CHAPTER 12

701Client

茂旭資訊股份有限公司
TECHNOLOGY CO.,LTD.

The Purpose of Networking

SOYAL has not only got capabilities in hardware and firmware developing, we also proud of our software support which always being a weakness for other manufacturers.
Basically, we provide with 701Server which as a bridge to communicate between PC and controller. Then all of transactions be analyzed and reported in 701Client, which also provide you with useful functions for Time-attendance and access control purposes.
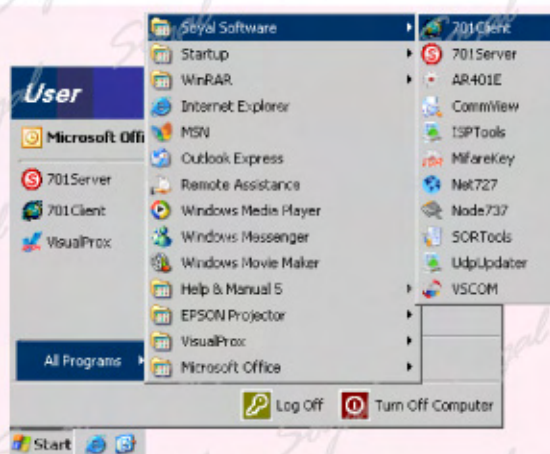
701Client has the following functions: access control, attendance report, calculation payroll, door groups, time zone, query historical data, setting user data, daily and monthly reports etc. 701Client also includes many advanced features : projec management, user access level etc.

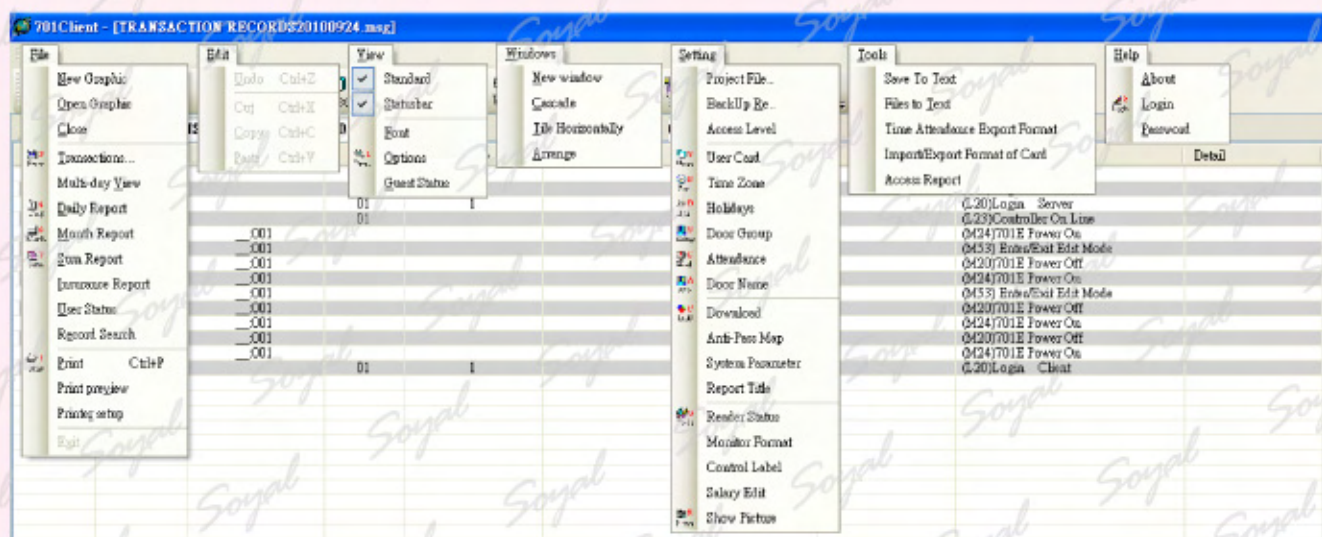## Installation and Execution

Software Installation

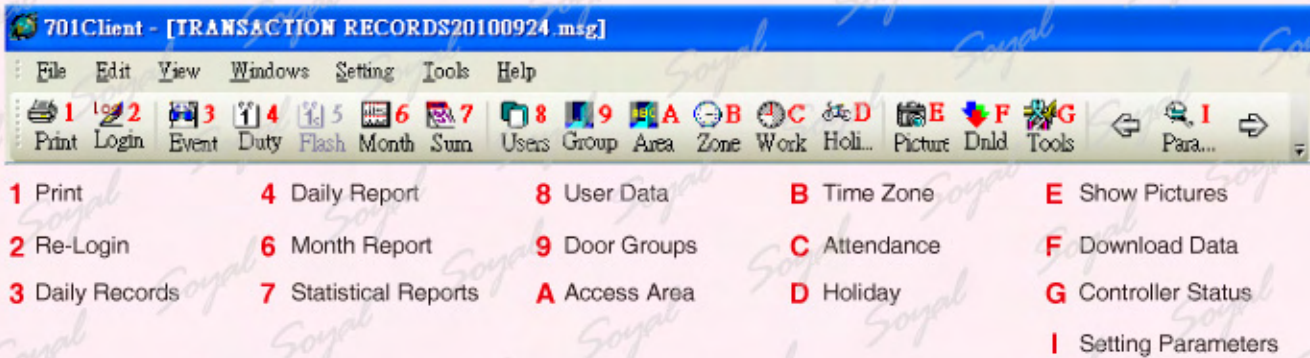Double click **701ServerSet-up.exe** icon to start the installation process.

Go to the direction of Start → All Programs → Soyal Software → 701Client, Click 701Client and then login window will come out.
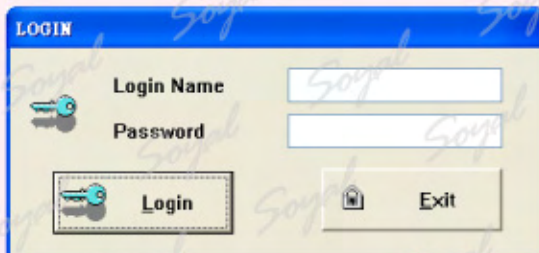
Main Menu

Tool Bar

1 Print	**4** Daily Report	**8** User Data	**B** Time Zone
2 Re-Login	**6** Month Report	**9** Door Groups	**C** Attendance
3 Daily Records	**7** Statistical Reports	**A** Access Area	**D** Holiday

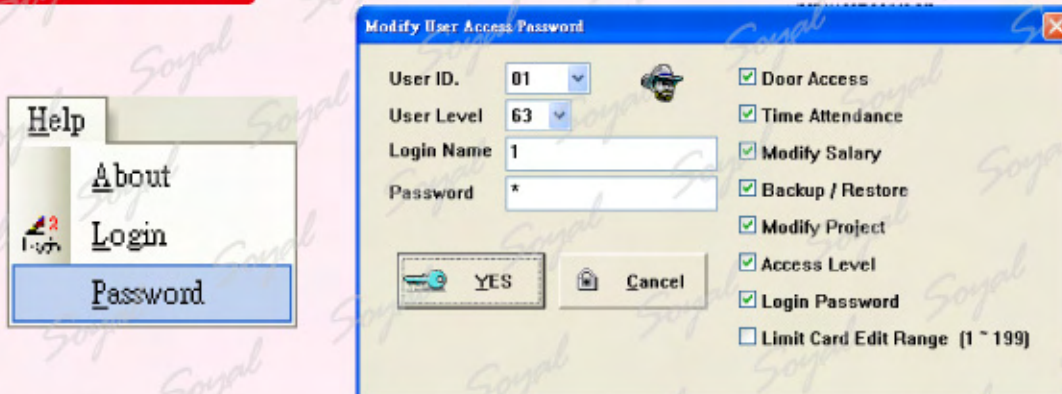|	
E Show Pictures	
F Download Data	
G Controller Status	
I Setting Parameters	

Basic Setting

Login

The first time to login 701Client, Login Name and password both are supervisor.
Login Name: supervisor
Password: supervisor
To improve security, change your password and access level immediately after login.

Access Level/Password

Help → Password and then Modify User Access Password window will come out. Items can be modified as follows:

1. User ID: 00-99 for adding the amount of user.
2. User Level: 0-63 access level for editing.
3. Login Name: login name can have up to a total of 18 English words or 9 Chinese characters.
4. Password: password can have up to a total of 18 English words or 9 Chinese characters.
5. Option at right of window can be changed based on demand.

NOTE

Temporarily leave the 701Client work area ,701Client will pop-up re-login window ,you can based on the following settings avoid re-login window appears and to improve efficiency:

※ Next time you login 701Client use nologin to avoid re-login window appears.

