

# User Manual

# **ZKBio Access IVS**

Date: March 2020 Doc Version: 1.1 Software Version: 2.0.0 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.



For further details, please visit our Company's website www.zkteco.com.

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To know more about our global branches, visit <u>www.zkteco.com</u>.

# 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 ZKBio Access IVS 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
0	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 Introduction

Today, the modern companies' concern for security has rapidly increased. To achieve this, ZKTECO brings you ZKBio Access IVS that helps the customers to integrate the operations of access control and attendance on one platform. The system is divided into four modules, namely: Personnel, Access, Attendance and System Management.

#### Features

- It can manage about 2000 personnel data.
- It has a 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 ensure proper feedbacks of data to the management.

#### **Configuration Requirements**

- Dual-core processor with a speed of 2.4GHz or above.
- System Memory of 4GB or above.
- Available space of 10GB or above. We recommend using NTFS hard disk partition as the software installation directory.
- Monitor Resolution of 1024 x 768px or above.

#### Operating System

- Supported Operating Systems: Windows 7 / Windows 8 / Windows 8.1 / Windows 10 / Windows Server 2008/2013(32/64)
- Supported Database: PostgreSQL
- 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

The Personnel module is used to set the 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 add the personal information, assign departments, maintain and manage personnel details.

# 1.2 Access Control Module

The Access Control module is a web-based management system that enables the normal access control functions, management of interconnected access control panel via computer, and unified personnel access management. The access control system sets door opening time and levels for the registered users.

# 1.3 Attendance Module

The Attendance Module consists of timetable, shift and schedule management, cross-regional attendance Management. You can also manage other exceptions such as leave, late, overtime etc. At the same time, access control can be configured along with attendance management to generate attendance records.

# 1.4 VMS Module

The VMS Module consists of ZKBio Access IVS VMS module and ZKBio VMS Plugin. It can be used in conjunction with NVR, DVR, IPC, MDI, SDI network storage devices. ZKBio Access IVS VMS Plugin is a client software launched by ZKTeco. Users can manage video surveillance through ZKBio Access IVS VMS module or ZKBio VMS Plugin as they want.

# 1.5 System Management Module

The 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 the system operation logs.

# 2 System Operations

# 2.1 Login

User	Login
8	admin
₿	·····
	Login

After installing the software, double-click the ZKBio Access IVS icon  $\upsilon$  to open the software. You may also open the recommended browser and enter the IP address and server port in the address bar. The IP address is <u>http://127.0.0.1:8098</u> by default.

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

**Note:** The username of the super user is [admin], and the password is [admin], then click [Login]. After logging-in for the first time, you need to reset your password.

## 2.2 Activate the System

Please refer the corresponding license activation document.

# 2.3 Modify Password

You can modify the login password in [Personal Information].



Username*	admin	
	Username should be composed bet	ween 1-30 characters and
	in letters,numbers,or symbols (@/./-	l+l_).
Reset Password		
Password*		
	Password is a contract of 4 to 1	8 characters,default is
	111111.	Select the check
Confirm Password*		
Superuser State		box to reset
Role		
Auth Department	*	
	If you select no department, you will	possess all department
	rights by default.	
Authorize Area		
	If you select no area, you will posse	ss all area rights by
	default.	
Email		
Lindi		

Select the [Reset Password] check box to modify the password.

**Note:** Both the Superuser and the new user are created by the super user (the default password for the new users is 11111). The username is not case-insensitive, but the password is case-sensitive.

# 2.4 About

Click the [About] button in the top right corner of the interface to check all the software version and license information.

# 2.5 Help

Click the [Help] button On the top right corner of the interface to view user manual.

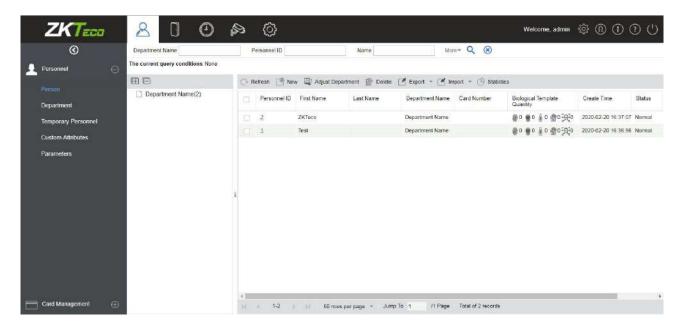
# 2.6 Exit the System

Click the [Logout] button On the upper right corner of the interface to exit the system.



# 3 <u>Personnel</u>

You can configure the Personnel Management and Card Management in this module.



# 3.1 Personnel Management

The personnel management includes these modules: Personnel, Department, Custom Attributes, and Parameters.

### 3.1.1 Personnel

By using this management, the user shall register the personnel in the system, or import the personnel information from other software or file into this system. For details, see <u>Common Operations</u>.

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

#### Add Personnel

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

			New			
Personnel ID*	3		Department*	Department Name		
First Name			Last Name			
Gender		Mobile Phone				
Certificate Type			Certificate Number			
Birthday			Email			
Device Verification Passwor	rd		Card Number		8	(Optimal Size 120*140).
Biological Template Quantit	y 🕘 o 🖶 o 🔒	0 授 0 衡 0		L.		Browse Capture
Access Control	Time Attendance	Personne	( Detail			
evels Settings		Add	Superuser		No	*
e General		Select All	Device Operation Role		Ordinary User	
		Unselect All Disabled Set Valid Time				
					0	
		Save and	New OK	Cancel		

#### 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 your requirements. The Personnel ID contains only numbers by default but may also include letters.

#### *≪*Notes:

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

**Department:** Select from the drop-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 characters is 50.

Gender: Set the gender of personnel.

Mobile Phone: Enter the phone number of the user.

Certificate Type: There are four types of certificates: ID, Passport, Driver's License and Others.

Certificate Number: Enter the ID number.

Birthday: Input employee's actual birthday.

**Email:** Input employee's Email ID. The max length is 30.

**Device Verification Password:** Set password for verifying on the device using personnel accounts. It can only contain up to 6-digits. It cannot be the same with other user's password and the duress password.

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

**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 photo on your local drive to upload.

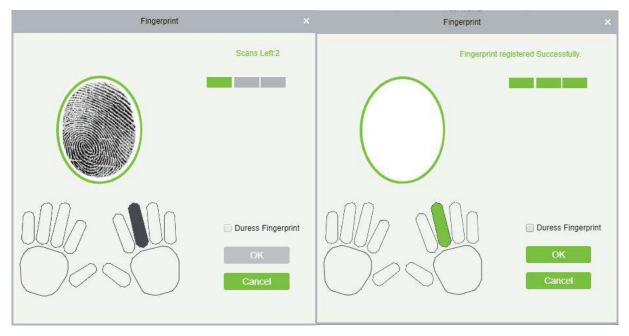
Capture: Taking photo by camera is allowed when the server is connected with a camera.

**Register Fingerprint / Finger Vein:** Enroll the Personnel Fingerprint, Finger Vein, Palm, or Face. 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 driver download dialog box will appear, click [Register].
- (2) Select a fingerprint, press the finger on the sensor three times, then "Fingerprint registered Successfully" will be prompted.
- (3) Click [OK] to complete registration.

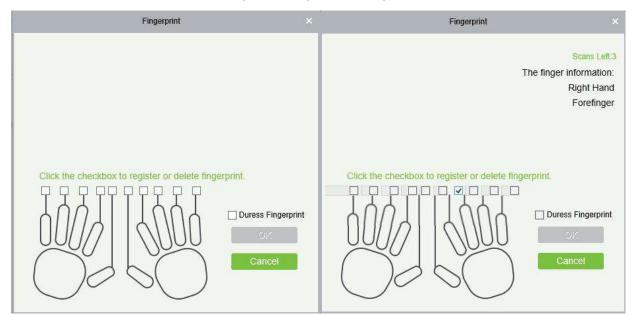


Click a fingerprint to delete. If you need to register a duress fingerprint, select the Duress Fingerprint check

box.

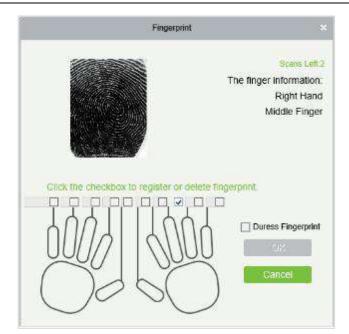
#### ⊯Notes:

- (1) If fingerprints are duplicated, "Don't repeat the fingerprint entry" will be prompted.
- (2) If the fingerprint sensor driver is not installed, click "Install driver" and the system will prompt to download and install the driver.
- (3) 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:
  - a. In Internet Explorer, click [Tools] > [Internet Options] > [Security] > [Credible Sites], add http://localhost to the credible sites, then restart the Internet Explorer.
  - In Internet Explorer, click [Tools] > [Internet Options] > [Advanced] > [Reset] to pop up a dialog of Reset Internet Explorer Settings, click [Reset] to confirm; then restart the Internet Explorer (you may try when Point 1 does not help).
  - c. 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 select [Check for server certificate revocation], then restart IE.



d. If the browser is below IE8, the fingerprint registration page will be different:

e. The system supports access from the Live2oR fingerprint device and the fake fingerprint prevention function.



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

Access Control	Time Attendance	Personnel	Detail			,
Levels Settings	A	dd	Superuser		No	
General	<u>8</u>	alect All nselect All	Device Operation Role		Ordinary User	•
			Disabled			
			Set Valid Time			
		Save and	New OK	Cancel		

#### Fields are as follows:

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

	A	dd to Lev	ols			
Level Name	Time Zone			Q	. 🛞	
The current query conditions None						
Alternative			Selecte	0.23.5		
Level Name Time Zone				Level Name	Time Zone	
1c < 0 > >i 50 rows per	page *	» • «	Can	cel		

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

**Device Operation Role:** It will define the authority level in the device of the user.

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

**Set Valid Time:** Doors can be set to open only within certain time periods. If the check box is not selected, the door is always active.

**Solution** 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.

#### 

- (1) 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 or not. Please upgrade the device to use this function.
- (2) Not all the devices support the "Set Valid Time" function. 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 supports this function or not. Please upgrade the device to use this function.
- 3. Click [Personnel Detail] to access the details and editing interface and enter information.

Access Control	Time Attendance	Personnel Detail			
Employee Type	100000 (i		Hire Type	· · · · · · · · · · · · · · · · · · ·	
Job Title			Street		
Birthplace			Country		
Home Phone			Home Address		
Office Phone		1	Office Address		

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

#### Edit Personnel

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

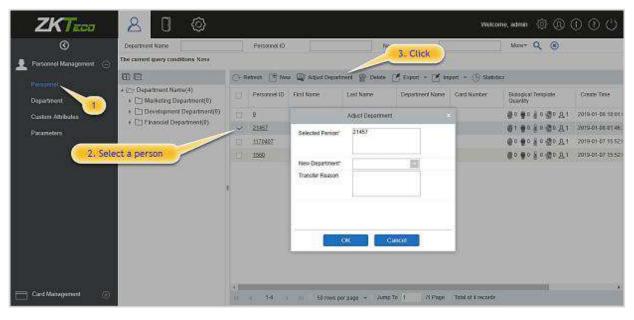
#### > Delete Personnel

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

**Solution Solution Solution**

#### Adjust Department

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



- 2. Select from the dropdown list of "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.

Statistical Type	Current Total	
Male	<mark>0 0</mark>	
Female	0	
Personnel Quantity	2	
Fingerprint Quantity	2	
Face Quantity	0	
Finger Vein Quantity	0	
Palm Quantity	2	
Number of Cards Held	0	
Face Picture Quantity	0	

#### > Export

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



1. Select the type of file and Export mode as required.

	Export Pe	rsonne	1		×
The File Type	EXCEL File	¥			
Export Mode	<ul> <li>All data (export up</li> <li>Select data volum</li> <li>From the article 1</li> </ul>			000 pie	ces of data) Data
	ОК		Cancel		

Personnel					
Personnel ID	First Name	Last Name	Department Number	Department Name	Card Number
432	ex		2	Marketing Department	
343	example		4	Financial Department	
¥	abc	8.92	2	Marketing Department	547657
2	abel	xyz1	3	Development Department	46576567
575	Jeff		i i	Department Name	

#### 2. Export the Biometric Template.

he File Type	EXCEL File	9			
xport Mode	All data (	Can expo	ort up to	30000 data)	
	OK				
	ОК		С	ancel	

Personnel D	First Name.	Last Nore	Skindlik	Biometric	Banetric	Sionetre.	Biometrio -	Biometrie Template
ж	лату	Wang	2 24	Programmet.	10		(a)	The The Second S

#### 3. Export Personnel Photo.

Cancel	
	Cancel

#### > Import

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



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.

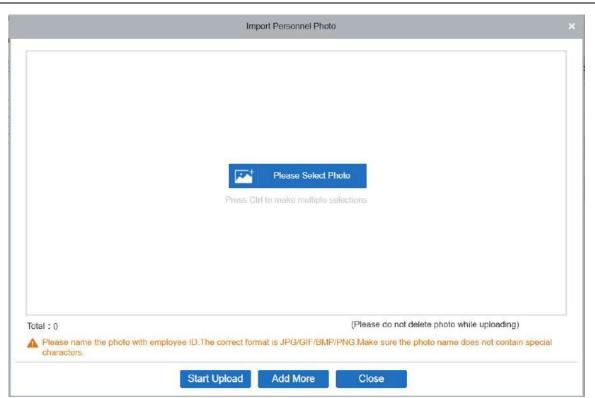
File Format	Excel	
Select File	Choose file No file chosen	
The default is the s	second row	
The delduit is the s	Second Tow.	

2. Import Biometric Template.

	Import Biometric Template	
File Format	• Excel	
Select File	Choose file No file chosen	
The default is the	second row.	
	OK Cancel	
	Circ	

3. Import Personnel Photo: The personnel photo needs to be named by personnel ID, supporting common picture formats, such as jpg, jpeg, png, gif, etc.

User



### 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 Management] > [Department] > [New]:

ZKTzco	200	-		×.				W	telcome, admin 🔅 🕦 (†) (†)
🔇 👤 Personnel Management 🖂	Department Name 1. CLID The current query conditions None	ск on	Personnel		3. CI	ick on N	ew		
Personnel Department Custom Altruites Parameters	B C     Department Name     Development Department     Development Department     Tests      K on Department		Aefrech Rev Co Department Name Hitte new department d aseministrator to sea auto Department Namber' Department Namber' Serti Parent Department Server and N	Department Number Ness not appear prize the user to 5 to 5 to 5 to 5 to 5 to 5 to 5 to 5	Parent Department Number w n life list, please contact the out the department!	×	lepartment Name I Namo I Namo Name Jagartmont	2019-01-10 09:35:58 2019-01-10 09:35:58 2019-01-10 09:35:58 2019-01-10 09:35:58 2019-01-10 09:35:53 2019-01-10 17:57:20 2019-01-10 17:56:54	Operations Edd Edd Edd Edd Edd Edd Debte Edd Debte Edd Debte For Debte Cetails
Card Management 🕀			< 1-6 > )/	50 rows per i	ace - Jump To t	(1 Page	Total of 6 record	s	

#### Fields are as followed:

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

**Department Name:** Combination of characters up to 100.In case of different levels, the department names can be repeated.

**Sort:** It is used to set the priority (level) of a department within a parent department. The smaller the number of department sort is, the higher ranks such department has. You can set any number from 1 to 999999.



**Parent department:** Select a parent department from the drop-down list. The 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 curre	ent query conditions None
4 🗁 De	epartment Name
	Marketing Department
D	Development Department
	Financial Department

2. After filling the details, you can click [OK] to complete adding; or click [Cancel] to cancel it or click [Save and new] to save and continue adding a new department.

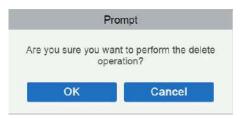
To add a department, you can also choose [Import] to import department information from other software or other documents into this system. For details, see <u>Common Operations</u>.

#### Edit a Department

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

#### > Delete a Department

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



2. Click [OK] to delete.

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

#### > Export

It can be exported in EXCEL, PDF, and CSV file format.

The File Type	EXCEL File							
Export Mode	All data (export up to 30000 pieces of data)							
	Select data volume export (export up to 30000 pieces of data)							
	From the article	1	Strip, is derived	100	Data			

		Department		
Department Name	Department Number	Parent Department Number	Parent Department Name	Created Date
ZKTeco	1		-	2018-12-21 14:10:08
Marketing Department	2	1	ZKTeco	2018-12-21 14:10:08
Development Department	3	1	ZKTeco	2018-12-21 14:10:08
Financial Department	4	1	ZKTeco	2018-12-21 14:10:08

#### > Import

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

	Import	×
File Format	• Excel	
Select File	Choose file No file chosen	
The default is the s	second row.	
	OK Cancel	

- 2. Import department information: can import EXCEL, CSV format files.
- 3. After importing the file, the system will match the imported report field and the data segment field automatically.

