

The Purpose of Networking

In the convenience for access control and time attendance management, SOYAL provides powerful software 701 Server & 701 Client, which enhance efficiency significantly with user-friendly graphical interface while operating.

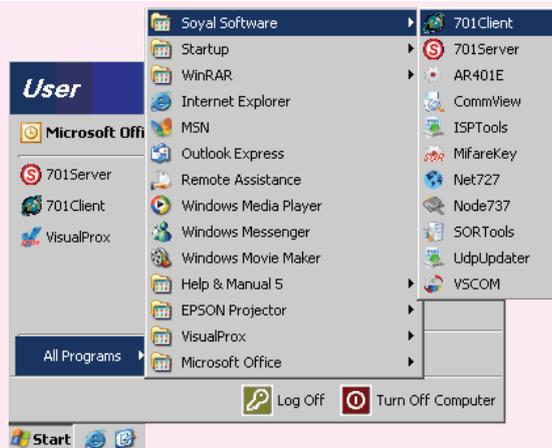
701Server acts as a bridge to coordinate the communication between the Host PC and access controllers, as well as allows users to set parameters of access controller in different locations just through the Host PC at once. Furthermore, all the event logs can be analyzed through 701Client to automatically generate daily or monthly time and attendance report of each individual. Besides, **701Client** is also capable of payroll control, and setting the door group, time zone, user access level, etc.

Installation and Execution

Software Installation

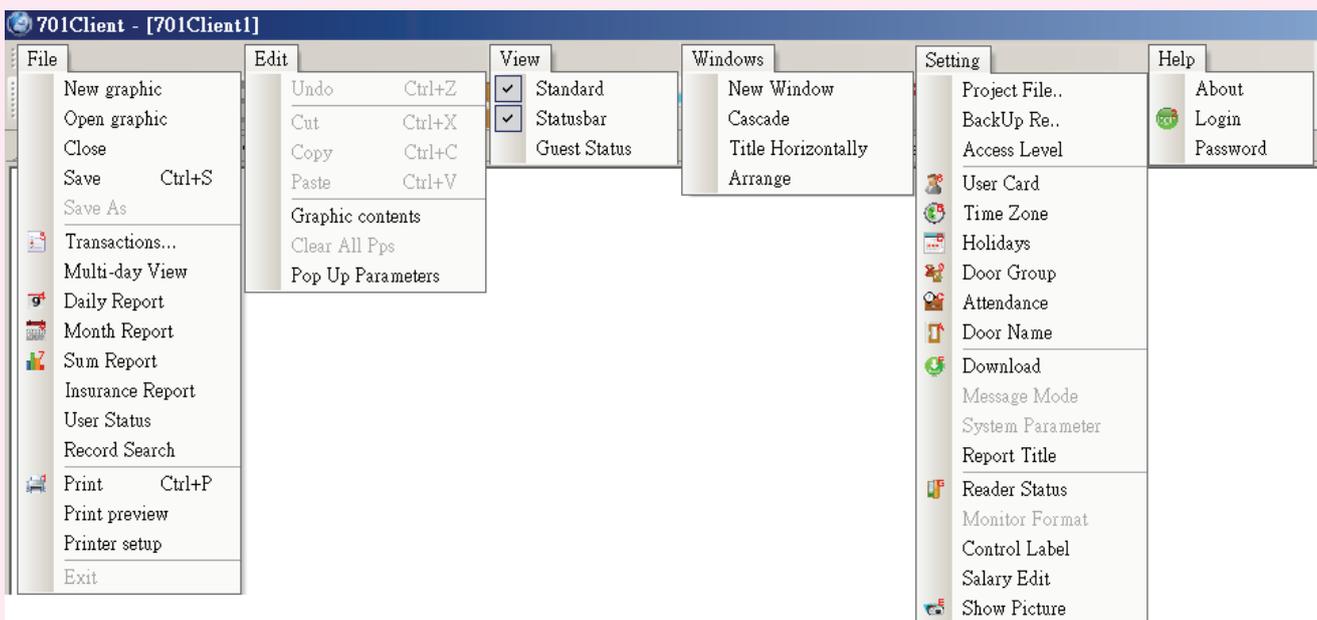


Double click **701ServerSetup.exe** icon to start the installation process.



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

Main Menu



Tool Bar



Basic Setting

Login

When login 701Client for the first time, please enter the default Login Name and password as below:
Login Name: supervisor
Password: supervisor
 To improve security, please 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 operators, 100 in total, for editing the user level, login name and password, etc.
2. User Level: 0-63 user level for editing. 63 is the highest authority.
3. Login Name: login name can be composed of 18 English letters or 9 Chinese characters at most.
4. Password: password can be composed of 18 English letters or 9 Chinese characters at most.
5. You can tick the desired options on the right field.

NOTE

When 701Client has be minimized and disappeared from the desktop temporarily, you will be demanded to re-login as you make 701Client appear again. If you want to avoid this re-login window and improve efficiency, you can change the setting as follows:

※ Next time you can login 701Client with Login Name: NoLogin (Password: NoLogin) to prevent re-login window from appearing again.

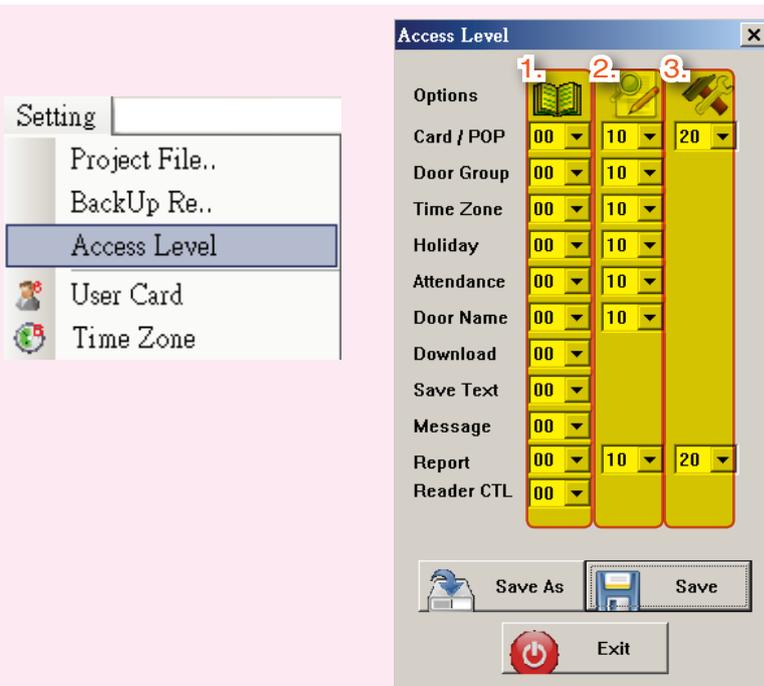


Click **Help** → **Password** and then “Modify User Access Password” window will come out. Setting can be modified as follows:

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

Both the operator and the software itself will be given an access level index. Operator with higher level index number is allowed to operate the functions with lower level index in 701Client.



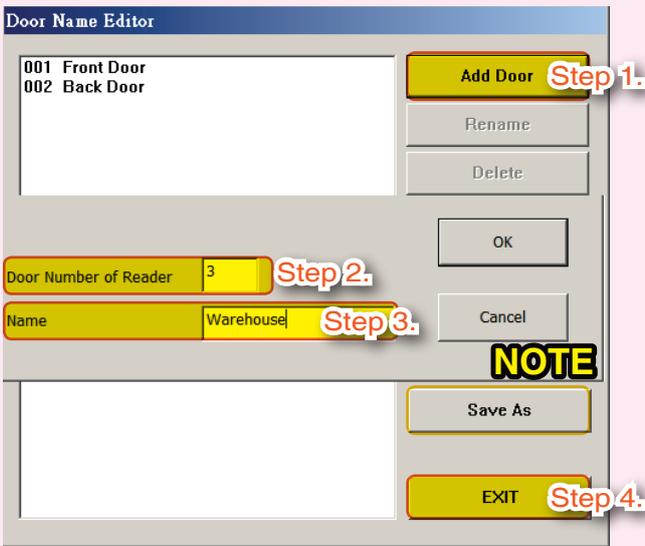
1. Query: those operators with lower access level index are not allowed to query the following items.
2. Modify: those operators with lower access level index are not allowed to modify the following items.
3. Advanced: those operators with lower access level index are not allowed to use the following advanced features (including edit user data and modify daily report).

Step 07 Location

Where the access controller is located should be set via 701Client, including door number and door name.

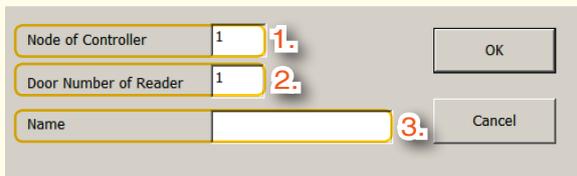
There are two ways to open “Door Name Editor” window:  and 

- Step 1. Click "Add Door" button.
- Step 2. Door Number of Reader: input door number of the access controller .
- Step 3. Name: input the location name corresponding to the door number (door number 001: front door, door number 002: back door, door number 003: warehouse).
- Step 4. Click “EXIT” to close the window (or click "Rename" to modify data).



NOTE

You can also click “Save As” button to save the settings for future use. For small framework, you just need to input the door number and door name to add door data in “Door Name Editor” window. For huge framework, you need to tick “Enable Huge-Door-Group Mode” option in “System Parameters Setting” window (refer to Page 27 Step 7.) and input (1) Node of Controller (2) Door Number of Reader (3) Name as below:



- 1. Node of Controller:
 - 1. For H series access controller (AR-721H) connected to the Multi-Door Networking Controller (AR-716E): Node ID of AR-716E.
 - 2. For E series access controller (AR-829E) : Node ID of this access controller.
 - 3. For H series access controller (AR-721H) connected to the host PC directly: door number H of this access controller (i.e. Virtual AR-716E Node ID).
- 2. Door Number of Reader:
 - 1. For H series access controller (AR-721H) connected to the Multi-Door Networking Controller (AR-716E): door number L of this access controller.
 - 2. For E series access controller (AR-829E): door number of this access controller.
 - 3. For H series access controller (AR-721H) connected to the host PC directly: door number L of this access controller.
- 3. Name: the corresponding location of the door number.

Step 08 Door Groups

How can you control different users' access levels of doors? Door group management provides a perfect solution to that requirement by setting different doors as a door group and only particular users are allowed to access designated door group, for example, Accounting door group for accounting dept. and RD door group for RD dept.

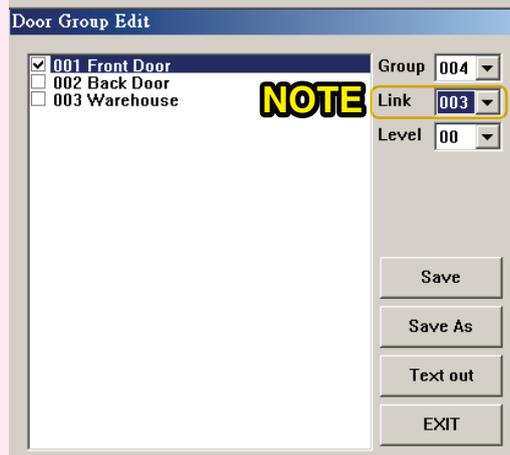
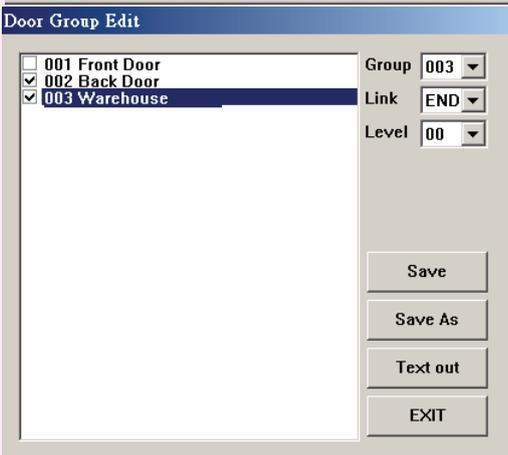
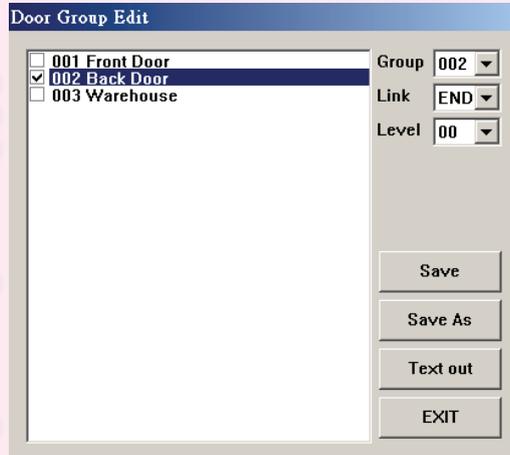
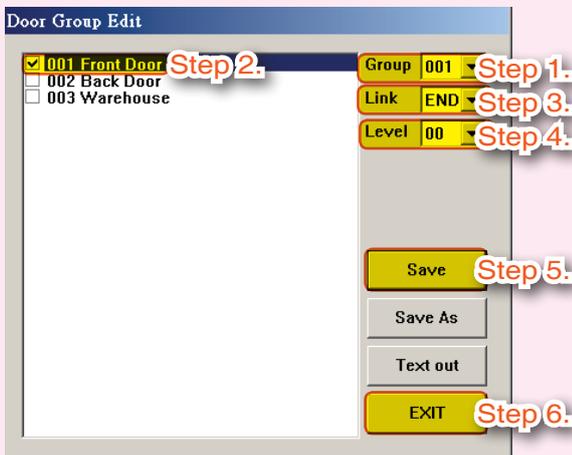
For example:

Door Groups	Location	Level
001	Front Door	00
002	Back Door	00
003	Backe Door + Warehouse	00
004	All doors (link Front Door to door group 003)	00

There are two ways to open the "Door Group Edit" window:



- Step 1. Group: 1 ~ 255 sets of door groups for selection. For example: 001.
- Step 2. Tick the permitted locations (door number + door name) of this door group, for example: 001 Front Door.
- Step 3. Link: each door group can link to another door group. If there is no need for link, please select "END" in the "LINK" field.
- Step 4. Level: 00 ~ 63 access levels for editing. User with higher level index number is allowed to access those time zones or door groups with lower level index numbers. (63 is the highest authority)
- Step 5. Click "Save" to save all settings.
- Step 6. Click "EXIT" to close the window.



NOTE
Each door group can link to another door group to increase the permitted locations. For example: the permitted locations of door group 004 are Front Door, Back Door, and Warehouse.