Modify User Access Password

User ID.	00	☑ Door Access
User Level	63	☑ Time Attendance
Login Name	NoLogin	☑ Modify Salary
Password	*******	☑ Backup / Restore
		☑ Modify Project
		☑ Access Level
YES	Cancel	☑ Login Password
		☐ Limit Card Edit Range [1 ~ 199]

Help → Password and then Modify User Access Password window will come out. Items can be modified as follows:

1. User ID: 00
2. User Level: 63
3. Login Name: NoLogin
4. Password: NoLogin
5. Option at right of window can be changed based on demand.

Permission To Operate the Software

Operator access level compared with permission to operate the software in order to determine the user's permission to operate the software.

Access Level

	Setting	Tools	Help
	Project File..		
	BackUp Re..		
	Access Level		
	User Card		
	Time Zone		
	Holiday		

Access Level

Options	1.	2.	3.
Card / POP	00	10	20
Door Group	00	10	
Time Zone	00	10	
Holiday	00	10	
Attendance	00	10	
Door Name	00	10	
Download	00		
Save Text	00		
Message	00		
Report	00	10	20
Reader CTL	00		

Save As | Save

Exit

1. Query: if users level of the lower do not have permission to query the following items.
2. Modify: if users level of the lower do not have permission to modify the following items.
3. Advanced: if users level of the lower do not have permission to use the following advanced features (include edit user data and modify daily report).

Step 07 Location

Setting the access controller corresponding to the door, place or area.

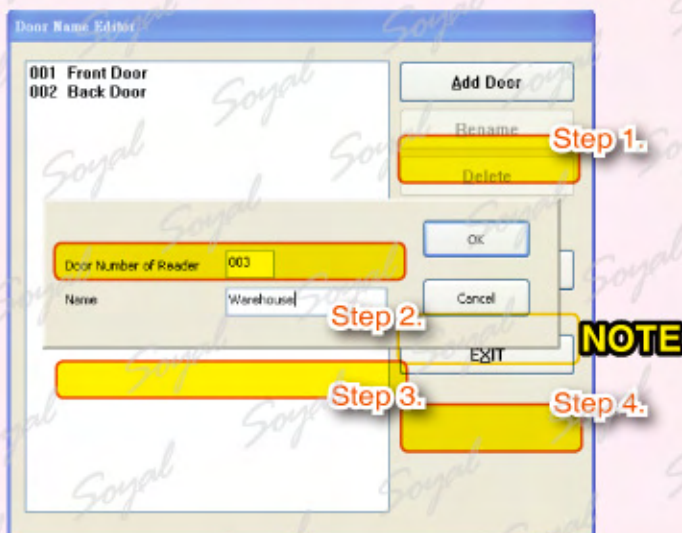There are two ways to open the 701E Parameter window:

Setting	Tools	Help
Attendance		
Door Name		
Download		

and

Step 1. Press "Add Door" button.
Step 2. Door Number of Reader: input access controller door number.
Step 3. Name: input the access controller corresponding to the door name (door number 001: front door, door number 002: back door, door number 003: warehouse.
Step 4. Press EXIT to quit (press "Rename" to modify data).

Door Name Editor

001 Front Door
002 Back Door

Add Door

Rename — Step 1.

Delete

Door Number of Reader   003

Name   Warehouse

OK

Cancel — Step 2.

EXIT — NOTE

Step 3.   Step 4.

NOTE

Save As: Save settings for future use.

In "Door Name Editor" window, small architecture just input the door number and door name to add door data. In "System Parameters Setting" window and select "Enalbe Huge-Door-Group Mode" will become huge architecture, in "Door Name Editor" window" you must input 1. Node of Controller 2.Door Number of Reader 3. Name as shown below.

Node of Controller   1   — 1.

Door Number of Reader   1   — 2.

Name   — 3.

OK

Cancel

1.Node of Controller:
    1. H series access controller (AR-721H) connect under the Multi-Door Networking Controller(AR-716E): AR-716E's node ID.
    2. E series access controller (AR-829E): access controller node ID.
    3. H series access controller (AR-721H) connect with PC directly: access controller door number H.
2.Door Number of Reader:
    1. H series access controller (AR-721H) connect under the Multi-Door Networking Controller(AR-716E): access controller door number L.
    2. E series access controller (AR-829E): access controller door number.
    3. H series access controller (AR-721H) connect with PC directly: access controller door number L.
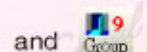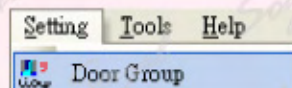3.Name: the name of door number.

Step. 08 Door Groups

How to control the door access authority? You can set door groups to manage and control user access. For example, Door groups for Accounting dep. only for accounting department, door groups for RD dep. only for RD department. A total of 225 groups doorgroup can be set.
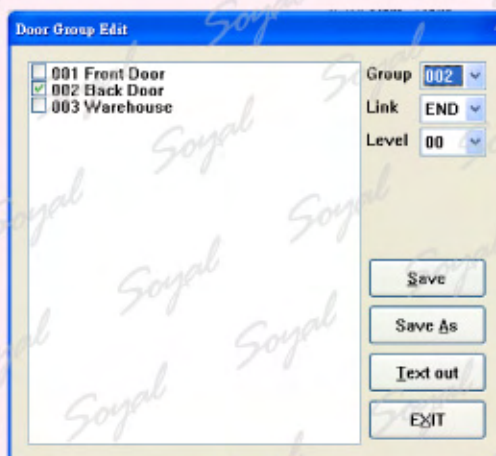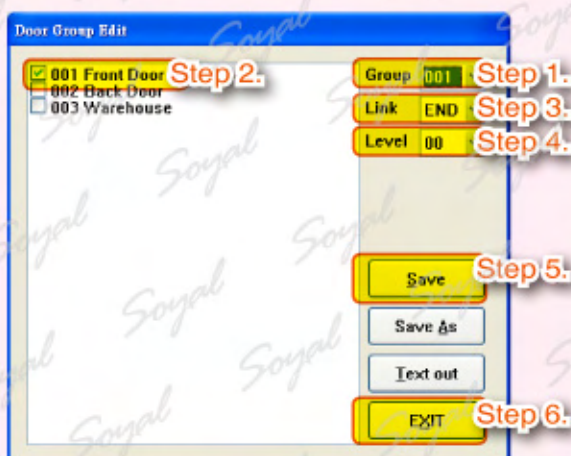
For example:

Door Groups	Location	Level
001	Front Door	00
002	Back Door	00
003	Backe Door + Warehouse	00
004	Front Door link door group 003 (Full Access)	00

There are two ways to open the "Door Group Edit" window: Setting Tools Help ... Door Group ... and Group .

Step 1. Group: 1-255 set of door groups for selection. For example: 001.
Step 2. Selection door number and door name to be door group. Selection 001 that is mean group 001 can access front door.
Step 3. Link: each door group can be with another door group linked. Door group and the door group between the is not the link , link fields must select END.
Step 4. Level: 00-63 level for editing. Level include time zone level, door groups level and user level. Various levels between the comparison will determine the user's permission. 63 is the highest authority.
Step 5. Press Save button to save all settings.
Step 6. Press EXIT button to quit.

NOTE Each door group can be with another door group linked and to increase access door groups. For example: group 004's door groups for access is Front Door, Backe Door and Warehouse.
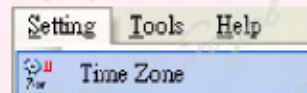
Step. 09 Time Zone

Access controller have real time clock can set time zone to control access time. There are 0-63 access level for editing.

For example:

Time Zone	End/Start	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Link	Holiday	Level
001	Start	08:15	08:15	08:15	08:15	08:15	12:00	12:00	END	NO	00
	End	17:00	17:00	17:00	17:00	17:00	17:00	17:00			
002	Start	17:00	17:00	17:00	17:00	17:00	08:00	08:00	END	NO	00
	End	23:00	23:00	23:00	23:00	23:00	17:00	17:00			
003	Start	23:15	23:15	23:15	23:15	23:15	12:00	12:00	END	NO	00
	End	06:00	06:00	06:00	06:00	06:00	17:00	17:00			
004	Start	06:30	06:30	06:30	06:30	06:30	12:00	12:00	001	YES	01
	End	07:30	07:30	07:30	07:30	07:30	17:00	17:00			

There are two ways to open the "Time Zone Edit" window: **Setting Tools Help** / **Time Zone** and [Zone icon].

Step 1. ZONE: 00-63 time zone for editing. For example: 001.

Step 2. Monday to Friday, the starting of the time zone and ending of the time zone.

Step 3. LEVEL: 00-63 level for editing. Level include time zone level, door groups level and user level. Various levels between the comparison will determine the user's permission. 63 is the highest authority.

Step 4. LINK: each door group can be with another door group linked. Door group and the door group between the is not the link , link fields must select END. Emergency occurs the link fields can select FREE.

Step 5. Available in Holiday: holidays can also pass the time.

Step 6. Press Save button to save all settings.

Step 7. Press Exit button to quit. 。

NOTE

Emergency occurs the link fields can select FREE.

NOTE

Zone 00: This time period can be used to set the switch time of attendance duty.

