

User Manual

BioTime 8.0

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Glossary

Absence: Based on attendance parameter settings, the case of no check-in or check-out in attendance statistics can be counted as absence, or late arrival/early leaving for more than N minutes in attendance parameter settings can be counted as absence.

Actual Attendance Time: It refers to the actual attendance time of an employee on which statistics are collected based on the check-in/out record in due attendance time during the start and end time. The default unit is workday, and the statistical rule can be changed in Attendance > Calculation Item > Expected/Actual.

Attendance Duration (Time): It refers to the time span between actual check-in time and actual check-out time.

Attendance Status: It refers to what type of the attendance for punching will be counted in the attendance result. By default, the system has eight statuses: Check-In, Check-Out, Dinner-Start, Dinner End, OT-In, OT-Out, Break-Out, and Break-In.

Attendance Timetable: It refers to the timetables possibly used during attendance settings and configuration of all parameters such as work start/end time, permissible time for late arrival/early leaving, whether check-in/out is mandatory, permissible check-in/out time range, break time, and overtime. This is the minimum unit in attendance time settings.

Auto Overtime: When the punching time is later than work end time, this parameter determines whether the excessive time is counted as overtime.

Correction of Status: It refers to determine whether an employee checks in or out by following the attendance calculation rule according to the shift timetable and attendance time of this employee. The calculation is based on this status during statistics.

Due Attendance Time: It refers to the duration when an employee should be at work from the start time to the end time based on staff schedule. The default unit is workday, and the statistical rule can be changed in Attendance > Calculation Item > Expected/Actual. Specifically, the value is determined based on the unit (workday, hour and minute) as well as counted workdays and work minutes in the shift timetable.

Due Check-in/Due Check-out: Due Check-in/Due Check-out refers to mandatory check-in/out time in timetable setting. Yes means check-in/check-out is mandatory, and No means check-in/check-out is optional.

Early Leaving: Early leaving includes the time setting for corresponding timetable and the setting of starting calculation of early leaving, and whether actual check-out time is earlier than due check-out time in the timetable. On the other hand, if Mandatory Check-out in the timetable is set to Yes and the attendance parameter is Ending Work Without Check-out is Counted as Early Leaving for N Minutes, the actual time without check-out is counted as early leaving for N minutes. The time of early leaving does not affect the work minutes for attendance calculation.

Exception: It refers to the leave time during this timetable.

Flexible Shift: It refers to a default attendance shift set in the system. It is a cycle of flexible timetable within a week. If an employee works in a flexible schedule and attendance checking is required, a flexible shift can be arranged. If an employee has a punching record without a shift arranged, the attendance is calculated based on flexible shifts and classified as some overtime such as overtime on days off or on holidays. The flexible shift is applicable to business owners, business personnel, service staff and order-oriented production people.

Flexible Timetable: It refers to a default timetable set in the system. In the settings of a flexible timetable, the work delay is not counted as overtime, and late arrival, early leaving or absence is not counted. The attendance calculation for a flexible timetable is second punching time minus first punching time, fourth punching time minus third punching time, and so on. The line numbers of its report are generated automatically. If four records exist, the daily report on that day has two lines. If six records exist, the daily report has three lines. Besides, the attendance time in a timetable is check-out time minus check-in time of this timetable.

Late Arrival: Late arrival includes the time setting for corresponding timetable and the setting of starting calculation of late arrival, and whether actual check-in time is later than due check-in time in the timetable. On the other hand, if Must Check-in in the timetable is set to Yes and the attendance parameter is No Check-in, Count as Late 60 Minutes, the actual time without check-in is counted as late arrival for N minutes. The time of late arrival does not affect the work minutes for attendance calculation.

Must Check-in/Check-out: In some companies, only check-in or check-out is carried out. If check-in or check-out is set to be mandatory, corresponding items are included in the range of attendance.

No Check-in/No Check-out: No Check-in/No Check-out refers to the times of no actual implementation in the times of due check-in/due Check-out.

Permissible Late Arrival/Early Leaving: It refers to the permissible time for late arrival/early leaving before the designation of late arrival/early leaving starts during specified work time.

Role: When using the system, a super user needs to assign different levels to new users. To avoid setting users one by one, you can set roles with specific levels in role management, and assign appropriate roles to users when adding users.

Schedule: It refers to what kind of shift will be used in a timetable for employee attendance. It is a main basis for calculating attendance results. If an employee works in a flexible schedule and attendance checking is required, a flexible shift can be arranged. If an employee has a punching record without a shift arranged, the attendance results are calculated as overtime based on flexible shifts.

Shift: It refers to a preset work schedule for the personnel and is composed of one or more preset attendance timetables based on certain order and cycle period. For employee attendance, the employee shifts to be used must be set first.

Start/End Check-in: It refers to a timetable which is the valid range of check-in. The check-in records out of this range are invalid.

Start/End Check-out: It refers to a timetable which is the valid range of check-out. The check-out records out of this range are invalid. The check-out start time cannot overlap the check-in end time.

Superuser: It refers to a user with all operation permissions of the system. A superuser is able to assign new users (such as company management personnel, registrars or attendance administrators) and configure corresponding user roles.

Temporary Schedule: If the shifts on some dates are adjusted due to temporary changes of employee work time after scheduling, the temporary schedule can be used. Temporary schedule can be set as only temporarily valid or appending to an employee shift (two schedule records in the attendance statistics in this case). This mode of schedule is very applicable to the posts without fixed schedules.

Time in a Timetable: It refers to the work time of an attendance timetable in the shift setting on that day.

Unit/Minimum Unit: The unit covers day, hour and minute and the minimum unit is a numeric value. The combination of these two is used to set the minimum computing unit of a parameter in statistics such as one day, one hour or one minute. For example, the minimum unit of leave is set to one hour. When rounding-off is enabled, the value 1.5 is counted as two hours and the value 1.4 is counted as one hour after rounding-off.

Work Minute: In normal attendance, the work minute is the time set in Work Minute of a shift timetable. When the valid attendance duration in a shift timetable is smaller than the time set in Work Minute of a shift timetable, the valid attendance duration prevails. When the valid attendance duration in a shift timetable is larger than the time set in Work Minute of a shift timetable, the time set in Work Minute of the shift timetable prevails. The work minute in a flexible shift is 0.

Work time: It refers to the time between an employee's work start time and end time (measured in minutes). The filled value may not be equal to the actual interval between punching in and out. The value may be larger or smaller than this interval, depending on the company system. Normally, this value can neither larger than 480 nor smaller than 0. If this value is 0, this timetable is overtime and needs not to be counted as work time. The system will automatically count this timetable as overtime.

Chapter 1 System Introduction

1.1 System Function Introduction

This system implements unified management for customers in terms of time and operation safety and helps the customers continuously improve safety management efficiency, so as for simpler and more reasonable time management as well as more value.

➤ System Features

1. With powerful data handling capacity, the system can manage the attendance data of 10,000 employees.
2. The visual and reasonable operation procedure integrates years of attendance management experience.
3. The automatic user list management makes management more scientific and efficient.
4. The permission management based on multiple-level management roles guarantees user data security.
5. The real-time data collection system ensures that administrators can acquire attendance data in time.

➤ Requirements of Server Hardware Configuration

CPU: basic frequency more than 2.0 GHz;

Memory: 4 GB and above;

Hard disk: with available space of 10 GB and above. **It is recommended to use an NTFS hard disk partition as the software installation directory. (An NTFS hard disk partition provides better performances and higher security.)**

➤ Software Operating Environment

Supported operating system: Windows 7/8/8.1, Windows Server 2008/2012

Supported database: MS SQL Server2005/2008, Oracle 11g, MySQL 5.0.45

Supported mainstream browser: IE 11+, Google Chrome 33+, Firefox 27+

➤ Functions

This system mainly consists of the following functional modules:

Personnel system: The personnel system includes three parts: department management settings for setting the company's main architecture; employee management settings for entering employee information into system, allocating employees to departments and then conducting employee maintenance; card issuing to employees in the system so that the employees swipe cards for attendance.

Device system: Set the communication parameters for connecting to devices. The communication with devices is successful only after communication parameters are set correctly, including the settings in both the system and devices. After the communication is successful, you can view the information on the connected devices and perform operations on them such as remote monitoring, uploading, and downloading.

Attendance system: Achieve the collection and statistics of employee attendance data, data query, improve personnel management, facilitate employee check-in, facilitate the statistics and assessment of employee attendance conducted by management staff, facilitate the query and assessment of attendance rate in each department conducted by management staff, well understand employee attendance and effectively manage and understand employee turnover.

System setting: Mainly to assign system users and configure user roles, set the system parameters and manage the system operation logs.

1.2 Basic System Use Procedure

The following takes a superuser as an example to introduce how to use the system. Different users have different

operation permissions, so corresponding operation procedures are different. Users need to only follow the procedure below to operate the items displayed on the interface.

Step 1: Log in to the system and modify the default password for your account.

Step 2: Assign accounts and roles for the personnel using the system (such as company management personnel, registrars and attendance administrators).

Step 3: Set common system information such as system parameters, announcements and alerts.

Step 4: Set the department organization architecture according to the company structure and set corresponding position information.

Step 5: Enter employee information, and conduct daily maintenance.

Step 6: Set the regional structure of the company, add a T&A device for the system, and configure basic information about the device.

Step 7: Set the attendance parameters. You can use the default settings or modify the settings as required.

Step 8: Set the attendance timetables which may be used during attendance, and set relevant parameters.

Step 9: Set the shifts frequently used in attendance system, that is, the cycle combination modes of attendance timetables within the time interval.

Step 10: Schedule the shifts for employees and set which employees are in which shifts. For an employee with the shift arranged, if a temporary change occurs, the temporary schedule can be used for setting.

Step 11: Conduct attendance maintenance. During daily attendance, because of abnormalities, the settings of leave, holiday, and compensatory leave are required.

Step 12: Enable the system to output an attendance report. The system collects statistics and outputs attendance reports on the basis of attendance period.

Chapter 2 System Management

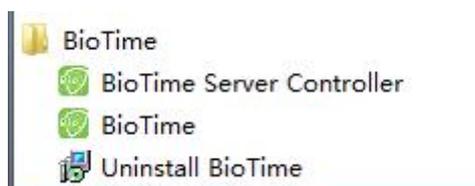
2.1 Login

➤ User Login

- (1) After the program is installed on the server, a user can double-click the program icon on the desktop to access the system login interface.
- (2) As soon as the user completes program installation on the server, other computers can access this server through network to use this system.
- (3) Open the browser, enter the server IP address and port number in the address bar and click Enter to access the system login interface.



To use the system on a server, choose Program > BioTime > BioTime Server Controller and start the service, and then double-click the shortcut icon of BioTime Home Page on the desktop. The system login interface pops up.



 **Note:** In Windows 7/Vista, right-click BioTime Server Controller and choose Run as administrator from the shortcut menu.

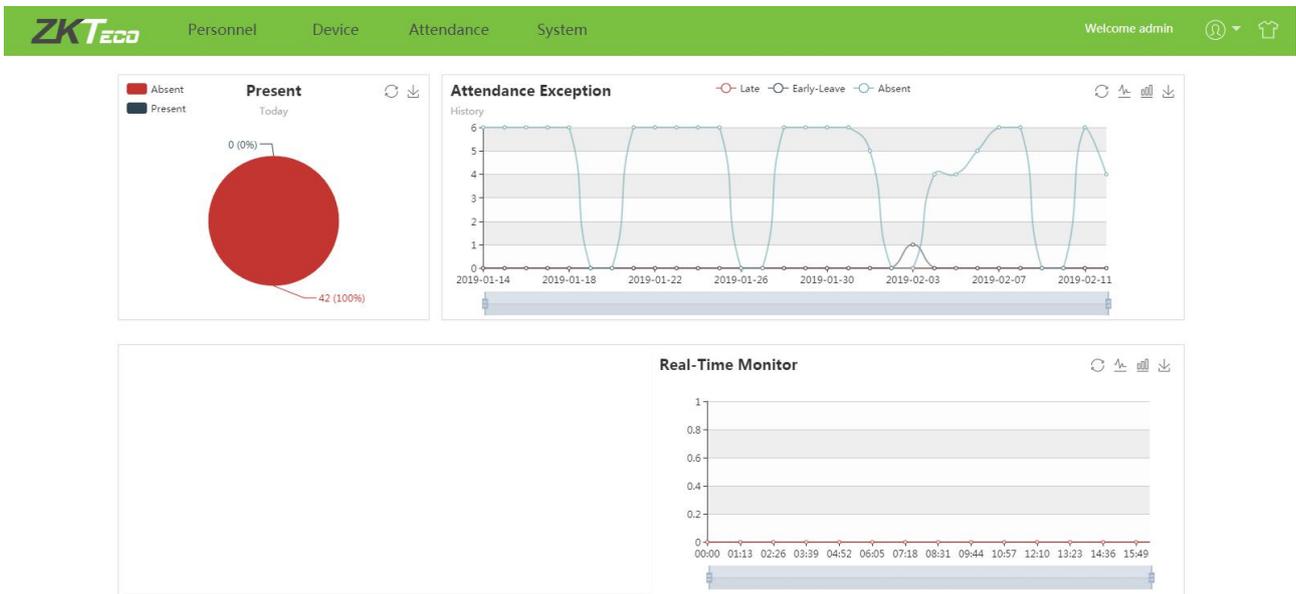
(4) When you enter the system, authentication is required to guarantee system security. A superuser (with all operation permissions) is provided for a user using this system for the first time. Enter the username and password, and click Login to access the system home interface.

 **Note:** The username and password of the superuser are both admin. After the user logs in to the system for the first time, in order to guarantee system security, use the change password function to change this password.

This superuser is able to assign new users (such as company management personnel, registrars and statistics

clerks) for the employees inside the company and configure corresponding user roles. For specific operations, please refer to [6.1.2 "User Management."](#)

(5) After the user logs in, the system displays the main interface, as shown in the figure below.



On the main interface, four menu panels are displayed: Personnel, Device, Attendance and System. Click a related following function below any panel to quickly access the corresponding interface.

2.2 Logout

Click the **menu button**  on top-right of the interface, select Logout and click Confirm to return to the system login interface, or close the browser directly to log out of the system completely.

After logout, stop the service in BioTime Server Controller and quit the service counter.

2.3 Change Password

A superuser or new users created by the superuser change their passwords (the default password of new users is 123456) to guarantee safe system operation. Click the **menu button**  on top-right and select password. Enter the old password, new password, enter the new password again, and click Confirm to complete change.

Password
✕

Modify your password.

Original Password*

Password*

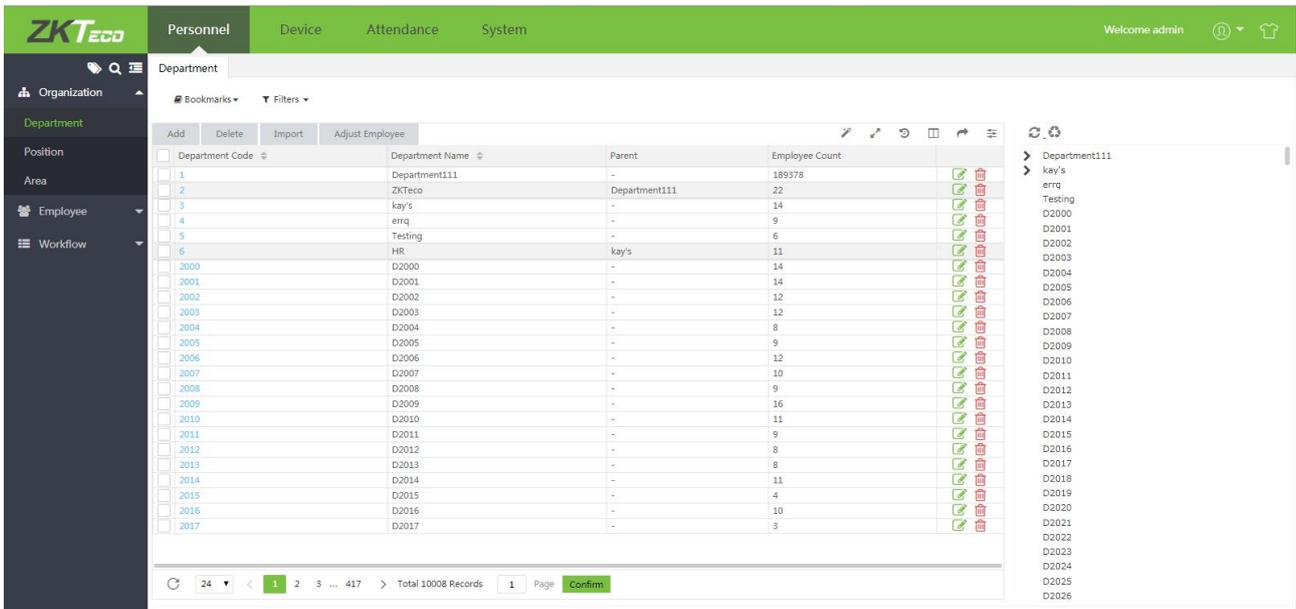
Confirm Password*

Chapter 3 Personnel Management

Before using the attendance function of the system, enter the personnel system for setting first: department settings for setting the main architecture of the company, and personnel settings for entering employees into system, allocating employees to departments and then conducting employee maintenance.

3.1 Department Management

Choose [Personnel] > [Department] to access the department management interface, as shown in the figure below.



Before managing company personnel, set the department organization structure of the company. When this system is used for the first time, a level 1 department named Department and numbered 1 already exists in the system by default. This department can be edited (modified) but cannot be deleted.

3.1.1 Add a Department

1. Choose [Personnel] > [Department] > [Add] to access the department adding interface, as shown in the figure below.

Add [X]

Department Code*: 2294

Department Name*:

Parent: -----

Confirm Cancel

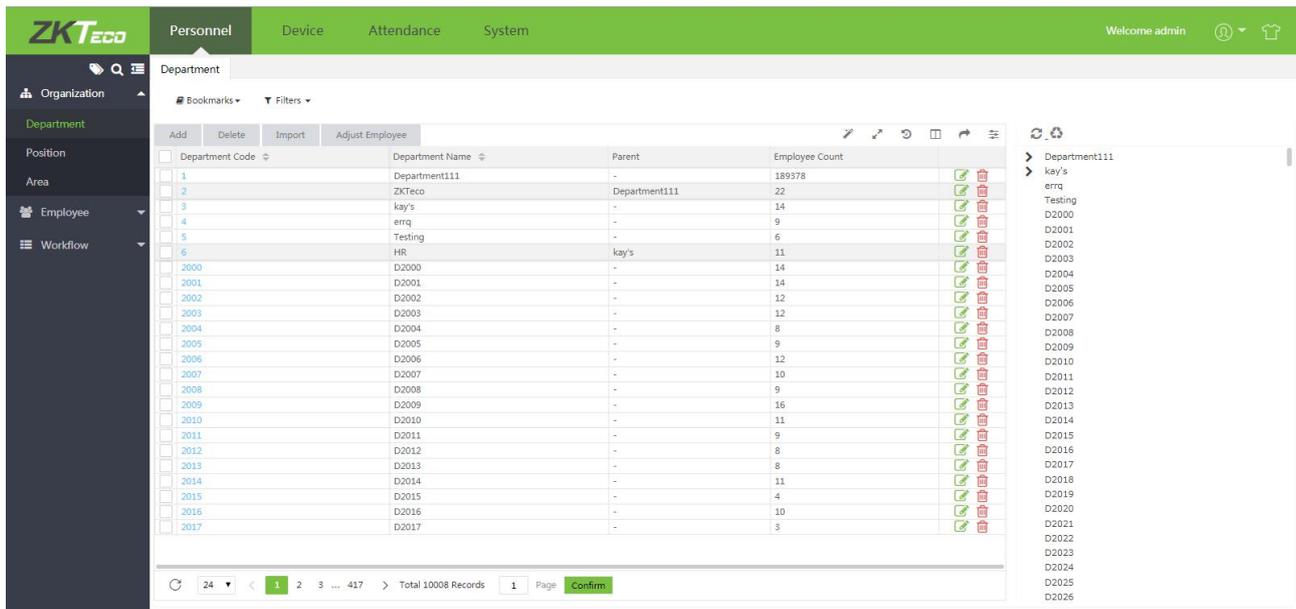
Set the parameters as required based on the following steps:

Department Code: The value cannot be the same as any other department number, with a length limit of 50 digits.

Department Name: Enter the department name which can be composed of any character (a combination of 100 characters at most).

Parent: Click  and select the parent department of this department from drop-down list.

2. After the completion of setting, click **[Confirm]** to save the settings and return to the Department interface, and the information on the new department is displayed in department list. The company's department structure chart is displayed on the right side of the interface in the form of department tree. Click  to refresh the department tree.



Department Code	Department Name	Parent	Employee Count
1	Department111	-	189378
2	ZKTECO	Department111	22
3	kay's	-	14
4	errq	-	9
5	Testing	-	6
6	HR	kay's	11
2000	D2000	-	14
2001	D2001	-	14
2002	D2002	-	12
2003	D2003	-	12
2004	D2004	-	8
2005	D2005	-	9
2006	D2006	-	12
2007	D2007	-	10
2008	D2008	-	9
2009	D2009	-	16
2010	D2010	-	11
2011	D2011	-	9
2012	D2012	-	8
2013	D2013	-	8
2014	D2014	-	11
2015	D2015	-	4
2016	D2016	-	10
2017	D2017	-	3

Notes:

1. You can click Import to import the department information in other software or data into this system. For specific operations, please refer to [4."Import"](#) in Appendix 1.

2. You can click  to export the department data in software locally. For specific operations, please refer to [5."Export"](#) in Appendix 1.

3.1.2 Edit a Department

If a department change or organization structure change occurs in the company, you can modify the department name, number and parent department. Click Department Code of the department to be modified directly or click  in the line of the department to be modified to access the editing interface. After modification, click **[Confirm]** to save the modified department information.

3.1.3 Delete a Department

Select the department to be deleted, and then click **[Delete]** on upper left of the department list. Or directly click  in the line of the department to be deleted to access the confirmation interface for department canceling. Click **[Confirm]** for confirmation of canceling the selected department.

 Notes:

Departments cannot be deleted or modified at will. Deleting or modifying a department causes the personnel belonging to this department to belong to no department. This also causes the failure to query for some historical data. If deletion or modification is indeed required, transfer the personnel in this department to other departments, and then delete the department. That is, the department being used cannot be deleted.

3.1.4 Adjust Employee

You can adjust employees to selected department in batches.

1. Choose [Personnel] > [Department], select corresponding department, click [Adjust Employee].

Adjust Employee

Employee...	First Name	Last Name	Department
4	2	22	Testing
3	342		Testing
1	wp		Department
2	000000002		Department
2228			ZKTeco
226	666		Department
2225	2225		Department
2226	2226		ZKTeco
2227	2227		ZKTeco
225			Department
227			Department
2224			Department

Selected 0

None

20 < 1 2 3 ... 14469 > Total 289380 Records

Confirm Cancel

2. In the personnel list, select the personnel requiring adjusting to selected department in batches (you can screen personnel by department, name or personnel No.).

3. Select the personnel (mandatory), and click [Confirm]. The departments of selected personnel will all change.

Adjust Employee

Employee ...	First Name	Last Name	Department
<input checked="" type="checkbox"/>	4		Testing
<input checked="" type="checkbox"/>	3	342	Testing
<input checked="" type="checkbox"/>	1	wp	Department111
<input type="checkbox"/>	2	000000002	Department111
<input type="checkbox"/>	2228		ZKTeco
<input type="checkbox"/>	226	666	Department111
<input type="checkbox"/>	2225	2225	Department111
<input type="checkbox"/>	2226	2226	ZKTeco
<input type="checkbox"/>	2227	2227	ZKTeco
<input type="checkbox"/>	225		Department111
<input type="checkbox"/>	227		Department111
<input type="checkbox"/>	2224		Department111

Selected 3

Employee ...	First Name	Last Name
<input checked="" type="checkbox"/>	4	
<input checked="" type="checkbox"/>	3	342
<input checked="" type="checkbox"/>	1	wp

20 < 1 2 3 ... 14470 > Total 289381 Records

Confirm Cancel

3.2 Position Management

Before setting company personnel, you need to add corresponding position information for the company.

Choose [Personnel] > [Position] to access the Position interface, as shown in the figure below.



3.2.1 Add a Position

1. Choose [Personnel] > [Position] > [Add] to access the position adding interface.

The 'Add' form is a modal window with a title bar 'Add' and a close button. It contains three input fields: 'Position Code*' with the value '5', 'Position Name*', and 'Parent' with a dropdown arrow. At the bottom, there are two buttons: 'Confirm' (green) and 'Cancel' (white).

Set the parameters as required based on the following steps:

Position Code: Enter the position number (exclusive).

Position Name: Enter the position title.

Parent : Select the parent position.

2. After the completion setting, click [Confirm] to save the settings and return to the Position interface. The information on the new position is displayed in the Position list.

3.2.2 Edit a Position

If the related position information changes in the company, you can use the position editing function to modify the position name, number and department. Directly click Position or  in the line of the position to be edited to access the editing interface for modification. After modification, click [Confirm] to save the modification.

3.2.3 Delete a Position

Select the position to be deleted, and then click Delete on upper left of the position list. Or directly click  in the line of position to be deleted to access the confirmation interface for position deletion. Click [Confirm] for

confirmation of deleting the selected position.

3.2.4 Adjust Employee

You can adjust personnel position in batches.

1. Choose [Personnel] > [Position], select corresponding position, click [Adjust Employee].

Adjust Employee

Employee...	First Name	Last Name	Department
4	2	22	Testing
3	342		Testing
1	wp		Department
2	000000002		Department
2228			ZKTeco
226	666		Department
2225	2225		Department
2226	2226		ZKTeco
2227	2227		ZKTeco
225			Department
227			Department
2224			Department

Selected 0

None

20 < 1 2 3 ... 14469 > Total 289380 Records

Confirm Cancel

2. In the personnel list, select the personnel requiring position setting in batches (you can screen personnel by department, name or personnel No.).

3. Select the personnel(mandatory), and click [Confirm]. The positions of selected personnel will all change.

Adjust Employee

Employee...	First Name	Last Name	Department	
<input type="checkbox"/>	4	2	22	Testing
<input type="checkbox"/>	3	342		Testing
<input checked="" type="checkbox"/>	1	wp		Department
<input type="checkbox"/>	2	000000002		Department
<input type="checkbox"/>	2228			ZKTeco
<input type="checkbox"/>	226	666		Department
<input checked="" type="checkbox"/>	2225	2225		Department
<input type="checkbox"/>	2226	2226		ZKTeco
<input type="checkbox"/>	2227	2227		ZKTeco
<input type="checkbox"/>	225			Department
<input type="checkbox"/>	227			Department

Selected 2

Employee...	First Name	Last Name
<input checked="" type="checkbox"/>	1	wp
<input checked="" type="checkbox"/>	2225	2225

20 < 1 2 3 ... 14469 > Total 289380 Records

Confirm Cancel

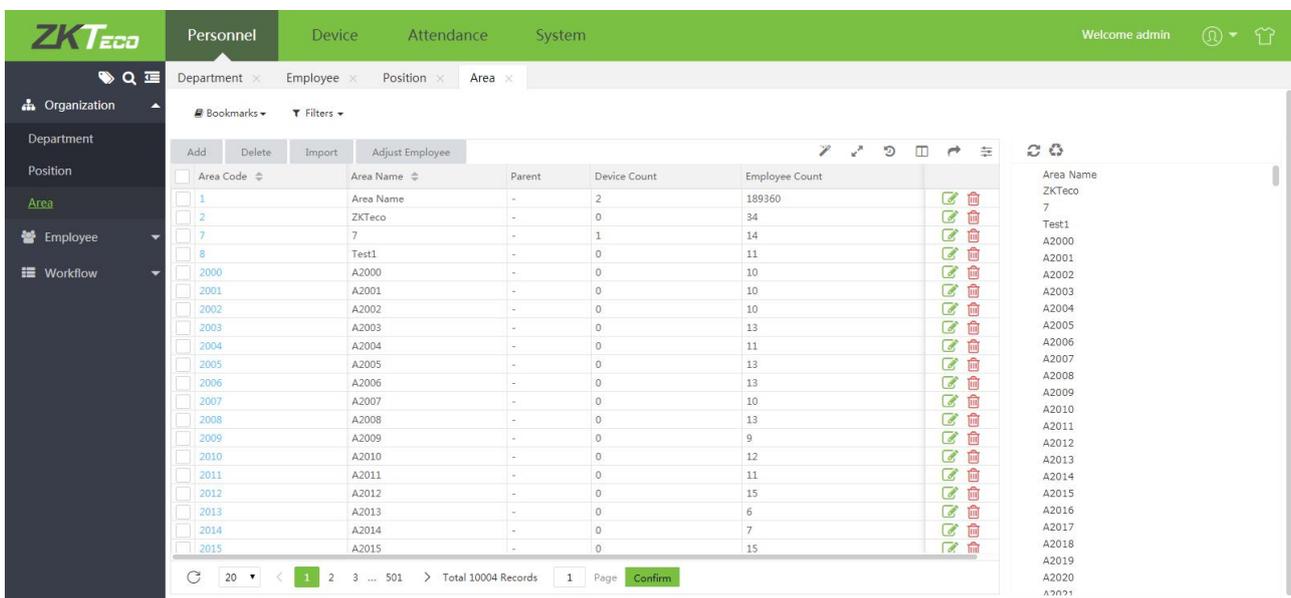
Notes:

1. You can click Import to import the position information in other software or data into this system. For specific operations, please refer to [4."Import"](#) in Appendix 1.
2. You can click  to export the position data in software locally. For specific operations, please refer to [5."Export"](#) in Appendix 1.

3.3 Area Management

Perform area division on devices to make sure various devices and personnel information are set in a designated area. (One device can belong to only one area.) The system will automatically issue the personnel information to the devices in real time and it is unnecessary for users to manually manage personnel information on devices each time.

Choose [Personnel] > [Area] to access the area setting interface.



Area Code	Area Name	Parent	Device Count	Employee Count	
1	Area Name	-	2	189360	
2	ZKTeco	-	0	34	
7	7	-	1	14	
8	Test1	-	0	11	
2000	A2000	-	0	10	
2001	A2001	-	0	10	
2002	A2002	-	0	10	
2003	A2003	-	0	13	
2004	A2004	-	0	11	
2005	A2005	-	0	13	
2006	A2006	-	0	13	
2007	A2007	-	0	10	
2008	A2008	-	0	13	
2009	A2009	-	0	9	
2010	A2010	-	0	12	
2011	A2011	-	0	11	
2012	A2012	-	0	15	
2013	A2013	-	0	6	
2014	A2014	-	0	7	
2015	A2015	-	0	15	

The system will set a default area, with the name of Area Name and number of 1.

3.3.1 Add an Area

1. Choose [Personnel] > [Area] > [Add] to access the area addition interface.

Add
✕

Area Code*:

Area Name*:

Parent:

Confirm
Cancel

Set the parameters as required based on the following steps:

Area Code: Enter a unique area code.

Area : Enter an area name.

Parent Area: Select the parent area of this area from the drop-down list. (Optional)

2. After the completion of the settings, click [**Confirm**] to save the settings and return to the Area Settings interface.

The Area list displays the added area. An area tree will appear on the right of the interface. Click  to update the interface.



Area Code	Area Name	Parent	Device Count	Employee Count
1	Area Name	-	3	189359
2	ZKTeco	-	0	34
7	7	-	1	14
8	Test1	-	0	11
2000	A2000	-	0	10
2001	A2001	-	0	10

3.3.2 Edit an Area

1. In the area list, click an area code, or click  in the line of the area to be edited to access the area editing interface.

Edit
✕

Area Code*:

Area Name*:

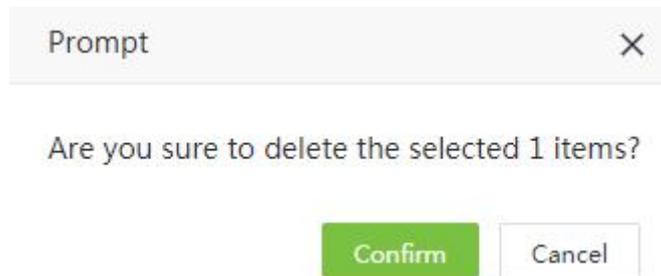
Parent:

Confirm
Cancel

2. Modify various parameters as needed. (The modification method is the same as the method of setting parameters in the area adding section.) After modification is completed, click **[Confirm]** to save the area information modified.

3.3.3 Delete an Area

In the area list, select the area to be deleted and then click **[Delete]** on the upper of the area list or directly click  in the line of the area to be deleted to access the area deleting confirmation interface.



Click **[Confirm]** to delete the selected area and return to the area setting interface. The area list no longer displays the deleted area.

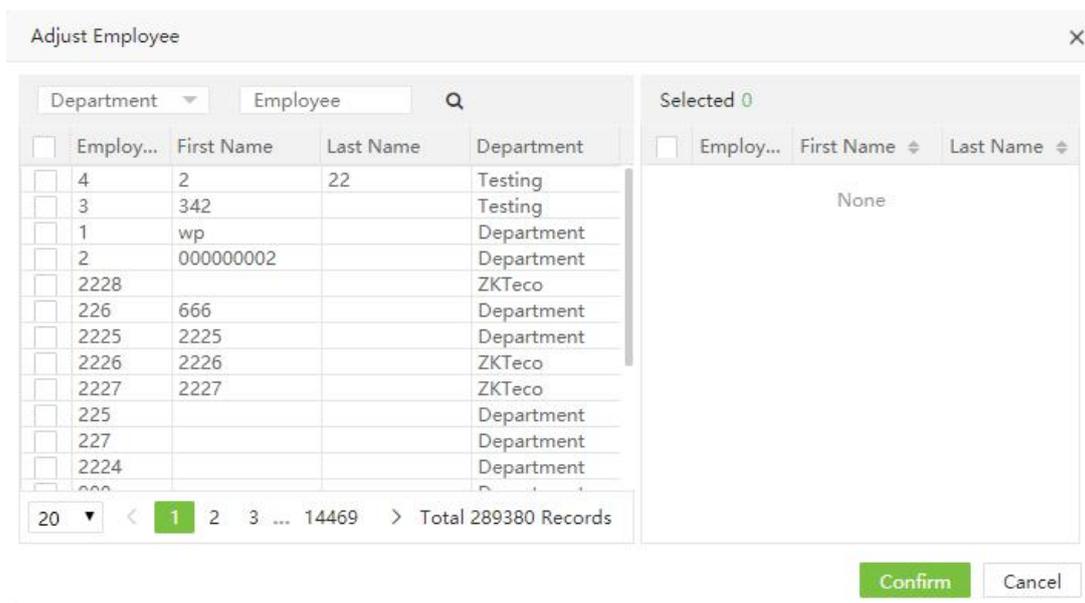
Notes:

1. The default area cannot be deleted.
2. Areas that have been used by personnel or equipment cannot be deleted.
3. Areas with subordinates cannot be deleted.