Step 09 Time Zone

After the door group setting is completed, we can proceed to set the time zones for user's access control. There are 00 ~ 63 time zones for editing.

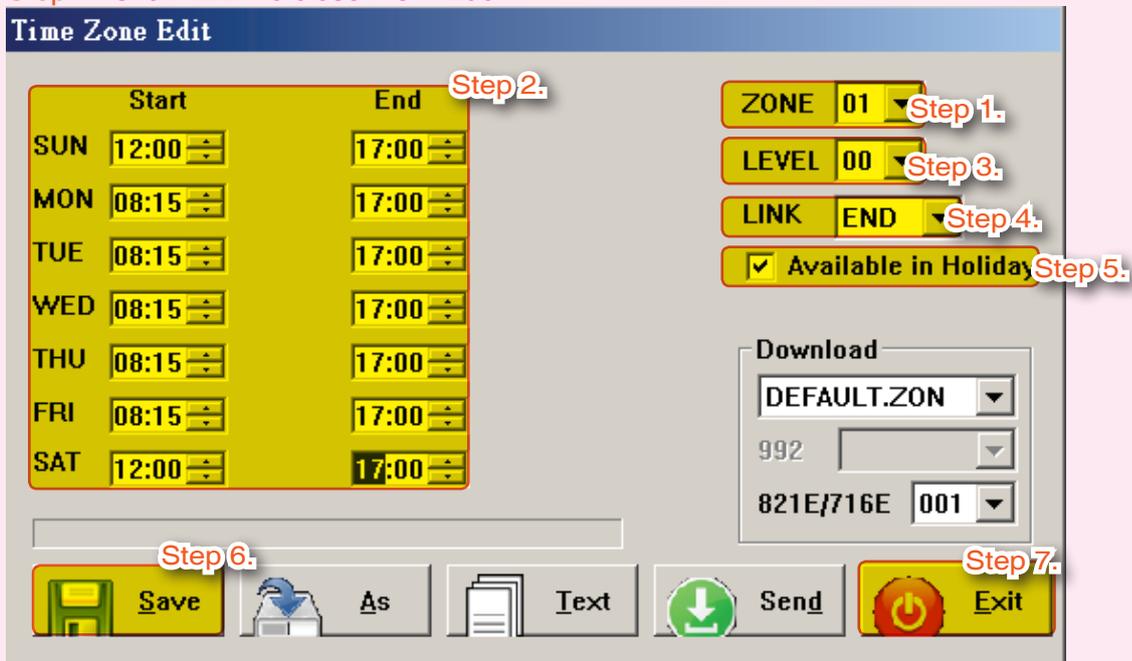
For example:

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:



- Step 1. ZONE: 00 ~ 63 time zones for editing. For example: 001.
- Step 2. Enter the starting/ending time of this time zone during Monday to Sunday.
- Step 3. Level: 00 ~ 63 access levels for editing. User with higher level index number is allowed to access those time zones or door groups with lower level index numbers. (63 is the highest authority)
- Step 4. Link: each time zone can link to another time zone. If there is no need for link, please select "END" in the "LINK" field. If "FREE" is selected in the "LINK" field, the access control of this time zone would be inactive, which can be used in emergency conditions.
- Step 5. If "Available in Holiday" is ticked, users with higher level index number can still get access during this time zone on holidays. If not ticked, all users are not allowed to get access during this time zone on holidays (please refer to Page 8 for holiday setting).
- Step 6. Click "Save" to save all settings.
- Step 7. Click "Exit" to close the window.



Time Zone Edit

	Start	End	ZONE	LEVEL	LINK	Available in Holiday
SUN	08:00	17:00	02	00	END	<input type="checkbox"/>
MON	17:00	23:00				
TUE	17:00	23:00				
WED	17:00	23:00				
THU	17:00	23:00				
FRI	17:00	23:00				
SAT	08:00	17:00				

Download: DEFAULT.ZON, 992, 821E/716E 001

Save As Text Send Exit

Time Zone Edit

	Start	End	ZONE	LEVEL	LINK	Available in Holiday
SUN	12:00	17:00	03	00	END	<input type="checkbox"/>
MON	23:15	06:00				
TUE	23:15	06:00				
WED	23:15	06:00				
THU	23:15	06:00				
FRI	23:15	06:00				
SAT	12:00	17:00				

Download: DEFAULT.ZON, 992, 821E/716E 001

Save As Text Send Exit

Time Zone Edit

	Start	End	ZONE	LEVEL	LINK	Available in Holiday
SUN	12:00	17:00	04	01	FREE	<input checked="" type="checkbox"/>
MON	06:30	07:30				
TUE	06:30	07:30				
WED	06:30	07:30				
THU	06:30	07:30				
FRI	06:30	07:30				
SAT	12:00	17:00				

Download: DEFAULT.ZON, 992, 821E/716E 001

Save As Text Send Exit

NOTE

In case of emergency, you can select "FREE" in the "LINK" field, and the access control of this time zone will be inactive.

NOTE

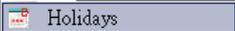
Time Zone 00: this time zone can be used to switch the attendance shift of the access controller automatically (applied to AR-727H or AR-327H when there is no connection to the Multi-Door Networking Controller AR-716E).



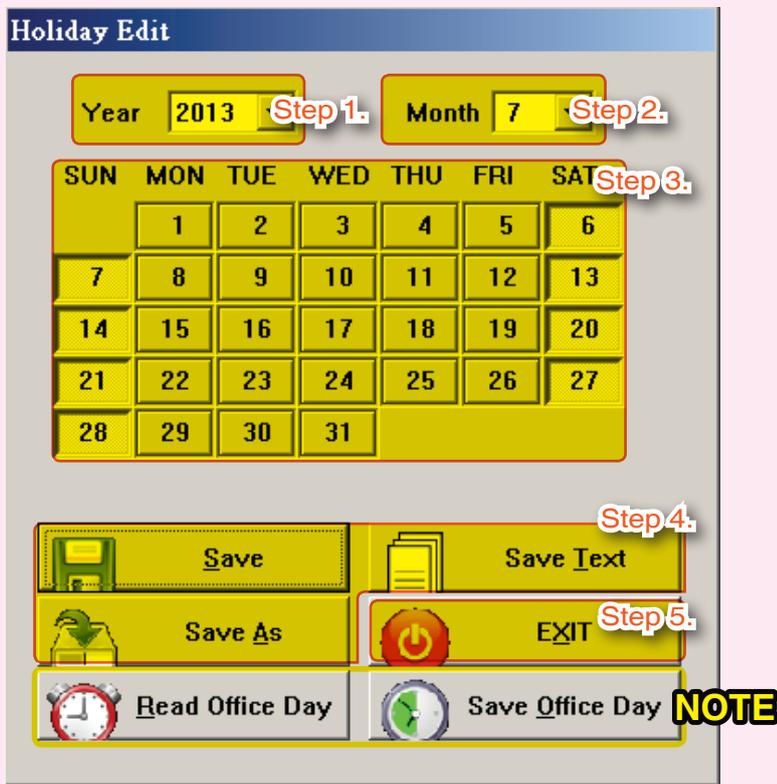
- Time Zone 63: the time zone used for auto open.
- Time Zone 62: the time zone used to auto enter arming mode.
- Time Zone 61: the time zone used for auto reset of anti-pass-back function.

Step 10 **Holiday**

After the time zone setting is completed, we can proceed to set the holidays of the whole year (up to 120 holidays in total).

There are two ways to open the “Holiday Edit” window:   and  .

- Step 1. Select “Year” first.
- Step 2. Select “Month” next.
- Step 3. Select the days of holidays.
- Step 4. Click “Save” to save all settings.
- Step 5. Click “EXIT” to close the window.



NOTE

Save Office Day:

Save this holiday setting as *.wth file.

Read Office Day:

Read the holiday setting from the existent *.wth file.

Save As :

Save this holiday setting as *.hol file.

Step 11 Attendance Shift Setting

Before generating attendance reports, you have to set attendance shifts first, and there are 49 sets of attendance shifts for editing.

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

- Step 1. Select Group # (attendance shift) first (or you can type in the group name directly).
- Step 2. Select flex time next.
- Step 3. Input the time of each attendance shift.
- Step 4. Click "Save" to save all settings or click "Text File" to save the setting as *.txt file (this file can be used for setting in future).
- Step 5. Click "Exit" to close the window.



Attendance Edit

Group # **Duty_01** Flex time (Min) **00:30**

	On Duty		Break Out		Break RTN		Off Duty		Over Time	
SUN	00	00	00	00	00	00	00	00	00	00
MON	08	15	12	00	13	30	17	45	19	00
TUE	08	15	12	00	13	30	17	45	19	00
WED	08	15	12	00	13	30	17	45	19	00
THU	08	15	12	00	13	30	17	45	19	00
FRI	08	15	12	00	13	30	17	45	19	00
SAT	00	00	00	00	00	00	00	00	00	00

Buttons: Save, Save As, Text File, Exit

NOTE

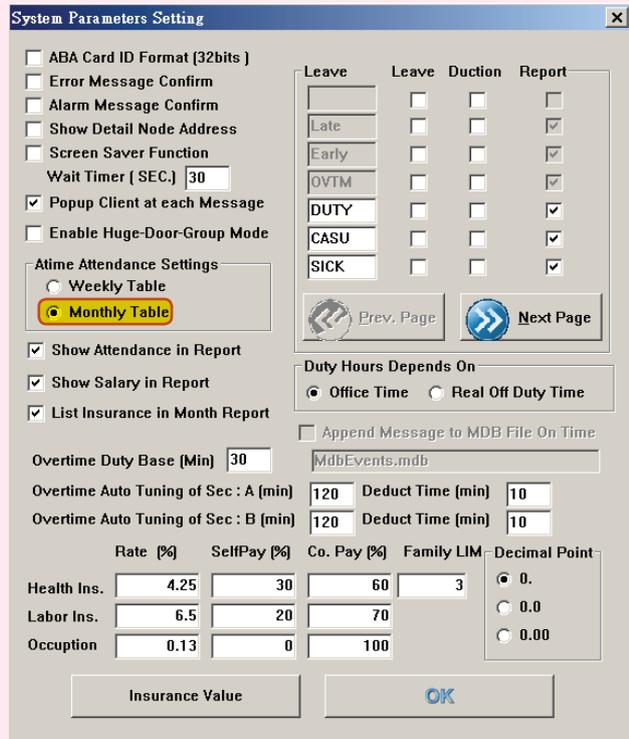
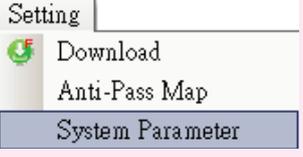
Break Out and Break RTN: the period between the two shift will be automatically deducted from working hours when generating the attendance reports.

※ If the time of "Over Time" is set as 00:00, the time of overtime working will start from the time of "Off duty". If there is no overtime pay, please set the time of "Over Time" as the time when no more staff is working so as to avoid salary calculation errors.

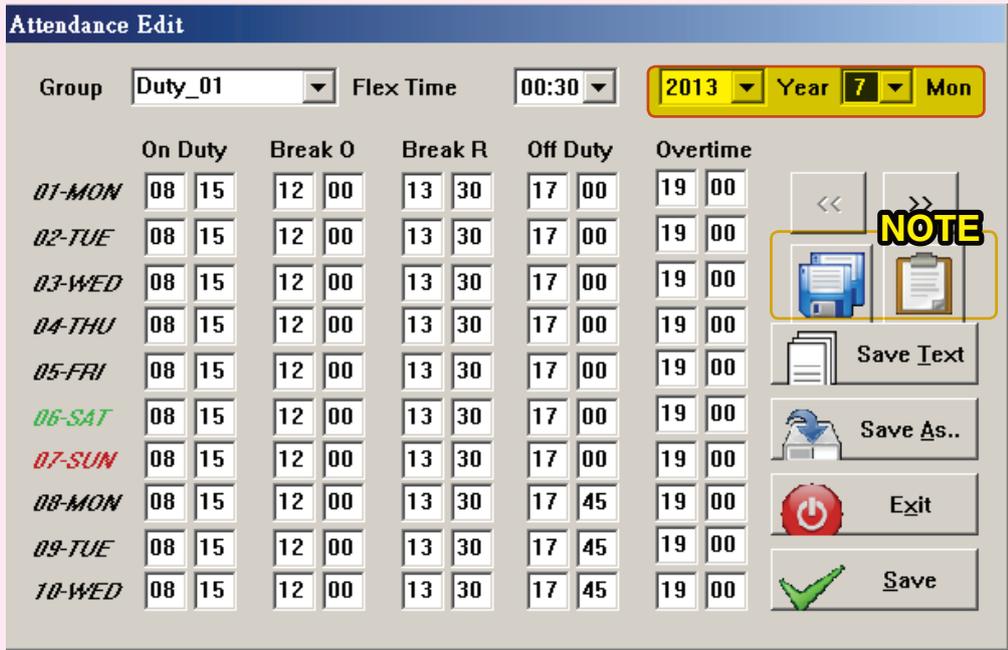
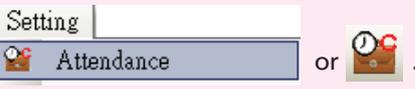
Flex Time: in Duty_01 shift (On Duty: 08:15/ Off Duty: 17:45/ total working hours = 9.5 - 1.5 = 8 hr): If the flex time is set as 30 min, when one employee is on duty at 08:39 and off duty at 18:39, although he is 24 minutes late for work, his lateness is within the flex time range (24 min < 30 min) and his total working hours = 8.5 hr (> 8.0 hr), so he won't be shown as late in the attendance report.

If you want to set attendance shifts in monthly table rather than in weekly table, please refer to the following setting:

First, open the "System Parameters Setting" window by clicking . Select "Monthly Table".



Next, open the "Attendance Edit" window by clicking  or . Select the designated year/month and edit the attendance shift as you want.

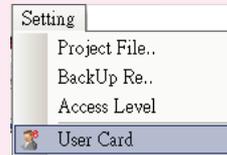


NOTE You can use "Copy to Buffer" button and "Paste from Buffer" button to set monthly shifts more efficiently. The time shift will be copied and pasted by the corresponding date of each month.

Step. 12 **User Card Edit**

After the settings of door group, time zone, and so on are all completed, we can proceed to set the user data, including the card ID, access mode, and other relevant settings.