### 3.1.3 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 Management] > [Custom Attributes] > [New], then edit the parameters and click [OK] to save and exit.

ZKTECO	20	0 A	$\odot$									
0	Display Name	Attribu	te Value		Q	8						
Personnel	The current query cond	The current query conditions None										
	C Refresh 🕐 New 🎓 Delete											
Person Department	Display Name	Attribute Value	Input Type	Row	Column	Display in Person List	Operations					
	Employee Type	Official Staff Probation Staf	Pull-down List	3	1	No	Edit Delete					
Temporary Personnel	Hire Type	Contract Worker Non Contr	Pull-down List	3	2	No	Edit Delete					
	Job Title		Text	4	1	No	Edit Delete					
Parameters	Street		Text	4	2	No	Edit Deleta					
	Birthplace		Text	5	1	No	Edit Delete					
	Country		Text	5	2	No	Edit Delete					
	Home Phone		Text	6	1	No	Edit Delete					
	Home Address		Text	6	2	No	Edit Delete					
	Office Phone		Text	7	1	No	Edit Deleta					
	Office Address		Text	7	2	No	Edit Delete					

	New	
Display Name*	Test Attribute value	
Input Type"	Pull-down List	
Attribute Value * Using a' ; 'delimiter	A;B;C;D	
Row*	11	
Column*	1	
Display in Person List	Yes      No	
Save and New	OK Cancel	

#### 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 can be either 1 or 2, and the row number can only be 3 to 20. 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	Time Attendance	Personnel Detail			
Employee Type			Hire Type	<u></u>	
Job Title			Street	1	
Birthplace			Country		
Home Phone			Home Address		
Office Phone		100	Office Address		
	B C D				

#### 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.

### 3.1.4 Parameters

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

ZKTeco	
$\odot$	Personnel ID Setting
👤 Personnel 🕞	The Maximum Length: 9 Support Letters: O Yes O No
Person	Personnel ID Auto-increment: Yes No
Department	Card Setting
Temporary Personnel	The Maximum Length: 32 Bits(Binary) Card Format Display:  Decimal  Hexadecimal
Custom Attributes Parameters	Temporary Personnel Setting
raiameters	Enable Temporary Personnel Auto-audit:   Yes   No
	Self-service Registration
	QR Code URL: http://Server address:Port

- 2. You can 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, the ID in the field automatically updates to the next succeeding new number.
- 3. Set the maximum length (binary number) of the card number that the current system will support.
- 4. Set the card format currently used in the system. The card format cannot be switched once it is set up.
- 5. Click [OK] to save the settings and exit.

# 3.2 Card Management

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

### 3.2.1 Card

It shows the cards issued in the system with their status.

ZKTeco	80		2		Welcome, admin 🏟 🕦 🗊 🕧
0	Card Number	Personnel IC	Dep	artment Name	More- Q 🛞
∫_ Personnel	The current query conc	ditions None			
	C Refresh				
Card Management	Card Number	Personnel ID First Name	Last Name Department Number	Department Issue Card Date Name	Card State
	123456789	2 ZKTero	1	Department Nami 2028-02-20 16 4	t:19 Effective
Wiegand Format					
Issued Card Record					

## 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.

Name .	Mode	Site Code	Auto	Operations
Weard Formet20	Node One		Yes	Eat
Wegend Forwei20e	Mode One	ø	No	6d)
Weard Format24	Node One	0	Ves	681
Wesend Exception	Node One	۵.	No	Rel .
Wegend Forme(30	Mode One		Na Yes	681
10 Weanst Same 37	Mode One	0	Yes	Ddi
Wegent Formet07e	Mode One		No	Bati Bati
Viegensi Estmetti	Mode One	۵.	Yes	Dd1
Wegand Forward	Mode One		Yes	661

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

Name* Total Bit* Site Code		Wegand F	ormat37							
		37								
Site Code										
		0								
Auto		3								
Mode One										
First Parity Cher	eck(p)	1								
Second Parity C	Check(p)	37								
Odd Parity	Check(o)	Even I	Panity Check(e)		CID(c)	S	te Code(s)	Manufa	cturer Code	i(m)
Start Bit Th	he Maximum Length	Start Bit	The Maximum Length	Start Bit	The Maximum Length	Start Bit	The Maximum Length	Start Bit	The Maximum Length	
20	18	1	18	18	19	2	16	0	0	10
Mode Two							No. all Area			
Card Check For	ormat"	psssss	\$55555555555555555555555555555555555555	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	)					
Parity Check Fo	ormat*	000000	eeeeeeeeebooo	000000000000	0000					

#### 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

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

0	Card Number		Action	. 13	More+ Q	8			
	The current query	y conditions None	1.1.1.1.1.1.1.1						
Personnel (	C Refresh								
Card Management (	Card Number	Personnel ID	First Name	Last Name	Action	Operator	Issue Card Date	Change Time	
Card	123456789	2	ZKTeco		Issue Card	admin	2020-02-20 16:41:19	2020-02-20 16.41.19	
Wiegand Format									

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

# 4 <u>Access</u>

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.

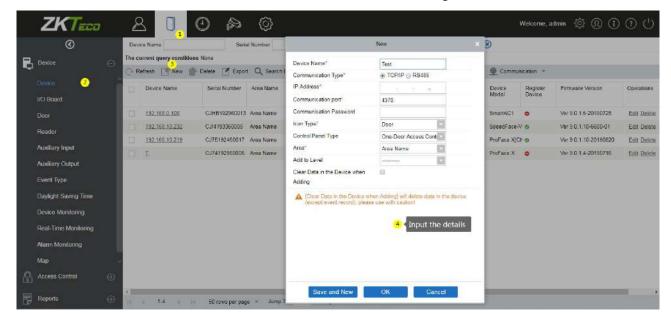
### 4.1.1 Device

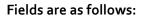
#### Add Device

There are two ways to add Access Devices.

#### 1. Add Device manually

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





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

IP Address: Enter the IP Address of the device.

**Communication port:** The default value is 4370.

**Communication Password:** A Password should be a combination of numbers and letters of 6 digits.

#### ∕≤Notes:

- (1) You do not need to input this field if it is a new factory device or just completed initialization.
- (2) When communication password for the standalone device is set as "o", it means no password. However, in case of access control panel, it means the password is o.
- (3) 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 and 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.

**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 select 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.

**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 is used to avoid loss of information).

#### 2. Add Device by Searching Access Controllers.

Search the access controllers in the Ethernet.

3	De	vice Name	Seri	al Number						Search Device			
🖥 Device 🛛 🖯	and the second	current query conditi Refresh 🛛 🕾 New	ions None Delete 🏾 🗗 Expor	r Q. Search	Device	4 Search	No device found	2 Download Search	Tools to Local Disk		-		
Device 2	2	Device Name Sen		al Number Area Name Corr		Total Progress				Searched devices count:4 Number of devices added:4			
I/O Board	100	Souther There			Туре	IP Address		Device Type		Serial Number		8	(
Door	0	192.168.0.105	CJHB192960013	Area Name	нтт	IP Address	MAC Address	Subnet Mask	Gateway Address	Serial Number	Device Type	Set Server	Op
Reader	10	192.166.10.232	CJ14193360005	Area Name	нтп	192.168.0.105		255.255.255.0	0.0.0.0	CJHB192960013	SmartAC1		This
		192.166.10.219	CJ75192460017	Area Name	нтт	192.168.1.76		255.255.255.0	0.0.0	CJ74192960006	ProFace X		This
Auxiliary Input	0	Ĺ	GJ74192960006	Area Name	нт	192.168.10.219		266.265.265.0	192.168.10.254	CJ76192460017	ProFace X[CH		This
Auxiliary Output						192.168.10.232		255.265.255.0	192.168.10.254	CJI4193360005	SpeedFace-V		This
Event Type													
Daylight Saving Time													
Device Monitoring													
Real-Time Monitoring													
Alarm Monitoring													
Мар						A The current	system communica	dian port is 8088, pl	lease make sure the	device is set correctly			

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

				Search Device					
Search	No device found	? Download Search	Tools to Local Disk						
Total Progress		100%		Searched devices co Number of devices a					
IP Address		Device Type		Serial Number			۲		
IP Address	MAC Address	Subnet Mask	Gateway Address	Serial Number	Device Type	Set Server		Operations	
192.168.1.201		255.255.255.0	0.0.0	5264183100152	TDB03			Add	
192.168.213.67		255.255.255.0	192.168.213.1	CGFE184760043	SpeedFace-V			This device has been added	
A The surgest	sustan communic	tion not in 8881 allo	sase make sure the di	avice is set overafly.					
A The current	eyelen communica	non porcis doo t, pit	sase make sure life di	Close	1				
				GIUSIG					

✓ Note: UDP broadcast mode will be used to search access devices. This mode cannot perform a 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 the device adding.

Device Name*		
Communication Type*	TCP/IP	11
P Address*	35 33	20
Communication port*	4370	
Communication Password		
con Type*	Door	×
Control Panel Type	One-Door Access	Cont 🚽
Area*	Area Name	
Add to Level	<u></u>	1
Clear Data in the Device when		
Clear Data in the Device when Adding Clear Data in the Device when (except event record), please u	Adding) will delete da	ta in the device
Adding	Adding) will delete da	ta in the device
Adding	Adding) will delete da	ta in the device

**Clear Data in the device when Adding:** If this option is selected, 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. The device will be added to the software automatically.

Device Name*	192.168.213.155		
New Server Address*		Domain Addre	ss
	192 . 168 . 213	. 25	
New Server Port*	8088	() ()	
Communication Password			
Icon Type*	Door		
Area*	Area Name	-	
A <mark>dd to Level</mark>			
Clear Data in the Device when Adding			
[Clear Data in the Device when Addin record), please use with caution!	g] will delete data in th	<mark>e device</mark> (excer	ot event

Device Name*		
Communication Type*	TCP/IP	
IP Address*	15 B B	
Communication port*	4370	1
Communication Password		
Icon Type*	Door	*
Control Panel Type	One-Door Access Conf	
Area*	Area Name	*
Add to Level		-
Clear Data in the Device when Adding		
[Clear Data in the Device when (except event record), please us		e device

**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 select it.

**Note:** When using either of the above three device adding methods, if there exist residual data in the original device, please sync original data to it after adding a new device to the software by clicking [Device] > [Synchronize All Data to Devices], otherwise these original data may conflict with normal usage.

The cu	rrent query conditions	None Delete 🏾 🛃 Export	Q Search	Device	D#	Device Control 🔹 🚯 Set up	v	Q View and	Get Device	e Info 👻 🌐 C	Communica	tion -
Y	Device 2. Cli	ick on Device Co	Name	Comm Type		Clear Administrator permission Upgrade Firmware Reboot Device		RS485 Parameter	Status	Device Model	Register Device	Firmware Version
V	<u>192.168.213.67</u>	CGFE184760043	Area Name	HTTP		Synchronize Time Enable			Online	SpeedFace-V	•	1.0.55
	1. Select	the required de	vice		× ○ 尋							
								3.	Click h	ere		

(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).

*E* **Note:** 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 I/O Board

On the device module, click [Device]> [I/O Board]> [New] to add the I/O Board device to the software.

ZKTECO	800	) 🔊 (	ŝ					
®	Device Name	Area Name	i I	Q	8			
R. Device	The current query conditions	None						
	🔿 Retrash 📑 New 👘 I	Delete						
Device	Name	Area Name Ow	vned Device	Number	I/O Board Type	RS485 Address	Operations	
I/O Beard								
Door								
Reader								
Auxiliary Input								
Auxiliary Output						New		×
Evant Type					Name'	L		]
					Device Name*	1000	ck to select	
Daylight Saving Time					I/O Board Type" RS485 Address"			
Device Monitoring					RS485 Address Code F	igure on	KE	
Real-Time Monitoring								
Alarm Monitoring						1	234	
Мар					After the configuration.	you need to resta	t the device to take effe	ct.
				-	Save and Ne	w OK	Cancel	

Enter the name of the I/O Board. Select the Device by clicking the Device Name field. The device list appears as shown below:

Device Name	Serial Number		Q	. 🛞	
The current query condit	ions None				
Alternative			Selecter	d(0)	
Device Name	Serial Number			Device Name	Serial Number
		3			
		> <			
		> <			
		3			
		×			

Select the device and click **OK**. Select the I/O Board Type. Set the RS485 Code Address by changing the corresponding button. Click OK to save the details. You can view all the auxiliary inputs in [Auxiliary Input] interface.

## 4.1.3 Device Operation

For the 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.

r	Device Name	Serial Number	Area Name	Communic Type	Clear Adm t Upgrade F Reboot De	irmware		-85 ameter	Status	Device Model	Register Device	Firmware Version	Operations
	SpeedFace-V5	CGFE184760043	Area Name	HTTP	<ul> <li>Synchroniz</li> <li>Enable</li> <li>Disable</li> <li>Synchroniz</li> </ul>		ta to Devic	95	Offline	SpeedFace-V:	0	10.55	Edit Delete
Re	efresh 🕒 New	🕋 Delete 🗹 Ex	port <b>Q</b> Sea	arch Device	E Device Con	trol +	🚱 Set u	o - Q Vie	ew and Ge	t Device Info 👻	De Com	munication *	
Re	efresh 👚 New Device Name	Delete Z Ex Serial Number	port Q See Area Name	arch Device Communic Type	L Device Con Network Connection Mode	trol +	Sot 2	o v Q Vie Device Time Z is Registration Daylight Savin	one 1 Device	t Device Info 👻	Come     egister     evice	munication × Firmware Version	Operations

~	Device Name	Serial Number			nnection	P Address	RS4	Get Device Get Perso Get Transa	nnel Informatio	Register Device	Firm Vers	ware Operatio	ns
~	SpeedFace-V5	CGFE184760043	Area Name I	HTTP Wire	ed 19	2.168.213.67		Page	s of Devices ce Capacity	0	1.0.5	5 Edit Dele	ate
~	Refresh 👚 New Device Name	Delete I E Serial Number	Area Name	Communic Type	Network Connection Mode	IP Addre	ess	RS485 Parameter	Status	Device Model	e) IR G	Communication Modify IP Address Modify Communicati Switch Network Con	nection
~	SpeedFace-V5	CGFE184760043	Area Nan	ne HTTP	Wired	192.168.	213.6	7	Offline	SpeedFace-V	0	1.0.55	Edit Dele

### > Edit or Delete a Device

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

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

Device Name <sup>*</sup>	SpeedFace-V5	
Communication Type*	O TCP/IP O HTTP	
Serial Number*	CGFE184760043	
IP Address <sup>*</sup>	192 . 168 . 213 . 67	
Communication port*	6665	
Icon Type*	Door	
Control Panel Type	One-Door Access Contra	
Area*	Area Name	
Set Wiegand Reader	Click to select the reader	$\otimes$
Clear Data in the Device whe record), please use with cauti	n Adding] will delete data in the device onl	e (except eve

For the details and settings of the above parameters, see <u>Device</u>. Some details cannot be edited. The device Name should be unique and must not be identical to another device.

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, and CSV file format.

		- 24				_
ort Mode	All data (export u)	p to 300	000 pieces of data	)		
	Select data volum	ne expo	rt (export up to 30	000 piec	es of data)	
	From the article 1		Strip, is derived	100	Data	
	From the article 1		Strip, is derived	100	Data	

					Device					
Device Name	Serial Number	Area Name	Communic ation Type	Network Connection M ode	IP Address	RS485 Parameter	Status	Device Model	Register Device	Firmware Version
SpeedFace-V5	C GFE184760043	Area Name	HTTP	Wired	192.168.213.67		Offline	SpeedFace- V 5	Yes	1.0.55

#### > Disable/Enable

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

efresh	s None Delete T Export	Q Search	Device	🖳 Device Control 👻 🚱 Set up 👻
Device 2. C	lick on Device Co	ontrol Name	Comn Type	Clear Administrator permission
SpeedFace V5	CGFE184760043	Area Name	HTTP	Synchronize Time
1. Select	the required de	evice		Enable     Disable     Z <sup>A</sup> Synchronize All Data to Devices
	3. Click	< as requir	ed	

#### 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.

2	Device 2. Cl	ick on Device Co	Name	Cornit		Clear Administrator permission Upgrade Firmware Reboot Device	RS485 Parameter	Status	Device Model	Register Device	Firmware Versio
~	SpeedFace V5	CGFE184760043	Area Name	HTTP		Synchronize Time		Online	SpeedFace-V5	•	1.0.55
1					V	Enable					
	1. Select	the required de	vice		0	Disable					
			anners.	ł	Pa	Synchronize All Data to Devices					
							3.	Click he	ere )		
							3.	Click he	ere		

ected Device Standalone Devic	shronize All Data to Devices	
Clear All	🖉 TimeZone, holidays	Multi-Person Open Door
otal Progress		
Hidden		Synchronize Close

\* Note: [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

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

Upgrade Firmware	
Selected Device(Can only upgrade equipment of the same type)	64) 
SpeedFace-V5 : SpeedFace V5	
Select File Choose File No file chosen	j
Hidden	
	*

\* Note: The user shall not upgrade firmware without authorization. Contact the distributor before

upgrading firmware or upgrade it following the instructions of the distributor. The unauthorized upgrade may affect normal operations.