3.3.4 Adjust Employee

You can adjust personnel area in batches.

1. Choose **[Personnel]** > **[Area]**, select corresponding area, click **[Adjust Employee]** .



- In the personnel list, select the personnel requiring area setting in batches (you can screen personnel by department, name or personnel No.).
- Select the personnel(mandatory), and click [**Confirm**]. The area of selected personnel will all change.

Adjust Employee ✕

Department ▼ Employee Q

<input type="checkbox"/>	Employee ...	First Name	Last Name	Department
<input type="checkbox"/>	4	2	22	Testing
<input type="checkbox"/>	3	342		Testing
<input checked="" type="checkbox"/>	1	wp		Department
<input type="checkbox"/>	2	00000002		Department
<input type="checkbox"/>	2228			ZKTeco
<input type="checkbox"/>	226	666		Department
<input checked="" type="checkbox"/>	2225	2225		Department
<input type="checkbox"/>	2226	2226		ZKTeco
<input type="checkbox"/>	2227	2227		ZKTeco
<input type="checkbox"/>	225			Department
<input type="checkbox"/>	227			Department

20 ▼ < 1 2 3 ... 14469 > Total 289380 Records

Selected 2

<input checked="" type="checkbox"/>	Employee ...	First Name ↕	Last Name ↕
<input checked="" type="checkbox"/>	1	wp	
<input checked="" type="checkbox"/>	2225	2225	

Confirm
Cancel

Notes:

- You can click Import to import the position information in other software or data into this system. For specific operations, please refer to [4."Import"](#) in Appendix 1.
- You can click to export the position data in software locally. For specific operations, please refer to [5. "Export"](#) in Appendix 1.

3.4 Personnel Management

- When starting to use this management system, you need to register personnel in the system or import the personnel information in other software or data to this system. For specific operations, please refer to [4.Import](#) in Appendix 1.
- You can click Export to export the personnel data in software locally. For specific operations, please refer to [5. "Export"](#) in Appendix 1.

3.4.1 Add an Employee

- Choose [Personnel] > [Employee] > [Employee] > [Add] to access the personnel adding interface.

Add
✕

▼ Profile

<input type="text" value="Employee ID*"/>	<input type="text" value="First Name"/>	 <p style="font-size: small; color: green;">(Optimal Size 120x140 Pixel)</p> <p style="font-size: x-small;">Photo</p> <p style="font-size: x-small;">Choose File No file chosen</p>
<input type="text" value="Last Name"/>	<input type="text" value="Local Name"/>	
<input type="text" value="Card NO."/>	<input type="text" value="Position"/>	
<input type="text" value="Department*"/>	<input type="text" value="Area*"/>	
<input type="text" value="Employment Type"/>	<input type="text" value="2019-03-13"/>	
<input type="text" value="Gender"/>	<input type="text" value="Birthday"/>	
<input type="text" value="Apply Group Mode"/>	<input type="text" value="PIN"/>	
<p style="font-size: x-small;">Register Fingerprint Register ⓘ</p> <p style="font-size: x-small;">Registered Fingerprint:0</p>		

Detail
Attendance Setting
Document Settings
App Settings

<input type="text" value="Passport NO."/>	<input type="text" value="Automobile License"/>	<input type="text" value="Motorcycle License"/>
<input type="text" value="Contact Tel"/>	<input type="text" value="Office Tel"/>	<input type="text" value="Mobile"/>
<input type="text" value="National"/>	<input type="text" value="Religion"/>	<input type="text" value="City"/>
<input type="text" value="Address"/>	<input type="text" value="Postcode"/>	<input type="text" value="Email"/>
<input type="text" value="Enroll Device"/>	<input type="text" value="SSN"/>	

Confirm
Cancel

Set the parameters as required based on the following steps:

➤ **Profile**

Employee ID: User ID, no more than 20 digits in length, no duplicate numbers.

First Name: User's first name.

Last Name: User's last name.

Local Name: User's local name.

Card NO.: Assign card numbers to personnel for attendance checking. Enter the card No. manually or use a card enroller for issuing cards.

Position: Select the position from the drop-down list.

Department: Select a department from the drop-down list. (If no department has been set, only the default departments existing in the system can be chosen.)

Area: Select an area from the drop-down list. (If no area has been set, only the default areas existing in the system can be chosen.)

Employment Type: Select the employee type from the drop-down list. It can be set to Permanent or Temporary.

Hired Date: It is set to the current date by default. The employment date is considered as the start date of attendance calculation. The attendance before this date is not calculated in the statistical result.

Gender: Select the gender of the user.

Birthday: Set the user's birthday.

Verify Mode: Set the verify mode when the user punches.

PIN: Set the personnel password. The black-and-white T&A device supports passwords with only five digits. The color-screen T&A device supports passwords with only eight digits. Passwords with digits exceeding the specified length are cut out by the system automatically. When you change a password, clear the old password in the text box and then enter the new password.

Register Fingerprint: Register the user's fingerprints.

Employee Photo:

Click [**Choose File**] and select the photo to be uploaded. After selection, the photo is displayed, as shown in the figure below.



Click [**OK**] to save the settings and return to the Personnel interface.

➤ **Details**

Click tab [**Detail**] to expand Personnel Details.

Detail	Attendance Setting	Document Settings	App Settings
Passport NO. <input type="text"/>	Automobile License <input type="text"/>	Motorcycle License <input type="text"/>	
Contact Tel <input type="text"/>	Office Tel <input type="text"/>	Mobile <input type="text"/>	
National <input type="text"/>	Religion <input type="text"/>	City <input type="text"/>	
Address <input type="text"/>	Postcode <input type="text"/>	Email <input type="text"/>	
Enroll Device <input type="text"/>	SSN <input type="text"/>		

Set each parameter as needed.

Passport No. : Set personnel passport number.

Automobile License: Set personnel automobile license.

Contact Tel: Set personnel contact telephone number.

Office Tel: Set office telephone number.

Mobile: Set personnel mobile phone number.

National: Set personnel national.

Religion: Set personnel religion.

City: Set Personnel city.

Address: Set personnel address.

Postcode: Set personnel postcode.

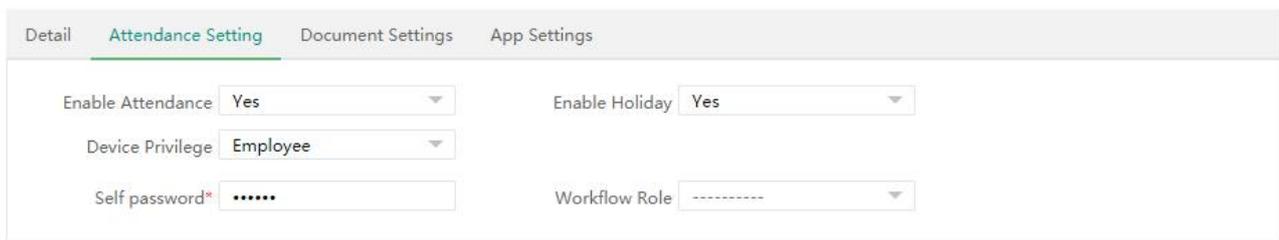
Email: Set personnel email address.

Enroll Device: Personnel enroll device.

SSN: Set personnel social security number.

➤ Attendance Settings

Click [Attendance Setting] to expand the setting interface.



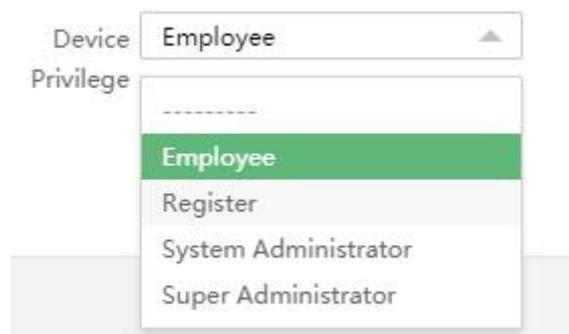
The screenshot shows a settings interface with a tabbed header. The 'Attendance Setting' tab is active. Below the header, there are several configuration options:

- Enable Attendance: Yes (dropdown)
- Enable Holiday: Yes (dropdown)
- Device Privilege: Employee (dropdown)
- Self password*: ***** (password field)
- Workflow Role: ----- (dropdown)

Enable Attendance: (the default value is Yes and No means this employee is not included in the result of attendance statistics). For some top management personnel and temporary personnel requiring no attendance checking, it can be set to No.

Enable Holiday: Whether to enable holiday function. The default value is Yes. No means while there is holiday, does not calculate this employee's attendance.

Device Privilege: Set the permission of a user in the device, with the options including the following four types.



Self Password: Personnel self login password.

Workflow Role: Set personnel workflow role.

➤ Document Settings (This section is only available in edit mode, not in new adding mode)

Set the parameters of the file expiration reminder.

Detail Attendance Setting **Document Settings** App Settings

Document: --Select--

Expire on:

Email Alert: NO

Alert Before:

Add

Document: Select document type.

Expiry On: Refers to the period of validity of a file. You can set email reminders before the expiration date.

Email Alert: If select Yes, the system will send document expired alert to personnel email.

Alert Before: Set how many days before expire date to start alert.

➤ Mobile App Settings

Click [**Mobile App Settings**] to expand setting interface.

Detail Attendance Setting Document Settings **App Settings**

APP Status: Disable

APP Role: Employee

APP Status: The default is No, set to Yes, then the user can use the mobile APP.

APP Role: Set personnel role.

2. After the completion setting, click [**Confirm**] to save the settings and return to the Personnel interface. The newly updated personnel information is displayed in the Personnel list.

Department x Employee x

Bookmarks Filters

Add	Delete	Import																
Employee ID	First Name	Local Na...	Last Name	Card NO.	Hired Date	Department	Positi...	Gender	Em...	Device Privil...	Area	APP Sta...	Fingerpr...	Face	Pal...			
<input type="checkbox"/>	1	Wendy	-	Li	-	2019-03-...	ZKTeco	-	-	-	Employee	Area Na...	Disable	-	-	-		
<input type="checkbox"/>	2	Leo	-	Hou	-	2019-03-...	Developm...	-	-	-	Employee	Area Na...	Disable	-	-	-		
<input type="checkbox"/>	3	Lisa	-	Wu	-	2019-03-...	HQ	-	-	-	Employee	Area Na...	Disable	-	-	-		

Note: No matter whether the personnel is resigned or employed, the uniqueness of the number must be guaranteed, and the system will automatically go to the resignation database for number query when verifying.

3.4.2 Edit an Employee

1. In the personnel list, click an personnel number, or click in the line of the personnel to be edited to access the personnel editing interface.

Edit
✕

▼ Profile

Employee ID <input type="text" value="3"/>	First Name <input type="text" value="342"/>	 <p style="font-size: small; color: green;">(Optimal Size 120x140 Pixel)</p> <p style="font-size: x-small;">Photo</p> <p><input type="button" value="Choose File"/> No file chosen</p>
Last Name <input type="text"/>	Local Name <input type="text"/>	
Card NO. <input type="text"/>	Position <input type="text" value="-----"/>	
Department* <input type="text" value="Testing"/>	Area* <input type="text" value="ZKTeco,7"/>	
Employment Type <input type="text" value="-----"/>	Hired Date <input type="text" value="2019-01-21"/>	
Gender <input type="text" value="-----"/>	Birthday <input type="text"/>	
Verify Mode <input type="text" value="Fingerprint/Password"/>	PIN <input type="text" value="..."/>	
Register Fingerprint Register ⓘ Registered Fingerprint:2		

Detail
 Attendance Setting
 Document Settings
 App Settings

Passport NO. <input type="text"/>	Automobile License <input type="text"/>	Motorcycle License <input type="text"/>
Contact Tel <input type="text"/>	Office Tel <input type="text"/>	Mobile <input type="text"/>
National <input type="text"/>	Religion <input type="text"/>	City <input type="text"/>
Address <input type="text"/>	Postcode <input type="text"/>	Email <input type="text"/>
Enroll Device <input type="text" value="BH80184760042"/>	SSN <input type="text"/>	

2. Modify various parameters as needed. (The modification method is the same as the method of setting parameters in the area adding section.) After modification is completed, click Confirm to save the personnel information modified.

3.4.3 Delete an Employee

On the Personnel interface, select the employee (or employees) to be deleted, and click **[Delete]** on upper left of the personnel list or directly click  in the line of the personnel to be deleted to access the confirmation interface for deletion.

Confirm
✕


Are you sure?

Click **[Confirm]** to complete the deletion operation.

 **Note:** When you delete an employee, the information on this employee in the database is also deleted.

3.4.4 Adjustment

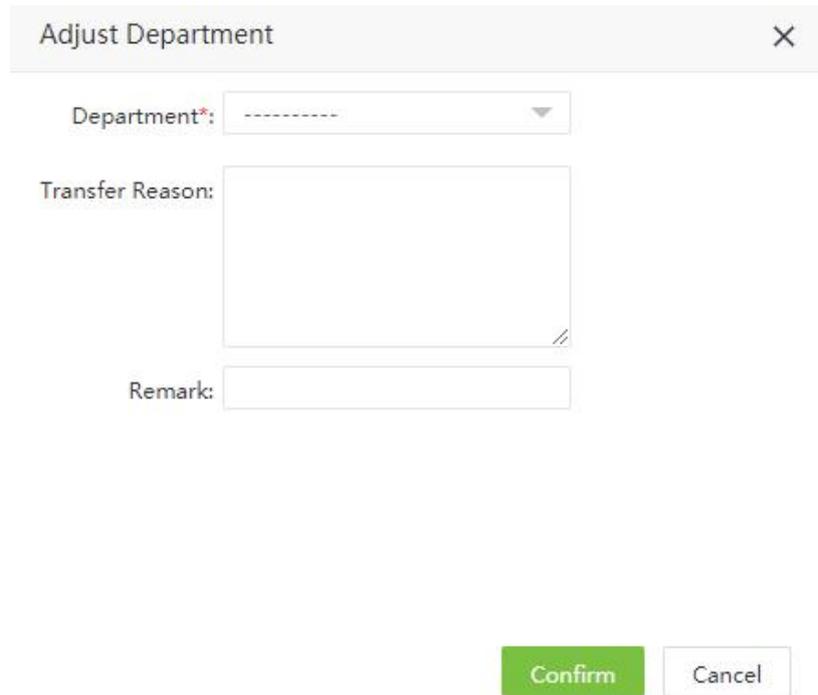
Personnel adjustment covers personnel transfer (department adjustment, position transfer, regularization, area adjustment) and resignation.

1. Personnel Transfer

This includes adjust department, adjust position, adjust adjustment, pass probation.

The following uses department adjustment as an example to describe the specific operations.

(A) In the personnel list, select an employee(or employees), and click **[Adjustment]** > **[Adjust Department]** to access the department adjustment interface, as shown in the figure below.



The screenshot shows a dialog box titled "Adjust Department" with a close button (X) in the top right corner. Below the title bar, there are three input fields: "Department*" (a dropdown menu), "Transfer Reason:" (a text area), and "Remark:" (a text box). At the bottom right, there are two buttons: "Confirm" (green) and "Cancel" (white with grey border).

(B) In the Department drop-down list, select the department to which the employee is to be adjusted and enter the information in Transfer Reason and Remark as required.

(C) After the completion of the setting, click **[Confirm]** to save the settings and return to the Personnel interface.

Note: The operations of adjust position, adjust adjustment, pass probation are the same as the operation of department adjustment and are not described here.

2. Personnel Resignation

The operations of personnel resignation cover personnel resignation and disabling attendance.

(A) In the personnel list, select the employee (or employees), and click **[Adjustment]** > **[Resignation]** to access the resignation setting interface.

Resignation
✕

Resign Date*:

Leave Type*: Quit ▼

Reason:

Disable Attendance Function

Confirm
Cancel

The following shows how to perform the operation.

Resign Date: Select the date of resign.

Leave Type: Choose the types of leave such as suspension, dismissal, resignation, transfer, unpaid retention.

Reason: Enter the reason for resignation as required. It can be left blank.

Disable Attendance Function: Check if attendance needs to be closed. (if checked, personnel details will be deleted from the attendance device)

(B) After the completion of setting, click Confirm to save the settings and return to the Resignation interface, and the just added employee for resignation will be displayed in the resigned personnel list.

3.4.5 App Enable/Disable Settings

1. In the personnel list, select the employee (or employees), and click [App] > [Enable/Disable] to access the App enable/disable confirmation interface.

Prompt
✕

Are you sure to enable mobile application 1 items

Confirm
Cancel

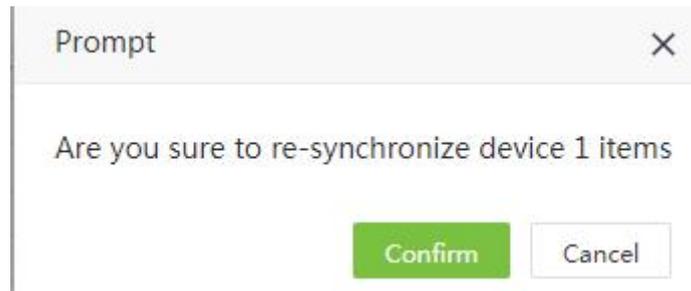
2. Click [Confirm] to enable/disable the user's access to the APP.

3.4.6 Synchronize to Device

Synchronize personnel on the software to devices in the corresponding area.

1. In the personnel list, select an employee (or employees) and click [More] > [Synchronize to Device] to access the

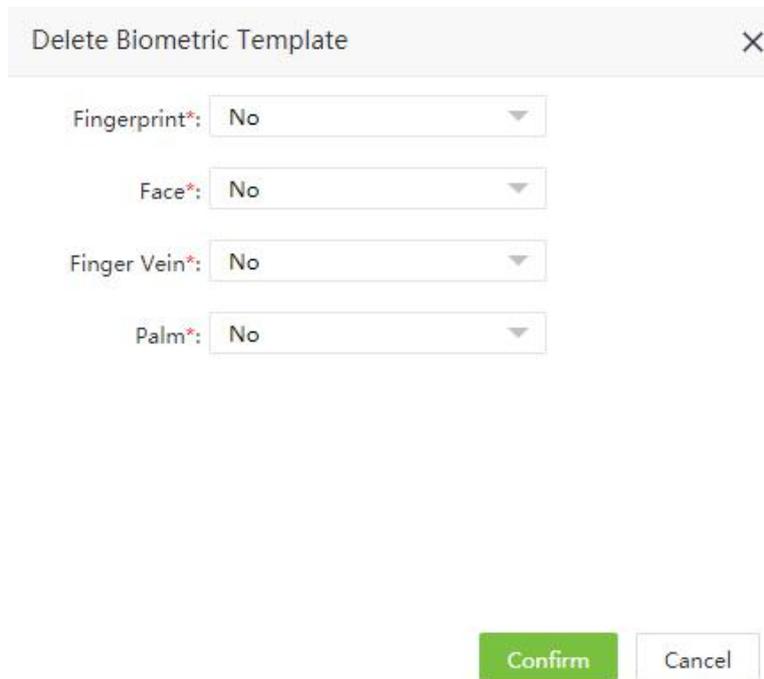
confirmation interface for synchronizing.



2. Click [**Confirm**], personnel are synchronized to the device.

3.4.7 Delete Biometric Template

In the personnel list, select an employee (or employees) and click [**More**] > [**Delete Biometric Template**] to access the confirmation interface for deleting biometric template.



Select the type of biometric template to delete. Click [**Confirm**], and the biometric template of the selected employee is deleted, and the biometric template of this employee in the devices is also deleted.

3.5 Personnel Resignation

3.5.1 Add a Resignation

1. Choose [**Personnel**] > [**Employee**] > [**Resign**] > [**Add**] to access the new resignation adding interface.

Add
✕

Department ▼
Employee

	Employee ...	First Name	Last Name	Department
<input type="checkbox"/>	4	2	22	Testing
<input type="checkbox"/>	3	342		Testing
<input type="checkbox"/>	1	wp		Department
<input type="checkbox"/>	2	00000002		Department
<input type="checkbox"/>	2228			ZKTeco
<input type="checkbox"/>	226	666		Department
<input type="checkbox"/>	2225	2225		Department
<input type="checkbox"/>	2226	2226		ZKTeco
<input type="checkbox"/>	2227	2227		ZKTeco
<input type="checkbox"/>	225			Department
<input type="checkbox"/>	227			Department

<
20 ▼
< 1 2 3 ... 14469 >
Total 289380 Records

Selected 0

	Employee ...	First Name	Last Name
None			

Resign Date*

Resign Type*
Disable Attendance Function*

Resign Reason*

The following shows how to perform the operation.

Employee: Select the employee for resignation.(you can screen personnel by department, name or personnel No.).

Resign Date: Select the date of resignation.

Resign Type: Choose the types of leave such as Quit, Dismissed, Resign, Transfer, Retain Job Without Salary.

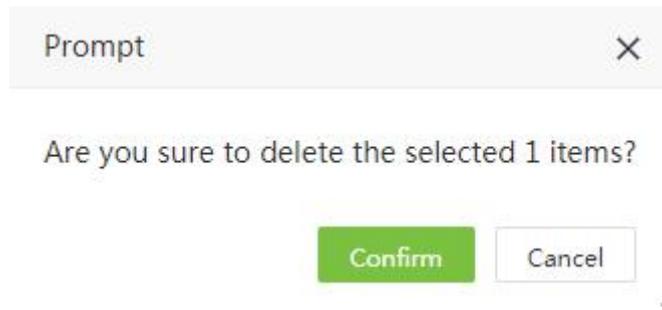
Resign Reason: Enter the reason for resignation as required. It can be left blank.

Disable Attendance Function: Check if attendance needs to be closed. (if checked, personnel details will be deleted from the attendance device)

2. After the completion of setting, click [Confirm] to save the settings and return to the Resignation interface, and the just added employee for resignation will be displayed in the resigned personnel list.

3.5.2 Delete Resignation

On the Resignation interface, select the employee (or employees) to be deleted, and click [**Delete**] on upper left of the personnel list or directly click  in the line of the personnel to be deleted to access the confirmation interface for deletion.

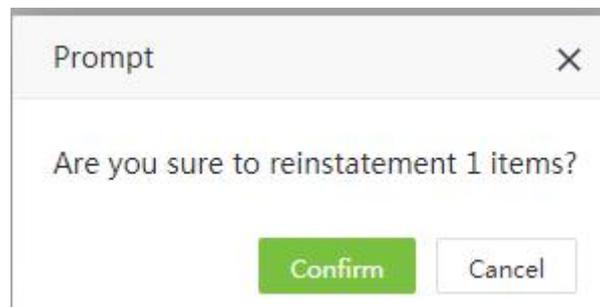


Click [**Confirm**] to complete the deletion.

3.5.3 Reinstate

Reinstate a resigned employee from the resigned personnel list to the personnel list, delete this employee from the resigned personnel list and recover his/her file.

1. In the resigned personnel list on the Resignation interface, click to select the resigned employee who needs to be reinstated from resignation, and then click [**Reinstate**] above the resigned personnel list to access the confirmation interface for reinstatement from resignation, as shown in the figure below.

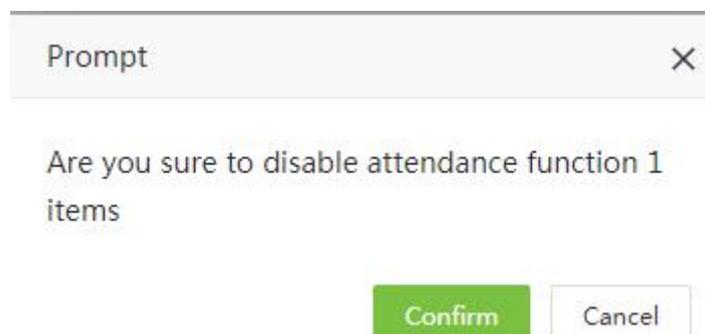


2. Click [**Confirm**] for confirmation and reinstating the information of this resigned employee to the (on-the-job) personnel list.

3.5.4 Disable Attendance Function

For an employee newly added for resignation with attendance not disabled immediately, follow the following method to disable attendance.

In the resigned personnel list on the Resignation interface, click to select the resigned employee whose attendance needs to be disabled, and then click [Disable Attendance Function] above the resigned personnel list to access the confirmation interface for disabling attendance, as shown in the figure below.



2. Click [**Confirm**] for confirmation and disabling the attendance of the selected resigned employee.

Notes:

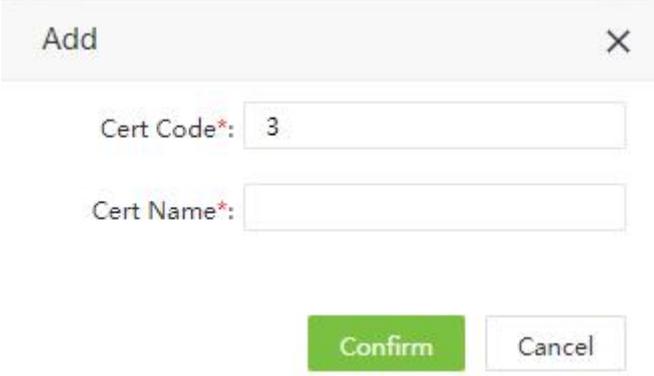
1. You can click Import to import the personnel resignation information in other software or data into this system. For specific operations, please refer to [4."Import"](#) in Appendix 1.

2. You can click mark  to export the personnel resignation data in software locally. For specific operations, please refer to [5."Export"](#) in Appendix 1.

3.6 Document Management

3.6.1 Add Document Type

1. Choose [Personnel] > [Employee] > [Document] > [Add] to access the adding document interface.



The specific operation method is as follows:

Cert Code: Set the serial number of the certificate (cannot be repeated).

Cert Name: Set the name of the certificate.

2. After the completion of setting, click [Confirm] to save the settings and return to the Document interface, and the just added document type will be displayed in the document list.

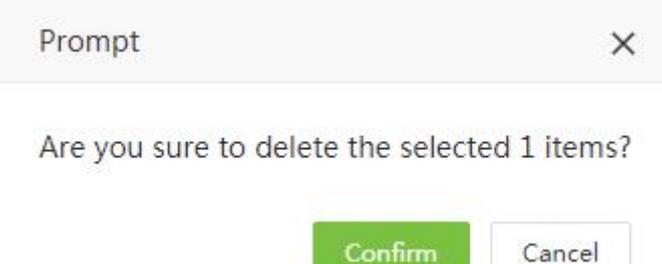
Notes:

1. You can click [Import] to import the document type in other software or data into this system. For specific operations, please refer to [4."Import"](#) in Appendix 1.

2. You can click mark  to export the certificate type in software locally. For specific operations, please refer to [5."Export"](#) in Appendix 1.

3.6.2 Delete Certificate Type

On the Document interface, select the certificate type (or types) to be deleted, and click [Delete] selected record on upper left of the list or directly click  in the line of the personnel to be deleted to access the confirmation interface for deletion.



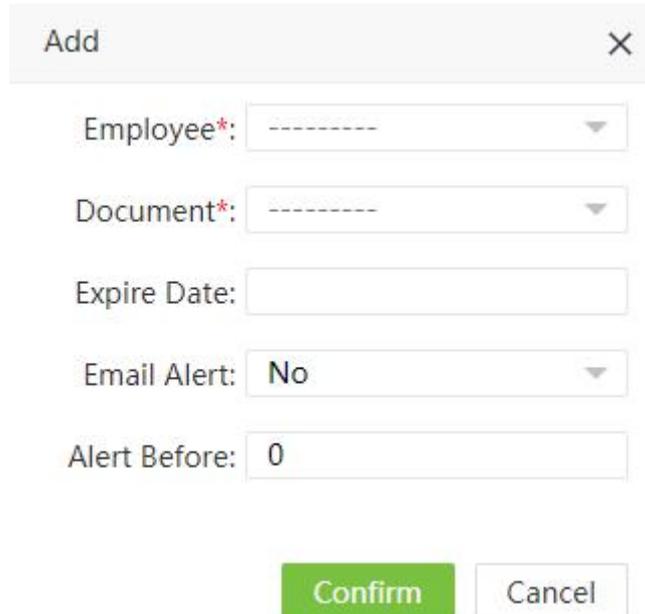
Click [Confirm] to complete the deletion.

Note: The type of document used cannot be deleted.

3.7 Personnel Document Expiration Management

3.7.1 Add Document Expiration Alert

1. Choose [Personnel] > [Employee] > [Employee Document] > [Add] to access the adding document expiration alert interface.



The screenshot shows a modal window titled "Add" with a close button (X). It contains the following fields:

- Employee*: [dropdown menu]
- Document*: [dropdown menu]
- Expire Date: [text input]
- Email Alert: [dropdown menu with "No" selected]
- Alert Before: [text input with "0"]

At the bottom of the form are two buttons: "Confirm" (green) and "Cancel" (white).

The specific operation method is as follows:

Employee: Select the employee to alert.

Document: Select certificate type.

Expire Date: Set expire date.

Email Alert: Set whether to turn on email alerts.

Alert Before: Set how many days before expire date to start alert.

2. After the completion of setting, click [Confirm] to save the settings and return to the list interface, and the just added document expiration alert will be displayed in the list.

Note:

The document expiration alert needs to set the email in **System** module, and the employee also needs to set the email. The sending time of the mail is 00:00. **Example:**

(1) Set the expiration settings of the ID card of a certain employee in the system as follows:

a. Expire Date: 2020-01-20

b. Alert Before: 2 days

c. Email Alert: Yes

(2) That is, at 00:00 am 2020-01-18, the employee will receive an email with the ID expiration alert.

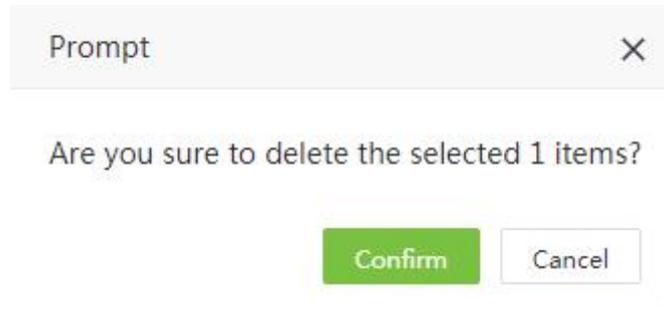
(3) If the system does not modify the expiration date of the employee, the employee will receive an email reminder at 00:00 every day after 2020-01-18.

3. To edit the existing reminder, click the alert type in the list or the  button in the user's corresponding column to enter the corresponding interface for operation. The specific operation method is consistent with the adding operation.

3.7.2 Delete Document Expiration Alert

On the Document Expiration Alert interface, select the alert (or alerts) to be deleted, and click [Delete] selected

record on upper left of the list or directly click  in the line of the personnel to be deleted to access the confirmation interface for deletion.



Click [Confirm] to complete the deletion.

Notes:

1. You can click Import to import the certificate expiration reminder in other software or data into this system. For specific operations, please refer to [4."Import"](#) in Appendix 1.

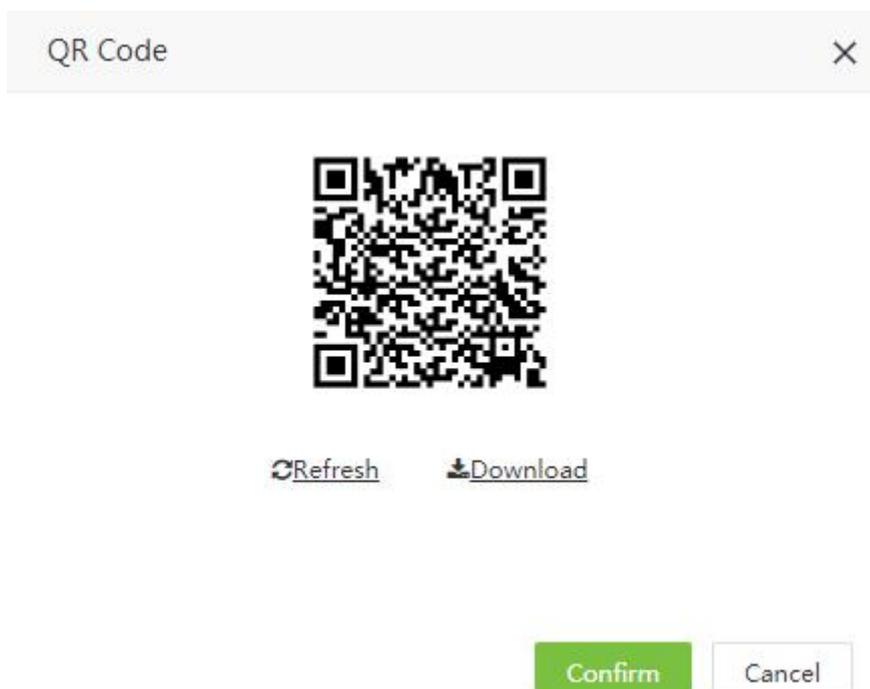
2. You can click  to export the certificate expiration reminder in software locally. For specific operations, please refer to [5."Export"](#) in Appendix 1.