There are two ways to open the “User Card Edit” window:



- Step 1.** User Num (User Number = User Address): each user is assigned a specific 5-digit user address at which all the related user data is stored in the memory of access controller. User Address starts from 00000, and the maximum capacity differs according to the type of access controller. Here it is set as 00001.
- Step 2.** Lock: when you are editing the user data, please tick “Lock” to avoid window switching (if not ticked, when there is a valid card presented to the access controller, the “User Data Edit” window will automatically switch to the corresponding user data window).
- Step 3.** Auto Save Card ID: this function is only available when the card is presented at the access controller of **door number 001**. If this option is ticked, the card ID (site code and card code) will be automatically shown in the window after it is presented at the access controller of door number 001. If a batch of cards are presented continuously, these cards will be shown at the corresponding user address in an accumulative order, which allows you to add cards more efficiently.
- Step 4.** Card ID: 5-digit site code + 5-digit card code. You can directly type in the card ID or use Auto Save Card ID described in step 3.
- Step 5.** Access Mode: invalid, Card Only, Card or PIN, Card & PIN for selection (refer to **Step. 04**).
- Step 6.** Zone: you can select the permitted time zone (01 ~ 63) for this user or select “ALL” (= not limited) (refer to **Step. 09**).
- Step 7.** Level: 00 ~ 63 access levels for editing (for V5 version or later, access level: 00 ~ 03). User with higher level index number is allowed to access those time zones or door groups with lower level index numbers. (63 is the highest authority)
- Step 8.** Door Group: you can select the permitted door group (001 ~ 253) for this user or select “ALL” (= not limited) or “NO” (= not authorized for any door group) (refer to **Step. 08**).
 - ※ Comparison with access level of user, time zone, or door group can be only applied to advanced access controllers like AR-716E, AR-829E ,or AR-821EF, not available for H series access controllers. If you want to apply the level comparison function to H series access controllers, please connect them to Multi-Door Networking Controller AR-716E.
- Step 9.** Name/Alias: the name/nickname of this user, which will be shown in the event log.
- Step 10.** P.I.N. Code: the private password of this user.
 - ※ When you use a H series access controller in M8 mode, please note that the private password of each user cannot be repeated, or it might cause errors when the access mode is “Card or PIN”.
- Step 11.** Changeable: if this option is ticked, the user can change the private PIN directly at the access controller after a valid access procedure when the access mode is “Card or PIN” or “Card & PIN” as below:
 - After a valid access procedure -> input the new 4-digit PIN twice + #.
 - (if the access controller is connected to Multi-Door Networking Controller AR-716E, the new PIN is used to change the PIN stored in the memory of AR-716E.)

- Step 12. **Employ ID:** the employee ID of this user.
- Step 13. **Photo:** you can upload a photo of this user (200*230 pixels, .bmp or .jpg) for better recognition. The photo will be saved with the file name User00001.jpg in the path: C:\Program Files (x86)\701Client\popGra
- Step 14. **Date Limits:** the function is only available for E series access controllers. You can assign the data limits to the specific user. After the expiry date, this user cannot get access anymore.
- Step 15. **Depart.:** the department of this user. You can type in two departments here.
- Step 16. **Duty#:** there are 49 sets of attendance shift for editing (refer to **Step 11**).
- Step 17. **User Data:** Car ID, Birthday, Visa ID (ID card number), Gender, E-mail, TEL, Address.
- Step 18. **Anti-Pass-back:** if this option is ticked, the anti-pass-back function of this user will be enabled.
- Step 19. **Guard:** if this option is ticked, the user will be identified as patrol check-in only and the lock won't be released when this Guard Card is presented.
- Step 20. **Just card control:** this function is used for biometric access controllers. When this option is ticked, the user can get access simply with his or her valid card.
- Step 21. **Just fingerprint:** this function is used for biometric access controllers. When this option is ticked, the user can get access with his or her fingerprint.
- Step 22. Click "Save" to save all settings.

Num	Name	Access Mode	Department	UserID	Index
0000		Invalid			00000:00000
0000		Invalid			00000:00000
0001	Tom	Card and PIN	RD	8217	01497:05200
0002	David	Card only	RD	1003	12345:13411
0003	San	Card only	Dep_33	1004	12345:13412
0004	Jack	Card only	Dep_28	1005	12345:13413

Door Group

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

In the previous setting:

User name: Tom

User address: 00001

Access mode: Card & PIN

Permitted time zone: 08:15-17:00 during Mon to Fri and 12:00-17:00 during Sat to Sun.

Permitted goor group: 001 Front Door

Although the access mode of this user is "Card & PIN", this user can get access by simply presenting a valid card or inputting PIN since his access level index (01) is **higher than both** of the time zone (00) and the door group (00). In this situation, "Card & PIN" will actually be like "Card or PIN". Please refer to the following table:

Level Comparison Table: (only available for E series access controllers)

User Level	Access Mode	Time Zone Level	Door Group Level	Actual 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

For quick setting of time zone and door group for each user, please refer to the following procedure (only available for those access controllers connected to Multi-Door Networking Controller (AR-716E)).

NOTE

In "User Card Edit" window, when "Set" in the "Door Group" field is selected, the access control of time zone for this user will be inactive. The "Available Door" window will pop up and you can click "Modify Zone" to edit the permitted time zone of this very door, which would also be the new permitted time zone for this user who selected "Set" in the "Door Group" field.

※ This function can be only applied to the access controllers connected to Multi-Door Networking Controller (AR-716E).

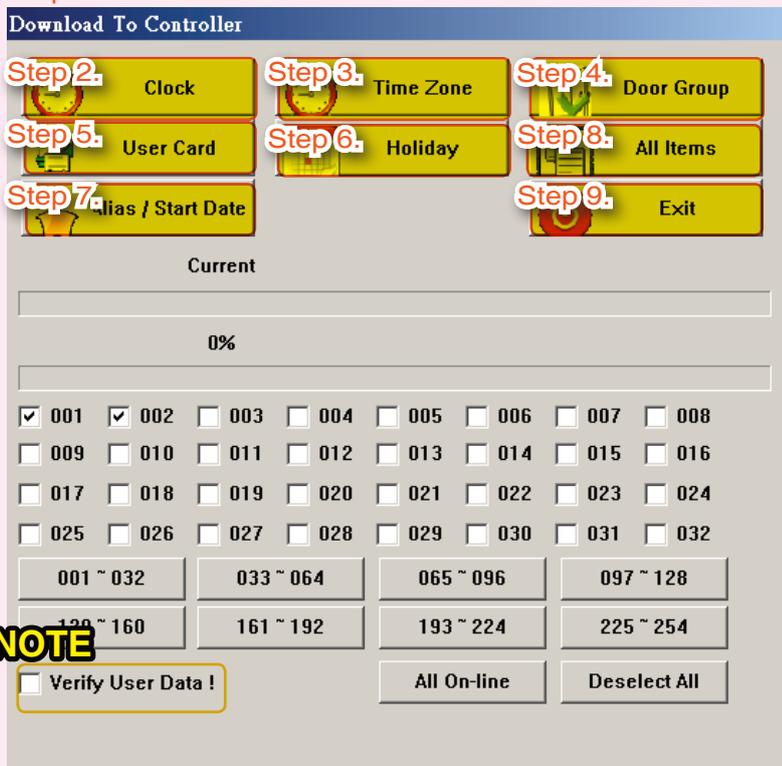
- Step 1. Select the permitted locations.
- Step 2. Click "Modify Zone" to modify time zone (refer to **Step 09**).
- Step 3. Click "Exit" to save all settings.

Step. 13 Download To Controller

The settings have to download to the access controller to synchronize all settings between the host PC and the access controllers.

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

- Step 1.** Tick the Node ID of the access controllers or click "All On-line" button to select the access controllers. Please make sure all access controllers are ticked (no more, no less) or some errors may occur while downloading data.
- Step 2.** Clock: click "Clock" button to synchronize time first. This step is very critical for time-related access control (refer to **Step. 05**).
- Step 3.** Time Zone: click "Time Zone" button to download time zone data (refer to **Step. 09**).
- Step 4.** Door Group: click "Door Group" button to download door group data (refer to **Step. 08**).
- Step 5.** User Card: click "User Card" button to download user data (refer to **Step. 12**).
- Step 6.** Holiday: click "Holiday" button to download holiday data (refer to **Step. 10**).
- Step 7.** Alias/Start Date: click "Alias/Start Date" button to download alias and start date data (refer to **Step. 12**).
- Step 8.** All Items: click "All Items" button to download all settings of clock, time zone, door group, user card, and holiday.
- Step 9.** Click "Exit" to close the window.



NOTE

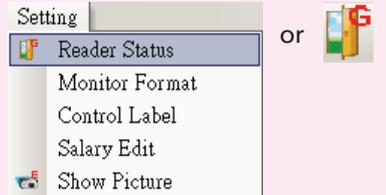
NOTE

- If "Verify User Data" is ticked, the downloaded data will be verified again once the downloading is completed. However, this will also make the downloading process rather time-consuming.
- ※ Before downloading data, please make sure the connection and Node ID of access controllers are all correct, or some errors might occur while downloading data.
- ※ Time must be synchronized first, or the event logs won't be shown correctly in 701Client.

Step 14 Reader Status Monitor

After downloading data to controllers, now you can use "Reader Status Monitor" function to check the current controller status, and perform the actions such as open door directly via PC or arm/disarm the designated controller.

There are two ways to open the "Reader Status Monitor" window:



- Step 1. Tick the Node ID of the controller. For example, 002 (AR-716E).
- Step 2. Since there are two readers (Reader 001: AR-721H, Reader 002: AR-727H) connected to AR-716E, you can choose the desired one in "Reader" field.
- Step 3. Read Status: click "Read Status" button, and the current status (door status & arming status) of the designated reader will be shown.
- Step 4. You can enable/disable the arming mode of this reader by clicking "Arming" or "Disarm" button.
- Step 5. There are two open modes for choose: 1. Pulse: the lock will be released only for the period of Door Open Time and will revert to being locked; 2. Latch: the lock will be kept released all the time.
- Step 6. Click "Open" or "Close" button to control the door status of the designated reader.
- Step 7. Click "Open All" or "Close All" to control the door status of all readers connected to the designated controller. For example, when you click "Open All," the locks of all readers (Reader 001: AR-721H, Reader 002: AR-727H) connected to AR-716E will be all released.



Step 15 Salary Edit

The attendance reports can be used for salary calculation, and you can edit the parameters according to each user first.

The way to open the “Salary Table” window:



- Step 1. User: select the user (User Address + User Name) in this “User” drop-down menu.
- Step 2. Salary Payment (Hour): hourly rate of the salary.
- Step 3. Leave Deduction (Hour): hourly rate of the salary deduction for absence.
- Step 4. 1st Overtime Sec. (Min): duration of the first overtime section (time unit: minute).
- Step 5. 1st Overtime Multiple: the scale factor of the first overtime section compared to hourly rate of the salary.
- Step 6. 2nd Overtime Multiple: the scale factor of the second overtime section compared to hourly rate of the salary.
- Step 7. Sat/Sun OVT Multiple: the scale factor of the overtime section on Sat/Sun compared to hourly rate of the salary.
- Step 8. Holiday OVT Multiple: the scale factor of the overtime section on holidays compared to hourly rate of the salary.
- Step 9. Delay Deduction (Min): the salary deduction for late attendance or early leaving. (calculated in one-minute unit)
- Step 10. Free Delay Time (Min): the grace period of late attendance or early leaving. If the total minutes are within this period, no leave deduction will be deducted from the salary.
- Step 11. Free Delay Times: If the total times of late attendance or early leaving are within this range, no leave deduction will be deducted from the salary.
- Step 12. Nonleave Bonus (full attendance bonus): the employee can only get the full attendance bonus when the total duration and times of late attendance or early leaving are **both** within the limits inputted in the following “Max Delay Min” & “Times” fields.
- Step 13. Lunch Allowance: only effective when this employee signs in before the time range as well as signs out after the time range.
- Step 14. Dinner Allowance: only effective when this employee signs in before the time range as well as signs out after the time range.
- 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/Description: user basic salary, welfare etc. (in “Desprition” field, you can enter 9 English letters at most).
- Step 21. Birthday: user's date of Birth.
- Step 22. Take office: take office date.
- Step 23. Leave office: leave office date.
- Step 24. Click “Yes” to save all settings.

Salary Table

Step 1. User : 0001:Tom

		Payment	Discription
Step 2. Salary Payment(Hour)	150	45000	Basic
Step 3. Leave Deduction(Hour)	50	-200	Welfare
Step 4. 1st Overtime Sec.(Min)	120	3000	Allowance
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 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 15. Health Insured Val.	43900		
Step 16. Insured Family	3	Birthday	1980/01/01/週二
Step 17. Labor Insured Val.	43900	Take Office	2001/01/01/週一
Step 18. Health Ins. Deduct	0	Leave Office	2099/01/01/週四
Step 19. Labor Ins. Deduct	0		

NOTE

Copy

Paste

Step 24. Yes

Exit

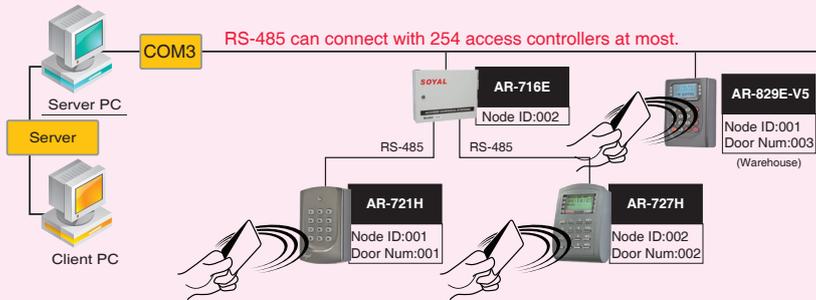
NOTE

To facilitate the setting process, you can use "Copy" button -> select another user ->use "Paste" button to improve efficiency.

Step 16 Testing the Setting Result

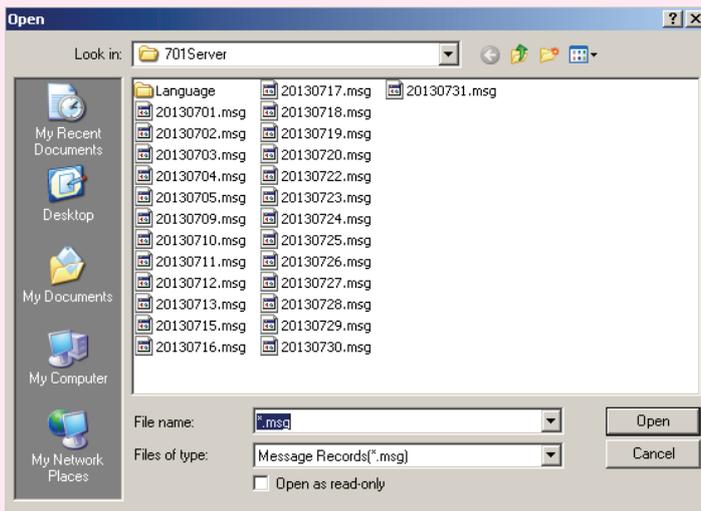
After all the settings are completed, now you can present the user's card to the access controller to see if the event log is shown correctly in 701Client.

