

BFSsystem

User Manual

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BFSystem User Manual

1 BFSystem Installation (based on BFSystem 1.1.1.6v)

(1) PC hardware resource required :

CPU P3 or above 、 RAM 1G or above 、 LCD pixel 1024×768 or above 、 at least 100M memory size or above

(2) O.S required :

WINDOWS XP SP2 or above

(3) Suitable models

All CHIYU's RFID and Fingerprint access controllers

2 BFSystem Installation description

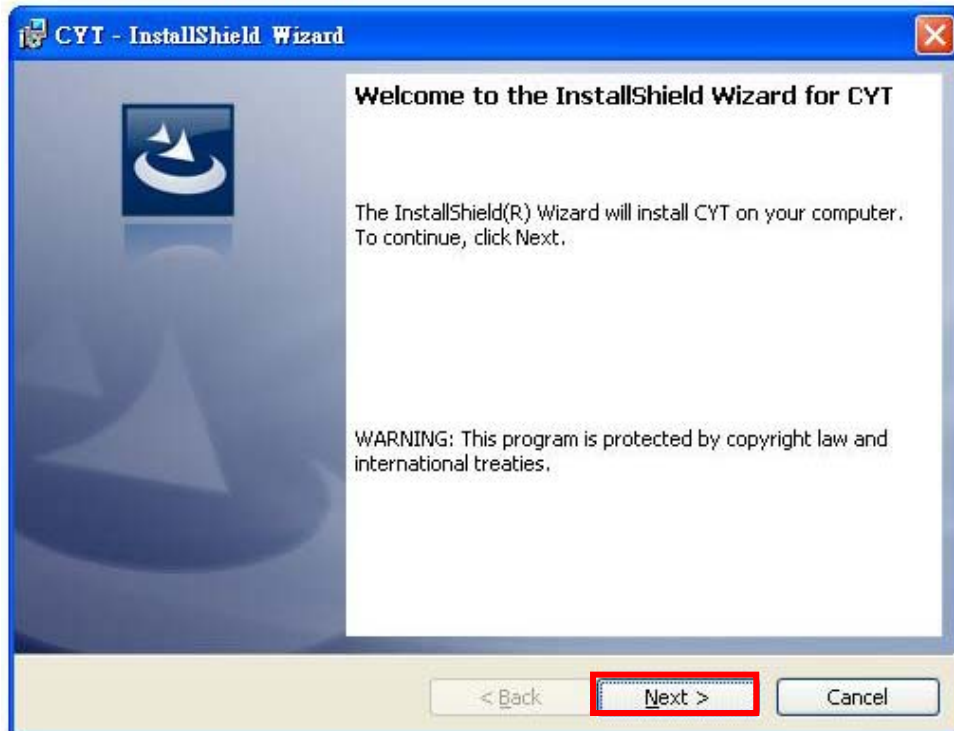
(1) Find a “setup.exe” program icon to execute BFSystem_1_1_1_6 program



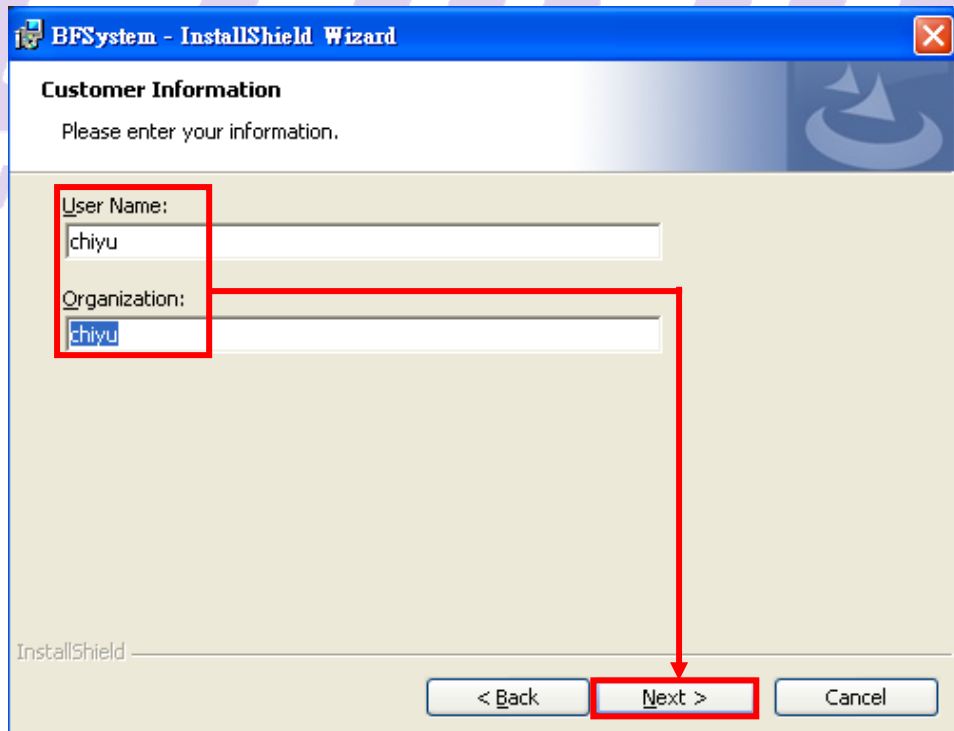
(2) Double click “setup.exe” icon to execute the installation for BFSystem_1_1_1_6. Select a preferable language interface to continue next step.



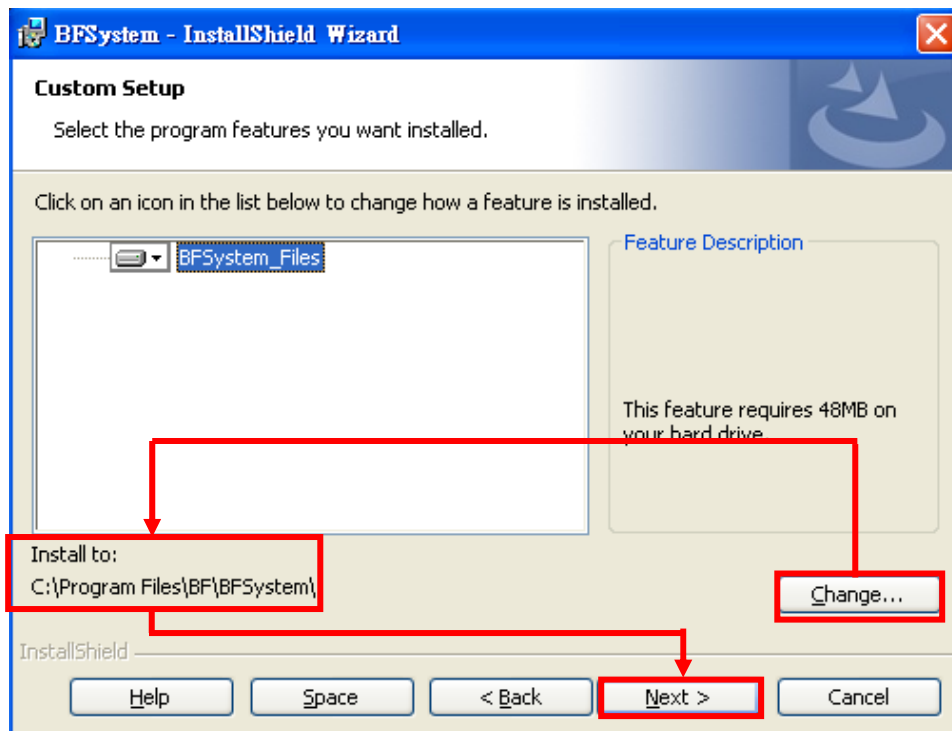
- (3) When a language interface selected, BFSsystem_1_1_1_6 will proceed to installation procedure, click Next to continue.



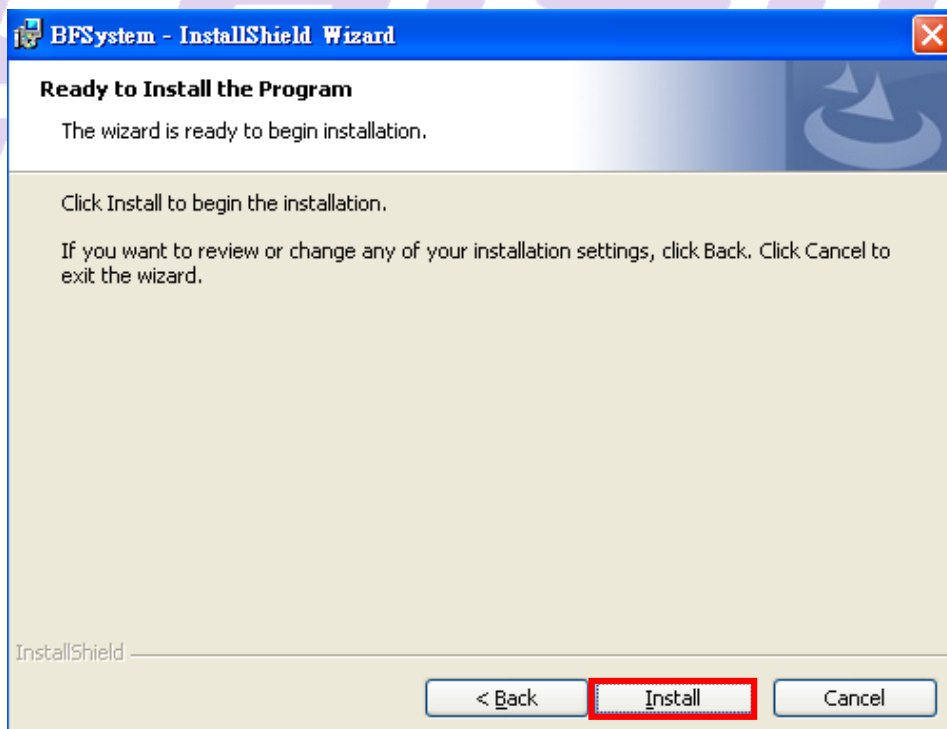
- (4) Enter User name and the Organization information then press Next to continue



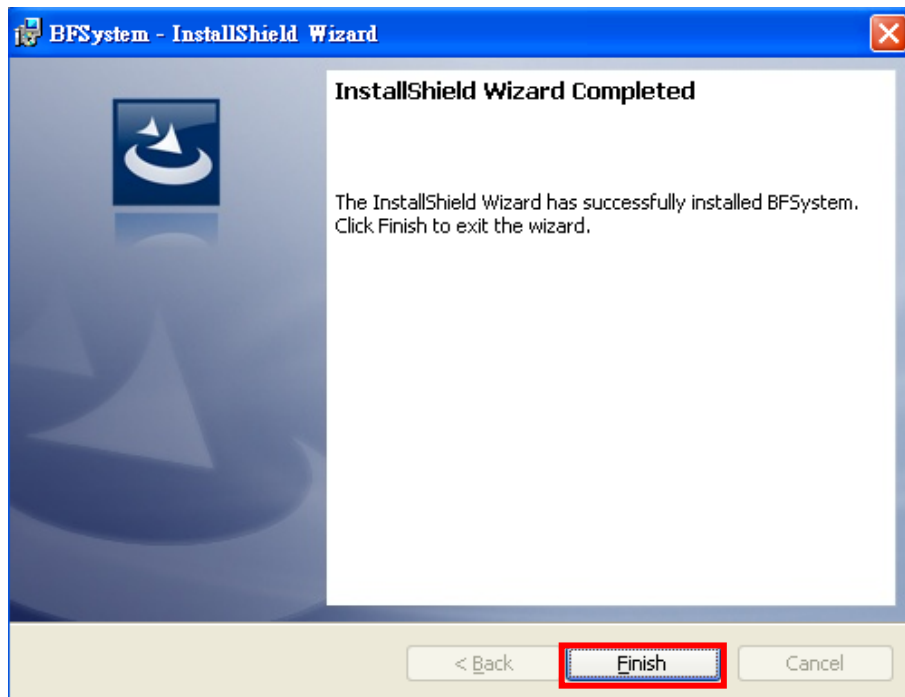
- (5) When press “Next”, select a directory for BFSsystem program. The default directory is **C:\Program Files\BF\BFSsystem**, if others is needed, click **Change** button to a preferable directory, press Next to continue



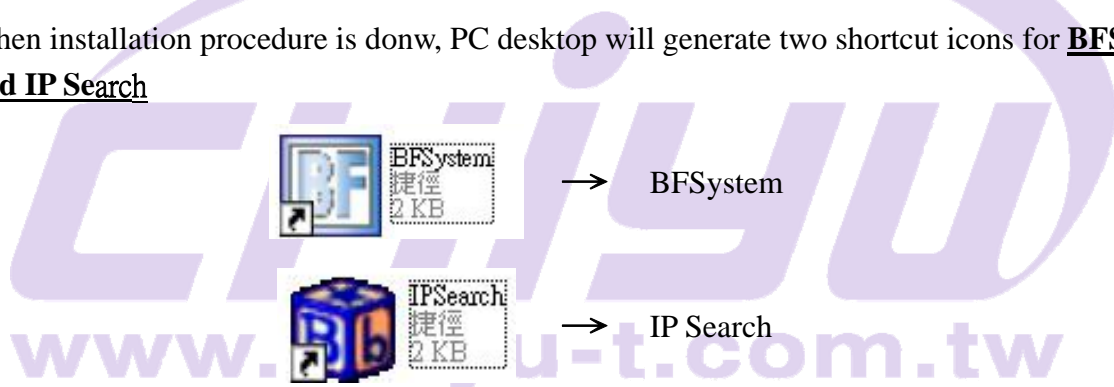
- (6) When press Next, then press **Install** to activate installation Wizard



- (7) Press “Finish” button to finish the installation for **BFSsystem**



- (8) When installation procedure is donw, PC desktop will generate two shortcut icons for **BFSsystem** and **IP Search**



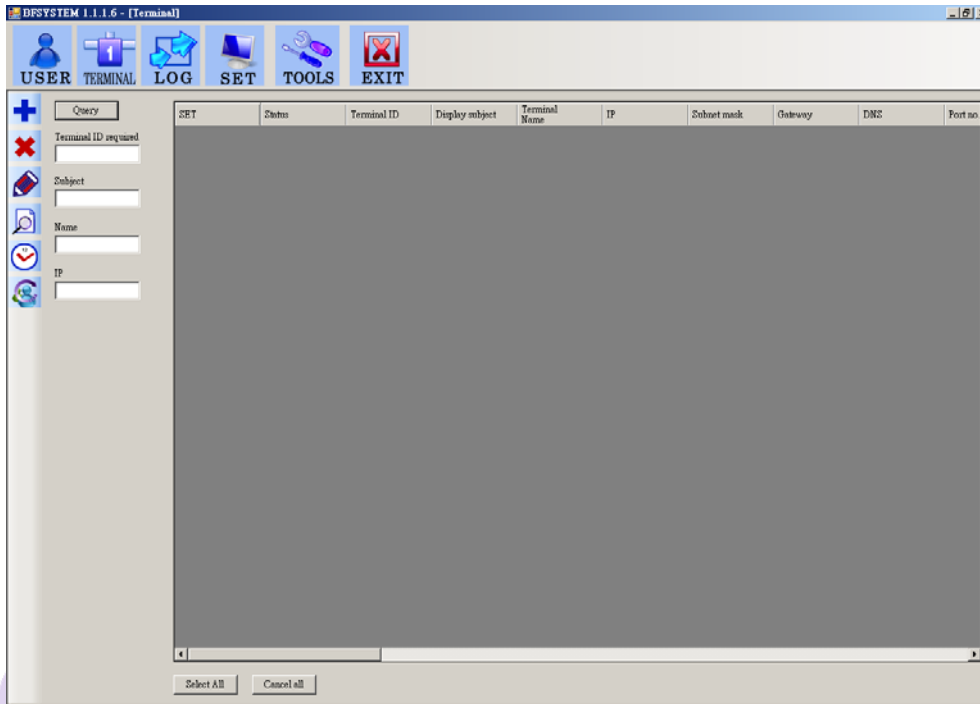
- (9) Click BFSsystem icon, will pop up a User ID and Password dialogue box. Enter a preferable User ID and Password to log in to BFSsystem at first time and this combination will become a default User ID and Password for BFSsystem next time.



3 BFSYSTEM function description

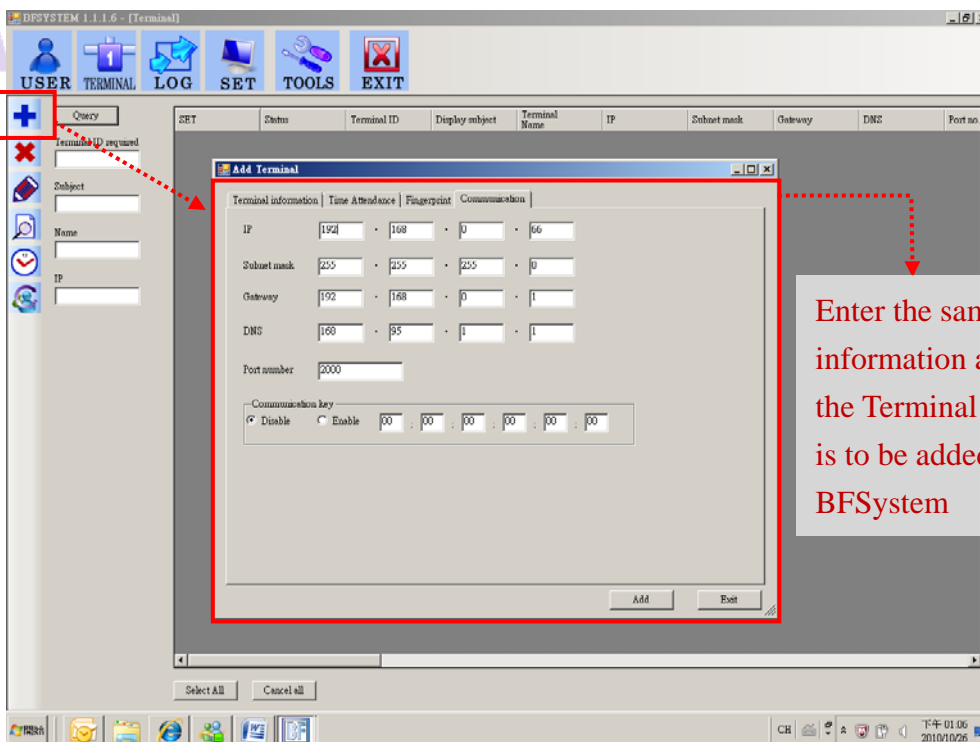
3.1 Terminal

While log in to BFSYSTEM, terminal configuration screen will be showed up.

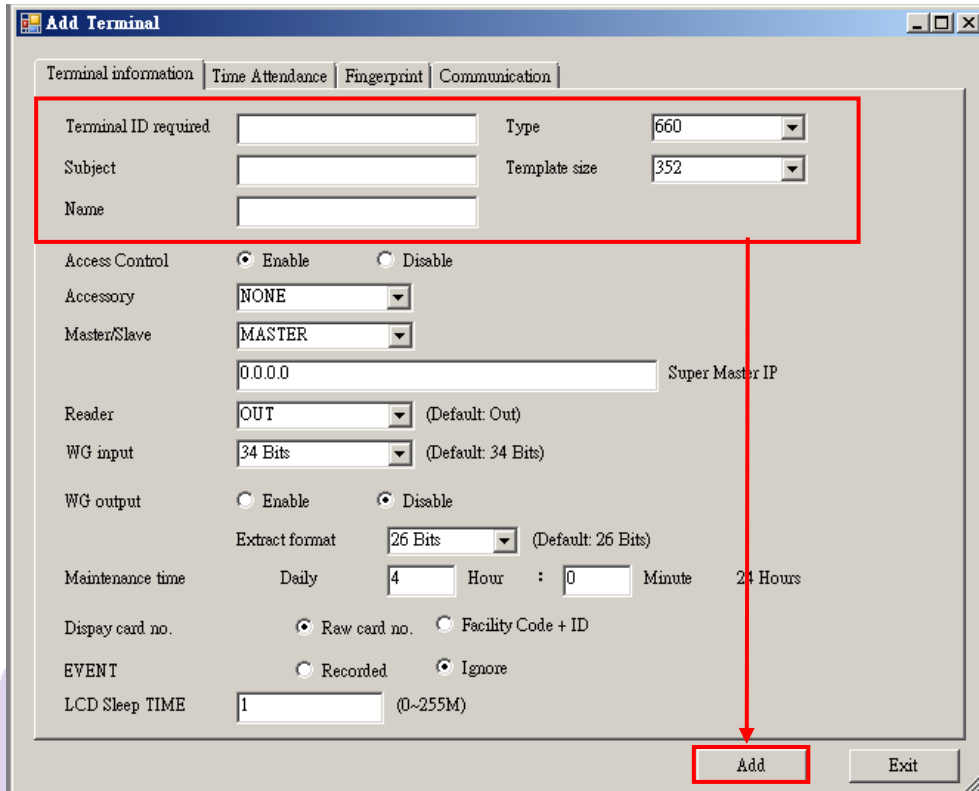


3.1.1 Add a new terminal :

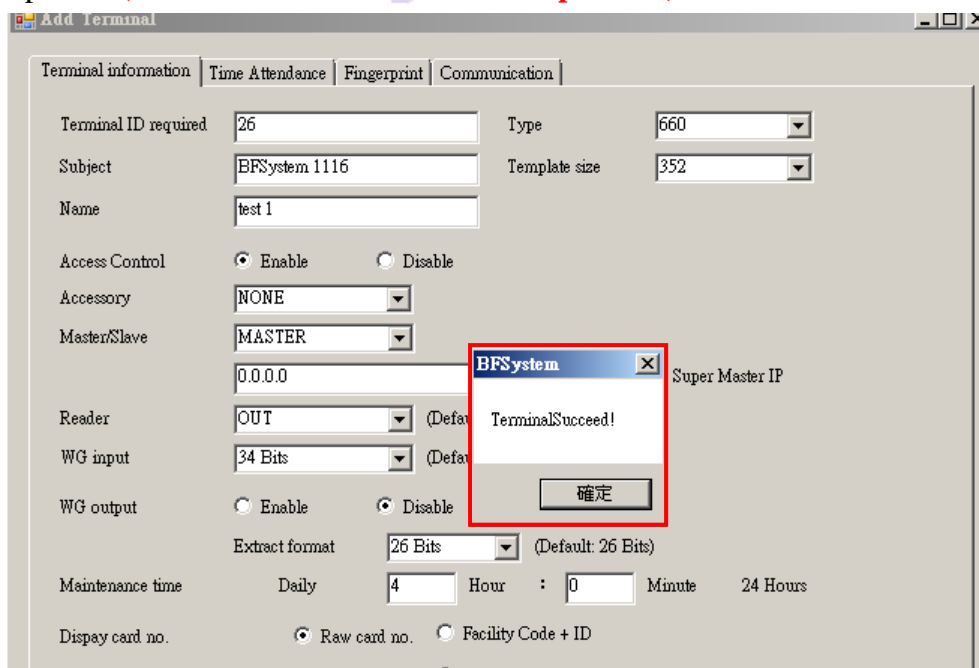
(1) Click left tool bar ADD icon, will show up a add new terminal dialogue box:



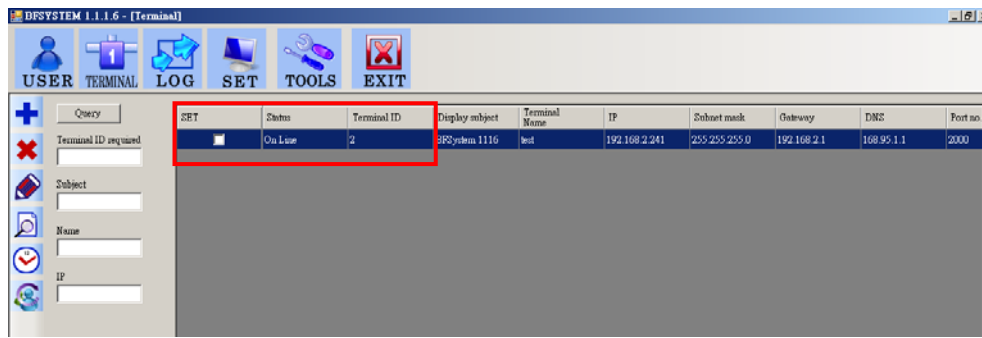
- (2) Enter the IP and port number information of the newly added terminal. If the information of the terminal is still the default one then should only enter Communication, Terminal ID and Fingerprint template size is enough to communication with terminal. If not, then should only enter the terminal information and then Save the configuration, BFSsystem will upload the information to terminal.



- (3) Press Add to complete the setup. BFSsystem will show a successful message when completed. **(Terminal ID should NOT be duplicated)**

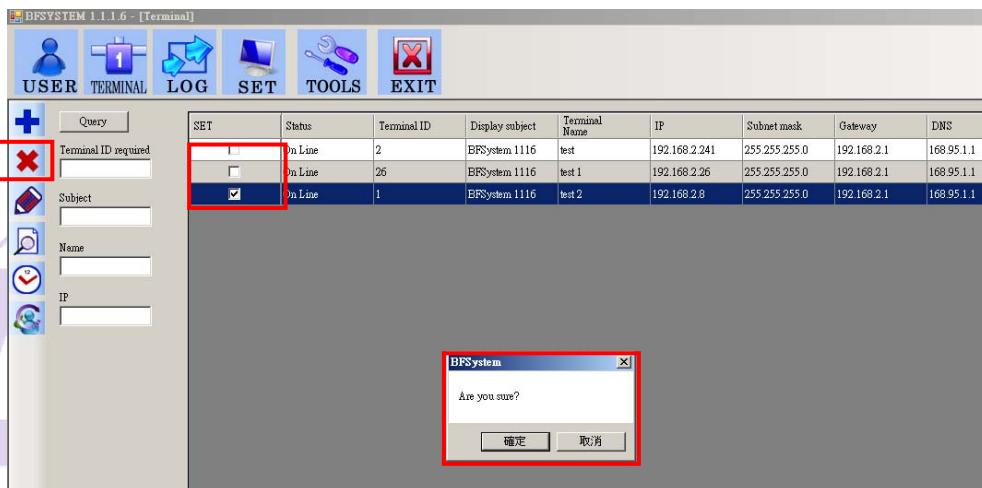


(4) ON-Line message will be showed up if terminal has connected to BFSsystem



3.1.2 Delete a terminal :

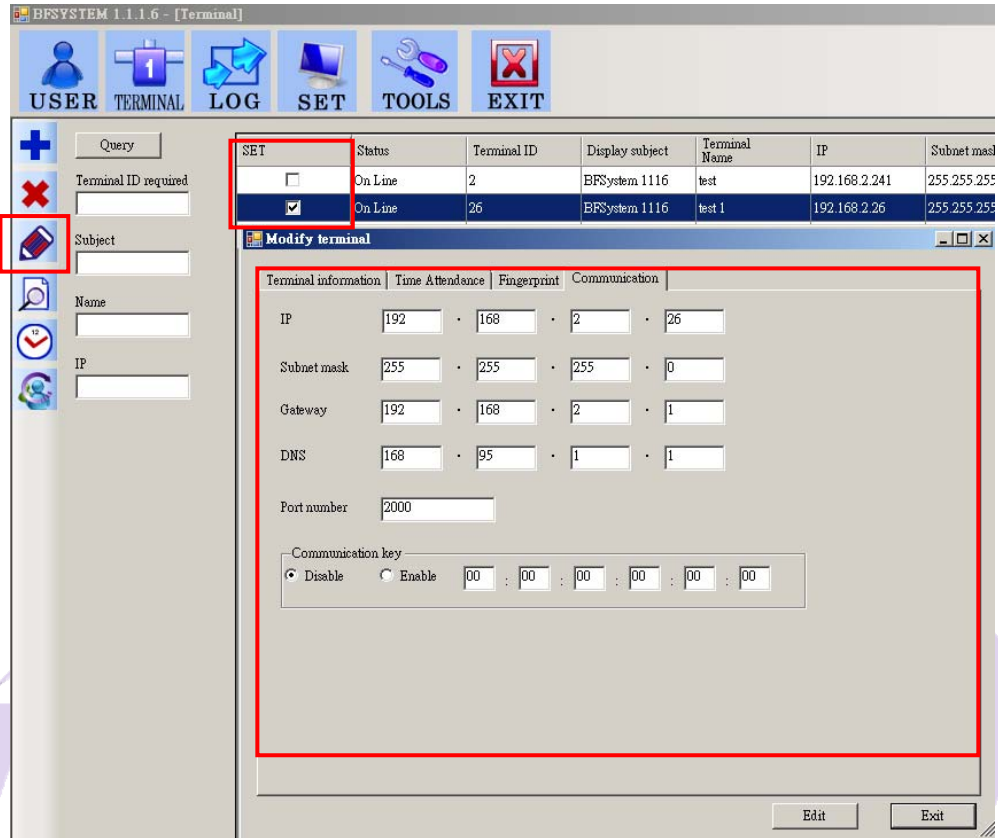
Tick the terminal which will be removed from the BFSsystem then click tool bar DELETE icon, an “Are you sure” to delete message box will be shown. Press OK to delete terminal from the terminal list.



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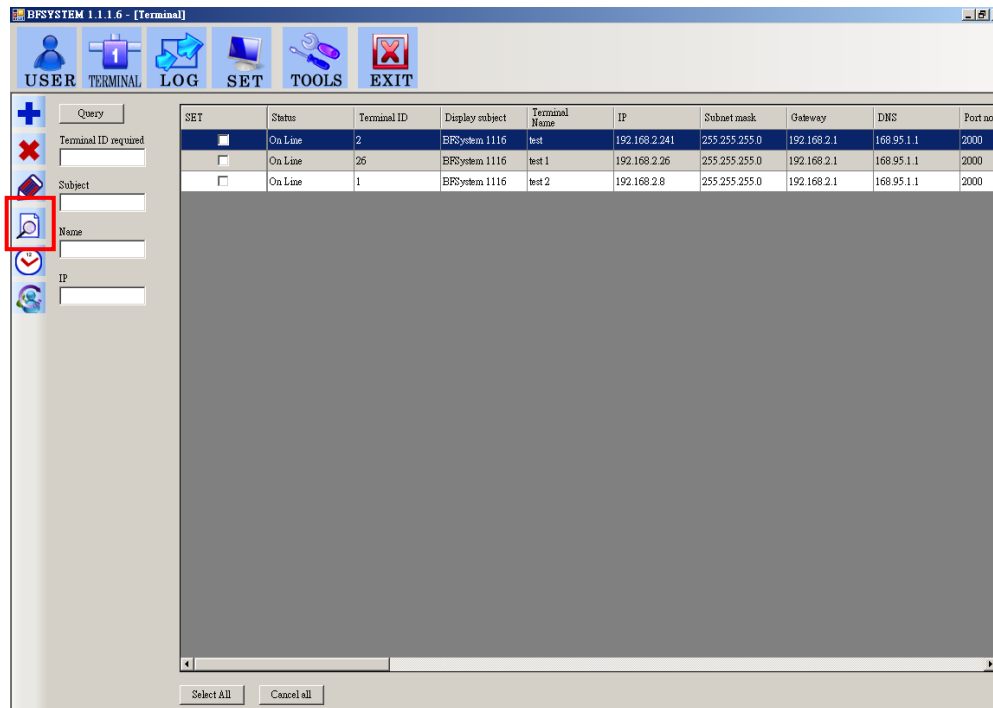
3.1.3 Modify a terminal

Tick a terminal from the terminal list which is going to be removed from the BFSystem, then click tool bar MODIFY icon to continue. BFsystem will generate a configuration screen that allows you to modify. After modified, click MODIFY button to save the configuration.



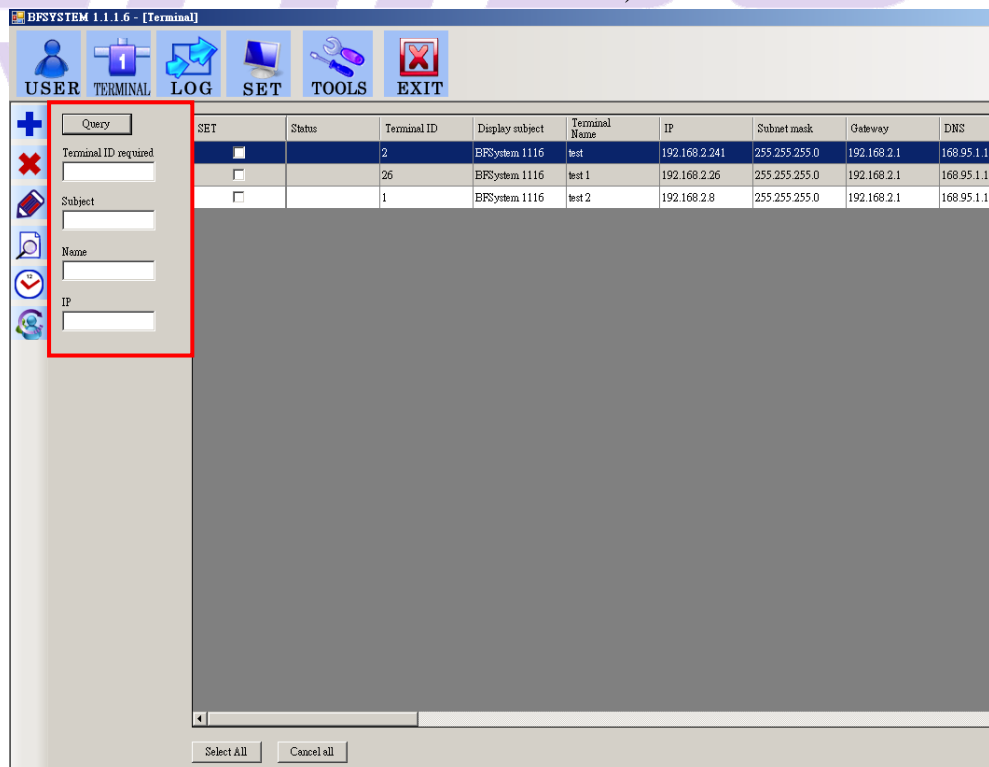
3.1.4 Search for all terminals

To search all terminals from BFSsystem, click tool bar Search All icon to search all terminals from the list.



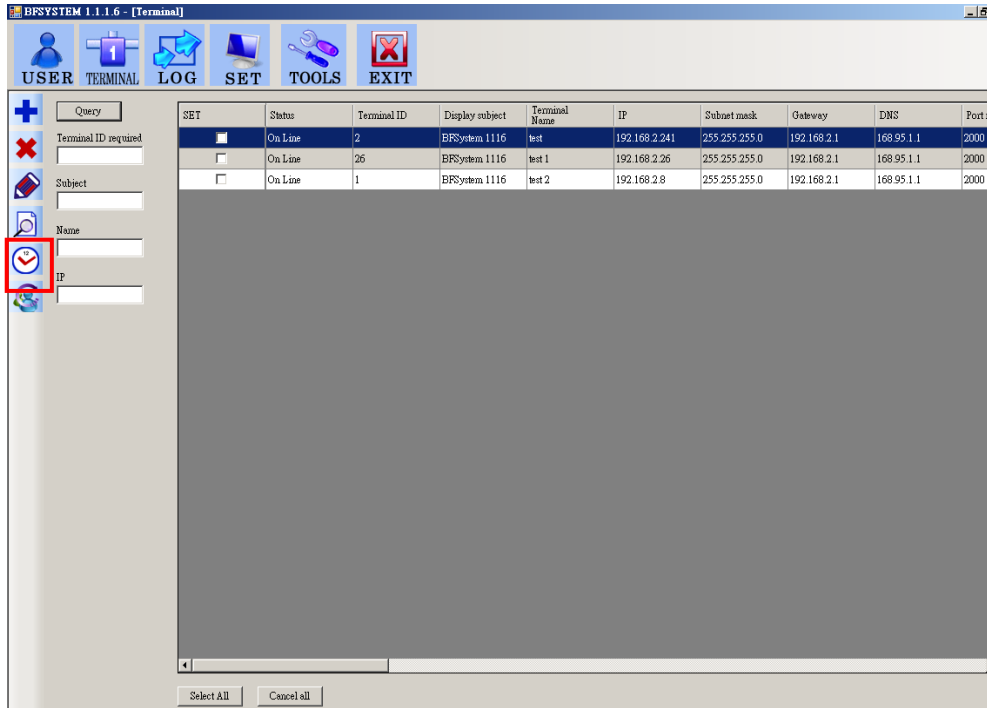
3.1.5 Query to terminals

By using Query function to search terminal is also achievable. Click Search button will find all terminals and display on the list by proper criteria has given.(If any of the criteria is not correct will find notterminal)



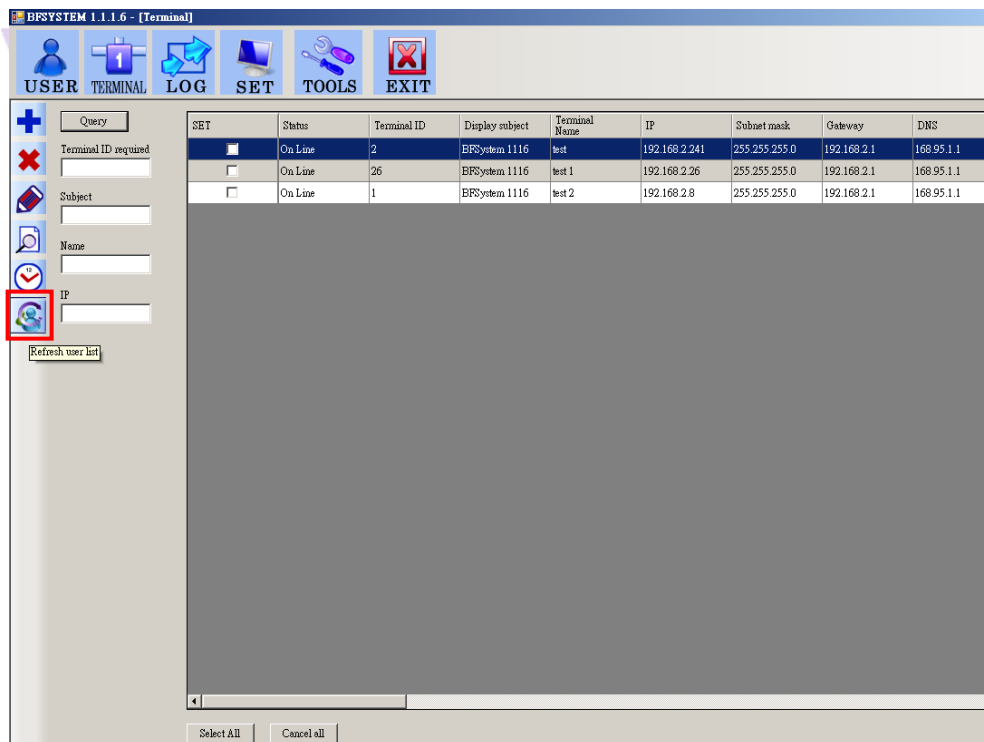
3.1.6 System time synchronization (Manually)

Manually synchronize terminal time with software (PC) time: Click the terminal which is going to be synchronized with software, just click tool bar Time Synchronization icon. If synchronization is done, there's message box showed.



