

# **User Manual**

# ZKBioSecurity

Date: March 2020 Software Version: ZKBioSecurity V5000 2.0.0 Doc Version: 2.9 English

Thank you for choosing our product. Please read the instructions carefully before operation. Follow these instructions to ensure that the product is functioning properly. The images shown in this manual are for illustrative purposes only.



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### About the Company

ZKTeco is one of the world's largest manufacturer of RFID and Biometric (Fingerprint, Facial, Finger-vein) readers. Product offerings include Access Control readers and panels, Near & Far-range Facial Recognition Cameras, Elevator/floor access controllers, Turnstiles, License Plate Recognition (LPR) gate controllers and Consumer products including battery-operated fingerprint and face-reader Door Locks. Our security solutions are multi-lingual and localized in over 18 different languages. At the ZKTeco state-of-the-art 700,000 square foot ISO9001-certified manufacturing facility, we control manufacturing, product design, component assembly, and logistics/shipping, all under one roof.

The founders of ZKTeco have been determined for independent research and development of biometric verification procedures and the productization of biometric verification SDK, which was initially widely applied in PC security and identity authentication fields. With the continuous enhancement of the development and plenty of market applications, the team has gradually constructed an identity authentication ecosystem and smart security ecosystem, which are based on biometric verification techniques. With years of experience in the industrialization of biometric verifications, ZKTeco was officially established in 2007 and now has been one of the globally leading enterprises in the biometric verification industry owning various patents and being selected as the National High-tech Enterprise for 6 consecutive years. Its products are protected by intellectual property rights.

### About the Manual

This manual introduces the operations of ZKBioSecurity V5000 2.0.0 software.

All figures displayed are for illustration purposes only. Figures in this manual may not be exactly consistent with the actual products.

### **Document Conventions**

### Conventions used in this manual are listed below:

#### **GUI** Conventions

	For Software
Convention	Description
Bold font	Used to identify software interface names e.g. OK, Confirm, Cancel
>	Multi-level menus are separated by these brackets. For example, File > Create > Folder.
	For Device
Convention	Description
<>	Button or key names for devices. For example, press <ok></ok>
[]	Window names, menu items, data table, and field names are inside square brackets. For example, pop up the [New User] window
1	Multi-level menus are separated by forwarding slashes. For example, [File/Create/Folder].

### Symbols

Convention	Description
	This implies about the notice or pays attention to, in the manual
<b>?</b>	The general information which helps in performing the operations faster
*	The information which is significant
٢	Care taken to avoid danger or mistakes
	The statement or event that warns of something or that serves as a cautionary example.

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# 1 <u>Requirement and Introduction</u>

Today, modern companies' concern for security has rapidly increased. Every company wants to work in a secured environment. To reach this level, ZKTECO brings to you a management system that helps customers to integrate operations of safety procedures on one platform. The system is divided into ten modules, namely: Personnel, Access, Attendance, Elevator, Hotel Systems, Visitor Systems, Parking Lot Systems, Patrol Systems, Video Systems and Systems Management.

### Features

- It can manage around 30,000 personnel data with its powerful data processing capacity.
- Users' data are more secured with multi-level management role-based level management.
- It can track events and operations in Real-time to ensures prompt feedbacks of data to the supervisor.

### \* Configuration Requirements

- > Dual core processor with speeds of 2.4GHz or above.
- > System Memory of 4GB or above.
- Available space of 30GB or above. We recommend using NTFS hard disk partition as the software installation directory.
- > Monitor Resolution of 1024\*768px or above.

#### Operating System

- Supported Operating Systems: Windows 7 / Windows 8 / Windows 8.1 / Windows 10 / Windows Server 2008/2013(32/64).
- > Supported Databases: Postgre SQL (Default), SQL Server & Oracle (Optional).
- > Recommended browser version: IE 11+/Firefox 27+/Chrome 33+.

**Note:** You must use IE 8.0 or newer version for fingerprint registration and verification.

### **1.1** Personnel Module

This module is used to set Person details and their department. It primarily consists of two parts: Department Management settings, which is used to set the Company's organizational chart; Personnel Management settings, which is used to input person information, assign departments, maintain and manage personnel.

### **1.2 Access Control Module**

This module is a web-based management system which enables normal access control functions, management of networked access control panel via computer, and unified personnel access management. The access control system sets door opening time and levels for registered users.

# **1.3** Attendance Module

It can achieve cross-regional attendance centralized control through the shift and shift management. You can apply for Appended Receipt, Leave, Overtime, etc. in Exception Management. In this module, you can also attendance point for access/parking and other functions.

## 1.4 Consumption Module

This module allows the user to set up a consumption system with the device and realize their functions. The device can be set as either a "Consumer Machine", a "Cashier Machine" or a "Subsidy Machine". This module will collect the data from the device and summarize it on the various consumption reports. It can also perform various operations like issue card, card return, card suspend and resume, and other operations through the card reader connected to the software.

## 1.5 Elevator Module

This module is mainly used to set device parameters (such as the swiping interval for taking elevators and elevator key drive duration), manage personnel's access rights to different floors and elevator control time, and supervise elevator control events. You may set registered users' rights to floors. Only authorized users can reach certain floors within a period of time after being authenticated.

# **1.6** Visitor Module

It is a web-based management system that implements entry registration, exit registration, snapshot capturing, visitor quantity statistics, booking management, and shares information among registration sites. It is highly integrated with the access control system and elevator control system. It is generally used at reception desks and gates of enterprises, to manage visitors.

# 1.7 Parking System Module

It is an automatic and intelligent vehicle management, effectively and accurately monitors and manages vehicles at all exits and entrances.

# 1.8 Patrol Module

The online patrol system in the access control devices can help enterprise management personnel to effectively supervise and manage the patrol personnel, plans, and routes. In addition, periodic statistics and analysis can be performed on the patrol routes and results.

# 1.9 Video Module (Video Linkage & VMS)

Video provides video linkage function to manage the Video Server, view the Real-Rime Video, and query the Video Record, popup the Real-Time Video when linkage events occur.

VMS supports features such as real-time preview, video playback, linkage alarm, and decoding video, etc. It also provides flexible and diverse solutions to meet the need of small and medium projects.

# 1.10 FaceKiosk Module

The FaceKiosk device based on visible light face is used to verify face by uploading and downloading personnel access level. In addition, advertisement pictures and videos can be sent to the FaceKiosk device to make full use of the functions of the device in different time periods.

# 1.11 Face Intellect Module

Software support Face Intellect devices, intelligent recognition and face matching. It can cooperate with the access control module when it is used as a reader, the door will be opened by access control panel after verification.

# 1.12 System Management Module

System Management is primarily used to assign system users and configure the roles of corresponding modules, manage databases such as backup, initialization, and recovery, and set system parameters and manage system operation logs.

# 2 System Operations

### 2.1 Login to the System

User Login	$\sim$	English	$\sim$
admin			~
			?

After installing the software, double-click the ZKBioSecurity icon to enter the system. You may also open the recommended browser and input the IP address and server port in the address bar. The IP address is set as: http://127.0.0.1:8098 by default.

If the software is not installed in your server, you may input the IP address and server port in the address bar.

The user name of the Superuser is [admin], and the password is [admin], then click [**login**]. After the first login to the system, please reset the password in [Personnel Information].

If the user needs to use the software in different languages, please choose the language from the dropdown menu above the login field. The supported languages are Chinese (Simplified), English, Spanish, Thai, Indonesian, Vietnamese, Chinese (Traditional), Russian, and Korean.

In the login interface, if the user has already installed the fingerprint driver, enrolled the fingerprint, and started the service, click the **Fingerprint** button next to the Login button. Now, the user can verify the fingerprint through the fingerprint scanner to login to the software.

### ≪Note:

- The user name of the super user is [admin], and the password is [admin]. After the first login to the system, please reset the password in [Personnel Information].
- If you have selected the HTTPS port during software installation, input the server IP address and port number (for example, https://127.0.0.1:8448) in the address bar and press Enter. The following prompt may be displayed:

The owner of 192.168.214.143 has configured their website improperly. To protect your information being stolen, Firefox has not connected to this website.				
Learn more				
Go Back	Advanced			
Report errors like this to help Mozilla identify and block	k malicious sites			

Here, you need to add a site exception following the exception adding prompts after you press Advanced. Different browsers may have different setting.

If you have selected the HTTPS port during software installation, the following message may be displayed on the login page:

🕕 Click ł	nere for	driving	detecting	abno	irmal	processin	ig

Click **Connect.** On the page that is displayed, download issonline.exe and corresponding certificates before using functions such as fingerprint and external devices.

### 2.2 Dashboard

After logging in, the home page is displayed as shown below. If you want to go to home page from any

interface, then you can click ZKTECO on the upper left corner of the interface to return to the home page.

ZKTeco	£	0	<b>\$ F</b> : <b>B</b>		1 20	(ĝ)	Welcome, admin 🔅 🕕 () () () () () ()
otal User Stal Device	-	Biometric Data	1 With Fingerprint	1 With Password 1 Wonce Password	0 With Face 2 Without Face	O Vith	19     7     9     3       Total Event     Image: Second Event     Image: Second Event     Image: Second Event       Image: Second Event     Image: Second Event     Image: Second Event     Image: Second Event       Image: Second Event     Image: Second Event     Image: Second Event     Image: Second Event       Image: Second Event     Image: Second Event     Image: Second Event     Image: Second Event       Image: Second Event     Image: Second Event     Image: Second Event     Image: Second Event       Image: Second Event     Image: Second Event     Image: Second Event     Image: Second Event       Image: Second Event     Image: Second Event     Image: Second Event     Image: Second Event       Image: Second Event     Image: Second Event     Image: Second Event     Image: Second Event
Access Attendance	e Visitor Day	Parking Week Mor	nth			00	O 2019-06-24 12:05:31
0.8 0.6 0.4 0.2 0 0.00 2.00	4.00	6:00 8:00	10.00 12.00 14.0	0 16:00 18:00	20:00 22:00		

# 2.3 Activating the System

Please refer to the corresponding license document.

# 2.4 Modifying Password

You can modify the login password in [Personal Information] 🔘 :

Username*       admin         Username should be composed between 1-30 characters and in letters, numbers, or symbols (@/.I-I+I_).         Reset Password       I         Password*       Password is a composition of 4 to 18 characters, default is 111111.         Confirm Password*       Password is a composition of 4 to 18 characters, default is 111111.         Confirm Password*       I         Superuser State       I         Role       I         Auth Department       If you don't select department you will not have full departmental permission.         Authorize Area       If you don't select zone you will not have full zone permission.         Email       I		Personal Information ×
Password*   Password is a composition of 4 to 18 characters, default is 111111.   Confirm Password*   Superuser State   Role   Auth Department   If you don't select department you will not have full departmental permission.   Authorize Area   If you don't select zone you will not have full zone permission.	sername*	Username should be composed between 1-30 characters and
Password is a composition of 4 to 18 characters, default is 111111.         Confirm Password*         Superuser State         Role         Auth Department         If you don't select department you will not have full departmental permission.         Authorize Area         Email	eset Password	
Superuser State       Image: Constrained on the second on th	assword*	
Role     Image: Constraint of the second secon	onfirm Password*	
Auth Department     If you don't select department you will not have full departmental permission.       Authorize Area     If you don't select zone you will not have full zone permission.       Email     If you don't select zone you will not have full zone permission.	uperuser State	
If you don't select department you will not have full departmental permission.         Authorize Area         If you don't select zone you will not have full zone permission.         Email	ole	
If you don't select zone you will not have full zone permission.       Email	uth Department	
	uthorize Area	If you don't select zone you will not have full zone permission.
First Name	mail	
aomin	irst Name	admin
Last Name	ast Name	

Check [Reset Password] box to modify the password.

**Note:** Both, super user and the new user are created by the superuser (the default password for the new users is 111111). The user name is not case-insensitive, but the password is case-sensitive.

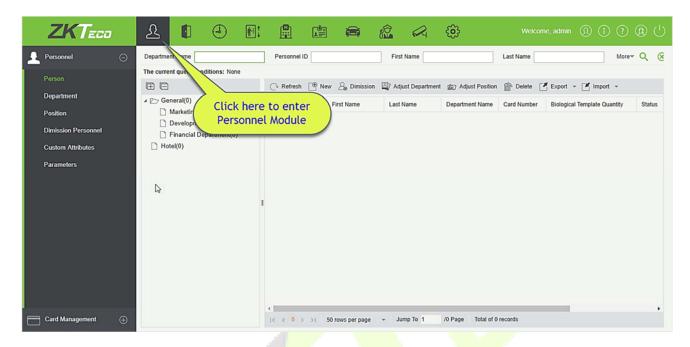
### 2.5 Exit the system

Click the [**Logout**] button 🕛 on the upper right corner of the interface to exit the system.

	L 🛛 🕘				<b>@</b>	Welcome, admin (\$ (1) (1) (2) ( Authorized Company. 2KT
2 Gotal Liser 2 Cotal Device	Biometric Data	1 With Propertiant 1 Without Propertient	1 With Password 1 Without Password	0 With Face 2 Without Face	0 ( )	10         7         9         3           Total Event         2         2         3           Disconnected         2         2         3           O Disconnected         2         2         192.168.6.233           O Disconnected         2         2019-06-24.18.07.09         A           10         Disconnected         2         2019-06-24.12.05.31         A
Access Attendance	Visitor Parking					Unregistered Personnel 192.168.6.237-1 © 2019-06-24.11.48.02
Event Trends	Day Week Mont	n 10.00 12.00 14.00	9 16:00 18:00	20.00 22.00		
Event Exception TOP 5		C Area Mon	tor		ø	

# 3 Personnel Management

Before using the other functions, please configure the personnel system: Personnel and Card Management.



### 3.1 Personnel

Personnel system includes these modules: Person, Department, Position, Dismission Personnel, Custom Attributes, and Parameters.

### 3.1.1 Person

When using this management program, the user shall register personnel in the system, or import personnel information from other software or documents into this system. For details, see Common Operations.

Main functions of Personnel Management include Add, Edit, Delete, Export and Import personnel, and Adjust Department.

### Add Personnel

1. Click [Personnel] > [Person] > [New]:

Personnel ID*   First Name   Gender   Gender   Certificate Type   Birthday   Birthday   Hire Date   Device Verification Password   Biological Template Quantity   0    0    0    0   0 </th <th></th> <th></th> <th>1</th> <th>New</th> <th></th> <th></th> <th>×</th>			1	New			×
Access Control       Time Attendance       Elevator Control       Plate Register       FaceKiosk       Face Intellect       More Card:>         Levels Settings       Add       Superuser       No       Image: Control Unselect All Unsele	First Name Gender Certificate Type Birthday Hire Date Device Verification Password		Last Na Mobile Certific Email Positio Card N	ame Phone ate Number		E-mail Notifica	
	Access Control Tim Levels Settings	ne Attendance <u>Add</u> <u>Select All</u>	Elevator Control Superuser Device Ope Delay Pass Disabled	eration Role age	N 0	Face Intellect	
Save and New OK Cancel		Sav	re and New	OK	ancel		

#### Fields are as follows:

**Personnel ID:** An ID may consist of up to 9 characters, within the range of 1 to 799999999. It can be configured based on actual conditions. The Personnel No. contains only numbers by default but may also include letters.

#### ∕≤Notes:

- > When configuring a personnel number, check whether the current device supports the maximum length and whether letters can be used in personnel ID.
- To edit the settings of the maximum number of characters of each personnel number and whether letters can also be used, please click Personnel > Parameters.

**Department:** Select from the pull-down menu and click [**OK**]. If the department was not set previously, only one department named [**Company Name**] will appear.

First Name/Last Name: The maximum number of character is 50.

Gender: Set the gender of personnel.

**Password:** Set password for personnel accounts. It can only contain up to 6-digits. If a password exceeds the specified length, the system will truncate it automatically. It cannot be the same with others password and the duress password.

**Certificate Type:** There are four types of certificates: ID, Passport, Driver License and Others. Click icon to recognize the Certificate automatically. Please refer <u>3.1.7 Parameters</u> and <u>15.2.5 Client Register</u> to see how to register one.

Certificate Number: Click icon and the Certificate information will pop up automatically.

Social Security Number: Set personnel social security number. The max length is 20.

Mobile Phone: The max length is 20, and this is an optional field.

**Reservation Code:** The max length is 6; the initial password is 123456.

**Position:** It is the designation of the personnel. It can be referred as the level of personnel in workmanship.

Birthday: Input employee's actual birthday.

**Email:** Set the available email address of the personnel. The max length is 30. Punctuations, namely, the " - ", " \_ " and " . " are supported. If the Event Notification is checked, the Email is required.

**E-mail Notification:** After checking this menu, the system will send an email to the relevant person once an access or an elevator event occurs. If there is no setting to email sending server, the Email Parameter Settings window will pop up if this menu is checked. Please refer to <u>E-mail Management</u> for the setting information.

**Card number:** The max length is 10, and it should not be repeated.

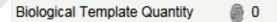
**Hire Date:** It is the date on which the personnel are appointed. Click to select the date.

**Personal Photo:** The picture preview function is provided, supporting common picture formats, such as **jpg**, **jpeg**, **bmp**, **png**, **gif** etc. The best size is 120×140 pixels.

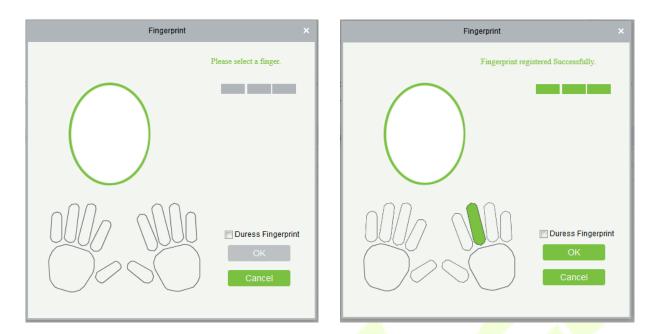
- **Browse:** Click [**Browse**] to select a local photo to upload.
- **Capture:** Taking photo by camera is allowed when the server is connected with a camera.

**Register Fingerprint/Finger Vein:** Enroll the Personnel Fingerprint, Finger Vein or Duress Fingerprint. To trigger the alarm and send the signal to the system, scan the Duress Fingerprint.

### How to register fingerprint:



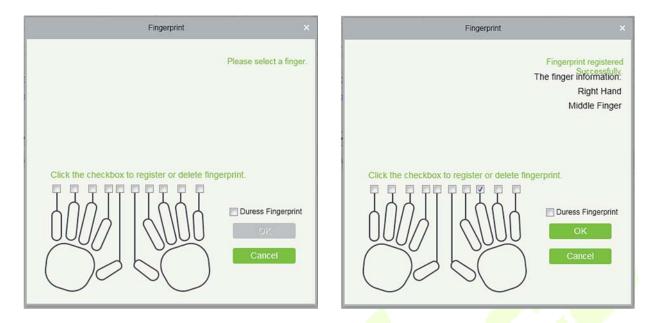
- 1) Move the cursor to the fingerprint icon position, a registration pop-up or drive download box will appear, click [**Register**].
- 2) Select a fingerprint, press on the sensor by three times, then "Fingerprint registered Successfully" will be prompted.
- 3) Click [**OK**] to complete registration.



Click a fingerprint to delete. If you need to register a duress fingerprint, check the Duress Fingerprint box.

### ∕≤Notes:

- > If fingerprints are duplicated, "Don't repeat the fingerprint entry" will be prompted.
- If the fingerprint sensor driver is not installed, click "Install driver" and the system will prompt to download and install driver.
- After installing the fingerprint sensor driver, if the fingerprint register button is grey in IE browser while it is normal in other browsers (such as Firefox, Google), you can change the settings of IE browser, as per the following:
- 1) In IE browser, click **[Tools]** > **[Internet Options]** > **[Security]** > **[Credible Sites**], add http://localhost to the credible sites, then restart the IE browser.
- In IE browser, click [Tools] > [Internet Options] > [Advanced] > [Reset] to pop up a dialog of Reset Internet Explorer Settings, click [Reset] to confirm; then restart the IE browser (you may try when Point 1 does not help).
- 3) If all the above settings do not work, please execute following operations (take IE11 browser as an example): click [Tools] > [Internet Options] > [Advanced] > [Security], check the option of [Allow software to run or install even if the signature is ...], and remove the tick before [Check for server certificate revocation], then restart IE.
- 4) If the browser is below IE8, the fingerprint registration page will be different:



5) The system supports the access from the Live20R fingerprint device and the fake fingerprint prevention function.

Fingerprint	×
Suspected fake fingerprint, please re-register.	
Duress Fingerprint	
ОК	
Cancel	

Access Control	Time Attendance	Elevator Control	Plate Register	Personnel Detail		
Levels Settings	Auu		r peration Role	No Ordinary User	<b>&gt;</b>	
		Delay Pas Disabled	ssage			
		et Valid	Time			
		Click on Add				
	Si	ave and New	ОК Са	incel		

### 2. Set the Access Control parameters for the personnel. Click [Access Control] :

#### **Fields are as follows:**

Level Settings: Click [Add], then set passage rules of special positions in different time zones.

Add to Levels								×
Level	Name	Q (8	)					
The c	urrent query condit	tions: None						
Alterna	tive			Se	electe	d(0)		
	Level Name	Time Zone				Level Name	Time Zone	
				>>				
				>				
				<				
				<<				
			-					
1<	< 0 > >  50	rows per page * Total o	of U records					
			-					
			ОК		Can	cel		

**Superuser:** In access controller operation, a super user is not restricted by the regulations on time zones, anti-passback and interlock and has extremely high door-opening priority.

Device Operation Authority: Select administrator to get its levels.

**Delay Passage:** Extend the waiting time for the personnel through the access points. Suitable for physically-challenged or people with other disabilities.

**Disabled:** Temporarily disable the personnel's access level.

Set Valid Time: Set Temporary access level. Doors can be set to open only within certain time periods. If it

is not checked, the time to open the door is always active.

**«Note:** The system will automatically search for the relevant numbers in the departure library during verification.

The Personnel Information List, by default, is displayed as a table. If Graphic Display is selected, photos and numbers will be shown. Put the cursor on a photo to view details about the personnel.

#### 

- Not all devices support the "Disabled" function. When a user adds a device, the system will notify the user whether the current device supports this function. If the user needs to use this function, please upgrade the device.
- Not all the devices support the "Set Valid Time" function of setting the hour, minute, and second. Some devices only allow users to set the year, month, and day of the local time. When a user adds a device, the system will notify the user whether the current device support this function. If the user needs to use this function, please upgrade the device.
- 3. Set the Time Attendance parameters for the personnel. Click [**Time Attendance**]:

Access Control	Time Attendance	Elevator Control	Plate Register	Personnel Detail	
Attendance Area		Attendance Calculation	Yes V		
	ß				

### Fields are as follows:

Attendance Area: You can set the staff attendance area.

Attendance Calculation: Set if the attendance needs to be calculated or not. Select [Yes] for calculating attendance. Select [No] for not calculating the attendance.

**Device Operation Role:** It will set the authority for operating the device and send it to the corresponding device.

4. Set the Elevator Control parameters for the personnel. Click [Elevator Control]:

Access Control	Time Attendance	Elevator Control	Plate Register	Personnel Detail		
Levels Settings	Add	Superuse	er	No	•	
	Check All Clear All	Set Valid	Time			

#### **Fields are as follows:**

**Superuser:** In elevator controller operation, a super user is not restricted by the regulations on time zones, holidays and has extremely high door-opening priority.

**Set Valid Time:** Set Temporary elevator level. Floor buttons can be set to be pressed only within the time periods. If it is not checked, the time to press the floor button is always active.

Solution Note: The Elevator level must be set in advance.

5. Set the Elevator Control parameters for the personnel. Click [Elevator Control]:

	Access Control	Time Attendance	Elevator Control	Plate Register	Personnel Detail	
Lic	ense Plate		1	Parking Space		Ŧ

#### Fields are as follows:

License Plate: The user needs to register the license plate.

Parking Space: Parking space corresponding to the vehicle.

**Solution** Note: Each personnel may register a maximum of 6 license plates.

6. Click [Personnel Detail] to access the details and editing interface, and enter more information.

<me attendance="" elev<="" th=""><th>ator Control</th><th>Plate Register</th><th>FaceKiosk</th><th>Face Intellect</th><th>More Cards</th><th>Personnel Detail</th></me>	ator Control	Plate Register	FaceKiosk	Face Intellect	More Cards	Personnel Detail
Employee Type		•	Hire Ty	pe		•
Job Title			Street			
Birthplace			Country	/		
Home Address			gogogo	1		
Office Phone			Office A	Address		
Event Level		•	KK		Yes ; No	

7. After entering the information, click [**OK**] to save and exit, the person details will be displayed in the added list.

### • Edit Personnel

Click [Personnel] > [Person], then select a person, and click [Edit].

#### Delete Personnel

Click [**Personnel**] > [**Person**], then select a person, and click [**Delete**] > [**OK**] to delete.

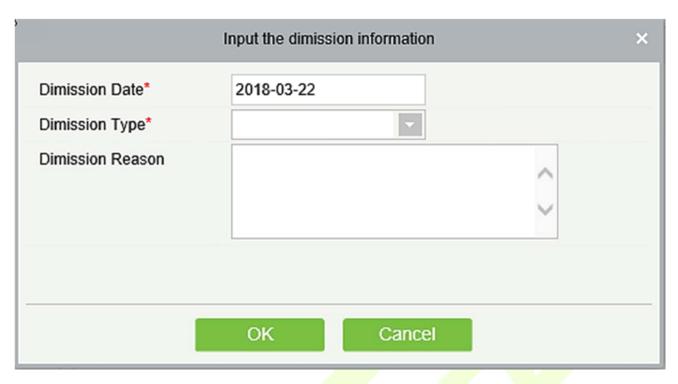
**Solution Note:** All relevant information about the person will be deleted.

#### • Dimission

1. Click [Personnel] > [Person], then select a person, and click [Dimission].

Personnel	Department Name	Pers	sonnel ID		First Name 3		Last Name			More	- Q
Person	The current query conditions: None			_	-	/					
		C+ F	efresh 🕒 Ne	ew 2 Dimission	Adjust Department	Adjust Position	Delete	Expo	rt - [	📕 Import 👻 🕑	) Statistics
Department	ZKTeco(13)		Personnel ID	First Name	Last Name	Department Name	Card Number	Biolo	gical Te	mplate Quantity	Status
Position	Marketing Department(0)	K	1	Nick	Tong	ZKTeco		0		<b>0</b>	Normal
Dimission Personnel	Financial Department(1)		131	ssfs	fffsa	ZKTero	1 <mark>4</mark> 39580204	0		A 0	Normal
Temporary Personnel	Service department(0)		1315	2. Sel	ect Personnel		92259098	0	0	) o	Normal
Custom Attributes	Hotel(0)		1231	lesi		ZNIECO	506304749	0		<b>0</b>	Norma
Parameters			2350			ZKTeco		0	0	) o	Norma
Farameters			2345	Nick	Tong	ZKTeco	1303615774	0		A 0	Norma
			2349			Financial Department		0	0 🗑	) o	Norma
			2346			ZKTeco	505955673	@ 0	0	<b>0</b>	Norma
			2348	Marion		ZKTeco		0 )	<b>0</b>	A 0	Norma
			<u>2347</u>	VOD	xiao	ZKTeco	1847505206	0	0	<b>0</b>	Norma
			23456			ZKTeco		0 🛞	0	<b>0</b>	Norma
Card Management 🕀			1032	Diego	Fajardo Hernandez	ZKTeco		@ 0	0	<b>∂</b> 0	Norma
			1220	kaifu	11	7KTern	125852488	@n	<b>A</b> n	<u>Q n</u>	Norms

2. Select the date, then select type and write reason and click [OK].



### • Adjust Department

1. Click [**Personnel**] > [**Person**], then select a person, and click [**Adjust Department**]:

Personnel	Department Name	Pe	ersonnel ID			First Name	3	Last Name			More	- 9
Person	The current query conditions: None					-						
Department		C	Refresh T N	lew 2	Dimission	Adjust Departmen	t Adjust Position	Delete	Expo	rt ≠ [	Minport - C	Statistic
	Teco(13) Marketing Department(0)		Personnel ID	First	Name	Last Name	Department Name	Card Number	Biolo	gical Te	emplate Quantity	Statu
Position	Development Department(0)		1	Nik		Adjust Departme	ent		0	0	A 0	Norm
Dimission Personnel	Financial Department(1)		<u>1316</u>	<u>ss</u> 1	Selected Persor	. 1		)580204	0		🔒 o	Norm
Temporary Personnel	2. Select a person		<u>1315</u>	<u>zk</u>	Selected Person		0	i9098	0 🚯		<u>)</u> 0	Norm
Custom Attributes			<u>1231</u>	tes			-Co-	104749	0 🛞	0	🗿 O	Norm
Parameters			2350		New Departmen		<u> </u>		0	0	<u>8</u> 0	Norm
Falameters		_ 🗆	<u>2345</u>	Nit	Transfer Reason	1	~	3615774	0		A 0	Norm
			2349				~		0 6		🗿 O	Norm
			2346					155673	0		a o	Norm
			2348	Ma					0		<b>8</b> 0	Norma
			2347	DO		016		505206	0		a o	Norma
			23456			ОК	Cancel		0 🚯		<u>)</u> 0	Norm
Card Management (+)			<u>1032</u>	Diego	Í.	Fajardo Hernandez	ZKTeco		0	0	a o	Norm
Card Management 🕀		m	1220	kaifu		6	7KTorn	125852489	80	-	A u	Norm

- 2. Select [New Department].
- 3. Click [OK] to save and exit.

### • Statistics

Click [**Personnel**] > [**Person**] > [**Statistics**]. View the number of personnel, the number of fingerprints, face templates, finger vein enrolled, card numbers, gender and other statistical information.

S	Statistics	×
Statistical Type	Current Total	
Male	2	
Female	2	
Personnel Quantity	13	
Fingerprint Quantity	0	
Face Quantity	0	
Finger Vein Quantity	0	
Number of cards held	7	
	Close	

### • Export

Click [**Personnel**]> [**Person**]> [**Export**] to export personnel information, personnel biometric templates, personnel import templates and personnel photo.

	Export 👻 📕 Import 👻	
2	Export Personnel	,
2	Export Biometric Template	,
2	Download Personnel Import Template	
2	Export Personnel Photo	

1. Export Personnel: Personnel's basic information is all checked (selected); check custom attributes as required.

		Export Personnel			×
✓Basic Information	Personnel ID	First Name	Last Name	Department	
	Department	Gender	Birthday	Password	
	Certificate Type	Certificate Nu	Card Number	✓ License Plate	
	🖌 Email	Reservation C	Mobile Phone		
Custom Attributes	Employee Type	Hire Type	Job Title	Street	
	Birthplace	Country	Home Phone	Home Address	
	Office Phone	Office Address			
The File Type	EXCEL File	$\checkmark$			
Export Mode	All data (Can exp	ort up to 40000 data)			
	<ul> <li>Select the amour</li> </ul>	nt of data to export (Ca	n export up to 40000	data)	
	From the article	1 Strip, is deriv	ved 100 Data		
	0	K Cano	cel		

							ECO						
						Per	son						
Personnel ID	First Name	Last Name	Department Number	Department Name	Gender	Birthday	Password	Certificate Type	Certificate Number	Card Number	Email	Reservation Code	Mobile Phon
1	Jerry	Wang	1	General	Male	1980-04-23	1	1	TP443566	4481253	abwe@qwe.com	123468	59496464
2	Lucky	Tan	3	Development Department	Female	1992-12-08	2	3	784515	6155266	778@abc.com	123458	4425521
2940	Sherry	Yang	hotel	Hotel	Female	1997-12-01	2940	1	741741	1411237	555@qq.com	123456	145145145
3	Leo	Hou	4	Financial Department	Male	1998-12-22	3	1	23687	13271770	3232@qq.com	123458	34342543
4	Berry	Cao	1	General	Female	2007-12-05	4	4	745688QQWA	13592341	QWA@zzz.com	123458	74755466
5	Necol	Ye	2	Marketing Department	Male	2017-01-10	5	1	32242311	13260079	3322@qq.com	123458	6645454
6	Amber	Lin	4	Financial Department	Female	2017-07-04	6	1	784525004	4628036	787878@eru.com	123458	44820545
7	Jacky	Xiang	1	General		2016-01-05	7	8	ees1213232	6323994	434@qq.com	123456	54243231
8	Glori	Liu	2	Marketing Department	Female	1995-12-05	8	1	433114354	6189166	987@abcd.com	123458	77545353
9	Lilian	Mei	3	Development Department	Female	1992-12-23	9	1	XS22030	9505930	8989@pp.com	123456	221112121

2. Export the Biometric Template.

	Export Biometric Template	×
The File Type	EXCEL File	
Export Mode	<ul> <li>All data (Can export up to 40000 data)</li> </ul>	
	OK Cancel	
	Personnel Dismetria Tomplete	

Personnel Biometric Template								
Personnel D	First Name	Last Name	Biometric	Biometric	Biometric	Biometric	Biometric	Biometric Template
1	Jeny	Wang	1	Fingerprint	10	4	1	TEXTU2bbAAFDxEECAUHCc7DAAAdDmkBAAAADDrmg/TADwLvgANACkAyQCzAB4PF wD2DzoM1g ACAX4H9AgACp950B0ABUE8DCHAHLAACJ0+MMNCCKJ8MSQBa/VgM0ACCAMMAAEsAVolpQ Ay0+RPKgA6ARwGivb8aAEPKBaH-ADMIFyMOAFLaACW-0PG/CHANQB9-5ACAPTAAX4FcAQ CpAN4MINwCDD5L + wAQAYMFTW8aAVY1M0vDyAdQASgBdABMPAADUPDA-ABQK7G3WABBA CBAF3Q0DCAALUwcQOLLGJgJAB679 wANAD485gAzAD69WCQALEB WBSDW8PAASAK6eA82 AdMPQDYAbsKIAAAAACBNgATD8X59gBFAZ8MDA8F AAX2ADABYFVD2qOS457BK7K7W1C2qA9 ENHr69g30PAD01Yy0G72BBYdc5594F1Bye7K85gB7RX8W4EFYQ47p85K72Dd3f7X*1124p0 DgyGc9A4HBTg7DFBKUbWTHd2S4YF1B90D8HF09y79BBJz8tr0H1KCz2Z0NNW6+OHYCMp8dc9+86 4405G01ry1Qr72BLACs8gFQXMIN0SX5WPb-Ohy JBJPLgBDNA+TVO3drW2Cma4WCCHH4 Ee14790A70FILC8+vr40X6BaB12g804F2UAAAATSUBJF749DR0H1KCz2Z0NNW6+OHYCMp8dc9+86 440JSC01ry1Qr72BLACS8gFQXMIN0SX5WPb-Ohy JBJPLgBDNA+TVO3drW2Cma4WCCHH4 Ee14790A70FILC8+vr40X6BaB12g804F2UAAATSUBJF7459Q79BBJz8tr0H1KCz2Z0NNW6+OHYCMp8dc9+86 480JSC01ry1Qr72BLAC8AFLACS8gFQXMINN0SX5WPb-Ohy JBJPLgBDNA+TVO3drW2Cma4WCCHH4 Ee14790A70FILC8+vr40X6BaB12g804F2UAAATSUBJF7459DR04 E81C1YQXMK0CEETAYT1R8zX4XAFYGAAHX7BLFBCDQ5478-93QAAFUZ4AA2HAFTVF1PXBR0 BWC1yQXMK0GETMVTHR8zX4XAFYGAAHX7BLFBCDQ5478630C4W9AEAC2Y872XML24CH4H AAA1LLCW0MM48FwmMZh6BCETWTE28NpCWAwAXD8Ad0H1HynhR0WBRVwAwAz1W4gNQ0 BBC1YQWMC0GETMA71H2A6039FIDAAATXX1zafCWH4MW2MB4WC1P4B54C2Y872XML24HM MLC00+yMMEAMB8D4MH8U14Y01Z5B1Hp2XX34CH3BXAUF4MHx8F8B8WygWN88RAK2C5HM14W MLC00+yMMEAMB8D4MH8U14Y01Z5B1Hp2XX34CH3BXAUZ+WH1K8F8B8WygWN88RAK2C5HM14W R8XMMK0EM0H713F65K8FFCAMMK7AB3Z34AFUTAAAUAF2FR6633W04F4W7F1Hvv6L2q0FNK R8XMMC5AD01713F65K8FFCAMMK7AB3Z34AFUTAAAUAF2FR6633W04F4W7F1Hvv6L2q0FNK R8XMMK5AD0192HF565K8FFCAMMX7ASA4FUTAAUAD2F2MF6853W04H47W7F3M04H47W5AAF30AVABA S6WWH8MB4F765K8WF02GB4AA73SA4FUTAAAUAF2FR6633W04HV4FW7F3DWAH4785N04ABAS S6WWH8MB4F765K8WF02GB4AA73B44BAAM033FX8MF6RAAAAAD41674H448F34W3H780 S6WWH8MB4F765K8WF02GB4A73B44BAAM033FX8MF6RAATABV41.+W4FW9F58D43ABA S6WWH8MB45X8WW0g9D3gWAgQ2MBJRJUGBDVDBPRW2QH478AAD74AW1+W4FW9F58D43AD2 S7WWH7M545X8WW0g9D3gWAgQ2MBJRJUGBDVDBPRW2QH478AAD74AW1+W4FW9F58D43AD

3. Download Personnel Import Template: Before exporting personnel template, you can configure the corresponding fields (including custom attributes fields) to be exported, the required fields (Personnel ID, Name, Department ID, Department Name) do not support configuration.

	Download	d Personnel Import Ter	nplate		×
Basic Information	<ul> <li>Personnel ID</li> <li>Department</li> <li>Certificate Type</li> <li>Email</li> </ul>	<ul> <li>First Name</li> <li>Gender</li> <li>Certificate Nu</li> <li>Reservation C</li> </ul>	<ul> <li>Last Name</li> <li>Birthday</li> <li>Card Number</li> <li>Mobile Phone</li> </ul>	<ul> <li>Department</li> <li>Password</li> <li>License Plate</li> </ul>	
Custom Attributes	<ul> <li>Employee Type</li> <li>Birthplace</li> <li>Office Phone</li> </ul>	<ul> <li>Hire Type</li> <li>Country</li> <li>Office Address</li> </ul>	<ul> <li>Job Title</li> <li>Home Phone</li> </ul>	<ul> <li>Street</li> <li>Home Address</li> </ul>	
The File Type	EXCEL File	¥			
	0	K Cano	cel		

### 4. Export Personnel Photo.

	Export Personnel Photo	×
The File Type	TAR	
Export Mode	All data (Can export up to 40000 data)	
	O Select the amount of data to export (Can export up to 4	0000 data)
	From the article 1 Strip, is derived 100 D	ata
	OK Cancel	

#### • Import

Click [**Personnel**] > [**Person**] > [**Import**] to import personnel information and personnel biometric templates. It only supports personnel information templates for importing.

Ľ	Import 👻
Ľ	Import Personnel
Ľ	Import Biometric Template
Ľ	Import Personnel Photo

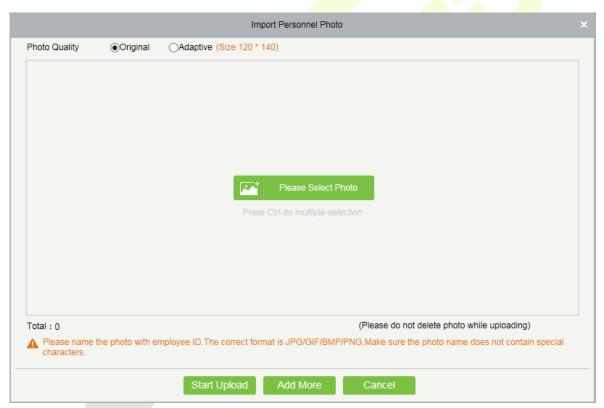
1. Import Personnel: Select "Yes" for [**Update the existed Personnel ID in the system**], the original data will be overwritten when the personnel ID is repeated; select "No", the opposite.

	Import Personnel	×
File Format	Excel	
Destination File	浏览	
Header Start Rows	2 The default is the second row.	
Delimiter	\t 🗸	
Update the existed Personnel I	D in the system:	
Next	Step Cancel	

### 2. Import Biometric Template.

Import Biometric Template		×
File Format	Excel	
Destination File	浏览	
Header Start Rows	2 The default is the second row.	
Delimiter	\t 🖌	
٨	Next Step Cancel	

3. Import Personnel Photo: The personnel photo need to be named by personnel ID, supporting common picture formats, such as JPG, JPEG, PNG, GIF, etc., jpeg, png, gif, etc.



**Note:** You can import the personnel photos in 2 ways: Importing distinctive photos and Compressed package. While importing distinctive photos, the user can import a maximum of 3000 photos at a time. While importing the compresses package, it must be in ZIP format and must not exceed 500MB.

### • Print Card

Click [**Personnel**] > [**Person**] > [**Import**] to open the card printing interface.

#### ∕≤Notes:

- 1) The card template can be defined in [System]> [Basic Management] > [Print Template].
- Before selecting the printer, the user must first download and install the driver through [Personnel] > [Person] > [Parameters] > [Registration Client]. The registration code can be added through [System]> [Authority Management] > [Client Register]. Only after the registration code is registered successfully, the client can do the card printing operation.

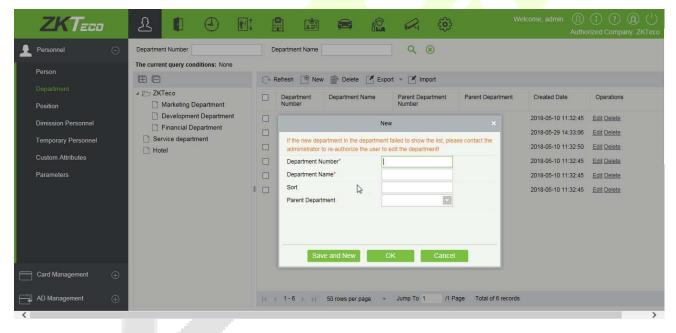
## 3.1.2 Department

Before managing company personnel, it is required to set a departmental organization chart of the company. Upon the first use of the system, by default it has a primary department named [General] and numbered [1]. This department can be modified but can't be deleted.

Main functions of Department Management include Add, Edit, Delete, Export and Import Department.

#### Add a Department

1. Click [Personnel] > [Personnel] > [Department] > [New]:



#### Fields are as followed:

**Department Number:** Letters and numbers are available. It cannot be identical to the number of another department. The number shall not exceed 30 digits.

**Department Name:** Any combination of a maximum of 100 characters. In case of different levels, the department names can be repeated.

**Sort:** Number only. The valid range is 1-9999999999. The smaller the number of department sort in a same level, the higher ranks such department have. If this field is empty, it will be arranged in accordance with the increasing order.

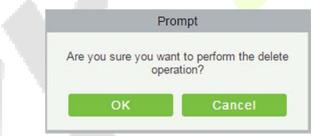
**Parent department:** Select a parent department from the pull-down list. Parent Department is an important parameter to determine the company's organizational chart. On the left of the interface, the company's organizational chart will be shown in the form of a department tree.

The current query conditions: None	
⊿ 🗁 General	
Development Department	
Financial Department	
🗋 Hotel	

- 2. After filling the details, you can click [**OK**] to complete adding; click [**Cancel**] to cancel it, or click [**Save and new**] to save and continue adding new department.
- 3. To add a department, you can also choose [**Import**] to import department information from other software or other documents into this system. For details, see <u>Common Operations</u>.
- Edit a Department

Click [Personnel] > [Personnel] > [Department] > [Edit].

- Delete a Department
  - 1. Click [Personnel] > [Personnel] > [Department] > [Delete]:



2. Click [OK] to delete.

SNote: If the department has sub-departments or personnel, the department cannot be deleted.

• Export

Export Department

- Download Department Import Template
- 1. Export Department includes Exporting Department and Downloading Department Import Template.
- 2. Department: can be exported in EXCEL, PDF, CSV file format.

Export Department ×								
The File Type	EXCEL File							
Export Mode	All data (Can export up to 40000 data)							
	$\bigcirc$ Select the amount of data to export (Can export up to 40000 data)							
	From the article 1 Strip, is derived 100 Data							
	OK Cancel							

		ZKTECO		
		Department		
Department Number	Department Name	Parent Department Number	Parent Department	Created Date
hotel	Hotel			2017-12-15 09:0 51
4	Financial Department	1	General	2017-12-15 09:0 48
3	Development Department	1	General	2017-12-15 09:0 48
2	Marketing Department	1	General	2017-12-15 09:0 48
1	General			2017-12-15 09:0 48

3. Download Department Import Template: Excel template file can be exported, and you have to use this template format to import department.

	Download Department Import Template							
The File Type	EXCEL File							
Export Mode	All data (Can export up to 40000 data)							
	O Select the amount of data to export (Can export up to 40000 data)							
	From the article 1 Strip, is derived 100 Data							
	OK Cancel							
	Cancer							

#### • Import

1. Click [**Personnel**] > [**Department**] > [**Import**], the import interface is as follows:

	Import	×
File Format Destination File Header Start Rows Delimiter	<ul> <li>● Excel ○ Csv</li> <li>浏览</li> <li>P The default is the second row.</li> <li>\t </li> </ul>	
	Next Step Cancel	

- 2. Import department information: can import EXCEL, CSV format files.
- 3. Select the destination file, fill in the header start rows, click [**Next Step**], the interface are as follow:

Database Fields	Importing data fie	lds
Department Number*	Department Number	~
Department Name*	Department Name	~
Parent Department Number	Parent Department Number	~
Parent Department Name	Parent Department	~

4. After importing the file, the system will match the imported report field and the data segment field automatically. If the matching is incorrect, you can modify it. Click [Next].

Processing command							
Total Progress							
100%							
Now 5.Department name warkeung Department can not be set as parent departmente							
Row 6: Department name can not be empty!							
Row 7: Department name can not be empty!							
Succeed: 2, Failed: 3. Complete							
The window will close after 4 second(s). Suspend Close	Close						

# 3.1.3 Position

To organize the personnel as per their competency and skills, you can set position as required. If you set position, you can easily filter report only for a particular post.

1. Click [Personnel] > [Personnel] > [Position] > [New]:

ZKTeco	£ 0 0 m		Welcome, admin ① ① ② Authorized Comp	
Personnel O	Position Number The current query conditions: None  Current query conditited query conditited query conditited query conditite	Position Name	umber Parent Position Operations	
Card Management 🕀				
AD Management 🕀		IC < 1 - 3 >>>> 50 rows per page + Jump To 1	/1 Page Total of 3 records	>

## Fields are as follows:

**Position Number:** Set the value of position number. It can be letters or numbers, or combination of both. Special characters are not allowed. Length shall not exceed 30 digits.

**Position Name:** Set a suitable name for the position. Any character, maximum combination of 100 characters. Position names should not be repeated.

**Sort:** Supports only numbers. The valid range is 1-999999999. The smaller the number of department sort in a same level, the higher ranking a department has. If not filled in, it will be arranged in accordance with the added order.

**Parent Position:** By default, there are no position. It is an important parameter to organize the personnel as per their skills and competency.

2. Fill the details as required and save.

# 3.1.4 Dimission Personnel

This parameter will display the personnel who are not working in company anymore. Once the person is dimissoned, it will be listed here.

ZKTECO		£		٩				<b>A</b>		Welcome, admin	① (i) Authorized	? (B Company: .	
Personnel	Θ	Persor	nnel ID		First Name		Department		Dimission Type		M	ore• Q	۲
Person			rrent query con										
Department			Personnel ID	First Name	Last Name	Department	Hire Date	Dimission Date	Dimission Type	Dimission Reason		Operations	
Position Dimission Personnel			1314	13	14	Marketing Departr		2018-05-22	Resignation			Edit Reinstate	ment
Temporary Personnel													
Custom Attributes													
Parameters													
Card Management	$\oplus$												
AD Management	Ð	1< <	1-1 > >1	50 rows per p	bage – Jump	To 1 /1 Page	Total of 1 records						
<													>

1. You can re-employ personnel by selecting the required employee and click [**Reinstatement**] below operations tab.

ZKTeco	£				Rein	statement			×	( ) ( ) ( ) ( )
	25	Personnel ID*	1314		D	epartment*	ZKTeco			orized Company: ZKTecc
👤 Personnel 🖂	Persor	First Name	13		La	ist Name	14			More 🕶 🔍 🛞
_	The cu	Gender		~	] Pi	assword		]		
Person	() R	Certificate Type	ID	~	EA C	ertificate Number				2. Click here
Department		Social Security Number			м	obile Phone				
Position		Reservation Code	123456		Bi	rthday		(Optimal S Browse	Size 120*140). Capture	Operions
		Position			C	ard Number		Biowse	Capitile	Edit Reinstatement
Dimission Personnel		Biological Template Quantity	0 🛔 0 🌒		Hire Date				Edit Reinstatement	
Terr 1. Select the			ime Attendance	Elev	vator Control	Plate Register	Personnel Detail		•	
required		Levels Settings	Add Check A	AII.	Superus	er	No	$\sim$		
person			Clear Al	Ī	Device C	peration Role	Ordinary User	$\checkmark$		
					Delay Pa					
					Disabled					
					Set Valio	I Time		3. Update	the	
								details a require	as )	
Card Management										
AD Management 🕀	1< <				ОК	Cancel				>

2. Once the details are updated, click [**OK**] to save.

# 3.1.5 Temporary Personnel

This parameter will display the personnel who are uploaded by scanning the QR code of the big-screen facial recognition time and attendance device (uFace WG100).

ZKTeco	£					<b>a</b>		<u></u>	Welcome, admin	(Î)     (I)     (
👤 Personnel 🖂	Perso	nnel ID		First Name			Q 🛞			
Person		urrent query cond								
Department		Refresh <u>A</u> Rev Personnel ID	First Name	Last Name	Photo				Operations	
Position		Personnerito	First Name	Last Name	Filoto				Operations	
Dimission Personnel		123	Eve	Cai	00				Delete	
Temporary Personnel					-					
Custom Attributes										
Parameters										
Card Management 🕀										
AD Management 🕀	1617	< 1-1 > ⇒I	50 rows per pag	e - Jump T	o 1 /1 Pa	age Total	of 1 records			
<										>

## • Refresh

Click [**Refresh**] at the upper part of the list to load new temporary personnel.

• Review

Select a temporary personnel and click [Review]:

Pro	ompt
	t to perform the Review ation?
ок	Cancel

The person reviewed will be automatically added to the list of person.

## • Delete

Delete the selected temporary personnel.

# **3.1.6** Custom Attributes

Some personal attributes can be customized or deleted to meet different customers' requirements. When the system is used for the first time, the system will initialize some personal attributes by default. Customized personal attributes can be set for different projects according to requirements.

#### • New a Custom Attribute

Click [**Personnel**] > [**Personnel**] > [**Custom Attributes**] > [**New**], then edit the parameters and click [**OK**] to save and exit.

Personnel	Display Name	Attrib	ute Value		Q	8		
Person		ery conditions: None						
Department	C Refresh	P New 🗑 Delete						
Position	Display	Name Attribute Value	Input Type	Row	Column	Display in Person List	Operations	
Dimission Personnel	Employee	e Type Official Staff;Probation Sta	f Pull-down List	3	1	No	Edit Delete	
Temporary Personnel	Hire Type	e Contract Worker;Non Con	tr Pull-down List	3	2	No	Edit Delete	
the second se	Job Title		Text	4	1	No	Edit Delete	
Custom Attributes	Street		Text	4	2	No	Edit Delete	
Parameters	Birthplace	8	Text	5	1	No	Edit Delete	
	Country		Text	5	2	No	Edit Delete	
	Home Ph	ione	Text	6	1	No	Edit Delete	
	Home Ad	Idress	Text	6	2	No	Edit Delete	
	Office Ph	one	Text	7	1	No	Edit Delete	
	Office Ad	dress	Text	7	2	No	Edit Delete	
Card Management 🕀								

## Fields are as follows:

Display Name: Must be filled and should not be repeated. Max length is 30.

Input Type: Select the display type from "Pull-down List", "Multiple Choice", "Single Choice" and "Text".

Attribute Value: Suitable for lists displaying as "Pull-down List", "Multiple Choice" and "Single Choice" lists. Use a ";" to distinguish the multiple values. If the input type is "Text", the attribute value is not suitable.

**Row/Colum:** The column and row of a field are used together to control the display position of the field. Numerals are supported. The column number cannot exceed 99, and the row number can only be 1 or 2. The combination of the column and row must not be duplicated. As shown in the following figure, Employee Type, is in the first column and first row, and Hire Type is in the first column and second row.

Access Control	Elevator Control	Personnel Detail		
Email			Event Notification	
Employee Type			Hire Type	 •
Job Title			Street	
Birthplace			Country	
Home Phone			Home Address	
Office Phone			Office Address	

## • Editing a Custom Attribute

Click [Edit] to modify the corresponding attributes.

#### • Deleting a Custom Attribute

Click [**Delete**] to delete an unused attribute. If the attribute is in use, the system will pop up confirmation before confirming to delete.

**Note:** The custom attribute will not be recovered once deleted.

# 3.1.7 Parameters

1. Click [Personnel] > [Personnel] > [Parameters]:

Personnel ID Setting
The Maximum Length: 9
Support Letters: O Yes O No
Personnel ID Auto-increment: Yes No
Card Setting
The Maximum Length: 32 Bits(Binary)
Card Format Display:  Decimal Hexadecimal
Multiple Cards per Person: O Yes   No
Dimission Personnel
Keep the personnel id for the dimission employee: Yes
Temporary Personnel
Review:  Yes  No
Registration Client
Certificate Recognition
OCR OIDReader
Registration Code* Register O Download OCR V1.0 Driver O Download OCR V2.0 Driver
Card Printing           Registration Code*          Register         Download Driver
ОК
Self-service Registration
QR Code URL: http://192.168.213.19:8098/app/v1/adreg
Download QR code image
I REAL AND A COMPANY
11.7.2 M 199-1
- FRANKARY AND A
ACCHARGE .

- 2. Set the maximum length for a Personnel ID. And whether it will support letters or not. If Personnel ID Auto increment is selected as Yes, then while adding personnel one by one, the ID in field automatically updates to the next new number.
- 3. Set the maximum length (binary number) of the card number that the current system will support.
- 4. Set whether the personnel ID for the demission employee can be kept.
- 5. Set whether the temporary personnel uploaded and registered by scanning the QR code of the big-screen facial recognition time and attendance device need to review.
- 6. Set the card format currently used in the system. The card format cannot be switched once it is set up.
- 7. Set whether "Multiple Cards per Person" will be allowed or not.
- 8. Used the QR code to Self-Registration.
- 9. Registration Client.
- If no driver has been installed, the [Download Driver] link is displayed. Click the link to download and install the driver.

eader		
~	Register	O Download OCR V1.0 Driver  Download OCR V2.0 Driver
V	Register	Download Driver
	×	Register

> Select the corresponding registration code and click [Register].

Card Printing	
Registration Code*	Register

**Solution** Note: Click [System] > [Authority Management] > [Client Register] to view the registration code.

- 10. Click [OK] to save the settings and exit.
- More Cards

After the "Multiple cards per person" function is enabled, you can set multiple cards on the Personnel page.

		Edit		×		
Personnel ID*	3	Department*	Financial Department			
First Name	abc	Last Name		j ( )		
Gender	Female 🗸	Password				
Certificate Type	ID 🗸 ES	Certificate Number				
Social Security Number		Mobile Phone				
Reservation Code	123456	Birthday		(Optimal Size 120*140).		
Position	Manager	Card Number	258478	Browse Capture		
Biological Template Quantity	🗑 0 🔒 0	Hire Date	2017-03-02			
Access Control Tr	Position     Manager     Card Number     258478       Biological Template Quantity     0     0     0       Hire Date     2017-03-02					
	ОК	Cancel				

**Solution** Not all devices support this function. For details, please consult the technical personnel.

# 3.2 Card Management

There are three modules in card management: Card, Wiegand Format and Issue Card Record.

## 3.2.1 Card

- Batch Issue Card
  - 1. Click [Personnel] > [Card Manage] > [Batch Issue Card]:

				Batch Issu	e Card						×
A Personnel ID	only supports in	nput figures, and	only shows persons with	h no card issued (max.	300)! The d	evice only rea	ids the unregi	stered card v	when the issuin	g way is reader.	
Start Personnel I	D			End Personnel ID					Generate Lis	1	
Card Enrollment	Method	USB Reader Device		nput Card Number					<u>OK Clear</u>		
Number of Perso	ns with No Card				Number of	Issued Cards	:0				
Personnel ID	First Name	Last Name	Department Name		Number	Personnel ID	First Name	Last Name	Department Name	Card Number	
					_		_				
			Save an	nd New O	К	Cancel					

2. Enter Start and End Personnel No. and click [Generate List] to generate personnel list and show all personnel without cards within this number series.

**Solution** Note: The Start and End Personnel No. only support numbers.

3. Select Card Enrollment Method: Register with a USB Reader or device.

If you want to enroll a card with a USB Reader, you may place the card over the "issue machine" directly. The System will get the card number and issue it to the user in the list on the left.

For the use of device, you need to select the position of punching, click  $\checkmark$  [**Start to read**], the system will read the card number automatically, and issue it to the user in the list on the left one by one. After that, click  $\Box \Rightarrow$  [**Stop to read**].

**Note:** During the "Batch Issue Card", system will check whether the card issuer issues card or not, if card has been issued before, the system will prompt "The Card Number has already been issued".

4. Click [OK] to complete card issue and exit.

# 3.2.2 Wiegand Format

Wiegand Format is the card format that can be identified by the Wiegand reader. The software is embedded with 9 Wiegand formats. You may set the Wiegand card format as needed.

Wie		Mode One			
			0	Yes	Edit
100	<u>iegand 형식26a</u>	Mode One	0	No	Edit
VVIE	<u>iegand 형식34</u>	Mode One	0	Yes	Edit
□ <u>Wie</u>	<u>iegand 형식34a</u>	Mode One	0	No	Edit
🗆 <u>Wie</u>	<u>iegand 형식36</u>	Mode One	0	Yes	Edit
🗆 <u>Wie</u>	<u>iegand 형식37</u>	Mode One	0	Yes	Edit
□ <u>Wie</u>	<u>iegand 형식37a</u>	Mode One	0	No	Edit
<u>Wie</u>	<u>iegand 형식50</u>	Mode One	0	Yes	Edit
🗆 <u>Wie</u>	<u>iegand 형식66</u>	Mode One	0	Yes	Edit
<u>565</u>	<u>56</u>	Mode One	0	No	Edit Delete

## **Card Formats Testing**

When the card number does not match with the one which is displayed on the system, the user can use the **Card Formats Testing function** to calibrate the Wiegand format. The page is explained as follows:

Select the device that supports the card format test function, and fill the card number and the site code (optional):

- 1) Click [**Read Card**], and swipe the card on the reader. The original card number will be displayed on the **Original Card Number** text box.
- 2) Click [**Recommended Card Format**] and the recommended Wiegand card format will be displayed below.
- 3) Click [**Auto calculate site code while the site code is left bank**] and the software will calculate the site code according to the card format and card number.
- 4) Click [**OK**] and the page will jump to the Wiegand format page to save the new Wiegand format.

**EXAMPLE** The card format testing function is only supported by few devices.

This software supports two modes for adding the Wiegand Format: If mode 1 does not meet your setting requirements, you may switch it to mode 2. Take Wiegand Format 37 as an example:

	Wiegand F 37 D	Format37								
	0									
	1.02									
k(p)	1									
heck(p)	37									
Check(o)	Even	Parity Check(e)	1	CID(c)		Sit	e Code(s)	Manufa	actory Code(	m)
e Maximum Length	Start Bit	The Maximum Length	Start Bit			Start Bit	The Maximum Length	Start Bit	The Maxin Lengt	
18	1	18	18	19		2	16	0	D	
mat*	psssss	55555555555000000		p						
rmat*	eeeeee	eeeeeeeeeebooo	00000000000	0000						
	eck(p) heck(o) Maximum Length 8	eck(p)         37           heck(o)         Even           Maximum         Start Bit           8         1	eck(p) 37 heck(o) Even Parity Check(e) Maximum Start Bit The Maximum Length 8 1 18 nat* pssssssssssssssssscoccooo	eck(p) 37 heck(o) Even Parity Check(e) Maximum Start Bit The Maximum Start Bit Length Start Bit 18 1 18 18 nat* psssssssssssssssscoccoccoccoccoccoccoccoc	eck(p)         37           heck(o)         Even Parity Check(e)         CID(c)           Maximum Length         Start Bit         The Maximum Length         Start Bit         The Maximum Length           8         1         18         18         19	eck(p)         37           heck(o)         Even Parity Check(e)         CID(c)           Maximum Length         Start Bit         The Maximum Length         Start Bit         The Maximum Length           8         1         18         18         19	eck(p) 37 heck(o) Even Parity Check(e) CID(c) Sit Maximum Start Bit The Maximum Length Start Bit Length Start Bit 8 1 1 18 18 19 2 hat* pssssssssssssssssssscoccoccoccoccoccoccoc	eck(p)         37           heck(o)         Even Parity Check(e)         CID(c)         Site Code(s)           Maximum Length         Start Bit         The Maximum Length         Start Bit         The Maximum Length           8         1         18         19         2         16	eck(p) 37 heck(o) Even Parity Check(e) CID(c) Site Code(s) Manufi Maximum Start Bit The Maximum Length Start Bit The Maximum Length Start Bit 18 19 2 16 0 nat* pssssssssssssssssssssssssssssssssssss	eck(p) 37 heck(o) Even Parity Check(e) CID(c) Site Code(s) Manufactory Code( Maximum Start Bit The Maximum Length 0 0 0 nat* pssssssssssssssssssssssssssssssssssss

## **Format Specifying:**

"P" indicates Parity Position; "s" indicates Site Code; "c" indicates Cardholder ID; "m" indicates Manufactory Code; "e" indicates Even Parity; "O" indicates Odd Parity; "b" indicates both odd check and even check; "x" indicates parity bits no check.

# 3.2.3 Issue Card Record

ZKTeco	£		M: 🔛	L.	a 🖄	<b>A</b> 🔅	Welco	ome, admin (R) (i) (?) (R) ( <sup>1</sup> ) Authorized Company: ZKTeco	
Personnel ⊕	Card Number	ard Number 1 Action C 😒							
	The current que	ry conditions: None							
Card Management	C+ Refresh								
Card 2	ard Number	Personnel ID	First Name	Last Name	Action	Operator	Issue Card Date	Change Time	
Wiegand Format	258478	3	abc		Issue Card	admin	2018-03-22 13:28:53	2018-03-22 13:28:53	
Issued Card Record	456789	2	abc		Issue Card	admin	2018-03-22 12:17:45	2018-03-22 12:17:45	
	987654	1	abc		Issue Card	admin	2018-03-22 11:54:59	2018-03-22 11:54:59	
3	1245646	1.s			Issue Card	admin	2018-03-22 09:47:10	2018-03-22 09:47:10	
AD Management 🕀	1c c 1-4	>>1 50 rows per p	bage 👻 Jum	DT0 1 /1 P	age Total of 4 reco	rds			

It records the life cycle of a card and display the operations performed on the card.

**«Note:** The cards and card issuing records of an employee will be deleted altogether when the employee's account is deleted completely.

# 4 Access

The system needs to be connected to an access controller to provide access control functions. To use these functions, the users must install devices and connect them to the network first, then set corresponding parameters, so that they can manage devices, upload access control data, download configuration information, output reports and achieve digital management of the enterprise.

# 4.1 Device

Add an access device, then set the communication parameters of the connected devices, including system settings and device settings. When communication is successful, you can view here the information of the connected devices, and perform remote monitoring, uploading and downloading etc.

# 4.1.1 Device

## Add Device

There are two ways to add Access Devices.

- 1. Add Device by manually
- A. Click [Access Device] > [Device] > [New] on the Action Menu, the following interface will be shown:

## TCP/ IP communication mode

13	New	×	Ne	w	×
Device Name® Communication Type® IP Address® Communication port® Communication Password Icon Type® Control Panel Type Area® Add to Level Clear Data in the Device when Adding ↓ [Clear Data in the Device (except event record), ple	TCP/IP ORS485   I   4370   Door   One-Door Access Cont   Area Name   Image: Second S	device	Device Name* Communication Type* Serial Port Number* RS485 Address* RS485 Address Code Figure Baud Rate* Communication Password Icon Type* Control Panel Type Area* Add to Level Clear Data in the Device when Adding Clear Data in the Device when A	1 2 3 4 5 6 7         38400         Door         One-Door Access Cont         Area Name	
Save and New	OK Cancel		Save and New	OK Cancel	

## RS485 communication mode

#### Fields are as follows:

**IP Address:** Enter the IP Address of the access controller.

Communication port: The default value is 4370.

Serial Port No.: COM1~COM254.

**RS485 Address:** The machine number, ranging from 1 to 63. If Port No. is the same, it is not allowed to set repeated RS485 addresses.

Baud Rate: Same as the baud rate of the device. The default is 38400.

RS485 Address Code Figure: Display the code figure of RS485 address.

#### **Common options:**

Device Name: Any character, up to a combination of 20 characters.

Communication Password: A maximum of 6 digits; both number and letters are available.

#### ∕≤Notes:

- > You do not need to input this field if it is a new factory device or just completed initialization.
- When communication password for the standalone device's is set as "0", it means no password. However, in case for access control panel, it means the password is 0.
- > You need to restart the device after setting the door sensor of the standalone device.

Icon Type: It will set the representation of the device. You can choose as per the kind of device; Door, Parking barrier, Flap Barrier.

Door	
Parking Barrier	<i></i>
Flap Barrier	↓

**Control Panel Type:** One-door access control panel, two-door access control panel, four-door access control panel, Standalone Device.

Area: Select specific areas of devices. After setting areas, devices (doors) can be filtered by areas upon Real-Time Monitoring.

**Switch to Two-door Two-way:** When the control panel type is set to the four-door access control panel, the four-door access control panel can be switched to the two-door two-way access control panel in the system.

Add to Level: Automatically add the device to the selected level. The device cannot be automatically added to the selected level if the number of personnel exceeds 5000. You can add personnel after the device is successfully added.

**Clear Data in the Device when Adding:** If this option is checked, the system will clear all data in the device (except the event logs). If you add the device just for demonstration or testing, there is no need to tick it.

**B.** After editing, click [**OK**], and the system will try to connect the current device.

If it is successfully connected, it will read the corresponding extended parameters of the device.

**Extended Device Parameters:** It includes serial number, device type, firmware version number, auxiliary input quantity, auxiliary output quantity, door quantity, device fingerprint version, and reader quantity.

**Note:** When deleting a new device, the software will clear all user information, time zones, holidays, and access control levels settings (including access levels, anti-pass back, interlock settings, linkage settings etc.) from the device, except the events records (unless the information in the device is unusable, or it is recommended not to delete the device in used to avoid loss of information).

## **Access Controller Settings:**

> TCP/ IP Communication Requirements

Supports enabling TCP/ IP communication, directly connect device to the PC or connect to the local network, input the IP address and other information of the device.

RS485 Communication Requirements

Supports enabling RS485 communication, connect device to PC by RS485, input the serial port number, RS485 machine number, band rate and other information of the device.

2. Add Device by Searching Access Controllers

Search the access controllers in the Ethernet.

- 1) Click [Access Device] > [Device] > [Search Device], to open the Search interface.
- 2) Click [**Search**], and it will prompt [Searching.....].
- 3) After searching, the list and total number of access controllers will be displayed.

				Search Device	<i>N</i> .			×
Search	No device four		ch Tools to Local Disk	Searched devices				
Total Progress		100%		Number of device	s added:1			
IP Address		Device Type		Serial Number		8		
IP Address	MAC Address	Subnet Mask	Gateway Address	Serial Number	Device Model	Server Address	Operations	
192.168.217.221 218.27.0.1		255.255.255.0 255.255.255.0	192.168.217.1 192.168.0.254	3635161600001 14863635477750	inBIO460 Pro		Add This device has been added	
-				728-				
				Close				

**EXAMPLE:** UDP broadcast mode will be used to search access device. This mode cannot perform cross-Router function. IP address can provide cross-net segment, but it must be in the same subnet, and needs to be configured the gateway and IP address in the same net segment.

4) Click on [Add] in the search list.

If the device is a pull device, you may input a device name, and click [OK] to complete device adding.

Device Name*	192.168.214.9	
Communication Password		
Area*	Area Name	
Add to Level	<b>T</b>	
Clear Data in the Device when Adding		
[Clear Data in the Device when Add record), please use with caution!	ding] will delete data in the device (e	xcept event

Clear Data in the device when Adding: Tick this option, after adding device, the system will clear all data in the device (except the event logs).

If the device is a push firmware device, the following windows will pop-up after clicking [**Add**]. If IP Address in [**New Server Address**] is selected, then configure IP address and port number. If Domain Address in [**New Server Address**] option is selected, then configure domain address, port number and DNS. Device will be added to the software automatically.

Device Name*	192.168.214.201
New Server Address*	IP Address Domain Address     192 . 168 . 214 . 43
New Server Port*	8088
Communication Password	
Area*	Area Name
Add to Level	······
Switch to Two-door Two-way	
Clear Data in the Device when Adding	,
[Clear Data in the Device when A record), please use with caution!	adding] will delete data in the device (except event

Device Name*	192.168.214.229
New Server Address*	OIP Address      Opmain Address
	biosecurity.xmzkteco.com
New Server Port*	80
DNS*	8 . 8 . 8 . 8
Communication Password	
Area*	Area Name
Add to Level	
Switch to Two-door Two-way	
Clear Data in the Device when Adding	
[Clear Data in the Device when A record), please use with caution!	Adding] will delete data in the device (except event

New Server Address: To add a device by IP Address or Domain Address, devices can be added to the software by entering the domain address.

New Server Port: Set the access point of system.

DNS: Set a DNS address of the server.

**Clear Data in the Device when Adding:** If this option is selected, then after adding device, the system will clear all data in the device (except the event logs). If you add the device merely for demonstration or testing, there is no need to tick it.

**Solution** Solution S

5) The default IP address of the access device may conflict with the IP of a device on the Local network. You can modify its IP address: click [**Modify IP Address**] beside the [**Add**] and a dialog box will pop up in the interface. Enter the new IP address and other parameters (Note: Configure the gateway and IP address in the same net segment).

**EXNote:** Some PUSH devices support SSL. To use this function, select the HTTPS port during software installation and ensure that the device firmware supports SSL.

# 4.1.2 Device Operation

For communication between the system and device; data uploading, configuration downloading, device and system parameters shall be set. Users can edit access controllers within relevant levels in the current system; users can only add or delete devices in Device Management if needed.

2	Device Name	Serial Number	Area Name	Communic Type	Network Connection Mode	IP Address	RS485 Parameter	Enable A	Upgrade Firmware     Reboot Device     Get Device Option	Operations
	192.168.214.215	6405163500013	Area Name	ТСРЛР	Wired	192.168.214.215		o	Bet Personnel Information         Get Transactions         Synchronize Time         Set Bg-Verification Options         Set Device Time Zone         Set Device Time Zone         Modify IP Address         Modify IP Address         Modify RS485 Address         Modify RS485 Address         Modify the Fingerprint Identification Threshold         Switch network connection         View Rules of Devices         View Rules of Devices         View Device Capacity	<u>Edit Delete</u>

#### • Edit or Delete a Device

Edit: Click Device Name or click [Edit] to access the edit interface.

**Delete:** Select device, click [**Delete**], and click [**OK**] to delete the device.

Device Name*	216.27.0.1
Communication Type*	O TCP/IP O RS485  ● HTTP
Serial Number*	14863635477750
IP Address*	216 . 27 . 0 . 1
Communication port*	6066
Control Panel Type	Four-Door Access Cont
Area*	Area Name

For the details and settings of the above parameters, see <u>Device</u>. Items in grey are not editable. The device Name should be unique and must not be identical to another device.

Access Control Panel Type cannot be modified. If the type is wrong, users need to manually delete the device and add it again.

#### • Export

Device information can be exported in EXCEL, PDF, CSV file format.

	Export	×
The File Type	EXCEL File	
Export Mode	All data (Can export up to 40000 data)	
	○ Select the amount of data to export (Can export up to 400	000 data)
	From the article 1 Strip, is derived 100 Date	a
	OK Cancel	
	ZKTECO	

					Device					
Device Name	Serial Number	Area Name	Communication Type	Network Connection Mode	IP Address	RS485 Parameter	Enable	Device Model	Register device	Firmware Versio
92.168.218.60	20100501999	Area Name	нттр	Wired	192.168.218.60		Enable	C3-400Pro		AC Ver 4.7.7.303 Jun 16 2017

#### • Disable/Enable

Select device, click [**Disable/Enable**] to stop/start using the device. When communication between the device and the system is interrupted or device fails, the device may automatically appear in disabled status. After adjusting local network or device, click [**Enable**] to reconnect the device and restore device communication.

### • Synchronize All Data to Devices

Synchronize data of the system to the device. Select device, click [**Synchronize All Data to Devices**] and click [**OK**] to complete synchronization.

Clear All	<ul> <li>Access Authority</li> <li>Linkage</li> <li>First-Person Open Door</li> <li>Auxiliary Output parameters</li> </ul>	<ul> <li>✓ TimeZone, holidays</li> <li>✓ Interlock</li> <li>✓ Multi-Person Open Door</li> </ul>	<ul> <li>✓ Door parameters</li> <li>✓ AntiPassback</li> <li>✓ Wiegand Format</li> </ul>	
Hidden			Synchronize	Close

**EXNote:** [Synchronize All Data to Devices] will delete all data in the device first (except transactions), and thus download all settings again. Please keep the internet connection stable and avoid power down situations. If the device is working normally, please use this function with caution. Execute it in rare user situations to avoid impact on normal use of the device.

### • Upgrade Firmware

Tick the device that needs to be upgraded, click [**Upgrade firmware**] to enter edit interface, then click [**Browse**] to select firmware upgrade file (named emfw.cfg) provided by Access software, and click [**OK**] to start upgrading.

**«Note:** The user shall not upgrade firmware without authorization. Contact the distributor before upgrading firmware or upgrade it following the instructions of the distributor. Unauthorized upgrade may affect normal operations.

#### • Reboot Device

It will reboot the selected device.

## • Get Device Option

It gets the common parameters of the device. For example, get the firmware version after the device is updated.

## • Get Personnel Information

Renew the current number of personnel, fingerprints, finger vein and face templates in the device. The final value will be displayed in the device list.

#### Get Transactions

Get transactions from the device into the system. Two options are provided for this operation: Get New Transactions and Get All Transactions.

**Get New Transactions:** The system only gets new transactions since the last collected and recorded transaction. Repeated transactions will not be rewritten.

Get All Transactions: The system will get transactions again. Repeated entries will not be shown twice.

When the network status is healthy and the communication between the system and device is normal, the system will acquire transactions of the device in real-time and save them into the system database. However, when the network is interrupted or communication is interrupted for any reasons, and the transactions of the device have not been uploaded into the system in real-time, [Get Transactions] can be used to manually acquire transactions of the device. In addition, the system, by default, will automatically acquire transactions of the device at 00:00 on each day.

**«Note:** Access controller can store up to 100 thousand of transactions. When transactions exceed this number, the device will automatically delete the oldest stored transactions (deletes 10 thousand transactions by default).

### • Synchronize Time

It will synchronize device time with server's current time.

• Set Server

It will set parameters of the device connected to the server.

- Set Background Verification Parameters
  - 1. Select the required online device; click [More] > [Set Bg verification parameters]:

S	et Bg-Verification Options	:
elected Device The devices which have disabled	background verification : 192.168.0.225	
Set Bg-Verification Options	Fachle	
Background verification	Enable   Standard Access Leve	
Hidden	Start	Close
		Ŧ

Background verification: Enable or Disable Background verification function.

If the device is offline: If the controller is offline, the device has levels of Standard Access Level or Access Denied.

2. After setting parameters, click [Start] button to issue command to the device setting.

**Solution** Note: If you need advanced access control functions, please enable [Background verification], and issue the background verification parameters to the device.

### • Set Device Time Zone

If the device supports the time zone settings and is not in the same time zone with the server, you need to set the time zone of the device. After setting the time zone, the device will automatically synchronize the time according to the time zone and server time.

#### • Set Daylight Saving Time

According to the requirements of different regions, set Daylight Saving Time rules.

## Modify IP Address

Select a device and click [**Modify IP address**] to open the modification interface. It will obtain a real-time network gateway and subnet mask from the device. (Failed to do so, you cannot modify the IP address). Then enter a new IP address, gateway, and subnet mask. Click [**OK**] to save and quit. This function is the similar as [Modify IP Address Function] in <u>Device</u>.

## Modify Communication Password

The system will ask for the old communication password before modifying it. After verification, input the new password twice, and click [**OK**] to modify the communication password.

**«Note:** Communication password shouldn't contain spaces; it is recommended to use a combination of numbers and letters. Communication password setting can improve the device's security. It is recommended to set communication password for each device.

#### Modify RS485 Address

Only the devices that use RS485 communication and with no DIP Switch can modify RS485 address.

• Modify the fingerprint identification threshold (Ensure that the access controller supports fingerprint function)

	Modify the Fingerprint Identification Threshold	×
	The fingerprint identification (35-70) threshold*	
И		
И	OK Cancel	

Users can modify the fingerprint identification thresholds in the devices; it ranges from 35 to 70 and it is 55 by default. The system will read the thresholds from the device. Users can view the thresholds devices list. More than one device can be changed by using Batch operation function.

#### • Switch network connection

Network Connection Mode	OWired O4G	
	Search WIFI	
Wireless SSID*	TP-LINK_6D9C_xinxiao	
Wireless Key*		

This function is applicable to InBio5 series access control panels, which is used to switch among different network connection modes of the control panel.

#### • View Rules of Devices

Shows the Access rules in the device.

Rule Type	Description	Rules Details
Interlock	Not Set	None
Linkage	Not Set	
Anti-Passback	Not Set	
First-Person Normally Open	Not Set	
Multi-Person Opening Door	Not Set	
Door Sensor	Not Set	
Active Time Zone	Has been set	
Passage Mode Time Zone	Part of the set	
Background verification	Between multiple rules	
Global Anti-Passback	Not opened	with a ' ' separated.
Global Interlock	Not opened	Linkage and global
Global Linkage	Not opened	linkage, anti-passback and global anti-passback
		are set at the same time.
		there may be conflicts.

## • View Device Capacity

It checks the capacity of personnel's biometric details in the device.

			Vie	w Device Capac	city			×
		In Soft	ware			In Fi	rmWare	
R,	8	0	6		27	0	6	 Get All
192.168.217.221	2/60000	0/20000	×	×				Get
▲ If you find that t	he data is not co	nsistent with the de	evice, please sy	nchronize the d	ata of the two be	fore the query	1	

## • Set the Registration device

Set the registration device only when the standalone device's data such as personnel can automatically upload.

Set The Reg	jistration device	×
Set The Registration device	Yes	•
ОК	Cancel	

## 4.1.3 Doors

 Click [Access Device] > [Device] > [Door] to enter Door Management interface (click "Area Name" in the left, system will automatically filter and display all access devices in this area).

	Name	Owned	Device	Area Name		Mo	re∓ Q ⊗			
he c	urrent query conditions:	None								
C I	Refresh 🕅 Remote Op	ening 🗸 Enable	e 🖉 Disable 🗉 Re	emote Closing Gancel	Alarm 🖰 Remote I	Normally Op	en 🗏 More 👻			
	Door Name	Area Name	Owned Device	Serial Number	Door Number	Enable	Active Time Zone	Door Sensor Type	Verification Mode	Operation
	218.27.0.1-1	Area Name	216.27.0.1	14883835477750	1	0	24-Hour Accessible	None	Card or Fingerprint	Edit
	216.27.0.1-2	Area Name	216.27.0.1	14883635477750	2	0	24-Hour Accessible	None	Card or Fingerprint	Edit
	216.27.0.1-3	Area Name	216.27.0.1	14883635477750	3	0	24-Hour Accessible	None	Card or Fingerprint	Edit
	216.27.0.1-4	Area Name	216.27.0.1	14883635477750	4	0	24-Hour Accessible	None	Card or Fingerprint	Edit
	192.168.217.221-1	Area Name	192.168.217.221	3635161600001	1	0	24-Hour Accessible	None	Card or Fingerprint	Edit
	192.168.217.221-2	Area Name	192.168.217.221	3635161600001	2	0	24-Hour Accessible	None	Card or Fingerprint	Edit
	192.168.217.221-3	Ares Name	192.168.217.221	3635161600001	3	0	24-Hour Accessible	None	Card or Fingerprint	Edit
	192 168 217 221-4	Area Name	192.168.217.221	3635161600001	4	0	24-Hour Accessible	None	Card or Fingerprint	Edit

## Door parameter modification:

Select the door to be modified, and click Door Name or [**Edit**] button below operations to open the Edit interface:

			Edit		×
Device Name*	192.168.12.155		Door Number*	1	
Door Name*	192.168.12.155-1		Active Time Zone*	24-Hour Accessible	•
Verification Mode*	Card or Fingerprint	·	Lock Open Duration*	5	second(0-254)
Wiegand Format	Auto	·	REX Mode*	Unlock	•
Operate Interval*	2	second(0-254)	REX Delay		second(5-254)
Door Sensor Type*	None		REX Time Zone	24-Hour Accessible	•
Close and Reverse State			Anti-Passback Duration of Entrance	0	minute(0-120)
Door Sensor Delay	ß	second(1-254)	Duress Password		(Maximum 6 Bit Integer)
Passage Mode Time Zone			Emergency Password		(8 Bit Integer)
Passage Delay	15	second(0-60)	Disable Alarm		
Multi-Person Operation	10	second(5-60)	Open Door Delay	0	second(0-60)
	The above settings a	re copied to	Cancel	T	

#### Fields are as follows:

**Device Name:** It can't be edited.

**Door Number:** System will automatically name it according to doors quantity of the device. This number will be consistent with the door number on the device.

**Note:** By default, the suffix number in the Door Name is consistent with the Door Number, but 1/2/3/4 in Anti-Passback and interlock refer to the Door Number, rather than the number following the Door Name, and they are not necessarily related.

**Door Name:** The default is "device name \_door number". The field can be modified as needed. Up to 30 characters can be entered.

Active Time Zone: Active Time Zone must be input, so that the door can be opened and closed normally. A Passage Mode Time Zone must be set within the Active Time Zone. By default, both are null.

**Solution** Note: For a door, in Normal Open state, a person who is allowed to be verified 5 times consecutively (verification interval should be within 5 seconds) can release the current Normal Open status and close the door. The next verification will be a normal verification. This function is only effective at the Active Time Zone of specified doors. And within the same day, other Normal Open intervals set for the door and First-Person Normally Open settings will not take effect anymore.

**Lock Open Duration:** It is the time period for which the door remains unlocked after punching. The unit is second (range: 0~254 seconds), and the default value is 5 seconds.

**Operate Interval:** It is the Interval between two punches. The unit is second (range: 0~254 seconds), and the default value is 2 seconds.

Anti-Passback Duration of Entrance: Only one entry is allowed with a reader in this duration. The unit is minute (range: 0~120 minutes), and the default value is 0 minute.

**Door Sensor Type:** None (will not detect door sensor), Normal Open, Normal Close. The default value is NO. If you have selected as Normal Open or Normal Close, you need to set Door Sensor Delay and decide whether or not Close and Reverse-lock is required. When the door sensor type is set as Normal Open or Normal Close, the default door sensor delay is 15 seconds, and the close and reverse state is enabled.

**Door Sensor Delay:** The duration for delayed detection of the door sensor after the door is opened. When the door is not in the Normally Open period, and the door is opened, the device will start the counting. It will trigger an alarm when the delay duration is expired and stops the alarm when you close the door. The default door sensor delay is 15s (range: 1~254 seconds). Door Sensor Delay should be greater than the Lock Open Duration.

Close and Reverse State: It will set to either lock or not lock the door after door closing. Check it for locking after door closing.

**Verification Mode:** Identification modes include Only Card, Card plus Password, Only Password, Card plus Fingerprint, Card or Fingerprint. The default value is Card or Fingerprint. When both Card and Password mode is selected, make sure the door is equipped with a reader that has keyboard.

**Wiegand Format:** Select the Wiegand card format that can be identified by the Wiegand reader of the door. If the format of punched card is different with the setting format, the door cannot be opened. The software is embedded with 9 formats, and the default is Wiegand card format, except for the card format name containing a, b or c.

**Request to Exit (REX Mode):** Locking indicates that the door will be locked after the exit button is pressed. Unlocking indicates that the door will be unlocked after the exit button is pressed. The default value is unlocking.

**Request to Exit Delay (REX Delay):** It indicates the alarm delay time for door detection after the exit button is locked. When the door is unlocked forcibly, the system will detect the door status after a period of time. The default is 10s (range: 1~254 seconds). The exit button has to be locked before setting this option.

**REX Time Zone:** The button is available only in the specified time segment.

Anti-Passback Duration of Entrance: Based on the lock opening duration, the door sensor delays exit delay. The duration of the entry will be extended. To function this feature, you need to check [Delay passage] option to extend relevant duration when adding or editing staff information. For example, you may extend the duration of entrance for people with disabilities.

**Open Door Delay:** The time period to keep the door open after the verification completes (range: 1~60 seconds).

**Multi-Person Operation Interval:** The time interval between two verifications with cards or fingerprints (range: 1~60 seconds).

**Duress Password, Emergency Password:** Duress means any threats, violence, constraints, or other action used to coerce someone into doing something against their will. In these situations, input Duress Password (with an authorize card) to open the door. When the door is opened with Duress Password, the alarm is triggered. Upon emergency, user can use Emergency Password (named Super Password) to open door. Emergency Password allows normal opening, and it is effective in any time zone and any type of verification mode, usually used for the administrator.

- Duress Password Opening (used with an authorized card): Password should be a number not exceeding 6 digits. When Only Card verification mode is used, you need to press [ESC] first, and then press the password plus [OK] button, then finally punch legal card. The door opens and triggers the alarm. When Card + Password verify mode is used, please punch legal card first, then press the password plus [OK] button (same as normal opening in card plus password verification mode), the door opens and triggers the alarm.
- Emergency Password Opening: Password must be 8 digits. The door can be opened only by entering the password. Please press [ESC] every time before entering password, and then press [OK] to execute.

When using Duress Password or Emergency Password, the interval for entering each number shall not exceed 10 seconds, and both the passwords should not be the same.

**Disable Alarm:** Check the box to disable the alarm voice in real-time monitoring page.

The above Settings are Copied to: It has below two options.

- All doors of current device: Click to apply the above settings to all doors of the current access device.
- All doors of all devices: Click to apply the above settings to all doors of all access devices within the current user's level.
- 2. After setting parameter(s), click [**OK**] to save and exit.

# 4.1.4 Reader

1. Click [Access Device] > [Reader] on the Action Menu, click on reader name or [Edit]:

ZKTzco 2	<u>R</u> I O		<b>A</b> ©	Welcome, admin (1) (i) (?) (2) ( <sup>1</sup> ) Authorized Company: 11
Access Device	ame 1	or Name Q 🛞		
Door 2	e current query conditions: None			
Reader	Refresh			
Auxiliary 3	lame	D Edit	- · · · · · · · · · · · · · · · · · · ·	Camera Operations
Auxiliary Ou	2.168.12.145-1-In	19.		Edit Bind/Unbind Camera
Event Type 19	2.168.12.145-1-Out	19; Door Name*	192.168.12.155-1	Edit Bind/Unbind Camera
Daylight Saving Time	12.168.12.155-1-In	19: Name*	192.168.12.155-1-In	Edit Bind/Unbind Camera
Device Monitoring	2.168.12.155-1-Out	<sup>19;</sup> Number*	1	Edit Bind/Unbind Camera
19	12.168.12.155-2-In	19: In/Out*	• In Out	Edit Bind/Unbind Camera
Real-Time Monitoring	168.12.155-2-Out	19. Communication Type	Wiegand/RS485 V	Edit Bind/Unbind Camera
Alarm Monitoring	2.168.12.155-3-In	192	Theyandrito 405	Edit Bind/Unbind Camera
Map	2.168.12.155-3-Out	19: Encrypt		Edit Bind/Unbind Camera
	12.168.12.155-4-In	19: The above settings are copied to		Edit Bind/Unbind Camera
Access 4. Click on	168.12.155-4-Out	19: 🛕 The encryption is copied to all reade	rs of current device!	Edit Bind/Unbind Camera
🖫 Advar required	68.12.160-1-In	190		Edit Bind/Unbind Camera
reader	168.12.160-1-Out	19.		Edit Bind/Unbind Camera
	2.168.214.74-1-In	19. OK	Cancel	Edit Bind/Unbind Camera
A REAL PROPERTY AND A REAL		•m		Edit Dind/Linkind Comoro
Video Integrated	c < 1 - 18 > > 50 rows per	er page - Jump To 1 /1 Page Total of 18	records	

Name: Name of the reader displayed on the list page.

**Communication Type:** Wiegand/RS485, Wiegand, RS485, and Disabled are available. When a communication type is selected, the reader interface on the device will receive data (including card and fingerprint data) for the specified type only.

**Encrypt:** If this option is selected, the device may only be used with encrypted readers, such as SF10 and FR1300.

### **Bind/Unbind Camera**

Through this option, the reader can be connected to the cameras, and the system will make a video linkage (pop-up videos, videos or screenshots) once there is a corresponding event occurs.

2. Click [Bind/Unbind Camera] to select channel(s):

ZKTeco		£ 0			1		i (			÷	Welcome, admin	①     ①     ②     ②     ③     ③     ③     ③     ③     ③     ③     ④     ④     ④     ④     ④     ④     ④     ④     ⑤     ⑥     ⑦
Access Device	Θ	Name		Name			q	$\otimes$				
Door	2	he current query con	ditions: None									
Reader		○→ Refresh			Bind/U	nbind Ca	amera				*	
Auxiliary 3	Chan	nel Name		Serial Number				Q	$\otimes$			perations
Auxiliary Ou	The c	urrent query conditio	ns: None						Ŭ			Bind/Unbind Camera
Event Type	Alterna	tive					Selecte	d(0)				Bind/Unbind Camera
Daylight Saving Time		Channel Name	Owned Device	Serial Nu	mber			Channe	el Name	Owned Device	Serial Number	Bind/Unbind Camera
Device Monitoring		192.168.214.220-1	192.168.214.220	7586dde1	665d9a0b				G	•		Bind/Unbind Camera
Real-Time Monitoring						>>						Big Unbind Camera
Alarm Monitoring						>						Ind/Unbind Camera
Мар						« ««						Bind/Unbind Camera
Access Control												
Advanced Functions											( 4. C	lick here
	1¢	< 1-1 > >i 5	0 rows per page	- Total of 1	l records						_	CBINO/UNDING Camera
Reports							_	_				Bind/Unbind Camera
Video Integrated					OK		Can	cel				

3. Select and move the required reader towards right list and Click [**OK**] to finish.

**EXAMPLE** A reader can be used to bind more than one channel.

# 4.1.5 Auxiliary Input

It is mainly used to connect to the devices, such as the infrared sensors or smog sensors.

- 1. Click [Access Device] > [Auxiliary Input] on the Action Menu, to access below shown interface:
- 2. Click on Name or [Edit] to modify the parameters as shown below:

	ZKTeco	윤 🕕	Ð		L	a 🖄		ŝ		Welcome, admin ① ① ② ② ①
B	Access Device Door Reader Auxillary Input Auxillary Output Event Type Daylight Saving Time Device Monitoring Real-Time Monitoring	Auxiliary Incut-1 Auxiliary Incut-2 Auxiliary Incut-2 Auxiliary Incut-2 Auxiliary Incut-2 Auxiliary Incut-2 Auxiliary Incut-3 Auxiliary Incut-3 Auxiliary Incut-3 Auxiliary Incut-3 Auxiliary Incut-3 Auxiliary Incut-3 Auxiliary Incut-3	1 Device N 192,168,1; 192,168,1; 192,168,1; 192,168,1; 192,168,2; 192,168,2;	vice Name		Printed Name Edit 192.168.12.155 1 Auxiliary Input-1 IN1 24-Hour Accessi			Q ⊗	Operations Edit BindUnbind Camera
	Advanced Functions	• •		_	ок	Cance	el			
R	Video Integrated	⊕ (c < 1-6 > ⇒)	50 rows per	page 👻 Jump To	1 /1 F	Page Total of 6 records	i.			

## Fields are as follows:

Name: You can customize the name according to your preference.

Printed Name: It will be the printed name on the hardware, such IN5.

Active Time Zone: Auxiliary input is available only in the specified time segment.

Solution Note: Only Name, Active Time Zone and Remarks can be modified.

3. Click [**OK**] to save the name and remark and exit.

#### **Bind/Unbind Camera**

Through this option, the reader can be connected to the cameras, and the system will make a video linkage (pop-up videos, videos or screenshots) once there is a corresponding event occurs. For this, the interaction setting in Linkage or in Global Linkage should be done before. For details, please refer to <u>Reader</u>: Bind/Unbind Camera.

Solution Note: An auxiliary input point can bind more than one channel.

## 4.1.6 Auxiliary Output

It is mainly related to alarm and is used when linkage is working.

1. Click [Access Device] > [Auxiliary Output] on the Action Menu to access the following interface:

Name	•	Device Name		Printed Nar	ne	Q 🛞	
he c	urrent query condition	is: None					
C	Refresh 📳 Remote	Open 👘 Remote Close	Remote I	Normally Open			
	Name	Device Name	Number	Printed Name	Passage Mode Time Zone	Remark	Operations
	Auxiliary Output-1	216.27.0.1	1	OUT1			Edit
	Auxiliary Output-1	192.168.217.221	1	OUT1			Edit
	Auxiliary Output-2	192.168.217.221	2	OUT2			Edit
	Auxiliary Output-3	192.168.217.221	3	OUT3			Edit
	Auxiliary Output-4	192.168.217.221	4	OUT4			Edit

2. Click [Edit] to modify the parameters:

Device Name*	192.168.12.155	
Number*	1	
Name*	Auxiliary Output-1	
Printed Name*	OUT1	
Passage Mode Time Zone		
Remark		

#### Fields are as follows:

Name: You can customize the name according to your preference.

Printed Name: The printing name in the hardware, for example OUT2.

**Passage Mode Time Zone:** The auxiliary output will be in normal open or normal close in the selected time zone.

**Solution** Note: Only Name, Passage Mode Time Zone and Remarks can be modified.

3. Click [**OK**] to save the name and remark and exit.

# 4.1.7 Event Type

It will display the event types of the access devices.

1. Click [Access Device] > [Event] to access the following page:

	ZKTeco		£				÷	Welcome, admin	(i)     (?)     (R)     ( <sup>1</sup> )     Authorized Company: 11
В	Access Device	Θ	Device	e Name Event Le	vel	Event Name	More	, Q ⊗	
	Door	2	e ci	irrent query conditions: None					
	Reader		C+ ₽	Refresh 反长 Set Audio					
	Auxiliary Input			Event Name	Event Number	Event Level	Device Name	Serial Number	Operations
	Auxiliary Output			Normal Verify Open	0	Normal	192.168.12.145	AJI6174360005	Edit
				Verify During Passage Mode Time Zone	1	Normal	192.168.12.145	AJI6174360005	Edit
	Event Type			First-Personnel Open	2	Normal	192.168.12.145	AJI6174360005	Edit
	Daylight Saving			Multi-Personnel Open	3	Normal	192.168.12.145	AJI6174360005	Edit
	Device Monitoring			Emergency Password Open		Normal	192 168 12 145	A.II6174360005	Edt
	Real-Time Monitoring			Open during Passage Mode Time Zone	5 4. (	Click on requ	ired event	860005	Edit
	Alarm Monitoring			Cancel Alarm	7			4360005	Edit
				Remote Opening	8	Normal	192.168.12.145	AJI6174360005	Edit
	Мар	÷		Remote Closing	9	Normal	192.168.12.145	AJI6174360005	Edit
₽	Access Control	Ð		Disable Intraday Passage Mode Time Zone	10	Normal	192.168.12.145	AJI6174360005	Edit
				Enable Intraday Passage Mode Time Zone	11	Normal	192.168.12.145	AJI6174360005	Edit
G	Advanced Functions	Ð		Door Inactive Time Zone Verify Open	21	Exception	192.168.12.145	AJI6174360005	Edit
B	Reports	Ð		Illegal Time Zone	22	Exception	192.168.12.145	AJI6174360005	Edit
		0		Access Denied	23	Exception	192.168.12.145	AJI6174360005	Edit
G.	Video Integrated	Ð	14.14	: 1 - 50 > >1 50 rows per page →	lump To 1 /6 Page	Total of 257 records			

2. Click [Edit] or click the event type name to edit:

Device Name <sup>*</sup>	192.168.12.145 *	
Event Number*	1	
Event Level"	Normal	
Event Name*	Verify During Passage Mod	
Event Sound	Already Exists Oupload	
		Play
Copy the above settings to		
all devices		

### Fields are as follows:

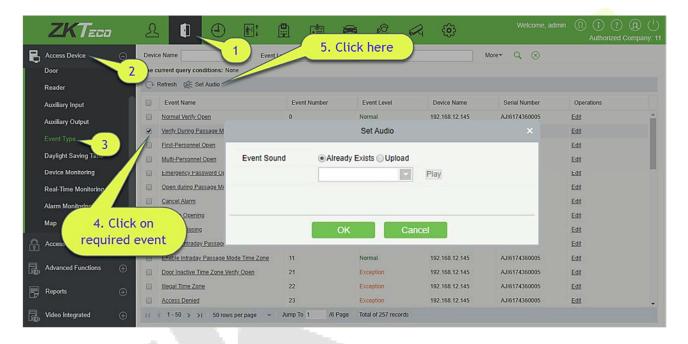
Event Level: Normal, Exception, and Alarm are available.

**Event Name:** It can't be modified.

Event Sound: You can set custom sound being played when the event occurs in real-time monitoring.

**Copy the above settings to all devices:** This event will be applied to all current devices within the purview of the same user event number.

Set Audio: Same as the event sound. Click [Set Audio]:



You can upload an audio from your local PC. The file must be in wav or mp3 format, and it must not exceed 10MB.

For more details about Event Type, please refer to Access Event Type.

# 4.1.8 Daylight Saving Time

DST, also called the Daylight-Saving Time, is a system to adjusting the official prescribe local time to save energy. The unified time adopted during the implementation of known as the "DST". Usually, the clocks are adjusted forward one hour in the summer to make people sleep early and get up early. It can also help to save energy. In autumn, clocks are adjusted backwards. The regulations are different in different countries. At present, nearly 70 countries adopt DST.

To meet the DST requirement, a special function can be customized. You may adjust the clock one hour forward at XX (hour) XX (day) XX (month) and one hour backward at XX (hour) XX (day) XX (month) if necessary.

## Add DST

1. Click [Access Device] > [Daylight Saving Time] > [New]:

ZKTECO	L 🛛 🦯			8	Â		<u>نې</u>		Welcome, admin	Authorized Company: 11
Access Device	🖓 Refresh 📑 New 🕋 Del	ete 🖉 DST Setting								
Door 2	DST Name	tart Time		End Time			Operati	ons		
Reader	USA Daylight Saving Tim At		y in MAR A	At 02hour 1	the First Sunday	in NOV				
Auxiliary Input		-								
Auxiliary Output										
Event Type					New				×	
Daylight Saving Time		DST Name*				_				
Device Monitoring 3		Start Time*	MAF	R 7	Second •	Sunday	• 2	v o'clock		
Real-Time Monitoring		End Time*	NOV		First v	Sunday		v o'clock		
Alarm Monitoring			1	b		1				
Мар										
Access Control 🔶							a state of the second s			
		Sa	ave and Ne	ew	ОК		Cancel			
Advanced Functions	-									
Reports 🕀										
Video Integrated	(< < 1 - 1 > ⇒) 50 rows p	oerpage 👻 Jump To	1 /1 Pa	age To	tal of 1 records					

Set as "Month-Weeks-week hour: minute" format. The start time and end time is needed. For example, the start time can be set as "second Monday in March, 02:00". The system will be advanced one hour at the start time. The system will go back to the original time at the end time.

#### • Use a DST

ZKTeco	2	1 🖻 🗒	4	<b>A</b> 😳	Welcome, admin	(1)     (2)     (
Access Device	🕞 Refresh 📑 New 🕋 D	Delete 🖉 DST Setting				
Door 2			DST Setting		×	
Reader Auxiliary Input Auxiliary Output Event Type Daylight Saving Time Device Monitoring Real-Time Monitoring Alarm Monitoring		Device	All 192.168.12.155 192.168.214.74			
Мар						
Access Control 🕀						
Advanced Functions						
Reports 🕀			OK Cancel		-	
Video Integrated	(c c 1-1 > ⇒) 50,	• • • · · • • • •		_	-	

The user can enable the DST setting on a device: In the DST interface, select a DST setting, and click [**DST Setting**], select the device to apply the DST setting to and click [**OK**] to confirm.

#### ∕≤Notes:

- If a DST setting is in use, it cannot be deleted. Stop the DST before deleting.
- If a DST setting is in use, the latest modification will be sent to the device. Disconnection of the relevant device will lead to transmission failure, and it will resume at the next connection.
- In the Door Management module of the access control system, you can enable or disable DST function. If you enable DST setting, the system will be advanced one hour at the start time. The system will go back to the original time at the end time. If you did not set a DST in the device, the system will prompt "The Daylight Saving Time hasn't been set in this device" when you disable the function.

# 4.1.9 Device Monitoring

By default, it monitors all devices within the current user's level. You may click [Access Device] > [Device Monitoring] to view a list of operation information of devices: Device Name, Serial No., Area, Operation Status, Current status, Commands List, and Related Operation.

ZKTeco	윤 🕕						Welcome, admin  🕅	Image: Company: 1
Access Device	Area	Status		Device Name	Serial Nur	iber	$\otimes$	
Device 2	Export 🕋 CI	ear All Command						
Door	Device Name	Serial Number	Area	Operation Status	Current Status	Commands List	Recently The Abnormal State	Operations
Reader	192.168.12.145	AJI6174360005	003	Connecting device	Disconnected	80	Disconnected	Clear Command View Co
Auxiliary Input	192.168.12.155	AK1F173460006	FaceOn	Connecting device	Disconnected	75	Disconnected	Clear Command View Co
	192.168.12.160	AJKQ173960007	FaceOn	Connecting device	Disconnected	36	Disconnected	Clear Command View Co
	192.168.214.74	3763161600001	FaceOn	Get real-time event	Disconnected	6	Disconnected	Clear Command View C
Event Type	192.168.214.70	6403144900090	FaceOn	Disconnected	Connection timeout	6	Connection timeout	Clear Command View C
Daylight Saving Time Device Monitoring Real-Time Monitoring Alarm Monitoring			L3					
Access Control 🕀								
Advanced Functions 🕀								
Reports 🕀								
Video Integrated 🕀	Current device coun	t:5 •N	Iormal : 0 OException : 5	Disable : 0	Command Sum : 203			9 Suspend Monitor

#### • Export

Device commands can be exported in EXCEL, PDF, CSV file format.

	Export	×
The File Type	EXCEL File	
Export Mode	All data (Can export up to 40000 data)	
	$\bigcirc$ Select the amount of data to export (Can export up to 40000 dat	a)
	From the article 1 Strip, is derived 100 Data	
	OK Cancel	

			Device Monitoring			
Device Name	Serial Number	Area	Operation Status	Current Status	Commands List	Recently The Abnormal State
192.168.218.60	20100501999	Area Name	Get real-time event	Normal	0	None

You may clear the command as needed. Click [**Clear Command**] in operations column:

Pro	mpt
Are you sure to clea	r command queues?
ОК	Cancel

## Click [OK] to clear.

#### *≪*Notes:

- After the implementation of Clear Command, you can perform the Synchronize All Data to Devices operation on the device list to re-synchronize data in the software to the device, but this operation cannot be performed when the user capacity and fingerprint capacity are fully consumed on the device. Once the capacity is insufficient, you can replace the current device with a higher-capacity one or delete the rights of some personnel to access this device, and then perform the Synchronize All Data to Devices operation.
- Operate State is the content of communications equipment of current device, mainly used for debugging.
- The number of commands to be performed is greater than 0, indicating that the data is not yet synchronized to the device, so wait for the synchronization to complete.

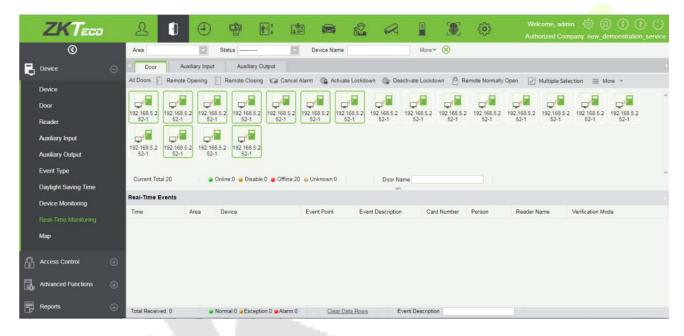
# 4.1.10 Real-Time Monitoring

#### Click [Access Device] > [Real-Time Monitoring].

It will monitor the status and real-time events of doors under the access control panels in the system in real-time, including normal events and abnormal events (including alarm events).