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



Step 2. Click and select file with today's date, and click "Open" button.

Step 3. "TRANSACTION RECORDSxxxxxxx.msg" tag will be opened and the event logs of today will be shown in 701Client.



Index	Time	Station	Num	Name	Department	Department:2	UserID	Status	Detail
0224	08:22:37	001-01:Front ...	0001	Tom	RD	Dep2_00	8217	(M11)Normal Access	In A:On Duty(01497:05200)
0225	08:22:40	001-01:Front ...	0001	Tom	RD	Dep2_00	8217	(M11)Normal Access	In A:On Duty(01497:05200)
0226	12:02:09	001-01:Front ...	0001	Tom	RD	Dep2_00	8217	(M11)Normal Access	In E:Break Duty(01497:05200)
0227	13:28:07	001-01:Front ...	0001	Tom	RD	Dep2_00	8217	(M11)Normal Access	In F:Return Duty(01497:05200)

Index: each event log or message has an index number.

Time: access time (hh,mm,ss).

Station: Node ID of the access controller, for example: "002-01: Front Door"

002: the Node ID of AR-716E, 01: the Node ID of AR-721H, Front Door: the location of AR-721H

Num: User Address, Tom's User Address is 00001.

Name: user name.

Department: the first department. Tom's first department is RD.

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

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

Status: access status.

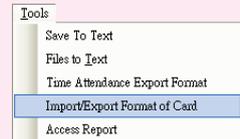
Detail: access remark.

Export text file

You can export the text file to back up the user card data for file management or related report process.

Export User data

After add new cards, we can export the data to the new text file (. TXT /. CSV), which provides an easy way to edit user data and also can be re-imported in future.



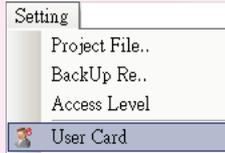
First, please open the “Text Format Define for Card Data Transfer” window by clicking

- Step 1. There are 17 fields (A ~ Q) of Item List Sequence. If you don't need some fields, please select "M" in the fields and these fields won't be shown in the exported file. You can give each field a file title according to your needs.
- Step 2. AUTO Import and Download: you can designate a time range and if this option is ticked, 701Client will automatically download user data to the access controllers during this time period every day.
- Step 3. Download to Controller while Import Data: if this option is ticked, when the user data is imported to the host PC, 701Client will automatically download user data to the access controllers as well.
- Step 4. Item Space: select the separator symbol of exported data. Please select "Tab" as the separator symbol to prevent mismatch especially when you export .csv file.
- Step 5. Select export file path.
- Step 6. Import/Export Range: select the range of user data to be imported/exported.
- Step 7. Auto Export to Text File: you can assign 6 time schedules for automatically exporting User Card Data to text file. This function is very useful for HR to backup user data.
- Step 8. Click "OK".

The screenshot shows the 'Text Format Define for Card Data Transfer' dialog box. At the top, there is a 'Tools' menu with options: 'Save To Text', 'Files to Text', 'Time Attendance Export Format', 'Import/Export Format of Card' (highlighted), and 'Access Report'. The main window has a title bar and a close button. Below the title bar is a section for 'Item List Sequence' with dropdown menus for fields A through Q. A table below lists these fields with their corresponding file titles. At the bottom, there are several options and settings: 'Item Space' (Space, ', ', ': ', 'Tab'), 'Import/Export Range' (0 to 100), 'AUTO Export to Text File' (checked), and six time schedule slots (08:00, 10:00, 12:00, 14:00, 16:00, 18:00). There are also checkboxes for 'AUTO Import and Download' (with time 07:30 to 07:30), 'Download to Controller while Import Data', and a file path 'C:\Program Files [x86]\701 Client\'. The filename 'UserCard.csv' is entered in a text box. At the bottom, there are 'OK' and 'Exit' buttons.

Item	File Title	Item	File Title
A : Serial Number	Address	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
K : Begin Date [yyyymmdd]	Begin	W : Access Mode	Mode
L : Expiry Date [yyyymmdd]	Expiry		

Next, open "User Card Edit" window by clicking



or



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

Step 9. Select the path and input file name (the default file type is .TXT, if you want to open this file by EXCEL, please change the file extension as .CSV).

User Card Edit

User Num: 1 Lock Auto Save Card ID

Card ID: 1497 5200 Card and PIN

Zone: 01 Level: 01 Door Group: 001

Name: Tom P.I.N. Code: 1212 Changeable

Alias: Tom Employ ID: 8217 Guard

Date Limits: 2000/ 1/ 1 - 2001/ 1/ 1 Just card contrc

Depart: RD Dep2_00 Duty#: RD

Car ID: CEY701 Birthday: 1980/ 1/ 1 Just fingerprint

VisalID: C220120900 Gender: Male E-mail: 00006

TEL: 991-9375

Addr: No. 368, Gongjian Rd., Xizhi Dist., New Taipei City 221

Num	Name	Access Mode	Department	UserID	Index
0000		Invalid			00000:000...
0000		Invalid			00000:000...
0001	Tom	Card and PIN	RD	8217	01497:052...
0002	David	Card only	RD	1003	12345:134...
0003	San	Card only	Dep_33	1004	12345:134...
0004	Jack	Card only	Dep_28	1005	12345:134...

Step 8: 

- Card Search
- Read/Write to 701H
- Card Copy
- Export to Text File**
- Save As...
- Download Alias / Begin Date
- Import From Text File
- User Access Floor Edit
- Available Door of User
- Check Duplicate Data

Save As

Save in: 701Client

My Recent Documents

Desktop

My Documents

My Computer

My Network Places

avi

Language

popGra

sound

Step 9: File Name: UserCard.txt Save

Save as type: User Cards TextFile(*.txt) Cancel

NOTE

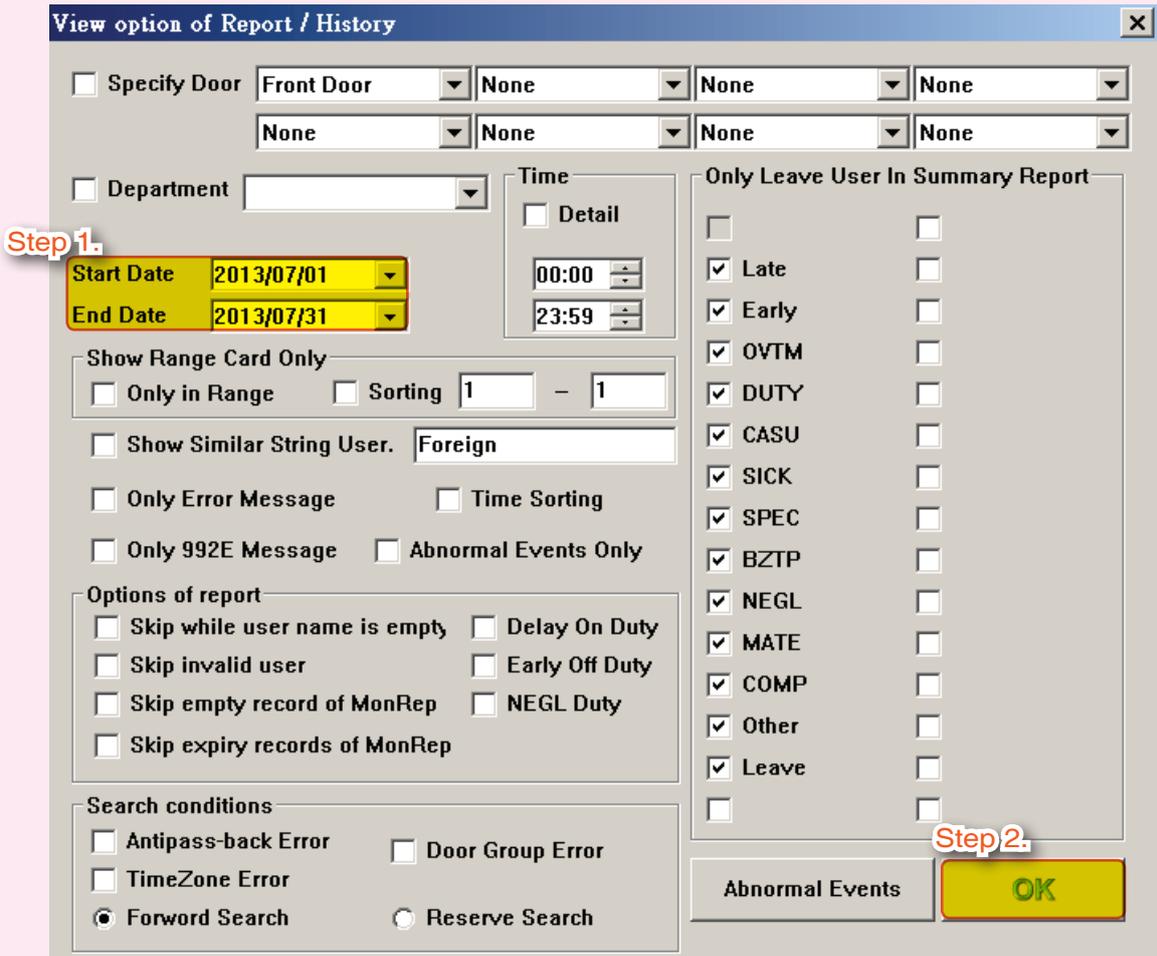
If the exported file is .CSV file, you have to modify the file extension as .TXT first and then you can proceed to import this modified file again.

Multi-day Message file

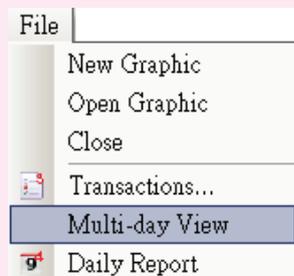
If you want to view multi-day event logs in the same window, you can set the function as follows:

First, please open "View option of Report/History" window by clicking  or  .

- Step 1. Select Start Date & End Date.
- Step 2. Click "OK".

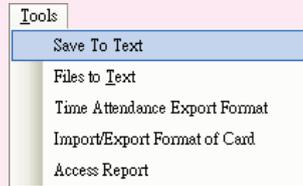


Next, open "Multi-day Message file" window by clicking  . The designated time range of message files will be shown in the same window.



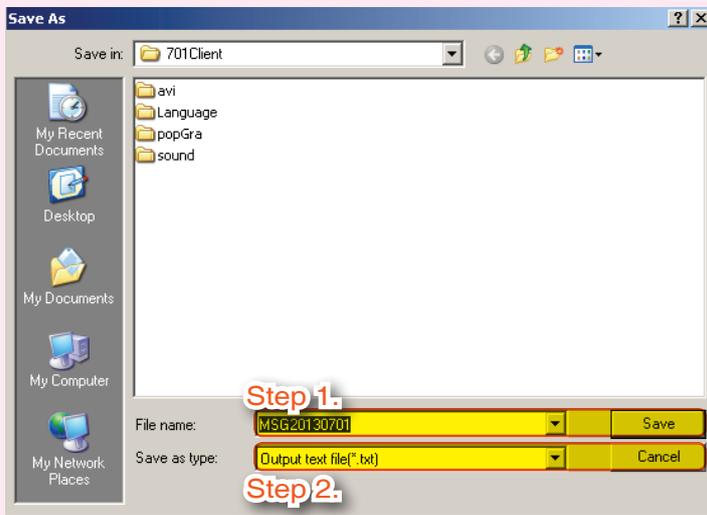
Save the current page as a text file

Click **Tools - Save To Text** to open the window:



Step 1. Select the path and input file name.

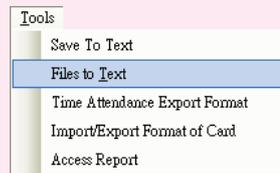
Step 2. Select the file type. (The default file type is .TXT, if you want to open this file by EXCEL, please select .CSV)



Export text files of multiple messages

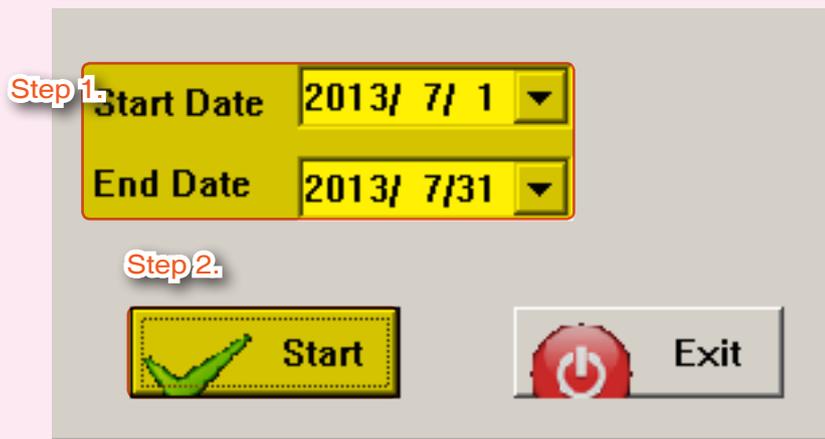
You can designate a time range and export all the messages within this period in text files (.TXT).

Click **Tools - Files To Text** to open the window:



Step 1. Select Start Date & End Date

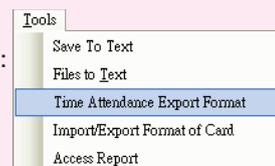
Step 2. Click "Start". These text files will be exported and stored in C:\Program Files (x86)\701Client.



Time Attendance Export Format

If you have to calculate multi-shift attendance like three-shift attendance, you can export the event logs of the access controllers of desired format in text files which can be further analyzed by multi-shift time & attendance software according to your needs.

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



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. There are 6 zones available for the calculation of three-shift attendance, or meal allowances.

Step 6. Select Calendar type (Taiwan or Standard)

Step 7. Select Reader ID format.

Step 8. Select Duty Name.

Step 9. Select Card ID Format.

Step 10. Set weekday table format by enter the numbers of 1~ 7. For example: 1234567 represents Mon-Tue-Wed-Thu-Fri-Sat-Sun.

Step 11. Transfer after Sorting: if this option is ticked, the first & last event logs of each user will be selected and sorted in ascending order by the user address when exporting the data.

Step 12. No Day in File Name: the file name will be given according to the year & month of the event logs.