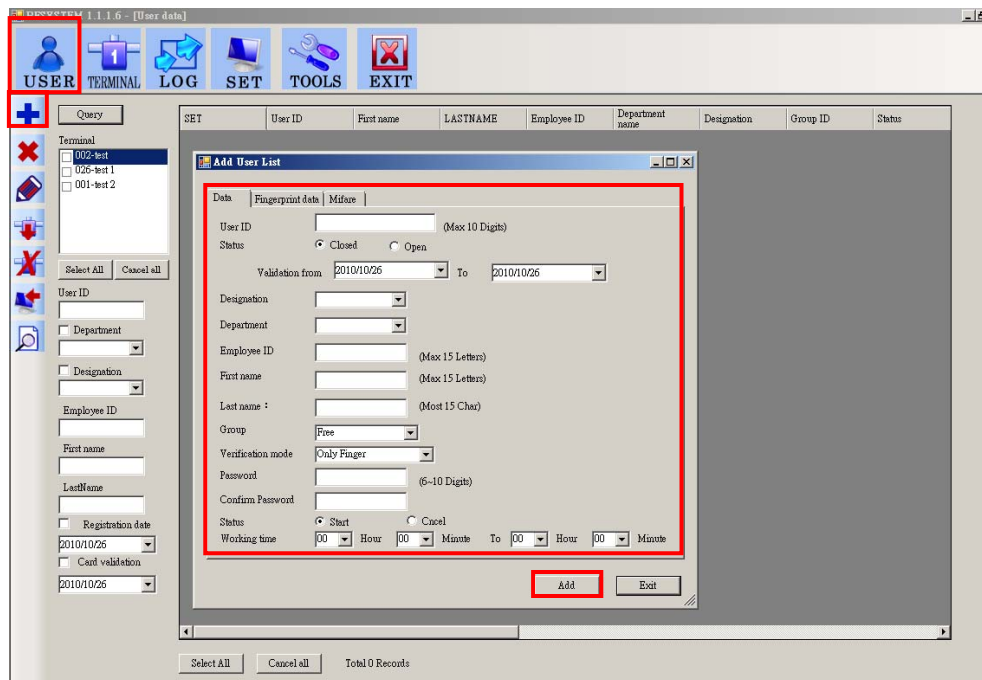
3.2 Refresh User List

Click User icon to continue the setup.



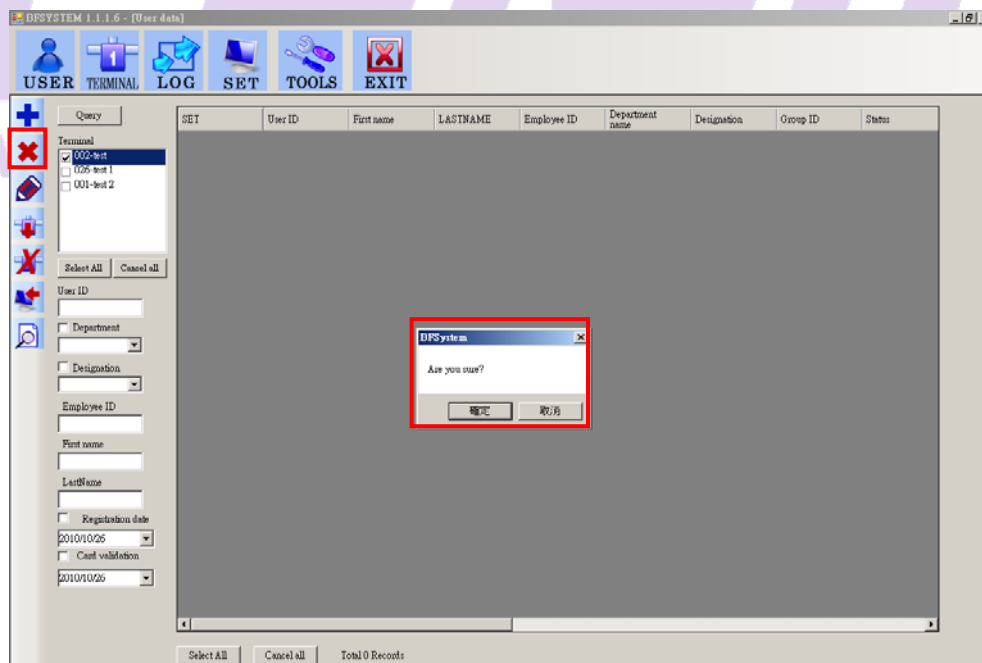
3.2.1 Add a new user

- (1) Click ADD icon to add a new user.
- (2) Enter a user information then click ADD button



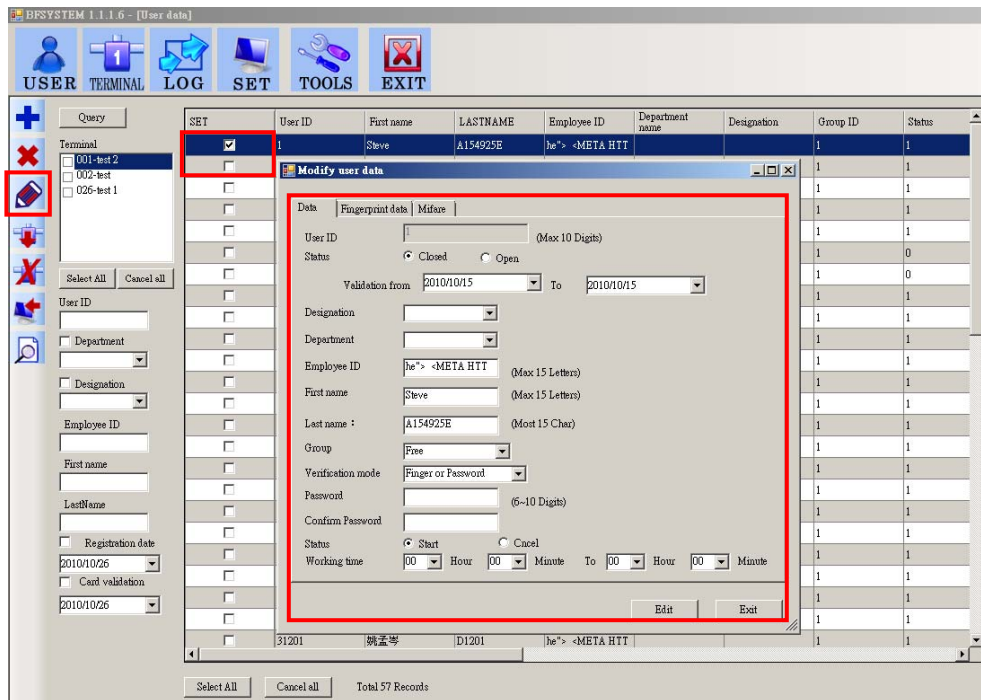
3.2.2 Delete user

- (1) Tick the user from user list then click tool bar DELETE icon to delete user.
- (2) Click OK to delete the user which is going to be removed from user list.



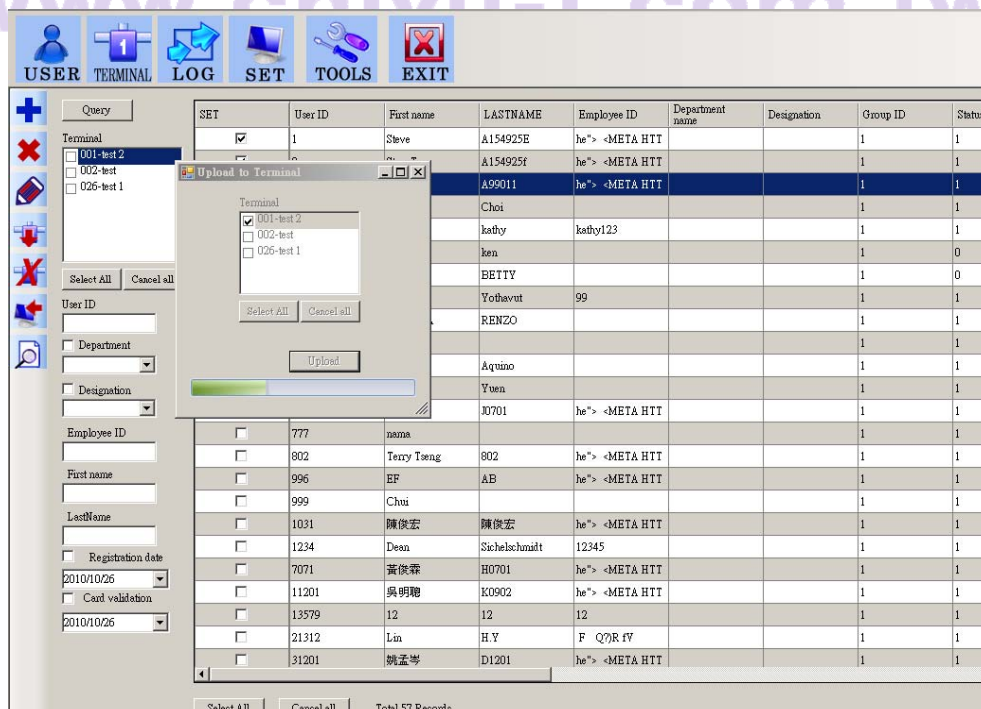
3.2.3 Modify user's information

Tick a user which information is needed to be modified then click tool bar MODIFY icon to modify the information from the user data window. Click MODIFY button to complete.



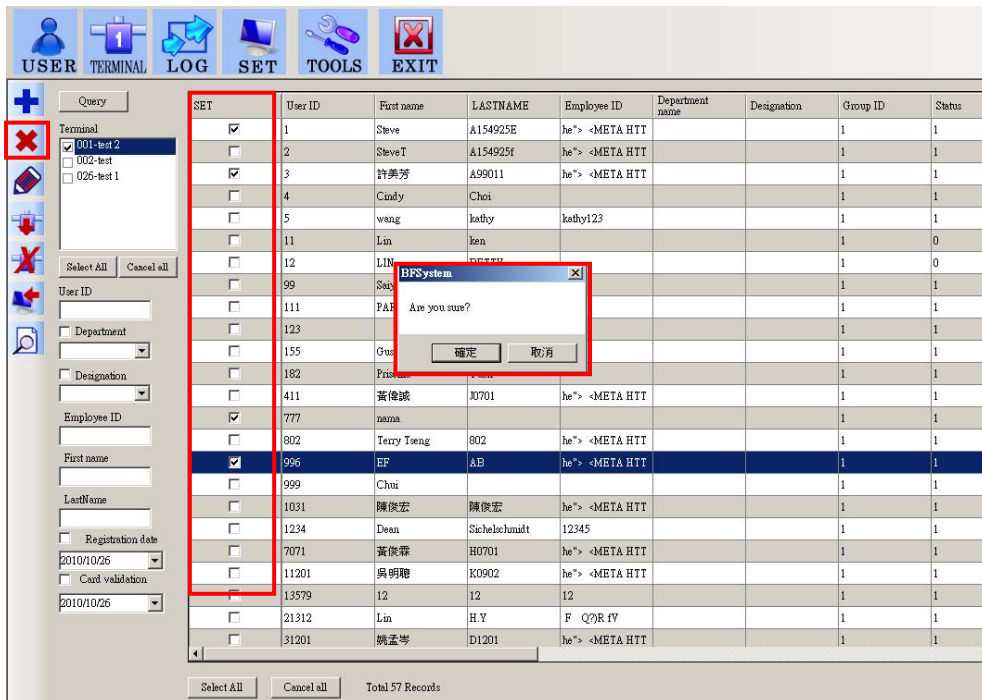
3.2.4 Update user data to terminal

- (1) Click user data from list which is to be updated to terminal, then click UPDATE to TERMINAL icon from tool bar.
- (2) Select a terminal which is to be updated from the window then click Upload to update user data

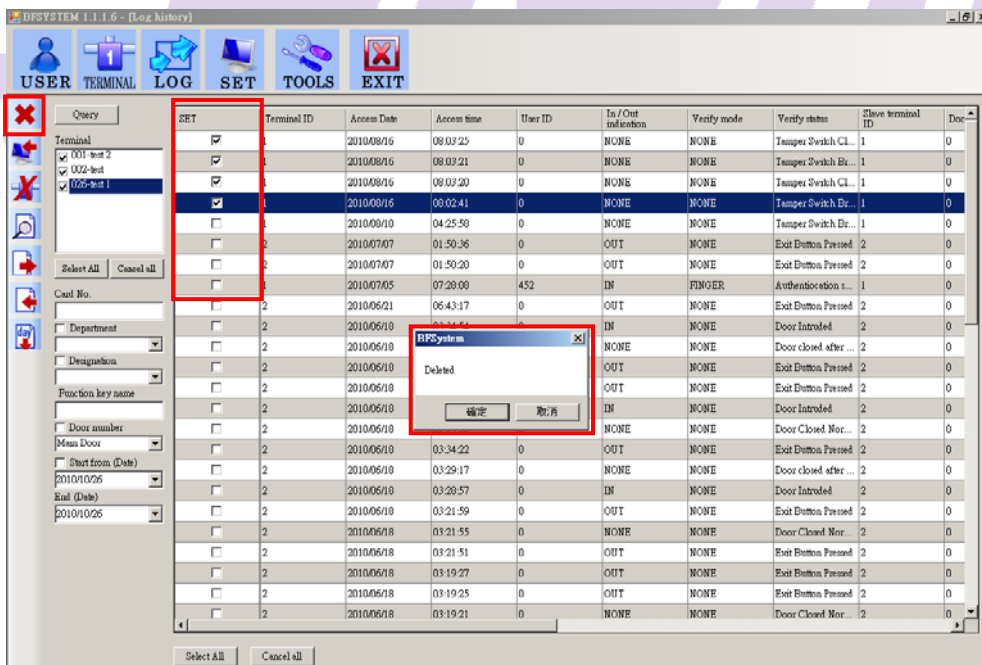


3.2.5 Delete terminal's user data

- (1) Select user from list which is to be deleted, then click DELETE icon from tool bar to delete user data.



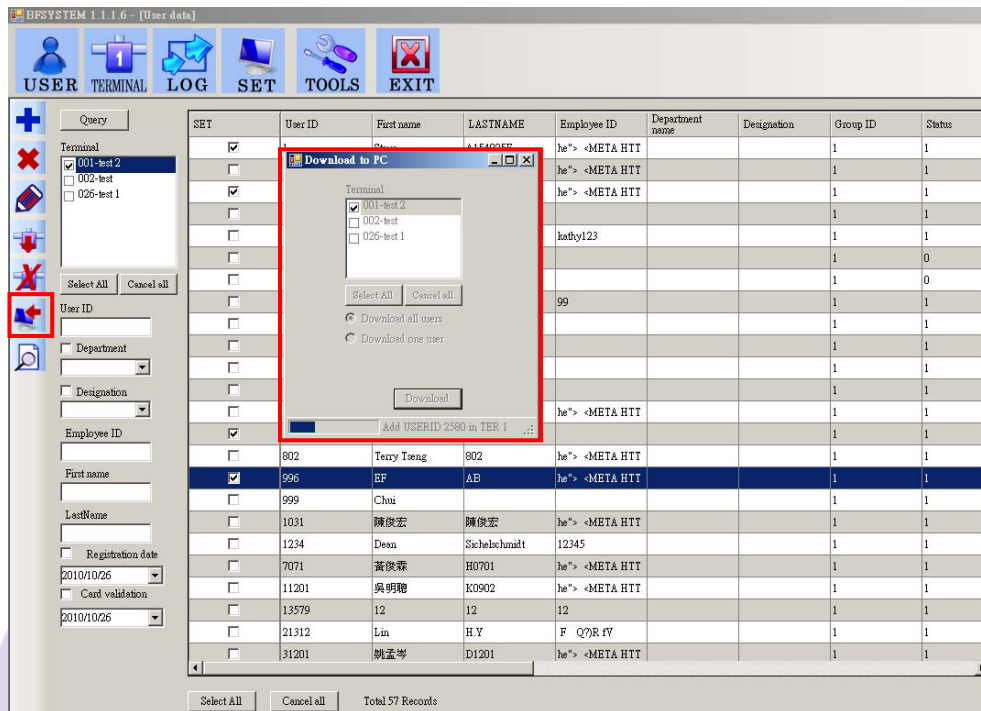
- (2) Click Delete access log icon will pop up a dialogue box for terminal list, tick the user from the terminal then click Delete to delete user from terminal.



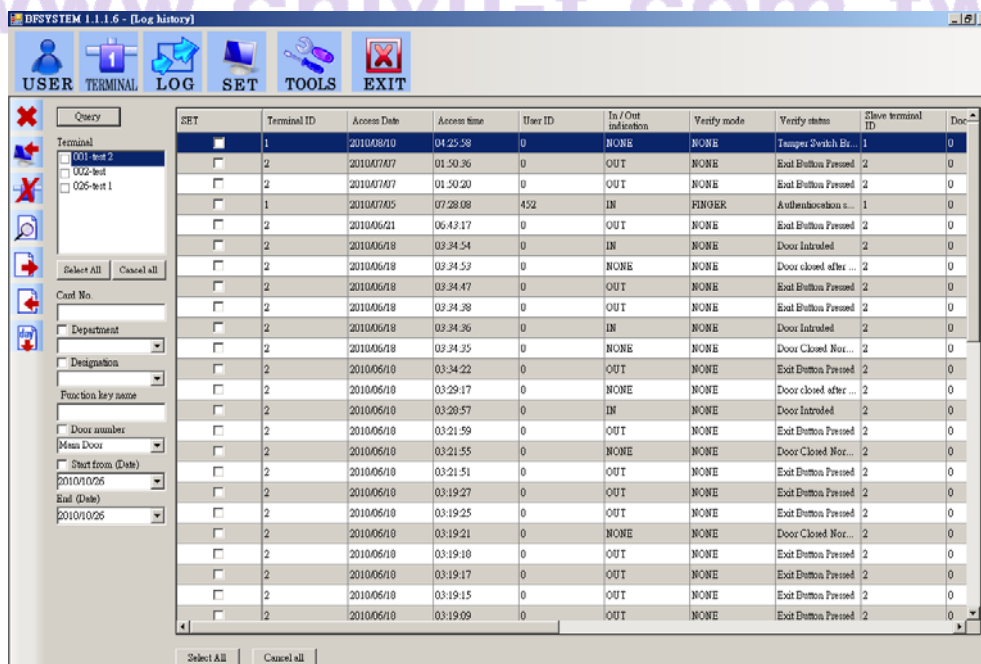
3.2.6 Update user data from terminal to BFSYSTEM

- (1) Click Download to PC icon from tool bar then select the terminal(s) and tick if all users or particular user is needed to be downloaded. Click Download button to complete.

(Department, Designation setting won't be downloaded. It should be additionally setup from BFSYSTEM program itself)

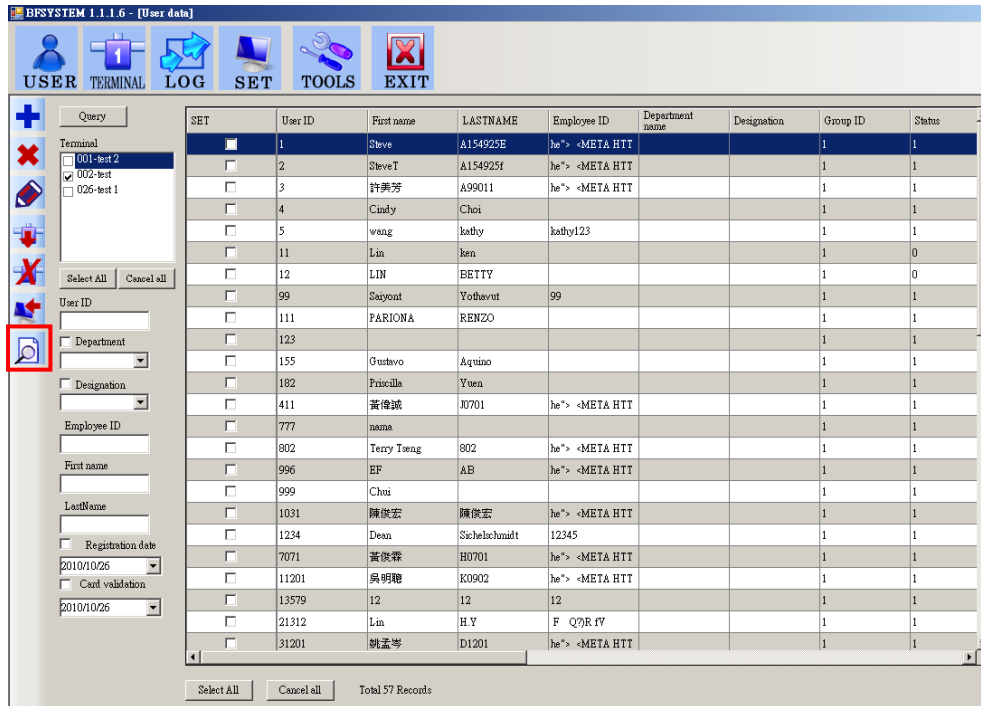


- (2) While download process is done, setup page will display the user data which has been downloaded.

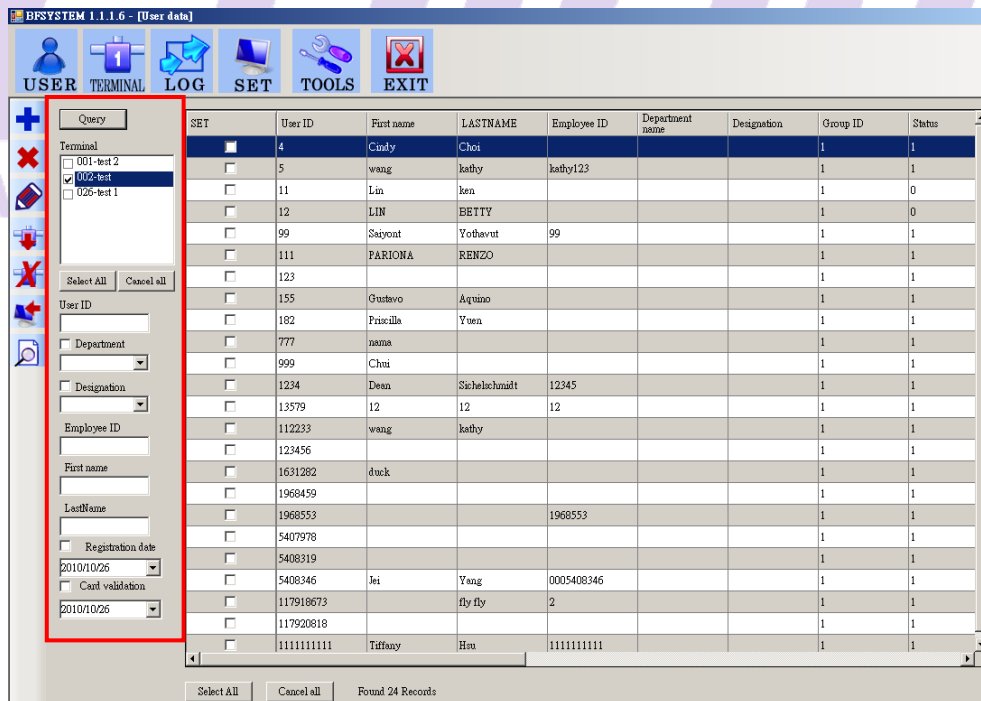


3.2.7 Search for user

- (1) **Search for all users** : Click Get All button from tool bar will display all users which have been downloaded to BFSsystem.

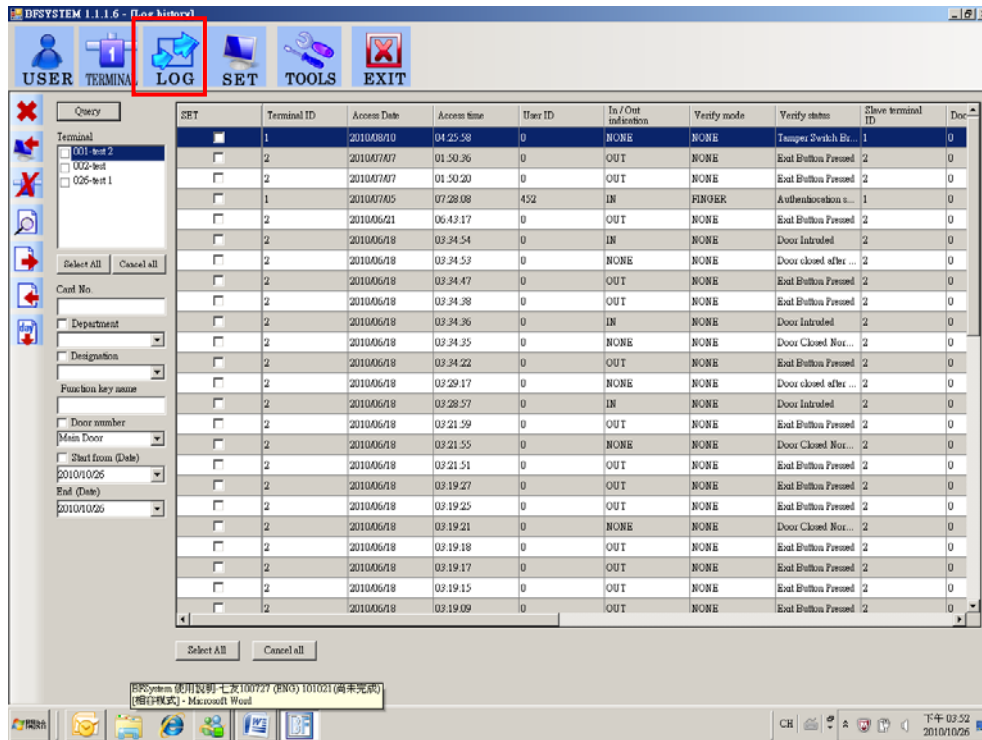


- (2) **Query to user(s)** : Click Query button to search user(s) from BFSsystem.



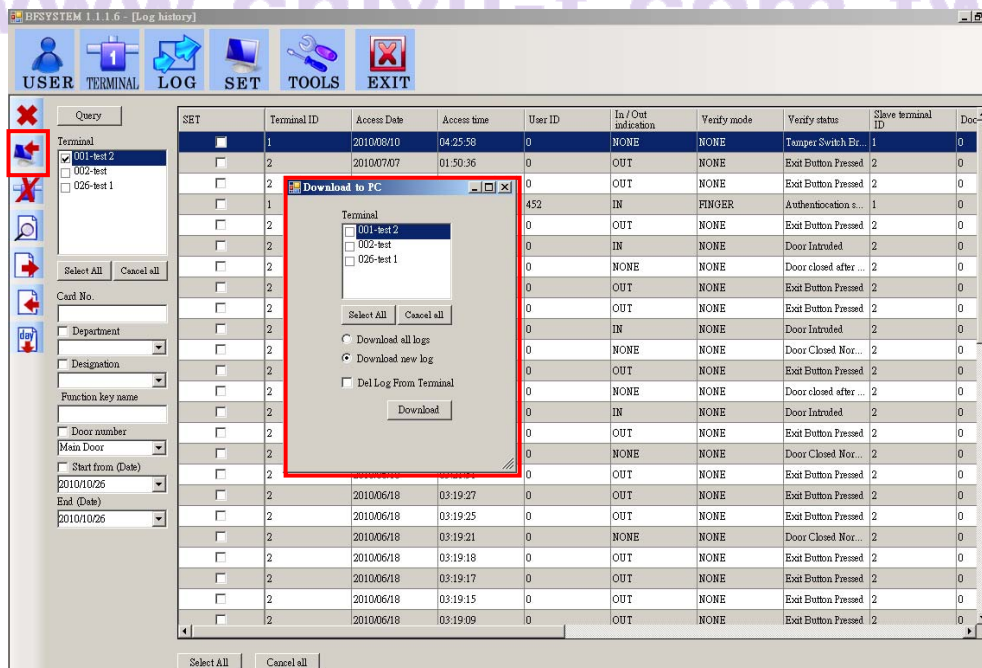
3.3 Access Log

Click Access Log icon to enter to the setup screen.

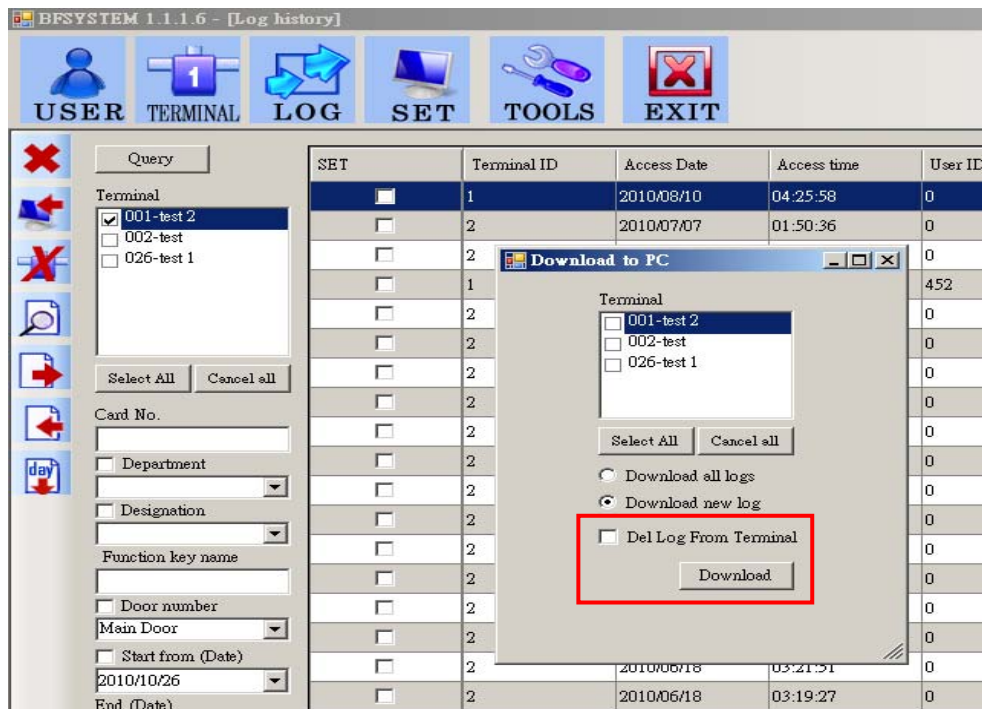


3.3.1 Download access log from terminal to BFSystem

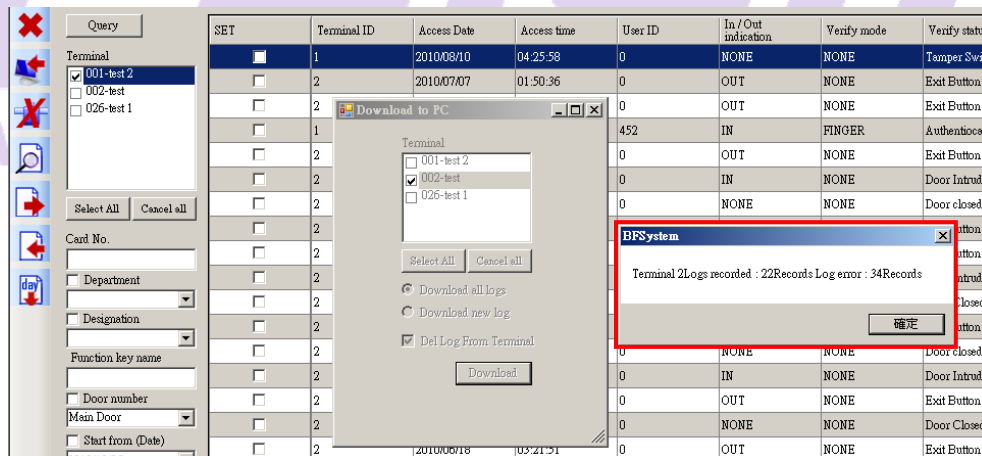
- (1) Click Download to PC icon to select Download all logs (means all access logs that saved in the terminal) or select Download latest (means the logs that have not yet been retrieved) and then click Download button to download access logs.



- (2) To delete terminal's access logs after downloaded, tick Delete log from terminal and then click Download button.

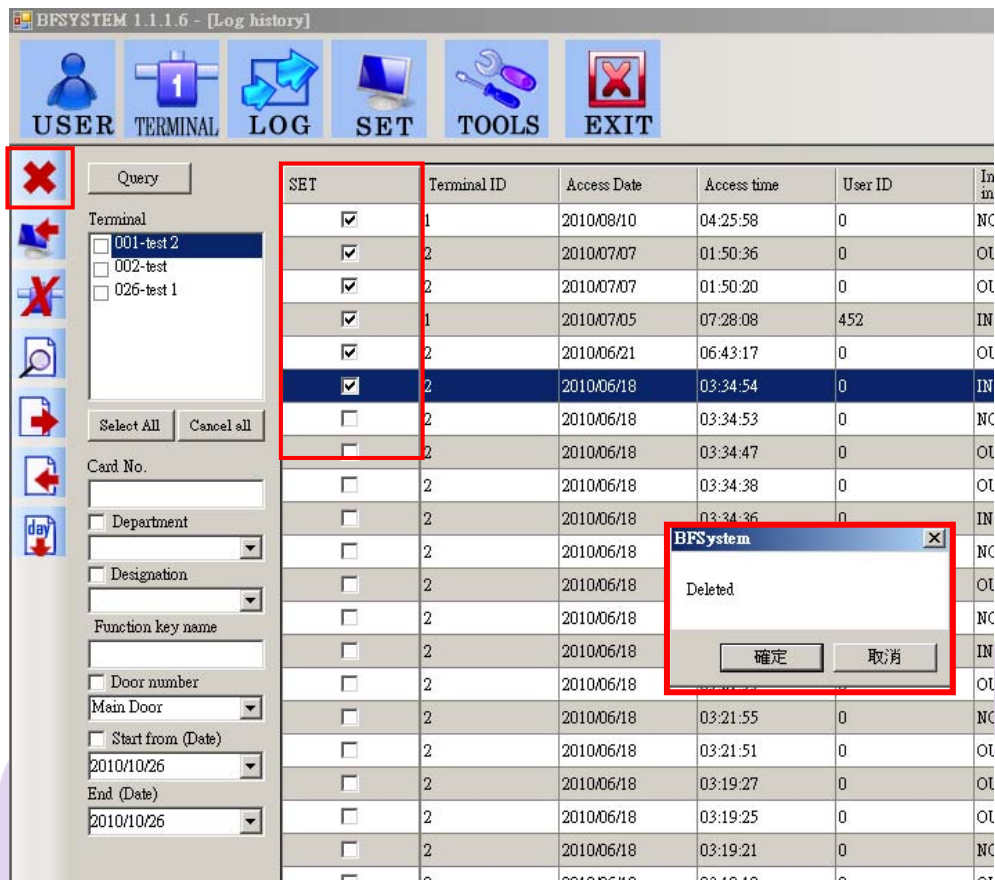


- (3) Access logs will be displayed after press Download key. If any duplicated access log is existed, system will show **【0 transaction error record】**, this message is only a reminder for duplicated logs have been downloaded not for any errors.

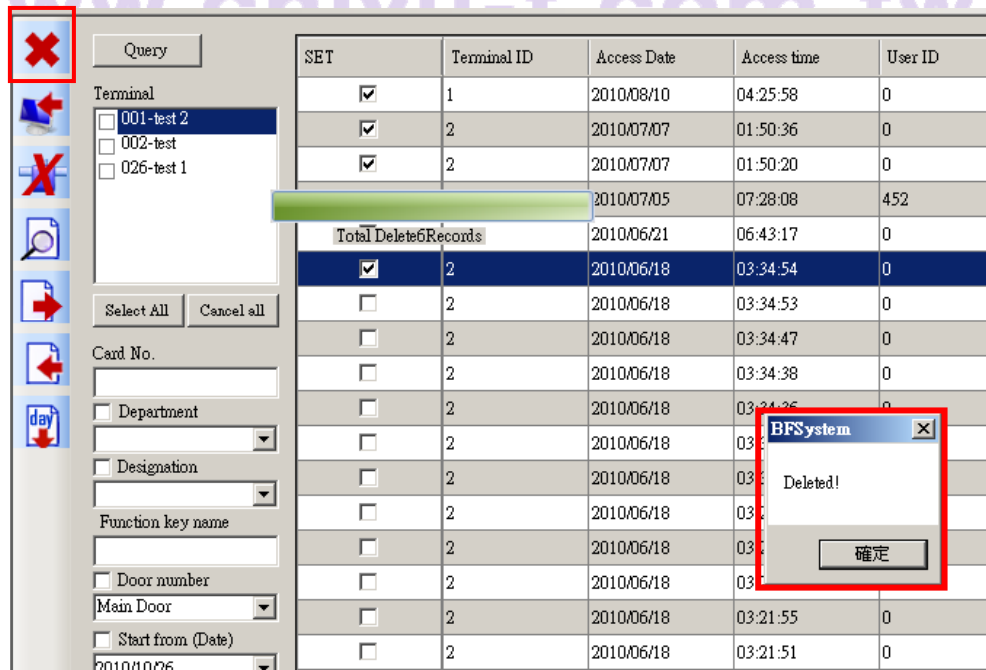


3.3.2 Delete BFSYSTEM's access logs

- (1) Select the logs that is to be deleted from BFSYSTEM and then tick DELETE icon from tool bar. There's a message box will pop up for sure if delete process should be done.