The Real-Time Monitoring interface is shown as follows:

Click a door to enable the selection mode. You can perform operations such as batch selection, batch remote opening, remote closing, activate lockdown, deactivate lockdown, and remote normally open.



	Auxiliary Inj		Elevator					
All Doors:	ote Opening	Remote Closing Q Cance	Alarm 强 Activ	vate Lockdown 🖓 Deactiv	rate Lockdown	Remote Norma	ally Open	
18.27.0.1-1 216.27.0	1.1-2 216.27.	0.1-3 216.27.0.1-4 192.168.217 1 .221-1		188.217 192.188.217 21-3 221-4				
Current Total:8		Online:4 🥥 Disable:0 🖕 Offline:4 🤬	Unknown:0	Door Name				
Real-Time Events								
Time	Area Device E		Event Point	Event Description	Card Number	Person	Reader Name	Verification Mode
017-02-09 11:46:15	Area Name	192.168.217.221(3635161600001)	)	Device Started			Other	Other
017-02-09 11:48:15	Area Name	192.188.217.221(3835181600001)	2	Device Stanted			Guile	oune

# Different icons represent status as followed:

lcons	Status	lcons	Status
Ţ	Device banned	<b>,</b> *	Door Offline
2,2	Door sensor unset, Relay closed /Without relay status		Door sensor unset, Relay opened/Without relay status
	Online status Door closed, Relay closed/Without relay status	<b>,</b> -	Online status Door closed, Relay opened/Without relay status
<b>.</b> , <b>.</b>	Online status Door opened, Relay closed/Without relay status	<b>,</b>	Online status Door opened, Relay opened/Without relay status
	Door opened alarming, Relay closed		Door opened alarming, Relay opened
<b>,</b>	Door opening timeout, Relay closed /Without relay status, Door Sensor Opened	<b>,</b>	Door opening timeout, Relay opened/Without relay status
	Door opening timeout, Relay closed/ Door Sensor Closed	• <b>!!</b>	Door opening timeout, Relay opened/ Door Sensor Closed

<b>;</b>	Door closed alarming, Relay closed/Without relay status	<b>;</b>	Door closed alarming, Relay opened/Without relay status
	Door sensor unset, Door alarming, Relay closed		Door sensor unset, Door alarming, Relay opened
	Door opening timeout, Without relay status/Door Sensor Closed		Door locking
<b>≈Note:</b> Wit	hout relay status, indicates that the curr	ent firmware do	pes not support "detect relay status"

Note: Without relay status, indicates that the current firmware does not support "detect relay status" function.

## 1. Door

### • Monitoring All

By default, the home page displays all doors of the panels within the user's level. User may monitor door(s) by setting the Area, Access Control or Door.

Remote Opening/Closing: It can control one door or all doors.

To control a single door, right click over it, and click [**Remote Opening/ Closing**] in the pop-up dialog box. To control all doors, directly click [**Remote Opening/ Closing**] behind Current All.

In remote opening, user can define the door opening duration (The default is 15s). You can select [**Enable Intraday Passage Mode Time Zone**] to enable the intraday door passage mode time zones, or set the door to Normal Open, then the door will not be limited to any time zones (open for 24 hours).

To close a door, select [**Disable Intraday Passage Mode Time Zone**] first, to avoid enabling other normal open time zones to open the door, and then select [**Remote Closing**].

**«Note:** If [**Remote Opening /Closing**] fails, check whether the devices are disconnected or not. If disconnected, check the network.

**Cancel the alarm:** Once an alarming door is displayed on the interface, the alarm sound will be played. Alarm cancellation can be done for single door and all doors. To control a single door, move the cursor over the door icon, a menu will pop-up, then click [**Remote Opening/Closing**] in the menu. To control all doors, directly click [**Remote Opening/Closing**] behind Current All.

Solution Note: If [Cancel the alarm] fails, check if any devices are disconnected. If found disconnected, check the network.

**Remote Normally Open:** It will set the device as normal open by remote.

Activate Lockdown: It will remotely set the door status to locked status. After this, the door wouldn't receive any operations, such as card reading and remote operations. This function is supported only by certain devices.

**Deactivate Lockdown:** It will unlock a locked door. This function is supported only by certain devices.

**Personnel photo display:** If a Real-Time Monitoring event contains personnel activity, the monitor will display the person photo (if no photo is registered, the monitor will display default photo). The event name, time and date are displayed.

Play Audio: If this option is selected, it plays an audio after an alarming event occurs.

### • Quick Management of Doors

If you move the cursor to a door's icon; you can perform the above operations in a quick way. In addition, you can query the latest events from the door.

192.168	Serial Number Number: Door Sensor: Relay:	192.168.217.221 :3635161600001 4 No Door Sensor Close None		
Do	Remote Openi	ng		
	Remote Closin	g		
	Activate Lockd	lown		
vent Desc	Deactivate Loc	kdown	Read	
	Cancel Alarm			
	Remote Norma	ally Open		
	Enable Intrada	y Passage Mode Time Zone		
	Disable Intrada	ay Passage Mode Time Zone		
	Query the late	st events from the door		

Query the latest events from the door: Click to quickly view the latest events happened on the door.

**Issue card to person:** If you swap an unregistered card, a record with a card number will pop-up in realtime monitoring interface. Right click that card number, and a menu will pop-out. Click "Issue card to person", to assign that card to one person.

## • Event monitoring

The system will automatically acquire records of devices being monitored (by default, display 200 records), including normal and abnormal access control events (including alarm events). Normal events will appear in green; alarm events will appear in red; other abnormal events will appear in orange.

## 2. Auxiliary Input

It monitors current auxiliary input events in real-time.

Area		Status		$\checkmark$	Device Name		Serial	Number		$\otimes$	
Door	Auxiliary	y Input	Auxiliar	ry Output	Elevator						
	7		2	5							
Auxiliary Au	xiliary Au	uxiliary nput-2	Auxiliary Input-3	Auxiliary Input-4							
input in	put 1	iput-2	input-o	input-i							
Current Total:5		Online:4	Disable:0	●Offline:1 (	@Unknown:0		Auxiliary Input Na				
Real-Time Events											
Time	Area	Devid	æ		Event Point	Event	Description	Card Number	Person	Reader Name	Verification Mode

## 3. Auxiliary Output

Here you can perform Remote open, Remote Close, Remote Normally Open.

rea	- st	atus	~	Device Name	Serial	Number	$\otimes$	
Door	Auxiliary Inp	ut Auxi	iary Output	Elevator				
All Doors: 🔄 Rem	ote Open 🛛 🔄	Remote Close	Remote N	ormally Open				
Auxiliary Output-1 Outpu	ry Auxilia	ry Auxiliary	Auxiliary Output-4					
Current Total:5	@ C	nline:4 🥥 Disable:	0 @Offline:1 (	@Unknown:0	Auxiliary Output N	Name		
eal-Time Events								

### 4. Elevator

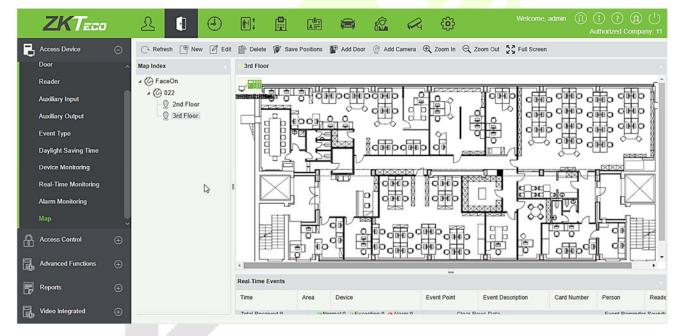
About the real-time monitoring of elevators, please refer to Real-Time Monitoring.

# 4.1.11 Map

Click [Access Device] > [Map] > [New] to add a map.

ZKTeeo	£ <b>1</b> ∎:	# # 🖨	🖄 🖂 🔅	Welcome, admin	(1)     (1)     (2)     (2)     (1)     (2)     (
Access Device	Refresh refresh Refresh Contraction Contra		oor 🎯 Add Camera 👻 Zoom In	Q Zoom Out 💱 Full Screen	^
Auxiliary Input Auxiliary Output Event Type	Þ		New	×	
Daylight Saving Time Device Monitoring		Map Name* Area Name*	Area Name		
Real-Tirne Monitoring Alarm Monitoring Map	1	Map Path*	Choose File No file chose	20	
Access Contr 3 🕀		Save and Ne	и ок	Cancel	
Advanced Functions 🕀	Real-Ti	ne Events			~
Video Integrated 🕀	Time	Area Device	Event Point	Event Description Card	Number Person Re.

After adding, users can add door on the map, perform zoom-in, zoom-out, etc. If users relocated or modified the map, click [Save Positions] to save. The user can view the new setting at next visit.



Add/Delete Map: Users can add or delete a map as needed.

Edit Map: Users can edit map name, change map or the area it belongs to.

Adjust map (includes door): Users can add a door on the map or delete an existing one (right click the door icon, and select [**Delete Door**]), or adjust the map or position(s) of the door or camera icons (by dragging the door or camera icons), adjust the size of the map (click [**Zoom in**] or [**Zoom out**] or click [**Full Screen**]).

**Door operation:** If you move the cursor to a door, the system will automatically filter and displays the operation according to the door status. Users can do remotely open/close doors, cancel alarms, etc.

## Levels control:

- Users need to select the relevant area for the map when adding levels. The area will be relevant to the user access levels, users can only view or manage the map within levels. If the relevant area of a map is modified, all doors on the map will be cleared. Users need to add the doors manually again.
- 2) When an administrator is adding a new user, he can set the user operation rights in role setting, such as Save positions, Add Door, Add Camera, etc.

### ∕≤Notes:

- In map modification, users can choose to modify the map name but not the path. Users only need to check the box to activate the modification option.
- The system supports adding multi doors at the same time. After adding the doors, users need to set the door position on the map and click [Save].
- When modifying door icon, especially when users zoomed out the map, the margin for top and left shall not be smaller than 5 pixels, or system will prompt error.
- Users are recommended to add a map size under 1120 \* 380 pixels. If several clients access the same server, the display effect will be different according to resolutions of screen and the settings of browsers.

# 4.2 Access Control Management

# 4.2.1 Time Zones

It sets usage time of a door; the reader is usable during valid time periods of certain doors and unusable during other time periods. Time Zone can also be used to set Normal Open time periods or set access levels so that specified users can only access specified doors during specified time periods (including access levels and First-Person Normally Open).

The system controls access according to Time Zones (up to 255 time zones). The format of each interval for a time zone: HH: MM-HH: MM. Initially, by default, the system has an access control time zone named [24 hours Accessible]. This time period cannot be modified and deleted. The user can add new Access Control Time Zones that can be modified or deleted.

Access Device 🕀		e Zone Name	4 Jrk		_					
Access Control		current query condition wone Refresh 🔮 New 🏠 Delete				New			×	
Time Zones	2	Time Zone Name	Time Zone Name*	I						
Holidays		24-Hour Accessible	Remark							
Access Levels		<u>8 H</u>	Time	Inter	val 1	Inter	val 2	Inter	val 3	
Access Levels		1	Date	Start Time	End Time	Start Time	End Time	Start Time	End Time	
Set Access By Levels	3	-	Monday	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	
Set Access By Person		2	Tuesday	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	
our recease by recom		3	Wednesday	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	
Set Access By Department		4	Thursday	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	
Interlock		5	Friday	00 : 00	00 : 00	00 ; 00	00 : 00	00 : 00	00 : 00	
menour	8		Saturday	00 : 00	00 : 00	00 : 00	00 ; 00	00 : 00	00 : 00	
Linkage	Sec.3	6	Sunday	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	
Anti-Passback		11	Holiday Type 1	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	
Anterassource	D	22	Holiday Type 2	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	
First-Person Normally Open		121231	Holiday Type 3	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	
Advanced Functions 🕀			Copy Monday's Setting	to Others Weekda	ys: 🗐					
Reports 🕀				_	ave and New	OK	Cancel			

1. Add Access Control Time Zone

### 1) Click [Access Control] > [Time zones] > [New] to enter the time zone setting interface:

Time		Inter	val 1	Inter	val 2	Interval 3	
Date	Start Ti		End Time	Start Time	End Time	Start Time	End Time
Monday	00 :	00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00
Tuesday	00 :	00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00
Wednesday	00 :	00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00
Thursday	00 :	00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00
Friday	00 :	00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00
Saturday	00 :	00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00
Sunday	00 :	00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00
Holiday Type 1	00 :	00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00
Holiday Type 2	00 :	00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00
Holiday Type 3	00 :	00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00
py Monday's Setting			-				

#### The parameters are as follows:

Time Zone Name: Any character, up to a combination of 30 characters.

**Remarks:** Detailed description of the current time zone, including explanation of current time zone and primary applications. Users can input up to 50 characters in this field.

Interval and Start/ End Time: One Access Control Time Zone includes 3 intervals for each day in a week,

and 3 intervals for each of the three Holidays. Set the Start and End Time of each interval.

**Setting:** If the interval is Normal Open, just enter 00:00-23:59 as interval 1, and 00:00-00:00 as interval 2/3. If the interval is Normal Close: all inputs will be 00:00-00:00. If users use only one interval, they just need to fill in interval 1, and interval 2/3 will be the default value. Similarly, when users only use the first two intervals, the third interval will be the default value. When using two or three intervals, users need to ensure that the two or three intervals do not overlap, and the time shall not cross the days. Or the system will prompt error.

Holiday Type: Three holiday types are unrelated to the day of a week. If a date is set to a holiday type, the three intervals of the holiday type will be used for access purpose. The holiday type is optional. If the user does not enter one, the system will use the default value.

**Copy on Monday:** You can quickly copy the settings of Monday to other weekdays.

- 2) After setting, click [**OK**] to save, and it will display in the list.
- 2. Maintenance of Access Control Time Zones

Edit: Click the [Edit] button under Operation to enter the edit interface. After editing, click [OK] to save.

**Delete:** Click the [**Delete**] button under Related Operation, then click [**OK**] to delete, or click [**Cancel**] to cancel the operation. A time zone in use cannot be deleted. An alternative way is to tick the check boxes before one or more time zones in the list, and click the [Delete] button over the list, then click [**OK**] to delete, and click [**Cancel**] to cancel the operation.

# 4.2.2 Holidays

Access Control Time of a holiday may differ from that of a weekday. The system provides access control time setting for holidays. Access Control Holiday Management includes Add, Modify and Delete.

	ZKTeco		2			l		R	÷		Welcome, admin	(Î)     (I)     (
Ę	Access Device	Ð	Holiday Name		4 Type		Recurring		•	୦ ⊗		
8	Access Control	Θ	The current query cond		_							
	Time Zones	2	Holiday Name	Holiday Type	Start Date E	End Date	Recurring	Remark	Operations			
		11		Holiday Type '			New					
	Access Levels	11		G	Holiday Name	•	I					
	Set Access By La 's				Holiday Type*		Holiday T	ype 1	•			
	Set Access By Person	3	)		Start Date*		2018-03-2	28				
	Set Access By Department				End Date*		2018-03-2	28				
	Interlock				Recurring		No		•			
	Linkage				Remark							
	Anti-Passback											
	First-Person Normally Open	n č										
G	Advanced Functions	÷			Save an	nd New	ок		Cancel			
	Reports	Ð										
R	Video Integrated	Ð	(c < 1-1 > >)	50 rows per page	+ Jump To 1	/1 Pag	Total of 1 records					

#### • Add

1) Click [Access Control] > [Holidays] > [New] to enter edit interface:

Holiday Name*		
Holiday Type*	Holiday Type 1	•
Start Date*	2018-03-28	
End Date*	2018-03-28	
Recurring	No	•
Remark		
roman		
Save and New	ОК	Cancel

#### Fields are as follows:

Holiday Name: Any character, up to a combination of 30 characters.

Holiday Type: Holiday Type 1/2/3, namely, a current holiday record belongs to the three holiday types and each holiday type includes up to 32 holidays.

**Start/End Date:** The date format: 2010-1-1. Start Date cannot be later than End Date, otherwise the system will prompt an error message. The year of Start Date cannot be earlier than the current year, and the holiday cannot be set across two different years.

**Recurring:** It refers a holiday whether to require modification in different years. The default is No. For example, the Near Year's Day is on January 1 each year, and can be set as Yes. The Mother's Day is on the second Sunday of each May; this date is not fixed and should be set as No.

For example, the date of Near Year's Day is set as January 1, 2010, and the holiday type is 1, then on January 1, Access Time Control will not follow the time of Friday, but the Access Control Time of Holiday Type 1.

2) After editing, click [**OK**] button to save, and it will display in the holiday list.

## Modify

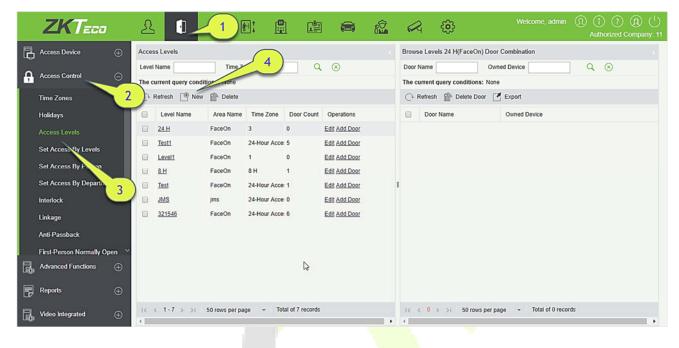
Click Holiday Name or [**Edit**] button under Operations to enter the edit interface. After modification, click [**OK**] to save and quit.

## • Delete

In the access control holiday list, click [**Delete**] button under Operations. Click [**OK**] to delete, click [**Cancel**] to cancel the operation. An Access Control Holiday in use cannot be deleted.

# 4.2.3 Access Levels

Access levels indicate that one or several selected doors can be opened by verification of a combination of different person within certain time zone. The combination of different person set in Personnel Access Level option.

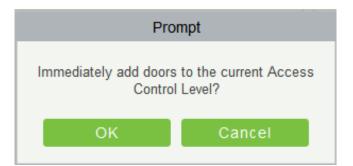


#### • Add

1. Click [Access Control] > [Access Levels] > [New] to enter the Add Levels editing interface:

Level Name*	
Time Zone*	24-Hour Accessible 🔻
Area*	Area Name

- 2. Set each parameter: Level Name (unrepeatable), Time Zone.
- Click [OK], the system prompts "Immediately add doors to the current Access Control Level", then click [OK] to add doors, then click [Cancel] to return the access levels list. The added access level is displayed in the list.



**EXNote:** Different doors of different panels can be selected and added to an access level.

# 4.2.4 Set Access by Levels

Add/Delete Personnel for Selected Levels:

- Click [Access Control] > [Access Levels] > [Set Access By Levels] to enter the edit interface, then click an Access level in the list on the left, personnel having right of opening doors in this access level will be displayed in list on the right.
- 2) In the left list, click [**Add Personnel**] under Operations to pop up the Add Personnel box; select personnel (multiple) and click > to move to the selected list on the right, then click [**OK**] to save and exit.
- 3) Click the level to view the personnel in the list on the right. Select personnel and click [**Delete Personnel**] above the list on the right, then Click [**OK**] to delete.

# 4.2.5 Set Access by Person

Add selected personnel to selected access levels or delete selected personnel from the access levels.

Add/Delete levels for Selected Personnel:

- Click [Access Control] > [Access Levels] > [Set Access By Person], click Employee to view the levels in the list on the right.
- Click [Add to Levels] under Related Operations to pop up the Add to Levels box, select Level (multiple) and click > to move it to the selected list on the right; then click [OK] to save.
- 3) Select Level (multiple) in the right list and click [Delete from levels] above the list, then click [**OK**] to delete the selected levels.

Setting Access Control for Selected Personnel:

A. Select a person in the list on the left and click [Access Control Setting].

Access Device 🕀	Edit Levels For Personnel	(lick here	Personnel 117055(0) From Levels
Access Control	Personnel ID First Name J. The current query conditions: None	The curre	ent query conditions: None
Time Zones 2 Holidays	Refresh of Access Control Setting	Access Control S	Setting
Access Levels	117055 0 0	Superuser	No
Set Access By Levels	10550         0         0           1051         10522         0	Device Operation Role	Ordinary User 🔻
Set Access By Person Set Access By Separtment	8765432 Jasmine wang     1234567     1234567	Delay Passage	8
Interlock	3043 4. Select	Disabled	
Linkage 3	3038 扭癸拷提界◆1 2681 扭癸拷提界◆1	Set Valid Time	
Anti-Passback First-Person Normally Open	<ul> <li>2674 建築持◆請◆!</li> <li>2988 建築持◆◆持ち</li> </ul>		
Advanced Functions 🕀	2860         加速時後後15:           2872         超达拷醌斤排1		
🗒 Reports 🕀	3182         知法拷問芥い!           2714         研は練問芥島!	ОК	Cancel

B. Set access control parameters and then click [**OK**] to save the settings.

# 4.2.6 Set Access by Department

Add the selected department to the selected access levels or delete the selected department from the access levels. The access of the staff in the department will be changed.

# 4.2.7 Interlock

Interlock can be set for two or more locks belonging to one access controller. When one door is opened, the others will be closed, or you cannot open the door.

Before setting the interlock, please ensure that the access controller is connected with door sensor, which has been set as NC or NO state.

## Add Interlock

1. Click [Access Control] > [Interlock] > [New] to enter the edit interface:

	1 🕅 🛗 🔛	🚔 🖄 🦂 🌐	Wetcome, admin (1) (1) (2) (1) (1) Authorized Company: 11
Access Device	4. Click he	re	
Access Control	Delete		
Time Zones 2 Device Name Inte	anock Rule		Operations
Holidays		New	×
Access Levels		NGW	<u>^</u>
Set Access By Levels	Device Name*	Click to select	
Set Access By Person	Interlock Rule*		T
Set Access By Department	Interioek rule		
Interlock			
Linkage			
Anti-Passback	Save and	d New OK	Cancel
First-Person Normally 3	Save and	UNEW	Caller
Advanced Functions			
Reports 🕀			
Video Integrated    Video Integrated	s per page 👻 Jump To 1 /0 Pa	ge Total of 0 records	

- 2. Select Device Name. When users are adding devices, interlocked devices cannot be seen in the dropdown list. After deleting established interlock information, the corresponding device will return to the dropdown list. Interlock setting will vary with the number of doors controlled by selected devices:
- A one-door control panel has no interlock settings.
- A two-door control panel: 1-2 two-door interlock settings.
- A four-door control panel: 1-2 two-door interlock; 3-4 two-door interlock; 1-2-3 three-door interlock; 1-2-3-4 four-door interlock.
- 3. Select Interlock Rule, tick an item, then click [**OK**] to complete. The new added interlock settings will be shown in the list.

**Note:** During editing, the device cannot be modified, but the interlock settings can be modified. If the interlock settings are not required for the device any more, the interlock setting record can be deleted. If users delete a device record, its interlock setting record, if any, will be deleted.

## 4.2.8 Linkage

Linkage setting means when an event is triggered at an input point of the access control system, a linkage action will occur at the specified output point to control events such as verification, opening, alarm and abnormal of system, and list them in the corresponding monitoring view.

## Add Linkage setting:

	ZKTeco	名 <b>1</b> 1 mi 1			New	× )
			Linkage Name*		Device*	Click to select
Ģ	Access Device 🕀	Linkage Name Device	Linkage Trigger Conditions*	Add Check All Clear All	Input Point*	
6	Access Control	The current query conditions: None				
		C Refresh 🕑 New 🕋 Delete				
	Time Zones 2	Linkage Name Device Name				
	Holidays	☐ <u>111111</u> 192, 18, 12, 155 .				
	Access Levels	<u>12</u> 192.168. 74	La			
	Set Access By Levels					
	Set Access By Person	4. Click here	Output Point	Video Linkage	E-mail	
	Set Access By Department		Door		Auxiliary Output	
	Interlock					
	Linkage					
	Anti-Passbac					
	First-Person Norm					
ß	Advanced Functions 3		Action type*	Close 🔻	Action type*	Close
8	Reports 🕀					
ß	Video Integrated 🛛 🕀	(c < 1-2 ⇒ ⇒) 50 rows per page + .		Save and New	v OK Cancel	

## 1. Click [Access Control] > [Linkage] > [New].

- 2. Enter the linkage name, select a linkage device, linkage trigger conditions, input point, output point, then set linkage action, video linkage and other parameters.
- 3. After selecting devices, corresponding linkage settings will be displayed. The System will first judge whether the device is successfully connected and has read extended parameters. If there is no available extended parameters, the system cannot set any linkage. If there is an available extended parameter(s), the system will show linkage settings according to the door quantity, auxiliary input and output quantity of currently selected device:

Choose Linkage Trigger Conditions	×
₄ □ 🗁 Door Event	-
C Access Denied	
Activate Lockdown	
Anti-Passback	
🗌 🗋 Cancel Alarm	
Deactivate Lockdown	
Disable	
Door Closed Correctly	
🗌 🗋 Door Inactive Time Zone Verify Open	
Door Inactive Time Kone(Press Exit Button)	
Door Locked	
Door Opened Correctly	
The Durose Open Alarm	*

**Solution Solution Solution**

		New		×
Linkage Name*	est	Device*	192.168.12.155	
Linkage Trigger Conditions*	Add Check All Clear All	Input Point*		
<ul> <li>Auxiliary Input Disconnecte</li> </ul>	d	🗐 🗋 Auxiliar	y Input-1 y Input-2 y Input-3 y Input-4	
Output Point*	Video Linkage	E-mail		
Door		Auxiliary Output		
<ul> <li>№ 192.168.12.155-1</li> <li>□ 192.168.12.155-2</li> <li>□ 192.168.12.155-3</li> <li>□ 192.168.12.155-3</li> <li>□ 192.168.12.155-4</li> </ul>	2 3	🗆 🗋 Auxiliar	y Output-1 y Output-2 y Output-3 y Output-4	
Action type* N	Iormally Open	Action type*	Normally Open	

4. Select the Input Point and Output Point, Linkage Action, Video Linkage and Email Address.

The fields are as follows:

Linkage Name: Set a linkage name.

**Linkage Trigger Condition:** Linkage Trigger Condition is the event type of selected device. Except Linkage Event Triggered, Enable/Disable Auxiliary Output, and Device Start. All events could be trigger condition.

**Input Point:** Any, Door 1, Door 2, Door 3, Door 4, Auxiliary Input 1, Auxiliary Input 2, Auxiliary Input 3, Auxiliary Input 4, Auxiliary Input 9, Auxiliary Input 10, Auxiliary Input 11, Auxiliary Input 12 (the specific input point please refers to specific device parameters).

**Output Point:** Lock 1, Lock 2, Lock 3, Lock 4, Auxiliary Output 1, Auxiliary Output 2, Auxiliary Output 3, Auxiliary Output 4, Auxiliary Output 6, Auxiliary Output 8, Auxiliary Output 9, and Auxiliary Output 10 (the specific output point please refers to specific device parameters).

Action Type: Close, Open, Normal Open, Lock, Unlock. The default is Close. To open, delay time or Normal Open shall be set.

### Video Linkage:

Output Point* പ്ന	Video Linkage	E-mail				
Pop Up Video	Display time	10	s(5-60)			
Video	Video length	30	s(10-180)			
Capture	In the monitoring page immediately pop up					
	Display time	10	s(10-60)			

- Pop up video: Whether to set the pop-up preview page in real-time monitoring, and set the pop-long.
- Video: Enable or disable background video recording and set the duration of background video recording.
- Capture: Enable or disable background snapshots.

Delay: Ranges from 1~254 second (This item is valid when Action type is Open).

Action type*	Open	•	
Action time delay*	20		s(1-254)

5. After editing, click [**OK**] to save and quit, then the added linkage setting will be shown in the list.

For example, if users select Normal Punching Open Door as trigger condition, then the input point is Door 1, output point is Lock 1, action type is Open, delay is 60 second. When Normal Punching Open Door occurs at Door 1, the linkage action of Open will occur at Lock 1, and the door will be open for 60 second.

**Solution** Note: During editing, you cannot modify the device, but modify the linkage setting name and configuration. When delete a device, its linkage setting record, if any, will be deleted.

If the device and trigger condition are the same, and system has linkage setting record where the input point is a specific door or auxiliary input, it will not allow users to add (or edit) a linkage setting record where the input point is any.

On the contrary, if the device and trigger condition are the same, and the system has linkage setting record where the input point is 'Any', it will not permit user to add (or edit) a linkage setting record where the input point is a specific door or auxiliary input.

In addition, same linkage setting at input point and output point is not allowed. The same device permits consecutive logical linkage settings. The system allows to set several trigger conditions for a linkage setting at a time.

# 4.2.9 Anti-Passback

Currently anti-passback settings support in and out anti-passback. In some special occasions, it is required that the cardholders who entered from a room by card swiping at a door device must swipe the cards over a device at the same door when leaving to keep the entry and exit records strictly consistent. The user can use this function just by enabling it in the settings. This function is normally used in prisons, the army, national defense, scientific research, bank vaults, etc.

Add Anti-Passback Settings:

1. Click [Access Control] > [Anti-Passback] > [New] to show the edit interface:

ZKTeco & 🛙 🖊	1 🖬 🛱 🖬		R {	Welcome, admin	Authorized Company: 11
Access Device	4. Click he	ere			
Access Control					
Time Zones 2 Device Name	Anti-Passback Rule			Operations	
Holidays					
Access Levels			New		×
Set Access By Levels	Device Name*	Click to sele	.ct		
Set Access By Person		Click to sele			-
Set Access By Department	Anti-Passback Rule*			•	_
Interlock					
Linkage	ß				
Anti-Passback	Coup o	and New	ок	Cancel	
First-Persoi Vormally Open	Save a	and New	UK	Cancel	
Advanced Funct.					
Reports 3					
Video Integrated	rs per page 👻 Jump To 1	/0 Page Total of 0 records			

- 2. Select devices. When users are adding Anti-Passback Rules, devices with anti-passback settings cannot be seen in the dropdown list. When deleting established anti-passback information, the corresponding device will appear in the dropdown list again. The settings vary with the number of doors controlled by the device.
- > Anti-passback settings of a one-door control panel: Anti-passback between door readers.
- Anti-passback settings of a two-door control panel: Anti-passback between readers of door 1; anti-passback between readers of door 2; anti-passback between door 1 and door 2.
- Anti-passback settings of a four-door control panel: Anti-passback of door 1 and door 2; anti-passback of door 3 and door 4; anti-passback of door 1/2 and door <sup>3</sup>/<sub>4</sub>; anti-passback of door 1 and door 2/3; anti-passback of door 1 and door 2/3/4; Anti-passback between readers of door 1/2/3/4.

**Note:** The door reader mentioned above includes Wiegand reader that connected with access controller and InBio reader. The single and two door controller with Wiegand reader includes out and in reader. There is only "In reader" for four door control panel. The reader number of 1, 2 (that is RS485 address or

device number, the same below) is for door 1, the reader number of 3, 4 is for door 2, etc. No need to consider if it is a Wiegand reader or InBio reader when you are setting the anti-passback between doors or between readers, just make sure the in or out reader is set according to the actual requirements. For the reader number, odd number is for in reader, and even number is for out reader.

3. Select Anti-Passback Rule, and tick one item, click [**OK**] to complete, then the added anti-passback settings will be shown in the list.

**Note:** When editing, you cannot modify the device, but can modify anti-passback settings. If anti-passback setting is not required for the device any more, the anti-passback setting record can be deleted. When you delete a device, its anti-passback setting record, if any, will be deleted.

# 4.2.10 First-Person Normally Open

First-Person Normally Open: During a specified interval, after the first verification by the person having First-Person Normally Open level, the door will be Normal Open, and will automatically restore closing after the valid interval has expired.

Users can set First-Person Normally Open for a specific door (the settings include door, door opening time zone and personnel with First-Person Normally Open level). A door can set First-Person Normally Open for multiple time zones. The interface of each door will show the number of existing First-Person Normally Open.

When adding or editing First-Person Normally Open settings, you may only select door and time zones. After successful adding, add personnel that can open the door. You can browse and delete the personnel on the right of the interface.

Operation steps are as follows:

 Click [Access Control] > [First-Person Normally Open] > [New], select Door Name and Passage Mode Time, and click [OK] to save the settings.

	B: 🖺 🖆 🚔 🎎	<b>A</b>	Welcome, admin (R) (i) (R) ( <sup>1</sup> ) Authorized Company: 11
Access Device	<pre></pre>	Browse Personnel	
Access Control	4. Click here	Personnel ID First Na The current query conditions: None	ame Last Name
Interlock		C Refresh Delete Personnel	lasting for the
Linkage	Time Zone Quantity	Personnel ID First Name	Last Name Department
Anti-Passback	New	,	×
First-Person Normally Open	Door Name*	Click to select	
Multi-Person Group Multi-Person Opening DV	Passage Mode Time Zone*	T	
Verification Mode 3	8		
Verification Mode Group			_
Parameters	Save and New O	K Cancel	
Advanced Functions			
📴 Reports 🕀			
Ic     1-1 → →1     50 rows per p       Ic     Ic     Ic     Ic	age	1< < 0 ⇒ ⇒1 50 rows per page	Total of 0 records

2. Click [**Add Personnel**] under Related operation to add personnel having First-Person Normally Open level (these personnel must have access control level), then click [**OK**] to save.

# 4.2.11 Multi-Person Group

The door will open only after the consecutive verification of multiple people. Any person verifying outside of this combination (even if the person belongs to other valid combination) will interrupt the procedure and you need to wait 10 seconds to restart verification. It will not open by verification by only one of the combination.

	ZKTeco		Ł		_1				8 <b>0</b>		÷			(I) (I) (P) (II) Authorized Company: 11
Ę	Access Device	$\oplus$		Door Group		_				Browse Pe				
8	Access Control	Θ		v Name	dition	4. Cl	ick here			Personnel The currer	ID	First Name		Last Name
	Set Access By Departme	2	P	Refresh 🕒 Ne	w 🕋 Delete					C+ Refre	sh 🕋 Delete	e Personnel		
	Interlock Linkage			Group Name	Personnel Quantity	Remark	Operations			E Pe	rsonnel ID	First Name	Last Name	Department Name
	Anti-Passback			1	2				Nev	V			×	General
	First-Person Normally Op	pen			0	Group	Name*						_	
	Multi-Person Group	por				Remark	ĸ							
	Verification Mode		>			-							_	
	Verification Mode Group	3	)			S	ave and N	ew	0	ĸ	C	Cancel		
	Parameters	÷				-				1				
品	Advanced Functions	Ð												
	Reports	⊕												
昆	Video Integrated	$\oplus$	10	< 1-3 > >}	50 rows per p	bage + Te	otal of 3 records			10 0 1	-2 > >  !	50 rows per page		ecords

1. Click [Access Control] > [Multi-Person Group] > [New] to access the following edit interface:

Group name: Any combination of up to 30 characters that cannot be identical to an existing group name.

After editing, click [OK] to save and return. The added Multi-Person Personnel Group will appear in the list.

- 2. Click [Add personnel] under Related Operations to add personnel to the group.
- 3. After selecting and adding personnel, click [**OK**] to save and return.

**Note:** A person can only be grouped into one group.

# 4.2.12 Multi-Person Opening Door

Set levels for personnel in Multi-Person Personnel Group.

It is a combination of the personnel in one or more Multi-Person Personnel Groups. When setting the number of people in each group, you can configure one group (such as combined door opening by two people in one group) or multiple groups (such as combined door opening by four people, including 2 people in group 1 and 2 people in group 2), and at least one group shall consist of number of door opening people instead of 0, and the total number shall not be greater than 5. In addition, if the number of people entered is greater than that in the current group, Multi-Person Opening Door will be disabled.

Multi-Person Opening Door Settings:

	ZKTeco		£		ן א	1		L.	8			 			i) ? (R) ( <sup>1</sup> ) thorized Company: 11
Ģ	Access Device	÷		bination Nar	y conditiop	4.	Clio	ck here		Door Name	0	Q	$\otimes$		
•	Access Control	Θ			New m	Delete									
	Set Access By Departme	2		Combina	tion Name	Device Name		Door Number		Door Name		Current Personnel Cou	nt Muti-P	erson Group	Operations
	Interlock			Test						New					Edit Delete
	Linkage Anti-Passback				Door N Combi	ame*		Click to sele	ct						
	First-Person Normally Op Multi-Person Group					er of opening nel in each grou	qu	Group1			•	0	۲	(0)	
	Multi-Person Opening Do Verification Mode	oor:						Group2 Group3			•	0	•	(0)	
	Verification Mode Group		-					Group4			•	0	•	(0)	
	Parameters		3					Group5			•	0	*	(0)	
昆	Advanced Functions	Ð													
B	Reports	Ð					Sa	ive and Nev	v 📃	ок		Cancel			
昆	Video Integrated	$\oplus$		<1-1 >	⇒1 50 m	ws per page 👻	Jump	To 1 /1	Page To	tal of 1 records	ŝ.				

1. Click [Access Control] > [Multi-Person Opening Door] > [New]:

2. The maximum number of multi-person opening door people for combined door opening is 5. That in the brackets is the current actual number of people in a group. Select the number of people for combined door opening in a group, and click [**OK**] to complete.

**Note:** The default Credit Card Interval is 10 seconds, it means that the interval of two personnel's verification must not exceed 10 seconds. You can modify the interval if the device supports.

# 4.2.13 Verification Mode Group

**Verification Mode:** You can set verification modes for doors and personnel separately in a specified time segment.

### • Add

1. Click [Access Control] > [Verification Mode] > [New] to go to the page for adding a verification mode rule.

le name*														Tir	ne Zor	es"						۲				
Time					Ir	iterval 1									Inter	ral 2				Interval 3						
Date 3	Sta	t Time		End 1	ime	Door Verific	ation 1	Personnel Ve	rification	Sta	rt Tim	1e	Enc	Time	1	oor Verifica	ition (	Personnel Verific	cation	Start Time	End	Time	Door Verific	ation I	Personnel Ve	rificat
Monday	00	: 00		00 :	00		۲		۲	00	: 0	00	00	: 00	-		۳		۳	00 : 00	00	: 00		۲		٠
Tuesday	00	: 00		00 :	00		۲		•	00	: 0	00	00	: 00	) [-		۲		۲	00 : 00	00	: 00		•		٠
Wednesday	00	: 00		00 :	00		۲		۲	00	: 0	00	00	: 00	) [-		۲		۲	00 : 00	00	: 00		•		٠
Thursday	00	: 00		00 :	00		۲		۲	00	: 0	00	00	: 00	) [-		۲		۲	00 : 00	00	: 00		•		٠
Friday	00	: 00		00 :	00		۲		۲	00	: 0	00	00	: 00	-		۲		۲	00 : 00	00	: 00		۳		۲
Saturday	00	: 00		00 :	00		•		•	00	: 0	00	00	: 00	-		•		•	00 : 00	00	: 00				•
Sunday	00	: 00		00 :	00		۲		۲	00	: 0	00	00	: 00	-		۲		۲	00 : 00	00	: 00		•		٠
Holiday Type 1	00	: 00		00 :	00				۲	00	: 0	00	00	: 00	) -		۲		۲	00 : 00	00	: 00		•		۲
Holiday Type 2	00	: 00		00 :	00		۲		۲	00	: 0	00	00	: 00	-		۲		۲	00 : 00	00	: 00		۲		٠
Holiday Type 3	00	: 00		00 :	00		•			00	: 0	00	00	: 00	-		۲		•	00 : 00	00	: 00		•		•
py Monday's Settin	g to Oth	ers We	ekdays							ave an				ок		Car										

- 2. Set the following parameters: Select a rule name (not repeatable), the time segment, and verification mode for a door or person in each time segment.
- 3. Click [**OK**] to finish the setting.
- 4. On the list page, you can add or delete doors in the verification mode rule.

**«Note:** If a rule includes the verification mode for personnel, you cannot select doors with the RS485 readers when adding doors. You can modify only the configuration on the reader setting page before adding doors.

Verification Mode Group: Set appropriate personnel for configured verification mode rule.

# 4.2.14 Parameters

Click [Access Control] > [Parameters] to enter the parameter setting interface:

	ZKTeco	L D E E E E C Comp. Admin () () () () Authorized Comp.	
R	Access Device 🕀	Type of Getting Transactions O Periodically	
•	Access Control	Interval: 1 * hour(s)	
	Set Access By Levels	Set the Time for Obtaining New Transactions	
	Set Access By Person	▼0.00 1.00 2.00 3.00 4.00 5.00 6.00 7.00 8.00 ↓ 00 11.00 12.00 13.00 14.00 15.00 16.00 17.00 18.00 19.00 20.00 21.00 22.00 23.00	
		Select All Cancel	
	Set Access By Department	▲ Getting transactions and synchronization time will be done at the same time.	
	Interlock	Real Time Monitoring	
	Linkage	C Enable Display Photos Function	
	Anti-Passback	C Enable Audio Alert Function	
	Anti-Passback	The Real Time Monitoring Page Pop-up Staff Photo Size Max Height; 140 px(80 - 500)	
	First-Person Normally Open	A Refresh the real-time monitoring page after setting Height.	
	Multi-Person Group	Alarm Monitoring Recipient's Malibox	
	Multi-Person Opening Door		
	Multi-reison Opening Door		
	Verification Mode		
	Verification Mode Group		
	Parameters		
昆	Advanced Functions		
Contraction of the			e
B	Reports 🕀		5
昆	Video Integrated 🕀	OK	

### Type of Getting Transactions

• Periodically

Start from the setting and efficient time, the system attempts to download new transactions every time interval.

• Set the Time for Obtaining New Transactions

The selected Time is up, the system will attempt to download new transactions automatically.

## **Transaction Auto-Export**

The user can choose the export frequency and the data to be exported each time. If the export frequency is selected as **"By day"**, you must set the time to export the data. You must also select the mode of export. It can be daily transactions or all the system data(30000 data units can be sent at a time.

If the export frequency is selected as **"By Month"**, you must select the day to export the data. It can be the first day of the month or you can specify any particular date. Then select the export frequency as Daily Data or all System data. Finally, add the recipient's mail address to send the transaction data.

Organization     Organization	ZKTECO	오 🚺 🕘 🕸 🖻: 🖆 📾 🌊 යි. 🏤 📱 🕱 🛹 🅸 🛛 Welcome, admin 🖗 🖲 🛈 🕧 Authorized Compar	() ny: 11
Self Access By Department       Auto-Export       By Day         Interlock       Interlock         Linkage       Auto-Passback         First-Person Normally Open       Auto-Export Mode: * Daily Transactions         Multi-Person Group       Auto-Export Montoring         Multi-Person Group       Real Time Monitoring Page Pop-up Photo Size Max Height [140         Verification Mode Group       Reflect the monitoring Page after setting Height.         Alarm Monitoring Recipient's Mailbox       Example: 123@foxmail.com	Device	Periodically         Intervat:       ▼ hour(s)         ● Set the Time for Obtaining New Transactions         ▼ 0:00       1:00       2:00       3:00       4:00       5:00       6:00       7:00       8:00       9:00       11:00         12:00       13:00       14:00       15:00       16:00       17:00       18:00       19:00       20:00       23:00         Select All       Cancel       Cancel       10:00       10:00       10:00       10:00       10:00	
Multi-Person Opening Door     Real Time Monitoring Page Pop-up Photo Size Max Height 140     px(80 - 500)       Verification Mode Group     Refresh the real-time monitoring page after setting Height.       Verification Mode Group     Alarm Monitoring Recipient's Mailbox       Example: 123@foxmail.com     Example: 123@foxmail.com	Set Access By Department Interlock Linkage Anti-Passback First-Person Normally	Auto-Export Frequency     By Day       11 • hour(s): 59 • minute       Export Mode: • Daily Transactions • All Data(export up to 30000 pieces of data)       Recipient's Malbox	
📊 Advanced Functions 🕤	Multi-Person Opening Door Verification Mode Verification Mode Group	The Real Time Monitoring Page Pop-up Photo Size     Max Height [140     px(80 - 500)       A Refresh the real-line monitoring page after setting Height.     Alarm Monitoring Recipient's Mailbox	

The Real Time Monitoring Page Pop-up Staff Photo Size: When an access control event occurs, the personnel photo will pop up. The size of pop photos shall be between 80 to 500 pixels.

Alarm Monitoring Recipient Mailbox: The system will send email to alarm monitoring recipient's mailbox if there is any event.

# 4.3 Advanced Functions

Advanced Access control is optional function. If needed, please contact business representative or presales engineer, you can use these functions after obtaining license and activating.

**Note:** Except Global Linkage, to use other advanced functions you need to enable Background Verification. For detail, please see <u>Device Operation</u>.

# 4.3.1 Zone

It mainly uses partition Zones in advanced access control. When using such advanced functions as Global Zone APB, you must define Access Zones.

## • Add

1. Click [Advanced Functions] > [Zone] > [New] to enter the Add Zone interface:

Z	ZKTeco	£ <b>[</b> ];		Welcome, admin ① ① ② ② ① <sup>(1)</sup> Authorized Company: 11
	ess Device 🕀	Zone Code The current query condition Refresh Prove Prove A Wh	. Click here	
🔒 Adva	ranced Functions	Zone Code Name	Remark Operations New X	
Who Glob Glob Glob Glob Pers	o Define o Is Instantion al Anti-Past 3 oal Linkage oal Interlock Group oal Interlock son Availability Data	2 Solucity 30Lobby 30Lobby 30Lobby 30th Floor Lobby 30th Floor Court Vard 30th Floor Theatre 2 in 30th Floor Theatre 2 in 30th Floor Theatre	Zone Code* Name* Remark Save and New OK Cancel	
Rep	xorts 🕀			
R Vide	eo Integrated 🕞	I < < 1 - 7 > >1 50 rows per page -	Jump To 1 /1 Page Total of 7 records	

- 2. Set Zone Code, Name, Parent Zone and Remark as required.
- 3. Click [**OK**] to save and quit. The added Zone will appear in the list.

## What rules inside:

ZKTECO	& I		
Access Device () Access Control () Control () Access Control () Control	The current query conditions: None	Remark Operations outside What Rules Inside What Rules Inside What Rules Inside Person Availability Leo-Zone-test-Times   3333	
Reports (		Jump To 1 /1 Page Total of 7 records	6

# 4.3.2 Reader Define

Reader Define indicates that Reader control from one access zone to another one, it is based on access zone. If advanced functions are needed, you shall set the Reader Define.

### • Add

1. Click [Advanced Functions] > [Reader Define] > [New] to enter the add interface:

	ZKTeco		£		1					<u>نې</u>		(Î) (Î) (Î) (Î) (Î) Authorized Company: 11
ß	Access Device	÷	Name			4. (	Click h	ere				
₽	Access Control	ŧ		resh 🕑 New 🖸	Batch Ne	w 節 Delete						
۲.	Advanced Functions	Θ		Name		Goes From	Go	es To	Operation	IS		
	Zone		<u> </u>	92.168.12.155-1-In		in	out		Edit Delete			
				92.168.12.155-2-Out				New			×	
	Who Is Inside					Reader Name*				•		
	Global Anti-Passback					Goes From*						
	Global Linkage	3				Goes To*						
	Global Interlock Group				₽							
	Global Interlock					Savo	and New	ОК		Cancel		
	Person Availability					Save		UK		Callee		
	LED Data											
B	Reports	Ð										
ß	Video Integrated	÷	te e	1-2 > >) 50 r	ows per pa	ge 👻 Jump To	1 /1 P	age Total of 2 reco	rds			

- 2. Set Reader Name, Goes From and Goes To as required.
- 3. Click [OK] to save and quit. The added Reader Define will appear in the list.
- Batch New
  - 1. Click [Advanced Functions] > [Reader Define] > [Batch New] to enter the batch add interface:

	ZKTeco		£		in:	4. Click	here		ŵ		(1) (i) ( Authoriz	? (R) ( <sup>1</sup> ) ed Company: 11
ß	Access Device		Name		4		_					
ß	Access Control			nt query conditions: None esh (*) New (*) Batch	e			Batch New		×		
۲.	Advanced Functions	Θ	I Na	ame	Goes	Select Reader*		k All <u>Clear All</u>				
	Zone		<u> </u>	2.168.12.155-1-In 2.168.12.155-2-Out	in out							
	Reader Define Who Is Inside											
	Global Anti-Passbac											
	Global Linkage	3										
	Global Interlock Group											
	Global Interlock Person Availability					Goes From*						
	LED Data					Goes To*			•			
						-						
B	Reports					Save a	nd New	ок	Cancel			
ß	Video Integrated	Ð	10 C 1	- 2 >>1 50 rows per	page 👻	Jump To 1 /1	Page Total (	of 2 records				

2. Click [Add], select Reader(s) and move towards right and click [OK].

				Sele	ect Rea	der				×
Nar	ne	Owned E	Device			Se	rial Number		Q. 🛞	
The	current query condition	ns: None								
Alter	native					Selecte	ed( <b>1</b> )			
	Name	Owned Device	Serial Numb	er			Name	Owned Device	Serial Number	
	192.168.12.155-2-In	192.168.12.155	AK1F173460	006 ^			192.168.12.155-1-Out	192.168.12.155	AK1F173460006	
	192.168.12.155-3-In	192.168.12.155	AK1F173460	006						
	192.168.12.155-3-Ou	192.168.12.155	AK1F173460	and a second	>>	I				
	192.168.12.155-4-In	192.168.12.155	AK1F173460	006	<					
	192.168.12.155-4-Ou	192.168.12.155	AK1F173460	006	<<					
	192.168.214.74-1-In	192.168.214.74	37631616000	01						
	192.168.214.74-1-Ou	192.168.214.74	37631616000	01 🗸						
1<	< 1-9 > >  50	rows per page	✓ Total of 9 re	cords						
				о <mark>к</mark>		Can	cel			

3. Set Goes from and Goes to as required and press [OK].

# 4.3.3 Who is Inside

After entering the zone, you can view all personnel status in the zone by zone tree.

ZKTeco		£ 1 0	in-i 1 1 1		1	8			ŵ	Welcome, admin	① ① ② ② ④ Authorized Cor	R) ( <sup>1</sup> ) npany: 11	
Access Device	÷	Personnel ID	F	ïrst Name			Last Nam	e	Morev	Q ⊗			
Access Control		The current query conditions: None											
Access Control	Ð	C Refresh Delete Personnel	В	port									
Advanced Functions	Θ	▲ ( P→ All 30th Floor Lobby(0)		Personnel ID		First Name		Last Name	Department	Card Number	Last Access Time	Last Acce Rear	
Zone		30th Floor Hall(0)											
Reader Define		30th Floor Theatre(0) 30th Floor Court Yard(0)											
Who Is Inside		🗋 in(0)											
Global Anti-Passback		🗋 out(0)				ß							
Global Linkage						45							
Global Interlock Group													
Global Interlock													
Person Availability													
LED Data													
Reports	Ð		4										
Git Video Integrated	€		1< 4	< <b>0</b> → →1	50 rows p	er page 👻	Jump To	o 1 /0 Pag	e Total of 0 records				

### Delete Personnel

Deleting personnel in the selected area will clear the global anti-passback status of the personnel.

#### • Export

Export selected personnel information in the area; you can export Excel, PDF, CSV format.

			ZKTECO			
Personnel ID	First Name	Last Name	Total People 10 Department	Card Number	Last Access Time	Last Access Reader
1	Jerry	Wang	General	4461253	2017-12-18 09:29: 31	192.168.218.60-2 In
2	Lucky	Tan	Development Department	6155266	2017-12-18 09:27: 12	192.168.218.60-1 In
2940	Sherry	Yang	Hotel	1411237	2017-12-18 09:55: 52	192.168.218.60-1 In
3	Leo	Hou	Financial Department	13271770	2017-12-18 09:34: 57	192.168.218.60-2 In
4	Berry	Cao	General	13592341	2017-12-18 09:55: 58	192.168.218.60-1 In
5	Necol	Ye	Marketing Department	13260079	2017-12-18 09:34: 18	192.168.218.60-1 In
6	Amber	Lin	Financial Department	4628036	2017-12-18 09:25: 29	192.168.218.60-1 In
7	Jacky	Xiang	General	6323994	2017-12-18 09:27: 18	192.168.218.60-2 In
8	Glori	Liu	Marketing Department	6189166	2017-12-18 09:34: 20	192.168.218.60-2 In
9	Lilian	Mei	Development Department	9505930	2017-12-18 09:27: 22	192.168.218.60-1 In

# 4.3.4 Global Anti-Passback

Global Zone APB can set Anti-Passback across devices; you can use this function after setting Global Antipassback. You must set Access Zone and Reader Define before using, and also the device that has set Anti-Passback shall issue background verification parameters.

## • Add

1. Click [Advanced Functions] > [Global Anti-passback] > [New] to enter the add interface:

ZKTeco		Ł		1		L.		ŵ			2 (R) ( <sup>1</sup> ) ed Company: 11
Access Device		Global Anti-	(	4. Clio	k her			New			
Access Control		Rule Name	t query conditions		.K Her		Rule Name*			Last Name	
Advanced Functions	Θ	C+ Refres	sh 🕒 New 🖆	Delete			Zone*		•		
Zone		2 Rul	le Name Zone	Anti- Passback	Lockout Duration	Anti- Pass	The following doors control access in and out of the			Card Number	Department
Reader Define				Туре		Rese Time	zone				General
Who Is Inside		2	in	Timed Anti-Pa	a: 10	04:00:	Anti-Passback Type*	Logical Anti-Passback	•		
Global Anti-Passback							Lockout Duration		minute(1-		
Global Linkage								500)			
Global Interlock Group							Reset Anti-Passback				
Global Interlock		3)					Status Anti-Passback Resetted		• o'clock		
Person Availability				×2			Time		+ O CIOCK		
LED Data				ß			Apply to	All Personnel			
Reports								All Personnel Just Selected Personnel Exclude Selected Person	inel		
		1c c 1-	-1 > > 50 r	ows per page	+ Total of	1 recor	Save and New		incel	records	
Video Integrated	÷	4		and has being		and a second second	* (* I				•

2. Set Rule Name (Unrepeatable), Zone, Anti-passback Type, Lockout Duration, Reset Anti-passback Status and When to Reset the Anti-passback as required.

**Zone:** Select an option from the dropdown list, Corresponding doors will display in the text box of "The following doors control access in and out of the zone". At the same time, the doors obey the rule of one door cannot set as the boundary of two independent Anti-passback.

Anti-passback Type: Logical Anti-passback, Timed Anti-passback or Timed Logic Anti-passback.

- Logical Anti-passback: The door will not open if the entry and exit records is not in consistent with Anti-passback zone.
- Timed Anti-passback: In specified time period, user can enter Anti-passback zone only once. After the Time period has expired, user state will be cleared, and allow user to enter this zone again.
- Timed Logic Anti-passback: In Specified time period, Users who enter Anti-passback zone must obey the rule of Logical Anti-passback. If users exceed timed period, system will time again.

**Lockout Duration:** Only select Timed Anti-passback and Timed Logic Anti-passback in Anti-passback Type. Lockout Duration can be set.

**Reset Anti-passback Status:** Tick it to clear Anti-passback status of personnel in the system, and recover initial state. Only tick this option. When to Reset the Anti-passback can be select. After the reset time of the anti-passback has expired, system will clear all the Anti-passback status of personnel in zone.

When to Reset the Anti-passback: Select time to reset Anti-passback.

Apply to: All Personnel, Just Selected Personnel and Exclude Selected Personnel three types.

- > Apply to All Personnel: Can only edit and does not support select personnel.
- Apply to Just Selected Personnel: The anti- passback is only effective for these selected personnel.
- Apply to Exclude Selected Personnel: The anti- passback only effective for these exclude selected personnel.
- 3. Click [**OK**] to save and quit. The added Global Zone APB will display in the list.

## 4.3.5 Global Linkage

The global linkage function allows you to configure data across devices. Only push devices support this function.

#### • Add

1. Click [Advanced Functions] > [Global Linkage] > [New]:

	ZKTeco		£		1	in:				New			×
	Access Dev			<b>q</b> e			Linkage Name <sup>*</sup>		Mandatory Field	Apply to all person	nnel 💽 d Check All Clear A		11
<b>.</b>	4. Cl		The curre	uery o	conditions: None	Q, ⊗						2	
民, 4	Advanced Functions	Θ	C+ Refr		New 🏠 Delet								
2	Zone		2	nkage ame	Linkage Trigger Conditions	E	n						
F	Reader Define		U ww	!	Global Interlock	٥							- 18
Ň	Who Is Inside						Output Point	Video Lin	kage Act	ive Time	E-mail	Linkage Voice Prompts	
(	Global Anti-Passback						Door Add Check All Cl	ear All		Auxiliary Output	Add Check All Cle	ar All	
¢													
(	Global Interlock oup												
(	Global Interlock		<hr/>										
F	Person Availability	3											
L L	LED Data						Action type*	Close	•	Action type*	Close		
	Reports	⊕											
G. 1	Video Integrated	Ð	10 0 1	-1 >	>1 50 rows per	page 👻		S	ave and New	ок	Cancel		

Apply to all personnel: If this option is selected, this linkage setting is effective for all personnel.

Active Time: Set the active time of the linkage setting.

2. Choose Global Linkage trigger conditions, the input point (System will filter devices according to the choice in first step) and the output point, Set up linkage action. For more details about these parameters, please refer to <u>Linkage Setting</u>.

**Solution Solution Solution**

3. Click [**OK**] to save and quit. The added Global Linkage will display in the list.

# 4.3.6 Global Interlock Group

The global interlock group groups the doors in the global interlock, but to use the global interlock function, the device must be enabled with background authentication.

	<b>ZKT</b> eco		£		_1		L.	<b>i</b>		<u>نې</u>		admin 🕠 (i) (?) (R) ( <sup>1</sup> Authorized Company:	
Ģ	Access Device	Ð		I Interlock Group	4.	Click here		<	Door			,	
₽	Access Control	Ð		o Name urrent query con	1			ଦ୍⊗	Door Name	query condition:	Owned Device s: None	⊂ ⊗	
۲.	Advanced Functions	Θ	C	Refresh 🕒 Ne	v 👚 Delete				C+ Refresh	n 🍈 Delete Do			
	Zone		2	Group Name	Door Count	Group Interlock	Remark	Operations	Door	r Name	Owned Device		
	Reader Define			1 DHDG	0			New			×		
	Who Is Inside			<u>123</u>	0	Group Name	•*	1					
	Global Anti-Passback					Remark		1			_		
	Global Linkage					Group Interle	ock				_		
	Global Interlock Group							-			_		
	Global Interlock Person Availability						C	Ж	Cancel		_		
	LED Data		3				_			_	_		
5	Reports	Ð											
ß	Video Integrated	Ð	10	< 1-3 ⇒ ⇒1	50 rows per pa	age 👻 Total of	3 records	•	(< < 0. ∢∭	> >) 50 row	s per page 👻 Total o	f 0 records	

Click [Advanced Functions] > [Global Interlock Group] > [New]:

## **Group Name:**

Any combination of up to 30 characters that cannot be identical to an existing group name.

- 1. After editing, click [**OK**] to save. After confirming that add the door immediately, the information of added door will appear in the list.
- 2. Click [Add Door] under Related Operations to add door to the group.
- 3. After selecting and adding personnel, click [**OK**] to save and return.

**Group Interlock:** If the option is selected, set global interlock rule for the interlocking group.

# 4.3.7 Global Interlock

The global interlock function allows you to configure data across devices. Only push devices support this function.

**Multi-Person Opening Door Setting:** 

### Click [Advanced Functions] > [Global Interlock]> [New]:

ZKTeco &			۵ 🖂 🚳	Welcome, admin ① ① ② ② ① Ú Authorized Company: 11
Access Device	erlock 4. Click	here	Global Interlock Group	
Access Control	it query conv. cons: None	nere	Global Interlock Group The current query cond	Ititions: None
Advanced Functions	sh 🕒 New 🏠 Delete		🕞 Refresh 🏦 Del	ete Group
Zone 2		erations	Group Name	Remark
Reader Define	1 Edit	Add Group	New	×
Who Is Inside			6	
Global Anti-Passback		Name*		
Global Linkage		Remark		
Global Interlock Group				
Global Interlock				
Person Availability			OK Cancel	
LED Data	1			
🕞 Reports 🕀				
Video Integrated	- 1 >>) 50 rows per page 👻	Total of 1 records	i< < 0 > >i 5 ♦	0 rows per page 👻 Total of 0 records

#### Name:

- 1) Any combination of up to 30 characters that cannot be identical to an existing name.
- 2) After editing, click [**OK**] to save. After confirming that add the group immediately, the information of add group will appear in the list.
- 3) Click [Add Group] under Related Operations to add door to the group.
- 4) After selecting and adding group, click [**OK**] to save and return.

Group Interlock: If the option is selected, set global interlock rule for the interlocking group.

#### ∕≪Notes:

- > In the same interlock, all the doors in the group cannot be duplicated.
- > If the interlock group exists in the interlock function, it cannot be deleted directly.

# 4.3.8 Person Availability

It is mainly used to limit valid date/ after the first use of valid days/ use number of times of personnel in advanced access control area.

	ZKTeeo		£ <b>€</b> 1 ₩	↑ [ <mark>1]</mark> & v	🙈 🖄 📾	÷	Welcome, admin	(i)
B	Access Device	Ð	Availability Name	Zone	Q 🛞			
0	Assess Castral	~	The current query conditions: None					
₿	Access Control	Ð	🔿 Refresh 🕒 New 👚 Delete 🎡	Set Zone Properties				
5.	Advanced Functions	Θ	Availability Name	Zone	Zone property name	Use	Detail	Operations
	Zone		Leo-Zone-test-Times	outside	Leo-Test-Times	Use number of times	3 Time(s)	Edit Delete
	Reader Define 2			30th Floor Court Yard	times	Use number of times		Edit Delete
			3333	outside	times	Use number of times	100 Time(s)	Edit Delete
	Who Is Inside							
	Global Anti-Passback							
	Global Linkage							
	Global Interlock Group							
	Global Interlock							
	Person Availability							
	LED Data		_					
5	Reports	€	3					
G.	Video Integrated	€	$ \langle \langle 1 - 3 \rangle \rangle \rangle = 50$ rows per page	- Jump To 1 /1 Pa	age Total of 3 records			

### • Set Zone Properties

	ZKTeco		<u>ک</u> ا			¢	Welcome, admin	(i)     (?)     (R)     (l)     Authorized Company: 11
Ę	Access Device (	Ð	Availability Name	Zone 4.	Click here			
ß	Access Control (	Ð	The current query conditions: None	Set Zone Properties				
R	Advanced Functions	Θ	Availability Name	Zone	Zone property name	Use	Detail	Operations
	Zone		2 Leo-Zone-test-Times	outside	Leo-Test-Times	Use number of times	3 Time(s)	Edit Delete
	Reader Define		123	30th Floor Court Yard	times	Use number of times	100 Time(s)	Edit Delete
			3333	outside	times	Use number of times	100 Time(s)	Edit Delete
	Who Is Inside							
	Global Anti-Passback							
	Global Linkage							
	Global Interlock Group							
	Global Interlock							
	Person Availability							
	LED Data		<b>`</b>					
5	Reports	3						
R	Video Integrated (	Ð	$ \langle \langle 1 - 3 \rangle \rangle $ 50 rows per page	e - Jump To 1 /1 P	age Total of 3 records			

		Click h	oro	Zone	e Properties					×
Zone	Properties	CUCKT	ere		Brow	se Personnel				
Nam	e	Row	Q 🛞		Pers	onnel ID	First Name		More 🗸 🛞	
The	current query con	di ons: None			The	current query condi	tions: None			
C	Refresh 🕒 Nev	w 👚 Delete			C	Refresh 👚 Delet	e Personnel			
	Name	Use Detail	Remark	Operations		Personnel ID	First Name	Department		
	times	Use number o 100 Time(s)		Edit Add Personnel						
	Leo-Test-Times	Use number o 3 Time(s)		Edit Add Personnel						
		Valid Date Valid Until 201	I-0	Edit Add Personnel	1					
	10 Times	Use number o 10 Time(s)	6	Edit Add Personnel						
	31 Days FUV	After the first ( 31 day(s)		Edit Add Personnel						
1<	< 1-5 > >!	50 rows per page 👻 To	tal of 5 records		1<	< 0 > >1 50	rows per page	Total of 0 reco	rds	
					- F					(.)E

1. Click [Advanced Functions] > [Person Availability] > [Set Zone Properties] > [New], the following interface will be shown:

		New		×
Name*				
Use*		Valid Date	$\checkmark$	
Date*				
Remark				
	Save and New	ОК	Cancel	

**Use:** It is divided into Valid Date, after the first use of valid days and Use number of times, corresponding to Date, Days and Times.

2. Click [Advanced Functions] > [Person Availability] > [Set Zone Properties] > [Add Personnel], apply the zone properties to the specified personnel.

							Zone	Propert	es						
Zone	Properties							< B	rowse Pe	rsonnel					
Name		Remark		Q 🗵	)		(				First N	lame	Mor	re≖ Q	$\otimes$
The c	urrent query cond	ditions: None					>	C	ICK	here	ns: None				
⊖ I	Refresh 🕒 Nev	v 🕋 Delete							→ Refre	sh 🕋 Delete	Personnel				
	Name	Use	Detail	Remark	Op	erations		(	Pe	rsonnel ID	First Nam	e Depart	ment		
	times	Use number	o 100 Time(s)		Edit	Add Personnel									
	Leo-Test-Times	Use number	o 3 Time(s)		Edit	Add Personnel									
	VD	Valid Date	Valid Until 20	18-0	Edit	Add Personnel		1							
	10 Times	Use number			45	Add Personnel									
	31 Days FUV	After the first	( 31 day(s)		Edi	Add Personnel									
Ye. V	. 1.5	E0 1000 001	page 👻 1	fotal of 5 record	6				0	50 m		👻 Total	of 0 records		
4	< 1-5 > >	50 rows per j	page + i	otal of 5 record	5			) ) 4		> >  50 rd	iws per page	+ Iotai	or o records		
							Add F	Person	nel						×
• 0	Query OC	Department	_					_							
Pers	sonnel ID		First	Name		Last	Name	•		Ca	ard Numbe	r		More▼	Q,⊗
The	current query	conditions:	None												
Alterr	native								Selecte	ed(0)					
	Personnel ID	First A Name	Last Name	Card Number	Gender	Departme Name	nt			Personnel ID	First Name	Last Name	Card Number	Gender	Department Name
	117055	0		0		General									
	1170550	0		0		General		>>							
	10522	10522		0		General		>							
	87654321	Jasmine	wang			General		<							
		max	lastName	123456789	Fomalo	General		<<							
			lasuvalite	123430703	remale	General									
1.000	1234567					O									
	3043	妞癸拷锟斤				General									
1.000					-	General General	÷								
	3043	妞癸拷银斤 妞癸拷锟界		e + T			÷								
	3043 3038	妞癸拷银斤 妞癸拷锟界	ı.	e - 1		General	•								
	3043 3038	妞癸拷银斤 妞癸拷锟界	ı.	e - 1		General	•		Can	cel					

#### • New

Click [Advanced Functions] > [Person Availability] > [New], the following interface will be shown:

	ZKTeco		£		1	ir¶‡					R	<u></u>			(Î)     (I)     (	
Ģ	Access Device	÷	Availabilit			Zone			Q	*						
₽	Access Control	÷		ent query conditions		Set Zo	one Propert	ies								
۲.	Advanced Functions	Θ		wailability Name	4	Click	( here			operty name		Use	Detail		Operations	
	Zone		2	o-Zone-test-Times		ctici	( ner		Leo-Test	-Times		Use number of time	s 3 Time(s)	)	Edit Delete	
	Reader Define		33	-						New				×	Edit Delete	
	Who Is Inside					Availabi	lity Nam	e*								
	Global Anti-Passback					Zone*		-				•		_		
	Global Linkage					Zone Pr	operties	•			_			_		
	Global Interlock Group													_		
	Global Interlock															
	Person Availability															
	LED Data						Sa	ve and N	lew	0	к	Cancel		- 1		
5	Reports	3												1.		
6	Video Integrated	÷	IC C	1-3 > >) 50 m	ws per pa	ige +	Jump To	1 /1 F	age To	tal of 3 records	6					1

Select the Zone and Zone Properties to control the person availability.

#### • Delete

Click [Advanced Functions] > [Person Availability], select an Availability Name, click [Delete] > [OK] to delete.

## 4.4 Access Reports

Includes "All transactions", "Events from Today", "All Exception Events" and so on. You can export after query.

You can generate statistics of relevant device data from reports, including card verification information, door operation information, and normal punching information, etc.

About the Normal and abnormal event please refer to **<u>Real-Time Monitoring</u>** for details.

Verify mode: Only Card, Only Fingerprint, Only Password, Card plus Password, Card plus Fingerprint, Card or Fingerprint and etc.

**EXNote:** Only event records generated when the user uses emergency password to open doors will include only password verification mode.

## 4.4.1 All Transactions

Because the data size of access control event records is large, you can view access control events as specified condition when querying. By default, the system displays latest three months transactions. Click [**Reports**] > [**All Transactions**] to view all transactions:

Access Device 🕀	Time From 2017-12	2-28 00:00:00	To 2018-03-28 23:	59:59 Personnel ID		Device Name		Mo	re <del>v</del> Q 🛞	
				)) To:(2018-03-28 23:59:59)		Dornoo ritaino				
Access Control 🕀		ilear All Data		) 10.(2016-03-26 23.59.59)						
	C Refresh	Jear Ali Data	Export							
Advanced Functions +	Time	Device Name	Event Point	Event Description	Media File	Personnel ID	First Name	* Last Name	Card Number	Are
Reports	2018-03-15 14:32:18	inPulse+_ZKHK	inPulse+_ZKHK-1	Unregistered Personnel		1	aime	wong		Face
All Transactions 2	2018-03-15 14:27:59	inPulse+_ZKHK	inPulse+_ZKHK-1	Unregistered Personnel		1	aime	wong		Fac
Events From Today	2018-03-21 17:32:18	192.168.12.153	192.168.12.153-1	Anti-Passback		1	11	11	8014184	Fac
	2018-03-21 17:32:56	192.168.12.153	192.168.12.153-1	Anti-Passback		1	11	11	8014184	Fac
Last Known Posic	2018-03-21 17:29:44	192.168.12.153	192.168.12.153-2	Anti-Passback		1	11	11	8014184	Fac
All Exception Events 3	2018-03-21 17:30:16	192.168.12.153	192.168.12.153-1	Normal Verify Open		1	11	11	8014184	Fac
Access Rights By Door	2018-03-21 17:31:53	192.168.12.153	192.168.12.433-1	Anti-Passback		1	11	11	8014184	Fac
Access Rights By Personnel	2018-03-03 19:50:45	192.168.12.155		Disconnected						Fac
	2018-03-03 19:48:53	192.168.12.155		Connected to the server						Fac
	2018-03-03 19:44:55	192.168.12.155		Can not connect to server						Fac
	2018-03-03 19:54:45	192.168.12.155		Connected to the server						Fac
	2018-03-03 19:56:15	192.168.12.155		Disconnected						Fac
	2010 02 02 10 55-20	100 100 10 100		Con not connect to conver						

Media File: You can view or download the photos and videos created in the video system.

Clear All Data: Click [Clear All Data] to pop up prompt and click [OK] to clear all transactions.

**Export:** You can export all transactions in Excel, PDF, CSV format.

me: 2017-09-15 0	0:00:00-2017-12	-15 23 : 59 : 59				All Transactions						
Time	Device Name	Event Point	Event Description	Personnel ID	First Name	Last Name	Card Number	Department Name	Reader Name	Verification Mode	Area Name	Remark
017-12-15 18:29: 02	192.168.218.60	192.168.218.60-2	Background Verify Success	6	Amber	Lin	4628036	Financial Department	192.168.218.60-2- In	Only Card	Area Name	and the second second
017-12-15 18:28: 59	192.168.218.60	192.168.218.60-1	Background Verify Success	6	Amber	Lin	4628036	Financial Department	192.168.218.60-1- In	Only Card	Area Name	
017-12-15 18:28: 45	192.168.218.60	192.168.218.60-2	Background Verify Success	6	Necol	Ye	13260079	Marketing Department	192.168.218.60-2- In	Only Card	Area Name	
017-12-15 18:28: 41	192.168.218.60	192.168.218.60-1	Background Verify Success	5	Necol	Ye	13260079	Marketing Department	192.168.218.60-1- In	Only Card	Area Name	
017-12-15 18:28: 38	192.168.218.60	192.168.218.60-2	Background Verify Success	1	Jerry	Wang	4461253	General	192.168.218.60-2- In	Only Card	Area Name	
017-12-15 18:28: 35	192.168.218.60	192.168.218.60-1	Background Verify Success	1	Jerry	Wang	4461253	General	192.168.218.60-1- In	Only Card	Area Name	
017-12-15 18:28: 23	192.168.218.60	192.168.218.60-2	Background Verify Success	2940	Sherry	Yang	1411237	Hotel	192.168.218.60-2- In	Only Card	Area Name	
017-12-15 18:28: 20	192.168.218.60	192.168.218.60-1	Background Verify Success	2940	Sherry	Yang	1411237	Hotel	192.168.218.60-1- In	Only Card	Area Name	
017-12-15 18:28: 17	192.168.218.60	192.168.218.60-2	Background Verify Success	9	Lilian	Mei	9505930	Development Department	192.168.218.60-2- In	Only Card	Area Name	
017-12-15 18:28: 13	192.168.218.60	192.168.218.60-1	Background Verify Success	9	Lilian	Mei	9505930	Development Department	192.168.218.60-1- In	Only Card	Area Name	
017-12-15 18:28: 08	192.168.218.60	192.168.218.60-2	Background Verify Success	3	Leo	Hou	13271770	Financial Department	192.168.218.60-2- In	Only Card	Area Name	
017-12-15 18:28: 01	192.168.218.60	192.168.218.60-1	Background Verify Success	3	Leo	Hou	13271770	Financial Department	192.168.218.60-1- In	Only Card	Area Name	
017-12-15 18:25: 18	192.168.218.60	192.168.218.60-1	Remote Opening						Other	Other	Area Name	
017-12-15 18:25: 04	192.168.218.60	192.168.218.60-1	Remote Opening						Other	Other	Area Name	
017-12-15 18:23: 52	192.168.218.60	192.168.218.60-2	Background Verify Success	1	Jerry	Wang	4461253	General	192.168.218.60-2- In	Only Card	Area Name	
017-12-15 18:23: 40	192.168.218.60	192.168.218.60-1	Remote Opening						Other	Other	Area Name	
017-12-15 18:23: 26	192.168.218.60	192.168.218.60-1	Remote Opening						Other	Other	Area Name	
017-12-15 18:23:	192.168.218.60	192.168.218.60-2	Background Verify	1	Jerry	Wang	4461253	General	192.168.218.60-2-	Only Card	Area Name	

## 4.4.2 Events from Today

Check out the system record today.

Click [Reports] > [Events from Today] to view today's records. You can export all events from today in Excel, PDF, CSV format.

The current query co	nditions: None										
C Refresh	ilear All Data	Export									
Time	Card Number	Personnel ID	First Name	Last Name	Department Name	Device Name	Event Point	Event Description	Media File	Reader Name	Verification Mode
2015-05-26 16:41:56	2182405	54	dany	nee	General	192.168.1.134	192.168.1.134-1	Normal Verify Open		192.168.1.134-1	Only Fingerprin
2015-05-26 16:41:54	2182405	54	dany	nee	General	192.168.1.134	192.168.1.134-1	Normal Verify Open		192.168.1.134-1	Only Fingerprin
2015-05-26 16:41:52	2182405	54	dany	nee	General	192.168.1.134	192.168.1.134-1	Normal Verify Open		192.168.1.134-1	Only Fingerprin
2015-05-26 16:41:49	2182405	54	dany	nee	General	192.168.1.134	192.168.1.134-1	Normal Verify Open		192.168.1.134-1	Only Fingerpri
2015-05-26 16:41:42	2182405	54	dany	nee	General	192.168.1.134	192.168.1.134-1	Normal Verify Open		192.168.1.134-1	Only Fingerprin
2015-05-26 16:41:37	2182405	54	dany	nee	General	192.168.1.134	192.168.1.134-1	Normal Verify Open		192.168.1.134-1	Only Fingerprin
2015-05-26 16:41:27	2182405	54	dany	nee	General	192.168.1.134	192.168.1.134-1	Normal Verify Open		192.168.1.134-1	Only Fingerprin
2015-05-26 16:41:22	2182405	54	dany	nee	General	192.168.1.134	192.168.1.134-1	Duress Open Alarm		192.168.1.134-1	Only Fingerprin
2015-05-26 16:41:18	2182405	54	dany	nee	General	192.168.1.134	192.168.1.134-1	Normal Verify Open		192,168.1.134-1	Only Fingerprin
015-05-26 16:41:14	2182405	54	dany	nee	General	192.168.1.134	192.168. <mark>1.1</mark> 34-1	Normal Verify Open		192.168.1.134-1	Only Fingerprin
015-05-26 16:41:03	2182405	54	dany	nee	General	192.168.1.134	192.168.1.134-2	Normal Verify Open		192.168.1.134-2-	Only Card

### You can export all events from today in Excel, PDF, CSV format.

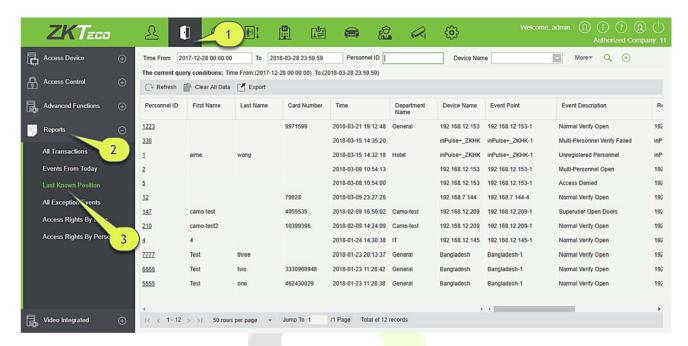
						ZKTECO						
Time	Card Number	Personnel ID	First Name	Last Name	Department Name	Events From Today Device Name	Event Point	Event Description	Reader Name	Verification Mode	Area Name	Remark
017-12-15 18:29:	4628036	6	Amber	Lin	Financial Department	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2- In	Only Card	Area Name	roginark
2017-12-15 18:28: 59	4628036	6	Amber	Lin	Financial Department	192.168.218.60	192.168.218.60-1	Background Verify Success	192.168.218.60-1- In	Only Card	Area Name	
2017-12-15 18:28: 45	13260079	5	Necol	Ye	Marketing Department	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2- In	Only Card	Area Name	
2017-12-15 18:28: 41	13260079	5	Necol	Ye	Marketing Department	192.168.218.60	192.168.218.60-1	Background Verify Success	192.168.218.60-1- In	Only Card	Area Name	
2017-12-15 18:28: 38	4461253	1	Jerry	Wang	General	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2- In	Only Card	Area Name	
2017-12-15 18:28: 35	4461253	1	Јепу	Wang	General	192.168.218.60	192.168.218.60-1	Background Verify Success	192.168.218.60-1- In	Only Card	Area Name	
2017-12-15 18:28: 23	1411237	2940	Sherry	Yang	Hotel	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2- In	Only Card	Area Name	
2017-12-15 18:28: 20	1411237	2940	Sherry	Yang	Hotel	192.168.218.60	192.168.218.60-1	Background Verify Success	192.168.218.60-1- In	Only Card	Area Name	
2017-12-15 18:28: 17	9505930	0	Lilian	Mei	Development Department	192.169.219.60	192.169.219.60-2	Background Verify Success	192.168.218.60-2- In	Only Card	Area Name	
2017-12-15 18:28: 13	9505930	9	Lilian	Mei	Development Department	192.168.218.60	192.168.218.60-1	Background Verify Success	192.168.218.60-1- In	Only Card	Area Name	
2017-12-15 18:28: 06	13271770	3	Leo	Hou	Financial Department	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2- In	Only Card	Area Name	
2017-12-15 18:28: 01	13271770	3	Leo	Hou	Financial Department	192.168.218.60	192.168.218.60-1	Background Verify Success	192.168.218.60-1- In	Only Card	Area Name	
2017-12-15 18:23: 52	4461253	1	Jerry	Wang	General	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2- In	Only Card	Area Name	
2017-12-15 18:23: 16	4461253	1	Jerry	Wang	General	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2- In	Only Card	Area Name	
2017-12-15 18:23: 12	4461253	1	Jerry	Wang	General	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2- In	Only Card	Area Name	
2017-12-15 18:23: 02	6155266	2	Lucky	Tan	Development Department	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2- In	Only Card	Area Name	
2017-12-15 18:22: 21	4461253	1	Jerry	Wang	General	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2- In	Only Card	Area Name	
2017-12-15 18:20: 24	9505930	9	Lilian	Mei	Development Department	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2- In	Only Card	Area Name	

1/30

## 4.4.3 Last Known Position

Check out the final position of personnel who has access privileges to access. It is convenient to locate a person.

Click [**Reports**] > [Last Know Position] to check out.



**Locate the location of personnel:** Personnel with electronic map authority, click on the corresponding [**Personnel ID**], you can locate the specific location of the personnel in the electronic map by the way of flashing the door.

You can export all personnel final position data in Excel, PDF, CSV format.

ne. 2017-00-10 L	0:00:00-2017-12	-15 23 : 59 : 59											
Personnel ID	First Name	Last Name	Card Number	Time	Department Name	Device Name	Event Point	Event Description	Reader Name	Verification Mode	Area Name	Zone	Remark
6	Amber	Lin	4628036	2017-12-15 18:29: 02	Financial Department	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2- In	Only Card	Area Name		
5	Necol	Ye	13260079	2017-12-15 18:28: 45	Marketing Department	192,168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2- In	Only Card	Area Name		
1	Jerry	Wang	4461253	2017-12-15 18:28: 38	General	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2- In	Only Card	Area Name		
2940	Sherry	Yang	1411237	2017-12-15 18:28: 23	Hotel	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2- In	Only Card	Area Name		
9	Lilian	Mei	9505930	2017-12-15 18:28: 17	Development Department	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2- In	Only Card	Area Name		
3	Leo	Hou	13271770	2017-12-15 18:28: 08	Financial Department	192,168,218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2- In	Only Card	Area Name		
2	Lucky	Tan	6155266	2017-12-15 18:23: 02	Development Department	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2- In	Only Card	Area Name		
8	Glori	Liu	6189166	2017-12-15 18:20:	Marketing Department	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2- In	Only Card	Area Name		
4	Berry	Сао	13592341	2017-12-15 17:43: 13	General	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2- In	Only Card	Area Name		
7	Jacky	Xiang	6323994	2017-12-15 17:43: 08	General	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2- In	Only Card	Area Name		
800000011	Morry	Fang	6189166	2017-12-15 11:45: 04	Visitor	192.168.218.60	192.168.218.60-1	Normal Verify Open	192.168.218.60-1- In	Only Card	Area Name		
800000010	Tommy	Qi	6323994	2017-12-15 11:42: 42	Visitor	192.168.218.60	192.168.218.60-2	Normal Verify Open	192.168.218.60-2- In	Only Card	Area Name		
800000009	Elian	Peng	13592341	2017-12-15 11:41: 08	Visitor	192.168.218.60	192.168.218.60-1	Normal Verify Open	192.168.218.60-1- In	Only Card	Area Name		
80000008	Goura	Viny	1411237	2017-12-15 11:39:	Visitor	192.168.218.60	192.168.218.60-2	Normal Verify Open	192.168.218.60-2- In	Only Card	Area Name		
80000007	Monio	Wu	4628036	2017-12-15 11:22: 55	Visitor	192.168.218.60	192.168.218.60-1	Normal Verify Open	192.168.218.60-1- In	Only Card	Area Name		
80000008	Bella	Yu	4461253	2017-12-15 11:19: 58	Visitor	192.168.218.60	192.168.218.60-2	Normal Verify Open	192.168.218.60-2- In	Only Card	Area Name		
80000004	Tom	Lee	13260079	2017-12-15 11:19: 46	Visitor	192.168.218.60	192.168.218.60-2	Normal Verify Open	192.168.218.60-2- In	Only Card	Area Name		
800000005	88	Fang	9505930	2017-12-15 11:19:	Visitor	192.168.218.60	192.168.218.60-2	Normal Verify	192.168.218.60-2-	Only Card	Area Name		

## 4.4.4 All Exception Events

Click [**Reports**] > [**All Exception Events**] to view exception events in specified condition. The options are same as those of [**All Transactions**].

Access Device	Time From	2017-12-28 00:00:0	0 To 20	18-03-28 23:59:59	Personnel ID		Davies New		Authorized Com	pen
Access Device (							Device Nan	ne	More Q 🛞	
Access Control (	The current q     Refresh	Clear All Data		2-28 00:00:00) To:(2	2018-03-28 23:59:59)					
Advanced Functions	Personnel ID	First Name	Last Name	Card Number	Time	Department Name	Device Name	Event Point	Event Description	
Reports	1223			9971599	2018-03-21 19:12:48	General	192.168.12.153	192.168.12.153-1	Normal Verify Open	
	⇒ 1223 338				2018-03-15 14:35:20		inPulse+_ZKHK	inPulse+_ZKHK-1	Multi-Personnel Verify Failed	
All Transactions 2	1	aime	wong		2018-03-15 14:32:18	Hotel	inPulse+_ZKHK	inPulse+_ZKHK-1	Unregistered Personnel	
Events From Today	2				2018-03-08 10:54:13		192.168.12.153	192.168.12.153-1	Multi-Personnel Open	
Last Known Position	5				2018-03-08 10:54:00		192.168.12.153	192.168.12.153-1	Access Denied	
All Exception Events	12			79828	2018-03-05 23:27:26		192.168.7.144	192.168.7.144-4	Normal Verify Open	
Access Rig ts By Door	147	camo-test		4055535	2018-02-09 16:56:02	Camo-test	192.168.12.209	192.168.12.209-1	Superuser Open Doors	
	210	camo-test2		10399396	2018-02-09 14:24:09	Camo-test	192.168.12.209	192.168.12.209-1	Normal Verify Open	
Access Rights D	21 4	4			2018-01-24 14:30:38	IT	192.168.12.145	192.168.12.145-1	Normal Verify Open	
3	1111	Test	three		2018-01-23 20:13:37	General	Bangladesh	Bangladesh-1	Normal Verify Open	
	6666	Test	two	3330968948	2018-01-23 11:28:42	General	Bangladesh	Bangladesh-1	Normal Verify Open	
	<u>5555</u>	Test	one	462430029	2018-01-23 11:28:38	General	Bangladesh	Bangladesh-1	Normal Verify Open	
			-	one				. 4		

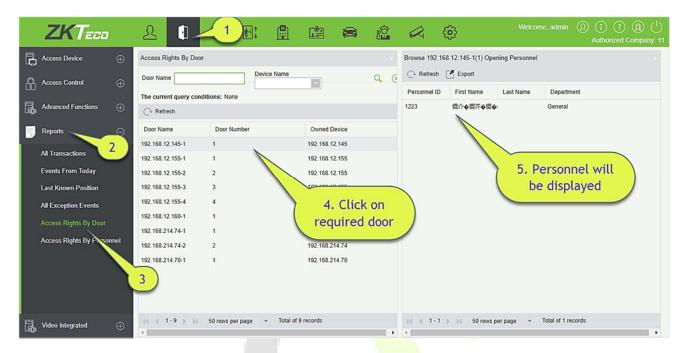
Clear All Data: Click [Clear All Data] to pop up prompt, and then click [OK] to clear all exception events.

**Export:** You can export all exception events in Excel, PDF, CSV format.

Olt7-12-15 17:42         Operation Interval too Short         192.168.218.60-1         192.168.218.60-1         Option           00         100         Area Name         192.168.218.60-1         Option         Op		Verification Mode					All Exception Events						
Time         Event Description         Event Point         Device Name         Card Number         Personnel ID         First Name         Last Name         Area Name         Department Name         Reader Name         Verification           03         102.168.218.60-1         102.168.218.60-1         102.168.218.60-1         00         00         Area Name         102.168.218.60-1         00         00         00           17.12-15 17.35:         Operation Interval 102.168.218.60-1         102.168.218.60-1         102.168.218.60-1         00		Verfection Meda											
Olt7-12-15 17:42         Operation Interval too Short         192.168.218.60-1         192.168.218.60-1         Opti- 20         Operation Interval too Short         192.168.218.60-1         Opti- 20         Opti- 20         Opti- 20         Opti- 20         Opti- 20         Opti- 20         Opti- 20         <		Varification Made									-15 23 : 59 : 59	0:00:00-2017-12	ime: 2017-09-15 0
Og         too Short         192.188.218.80-1         192.188.218.80-1         192.188.218.80-1         192.188.218.80-1         Odw           2017-12-15 17.42:         Operation Interval 10017-12-15 17.42:         192.188.218.80-1         192.188.218.80-1         0         Area Name         192.188.218.80-1         0         0           27         too Short         192.188.218.80-1         192.188.218.80-1         192.188.218.80-1         0         0           27         too Short         192.188.218.80-1         192.188.218.80-1         0	r	veniloabon Nidde	Reader Name	Department Name	Area Name	Last Name	First Name	Personnel ID	Card Number	Device Name	Event Point	Event Description	Time
41         100 Short         102.188.218.00-1         102.188.218.00         102.188.218.00         00b           0071712-15 10:35:         Operation Interval too Short         102.188.218.00-1         102.188.218.00-1         00b         00b         102.188.218.00-1         00b         00b           1017-12-15 10:35:         Operation Interval too Short         102.188.218.00-1         102.188.218.00-1         00b		Other			Area Name					192.168.218.60	192.168.218.60-1		03
27         top Short         192:188.218.00-1         192:188.218.00-1         192:188.218.00-1         192:188.218.00-1         0         Area Name         In         Oth           1017-12-15 16:35:         Operation Interval too Short         192:188.218.00-1         192:188.218.00-1         192:188.218.00-1         0         Area Name         192:188.218.00-1         0         Or           1017-12-15 16:35:         Operation Interval too Short         192:188.218.00-1         192:188.218.00-1         0         Area Name         192:188.218.00-1         0         Or           1017-12-15 16:35:         Operation Interval too Short         192:188.218.00-1         192:188.218.00-1         0         Or         0	t l	Other			Area Name					192.168.218.60	192.168.218.60-1		
17         too Short         192.188.218.00-1         192.188.218.00-1         192.188.218.00-1         00         Area Name         In         Oth           1017-12-15 16.35:         Operation Interval too Short         192.188.218.00-1         192.188.218.00-1         00         Area Name         192.188.218.00-1         00           00         too Short         192.188.218.00-1         192.188.218.00-1         00         192.188.218.00-1         00         10           00         too Short         192.188.218.00-1         192.188.218.00-1         00         0         0         10           0017-12-15 16.33:         Operation Interval too Short         192.188.218.00-1         192.188.218.00-1         0         0         10         0         0         10           0017-12-15 16.33:         Operation Interval too Short         192.188.218.00-1         192.188.218.00-1         0         0         10         0         0         0         10         0         0         0         10         0         0         10         0         0         0         10         0         0         0         10         0         0         0         10         0         0         0         0         10         0         0	r	Other	192.168.218.60-1- In		Area Name					192.168.218.60	192.168.218.60-1	Operation Interval	
O6         too Short         1/2/16/2/18/2/18/0/-1         1/2/16/2/18/2/18/0/-1         1/2/16/2/18/2/18/0/-1         I/2/16/2/18/2/18/0/-1         I/2/16/2/18/0/-1         I/2/16/	r	Other			Area Name					192.168.218.60	192.168.218.60-1		
00         too Short         192.188.218.00-1         192.188.218.00-1         192.188.218.00-1         192.188.218.00-1         192.188.218.00-1         192.188.218.00-1         192.188.218.00-1         0ch           52         too Short         192.189.218.00-1         192.189.218.00         Area Name         192.188.218.00-1         0ch           53         too Short         192.189.218.00-1         192.189.218.00         0ch         Area Name         102.189.218.00-1         0ch           43         too Short         192.189.218.00-1         0ch         0ch         0ch         0ch	e l	Other			Area Name					192.168.218.60	192.168.218.60-1		
2017-12-15 1633         Operation Interval too Short         192.168.218.80-1         192.168.218.80-1         192.168.218.80-1         0           43         too Short         192.168.218.80-1         192.168.218.80-1         0         Area Name         192.168.218.80-1         0         0	r i	Other			Area Name					192.168.218.60	192.168.218.60-1		2017-12-15 16:34:
43 too Short 192.168.218.60-1 192.168.218.60 Area Name In Oth	r.	Other			Area Name					192.168.218.60	192.168.218.60-1		
	r	Other			Area Name					192.168.218.60	192.168.218.60-1		
2017-12-15 10:33: Operation Interval 102.168.218.60-2 102.168.218.60 Area Name 102.168.218.60-2 Oth 35 to Short 102.168.218.60-2 102.168.218.60 Oth	r	Other	192.168.218.60-2- In		Area Name					192.168.218.60	192.168.218.60-2	Operation Interval too Short	2017-12-15 16:33: 35
2017-12-15 16:33 Operation Interval too Short 192.168.218.80-1 192.168.218.80-1 192.168.218.80-1 In 192.16	r	Other			Area Name					192.168.218.60	192.168.218.60-1		
2017-12-15 16:00: Can not connect to 192.168.218.60 Area Name Other Other	r	Other	Other		Area Name					192.168.218.60			
1017-12-15 13:50: 17 Disconnected 192:168.218.60 Area Name Other Other	r	Other	Other		Area Name					192.168.218.60		Disconnected	
X017-12-15 11:53:         Operation Interval too Short         192.168.218.80-1         192.168.218.80-1         192.168.218.80-1         0th	r	Other			Area Name					192.168.218.60	192.168.218.60-1		
1017-12-15 11:41:         Operation Interval too Short         192.168.218.80-1         192.168.218.80-1         192.168.218.80-1         Other	r	Other			Area Name					192.168.218.60	192.168.218.60-1		
1017-12-15 11:19: Operation Interval too Short too Short 192.168.218.60-1 192.168.218.60-1 192.168.218.60-1 In 00th	r	Other			Area Name					192.168.218.60	192.168.218.60-1		
1017-12-15 11:19: Operation Interval 192.168.218.60-1 192.168.218.60 1 192.168.218.60 1 192.168.218.60-1 192	r	Other			Area Name					192.168.218.60	192.168.218.60-1		
017-12-15 11-05- 102 188 219 80-1-	ard	Only Card	192.168.218.60-1- In	Visitor	Area Name	Fang	Bill	80000005	9505930	192.168.218.60	192.168.218.60-1		
1017-12-15 11:05: Anti-Passback 192.188.218.80-1 192.188.218.80 13260079 80000004 Tom Lee Area Name Visitor 192.188.218.80-1- Only 0			100 100 010 00 1	Visitor	Area Name	Lee	Tom	80000004	13260079	192,168,218,60	192,168,218,60-1	Anti-Passhack	017-12-15 11:05:
Grass des 2011-12-15 1827/39	ard	Only Card	192.168.218.60-1-	1 101001		200							

## 4.4.5 Access Rights by Door

View related access levels by door. Click [**Reports**] > [**Access Rights By Door**], the data list in the left side shows all doors in the system, select a door, the personnel having access levels to the door will be displayed on the right data list.



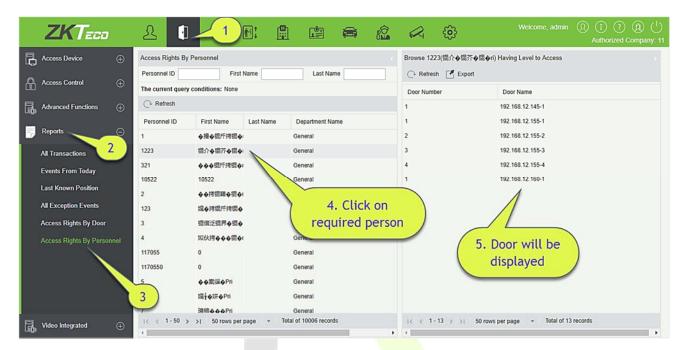
You can export all the personnel having access levels to the door data in Excel, PDF, CSV format.

	ZKT	ECO	
	192.168.218.60-1(1)	) Opening Personnel	
Personnel ID	First Name	Last Name	Department
2940	Sherry	Yang	Hotel
1	Jerry	Wang	General
2	Luelar	Tan	Development
2	Lucky	Tan	Department
3	Leo	Hou	Financial
3	Leo	Hou	Department
4	Berry	Cao	General
5	Necol	Ye	Marketing
5	Necol	Te	Department
6	Amber	Lin	Financial
0	Amber	Lin	Department
7	Jacky	Xiang	General
8	Clari	Lin	Marketing
0	Glori	Liu	Department
9	Lilian	Mei	Development
9	Lillan	IVIEI	Department

## 4.4.6 Access Rights by Personnel

View related access levels by door or personnel.

Click [**Reports**] > [**Access Rights By Personnel**], the data list in the left side show all doors in the system, select personnel, the personnel having access levels to the door will display on the right data list.



You can export all the door information in Excel, PDF, CSV format.

2	ZKTECO
6(Amber) Ha	aving Level to Access
Door Number	Door Name
1	192.168.218.60-1
2	192.168.218.60-2
3	192.168.218.60-3
4	192.168.218.60-4

# 4.5 Video Integration

For details about this function, please refer to its user manual.

# 5 Attendance Management

To help companies perform information-based attendance management, this software implements automatic collection, statistics, and query of employee attendance data. This improves the management of human resource and facilitates the check-in of employees. This software enables the management personnel to collect statistics and check the employee attendance and enables the management department to query and appraise the attendance of all departments, thus allowing enterprises to accurately acquire the employee attendance data.

ZKTeco	200		in 📾 🛍	<b>A</b> 😳	Welcome, admin ① ① ② ② ①
Dashboard					My Quick Operation
7 Total User	Biometric Data	Click to open	**1	c ()	0 Total Event 0 Normal Event 0 Normal Event 0 Event 0 Control Event 0 0 Atarm Event 0 0 Atarm Event 0 0 0 0 0 0 0 0 0 0 0 0 0
3 Total Device	1 With Card 6 Without Card	0 With Fingerprint 7 Without Fingerprint	0 With Password 7 Without Password	0 With Face 7 Without Face © ©	security solution platform, the software have been installed successfully on 2018-03-19. Thanksl & System message
Access Attendance	Visitor			+ Layout Setting	
Event Trends 1 0.8 0.6 0.4 0.2	Week Month	Year		0	
0 Monday Tu	esday Wednesday	Thursday Friday	y Saturday	Sunday	

# 5.1 Device

This function includes adding device, adding area and assigning it to the personnel.

Set the communication parameters of the device. The system can communicate with the device properly only when communication parameters are configured correctly, including the parameter settings in the system and the device. After successful communication, you can view the information on the connected device and can perform remote monitoring of the device/upload and download.

	ZKTeco		2 0	e 🗄			ŵ	Welcome, admin   (Î) (Î) (Î) (Î) (Û) Authorized Company: ZKTeco
	Device		Area Number	Area Name		Q 🛞		
			The current query conditi					
	Device		C* Refresh 🕒 New	Delete				
	Personnel Area Setting		Area Number	Area Name	Parent Area Number	Parent Area Name	Remark	Operations
	Attendance Point			Area Name			Default	Edit
	Advertisement							
	Advertisement Settings							
Ð	Basic Information							
	Shift							
R	Schedule							
Ę,	Exception							
000	Flow Management							
Ī	Calculate Report	$\oplus$	ic < 1-1 ⇒ ⇒it	50 rows per page 🔹 Jump '	To 1 /1 Page Tota	l of 1 records		

The Attendance device can be configured to display the attendance by Area and by Person.

## 5.1.1 Set Attendance by Area

This feature allows you to add personnel to the specific area in which the device is configured.

ZKTeco	<u> </u>	Ð	· ·							Authorized Corr
©	Attendance Are	ea				Atte	ndance Area: Area	a Name		
Attendance Device	Area Name		Q®			Per	rsonnel ID	Name		More+ Q 🛞
	The current qu	ery conditions N	lone			The	current query con	ditions None		
	O Refresh					OF	Refresh 🏦 Delete	Personnel I Priva	te Message 🛛 Re-s	ynchronize to device
Set Attendance By Person	Area Number	Area Name	Parent Area Number	Parent Area Name	Operations		Personnel ID	First Name	Last Name	Department Name
Device		Area Name	Number	Name	Add an excessed		363636	3636	36gmgnj	Department Name
Attendance Point	4	Area Name			Add personnel		12123	362	123	Department Name
Device Operation Log							79			Department Name
							78	12	12	Department Name
							41 <b>4</b> 9			Department Name
							4148			Department Name
						E m	4147			Department Name

## 5.1.2 Set Attendance by Person

This feature allows you to calculate the attendance of individuals configured on the device.

ZKTeeo	2	2 🚺 🤇	9 😨 🗈	9: 🖆 🗧	e e e e e e e e e e e e e e e e e e e			Ø 🛞		ι.v	Velcome, admin 🔅 🕡 🕕 💛 Authorized Company: 11	
0	Pers	sonnel	and the second se				Pers	sonnel: 3636				
Attendance Device	Pe	rsonnel ID	Name		More+ Q 🛞		Are	ea Name	0	8		
-	The	current query con	ditions None				The	current query co	nditions None			
Set Attendance By Area	CI	Refresh					CI	Refresh m Dele	te area			
Set Attendance By Person	0	Personnel ID	First Name	Last Name	Department Name	Operations		Area Number	Area Name	Parent Area	Parent Area Name	
Device		363636	3636	36gmgnj	Department Name	Add area 🔺				Number		
Attendance Point		12123	362	123	Department Name	Add area		1	Area Name			
Device Operation Log		49			Department Name	Add area						
		969692			Department Name	Add area						
		79			Department Name	Add area						
		78	12	12	Department Name	Add area						
		4149			Department Name	Add area	Ŧ					

### 5.1.3 Device

#### • Search Device

ZKTeco	£	2 0	٩	Ŷ	iri İ		<b>8</b>		6 <b>†</b> 8		<b>E</b>	R	@	Welcome, admin		(1) (1) (1) Authorized Company: 11
©	Ser	ial Number		D	evice Name			Attenda	nce Area			Q 🛞				
Attendance Device		current query		the second of		Oration		0.00	diama di	01	and an Oak					
Set Attendance By Area	(+ F	Refresh 👚 D		Search Device	Device Mo		View and		Address	5.2 	Device Data	Status	Registration	Commands to	he	Operations
Set Attendance By Person	And.	ocnur runne		vice ivanie	Device inc				1001000	, and	indunce / incu	Olulus	Machine	Executed	00	operations
Device		4620172900	<u>011</u> 462	0172900011	A208	Ver	r 8.0.3.8-2017	05 <mark>1</mark> € 192	2.168.214.157	att_te	ist	Offline	0	0		Edit Delete View Cor
Attendance Point		3376172800	254 337	6172800254	A200	Ver	r 8.0.4.2-2018	033( 192	2.168.213.154	區域領	呂稱	Offline	0	16		Edit Delete View Cor
Device Operation Log																
Basic Information $\oplus$																

### 1. In the function menu, click [**Device**] > [**Search Device**] > [**Add**], the following page is displayed:

Searched devices count. 19         IP Address       Serial Number       Operations         IP Address       Serial Number       Device Type       Operations         172.31.1.10       CEX9191160026       This device has been added         172.31.1.10       CGJ6190760005       This device has been added         172.31.1.10       CJHX193660004       SpeedFace-H5L         Add       Add	
IP AddressSerial NumberDevice TypeOperations72.31.1.10CEX9191160026This device has been added72.31.1.104872173900011This device has been added72.31.1.10CGJ6190760005This device has been added72.31.1.10CJHX193660004SpeedFace-H5LAddAdd	
72.31.1.10CEX9191160026This device has been added72.31.1.104872173900011This device has been added72.31.1.10CGJ6190760005This device has been added72.31.1.10CJHX193660004SpeedFace-H5LAddAdd	
72.31.1.10       4872173900011       This device has been added         72.31.1.10       CGJ6190760005       This device has been added         72.31.1.10       CJHX193660004       SpeedFace-H5L       Add         72.31.1.10       174178520001       Add	
72.31.1.10       CGJ6190760005       This device has been added         72.31.1.10       CJHX193660004       SpeedFace-H5L       Add         72.31.1.10       174178520001       Add	
72.31.1.10         CJHX193660004         SpeedFace-H5L         Add           72.31.1.10         174178520001         Add	
72.31.1.10 174178520001 <u>Add</u>	
Add	
Device Name* CJHX193660004	
Serial Number* CJHX193660004	
IP Address 172 . 31 . 1 . 10	
Attendance Area* FRISELVA  Timetable* (UTC+8)Beijing Chin	
Timetable* (UTC+8)Beijing, Chin	

2. After the information is complete, click [**OK**] to finish new addition, click [**Cancel**] to cancel new addition.

#### **Fields are as follows:**

**Device Name:** Time and attendance device name, any character up to 20.

Device Serial Number: Attendance equipment serial number.