3.8 Bio-Photo

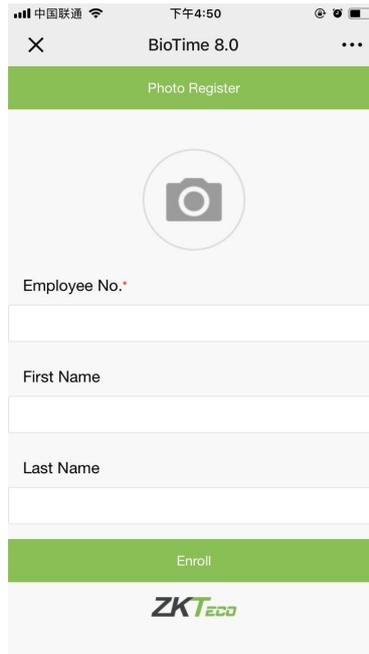
3.8.1 Register Bio-Photo

Register visible light comparison photos to verify and punch on the visible light device.

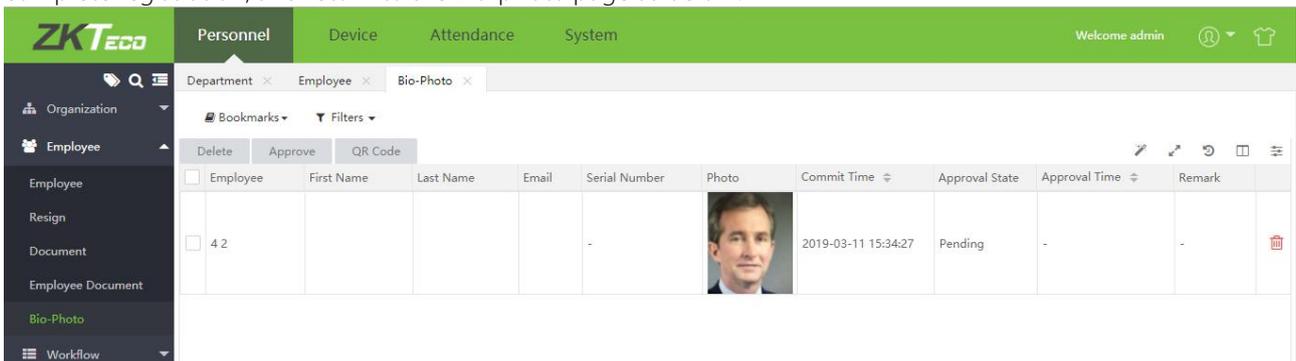
1. Choose [Personnel] > [Employee] > [Bio-photo] > [QR Code] to access the QR Code getting interface.



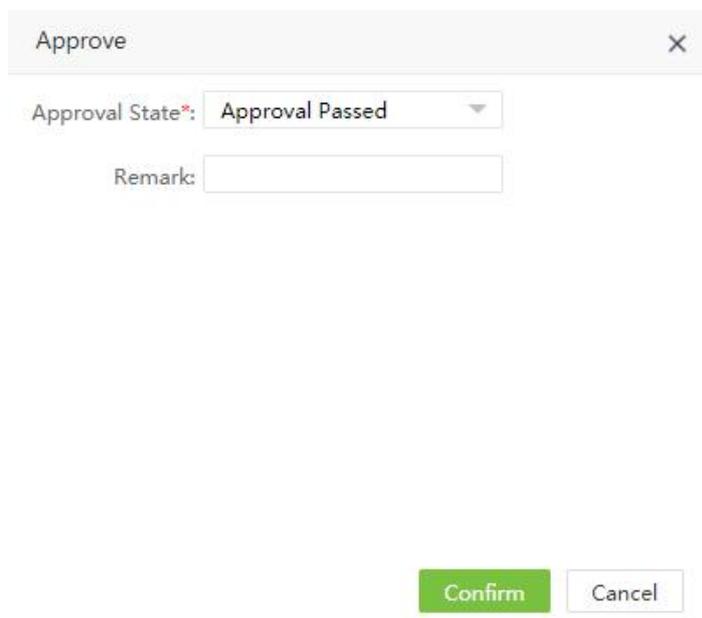
2. Scan the qr code and register the comparison photo of the user on the mobile phone (the user must be stored in the software), the following interface is entered after successful scanning:



3. Take the photo, enter the employee's ID number, First Name and Last Name are not required. Click **[Enroll]**, complete registration, and return to the Bio-photo page as below:



4. At this point, check the person for approval (more than one can be selected), click Approve, and enter the approval interface:

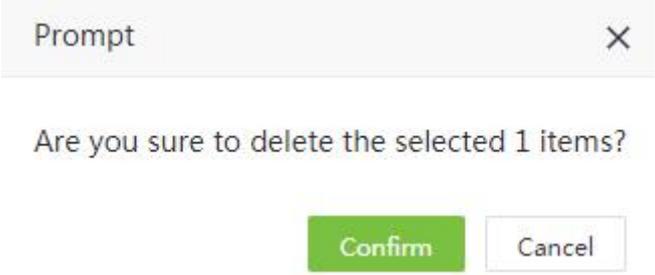


After selecting Approve State, click **[Confirm]** to complete the approval process and return to the approval list,

which shows the approval result of the person. If yes, the user can use the face to verify on the visible light device. If not, it cannot be verified.

3.8.2 Delete Bio-Photo Application

On the application interface, select the application (or applications) to be deleted, and click **[Delete]** on upper left of the list or directly click  in the line of the personnel to be deleted to access the confirmation interface for deletion.



Prompt ✕

Are you sure to delete the selected 1 items?

Confirm Cancel

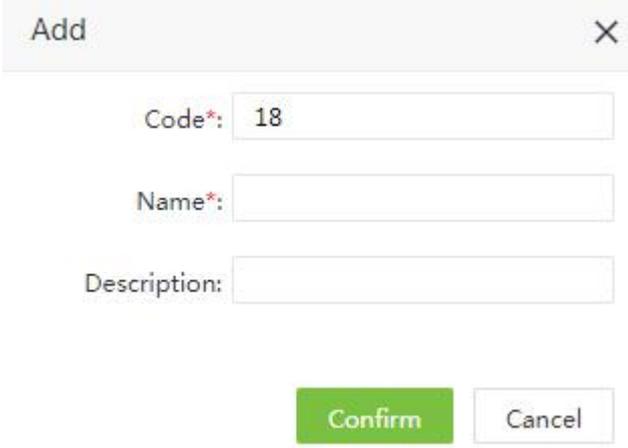
Click **[Confirm]** to complete the deletion.

3.9 Workflow

3.9.1 Role

➤ Add a Role

1. Choose **[Personnel]** > **[Workflow]** > **[Role]** > **[Add]** to access the Add role interface.



Add ✕

Code*:

Name*:

Description:

Confirm Cancel

The specific operation method is as follows:

Code: Set the serial number of the role (cannot be repeated).

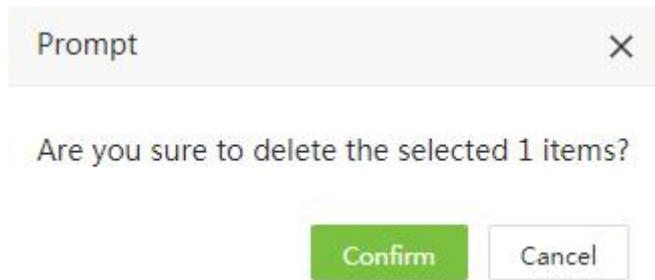
Name: Set the name of the role (cannot be repeated).

Description: Job description (optional).

2. After the completion of setting, click **[Confirm]** to save the settings and return to the Role interface, and the just added role will be displayed in the role list.

➤ Delete a Role

On the role interface, select the role (or roles) to be deleted, and click **[Delete]** on upper left of the list or directly click  in the line of the role to be deleted to access the confirmation interface for deletion.

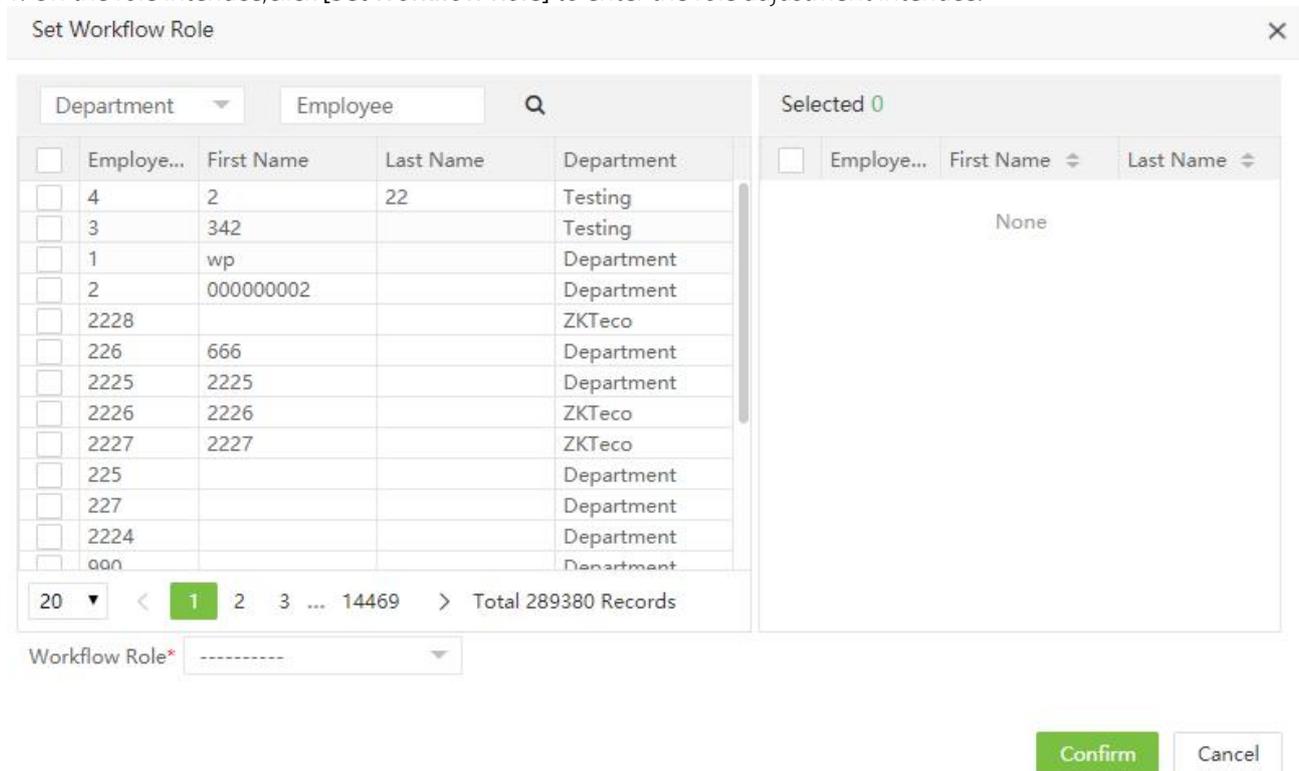


Click **[Confirm]** to complete the deletion.

Note: A role cannot be deleted when it is already used by personnel or workflow.

➤ **Adjust a Role**

1. On the role interface, click **[Set Workflow Role]** to enter the role adjustment interface:



2. Select personnel in the personnel list who need to set up roles in batches (you can filter by searching for departments, names, job numbers, etc.)

3. Click **[Confirm]**, and all the roles of the selected personnel will be changed.

Set Workflow Role
✕

Department

Employee

Q

Selected 2

<input type="checkbox"/>	Employee...	First Name	Last Name	Department
<input checked="" type="checkbox"/>	4	2	22	Testing
<input checked="" type="checkbox"/>	3	342		Testing
<input type="checkbox"/>	1	wp		Department
<input type="checkbox"/>	2	000000002		Department
<input type="checkbox"/>	2228			ZKTeco
<input type="checkbox"/>	226	666		Department
<input type="checkbox"/>	2225	2225		Department
<input type="checkbox"/>	2226	2226		ZKTeco
<input type="checkbox"/>	2227	2227		ZKTeco
<input type="checkbox"/>	225			Department
<input type="checkbox"/>	227			Department
<input type="checkbox"/>	2224			Department
<input type="checkbox"/>	000			Department

20

<

1

2

3

...

14469

>

Total 289380 Records

Workflow Role* -----

Confirm
Cancel

3.9.2 Engine

➤ Add an Engine

1. Choose [Personnel] > [Workflow] > [Engine] > [Add] to access the Add workflow interface.

Add
✕

Start Date*

Code*

Content Type* -----

Position -----

End Date*

Name*

Employee

Department -----

✎

Node Number	Node Name	operation
None		

Confirm
Cancel

The specific operation method is as follows:

Start date/End date: Duration of workflow usage.

Code: Number of workflows (cannot be repeated).

Name: Naming of workflows.

Content Type: Select the type of workflow (including leave, overtime, change shift, training, and retroactive)

Employee: Click to select "yes", then enter the personnel selection interface, and directly select the personnel executing the workflow; Select "No" to select departments and positions.

Position: Click to select the position to perform the workflow.

Department: Click to select the department that executes the workflow.

2. After the completion of setting, click the edit button  on the interface to enter the interface of adding approval node.



Node Number	Node Name	operation
1		

Confirm

Cancel

3. Set the number of approval nodes, and after setting the node name, click [Confirm] to complete the setting of workflow node.

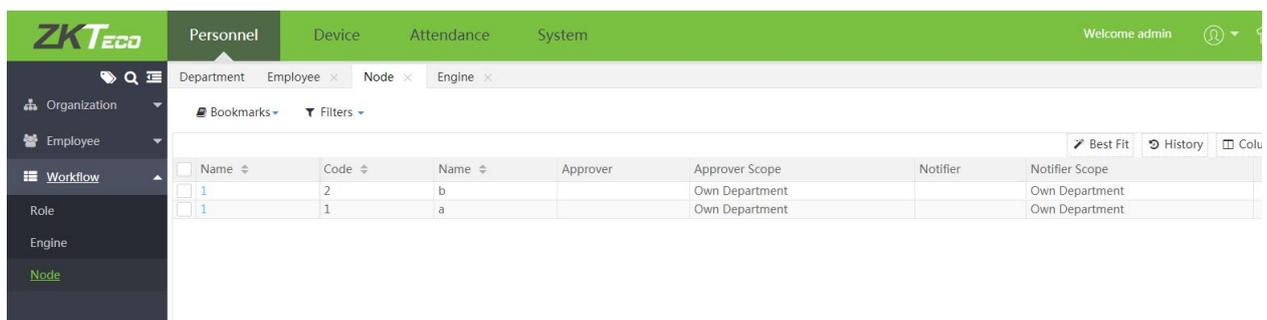
Notes:

1. When Employee is selected as "Yes", it goes directly to the selection of personnel, and the Position and Department functions are blocked, indicating that the executor of this workflow is the selected personnel.

2. When Employee is selected as "No" and neither Position nor Department is selected, the execution object of this workflow is the user with department but no position (provided that the department corresponding to this person has no special approval flow).

3.9.3 Workflow Node

When the workflow is set up, the workflow of the newly added successful node is displayed under Node, as shown in the figure:



Name	Code	Name	Approver	Approver Scope	Notifier	Notifier Scope
1	2	b		Own Department		Own Department
1	1	a		Own Department		Own Department

1. Click the workflow name corresponding to the node or click the edit button  after the node to enter the

node editing:

Edit✕

Node Number* <input type="text" value="2"/>	Node Name* <input type="text" value="second"/>
Approver <input type="text" value="2"/>	Approver Scope <input type="text" value="Own Department"/>
Notifier <input type="text" value="1"/>	Notifier Scope <input type="text" value="Own Department"/>

The specific operation method is as follows:

Node Number: The node number cannot be modified.

Node Name: The name of the node, which can be modified.

Approver: Click to select the role that approves the node.

Approver Scope: Select "Own Department" means that only personnel in the selected role can approve the application from own department. Select "All" means that personnel in the selected role can approve the application from all department.

Notifier: Click to select the role to notify.

Notifier Scope: Select "Own Department" means that only the personnel in the selected role can receive the notification of application from own department. Select "All" means that the personnel in the selected role can receive the notification of application from all departments.

2. After the completion of setting, click [**Confirm**]. When the corresponding personnel applies, the application must be approved by the auditor. Only after the workflow is completed can the application be successful.

For example:

The user with ID 1 belongs to HR Department and the position is HR;

The user with ID 2 belongs to HR Department and the position is HR, the role is manager;

The user with ID 2 belongs to HR Department and the position is HR, the role is boss.

The overtime workflow for the user with ID 1 is shown below:

Edit
✕

Start Date*

Code*

Content Type*

Position

End Date*

Name*

Employee

Department

✍

Node Number	Node Name	operation
1	manage	🗑
2	boss	🗑

Confirm
Cancel

The application for overtime work of the staff should go through two nodes, one of which is the manager and the other is the Boss. After setting up, the workflow of the two nodes will appear in the interface of the Node. The diagram below:

ZKTeco
Personnel
Device
Attendance
System
Welcome admin 👤

Department

Employee

Node

Engine

Position

Role

Bookmarks

Filters

	Name	Code	Name	Approver	Approver Scope	Notifier	Notifier Scope
<input type="checkbox"/>	1	2	Boss		Own Department		Own Department
<input type="checkbox"/>	1	1	manager		Own Department		Own Department

Click edit to enter the following interface:

Edit
✕

Node Number*

Approver

Notifier

Node Name*

Approver Scope

Notifier Scope

Confirm
Cancel

Select the role and scope of the approver, the notifier, and the notification scope. The scope of this approval is selected as Own Department. The first node selects the person whose role is Manager for approval, and the notifier is also Manager. The second node selects the person whose role is Boss for approval, and the notifier is also the Boss. Click **[Confirm]** and the interface of node list is as follows:



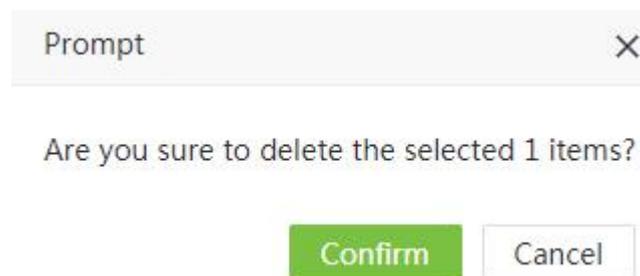
The screenshot shows the ZKTeco Personnel interface. The top navigation bar includes 'Personnel', 'Device', 'Attendance', and 'System'. The user is logged in as 'admin'. The left sidebar shows a navigation menu with 'Organization', 'Employee', 'Workflow', 'Role', 'Engine', and 'Node'. The main content area displays a table with the following data:

Name	Code	Name	Approver	Approver Scope	Notifier	Notifier Scope
1	2	Boss	Boss	Own Department		Own Department
1	1	manager	manager	Own Department		Own Department

When user No. 1 issues the application for overtime work, at this time, user no. 2 will receive the approval notice, and when user No. 2 passes the approval, user No. 3 will receive the approval notice. When every node passes the approval, user No. 1 will receive the email notice. (the application for overtime work and approval by ordinary users are all completed within the self-service of employees)

3.9.4 Delete Workflow

On the workflow interface, select the workflow (or workflows) to be deleted, and click **[Delete]** selected record on upper left of the list or directly click  in the line of the workflow to be deleted to access the confirmation interface for deletion.



Click **[Confirm]** to complete the deletion.

Note:

Cannot delete and edit while the workflow is being use

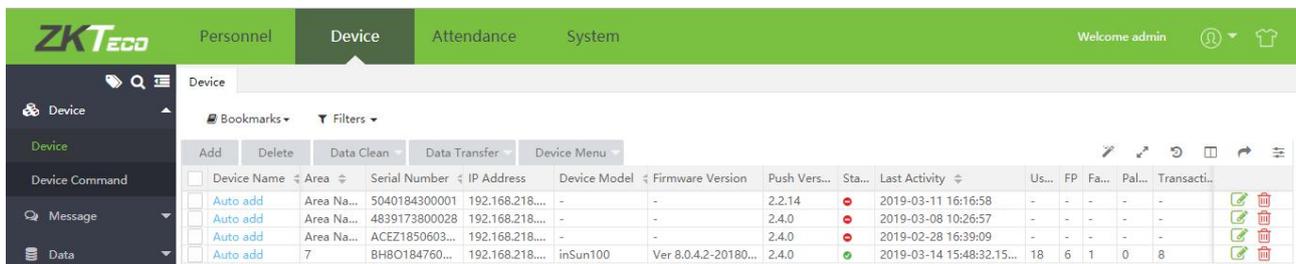
Chapter 4 Device Management

To use the attendance function, a user must install devices and connect them to the Internet first; then, the user needs to set the corresponding parameters in the system so as to manage connected devices from the system, thereby implementing digital management, including uploading user attendance data, downloading the configuration information, and exporting various reports.

4.1 Device Management

Set communications parameters for connecting to devices. The communication with the devices is successful only after parameters on the system and the devices are set correctly. After the communication is successful, you can view the information on the connected devices and perform operations on them such as remote monitoring, uploading, and downloading.

Click [Device] > [Device] to access the T&A device management main interface. All connected T&A devices are displayed in a list.



The screenshot shows the ZKTeco Device Management interface. The top navigation bar includes 'Personnel', 'Device', 'Attendance', and 'System'. The 'Device' tab is active. Below the navigation bar, there is a sidebar with 'Device', 'Device Command', 'Message', and 'Data'. The main content area displays a table of devices with columns for Device Name, Area, Serial Number, IP Address, Device Model, Firmware Version, Push Vers..., Sta..., Last Activity, Us..., FP, Fa..., Pal..., and Transacti... The table contains four rows of data, each starting with 'Auto add'.

Device Name	Area	Serial Number	IP Address	Device Model	Firmware Version	Push Vers...	Sta...	Last Activity	Us...	FP	Fa...	Pal...	Transacti...
Auto add	Area Na...	5040184300001	192.168.218...	-	-	2.2.14	●	2019-03-11 16:16:58	-	-	-	-	
Auto add	Area Na...	4839173800028	192.168.218...	-	-	2.4.0	●	2019-03-08 10:26:57	-	-	-	-	
Auto add	Area Na...	ACEZ1850603...	192.168.218...	-	-	2.4.0	●	2019-02-28 16:39:09	-	-	-	-	
Auto add	7	BH80184760...	192.168.218...	inSun100	Ver 8.0.4.2-20180...	2.4.0	●	2019-03-14 15:48:32.15...	18	6	1	0	8

The above interface displays as follows:

Device Name: - It shows the name of the device. For automatically connected devices, it shows Auto_add.

Area: It shows that the device is added in which area as defined in the software.

Serial Number: - It shows the device serial number.

IP Address: The IP address of the device.

Device Model: - The model of device.

Firmware/Push Version: - It shows the build firmware/push version.

State: -  shows connected,  shows not connected.

Last Activity: Represents the last time the command was executed.

User Count: It shows the number of employees already registered on the device.

FP Count: It shows the number of Fingerprints registered.

Face Count: It shows the number of Faces registered.

Palm count: It shows the number of Palms registered.

Transaction Count: It shows the total number of attendance records.

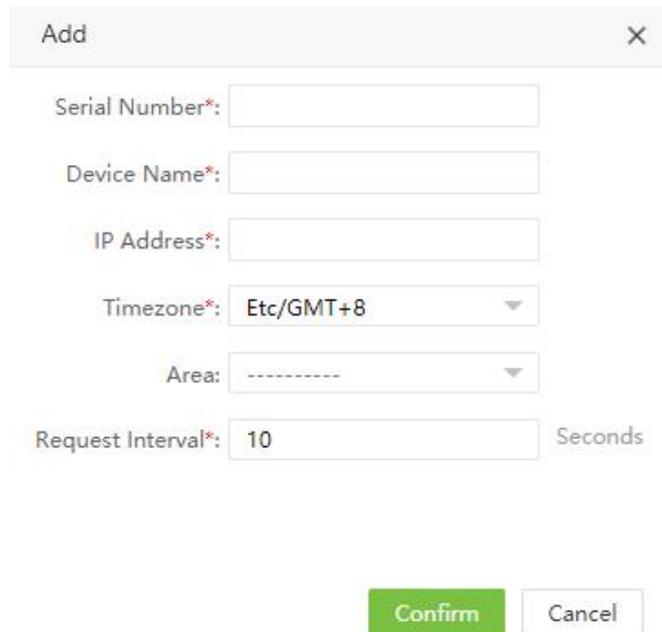
Sync Time: It shows the time that the system issues data to the device last time.

4.1.1 Add a T&A Device

There are two ways to add a T&A device: manually adding a T&A device and automatically adding a T&A device.

➤ Manually Add a T&A Device

1. Choose [Device] >[Device] >[Add] to access the device addition interface.



The screenshot shows a modal window titled "Add" with a close button (X) in the top right corner. The form contains the following fields:

- Serial Number*: [Text input field]
- Device Name*: [Text input field]
- IP Address*: [Text input field]
- Timezone*: [Dropdown menu] with "Etc/GMT+8" selected.
- Area: [Dropdown menu] with "-----" selected.
- Request Interval*: [Text input field] with "10" entered, followed by the label "Seconds".

At the bottom of the form, there are two buttons: a green "Confirm" button and a white "Cancel" button with a grey border.

Set the parameters as required based on the following steps:

Serial Number: Enter the serial number of the device.

Device Name: Enter any characters, with 50 characters at most.

IP Address: Enter the IP address of the device.

Time Zone: When a time zone is selected, the time on the T&A device will be automatically synchronized to the standard time in this time zone.

Area: In the drop-down list, select the area to which the T&A device belongs.

Request Interval: Set the time for the device to automatically transmit data to the system.

2. After the setting is completed, click [Confirm] to add the device and return to the Device interface. The device list displays the T&A device.

 **Note:** If an employee is added to a device, when the employee information is uploaded to the server, the information will be automatically synchronized to other devices in the same area as the employee on the server.

➤ Automatically Add a T&A device

It is unnecessary to manually add T&A devices of certain models. You can connect such devices to the system via HTTP by completing settings on relevant menus on the devices. After the devices are connected to the Internet, the device list in the system will display the T&A devices. Please refer to relevant user manual for detailed operation procedures.

Note: Automatically added devices need to be assigned to custom areas to communicate with the software.

4.1.2 Edit a Device

Click a device name, or click  in the line of the device to be edited to access the device editing interface.

Edit ×
 Serial Number*: 5040184300001
 IP Address*: 192.168.218.199
 Device Name*: Auto add
 Timezone*: Etc/GMT+8
 Area*: Area Name
 Request Interval*: 10 Seconds
 Confirm Cancel

Note: Grey items cannot be edited. The device name cannot be the same as the name of another device.

4.1.3 Delete a Device

Detailed operations are described as follows:

1. Click to select the device to be deleted, and then click **[Delete]** above the device list, or directly click  in the line of the device to be deleted to access the device deletion confirmation interface, as shown in the following figure.

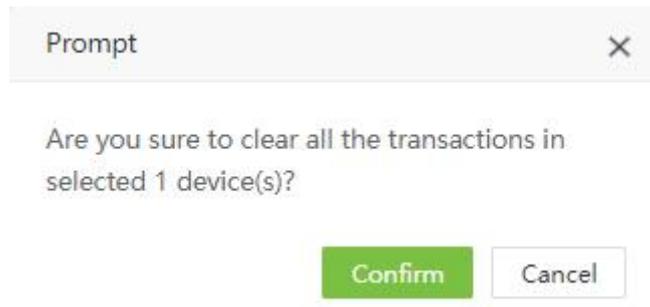
Prompt ×
 Are you sure to delete the selected 1 items?
 Confirm Cancel

2. Click **[Confirm]** to delete the device selected and return to the Device interface. The device list no longer displays the device deleted.

4.1.4 Data Clean

➤ Clear Attendance Data

1. Click to select a device and click **[Data Clean]** > **[Clear Attendance Data]** to access the Clear data interface:

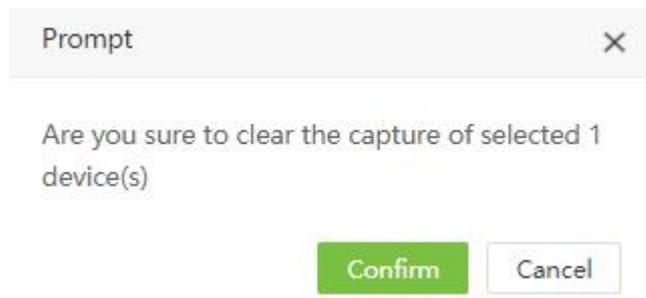


2. Click **[Confirm]** to delete all data.

➤ Clear Capture

Users can choose to clear attendance photo on a T&A device.

1. Click to select a device and click **[Data Clean] > [Clear Capture]** to access the Clear Capture interface (Mainly delete attendance photos and blacklist photos):



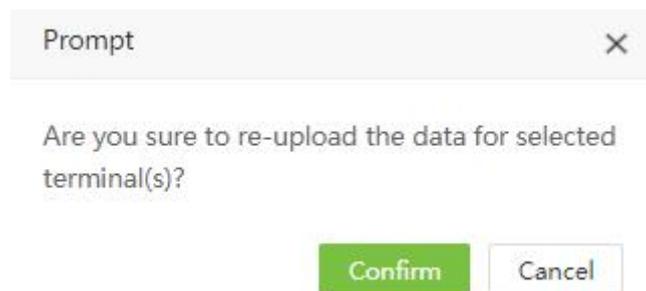
2. Click **[Confirm]** to delete the capture.

4.1.5 Data Transfer

➤ Upload User Data

Upload user data from the device to the software.

1. Click to select a device and click **[Data Transfer] > [Upload User Data]** to access the Upload User Data interface:



2. Click **[Confirm]** to upload user data.

➤ Upload Transaction

Upload attendance data from the device to the software.

1. Click to select a device and click **[Data Transfer] > [Upload Transaction]** to access the Upload Transaction interface, select the time period to upload:

Upload Transaction
✕

Start Time*:

End Time*:

Confirm
Cancel

Click **[Confirm]** to upload attendance data for the corresponding period.

 **Note:** You can upload personal information on a T&A device to the server in batches by using the function of uploading data again. If timeout occurs, the uploading is interrupted and you need to perform the operation again.

➤ **Synchronize Data to Device**

Synchronize data in the server to all devices. (Generally, this operation needs to be performed only when the data in devices are inconsistent with those in the server due to objective factors, such as the Internet abnormality or other conditions.)

In the device list, select the device to which data needs to be synchronized and click **[Data Transfer] > [Sync Data to Device]** to access the data synchronization interface. Select the data to synchronize.

Sync Data To Device
✕

Employee Photo

Fingerprint

Face

Palm

Finger Vein

Confirm
Cancel

Click **[Confirm]** to confirm the synchronization.

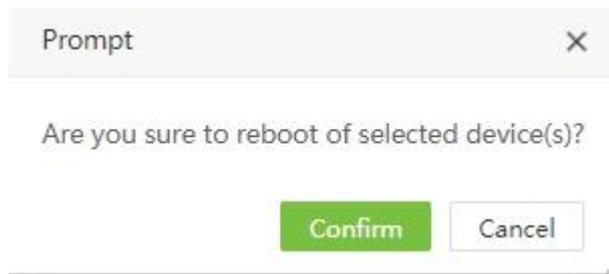
 **Note:** The operation of synchronizing the software data to the devices will delete existing data (excluding event records) in the devices at first and then re-download all setting information. It is essential to ensure a smooth Internet connection and avoid power failure during this operation.

4.1.6 Device Menu

➤ Reboot

Remotely reboot a device via the system.

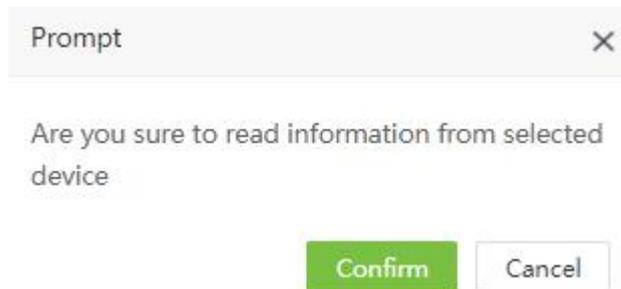
In the device list, select a device to be rebooted, and then click **[Device Menu]** > **[Reboot]** to access the device rebooting confirmation interface.



Click **[Confirm]** to reboot the device.

➤ Read Information

Read the number of persons, attendance records, and the firmware version on a device.



Select a device and click **[Device Menu]** > **[Read Information]** to access the confirmation interface of reading device information. Click **[Confirm]** to download the information or click **[Cancel]** to abort this operation.

➤ Duplicate Punch Period

Set the duplicate punch period on the device.

1. Select a device and click **[Device Menu]** > **[Duplicate Punch Period]** to access the duplicate punch period setting interface, set the time:



2. Click **[Confirm]** to successfully set the duplicate punch period.

➤ Capture Setting

Set the capture mode of attendance photos during verification.

1. Select a device and click **[Device Menu] > [Capture Setting]** to access the capture mode setting interface, select the mode:



2. Click **[Confirm]** to successfully set the capture mode.

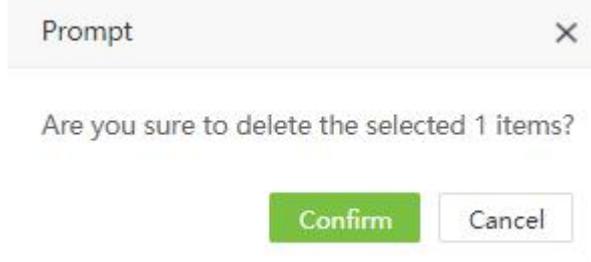
4.2 Device Command

Check the command issued by the software to a device during communication.