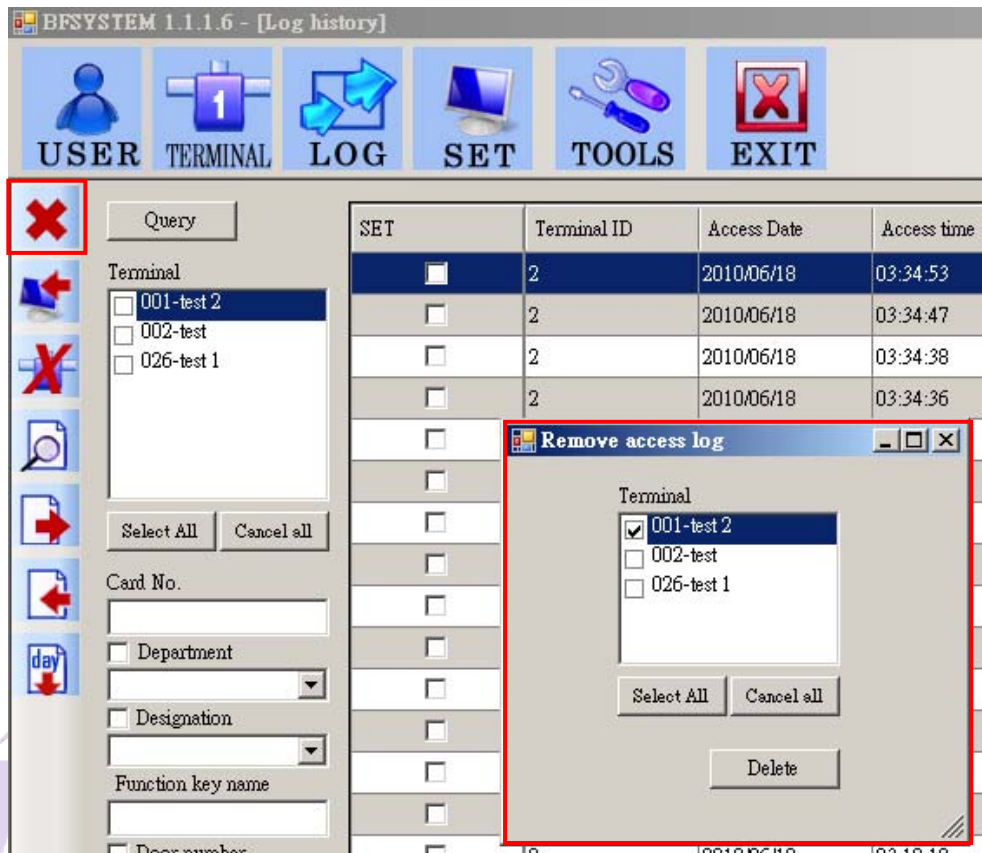


- (2) Click OK to delete the ticked access logs.

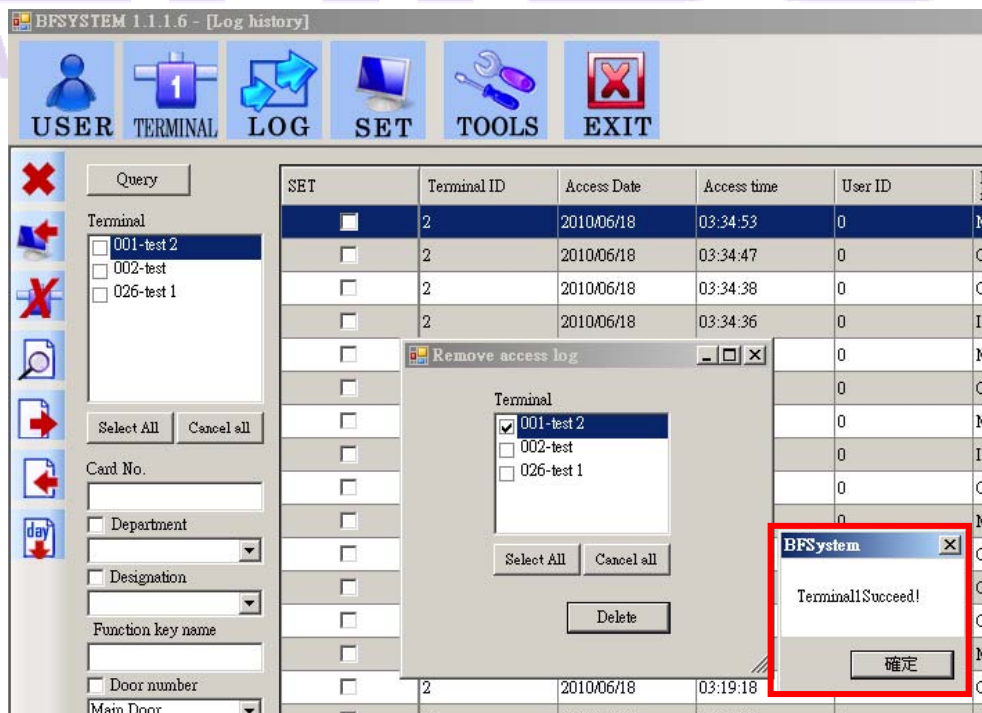


3.3.3 Delete terminal's all access logs

- (1) Click Delete Terminal icon from tool bar will display a message window for selecting a terminal(s) which access log data is to be deleted. Click Delete button to delete access logs.

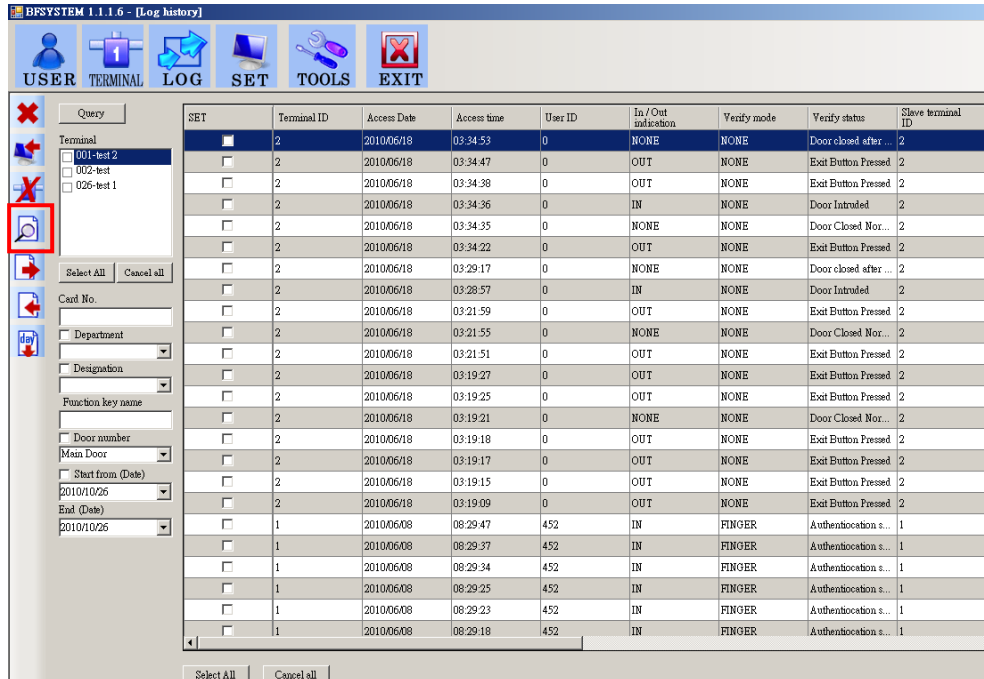


- (2) A successfully deleted message will be displayed after delete button pressed.

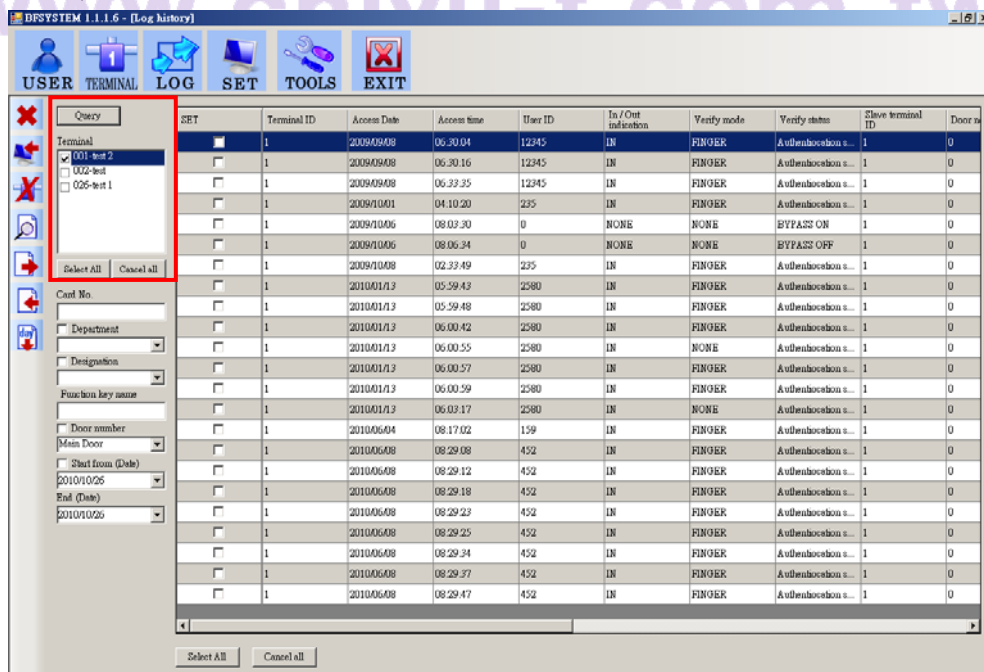


3.3.4 Search for access log

- (1) **Search for all access logs** : Click Search All icon from tool bar to search all access logs that have been downloaded to BFSystem. (Access logs list will display only 1000 transactions if it is not for Search for all access logs)



- (2) **Query to access logs**: Query some particular logs from BFSystem by optional condition like User card, Department, Designation, Function key... etc will find the suitable logs based on the terms. (logs would not be found if any of given terms are not matched)

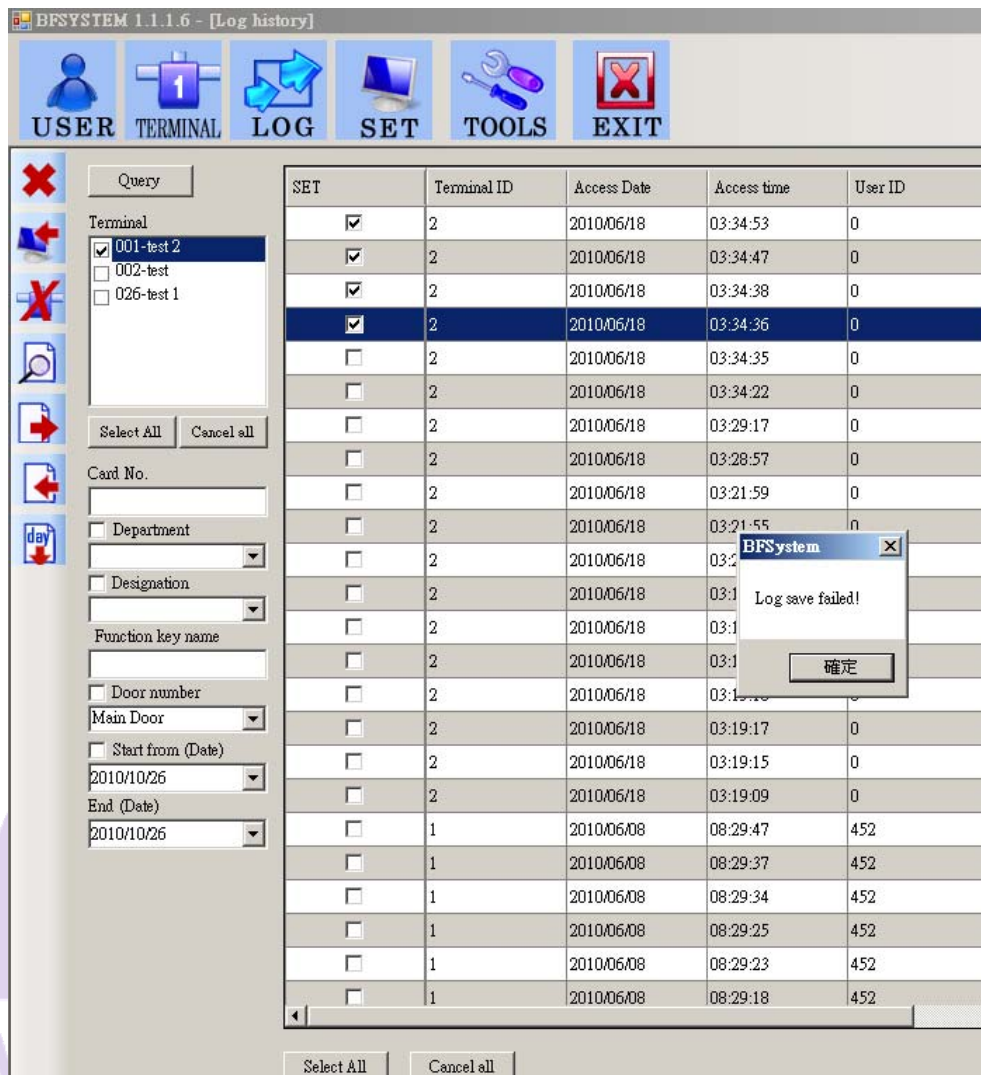


3.3.5 Extract access log

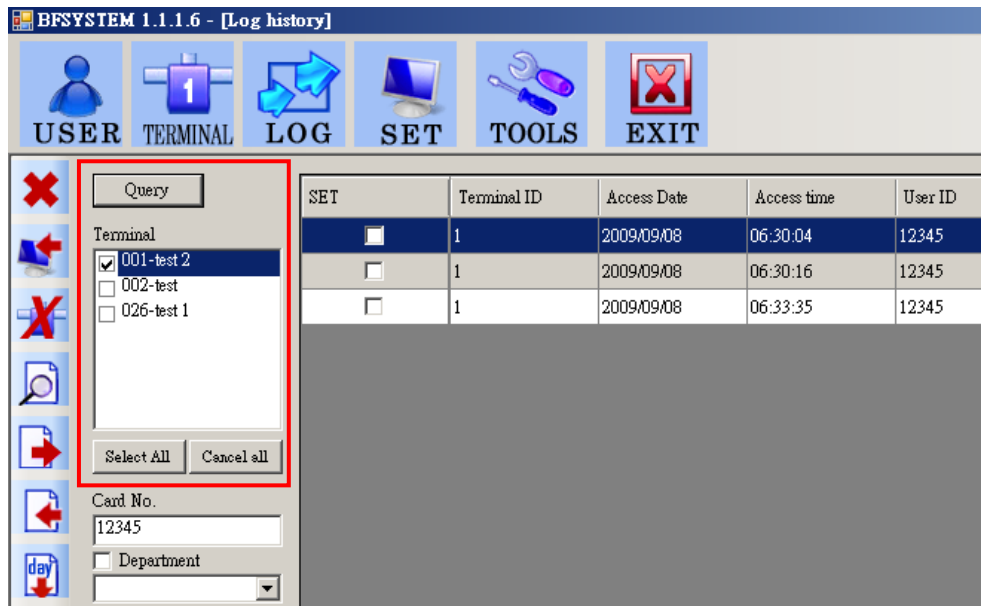
- (1) **Transfer all access logs** : All logs will be displayed after click GET ALL button from tool bar. Then click again Extract Data icon to continue the logs extraction.(File's save directory and format should be determined and configured by Tools/Log transfer).

SET	Terminal ID	Access Date	Access time	User ID	
<input type="checkbox"/>	2	2010/06/18	03:34:53	0	IN
<input type="checkbox"/>	2	2010/06/18	03:34:47	0	OU
<input type="checkbox"/>	2	2010/06/18	03:34:38	0	OU
<input type="checkbox"/>	2	2010/06/18	03:34:36	0	IN
<input type="checkbox"/>	2	2010/06/18	03:34:35	0	IC
<input type="checkbox"/>	2	2010/06/18	03:34:22	0	OU
<input type="checkbox"/>	2	2010/06/18	03:29:17	0	IC
<input type="checkbox"/>	2	2010/06/18	03:28:57	0	IN
<input type="checkbox"/>	2	2010/06/18	03:21:59	0	OU
<input type="checkbox"/>	2	2010/06/18	03:21:55	0	IC
<input type="checkbox"/>	2	2010/06/18	03:21:51	0	OU
<input type="checkbox"/>	2	2010/06/18	03:19:27	0	OU
<input type="checkbox"/>	2	2010/06/18	03:19:25	0	OU
<input type="checkbox"/>	2	2010/06/18	03:19:21	0	IC
<input type="checkbox"/>	2	2010/06/18	03:19:18	0	OU
<input type="checkbox"/>	2	2010/06/18	03:19:17	0	OU
<input type="checkbox"/>	2	2010/06/18	03:19:15	0	OU
<input type="checkbox"/>	2	2010/06/18	03:19:09	0	OU
<input type="checkbox"/>	1	2010/06/08	08:29:47	452	IN
<input type="checkbox"/>	1	2010/06/08	08:29:37	452	IN
<input type="checkbox"/>	1	2010/06/08	08:29:34	452	IN
<input type="checkbox"/>	1	2010/06/08	08:29:25	452	IN
<input type="checkbox"/>	1	2010/06/08	08:29:23	452	IN
<input type="checkbox"/>	1	2010/06/08	08:29:18	452	IN

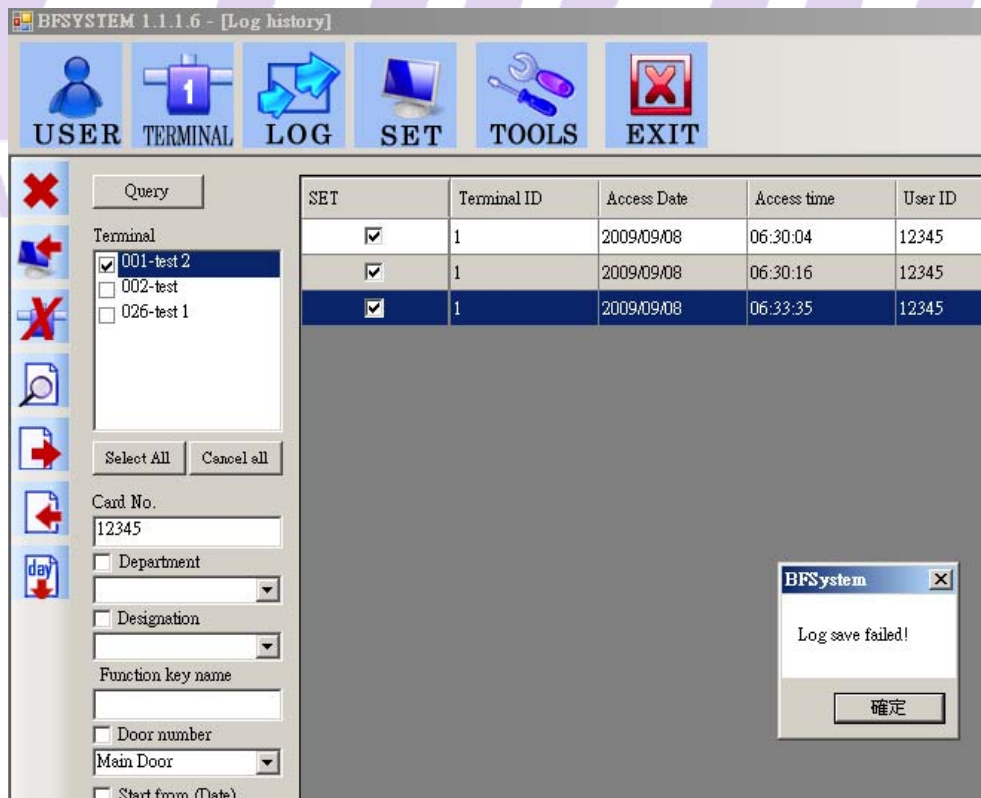
- (2) Click Extract File icon from tool bar would process access log file extraction. Once data extracted, BFSsystem will display a message box to confirm.



- (3) **Query and Extract data:** click Search button to query logs from BFSsystem. By terms have given will display suitable logs on the access log list. Click Data transfer to complete the data transfer.

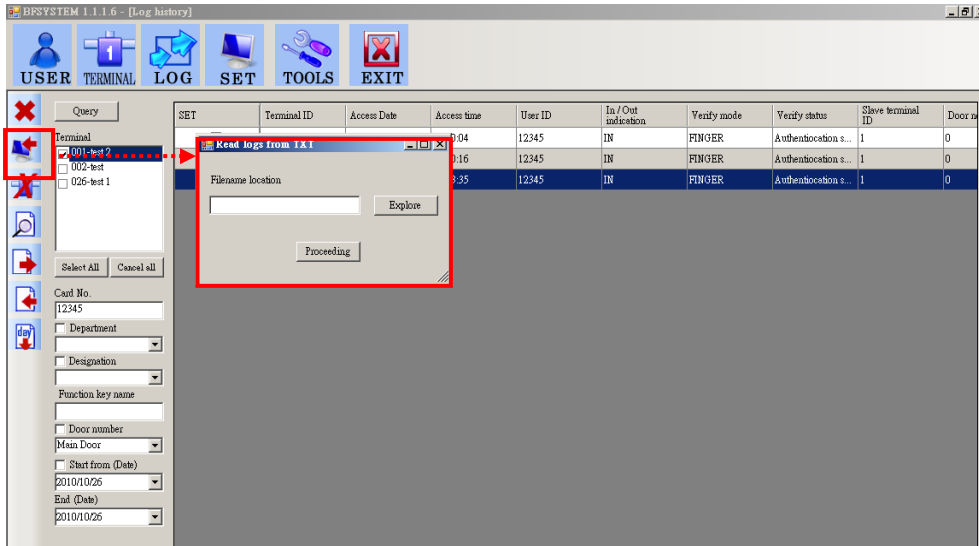


- (4) Click Extract Data icon to start data extraction. When data extracted will display a message box for a note. (If multiple files have made by the same day, new logs will be added up to the same file)

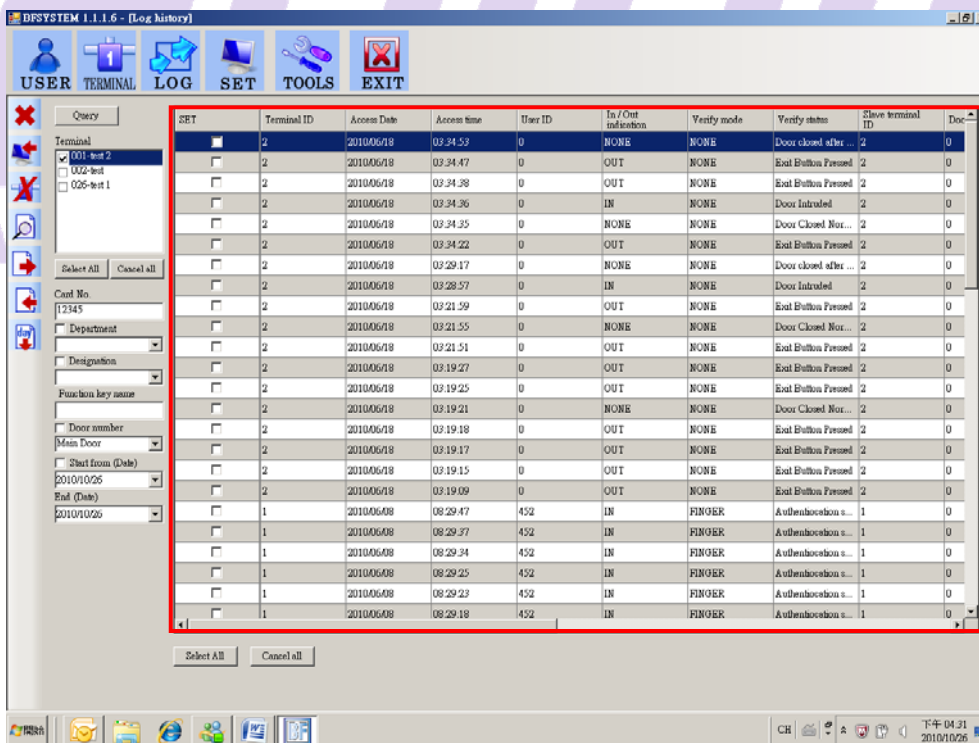


3.3.6 Read text logs format from BF630U/830 USB only

- (1) Click Read log from TXT from tool bar to read logs from BFSYstem that have been downloaded from BF-630U /BF-830U.
- (2) Select a TXT file from the directory then click READ button to read access logs from Terminal to BFSystem

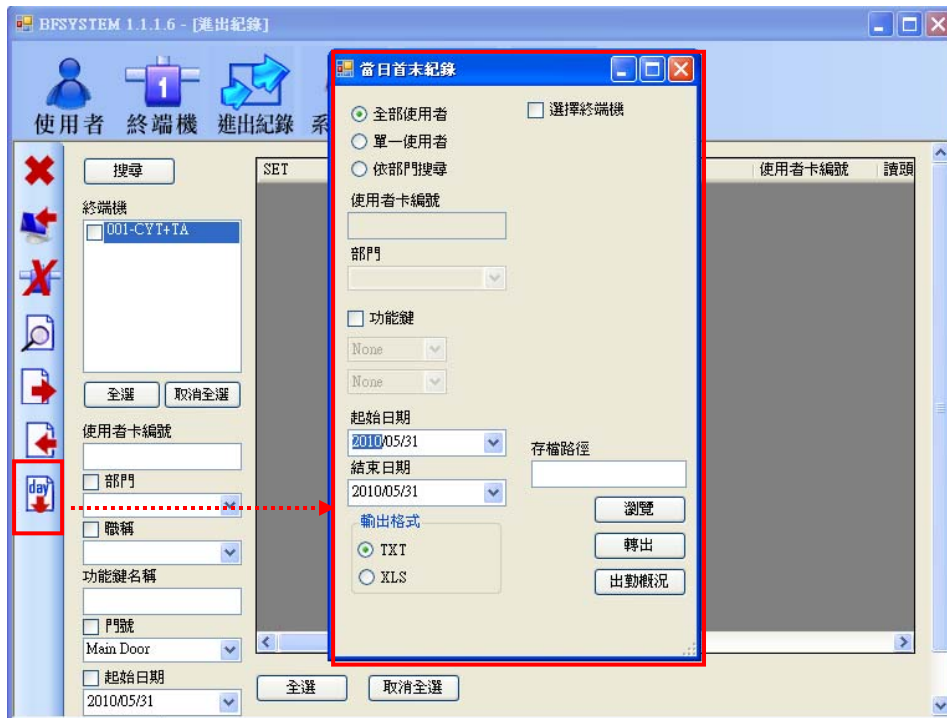


- (3) When file read, access log list will display all access logs that read from the TXT file.



3.3.7 Extract First In Last Out (FILO) report for all users

- (1) Click Extract FILO report button from tool bar to get FILO report for all users.



Microsoft Excel - 20100601.xls

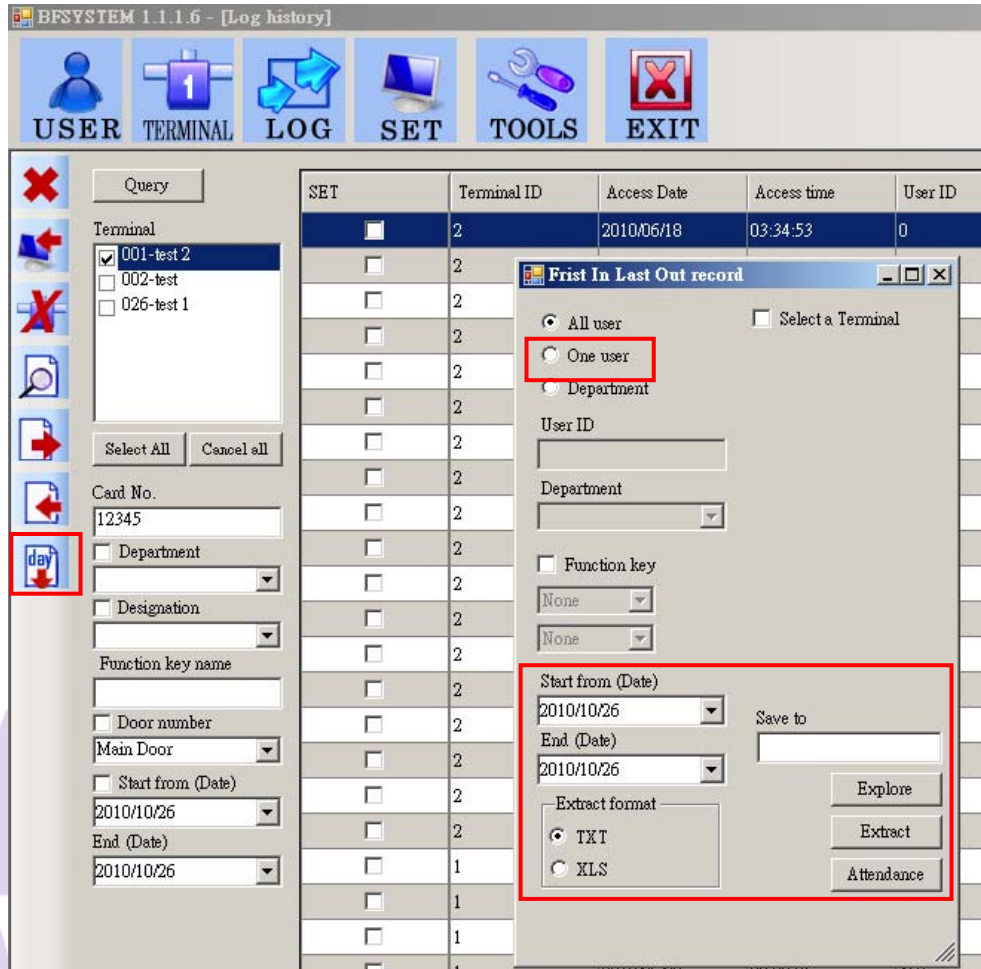
檔案(F) 編輯(E) 檢視(V) 插入(I) 格式(O) 工具(T) 資料(D) 視窗(W) 說明(H)

新細明體 12 B I U

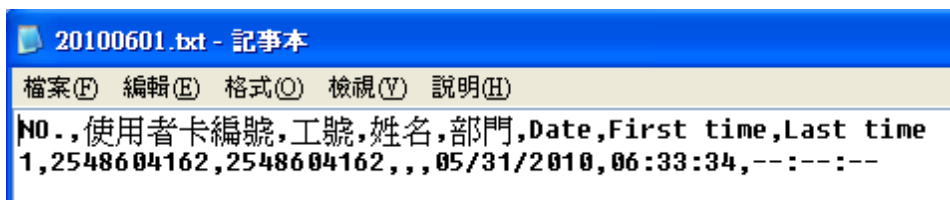
	A	B	C	D	E	F	G	H
1	NO.	使用者卡編號	工號	姓名	部門	Date	First time	Last time
2	1	2195746218	2195746218			05/31/2010	06:33:31	06:33:33
3	2	2548604162	2548604162			05/31/2010	06:33:34	06:33:35
4	3	3225472198	3225472198			05/31/2010	06:31:19	06:31:36

3.3.8 Extract FILO report for a singular user

- (1) Click Extract FILO report from tool bar :
- (2) Select Singular user from the list then fulfill the User ID and duration date for the report → Determine a directory for the report → then click Extract button



- (3) TXT file read as :

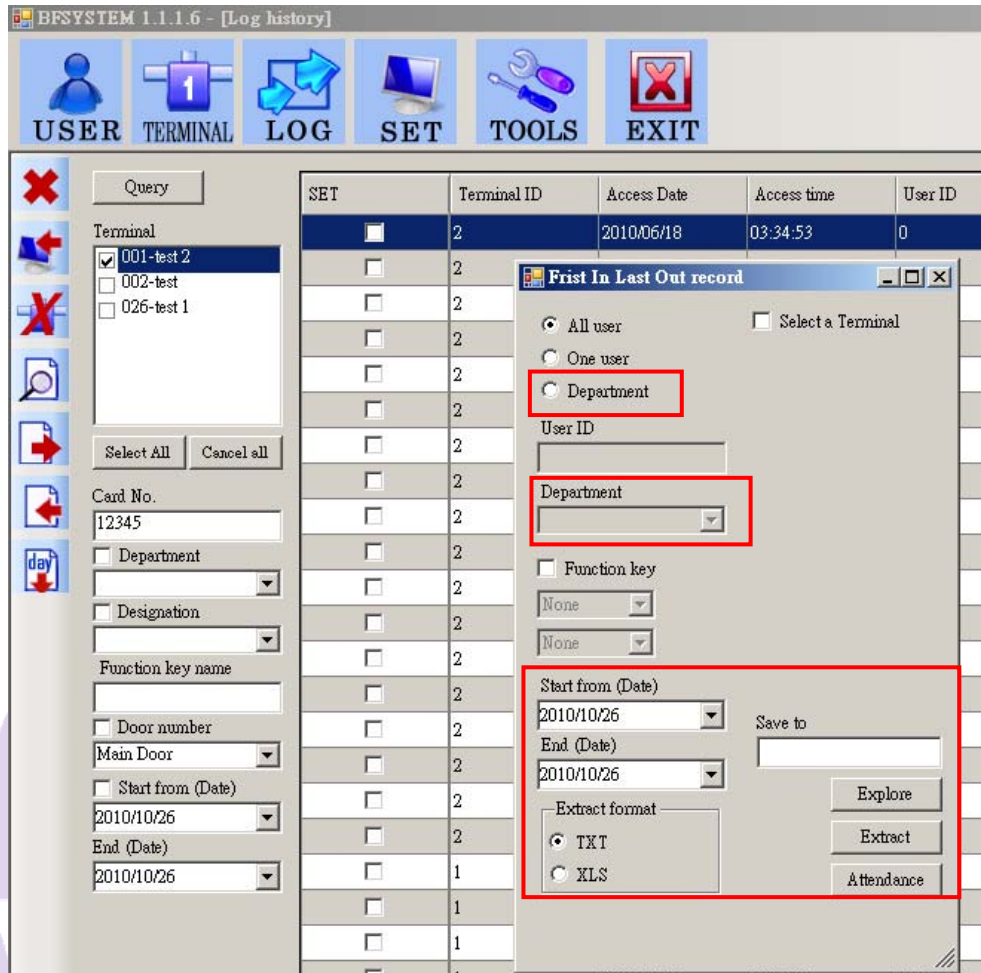


- (4) EXCEL file read as :

	A	B	C	D	E	F	G	H
1	NO.	使用者卡編號	工號	姓名	部門	Date	First time	Last time
2	1	2548604162	2548604162			05/31/2010	06:33:34	--:--:--
3								

3.3.9 Extract FILO report for department

- (1) Click Extract FILO Report from tool bar:
- (2) Select department → determine the department(s) that FILO report is to be extracted → determine a date and file save directory → Extract



- (3) TXT file read as :

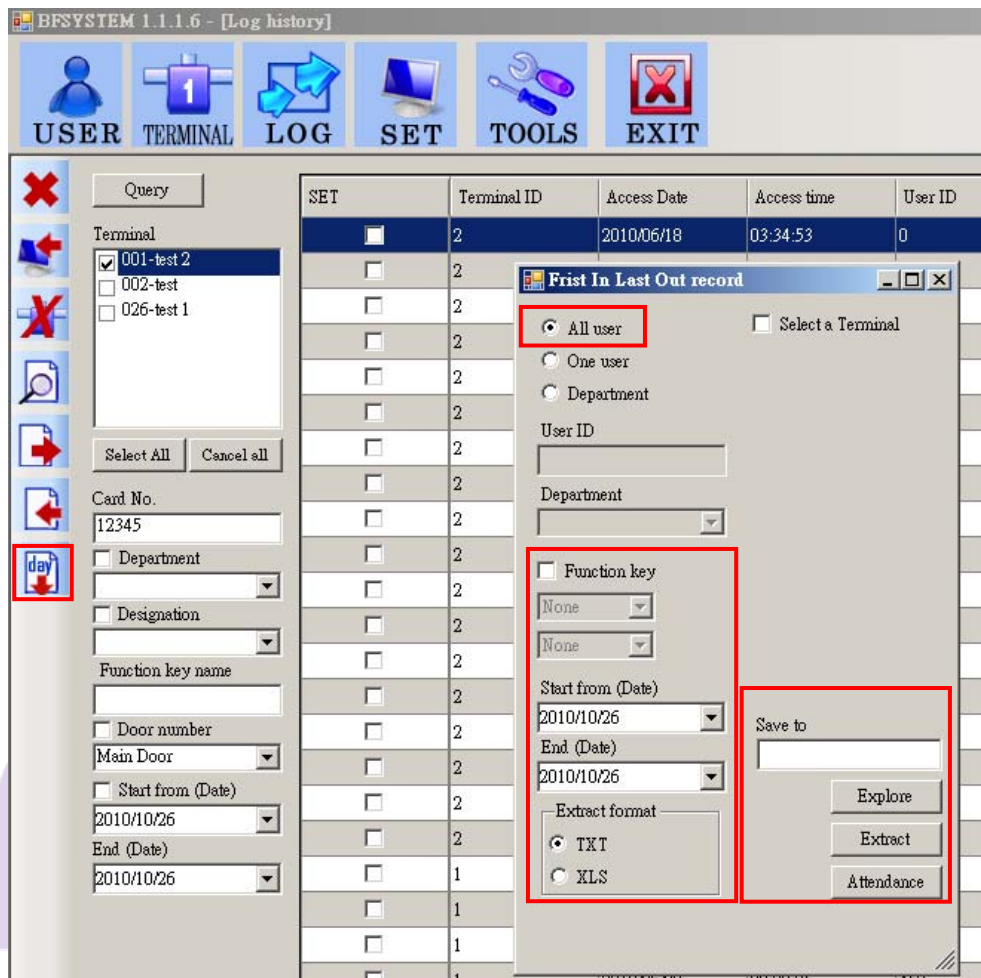


- (4) EXCEL file read as:

	A	B	C	D	E	F	G	H
1	NO.	使用者卡編號	工號	姓名	部門	Date	First time	Last time
2	1	2195746218	2195746218		研發部	05/31/2010	06:33:31	06:33:33
3	2	2548604162	2548604162		研發部	05/31/2010	06:33:34	--:--:--
4								

3.3.10 Extract FILO report for all users by Function keys:

- (1) Click Extract FILO report → tick All users box -> Determine the condition of Function keys and date → Determine a file save directory → Extract