### > Reboot Device

It will reboot the selected device.

### Synchronize Time

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

### 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 as Registration device

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

Set as Registration Device	Yes	-

### Set Daylight Saving Time

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

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

Modify the Fingerprint Identificat	tion Threshold
The fingerprint identification threshold*	<b>35</b> (35-70)
	ancel

### Set Device In/Out state

It will define the condition of the master device as Entry or Exit.



### > 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.

ected Device SpeedFace-V5 : SpeedFace V5	
	You can choose the required option
Obtain personnel information Obtain Face Picture Information Get count only	Obtain fingerprint information
otal Progress	
Hidden	Start Close

#### 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 reason, 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 oo:oo on each day.

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

### View Rules of Devices

Shows the Access rules in the device.

Rule Type	Description	Rules Details
First-Person Normally Open	Not Set	None
Multi-Person Opening Door	Not Set	
Door Sensor	Not Set	
Active Time Zone	Has been set	
Passage Mode Time Zone	Not Set	
		with a 'l' separated. Linkage and global 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.

		In	Software				In FirmWare	
8	8	0	8		8	0	8	Get All
speedFace-V5	5/10000	0/10000	×	1/6000				Get
A If you find the	hat the data is i	not consistent with	h the device, pl	lease synchronize	the data of devi	ices before trying	g again.	

### > 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 similar to [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:** A Password should be a combination of numbers and letters of 6 digits.

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 threshold devices list. More than one device can be changed by using the Batch operation function.

### 4.1.4 Doors

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

			com and		Y					
The c	urrent query conditions	s: None								
C.	Refresh 🔄 Remote C	Opening 🗸 Enable	O Disable	emote Closing 🛛 🖓 Cancel	Alarm 🔒 Remote	Normally Op	oen ≡ More +			
	Door Name	Area Name	Owned Device	Serial Number	Door Number	Enable	Active Time Zone	Door Sensor Type	Verification Mode	Operation
	216.27.0.1-1	Ares Name	216.27.0.1	14863635477750	1	0	24-Hour Accessible	None	Card or Fingerprint	Edit
	<u>216.27.0.1-2</u>	Ares Name	216.27.0.1	14863635477750	2	0	24-Hour Accessible	None	Card or Fingerprint	Edit
	<u>216.27.0.1-3</u>	Ares Name	216.27.0.1	14863635477750	3	0	24-Hour Accessible	None	Card or Fingerprint	Edit
	<u>216,27.0.1-4</u>	Area Name	216.27.0.1	14863635477750	4	0	24-Hour Accessible	None	Card or Fingerprint	Edit
	<u>192.168.217.221-1</u>	Area Name	192.168.217.221	3835161800001	1	0	24-Hour Accessible	None	Card or Fingerprint	Edit
	<u>192.168.217.221-2</u>	Area Name	192. <mark>1</mark> 68.217.221	3635161600001	2	0	24-Hour Accessible	None	Card or Fingerprint	<u>Edit</u>
	<u>192.168.217.221-3</u>	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

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

		Edit				
Device Name*	SpeedFace-V5		Door Number*	1		
Door Name*	SpeedFace-V5-1	]	Active Time Zone*	24-Hour Accessible		
Verification Mode*	Face 💽		Lock Open Duration*	5		second(1-254)
Operate Interval*	0	second(0-254)	Door Sensor Type*	None	Ŧ	
Anti-Passback Duration of Entrance	0	minute(0-120)	Door Sensor Delay			second(1-254)
Duress Password		(Maximum 6 Bit Integer)	Passage Mode Time Zone			
Emergency Password		(8 Bit Integer)				
Disable Alarm	8					
	The above settings are	copied to	Cancel	×		

#### Fields are as follows:

Device Name: It can't be edited.

**Door Number:** System will automatically name it according to the 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 name can be modified as required. Numbers, letters or a combination of both are allowed up to 30 characters.

Active Time Zone: Active Time Zone must be selected, so that the door can be opened and closed normally. A Passage Mode Time Zone must be set within the Active Time Zone.

\* 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 during 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.

**Verification Mode:** Identification modes include Automatic Identification, Only fingerprint, Only Pin, Only Password, Pin and Fingerprint, Fingerprint and Password, Pin and Password and Fingerprint, Face, Face and finger, Face and Finger and Password. 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 a keyboard.

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

**Operate Interval:** It is the time-interval between two verifications. The unit is Seconds (range: 0~254 seconds), and the default value is 0 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 minutes.

**Door Sensor Type:** None (will not detect door sensor), Normally Open, Normally Close. If you have selected as Normally Open or Normally 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 Normally Open or Normally Close, the default door sensor delay is 15 seconds, and then close and reverse state is enabled.

**Door Sensor Delay:** It is the delayed duration for the 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.

**Duress Password, Emergency Password:** Duress means any threats, violence, constraints, or other action used to force someone into doing something against their will. In these situations, input Duress Password (with an authorized card) to open the door. When the door is opened with Duress Password, the alarm is triggered. Upon emergency, the user can use Emergency Password (named Super Password) to open the 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.

(1) **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 swipe 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.

(2) **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 the 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.

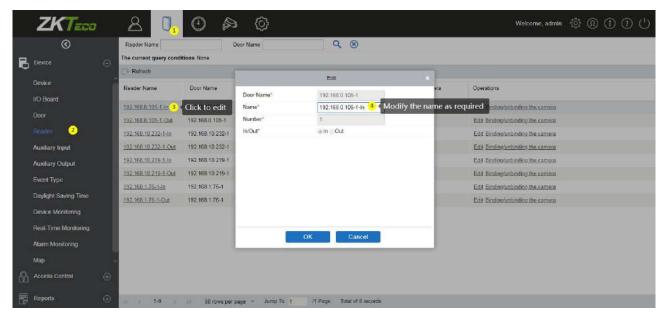
**Disable Alarm:** Select the Disable Alarm check box to disable the alarm voice in real-time monitoring page.

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

- (1) All doors in the current device: Click to apply the above settings to all doors of the current access device.
- (2) All doors in All Control 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.

## 4.1.5 Reader

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

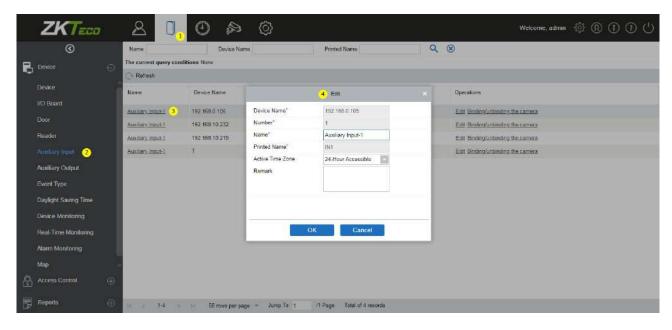


**Name:** Set the name of the reader displayed on the list page.

## 4.1.6 Auxiliary Input

It is mainly used to connect devices like infrared sensors, smog sensors, smoke detectors, etc.

- 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:



### 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 as IN5.

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

**Note:** Only Name can be modified.

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

### 4.1.7 Auxiliary Output

It is mainly used for alarm output and with active linkage function.

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

Name		Device Name		Printed Nar	ne	Q Ø	
'he c	urrent query condition	is: None					
0	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*	192.168.213.194	
Number*	1	
Name*	Auxiliary Output-1	
Printed Name*	OUT1	
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, OUT<sub>2</sub>.

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

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

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

## 4.1.8 Event Type

It will display the event types of access devices.

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

User

Ø	Eve	nt Name	1.1	Event Numbe	¢	Event Level	
Device G	The c	urrent query conditions None					
		tefresh 🛛 🕵 Set Audio					
Device	Ū.	Event Name	Event	Event	Device Name	Serial Number	Operations
Door			Number	Level			
Reader	- C1	Normal Verify Open	0	Normal	SpeedFace-V5	CGFE184760043	Edit
	G	Veniv During Passage Mode Time 2	1	Normal	SpeedFace-V5	CGFE184760043	Edit
Auxiliary Input		Eitst-Personnel Open	2	Normal	SpeedFace-V5	CGFE184760043	Edit
Auxiliary Output	D	Mutti-Personnel Open	3	Normal	SpeedFace-V5	CGFE184760043	Edit
Event Type	0	Emergency Password Open	4	Normal	SpeedFace-V5	CGFE184760043	Edit
Daylight Saving Time		Open during Passage Mode Time Z	5	Normal	SpeedFace-V5	CGFE184760043	Edit
		Cancel Alarm	7	Normal	SpeedFace-V5	CGFE184760043	Edit
Device Monitoring		Remote Opening	8	Normal	SpeedFace-V5	CGFE184760043	Edit
Real-Time Monitoring		Remote Closing	9	Normal	SpeedFace-V5	CGFE184760043	Edit
Мар	0	Disable Intraday Passage Mode Tin	10	Normal	SpeedFace-V5	CGFE184760043	Edu
	10	Enable Intraday Passage Mode Tim	11	Normal	SpeedFace-V5	CGFE184760043	Edit
		Door Inactive Time Zone Venty Ope	21	Exception	SpeedFace-V5	CGFE184760043	Edit
		Illegal Time Zone	22	Exception	SpeedFace-V5	CGFE184760043	Edit
		Access.Denied	23	Exception	SpeedFace-V5	CGFE184760043	Edit
	11	Anti-Passback	24	Exception	SpeedFace-V5	CGFE184760043	Edit
Access Control	Ð	Multi-Personnel Authentication Wait	26	Exception	SpeedFace-V5	CGFE184760043	Edit

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

Event Number <sup>4</sup> 0 Event Level* Normal Event Sound Copy the above settings to all	Device Name*	SpeedFace-V5	
Event Level* Normal  Event Sound  Already Exists Upload Play Copy the above settings to all	Event Name*	Normal Verify Open	
Event Sound   Already Exists Upload  Play  Copy the above settings to all	Event Number*	0	
Copy the above settings to all	Event Level*	Normal	
Copy the above settings to all	Event Sound	Already Exists O Upload	
a den marine en la companya de la co			Play
	Copy the above settings to all devices		

Fields are as follows:

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

Event Name: It cannot 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]:

Event Name	Event Number	Event Level	Device Name	Serial Number	Operations
Normal Verify Open	0	Normal	SpeedFace-V5	CGFE184760043	Edit
Verify During Passage Mode T	i <u>me 2</u> 1	Normal	SpeedFace-V5	CGFE184760043	Edit
First-Personnel Open			Set Audio	×	Edit
Multi-Personnel Open	Event Sound		<ul> <li>Already Exists ()</li> </ul>	Upload	Edit
Emergency Password Open				Play	Edit
Open during Passage Mode 1					<u>Edit</u>
Cancel Alarm					Edit
Remote Opening			OK Car	ncel	Edit
Remote Closing					Edit
Disable Intraday Passage Mod	<u>e Tin</u> 10	Normal	SpeedFace-V5	CGFE184760043	Edit
Enable Intraday Passage Mode	e Tim 11	Normal	SpeedFace-V5	CGFE184760043	<u>Edit</u>
Door Inactive Time Zone Verify	Ope 21	Exception	SpeedFace-V5	CGFE184760043	Edit

You can upload audio from your local PC. The file must be in wav or mp<sub>3</sub> format, and it must not exceed 10MB.

For more details about Event Type, please refer to <u>Access Event Type</u>.

## 4.1.9 Daylight Saving Time

The Daylight-Saving Time is a function to adjust the official prescribes local time to save energy. The unified time adopted during the implementation is known as the "DST". Typically, regions that use daylight saving time adjusts clocks forward one hour to standard time close to the start of spring in the summer to make people sleep early. It can also help to save energy. In autumn, adjust clocks are adjusted backward to get up early. 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 ahead at (hour) (day) (month) and one hour backward at (hour) (day) (month) if necessary.

### Add DST

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

Refresh 📑 New 👘	Delete 🗹 DST Set	ting					
DST Name	Start Time		End Time			Operations	
USA Daylight Saving 1	Tin MAR Second Sunda	y 2hour	NOV First Sund	day 2hour			
			New				×
	DST Name*	I		]			
	Start Time*	MAR ~	Second 🤤	Sunday	- 2	o'clock	
	End Time*	NOV	First 🤜	Sunday	- 2	o'clock	
	-						
	S	ave and New	ОК		Cancel		
	-						_

The row fields are as; "Month – Week – Day - Hour" format. For example, if the start time is set as "March – Second –Sunday – 2 o'clock" it means the DST will start from the second Sunday of March at 2 AM. The system will be advanced one hour at the start time. The system will go back to the original time at the end time.

#### ZKTeco R 0 $\odot$ \$ 🕞 Refresh [ 🕾 New 🅋 Delete 📝 DST Setting 2 B Device BST Name Start Time End Time Operations USA Daylight Saving Tin MAR Second Sunday 2hour NOV First Sunday 2hour DST Setting Device . ¥E7 All ✓ □ 192.168.0.105 ✓ □ T 3 Reade Auxiliary Input Auxiliary Output Alarm Monitoring OK Cancel Jump To 1

> Use a DST

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

### <sup>€</sup>Mote:

- (1) If a DST setting is in use, it cannot be deleted. Deselect DST setting and then delete it.
- (2) 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.
- (3) 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.

## 4.1.10 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.

©	Area	Status		Device Name		rial Number	8	
Device	😑 🗹 Export 👚	Clear All Command						
Device	Device Name	Serial Number	Area	Operation Status	Current Status	Commands List	Recently Abnormal State	Operations
I/O Board	192,168-0,105	CJHB192960013	Area Name	Disconnected	Disconnected	14	Disconnected	Clear Command View Command
	192.168.10.232	CJI4193360005	Area Name	Disconnected	Disconnected	2	Disconnected	Clear Command View Command
Door	192.168.10.219	CJ75162460017	Area Name	Disconnected	Disconnected	2	Disconnected	Clear Command View Command
Reader	T	CJ74192950506	Area Name	Disconnected	Disconnected	2	Disconnected	Clear Command View Command
Auxiliary Input								
Auxiliary Output								
Event Type								
Daylight Saving Time								
Real-Time Monitoring								
Alarm Monitoring								
Мар								
Access Control	Ð							
Reports	<b>①</b>							9 Suspend Mon

### > Export

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

The File Type	EXCEL File	<b>T</b>		
Export Mode	All data (export up	to 30000 pieces	s of data)	
	Select data volume	e export (export	up to 30000 pie	ces of data)
	From the article 1	Strip, is	derived 100	Data

Device Monitoring									
Device Name	Serial Number	Area	0 peration Status	Current Status	Com mands List	Recently Abnormal Stat			
e 10 ve	C GFE184760043	Area Name	G et real-time event	Normal	0	Disconnected			
SpeedFace-V5	0.01.010100010								

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



Click [OK] to clear.

### <sup>≪</sup>Notes:

- (1) 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 maximum capacity is reached, 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.
- (2) Operation Status shows the state of the current device, mainly used for debugging.
- (3) If the number of commands to be performed is greater than o, then it indicates that the data is not yet synchronized to the device, so wait for the synchronization to complete.

### 4.1.11 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).





Without relay status, it indicates that the current firmware does not support action on the device.

		Status		Device Nan	ne I		Serial Number	
Door A	Auxiliary Input	Auxiliary Output						
All Doors 📋 Remot	te Opening	Remote Closing Cancel	Alarm 🖰 Remote	Normally Open $\equiv$ More	*			
SpeedFace- 192.168 V5-1 .99-1								
Current Total:3 Real-Time Events	on o	nline:3 🥃 Disable:0 🥥 Offline:0 😡	Unknown:0	Door Name				
Real-Time Events	• On Area	aline:3 🥃 Disable:0 🥃 Offline:0 😜 Device	Unknown:0 Event Point		Card Number	Personnel	Reader Name	Verification Mode
Real-Time Events	Area			**	Card Number	Personnel	Reader Name Other	Verification Mode
teal-Time Events Time 018-12-27 17:48:46	Area Area Name	Device	Event Point	** Event Description	Card Number	Personnel	1.0000000000000000000000000000000000000	
Real-Time Events Time 018-12-27 17:48:46 018-12-27 17:45:16	Area Area Name Area Name	Device 192.168.213.99(3833180800001)	Event Point	Event Description Device Started	Card Number	Personnel	Other	Other
Real-Time Events Time 018-12-27 17:48:46 018-12-27 17:45:16 018-12-27 17:43:24	Area Area Name Area Name Area Name	Device 192.168.213.99(3633160800001) 192.168.213.99(3633160800001)	Event Point	Event Description Device Started Device Started	Card Number	Personnel	Other Other	Other Other
teal-Time Events Time 018-12-27 17:48:46 018-12-27 17:45:16 018-12-27 17:43:24 018-12-27 17:43:06	Area Area Name Area Name Area Name Area Name	Device 192,168,213,99(3633160800001) 192,168,213,99(3633160800001) 192,168,213,99(3633160800001)	Event Point	Event Description Device Started Device Started Connected to the server	Card Number	Personnel 575(Jeff)	Other Other Other	Other Other Other Other
V 355 00	Area Area Name Area Name Area Name Area Name	Device 192,168,213,99(3633160800001) 192,168,213,99(3633160800001) 192,168,213,99(3633160800001) 192,168,213,99(3633160800001)	Event Point SpeedFace-V5-1	Event Description Device Started Device Started Connected to the server Device Started	Card Number		Other Other Other Other	Other Other Other Other Face

Different icons represent status as followed:

#### 1. 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 the remote opening, the 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 (can be opened at any time).