Device	Content	Commit Time	Transfer Time	Return Time	Return Value
<input checked="" type="checkbox"/>	BH80184760042 DATA USER PIN=E109565 Name=czwE109565 Pri=0 Passwd= Card= Grp=1 Verify=-1	2019-03-07 20:25:33	2019-03-14 09:31:57	2019-03-14 09:31:57	Successful
<input type="checkbox"/>	BH80184760042 DATA USER PIN=E109530 Name=czwE109530 Pri=0 Passwd= Card= Grp=1 Verify=-1	2019-03-07 20:25:24	2019-03-14 09:31:57	2019-03-14 09:31:57	Successful
<input type="checkbox"/>	BH80184760042 DATA USER PIN=E102478 Name=czwE102478 Pri=0 Passwd= Card= Grp=1 Verify=-1	2019-03-07 19:56:19	2019-03-14 09:31:57	2019-03-14 09:31:57	Successful
<input type="checkbox"/>	BH80184760042 DATA USER PIN=E91251 Name=czwE91251 Pri=0 Passwd= Card= Grp=1 Verify=-1	2019-03-07 19:10:45	2019-03-14 09:31:57	2019-03-14 09:31:57	Successful
<input type="checkbox"/>	BH80184760042 DATA USER PIN=E85302 Name=czwE85302 Pri=0 Passwd= Card= Grp=1 Verify=-1	2019-03-07 18:46:40	2019-03-14 09:31:57	2019-03-14 09:31:57	Successful
<input type="checkbox"/>	BH80184760042 DATA USER PIN=E58051 Name=czwE58051 Pri=0 Passwd= Card= Grp=1 Verify=-1	2019-03-07 16:38:36	2019-03-14 09:31:57	2019-03-14 09:31:57	Successful
<input type="checkbox"/>	BH80184760042 DATA USER PIN=E24328 Name=czwE24328 Pri=0 Passwd= Card= Grp=1 Verify=-1	2019-03-07 14:24:57	2019-03-14 09:31:57	2019-03-14 09:31:57	Successful

Clear the command issued by the software to a device during communication.

Click [Device] > [Device Command], select the command to access the device command clearing interface.:



 **Important tip:** Attendance data collation operation, need attendance device firmware protocol supports.

4.3 Device Short Message Management

The software supports adding short messages in the system and issuing them to a designated device.

4.3.1 Add a Public Message

1. Choose [Device] > [Message] > [Public] > [Add].

Add
✕

Device*:

Start Time*:

Duration*:

Content*:

Confirm

Cancel

Set the parameters as required based on the following steps:

Device: Select a device to which a message needs to be issued from the drop-down list.

Start Time: Select the start time for issuing the short message.

Duration: Enter the message display duration.

Content: Enter the short message content to be issued.

2. After the completion of the settings, click **[Confirm]** to save the settings and return to the short message setting interface. The short message list displays the added short message.

4.3.2 Add a Private Message

1. Choose **[Device] > [Message]> [Private] > [Add]**.

The screenshot shows a dialog box titled "Add" with a close button (X) in the top right corner. It features a table with columns: Employee ID, First Name, Last Name, and Department. The table has a search bar and a "Selected 2" panel on the right. Below the table is a pagination bar showing "20" records per page, "1" of 2 pages, and "Total 289380 Records". At the bottom, there are input fields for "Start Time*", "Duration*" (set to 60 Minutes), and "Content*". "Confirm" and "Cancel" buttons are located at the bottom right.

Employee ID	First Name	Last Name	Department
4	2	22	Testing
3	342		Testing
1	wp		Department
2	000000002		Department
2228			ZKTeco
226	666		Department
2225	2225		Department
2226	2226		ZKTeco
2227	2227		ZKTeco
225			Department
227			Department
2224			Department
000			Department

Set the parameters as required based on the following steps:

Employee: Select the personnel receiving a short message.

Start Time: Select the start time for issuing the short message.

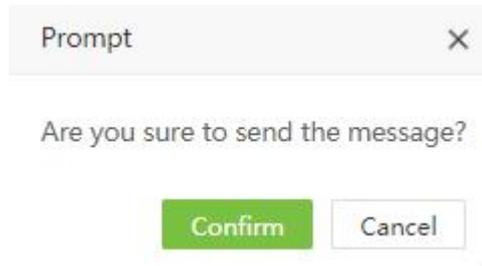
Duration: Enter the message display duration.

Content: Enter the short message content to be issued.

2. After the completion of the settings, click **[Confirm]** to save the settings and return to the short message setting interface. The short message list displays the added short message.

4.3.3 Send Message

1. Select the short message to be issued in the short message list, and click Send Message.

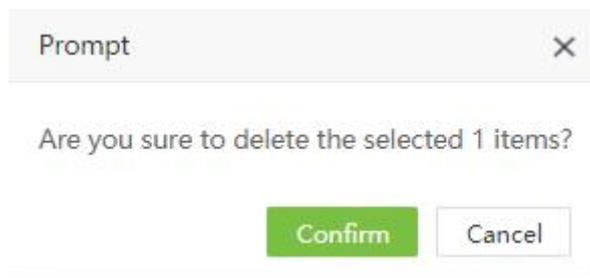


2. Click [**Confirm**] to issue public messages to designated devices and private messages to devices to which designated personnel are added.

4.3.4 Delete Short Message

When a short message is deleted on the software side, it is deleted on the device.

1. Select the short message to be deleted in the short message list, and click [**Delete**] to access the deleting short message interface.

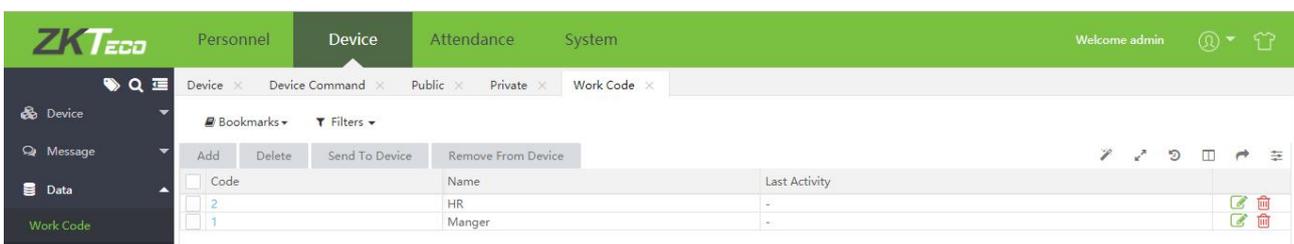


2. Click [**Confirm**] and the message will be deleted from the list and the device.

4.4 Work Code

Add different work code and upload them to a single device or devices.

Choose [**Device**] > [**Data**] > [**Work Code**] to access the work code interface.



4.4.1 Add Work Code

1. Click [**Device**] > [**Work Code**] > [**Add**] to access the adding work code interface:

Set each parameter, the specific method is as follows:

Code: Enter the work order number.

Name: Enter the name of the work code.

2. After the completion of the settings, click **[Confirm]** to save the settings and return to the work code setting interface. The work code list displays the added work code.

4.4.2 Issue Work Code to Device

Issue work code to the device.

1. Click **[Device]** > **[Work Code]** > **[Send to Device]** to access the issuing work code interface, select the device serial number:

2. Click **[Confirm]** to send the work code to the device.

4.4.3 Remove Work Code

1. Click **[Device]** > **[Work Code]** > **[Remove From Device]** to access the removing work code interface, select the device serial number:

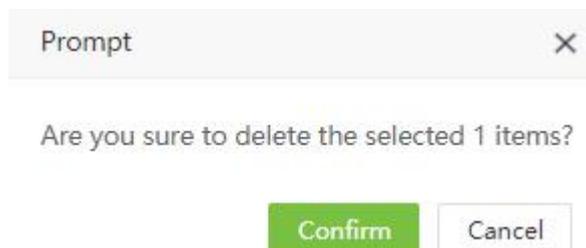


2. Click **[Confirm]** to remove the work code from the device.

4.4.4 Delete Work Code

Delete work code on the software side.

1. Select the work code to be deleted in the work code list, and click **[Delete]** to access the deleting work code interface.



2. Click **[Confirm]** and the work code will be deleted from the list.

4.5 Bio-Template

Check the detail information of employees biometric template.,

Employee	Bio-Type	Bio-Index	Template Index	Major Version	Update Time
2271	Fingerprint	6	0	10	2019-02-28 11:29:43
103	Fingerprint	6	0	10	2019-02-28 11:29:43
102	Fingerprint	6	0	10	2019-02-28 11:29:43
101	Fingerprint	6	0	10	2019-02-28 11:29:43
ersdfgy	Fingerprint	6	0	10	2019-02-27 09:03:29
214	Fingerprint	6	0	10	2019-02-14 10:20:03
2225 2225	Palm	0	0	5	2019-01-21 12:26:16
2 00000002	Face	0	0	9	2019-01-21 11:17:51
3 342	Fingerprint	7	0	10	2019-01-21 11:17:50
1 wp	Fingerprint	6	0	10	2019-02-25 18:02:48
3 342	Fingerprint	6	0	10	2019-01-21 11:17:50

4.6 Device Log

Display device operation logs, such as power on, device administrator enters menu, registers personnel, deletes personnel and so on.

Device	Timezone	Administrator	Action	Action Time	Upload Time
BH80184760042	Etc/GMT+8	0	Enter menu	2019-03-14 17:41:25	2019-03-14 17:41:22
BH80184760042	Etc/GMT+8	0	Enter menu	2019-03-14 09:49:33	2019-03-14 09:49:32
BH80184760042	Etc/GMT+8	0	Power on	2019-03-14 09:31:05	2019-03-14 09:32:03
BH80184760042	Etc/GMT+8	0	Enter menu	2019-03-04 11:33:55	2019-03-04 11:34:05
BH80184760042	Etc/GMT+8	0	Enter menu	2019-02-28 12:50:13	2019-02-28 12:50:22
BH80184760042	Etc/GMT+8	0	Enter menu	2019-02-28 11:43:53	2019-02-28 11:44:02

4.7 Upload Log

Displays the device operation log, content, and number of records uploaded by the corresponding device at a specific time.

Device	Event	Content	Count	Error Count	Upload Time
BH80184760042	OPDATA		1	0	2019-03-14 17:41:22
BH80184760042	OPDATA		1	0	2019-03-14 09:49:32
BH80184760042	OPDATA		2	0	2019-03-14 09:32:03
BH80184760042	OPDATA		1	0	2019-03-04 11:34:05
BH80184760042	OPDATA		1	0	2019-02-28 12:50:22
BH80184760042	OPDATA		1	0	2019-02-28 11:44:02
BH80184760042	FPDATA	2271	4	0	2019-02-28 11:29:43
BH80184760042	USERDATA	2271	6	0	2019-02-28 11:29:42

4.8 Mobile App

4.8.1 APP Account

Display all APP accounts (personnel who have enabled the mobile APP function under the Personnel module. On the APP side, the personnel login to the APP by entering the personnel ID and self-service login password). The main information includes the user name, login time, last active time, client ID, device token, client category, run status(whether the user is online), APP status(whether the APP is disabled).

The screenshot shows the ZKTeco software interface with the 'Device' tab selected. A table lists device accounts with the following columns: User Name, Login Time, Last Active, Client Id, Device Token, Client Category, and Run S. Two rows of data are visible.

User Name	Login Time	Last Active	Client Id	Device Token	Client Category	Run S
4	2019-03-13 16:53:49	2019-03-14 10:12:46	A9201E6D-AB74-4663-8623-A1D2A458D39A	56095bb3bf5776bcee8c3eb6c35a136dff8688ca9...	IOS	Active
4	2019-03-13 10:57:20	2019-03-13 10:57:59	aimei863102038451852		Android	Inacti

➤ **Push Notification**

1. Click [Device] > [Mobile APP] > [Account], select corresponding account, click [Push Notification].

The screenshot shows a 'Push Notification' dialog box with a close button (X) in the top right corner. Below the title bar, there is a label 'Content*:' followed by a large empty text input area. At the bottom of the dialog, there are two buttons: 'Confirm' (highlighted in green) and 'Cancel'.

2. Fill in the notification content, click [Confirm] and push the notification.

Note

This feature is only used to test whether the notification can be successfully pushed to the mobile app. The content of the notification will not be displayed on the mobile app.

➤ **Force Offline**

If a user is active in multiple mobile phones, you can use Force Offline Function to turn the other mobile phones inactive.

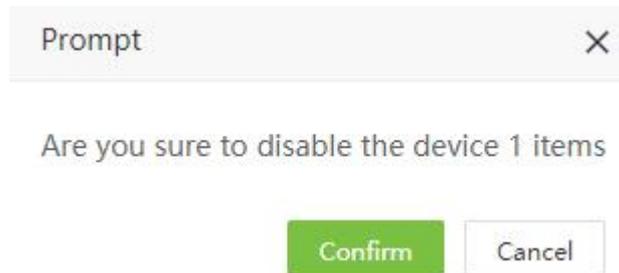
1. Click [Device] > [Mobile APP] > [Account], select corresponding account, click [Force Offline].

The screenshot shows a 'Prompt' dialog box with a close button (X) in the top right corner. The main text of the dialog reads 'Are you sure to force the device offline 1 items'. At the bottom, there are two buttons: 'Confirm' (highlighted in green) and 'Cancel'.

2. Click [Confirm], to turn the mobile phone inactive.

➤ **Disable**

1. Click [Device] > [Mobile APP] > [Account], select corresponding account, click [Disable].



2. Click [Confirm] to disable corresponding account.

 **Note:**

A disabled account cannot login to the App unless the account is enabled.

➤ **Enable**

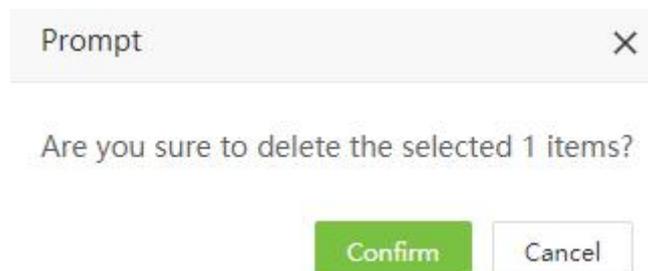
1. Click [Device] > [Mobile APP] > [Account], select corresponding account, click [Enable].



2. Click [Confirm] to Enable corresponding account.

➤ **Delete Account**

1. Click [Device] > [Mobile APP] > [Account], select corresponding account, click [Delete].



2. Click [Confirm] to Enable corresponding account.

4.8.2 Announcement

The software supports adding announcement and pushing them to the App.

➤ **Push Public Notice**

1. Click [Device] > [Mobile APP] > [Announcement] > [Push Public Notice].



The screenshot shows a dialog box titled "Push Public Notice" with a close button (X) in the top right corner. Inside the dialog, there are two text input fields. The first field is labeled "Subject*" and the second is labeled "Content*". Below the input fields, there are two buttons: a green "Confirm" button and a white "Cancel" button with a grey border.

Set each parameter as needed. The specific setting method is as follows:

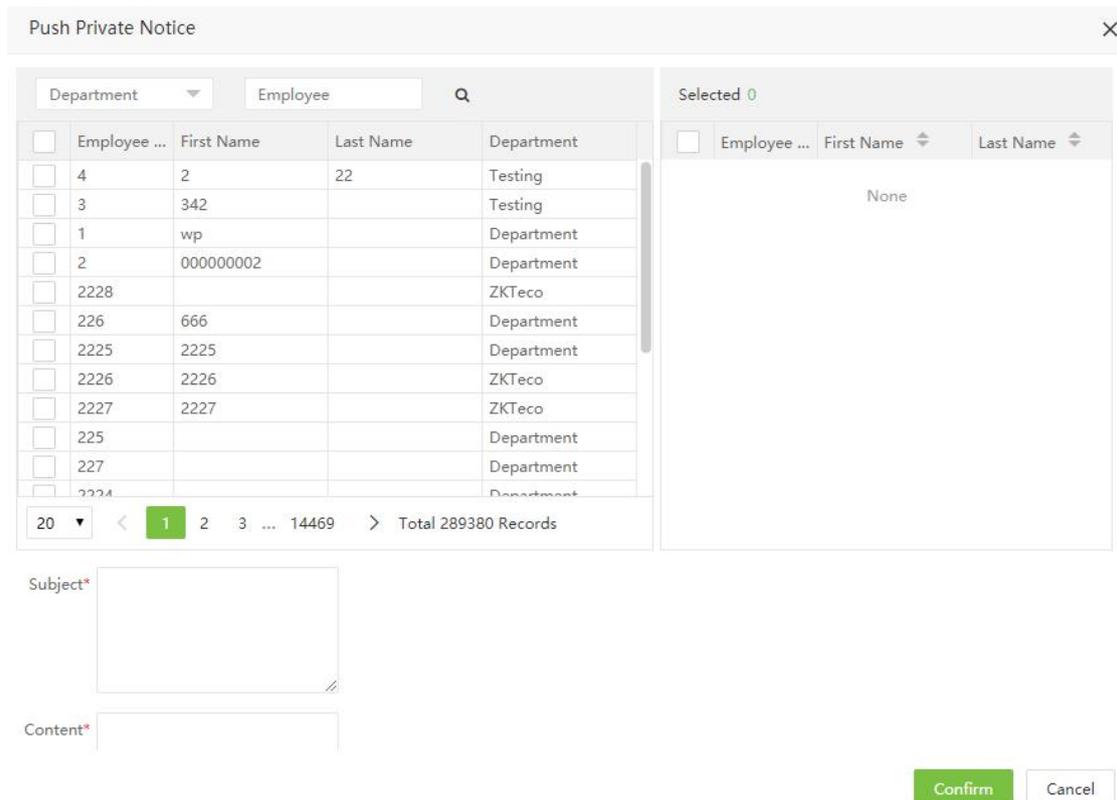
Subject: Notice subject.

Content: Notice content.

3. After the completion of setting the parameter, click [**Confirm**], to push the push notice to all mobile clients.

➤ **Push Private Notice**

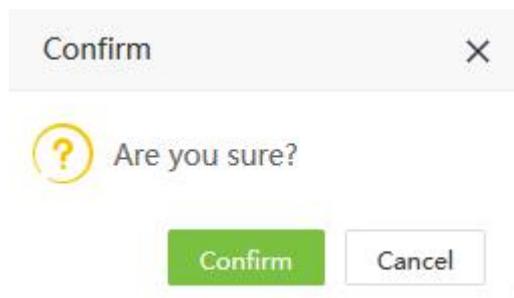
1. Click [Device] > [Mobile APP] > [Announcement] > [Push Private Notice].



- In the personnel list, select the personnel in batches (you can filter by searching department, name and job number);
- Fill in the notification subject and content, click **[Confirm]**, and push the notification to the corresponding mobile client.

➤ **Delete Announcement**

- Click **[Device] > [Mobile APP] > [Announcement]**, selected the announcement that need to be deleted, and the click **[Delete]** or mark  in the announcement list.



- Click **[Confirm]** to delete selected announcement, and back to the announcement interface. The deleted announcement will no longer appear in the announcement list.

4.8.3 Notice

Display all the announcements pushed to the APP, approval (leave, overtime, manual log), abnormal reminder message.

ZKT ECO Personnel **Device** Attendance System Welcome admin

Device x Notice x Announcement x Operation Log x

Bookmarks Filters

Delete

Receiver	Category	Content	Source	Sender	Send Time	Read Status
<input type="checkbox"/> 4 2	Announcement	["content": "Happy Birthday", "subject": "Test"]	1	admin	2019-03-15 14:10:57	Unread
<input type="checkbox"/> 315 315test data	Leave	["category": "Casual Leave", "remark": "aaa", "end": 1549004400, "approve_status": 1, ...	779	314test data	2019-03-05 16:29:07	Unread

16 < 1 > Total 2 Records 1 Page Confirm

4.8.4 Operation Log

Display the all operation records of all APP clients.

ZKT ECO Personnel **Device** Attendance System Welcome admin

Device x Notice x Announcement x Operation Log x

Bookmarks Filters

Delete

User	Client	Action	Action Time	Status	Describe
<input type="checkbox"/> 4	A9201E6D-AB74-4663-8623-A1D2A45BD39A	my_application	2019-03-14 10:12:46	Successful	successful
<input type="checkbox"/> 4	A9201E6D-AB74-4663-8623-A1D2A45BD39A	my_application	2019-03-14 10:12:44	Successful	successful
<input type="checkbox"/> 4	A9201E6D-AB74-4663-8623-A1D2A45BD39A	pull_exception_summary	2019-03-14 10:12:38	Successful	successful
<input type="checkbox"/> 4	A9201E6D-AB74-4663-8623-A1D2A45BD39A	work_code	2019-03-14 10:12:38	Successful	successful
<input type="checkbox"/> 4	A9201E6D-AB74-4663-8623-A1D2A45BD39A	category	2019-03-14 10:12:37	Successful	successful
<input type="checkbox"/> 4	A9201E6D-AB74-4663-8623-A1D2A45BD39A	pull_setting	2019-03-14 10:12:37	Successful	successful
<input type="checkbox"/> 4	A9201E6D-AB74-4663-8623-A1D2A45BD39A	pull_setting	2019-03-14 10:12:37	Successful	successful
<input type="checkbox"/> 4	A9201E6D-AB74-4663-8623-A1D2A45BD39A	work_code	2019-03-14 10:12:37	Successful	successful
<input type="checkbox"/> 4	A9201E6D-AB74-4663-8623-A1D2A45BD39A	category	2019-03-14 10:12:37	Successful	successful
<input type="checkbox"/> 4	A9201E6D-AB74-4663-8623-A1D2A45BD39A	pull_transaction	2019-03-14 10:12:37	Successful	successful
<input type="checkbox"/> 4	A9201E6D-AB74-4663-8623-A1D2A45BD39A	apply	2019-03-14 10:12:35	Successful	successful
<input type="checkbox"/> 4	A9201E6D-AB74-4663-8623-A1D2A45BD39A	category	2019-03-14 10:12:25	Successful	successful
<input type="checkbox"/> 4	A9201E6D-AB74-4663-8623-A1D2A45BD39A	my_application	2019-03-14 10:12:18	Successful	successful
<input type="checkbox"/> 4	A9201E6D-AB74-4663-8623-A1D2A45BD39A	my_application	2019-03-14 10:12:09	Successful	successful
<input type="checkbox"/> 4	A9201E6D-AB74-4663-8623-A1D2A45BD39A	my_application	2019-03-14 10:12:07	Successful	successful
<input type="checkbox"/> 4	A9201E6D-AB74-4663-8623-A1D2A45BD39A	my_application	2019-03-14 10:12:00	Successful	successful

16 < 1 2 3 ... 11 > Total 162 Records 1 Page Confirm

Chapter 5 Attendance Management

The system can exchange data with the T&A devices and collect attendance records kept in it. Primary functions implemented by the attendance system include regional user management and management of attendance parameters, shift timetables, scheduling, daily maintenance, attendance calculation, attendance reports, and attendance devices.

5.1 Attendance Parameters

As attendance systems set up by different companies vary, it is necessary to manually set attendance parameters to ensure the accuracy of the final attendance calculation.

Base Setting

Overtime Rule* Duplicate Punch Period*

Weekend Setting

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Calculation Rule

When late exceeds* minutes, count as absence

When early-leave exceeds* minutes, count as absence

Missing Check-In as* Minutes

Missing Check-Out as* Minutes

Calculation Item

Check In Check Out Rule

Break Out Break In

Overtime In Overtime Out

App Setting

Capture Work Code

Function Key

5.1.1 General Rule

1. General rules apply to all departments. All general attendance parameters can be set here.

➤ Basic Setting

Overtime Rule: It can be set to "Disable Overtime" to disable the overtime function. "Calculation OT" calculates the overtime based on the punch time, "Approval OT" calculates the overtime based on the overtime application, and "Approval OT Priority" preferentially calculates the overtime on the overtime application.

Duplicate Punch Period: Set the time period (in minutes) for duplicate punch. If set to 1 minute, then the user tries to punch several times within a minute, the system will only accept the first punch.

➤ **Weekend Setting**

Set the weekend.

➤ **Calculation Rule**

The following check-in and check-out settings are valid only when mandatory check-in and check-out items are set to Yes in shift timetable settings.

Late exceed N minutes or early leave exceed N minutes is counted as absence.

On-duty without check-in entry is counted as late arrival (absence/no complete) for N minutes.

On-duty without check-out entry is counted as early leaving (absence/no complete) for N minutes.

➤ **Calculation Item**

You can set the value corresponding to the attendance status.

➤ **App Setting**

Capture: Whether attendance photos must be uploaded.

Work Code: Whether work code must be selected.

Function Key: Whether attendance status must be selected.

2. After completion of the setting, click **[Save]** for saving.

5.1.2 Department Rule

You can add rules for individual departments.



➤ **Add New Department Rule**

Click **[Attendance]** > **[Department Rule]** > **[Add]**, add special rules for departments here.

Add
✕

Department*

Name*

Overtime Rule*

When late exceeds* minutes, count as absence

When early-leave exceeds* minutes, count as absence

Missing Check-In as* Minutes

Missing Check-Out as* Minutes

➤ Delete Department Rule

Select the department rule to be deleted in the department rule list, and click **[Delete]**, or directly click  in the line of the department rule to be deleted to access the device deletion confirmation interface.

Confirm
✕



Are you sure?

Click **[Confirm]** and the work code will be deleted from the list and the device.

5.2 Break Time

When setting the shift timetable, the break time can be selected, and more than one break time can be added in one shift timetable.

5.2.1 Add a Break Time

1. Click **[Add]** on the break time interface to enter the adding break time interface.

Add
✕

Name*

Start Time*

Duration*

Duplicate Punch Period*

Calculate Type*

End Time*

Based On Device Punch State*

Duplicate Punch Period(m)*

Set each parameter as required, the specific setting method is as follows:

Name: Any character, up to 50 character combinations.

Start/End Time: The range of the break time. If you start and end rest out of this range, they will be invalid records. Time Settings are shown in ["3. Time Selection"](#) in Appendix 1.

Duration: The amount of time allowed for rest during the break time.

Base on Punch State: Whether to use the function key during the break time. When "yes" is selected, the attendance will be calculated according to the punch status. When "no" is selected, the attendance status will be automatically corrected when calculates the attendance.

Punch Interval Type: The time interval of punch can be set as Relate to Rule or user customize. When users customize it, they need to set the Duplicate Punch Period (m).

Duplicate Punch Period (m): Punch interval.

Calculate Type: Calculation types for break time.

- Select Auto deduct. Whether the user will punch the rest, Breaktime will be the allowable rest time in the calculation of attendance.
- Select Required Punch, you must punch during the break time. When staff doesn't punch, Start time/End time will be taken as the start/end time of the rest in the attendance calculation.

For example: If the time range for punch during the rest is 12:00 to 14:00, the rest time is allowed to be 60min. If A does not punch in during the rest time, and B breaks in at 13:00, then A's break time is 120min, and B's break time is 60min.

When the Calculate Type is Required Punch, early back and late back should be considered as shown in the figure below:

Calculate Type*

Consider Back Early*

Early over*

Consider Back Late*

Late over*

Back Early As

Back Late As

Consider Back Early: Whether to calculate the time of early return.

Early Over: Advance return time (the difference between actual and permitted rest time) over the set value is valid.

Back Early As: It can select Normal Work/Normal OT. When Consider Back Early is selected as yes, the time of early return is over the set value of Early Over, and the time of early return is recorded as Normal Work/Normal OT.

Consider Back Late: Whether to calculate the time of late return.

Late Over: Late return time (the difference between actual and permitted rest time) over the set value is valid.

Back Late As: It can select Late In/Early out/Absent. When Consider Back Late is selected as yes, the time of late return is over the set value of Late Over, and the time of late return is recorded as Late In/Early out/Absent.

Notes:

- 1) Duration cannot exceed the time range for punch in break time.
- 2) Early/Late over should not exceed the allowable break time.

5.2.2 Edit a Break Time

1. Click the name of the break time or the mark  after the corresponding period to enter the period editing interface.
2. According to the need to modify the relevant settings, the specific operation is consistent with the add break time. After the modification is completed, click **[Confirm]** to save.

5.2.3 Delete a Break Time

1. Select corresponding break time, click **[Delete]** at the top left of the rest period list or directly click the mark  after the corresponding break time to enter the confirmation interface of deleting break time.
2. Click **[Confirm]** to delete the break time, and return to the break time interface.

5.3 Timetable

Set the time periods that may be used during attendance and set various parameters. The timetable is the minimum unit in personnel attendance time settings. For example: These settings include work start/end time, allowed late arrival/early leaving duration, whether check-in/check-out is mandatory, allowed time period for check-in/out, rest time, and overtime.

Before scheduling the shift, you must set all shift timetables possibly used. Only in this way can various parameters set be valid.

5.3.1 Add a Timetable

1. Click **[Add]** on the Timetable interface to access the Add interface:

Add
✕

Name*

Type* Normal ▾

Check-In Start*

Check-Out Start*

Check-In*

Check-Out*

Check-In End*

Check-Out End*

Necessary Clock-In* Yes ▾

Necessary Clock-Out* Yes ▾

Allow Late-In*

Allow Early-Out*

Early In OT* No ▾

Minimum OT(Early In)*

Late Out OT* No ▾

Minimum OT(Late Out)*

Punch Interval Type* Relate to Rule ▾

Duplicate Punch Period*

WorkDay*

Base On Punch State* No ▾

Break Time

	Break Code	Name	Start Time	End Time	Duration	Calculate Type
<input type="checkbox"/>	1	12-15(120)	12:00	15:00	120	Auto Deduct
<input type="checkbox"/>	2	13-15(Normal W...	13:00	15:00	60	Require Punch
<input type="checkbox"/>	3	13-15(Normal OT)	13:00	15:00	60	Require Punch
<input type="checkbox"/>	4	13-15(Absent)	13:00	15:00	60	Require Punch
<input type="checkbox"/>	5	13-15(Auto)	13:00	15:00	60	Auto Deduct
<input type="checkbox"/>	6	777	08:00	12:00	60	Auto Deduct
<input type="checkbox"/>	7	23-01 cross day	23:00	01:00	60	Auto Deduct
<input type="checkbox"/>	8	12-13:30	12:00	14:00	90	Require Punch
<input type="checkbox"/>	9	B1	12:00	14:00	90	Require Punch
<input type="checkbox"/>	11	01-03(punch)	01:00	03:00	60	Require Punch

< 1 2 >
1 Page
Confirm
Total 17 Records
10 ▾

Confirm
Cancel

Set the parameters as required based on the following steps:

Name: Enter any characters with 50 characters at most.

Check-In Start Time/ End Time, Check-Out Start Time/ End Time: Valid range for checking in/out in this time period. Check-in/out records out of this range are invalid.

Check-in, Checkout: Set the check-in time and check-out time.

Necessary Clock-In, Necessary Clock-Out: Decide whether check-in and check-out are mandatory in the selected time range. If an employee needs to check in/out, select Yes; otherwise, select No.

Allow Late-In, Allow Early-Out: This refers to the permissible time for late arrival/early leaving before the designation of late arrival/early leaving starts during the specified working time.

For example, if Allowed late minute is set to 5 and check-in time is set to 9:00; Employee A checked in at 9:03 and Employee B checked in at 9:06, we can conclude that Employee A is not late as the interval between his or her check-in time and check-in start time is less than 5 minutes and Employee B is late for 6 minutes as the interval between his or her check-in time and check-in start time exceeds 5 minutes.

Minimum OT (early in/late out): Minimum overtime.

Early In OT: When calculating overtime, if Early In OT is selected as Yes, the time of early arrive (the difference between the time you check in and the start time of the timetable) is not less than Minimum OT (early in), then the overtime is the time of early arrive, otherwise it is 0. if Early In OT is selected as No, the item is 0.

Late Out OT: When calculating overtime, if Late Out OT is selected as Yes, the time of late leave (the difference between the time you check out and the end time of the timetable) is not less than Minimum OT (late out), then the overtime is the time of late leave, otherwise it is 0. if Late Out OT is selected as No, the item is 0.

Punch Interval Type: The time interval of punch can be set as Relate to Rule or user customize. When users

customize it, they need to set the Duplicate Punch Period (m).

Duplicate Punch Period (m): Punch interval.

Workday: It refers to how many workdays are calculated for each shift. If a value is set for it, the workday will be calculated according to the preset value. Otherwise, the workday will be calculated according to settings in the attendance rules.

Base on Punch State: Whether to use the function key. When "yes" is selected, the attendance will be calculated according to the punch status. When "no" is selected, the attendance status will be automatically corrected when calculates the attendance.

For example: The work time is 9:00-18:00, and the time range for punch is 8:00-10:00,17:00-19:00 respectively. A checks in at 9:00 and 18:00. When Base on Punch State is selected as Yes, there is only one valid check in at 9:00 for attendance calculation, and when Base on Punch State is selected as No, there are two valid records, check in at 9:00 and check out at 18:00 for attendance calculation.

Break Time: Add a break time to the timetable. Multiple break times can be added within a timetable, but the break time must be within a timetable. (see [5.2.1 Add a Break Time](#) for the setting of break time)

2. After the completion of the settings, click **[Confirm]** to save the settings and return to the Timetable interface. The timetable list displays the added timetable.

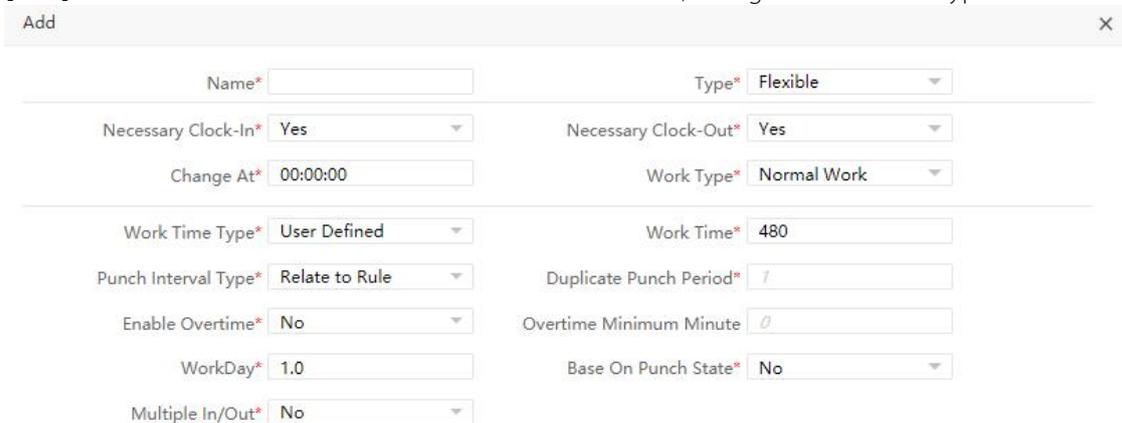
 **Notes:**

- (1) There is no timetable with the same start time and end time.
- (2) Please refer to "[3. Time Selection](#)" in Appendix 1 for time setting.

