

**SOFT-ASSISTANT**

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## **1. CHARACTERISTICS OF THE SOFT-ASSISTANT**

Soft-ASSISTANT is installation management software.

### **1.1 ITS FUNCTIONS**

The functions that can be carried out using the Soft-ASSISTANT are as follows:

- Installation management
- Configuration of equipment from the MOTION range

### **1.2 MINIMUM SYSTEM REQUIREMENTS**

- Pentium III
- Windows 2000, XP or superior
- 128 Mbytes of RAM
- 100 Mbytes of free hard drive
- CD-ROM drive
- Free USB port
- ASSISTANT

### **1.3 MATERIAL SUPPLIED WITH THE ASSISTANT**

The ASSISTANT is made up of the following parts:

- CD-ROM containing the Soft-ASSISTANT management programme.
- USB cable to connect the ASSISTANT to the PC.
- Installation guide.
- ASSISTANT programming tool.

## 2. OPERATING

### 2.1 GENERAL

The Assistant programmer is a tabletop tool for installation management.

The equipment can be connected to the PC using the USB cable supplied. The POWER light indicates the correct power supply to the equipment. The FUNCTION light indicates that the programmer is running. The area marked as PROGRAMMING AREA is where the operating devices must be located. The memory cards are inserted in the connector at the front of the equipment.

#### **Connection status**



The status button indicates the connection status. If it is red, this indicates that the programmer is not connected to the PC. If it is green, the connection is correct. By clicking on the status button the programme indicates whether the Assistant is correctly connected to the Soft-Assistant programme or not.

#### **Connections**

- USB connector
- Memory and event card connector
- BUS-L equipment connector

#### **Programming of different devices** (see Section 4.5 ASSISTANT in the 4.USER MANUAL)

- Transmitters
- Proximity elements
- Memory and event cards
- Receivers
- Access control stations
- Bus-L elements

### 2.2 OPERATION MODES

#### **Local**

A single workstation with its database.

#### **Network**

Several workstations connected to a server housing a common database.

#### **Network with synchronization**

A mobile station can have its database available while remaining disconnected from the server. The user may synchronize their database with that of the server using the programme "Soft ASSISTANT Synchronization".

## 3. INSTALLATION INSTRUCTIONS

### 3.1 INSTALLATION

Insert the CD-ROM in the corresponding PC drive.

Connect the USB cable to the programmer and the PC. A window will open on the PC containing the message "New hardware found" and the Windows assistant for new hardware found will auto-run. Follow the instructions given on screen. During hardware installation, the assistant will ask you to select the USB driver path. Select the CD-ROM drive.

The Soft-ASSISTANT setup application will then start from the CD-ROM. Follow the instructions given on screen.

On completing installation the configuration programme will run automatically (see section 3.2).

**Note:** In the case of network installation, the programme must first be installed in the server and then in the remaining workstations.

### 3.2 CONFIGURATION

1. Enter the registration code located on the CD-ROM label.
2. Select the desired database type: Access or MSDE.

#### **Access**

Simple database motor, for small amounts of data and designed above all for working locally.

If the user chooses to work with this database, they may carry out the following tasks:

- a) Save accepting the database proposed by the programme.
- b) Create new (database): determine the desired route for the location of the database. This route may be in the PC itself or on a network site. It is then necessary to Save.
- c) Examine: enables the user to select a database already created on the PC itself or on a network. It is then necessary to Save.

The same database may be accessed from different applications run from different PCs.

#### **MSDE**

Very powerful SQL database motor, for large amounts of data and equipped for working locally or in a network.

If the user chooses this database, they must follow the steps below:

- Select the location of the database: local or network.
  - o If it is a local installation:
    - a) Create (database): if it is the first time the user is working with an MSDE database on this PC, they must create it. Click on the Create new button.
    - b) Connect: if the PC has already been used with an MSDE database, it will not be possible to create a new one and the one already created must be Connected. Click on the Test Connection button.
  - o If it is a network installation:
 

The user may Connect with a previously created database of another PC. Click on the Test Connection button.

3. Select the workstation type:
  - a) Fixed station: local or network
  - b) Mobile station: work with synchronization

**Warning:** Once finished the installation process, it will not be able to change the workstation type.

### 3.2.1 Working with synchronization

#### Configuration

Within a network installation, the workstation that will work with network synchronization must be configured as with a local installation. As such, this station will work with its own database disconnected from the server. During the installation process, the Mobile station option must be selected.

#### Synchronisation

Run the “Soft ASSISTANT Synchronization” programme.

Enter username and password. The user must be registered on the server and have permission for synchronization (see section 4.2.3).

Choose server database type and location.

Choose type of synchronization; incremental is recommended since only the changes made since the last synchronization will be synchronized. If total synchronization is chosen, it will repeat all the previous synchronizations until all the changes are completed.

Click on the Synchronize button.

### 3.3 RUNNING

On running the application, the programme will request a login and password. The login is “softadmin” and the password is “assistant” by default.

