not permanently remove the tag holder from the system, but send it to a recycling bin, where it will wait for a user with sufficient permission to permanently delete them. It will however, no longer show in the viewer.

To delete a tag holder:

In the main window, you should see the viewer tool panel on the left-hand side of the screen.

- Click on the ‘Tag Holders’ button. The tag holders viewer will appear. See fig 4.1.
- Select the tag holder that you wish to modify.

**Tip:** If you hold down (the control button), you can select multiple entries – allowing you to delete more than one entry at a time.

Please note that multiple selection only works with the delete function.

- Click on the ‘Delete’ button.
- A dialog will appear asking you whether you want to send the tag holder(s) to the recycle bin:

![Tag Holder Delete Dialog](image)

**Figure 4.4**
Tag holder delete dialog.

- Click on the ‘Yes’ button, if you want to send the tag holder(s) to the recycle bin.
- Click on the ‘No’ button, if you do not want delete the tag holder(s).

**Tip:** You can speed up the deletion by selecting the entry in the viewer, and simply pressing .
Groups

Adding a group

A group is a set of tag holders that possess the same permissions and other characteristics. A group will apply the same access permissions and allowances for any tag holders who belong to the group, thereby making it easier to just add a tag holder to a specific group, rather than setting out permissions for each and every tag holder.

The permissions assigned by a group are ‘additive’ – in other words if a tag holder belongs to multiple groups, all permissions of each of these groups will be applied to the tag holder. A tag holder has to belong to at least one group with access permissions to have permission’s within the access controlled system.

To add a new group:

In the main window, you should see the viewer tool panel on the left-hand side of the screen.

• Click on the ‘Groups’ button. The groups viewer will appear.

![Groups viewer](image1)

Figure 5.1
Groups viewer.

• Click on the ‘Add’ button. The group dialog will appear.

![Group dialog](image2)

Figure 5.2
Group dialog.

• Type in the name of the group.
• Select whether the group has ‘Override Anti-Passback’.
  (Explained in the info section)
• Select whether the group has ‘Override Zone Control’.
  (Explained in the info section)
• Select whether the group has ‘Ignore Reader Schedules’.
  (Explained in the info section)
• Select whether this group has ‘Clock Time Accumulation’.
  (Explained in the info section)
Info:

Anti-passback: This is the term used for the prevention of tag holders ‘passing back’ their cards to someone who can then follow them into an area. In other words a person is not allowed to enter the same area twice without first leaving it.

Zone control: This is the term used for the strict monitoring of the location of a tag holder. The tag holder will not be able to gain access to a reader in a specific area unless the tag holder is registered as being in that area already.

Reader schedules: Some readers will only allow access at certain times of the day. If you choose ‘ignore reader schedules’ the members of the group will be able to access the reader at any time of the day.

Time accumulation: This means that access logs at ‘Time accumulation’ readers will be flagged as a ‘Start’ or ‘End’ time for the tag holder. This is to assist with Time and Attendance reporting.

- Select the tag holder(s) that will belong to this group by marking the checkbox to the left of the tag holder list. If you wish to create a tag holder at this time you can click the ‘Add’ button. See ‘Adding a basic tag holder’ for more assistance.
- Click the ‘Readers’ tab.
- Select any standalone readers that members of this group should have access to.
- Click the ‘Zones’ tab.
- Select any zones that members of this group should have access to.
- Select the ‘Schedules’ tab.
- Select the schedules during which the members of this group will be allowed access within the access controlled system.
- Click the ‘Accept’ button to save this group. Click the ‘Cancel’ button to discard this group.
Modifying a group

To modify a group:

In the main window, you should see the viewer tool panel on the left-hand side of the screen.

- Click on the ‘Groups’ button. The groups viewer will appear. See fig. 5.1.
- Select the group that you wish to modify.
- Click on the ‘View/Modify’ button. The group dialog will appear. See fig. 5.2.
- Change the name of the group, if the name needs changing.
- For more information on the various options that appear directly underneath the name, consult the info box under figure 5.2.
- Select or deselect tag holders that must belong to this access group.
- Select or deselect readers, zones and schedules as required.
- Click on the ‘Accept’ button to save the changes. Click on the ‘Cancel’ button to discard the changes.

**Warning:** Remember that should you change a group, all members of the group will be affected. Should you wish to only change the access permission of a select few tag holders, you should rather create a new group for these tag holders.
Deleting a group

To delete a group:

In the main window, you should see the viewer tool panel on the left-hand side of the screen.

- Click on the ‘Groups’ button. The groups viewer will appear. See fig. 5.1.
- Select the group(s) that you wish to delete.

**Tip:** If you hold down \( \text{Control} \) (the control button), you can select multiple entries – allowing you to delete more than one entry at a time.

Please note that multiple selection only works with the delete function.

- Click on the ‘Delete’ button. The following message box will be shown.