5.3.2 Add a Flexible Timetable

Flexible Timetable: Work delay is not counted as overtime, and late arrival or early leaving is not calculated.

1. Click **[Add]** on the Timetable interface to access the Add interface, change the timetable type to Flexible.



Name*		Type*	Flexible
Necessary Clock-In*	Yes	Necessary Clock-Out*	Yes
Change At*	00:00:00	Work Type*	Normal Work
Work Time Type*	User Defined	Work Time*	480
Punch Interval Type*	Relate to Rule	Duplicate Punch Period*	1
Enable Overtime*	No	Overtime Minimum Minute	0
WorkDay*	1.0	Base On Punch State*	No
Multiple In/Out*	No		

Confirm **Cancel**

Set the parameters as required based on the following steps:

Timetable Name: Enter any characters with 50 characters at most.

Necessary Clock-In, Necessary Clock-out: Decide whether check-in and check-out are mandatory in the time range. If an employee needs to check in/out, select Yes; otherwise, select No.

Change At: Refers to the extended time of the day according to the schedule of the next day.

Work Type: Define flexible timetable for different types of work. Such as normal working day, rest day and weekend.

Work Time Type: The work time can be set relate to Rule or customized, and the work time should be set when customized.

Work Time: Custom working hours.

Punch Interval Type: Can be set Relate to Rule or user-defined.

Use Overtime: Automatically calculate overtime. If "Yes" is selected, the delay time (actual working time minus worktime) exceeds the minimum overtime value, and the overtime is the delay time, otherwise the OT is 0.

Overtime Minimum Minute: Minimum overtime.

Base on Punch Type: Decide whether to use function keys.

Workday: It refers to how many workdays are calculated for each shift.

Multiple in/out: Multiple in/out function. When Multiple in/out is selected as Yes, this function is enabled, and users can check in and check out for multiple times. In the calculation of attendance, the time of checking out in each period minus the time of checking in is taken as the attendance time in that period. In the attendance detail report of the day, the check-in of the first period shall be taken as the check-in of the day, and the check-out of the last period shall be taken as the check-out of the day.

2. After the completion of the settings, click **[Confirm]** to save the settings and return to the Timetable interface. The timetable list displays the added timetable.

5.3.3 Edit a Timetable

1. Click Timetable Name or the mark  after the corresponding period to access the timetable edit interface.
2. Modify relevant settings as needed. The detailed modification method is the same as the operation of adding a timetable. Click **[Confirm]** for saving after completing the modification.

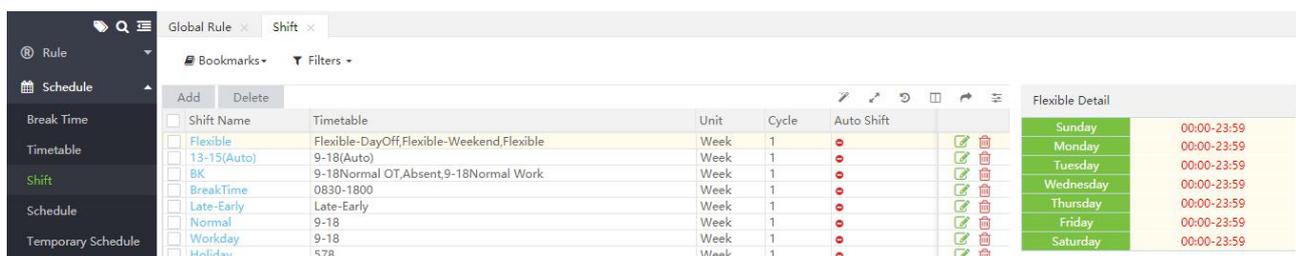
5.3.4 Delete a Timetable

1. Select a timetable, click [Delete] on the upper left of the timetable list or directly click the mark  after the corresponding period to access the timetable deletion confirmation interface.
2. Click **[Confirm]** to delete this timetable and return to the Timetable interface.

5.4 Shift Management

Shift is composed of one or more preset attendance timetable based on certain order and cycle period. It is a preset work schedule for the personnel. It is essential to set shift if you want to perform check on work attendance for employees.

Choose **[Attendance]** > **[Shift]** to access the shift management main interface that displays the shift list and shift timetable details. All shifts in the current system are displayed in the list. Click the line where the shift is and the timetable details list on the right will display the timetable details of this shift in a chart.



Shift Name	Timetable	Unit	Cycle	Auto Shift	Flexible Detail
<input type="checkbox"/> Flexible	Flexible-DayOff,Flexible-Weekend,Flexible	Week	1		Sunday 00:00-23:59
<input type="checkbox"/> 13-15(Auto)	9-18(Auto)	Week	1		Monday 00:00-23:59
<input type="checkbox"/> BK	9-18Normal OT,Absent,9-18Normal Work	Week	1		Tuesday 00:00-23:59
<input type="checkbox"/> BreakTime	0830-1800	Week	1		Wednesday 00:00-23:59
<input type="checkbox"/> Late-Early	Late-Early	Week	1		Thursday 00:00-23:59
<input type="checkbox"/> Normal	9-18	Week	1		Friday 00:00-23:59
<input type="checkbox"/> Workday	9-18	Week	1		Saturday 00:00-23:59
<input type="checkbox"/> Holiday	578	Week	1		

5.4.1 Add a Shift

1. Click **[Add]** on the Shift interface to access the shift addition interface:

Add [X]

Shift Name* Auto Shift OFF

Unit* Week Cycle* 1

Weekend Work As

Day Off Work As

Timetable

<input type="checkbox"/>	Name	Check-In	Check-Out
<input type="checkbox"/>	12312	09:00:00	18:00:00
<input type="checkbox"/>	578	09:00:00	18:00:00
<input type="checkbox"/>	9-18	09:00:00	18:00:00
<input type="checkbox"/>	Late-Early	09:00:00	18:00:00
<input type="checkbox"/>	0830-1800	08:30:00	18:00:00
<input type="checkbox"/>	9-18Norm...	09:00:00	18:00:00
<input type="checkbox"/>	9-18Norm...	09:00:00	18:00:00
<input type="checkbox"/>	Absent	09:00:00	18:00:00
<input type="checkbox"/>	9-18(Auto)	09:00:00	18:00:00
<input type="checkbox"/>	Flexible	00:00:00	23:59:59

Total 26 Records < **1** 2 > 20 ▾

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Confirm **Cancel**

Set the parameters as required based on the following steps:

Shift Name: Enter any characters, with 50 characters at most. A shift name must be unique.

Unit: including day, week, and month.

Cycle: Shift cycle period = Number of cycles * Unit of cycle.

Weekend/Day Off Work as: Weekend/day off work can be regarded as normal work/ordinary overtime/weekend overtime.

Auto shift: Intelligent scheduling function. When there are multiple time periods in the shift, the Auto shift is enabled, and the shift that conforms to the attendance rules will be selected in the attendance calculation. If you disable the Auto shift, the shift cannot add interleaved periods.

Select Timetable: Select timetable for the shift. It needs to be preset in the Timetable. Please refer to "[5.3.1 Add a Timetable](#)" for the detailed operation method.

Note: The system displays optional dates in the Select Date box based on the values of Unit of Cycle and Number of Cycle.

2. After the completion of the settings, click **[Confirm]** to save the settings and return to the Shift interface. The shift list displays the added shift details.

Note: A shift refers to the circulation of a timetable chosen by the users in the cycle period set by the user. Dates unselected represent rest days. When scheduling shifts for an employee, a user needs to select only the start date, end date, and the shift used and it is unnecessary to indicate the date which an employee should work or take a

vacation. After a shift is selected, the system will automatically determine the dates on which an employee should work or take a vacation according to the cycle settings of the selected shift.

5.4.2 Edit a Shift

1. Click Shift Name or the mark  after the corresponding shift to access the shift edit interface.
2. Modify relevant settings as needed. The detailed modification method is the same as the operation of adding a shift. Click [Confirm] for saving after completing the modification.

5.4.3 Delete a Shift

1. Select a shift, click [Delete] on the upper left of the shift list or directly click the mark  after the corresponding shift to access the shift deletion confirmation interface.
2. Click [Confirm] to delete this shift and return to the Shift interface.

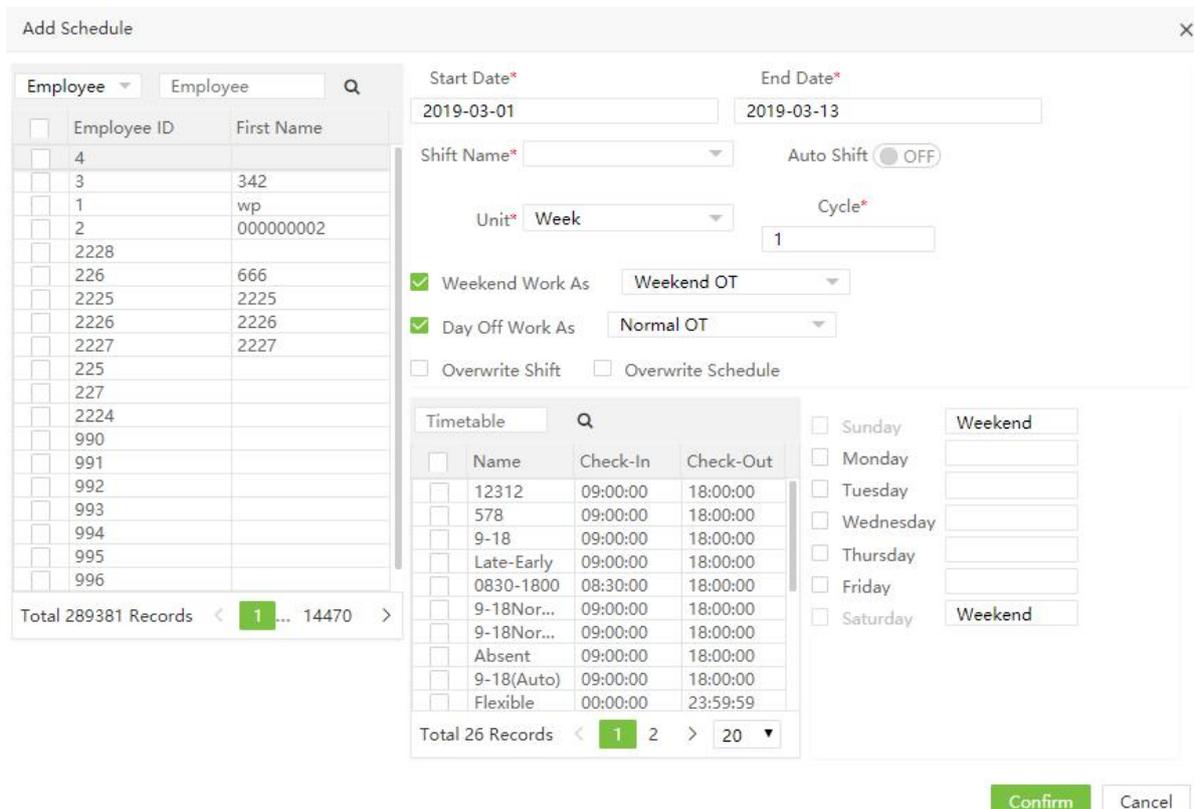
5.5 Staff Scheduling

You can arrange shifts for employees after setting the attendance timetables and shifts. If you fail to schedule shifts for employees, the attendance calculations cannot be performed.

Choose [Attendance] > [Schedule] to access the personnel scheduling main interface that displays the personnel scheduling list and personnel scheduling details. The scheduled personnel are displayed in the list. Click the line where personnel scheduling is and the scheduling list on the right will display the scheduling details of the selected timetable in a chart.

5.5.1 Personnel Scheduling

1. Click [Add Schedule] on the Schedule interface to access the schedule addition interface.



Add Schedule

Employee ID: Employee:

Employee ID	First Name
<input type="checkbox"/> 4	
<input type="checkbox"/> 3	342
<input type="checkbox"/> 1	wp
<input type="checkbox"/> 2	000000002
<input type="checkbox"/> 2228	
<input type="checkbox"/> 226	666
<input type="checkbox"/> 2225	2225
<input type="checkbox"/> 2226	2226
<input type="checkbox"/> 2227	2227
<input type="checkbox"/> 225	
<input type="checkbox"/> 227	
<input type="checkbox"/> 2224	
<input type="checkbox"/> 990	
<input type="checkbox"/> 991	
<input type="checkbox"/> 992	
<input type="checkbox"/> 993	
<input type="checkbox"/> 994	
<input type="checkbox"/> 995	
<input type="checkbox"/> 996	

Total 289381 Records < 1 ... 14470 >

Start Date*: 2019-03-01 End Date*: 2019-03-13

Shift Name*: Auto Shift: OFF

Unit*: Week Cycle*: 1

Weekend Work As: Weekend OT

Day Off Work As: Normal OT

Overwrite Shift Overwrite Schedule

Timetable

Name	Check-In	Check-Out
<input type="checkbox"/> 12312	09:00:00	18:00:00
<input type="checkbox"/> 578	09:00:00	18:00:00
<input type="checkbox"/> 9-18	09:00:00	18:00:00
<input type="checkbox"/> Late-Early	09:00:00	18:00:00
<input type="checkbox"/> 0830-1800	08:30:00	18:00:00
<input type="checkbox"/> 9-18Nor...	09:00:00	18:00:00
<input type="checkbox"/> 9-18Nor...	09:00:00	18:00:00
<input type="checkbox"/> Absent	09:00:00	18:00:00
<input type="checkbox"/> 9-18(Auto)	09:00:00	18:00:00
<input type="checkbox"/> Flexible	00:00:00	23:59:59

Total 26 Records < 1 2 > 20

Sunday: Weekend

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Saturday: Weekend

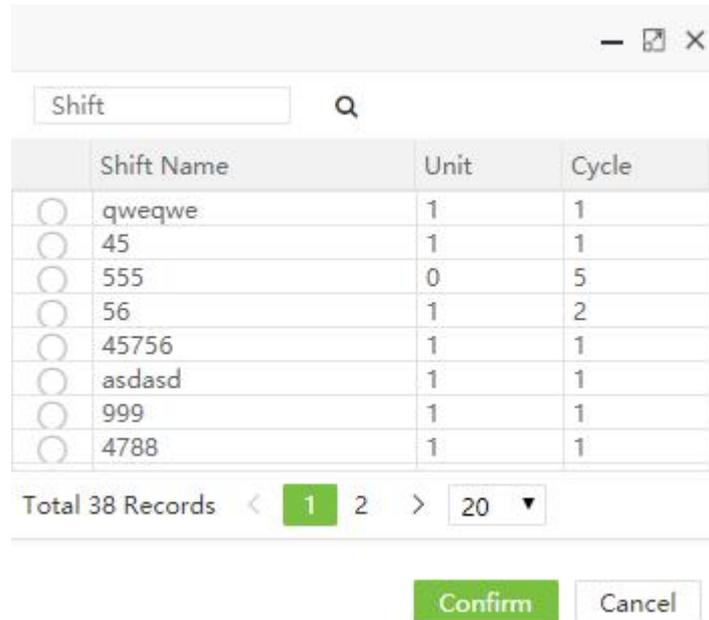
The following describes the specific setting method.

Employee: Select personnel for whom shifts need to be scheduled. Multiple choices are allowed. (Refer to [1. Personnel Selection](#) in Appendix 1 for personnel selection.)

Start Date, End Date: Set the start date and end date for shift scheduling. Please refer to [2. Date Selection](#) in Appendix 1 for data selection.

Shift Name: Select shift.

- You can click the  next to the input box to pop up the shift selection window, and then click confirm as shown in the figure :



	Shift Name	Unit	Cycle
<input type="radio"/>	qweqwe	1	1
<input type="radio"/>	45	1	1
<input type="radio"/>	555	0	5
<input type="radio"/>	56	1	2
<input type="radio"/>	45756	1	1
<input type="radio"/>	asdasd	1	1
<input type="radio"/>	999	1	1
<input type="radio"/>	4788	1	1

After the shift is selected, the shift information is automatically filled in the personnel scheduling list.

- Enter shift name in the input box, that is, customize a new shift, and set shift-related information in the current interface (see [5.4.1 Add a Shift](#) for shift settings).

Unit: Select day/week/month to add cycle shifts.

Cycle: Input the cycle period, repeat according to the selected unit.

Timetable: Select the timetable from the timetable list.

Overwrite Shift: Users use this function, if set in advance, the existing shift will be replaced. (cannot replace shift in use)

Overwrite Schedule: Users can use this function to delete overlapping shifts.

Weekend/Day Off Work as: Weekend/day off work can be regarded as normal work/ordinary overtime/weekend overtime.

Auto Shift: Control employees' multiple time periods.

If this function is enabled and multiple time periods are arranged in a day, the report will select the most appropriate time according to the employee' punch.

2. After the completion of the settings, click [**Confirm**] to save the settings and return to the Schedule interface.

 **Note:** By default, the start date and end date are set to the first day of this month and the current day.

5.5.2 Querying Schedule Details

(1) Choose [Attendance] > [Schedule] to access the Schedule interface. The interface displays personnel schedule records in a list by default.

The screenshot shows the 'Schedule' interface with a table of personnel records and a detailed view of a 'Late-Early' shift. The table has columns for Personnel No., First Name, Last Name, Shift NO., Shift Name, Start Date, and End Date. The detailed view on the right shows a calendar for the period 2019-03-01 to 2019-03-31, with days of the week listed in a green bar.

Personnel No.	First Name	Last Name	Shift NO.	Shift Name	Start Date	End Date
992	-	-	22	Normal	2019-01-01	2019-01-31
993	-	-	23	Late-Early	2019-01-01	2019-01-31
994	-	-	24	BreakTime	2019-02-01	2019-02-02
994	-	-	24	BreakTime	2019-01-01	2019-01-31
995	-	-	25	BK	2019-01-01	2019-02-28
996	-	-	26	13-15(Auto)	2019-02-01	2019-02-11

Late-Early
2019-03-01 - 2019-03-31

- 3.1(Friday)
- 3.2(Saturday)
- 3.3(Sunday)
- 3.4(Monday)
- 3.5(Tuesday)
- 3.6(Wednesday)

(2) Click the drop-down box next to Filters, Select the personnel or shift (see [10. Filter Search Function](#) in Appendix 1.) to view the schedule records of employee. In Personnel Schedule Table, click the line where the schedule records are to view the schedule timetable details in Schedule details on the right of the interface.

The screenshot shows the 'Schedule' interface with a filtered view of 'BreakTime' records. The table has columns for Personnel No., First Name, Last Name, Shift NO., Shift Name, Start Date, and End Date. The detailed view on the right shows a calendar for the period 2019-03-01 to 2019-03-31, with days of the week listed in a green bar.

Shift Name isBreakTime

Personnel No.	First Name	Last Name	Shift NO.	Shift Name	Start Date	End Date
994	-	-	24	BreakTime	2019-02-01	2019-02-02
994	-	-	24	BreakTime	2019-01-01	2019-01-31

BreakTime
2019-03-01 - 2019-03-31

- 3.1(Friday)
- 3.2(Saturday)
- 3.3(Sunday)
- 3.4(Monday)
- 3.5(Tuesday)
- 3.6(Wednesday)

5.5.3 Delete Schedule Records

Users can select the schedule record to be deleted and click [Delete] to delete it, or click  in the line of the personnel schedule.

5.6 Temporary Schedule

Temporary schedule is complementary to the existing schedule. If employees in a shift need to overtime temporarily, it is necessary to arrange one (or more) timetable(s) for overtime temporarily. Generally, temporary schedules are shift scheduling for overtime, for example overtime at night, on weekends, or on holidays and festivals.

5.6.1 Add a Temporary Schedule

1. Click [Attendance]> [Temporary Schedule] > [Add Temporary Schedule] to access the Add temporary schedule interface.

The following describes the specific setting method.

Employee: Select employee needing temporary schedules. (Multiple choices are allowed). Please refer to [1. Personnel Selection](#) in Appendix 1 for personnel selection.

Date: Click to select the date for temporary schedule. (Multiple choices are allowed.)

Temp Schedule Rule: Select Active Temporary Schedule or Add Additional Schedule when arranging shifts for employees working in the company in the current day.

- Active Temporary Schedule: Whether an employee is scheduled a shift, only temporary scheduling is effective when work attendance is checked.
- Add Additional Schedule: It is complementary to schedule for employees. The attendance data includes shift arrangement and temporary shift arrangement. It will be displayed with two shift assignment records in calculation.

Work type: Specify work type for the temporary schedule. The options include Normal Work, Overtime on Week Days, Overtime on Rest Days (overtime on weekends) or Overtime on holidays. The late arrival, early leaving, leave, and absence will not be recorded when the work type is set to Overtime.

Timetable: Select a timetable used by a temporary schedule. (Multiple choices are allowed.) Please refer to [5.3.1 Add a Timetable](#) for timetable setting.

 **Note:**

1. Multiple timetables can be selected for temporary schedule, but the start time of timetables should not be the same.
2. When Temp Schedule Rule is selected as Add Additional Schedule, and the temporary schedule overlaps with the original schedule, only the original schedule record will be valid in attendance calculation.
3. Temp Schedule Rule, Work Type and Timetable are the contents of a component whose setting requires the selection of three items before the date; otherwise, the modification will not take effect if the Timetable is selected and the Temp Schedule Rule and Work Type are modified after the date is selected.

5.6.2 Delete Temporary Schedule

Users can select the schedule record to be deleted and click **[Delete]** to delete it, or click  in the line of the personnel temporary schedule.

5.7 Employee Schedule

Users can search the work status of employees during specific time periods, such as the employee's working hours, leave, holidays, weekends, and employee time schedule information.

Employee ID	First Name	Department	Work Day	Total Time	Leave	Day Off(D...	Weekend(...	Holiday(D...	1	2	3	4
303	303test data	ZKTeco	0	0	0	0	0	0				
317	317test data	ZKTeco	0	0	0	0	0	0				
318	318test data	ZKTeco	0	0	0	0	0	0				
319	319test data	ZKTeco	0	0	0	0	0	0				
E20582	czwE20582	ZKTeco	0	0	0	0	0	0				
E31641	czwE31641	ZKTeco	0	0	0	0	0	0				
E37362	czwE37362	ZKTeco	0	0	0	0	0	0				
E58014	czwE58014	ZKTeco	0	0	0	0	0	0				
E60268	czwE60268	ZKTeco	0	0	0	0	0	0				
E75096	czwE75096	ZKTeco	0	0	0	0	0	0				
E75484	czwE75484	ZKTeco	0	0	0	0	0	0				
E80663	czwE80663	ZKTeco	0	0	0	0	0	0				
E90346	czwE90346	ZKTeco	0	0	0	0	0	0				
E94756	czwE94756	ZKTeco	0	0	0	0	0	0				

5.8 Attendance Approval

Daily maintenance includes viewing the AC logs and performing various operations on appended logs, leave and overtime.

5.8.1 Manual Log

When an employee leaves on business trip or forgets to punch in or out, entering an attendance record to the attendance report manually is called adding a manual log. The manual logs are generally entered by the management personnel based on the attendance result and the attendance system of the enterprise after an attendance cycle ends.

➤ Add a Manual Log

1. Choose [Attendance] > [Approves] > [Manual log] > [Add] to access the Add Appended Log interface.

Add

Department: [Dropdown] Employee: [Search]

Employ...	First Name	Last Name	Department
<input type="checkbox"/>	4		Testing
<input type="checkbox"/>	3	342	Testing
<input type="checkbox"/>	1	wp	Department
<input type="checkbox"/>	2	000000002	Department
<input type="checkbox"/>	2228		ZKTeco
<input type="checkbox"/>	226	666	Department
<input type="checkbox"/>	2225	2225	Department
<input type="checkbox"/>	2226	2226	ZKTeco
<input type="checkbox"/>	2227	2227	ZKTeco
<input type="checkbox"/>	225		Department
<input type="checkbox"/>	227		Department
<input type="checkbox"/>	2224		Department

Selected 0

Punch Time*: [Text] Punch State*: Check In

Work Code: [Text]

Apply Reason: [Text Area]

Confirm **Cancel**

2. Select employees. The list on the right displays the selected employees. Set Punch Time, Status (check-in, check-out, out, back, overtime check-in, and overtime check-out) and Reason of Punching.
3. After the completion of the setting, click **[Confirm]** to save the settings and return to the Add Appended Log interface. The list of appended logs will display the new appended log.

 **Note:**

1. Adding a manual log will simultaneously add an identical entry in the AC log table, and modifying it will simultaneously modify the same entry in the AC log table.
2. The start time of the manual log must be after the entry time and before the current date.

➤ **Edit a Manual Log**

Click the name of the personnel who needs to edit the record or click  to enter the editing interface. Modify relevant settings as required. The specific operation is consistent with adding manual log. Click **[Confirm]** after modification.

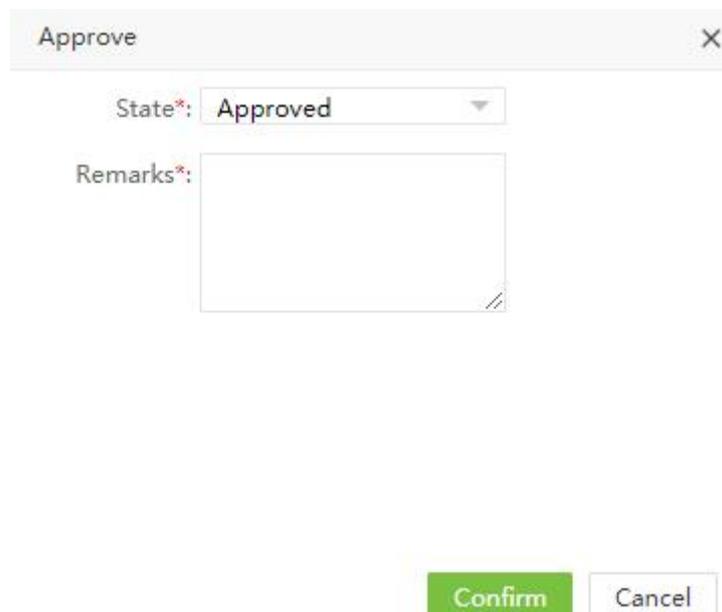
 **Note:** The approved record cannot be modified.

➤ **Delete a Manual Log**

In the list of appended log, click the selected appended log to be deleted, and then click **[Delete]** at the top left of the list to enter the delete confirmation interface, and click **[Confirm]** to delete the selected appended log. Or click  after the record.

➤ **Approve a Manual Log**

Select the applied log and click on **[Approve]**. The approval window pops up as shown in the figure:



State has two options: **“Approved”** & **“Reject”**.

Selecting Approved and clicking **[Confirm]** will approve the manual log.

Selecting Reject and clicking **[Confirm]** will reject the manual log.

After the approval, the approval personnel will be displayed in each record, as shown in the figure.

Employee ID	First Name	Department	Position	Punch Time	Punch State	Apply Reason	Apply Time	Approval Stat...	Remarks	Approval Time	Last approver
315	315test data	ZKTeco	-	2019-01-22 17:22:...	Check Out		2019-02-22 16:35:...	Approved	a	2019-02-22 16:35:...	admin
315	315test data	ZKTeco	-	2019-01-22 09:00:...	Check In		2019-02-22 16:35:...	Approved	a	2019-02-22 16:35:...	admin
315	315test data	ZKTeco	-	2019-01-12 08:00:...	Check Out		2019-02-22 14:58:...	Approved	A	2019-02-22 14:58:...	admin
315	315test data	ZKTeco	-	2019-01-12 00:00:...	Check In		2019-02-22 14:58:...	Approved	A	2019-02-22 14:58:...	admin

5.8.2 Leave

➤ Apply for Leave

1. Choose [Attendance] > [Approves] > [Leave] > [Add] to enter the leave application interface.

The screenshot shows a window titled 'Add' with a close button (X). It contains a search bar with 'Department' and 'Employee' filters. Below is a table of employees with columns: Employ..., First Name, Last Name, and Department. A 'Selected 0' list is on the right. At the bottom, there are input fields for 'Start Time*', 'End Time*', 'Category*', and 'Apply Reason'. A 'Confirm' button is highlighted in green, and a 'Cancel' button is next to it.

2. Select the personnel, the list on the right side shows the selected personnel, select the start and end time of leave, leave category and reason.

3. After the editing is completed, click [Confirm] to save and return, and the new items will be displayed in the leave application list.

➤ Edit Leave Application

Click the name of the person who needs to edit the record or click  to enter the editing interface. Modify the relevant settings as required. The specific operation is the same as the application for manual log. Click [Confirm] after modification.

 **Note:** The approved record cannot be modified.

➤ Delete Leave Application

In the list of leave application, click the selected leave application to be deleted, and then click [Delete] at the top left of the list to enter the delete confirmation interface, and click [Confirm] to delete the selected record. Or click  after the record.

➤ **Approve Leave Application**

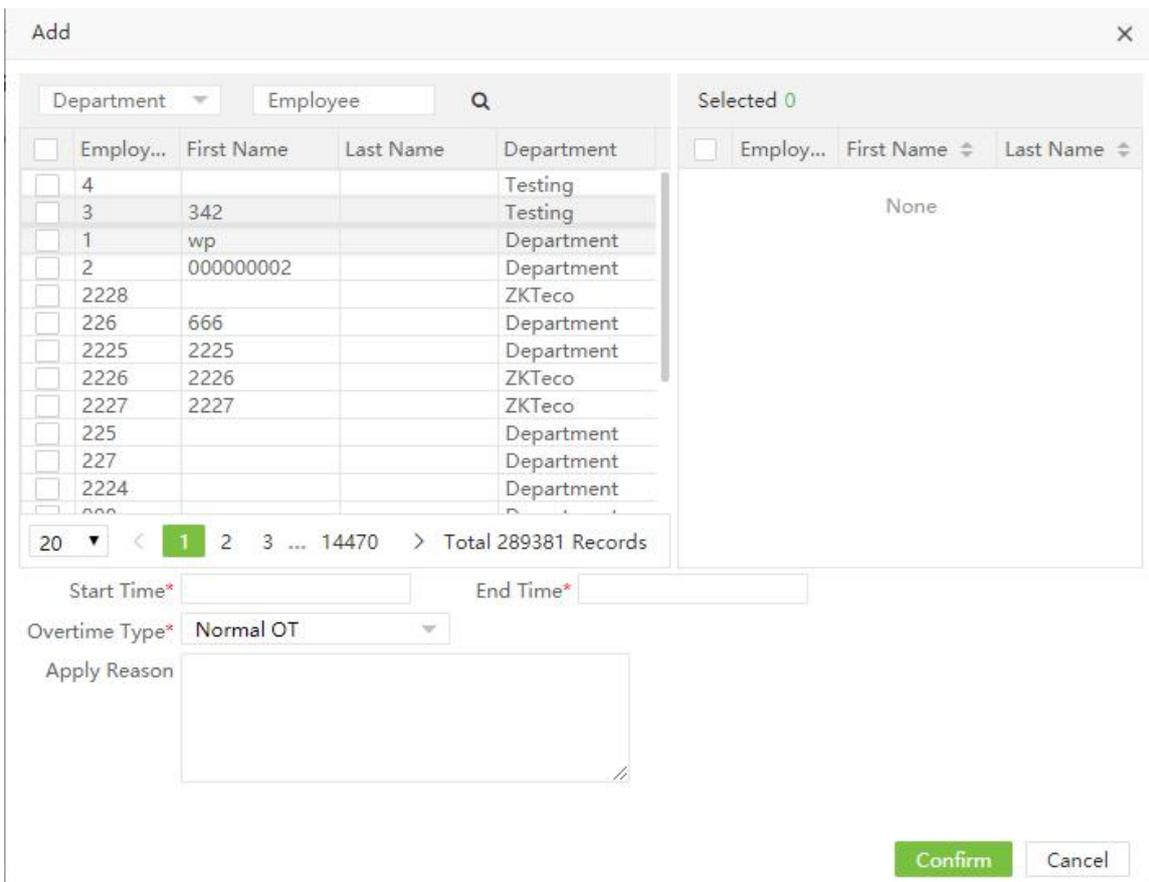
The operation method is consistent with the manual log.

5.8.3 Overtime

Overtime can be added in two ways. One is through the administrator login, the administrator can add overtime for each employee (automatic approval), another is through the employee login, the employee can apply for overtime (need approval).

➤ **Add an Overtime Sheet**

1. Choose [Attendance] > [Approve] > [Overtime] > [Add] to access the adding overtime sheet interface.



2. Select the employee, and the list on the right will show the selected employee. Select the start and end time, overtime type (normal overtime, weekend overtime, holiday overtime) and overtime description.

3. After the completion of the setting, click [Confirm] to save the settings and return to the Overtime interface. The overtime list will display the new overtime sheet.

 **Note:** The time of the new overtime sheet is not included in the working hours of the staff.

➤ **Edit an Overtime Sheet**

The edit method of overtime is the same as the manual log.

➤ **Delete an Overtime Sheet**

The delete method of overtime is the same as manual log.

➤ **Approve an Overtime Sheet**

The approval method of overtime is the same as manual log.

5.8.4 Training

➤ Apply for Training

1. Choose [Attendance] > [Approves] > [Training] > [Add] to enter the training application interface.

Employ...	First Name	Last Name	Department
<input type="checkbox"/>	4		Testing
<input type="checkbox"/>	3	342	Testing
<input type="checkbox"/>	1	wp	Department
<input type="checkbox"/>	2	000000002	Department
<input type="checkbox"/>	2228		ZKTeco
<input type="checkbox"/>	226	666	Department
<input type="checkbox"/>	2225	2225	Department
<input type="checkbox"/>	2226	2226	ZKTeco
<input type="checkbox"/>	2227	2227	ZKTeco
<input type="checkbox"/>	225		Department
<input type="checkbox"/>	227		Department
<input type="checkbox"/>	2224		Department

2. Select the personnel, the list on the right side shows the selected personnel, select the start and end time of training, training category and reason.