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 pops-up over the interface, the alarm sound will be played. Alarm cancellation can be done for a 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] on the menu. To control all doors, directly click [Remote Opening/ Closing] behind Current All.

\* 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.

### • Quick Management of Doors

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



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

**Issue card to person:** If you swap an unregistered card, a record with a card number will pop-up in real-time 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.

### • Multiple selection

You can select multiple doors at the same time to perform operations such as remote opening, remote closing, canceling alarm, etc. Double-click the door icon to edit the door properties.

Area Status Device Name More & Status Device Name	
All Doors 📋 Remote Opening 🔄 Remote Closed gradient Cancel Address Remote Nors ally Open 🗮 More	
192 168.0. 105-1 105-1 105-1	
Current Total:4 Online: 0 🞍 Disable:0 🞍 Offline: 4 😜 Unknown: 0 Door Name	

### • 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		Device Nan	ne		Serial Number	
Door	Auxiliary Input	Auxiliary Output						
o® o	1462							
	kiliary put-2							
Current Total:2	• Or	nline:0 🥃 Disable:0 🔒 Offlin	ne:2 👴 Unknown:0	Auxiliary Input Nam	8	1		
Current Total:2		nline:0 🥪 Disable:0 🎍 Offlin	ne:2 👴 Uriknown:0	Auxiliary Input Nam	8	11		
		nline 0 🥥 Disable 0 👄 Offlin Device	ne 2 🥹 Uriknown 0		e Card Number	Personnel	Reader Name	Verification Mode

### 3. Auxiliary Output

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

Area		Status	i	Device I	Name		Serial Number	
Door	Auxiliary Input	Auxiliary Output						
All Doors 🐻 R	emote Open 🛛	Remote Close 🛛 🕅 Rei	mote Normally Open					
Auxiliary A	utxiliary Dutput-2							
Current Total:2	• 0	)nline:0 🥃 Disable:0 🍯 O	ffline:2 🥹 Unknown:0	Auxiliary Output	Name			
Real-Time Even	its							
Time	Area	Device	Event Point	Event Description	Card Number	Personnel	Reader Name	Verification Mode

## 4.1.12 Alarm Monitoring

It monitors the alarm events of the doors. The alarm will be raised in case of abnormalities such as Tamper,

Passback, etc. The alarms raised by the doors will be displayed in this page. The Alarm details consists of the Time, Device Name, Event Point, Description of the event, Person responsible for the alarm and the corresponding reader name.

ZKTECO	2	() ()	Ø			
©	C Acknowledge					
Device (	∋ □ Time	Device	Event Point	Event Description	Person	Reader Name
	2020-02-21 15:00:0	16 T		Desconectado		Other
Device	2020-02-20 23:31:1	6 T		Desconectado		Other
I/O Board	2020-02-20 16:34.2	5 192.168.1.76	192 168 1.76-1	Puerta forzada		Other
Door	2020-02-20 18:39	1 192.168.10.219		Desconectado		Other
Reader	2020-02-20 18:37	192.168.10.219	192,168,10,219-1	Alarma de tamper		Other
Auxiliary Input	2020-02-20 18:34:0	192.168.10.219		Desconectado		Other
	2020-02-20 16:22:5	6 192.168.10.232		Desconectado		Other
Auxiliary Output	2020-02-20 16:19:4	13 192.168.10.232	192.168.10.232-1	Alarma de tamper		Other

**Note:** If the firmware version of the device supports, the Event Description will pop-up, or else only "Alarm" will be displayed in Event Description without any details.

Select the Alarm and click **Acknowledge** to respond to the Alarm.

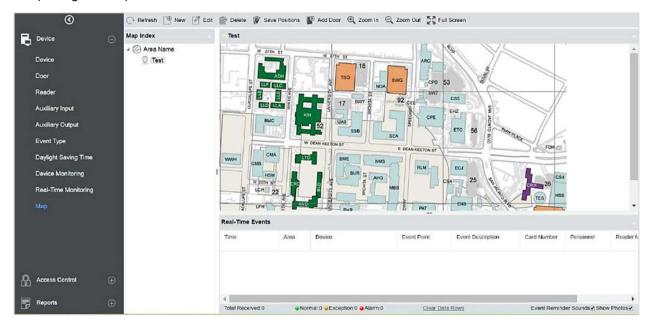
**Note:** When a door has multiple alarm states, it will display just one alarm type description in the descending severity order, the order are as follows: tamper-resistant alarm > duress alarm (password + fingerprint) > duress password or fingerprint alarm > unexpected opening alarm > opening timeout alarm > device disconnects alarm.

## 4.1.13 Map

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

	Current Map						
A Please add a map							
		New					
	Map Name*	Test					
	Area Name*	Area Name					
	Map Path*	Choose file maps prig					
	1 Save and	New OK C	ancel				
			and the second s				
	Real-Time Events						
		Area Device	Event Point	Event Description	Card Number	Personnel	Reader
		Area Device	Event Point	Event Description	Card Number	Personnel	Reader
		Area Device	Event Point	Event Description	Card Number	Personnel	Reader

After adding, users can add a door on the map; perform zoom-in, zoom-out, etc. If users relocated some sections or modified the map, click [Save Positions] to save. The user can view the new setting after re-opening the Map interface.



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

Edit Map: Users can edit map name, change the 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 over a door icon, 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:

- (1) 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.

### <sup>Æ</sup>Notes:

- (1) 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.
- (2) 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].
- (3) When modifying the door icon, especially when users zoomed out the map, the margin for top and left shall not be smaller than 5 pixels, or the system will prompt error.
- (4) 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 the 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 can only be used only during a valid time period of certain doors. 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 Time Zones as required.

#### ZKBio Access IVS Manual

Device 🕀	C Refresh 🔄 New 🏠 Delete				Edit			×
Access Control	Time Zone Name	Time Zone Name*		ZK				
Timo Zones	24-Hour Accessible	Remark						
$\sim$	□ ZK	Time	1	nlervai 1	Inter	val 2	Inten	zai 3
Holida		Date	Start Time	End Time	Start Time	End Time	Start Time	End Time
Access		Monday	09 : 30	13 00	14 00	18 : 00	00 00	00 ; 00
		Tues day	09 : 30		14 : 00	18 : 00	00 : 00	00 : 00
Set Access By Levels		Wednesday	09 : 30		14 : 00	18 : 00	00 ; 00	00 : 00
Set Access By Person		Thursday	09 : 30		14 : 00	18 : 00	00 : 00	00 : 00
		Friday	09 : 30		14 : 00	18 : 00	00 : 00	00 : 00
Set Access By Department		Sale	09 : 30	13 : 00	14 : 00	18 : 00	00 : 00	00 : 00
Interlock		day	00 : 00		00 : 00	00 : 00	00 : 00	00 : 00
		May Wat 1	00 ; 00		00 : 00	00 : 00	00 00	00 : 00
Linkage	/	Holiday Type 2	00 : 00		00 : 00	00 : 00	00 : 00	00 5 00
Anti-Passback	A Breakly describe	Holiday Type 3	00 : 00	00 00	00 : 00	00 : 00	00 00	00 : 00
First-Person Normally Open	4. Provide datails	Copy Monday's Setting	to Others Wee	kdays: 🗐				
Multi-Person Group								
Multi-Person Opening Door				өк	Can	cel		

#### 1. Add Access Control Time Zone

A. Click [Access Control] > [Time zones] > [New] to enter the time zone setting interface:

ime Zone Name*				ZK														
emark			1	Z <mark>K</mark> India														
Time			In	terval 1					Inter	val 2					Inter	val 3		
Date	Sta	art T	ime	Er	ıd T	īme	Sta	nt T	īme	En	d T	ime	Sta	rt T	Time	En	d Ti	me
	09	1000	30	13	1 25	00	14	100	00	18	-	00	00	10	00	00	32	00
Tuesday	09	10	30	13	- 33	00	14	10	00	18	-85	00	00	5	00	00	32	00
Wednesday	09	100	30	13	1 2	00	14	33	00	18	85	00	00	18	00	00	3	00
Thursday	09	100	30	13	1.25	00	14	33	00	18	85	00	00	13	00	00	3	00
Friday	09	1000	30	13	1 2	00	14	32	00	18	-	00	00	18	00	00	37	00
Saturday	09	1	30	13	1	00	14	3	00	18	3	00	00	18	00	00	3	00
Sunday	00	100	00	00	5 25	00	00	ø	00	00	85	00	00	18	00	00	1	00
Holiday Type 1	00	10	00	00	- 25	00	00	3	00	00	35	00	00	5	00	00	2	00
Holiday Type 2	00	100	00	00	1	00	00	ø	00	00	85	00	00	50	00	00	12	00
Holiday Type 3	00	10	00	00	2	00	00	0	00	00	85	00	00	5	00	00	32	00
opy Monday's Setting	r to Oth	oro 1	Neek	dava: 🖂														
opy wonday's Setting	j to Oth	ers	week	uays. 🖂														

#### The parameters are as follows:

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

**Note:** Detailed description of the current time zone, including an 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 times 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 purposes. The holiday type is optional. If the user does not enter one, the system will use the default value.

Copy on Monday: Select the check box to copy the settings of Monday to other weekdays.

B. After setting, click [OK] to save, and it will display in the list.

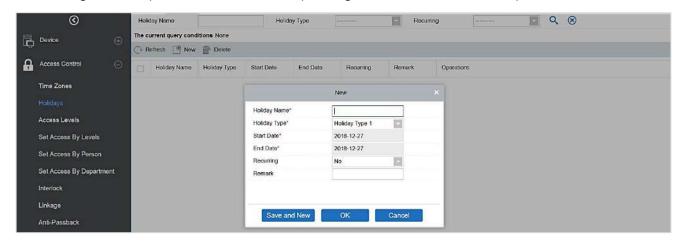
### 2. Modify Access Control Time Zones

**Edit:** Click the [Edit] button under the 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 select the check boxes one or more time zones in the list and click the [Delete] button over the list, then click [OK] to delete, or 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.



### Add

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

Holiday Name*	New Year	
Holiday Type*	Holiday Type 1	
Start Date*	2019-01-01	
End Date*	2019-01-01	
Recurring	Yes	
Remark		

### Fields are as follows:

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

Holiday Type: Holiday Type 1/2/3, as explained in <u>Holiday</u>. 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 is 2019-01-01. 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 is used when the holiday repeats on the same date every year. The default is No. For example, the Near Year's Day is on January 1 each year and can be set as Yes. Some festival date changes every year, so it cannot be set a repeated and should be set as No.

For example, the date of Near Year's Day is set as January 1, 2019, and the holiday type is 1, then on January 1, Access Time Control will not follow the time of Tuesday, but the Access Control Time of Holiday Type 1.

- 2. After editing, click [OK] button to save, and it will display on 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 or 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 the different persons within a certain time zone. The combination of the different persons set in the Personnel Access Level option.

0	Access Levels					Browse Levels General ( Area Name ) Door Combination						
	Level Name	Time Z	ane	C	2 🛞	Doc	or Name	Owned Device	Q ®			
	The current query cond	query conditions None			The c	current query conditions h	tone .					
Access Control 1	C- Refrash	👚 Delete 🚊 Door C	ontrol +			CF	Refresh 👘 Delete Door	Export				
Time Zones	Level Name	Area Name Time Zor	ne Door Gount	Operations			Door Name	Owned Device				
Holidays	Geoena	Area Name 24-Hour /	Acce: 1	Edit Add Doar			192 168 10 232-1	192.168 10 232				
Access Levels (2)	test-sz	Area Name 24-Hour A	Acce: 1	Edit Add Door								
	II. IL	Area Name 24-Hour /	Acce: 0	Edit Add Door								
Set Access By Levels			4 New									
Set Access By Person		Level Name*	Test			1						
Set Access By Department		Time Zone*	24-Hour Acces	sible 📃	_							
nterlock		Area*	Area Name									
Inkage												
Anti-Passback		Save and New	ОК	Cancel								
irst-Person Normally Open												
Nulti-Person Group												
Aulti-Person Opening Door												

#### • Add

- 1. Click [Access Control] > [Access Levels] > [New] to enter the Add Levels editing interface:
- 2. Set each parameter: Level Name (must not be the same as other level names), Time Zone.
- 3. Click [OK] and then the system prompts "Immediately add doors to the current Access Control Level"; click [OK] to add doors, or you can click [Cancel] to return the access levels list. The added access level will be displayed in the list.



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

#### • Door Control

Click [Access Control] > [Access Levels], and choose the access level, click door control, the operation will affect all the doors of this access level.

Ø	Access Levels				Browse Levels General ( Area Name ) Door Combination						
Device 🕀	Level Name		Time Zone	Q 🛞	Do	or Name	Owned Device	Q	8		
	The current query cond	litions None			The	current query conditions h	ione				
Access Control	🕞 Refresh [ 🔮 New	Delete	📃 Door Control 🚽 🙎		C	Refresh 🔮 Delete Door	🕑 Export				
Time Zones	Level Name	Area Name	Remote Opening Remote Closing			Door Name	Owned Device				
Holidays	General	Area Name	Cancel Alarm			192 168 10 232-1	192.168 10.232				
	test-sz		Remote Normally Open								
	II II	Area Name	<ul> <li>Enable</li> <li>Disable</li> </ul>								
Set Access By Levels		10	O Disable S Enable Intraday Passage Mode <sup>*</sup>	Time Zone							
Set Access By Person		1	Disable Intraday Passage Mode		E						
Set Access By Department											
Interlock											
Linkage											
Anti-Passback											
First-Person Normally Open											
Multi-Person Group											
Multi-Person Opening Door											

## 4.2.4 Set Access by Levels

Add/Delete Personnel for selected levels:

Q	Access Levels		Browse Personnel Ground Level (Area Name) From Levels								) From Levels				
E Device 🚺 🕀	Level Name		Tin	ic Zonc			9 6	)		Fers	onnel ID	1	1	Namo	
	The current quer	The current query conditions None								The cu	rrent que	rv conditio	a None		
Access Control	C Refresh						3.	Clie	k or	n Add	dd Personnel				
Time Zones	Level Name	Area Name	Time Zone	Personnel Quantity	Operation	15		-			Personn	enio Pi	rst Name	Last Na	me Card Num
Holidays 2	Ground Level	Area Name	24-Hour Acce	: 0	Add Pers	onnel									
Access Levels	Master		Add Pereonnal X												
Set Access By Levels		<ul> <li>Condition</li> </ul>	al Query 📿	Department											
Set Access By Person		Personnel	ID		Name				C	ard Numbe	r		Mo	ore- Q	8
		The current	query conditio	ns None											
4. Select perso	nnel	Alternative						9	elected(	))					
Linkage		D Per ID	sonnel First Name	Last Name	Card Number	Gender	Departm			Personnel D	First Name	Last Name	Card Number	Gender	Departm
Anti-Passback		✓ 2	xyz			-	Developn	**							
First-Person Normally Open		0 1	abc			-	Marketing	>							
								<							
Mulli-Person Group								~~	( 5	i. Mo	/e	)			
Multi-Person Opening Door									~						
Parameters		10 0	1-2 > >	50 me	s per page										
		10 0			o por page			-	2	_					
							OK		Cancel						
🕞 Reports 🕀	€ ¢ 1-2	2 N	50 rows per p	age - Jua	mp To 1	/1 Pag	e Total o	f 2 recor	ds	ic	< 0	> >	50 rows	s per page	- Jump To 1

- 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 the right of opening doors in this access level will be displayed in the 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 on 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

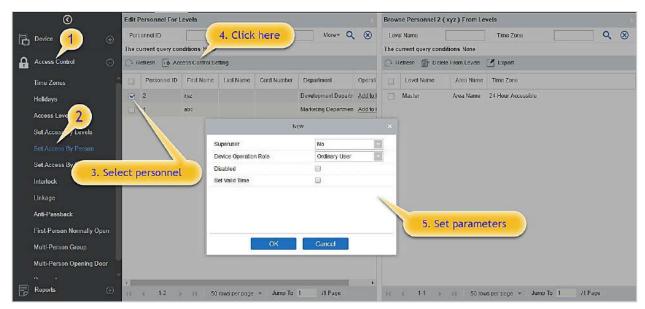
Add selected personnel to selected access levels or delete selected personnel from the access levels.