23:59跨日時

上班　下班　加班下班

開始時間　停止時間
下班時間　加班上班時間

Zone 63: zone63 for auto open time.
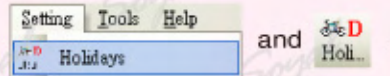
Zone 62: zone62 for auto arming.

Zone 61: Reset is used when the user violations and emergencies, reset function of anti-pass back, this function be set in zone 61 .

Step. 10 Holiday

Selection is holiday a date to help control Holidays access permissions. Can set for the Holidays the number of days is 120.

There are two ways to open the "Holiday Edit" window: Setting Tools Help Holidays and Holi.. .

Step 1. Selection year that must be set for the holiday.
Step 2. Selection month that must be set for the holiday.
Step 3. Selection day that must be set for the holiday.
Step 4. Press Save button to save all settings.
Step 5. Press EXIT button to quit.

Holiday Edit

Year 2010 — Step 1.   Month 9 — Step 2.

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

— Step 3.

Save   Save Text — Step 4.

Save As   EXIT — Step 5.

Read Office Day   Save Office Day   **NOTE**

NOTE

Save Office Day:
Saving set to *.wth file.
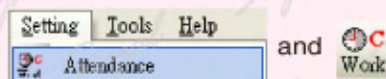
Read Office Day:
Reading *.wth file.

Save As :
Saving set to *.hol file.

Step. 11 Attendance

If you need to generate attendance reports you need to set schedules. There are 00-63 schedule for editing.

There are two ways to open the "Attendance Edit" window:

Setting	Tools	Help
Attendance		

and Work .

Step 1. Selection attendance group that must be set for the attendance report.
Step 2. Selection flex time.
Step 3. Input time for the attendance report
Step 4. Press Save button to save all settings or Save set to *.txt file.
Step 5. Press EXIT button to quit.

Attendance Edit

Group # | Duty_00 | Step 1. | Flex time (Min) | 00:00 | Step 2.

	On Duty	Break Out	Break RTN	Off Duty	Over T Step 3.
SUN	08 00	12 00	13 30	17 00	18 00
MON	08 00	12 00	13 30	17 00	18 00
TUE	08 00	12 00	13 30	17 00	18 00
WED	08 00	12 00	13 30	17 00	18 00
THU	08 00	12 00	13 30	17 00	18 00
FRI	08 00	12 00	13 30	17 00	18 00
SAT	08 00	12 00	13 30	17 00	18 00

Save | **Save As** Step 4.

Text File | **Exit** Step 5.

NOTE

Break O and Break R: Computer will automatically deduct the two periods.

※ If overtime is 00:00 the overtime starting time of with the working hours same, overtime hours should be set later to avoid affecting calculation of salaries.

If you want to set schedules base on month please refer to the following description.

The way to open the "System Parameters Setting" window: | Setting Tools Help | .
| System Parameter |

System Parameters Setting

- ☐ ABA Card ID Format [32bits]
- ☐ Error Message Confirm
- ☐ Alarm Message Confirm
- ☐ Show Detail Node Address
- ☐ Screen Saver Function
  - Wait Timer [SEC.] 30
- ☑ Popup Client at each Message
- ☐ Enable Huge-Door-Group Mode

Atime Attendance Settings
- ○ Weekly Table
- ◉ Monthly Table

- ☑ Show Attendance in Report
- ☑ Show Salary in Report
- ☑ List Insurance in Month Report

Overtime Duty Base [Min]   30
Overtime Auto Tuning of Sec : A [min] 0   Deduct Time [min] 0
Overtime Auto Tuning of Sec : B [min] 0   Deduct Time [min] 0

	Leave	Leave	Duction	Report
		☐	☐	☐
遲到		☐	☐	☑
早退		☐	☐	☑
加班		☐	☐	☑
公假		☐	☐	☑
事假		☐	☐	☑
病假		☐	☐	☑

Prev. Page   Next Page

Duty Hours Depends On
◉ Office Time   ○ Real Off Duty Time

☐ Append Message to MDB File On Time
MdbEvents.mdb

	Rate [%]	SelfPay [%]	Co. Pay [%]	Family LIM	Decimal Point
Health Ins.	4.25	30	60	3	◉ 0.
Labor Ins.	6.5	20	70		○ 0.0
Occuption	0.13	0	100		○ 0.00

Insurance Value   OK

There are two ways to open the "Attendance Edit" window: | Setting Tools Help | and ⏱C Work .
| 🕘C Attendance |

Attendance Edit

Group Duty_00 ▼   Flex Time 00:00 ▼   2010 ▼ Year 9 ▼ Mon

	On Duty	Break O	Break R	Off Duty	Overtime
01-WED	08 00	12 00	13 00	17 00	18 00
02-THU	08 00	12 00	13 00	17 00	18 00
03-FRI	08 00	12 00	13 00	17 00	18 00
04-SAT	08 00	12 00	13 00	17 00	18 00
05-SUN	08 00	12 00	13 00	17 00	18 00
06-MON	08 00	12 00	13 00	17 00	18 00
07-TUE	08 00	12 00	13 00	17 00	18 00
08-WED	08 00	12 00	13 00	17 00	18 00
09-THU	08 00	12 00	13 00	17 00	18 00
10-FRI	08 00	12 00	13 00	17 00	18 00

<<   >>

NOTE

📄   📋

📝 Save Text
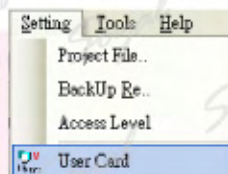
🖥 Save As..

🚪 Exit

✓ Save

NOTE

Using "Copy to Buffer" button and "Paste from Buffer" button to set schedules to Improve efficiency.

Step. 12 User Card Edit

Setting user data, user access level, user door groups, access mode etc.

There are two ways to open the "User Card Edit" window: and   Users .

Setting Tools Help
Project File..
BackUp Re..
Access Level
User Card

Step 1. User Num: User Num= user address which depend on the controller user capacity, 1-1,024 or 1- 14,999.

Step 2. Lock: When you edit the user data, please tick "Lock" to avoid switching and unstable.

Step 3. Auto Save Card ID: when enroll new card, please tick here then present the card to the controller reader to auto save card ID.

Step 4. Card ID: card ID is the manufactured ID.

Step 5. Access Mode: invalid, Card only, Card or Pin, Card and Pin for select (refer to Step.04).

Step 6. Zone: 1 to 63 zones, All= Not limited (refer to Step.09).

Step 7. Level: user level setting, 00 to 63 degree.

Step 8. Door Group: 1 to 253 groups. All= Not limited, No= Not authorized for any door group, Set= Only support to AR-716E and AR-829E (refer to Step.08).
※ Zone, Level and Door group comparison only support to AR-716E, AR-829E and AR-821EF, not for 7-seriers please kindly mention.

Step 9. Name/Alias: user name will be showed in access records.

Step 10. P.I.N. Code: when access mode is "card or PIN" or "card and PIN" in M4/M8 must set the private access mode password (private PIN), if the M6, you need to set a public access mode password (public PIN).

Step 11. Changealbe: user could change the access PIN in reader side directly. If access controller connect under the Multi-Door Networking Controller(AR-716E) the changed PIN (if access controller connect under the Multi-Door Networking Controller (AR-716E) the modified password be saved in AR-716E).

Step 12. Employe ID

Step 13. Photo: upload user photo to correctly recognized.

Step 14. Date Limits: support to the configuration which within AR-716E, AR-829E or AR-821EF.

Step 15. Depart.: here the department could be edited direct Step.11 nto those two blank.

Step 16. Duty#: there are 50 sets duty for editing (refer to   ).

Step 17. User Data: card ID, Birthday, VisaiD, Gender, E-mail, TEL, Addr..

Step 18. Anti-Pass Back: enable user's anti-pass back function.

Step 19. Guard: only keep the message while flashing the card not release the door.

Step 20. Skip FP Check: when use AR-821EF, if want to disable user's FP check, please tick here.

Step 21. Cleaner: this is reserved function for hotel system.

Step 22. Press Save button to save all settings.

User Card Edit

Step 1. User Num [1] Step 2. ☐ Lock Step 3. ☐ Auto Save Card ID Step 13.

Step 4. Card ID [750] [37883] Card and PIN Step 5.

Step 6. Zone [01] Level [0] Step 7. Door Group Step 8.

Step 9. Name [Tom] P.I.N. Code Step 10. ☑ Changeable Step 11.

Alias [] Employ ID [8217] Step 12. ☐ Guard Step 19.

☐ Anti-passback Step 18.

Step 14. ☐ Date Limits [2000/ 1/ 1 ▾] — [2099/ 1/ 1 ▾] ☐ Skip FP Check Step 20.

Step 15. Depart. [DP1 ▾] [DP2 ▾] Duty# [Duty_0] Step 16.

Car ID [CEY701] Birthday [2000/ 1/ 1 ▾] Step 17. ☐ Cleaner Step 21.