**IP Address:** The IP address of the attendance device.

Attendance Area: The equipment for regional division, to achieve regional data management.

Timetable: Time and attendance at different time zones.

**Enrollment Device:** If not selected, the user data uploaded by the device will not be processed (the attendance record of the device will not be checked). If checked, the user data uploaded by the device will be processed.

	(	→ Refre	esh 🕋 Delete	Q Search Device	🖳 🖳 Device Con	trol 👻 📿 V	fiew and Get Information	- 👚 C	lear Device	Data 👻		
FRISELVA  FRISELVA  Sz  gz		S	Serial Number	Device Name	Device Model	IP Ad	Get Device Option View Device Parameters Attendance Data Checkir	g	Online Status	Register machine	Commands to be executed	Personr Quantity
🗋 Join		5	6789123114	56789123114	Horus	192.16 🕒	Upload Data again		Offline	•	8	138
🗋 Joanna	11					<b></b>	Get the specified personr	iel data				
Joanna-test												
15珍666												
🗋 testsun												
tomytest												
🗋 门禁考勤												
C Rocky	E											
	(	- Refr	esh 🕋 Delete	Q Search Device	e 黒 Device Cor	ntrol - Q	view and Get Information	- 👘 (	Clear Device	Data 👻		
ET FRISELVA	<b>A</b>		Serial Number	Device Name	Device Model	IP Address	Attendance Area		Clear Devic	e commands	mmanda	Person
4 🗁 SZ			senar Number	Device Name	Device Woder	IP Address	Attendance Area	s 🛍	Clear the at	endance photos	mmands be	Quantit
🗋 gz								ŵ	Clear the at	endance transactio	ns ecuted	
		5	6789123114	56789123114	Horus	192.168.21	2.100 BioCV	。—	Offline	•	8	138
🗋 Join												
🗋 Join 🗋 Joanna												
🗋 Joanna												

#### 1. Refresh

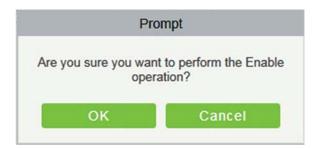
Click Refresh to get latest Device List Status Information.

#### 2. Delete

Select device and click [**Delete**] to remove device and its information.

#### 3. Enable

After the device is enabled, the upload and download of data are enabled normally. (When the device is enabled, users can choose whether it is a registration device or not).



#### 4. Disable

After the device is disabled, the device is not allowed to upload and send data.

#### 5. Synchronize software data to the device

Select the device to be synchronized and send the corresponding device area data in the software to the device.

#### 6. Attendance Data Checking

Select the device to proofread data, select the proofing date, the software issues a command to proofread the software and device attendance data.

End Time*	

#### 7. Get the Specified personnel data

Select the device from the list and click [Get the Specified personnel data]. Below prompt will appear.

Enter person number*	×
Multiple personnel numbers, separated by com	
	nas
OK Cancel	

Enter the desired person numbers separated by comma and click [OK].

#### 8. Upload Data again

Select the device in which you want to upload data. Click to enter the check box to upload the data type: attendance record/personnel information/attendance photo, click the confirmation to get such information again from the device.

Upload Data again	×
Whether to upload attendance records	
Whether to upload Personnel	
information	
Whether to upload attendance photos	
OK Cancel	
OK Cancer	

#### 9. Clear Device Commands

Select the device to be cleared. It clears the operation command issued by the software in the setting.

#### **10. Public Message**

You can set public message in the device so that the device can display short messages on the page (Not all the devices support this function).

#### **11. Clear the attendance photos**

Select the device. This function will clear all the attendance photo records from the device.

#### 12. Clear the attendance transactions

Select the device. This function will clear all the attendance data records from the device.

#### **13. Reboot Device**

Select the device you want to restart; the software sends a reboot command and restarts the device.

#### 14. Get Device Option

Select the device of which you want to get information, click Get software to send command, get the device related parameters, such as: serial number, IP address, device model, firmware version number, etc.

#### • Edit

Click the corresponding operation under the "Edit" function in the device list.

	ZKTeco		2	Ð					8	R	Ę	3		Welco	me, admin	① i Authorized		①     ③
	Device		Device Name			Device Seri	al Number		Re	gister ma	achine				8			
	Area		The current query cor			T Now C	Delete +	Enable 🖉 Disa	blad Ø3 Cu	abranis	To coffue	ro data i	in the doular	- 11000	-			
			Area Name		Device	Device	Communic	IP Address	Attendance	Persor	Finger	Face	Device	Firmware <sup>♥</sup>	Operations			
	Personnel Area Setting				Name	Serial Number	Туре		Area	Quanti	Quant	Quant	Model	Version				
	Attendance Point				1	1234567	HTTP	192.168.161.133	Area Name	-1	-1	-1			Edit Delete V	iew Command	1	
	Advertisement													$\bigwedge$				
	Advertisement Settings										(	2	Click E	dit				
÷	Basic Information		1. Select dev															
	Shift																	
B	Schedule																	
Ę	Exception																	
60	Flow Management																	
Ē	Calculate Report	$\oplus$		1< <	1-1	> >1 50 row	rs per page		/1 Pa <u>c</u>	ge To	otal of 1 r	ecords						

#### • View Command

After clicking [**View Command**], the page will navigate automatically to device commands page in system management module to show command queries.

	ZKTeco		2	E	)				8	R	222	63				① (i) ( Authorized Co	
	Device	Θ	Device Name			Device Seri	al Number		Re	gister ma	achine	<u></u>			. 🙁		
	Area		The current query co	onditions	None												
				G	Refresh	New 🕋	Delete 🗸 I	Enable 🖉 Disa	bled 🔂 Sy	nchroniz	ze softwa	are data	to the device	$\equiv$ More	Ψ.		
			🗋 Area Name		Device	Device	Communia	IP Address	Attendance	Deree	Finner	Face	Device	Firmware	Operations		
	Personnel Area Setting			V	Name	Serial Number	Type	IF Address	Area	Quant	Quanti	Quant		Version	Operations		
	Attendance Point				1	1234567	HTTP	192.168.161.133	Area Name	-1	-1	-1			Edit Delete	liew Command	
	Advertisement			1											1	1	
	Advertisement Settings		1. Select de	evice									(	2. Click	here		
÷	Basic Information	Ð		-													
	Shift	$\oplus$															
R	Schedule	$\oplus$															
Ę,	Exception	$\oplus$															
<u>6</u>	Flow Management	Ð															
ā	Calculate Report	Ð		IC .	< 1-1 ⇒	>1 50 rov	vs per page	+ Jump To 1	/1 Pag	ge To	ital of 1 r	ecords					

Basic Management	⊕ ⊕	Submit Tin The currer	nt query conditions:	To Serial Number AYHF173660001	To Results	Morew	Q (8)
	Θ		Serial Number	Content	Immediately Cmd	Submit Time	Return Tirr
Device Commands		10	Senai Number	Content	initiediately Citid	Submit nine	Return Till
Device Commands		113074	AYHF173660001	VERIFY SUMATTLOG StartTime=2018-03-28 10:09:00 EndTime=2018-03-29 10:09:00	0	2018-03-29 12:40:35	^
		113054	AYHF173660001	DATA UPDATE USERINFO PIN=1234567 Name=max&lastName Passwd=123456 Card=123456789 Pri=0	•	2018-03-28 17:09:50	
		113031	AYHF173660001	DATA UPDATE USERINFO PIN=1234567 Name=max&lastName Passwd=123456 Card=123456789 Pri=0	•	2018-03-27 11:12:03	
		113023	AYHF173660001	DATA UPDATE USERINFO PIN=87654321 Name=Jasmine&wang Passwd=12345 Card= Pri=0	•	2018-03-27 09:46:00	
		113017	AYHF173660001	DATA DELETE USERINFO PIN=87654321	•	2018-03-27 09:46:00	
		113009	AYHF173660001	DATA UPDATE USERINFO PIN=87654321 Name=Jasmine&wang Passwd=11111 Card= Pri=0	•	2018-03-27 09:45:18	
		110162	AYHF173660001	DATA UPDATE USERINFO PIN=3274 Name=提成即提顧◆語◆ri Passwd= Card= Pri=0	•	2018-03-26 11:40:05	
		110156	AYHF173660001	DATA UPDATE USERINFO PIN=3273 Name=编令令提广持器令ri Passwd= Card= Pri=0	•	2018-03-26 11:40:05	
		110150	AYHF173660001	DATA UPDATE USERINFO PIN=3272 Name=濮奕拷提斤拷提合ri Passwd= Card= Pri=0	•	2018-03-26 11:40:05	
		110144	AYHF173660001	DATA UPDATE USERINFO PIN=3270 Name=提顧◆提輯B提令ri Passwd= Card= Pri=0	•	2018-03-26 11:40:05	
		110138	AYHF173660001	DATA UPDATE USERINFO PIN=3271 Name=濮令拷提界令提令ri Passwd= Card= Pri=0	•	2018-03-26 11:40:05	

# 5.1.4 Personnel Area Setting

Specifies area for Personnel.

	ZKTeco		2 🗊	$\odot$	<b>∭</b> ~! ↓		1			<b>ئ</b>			tmin ① ① ② ② ① Authorized Company: ZKTeco
B	Device	Θ	Personnel ID		First N	ame			st Name	٩ ه			
	Area		The current query cond	litions: Non			14/171	2	(3)	4	547 55	5	
	Device				C	Refresh	Area Per	rsonnel Setting	Delete Personnel	Private Message	Resync	hronize	to device
			🗋 Area Name			Personne	First Name	Last Name	Department Name	Attendance Area	Biolo	gical Te	emplate Quantity
						1230	kaifu	li	ZKTeco	Area Name	@ 0	0	<b>₿</b> 0
3	Attendance Point					1231	test		ZKTeco	Area Name	<u>ه</u> ٥		0
	Advertisement					1315	zk		ZKTeco	Area Name	@ 0		8 0
1	Advertisement Settings					1316	ssfs	fffsg	ZKTeco	Area Name	0	0	<u>0</u> 0
						2345	Nick	Tong	ZKTeco	Area Name	0	0	ê o
Ð	Basic Information	$\oplus$				2346			ZKTeco	Area Name	0	0	â 0
	Shift	~				2348	Marion		ZKTeco	Area Name	0	0	A 0
3	Shin	Ð				2349			Financial Department	Area Name	0	0	ê 0
3	Schedule	$\oplus$				2350			ZKTeco	Area Name	0	0	â 0
						1032	Diego	Fajardo Her	ZKTeco	Area Name	0 🛞	0	ê 0
Ę,	Exception	$\oplus$				23456			ZKTeco	Area Name	0 🔞	0	<b>≧</b> 0
000	Flow Management	Ð				1	Nick	Tong	ZKTeco	Area Name	0 @	0	ê 0
Ē	Calculate Report	Ð			1¢	< 1 - 12	5 5	0 rows per pag	e 👻 Jump To 1	/1 Page Total of 12	2 records		

#### 1. Refresh

Click [Refresh] to view the latest personnel information for a particular area.

#### 2. Area Personnel Setting

Device	Personnel ID	First Name		La	st Name	Q (8	)		
Area	The current query conditi	ons: None							
		C+ Refresh	🕀 Area Per	sonnel Setting	Delete Personnel	Private Message	Resync	hronize	to device
Device	🗋 Area Name	Personn		Last Name	Department Name	Attendance Area	Biolo	gical Te	emplate Quantity
			Name						
Attendance Coint		2. Click on area	kaifu		ZKTeco	Area Name	0	0	â o
Advertisement		2. Click off area	test		ZKTeco	Area Name	0 )	0	0
	×	1315	zk		ZKTeco	Area Name	0 🥘	0	A 0
Advertisement Setting		1316	ssfs	fffsg	ZKTeco	Area Name	0	0	A 0
		2345	Nick	Tong	ZKTeco	Area Name	0	0	8 o
Basic Information	1. Click here	2346			ZKTeco	Area Name	0	0	ê o
		2348	Marion		ZKTeco	Area Name	0	0	ê o
Shift	$\oplus$	2349			Financial Department	Area Name	0	0	A 0
Schedule	$\oplus$	2350			ZKTeco	Area Name	0	.0	A 0
		1032	Diego	Fajardo Herr	ZKTeco	Area Name	0	.0	8 0
Exception	$\oplus$	23456			ZKTeco	Area Name	@0		£ 0
	÷	1	Nick	Tong	ZKTeco	Area Name	0		A 0

After selecting the area, click on the area personnel settings, select the staff, which you want to assign in a particular attendance area, move them on to the right list and click [**OK**].

	urrent query con	iditions: None							Selecte	ed(0)					
	Department Name	Personnel ID	First <sup>▲</sup> Name	Last Name	Gende	Card Number				Department Name	Personnel ID	First Name	Last Name	Gende	Card Numbe
	General	1170550	0			0	•								
	General	117055	0			0		>>							
	General	10522	10522			0		>							
	General	87654321	Jasmine	wang				<							
	General	1234567	max	lastName	Female	123456789		<<							
	General	3043	妞癸拷提斤								2				
	General	3038	妞癸拷锟界				Ţ								
<	< 1 - 10 > >	I 10 rows p	er page 🔹	Total o	f 10006 re	ecords									

#### 3. Delete Personnel

This function helps to delete personnel from assigned area(s).

#### 4. Private Message

We can set message for an employee, which will be displayed to employee on the device at a defined time. (Useful for the supported devices)

#### 5. Resynchronize to device

Once we have assigned area(s) to the personnel, we need to send all the data to the device of that area(s), so that personnel attendance matches will the information.

Pr	ompt
Are you sure you	want to perform the o device operation?
Resynchionize	o device operation:

## 5.1.5 Attendance point

You can set attendance points at the access doors. It will help to segregate the doors of a specific area. For example, if you want to add an entrance door in an attendance point, then create a point named Entry and select the specific area and add door(s) of that area.

Attendance Point Name	
The current query conditions: None	
C Refresh T New T Delete	
Attendance Point Name	ew ×
Attendance Point Name* Device Module* Area Name* Door List*	Entry Access Control Main Please select the correspo
I< < 0 > >I 50 rows per page → Jump To 1 /0 Page	Total of 0 records

## 5.1.6 Device Operation Log

The Device Operation Log displays the operational description of the attendance device in the specific area.

	ZKTeco	2	<u>ک</u>	Ð 😨		a 🖄 👬 🕯		@	Welcome, admin	(한 (민 ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( )
	Ø	Tin	e From 2019-10-	17 00:00:0 To 2020	0-01-17 23:59:5 De	vice serial number	Q (8)			
•	Attendance Device 🕞	_	current query cor Refresh	nditions Time From:	(2019-10-17 00:00:00)	To:(2020-01-17 23:59:59)				
	Set Attendance By Area		Device serial	Operation time	Operational content	Operation object description	Operation object	Operation object description 3		
	Set Attendance By Person		number	operation time	operational content	operation object description	description 2			
	Device		5712194200010	2020-01-17 13:29:2	(报警	Alarm reason:Door Broken Accie				A
	Attendance Point		5712194200010	2020-01-17 13:29:2	开机					
			5712194200010	2020-01-17 13:24:2	: 报警	Alarm reason:Door Broken Accie				
	Device Operation Log		5712194200010	2020-01-17 13:24:2	" 开机					
			5712194200010	2020-01-17 13:03:0	报警	Alarm reason:Door Broken Accie				
			5712194200010	2020-01-17 13:03:0	(开机					
			5712194200010	2020-01-17 13:01:4	2 报警	Alarm reason:Door Broken Accie				
	Basic Information 🕀		5712194200010	2020-01-17 13:01:4	' 开机					
97			5712194200010	2020-01-17 12:58:3	2 报警	Alarm reason:Door Broken Accie				
53	Shift 🕀		5712194200010	2020-01-17 12:58:3	(开机					
_			5712194200010	2020-01-17 12:56:5	《报警	Alarm reason:Door Broken Accie				
R	Schedule 🕀		5712194200010	2020-01-17 12:56:5	・开机					

# 5.2 Basic Information

### 5.2.1 Rule

Since the attendance system is not the same in all companies, you need to manually set the attendance parameters to ensure the accuracy of the final attendance calculation. The attendance rule setting is a major way to demonstrate a company's attendance system.

	ZKTECO		£		Ð	-cội	( <b>1</b> ) 1000 €	L.	8				<u>نې</u>	Welcome, admin	Image: Company           Authorized Company
	0		Basic Rule	Setting											
	Attendance Device	÷	Check-In	Rule			Th	Earliest R	ule		The minimu (minimum 1		iod should be greater than	120	
	Basic Information 2	Θ	Check-Ou	ut Rule			The	Proximity	Rule		The maxim (maximum		riod should be less than tes)	600	
J		$\sim$	Attendand	e calculatio	on result for	cross-day st	hift Se	ond Day			Overtime S	tatistics		Yes	
	Basic Rule 3	â	Late and	Early Leave	Counted as	s Absent	No		-		Single shore	test overtim	ne (minutes)	1	
	Custom Rule	- 1	Search SI	hift Record			De	partment->C	Group		Intelligent M	Matching Sh	hift Rule 🕜	Least Abnormal	
		- 1		overtime (r			No	limit			0		Minutes		
	Holiday	- 1		heck-In cou			Ab	sent			0		Minutes		
	Leave Type	- 1	Missing C	check-Out c	ount as		Ear	ly Leave	-		30		Minutes		
	Automatic Report														
8	Parameter Settinn Shift	Ð													
B	Schedule	⊕													
	Exception	Ð													
ī	Calculate Report	Ð													
60	Process Tasks	Ð													
9	Process management	$\oplus$	OK												

#### **Basic Rule Setting**

Check-In Rule	The Earliest Ru	le 🖸	The minimum (minimum 10 r	time period should be greater than minutes)	120	
Check-Out Rule	The Proximity F	Rule	The maximum (maximum 1,4	time period should be less than 40 minutes)	600	
Attendance calculation result for cross-day shift	Second Day		Overtime Stat	istics	Yes	
Late and Early Leave Counted as Absent	No		Single shortes	t overtime (minutes)	1	
Search Shift Record	Department->G	rout	Intelligent Mat	ching Shift Rule 🕜	Least Abnormal	
Maximum overtime (minutes)	No limit		0	Minutes		
Missing Check-In count as	Absent		0	Minutes		
Missing Check-Out count as	Early Leave		30	Minutes		

#### **Check-in Rule:**

- Earliest Principle: By default, it takes the first check-in in the effective range.
- Closest Principle: It will take the closet check-in in the effective card-taking range of the working hours in the punch card records.

#### **Check-out Rule:**

- Late Principle: By default, it takes the last punch card record within the range of valid attendance range;
- Closest Principle: It takes the punch card record closest to the closing time within the range of valid attendance).

The minimum time period should be greater than (minimum 10 minutes): 120 (default); Range: 10-999; Required.

The maximum time period should be less than (maximum 1440 minutes): 600 (default); Range: 10-1440; Required.

Late & Early Leave Counted as Absent: No (default), Yes refers to that if there is late or early leave, then the time period is recorded as absence.

#### Attendance calculation result when the shift cross-day:

- The first day: The effective working hours of the second day is counted to the first day;
- The second day: The effective working hours of the first day is counted to the second day.

When the overtime statistics feature is enabled, you can set the "Maximum overtime(minutes)". The available options to set the maximum overtime minutes are No limit, This week and This month.

**Overtime Statistics:** Yes (default), No; the first overtime switch for statistics, if set to No, overtime will not be calculated.

Search Shift Record: The attendance calculation is done based on this priority order.

**Intelligent Matching Shift Rule:** Longest Working duration, least abnormal (default). The longest working duration will calculate each shift respectively to obtain the most effective longest time shift. The least

abnormal will consider the shift which has minimum number of the exceptions (such as late, leave early, etc.).

Note:

A Flexible Timetable can be set through [Shift] > [Timetable] > [New] > [Flexible Timetable].

	ZKTECO		<u>A</u>	🕘 🤨 🗈	(1) (1) (1) (1) (1) (1) (1) (1) (1) (1)	a 🐽 🖬 🕽	C 9 0		admin 💮 () () () Authorized Company 11
	Q							Browse rest perio	ds
	Attendance Device	0 7	lame		Q	0		Name	Q 🛞
			e current query co					The current query	
	Basic Information	/ 🖻	Refresh 📑 Nev	v Polete				C- Refresh 🔮 D	elete
B	Shift	0	Name T	Timetable Type Check-In S	tart Check-In Time C	heck-Out Time Check-Out End Time	Operations	Name	Start Time End Time
	Break Time				New		Eds Delete Add breaks		
	TimeTable		Name*	It is recommended t	o Timetable Type	Normal Timetable	Edit Delete Add broats Edit Delete		
			Check-In St	art Time* 09 : 00 (HH:MM)	Check-Out End Time*	Flexible Timetable (HH:MM)	Edit Detete Add breaks		
			Flexible Dur Calculation			(rirtaine)		T.	
	Schedule	o							
5	Exception	0							
	Calculate Report	•							
	Process Tasks	•							
ê	Process management	•		Save and New	ОК С	ancel		fa a 0 a	50 rows per page -

Missing Check-In count as: The feature allows you to configure the missing check-in punches as Late, Absent or Incomplete. If the late option is selected, then you have to set the minutes after which the missing punch will be considered as late.

**Missing Check-Out** count as: The feature allows you to configure the missing check-out punches as Early Leave, Absent or Incomplete. If the early leave option is selected, then you have to set the minutes after which the missing punch will be considered as early leave.

### 5.2.2 Custom Rule

You can choose to define the basic rules of the grouping rules or department rules, applied to a group schedule or department schedule. If the rule is not defined here, the group or department schedule will be based on the basic rules of attendance.

ZKTeco	<u>8</u> 0 0		🖆 🚔 á	2. 👬 🗎	(i)	Welcome, admin 🔅   () () ()
Ø	Rule type	Name Name	Q (8)			
🔛 Attendance Device 🕀	The current query condit					
🚯 Basic Information 🛛 🖂	Name	Rule type	Using the object	Operations		
Basic Rule Custom Rule Holiday Leave Type Automatic Report Parameter Setting	test deat	Department rules Grouping rules	Department Name	Edit Delete Edit Delete		
🗒 Shift 🕀						
🗐 Schedule 🕀						
Exception 🕀						
🗐 Calculate Report 🕀						
Process Tasks 🛛 🕀						
Process management 🕀	к с 1-2 э эг	50 rows per page 👻	Jump To 1 /1 Page	Total of 2 records		

#### Click [New] to add custom rules.

	New			
Name*				
Rule type*	Grouping rules	-		
Group		-		
Check-In Rule	The Earliest Rule	-		
Check-Out Rule	The Latest Rule	-		
Late and Early Leave Counted as	Yes	-		
Absent				
Attendance calculation result for	First Day	-		
cross-day shift				
Intelligent Matching Shift Rule <i>(</i> )	Longest Working Du	iri –		
Overtime Statistics	Yes	-		
Single shortest overtime (minutes)	10			
Maximum overtime (minutes)	No limit	-	0	

## 5.2.3 Holiday

#### • Adding

1. In the function menu, click [**Basic Information**] > [**Holiday**] > [**New**], the following page is displayed:

Number*	It is recommended to start with H, such as H	
Name*	It is recommended to name with [Year]+[Holi	
Start Time	2018-03-29 00:00:00	
End Time	2018-03-29 23:59:00	
Remark		

2. After the information is entered, click **[OK]** to finish new addition, click **[Cancel**] to cancel new addition, click **[Save and Continue**] to save and continue adding.

#### **Field Description:**

- Number: Length 5, required;
- Name: Character length 10; required;
- Start time: Holiday start date, the format is date and time;
- End time: Holiday end date, the format is date and time;
- Remark: Character length 50;
- Delete

Select the Holiday which need to be deleted and click [**Delete**].

• Edit

Select holiday which need to be edited and click [Edit] beside holiday information.

### 5.2.4 Leave Type

- Adding
  - 1. In the function menu, click [**Basic Information**] > [**Leave Type**] > [**New**], the following page is displayed:

	ZKTeco		2	2	🕘 🤨 🖭	Lei 🚔 🚔 👔 📱 🛹 ô Welcome, admin 🔅 🖲 7 🕛 Authorized Company: 11
	$\odot$		Nam	ne	Q ⊗	
	Attendance Device		The c	urrent query cond	itions None	
			(~ R	efresh  👚 New	Delete	
4	Basic Information			Name	Whether to substract work	Operations
	Dasic IVUIC	^			hours	
	Custom Rule			Casual Leave	Yes	Edit
	Holiday			Marriage Leave	No	Edit
				Maternity Leave	No	Edit
				Sick Leave	Yes	Edit
	Automatic Report			Annual Leave	No	Edit
	Parameter Setting	Ļ		Bereavement Lea	a) No	Edit

- 2. After the information is entered, click [**OK**] to finish new addition, click [**Cancel**] to cancel new addition, click [**Save and Continue**] to save and continue adding.
- 3. The default system has 8 kinds of leave: Casual leave, Marriage leave, Maternity leave, Sick leave, Annual leave, Bereavement leave, Breastfeeding leave, custom. We can edit these leaves but cannot delete it.

#### • Delete

Select the leave type and click [**Delete**] to delete.

	ZKTECO		£		<b>()</b>	<b>•</b>		<b>1</b>		s <b>t</b> s		R	٢	Welcome, admin	Authorized Company: 11
	0		Nam	e	Q (8)										
	Attendance Device	æ	The cu	urrent query condi	tions None										
		Ċ,	C+ Re	efresh 📑 New	Delete										
Ð	Basic Information	Θ		Name	Whether to substr hours	act work	Operation	5							
	Basic Rule	Â	~	Casual Leave	Yes		Edit								
	Custom Rule	- 1		Marriage Leave	No		Edit								
	Holiday	- 1		Maternity Leave	No		E		Prompt						
T	Leave Type	- 1		Sick Leave	Yes		E								
	Automatic Report			Annual Leave	No		Are y		operation?	rform the dele	te				
	Parameter Setting			Bereavement Lea	No		E	OK		Cancel					
5	Shift	Ð		Home Leave	No		E		_						
B		÷		Breastfeeding Lea	No		Edit								

#### • Edit

Select the leave type and click [Edit] to edit.

	ZKTECO	2	5	٢	Ý 🗈		<b>(</b>	1	5Ť5		R	63	Welcome, admin	Authorized Company: 11
	Q	Nan	ne	Q	8									
	Attendance Device	_	urrent query cont efresh 📑 New											
Ð	Basic Information		Name	Whether t hours	o substract wor	k Operati	ons							
	Basic Rule	~	Casual Leave	Yes		Edit								
	Custom Rule	-			Edit									
	Holiday		Name*		Casual Lea	ive								
			Whether to sub	ostract work	Yes									
	Automatic Report		hours*				- 1							
	Parameter Settinn	1000												
5	Shift						_							
R	Schedule													
9	Exception			OK	Canc	əl								
ā	Calculate Report													

#### **Field Description:**

- Name: Required, maximum character length is 10;
- Whether to attach to work hours: Yes or No

### 5.2.5 Automatic Report

The Automatic reporting feature helps you to send the reports to the designated person at the specified time.

1. Click [Attendance] > [Basic Information] > [Automatic Report] to enter the automatic export page:

ZKTeco	£	2	٩	Ġ	<b>*</b>			8	6 <b>t</b> a			R	(i)	Welcome, admin		) ? (' d Company:	
Ø	File	Name		Report 1	Type			Send Mode		- 1	More* (	२ 🛞					
Attendance Device	The c	urrent query conc	litions Non	е													
	(→ R	efresh 📑 New	Pelete	🗸 Enabl	e 🖉 Di	sabled											
Basic Information		File Name	Se	nd Mode		Report Type		Send Free	luency	Time Send I	nterval	Status	Operations				
Basic Rule		143Dailyattendar	nce Mail	box Delivery	Method D	aily Attendar	nce	Day		15:34;		Enable	Edit Delete				
Custom Rule		143transaction	Mail	box Delivery	Method T	ransactions		Day		16:25;		Enable	Edit Delete				
Holiday																	
Leave Type																	

2. Click [Add] button to open the adding automatic export page.

			New		
Send Mode Sett	ing		Mail Delivery Tir	me Setting	
Send Mode*	Mailbox Deliver	y M -	Send	By Day	
Report Setting			Frequency	- hour	
Report Type*	Transactions			• hour : • minute	
File Name*	Transactions			• hour : • minute	
1 no Humo	yyyyMMdd			Thour: Thinute	
	HHmmss			T hour : T minute	
File Type*	EXCEL			▼ hour : ▼ minute	
Field	Field Name	Field Number			
T IOIG	Department Number	{deptCode}	Mail Setting		
	Department Name	{deptName}	Receiver Setting	Set by Personnel	
	Personnel ID	{personPin}	Mail Address*	Please enter a valid email address. if 🔺	
	First Name	{personName}		more than one address is entered, separate with'.	
	Last Name	{personLastName}	Title Setting*	The Maximum Length50	
	Serial Number	{deviceSn}			
	Device Name	{deviceName}	Body Setting	The Maximum Length200	
	Attendance Point Name	{pointName}			
	Attendance Area	{areaName}			
	Attendance Date	{attDatetime}			

#### Send Mode Setting:

Send Mode: The reports can be sent through Email or FTP.

#### **Report Setting:**

**Report Type:** The report types that can be sent are Transactions or Daily Attendance.

**File Name:** The File Name is composed of three parts: Custom file name + YYMMDD + HHMMSS (For example, Test Department Transactions 201911011143).

- The first text box is for the custom file name.
- The second drop-down box is to select the Day/Month/Year format: yyyyMMdd and yyyy-mm-dd are currently supported.
- The third drop-down box is to select the Hour/Minute/Second format: HHmmss is currently supported.

Field: It displays the field name and field number of the currently selected report.

File type: It currently supports EXCEL, TXT.

**Content format:** Exports the content format of the attached report, such as {deptName}, {deptName}, {personPin}, {personName}, {deviceSn}, {deviceName}, {areaName}, {attDatetime}. You cannot delete the content format when the file type is EXCEL; When the File type is TXT, the content format is editable.

#### Mail Delivery Time Setting:

Sending Frequency: The report sending frequency can beBy day or By month.

**By Day:** It supports up to 6 time points per day and can only be sent once per hour. Set the Hour and Minute to send the report from the drop-down boxes.

end Frequency	By Day			
		▼ hour	:	▼ minute
		▼ hour	:	▼ minute
		▼ hour	:	▼ minute
		▼ hour	:	▼ minute
		▼ hour	:	▼ minute
		<ul> <li>hour</li> </ul>	:	▼ minute

**By Month:** It supports Support last day, first day, and a specific date of each month.

Mail Delivery Time S	Setting	
Send Frequency	By Month	
	<ul> <li>Last day of the month</li> </ul>	
	<ul> <li>First day of the month</li> </ul>	
	◯ Specific Date ▼	(1-
	28)	

Mail Setting: Mail setting is required when the sending mode is Mailbox Delivery Method.

- Receiver Setting: You can select the recipient by person, department or area.
- Set by Personnel-Email Address: Enter the valid Email Address of the recipient. If there are multiple recipients, then the Email addresses can be separated by a semi-colon.
- Set by Department: Select a department in the department tree diagram and the report will be sent to the all the persons whose Email Address are configured under the department.
- Set by area-Attendance area: Select an area in the area tree, and the report will be sent to the all the persons whose Email Address are configured under the area.
- Title Setting: The Maximum length of the report title is 50 characters.
- Body Setting: The Maximum length of the message content is 200 characters.

**FTP Parameter Setting:** When send mode is FTP Send Method, FTP parameters should be set. The parameters are FTP Server Address, Server Port, Username, and Password.

• FTP Server Address: Enter the address FTP Server Address E.g.:such as 192.168.1.10.

- FTP Server Port: Enter the port number
- FTP Username: Enter the Username of the FTP server.
- FTP Password: Enter the Password for the FTP server.
- Test Connection: After configuring the FTP parameters, click [**Test Connection**] to test whether the FTP server is communicating normally.

After the setup is completed, click the **[OK]** button, save and return to the automatic export page. At this time, the newly added automatic export configuration information will be displayed in the automatic export list, which will be enabled by default, and the timed task will start.

### 5.2.6 Parameter Setting

#### Calculation Settings

Basic Rule Setting	Calculation Setting	Other Setting			
Hour Conversion Rule	Take the res	ult calculated by the formula a	as the stand	lard;	
Formula: Hours = Minutes /	The remaine	der is greater than or equal to	55 0	alculate	ed as an hour, otherwise calculate as half an hour or ignored;
60		der is greater than or equal to	25 0	alculate	ed as half an hour, otherwise ignored;
Days Conversion Rule	Take the res	ult calculated by the formula a	is the stand	dard;	
Formula : Days = Minutes /		greater than or equal to the wo	ork minutes	80	%,calculated as one day, otherwise calculat as half-day or ignored;
Number of minutes to work per day	Quotient is g	greater than or equal to the wo	ork minutes	20	%,calculated as half-day, otherwise ignored;
Absent days conversion rule	Days Conversion Ru	ile 🔽			
Exact digits of the decimal point	1				

Hour Conversion Rule: There are tow options to set the Hour Conversion Rule.

- The calculation results are taken as it is.
- The decimal place of the calculation result is retained in combination with the exact digits of the decimal point.

**Round-off prodecure:** The result of the calculation is processed according to the conversion rule, and then the decimal places of the calculation result are retained in combination with the precise digits of the decimal point. As shown in the above figure, if the remainder is greater than 55 mins, then it will be rounded-off as 1 hour, and if the remainder is greater than 25 mins, then it will be rounded- offas half an hour.

Day Conversion Rule: The settings are same as the Hour Conversion rule.

**Absent days conversion rule:** If you want to make this calculation effective in attendance calculation then select Days Conversion Rule.

Decimal point accurate to digits: Default value is 1, and the available options are 1, 2 & 0.

• Other settings

Basic Rule Set	ing	Calculation Setting	Other	Setting							
he attendance resu	It symbol s	setting in the report									
Expected/Actual	1		Late	<	E	Early	>		Absent	0	
No Check-in	I		No Check-	]	V L	Leave	Ω	-	Overtime	+	
			out								
Adjust Rest	c	-	Append	•	- E	Business	Δ	~	Out	O	~
			Attendance		1	Trip					

**Symbols for Attendance results:** Set the required symbol for attendance results for the following data: Expected/Actual, Late, Early, Absent, No Check-in, No Check-out, Leave, Overtime, Adjust Rest, Append Attendance, Trip, Out. The repetition of symbols are allowed.

#### **Timed Calculation**

In [**Basic Information**] > [**Parameter Setting**], add the timed calculation and whether to enable the employee self-service login or not.

#### *≰*Notes:

- 1. Timed calculation: Set the frequency of timed calculation as minute/hour.
- 2. Employee self-service login: Manages whether to enable the employee self-service login or not.

			2	٩	•	r:		8	200	ata		<b>(9</b> )	R	<b>6</b>			Welcome, admi	n 🔅 🕕 🕕 🕐 🕛 Authorized Company: 11
	0		Calculation Setting															
	Attendance Device		Hour Conversion F Formula: Hours = 60	1000	. 1	ake the resi he remaind he remaind	ler is great	er than or	equal to 5	5 Re	corded a	as one hour; as half an hour,	otherwis	e ignored;				
-	Basic Information		Days Conversion F	Rule	. 1	ake the resi	ult calcula	ted by the	formula as	the standa	rd: 🕡							
	Basic Rule		Formula: Days = Number of minute		0	Quotient is g Quotient is g	reater tha	n or equal	to the worl	minutes 8	0	%,calculated as %,calculated as			ignored; (			
	Custom Rule		per day Day conversion be	nchmark	Dave	Conversion												
	Holiday		(7)	And I Mark	Days	Conversion	M											
	Leave Type		Exact digits of the point	decimal	1	1												
	Automatic Report		(															
	Parameter Setting		Other Setting															
			The attendance re Expected/Actual	Suit Symbol	setting		ate				1000	Early	E			Absent		1
			No Check-In	T			lo Check-	Out	1		M	Leave				Overtime	+	
			Adjust Rest	0			Append At		-			Business Trip				Out	G	
3	Shift			-					-		1000		-					
			Timed Calculation															
R	Schedule		Unit hour(s)			Calculation i	nterval:	24										
Ę	Exception		Employee self-serv	ice login														
F	Calculate Report		Whether to start er	mplovee sel	f-service	login entry												
			Enable  Disab															
6	Process Tasks																	
8	Process management	I ⊕	ОК															

# 5.3 Shift

#### **Break Time**

	ZKTeco	Ś	5	٩	Ġ	ir:		8	RÎ.	ata	3	R	<u>نې</u>	Welcome, admin (2) (1) (2) (1) Authorized Company: 11
	Ø	Nam	10		Q 🛞									
	Attendance Device	_		ditions Nor										
Ð	Basic Information		Name	Start Ti	me	End Time	(	Operations						
8	Shift		<u> </u>	12:00 23:00		13:30 00:30		Edit <u>Delete</u> Edit <u>Delete</u>						
	Break Time	-1												
	Timetable													
	Shift													

5.3.1 Break Time

#### • Adding a Break Time

Click [New] to add a new break time.

	New	×
Name*		
Start Time*	00 : 00 💽 (HH:MM)	
End Time*	00 : 00 😭 (HH:MM)	
Save and New	OK Cance	

- 1. Enter the Name of the Break Time.
- 2. Select the Starting Time and Ending Time of the break time.
- 3. Click [OK].
- Deleting a Break Time

Select the Break Time to be deleted and then click [Delete].

### 5.3.2 Timetable

This function is used to set the time zone that will be used in the attendance calculation and configuring the information of each parameter with the minimum unit set. For example, allow late / early leave time,

whether it is necessary to Check-in/Check-out, set the time range of Check-in/Check-out, overtime setting and so on.

Before setting the shift, you should set all possible time segments, that is, time zone setting. Set the shift before scheduling, setting the attendance rules in the settings will be significant.

Click [**Attendance**] > [**Shift**] > [**Timetable**] to enter the Timetable page.

	ZKTECO		L		Ý 🖻			sta 🗎	) 🔊 🕄	ŝ	Welcome, ac		①      ①     ①      ①
	©								5	Brow	vse rest periods		2
	Attendance Device		Name		Timetable Type		Q 🛞			Na	me	Q	8
			The current query conditions None							The current query conditions None			
Ð	Basic Information		C+ Refresh	🕐 New 🏦 Dele	te					Q.	Refresh 👚 Delete		
:.	Shift		Name	Timetable Type	Check-In Start Time	Check-In Time	Check-Out Time	Check-Out End Time	Operations		Name	Start Time	End Time
	Break Time		<u>F3</u>	Normal Timetable	18:00	19:00	22:00	23:00	Edit Delete Add breaks				
	Timetable		<u>E1</u>	Normal Timetable	08:00	09:00	18:00	19:00	Edit Delete Add breaks				
	Thitetable		Timetable 4	Normal Timetable	22:00	23:00	06:00	07:00	Edit Delete Add breaks				

#### • Adding Timetable

Click on [New] to add a new timetable.

1. Normal Time Zone

	Ne	W	×		
Name*	It is recommended to sta	Timetable Type*	Normal Timetable		
Check-In Time* Before going to work*	09 : 00 (HH:MM) 60 Check-in is valid within	Check-Out Time* Before going off	18   :   00   (HH:MM)     60   Check-in is valid within		
After work*	minutes 60 Check-in is valid within minutes	duty* After work*	minutes 60 Check-in is valid within minutes		
Allow Late(minutes)	0	Allow Early Leave(minutes) ⑦	0		
Must Check-In*	Yes	Must Check-Out*	Yes		
Workday	1.0	Work Time (minutes)*	540		
Auto Deduct Break Time* ⑦	No				
	gn in minutes ago for overtime , M art counting overtime minutes later				
	Can go to work in advance 0 Can postpone work 0 minut	minutes es			
	Save and New C	DK Cancel			

Set the value of each mandatory field as per the field explanation below:

All fields marked with \* are mandatory.

**Name:** Should not contain special symbols, the name of the period should not be identical with other zone name, the length of 10 characters.

**Time Period Type:** There are two types of timetable; Normal and Flexible, flexible timetable is explained in point 2. The system default timetable type is Normal.

**Check-in/Check-out start time, Check-in/Check-out end time:** The format is "Hour: Minute". Setset the check-in/check-out as required. The records outside this range will be considered as invalid records. The Check-in/Check-out start time and Check-in/Check-out end time should not be same.

The default check-in starting time is 09:00 and thecheck-in ending time is 10:00;

The default check-out start time is 18:00, and the check-out ending time is 19:00.

**Check-in/Check-out:** The format is "hour: minutes". Check-in time should be after check-in start time and Check-out time should be after check-out end time. The system default check-in time is 09:00, Check-out time is 18:00.

**Note:** If the Check-out time is less than the Check-in time, it means it is a two-day shift span. Currently the system only supports creating Time Zones across one day only.

Allow Late (minutes) and Allow Early Leave(minutes): The allowed late time is the maximum time allowed after check-in, leave early is the maximum time allowed before check-out. The check-in and check-out should be within the effective range to be valid. The system default Allow late and Leave early minutes is 0.

**For example:** If the number of minutes allowed to be late is set as 5, and the working time as 9:00, Suppose A Check-in at 9:03 and B Check-in at 9:06, then A is not late, because his check-in time is within limit, B is late because he is late 1 minute more than the set limit. The logic of early leave is the same.

**Must Check-in and Check-out:** Set whether to set check-in and check-out as compulsory while commuting to work or not within the selected time range. If set as "Yes", then check-in / check-out is required; otherwise for "No", it is not required. The system default setting is "Yes".

**Calculated as Working days:** If the value is set here, the program will count the working days according to the set value statistics, otherwise, it will count according to the setting in the attendance rules. The system default working days number is "1".

**Deducted Time (Minutes):** This function is used to set the total break time between Check-in and Checkout. It is set according to the company lunch time and the evening break in nine to six shifts. The default interval between the deductions is 60 minutes.

**Work Time (minutes):** This will be the total effective time of this shift. It is automatically set by the system as per the Check-in/out details. The formula for calculation is Total minutes between Check-in and Check-out subtracted by Deducted time (minutes). It also supports manual input, that is, custom work time can be set. For example, suppose the Check-in is at 09:00 and Check-out is set as 18:00, and the deducted time is set as 60 minutes. Now the total time in minutes between Check-in and Check-out is 480 minutes, now to get the Work time we need to subtract deducted minutes from this time, so the value will be like (480-60 = 420) minutes.

**Delay Time calculated as overtime:** For calculating the overtime we need to set the time from which the overtime should start. If it is selected as "Yes", we need to define "Calculated as Overtime From". Overtime calculation formula: overtime = Check-out time - Calculated as Overtime From. The system default overtime start hours is as "18:00"; If the "Delay Time calculated as overtime" is set to "No" then the time after the check-out time will not be calculated as overtime. The system default is No.

**Calculated as overtime:** If it is selected as "Yes", then the time after the check-out will be calculated as overtime, otherwise, it is normal working time. The system default is No.

#### 2. Flexible timetable

Flexible time period means a time period in which you can punch any number of times within the defined Check-in and Check-out time range. The system takes the effective length of time period between the first

check-in and the last Check-out as the total working time in the flexible time period. The flexible time period does not calculate overtime.

	N	ew		×
Name*	It is recommended to sta	Timetable Type*	Flexible Timetable	
Check-In Start Time* Flexible Duration Calculation	09 : 00 (HH:MM) Cumulative time for e	Check-Out End Time	* 18 : 00 (HH:MM)	
	Save and New	OK Cancel		

According to the figure above, the specific settings for each field in the flexible time period are as follows:

**Name:** It should not contain special symbols and should not be identical with another timetable name. The maximum length is 10 characters.

**Check-in start time, Check-out end time:** Set the Check-in Check-out time range for this timetable. The format is "Hour: Minute". The Check-in / Check-out records outside this range will be invalid.

The system default check-in start time is 09:00, the check-out end time is 18:00.

Flexible Duration Calculation: The Attendance calculation can be done in two ways:

**Cumulative time for every two punches:** The total worked hours between two consecutive attendance punches.

**Calculation of head and tail punch time:** The total worked hours between the first and the last attendance punch on that particular day.

#### `&Note:

- > The total time defined by the flexible time period should not exceed 24 hours.
- > When the Check-out end time is after the Check-in start time, the total duration of the flexible time period is defined as: Check out end time Check in start Time.
- > When the Check-out end time is before the Check-in start time, the total duration of the flexible time period is defined as: Check-out end time + 24- Check-in start time.
- > The Check-out end time should not be same as Check-in start time.

After the information is entered, click [**OK**] button to save and return to the time period page. In the time period list, the newly added time period will be displayed.

he c	urrent query o	onditions: None	9					
C	Refresh 🕒	New 💮 Delet	e 🗹 Export					
	Name	Number	Timetable Type	Check-in Start <sup>▼</sup> Time	Check-in Time	Check-out Time	Check-out End Time	Operation
	Flexible1	5	Flexible Timetable	18:00			04:00	Edit Delete
	Test Time	1	Normal Time Zone	08:00	09:00	18:00	19:00	Edit Delete
	Test	2	Normal Time Zone	08:00	09:00	18:00	19:00	Edit Delete
	Test1	3	Flexible Timetable	08:00			19:00	Edit Delete
	Flexible	4	Flexible Timetable	08:00			19:00	Edit Delete

**Note:** The time interval between the working hours and off-hours should not exceed the maximum/minimum time length set by the system. For details, refer to the settings in <u>5.2.1 Rule.</u>

#### • Editing Time period

C	Refresh	New 👘 Dele	te 🗹 Export					
	Name	Number	Timetable Type	Check-in Start Time	Check-in Time	Check-out Time	Check-out End Time	Operations
	Test Time	1	Normal Time Zone	08:00	09:00	18:00	19:00	Edit Delete
	Test	2	Normal Time Zone	08:00	09:00	18:00	19:00	Edit Delete
•	Test1	3	Flexible Timetable	08:00			19:00	Edit Delete
	Flexible	4	Flexible Timetable	08:00			19:00	Edit Delete
	Flexible	5	Flexible Timetable	18:00			04.00	Edit Delete

- 1. As shown above, click [**Edit**] under "Operation" to enter the time period editing page.
- 2. Modify the relevant settings as needed, the operation is the same with the new time period. After the modification is completed, click the [**OK**] button to save.

C	Refresh	New 👘 Dele	te 🗹 Export					
	Name	Number	Timetable Type	Check-in Start Time	Check-in Time	Check-out Time	Check-out End Time	Operations
	Test Time	1	Normal Time Zone	08:00	09:00	18:00	19:00	Edit Delete
	Test	2	Normal Time Zone	08:00	09:00	18:00	19:00	Edit Delete
	Test1	3	Flexible Timetable	08:00			19:00	Edit Delete
	Floxible	4	Flexible Timetable	08:00			19:00	Edit Delete
	Flexible	5	Flexible Timetable	18:00			04:00	Edit Delete

#### • Deleting timetable period

- 1. Select time period(s), click the [**Delete**] button under the Operation tab to enter the confirmation page for deleting the time period.
- 2. Click [**OK**] to delete the period and return to the period page.

**Note:** If the time period is part of a shift, then it cannot be deleted directly; first you need to delete all the shifts that uses this time period.

#### • Export

Vame	9		Number		Timetable Type			$(\otimes)$
he c	current query c	onditions: None						
C	Refresh	New 👘 Delete	Export					
	Name	Number	Timetable Type	Check-in Start	Check-in Time	Check-out Time	Check-out End Time	Operations
	Test Time	1	Normal Time Zo	08:00	09:00	18:00	19:00	Edit Delete
	Test	2	Normal Time Zo	08:00	lick here	18:00	19:00	Edit Delete
	Test1	3	Flexible Timetat		lick liefe		19:00	Edit Delete
	Flexible	4	Flexible Timetat	08:00			19:00	Edit Delete
	Flexible1	5	Flexible Timetat	18:00			04:00	Edit Delete

1. Click the [**Export**] button as shown in above figure to enter the configuration interface of the export time period, as shown in the following figure:

-		port			
The File Type	EXCEL File	٠			
Export Mode	All data (Can explanation)	port up t	o 40000 data)		
	Select the amou	nt of dat	a to export (Can ex	port up	to 40000 data
	From the article	1	Strip, is derived	100	Data
	01		-		
	OK		Cancel		

			ZKTECO			
			Time Zone			
Name	Number	Timetable Type	Check-in Start Time	Check-in Time	Check-out Time	Check-out End Time
Normal Time	1	Normal Time Zone	08:00	09:00	18:00	19:00
Flexible Timetable	2	Flexible Timetable	09:00			18:00
Day Time	3	Normal Time Zone	08:00	08:30	18:00	19:00
Test	T4	Normal Time Zone	20:00	20:30	23:30	23:59

2. Available file types are Excel, PDF, and CSV. The export operation is similar to the export of personnel information.

#### • Search Timetable

ne o	current query o	conditions: Non	e					
2	Refresh	New 👚 Dele	te 🌁 Export					
	Name	Number	Timetable Type	Check-in Start Time	Check-in Time	Check-out Time	Check-out End Time	Operations
	Test Time	1	Normal Time Zone	08:00	09:00	18:00	19:00	Edit Delete
	Test	2	Normal Time Zone	08:00	09:00	18:00	19:00	Edit Delete
	Test1	3	Flexible Timetable	08:00			19:00	Edit Delete
	Flexible	4	Flexible Timetable	08:00			19:00	Edit Delete
	Flexible1	5	Flexible Timetable	18:00			04:00	Edit Delete

As shown in the figure above, at the top of the time period list information interface, search by "Time zone number", "Time zone name" and "Time zone type" is supported.

### 5.3.3 Shift

Shift is made up of one or more timetable period(s) in accordance with a certain order and cycle of sequence. It is set as default shift for staffs. To get staff attendance, first of all we must set the shift.

Click [**Attendance**] > [**Shift**] > [**Shift**] to enter the main menu of shift as shown below. The search function can be convenient for shift inquiry. The list shows all shifts of the current system. The time period details list shows the details of the time period of the shift in the form of a chart.

			New	/			×		
Schedule Type	Schedule Nan	ne							
Shift Type*	Regular Sh	nift 🔻		Color				1. Shift Definition	1
Number*	It is recomm	mended to start		Name*		It is recommended to sta	rt		
Unit*	Week	•		Cycle(1-15)*		1			
Start Date*	2018-04-06	6							
Number	N	ame		] Q	$\otimes$		-		
Name Nu	mber Check-in Time		Calculated as Working Days			Select All 1 Tim Unsel	etable Details		
✓ Test 1	09:00	18:00 1	.0				09:00-18:00		
	1						09:00-18:00 09:00-18:00		
							09:00-18:00		
			2. Shift T	imo Pori	h	Friday	09:00-18:00		
			2. 5000	ine Ferio			09:00-18:00		
						Sunday	09:00-18:00		
the timetable detail chec	k box can not be ch	ecked,it indicate	that there is an o	overlap in the ti	netable.		3. 9	Shift Cycle	
		Save and Ne	w O	к	Cancel				

If you click the [**New**] button, the above interface appears, the shift setting is divided into three parts, the specific settings as follows:

#### **Shift definition**

• Schedule type:

Shift type: There are two types, "Regular shift" and "Flexible shift". The system default is "Regular shift".

- Regular shifts: One or more normal timetable periods can be selected to form a regular shift according to the rule. Regular shifts are often used in more regular work places such as offices, governments and banks.
- Flexible Shift: Only one flexible time period can be used to combine flexible shifts. Flexible shifts are commonly used by dockers and for hourly workers.

**Color:** Currently this field is not effective.

Number: Supports any combination of numbers or letters, and should not be identical with another shift number, the maximum length is 5 characters.

Name: Any character, shift name shouldn't be identical with another shift, the maximum length is 10 characters.

Unit: The unit of setting cycle, there are three options; Day, Week and Month, the default being the "day".

Cycle: Defines the number of shift cycles, **the shift cycle** = **the number of cycles** \* **units**. If the unit is "day", the range is 1-99; if the unit is "week", the range is 1-15; if the unit is "month", the range is 1-12.

**Start Date:** Defines the start date of the shift, the date before the start date is not affected by the shift. The system default start date is the current system date.

#### • Schedule name:

endance Mode*	Punch Card A	ccording 1 🔻	Overtime Mode*	Computer Automati	ic Ca 🔻
cle Shift in one Month*	Yes	•	Overtime Type*	Normal Day	

Attendance Mode: It defines the method of attendance calculation for this shift. Below are the 4 ways:

- Punch Card According to Normal Shift: This is the system default. The check-in should be as per the shift timings.
- Punch once at any time in a day: In this option, the staff only needs to punch a card at any time of the day.
- Only calculate the Punch Card time: It will take two valid punch card time intervals as an effective

working time.

• Free Punch: In this option, staff do not need to Check-in or Check-out.

**Cycle shift in one month:** If you have selected "Yes", then after the cycle is finished, it will restart again. This field is displayed only when you select Unit of cycle as "Days", it will not be displayed in "Week" and "Month".

**Overtime Mode:** This function decides the calculation of Overtime. Drop-down menus are:

- Computer Automatically Calculation: The computer automatically calculates whether the delay time will be calculated as overtime or not.
- Overtime must apply: If this option is selected, then the overtime will not be calculated automatically. It will take the overtime sheet as final. If the check-out time is less than the end time of overtime, it will not count overtime hours.
- Must Work overtime or Absence: If this option is selected, then the overtime will not be calculated automatically. It will take the overtime sheet as final. If the check-out time is less than the end time of overtime, it will not count overtime hours and will record as absence.
- Shorter duration between Auto-Calculation and Overtime Receipt: When overtime sheet and automatic calculate overtime both are enabled, system will take the period which has least overtime.
- Not calculated as overtime: Overtime applied for overtime will not be calculated as overtime hours.

**Overtime Type:** Through this option we can set how the overtime after the worktime is considered. Dropdown menus are:

- Normal Day: If selected, the entire time period of overtime hours will be marked as normal overtime.
- Rest Day: If selected, the entire time period of overtime hours is recorded as rest day overtime.
- Holidays: If selected, the entire time period of overtime hours is marked as overtime work holidays.
- 1. Shift time period definition

After all the fields of the shift definition are entered, you can define the shift time. All the timetable created earlier will be displayed in the list. You can choose one or more timetable period only when the time for both are not overlapping.

**Note:** Regular shifts can only use the Regular time period, flexible shifts can only use flexible time period.

#### 2. Shift cycle definition

Once the shift and time periods are defined. The shift cycle and time period can be defined. This part is mainly to define the rules of the shift. If you do not schedule any time period on one day, you do not need to go to work that day.

After the setting is completed, click the [OK] button to save and return to the shift page. The newly added

shift information will be displayed in the shift list.

**Note:** Here are a few simple shift settings interfaces.

1) Regular shift with Day as unit:

lum	iber*		3			Name*	Test1	
nit'	•		Day		,	Cycle(1-99)*	7	
lart	t Date*		2018-04-06					
lum	iber		Na	me		Q ⊗		
	Name	Number	Check-in Time	Check-out Time	Calculated as Working Days			1 Timetable Detail Jnselect All
1	Test	1	09:00	18:00	1.0		NO1day(s NO2day(s NO2day(s NO4day(s NO5day(s NO6day(s))	09:00-18:00           09:00-18:00           09:00-18:00           09:00-18:00           09:00-18:00           09:00-18:00           09:00-18:00

2) Regular Shift with Week as Unit:

				Nev	V				
Schedule	Гуре S	chedule Nar	ne						
Shift Type*		Regular S	hift	•	Color				
Number*		4			Name*	Test4			
Unit*		Week		•	Cycle(1-15)*	2			
Start Date*		2018-04-0	6						
Number		N	lame		Q ⊗				
Name	Number	Check-in Time	Check-out Time	Calculated as Working Days				imetable Detai elect All	ils
V Test	1	09:00	18:00	1.0		6 6 6	<ul> <li>Tuesday</li> <li>Wednesday</li> <li>Thursday</li> <li>Friday</li> <li>Saturday</li> <li>Sunday</li> </ul>	09:00-18:00 09:00-18:00 09:00-18:00 09:00-18:00 09:00-18:00 09:00-18:00 09:00-18:00	*

**Note:** The shift only provides users with a cycle rule for the selected period of time within the set period. The unselected dates will be off-day. When a user schedules shift for an employee, he will simply select the start and end dates and the number of cycle, without having to confirm work-day and off-day. After the frequency is selected, the system determines which day to go to work according to the period set by the selected frequency.

#### • Adding timetable

Select a shift and click [**Edit**] to enter the editing interface, set the area in the shift time and shift period and time period, and increase the shift time period and the period, click [**OK**] to save and exit. Then add a time period in the shift.

	ZKTeco		2				1		A 😳	Welcome, admin	Image: Company: ZKTeco
	Device	Ð	Name		Number		Shift	Туре	■ Q ⊗		
-	Basic Information	÷	The current que								
			○ Refresh [	🕆 New 🏦	Delete C Export					Timetable Details	
₿	Shift	Θ	Name Name	Number	Shift Type Unit	Cycle	Start Date	Cycle Shift in one Month	Operations	NO1day(s) NO2day(s)	09:00-18:00 09:00-18:00
	Time Zone		Test	1	Regular Shit Week	2	2018-04-06	No	Delete Edit Clear Timetable	NO3day(s)	09:00-18:00
	Shift		Test1	3	Regular Shit Day	7	2018-04-06	Yes	Delete Edit Clear Timetable	NO4day(s)	09:00-18:00
			Test4	4	Regular Shil Week	2	2018-04-06	No	Delete Edit Clear Timetable	NO5day(s) NO6day(s) NO7day(s)	09:00-18:00
5	Schedule	Ð									
	Exception	€									
6	Flow Management	Ð									
ā	Calculate Report	⊕	(< < 1-3 )	>1 50 ro	ws per page 👻	Jump To 1	/1 Page	lotal of 3 records		Double-click the shift p	eriod, you can delete the time period

**Note:** This function can be used when the attendance time period is not consistent throughout the week or if there are multiple time periods for a shift.

For example: Suppose in a company, every Monday, Wednesday and Friday has (attendance) period of 9: 00-16: 00, and every Tuesday, Thursday has (attendance) period of 10: 00-19: 00.

1. To set this shift we need to first create two timetable periods as shown below:

	ZKTECO		£		٢	ij∵i‡	₿	L.			÷			Enter the details
	Device 2.	Click	_	<u> </u>		Number			Timeta	ble Type	-	9	and	click Save and New
٢	Basic Information	÷		Refresh						Edit			×	
₿	Shift	Θ		Name	INL	netable Type*	Normal B	Time Zone	•	Name	Т 9-4		Î	
				Test	1		(r							
	Shift			T 9-4	5 Ch Tin	eck-in Start ne*	08 :	00 ( HH:	MM)	Check-out Start Time*	15	00 ( HH:MM )		
	1	. Click	Tim	ne Zone	Ch	eck-in Time*	09 :	00 ( HH:	MM)	Check-out Time*	16	: 00 ( HH:MM )	н	
					Ch	eck-in End Time"	10	00 ( HH:	MM)	Check-out End Time*	17	00 (HH:MM)		
					All	ow Late(Minutes)	0			Allow Early	0			
					M	st Check-in*	Yes		•	Leave(Minutes) Must Check-out*	Yes			
						of chick-in	105			must check-out	105		-11	
					Ca	lculated as Worki	ng 1.0			Whether to deduct	Yes	•		
B	Schedule	Ð			Da	ys				between paragraphs*				
	Exception	Ð				art time between gments"	12	: 00 (	HH:MM)	Time between end segments*	13	00 (HH:MM)		
ê	Flow Management	Ð							ок	Cancel				
ā	Calculate Report	⊕	14	< 1-2 → ⇒	1 50 rows	per page 🛛 👻	Jump To 1	/1 P	age To	tal of 2 records				

2. Create a timetable of 10:00 to 19:00 like the above displayed.

Timetable Type*	Normal Time	Zone 🔻				
Number*	6		Name*	T 10-7		
Check-in Start Time*	09 : 00	( HH:MM )	Check-out Start Time*	18	: 00	( HH:MM )
Check-in Time*	10 : 00	(HH:MM)	Check-out Time*	19	: 00	( HH:MM )
Check-in End Time*	11 : 00	(HH:MM)	Check-out End Time*	20	: 00	(HH:MM)
Allow Late(Minutes)	0		Allow Early Leave(Minutes)	0		
Must Check-in*	Yes	T	Must Check-out*	Yes		•
Calculated as Working Days	1.0		Whether to deduct between paragraphs*	Yes		¥
Start time between segments*	13 : 0	0 ( HH:MM )	Time between end segments*	14	: 00	( HH:MM )

3. Now go to shift interface as shown below:

	2	£ 🗊	() ()				(i) (i)	Welcome, admin	(Î)     (Î)     (?)     (R)     ( <sup>1</sup> )     Authorized Company: ZKTeco
Device	Ð	Name The current query c	Numbe	r	Sh	tt Type	Q (8)		
Basic Information		C+ Refresh	New 👚 Delete 📑	Export				Timetable Details	
👪 shift	Θ	Name	Number Shift Type	Unit C	Cycle Start Dat	e Cycle Shift in one Month	Operations	Monday Tuesday	09:00-18:00 09:00-18:00
Time Zone		_	1 Regular Shit		2018-04-0		Delete Edit Clear Timetable	Wednesday	09:00-18:00
Shift			3 Regular Shit 4 Regular Shit		2018-04-0		Delete Edit Clear Timetable Delete Edit Clear Timetable	Thursday	09:00-18:00
		1.	Select		2. C	ick Edit		Saturday Sunday Monday Tuesday Wednesday	09:00-18:00 09:00-18:00 09:00-18:00
Schedule								Thursday	09:00-18:00 09:00-18:00
Exception	€							Saturday	
C Flow Management	Ð							Sunday	
Calculate Report		1c c 1-3 > :	> 50 rows per page	- Jump To	o 1 /1 Page	Total of 3 records		Double-click the shift pe	riod, you can delete the time period

4. After you click [**Edit**], below shift page will appear:

hift	Type*		Regular Shi	ift y	•	Color			
um	ber*		4			Name*	Test4		
nit'			Week		•	Cycle*	1		
arl	Date*		2018-04-06						
um	ber		Na	me		<b>Q</b> ⊗			
	Name	Number	Check-in Time	Check-out Time	Calculated as Working Days				metable Detail elect All
	Test	1	09:00	18:00	1.0			✓Monday ✓Tuesday	09:00-18:00 09:00-18:00
	T 9-4 T 10-7	5	09:00 10:00	16:00 19:00	1.0			<ul> <li>Wednesday</li> <li>Thursday</li> <li>Friday</li> <li>Saturday</li> </ul>	09:00-18:00 09:00-18:00 09:00-18:00 09:00-18:00
								Sunday	09:00-18:00

5. Since the company's shift schedule is weekly and has the same working conditions every week, the setting unit is "Week" and the number of cycle is "1".

					Ed	it		×
	Schedule T	ype s	Schedule Nam	е				
Shift	Type*		Regular Sh	ift ·	•	Color		
Num	ber*		4			Name*	Test4	
Unit	r.		Week		•	Cycle*	1	
Start	Date*		2018-04-06					
Num	iber		Na	ame		Q (8)		
	Name	Number	Check-in Time	Check-out Time	Calculated as Working Days		Select All 5 Tim Unsele	
	Test	1	09:00	18:00	1.0			09:00-16:00
2	T 9-4	5	09:00	16:00	1.0			09:00-16:00 09:00-16:00
	T 9-7	6	10:00	19:00	1.0		_	09:00-16:00
		<hr/>						09:00-16:00
	$\rightarrow$	<u> </u>				2. Select the day	ys Saturday (	09:00-16:00
			ows the o				Sunday (	09:00-16:00
	S	elect it a	and selec	t the oth	ier			
if the ti	metable det	ail check box (	can not be che	ecked,it indica	te that there is an	overlap in the timetable.		
					OK	Cancel		
				_	OK	Cancer		

- 6. Since the working days for 09:00 to 16:00 are Monday, Wednesday, and Friday, so select it at the right side in the "Timetable Details" box.
- 7. For Tuesday and Thursday, do same step like above, first tick and click on the timetable and then select Tuesday and Thursday as shown below:

					Ed	it		×
	Schedule T	ype S	Schedule Nam	е				
Shi	t Type*		Regular Sh	ift	•	Color		
Nur	nber*		4			Name*	Test4	
Uni	Ċ.		Week		•	Cycle*	1	
Sta	t Date*		2018-04-06					
Nur	nber		Na	ime		Q ⊗		
	Name	Number	Check-in Time	Check-out Time	Calculated as Working Days			netable Details lect All
	Test	1	09:00	18:00	1.0		Monday	10:00-19:00
	Т 9-4	5	09:00	16:00	1.0		Tuesday     Wednesday	10:00-19:00
R	T 10-7	6	10:00	19:00	1.0		✓ Thursday	10:00-19:00
If the		Tick the	other shi			2. Select the Days overlap in the timetable. Cancel	Friday Saturday Sunday	10:00-19:00 10:00-19:00 10:00-19:00

8. After the setting is completed, click the [**OK**] button to save and return to the shift page. The new shift information will be displayed in the shift list. Click the row where the shift is located to view the details of the shift time period at the right side of the interface, as shown in the following figure:

				-						
he c	current quer	y conditions:	None							
C	Refresh	🖱 New 🏠	Delete	Export					Timetable Details	
	Name	Number	Shift Type	Unit	Cycle	Start Date	Cycle Shift in one Month	Operations	Monday Tuesday	09:00-16:00 10:00-19:00
	Test Test1	1 3	Regular Shit Regular Shit		2 7	2018-04-06 2018-04-06		Delete Edit Clear Timetable Delete Edit Clear Timetable	Wednesday	09:00-16:00 10:00-19:00
	Test4	4	Regular Shif	Week	1	2018-04-06	No	Delete Edit Clear Timetable	Friday	09:00-16:00
			and the second second	ck on : et det	Shift to ails			The details are shown here	Saturday Sunday	

As shown in the figure above, the shift on Monday, Wednesday and Friday (attendance) is at 9: 00-16: 00 and on Tuesday and Thursday (attendance) is 10: 00-19: 00.

#### • Clear Timetable

In the shift list, click the [**Clear Timetable**] button in the [**Operation**] column of the shift. This operation only corresponds to a single shift, batch operation is not available. A confirmation page will pop up, click the [**OK**] button to confirm deletion of all the timetable of the selected shift.

			Nymbe			Shift		
he c	urrent quer	y conditions:	None					
C	Refresh	• New	Delete	Export				
	Name	Number	Shift Type	Unit	Cycle	Start Date	Cycle Shift in one Month	Operations
	Test	1	Regular Shif	Week	2	2018-04-06	No	Delete Edit Clear Timetable
	Test1	3	Regular Shit	Day	7	2018-04-06 Prompt	Vac	Delete Edit Clear Timetable
	Test4	4	Regular Shit	Wee		riompt		lete Edit Clear Timetable
					Are you su	re to clear the t selected shi	timetable for the ft?	
					ок		Cancel	
				-				

#### • Delete the shift

In the shift list, click the [**Delete**] button in the [**Operation**] column where the shift is located. This operation only corresponds to a single shift, batch operation is not available), click [**Delete**] to enter the deletion confirmation page, click [**OK**] to delete the selected shift and exit.

Or first select the shift to be deleted (that is, the checkbox in front of the row where the selected shift is located), click the [**Delete**] button at the top of the interface to enter the deletion confirmation interface, and click [**OK**] to complete the batch deletion operation.

**Note:** If this shift is scheduled, it cannot be deleted. You need to delete all scheduled shifts that is connected this shift before you can delete the shift.

#### • Export

This function will export all the details of the shift in excel, pdf and csv file format.

			ZKTECO			
			Shift			
Name	Number	Schedule Type	Unit	Cycle	Start Date	Cycle Shift in one Month
Day Shift	1	Regular Shift	Day	10	2017-12-15	Yes
Night	2	Regular Shift	Day	10	2017-12-18	Yes
Flexible	3	Flexible Shift	Day	10	2017-12-18	Yes

## 5.4 Schedule

After setting the time attendance and shift cycle, you can schedule it. Schedule management includes: Group, Group Schedule, Department Schedule, Personnel Schedule and Temporary Schedule.

**▷Note:** Schedule management is divided into 4 groups, departments, personnel and temporary scheduling. So, when the shift is scheduled to repeat, then at this time there will be a priority judging. This priority setting you can find under the "Basic Information" → "Rule" page. The default is "Department-Group", which is the highest priority shift.

Basic Rule Setting	Calculation Setting	Other Setting	,			
Check-in Rule	The	e Earliest Rule	*	The minimum time period should be greater than(minimum 10 minutes)	120	
Check-out Rule	The	e Latest Rule	~	The maximum time period should be less than(maximum 1,440 minutes)	600	
Late and Early Leave Counte	ed as Absent No			Attendance calculation result when the shift cross-day	First Day	
Search Shift Record	Gro	oup->Department		Overtime Statistics	Yes	-
Intelligent Matching Shift Rul	e Lea	ist Abnormal				

In the same type of scheduling for a person, the software processing logic is as follows: Follow-up of the new shift will overwrite the previous shift. Suppose, you have been added to shift A from June 1 to June 10. Now you have been added in a new shift B from June 5 to June 10, so from June 5 to June 10 you have to work as per Shift B's schedule.

### 5.4.1 Group

Before group scheduling, you need to group people with the same attendance rules. Groups mainly include "Query", "New", "Delete", "Add Personnel", "Edit", "Delete Personnel" and other functions.

Click [**Attendance**] > [**Shift Management**] > [**Group**] to enter the main interface of the group. The search function can conveniently search the group if you have many groups in your system. The list shows all the group present in the current system. The list of people is shown in the Browse Group Personnel on the right side of the interface.

ZKTeed	,	2	٩	M: 🗒 (				<u>ين</u>		ome, admin (		) (1)
Device	Ð	Edit Personnel for Group	0				Brow	se the Group Persor	nnel			
Basic Information	Ð	Name		lumber		Q, ⊗		onnel ID		First Name		La
~		The current query condi						current query conditi				
🔜 Shift	Ð	C+ Refresh 🔮 New	Delete				C	Refresh Delete	Personnel			
Schedule	Θ	Name Name	Number	Remark	Personnel Quantity	Operations		Department	Personnel ID	First Name	Last Name	
Group Schedule												
Department Schedule												
Personnel Schedule												
Temporary Schedule												
Exception	Ð											
Calculate Report		(< < 0 > >) 50 ∢	rows per page	e → Total of 0 record	s		) ( ) (	< 0 > >1 50 r	ows per page 👻	Total of 0 rec	ords	
							and a local second					

#### • Adding a group

Click on the main group interface [**New**] button, new group interface will pop up:

Name			Number		Q 🛞
The cur	rent query c	onditions: None			
C+ Re	fresh 僅 I	New 💮 Delete	1		
	Name	Number	Remark	Personnel Quantity	Operation
			New		×
	Numb	er*	It is recommended	d to start with	
	Name	•*	It is recommended	d to start with	
	Rema	ark			
	s	ave and New	ок	Cancel	- 11

**Number:** Any combination of numbers or letters, group number that should not be identical with another group number, maximum length of 5 characters.

Name: Does not support special characters, group name should not be identical with another group name. The maximum length is 10 characters.

**Remarks:** Write any note for this group, if it has some characteristic information; the maximum length is 50 characters.

#### • Edit Groups

Image: None state	ns
Number Remark Personnel Operations Quantity	ns
Quantity	ns
G1 for Testing purpose 0 Add Person	
	onnel Edit
Edit ×	
Number" [31	
Name* Demo_Group	
Remark for Testing purpose	

- 1. As shown above, select a group and click the [**Edit**] button in the [**Operation**] column of the group to enter the editing group interface.
- 2. After modifying the fields that need to be modified, click the [**OK**] button and return to the group page.

#### Delete Group

lam	e		Number		$\alpha \otimes$
he c	current query con	ditions: None			
3	Refresh 🕒 Ne	w 👘 Delete	e		
•	Name	Number	Remark	Personnel Quantity	Operations
	Demo Group	G1	for Testing purpose	0	Add Personnel Edit

- 1. Select one or more groups and click the [**Delete**] button on the upper left of the group list to enter the confirmation page for deleting the group.
- 2. Click [**OK**] to delete the group and return to the group page.

**Note:** If there is a person in the group or in group scheduling, it cannot be deleted. First, you need to delete all the people in the group and schedule to delete the group.

### Adding Personnel

	ZKTeco	2	2	9		4]‡ ↓		L.	ţ.	ģ	ê 🐔	Q (0)	ş					() ( <u>)</u>
2	Device		,	-				Add	Person	nel						×	]	> Last Name
٢	Basic Information	Query     Personnel ID	Departm		irst Name		_	Last Name			Card N	Number		More	- Q (	$\otimes$		Last Name
5	Shift	The current Alternative	query condit	ions: None						Selected	(0)						Last	
5	Schedule		artment	Personnel ID	First Name	Last Name	Gende	Card Number			Department Name	Personnel	First Name	Last Name	Gende	Card Number	Name	
	Group Group Schedule		cial Departme		abc abc1	xyz xyz1	Male Female											
	Department Schedule								>>									
	Personnel Schedule Temporary Schedule								< <<									
		< < 1-	2 > >1	50 rows per p	bage v	Total of 2	? records											
	Exception	÷	_	_	_	_		OK		Cance	el		_	_	_	_		
1	Calculate Report		< 1-1 ⇒	>1 50 r	ows per pa	ge 👻	Total of 1 r	records			10	< 0 > >1	50 rows	i per page	* Tot	al of 0 recor	ds	,

- 1. Select a group and click the [**Add Personnel**] button in the [**Operation**] column of the group to enter the personnel adding interface as shown above.
- 2. Select the relevant personnel from the list at left side and move it towards right list. Click the [**OK**] button to complete the addition of personnel operations.

#### ∖a\_Note:

- Those who have been assigned to this group will be listed at the right side of the group interface.
- People who have been added to other groups will be deleted from the original group after they are added to the group.
- > To search conditional query, filter through "Department" and get the list of candidates.

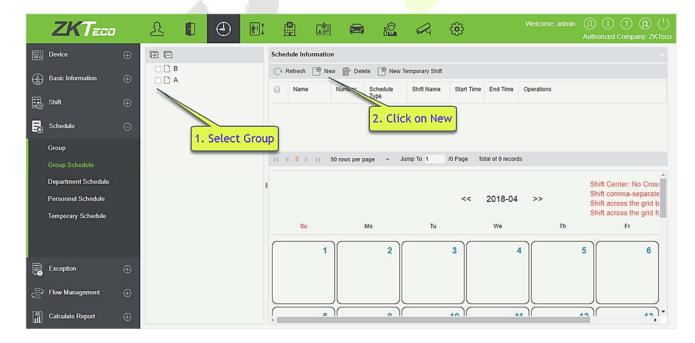
### • Delete people

Name Number 3. Delete   Personnel ID First Name Last The current query conditions: None Refresh Personnel Name Number Remark Personnel Operations Quantity Operations Operations I for Testing purpose 2 Add Personnel Edi Financial Department Financial Department 2 Add Personnel Edi Financial Department Abc1 xyz1 <b>1. Click on the 2. Select Personnel(s)</b>	dit F	Personnel for Gro	up				Brow	se the Group Personn	el			
Name Number Remark   Demo_Group G1     Image: Series in Delete     Image: Series in Delete <td>Vame</td> <td>e</td> <td></td> <td>Number</td> <td>3. Del</td> <td>lete</td> <td>Pers</td> <td>onnel ID</td> <td></td> <td>First Name</td> <td></td> <td>Last Na</td>	Vame	e		Number	3. Del	lete	Pers	onnel ID		First Name		Last Na
Name       Number       Remark       Personnel Quantity       Operations       Image: Constraint of the constraint o	'he c	urrent query con	ditions: None	•				current query condition	ns: None			
Quantity       Quantity       Financial Department 1       abc       xyz         Demo_Group       G1       for Testing purpose       2       Add Personnel Edi       Financial Department 1       abc       xyz         Marketion Department 2       abc1       xyz1	C	Refresh 🕒 Ne	w 🕋 Delet	e			C	Refresh Delete F	Personnel			
Markston Departmen 2 abc1 xy21		Name	Number	Remark		Operations		Department	Personnel ID	First Name		
		Demo_Group	G1	for Testing purpose	2	Add Personnel Edi		Financial Department	1	abc	xyz	
desired Group												

- 1. As shown in the above figure, select a group and select the person to be deleted in the browse group on the right. Click the [**Delete Personnel**] button to enter the interface of confirm deletion.
- 2. Click the [**OK**] button to delete the personnel.

### 5.4.2 Group Schedule

This function is used to schedule group to the personnel in shift(s). The new group scheduling interface is shown as below:



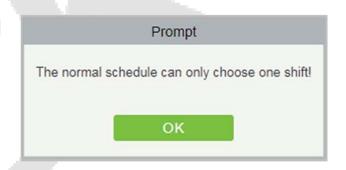
Shift Type       Number       Name       Unit       Cycle       Start Date       Cycle Shift in one Month         Regular Shift 1       Test       Week       2       2018-04-06       No         Regular Shift 3       Test1       Day       7       2018-04-06       Yes	Shift Type       Number       Name       Unit       Cycle       Start Date       Cycle Shift in one Month         Regular Shif       1       Test       Week       2       2018-04-06       No         Regular Shif       3       Test1       Day       7       2018-04-06       Yes		dule Type Time*		Normal Sched 2018-04-06	ule 🔻	Fr	nd Time		2018-04-16	$\otimes$
Regular Shil 1     Test     Week     2     2018-04-06     No       Regular Shil 3     Test1     Day     7     2018-04-06     Yes	Regular Shil 1     Test     Week     2     2018-04-06     No       Regular Shil 3     Test1     Day     7     2018-04-06     Yes	lart	THE C		2010-04-00		2.			2010-04-10	
Regular Shil 3 Test1 Day 7 2018-04-06 Yes	Regular Shil 3 Test1 Day 7 2018-04-06 Yes		Shift Type	Number	Name	Unit	Cycle	Start Date	Cycle S one Mo	Shift in onth	
		]	Regular Shit	1	Test	Week	2	2018-04-06	No		
Regular Shil 4 Test4 Week 1 2018-04-06 No	Regular Shil 4 Test4 Week 1 2018-04-06 No	ł	Regular Shif	3	Test1	Day	7	2018-04-06	Yes		
		]	Regular Shit	4	Test4	Week	1	2018-04-06	No		

For Group scheduling you need to select the group, set start date / end date, shift type, select the shift.

Define the start and end date for the group schedule. From the start date the schedule will come into effect.

**Shift type:** There are two kinds, Normal Schedule and Smart Schedule.

Through Normal Schedule you can only choose a single shift. If you select more than one shift, the below prompt will appear:



Through Smart Schedule you can choose more than one shift. After you select smart schedule, the software will automatically determine the most suitable frequency according to the punch card records in attendance calculation.

Choose the shift from the list for this group and click [OK].

## 5.4.3 Department Schedule

The department scheduling operation is same as the group scheduling. The difference is only in the object of choice. Here we need to select department from the list at the upper left side of the interface.

	ZKTeco	£		٩	ij-:   -:  ↓			2.	Click c	on New	<u></u>	)	Welcome, ad	min ① î ? Authorized Com	
	Device					Schedule	Information				·				
4	Basic Information	▲ □ D> ( _ M [	Developn	nent Departr		C+ Refr	esh 🕒 New		Delete 🕒 No	ew Temporary	/ Shift		3. Fi	ll details	
E	Shift			Department		-					New			×	
B		 roup					edule Type t Time*		Normal Sched 2018-04-06	ule 🔻	En	d Time	2018-04-13	$\otimes$	
	Group	_					Shift Type	Numbe	r Name	Unit	Cycle	Start Date	Cycle Shift in		
	Group Schedule					1							one Month		221
					1		Regular Shit		Test Test1	Week	2	2018-04-06			to Cros:
	Personnel Schedule					~	Regular Shit		Test4	Day Week	1	2018-04-06			eparate le grid b
	Temporary Schedule				/	1									ie grid fc
				4. Sel	lect Sl	hift									6
	Exception														
000	Flow Management														
ā	Calculate Report					-		_	Save	and New	ок		Cancel		40)-

## 5.4.4 Personnel Scheduling

Personnel scheduling operations is completely same as group scheduling, but when scheduling personnel, the object of choice is personnel at the top left corner of the interface.

	ZKTeco		£		٩	<b>(</b> 1) ↓			<i>E</i>	2. Clic	k here	<b>0</b>	)	Welcome, adm		) (?) (R) ( <sup>1</sup> ) d Company: ZKTeco
Ē	Device		🕀 🖨	Please inp	ut the Pers	۹ (	• New 1	emporary Shif								
-	Basic Information		) 🔬 De	evelopment nancial Dep		ıt					N	lew Tempora	ry Shift	3. Fill	details	No Cros: × sparate
8	Shift			oc(1)				edule Type		Normal Scheo 2018-04-06	lule 🔻	]	Cod Toront	2018-04-13		≱ grid b ≱ grid f¢
5	Schedule	Θ	& (5 A Hotel	)		-	Star	l lime		2018-04-06		]	End Time*	2018-04-13		
	Group 1. Sel	ect	Person	)				Shift Type		r Name	Unit	Cycle	Start Date	Cycle Shift in one Month		6
	Department Schedule					1		Regular Shil Regular Shil		Test Test1	Week Day	2 7	2018-04-06			
							1	Regular Shit	4	Test4	Week	1	2018-04-06	No		13
	Temporary Schedule					_/		i								
					4. Se	elect S	hift									
	Exception															20
ê	Flow Management						-			Save	and New	ОК		Cancel		
ā	Calculate Report					4		_	_	Classical Print						

## 5.4.5 Temporary Schedule

Temporary scheduling operation is same as the personnel scheduling. Because of some sudden changes in work shift for a temporary period, some personnel may be required to work in different shift for a temporary period. This function is used at this time to allot temporary schedule to the personnel. Temporary shift schedule has the highest priority in all shift schedules.

Type         Number         Name         Total         Test         2018-04-09         Edit           Orsup         Normal Schedul         1         A         Test         2018-04-09         Edit         2018-04-09         Test         2018-04-09         Test         2018-04-09         Edit         2018-04-09         Test         09:00-18:00         2018-04-13         Test         2018-04-10         Test         2018-04-13         Test         2018-04-13         Test         2018-0					Fir	rst Name			Last Name			Tem	porary Type -		More	9
Time         Schedule Type         Orong         Personnel         First         Shift Type         Open First         Shift Type         Name         First         Start Time         End Time         Cold         Start Time         Start				None												
Improve         Software         Normal Schedule         Normal Schedule	Refr	resh 👘	Delete										Timetable De	etails		
Group       Normal Schedul       A       Test       2018-04-05       2018-04-06       Edit         Perconnel       Normal Schedul       1       abc       Test1       2018-04-05       2018-04-06       Test1       09:00-18:00         2018-04-00       Test1       2018-04-05       2018-04-05       2018-04-06       Test1       09:00-18:00         2018-04-01       Test1       2018-04-05       2018-04-05       2018-04-10       Test1       09:00-18:00         2018-04-02       Test1       2018-04-05       Z018-04-10       Test1       09:00-18:00         2018-04-11       Test1       09:00-18:00       2018-04-10       Test1       09:00-18:00         2018-04-13       Test1       09:00-18:00       2018-04-13       Test1       09:00-18:00         2018-04-13       Test1       09:00-18:00       2018-04-13       Test1       09:00-18:00         Edit         Schedule       V         Schedule       V         Schedule       V         Schedule       V         Schedule       V         Schedule       V         Schitit Type       Nome		emporary	Schedule	Гуре	Group		Personnel	First	Shift Name	Start Time	End Time	Op				
Percented       Normal Schedul       1       abc       Test1       2018-04-05       2018-04-13       Eest1       09200-16:00         1. Select Person       2. Click Edit       2018-04-13       Test1       0920-16:00       2018-04-13       2018-04-13       2018-04-13       2018-04-13       2018-04-13       2018-04-13       2018-04-13       2018-04-13       Test1       09:00-18:00         < 1 - 2 → >1       50 rows per page       Jump To       /1 Page       Total of 2 records         2018-04-13       Test1       09:00-18:00         Edit       2018-04-06       End Time*       2018-04-13       Test1       09:00-18:00         Schedule Type       Normal Schedule       ▼         Sthift Type       Normal Schedule       ▼         Shift Type       Number       Name       Unit       Cycle       Start Date       Cycle Shift in one Monthi         Regular Shifi 1       Test1       Day       7       2018-04-06       No			Normal Sch						Test	2018-04-06	2018-04-09	Edit				
1. Select Person       218-04-10       Test1       08:00-18:00         2018-04-12       Test1       -         2018-04-13       Test1       08:00-18:00         2018-04-13       Test1       08:00-18:00         2018-04-13       Test1       08:00-18:00         2018-04-13       Test1       08:00-18:00         Edit         Schedule v         Schedule v         Start Time*       2018-04-06         Shift Type         Normal Schedule         V       End Time*       2018-04-13         Schedule V         Start Time*       2018-04-06         Shift Type       Number         Name       Unit       Cycle       Start Date       Cycle Shift in one Monthi         Regular Shif 1       Test1       Day       7       2018-04-06       No         Regular Shif 3       Test1       Day       7       2018-04-06       Yes							1	abc								
1. Select Person       2. Click Edit       2018-04-13       Test1          2018-04-13       Test1       08:08-18:00         Edit         Schedule Type         Schedule Type         Start Time*       2018-04-06         Z018-04-06         Shift Type       Name         Unit       Cycle         Start Date       Cycle Shift in one Month         Regular Shii 1       Test       Week       2       2018-04-06       No         Regular Shii 1       Test1       Day       7       2018-04-06       Yes       Image: Colspan="2">Image: Colspan="2"         Image: Colspan="2"<	1										1	1				
1. Select Person       2. Click Edit       2018-04-12       Test1       09:00-18:00         <																0.00
Image: Select PCr30H       2018-04-13       Test1       09:00-18:00         C 1-2 >>1       50 rows per page → Jump To 1       /1 Page       Total of 2 records         Edit         Schedule Type         Schedule Type         Start Time*       2018-04-06         2018-04-06         Shift Type       Number         Name       Unit       Cycle       Start Date       Cycle Shift in one Month         Regular Shif 1       Test       Week       2       2018-04-06       No         Regular Shif 3       Test1       Day       7       2018-04-06       Yes			last F						2.	Click E	dit					
		1. Se	elect F	ers	on										09:00-1	8:00
Schedule Type       Normal Schedule           Start Time*       2018-04-06       End Time*       2018-04-13         Shift Type       Number       Name       Unit       Cycle       Start Date       Cycle Shift in one Month         Regular Shif 1       Test       Week       2       2018-04-06       No         Regular Shif 3       Test1       Day       7       2018-04-06       Yes	¢	1-2 > >	>1 50 rov	vs per j	page	→ Jump T	o 1/1	Page To	otal of 2 records	_		,				
Schedule Type       Normal Schedule           Start Time*       2018-04-06       End Time*       2018-04-13         Shift Type       Number       Name       Unit       Cycle       Start Date       Cycle Shift in one Month         Regular Shif 1       Test       Week       2       2018-04-06       No         Regular Shif 3       Test1       Day       7       2018-04-06       Yes									_			4				
Start Time*       2018-04-06       End Time*       2018-04-13         Shift Type       Number       Name       Unit       Cycle       Start Date       Cycle Shift in one Month         Regular Shil 1       Test       Week       2       2018-04-06       No         Regular Shil 3       Test1       Day       7       2018-04-06       Yes									Ed	+						
Start Time*       2018-04-06       End Time*       2018-04-13         Shift Type       Number       Name       Unit       Cycle       Start Date       Cycle Shift in one Month         Regular Shil 1       Test       Week       2       2018-04-06       No         Regular Shil 3       Test1       Day       7       2018-04-06       Yes																
Shift Type       Number       Name       Unit       Cycle       Start Date       Cycle Shift in one Month         Regular Shil 1       Test       Week       2       2018-04-06       No         Regular Shil 3       Test1       Day       7       2018-04-06       Yes	Sch	edule Tr	vne			Normal S	chedule									
Regular Shil 1     Test     Week     2     2018-04-06     No       Regular Shil 3     Test1     Day     7     2018-04-06     Yes								Ţ					20			
Regular Shil 1     Test     Week     2     2018-04-06     No       Regular Shil 3     Test1     Day     7     2018-04-06     Yes								Ţ			ne*		20	18-04-13		
Regular Shil 1       Test       Week       2       2018-04-06       No         Regular Shil 3       Test1       Day       7       2018-04-06       Yes								•			ne*		20	18-04-13		
Regular Shil 3 Test1 Day 7 2018-04-06 Yes		t Time*		Nu	2	2018-04-	06			End Tim			ycle Shift in			
		t Time* Shif	ft Type		2	2018-04-	06			End Tim Sta	art Date		ycle Shift in			
Regular Shil 4 Test4 Week 1 2018-04-06 No		t Time* Shif	ft Type		2	2018-04-1 Nam	D6 Ie L	Jnit	Cycle	End Tim Sta	art Date	or	ycle Shift in ne Month			
	Star	t Time* Shif Regu	ît Type ular Shit	1	2	2018-04-I Nam Test	le l	Jnit 'eek	Cycle	End Tim Sta 201	art Date 8-04-06	or No	ycle Shift in ne Month			
	Star	t Time* Shif Regu Regu	it Type Jar Shit Jar Shit	1 3	2	Nam Test Test1	ne l W D	Jnit /eek ay	Cycle 2 7	End Tim Sta 201 201	art Date 8-04-06 8-04-06	or No Yes	ycle Shift in he Month			
	Star	t Time* Shif Regu Regu	it Type Jar Shit Jar Shit	1 3	2	Nam Test Test1	ne l W D	Jnit /eek ay	Cycle 2 7	End Tim Sta 201 201	art Date 8-04-06 8-04-06	or No Yes	ycle Shift in he Month			
	Star	t Time* Shif Regu Regu	it Type Jar Shit Jar Shit	1 3	2	Nam Test Test1	ne l W D	Jnit /eek ay	Cycle 2 7	End Tim Sta 201 201	art Date 8-04-06 8-04-06	or No Yes	ycle Shift in he Month			
	Star	t Time* Shif Regu Regu	it Type Jar Shit Jar Shit	1 3	2	Nam Test Test1	ne l W D	Jnit /eek ay	Cycle 2 7	End Tim Sta 201 201	art Date 8-04-06 8-04-06	or No Yes	ycle Shift in he Month			
	Star	t Time* Shif Regu Regu	it Type Jar Shit Jar Shit	1 3	2	Nam Test Test1	ne l W D	Jnit /eek ay	Cycle 2 7	End Tim Sta 201 201	art Date 8-04-06 8-04-06	or No Yes	ycle Shift in he Month			
		t Time* Shif Regu Regu	it Type Jar Shit Jar Shit	1 3	2	Nam Test Test1	ne l W D	Jnit /eek ay	Cycle 2 7	End Tim Sta 201 201	art Date 8-04-06 8-04-06	or No Yes	ycle Shift in he Month			
	Star	t Time* Shif Regu Regu	it Type Jar Shit Jar Shit	1 3	2	Nam Test Test1	ne l W D	Jnit /eek ay	Cycle 2 7	End Tim Sta 201 201	art Date 8-04-06 8-04-06	or No Yes	ycle Shift in he Month			
	Star	t Time* Shif Regu Regu	it Type Jar Shit Jar Shit	1 3	2	Nam Test Test1	ne l W D	Jnit /eek ay	Cycle 2 7	End Tim Sta 201 201	art Date 8-04-06 8-04-06	or No Yes	ycle Shift in he Month			
	Star	t Time* Shif Regu Regu	it Type Jar Shit Jar Shit	1 3	2	Nam Test Test1	ne l W D	Jnit /eek ay	Cycle 2 7	End Tim Sta 201 201	art Date 8-04-06 8-04-06	or No Yes	ycle Shift in he Month			

## 5.4.6 UnScheduled Personnel

Calculate the person who don't have any scheduled.

#### $\odot$ Personnel ID Name Q 🛞 The current query conditions Personnel ID:( ) 🕞 Refresh 🛛 🖶 New Temporary Shift Basic Information Personnel ID First Name Last Name Department Name 2888 Department Name Shift 1554 xcv Department Name Schedule 10525 sean Department Name Personnel Schedule

Arranged scheduling for personnel.

					1	New						
Sche	dule Type*		Normal Sc	hedule 🔽			1	Name	Number	Shift Type		
Start	Time*											
End 1	ſime*											
						Ē						
Pers	onnel ID	I		Name	•				N	lore <del>√</del> Q	8	
The cu	urrent query	conditions	None									
Alterna	tive						Selecte	ed(0)				
	Personnel ID	First Name	Last Name	Department Na	me			Personn ID	el First Name	Last Name	Department Name	•
	2888			Department Nan	ne							
	1554	xcv		Department Nan	ne	>>						
	10525	sean		Department Nan	ne	>						
						<						
						<<						
ĸ	< 1-3	> >1	50 rows	per page 👻								
				Save and Ne	w	OK		Ca	incel			

## 5.5 Exception

## 5.5.1 Appended Receipt

Appended receipt is used to enter records for the personnel in case the person is out on business trip, missing check-in/out, etc., Manual attendance record in the attendance report is called Appended Receipt. Generally, it is entered by the management staff according to attendance result and company's attendance rules after the attendance cycle ends. This version does not support the approval of exception, entered manually in system. Data entered into the system will have an impact on the attendance calculation results.

	Device	Ð	Time	From 2017-09-0	7 00:00:00	To 2017-12-	07 23:59:59	Department Name	e	Personr	nel ID	
÷	Basic Information	÷			litions: Time From		00:00:00) To:(20	17-12-07 23:59:59)				
8	Shift	Ð		Personnel ID	First Name	Last Name	Department Number	Department Name	Punch Time	Remark	Operation Time	Operations
B	Schedule	Ð										
٦	Exception	Θ										
	Appended Receipt											
	Leave											
	Business Trip											

#### • New

1. Click [Exception] > [Appended Receipt] > [New]:

						I	New							×
Punc	h Time*		2018-04-0	6 09:00:00			F	Remark						
Qu Perso	onnel ID	epartment	First I	Name			Last	Name		M	lore <del>v</del> Q	. 🛞		
The c Alterna	urrent query o ative	conditions:	None					Selecte	ed( <b>1</b> )					
	Departmen Name	Personnel ID	First Name	Last Name	Gende	Card Num		•	Departmen Name	Personnel ID	First Name	Last Name	Gende	Card Num
	Financial De	3	abc		Female	25847		•	General	1	abc			
	General	4					>>							
	General Developmer	5			Male		>							
	Financial De	7			- 63		<<							
	Hotel	8			-									
•						•								
1<	< 1-6 >	>  50 rov	vs per page	Ŧ				4						•
				Save an	d New		ок		Cance	el 📄				

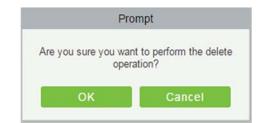
#### Fields are as follows:

Punch Time: Set the date and time of punch.

Personnel: Select the required personnel for appended receipt, multiple choices are available.

Remark: Enter the reason for appended receipt, the max length is 50.

- 2. After filling the information, click [**OK**] to save and exit, the appended receipt will be displayed in the added list.
- Delete
  - 1. Click [Exception] > [Appended Receipt] > [Delete]:



2. Click [**OK**] to delete.

#### • Export

#### You can export selected appended receipt data in Excel, PDF, CSV file format.

			ZK	TECO			
			Append	ed Receipt			
Personnel ID	First Name	Last Name	Department Number	Department Name	Punch Time	Remark	Operation Time
1	Jerry	Wang	1	General	2017-12-15 08:40: 00		2017-12-15 16:40: 51
2	Lucky	Tan	3	Development Department	2017-12-15 08:40: 00		2017-12-15 16:40: 51
2940	Sherry	Yang	hotel	Hotel	2017-12-15 08:40: 00		2017-12-15 16:40: 51
3	Leo	Hou	4	Financial Department	2017-12-15 08:40: 00		2017-12-15 16:40: 51
4	Berry	Cao	1	General	2017-12-15 08:40: 00		2017-12-15 16:40: 51
5	Necol	Ye	2	Marketing Department	2017-12-15 09:50: 00		2017-12-15 16:51: 00
6	Amber	Lin	4	Financial Department	2017-12-15 09:50: 00		2017-12-15 16:51: 00
7	Jacky	Xiang	1	General	2017-12-15 09:50: 00		2017-12-15 16:51: 00

### 5.5.2 Leave

Personnel may need leave at different circumstances. They can apply and the leave will be displayed here:

	Device	⊕	Time	From 2017-09-0	7 00:00:00	To 2017-12-07	23:59:59 D	epartment Name		Personnel IC		Morev
٩	Basic Information	Ð		urrent query cond Refresh 🔮 New		rom:(2017-09-07 00:	00:00) To:(2017-1	2-07 23:59:59)				
8	Shift	Ð		Personnel ID	First Name	Last Name	Department Number	Department Name	Leave Type	Start Time	End Time	Remark
B	Schedule	⊕										
٦	Exception	Θ										
	Appended Receipt											
	Leave											
	Business Trip											
	1											

#### • New

1. Click [Exception] > [Leave] > [New]:

Leave														>
	Type*		Casual Lea	ve (L1)	T		L	eave F	Requisition Pho	oto			Browse	
Start T	Time*		2018-04-06	17:43:13										
End Ti	îme*		2018-04-06	17:43:13						No Pictures				
Remar	rk									i lotaroo				
Que	ery 🔘 D	epartment												
Person	nnel ID		First Na	ame			Last	Name		N	lore <del>v</del> Q	. 🛞		
The cu Alternati	irrent query o ive	conditions:	None					Selecte	ed( <b>1</b> )					
	Departmen Name	Personnel ID	First Name	Last Name	Gende	Card Num		•	Departmen Name	Personnel ID	First Name	Last Name	Gende	Caro Num
	General	1	abc		-				Financial De	3	abc		Female	2584
	General	4					>>							
	General	5			Male		>							
	Developmer	6					<							
	Financial De	7					<<							
	Hotel	8												
4						•								
1< <	1-6 >	>1 50 rov	vs per page	<b>•</b>				4					_	•
1< <	1-6 >	>i 50 rov	vs per page	<b>•</b>				4						

Fields are as follows:

Leave Type: Set the type of the leave.

**Start Time:** Start time of the leave.

**End Time:** End time of the leave.

Remark: Enter the reason for leave, the max length is 50.

Leave Requisition Photo: Upload photo of supporting document for the leave request.

**Personnel:** Select the required personnel, multiple choice is available.

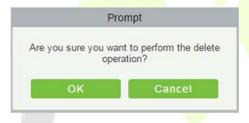
2. After filling the information, click [**OK**] to save and exit, the leave information will be displayed in the added list.

Click [Leave Requisition Photo] at the end of each line to view the leave requisition photo.

Time	From 2017-	09-08 0	00.00:00 To 2017-12-08 23:59:59 Department Name Pers	onnel ID	More▼ Q ⊗
The c	urrent query o	conditio	ons: Time From:(2017-09-08 00:00:00) To:(2017-12-08 23:59:59)		
C	Refresh 🕒	Ne	Leave Requisition Photo	×	
	Personnel ID	I.	B+B EXTERNATION AND EXTERNATION AND EXTERNATION AND AND AND AND AND AND AND AND AND AN	End Time	Operations
	1	a	RAPPORT MEDICAL PREALABLE BOMMANE ET GONNEES BIOMETHIQUES DU REQUERANT	2017-12-07 12:48:00	Delete Leave Requisition Photo
	1	a		2017-12-06 12:57:00	Delete Leave Requisition Photo
	1	a		2017-12-08 11:45:48	Delets Leave Requisition Photo
			Close		

#### • Delete

1. Click [Exception] > [Leave] > [Delete]:



2. Click [**OK**] to delete.

You can export selected leave data in Excel, PDF, CSV file format.

				ZKTE					
Personnel ID	First Name	Last Name	Department Number	Department Name	Leave Type	Start Time	End Time	Remark	Operation Time
1	Јепу	Wang	1	General	Casual Leave	2017-12-15 16:36: 07	2017-12-15 16:36: 07		2017-12-15 16:3 17
3	Leo	Hou	4	Financial Department	Marriage Leave	2017-12-15 18:38: 48	2017-12-15 18:38: 48		2017-12-15 18:3 53
5	Necol	Ye	2	Marketing Department	Annual Leave	2017-12-15 16:36: 19	2017-12-15 16:36: 19		2017-12-15 16:30
6	Amber	Lin	4	Financial Department	Sick Leave	2017-12-15 18:38: 54	2017-12-15 18:38: 54		2017-12-15 18:39
9	Lilian	Mei	3	Development Department	Breastfeeding Leave	2017-12-15 18:39: 02	2017-12-15 18:39: 02		2017-12-15 18:3 10

## 5.5.3 Business Trip

Device	÷	Time From 2017-0	9-07 00:00:00	To 2017-12-07	23:59:59 Dep	oartment Name		Personnel ID
Basic Information	Ð	The current query c			00:00) To:(2017-12	-07 23:59:59)		
Shift	ŧ	Personnel IE	First Name	Last Name	Department Number	Department Name	Start Time	End Time
Schedule	$\oplus$							
	Θ							
Appended Receipt								
Leave								
Business Trip								
Go Out								

#### • New

#### 1. Click [Exception] > [Business Trip] > [New]:

	nnel ID		First Name			Last Name			Card N	umber		More	• Q	$\otimes$
erna	urrent query conditi	ons: None						Selecte	ed( <b>0</b> )					
	Department Name	Personnel ID	First Name	Last Name	Gende	Card Number			Department Name	Personnel ID	First Name	Last Name	Gende	Card Numbe
0	Financial Departme	1	abc	xyz	Male									
0	Marketing Departm	2	abc1	xyz1	Female		>>							
0	General	3	abc2	xyz2	Male		>							
0	Hotel	4	abc3	xyz3	Female		<							
							<<							
< -	( 1-4 > >	50 rows per	page 👻	Total of	4 records									
tart	Time	2	2017-12-07	13:02:15			E	nd Time	F.	2017	-12-07 13:	02:15		
ema	irk													

Fields are as follows:

**Personnel:** Select personnel need business, it can be multiple choices.

Start Time: Start time of the business trip.

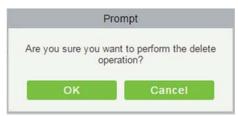
End Time: End time of the business trip.

**Remark:** Enter the description of business trip, the max length is 50.

2. After filling the information, click [**OK**] to save and exit, the business trip information will be displayed in the added list.

#### • Delete

1. Click [Exception] > [Business Trip] > [Delete]:



2. Click [OK] to delete.

#### • Export

You can export selected business trip data in Excel, PDF, CSV file format.

			0	Business Trip				67
Personnel ID	First Name	Last Name	Department Number	Department Name	Start Time	End Time	Remark	Operation Time
4	Berry	Cao	1	General	2017-12-15 16:37: 27	2017-12-15 16:37: 27		2017-12-15 16:37 31
5	Necol	Ye	2	Marketing Department	2017-12-18 11:42: 28	2017-12-18 11:42: 28	Go to Shenzhen	2017-12-18 11:42 51
8	Glori	Liu	2	Marketing Department	2017-12-18 11:42: 55	2017-12-18 11:42: 55	Go to Thailand	2017-12-18 11:4 08

## 5.5.4 Go Out

	Device	$\oplus$	Time Fron	n 2017-09-07	7 00:00:00	To 2017-12-07 23	3:59:59 Depa	artment Name	
£	Basic Information	Ð	The curre			a:(2017-09-07 00:00	):00) To:(2017-12-0	07 23:59:59)	
5	Shift	Ð	P	ersonnel ID	First Name	Last Name	Department Number	Department Name	Start Time
R	Schedule	⊕							
	Exception	Θ							
	Appended Receipt								
	Leave								
	Business Trip								
	Go Out								

#### • New

#### 1. Click [Exception] > [Go Out] > [New]:

	onnel ID		First Name			Last Name	•			Card Number			More	▼ Q	$\otimes$
	urrent query conditi ative	ons: None						Selecte	d( <b>0</b> )						
	Department Name	Personnel ID	First Name	Last Name	Gende	Card Number			Departme Name	ent Per ID	rsonnel	First Name	Last Name	Gende	Card Numbe
	Financial Departme	1	abc	xyz	Male										
	Marketing Departm	2	abc1	xyz1	Female		>>								
	General	3	abc2	xyz2	Male		>								
	Hotel	4	abc3	xyz3	Female		<								
							<<								
<	< 1-4 > >	50 rows per	page 👻	Total of	4 records										
tart	Time	1	2017-12-07	13:12:37			E	nd Time			2017	-12-07 13:	12:37		
em	ark														

Fields are as follows:

**Personnel:** Select the required personnel, multiple choices are allowed.

Start Time: Start time of going out.

End Time: End time of going out.

**Remark:** Enter the description of going out, the max length is 50.

2. After filling the information, click [**OK**] to save and exit, the go out information will be displayed in the added list.