3. After the editing is completed, click [Confirm] to save and return, and the new items will be displayed in the training application list.

➤ Edit Training Application

Click the name of the person who needs to edit the record or click  to enter the editing interface. Modify the relevant settings as required. The specific operation is the same as the application for manual log. Click [Confirm] after modification.

 **Note:** The approved record cannot be modified.

➤ Delete Training Application

In the list of training application, click the selected training application to be deleted, and then click [Delete] at the top left of the list to enter the delete confirmation interface, and click [Confirm] to delete the selected record. Or click  after the record.

➤ Approve Training Application

The operation method is consistent with the manual log.

5.8.5 Schedule Adjustment

After the user applies for changing the shift on the APP, the administrator can approve it on the Web side.

Employee...	First Na...	Last Na...	Departm...	Positi...	Date	Previous Sche...	New Schedule	Apply Reason	Apply Time	Approval St...	Rem...	Approval Time	Last appr...	
<input type="checkbox"/>	4	-	-	Testing	-	2019-03-...	12312	578	change sched...	2019-03-13 10:...	Pending	-	2019-03-13 10:...	-
<input type="checkbox"/>	4	-	-	Testing	-	2019-03-...	12312	Late-Early	1050	2019-03-13 10:...	Approved	Agree	2019-03-13 10:...	admin
<input type="checkbox"/>	4	-	-	Testing	-	2019-03-...	12312	9-18Normal ...	0307	2019-03-13 10:...	Pending	-	2019-03-13 10:...	-

➤ Approve Schedule Adjustment Records

The approval method of shift adjustment is the same as manual log.

➤ Delete Shift Adjustment Records

The delete method of shift adjustment is the same as manual log.

 **Note:** After deleting the shift adjustment record of the personnel, the shift of the personnel is still the adjusted shift.

5.9 Holidays

Attendance time on holidays and festivals may be different from that on week days. To simplify operation procedures, the system offers settings designed for attendance time and rules on holidays and festivals.

5.9.1 Add a Holiday for Attendance

1. Choose [Attendance] > [Holiday] > [Holiday] > [Add] to access the holiday addition interface.

Add ✕

Name*:

Start Date*:

Duration(Day)*:

Work Type*:

Department:

Name: Enter the name of a holiday, with 50 characters at most.

Start Date: Set the start date of the holiday.

Duration (Day): Set the duration of the holiday.

Work Type: Set the type of holiday work, can choose the holiday overtime/normal overtime/weekend

overtime/normal work.

Department: Set up department holidays. When the department is not selected, the holiday is valid for all departments and only for that department when a department is selected.

2. After the completion of the settings, click **[Confirm]** to save the settings and return to the Holiday interface. The holiday list displays the added holiday.

5.9.2 Edit a Holiday for Attendance

In the holiday list, click the name of a holiday, or click  after the holiday to access the edit interface. Modify parameters as needed and click **[Confirm]** to save the modifications.

5.9.3 Delete a Holiday for Attendance

In the holiday list, select the holiday to be deleted, and then click **[Delete]** on the upper left of the holiday list, or directly click  in the line of the holiday to be deleted to access the deletion confirmation interface. Click **[Confirm]** to delete the holiday and return to the Holiday interface.

5.10 Leave/Training Type

5.10.1 Leave Type

Choose **[Attendance]** > **[Type]** > **[Leave Type]** to access the Leave Type interface.



<input type="checkbox"/>	Name	Minimum Unit	Unit	Round-Off	Report Symbol		
<input type="checkbox"/>	Casual Leave	0.5	Minute	Yes	CAL		
<input type="checkbox"/>	Maternity Leave	0.5	Hour	Yes	ML		
<input type="checkbox"/>	Compassionate Leave	1.0	Hour	Yes	COL		
<input type="checkbox"/>	Annual Leave	1.0	Hour	Yes	AL		
<input type="checkbox"/>	Business Trip	1.0	Hour	Yes	BT		
<input type="checkbox"/>	Sick Leave	1.0	Hour	Yes	SL		

There are six default leave types in the system: sick leave, casual leave, maternal leave, compassionate leave, annual leave and business trip.

➤ **Add a Leave Type** (Note: The new leave type has the same function as the default leave types of the system.)

1. Click **[Add]** on the Leave Type interface to access the leave type addition interface.

Add
✕

Name*:

Minimum Unit*:

Unit*:

Round-Off*:

Report Symbol*:

Confirm
Cancel

Set the parameters as required based on the following steps:

Leave Name: Enter the name of a leave type, with 50 characters at most.

Minimum Unit: Set the measurement unit and minimum value of the leave type. Unit can be set to Hour, Minute or Workday.

Round Off: Set whether the values are rounded off.

Report Symbol: Set the symbol of the leave type in the attendance report.

2. After the completion of the setting, click [Confirm] to save the settings and return to the Leave Type interface. The leave type list will display the new leave type.

➤ Editing Leave Type

Click the name of the leave type to be edited or click  to enter the editing interface. Modify relevant settings as required. The specific operation is the same as the adding leave type. Click [Confirm] after modification.

➤ Deleting Leave Type

In the list of leave type, click the selected leave type to be deleted, and then click Delete at the top left of the list to enter the delete confirmation interface, and click [Confirm] to delete the selected leave type. Or click  after the leave type.

 **Note:** The default leave type cannot be deleted.

5.10.2 Training Type

The operation method is the same as the leave type.

5.11 Report Setting

5.11.1 Report Parameter Setting

1. Choose [Attendance] > [Report Setting] to set the report parameters.

➤ **Report Display Setting:**

Date Format: Set the date format of report display.

Time Format: Set the time format of report display.

Employee: Whether to filter the separating employee. When Filter Employee is selected Yes, the resigned employees will not be shown in the attendance calculation personnel list and report. When Filter Employee is selected No, the resigned employees will be shown.

Display Department Tree: Whether to show multiple departments in the report. When Display Department Tree is selected Yes, when the department has a parent department, the report table shows the parent department and the department of this person, and only shows the department of this person when selects No.

➤ **Function Key Name:** Set the status displayed by the status value.

➤ **Report Items Display:**

You can set statistical rules and symbols for normal arrival time/actual arrival time, late arrive, early leaving, leave, absence, overtime, no check-in and no check-out on this interface.

Min. Unit: The minimum unit, N minutes/hours/days/hour:minute.

Round-off Control:

- **Round-down:** Omit the decimal part smaller than the minimum unit.
- **Round-off:** Count a minimum unit if the decimal part reaches half of the minimum unit.
- **Round-up:** Count a minimum unit if the decimal part is smaller than the minimum unit.

Symbol In Report: The symbol for each event.

 **Note:** When the Unit is hour: minute, the minimum value and Round-off Control cannot be set.

2. After completion of the setting, click **[OK]** for saving.

5.12 Transaction

5.12.1 Transaction Table

An AC log table displays the attendance records of all employees, including appended log, those uploaded by the T&A device and APP.

Choose [Attendance] > [Transaction] > [Transaction] to access the Transaction interface, and the main interface lists the attendance records of all employees by default.

The screenshot shows the Transaction interface. At the top, there are tabs for 'Global Rule' and 'Transaction'. Below the tabs are 'Bookmarks' and 'Filters' options. The main area is titled 'Upload USB Transaction' and contains a table with the following columns: Employee ID, First Name, Department, Date, Time, Punch State, Verify Type, Work Code, GPS, Area, Serial Number, and Device Name. The table contains 20 rows of data. To the right of the table is a sidebar titled 'Capture' which displays a photo of an employee and their personal information: Employee ID 3, First Name 342, Last Name -, Department Testing, Position -, Punch Date 2019-02-20, Punch Time 10:09:05, Area 7, Serial Number BH80184760042, and Upload Time 2019-02-28 11:29:39. At the bottom of the table, there is a pagination bar showing '16' records per page, '1' of 33 pages, and a 'Confirm' button.

Employee ID	First Name	Department	Date	Time	Punch State	Verify Type	Work Code	GPS	Area	Serial Number	Device Name
3	342	Testing	2019-02-20	10:09:05	Check In	Fingerprint		-	7	BH80184760042	Auto add
315	-	-	2019-01-22	17:22:00	Check Out	Password		-	-	-	-
315	-	-	2019-01-22	09:00:00	Check In	Password		-	-	-	-
315	-	-	2019-01-12	08:00:00	Check Out	Password		-	-	-	-
315	-	-	2019-01-12	00:00:00	Check In	Password		-	-	-	-
315	-	-	2019-01-10	08:00:00	Check Out	Password		-	-	-	-
315	-	-	2019-01-09	08:00:00	Check Out	Password		-	-	-	-
315	-	-	2019-01-08	08:00:00	Check Out	Password		-	-	-	-
315	-	-	2019-01-07	08:00:00	Check Out	Password		-	-	-	-
315	-	-	2019-01-10	00:00:00	Check In	Password		-	-	-	-
315	-	-	2019-01-09	00:00:00	Check In	Password		-	-	-	-
315	-	-	2019-01-08	00:00:00	Check In	Password		-	-	-	-
315	-	-	2019-01-07	00:00:00	Check In	Password		-	-	-	-
316	-	-	2019-02-19	18:00:00	Check Out	Password		-	-	-	-
316	-	-	2019-02-19	14:00:00	Check In	Password		-	-	-	-
316	-	-	2019-02-15	18:00:00	Check Out	Password		-	-	-	-

(1) Users can export an AC log table to an .xls, pdf, csv or txt file based on requirements. Please refer to [5. Export Appendix 1](#) for the specific method of exporting the AC log table.

(2) Users can select the fields to be displayed in the AC log table based on requirements (the fields are displayed after being checked in columns).

(3) Users can change the column width by dragging the column border to the left or right.

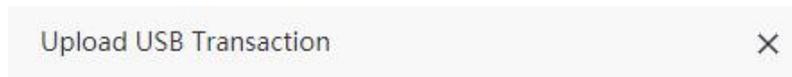
(4) Users can define the number of records to be displayed on each interface in the AC log table.

(5) Click the line where an attendance record is located, and view the corresponding photo and personal information in the Att Photo box on the right.

5.11.2 Upload USB Transaction

Import the attendance records downloaded from a device to the USB disk to the attendance system.

1. Click [Upload USB Transaction] on the Transaction interface. An interface as shown in the following is displayed.



Upload File*: No file chosen

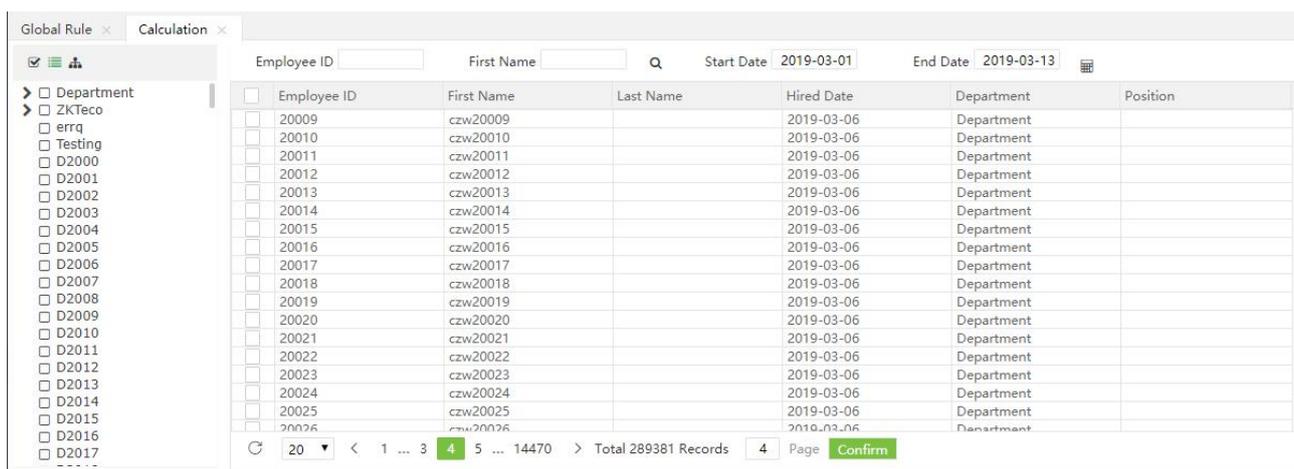


Upload File: Click **[Choose File]**, and select an attendance record file to be uploaded.

2. After completion of the setting, click **[Confirm]** to upload the attendance records in the attendance record file to the software.

5.12 Calculation

Click **[Attendance]** > **[Calculation]** > **[Calculation]** to access the Attendance Calculation interface. It shows all the personnel by default. You can select the department on the right side to display the personnel in the specified department. Select the person and fill in the time range to be calculated. Click  to calculate. "Calculation Finished" indicates the end of calculation when it pops up.



➤ Rules for Selecting the Check-in/out Time

The check-in time should select the time that is earliest within the check-in time range. For example, when you check in at 8:50, 9:00 and 9:10, it is considered that you check in at 8:50. The check-out time should select the time that is latest within the check-out time range. For example, the due check-out time is 18:00, if you check out at 17:50, 18:00 and 18:20, it is taken that you check out at 18:20.

➤ Calculation Process

First determine the shift of each employee on a day, then determine the work type on that day, then select the check-in/out time and the leave list; then select the compensatory leave information. When selecting the work type, only the holiday settings of 100 days prior to the current day can be selected. Select the attendance parameters, calculate the attendance results, and save the results to the database.

➤ Calculation Prerequisites

The attendance calculation date should be later than the entry date and calculation is only made when Enable Attendance Function is set to Yes. If attendance check is not required for an employee, only the actual check value and the total time are shown in the report after the attendance calculation.

➤ Work Type Judgment Rules

1. If Auto OT is selected, the overtime is calculated based on the settings of the attendance parameters, and the calculation result is rounded based on the rounding rules. If the work time of the timetable is set to zero, it is considered that the timetable is overtime, which will be calculated as the daily overtime.
2. If there is a temporary schedule, it is calculated by the work type of the temporary schedule.
3. The work type on weekends and rest days is judged as normal work or overtime work according to the set value in the shift.
4. The work type of holiday is determined as normal work or overtime work according to the set value in the holiday setting.

➤ Rounding Rules

The rounding rules include rounding down, rounding off and rounding up:

For rounding down, when the remainder of the value of a calculated item exceeds the minimum unit, the system automatically truncates the remainder.

For rounding off, when the remainder of the value of a calculated item exceeds half of the minimum unit, the value will be increased by a minimum unit; if the remainder of the value of a calculated item is less than half of the minimum unit, the remainder will be directly abandoned.

For rounding up, if the remainder of the value of a calculated item exceeds the minimum unit, the value will be increased by a minimum unit.

➤ Scheduling Principle

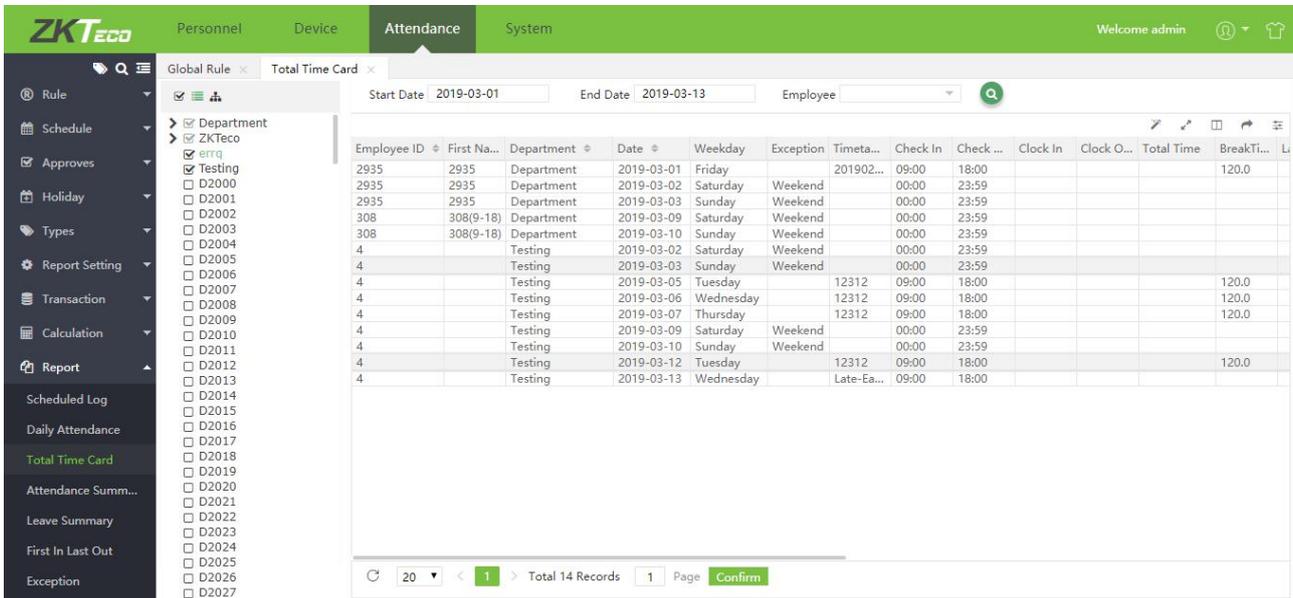
1. When there is a normal schedule, the system considers the day as a workday. However, if there is a temporary schedule, the timetable of the additional temporary schedule is judged as work or overtime based on the set value.
2. If there is no existing schedule or temporary schedule, the system will not calculate the attendance for employees who come to work.
3. If there is no existing schedule but a temporary schedule is arranged, it is recorded as work or overtime according to the setting value in the temporary schedule.
4. Determining whether there is existing scheduling first:
 - A. Calculate the attendance based on a schedule if any, and check whether there is a temporary schedule. If yes, check whether Only temporary scheduling is effective or Add after the existing scheduling is selected for calculating the attendance. The work type of the temporary schedule can be designated during temporary scheduling.
 - B. If there is no schedule, check whether there is a temporary schedule.
 - C. If there is no schedule or temporary schedule, the attendance is not calculated.
5. The attendance is not calculated when there is no schedule.

5.13 Attendance Report

The attendance report lists the daily attendance information of the queried personnel within a designated time period, and collects statistics on absence, late arrival/early leaving, overtime and leave, to check whether the listed

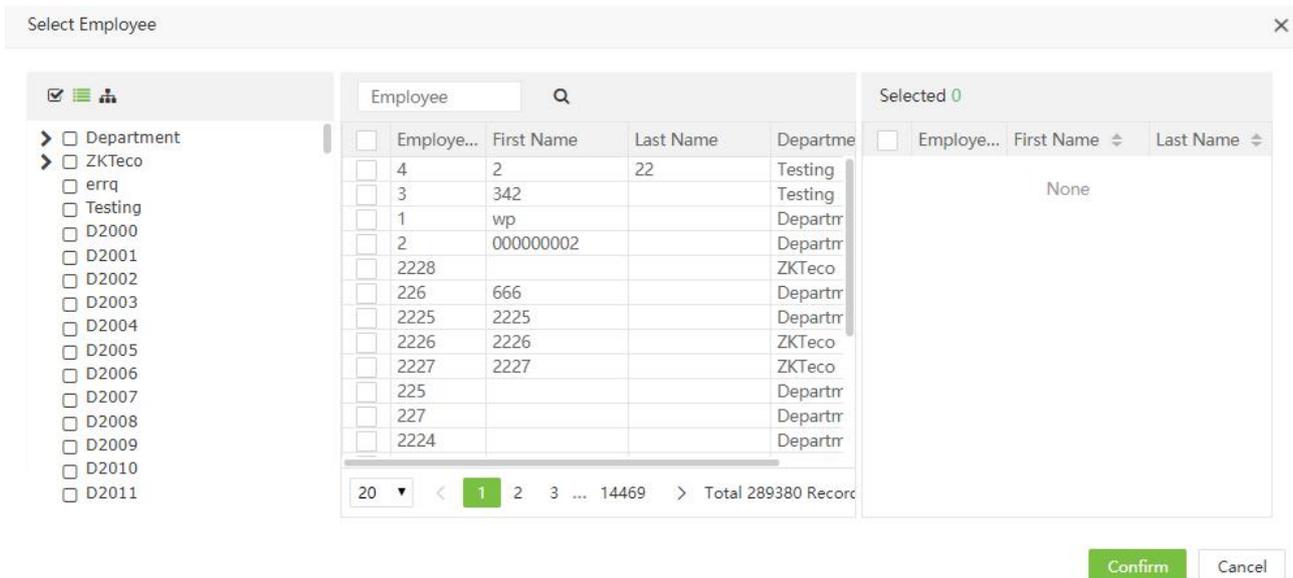
information is consistent with the actual conditions. If the obtained result is inconsistent, adjust the shift, add an overtime sheet or compensatory leave sheet or directly modify the data in the report based on the requirements.

Choose [Attendance] > [Report] access corresponding Attendance Report interface. The following figure is the Total Time card report.



The following describes how to view an attendance report.

1. Select report in the left menu bar and enter the report interface.
2. Select department on the left side to view the attendance data of employees in that department, or click the Employee input box to select the personnel (multiple or all) who need to view the attendance report information in the pop-up window. As shown in figure:



3. Set Start Date and End Date. Please refer to [2. Date Selection](#) in Appendix 1 for the method of setting the date.

4. Click , and view the attendance report information of the selected employees between the set start date and the end date.

➤ **Scheduled Log**

This table calculates the valid values of attendance records.

Users can export an attendance report to an .xls, pdf, csv or txt file based on requirements. Please refer to Appendix [5. Export](#) for the specific method of exporting the report.

Users can select the fields required for displaying in the attendance report based on requirements (the fields are displayed after being checked).

Users can change the column width by dragging the column border to the left or right based on requirements.

➤ **Daily Attendance Report**

The daily attendance interface displays the daily attendance status, attendance statistics, overtime statistics, leave records, and leave summary within a designated period, and uses symbols or digits or the combination of symbols and digits to represent different items. The meaning of each report symbol can vary in daily attendance.

➤ **Total Time Card**

The total time card interface displays the statistics on the schedule, attendance status, overtime and holidays of all staff by date. The attendance list is a statistical table of attendance records in each shift timetable.

Total Time: interval between the check-in time and the check-out time.

Actual Break time: Actual rest time (Break out-Break in)

Break Time: break time

Total Worked Time: Total working hours

Actual Worked: Actual working hours

Short: Duration of absence (required working hours - vacation/training hours - total working hours)

Duty Duration: required working hours (timetable duration - rest period)

Overtime: Total overtime hours.

➤ **Attendance Summary**

The attendance summary interface displays the attendance summary of each employee in the time period, including the lists of attendance, leaves and overtime, namely the summary table of the attendance lists.

The leave records are calculated by the leave type. The data in the leave column is the sum of the data of all leave types. For example, leave = sick leave + casual leave + maternity leave + compassionate leave + annual leave + self-defined leave.

➤ **Leave Summary**

The leave summary interface displays the leave time for each leave type in the selected date range.

➤ **First In Last Out**

It provides statistics on the earliest and latest punching data among the punching data of each employee for each day.

First Punch: The earliest punch record of the day.

Last Punch: The latest punch record of the day.

First Check-in: The earliest check-in record within the day's check-in time range.

Last Check-out: The latest check-out record within the day's check-in time range.

➤ **Exception**

It provides all attendance exceptions.

➤ **Department Summary**

Displays all data for a particular department. It is the statistics of all personnel in a department.

➤ **Time Card**

It provides the detailed punching information of the selected personnel.

➤ **Late**

The list shows the check time and late arrival of the selected person.

➤ **Early Leave**

The list shows the check time and early leave of the selected person.

➤ **Overtime**

The list shows the check time and overtime of the selected person.

➤ **Absent**

The list shows the check time, late arrival, early leave and absent of the selected person.

➤ **Multiple Transaction**

After Multiple Transaction function is enabled, the check status of each period is displayed, and the duration of each period and the total working time are counted.

➤ **Break Time**

After the Break time is enabled, the check status of each rest period is displayed, and the rest duration and total rest duration of each rest period are counted.

Chapter 6 System Settings

The system setting is to assign system users (such as company management personnel, registrars, and statistics clerk), configure roles for corresponding users, and set mailbox function, automatic export, backup, data migration, operation logs, etc.

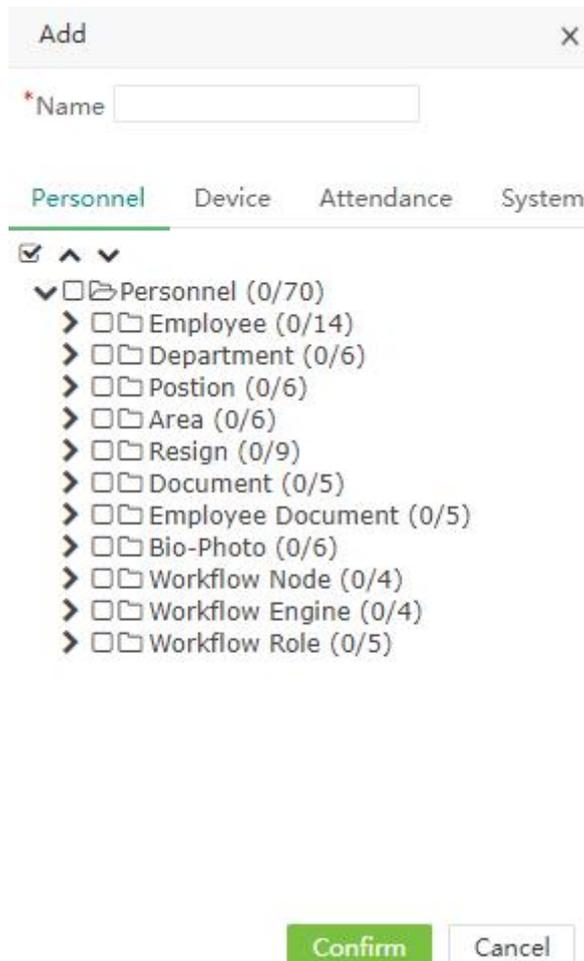
6.1 System User Management

6.1.1 Privilege Group Management

When using the system, a super user needs to assign different levels to new users. To avoid setting users one by one, you can set roles with specific levels in role management, and assign appropriate roles to users when adding users. The permissions of four functional modules are included: personnel, device, attendance and system. The default super users of the system have all privileges permissions and can assign new users based on requirements and set corresponding permission for them.

➤ Add a Privilege Group

1. Choose [System] > [User] > [Group] to access the Add Role interface.



 **Note:** Select corresponding permissions based on the selected permission type.

Name: Enter the object type, namely the role name (such as the personnel staff and device administrator).

Check the permissions: The permissions of four categories are included: Personnel, Device, Attendance and

System. In the operation permission list under each permission type tab, tick the check box in front of the operation permission to select the permission, or click the highest permission in the list to select all the sub-permissions under it. For example, click Personnel with the highest permission. Then, all sub-permissions under it such as Department, Position, Personnel, Resignation, and Area will be selected.

2. After the completion of the setting, click **[Confirm]** to save the settings and return to the privilege group interface. The privilege group list will display the new roles.

➤ **Edit a Privilege Group**

1. In the privilege group list, click the role name or click  in the line of the role to be edited to access the interface for editing roles.

2. Modify the parameter settings based on requirements (refer to the parameter setting method in "Adding a role"). After the completion of the modification, click **[Confirm]** to save the modified role information.

➤ **Delete a Privilege Group**

1. In the privilege group list, select a privilege group to be deleted, and click **[Delete]** on the upper part of the interface or click  in the line of the role to be deleted to access the role deletion interface.

Prompt✕

Are you sure to delete the selected 1 items?

ConfirmCancel

2. Click **[Confirm]** to confirm the deletion of the selected privilege group.

 **Note:** The used permission group cannot be deleted.

6.1.2 User Management

Add new users to the system and assign roles (permissions) to users.

➤ **Add a User**

1. Choose **[System] > [User] > [Add]** to access the Add User interface:

Add✕

Username* Required. 30 characters or fewer. Letters, digits and @/./+/-/_ only.

Password*

Password confirmation* Enter the same password as before, for verification.

Confirm Cancel

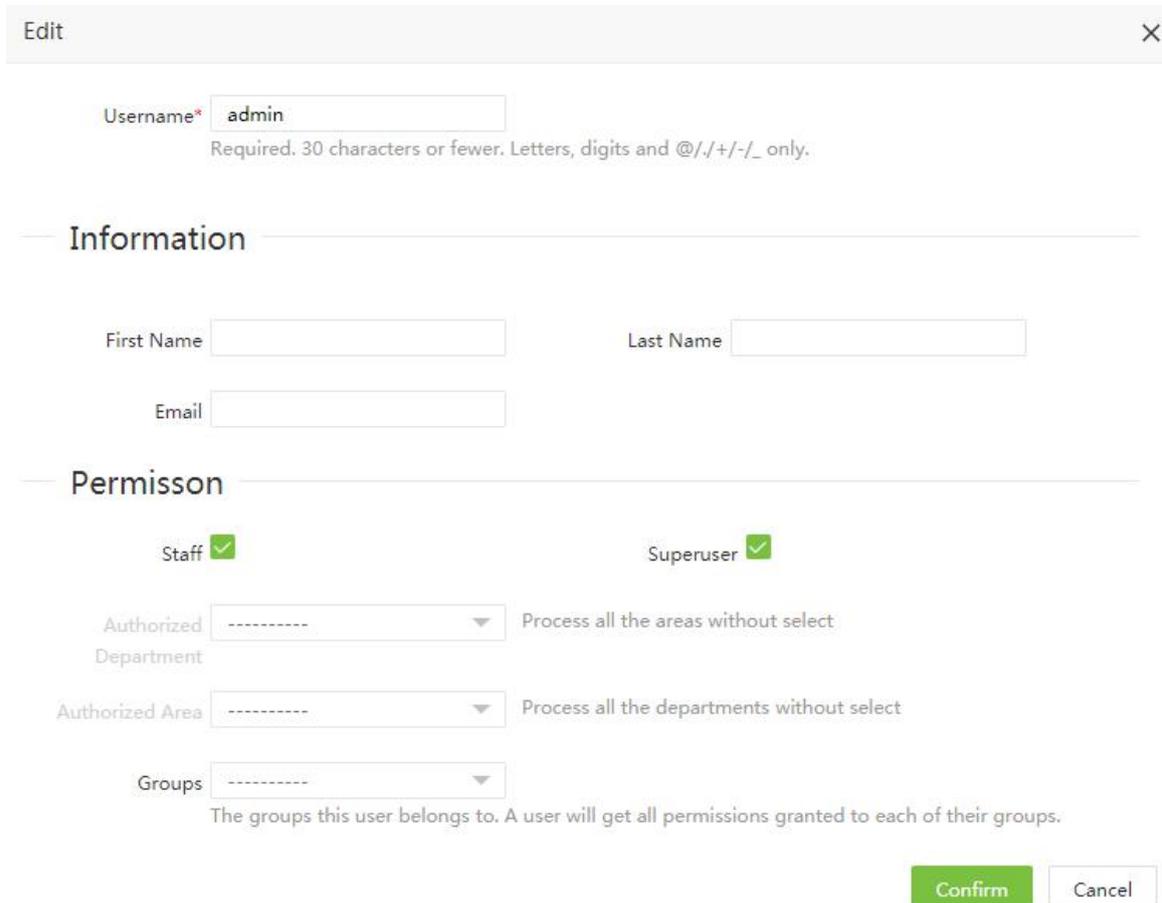
Set the parameters as required based on the following steps (Parameters marked with * are mandatory):

Username: 30 characters or fewer. Only letters or numbers are allowed.

Password/ Password confirmation: There is no limit to the length.

➤ **Edit a User**

1. Click the user name or  in the line of the user to enter the edit user interface.



Username: Characters within a length of 30.

First Name/Last Name: Type your initials.

Email: User's email address.

Staff: Designates whether the user can log into this admin site.

Super: Designates that this user has all permissions without explicitly assigning them.

Groups: Roles need to be selected for non-superusers. Select a preset role, and the user has all operation permissions of this role.

Authorize Department: Click  and select a department from the popped up department drop-down list. (If you select no department, you will possess all department rights by default.)

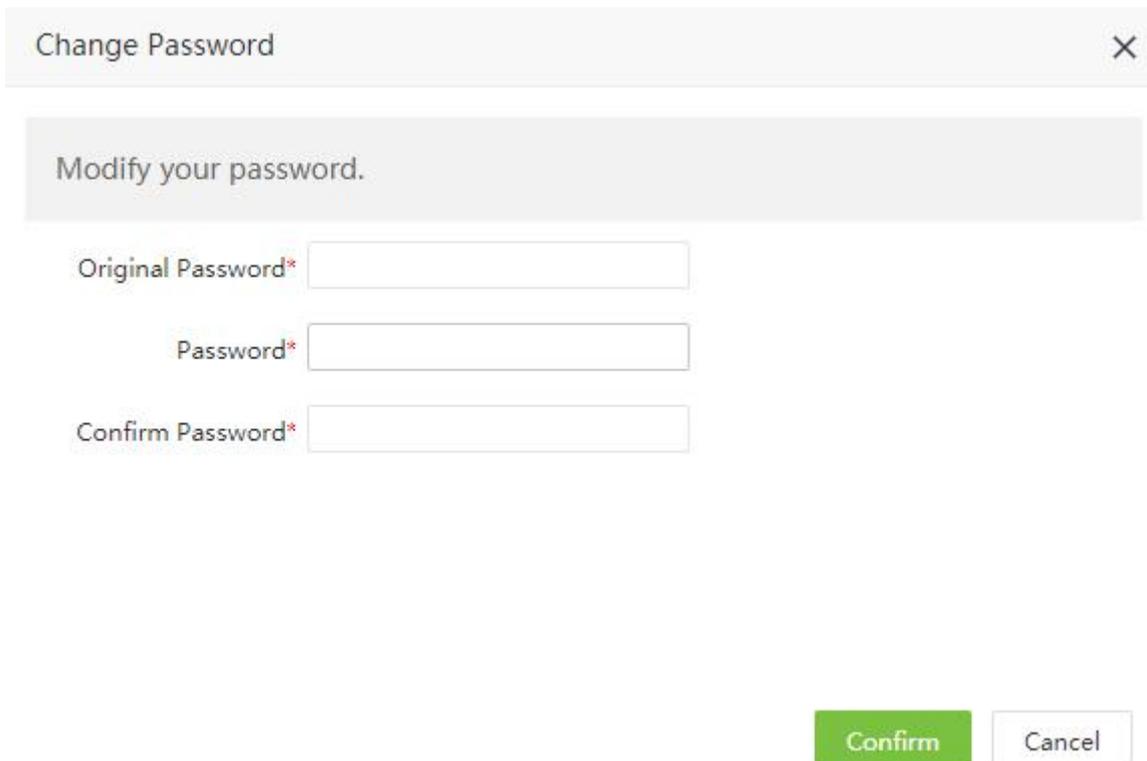
Authorize Area: Click  and select an area in the popped up area drop-down list. (If you select no area, you will possess all area rights by default.)