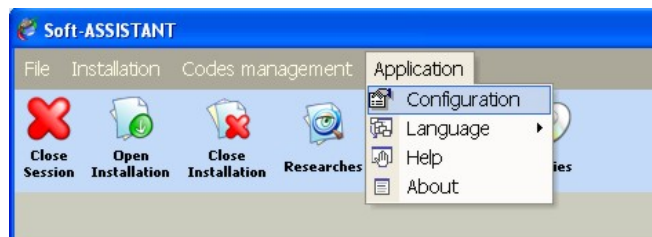
## 4. USER MANUAL

### 4.1 APPLICATION

On running the application, a form will appear to enter the login and password.

### 4.2 CONFIGURATION

From the main menu bar, click on Application, Configuration and the application configuration window will appear.



This window can be used to update all the data related to general application and application user information. Three tabs will appear that correspond to the following configurable data.

#### 4.2.1 Application data

This allows for the workstation data to be recorded.

Note: If the user always works with an installer code, it may be marked in this window. All the new installations carried out from then onwards will have an installer code by default.

### 4.2.2 Configurable fields

This allows for a series of fields to be configured, their format chosen and whether they are to be visible fields (those appearing in the search lists). Example: field name (Telephone) and type (Numerical).

**Application data**

Application data | **Configure fields** | Users

Field	Visible	Description	Type
Field 1:	<input checked="" type="checkbox"/>	Telephone	Numerical
Field 2:	<input checked="" type="checkbox"/>	Delivery date	Text
Field 3:	<input type="checkbox"/>		
Field 4:	<input type="checkbox"/>		
Field 5:	<input type="checkbox"/>		
Field 6:	<input type="checkbox"/>		
Field 7:	<input type="checkbox"/>		
Field 8:	<input type="checkbox"/>		
Field 9:	<input type="checkbox"/>		
Field 10:	<input type="checkbox"/>		

Save | Cancel

### 4.2.3 Users

This allows for several users with access to the application and with configurable permissions for each user.

**Users**

Name:   
 Surname:   
 Group: - Choose -  
 New | Search

**Users found:**

Name	Surname
softadmin	assistant
a	a

**Edit User:**

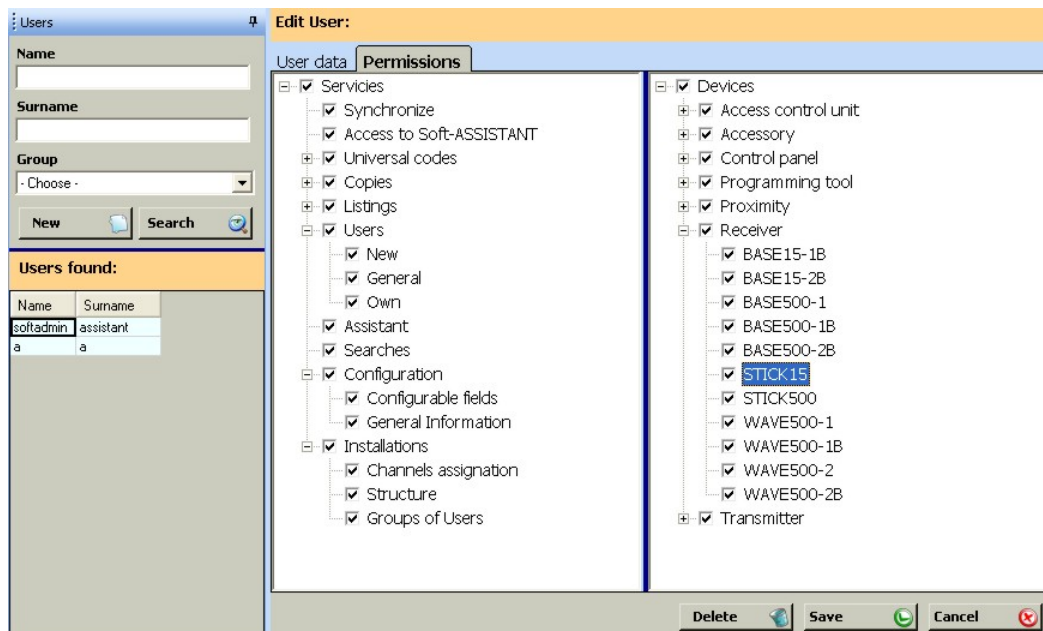
User data | Permissions

User: john | Password:   
 Name: john | Surname: smith  
 Address:   
 City:  | Postcode:  | Country:   
 E-Mail:  | Contact telephone:   
 Group: Basic user

Delete | Save | Cancel

To enter a new user, click on the New button and all the fields to be completed will appear blank in the User Edit window. (Enter a login, a password and other personal details as required). Pre-established access levels can be selected or established manually using the Permissions tab. Permissions depend on the programme functions and the equipment to be handled.