- (2) **TXT file read as :**

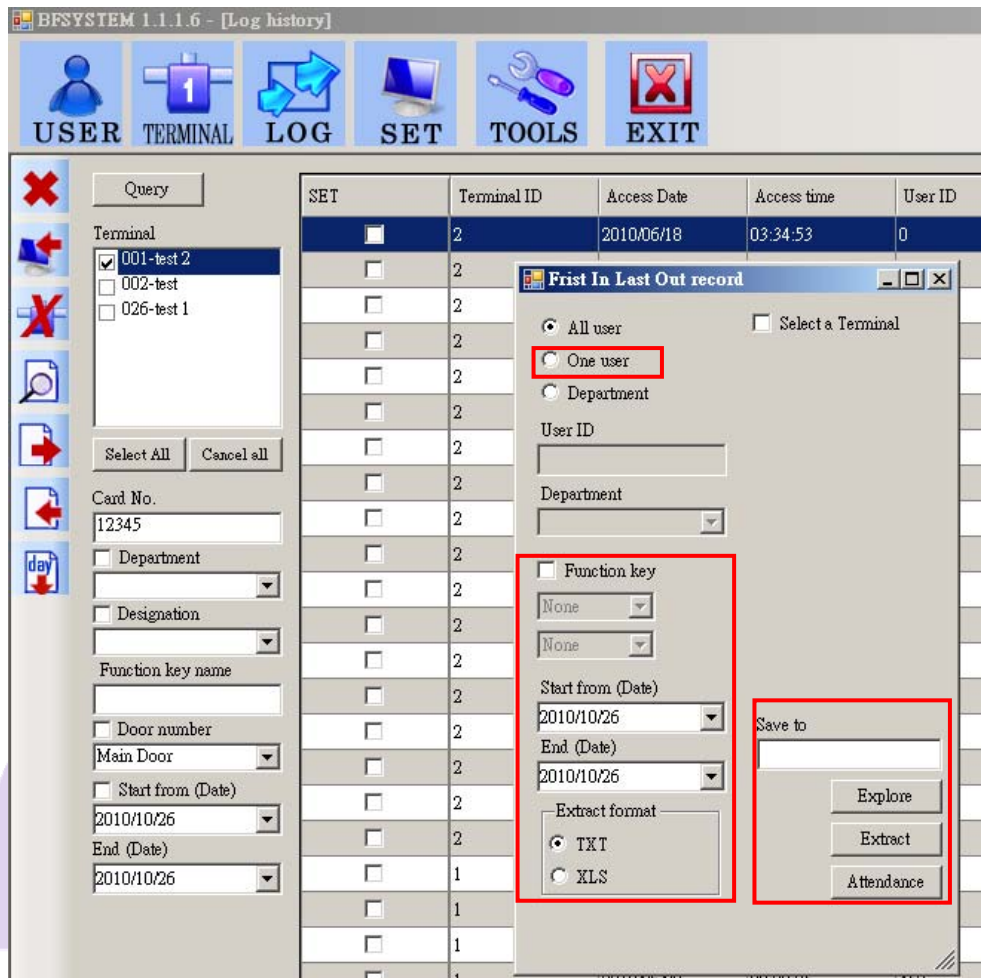


- (3) **EXCEL file read as :**

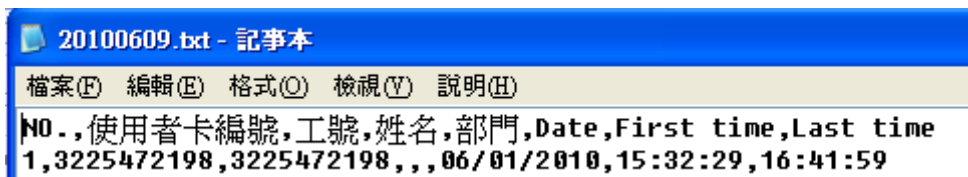
	A	B	C	D	E	F	G	H
1	NO.	使用者卡編號	工號	姓名	部門	Date	First time	Last time
2	1	2548604162	2548604162		研發部	06/01/2010	15:32:36	16:42:07
3	2	3225472198	3225472198			06/01/2010	15:32:41	16:42:02
4								

3.3.11 Export FILO Report for singular user by Function keys:

- (1) Click Extract FILO Report → tick Singular user box and give a function key condition → determine a date for the report and file save directory → Extract



- (2) TXT file read as :

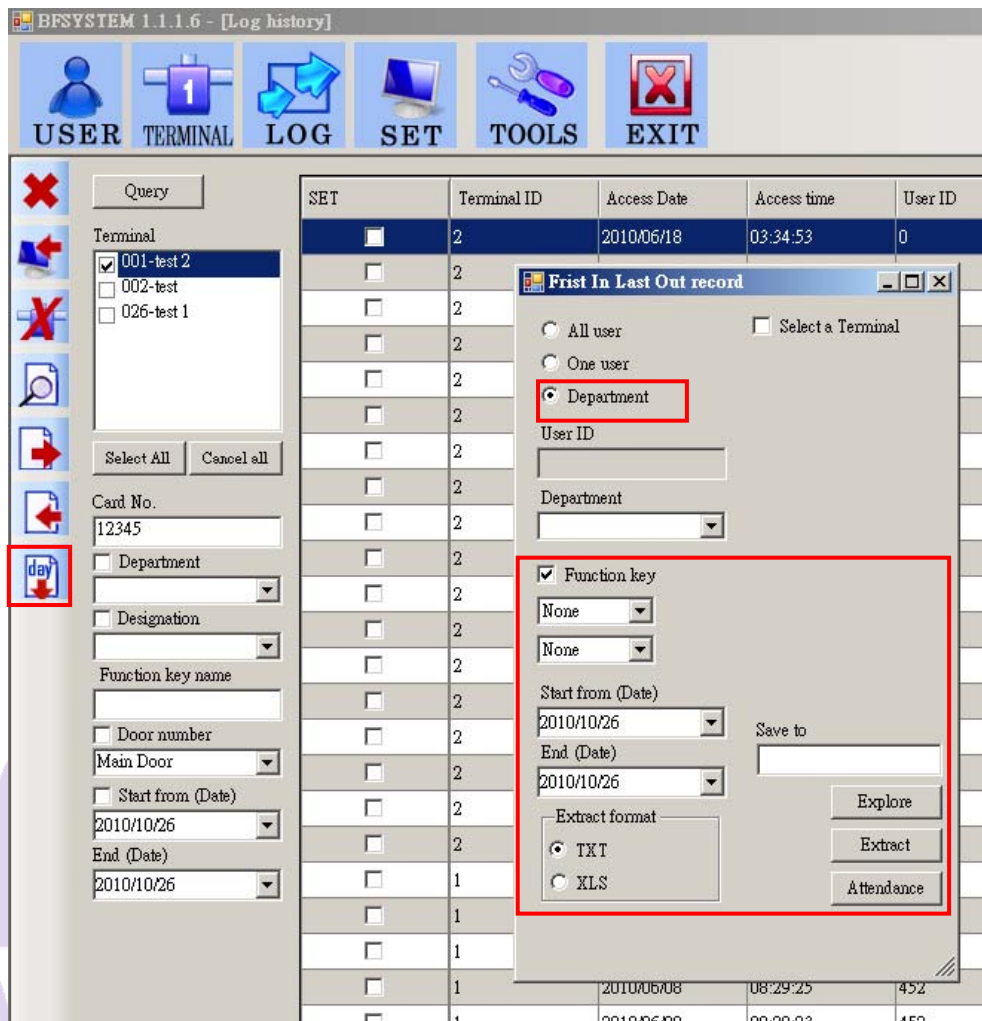


- (3) EXCEL file read as :

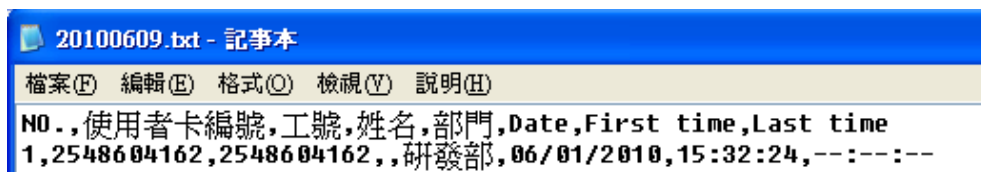
	A	B	C	D	E	F	G	H	I
1	NO.	使用者卡編號	工號	姓名	部門	Date	First time	Last time	
2	1	3225472198	3225472198			06/01/2010	15:32:29	16:41:59	
3									

3.3.12 Extract FILO Report for Department by Function key:

- (1) Click FILO Report icon → tick Department and select the function key condition → Determine a date and file save directory → Extract



- (2) Extracted TXT file read as :

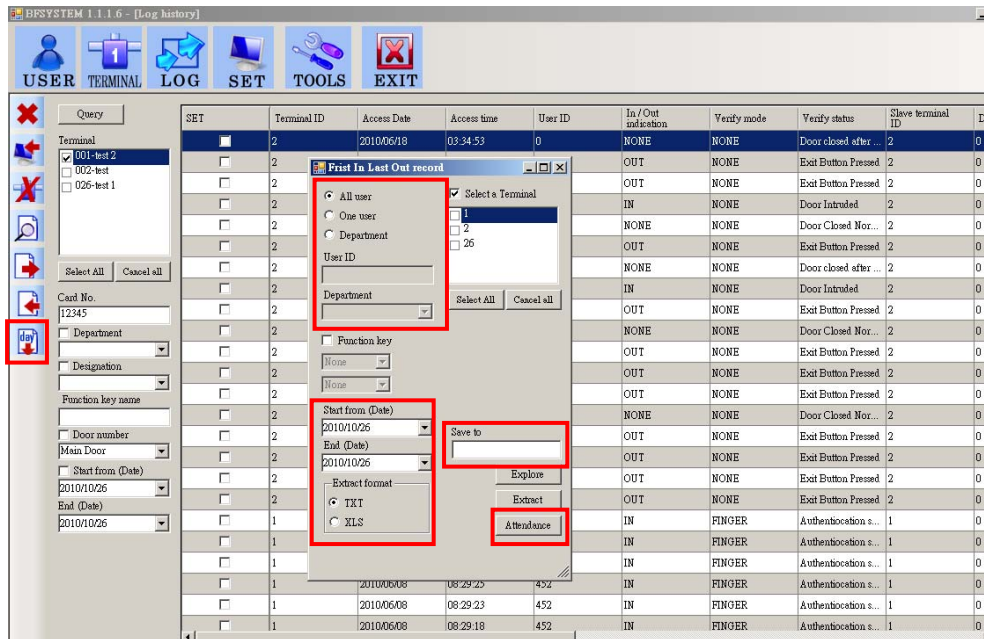


- (3) Extracted EXCEL file read as :

	A	B	C	D	E	F	G	H
1	NO.	使用者卡編號	工號	姓名	部門	Date	First time	Last time
2	1	2548604162	2548604162		研發部	06/01/2010	15:32:24	---:---:---
3								

3.3.13 Extract Time and Attendance Report for All user/Singular user/department

- (1) Click Extract Report → Tick All Users → Select a Date and file format → Determine the file save directory → Extract



- (2) Extracted **TXT file read as :**

日期	工號	姓名	使用者卡編號	遲到(時/分)	早退(時/分)	加班(時/分)	工作時數(時/分)
2010/6/1	6		6	00:00	00:00	00:00	00:00
2010/6/2	6		6	00:00	00:00	00:00	00:00
2010/6/3	6		6	00:00	00:00	00:00	00:00
2010/6/4	6		6	00:00	00:00	00:00	00:00
2010/6/5	6		6	00:00	00:00	00:00	00:00
2010/6/6	6		6	00:00	00:00	00:00	00:00
2010/6/7	6		6	00:00	00:00	00:00	00:00
2010/6/8	6		6	00:00	00:00	00:00	00:00
2010/6/9	6		6	00:00	00:00	00:00	00:00
2010/6/1	2680371115		2680371115	00:00	00:00	00:00	00:00
2010/6/2	2680371115		2680371115	00:00	00:00	00:00	00:00

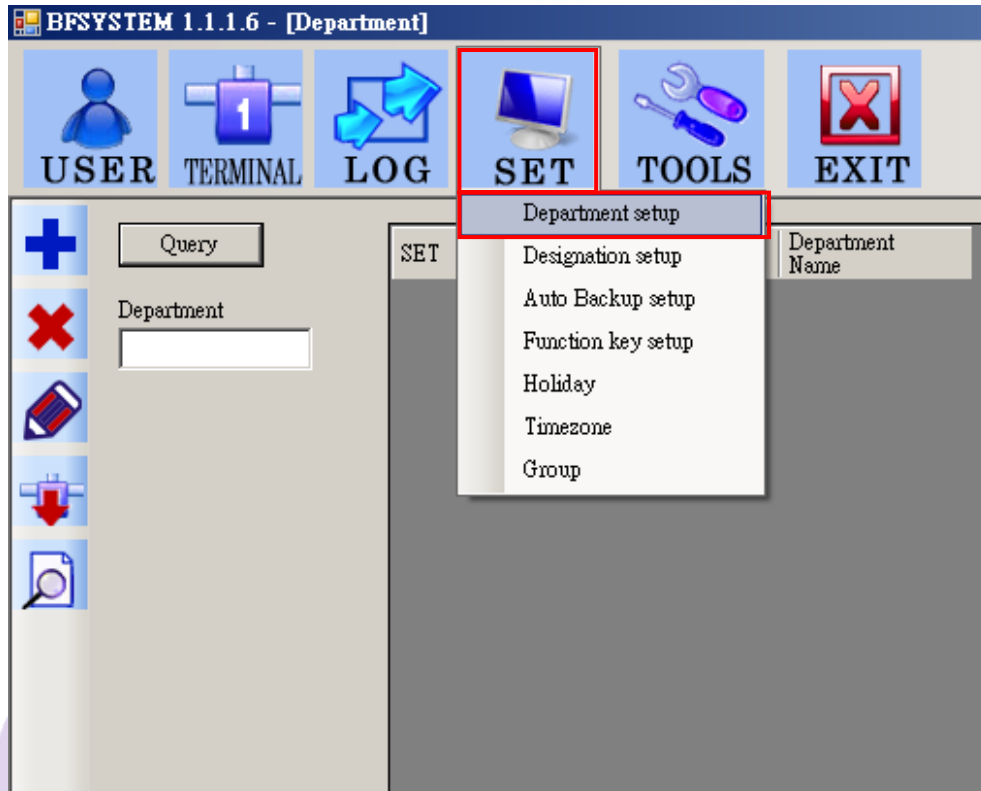
- (3) Extracted **EXCEL file format read as :**

	A	B	C	D	E	F	G	H
1	日期	工號	姓名	使用者卡編號	遲到(時/分)	早退(時/分)	加班(時/分)	工作時數(時/分)
2	2010/6/1		6	6	00:00	00:00	00:00	00:00
3	2010/6/2		6	6	00:00	00:00	00:00	00:00
4	2010/6/3		6	6	00:00	00:00	00:00	00:00
5	2010/6/4		6	6	00:00	00:00	00:00	00:00
6	2010/6/5		6	6	00:00	00:00	00:00	00:00
7	2010/6/6		6	6	00:00	00:00	00:00	00:00
8	2010/6/7		6	6	00:00	00:00	00:00	00:00
9	2010/6/8		6	6	00:00	00:00	00:00	00:00
10	2010/6/9		6	6	00:00	00:00	00:00	00:00

3.4 SET the system

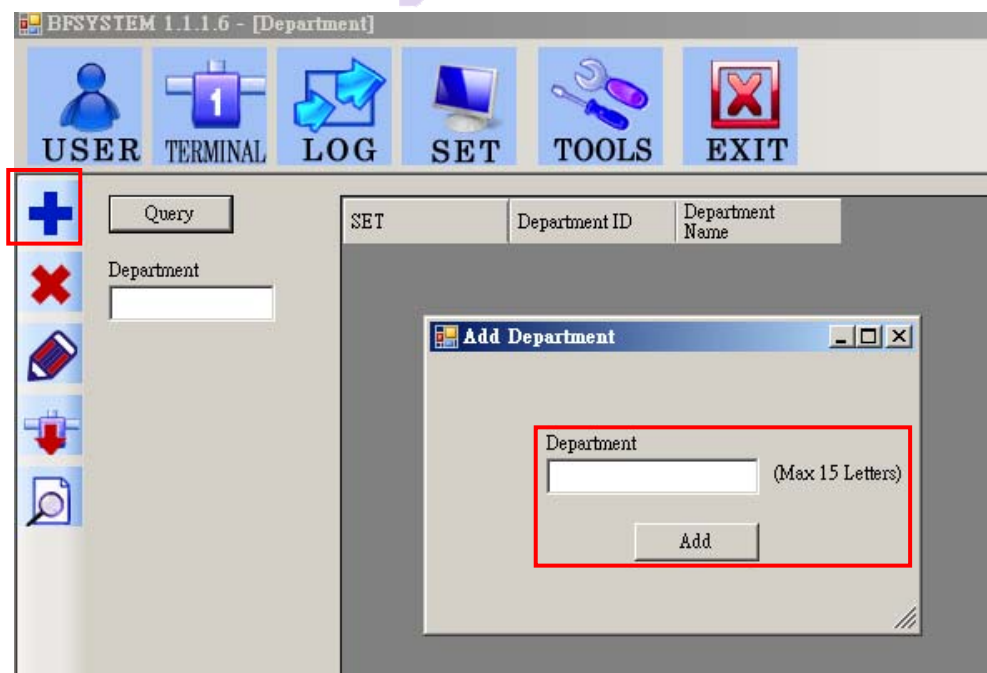
3.4.1 Department setup

Click the SET icon for system setup and choose “Department Setup”:

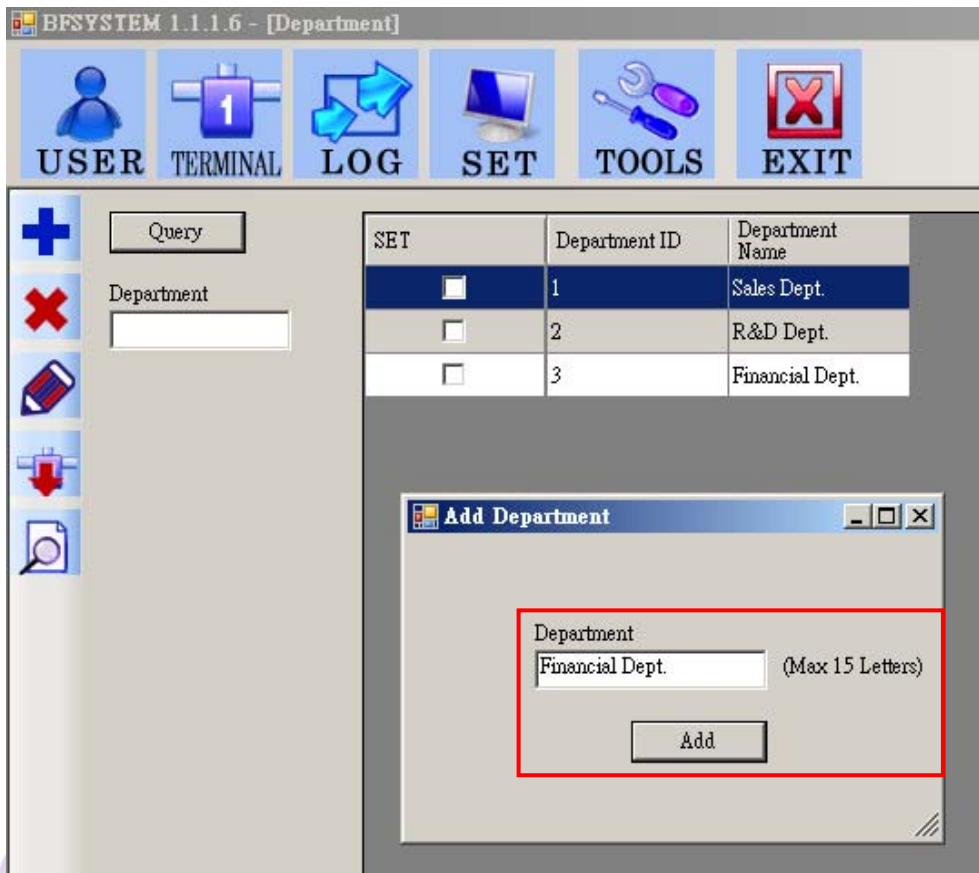


3.4.1.1 Add New Department

- (1) Click Add icon from tool bar to setup new department name from Add new department screen.

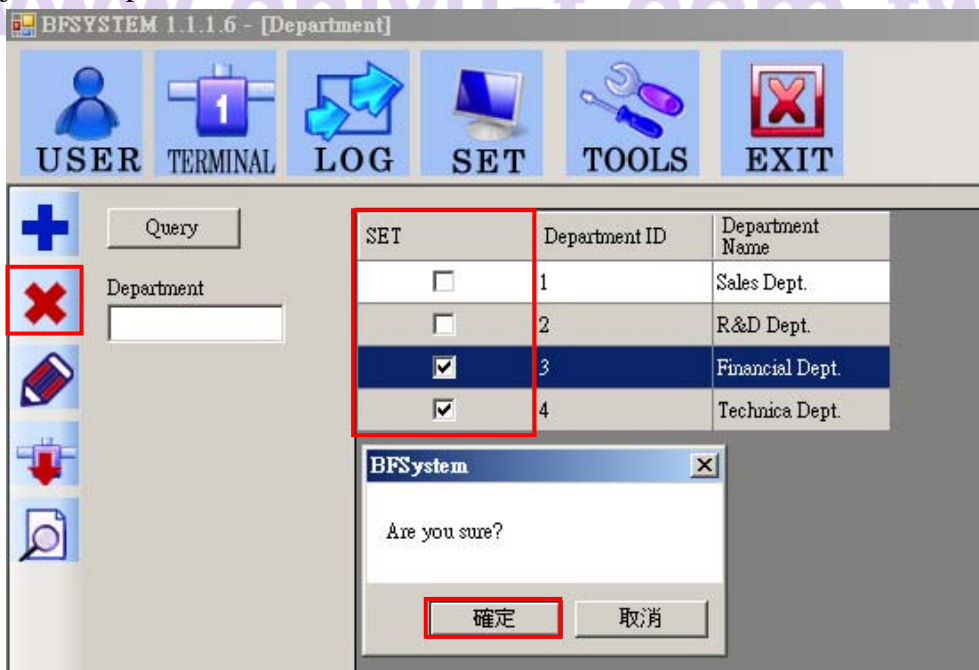


- (2) Click Add button to add new department information to the department list.



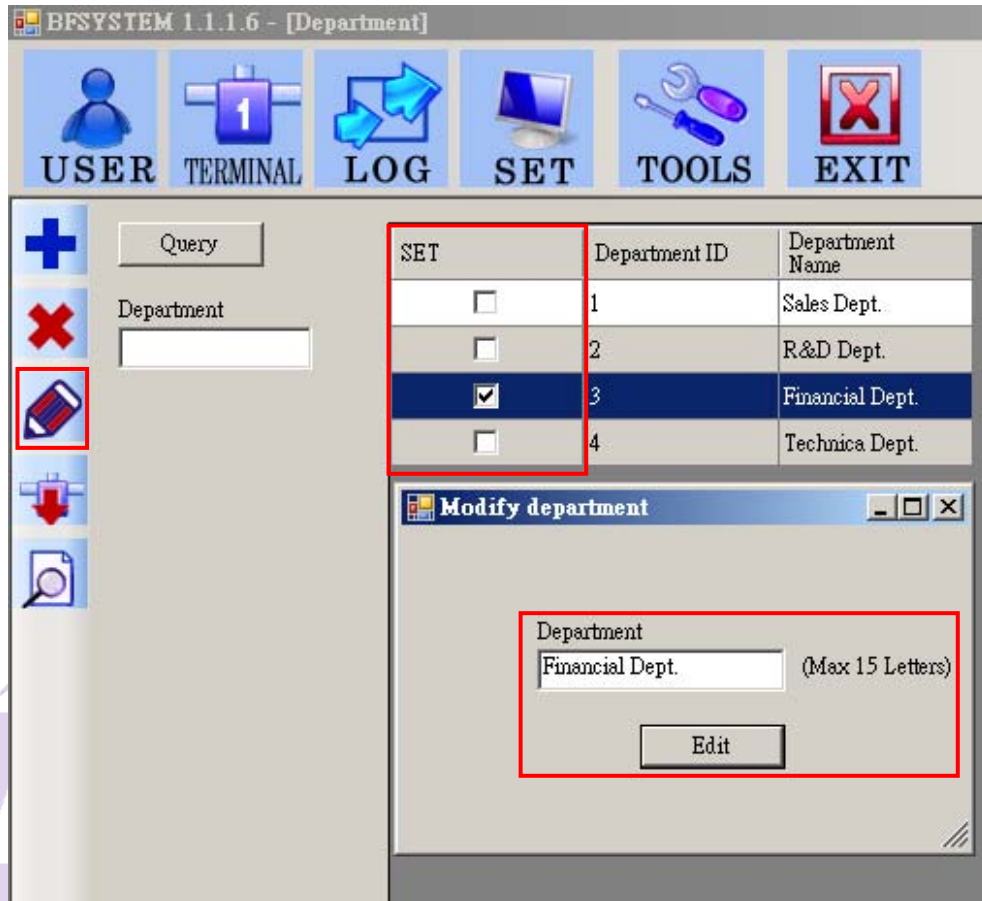
3.4.1.2 Delete department

- (1) Tick the department of the list and click DELETE button from tool bar to removed the objective department from the list.



3.4.1.3 Edit Department

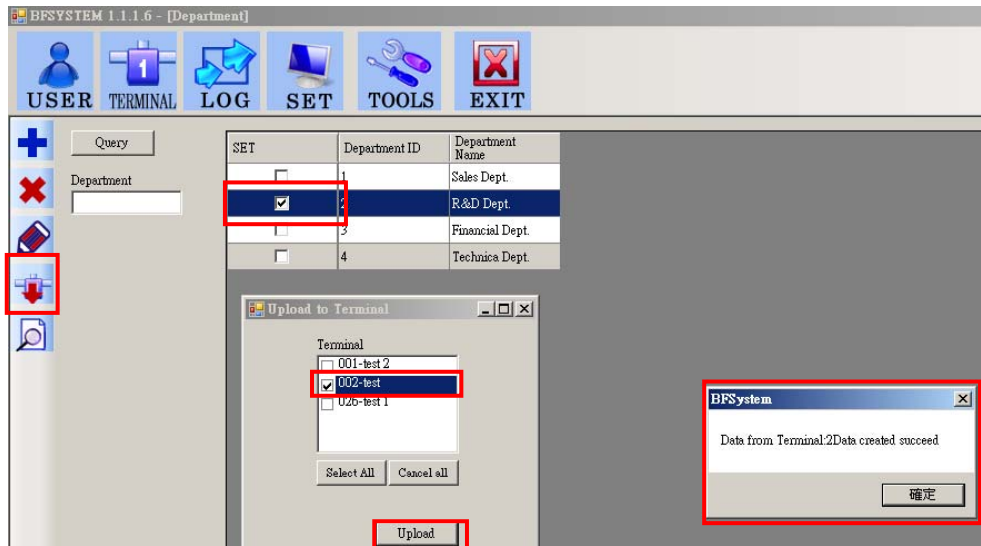
- (1) Tick a department to be removed from the list → Click Modify icon for a setup screen, then click EDIT button to modify the department:



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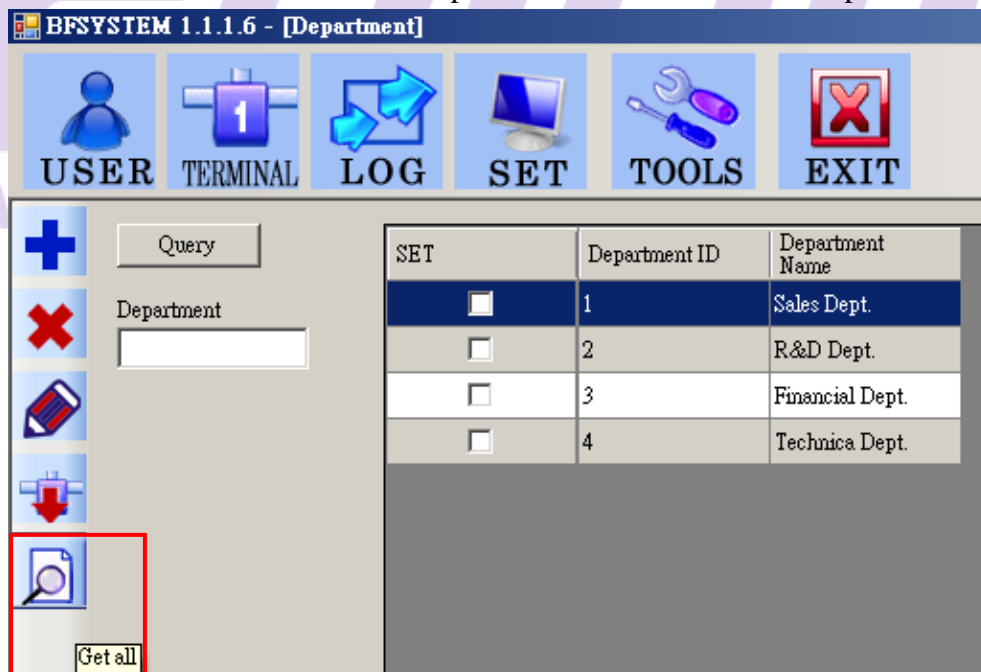
3.4.1.4 Update Department information to terminal

- (1) Tick department from the list which is to be updated to Terminal → Click Data Update to Terminal button from tool bar for a setup screen → choose target terminal(s) → Click upload → Press OK to confirm the uploading and a succeed message will be showed if uploading is done.



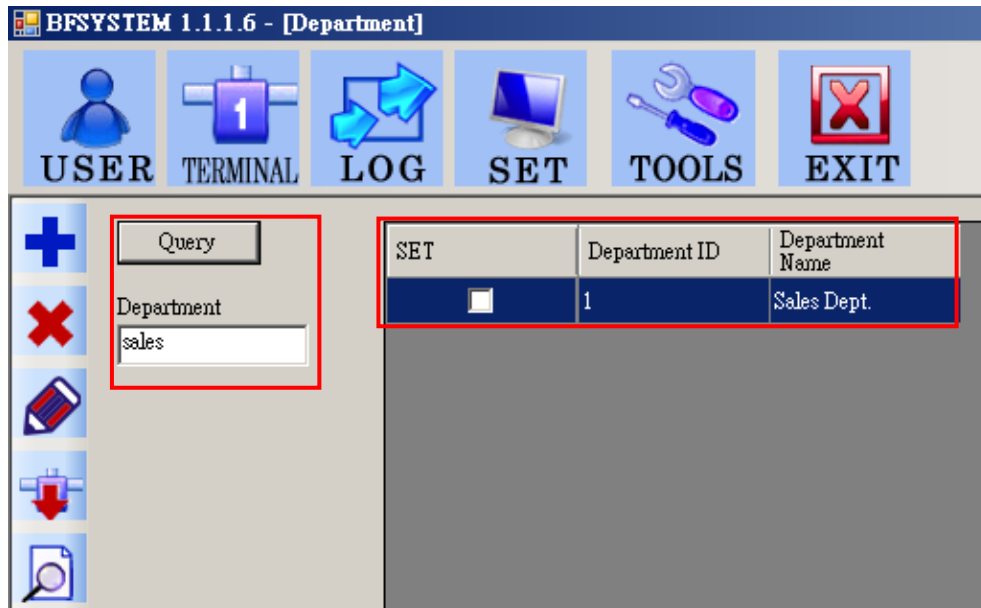
3.4.1.5 Search for all departments

Click Get All icon from tool bar will find all departments and shows on the department list.3



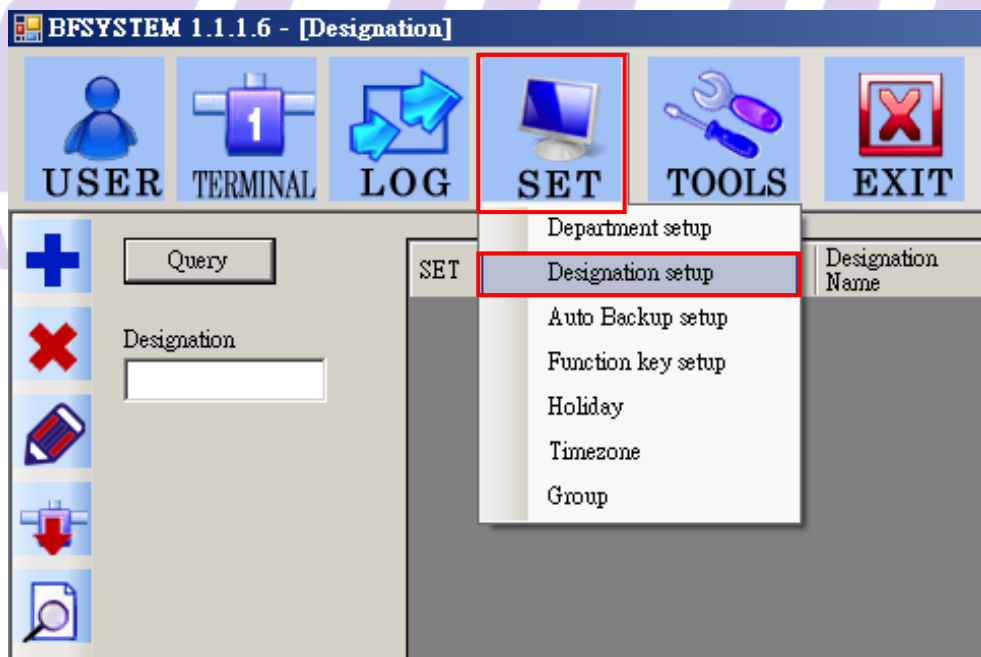
3.4.1.6 Query to Department

Click Query button after department condition has given, will show the department information on the list.



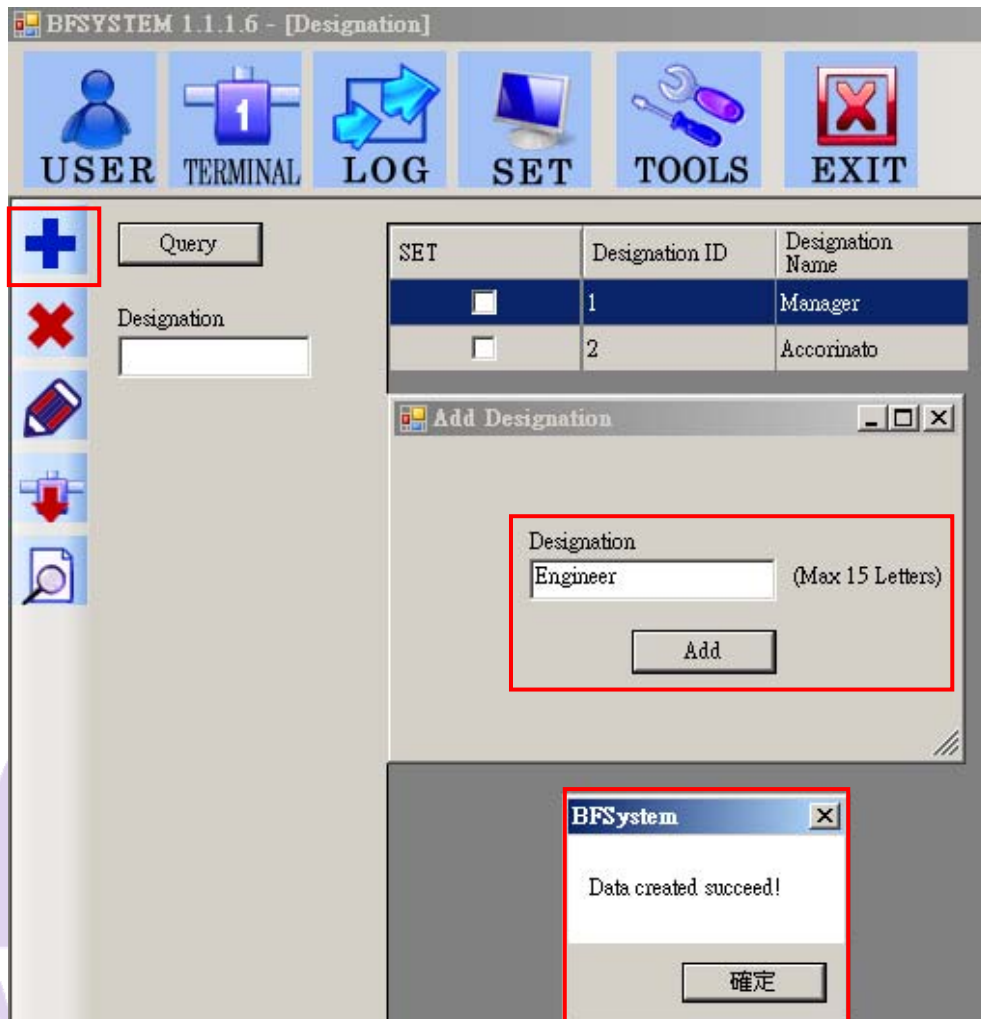
3.4.2 Designation Setup

Click SET icon and select Designation Setup will display a setup screen.



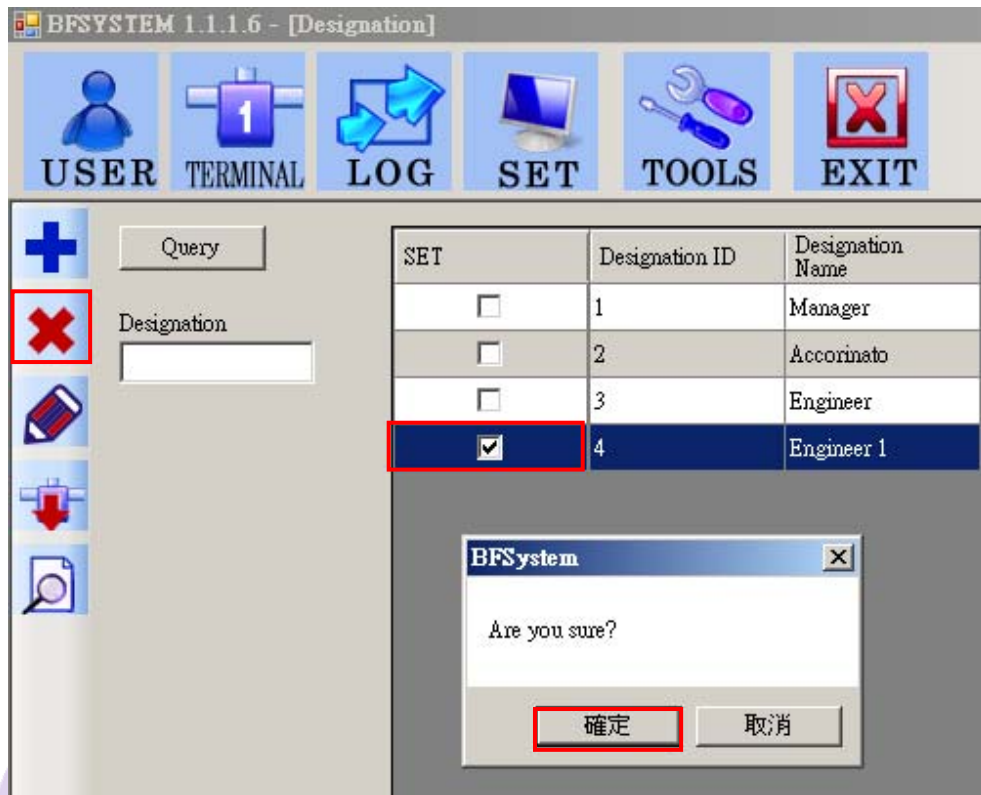
3.4.2.1 Add new Designation

- (1) Click ADD icon from tool bar will show a Add New Designation setup screen → Add a new designation name then click Add to create a new designation to system.