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.
- 2. 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].



- B. If required, set access control parameters and then click [OK] to save the settings.
- C. Now you need to add levels to the personnel.

3	Edit Personn	el For Levels				Browse Personnel 2	( xyz ) From Levels		
Device	Personnel ID		Name		More+ Q 🛞	Level Name	Time Zo	10 E	Q @
		uery conditions None	2		6				
Access Control (	🕘 🖓 Refresh	Access Control S	etting			1. Click to	add levels		
Time Zones	D Perso	nnet ID First Name	Last Name Card Numbe	er Department	Operations	Level Name	Area Name Time Zone		
Hope	2	луz		Development Depart	Add to Levels	Master Master	Area Name 24-Hour Accessio)	8	
2. Select	evel(s)	abc		Marketing Departme	n Add to Levels				
				A	dd to Levels				
Set Access By L		Level Name	1	Time Zone	C	Q (8)			
Sel Access By Person		The current query of	Constanting and the	In the Corne		~ 0			
Set Access By Department		Second Contraction	sond mans None						
Interlock		Alternative			Selected(0)				
		Level Name	e Time Zone		Leve	I Name Time Zone			
Linkage		Level 1	24-Hour Accessible						
Anll-Passback		Ground Leve	al 24-Hour Accessible		>>				
First-Person Normally Oper					>				
Multi-Person Group					*	ALC: NO			
					( 3.	Move			
Multi-Person Opening Door					_				
Parameters									
		(c. c. 1-2	> >) 50 rows par pag	Qe =					
				OK	Cancel				
Reports (	Ð					10 0000			

D. After selecting the required level(s), click OK to save and exit.

## 4.2.6 Set Access by Department

You can add the selected department to the selected access levels or delete the selected department from the access levels. The access to the personnel in the department will be changed.

®	Edit Default Lo	evers For	Department					rowse Departme	int 1 ( Department	(Name) De	aun Levels		
Device 1	Department n.	umber		Department Name		Q 🛞		Lovel Name		1	lime Zone		Q (8
	The current que	ery condit	hons None				т	he current query	conditions None				
Access Control	C+ Refresh				3. Click	k to ac	bb	efresh 👚	Delete From Default	Levels			
Time Zones	Department Number	Depart Name		ment Operations	/	_		Level Name	Area Name	Time Zon	e		
lolidays	1	Departr	ment Name	Add to Default	Levela								
Access Levels	2	Markel			Add	to Default L	elova.					<	
Set Access By Leve	3	Develoj	Level Name	1	Time Zone			Q	8				
Set Access By P	.4.:	Financi	The current query con	ditions None	1								
Set Access By Department			Alternative				Selecter	6(D)					
Interlock			Level Name	Time Zone				Level Name	Time Zone				
Linkage			Level 1	24-Hour Accessible									
Anli-Passback			Ground Level	24-Hour Accessible		**							
First-Person Normally Open			🗇 Master	24-Hour Accessible		2							
and the second	lect leve					*		5. Move					
A REAL PROPERTY AND A REAL	lect leve		1				1						
Multi-Person Opening Door													
Parameters			10 6 13 b	>1 50 rows per p	laga +								
					OK		Gano						
							Containing						

## 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 the door sensor, which has been set as NC or NO state.

### Add Interlock

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

Device Name	3. Click to add
Device 1 The current query con	
Access Control	Interlock Rule
Time Zones	4. Select device
Holidays	New ×
Access Levels	Device Name* Click to select
Set Access By Levels Set Acce 2 rison	Interlock Rule*
Set Ay Jos By Department	
Interlock	Save and New OK Cancel
Linkage	
Anti-Passback	
First-Person Normally Open	
Multi-Person Group	
Multi-Person Opening Door	
Roports (C C 0 >	>) 50 rows per page

- Select the required Device. 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, select an item, and then click [OK] to complete. The newly 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 anymore, 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	8 0	() A	New								
	0	Linkage Name	Devk	Linkage Name"	Test	2	Device"		т	3		
5	Device (	The current query condit Refresh Www	ions none	Linkage Trigger Condition	ut Time Zone nnected (Open)	l Unselect All	hput Point*	5 Any Auxiliary Inj	nut-1			
<b>A</b>	Access Control ( Time Zones Holidays	Linkage Name	Device Name					summer y na				
	Access Levels Set Access By Levels			Output Point*	Video L	nkage	E-mail					
	Set Access By Person			Deor	76-1 6		Auxiliary Ou	tput				
	Set Access By Department Interlock											
	Anti-Passback First-Person Normally Open			Action type*	Normally Open		Action type	*	Open			
	Multi-Person Group						Action time	delay"	20	s(1	254)	
P	Multi-Person Opening Door Reports (	10 X 0 3	50 rows per page			iave and New	OK	Gance				

- 1. Click [Access Control] > [Linkage] > [New]
- 2. Enter the linkage name, select a linkage device, linkage trigger conditions, input point, output point, and 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 reads extended parameters. If there are 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	
✓ ☑ ☑ Door Event	A
🔲 🗋 Normal Verify Open	
First-Personnel Open	
🔲 🗋 Multi-Personnel Open	
🗹 🗋 Emergency Password Open	
🔲 🗋 Open during Passage Mode Time Zone	
🗹 🗋 Cancel Alarm	
🛃 🗋 Remote Opening	
🗹 🗋 Remote Closing	
Operation Interval too Short	
🔲 🗋 Door Inactive Time Zone Verify Open	
🔲 🗋 Illegal Time Zone	
C D Access Denied	•
OK Cancel	

**Note:** Linkage Trigger Conditions contain Door Event and Auxiliary Input Event. And "Fail to connect server", "Recover connection", "and Device connection off" will be filtered from Door Event.

		New		×
Linkage Name*	Test	Device*	T	
Linkage Trigger Conditions'		Input Point*		
<ul> <li>Inactive Auxiliary Input</li> <li>Auxiliary Input Disconne</li> <li>Auxiliary Input Shorted (</li> </ul>	ected (Open)	🗹 🗋 Any	Input-1	
< Output Point*	Video Linkage	E-mail		2
Door		Auxiliary Output		
I 192.168.1.76-	.1			
Action type*	Normally Open	Action type*	Open	-
		Action time delay*	20	s(1-254)
	Save and New	OK Can	cel	

- 4. Select the Input Point and Output Point, Linkage Action, and Email Address.
- 5. It's supported to set video linkage, used with VMS Module, for more details please refer VMS module.

ikage Name*	Test	Device*	T	
kage Trigger Conditions*	Add Select All Unselect All	Input Point*		
Inactive Auxiliary Input Tir Auxiliary Input Disconnect Auxiliary Input Shorted (C	ted (Open)	I An	ıy ıxiliary Input-1	
Output Point* ✔ Pop Up Video	Video Linkage Display time	E-mail	s(5-60)	
✓ Video	Video length	30	s(10-180)	
Capture	In the monitoring	g page immediately pop up	i sana	
	Display time	10	s(10-60)	
Make sure that the corres Please make sure that th cording!	sponding input point linkage is bo e video module has set the stora	und to available video chai ge space, and the video ch	nnel, otherwise the video linkage funct annel bound to the input point has set	ion will not work! the scheduled

The fields are as follows:

Linkage Name: Set a linkage name.

**Linkage Trigger Condition:** It contains trigger conditions for Door and Auxiliary input. These conditions trigger the event type of selected device. All events could be a trigger condition.

**Input Point:** Select appropriate triggering input point (the specific input point please refers to specific device parameters).

**Output Point:** Select required output point (the specific output point please refers to specific device parameters).

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

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

For example, if users select Normal Punching Open Door as a trigger condition, and the input point is Door 1, the output point is Lock 1, action type is Open, and the delay is 60 seconds. 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 seconds.

**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 the system has a 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 the user to add (or edit) a linkage setting record where the input point is a specific door or auxiliary input.

In addition, the same linkage setting at the input point and output point are not allowed. The same device permits consecutive logical linkage settings. The system allows setting 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. On some special occasions, it is required that the cardholders who entered from a door 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:

	©	Device Name	۹	8	
C De	evice 🕀	The current query conditions	None		
պե		🕞 Refresh 📑 New 👘 🛙	Delete		
Ac 40	cess Control	Device Name	Anti-Passback Rule		
Tim	ne Zones				
Hol	lidays				
Acc	cess Levels			New	×
8.4	t Assess Bull such		Device Name*	Click to select	
Sei	t Access By Levels		Anti-Passback Rule*		
Set	t Access By Person				
Set	t Access By Department				
Inte	erlock		Save and	I New OK Cance	
Lin	ikage				
Ant	ti-Passback				
Firs	st-Person Normally Open				

2. Select the required device(s). When 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 3/4; 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 Wigand reader that is connected with access controller and Indio reader. The single and two door-controller with Wigand reader includes out and in the 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, an odd number is for in reader, an even number is for our reader.

3. Select Anti-Passback Rule, and select one item, click [OK] to complete, and 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

This function helps to keep the door open for a specific time interval after the first verification by assigned personnel.

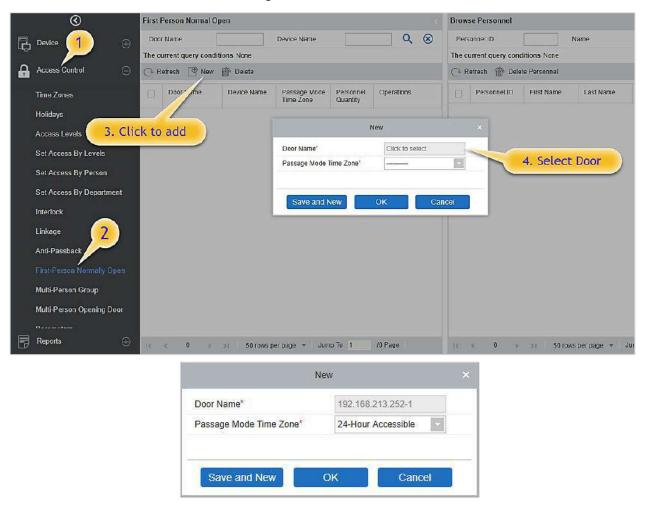
During a specified interval, If the first verification is by a person having First-Person Normally Open level access, then the door will be Normal Open, and will automatically restore closing after the valid interval has expired.

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 a successful addition, assigned personnel can open the door. You can browse and delete the personnel on the right side 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.



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

D00	r Name		Device Name		Q 🛞
The c	urrent query conditio	ns None		Add	
⊖ R	efresh 🕒 New 👔	Delete		-	<
	Door Name	Device Name	Passage Mode Time Zone	Personnel Quantity	Op. ations
					1

# 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 any other valid combination) will interrupt the

procedure and you need to wait for 10 seconds to restart verification. The door cannot be opened by verifying using just one of the combinations.

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

	Q		Open	Door Group						Brow	se Personnel				_		2
R	Device		Grou	up Name		Remark			Q (8)	Per	sonnel ID		First Name		More	- Q	۲
			The c	urrent query con	ditions None					The c	urrent query cor	ditions None					
•	Access Control		C R	tefresh 🔄 Nev	Delete					(C+F	Refresh 👚 De	ete Personnel					
	Time Zones		:0	Group Name	Personnel Quantity	Remark	Operations				Personnel ID	First Name	Last Name	Department			
	Holiday <del>s</del>																
	Access Levels							New									
	Set Access By Levels					Group N	ame"	1		1							
	Set Access By Person					Remark											
	Set Access By Departmen	t.															
	Interlock					Sa	ve and New	OK	Ca	ncel							
	Linkage					-											
	Anti-Passback																
	First-Person Normally Ope	20															
	Multi-Person Opening Doc	er.															
	Parametera																

**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 a part of only 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 o, 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:

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

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Ø		Combination Nat	me	Device Na	me		Door	Name		Q 🛞	
Device		The current query	y conditions None								
2 banke		C+ Retresh	New 🕋 Delete								
Access Control		Combin		-	•	1				**ull-Person Group	Operatio
Time Zones			Door Name*	192 168.213	252-2						
Holidays			Combination Name*	Group1							
Access Levels			Number of opening	Group1	Test	•	2	<b>v</b> ]	(2)		
Set Access By Levels			personnel in each group	Group2		•	0		(0)		
Set Access By Person				Group3		•	0	•	(0)		
Set Access By Departm	- A			Group4			0	τ.	(0)		
	ens.			Group5		•	0	•	(0)		
Interlock				- Internet					l	-	
Linkage				e			-			-	
Anti-Passback				Save and Ne	ew C	К	Cancel				
First-Person Normally O	pen										
Multi-Person Group											
Multi-Person Opening D											

2. The maximum number of Multi-Person Opening Door people for combined door opening is 5. The numbers in the brackets show 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 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 it.

## 4.2.13 Parameters

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

C Device	Type of Getting Transactions O Periodically Interval: 1 * hour(c)	Ĩ
Access Control	Set the Time for Obtaining New Transactions     D00 100 200 300 400 500 6:00 7:00 8:00 9:00 10:00 11:00     12:00 13:00 14:00 15:00 16:00 19:00 20:00 21:00 22:00 23:00     Seter All Cancel      A Geting transactions and synchronization time will be done at the same time	
Set Access By Levels Set Access By Person Set Access By Department Interlock	Transactions Auto-Export         Auto-Export Frequency:       By Day         -       + <th>1</th>	1
inenuuk Linkage Anti-Passtack Fasi-Person Normally Open	Recipient's Malibox Example 123@formail.com.456@formail.com	
Multi-Person Group Multi-Person Opening Door	Real Time Monitoring     Page Pop-up Photo Size     Max Height(140       Image: A state of the real-time monitoring page after setting Height.       Alarm Monitoring Recipient's Mailbox	1
Parameters	Example 123@formail.com OK	

#### > Type of Getting Transactions

#### Periodically

The system will download new transactions at the selected time interval.

#### Set the Time for Obtaining New Transactions

The system will download new transactions automatically at the selected time instances.

#### Transactions Auto-Export

#### Auto-Export Frequency

It supports to set the Auto-Export Frequency by Day or Month. When the Auto-Export frequency is set by day, you have to set the Hour and minute.

Auto-Export Frequency:	By D	ay		٠	
	08	٠	00	٠	(hour:minute)

When the Auto-Export frequency is set to month, you have to select whether to export on the first day of the month or on a particular date.

Auto-Export Frequency: By Month	•		
First day of the	month		
Specific Date :	28	•	(1-28)

#### Export Mode

It supports to export the Monthly Transactions or All Data. At a time, the device can export 30000 data.

Export Mode: Monthly Transactions(All transactions between date of last month and this month) Il Data(export up to 30000 pieces of data)

#### Recipient's Mailbox

Set the Recipient's Mailbox.



#### > The Real Time Monitoring

You can select the checkbox accordingly.

Enable Display Photos Function

Enable Audio Alert Function

If the display photo is selected, the real-time monitoring page will display the personnel photo during an access control event. You can set the quality of the image as required; the more px value will give a clearer photo.

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

# 4.3 Access Reports

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

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

# 4.3.1 All Transactions

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

Q	The ti	ne from 2018-09-27 00.00	00 To 2018-1	2-27 23:59:59	Personnel ID	1	Device	Name		More	- Q (8	)
] Device	① The cu	rrent query conditions Th	e time from (2018-0	19-27 00:00:00) To:(2	018-12-27 23 59 59)							
, ,		rfresh 🕋 Clear All Data	Export									
Access Control	Event	ID Time	Device Name	Event Point	Event Description	Media File	Personnel ID	First Name	Lest Name	Card Number	Departmen Number	n De Na
Reports	Θ				Disconnected							
	-1	2018-12-27 19 15 48 2018-12-27 17 57 30	Server en en esserante		Disconnected							-Î
	-1											- 1
Events From Today	64376	2018-12-27 17:56:04	192.168.213.99		Device Started							
Last Known Position	64375	2018-12-27 17 48 46	192,168,213,99		Device Started							
	64374	2018-12-27 17:45:16	192.168.213.99		Device Started							
All Exception Events	64373	2018-12-27 17:43:24	192.168 213.99		Connected to the ser	Vé						
Access Rights By Door	64372	2018-12-27 17 43 06	192.168 213 99		Device Started							
Access Rights By Person	nel 1255	2018-12-27 17 43 01	SpeedFace-V5	SpeedFace-V5-1	Normal Verify Open		575	Jeff			1	Zł
	1254	2018-12-27 17 42 53	SpeedFace-V5	SpeedFace-V5-1	Normal Verify Open		575	Jeff			1	Z۲
	-1	2018-12-27 17:25:29	192.168.213.99		Disconnected							
	64371	2018-12-27 13:56:46	192.168.213.99		Connected to the ser	V4						
	64370	2018-12-27 13:56:01	192.168.213.99		Device Started							
	1253	2018-12-27 11 46:48	SpeedFace-V5	SpeedFace-V5-1	Normal Venify Open		575	Jeff			1	Z۲

Media File: You can view or download the photos and videos.