- Step 13. Input Leading String and Ending String.
- Step 14. Select specific access controllers to collect the event logs.
- Step 15. Present String of Filename: input the string that will be shown at the beginning of the filename.
- Step 16. Enclose Symbol to Items: input a symbol that will be shown as a pair of opening and closing marks of the item.
- Step 17. Run Time Transfer: if this option is ticked, whenever there is a new event log, 701Client will automatically transfer it (※ 701Client must be kept normally open).
- Step 18. Daily Transfer at: if this option is ticked, 701Client will automatically transfer event logs at fixed time every day (※ 701Client must be kept normally open).
- Step 19. Repeat Transfer: if this option is ticked, 701Client will automatically transfer event logs during the designated time interval every day (※ 701Client must be kept normally open).
※ You can only tick one option in step 17/18/19 since these conditions cannot co-exist at the same time.
- Step 20. Select a Fixed Output Path.
- Step 21. Fixed Output File name: if not given, the exported file will be in the filename of yymmdd.TXT.
- Step 22. User String (up to 5 strings can be set).
- Step 23. Input the department.
- Step 24. Item Order: 10 fields in total. You can arrange the order as you want.
- Step 25. Click " Save Parameter" to save all settings.
- Step 26. Click "Transfer Now" to export the file.

The screenshot shows the 'Time Attendance Format Define' window with the following elements and step callouts:

- Step 1:** Begin Date (2013/ 7/ 1) and Ending Date (2013/ 7/31)
- Step 2:** Date Format (YYMMDD)
- Step 3:** Time Format (HHMM)
- Step 4:** Insert Character (Space[0x20])
- Step 5:** Zone (A) through (F) with time ranges
- Step 6:** Gregorian Duty Name (Standard selected)
- Step 7:** Reader ID (0001 selected)
- Step 8:** Duty Name list (F1: On Duty, F2: Off Duty, F3: Lunch Out, F4: O.V.T. On, F3#: Duty Out, F4#: Duty Rtn)
- Step 9:** Card ID Format (WG34[32] selected)
- Step 10:** Weekday Table (1234567)
- Step 11:** Transfer after Sorting (unchecked)
- Step 12:** No Day in File Name (unchecked)
- Step 13:** Leading String and Ending String fields
- Step 14:** Assign Door (None selected)
- Step 15:** Preset String of Filename
- Step 16:** Enclose Symbol to Items (unchecked)
- Step 17:** Run Time Transfer (unchecked)
- Step 18:** Daily Transfer at (00:01)
- Step 19:** Repeat Transfer (unchecked)
- Step 20:** Fixed Output Pathname (C:\Program Files [x86]\701Client)
- Step 21:** Fixed Output Filename (ADEF.TXT)
- Step 22:** User String - 1 (XYZ)
- Step 23:** Dep. Assign (RD)
- Step 24:** Item Order (DATE, TIME, DUTY, READE, Card #, UserID, =Skip=)
- Step 25:** Save Parameter button
- Step 26:** Transfer Now button

View option of Report / History

You can set parameters to sort the event logs for viewing the desired data. These parameters are related to:

1. Message files
2. Daily / Month Attendance reports
3. Summary reports

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

- Step 1. Specify Door: select the specific doors to view event logs on these locations.
- Step 2. Select department.
- Step 3. Select Start Date & End Date.
- Step 4. Select Time Range.
- Step 5. When "Only in Range" is ticked, please input the designated range of user address, and only the event logs of the selected range will be shown in the daily transaction records. If both "Only in Range" and "Sorting" are ticked, the event logs of the selected range will be shown in ascending order in the daily transaction records.
- Step 6. You can input the designated range of user address here. Please note that:
 1. For  : you have to tick "Only in Range" & input the designate range of user address to generate desired results.
 2. For  or  or  : just input the designated range of user address can generate the desired results (no matter "Only in Range" is ticked or not).
- Step 7. Show Similar String User: enter the keyword (case-sensitive) in the field, the event logs containing the keyword will be shown.
- Step 8. Only Error Message: if this option is ticked, only the event logs of error will be shown.
- Step 9. Time Sorting: when there are multiple controllers, the event logs can be sorted in ascending order (by time). However, please note that Time Sorting is a rather time-consuming process, and it will take a while before the sorted event logs are shown.
- Step 10. Only 992E Message: if this option is ticked, when AR-401E is connected, only the event logs of AR-401E will be shown.
- Step 11. Abnormal Events Only: if this option is ticked, only the event logs of abnormal events (refer to step 24) will be shown.
- Step 12. Skip users with no name.
- Step 13. Skip Invalid user.
- Step 14. Skip empty record of MonRep: in month report, if there are no event logs on holidays, these records will be omitted and not shown.
- Step 15. Skip expiry record of MonRep: in month report, if the assigned date of users has been expired, the records will be omitted and not shown.
- Step 16. Delay On Duty: latecomers will be listed in the daily report.
- Step 17. Early off Duty: employees leaved early will be listed in the daily report.
- Step 18. NEGL Duty: Absentees will be listed in the daily report.
- Step 19. Search Conditions: Antipass-back Error
- Step 20. Search Conditions: Time Zone Error
- Step 21. Search Conditions: Door Group Error
 - ※ To prevent the search process from consuming too much time, please designate a range of time/card/date when you tick the search conditions in step 19/20/21.
- Step 22. When the option is ticked, only the selected leave type will be shown in the summary report. Late: be on duty late; Early: be off duty early; OVTM: working overtime; DUTY: leave for statutory reasons (official business leave); CASU: casual leave (personal leave); SPEC: annual leave; BZTP: be away on a business trip; NEGL: be absent from duty without justification; MATE: maternity leave; COMP: compassionate leave (funeral leave); Leave: quitting the job.
- Step 23. Click "Abnormal Events" button, the "Abnormal Events Define" window will pop up.
- Step 24. You can define abnormal Events from the following options: 1. Invalid Card 2. Expiry Date 3. Door Open Too Long 4. Force Entrance 5. Fingerprint 6. Controller Off Line.
- Step 25. You can designate the ranges of Abnormal Access time zones (up to 4 sets) and the content of the prompt as well.
- Step 26. Flash Interval too Short (min): you can designate a minimum interval between two actions of presenting card and the content of the prompt as well.
- Step 27. Monitoring Time Zone

View option of Report / History

Step 1. Specify Door: Front Door, None, None, None, None, None

Step 2. Department: []

Step 3. Start Date: 2013/07/01, End Date: 2013/07/31

Step 4. Time: 00:00 - 23:59

Step 5. Show Range Card Only: Only in Range, Sorting, 1 - 1

Step 6. [] Detail

Step 7. Show Similar String User: Foreign

Step 8. Only Error Message, Time Sorting

Step 9. Only 992E Message, Abnormal Events Only

Step 10. 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

Step 11. Search conditions: Antipass-back Error, Door Group Error, TimeZone Error

Step 12. Forward Search, Reserve Search

Step 13. Only Leave User In Summary Report

Step 14. [] Late, [] Early, [] OVTM, [] DUTY, [] CASU, [] SICK, [] SPEC, [] UZTP, [] NEGL, [] MATE, [] COMP, [] Other, [] Leave

Step 15. Abnormal Events

Step 16. []

Step 17. []

Step 18. []

Step 19. []

Step 20. []

Step 21. []

Step 22. []

Step 23. []

OK

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: 14:00 : 16:00 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: []

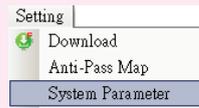
Step 26. [] Flash Interval too Short (min): 0 Prompt: []

Step 27. Monitoring Time Zone: 08:00 : 20:00

Yes EXIT

System Parameters Setting

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



- Step 1. ABA Card ID Format [32bits]: if this option is ticked, when you edit user data in "User Card Edit" window, you must input Card ID in ABA format.
- Step 2. Error Message Confirm: if this option is ticked, when there is any error message like invalid card, violation of anti-pass-back rule, and violation of access control of time zone or door group, 701Client will display an error message sign. You have the click the confirm button or the next data cannot be shown.



- Step 3. Alarm Message Confirm: if this option is ticked, when there is any alarm message like force open or door open too long, 701Client will display an alarm message sign. You have the click the confirm button or the next data cannot be shown.



- Step 4. Show Detail Node Address: the Node ID of the controller will be shown in the message.
- Step 5. Screen Saver Function; Wait Timer (SEC): if this option is ticked, when there is no further message sent within the designated period, the 701Client window will automatically disappear from the desktop and be visible only as a button on the taskbar.
- Step 6. Popup Client at each Message: whenever a new message is sent, 701Client will automatically pop up.
- Step 7. Enable Huge-Door-Group Mode: when Multi-door Networking controller is connected for huge framework, you should tick this option.

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



- 1. Node of Controller:
 - 1. For H series access controller (AR-721H) connected to the Multi-Door Networking Controller (AR-716E): Node ID of AR-716E.
 - 2. For E series access controller (AR-829E) : Node ID of this access controller.
 - 3. For H series access controller (AR-721H) connected to the host PC directly: door number H of this access controller (i.e. Virtual AR-716E Node ID).
- 2. Door Number of Reader:
 - 1. For H series access controller (AR-721H) connected to the Multi-Door Networking Controller (AR-716E): door number L of this access controller.
 - 2. For E series access controller (AR-829E): door number of this access controller.
 - 3. For H series access controller (AR-721H) connected to the host PC directly: door number L of this access controller.
- 3. Name: the corresponding location of the door number.

- Step 8. Atime Attendance Settings: you can choose to set shifts of attendance in monthly table or weekly table here.
- Step 9. Choose if attendance or salary is shown in the month report.
- Step 10. List insurance in the month report.
- Step 11. Enter the leave types according to company's needs.
- Step 12. There are two ways to calculate working hours: if "Office Time" is ticked, the working hours are calculated by the designated shift of the user. If "Real Off Duty Time" is ticked, the working hours are calculated by the user's actual 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. Click "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
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Late	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Early	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
OVTM	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DUTY	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CASU	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SICK	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Prev. Page Next Page

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

Append Message to MDB File On Time

Overtime Duty Base (Min) 30 MdbEvents.mdb

Overtime Auto Tuning of Sec : A (min) 120 Deduct Time (min) 10

Overtime Auto Tuning of Sec : B (min) 120 Deduct Time (min) 10

Step 14.

	Rate (%)	SelfPay (%)	Co. Pay (%)	Family LIM	Decimal Point
Health Ins.	4.25	30	60	3	<input checked="" type="radio"/> 0.
Labor Ins.	6.5	20	70		<input type="radio"/> 0.0
Occupation	0.13	0	100		<input type="radio"/> 0.00

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

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

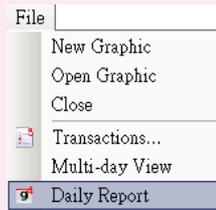
Report

Please note that the sequence of opening the reports does affect the final result. If the reports are opened in a wrong sequence, the final result will also be wrong.

- Step. 01** Open Daily report  and check if there are errors. Please be sure to open all the daily reports of this month, or some error might occur.
- Step. 02** Open Month report , the calculated result of saraly will be shown in the month report.
- Step. 03** Open Insurance report  , and add up all the expenses.
- Step. 04** Open Summary report , and sum up all the working hours and leave hours.

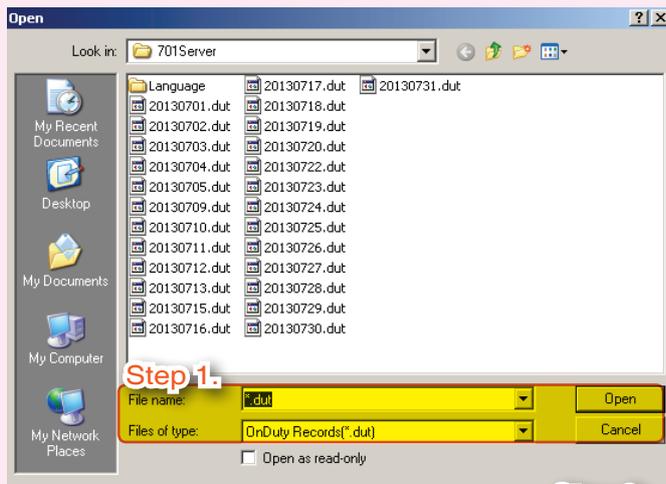
Daily report

You can select the designated .dut file by clicking

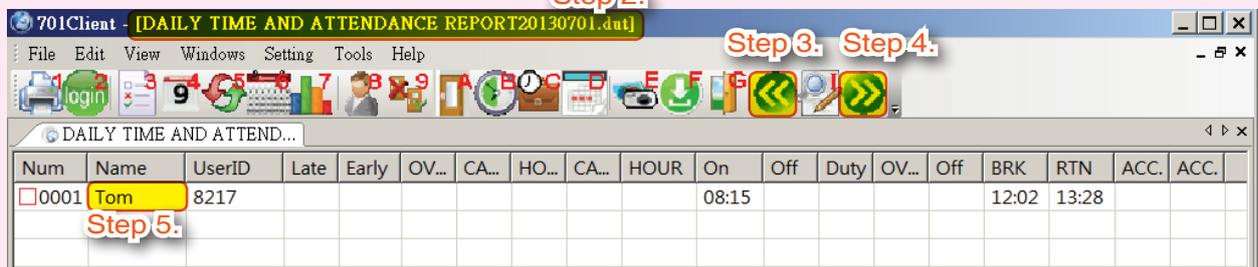


or  .

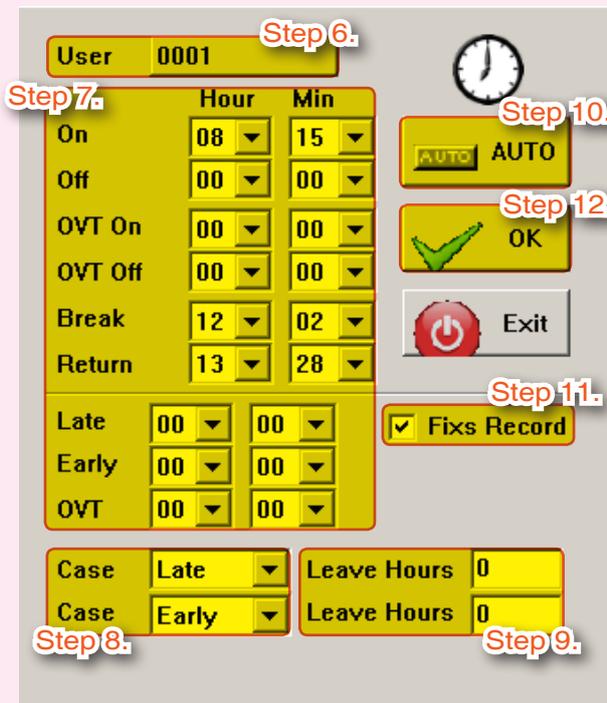
- Step 1.** Open the designated daily report and only the data of selected range of user address will be shown in the window (refer to Page 26).
- Step 2.** After the file is opened, the file name will be shown at the top of 701Client window, for example: DAILY TIME AND ATTENDANCE REPORTyyyymmdd.dut
- Step 3.** To open the previous daily report, please click  button.
- Step 4.** To open the latter daily report, please click  button. You can open up to 50 files in the 701Client window.
- Step 5.** If you want to modify the data of a specific employee, please double click the row on which the employee is listed and the modify window will pop up.
- Step 6.** The number of "User" field is Use Address of this user.
- Step 7.** Modify the time records.
- Step 8.** Choose the type of leave.
- Step 9.** Leave Hours.
- Step 10.** When "Auto" button is clicked, the daily report could be recalculated according to the new conditions of the attendance shift.
- Step 11.** Be sure to tick "Fixes Record" after editing, or the modified data will turn back to the original value when you refresh this daily report.
- Step 12.** Click "ok".