![Figure 5.3](image)

**Figure 5.3**
Group delete dialog.

- Click on the ‘Yes’ button to send the group to the recycle bin.
- Click on the ‘No’ button to cancel.

**Tip:** You can speed up the deletion by selecting the entry in the viewer, and simply pressing \( \text{Del} \) (the delete key).
Companies & departments

Adding a company and department

Info: A company is a way of grouping tag holders, for reporting purposes. They are not used in access control. Departments are a way of grouping tag holders within a company, and have no influence on the Access Control for the tag holder.

In the main window, you should see the viewer tool panel on the left-hand side of the screen.

- Click on the ‘Companies’ button. The companies viewer will appear.

Figure 6.1
Companies viewer.

- Click on the ‘Add’ button. The company dialog will appear.

Figure 6.2
Company dialog.

- Type in the name of the company.
- Type in any other information that you wish to record for this company.
- Should you wish to make use of the company valid range feature, select the date and time that any company members will be valid from and how long they’ll be valid.

To add a new department:
• Click on the ‘Add’ button. The departments dialog will appear.

Figure 6.3
Department dialog.

• Click on the ‘Accept’ button to save the department. Click on the ‘Cancel’ button to discard the department.

You will be returned to the companies dialog, and if you clicked ‘Accept’ the new department will be listed.

• Click on the ‘Accept’ button to save the company. Click on the ‘Cancel’ button to discard the company.

Info: Please note that if you cancel the creation of this company, any departments that you created will also be cancelled. Departments cannot exist without a parent company.
Modifying companies and departments

To modify a company:

In the main window, you should see the viewer tool panel on the left-hand side of the screen.

- Click on the ‘Companies’ button. The companies viewer will appear. See fig. 6.1.
- Select the company to modify.
- Click on the ‘View/Modify’ button. The company dialog will appear. See fig. 6.2.
- Make any of the required changes
- Should you wish to make use of the company valid range feature, you can modify the date and time that any company members will be valid from and how long they’ll be valid.

To modify a department:

- Click on the ‘Departments’ tab.
- Select the department that you wish to modify.
- Click on the ‘View/Modify’ button. The department dialog will appear. See fig. 6.3.
- Change the name of the department.
- Click on the ‘Accept’ button to save the changes. Click on the ‘Cancel’ button to discard the changes.

To add a department:

- Click on the ‘Departments’ tab.
- Click the ‘Add’ button. The department dialog will appear. See fig. 6.3.
- Enter the name of the department.
- Click on the ‘Accept’ button to save the changes. Click on the ‘Cancel’ button to discard the changes.

You will be returned to the companies dialog, and the new department will be listed.

- Click on the ‘Accept’ button to save the changes. Click on the ‘Cancel’ button to discard the changes.

Info: Please note that any changes that may have been made to the departments will not be effective if the ‘Cancel’ button was clicked in the company dialog.
Deleting companies and departments

To delete a company:

In the main window, you should see the viewer tool panel on the left-hand side of the screen.

- Click on the ‘Companies’ button. The companies viewer will appear. See fig. 6.1.
- Select the company that you wish to delete.

Tip: If you hold down the control button, you can select multiple entries – allowing you to delete more than one entry at a time.

Please note that multiple selection only works with the delete function.

- Click on the ‘Delete’ button. The delete company dialog will appear.

Figure 6.4
Company delete dialog.

- Click on the ‘Yes’ button to send the company/ies to the recycle bin.
- Click on the ‘No’ button to cancel.

To delete a department:

- Select the company from which you wish to delete the department.
- Click on the ‘View/Modify’ button. The company dialog will appear. See fig. 6.2.
- Click on ‘Departments’ tab.
- Select the department(s) that you wish to delete.
- Click on the ‘Delete’ button. The delete department dialog will appear.

Figure 6.5
Department delete dialog.

- Click on the ‘Yes’ button to send the department to the recycle bin.
- Click on the ‘No’ button to cancel.

Tip: You can speed up the deletion by selecting the entry in the viewer, and simply pressing the delete key.
Public holidays

Adding a public holiday

**Info:** The sole purpose of public holidays in SACS is to disable defined schedules on specific days of the year. This will mean that all readers or tag holders who have schedules will not be allowed access on these day. It also means that any events that occur on these schedule will also be disabled.

To add a public holiday:

In the main window, you should see the viewer tool panel on the left-hand side of the screen.

- Click on the 'Public Holidays' button. The public holidays viewer will appear.

![Public holidays viewer](image1)

**Figure 7.1**
Public holidays viewer.

- Click on the 'Add' button. The public holiday dialog will appear.

![Public holiday dialog](image2)

**Figure 7.2**
Public holiday dialog

- Type in the name of the public holiday – This field is required.
- Select the date of the public holiday.
- Select whether the public holiday occurs every year or not.

- Click on the ‘Accept’ button to save the public holiday. Click on the ‘Cancel’ button to discard the public holiday.
Modifying a public holiday

To modify a public holiday:

In the main window, you should see the viewer tool panel on the left-hand side of the screen.