VisalD [1234567890] Gender [Male ▾] E-mail: [] *00001*

TEL: [0911021003] [] Step 22.

Addr. [11F., No.368, Gongjian Rd., Xizhi City, Taipei Coun]

701 Client

Num	Name	Access Mode	Department	UserID	Index
0000		Invalid	DP1		00000:00
0000		Invalid	DP1		00000:00
0001	Tom	Card and PIN	DP1	8217	00750:37
0002		Invalid	DP1		00000:00
0003		Invalid	DP1		00000:00

Door Group

Door Group	Location	Level
001	Front Door	00
002	Back Door	00
003	Backe Door + Warehouse	00
004	Front Door link 003 (Full Access)	00

Time Zone

Time Zone	End/Start	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Link	Holiday	Level
001	Start	08:15	08:15	08:15	08:15	08:15	12:00	12:00	END	NO	00
	End	17:00	17:00	17:00	17:00	17:00	17:00	17:00			
002	Start	17:00	17:00	17:00	17:00	17:00	08:00	08:00	END	NO	00
	End	23:00	23:00	23:00	23:00	23:00	17:00	17:00			
003	Start	23:15	23:15	23:15	23:15	23:15	12:00	12:00	END	NO	00
	End	06:00	06:00	06:00	06:00	06:00	17:00	17:00			
004	Start	06:30	06:30	06:30	06:30	06:30	12:00	12:00	001	YES	01
	End	07:30	07:30	07:30	07:30	07:30	17:00	17:00			

User name: Tom. User address: 00001. Passable time zone and door gruop: Monday to Friday 08:15-17:00 and Sat to Sun 12:00-17:00. His acces mode is card and PIN, but he as long as present the card to the controller reader can pass, because his level is 01 higher than time zone level 00 and door group level 00. In this way can make the access more flexible and applications.

Grade Comparison Chart

User Level	Access Mode	Time Zone Level	Door Group Level	New Access Mode
01	Card + PIN	00< User Level 01	00< User Level 01	Card Only / Private PIN
01	Card + PIN	01= User Level 01	00< User Level 01	Card + Private PIN+#
01	Card + PIN	00< User Level 01	01< User Level 01	Card + Private PIN+#
01	Card + PIN	01= User Level 01	01< User Level 01	Card + Private PIN+#
01	Card + PIN	02> User Level 01	00< User Level 01	No Access
01	Card + PIN	00< User Level 01	02< User Level 01	No Access

Quickly to set time zone and location please refer to the following set (when access controller connect under the Multi-Door Networking Controller(AR-716E)).

NOTE

When "Door Group" is Set the "Zone" will become invalid.

※This function only be used when access controller connect under the Multi-Door Networking Controller(AR-716E).

Step 1. Selection locaton will be modifed.

Step 2. Press "Modify Zone" to modify time zone(refer to [Step 09]).

Step 3. Press EXIT button to save all settings.

Step. 13 Download To Controller

In the 701 handle all of the settings should be downloaded to the controller to simultaneously control.

There are two ways to open the "Download To Controller" window:

Setting	Tools	Help
Download		

and **Dnld** .

Step 1. Check which access controller node ID data will be downloaded.

Step 2. Clock: press "Clock " button to download clock data and to synchronize the PC and controller, both sides of the time synchronization ,control and management of the data will correctly (refer to Step. 05).

Step 3. Time Zone: press "Time Zone" button to download time zone data (refer to Step. 09).

Step 4. Door Group: press "Door Group" button to download door group data (refer to Step. 08).

Step 5. User Card: press "User Card" button to download user data (refer to Step. 12).

Step 6. Holiday: press "Holiday" button to download holiday data (refer to Step. 10).

Step 7. Alias/Start Date: press "Alias/Start Date" button to download alias and start date data (refer to Step. 12).

Step 8. All Items: press "All Items" button to download all setting data.

Step 9. Press Exit to quit.

NOTE

If you select "Verify User Data" when download data completed will download data again.
※ Before download data, please confirm connunication or access controller node ID is correctly.
※ Must download "Clock", PC and access controller of the time synchronization, control and management of the data will correctly.

Step 14 Salary Edit

The attendance report can be used to calculate salary.

The way to open the "Salary Table" window:　　　　Setting　Tools　Help
　　　　　　　　　　　　　　　　　　　　　　　　Salary Edit

Step 1.　User: from the list select want to set the user address and user name.

Step 2.　Salary Payment (Hour): the overtime pay (base on hour).

Step 3.　Leave Deduction (Hour): leave of absence salary deductions (base on hour).

Step 4.　1st Overtime Sec. (Min): the first overtime period base (base on minute).

Step 5.　1st Overtime Multiple: the first overtime period pay (Rate x payroll in hour base).

Step 6.　2nd Overtime Multiple: the second overtime period pay (Rate x payroll in hour base).

Step 7.　Sat/Sun OVT Multiple: saturday or Sunday overtime pay (Rate x payroll in hour base).

Step 8.　Holiday OVT Multiple: holiday overtime payl (Rate x payroll in hour base).

Step 9.　Delay Deduction (Min): delay and to leave early salary deductions (base on minute).

Step 10.　Free Delay Time (Min): to be acceptable late the number of minutes.

Step 11.　Free Delay Times: be accepted late times.

Step 12.　Nonleave Bonus: attendance bonus (base on month), please input be acceptable the number of minutes and times.

Step 13.　Lunch Allowance: lunch at this time will have lunch bonus (the time between 11:00am and 02:00pm).

Step 14.　Dinner Allowance: input the time will be used in overtime meal allowance expenses.

Step 15.　Health Insured Val.

Step 16.　Insured Family

Step 17.　Labor Insured Val.

Step 18.　Health Ins. Deduct.

Step 19.　Labor Ins. Deduct.

Step 20.　Payment/Discription : user base salary, welfare etc.

Step 21.　Birthday: user's date of Birth.

Step 22.　Take office: take office date.

Step 23.　Leave office: leave office date.

Step 24.　Press Yes button to save all settings.

Salary Table

Step 1. **User :** `0001:Tom`

Step	Field	Value		Payment	Discription
Step 2.	Salary Payment[Hour]	15	Step 20.	0	
Step 3.	Leave Deduction[Hour]	50		0	
Step 4.	1st Overtime Sec.(Min)	120		0	
Step 5.	1st Overtime Multiple	1.33		0	
Step 6.	2nd Overtime Multiple	1.66		0	
Step 7.	Sat/Sun OVT Multiple	1.66		0	
Step 8.	Holiday OVT Multiple	2		0	
Step 9.	Delay Deduction (Min)	10		0	
Step 10.	Free Delay Time (Min)	30		0	
Step 11.	Free Delay Times	5		0	

Step	Field	Value	Extra			
Step 12.	Nonleave Bonus	1000	Max Delay Min :	15	Times	3
Step 13.	Lunch Allowance	80	Time Range	11:00		14:00
Step 14.	Dinner Allowance	80	Time Range	18:00		19:00

Step	Field	Value
Step 15.	Health Insured Val.	43900
Step 16.	Insured Family	3
Step 17.	Labor Insured Val.	40100
Step 18.	Health Ins. Deduct	0
Step 19.	Labor Ins. Deduct	0

Birthday	2001/01/01/星期一	Step 21.
Take Office	2001/01/01/星期一	Step 22.
Leave Office	2099/01/01/星期四	Step 23.

Step 24.

[Copy] [Paste] [✓ Yes] [Exit]

NOTE

Using "Copy to Buffer" button and "Paste from Buffer" button to set salary table to Improve efficiency (before use Using "Copy to Buffer" button and "Paste from Buffer" button remember to select "User" field content).

※ Can open User Card Edit window and Salary Table window improve operation efficiency.

Step 15 Testing the Setting Result

Based on the above set observations out Tom's access records and information.

Step 1.   Present the card (card site code and card code: 00750 37883) to the AR-721H (Front Door), AR-727H (Back Door) and AR-829E (Warehouse).

Step 2.   Click [Event] to open Open Files window and select today's date, press Open button.

Step 3.   "TRANSACTION RECORDSxxxxxxxx.msg" tag will be openedand the access records will be observed in 701Client.

Index: each access record or message has a number.

Time: access time (hour, minute and second).

Station: access controller node ID, for example: "002-01: Front Door", 002: AR-716E node ID, 01: AR-721H (Front Door) node ID, Front Door: AR-721H Door Name)

Num: user address, Tom's user address is 00001.

Name: user name.

Department: the first department, Tom's first department is DP1.

Department:2: the second department, Tom's second department is DP2.

UserID: Employ ID, Tom's employ ID is 8217.

Status: access status.

Detail: access remark.

Export text file

To manage, in addition to watch the operation on the computer, but also has the function to export a text file, so the manager to make file management, or related report processing.

Export User data

After add new card, we can export the data to the new text file (. TXT /. CSV), easy to manage users, the future can also be re-imported.

