



**WEB BASED**  
**Access Control/Time Attendance**  
**Software Manual V 1.0**

2007/12/26

CHIYU TECHNOLOGY CO., LTD  
<http://www.chiyu-t.com.tw>  
TEL:886-5-2835460 886-2-25491289

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# 1. First Login

The LOGIN window contains the following fields and a button:

- USER**: Input field containing "chiyu". Annotation: Username ( Max 10 Char. )
- PASSWORD**: Input field containing "\*\*\*\*\*". Annotation: Password ( 6 to 10 numbers )
- CHECK PASSWORD**: Input field containing "\*\*\*\*\*". Annotation: Confirm Password
- LOGIN**: Button at the bottom.

# 2. Terminal Setup

The MAIN FUNCTION - [TERMINAL] window features a menu bar with icons for USER, TERMINAL, LOG, SET, TOOLS, and EXIT. A vertical toolbar on the left contains icons for adding, deleting, modifying, listing, and setting terminals. The main area includes a search form and a data table.

**Annotations:**

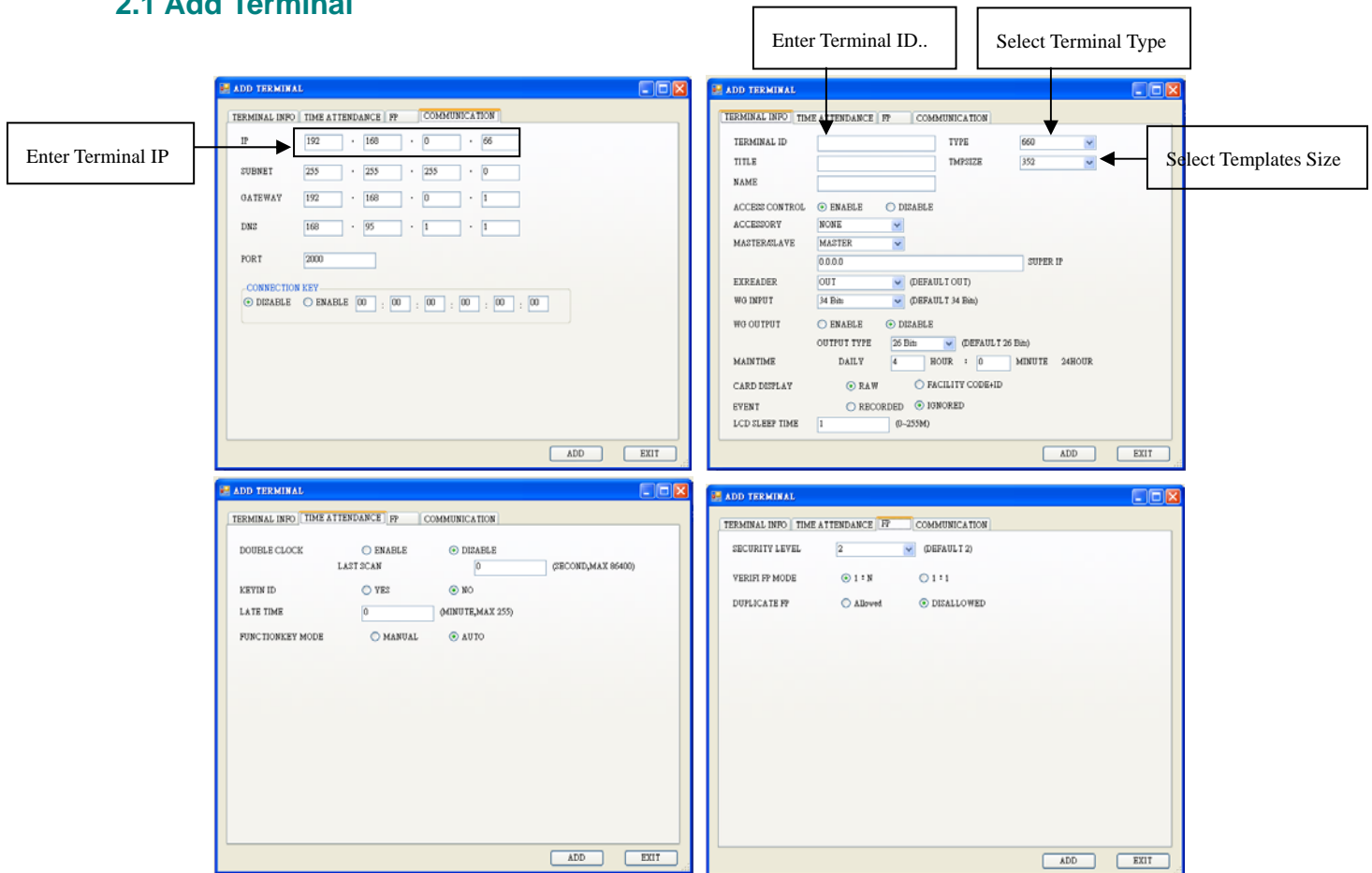
- Into Terminal Setup Form**: Points to the TERMINAL menu item.
- Add Terminal**: Points to the plus icon in the toolbar.
- Delete Terminal**: Points to the red X icon in the toolbar.
- Modify Terminal**: Points to the pencil icon in the toolbar.
- List All Terminal**: Points to the magnifying glass icon in the toolbar.
- Set Terminal Time**: Points to the clock icon in the toolbar.
- Refresh User No.**: Points to the refresh icon in the toolbar.
- Enter query terms**: Points to the QUERY input field.
- Select Terminal Data**: Points to the Select All and CANCEL buttons at the bottom.

**Table Headers:** QUERY, SET, online, TERMINAL ID, TERMINAL TITLE, TERMINAL NAME, IP, SUBNET, GATEWAY, D

**Search Form:** Search for Terminal, Show Terminal Added

**Form Fields:** TERMINAL ID, TITLE, NAME, IP

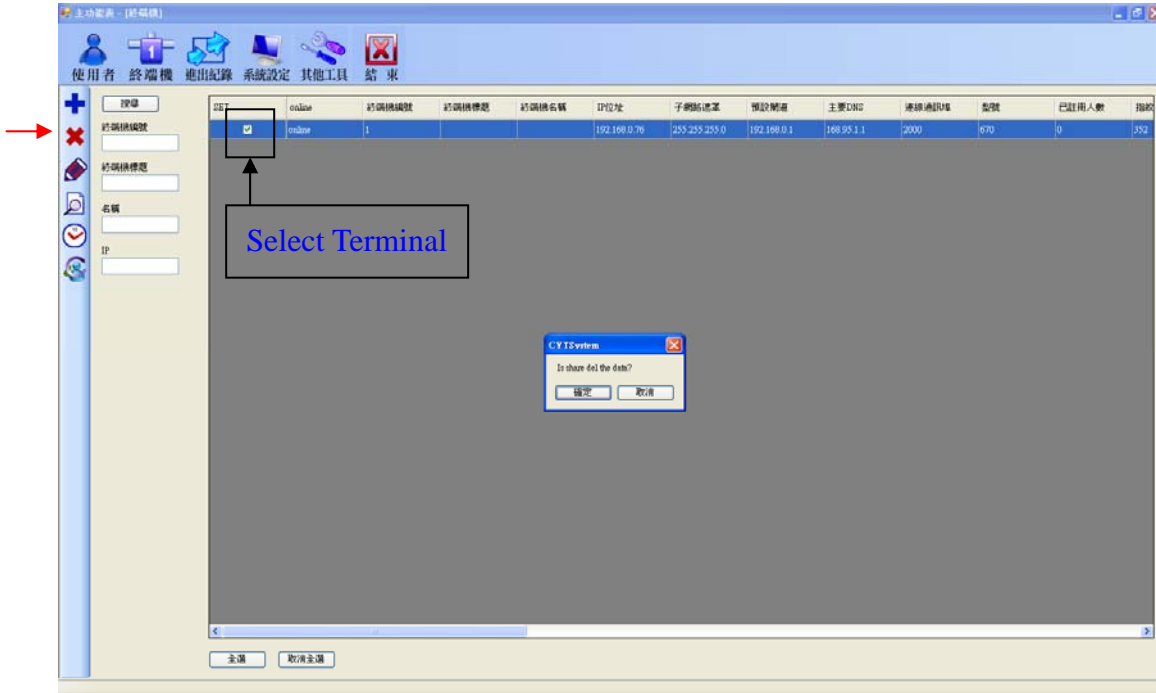
## 2.1 Add Terminal



Notice:

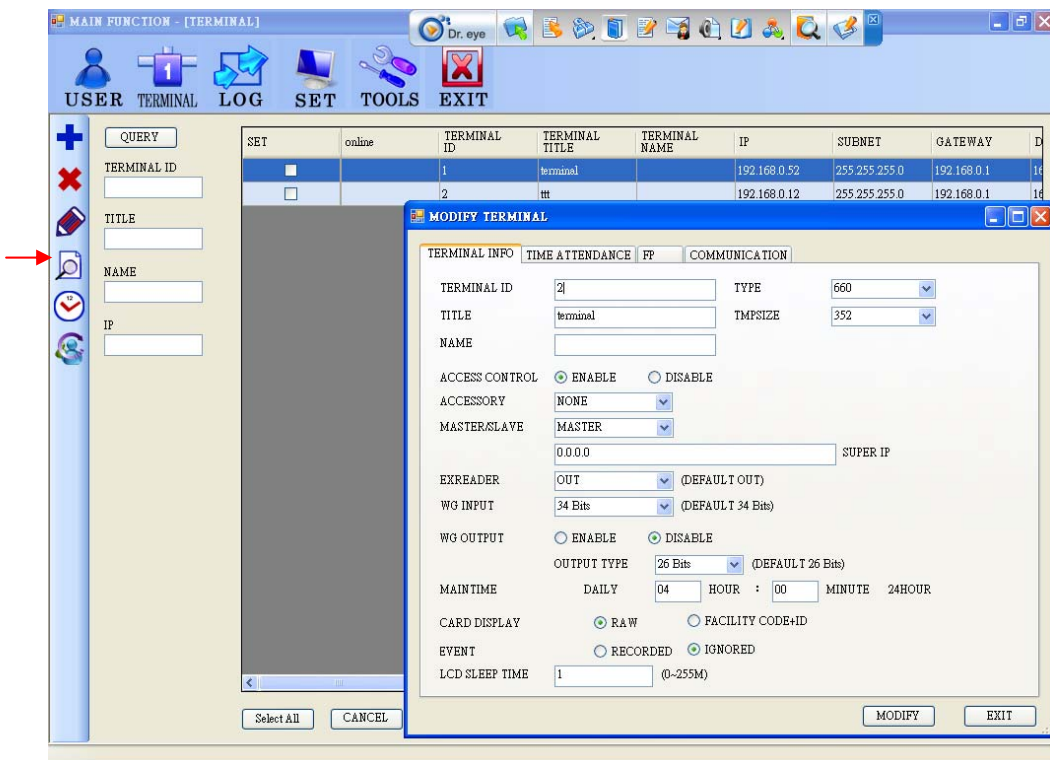
1. Correct terminal IP and terminal ID before add terminals, or it will can't connect up line if faults.
2. Correct terminal type. If wrong, it will cause an error for fingerprint.function.  
( example: BF870/880 for card, BF660/670 for card + FP )
3. When terminal type are chose for BF870/880, you will see a close manu on FP screen.