Step 2.



Step 3. Step 4.



Step 7.

Step 10.

Step 12.

Step 11.

Step 8.

Step 9.

NOTE

The relationship between Recalculation and Daily report

Please open the daily report first. Click the refresh button , and this daily report will be recalculated.

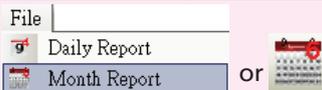
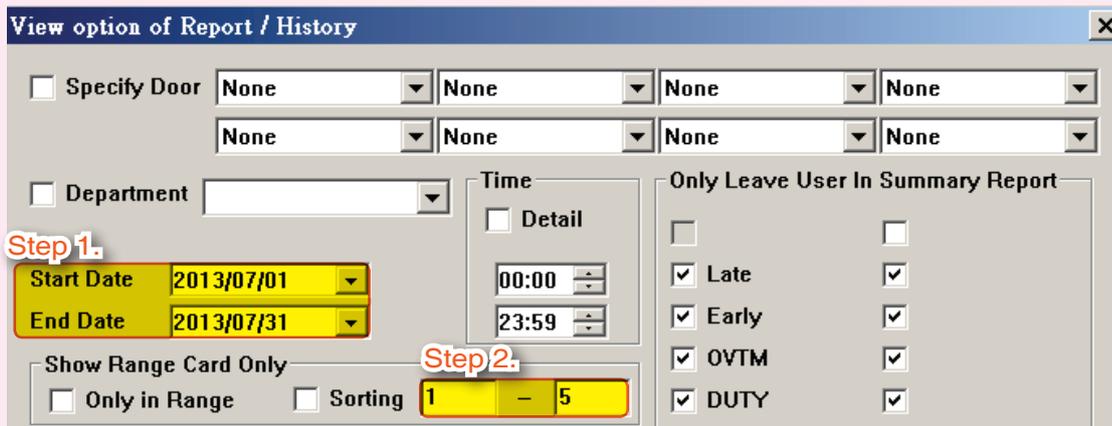
Month Report (Multiday Report)

First, you need to select the desired date range and user range. Please open "View option of Report / History" window by clicking



Step 1. Select Start Date & End Date.

Step 2. Input the desired range of user address. Please Note: as the memory limit, in 701Client software, you can only open up to 31 users' month reports at once. For example, if you input 1 ~ 50 in this field, only the month reports of User Address 001 ~ 031 can be opened. Besides, those users with no name won't be regarded as effective records when generating month report, so they won't have their own month report.



Then, open the month reports by clicking. In the following figure, you can see the month reports from User Address 001 to User Address 005 are all opened at once.

Date	Late	Early	OV...	Duty	CA...	CA...	On	Off	DU...	CAS...	SICK	SPEC	BZTP	NE...	MA...	CO...	Lea...
07/28 (SUN *)																	
07/29 (MON)					NE...									8.00			
07/30 (TUE)																	
07/31 (WED)					NE...									8.00			
Hours	00:...	00:...	00:...	00:00					0.00	0.00	0.00	0.00	0.00	136...	0.00	0.00	0.00
Times	000	000	000	000					000	000	000	000	000	017	000	000	000
basic				30000.00													
welfare				-200.00													
OVTM				0.00													
Late				- 0.00													
Early				- 0.00													
LEAVE				- 0.00													
Non-leave Pay				0.00													
Lunch Pay				0.00													
OVT Lunch P...				0.00													
Health Ins Se...				-367.00													
Labor Ins. Sel...				-296.00													
Salary				29137.00													

NOTE

The relationship between Month report and Daily report

Only after every daily report of this month is opened and checked can you proceed to open the month report to get the correct data.

Insurance report

After getting the correct month report, you can open the insurance report to add up all the expense.

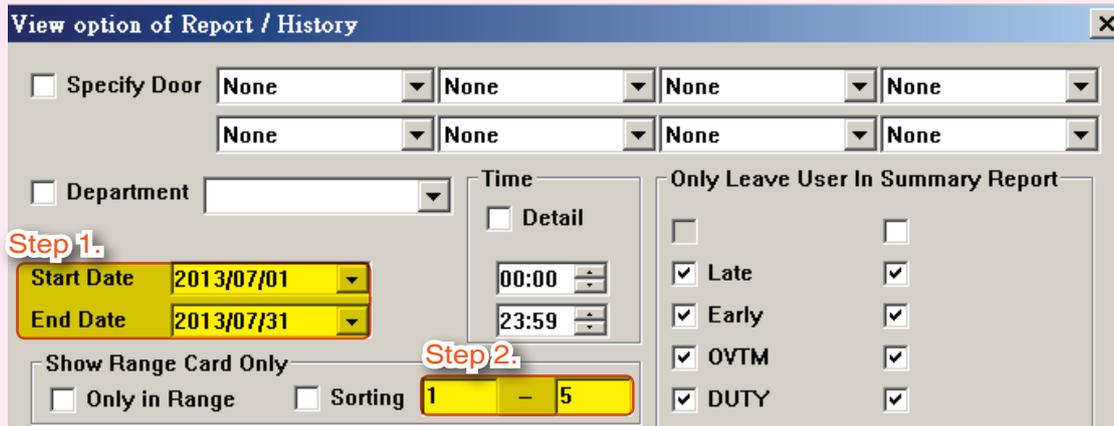
First, you need to select the desired date range and user range.

Please open "View option of Report / History" window by clicking



Step 1. Select Start Date & End Date.

Step 2. Input the desired range of user address.



Then, open the insurance report by clicking



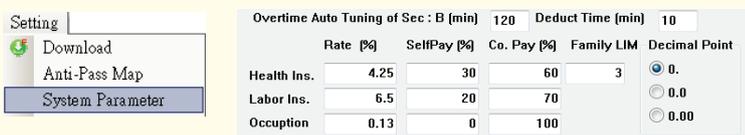
. The insurance report of User Address 001 to User Address 005 will be shown in the same window.

701Client - [SUMMARY REPORT OF INSURANCE2013/07 -- 2013/07]

Num	Date	Employ ...	Name	Alias	Depart...	Insur...	Health I...	Family	Com...	Insur...	Labor In...	Com...
0001	2013/07	8217	Tom	Tom	RD	4390...	2240.00	3.0	1993...	4390...	571.00	2054...
...							2240.00		1993...		571.00	2054...
0002	2013/07	1003	David	David	RD	1584...	202.00	0.0	719.00	1584...	206.00	742.00
...							202.00		719.00		206.00	742.00
0003	2013/07	1004	San	San	Dep_33	1584...	202.00	0.0	719.00	1584...	206.00	742.00
...							202.00		719.00		206.00	742.00
0004	2013/07	1005	Jack	Jack	Dep_29	1584...	202.00	0.0	719.00	1584...	206.00	742.00
...							202.00		719.00		206.00	742.00
0005	2013/07	1006	Caven	Caven	Dep_21	2880...	367.00	0.0	1307....	2280...	296.00	1067....
...							367.00		1307....		296.00	1067....

NOTE

If the insurance rates are changed, you can modify the rates in "System Parameters Setting" window:



Summary Report

First, you need to select the desired date range and user range.

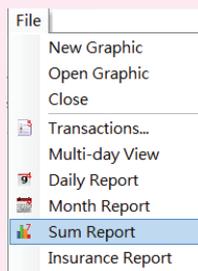
Please open "View option of Report / History" window by clicking  or .



Step 1. Select Start Date & End Date.

Step 2. Input the desired range of user address.

Then, open the summary report by clicking



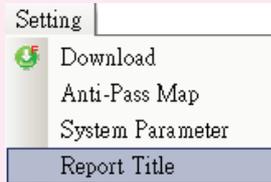
The statistical results of working hours and leave hours will be shown in this report (by hh:ss format).

Num	Name	UserID	Department	Duty	Late	Early	OVTM	DUTY	CASU	SICK	SPEC	BZTP	NEGL
0001	Tom	8217	RD	0:00*000	0:00*00	0:00*00	0:00*00	0:00*00	0:00*00	0:00*00	0:00*00	0:00*00	16.00*02
0003	San	1004	Dep_33	0:00*000	0:15*01	0:00*00	0:00*00	0:00*00	0:00*00	0:00*00	0:00*00	0:00*00	128.00*16
0004	Jack	1005	Dep_29	0:00*000	0:00*00	0:00*00	0:00*00	0:00*00	0:00*00	0:00*00	0:00*00	0:00*00	136.00*17
0005	Caven	1006	Dep_21	0:00*000	0:00*00	0:00*00	0:00*00	0:00*00	0:00*00	0:00*00	0:00*00	0:00*00	136.00*17

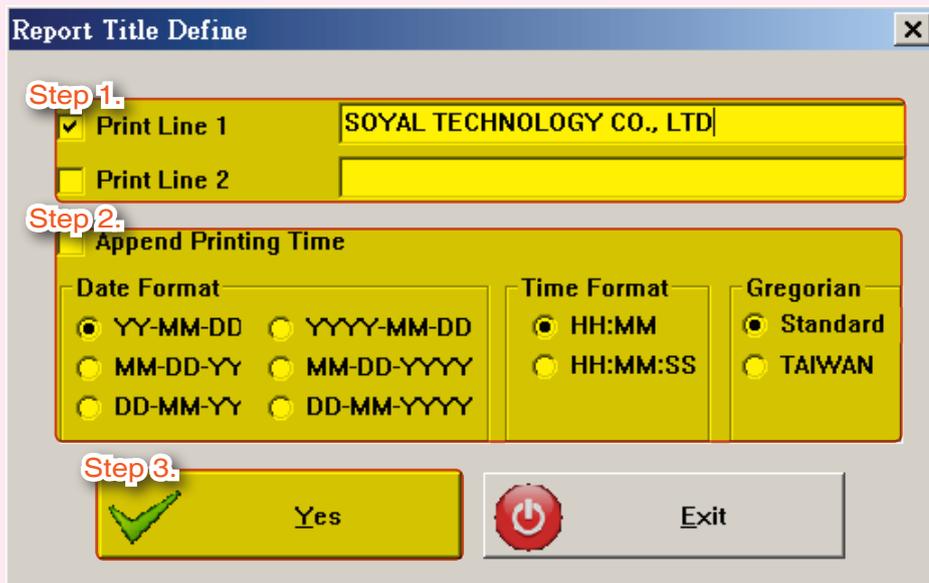
Report Title Setting

Before printing, you can set the title of the attendance report as follows.

The way to open the "Report Title Define" window:



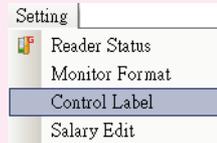
- Step 1. Input the content of Report Title in Line 1 & 2.
- Step 2. Select the format of Append Printing Time.
- Step 3. Click "Yes".



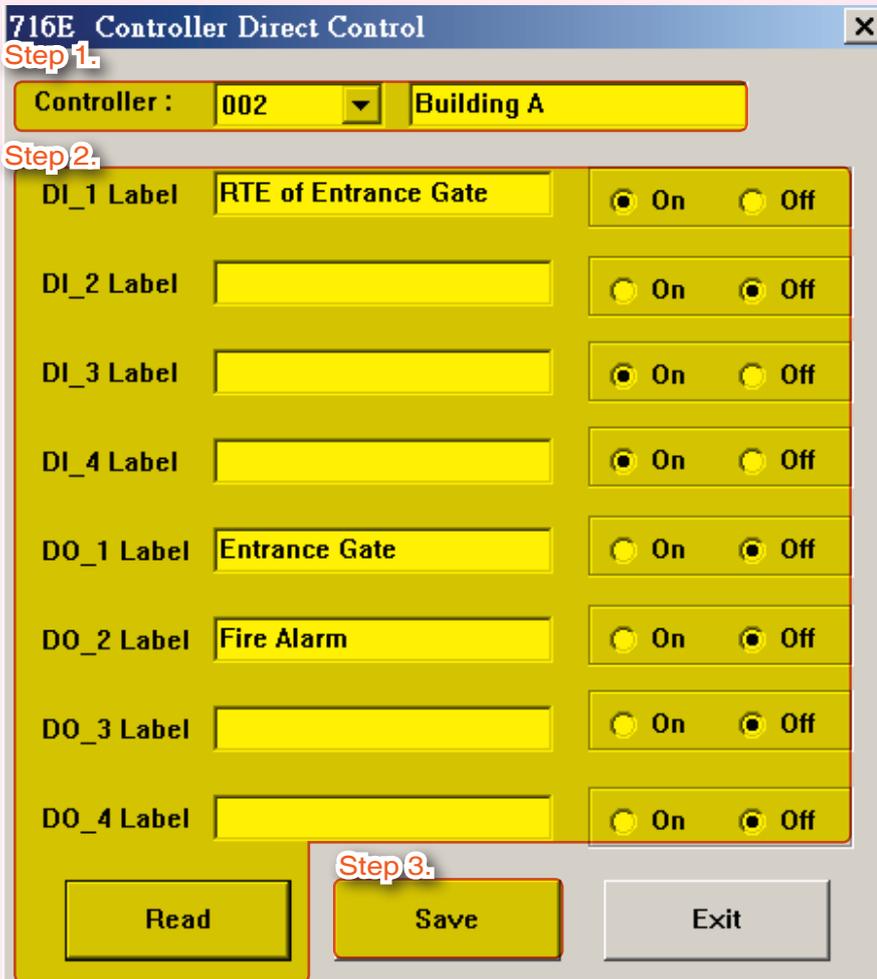
Edit Controller Label

You can give each access controller a label and recognize it with ease. Don't bother to memorize the Node ID & Item No. anymore.