The way to show the "Text Format Define for Card Data Transfer" window:

```
Tools
  Save To Text
  Files to Text
  Time Attendance Export Format
  Import/Export Format of Card
  Access Report
```

Step 1.　18 field(A-Q),Depending on your preferences, setting fields and field names

Step 2.　AUTO Import and Download: Set the time, regularly updated information on the software.

Step 3.　Download to Controller while Import Data: Import text data to the computer, the software also downloaded to the controller

Step 4.　Item Space: Export data symbols of each field interval (To be a CSV file, select " ， ")

Step 5.　Export file path.

Step 6.　Select Export Card Range.

Step 7.　Press "OK".

Text Format Define for Card Data Transfer

Step 1.

Item List Sequence

A ✓ B ✓ C ✓ M ✓ M ✓ M ✓ M ✓ M ✓ M ✓ M ✓ M ✓ M ✓ M ✓ M ✓ M ✓

	File Title			File Title
A : Serial Number	Addres	M : Skip		
B : Card Site Code	Card #	N : Alias	Alias	
C : User Name	Name	O : VISA ID Number	VISA_ID	
D : P.I.N. Code	PIN	P : Address	Address	
E : Department (1)	Dep.(1)	Q : Telephone Number (1)	TEL#1	
F : Door Group	Group	R : Telephone Number (2)	TEL#2	
G : Time Zone	Zone	S : Birthday (yyyymmdd)	Birthday	
H : Employ ID	UserID	T : Department (2)	Dep.(2)	
I : Car ID Number	Car #	U : Duty Group	Duty Group	
J : Access Level	Level	V : Anti-pass-back	APB	**Step 2.**
K : Begin Date (yyyymmdd)	Begin	☐ AUTO Import and Download 07:30 ⇕ 07:30 ⇕		**Step 3.**
L : Expiry Date (yyyymmdd)	Expiry	☐ Download to Controller while Import Data		**Step 5.**

Item Space

Step 4. ○ Space ◉ ',' ○ ';' ○ Tab

C:\Program Files\701Client\

Step 7.

**Step 6.** In/Export Card Range 0 — 5

OK 　 Exit

There are two ways to open the "User Card Edit" window: and   .

Step 8.   Click   ,select "Export Text File".

Step 9.   Select the path and file name(The default is .TXT, if want to EXCEL file,to select .CSV)

NOTE

If the export is. CSV file, then import the software again, set the file extension to. TXT.

Mulit-days Message file

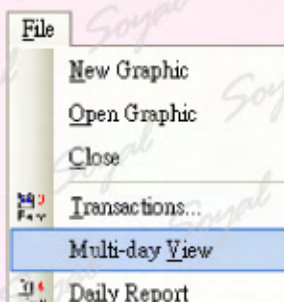Can set the date range for days in the software displays the Mulit-days Message file.

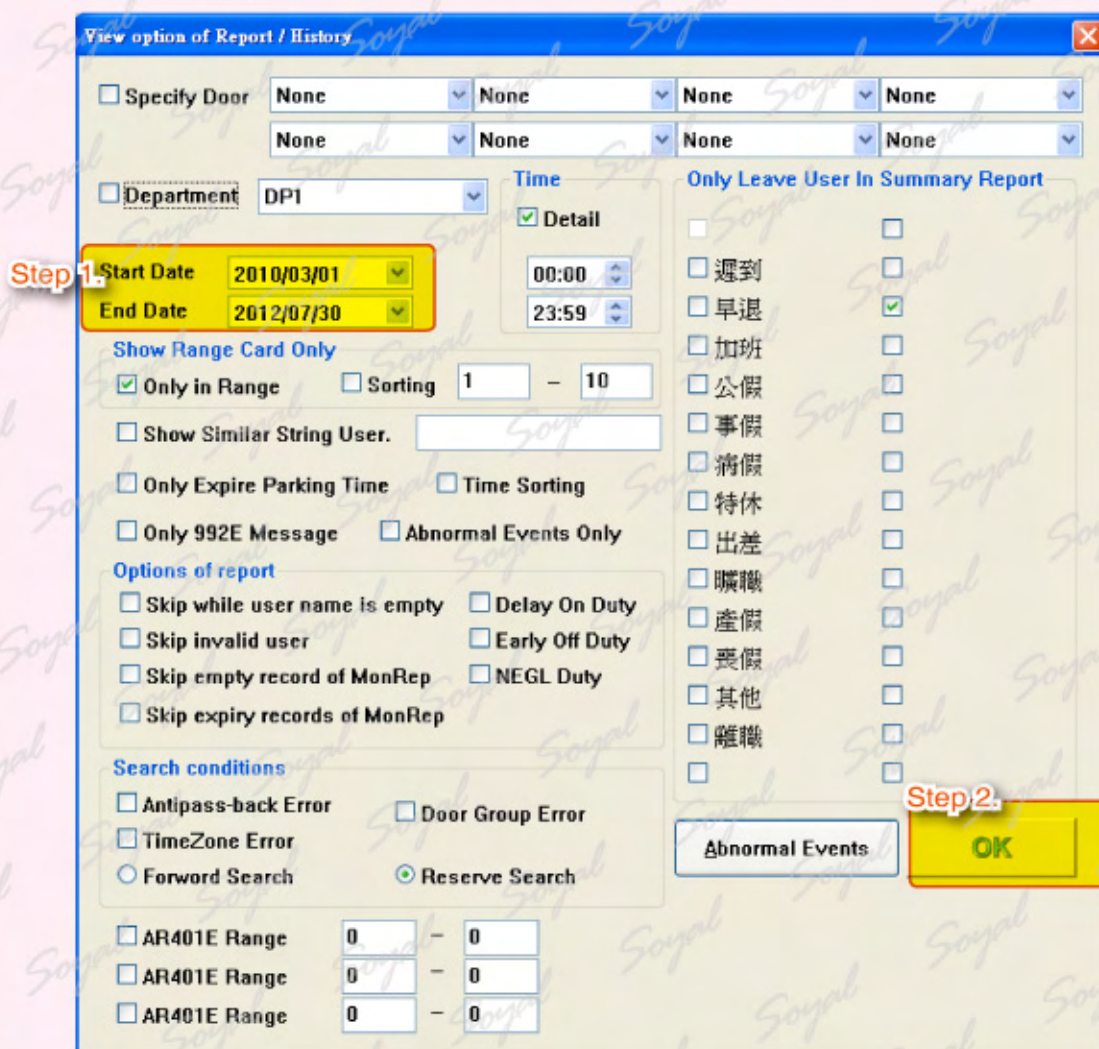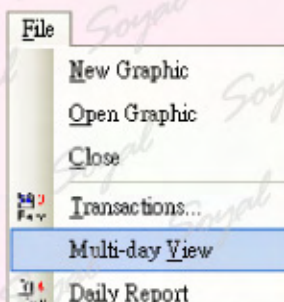There are two ways to show "View option of Report/History" window: and 🔍 Para... .

View
- ✓ Standard
- ✓ Statusbar
- Font
- Options
- Guest Status

Step 1. Select Start Date & End Date
Step 2. Press "OK".

View option of Report / History

☐ Specify Door | None | None | None | None |
| None | None | None | None |

☐ Department DP1

Time
☑ Detail

Step 1.
Start Date 2010/03/01
End Date 2012/07/30

00:00
23:59

Only Leave User In Summary Report
☐
☐ 遲到
☐ 早退 ☑
☐ 加班
☐ 公假
☐ 事假
☐ 病假
☐ 特休
☐ 出差
☐ 曠職
☐ 產假
☐ 喪假
☐ 其他
☐ 離職
☐ ☐

Show Range Card Only
☑ Only in Range   ☐ Sorting 1 – 10

☐ Show Similar String User.

☐ Only Expire Parking Time   ☐ Time Sorting

☐ Only 992E Message   ☐ Abnormal Events Only

Options of report
☐ Skip while user name is empty   ☐ Delay On Duty
☐ Skip invalid user   ☐ Early Off Duty
☐ Skip empty record of MonRep   ☐ NEGL Duty
☐ Skip expiry records of MonRep

Search conditions
☐ Antipass-back Error   ☐ Door Group Error
☐ TimeZone Error
○ Forword Search   ● Reserve Search

☐ AR401E Range 0 – 0
☐ AR401E Range 0 – 0
☐ AR401E Range 0 – 0

Step 2.
Abnormal Events | **OK**

The way to show the "Mulit-days Message file" window:

File
- New Graphic
- Open Graphic
- Close
- Transactions...
- Multi-day View
- Daily Report

■ The current page is saved as a text file

Tools
Save To Text
Files to Text
Time Attendance Export Format
Import/Export Format of Card
Access Report

Step 1.   Select the path and file name.