#### Delete

1. Click [Exception] > [Go Out] > [Delete]:



2. Click [OK] to delete.

#### • Export

### You can export selected go out data in Excel, PDF, CSV file format.

				ZKTECO Go Out				
Personnel ID	First Name	Last Name	Department Number	Department Name	Start Time	End Time	Remark	Operation Time
1	Jerry	Wang	1	General	2017-12-18 11:43: 46	2017-12-18 11:43: 46	Visitor Client	2017-12-18 11:44 00
7	Jacky	Xiang	1	General	2017-12-18 11:43: 28	2017-12-18 11:43: 28	Hospital	2017-12-18 11:43 46

## 5.5.5 Overtime

	Device	$\oplus$	Time F	rom 2017-09-07	7 00:00:00	To 2017-12	-07 23:59:59	Department Name		
		0	The cu	rrent query cond	itions: Time Fro	m:(2017-09-07	00:00:00) To:(20	017-12-07 23:59:59)		
Ð	Basic Information	$\oplus$		efresh 🕒 New		Export				
5	Shift	$\oplus$		Personnel ID	First Name	Last Name	e Department Number	Department Name	OT Type	Start Time
B	Schedule	Ð								
٦	Exception	Θ								
	Appended Receipt									
	Leave									
	Business Trip									
	Go Out									
	Overtime									
	Adjust and Append									
	Adjust Shift									
	Adjust Shift									

#### • New

1. Click [Exception] > [Overtime] > [New]:

	iery Oppartm						_						_	~	~
erso	onnel ID	'	First Name			Last Name				Card N	lumber		More	▼ Q	$\otimes$
ne c	urrent query condition	ions: None													
erna	ative							Selecte	d(0)						
	Department Name	Personnel ID	First Name	Last Name	Gende	Card Number			Depa Name	tment	Personnel ID	First Name	Last Name	Gende	Card Numbe
	Financial Departme	1	abc	xyz	Male										
	Marketing Departm	2	abc1	xyz1	Female		>>								
	General	3	abc2	xyz2	Male		>								
	Hotel	4	abc3	xyz3	Female		<								
							<<								
<	< 1-4 > >	50 rows per	page 👻	Total of	4 records										
т т	ype	[	Normal OT		٠										
	Time		2017-12-07	13:18:14			E	nd Time			2017	-12-07 13:	18:14		
tan	ark	[													

Fields are as follows:

Personnel: Select required personnel for overtime, multiple choices are available.

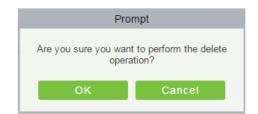
OT Type: Normal OT, Weekend OT and Holiday OT three types.

**Start Time:** Start time of overtime.

End Time: End time of overtime.

**Remark:** Enter the description of overtime, the max length is 50.

- 2. After filling the information, click [**OK**] to save and exit, the overtime information will be displayed in the added list.
- Delete
  - 1. Click [Exception] > [Overtime] > [Delete]:



2. Click [OK] to delete.

#### • Export

#### You can export selected overtime data in Excel, PDF, CSV file format.

				ZKTE	ECO				
				Overt	lime				
Personnel ID	First Name	Last Name	Department Number	Department Name	ОТ Туре	Start Time	End Time	Remark	Operation Time
3	Leo	Hou	4	Financial Department	Normal OT	2017-12-15 16:37: 34	2017-12-15 16:37: 34		2017-12-15 16:37: 37
5	Necol	Ye	2	Marketing Department	Normal OT	2017-12-18 11:44: 03	2017-12-18 11:44: 03	Finish Project	2017-12-18 11:44 28

# 5.5.6 Adjust and Append

	Device	$\oplus$	Time From 2017-09-0	7 00:00:00 T	o 2017-12-07 2	3:59:59 Dep	partment Name
Ð	Basic Information	÷	The current query cond			D:00) To:(2017-12	-07 23:59:59)
J		÷	C+ Refresh 🕒 New	/ 👘 Delete 🧎	Export		
	Shift	$\oplus$	Personnel ID	First Name	Last Name	Department Number	Department Name
R	Schedule	ŧ					
٥	Exception	Θ					
	Appended Receipt						
	Leave						
	Business Trip						
	Go Out						
	Overtime						
	Adjust and Append						
	Adjust Shift						

#### • New

1. Click [Exception] > [Adjust and Append] > [New]:

erso	nnel ID		First Name			Last Name				Card N	lumber		More	v Q	$\otimes$
	urrent query condit	ioner None													<u> </u>
	utive	ions. None						Selecte	d( <b>0</b> )						
	Department Name	Personnel ID	First Name	Last Name	Gende	Card Number			Depar Name	tment	Personnel ID	First Name	Last Name	Gende	Card Numbe
	Financial Departme	1	abc	xyz	Male										
	Marketing Departm	2	abc1	xyz1	Female		>>								
0	General	3	abc2	xyz2	Male		>								
٦	Hotel	4	abc3	xyz3	Female		<								
							<<								
	< 1-4 > >	-	page 👻		4 records										
Adjust Date* 2017-12-07		Remark													

Fields are as follows:

Personnel: Select the required personnel, multiple choices are available.

Adjust Type: Select from Adjust Rest and Append Attendance. Adjust Rest is when you are on a shift but you want to rest; Append attendance is the opposite

Adjust Date: The date and time of adjustment.

Append Attendance Shift: When the adjust type is Append Attendance, it is necessary to select the corresponding shift.

**Remark:** Enter the reason of adjust and append, the max length is 50.

2. After filling the information, click [**OK**] to save and exit, the adjust and append information will be displayed in the added list.

• Delete

- 1. Click [Exception] > [Adjust and Append] > [Delete]:
- 2. Click [OK] to delete.
- Export

You can export selected adjust and append data in Excel, PDF, CSV file format.

				ZKTE Adjust and					
		25, 222	Department	The second second	and the second second	10.101		100	
Personnel ID First Name Las	Last Name	ame Number	Department Name	Adjust Type	Adjust Date	Schedule Name	Remark	Operation Time	
1	Jerry	Wang	1	General	Append Attendance	2017-12-18	Day Shift	123	2017-12-18 13:5 54
2	Lucky	Tan	3	Development Department	Append Attendance	2017-12-18	Flexible	456	2017-12-18 13:5 40
9	Lilian	Mei	3	Development Department	Adjust Rest	2017-12-18		adjust rest	2017-12-18 11:4

## 5.5.7 Adjust Shift

<b>D</b> í	Device	$\oplus$	Time From	n 2017-	09-07 00:00:00	To 201	7-12-07 23:59:59	Department	Name	
÷	Basic Information	Ð						:(2017-12-07 23:59	9:59)	
			C Refr	_	New m Delete	_		-		
5	Shift	Ð	E P	ersonnel D	First Name	Last Name	Department Number	Department Name	Adjust Type	Adjust Date
5	Schedule	$\oplus$								
	Exception	Θ								
	Appended Receipt									
	Leave									
	Business Trip									
	Go Out									
	Overtime									
	Adjust and Append									
	Adjust Shift									
	_									

#### • New

1. Click [Exception] > [Adjust Shift] > [New]:

		New	
Adjust Type	Adjust the personal shif <b>v</b>		
Personnel ID*			
First Name			
Department Name			
Adjust Date	2017-12-07	Original Schedule Name	•
Remark			
	Save and New	OK Cancel	

- 2. Adjust Type is divided into three shifts:
- Adjust the personnel shift in the same day: It will adjust one personnel's shift in the same day.
- Adjust the personnel shift in other days: It will adjust one personnel's shift in different days.

• Two-people exchange: It will exchange shifts of two persons in different days.

#### A. Adjust the personnel shift in the same day:

		New		×
Adjust Type	Adjust the personal shif <b>v</b>			
Personnel ID*				
First Name				
Department Name				
Adjust Date	2017-12-07	Adjust Date	2017-12-07	
Remark				
	Save and New	OK Can	cei	

Personnel ID: The max length is 32. (Fill the correct ID. After you enter the ID and click on the next field, the Name and Department are automatically filled.)

First Name: Obtained automatically based on Personnel ID.

**Department Name:** Obtained automatically based on Personnel ID.

Adjust Date: The date and time of adjustment.

**Remark:** Enter the description of adjust shift, the max length is 50.

3. After filling in the information, click [**OK**] to save and exit, the adjust shift information will be displayed in the added list.

#### B. Adjust the personnel shift in other days:

		New		×
Adjust Type Personnel ID*	Adjust the personal shif			
First Name				
Department Name Adjust Date	2017-12-07	Adjust Date	2017-12-07	
Remark				
	Save and New	ОК Са	Incel	

**Personnel ID:** The max length is 32. (Fill the correct ID, after you enter the ID and click on the next field, the Name and Department are automatically filled.)

First Name: Obtained automatically based on Personnel ID.

Department Name: Obtained automatically based on Personnel ID.

Adjust Date: The date and time of adjustment.

Adjust Date: The date and time of adjustment.

**Remark:** Enter the description for the shift, the max length is 50.

After filling the information, click [OK] to save and exit, the adjust shift information will be displayed in the added list.

#### C. Two people exchange:

		New	×
Adjust Type	Two people exchange 🔻		
Personnel ID*		Adjust Personnel ID*	
First Name		Adjust Personnel Name	
Department Name		Adjust Department Name	
Adjust Date	2017-12-07	Adjust Date	2017-12-07
Remark			
	Save and New	OK Cancel	

**Personnel ID:** The max length is 32. (Fill the correct ID, after you enter the ID and click on the next field, the Name and Department are automatically filled.)

First Name: Obtained automatically based on Personnel ID.

Department Name: Obtained automatically based on Personnel ID.

Adjust Personnel ID: ID number of the adjust personnel. The max length is 32. (Fill the correct ID, after you enter the ID and click on the next field, the Name and Department are automatically filled.)

Adjust Personnel Name: Obtained automatically based on Personnel ID.

Adjust Department Name: Obtained automatically based on Personnel ID.

#### • Export

You can export selected adjust shift data in Excel, PDF, CSV file format.

							ZKTECO							
	2		-	g	0.	2	Adjust Shift		26					20
Personnel ID	First Name	Last Name	Department Number	Department Name	Adjust Type	Adjust Date	Personnel ID	Adjust Personnel Name	Adjust Personnel Last Name	Department Number	Department Name	Adjust Date	Remark	Operation Time
3	Leo	Hou	4	Financial Department	Adjust the personal shift in other days	2017-12-18						2017-12-18		2017-12-18 13:5
4	Велу	Cao	31	General	Adjust the personal shift in the same day	2017-12-18							Change to flexible	2017-12-18 14 27
5	Necol	Ye	2	Marketing Department	Two people exchange	2017-12-18	8	Glori	Liu	2	Marketing Department	2017-12-18	exchange	2017-12-18 14

# 5.6 Calculate Report

## 5.6.1 Manual Calculate

	ZKTeco		오		$\odot$	( <b>1</b> ~1) ↓			8			<b>نې</b>	W	elcome, admin 🕠 Au	) († ?) horized Comp	R () hany: ZKTeco
<b>Q</b> ;	Device		Time From	2017-12-2	9 00:00:00	То	2018-03-29 2	3:59:59	Personnel ID			2. (	Click here	More▼	Q 🛞	
\$	Basic Information		The curren	it query cond	litions: Time	e From:(201			18-03-29 23:59 Idance Calcula			_	_			
5	Shift			General(2)	ient Depart	ment(0)	Pers	onnel Firs Nan		Departm Number	en Departme	ent Name				
	1. Select Department How Management	t(s) ⊕	<	] Financial Hotel(0)	Initializat Initializat	tion conditio ion of base ion of excep	n is ready! data complete tion data com has complete	el spiete!	100%		_	_	×			
8	Calculate Report Manual Calculate Transactions				The wind	ow will close	after 5 secor	nd(s).	(	Suspend	Close	Close				
	Daily Attendance															
	Leave Summary															
	Daily Report															
	Monthly Detail Report					_			-		huma Ta d	H Deese	Table of Descende			
	Monthly Statistical Report	t 💝	•				¢ ¢ 1-3	2 >: >1	50 rows per p	age 👻	Jump To 1	/1 Page	Total of 2 records	1		

Attendance calculation can be done by selecting the department on the left department hierarchy or by selecting the right person. If both are selected, they are overwritten. After selecting the personnel click attendance calculation, a confirmation box will pop-up.

	ZKT eco		£		$\bigcirc$				8	8		÷		() ()
D D	Device	÷		2017-09-0			2017-12-07 2		Personnel ID			First Name	Last Name	
💮 B	asic Information			t query cond	litions: Tim	ie From:(20			7-12-07 23:59 dance Calculat					
🗒 s	Shift		⊿ ⊻⊵ 0 ⊻ [	General(0) ] Marketing	Departme	nt(1)	Pers ID	onnel First Nam		Departm Number	en Departm	ent Name		
Po s	Schedule			Developn Financial	Total Pro	gress		Proces	sing command			×		
Е, Е	exception		<u>п</u> рн	lotel(0)			edule has initi		100%			-		
<b>a</b> c	Calculate Report				The Gro The Dep	up Schedul	edule has initia e has initialize hedule has init s has complete	d! tialized!						
ء					The sec	ond analysi	s has complete s has complete	ed.100%				÷		
Tr	ransactions				The wind	low will clos	e after 4 seco	nd(s).		Suspend	Close	Close		
D	aily Attendance				-		_	_	_	_	_			
L	eave Summary													
D	aily Report													
м	Ionthly Detail Report													
М	Ionthly Statistical Report													
D	epartmental Report		•			•	ic e 1-	2 >: >1	50 rows per pa	ge +	Jump To 1	/1 Page Total	of 2 records	

### 5.6.2 Transaction

Attendance records of all employees will be displayed on this interface, including the attendance record of uploaded attendance transactions. The record of the normal punch on the device will be uploaded to the software as the original record. When a particular data is selected, the details will be displayed on the right side of the page.

	ZKTeco	20	<b>†</b>		🛎 🛍 🗰			Welcom	e, admin 🔅 🕦 🕦 🥐 ( Authorized Company
	©	Time From 2019-11-27 00:00:00	To 2020-02-27 23:59	:59	Personnel ID	Name	Mo	re <del>v</del> Q 🛞	
	Attendance Device	The current query conditions Time							
		Ξ	C+ Refresh	Export	Mimport -				Attendance Details
9	Basic Information	<ul> <li>部門名稱</li> <li>att_test</li> </ul>	Personnel ID	First f	Import access control record Import parking record	epartment Name	Attendance Area	Serial Number	Attendance Photo
	Shift	🗋 xiaofei85	4	胖子	Import faceKiosk records	_test	att_test	4620172900011	
	Schedule	🗋 jofen	3	唐三	Import U disk record	_test	att_test	4620172900011	
		] 访客	4	胖子	唐	itt_test	att_test	4620172900011	
	Exception		3	唐三	唐	itt_test	att_test	4620172900011	
	Calculate Report		4145	伍伍	wuwu >	iaofei85	att_test	4620172900011	
	Calculate Report		4145	伍伍	wuwu	iaofei85	att_test	4620172900011	Personnel ID
Ì	Manual Calculate		I 4146	六六	liuliu x	iaofei£5	att_test	4620172900011	First Name
			4146	六六	liuliu x	laofei89	區域名稱	5729191300009	Department Name
	Daily Attendance		4146	夶	liuliu >	iaofei85	區域名稱	5729191300009	Attendance Date Serial Number
			4146	六六	liuliu x	iaofei85	區域名稱	5729191300009	
	Leave Summary		4146	六六	liuliu x	iaofei85	區域名稱	5729191300009	
	Daily Report		4146	六六	liuliu x	laofei£9	區域名稱	5729191300009	

The "Import U disk record" feature allows you to import the device data (including access control, parking, Facekiosk, Video records) to the transaction table.

#### Import Attendance record

The access control records can be synchronized to attendance records through this function. Select the start time and end time to import, check the attendance point list and click OK.

Olad Taxa	2017 10 07 00 00 00
Start Time	2017-12-07 00:00:00
End Time	2017-12-07 23:59:00
Attendance Point List	Please select the attendan

**Attendance point list:** Only the device which is set in Attendance Point under [**Basic information**] [**Attendance point**], will be listed here.

			Please s	elect the atter	dance	point.		
Attend	dance Point Name		Q 🗵					
The co literna	urrent query conditions: None tive				Selecte	d( <b>0</b> )		
	Attendance Point Name Devi	ce Name				Attendance Point Name	Device Name	
				>>				
				>				
				< <<				
1<	< 0 > > 50 rows per pag	e 👻 Total	of 0 records					
			OF		Can	cel		

#### • Export

It will export the attendance record data. Currently it can be exported either in three types of file EXCE/ PDF/CSV. You can also choose the amount of data to be exported or select the maximum amount which supports up to 40,000 records.

The File Type	EXCEL File •
Export Mode	All data (Can export up to 40000 data)
	Select the amount of data to export (Can export up to 40000 data)
	From the article 1 Strip, is derived 100 Data
	OK Cancel

Personnel ID	First Name	Last Name	Department Number	Department Name	Device Serial Number	Attendance Area	Attendance Datetime	Data Source
8	Glori	Liu	2	Marketing Department	20100501999	Area Name	2017-12-15 16:33: 13	Access Cont Device
8	Glori	Liu	2	Marketing Department	20100501999	Area Name	2017-12-15 16:33: 14	Access Cont Device
2940	Sherry	Yang	hotel	Hotel	20100501999	Area Name	2017-12-15 16:33: 16	Access Con Device
7	Jacky	Xiang	1	General	20100501999	Area Name	2017-12-15 16:33: 20	Access Cont Device
7	Jacky	Xiang	1	General	20100501999	Area Name	2017-12-15 16:33: 21	Access Cont Device
9	Lilian	Mei	3	Development Department	20100501999	Area Name	2017-12-15 16:33: 23	Access Cont Device
1	Jerry	Wang	1	General	20100501999	Area Name	2017-12-15 16:33: 27	Access Cont Device
1	Јепу	Wang	1	General	20100501999	Area Name	2017-12-15 16:33: 29	Access Cont Device
1	Jerry	Wang	1	General	20100501999	Area Name	2017-12-15 16:33: 34	Access Cont Device
2	Lucky	Tan	3	Development Department	20100501999	Area Name	2017-12-15 16:33: 42	Access Cont Device
2	Lucky	Tan	3	Development Department	20100501999	Area Name	2017-12-15 16:33: 43	Access Cont Device
2	Lucky	Tan	3	Development Department	20100501999	Area Name	2017-12-15 16:33: 51	Access Cont Device
2	Lucky	Tan	3	Development Department	20100501999	Area Name	2017-12-15 16:33: 59	Access Cont Device
2	Lucky	Tan	3	Development Department	20100501999	Area Name	2017-12-15 16:34: 00	Access Cont Device
1	Jerry	Wang	1	General	20100501999	Area Name	2017-12-15 16:34: 03	Access Cont Device
1	Jerry	Wang	1	General	20100501999	Area Name	2017-12-15 16:34: 04	Access Cont Device
1	Jerry	Wang	1	General	20100501999	Area Name	2017-12-15 16:34: 05	Access Cont Device
1	Jerry	Wang	1	General	20100501999	Area Name	2017-12-15 16:34:	Access Cont

### 5.6.3 Daily Attendance

The table shows personnel's daily attendance status, punch time, the early leaving time, the latest time, the detailed punch time during the selected period.

	ZKTeco		£		٩		ľ			8			÷		Welcome	e, admin	(i)     (?)     (R)     (l)     Authorized Company: 1
	Device	Ð	Time From	2017-12-25	9 00:00:00	То	2018-0	3-29 23:59:59	) Per	sonnel ID			Q, (8	)			
		-	The current	query cond	itions: Time	From:(20	17-12-2	9 00:00:00) 1	fo:(2018-03	-29 23:59:59)							
Ð	Basic Information	Ð					()* F	Refresh 📑	Export								
5	Shift	Ð	⊿ 🗁 Gene ⊿ 🗁 Ma		partment(0)			Personnel ID	First Name	Last Name	Departmen Number	Departmen Name	Record Date	Record Times	Earliest Time	Latest Time	Punch Time
5	Schedule	÷		jlghkş(0) evelopment	Departmen	t(50)		1	kyle 1		1	General General	2010 01 00	1	09:06:38 18:10:22	09:06:38 18:10:22	09:06:38
٩,	Exception	Ð		IT(50) nancial Dep	partment(0)		•	1	kyle		1	General		1	15:59:14	15:59:14	15:59:14
	Calculate Report	Θ	C m	r(0) olibra(0)				1	kyle 寒隆���		1	General General		3	08:09:27	18:09:45 16:52:03	08:09:27;14:09:06;18:09:4
	Calculate	â	1.000	o-test(0)				1	幸禄 <b>000</b>		1	General		6	10:02:59	11:24:44	10:02:59;11:08:18;11:11:4€
	Transactions			(0)		1	۰	10	Corazon		1	General	2018-02-08	1	18:10:53	18:10:53	18:10:53
	Daily Attendance							103237740	Diego		1	General	2018-02-08	1	18:10:54	18:10:54	18:10:54
	Daily Attendance							12					2018-01-25	24	11:05:59	16:58:15	11:05:59;14:01:52;14:04:34
	Leave Summary							2	kkyle		1	General	2018-02-09	1	14:23:01	14:23:01	14:23:01
	Daily Report							2940					2018-01-30	2	14:54:04	14:55:20	14:54:04;14:55:20
	Monthly Detail Report							3	Mario		1	General	2018-01-16	1	17:04:08	17:04:08	17:04:08
	Monthly Statistical Report							33					2018-02-01	2	10:41:00	10:42:03	10:41:00;10:42:03
	Departmental Report	3					14	/ 1-21 ⇒	>1 50 t	ows per page	e + Ju	Imp To 1		1 Total of 21	14:03:38 records	14-03-38	14-02-28

#### • Export

It will export the daily attendance record data. Currently it can be exported either in three types of file EXCEL/PDF/CSV. You can also choose the amount of data to be exported or select the maximum amount which supports up to 40,000 records.

	Export	×
The File Type	EXCEL File	
Export Mode	All data (Can export up to 40000 data)	
	$\bigcirc$ Select the amount of data to export (Can export up to 4	10000 data)
	From the article 1 Strip, is derived 100	Data
	OK Cancel	

				ZKTE Daily Atte					
Personnel ID	First Name	Last Name	Department Number	Department Name	Record Date	Record Times	Earliest Time	Latest Time	Punch Time
1	Jerry	Wang	1	General	2017-12-15	35	16:33:27	18:28:38	16:33:27;16:33:29 16:33:34;16:34:05 16:34:04;16:34:05 16:34:06;16:35:02 17:35:26;17:42:50 17:42:51:77:42:52 17:58:49;17:58:50 18:04:44;18:04:45 18:22:20;18:22:21 18:23:12;18:23:16 18:23:36;18:23:16 18:23:36;18:23:16 18:25:14;18:28:35 18:25:14;18:28:36 18:28:36;18:28:37 18:28:38;
2	Lucky	Tan	3	Development Department	2017-12-15	26	16:33:42	18:28:56	16:33:42;16:33:43 16:33:51;16:33:63 16:34:00;16:35:05 16:35:00;17:35:32 17:42:47;17:42:48 17:59:03;17:59:04 17:59:38;17:59:39 18:04:50;18:05:00 18:05:07;18:05:00 18:02:00;18:23:01 18:23:00;18:23:01 18:23:02;18:28:55 18:28:55;18:28:55
2940	Sherry	Yang	hotel	Hotel	2017-12-15	17	16:33:16	18:28:23	16:33:16;16:34:08 16:34:10;16:35:08 16:35:09;17:35:18 17:43:01;17:43:02
reated on: 2017-12-15 18:3 reated from ZKBIoSecurity	8:31 software. All rights reserved.								1/3

## 5.6.4 Leave Summary

The report summarizes the valid time for all valid leave records, leave type, within the selected date range. Select the time range from which you want to view the leave record.

	Device	$\oplus$	Time From 2017-09-07 00:00:00 To	2017-1	2-07 23:59:5	9 Pe	ersonnel ID			Q ⊗					
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B	Schedule	Ð	<ul> <li>Development Department(0)</li> <li>Financial Department(1)</li> </ul>		1	abc	xyz	4	Financial Departm	2	0	0	0	0	0
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2;	Device	Time From					3-29 23:59:5		Personnel ID			] Q (	8				
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5	Shift	⊿ 🗁 Gene ⊿ 🗁 Ma		partment(0)			Personnel ID	First Name	Last Name	Departmen Number	Departmen Name	Casual Leave	Marriage Leave	Maternity Leave	Sick Leave	Annual Leave	Bereavem Leave
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Click on the leave type number as shown above, a pop-up window shows the person within the search time frame, leave details of the type, including personnel number, name of person, type of leave, leave start time, leave end time.

#### • Export

It will export the leave summary data. Currently it can be exported either in three types of file EXCEL/ PDF/CSV. You can also choose the amount of data to be exported or select the maximum amount which supports up to 40,000 records.

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			ECO Summary		
Personnel ID	First Name	Last Name	Department Number	Department Name	Leave Type Statistics
1	Jerry	Wang	1	General	Casual Leave(1) Marriage Leave(0) Maternity Leave(0) Sick Leave(0) Annual Leave(0) Bereavement Leave(0) Breastfeeding Leave(0) Custom (0)
5	Necol	Ye	2	Marketing Department	Casual Leave(0) Marriage Leave(0) Maternity Leave(0) Sick Leave(0) Annual Leave(1) Bereavement Leave(0) Breastfeeding Leave(0) Custom (0)
9	Lilian	Mei	3	Development Department	Casual Leave(0) Marriage Leave(0) Maternity Leave(0) Sick Leave(0) Annual Leave(0) Bereavement Leave(0) Breastfeeding Leave(1) Custom (0)
3	Leo	Hou	4	Financial Department	Casual Leave(0) Marriage Leave(1) Maternity Leave(0) Sick Leave(0) Annual Leave(0)
Created on: 2017-12-15 18:3 Created from ZKBIoSecurity :				1	1/2

## 5.6.5 Daily Report

This function is used to get the daily report within the specified range of date and time attendance details of personnel, including attendance, late arrival, early leaving, overtime and so on.

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#### • Export

It will export the Daily report data. Currently it can be exported either in three types of file EXCEL/PDF/CSV. You can also choose the amount of data to be exported or select the maximum amount which supports up to 40,000 records.

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The File Type	EXCEL File	
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### 5.6.6 Monthly Detail Report

This function will automatically give the report for a selected month on a daily basis. The report includes attendance status and characters, and summarizes the actual attendance time, absence, leave, business trips and outings in the month.

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The attendance status is displayed as per following priority at the bottom of the interface:

Expected/Actual : 1 Late : < Early : > Absent : No Check-in : [ No Check-out :] Leave : 0 Overtime : + Adjust Rest : • Append Attendance

#### • Export

It will export the Monthly Detail Report data. Currently it can be exported either in three types of file EXCEL/PDF/CSV. You can also choose the amount of data to be exported or select the maximum amount which supports up to 40,000 records.

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The File Type	EXCEL File	
Export Mode	All data (Can export up to 40000 data)	
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### 5.6.7 Monthly Statistical Report

This function will give details for a selected month. The details include personnel attendance summary status and detailed information, including attendance, late, leaving early, etc.

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#### • Export

It will export the Monthly Statistical Report data. Currently it can be exported either in three types of file EXCEL/PDF/CSV. You can also choose the amount of data to be exported or select the maximum amount which supports up to 40,000 records.

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### 5.6.8 Departmental Report

Select the date to get the detail record of all departments. Details include, details of all personnel in the department, attendance, late, leaving early, d so on.

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#### • Export

It will export the Departmental Report data. Currently it can be exported either in three types of file EXCEL/PDF/CSV. You can also choose the amount of data to be exported or select the maximum amount which supports up to 40,000 records.

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The File Type	EXCEL File	
Export Mode	<ul> <li>All data (Can export up to 40000 data)</li> </ul>	
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### 5.6.9 Annual Report

This function will give details for a selected Year. The details include personnel attendance summary status and detailed information, including attendance, late, leaving early, etc.

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#### • Export

It will export the Annual Report data. Currently it can be exported either in three types of file EXCEL/PDF/CSV. You can also choose the amount of data to be exported or select the maximum amount which supports up to 40,000 records.

	Export	×
The File Type	EXCEL File	
Export Mode	<ul> <li>All data (Can export up to 40000 data)</li> <li>Select the amount of data to export (Can export up to 40000 data)</li> <li>From the article 1 Strip, is derived 100 Data</li> </ul>	)
	OK Cancel	_

												ECO .											
	Paragraph		Chips	rineri		Attendence/houring			Lete()	1-1-0-0			Early(	(macha)			Owner	devisit			Excepto	n/hearing	
pen .	First Name	Last Name	Number	Name	Should .	Adual	Veld	Eager	Mellum	Saleus	7/6/	Start.	Madlum	Earloux	Tebl	Weekday	Westand	Holday	Tetel	Alterit	Lauve	110	04
7	- Jacity	Xiang		General		67	57	0	0	0	0	0	0	0	9	9.9	0.0	0.0	9.9	60	69	9.9	6.0
	Necol	Ye	2	Marketing Department	80	6.0	58	0	0	0	0	٥	٥	0	٥	0.0	0.0	60	60	60	60	60	60
	Ulen	-	3	Development Department	80	00	00	0	0	0	0	0	0	0	0	0.0	0.0	60	60	66	60	60	60
3	Lee	Heu	•	Financial Department	80	7.9	6.6	0	0	٥	0	0	٥	٥	0	0.0	00	60	60	60	60	00	60
2	Lucky	Ten	3	Development Department		7.9	6.6	0	0	0	0	0	0	0	0	0.0	0.0	6.0	60	60	60	00	60
	Gen	E.u	2	Nuture Department	80	00	00	0	0	0	0	0	٥	0	0	0.0	0.0	60	60	66	60	60	60
	Anter	Lin .		Financial Department	80	6.0	5.8	0	0	0	0	0	0	0	0	0.0	0.0	60	60	60	60	00	60
	tery	Care		General		79	44					0	0	0		0.0	0.0	0.0	0.0	0.0	6.2	0.0	6.0
	(any	Wing		General		79	44	0	0	0		0	0	0	0	0.0	0.0	0.0	0.0	00	6.2	0.0	6.0
2940	Sherry .	7870	Noted I	Pulled		80	40	0	0	0	0	0	0	0	0	00	00	60	00	00	6.9	0.0	0.0

## 5.7 Process Tasks

### 5.7.1 My Application

**My Application** interface displays the list of all the abnormal applications submitted by a particular user (super administrator can view all the applications), with search options. The approval results of the applications include: Pending, Approved, Rejected and Revoke.

Per	sonnel ID		type		state	🖬 🔍	. 🛞			
The (	current query o	conditions No	ne							
() R	efresh									
	Personnel ID	First Name	Last Name	Department Name	Flow Type	application time	Approval results	Operations		
	4	胖子	唐	att_test	Overtime	2020-03-02 09:37:38	Approval	To view		
	4	胖子	唐	att_test	Leave	2020-02-28 14:55:43	Approval	To view		
	4	胖子	唐	att_test	Appended Log	2020-02-27 13:47:47	Revoke	To view		
	4	胖子	唐	att_test	Leave	2020-02-27 11:49:57	Approval	To view		
	4	胖子	唐	att_test	Appended Log	2020-02-26 16:16:31	Revoke	To view		
	4	胖子	唐	att_test	Appended Log	2020-02-26 15:30:32	Approval	To view		
	4	胖子	唐	att_test	Appended Log	2020-02-26 15:28:50	Revoke	To view		
	4	胖子	唐	att_test	Appended Log	2020-02-26 15:28:53	Revoke	To view		

#### • To view

Click [**Process Tasks**]>[**My Application**]>[**To view**] to open the application details interface, which displays the approval status of all levels of approvers.

#### 1. Approval Result-Approved

When all the approval nodes at all levels have been approved, the status of the application shall be completed and the request shall be approved.

		Leave	×
Application			
Leave Type *	Casual Leave	Leave Requisition Photo	A Store, Sector 2010
Start Time *	2020-02-28 14:55:00	View	************************************
End Time *	2020-02-28 14:55:27		La data La dat
Leave time (hours) *	0.0		Bartana Bartan
Inform the person		Remark	
Approval Node			
Reviewer Proces	sing time Approval results	annota	tion
唐三	Pending Approval		
	-	Close	

#### 2. Approval Result-Revoke

Whether the application has been approved or not, the user can apply for revocation:

- 1) Revocation once applied: The process is incomplete and the application is invalid.
- 2) Revocation process during approval: A. Personnel who have approved the process agreed to revoke level by level, after the completion of the process, the application is invalid; B. Once one of the levels rejects, the process immediately ends, the application is invalid.
- 3) Revocation after the process approved level by level: A. Agrees to revoke level by level, after the completion of the process, the application is invalid; B. Once one of the levels rejects, the process immediately ends, the application is still valid.

#### 3. Approval Result-Rejected

As long as the approver in the process chooses not to approve, the process is incompleteand the status is rejected.

			请假		×
申请					
假种*	事假	-	请假单照片		
开始时间*	2019-10-30 09:0	0:00	浏览	暂无图片	
结束时间*	2019-10-30 12:0	0:00			
请假时长(时)*	3.00				
知会人			备注	上午有事	
审批节点					
审核人	审批时间	审批结果		批注	
令狐冲	2019-10-31 14:48:51	驳回			
			关闭		

#### 4. Approval Result-Pending

When the node status "Pending" in the process, the process still continues.

	补签单			×
申请				-
签卡日期 *	2019-11-5 9:00:00			
签卡时间*	排班时间 补签时间	]		
	09:00 09:00			
	18:00			
知会人	HR,HR			
备注				
审批节点				
审核人	审批时间	审批结果	批注	
产线主管	2019-11-06 15:29:45	通过	真实情况	
产线经理		待审批		-
	关闭			

## 5.7.2 Pending Approval Task

Click [**Process Tasks**]> [**Pending Approval Task**] to view the record of applications to be approved by the user (super administrator can view the pending approval tasks), and supports search option.

人员	编号		类型	-	२ 🛞	
当前重	查询条件 无					
0 F	创新					
	人员编号	姓名	部门名称	流程类型	申请时间	操作
	5820146	申请人	APP账号	请假	2019-11-12 11:08:37	<u> 查看</u>
	25	小侯子	华山派	补签单	2019-11-12 11:40:50	<u> 查</u> 看
	25	小侯子	华山派	力口迅圧	2019-11-12 10:49:11	<u>查看</u>
	23	宁采臣	华山派	补签单	2019-11-12 09:48:25	<u>查看</u>
	23	宁采臣	华山派	补签单	2019-11-12 09:46:11	<u> 查</u> 看

## 5.7.3 Approved Task

Click [**Process Tasks**]>[**Approved Task**]to view the record of the applications approved by the user (super administrator can view the pending approval tasks), including the approval results of pending, approved, rejected and revoke, with supported search option.

人员	编号	¥	輕	<b>Q</b>	$\otimes$								
当前查	当前查询条件 无												
	別新												
	人员编号	姓名	部门名称	流程类型	申请时间	审批结果	攝作						
	21	出入群	≫u/k	和金里	2019-11-08 11.21.05	NHA	里酒						
	5820146	申请人	APP账号	请假	2019-11-08 10:08:08	通过	查看						
	5820146	申请人	APP账号	出差	2019-11-07 18:55:57	通过	<u>音看</u>						
	24	令狐)中	华山派	请假	2019-11-08 10:09:01	撤销	查看						
	24	令狐冲	华山派	补签单	2019-11-07 17:42:43	通过	<u> </u>						
	24	令狐)中	华山派	补签单	2019-11-07 17:42:44	通过	<u> </u>						
	24	令狐冲	华山派	补签单	2019-11-07 11:39:27	驳回	查看						

## 5.8 Process Management

To support the attendance approval function, it is necessary to set up the process management first. Through the setup of approval process of different process types and different positions, the staff selfservice function on PC can be realized.

### 5.8.1 Process Settings

To achieve the approval function, it is necessary to maintain the relationship between positions at all levels in the personnel module and assign them to the corresponding personnel. Then setup the approval process for different process types and different positions.

编号	•	名称			类型 Q ⊗							
当前查	当前查询条件 无											
	○ 刷新 [ <sup>①</sup> 新端 ✔ 启用 Ø 藤用											
	编号	名称	职位名称	类型	流程结点	状态	操作					
	111	11	掌门	补签单	开始流程->222->333->111->结束流程	0	复制 编辑					
	789	经理请假	经理	请假	开始流程->直屋领导->789->结束流程	0	复制 编辑					
	P700	普通加班	普通弟子	力口到王	开始流程->QQ->结束流程	0	复制 编辑					
	587	测试加班	测试	力口到王	开始流程->直屋领导->结束流程	0	<u>复制 编辑</u>					

#### • Add

#### 1. Click [Process Management]>[Process Settings]>[New] to open the adding process page:

			New				×						
Number*	It is recom	mended to start	Nar	ne*	It is recommended to start								
Flow Type*	Appended	Log 🚽	Sel	ect Position*									
Inform the person			Clear										
100													
P New													
The name of the node	The approver	Position of approver	Inform the person	The sorting	Operation	ns							
Directly under the leadershi				0	Edit Dele	ete							
		Save and	New OK	Canc	el								
		Care and		Cunc									

#### The fields are described as follows:

Number: It is recommended to start with F, such as F01, with a maximum character length of 10.

Name: It is recommended that you start with a type and end with a process, such as supervisor append process.

Flow Type: You can choose Appended log, Leave, Business trip, Out, Overtime, the default is Appended log.

Select Position: The options are from the [Position] content set in the personnel module.

Inform the person: The options are from the [Person] content set in the personnel module.

2. Add approval nodes at all levels in the new interface. By default, there is a first-level [**Directly under the leadership**] node. Click [**New**] button of the new interface to enter the adding node interface.

	New	×
NodeName*	It is recommended to start	
Node Type*	Designated Person	
Personnel*		Clear
Inform the person		Clear
Save and New	ОК	Cancel

#### The fields are described as follows:

**NodeName:** It is recommended that you start with a position or name and end with a node, such as supervisor node.

Node Type: The Node type can be a Designated person or you can assign a position.

**Position/Personnel:** When the node type is [**Assign position**], the option is the [**Position**] content set in the personnel module. When the node type is [**Designated person**], the option is the person's of the personnel module.

**Department:** This field is displayed when the node type is [**Designated person**]. It is the department information of the designated persons and is not editable.

**Leave Duration>=/Leave Duration<:** Select the leave duration that can be approved by the nodes at all the levels, which occurs when the process type is Leave. E.g.: Three days of approval by the Supervisor, three to seven days of approval by the Manager, more than seven days of approval by the General Manager at all the levels of leaveprocess..

**Inform the person:** You can choose the designated person or the position for notification. For each node, a person can be selected.

	Choose to inform people X												
_	Conditions of the query Position Personnel Numbers The name Q												
The cu Alterna	urrent query	conditions N	lone			Selected	d(0)						
	Departmen Name	Personnel ID	First Name	Last Name			Departmen Name	Personnel ID	First Name	Last Name			
		111 3	Clover		>>								
	ZKTeco	1	Miguel	Blanco	>								
					<<								
<	< 1-3	> >	50 rows (	oer page 👻									
				ОК		Can	cel						

Then click [**OK**] to complete the addition of nodes at all levels.

3. After the nodes are added, click **[OK]** to complete the process addition of the process type and the position.

#### • Сору

Click [**Copy**] under the process operation to open the process replication interface. The process type, applicable position, notifier and each node of the process can be copied and edited.

				编辑			×						
编号	* 类型*	建议以 F 开头	, 如 F01		名称* 选择职位*	建议类型F HR	刊,以流程组						
知会		经理	-										
r⊕ ≆	□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □												
	节点名称	节点类型	审批人	审批人职位	知会人	排序	操作						
	直属领导	指定职位				0	编辑 删除						
	2	指定职位 指定职位		人事经理 人力总监		1 2	<u>编辑 删除</u> 编辑 删除						
	5	THYERKIT				2							
				确定	取消								

**Solution** Note: The new process status by replication is Disabled by default and can be enabled manually.

#### • Edit

Click [Edit] under the process operation to modify the process again.

• Delete

Click the [**Delete**] button under the process operation to delete the process. When the process is in the disabled state, the **Delete** button will be displayed.

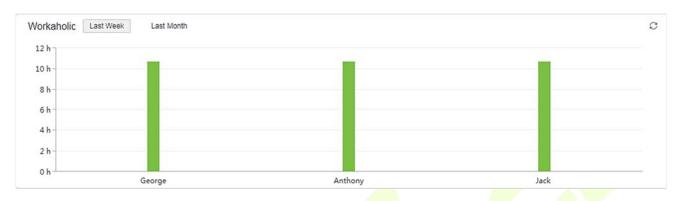
#### • Enable/Disabled

After you select enable/disable the process, it takes effect when enabled, and does not take effect when disabled.

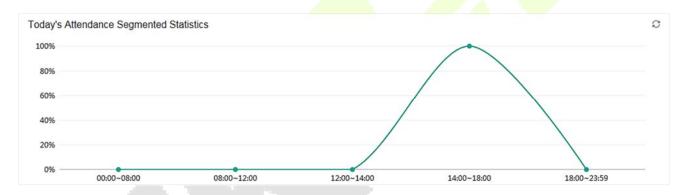
# 5.9 Homepage Panel

## 5.9.1 Workaholic

It will display the personnel with the highest actual working hour for the last week or month.



## 5.9.2 Today's Attendance Segmented Statistics



Statistics is based on this formula; (The number of punch in each time period) / (the total number of punch from 0:00 - current time) ×100%.

The time period is divided into [00: 00 ~ 08: 00, 08: 00 ~ 12: 00, 12: 00 ~ 14: 00, 14:00 - 18:00, 18:00 ~ 23:59].

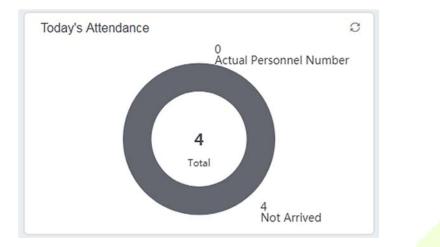
## 5.9.3 Today's attendance

It displays the status of today's attendance in a pie chart style

Actual Personnel number are the personnel who has checked in.

Not Arrived are the personnel who has not checked in.

The total number of personnel is Actual Personnel number plus Not arrived.



## 5.9.4 Abnormal Statistics (this month)



Abnormal Statistics (this month) includes statistics from 1st of present month to the current date. It will display six unusual circumstances Late, Early, Leave, Trip, Out, and Absent.

# 6 <u>Consumption System</u>

This module allows the user to set up a consumption system with the device and realize their functions. The device can be set as either a "Consumer Machine", a "Cashier Machine" or a "Subsidy Machine". The "Consumer machine" type combines various consumption modes to meet the diversified consumption requirements such as fixed value mode or amount mode. The "Cashier Machine" type realizes the device recharge and refund function. The "Subsidy machine" type is used to receive allowances/subsidies. This module will collect the data from the device and summarize it on the various consumption reports. It can also perform various operations like issue card, card return, card suspend and resume, and other operations through the card reader connected to the software.

## 6.1 Basic Information

### 6.1.1 Piecewise Fixed Value

Piecewise Fixed value is the value and validity of a card which is supposed to be used on the consumer device.

		_							
Basic Information	Θ	Number		Name		Whether Effective		Q 🛞	
Piecewise Fixed Value	1	ie curren	t query conditions:	None					
		C+ Refres	sh						
Consumption Time Zon	10	Number	Name	Start Time	End Time	Amount	Whether	Remarks	Operations
Restaurant Information	$\sim 2$						Effective		
Meal Information			Default 1	00:00	10:00	10.0	Yes		Edit
Commodity Information	'n	2	Default 2	10:01	14:00	10.0	Yes		Edit
		3	Default 3	14:01	20:00	10.0	Yes		Edit
Device	Ð	4	Default 4	20:01	23:59	10.0	Yes		Edit
- <del>.</del>		5	Default 5	00:00	10:00	10.0	No		Edit
Card Management	$\oplus$	<u>6</u>	Default 6	10:01	14:00	10.0	No		Edit
		Z	Default 7	14:01	20:00	10.0	No		Edit
Consumption Detail	Ð	8	Default 8	20:01	23:59	10.0	No		Edit
Manual Supplement Consumption	÷								
Subsidy	Ð								
Consumption Report	$\oplus$								
Statistical Report	Ð	< < 1	- 8 > > 1 50 rov	vs per page 👻 🛛 Jum	p To 1 /1 Page	Total of 8 records			

Click [**Basic Information**] > [**Piecewise Fixed Value**] as shown in the following figure:

#### • Edit

By default, there are eight values, Click [**Edit**] on the operation column to open the modification dialog box.

Number		N	lame	Whether Effective	• Q 🛞	
The current	t query	conditions: None				
C Refres	h					
Number	N		Edit	× _nt	1. Click to modify	Operations
1	De	Name*	Default 1		Yes	Edit
2	De	Start Time*	00 : 00		Yes	Edit
3	De	End Time*	10 : 00	_	Yes	Edit
4	De	Whether Effective	Yes 🔻		Yes	Edit
5	De	Amount*	10		No	Edit
<u>6</u>	De	Remarks			No	Edit
7	De				No	Edit
8	De				2. Provide desired	linfo
			OK Cancel			
			3. Click t	o save		
< < 1-	8 >	>  50 rows per pag	e - Jumpion III	age rotar or 8 records		

You can provide the desired information in the dialog box which include: Name, Start time, End time, Whether Effective (status of the card), Amount, and Remarks.

### 6.1.2 Consumption Time Zone

Click [Basic Information] > [Consumption Time Zone] as shown in the following figure:

By default, the system has some Consumption Time zones, you can select and edit according to your preferences.

Basic Information	Name	Whethe	er Effective	🖸 🔍 🗵		
	1 he current query	conditions: None				
Piecewise Fixed Value	Refresh					
Consumption Time Zon	Name	Start Time	End Time	Whether Effective	Remarks	Operations
Restaurant Inform		08:00	09:00	Yes		Edit
Meal Information	2 Fixed Time Period	10:00	14:00	Yes		Edit
Commodity Information	Fixed Time Period	17:00	19:00	Yes		Edit
	Fixed Time Period	20:00	23:59	Yes		Edit
Device	Fixed Time Period	08:00	09:00	No		Edit
	Fixed Time Period	10:00	14:00	No		Edit
Card Management	Exed Time Period	17:00	19:00	No		Edit
Consumption Detail	Eixed Time Period	20:00	23:59	No		Edit
	Second Batch	08:00	09:00	Yes		Edit
Manual Supplement Consumption	Second Batch	10:00	14:00	Yes		Edit
Subsidy	Second Batch	17:00	19:00	Yes		Edit
Subsidy	Second Batch	20:00	23:59	Yes		Edit
Consumption Report	Second Batch	08:00	09:00	No		Edit
Statistical Report	Second Batch	10:00	14:00	No		Edit

#### • Edit

Click [Edit] column on the operation column to open the modification dialog box.

Name	Whether	Effective	Q 🛞		
The current query c	onditions: None				
C+ Refresh					
Name		Edit		arks 1. Click to modify	Operations
Fixed Time Period	Name*	Fixed Time Period			Edit
Fixed Time Period	Start Time*	08 : 00			Edit
Fixed Time Period	End Time*				Edit
Fixed Time Period		09:00			Edit
Fixed Time Period	Whether Effective Remarks	Yes •			Edit
Fixed Time Period	Relians			2. Provide desired info	Edit
Fixed Time Period			_		Edit
Fixed Time Period				-	Edit
Second Batch		OK Cancel			Edit
Second Batch	10:00	14:00 Ye	es		Edit
Second Batch	17:00	19:00			Edit
Second Batch	20:00	23:59 <b>3.</b> Cli	ck to save		Edit
Casand Datab	00-00	00:00	-		Edit

On the dialog box, you can select the required **Start time**, **End time**, **Whether Effective**, and **Remarks** (optional), as shown in the above figure. After providing the information, click [**OK**].

### 6.1.3 Restaurant Information

By default, a Restaurant name is already added, you can edit it and also add new ones.

Click [**Basic Information**] > [**Restaurant Information**], shown as following figure:

Ĵ	Basic Information	)	Resta	urant Number		Restaurant Name				
	Piecewise Fixed Valu	^	The cu	irrent query cond	itions: None					
	Consumption Time Zone		○ Refresh							
	Restaurant Information			Restaurant Number	Restaurant Name	Remarks	Operations			
	Meal Information			1	Headquarters	Default Data	Edit Delete			
	Commodity Information			2	Franchise		Edit Delete			
	Key Value Information	~								
ŗ	Device 🤤	•								
6	Card Management	9								
5	Consumption Detail	•								

#### • New

Click [New], to add a restaurant.

Basic Informatio	n 🖂	Restaurar	t Number	1. Click to	add urant Name		
Piecewise Fixed	Value 🔿	The curre	nt query cond	liti s: None			
Consumption Tir	me Zone	⊖ Refr	esh 🕒 New	Delete			
Restaurant Infor	mation		estaurant umber	Restaurant Name	Remarks	Operations	
Meal Information	ii	0 1		1	New	×	
Commodity Info	mation	2		Restaurant Number*	1		
Key Value Inform	nation 🗸 🗸			Restaurant Name*			
Device	$\oplus$			Remarks			
	1999					-	
Card Manageme	ent (†)		~/				
	vide desired	l info		Save and New	ОК	Cancel	
	itali 🕂			-			
Manual Supplen	nent 🕀						
E Subsidy	$\oplus$						

Type the preferred Restaurant number, Restaurant name, and Remarks (optional) information, and then click [**OK**] to save and close or click [**Save and New**] for continue adding.

#### • Delete

You can directly click [Delete] on the required hotel to remove it from the system.

1     Headquarters     Default Data       2     Franchise	
E E Franchise	Edit Delete
	Edit Delete
3 Franchise1	Edit Delete
4 Franchise2	Edit Delete

For deleting in batch, select the required hotel(s) as shown below and click [**Delete**]. The default restaurant number 1 cannot be deleted.

Resta	urant Number		Restaurant Name		Q	$\otimes$
'he ci	urrent query con	ditions: None	2. Click to delete			
C+ F	Refresh 🕒 Ne	w 👚 Delete				
	Restaurant Number	Restaurant Name	Remarks	Operations		
	1	Headquarters	Default Data	Edit Delete		
•	2	Franchise		Edit Delete		
	?	Franchise1		Edit Delete		
	4	Franchise2		Edit Delete		

#### • Edit

Click [Edit] in the operation column to open the modification dialog box.

Resta	urant	Number			Restaurant Name		
The c	urren	t query cond	itions: No	one			
C I	Refree	sh 🕒 New	👘 De	elete	k to modify		
		staurant mber	Restaur	ant Name	Remarks	Oper	rations
	1		Headqua	rters	Default Data	Edit D	elete
	2			Edit	Edit ×		
	3	Restaurant		1		<u>Edit D</u>	elete
	4	Number*				Edit D	lelete
		Restaurant	Name*	Headquarters			
		Remarks		Default Data			
						-	
			O	ĸ	Cancel		

## 6.1.4 Meal Information

Basic Information	Θ	Meal Number		Meal Name	Whether	Effective	-
Piecewise Fixed Value		The current que	ry conditions: None				
Consumption Time Zone		C Refresh					
Restaurant Information		Meal Number	Meal Name	Start Time	End Time	Whether Effective	Remarks
Meal Information		1	Breakfast	00:00	10:00	Yes	
		2	Lunch	10:01	14:00	Yes	
Commodity Information	2	3	Dinner	14:01	20:00	Yes	
Key Value Information		4	Midnight Snack	20:01	23:59	Yes	
Device	$\oplus$	5	Meal 05	00:00	10:00	No	
	~	<u>6</u>	Meal 06	10:01	14:00	No	
Card Management	ŧ	Z	Meal 07	14:01	20:00	No	
Consumption Detail	$\oplus$	<u>8</u>	Meal 08	20:01	23:59	No	
Manual Supplement Consumption	$\oplus$						

#### Click [Basic Information] > [Meal Information], shown as following figure:

#### • Edit

Click on the meal number of list and the edit column of the operation to pop up the modification dialog box.

Basic Information	Meal Number	Meal Meal Click on either of the	-
Piecewise Fixed Value	The current query conditions: None	two ways to modify	
Consumption Time Zone	C Refresh		
Restaurant Information	Meal Number Name	Edit ×	Operations
Meal Information	1 Breakfast	Meal Name* Breakfast	Edit
Commodity Information	2 Lunch 3 Dinner	Start Time* 00 : 00	Edit
Kev Value Information	Dinner     Midnight Snack	End Time* 10 : 00	Edit Edit
Device 🕀	5 Meal 05	Whether Effective Yes •	Edit
	<u>6</u> Meal 06	Remarks	Edit
Card Management 🕀	7 Meal 07		Edit
Consumption Detail 🕀	<u>8</u> Meal 08		Edit
		OK Cancel	
Consumption			
Subsidy 🕀			

Enter the information in the dialog box which include: **Meal Name**, **Start Time**, **End time**, **Whether Effective** (status), **Remarks** (optional) and then click [**OK**] to save.

## 6.1.5 Commodity Information

Click [Basic Information] > [Commodity Information] as shown in the following figure:

Basic Information	Comm	odity Number		Commodity Name		Q 🛞
Piecewise Fixed Value	The cu	rrent query con	ditions: None			
Consumption Time Zone	C₂ R	efresh   Ne	w 👘 Delete			
Restaurant Information		Commodity Number	Commodity Name	Barcode	Unit Price	Discount(%)
Meal Information						
Commodity Information						
Kev Value Information						
Device 🕂						
Card Management 🕀						
Consumption Detail						

#### • New

Click [New] to add, enter required Commodity number, Commodity Name, Barcode, Unit price, Discount in the dialog box, and then click [OK] to save and close or click [Save and New] for continue adding.

**EXNote:** If you put 0 in **Discount**, then the product is not discounted.

÷	Basic Information	Θ	Commodity Number	1. Clic	k to a	dd Y Name		(
	Piecewise Fixed Value	^	The current query o	condi ins: None	_			
	Consumption Time Zone		○ Refresh ●	New m Delete				
	2. Provide de	sired	details	Commodity Name	9	Barcode		Unit Price
	Meal Information				New		×	
	Commodity Information			Commodity Number*				
	Key Value Information	~		Commodity Name*				
R	Device	$\oplus$		Barcode				
-u-				Unit Price*	1			
	Card Management	Ð		Discount(%)*	0			
ū	Consumption Detail	ŧ		Save and New	OK	Cancel	_	
AN	Manual Supplement Consumption	Ð						J
Þ	Subsidy	Ð						
Ę	Consumption Report	Ð						
ī	Statistical Report	$\oplus$	I< < 0 > >I	50 rows per page		np To 1 /0 Page	Tota	l of 0 records

#### • Delete

You can directly click [Delete] on the required Commodity to remove it from the system.

Com	modity Number		Commodity Name		Q 🛞	
The o	current query cor	nditions: None				
C,	Refresh 🕒 Ne	ew 👘 Delete			lick to delete	
	Commodity Number	Commodity Name	Barcode	Unit Price	Discount(%)	Operations
	1	Noodles		5.0	2	Edit Delete
	2	Rice		Prompt	0	Edit Delete
			Are you sure y inf	rou want to delete this ormation?		
			ОК	Cancel		
					_	

<u>ि</u> ।	Refresh (***) Ne Commodity Number	ew Delete	Barcode	Unit Price	Discount(%)	Operations
	1	Noodles		5.0	2	Edit Delete
2		Rice	Prompt	20	0	Edit Delete
	1. Sele	ect	Are you sure you want to poperation	perform the delete		
	_		ок	Cancel		

#### For deleting in batch, select the required Commodity(s) as shown below and click [Delete].

### 6.1.6 Key Value Information

Click [Basic Information] > [Key Value Information] to enter the unit value in the consumer device as shown below:

		Mary Matrix Murah		
-	Basic Information	Key Value Numb	er	Q ⊗
		The current que	ry conditions: None	
	Restaurant Information	C Refresh		
	Meal Information	Key Value Number	Unit Price	Operations
	Commodity Information	1	10.0	Edit
	Key Value Information	2	11.0	Edit
	Card Information	3	12.0	Edit
R	Device	4	13.0	Edit
C,		<u>5</u>	20.0	Edit
	Card Management 🕀	<u>6</u>	30.0	Edit
		Z	40.0	Edit
Ē	Consumption Detail	8	50.0	Edit
ß	Manual Supplement	9	60.0	Edit

#### • Edit

Click the key value number of the list and the edit column of the operation to pop up the modification dialog box. Only the unit price can be modified. The specific display of the dialog box is as follows:

	Edit	×
Key Value Number*	1	
Unit Price*	þ	]
ок	Cancel	

## 6.1.7 Card Information

Click [Basic Information] > [Card Information], as shown below:

current query con	aditions: Non	0														
Refresh 🕒 Ne	lew 🖺 Dele	te														
Card Type C Number N	Card Type Name	Discount(%)	Max. Daily Consumption Amount	Max. Daily Consumption Times	Max. One-time Consumption Amount	Max. Meal Consumption Amount	Max. Meal Consumption Times	Min. Card Balance	Max, Card Balance	Available Meal	Effective Use of Days	Consumption Period	Available Device	Remarks	Creator	Operation
1 En	mployee Car 0		0.0	D	0.0	0.0	0	0.0	9999.0		365	Fixed Time Peri-				Edit Delete

#### • New

Click [New], in the dialog box, you can fill in the Card Type Number, Card Type Name, Discount, Consumption Time Zone, Maximum Daily Consumption Amount, Maximum Daily Consumption Times, Maximum One-Time Consumption Amount, Maximum Meal Consumption Amount, Maximum Meal Consumption Times, Minimum Card Balance, Maximum Card Balance, Effective Use of Days, Available Meal, Available Device, Remarks, as shown below:

	Basic Information	Card Type Number	Card T	ype Name	Discount(%)		<u>ୁ</u>	8		
	<b>1</b>	The current query condition	1	N	3W		×			
	Restaurant Information	C Refresh T New	Card Type Number*	1	Card Type Name*					
	Meal Information	3 Card Type Card Ty Number Name		0 •	Consumption Period*	Fixed Time Period		Min. Card Balance	Max. Card Balance	Available Meal
	Commodity Information	Number Name	Max. Daily	0	Max. Daily	0		Balarice	balance	Medi
	Key Value Information	Employe			Consumption Times*			0.0	9999.0	
	Card Information		Max. One-time Consumption Amount*	0	Max. Meal Consumption Amount*	0	- 1			
_		Ť	Max. Meal	0	Min. Card Balance*	0				
R	Device 2	Ð	Consumption Times*							
	Card Management (	Ð	Max. Card Balance*	9999	Effective Use of Days*	0	_			
~~	our a management		Available Meal		Available Device					
ā	Consumption Detail (	Ð	Remarks							
Ð	Manual Supplement Consumption	€								
Ð	Subsidy (	Ð								
				Save and New	OK Cancel					
Ð	Consumption Report (	Ð				_	_			
ā	Statistical Report (		rows per page 👻 Jump	o To 1 /1 Page Total	of 1 records					•

#### • Edit

Click the card type number of the list and the edit column of the operation to pop up the modification dialog box.

#### • Delete

You can directly click [Delete] on the required Card to remove it from the system.

rd Type Numbe	r		Card Type Nar	ne		Discount(%)		Q	$\otimes$	
e current query	conditions: No	one								
Refresh	P New 🏠 De	lete								
Max. Meal Consumption Amount	Max. Meal Consumption Times	Min. Card Balance	Max. Card Balance	Available Meal	Effective Use of Days	Consumption Period	Available Device	Remarks	Creator	Operation
.0 00.0	03	0.0	9999.0 9999.0	Lunch,Dinner,N	365 0	Fixed Time Period Fifth Batch	(	Click to de	admin	Edit Delete

For deleting in batch, select the required Card(s) as shown below and click [**Delete**]. The default employee card cannot be deleted.

	Card Type Number	Card Type Name	Discount(%)	Max. Daily Consumption Amount	Max. Daily Consumption Times	Max. One-time Consumption Amount	Max. Meal Consumption Amount	Max. Meal Consumption Times	Min. Card Balance	Max. Card Balance	Operation
	1	Employee Car	0	0.0	0	0.0	0.0	0	0.0	9999.0	Edit Delete
0	2	Test	0	999.0	100	100.0	300.0	3	10.0	9999.0	Edit Delete
2		Test1	20	0.0	0	0.0	0.0	0	0.0	9999.0	Edit Delete
	1.5	elect									

# 6.2 Device Management

This module is used to manage consumer devices and set basic parameters of the consumer system.

### 6.2.1 Device Management

Click [Device Management] > [Device Management], as shown below:

Basic Information +		e Name	tions: None	Serial Numb	ber		Equipment Use		<b>Q</b>	8
Device Management	⊖ F	Refresh 🕒 New	Delete 🚡	Equipment o	control 👻 🗋 Co	llect All Dat	a 🗏 More 👻			
Device Management		Device Name	Serial Number	Equipment Use	IP Address	Status	Is record parsed completely	Number of records to be parsed	Number of commands to be parsed	Device Registration Time

#### • New

Click [**New**], and fill the following information; Device Name, Serial Number, Area (can be added in Setting module), Equipment Use (the type of device), Billing, Operator Card Check, Restaurant, Consumption Mode. The specific display of the dialog box is as follows:

Device Name	Click to	add I Number	Equipment Use		-	Q	۲
C→ Refresh 🕒 New			New	×			
Device Name	Serial Nurr	Device Name*		f	Number of		Device
		Serial Number*		) be	commands parsed	s to de	Time
		Area*					
		Equipment Use*	Consumer Machine 🔻	_			
		Whether Accounting		_			
		Operator Card Check		_			
		Whitelist Check		_			
		Owned Restaurant*	Headquarters •	_			
		Consumption Mode*	Amount Mode 🔹	_			
	-	Save and New	OK Cancel				

Some parameters are explained as follows:

**Equipment use:** This will define the usage type of the consumer device.

Whether accounting: It appears when the device type is selected as Consumer machine. If the Whether Accounting check box is selected, the billing record is generated when the card is swiped and the amount is not deducted from the card.

**Operator check:** If the **Operator Card Check** checkbox is selected, the device will be initially in locked state after being added to the system. To unlock the device, the operation card needs to be swiped. Please note that, the operation card must have been issued before using this parameter.

**Consumption mode:** The options are fixed value mode, Amount Mode, Key-value mode, Counting mode, Commodity mode, Recording Time Mode. Selected for different needs.

**Cumulative Subsidy:** It appears when the device type is selected as Subsidy machine. If the accumulative subsidy is not checked, only the last subsidy application can be received when there are multiple unsubsidized records; when the accumulative subsidy is checked, all the subsidized amounts will be collected.

**Clear subsidy:** Displayed only when the device is a subsidized machine. If the zero subsidy is not checked, the subsidy application will be directly received; if the zero subsidy is checked, the original subsidy in card will be cleared first and then collect the latest subsidy.

#### • Edit

Click the device name of the list or the edit column of the operation to pop up the modification dialog box. The items that can be modified in the modification dialog box includes device name, area, device usage, whether accounting, operator card check, consumption mode, and restaurant. And you can also view the segmentation value, card type, and key value data corresponding to the device, as shown in the following figure.

Device Name*		ProMerc-10	Serial Num	ber*	524145556	
IP Address*			Communica	ation port*	4370	
Area*		Area Name	Equipment	Use*	Consumer Machine	•
Whether Ac	counting		Operator C	ard Check		
Whitelist Ch	leck		Consumpti	on Mode*	Amount Mode	•
Owned Res	taurant*	Headquarters	•			
Piecev	vise Fixed Value	Consumer Card Ty	pe Key Value			
Number	Name	Start Time	End Time	Amount	Whether Effective	
	Default 1	00:00:00	10:00:59	10.0	Yes	
	Default 2	10:01:00	14:00:59	10.0	Yes	
					2444 M 20	
	Default 3	14:01:00	20:00:59	10.0	Yes	
	Default 3 Default 4	14:01:00 20:01:00	20:00:59 23:59:59	10.0 10.0	Yes	
	Default 4	20:01:00	23:59:59	10.0	Yes	
	Default 4 Default 5	20:01:00 00:00:00 10:01:00	23:59:59 10:00:59	10.0 10.0	Yes No No	

### • Delete

Check the consumer device record, click [**Delete**] at the top of the list or [**Delete**] under the operation bar, [**OK**] to delete the selected consumer device data, and [**Cancel**] to cancel the operation.

### • Clear Swipe Card Data

Click the [Clear Swipe Card Data] button at the top of the list, a dialog box will pop up as shown below.

	Clear	swipe card data			×
elected Device					
ProMerc : 52414555	6				
	onsumptionCredit	CashierCredit Card	SubsidyRecor	d(including	_
tal Progress	d Record	Record	not received)		
Hidden			Start	Close	
					1
					-

The operation here is to select the device first, then you can check the type of the card record, you can select all, click [**Start**] will clear the data of the selected card record, click [**Close**] will close the current dialog box, no operation.

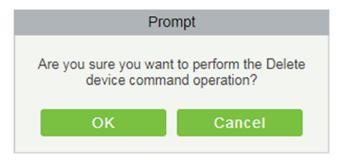
### • Clear consumer device settings

Click the [**Clear Consumer Device Settings**] button at the top of the list, a dialog box will pop up as shown below.

Clicking [**OK**] will clear the setting information of the consumer device, and clicking [**Cancel**] will close the current dialog box and do nothing.

### • Delete device command

Select a device in the device list below, click and select the device check box on the left side, click the Delete Device command, and the following dialog box will pop up. Click [**OK**]. The command to be parsed by the device will be deleted and cleared.



## • Collect all data

Select a device in the device list below, click and select the device from the list, click to collect all data, and the following dialog box will pop up. According to the operator's needs, check the data that needs to be synchronized. Click Start and wait for the data to sync until the synchronization is complete.

	Collect All Data		>
Selected Device Select device-ProMerc-	<b>10</b> : 524145556		
<ul> <li>ConsumptionRecord</li> </ul>	<ul> <li>CashierRecord</li> </ul>	SubsidyReco	rd
Total Progress			
Hidden		Start	Close
			^
			-

### • More

There are two hidden function buttons under the button, which are to restart the device and synchronize the software data to the device:

Restart the device: Check one device, click this button, the device will automatically restart.

**Synchronize software data to device:** Select a device, click this button, it will send data such as setting parameters of the software to the device to achieve the function of synchronization information so that the device can set the properties synchronously.

## 6.2.2 Consumption Parameter

Click [Device] > [Consumption Parameters], as shown below:

ZKTEE	2 0 0			8 <b>2.</b> 5 <b>1</b> 5		ل Welcome, admin 🔅 🕲 🕤 🕐 🔱 Authorized Company: 11
©	Basic Settings					
🔂 Basic Information 🛛 🕀	Card Balance Limit:	9999				
Device 🖂	Card Issuing Master S Card Issuing Sector:	Sector: 第1扇區 第2扇區	*			
Device	Currency Unit					
Consumption Parameter	Symbol: S Proportion: 1					
	Card Setting					
	The consumer device	version must match t	he card mode.			
	System Password:					
	Confirm Password:					
	Mode: After adding a devic	Single Wallet Mod e the system password		lowed to be modifie	ed again	
	The riner during a devic	e, ne oystem pussion	and mode are not a	lanca la be mount	a again.	
👼 Card Management 🕀						
alu management 🕘						
Consumption Detail 🕀						
🖹 Manual Supplement 🕀						

### **Basic Setting**

- 1) Set the upper limit of the card balance. You can set an integer value between 1~9999, default value is 9999.
- 2) Set the master and slave sectors of card issuing: The master sector of card issuing can be selected from sector 1 to sector 14, and the default is sector 1 and it cannot be edited.
- 3) Consumption rate is the value set to obtain the consumption amount with respect to the entered amount on the device.
- 4) Set the system password: The default is 123456 and you need to change it before using the password for 1<sup>st</sup> time. This password will be written on the card while issuing.
- 5) The default mode is **Single wallet mode**.
- 6) Click [**OK**] to save the modified consumption parameter information.

**Note:** The system password and mode are not allowed to be changed again after the device has been added.

# 6.3 Card Management

## 6.3.1 Card Service

Using this option, you can issue different types of card and set their usage limits. You can also manage the already existing cards.

The initial interface of this module is shown below:

Basic Information	÷	2 Modify card information
Card Service	⊕ ⊙	Card Issue
Card Management Income and Expenses		Card Consumption
Consumption Detail	Ð	
Manual Supplement	Ð	Top Up Refund
Subsidy	Ð	Device Driver
Consumption Report	Ð	
Statistical Report	Ð	Device driver installation status : Detected Device Driver is not installed: Driver Download

## • Device driver

First of all, you need to check the status of the Device driver at the bottom of this interface.

If it is not installed, you need to install it before using this function.

Modify card information		
Card Issue	Return Card	Supplementary Card
Card Consumption		
Top Up	Refund	
Device Driver	Check the st	atus here
Device driver installation status : Detec	ted Device Driver is not installed: Driver Dov	vnload

Click **Driver Download** to start downloading. Once it is downloaded, install it as per the on-screen prompts. After the installation is complete, you can see the updated status as shown below:

Device Driv	er	
Device	driver installation status : Installed, ve	rsion number is:2.0.40

## • Modify card information

Place the card on the card reader, click [**Modify card information**] as shown below. A dialog box will appear with all the details of the card.

Basic Information	$\oplus$	Modify card information		
Device Management	$\oplus$	Card Service	Click here to modify	
Card Management	Θ			
Card Service			<u>^</u>	
Card Management		Card Issue	Return Card	Supplementary Card
Income and Expenses				

Card Account	Person Number	
Person Name	Department Name	- 6
Card Information		
Card Account	Card Number	
Card Amount	Card Flow Number	
Subsidy Amount	Excess Password	
Card Issue Date	Consumer Card Type	
Database Information		
Card Amount	Excess Password	
Card Issue Date	Consumer Card Type Employee Card	i v

## • Card issue

You must initialize a card through this system before using it on the consumer device.

Click on the card issue icon, the card issuing interface is as follows.

Card Service		
<b>+</b> Card Issue	Return Card	Supplementary Card
Card Consumption	Click to issue card	
Top Up	Refund	
Device Driver		
	nstalled, version number is:2.0.40	

mpty Password* Card Original Password*		$\otimes$
ard Information		
Card Type*	Ordinary Card	¥
Consumer Card Type*	Employee Card	T
erson Name*		Q
ard Account*		
mount*	0.00	
ard Cost*	0.00	
lanagement Fee	0.00	
excess Password*	123456	

If the card is previously used before initialization, you can set blank password or keep the original password of the card. After setting the card type and consumer card type this window, click the icon beside the Person's name field and select the required personnel (you need to add the required personnel in the personnel module before issuing card). Then set the Card Account, Amount, Card Cost, Management Fee, Excess Password, click Issue card to complete.

Empty Password* Card Original Password*		$\otimes$
ard Information		
Card Type*	Ordinary Card	¥
Consumer Card Type*	Employee Card	T
Person Name*	(316002)nick	Q
Card Account*	32232132	
Amount*	1000	
Card Cost*	5	
Management Fee	5	
Excess Password*	123456	

## Prerequisites:

- 1. Make sure the required person is already added in the personnel module before issuing card.
- 2. The card needs to be initialized before issuing the card.

## • Return card

**Return Card** operation is performed to stop the card being used further in the consumption software system.

After clicking **Return card**, a pop-up window will give additional information for the operation. Put the card on the card reader, click on the card to read, the card information will be displayed, check the information and click OK to block or revoke the card.

Prerequisite: To withdraw a card approval, you must have an issued card.

	Return Card	×
Card Account		
Person Number		
Person Name		
Department Name		
Account Balance		
Card Balance		
Refund Cost		
Reading	Card Cancel	

## • Supplementary card

Prerequisite: This function is used when a card is reported lost.

Empty Password* Card Original Password*		$\otimes$
ard Information		
Card Type*	Ordinary Card	¥
Consumer Card Type*	Employee Card	T
Person Name*		Q
Card Account*		
Amount*	0.00	
Card Cost*	0.00	
Management Fee	0.00	
Excess Password*	123456	

Click the Q search icon beside the Person Name field and select the person who has lost the card. Click to write the card with the same information as the lost card. After the card is issued, the balance and other information in the original card will be written into the new card. (The used card needs to be initialized, and the card can be set to a blank password or a card original password at the initialization interface.)

**Note:** Please ensure that all devices in the consumption system are online. Otherwise, the processing result after the above operation cannot be synchronized to other devices. And the original card can still be used for consumption, resulting in the card balance being inconsistent with the actual amount and the account being uneven. Please be careful with this!

## • Top up

This function is used to add an extra amount to the card balance. Click the top up button to open the Topup interface. Put the card on the card reader, click on the card to confirm the card information. Enter the amount you need to recharge and then click OK to execute the operation.

	Тор Up	×
Card Account		
Person Number		
Person Name		
Department Name		
Account Balance		
Card Balance		
Added Balance		
Card Flow Number		
Top Up Amount*	0.00	

## • Refund

Refund operation is used to return a specified amount to the card. Click the refund button to open the refund interface, put the card on the card reader, click on the Read card to confirm the card information. Enter the amount you need to refund, and click OK to execute the operation.

	Refund	×
Card Account		
Person Number		
Person Name		
Department Name		
Account Balance		
Card Balance		
Amount After Refund		
Card Flow Number		
Refund Amount*	0.00	

# 6.3.2 Card Management

This function is used to perform two operations; **Logout Management Card and Non-Card Return Card**. And on this interface, you can also view the card information that has been issued till date.

Pers	on Number		Person Name		Card Account	More	r Q ⊗				
he	current query condi	tions: None									
G	Refresh 👚 Logo	ut management card	Non-card Return Ca	rd 📑 Export							
	Personnel ID	First Name	Department Number	Department Name	Card Number	Card Account	Card Type	Card Type Name	Amount	Card Status	Card Issue Date
	226	kim	1 General		4117804270	45	Ordinary Card	Employee Card	1200.0	Effective	2018-11-28 17:14:44
	221	Jim	1	General	4117510526	74125	Ordinary Card	Employee Card	0.0	Effective	2018-11-28 17:19:03
	222	Tom	1	General	4118106670	253466	Ordinary Card	Employee Card	236.0	Effective	2018-11-28 17:19:33
	223	Jay	1	General	4117858142	55555	Management Card		0.0	Effective	2018-11-28 17:20:21

The top of the interface provides several search criteria:

Card Status ----- Card Type ----- Card Number

Enter the known information in the respective field to search for the corresponding card information. For example, if you need to search all the ordinary cards, click the card type drop-down menu, select Ordinary

card, and click the *Q* icon on the right to get the search results. The search results are displayed on the report interface at the bottom of the page. As shown below.

Personnel ID	First Name	Department Number	Department Name	Card Number	Card Account	Card Type	Card Type Name	Amount	Card Status	Card Issue Date
226	kim	1	General	4117804270	45	Ordinary Card	Employee Card	1200.0	Effective	2018-11-28 17:14:44
221	Jim	1	General	4117510526	74125	Ordinary Card	Employee Card	0.0	Effective	2018-11-28 17:19:03
222	Tom	1	General	4118106670	253466	Ordinary Card	Employee Card	236.0	Effective	2018-11-28 17:19:37
223	Jay	1	General	4117858142	55555	Management Card		0.0	Effective	2018-11-28 17:20:21

### Logout management card

This function is used to log out the management and the operation card. After the logout operation, the management card or operation card will be invalid.

### Non-card return card

Click [**Non-card return card**], select the desired refund option and click [**OK**]. If the card is eligible for the refund, the amount will be refunded to the card and a refund record will be generated in the system.

The card will not be used in this consumer system after the card is not returned.

**Solution Solution *

Non-card	Return Card	×
Please ensure that all equi online, otherwise it may lea	pment in the consumer system is ad to unfair accounts !	^
isRefund*	Yes 🔻	
Amount that should be	1200.0	-
ОК	Cancel	

### • Refresh

It is used to update the card interface with new data.

#### • Export

It exports the current report data.

Solution is performed in the card management in the [Personnel] Module].

## 6.3.3 Income and Expenses

This function will show all the payments and due amount data of all the cards in the consumption system.

Click [Card Management] > [Income and Expenses], as shown below:

the current que	ry conditions: O	parating Time En	m (2018-09-2	00.00.00	To:/2018-11-29.2	3-50-501									
and in the second second	and the second second second	peraising renerrin	111(2010-00-21	00000000	10.(2010-11-20 2	a.20.00)									
C+ Refresh [	_ Export														
Personnel ID	First Name	Department Name	Card Number	Card Account	Card Flow Number	Type Name	Туре	Subsidy Type	Amount	Balance	Upload Time	Operating Time	Device Serial Number	Device Flow Number	Create
23	Jay	General	4117858142	55555	1	Management			0.0	0.0	2018-11-28 17:20:21	2018-11-28 17:20:21			admin
22	Tom	General	4118106670	253466	1	Card Issue	Income		236.0	236.0	2018-11-28 17:19:37	2018-11-28 17:19:37			admin
21	Jim	General	4117510526	74125	1	Card Issue	Income		0.0	0.0	2018-11-28 17:19:03	2018-11-28 17:19:03			admin
26	kim	General	4117804270	45	1	Card Issue	Income		1200.0	1200.0	2018-11-28 17:14:44	2018-11-28 17:14:44			admin
23	Jay	General	4117804270	99999	1	Logout manag			0.0	0.0	2018-11-28 16:22:42	2018-11-28 16:22:42			admin
24	Lee	General	4117858142	44444	2	Return Card	Expenses		100.0	0.0	2018-11-28 16:04:48	2018-11-28 16:04:48			admin
22	Tom	General	4117510526	88888	2	Return Card	Expenses		100.0	0.0	2018-11-28 16:04:29	2018-11-28 16:04:29			admin
21	Jim	General	4118106670	1111111	2	Return Card	Expenses		100.0	0.0	2018-11-28 16:04:08	2018-11-28 16:04:08			admin
24	Lee	General	4117858142	44444	1	Card Issue	Income		100.0	100.0	2018-11-28 16:02:58	2018-11-28 16:02:58			admin
22	Tom	General	4117510526	88888	1	Card Issue	Income		100.0	100.0	2018-11-28 16:02:13	2018-11-28 16:02:13			admin
23	Jay	General	4117804270	99999	1	Management			0.0	0.0	2018-11-28 15:59:28	2018-11-28 15:59:28			admin
21	Jim	General	4118106670	1111111	1	Card Issue	Income		100.0	100.0	2018-11-28 15:58:06	2018-11-28 15:58:06			admin

#### • Refresh

Click [Refresh] to load the latest card cash receipts and payments data.

# 6.4 Consumer Details

### Click [Consumption Details] > [Consumption Details Report], as shown below:

		The cu	irrent query cond	itions: Consumpti	on Time From.(	2018-08-28 00	00:00) To:(201	8-11-28 23:59	(59)									
Device	Ð	C₂ P	lefresh 🗹 Exp	ort 📑 Error Cor	rection													
Card Management	Ð		Person Number	First Name	Card Status	Department Number	Department Name	Card Account	Type Name	Amount of Consumption	Balance	Consumption Mode	Restaurant Name	Meal Name	Device Serial Number	Device Flow Number	Card Flow Number	Consumption Upload Time Time
Consumption Detail	Θ		222	Tom	Effective	1	General	253466	Supplementar	12.0	208.0	Manual Suppl	Headquarters	Dinner	524145556		4	2018-11-28 2: 2018-11-28 17:32
			227	king	Effective	1	General	8579652	Supplementar	20.0	471.0	Manual Suppl	Headquarters	Lunch	524145556		4	2018-11-28 1, 2018-11-28 17:42
Consumption Detail Table			227	king	Effective	1	General	8579652	Supplementar	20.0	491.0	Manual Suppl	Headquarters	Midnight Sna	522153322		3	2018-11-28 1: 2018-11-28 17:41
		Θ	227	king	Effective	1	General	8579652	Supplementar	10.0	511.0	Manual Suppl	Headquarters	Dinner	524145556		2	2018-11-28 1: 2018-11-28 17:41
			226	kim	Effective	1	General	45	Supplementar	20.0	1148.0	Manual Suppl	Headquarters	Midnight Sna	524145556		4	2018-11-28 1: 2018-11-28 17:35
			226	kim	Effective	1	General	45	Supplementar	22.0	1168.0	Manual Suppl	Headquarters	Midnight Sna	522153322		3	2018-11-28 1: 2018-11-28 17:34
		8	226	kim	Effective	1	General	45	Supplementar	10.0	1190.0	Manual Suppl	Headquarters	Dinner	522153322		2	2018-11-28 1: 2018-11-28 17:34
			222	Tom	Effective	1	General	253466	Supplementar	6.0	230.0	Manual Suppl	Headquarters	Breakfast	524145556		2	2018-11-28 1: 2018-11-28 17:30
		0	222	Tom	Effective	1	General	253466	Supplementar	10.0	220.0	Manual Suppl	Headquarters	Lunch	524145556		3	2018-11-28 1: 2018-11-28 17:31
			Summary:							130.0								
<ul> <li>Moved Surviement</li> </ul>																		
Manual Supplement Consumption	⊕																	
	⊕																	
Consumption Report	⊕																_	

### • Refresh

Click [Refresh] to load the latest consumption details.

#### • Export

This feature allows you to export consumption details in EXCEL, PDF, CSV format files.

### • Error Correction

Click [**Error Correction**]. You can carry out the error correction process on the software. This operation is only valid for the records where the consumption type is the amount mode. Select a consumption record, read out the current balance of the card, enter the correct amount of consumption, and modify the balance of the card.

ZKTeco		2							2							Auth	orized Compan
Q		Cons	sumption Tim	e From 2019-	11-27 00:0	0: To 202	20-02-27 23:59:	Personnel ID		N	lore- Q 🛞						
Basic Information							m:(2019-11-27 00 ort U Disk Record	0.00.00) To:(202	0-02-27 23:5	9:59)							
Device			Personnel ID	First Name	Last Name	Card Status	Department Number	Department Name	Card Account	Type Name	Amount Of Consumption	Balanc	Consumption Type	Restaurant Name	Meal Name	Serial Number	Device Flow Number
👼 Card Management																	
Consumption Detail		~	4145	伍伍	wuwu	Effective	25	xiaofei的	36877	Consum	pti 3.0	214.0	Amount Mode	總部	晩餐	AFC318466	0 278
			4145	伍伍	wuwu	Effect	E	rror Correction		, um	pti 3.0	217.0	Amount Mode	總部	晩餐	AFC318466	0 277
Report		4146	**	liuliu	Effect	- 卡账号			lem	er 9.0	15.0	Manual Suppler	1 總部	中餐	AFC318466	60	
		4146		liuliu		년 19년 19년 19년 19년 19년 19년 19년 19년 19년 19			lem	er 3.0	24.0	Manual Suppler	n總部	晩餐	AFC318466	i0	
			4146	六六	liuliu		~ つ 住名			lem	er 3.0	27.0	Manual Suppler	n總部	夜宵	AFC318466	60
			4146	**	liuliu		⊈			Co	rre -2.0	82.0	Device Error Co	總部	No meal	AFC318466	0 276
			4146	**	liuliu	Effect	人员编号			um	pti 2.0	80.0	Timing Mode	總部	No meal	AFC318466	0 275
			4146		liuliu		余额			um	pti 2.0	82.0	Timing Mode	總部	No meal	AFC318466	0 274
			4146	**	liuliu		卡流水号			Co	rre -15.0	84.0	Device Error Co	總部	晩餐	AFC318466	0 273
			4146	**	liuliu	Effect	肖费金额"	-		um	pti 15.0	69.0	Commodity Mor	c 總部	晩餐	AFC318466	0 272
			4146	**	liuliu	Effect				um	pti 20.0	84.0	Commodity Mor	d總部	晩餐	AFC318466	60 271
			4146		liuliu	Effect				unti	nç 20.0	104.0	Accounting Mod	j 總部	晩餐	AFC318466	60 269
			4146	**	liuliu	Effect				Co	rre -20.0	104.0	Device Error Co	總部	晩餐	AFC318466	0 270
Manual Supplement			4146	**	liuliu	Effect		-		unti	nç 20.0	104.0	Accounting Mod	」 總部	晩餐	AFC318466	0 267
			4146	**	liuliu	Effect	读	まし 取)	9	Co	rre -20.0	104.0	Device Error Co	總部	晩餐	AFC318466	60 268
Subsidy			4146	六六	liuliu	Effective	25	xiaofeiát	200	Accounti	nr 10.0	104.0	Accounting Mod	1 編部	晩餐	AFC318466	0 266

### *K*Notes:

- 1) The same consumption record cannot be corrected repeatedly.
- 2) Software error correction automatically produces two new records: One is the record for the system error correction of the return of the original error consumption amount, the other is the correct consumption record of the manual supplement.

### Import U Disk Record

If the equipment consumption record is found inconsistent with the software, you can export the consumption records of the machine (Select [U disk management] > [Download consumption records]) to the U disk, and then import the consumption records into the software (Select [Consumption] > [Consumption detail] > [Consumption detail report]>[Import U disk Records]).

ZKTECO	5	20	•	÷		-			<b>X</b>								
©	Con	sumption Tim	e From 2019	11-27 00:0	0: To 202	0-02-27 23:59	Personnel ID	ł	M	lore+ Q 🛞							
Basic Information					_	m:(2019-11-27 00 ort U Disk Record		0-02-27 23:5	9:59)								
Device		Personnel	First Name	Last	Card Status	Department	Department	Card	Туре	Amount Of	Balanc	Consumption	Restaurant	Meal	Serial	Device Flow	9
👼 Card Management		ID		Name	Status	Number	Name	Account	Name	Consumption		Туре	Name	Name	Number	Number	
Consumption Detail	~	4145	伍伍	wuwu	Effective	ve Import x 214						Amount Mode	總部	晩餐	AFC318466	0 278	4
		4145	価価	wuwu	Effective		1	hiport			217.0	Amount Mode	總部	晩餐	AFC318466	0 277	
		4146	**	liuliu	Effective	文件格式	⊛ txt				15.0	Manual Supple	n 總部	中報	AFC318466	0	
		4146	六大	liuliu	Effective	选择目标文件	选择了	文件 未选择	任何文件		24.0	Manual Supple	n 總部	晩餐	AFC318466	0	
		4146	六六	liuliu	Effective		pos_时间",请核》		; [].		27.0	Manual Supple	n總部	夜窗	AFC318466	0	
		4146	六六	liuliu	Effective	678719020000	9_pos_2019073	0144700.bt)			82.0	Device Error Ci	AFC3184660 276				
		4146	六大	liuliu	Effective						80.0	Timing Mode	總部	No meal	AFC318466	0 275	
		4146	六大	liuliu	Effective						82.0	Timing Mode	總部	No meal	AFC318466	0 274	
		4146	六六	liuliu	Effective		确定	取	肖		84.0	Device Error Co	0 總部	晩餐	AFC318466	0 273	
		4146	六六	liuliu	Effective	20	Alduleigy	200	Consum	00 10.0	69.0	Commodity Mo	d 總部	晩餐	AFC318466	0 272	
		4146	**	liuliu	Effective	25	xiaofei的	200	Consum	oti 20.0	84.0	Commodity Mo	d 總部	晚餐	AFC318466	0 271	
		4146	**	liuliu	Effective	25	xiaofei的	200	Accountin	n <u>ç</u> 20.0	104.0	Accounting Mo	d 總部	晚餐	AFC318466	0 269	
		4146	六六	liuliu	Effective	25	xiaofei的	200	Error Cor	rre -20.0	104.0	Device Error Co	0 總部	晚餐	AFC318466	0 270	
Manual Supplement		4146	六六	liuliu	Effective	25	xiaofei85	200	Accountin	nc 20.0	104.0	Accounting Mo	d 總部	晚餐	AFC318466	0 267	

# 6.5 Manual Supplement

It is used to enter some consumptions record details manually in the system.

**Solution** Note: Before performing this operation, you need to have the relevant operation card.

Consumption Time	e From 201	8-08-28 00:00:0	0 То	2018-11-28 23:59:59	Persor	n Number		More 🕶 🔍	8		
The current quer	y conditions:	Consumption T	ime From:(2018	8-08-28 00:00:00) To	:(2018-11-28 23	3:59:59)					
🖓 Refresh 🛛	P New										
Person Number	First Name	Card Account	Card Flow Number	Card Number	Amount of Consumption	Balance	Meal	Device Serial Number	Consumption Time	Creation Time	Creator
227	king	8579652	4	4117858142	20.0	471.0	Lunch	524145556	2018-11-28 17:42:00	2018-11-28 17:42:16	admin
227	king	8579652	3	4117858142	20.0	491.0	Midnight Snac	522153322	2018-11-28 17:41:00	2018-11-28 17:41:53	admin
227	king	8579652	2	4117858142	10.0	511.0	Dinner	524145556	2018-11-28 17:41:00	2018-11-28 17:41:34	admin
226	kim	45	4	4117804270	20.0	1148.0	Midnight Snac	524145556	2018-11-28 17:35:00	2018-11-28 17:35:24	admin
226	kim	45	3	4117804270	22.0	1168.0	Midnight Snac	522153322	2018-11-28 17:34:00	2018-11-28 17:34:33	admin
226	kim	45	2	4117804270	10.0	1190.0	Dinner	522153322	2018-11-28 17:33:00	2018-11-28 17:34:13	admin
222	Tom	253466	4	4118106670	12.0	208.0	Dinner	524145556	2018-11-28 21:31:00	2018-11-28 17:32:59	admin
222	Tom	253466	3	4118106670	10.0	220.0	Lunch	524145556	2018-11-28 17:30:00	2018-11-28 17:31:25	admin
222	Tom	253466	2	4118106670	6.0	230.0	Breakfast	524145556	2018-11-28 17:30:00	2018-11-28 17:30:42	admin

#### • New

You can manually enter some consumptions entries. Click [New] to open the addition interface.

Consumption Time From	2018-09-16 00:00:00	To 2018-12-16 23:59:	59 Person Number		More V
The current query condit	ions: Consumption Time Fro	om:(2018-09-16 00:00:00)	To:(2018-12-16 23:59:59)		
○ Refresh ● New					
Person Number First N	ame erd Account Care Click t	d Flow Card Number	Amount of Balance Consumption	Meal	Device Serial Number

You need to cross-check the relevant information of the card. When the user puts the relevant card into the card reader, click on read card to read the detailed data such as the Card Account, Card Number, Name, Person Number, Balance, Card Flow Number. Meals, Available Device, Consumption time and Consumption Amount.

C	Card Account Card Number	
	Card Number	
F	Person Name	
F	Person Number	
E	Balance	
C	Card Flow Number	
N	/leal*	
A	Available Device*	
0	Consumption Time*	
A	Amount of Consumption*	0

### • Refresh

This feature is mainly used to update the interface content with new data.

# 6.6 Subsidy

Click [**Subsidy**] > [**Subsidy Management**] to enter the subsidy page, you can perform different function related to subsidy:

he cu	irrent query cond	itions: None													
C+ F	tefresh 🕒 Sub	sidy Registrat	ion & Ret	new & One	click Review	2. Reissue th	e command	🖪 Import [	Export	Delete					
	Person Number	First Name	Card Account	Card Flow Number	Subsidy Amount	Receiving Amount	Card Balance	Subsidy Batch	Whether to receive	Whether to pass the review	Auditors	Subsidy Receive Time	Effective Time of Subsidy	Remarks	Operations
۵	227	king	8579652		10.0				Not Received	Not Approved			2018-11-29 00:00:00		Edit Delete
0	222	Tom	253466		10.0				Not Received	Not Approved			2018-11-29 00:00:00		Edit Delete
٥	221	Jim	74125		10.0				Not Received	Not Approved			2018-11-29 00:00:00		Edit Delete
	226	kim	45		10.0				Not Received	Not Approved			2018-11-29 00:00:00		Edit Delete

**«Note:** Before the subsidy operation, you need to add personnel in the **[Personnel]** module.

### • Add

1. Click [Subsidy] > [Subsidy Management] > [Subsidy Registration] to enter the subsidy registration interface:

	n Number		Click to add	Wheth	ner to receive		More	<u>- २</u> ७	0	
The c	urrent query condi	tions: N		-						
C F	Refresh 📑 Subs	idy Registration	n 🤱 Review 🤱 One	-click Review 🖉	Reissue the co	mmand 🛛 🛃	Import 📝	Export 👘	Delete	
	Person Number	First Name		Subsidy Registra	tion		× <sup>iy</sup>	Whether to receive	Whether to pass the review	Auditors
		_	Person Number*		Q					
			Subsidy Amount*	0						
			Effective Time of							
			Subsidy*							
			Remarks Save and New	/ ОК	Car	ncel				
1<	○ > >   50	rows per page	- Jump To 1	/0 Page Total	of 0 records					
-		to her holde								

2. Fill in the information and click [**OK**] to confirm.

### • Review

This function is mainly to review the audit. Before performing audit, you need to select the subsidy (select in the multi-select box). After clicking the review, an audit dialog box will pop up. The dialog box will

display the person number and name as selected by the user.

	Review	×
Person Number*	227,222,221,226	
Person Name*	king,Tom,Jim,kim	
Save and New	ок	Cancel

## • One-click review

This function is mainly to review the unapproved subsidies in the system, and will not deal with the subsidy records that have been approved. During the review process, if the unapproved subsidy cannot be approved for some reason (such as the user has already returned the card), the subsidy will not be processed.

FI	rompt
Are you sure you wan Review	t to perform the One-click operation?
ок	Cancel

### Reissue the command

This function is primarily used to re-issue the subsidy to the subsidy machine. Select the required subsidy(s), then click Reissue the command. The dialog box will display the person number and name selected by the user, click OK to reissue the subsidy order to the subsidy machine.

Reis	sue the command	×
Person Number*	227	
Person Name*	king	
Save and New	ОК	Cancel

## • Import

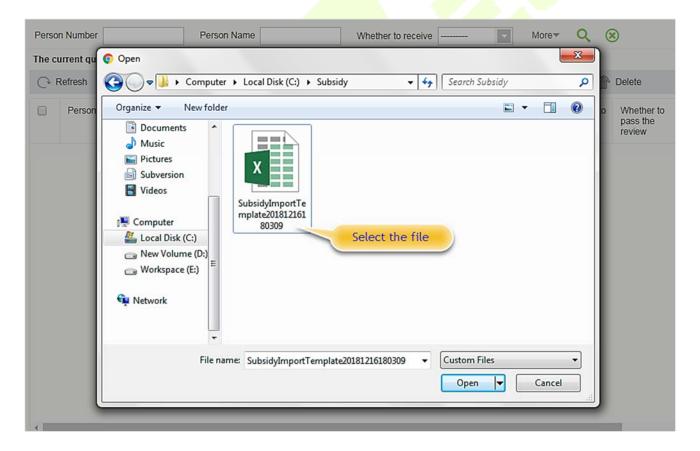
This function is used to import subsidies in batches.

Person Number	Person Nam	ie 🔽 🦲	Click to i	mport		- More	v Q
The current query cond	litions: None	_					
C Refresh 🕒 Sub	sidy Registration 🧕 Revie	ew <u>R</u> One-	click Review	$\underline{\mathfrak{D}}$ Reissue the	e command	📕 Import 🛛	Export
Person Number	First Name Card Account	Card Flow Number	Subsidy Amount Import	Receiving Amount	Card Balance	Subsidy Batch	Whether to receive
	File Format Destination File Header Start Ro Download Temp	ows	Excel Choose File 2 xlsx Template Step	The default is		ν.	

	Import	×
File Format Destination File Header Start Rows Download Template	Excel Choose File No file chosen 2 The default is the second row. xlsx Template	
Next S	You can download the sample excel file Step Cancel	

If you want to download the sample template excel file for importing, click the **[xlsx template]** hyperlink.

Once the sample excel is downloaded, you can fill your data into it and save. Then click [Choose File] and select the saved excel file.



Click [Open].

	Import	×
File Format Destination File Header Start Rows Download Template	Excel Choose File SubsidyImpo80309.xlsx 2 The default is the second row. xlsx Template	
Nex	t Step Cancel	

## Click [Next Step] button to proceed.

Database Fields	Importing data field	is
Person Number*	Person Number	۲
Subsidy Amount*	Subsidy Amount	۲
Effective Time of Subsidy*	Valid Date of Subsidy	

Select the corresponding relationship between the subsidy record field and the imported field in Excel. Then click **[Next Step]** button to import the subsidy into the system. After the subsidy is imported, it will go directly to the approved or unapproved status based on your installation in which the initialization parameters of this software are determined.

### • Export

This function is used to export the queried subsidies. Click on Export to open the exporting interface.

	Export	×
The File Type	EXCEL File •	
Export Mode	<ul> <li>All data (Can export up to 40000 data)</li> <li>Select the amount of data to export (Can export up to 40000 data items)</li> <li>From the article 1 Strip, is derived 100 Data</li> </ul>	
	OK Cancel	

Select the file type and export mode. If you select **[All data]**, then all query data limited to 40,000 will be exported. If you want to export only few results from the query, then select the second mode and enter the desired start and end points of the required data to be exported.

Click [OK] to finish.

### • Delete

Select the required subsidy record(s) and click meder the operation bar to delete the subsidy record. It only supports the removal of unapproved subsidy(s).

Pro	mpt
Are you sure you wan opera	t to perform the Delete ation?
ОК	Cancel

### • Edit

Click [Edit] under the operation bar to modify the unapproved subsidies.

	Edit	×
Person Name*	king	
Person Number*	227	
Subsidy Amount*	10	
Effective Time of Subsidy*	2018-11-29	
Remarks		
Save and New	ОК	Cancel

Modify the required information and click the **[OK]** to save successfully.

# 6.7 Consumption Report

The statistical report consists of 9 modules: Issue Card Table, Top Up Table, Refund Table, Subsidy Table, Table of Return Card, Card Cost Table, Card Balance Table, Non-Card Return Card Table, And Table of Resume The Card.

## 6.7.1 Issue Card Table

Click [Consumption Report] > [Issue Card Table], as shown below:

Basic Information	Card Issue Date	e From 2018-08-28	00:00:00	To 2018-	11-28 23:59:59	Person Number		More 🗸 🔍	⊗
		ery conditions: Card	Issue Date From	n:(2018-08-2	8 00:00:00) To	2018-11-28 23:59:59)			
Device	🕀 🔿 Refresh	Export							
Card Management	Person Number			Card Number	Card Account	Card Issue Date	Balance	Creator	
Consumption Detail	221 222			118106670	1111111 88888	2018-11-28 15:58:06 2018-11-28 16:02:13	100.0	admin admin	
Manual Supplement	÷ 224			117858142		2018-11-28 16:02:58	100.0	admin	
≡ Subsidy	⊕ 226 ⊕ 221			117804270		2018-11-28 17:14:44 2018-11-28 17:19:03	1200.0 0.0	admin admin	
Consumption Report	© <sup>222</sup>			118106670		2018-11-28 17:19:37	236.0	admin	
Issue Card Table	227 Summary :	king C	3eneral 4	117858142	8579652	2018-11-28 17:41:02	521.0 2257.0	admin	
Top Up Table									
Refund Table									
Subsidy Table									
Table of Return Card									
Card Cost Table									
Card Balance Table									
Non-card Return Card Ta	able								
Table of Resume The Ca	Ird								
Statistical Report	⊕ I< < 1-8		page 👻						

### • Export

	Export	
The File Type	EXCEL File V	
Export Mode	<ul> <li>All data (Can export up to 40000 data)</li> </ul>	
	<ul> <li>Select the amount of data to export (Can export up to 40000 data items)</li> </ul>	а
	From the article 1 Strip, is derived 100 Data	
	OK Cancel	
	OK Cancer	

# 6.7.2 Top Up Table

Click [Consumption Report] > [Top Up Table], as shown below:

Basic Information	Ð	Top Up Time From				28 23:59:59		Number			ore• Q 🛞	
Device	$\oplus$	C Refresh		op Op Time From	(2018-08-28 0	0.00.00) 10.(	2018-11-28 23:	oa.oa)				
Card Management	Ð	Person Number	First Name	Department Name	Card Number	Card Account	Card Flow Number	Top Up Type	Top Up Amount	Balance	Top Up Time	Upload Time
Consumption Detail	Ð	221	Jim kim	General	4117510526 4117804270	74125	2	Cash Top Up Cash Top Up		120.0	2018-11-28 17:36:46 2018-11-28 17:37:01	2018-11-28 17:36:46
Manual Supplement Consumption	Ð	220	Tom	General	4117804270 4118106670		5	Cash Top Up		228.0	2018-11-28 17:37:01	2018-11-28 17:37:16
Subsidy	Ð	Summary :							150.0			
Consumption Report	Θ											
Issue Card Table												
Top Up Table												
Refund Table												
Subsidy Table												
Table of Return Card												
Card Cost Table												
Card Balance Table												
	Table											
Non-card Return Card												
Non-card Return Card Table of Resume The C	Card											

### • Export

	Export ×	
The File Type	EXCEL File •	
Export Mode	<ul> <li>All data (Can export up to 40000 data)</li> </ul>	
	<ul> <li>Select the amount of data to export (Can export up to 40000 data items)</li> </ul>	
	From the article 1 Strip, is derived 100 Data	
	OK Cancel	
10 C		

# 6.7.3 Refund Table

Click [Consumption Report] > [Refund Table], as shown below:

		The current que	ry conditions: Re	fund Time From	(2018-08-28 0	0.00.00) To:(	2018-11-28 23:	59:59)								
Device		C+ Refresh [	Export													
Card Management		Person Number	First Name	Department Name	Card Number	Card Account	Card Flow Number	Refund Amount	Balance	Refund Time	Refund Type	Upload Time	Operator	Device Serial Number	Device Flow Number	Record Ty
Consumption Detail		227	king	General	4117858142	8579652	5	470.0	1.0	2018-11-28 18:17:24	Cash Refund	2018-11-28 18:17:24				System Ad
		226	kim	General	4117804270	45	6	1150.0	8.0	2018-11-28 18:17:36	Cash Refund	2018-11-28 18:17:36				System Ad
Manual Supplement Consumption		221	Jim	General	4117510526	74125	3	110.0	10.0	2018-11-28 18:18:03	Cash Refund	2018-11-28 18:18:03				System Ad
1.0		222	Tom	General	4118106670	253466	6	220.0	8.0	2018-11-28 18:18:14	Cash Refund	2018-11-28 18:18:14				System Ad
Subsidy		222	Tom	General	4118106670	253466	7	6.0	2.0	2018-11-28 18:18:25	Cash Refund	2018-11-28 18:18:25				System Ad
Consumption Report		222	Tom	General	4118106670	253466	8	2.0	0.0	2018-11-28 18:18:33	Cash Refund	2018-11-28 18:18:33				System Ad
		221	Jim	General	4117510526	74125	4	5.0	5.0	2018-11-28 18:18:45	Cash Refund	2018-11-28 18:18:45				System Ad
Issue Card Table		221	Jim	General	4117510526	74125	5	5.0	0.0	2018-11-28 18:18:54	Cash Refund	2018-11-28 18:18:54				System Ad
Top Up Table		226	kim	General	4117804270	45	7	6.0	2.0	2018-11-28 18:19:03	Cash Refund	2018-11-28 18:19:03				System Ad
		226	kim	General	4117804270	45	8	2.0	0.0	2018-11-28 18:19:10	Cash Refund	2018-11-28 18:19:10				System Ad
Subsidy Table		227	king	General	4117858142	8579652	6	1.0	0.0	2018-11-28 18:19:21	Cash Refund	2018-11-28 18:19:21				System Ad
Table of Return Card		Summary :						1977.0								
Card Cost Table																
Card Balance Table																
Non-card Return Card Ta	ible															
Table of Resume The Ca	ırd															
Statistical Report		10 0 1-12					ge Total of 1									

### • Export

	Export	×
The File Type	EXCEL File	
Export Mode	<ul> <li>All data (Can export up to 40000 data)</li> </ul>	
	<ul> <li>Select the amount of data to export (Can export up to 40000 dat items)</li> </ul>	а
	From the article 1 Strip, is derived 100 Data	
	OK Cancel	

# 6.7.4 Subsidy Table

Click [Consumption Report] > [Subsidy Table], as shown below:

Basic Inform	nation	۲	Subsidy Receive	Time From	2018-08-28 00:00:00	) To	2018-11-28 2	3:59:59	Person Numb	er		More* Q	8			
			The current que	ry conditions:	Subsidy Receive Ti	me From: (201	18-08-28 00:00	:00) To:(2018-	11-28 23:59:59)	)						
Device		÷	○ Refresh	Export												
Card Mana	gement	۲	Person Number	First Name	Department Name	Card Number	Card Account	Card Flow Number	Subsidy Type	Subsidy Amount	Balance	Subsidy Receive Time	Upload Time	Device Serial Number	Device Flow Number	Record Type
Consumptio	on Detail	Ð														
Manual Sup	pplement on	Ð														
Subsidy		Ð														
Consumptio	on Report	Θ														
Issue Card	Table															
Top Up Tab	le															
Refund Tab	le															
Subsidy Tab	blo															
Table of Re	turn Card															
Card Cost 1	Table															
Card Balan	ce Table															
Non-card R	etum Card Tab	ble														
Table of Re	sume The Car	d														
Statistical R	Report	⊕	1C C 0 >	>1 50 rows p	erpage – J	ump To 1	/0 Page	Total of 0 rece	ords							

### • Export

	Export	×
The File Type	EXCEL File V	
Export Mode	<ul> <li>All data (Can export up to 40000 data)</li> </ul>	
	<ul> <li>Select the amount of data to export (Can export up to 40000 data items)</li> </ul>	a
	From the article 1 Strip, is derived 100 Data	
	OK Cancel	
		_

# 6.7.5 Table of Return Card

Click [Consumption Report] > [Table of Return Card], as shown below:

	Return Card Tin      The current out	ery conditions: R	eturn Card Time	From (2018-08	-28 00:00:00)	To:(2018-11-2	8 23:59:59)			Q 🛞	
Device	Refresh			1011.(2010-00	20 00.00.00)	10.(2010-11-2	520.00.00)				
Card Management	Person Number	r First Name	Department Name	Card Number	Card Account	Card Flow Number	Refund Amount	Balance	Return Card Time	Creator	
Consumption Detail	⊕ 221	Jim	General	4118106670		2	100.0	0.0	2018-11-28 16:04:08	admin	
Manual Supplement Consumption	222 (+) 224	Tom	General	4117510526 4117858142		2	100.0	0.0	2018-11-28 16:04:29 2018-11-28 16:04:48	admin admin	
] Subsidy	Summary :						300.0				
Consumption Report	Θ										
Issue Card Table											
Top Up Table											
Refund Table											
Subsidy Table											
Table of Return Gard											
Card Cost Table											
Card Balance Table											
Guid Dalance Table	Table										
Non-card Return Card T	CLONG .										