## 2.2 Delete Terminal



Select terminal you want to delete, and press “Delete” button, choose “Yes” or “No”.

## 2.3 Modify Terminal



Select the terminal you want to modify, and press “Modify” button ◦

## 2.4 List All Terminal

It will show all terminal data in database.

## 2.5 Set Terminal Times

Choose the terminal, and press this button, it will synchronize the time.

## 2.6 Refresh User No.

It will refresh the added users from the device.

## 2.7 Query

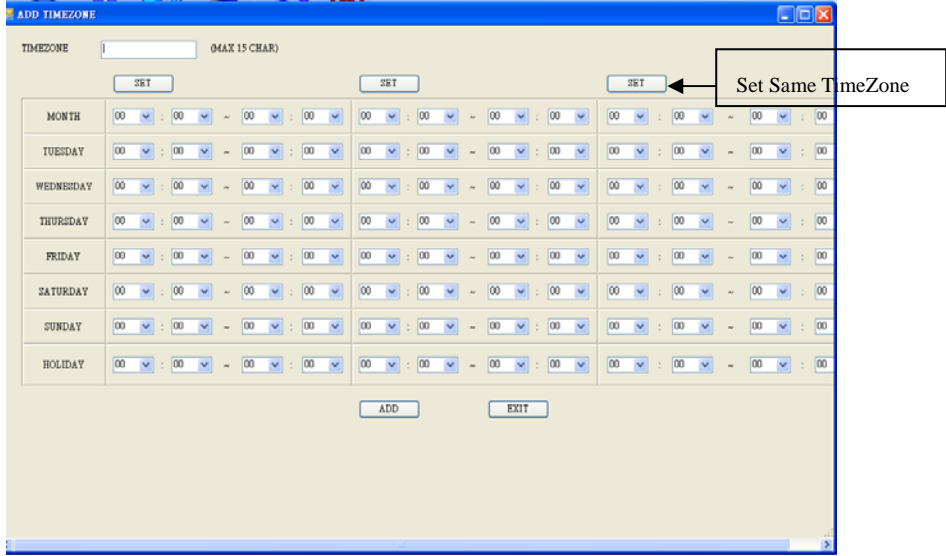
1. Enter query terms by “Terminal ID”, “Title”, “Name”, “IP” to search for terminals.
2. Each query are fuzzy search ◦ For example, when search “Terminal ID” for”1”, then all terminal ID involved “1” will be listed.
3. Among queries are “and” . If enter “Terminal ID” for”1”, and enter “Title” for “2”, it will show data involved “1” & “2” for each item.

## 3. Time Zone Setup

TIMEZONE NAME	MONDAY 1	MONDAY 2	MONDAY 3	TUESDAY 1	TUESDAY 2	T
Deactivate	00:00-00:00	00:00-00:00	00:00-00:00	00:00-00:00	00:00-00:00	00
Any Time	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00

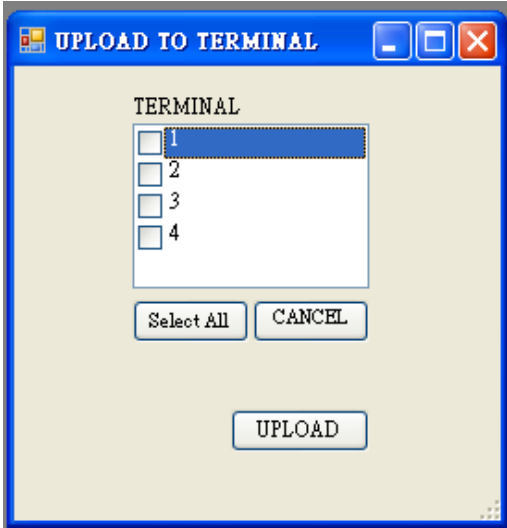
There are two default value of time zone, One is “Any Time”, the other is “deactivate” ( 00:00~0:00 ).

### 3.1 Add Time Zone



Set first TimeZone and press “Set” button, then will set it all the same.

### 3.2 Upload Time Zone to Terminal

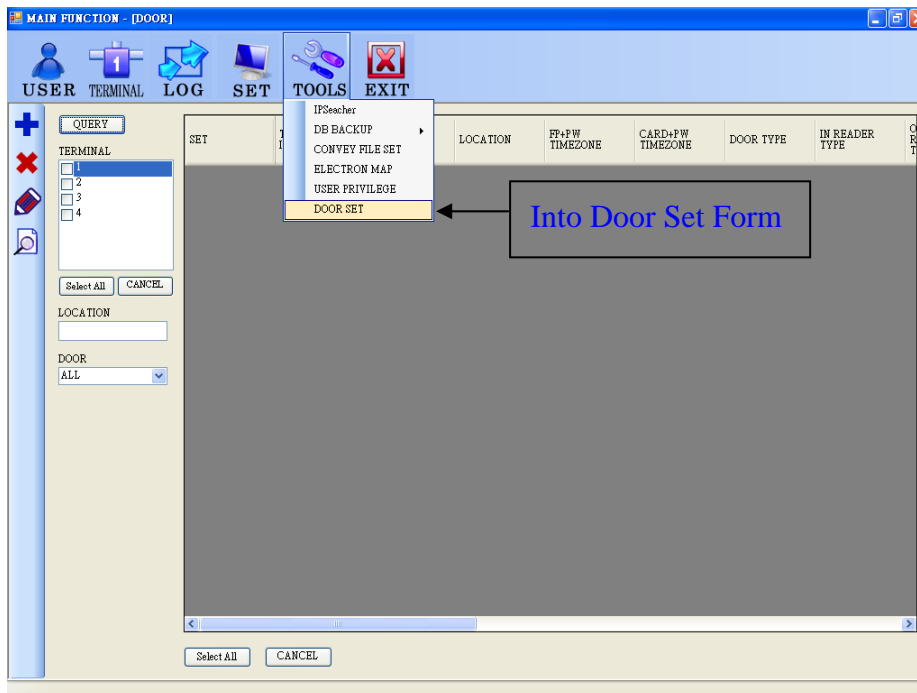


Select terminal you need to upload, and press “upload” button.  
This operation will clean up all Time Zone already in terminal, then upload new data.

### 3.3 Query

This query for Time Zone is for fuzzy search.

## 4. Door Set



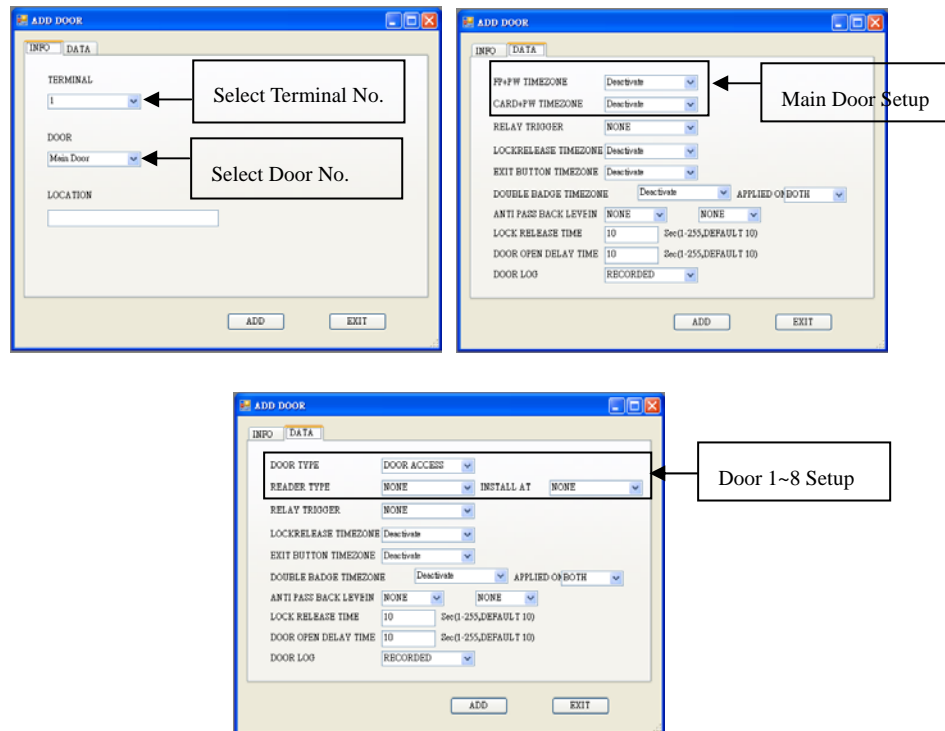
1. Notice that upload time zone before door setup, or it will make an error.

要做出入口設定時，必須先上傳時區設定。因為在設定出入口時是同步設定終端機上的出入口，因此要是設定的時區終端機上沒有，會造成設定出錯。

在出入口設定上的流程，是先在終端機上設定，設定成功才會把資料存進資料庫，所以在終端機上設定出入口假如失敗，那出入口設定就會失敗。

2. It's allowed administrator only.

## 4.1 Add Door

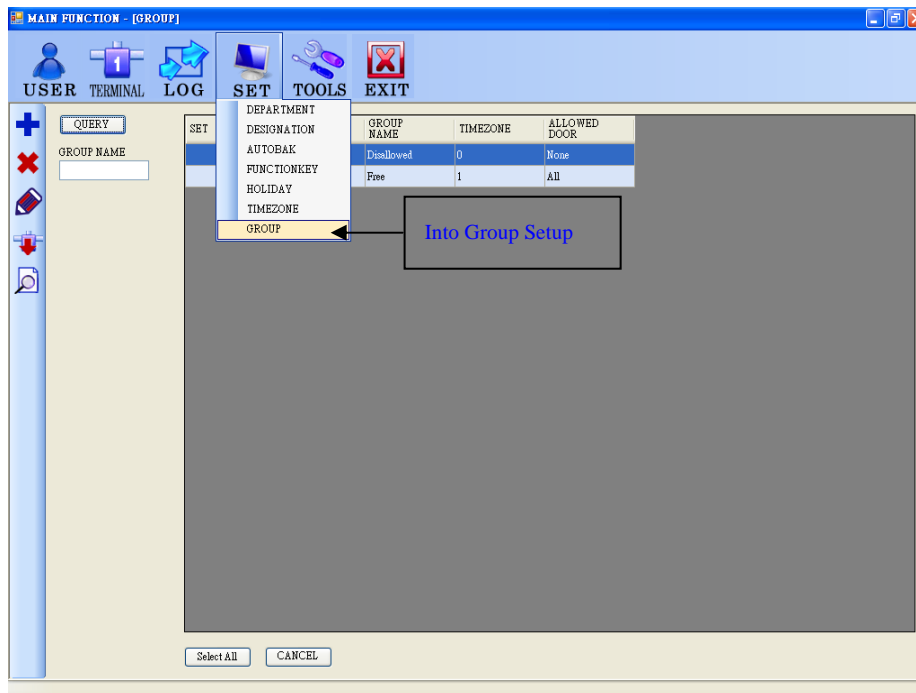


## 4.2 Query

In “terminal” item, if select both terminal ”1” & “2”, means query “1” or “2”, then it will show all doors by both of terminals.