The way to open the "716E Controller Direct Control" window:

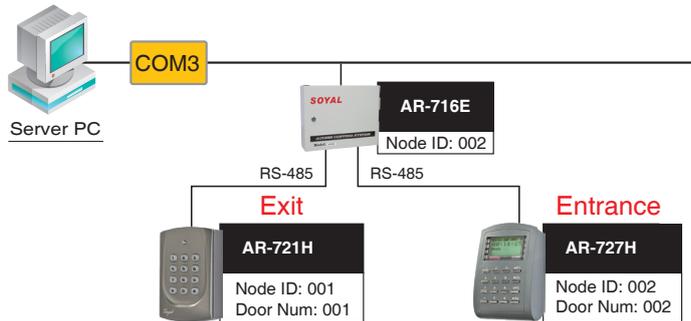


- Step 1. Select the Node ID of designated access controller and input the name of it.
- Step 2. Input the names of DI_1 ~ DI_4 & DO_1 ~ DO_4 respectively. When you click "Read", you can view the status of DI & DO.
- Step 3. Click "Save".



Check Anti-pass Map

When the anti-pass-back function of the system is enabled, you can check the user status as follows:



- Step 1. Please make sure that the following are both enabled: (1) anti-pass-back function for specific users (2) anti-pass-back door.
- Step 2. Select the Node ID of the designated access controller. For example, 002.
- Step 3. Select the range of users. For example, 0000 ~ 0049.
- Step 4. Click "Read" to view the current status of the users within the selected range.
- Step 5. Click the designated user address to modify the user status:
 1. Inside 2. Outside 3. Unknown: that indicates this user is temporarily exempted from the anti-pass-back rule for now. As long as his or her card is presented to the access controller once, then, this user has to obey the anti-pass-back rule afterwards.
- Step 6. Click "Write".

Anti-Pass Map

Step 5. [Grid of user IDs 0000-0049]

Step 2. Controller: 002

Step 3. Range: 0000-0049

Total Inside: 29

Total Space: 200

Step 6. Write

Step 4. Read

Reset

Exit

Description: Inside Outside Unknown

NOTE

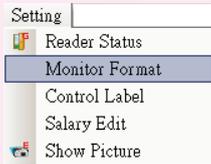
NOTE

- To modify the number in the fields of "Total Inside (Current Cars Inside)" & "Total Space (Total Parking Space)", please refer to Page 11 in Chapter 11.
- Clicking "Reset" button will restore all user status within this range to "Unknown".

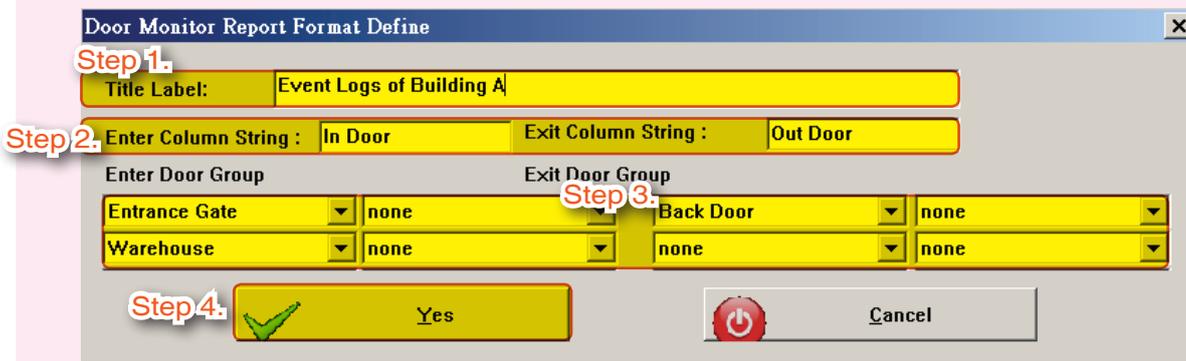
Monitor Format

If you want to check who has entered specific locations on a specific date, you can set the function as follows (please assign the user range in "View option of Report / History" window first):

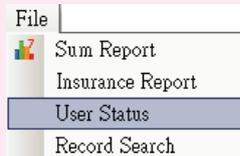
First, you need to select the locations. Please open "Door Monitor Report Format Define" window by clicking



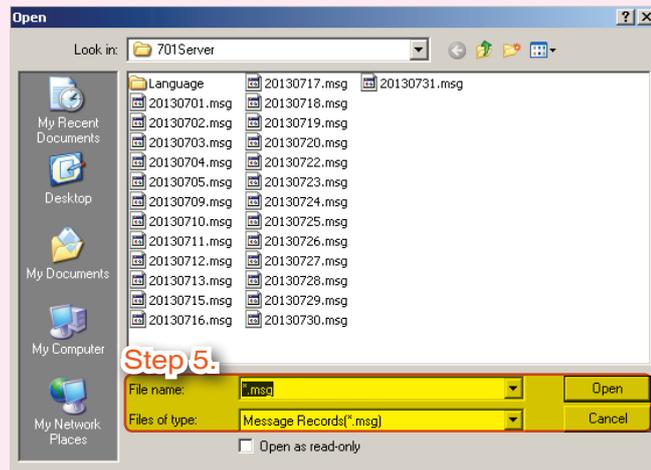
- Step 1. Input the desired title label.
- Step 2. Enter the contents of "Enter Column String" & "Exit Column String".
- Step 3. Select the designated locations of "Enter Door Group" and "Exit Door Group" respectively.
- Step 4. Click "Yes".



Then, open the msg file of desired date by clicking



- Step 5. Select the designated msg file.
- Step 6. The monitor report will be shown in the following window.

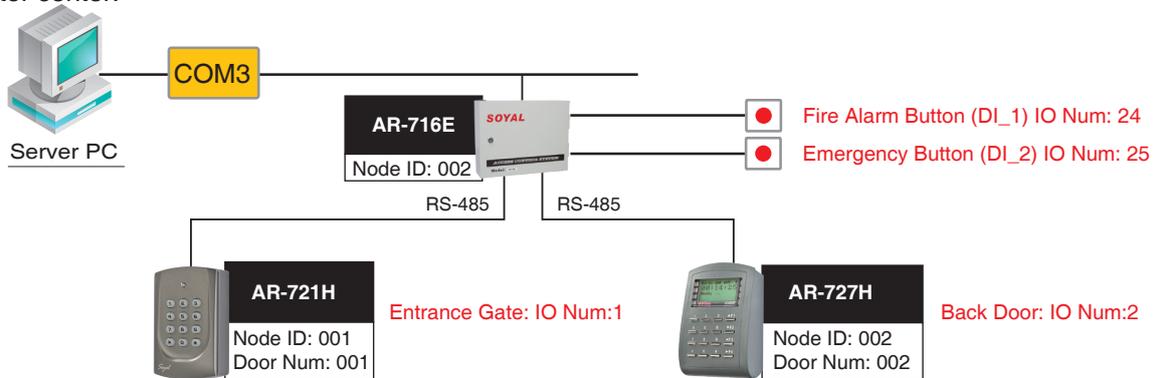


701Client - [EVENT LOGS OF BUILDING A : 20130701.msg] Step 6.

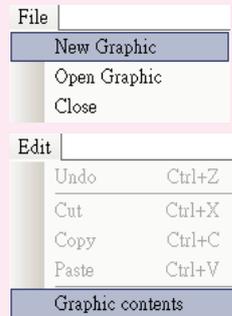
Num	Name	UserID	Department	In Door	Out Door
00001 (01497:05200)	Tom	8217	RD	08:18	
				08:19	
				08:19	
				12:02	
				13:28	
00003 (12345:13412)	San	1004	Dep 33	08:15	

Pop Mapping

Pop mapping allows you to monitor the device status whenever there is a signal sent from DI/DO. Just use 701Client software to set the pop mapping function, and you can quickly grasp the device status through the PC in the monitor center.



Open a blank "pop mapping" window by clicking **File - New graphic**:



Step 1. Click **Edit - Graphic contents** to open "POP file" window.

- Step 2. Click "Browser" to select the desired base image (.bmp or .jpg).
- Step 3. Select "Digital IO" in "I/O type".
- Step 4. Input the bmp file name of fire alarm button: DI (this bmp file should be saved to the path: C:\Program Files\701Client\popGra in advance)
- Step 5. Input the Node ID of the AR-716E to which the fire alarm button is connected: 2.
- Step 6. Input 24 in "IO Num" (the fire alarm button is connected to DI_1 of the AR-716E, and the corresponding IO Num of DI_1 is 24).
- Step 7. Click "Add".
- Step 8. Select "Digital IO" in "I/O type".
- Step 9. Input the bmp file name of emergency button: DI (this bmp file should be saved to the path: C:\Program Files\701Client\popGra in advance)
- Step 10. Input the Node ID of the AR-716E to which the emergency button is connected: 2.
- Step 11. Input 25 in "IO Num" (the fire alarm button is connected to DI_2 of the AR-716E, and the corresponding IO Num of DI_2 is 24).
- Step 12. Click "Add".
- Step 13. Select "Reader" in "I/O type".
- Step 14. Input the bmp file name of entrance gate: Door (this bmp file should be saved to the path: C:\Program Files\701Client\popGra in advance)
- Step 15. Input the Node ID of the AR-716E to which the AR-721H is connected: 2.
- Step 16. Input 1 in "IO Num" (the Node ID of the AR-721H itself is 001, so corresponding IO Num of AR-721H is 1).
- Step 17. Click "Add".
- Step 18. Select "Reader" in "I/O type".
- Step 19. Input the bmp file name of back door: Door (this bmp file should be saved to the path: C:\Program Files\701Client\popGra in advance)
- Step 20. Input the Node ID of the AR-716E to which the AR-727H is connected : 2.
- Step 21. Input 2 in "IO Num" (the Node ID of the AR-727H itself is 002, so corresponding IO Num of AR-727H is 2).
- Step 22. Click "Add".
- Step 23. Click "Exit".
- Step 24. The images will show up in the window and you can adjust the position as you want.
- Step 25. Click **File - Save as** to save this .pic file to the path: C:\Program Files\701Client

POP file

Panel File: D:\PIC\floor plan.bmp Step 2.

002:0000024 Digital IO.DIO State X:0010,Y:0010(DI)

Step 7.

I/O Type: Digital IO Watch: DIO State

Bmp File: DI Step 4.

Controller: 2 Step 5. I/O Num: 24 Step 6. 10 Ypos: 10

Val=A*[X]+B (AI/AO) A: 0 B: 0 Xpos: 10 Ypos: 40

Text color: RGB 0 0 0 Direct: Horizontal Vertical

POP file

Panel File: D:\PIC\floor plan.bmp

002:0000024 Digital IO.DIO State X:0010,Y:0010(DI)

002:0000025 Digital IO.DIO State X:0010,Y:0010(DI) Step 12.

I/O Type: Digital IO Watch: DIO State

Bmp File: DI Step 9.

Controller: 2 Step 10. I/O Num: 25 Step 11. 10 Ypos: 10

Val=A*[X]+B (AI/AO) A: 0 B: 0 Xpos: 10 Ypos: 40

Text color: RGB 0 0 0 Direct: Horizontal Vertical

POP file

Panel File: D:\PIC\floor plan.bmp

002:0000024 Digital IO.DIO State X:0010,Y:0010(DI)

002:0000025 Digital IO.DIO State X:0010,Y:0010(DI)

002:0000001 Reader.Door Status X:0010,Y:0010(Door) Step 17.

I/O Type: Reader Watch: Door Status

Bmp File: Door Step 14.

Controller: 2 Step 15. I/O Num: 1 Step 16. 10 Ypos: 10

Val=A*[X]+B (AI/AO) A: 0 B: 0 Xpos: 10 Ypos: 40

Text color: RGB 0 0 0 Direct: Horizontal Vertical

POP file

Panel File: D:\PIC\floor plan.bmp

002:0000024 Digital IO.DIO State X:0010,Y:0010(DI) Step 23.

002:0000025 Digital IO.DIO State X:0010,Y:0010(DI)

002:0000001 Reader.Door Status X:0010,Y:0010(Door)

002:0000002 Reader.Door Status X:0010,Y:0010(Door) Step 22.

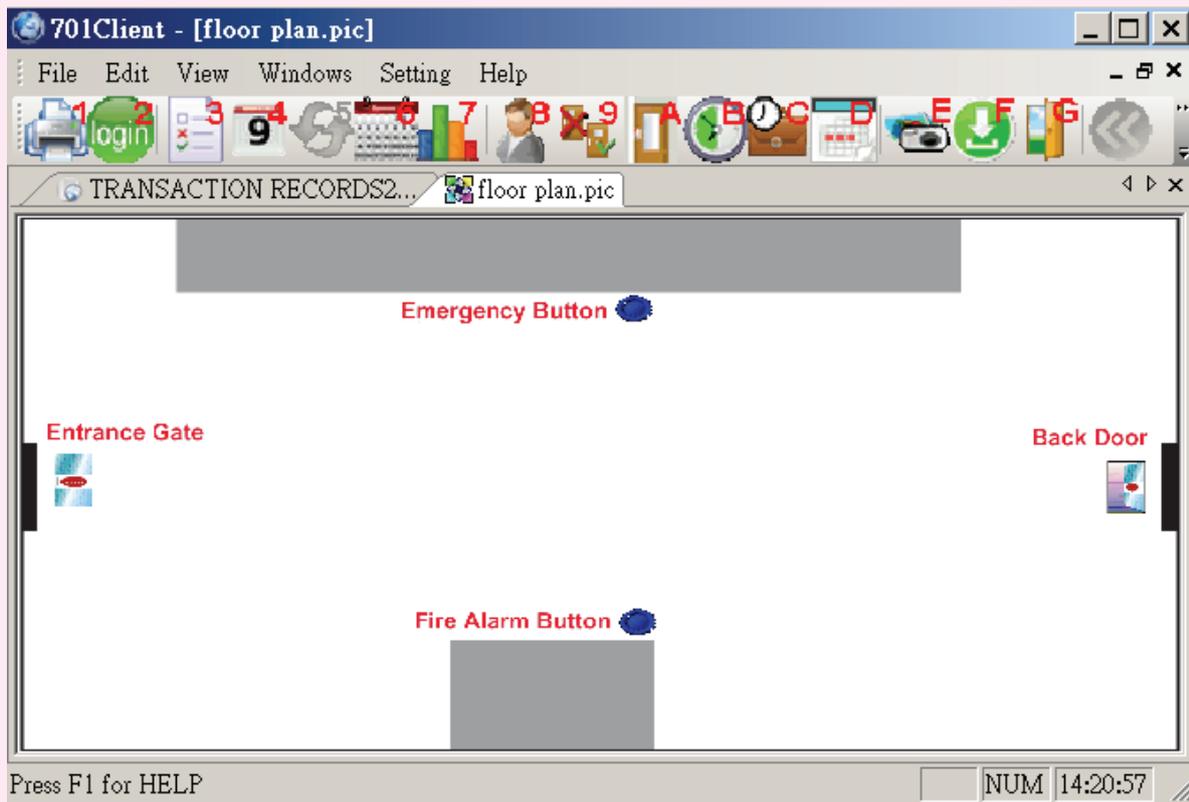
I/O Type: Reader Watch: Door Status

Bmp File: Door Step 19.