### • Export

The File Type EXCEL File	
Export Mode       All data (Can export up to 40000 data)	
<ul> <li>Select the amount of data to export (Can export up to 40000 data items)</li> </ul>	
From the article 1 Strip, is derived 100 Data	
	_
OK Cancel	

# 6.7.6 Card Cost Table

### Click [Consumption Report] > [Card Cost Table], as shown below:

Basic Information	Ð	Operating Time F	rom 2018-08-2	8 00:00:00	To 2018	-11-28 23:59:59	Perso	n Number		More▼	Q	⊗
		The current quer	y conditions: Op	perating Time Fro	m:(2018-08-2	8 00:00:00) To	2018-11-28 2	(3:59:59)				
Device	Ð	C Refresh	Export									
Card Management	Ð	Person Number	First Name	Department Name	Card Number	Card Account	Card Cost	Operating Time	Creator			
Consumption Detail	Ð											
Manual Supplement Consumption	Ð											
Subsidy	Ð											
Consumption Report	Θ											
Issue Card Table												
Top Up Table												
Refund Table												
Subsidy Table												
Table of Return Card												
Card Cost Table												
Card Balance Table												
Non-card Return Card T	able											
Table of Resume The C	ard											
Statistical Report	Ð	I< < 0 > 3	50 rows per	page 👻 J	ump To 1	/0 Page	Total of 0 reco	ords				

### • Export

	Export ×
The File Type	EXCEL File •
Export Mode	<ul> <li>All data (Can export up to 40000 data)</li> </ul>
	<ul> <li>Select the amount of data to export (Can export up to 40000 data items)</li> </ul>
	From the article 1 Strip, is derived 100 Data
	OK Cancel

# 6.7.7 Card Balance Table

Click [Consumption Report] > [Card Balance Table], as shown below:

			The current quer	y conditions: Ca	ard Issue Date Fi	rom:(2018-08-2	8 00:00:00) 1	To:(2018-11-28 2	23:59:59)			
Device		Ð	C Refresh	Export								
Card Mar	inagement	÷	Person Number	First Name	Department Name	Card Number	Card Account	Card Status	Card Issue Date	Balance		
Consump	ption Detail	æ	221 222	Jim Tom	General General	4118106670 4117510526	1111111	Disable	2018-11-28 15:58:06 2018-11-28 16:02:13	0.0		
Manual S Consump	Supplement ption	÷	224	Lee	General	4117858142		Disable		0.0		
Subsidy		Ð	226 221	kim Jim	General General	4117804270 4117510526		Effective Effective	2018-11-28 17:14:44 2018-11-28 17:19:03			
Consump	ption Report	Θ	222 227	Tom	General General	4118106670 4117858142		Effective		0.0		
Issue Ca	ird Table		Summary:	Ning	General	4117030142	65/9022	Eliective	2010-11-20 17.41.02	0.0		
Top Up T												
Refund T												
	Return Card											
Card Cos												
Card Bal	lance Table	-										
Non-card	d Return Card Ta	ble										
Table of I	Resume The Ca	rđ										
Statistica	al Report	÷	(c < 1-8 ⇒	>1 50 rows	per page 👻	Jump To 1	/1 Page	e Total of 8 m	ecords			

### • Export

	Export	×							
The File Type	EXCEL File								
Export Mode	<ul> <li>All data (Can export up to 40000 data)</li> </ul>								
	<ul> <li>Select the amount of data to export (Can export up to 40000 data items)</li> </ul>								
	From the article 1 Strip, is derived 100 Data								
	OK Cancel								
W. Contraction									

# 6.7.8 Non-card Return Card Table

Click [Consumption Report] > [Non-card Return Card], as shown below:

Basic Informatio	on 🕂 Opera	ating Time From 2018-08-	28 00:00:00	To 2018-1	11-28 23:59:59	Person Number	I	Mo	re <b>~ Q (</b>	8
		urrent query conditions: C	perating Time Fre	om:(2018-08-28	8 00:00:00) To	0:(2018-11-28 23:59:59)				
Device	0 F	Refresh 📑 Export								
Card Manageme	ent 🕂 Perso	on Number First Name	Department Name	Card Number	Card Account	Consumer Card Type	Balance	Operating Time	Creator	
Consumption De	etail 🕂 226	kim	General	4117804270	45	Employee Card	0.0	2018-11-28 18:24:46	admin	
	221	Jim	General	4117510526	74125	Employee Card	0.0	2018-11-28 18:24:49	admin	
Manual Supplem	ment 🕀 222	Tom	General	4118106670	253466	Employee Card	0.0	2018-11-28 18:24:52	admin	
Subsidy	Summ	ary :					0.0			
Consumption Re	eport $\ominus$									
Issue Card Table	e									
Top Up Table										
Refund Table										
Subsidy Table										
Table of Return	Card									
Card Cost Table	•									
Card Balance Ta	able									
Non-card Return	n Card Table									
Table of Resume	e The Card									
Statistical Repor	nt 🕀 K K	( 1-4 > >) 50 rows	perpage 👻	Jump To 1	/1 Page	Total of 4 records				

## • Export

	Export	×								
The File Type	EXCEL File									
Export Mode	<ul> <li>All data (Can export up to 40000 data)</li> </ul>									
	<ul> <li>Select the amount of data to export (Can export up to 40000 data items)</li> </ul>									
	From the article 1 Strip, is derived 100 Data									
	OK Cancel									

# 6.7.9 Table of Resume The Card

## Click [Consumption Report] > [Table of Resume The Card], as shown below:

÷	Basic Information	÷	Operating Tin	ne From 20	18-08-28 00:0	0:00 To	0 2018-11-28 23:	59:59 Pers	on Number		More▼	Q	۲
			The current of	query conditio	ons: Operating	g Time From:(2	2018-08-28 00:00:00	D) To:(2018-11-28	23:59:59)				
Ģ	Device	Ð	C+ Refresh	Export									
-	Card Management	⊕	Person Number	First Name	Card Number	Card Account	Consumer Card Type	Card Status	Operating Time	Creator			
ā	Consumption Detail	÷	227	king	4117858142	8579652	Employee Card	suspend the card	2018-11-28 18:26:35	admin			
Ð	Manual Supplement Consumption	$\oplus$											
Ę	Subsidy	⊕											
۲,	Consumption Report	Θ											
	Issue Card Table												
	Top Up Table												
	Refund Table												
	Subsidy Table												
	Table of Return Card												
	Card Cost Table												
	Card Balance Table												
	Non-card Return Card Tat	ble											
	Table of Resume The Car	d											
<b>.</b>	Statistical Report	Ð	< < 1-1	> >  5	0 rows per pa	ge 👻 Ji	ump To 1 /1	Page Total of 1	records				

### • Export

	Export ×								
The File Type	EXCEL File								
Export Mode	<ul> <li>All data (Can export up to 40000 data)</li> </ul>								
	<ul> <li>Select the amount of data to export (Can export up to 40000 data items)</li> </ul>								
	From the article 1 Strip, is derived 100 Data								
	OK Cancel								

# 6.8 Statistical Report

The statistical report contains the statistical information of consumption system module.

## 6.8.1 Personal Consumption Table

Click [Statistical Report] > [Personal Consumption Table], as shown below:

Basic Information	Ð		2018-08-28			2018-11-2		Person N				28					
Device	⊕				Time (2018-08-	28 00 00 00)	End Time (20	018-11-28 23 5	9.59)								
		C+ Rebest															
Card Management	€	Person Number	First Name	Consumpti- Times	Total Consumption	Counting Times	Number of Error Corrections	Corrections	Number of Supplemen Order	Total Supplementa Order	Accounting	Total Accounting	Actual Consumption Times(Device)	Actual Consumption Amount(Device)	System Amount Settlement(Including Supplementary Order)	System amount settlement(Including Accounting)	Date of Consumption
Consumption Detail	Ð																
Manual Supplement Consumption	Ð																
] Subnidy	⊕																
Consumption Report	Ð																
Statistical Report	Θ																
Personal Consumption Table	Statistics																
Department Summary T	able																
Restaurant Summary																	
Device Summary Table																	
Income and Expenditure	2																
Summary Table																	
Summary Table Meal Summary Table																	

### Export

Click the **[Export]** button at the top of the list to open an export dialog box, as shown below. Click **[OK]** to export the data according to the query conditions and export conditions. The export format type can be selected as Excel, PDF, or CSV files.

	Export	×
The File Type	EXCEL File V	
Export Mode	<ul> <li>All data (Can export up to 40000 data)</li> </ul>	
	<ul> <li>Select the amount of data to export (Can export up to 40000 data items)</li> </ul>	9
	From the article 1 Strip, is derived 100 Data	
	OK Cancel	

### • Refresh

Click [Refresh] to load the latest personal consumption statistics table data.

**\approxNote:** If the page personal consumption statistics table data is more, you can also enter the person name, department name, consumption time in the search field, click [ $\mathbf{Q}$ ] to search and query.

The data statistics column includes below information:

~	Person	Number

- First Name
- Consumption Times
- ✓ Total Consumption
- Counting Times
- Number of Error Corrections
- ✓ Total Error Corrections
- Number of Supplementary Order
- Total Supplementary Order
- Accounting Times
- Total Accounting
- Actual Consumption Times(Device)
- Actual Consumption Amount(Device)
- System Amount Settlement(Including Supplementary Order)
- System amount settlement(Including Accounting)
- Date of Consumption

The following is the calculation formula of the specific column.

Consumption times = Total number of count the particular type is consumed.

Total consumption = Total amount of money consumed for the particular type.

Counting times = Total number of times the type is counted.

Number of error corrections = Total number of error correction for the particular type name.

Total error correction = Total amount of error correction for the particular type name.

Times of supplementary order = Total count of supplementary order for the particular type.

Total supplementary order = Total amount of supplementary order for the particular type.

Accounting times = Total count of billing for the particular type.

Total Accounting = Total amount of money billed for the particular type.

Actual Consumption Times (device) = [Consumption times - Number of error corrections].

Actual Consumption Amount (device) = [Total Consumption - Total Error Correction].

System Amount Settlement (including supplementary order) = [Total Consumption - (Total Error Correction + Total Supplementary Order)].

System Amount Settlement (including billing) = [Total Consumption - (Total Error Correction + Total Supplementary Order + Total Accounting)].

# 6.8.2 Department Summary Table

Click [Statistical Report] > [Department Summary Table] as shown below:

Name         Time         Consumption         Time         Consumption         Consumption <th>c Information</th> <th>Ð</th> <th colspan="2">Start Time 2018-08-28 00:00:00 End Time</th> <th colspan="2">2018-11-28 23:59:59 Dep</th> <th>Departme</th> <th colspan="3">artment Name</th> <th colspan="5">Q ⊗</th>	c Information	Ð	Start Time 2018-08-28 00:00:00 End Time		2018-11-28 23:59:59 Dep		Departme	artment Name			Q ⊗						
Card Management         Control         Construction         Construction <td></td> <td></td> <td>The current</td> <td>query cond</td> <td>itions: Start Tir</td> <td>me:(2018-08-</td> <td>28 00:00:00)</td> <td>End Time:(20</td> <td>18-11-28 23:5</td> <td>9:59)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>			The current	query cond	itions: Start Tir	me:(2018-08-	28 00:00:00)	End Time:(20	18-11-28 23:5	9:59)							
Name         Time         Consumption         Consump	ice .	Ð	C+ Refresh 🗹 Export														
Marately Supplement       0       0.00       0       0.00 </td <td>i Management</td> <td>Ð</td> <td></td> <td></td> <td></td> <td></td> <td>Error</td> <td></td> <td>Supplemen</td> <td>Supplementa</td> <td></td> <td></td> <td></td> <td></td> <td>Settlement(Including</td> <td>settlement(Including</td> <td>Date of Consumption</td>	i Management	Ð					Error		Supplemen	Supplementa					Settlement(Including	settlement(Including	Date of Consumption
Normal Consumption Report         Operatorment 0         0.00         0         0.00         0         0.00         0         0.00         0         0.00         0.	sumption Detail	Ð	General	0	0.00	0	0	0.00	9	130.00	0	0.00	0	0.00	130.00	130.00	2018-08-282018-11-28
Subody       0       0.00       0       0.00       0       0.00       0       0.00       0       0.00 <td>ual Supplement</td> <td>⊕</td> <td>Marketing D</td> <td></td> <td></td> <td>0</td> <td>0</td> <td>0.00</td> <td>0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>2018-08-282018-11-28</td>	ual Supplement	⊕	Marketing D			0	0	0.00	0								2018-08-282018-11-28
Hotel       0       0.00       0       0.00       0       0.00       0.00       0.00       0.00       0.00       0.00       2019-09-28         Summary:       0       0.00       0       0.00       0       0.00       0       0.00       130.00       130.00       2019-09-28         Statistical Report       • <t< td=""><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>2018-08-282018-11-28</td></t<>																	2018-08-282018-11-28
Consumption Report       ••••••••••••••••••••••••••••••••••••	sidy	æ															2018-08-282018-11-28 2018-08-282018-11-28
Personal Consumption Statistics Table Department Summary Table Restaurant Summary Device Summary Table Income and Expenditure Summary Table	sumption Report	Ð															2018-08-282018-11-28
Table Department Summary Table Restaurant Summary Device Summary Table lecome and Expenditure Summary Table	istical Report	Θ															
Restaurant Summary Device Summary Table Income and Expenditure Summary Table																	
Device Summary Table Income and Expenditure Summary Table		fable															
Income and Expenditure Summary Table																	
Summary Table																	
Meal Summary Table		e															
	Summary Table																
(< (1-6 > )) 50 rows per page - Jump To 1 // Page Total of 6 records			10 0 1-	6 > >1	50 rows per p	ace +	Jump To 1	/1 Page	Total of 6	records							

### Export

Click the **[Export]** button at the top of the list to open an export dialog box, as shown below. Click **[OK]** to export the data according to the query conditions and export conditions. The export format type can be selected as Excel, PDF, or CSV files.

	Export	×
The File Type	EXCEL File 🔻	
Export Mode	<ul> <li>All data (Can export up to 40000 data)</li> </ul>	
	<ul> <li>Select the amount of data to export (Can export up to 40000 data items)</li> </ul>	
	From the article 1 Strip, is derived 100 Data	
	OK Cancel	

#### Refresh

Click [Refresh] to load the latest department summary table data.

 $\approx$  **Note:** If the page department summary table data is more, you can also enter the department name and consumption time in the search field, and click [ $\bigcirc$ ] to search for the query.

The data statistics column includes:

- Department Name
- Consumption Times
- Total Consumption
- Counting Times
- Number of Error Corrections
- Total Error Corrections
- Number of Supplementary Order
- Total Supplementary Order
- Accounting Times
- ✓ Total Accounting
- Actual Consumption Times(Device)
- Actual Consumption Amount(Device)
- System Amount Settlement(Including Supplementary Order)
- System amount settlement(Including Accounting)
- Date of Consumption

Consumption times = Total number of count the particular type is consumed.

Total consumption = Total amount of money consumed for the particular type.

Counting times = Total number of times the type is counted.

Number of error corrections = Total number of error correction for the particular type.

Total error correction = Total amount of error correction for the particular type.

Times of supplementary order = Total count of supplementary order for the particular type.

Total supplementary order = Total amount of supplementary order for the particular type.

Accounting times = Total count of billing for the particular type.

Total Accounting = Total amount of money billed for the particular type.

Actual Consumption Times (device) = [Consumption times - Number of error corrections].

Actual Consumption Amount (device) = [Total Consumption - Total Error Correction].

System Amount Settlement (including supplementary order) = [Total Consumption - (Total Error Correction + Total Supplementary Order)].

System Amount Settlement (including billing) = [Total Consumption - (Total Error Correction + Total Supplementary Order + Total Accounting)].

## 6.8.3 Restaurant Summary

Click [Statistical Report] > [Restaurant Summary], as shown below:

~	~					1							0.0				
Ð	Basic Information	Ð	Start Time		3 00:00:00 litions: Start Tir		2018-11-2		Restaura				Q 🛞				
R	Device	Ð	C+ Refrest			me.(2018-08-	-28 00:00:00)	End Time:(20	10-11-20 23.5	4.54)							
			Restaurant	_		Counting	Number of	Total Error	Number of	Tatal	Accounting	Total	Actual Concurrentian	Actual Consumption	System Amount	System amount	Date of Consumption
	Card Management	Ð	Name	Times	Consumption	Times	Error	Corrections	Supplemen		Times	Accounting	Times(Device)	Amount(Device)	Settlement(Including Supplementary Order)	settlement/including Accounting)	bale of consumption
1	Consumption Detail	$\oplus$	Headquarter	0	0.00	0	0	0.00	9	130.00	0	0.00	0	0.00	130.00	130.00	2018-08-282018-11-28
B	Manual Supplement Consumption	Ð	Summary:	0	0.00	0	0	0.00	9	130.00	0	0.00	0	0.00	130.00	130.00	2018-08-282018-11-28
P	Subsidy	Ð															
P	Consumption Report	⊕															
ā	Statistical Report	Θ															
	Personal Consumption S Table	Statistics															
	Department Summary Ta	able															
	Device Summary Table																
	Income and Expenditure Summary Table	)															
(	Meal Summary Table																
			$ c  \in 1$	2 > >1	50 rows per pa	age 👻	Jump To 1	/1 Page	Total of 2	records							

#### Export

Click the **[Export]** button at the top of the list to open an export dialog box, as shown below. Click **[OK]** to export the data according to the query conditions and export conditions. The export format type can be selected as Excel, PDF, or CSV files.

	Export	×
The File Type	EXCEL File	
Export Mode	<ul> <li>All data (Can export up to 40000 data)</li> </ul>	
	<ul> <li>Select the amount of data to export (Can export up to 40000 da items)</li> </ul>	ta
	From the article 1 Strip, is derived 100 Data	
	OK Cancel	
	Cancer	

#### Refresh

Click [Refresh] to load the latest restaurant summary table data.

**Note:** If the page restaurant summary table data is more, you can also enter the restaurant name, consumption time in the search bar, click [ $\bigcirc$ ] to search and query.

The data statistics column includes:

#### Restaurant Name

- Consumption Times
- Total Consumption
- Counting Times
- ✓ Number of Error Corrections
- ✓ Total Error Corrections
- Number of Supplementary Order
- Total Supplementary Order
- Accounting Times
- ✓ Total Accounting
- Actual Consumption Times(Device)
- Actual Consumption Amount(Device)
- System Amount Settlement(Including Supplementary Order)
- System amount settlement(Including Accounting)
- Date of Consumption

Consumption times = Total number of count the particular type is consumed.

Total consumption = Total amount of money consumed for the particular type.

Counting times = Total number of times the type is counted.

Number of error corrections = Total number of error correction for the particular type name.

Total error correction = Total amount of error correction for the particular type name.

Times of supplementary order = Total count of supplementary order for the particular type.

Total supplementary order = Total amount of supplementary order for the particular type.

Accounting times = Total count of billing for the particular type.

Total Accounting = Total amount of money billed for the particular type.

Actual Consumption Times (device) = [Consumption times - Number of error corrections].

Actual Consumption Amount (device) = [Total Consumption - Total Error Correction].

System Amount Settlement (including supplementary order) = [Total Consumption - (Total Error Correction + Total Supplementary Order)].

System Amount Settlement (including billing) = [Total Consumption - (Total Error Correction + Total Supplementary Order + Total Accounting)].

## 6.8.4 Device Summary Table

Click [Statistical Report] > [Device Summary Table], as shown below:

Basic Information	Ð	Start Time	2018-08-28 00:0	00:00 E	ind Time 20	18-11-28 23:	9:59	Device Name			Q	$\otimes$					
		The current	query condition	s: Start Time:	2018-08-29 00	0.00.00) End	Time:(2018-1	-28 23:59:59)									
Device	Ð	C+ Refres	h 📑 Export														
Card Management	۲	Device Name	Device Serial Number	Consumption Times	Total Consumption	Counting Times	Number of Error Corrections	Total Error Corrections	Number of Supplemen Order	Total Supplementa Order	Accounting Times	Total Accounting	Actual Consumption Times(Device)	Actual Consumption Amount(Device)	System Amount Settlement(Including Supplementary Order)	System amount settlement(Including Accounting)	Date of Consumption
Consumption Detail	œ	ProMerc-20	522153322	0	0.00	0	0	0.00	3	52.00	0	0.00	0	0.00	52.00	52.00	2018-08-282018-11-28
Manual Supplement	⊕	ProMerc-10	524145556	0	0.00	0	0	0.00	6	78.00	0	0.00	0	0.00	78.00	78.00	2018-08-282018-11-28
	1000	Summary:		0	0.00	0	0	0.00	9	130.00	0	0.00	0	0.00	130.00	130.00	2018-08-282018-11-28
Subsidy	Ð																
Consumption Report	⊕																
Statistical Report	Θ																
Personal Consumption Table	Statistics																
Department Summary 1	Table																
Restaurant Summary																	
Income and Expenditure Summary Table	•																
Meal Summary Table																	
			3 > >1 50					otal of 3 record									

#### • Export

Click the **[Export]** button at the top of the list to open an export dialog box, as shown below. Click **[OK]** to export the data according to the query conditions and export conditions. The export format type can be selected as Excel, PDF, or CSV files.

#### • Refresh

Click [Refresh] to load the latest equipment summary table data.

**Solution** Solution  $\mathbb{R}^{2}$  Note: If there is more data on the page device summary table, you can also enter the device name and consumption time in the search field, and click [ $\mathbb{Q}$ ] to search for it.

The data statistics column includes:

#### Device Name

- Device Serial Number
- ✓ Consumption Times
- Total Consumption
- Counting Times
- Number of Error Corrections
- ✓ Total Error Corrections
- Number of Supplementary Order
- Total Supplementary Order
- Accounting Times
- Total Accounting
- Actual Consumption Times(Device)
- Actual Consumption Amount(Device)
- System Amount Settlement(Including Supplementary Order)
- System amount settlement(Including Accounting)
- Date of Consumption

Consumption Times = Total number of count the particular type is consumed.

Total Consumption = Total amount of money consumed for the particular type.

Counting Times = Total number of times the type is counted.

Number of Error Corrections = Total number of error correction for the particular type name.

Total Error Correction = Total amount of error correction for the particular type name.

Times of Supplementary order = Total count of supplementary order for the particular type.

Total Supplementary order = Total amount of supplementary order for the particular type.

Accounting Times = Total count of billing for the particular type.

Total Accounting = Total amount of money billed for the particular type.

Actual Consumption Times (device) = [Consumption times - Number of error corrections].

Actual Consumption Amount (device) = [Total Consumption - Total Error Correction].

System Amount Settlement (including supplementary order) = [Total Consumption - (Total Error Correction + Total Supplementary Order)].

System Amount Settlement (including billing) = [Total Consumption - (Total Error Correction + Total Supplementary Order + Total Accounting)].

## 6.8.5 Income and Expenses Table

Click [Statistical Report] > [Income and Expenses Table], as shown below:

Basic Inform		Ð	Start Time 2018-08-28 The current query condi		End Time 2018			59:59)	<u> </u>			< ⊗						
Device		⊕	C+ Refresh		12010-00-20-00.1	(0.00) Cha Thine		58.58)										
😴 Card Manag	ement	⊕	Creator Name / Device Serial Number	Top Up Times	Refund Times	Issue Card Times	Return Card Times	No card withdrawals	Total Issue Card	Total Return Card	No card return card total	Total Subsidy	Total Top Up Offer	Total Top Up	Total Refund	Card Cost Support	Management	Card Cost Expense
Consumption	n Detail	⊕	admin	3	11 11	7	3	3	2257.00				0.00	150.00	1977.00	0.00	0.00	0.00
tanual Supp ⊘ Consumption	plement n	⊕	Summary:	3		·	3	3	2257.00	300.00	0.00	0.00	0.00	100.00	1977.00	0.00	0.00	0.00
Subsidy		⊕																
Consumption	n Report	⊕																
Statistical Re	eport	Θ																
Personal Co Table	nsumption S	itatistics																
Department :	Summary Ta	ablo																
Restaurant S	Summary																	
Device Sum		6																
Income and I Summary Tal	Expenditure ble	£																
Meal Summa	ary Table																	
			4				age Total of 2									72		

#### Export

Click the **[Export]** button at the top of the list to open an export dialog box, as shown below. Click **[OK]** to export the data according to the query conditions and export conditions. The export format type can be selected as Excel, PDF, or CSV files.

Export	×
EXCEL File 🔻	
<ul> <li>All data (Can export up to 40000 data)</li> </ul>	
<ul> <li>Select the amount of data to export (Can export up to 40000 data items)</li> </ul>	
From the article 1 Strip, is derived 100 Data	
OK Cancel	
	EXCEL File • All data (Can export up to 40000 data) • Select the amount of data to export (Can export up to 40000 data items) From the article 1 Strip, is derived 100 Data

#### Refresh

Click [Refresh] to load the latest revenue and expenditure summary table data.

**Note:** If there is more data on the page income and expenditure summary table, you can also enter the creator name/device serial number and summary time in the search field, and click [ ] to search for it.

The data statistics column includes

	Creator Name / Device Serial Number
	Top Up Times
	Refund Times
	Issue Card Times
	Return Card Times
$\checkmark$	No card withdrawals
	Total Issue Card
	Total Return Card
	No card return card total
	Total Subsidy
	Total Top Up Offer
$\checkmark$	Total Top Up
	Total Refund
	Card Cost Support
	Management Fee
	Card Cost Expense
	Total Revenue and Expenditure
$\checkmark$	Summary Time

Top up Times = The total number of counts a card was added extra amount.

Refund Times = The total number of counts a card were refunded.

Issue Card Times = The total number of counts a card were issued.

Return Card Times = The total number of counts the cards were returned.

Non-card Return card Times = The total count of Non-card Return card.

Total Issue Card = The total number of issued card.

Total Return card = The total number of cards returned.

No card return card total = The total number of blocked card which are not returned.

Total Subsidy = The total amount of subsidy for the card type.

Total Top-up offer = The total amount of top-up discount for the card type.

Total Top-up = The total amount of top-up for the card type.

Total Refund = The total amount of refund for the card type.

Card Cost Support = The total amount of card cost for the card type.

Management fee = The total amount of management fee for the card type.

Card Cost Expense = The total amount of card cost for the card type.

Total Revenue and Expenditure = [(Total Top up + Card Cost Expense + Total Issue Card + Management fee) - (Total Refund - Total Return Card)].

## 6.8.6 Meal Summary Table

Click [Statistical Report] > [Meal Summary Table], as shown below:

Basic	ic Information	÷	Start Time	2018-08-28	8 00:00:00	End Time	2018-11-2	3 23:59:59	Meal Nar	ne		Q 🗵					
		-	The current	query cond	litions: Start Tir	ne:(2018-08-	28 00:00:00)	End Time: (201	18-11-28 23:5	9:59)							
Devi	ice	Ð	C+ Refres	h 🗹 Expo	ort												
G Card	d Management	⊕	Meal Name	Consumption Times	Total Consumption	Counting Times	Number of Error Corrections	Corrections	Number of Supplemen Order		Accounting Times	Total Accounting	Actual Consumption Times(Device)	Actual Consumption Amount(Device)	System Amount Settlement(Including Supplementary Order)	System amount settlement(Including Accounting)	Date of Consumption
Cons	sumption Detail	⊕	Breakfast	0	0.00	0	0	0.00	1	6.00	0	0.00	0	0.00	6.00	6.00	2018-08-282018-11-28
Mani ⊘ Cons	ual Supplement	æ	Lunch	0	0.00	0	0	0.00	2	30.00	0	0.00	0	0.00	30.00	30.00	2018-08-282018-11-28
Con:	sumption	e	Dinner	0	0.00	0	0	0.00	3	32.00	0	0.00	0	0.00	32.00	32.00	2018-08-282018-11-28
Subs	sidy	Ð	Midnight Sn	0	0.00	0	0	0.00	3	62.00	0	0.00	0	0.00	62.00	62.00	2018-08-282018-11-28
_			Meal 05	0	0.00	0	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	2018-08-282018-11-28
Con:	sumption Report	Ð	Meal 06	0	0.00	0	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	2018-08-282018-11-28
	istical Report	Θ	Meal 07	0	0.00	0	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	2018-08-282018-11-28
		<u> </u>	Meal 08	0	0.00	0	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	2018-08-282018-11-28
Perse Table	ional Consumption St. e	atistics	Summary:	0	0.00	0	0	0.00	9	130.00	0	0.00	0	0.00	130.00	130.00	2018-08-282018-11-28
Depa	artment Summary Tab	olo															
Rest	taurant Summary																
Devic	ice Summary Table																
Incor Sumr	me and Expenditure mary Table																
			10 0 1	9 > >1	50 rows per pa	ige v	Jump To 1	/1 Page	Total of 9	records							

#### Export

Click the **[Export]** button at the top of the list to open an export dialog box, as shown below. Click **[OK]** to export the data according to the query conditions and export conditions. The export format type can be selected as Excel, PDF, or CSV files.

	Export	×
The File Type	EXCEL File V	
Export Mode	<ul> <li>All data (Can export up to 40000 data)</li> </ul>	
	<ul> <li>Select the amount of data to export (Can export up to 40000 ditems)</li> </ul>	lata
	From the article 1 Strip, is derived 100 Data	
	OK Cancel	

#### Refresh

Click [Refresh] to load the latest meal summary table data.

**Note:** If there is more data in the page meal summary table, you can also enter the device name, name, and consumption time in the search field, and click [ $\bigcirc$ ] to search for it.

The data statistics column includes:

#### Meal Name

- Consumption Times
- Total Consumption
- Counting Times
- Number of Error Corrections
- ✓ Total Error Corrections
- Number of Supplementary Order
- Total Supplementary Order
- Accounting Times
- Total Accounting
- Actual Consumption Times(Device)
- Actual Consumption Amount(Device)
- System Amount Settlement(Including Supplementary Order)
- System amount settlement(Including Accounting)
- Date of Consumption

The following is the calculation formula of the specific column.

Consumption times = Total number of count the particular type is consumed.

Total consumption = Total amount of money consumed for the particular type.

Counting times = Total number of times the type is counted.

Number of error corrections = Total number of error correction for the particular type name.

Total error correction = Total amount of error correction for the particular type name.

Times of supplementary order = Total count of supplementary order for the particular type.

Total supplementary order = Total amount of supplementary order for the particular type.

Accounting times = Total count of billing for the particular type.

Total Accounting = Total amount of money billed for the particular type.

Actual Consumption Times (device) = [Consumption times - Number of error corrections].

Actual Consumption Amount (device) = [Total Consumption - Total Error Correction].

System Amount Settlement (including supplementary order) = [Total Consumption - (Total Error Correction + Total Supplementary Order)].

System Amount Settlement (including billing) = [Total Consumption - (Total Error Correction + Total Supplementary Order + Total Accounting)].

# 7 <u>Elevator</u>

The following is the manual of online elevator control. If you are using offline elevator control, please refer to <u>Offline Elevator Control Manual</u>.

The Elevator Control System is mainly used to set device parameters (such as the swiping interval for taking elevators and elevator key drive duration), manage personnel's rights to floors and elevator control time, and supervise elevator control events. You can set registered users' rights to floors. Only authorized users can reach certain floors within a period of time after being authenticated.

# 7.1 Elevator Device

## 7.1.1 Device

There are two ways to add Elevator Devices.

#### Add Device manually

1. Click [**Elevator Device**] > [**Device**] > [**New**] on the Action Menu, the following interface will be shown:

RS485 communication mode

	New	×		New		
Device Name*		0	Device Name*			1
Communication Type*	TCP/IP O RS485	c	Communication Type*	O TCP/IP . RS4	85	
IP Address*		S	Serial Port Number*	COM1	~	
Communication port*	4370	R	RS485 Address*			(Range1-63
Communication Password		R	RS485 Address Code	ON	KE	
Number of expansion board	0	F	ligure			
Each expansion board relay	16	B	Baud Rate*	1 2 3 4 5 0 38400	878	
Area*	Area Name	c	Communication Password			1
Clear Data in the Device		N	umber of expansion board	0	~	
when Adding		E	Each expansion board relay	16		
Clear Data in the Device v	when Adding) will delete data in the device	n	umber			
(except event record), ples	se use with caution!	A	vea"	Area Name		
			Clear Data in the Device when Adding			
		4	[Clear Data in the Device v (except event record), plea		ite data ir	n the device
Save and New	OK Cancel		Save and New	ок	Can	Incl

TCP/ IP communication mode

**IP Address:** Enter the IP Address of the elevator device.

Communication port: The default is 4370.

Serial Port No.: COM1~COM254.

**RS485 Address:** The machine number, range 1-255. When Serial Port No. is same, it is not allowed to set repeated RS485 addresses.

**Baud Rate:** Same as the baud rate of the device. The default is 38400.

**RS485 Address Code Figure:** Display the code figure of RS485 address.

#### **Common options:**

Device Name: Any character, up to a combination of 20 characters.

**Communication Password:** The max length is 6 with numbers or letters. The initialized device's communication password is blank.

**Note:** You do not need to input this field if it is a new factory device or just after the initialization.

Number of expansion board: The expansion board number of elevator device controlling.

Each expansion board relay number: Each expansion board has 16 relays.

Area: Specify areas of devices. After Area Setting, devices (doors) can be filtered by area upon Real-Time Monitoring.

**Clear Data in the Device when Adding:** Tick this option, after adding device, the system will clear all data in the device (except the event logs). If you add the device just for demonstration or testing, there is no need to tick it.

**Extended Device Parameters:** Includes serial number, device type, firmware version number, auxiliary input quantity, auxiliary output quantity, door quantity, device fingerprint version, and reader quantity etc.

2. After editing, click [**OK**], and the system will start to connect the current device.

If successfully connected, it will read the corresponding extended parameters of the device and save.

**Note:** When deleting a new device, the software will clear all user information, time zones, holidays, and elevator access levels settings from the device, except the events record (unless the information in the device is unusable, or it is recommended not to delete the device in used to avoid loss of information).

#### **Elevator Controller Settings:**

- > TCP/ IP Communication Requirements
- Support and enable TCP/ IP communication, directly connect device to the PC or connect to the local network, query IP address and other information of the device;
- > RS485 Communication Requirements
- Support and enable RS485 communication, connect device to PC by RS485, query the serial port number, RS485 machine number, baud rate and other information of the device.

#### • Add Device by Searching Elevator Controllers

Search the elevator device in the Ethernet.

- 1) Click [Elevator Device] > [Device] > [Search Device], to show the Search interface.
- 2) Click [**Search**], and it will prompt [searching.....].
- 3) After searching, the list and total number of elevator devices will be displayed.

				Search Device				×
Search	No device found?	Download Search	Tools to Local Disk					
Total Progress								
IP Address		Device Type		Serial Number				
IP Address	MAC Address	Subnet Mask	Gateway Address	Serial Number	Device Type	Set Server	Operations	
				Close				

**Note:** Here we use UDP broadcast mode to search elevator devices, this mode cannot perform cross-Router function. IP address can be cross-net segment, but must belong to the same subnet, and needs to be configured the gateway and IP address in the same net segment.

- 4) Click [**Add Device**] behind the device, and a dialog box will pop up. Enter self-defined device name, and click [**OK**] to complete device adding.
- 5) The default IP address of the elevator device may conflict with the IP of a device on the Local network. You can modify its IP address: Click [**Modify IP Address**] behind the device and a dialog box will open. Enter the new IP address and other parameters (**Note:** Configure the gateway and IP address in the same net segment).

Solution States and St

## 7.1.2 Reader

Each elevator device has a reader, the reader information can be set.

Click [Elevator Device] > [Reader], select a reader name in the reader list:

Device Name*	192.168.1.53	
Name*	192.168.1.53-Reader	
Operate Interval*	2	second(0-
	254)	
Verification Mode*	Card or Fingerprint	•
The above Settings are		•
Copied to	L	

#### **Fields are as follows:**

Device Name: It is not editable.

Name: The default format is "Device Name - Reader", it is editable within 30 characters.

**Operate Interval:** The interval between two verifications. The default value is 2 seconds, the range is 0~254 seconds.

**Verification Mode:** The default setting is "Card or Fingerprint". The Wiegand reader supports "Only Card", "Only Password", "Card or Password", "Card and Password", "Card or Fingerprint". The RS485 reader supports "Card or Fingerprint". Make sure the reader has a keyboard when the verification mode is "Card and Password".

#### The above Settings are Copied to:

All Readers of All Devices: Apply the above settings to all readers within the current user's level.

Click [OK] to save and exit.

### 7.1.3 Floor

Click [Elevator Device] > [Floor], select a floor name in the list to click [Edit]:

Device Name	192.168.1.53							
Floor Number	1							
Floor Name*	192.168.1.53-1							
Floor Active Time Zone*	24-Hour Accessible	•						
Floor Passage Mode		•						
Time Zone	Zone							
Button Open Duration*	5	second(						
	254)							
The above Settings are		•						
Copied to								

#### Fields are as follows:

Device Name: It is not editable.

Floor Number: The system automatically numbered according to the number of relays.

Floor Name: The default setting is "Device Name- Floor Number"; it is editable within 30 characters.

**Floor Active Time Zone, Floor Passage Mode Time Zone:** The default setting is Null. The Floor Active Time Zones that are initialized or newly added by users will be displayed here so that users can select a period. When editing a floor, the Floor Active Time Zone must be specified. The key for closing the related floor can be released continuously only after the effective periods of this floor are specified. Floor Passage Mode Time Zone takes effect only within the floor effective period. It is recommended that the floor continuous release period be included in the floor effective period.

**Button Open Duration:** It is used to control the time period to press floor button after verification. The default value is 5 seconds; the range is 0~254 seconds.

The above Settings are Copied to: Including below two options.

- All Floors of Current Device: To apply the above settings to all floors of the current elevator device.
- > All floors of all Devices: To apply the above settings to all floors within the current user's level.

### 7.1.4 Auxiliary Input

It is mainly used to connect to devices, such as the infrared sensor or smog sensor.

Click [Elevator Device] > [Auxiliary Input] on the Action Menu, enter into the following page:

Click [Edit] to modify the parameters:

	Edit	
Device Name*	192.168.214.66	]
Number*	9	
Name*	Auxiliary Input-9	
Printed Name*	IN9	
Remark		
	OK Cancel	

Fields are as follows:

Name: You can customize the name according to your preference.

**Printed Name:** The printing name in the hardware, for example IN9.

Click [Edit] to modify the name and remark. Others are not allowed to edit here.

## 7.1.5 Event Type

Display the event types of the elevator devices. Click [**Elevator Device**] > [**Event**], the following page is displayed:

C Refresh				
Event Name	Event No.	Event Level	Device Name	Serial No.
Normal Punch Open	0	Normal	192.168.90.235	0013130700074
Punch during Passage Mode Time Zone	1	Normal	192.168.90.235	0013130700074
Open during Passage Mode Time Zone	5	Normal	192.168.90.235	0013130700074
Remote Release	8	Normal	192.168.90.235	0013130700074
Remote Locking	9	Normal	192.168.90.235	0013130700074
Disable Intraday Passage Mode Time Zone	10	Normal	192.168.90.235	0013130700074
Enable Intraday Passage Mode Time Zone	11	Normal	192.168.90.235	0013130700074
Normal Fingerprint Open	14	Normal	192.168.90.235	0013130700074
Press Fingerprint during Passage Mode Time Z	16	Normal	192.168.90.235	0013130700074
Operate Interval too Short	20	Exception	192.168.90.235	0013130700074
Button Inactive Time Zone(Punch Card)	21	Exception	192.168.90.235	0013130700074
Illegal Time Zone	22	Exception	192.168.90.235	0013130700074
Access Denied	23	Exception	192.168.90.235	0013130700074
Disabled Card	27	Exception	192.168.90.235	0013130700074
Card Expired	29	Exception	192.168.90.235	0013130700074
Password Error	30	Exception	192.168.90.235	0013130700074
Press Fingerprint Interval too Short	31	Exception	192.168.90.235	0013130700074

More details about Event Type, please refer to <u>Elevator Event Type</u>.

# 7.1.6 Device Monitoring

By default, it monitors all devices within the current user's level, click [Elevator Device] > [Device **Monitoring**], and lists the operation information of devices: Device Name, Serial No., Area, Operation Status, current status, commands List, and Related Operation.

Area	Status		Device Name	Serial Num	iber	$\otimes$	
Export							
Device Name	Serial Number	Area	Operation Status	Current Status	Commands List	Recently The Abnormal State	Operations
192.168.214.66	0013130700074	Area Nameaa	Get real-time event	Normal	0	None	Clear Command View Command

You can clear command as required. Click [Clear Command] behind the corresponding device:

Pro	mpt
Are you sure to clea	r command queues?
ОК	Cancel

#### Click [OK] to clear.

#### ∕≤Notes:

- 1) After the Clear Command is executed, you can perform the Synchronize All Data to Devices operation on the device list to re-synchronize data in the software to the device, but this operation cannot be performed when the user capacity and fingerprint capacity are fully consumed on the device. Once the capacity is insufficient, you can replace the current device with a large-capacity one, or delete the right of some personnel to access this device, and then perform the Synchronize All Data to Devices operation.
- 2) Operate State is the content of communications equipment of current device, mainly used for debugging.
- 3) The number of commands to be performed is greater than 0, indicating that data is not synchronized to the device, just wait.

### 7.1.7 Real-Time Monitoring

Click [**Elevator Device**] > [**Real-Time Monitoring**], real-time monitor the status and real-time events of elevator controllers in the system, including normal events and abnormal events (including alarm events). Real-Time Monitoring interface is shown as follows:

Area	Dev	ce Name	Remotely	Release the Button Remotely Los	ck the Button			
Time	Area Name	Device Name	Event Point	Event Description	Card Number	Person	Reader Name	Verification Mode
2017-02-10 16:11:12	Area Name:	192.168.214.66(00131	192.168.214.66-2	Remote Release				Other
2017-02-10 16:11:12	Area Name:	192.168.214.66(00131	192.168.214.66-1	Remote Release				Other
2017-02-10 16:11:01	Area Name:	192.168.214.66(00131	192.168.214.66-Rea	Disabled Card	2338484	2829(xinxiao yanç	192.168.214.66-Read	Card or Fingerprint
2017-02-10 16:10:47	Area Name:	192.168.214.66(00131	192.168.214.66-Rea	Disabled Card	2338484	2829(xinxiao yanç	192.168.214.66-Read	Card or Fingerprint
2017-02-10 16:10:44	Area Name:	192.168.214.66(00131	192.168.214.66-Rea	Disabled Card	2338484	2829(xinxiao yanç	192.168.214.66-Read	Card or Fingerprint
Total Received 5		Normal:2      Exce	ption:3 @Alarm:0	Clear Rows Data	Ev	entDescription		Play Audio [√Show Photos]

#### 1. Event Monitoring

System automatically acquires monitored device event records (by default, display 200 records), including normal and abnormal elevator control events (including alarm events). Normal events appear in green, alarm events appear in red, other abnormal events appear in orange.

**Monitor Area:** All floors with elevator controller in the system is monitored by default, you can target to monitor one or more floors by Area, Status, Device Name and Serial NO.

**Show Photos:** If Real-Time Monitoring is involved in a person, the monitor displays the personal photo (if no photo is registered, display default photo). The event name, time and name are displayed.

#### 2. Remotely Release Button

Click [Remotely Release Button]:

Rem	otely Release the Button	×
User Password*		
Prompt		
	se enter the user password for verifica	ation to
proceed to next step!		
Next	Step Cancel	

Input the user password (the system logging password), click [Next Step]:

Remotely Release the Button	×
	<b>_</b>
▲ □ 2> 192.168.1.53	
192.168.1.53-1	
192.168.1.53-2	
192.168.1.53-3	
192.168.1.53-4	
192.168.1.53-5	
192.168.1.53-6	
192.168.1.53-7	
192.168.1.53-8	
192.168.1.53-9	
192.168.1.53-10	
192.168.1.53-11	
192.168.1.53-12	
T T 400 400 4 50 40	· · ·
Previous Step Next Step Cancel	

Select the floor, and click [Next Step]:

Remotely Release the Button	×
Remote release: 5     second(1-254)	
Enable Intraday Passage Mode Time Zone	
Sustained release button	
Deruique Stan	_
Previous Step Complete Cancel	

#### Fields are as follows:

**Remote Release:** It determines whether the corresponding key to the selected floor can be pressed. You can customize the key release duration (15s by default), or select Enable Intraday Passage Mode Time Zone. You can also directly set the current status of the floor to continuously release. In this case, the floor is not subject to restrictions of any periods, including Floor Active Time Zone, Floor Passage Mode Time Zone, and Button Open Duration. That is, the floor will be continuously released in 24 hours every day.

Enable Intraday Passage Mode Time Zone: To close a floor, you must first set Disable Intraday Passage

Mode Time Zone to prevent the case that the floor is opened because other continuous open periods take effect. Then, you need to set to close the Remote Lock Button.

**Sustained Release Button:** The floor that is set to the continuously release state is not subject to restrictions of any periods, that is, the floor will be continuously released in 24 hours every day. To close the floor, you must select Disable Intraday Passage Mode Time Zone.

**«Note:** If a failure message is always returned for the remote release key, check whether there are too many currently disconnected devices on the device list. If yes, check the network connection.

Select the options, click [**Complete**] to finish enabling the button.

# 7.2 Elevator Rules

It can control buttons of a common elevator and implement unified management on people going in or on access and exits of each floor through the elevator controller on the computer management network. You can set the rights of registered personnel for operating floor buttons on the elevator.

## 7.2.1 Time Zones

#### • Add Elevator Control Time Zone

Time	Inter	val 1	Inter	rval 2	Interval 3		
Date	Start Time	End Time	Start Time	End Time	Start Time	End Time	
Monday	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	
	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	
Wednesday	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	
Thursday	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	
Friday	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	
	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	
Sunday	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	
Holiday Type 1	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	
Holiday Type 2	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	
Holiday Type 3	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	

1. Click [**Elevator**] > [**Time Zones**] > [**New**] to enter the time zone setting interface:

#### The parameters are as follows:

Time Zone Name: Any character, up to a combination of 30 characters.

**Remarks:** Detailed description of the current time zone, including explanation of current time zone and primary applications. The field is up to 50 characters.

**Interval and Start/End Time:** One Elevator Control Time Zone includes 3 intervals for each day in a week, and 3 intervals for each of the three Holidays. Set the Start and End Time of each interval.

**Setting:** If the interval is Normal Open, just enter 00:00-23:59 as the interval 1, and 00:00-00:00 as the interval 2/3. If the interval is Normal Close: All are 00:00-00:00. If only using one interval, user just needs to fill out the interval 1, and the interval 2/3 will use the default value. Similarly, when only using the first two intervals, the third interval will use the default value. When using two or three intervals, user needs to ensure two or three intervals have no time intersection, and the time shall cross over to 2<sup>nd</sup> day, or the system will prompt error.

Holiday Type: Three holiday types are unrelated to the day of a week. If a date is set to a holiday type, the three intervals of the holiday type will be used for access. The holiday type is optional. If the user does not enter one, system will use the default value.

Copy on Monday: You can quickly copy the settings of Monday from Tuesday to Sunday.

- 2. After setting, click [**OK**] to save, and it will display in the list.
- Maintenance of Elevator Time Zones

Edit: Click the [Edit] button under operation to enter the edit interface. After editing, click [OK] to save.

**Delete:** Click the [**Delete**] button under Related Operation, then click [**OK**] to delete, or click [**Cancel**] to cancel the operation. A time zone in use cannot be deleted. Or tick the check boxes before one or more time zones in the list, and click the [**Delete**] button over the list, then click [**OK**] to delete, click [**Cancel**] to cancel the operation.

### 7.2.2 Holidays

Elevator Control Time of a holiday may differ from that of a weekday. The system provides elevator control time setting for holidays. Elevator Holiday Management includes Add, Modify and Delete.

#### • Add

Click [**Elevator**] > [**Holidays**] > [**New**] to enter edit interface:

	New	×
Holiday Name*		
Holiday Type*	Holiday Type 1	•
Start Date*	2015-03-19	
End Date*	2015-03-19	
Recurring	No	•
Remark		

#### Fields are as follows:

Holiday Name: Any character, up to a combination of 30 characters.

**Holiday Type:** Holiday Type 1/2/3, namely, a current holiday record belongs to the three holiday types and each holiday type includes up to 32 holidays.

**Start/End Date:** The date format: 2010-1-1. Start Date cannot be later than End Date otherwise system error will occur. The year of Start Date cannot be earlier than the current year, and the holiday cannot span years.

**Recurring:** It means that a holiday whether to require modification in different years. The default is No. For example, the Near Year's Day is on January 1 each year, and can be set as Yes. The Mother's Day is on the second Sunday of each May; this date is not fixed and should be set as No.

For example, the date of Near Year's Day is set as January 1, 2010, and the holiday type is 1, then on January 1, Access Time Control will not follow the time of Friday, but the Access Control Time of Holiday Type 1.

After editing, click [OK] button to save, and it will display in holiday list.

#### • Modify

Click Holiday Name or **[Edit]** button under Operations to enter the edit interface. After modification, click **[OK]** to save and quit.

#### • Delete

In the access control holiday list, click [**Delete**] button under Operations. Click [**OK**] to delete, click [**Cancel**] to cancel the operation. An Elevator Holiday in use cannot be deleted.

### 7.2.3 Elevator Levels

Elevator levels indicate that one or several selected doors can be opened by verification of a combination of multi person within certain time zone. The combination of multi-person set in Personnel Access Level option.

#### • Add

1. Click [Elevator] > [Access Levels] > [New] to enter the Add Levels editing interface:

New	,
24-Hour Accessible	T
Area Name	
Cancel	
	24-Hour Accessible Area Name

- 2. Set each parameter: Level Name (unrepeatable), Time Zone and Area.
- 3. Click [**OK**], the system prompts "Add floors to the current elevator control level immediately", click [**OK**] to add floors, click [Cancel] to return the elevator levels list. The added level is displayed in the list.

			Pro	ompt			
		Add	floors to the curre imme O K	diately?	tor control level Cancel		
			Add	Floor		_	×
Floor	Number	Floor Nam	ie		Q. 🗑		
The c	urrent query conditio	ns: None					
Alterna	ative			Selecte	ed(0)		
	Floor Number	Floor Name			Floor Number	Floor Name	
	1	192.168.1.53-1	<u>^</u>				
	2	192.168.1.53-2					
	3	192.168.1.53-3		>>			
	4	192.168.1.53-4		>			
	5	192.168.1.53-5		<			
	6	192.168.1.53-6		<<			
	7	192.168.1.53-7					
K	From 1 To 5	0 D D 100 1 50 0 50 rows	▼ per page				
			ОК	Can	cel		

SNote: Different floors of different elevator controllers can be selected and added to an elevator level.

## 7.2.4 Set Access by Levels

Add/Delete Personnel for Selected Levels:

- 1) Click [**Elevator**] > [**Set By Levels**] to enter the edit interface, Click an Elevator level in left list, personnel having right of opening door in this access level will display on right list.
- 2) In the left list, click [Add Personnel] under Operations to pop-up the Add Personnel box; select personnel (multiple) and click > to move it to the right selected list, then click [OK] to save and complete.
- 3) Click the level to view the personnel in the right list. Select personnel and click [**Delete Personnel**] above the right list, then Click [**OK**] to delete.

## 7.2.5 Set Access by Person

Add selected personnel to selected elevator levels, or delete selected personnel from the elevator levels.

- Add/Delete levels for Selected Personnel:
  - Click [Elevator] > [Elevator Levels] > [Set By Person], click employee to view the levels in the right list.
  - 2) Click [Add to Levels] under Operations to pop-up the Add to Levels box, select Level (multiple) and click > to move it to the right selected list; click [OK] to save and complete.
  - 3) Select Level (multiple) in the right list, and click [**Delete from levels**] above the list, then click [**OK**] to delete the selected levels.

#### • Setting levels for Selected Personnel:

1) Select a person in the list on the left and click [Elevator Control Setting]. The following page is displayed:

	E	evator Control Setting	×
	Superuser	No	~
	Set ∀alid Time		
1			
l			
l			
	C	K Cancel	

2) Set access control parameters and click [**OK**] to save the setting.

## 7.2.6 Set Access by Department

Add selected department to selected elevator levels, or delete selected department from the elevator levels. The access of the staff in the department will be changed.

## 7.2.7 Global Linkage

The global linkage function enables you to configure data across devices. Only push devices support this function.

#### • Add

1) Click [Elevator] > [Elevator] > [Global Linkage] > [New]:

		New			×
Linkage Name*	Add Check All Clear All		ll personnel 🛛	ar All	
Output Point	Video Linkage	Active Time	E-mail	Linkage Voice Prompts	
Action type*	Close	~			
	Save and Nev	N OK	Cancel		_

The fields are as follows:

Linkage Name: Set a linkage name.

**Linkage Trigger Condition:** Linkage Trigger Condition is the event type of selected device. Except Linkage Event Triggered, Cancel Alarm, Enable/Disable Auxiliary Output, and Device Start, all events could be trigger condition.

**Input Point:** Any, Door 1, Door 2, Door 3, Door 4, Auxiliary Input 1, Auxiliary Input 2, Auxiliary Input 3, Auxiliary Input 4, Auxiliary Input 9, Auxiliary Input 10, Auxiliary Input 11, Auxiliary Input 12 (the specific input point please refers to specific device parameters).

**Output Point:** Lock 1, Lock 2, Lock 3, Lock 4, Auxiliary Output 1, Auxiliary Output 2, Auxiliary Output 3, Auxiliary Output 4, Auxiliary Output 6, Auxiliary Output 8, Auxiliary Output 9, and Auxiliary Output 10 (the

specific output point please refers to specific device parameters).

**Linkage Action:** Close, Open, Normal Open. The default is closed. To open, delay time shall be set, or select Normal Close.

#### Video Linkage:

- Pop up video: Whether to set the pop-up preview page in real-time monitoring, and set the pop-long.
- Video: Enable or disable background video recording, and set the duration of background video recording.
- > Capture: Enable or disable background snapshot.

Delay: Ranges from 1~254s (This item is valid when Action type is Open).

2) Click [**OK**] to save and quit. The added Global Linkage will display in the list.

**«Note:** It is not allowed to set the same linkage setting at input point and output point. The same device permits consecutive logical linkage settings. The system allows you to set several trigger conditions for a linkage setting one time.

### 7.2.8 Parameters

#### Click [Elevator] > [Elevator] > [Parameters]:

Type of Getting	g Transaction	5									
Periodically	/										
Interval: 1	Mour(s)										
Set the Tim	e For Obtaini	ing New Trans	actions								
<b>O:00</b>	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00
12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00
Select All	Cancel										
Real Time Mor	nitoring										
					billing.			- 5	1.6		
The Real Time	e Monitoring F	rage Pop-up a	staπ Photo Si	ze max Heigi	nt: 140	<b>px</b> (8	0 - 500) <b>A</b> R	erresn the rea	il-time monito	r page after se	ating Height.

Type of Getting Transactions:

#### > Periodically

Start from the setting and efficient time, the system attempts to download new transactions every time interval.

#### > Set the Time For Obtaining New Transactions

The selected Time is up, the system will attempt to download new transactions automatically.

**The Real Time Monitoring Page Pop-up Staff Photo Size:** When an access control event occurs, the personnel photo will pop up, set the size of the pop-up photos, the range is 80-500px.

# 7.3 Elevator Reports

Includes "All transactions" and "All Exception Events". You can export after querying.

### 7.3.1 All Transactions

Because the data size of elevator access control event records is large, you can view elevator access control events as specified condition when querying. By default, the system displays the latest three months transactions.

#### Click [Reports] > [All Transactions] to view all transactions:

Time From 2015-0	2-26 00:00:00	To 2015-05-26 23:59	:59 Personnel ID		Device N	lame	-	More 🔻 🔍	$\otimes$		
The current query co	nditions: Time Fro	om:(2015-02-26 00:00:00) 1	To:(2015-05-26 23:59:59)								
🕞 Refresh     C	lear All Data 🛛 🖊	Export									
Time	Device	Event Point	Event Description	Media File	Personnel ID	First Name	Last Name	Card Number	Department	Reader Name	Verification Mode
2015-05-22 17:01:00	192.168.60.53	192.168.60.53-1	Normal Punch Open		11	jolly	wei	3406918	General	192.168.60.53-R	Card or Passy
2015-05-22 17:01:00	192.168.60.53	192.168.60.53-1	Trigger global linkage	•	11	jolly	wei	3406918	General	192.168.60.53-R	Card or Passv
2015-05-22 17:01:00	192.168.60.53	192.168.60.53-2	Normal Punch Open		11	jolly	wei	3406918	General	192.168.60.53-R	Card or Passy
2015-05-22 17:01:00	192.168.60.53	192.168.60.53-2	Trigger global linkage	•	11	jolly	wei	3406918	General	192.168.60.53-R	Card or Passv
2015-05-22 17:00:49	192.168.60.53	192.168.60.53-1	Normal Punch Open		11	jolly	wei	3406918	General	192.168.60.53-Re	Card or Passv
2015-05-22 17:00:49	192.168.60.53	192.168.60.53-1	Trigger global linkage	<b>•</b>	11	jolly	wei	3406918	General	192.168.60.53-Re	Card or Passv
2015-05-22 17:00:49	192.168.60.53	192.168.60.53-2	Normal Punch Open		11	jolly	wei	3406918	General	192.168.60.53-R	Card or Passv
2015-05-22 17:00:49	192.168.60.53	192.168.60.53-2	Trigger global linkage	<b>•</b>	11	jolly	wei	3406918	General	192.168.60.53-Re	Card or Passv
2015-05-22 16:58:26	192.168.60.53	192.168.60.53-2	Normal Punch Open		11	jolly	wei	3406918	General	192.168.60.53-Re	Card or Passv

#### Clear All Data: Click [Clear All Data] to pop up prompt and click [OK] to clear all transactions.

**Export:** You can export all transactions in Excel, PDF, CSV format.

						ZKTECO						
me: 2017-09-18 0	0 : 00 : 00 - 2017-12	-18 23 : 59 : 59				All Transactions						
Time	Device	Event Point	Event Description	Personnel ID	First Name	Last Name	Card Number	Department	Reader Name	Verification Mode	Area	Remark
017-12-15 10:35: 43	192.168.218.65	192.168.218.65-8	Normal Punch Open	3	Leo	Hou	13260079	General	192.168.218.65- Reader	Card or Fingerprint	Area Name	
017-12-15 10:35: 43	192.168.218.65	192.168.218.65-5	Normal Punch Open	3	Leo	Hou	13260079	General	192.168.218.65- Reader	Card or Fingerprint	Area Name	
017-12-15 10:35: 43	192.168.218.65	192.168.218.65-9	Normal Punch Open	3	Leo	Hou	13260079	General	192.168.218.65- Reader	Card or Fingerprint	Area Name	
017-12-15 10:35: 39	192.168.218.65	192.168.218.65-1	Normal Punch Open	1	Jerry	Wang	9505930	General	192.168.218.65- Reader	Card or Fingerprint	Area Name	
017-12-15 10:35: 39	192.168.218.65	192.168.218.65-4	Normal Punch Open	1	Jerry	Wang	9505930	General	192.168.218.65- Reader	Card or Fingerprint	Area Name	
2017-12-15 10:35: 39	192.168.218.65	192.168.218.65-3	Normal Punch Open	1	Jerry	Wang	9505930	General	192.168.218.65- Reader	Card or Fingerprint	Area Name	
2017-12-15 10:35: 39	192.168.218.65	192.168.218.65-2	Normal Punch Open	1	Jerry	Wang	9505930	General	192.168.218.65- Reader	Card or Fingerprint	Area Name	
2017-12-15 10:35: 36	192.168.218.65	192.168.218.65-8	Normal Punch Open	2	Lucky	Tan	13271770	General	192.168.218.65- Reader	Card or Fingerprint	Area Name	
2017-12-15 10:35: 38	192.168.218.65	192.168.218.65-10	Normal Punch Open	2	Lucky	Tan	13271770	General	192.168.218.65- Reader	Card or Fingerprint	Area Name	
2017-12-15 10:35: 36	192.168.218.65	192.168.218.65-9	Normal Punch Open	2	Lucky	Tan	13271770	General	192.168.218.65- Reader	Card or Fingerprint	Area Name	
2017-12-15 10:35: 38	192.168.218.65	192.168.218.65-7	Normal Punch Open	2	Lucky	Tan	13271770	General	192.168.218.65- Reader	Card or Fingerprint	Area Name	
2017-12-15 10:35: 31	192.168.218.65	192.168.218.65-6	Normal Punch Open	2940	Sherry	Yang	4461253	General	192.168.218.65- Reader	Card or Fingerprint	Area Name	
017-12-15 10:35: 31	192.168.218.65	192.168.218.65-8	Normal Punch Open	2940	Sherry	Yang	4461253	General	192.168.218.65- Reader	Card or Fingerprint	Area Name	
017-12-15 10:35: 31	192.168.218.65	192.168.218.65-7	Normal Punch Open	2940	Sherry	Yang	4461253	General	192.168.218.65- Reader	Card or Fingerprint	Area Name	
017-12-15 10:35: 31	192.168.218.65	192.168.218.65-5	Normal Punch Open	2940	Sherry	Yang	4461253	General	192.168.218.65- Reader	Card or Fingerprint	Area Name	
017-12-15 10:32: 51	192.168.218.65	192.168.218.65-5	Normal Punch Open	2940	Sherry	Yang	4461253	General	192.168.218.65- Reader	Card or Fingerprint	Area Name	
017-12-15 10:32: 51	192.168.218.65	192.168.218.65-8	Normal Punch Open	2940	Sherry	Yang	4461253	General	192.168.218.65- Reader	Card or Fingerprint	Area Name	
017-12-15 10:32:	192.168.218.65	192.168.218.65-6	Normal Punch	2940	Sherry	Yang	4461253	General	192.168.218.65-	Card or Fingerprint	Area Name	

## 7.3.2 All Exception Events

Click [**Reports**] > [All Exception Events] to view exception events in specified condition. The options are same as those of [All Transactions].

Time From 2015	02-26 00:00:0	D To 201	15-05-26 23:59:59	Personnel	ID		Device	Name		More	- Q (	$\otimes$
The current query of	onditions: Tim	ie From:(2015-02-	26 00:00:00) To:(2	015-05-26 23:59:5	59)							
🔿 Refresh	Clear All Data	🛃 Export										
Time	Area	Device	Event Point	Event Description	Card Number	Personnel ID	First Name	Last Name	Departmer	Reader Name	Verification Mode	Remark
2015-05-20 10:41:3	Area Name	192.168.60.53	192.168.60.53-Re	Disabled Card	3406918		jolly2	wei	General	192.168.60.	Card or Fing	
2015-05-20 10:41:2	Area Name	192.168.60.53	192.168.60.53-Re	Disabled Card	3406916		jolly1	wei	General	192.168.60.	Card or Fing	
2015-05-19 14:59:4	Area Name	192.168.60.53	192.168.60.53-Re	Disabled Card	3406916		jolly1	wei	General	192.168.60.	Card or Fing	
2015-05-19 13:57:1	Area Name	192.168.60.53	192.168.60.53-Re	Card Expired	3406916	12	jolly2	wei	General	192.168.60.	Card or Fing	
2015-05-19 13:54:4	Area Name	192.168.60.53	192.168.60.53-Re	Card Expired	3406916	12	jolly2	wei	General	192.168.60.	Card or Fing	
2015-05-19 11:53:3	Area Name	192.168.60.53	192.168.60.53-Re	Card Expired	3406916	12	jolly2	wei	General	192.168.60.	Card or Fing	
2015-05-19 11:50:5	Area Name	192.168.60.53	192.168.60.53-Re	Card Expired	3406916	12	jolly2	wei	General	192.168.60.	Card or Fing	
2015-05-19 11:42:5	Area Name	192.168.60.53	192.168.60.53-Re	Disabled Card	8651633					192.168.60.	Card or Fing	
2015-05-18 14:36:2	3 Area Name	192.168.60.53	192.168.60.53-Re	Card Expired	3406916	12	jolly2	wei	General	192.168.60.	Card or Fing	

Clear All Data: Click [Clear All Data] to pop up prompt, click [OK] to clear all exception events.

Export: You can export all exception events in Excel, PDF, CSV format.

						ZKTECO All Exception Events						
Time: 2017-09-18 00	0:00:00-2017-12	2-18 23 : 59 : 59										
Time	Area	Device	Event Point	Event Description	Card Number	Personnel ID	First Name	Last Name	Department	Reader Name	Verification Mode	Remark
2017-12-15 10:29:	Area Name	192.168.218.65	192.168.218.65- Reader	Disabled Card	9505930	1	Jerry	Wang	General	192.168.218.65- Reader	Card or Fingerprint	
2017-12-15 10:29:	Area Name	192.168.218.65	192.168.218.65- Reader	Disabled Card	4461253	2940	Sherry	Yang	General	192.168.218.65- Reader	Card or Fingerprint	
2017-12-15 10:29: 09	Area Name	192.168.218.65	192.168.218.65- Reader	Disabled Card	13260079	3	Leo	Hou	General	192.168.218.65- Reader	Card or Fingerprint	
2017-12-15 10:29: 09	Area Name	192.168.218.65	192.168.218.65- Reader	Operate Interval too Short	13260079	3	Leo	Hou	General	192.168.218.65- Reader	Card or Fingerprint	

## 7.3.3 Access Rights by Floor

View related access levels by door. Click [**Reports**] > [**Access Rights By Floor**], the data list in the left side shows all floors in the system, select a floor, the personnel having access levels to the floor will display on the right data list.

Access Rights By Flo	or		Browse 192.168.214.66-1(1) Opening Personnel
Floor Name	Device Name	▼ Q ⊗	🔿 Refresh 📑 Export
The current query con	ditions: None		Personnel ID First Name Last Name Department
C Refresh			2952 General
Floor Name	Floor Number	Owned Device	
192.168.214.66-1	1	192.168.214.66	
192.168.214.66-2	2	192.168.214.66	
192.168.214.66-3	3	192.168.214.66	
192.168.214.66-4	4	192.168.214.66	
192.168.214.66-5	5	192.168.214.66	
192.168.214.66-6	6	192.168.214.66	=
192.168.214.66-7	7	192.168.214.66	8

You can export all the personnel having access levels to the floor data in Excel, PDF, CSV format.

	ZKT	ECO							
	192.168.218.65-1(1) Opening Personnel								
Personnel ID	First Name	Last Name	Department						
2940	Sherry	Yang	Hotel						
1	Jerry	Wang	General						
2	Lucky	Tan	Development Department						
3	Leo	Hou	Financial Department						
5	Necol	Ye	Marketing Department						
6	Amber	Lin	Financial Department						
8	Glori	Liu	Marketing Department						
9	Lilian	Mei	Development Department						

## 7.3.4 Access Rights by Personnel

Click [Reports] > [Access Rights By Personnel], the data list in the left side show all doors in the system, select personnel, the personnel having access levels to the door will display on the right data list.

Access Rights By F	Personnel						Browse 4200106 Having Level to A	Access	
Personnel ID	First	Name	Last Name	More▼	Q	$\otimes$	🔿 Refresh 🛛 🛃 Export		
The current query c	onditions: None						Floor Number	Floor Name	
⊖• Refresh									
Personnel ID	First Name	Last Name	Department Name						
2869			General						
4200106			General						
2829	xinxiao	yang	General						
2791	xiaoxiao	yang	General						
2	xiao2	xiao2	General						
2826316			zjj						
11111111	1313aaaaaaaaaa	1313bbbbbbbbbb	General			1			
2480050			General						

You can export all the floor information in Excel, PDF, CSV format.

2940(Sherry)	Having Level to Access
Floor Number	Floor Name
1	192.168.218.65-1
2	192.168.218.65-2
3	192.168.218.65-3
4	192.168.218.65-4
5	192.168.218.65-5
6	192.168.218.65-6
7	192.168.218.65-7
8	192.168.218.65-8
9	192.168.218.65-9
10	192.168.218.65-10

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# 8 Visitor System

After clicking **[Visitor]**, the following window will pop up. Click **[OK]** to register the clients accessing the server to the Entry Place lists. For more details of registration of an entry place, please refer to <u>Entry Place</u>.



# 8.1 Registration

## 8.1.1 Entry Registration

#### • Entry Registration

 Click [Registration] > [Entry Registration], the system will detect the hardware environment based on the parameters of [Parameters] in [Basic Management] before entering the registration page:

Detection Hardware Environment
Did not pass the hardware environment detection, please download the driver, otherwise some functions will not be available!
Detected Device Driver is not installed: Driver Download
Close
Detection Hardware Environment
Detecting hardware environment
FingerPrint,ID Card Reader Driver is properly installed.
Finger-finit,ib Card Reader Driver is properly installed.
The print control is properly installed.
The printer has been chosen to use:PDF Complete
Close

After the detection is completed, click, click [Close] to continue registering, shown as the left figure below.

If the detection failed, click **[Close]** and the system will prompt to download driver, click **[Close]** to close the registration window, shown as the right figure below:

Detection Hardware Environment	
Hardware environmental detecting completed.	Detection Hardware Environment
FingerPrint Driver is properly installed.	Hardware environmental detecting completed.
The print control (LODOP) is properly installed.	High-Speed Portable HD Doc Scanner Driver needs to upgrade to the new version: <u>Driver Download</u>
The printer has been chosen to use:Send to OneNote 2010	Open High-Speed Portable HD Doc Scanner Failure!
Not show next time.	
Close	Close

#### **∞Notes**:

- In the [Parameters] of [Basic Management], if you checked the" Type of Photo Printed on the Receipt Catch Photo", "Fingerprint Registration is Required" and "Use High-Speed Portable HD Doc Scanner", the related controls or drives will be detected. More details about [Parameters], please refer to Parameters.
- If it is detected that no driver has been installed or an older version of driver has been installed, the system will be prompted to download the latest drivers.

Host/Visited *	Enter the Que	ry Condi 🔽 🔍	Visit Department *		Visit Reason*	Visit	
Certificate Type*	ID		Certificate No.*		Entrance*	server	•
First Name*			Last Name		Gender		•
Company			Mobile Phone		Carrying Goods		
Nationality			Visitor Quantity*	1			
Email			Card Number				
ermission							
Visitor Level			Start Time	2017-10-18 11:02:10	End Time 20	017-10-18 23:59:59	
		IM	otart fille	2011-10-10 11.02.10	Line line	011-10-10 20.00.00	
Capture							
Portrait	Signature	Vehicle					
					Driv	er A	
		Stace	y Zhang		Driv		
		Stace	y Zhang		Driv		
					Driv		
			y Zhang ignature	Sign			
				Sign	Driv		
				Sign	Driv		
				Sign	Driv		

2. The registration page is shown as below:

### Fields are as follows:

Host/Visited: Select the visited personnel.

Visit Department: Select the department the visitor will visit.

**Visit Reason:** Select the visit reason. You can also input a new reason, and the reason will be added in the Visit Reason list in the [Visit Reason] of [Basic Management].

Certificate Type: Passport, Driving License, ID Card and Others are available to choose. If ID Scan OCR

function is activated, visitor information will display automatically after clicking 🖾 icon.

**Entrance:** Select the entry place for the visitor. You can add an entry place in the **[Entry Place]** of **[Basic Management]**.

**Certificate No.:** The numbers and letters are legal; the max length is 20.

**Capture:** The captured photo and certificate photo can be taken separately or at the same time (which can be set in Parameter Settings). If there is a camera (High-Speed Portable HD Doc Scanner) connected with the server, you can click **[Capture]** to take the visitors' photo. The browser may block the camera to access, please click in the IP address bar to select the camera and change setting to allow access to this page.

1 9	g your camera.
<ul> <li>Ask if 192.168.1.221 wants to access ye</li> <li>Continue blocking camera access</li> </ul>	our camera
Camera: T830A (1b17:0319) 🔹	
Manage media settings	Done

#### Signature:

A new tab is added to add the signature. When signing on the Signature board, the information will be dynamically updated in the preview box. After signing, click the **[Done]** button, and the image will be intercepted into "Signature".

#### *∝*Notes:

- For different browsers, the contents of tips are different, the actual browser display prevail, just choose the shared camera, and allows the system to access the camera.
- > If the entry place supports network camera, scanner, high camera, it will not pop up this tip.
- > You can select card number, fingerprint, password or code scanning for registration (set in the parameter setting).

#### • Exit Registration

There are 2 ways:

1. Click [Exit Registration] below Operations as a visitor is ready to leave.

		Exit Registration		×
Certificate Type*	ID	✓ Certificate No.*	123456	
First Name*	Alex	Last Name		
Carrying Goods		Card Number		
Remark		Exit Place*	server	T
		Visitor Quantity*	1	
Capture			No camera conne	ected.
Capture			No camera conne	ected.

Select the Exit Place and click [OK].

2. You can also click [**Exit Registration**] in the menu bar when there is too much information in the list:

	O Refresh	Entry Reg	istration 🛛 🖗 Exi	it Registration	
		1.0			
		Exit Regis	tration		×
Certificate Type*	ID	V	Certificate No.*		
First Name*		-	Last Name		
Carrying Goods			Card Number		
Remark			Exit Place*	server 🔻	
			Visitor Quantity*	1	
Capture			<b>A</b>	No camera connected.	
		22		ĨQ.	
Enter Photo		Exit Photo		Capture	
	1	ОК	Cancel		

Input the ID Number to get the other information of this visitor quickly. Select the Exit Place and click [OK].

#### • Clone Current Selection

Application scenario: Similar to an entourage copying some information of the previous person, visitors only need to show their credentials and snap photos to complete the registration. It mainly includes the following attributes: Host, visit department, visit reason, Entrance, company, country, visitor level, start time, end time.

ZKTeco	L		Ý (			2 <u>2</u> 1	i 1 S	Welc		
Ø	Name		Certificate No.		Certificate T	/pe	More + Q 🛞	1		
Registration 🖂		query conditions No								
Entry Registration	C Refresh	Entry Registrat	ion 🔀 Exit Registrat	ion 🔀 Visitor	cloning					
Visitor	U Visit	or Code Certifica	ate No. Certificate T	ype First Name	e Last Name	Host First Name Hos	st Last Name Visit Reason	Visit Status Card Num	ber Enter Time	Entrance 2
VISILOF	<u> 801</u>	1				New			14 11:50:13	133 Ar
	<u>801</u>	Host/Visited *	656623(HERNAN M	AF 🖸 🔍	Visit Department *	fais	Visit Reason*	Visit	- 14 11:16:41	fanya Ar
	<u>80</u>	Certificate Type*	ID	-	Certificate No.*		Entrance*	133	- 14 09:47:02	fanya Ar
	<u>80</u>	First Name*			Last Name		Gender		14 09:46:18	fanya Ar
		Company			Mobile Phone		License Plate			
		Country/Region			Visitor Quantity*	1	Carrying Good	is	<u>)</u>	
									<u> </u>	
		Permission								
		Visitor Level			Start Time	2020-01-14 11:44:19	End Time	2020-01-14 23:59:59	_	
E Deservation		Card Number								
Reservation (+)		Cashar	Signature							
🔗 Basic Management 🕘		Capture	Signature							
Advanced 🕀	<				FIST.			rist -		>
Reports 🕀	14 4				R R			N N		
Reports 🕂	Visitors Q									

#### • Checkout All Visitor

This feature checks-out all the visitors with one click.

ZKTECO	Personnel	Access	Elevator	Visitor	Patrol	Video	System			(i) (?) (
Registration C	First Name		Last Name		Certificate	No.	Mor	e* Q 🛞		
Entry Registration	The current query of C Refresh	entry Registration	Exit Registration	Clone Cu	rrent Selection	Checkout All Visitor				
VISITOR	Visitor Code	Certificate No.	Certificate Type	First Name	Last Name	Host First Name	Host Last Name	Visit Reason	Visit Status	Card Number
	<u>80000003</u>	888888	ID	li	ming	liu	dehua	Visit	Check-Out	
	<u>80000002</u>	777777	ID	zhang	xueyou	liu	dehua	Visit	Check-Out	
	<u>80000001</u>	666666	ID	Pro	ompt	_	dehua	Visit	ELate Check-O	
			Ŀ	Sure to chec	kout all visitor?	•				
Reservation (+										
🗬 Basic Management 🛛 🕀										
Advanced Functions	<  < < 1-3 >	50 rows per pag	ie + Jump To	0 <mark>1 /</mark> 1 Pag	e Total of 3 reco	ords				

### 8.1.2 Visitor

You can delete, disable or enable a visitor.

- Deleting a Visitor
- Click [Registration] > [Visitor], select a visitor, click [Delete].
- Disabling a Visitor

Click [Registration] > [Visitor], select a visitor, click [Disable].

Prompt					
Are you sure let th	e 1 visitor disabled?				
ок	Cancel				

Click **[OK]** to block the visitor. The 🤷 below Disable indicates the visitor is blocked.

#### • Enabling a Visitor

Click [Registration] > [Visitor], select a blocked visitor, click [Enable].

## 8.2 Reservation

1. Click [Reservation] > [Reservation] > [New]:

Host/Visited *	Enter the Query	Condi 🔽 🔍	
Visit Department *			
Certificate Type*	ID	-	
Certificate No.*			
First Name*			
Last Name			
Mobile Phone			
Company			
Visit Reason*	Visit		
Visited Date*	2018-03-30		
License Plate			

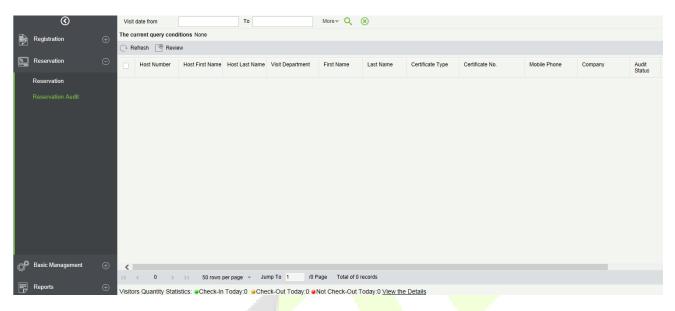
**Host/Visited:** Select the visited personnel. Click the input box to filter the query according to the input characters, or click the query button to pop up the list of the visited personnel to select the visited personnel.

2. Complete the reservation information, click [OK].

The personnel can reserve visitor for themselves by "Personal Self-Login". The method is the same as the above descriptions. For details about logging in to the personal-self system, please refer to <u>Personal Self-Login</u>.

3. Reservation Audit

Allow the administrator to review the employee self-reservation visitors, support rejection, and agreement.



## 8.3 Basic Management

### 8.3.1 Parameters

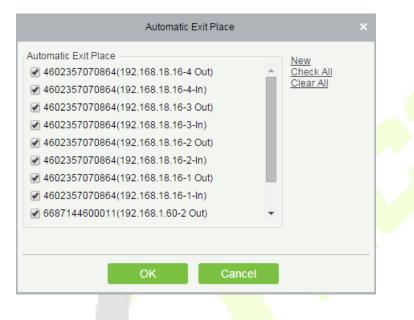
Click [Basic Management] > [Parameters]:

Common Parameter Option	
Carrying Goods Capture	
Carrying Goods Capture Photo	
Exit Registration	
Open the Visitor Exit Function	
Automatic Sign Out <u>Set Automatic</u>	
	er, will be automatically checked out.
Sign Out Expired Visitors	not been checked out manually, will automatically be checked out(performed every 30 minutes).
Permission	tot been checked out mandairy, will automatically be checked outperformed every job minimites).
<ul> <li>Without Permission</li> </ul>	
Permission is Required	
	word is Required 🛛 🔲 Fingerprint Registration is Required 📄 Scan Code is Required
Select the Required Field	
<ul> <li>Host/Visited</li> </ul>	
✓ Visit Department	
Visitor Vehicle Authorization Mode	
Temporary Vehicle O Whitelist	
lamal Baranatas Ostian	
Normal Parameter Option	
Capture	Dhala Tanakar
<ul> <li>Capture the Portrait and Certificate</li> <li>Capture the Portrait and Certificate</li> </ul>	-
Capture the Portrait and Certificate	r noto deparately
	closed off the camera, each registration should be allowed
	, always open the camera, when the browser is closed
Floating Window	
Open Floating Window	
Visitor History Information	
Open the Pop-Up Box to Display Vision	sitor History Information
Backfill Visitor Fingerprint	
Backfill Visitor Photo	
Copy ID Number as Card Number Automat	ically
Copy ID Number as Card Number	
WatchList Option	
On Entry Prompt if Name Matche	
Match Type firstName Onl	y <b>•</b>
On Entry Match by Certificate On Entry Match by Country/Region	
<ul> <li>On Entry Match by Country/Region</li> <li>On Entry Match by Company</li> </ul>	
Maximum visitor check	
Open single-day maximum visitor vi	isits monitoring
Maximum number of visits 100	
Open single-day single-person max	imum visitor visits monitoring
Maximum number of visits 30	
Registration Client	
•	
Device Driver	Olahua - Ostificata Basaratika Bakarata ta Ita anata ta Ita
	n Status : Certificate Recognition Driver needs to upgrade to the new version Card Printer Driver needs to upgrade to the new version
	drive needs to upgrade to the new version
Certificate Recognition	
OCR      IDReader	
Registration Code*	Register     Download OCR V1.0 Driver     Download OCR V2.0 Driver
Certificate No. Automatic Backfill Type	
Document No.     Personal No.	
Card Printing	
Registration Code*	Register Download Driver
Signature	
Registration Code*	Register Download Driver
he Visitor List the Recipient Mailhov	a dau Nu amali Dandian Timu 45
The Visitor List the Recipient Mailbox Send the visitors information during the	

Visitors Quantity Statistics: 
Check-In Today:0 
Check-Out Today:0 
Not Check-Out Today:0 
View the Details

#### • Common Parameter Option

- Carrying Goods Capture: Enable it to take the photo to the goods carried by the visitor.
- Exit Registration: Enable or disable the auto sign-off function. Auto sign-out means a visitor leaves by directly punching a card or using his/her fingerprint at the preset auto sign-out place, without performing the Exit Registration operation in the software. Setting automatic sign-out place means specifying some readers as the auto sign-out place. Click [Set Automatic Sign Out Place].



Click [OK] to finish.

- Sign Out Expired Visitors: Expired visitors who have not been manually signed out will be automatically signed out after a specified interval.
- Visitor Detail Information Today Remind Time: Set the remind time of unsigned-out visitor lists every day.

#### **Permission:**

Whether to Issue Card: Whether to issue card for the visitor.

Fingerprint Registration is Required: Whether to register the fingerprint for the visitor.

Password is required: If selected, it will make password mandatory.

Scan Code is Required: If selected, it will code scan mandatory

- Select the Required Field: You can set whether the Host (Personnel) and visited departments would be required in the registration page and the reservation page.
- Visitor Vehicle Authorization Mode: You can set this option as per the reliability of the vehicle. If you want to make all vehicle details to be noted, then select Temporary Vehicle. If only one or some vehicle enters on a regular basis, then you can keep them in whitelist.

#### Normal Parameter Option

Capture: Whether to capture the portrait and certificate photo together.

**Camera Mode:** It can set the authorization for the camera. If Safe Mode is selected, you have to allow access to camera every time you open registration page. If Fast Mode is selected, then only once the access need to be given.

**Floating Window:** If selected, you will get a floating window as shown below on the Visitor module page. You can move it anywhere over the interface as per your convenience. You can perform either Entry or Exit registration from any interface.

Visito	м 🛞
Entry	<u>Exit</u>
Registration	Registration

**Visitor History Informatio**n: You can select the display parameters of the visitor history. Selecting the Open the Pop-Up Box to Display Visitor History Information check box displays the visitor information with photo and fingerprint of the visitor(These two will be auto-selected).

**Copy ID Number as Card Number Automatically:** Enable this if you want to use the same ID number as the Card number.

#### WatchList Option:

Select the Watchlist parameter as given below:

- On Entry Prompt if the Name matches. It can be first name only or Last name First name.
- On Entry Match by the certificate provided by the visitor.
- On Entry Match by the Country/Region of the visitor.
- On Entry Match by the Company of the visitor.

**Maximum visitor check:** You can define the parameters to limit the number of vistors and the number of visit times.

**Note:** When the number of visitors reaches the default upper limit set on the day, a prompt will pop up when entering the registration page:

		Er	ntry Registration			×
Host/Visited *	Enter the Query Condi	Visit Department *		Visit Reason*	Visit	
Certificate Type*	ID	Certificate No.*		Entrance*	server	•
First Name*	<b>•</b>	Last Name		Gender		•
Company		Mobile Phone		Carrying Goods		
Nationality	<b>•</b>	Visitor Quantity*	1			
Email		Card Number				
Permission			Prompt			
Visitor Level Capture Portrait	Signature Vehicle	visitor	reached the default maximum allowed to entrance. ure you want to continue?		017-10-18 23:59:59	
	Captured Photo	Capture	Certificate	Photo	Capture	
		Save and New	OK Cancel			

#### Registration Client

1. If there is no driver installed in the system, the [**Download Driver**] link is displayed. Click the link to download and install the driver.

Registration Client			
Certificate Recognition			
OCR IDR	eader		
Registration Code*		Register	Download OCR V1.0 Driver     Download OCR V2.0 Driver

2. Enter the corresponding registration code and click [Register].

**Solution** Note: Click [System] > [Authority Management] > [Client Register] to view the registration code.

### • The Visitor List the Recipient Mailbox

Configure the recipient's mailbox and the time for system to send the list of visitors today.

The Visitor List the Recipient Mailbox						
Send the visitors information during the day	y by email. Sending Time:	15	۲	:	30	۲
	$\otimes \oplus$					

Use the  $\oplus$  button to add more than one recipient.

# 8.3.2 Device Debugging

Entry Place
Current Location
Place Name : server
IP Address : 127.0.0.1
Picture Collection Device : USB Camera
Document Collection Device : USB Camera
Print
Printing environment
Print Control Installation : Please download and install the print control. (You must restart your browser after installation is complete.)
Device
Device Driver
Device Driver Installation : Device Driver is properly installed.
Other Scanner
Scanning Recalibrate
A For the first time, the scanner must be calibrated; the scanned image is not clear, and the repair can be attempted.
High-Speed Portable HD Doc Scanner
Parameters
Size Setting
Resolution •
Open Close
A High-Speed Portable HD Doc Scanner belongs to camera components, if prompted to open High-Speed Portable HD Doc Scanner failure, please check whether it has been opened as a camera.
A High-Speed Portable HD Doc Scanner will be reopened after the resolution change, if prompt preview failed, please open it manually!
USB Camera
Open Close
When the camera is occupied, please check if it is used by other browsers or programs;
If at the same time using High-Speed Portable HD Doc Scanner, please check whether the use of camera mistakenly chose High-Speed Portable HD Doc Scanner (name of High-
Speed Portable HD Doc Scanner for T850 or T830A).

**Entry Place:** Displays the information of the current entry place, such as the name of the entry place, IP, Mode of picture/document collection.

Print: It shows the Printer-driver installation information.

**Device:** Display device driver installation, you can debug, calibrate the scanner. Set the high Speed Portable HD Doc Scanner parameters, and information of USB camera. (IE browser does not display USB device debugging).

### 8.3.3 Print Settings

	<b>Global Settings</b>	(Valid at each	Entry Place)
--	------------------------	----------------	--------------

Global Settings	
Template Selection	
Print Template Default	
Add Template Edit Template Delete Template	
Visitor Receipt Printing Setting	
Automaticly Print Receipt after the visitor Checked-In	
Photo	
Use Captured Photo as Visitor Photo	
Barcode Type	
Bar Code	
⊖ QR Code	

**Template Selection:** Select a template to print the template, if the template does not meet the print content, you can add or edit the template (the default template cannot be edited, deleted).

**Print Photos:** Select whether to print receipt when the server is connected to a printer, select whether to use the catch photo in the receipt (Visitor Photo or Capture Photo).

• Local Settings (Valid at the current Entry Place)

Local Se Print			
	Use Printer POS-80	~	1
	O Select Paper Type		
	Paper Type ZPrinter	Paper(80 x 210mm)	$\checkmark$
	A The paper type ca	an only use the system (	default types. Please check in the print preview to see if it will wor
	O Custom Paper Size		
	Custom Paper Width	71	mm
	Custom Paper Height	140	mm
	<ul> <li>Custom Paper Width,</li> </ul>	Highly Adaptive	
	Custom Paper Width	71	mm
	A The setting width	of the paper is greater t	han the actual width of the paper, will affect the print effect.
	Print Preview	Direct Print	

**Print:** You can set the options for the printer, the type of paper to be printed, or the custom paper size, and view the effect by clicking Print Preview / Direct Print. At last, you can save the current setting for the print out of the visitor badge.

### **Card Printing**

In the parameter setting interface, you can set the parameters of card. Initially, define the template (refer to personnel card printing), and then set the card printing function. If the automatic card printing is selected, printer connection is required. After the visitor registration is completed, user can print the card directly.

	ZKTECO		Personnel	Access	Elevator	Visitor	Patrol	Video	System		
Ð	Registration	Ð	Select Printer Type:	Receipt Printer	r <ul> <li>Card Printer</li> </ul>						
ł	Reservation	$\oplus$	Global Settings Template Sele	ction							
¢°	Basic Management	Θ	Print Te	mplate Default Ter	nplate 🔻						
	Parameters				dit Template D	elete Template	Print Preview				
	Device Debugging		Visitor Card P	Card after the visit	or Checked-In						
			Local Settings								
	Visitor Levels		Print								
	Set Levels By Departme	nt	Use Pri	nter	Direct Print						
	Entry Place										
	Visit Reason										
	Advanced Functions	$\oplus$	ОК								

## 8.3.4 Visitor Levels

The visitor can be allocated Access or Elevator levels with in registration after the visitor level has been set.

### Click [Basic Management] > [Visitor Levels]:

Edit	the Visitors for Au	thorization Group				Brow	se Levels Master	(Access) opening	visitors		
Leve	I Name		Belongs Module		Q ⊗	First	Name		Last Name	More 🛩 📿	. 🗵
The o	current query con	ditions: None				The o	urrent query con	ditions: None			
C	Refresh 🕒 Ad	d Access Level(s)	Add Elevator Lev	rel(s)		C	Refresh 👚 Re	move the Visitors			
•	Level Name	Belongs Module	Last Synchronous Time	Visitor Count	Operations	•	Visitor Code	First Name	Last Name	Card Number	
	Master	Access		0	Add Visitors						
	ELE	Elevator		7	Add Visitors						

#### • Add Access Levels

#### Click [Basic Management] > [Visitor Levels] > [Add Access Levels]:

	A	dd Access Le	vel(e)		×
 Name   urrent query cond	Q 🛞		Selected(0)		
Level Name Master 1	Time Zone 24-Hour Accessible 24-Hour Accessible 50 rows per page Y Total of 2 records	*	Level Name	Time Zone	
	Oł	<	Cancel		

Set a visitor level name, select one or more access levels, click > or >> to move into the Selected menu. Click [**OK**].

Allocate the Access levels for the visitor when registering.

#### Add Elevator Levels

Same as Add Access Levels.

• Delete Levels

Select a visitor level, click [Delete] in the drop-down list of [More].

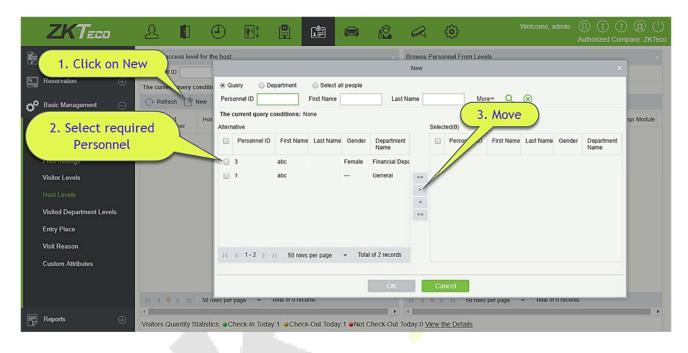
```
Synchronous Level
```

When the Access or Elevator levels are modified, click **[Synchronous Level]** in the drop-down list of **[More]** to update the modification in time.

# 8.3.5 Host Levels

If you want to preset the level for the visitor of any host, then use this function. After setting the level(s), at the entry registration page, the visitor level is automatically selected once you select the host.

On the host level interface, click on **[New]**. Select required Personnel, move them to selected list and then click **[OK]**.



Perso	nnel ID	First	Name	More O	K Ø	Click on Add	2 8		
The c	urrent query	conditions: None				visited Levels	he		
G	Refresh	New  Delete				7	om Levels		
	Host Number	Host First Name	Host Last Name	Department Name	Operations	Level Name	Area Name	Time Zones	Belongs Module
	3	abc		Financial Department	Add Visited Leve	W.			

			Add V	isited Le	vel(s)			×
Belor	ngs Module	Le	vel Name			Q 🛞		
The o	current query condition	ons: None						
Altern	ative				Selecte	d( <b>0</b> )		
	Level Name	Time Zones	Belongs Module			Level Name	Time Zones	Belongs Module
	Master	24-Hour Accessible	Access		-			
	Musici	24 11001 / 1000301010	100000					
				>>				
				>				
				<				
		Accign		<<				
		Assign Le	ver(s)					
	< 1-1 ⇒ ⇒⊨ 5	50 rows per page 👻	Total of 1 records					
		to tows per page +	Total of TheColds					
—				_				
			ОК		Can	cel		
5	ZKTec		Ent	ry Registratio	on			×) (1) (?) (R) ()
4	Host/Visited	Enter the Query Condi	Q Visit Department *			Visit Reason*	Visit	norized Company: ZKTeco
📄 Reg	sistration Certificate 1	fype" ID	Certificate No."			Entrance*	server 🔻	
Entr	y Registration		Last Wallie	lect personne	el	Gender	······ •	
Visit	tor First Nar	ne L	ast Name	_	- - Q @	)		Card Number Ente
		ent query conditions: None			~ 0			2018-
	F Alternative				elected(0)			
	● Pe	abc	ame Gender Department Nam	e	Persor	nnel ID First Name Last M	Name Gender Department Nam	ne
	• 3	abc	Female Financial Departm	en'				
				>				
				<				
ļ.		Once you sel						
Res	ervation	1- which we have above figure						-
<sub>ල</sub> ං Bas	ic Management	gets auto	matically		Cancel			•
Rep	ports	selected in	next page	ок		Bancel		

					Entry Registration			×		
	Host/Visited *	3( <u>abc</u> )	۰Q	Visit Department *	Financial Department	Visit Reason*	Visit		orized Company:	: ZKTe
Registration	Certificate Type*	ID	8	Certificate No.*		Entrance*	server	Ŧ		
Entry Registration	First Name*		-	Last Name		Gender		•		
Visitor	Company			Mobile Phone		License Plate				
	Nationality		-	Visitor Quantity*	1	Carrying Goods			Card Number	Er
	Card Number		dure	Password tically sele	cted		o camera connected			
Reservation		Captured Photo		Capture	Certificate F	Photo	Capture			
Basic Management										
55000010350000775520000										

## 8.3.6 Visited Department Levels

It is same as <u>Host levels</u>, the only difference is that, in this you can set for department.

# 8.3.7 Entry Place

### • Add an Entry Place

### 1. Click [Basic Management] > [Entry Place] > [New]:

	Edit	×
Place Name*	Test	
IP Address*	192 · 168 · 1 · 219	Test Connection
Photo Collection	USB Camera 🔻	
Document Collection	USB Camera 🔻	
Default Access Level	-	
Area Name*	<b>•</b>	
	OK Cancel	

#### Fields are as follows:

Place Name: Must be unique with maximum of 50 characters.

IP Address: The IP address of the server.

**Photo Collection:** USB Camera, IP Camera and Dual Camera High-Speed Portable HD Doc Scanner are available. The IP Camera must be added in the "Video Device" before.

**Document Collection:** USB Camera, High-Speed portable HD Doc Scanner, Scanner and Dual Camera High-Speed Portable HD Doc Scanner are available.

**Default Access Level:** Set the default levels in this entry place.

Area Name: The name of the area the entry place belongs to, and the registration record for each entry place is filtered according to the area of the entry place.

- 2. Click [Edit] or [Delete] as required.
- Automatic Exit Place

Please refer to Parameters.

### 8.3.8 Visit Reason

You can add visit reason, so that you can select either from them at the entry registration page.

1. Click [Basic Management] > [Visit Reason] > [New]:

	New		×
Visit Reason*			
Save and New	ОК	Cancel	

2. Click [**OK**] to finish. You can also click [**Edit**] or [Delete] as required.

### 8.3.9 Custom Attributes

If you want to add a specific field on the registration page then you can use this function.

Refresh 🕒 New 前 Delete		New	×
Attribute Name Attribute Valu	Attribute Name*		s
	Input Type*	Pull-down List 🔹	_
	Attribute Value*		_
	Using a ' ; ' delimiter.		
			_
			_
	Row*	1	_
	Column*	1	
	Page Display*	Registration Exit Registra	tion

Input the Attribute name, select the field type as; Pull down, Multiple Choice, Single Choice or Text.

If you select any of the type except Text, then you have to mention the attribute value(s). Use a semicolon to separate the values. Enter Row and Column as required. You can choose, if this attribute is displayed or Registration or Exit registration.

### 8.3.10 Advanced

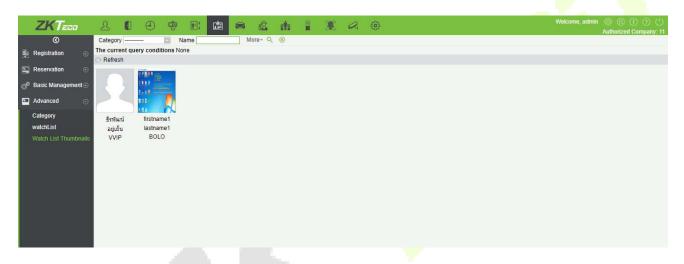
**Category:** Displays the Visitor category.

	ZKTeco	L		٩	÷	<b>F</b> :	1	8	8	ata		R	6	ł		1	Welcome,		⑦ (出) pany: 11
	©	Categ	огу		9	8	e - 1												
-	Registration 🕀	The cu	rrent que	ry condi	tions No	ne													
		O Refr	esh 📑 N	lew 🕋 🛙	Delete														
5	Reservation 🕀	C	ategory	R	lemark				Operatio	ons									
đ	Basic Management 🕀		/IP						Edit De	lete									
		BC	DLO						Edit De	lete									
5	Advanced 🖂																		
	watchList																		
	Watch List Thumbnails																		
Γ.																			

Watch list :Displays the list of visitor information

ZKTerr	2 0	Ð	• E:			ta 📓	æ		3		Welcome, admin 🔞 🔞 🕧 🕛 Authorized Company: 11
0	type		lame	M	ore <del>+ Q 🛞</del>						
Registration 🕞	The current qu			ole 🗸 Enable	9						
Reservation 🕞	() type	First Nam	e Last Name	Certificate Type	Certificate No.	Company	Country/Re	Category	Enable	Operations	
d <sup>₽</sup> Basic Management⊕	🗆 Nhân sự		อยู่เย็น	ID	1100800952721			VVIP	0	Edit Delete	
Advanced 🕞	С Компания		lastname1	Others	1111	ZK		BOLO	0	Edit Delete Edit Delete	
Category watchList Watch List Thumbnails											

Watch List Thumbnails: Displays the thumbnail of watchlist person's image.



**Alert Template:** This feature can add, edit the message templates. Different events have different template types. When a visitor reserved, checked in, checked out, reserved timeout, and visited timeout, the system will alert the visitor and the host via email or SMS.

	Ø	1	Temp	plate Name	Template 1	Type	Event Type	Q Q 🛞	
À	Registration	æ	The c	urrent query conditions Nor	18				
			C+ Re	efresh 📑 New 🕋 Deleti	•				
2	Reservation	Ð		Template Name	Template Type	Event Type	Subject	Operations	
۵	Basic Management	۲		check-out overtime	E-Mail	Late Check-Out	check-out overtime	Edit Delete	
		w.		reservation overtiem	E-Mail	Expired Reservation	reservation overtiem	Edit	
	Advanced	Θ		check-out overtime1	E-Mail	Late Check-Out	check-out overtime1	Edit	
	Calegory			watch list oil	E-Mail	WatchList	watch list ok	Edit	
				reservation	E-Mail	Reservation	reservation	Edit	
	WatchList			checkout ok	E-Mail	Check Out	checkout ok	Edit	
	Watch List Thumbnails			register ok	E-Mail	Registration	register ok	Edit	
	Linkage								

**Linkage:** This feature allows you to create a linkage function for each event. You can select the event, entrance and the Email template.

# 8.4 Visitor Reports

### 8.4.1 Last Visited Location

Click [**Reports**] > [Last Visited Location] to view the reports. The reports can be filtered by different conditions.

You can export the data into an Excel, PDF, or CSV file. See the following figure.

					10	ZKTECO Last Visited Location	8					
e: 2017-09-15 0 /isitor Code	0 : 00 : 00 - 2017-12 First Name	-15 23 : 59 : 59 Last Name	Card Number	Time	Enter Time	Device	Event Point	Event Description	Reader Name	Verification Mode	Area	Stay Tim
800000011	Morry	Fang	6189166	2017-12-15 11:45:	2017-12-15 11:44:	192.168.218.60	192.168.218.60-1	Normal Verify Open	192.168.218.60-1- In	Only Card	Area Name	0:0
80000010	Tommy	Qi	6323994	2017-12-15 11:42:	2017-12-15 11:42: 38	192.168.218.60	192.168.218.60-2	Normal Verify Open	192.168.218.60-2- In	Only Card	Area Name	0:0
90000009	Elan	Peng	13592341	2017-12-15 11:41: 06	2017-12-15 11:41: 01	192.168.218.60	192.168.218.60-1	Normal Verify Open	192.168.218.60-1- In	Only Card	Area Name	0:0
80000008	Goura	Viny	1411237	2017-12-15 11:39: 21	2017-12-15 11:39: 14	192.168.218.60	192.168.218.60-2	Normal Verify Open	192.168.218.60-2- In	Only Card	Area Name	0:0
80000007	Monic	Wu	4628036	2017-12-15 11.22. 55	2017-12-15 11:21: 08	192.168.218.60	192.168.218.60-1	Normal Verify Open	192.108.218.00-1- In	Only Card	Area Name	0:1
80000006	Bella	Yu	4461253	2017-12-15 11:19: 58	2017-12-15 11:05: 28	192.168.218.60	192.168.218.60-2	Normal Verify Open	192.168.218.60-2- In	Only Card	Area Name	0:14
80000004	Tom	Lee	13260079	2017-12-15 11:19: 46	2017-12-15 10:59: 56	192.168.218.60	192.168.218.60-2	Normal Verify Open	192.168.218.60-2- In	Only Card	Area Name	0:19
0000005	Bit	Fang	9505930	2017-12-15 11:19: 32	2017-12-15 11:02: 38	192.168.218.60	192.168.218.60-2	Normal Verify Open	192.168.218.60-2- In	Only Card	Area Name	0:16
0000002	Joey	Leung	9505930	2017-12-15 10:48: 55	2017-12-15 10:46: 06	192.168.218.60	192.168.218.60-1	Normal Verify Open	192.168.218.60-1- In	Only Card	Area Name	0:2
0000003	Stephn	Chen	13260079	2017-12-15 10:48: 46	2017-12-15 10:47: 43	192.168.218.60	192.168.218.60-1	Anti-Passback	192.168.218.60-1- In	Only Card	Area Name	0:1
80000001	Mary	Huang	4461253	2017-12-15 10:48:	2017-12-15 10:43: 43	192.168.218.60	192.168.218.60-1	Normal Verify Open	192.168.218.60-1- In	Only Card	Area Name	0:4

# 8.4.2 Visitor History Record

Click **[Reports]** > **[Visitor History Record]** to view the reports. The reports can be filtered by different conditions.