Search by location is fuzzy search.

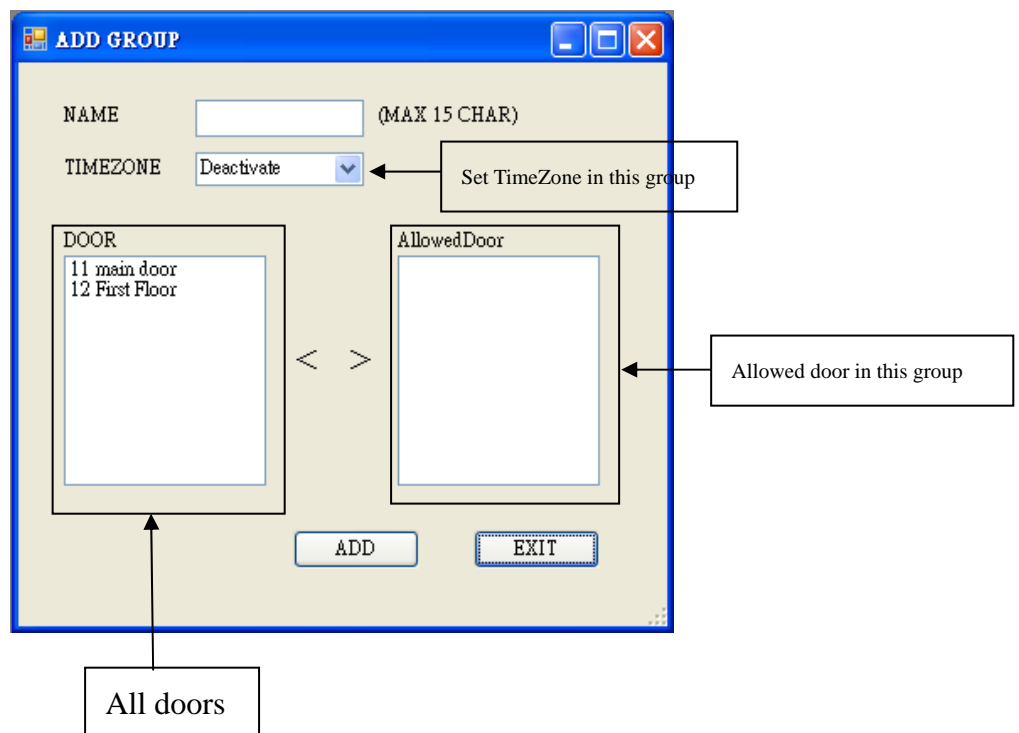
## 5. Group Setup



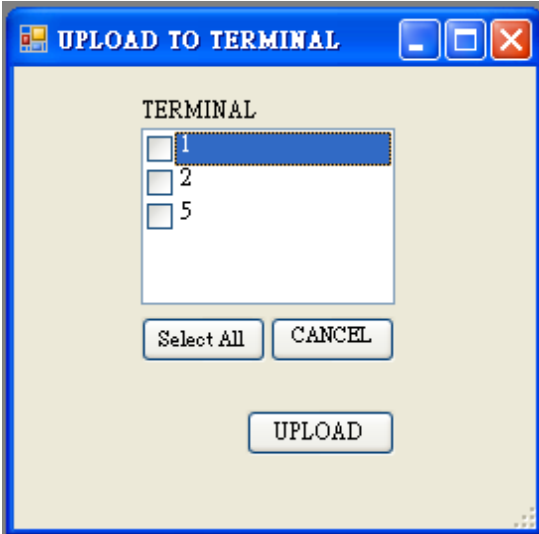
Door setup before setup group.

There are two default value in group setup. One is "Free", the other is "disallowed"

### 5.1 Add Group



## 5.2 Upload Group to Terminal

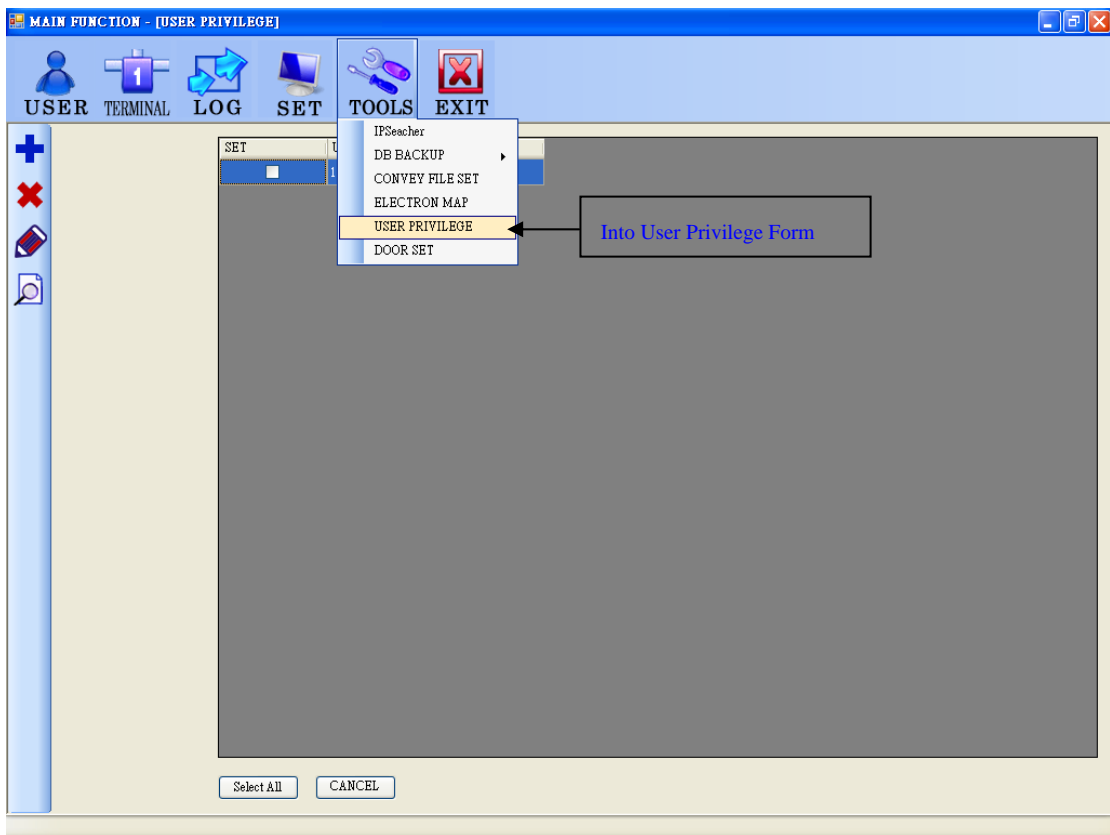


It will clean up all group data already in terminal, then upload new groups.

## 5.3 Query

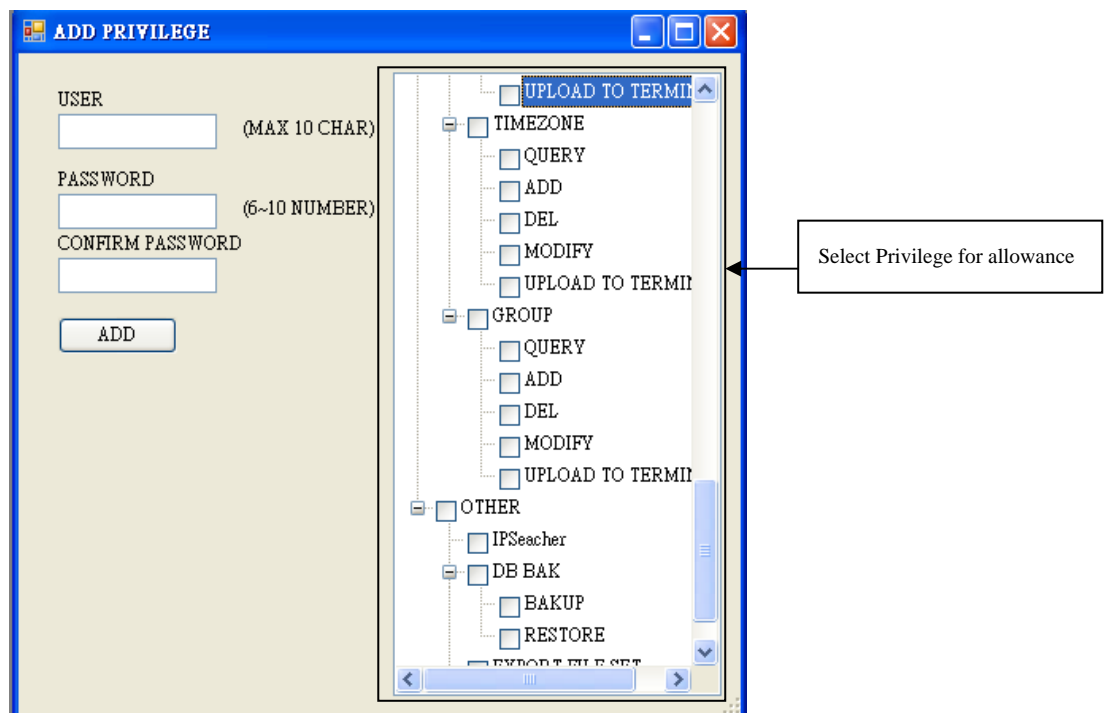
Group name is “fuzzy search”.