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, and CSV format.

					All	Transact	ions							
Event ID	Time	Device Name	Event Point	Event Description	Personnel ID	First Name	Last Name	Card Number	Depart ment Numbe	Department Name	Reader Name	Verification Mode	Area Name	Rem ark
-1	2018-12-27 19:15:48	SpeedFace- V5		Disconnected							0 ther	Other	Area Name	
-1	2018-12-27 17:57:30	192.168.213.9 9		Disconnected							0 ther	Other	Area Name	
64376	2018-12-27 17:56:04	192.168.213.9 9		Device Started							0 ther	Other	Area Name	
64375	2018-12-27 17:48:46	192.168.213.9 9		Device Started							0 ther	Other	Area Name	
64374	2018-12-27 17:45:16	192.168.213.9 9		Device Started							0 ther	Other	Area Name	
64373	2018-12-27 17:43:24	192.168.213.9 9		Connected to the server							0 ther	Other	Area Name	
64372	2018-12-27 17:43:06	192.168.213.9 9		Device Started							0 ther	Other	Area Name	
1255	2018-12-27 17:43:01	SpeedFace- V5	SpeedFace-V5- 1	Normal Verify Open	575	Jeff			1	ZKTeco	SpeedFace- V5-1-Out	Face	Area Name	
1254	2018-12-27 17:42:53	SpeedFace- V5	SpeedFace-V5- 1	Normal Verify Open	575	Jeff			1	ZKTeco	SpeedFace- V5-1-0ut	Face	Area Name	
-1	2018-12-27 17:25:29	192.168.213.9 9		Disconnected							0 ther	Other	Area Name	
64371	2018-12-27 13:56:46	192.168.213.9 9		Connected to the server							0 ther	Other	Area Name	
64370	2018-12-27 13:56:01	192.168.213.9 9		Device Started							0 ther	Other	Area Name	
1253	2018-12-27	SpeedFace-	SpeedFace-V5-	Normal Verify	575	Jeff			1	ZKTeco	SpeedFace-	Face	Area	

# 4.3.2 Events from Today

Check out the system record today.

Click [Reports] > [Events from Today] to view today's records.

					e* Q 🛞						
The current query co	nditions: None										
C Refresh	lear All Data [	Export									
Time	Card Number	Personnel ID	First Name	LastName	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 Verity Open		192.168.1.134-1	Only Fingerprin
2015-05-26 18 41:54	2182405	54	dany	nee	General	192.168 1.134	192.168.1.134-1	Normal Verity Open		192.168.1.134-1	Only Fingerpris
2015-05-26 16:41:52	2182405	54	dany	nee	General	192.168 1 134	192 168.1. <mark>1</mark> 34-1	Normal Verity Open		192 168.1 134-1	Only Fingerpri
2015-05-26 16:41:49	2182405	54	dany	пее	General	192.168.1.134	192 168 1 134-1	Normal Verity 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 Fingerpri
2015-05-26 18.41.37	2182405	54	dany	nee	General	192.168.1.134	192.168.1.134-1	Normal Verify Open		192.168.1.134-1	Only Fingerpri
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 18 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 Fingerpri
2015-05-26 16:41:18	2182405	54	dany	пее	General	192.168.1.134	192.168.1.134-1	Normal Verity Open		192.168.1.134-1	Only Fingerpris
2015-05-26 16:41:14	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 18.41:03	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, and CSV format.

Time	Card Number	Personnel iD	First Name	Last Name	Department Name	Device Name	Event Point	Event Description	Reader Name	Verification Mode	Area Name	Bernark
2017-12-15 18:20: 02	4628030	e	Amber	Lin	Financia) Department	192.166.216.00	192.168.218.60-2	Background Verify Success	102.169.218.60-2- In	Only Card	Area Name	Pict fields
2017-12-15 18:28 50	4528035	6	Amber	Lin	Financial Department	192.168.218.60	192.168.218.60-1	Background Verify Success	192.108.218.00-1- In	Only Card	Area Name	
2017-12-15 18:29: 45	13260079	5	Necol	Ye	Marketing Department	192.168,218.60	192.168.218.60-2	Background Verify Success	102.169.218.60-2- In	Only Card	Area Name	
2017-12-15 18:28: 41	13280070	5	Nacol	Ye	Marketing Department	102.169.219.60	102.168.218.60-1	Background Verily Success	192.108.218.00-1- In	Only Card	Area Name	
2017-12-15 18:28: 38	4461253	t	Jerry	Wang	General	192.168.218.60	192.168.218.60-2	Background Verify Success	102.168.218.60-2- In	Only Card	Area Name	
2017-12-15 18:28: 35	4461253	1	Jeny	Wang	General	102.168.218.60	102.169.219.80-1	Background Verity Success	192.168.218.60-1- In	Only Card	Area Name	
2017-12-15 18:29: 23	1411237	2940	Sheny	Yang	Hotel	182.108.218.00	192.108.218.00-2	Background Verify Success	192.169.219.60-2- In	Only Card	Area Name	
2017-12-15 18:28: 20	1411237	2940	Shenry	Yang	Hotel	162.168.218.80	192.169.218.60-1	Background Verify Success	192.108.218.00-1- In	Only Card	Area Name	
2017-12-15 10:20: 17	9505930	9	Lilian	Mei	Development Department	192.108.218.00	192.108.218.00-2	Background Verify Success	192,169,219,80-2- In	Only Card	Area Name	
2017-12-15 18:28: 13	0606030	0	Lilan	Mai	Development Department	102.168.218.60	102.169.219.60-1	Background Verify Success	192.108.218.00-1- In	Only Card	Area Name	
2017-12-15 18:28: 06	13271770	3	Leo	Hou	Financial Department	192.108.218.00	192,108.218.00-2	Background Verify Success	192.188.218.80-2- 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 Verity 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	192.188.218.80-2- In	Only Card	Area Name	
2017-12-15 18:23: 10	4461253	3	Jerry	Wang	General	162.166.218.60	192.168.218.60-2	Background Verity Success	192.168.218.60-2- In	Only Card	Area Name	
2017-12-15 18:23: 12	4461253	1	Jerry	Wang	General	192.168.218.00	192.108.218.00-2	Background Verify Success	192.163.218.60-2- In	Only Card	Area Name	
2017-12-16 18:23: 02	8155288	2	Lusky	Tan	Development Department	162.168.218.60	162.168.218.60-2	Background Verify Success	102.169.219.60-2- In	Only Card	Area Name	
2017-12-15 18:22: 21	4461253		Jerry	Wang	General	192.168.218.60	192.168.218.60-2	Background Verify Success	192.188.218.80-2- In	Only Card	Area Name	
2017-12-15 18:20: 24	9505930	9	Lilian	Mei	Development Department	192.168.218.80	192.168.218.60-2	Background Verify Success	192.169.218.60-2- In	Only Card	Area Name	

### 4.3.3 Last Known Position

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

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

©	The time fr	om 2018-09-27	00.00.00 To	2018-12-27 23:59:5	9 Personnel ID	1		Device Nat	me	More	- Q (
Device	The current	t query condition	ns The time from (	2018-09-27 00 00 00	0) To (2018-12-27 23 59	59)					
	C Refres	h 👚 Clear All	Data 🗹 Export	t.							
Access Control	Event ID	Personnel ID	First Name	Card Number	Time	Departmen Number	Department Name	Device Name	Event Point	Event Description	Last Nan
Reports	Θ 0	575	Jeff		2018-12-27 17 43 01	1	ZKTeco	SpeedFace-V5	SpeedFace-V5-1	Normal Verify Open	
All Transactions											
All Transactions											
Events From Today											
Events From Today Last Known Position											
Events From Today											
Events From Today Last Known Position											

**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, and CSV format.

						Last Kı	nown Pos	ition						
Event ID	Personnel ID	First Name	Card Number	Time	Depart ment Numbe r	Department Name	Device Name	Event Point	Event Description	Last Name	Reader Name	Verification Mode	Area Name	Rem ark
0	575	Jeff		2018-12-27 17:43:01	1	ZKTeco	SpeedFace- V5	SpeedFace-V5- 1	Normal Verify Open		SpeedFace- V5-1-Out	Face	Area Name	

# 4.3.4 All Exception Events

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

Q		The time fr	rom 2018-09-27 00 00	00 To 2018-1	2-27 23 59 59	Personnel ID		Device	Name		More	- Q (0
L Device		The curren	t query conditions The	e time from:(2018-0	9-27 00:00:00) To:(20	18-12-27 23:59:59)						
2		C+ Refres	h 👚 Clear All Data	Export								
Access Control		Event ID	Time	Device Name	Event Point	Event Description	Media File	Personnel ID	First Name	Last Name	Card Number	Departme Number
Reports	Θ	-1	2018-12-27 19 15 48	SpeedFace-V5		Disconnected						
		-1	2018-12-27 17:57 30	192.168.213.99		Disconnected						
All Transactions		-1	2018-12-27 17 25 29	192 168 213.99		Disconnected						
Events From Today		-1	2018-12-26 18:45:08	SpeedFace-V5		Disconnected						
Last Known Position	Ú.	1220	2018-12-26 18 16 58	SpeedFace-V5	SpeedFace-V5-1	Unregistered Personne						
All Exception Events		1218	2018-12-26 18 16 52	SpeedFace-V5	SpeedFace-V5-1	Unregistered Personne						
Access Rights By D	oor	1215	2018-12-26 18:15:19	SpeedFace-V5	SpeedFace-V5-1	Unregistered Personne						
		1214	2018-12-26 18 14 40	SpeedFace-V5	SpeedFace-V5-1	Unregistered Personni						
Access Rights By Pe	ersonnel	1213	2018-12-26 18:14:27	SpeedFace-V5	SpeedFace-V5-1	Unregistered Personni						
		1212	2018-12-26 18:12:48	SpeedFace-V5	SpeedFace-V5-1	Unregistered Personne						
		1211	2018-12-26 18:11:12	SpeedFace-V5	SpeedFace-V5-1	Unregistered Personni						
		1210	2018-12-26 18:10:46	SpeedFace-V5	SpeedFace-V5-1	Unregistered Personne						
		1209	2018-12-26 18 10 42	SpeedFace-V5	SpeedFace-V5-1	Unregistered Personne						
		1208	2018-12-26 18:10:38	SpeedFace-V5	SpeedFace-V5-1	Unregistered Personni						
		1204	2018-12-26 18 08 04	SpeedFace-V5	SpeedFace-V5-1	Unregistered Personne						
		1203	2018-12-26 18:07:33	SpeedFace-V5	SpeedFace-V5-1	Unregistered Personne						

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 e	exception even	ts in Excel, PDF,	and CSV format.

					All E2	ception	Event	5						
Event ID	Time	Device Name	Event Point	Event Description	Personnel 1 D	First Name	Last Name	Card Number	Depart ment Numbe r	Department Name	Reader Name	Verification Mode	Area Name	Re m ark
-1	2018-12-27 19:15:48	SpeedFace- V5		Disconnected							Other	0 ther	Area Name	
-1	2018-12-27 17:57:30	192.168.213.9 9		Disconnected							0 ther	0 ther	Area Name	
-1	2018-12-27 17:25:29	192.168.213.9 9		Disconnected							0 ther	0 ther	Area Name	
-1	2018-12-26 18:45:08	SpeedFace- V5		Disconnected							Other	0 ther	Area Name	
1220	2018-12-26 18:16:58	SpeedFace- V5	SpeedFace-V5-	Unregistered Personnel							SpeedFace- V5-1-0 ut	Face	Area Name	
1218	2018-12-26 18:16:52	SpeedFace- V5	SpeedFace-V5-	Unregistered Personnel							SpeedFace- V5-1-0ut	Face	Area Name	
1215	2018-12-26 18:15:19	SpeedFace- V5	SpeedFace-V5-	Unregistered Personnel							SpeedFace- V5-1-Out	Face	Area Name	
1214	2018-12-26 18:14:40	SpeedFace- V5	SpeedFace-V5-	Unregistered Personnel							SpeedFace- V5-1-Out	Face	Area Name	
1213	2018-12-26 18:14:27	SpeedFace- V 5	SpeedFace-V5-	Unregistered Personnel							SpeedFace- V5-1-Out	Face	Area Name	
1212	2018-12-26 18:12:48	SpeedFace- V5	SpeedFace-V5-	Unregistered Personnel							SpeedFace- V5-1-0ut	Face	Area Name	
1211	2018-12-26 18:11:12	SpeedFace- V5	SpeedFace-V5-	Unregistered Personnel							SpeedFace- V5-1-Out	Face	Area Name	
1210	2018-12-26 18:10:46	SpeedFace- V5	SpeedFace-V5-	Unregistered Personnel							SpeedFace- V 5-1-0 ut	Face	Area Name	
1209	2018-12-26 18:10:42	SpeedFace- V5	SpeedFace-V5- 1	Unregistered Personnel							SpeedFace- V5-1-0ut	Face	Area Name	
1208	2018-12-26 18:10:38	SpeedFace- V5	SpeedFace-V5-	Unregistered Personnel							SpeedFace- V5-1-0ut	Face	Area Name	

# 4.3.5 Access Rights by Door

View related access levels by the door. Click [Reports] > [Access Rights By Door], the data list on 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.

©		Access Rights By	Door			Browse:SpeedF	ace-V5-10pening I	Personnel	
Device		Door Name		Device Name	Q Q 8	🕞 Refresh [	Export		
		The current query	conditions None			Personnel ID	First Name	Last Name	Department Name
Access Control		C+ Refresh				575	Jeff		ZKTeco
Reports		Door Name	Door Number	Owned Device		1	abc	xyz.	Marketing Departmen
		SpeedFace-V5-1	1	SpeedFace-V5		2	abc1	xyz1	Development Departr
All Transactions		192 168 213 99-1	3	192 168 213 99		343	example		Financial Department
Events From Today		192 168 213 99-2	2	192.168.213.99		432	ex		Marketing Departmen
Last Known Position									
All Exception Events									
Access Rights By Door						1			
Access Rights By Pers	onnel								

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

Personnel									
Personnel 1D	First Name	Last Name	Department Name						
575	jeff		ZKTeco						
1	abc	xyz	Marketing Department						
2	abcl	xyzI	Development Departmen						
343	example		Financial Department						
432	ex		Marketing Department						

# 4.3.6 Access Rights by Personnel

View related access levels by personnel.

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

Device	Ð	Per	sonnel ID	Fi	rst Name		More Q 🛞	🕞 Refresh [	Export
		The c	The current query conditions None						Door Name
Access Control	⊕	Q F	Refresh					1	SpeedFace-V5-1
Reports	Θ		Personnel ID	First Name	Last Name	Departme	ent Name	1	192.168.213.99-1
		0	432	ex		Marketing	Department	2	192,168,213,99-2
All Transactions			343	example		Financial C	Department		
Events From Today			1	abc	xyz	Marketing	Department		
Last Known Position			2	abc1	xyz1	Developme	ent Department		
All Exception Events			575	Jeff		ZKTeco			
Access Rights By Door								100	
Access Rights By Perso									

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

	Door	
Door Number	Door Name	
1	SpeedFace-V5-1	
1	192.168.213.99-1	
2	192.168.213.99-2	

# 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 resources 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.

# 5.1 Attendance Device

This function includes adding a 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.

## 5.1.1 Set Attendance by Area

Area is a concept of space that facilitates the management of devices in a specific area.

In this system, area setting is a process of dividing devices by zone. A prominent feature of "Area" is to allow the system to automatically manage the employee information on devices. According to requirements, areas can be allocated to devices (one device can belong to one area only), and employees can be allocated to one or more areas.

©	Attendance Area			Attendance Area:	: Area Name		1
🛃 Atlandance Device 🔅	Area Name	Q. (8)		Personnel ID	Nam	e	More+ Q. 🛞
	The current query conditions I	Vons		The current query	y conditions None		
Set Attendance By Ama	🔿 Refresti			C Refresh 🔐 🕻	Delete Personnel 📑 Priv	ate Message 🕤 Re-	synchronize to device
Set Altendance By Person	Area Number Area Name	Parent Area Parent Ar	ea Operations	Personnel I	D First Name	Last Name	Department Name
Device		Add F	Personnel				Department Name
Attendance Point	Personnel ID	Name	Department N	ame	Q 🛞		
Device Operation Log	The current query conditions	s None					
	Alternative		Selected(0)				
	Personnel ID First Nar	me Last Name Departme	Personn	al ID First Name L	ast Name Departme		
			>>				
			*				
🛞 Basic Information 🔅			*				
🗒 Shit 🕀							
📆 Schedule 💿							
🗒 Exception 🕀	н с 0 в н 50	0 rows per page 📼					
Calculate Report		OK	Cancel			e - Jump To 1	/1 Page Total of 1 records

Click [Device] > [Area] > [New] to add new personnel in the area:

#### Add/delete personnel for a specified area

1. Click [Device]> [Area], click a certain area of left side, the system will display the personnel on the

right side.