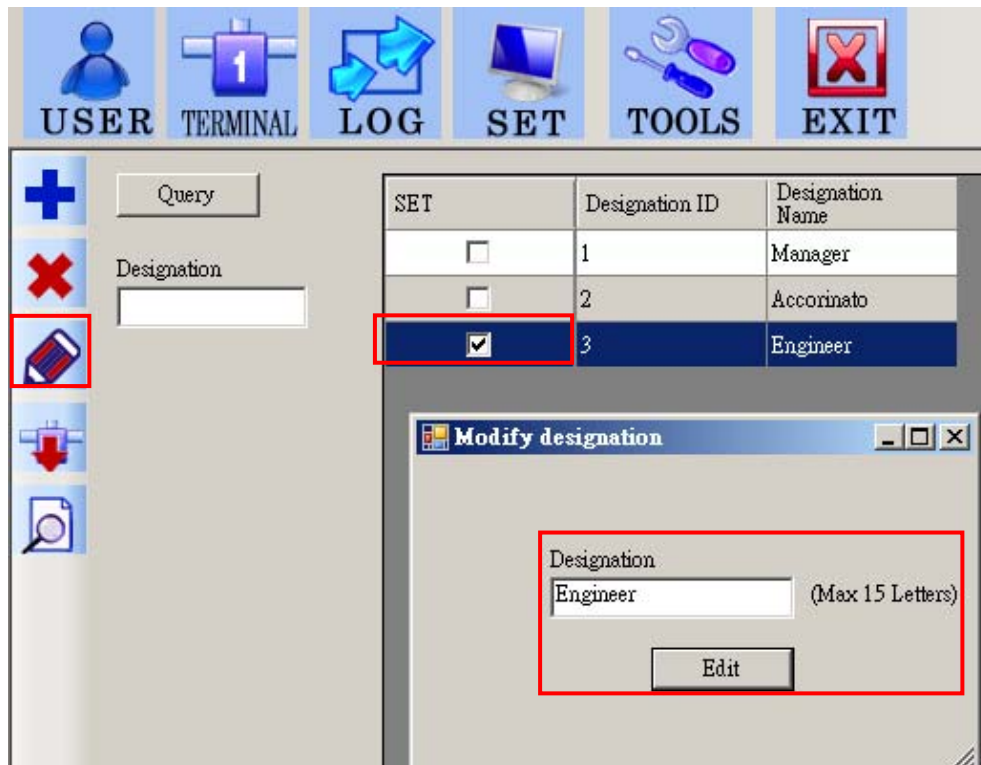
3.4.2.2 Delete Designation

- (1) Tick the designation which is to be deleted from BFSsystem then click Delete to remove the designation.

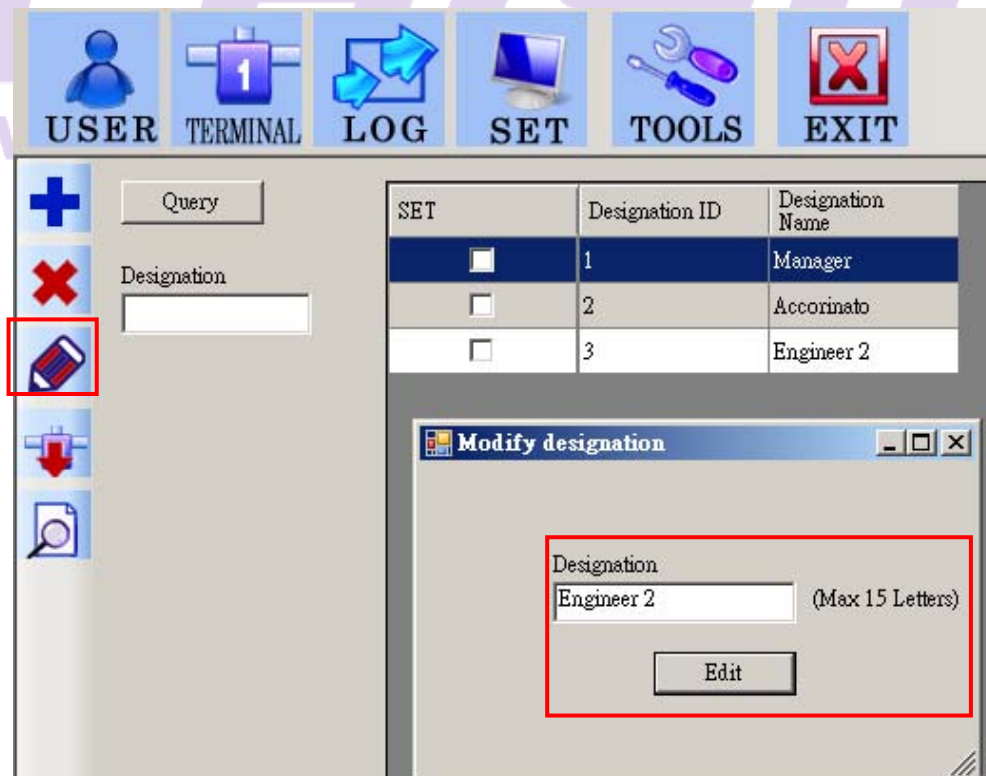


3.4.2.3 Modify Designation

Tick the designation which is to be modified and to click Modify icon from tool bar will then show up a Modify Designation screen → Rename the designation and click Modify button.

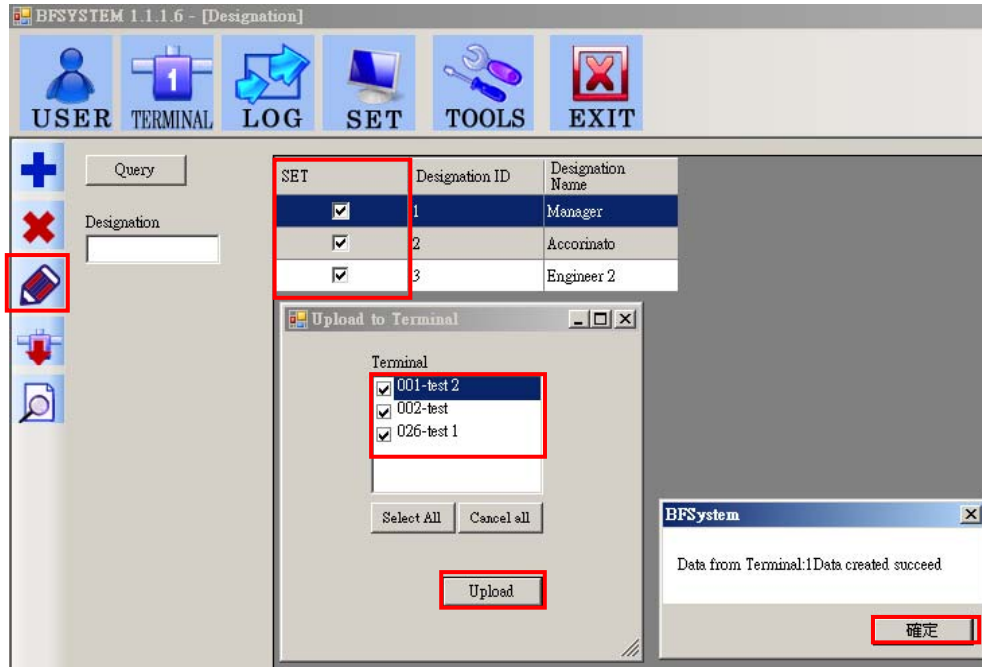


(1) Rename the designation and click Modify button.



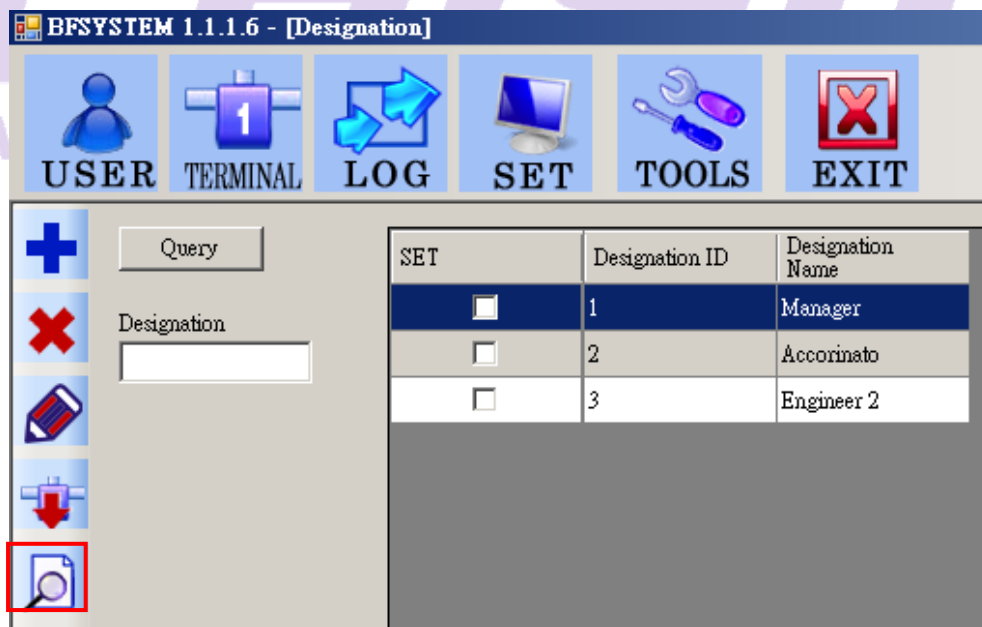
3.4.2.4 Update Designation to terminal

- (1) Tick the Designation from the list then click Data Update to Terminal icon → select the objective Terminal(s) → click Upload button to refresh Designation data to terminal → press OK to complete.



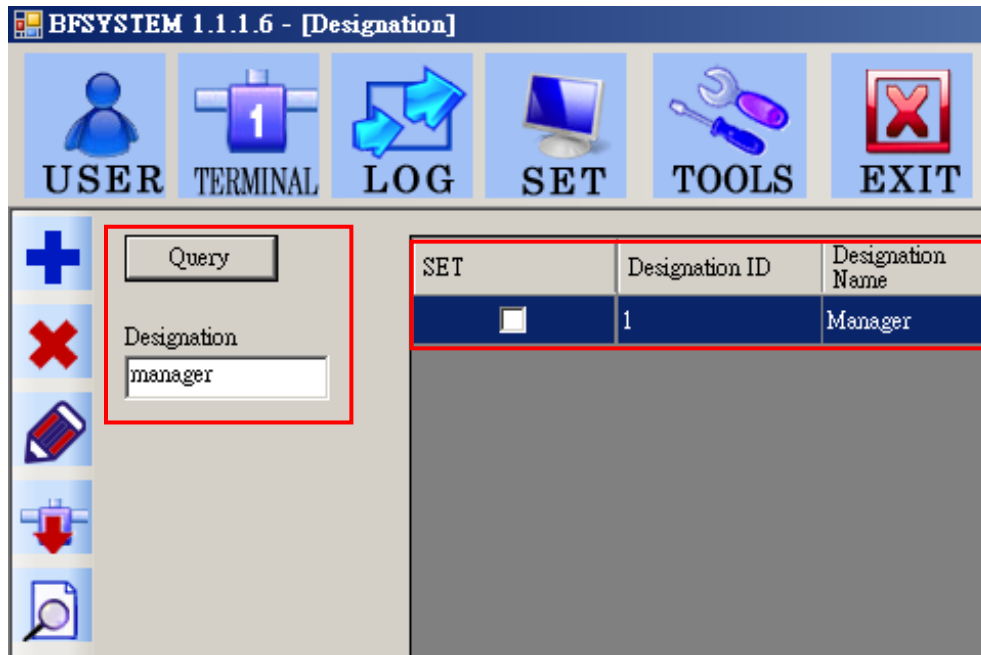
3.4.2.5 Search for all designation

Click Get All icon from tool bar to find all designation to a list:



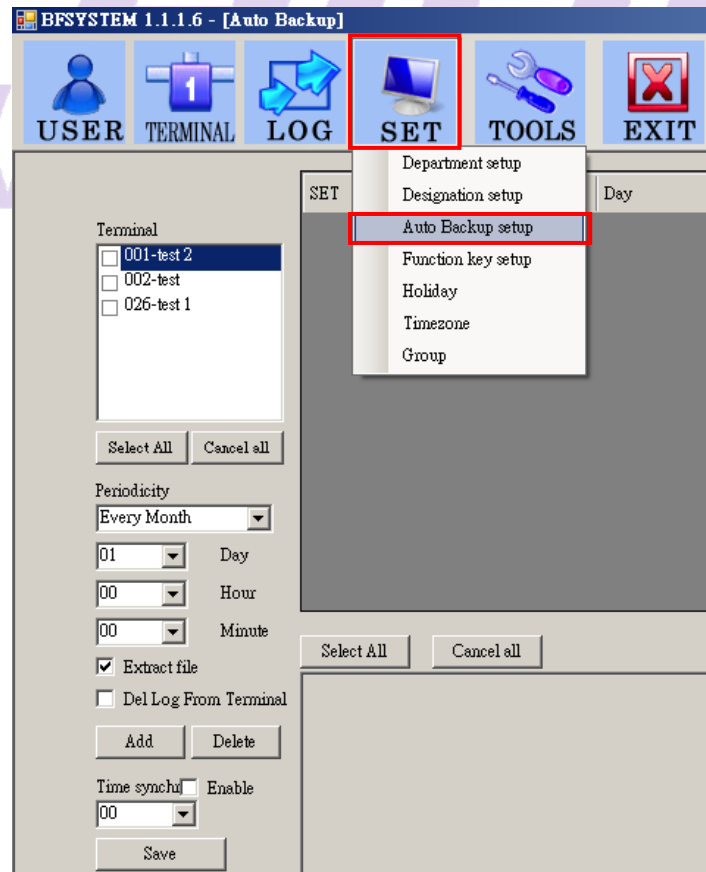
3.4.2.1 Query to the designation

Determine the designation condition and then click Query button to find the object designation to the list.



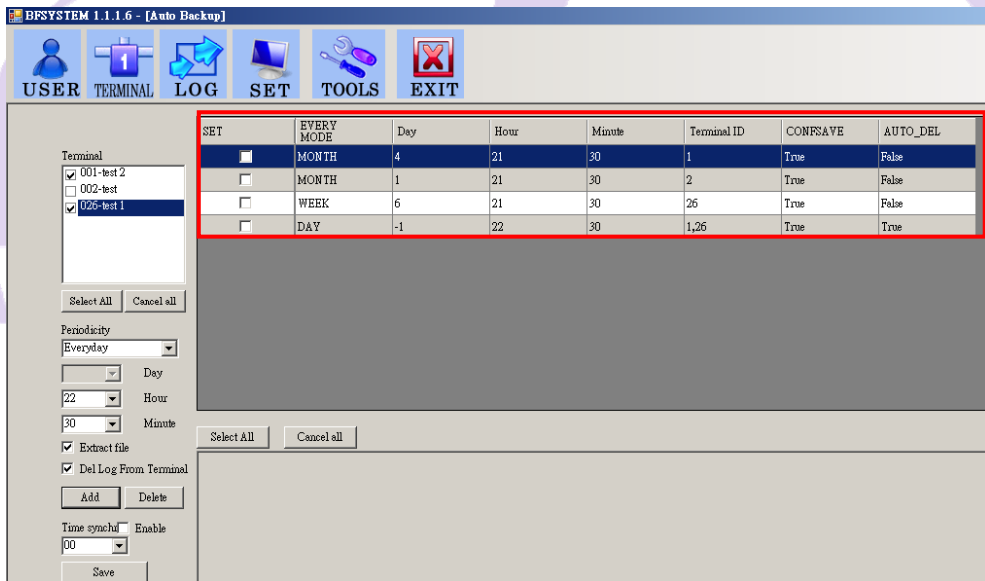
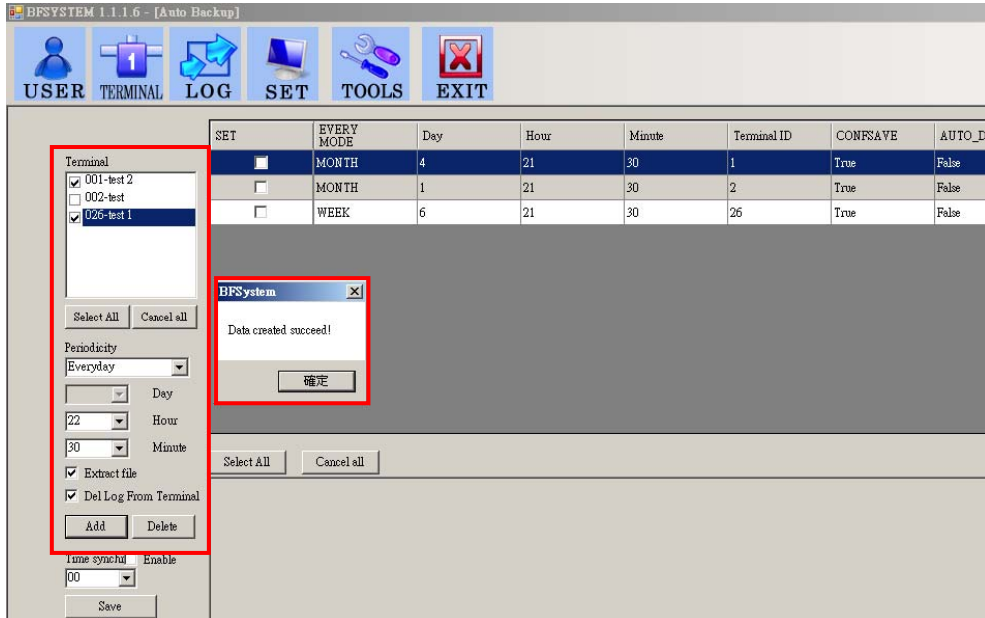
3.4.3 Automatically Backup for access report:

Click SET icon to select Auto Backup Setup for access report:



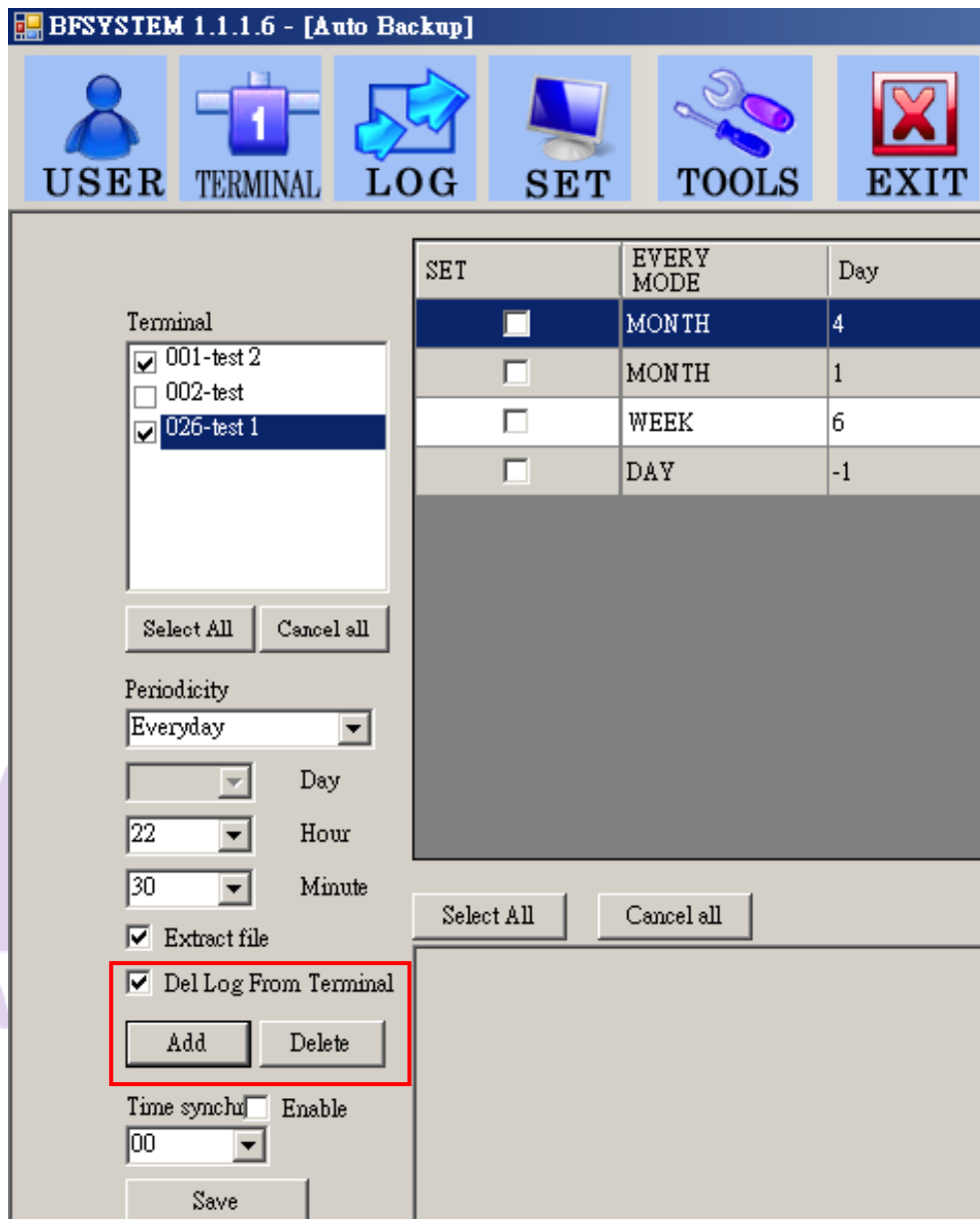
3.4.3.1 Monthly/Weekly/Daily report automatically backup:

- (1) Select terminal(s) from the list and determine a periodical date for the report as Every Month/Every Week/Everyday → determine the Date/Hour/Minute for these → tick Extract File → and press Add button to complete.



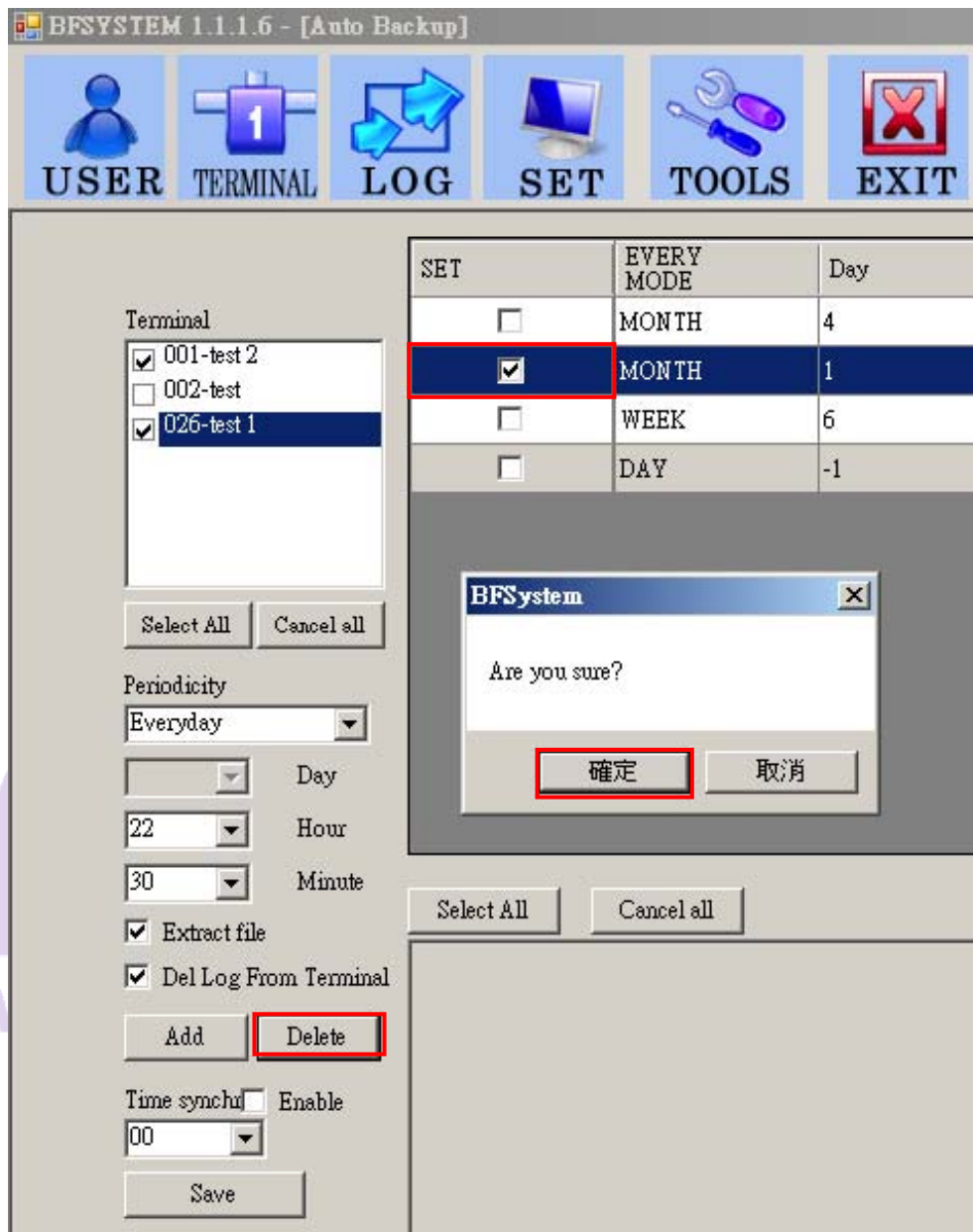
3.4.3.2 Download access logs and delete them after downloaded from terminal

- (1) After determined a periodical date for the report, tick “Del log from terminal” will delete logs from terminal after BFSYSTEM downloaded the reports by monthly, weekly or daily.



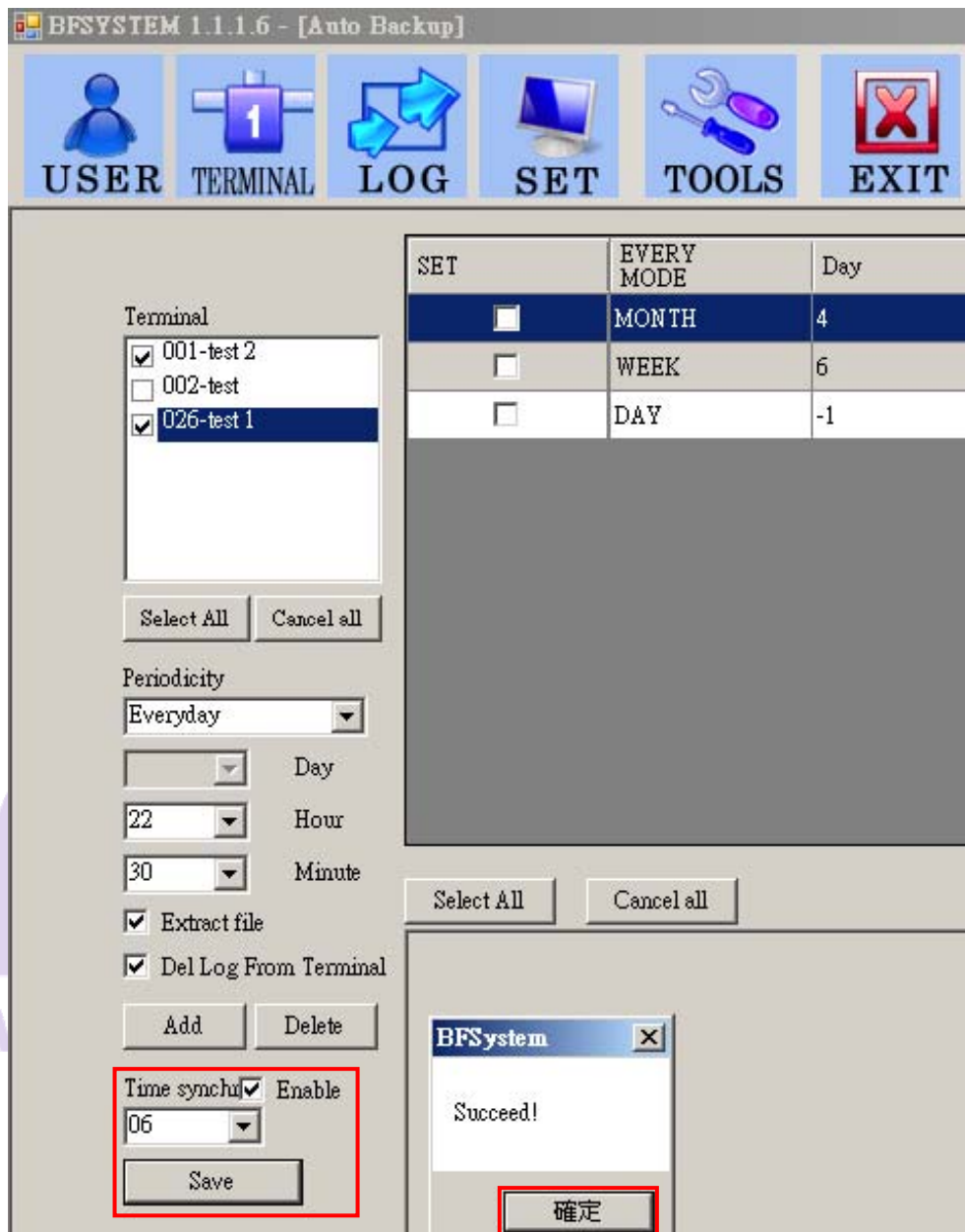
3.4.3.3 Remove automatically download configuration from BFSsystem

- (1) Select the SET setting from the list then click delete to remove the auto backup report configuration.



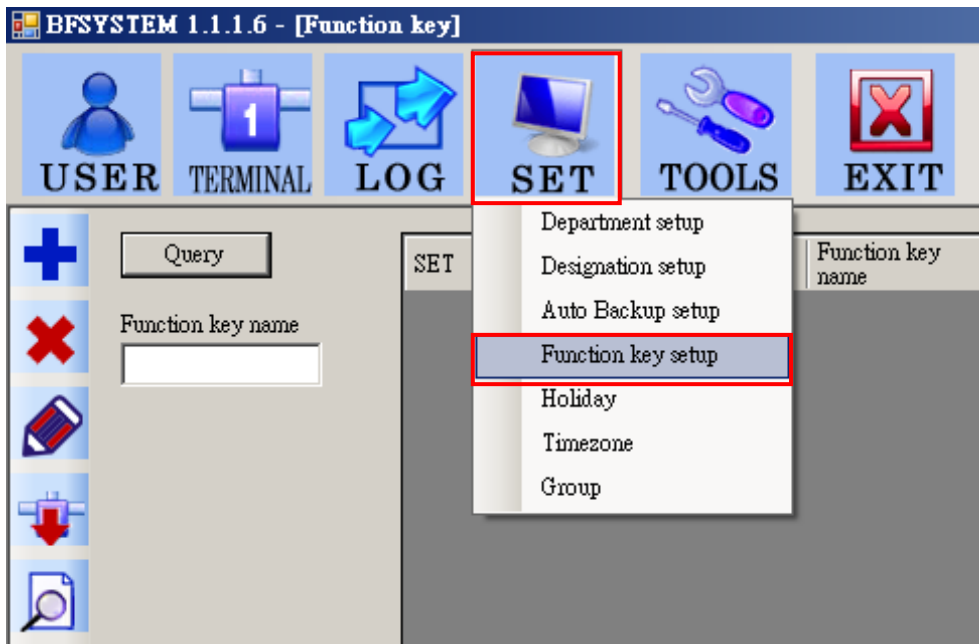
3.4.3.4 System Time Synchronization

Tick the Time Synchronization and then determine the time (by Hour) to save.



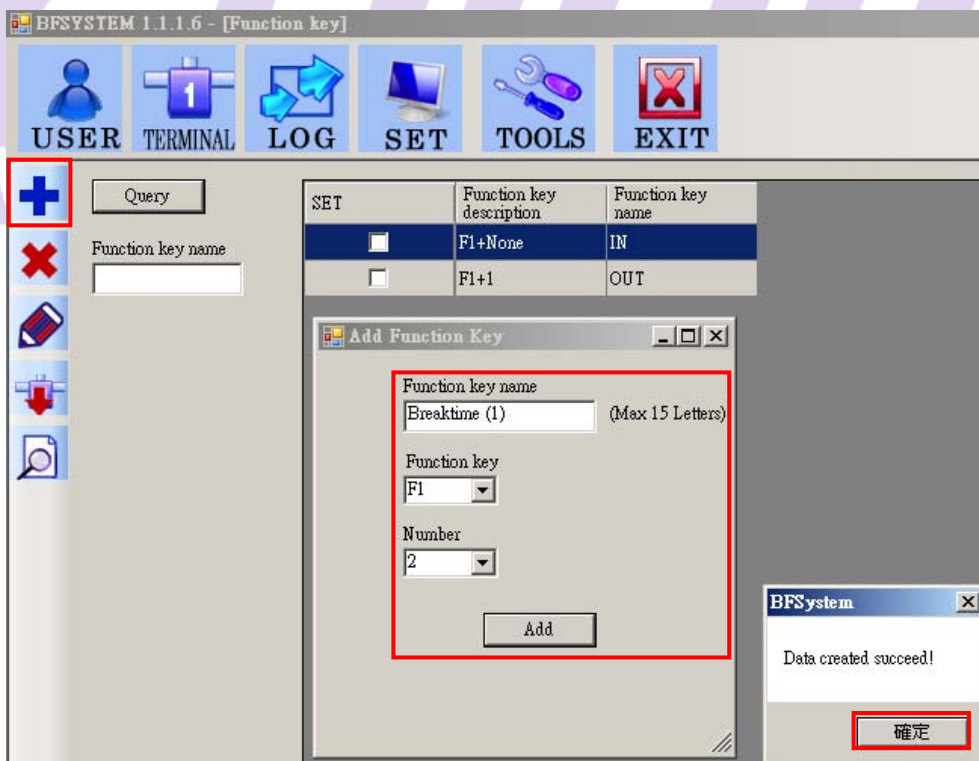
3.4.4 Function key

Click SET icon for system setup and select Function key for a configuration screen.



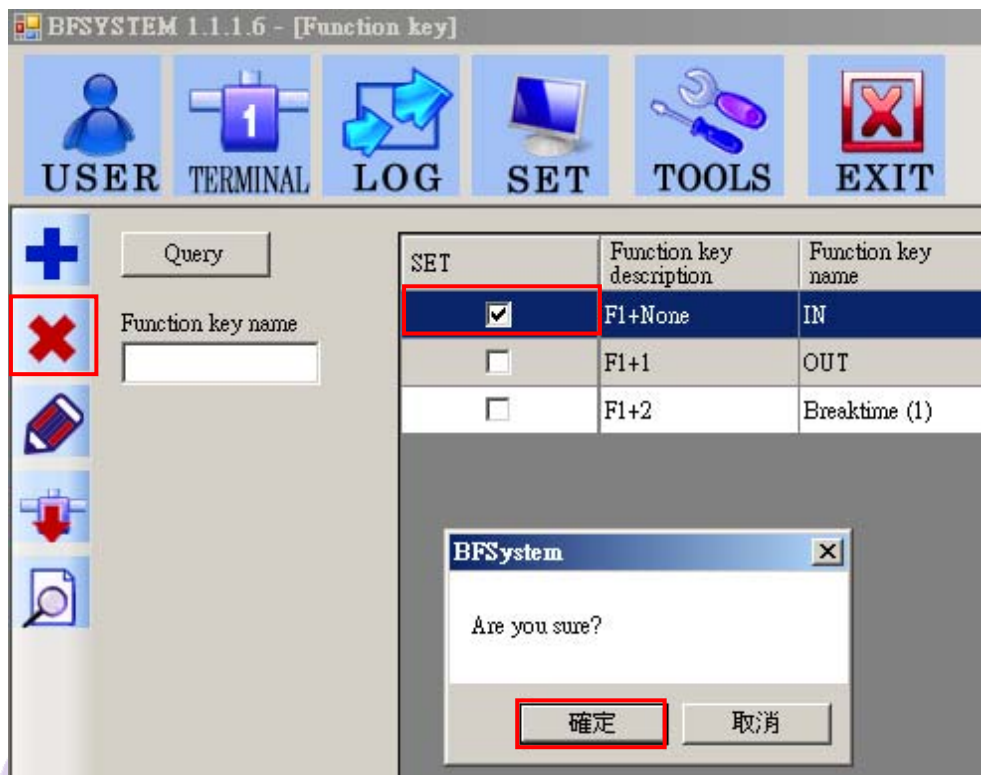
3.4.4.1 Add new Function key

- (1) Click Add New button from tool bar then determine a Function key name, function key and numeric keys, click Add to finish the setting.