## 6. User Privilege

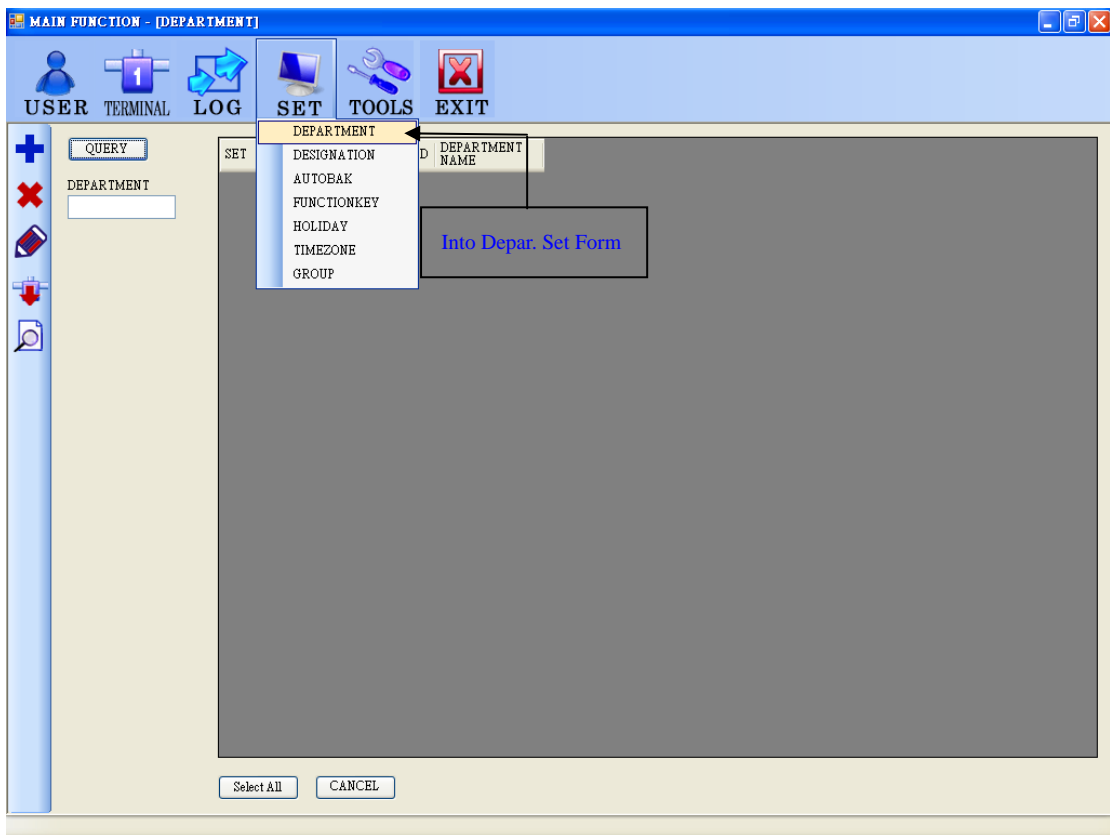


There is already an user name whose privilege is “administrator” at this screen. This page allowed administrator only.

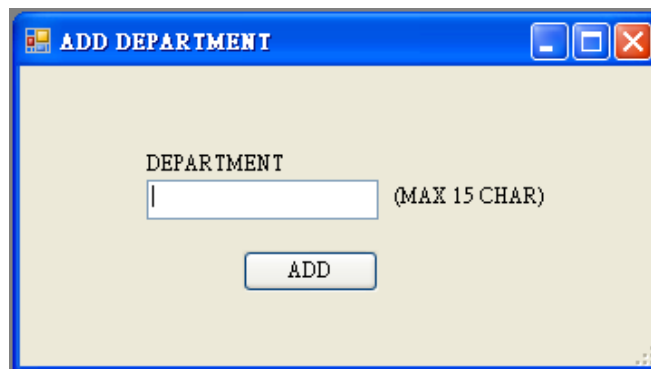
### 6.1 Add Privilege



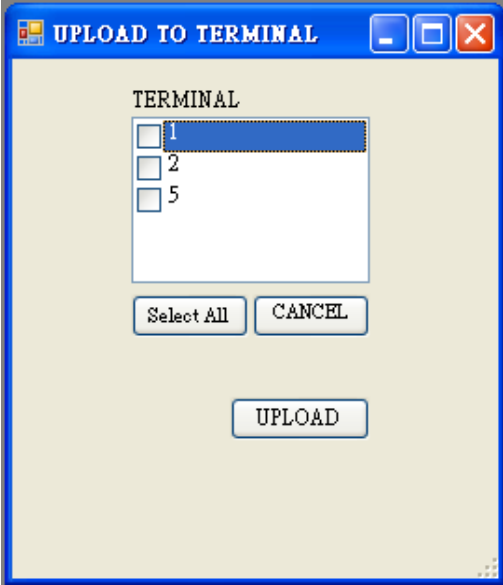
## 7. Department Setup



### 7.1 Add Department



## 7.2 Upload Department to Terminal

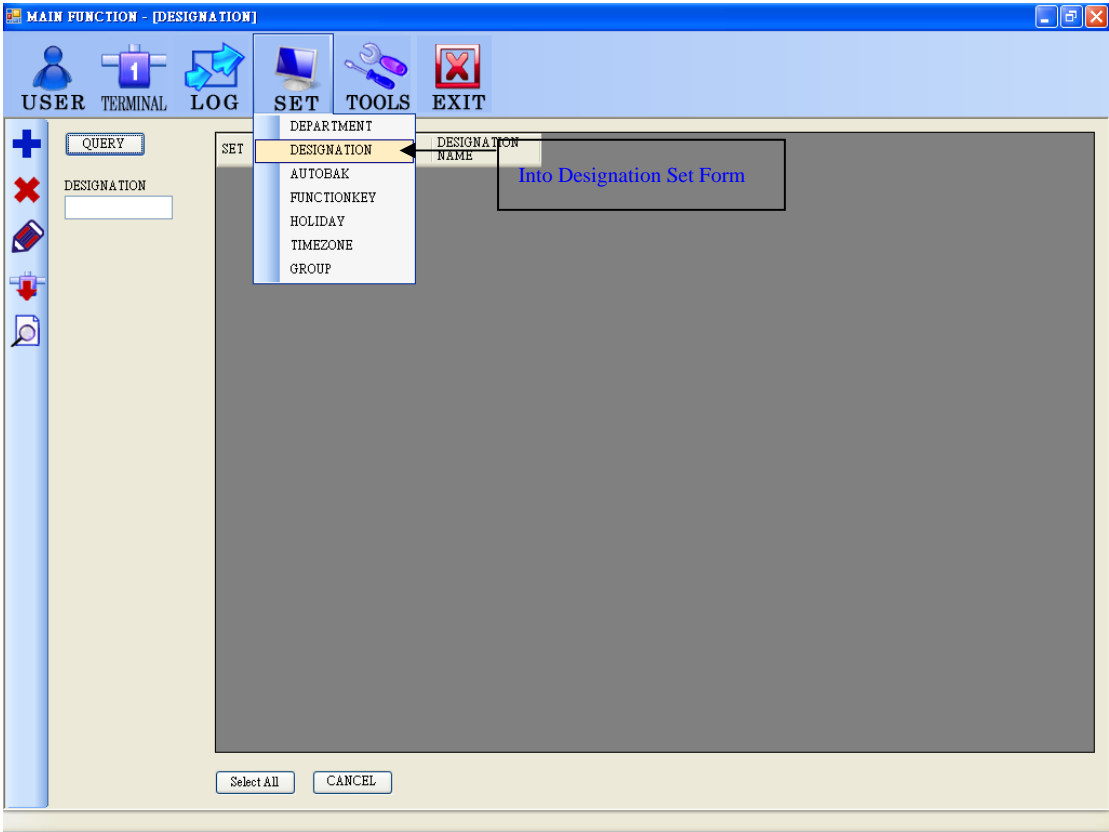


This operation will clean up all department data already in terminal, then upload new.

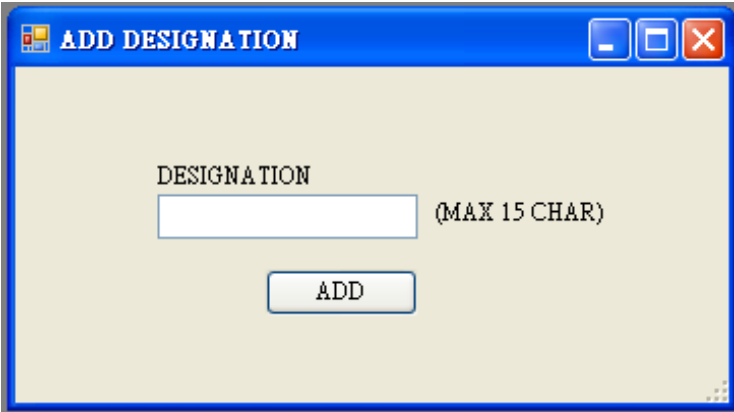
## 7.3 Query

Department query is fuzzy search.