- 2. Click [Add Person] under the list on the left to pop up the Add Person page. Select the person to the right list and click [OK] to complete it;
- 3. To delete a person in the area, select the person on the right side and click [Delete Personnel] to delete the person from the area.

#### Private Message

This feature can display a short message to someone regularly (device should support).

Select personnel and click [Personal SMS]. The setting interface as follows:

	Private Message	×
SMS Content*		
Start Time*		
Short Message Duration (minutes)*	60	
-	OK Cancel	
	Ganeti	

After the setting is completed, click [OK]. After swipe cards successfully on the device, the device will send short message to this person. For example, the message like "Happy Birthday to you", to strengthen the interaction between the company and employees.

The fields are described below:

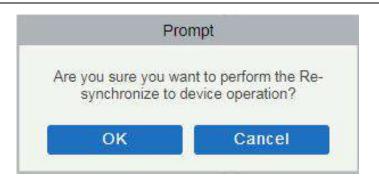
Short Message: The message displayed on the time and attendance device, which supports input 40 characters.

Start Time: The start time to display private short messages.

Short Message Duration (minutes): Shows the duration of the private short message after a successful check-in.

#### Re-synchronize data to the device

Synchronize personnel data from the system to the device. Select a device of a certain area, click [Re-synchronize to device], and click the [OK] button to synchronize the data, so that personnel can verify on the time attendance device in the area:



# 5.1.2 Set Attendance by Person

Click [Attendance Device] > [Set Attendance by Person], add the area to personnel, the page as follows:

©	Personnel					Personnel :				
Attendance Device	Personnel ID	Name		More+ Q 🛞		Area Nan	ne	Q	8	
	The current query condition	ons None				The curren	t query conditi	ons None		
Set Atlendance By Area	(- Refresh					O Retres	n 🕋 Delete	area		
	Personnel ID	First Name	Last Name	Department Name	Operations	- A1	ea Number	Area Name	Parent Area Number	Parent Area Name
Device	1			Department Name	Add area	17.4		Area Name	Number	
Attendance Point								100010070		
Device Operation Log										
Course of Stranger 2003										

#### Add / Delete areas for specified personnel

- 1. Click the [Attendance Device]> [Set Attendance by Person], choose a person on the left side, and the area to which the person belongs is displayed in the list on the right.
- 2. Click [Add Area] under the list of the left page. Select the area to the list on the right and click [OK] to complete the edit.
- 3. Select the area on the right and click [Delete Area] to delete the person from the area.

## 5.1.3 Device

After a time and attendance device is added to the software, the user can search device, edit, delete, device control, view and get information, clear device data, view commands, etc.

- Search for device
- 1. Click [Attendance device]>[Device] > [Search Device], as follows:

tal Progress	100%		Searched devices count 1	
P Address	Ser	ial Number	8	
IP Address	Serial Number	Device Type	Operations	
92. <mark>168.213.220</mark>	BYUJ180660001		Add	

2. Click [Add] to pop up the device edit interface. After the information is filled in, click [OK] to complete operation, and click [Cancel] to cancel the edit operation.

Device Name <sup>®</sup>	BYUJ180660001	
Serial Number*	BYUJ180660001	
P Address	192 - 168 - 213 - 220	
Attendance Area*	Area Name	
lime zone*	(UTC+8)Beijing, Chines	
Enrollment Device		

Fields are as follows:

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

Device Serial Number: Attendance device serial number.

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

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

**Time Zone:** 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.

\* Note: Before adding devices to the software, users need to set the communication IP and address of

time attendance device.

• Edit Device

Select the device and click [Edit], to modify device information.

#### Delete

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

#### • Refresh

Click [Refresh] to update the device list status information.

#### • 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).

• Disable

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

#### • Public Message

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

#### • 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.

#### 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.

#### • View Command

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

Parameter Name	Parameter Value	
Current Number of Users/Maximum Number		
Current Face Number/Maximum Number of		
Current Fingerprint Number/Maximum Numl		
Current Finger Vein Number/Maximum Num	0/1000	
Current Palm Number/Maximum Palm Numi	0/0	
Current Number of Records/Maximum Num	0/200000	
Maximum Number of User Photos	2000	
Face Recognition Algorithm Version	-1	
Fingerprint Recognition Algorithm Version	10	
Finger Vein Recognition Algorithm Version	3	
Palm Recognition Algorithm Version	5	
Firmware Version	Ver 8.0.4.3-20190613	
Push Version	Ver 2.0.36-20181122	

#### • 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.

#### • 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/attendance photo, click the confirmation to get such information again from the device.

Upload Data again	×
Whether to upload attendance records	
Whether to upload attendance photos	
	20

#### • Get the Specified personnel data

Select the device from the list and click Get the Specified personnel data. The below prompt will appear.

Enter person number*	nel data
14 / 17 / 17 / 17 / 17 / 17 / 17 / 17 /	N MIL
Multiple personnel numbers, separa	ted by commas
	2451

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

#### • Clear Device Commands

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

#### • Clear the attendance photos

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

#### • Clear the attendance transactions

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

#### Reboot Device

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

## 5.1.4 Attendance Point

The system supports setting access control as the attendance point. After setting the access device as an attendance point, its access records will be transferred to the attendance system in real time as punch records.

Ø	Attendance Foint Name	Q	8		
Attendance Device 🕞	The current query condit				
	C Refresh [1] New @	Delate			
Set Allendance By Area Set Atlendance By Person	Attendance Point Name	Area Name De	wice Name	Device Module	Operations
Device					
Attendance Point			New		
Device Operation Log		Attendance Point Name			
		Device Module* Area Name*		-	
		Alea Nalle	Area Name		
🕣 Basic Information 💮		Save and New	ОК	Cancel	
🗒 shitt 🕀					
🗐 Schedule 💮					
Exception ③					
📊 Calculate Report 🕀	10 y Q y y	50 rows per page - Jum	np To 1 /0 F	age Total of 0 re	econds

# 5.1.5 Device Operation Log

Click [Attendance Device]> [Device Operation Log] to display the operation logs of the attendance device in the area.

©	1000	e From 2019-09-25 I	00:00:00 To 2019-12	Contraction of the second	e serial number	Q ®		
endance Device 💮	The o	arrent query conditi	ions Time From (2019-89-	25 00:00:00) To (2019-12-3	25 23 59 59)			
	CIT	tetrean						
Attendance By Area	0	Device serial	Operation time	Operational content	Operation object description	Operation object description 2	Operation object description 3	
Attendance By Person		number		THE CLARK CARD				
ice		BYUJ190660001	2019-12-25 10:10.14	Enter menu				
	10	BYUU180660001	2019-12-25 09:36:52	Enter menu				
ndance Point		BYUJ180000001	2019-12-25 09:36:46	Power on				
	17	BYUJ180660001	2019-12-25 09:36:46	Alarm	Atarm reason Machine Been Broken			

# 5.2 Basic Information

## 5.2.1 Basic Rule

Since the attendance system of the company is different, the user needs to manually set the attendance parameters to ensure the accuracy of the final attendance calculation. The attendance rule setting is a way to show the company's attendance system.

#### 1. Basic Rule Setting

Basic Rule Setting Calcu	ulation Setting	Other Setting		
Check⊣n Rule	The Ear	rliest Rule	The minimum time period should be greater than(minimum 10 minutes)	120
Check-out Rule	The Lat	est Rule	The maximum time period should be less than(maximum 1,440 minutes)	600
ate and Early Leave Counted as Abso	ent No		Attendance calculation result when the shift cross-day	First Day
Search Shift Record	Departn	nent->Group	Overtime Statistics	Yes
ntelligent Matching Shift Rule	Least A	bnormal		

#### Check-in Rule:

- Earliest Principle: By default, it takes the first check-in within the valid time zone.
- Closest Principle: It will take the closet check-in within the valid time zone.

#### 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 it is late or early leave, then the time period is recorded as an 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.

**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 a minimum number of exceptions (such as late, leave early, etc.).

#### 2. Calculate Settings

Basic Rule Setting	Calcula	tion Setting	Other Setting			
Hour Conversion Rule	۲	Take the result	calculated by the formula as t	he stand	dard;	
ormula: Hours = Minutes /	~	The remainder is greater than or equal to 55 C		Calculated as an hour, otherwise calculate as half an hour or ignored;		
60	0	The remainder is greater than or equal to 25 C		Calculated as half an hour, otherwise ignored;		
Days Conversion Rule	۲	Take the result	calculated by the formula as t	he stand	dard;	
Formula : Days = Minutes /	~	Quotient is gre	ater than or equal to the work	minutes	80	%,calculated as one day, otherwise calculat as half-day or ignored
Number of minutes to work per day	0	Quotient is gre	ater than or equal to the work	minutes	20	%,calculated as half-day, otherwise ignored;
Absent days conversion rule	Days (	Conversion Rule	× 1			
Exact digits of the decimal	1		-			
point						

Hour Conversion Rule: Take the result calculated by the formula as the standard.

The calculation results are taken as the criterion, and then the decimal place of the calculation result is retained in combination with the exact digits of the decimal point.

**Residue range:** The result of the calculation is processed according to rules, and then the decimal places of the calculation result are retained in combination with the precise digits of the decimal point. As set in the above figure, if the result is 55 min, then it will take as 1 hour, and if the result is 25 min, then it will take as hour, and if the result is 25 min, then it will take as half an hour.

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

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

Decimal point accurate to digits: Default is 1; available choices are 1, 2 & 0.

#### 3. Other settings

Basic Rule Set	ting	Calculation Setting	Other	Setting						
The attendance resu	it symbol	setting in the report								
Expected/Actual	V		Late	<	-	Early	>	Absent	D	-
No Check-in	1		No Check-	]		Leave	Ω	Overtime	+	
			out							
Adjust Rest	c	-	Append	•	-	Business	Δ	Out	0	
			Attendance			Trip				

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

### 5.2.2 Custom Rule

This interface displays the rule types applicable to group schedule / department schedule. If not defined here, group schedule or department schedule takes the settings of basic rules and supports the operations of adding, deleting and editing.

3	Rule type	Name	Q (8)		
Attendance Device	The current query con	ditions None			
	C Refresh 1 New	v 🖺 Delete			
Basic Information		Rule type	Using the object	Operations	
Basic Rule	🗌 Inst	Grouping rules		Edd Delete	
Holiday					
Leave Type					
Automatic Report					
Parameter Setting					

#### Add

Click Basic Information > Custom rule > Add, display as the following page:

Name*	Test			
Rule type*	Grouping rules	1		
Group				
Check-In Rule	The Earliest Rule	-		
Check-Out Rule	The Latest Rule			
Late and Early Leave Counted as Absent	Yes			
Attendance calculation result for cross-day shift	First Day			
Intelligent Matching Shift Rule 🕜	Longest Working Di	ur 🗟	12	
Overtime Statistics	Yes			
Single shortest overtime (minutes)	10			
Maximum overtime (minutes)	No limit	5.2	0	

# 5.2.3 Holiday

#### > Adding

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

	New	
Name*	It is recommended to name	
Start Time*	2019-12-25	
End Time*	2019-12-25	
Remark		
	No. 02-	4.4.2

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

There are 9 leave types by default, editable, but not allowed to be deleted: user-defined leave type can be extended.

Ø		vame	_ ९ ⊗							
Attendance Device		This current query conditions None								
	Č (	Retresh	P Delete							
Basic Information	Θ	Name	Whether to substract work hours	Coperations						
Basic Rule	1	Casual Leave	Yee	Eat						
Custom Rule	1	Martiage Leave	No	Edit						
	1	Maternity Leave	No	Edt						
Holiday		Sick Leave	Yee	Eal						
	1	Annual Leave	No	Ear						
Automatic Report	i.	Bersavament Leave	No	Edt						
Parameter Setting	1	Home Leave	NO	Edit						
	1	Ereastleeding Leave	e No	Edt						
	1	User define	Yes	Edd						

#### Adding

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

Ne	9W	
Name*	It is recommended to end 1	
Whether to substract work hours*	Yes	

- 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 9 kinds of leave type: Casual leave, Marriage Leave, Maternity Leave, Sick Leave, Annual Leave, Home Leave, Bereavement Leave, Breastfeeding Leave, custom. We can edit these leave type but cannot delete it.
- > Delete

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

> Edit

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

#### Field Description:

- Name: Required, maximum character length is 30
- Whether to subtract work hours: Set whether to deduct the length of work for the leave of this leave. For example, maternity leave / marriage leave / annual leave are statutory holidays without deducting the length of work.

# 5.2.5 Automatic Report

Automatic report supports the function to package the report into an attachment at a fixed time point (daily or monthly) and send the attachment via email to be designated personnel or ftp server.

 In the function menu, click [Basic Information] > [Automatic Report] > [New], the following page is displayed:

nute nute nute nute			
nute nute nute nute			
nute nute nute			
nute nute			
nute			
2279675			
nute			
f more than			
one address is entered, separate with',' .Example:123@foxmail.com,456@foxmail.com			
The Maximum Length200			
I not work!			

2. In the Report Setting section;

**Report Type:** Select the desired choice from "Transactions" or "Daily Attendance". The report will be according to the selected type. Transactions will give the details related to the device with Attendance area and time of the personnel. Daily attendance will give the attendance details of the personnel.

**File Name:** Consists of 3 parts: custom file name + year, month, day, hour, minute and second, such as (Department of the original records of the test section 201706271143).

- A. The first field is for the custom file name
- B. The second field contain two option for the format of the date: yyyyMMdd and yyyy-MM-dd

C. The third field contain the hour, minute and second format: Currently it supports HHmmss.

Field: Displays the field name and field code of the current report type.

File Type: Currently it supports TXT.

Content Format: It will define the format of the content in the exported report. For example: {deptName} oo {personPin} o1 {personName} o2 {attDatetime} o3.

- 3. In the Mail Delivery Time Setting; set frequency for the mail delivery. The frequency has two options; By day and By month. If you have selected "By day", then you can set a maximum of 6 interval in a day (only once per hour) at which the mail delivery will start.
  - A. It can only be set in increasing order of time,
  - B. The minute set in the first-time interval will be same for all other five intervals.

If you have selected as "By month", then you have 3 options to choose from; first is "last day of the month", second is first day of the month and the third is any specific date.

- 4. Mail setting: Set the details of receiver mail.
  - Receiver settings: Set the receiver as per below options:
    - \* <u>Set by Personnel</u>: Enter the E-mail address in text box, and if more than one email is there, then put ":" to separate the e-mails.
    - \* <u>Set by Department</u>: Select a department from the department hierarchy,
    - \* <u>Set by Area</u>: Select an attendance area from the area hierarchy,
  - > Title setting: It refers to subject of the mail. The maximum length is 50 characters,
  - Body settings: Write the text accordingly. The maximum length is 255 characters,
- 5. Make sure the sender mail settings are already defined.
- 6. Once all the details are filled, click [OK] to finish.

### 5.2.6 Parameter Setting

#### Calculate Settings

Hour Conversion Rule	۲	Take the result calculated by the formula as the standa	ard;	
Formula: Hours - Minutes / 60		The remainder is greater than or equal to 55	Recorded	d as one hour;
	0	The remainder is greater than or equal to 25 0	Calculated	ed as haif an hour, otherwise ignored;
Days Conversion Rule	۲	Take the result calculated by the formula as the standa	rd; 🕥	
Formula : Days = Minutes / Number of		Quotient is greater than or equal to the work minutes	80	%,calculated as one day, (2)
minutes to work per day	9	Quotient is greater than or equal to the work minutes	20	% calculated as half-day, otherwise ignored; 🛞
Day conversion benchmark 💮	Day	Conversion Rul		
Exact digits of the decimal point	1	13		

Hour Conversion Rule/ Day Conversion Rule: The calculation result shall prevail (Based on the calculation result, and then combined with the exact number of decimal places to retain the decimal place of the calculation result). Remainder range (get results according to the rules, and then combine the exact number of decimal places to retain the decimal place of the calculation result).

Absence days: Day conversion rule; calculated as work days.

#### Exact digits of the decimal point: 1 (default), 2.

#### Timed Calculation:

Timed	Calculation				
Unit	hour(s)	-	Calculation interval :	1	hour(s)

Set the unit and frequency of timed calculation. For example, the calculation interval can be set automatically calculate every N minutes or N hours.

# 5.3 Shift

## 5.3.1 Break Time

This page shows break time that can be selected for deduction, user can add, delete, and edit.

	irrent query condit			
¥ R	efresh 🕒 New	Delete		
ij	Name	Start Time	End Time	Operations
-11	Afternoon Tea	15:00	16:00	Edit Delete

#### New

Click [Shift]> [break time]> [New], like the following page:

1150 JI	New	,
Name*		
Start Time*	00 : 00 🚖 (HH:MM)	
End Time*	00 : 00 🚔 (HH:MM)	

The fields are described below:

Name: Define the name of break time, 30 characters in length, required.