2. After the completion of the setting, click **[Confirm]** to save the settings and return to the User interface. The user list will display the new user.

Note: You can delete existing users. Click the **[Delete]** at the top of the user list or  in the corresponding column of the user to perform corresponding operations. The detailed operations are the same as those in "Deleting a permission group."

➤ **Change Password**

1. Click [System] > [User] > [Change Password] to access the change password interface:



The image shows a 'Change Password' dialog box with a title bar containing the text 'Change Password' and a close button (X). Below the title bar is a light gray instruction box that says 'Modify your password.' Underneath are three input fields: 'Original Password*', 'Password*', and 'Confirm Password*'. At the bottom right of the dialog are two buttons: a green 'Confirm' button and a white 'Cancel' button with a gray border.

2. Enter the Original Password, Password and Confirm Password and click [Confirm] to complete the modification.

6.2 Configuration Settings

6.2.1 Email Setting

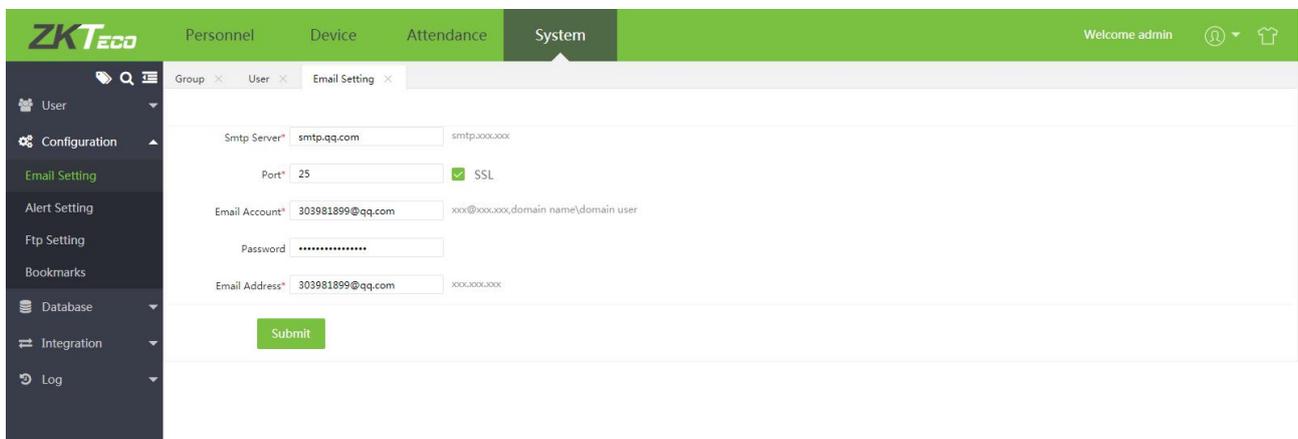
Click [System] > [Configuration] > [Email Settings].

Email setting is used to trigger alert when the specific value set by the administrator has crossed the limit.

Set the email sending server information.

Note: The domain name of E-mail address and E-mail sending sever (outgoing server) must be same. For example, the Email address is test@yahoo.com, and the E-mail sending server must be smtp.mail.yahoo.com.

Obtain your mail server details and fill accordingly. Below form is for example only.



The image shows a screenshot of the ZKTeco web interface. The top navigation bar is green and contains 'Personnel', 'Device', 'Attendance', and 'System' (which is highlighted). On the right of the bar, it says 'Welcome admin' and has user and help icons. A dark sidebar on the left contains a menu with 'User', 'Configuration', 'Email Setting' (highlighted), 'Alert Setting', 'Ftp Setting', 'Bookmarks', 'Database', 'Integration', and 'Log'. The main content area shows the 'Email Setting' configuration form with the following fields: 'Smtp Server' (smtp.qq.com), 'Port' (25), 'Email Account' (303981899@qq.com), 'Password' (masked with dots), and 'Email Address' (303981899@qq.com). There is a green 'Submit' button at the bottom of the form.

 **Note:** The password is a one-time random authorization password provided by the email service provider.

Smtp Server: Email sending server address.

Port: Port of email sending server.

Email Account: Email account.

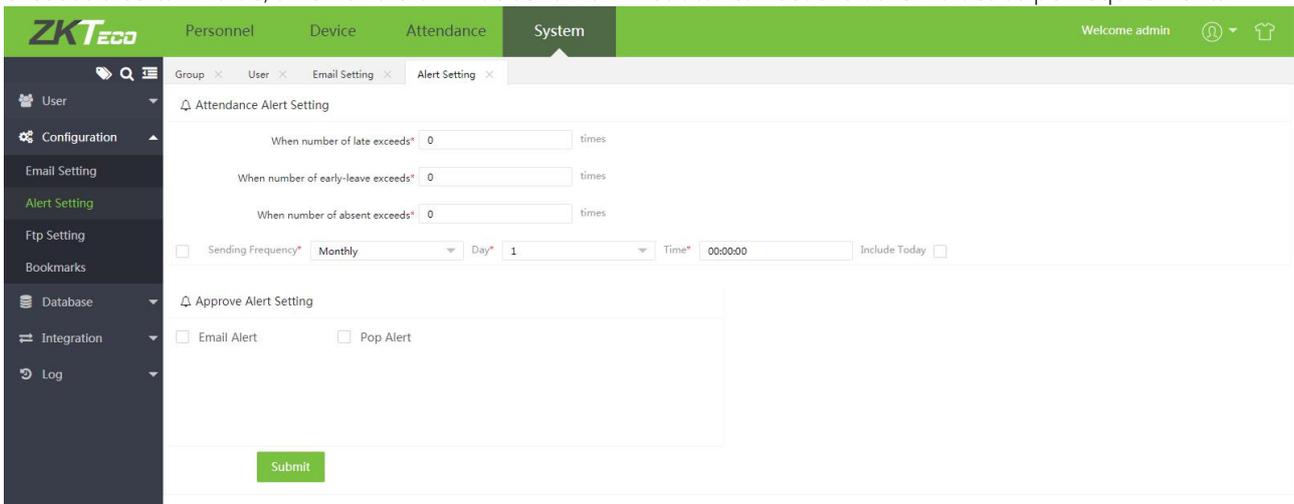
Password: One-time random authorization password from the mailbox provider.

Email Address: Email address.

6.2.2 Alert Settings

Click [System] > [Configuration] > [Alert Settings]

Through Alert setting, user can set the values for alerts. As per above example, when an employee is late check in exceeds a certain value, an email alert will be sent. Administrator can set the other values as per requirements.



The screenshot displays the ZKTeco System Configuration interface. The top navigation bar includes 'Personnel', 'Device', 'Attendance', and 'System'. The 'System' tab is active, showing a breadcrumb trail: 'Group > User > Email Setting > Alert Setting'. The main content area is titled 'Attendance Alert Setting' and contains three input fields for 'When number of late exceeds*', 'When number of early-leave exceeds*', and 'When number of absent exceeds*', each with a value of '0' and a 'times' unit. Below these is a 'Sending Frequency*' section with a dropdown set to 'Monthly', a 'Day*' dropdown set to '1', a 'Time*' input set to '00:00:00', and an 'Include Today' checkbox. The 'Approve Alert Setting' section has two checkboxes: 'Email Alert' and 'Pop Alert'. A green 'Submit' button is located at the bottom of the form.

Attendance Alert Setting: Set specific alert values for late/early/absence.

Sending Frequency: Set the time and frequency of the alert.

Approve Alert Setting: Set the alarm mode.

After setting, click [Submit] to save the alert settings.

6.2.3 FTP Settings

➤ Add FTP Server

Click [System] > [Configuration] > [FTP Settings] > [Add] to enter the adding FTP interface. Enter IP address, port number, user name, password, etc.

The image shows a dialog box titled "Add" with a close button (X) in the top right corner. It contains the following fields:

- Host Address*: [Empty text box]
- Port Number*: [22]
- Authentic Method*: [Password (dropdown menu)]
- Username*: [Empty text box]
- Password: [Empty text box]

At the bottom of the dialog box, there are two buttons: "Confirm" (green) and "Cancel" (white).

Host Name: FTP server address.

Port Number: FTP server port number.

Authentic Method: Authentic method to access to the FTP server.

Username: FTP server's username.

Password: FTP server's password.

The FTP Settings can be used to transfer files exported by the software to the specified FTP server for data transfer.

 **Note:** Click the FTP server or  in the line of the FTP server to enter the edit FTP server information interface.

➤ Delete FTP Server

In the FTP list, click the selected FTP server to delete, and then click **[Delete]** at the top of the FTP server list, or directly click  in the line of the FTP server to enter the interface of deleting FTP server.

The image shows a dialog box titled "Prompt" with a close button (X) in the top right corner. It contains the following text:

Are you sure to delete the selected 1 items?

At the bottom of the dialog box, there are two buttons: "Confirm" (green) and "Cancel" (white).

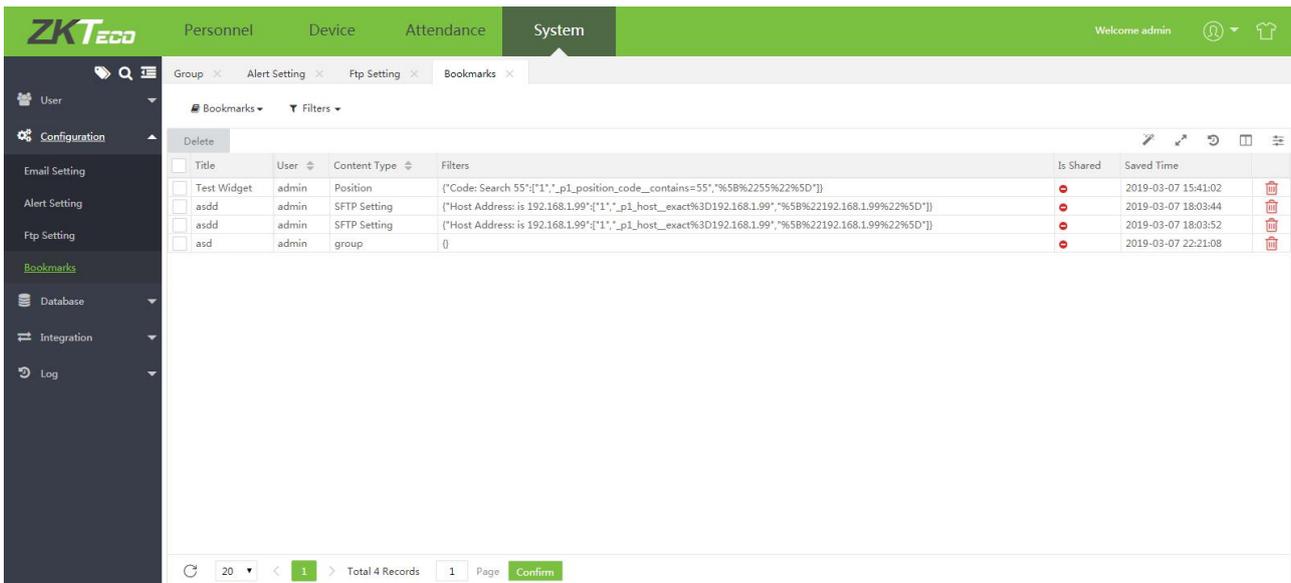
Click **[Confirm]** to delete the selected FTP server.

6.2.4 Bookmarks

➤ Add a Bookmark

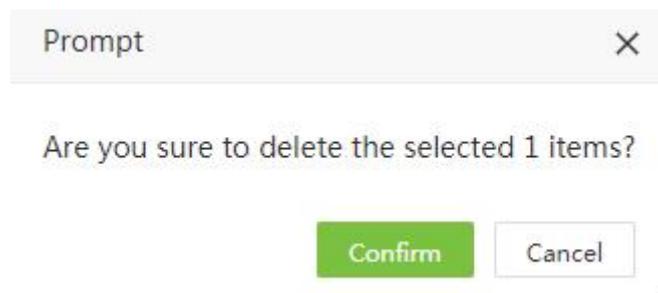
To get what you want by adding a condition to filter the query, you can save this condition and use it next time without having to select another condition. See [11. Custom bookmark](#) in Appendix 1 for a custom bookmark.

After saving successfully, you can view the saved filter under the bookmark list.



➤ Delete Bookmark

In the bookmark list, click the selected bookmark to be deleted, then click **[Delete]** at the top of the bookmark list, or directly click  in the line of bookmark to enter the interface of deleting bookmark.



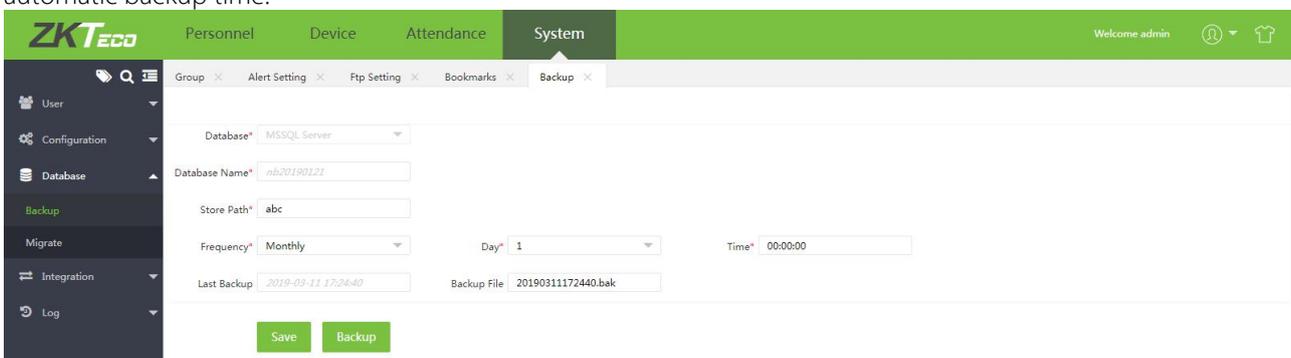
Click **[Confirm]** and delete the selected bookmark.

6.3 Database Management

6.3.1 Data Backup

Backup data to prevent data loss, the software can be set up to automatically backup data.

1. Click **[System]** > **[Database]** > **[Backup]** to enter the Backup Settings interface and set the backup path and automatic backup time.



Database: Database type, can not be modified.

Database Name: Database name, can not be modified.

Store Path: Set the name of the folder, a corresponding folder will be created to store the original backup under apache.

Frequency: The time and frequency of database backup.

Last Backup: The time of the last database backup. Can not be modified.

Backup File: The name of file that was last backup. Can not be modified.

2. After setting, click **[Save]**. According to the set frequency and time, you can view the backup files in the corresponding path.

6.3.2 Data Migration

When replacing Biotime8.0, the original data will be migrated to Biotime8.0 from other software to facilitate user management.

1. Click **[System]** > **[Database]** > **[Migrate]** to enter the migration settings interface.

The screenshot shows the ZKTeco System Migration settings interface. The top navigation bar includes 'Personnel', 'Device', 'Attendance', and 'System'. The left sidebar lists 'User', 'Configuration', 'Database', 'Backup', 'Migrate', 'Integration', and 'Log'. The main content area is titled 'Migrate' and contains the following fields and options:

- Migrate From:** Radio buttons for ZKTimeWeb2.0 (selected), Biotime7.0, WDM55, and ZKTime.net3.0.
- Database:** A dropdown menu set to 'MSSQL Server'.
- Database Address:** A text input field containing '192.168.218.216'.
- Database Port:** A text input field containing '1433'.
- Database Name:** An empty text input field.
- Database User:** An empty text input field.
- Database Password:** An empty text input field with a password icon.
- Fields to migrate:** Checkboxes for 'Area', 'department', 'Position', 'Employee', 'Device', and 'transaction'.
- Migrate Status:** A dropdown menu set to 'Pending' with a 'Clean Cache' button below it.
- Buttons:** 'Test Connection' and 'Migrate' buttons at the bottom.

Migrate From: Select the software you want to migrate, which is currently supported.

Database: Select the database type used by the original software.

Database Address: Set the IP address of the database.

Database Port: Fill in the database port.

Database name: Fill in the database name.

Database User: Fill in the database user.

Database Password: Fill in the correct password.

2. Select the module to be migrated, the time period for attendance data, and click **[Test Connection]**, if it's successful, then click **[Migrate]**.

6.3.3 Auto Export

According to the set format, time period, frequency automatically export attendance data.

➤ Add Auto Export Template

1. Click **[System]** > **[Integration]** > **[Auto Export]** > **[Add]** to enter the new automatic export settings interface:

The 'Add' dialog box contains the following fields and options:

- Name* [Text Box]
- Code* [Text Box]
- File Name [Text Box] yyyy-MM-DD [Dropdown] HHmm [Dropdown]
- Department [Dropdown] Area [Dropdown]
- Data Template (Please drag the fields you want to export from the right to the text box below):

```
{emp_code}\t{first_name}\t{last_name}\t{dept_code}\t{dept_name}\t{punch_time}\t{verify_type}\t{work_code}\t{card_number}\t{area_name}\t{terminal_alias}\t{terminal_sn}\r\n
```
- Short Date* yyyy-MM-DD [Dropdown] Short Time* HH:mm [Dropdown]
- Frequency* Daily [Dropdown] Day* 1 [Dropdown]
- Search By* Upload Time [Dropdown] Interval [Text Box] Minute(s)
- Format Excel [Dropdown] Time Point 00:01 [Text Box] HH:mm
- Deadline* Previous [Dropdown] Export Path auto_export [Text Box] (Position: \files\temp)
- FTP Server [Dropdown] FTP Path [Text Box] (Format: /Folder/)
- Email [Text Box] Employee ID 0 [Text Box] The length of employee ID

Available fields for the Data Template:

- Employee ID {emp_code}
- First Name {first_name}
- Last Name {last_name}
- Department Code {dept_code}
- Department Name {dept_name}
- Punch Time {punch_time}
- Verify Type {verify_type}
- Work Code {work_code}
- Card Number {card_number}
- Area {area_name}
- Device Alias {terminal_alias}
- Serial Number {terminal_sn}

Buttons: Confirm, Cancel

Name: Set the name.

Code: Set the serial number of the automatic export.

File Name: Set the exported file name and the time format above the file name.

Department: Click [Dropdown] to select the department to export. If not, export all departments.

Area: Click [Dropdown] to select the area to export. If not, export all areas.

Data Template: Select the menu item to export from the menu on the right. By default, export all menu items.

Short Data/Time: Set the time format in the export content.

Frequency: Set the export frequency. The export time frequency can be set monthly, weekly and daily. According to the selected frequency, the specific time can be set in Day and Time Point.

Search By: Select Upload time to represent the time when the attendance data is uploaded to the software, and select Punch time to represent the time when the user punches.

Format: Set the format of the exported file (Excel, Csv, Txt).

Time Point: Set the export time.

Deadline: When exporting a folder by setting the frequency of export, select Current to indicate that the data exported is after 0 o'clock of the day and select Previous to indicate that the data exported is before 0 o'clock of the day.

Export Path: After setting the file name, a new folder will be added in \files\temp of the installation directory of the local computer to store the exported files.

FTP Path: Set the name of the folder, which is the existing folder on the FTP server. The exported files will be in the corresponding folder under the FTP server, and fill in the format of "/abc/" (abc is the existing folder on the FTP server).

FTP Server: Click [Dropdown] to select the FTP server, and when the attendance record is exported, the exported file can be received on the FTP server.

Email: When a mailbox is set, it receives the exported file when it is exported.

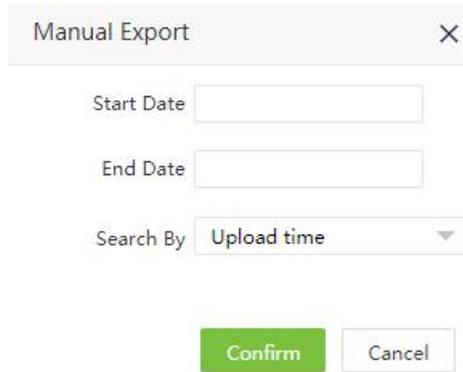
Employee ID: Set the length of the ID when exporting. If the length is insufficient, the ID will be added zero.

2. After the setting, click [Confirm] to save it.

➤ Manual Export

After the automatic export settings are saved, you can export the attendance records in real time by clicking [Manual Export] at the top of the list. The specific operations are as following:

1. Select the set automatic export, click [Manual Export] to enter the following interface



Manual Export ✕

Start Date

End Date

Search By

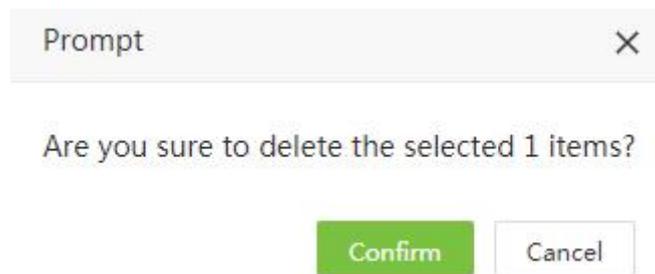
Start Data/End Data: Set the export period.

Search By: Select Upload time to represent the time when the attendance data is uploaded to the software, and select Punch time to represent the time when the user punches.

2. After the setting, click [Confirm], corresponding attendance records will be exported.

➤ Delete Auto Export Template

In the auto export template, click the selected template to be deleted, then click **[Delete]** at the top of the template list, or directly click  in the line of template to enter the interface of deleting template.



Prompt ✕

Are you sure to delete the selected 1 items?

Click **[Confirm]** and delete the selected template.

6.4 Log Record

The default main interface of Log displays all operation log records in the system.

Choose **[System]** > **[Log]** > **[Log]** to access the Log interface.

The screenshot shows the ZKTeco System log interface. The top navigation bar includes 'Personnel', 'Device', 'Attendance', and 'System'. The 'System' tab is active, and the user is logged in as 'admin'. The left sidebar contains navigation options: User, Configuration, Database, Integration, and Log. The main area displays a table of log entries with columns: User, Action, Object, Content Type, Describe, Ip Address, and Action Time. The table shows various actions performed by the 'admin' user, including logins, changes, deletions, and additions of users and departments. The bottom of the table indicates 'Total 2763 Records' and 'Page 1'.

User	Action	Object	Content Type	Describe	Ip Address	Action Time
admin	login	["admin"]	User		192.168.218.28	2019-03-11 15:48:05
admin	change	["13 14"]	Workflow Role	["changed": {"fields": {"role_name"}}]	192.168.218.28	2019-03-11 15:40:13
admin	change	["14 13"]	Workflow Role	["changed": {"fields": {"role_name"}}]	192.168.218.28	2019-03-11 15:40:08
admin	GeneralActionDelete	["14 \u90e8\u95e8\u8d1f\u8d23\u4eba", "13 \u7ecfu7406"]	Workflow Role	failed	192.168.218.28	2019-03-11 15:39:46
admin	login	["admin"]	User		192.168.218.28	2019-03-11 15:28:20
admin	login	["admin"]	User		192.168.218.8	2019-03-11 15:12:25
admin	login	["admin"]	User		192.168.218.7	2019-03-11 15:10:27
admin	login	["admin"]	User		127.0.0.1	2019-03-11 15:08:59
admin	login	["admin"]	User		192.168.218.28	2019-03-11 14:52:21
admin	GeneralActionDelete	[]	Terminal	done	127.0.0.1	2019-03-11 14:09:50
admin	change	["5040184300001"]	Terminal	["changed": {"fields": {"alias", "terminal_tz", "area"}}]	127.0.0.1	2019-03-11 14:06:30
admin	login	["admin"]	User		127.0.0.1	2019-03-11 14:00:21
admin	login	["admin"]	User		127.0.0.1	2019-03-11 11:45:35
admin	logout	["admin"]	User		127.0.0.1	2019-03-11 11:45:31
admin	SetDepartment	["Testing"]	Department	done	192.168.218.28	2019-03-11 11:38:38
admin	change	["D2000"]	Department	[]	192.168.218.28	2019-03-11 11:30:14
admin	change	["D2000"]	Department	[]	192.168.218.28	2019-03-11 11:30:12
admin	add	["12001"]	Department	["added": {}]	192.168.218.28	2019-03-11 11:25:35
admin	login	["admin"]	User		192.168.218.28	2019-03-11 11:22:19
admin	add	["999"]	Department	["added": {}]	127.0.0.1	2019-03-11 10:02:48

The following are the main contents of the log:

User: User of the operation

Action: the behavior of the action

Object: the object of the operation

Content Type: The content type of the operation

Describe: Operation description.

IP Address: The IP address of the computer the user is using.

Action Time: The implementation time of the operation.

Chapter 7 Appendices

Appendix 1

1. Personnel Selection

(The following uses the operation of adding a person to an area as an example.) Choose [Personnel] > [Organization] > [Area] > [Adjust Employee] to access a interface as shown in the figure below.

<input type="checkbox"/>	Employee...	First Name	Last Name	Department
<input type="checkbox"/>	4	2	22	Testing
<input type="checkbox"/>	3	342		Testing
<input type="checkbox"/>	1	wp		Department
<input type="checkbox"/>	2	000000002		Department
<input type="checkbox"/>	2228			ZKTeco
<input type="checkbox"/>	226	666		Department
<input type="checkbox"/>	2225	2225		Department
<input type="checkbox"/>	2226	2226		ZKTeco
<input type="checkbox"/>	2227	2227		ZKTeco
<input type="checkbox"/>	225			Department
<input type="checkbox"/>	227			Department
<input type="checkbox"/>	2224			Department
<input type="checkbox"/>	000			Department

20 < 1 2 3 ... 14469 > Total 289380 Records

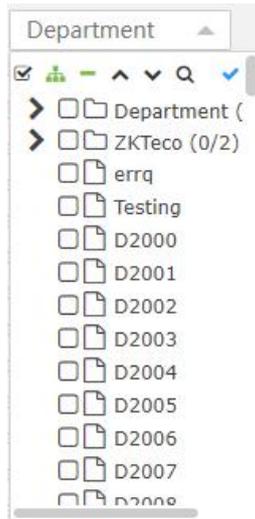
Selected 0

None

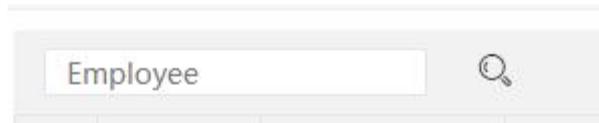
Confirm Cancel

You can search for personnel in two ways:

(1) Search By Department: Click the department search box to search and select the corresponding department. There is a check box on the left side of the page, and when selected, all the staff in all departments will be displayed under the intermediate staff list. If only one of the departments below is checked, all the staff in that department will be displayed under the staff list. Click the select box in front of the person, check the selected person, and display in the selected person box.



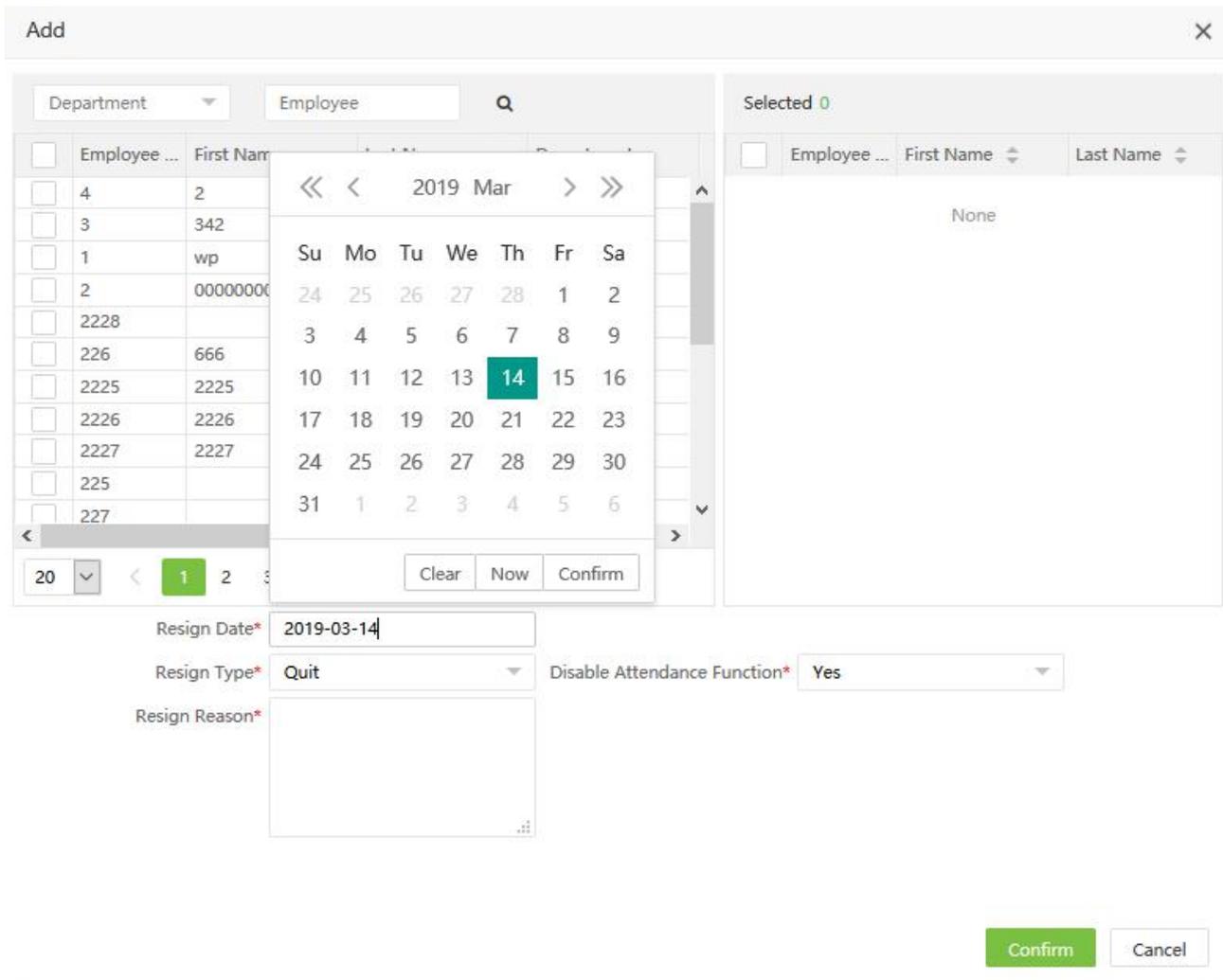
(2) Search By ID/Name: Enter the name and number of the employee to be queried in the query box, click . Then, information on the employee who meets the search criteria is displayed in the personnel list box. Click the check box  in front of the employee so that information about the employee is displayed in the Selected Personnel list.



If the selected personnel are displayed in the Selected Personnel list and you need to delete one or more employees, deselect the check box in front of the employees.

2. Date Selection

(The following uses the operation of setting resignation date on the Add Resignation interface as an example.) Click the input box to the right of Resignation Date. The system automatically displays a date selection box as shown in the figure below.



- (1) Click the number of year, and select a year from the popped up year list (by default, the system displays the year of the current date).
- (2) Click the number of month and select a month from the popped up month list (by default, the system displays the month of the current date).
- (3) Click to select a required date in the date selection box.
- (4) Click Confirm. The selected date is displayed to the right of Resignation Date, as shown in the figure below.

Resign Date*: 2019-02-20

Now: Click Now to set the date to the current date.

Clear: Click Clear to clear the selected date if you want to re-select the date.

3. Time Selection

(The following uses the operation of setting the check-in start time on the Add Timetable interface as an example.)

- (1) Click the setup box to the right of Check-in Start Time. Then, a time setup box as shown in the figure below is displayed.

Add
✕

Name*

Check-In Start*

Check-In*

Check-In End*

Necessary Clock-In*

Allow Late-In*

Early In OT*

Late Out OT*

Punch Interval Type*

Type* Normal

Check-Out Start*

Check-Out*

Check-Out End*

Necessary Clock-Out* Yes

Allow Early-Out*

Minimum OT(Early In)*

Minimum OT(Late Out)*

Duplicate Punch Period*

Select Time

Hour	Minute	Second
06	00	00
07	01	01
08	02	02
09	03	03
10	04	04
11	05	05

Clear Now Confirm

Confirm
Cancel

- (2) Click the hour box. Select "hour" by scrolling up and down in the corresponding "hour" selection box.
- (3) Click the minute box. Select "minute" by scrolling up and down in the corresponding "minute" selection box.
- (4) Click the second box. Select "second" by scrolling up and down in the corresponding "second" selection box.
- (5) After the completion of setting the hour, minute and second, click Confirm to save the settings.

Now: Click Now to set the time to the current time.

Clear: Click Clear to clear the selected time if you want to re-select the time.

4. Import

The following uses the operation of importing personnel information as an example.

If there are electronic personnel or department records available, which may be information about the personnel, department or human resource system in other software or devices, you can import the information to the system through the Import function.

- (1) Choose [Personnel] > [Employee] > [Import] to access the Import Personnel interface.