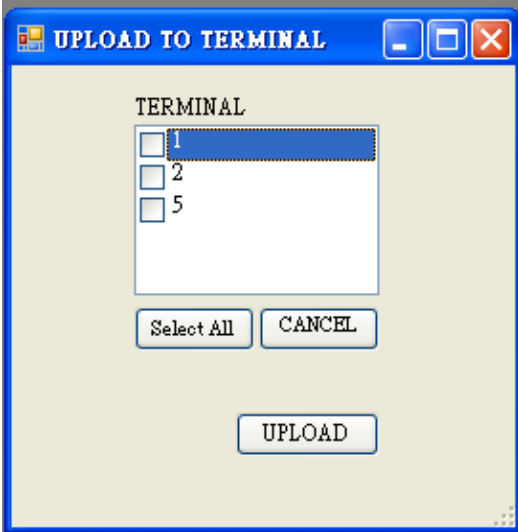
# 8. Designation Setup



## 8.1 Add Designation



## 8.2 Upload Designation to Terminal

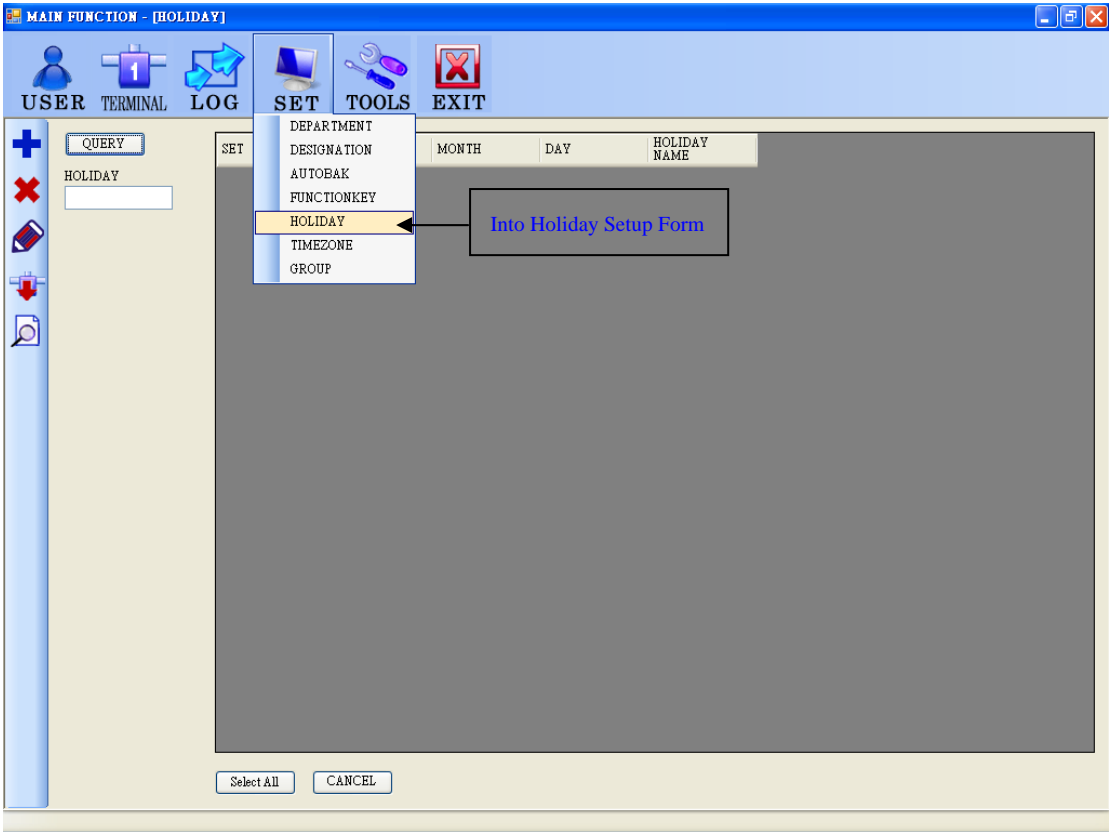


This operation will clean up all designation data already in terminal, then upload new.

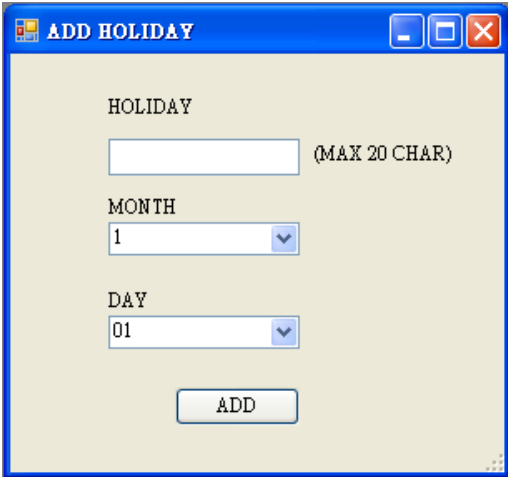
## 8.3 Query

Designation query is fuzzy search.

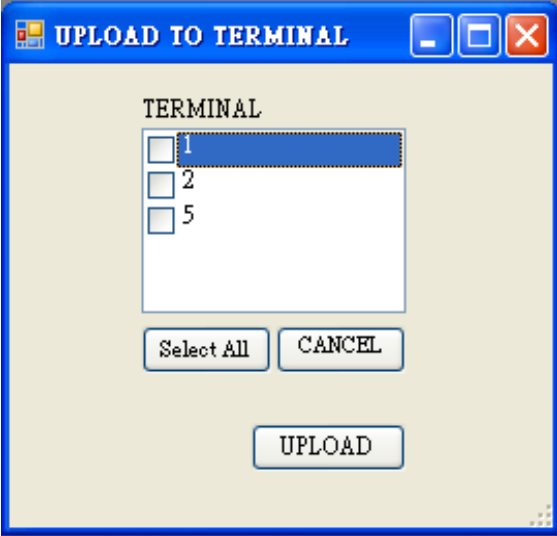
# 9. Holiday Setup



## 9.1 Add Holiday



## 9.2 Upload Holiday to Terminal

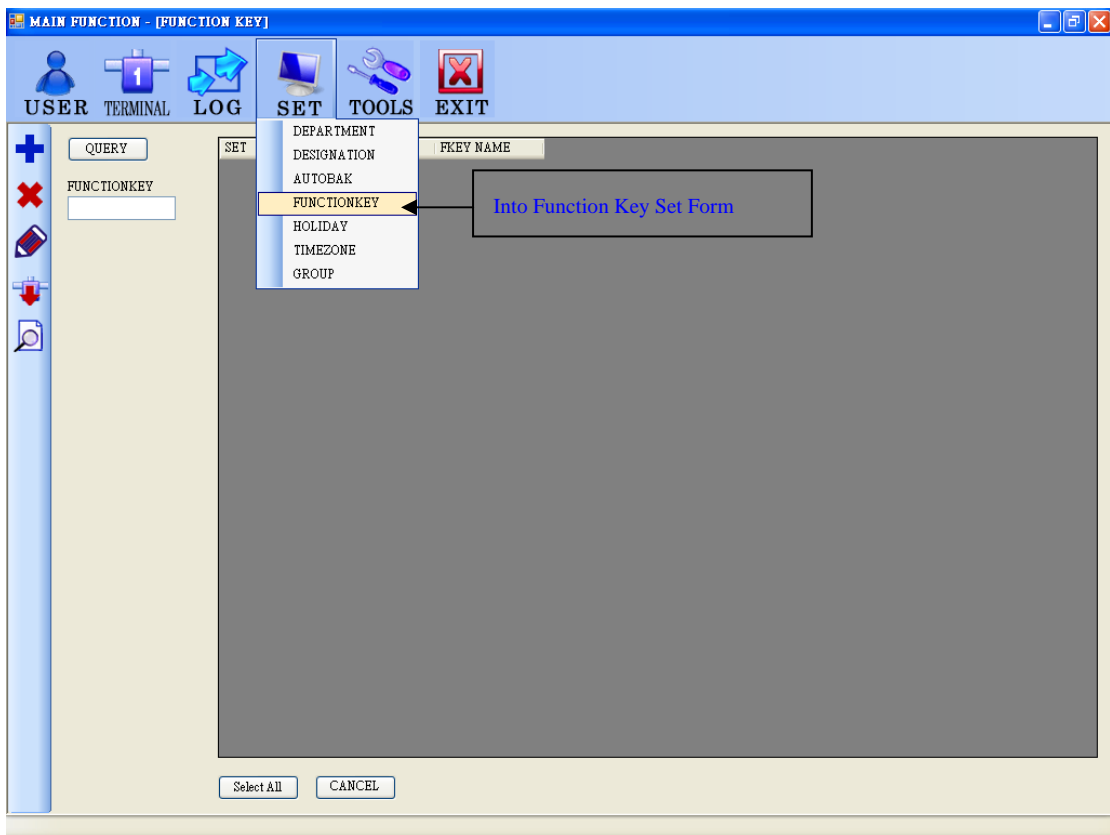


This operation will clean up all holiday setup already in terminal, then upload new.

## 9.3 Query

Holiday query is for fuzzy search.

## 10. Function Key

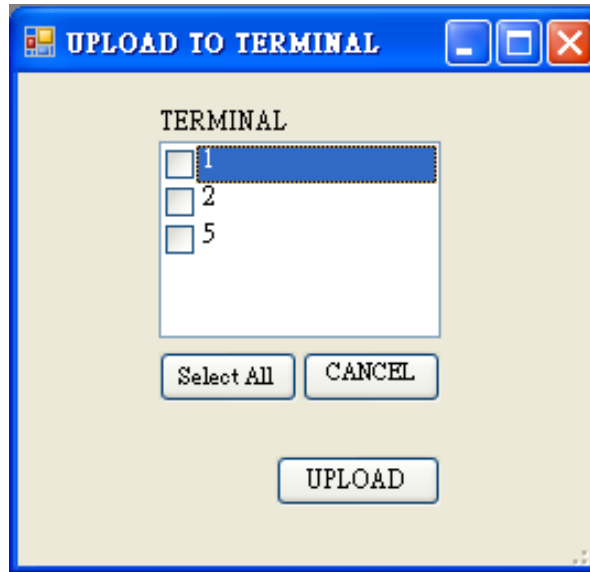


### 10.1 Add Function Key

The 'ADD FUNCTIONKEY' dialog box contains the following fields and controls:

- FUNCTIONKEY**: A text input field with the label '(MAX 15 CHAR)' to its right.
- FUNCTION KEY**: A dropdown menu currently showing 'F1'.
- NUMBER**: A dropdown menu currently showing '0'.
- ADD**: A button at the bottom of the dialog.

## 10.2 Upload Function Key to Terminal



This operation will renew data or cover same function key set before.

For example, If modify function key “F1” for “Out” instead of original “In”, then this upload will cover “F1” for “ Out” in terminal.

## 10.3 Query

Function Key query is fuzzy search.