- Click on the 'Public Holidays' button. The public holidays viewer will appear. See fig. 7.1.
- Select the public holiday that you wish to modify.
- Click on the 'View/Modify' button. The public holiday dialog will appear. See fig. 7.2.
- Change the name of the public holiday, if necessary.
- Change the date of the public holiday, if necessary.
- Select whether the public holiday repeats every year or not.
- Click on the 'Accept' button to save the changes. Click on the 'Cancel' button to discard changes.
Deleting a public holiday

To delete a public holiday:

In the main window, you should see the viewer tool panel on the left-hand side of the screen.

- Click on the ‘Public Holidays’ button. The public holidays viewer will appear. See fig. 7.1.
- Select the public holidays that you wish to delete.

**Tip:** If you hold down `Control` (the control button), you can select multiple entries – allowing you to delete more than one entry at a time.

Please note that multiple selection only works with the delete function.

- Click on the ‘Delete’ button. The delete public holiday dialog will appear.

![Public holiday delete dialog.](image)

**Figure 7.3**
Public holiday delete dialog.

- Click on the ‘Yes’ button to send the public holiday to the recycle bin.
- Click on the ‘No’ button to cancel.

**Tip:** You can speed up the deletion by selecting the entry in the viewer, and simply pressing `Delete` (the delete key).
Terminology

There are certain terms that may be used throughout the document that may be slightly confusing. This section will try to explain some of these terms.

LOGIN – Login means gaining access to the software. Logging in requires the user to enter a user name and password, each of these being unique to every user.

LOGOUT – Logout means to close the software, while allowing another user to login.

USER NAME – A user name is the unique name that every user is assigned and needs to login to the software. A user name will always be accompanied by a password.

PASSWORD – A password is a secret word or string of characters that allows one to login to the software. A user name can be public knowledge, but no one may know your secret password.

TAGS – A tag is a small device that will be assigned to every person that needs access. A tag contains a unique code that is linked to a tag holder and is identified through the use of a tag reader.

TAG HOLDERS – A tag holder is someone who holds a tag. A tag holder will be entered into the database and added to a group.

GROUPS – A group is a way of grouping tag holders together. Tag holders need to be a part of a group that has access permissions to be assigned the same access permissions.

COMPANIES – Primarily used for reporting purposes, companies and departments are used to separate tag holders into easily defined segments. Members of a company can also obtain their validity dates from the company that they belong to.

DEPARTMENTS – Departments separate these people into smaller groups within the company. Used only for reporting purposes.

DEVICE NETWORKS – A device network is a cluster of controllers that use the same connection point. Every controller must belong to a device network.

CONTROLLERS – A controller is the brain of every access control device, it makes all the decisions. It must belong to a device network which enables communications. Virtually every device in the access control system will be connected to a controller.

ZONES – Zones are areas that you wish to control access to. Doors, turnstiles and booths will usually be the access point for each zone.

DOORS – Doors can vary from normal doors to turnstiles to booths. Doors are the access points for each defined zone.

READERS – Readers will read the tag that identify a tag holder, and send a signal to the controller, which will decide whether to give the tag holder access or not, depending on the tag holder’s group.

SCHEDULES – Schedules are used to define time periods to gain access to access controlled areas or readers during the day. They can also be used to trigger events.
Terminology

**Operator manual**

**INPUT** – An input is a signal that is received from a device. For example: a door-closed sensor. It serves an indication of the device’s state.

**OUTPUT** – An output is used in manipulating a device, and changing its state. For example: switching a light on or off or locking and unlocking a lock.

**COUNTERS/TIMERS** – A counter or timer is a variable that is stored on the device. The variable can be altered using events and can cause actions to be performed when certain values are set. When in timer mode the value stored in a counter will count down in milliseconds, causing an event when reaching zero.

**EVENTS** – Events are activated when a device changes state. Actions can be performed on those state changes, allowing a system to be customised. For example: if a door is forced opened, a ‘Door open’ event takes place. The action could be to set off a siren, or to switch a camera on.

**PUBLIC HOLIDAYS** – These refer simply to special days during the year when schedules that are configured are not active. This makes it possible to restrict access on these days.

**USERS** – Users are people that have permission to use the software; they will be assigned to user groups.

**USER GROUPS** – User groups will allow member users to have certain permissions while using the software. For example: an operator might not be allowed to permanently delete anything, but an administrator can.

**RECYCLE BIN** – The recycle bin is a device used for temporarily storing deleted items. Items that have been deleted will be stored until a user with the appropriate permission can either restore them or permanently delete them.

**REFRESH** – This refers to the ability to reload the information in a list. Refreshing will load into the menu any new information that may have been processed or entered into the software.

**ANTI-PASSBACK** – Anti-passback means that if one tag holder walks into a new zone, he may not give his tag to another person and allow them to walk into that same zone. It basically means that a tag holder cannot enter the same area twice without having left the area first.