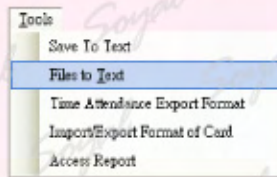Step 2.   Select the file type. (The default is .TXT, if want to EXCEL file,to select .CSV)
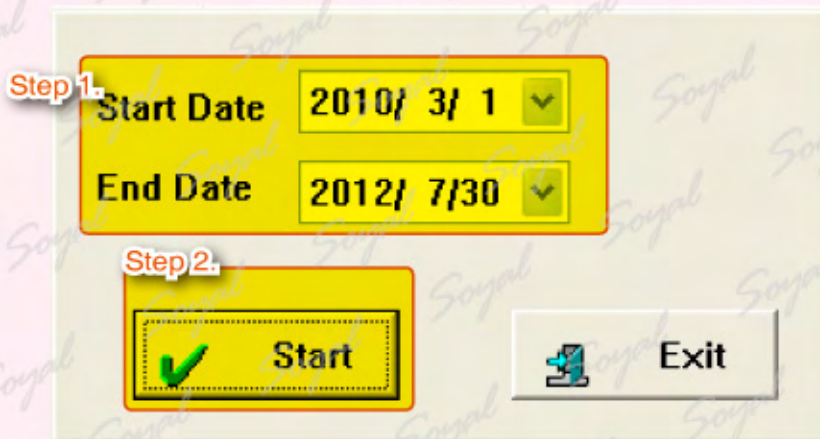
Mulit-days Message file

Can set the date range for days in the software displays the Mulit-days Message file.

There are two ways to show "View option of Report/History" window:

View
✓ Standard
✓ Statusbar
Font
Options
Guest Status

and 🔍 **I**
Para...

Step 1.   Select Start Date & End Date
Step 2.   Press "OK".

The way to show the "Mulit-days Message file" window:

File
New Graphic
Open Graphic
Close
Transactions...
Multi-day View
Daily Report

■ The current page is saved as a text file

Tools
Save To Text
Files to Text
Time Attendance Export Format
Import/Export Format of Card
Access Report

Step 1.   Select the path and file name.

Step 2.   Select the file type. (The default is .TXT, if want to EXCEL file,to select .CSV)

Export text file multiple messages

Can set the date range and export message file text file (. TXT)

The way to show the "Settings window" window:

Tools
Save To Text
Files to Text
Time Attendance Export Format
Import/Export Format of Card
Access Report

Step 1. Select Start Date & End Date
Step 2. Press "Start". These files will be stored in "C:\Program Files\701Client".

Step 1.
Start Date 2010/ 3/ 1
End Date 2012/ 7/30

Step 2.
✔ Start   Exit

Time Attendance Export Format

If use of the controller as attendance, you can depending on your needs, export attendance data form. 701Client attendance does not have a three-shift,by exporting a text file,with three-shift attendance software.

The way to show the "Time Attendance Format Define" window:

Tools
Save To Text
Files to Text
Time Attendance Export Format
Import/Export Format of Card
Access Report

Step 1. Select Begin Date & Ending Date
Step 2. Select Date Format.
Step 3. Select Time Format.
Step 4. Select Insert Character.
Step 5. Select time zone，6 zone for the calculation of three-shift , or meals. If you have a choice Sorting "zone", the system in the export log file, it will take each zone and for the first card code.
Step 6. Select Calendar type (Taiwan or Standard)
Step 7. Select Reader ID.
Step 8. Select Duty Name.
Step 9. Select Card ID Format.
Step 10. Select week table (Enter the characters).

Step 11. Transfer after Sorting: Automatic selection of the first & last of each user's access information and sort by user ID.

Step 12. No Day in File Name.

Step 13. Intput Leading String and Ending String.

Step 14. Select which controller's message .

Step 15. Press String of Filename.

Step 16. Enclose Symbol to Items.

Step 17. Run Time Transfer (When there is new data, immediate storage. ※ 701Client to be kept normally open) 。

Step 18. Daily Transfer at: Fixed time (※ 701Client to be kept normally open)

Step 19. Repeat Transfer:Interval time (※ 701Client to be kept normally open)

※ Step 17./18./19. only choose one, can not exist.

Step 20. Fixed Output Path name

Step 21. Fixed Output File name (If theOutput File name is not set, then the file will be transferred out of: Year+Month+Date. TXT as the file name)

Step 22. User String (5 string can be set)

Step 23. Select departments.

Step 24. Item Order

Step 25. Press" Save"
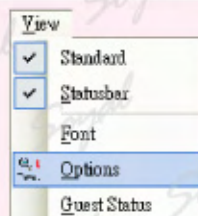
Step 26. Press "Transfer Now"

View option of Report / History

Before exporting the report can be the first to set parameters
1. History
2. Attendance report
3. Message interval

There are two ways to show "View option of Report/History" window: and .

| View |
| ✓ Standard |
| ✓ Statusbar |
| Font |
| Options |
| Guest Status |

Step 1.   Specify Door: Choose a specific doors message.
Step 2.   Select department.
Step 3.   Select Start Date & End Date.
Step 4.   Select Time Range.
Step 5.   Show Range Card Only: Only in Range. (ex: 0~10)。
Step 6.   Show Range Card Only: Sorting.
Step 7.   Show Similar String User: Enter the keyword, the system will start the search, support for all reports.
Step 8.   Only Expire Parking Time: For parking
Step 9.   Only 992E Message: If connecting AR-401E, AR401E messages show only.
Step 10. Time Sorting: For more than two controllers, according to chronological display.
Step 11. Abnormal Events Only.
Step 12. Skip while user name is empty
Step 13. Skip Invalid user
Step 14. Skip empty record of MonRep
Step 15. Skip expiry record of MonRep
Step 16. Delay On Duty: Latecomers will be listed on the report.
Step 17. Early off Duty: Employees leave early will be listed on the report.
Step 18. NEGL Duty: Absenteeism will be listed on the report.
Step 19. Antipass-back Error
Step 20. Time Zone Error
Step 21. Door Group Error
※ In order to avoid computer search will take too long, you must specify your search.
Step 22. Only Leave User in Summary Report.
Step 23. Abnormal Events : Abnormal Events Define window will appear.
Step 24. Abnormal Events: 1.Invalid Card，2.Expiry Date，3.Door Open Too Long，4.Force Entrance，5.Fingerprint，6.Controller Off Line.
Step 25. Define Abnormal Access.
Step 26. Flash Interval too Short(min)
Step 27. Moniting Time Zone

View option of Report / History

Step 1.
☐ Specify Door   None   None   None   None
                 None   None   None   None

☐ Department   DP1   Step 2.   Time   Step 4. Only Leave User In Summary Report
                                    ☑ Detail

Step 3.
Start Date   2010/03/01   00:00   Step 22.
End Date   2012/07/30   23:59

Show Range Card Only   Step 6.
Step 5. ☑ Only in Range   ☐ Sorting 1 – 10   ☐ 遲到
                                                       ☐ 早退   ☑
Step 7. ☐ Show Similar String User.   ☐ 加班
                                                       ☐ 公假
Step 8. ☐ Only Expire Parking Time   ☐ Time Sorting Step 9.   ☐ 事假
                                                       ☐ 病假
Step 10. ☐ Only 992E Message   ☐ Abnormal Events Only ☐ 特休
                               Step 11.   ☐ 出差
Options of report   ☐ 曠職
Step 12. ☐ Skip while user name is empty ☐ Delay On Dut Step 16. ☐ 喪假
Step 13. ☐ Skip invalid user   ☐ Early Off Dut Step 17. ☐ 長假
Step 14. ☐ Skip empty record of MonRep   ☐ NEGL Duty   Step 18.   ☐ 其他
Step 15. ☐ Skip expiry records of MonRep   ☐ 離職

Search conditions
Step 19. ☐ Antipass-back Error   Step 21. ☐ Door Group Error
Step 20. ☐ TimeZone Error   Step 23. [Abnormal Events]   [OK]
         ○ Forword Search   ● Reserve Search

         ☐ AR401E Range   0 – 0
         ☐ AR401E Range   0 – 0
         ☐ AR401E Range   0 – 0

Abnormal Events Define

Step 24.
☐ Invalid Card   ☐ Expiry Date
☐ Door Open Too Long   ☐ Force Entrance
☐ Fingerprint Identify Fail ☐ Controller Off Line

Step 25.
☐ Access Between A   00:00 : 00:00   Prompt :
☐ Access Between B   00:00 : 00:00   Prompt :
☐ Access Between C   00:00 : 00:00   Prompt :
☐ Access Between D   00:00 : 00:00   Prompt :

Step 26. ☐ Flash Interval too Short (min) 0   Prompt :
Step 27. Moniting Time Zone : 08:00 : 20:00

         ✔ Yes   🚪 EXIT

■ System Parameters Setting

The way to show the "System Parameters Setting" window:

Setting
Download
Anti-Pass Map
System Parameter

Step 1. ABA Card ID Format [32bits]: Card ID must use ABA type in 〖User Card Edit〗

Step 2. Error Message Confirm: When message is error, the system displays an error message signs, managers must to confirm, if managers doesn't confirm, the next data will not be displayed.