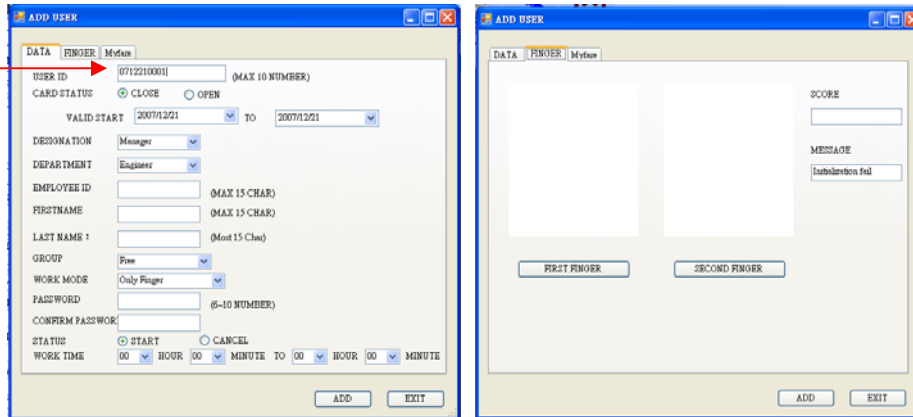
# 11. User Setup

Into User Set Form

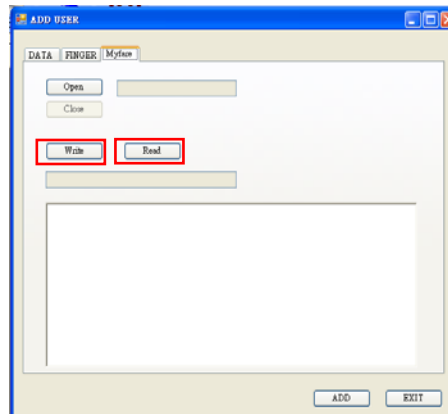
Delete from Terminal

The screenshot shows a software window titled "MAIN FUNCTION - [USERDATA]". At the top, there is a menu bar with icons and labels for "USER", "TERMINAL", "LOG", "SET", "TOOLS", and "EXIT". A callout box labeled "Into User Set Form" points to the "USER" icon. On the left side, there is a vertical toolbar with various icons, including a red 'X' icon. A callout box labeled "Delete from Terminal" points to this red 'X' icon. The main area of the window is divided into two sections. The top section is titled "QUERY" and contains a list of "TERMINAL" items with checkboxes next to them: 1, 2, and 5. Below this list are "Select All" and "CANCEL" buttons. The bottom section contains input fields for "USER ID", "DEPARTMENT", "DESIGNATION", "EMPLOYEE ID", "FIRSTNAME", and "LastName". There are also checkboxes for "REG DATE" and "Card State", each with a dropdown menu showing "Friday , Decen". At the bottom of this section are "Select All" and "CANCEL" buttons. The main data area is a table with the following headers: SET, USER ID, FIRST NAME, LASTNAME, EMPLOYEE ID, DEPARTMENT, DESIGNATION, and GROUP ID. The table body is currently empty.

## 11.1 Add User



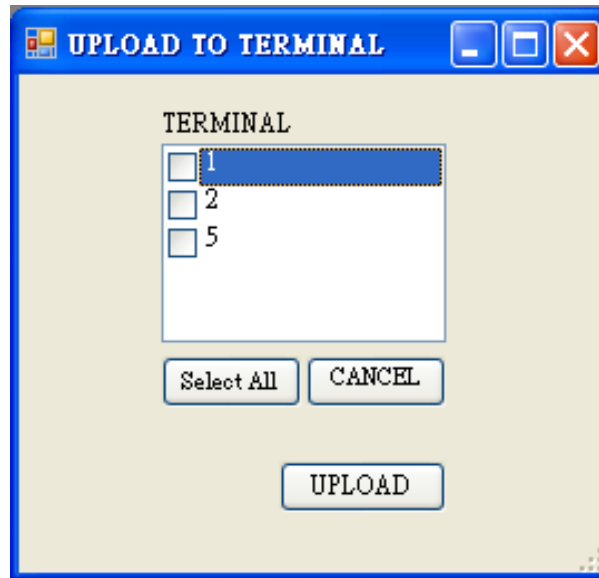
you can connect card writer with PC and insert Myfare Card, then press “Add” button to read card number in this system.



### With Myfare Card:

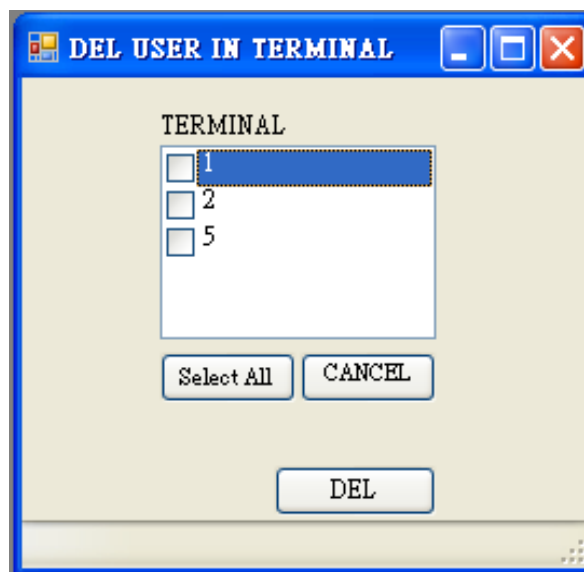
1. Read: You can get user info. from cards by “Read” button in “Myfare” screen.
2. Write: you can update this user info. in database by enter user info. in Add User screen (& scan templates in Finger screen), then press “Write” in Myfare screen.
3. Notice that it’s still not save If press “Exit” without “Add” after write it in Myfare card.
4. Please make sure the data format before write it in Myfare card.
5. You can also modify the current user info. before re-write it in Myfare card.

## 11.2 Upload User to Terminal



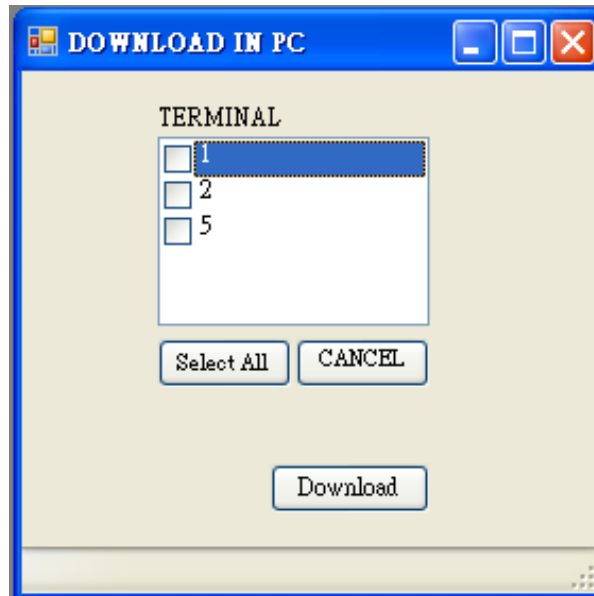
Select users from right screen and upload users to terminal you chose.

## 11.3 Delete User to Terminal



Select users from right screen and delete users to terminal you chose.

## 11.4 Download User in PC

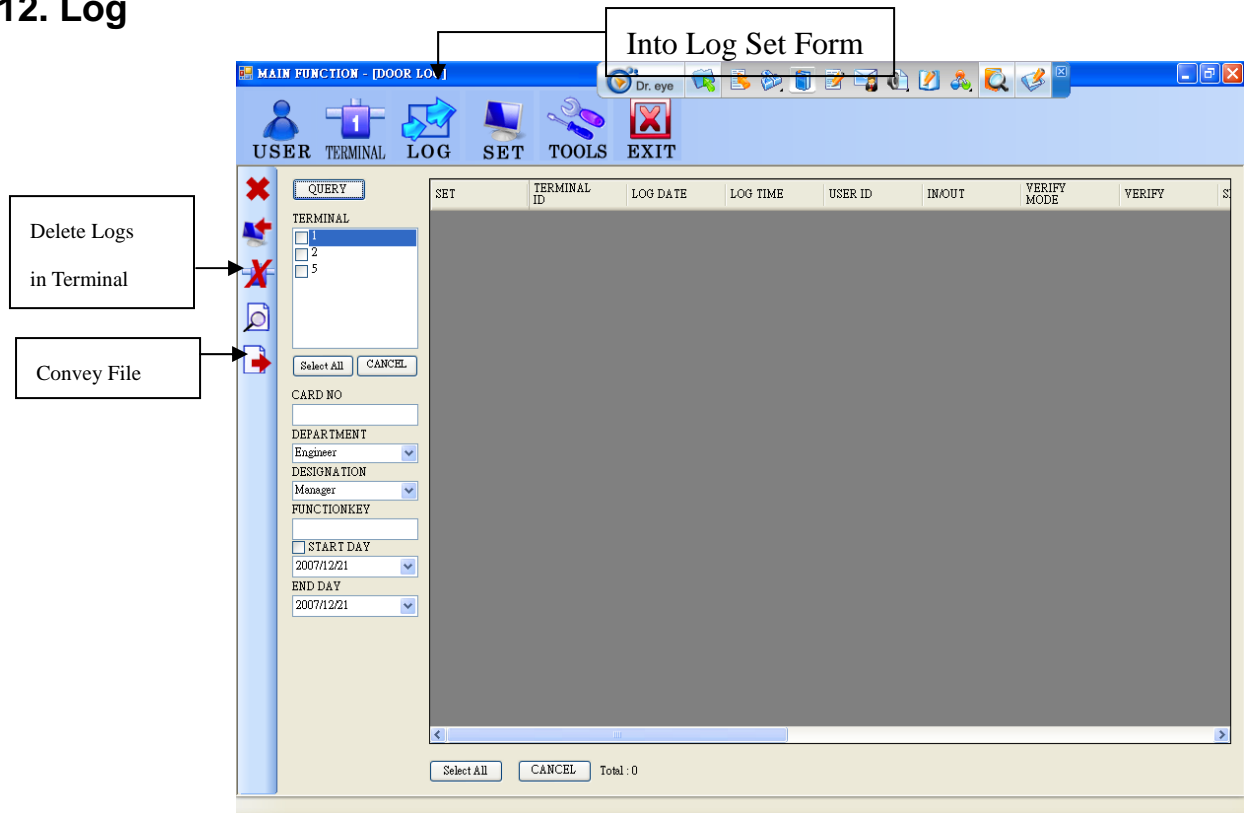


1. It will download users in database from terminal you selected. It will not cover the data with same user ID.
2. the same user info. from different devices, for example, an user data with fingerprint from BF660 can't instead of the same user data with no fingerprint from BF880.
3. If need add fingerprint of an user, you can add the fingerprint by modify. The other way is delete the user and reset it.

## 11.5 Query

1. User ID: you need query with full name , it's different from fuzzy search. For example, if you need query user ID for "2", then it will show info. of user No. 2.
2. Department & Designation:  
**Notice:** if you can't not find the item after add or modify Department & Designation, please reset this program.
3. If don't need query Department or Designation, notice that clean it up by delete.
4. Employee ID & Name: It's for fuzzy search.
5. Register Date: Select it for query.
6. Card State: Select it for query an expired user.