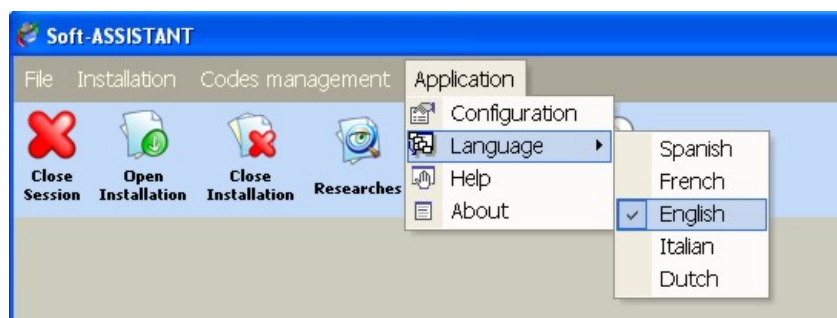
If you want to search for a user, the search can be made by first name, surname or user group. A list will appear under the search containing all the users found according to that particular search. If the search fields are left blank, all users will appear on clicking on the Search button.



To save the data, click on the Save button. You will then return to the main Configuration menu. To exit the window and return to the main menu, click on the Cancel button. The data will not be saved.

### 4.3 LANGUAGE

To change the application language, click on Application and Language on the menu bar and choose the required language. The initial window will appear where you must enter your login and password again. On entering, the language will have changed automatically.



## 4.4 SESSION

To begin a session, click on File, Close Session on the menu bar or Close Session on the tool bar. A form will appear to enter a new login and password.

In the event of you forgetting your login and/or password, contact the system administrator.

The start of a session conditions the possibilities of action for users according to the profile allocated.

A session must be started for the system to be initialised, although another session can be started at any time.



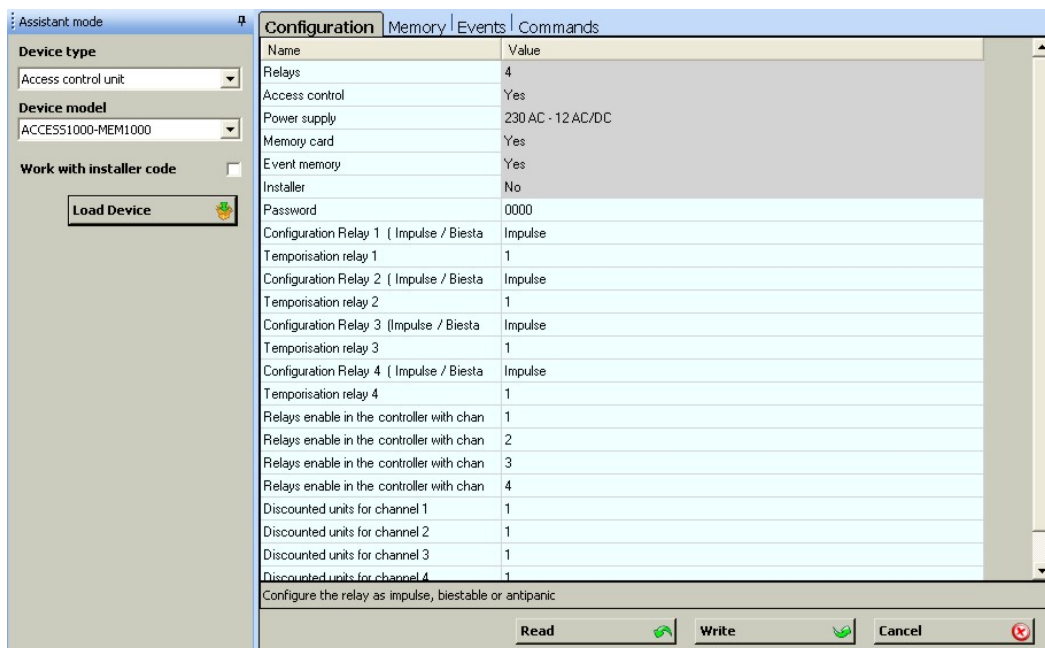
**Exit:** This menu option ends the application.

## 4.5 ASSISTANT

This allows for independent work with any device (e.g. add installer code). The Assistant programming tool must be connected for this.

To run this option, click on the Assistant button on the tool bar.

Select the device type and model, click on Load device and a window will appear on the right containing the options and functions available for the selected device.



### 4.5.1 Options and functions (driver)

- **Configuration:** this allows for the device configuration to be read, changed and saved to the device. The fields with a shaded value cannot be modified.
- **Memory:** This allows for the contents of a device's memory to be read, modified and saved to the device.
- **Events:** This allows for the contents of an events card in a device to be read and formatted.
- **Commands:** this shows a series of functions that can be carried out on the device (e.g. formatting a memory in the case of a receiver)

To modify any field, double click on the field to be modified with the left-hand button of the mouse. Any modification made will be indicated by a colour change on the line modified.