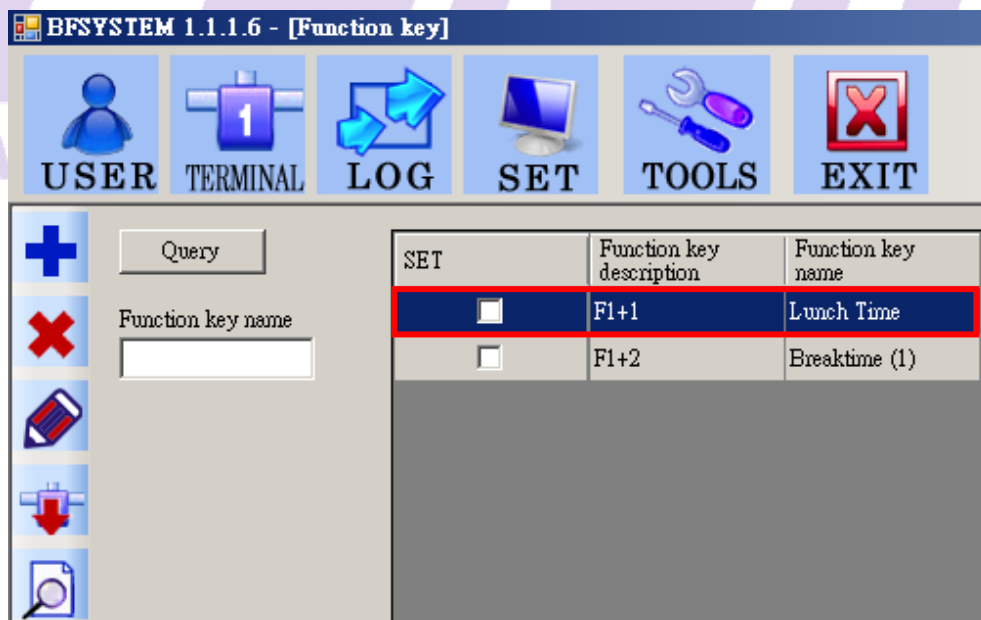
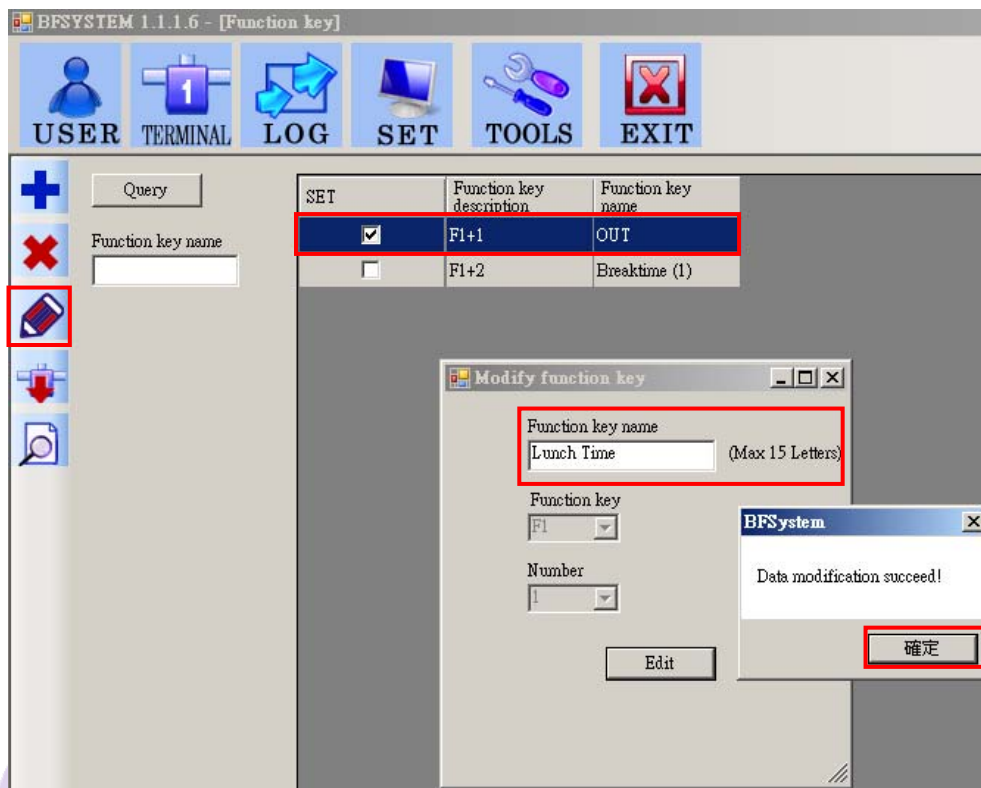
3.4.4.2 Delete Function key setting

- (1) Tick the Function key that is to be removed from BFSystem then click Delete button from tool bar to delete the objective function key.



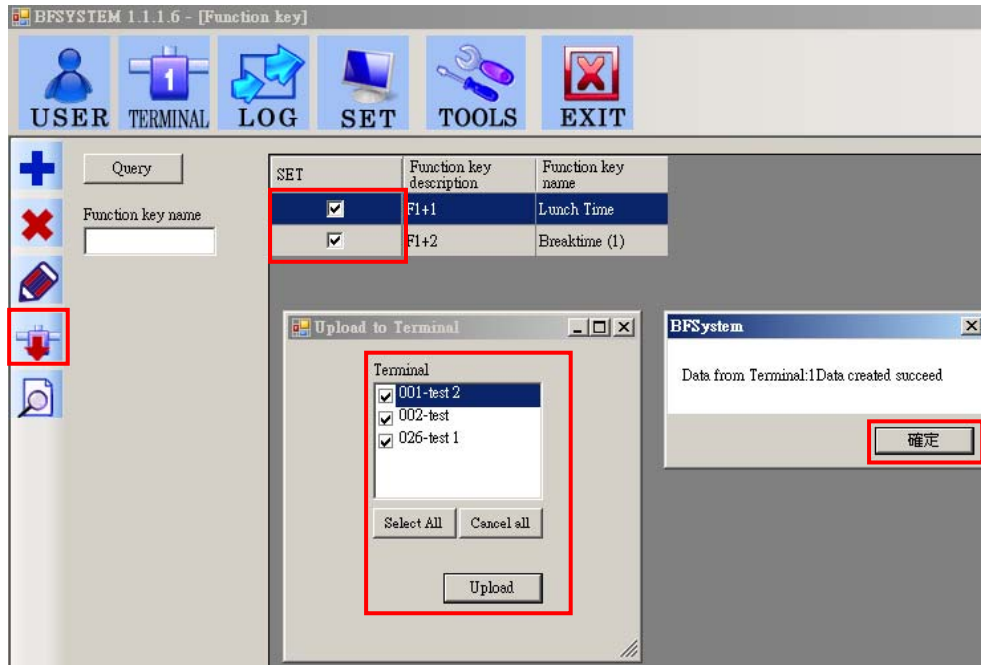
3.4.4.3 Modify Function key information

- (1) Tick the Function key from the list which is to be modified and then click Modify icon from tool bar. Define the function key name once again to rename the function key.



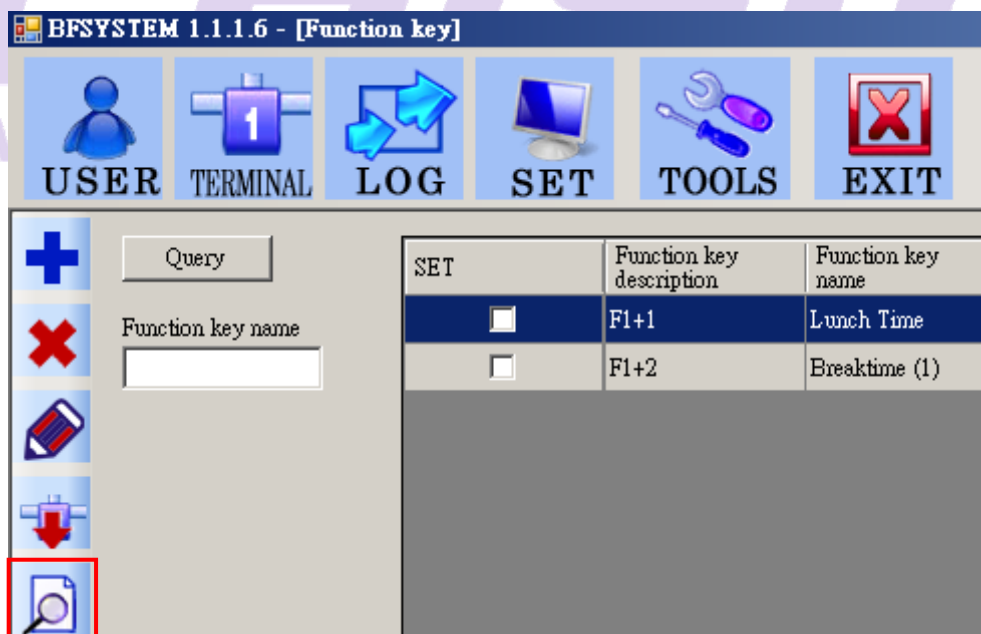
3.4.4.4 Update Function key information to terminal

- (1) Select the terminal(s) which is to be updated with the function keys from BFSsystem. And then click Data Update to Terminal icon from tool bar → click Upload button → Press OK to complete.



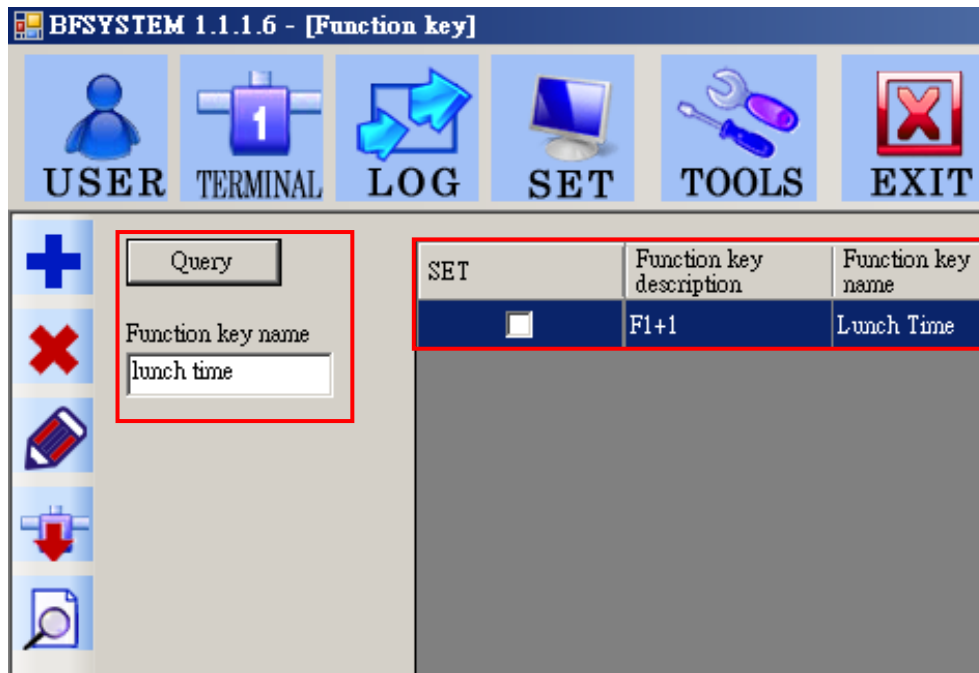
3.4.4.5 Search all Function keys

Click GET All icon from tool bar to find all Function keys on the list.



3.4.4.6 Query to Function keys

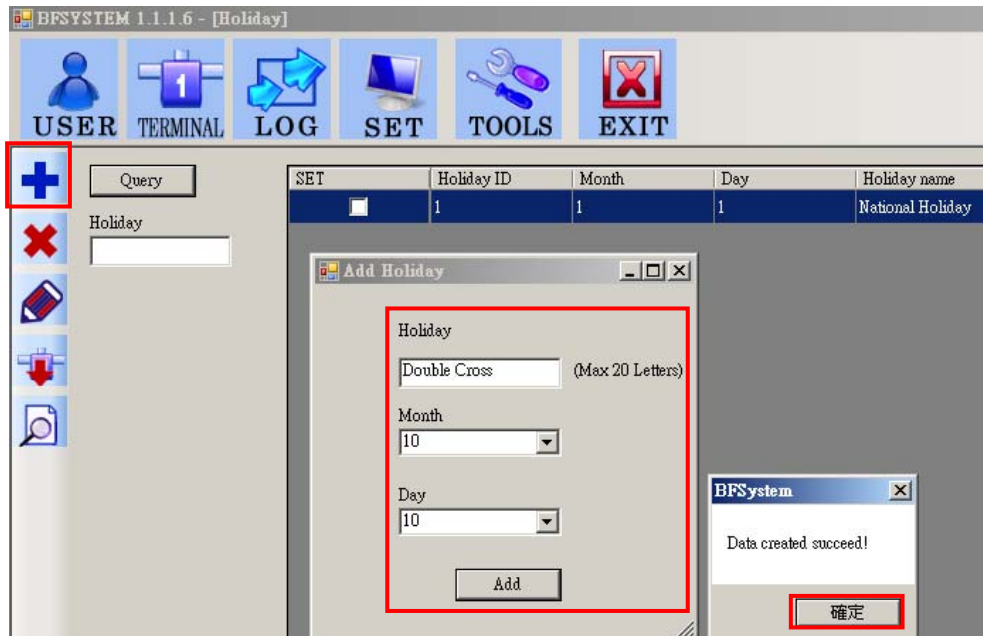
Determine a function key name for a function key then click Query button to find the function key and shows on the list.



3.4.5 Holiday Setup

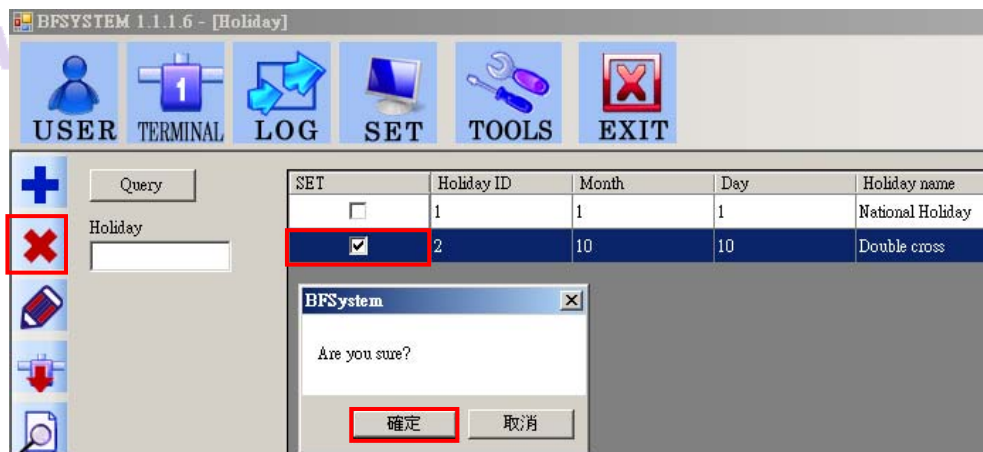
Click SET icon to select Holiday setup will display a screen.

3.4.5.1 Click ADD icon from tool bar and enter the name and date for a holiday. Press OK to confirm creating a new holiday for BFSsystem.



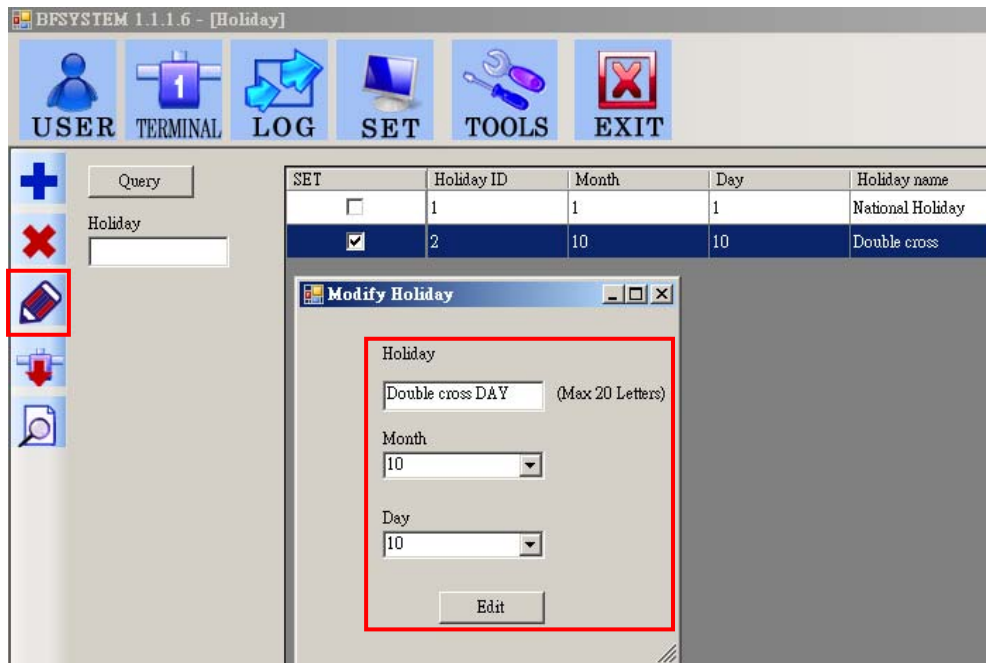
3.4.5.1 Delete Holiday

Tick the Holiday that is to be deleted from list and then click Delete icon from tool bar to delete the Holiday.



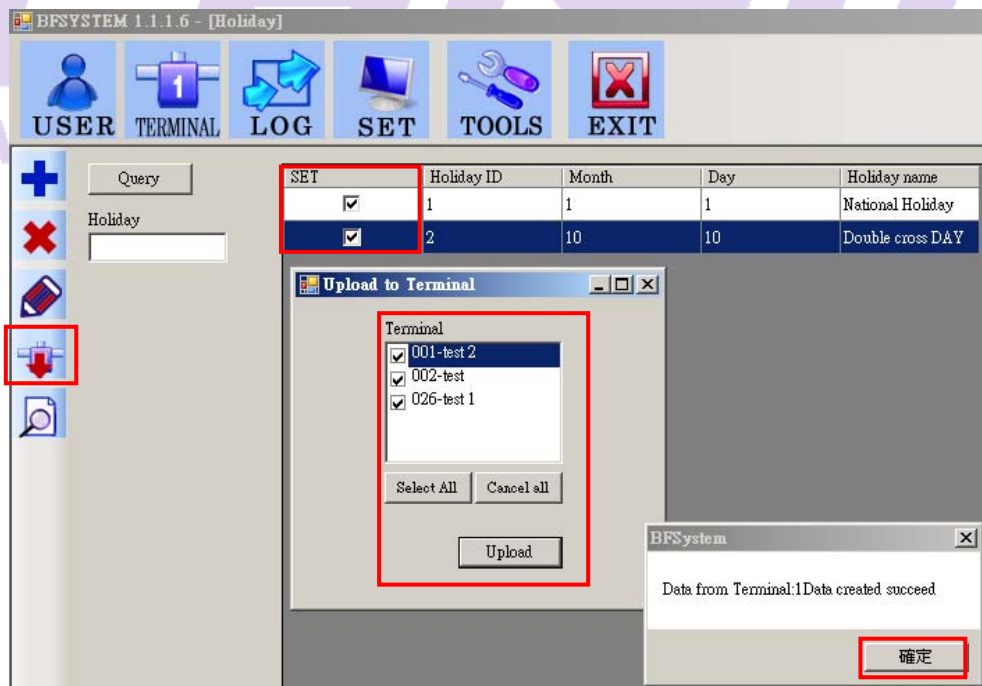
3.4.5.2 Modify Holiday

- (1) Tick the Holiday from list then click Modify icon from tool bar to rename holiday or date.



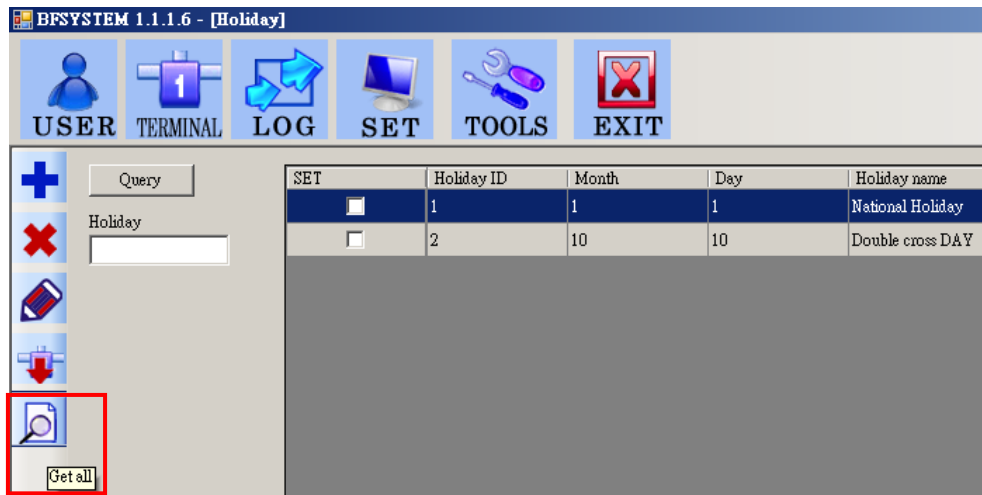
3.4.5.3 Update Holiday information to terminal

- (1) Tick the Holiday which is to be updated to terminal. Click UPDATE to Terminal button from tool bar.



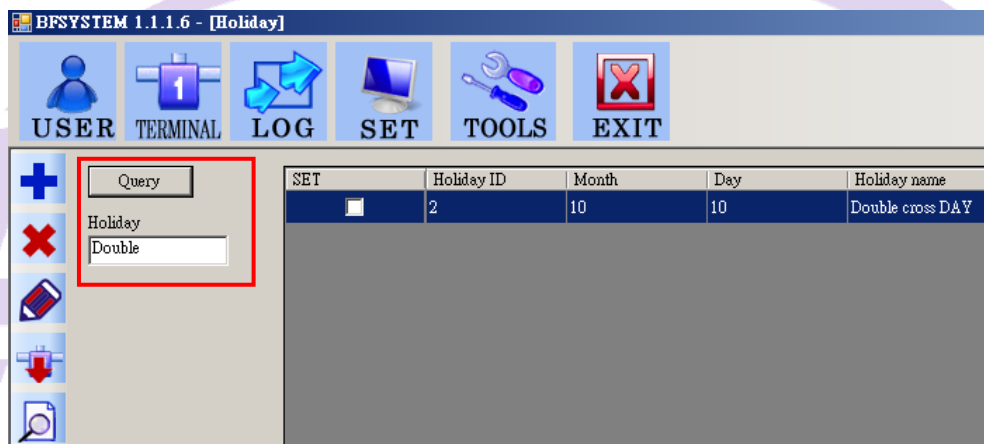
3.4.5.4 Search All Holiday

Click GET All icon from tool bar could find all Holiday setting and list on the holiday list.



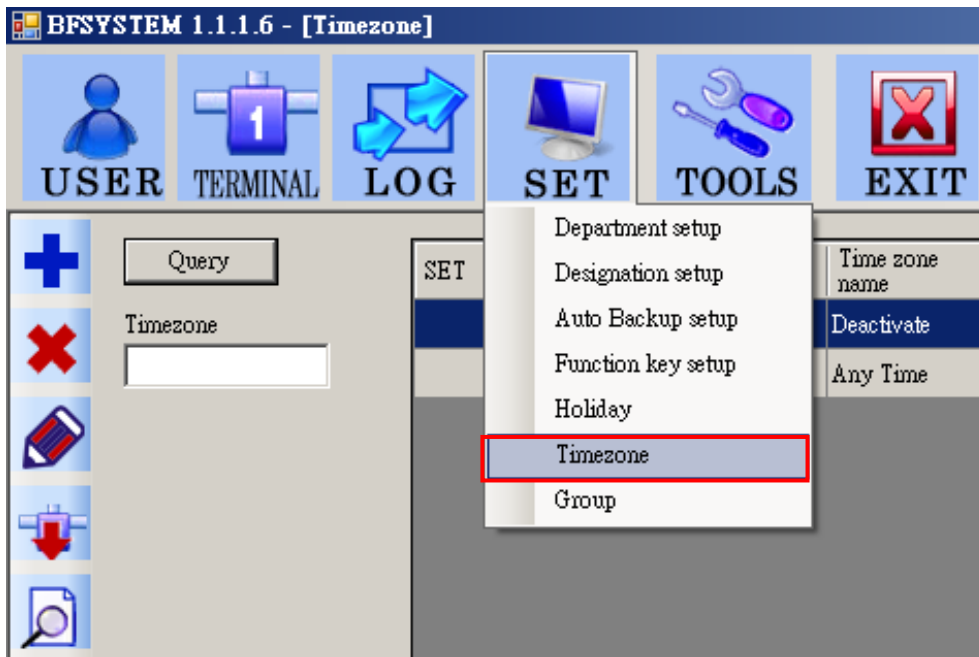
3.4.5.5 Query to Holiday

Enter a holiday name and click Query button to search and show a holiday from BFSystem.



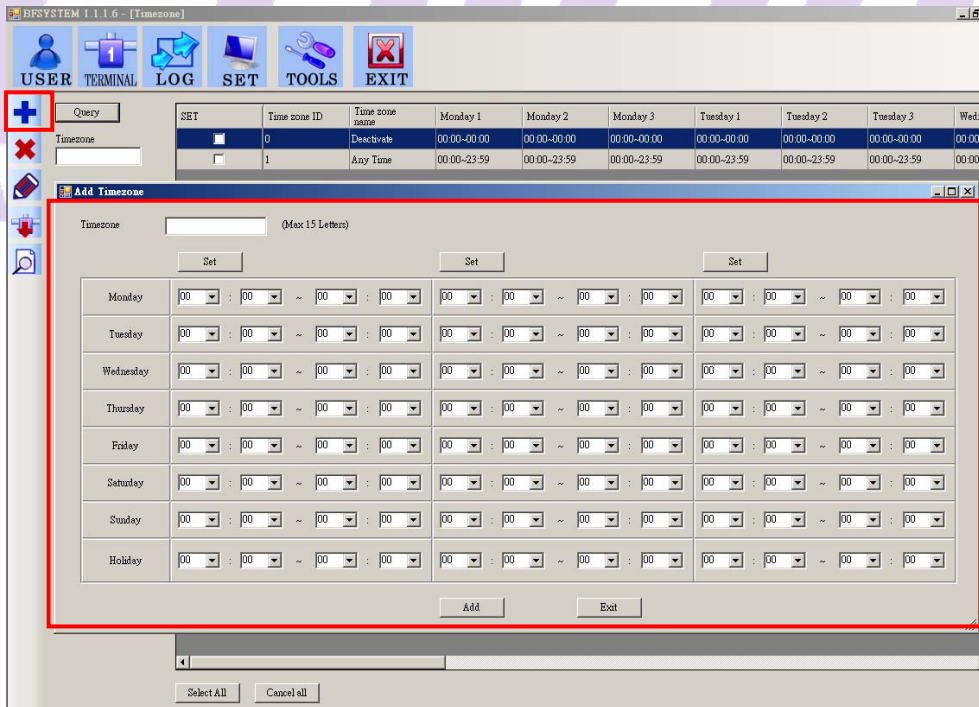
3.4.6 Time Zone setup

Click SET icon then select Time Zone setup will display a setup screen. Default time zone is “Anytime” and “Deactivate”.

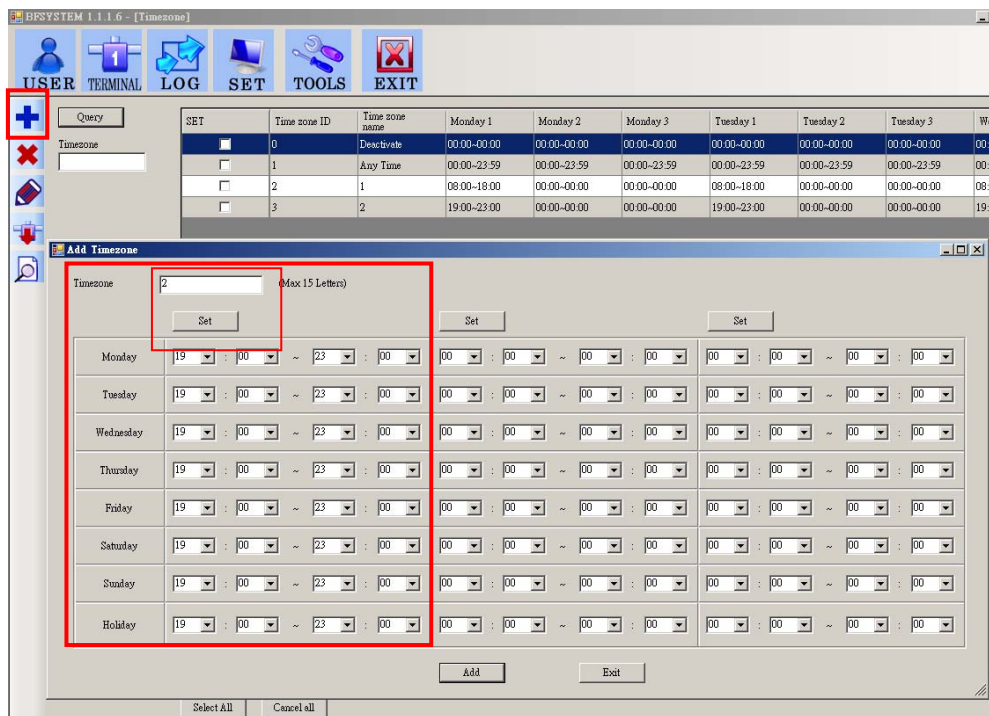


3.4.7 Add new time zone

(1) Click Add icon from tool bar will display Add new time zone screen.

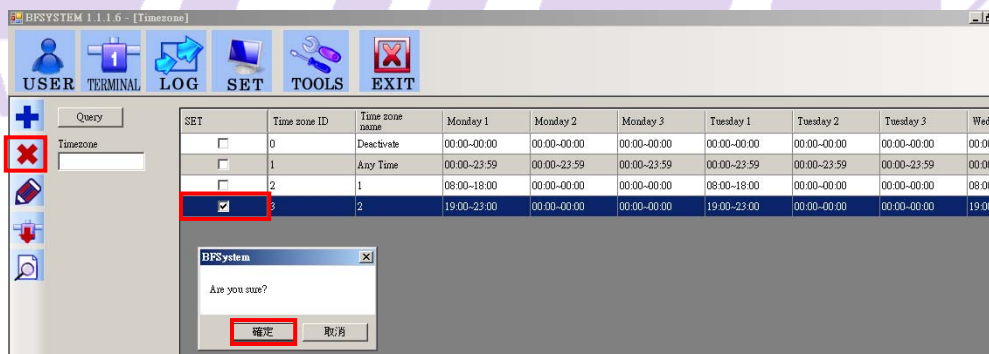


- (2) Determine the time zone name and use the pull down selection menu to choose the time set. There's Monday to Sunday, Holiday can be selected. Each day BFSsystem provides three time sets. Press Add to complete the configuration.

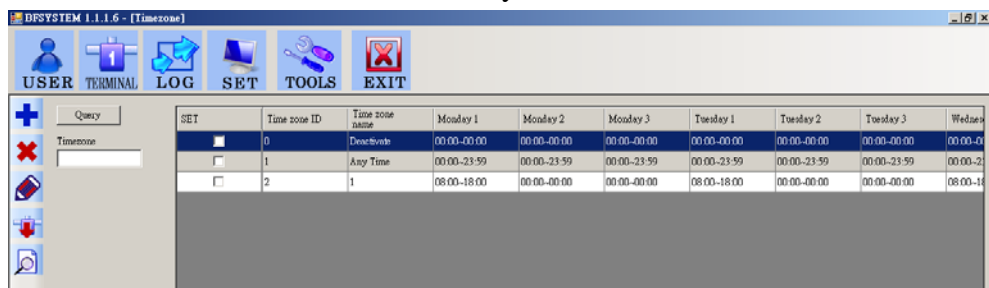


3.4.7.1 Delete Time Zone

- (1) Tick the time zone (SET) which is to be removed from BFSsystem. Click DELETE icon from tool bar.

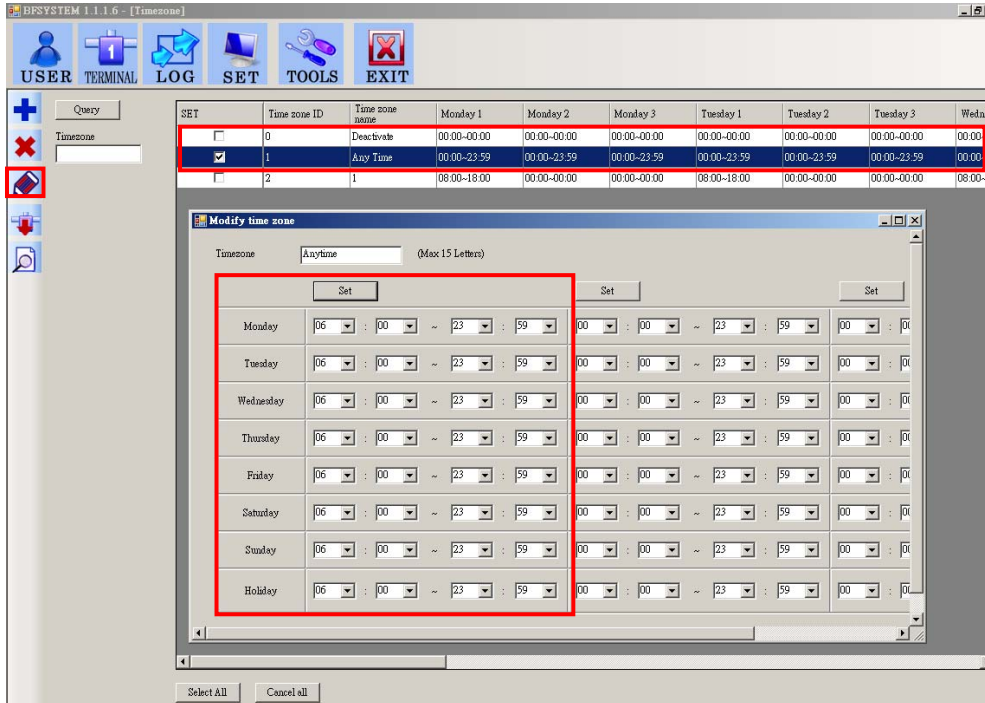


Time zone name 2 has been removed from the BFSsystem list.



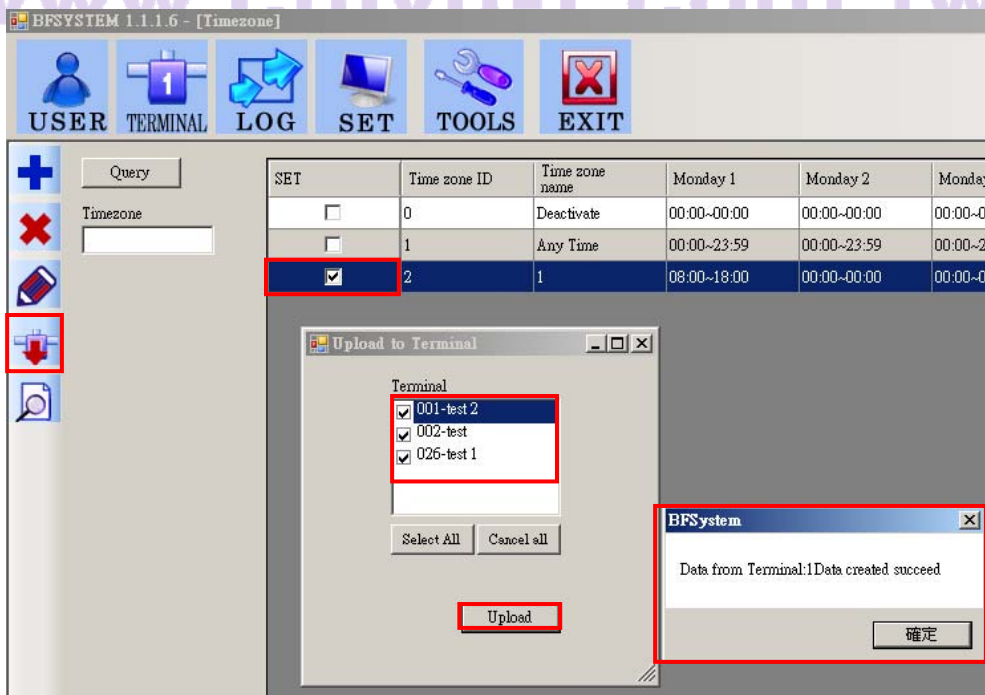
3.4.7.2 Modify Time Zone

- (1) Tick the time set which is to be modified. Click Modify icon from tool bar will display Modify Time Zone screen. Enter the Time zone name and Time set information. Click Modify button to complete the modification.



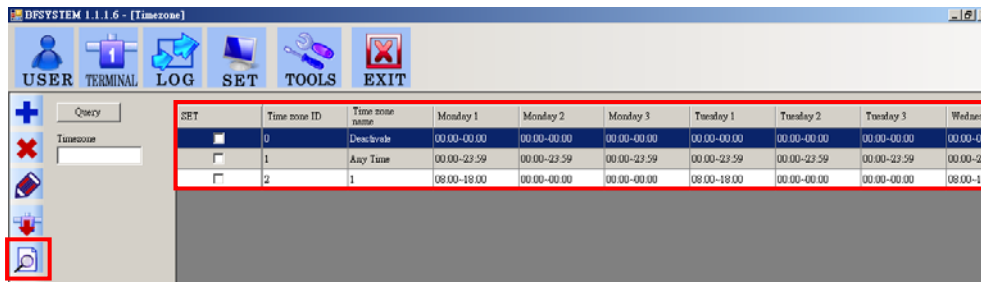
3.4.7.3 Update time zone information to terminal

- (1) Tick the time zone which is to be updated to terminal, click Data Update to Terminal button from tool bar then choose the objective terminals from the list → Click Upload and Press OK to complete.



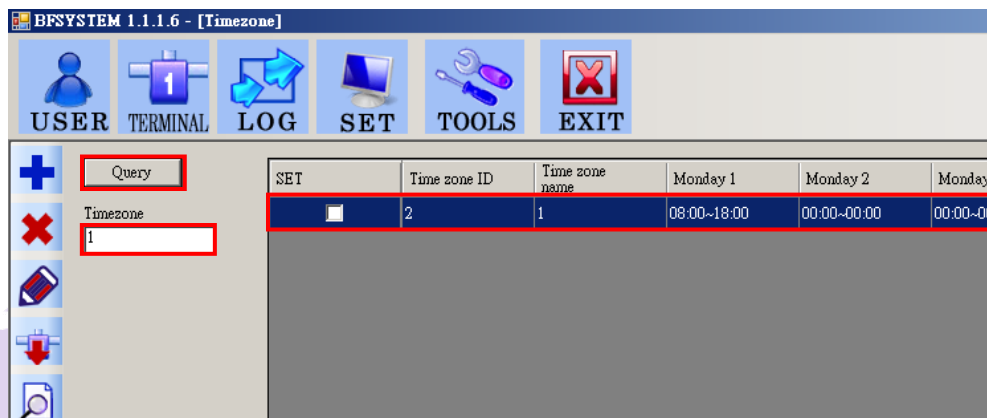
3.4.7.4 Search all time zone

Click Get All icon from tool bar will find all Time Zone information on the list.