ERROR
✔

Step 3. Alarm Message Confirm: When "Force Entrance" or "Door Open Too Long",the system displays an alarm message signs, managers must to confirm, if managers doesn't confirm, the next data will not be displayed.

ALARM
OK

Step 4. Show Detail Node Address: The message will show controller's Node ID.

Step 5. Screen Saver Function：Wait Timer(SEC.): When no new messages will automatically hide by Wait Timer.

Step 6. Popup Client at each Message: When an event occurs, it will automatically display.

Step 7. Enable Huge-Door-Group Mode: When connected to "Multi-door Networking controller",must to select this mode. If you used this mode,the setting will different in [Area]

In Huge-Door-Group Mode, "Door Name Editor" will show:

Node of Controller	1	1.	OK
Door Number of Reader	1	2.	Cancel
Name		3.	

1.Node of Controller:
    1. H series access controller (AR-721H) connect under the Multi-Door Networking Controller(AR-716E): AR-716E's node ID.
    2. E series access controller (AR-829E): access controller node ID.
    3. H series access controller (AR-721H) connect with PC directly: access controller door number H.
2.Door Number of Reader:
    1. H series access controller (AR-721H) connect under the Multi-Door Networking Controller(AR-716E): access controller door number L.
    2. E series access controller (AR-829E): access controller door number.
    3. H series access controller (AR-721H) connect with PC directly: access controller door number L.
3.Name: the name of door number.

Step 8. Atime Attendance Settings: By weekly or Monthly.

Step 9. Shown on the contents of the report.

Step 10. List Lnsurance in Month Report.

Step 11. Enter the holiday according to company needs.

Step 12. Duty Hours Depends On: "Office Time" or "Real Off Duty Time"

Step 13. This feature applies to the factory overtime hours, rest time will be deducted.
Step 14. Insurance rate.
Step 15. Insurance Value.
Step 16. Press "OK"

System Parameters Setting

Step 1. ☐ ABA Card ID Format [32bits]
Step 2. ☐ Error Message Confirm
Step 3. ☐ Alarm Message Confirm
Step 4. ☑ Show Detail Node Address
Step 5. ☐ Screen Saver Function
   Wait Timer (SEC.) 30
Step 6. ☑ Popup Client at each Message
Step 7. ☐ Enable Huge-Door-Group Mode
Step 8. **Atime Attendance Settings**
   ○ Weekly Table
   ◉ Monthly Table
Step 9. ☑ Show Attendance in Report
   ☑ Show Salary in Report
Step 10. ☑ List Insurance in Month Report

Step 11.

Leave	Leave	Duction	Report
	☐	☐	☐
遲到	☐	☐	☑
早退	☐	☐	☑
加班	☐	☐	☑
公假	☐	☐	☑
事假	☐	☐	☑
病假	☐	☐	☑

Prev. Page   Next Page

Step 12.
Duty Hours Depends On
◉ Office Time   ○ Real Off Duty Time

☐ Append Message to MDB File On Time
MdbEvents.mdb

Step 13.
Overtime Duty Base [Min] 30
Overtime Auto Tuning of Sec : A [min] 0   Deduct Time [min] 0
Overtime Auto Tuning of Sec : B [min] 0   Deduct Time [min] 0

Step 14.

	Rate [%]	SelfPay [%]	Co. Pay [%]	Family LIM	Decimal Point
Health Ins.	4.25	30	60	3	◉ 0.
Labor Ins.	6.5	20	70		○ 0.0
Occuption	0.13	0	100		○ 0.00

Step 15. **Insurance Value**   **OK** Step 16.

Insurance Rate Table

01	15840	11	25200	21	40100	31	63800	41	0
02	16500	12	26400	22	42000	32	66800	42	0
03	17400	12	27600	23	43900	33	69800	43	0
04	18300	14	28800	24	45800	34	72800	44	0
05	19200	15	30300	25	48200	35	76500	45	0
06	20100	16	31800	26	50600	36	80200	46	0
07	21000	17	33300	27	53000	37	83900	47	0
08	21900	18	34800	28	55400	38	87600	48	0
09	22800	19	36300	29	57800	39	91300	49	0
10	24000	20	38200	30	60800	40	95000	50	0

✔ OK   Cancel

Report

Open the report must be order, otherwise an error.

Step. 01 Open Daily report 🕐4 Duty Check for errors.

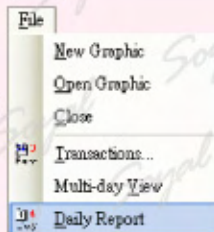**Step. 02** Open Month report 📅6 Month The computer will show salary.

Step. 03 Open Insurance report

File
Daily Report
Month Report
Sum Report
Insurance Report

,cumulative expense.

Step. 04 Open Sun report 📊7 Sum ,Statistics working hours and holidays.

Daily report

File
New Graphic
Open Graphic
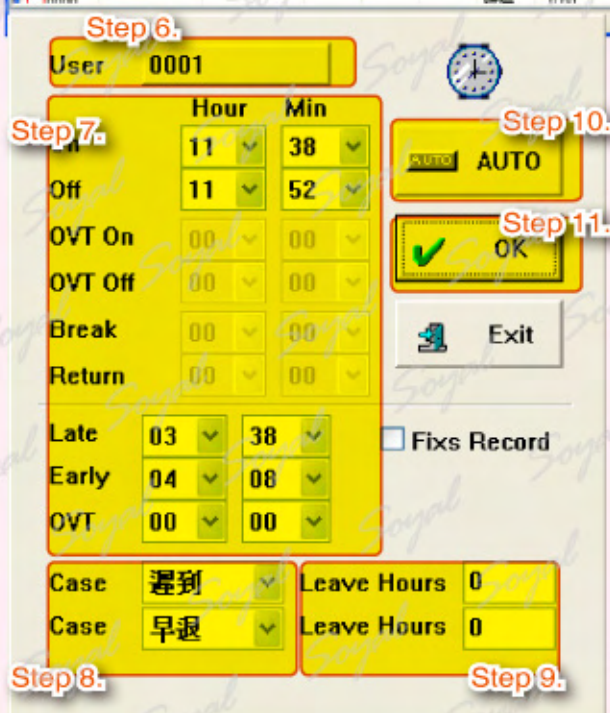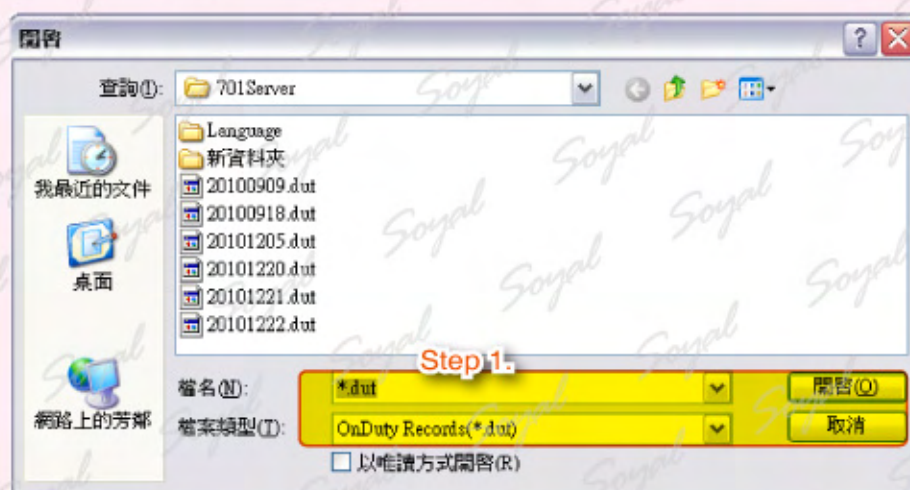Close
Transactions...
Multi-day View
Daily Report

There are two ways to show "Open File" window: and 🕐4 Duty .

Step 1. Open the file you want.
Step 2. File name be show at the top of Duty report (XXXXX.dut)。
Step 3. Previous Report ,Press " ⇐ "。
Step 4. The latter Report ,Press " ⇒ "。
Step 5. In the field employee, Double-clicks, "modify window" will display.
Step 6. User code is User address.
Step 7. Modify the working hours of employee.
Step 8. Choose the type of leave.
Step 9. Leave Hours
Step 10. Auto: 會自動依【考勤時段編輯】的時間修改考勤結果，當成新日報表資料，此功能可用在員工忘記打卡；此軟體加班時間以30分鐘計算，不足30分鐘自動去掉。
Step 11. Press "ok"

NOTE

The relationship between Recalculation and Daily report

First recalculation，Revised daily report；所以重算要在開啟日報表後，才會開始計算結果。

Month Report

There are two ways to show "View option of Report/History" window:

and

```
View
✓  Standard
✓  Statusbar
   Font
   Options
   Guest Status
```

Step 1.   Select Start Date & End Date.