### 4.5.2 Devices

#### 4.5.2.1 Emisores

##### a) GO-PRO

Configuration	
Name	Description
Device information	Non-editable device characteristics data
PIN configuration	Configuration of the PIN, the expired PIN and the relays with PIN to be allocated to each channel
Replacement	

Commands	
Command	Description
FORMAT	This eliminates the installer code from the device
SET INSTALL	This inserts the installer code in the device
SELECT	Reserved function

##### b) GO-EVO

Configuration	
Name	Description
Device information	Data of non-editable characteristics of the device
PIN Configuration	Configuration of the PIN, of the expired PIN and of the relays with PIN that the user wishes to assign to each channel
Replacement	Configurable 6-digit code
Validity period	Validity start and end dates
Alarm function	Relay alarm configuration and number of readings

Commands	
Command	Description
FORMAT	Deletes the device installer code
SET INSTALL	Inserts the installer code in the device
SELECT	Reserved function

## c) ECO-TAG

Configuration	
Name	Description
Device information	Data of non-editable characteristics of the device

Commands	
Command	Description
FORMAT	Deletes the device installer code
SET INSTALL	Inserts the installer code in the device
CHANGE_CODE	Modifies the device code
RESTORE_CODE	Restores the factory-installed device code
SELECT	Reserved function

## d) MOTION-TAG / MOTION-CARD

Configuration	
Name	Description
Device information	Data of non-editable characteristics of the device
PIN Configuration	Configuration of the PIN, of the expired PIN and of the relays with PIN that the user wishes to assign to each channel
Replacement	Configurable 6-digit code
Validity period	Validity start and end dates
Alarm function	Relay alarm configuration and number of readings

Commands	
Command	Description
FORMAT	Deletes the device installer code
SET INSTALL	Inserts the installer code in the device
CHANGE_CODE	Modifies the device code
RESTORE_CODE	Restores the factory-installed device code
SELECT	Reserved function

## e) EVO-TAG / EVO-CARD

Configuration	
Name	Description
Device information	Data of non-editable characteristics of the device
PIN Configuration	Configuration of the PIN, of the expired PIN and of the relays with PIN that the user wishes to assign to each channel
Replacement	Configurable 6-digit code
Validity period	Validity start and end dates
Alarm function	Relay alarm configuration and number of readings
Pre-payment function	Configuration of the PIN and pre-payment credit

Commands	
Command	Description
FORMAT	Deletes the device installer code
SET INSTALL	Inserts the installer code in the device
CHANGE_CODE	Modifies the device code
RESTORE_CODE	Restores the factory-installed device code
SELECT	Reserved function

**4.5.2.2 Receptores****a) 15-CODE RECEIVERS**

<b>Configuration</b>	
<b>Name</b>	<b>Description</b>
Device information	Data of non-editable characteristics of the device
PIN Configuration	Configuration of the PIN, of the expired PIN and of the relays with PIN that the user wishes to assign to each channel
Advanced configuration	Prohibits radio / manual programming and configures relay 1 as bistable

<b>Commands</b>	
<b>Command</b>	<b>Description</b>
PIN RADIO	Configures the PIN in the receiver via radio

**b) 500-CODE RECEIVERS**

<b>Configuration</b>	
<b>Name</b>	<b>Description</b>
Device information	Non-editable device characteristics data
PIN configuration	Configuration of the PIN, the expired PIN and the relays with PIN to be allocated to each channel
Advanced configuration	Forbids radio / manual programming
Minimum device	Sets the minimum device to operate on the equipment

<b>Commands</b>	
<b>Command</b>	<b>Description</b>
FORMAT	Resets the memory card
SET INSTALL	This inserts the installer code in the card
PIN RADIO	Configures the PIN on the receiver by radio
UPDATE	Updates the Assistant firmware

**4.5.2.3 Access control panels 500 / 1000 / 2000 codes**

<b>Configuration</b>	
<b>Name</b>	<b>Description</b>
Device information	Data of non-editable characteristics of the device
Password	Configurable 4-digit number (by programme default it is 0000)
Configuration / Timing of relays	Configuration of relays (impulse / bistable / anti-panic) and timing
Minimum device	Sets the minimum device to function in the unit

<b>Commands</b>	
<b>Command</b>	<b>Description</b>
FORMAT	Resets memory card and deletes installer code
SET INSTALL	Inserts installer code in the card
UPDATE	Creates firmware update card

**4.5.2.4 Accessories**

Configuration	
Name	Description
Device information	Data of non-editable characteristics of the device
Wiegand 26 Format	Selection of the format with or without Sitecode
Sitecode	Configurable code from 0 to 255

Commands	
Command	Description
W26 RADIO	Configures the unit via radio

**4.5.2.5 Control panel****a) ROLLER-MOTION**

Configuration	
Name	Description
Device information	Data of non-editable characteristics of the device
PIN Configuration	Configuration of the PIN, of the expired PIN and of the relays with PIN that the user wishes to assign to each channel
Advanced configuration	Prohibits radio/ manual programming and configures relay 1 as bistable

Commands	
Command	Description
PIN RADIO	Configures the PIN in the receiver via radio