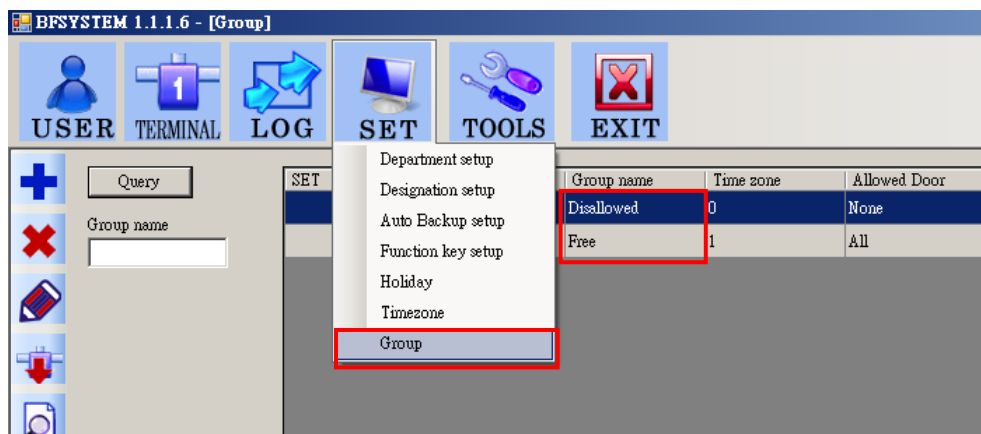
3.4.7.5 Query to time zone

Enter a Time zone name and then click Query button will find all time zone on the list based on Time Zone name.



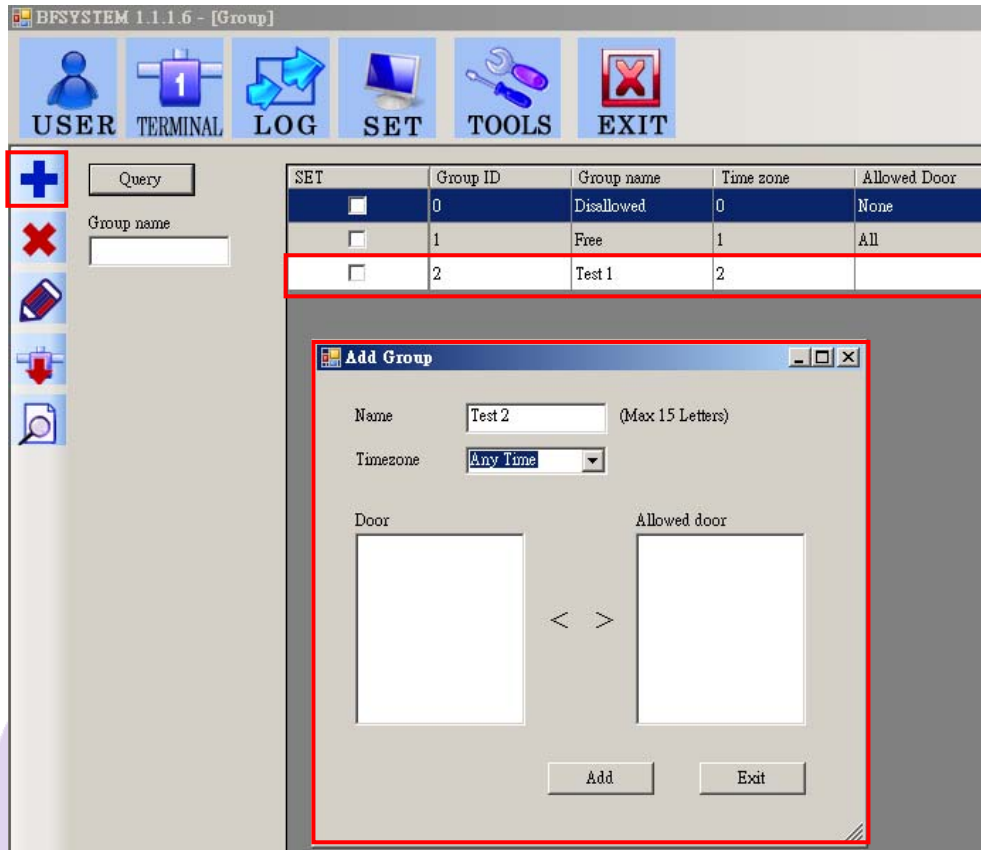
3.4.8 Group setup

Click System setup icon then select Group will display Group setup screen. Default groups are (Free Group and Disallowed group)



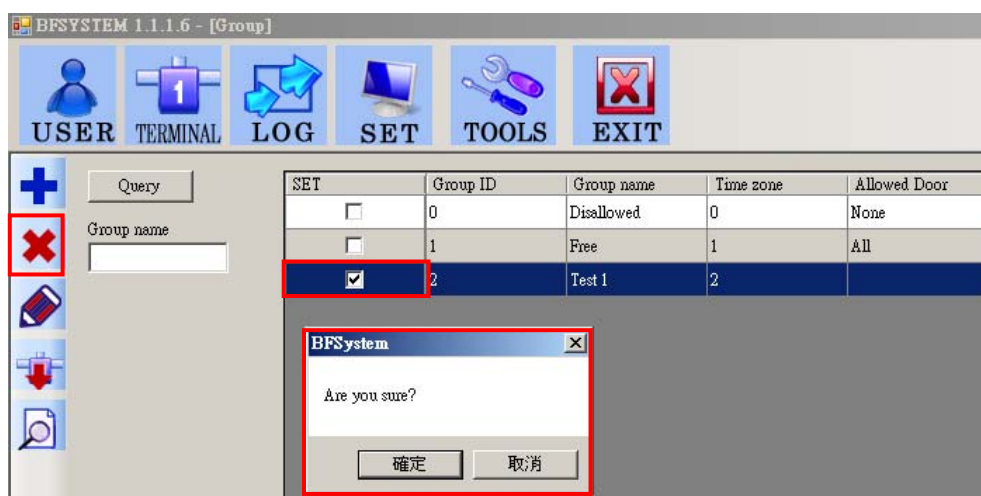
3.4.8.1 Add new Group

- (1) Click ADD icon from tool bar to find the setup screen. Enter a Group name, choose a Time zone then double click a door at Door information list to find all allowed doors at the right side Allowed Door list. Click ADD button to complete.



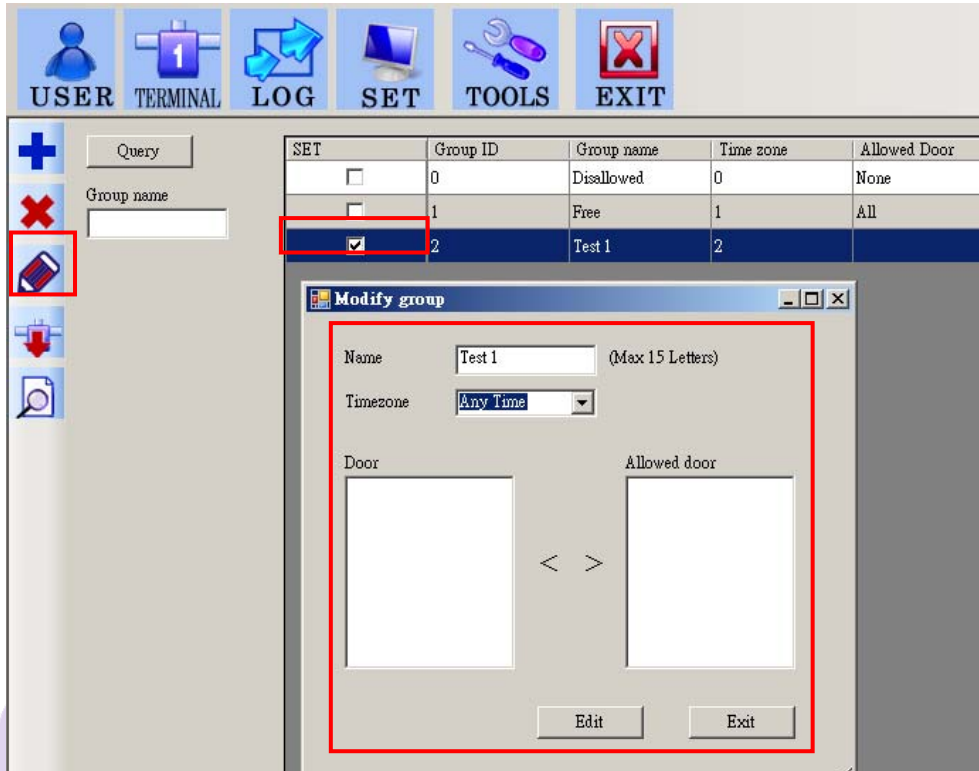
3.4.8.2 Delete Group

- (1) Tick the Group setup which is to be removed from list and then click Delete icon from tool bar to delete Group from the list.



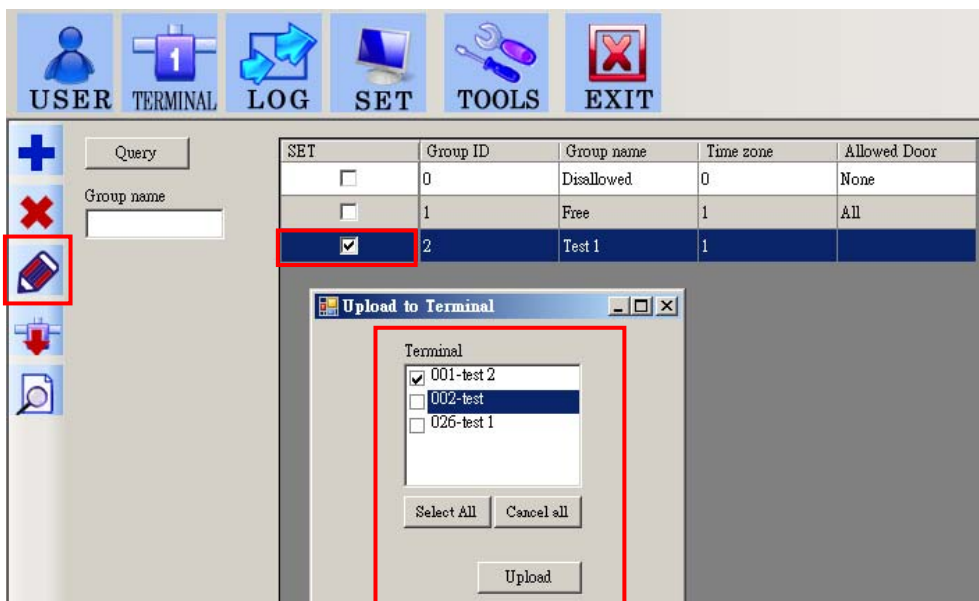
3.4.8.3 Modify Group

- (1) Tick the Group setup which is to be modified. Click Modify icon from tool bar will display Modify Group screen. Enter then Group name, Time zone and Allowed door, click Modify button to complete. The Group list will be updated as the modified information.



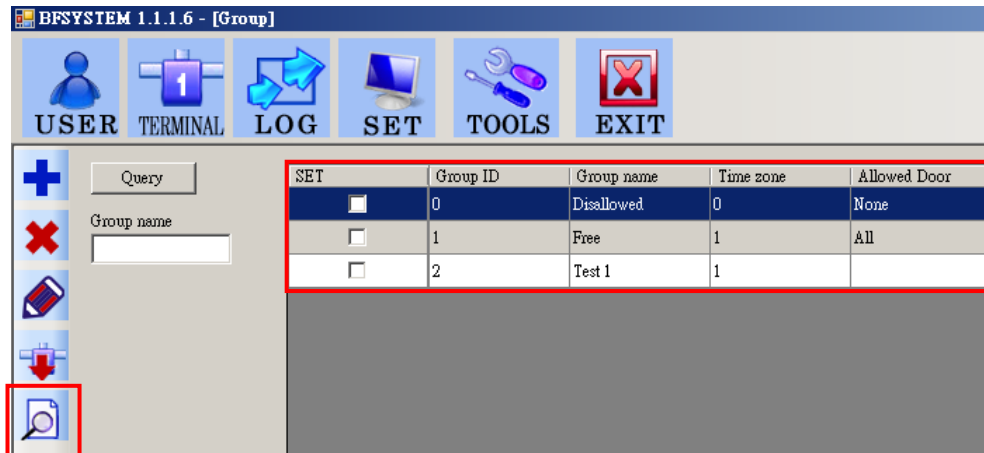
3.4.8.4 Update Group setup to terminal

- (1) Tick the Group from the list which is to be updated to terminal. Click Data Update to Terminal icon from tool bar. Select objective Terminal from the pop up terminal list then click Upload button to complete.



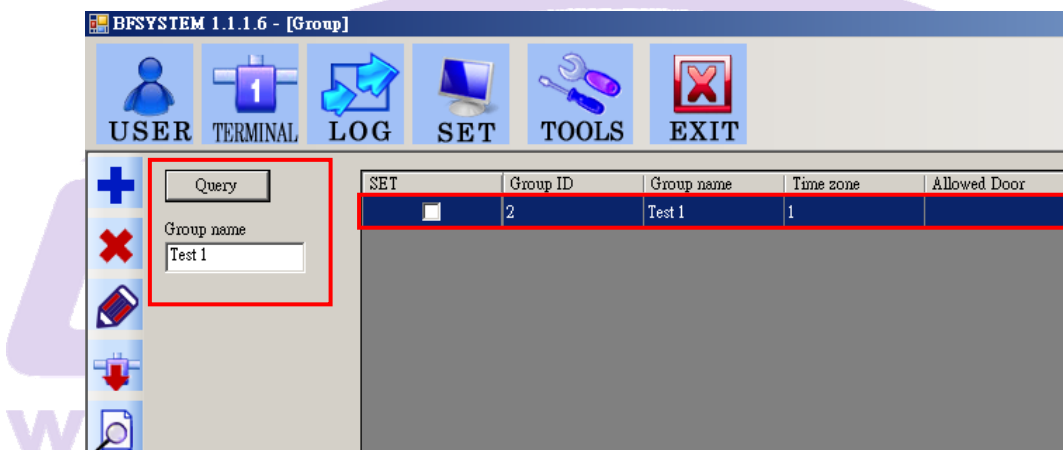
3.4.8.5 Search all Group setup

Click Get All icon from tool bar will display all Group setup to the list.



3.4.8.6 Query to Group setup

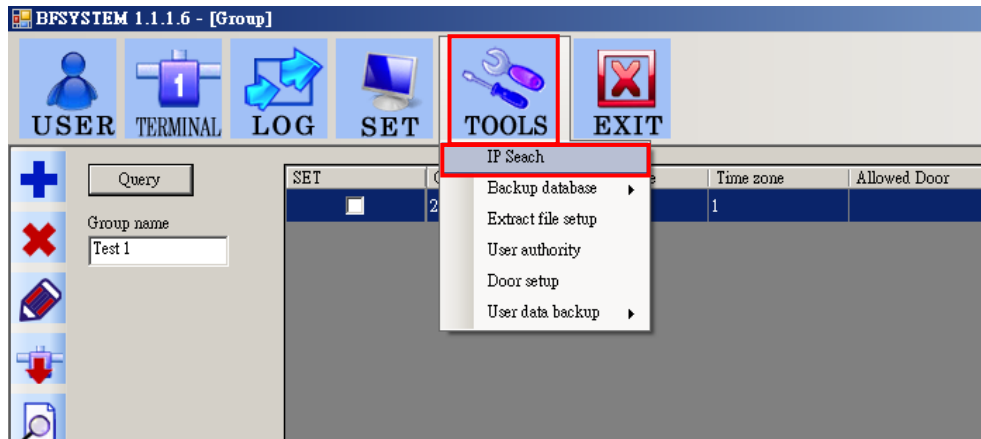
Enter the Group name then click Query to find the Group to the list based on Group name.



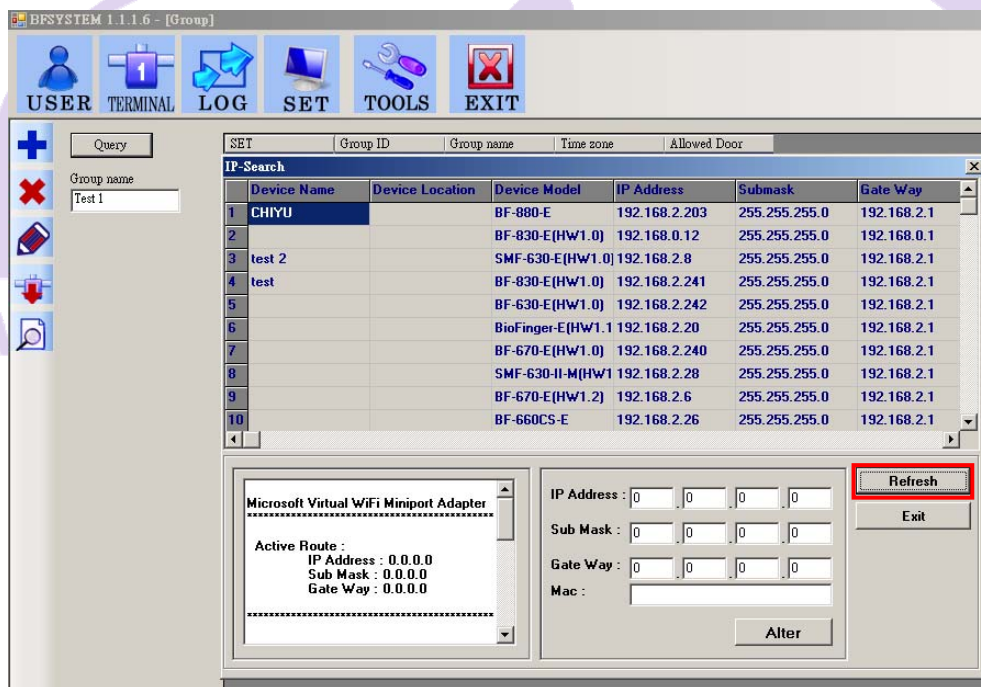
3.5 Tools

3.5.1 IP Search

(1) Click Tools icon and select IPSearch.



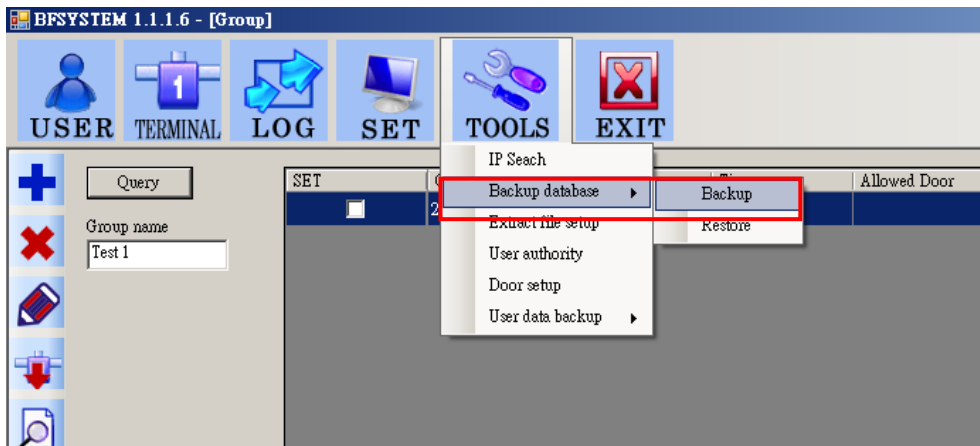
(2) IP Search program will be displayed after selected. Click **Refresh** button to find the devices which have connected to IPSearch.



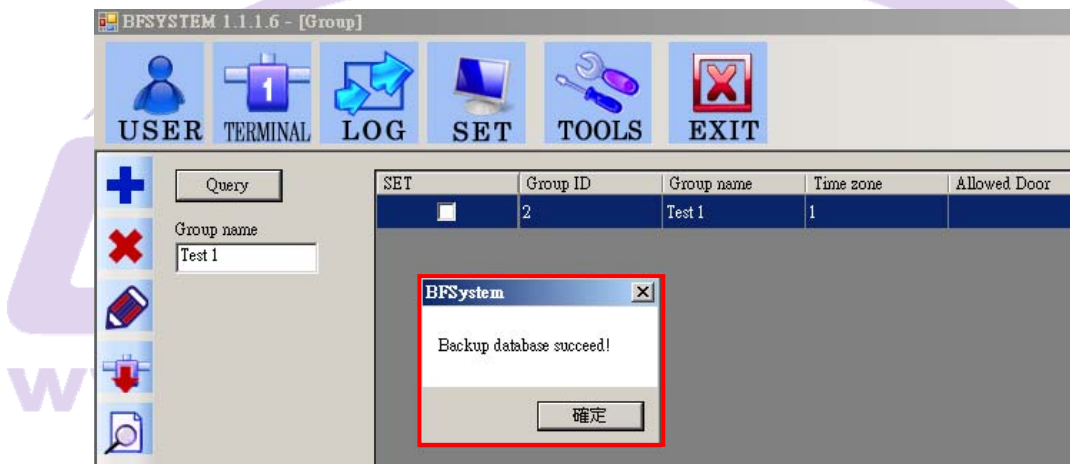
3.5.2 Backup database

3.5.2.1 Backup

- (1) Click Tools and select Database Backup → Backup

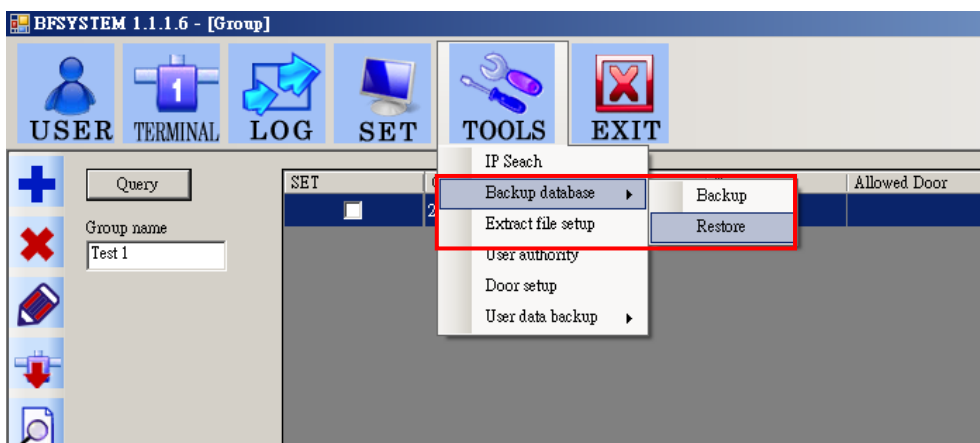


- (2) After backup has done will display Database backup has succeed. BFsystem will generate a backup file name (**BF.mdb**) and save to **C:\Program Files\BF\BFSystem\Bak**

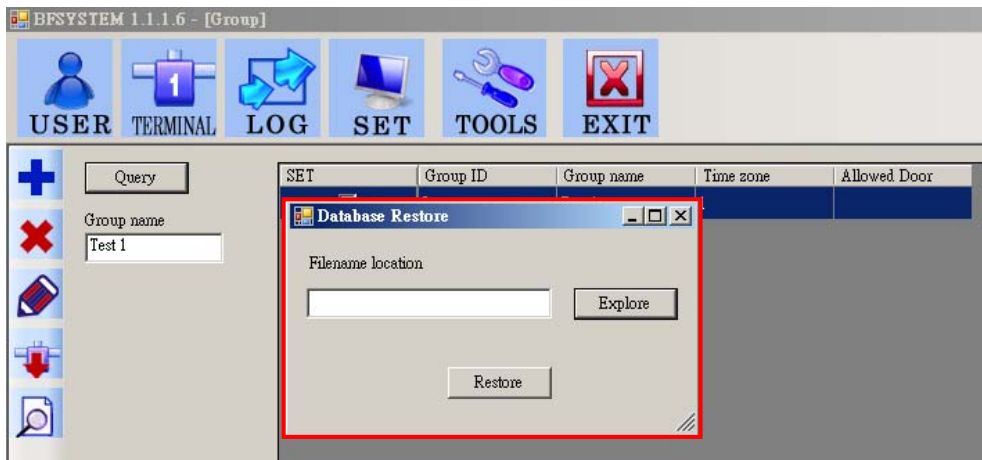


3.5.2.2 Restore

- (1) Click Tools icon and select Database Backup → Restore

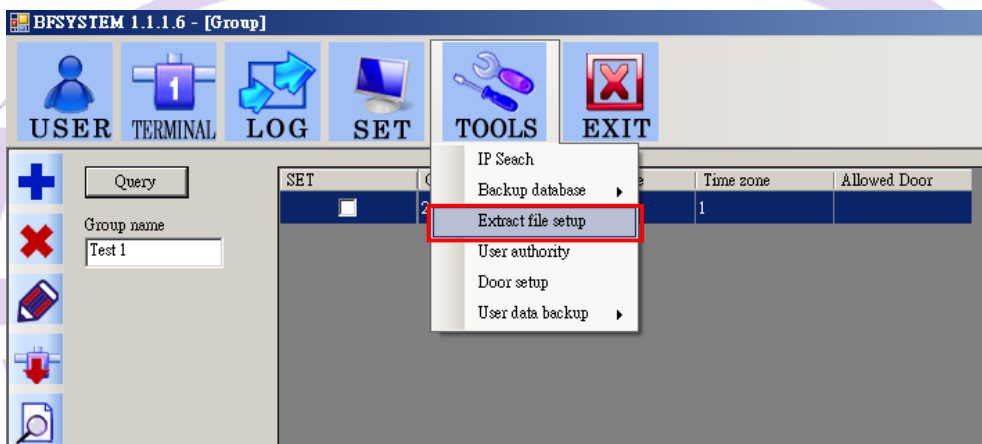


- (2) Select Restore from list will display Database Restore screen. Choose a saved Backup file from directory then click Restore button. BFSsystem will show successful message while Restore has completed.



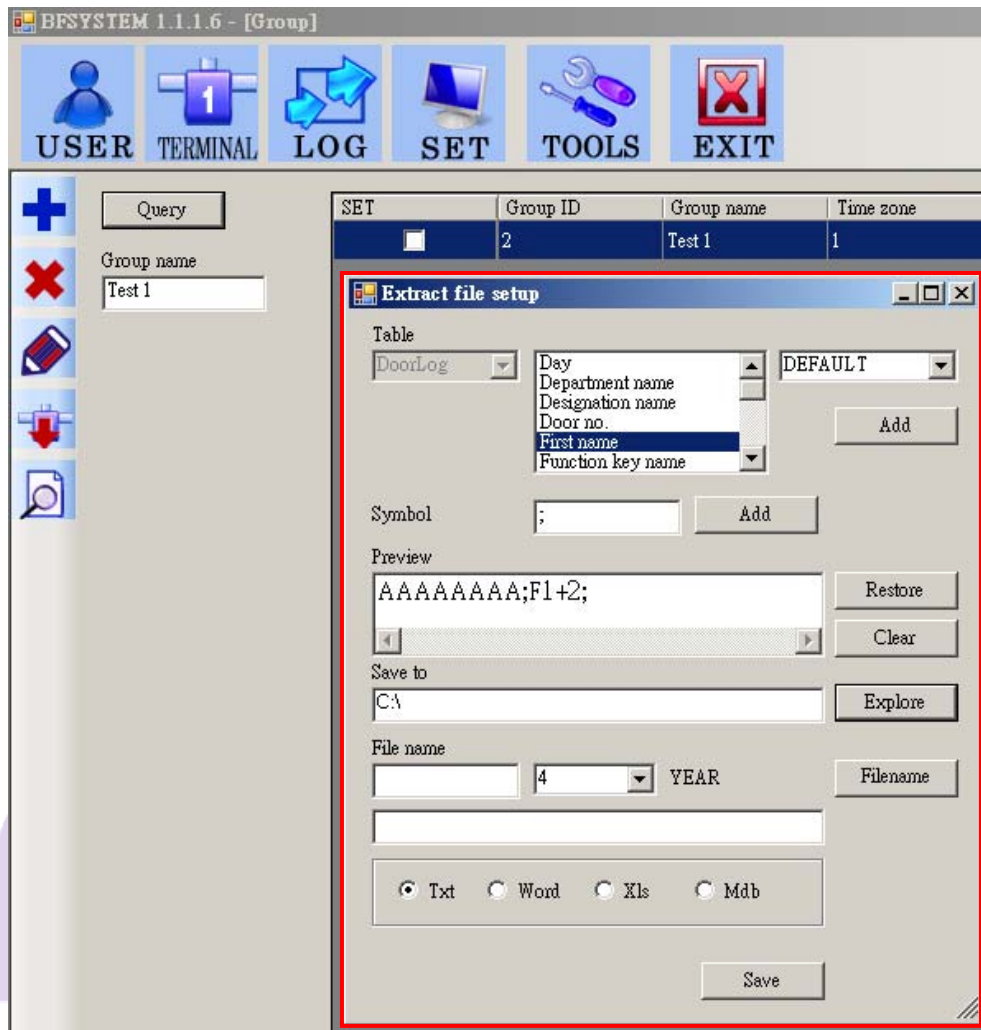
3.5.3 Data Extraction setup

- (1) Click Tools icon → select Extract file setup



- (2) BFSsystem will display Data Extraction window after selected.
- (3) Choose the fields and format to the setup page that will be displayed to the report which is to be extracted and then click SAVE button for previewing the display format. If any Symbol between each column is needed, enter a symbol and then click Add button for previewing the format.

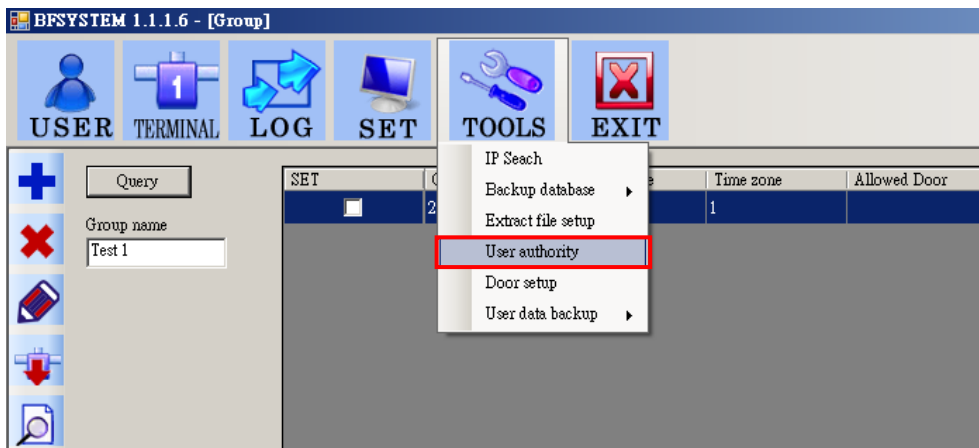
- (4) If Fields or Symbols are wrongly input, click Restore button to remove the configurations have given or click Clear button to remove all configurations.



- (5) Click Preview button to choose the directory the file will be saved. Enter the file name and determine the year format (1~4, for example: year 1999 = 4) for the data extraction date
- (6) Click Preview for file name previewing. Make sure the file name is correct.
- (7) After steps are completed, select a file format and then click Save to complete file extraction.

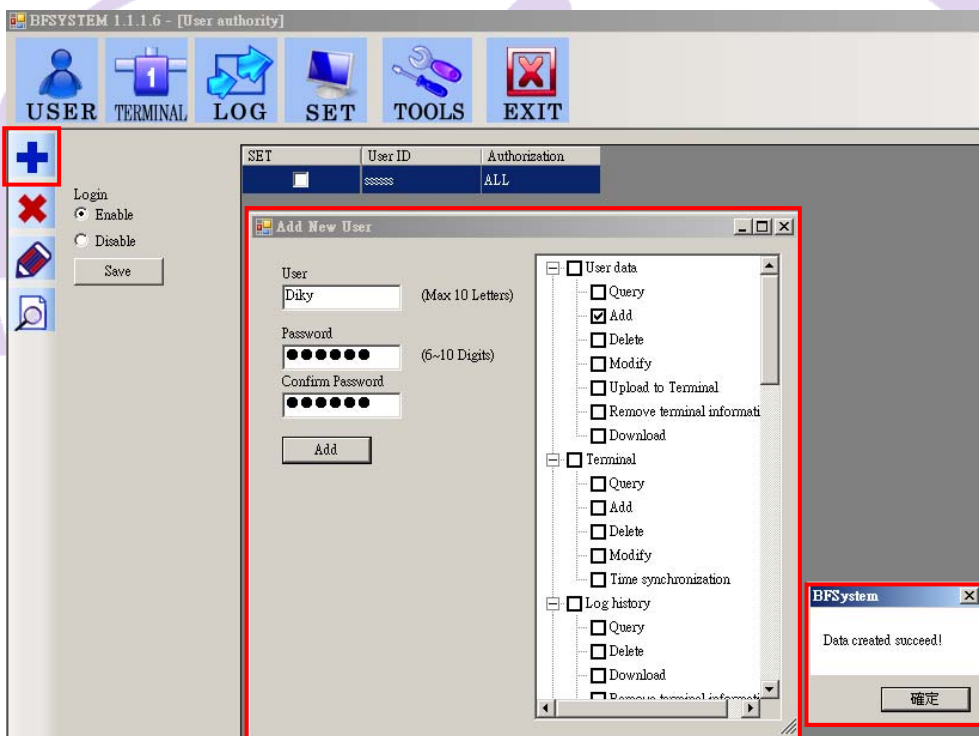
3.5.4 User Authorization

Click Tools icon to select User Authorization will display a setup screen. Default is All. Username will be based on the first combination when you executed BFSsystem.

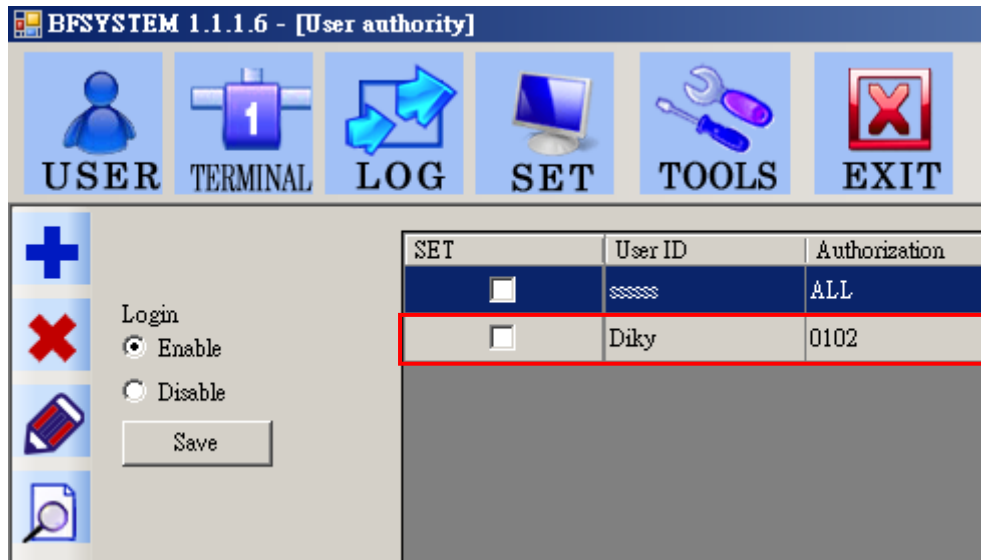


3.5.4.1 Add new user's authorization

- (1) Click Add icon from tool bar will display Add New User window. Enter user's name and user Password then click the ADD authorization from a list to complete.

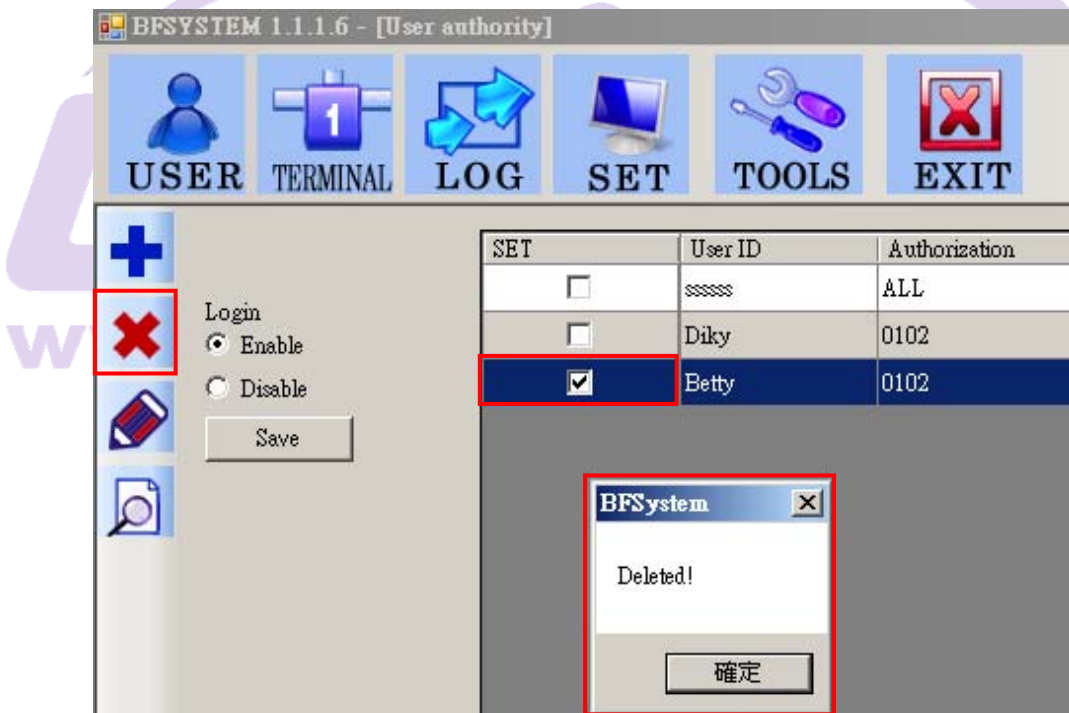


(2) User list will display the updated information.