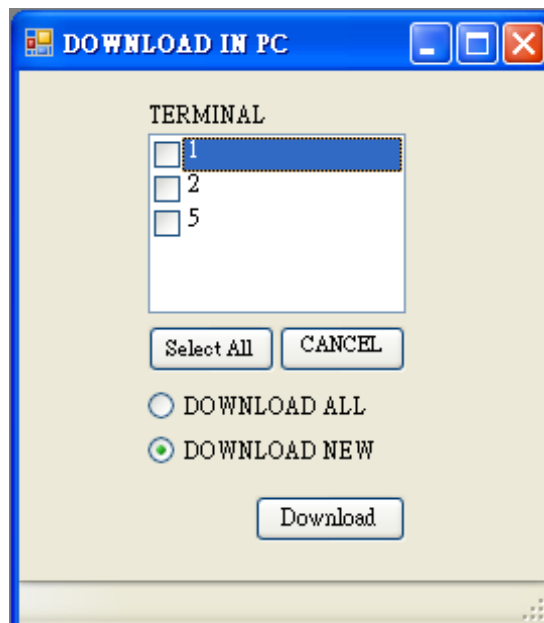
## 12. Log



It'll show the latest logs over 1,000. for daily. For example: There are 600 logs on 2007/12/21, and There are 1,000 logs on 2007/12/22.

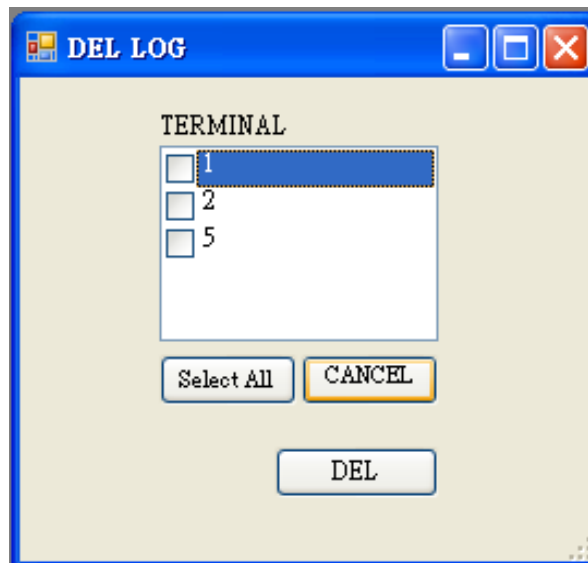
You can use query or "Get All" button on left for query logs. The more logs showed, the longer you queries.

### 12.1 Download Logs in PC



You can download all or the latest log.

## 12.2 Delete Logs in PC



**Notice:** It'll delete all logs in terminal.

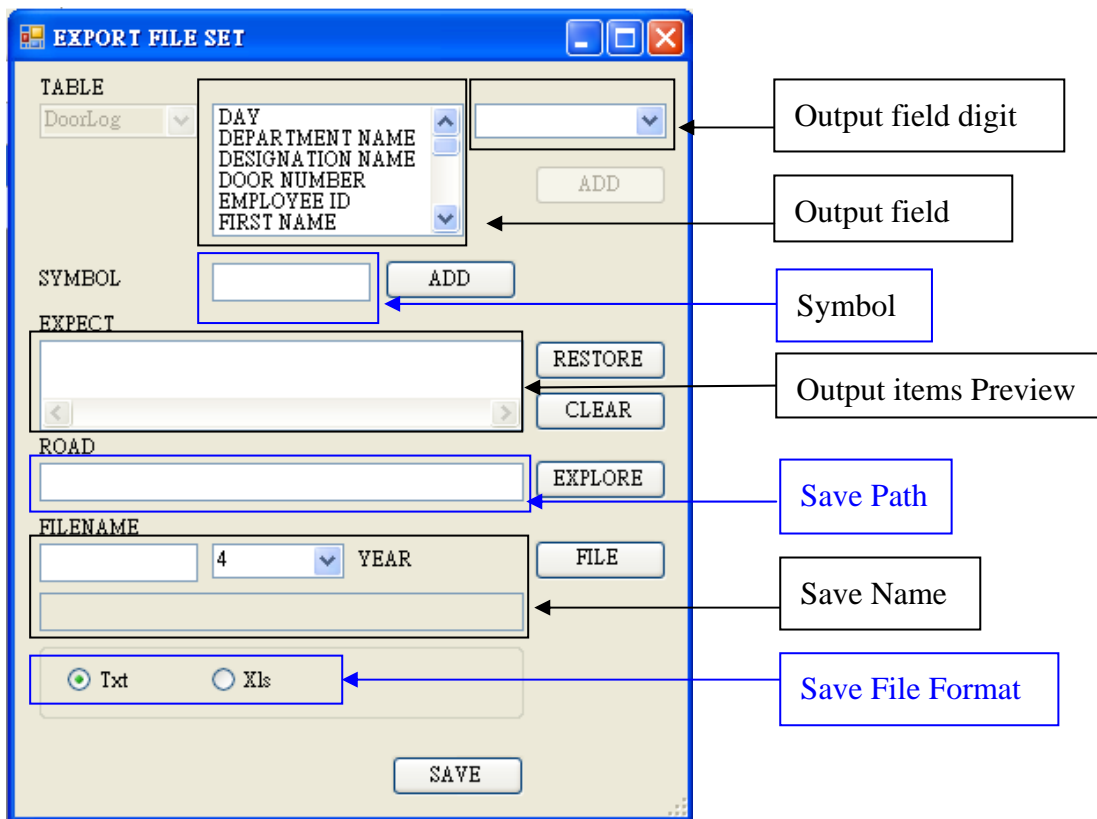
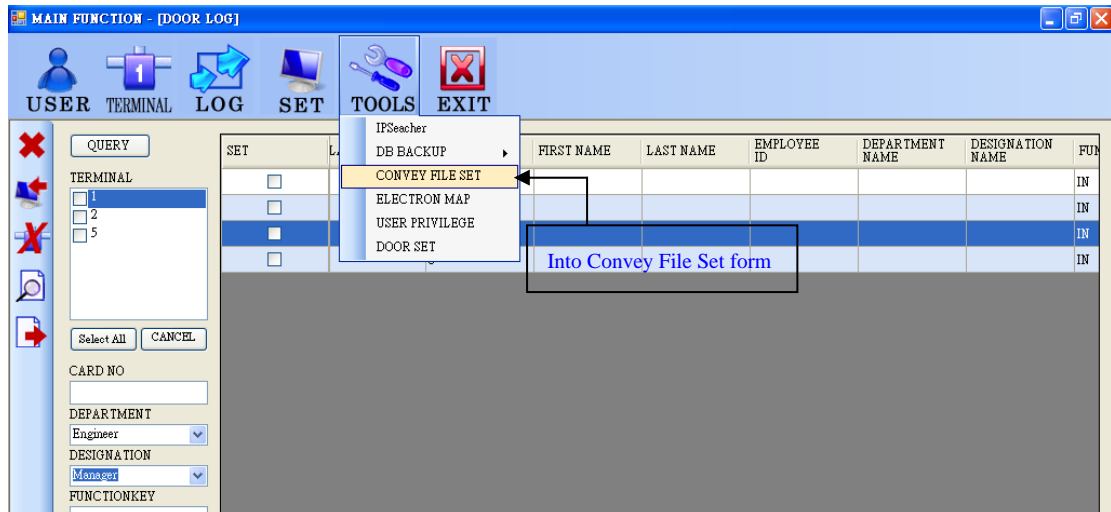
## 12.3 Convey files

After query logs and convey file set, this function will convey all logs by right screen.

## 12.4 Query

1. Card No.: you need query with full name , it's different from fuzzy search. For
2. Department and designation: If don't need query Department or Designation, notice that clean it up by delete.
3. Function Key: it's for fuzzy search.
4. Start Date & End Date: query for register date of users between this period.

## 13. Convey File Set

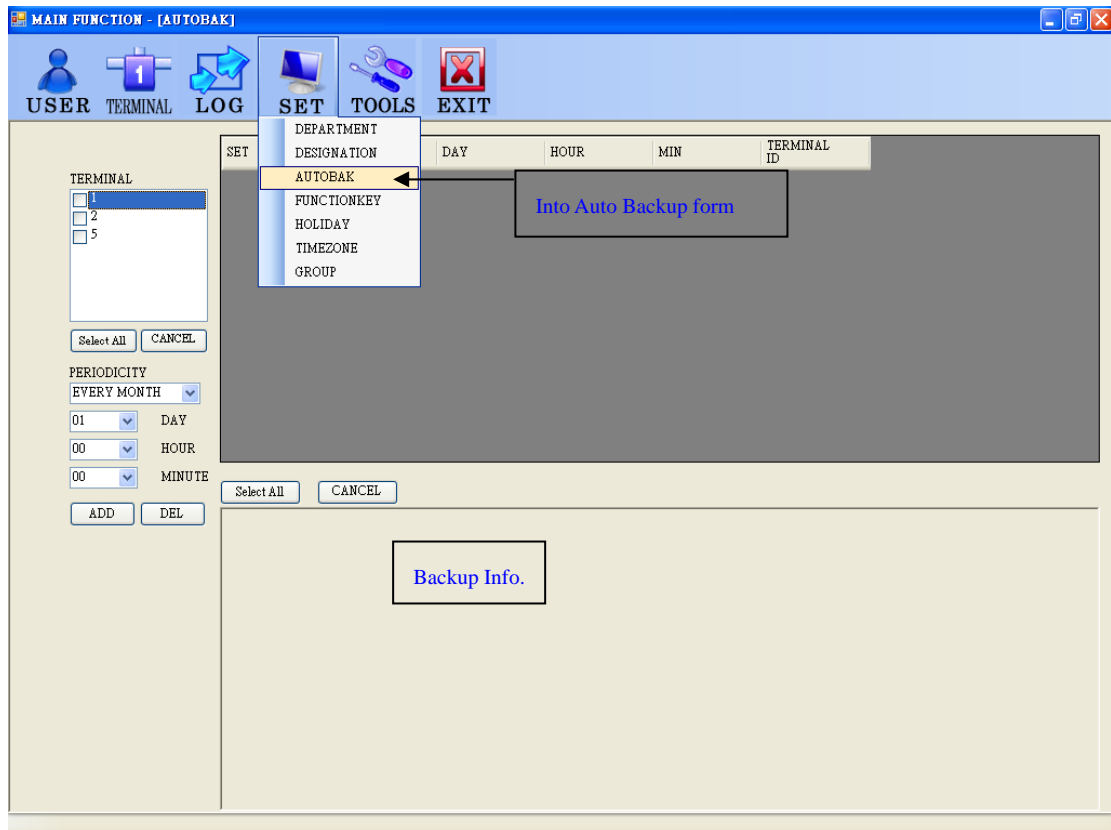


### Steps:

1. Output field: Select the items you need.
  2. Output field digit
  3. Symbol: You can add separate symbol between fields.
- For example:
4. Save Path: Press “Explore” and select save path.