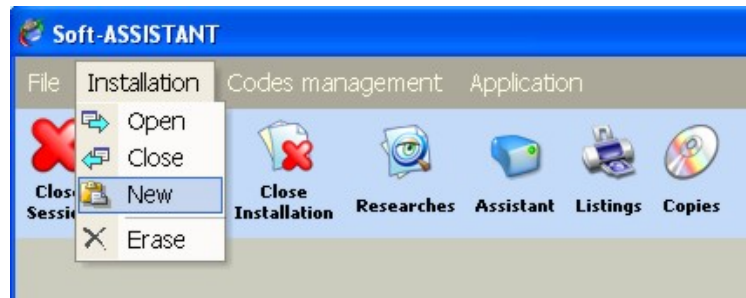
**4.5.2.6 Programming tool**

Configuration	
Name	Description
Boot version	This allows for the operative system version of the Assistant to be read
Firm version	This allows for the programme version of the Assistant to be read

Commands	
Command	Description
UPDATE	Updates the Assistant firmware

**4.6 WORK WITH INSTALLATIONS**

- **Open:** this opens the existing installation. At the main menu, click on Installation and Open and a list of all existing installations will open. This allows for an installation to be sought by name, address or person to contact or those that are awaiting maintenance. This list can be exported to Excel.
- **New:** this creates a new installation
- **Close:** new installation
- **Delete:** this deletes an installation



On opening an installation, this icon will appear. If the installation has no installer code, the icon will be open and green. If the installation has an installer code, the icon will be closed and red.

#### 4.6.1 Creation of a new installation

Complete the fields on the new installation creation form and click on Save. A window will appear with two tabs on the left: Structure and User Group.

To access the different options of the Structure Tree and the User Group Tree, click with the right-hand button of the mouse on the line of the tree to be operated and a pop-up menu will appear containing these options.

#### **4.6.1.1 Structure**

This shows an installation with all its associated devices.

The Maintenance date serves to provide a warning when it is necessary to carry out maintenance on the installation. On running the programme on the aforementioned maintenance date, a screen opens reminding the user that they have installations awaiting maintenance and asks whether they wish to review them at that time. If the answer is affirmative, a further screen opens displaying the list of installations awaiting maintenance. This list can be exported to Excel.

a) **Add equipment:** This allocates the equipment location and selects the model from the form.



- b) **Edit equipment:** A form with three tabs will appear: Relays (where the active relays can be configured), Configuration (pin, relay timer, etc.) and Code table (memory position, code, relay/channel configuration and counter, etc.).



Note: It is possible to change the unit model. If this is done, some configuration data may be lost. They must be checked again.

Once the installation with its equipment has been created, it will appear in the structure tree.



- c) **Delete equipment:** This allows for the equipment selected to be deleted.
- d) **Save equipment memory:** This saves the codes generated and configuration of the device modified by the programme to the equipment memory (this memory must be inserted in the Assistant programmer).
- e) **Check unit memory:** Reads the memory card of the selected unit and compares it with the information stored in the database.

Receiving device: Main building							
Codes in the device							
Code	Channel 1	Channel 2	Channel 3	Channel 4	Device	Status	
4389	1	3	2		GO-PR04	Modified	
4391	1	2	3		GO-EV04	Modified	
5555	1	2	3		GO-PR04	Attached	
4393	1	2	3		GO-PR04	Eliminated	

Copy to uncatalogued  Cancel 

If the content is not identical, the differences will be displayed on the screen, indicating whether added, deleted or modified codes have been found.

By clicking on the Copy to unlisted button, all the added codes will be inserted in the database in the Unlisted group (created automatically by the programme). From the list of this group it is possible to cut and paste the codes to the corresponding group.

The modified codes with differences in the channel columns are due to a configuration error in the group or to the fact that they are not in the proper group. The cut and paste or configure group options may be used in order to solve the problem.

The modified codes with differences in the Device column may be changed manually in the list of groups where the code is found.

It will be possible to insert the deleted codes into the memory card by clicking on the Record memory option or delete them manually from the database in the list of groups.

f) **Export to Excel:** This allows for the contents of the memory to be exported for work in Excel.