Controller: 2 Step 20. I/O Num: 2 Step 21. 10 Ypos: 10

Val=A*[X]+B (AI/AO) A: 0 B: 0 Xpos: 10 Ypos: 40

Text color: RGB 0 0 0 Direct: Horizontal Vertical



Pop Mapping Parameters

Next, let us set the parameters of these images, that is, the images will only show up in different specific situations.

Step 1. Open POP IO table by clicking Edit - Pop Up Parameters:



Step 2. Select "Digital IO" in "Event Type".

Step 3. Input the Node ID of the AR-716E to which the fire alarm button is connected: 2.

Step 4. Input 24 in "IO Address" (the fire alarm button is connected to DI_1 of the AR-716E, and the corresponding IO Address of DI_1 is 24).

Step 5. Tick "DIO_ON" in "Conditions" (images will pop up when DI_1 is ON).

Step 6. Click "Panel File" to select the previously saved base image (.pic).

Step 7. Click "Add New Event".

Step 8. Select "Digital IO" in "Event Type".

Step 9. Input the Node ID of the AR-716E to which the emergency button is connected: 2.

Step 10. Input 25 in "IO Address" (the emergency button is connected to DI_2 of the AR-716E, and the corresponding IO Num of DI_2 is 25).

Step 11. Tick "DIO_ON" in "Conditions" (images will pop up when DI_2 is ON)

Step 12. Click "Panel File" to select the previously saved base image (.pic).

Step 13. Click "Add New Event".

Step 14. Select "Reader" in "Event Type".

Step 15. Input the Node ID of the AR-716E to which the AR-721H is connected: 2.

Step 16. Input 1 in "Reader" (the Node ID of the AR-721H itself is 001).

Step 17. Tick "Door Status" in "Conditions" (images will pop up according to door status detected by the door contact).

- Step 18. Click "Panel File" to select the previously saved base image (.pic).
- Step 19. Click "Add New Event".
- Step 20. Select "Reader" in "Event Type".
- Step 21. Input the Node ID of the AR-716E to which the AR-727H is connected: 2.
- Step 22. Input 2 in "Reader" (the Node ID of the AR-727H itself is 002).
- Step 23. Tick "Door Status" in "Conditions" (images will pop up according to door status detected by the door contact).
- Step 24. Click "Panel File" to select the previously saved base image (.pic).
- Step 25. Click "Add New Event".
- Step 26. Click "Exit".

POP IO table

Event Type	Ctl ID	Node/Pp	FileName	Remove
Digital IO	002	024	floor plan.pic	

Step 6.

Step 2. Event Type: Digital IO Plane File: floor plan.pic Panel File

Step 3. Controller: 2 IO Address: 24 Step 4. Step 7. Add New Event

Step 5. Conditions:

- DIO_ON Reader Egress Zone1 Alarm Ext_Zone1
- DIO_OFF Alarm Zone2 Alarm Ext_Zone2
- DI Break/DO Blar Zone Arming Zone3 Alarm Ext_Zone3

POP IO table

Event Type	Ctl ID	Node/Pp	FileName	Remove
Digital IO	002	024	floor plan.pic	
Digital IO	002	025	floor plan.pic	

Step 12.

Step 8. Event Type: Digital IO Plane File: floor plan.pic Panel File

Step 9. Controller: 2 IO Address: 25 Step 10. Step 13. Add New Event

Step 11. Conditions:

- DIO_ON Reader Egress Zone1 Alarm Ext_Zone1
- DIO_OFF Alarm Zone2 Alarm Ext_Zone2
- DI Break/DO Blar Zone Arming Zone3 Alarm Ext_Zone3

POP IO table

Event Type	Ctl ID	Node/Pp	FileName	Remove
Digital IO	002	024	floor plan.pic	
Digital IO	002	025	floor plan.pic	
Reader	002	001	floor plan.pic	

Step 18.

Step 14. Event Type Reader Plane File floor plan.pic Panel File

Step 15. Controller 2 Reader 1 Step 16. Step 19. Add New Event

Conditions

<input type="checkbox"/> DIO_ON	<input type="checkbox"/> Reader Egress	<input type="checkbox"/> Zone1 Alarm	<input type="checkbox"/> Ext_Zone1
<input type="checkbox"/> DIO_OFF	<input type="checkbox"/> Alarm	<input type="checkbox"/> Zone2 Alarm	<input type="checkbox"/> Ext_Zone2
<input type="checkbox"/> DI Break/DO Blar	<input type="checkbox"/> Zone Arming	<input type="checkbox"/> Zone3 Alarm	<input type="checkbox"/> Ext_Zone3
<input type="checkbox"/> AIO_HI	<input type="checkbox"/> Zone Disarming	<input type="checkbox"/> Zone4 Alarm	<input type="checkbox"/> Ext_Zone4
<input type="checkbox"/> AIO RTN	<input type="checkbox"/> Panic Alarm	<input type="checkbox"/> Zone5 Alarm	<input type="checkbox"/> Ext_Zone5
<input checked="" type="checkbox"/> Door Status	<input type="checkbox"/> Emergency	<input type="checkbox"/> Zone6 Alarm	<input type="checkbox"/> Ext_Zone6
<input type="checkbox"/> Reader Access	<input type="checkbox"/> Fire Alarm	<input type="checkbox"/> Zone7 Alarm	<input type="checkbox"/> Ext_Zone7
<input type="checkbox"/> Reader Arming	<input type="checkbox"/> Temp Alarm	<input type="checkbox"/> Zone8 Alarm	<input type="checkbox"/> Ext_Zone8

POP IO table

Event Type	Ctl ID	Node/Pp	FileName	Remove
Digital IO	002	024	floor plan.pic	
Digital IO	002	025	floor plan.pic	
Reader	002	001	floor plan.pic	Step 26. Exit
Reader	002	002	floor plan.pic	

Step 24

Step 20. Event Type Reader Plane File floor plan.pic Panel File

Step 21. Controller 2 Reader 2 Step 22. Step 25. Add New Event

Conditions

<input type="checkbox"/> DIO_ON	<input type="checkbox"/> Reader Egress	<input type="checkbox"/> Zone1 Alarm	<input type="checkbox"/> Ext_Zone1
<input type="checkbox"/> DIO_OFF	<input type="checkbox"/> Alarm	<input type="checkbox"/> Zone2 Alarm	<input type="checkbox"/> Ext_Zone2
<input type="checkbox"/> DI Break/DO Blar	<input type="checkbox"/> Zone Arming	<input type="checkbox"/> Zone3 Alarm	<input type="checkbox"/> Ext_Zone3
<input type="checkbox"/> AIO_HI	<input type="checkbox"/> Zone Disarming	<input type="checkbox"/> Zone4 Alarm	<input type="checkbox"/> Ext_Zone4
<input type="checkbox"/> AIO RTN	<input type="checkbox"/> Panic Alarm	<input type="checkbox"/> Zone5 Alarm	<input type="checkbox"/> Ext_Zone5
<input checked="" type="checkbox"/> Door Status	<input type="checkbox"/> Emergency	<input type="checkbox"/> Zone6 Alarm	<input type="checkbox"/> Ext_Zone6
<input type="checkbox"/> Reader Access	<input type="checkbox"/> Fire Alarm	<input type="checkbox"/> Zone7 Alarm	<input type="checkbox"/> Ext_Zone7
<input type="checkbox"/> Reader Arming	<input type="checkbox"/> Temp Alarm	<input type="checkbox"/> Zone8 Alarm	<input type="checkbox"/> Ext_Zone8

Now, you have finished all settings. Please let the input and output devices operate and check if the images of pop mapping will show up and change under different conditions. In that way, you can monitor the current device status though the PC in the monitor center.

NOTE

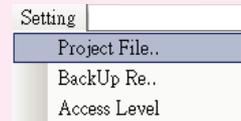
- Each Item No. has its own corresponding IO Num. Please set the IO Num correctly according to the following table:

Item No.	Controller	IO Num	Note
AR-716E-K1	Node ID of the AR-716E	20	
AR-716E-K2	Node ID of the AR-716E	21	
AR-716E-K3	Node ID of the AR-716E	22	
AR-716E-K4	Node ID of the AR-716E	23	
AR-716E-DI_1	Node ID of the AR-716E	24	
AR-716E-DI_2	Node ID of the AR-716E	25	
AR-716E-DI_3	Node ID of the AR-716E	26	
AR-716E-DI_4	Node ID of the AR-716E	27	
Access controller (Node 1) connected to AR-716E	Node ID of the AR-716E	1	
Access controller (Node 2) connected to AR-716E	Node ID of the AR-716E	2	
Access controller (Node 3) connected to AR-716E	Node ID of the AR-716E	3	
Access controller (Node 4) connected to AR-716E	Node ID of the AR-716E	4	
Access controller (Node 5) connected to AR-716E	Node ID of the AR-716E	5	
Access controller (Node 6) connected to AR-716E	Node ID of the AR-716E	6	
Access controller (Node 7) connected to AR-716E	Node ID of the AR-716E	7	
Access controller (Node 8) connected to AR-716E	Node ID of the AR-716E	8	
Access controller (Node 9) connected to AR-716E	Node ID of the AR-716E	9	
Access controller (Node 10) connected to AR-716E	Node ID of the AR-716E	10	
Access controller (Node 11) connected to AR-716E	Node ID of the AR-716E	11	
Access controller (Node 12) connected to AR-716E	Node ID of the AR-716E	12	
Access controller (Node 13) connected to AR-716E	Node ID of the AR-716E	13	
Access controller (Node 14) connected to AR-716E	Node ID of the AR-716E	14	
Access controller (Node 15) connected to AR-716E	Node ID of the AR-716E	15	
Access controller (Node 16) connected to AR-716E	Node ID of the AR-716E	16	
8xx series access controllers	Node ID of the access controller	240	
Readers connected to 8xx series access controller	Node ID of the access controller	241	
7xx / 3xx series	Door Number H	Node ID of the access controller	
AR-401E	Node ID of AR-401E	Corresponding I/O Mapping	

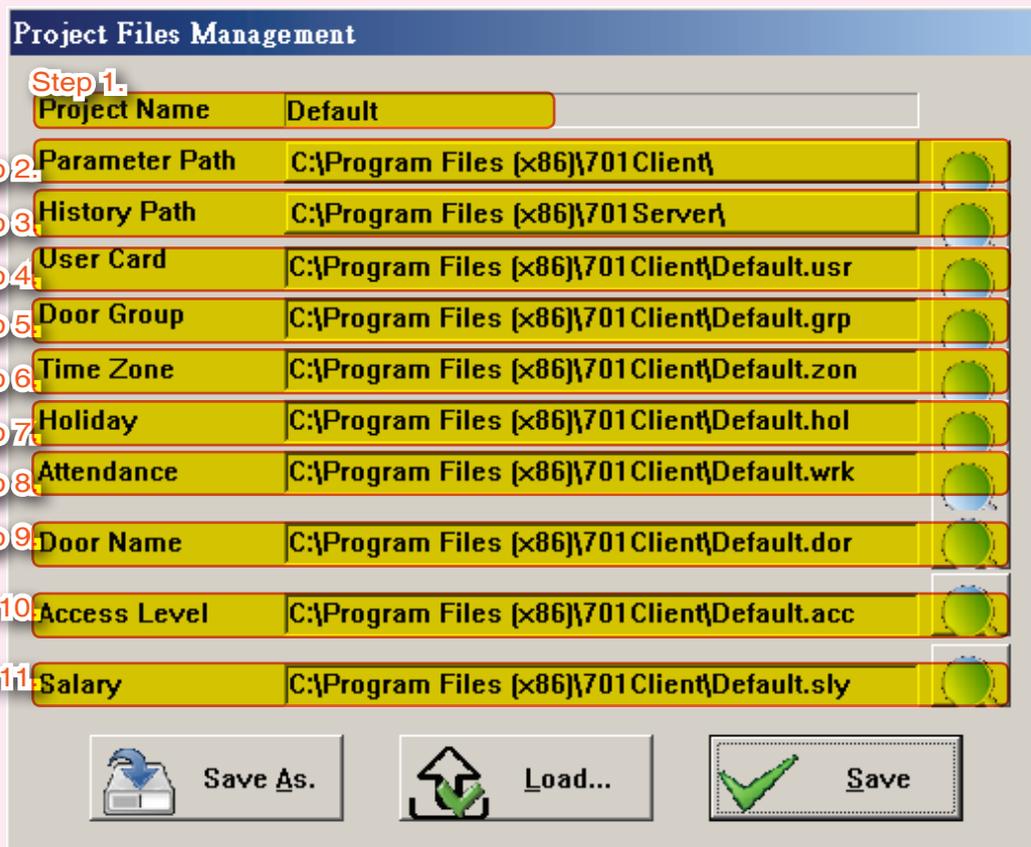
Project Files Management

You can assign a specific path to default files of 701Client if there is a need. Please be careful NOT to change the default value in the Server PC or some errors may occur.

Open "Project Files Management" window by clicking **Setting - Project File:**



- Step 1. Click "Save As" button and enter the desired project name.
- Step 2. Parameter Path: the path of files which are necessary for launch 701Client. The default parameter path is C:\Program Files (x86)\701 Client\
- Step 3. History Path: the path of files (for example: .msg, .dut) which are collected and generated by 701Server. The default history path is C:\Program Files(x86)\701 Server\
- Step 4. User Card: Default.usr
- Step 5. Door Group: Default.grp
- Step 6. Time Zone: Default.zon
- Step 7. Holiday: Default.hol
- Step 8. Attendance: Default.wrk
- Step 9. Door Name: Default.dor
- Step 10. Acces Level: Default.acc
- Step 11. Salary: Default.sly



NOTE

The default project name is "Default". The default file names of user card (.usr), door group (.grp), time zone (.zon), holiday (.hol), attendance (.wrk), door name (.dor), access level (.acc), and salary (.sly) are "Default" plus each file name extension.