Enter	Time From 20	17-12-30 00:00:00	To 2018	3-03-30 23:59:59	Visitor Code		More	Q 🛞			
The c	urrent query con	ditions: Enter Tim	e From:(2017-12-3	30 00:00:00) To:(2	2018-03-30 23:59:59	)					
C	Refresh 👚 De	elete 🌁 Export									
				Company	Visit Reason	Host Number	Host First Name	Host Last Name	Visit Status	Card Number	Ente
	Visitor Code	First Name	Last Name	Company	VISIL Reason	nustrumber	HUSEFIISERame	HUSt Last Wallie	Visit Status	Gard Humber	Ente
	Visitor Code 80000002	First Name	Last Name	Company	Visit	3	abc	Flost Last Name	Check-In	33007742	2018-

### You can export the records into an Excel, PDF, or CSV file. See the following figure.

							ZKTE Visitor Histo								
Visitor Code	First Name	Last Name	Company	Visit Reason	Host Number	Host First Name	Host Last Name	Visit Status	Card Number	Enter Time	Entrance	Exit Time	Exit Place	Carrying Goods In	Carrying Good Out
800000011	Моту	Fang	Google	Vsit	7	Jacky	Xiang	Check-Out	6189166	2017-12-15 11:44: 57	server	2017-12-15 11:45: 20	server	Camera Device	Camera Devio
800000010	Tommy	a	ZKTeco-Th	Vsit	6	Amber	Lin	Check-Out	6323994	2017-12-15 11:42:	server	2017-12-15 11:45: 26	server	Camera Card	Camera Card
800000009	Elan	Peng	ZKTeco-Eu	Vsit	5	Necol	Ye	Check-Out	13592341	2017-12-15 11:41: 01	server	2017-12-15 11:45: 51	server	Book Bottle	Book Bottle
800000005	Goura	Vny	Essi	Vsit	4	Berry	Cao	Check-Out	1411237	2017-12-15 11:39: 14	server	2017-12-15 11:46: 00	server	Kinde	Kindle
800000007	Monio	Wu	ZKTECO	Vait	1	Jerry	Wang	Check-Out	4629036	2017-12-15 11:21:	server	2017-12-15 11:23: 10	server	PC	PC
800000005	Bella	Yu		Vsit	2940	Sheny	Yang	Check-Out	4461253	2017-12-15 11:05: 28	server	2017-12-15 11:22: 00	server		Video
80000005	Bill	Fang		Vsit	3	Leo	Hou	Check-Out	9505930	2017-12-15 11:02: 38	server	2017-12-15 11:21: 43	server		PC
80000004	Tom	Lee		Vsit	2	Lucky	Tan	Check-Out	13260079	2017-12-15 10:59: 56	server	2017-12-15 11:21: 31	server		IPAD
80000003	Stephn	Chen		Vsit	3	Leo	Hou	Check-Out	13260079	2017-12-15 10:47: 43	server	2017-12-15 10:56: 57	server		
80000002	Joey	Leung		Vsit	2	Lucky	Tan	Check-Out	9505930	2017-12-15 10:46: 06	server	2017-12-15 10:57: 05	server		
800000001	Mary	Huang		Visit	2940	Sherry	Yang	Check-Out	4461253	2017-12-15 10:43:	server	2017-12-15 10:57:	server		

# 9 Parking Lot System

Modern parking management involves management of various aspects, in which vehicle management is an important part. In special areas, such as special parking lots, military regions, government agencies, and residential areas, strict management must be performed on vehicles in real time, that is, strictly monitoring the incoming/outgoing time, and registering and identifying vehicles (including internal and external vehicles). In large-scale areas, there are a large number of incoming/outgoing vehicles. If each vehicle needs to be manually identified, it is time consuming and difficult to implement management, query, and safeguarding, resulting in low efficiencies. To improve this management mode that is not suitable for modern parking lots, military regions, government agencies, and residential areas, it is urgent to implement automatic and intelligent vehicle management using computer networks to effectively and accurately monitor and manage vehicles at all exits and entrances. This requires corresponding application software for highly efficient and intelligent management on parking lots.

#### **Functional Modules of the System:**

This system comprises seven functional modules:

- > Operation Wizard: Guides users through basic configuration of the system.
- Authorization Management: License Plate registration, manages license plate authorization of fixed vehicles and temporary vehicles, and extends valid time of fixed vehicles.
- Parking Lot Management: Sets the vehicle type, parking lot, parking area, channel entrance/exit, and device, manages the blacklist and whitelist, and sets parking lot parameters.
- Guard Booth Settings: Configures the guard booth and channel, manual processing method and manual release reason.
- Charge: Sets the fixed vehicle fee standard, temporary vehicle fee standard, and overtime charge standard, vendor discount strategy, guard booth on duty, and reconciliation.
- Report: Performs macro analysis and monitoring on the charge details, handover records, vehicles in the parking lot, daily reports and monthly reports.
- Real-Time Monitoring: Implements most terminal functions, including video surveillance, entrance and exit snapping, duty information display, central payment station, manual release, remaining available parking spaces, blacklist and whitelist, charge details, and vehicles in the parking lot.

# 9.1 Operation Wizard

The Operation Wizard page guides users through basic configuration of the system based on the operation procedure. The online monitoring function can be used after all basic configurations are completed.

Choose [Parking Lot] > [Operation Wizard] > [Operation Wizard]. The Operation Wizard page is displayed.



Click a prompt point on the page to go to the corresponding function page for settings. Correspondingly,

there is a <sup>Operation Wizard</sup> button on each page. You can click this button to go back to the **Operation** Wizard page and perform the next step, as shown in the following figure.

Chan	nel Name	Q	$\otimes$
The c	urrent query condition	ns: None	
C	Refresh 🕒 New f	Delet 🕤 Operatio	on Wizard
	Channel Name	Guard Booth Name	Channel Status

# 9.2 Authorization Management

The Authorization Management module is used to license plate registration, authorize fixed and temporary vehicles, and extend the valid time of fixed vehicles.

## 9.2.1 License Plate Registration

Choose [Authorization Management] > [License Plate Registration]. The License Plate Registration page is displayed as in the following figure.

Ê	Operation Wizard 🕀	First Name	Last Name		License Plate		Q 🛞	
	, in the second s	The current query conditions	: None					
Ū	Authorization Management	🖓 Refresh   New 🎁	Delete					
	License Plate Registration	Personnel ID	First Name	Last Name	Department Name	License Plate	Card Number	Operations
	Vehicle Management							
	Vehicle Valid Time Extension							

#### • New

New		×	
		_	
ОК	Cancel		

- Click [Authorization Management] > [License Plate Registration] > [New]. The New page is displayed.
- 2) Select Person and Card number, enter License Plate Number.
- 3) Click [Save and New] to register more license plate or click [**OK**] to save and exit.

#### • Edit

Click **[Edit]** at the end of each line or click the corresponding Personnel ID and modify personnel license plate registration information in the Edit dialog box.

	Edit	
Person*	Nick Tong (1)	-
License Plate Number*	123456	
Card Number		

#### Delete

Select one or more license plate registration information and click [**Delete**] at the upper part of the list and click [**OK**] to delete the selected registration information. Click [**Cancel**] to cancel the operation, or click [**Delete**] in the Operation column to delete a single registration information.

# 9.2.2 Vehicle Management

Choose [**Authorization Management**] > [**Vehicle Management**]. The Vehicle Management page is displayed, as shown in the following figure.

License Plate Number			Ve	hicle Type			Q 🛞			
The current query cond	litions	None								
	C+ F	Refresh 🕒	Fixed Vehic	le Authorizatio	n 🕒 Fixed	Vehicle Batch A	Authorization 🕒 Temporary Veh	nicle Authorization	Synchronize Licen	se Plate 👘 Cancellation 竹 Operation Wizard
▲ C→ Victoria Lot ▲ C→ Undergrou ☐ Test4		License Plate Number	Card Number	Vehicle Type	Start Time	End Time	Entrance and Exit Area	Fee	Authorizer	Operations
☐ Test2 ☐ Test1 ☐ Test3 ☐ 11				Temporary	~		Test1		admin	Edit Cancellation

#### • Fixed Vehicle Authorization

Click [**Fixed Vehicle Authorization**]. The Fixed Vehicle Authorization page is displayed as in the following figure.

C	Refresh 📑 Fixed	Vehicle Authorization	Fixed Vehic	cle Batch Authorization	Temporary Vehicle Authorization	Cancellation 🕤 Op
	Vehicle Owner	Parking Space Number	Vehicle Type	Start Time	End Time	Entrance and Exit Area

Once you click on Fixed Vehicle Authorization, you will get below prompt at the initial startup:

First Name Q 🛞			
○ Refresh	le Batch Authorization	Temporary Vehicle Authorization	👚 Cancellation 🏼 🕤 Op
Parking Lot Mode 🛛 🗙	Start Time	End Time	Entrance and Exit Area
One parking lot with more car			
One parking lot with more car acted, you cannot modify! One parking space with one car			
OK Cancel			

You need to select the Parking Lot Mode from the above two choices. **One parking lot with more cars** means one Parking lot for more than one license plate. And **one parking space with one car** means one

#### parking lot for only one license plate.

	New ×	Fixed Ve	hicle Authorization
Person*	Leo Li (1)	Person*	lian ( 123123 )
License Plate Number*	B654321	License Plate Number*	B654321
Parking Space Number*	1010	Entrance and Exit area*	EntranceA
Entrance and Exit Area*	×	Vehicle Type*	Fixed Vehicle C
Vehicle Type*	Fixed Vehicle A	Start Time*	2017-05-17 11:18:00
Start Time*	2018-04-16	End Time*	2017-05-28 11:18:59
End Time*	2018-04-27	Fee*	100
Fee*	100	ree	100

#### The fields are described as follows:

Person: Enter one or more characters contained in the name or number of the vehicle owner to query the owner in fuzzy mode.

License Plate Number: Select the license plate number to be authorized.

Entrance and Exit area: Set the entrance and exit area of the license plate.

Vehicle Type: Select the type of the vehicle.

**Start Time:** Select the time when the authorization on the license plate number starts to take effect. The default value is the current time.

End Time: Select the time when the authorization on the license plate number ends.

Fee: Record the fee charged for this authorization.

**Solution** Note: An owner can have multiple license plate numbers, all of which must be authorized. You can register a person and one or more license plates in the Personnel Management module.

You can select a person and license plate in Vehicle Management only after the person and license plate are registered. The procedure for registering a person and license plate is described as follows.

#### Person Registration and License Plate Registration

Choose [**Personnel**] > [**Person**]. The Personnel Management page is displayed as in the following figure.

Department Name	Pe	rsonnel ID		First Name		Last Name			Mores	· Q	×
The current query conditions: None											
	C	Refresh 🕒 N	ew 🚇 Adjust D	epartment 👘 Delete	e 📑 Export 👻 🖬	nport - 🕑 Sta	tistics	Pr	int Card		
General(4)		Personnel ID	First Name	Last Name	Department Name	Card Number	Biolo	gical Te	emplate Quantity	Statu	JS
<ul> <li>Marketing Department(2)</li> <li>Development Department(1)</li> </ul>		4	Anthony	Williams	Financial Department		0	<b>₽</b> 0	<b>∦</b> 0	Norma	al
Financial Department(1)		3	George	Bush	Marketing Departmen		0	0 🤮	ê 0	Norma	al
Hotel(0)		2	Jack	Clinton	Development Departm		0	0	ê o	Norma	al
		1	Lucia	Smith	Marketing Departmen		80	0	₿ O	Norma	al

#### > New: Click [**New**]. The below page is displayed.

			New				×
Personnel ID*			Department*	General			
First Name			Last Name				
Gender		•	Password				- 2
Certificate Type	ID	▼ <u>-8</u>	Certificate Number				
Social Security Number			Mobile Phone				
Reservation Code	123456		Birthday			(Optimal Si Browse	ze 120*140). Capture
Position			Card Number		6	blowse	Capture
Biological Template Quantity			Hire Date				
Access Control	Time Attendance	Elevator Control	Plate Register	More Cards	Personn	el Detail	
License Plate	A123456		Parking Space				⊕ ⊕
License Plate*	B654321		Parking Space				$\otimes$
	S	ave and New	ок	Cancel			

Set **Personnel ID**, **Name** (optional) and **Department** (use the default value). For details, see <u>Personnel</u> <u>Management</u>.

Enter necessary information about the license plate on the Plate Register tab page. To add more license plates, click 🕀 at the end of the line (a maximum of 6 plates can be added). To delete a license plate, click 🛞 at the end of the line.

Edit: Click [Edit] at the end of each line or click the corresponding Personnel ID or First Name, and modify personnel information in the Edit dialog box. > Delete: Select one or more records to be deleted and click [**Delete**] to delete personnel information in batches.

#### • Fixed vehicle batch authorization

On the **Vehicle Management** page, click **[Fixed vehicle batch authorization]**. The Fixed vehicle batch authorization page is displayed as in the following figure:

				Fixed Vehicle B	atch Authoriz	ation			×
Perso	onnel ID		First Name		Last Nam	e	Q	$\otimes$	
The c	urrent query cond	litions: None							
Alterna	ative				Select	ed( <b>1</b> )			
	Personnel ID	First Name	Last Name	License Plate		Personnel ID	First Name	Last Name	License Plate
•	1 < 1-1 > >i	abc 50 rows per pa	nge – Total (	123456	~ ~ ~	3	abc		321654
Auth	orization								
Par	king Area*		Entry	-	Star	t Time*	2018-04	-02	
Ent	rance and Exit Area	a*	Entrance1,Entran	ce2,E	End	Time*	2018-04	-03	
Veh	icle Type*		Fixed Vehicle A	-	Fee		100		
•	Batch authorization	n can only choos	e the parking space	e under the same ar	ea! Car	icel			

Select one or more license plates to be authorized from the list on the left. Click  $\geq$  in the middle to add the license plate to the list on the right. Enter the vehicle type, entrance and exit area, fee, start time and end time in the Authorization area, and click **[OK]** to save the information and authorize fixed vehicles in batches.

### • Temporary Vehicle Authorization

On the **Vehicle Management** page, click [**Temporary Vehicle Authorization**]. The Temporary Vehicle Authorization page is displayed, as shown in the following figure. Only the entrance and exit areas to be authorized need to be selected.

Temporary Ve	hicle Authorization	×
Entrance and Exit area*	EntranceA	
ок	Cancel	

#### • Cancellation

Select multiple check boxes in the first column of the license plate list and click [**The Cancellation**] to cancel license plates in batches or click [**The Cancellation**] at the end of each line to cancel a single license plate, as in the following figure.

Operation Wizard     Vehicle Type     First Name     Q     X      The current query conditions: None	Vehicle Authorization P Cancellation C Ope ne Entrance and Exit Area
✔       Authorization Management.         ↓       ↓     <	
License Plate Registration Vehicle Management	
Vehicle Management	ne Entrance and Exit Area
Vehicle Management	
Entrance3	
	Entrance1,C3,Entrance3,B3,B
Vehicle Valid Time Extension Entrance2 abc E1 Fixed Vehicle A 2018-04-02 2018-04-	-03 Entrance2
Entrance1     abc E2 Fixed Vehicle A 2018-04-02 2018-04-	-03 Entrance1,Entrance2,Entrance
A C A C A C A C A C A C A C A C A C A C	-03 Entrance1,Entrance2,Entrance
	chuancer, chuancez, chuance
↓↓↓ Parking Lot Management ⊕ □ C3	
Guard Booth Settings 🕕 🗋 C1	
A Constant of the second of th	
(a) Charge	
Small	
Reports      ⊕ <sup>4</sup> <sup>20</sup> <sup>8</sup> <sup>8</sup> <sup>10</sup>	
Real-Time Monitoring	· · · · · · · · · · · · · · · · · · ·
Real-Lime Monitoring (+)	

## 9.2.3 Vehicle Valid Time Extension

Choose [Authorization Management] > [Vehicle Valid Time Extension]. The Vehicle Valid Time Extension page is displayed.

ZKTeen	£ 🚺		Click	🗃 🧟 🗭	() ()	Welcome, admin ① ① ② ② ① <sup>(1)</sup> Authorized Company: ZKTeco
Deperation Wizard 🕀	License Plate Number		CIICK	• Q (	3	
Y Authorization Management	The current query cond ○ Refresh	itions: None	Cancellation			
License Plate Registration	Vehicle Owner	Vehicle Type	Start Date	End Date	Early Warning Days	Operations
Vehicle Management	abc	Fixed Vehicle A	2018-04-02	2018-04-03	2	Vehicle Valid Time Extension Cancellation
Vehicle Valid Time Extension	abc	Fixed Vehicle A	2018-04-02	2018-04-03	2	Vehicle Valid Time Extension Cancellation
	abc	Fixed Vehicle D	2018-04-02	2018-04-03	2	Vehicle Valid Time Extension Cancellation
<mark>1. Click</mark> 뷰 Parking Lot Management ⊕		2. Select as	s required			
🗑 Guard Booth Settings 🕀						
Charge     ⊕						
📮 Reports 🕀						
😼 Real-Time Monitoring 🕀	(< < 1-3 ⇒ ⇒)	50 rows per page 👻	Jump To 1 /1 Page	Total of 3 records		
4						

#### • Vehicle Valid Time Extension

 Select a fixed license plate for which the valid time needs to be extended and click [Vehicle Valid Time Extension] or click [Vehicle Valid Time Extension] at the end of a fixed license plate. The Vehicle Valid Time Extension page is displayed.

Parking Space Number*	E1	
Vehicle Type	Fixed Vehicle A	
Deadline	2018-04-03	
Extended Deadline*		
Fee ( Dollar ) *		

- 2) Set Extended Deadline and Fee.
- 3) Click [**OK**] to save and exit.

### • Cancellation

Select multiple check boxes in the first column of the license plate list and click [**Cancellation**] to cancel license plates in batches or click [**Cancellation**] at the end of each line to cancel a single license plate.

# 9.3 Parking Lot Management

Parking Lot Management comprises seven modules: Vehicle Type, Parking Lot, Parking Area, Channel Entrance and Exit Area, Device Management, White-Black list, and Parameter Setting.

# 9.3.1 Vehicle Type

Upon initial startup, the system automatically initializes the vehicle type, which can be only modified, but not added or deleted. Choose **[Parking Lot Management]** > **[Vehicle Type]**. The Vehicle Type page is displayed, as in the following figure.

The current query con	ditions: None			
C+ Refresh				
Vehicle Type	Vehicle Definition	Status	Remark	Operations
Fixed Vehicle A	Fixed Vehicle	Enable		Edit
Fixed Vehicle B	Fixed Vehicle	Enable		Edit
Fixed Vehicle C	Fixed Vehicle	Enable		Edit
Fixed Vehicle D	Fixed Vehicle	Enable		Edit
Temporary Vehicle A	Temporary Vehicle	Enable		Edit
Temporary Vehicle B	Temporary Vehicle	Enable		Edit
Temporary Vehicle C	Temporary Vehicle	Enable		Edit
Temporary Vehicle D	Temporary Vehicle	Enable		Edit

### • Editing the Vehicle Type

1) Click a vehicle type name or [**Edit**] in the operation column. The Edit page is displayed.

	Edit	×
Vehicle Definition	Fixed Vehicle	
Vehicle Type*	Fixed Vehicle A	
Status*	Enable 🔻	
Remark		
ОК	Cancel	

- 2) Set Vehicle Type, select a Status, and enter the vehicle type description in Remark.
- 3) Click [**OK**] to save and exit.

# 9.3.2 Parking Lot

A parking lot has multiple parking areas and a parking area has multiple entrance and exit areas. Choose **[Parking Lot Management]** > **[Parking Lot]**. The Parking Lot page is displayed, as in the following figure.

ZKTeco	2 🚺 🕘				ê
Operation Wizard 🕀	Parking Lot Name	<u> </u>			
₩ Authorization Management	The current query conditions: N ○ Refresh ● New ♠ D				
Parking Lot Management 😑	Parking Lot Name	Remark	Opera	tions	
Vehicle Type	Test		Edit De		
Parking Lot	Test3		Edit De Edit De		
Parking Area	Test4		Edit De	lete	
Channel Entrance and Exit					
Device Management					
White-Black List					
ົ້ ເພີ່ Guard Booth Settings ⊕					
Reports 🕀					
👻 Real-Time Monitoring 🕀	I< < 1 - 4 ⇒ ⇒I 50 rows	per page 👻 Jump To	1 /1 Page Total	of 4 records	
<					
• New					
		New	;	×	
	Parking Lot Name*	I			
	Remark				
				_	
	Save and New	ок	Cancel		

- 1) Choose [Parking Lot Management] > [Parking Lot] > [New].
- 2) Set Name (unique) and Remark.
- 3) Click [Save and New] to add more parking lots or click [OK] to save and exit.

### • Edit

Click a parking lot name or [Edit] in the Operation column to go to the Edit page. Make modifications and

click [OK] to save modifications.

#### • Delete

Select one or more parking lots and click [**Delete**] at the upper part of the list and click [**OK**] to delete the selected parking lots. Click [**Cancel**] to cancel the operation or click [**Delete**] in the Operation column to delete a single parking lot.

#### • Refresh

Click [Refresh] at the upper part of the list to load new parking lots.

### 9.3.3 Parking Area

Choose [Parking Lot Management] > [Parking Area]. The Parking Area page is displayed, as shown in the following figure.

	ZKTeen		Ł		l) inț			
নি	Operation Wizard	$\oplus$	Parkin	ig Area				<
Ì	Authorization Managemen	ıt⊕		g Area Name	ns: None	] <b>९</b> ⊗		
+4t	Parking Lot Management	Θ	C≁ ₽	Refresh 🕒 New f	🔊 Delete	Operation Wizard		
	Vehicle Type	â		Parking Area Name	Parking Spaces	Belonging Parking Lot	Area type of car yard	Operations
	Parking Lot	- 1		Entry	100	Test	Large Car Area	Edit Add Parking Space
	Parking Area	- 1		Exit	0	Test	Large Car Area	Edit Add Parking Space
	Channel Entrance and Ex	it		B	0	Test Test	Large Car Area	Edit Add Parking Space
	Device Management			<u>c</u>	0	Test	Large Car Area	Edit Add Parking Space
	White-Black List			D	0	Test1	Large Car Area	Edit Add Parking Space
	<b>.</b> .	~		E	0	Test1	Large Car Area	Edit Add Parking Space
ĪOĪ	Guard Booth Settings	Ð		E	0	Test1	Large Car Area	Edit Add Parking Space
۲	Charge	Ð		Small	0	Test	Small Car Area	Edit Add Parking Space
▣	Reports	$\oplus$						
BZ ↓	Real-Time Monitoring	Ð	1< 4	: 1-9 > >⊨ 50	rows per page		cords	•

#### • New

Click [New]. The below page is displayed.

	New	×
Area type of car yard*	Large Car Area	,
Parking Area Name*		
Belonging Parking Lot*		
Parking Spaces*	0	
Remark		
Save and New	OK Cance	

The fields are described as follows:

Area type of car yard: It is the car variety area, Either small or Large.

Parking area name: Unique name of a parking area.

Belonging Parking Lot: Parking lot to which this parking area belongs.

Parking Spaces: Total number of parking spaces in this area.

Remark: Text description.

#### • Edit

Click a parking area name or **[Edit]** in the Operation column to go to the Edit page. Make modifications and click **[OK]** to save modifications.

#### • Delete

Select one or more parking areas and click [**Delete**] at the upper part of the list and click [**OK**] to delete the selected parking areas. Click [**Cancel**] to cancel the operation or click [**Delete**] in the Operation column to delete a single parking area.

#### • Refresh

Click [**Refresh**] at the upper part of the list to load new parking areas.

### 9.3.4 Entrance and Exit Area

Choose [Parking Lot Management] > [Entrance and Exit Area]. The Entrance and Exit Area page is displayed, as shown in the following figure.

ZKTeco	Ł				L.		8		છું
Operation Wizard 🕀	Area N	lame	<u> </u>	۲					
₩ Authorization Management		errent query condi		ation Wizar	d				
HI Parking Lot Management		Area Name	Parking Area		Operations				
Vehicle Type		Entrance3	Entry		Edit Delete				
Parking Lot		Exit A1	Exit A		Edit Delete				
Parking Area	2	<u>A2</u>	А		Edit Delete				
Channel Entrance and Exit		<u>A3</u>	A		Edit Delete				
Device Management		<u>B1</u>	в		Edit Delete				
White-Black List		<u>B2</u>	В		Edit Delete				
		<u>B3</u>	В		Edit Delete				
Guard Booth Settings 🕀		<u>C1</u>	с		Edit Delete				
		<u>C2</u>	с		Edit Delete				
🔞 Charge 🕀		<u>C3</u>	с		Edit Delete				
		Entrance1	Entry		Edit Delete				
Reports 🕀		Entrance2	Entry		Edit Delete				
Real-Time Monitoring 🕀	1< <	1 - 13 > >	50 rows per page 👻	Jump To	o 1 /1	Page Tot	al of 13 recor	ds	

#### • New

Click [New]. The Edit page is displayed.

	New	
A Name*		
Parking Area*	Exit	•
Save and New	ок	Cancel

#### The fields are described as follows:

Area Name: Unique name of an entrance and exit area.

Parking Area: Parking area to which this entrance and exit area belongs.

• Edit

Click an entrance and exit area name or **[Edit]** in the Operation column to go to the Edit page. Make modifications and click **[OK]** to save modifications.

#### • Delete

Select one or more entrance and exit areas and click [**Delete**] at the upper part of the list and click [**OK**] to delete the selected entrance and exit areas. Click [**Cancel**] to cancel the operation, or click [**Delete**] in the Operation column to delete a single entrance and exit area.

#### • Refresh

Click [Refresh] at the upper part of the list to load new entrance and exit areas.

### 9.3.5 Device Management

Choose [**Parking Lot Management**] > [**Device**]. The Device Management page is displayed, as shown in the following figure.

								100 C		
ZKTeco	L		M: 🛄		ŝ		<u>نې</u>			) 👔 🕐 🙉 🕛 norized Company: ZKTec
Operation Wizard 🕀	Device Name		Q 🛞							
	The current qu	ery conditions: None								
Authorization Management	C+ Refresh	🕒 New 🏠 Delete	Q Search Device	🖊 Enable 🖉 Dis	able 🗒 S	ynchronize Time	Get Device O	ption 🕤 Operation	Wizard	
HI Parking Lot Management 🕞	Device	Name Device Type	LED screen Type	IP Address	Port	Video Port	Device Brand	Enable	Status	Operations
Vehicle Type	Test	LPR Camera	Two-color LED screen	192.168.214.189	5000	0	ZKTeco	•	Offline	Edit Delete
Parking Lot										
Parking Area										
Channel Entrance and Exit										
Device Management										
White-Black List										
Parameter 🗸										
<u> G</u> uard Booth Settings 🕀										
Oharge         ⊕										
Reports 🕀										
😪 Real-Time Monitoring 🕀	(c c 1-1	> >1 50 rows per p	age 👻 Jump To 1	/1 Page 1	fotal of 1 reco	rds				

#### New

Click [New]. The below page is displayed.

	New	
Device Name*	Test1	
Device Type*	LPR Camera 🔹	
Device Brand*	ZKTeco 🔻	
IP Address*	192 · 168 · 214 · 188	
Port*	5000	
LED screen Type*	Two-color LED screen 🔻	
	Two-color LED screen	
	Monochrome LED screen	
Save and New	OK Cancel	

#### The fields are described as follows:

**Device Name:** Unique name which can identify a device.

Device Type: It has only one option as LPR Camera.

**Device Brand:** Manufacturer of the device.

**IP Address:** Unique IP address for connecting the device.

**Port:** Port number for connecting the device.

**LED Screen Type:** Here you can set the display LED type. It has two options; Two-color LED Screen and Monochrome LED Screen, choose accordingly.

#### • Edit

Click a device name or **[Edit]** in the Operation column to go to the Edit page. Make modifications and click **[OK]** to save modifications.

#### • Delete

Select one or more devices and click [**Delete**] at the upper part of the list and click [**OK**] to delete the selected devices. Click [**Cancel**] to cancel the operation or click [**Delete**] in the Operation column to delete a single device.

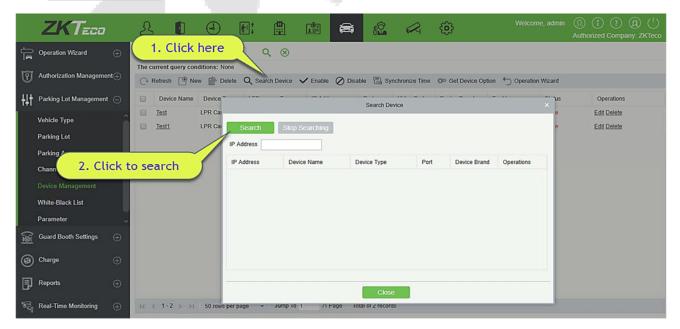
#### • Refresh

Click [Refresh] at the upper part of the list to load new devices.

#### Search Device

All devices to which a guard booth can connect are searched out and displayed in the list.

Click Q Search Device . The Search Device page is displayed.



		Search Device				×
Search IP Address	Stop Searching					
IP Address	Device Name	Device Type	Port	Device Brand	Operations	
192.168.214.189	192.168.214.189	LPR Camera	80	Vision-Zenith	Add	
		Close				

Click [**Search**]. All available devices are displayed in the list. Click [**Add**] in the Operation column. The Add page is displayed with all information automatically entered, as shown in the following figure.

Device Name*	192.168.214.189
Device Type*	LPR Camera
Device Brand*	Vision-Zenith
IP Address*	192 . 168 . 214 . 189
Port*	80

#### • Enable

Enable the device. Only enabled devices can be normally used.

Select the device to be enabled and click [Enable].

• Disable

Disabled devices cannot be normally used.

Select the device to be disabled and click [Disable].

#### • Synchronize Device Time

Synchronize the internal time of the device with the current system time.

Device Name	<ul> <li>Delete</li> <li>Q Search Des</li> </ul>		Synchronize Time	~	lick here	Autho	(1) (?) (£ rized Company	S C
Device Name	Device Type	LED screen Type	IP Address	Port	Video Port	Device Brand	Enable	s
Test	LPR Camera	Two-color LED screen	192.168.214.189	5000	0	ZKTeco	0	01
Test1	LPR Camera	Monochrome LED screen Prompt	192.168.214.188	5000	0	ZKTeco	o	01
		Śynchroniźze Time opera	ancel					
  < < 1-2 > >  50	) rows per page 👻 Jun	np To 1 /1 Page Total (	of 2 records					

Select the device on which the time needs to be synchronized and click [Synchronize Device Time].

# 9.3.6 Device Management (When Access Controller is used for

# Parking)

Choose [**Parking Lot Management**] > [**Device**]. The Device Management page is displayed, as shown in the following figure.

ZKTeco	Personnel Access Visitor Parking Video System	Welcome, admin 🕦 访 🕐 🚇 🗥
Coperation Wizard 🕀	Device Name   Q S	
Authorization Management	C Refresh 🔮 New 🕋 Delete Q Search Device ✔ Enable 🖉 Disable 🗟 Synchronize Time 🁈 Operation Wizard	
HI Parking Lot Management	Device Name Device Type IP Address Port Video Port Device Brand Enable Status	Operations
Vehicle Type Parking Lot Parking Area Channel Entrance and Exit Device Management White-Black List Parameter		
<u>i@i</u> Guard Booth Settings 🕀		
👔 Charge 🕀		
Reports 🕀		
🕞 Real-Time Monitoring 🕀	IC < 0 > > 50 rows per page + Jump To 1 /0 Page Total of 0 records	

#### • New

Click [New]. The below page is displayed.

.168.214.188
R Camera 🔻
Teco 🔻
2 . 168 . 214 . 188
0
2

The fields are described as follows:

Device Name: It identifies a device.

**Device Type:** The value can be Access Controller.

**IP Address:** Unique IP address for connecting the device.

**Door Name:** Click to select the door list of the access control module. The door corresponding to the device supporting Multiple Cards per Person may be selected (firmware version above 3.0.3.0).

**Port:** Port number for connecting the device.

Remark: Remark of the device.

#### • Edit

Click a device name or **[Edit]** in the Operation column to go to the Edit page. Make modifications and click **[OK]** to save modifications.

Delete

Select one or more devices and click [**Delete**] at the upper part of the list and click [**OK**] to delete the selected devices. Click [**Cancel**] to cancel the operation, or click [**Delete**] in the Operation column to delete a single device.

Refresh

Click [Refresh] at the upper part of the list to load new devices.

• Get Device Option

Select the device for which you want to get information, click to send command and get the device related parameters, such as: serial number, IP address, device model, firmware version number, etc.

# 9.3.7 White-Black List

Vehicles in the whitelist include fire engines, police cars, and some privileged vehicles, which are not charged. Vehicles in the blacklist refer to those who are not allowed to enter or exit from the parking lot.

Choose [**Parking Lot Management**] > [**White-Black List**]. The White-Black List page is displayed, as shown in the following figure.

2	ZKTeeo		£					<b>a</b>		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
Ê 09	eration Wizard	0		ate Number	tions: None	Lic	ense Plate Type			<b>९</b> 🛞	
Ŷ Au	thorization Management					&∕ Synchronize	Whitelist 🔏 S	ynchronize Bla	cklist		
<b>∔</b> ∔† <sup>Pa</sup>	rking Lot Management	Θ		cense Plate umber	License Plate Type	e Start Tim	e	End Time		Operator	Operating Time
Vet	hicle Type	â									
Par	rking Lot										
Par	rking Area										
Chi	annel Entrance and Exi										
Dev	vice Management										
Wh	iite-Black List										
Par	rameter	~									
Gu Gu	ard Booth Settings	Ð									
	arge	Ð									
🗜 Re	ports	Ð									
Re Re	al-Time Monitoring	<b>(</b>	I< < 0	>>1 50	rows per page	→ Jump T	o 1 /0 Page	e Total of 0	records		

#### • New

Click [New]. The New page is displayed.

License Plate Number*	H888888	
License Plate type*	Blacklist 🔻	
Start Time		
End Time		

The fields are described as follows:

License Plate Number: License plate numbers to be added to the blacklist or whitelist.

License Plate type: The value can be Blacklist or Whitelist.

Start Time: Time when the whitelist takes effect (This parameter is not available for the blacklist).

End Time: Time when the whitelist expires (This parameter is not available for the blacklist).

• Edit

Click a license plate number or **[Edit]** in the Operation column to go to the Edit page. Make modifications and click **[OK]** to save modifications.

• Delete

Select one or more license plate numbers and click [**Delete**] at the upper part of the list and click [**OK**] to delete the selected license plate numbers. Click [**Cancel**] to cancel the operation or click [**Delete**] in the Operation column to delete a single license plate number.

• Refresh

Click [**Refresh**] at the upper part of the list to load the latest blacklist and whitelist.

### • Synchronize Blacklist

Click [Synchronize Blacklist], click [OK] to synchronize all blacklists, click [Cancel] to cancel.

When the device is off-line, the device will automatically synchronize blacklist and broadcast voice. It should be noted that the device must be equipped with an SD card.

#### • Synchronize Whitelist

Click [Synchronize Whitelist], click [OK] to synchronize all whitelists, click [Cancel] to cancel.

When the device is off-line, the device will identify the whitelist synchronized and automatically open the gate. It should be noted that the device must be equipped with an SD card.

### 9.3.8 Parameter Setting

Set basic public parameters of the parking lot.

Choose [Parking Lot Management] > [Parameter Setting]. The Parameter Setting is displayed, as in the following figure.

Parking Setting													
Company Name													
Parking Lot Mode	One parking lot with mo	re car 🔻	A Once the	Parking	Lot Mode i	s selected, )	you cannot m	odifyl On	e parking lot with m	ore car does	not support	t offline model	
Channel Entrance and	Exit Setting												
Enable Fixed Ve	hicle Multiple In and Ou	t											
Enable Tempora	ry Vehicle Multiple In an	d Out			Matchi	ng Precision	of Entrance	and Exit	Exact Match				
Enable Shift Pro	cess								Whether allows ter	mporary veh	icles to ente	r while the parking spa	ice is fu
Charge Management S	etting												
Enable Fixed Vel	hicle Charges												
Print Fee Receip	ts												
Enable the Cons	umer Discount												
Unmatched Processi	ng Mode : 💿 Free	Release aft	er Charging	0	Dollar								
Fixed Vehicle Setting													
Enable Fixed Ve	hicle Transfer to Tempo	rary Vehicle			Fixed \	/ehicles Day	s Warning 7	9					
									1				
Voice and display setting	ngs												
Entrance display	residual parking space	Regiona	al parking space	ce statis	tics for larg	e car field							
Display Color First	line Red <b>v</b> Se	cond line Gree	en 🔹 🔺	Only du	al color scr	een device s	support						
Other Setting													
Days to keep the vehi	cles record in the field	60											
Capture Photos Prese	rvation Days	10 🔻											
Captured Photos Savi	ng Path	E:\					A Save the	e path for	the setting pathBio	SecurityFile	park\		
Offline Setting													
	ode 🛕 Enabled offline	e mode part of	the function te	mporaril	lv not supp	orti							
	ord matching accuracy	Exact Match		1									
Duplicate license plate		Single Chann			second 1	Normal Mod		second					
coplicate license plat	- manalig time	ongie onalit	of Mode 5		accond 1	Normai wioo	0	second					
OK													

### The fields are described as follows:

• Parking lot setting

Company Name: Company name displayed on the printed fee receipt.

Parking Lot Mode: Click here for details.

• Channel Entrance and Exit Setting

Enable Fixed Vehicles Multiple In and Out: If this parameter is selected, no fee is charged when fixed vehicles go in or out of the parking lot.

Enable Temporary Vehicles Multiple In and Out: If this parameter is selected, no fee is charged when temporary vehicles go in or out of the parking lot.

Enable Shift process: Whether to enable the shift change of guard booths.

The default license plate: Default province of the license plate in scenarios where license plate numbers need to be entered, for example, upon manual correction or manual release, or at the central payment station.

Matching precision of Entrance and exit: Matching rule for license plate number searching. An extract

match: A license plate number can be found only upon exact match; 4-digit: A license plate number can be found when the entered license plate number has the same four digits as that in the database; 5-digit: A license plate number can be found when the entered license plate number has the same five digits as that in the database. And so on for 6 and 7 digits.

Whether allows temporary vehicles to enter while the parking space is full: If selected, it will allow the temporary vehicle to enter the parking lot when the parking space is full.

Charge Management Settings

Enable Fixed Vehicle Charges: If a fixed vehicle charge standard has been defined in charge settings and this parameter is selected, the standard is charged upon extension. Otherwise, the extension time and amount must be manually entered on the Fixed Vehicle Valid Time Extension page.

Print Fee Receipts: Whether to print fee receipts when charging. If yes, the system must be connected to the receipt printer.

Enable the Consumer Discount: Whether to enable the consumer discount function. The detailed consumer discount strategy is set in <u>9.5.5 Discount Strategy</u>.

Unmatched Processing Mode: It can be either Free or Charged. If a vehicle was not registered at the time of entrance, then this function gets effective at the time of exit of the vehicle. If you want to charge, then select "Release After Charging" and set the amount. If you don't want to charge, then select "Free".

• Fixed vehicles setting

Enable Fixed Vehicle Transfer to Temporary Vehicle: If this parameter is selected, fixed vehicles are automatically changed to temporary vehicles for charging. Otherwise, after the valid time of fixed vehicles expires, manual processing is required.

Fixed Vehicles Days Warning: A valid time extension prompt is sent to a fixed vehicle owner upon entrance and exit within the preset warning days. For example, if this parameter is set to 5 and there are 31 days in the current month, the prompt is sent from the 27th day.

• Voice and Display Setting

Entrance Display residual parking space: If selected, it will display with voice prompt, the number of available spaces for parking at the entrance on the LED screen.

Regional parking space statistics for large car field: It will show the statistics for large car parking space.

Display color: You can set the color of display. If you have installed dual color LED screen, then you can set color for the second line of display also.

• Four-line screen device

LPR6600 device was transformed into a four-line screen to display the information such as Company, Date and remaining parking spaces at the entrance and exit of the parking lot.

In [Parking]>[Basic Management]>[Parking Lot Settings]>[Voice and display settings], add the color option of the third and fourth lines of the display screen, which is only supported by the four-line screen device. When the device is newly added, the type of the four-line display screen can be selected.

ZKTeco	L 🛙 🕘 🧐 🗈 🖆 🧟 🏦 📱 🍭 🏟 🗰 Welcome, admin 🔅 🕦 🔿 🖗	
Image: Constraint of the second se	Enable Shift Process     Types of Vehicles Allowed to Release under Full Parking Yard     Special license plate contains characters [WJ,      (Multiple separated by ",")     Duplicate license plate waiting time. Single Channel Mode [30] second     Normal Mode [30] second     Charge Management Setting     Enable Enked Vehicles Charges Fixed car batch extension needs to be enabled!     Enable The Consumer Discount     Unmatched Processing Mode © Free @ Release after Charging 10     Custom Currency	
<ul> <li>④ Charge ○</li> <li>⑤ Vehicle ○</li> <li>☑ Vehicle ○</li> </ul>	LED Display Type Common	

• Other Setting

Days to keep the vehicles record in the field: You can set the required number of days to keep the vehicle records in database.

Capture photos preservation days: Photos taken by the IPC device are automatically deleted after the number of days specified by this parameter expires.

Captured Photos Saving Path: Path for saving photos captured during license plate identification (Here, only a basic path is configured. The actual saving path also includes \BioSecurityFile\park\YYY-MM-DD\).

Offline Setting

Enabled offline mode part of the function temporarily does not support!

## 9.4 Booth Setting

Guard Booth Setting includes four modules: Guard Booth, Channel, Manual Processing Method, and Manual Release Reason.

### 9.4.1 Guard Booth Setting

Choose [**Guard Booth Setting**] > [**Guard Booth**]. The Guard Booth page is displayed, as shown in the following figure.

ZKTeco	2 0 0 1: 🗎 🖆 🚘 🐼 🔅
Operation Wizard 🕀	Guard Booth Name
Authorization Management	The current query conditions: None
	C Refresh T New T Delete Operation Wizard
니라 Parking Lot Management 🕀	Guard Booth Name Computer IP Address Channel Entrance and Operations Exit Name
Guard Booth Settings	
Guard Booth	
Channel	
Manual Release Reason	
Reports 🕀	
🥞 Real-Time Monitoring 🕀	IX X 0 > >I 50 rows per page - Jump To 1 /0 Page Total of 0 records

• New

Click [New]. The New page is displayed.

ZKTeco		£		$\bigcirc$	<b>∦</b> ~!‡		1	8	ŝ		÷						
Operation Wizard	Ð	Guard Bool			Cli	ck he	re										
O Authorization Managem	ent⊕		t query condi		e ⁴⊃ Ope	eration Wizar	rd										
니라 Parking Lot Managemer	nt 🕀	G						1	New						×		
Guard Booth Settings			Guard B	ooth Name	e -		I										
Guard Booth			Channel	Entrance a	and Exit Na	ime*			•	Computer IF	P Address *	192 . 16	58 . 1	. 219	- 1		
Channel			Belongin	ng Parking L	Lot					Parking Are	a						
Manual Release Reaso	n		Paramete	er											- 1		
			Tempora	ary Vehicle I	Free*	1	No		•								
			Enable F	Replacemen	nt of Vehic	le" )	/es		•	Enable Manua	al Release"	Yes		•			
			Tempora	ary Vehicle I	Fast Exit*	)	res		•	One Channel	Mode*	No		•	- 1		
🛞 Charge																	
Reports			The abo	ve settings	are copied	to:	-0			•							
EP Reports						Sa	ve and Ne		ок		ancel						
Real-Time Monitoring		1< < 0	_		_	Joa			UK		ander		_	_			

The fields are described as follows:

Guard Booth Name: Name of a guard booth.

Channel Entrance and Exit Name: Entrance and exit area to which the guard booth belongs.

**Computer IP Address:** IP address of the guard booth (It must be unique. The local IP address is read and set as the initial value when a new guard booth is added).

**Belonging Parking Lot:** Parking lot to which the selected entrance and exit area belongs. This parameter is set as "read only".

**Parking Area:** Parking area to which the selected entrance and exit area belongs. This parameter is set as read only.

**Temporary Vehicle Free:** If it is set to Yes, the Free button is displayed on the temporary vehicle charging result page to allow free of charge for temporary vehicles.

**Enable replacement of vehicle:** The type of temporary vehicles can be changed on the temporary vehicle charging result page. Since different types of vehicles have different charge standard, the charging result may also change.

Enable Manual Release: If this parameter is selected, the gate can be manually controlled to release vehicles.

**Temporary vehicle fast exit:** If no fee is generated for a temporary vehicle, no charging result confirmation page is displayed and the gate is directly open to release the temporary vehicle.

**One channel mode:** It this mode is enabled; a channel can be physically used as the entrance and exit at the same time. However, it is suggested to use different channels for binding different IPC devices.

The above Settings are copied to: The following two options are available.

All Guard Booths in the Belonging Parking Area: Information in **Parameter Setting** is copied to all guard booths in the belonging parking area.

All Guard Booths in the Belonging Parking Lot: Information in Parameter Setting is copied to all guard booths in the belonging parking lot.

Parameters in the red box are copied, as shown in the following figure.

Entrance3 V	Computer IP Address *	192 168 1 219
Test	Parking Area	Entry
No 🔻		
Yes 🔻	Enable Manual Release*	Yes 🔻
Yes 🔻	One Channel Mode*	Yes 🔻
	Test No T Yes T	Entrance3       Computer IP Address*         Test       Parking Area         No          Yes       Enable Manual Release*

#### • Edit

Click a guard booth name or **[Edit]** in the Operation column to go to the Edit page. Make modifications and click **[OK]** to save modifications.

#### • Delete

Select one or more guard booths and click [**Delete**] at the upper part of the list and click [**OK**] to delete the selected guard booths. Click [**Cancel**] to cancel the operation, or click [**Delete**] in the Operation column to delete a single guard booth.

#### • Refresh

Click [**Refresh**] at the upper part of the list to load new guard booths.

### 9.4.2 Channel Setting

Choose [Guard Booth Setting] > [Channel]. The Channel page is displayed as in the following figure.

ZKTeca	2	2	e 🗈 🗎			Welcome, admin	①     ①     ③     ①     ③     ①     ③
Operation Wizard	÷	Channel Name	Click here				
Authorization Manager	ment(+)	C+ Refresh P New	Delete 🕤 Operation Wizard				
니다. Parking Lot Manageme	ent 🕂	Channel Name			Add		Open Type Tem Type
Guard Booth Settings	Θ		Channel Name*				
Guard Booth			Guard Booth Name*	<b>v</b>	Channel Status*		•
Channel			IPC1 IP*	<b>v</b>	Video Preview Window(IPC1)*		•
Manual Release Rease	on		IPC2 IP		Video Preview Window(IPC2)		•
			Fixed Vehicle Open Type*	Direct Pass 🔹	Temporary Vehicle Open Type <sup>*</sup>	Confirm Pass	•
			Limit Line Mode Forbids Ve	ehicle Type			
() Charge	۲		Fixed Vehicle A	Fixed Vehicle E		ed Vehicle C	
Reports	Ð	4	-	Save and New	OK Cancel		
🧠 Real-Time Monitoring	$\oplus$	10 0 0 01 50				_	

#### • New

Click [New]. The New page is displayed.

Vi W Vi W	hannel Status* deo Preview indow(IPC1)* deo Preview indow(IPC2)		T T
Vi W Vi W	deo Preview indow(IPC1)* deo Preview indow(IPC2)		•
Vi Vi W	indow(IPC1)* deo Preview indow(IPC2)		
W	indow(IPC2)		¥
Te			
	emporary Vehicle Open vpe*	Confirm Pass	•
Fixed Vehicle B	🔲 Fb	ked Vehicle C	
Temporary Vehicle			
	] Fixed Vehicle B ] Temporary Vehicle	Temporary Vehicle	Fixed Vehicle B Fixed Vehicle C Temporary Vehicle

The fields are described as follows:

Channel Name: Unique channel name.

Guard Booth Name: Guard booth to which the channel belongs.

Channel State: Channel type.

**IPC1 IP:** IP address of IPC1 (which can be in "read only" mode after device information has been added in <u>9.3.5 Device Management</u> and bound devices are not displayed).

Video Preview Window (IPC1): Display location of IPC1 on the monitoring page.

**IPC2 IP:** IP address of IPC2 (which can be in "read only" mode after device information has been added in <u>9.3.5 Device Management</u> and bound devices are not displayed).

Video Preview Window (IPC2): Display location of IPC2 on the monitoring page.

**Fixed Vehicle Open type:** If it is set to **Direct pass**, no confirmation window is displayed. If it is set to **Confirm pass**, a confirmation window is displayed and the gate is opened upon manual click.

Temporary Vehicle Open type: Same as the above.

Limit Line Mode Forbids Vehicle Type: You can set the types of vehicles forbidden to pass. The vehicles type contains all the vehicles types that are maintained in the system, it allows multiple choices.

#### • Edit

Click a channel name or [**Edit**] in the Operation column to go to the Edit page. Modify and click [**OK**] to save modifications.

#### • Delete

Select one or more channels and click [**Delete**] at the upper part of the list and click [**OK**] to delete the selected channels. Click [**Cancel**] to cancel the operation, or click [**Delete**] in the Operation column to delete a single channel.

#### • Refresh

Click [**Refresh**] at the upper part of the list to load new channels.

## 9.4.3 Channel Setting (When Access Controller is used for Parking)

Choose [Guard Booth Setting] > [Channel]. The Channel page is displayed, as shown in the following figure.

ZKTeen	£	. 🚺 🤅				2 63 C	Welcom		) (?) (R) ( <sup>1</sup> ) ed Company: ZKTeco
Operation Wizard 🕀		nel Name		here					
Authorization Management⊕		urrent query condition	Delete 🕤 Operatio	on Wizard					
니 Parking Lot Management (+)		Channel Name	Guard Booth Name	Channel Status	IPC1 IP	Video Preview Window(IPC1)	IPC2 IP	Video Preview Window(IPC2)	Fixed Vehicle Oper
Guard Booth Settings		Test	Test	Large vehicle area entrance	192.168.214.189	1	192.168.214.188	2	Direct Pass
Guard Booth									
Channel									
Manual Release Reason									
Reports 🕀									,
🗣 Real-Time Monitoring 🕀	14	< 1 - 1 ⇒ ⇒) 5	0 rows per page 👻 🗸	Jump To 1 /1 Page 1	otal of 1 records				

#### • New

Click [New]. The New page is displayed.

		A	.dd			×
Channel Name*			Door Name*		~	^
Channel Status*		~	Guard Booth Name*		~	
Video 1		$\sim$	Video Preview Window		$\sim$	
			(Video 1)			
Video 2		$\sim$	Video Preview Window		$\checkmark$	
			(Video 2)			
Fixed Vehicle Open Type*	Direct Pass	$\sim$	Temporary Vehicle Open	Confirm Pass	$\sim$	
			Type*			
Limit Line Mode Forbids Ve	ahicle Type					
Fixed Vehicle A	Fixed	d Vehicle B	Fixe	ed Vehicle C		
		porary Vehic	le.			~

### The fields are described as follows:

Channel Name: Unique channel name.

**Door Name:** Select the device added in Device Management (the door name access control module corresponds to).

Channel State: Channel type.

Guard Booth Name: Guard booth to which the channel belongs.

Video 1: Select Video Channel added by the video module.

Video Preview Window (Video 1): Display location of Video Channel on the monitoring page.

Video 2: Select Video Channel added by the video module.

Video Preview Window (Video 2): Display location of Video Channel on the monitoring page.

**Fixed Vehicle Open Type:** If it is set to **Direct pass**, no confirmation window is displayed. If it is set to **Confirm pass**, a confirmation window is displayed and the gate is opened upon manual click.

Temporary Vehicle Open Type: The same as above.

**Limit Line Mode Forbids Vehicle Type:** You can set the types of vehicles prohibited from passing. The vehicles type contains all the vehicles types that are maintained in the system, it allows multiple choices.

#### • Edit

Click a channel name or [**Edit**] in the Operation column to go to the Edit page. Make modifications and click [**OK**] to save modifications.

#### • Delete

Select one or more channels and click [**Delete**] at the upper part of the list and click [**OK**] to delete the selected channels. Click [**Cancel**] to cancel the operation, or click [**Delete**] in the Operation column to delete a single channel.

#### Refresh

Click [**Refresh**] at the upper part of the list to load new channels.

### 9.4.4 Manual Release Reason

A manual release reason must be selected when the manual release function is used on the online monitoring page.

Choose [Guard Booth Setting] > [Manual Release Reason]. The Manual Release Reason page is displayed as in the following figure.

ZKTeco	£ [] 🕘 🖭 🟥 🔛	📾 🔝 📣 🔅	Welcome, admin (1) (1) (2) (2) (1) Authorized Company: ZKTeco
Coperation Wizard	Manual Release Reason Click here		
$\widehat{\mathbb{O}}$ Authorization Management $\oplus$	The current query condition. None		
↓ ↓ ↓ Parking Lot Management ⊕	Manual Release Reason Remark	Operations	
Guard Booth Settings			
Guard Booth			
Channel			
Manual Release Reason			
Reports 🕀			
ଞ୍ଚି Real-Time Monitoring 🔶	I< < 0 > >I 50 rows per page - Jump To 1 /0 Page	Total of 0 records	

#### • New

Click [New]. The New page is displayed.

	New		×
Manual Release Reason*			
Remark			
	ОК		
Save and New		Cancel	

#### The fields are described as follows:

Manual Release Reason: Name of the manual release reason.

Remark: Remark of the manual release reason.

#### • Edit

Click a name or [Edit] in the Operation column to go to the Edit page. Make modifications and click [OK] to save modifications.

#### • Delete

Select one or more manual release reasons and click [Delete] at the upper part of the list and click [OK] to delete the selected manual release reasons. Click [Cancel] to cancel the operation, or click [Delete] in the Operation column to delete a manual release reason.

#### • Refresh

Click [Refresh] at the upper part of the list to load new manual release reasons.

# 9.5 Charge

It is mainly used to set charging rules of each vehicle type and vendor discount policies in the parking lot. Charge Setting includes seven modules: Temporary Vehicle Charge, Overtime Charge Standard, Fixed Vehicle Charge Standard, Guard Booth on Duty, Discount Strategy, Business, and Reconciliation.

## 9.5.1 Temporary Vehicle Charge

Choose [Charge] > [Temporary Vehicle Charge]. The Temporary Vehicle Charge page is displayed, as shown in the following figure.

ZKTeco	2 🖡 🕘 🖭 🏨			÷	Welcome, ad	min (1) (i) (i) (1) (1) Authorized Company: ZKTeco
Operation Wizard 🕀		୦. ⊗				
Authorization Management	The current query conditions: None					
•	C+ Refresh 🕐 New 🏠 Delete 👈 Operation Wiza	ard				
부나 Parking Lot Management (+)	Temporary Charge Hame Parking Lot Name	Vehicle Type	Daily Highest Amount	Free Minutes	The highest fees of multiple access	Operations
Guard Booth Settings ⊕						
🔊 Charge 🕞		lick here				
Temporary Vehicle Charge	_					
Overtime Charge						
Fixed Vehicle Charge						
Shift Settings						
Discount Strategy						
Business						
Financial Reconciliation						
Reports 🕀						
👻 Real-Time Monitoring 🕀	IC C 0 > >1 50 rows per page - Jump To 1	1 /0 Page Total of 0	records			

#### • New

Click [New]. The New page is displayed.

		New				×
Temporary Charge Name*		Parking Lot Name*				
Vehicle Type*	emporary Vehicle A 🛛 Tempora	ry Vehicle B 🔘 Temporary Vehic	le C 🔘 Temporary Vehicle	D		
Daily Highest Amount*	Dollar				Test Chargin	g Rule:
Free Minutes 0	minutes					
Charging Time includes Free M	Minutes				Parking Lot Name*	<b>T</b>
Cross Time Split					Vehicle Type	Fixed Vehicle A 🔻
Enable the same license plate	in Circulation within 24 hor V Mu	Itiple access with the highest fees		Dollar	In Time"	2018-04-03 17:53:00
Detail					Out Time*	
	According to cycle				s	ave and test
Time Period1 +						
Time Period*	00 : 00 🚖 to	00 : 00 🚖 🗆 Cross	Day		Amount Rec	eivable:
Charge by Times						
Maximum Charge*		Dollar			0	.0 Dollar
First Time Charge		Dollar	minutes			
Amount per unit time charge*		Dollar	minutes			
2						
	S	ave and New OK	Cancel			
				_		

**SNote:** Only one charge standard can be created for each vehicle type in the same parking lot. If no temporary vehicle charge standard is created for a parking lot, the first charge standard can be created only for temporary vehicle A. This is because the charge standard for temporary vehicle A is used for exit of temporary vehicles by default.

The fields are described as follows:

Temporary charge name: It must be unique.

Parking Lot Name: Parking lot of the charging standard.

Vehicle Type: Vehicle type of the charging standard.

**Daily Highest Amount:** Highest daily charging amount (For example, if 10 dollars is charged for an hour, 240 dollars is charged for an entire day in normal cases. If this parameter is set to 100 dollars, only 100 dollars is charged for an entire day).

Free Minutes: No fee is charged when the parking period is within the range specified by this parameter.

Charging Time includes Free Minutes: If this parameter is selected, Free Minutes is set to 30, and the actual parking period is 31 minutes, fees are charged based on 31 minutes. If this parameter is not selected, Free Minutes is set to 30, and the actual parking period is 31 minutes, fees are charged based on 1 (31-30) minute.

**Cross Time Split:** Suppose that one dollar is charged every 15 minutes during time period 1 from 9:00 to 10:00 and 10 dollars is charged every 15 minutes during time period 2 from 10:00 to 11:00. The parking duration is from 9:43 to 10:30. If this parameter is not selected, the period from 9:43 to 9:58 is charged 1 dollar, the period from 9:58 to 10:00 has only 2 minutes, which is shorter than 15 minutes and must be supplemented by the period from 10:00 to 10:13, and the period from 10:13 to 10:28 is charged based on

period 2, and so on. If this parameter is selected, the period from 9:43 to 9:58 is charged 1 dollar, the period from 9:58 to 10:00 has only 2 minutes, which is shorter than 15 minutes but is still charged 1 dollars based on time period 1, and the period from 10:00 to 10:15 is charged based on period 2, and so on.

Enable the same license plate in Circulation within 24 hours (natural day) Multiple access with the highest fees: Rolling fee. If the accumulated fees for multiple entrance and exits of the same license plate exceed this value, no extra fee is charged in the preset cycle. The cycle can be 24 hours for a natural day or 24 hours for a circulated day: 24 hours for a natural day refer to 00:00 -24:00 and 24 hours for a circulated day are from the entrance time to this time on the next day.

Temporary Charge Name*	Temporary Charge A	Parking Lot Name*	Test	-		
Vehicle Type*	Temporary Vehicle A	Temporary Vehicle B 🔘 Temporary	Vehicle C   Tempor			
Daily Highest Amount*	100	Dollar			Test Chargir	ng Rule:
Free Minutes	0	minutes				
Charging Time includes Fr	ree Minutes				Parking Lot Name*	Test
Cross Time Split					Vehicle Type	Temporary Vehicle A
Enable the same license p	late in Circulation within 24 h	Multiple access with the highest	fees	Dollar	In Time*	2018-04-03 18:17:00
Time Period1	+ 00 : 00	to 00:00 +	Cross Day	-	Amount Rec	ave and test
Charge by Times					,	
Maximum Charge*		Dollar			0	0.0 Dollar
First Time Charge		Dollar	mi	nutes		
Amount per unit time charge	e	Dollar	mi	nutes		

> According to time period. The page is displayed in the following figure.

Set different charging standards for different time periods. The time periods must be continuous and the sum must be 24 hours.

**Charge by times:** If this parameter is selected, **Amount per unit time charge** cannot be set and fees are charged based on the amount set in **Maximum charge**. If this parameter is not selected, fees are charged based on the unit time and the period must be multiples of 15. If the fee is higher than the amount set in **Maximum charge**, the maximum amount is charged.

> According to cycle. The page is displayed in the following figure.

		Ne				
Temporary Charge Name*	Temporary Charge A	Parking Lot Name*	Test	•		
Vehicle Type*	Temporary Vehicle A	Temporary Vehicle B     Temporary	Vehicle C 🛛 🔘 Tem	porary Vehicle D		
Daily Highest Amount*	100	Dollar			Test Chargin	ng Rule:
ree Minutes	0	minutes				
Charging Time includes F	ree Minutes				Parking Lot Name*	Test
Cross Time Split					Vehicle Type	Temporary Vehicle A
Enable the same license	plate in Circulation within	24 hol  Multiple access with the highes	st fees	Dollar	In Time*	2018-04-03 18:17:00
and all					Out Time*	
etail According to time perio	According to cycle					
	According to cycle				S	ave and test
Cycle1 +						
Cycle*		minutes				
Charge by Times					Amount Rec	eivable:
Maximum Charge"		Dollar				0.0 Dollar
Amount per unit time charg	e*	Dollar		minutes		0.0 Donar
		Save and New 0	K Ca	incel		

The next 1440 minutes (24 hours) from the entrance time can be divided based on different charge standards.

**Test Charging Rule:** It is used to test the set temporary car charging rules. You can enter the name of the parking lot, vehicle type, entrance time and exit time in this section, click [Click Test] to view the results of the charges.

#### *∞*Notes:

- When Charge by times is not selected, the time of each cycle must be set to multiples of the time period specified in Amount per unit time charge. There is no limitation if Charge by times is selected.
- > If According to cycle is selected, Cross Time Split is invalid.
- If Charge by times is selected, Amount per unit time charge cannot be set and fees are charged based on the amount set in Maximum charge. If this parameter is not selected, fees are charged based on the unit time and the period must be multiples of 15. If the fee is higher than the amount set in Maximum charge, the maximum amount is charged.

#### • Edit

Click a temporary charge name or **[Edit]** in the Operation column to go to the Edit page. Modify and click **[OK]** to save modifications.

#### • Delete

Select one or more temporary vehicle charge and click [**Delete**] at the upper part of the list and click [**OK**] to delete the selected temporary vehicle charge. Click [**Cancel**] to cancel the operation or click [**Delete**] in

the Operation column to delete a single temporary vehicle charge.

#### • Refresh

Click [**Refresh**] at the upper part of the list to load new temporary vehicle charge.

## 9.5.2 Overtime Charge

Choose [Charge Setting] > [Overtime Charge Standard]. The Overtime Charge Standard page is displayed as in the following figure.

	ZKTeco	2 I O M 🗎 🖆 🚘 🗟 🐼 🌐
È	Operation Wizard 🔶	Overtime Charge Name
Ī	Authorization Management (+)	The current query conditions: None
峙	Parking Lot Management 🕀	Overtime Charge Name Parking Lot Name Status Operations
(j) (j)	Guard Booth Settings 🕀	
9	Charge 🕞	Click here
	Temporary Vehicle Charge	
	Overtime Charge	
	Fixed Vehicle Charge	
	Shift Settings	
	Discount Strategy	
	Business	
	Financial Reconciliation	
₽	Reports 🕀	
Ę	Real-Time Monitoring 🕀	I< < 0 > >I 50 rows per page - Jump To 1 /0 Page Total of 0 records
• •	lew	

Click [New]. The New page is displayed.

		New	>
Overtime Charge Name *		Parking Lot	t Name*
Status*	Enable	T	
Detail	N		
Temporary Vehicle Allowable A minutes	Retention Time*	Include Retention Time	Overtime Charge Amount* Dollar/Hour
Temporary Vehicle Allowable B minutes	Retention Time*	Include Retention Time	Overtime Charge Amount* Dollar/Hour
Temporary Vehicle Allowable C minutes	Retention Time*	Include Retention Time	Overtime Charge Amount* Dollar/Hour
Temporary Vehicle Allowable D minutes	Retention Time*	Include Retention	Overtime Charge Amount* Dollar/Hour
	Save and New	ок	Cancel
	ourc and new	OK	Culler

**Solution Solution *

The fields are described as follows:

**Overtime charge name:** Unique name of the overtime charge standard.

Parking Lot Name: Parking lot of the charge standard. Only one standard can be set for a parking lot.

Status: It can enable or disable this charge standard.

**Detail:** Allowable retention time and overtime charge amount of each temporary vehicle type after payment at the central payment station.

Allowable Retention Time: Retention period in the parking lot after payment at the central payment station. If the time in the parking lot exceeds the retention time, fees are charged again.

**Include Retention Time:** Suppose that the allowable retention time is 30 minutes, and the vehicle stays in the parking lot for 31 minutes. If this parameter is selected, fees will be charged for 31 minutes. If this parameter is not selected, frees will be charged for 1 minute.

**Overtime Charge Amount:** Charge standard when the allowable retention time is exceeded.

#### • Edit

Click a name or [**Edit**] in the Operation column to go to the Edit page. Modify and click [**OK**] to save modifications.

#### • Delete

Select one or more temporary vehicle charge and click [**Delete**] at the upper part of the list and click [**OK**] to delete the selected temporary vehicle charge. Click [**Cancel**] to cancel the operation, or click [**Delete**] in

the Operation column to delete a single temporary vehicle charge.

#### • Refresh

Click [Refresh] at the upper part of the list to load new temporary vehicle charge.

## 9.5.3 Fixed Vehicle Charge

Choose [Charge Setting] > [Fixed Vehicle Charge]. The Fixed Vehicle Charge page is displayed as in the following figure.

ZKTeco	오 🗊 🕙				<b>A</b> 6	}
Operation Wizard +	Fixed Charge Name The current query conditions:	Q	8			
$\overrightarrow{P}$ Authorization Management $\oplus$	C Refresh		ard			
니슈 Parking Lot Management ④	Fixed Charge Nat	Vehicle Type	Cycle Type	Cycle	Charge Amount(Dollar)	Operations
Guard Booth Settings 🕀						
🕥 Charge 🕞		Click here				
Temporary Vehicle Charge						
Overtime Charge						
Shift Settings						
Discount Strategy						
Business						
Financial Reconciliation						
	<pre>(&lt; &lt; 0 &gt; &gt;) 50 rows</pre>	per page 👻 Jump To 1	/0 Page 1	fotal of 0 records		
ଞ୍ଗ Real-Time Monitoring ⊕	1 V V V V S010Ws	per page - ourily 10	, rorage l			

#### • New

Click [New]. The New page is displayed.

Fixed Charge Name*	I	
Vehicle Type*		-
Cycle Type*	Monthly	T
Cycle*	1	T
Charge Amount*		

**EXISTING** The fixed charge name must be unique. Fixed vehicle types whose charge standards have been set cannot be set again. The standard is applicable to all parking lots.

The fields are described as follows:

Fixed charge name: Unique name of a fixed vehicle charge.

**Vehicle Type:** Vehicle type of the fixed vehicle charge. Only one fixed vehicle charge can be set for each vehicle type.

**Cycle Type:** Month/Daily.

Cycle: Valid time of fixed vehicles.

Amount: Paid amount.

#### • Edit

Click a fixed charge name or [**Edit**] in the Operation column to go to the Edit page. Modify and click [**OK**] to save modifications.

#### • Delete

Select one or more temporary vehicle charge and click [**Delete**] at the upper part of the list and click [**OK**] to delete the selected temporary vehicle charge. Click [**Cancel**] to cancel the operation or click [**Delete**] in the Operation column to delete a single fixed vehicle charge.

#### Refresh

Click [**Refresh**] at the upper part of the list to load new temporary vehicle charge.

### 9.5.4 Shift Setting

Choose [Charge Setting] > [Shift Setting]. The Shift Setting page is displayed as in the following figure.

ZKT	200	£		$\bigcirc$	<b>1</b> 1 ↓		L.		8	<u>نې</u>
Operation Wizar	d 🕀	Shift Name	t query cond	litions: Non	<u> </u>	8				
O Authorization Ma	anagement⊕	C+ Refres		/ m Dele						
시 · · · · · · · · · · · · · · · · · ·	agement 🕂	Shift	t Name	6	Guard Booth o	on duty	Start Time		End Time	Operations
Guard Booth Se	ttings 🕀									
酚 Charge	Θ				Click	here				
Temporary Vehic	cle Charge									
Overtime Charge	е									
Fixed Vehicle Cl	narge									
Shift Settings										
Discount Strateg	IY									
Business										
Financial Recon	ciliation 🗸									
Reports	Ð									
🗟 Real-Time Monit	toring 🕀	I< < 0	> >  5	0 rows per p	age 👻	Jump To 1	/0 Page	Total of	0 records	

#### • New

Click [New]. The New page is displayed.

Shift Name*	
Guard Booth on duty*	×
Start Time*	00 : 00 : 00 🜩
End Time*	00 : 00 : 00 🜩
Cross Day	

The fields are described as follows:

Shift Name: Unique name of a shift.

The Guard Booth on duty: Guard booth of the shift.

**Start Time:** Start time of the shift.

End Time: End time of the shift.

**Cross Day:** Whether the shift spans two days.

#### • Edit

Click a name or [**Edit**] in the Operation column to go to the Edit page. Make modifications and click [**OK**] to save modifications.

#### • Delete

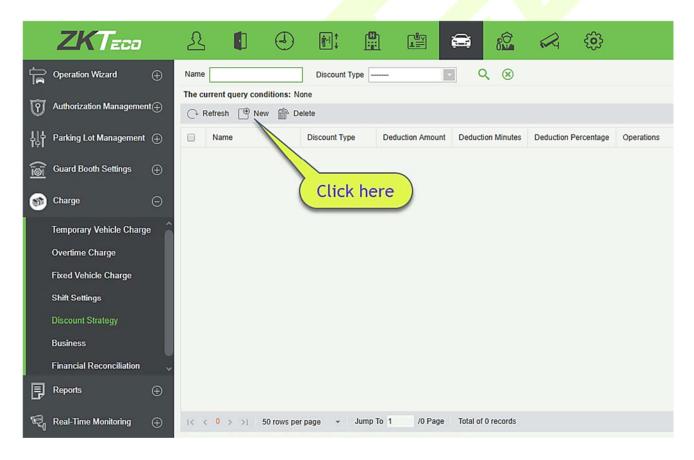
Select one or more shifts and click [**Delete**] at the upper part of the list and click [**OK**] to delete the selected shifts. Click [**Cancel**] to cancel the operation, or click [**Delete**] in the Operation column to delete a single shift.

#### • Refresh

Click [Refresh] at the upper part of the list to load new shifts.

### 9.5.5 Discount Strategy

Choose [Charge Setting] > [Discount Strategy]. The Discount Strategy page is displayed, as shown in the following figure.



#### • New

Click [New]. The New page is displayed.

Name*	Name A	
Discount Type*	Free	
Free		

#### The fields are described as follows:

Name: Unique name of the discount strategy.

**Discount Type:** a. **Free** (no charge); b. **Deduction Amount** (deducting a fixed amount from the fee); c. **Deduction Minute** (deducting minutes from the parking period and then make the charge); d. **Deduction Percentage** (deducting fees at a specified percentage).

**Deduction Amount:** When Discount Type is Free, this parameter does not need to be entered. When Discount Type is set to other values, enter the corresponding unit.

#### • Edit

Click a name or [**Edit**] in the Operation column to go to the Edit page. Make modifications and click [**OK**] to save modifications.

#### • Delete

Select one or more discount policies and click [**Delete**] at the upper part of the list and click [**OK**] to delete the selected discount policies. Click [**Cancel**] to cancel the operation, or click [**Delete**] in the Operation column to delete a single discount strategy.

#### • Refresh

Click [**Refresh**] at the upper part of the list to load new discount policies.

### 9.5.6 Business

Choose [Charge Setting] > [Business]. The Business page is displayed as in the following figure.

	ZKTeco		£		$\bigcirc$	( <b>1</b> )						છું	
Ê	Operation Wizard	Ð	Business				<b>९</b> ⊗						
Ī	Authorization Managemer	nt⊕		nt query con esh 🕒 Ne									
햐	Parking Lot Management	$\oplus$	B	usiness Name		Discount Wa	ay.	Contact	В	usiness Phone	Busin	ess Address	
<u>i</u>	Guard Booth Settings	$\oplus$					2.12						
1	Charge	Θ				Clic	k here						
	Temporary Vehicle Charg	e î											
	Overtime Charge												
	Fixed Vehicle Charge												
	Shift Settings												
	Discount Strategy												
	Business												
	Financial Reconciliation	~											
P	Reports	Ð											
Ę	Real-Time Monitoring	⊕	1< < 0		50 rows per p	oage 👻	Jump To 1	/0 Page	Total of	0 records			

#### • New

Click [New]. The New page is displayed.

1	New ×
h	Business Name*
ľ	Discount Way*
U	Contact
IJ	Business Phone
	Business Address
	Save and New OK Cancel

The fields are described as follows:

Business Name: Unique vendor name.

**Discount Way:** Select a discount strategy set in <u>9.5.5 Discount Strategy</u>.

Contact: Vendor contact.

Business Phone: Vendor phone number.

Business Address: Vendor address.

#### • Edit

Click a name or [**Edit**] in the Operation column to go to the Edit page. Modify and click [**OK**] to save modifications.

#### • Delete

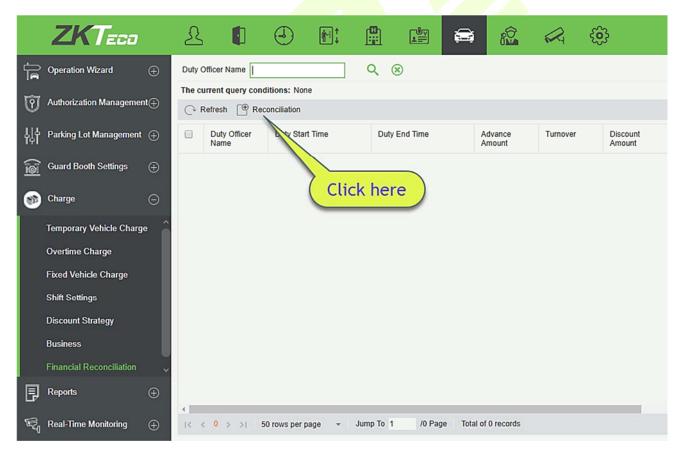
Select one or more vendors and click [**Delete**] at the upper part of the list and click [**OK**] to delete the selected vendors. Click [**Cancel**] to cancel the operation, or click [**Delete**] in the Operation column to delete a single vendor.

#### Refresh

Click [Refresh] at the upper part of the list to load new vendors.

### 9.5.7 Financial Reconciliation

Choose [Charge Setting] > [Financial Reconciliation]. Set parameters such as Duty Officer Name and **Duty Office ID** and click  $\bigcirc$  to query reconciliation data as shown in the following figure.



### Reconciliation

Click **[Reconciliation]** in the Operation column. The Reconciliation page is displayed as shown in the following figure.

Duty Officer ID	1	Discount Amount	0	
Duty Officer Name	admin	Advance Amount	0	
Duty Start Time	2018-04-04 13:58:35	Turnover	100	
Duty End Time	2018-04-04 14:01:09	The Total Amount	100	
The number of free release vehicle	0	The Actual Amount	100	]
The number of manual release	0	Confirm Time	2018-04-04 16:21:19	1
Confirmor	admin	Confirm Amount*		1
Remark	$\sim$			

The fields are described as follows:

Duty Officer Name: Duty officer name.

Duty Officer ID: Duty officer ID.

Duty start time: Duty start time.

Duty end time: Duty end time.

The number of free release vehicle: Number of vehicles released free of charge.

The number of manual release: Number of vehicles released manually.

Confirmor: Reconciliation personnel.

Advance amount: Amount prepaid to the guard booth (for changes).

Turnover: Paid amount.

The total amount: Advance amount + Turnover.

The actual amount: Amount entered by the duty officer during the shift change.

**Confirm Time:** Current time.

Confirm Amount: Amount confirmed by the reconciliation personnel.

Remark: Remark to be added.

### 9.6 Report

Report comprises five modules: Charge Details, Handover Record, Vehicles in the Parking Lot, Daily Report and Monthly Report. You can analyze and collect statistics on the parking lot data to gain a macro control on the parking lot.

## 9.6.1 License Plate Report

It will provide all the details for the vehicle whose license plate has been registered in the system. You can export the details as required.

Choose [**Report**] > [License Plate Report]. Select the desired time period and operation type and click to search. Click [**More**] to search based on other conditions.

Operation Wizard 🕀	Time From 201	3-01-04 00:00:00	To 2018-04-04	4 23:59:59 Operation Type		More* Q 🛞			
	The current query	conditions: Time	From:(2018-01-04 00	0:00:00) To:(2018-04-04 23:59:59)					
Authorization Management (+)	C Refresh	Export							
Parking Lot Management 🕀	Vehicle Owner	Parking Space Number	Vehicle Type	Entrance and Exit Area	Start Time	End Time	Charge Amount	Operation Type	
Guard Booth Settings 🕀	abc	E1	Fixed Vehicle A	Entrance2	2018-04-02	2018-04-03	100.0	Authorization	
	abc	E2	Fixed Vehicle A	Entrance2,Entrance1,Entrance3	2018-04-02	2018-04-03	100.0	Authorization	
) Charge 🕀	abc	E3	Fixed Vehicle D	Entrance2,Entrance3,Entrance1	2018-04-02	2018-04-03	200.0	Authorization	
	abc	E1	Fixed Vehicle A	Entrance2	2018-04-02	2018-04-03	100.0	Cancellation	
Reports 🕞	abc	E2	Fixed Vehicle A	Entrance3,Entrance2,Entrance1	2018-04-02	2018-04-03	100.0	Cancellation	
License Plate Report	abc	E3	Fixed Vehicle D	Entrance3,Entrance2,Entrance1	2018-04-02	2018-04-03	200.0	Cancellation	
Charge Details	abc	E1	Fixed Vehicle B	Entrance1	2018-04-03	2018-04-03	100.0	Authorization	
Handover Record	abc	E1	Fixed Vehicle B	Entrance1	2018-04-03	2018-04-03	100.0	Expire	
	abc	E10	Fixed Vehicle A	Entrance1,Entrance2,Entrance3	2018-04-04	2018-04-05	100.0	Authorization	
Vehicles in Parking Lot									
Entry Record	Click here								
Exit Record	CHERTIER	<u> </u>							
Daily Reports									

## 9.6.2 Charge Details

The Charge Details module provides reports of charging information of all exit vehicles (records with fee of 0 are also generated for fixed vehicles and charging-free temporary vehicles).

Choose **[Report]** > **[Charge Details]**. Select the desired time period and operator name, and click  $\bigcirc$  to query charging details. Click **[More]** to query based on other conditions. The page is shown in the following figure.

Fime From 2017-02-1	7 00:00:00 10 20	17-05-17 23:59:59 Ope	rator Name	N	lore∓ Q ⊗					
he current query cond	litions: Time From: (2017-	02-17 00:00:00) To:(2017-05-	17 23:59:59)							
🖓 Refresh 👘 Clea	ar All Data									
License Plate Number	Vehicle Type	In Time	Out Time	Charge type	Receivable Amount	Discount Amount	Rolling reduction amount	Received Amount	Payment Method	Oper
	Temporary Vehicle A	Not matched the enter time	2017-05-17 12:59:31	Free	0.0	0.0	0.0	0.0	Cash	admin
	Temporary Vehicle A	Not matched the enter time	e 2017-05-17 12:58:49	Free	0.0	0.0	0.0	0.0	Cash	admin
<										>

### 9.6.3 Handover Record

The Handover Record provides reports of handover records.

Choose [**Report**] > [**Handover Record**]. Select the desired time period and operator name, and click  $\bigcirc$  to query handover records. Click [**More**] to query based on other conditions. The page is shown in the following figure.

ZKTzco	윤 🗊			a 🖄 🛷	÷	Welcome, admin	(1)     (2)     (
Operation Wizard 🕀	Time From 2018-01-04			Officer Name	Morev	<b>Q</b> ⊗	
Muthorization Management	C Refresh Expo	tions: Time From:(2018-01-(	14 00:00:00) To:(2018-04-04	23:59:59)			
위 Parking Lot Management ④	Duty Officer Name	Guard Booth Name	Shift Name	Duty Start Time	Duty End Time	Whether to hand over	
$\widehat{\underline{\mathrm{foi}}}$ Guard Booth Settings $\oplus$	admin admin	Test Test1	Current shift is not set Current shift is not set	2018-04-03 15:55:53 2018-04-04 10:22:49		Not Handover Not Handover	
	admin	a	Current shift is not set	2018-04-04 10:46:59		Not Handover	
📮 Reports 🕞							
License Plate Report							
Charge Details							
Handover Record							
Vehicles in Parking Lot							
Entry Record							
Exit Record							
Daily Reports 🗸 🗸							
$\mathcal{R}_{0}$ Real-Time Monitoring $\oplus$	10 0 1-3 5 51	50 rows per page 👻 🤸	lump To 1 /1 Page	Total of 3 records			

# 9.6.4 Vehicles in the Parking Lot

The Vehicles in the Parking Lot module provides statistics of all vehicles in the parking lot.

Choose [**Report**] > [**Vehicles in the Parking Lot**]. Select the desired time period and license plate number and click  $\bigcirc$  to query vehicles in the parking lot. The page is shown in the following figure.

	7-02-17 00:00:00	10	2017-05-17 23:59:59	License Plate N	umber	QX		
e current quer	y conditions: Time Fro	m:(201	7-02-17 00:00:00) To:	(2017-05-17 23:59:59)				
Refresh								
Name	License Plate Nun	nber	Register Type	In Time	Name	Channel State	Event Type	Enter Photo
arking Lot A			Temporary Vehicle	2017-05-17 13:01:53	Channel A	Large vehicle area er	nt Manually Open	
arking Lot A			Temporary Vehicle	2017-05-17 13:01:58	Channel A	Large vehicle area en	nt Manually Open	

## 9.6.5 Entry Records

It will provide the details of the vehicle which entered into the parking.

Click [**Report**] > [**Entry Record**]. Select the desired time period, vehicle owner and license plate number, and click  $\bigcirc$  to query Entry records. Click [**More**] to query based on other conditions.

he current query	conditions: Time	From:(2017-09-19 0	0:00:00) To:(2017-1	2-19 23:59:59)				
C+ Refresh								
Parking Area	Vehicle Owner	Card Number	License Plate Number	Vehicle Type	Channel Name	Channel Status	Event Type	In Time
Inderground Parkir		111	11	Temporary Vehicle	Test3	Small vehicle area entrance	Manually Open	2017-12-13 17:59:1
Jnderground Parkir		111	11	Temporary Vehicle	Test1	Large vehicle area entrance	Manually Open	2017-12-13 16:13:5

## 9.6.6 Exit Records

It will provide the details of the vehicle which exited out of the parking.

Click [**Report**] > [**Exit Record**]. Select the desired time period, vehicle owner and license plate number, and click  $\bigcirc$  to query Exit records. Click [**More**] to query based on other conditions.

Time From 201	7-09-19 00:00:00	To 2017-12-1	9 23:59:59 Ve	ehicle Owner		License Plate Number		More- Q 🛞
he current quer	y conditions: Time I	From:(2017-09-19 0	0:00:00) To:(2017-1	2-19 23:59:59)				
C+ Refresh								
Parking Area	Vehicle Owner	Card Number	License Plate Number	Vehicle Type	Channel Name	Channel Status	Event Type	Out Time
nderground Park	âr	111	11	Temporary Vehicle	. Test4	Small vehicle area exit	Manually Open	2017-12-13 16:38:45

## 9.6.7 Daily Reports

The Daily Report provides reports of the total amount of charges per day for each shift in each duty guard booth.

Choose [**Report**] > [**Daily Reports**]. Select the desired time period and click  $\triangleleft$  to query the total amount of charges for each shift in each duty guard booth. The page is shown in the following figure.

e current query conditions: Time From:(2018-01-04) To:(2018-04-04) > Refresh Zeport	
Refresh 🗹 Export	Export
ate Duty Start Time Duty End Time Shift Name Guard Booth on duty Turnover Discount Amount The Actual Amount	Duty Start Time Duty End Time Shift Name Guard Booth on duty Turnover Discount Amount The Actual Amount
ate Duty Start Time Duty End Time Shift Name Guard Booth on duty Turnover Discount Amount The Actual Amount	Duty Start Time Duty End Time Shift Name Guard Booth on duty Turnover Discount Amount The Actual Amount

## 9.6.8 Monthly Reports

The Monthly Report provides statistics of parking fees for each day of the month.

Choose **[Report]** > **[Monthly Reports]**. Select the desired time period and click  $\mathbf{Q}$  to query the parking fees. The page is shown in the following figure.

nditions: Time From:(2) xport	2010-01-04) 10.(2018-0	(4-04)				
Duty Start Time	Duty End Time	Shift Name	Guard Booth on duty	Turnover	Discount Amount	The Actual Amount
Duty Start Time	Duty End Time	Shirt Matthe	Guard Booth on duty	rumover	Discount Amount	The Actual Amoun
	Duty Start Time	Duty Start Time Duty End Time	Duty Start Time Duty End Time Shift Name	Duty Start Time Duty End Time Shift Name Guard Booth on duty	Duty Start Time Duty End Time Shift Name Guard Booth on duty Turnover	Duty Start Time Duty End Time Shift Name Guard Booth on duty Turnover Discount Amount

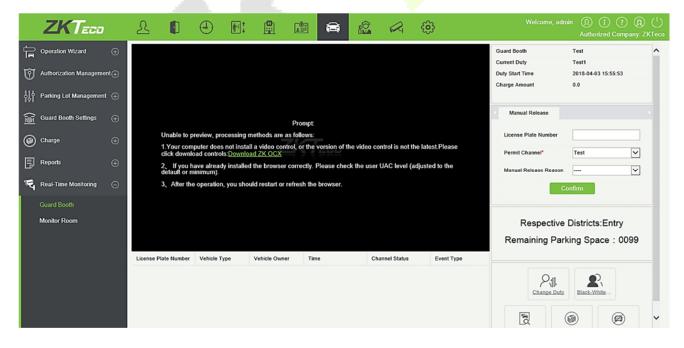
# 9.7 Real-Time Monitoring

Real-Time Monitoring provides real-time monitoring data and comprises two modules: Guard Booth and Monitoring Room.

### 9.7.1 Guard Booth

Please open this module in Internet Explorer, as the video preview is only supported in this browser.

Choose [**Real-Time Monitoring**] > [**Guard Booth**]. The **Guard Booth** page is displayed as in the following figure.



The prompt appears as follows:

Unable to preview, processing methods are as follows:

- 1. Your computer does not install a video control, or the version of the video control is not the latest. Please click download controls: <u>Download ZK OCX</u>
- 2. If you have already installed the browser correctly. Please check the user UAC level (adjusted to the default or minimum).
- 3. After the operation, you should restart or refresh the browser.

Click on Download ZK OCX. You will get below pop-up. Save the setup and then run it.

Do you want to run or save LPRActive2100.exe (5.19 MB) from 127.0.0.1?	Run Save V Cancel
Setup - LPRActiveXPlugin       +       -       -         Ready to Install       Setup is now ready to begin installing LPRActiveXPlugin on your computer.       Image: Click Install to continue with the installation.	
Install Cancel	

Complete the installation and then refresh the browser.

This webpage wants to run the following add-on: 'IPCActiveXPlugin OCX' from 'ZKTechnology (unverified publisher)	'. What's the risk?	Allow 🔻	×
--	---------------------	---------	---

Click "Allow" to give permission for the video preview.

	ZKTeco		£		٢	<b>∦</b> * ‡					R	<b>6</b> 3	\$			) (i) (i thorized Cor		
Ē	Operation Wizard	Ð												Guard Booth Current Duty	Test Test1			^
T	Authorization Managemer	t⊕												Duty Start Time Charge Amount		04-03 15:55:53		
햐	Parking Lot Management	Ð												Charge Amount	0.0			
<u>آه</u> ا	Guard Booth Settings	Ð												Manual Release				
0	Charge	Ð												License Plate Number				
Ð	Reports	Ð												Permit Channel*	Test		~	
i.	Real-Time Monitoring	Θ													Confirm			
	Guard Booth																	
	Monitor Room													Respectiv	e Distri	cts:Entry		
														Remaining Pa	arking S	Space : 0	099	
			License Pl	ate Number	Vehicle T	lype	Vehicle Owne	er Ti	me	Cha	nnel Status		Event Type					
														Change Do	ty Blac	R.		L
														a de la companya de la company	۲	Ø		~

**Note:** To properly use this function, set the temporary vehicle charge and fixed vehicle charge in advance. An overtime charge standard must be set for the central payment station. If the consumer discount function is enabled, the vendor discount must be set. Otherwise, a prompt in the red box will be displayed.

ZKTeco	£ 🗊						÷		nin <u>(</u> ) (i) (i) Authorized Compa	any: ZKTeco
Operation Wizard 🕀								Guard Booth Current Duty	Test Test1	^
$\overleftarrow{\mathfrak{O}}$ Authorization Management $\oplus$								Duty Start Time Charge Amount	2018-04-03 15:55:53 0.0	
니라 Parking Lot Management 🕀		1	Prompt					Charge Anount	0.0	
Guard Booth Settings 🕀			The charging standar	d of temporary vehic	le A has not set, j	please click her	e to set.	Manual Release		
⑥ Charge ⊕								License Plate Number		
🗐 Reports 🕀								Permit Channel* Manual Release Reason		<ul> <li>✓</li> <li>✓</li> </ul>
😋 Real-Time Monitoring 🕞					Click	k here		C	onfirm	_
Guard Booth Monitor Room								and the second second second second	Districts:Entry king Space:009	99
	License Plate Number	Vehicle Type	Vehicle Owner	Time	Chann	nel Status	Event Type	0		
								Change Duty	Black-White	
								R (	9	~

Click the link in the prompt to quickly locate the corresponding module and add necessary information.

If the local host is not set as the guard booth, a prompt in the red box will be displayed:

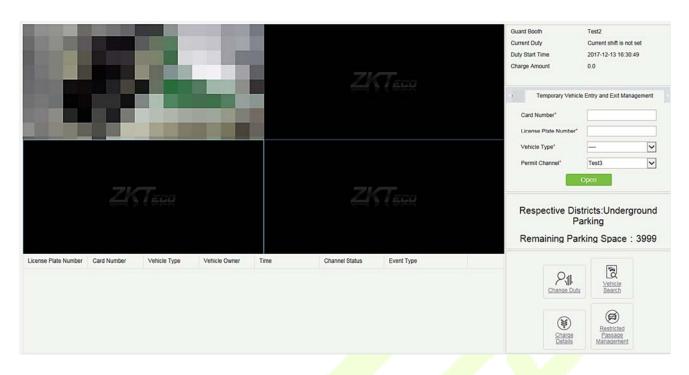
ZKTeed	י	£		٢	in 1 ↓			<b>A</b>			÷		Welcome, a		Company: 11
Operation Wizard													Guard Booth	This computer is not used figuard booth!	or ^
Authorization Manager	ment⊕												Current Duty Duty Start Time	Current shift is not set 2018-04-04 15:29:34	
နှို့် Parking Lot Manageme	ent 🕀												Charge Amount	0.0	
Guard Booth Settings													Manual Release		
Charge							71	Prompt					License Plate Number		
Reports					This comp	outer is not us	ed for gua	ard booth s	o that it can	not preview	the video!		Permit Channel*		
🔫 Real-Time Monitoring	Θ													Confirm	•
Guard Booth															
Monitor Room														is not used for gu t it can not view th	
														parking spaces.	
		License P	late Number	Vehicle T	ype	Vehicle Owner	Tim	e	Cha	nnel Status	Event Ty	уре		2	
													Change Ds	Black-White List	
													Vehicle Search	Charge Details Managerm	×

If the local host is set as the guard booth but has not been bound to any channel or device, a prompt in the red box will be displayed:

	ZKTeco		£		٩	( <b>1</b> ) ↓			()	ŝ		÷		Welcome, a	admin 🕠 į ? Authorized C	(     n pany: 11
'n	Operation Wizard													Guard Booth	This computer is not used for guard booth!	^
Ø	Authorization Manageme	ent⊕												Current Duty Duty Start Time	Current shift is not set 2018-04-04 15:29:34	
٨ţ	Parking Lot Management	t ⊕												Charge Amount	0.0	
<u>)</u>	Guard Booth Settings													Manual Release		
0	Charge								Prompt				]	License Plate Number		
Ē	Reports					This comp	outer is not us	ed for gu	ard booth s	o that it can	not preview	the video!		Permit Channel*		~
	Real-Time Monitoring												J	Manual Release Reas	confirm	~
	Guard Booth														Continue	
3	Monitor Room													booth so tha	is not used for guant it can not view th parking spaces.	
			License Pl	ate Number	Vehicle Typ	pe	Vehicle Owner	Tim	e	Cha	innel Status	Event T	ype		2	
														Change D	Black-White	
														Vehicle Search	Charge Details Managemen	~

#### Automatic License Plate Identification/Video Surveillance

Area 1 in the following figure shows the automatic license plate identification/video surveillance in normal state:



When the entrance channel identifies the license plate of a vehicle going entering the parking lot, the following box is displayed:

	Operator Confirmation Window
License Plate Number	AABD777
Vehicle Type	Temporary Vehicle A
	Open Cancel

Click [Open] to allow the vehicle whether to enter the parking lot.

**Note:** When **Direct pass** is set for fixed vehicles (temporary vehicles) in <u>9.4.2 Channel Setting</u>, the vehicle can successfully enter the parking lot, and this box will not be displayed.

When the exit channel identifies the license plate of a vehicle going out of the parking lot and there is a record about normal entrance of the vehicle, the following box is displayed:

Number Vehicle Type	AABD777 emporary Vehicle A	Enter Phot		20170252/5 16/19/28
Number Vehicle Type	emporary Vehicle A			2012025/17 14/19/28
	047.05.47.44.40.00			
In Time 2	017-05-17 14:40:20			
Out Time 2	017-05-17 14:40:41			
Receivable 0. Amount	.0			
Discount Amount 0	.0		<u>AA-BD777</u>	
Received Amount 0	.0			Charnel &
Charge Type C	Cash			
	Print the bills	Open	Cancel	

**Solution** Note: If consumer discount is not enabled in <u>9.3.8 Parameter Setting</u>, consumer discount cannot be enabled, as shown in the following figure:

	Operator	Confirmation Window		
Charge Info		Enter Photo		
License Plate Number	AABD777			2010/25/7 14/19/28
Vehicle Type	Temporary Vehicle A			
In Time	2017-05-17 14:40:20			
Out Time	2017-05-17 14:44:20			
Receivable Amount	10.0			
Discount Amount	0.0		<u>A BD777</u>	
Received Amount	10.0			Charnel A
Charge Type	Cash			
Pr	rint the bills Open	Free	Cancel	

The Free button is displayed only when Temporary Vehicle Free is set to Yes in 9.4.1 Guard Booth Setting.

The vehicle type can be changed and fees are recalculated only when **Enable replacement of vehicle** is set to **Yes** in <u>9.4.1 Guard Booth Setting</u>.

Click **[Open]** to allow the vehicle to exit from the parking lot.

Click [Print the bills] to print receipts. The following dialog box is displayed:

**Note:** To use the printing function, select **Printing fee receipts** in <u>9.3.8 Parameter Setting</u>. If the printing plug-in is not installed, a prompt is displayed as follows:

						The current guard booth	Guard Booth A
						Current Duty	The current is not set.
						Duty Start Time	2017-05-17 14:20:15
						 Charge Amount	10.0
						Artificial Release	
						License Plate Number	
						Permit Channel*	Channel A
			ZKT			Artificial Release Reason	•
				F	rompt	Cor	nfirm
				The print control is control Download	s not installed:The print (You must restart your tallation is complete.)		
				browser after ins	tallation is complete.)		
				ок	Cancel		_
							0
License Plate Number	Vehicle Type	Vehicle User	Time	Channel State	Event Type		Black White
						R.	
						Vehicle Search	Charge Detail
						Statu	

If the license plate identified by the exit device does not match any entrance record, the **Manual Correction** page is displayed as the following figure:

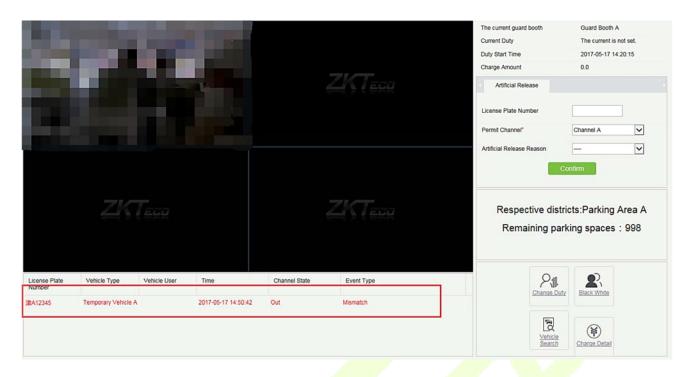
Manual correction
License Plate Number AA12345 Search
Total search records:0
No record number, please manually correct the number of the license plate.
Correction of license plate number
Manual correction Non-matching process

On this page, the license plate number entered in the first line is used as the standard and entrance records of similar license plate numbers are searched in the database based on the entrance and exit

matching precision rules set in <u>9.3.8 Parameter Setting</u>. Click and to go to the previous or next record. Select the record to be corrected, enter the corrected license plate number, and click [**Manual correction**] to correct the license plate number and allow the vehicle to exit the parking lot. If no similar entrance record is found, click [**Non-matching process**]. The manual release method is prompted and the amount for gate opening cannot be entered.

#### Scrolled Display of Entrance and Exit Messages

When a vehicle enters or exits from the parking lot, the table at the lower part of the page displays the license plate number, vehicle type, time, channel state and event type. Events such as manual release, VIP vehicle entrance and exit, fixed vehicle transfer to temporary vehicle, and non-matching process are displayed in red, as shown in the following figure.



#### • Current Duty

Duty information is displayed at the upper right of the page. The information includes the current guard booth, current duty, duty start time, and charge time, as shown in the preceding figure.

#### • Central Payment Station

Enter the license plate number on the **Central Payment Station** tab page and click **[Charge]**. If no entrance record of the license plate number is found, the **Manual correction** page is displayed as in the following figure:

Manual correction	×
License Plate Number D123456 Search	
Total search records:0	- 1
No record number, please manually correct the number of the license plate.	
Correction of license plate number	
Manual correction	

On this page, the license plate number entered in the first line is used as the standard and entrance records of similar license plate numbers are searched in the database based on the entrance and exit

matching precision rules set in <u>9.3.8 Parameter Setting</u>. Click and to go to the previous or next record. Select the record to be corrected, enter the corrected license plate number, and click [Manual correction] to correct the license plate number and allow the vehicle to exit the parking lot.

If a normal entrance record is matched, a charging result page is displayed and a charging success message is displayed after you press **[OK]**.

#### Manual Release

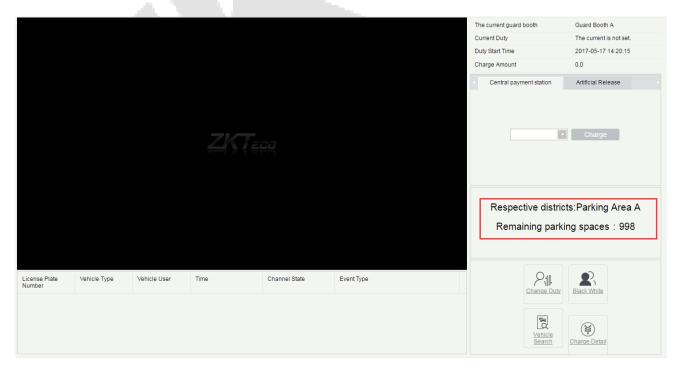
The information is shown in the red box of the following figure:

	P	7		ŧ	ZKTERR	The current guard booth Current Duty Duty Start Time Charge Amount Central payment station	Guard Booth A The current is not set. 2017-05-17 14-20:15 0.0 Artificial Release
						License Plate Number Permit Channel* Artificial Release Reason	D231233 Channel V Release V
						icts:Parking Area A king spaces : 998	
License Plate Number	Vehicle Type	Vehicle User	Time	Channel State	Event Type	Change Dut	Black White
						Vehicle Search	Charge Detail

Enter a license plate number, select the release channel and manual release reason (set in <u>9.4.4 Manual</u> <u>Release Reason</u>), and click **[OK]**. For the entrance channel, directly open the gate to release the vehicle. For the exit channel, there may be two situations: if an entrance record is matched, the charging result page is displayed and the vehicle successfully exits from the parking lot; if no matched entrance record is found, the **Manual correction** page is displayed for manual correction. (The charging result page and manual correction page have been mentioned above and are not described here.)

#### Remaining Parking Spaces

The information is shown in the red box of the following figure:



This area displays the name of the parking area to which the guard booth belongs, and the remaining parking spaces in the parking area. (Records are read from the database and the displayed is updated every 5 seconds.)

#### • Change Duty

Click change in the lower right corner. The following dialog box is displayed (**Note:** this button is valid only Duty but on the lower right corner. The following dialog box is displayed (**Note:** this button is valid only but on the lower right corner. The following dialog box is displayed (**Note:** this button is valid only but on the lower right corner. The following dialog box is displayed (**Note:** this button is valid only but on the lower right corner. The following dialog box is displayed (**Note:** this but on the lower right corner. The following dialog box is displayed (**Note:** this but on the lower right corner. The following dialog box is displayed (**Note:** this but on the lower right corner. The following dialog box is displayed (**Note:** this but on the lower right corner. The following dialog box is displayed (**Note:** this but on the lower right corner. The following dialog box is displayed (**Note:** this but on the lower right corner. The following dialog box is displayed (**Note:** the lower right corner. The following dialog box is displayed (**Note:** this but on the lower right corner. The following dialog box is displayed (**Note:** the lower right corner. The following dialog box is displayed (**Note:** the lower right corner.)

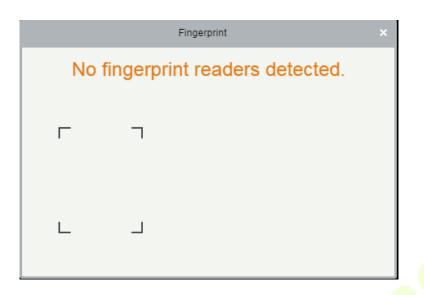
when Enable the shif	process is selected in	9.3.8 Parameter Setting.)
----------------------	------------------------	---------------------------

Duty Officer Name	admin	Duty Officer ID	1
Duty start time	2017-05-17 14:20:15	Advance amount*	100
Duty end time	2017-05-17 14:55:44	Turnover	0
The number of free release vehicle	3	The total amount	100
The number of artificial	0	The actual	100
release		amount*	

Set **Advance amount** and **The actual amount** and click **[OK]**. The current shift ends and the next shift starts. A login dialog box is displayed:

Login account*		admin	
Login password	1 <b>*</b>		

Enter the user name and password and click **[Login]** for successful shift change. Fingerprints can also be used for login, as shown in the following figure:



#### White-Black List Management

Click (in the lower right corner. The black/white list management page is displayed (see <u>9.3.7 White-</u>

#### Black list).

			Black White			
ense Plate Number		License Plate type		Q 🛞		
current query condi	tions: None					
Refresh 🕒 New	斺 Delete					
License Plate Number	License Plate type	Start Time	End Time	Operator	Operating Time	Operations
<u>H123123</u>	Blacklist			admin	2017-05-17 14:56:56	Edit Delete

Vehicle Search<sup>®</sup>

Click in the lower right corner. The **Vehicle Search** page is displayed (see <u>9.6.4 Vehicles in the</u> <u>Search</u> page is displayed (see <u>9.6.4 Vehicles in the</u> <u>Search</u> 
Parking Lot).

					Vehicle Search				×
Time From	2017-02-17 00:00:00	То	2017-05-17 23:	59:59	License Plate Numbe	r	Q	$\otimes$	
The current	query conditions: Time From	:(201	7-02-17 00:00:00	) To:(2017-0	5-17 23:59:59)				
C Refresh	n								
Name	License Plate Number	Re	gister Type	In Time	Name	Channel S	State	Event Type	Enter Pi
Parking A	陕ABD777	Ten	nporary Vehicle	2017-05-17	14:40:20 Channe	A Large vehic	cle area ent	General records	<u>2017-05-</u>
Parking A	陕ABD777	Ten	nporary Vehicle	2017-05-17	14:43:36 Channe	A Largev ehio	cle area exi	General records	<u>2017-05-</u>
<									>
⊣< < 1-2	2 > > 50 rows per page	•	<ul> <li>Jump To 1</li> </ul>	/1 Pag	ge Total of 2 record	3			

#### • Charge Detail

Click (a) in the lower right corner. The **Charge Detail** page is displayed (see <u>9.6.2 Charge Details</u>).