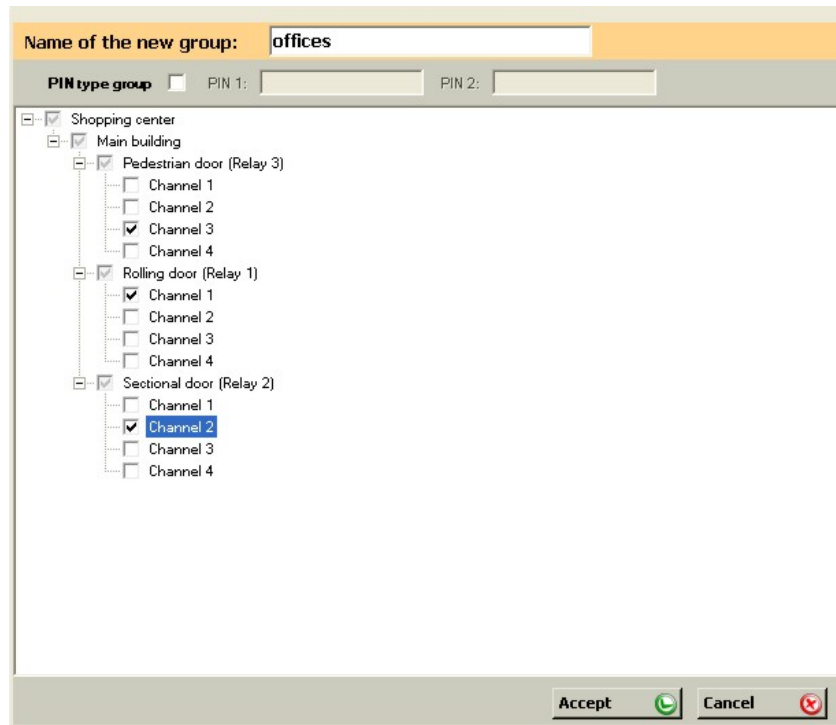
#### **4.6.1.2 User groups**

The creation of user groups enables you to effectively manage access to different areas of the installation.

Each user group can access the previously selected area, each of the devices and relays for said devices being considered an area. Thus, the channel to operate in each relay can be selected.



a) **Add group:** On adding a group, a form will appear on the right of the screen where a name must be allocated to the group and the configuration required for devices, relays and channels chosen.



- b) **Delete group**: This allows for the group selected to be deleted.
- c) **Group list**: A table will appear (code, type, group, name, contact, ID number, place, visible configurable fields)

To list all groups: choose the List ALL option from Group.

To list one group: choose the List group option from the selected group.

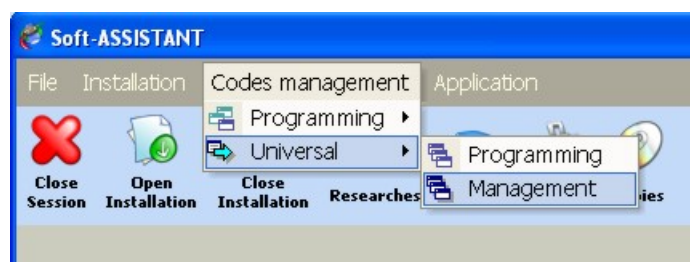
- d) **Configure group**: this allows for the selected group to be edited and its configuration changed.
- e) **Export to Excel**: This allows for the user list of a group to be exported to edit its data in Excel.
- f) **Import from Excel**: This allows for data on the users in a group be imported from an Excel file.  
 "Attention! If you have entered user data manually, they will be overwritten by the data imported from Excel."

#### 4.6.1.3 Universal codes

Universal codes are used by installation installers or maintenance staff. Thus, a single device may be associated to all the required installations.

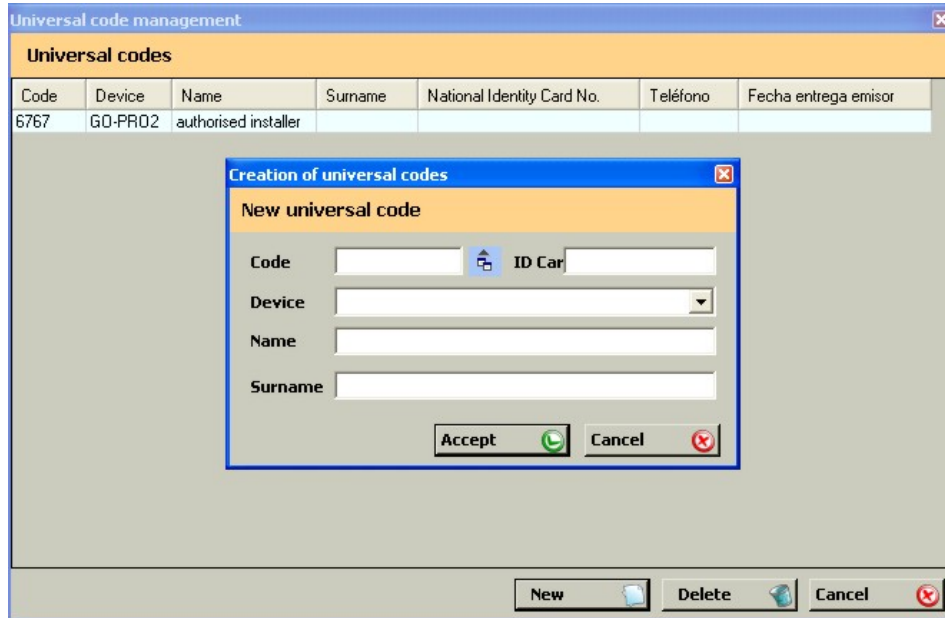
Before registering a universal code, the programme must be entered manually.

On the menu bar, go to Code Management, Universal and then Management.



A form will appear containing the list of universal codes entered. To enter a new code, click on New. Select the device model from the form and enter its code using the keypad or click on the field with the right-hand button of the mouse to enter the code by radio. Complete the user information fields (optional although highly recommended).