View option of Report / History

| ☐ Specify Door | None | None | None | None |
| | None | None | None | None |

☐ Department   DP1

Step 1.

	Time	Only Leave User In Summary Report
	☑ Detail	
Start Date 2010/03/01	00:00	☐ 遲到 ☐
End Date 2012/07/30	23:59	☐ 早退 ☑

There are two ways to show "Month Report (Specified date)" window:

and

```
File
   New Graphic
   Open Graphic
   Close
   Transactions...
   Multi-day View
   Daily Report
   Month Report
```

701Client - MULTIDAY TIME AND ATTENDANCE REPORTS2010/03/01 ~ 2012/07/30(0001:TOM 8217 DP1)

File   Edit   View   Windows   Setting   Tools   Help

Print Login Event Duty Flash Month Sum Users Group Area Zone Work Holi. Picture Dnld Tools Para...

Default.pic TRANSACTION RECORDS2011010... DAILY TIME AND ATTENDANCE R... MULTIDAY TIME AND ATTE...

MULTIDAY TIME AND ATTENDANCE REPORTS2010/03/01 ~ 2012/07/30(0001:TOM 8217 DP1)

Date	Late	Early	OVTM	Duty	CASE	CASE	On	Off	公假	事假	病假	特休	出差	曠職	產假	喪假	其他	離職
12/10 (FRI)							16:47											
01/04 (TUE)	03:38	04:08	00:00	00:14	遲到	早退	11:38	11:52										
Hours	03:38	04:08	00:00	00:14					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Times	001	001	000	001					000	000	000	000	000	000	000	000	000	000
OVTM				0.00														
Late				-4360.00														
Early				- 0.00														
LEAVE				- 0.00														
Non-leave Pay				0.00														
Lunch Pay				0.00														
OVT Lunch Pay				0.00														
Health Ins SelfPay				-2240.00														
Labor Ins. SelfPay				-521.00														
Salary				-7121.00														

Press F1 for HELP   NUM 18:23:11

NOTE

The relationship between Month report and Daily report

Must first check the daily report, and then open the month report.

■ Insurance report

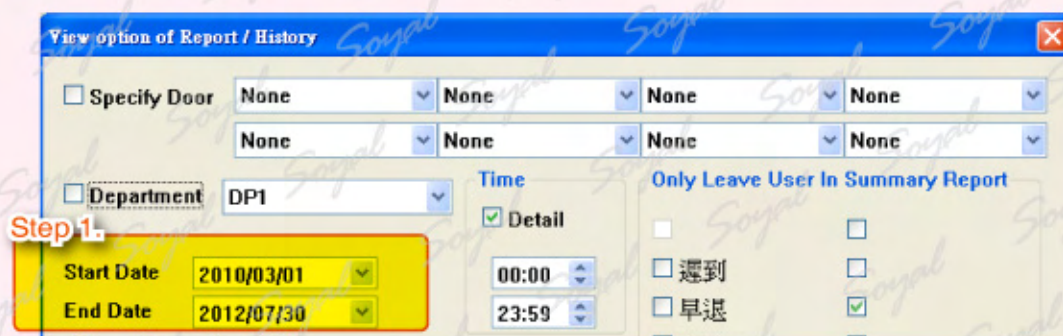基本觀念:開過月報表後,代表勞健保已經算過,勞健保統計報表才會顯示出金額;也就是說,沒有開過月報表就先開啟勞健保統計報表,金額只會顯示零。

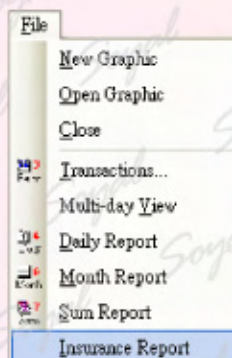There are two ways to show "View option of Report/History" window: and

Step 1.   Select Start Date & End Date.

Step 1.

Start Date	2010/03/01
End Date	2012/07/30

The way to show the "Insurance report (Specified date)" window:

號碼	日期	員工號碼	名稱	別名	所屬部門	投保...	健保自付額	眷口數	公司...	投保...	勞保自付額	公司...
0001		8217	李大寶		企劃部	15840.00	202.00	0.0	719.00	15840.00	206.00	742.00
	2010/12						202.00		719.00		206.00	742.00
0002			林良		企劃部							
	2010/12					15840.00	202.00	0.0	719.00	15840.00	206.00	742.00
							202.00		719.00		206.00	742.00

NOTE

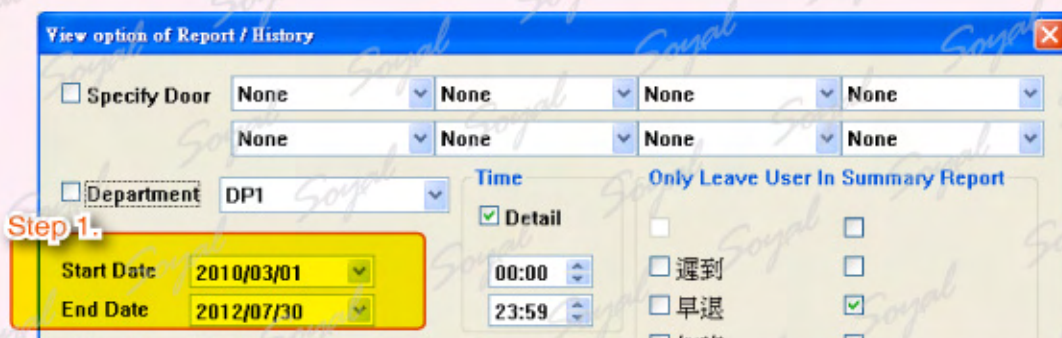If Insurance rate is changed,you can setting in "System Parameters Setting window"

Sun report-Application of the company's annual report

There are two ways to show "View option of Report/History" window:
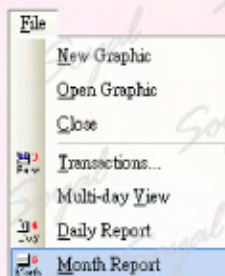
View	
✓	Standard
✓	Statusbar
	Font
	Options
	Guest Status

and 🔍 I Para...

Step 1. Select Start Date & End Date.

View option of Report / History

☐ Specify Door None None None None
None None None None

☐ Department DP1

Step 1.

	Time	Only Leave User In Summary Report
	☑ Detail	☐
Start Date 2010/03/01	00:00	☐ 遲到
End Date 2012/07/30	23:59	☐ 早退 ☑

There are two ways to show "Month Report (Specified date)" window:

File	
	New Graphic
	Open Graphic
	Close
	Transactions...
	Multi-day View
	Daily Report
	Month Report

and 📅 6 Month

701Client - [統計表 2010/12/01 -- 2010/12/23]

檔案(F) 編輯(E) 檢視(V) 視窗(W) 設定(Q) 工具(T) 訊明(H)

列印 登入 訊息 日報 重算 月報 統計 卡片 門組 地點 時區 遊表 假日 相片 下載 卡欄 參數

Default.pic 記錄檔 20101224.msg 勞健保統計報表2010/12 -- 2010/12 統計表 2010/12/01 -- 2010/12/23

號碼	名稱	工號	部門1	工時	遲到	早退	加班	公假	事假	病假	特休	出差
0001	李大寶	8217	企劃部	0:00 *000	82:42*03	0:00 *00	39:00*02	0.00*00	0.00 *00	0.00 *00	0.00*00	0.00 *00
0002	林良		企劃部	0:00 *000	30:00*01	0:00 *00	0.00 *00	0.00*00	0.00 *00	0.00 *00	0.00*00	0.00 *00

需要「說明」(HELP)，按 F1   NUM 10:22:21

點選 📊 7 統計 ，或由**檔案選單**選取**統計報表**，

檔案(F)	
	單日訊息(T)...
	多日訊息(V)
	日報表 (D)
	月報表 (M)
	統計報表(S)

會出現指定日期的**月報表**，以時分計算累加數。

報表抬頭設定

在列印報表時，公司可自行設定報表抬頭。

由設定選單選取**報表抬頭**，會看到**報表抬頭設定**視窗。

設定[S]
資料下載
出入狀態
系統參數
報表抬頭

Step 1.　輸入第一與第二列的抬頭名稱。

Step 2.　設定附加印表時間。

Step 3.　按下確認

報表抬頭

Step 1.
☑列印第一列　　SOYAL TECHNOLOGY CO., LTD
☑列印第二列　　茂旭資訊股份有限公司

☐附加印表時間

日期格式
○ YY-MM-DD　　○ YYYY-MM-DD
○ MM-DD-YY　　○ MM-DD-YYYY
○ DD-MM-YY　　○ DD-MM-YYYY

時間格式
◉ HH:MM
○ HH:MM:SS

日曆
◉ 西洋曆
○ 台灣曆

Step 3.
✔　確認 [M]　　　　🔺　離開 [X]