License Plate Number       Vehicle Type       In Time       Out Time       Charge type       Receivable Amount       Discount Amount       Rolling reduction amount         Temporary Vehicle A       Not matched the enter time       2017-05-17 14:51:52       Free       0.0       0.0       0.0         Temporary Vehicle A       Not matched the enter time       2017-05-17 14:50:42       Free       0.0       0.0       0.0	Time From	2017-02-17 00:00:00	To 2017-05-17 23:59:59	Operator Name		More	Q, ⊗	
License Plate Number       Vehicle Type       In Time       Out Time       Charge type       Receivable Amount       Discount Amount       Rolling reduction amount         Temporary Vehicle A       Not matched the enter time       2017-05-17 14:51:52       Free       0.0       0.0       0.0         Temporary Vehicle A       Not matched the enter time       2017-05-17 14:50:42       Free       0.0       0.0       0.0	The current q	uery conditions: Time From	m:(2017-02-17 00:00:00) To:(20	17-05-17 23:59:59)		_		
Number         Temporary Vehicle A         Not matched the enter time 2017-05-17 14:51:52         Free         0.0         0.0         0.0           Temporary Vehicle A         Not matched the enter time 2017-05-17 14:50:42         Free         0.0         0.0         0.0	C+ Refresh	Clear All Data						
Temporary Vehicle A Not matched the enter time 2017-05-17 14:50:42 Free 0.0 0.0 0.0		Vehicle Type	In Time	Out Time	Charge type			
	ILA CILIS	Temporary Vehicle A	Not matched the enter time	2017-05-17 14:51:52	Free	0.0	0.0	0.0
Temporary Vehicle A         2017-05-17 14:35:43         2017-05-17 14:36:30         Free         0.0         0.0         0.0	IIA COAR	Temporary Vehicle A	Not matched the enter time	2017-05-17 14:50:42	Free	0.0	0.0	0.0
	CANOD?	Temporary Vehicle A	2017-05-17 14:35:43	2017-05-17 14:36:30	Free	0.0	0.0	0.0

## 9.7.2 Guard Booth (When Access Controller is used for Parking)

Choose [**Real-Time Monitoring**] > [**Guard Booth**]. The **Guard Booth** page is displayed, as shown in the following figure.

ZKTeco	오 🗊		: 🖺			<b>A</b> 😳			(1)     (1)     (2)     (	
Geration Wizard ⊕								Guard Booth Current Duty	Test2 Current shift is not set	
Off       Authorization Management ⊕         ↓↓↓       Parking Lot Management ⊕								Duty Start Time Charge Amount	2017-12-13 16:30:49 0.0	
for Guard Booth Settings ⊕								Temporary Vehic	e Entry and Exit Manager	ment
😫 Charge 🕀								Card Number* License Plate Number*		
Reports 🕀								Vehicle Type" Permit Channel*	 Test3	~
Real-Time Monitoring									Open	
Monitor Room								P	tricts:Undergro arking king Space : 3	
	License Plate Number	Card Number	Vehicle Type	Vehicle Owner	Time	Chan	el Status Event Type	Pul. Chance Out	Vehicle Search	
								Charge Charge	Restricted Passage Management	

#### **Temporary Vehicles entry and exit Management**

The function will appear when access controller is used for parking. It is similar to manual release.

Select the entry and exit credentials according to parking parameters settings: Card or Barcode displays different interfaces. Need card reader and scan code gun.

## 9.7.3 Monitoring Room

In Monitoring Room, you can check video images and entrance and exit information of all guard booths in all parking lots.

Choose [Real-Time Monitoring] > [Monitoring Room]. The Monitoring Room page is displayed as in the following figure.

ZKTeco	2 0 🕘 🖭 🛱	i 🖨 🖄 🖧 🔅	Welcome, admin (R) (1) (2) (R) (1) Authorized Company. ZKTeco
Operation Wizard			Traffic statistics      Approach      Appearance Day Month Year
$\overline{{\mathfrak Y}}$ Authorization Management $\oplus$	71/7		-O- Exit -O- A -O- 8 -O- C -O- Small -O- Entry
မြို့ရှိ Parking Lot Management 🕀			0.8 -
Guard Booth Settings 🕀			0.4
One          ⊕			0 2:00 hour 4:00 hour 8:00 hour 12:00 hour 16:00 hour 20:00 hour
📮 Reports 🛛 🕀			Charge statistics Day Month Year
👻 Real-Time Monitoring 🕞	ZKTeeg		11
Guard Booth			0.8 - 0.6 -
Monitor Room			0.4-0.2-
	Parking Lot Test Parking Area Entry	Guard Booth Test	0 3:00 hour 4:00 hour 8:00 hour 12:00 hour 16:00 hour 20:00 hour
	Parking Area Guard Booth License Plate Nu	mber Time Channel Status Event	Residual parking statistics
			100
			60-
			40
	<	>	0 Exit A 8 C Small Entry

Choose [**Parking Lot**] > [**Parking Area**] > [**Guard Booth**] to see the video images of the selected guard booth, the message list for scrolled display can receive the entrance and exit events of all the guard booths in all the parking lots, and the graphic statistics in the right displays traffic information.

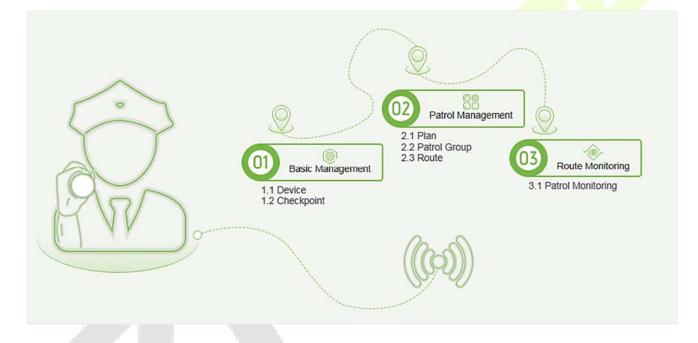
# 10 Patrol System

The patrol system can help enterprise management personnel to effectively supervise and manage the patrol personnel, plans and routes. In addition, periodic statistics and analysis can be performed on the patrol routes and results.

**Note:** Before patrol operations, you need to add patrol devices in the **[Access]** module and add patrol personnel in the **[Personnel]** module.

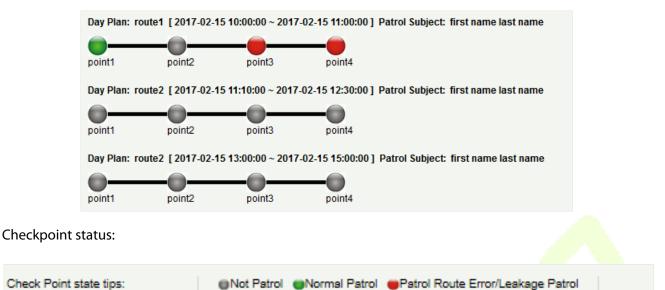
# **10.1** Operation Wizard

After logging into the system, click **[Patrol]** to go to **[Operation Wizard]**. Click on the page as prompted to go to different functional modules and perform operations. The page is displayed as follows:



# **10.2 Route Monitoring**

This function displays all the scheduled routes of the current day in the patrol plan. When the patrol personnel patrols based on the plan, the corresponding checkpoints in the patrol route will turn green. If the personnel do not patrol based on the plan, the checkpoints will turn red. The page is displayed as follows:



Normal Patrol: The patrol personnel finished the patrol in the normal time segment in normal sequence.

Patrol Route Error: The patrol personnel finished the patrol in the normal time segment but did not follow the route.

Leakage Patrol: The patrol personnel did not finish the patrol in the normal time segment, that is, one or more checkpoints are not patrolled.

Not Patrol: The patrol personnel did not finish the patrol in the normal time segment, that is, the entire patrol route is not patrolled.

# 10.3 Basic Management

#### 10.3.1 Device

11

#### • Add

Select a device to be used as the patrol device from the access control devices. Click [Basic Management] > [Device] > [New]. In the [Alternative] box, add available devices and click [OK] to save the setting. The page is displayed as follows:

	New	*
Patrol Device		
l	Q Please search by the device name.	
Itemative	Selected	
192.168.217.221		
	>>	
	>	
	<	
	~~	
	OK Close	

# 10.3.2 Checkpoint

#### • Add

1. Click [Basic Management] > [Checkpoint] > [New]. The page is displayed as follows:

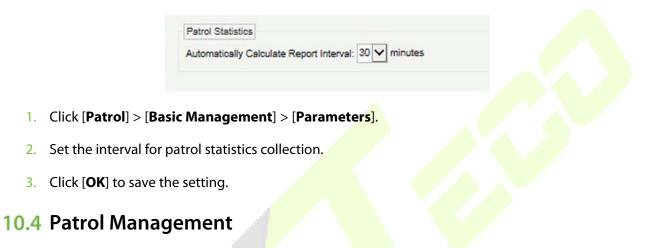
Checkpoint*	I	
Device Module*	Access Control	•
Area Name*		Ī
Device Name*		1
Patrol Tag(Reader)*		1
nstallation Position	/	1
	· · · · · · · · · · · · · · · · · · ·	-

Patrol Tag: Currently, only access control readers are supported.

2. After the setting (parameters with \* are mandatory), click **[OK]** to save the setting. You can also click **[Save and New]** to save the current setting and add another checkpoint. Click **[Cancel]** to cancel the setting and return to the upper-level menu.

**Note:** Patrol tags that have been used by checkpoints cannot be used again when you add another checkpoint.

### **10.3.3** Parameters



### 10.4.1 Plan

#### • Add

Click [Patrol Management] > [Plan] > [New]. Plans by date, week and month are displayed as follows:

d			New				
	Plan Name* Start Time*	00:00 🛨	End Time*	00 : 00 🛨	Cross the Day	Add	
	<ul> <li>By Date</li> <li>By Date</li> </ul>	O By Week	O By Month				
	Start Date*	2017-02-07		End Date*	2017-02-07		
		Save a	nd New OI	K Car	icel		

**Time Segment:** You can set the start and end time of the patrol. The time segment can be across different days.

By Date: The patrol plan is scheduled by day. Select [By Date] and set the start and end date for the patrol plan.

By Week: The patrol plan is scheduled by week.

By Month: The patrol plan is scheduled by month.

A patrol plan by month can be executed every day or periodically. If you choose to execute the patrol plan every day, the patrol task is performed every day in the specified month. If you choose to periodically execute the patrol plan, the patrol task is performed on the specified date in the month.

**Note:** A maximum of three patrol shifts can be added for a patrol plan.

## 10.4.2 Patrol Group

A patrol group consists of multiple patrol personnel. Personnel in the patrol group work together to finish the corresponding patrol task. Click [Patrol Management] > [Patrol Group].

atrol Group					< Patrol	Person			
Patrol Group N	ame	Q	. 🛞		First N	lame		Q 🛞	
he current qu	ery conditions	: None			The c	urrent query con	ditions: None		
C+ Refresh	🖱 New 🏠	Delete			C+ I	Refresh 🔐 De	ete		
Patrol	Group Name	Patrol mode	Remark	Operations	0	Personnel ID	First Name	Last Name	Department
Test Gro	up	Any Person Verification		Edit Add Personnel		3	abc		Financial Department
< < 1-1	> >) 50 rc	ows per page 👻 Tota	al of 1 records		14	< 1-1 > >⊨	50 rows per pag	e 👻 Total (	of 1 records

#### Add

 Click [Patrol Management] > [Patrol Group] > [New] to go to the patrol group adding page as follows:

	New	
Patrol Group Name*		
Patrol mode*	Any Person Verification OAll People Verification	ion
Remark		

- 2. Set the following parameters: Select a patrol group name (not repeatable), patrol mode and remarks.
- 3. Click [Save and New] to add another patrol group and click [OK] to finish the setting.
- 4. Add/Delete personnel for a specified patrol group. (The following operations cannot be performed if the patrol group is used by a patrol route).
- 1) Click [**Patrol Management**] > [**Patrol Group**]. Click a patrol group from the list on the left. Personnel in the patrol group are displayed in the list on the right.
- 2) Click [**Add Personnel**] under Operation in the list on the left. The page for adding personnel is displayed (or adding by department). Add personnel to the list on the right and click [**OK**] to finish the setting.
- 3) Select personnel in the list on the right and click [**Delete**] above the list to delete the personnel from the patrol group.

**Note:** In **[Patrol Mode]**, Any Person Verification means that the patrol task is finished as long as one person in the patrol group swipes the card at the checkpoint in the plan, while All People Verification means that the patrol task is finished only after all people in the patrol group swipe their cards at the checkpoint in the plan. A patrol group cannot be edited or deleted when it is used by a patrol route.

## 10.4.3 Route

A patrol route consists of a series of checkpoints in a specified sequence.

#### • Add

Click [Patrol Management] > [Route] > [New]. The page is displayed as follows:

1. Set basic information for a route in the following box. The Limited Time parameter refers to the time limit for finishing the entire route.

	New		~
Route Name*	1		
Plan Name*		~	
Limited Time*	0	minutes	
Deviation*	0	minutes	
Patrol Subject*	Select patrol pe	rsonnel [	Patrol Group
N	lext Step	Cancel	×
_	lext Step New route1	Cancel	×
Route Name*	New		×
Route Name* Plan Name*	New		×
Route Name*	New route1 0		×
Route Name* Plan Name* Limited Time*	New route1 0 legend 9,00 120	▼ minutes	× Itrol Group
Route Name* Plan Name* Limited Time* Deviation* Time	New route1 0 legend	minutes	ıtrol Group

**Description of the time segment legends:** It is set according to the allowed error time during the patrol. Suppose that the patrol plan is scheduled between 9:00 and 12:00 (which can be set in the patrol plan), and the allowed error time is 5 minutes. This means records between 8:55 and 12:05 are valid and those segments out of this time are invalid.

After the setting, click [Next] to go to the [Route Definition] dialog box. Routes can be classified to Order routes and Disorder routes (two categories and five situations are available). The 
and
buttons are used to move the checkpoint up and down.

**Order:** During patrol plan execution, there is no time limit between checkpoints. Patrol personnel can patrol checkpoints in a specific sequence according to their habits within the time limit.

		Route Defini	tion		×
Route Check	Order Order V point Area Name O	. ⊗			
	rrent query conditions: None				
Alternat	ive		Selecte	id(4) 🛧 🐥	
	Checkpoint			Checkpoint	
				1	
				2	
		>>		3	
		>		4	
		<			
		<<			
14 4	0 > >1 50 rows per page				
		-	_		
	Previous Step	Comple	te	Cancel	

**Disorder:** Disorder routes are divided into the following:

**Total Disorder:** All checkpoints in the patrol route are disordered. Patrol personnel can patrol checkpoints according to their habits within the time limit.

**Disorder Except the First Checkpoint:** In the patrol route, all checkpoints except the first checkpoint are disordered.

**Disorder Except the Last Checkpoint:** In the patrol route, all checkpoints except the last checkpoint are disordered.

**Disorder Except the First and Last Checkpoint:** In the patrol route, all checkpoints except the first and last checkpoints are disordered.

		Route De	finition			×
Route Check	Order Disorder 🗸 💿 Total Disorder 🔿 Disorder Except th point Area Name	he First Checkpoint	() Diso	der Except the Last Checkpoint	O Disorder Except the First and Last Checkpoint	
The cu	rrent query conditions: None					
Alterna	ive		Selec	ted(4) 🛧 🤚		
	Checkpoint			Checkpoint		
		>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>				
1< 0	O > > 50 rows per page	is Step Com	plete	Cancel		

Click **[OK]** to save the setting.

#### ≪Note:

Before patrol operations, you need to add patrol devices in the **[Access]** module and add patrol personnel in the **[Personnel]** module. Note that if the patrol personnel are required to patrol according to the card number but do not have the right for opening the door, you cannot select any rights group in the access control setting when adding personnel or add a rights group that cannot pass the door in any time segment, and then select the rights group in the access control setting when adding personnel.

# 10.5 Reports

There are four modules: All transactions, Patrol Records Today, Patrol Route Statistics, and Patrol Personnel Statistics. You can analyze and collect statistics on the patrol data to gain an overall control on the patrol process.

## **10.5.1** All transactions

Click [**Reports**] > [All transactions] to view all transactions, that is, all event records generated by the patrol device.

You can export all transactions into an Excel, PDF, or CSV file. See the following figure.

					ZKT	ECO					
					All Tran	sactions					
Time: 2017-09-15 0	0 : 00 : 00 - 2017-12 Device Name	-15 23 : 59 : 59 Personnel ID	First Name	Last Name	Card Number	Device Module	Route Name	Checkpoint	Verification Mode	Area Name	Remark
2017-12-15 13:53: 51	192.168.218.60	8	Glori	Liu	6189166	Access	Route1	checkpoint1	Only Card	Area Name	rvemark
2017-12-15 13:53: 51	192.168.218.60	8	Glori	Liu	6189166	Access	Route1	checkpoint2	Only Card	Area Name	
2017-12-15 13:53: 49	192.168.218.60	8	Glori	Liu	6189166	Access	Route1	checkpoint2	Only Card	Area Name	
2017-12-15 13:53: 48	192.168.218.60	8	Glori	Liu	6189166	Access	Route1	checkpoint1	Only Card	Area Name	
2017-12-15 13:53: 46	192.169.219.60	7	Jacky	Xiang	6323994	Access	Route1	checkpoint2	Only Card	Area Name	
2017-12-15 13:53: 46	192.168.218.60	7	Jacky	Xiang	6323994	Access	Route1	checkpoint1	Only Card	Area Name	
2017-12-15 11:54: 18	192.168.218.60	8	Glori	Liu	6189166	Access	route1	checkpoint1	Only Card	Area Name	
2017-12-15 11:54: 17	192.168.218.60	8	Glori	Liu	6189166	Access	route1	checkpoint2	Only Card	Area Name	
2017-12-15 11:54: 15	192.168.218.60	7	Jacky	Xiang	6323994	Access	route1	checkpoint2	Only Card	Area Name	
2017-12-15 11:54: 14	192.168.218.60	7	Jacky	Xiang	6323994	Access	route1	checkpoint1	Only Card	Area Name	
2017-12-15 11:54: 10	192.168.218.60	5	Necol	Ye	13260079	Access	route1	checkpoint2	Only Card	Area Name	
2017-12-15 11:54: 10	192.168.218.60	5	Necol	Ye	13260079	Access	route1	checkpoint1	Only Card	Area Name	
2017-12-15 11:54: 08	192.168.218.60	2	Lucky	Tan	6155266	Access	route1	checkpoint1	Only Card	Area Name	
2017-12-15 11:54: 07	192.168.218.60	2	Lucky	Tan	6155266	Access	route1	checkpoint2	Only Card	Area Name	
2017-12-15 11:53: 48	192.168.218.60	2	Lucky	Tan	6155266	Access	route1	checkpoint1	Only Card	Area Name	
2017-12-15 11:53: 47	192.168.218.60	2	Lucky	Tan	6155268	Access	route1	checkpoint2	Only Card	Area Name	
2017-12-15 11:53: 44	192.168.218.60	2	Lucky	Tan	6155266	Access	route1	checkpoint1	Only Card	Area Name	
2017-12-15 11:53: Created on: 2017-12-15 18:4	192.168.218.60	2	Lucky	Tan	6155266	Access	route1	checkpoint2	Only Card	Area Name	
Created from ZKBioDecurty s											14

# 10.5.2 Patrol Records Today

Click [**Reports**] > [**Patrol Records Today**] to view event records generated by the patrol device today.

You can export patrol records today into an Excel, PDF, or CSV file. See the following figure.

						ECO ords Today					
Time	Device Name	Personnel ID	First Name	Last Name	Card Number	Device Module	Route Name	Checkpoint	Verification Mode	Area Name	Remark
2017-12-15 13:53: 51	192.168.218.60	8	Glori	Liu	6189166	Access	Route1	checkpoint1	Only Card	Area Name	
2017-12-15 13:53: 51	192.168.218.60	8	Glori	Liu	6189166	Access	Route1	checkpoint2	Only Card	Area Name	
2017-12-15 13:53:	192.168.218.60	8	Glori	Liu	6189166	Access	Route1	checkpoint2	Only Card	Area Name	
2017-12-15 13:53: 48	192.168.218.60	8	Glori	Liu	6189166	Access	Route1	checkpoint1	Only Card	Area Name	
2017-12-15 13:53: 46	192.168.218.60	7	Jacky	Xiang	6323994	Access	Route1	checkpoint2	Only Card	Area Name	
2017-12-15 13:53: 46	192.168.218.60	7	Jacky	Xiang	6323994	Access	Route1	checkpoint1	Only Card	Area Name	
2017-12-15 11:54: 18	192.168.218.60	8	Glori	Liu	6189166	Access	route1	checkpoint1	Only Card	Area Name	
2017-12-15 11:54: 17	192.168.218.60	8	Glori	Liu	6189166	Access	route1	checkpoint2	Only Card	Area Name	
2017-12-15 11:54: 15	192.168.218.60	7	Jacky	Xiang	6323994	Access	route1	checkpoint2	Only Card	Area Name	
2017-12-15 11:54: 14	192.168.218.60	7	Jacky	Xiang	6323994	Access	route1	checkpoint1	Only Card	Area Name	
2017-12-15 11:54: 10	192.168.218.60	5	Necol	Ye	13260079	Access	route1	checkpoint2	Only Card	Area Name	
2017-12-15 11:54: 10	192.168.218.60	5	Necol	Ye	13260079	Access	route1	checkpoint1	Only Card	Area Name	
2017-12-15 11:54: 08	192.168.218.60	2	Lucky	Tan	6155266	Access	route1	checkpoint1	Only Card	Area Name	
2017-12-15 11:54: 07	192.168.218.60	2	Lucky	Tan	6155266	Access	route1	checkpoint2	Only Card	Area Name	
2017-12-15 11:53: 48	192.168.218.60	2	Lucky	Tan	6155268	Access	route1	checkpoint1	Only Card	Area Name	
2017-12-15 11:53: 47	192.168.218.60	2	Lucky	Tan	6155266	Access	route1	checkpoint2	Only Card	Area Name	
2017-12-15 11:53: 44	192.168.218.60	2	Lucky	Tan	6155266	Access	route1	checkpoint1	Only Card	Area Name	
017-12-15 11:53: 43	192.168.218.60	2	Lucky	Tan	6155266	Access	route1	checkpoint2	Only Card	Area Name	

# **10.5.3** Patrol Route Statistics

Click [**Reports**] > [**Patrol Route Statistics**] to view all normal and abnormal situations collected during the patrol process.

You can export patrol route statistics into an Excel, PDF, or CSV file. See the following figure.

				ZKTECO Patrol Route Statistics	3			
Route Name	Plan Name	Statistics time	Supposed Patrol Times	Real patrol times	Missed patrol times	Wrong patrol number	Absence times	Patrol Subject
route1	plan1	2017-12-15 13:30: 00	2	2	O	0	o	Amber Lin, Necol Ye, Jacky Xiang, Glori Liu, Lilian Mei, Jerry Wang, Berry Cao, Lucky Tan, Sherry Yang, Leo Hou,
Route1	plan 1	2017-12-15 18:00: 00	2	2	0	1	0	Lucky Tan, Jerry Wang, Necol Ye, Leo Hou, Sherry Yang, Lilian Mei, Berry Cao, Amber Lin, Jacky Xiang, Glori Liu,

# **10.5.4** Patrol Personnel Statistics

Click [Reports] > [Patrol Personnel Statistics] to view patrol statistics of patrol personnel.

You can export patrol personnel statistics into an Excel file. See the following figure.

				Patrol Persor	nnel Statistics				
Personnel ID	Person Name	Route Name	Plan Name	Statistics time	Supposed Patrol Times	Real patrol times	Missed patrol times	Wrong patrol number	Absence times
4	Berry Cao	route1	plan1	2017-12-15 13:30:00	2	2	0	0	0
3	Leo Hou	route1	plan1	2017-12-15 13:30:00	2	2	0	0	0
8	Glori Liu	route1	plan1	2017-12-15 13:30:00	2	2	0	0	0
2940	Sherry Yang	route1	plan1	2017-12-15 13:30:00	2	2	0	0	0
6	Amber Lin	route1	plan1	2017-12-15 13:30:00	2	2	0	0	0
5	Necol Ye	route1	plan1	2017-12-15 13:30:00	2	2	0	0	0
7	Jacky Xiang	route1	plan1	2017-12-15 13:30:00	2	2	0	0	0
6	Amber Lin	Route1	plan1	2017-12-15 16:00:00	2	2	0	0	0
4	Berry Cao	Route1	plan1	2017-12-15 16:00:00	2	2	0	0	0
1	Jerry Wang	Route1	plan1	2017-12-15 16:00:00	2	2	0	0	0
9	Lilian Mei	Route1	plan1	2017-12-15 16:00:00	2	2	0	0	0
7	Jacky Xiang	Route1	plan1	2017-12-15 16:00:00	2	2	0	1	0

**Supposed Patrol Times:** Number of times that the patrol personnel should normally patrol.

Real Patrol Times: Number of times that the patrol personnel actually patrol.

Wrong Patrol Times: Number of times that the patrol personnel do not patrol based on the patrol route.

**Missed Patrol Times:** Number of times that the patrol personnel miss one or more checkpoints in the patrol route within the patrol time.

Absence Times: Number of times that the patrol personnel do not patrol.

# 11 Video (Video Linkage)

The system supports video linkage of access elevator control. You can achieve the management of DVR/ NVR/IPC, real-time video preview, video records query and automatically popping up of linkage events.

You need to add video device, set linkage function in Linkage Setting and Global Linkage in advanced.

**Note:** The current software only supports HIKVision, ZKIVision and Dahua devices. For more details about the devices models, please contact technical support personnel to confirm.

# **11.1 Video Device**

#### • Add a Video device

Click [Video] > [Video Device] > [Video Device] > [New]:

Protocol Type*	Private      Onvif	
Device Name*		
Host Address*		
IP Port*	8000	
Username*	admin	
Password*	•••••	
Area Name*	Area Name	

#### Fields are as follows:

**Device Brand:** The current software version only supports ZKTeco, HIKVISION, Dahua, Axis, Panasonic and Geovision brands. For each brand supporting models, please refer to the Hardware Support List for Video Module.

Protocol Type: The Private or Onvif protocol is automatically selected after Device Brand is specified.

**Device Name:** Any characters within a length of 30.

Host Address: Input the device's IP address.

**IP Port:** The default corresponding IP Port will display after select Device Brand.

User Name: Any characters within a length of 15 (mandatory).

Password: Any characters within a length of 32 (mandatory).

Area Name: Divide area for the device.

**«Note:** After adding device, only the device name and area name can be modified again, other options cannot be modified.

• Enable/Disable a Video Device

Select a video device in the list and click [Enable] or [Disable].

• Edit/Delete Video a Device

Select a video device in the list and click [Edit] or [Delete].

#### • Communication Settings

When the communication parameters are modified in the device, the modification must be synchronized to the software to keep consistency, otherwise all the channels of the video device will not work normally.

Select a device, click [Communication Settings]:

Serial No.*	DS-2CD2012-I20140819C	
Host Address*	192.168.1.94	
IP Port*	8000	
Username*	admin	
Password*		

#### • Video Linkage Operation Guide

Click [Video Linkage Operation Guide], guide users to add video equipment, binding cameras for access control equipment and set the linkage.

# 11.2 Video Channel

When adding a video device, the system will automatically detect the number of cameras on this device, that is, the number of channels, and generate a number of channels accordingly. For example, a video device has 16 cameras. After adding this device, the system will generate 16 channels, and name the channels by default using the format "Device name-channel No.".

#### Enable/Disable Video Device

Click [Video] > [Video Device] > [Channel]:

Device Name	Chan	nel Name	An	ea Name	-	Q	Ō						
The current query conditions: N	The current query conditions: None												
C Refresh 🗸 Enable 🖉 Disable													
Channel Name	Channel Number	Area Name	Device Name	Enable	Operations								
Channel 1	0	Area Name	lh	0	Edit								

#### Click [Edit] below Operations in the list:

Channel Name*	Channel 1	
Device Name*	lh	
Channel Number*	0	
Channel Status*	Enable	

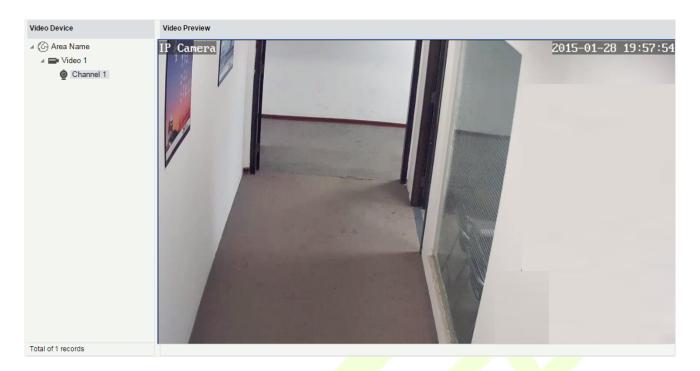
#### Fields are as follows:

Channel Name: Any characters within a length of 30.

Device Name, Channel Number and Channel Status are not editable in this page. You can modify them in Video Device. The channel number is the channel number in video device.

# **11.3 Video Preview**

Click [Video] > [Video Device] > [Video Preview], the left side is the device and channel lists, click a channel to view the monitor screen.



Re-click the channel to shut down the screen.

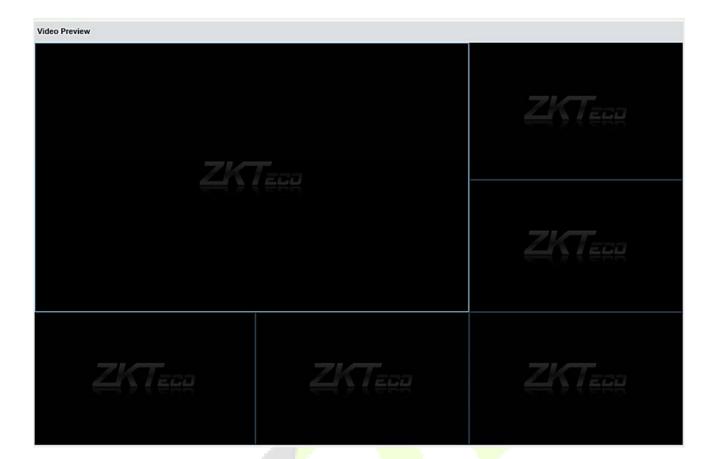
#### *∝*Notes:

- A video can allow five users to preview at the same time. In chronological order, the exceeded users cannot preview the video normally, and the page will be grey.
- If there are no video controls in the system, the below prompts will be displayed:

1.your computer is not installed to browse the video control, or the installation of the version of the control is not the latest.

<u>
 Click to download the OCX 1.0 control.</u> <u>Click to download the OCX 2.0 control.</u>

Click to download both the controls. Install the controls, and refresh the page, you can view the monitor screen normally. To prevent abnormal video display, please install the controls that ZKBioSecurity offers.



# 11.4 Video Event Record

View the records of catching pictures and videos.

#### Click [Video] > [Video Device] > [Video Event Record]:

Time From 2018-						Q 🛞	
he current query o	conditions: Time From:(20	018-01-04 00:00:00)	To:(2018-04-04 23:59:59)				
🕞 Refresh	Clear All Data 📃 List	*					
Start Time	End Time	Area Name	Device	Channel Name	Media File	Status	Remark
015-03-19 13:53:3	3 2015-03-19 13:53:33	Area Name	lh	lh-1	<b></b>	Capture Success	
015-03-19 13:53:3	3 2015-03-19 13:54:03	Area Name	lh	lh-1	۲	Video Success	
015-03-19 13:44:5	6 2015-03-19 13:44:56	Area Name	Ih	lh-1	<b>_</b>	Capture Success	
015-03-19 13:44:5	6 2015-03-19 13:45:26	Area Name	lh	lh-1	۲	Video Success	
015-03-19 13:43:4	3 2015-03-19 13:43:43	Area Name	lh	lh-1	<b>_</b>	Capture Success	
015-03-19 13:43:4	3 2015-03-19 13:44:13	Area Name	Ih	lh-1	⊛	Video Success	
015-03-19 13:41:0	9 2015-03-19 13:41:09	Area Name	Ih	lh-1	<b>—</b>	Capture Success	
015-03-19 13:41:0	8 2015-03-19 13:41:38	Area Name	lh	lh-1	⊛	Video Success	
015-03-19 13:40:1	8 2015-03-19 13:40:18	Area Name	lh	lh-1	<b>F</b>	Capture Success	

#### The media file is:

💽 : Indicates that the linkage type is "Video", you can click to download this file. Please choose a third

part of video player to play the file, or else it cannot be played normally.

🔤 : Indicates that the linkage type is "Capture", you can click to view this file.

**Note:** If the "Video" and "Capture" are both selected, there will be 2 records. For more details about the way to set the linkage type, please refer to <u>Linkage Setting</u>.

## 11.5 Parameters

Click [Video] > [Video Device] > [Parameters]:

Video File Path :	D:\BioSecurityF	ile\vid\videoLinkageFile
/ideo File Clean I	Jp	
When disk space		GB,      delete the previous video files and photos      do not record and capt
When disk space		

Video File Path: Path for storing files when the server records videos or captures images.

Video File Clean Up: When the disk space for storing video files is smaller than the pre-set value, you can choose to delete the old video files or not to record videos or capture images. If you choose Delete, the software will delete the video files that are generated in the earliest day and continue to record videos; otherwise, the software does not record videos.

Video Control selection: It can set whether to download OCX 1.0 or OCX 2.0.

# **11.6 Solutions of Exceptions**

# A. Client browser cannot playback video, preview, or Real-Time Monitoring page has no video pops-up:

Firstly, ensure IE11 or above version browser is available, client and Video Server are on the same network segment and the video ActiveX installation is successful. If the ActiveX installation fails, above all, uninstall the video ActiveX that were originally installed, run the "regsvr32-u NetVideoActiveX23.ocx"command, and then in the browser, set all the options in "Tools -> Internet Options -> Security -> Custom Level" on the ActiveX to "Enable or Prompt", re-open the browser, re-login screen and open the video preview page, run the button "all add items of the site".

B. The network or power of video device is shut off while previewing the video screen.

Check whether the network or power is connected normally. Refresh the page after ensuring that the connection is normal, refresh the page, and re-open the video preview.

#### C. In the E-Map, no video pops-up after clicking the camera icon:

Make sure to use IE11 and above version browser, client and Video Server on the same network segment and the video ActiveX installation is successful. Also, view whether the browser is preventing the temporary window pops up, if it is change to allow window pops up to the site.

# D. Video linkage is triggered, the video server does not have video or size of the video file that the client downloads from the Video Server is 0kb:

First, ensure that the software server has set Time Server (keep the Windows time service and has set the NTP function of the video server), it is recommended to set the time interval of the video server smaller to ensure accurate synchronization software server and video server time, so as to keep the time consistent between software server and controllers. It is recommended set Linkage Recording Time more than 5 seconds, to avoid executing video linkage commands delay, which may lead to the downloaded 0kb video file.

#### E. The Video system is not normal to use in windows server 2008:

Desktop Experience feature needs to be added in windows server2008 before the normal use of the video.

**Step 1:** Run" services.msc" to open the "Service Manager".

**Step2:** Set the start type of "Windows Audio" and "Themes" as Automatically Start.

**Step3:** Run the service manager, click **[Add functions]**, check the "Desktop Experience" box and click **[Install]**. Reboot the server after the installation is finished.

#### F. The video downloaded to local cannot be played:

Please choose a third part of video player to play the file, or else it cannot be played normally.

G. When the browser is chrom42 or above version, the system will prompt you to install video controls though you have already installed.

The old NPAPI controls are disabled in chrom42 or above version. You should open the browser and enter "chrome://flags/#enable-npapi" in address bar to enable the controls.

# 12 Video (VMS)

# **12.1 Video Device**

On the VMS module, click Video Device to go to the Video Device module.

## 12.1.1 Add a Video Device

On the Video Device module, click Video Device, and then click New to manually add the video device.

• Fill in the relevant fields with the corresponding values:

Host Address: Enter the IP address of your system.

**IP Port:** Enter the Port number.

Device Name: Enter the Device Name.

**Username:** Enter the Username.

Password: Enter a unique password.

Area Name: Select the Area name from the drop-down list.

**Protocol Type:** Select the protocol from the drop-down list for transmitting the data.

Click [OK] to add the device.

	New			2
Address*				
ort*	80			
evice Name*				
sername*				
assword				
ea Name*	Area Name			
otocol Type*	ONVIE	-		
	rt* vice Name* ername* ssword ea Name*	ert* 80 wice Name* ername* ssword ea Name* Area Name	ert* 80 wice Name* ssword same Area Name I	ert* 80 wice Name* ssword ea Name* Area Name

#### • Search and Add Video Device

On the **Video Device** interface, click **Search Device** to search and add the Video Device.

On the **Search Device** window, click the **Search button** on the upper left corner and it will list the search results.

During the search process the device with "**ONVIF**" protocol type will not display the serial number, and it can be viewed only after adding the device.

ZKTeco	Pe	ersonnel Ad	ccess Video	快速开发	Demo System	System		
©	Dev	ice			Search Device		×	
Video Device	⊖ The c ⊖ F	Search						
Video Device		Total Progress	1	00%	Searched devi Number of dev			IS
Video Channel		IP Address		<u>te</u>				
		IP Address	Communication port	Protocol Type	Serial Number	Operations		<u>te</u>
		192.168.213.18	81 80	ZKTeco	0B8700027BEF0001CE59	This device has been added		
		192.168.213.18	31 80	ONVIF		This device has been added		
Decoding	÷	192.168.213.22	21 1028	ONVIF		Add		
Real-Time Monitoring	$\oplus$	192.168.213.82	2 80	ONVIF		Add		
Record	$\oplus$							
Report	$\oplus$							
- ː̣̣̣̣̣̣̣̣̣̣̣̣̣̣̣̣̣̣̣̣̣̣̣̣̣̣̣̣̣̣̣̣̣̣̣̣	$\oplus$				Close			
© Connection Manager	⊕ <sub>K</sub>	<	> ou rows per page	i 👻 Junip IV		Z IECUIUS		

On the **Search** list, the Add operation will not be available for the devices that have been already added.

On the **Search** list, click **Add** to add the required devices.

On the New window, enter the Username and the Password.

The curr							
🖓 Refr	Total Progress	-		New			
			Host Address*	192.168.213.82			ns
<b>Y</b> .	IP Address		IP Port*	80			ate
	IP Address	С	Device Name*	192.168.213.82			ate
		p	Username*				
	192.168.213.181	80	Password			led	
	192.168.213.181	80	Area Name*	Area Name	-	led	
	192.168.213.221	10,	Protocol Type*	ONVIF	*		
	192.168.213.82	80					
			Save and Ne	ew OK	Cancel		
		-					

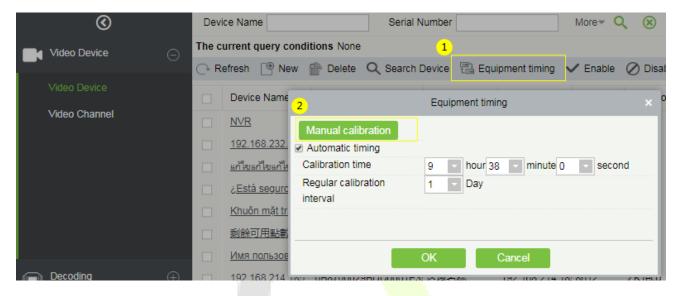
#### ≪Note:

On the **New** window the other information (Host address, IP Port, Device Name, Area Name, and the Protocol Type) will get automatically updated by the software.

#### • Equipment Timing

On the Video Device interface, click Equipment timing to set the timing.

On the **Equipment timing** window, you can either select the Manual calibration and set the time or can select the Automatic timing.



## 12.1.2 Video Channel

On the Video Device module, click Video Channel to go to the Video Channel interface.

#### Enable/Disable Channel

On the **Video Channel** interface, you can edit the channel name, and enable or disable the required video channel.

📑 Video Device	$\Theta$	current query conditions	2					
	Cf	Refresh 🗸 Enable 🖉	) Disable					
Video Device Video Channel	D	Channel Name	Channel Number	Area Name	Device Name	Serial Number	Enabl	
	10	<u>(</u>	Edit		* 8.232.161	20003432797	0	
		Channel Name*	192.168.232.161		8.232.162	20003432743	0	
	0	C Device Name*			8.232.163	20003310362	o	
		Channel Number*	1 Enable		8.232.164	20003310522	٥	
		<u>(</u>			8.232.165	20003432281	0	
	0	2			8.232.166	20003433118	0	
Decoding	⊕ □	4	ок	Cancel	8.232.167	20003432790	0	
- Benganig	C. C	CHRI	1	又能交给	102 169 222 160	20002422401		

# 12.2 Decoding

The decoder can transmit the video images to the screen, which is used to set the TV wall and other such features.

On the Video module, click Decoding to go the Decoding module.

## 12.2.1 Decoder

On the **Decoding** module, click **Decoder** to go to the Decoder interface.

#### • Add a new Decoder

On the Decoder interface, click **New** or **Search Device** to add a new decoder.

©	()~ R	tefre 1 🕒 🕐 New	👚 Dele 2	Q Search Device				
Video Device		Serial Number		Decoder Name	IP Address	Whether Online	Port	Operations
Decoding		014D012373B812	2BE0556	3	New			Edit Delete
		014D0123B2A05	91C18F2	IP Address*				Edit Delete
		014D01232EFF4	BCFB21C	Port*			I	Edit Delete
Decoder Grouping		014D0123A91EE	D4EAC96	Decoder Name*				Edit Delete
TV Wall				Username*				
Decoder Preview Settings				Password				
Decoder Preview Play								
Decoder Playback								
				Save and New	/ OK	Cance		

## 12.2.2 Decoder Grouping

The grouping of Decoder can be set for different video channels.

On the **Decoding** module, click **Decoder Grouping** to group the decoder.

The left side of the **Decoder Grouping** interface displays the Group list and the right side of the interface displays the video channel corresponding to the group.

©	Decoder Grouping	<	zu1	Bound channel :							
Video Device ⊕	GroupName	Q 🛞	Ch	annel Name	Q	8					
	The current query co	nditions None	The current query conditions None								
Decoding $igodoldoldoldoldoldoldoldoldoldoldoldoldol$	🔿 Refrest 🕐 Nev	v 👚 Delete	🕞 Refresh 👔 Delete								
Decoder	GroupName	Oper 2 ions		Channel Name	Device Name	Channel Number	Devise Serial Number	Pause Time	Operations		
	zu1	Delete Add Channel		CH01	192.168.232.161		20003432797	20	Delete		
TV Wall	zu2	Delete Add Channel	None     The       Vions     Image: Constraint of the second sec		132.100.232.101		20003432131	20	Dette		
	zu3	Delete Add Channel									
Decoder Preview Settings	qwertyuiopasdf	Delete Add Channel									
Decoder Preview Play	ชื่อตัวถอดรทัสชื่อ	Delete Add Channel									
Decoder Playback			-								

#### • Add a New Decoder Group

On the **Decoder Grouping** interface, click **New** to add a new decoder group.

On the **New** window, enter the group name.

	$\odot$	Deco	der Grouping		<	zu1 Bound channe	el :
	Video Device 🕀	Gro	upName	Q	$\bigotimes$	Channel Name	
-		The c	urrent query cor	ditions None		The current query	conditions None
	Decoding	()• R	efresh 📑 New	Delete		🕞 Refresh     🖗	Delete
	Decoder		GroupName	Operations		New	×
	Decoder Grouping		zu1	Delete Add Channel	GroupName*		]
	TV Wall		zu2	Delete Add Channel			
	Decoder Preview Settings		zu3	Delete Add Channel			
	Decoder Freview Settings		qwertyuiopasdfg	Delete Add Channel			
	Decoder Preview Play		ชื่อตัวถอดรหัสชื่อ	Delete Add Channel			
	Decoder Playback						
	Real-Time Monitoring 🕀				Save and New	ОК	Cancel

#### • Add Channel:

Click **Add Channel** to add a video channel to the decoder group.

On the **Add Channel** window, select the video channel to be added to the group from the list on the left side of the window.

The selected video channel will be reflected on the right side of the window.

			Ad	d Chan	nel					
Cha	innel Name	Device	Name			Pause Time 20		Q	⊗	
The c	urrent query condition	ons None								
Alterna	ative				Select	ted(1)				
	Channel Name	Device Name				Channel Name	Device Name			
✓	CH01	192.168.232.203				CH01	192.168.232.222			
	CH01	192.168.232.204								
•	CH01	192.168.232.205		>>						
	CH01	192.168.232.206		>						
	CH01	192.168.232.207		<						
	CH01	192.168.232.208		<<						
	CH01	192.168.232.210								
	CH01	192.168.232.211								
	CH01	192.168.232.212								
<	< 1-50 > >I	50 rows per page 👻	· [							
			ОК		Car	ncel				

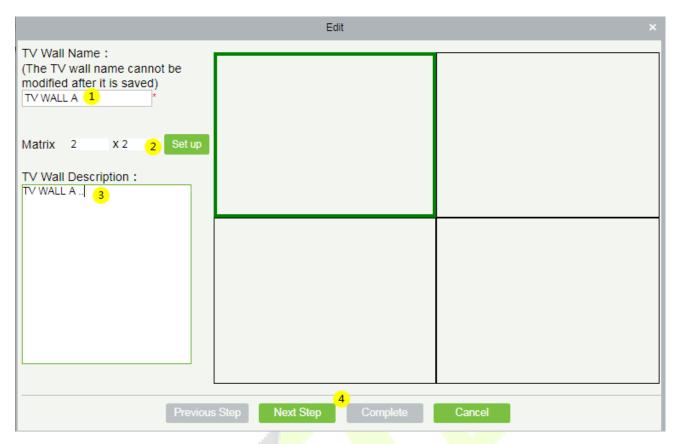
## 12.2.3 TV Wall

The TV wall is used for setting the size of the video display that is joined together by the display screen. It can be added, edited, enabled, or disabled in the TV Wall menu.

On the **Decoding** module, click **TV Wall** to go to the TV Wall interface.

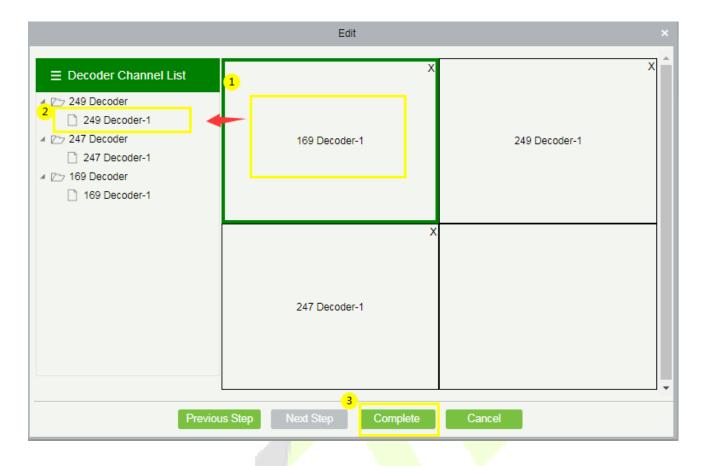
©		C+ Ref <mark>1</mark> st C New							
Video Device	$\oplus$	TV Wall Name	Whether To Enable	Description	Operations				
Decoding	Θ	2x2	Enable	12323	Edit Delete Enable Disable				
		Tên tường	Enable		Edit Delete Enable Disable				
Decoder									
Decoder Grouping									
TV Wall									

- Add a new TV Wall Settings:
  - 1. On the TV Wall interface, click New to add new TV wall settings.
  - 2. Fill in a unique name for the TV wall, where the names cannot be changed once saved.
  - 3. Set the Matrix (here, the matrix refers to the number of rows and columns of the TV wall).
  - 4. Add a description for the TV wall.
  - 5. Click Next Step to go to the next setting.



On this Next window, perform the below action to set the TV Wall.

Click the required ① screen from the matrix on the right side of the window, then select a ② decoder to be displayed, and then click ③ Complete to update the TV Wall settings.



## **12.2.4** Decoder Preview Settings

The Decoder Preview settings facilitates in setting up the video preview screen.

On the **Decoding** module, click **Decoder Preview Settings** to go to the Decoder Preview Settings interface.

#### • Features available on the Decoder Preview Settings:

**TV Wall:** On the top right corner of the interface, select the type of TV wall to be previewed from the dropdown option.

Save: Click Save to save the preview settings plan.

Save As: Click Save As to save the preview settings in a different location or name.

**Delete:** Click **Delete** to delete the preview settings.

Stop Plan: Click Stop Plan to stop the plan.

Start the plan round: Click Start the plan round to initiate the plan.

Plan Setting: Click Plan Setting to set a new decoder plan.

Exit Plan Editing: Click Exit Plan Editing to exit from editing the existing plan.

**New:** Click **New** to create a new preview plan.

	$\odot$		Video Device											T∨ Wall	2:2 *
	j Video Device	÷	Device	Group	•	169 Decoder-1				>	249 Decoder-1			2	2x2 Tên tường
	Decoding	Θ	Search 4 ⑥ 区域名称		٦Î										
	Decoder		4 (G 123												
	Decoder Grouping		~	2.168.213.120 CH01											
1	TV Wall		▲ 8 192.1												
	Decoder Preview Settings			楼办公区1 58.232.162		0.17 D				,	1				
	Decoder Preview Play		- 20	慶办公区2		247 Decoder-1									
	Decoder Playback			楼办公区3	1										
9	Real-Time Monitoring	Ð	a 🔒 192.1	不了CH01 58.232.165											
ප	Record	Ð	20 🐣 省 🖌	楼无人办公区1 58.232.166		3	4	5	6	(	7)	8	9		
5	Report	÷	a 🔒 192.1			save	Save As	Delete	Stop P	lan Start t	he plan round	Plan Setting	Exit Plan Editing		16 25 36
<u>`</u> ف	- Linkage Manager	÷	a 🔒 192.1			10	盟		盟			÷			
Ð	Connection Manager	÷	≪ 20 → ∞. 102 1	婆多媒体1 20 727 170	+	New	四分割	九分割1	四分割2	九分割2	四分割3	四分割4			

#### • Create a New plan

To set the preview, it is essential to create a plan first if there is no existing plan.

On the **Decoder Preview Settings** interface, click **New** to create a new plan.

On the **Plan Setting** window, enter the **Plan Name** (e.g. Division) and **Residence Time** (e.g. 15), and then click **OK** to save.

©	Video Device			TV Wall 2x2 •
☐j Video Device ⊕	Device Group 169 Decoder-1		X 249 Decoder-1	×
Decoding $\bigcirc$	Search Q 个		看不了CH01	20楼无人办公区1
Decoder	- © 123			
Decoder Grouping	<ul> <li>▲ CH01</li> <li>▲ CH01</li> </ul>		20楼无人办公区2	20楼办公区4
TV Wall	<ul> <li>▲ ● 192.168.232.161</li> </ul>	Plan Setting	×	
Decoder Preview Settings	▲ 20楼办公区1 ▲ 合。192.168.232.162 247 Decoder-1	Plan Name* Division		
Decoder Preview Play	▲ 20楼办公区2 20楼办公区1	Residence Time* 15 (1	0-	
Decoder Playback	<ul> <li>合1 192 168.232 163</li> <li>20接办公区3</li> <li>合1 192 168.232 164</li> </ul>	500second)		
Real-Time Monitoring 🕀	▲ 看不了CH01 20秒办公区2 ▲ 各 192.168.232.165	OK Cancel		
Record $\oplus$	▲ 20模无人办公区1 ▲ 合192.168.232.166			
Report 🕀	▲ 20楼无人办公区2 ▲ 合1 192.168.232.167	Delete Stop Plan Start	the plan round Plan Setting Exit	Plan Editing 🔲 🏭 🏥 1 🛛 😂 👀
•` <u>́</u> m. Linkage Manager ⊕	▲ 20模办公区4 ▲ 6:192.168.232.169 20博多煤体1			
${ {                                  $	2016会来(4.1 ▼ New 四分割	九分割1 四分割2 九分割2	四分割3 四分割4	

#### • Division (Created/Existing Plan Name)

The newly created or the existing plan name will be displayed at the bottom of the interface as shown in the below image.

#### • To Divide the Decoder Screen

On the **Decoder Preview Settings** interface, click **Division** (plan name), and then select the required decoder screen from the matrix.

Device Group > 169 Decoder-1 4249 Decoder-1 Video Device CH01 Q Î Search 2 Decoding ⑥ 区域名称 4 🕝 123 Decode # 🔒 192.168.213.120 Decoder Grouping 📣 CHD1 a 🔒 192.168.232.161 TV Wall 🖞 20楼办公区1 4 🔒 192.168.232.162 Decoder Preview Play ※ 20様の公区2 4 🔒 192.168.232.163 Decoder Playback 🔩 20楼办公区3 4 🖧 192.168.232.164 🐔 看不了CH01 Real-Time Monitoring 4 🔒 192.168.232.165 🔩 20楼无人办公区1 Record 3 4 🔒 192.168.232.166 🐔 20楼无人办公区2 9 🔲 👬 🏭 16 25 8 Report 4 Pm 192.168.232.167 🐔 20楼办公区4 · \_ Linkage Man 4 🔒 192.168.232.169 盟 🐔 20楼多媒体1 New 四分割 九分割1 四分割2 九分割2 四分割3 四分割4 Connection Ma 100 160 000 170

Then select any one of the matrix screens from the options to further divide the selected decoder screen.

#### • Add the Video to the Screen

On the divided decoder screen matrix, select any one of split screen, then select the required video channel from the list on the left, and then click ③ **Save** to update the plan settings.



## 12.2.5 Decoder Preview Play

On the **Decoding** module, click **Decoder Preview Play** to go to the Decoder Preview Play interface.

- 1. Select a TV wall type from the drop-down list.
- 2. Click Division (the plan name) to initiate the preview.
- 3. Click Start the plan round and the display connected to the decoder will perform the video roving.

**Note:** There is no default video available in the software.

	$\odot$										T
	Video Device	169 Decoder-1					249 Decoder-1		1		
				CH01				CH01	C	CH01	
	Decoding										
	Decoder							CH01		·,	
	Decoder Grouping							CHUT			
	TV Wall										
	Decoder Preview Setting	247 Decoder-1				•					
		247 Decoder-1	_			,					
	Decoder Playback										
۲	Real-Time Monitoring										l
8	Record										
									4	3	,
F	Report						2		Stop Plan	Start the plan round	ļ
ښ.	Linkage Manager	品品	668	品品	628	品品	毘				
		四分割	九分割1	四分割2	九分割2	四分割3	四分割4	Division			
Ð	Connection Manager										

### 12.2.6 Decoder Playback

On the **Decoding** module, click **Decoder Playback** to go to the Decoder Playback interface.

- Functions and Operations
  - 1. **TV Wall** The upper right corner is the TV wall, and the binding relationship between the TV wall and the video device can be selected.
  - 2. **Device and Storage Server** Select the required video from the Device or the Storage server on the left upper column of the interface.
  - 3. Search:

Search the video channels in the bottom left of the interface, which filters the search video types.

You can search for different videos according to four different conditions.

Date: Search by the required date.

	Search				
-	Date: 1	2019-12-26			
	BitStream Type :	Main BitStream	۲	2	
	Retrieval Mode :	Any	۲	3	
	Search Type :		-	4	
		Search			

Bitstream Type: Select either Main BitStream or Sub BitStream from the drop- down list.

Search			
Date:	2019-12-26		
BitStream	Main BitStream	T	
Type :	Main BitStream		1
Retrieval	Sub BitStream		
Mode :			-
Search	Normal	-	
Type :			
	Search		

Retrieval Mode: Select either Any or All from the drop- down list.

All: If the Retrieval mode is All, then all the alarm options will be selected in the Search type field, and the Search function searches and retrieves the videos that meet all the alarm options.

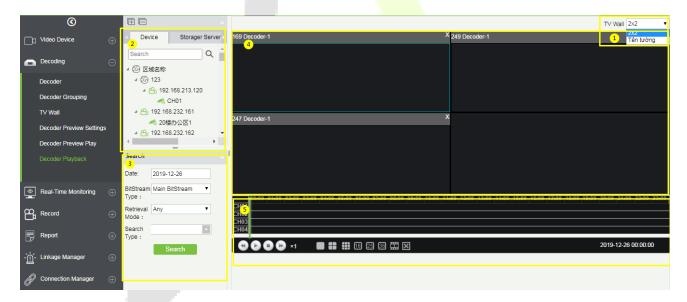
Any: If the Retrieval mode is Any, then the Search function searches and retrieves only the videos that meet the checked-in alarm options.

Date:	2019-12-26
BitStream Type :	Main BitStream
Retrieval Mode : Search	Any  Any All
Type :	Search

**Search Type:** You can choose Normal, Motion, Alarm, Counting Alarm, Cross Line Alarm, Area Alarm and Object Alarm.

~	Clear	OK
- <b>4</b> 84	Normal	Unit
_ <u>4</u> 8₀	Motion	
	Alarm	
Search	🗌 📕 Counting Alarm	
Search	🗌 📕 Cross Line Alarm	
Date:	🗌 📕 Area Alarm	
BitStream Type :	Object Alarm	ļ
Retrieval		
Mode :	Select All	
Search	Normal -	CH04
Type :		
	Search	

- 4. The Decoder displays the selected video.
- 5. The lower right corner is the playback control panel.



You can even split the screen by choosing the matrix option below and then add the video channel to the corresponding split screen.

Ø				T∨ Wall 2x2 ▼
└ Video Device ⊕	Device Storager Server	169 Decoder-1	X 249 Decoder-1	×
Decoding —	Search Q () 《 () 《 () 《 () 《 () 《 () 《 () 《 ()	CH01	CH01	CH01 แก้ไขแก้ไขแก้ไขแก้ไขแ
Decoder	4 G 123			
Decoder Grouping	3 4 📇 192.168.213.120			
TV Wall	▲ A 192.168.232.161	247 Decoder-1	x	
Decoder Preview Settings	≪ 20楼办公区1 ▲ 🖧 192.168.232.162	181-CH1		
Decoder Preview Play	• • • • • •			
Decoder Playback	Search			
	Date: 2019-12-26			
Real-Time Monitoring +	BitStream Main BitStream  Type :	00:00 01:00 02:00 03:00 04:00 05:00 06:00 07:00 08:00 09:00 10:00	11:00 12:00 13:00 14:00 15:00	16:00  17:00  18:00  19:00  20:00  21:00  22:00  23:00
Record $\oplus$	Retrieval Any   Mode :			
Report 🕀	Search Normal, Motion, Alar	2 ≪ ♪ ● ♪ ×1 ■ 🖶 🗰 15 13 🖽 🗵		2019-12-26 00:00:00
ໍ່ດີ. Linkage Manager 🔅				

# 12.3 Face Recognition

The face recognition module is mainly used to manage the face NVR function, which can be used for the control and monitoring of black and white list. It can view the results of the camera capture, identify in real time, and can support the image search.

## 12.3.1 White List Group

#### White List Group Management of Personnel:

On the Video Device interface, click Face Recognition, then click White List Group, and then click New to add a new white list group.

Enter the Personnel Group name and click **OK**.

ZKTeco	£		Ð	ŵ	ir:		80	e <b>t</b> a		
©	White L	ist Group					Brow	vse BlackWh	ite White L	ist 1 ( unde
Video Device	Persor	nnel Group			Q 🛞		🔿 Refresh   Pelete Person			
	The cur	rent query co	onditions Non		Personnel	ID	First			
Decoding	🔿 Ref	esh 🕒 Ne	w 👚 Delete	9				23213		W
S Face Recognition		Personnel Group	Group Typ	pe	Operations					
		/hite List 1	1		New					
White List Group			Personnel	Group*						
Black List Group										
Distribute Device										
Capture Contrast					V.V.					
Image Search			Save a	and New	OK	Cancel				
al.			-							

#### Add Person

On the **White List Group** interface, click **Add Person** to add the personnel to the white list group.

ZKTeco	L		Ð	÷	<b>i</b> ti		8			Ø	<b>{</b> 0}		Welcome, adi		(1) (1) (2) Authorized Comp
©	White List	Group						19	Brow	se BlackWhite:	White List				
Video Device	Personne	el Group			Q 🛞				Per	sonnel ID		Name		C	8
	The curren	nt query co	onditions No	me					The c	current query co	onditions None				
Decoding	O Refres	sh 📑 Nev	w 👚 Dele	te					C R	Refresh 🍈 De	lete Person 📃	List +			
Recognition	Per	rsonnel Gro	up	Oper	rations		2			Personnel ID	First Name	Last Name	Туре	Media F	le
White List Group	Whi	ite List		Edit	Add Persor	n <u>Manual A</u> d				41414141	za	ZSS		🖬 <mark>3</mark>	
Black List Group															
Face Control															
Face Monitoring									1						
Image Search															

On the **Add Person** window, select the required Personnel ID from the left side, then click the button to move the selected Personnel to the right side of the Add Person, and then click **OK** to update the selected Personnel ID to the White List Group.

				Add	d Perso	on				×			
Q	8												
The current query conditions None													
Alterna	ative					Select	ed(2)						
	Personnel ID	First Name	Last Name				Personnel ID	First Name	Last Name				
	4148			*			61724	61724					
	4147												
	61722	61722			>>								
	61723	61723			>								
	63050	63050			<								
	63051	63051											
	68079	68079											
	61720	61720											
1<	< 1-50 > >I 5	0 rows per page	<ul> <li>Total of 555 records</li> </ul>	*									
			OK	(		Car	ncel						

#### Manual Add Person

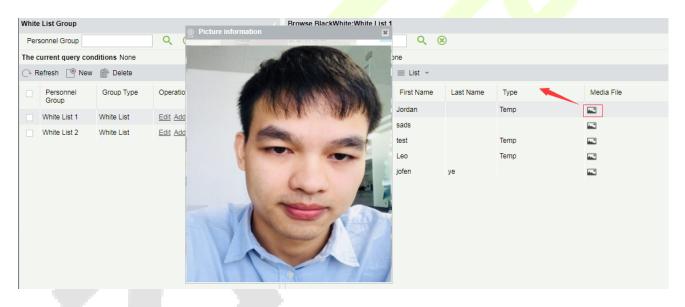
On the White List Group interface, click **Manual Add Person** to temporarily add the personnel to the white list group.

On the **Manual Add Person** window, enter the required Personnel ID, First Name, Last Name, and then click **Save** to manually update the Personnel ID to White List Group.

The temporarily added personnel will not be synchronized to the personnel module of the system, so the Personnel ID can be same as the system personnel. To add a temporary whitelist, you must select a photo of the person.



Click the 🔤 image button to enlarge and view the photos of whitelist.



# 12.3.2 Black List Group

Blacklist group management of personnel:

On the **Video Device** interface, click **Face Recognition**, then click **Face Recognition** -> **Black List Group** -> **New**, add a new group, fill in the group name, and click **OK** to confirm.

©	Black List Group						Browse BlackWhite Black Group1 ( undefined )								
Video Device		Per	Personnel Group Q 🛞				○ Refresh  Pelete Person  List  +								
		The c	current query con	ditions None			Personnel ID	First Name	Last Name	Туре	Media File				
Decoding	🕀 🔿 Refresh 🔮 New 🕋 Delete						23131	xsa	CZXC	Temp					
Face Recognition			Personnel Group	Group Type	Operations						_				
White List Group			Black Group1	Black List	Edit Add Person Manual Add Person										
Black List Group															
Distribute Device															
Capture Contrast						I									
Image Search															

To manage blacklist personnel, you can ① add existing personnel in the ZKBioSecurity system to the blacklist group; ② you can temporarily add personnel to the blacklist group for control.

$\odot$	B	lack List Group			Browse BlackWhite Black Group1 ( undefined )									
Video Device	Ð	Personnel Group	Personnel Group Q 🛞				· C Refresh m Delete Person ≡ List -							
_	Т	he current query con				Personnel ID	First Name	Last Name	Туре	Media File				
Decoding (	÷ (	🖓 Refresh [ 🖱 New	Delete			23131	xsa	CZXC	Temp	<b></b>				
Face Recognition	Θ	Personnel Group	Group Type	Operations										
White List Group				Edit Add Person Manual Add Person										
Black List Group														
Distribute Device														
Capture Contrast					1									
Image Search	ge Search													

Click (2) to temporarily add a blacklist. To temporarily add a blacklist, you must add a photo.

	Manual Add Person		
Personnel ID*	21		
First Name*	Black Watch		
Last Name		(Optimal Size 120*140). Browse Capture	
	Save Clos	e	

# 12.3.3 Face Control

It is used to deliver black and white list groups to NVR devices that support face recognition.

©		Task Name	Q 🛞			
Video Device		The current query conditions None				
Decoding		Task Name	Distribute Device	Host Address	Group Name	Operations
Face Recognition	Θ	white List control	192.168.214.130	192.168.214.130	White List	Edit Delete
White List Group						
Black List Group						
Face Control						
Face Monitoring						
Image Search						

Click Face Recognition > Distribute Device > New to add a device group for black and white list assignment.

①Select the NVR device that needs to send the black / white list.

②Select the black / white list group that needs to be sent.

1	New	×
Distribute Control Name*	Watch Control 1	
Distribute Device*	192.168.214.244	
Group Name*	2	
	White List 1	
	Black Group1	
		_
Save and New	OK Cancel	

**Solution** When adding new NVR to server each time, it is required to click [OK] again, to save the Server info for NVR device on the "Connection Manager" interface, so that the black and white list can be sent to the corresponding new face NVR.

©		VMS System
Video Device	÷	VMS Connection http://192.168.214.139:8489 Path
Decoding	÷	BioSecurity
Face Recognition	÷	BioSecurity Path http://192.168.214.139:8098
Real-Time Monitoring	÷	Save The File Video File Path: F1BioSecurityFile/vid/videoLinkageFile
Record	÷	Video File Clean Up
Report	Ð	When disk space is less than $1$ GB, $\textcircled{B}$ delete the previous photos $\bigcirc$ do not capture
- ဤ - Linkage Manager	÷	Set Server Info For NVR Device
Connection Manager	Θ	Set Server Path For NVR Device: http://192.168.214.139.8098 (eg.http://127.0.0.1.8098)
Connection Manager		
		OK

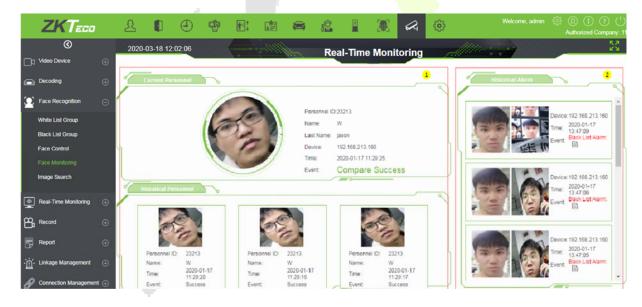
### **12.3.4** Face Monitoring

Real-time monitoring of NVR and its camera to capture and contrast the black and white list personnel.

①Monitors and displays the Whitelist Personnel List.

<sup>(2)</sup>Monitors and displays the Blacklist Personnel List.

③Full screen monitoring.



**Note:** If the person is neither in the white list group nor in the black list group, then the person will appear on the alarm list on the right with "Stranger Alarm".

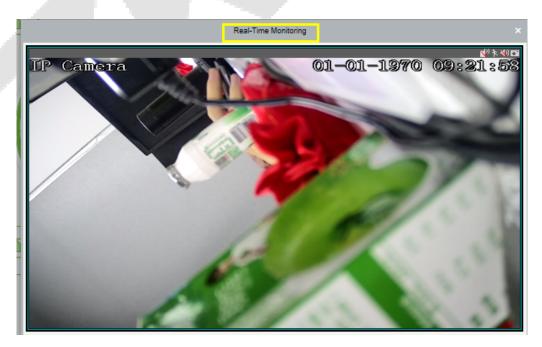
Click the 🗎 button on the Black List Alarm list to view specific alarm details.



Click (1) to view the real-time monitoring screen; click (2) to view the video alarm recording.

Alarr	n Details		
	Device: Name: Personnel Time: Event:	192.168.213.160 xsa ID:23131 2020-01-17 13:47:06 Black List Alarm	
1 2 Real-Time Monitoring	Video Re	cord	

• Real-Time Monitoring Screen.



• View the video record within 10 seconds before and after the Alarm.

1 Play the video in the device.

②Play the video in the storage server;

- ③View the video in full screen.
- ④Click Download to download the video.



## 12.3.5 Image Search

You can search for matching faces captured by related NVR and camera devices by uploading photos of personnel.

ZKTeco	2	]	ŵ			8		R	٩		Welcome, admin	Authorized Company
©	Search Criteria	l.	< Se	earch Resu	lt							
☐1 Video Device ⊕												
Decoding												
E Face Recognition	C C											
White List Group												
Black List Group												
Face Control	(Optimal S	ze 120*140).										
Face Monitoring		92.168.214.13	0									
Image Search	Start Date*	CH1 2020-03-18 00:1 2020-03-18 23:1										
💽 Real-Time Monitoring 💮												
🛱 Record 💮	Se	arch										
Report 🕀												
יֲהֵׁי Linkage Management ⊕												

**Upload Image**: Click to upload photos of personnel who needs to be searched.

**Device**: Select the devices to be searched from the drop-down list.

**Start Date and End Date**: Enter the start and end date to search, and then click **Search** to search.

The results will be listed on the right side of the interface.



IC C 51-100 > >1 50 rows per page \* Jump To 2 /3 Page Total of 142 records

# 12.4 Real-Time Monitoring

The real-time monitoring menu has three sub-menus, Group, Layout, and Video Preview.

The group and layout settings are for the third menu-preview. You can choose to preview in the form of group and layout.

### 12.4.1 Group

It can manage video channels in groups.

Click [Group] > [New] to add a new group, fill in the Group Name, and click [OK] to confirm.

$\odot$	Grou	p		< 1	Browse group name:组	1 bind channels:
☐ Video Device ⊕	Gro	up Name	Q 🛞		Channel Name	Q 🛞
		current query conditions None			The current query cond	ditions None
Decoding (+		Refresh 📑 New 👘 Delete			🖓 Refresh   M Delete	9
Real-Time Monitoring		Group Name	Operations		Device Name	Channel Name
_		组1	Delete Add Channel		192.168.232.161	CH01
Group		组2	Delete 2 New		× 32.162	CH01
Layout		组3	Delete .		32.163	CH01
Video Preview		組4	Delete Group Name*		32.164	CH01
		組5	Delete :		32.165	CH01
		qwertyuiopasdfghjklzxcvbnmc	Delete : Save and New OK	Cancel	32.166	CH01
		123123	Delete :	Cancer	32.167	CH01
		ขื่อกลุ่ม	Delete Add Channel		192.168.232.169	CH01
					192.168.232.170	CH01
Record $\oplus$					192.168.232.171	CH01
Report 🕀						
•` <u>́n</u> ́- Linkage Manager ⊕						
Connection Manager	I<	< 1-8 > > 50 ro	ws per page 👻 Jump To 1 /1 Page	Total of 8 records	i< < 1-10 ⇒	> 50 rows per page 👻 Jump To 1 /1 Page

Click [Add Channel] to add video channels to this group.

_						0 0		
Dev	rice Name	Channel Name				<b>Q</b> 🛞		
The o	current query cond	itions None						
Altern	ative				Select	ed(1)		
	Device Name	Channel Name				Device Name	Channel Name	
	192.168.232.177	CH01	-			192.168.232.176	CH01	
	192.168.232.178	CH01						
~	192.168.232.179	CH01		>>				
	192.168.232.180	CH01		>				
	192.168.232.181	CH01		~				
	192.168.232.182	CH01						
	192.168.232.183	CH01						
	192.168.232.184	CH01	-					
+  {	< 1-50 > ;;	>1 50 rows per page 👻	•					
18	< 1-50 y ;	>1 So rows per page +						

# 12.4.2 Layout

It sets the display style of the OCX and displays the bound video channels.

Click [Layout] -> [New] to add layout settings.

$\odot$		Seria	I Number		Q 🛞		
Video Device	$\oplus$	The cu	fresh				
Decoding	Ð		Layout Name	Stay Time(s)	Туре	Screen Count	Operations
Real-Time Monitoring	Θ		<u>12221321</u>	25	Wide Screen	48	Edit Delete
-	Ŭ		<u>52343242</u>	20	Normal Screen	4	Edit Delete
Group			6499999999999999	20	Normal Screen	64	Edit Delete
Layout			ge	323	Normal Screen	4	Edit Delete
Video Preview			<u>อยู่ตลอดเวลา(ที่สอง</u>	1232	Normal Screen	4	Edit Delete

For the first time users, click "Click to download." and install the "zkVideoActiveX" plugin.

	New	
Video Device		
Layout Name* Stay Time(s)* Screen Style* channel* © 区域名称 © 123 © 123 © 123 © 123 © 123 © 192.168.213.120 © 192.168.232.161 © 20楼办公区1 © 192.168.232.161 © 20楼办公区2 © 192.168.232.163 © 20楼办公区3 © 192.168.232.164 © 192.168.232.165 © 20楼无人办公区 © 192.168.232.166 © 20楼无人办公区 © 192.168.232.165 © 192.168 © 192.168.232.165 © 192.168 © 192.168	<ul> <li>Your conjude is not installed to browse the video controls, of the installation of the version of the control is not the latest</li> <li>Cick to download the 2X/de Active X control</li> <li>2.you are not allowed to use the NFAPI plugin. Please use IE or IE kernel browser Note: Chrome 42 or Firefox 52 and FirefoxESR 52.9 more version does not support previews.</li> <li>3.after the operation, please restart or refresh the browser.</li> </ul>	
Sa	re and New OK Cancel	

#### • Add layout settings:

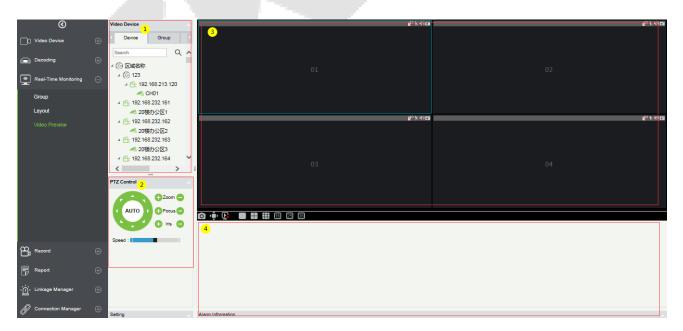
① Fill in the **Layout Name** on the left, ② Fill in the **Stay Time**, the preview time of the video channel set by this layout. ③ Select the **Screen Style** of the layout. There are **Normal Screen** and **Wide Screen** and a variety of screen options.

④ Click on the video **channel** on the left to bind it to the screen on the right ⑤. After binding the screen, a screen will be displayed, click **[OK]** to save.



### 12.4.3 Video Preview

Click [**Real-Time Monitoring**] -> [**Video Preview**] to enter the video preview interface. The video preview interface is divided into four parts.



① Video device selection area.

2 Video preview display interface.



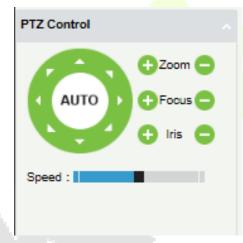
i: Takes a screenshot within the blue frame of the selected screen,

ii: Displays the screen in the full screen preview.

iii: Stops all the preview screens,

iv: Different split screen options.

③ PTZ Control: This function is only available for dome camera.



④ Alarm Information list.

There are three tabs in the video device selection area, which are device list, group, and layout.

Online devices are green and offline are gray.

#### • Video list for video preview:

The device list has three levels, which are area, device, and channel. ① Select the layout to be previewed. ② ③ Left-click an online channel to play the corresponding channel's screen on the right preview window (blue frame). Click again to stop playback.

©	Video Device	2 TIC/T2/目 工研示 1//35/30 2 TIC/T2/目 工研示 1//35/30	(신 <sup>)</sup> 후, 석) ES
Video Device	Device Group		
Decoding	Search Q ▲ ④ 区域名称		
Real-Time Monitoring	⊖ <sup>4</sup> (© 123 <u>4</u> (© 123 <u>4</u> (© 192.168.213.120		
Group	3 (i) CH01 ₄ 192.168.232.161		
Layout	A 20楼办公区1		
√ideo Preview	▲ C 192.168.232.162	▲ <sup>3</sup> を ¥0 四	
VIGO FIEVIEW	🛹 20楼办公区2		
	∠ A 192.168.232.163		
	🛹 20楼办公区3		
	4 🔐 192.168.232.164 💙	0.0	
	<	03	
	PTZ Control		
	Speed :		

#### • Group Video Preview:

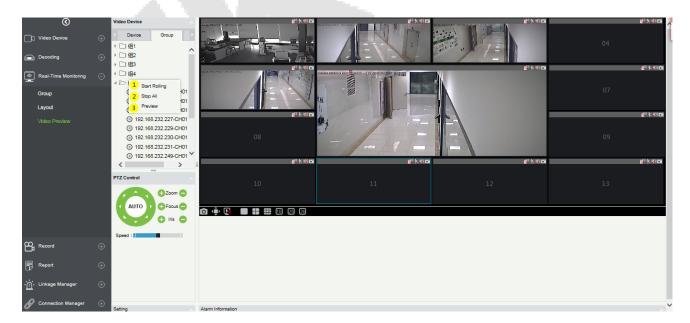
Click [**Group**] in the tab page, here is a list of all the groups set in the [**Group**] menu. Right-click a group and three options will appear, which are [**Start Rolling**], [**Stop All**], and [**Preview**].

① **Start Rolling:** After the round starts, it will automatically start timing (15 seconds) to start the group switching preview from the selected group.

For example, group 5 is currently selected. The preview screen on the right will preview this group first, and then switch to preview group 1 after 15 seconds, and then preview group 2, group 3 group 5 group 1 after 15 seconds and keeps looping.

② **Stop All:** Click to stop rolling and preview.

③ **Preview:** Play the group monitoring screen on the preview screen on the right. Offline devices will not display the preview screen.



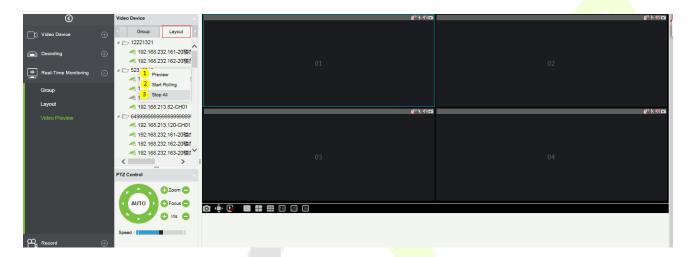
#### • Layout Video Preview

Click [Layout] in the tab page, here is a list of all the layout settings that have been set in the [Layout] menu. Right-click a layout and three options will appear: [Preview], [Start Rolling], and [Stop All].

① **Preview:** Play the layout monitoring screen on the preview screen on the right. The offline devices will not display the preview screen.

② **Stop all:** Click to stop rolling and preview.

③**Start Rolling:** After the round starts, it will automatically start timing (can be set in Layout) to start the layout switching preview from the selected layout and keep looping.



# 12.5 Record

The record function is mainly used to configure the record plan and view the related video records of the device.

### 12.5.1 Storage Server

#### Configure the record plan

Before setting the record plan, you must first configure the storage capacity, otherwise the corresponding records will not be generated.

0	C Refresh					
Video Device	Server Name	IP	Port	Used Percent	Used Space	Operations
Decoding	Local_Storager	127.0.0.1	0	91%	350GB / 385GB	Record Plan Setting Storager Quota Setting
Real-Time Monitoring						
Record						
Storager Server						
Video Record						

Click ① [Storage Server] -> [Storage Quota Setting] to configure the record storage capacity of the VMS server.

It will obtain the available capacity of the hard disks on the VMS server other than the system disk and configure the disk space for storing videos.

Disk Number         Partition         Available Space(GB)         Total Space(GB)         Quota(GB)           ST500DM002-1BD142 ATA Device         D:         18         129         18           ST500DM002-1BD142 ATA Device         E:         4         129         4	Disk Number     Partition     Available Space(GB)     Total Space(GB)     Quota(GB)       ST500DM002-1BD142 ATA Device     D:     18     129     18       ST500DM002-1BD142 ATA Device     E:     4     129     4			Edit		1
ST500DM002-1BD142 ATA Device E: 4 129 4	ST500DM002-1BD142 ATA Device E: 4 129 4	Disk Number	Partition	Available Space(GB)		
		ST500DM002-1BD142 ATA Device	D:	18	129	18
ST500DM002-1BD142 ATA Device F: 12 127 10	ST500DM002-1BD142 ATA Device F: 12 127 10	ST500DM002-1BD142 ATA Device	E:	4	129	4
		ST500DM002-1BD142 ATA Device	F:	12	127	10
OK Cancel				OK Careel		

#### • Record Plan Setting

Click ② [**Record Plan Setting**] to enter the record plan setting page.

Click [New] to select a video channel to set the record plan.

ideo	Channel			Record Plan					
T P	lew 🗹 Copy C	hannel Con	fig 📄 Delete	Record Model Stop Video Record Pre-Record Time					
171	Device Name	Channel	Operations		New	×			
		Name		Select Channel		-			
	192.168.232.16	CH01	Delete Record P		Subordinate Level Contained	OK / Field			
	192.168.232.16	CH01	Delete Record P		CH01	*			
	192.168.213.18	181-CH1	Delete Record P		CH01				
	192.168.213.21	CH01ไขแก่	Delete Record P		4 🗌 😤 192.168.232.178				
	192.168.214.18	wwwwมมาเ	Delete Record P		🗌 🛹 СН01				
	¿Está seguro d	¿Está segu	Delete Record P		4 🗌 😤 192.168.232.179				
	แก้ไขแก้ไขแก้ไร	แก้ไขแก้ไขเ	Delete Record P		CH01				
	192.168.213.12	CH01	Delete Record P		CH01	-			
	192.168.213.1{	CH01	Delete Record P		- + Folget All				
				Save and N	lev 🗆 Select All				

After selecting the video channel, you can set the corresponding record plan, as shown below:

								E	dit										
Video	Channel		3	<mark>4</mark> F	Record	Plan				<mark>_5</mark>									
(* N	lew	hannel Con	fig 👘 Delete					g Video	_	Pre-	Record Ti	me No	Pre-Rec	ord	-				
	Device Name	Channel Name	Operations	6 C		ecord T		No Dela Dele											
	192.168.232.16	CH01	Delete Record Plan	7		0	2	4	6	8	10	12	14	16	18	20	22	24	
	192.168.232.16	CH01	Delete Record Plan		Sun.														
	192.168.213.18	181-CH1	Delete Record Plan		Mon.	0	2	4	6	8	10	12	14	16	18	20	22	24	
	192.168.213.21	CH01ไขแก่	Delete Record Plan	Ξ	WOT.	0	2	4	6	8	10	12	14	16	18	20	22	24	
	192.168.214.18	wwwwมาย	Delete Record Plan		Tues.									1 1					
	¿Está seguro d	¿Está segu	Delete Record Plan		Wed.	0	2	4	6	8	10	12	14	16	18	20	22	24	
	แก้ไขแก้ไขแก้ไร	แก้ไขแก้ไขเ	Delete Record Plan		mou.	0	2	4	6	8	10	12	14	16	18	20	22	24	
	192.168.213.12	CH01	Delete Record Plan		Thur.														
	192.168.213.18	CH01	Delete Record Plan		Fri.	0	2	4	6	8	10	12	14	16	18	20	22	24	
Jump	To 1 /1 F	Page Tota	al of 9 records		Sat.	0	2	4	6	8	10	12	14	16	18	20	22	24	
					Save	and N	lew		ок		Cancel								

① Add a record video channel.

② **Copy Channel Config** can copy the record plan of the ⑦ weekly record panel to the selected video channel.

3 Delete the selected record plan;

④ Record Model:

i: Stop Video Recording.

**li:** Timing Video.

lii: Alarm Video.

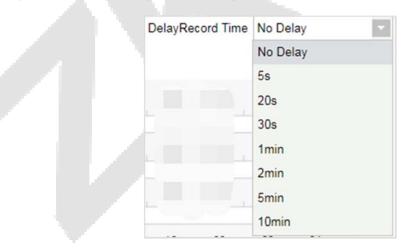
**Iv:** Timing Video + Alarm Video.

Record Model	Timing Video + Alar > Pre-R						
	Stop Video Recording						
	Timing Video 📋						
	Alarm Video 📊						
iv	Timing Video + Alarm \	/ideo					

(5) Select Pre-Record Time: When the record model is in **Stop Video Recording** or in **Timing Video**, the pre-record time should be "**No Pre-Record**" by default.

Pre-Record Time	No Pre-Record
	No Pre-Record
	5s
	10s
	20s
	30s

<sup>(6)</sup> Select Delay Record Time: When the recording type is Stop Video Recording and Timing Video, the default delay record time can only be "**No Delay**".



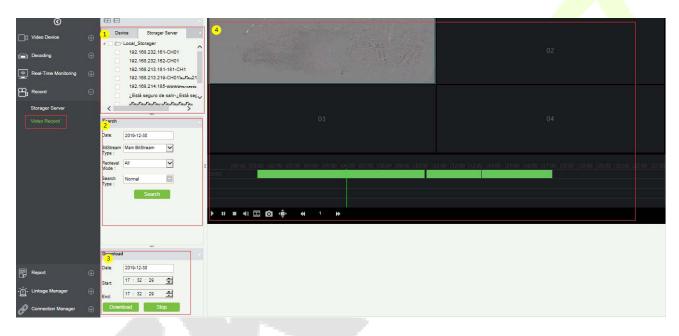
⑦ Record plan panel, drag to select the record time.

## 12.5.2 Video Record

Video playback can be viewed on the [Video Record] interface.

The video playback interface is divided into four areas:

- ① in the device area, there are two-tab pages, the device list interface and the local storage server.
- 2 Video search area.
- ③ Video download area.
- ④ Video playback area.



#### • Device area:

Video device selection area, there are 2-tab pages, which are device and local storage server. Online devices are shown in green and offline devices are shown in gray.

Select the video channel to be searched in ①, select the conditions for video search in ②, and click **[Search]** to search for video. If there is a video, it will display the video segment that can be played; if there is no video, it will pop up **[No data]**.

#### • Video search conditions:

There are four search filter conditions: ①Date, ②BitStream Type (Main or sub BitStream), ③Retrieval Mode (Any and All), ④Search Type (there are 7 options, multiple options can be selected).

Search								
Date:	2019-12-30							
BitStream Type :	Main BitStream							
Retrieval Mode :	All		<mark>∼</mark> 3					
Search	Normal							
Type :	Clear			4 ок				
	✓ N	ormal						
	M	lotion						
	- A	larm						
	C	ounting	Alarm					
	C	ross Lir	ne Alarm					
	A 🗌	rea Alar	m					
	0	bject Al	arm					

#### • Video download area:

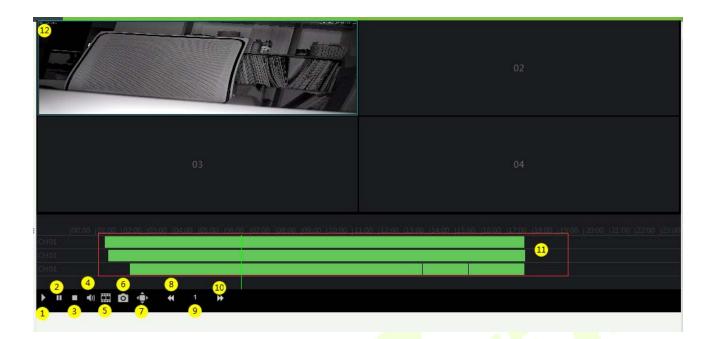
Before downloading, select the device in the device area, select the date and start/end time of the video (123), click Download, if there is no data, it will pop up [**No data**]; If there is a video will directly start to download and show the (4) download progress. After the download is completed, the progress will display [**Download Completed**].

Download				
Date:	2019-12-3	80 1		
Start:	15 : 32	: 29	<mark>∉2</mark>	
End:	17 : 32	: 29	<u> </u>	
Downl	load	Stop1	19% 4	
-	1110	- W		N.

#### • Video playback area:

- ① Play button; ② Pause button; ③ Stop button; ④ Mute button; ⑤ Play by frame; ⑥ Screenshot button.
- ⑦ Full screen playback button; ⑧ ⑨ ⑩ Double speed adjustment button.
- (1) Play video clips; (12) Video playback window.

Note: The video playback area can only play up to 4 videos at the same time.



# 12.6 Report

The report function of the video module can query operation records of the system user on the video device, the video alarm records, facial recognition alarm report, and the video linkage records.

## 12.6.1 Recognition Alarm Report

It is mainly used to show the facial recognition alarm report.

Include three alarm type: White List Alarm, Black List Alarm, Stranger Alarm.

$\odot$	Alarm Time From 2019-11	-24 00:00:00 To 2020-02-2	24 23:59:59 Device N	ame	Q 🛞							
Video Device	The current query conditio	The current query conditions Alarm Time From:(2019-11-24 00:00:00) To:(2020-02-24 23:59:59)										
		👚 Clear All Data 📑 Export										
Decoding (	Alarm Time	Device Name	Alarm Name	Alarm Type	Confirm Alarm	Media File						
Face Recognition	€ 2020-2-12 10:48:40	192.168.213.160	jason	Black List Alarm	0	•						
د د	2020-2-12 10:48:32	192.168.213.160	jason	Black List Alarm	•	•						
Real-Time Monitoring	2020-2-12 10:48:30	192.168.213.160	jason	Black List Alarm	•	•						
	2020-2-12 10:48:29	192.168.213.160	jason	Black List Alarm	•	•						
Record (	<ul> <li>2020-2-12 10:48:13</li> </ul>	192.168.213.160	jason	Black List Alarm	•	•						
Report (	2020-1-16 15:45:25	192.168.213.160	cxzcz	Black List Alarm	0	•						
, ,	2020-1-16 15:45:23	192.168.213.160	cxzcz	Black List Alarm	0	•						
Recognition Alarm Report	2020-1-16 15:45:22	192.168.213.160	cxzcz	Black List Alarm	0	•						
Video Operation Report	2020-1-16 15:45:21	192.168.213.160	CXZCZ	Black List Alarm	•	•						
Video Alarm Report	2020-1-16 15:45:20	192.168.213.160	CIZCZ	Black List Alarm	0	•						
Video Event Record												
- Linkage Management (												
Connection Management	€ IC C 1-10 > >	50 rows per page 👻 Ju	imp To 1 /1 Page	Total of 10 records								

## **12.6.2** Video Operation Report

It is mainly used to list the operation records of the system users on video device.

You can choose ① start time, ② operation type (User Login/Device Management/Linkage Rule) and other conditions to filter the report.

$\odot$	Operation Time F	rom 2019-12-	-03 00:00:00 To 2020	-03-03 23:59:59 One	eration Type		Q	8
Video Device	+ The current query	conditions (	Operation Time From: (20	19-12-03 00:00:00) To:(20	020-03-03 23			
	🖓 Refresh 🗹 🛛	Export		User Login Device Management				
Decoding	+ Time	Operation User	IP Address	Operation Type	Target Add	Linkage Rule		
Face Recognition	① 2020-03-03 14:12:3	1 admin	192.168.214.10	User Login				
Real-Time Monitoring	2020-03-03 14:12:3	1 admin	192.168.214.10	Logout				
Real-Time Monitoring	2020-03-03 14:11:3	9 admin	192.168.214.10	User Login				
Record	2020-03-03 14:11:3	9 admin	192.168.214.10	Logout				
<del>ب</del>	2020-03-03 13:56:1	4 admin	192.168.214.10	User Login				
Report	2020-03-03 10:48:0	3 admin	192.168.214.10	Logout				
Recognition Alarm Report	2020-03-03 10:29:0	5 admin	127.0.0.1	User Login				
	2020-03-03 09:52:3	3 admin	192.168.214.10	User Login				
Video Operation Report	2020-03-03 09:52:3	3 admin	192.168.214.10	Logout				
Video Alarm Report	2020-03-03 09:49:4	4 admin	192.168.214.10	User Login				
Video Event Record	2020-03-02 17:17:1	4 admin	192.168.214.10	Logout				
	2020-03-02 16:59:0	0 admin	192.168.214.10	User Login				
	2020-03-02 16:36:5	6 admin	192.168.214.10	Logout				
نُمْ- Linkage Management	2020-03-02 16:24:1	2 admin	192.168.214.10	User Login				
	2020 02 02 46-24-4	2 admin	400 460 044 40	Lonout				
Connection Management		> >  5	0 rows per page 👻 J	ump To 1 /2 Page	Total of 9	3 records		

### 12.6.3 Video Alarm Report

It is mainly used to list all the video alarm record reports.

You can select ① the start time, the serial number of the video channel, and ② different alarm types to filter the report. There are 8 types of alarms that can be filtered: Motion Detection, Video Loss, Video Occlusion, Alarm Inputs, Counting Detection, Area Detection, Item Detection, Cross-Line Detection. Click ③**Media File** to view the alarm video.

Operation Time From 2019-12-03 00:00:00         To         2020-03-03 23:59:59         Alarm Type         Image: Constraint of the current query conditions         Operation Time From: (2019-12-03 00:00:00)         Alarm Type         Image: Constraint of the current query conditions         Operation Time From: (2019-12-03 00:00:00)         To: (2020-03-0)         Motion Detection         Motion Detection         Motion Detection         Motion Detection         Media File           ting
Device         Motion Detection           C Refresh         Video Loss           Ifing         Start Time         End Time         Serial Number         Alarm Type         Tampering         Media File
Center         Refresh         Video Loss           fing         ⊕         Start Time         End Time         Serial Number         Alarm Type         Tampering         Media File
Start lime End lime Serial Number Alarm Type Media File
Recognition ⊕ 2020-03-03 15:34:22 2020-03-03 15:34:28 20003483997 Motion Detection Counting Alarm In Counting Alarm
2020-03-03 15:11:15 2020-03-03 15:11:21 20003483997 Motion Detection Area Alarm · ctor 🕥
Time Monitoring 🕘 2020-03-03 15:11:03 2020-03-03 15:11:09 20003483997 Motion Detection Object Detection
2020-03-03 14:15:02 2020-03-03 14:15:39 0B810002046F0001CD56 Motion Detection 192:168.213.180-CH01 🕥
d ⊕ 2020-03-03 13:59:28 2020-03-03 14:00:20 0B810002046F0001CD56 Motion Detection 192.168.213.180-CH01 ⊙
t 🕞 2020-03-03 13:57:06 2020-03-03 13:58:31 0B810002046F0001CD56 Motion Detection 192.168.213.180-CH01 🧿
2020-03-03 09:49:39 2020-03-03 09:50:16 0B810002046F0001CD56 Motion Detection 192.168.213.180-CH01 💿
nition Alarm Report 2020-03-02 19:32:36 2020-03-02 19:32:47 20003483997 Motion Detection 192.168.232.172-Cocros
Operation Report 2020-03-02 16:29:47 2020-03-02 16:29:58 20003483997 Motion Detection 192.168.232.172-Cocros
Alarm Report 2020-03-02 14:05:45 2020-03-02 14:05:56 20003483997 Motion Detection 192.168.232.172-Cocros
Event Record 2020-03-02 13:43:56 2020-03-02 13:53:04 0B810002046F0001CD56 Motion Detection 192.168.213.180-CH01 💿
2020-03-02 13:43:18 2020-03-02 13:43:54 0B810002046F0001CD56 Motion Detection 192.168.213.180-CH01 📀

## 12.6.4 Video Event Report

The video event report data comes from the capture and the video recording data generated by the linkage between the access control and the video module.

Search event report data based on the time period and device name. You can select any one option to display data types: List, Image, Video.

3	Operation Time Fro	m 2019-12-03 00:00:	00 To 2020-03-03	23:59:59 Device N	lame	N	Nore= 🔍 🛞				
└ Video Device ↔	The current query c	The current query conditions Operation Time From:(2019-12-03 00:00:00) To:(2020-03-03 23:59:59)									
	🕞 Refresh 👘 Cl	ear All Data 📃 List	-								
Decoding +	Start Time	End Time	a Name	Device Name	Channel Name	Media File	Status	Remark			
ג Face Recognition ⊕	2020-03-03 14:15:04		eo Name	192.168.213.180	CH01		Capture Success				
<u></u>	2020-03-03 14:15:03	2020-03-0 <mark>9 14:15:33</mark>	Area Name	192.168.213.180	CH01	۲	Video Success				
Real-Time Monitoring 🕂	2020-03-03 13:59:45	2020-03-03 13:59:45	Area Name	192.168.213.180	CH01		Capture Success				
 	2020-03-03 13:59:44	2020-03-03 14:00:14	Area Name	192.168.213.180	CH01	۲	Video Success				
Record 🕀	2020-03-03 13:59:30	2020-03-03 13:59:30	Area Name	192.168.213.180	CH01		Capture Success				
📃 Report 🖂	2020-03-03 13:59:29	2020-03-03 13:59:59	Area Name	192.168.213.180	CH01	۲	Video Success				
	2020-03-03 13:57:55	2020-03-03 13:57:55	Area Name	192.168.213.180	CH01		Capture Success				
Recognition Alarm Report	2020-03-03 13:57:54	2020-03-03 13:58:24	Area Name	192.168.213.180	CH01	۲	Video Success				
Video Operation Report	2020-03-03 13:57:27	2020-03-03 13:57:27	Area Name	192.168.213.180	CH01		Capture Success				
Video Alarm Report	2020-03-03 13:57:26	2020-03-03 13:57:56	Area Name	192.168.213.180	CH01	۲	Video Success				
Video Event Record	2020-03-03 13:57:07	2020-03-03 13:57:07	Area Name	192.168.213.180	CH01		Capture Success				
	2020-03-03 13:57:07	2020-03-03 13:57:37	Area Name	192.168.213.180	CH01	۲	Video Success				
	2020-03-03 09:49:41	2020-03-03 09:49:41	Area Name	192.168.213.180	CH01		Capture Success				

①Click on the location of the image to display it; ② Click on the video play button to play it.

		_										
$\odot$		Operation Time Fro	m 2019-12-03 00:00:	DO To 2020-03-03	23:59:59 Device N	lame	N	1ore 🗸 🙁				
Video Device		The current query conditions Operation Time From:(2019-12-03 00:00:00) To:(2020-03-03 23:59:59)										
		🖓 Refresh	ear All Data 🛛 🗮 List	*								
Decoding		Start Time	End Time	Area Name	Device Name	Channel Name	Media File	Status	Remark			
Since Recognition		2020-03-03 14:15:04	2020-03-03 14:15:04	Area Name	192.168.213.180	CH01		Capture Success				
2		2020-03-03 14:15:03	2020-03-03 14:15:33	Area Name	192.168.213.180	CH01	۲	Video Success				
Real-Time Monitoring		2020-03-03 13:59:45	2020-03-03 13:59:45	Area Name	192.168.213.180	CH01	🛋 <mark>1</mark>	Capture Success				
 		2020-03-03 13:59:44	2020-03-03 14:00:14	Area Name	192.168.213.180	CH01		Video Success				
Record		2020-03-03 13:59:30	2020-03-03 13:59:30	Area Name	192.168.213.180	CH01		Capture Success				
Report		2020-03-03 13:59:29	2020-03-03 13:59:59	Area Name	192.168.213.180	CH01	۲	Video Success				
		2020-03-03 13:57:55	2020-03-03 13:57:55	Area Name	192.168.213.180	CH01		Capture Success				
Recognition Alarm Repor	t	2020-03-03 13:57:54	2020-03-03 13:58:24	Area Name	192.168.213.180	CH01	۲	Video Success				
Video Operation Report		2020-03-03 13:57:27	2020-03-03 13:57:27	Area Name	192.168.213.180	CH01		Capture Success				
Video Alarm Report		2020-03-03 13:57:26	2020-03-03 13:57:56	Area Name	192.168.213.180	CH01	۲	Video Success				
Video Event Record		2020-03-03 13:57:07	2020-03-03 13:57:07	Area Name	192.168.213.180	CH01	****	Capture Success				
		2020-03-03 13:57:07	2020-03-03 13:57:37	Area Name	192.168.213.180	CH01	۲	Video Success				

# 12.7 Linkage Management

Alarm linkage management is mainly used to configure the alarm linkage trigger conditions and action types of video device in the management system.

### 12.7.1 Linkage Management

Click [Linkage Management] to enter the linkage management interface and click [New] to add an alarm management.

#### ①Enter Rule Name.

②Alarm Type, there are 8 options (Motion Detection, Video Loss, Video Occlusion, Alarm Inputs, Counting Detection, Area Detection, Item Detection, Cross-Line Detection).

③Select the Alarm Source, that is, select a video channel.

(4) Linkage Action: there are five options: Capture, PTZ, Videotape, Pop-up image, TV wall.

⑤Action type.

<sup>®</sup>Remarks.

**Note:** When the alarm type is selected as Alarm inputs, the pull-down option of the alarm source will become the alarm input. Not all devices have alarm inputs. There are two types of alarm input: local alarm source and network alarm source. IPC devices have only local alarm source and no network alarm source. NVR devices have network alarm source.

$\odot$	Rule Name	
Video Device	The current query conditions None	
Real-Time Monitoring	Rule Name         Alarm Type         1           31232         Motion Detr.         2           cvdsfffffffffffffffffffff         Area Detec         3           เปิดใช้งาน         Video Occli         1           13123123424324         Area Detec         4	New     ×       Rule Name*     A       Alarm Type*     Counting Detection       Alarm Source*     CH01       Alarm Source*     CH01       Linkage Action*     Capture       Videotape     Pop-up Image       TV Wall
Linkage Manager		Remarks Save and New OK Cancel

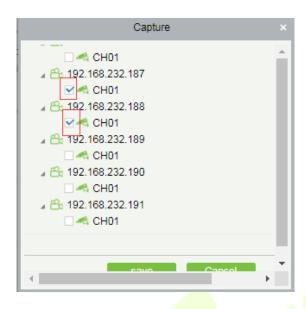
There are five options for linkage actions:

①Capture, ② PTZ, ③ Videotape, ④ Pop-up Image, ⑤ TV Wall.

You can select multiple options, but you can configure the actions one by one only.

Linkage Action*	1 Capture	2 PTZ
	3 Videotape	4) Pop-up Image ☐ TV Wall

> When selecting **Capture**, select the video channel that needs to be captured.



> When selecting **PTZ**, you can choose to call the present point or turn on the round.

			1. Sec.
		PTZ	
2018/2018 ▲ 2018/2018 ▲ 20192.168.232.17 ▲ CH01 ▲ 20192.168.232.17 ▲ CH01 ▲ 20192.168.232.17 ▲ CH01 ▲ 20192.168.232.17 ▲ CH01 ▲ 20192.168.232.17 ▲ CH01	'3 '4 '5	Mode Call Present Point 1 Turn On the Round 1 Delete	
Channel		Operate	
192.168.232.174	-CH01	Call Present Point1	
	save	Cancel	

When selecting Videotape, select the video channel that needs video; multi-channel can be selected.

Videotape	×
🗆 🗠 CH01	
a 🖰 192.168.232.187	1.1
🗹 🗠 CH01	
▲ A 192.168.232.188	
🗆 🔩 CH01	
▲ C 192.168.232.189	
🗆 < CH01	
▲ A 192.168.232.190	
🗆 < CH01	
▲ 6 192.168.232.191	
🗆 🛹 CH01	
save Cancel	-
	۶.

When **Pop-up image** is selected, select the output channel and set the duration of the pop-up image. There are Automatic (stop when the alarm stops) and pop-up time setting.

	Pop-up	Image		
a 😤 192	.168.232.176			*
	S CH01			
a 🖧 192	.168.232.177			
<b>V</b> 4	🖏 CH01			
a 🖧 192	.168.232.178			
	S CH01			
a 🖧 192	.168.232.179			
	🖏 CH01			
a 🖧 192	.168.232.180			
	🖏 CH01			
a 🖧 192	.168.232.181			-
p Mode	<ul> <li>Automatic</li> <li>After</li> </ul>	20	Seconds Stop	
	save	Cancel		
	<ul> <li>B: 192</li> <li>B: 192</li> <li>B: 192</li> <li>C: 192</li> </ul>	<ul> <li>H92.168.232.176</li> <li>CH01</li> <li>H92.168.232.177</li> <li>CH01</li> <li>H92.168.232.178</li> <li>H92.168.232.178</li> <li>H92.168.232.179</li> <li>H92.168.232.180</li> <li>H92.168.232.180</li> <li>H92.168.232.181</li> <li>H92.168.232.181</li> <li>Mode</li> <li>After</li> </ul>	CH01     General	<ul> <li>♣ 192.168.232.176</li> <li>▲ CH01</li> <li>♣ 192.168.232.177</li> <li>▲ CH01</li> <li>♣ 192.168.232.178</li> <li>▲ CH01</li> <li>♣ 192.168.232.179</li> <li>▲ CH01</li> <li>♣ 192.168.232.180</li> <li>▲ CH01</li> <li>▲ 192.168.232.181</li> <li>p Mode</li> <li>● Automatic</li> <li>● After</li> <li>20 Seconds Stop</li> </ul>

> When **TV-Wall** is selected, you can select the corresponding alarm linkage output video channel. You need to add a decoder first.