On accepting, the programme lists the codes entered.



A universal code can be registered from the Group tree or from the Code Management, Universal, Registrations option from the menu bar. If the registration is made from the menu bar, no installation has to be open, although the installation to which the codes and group are to be registered must be selected.

Select the code to register. On accepting, the programme lists the codes registered.

## 4.6.2 Code registration / cancellation

### 4.6.2.1 Registration

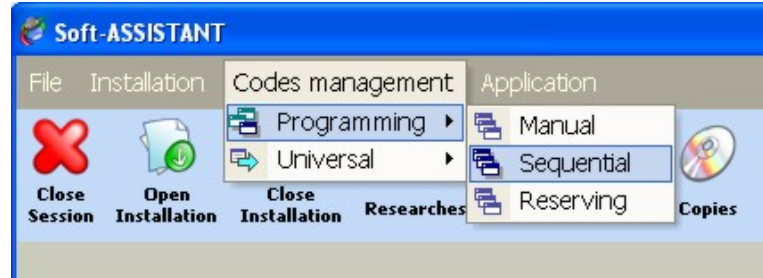
This allows for codes to be registered manually or sequentially on an installation or for reserve codes to be generated.

Registrations can be made from the Group tree or from the Code Management, Registrations option from the menu bar.

From the User group tree



From the menu bar



#### **a) Manual Registration**

Select the device model to be registered and enter its code using the keypad or click on the field with the right-hand button of the mouse to enter the code by radio. Complete the user information fields (optional).

On accepting, the programme lists the codes registered.

#### **b) Sequential Registration**

Select the device model to be registered, enter the initial code and the amount of devices required or the end code using the keypad. To enter the code by radio, click on the button on the right of the field. Complete the user information fields (optional).

On accepting, the programme lists the codes registered.

#### **c) Reserves**

Select the device model to be registered and enter the amount of devices required.

On accepting, the programme lists the codes registered.

**d) Universal**

A universal code can be registered from the Group tree or from the Code Management, Universal, Registrations option from the menu bar. If the registration is made from the menu bar, no installation has to be open, although the installation to which the codes and group are to be registered must be selected.

Select the code to register. On accepting, the programme lists the codes registered.

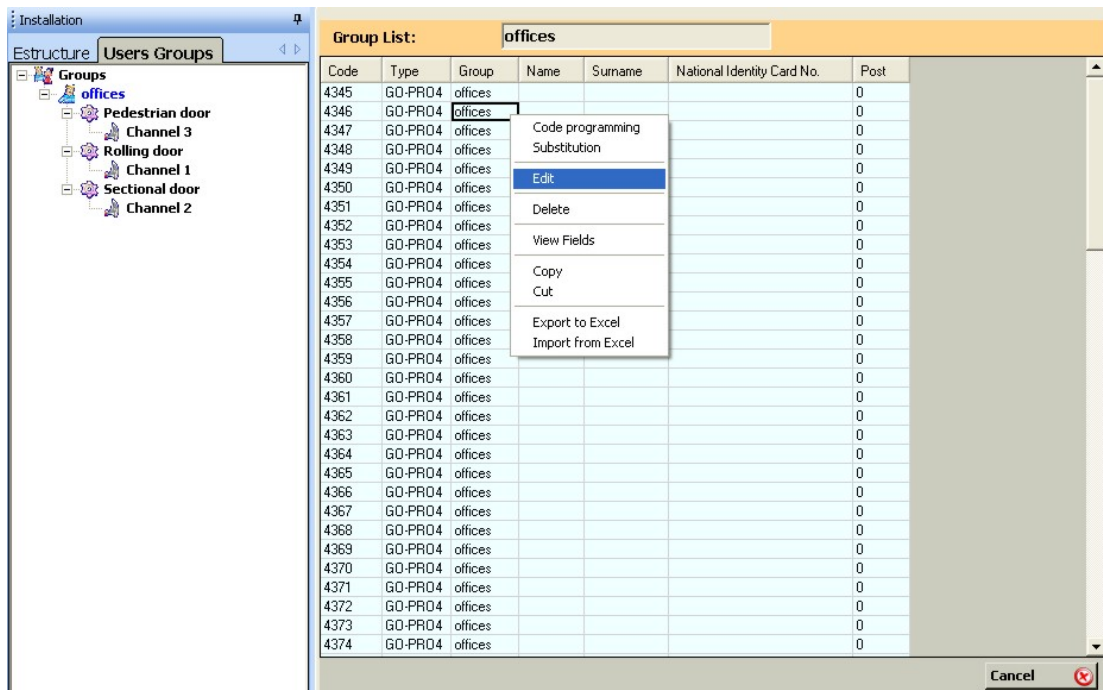
**4.6.2.2 Cancellation**

This allows for codes to be deleted individually or by group.

From the group list screen, click on the code or codes to be deleted using the right-hand button of the mouse and a pop-up menu will appear. Click on Delete.

**4.6.3 Configuring / Editing user data**

Click on any box in the row of the list to be edited with the right-hand button of the mouse. A pop-up menu will appear with several options available.