5. Save Name: There are 4 digits at most in Year column. It will be named by current date if no filename. For example: Select filename for “A” and Year for “2” , then the file will be named by A070101.
6. Save File Format: You can choose File format for TXT or EXCEL.
7. Save: Select finished

## 14. Auto Backup Set

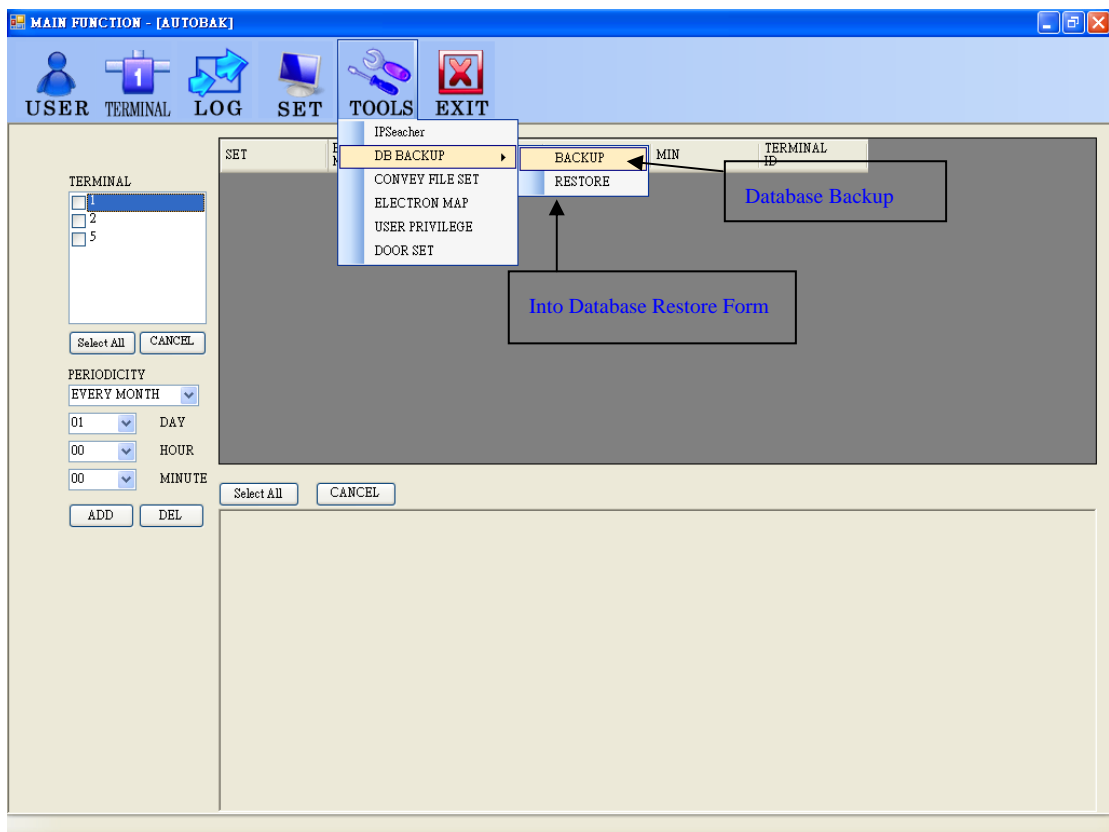


### 14.1 Add Auto Backup

#### Steps:

1. Select terminal
2. Periodicity: Every Month / Every Week / Every Day
3. Time: Day / Hour / Minute
4. Add
5. Delete: select the backup set and delete it.
6. Backup Info.: Auto save log is successful or failed.

## 15. Database Backup Restore



### 15.1 Database Backup

It will backup the current database to “BAK” file box in the path of this program.

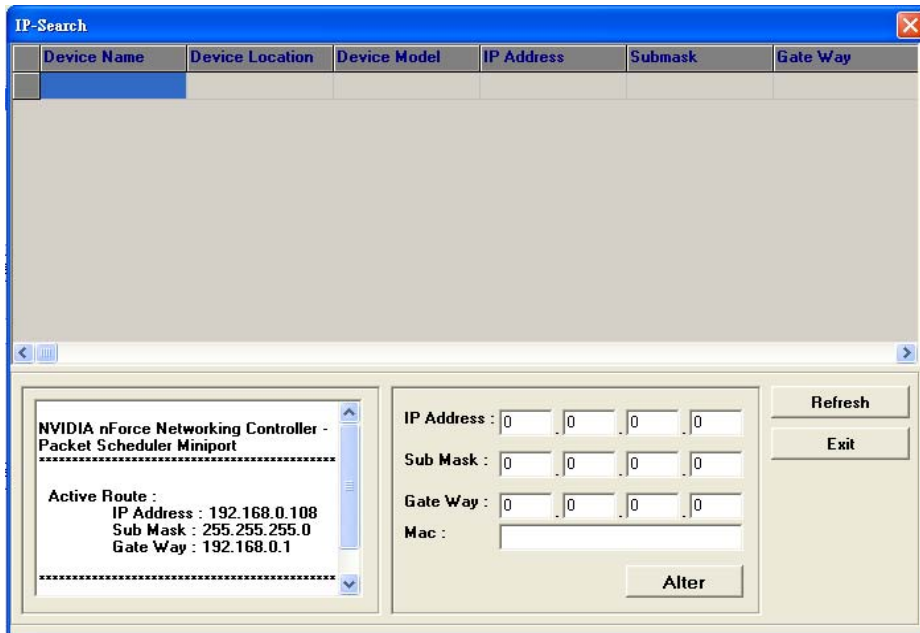
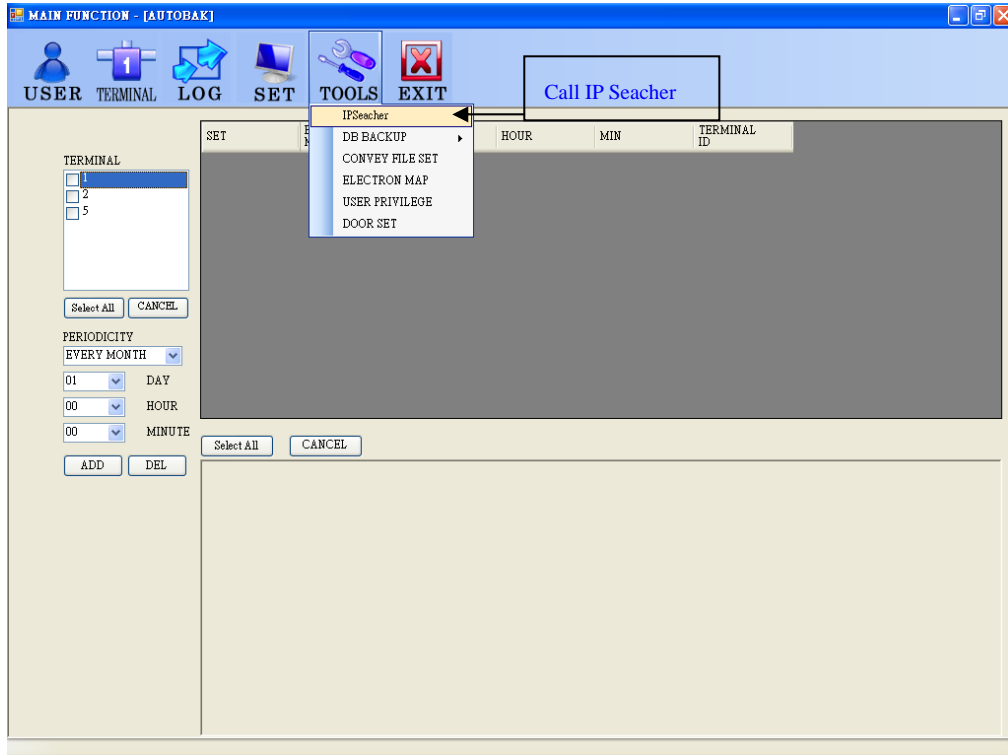
### 15.2 Database Restore



Press “Explore” button and choose a file, then press ”Restore” button.

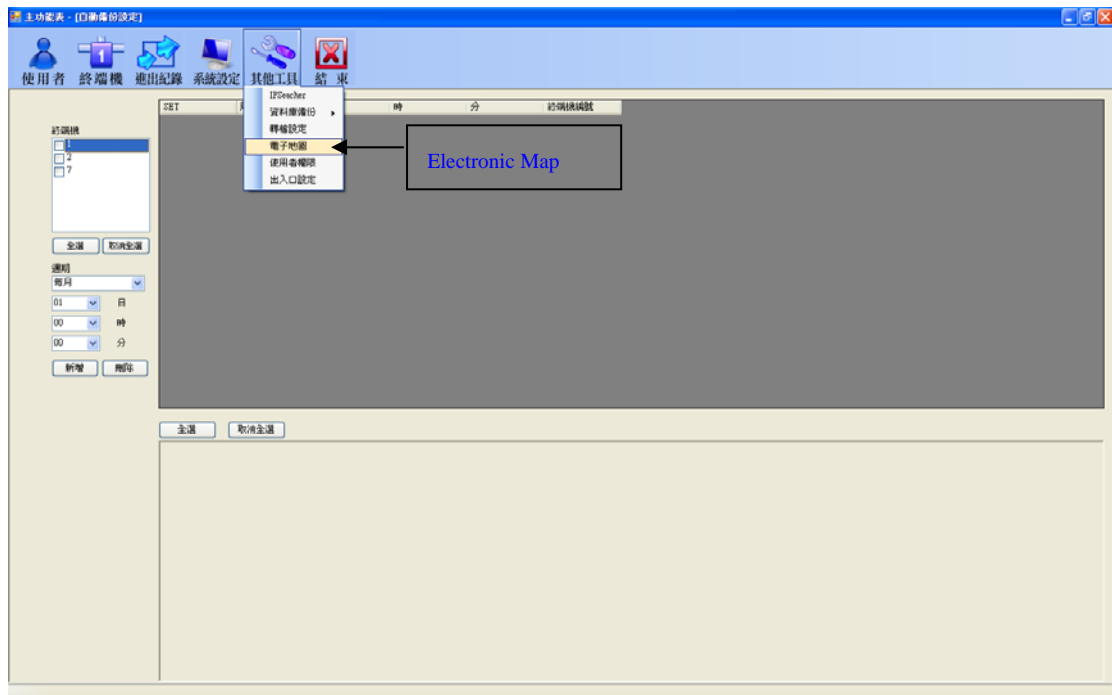
**Notice:** It will cover the present database.

## 16. IP Seacher



Press "Refresh" button, it will find the terminal connected with this PC.

## 17. Electronic Map



Choose this section, then Electronic Map program will be opened.