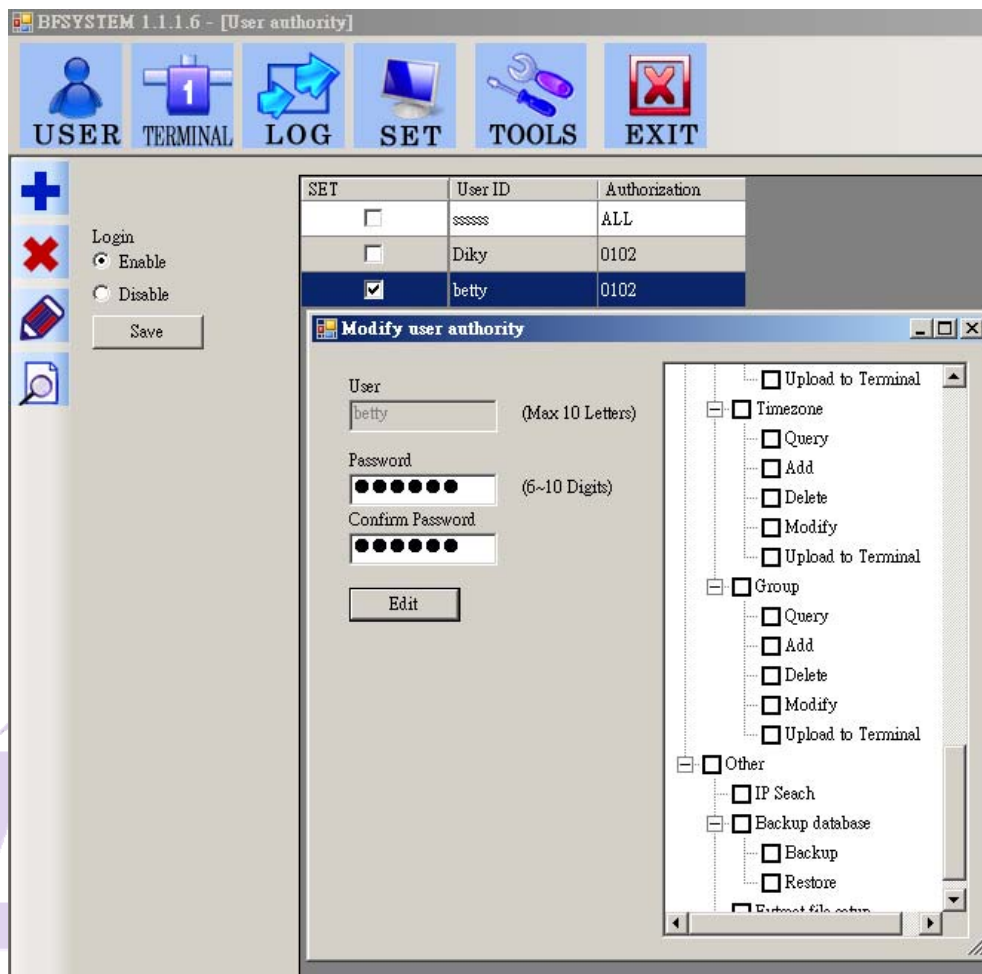
3.5.4.2 Delete User's authorization

(1) Tick SET for the user account which is to be removed from list and then click Delete and OK button to delete information. User's authorization list will be updated after deletion.



3.5.4.3 Modify User's authorization

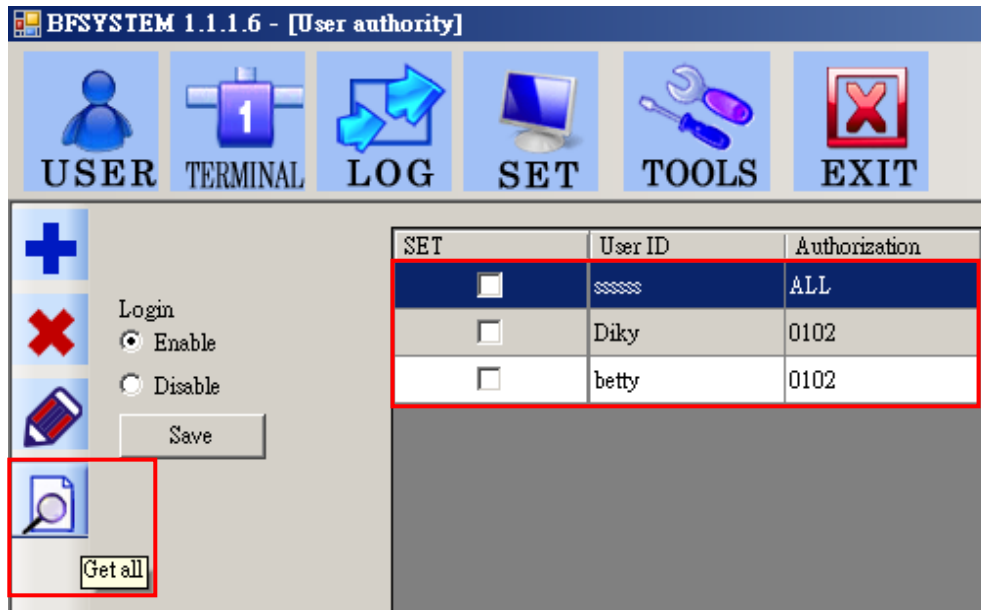
- (1) Tick user from the list which is to be modified. Click Modify icon from tool bar for a modify screen.



- (2) Modify User's authorization after click Modify icon. Modify the Password or Authorization if needed then click Modify button to complete the modification.

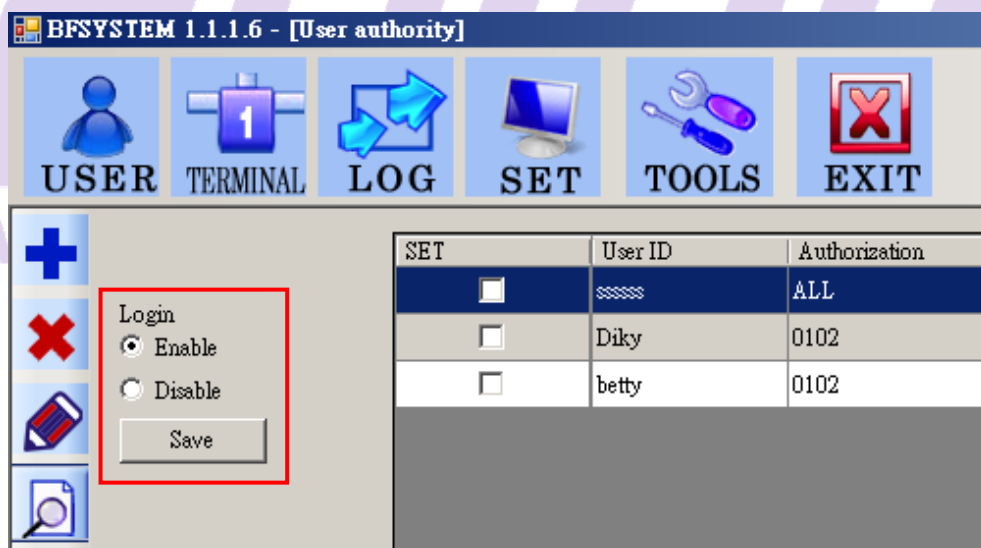
3.5.4.4 Search All User's authorization

Click Get All icon from tool bar will display all User's authorization to the list.



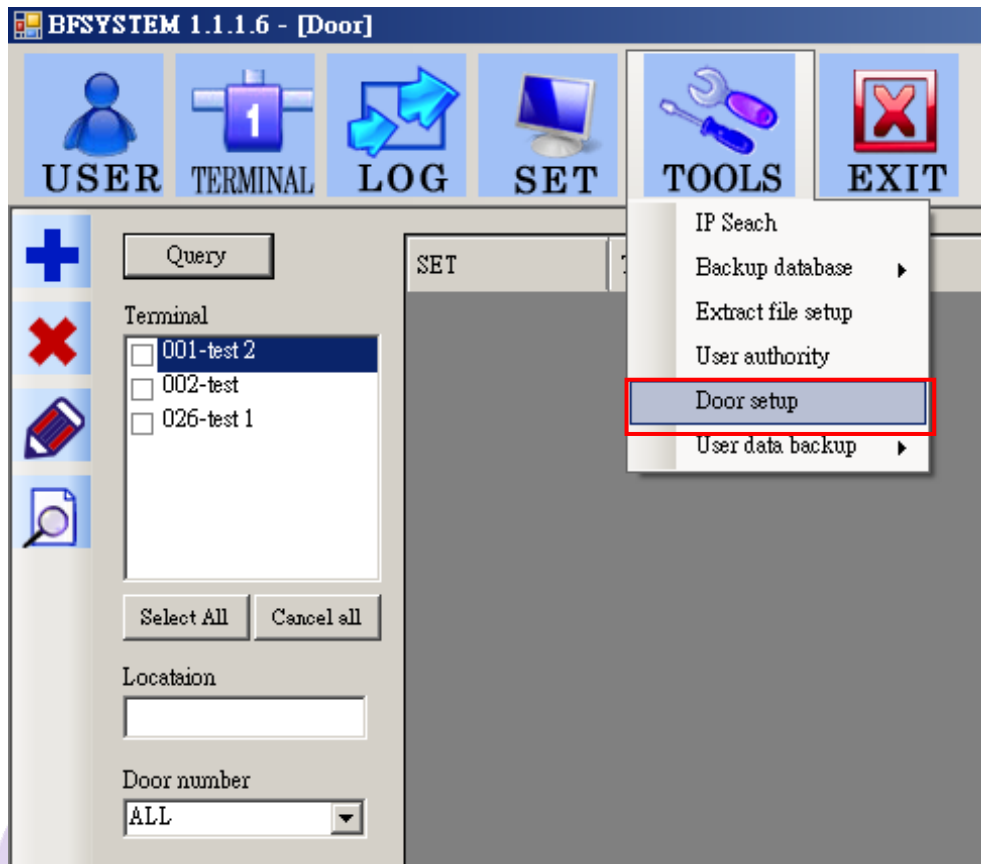
3.5.4.1 User's authorization activated or not when log in to BFSYSTEM?

- (1) Tick SET and Save to activate User's authorization when log in to BFSYSTEM. Username and Password is needed.



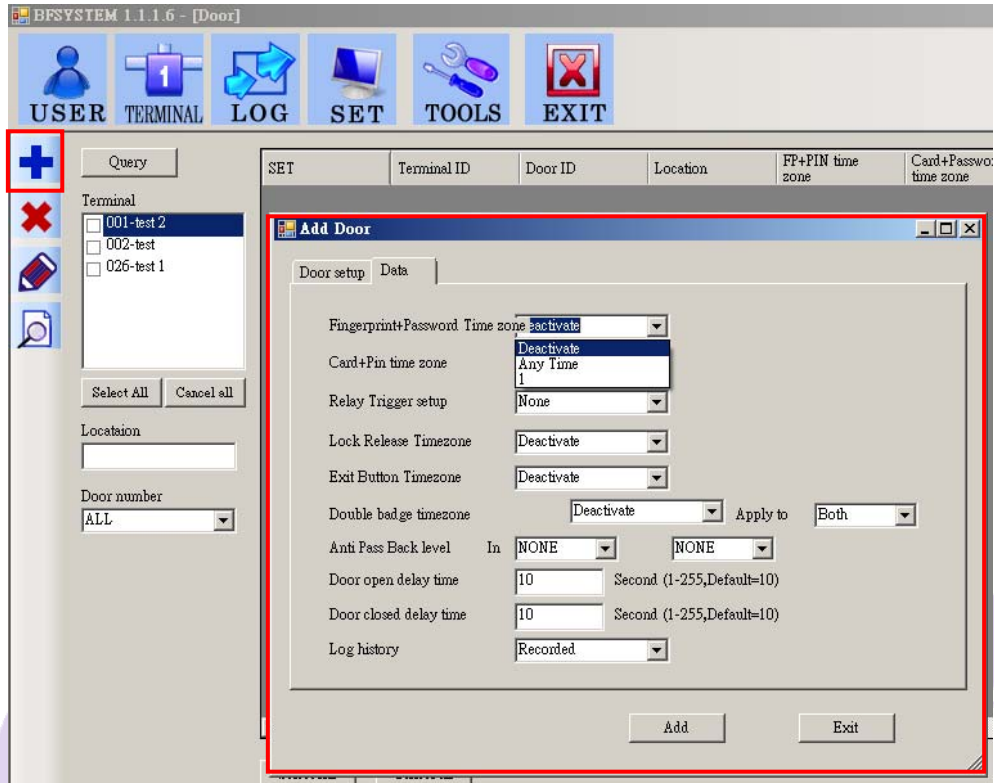
3.5.5 Door Setup

Click Tools icon then select Door setup for door setup screen.

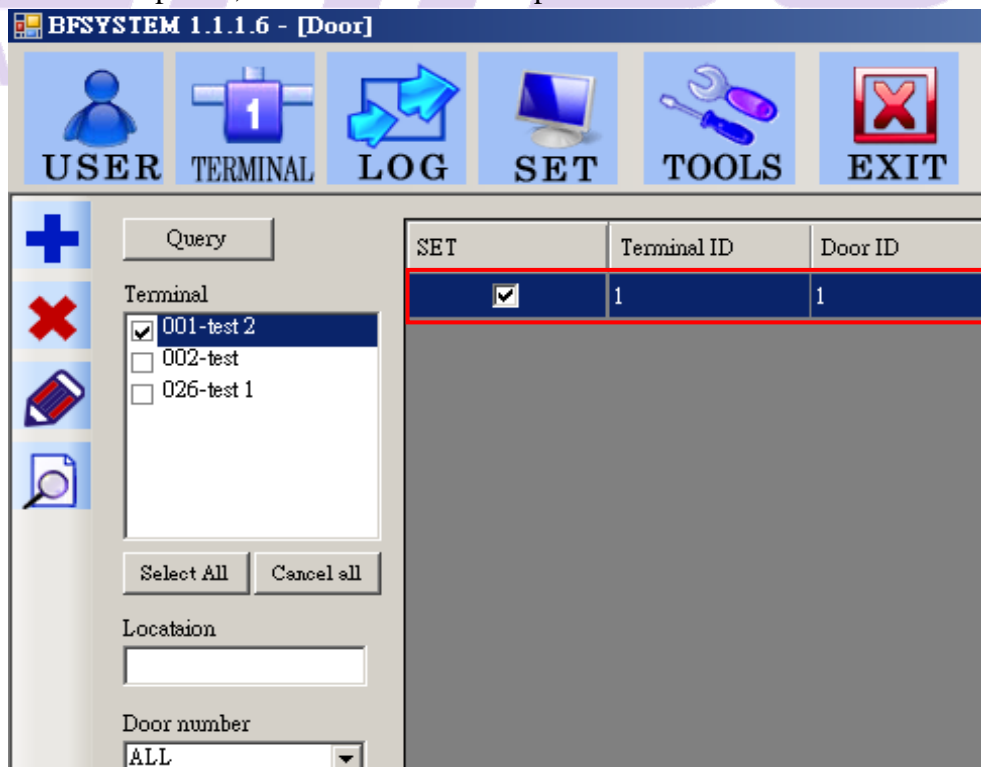


3.5.5.1 Add new Door Setup information

Click Add icon from tool bar will display Add new Door Setup and Data window. Shift to Information window to configure Door Setup information. Click Add button to complete.

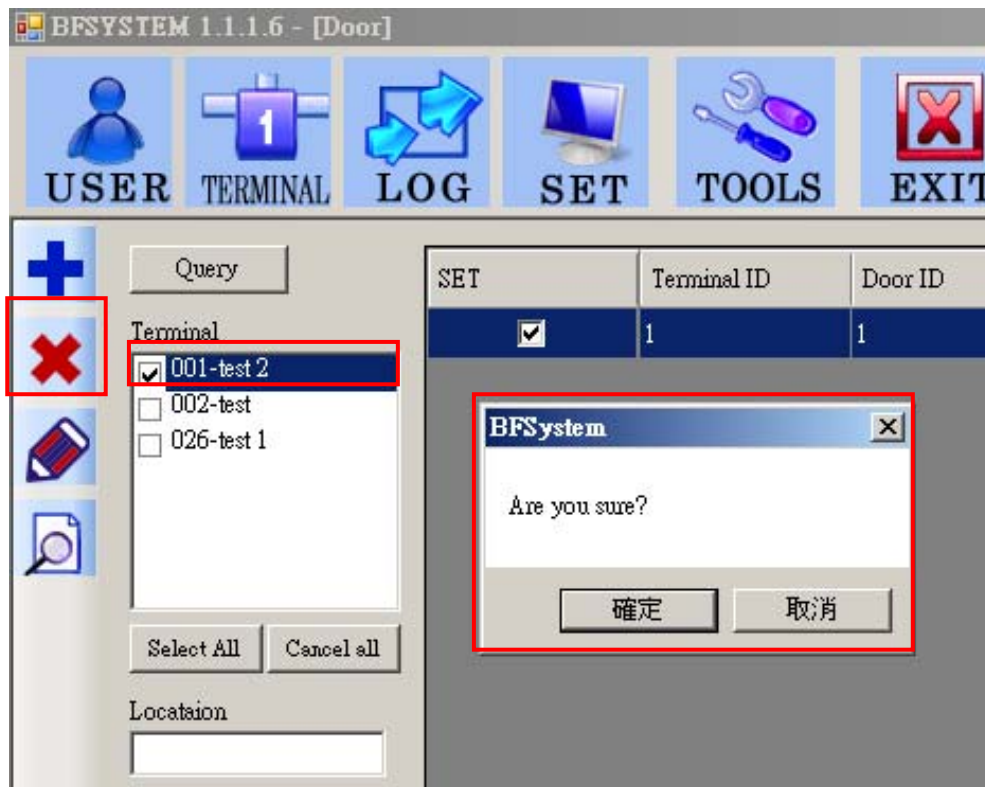


Once configuration completed, click ADD button to update Door set list.

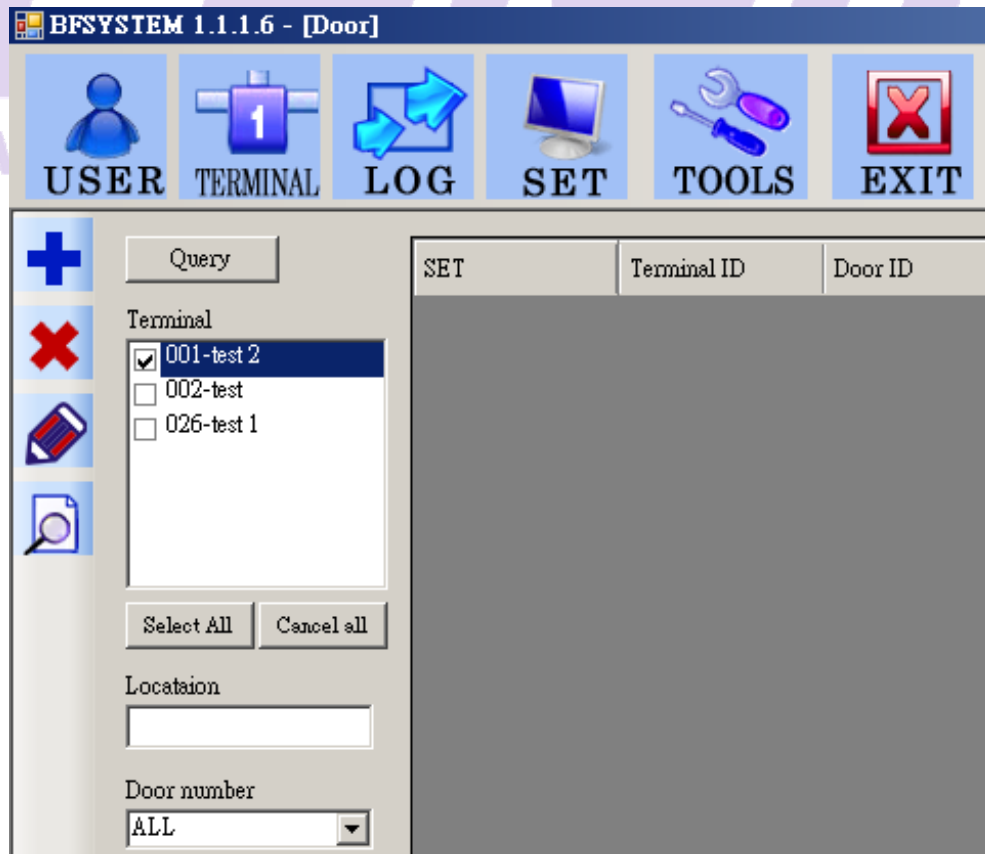


3.5.5.2 Delete Door setup information

- (1) Tick the door which is to be removed from the list. Click Delete icon to complete.

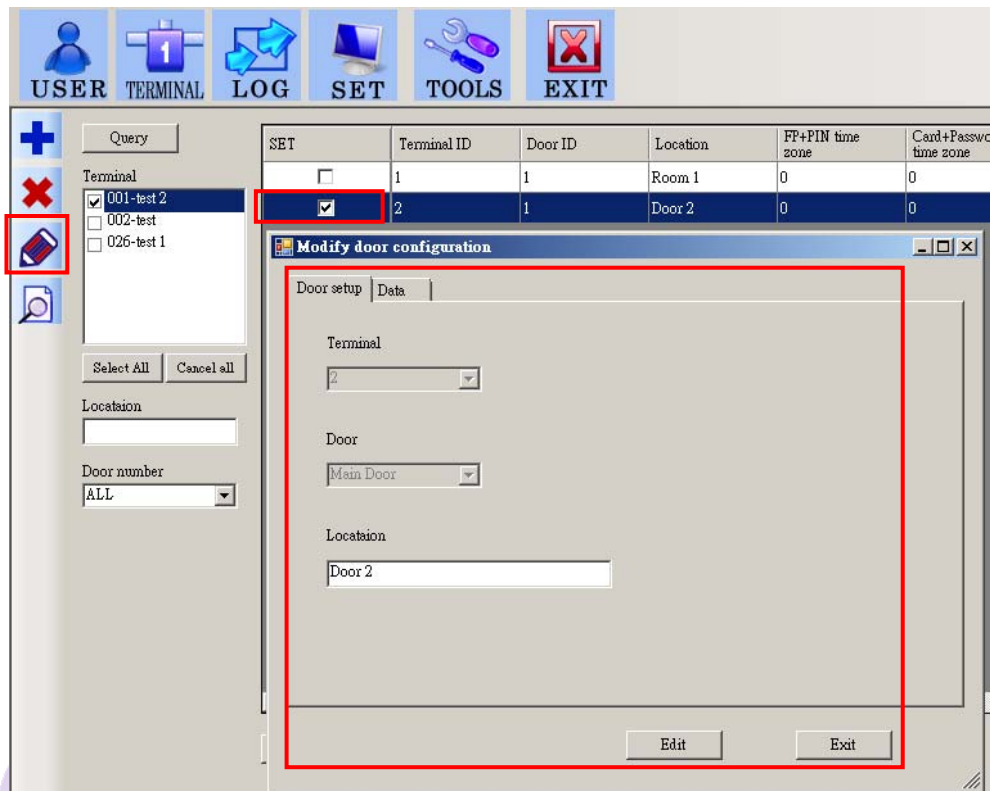


- (2) Door setup list will be updated after deletion.

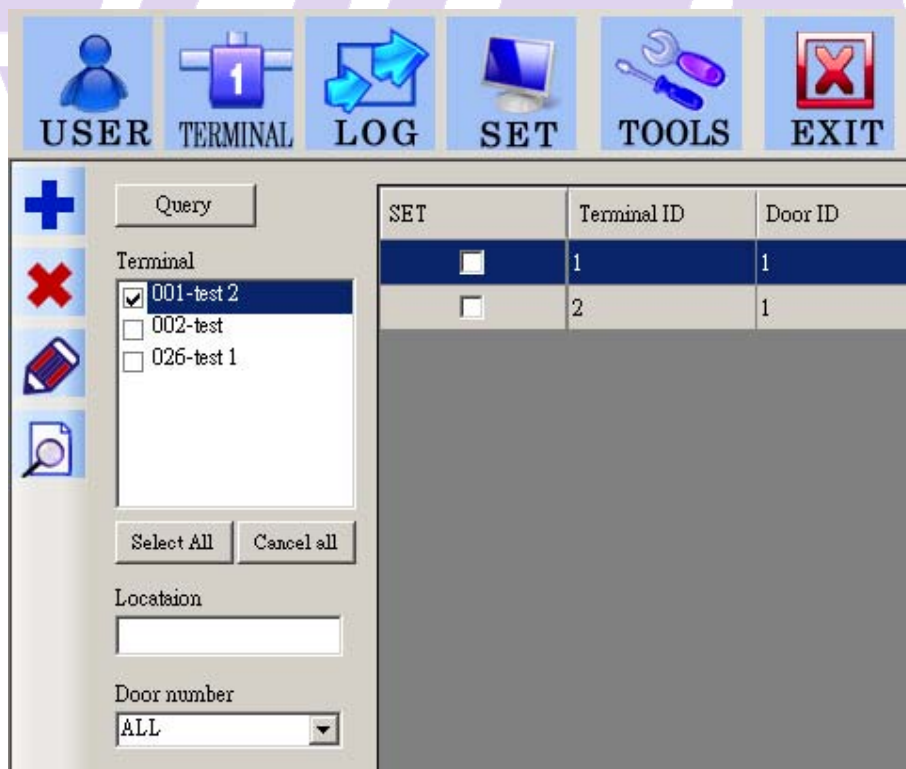


3.5.5.3 Modify Door setup information

- (1) Tick SET for the door setup information is to be modified. Then click Modify icon to complete.



- (2) Updated list will be displayed after modification.



3.5.5.4 Search all door setup information

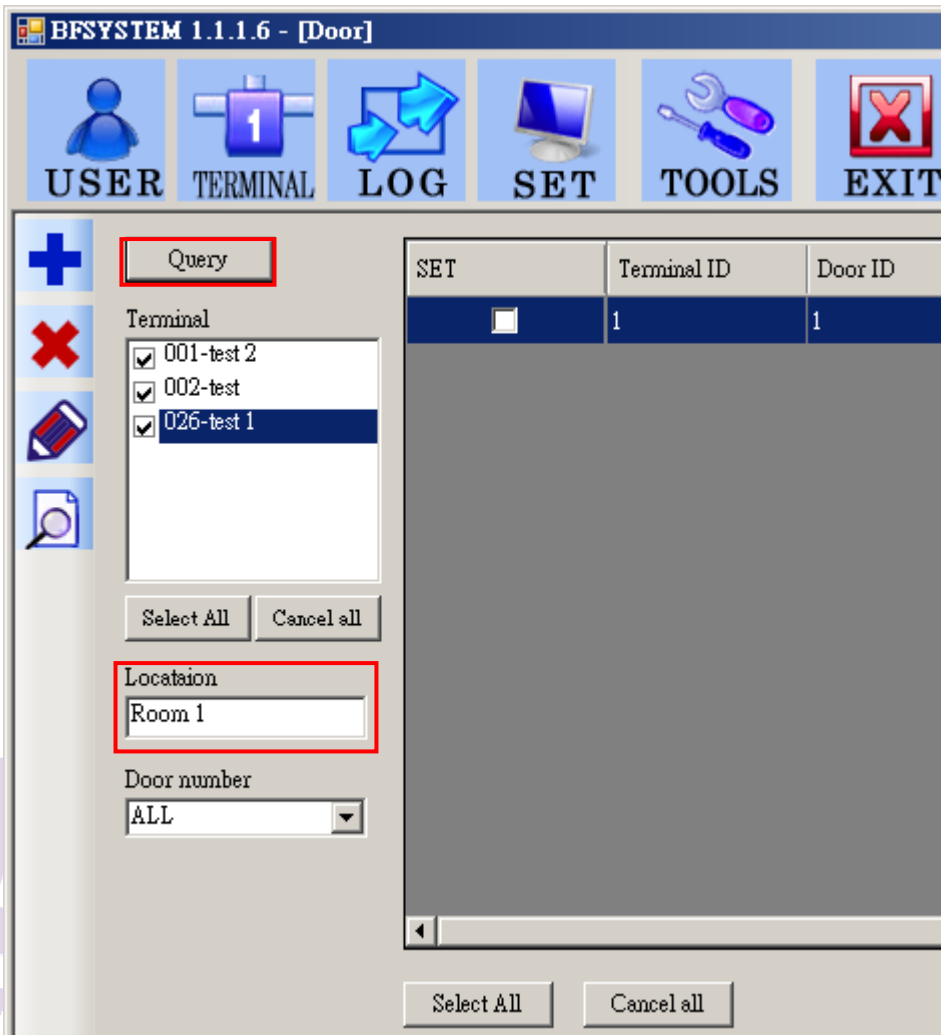
Click Get All icon from tool bar will display all door setup information to the list.

SET	Terminal ID	Door ID
<input type="checkbox"/>	1	1
<input type="checkbox"/>	2	1



3.5.5.5 Query to Door setup information

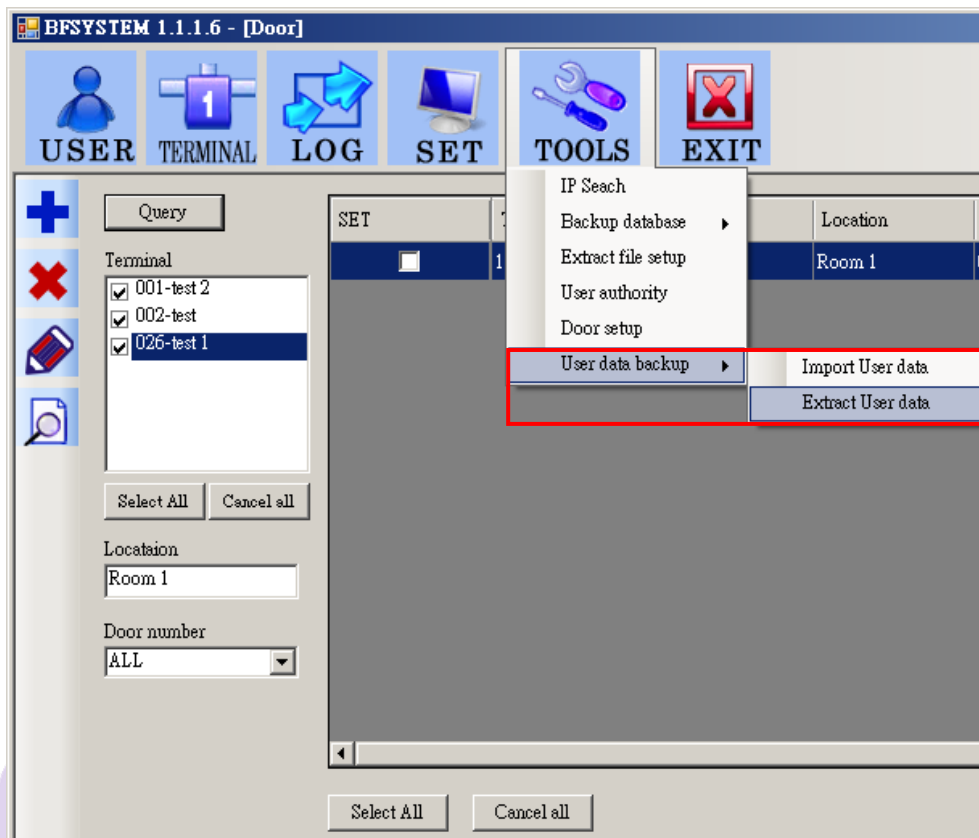
Tick the Terminal and determine the condition of the door, click Query to find the door based on the condition set.



3.5.6 User's data backup

3.5.6.1 Extract user data

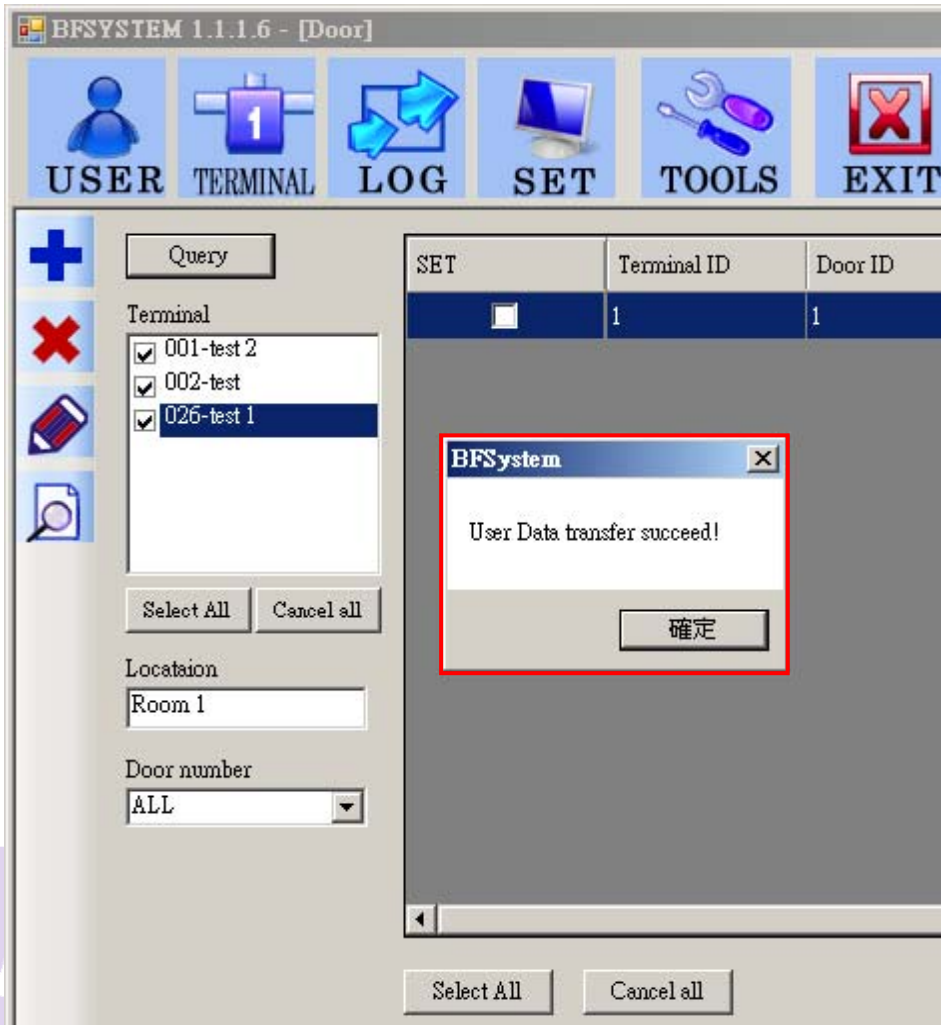
- (1) Click Tools icon to select User Data Backup→ Extract user data



- (2) After selected Extract user data will display a screen for all user's data window. Determine a file name for the user data then click SAVE to extract user data.



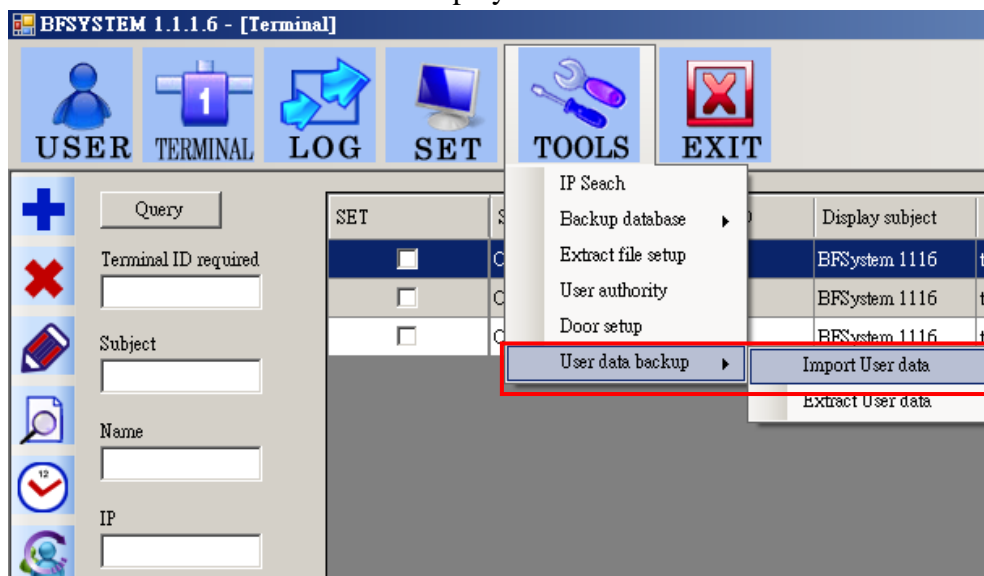
(3) User's data extracted.



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3.5.6.2 Import User's data

- (1) Click Tools icon to select User's data backup → Import User's data
- (2) After user's data has be decided will display a window for user's information



- (3) Browsing the file directory for the user data which is to be imported. Tick the target user data to be imported to BFSsystem. Click Import button to complete.
- (4) A successful message window will be displayed while user data imported completed.

Used	Filename	Correspondant field	Limitation
	User ID	user_id	Number (1~4294967295)
<input checked="" type="checkbox"/>	User Password	user_pw	Max 10 Number
<input checked="" type="checkbox"/>	Designation	designation_id	0~128 Number
<input checked="" type="checkbox"/>	Department	department_id	0~128 Number
<input checked="" type="checkbox"/>	First name	firstname	Max 15 Char
<input type="checkbox"/>	LASTNAME	lastname	Max 15 Char
<input checked="" type="checkbox"/>	Group ID	group_id	0~200 Number
<input type="checkbox"/>	Status	status	1:Activate / 0:Deactivate
<input checked="" type="checkbox"/>	Access mode	work_mode	0~6 Number
<input checked="" type="checkbox"/>	Employed Date	work_start	HH:MM
<input checked="" type="checkbox"/>	Unemployed Date	work_end	HH:MM
<input checked="" type="checkbox"/>	Employee ID	employee_id	Max 15 Char
<input checked="" type="checkbox"/>	Card status	card_state	0: Not / 1: Use
<input checked="" type="checkbox"/>	Card valid date	card_start	YYYY/MM/DD
<input checked="" type="checkbox"/>	Card expire date	card_end	YYYY/MM/DD
<input checked="" type="checkbox"/>	FINGER1	finger1	383 byte[]
<input type="checkbox"/>	FINGER2	finger2	383 byte[]

Buttons: Select All, Cancel all, Import

3.6 Exit

Click Exit icon to exit BFSYSTEM program.