- a) **Edit:** this allows for a first name, surname, ID number and place number of the device user and the visible configurable fields to be added or modified.

The arrows in the upper right section enable the user to move around the group users list.

- b) **Field display:** this allows for the fields to be displayed in the group list to be selected. Select the fields and click on Save. The fields selected will appear to the right of the group list. Only the fields configured as visible will be displayed (see Section 4.2.2 Configurable Fields).

- c) **Copy / Cut:** this allows for one or several lines of the code list to be copied and pasted to another installation. It also allows for lines from the code list to be cut and pasted to another installation or another group.
- d) **Export to Excel / Import from Excel:** This allows for the user list of a group to be exported to edit its data in Excel or import it.

#### 4.6.4 Save / Record installations

- a) **Save to database:** this saves all the installation in the programme database.
- b) **Save to device:** this saves the memory of each device individually by selecting it.

## **4.7 REPLACEMENTS, RESERVES**

### ***4.7.1 Replacement***

Should a device be lost or stolen, it can be deleted and replaced through the programme.

Select the code to be replaced from the group list using the right-hand button of the mouse and click on Replacement. The programme waits for radio reception of the new code to be inserted into the database, which will be saved to the receiver/station when the user reaches the installation.

### ***4.7.2 Allocating reserved position***

To submit devices with reserve codes, select the reserve code from the group list using the right-hand button of the mouse and click on Save code. The programme waits for radio reception of the new code to be inserted into the database, which will be saved to the receiver/station when the user reaches the installation.

## **4.8 SEARCHES**

This allows for searches to be made by surname, code, installation or other fields (visible configurable fields)

Device	Code	Name	Surname	National Identity Card No.	Post	Installation	Group	Telephone
GO-PR04	4345				0	Shopping center	offices	
GO-PR04	4346				0	Shopping center	offices	
GO-PR04	4347	Robert	Carrey		0	Shopping center	offices	
GO-PR04	4348				0	Shopping center	offices	
GO-PR04	4349				0	Shopping center	offices	
GO-PR04	4350				0	Shopping center	offices	
GO-PR04	4351				0	Shopping center	offices	
GO-PR04	4352				0	Shopping center	offices	
GO-PR04	4353				0	Shopping center	offices	
GO-PR04	4354				0	Shopping center	offices	
GO-PR04	4355				0	Shopping center	offices	
GO-PR04	4356				0	Shopping center	offices	
GO-PR04	4357				0	Shopping center	offices	
GO-PR04	4358				0	Shopping center	offices	
GO-PR04	4359				0	Shopping center	offices	
GO-PR04	4360				0	Shopping center	offices	
GO-PR04	4361				0	Shopping center	offices	
GO-PR04	4362				0	Shopping center	offices	
GO-PR04	4363				0	Shopping center	offices	
GO-PR04	4364				0	Shopping center	offices	
GO-PR04	4365				0	Shopping center	offices	
GO-PR04	4366				0	Shopping center	offices	
GO-PR04	4367				0	Shopping center	offices	
GO-PR04	4368				0	Shopping center	offices	
GO-PR04	4369				0	Shopping center	offices	
GO-PR04	4370				0	Shopping center	offices	
GO-PR04	4371				0	Shopping center	offices	

By clicking the right-hand mouse button on a list user, a pop-up menu will appear. By selecting Edit, the installation, group and user file are opened. The user may edit data, carry out substitutions, etc. directly.

## **4.9 LISTS**

### ***4.9.1 Group details***

A list of all the codes of a group or several groups. The installation must be open for it to be displayed.

### ***4.9.2 Equipment memory***

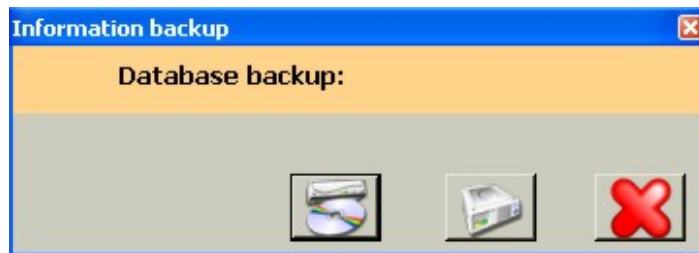
List of the configuration and codes for a receiver. Only the configuration, only the codes or everything at the same time can be displayed.

The lists will be displayed on the screen as a preliminary view before printing. They can be printed directly or exported to different formats (rtf, pdf, html, xls, tif, text).

### ***4.9.3 Unit details***

List of all the units in an installation displaying unit type, number and name of assigned relays. In order to view it the user must have an installation open.

## **4.10 COPIES**



### ***4.10.1 Save***

Copy of the database (to a file): Once an installation has been created, it is wise to make a back-up copy of the database.

### ***4.10.2 Restore***

Copy of the database (from a file): The restore procedure can be of great use in the event of accidental loss of the database. This procedure replaces the programme database. The modifications made after the last back-up copy will be lost.