	TV	Wall
4	CH01 192.168.232.181 CH01 192.168.232.182 CH01 192.168.232.183 CH01 192.168.232.183 CH01 192.168.232.183 CH01	249 Decoder     247 Decoder     169 Decoder     232 Decoder
	Add	Delete
	Channel	Decoder
	192.168.232.181-CH01	247 Decoder
Stop	Mode  Automatic After	20 Seconds Stop
	save	Cancel

# 12.8 Connection Manager

### 12.8.1 Connection Manager

Click [Connection Manager] to enter the connection management configuration interface:

1. The address and port number of the VMS client.

**Note:** The VMS Client must be installed and configure the connection with VMS Server.

- 2. Configure the access address of ZKBioSecurity.
- 3. Configure the storage address of the video linkage captured pictures and video files.
- 4. Configure the size of the space where the video linkage media files are stored. When the media file capacity reaches the configured space size, there are two options: "Delete old files" and "No longer capture".
- 5. Set and save the server info for NVR Device.

	$\odot$	VMS System
	Video Device	1 VMS Connection Path http://192.168.214.139.8489
	Decoding	BioSecurity
ম্র	Face Recognition	2 BioSecurity Path http://192.168.214.139:8098
	Real-Time Monitoring	Save The File 3 Video File Path: F1BioSecurityFileWidWideoLinkageFile
<b>**</b>	Record	Video File Clean Up
F	Report	4 When disk space is less than 1 GB, ● delete the previous photos
· <u>ښ</u> ْ-	Linkage Manager	Set Server Info For NVR Device
ð	Connection Manager	5 Set Server Path For NVR Device: http://192.168.214.139:8098 (eg:http://127.0.0.1:8098)
		OK

# 12.9 Access Control Module and VMS-Video Linkage Function

# Description

### 12.9.1 Access Control and Video Linkage Function

VMS video function can replace the original Video module to make a video linkage with the access control module. The setting method is the same as the original setting linkage method of access control and video module.

The steps to set up the linkage between access control and VMS video are as follows:

©	Dev	ice Name	Serial N	lumber		More- C	. 🙁						
Video Device	The c	The current query conditions None											
	() R	efresh 🕒 New	👚 Delete 🔍 Search 🛛	Device 🛗 Equ	ipment timing 🦄	Enable	Ø Disable						
Video Device		Device Name	Serial Number	Area Name	Host Address	IP Port	Protocol Type	Device Model	Status	Enable	Operations		
Video Channel		102.100.202.270	0040101000002	E-Address of	102.100.202.27	00	UTTT .		Onino	U I	Luit Delete		
		<u>192.168.232.231</u>	5643191000011	区域名称	192.168.232.23	80	ONVIF	IPC	Online	0	Edit Delete		
		<u>192.168.232.230</u>	20003482993	区域名称	192.168.232.23	80	ONVIF	IPC	Online	0	Edit Delete		
			00000.000.00	CT LA AVE			010.05	100	A				

1. Under VMS device interface, add video device.

2. Add the access control device under the device interface of the access control module.

ZKTeco	2	2 🚺 1		R	<b>(</b> )						W		U (1) (? uthorized Com
0	Dev	ice Name	Se	rial Number		IP Add	dress		More* Q	8			
Device $igodot$	The o	urrent query condition	ons None										
	C+ R	efresh 📑 New f	Delete 📑 Exp	ort Q Sean	ch Device 🖳	Device Control	* <@ Set up *	Q View and	d Get Device	e Info 👻 👲	Communica	tion -	
	n	Device Name	Serial Number	Area Name	Communicati	Network	IP Address	RS485	Status	Device	Register	Firmware Version	Operations
Door					Туре	Connection Mode		Parameter		Model	Device		
Reader		192.168.214.181	0566141900195	区域名称	HTTP	Wired	192.168.214.18		Online	inBIO460	•	AC Ver 5.7.6.3026 Aug 8	Edit Delete
Auxiliary Input		acc1	acc980000001	区域名称	HTTP	Wired	192,168,50,2		Offline	TDB09	•	Ver 9.0.0.7-HW-2019103	Edit Delete

3. Under the Reader interface of the access control module, bind the reader of the access control device to the VMS video channel that needs video linkage. A reader can bind up to 5 video channels.

**Note:** The combined channel must first set the alarm video in the <u>Storage Server-Record Plan Setting</u>, so that the access control linkage can produce the video.

	0	Reader Name	Door	Name		<u>२</u> 🛞						
B Device		he current query conditions None										
<b>.</b>	0	C Refresh										
Device		Reader Name	Door Name	Number	Communicatior	Communicatior	In/Out	Bound camera	Operations			
Door					Туре	Address						
Reader		<u>192.168.214.181-1-In</u>	192.168.214.181-1	1			In	CH01,181-CH1,CH01ไข	Edit Binding/unbinding the camera			
A		192.168.214.181-1-Out	192.168.214.181-1	2			Out		Edit Binding/unbinding the camera			
Auxiliary	y input	192.168.214.181-2-In	192.168.214.181-2	3			In		Edit Binding/unbinding the camera			
Auxiliary	y Output	192.168.214.181-2-Out	192.168.214.181-2	4			Out		Edit Binding/unbinding the camera			
Event T	јуре	<u>192.168.214.181-3-In</u>	192.168.214.181-3	5			In		Edit Binding/unbinding the camera			
Davlight	t Souing Time	192 168 214 181-3-Out	192 168 214 181-3	6			Out		Edit Bindino/unbindino the camera			

4. Set the linkage trigger conditions, input point, output point, etc., click **[OK**] to save. For details, please refer to [**Linkage**] setting instructions of access control module.

	ZKTECO	23			New	×
	©	Linkage Name	Linkage Name*	1	Device*	acc1
Ģ	Device $\oplus$	The current query	Linkage Trigger Condition: First-Personnel Open Multi-Personnel Open	s* Add Select All Unselect A	Any	
•	Access Control	Linkage Na			acc1-1	
	Time Zones	213213				
	Holidays					
	Access Levels					
	Set Access By Levels		Output Point*	Video Linkage	E-mail	
	Set Access By Person		Pop Up Video	Display time	10	s(5-60)
	Set Access By Department		✓ Video	Video length	30	s(10-180)
	Interlock		Capture		ng page immediately pop up	
				Display time	10	s(10-60)
						hannel, otherwise the video linkage function
	Anti-Passback		will not work! Please n point has set the schedule		ule has set the storage space,	and the video channel bound to the input
	First-Person Normally Open					
Ų.	Multi-Person Group					
G.	Advanced Functions					
	Reports (-)			Save and New	OK Ca	ncel

5. Real-time monitoring interface preview linkage effect is as follows: linkage triggered, pop up the video playback window.

$\odot$	Area	Status	Device Name	More-	*601 K/s 80%
🔁 Device 🖂	Door Auxiliary Inpu	t Auxiliary Output			
- Device	All Doors 📔 Remote Opening	Remote Closing 🕼 Cancel A	larm 🚳 Activate Lockdown	Deactivate Lockdown  🔒 Remote	Normally Open $\equiv$ More $ imes$
Door					1
Reader	192.168.214 221-1 192.168.214 221-2 192.168.214 221-2 221-2 221-2				
Auxiliary Input				Video Linkage	X 69-5-101
Auxiliary Output		调用开门事件	-, 触发联动, 弹出预	览视频 192.168.213.181-1 Remote Opening	
Event Type	Current Total:4	online:4 🥃 Disable:0 🥥 Offline:0 💡	Unknown:0 Doo	r Name	dia and
Daylight Saving Time	Real-Time Events				
Device Monitoring	Time Area	Device	Event Point Event De	scription	
Real-Time Monitoring	2019-09-05 17:22:31 Area Nam	9 192.168.214.221(6566144900047)	192.168.214.221-1 Linkage Ev	vent Triggered	Contract of the local division of the local
Access Control 🕂	2019-09-05 17:22:31 Area Nam	9 192.168.214.221(6566144900047)	192.168.214.221-1 Remote O	pening	
Advanced Functions					
Reports 🕀	Total Received: 2	Normal:2	Clear Data Rows	ee€+### New Message:1	Event Description

# 12.10 VMS Client Instructions

## 12.10.1 VMS Client

The VMS client is called ZKBioSecurity VMS Plugin, and its functionality is similar to that of the VMS server. After logging into the VMS client, the control panel lists as follows. ①10 common function modules (Preview, Playback, Decoder, Alarm, Log, Device management, User management, Decoder configuration, Alarm configuration and Local configuration) and ② Alarm event center.



Click the **i**con in the upper right corner to log out of the system.

Click **[Preview]** to open the client preview interface, and you can select video channel, group and layout for screen preview. For the operation of preview interface, please refer to <u>12.4.3 Video Preview</u>.

ZKTECO Control	× Preview		User: admin 🕞 — 6° X Right: administrator Time: 2020-01-02 12:04:11 Site: Leo
Device         Group         Layout           • 1/11         • 1/12           • 1/12         • 1/12           • 1/12         • 1/12           • 1/12         • 1/12           • 1/12         • 1/12           • 1/12         • 1/12           • 1/12         • 1/12           • 1/12         • 1/12           • 1/12         • 1/12           • 1/12         • 1/12           • 1/12         • 1/12		ZKTeco	PTZ Control + Zoom - + Focus - Iris - Speed Preset 1 • • × × Cruise: 1 • • × × Track 1 • • × ×
192 168 232 195-20###.A#		ZKTeco	Bright
Alarm Event 🖋 🐠			<b>→</b> □ ≈

Click [**Playback**] to open the client playback interface. The function of the playback interface is basically the same as that of the VMS server. Please refer to <u>12.5.2 Video Record</u> for the operation method.

ZKTeco	Control Preview panel	Playback ×		User: admin  – e <sup>p</sup> × Right: administrator Time: 2020-01-02 14:49:02 Site: Leo
Device         Localhost         Storage           ✓         ✓         ►         192.168.232.161.2016;           ✓         №         192.168.232.162.2016;         ✓           ✓         №         192.168.232.162.2016;         ✓           ✓         №         192.168.232.162.2016;         ✓           ✓         №         192.168.232.13.181-181-0;         ✓           ✓         №         192.168.213.219-CH01         ✓	ZKTECO	ZKTECO		Search Condition           ○         一月、2020         Э           29         30         31         1         2         3         4           5         6         7         8         9         10         11           12         13         14         15         16         17         18           19         20         21         22         23         24         25
☑         192.168.214.185-www           ☑         ☑         Está seguro de salir-¿           ☑         ☑         Inflaunteurifeurifeuri           ☑         ☑         192.168.213.120-CH01           ☑         ☑         192.168.213.180-CH01	ZKTECO	ZKTECO	ZKTECO	26 27 28 29 30 31 1 2 3 4 5 6 7 8 Stream Type: Main Stream ▼ Search From: ● Any ○ All
	ZKTECO	ZKTECO	ZKTECO	Search Type: Normal Motion Alarm Intelligent Intelligent Video Search
	CH1 CH01TeuchTeuc218 CH02EEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEE			

There are two differences: ① on the client side, you can replay nine video channels at the same time, while on the server, you can only replay four channels at the same time. ② Add a download configuration interface.

Download					20		- X
Location	Storage					~	
Channel							>
Range	2020/01/01	•	00:00:00	×	23:59:59	•	
Path						Browse	Open
Progress							0%
		STA	RT	St	ор		

Click **[Decoder]** to enter the decoder operation interface. The decoder interface of the VMS client integrates the three functions of decoder preview settings, decoder preview play and decoder playback on the VMS server into one interface. Please refer to <u>12.2.4 Decoder Preview Settings</u>, <u>12.2.5 Decoder Preview</u> <u>Play</u> and <u>12.2.6 Decoder Playback</u>.

ZKT	<i>:</i> a	Control panel	Preview	<b>C</b> Playback	Decoder ×		User: adn Right: adr Time: 202 Site: Leo	
Device Group	Preview	/ Playback	S				TV Wall	2x2 💌
🔺 🥪 CMS	169 Dec	coder-Output1	1		⊾ ×	249 Decoder-Output1		Þ×
4 😌 区域名称								
4 😌 123								
▲ == 192.168.213.12 CH01								
321321334								
4 📼 192.168.232.161								
👰 🖬 20楼办公区1								
▲ 📼 192.168.232.162 ◎ ➡ 20楼办公区2								
4 = 192.168.232.163	247 Dec	coder-Output1			▶ ×			
👰 🖿 20楼办公区3								
4 🔤 192.168.232.164								
◎ ■ 看不了CH01 4 ■ 192.168.232.165								
● ■ 20楼无人办/								
▲ 🔤 192.168.232.166								
◎ ■ 20楼无人办2								
▲ 📼 192.168.232.167 ◎ 🗭 🖬 20楼办公区4	L							
4 🔤 192.168.232.169	Sa	ave Save As	s Delete S	top Plan Start rol	I Setting Exit	Modify	🄶 🗖 🌐 🌐 🛅	I 36 64 🗵 📭 O
💱 ■ 20楼多媒体1								
4 📾 192.168.232.170		品	品品	日日	88 88	盟		
💱 ➡ 20楼多媒体2								
4 📼 192.168.232.171	Add	四分割	九分割1 四分書	]2 九分割2	四分割3 四分割4 	Division		
Alarm Event ≼	<b>4</b> 0							<b>→</b> □ ×

Click **[Alarm]** to enter the alarm report interface. It is the same as the report on VMS, except you can't immediately view the alarm video. If you need to view the alarm video, you can go to the <u>12.6.3 Video</u> <u>Alarm Report</u> on the VMS server.

		Decoder Alarm	User: admin ြ• – d <sup>a</sup> > Right: administrator Time: 2020-01-02 16:49:54 Site: Leo
ALARM SOURCES	Alarm Type	START TIME	END TIME
192.168.232.230-CH01			
192.168.232.172-20楼过道1	Motion detection	2020-01-02 16:19:08	
12321324324-แก้ไขแก้ไขแก้ไขแก้ไขแ	Motion detection		
192.168.232.174-CH01	Motion detection		
192.168.232.172-20楼过道1	Motion detection		
192.168.232.205-CH01	Motion detection		
192.168.232.229-CH01	Motion detection	2020-01-02 15:44:58	2020-01-02 15:45:04
192.168.232.172-20楼过道1	Motion detection	2020-01-02 15:44:53	2020-01-02 15:45:05
192.168.232.174-CH01	Motion detection	2020-01-02 15:33:26	
170alarm logs,1/12pages			First Prev Next Last
Alarm Event 💉 🐠			+ 🖬 🥵

Click **[Log]** to query the user's operation record of the video device. The content is the same as that seen in the <u>12.6.2 Video Operation Report</u>.

	Contr part e Start time: 2020/01/02	rol Log el	/02 23:59:59 <b>↓ Search</b>		User: admin p – 6ª X Right: administrator Time: 2020-01-02 17:07:54 Site: Leo Exoort
No.	Time	User	IP address	Operation type	Target
1			192.168.213.133		
2					
3			192.168.213.15		
4					
5	2020-01-02 12:05:49		192.168.213.15		
6					
7					
8					
9					
10					
11					
12					
13	2020-01-02 10:50:49				
14					
21 records, 1/2 p				•	First   Previous   Next   Last

Click [Device management] to enter the device management interface of VMS client.

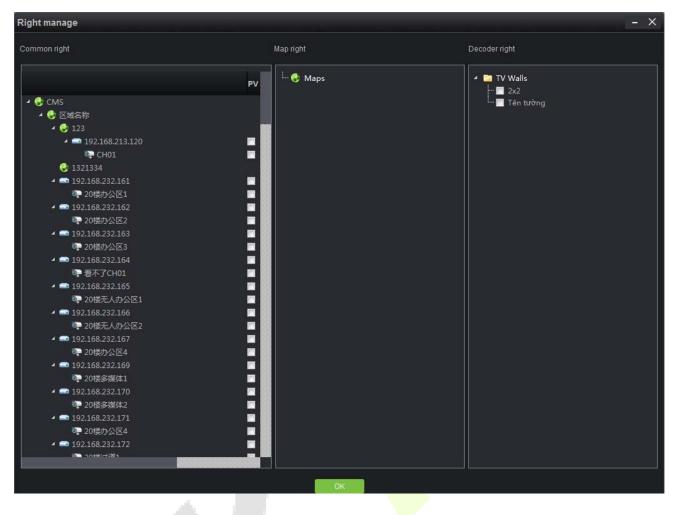
ZKTeco	Cont pan	rol Device				User: admin B+ Right: administrator Time: 2020-01-02 1 Site: Leo	
wice Center Decoder 2 G	roup <mark>3</mark>	Layout <sup>4</sup> Storage <sup>5</sup> Dec Grou	p <mark>6</mark>				
evice List							
	No.	SN	Device name	Device type	Protocol Type	IP address	State
СМЯ		IDS-2PT7T20BX-D20190412CCCHD0878	192.168.213.120			192.168.213.120	
			192.168.232.162			192.168.232.162	
			192.168.232.164			192.168.232.164	
			192.168.232.166			192.168.232.166	
	8						
			192.168.232.169			192.168.232.169	
			192.168.232.171			192.168.232.171	
			192.168.232.173			192.168.232.173	
					First	Previous I Next	Lasi

Including: ① is the Device monitoring interface, which is the same as the information listed in the Video Device interface on the VMS server. ②Decoder management interface, the same as the content of <u>12.2.1</u> <u>Decoder</u>. ③ Video group management interface, please refer to <u>12.4.1 Group</u>. ④ Video channel layout management interface, please refer to <u>12.4.2 Layout</u>. ⑤ Storage service configuration interface, please refer to <u>12.5.1 Storage Server</u>. In the record plan module, right-click to add or delete the record plan. See figure 1 below. ⑥Decoder group, please refer to <u>12.2.2 Decoder Grouping</u>.

Storage Config		– ×	
RecPlan 9 192.168.232.161-CH1 9 192.168.232.162-CH1 9 192.168.213.181-CH1	Record Mode	Timing&Alarm Record +	
<ul> <li>๑ 192.168.213.219-CH1</li> <li>๑ 192.168.214.185-CH1</li> <li>๑ ¿Estä seguro de salir-CH1</li> <li>๑ แก้จะแก้จะเก็จะเก็จะCH1</li> <li>๑ 192.168.213.120-CH1</li> <li>๑ 192.168.213.180-CH1</li> </ul>	Sunday Monday Tuesday Windnesday Thursday Friday		
Add Channel Delete All Channel	Saturday Pre-record	No Pre-record	
	Post-record	No Post-record  Advanced Save Cancel	

Click [User management] to enter the user management interface of the system. This interface lists ① all the users of VMS system, click ② to set different permissions for each user to access the device, map, TV wall. The admin has all permissions by default.

ZKTECD Control panel		User: admin ြ – 라 X Right: administrator Time: 2020-01-02 17:39:51 Site: Leo
Username	User type	Operation
admin 1		Right
@@@@@@@@@@+_12312321321321342		2 Right
test		Right
Alarm Event ≼ 🐗		<b>→</b> ■ *



Click [**Decoder configuration**] to enter the management interface of TV wall. Please refer to <u>12.2.3 TV Wall</u> for specific setting steps.

Z	KTECD III Control panel	Decoder configuration		User: admin ြ+ − d <sup>a</sup> × Right: administrator Time: 2020-01-02 17:56:50 Site: Leo
				Add TV Wall
SN.	TV Wall Name	State	Description	Operation
1				Modify Delete Disable
2				Modify Delete Disable
Alarm	Event 💉 📣			➡ ■ .

Click **[Alarm configuration]** to enter the alarm linkage management interface of the client, and the alarm linkage setting is the same as <u>12.7.1 Linkage Management</u>.

ZK	Teco	Control panel configuration				User: admin ⊡→ – 6 <sup>9</sup> > Right: administrator Time: 2020-01-02 18:05:47 Site: Leo
Add Device Refre	esh					
Rule Name	Alarm Type	Alarm Source	Remarks	Enable	Description	
		DEVICES-192.168.213.120-CH01			Modify Delete	
					Modify Delete	
เปิดใช้งาน		DEVICES-192.168.213.120-CH01			Modify Delete	
					Modify Delete	
		DEVICES-192.168.214.185-www.พมายเลข			Modify Delete	
Alarm Eve	ent 🚿 📣					🕶 🗉 🕫

Click [Local configuration] to enter the system configuration interface of the client. ① Capture, download, export log path can be set. ② Different alarm sounds can be set. ③The record storage path can be set. ④ The client database can be backed up and restored.

Click [Save] to save the configuration.

	kocal nfiguration		User: admin ⊡ – 5 <sup>9</sup> × Right: administrator Time: 2020-01-02 18:11:13 Site: Leo
Window scale	Auto login  Boot from the start Auto stream  Speed mode  Save mode  sub screen open the main stream		'
1 Capture path	C//Capture	Browse Open	
Download path	C:\Download	Browse Open	
Export log path	C:Logs	Browse Open	
Sync device time	Set Time 🖸 Auto time Sync time 09:38 👗 Interval 1 👗 Day		
2 Alarm sounds	Set		
3 Rec storage path settings	Set		
4 Data backup and restore	Backup Restore		
Channel count			
Record colors	ScheduleMotion detectations Smart		
Version	V2.0[20191217]		
	Save		
Alarm Event ≼ 4			

# 13 FaceKiosk

## 13.1 FaceKiosk

### 13.1.1 Device

Search Device: In the tool bar, select the "Search device" menu. Add the device to the software server

**Solution** Note: User need to entry the hardware deivce and setting some paramter which is support to setting the software server address.

Search				
Table Day and a				
Total Progress	100%		Searched devices count:1	
IP Address	Serial	Number	$\otimes$	
IP Address	Serial Number	Device Type	Operations	
192.168.214.220	173708520010	Information Screen	Add	
A The current syste	m communication port	is 8088, please make	e sure the device is set correctly.	
			Close	

#### Add Device

Click the **[Add]**, the system will show the menu, user can typing the important information, click the **[OK]** button.

	Add	×
Device Name*	173708520010	
Device Serial Number*	173708520010	
IP Address	192 . 168 . 214 . 220	
Attendance Area*	Area Name	
Enrollment Device		
C	OK Cancel	

Device Name: FaceKiosk Device name.

Device Serial Number: Just support to show the default value, It can't support to edit.

**IP Address:** Belong to the device parameter and used to communication with the software server.

Attendance Area: Which area the FaceKiosk device belong to.

**Enrollment Device:** Support to setting as the registration device.

**Enable/Disable:** Select device, click [**Disable/Enable**] to stop/start using the device. When communication between the device and the system is interrupted or device fails, the device may automatically appear in disabled status. After adjusting local network or device, click [**Enable**] to reconnect the device and restore device communication.

**Synchronize software Data to the Device:** Synchronize data of the system to the device. Select device, click [**Synchronize All Data to Devices**] and click [**OK**] to complete synchronization.

View Device Parameters: Show the capacity detail.

View Device Parameters	×
Parameter Name	Parameter Values
Current Number of Users/Maximum Number of Users	3/5000
Current Face Number/Maximum Number of Faces	2/400
Current Fingerprint Number/Maximum Number of Fingerprints	0/2000
Current Finger Vein Number/Maximum Number of Finger Veins	0/1000
Current Palm Number/Maximum Palm Number	0/0
Current Number of Records/Maximum Number of Records	11/100000
Maximum Number of User Photos	10000
Maximum Number of User Photos	10000
Close	

### 13.1.2 Area

#### Set Attendance by Area/Person

The area is unified to the system management for maintenance, and the Facekoisk is displayed by area and by person. It displays each area and the personnel belonging to each area in area settings, and display the area to which the personnel belongs in person settings.

ZKTeco	2 ا		· ·							Authorized Comp	pany
©	Area					Brow	se Personnel [	區域名稱Belong Are	as		
FaceKiosk Device	Area Number		Area Name		Q ®	Per	sonnel ID		Name	More- Q 🛞	
		ery conditions Nor	1e			The o	urrent query c	onditions None			
Device	C+ Refresh	Synchronize Peo	ple In The Area			C+ F	efresh 🕋 De	elete Personnel			
	Area Number	Area Name	Personnel Quantity	Operations			Personnel ID	First Name	Last Name	Department Name	
Set Attendance By Person		區域名稱	23	Add Personnel			414141415			部門名稱	
	2	att_test	1	Add Personnel			<mark>4141414</mark> 14	434	gong	部門名稱	
	code1	name1	0	Add Personnel			3001	蓝		att_test	
	Coder	fidine i		Add Personner			979883		杨	部門名稱	
ZVT	0		দিয় কা†	ria 👄			2915	大头		访客 e, admin 🔯 (1) (7)	)
	<u>R</u>			e 🛱	1 <b>2</b> 1 <b>1</b> 1	Brow	æ	×\$	Welcome		) par
©	For regional ec					Brow	Se Personnel 3	大头	Welcome	e, admin 🔅 🔃 🕧 🥐	) par
	For regional ec	litors	Name		2 <b>2 11</b> ∼ Q ⊗	Brow	se Personnel 3	大头 《 《 《 》 K梦杰Belong Area	Welcome	e, admin 🔅 🕕 👔 🤉	) pan
©	For regional ec Personnel ID The current qu		Name			Brow Are The o	se Personnel 3 a Number 1	大头 《子》 《梦杰Belong Area onditions None	Welcome	e, admin 🔅 🔃 🕧 🥐	) pan
C FaceKlosk Device Device	For regional ec Personnel ID The current qu C+ Refresh	litors ery conditions Nor	Name	More	a* Q 🛞	Brow Are The o	se Personnel 3	大头 (第二条) ( ) ( ) ( ) ( ) ( ) ( ) ( ) (	Welcome	e, admin 🔅 🔃 🕧 🥐	) pan
FaceKlosk Device  Device Set Attendance By Area	For regional ec Personnel ID The current qu Refresh Personnel ID	litors ery conditions Nor First Name	Name	Department Name	a* Q 🛞	Brow Are The o	se Personnel 3 a Number 1	大头 《子》 《梦杰Belong Area onditions None	Welcome	e, admin 🔅 🔃 🕧 🥐	) pan
C FaceKlosk Device Device	For regional ec Personnel ID The current qu C+ Refresh	litors ery conditions Nor First Name 张梦杰	Name ne	More	a* Q 🛞	Brow Are The o	se Personnel 3 a Number 1 urrent query c kefresh P De Area	大头 (第二条) ( ) ( ) ( ) ( ) ( ) ( ) ( ) (	Welcome	e, admin 🔅 🔃 🕧 🥐	) pan
FaceKlosk Device  Device Set Attendance By Area	For regional ec Personnel ID The current qu Refresh Personnel ID	litors ery conditions Nor First Name 张梦杰 唐三	Name	More Department Name 80만 24 동 R R	er Q 🛞	Brow Are The o	se Personnel 3 a Number 1 urrent query c kefresh P De Area	大头 (第二条) ( ) ( ) ( ) ( ) ( ) ( ) ( ) (	Welcome	e, admin 🔅 🔃 🕧 🥐	) pan
FaceKlosk Device  Device Set Attendance By Area	For regional ec Personnel ID The current qu Refresh Personnel ID 5421049	litors ery conditions Nor First Name 张梦杰 唐三 弗兰德	Name he	More Department Name 80만카순째 att_test att_test	e Operations	Brow Are The o	se Personnel 3 a Number 1 urrent query c kefresh P De Area	大头 (第二条) ( ) ( ) ( ) ( ) ( ) ( ) ( ) (	Welcome	e, admin 🔅 🔃 🕧 🥐	) pan
FaceKlosk Device  Device Set Attendance By Area	For regional ec Personnel ID The current qu Refresh Personnel ID 5421049	litors ery conditions Nor First Name 张梦杰 唐三	Name ne	More Department Name 80만 24 동 R R	er Q ⊗ Operations Add area Add area	Brow Are The o	se Personnel 3 a Number 1 urrent query c kefresh P De Area	大头 (第二条) ( ) ( ) ( ) ( ) ( ) ( ) ( ) (	Welcome	e, admin 🔅 🔃 🕧 🥐	) pan

#### • New

#### [Area] -> [new].

	New	×
	a failed to show the list, please contact the rize the user to edit the area!	
Area Number*		
Area Name*		
Parent Area*	Area Name	
Remark		
Save and New	OK Cancel	

After you finish the input value, click the submit button [**Save and new**] or [**OK**].

Area Number: It just can support typing the number and alphabet.

Area Name: It can support typing anything alphabet, but can't typing the comman.

Parent Area: The default parent area is Area name. User can select any area.

**Remark:** It can support to typing anything.

**Note:** This area contact with the system area. Which is under the system module.

**SNote:** If some persons belong to the area, so that this area can't support to delete.

### 13.1.3 Personnel Area Setting

#### Regional Add Staff

Select a [Area] and click the [Regional add staff] to this area.

			Add Persor	nel			
Personnel ID		First Name			Department Na	me	More - Q 🛞
The current query cond	itions None						
Alternative				Selecte	ed(0)		
Personnel ID	First Name	Department			Personnel ID	First Name	Department
I< < 0 >	>1 50 rows	a (1997) (1997) 2007	>> ~ ~	Can	cel		

Delete: Select person which is the user want to delete, the system will automatic to delete this user from the device.

**Resynchronize to Device:** Synchronized the personnel information to the device by manual.

# 13.2 Media Advertising

### **13.2.1** Advertisement Resources

In the Advertisement resources module, it can support to create/edit/delete advertisement resources.

**Refresh:** Refresh the data which is show on the table.

New: Support to upload some new advertisement resources to software server.

•	
•	

Medium Type: It have both value to choice. Image and video.

**Media Resource Type:** It Support to upload some file to server form the local computer. Or setting the link from the network.

Media Name: It can support the used defined the media name which is used for user remember.

File Upload: It can support select the file from the local computer. Which is will be uploaded.

Edit: It can support to edit and fixed the information.

**Delete:** It can support to be deleted.

### 13.2.2 Advertising Setting

Click [Advertising Setting], this module support to create/edit/delete the advertising.

#### Add AD:

Open [Advertising Setting], Click [Add AD].

C Refresh				C F	tefresh 🏠 Dele	ete	
Device Serial Number	Device Name	Operations			Media Name		
173708520010	173708520010	Add AD					
			Add AD				
	Name	Q (8)					
	The current que	ry conditions None					
	Alternative			Selecte	d(0)		
	Name	Medium Type			Name	Medium Type	
			>>				
			> ×				
			<<				
	<u>ic</u> < 0	>>> 50 rows per page +					
		ОК		Can	cel		
i< < 1-1 → >i	50 rows per page 👻	Jump To 1 /1 Page Total of 1 records		1<	< 0 >	>) 50 rows per page 👻 Jum	up To 1 /0 Page Total of 0 records

Delete: It can support to delete the advertising.

## 13.3 Reports

### 13.3.1 Verification Record

Click [**Reports**] > [**Verification Record**] to view specified events in specified condition. The options are same as those of [**Verification Record**].

€ Information Screen ⊕	Time From 2019-02-15 00:00:00 To The current query conditions Time From		Personnel ID (2019-05-15 23 59 59		Nan	ne		Serial Number		More* Q. (8
Information Screen 🕀				4						
Media Solvertising 🕀	Department Name(0)	C Refresh Z Ex		Personnel ID	FirstName	LastName	Area Name	Device Serial Number	Ve	Verification details Verify photo
Verification Record									1	Personnel ID First Name Last Name Department Name Vertication Time Serial Number

# 14 Face Intellect

Face Intellect Device used the push protocol to communication with the software. It can support to setting the Face Intellect device as the reader, and then used the Face Intellect device to verification the user facial, according the verification result to make the decision whether if open door.

# 14.1 Face Intellect Device

### 14.1.1 Device

#### **Search Device**

Click [Face Intellect Device] > [Device] > [Search Device]:

			Sear	rch Device			×
Search							
Total Progress	100%	6	Searched d	levices count:1			
IP Address	Devi	ісе Туре	Seri	al Number		$\otimes$	
IP Address	Serial Number	MAC Address	Subnet Mask	Gateway Address	Device Type	Operations	
192.168.213.235	8T8OR030007	2c:28:b7:00:0d:99	255.255.255.0	192.168.213.1	FI710	Add	
				Close			

#### **Add Device**

Click the **[Add]**, the system will show the menu, user can typing the important information, click the **[OK]** button.

	Add	×
Device Name*	192.168.213.235	
Serial Number*	8T8OR030007	
IP Address*	192 . 168 . 213 . 235	
Area*	Area Name	
	OK Cancel	

#### **Upgrade Firmware**

Tick the device that needs to be upgraded, click **[Upgrade firmware]** to enter edit interface, then click **[Browse]** to select firmware upgrade file (named emfw.cfg) provided by Access software, and click **[OK]** to start upgrading.

**Note:** The user shall not upgrade firmware without authorization. Contact the distributor before upgrading firmware or upgrade it following the instructions of the distributor. Unauthorized upgrade may affect normal operations.

#### Synchronize Time

It will synchronize device time with server's current time.

#### Synchronize All Data to Devices

Synchronize data of the system to the device. Select device, click [Synchronize All Data to Devices] and click [OK] to complete synchronization.

### 14.1.2 Personnel in Area

#### **Add Personnel**

Click [Personnel in Area] > [Area] > [Add Person]:

Personnel ID	Name Department Name Q 🛞									
The current query conditions Non										
Ē	🕒 Refresh 🦉 Add personnel 👔 Delete Personnel 🧊 Sync Selected Data To Devices									
Area Name Lobby	Personnel ID First Name Last Name Department Name Area Name									
	2888 Department Name Area Name									
	IC C 1-1 S SI 50 rows per page + Jump To 1 /1 Page Total of 1 records									
	Device Name Serial Number Area IP Address Status Device Model Firmware Version Bounding Acc Reader									
	IC C 0 S SI 50 rows per page 👻 Jump To 1 /0 Page Total of 0 records									

#### **Delete Personnel**

Click [Personnel in Area] > [Area] > select the person > [delete Person]:

#### **Sync Selected Data to Devices**

Synchronize selected data to the device. Select area, click [Sync Select Data to Devices] and click [OK] to complete synchronization.

### 14.2 Reports

### 14.2.1 All Transactions

**∠Note:** Here have two cases.

- 1) If the user setting the Face Intellect device connect with the lock directly, Once the validation is successful, the record is displayed in the report
- 2) If the user setting the Face Intellect device as the reader with the access device. All the record will be show on the access module. And can't show on this report.

Time From 2019-02	2-15 00:00:00 T	0 2019-05-15 23:5	i9:59 Pers	onnel ID		De	evice Name	More 🔻 🔍	8
The current query co	nditions Time From	n:(2019-02-15 00:00	):00) To:(2019-05	-15 23:59:59)					
🔿 Refresh     C	lear All Data 🛛 🗹 B	Export							
Time	Device Name	Personnel ID	First Name	Last Name	Departmer De Number Na	epartment ame	Area Name		

# 15 System Management

System settings primarily include assigning system users (such as company management user, registrar, access control administrator) and configuring the roles of corresponding modules, managing database, setting system parameters and view operation logs, etc.

## **15.1 Basic Management**

Click [System] > [Basic Management] > [Operation Log]:

## 15.1.1 Operation Log

Operation User		Operation 1	Time From		То	More Q	$\otimes$
The current que	ry conditions: None						
C Refresh	Export						
Operation User	Operation Time	Operation IP	Module	Operating Object	Operation Type	Operation Content	Resul
admin	2018-04-04 17:47:01	127.0.0.1	System	User	Login	Login	٥
admin	2018-04-04 17:08:42	127.0.0.1	System	User	Login	Login	٥
admin	2018-04-04 16:44:47	127.0.0.1	Video	Video Device	Search Device	Search Device	0
admin	2018-04-04 16:29:22	127.0.0.1	Video	Video Device	New	192.168.1.169/192.168.1.169	0
admin	2018-04-04 16:28:20	127.0.0.1	Video	Video Device	Search Device	Search Device	0
admin	2018-04-04 16:24:21	127.0.0.1	System	User	Login	Login	0
admin	2018-04-04 14:45:00	127.0.0.1	Patrol	Plan	New	Test plan	o
admin	2018-04-04 14:42:22	127.0.0.1	Patrol	Patrol Group	New	Test Group	0
admin	2018-04-04 14:22:38	127.0.0.1	System	User	Login	Login	۰
admin	2018-04-04 13:16:43	127.0.0.1	System	User	Login	Login	0
admin	2018-04-04 12:43:04	127.0.0.1	Parking	Temporary Vehicle Ch	New	A	0
admin	2018-04-04 12:34:44	127.0.0.1	Parking	Temporary Vehicle Ch	Delete	A,B,C	0
admin	2018-04-04 12:33:34	127.0.0.1	System	User	Login	Login	ø
admin	2018-04-04 12:28:09	127.0.0.1	System	User	Login	Login	0

All operation logs are displayed in this page. You can query specific logs by conditions.

**Export:** Export the operation log records, save to local. You can export to an Excel, PDF, or CSV file. See the following figure.

1/25

			Opera	ation Log			
peration User	Operation Time	Operation IP	Module	Operating Object	Operation Type	Operation Content	Result
admin	2017-12-18 15:06: 35	127.0.0.1	Visitor	Visitor	Export	Export	Succeed
admin	2017-12-18 15:03: 40	127.0.0.1	Elevator	Access Rights By Personnel	Export	Export	Succeed
admin	2017-12-18 15:03: 17	127.0.0.1	Elevator	Access Rights By Floor	Export	Export	Succeed
admin	2017-12-18 15:02: 59	127.0.0.1	Elevator	All Exception Events	Export	Export	Succeed
admin	2017-12-18 15:01: 27	127.0.0.1	Elevator	All Transactions	Export	Export	Succeed
admin	2017-12-18 14:25: 34	127.0.0.1	Attendance	Appended Receipt	Export	Export	Succeed
admin	2017-12-18 14:24: 41	127.0.0.1	Attendance	Leave	Export	Export	Succeed
admin	2017-12-18 14:24: 05	127.0.0.1	Attendance	Leave	Export	Export	Succeed
admin	2017-12-18 14:23: 45	127.0.0.1	Attendance	Business Trip	Export	Export	Succeed
admin	2017-12-18 14:23: 25	127.0.0.1	Attendance	Go Out	Export	Export	Succeed
admin	2017-12-18 14:22: 26	127.0.0.1	Attendance	Overtime	Export	Export	Succeed
admin	2017-12-18 14:13: 29	127.0.0.1	Attendance	Overtime	Export	Export	Succeed
admin	2017-12-18 14:06: 58	127.0.0.1	Attendance	Adjust and Append	Export	Export	Succeed
admin	2017-12-18 14:04: 21	127.0.0.1	Attendance	Adjust Shift	Export	Export	Succeed
admin	2017-12-18 14:02: 21	127.0.0.1	Attendance	Adjust Shift	New	5	Succeed
admin	2017-12-18 14:00: 27	127.0.0.1	Attendance	Adjust Shift	New	4;3	Succeed
admin	2017-12-18 13:56: 27	127.0.0.1	Attendance	Adjust Shift	New	3	Succeed
admin	2017-12-18 13:55: 40	127.0.0.1	Attendance	Adjust and Append	New	3::3	Succeed

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## 15.1.2 Database Management

#### Click [System] > [Basic Management] > [Database Management]:

Username		<b>Q</b> 🛞				
The current qu	ery conditions: None					
C Refresh	Backup Immediately	Backup Schedule	:			
Usemame	Start Time	Database Version	Backup Immediately	Backup Status	Backup Path	Operations

All history operation logs about database backup are displayed in this page. You can refresh, backup and schedule backup database as required.

#### Backup Immediately

Backup database to the path set in installation right now.

**Note:** The default backup path for the system is the path selected during the software installation. For details, refer to 'Software Installation Guide'.

#### Backup Schedule

#### Click [Backup Schedule]:

Backup Schedule	×	
Backup Schedule		
From 2014-08-08 18:00:00 Start Every 7 <b>v</b> Day		
The last backup time:None		
The next backup time:2015-03-27 18:00:00,left 7 day 7 hour 59 minute 39 second.		
Prompt		
The backup copy of the database, the database server and the server must be on the same computer. If the backup fails, please refer to the user manual in users of the FAQ.		
OK Cancel		
OK Cancel	_	

Set the start time, set interval between two automatic backups, click [OK].

#### • Restore Database

 Click the start menu of the PC > [All programs] > [ZKBioSecurity] > Then run "Services Controller", and you can find out the icon of "Services Controller" in Taskbar as follow, right click that icon, then left click "Restore Database".

🕌 Skype 🔨		· · · · · · · · · · · · · · · · · · ·	
👪 Snaglt 7			
\mu Startup	Achal Abhishek		
👪 TechSmith	Documents		
Tencent Software			
🔒 tinySpell	Pictures		
🔒 tinySpell+	Music		
VideoLAN			
Windows Accessories	Games		
Windows Ease of Access			1
Windows System	Recent Items	Configure the Server Port	
WinRAR	This PC	Configuration Database	
WinZip 22.0		Configuration Database Local Backup Path	
YTD Video Downloader	Control Panel >		
KBioSecurity	PC settings	Restore Database	
Environment Testing Tools		Configuration module	3 🗟 👼
Services Controller	Devices and Printers	Service is running, click here to stop	
😤 Uninstall ZKBioSecurity	Default Programs		-0
I ZKBioSecurity		Exit	E.
2KOnvifPlugin	Help and Support		
Apps v	Run		Customize
4 Back			
Search programs and files	Shut Down 🔸		🔄 🔁 🔏 🐣

2) In the popup window, click "Browse" to choose the backup file to restore the database.

**EXNote:** Before restoring a database, it is recommended that you back up the current database to avoid data loss.

		Browse	
	0%		

### 15.1.3 Area Setting

Area is a spatial concept which enables the user to manage devices in a specific area. After area setting, devices (doors) can be filtered by area upon real-time monitoring.

The system, by default, has an area named [Headquarters] and numbered [1].

#### • Add an Area

Click [System] > [Area Setting] > [Area] > [New]:

	New	>
	area failed to show the list, please cor thorize the user to edit the area!	tact the
Area Number*		
Area Name*		
Parent Area*	Area Name	
Remark		

Fields are as follows:

Area Number: It must be unique.

Area Name: Any characters with a length less than 30.

Parent Area: Determine the area structure of system.

Click [OK] to finish adding.

#### • Edit/Delete an Area

Click [Edit] or [Delete] as required.

### 15.1.4 Department

Click [**System**] > [**Department**] to manage the department information:

		-					
Department Name		Department Number		Q 🛞			
The current query conditions None							
	()• R	efresh 🕒 New 斺 Del	lete 🗹 Export	📕 Import			
General     General     General     General		Department Name	Department Number	Parent Department Number	Parent Department Name	Creation Date	Operations
Developerment Department		General	1			2019-06-17 14:40:30	Edit
Financial Department		Marketing Department	2	1	General	2019-06-17 14:40:30	Edit
		Developerment Departme	<u>3</u>	1	General	2019-06-17 14:40:30	Edit
		Financial Department	<u>4</u>	1	General	2019-06-17 14:40:30	Edit

### 15.1.5 E-mail Management

Set the email sending server information. The recipient e mail should be set in Linkage Setting.

Click [Basic Management] > [Email Management] > [Email Parameter Settings]:

Email Parameter Settings			
Email Sending Server*		(smtp.xxx.xxx)	
Port*	25	SSL TLS	
Email Account*		(XXX@XXX.XXX)	
Password*			
Sender Name			
Prompt  1.Please fill in the corre  2.Confirm the filled in m			
<ul> <li>1.Please fill in the corre</li> <li>2.Confirm the filled in m</li> </ul>	ailbox SMTP servic	e is provisioning.	
A 1.Please fill in the corre	ailbox SMTP servic	e is provisioning.	
<ul> <li>1.Please fill in the corre</li> <li>2.Confirm the filled in m</li> </ul>	ailbox SMTP servic	e is provisioning.	
<ul> <li>1.Please fill in the corre</li> <li>2.Confirm the filled in m</li> <li>A mail of connection test</li> </ul>	ailbox SMTP servic	e is provisioning.	
<ul> <li>1.Please fill in the corre</li> <li>2.Confirm the filled in m</li> <li>A mail of connection test</li> </ul>	ailbox SMTP servic	e is provisioning.	

**Note:** The domain name of E-mail address and E-mail sending sever must be identical. For example, the Email address is: test@gmail.com, and the E-mail sending sever must be: smtp.gmail.com.

### **15.1.6 Dictionary Management**

Data dictionary management function, users can find the meaning of error code and self-check software errors.

Module		Dictionary	classifi Value Q 🛞
The current que	ry conditions None		
Module	Dictionary classification	Key name	Value
System	Gender	M	Male
System	Gender	F	Female
System	Result	0	Failed
System	Result	1	Succeed
System	Boolean	true	Yes
System	Boolean	false	No
System	Document Type	1	ID
System	Document Type	3	Passport
System	Document Type	4	Driver License
System	Document Type	8	Others
System	Access Connection State	-5000	The master device has been received and the sub-device is waiting to execute.
System	Access Connection Statu	-1300	Queue abnormalities
System	Access Connection Statu	-1200	Queue abnormalities
System	Access Connection Statu	-1112	Command has been manually deleted
System	Access Connection Statu	-1111	Command has been deleted from the synchronous data
System	Access Connection Statu	-1100	Queue abnormalities

## 15.1.7 Audio File

Click [System]>[Basic Management]>[Audio File] to open the following interface:

ZKTeco	2	2	0	Ð	Ť	Ĩ <sup>n</sup> i‡		8	sta		R	<u>نې</u>	Welcome, admin 🔅 🕦 (†) (?) ( <sup>†</sup> ) Authorized Company: 11
©	File	Alias			Q	8							
Basic Management 🕞			query condi										
Area Setting		File A	lias	Size		Suffix	(	Operations					
Department		Maiss	SSSSSSSSSSSS	3.92MB		mp3	I	Edit Delete					
System Parameter		報警		20KB		wav	Ī	Edit					
E-mail Management													
Dictionary Management													
Data Cleaning													
Audio File													
Data Migration													
Certificate Type													
10													

#### • Add

1) Click [System]>[Basic Management]>[Audio File]>[New], the following window appears:

	New	×
File Upload*	Not Uploaded Browse	Play
File Alias*		
Size		
Suffix		
A Please upload a	a wav or MP3 file, the size of 0 to	10MB!
Save a	nd New OK	Cancel

2) Click [**Browse**] to upload an audio file locally. The file format must be in WAV or mp3 format and must not exceed 10M in size.

File Alias(Name): Any character, up to 30 characters.

**Size:** After uploading the file, the file size is automatically generated.

**Suffix:** After uploading the file, the suffix of the file is automatically generated.

• Edit

Click the file name or [**Edit**] to edit the audio file details which supports replacing the audio files and editing the file name.. The "size" and "suffix" automatically change depending on the size and type of audio file being uploaded. After editing, click [**OK**] and exit.

• Delete

Select the specified audio file to delete and click [Delete].

### 15.1.8 Data Cleaning

To save the disk storage space, the expired data generated by the system must be cleaned up regularly. Click [System]> [Basic Management]> [Data Cleaning].

©	Record	A second s					11-11-11-11-11-11-11-11-11-11-11-11-11-		٩				Authorized Compan
Basic Management 🕞	Access Transactions*	Retains the recer	nt 15	▼ months of	data					Execution Time	01:00:00		(Carefully clean up)
Language Pack	Consumer Transactions*	Retains the recer	nt 15	<ul> <li>months of</li> </ul>	data					Execution Time	01:00:00	,	(Carefully clean up)
Operation Log	Elevator	Retains the recei	nt 15	<ul> <li>months of</li> </ul>	data					Execution Time	01:00:00	•	(Carefully clean up)
Database Management Area Setting	Transactions* Visitor Transaction*	Retains the recer	nt 15	<ul> <li>months of</li> </ul>	data					Execution Time	01:00:00	•	(Carefully clean up)
Department	Parking Transactions*	Retains the recer	nt 15	<ul> <li>months of</li> </ul>	data					Execution Time	01:00:00	<u>,</u>	(Carefully clean up)
System Parameter	Patrol Transactions*	Retains the recei	nt 15	<ul> <li>months of</li> </ul>	data					Execution Time	01:00:00	•	(Carefully clean up)
E-mail Management Dictionary	Passage Transactions*	Retains the recer	nt 15	▼ months of	data					Execution Time	01:00:00	·	(Carefully clean up)
Management Data Cleaning	FaceKiosk Transactions*	Retains the recer	nt 15	<ul> <li>months of</li> </ul>	data					Execution Time	01:00:00		(Carefully clean up)
Audio File	System												
Data Migration Certificate Type	System Operation	Retains the recer		▼ months of	data					Execution Time	03:00:00		(Carefully clean up)
Print Template	Device Commands*	Retains the recer	nt 6	<ul> <li>months of</li> </ul>	data					Execution Time	02:00:00	·	Immediately Clean Up
System Monitoring	Database Backup File*	Retains the recer	nt 6	<ul> <li>months of</li> </ul>	data					Execution Time	04:00:00	•	Immediately Clean Up
	Prompt												
	A Cleaning frequence	y is executed once ev	ery day	and clean up da	ata before	the set nu	imber of r	eserved	months.				
		iers to the time when											

### **15.1.9** Data Migration

The Software supportsmigration from 3150 to V5000, including various modules and events (except the patrol module). Here, you have to configure the Database type, IP address, database port, database name, database password, and software version. Select the modules to be migrated for automatic migration.

Click [System Management]> [Basic Management]> [Data Migration].

	-	-	i destru	1000	1.000	-	 		1.000	-	100000	1000				Wolcomo admin	© ® ® ® U
	ZKTeeo	L		0	T			1	ata			R	÷				Authorized Company: 11
	Ø	Data	base Sou	rce Confi	nuration												running company in
	Basic Management 🖂	Data	0000 000	ee eenig	guiadon												
-	Dasic Management ()										Dat	abase Typ	pe*	postgresql			
<u>î</u>	Language Pack										IP A	Address*		127.0.0.			
	Operation Log										Dat	abase Por	-11	5432			
Í	Database Management											abase Na		security_db			
	Area Setting											abase Use					
ĺ.	Department											abase Pas					
	System Parameter										1.11	tware Vers	100 100	ZKBioSecruity			
	E-mail Management						× Si	/stem 🗷 F	ersonnel	R Acces	ss 🗷 Atte	endance P		r	Event Records		
	Dictionary								Grooning		55 - 7 110	indunce	Liovat	The Furning is consumption is visitor	Eron noordo		
	Management			@ D	alabase	Source						0	)ata Mig	ration		Migration Com	olete
	Data Cleaning				and a second of	and the second second							been the second			There are an a second second	distant.
	Audio File																
	Data Migration																
	Certificate Type																
	Print Template																
	System Monitoring																
	- January and Anna an																

#### ∕≤Notes:

1. 3150 and V5000 are installed on the same server.

① Before installing V5000, you need to close the 3150 Tomcat service as well as the WatchDog service and remove the environment variable SEC.

② When installing, make sure the 3150 and V5000 communication ports are the same.

③ The first migration must be the Personnel module.

④ Check the event records (not checked by default): The access, elevator, attendance, patrol and video modules need to select the event records to transfer the records. There is no need to check the event records for visitor, parking, consumption modules and the event record will be migrated by default.

⑤ After all the modules are migrated, the parameter settings for each module need to be set again.

<sup>(6)</sup> Personnel comparison photos, access records photos, linkage photos and videos, attendance photos, parking photos, visitors photos and so on are all need to be copied because they are not transferred.

⑦After the migration is successful, restart the software service.

2. 3150 and V5000 installed on different servers:

① Install the V5000 service, the communication port is consistent with the communication port of 3150. After installation, the computer IP of V5000 needs to be changed to 3150 service address IP.

### **15.1.10** Certificate Type

The system initializes 9 certificate types. User can add the required certificate type for personnel and visitor registration.

#### Click [System]> [Basic Management]>[Certificate Type].

ZKTeco	2 0 (			ata 🗒	۵ کې 🛞	Welcome, admin 🚳 🕕 🕦 ( Authorized Company:
©	C Refresh 📑 New	P Delete				
Basic Management 🕞	Certificates	Certificates Name	Operations			
Language Pack	1	ID				
Operation Log	3	Passport				
Database Management	□ 4	Driver License				
Area Setting	8	Others				
Department						
System Parameter						
E-mail Management Dictionary Management Data Cleaning						
Audio File						
Data Migration						
Certificate Type						
Print Template						
System Monitoring						
Authority 🕀						

### 15.1.11 Print Template

You can manage the template for different cards: Personnel card template, Visitor receipt template/Card template are all configured here. The system initializes 5 types of personnel and visitor print templates.

Click [System]> [Basic Management]> [Print template].

ZKTeen	2 0 0 9		🛎 🖄 👘	@	i 🔘 🗊 🕐 🖉
©	Template Name	] Q 🛞			
Basic Management 🖂	The current query conditions No Refresh P New P Delete	ne			
Language Pack	Template Name	Module	Operations		
Operation Log	45454454545	Personnel	Edit Delete Preview		
Database Management	8888888888	Personnel	Edit Delete Preview		
Area Setting	<u>9999999999</u>	Personnel	Edit Delete Preview		
Department	<u>5555555555</u>	Personnel	Edit Delete Preview		
System Parameter	<u> </u>	Personnel	Edit Delete Preview		
E-mail Management Dictionary	C <u>ccv1</u> C <u>5656</u>	Personnel Personnel	Edit Delete Preview Edit Delete Preview		
Management	<ul> <li>visitor receipt</li> <li>visitor print card(horizontal)</li> </ul>	Visitor Visitor	Preview Preview		
Data Cleaning	visitor print card	Visitor	Preview		
Audio File	personnel print card(horizont		Preview		
Data Migration Certificate Type	personnel print card	Personnel	Preview		
System Monitoring					

### 15.1.12 System Monitoring

The system monitoring function displays the server processor usage, host memory usage, processor information, memory information, java virtual machine memory usage and other information.

Click [System]> [Basic Management]>[System Monitoring].

0		The second second is the second second				
Basic Management 🕞	Current Information Caching	Trend Information				
Language Pack	Processor Usage	PC Memory	Usage	jvm Memory Usage		
Operation Log			AND DECK			
Database Management	50		30 30	1 1 2		
Area Setting	30 Usage Rate		0 Usage Rate 70	30 Usage	Rate 70	
Department	the barne surre		- Dauge rune			
System Parameter	20.	au 120	80		80	
E-mail Management	and the second			And Articles		
Dictionary Management Data Cleaning	44.85%	90 J0	<sup>6</sup> 78.55% <sup>100</sup>	80.8	86% 100	
		<b>10</b>	<sup>6</sup> 78.55% <sup>100</sup>	s.08	86% 100	
Management Data Cleaning			<sup>6</sup> 78.55% <sup>100</sup>	6 80.8	36% 100	
Management Data Cleaning Audio File	44.85% "	00		80.8	36% 100	
Management Data Cleaning Audio File Data Migration			0 78.55% 10 Memory Information	80.8	36% 100	
Management Data Cleaning Audio File Data Migration Certificate Type	44.85% "	Value			86% 100 <b>1</b> 00	
Managerient Data Cleaning Audio File Data Migration Certificate Type Print Template	Processor Information		Memory Information	Physical Host		
Managerient Data Cleaning Audio File Data Migration Certificate Type Print Template	Processor Information Attributes	Value	Memory Information Attributes	Physical Host 3.92GB	ivm	
Managerirent Data Cleaning Audio File Data Migration Certificate Type Print Template	Processor Information Attributes Core Number	Value 2	Memory Information Attributes Total Space	Physical Host , 3.92GB 3.08GB	jvm 1.91GB	
Managerient Data Cleaning Audio File Data Migration Certificate Type Print Template	Processor Information Attributes Core Number System Usage	Value 2 37.13%	Memory Information Attributes Total Space Use Space	Physical Host , 3.92GB 3.08GB 860.71MB	Vm 1.91GB 1.55GB	

# **15.2** Authority Management

### 15.2.1 User

Add new user and implement levels for the user in the system.

1) Click [System Management] > [Authority Management] > [User] > [New]:

	New	×							
Username*	Register	<b>_</b>							
	Username should be composed between 1-30								
	haracters and in letters,numbers,or symbols								
	(@/./-/+/_).								
Password*									
	Password is a composition of 4 to 18								
	characters, default is 111111.								
Confirm									
Password*									
State	Enable								
Multiple Login	<ul> <li>Image: A start of the start of</li></ul>								
Maximum Number	10								
	Limit multiple login for the same account								
Superuser State									
Role									
Auth Department	<b>V</b>								
	If you don't select department you will not have full								
	departmental permission.								
Authorize Area	-								
	If you don't select zone you will not have full zone								
	permission.								
Email									
First Name									
Last Name									

#### Fields are as follows:

Username: Any characters within a length of 30.

Password: The length must be more than 4 digits and less than 18 digits. The default password is 111111.

State: Enable or disable the user to operate the system.

Multiple Login: Enable if multiple users want to login to the same software simultaneously.

Maximum Number: Set the maximum number of users who can login at a time. The range is 1 to 100.

Super User State: Enable or disable the user to have the superuser's levels.

**Role Group:** Non-super user needs to choose a role group to get the levels of the group. The role group must be set in advanced in <u>Role Group</u>.

Auth Department: If no department is selected, then the user will have all department rights by default.

Authorize Area: No area selected means the user possesses all area rights by default.

Email: Type your email in the correct format.

First Name/Last Name: Type your initials.

**Fingerprint:** Enroll the user fingerprint or duress fingerprint. The user can login the system by pressing the enrolled fingerprint. If the user presses the duress fingerprint, it will trigger the alarm and send the signal to the system.

2) After editing, click [OK] to complete user adding, and the user will be shown in the list.

Click [Edit] or [Delete] as required.

#### 15.2.2 Role

When using the system, the 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. A super user has all the levels, can assign rights to new users and set corresponding roles (levels) according to requirements.

1) Click [System] > [Authority Management] > [Role] > [New]:

			New					×
Role Name* Assign Permissions*								
<ul> <li>Personnel</li> <li>Person</li> <li>Department</li> <li>Position</li> <li>Dimission</li> <li>Custom At</li> <li>Parameter</li> <li>Card</li> <li>Wiegand F</li> <li>Issued Cart</li> <li>AD Sync</li> </ul>	Personnel tributes s format	Attendance	Elevator	Hotel	Visitor	Parking	Patrol	
Select All		Save and New	ОК	Can	cel			

- 2) Set the name and assign permissions for the role.
- 3) Click [OK] to save.

### 15.2.3 Role Group

You can add role groups to the system. A role group has all the levels assigned to roles within the group. An appropriate role group can be directly assigned to a newly-added user. Include all the levels for using all the service modules of the system and the system setup module. The default super user of the system has all the levels, can assign rights to new users and set corresponding role groups (levels) according to requirements.

1) Click [System Management] > [Authority Management] > [Role Group] > [New]:

	New	>
Group Name*		
Assign Role*		
Parent Group		
Group Description		
Save and New	ОК	Cancel

- 2) Set the name and parent group, assign role for the group.
- 3) Click [**OK**] to save.

### 15.2.4 API Authorization

1. Activate the API through authorization. You can check whether the API has been activated on the About page (The API Authorization menu is displayed in System Management only when the API is activated). API is shown in License details below:

		Details	
ltem	Status	Available/Total Points	Expiration Date
Advanced Access	Activated	1	2018-05-21
API	Activated	1	2018-05-21
Active Directory	Activated	1	2018-05-21
ARTECO	Activated	2Points	2018-05-21
C2P	Activated	2Points	2018-05-21
LED	Activated	5/5Points	2018-05-21
Mobile APP	Activated	10/10Points	2018-05-21
Personnel	Activated	30000Points	Permanent
Department	Activated	1000Points	Permanent
Area	Activated	1000Points	Permanent
LCD Real-Time Monitoring	Activated	1	2018-05-21
		Close	

 Log in to the system (as the super user, for example, admin) to enter the software. Click [System Management] > [Authority Management] > [API Authorization]. Add a client ID, which must be unique, and a client secret, which will be used when the API is invoked.

	New	1
Client Id*		
Client Secret*		

3. Only when the client ID and secret are added can the next API operation page be displayed normally. Otherwise, the access is abnormal):

88	Basic Management	$\oplus$	Client	ld		Q 🛞						
ф	Authority Management	Θ	The current query conditions: None									
	User			Client Id	Client Secret	Created Date	Operations					
	Role			TestID	Test	2018-04-05 10:28:46	Edit Delete					
	Role Group											
	API Authorization											
	Client Register											

4. After the client ID and secret are added, click Browse API on the API Authorization page to skip to the API operation page (The page of the ZKBioSecurity system must be open for normal access of the API operation page). This page provides multiple APIs:

88	Basic Management 🔶	Clien	t Id		Q	8				
		The current query conditions: None								
<b>.</b>	Authority Management	○ Refresh 🕒 New 👘 Delete 🔎 Browse API								
	User		Client Id	Client Secret	Cre	eated Date	Operations			
	Role		TestID	Te	2018	8-04-05 10:28:46	Edit Delete			
	Role Group									
	API Authorization	C	lick here							
	Client Register	0								

<b>TKBioSecurity</b>	http://127.0.0.1:8088/api/api-docs		Explore
ZKBioSecurityAPI			
AccLevel		Show/Hide   List Operations	Expand Operations
Card		Show/Hide   List Operations	Expand Operations
Department		Show/Hide   List Operations	Expand Operations
Device		Show/Hide   List Operations	Expand Operations
Door		Show/Hide   List Operations	Expand Operations
Person		Show/Hide   List Operations	Expand Operations
Reader		Show/Hide   List Operations	Expand Operations
Transaction		Show/Hide   List Operations	Expand Operations
[BASE URL: /api]			

When APIs are invoked, URLs of all request APIs must contain the access\_token parameter, whose value is determined by the client key configured on the background (if there are multiple keys, only one is selected), for example:

Request URL	
http://110.80.38.74:6066/api/accLevel/getById/2	

The access\_token parameter must be added when the API is invoked (one request URL can be invoked):

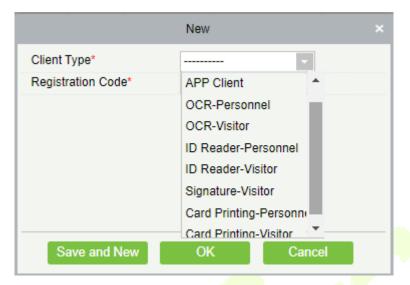
http://110.80.38.74:6066/api/accLevel/getByld/2.

### 15.2.5 Client Register

You can add client types for the system and generate registration codes for client registrations of each module function. The number of allowed clients is controlled by the number of allowed points.

	ZKTeco	ć	r D	0	Ý Fi		<b>a</b> k	<b>61</b> 8		R	ŝ	Welcome, admin 🔅 🕕 🕆 🥐 🕛 Authorized Company: 11
	©	Re	gistration Code		Client Type			Activation		Q (8)		
	Basic Management	The	current query co	nditions None								
<u>u</u>		C	Refresh 📑 Ne	w 🕤 Reset	Delete							
ф	Authority Management	9 0	Registration Code	Client name	Registration Key	Activatic	Activated Date	Creation Date	Client Type	0	perations	
5	User	E	8F957E		18-31-bf-0e-7d-2b*8	0	2020-02-26	2020-02-26 09:55:2	2 Card Printing-Visi	itor D	elete	
	Role		A68271		18-31-bf-0e-7d-2b*A	0	2020-02-26	2020-02-26 09:55:1	1 OCR-Visitor	D	elete	
1	System		3A1117		18-31-bf-0e-7d-2b*3	0	2020-02-26	2020-02-26 09:55:0	Signature-Visitor	D	elete	
	Menu		E390DD		70-4d-7b-32-d2-66*E	0	2020-02-25	2020-02-25 16:07:0	Card Printing-Per	sonnel D	elete	
	Operate		33047D			•		2020-02-25 16:06:5	5 ID Reader-Persor	nnel <u>D</u>	elete	
	API Authorization	0	11693A		70-4d-7b-32-d2-66*1	0	2020-02-25	2020-02-25 16:06:5	5 OCR-Personnel	D	elete	
	Security Parameters											

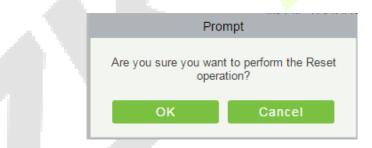
Click [System Management] > [Authority Management] > [Client Authorization] > [New] to go to the [New] page:



Client Type: The value can be APP Client, OCR-Personnel, OCR-Visitor, ID Reader-Personnel, ID Reader-Visitor or Signature- Visitor, Card Printing- Personnel, Card Printing-Visitor

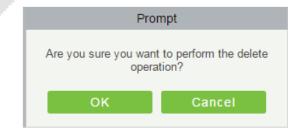
**Registration Code:** The registration code for **[APP Client]** is used under **[Network Settings]** on the APP login page and that for **[Print Card-Personnel]** is used under **[Parameter Settings]** > **[Client Registration]**. Only new registration codes added on the server are authorized and one registration code can be used by only one client.

1. To reset a client, select the client and click [Reset].



Click [OK] to reset the client.

2. To delete a client, select the client and click [Delete].

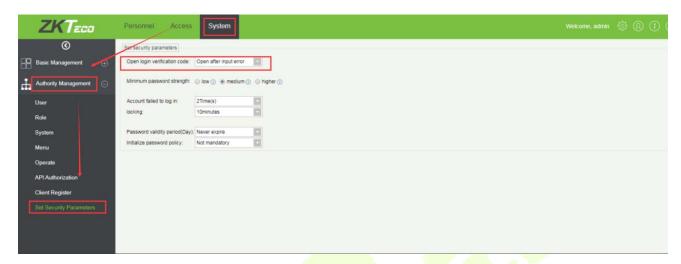


Click [**OK**] to delete the client.

### **15.2.6** Security Parameters

1) Login Verification Code Setting: It includes None, Always prompt verification code, Prompt after entering an error.

There are three login verification modes which can be selected.

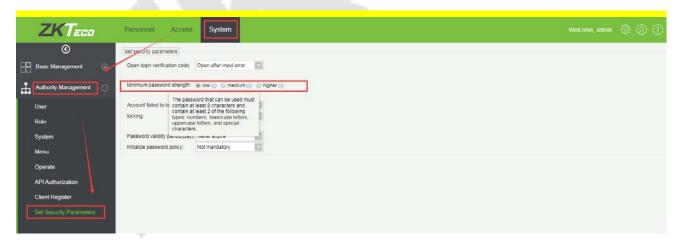


Do not open verification code: The system allows no verification code

Open verification code: Users must fill in the verification code when logging in to the software.

Open after input error: The system will pop-up a verification box after filling in the wrong Username and password.

 Password Strength Setting: The path is [System] -> [Authority Management]-> [Set Security Parameter].



#### 3) Lock account: The path is [System] -> [Authority Management] -> [Set Security Parameter].

The account will be locked if user fails to login the system as per the software setting. For example, if the system allows user fill in wrong username and password for 2 times. The system will be locked for 10 minutes after exceeding 2 times of operation.

	ZKTeco	Personnel Access	System					Welcome, admi	(¢)	@	(
	Basic Management	Set security parameters Open login verification code:									
	Authority Management	Account failed to log in: locking.	tow () medium () higher () 2Time(s) 10minutes	]							
	System Menu	Password validity period(Day): Initialize password policy:	Never expire								
	Operate API Authorization Client Register										
F	Set Security Parameters										

4) Password valid day(s): The path is [System[ -> [Authority Management] -> [Set Security Parameter]. Users can set the validity as 30days, 60daysor permanent. If password gets expired, user cannot login to the system.

ZKTeco	Personnel Access	System			Welcome, a	dmin	15r	@ (	(2)	@ (	\$ ®	@ @
©	Set security parameters						-	_	_	_	_	
Basic Management	Open login verification code:	Open after input error										
Authority Management	Minimum password strength:	🖲 low 🕜 \ominus medium 🕢 😑 higher 🕻										
User	Account failed to log in:	2Time(s)										
Role	locking:	10minutes										
System	Password validity period(Day):	Never expire										
Menu		Not mandatory										
Operate												
API Authorization												
Client Register												
Set Security Parameters												

5) Password Modification: The path is **[System]** -> **[Authority Management]** -> **[Set Security Parameter].** There are 2 options that user can set. Not mandatory andForced to modify the next time you login.

Not mandatory: The system does not need to modify the initial password.

Forced to modify the next time you login: It is compulsory to modify the initial password after the second login.

	ZKTeco	Personnel Access	System
	©	Sel security parameters	
8	Basic Management 🕀	Open login verification code:	Open after input error
븞	Authority Management	Minimum password strength	Iow ① ② medium ③ ③ higher ③
	User	Account failed to log in:	2Time(s)
	Role	locking:	10minutes
	System	Password validity period(Day):	Never expire
	Menu	Initialize password policy:	Not mandatory
	Operate		
	API Authorization		
	Client Register		
	Set Security Parameters		
	Set Security Parameters		

# **15.3** Communication

## 15.3.1 Device Commands

Click [System] > [Communication] > [Device Commands], the commands lists will be displayed.

Submit	Time From	То	Serial Number		ack To Results	1	More Q (
'he cu	rrent query conditions: N	one					
C+ R	efresh 👘 Clear Comma	nds 🌁 Export					
ID	Serial Number	Content		Immediately Cmd	Submit Time	Return Time	Returned Value
2	657465498786654	DATA DELETE USERINFO PIN=3		•	2018-04-02 11:14:12		
	657465498786654	DATA DELETE USERINFO PIN=1		•	2018-04-02 11:14:03		

If the returned value is more than or equal to 0, the command is successfully issued. If the returned value is less than 0, the command is failed to be issued.

Clear Commands: Clear the command lists.

**Export:** Export the command lists to local host. You can export to an Excel file. See the following figure.

			Device Commands			
ID	Serial Number	Content	Immediately Cmd	Submit Time	Return Time	Returned Value
1504	20100501999	DATA UPDATE userauthorize Pin=2AuthorizeTi mezoneld=1Auth orizeDoorld=1 Pin=1AuthorizeTi mezoneld=1Auth orizeDoorld=1	false	2017-12-18 10:51:15	2017-12-18 10:51:21	0
1502	20100501999	DATA UPDATE mulcarduser Pin=2CardNo=5d ec02LossCardFla g=0CardType=0 Pin=1CardNo=44 12c5LossCardFla g=0CardType=0 	false	2017-12-18 10:51:14	2017-12-18 10:51:21	0

## **15.3.2** Communication Device

Click [System] > [Communication] > [Communication Device], you can view all equipment information and communication in the system. Detailed information such as accessed module, serial number, firmware version, IP address, communication status and command execution can be viewed.

Mod	ule		Device Serial Number		Device	Name		Mor	e <b>▼ Q</b>	8
The cu	urrent query	conditions None								
()• R	efresh Q	View authorized device	9							
	Module	Device Serial Number	Device Firmware	Device Name	Device IP Address	Subnet Mask	Gateway	Enable	Status	Executory Command Count
	acc	OIN70600870605000	AC Ver 5.7.7.3030 Mar 23 2017	inbio460 Pro Pack	192.168.213.166	255.255.255.0	192.168.213.1	0	Online	16

View authorized device: View the authorized device information.

## **15.3.3 Communication Monitor**

Click [System] > [Communication] > [Communication Monitor] to check the adms communication port of the current server and check whether the Internet connection of the server is normal.

Adms Service Settings	
Adms Service Port	8088
A The current port is for o	evice communication service, if there is a network mapping for the service port, please refer to the actual mapped port.
Server Side Network Condit	n
Whether the Internet	
connection is normal	Yes

# 15.4 Third Party

## 15.4.1 LED Device

The system integrated outsourcing LED equipment (control card: lumens 3200/4200), provides a window to display data; it can provide customers personnel in the access area quantity statistics, real-time information about personnel going in and out and personnel information in the area, etc.

ZKTeco	오 🗊	•		-		e <b>f</b> e			÷	Welcome, admin 🔅 🛞 (1) (2) (1) Authorized Company: 11
0	Device Name	Q	8							
💾 Basic Management 🕀	The current query con-									
	C Refresh 🕒 New	Delete 🗹 LED	Data 📝 Manua	lly defined con	tent 🖗 Sy	nchronize All	Data to Dev	rices 🔲 LED Terr	iplate Managem	ent = More +
Authority Management 🕀	Device Name	IP Address	Port De Co	fault Pass de	Screen Width	Screen Height	Enable	Automatic Distribute Data	LED Title	Operations
Communication $\oplus$	<u>191</u>	192.168.214. <mark>1</mark> 91	5200 255	255.255.255	96	48	0	0		Edit Delete
🚓 Third Party 🖂										
Intermediate Table										
LED Device										
Line Notification										
AD Management										
- SMS Management										
	ic c 1-1 >	50 rows per pag	e + Jump To	1 /1 Pa	ge Total o	f 1 records				

## • Add

Click [System]> [Extended Management]> [LED Device]> [New]. The page is displayed as follows:

N	ew ×	
Device Name*		
IP Address*		
Port*	5200	
Default Pass Code*	255 . 255 . 255 . 255	
Use Template	<b>v</b>	
Screen Width*		
Screen Height*		
LED Title		
Block Number*		
Show Time		
Automatic Distribute Data	•	
Delete data in device when new		
<u>Block Layout</u>		
Save and New	OK Cancel	

Fields are as follows:

Device Name: Name of the LED device.

IP Address: IP address of the LED device.

Port: The default communication port is 5200.

Default Pass Code: The default value is 255.255.255.255.

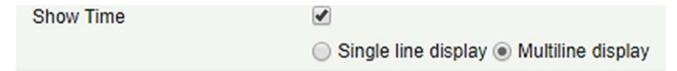
Screen Width: Width of the dot matrix (resolution).

Screen Height: Height of the dot matrix (resolution).

LED Title: Select whether to display the title. If the parameter is left blank, the title is not displayed.

**Block Number:** Number of blocks that the LED is divided into (Note that the blocks do not contain the title and system time blocks).

**Show Time:** It will display time on the LED screen. Once you select it, you will find two options to choose from; Single Line and Multiline Display. Choose according to your choice.



Automatic Distribute Data: By default, this parameter is selected. You send data to the LED in the access control module only when you select this parameter. Otherwise, the content to be sent needs to be manually defined.

**Delete data in device when new:** Delete the original data in the device when adding LED device.

Block Layout: After you click Block Layout, the following box is displayed:

	E	Block1 (1	280*18	0)			
	E	Block2 (1	280*18	0)			
	E	Block3 (1	280*18	0)			
		Block4 (1	280*18	0)			
	E	Block4 (1	280*18	0)			
Starting point Y, the vertex of the X axis,	starting point o	f Y is the	• X axis	of the selected blo	ock and t	he left	upper
	starting point o	f Y is the	• X axis	of the selected blo	ock and t	he left	upper
vertex of the X axis, ⇒ Block Layout	starting point o	f Y is the ce. Widt	• X axis	of the selected blo	ock and t		upper
Block Layout	starting point o the axis distan	f Y is the ce. Widt	X axis h, heigh	of the selected blo t, width, height.	1280		upper
Block Layout Block Layout Block1 Block2	starting point o the axis distan From X:	f Y is the ce. Widt	• X axis h, heigh • px	of the selected blo t, width, height. Width:	1280	• px • px	upper

## *∝*Notes:

- > Parameters must be set for each block.
- The height of each block must be equal to or larger than 12. Otherwise, the letters cannot be completely displayed.
- > The total height of all blocks cannot be larger than the screen height.

## • Edit

Click a device name or **[Edit]** under **[Operation]** to go to the edit page. After editing the device, click **[OK]** to save the setting.

## • Delete

Click a device name or [**Delete**] under [**Operation**] in the device list and click [**OK**] to delete the device or click [**Cancel**] to cancel the operation. Select one or more devices and click [**Delete**] above the list and click [**OK**] to delete the selected device(s) or click [**Cancel**] to cancel the operation.

## • Enable and Disable

Select a device and click **[Enable/Disable]** to start/stop using the device. If the device is enabled, data is transmitted to the device. Otherwise, no data is transmitted to the device.

## • Synchronize All Data To Devices

Synchronize the LED block layout and LED data setting in the system to the device. Select a device, click **[Synchronize All Data To Devices]**, and then click **[Synchronize]** to synchronize the data.

## • LED Template Management

Through this function you can create a template for the blocks. This template you can directly use at the time of adding LED device. When you are adding LED device, then after defining the blocks dimensions, you will be prompted to save the template as shown below:

Pro	ompt
Is the current layout	saved as a template?
ОК	Cancel

If you save it, then this template will be displayed in the LED Template Management list as shown below:

		LED	Template Management		
Temp	late Number		Template Name		२ ⊗
The c	urrent query cond	litions: None			
CI	Refresh 🕒 New	v 👘 Delete			
	Template Number	Template Name	Created Date	Operations	
	1	Test	2018-04-05 11:09:10	Edit Delete	
IK -	< 1-1 > >i	50 rows per page	- Jump To 1 /	1 Page Total of 1 records	

	LED	Template Management			×
Template Number		Template Name		Q	$\otimes$
The current query C		New	×		
Template Number	Template Name* Screen Width* Screen Height* Block Number* LED Title Show Time				I,
	Block Layout	ОК	Cancel		ŀ
< < 1-2 > >	50 rows per page	✓ Jump To 1	/1 Page Total of 2 re	acords	

You can directly create the blocks by clicking on [New] in above interface.

Fill all the required details and save. Once saved, you will find this template at the LED device adding interface.

Ne	9W	×
Device Name*		-
P Address*		
Port*	5200	
Default Pass Code*	255 . 255 . 255 . 255	
Jse Template	T	
Screen Width*	Test	
Screen Height*	Test1	
ED Title		
Block Number*		
Show Time		
Automatic Distribute Data		
Delete data in device when new		
<u>Block Layout</u>		
Save and New	OK Cancel	

## • Restart

After you restart the device, the LED control card system will be restarted, data on the screen is cleared and data saved in the system is restored. After the device is successfully restarted, click [Synchronize All Data To Devices] to display all distributed content on the LED screen.

## • Modify IP address

Modify the IP address of the device. The default IP address of the control card is 192.168.1.222.

## Manually defined content

Select a device and click [Manually defined content]. The page is displayed as follows:

	lanually defined content	
Device Name	192.168.214.138	
block-1	Please enter the content	
block-2	Please enter the content	
block-3	Please enter the content	
	OK Cancel	

## *⊯*Notes:

- > At least one block must be selected for distribution of manually defined content.
- After the manually defined content is selected, the access control module cannot send data to the LED device.

**Solution Solution *

# 16 Appendices

# **Common Operations**

## Select Personnel

The selected personnel page in the system is as below:

) Qu Perso	nnel ID	epartment	Firs	t Name		Last Name			Card Nur	nber		More	- a @	3
he c terna	urrent query	conditions	: None					Selecte	d( <b>0</b> )				-	
	Personnel ID	First Name	Last Name	Card Number	Gender	Department Name			Personnel ID	First Name	Last Name	Card Number	Gender	Department Name
0	3	abc		258478	Female	Financial Department								
	1	abc			-	General	>>							
							>							
							< <<							
	< 1-2 >		ows per pag		otal of 2 rec	1.2								

You can select the personnel from list generated, or you can also click [More] to filter by gender or department.

Click > to move the selected personnel in to the selected lists. If you want to cancel the movement, click

## • Set Date and Time

Click the date and time box:

	Nev	V					>			
Host/Visited *	Enter	the Q	uery C	ondi	- C	2				
Visit Department *					•					
Certificate Type*	ID				-					
Certificate No.*										
First Name*										
Last Name										
ck here to								ck he		c
nge Month							cha	ange	Yea	r
	Visit						cha	ange	Yea	r
		04-05					Cha	ange	Yea	r
Visit Reason		04-05	-	oril 20	18		Cha	ange	Yea	
Visit Reason Visited Date"		04-05 Tu	-	oril 20 Th	18 Fr	Sa	Su	ange	Yea	r J
Visit Reason Visited Date" License Plate	19.		- Ar			<b>Sa</b> 31	>	ange	Yea	r
Visit Reason Visited Date"	Mo	Tu	Ve	Th	Fr		Su	ange	Yea	
Visit Reason Visited Date" License Plate	Mo 26	<b>Tu</b> 27	Ve 28	<b>Th</b> 29	<b>Fr</b> 30	31	Su 1	ange	Yea	
Visit Reason Visited Date* License Plate Save and New	Mo 26 2	<b>Tu</b> 27 3	Ve 28 4	Th 29 5	Fr 30 6	31 7	> Su 1 8	ange	Yea	
Visited Date* License Plate	Mo 26 2 9	Tu 27 3 10	Ap We 28 4 11	Th 29 5 12	Fr 30 6 13	31 7 14	> Su 1 8 15	ange	Yea	

Click on the Year to select by clicking  $\leq$  or  $\geq$ . Click the Month and Date to select directly.

## • Import (take the personnel list importing as an example)

If there is a personnel file in your computer, you can Import it into the system.

1) Click [Import]:

	Import	×
File Format Destination File Header Start Rows Delimiter	<ul> <li>Excel Csv</li> <li>Choose File No file chosen</li> <li>2 The default is the second row.</li> <li>, •</li> </ul>	
Ne	ext Step Cancel	

## Fields are as follows:

File Format: Select the file format to be imported.

**Destination File:** Choose file to be imported.

Head Start Rows: which row is the first row to be imported.

**Delimiter:** The delimiter of CSV format file, only "." and "-" are available.

2) Click [Next Step]:

Database fields	Importing data fi	elds
Personnel No.*	Personnel No.	•
Name	Name	•
Department Name	Department	•
Card Number	Card Number	¥
Gender	Gender	۲
Password	Password	•
Mobile Phone	Mobile Phone	٣
Create Time	Create Time	٣
Email	Email	۲
Birthday	Birthday	۲
Pin exists to update the data:  Yes	No	

- 3) Select the feeds to be imported to the system. "------" indicates the fields will not be imported.
- 4) Click [**Next Step**]:

	Import Result	×
	All data imported successfully! Succeed: 2, Failed: 0.	
1		
	Complete	

The data is imported successfully.

#### *∝*Notes:

- When importing department table, department name and department number must not be empty, the parent department can be empty. Duplicated number does not affect the operation, it can be modified manually.
- When importing personnel table, personnel number is required. If the personnel number already exists in the database, it will not be imported.
- Export (take the personnel list exporting as an example)
  - 1) Click [**Export**]:

EXCEL File	•			
All data (Can ex	port up to	60000 data)		
<ul> <li>Select the amount</li> </ul>	int of data	a to export (Can e	kport up	to 60000 data)
From the article	1	Strip, is derived	100	Data
	<ul> <li>All data (Can ex</li> <li>Select the amound</li> </ul>	<ul> <li>All data (Can export up to</li> </ul>	<ul> <li>All data (Can export up to 60000 data)</li> <li>Select the amount of data to export (Can export)</li> </ul>	<ul> <li>All data (Can export up to 60000 data)</li> <li>Select the amount of data to export (Can export up</li> </ul>

- 2) Select the file format and export mode to be exported. Click [**OK**].
- 3) You can view the file in your local drive.

SNote: 10000 records are allowed to export by default, you can manually input as required.

## **Access Event Type**

Normal Events

**Normal Punch Opening:** In **[Only Card]** verification mode, the person having open door levels punch card at valid time period, open the door, and trigger the normal event.

**Normal Press Fingerprint Opening:** In **[Only Fingerprint]** or **[Card or Fingerprint]** verification mode, the person having open door levels press fingerprint at valid time period, the door is opened, and trigger the normal event.

**Card and Fingerprint Opening:** In **[Card and Fingerprint]** verification mode, the person having the open permission, punch the card and press the fingerprint at the valid time period, and the door is opened, and trigger the normal event.

**Exit button Open:** press the exit button to open the door within the door valid time zone, and trigger this normal event.

**Trigger the exit button (locked):** indicates the normal event triggered by pressing the exit button when the exit button is locked.

**Punch during Normal Open Time Zone:** At the normal open period (set normal open period for a single door or for first-person normally open), or through the remote normal open operation, the person having open door permission punch effective card at the opened door to trigger this normal event.

**Press Fingerprint during Normal Open Time Zone:** At the normal open period (set normal open period for a single door or for first-person normally open), or through the remote normal open operation, the person having open door permission press the effective fingerprint at the opened door to trigger this normal event.

**First-Person Normally Open (Punch Card):** In **[Only Card]** verification mode, the person having firstperson normally open permission, punch at the setting first-person normally open time period (the door is closed), and trigger the normal event.

**First-Person Normally Open (Press Fingerprint):** In **[Only Fingerprint]** or **[Card plus Fingerprint]** verification mode, the person having first-person normally open permission, press the fingerprint at the setting first-person normally open period (the door is closed), and trigger the normal event.

**First-Person Normally Open (Card plus Fingerprint):** In **[Card plus Fingerprint]** verification mode, the person having first-person normally open permission, punch the card and press the fingerprint at the setting first-person normally open period (the door is closed), and trigger the normal event.

Normal Open Time Zone Over: After the normal open time zone over, the door will close automatically.

**Remote Normal Opening:** When set the door state to normal open in the remote opening operation, this normal event is triggered.

**Cancel Normal Open:** When Punch the valid card or use remote opening function to cancel the current door normal open state, this normal event is triggered.

**Disable Intraday Passage Mode Time Zone:** In door normal open state, punch effective card for five times (must be the same user), or select [**Disable Intraday Passage Mode Time Zone**] in remote closing operation, and this normal event is triggered.

**Enable Intraday Passage Mode Time Zone:** If the intraday passage mode time zone is disabled, punch effective card for five times (must be the same user), or select **[Enable Intraday Passage Mode Time Zone]** in remote opening operation, and this normal event is triggered.

**Multi-Person Opening Door (Punching):** In **[Only Card]** verification mode, Multi-Person combination can be used to open the door. After the last card is verified, the system triggers this normal event.

**Multi-Person Opening Door (Press Fingerprint):** In **[Only Fingerprint]** or **[Card plus Fingerprint]** verification mode, Multi-Person combination can be used to open the door. After the last fingerprint is verified, the system triggers this normal event.

**Multi-Person Opening Door (Card plus Fingerprint):** In **[Card plus Fingerprint]** verification mode, Multi-Person combination can be used to open the door. After the last card plus fingerprint is verified, the system triggers this normal event. **Emergency Password Opening Door:** Emergency password (also known as super password) set for the current door can be used for door open. This normal event will be triggered after the emergency password is verified.

**Opening Door during Normal Open Time Zone:** If the current door is set a normally open period, the door will open automatically after the setting start time has expired, and this normal event will be triggered.

Linkage Event Triggered: After linkage configuration takes effect, this normal event will be triggered.

**Cancel Alarm:** When the user cancels the alarm of corresponding door successfully, this normal event will be triggered.

**Remote Opening:** When the user opens a door by [**Remote Opening**] successfully, this normal event will be triggered.

**Remote Closing:** When the user closes a door by [**Remote Closing**] successfully, this normal event will be triggered.

**Open Auxiliary Output:** In linkage setting, if the user selects Auxiliary Output for Output Point, selects Open for Action Type, this normal event will be triggered when the linkage setting takes effect.

**Close Auxiliary Output:** In linkage setting, if the user selects Auxiliary Output for Output Point, selects Close for Action Type, or closes the opened auxiliary output by [**Door Setting**] > [**Close Auxiliary Output**], this normal event will be triggered.

**Door Opened Correctly:** When the door sensor detects the door has been properly opened, triggering this normal event.

**Door Closed Correctly:** When the door sensor detects the door has been properly closed, triggering this normal event.

Auxiliary Input Point Disconnected: Will be triggered auxiliary input point is disconnected.

Auxiliary Input Point Shorted: When the auxiliary input point short circuit, trigger this normal event.

**Device Start:** Will be triggered if device starts (This event of PULL devices will not appear in real-time monitoring and can be viewed only in event records of reports).

## Abnormal Events

**Too Short Punch Interval:** When the interval between two punching is less than the set time interval, this abnormal event will be triggered.

**Too Short Fingerprint Pressing Interval:** When the interval between two fingerprints pressing is less than the set time interval, this abnormal event will be triggered.

**Door Inactive Time Zone (Punch Card):** In **[Only Card]** verification mode, if the user having the door open permission punch but not at door effective period of time, this abnormal event will be triggered.

**Door Inactive Time Zone (Press Fingerprint):** If the user having the door open permission, press the fingerprint but not at the door effective time period, this abnormal event will be triggered.

**Door Inactive Time Zone (Exit Button):** If the user having the door open permission, press exit button but not at the effective period of time, this abnormal event will be triggered.

**Illegal Time Zone:** If the user with the permission of opening the door, punches during the invalid time zone, this abnormal event will be triggered.

**Illegal Access:** If the registered card without the permission of current door is punched to open the door, this abnormal event will be triggered.

Anti-Passback: When the anti-pass back takes effect, this abnormal event will be triggered.

Interlock: When the interlocking rules take effect, this abnormal event will be triggered.

Multi-Person Verification (Punching): When Multi-Person combination opens the door, the card verification before the last one (whether verified or not), this abnormal event will be triggered.

Multi-Person Verification (Press Fingerprint): In [Only Fingerprint] or [Card or Fingerprint] verification mode, When Multi-Person combination opens the door, the fingerprint verification before the last one (whether verified or not), this abnormal event will be triggered.

Unregistered Card: If the current card is not registered in the system, this abnormal event will be triggered.

**Unregistered Fingerprint:** If the current fingerprint is not registered or it is registered but not synchronized with the system, this abnormal event will be triggered.

**Opening Door Timeout:** If the door sensor detects that it is expired the delay time after opened, if not close the door, this abnormal event will be triggered.

**Card Expired:** If the person with the door access level, punches after the effective time of the access control and cannot be verified, this abnormal event will be triggered.

**Fingerprint Expired:** If the person with the door access permission, presses fingerprint after the effective time of the access control and cannot be verified, this abnormal event will be triggered.

**Password Error:** If using **[Card plus Password]** verification mode, duress password or emergency password to open door, this abnormal event will be triggered.

**Failed to Close door during Normal Open Time Zone:** If the current door is in normal open state, but the user cannot close it by **[Remote Closing]**, this abnormal event will be triggered.

**Verification Mode Error:** If the user opening door mode is inconsistent with that set for current door, this abnormal event will be triggered.

Background Verification Failed: If the background verification fails, this abnormal event will be triggered.

**Background Verification Success:** If the background verification succeeds, this abnormal event will be triggered.

**Background Verification Timeout:** If no background verification result is returned in the specified period, this abnormal event will be triggered.

Multi-Person Verification Failed: When Multi-Person combination opens the door, the verification is

failed, and triggers this abnormal event.

## • Alarm Events

**Duress Password Opening Door:** Use the duress password of current door for verifying successfully and trigger this alarm event.

**Duress Fingerprint Opening Door:** Use the duress fingerprint of current door for verifying successfully and trigger this alarm event.

**Duress Opening Door Alarm:** Use the duress password or duress fingerprint set for current door for verifying successfully and trigger this alarm event.

**Opened Accidentally:** Except all normal events, if the door sensor detects that the door is opened, and this alarm event will be triggered.

**Door-open timeout:** This alarm event is triggered when the opened door is not locked at closing door time.

Tamper-Resistant Alarm: This alarm event will be triggered when AIO device is tampered.

Server Connection Failed: This alarm event will be triggered when the device is disconnected from the server.

Mains power down: Inbio5 series controller events, external power down.

Battery power down: Inbio5 series controller event, built-in battery power-down.

**Invalid card alarm:** Alarm event trigger when invalid card swiping five consecutively.

SNotes: The user can customize the level of each event (Normal, Abnormal, and Alarm).

# **Elevator Event Type**

## Normal Events

**Normal Punch Open:** This normal event is triggered if the verification mode is associated with cards, and a user with the floor opening right punches his/her card and passed the verification.

**Punch during passage mode time zone:** This normal event is triggered if a valid card is punched after a user with the floor opening right sets the Normally Open periods for a specific floor, or sets the floor to the Normally Open state through the remote opening floor operation.

**Open during passage mode time zone:** This normal event is triggered if a fingerprint is pressed after a user with the floor opening right sets the Normally Open periods for a specific floor, or sets the floor to the Normally Open state through the remote opening floor operation.

Remote release: This normal event is triggered if a user remotely releases a button successfully.

**Remote locking:** This normal event is triggered if a user remotely locks a button successfully.

**Disable intraday passage mode time zone:** This normal event is triggered if a user performs this operation on the Remotely Release Button page when a floor is in Normally Open state.

**Enable intraday passage mode time zone:** This normal event is triggered if the user performs this operation on the Remotely Lock Button page when the Normally Open periods of the floor are prohibited on the day.

**Normal fingerprint open:** This normal event is triggered if a user with the button releasing right presses his/her fingerprint in the "Card or fingerprint" verification mode and the verification is passed.

**Press fingerprint during passage mode time zone:** This normal event is triggered if a fingerprint is pressed after a user with the floor opening right sets the Normally Open periods for a specific door, or sets the door to the Normally Open state through the remote opening door operation.

Passage mode time zone over: When the preset Normally Open period arrives, the button is automatically locked.

**Remote normal opening:** This normal event is triggered if a user selects the continuously releasing button to set the button in continuously released state on the page for remotely opening the floor.

**Device started:** This normal event is trigger upon startup of the device. (This event will not appear in the real-time monitoring, and can only be viewed through the event records in the report.)

**Password open:** This normal event is triggered if a user with the button releasing right presses the password in the "Password only" or "Card or fingerprint" verification mode and the verification is passed.

Superuser open buttons: This normal event is triggered if the super user remotely releases a button successfully.

Start the fire floor: Release all buttons in the case of emergency so that users can select floors.

**Superuser close buttons:** This normal event is triggered if the super user remotely closes floors (locks the buttons) successfully.

Enable elevator control button: Restart the elevator control function.

**Disable elevator control button:** Temporarily disable the elevator control function.

Auxiliary input disconnected: This normal event is triggered if the auxiliary input point is disconnected.

Auxiliary input shorted: This normal event is triggered if the auxiliary input point is short circuited.

Abnormal Events

**Operate interval too short:** This abnormal event is triggered if the actual interval between two times of card punching is smaller than the interval that is set for this floor.

**Press fingerprint interval too short:** This abnormal event is triggered if the actual interval between two times of fingerprint pressing is smaller than the interval that is set for this floor.

Button inactive time zone (punch card): This abnormal event is triggered if the verification mode is associated with cards, and a user with the floor opening right punches his/her card beyond the effective periods.

**Illegal time zone:** This abnormal event is triggered if a user with the floor opening right punches his/her card beyond the effective periods.

Access denied: This abnormal event is triggered if a registered card is punched before the elevator control right of the current floor is set for this card.

Disabled card: This event is triggered if the current card number is not registered in the system yet.

**Card expired:** This event is triggered if a person, for whom the elevator control effective time is set, punches his/her card beyond the elevator control effective periods and verification fails.

**Fingerprint expired:** This event is triggered if a person, for whom the elevator control effective time is set, presses his/her fingerprint beyond the elevator control effective periods and verification fails.

**Password error**: This event is triggered if the verification mode is associated with the password and the password verification fails.

**Disabled fingerprint:** This event is triggered if the current fingerprint is not registered in the system or has been registered but not synchronized to the device.

**Button inactive time zone (press fingerprint):** This abnormal event is triggered if a user with the floor opening right presses his/her fingerprint beyond the effective periods of the floor.

**Failed to close during passage mode time zone:** This abnormal event is triggered if the current floor is in Normally Open state and the button cannot be locked by performing the Remotely Locking Button operation.

Wiegand format error: This abnormal event is triggered if a card is punched and the Wiegand format of this card is incorrectly set.

**SNote:** User can self-define the level of each event (normal, abnormal and alarm).

# **Offline Elevator Control Manual**

To use offline elevator control mode, you must use an offline elevator control license.

## **Offline Elevator Device**

Add the offline elevator control device to facilitate user management of device in the software. Among them, rights management is the same as online elevator control, offline elevator control module does not support most of the functions, such as synchronization data, equipment monitoring, real-time monitoring. Compared with the online elevator control, the following functions are missing: event type, device monitoring, real-time monitoring, holidays, global linkage, all records, all abnormal records, currently only supports synchronization time and modify button open duration and card writing operation.

New offline elevator devices:

## • System authorization

		About	
ZKTEC Version 3.1.5.0_R Details Package Bits 86 License Information		25 ) Details	
Item	Status	Available/Total Points	Expiration Date
Access	Activated	94/100Door(s)(Include max 15 PULL Device(s))	2019-04-04
Attendance	Activated	9/10T&A Terminal(s); 10/10LPR Camera(s); 10/10Door(s)	2019-04-04
Elevator(Offline)	Activated	9/10Device(s)	2019-04-04
Hotel	Activated	5/30Points	2019-04-04
Visitor	Activated	6/10Entries_2000Visitors/Month	2019-04-04
Parking(Door)	Activated	10/10Points	2019-04-04
Patrol	Activated	6/10Points	2019-04-04
Video	Activated	10/10Channel(s) (Support Onvif)	2019-04-04
Activation Online Activation Reinstall the system Export existing licens The browsers which Internet Explorer 11+ Monitor resolution	se Import an ex h we recommende		

After offline elevator control is authorized, the default software and device mode in elevator parameter setting is offline and cannot be changed.

F	Elevator Device	$\oplus$	Device mode			
≝⊸♦			Offline			
<b>-</b> :	Elevator	Θ				
	Card					
	Time Zones					
	Elevator Levels					
	Set Access By Levels					
	Set Access By Person					
	Set Access By Departmer	nt				
	Parameters					
F	Reports	$\oplus$				

• Add devices by manually

Click [Elevator Device] > [Device] > [New] on the Action Menu, the following interface will be shown:

	New	×
Device Name*	I	]
Device Number*		(Range1-254)
Firmware Version*	AC Ver 7.0.0 Jul 1 201: 🗸	]
Number of Expansion	0 🗸	]
Board		
Each expansion board relay	16	
number		1
Area*	Area Name	
Save and New	OK Car	ncel

## Fields are as follows:

Device Name: Any character, up to a combination of 20 characters.

Device Number: Range 1 ~ 254, the machine number cannot be repeated.

Firmware Version: Firmware version number of elevator control device.

Number of Expansion Board: Expands the number of floors that the elevator control device can control.

Each expansion board relay number: 16 relays per expansion board.

Area: Specify areas of devices. After Area Setting, devices (doors) can be filtered by area upon Real-Time Monitoring.

**Note:** When adding a device, the device number in the software should be the same as the 485 address setting number on the device.

#### • Synchronize Time

Click [Elevator Device] > [Device] > [Synchronize Time] on the Action Menu, the following interface will be shown:

S	synchronize Time	×
Synchronize Time*	2017-11-30 17:24:48	
Swipe the card on the synchronize the time from	e reader of the controller, the read n the card.	der will
tal Progress		
Hidden	Start C	Close
		^

Synchronize device time with current server time.

Modify Button Open Duration

Click [Elevator Device] > [Device] > [Modify Button Open Duration] on the Action Menu, the following interface will be shown:

	Modify Button	Open Duration	
elected Device			
Controller : 1			
Button Open Duration*		second(0-254)	
Start Time*	2017-11-30 17:26:39	End Time* 2017-12-10 17:26:39	
otal Progress			
Hidden		Start	Close
			,

**Button Open Duration:** It is used to control the time period to press floor button after verification. The default value is 5 seconds; the range is 0~254 seconds.

## **Initialize Card**

Users can initialize the card to restore the default password and sector operation.

Click [Elevator Device] > [Card] > [Initialize Card] on the Action Menu, the following interface will be shown:

## Write Card

Write device number, personnel ID, personnel password, personnel authority, start time, end time, card number (calculated logic card number) and other related information to the card.

Click [Elevator Device] > [Card] > [Write Card] on the Action Menu, the following interface will be shown:

	Write Card	
First Name	Come	
Last Name		
Personnel ID*	21	
Card Number*	55855858	
Start Time*		
End Time*		
	nd end time in the edit person page and then write	card operation.
A Please set the start time a	nd end time in the edit person page and then write	card operation.
	nd end time in the edit person page and then write	card operation.
A Please set the start time a	nd end time in the edit person page and then write Start	card operation.
Please set the start time a     Total Progress		
Please set the start time a     Total Progress		Close

## Fields are as follows:

First/Last Name: The maximum length cannot exceed 50, does not support comma; value sources Personnel field, cannot add, modify, delete.

**Personnel ID:** The default maximum length of personnel ID is 9, the effective range is 1-799999999, which can be configured according to the actual situation. Value sources Personnel field, cannot be added, modified or deleted.

**Card number:** Card number cannot be repeated, the maximum length of 10; value sources Personnel field, cannot add, modify, delete.

**Start time:** The effective starting time of the card; value sources Personnel field, cannot add, modify, delete.

End time: The effective cut-off time of the card; value sources Personnel field, cannot add, modify, delete.

**Note:** Personnel related authority (elevator levels), card number and related data can only be written when the personnel editing page is completely filled in. The card number is calculated logical card number; the logical card number stored in the database shall prevail.

## Write management card

Management card is mainly used to loss and revert card. When the card is lost or reverted, you need to write the card information into the management card, thus loss and revert card take effect.

Click [Elevator Device] > [Card] > [Write management card] on the Action Menu, the following interface will be shown:

Write management card						
Loss Card*						
Revert card*						
Start Time*	2017-11-29 17:38:21					
End Time*	2017-12-10 17:38:21					
	st cards and reverted cards can not be greater than 18					
otal Progress						
	st cards and reverted cards can not be greater than 18 Write Card Close					
otal Progress						

#### Fields are as follows:

**Function selection:** Management card is used to write the loss and revert card data in the software system to the management card and then loss and revert card by brushing the management card on the device.

Loss Card: Lost Card collection, drop-down selection.

Revert card: Revert Card collection, drop-down selection.

**Start Time:** The effective starting time of the card; value sources Personnel field, cannot add, modify, delete.

End Time: The effective deadline of the card; value sources Personnel field, cannot add, modify, delete.

## **Personnel System - Card**

Check the list of cards in the system and batch issue card, assigning cards to personnel.

Batch Issue Card

Click [Personnel] > [Card Manage] > [Card] > [Batch Issue Card]:

Batch Issue Card										
A Personnel ID only supports input figures, and only shows persons with no card issued (max. 300)! The device only reads the unregistered card when the issuing way is reader.										
Start Personnel ID		End P	ersonnel ID					Generate Lis	t	
Card Enrollment Method	USB Reader	nput (	Card Number					OK Clear		
Number of Persons with No Card Is	Persons with No Card Issued:0 Number of Issued Cards:0									
Personnel ID First Name	Last Name D	Department Name		Number	Personnel ID	First Name	Last Name	Department Name	Card Number	
		Save and New	0	<	Cancel					

## Card Enrollment Method: USB Reader or device.

Input Card Number: It can be generated by swiping an ID card on the USB reader and device, or entering it manually. The card manually entered may be IC card.

Report Lost Card

## Click [Personnel] > [Card Manage] > [Card] > [Report Lost Card]:

**Note:** Report Lost Card is applicable to all functional modules, not to the offline elevator module. After the report of loss, the status of the card becomes invalid but not written into the management card. Need to write management card in the appropriate module, such as offline elevator control module [Write management card] ([Elevator Device] > [Card] > [Write management card]).

## Reactivate Lost Card

## Click [Personnel] > [Card Manage] > [Card] > [Reactivate Lost Card]:

**Note:** Reactivate Lost Card is applicable to all functional modules, not to the offline elevator module. After reactivating lost card, the status of the card becomes valid but not written into the management card. Need to write management card in the appropriate module, such as offline elevator control module [Write management card] ([Elevator Device] > [Card] > [Write management card]).

# **FAQs**

## Q: How to use a card issuer?

A: Connect the card issuer to PC through USB port, and then select individual personnel card issue or batch card issue. Move the cursor to the card number input box, and punch the card on the card issuer, then the card number will be automatically shown in the input box.

## Q: What is the use of role setting?

A: Role setting has the following uses: 1. To set unified level for the same type of users newly added, just directly select this role when adding users; 2. When setting system reminder and determine which roles can be viewed.

## Q: How to operate if I want to set accounts for all personnel of the Company's Financial Department?

A: First, create a new role in system setting and configure the functions to be used for this role. Then add a user, set user information, and select the user's role, thus adding a new account. For other accounts, do the same.

# Q: In Windows Server 2003, why the IE browser displayed error when access the system, how to solve it?

A: This problem occurs because that Server 2003 has [Security Configuration Option] settings. If you want to access the system, please configure it as follows: click Start - Control Panel - Add or Remove Program, select [Add and remove Windows components] in the interface and click [Internet Explorer Enhanced Security Configuration] option, cancel the tick before it. Then click [Next] to remove it from the system. Open the system again the browser will access the system properly.

## Q: If backing up or restoring the database fails, the possible reason?

## **A:**

**Backup fails:** Please check the system environment variables, please go to Properties > Advanced to set the environment variables as "C:\Program Files\ZKBioSecurity3.0\MainResource\postgresql\bin:". "C:\Program Files" is the system installation path, you can modify by your actual situation.

**Restore fails:** There are several reasons: The system version is too high or too low, or the database has been damaged, you need to follow the prompts to change the system version or repair the system, re-install the database.

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