Import
✕

Import File: Choose File No file chosen Support .xls and .csv file only

Existing Data: Ignore

Template Demo: [Download Template](#)

	A	B	C	D	E	F	G	H
1	Employee No.	First Name	Last Name	Department Num...	Department Name	Position Num...	Position Name	Hire Date
2	10001	Koi	start	1	depart1	2	position2	2016-10-14
3	10002	Koe	Maline	1	depart1	2	position2	2016-10-14
4	10003	Kosan	Selin	1	depart1	2	position2	2016-10-14

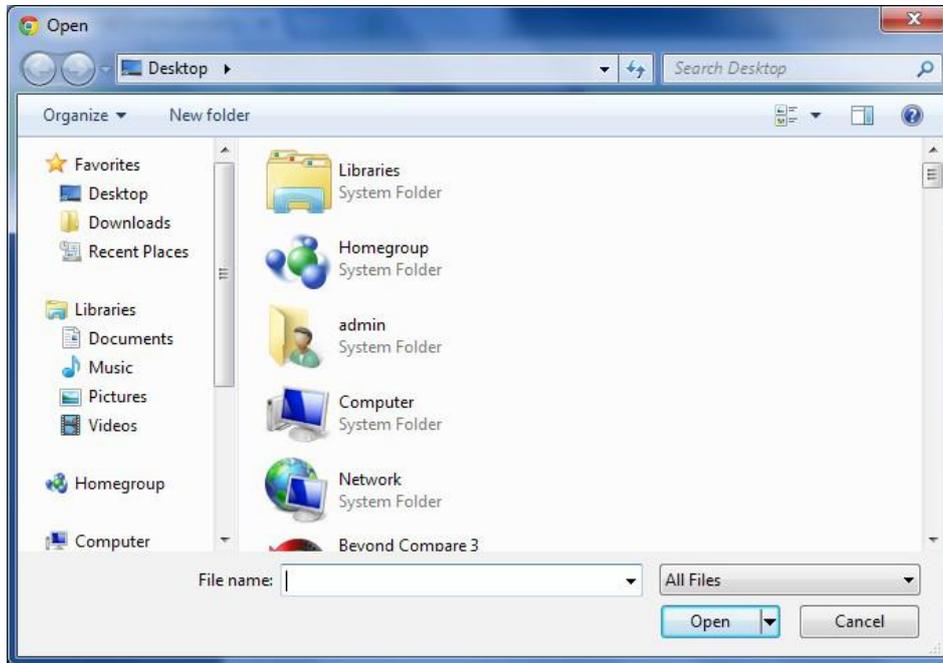
Description

- 1.The heads in file template are required
- 2.The Employee No.,First Name,Department Number is Required fields
- 3.All column value should be text format
- 4.The Card No must be unique

Confirm
Cancel

Note: Users can click **[Download Template]** to obtain and save the personnel importing template, and fill in and save corresponding personnel information. Users can use the personnel import function to import the personnel information of the file (.xls file) to the system.

(2) Click Choose File. The Open dialog box is displayed, as shown in the figure below.



(3) Select the file to be imported and click **[Open]** or directly double-click the file to be imported. After file selection, the address of the selected file is displayed next to Choose File, as shown in the figure below.



 Note: Only .xls and .csv files can be imported.

(4) Existing Data: When **[Ignore]** is selected, records with the identical personnel number with the system personnel number are not imported. When **[Overwrite]** is selected, records with the identical personnel number with the system personnel number directly replace the records with the identical personnel number in the system.

(5) After completion of the setting, click **[Confirm]** to start importing the records. After the importing success, the system automatically returns to the Personnel interface, which will display the imported personnel information.

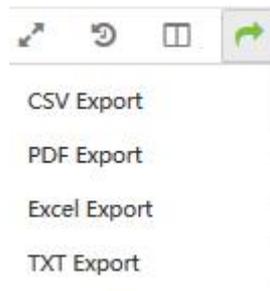
 Notes:

- (1) A table header is required for importing templates.
- (2) Personnel No., First Name, and Department No. are mandatory, and other fields are optional.
- (3) The card number must be unique.
- (4) All column values should be in text format.

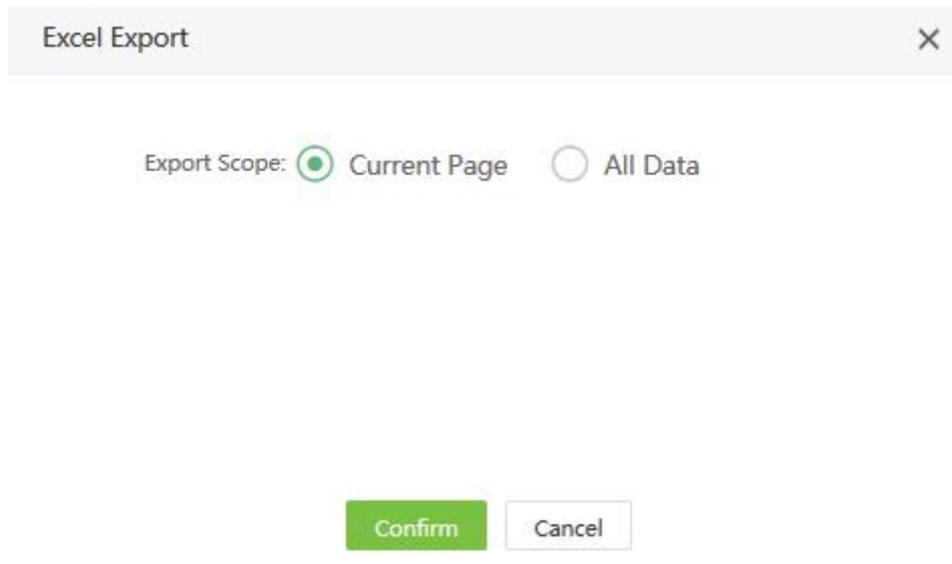
5. Export

The following uses the operation of exporting personnel list as an example.

(1) Choose **[Personnel]** > **[Employee]** and click  on the top right corner of the screen, displays the selecting format interface.



(2) File Type: if you select Excel file for exporting, click **[Excel Export]** to display the selected exported content.



Select "Current Page" to export the data for the current page.

Select "All Data" to export all data.

(3) After the selection is completed, click **[Confirm]** to set the export path. Under the corresponding path, the file was successfully exported, as shown in the figure below:

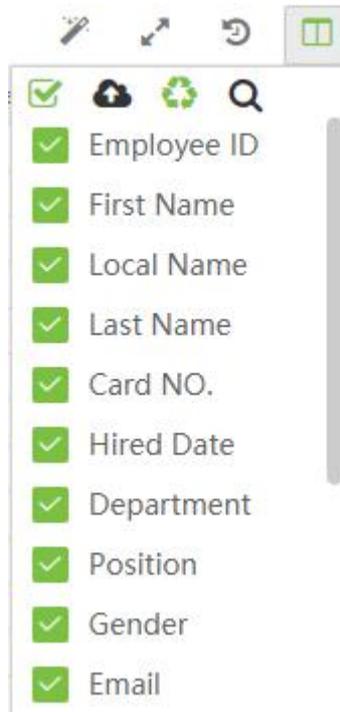
 **model_employee_2019-03-15-09-11-33_export.xlsx**

 Notes: The exported table is the currently displayed list, namely, the list of queried or displayed results.

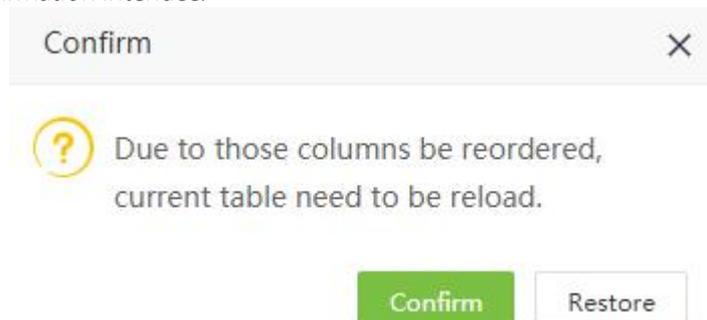
6. Custom Display Fields

Take the personnel list as an example:

Choose Personnel > Employee and click  on the top right corner of the screen, the field selection window shown below pops up:



You can adjust the display order and whether the list field needs to be displayed (check means display, not checked means not display). When adjusting the order, simply move the cursor to the field to be moved, and then drag the field to move the order when the following  appears after the field. After adjusting the order, click Columns to enter the reordering confirmation interface.



Click [Confirm] to move the order.

7. Adaptive Column Width

After adjusting the display number of list fields, the column width can be set to the optimal width.

1. After setting the number of fields to be displayed, click  and choose **[Best Fit]** to adjust the Best column width, as shown in the figure below:

	Employee ID	First Name	Local Name	Last Name	Card NO.	Hired Date	Department	Position	Gender	Email	Device Privilege	Area	APP
<input type="checkbox"/>	4	2	-	22	-	2019-01-21	Testing	-	-	-	Employee	Test1	Ena
<input type="checkbox"/>	3	342	-	-	-	2019-01-21	Testing	-	-	-	Employee	ZKTeco,7	Disa
<input type="checkbox"/>	1	wp	-	-	-	2019-01-21	Department	-	-	-	Employee	ZKTeco,Test1	Disa
<input type="checkbox"/>	2	000000002	-	-	-	2019-01-21	Department	-	-	-	Employee	ZKTeco	Disa
<input type="checkbox"/>	2228	-	-	-	-	2019-01-21	ZKTeco	-	-	-	Employee	ZKTeco	Disa
<input type="checkbox"/>	226	666	-	-	3712346	2019-01-21	Department	-	-	-	Employee	ZKTeco	Disa
<input type="checkbox"/>	2225	2225	-	-	-	2019-01-21	Department	-	-	-	Employee	ZKTeco	Disa
<input type="checkbox"/>	2226	2226	-	-	-	2019-01-21	ZKTeco	-	-	-	Employee	ZKTeco	Disa
<input type="checkbox"/>	2227	2227	-	-	-	2019-01-21	ZKTeco	-	-	-	Employee	ZKTeco	Disa

2. Click [Best Fit With Scale] to adjust the Best ratio, as shown in the figure below:

	Employee ID	First Name	Local Name	Last Name	Card NO.	Hired Date	Department	Position	Gender	Email	Device Privilege	Area	APP Status	Fingerprint	Face	Palm
<input type="checkbox"/>	4	2	-	22	-	2019-01-21	Testing	-	-	-	Employee	Test1	Enable	-	-	-
<input type="checkbox"/>	3	342	-	-	-	2019-01-21	Testing	-	-	-	Employee	ZKTeco,7	Disable	Ver 10:2	-	-
<input type="checkbox"/>	1	wp	-	-	-	2019-01-21	Department	-	-	-	Employee	ZKTeco,Test1	Disable	Ver 10:1	-	-
<input type="checkbox"/>	2	000000002	-	-	-	2019-01-21	Department	-	-	-	Employee	ZKTeco	Disable	-	Ver 9:1	-
<input type="checkbox"/>	2228	-	-	-	-	2019-01-21	ZKTeco	-	-	-	Employee	ZKTeco	Disable	-	-	-
<input type="checkbox"/>	226	666	-	-	3712346	2019-01-21	Department	-	-	-	Employee	ZKTeco	Disable	-	-	-
<input type="checkbox"/>	2225	2225	-	-	-	2019-01-21	Department	-	-	-	Employee	ZKTeco	Disable	-	-	Ver 5:1
<input type="checkbox"/>	2226	2226	-	-	-	2019-01-21	ZKTeco	-	-	-	Employee	ZKTeco	Disable	-	-	-
<input type="checkbox"/>	2227	2227	-	-	-	2019-01-21	ZKTeco	-	-	-	Employee	ZKTeco	Disable	-	-	-
<input type="checkbox"/>	225	-	-	-	-	2018-12-01	Department	-	-	-	Employee	ZKTeco	Disable	-	-	-
<input type="checkbox"/>	227	-	-	-	-	2019-01-21	Department	-	-	-	Employee	ZKTeco	Disable	-	-	-
<input type="checkbox"/>	2224	-	-	-	-	2019-01-21	Department	-	-	-	Employee	ZKTeco	Disable	-	-	-
<input type="checkbox"/>	990	-	-	-	-	2018-01-01	Department	-	-	-	Employee	ZKTeco	Disable	-	-	-
<input type="checkbox"/>	991	-	-	-	-	2019-01-24	Department	-	-	-	Employee	ZKTeco	Disable	-	-	-
<input type="checkbox"/>	992	-	-	-	-	2019-01-01	Department	-	-	-	Employee	ZKTeco	Disable	-	-	-
<input type="checkbox"/>	993	-	-	-	-	2019-01-01	Department	-	-	-	Employee	ZKTeco	Disable	-	-	-
<input type="checkbox"/>	994	-	-	-	-	2019-01-01	Department	-	-	-	Employee	ZKTeco	Disable	-	-	-
<input type="checkbox"/>	995	-	-	-	-	2019-01-01	Department	-	-	-	Employee	ZKTeco	Disable	-	-	-
<input type="checkbox"/>	996	-	-	-	-	2019-01-01	Department	-	-	-	Employee	ZKTeco	Disable	-	-	-
<input type="checkbox"/>	997	-	-	-	-	2019-01-24	Department	-	-	-	Employee	ZKTeco	Disable	-	-	-
<input type="checkbox"/>	998	-	-	-	-	2019-01-24	Department	-	-	-	Employee	ZKTeco	Disable	-	-	-
<input type="checkbox"/>	999	-	-	-	-	2019-01-24	Department	-	-	-	Employee	ZKTeco	Disable	-	-	-
<input type="checkbox"/>	302	302test data	-	don't delete	-	2018-11-01	Department	-	-	-	Employee	Area Name	Disable	-	-	-
<input type="checkbox"/>	303	303test data	-	don't delete	-	2018-11-01	ZKTeco	-	-	-	Employee	Area Name	Disable	-	-	-
<input type="checkbox"/>	305	305(B auto deduct)	-	don't delete	-	2018-11-01	Department	-	-	-	Employee	Area Name	Disable	-	-	-
<input type="checkbox"/>	306	306(B require punch)	-	don't delete	-	2018-11-01	Department	-	-	-	Employee	Area Name	Disable	-	-	-
<input type="checkbox"/>	307	307 flexible	-	don't delete	-	2018-11-01	Department	-	-	-	Employee	Area Name	Disable	-	-	-

8. Multi-Label Function

No need to refresh the page, each menu under the same module can be switched by opened labels. Avoid losing the data you are typing due to page refresh when you view other menus.

Take the personnel module as an example:

1. Click [Personnel] to enter the Personnel module. When you open a menu, you can see the opened menu label at the top of the page, as shown in the following figure:

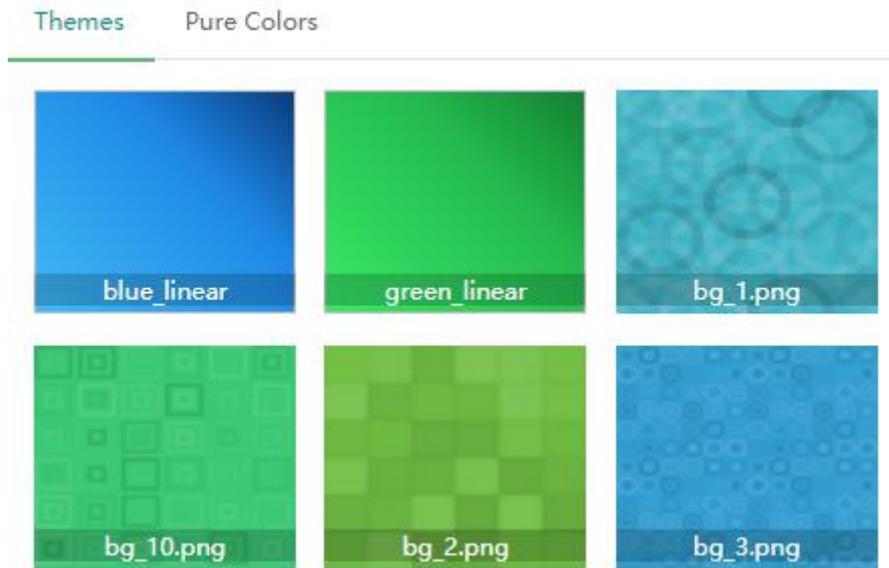
	Code	Name	Description	Employee Count
<input type="checkbox"/>	17	3	third	0
<input type="checkbox"/>	16	2	second	1
<input type="checkbox"/>	15	1	highest	1
<input type="checkbox"/>	14	13	-	1
<input type="checkbox"/>	13	14	-	1
<input type="checkbox"/>	12	12	-	0

2. The menu can be switched randomly. When switching, the data being entered will not be refreshed.

9. Custom skin

Customize skin function, change skin color and menu background pattern.

1. Click  button at the top right of the page to enter the skin color setting interface:

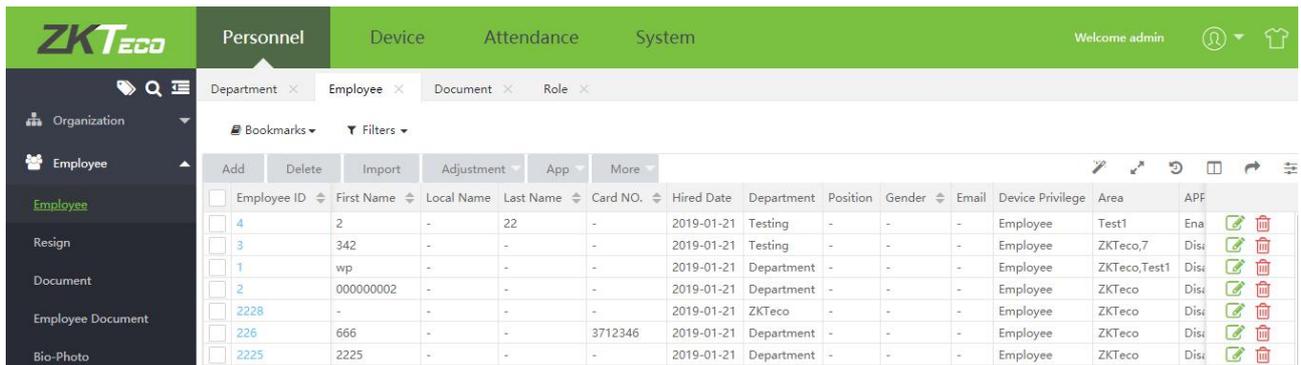


2. Click [Themes] to select the background of the menu, then click [Pure Colors] to customize the skin color, and then click to change.

10. Filter Search Function

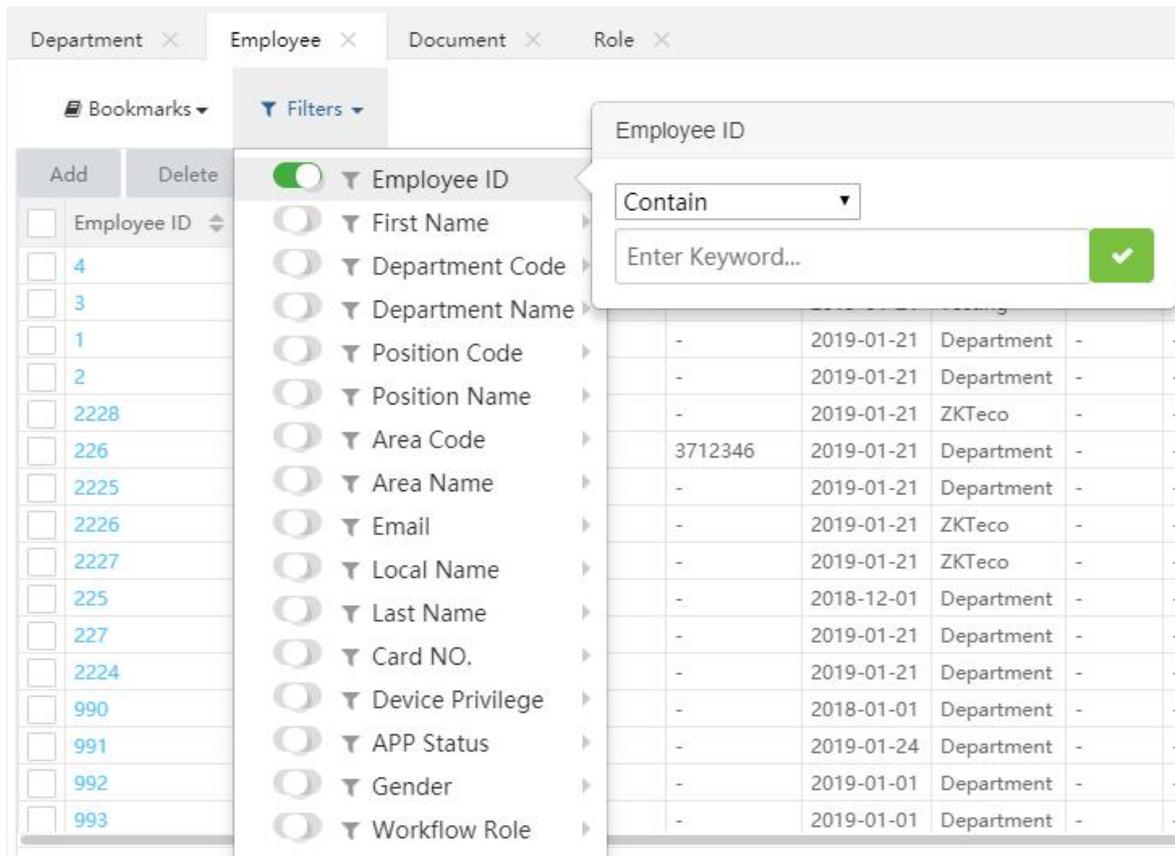
In this software, all the query functions are filtered through Filters or exclusion results.

Take the query personnel as an example (click [Personnel] > [Employee] > [Employee]) to enter the Personnel list page):



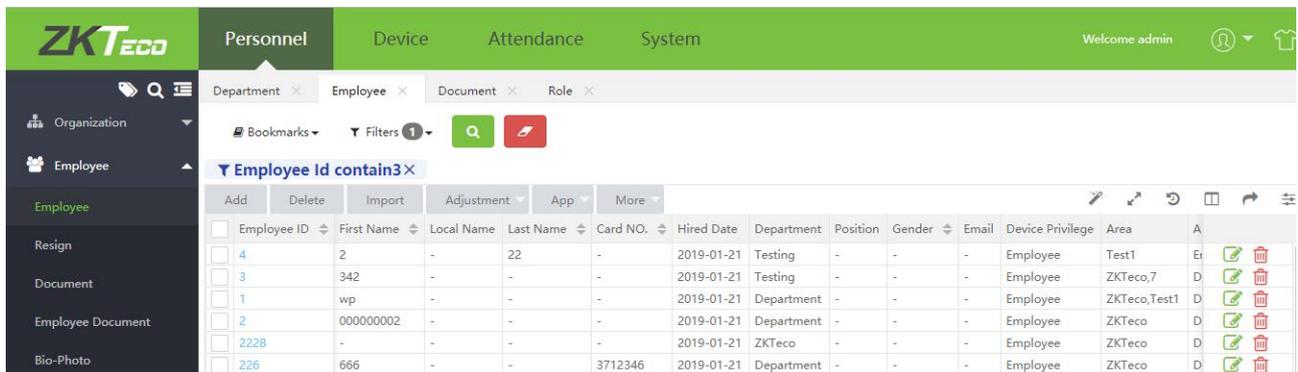
	Employee ID	First Name	Local Name	Last Name	Card NO.	Hired Date	Department	Position	Gender	Email	Device Privilege	Area	APF
<input type="checkbox"/>	4	2	-	22	-	2019-01-21	Testing	-	-	-	Employee	Test1	Ena
<input type="checkbox"/>	3	342	-	-	-	2019-01-21	Testing	-	-	-	Employee	ZKTeco,7	Disa
<input type="checkbox"/>	1	wp	-	-	-	2019-01-21	Department	-	-	-	Employee	ZKTeco,Test1	Disa
<input type="checkbox"/>	2	000000002	-	-	-	2019-01-21	Department	-	-	-	Employee	ZKTeco	Disa
<input type="checkbox"/>	2228	-	-	-	-	2019-01-21	ZKTeco	-	-	-	Employee	ZKTeco	Disa
<input type="checkbox"/>	226	666	-	-	3712346	2019-01-21	Department	-	-	-	Employee	ZKTeco	Disa
<input type="checkbox"/>	2225	2225	-	-	-	2019-01-21	Department	-	-	-	Employee	ZKTeco	Disa

- (1) In the Filters drop-down menu, select the query field, such as Employee ID (The button moves to the right to indicate that the search has been filtered, and to the left to indicate that the search has been excluded).

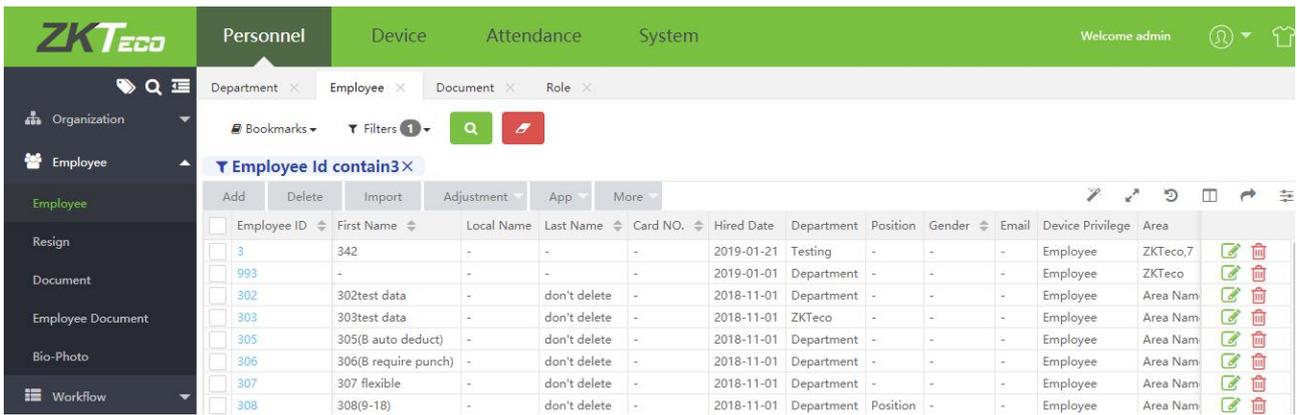


(2) Select from the search criteria: exact search, start field, end field, include, etc.

In this example, we select the user whose ID number is 3. After selecting Search, enter "3" and click . The figure below is displayed at the top of the personnel list:



Click  to get the following results:



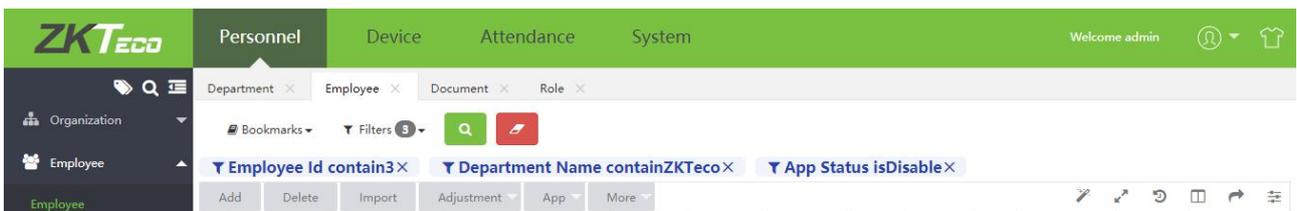
This is a simple search process.

Notes:

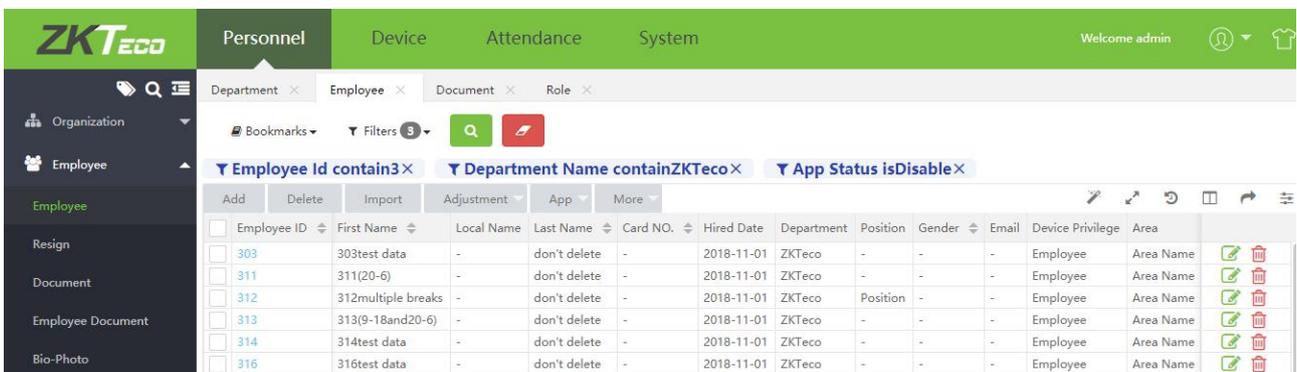
- (1) Multiple search criteria can also be selected, but the same field and the same criteria can only be selected once.
- (2) Click Clear Filter to clear the search criteria.

(3) In the search term that appears at the top of the personnel list, click  to toggle whether the search term is filtered or excluded.

For example: set multiple query conditions as follows:



Click  to display the query results in the return list as follows:



Note: The query function under each operation menu in the system is basically similar, the difference lies in the query field setting is different, users can follow the prompts to enter.

11. Custom bookmark

Customize a variety of filter combination, save as a bookmark, the next time you open can directly use existing bookmarks for data filtering.

1. When multiple filters are set, the page looks like this:

The screenshot shows the ZKTeco Personnel module interface. The top navigation bar includes 'Personnel', 'Device', 'Attendance', and 'System'. The left sidebar contains 'Organization', 'Employee', 'Resign', 'Document', 'Employee Document', and 'Bio-Photo'. The main area displays a table of employees with the following columns: Employee ID, First Name, Local Name, Last Name, Card NO., Hired Date, Department, Position, Gender, Email, Device Privilege, and Area. Three filters are applied: 'Employee Id contain3', 'Department Name containZKTeco', and 'App Status isDisable'. The table contains six rows of employee data.

Employee ID	First Name	Local Name	Last Name	Card NO.	Hired Date	Department	Position	Gender	Email	Device Privilege	Area
303	303test data	-	don't delete	-	2018-11-01	ZKTeco	-	-	-	Employee	Area Name
311	311(20-6)	-	don't delete	-	2018-11-01	ZKTeco	-	-	-	Employee	Area Name
312	312multiple breaks	-	don't delete	-	2018-11-01	ZKTeco	Position	-	-	Employee	Area Name
313	313(9-18and20-6)	-	don't delete	-	2018-11-01	ZKTeco	-	-	-	Employee	Area Name
314	314test data	-	don't delete	-	2018-11-01	ZKTeco	-	-	-	Employee	Area Name
316	316test data	-	don't delete	-	2018-11-01	ZKTeco	-	-	-	Employee	Area Name

3. Click Bookmarks, select [New Bookmark], enter the saved name, click [Save], and the condition combination would be saved. The saved bookmarks can be seen under the Bookmarks menu of the page on the day, and in the Bookmarks menu of the System, the bookmark can be easily opened next time and the existing bookmarks can be directly used for data filtering.

The screenshot shows the ZKTeco Personnel module interface with the 'New Bookmark' dialog box open. The dialog box has a 'Name...' input field, an 'Is Shared' checkbox, and a 'Save' button. The background table is partially visible, showing the same employee data as the previous screenshot.

12. Log View

The following uses the operation of viewing administrator operation logs as an example.

Choose [System]> [Log] > [Log], click  on the top right corner to access the Logs interface, as shown in the figure below.

The screenshot shows the ZKTeco System Log module interface. The top navigation bar includes 'Personnel', 'Device', 'Attendance', and 'System'. The left sidebar contains 'User', 'Configuration', 'Database', 'Integration', 'Log', and 'Log'. The main area displays a table of logs with the following columns: User, Action, Object, Content Type, Describe, Ip Address, and Action Time. The table contains 16 rows of log data. At the bottom, there is a pagination control showing '16' records per page, '1' of 182 pages, and a 'Confirm' button.

User	Action	Object	Content Type	Describe	Ip Address	Action Time
admin	TerminalReloadData	["BH80184760042"]	Device	done	127.0.0.1	2019-03-15 09:27:13
admin	TerminalReloadData	["BH80184760042"]	Device	failed	127.0.0.1	2019-03-15 09:26:55
admin	login	["admin"]	User		192.168.218.2	2019-03-15 09:26:02
admin	TerminalReloadData	["BH80184760042"]	Device	done	127.0.0.1	2019-03-15 09:25:16
admin	TerminalReloadData	["BH80184760042"]	Device	done	127.0.0.1	2019-03-15 09:20:13
admin	TerminalReloadData	["BH80184760042"]	Device	failed	127.0.0.1	2019-03-15 09:19:20
admin	TerminalReloadData	["BH80184760042"]	Device	failed	127.0.0.1	2019-03-15 09:18:32
admin	TerminalReloadData	["BH80184760042"]	Device	failed	127.0.0.1	2019-03-15 09:16:36
admin	login	["admin"]	User		192.168.218.8	2019-03-15 09:15:55
admin	TerminalReloadData	["BH80184760042"]	Device	failed	127.0.0.1	2019-03-15 09:15:52
admin	TerminalReloadData	["4839173800028"]	Device	failed	127.0.0.1	2019-03-15 09:15:25
admin	TerminalReloadData	["4839173800028"]	Device	failed	127.0.0.1	2019-03-15 09:15:19
admin	login	["admin"]	User		192.168.218.7	2019-03-15 09:10:38
admin	TerminalReloadData	["4839173800028"]	Device	done	127.0.0.1	2019-03-15 09:08:59
admin	TerminalReloadData	["4839173800028"]	Device	done	127.0.0.1	2019-03-15 09:08:24
admin	TerminalReloadData	["5040184300001"]	Device	done	127.0.0.1	2019-03-15 09:07:12

Notes:

(1) The Logs interface displays only the operation logs of the current operation module.

(2) You can view all log records in Log under System.

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