Start time: The start of break time

End time: The end of break time

Edit

Click on the name of break time or [Edit] to modify the break time zone.

### 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 time zone page:

Ø								Brow	se rest periods			
Atlendance Device	Name	Time	table Type	<b>Q</b>	8			Natr	ie I	Q (	Ø	
	The current query	conditions None						The c	urrent query con	ditions None		
Basic Information	C Retresh	New 💮 Delete							efresh 🕋 Del	ete		
👪 shitt	Name Name	Timetable Type	Check-In Start Time	Check-In Time	Check-Out Time	Check-Out End Time	Opera		Name	Start Time	End Time	
Broak Time												
Shift												

#### • Adding Timetable

Click on [New] to add a new timetable.

Name*	It is	recomn	nended to start	Timetable Type*	Nor	mal Tim	etable 🔽	
Check-In Time <sup>*</sup>	09	: 00	(HH:MM)	Check-Out Time*	18	: 00	(HH:MM)	
Before going to	60	Check-	in is valid within	Before going off duty*	60	Check	k-in is valid within	
work*	minut	es			minu	ites		
After work*	60	Check-	in is valid within	After work*	60	Check	<-in is valid within	
	minut	es			minutes			
Allow Late(minutes)	0			Allow Early	0			
0	19,000			Leave(minutes) 🕥	Leave(minutes) 👩		(i) 	
Must Check- <mark>In</mark> *	Yes	es		Must Check-Out*	Yes		~	
Workday		1.0		Work Time (minute	es)*	540	1	
Auto Deduct Break Ti	me*	No			4			
On duty	Sign in	minutes	ago for overtime , M	linimum overtime minutes 2	0	0		

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

All fields marked with \* are mandatory.

**Number:** Any combination of numbers or letters. The number should not be identical with another zone number. The length is 5 characters.

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

**Check-in / Check-out start time, Check-in / Check-out end time:** The format is "hour: minute", set 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 system default check-in start time is o8:00; check-in end time is 10:00;

The system default check-out start time is 17:00; the check-out end 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 o9:00; 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 Check-out. 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 o9:00 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.

# 5.3.3 Shift

Shift is composed 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 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.

	- 10 C						
Schedule Type	Schedule	Name					
Name*	It is r	ecommended	to start	Number*	It	t is recommended to start	
Shift Type*	Regu	u <mark>l</mark> ar Shift		Color		loar Foa	
Jnit*	Day			Cycle(1-99)*			
Cycle Start Date* 👩	2019	-12-25		Cycle Shift in one Month* 🧿	) Y	/es	
Name	Check-In Time	Check-Out Time	Workday	S	elect All Timeta	able Details Unselect All	
	Time	Inne					
	imie	inite .					
	IIIIe						
	IIIIe	inne		III			
	IIIIe	inne					
	IIIIe	Inne					
	IIIIe						
ne timetable detail che			ndicates that there	is an overlap in the timetable.			
e timetable detail che			ndicates that there				

If you click the [New] button, the above interface appears, the shift setting is divided into three parts, the specific settings as follows:

- 1. 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:

©	Number	Name	Shift Type	II Q 🛞		Timetable Details
🗐 Atlendance Device 🕤	The current query condi	tions None				
-	🔿 Refresh 📑 New 👔	Delete				
Basic Information ③			New			
🛃 shit 💿	Schedule Type	Schedule Name				
Break Time	Work Type" 🕧	Normal Work	Attendance Mode" (7)	Punch Card Accore		
	Overtime Type*	Normal Day	Overtime Mode*	Computer Automat		
Timetable					·	
Shift						
	Name	9 9				1
	Name	Check-In Check- Workday	Select	All Timetable Details Unselect All		
		Time Out Time				
👼 Schedule 💮						
Exception 💮						
	1					
👔 Calculate Report. 💮	If the timetable detail che	ick box cannot be checked, it indicab	es that there is an overlap in th	e timetable.		Double-click the shift period, you can delete the time

[Shift Management]> [Shift] here user can choose normal work, weekend OT, and holiday OT. When the work type is normal work, you can choose to mark overtime as weekdays, rest days, and holidays; when the work type is overtime on weekends or holidays, the overtime includes the time before/after work.

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 effective working time.
- Free Punch: In this option, the staff does 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 the 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 an absence.
- Shorter duration between Auto-Calculation and Overtime Receipt: When overtime sheets and automatic calculate overtime, both are enabled; the system will take the period which has the 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 work time is considered. Drop-down menus are:

- Normal Day: If selected, the entire time period of overtime hours will be marked as normal over time.
- 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.

#### 2. 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 flexibly the.

#### 3. 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 on the shift list.

**Note:** Here are a few simple shift settings interfaces.

1) Regular shift with Day as a unit:

Page | 105

Init* Cycle Start Date* 🍞	Day	ular Shift	Cold	e(1-99)*	one Month* 🍞	1 RtoFFtto 7 Yes		
Cycle Start Date* 👩	Day	9-12-25	Cyc	e(1-99)*		7		
	1,000	9-12-25	1.07.00					
Cycle Start Date* (7) Name	2011		Сус	e Shift in	one Month* 🕜	Yes		
Name		0 00						
Name	Check-In Time	Check-Out Time	Workday			ect All Timetable Deta		
Vame		$(\mathbf{x})$						
				_				
Name			Workday		Sele	<u>ect All</u> Timetable Deta	ails <u>Unselect All</u>	
Test	09:00	18:00	1.0		No.1Day	2019-12-25	09:00-18:00	
					No.2Day	2019-12-26	09:00-18:00	
					Mo.3Day	2019-12-27	09:00-18:00	
					No.4Day	2019-12-28	09:00-18:00	
				-	IND.5Day	2019-12-29	09:00-18:00	
					No.6Day	2019-12-30	09:00-18:00	
					No.7Day	2019-12-31	09:00-18:00	

### 2) Regular Shift with Week as Unit:

Schedule Type	Schedule	e Name				
Name*	Name* Test		Number*		1	
Shift Type* Regular Shift Unit* Week		Color		#50/106		
		k	Cycle(1-15)*		2	
Name	Check-In	Check-Out	Workday	Sele	<u>et All</u> Timetable Details <u>Unselect All</u>	
rest ▼	Time 09:00	Time 18:00	1.0	Monday	09:00-18:00	*
				Interstation State S	09:00-18:00	- 1
				Thursday	09:00-18:00	
				✓ Friday	00.00 40.00	_
				(e) Filody	09:00-18:00	
				Saturday	09:00-18:00	- 1
						- 1
				Saturday	09:00-18:00	
				Saturday Sunday	09:00-18:00 09:00-18:00 09:00-18:00 09:00-18:00	
				Saturday Sunday ⊘Monday	00:00-18:00 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 cycles, without having to confirm workday an 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.

**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 have (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.
- 2. Create a timetable of 10:00 to 19:00 like the above displayed.

Name*	T 10-19		Timetable Type*	Normal Timetable		
Check-In Time*	10	: 00 ( HH:MM )	Check-Out Time*	19 : 00 (HH:MM)		
Before going to	60	Check-in is valid within	Before going off duty*	60 Check-in is valid within		
work* minut		tes		minutes		
After work*	60 Check-in is valid within		After work*	60 Check-in is valid within		
mi		tes		minutes		
Allow Late(minutes) 0			Allow Early	0		
0	93. 155		Leave(minutes) 🕜	l		
Must Check-In* Yes		×.	Must Check-Out*	Yes		
Workday		1.0	Work Time (minutes	540		
Auto Deduct Break Time*		No	·			
0						
On duty	Sign in	minutes ago for overtime ,	Minimum overtime minutes 30	0		
i 1. 1.						

3. Now go to shift interface, After you click [Edit], below shift page will appear:

S	chedule Type	Schedule	Name				
Name*	Đ	Test		N	umber'	It is recommended to start	
Shift Ty	ype*	Regu	llar Shift	CC	plor	#50.100	
Unit*		Week	<	- O	/cle( <mark>1-15)*</mark>	1	
Name	Name	Check-In	Check-Out	Workday		Select All Timetable Details Unselect All	
		Time	Time			09:00-16:00	
<b>Y</b> .	T 9-16	09:00	16:00	1.0	Tuesday	09:00-16:00	
	T 10-19	10:00	19:00	1.0	Wednesday		
					Thursday	09:00-16:00	
					∎ Intervention Friday	09:00-16:00	
					Saturday	09:00-16:00	
					Sunday	09:00-16:00	
	erable detail check	hay connot b	o checked it i	ndicates that there is an overlap in	the firmstable		

- 4. 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 cycles is "1".
- 5. Since the working days from 09:00 to 16:00 are Monday, Wednesday, and Friday, so select it at the right side in the "Timetable Details" box.
- 6. For Tuesday and Thursday, do the same step as an above, first tick and click on the timetable and then select Tuesday and Thursday as shown below:

3	Schedule Type	Schedule	Name				
Name	e*	Test			Number*	It is recommended to start	
Shift	Туре*	Regu	ılar Shift		Color	HOOFFOO	
Unit*		Weel	< C	-	Cycle(1-15)*	1	
Vame	Name	Check-In Time	Check-Out	Workday		Select All Timetable Details Unselect All	
~	T 9-16	09:00	16:00	1.0	Monday	10:00- <b>1</b> 9:00	
	T 10-19	10:00	19:00	10	☑Tuesday	10:00-19:00	
					Wednesd	Ned carried on the	
					✓Thursday	10:00-19:00	
					Saturday	10:00-19:00	
					Sunday	10:00-19:00	
he tir	netable detail cher	ck box cannot b	e checked, it	ndicates that there is an o	verlap in the timetable.		

7. After the setting is completed, click the [OK] button to save and return to the shift page. The new shift information will be displayed on 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:

Number	Nam	e	s	hift Type	- 🔲 Q	. 🛞		Timetable Details	
The current query cor								Monday	09:00-16:00
🕞 Refresh 📑 Nev	w. ()]]lo Delate							Tuesday	10.00-19.00
Name	Number	Shift Type	Linit	Cycle	Cycle Start Date	Work Type	Operations	Wednesday	09:00-16:00
Test	1	Regular Shift	Week	t.		Normal Work	Edil Delete Clear Timetable	Thursday	10:00-19:00
								Fiday	09:00-16:00
								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 the deletion of all the timetable of the selected shift.

Number	Name	•	SI	nitt Type	<b>Q</b>	( 🛞		Timetable Details	
he current query co	onditions None							Monday	09:00-16:00
🕞 Refresh 🛛 🗃 N	ew 🔝 Delete							Tuesday	10.00-19.00
Name	Number	Shift Type	Unit	Cycle	Cycle Start Date	Work Type	Operations	Wednesday	09:00-16:00
Test	1	Regular Shift	Week	1		Normal Work	Edit Delete Clear Timetable	Thursday	10:00-19:00
					Prompt			Saturday Sunday	
			A		wish to clear the timet selected shift? Cancel	_		8	

### > 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, the 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 to this shift before you can delete the shift.

### > Export

This function will export all the details of the shift in excel, puff and CSV file format.

			ZKTECO			
			Shift			
Name	Number	Schedule Type	Unit	Cycle	Start Date	Cycle Shift in on 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 Calcula	tion Setting Other S	Setting			
Check-in Rule	The Earliest Rule		The minimum time period should be greater than(minimum 10 minutes)	120	
Check-out Rule	The Latest Rule		The maximum time period should be less than(maximum 1,440 minutas)	600	
Late and Early Leave Counted as Absen	Νο		Attendance calculation result when the shift cross-day	First Day	12
Search Shift Record	Group->Departme	ent 🔄	Overtime Statistics	Yes	12
Intelligent Matching Shift Rule	Least 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 groups present in the current system. The list of people is shown in the Browse Group Personnel on the right side of the interface.

Q		Edit F	ersonnel for C	Group				Brows	e the Group Pere	ionnel		
Attendance Dev	ice 🕀	Nar	18	0	2 0			Perso	On lenne		lame	More+ Q 🛞
		The c	urrent query co	anditions Noria				The cu	ment query condit	ions None		
) Basic Informatio	• ①	0.8	etresh 📑 Ne	ew 👚 Delete	🖉 Add grouping	niles		C+ Re	rfresh 🔐 Delete			
, Shift		13	Name	Personnel Guantity	Grouping rules	Remark	Operations		Personnel ID	First Name	Last Name	Department Name
Schedule												
Group Schedule												
Department Sch	edulē											
Personnel Sche	dule							5				
Temporary Sche	dule											
Unscheduled Pe	insonnel											

### Adding a group

Click on the main group interface [New] button, new group interface will popup:

	New	×
Name*	It is recommended to start	
Remark		

**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

Name	Personnel Quantity	Grouping rules	Remark	Operation
Group Test	0			Edit Add
		Edit		
Name*		Group_Test		
Remark				
				_
	ОК	Cance	el	
199 299				

- 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

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.

### Add Personnel

Conc	ditional Quer	y ©1	Department							
Perso	nnel ID			Name	N	∕lore▼	Q 🛞			
ne cui	rrent query	condition	s None							
ernati	ve					Selecte	d(0)			
	Personnel ID	First Name	Last Name	Department Name			Personnel ID	First Name	Last Name	Department Name
Ţ.	1			Department Name	>>					
					>					
					<					
					<<					
< 3	c 1-1	> >1	50 row	s per page 👻						

- 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 on the left side and move it towards the right list. Click the [OK] button to complete the addition of personnel operations.

### 🎘 Note:

- 1) Those who have been assigned to this group will be listed on the right side of the group interface.
- 2) People who have been added to other groups will be deleted from the original group after they are added to the group.
- 3) To search conditional query, filter through "Department" and get the list of candidates.

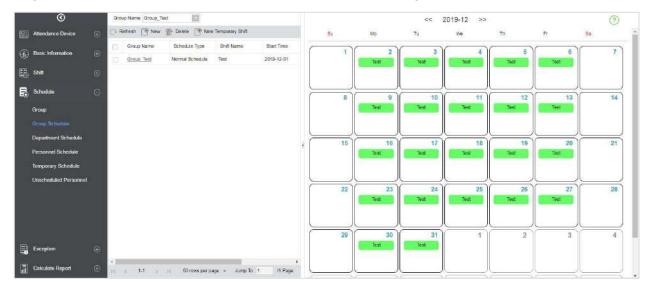
### > Delete people

CUILP	ersonnel for Gr	oup				Brow	vse the Group Per	sonnel					
Nam	e	(	ર 🛞			Per	rsonnel ID	,	Name		More <del>v</del>	Q	8
he ci	arrent query cont	ditions None				The	current query condi	itions None					
R	efresh 🕒 New	Delete	Add grouping	i fulles		C Refresh Streete							
	Name	Personnel Quantity	Grouping rules	Remark	Operations		PersonnenD	First Name	Last Name	Depa	artment Nan	ne	
	Group Test	1			Edit Add personnel	~	1			Depa	rtment Nam	e	

- 1. As shown in the above figure, select a group and select the person to be deleted in the browser group on the right. Click the [Delete Personnel] button to enter the interface of confirming the deletion.
- 2. Click the [OK] button to delete the personnel.

## 5.4.2 Group Schedule

The group/department shift on the left and the shift details on the right.



This function is used to schedule a group to the personnel in shift(s). The new group scheduling interface is shown as below:

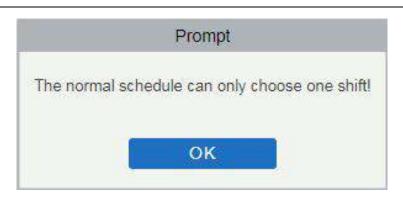
Control to Report       Normal Schedule         Image: Schedule Type*       Normal Schedule         Image: Schedule Type*       Schedule Type*         Image: Schedule Type*       Normal Schedule         Image: Schedule Type*       Schedule Type*         Image: Schedule Type*       S	7 14 21 28 4
Group_Test       Start Time*       2019-12-01         End Time       2019-12-31	×
Name Number Shift Type	8

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:

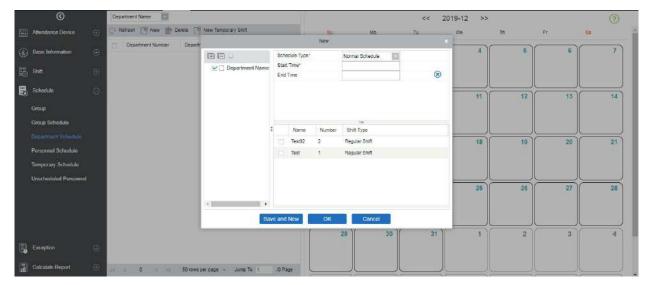


Through Smart Schedule you can choose more than one shift. After you select the smart schedule, the software will automatically determine the most suitable frequency according to the punch card records in attendance calculation.

Choose the shift from the list for this group and click [OK].

## 5.4.3 Department Schedule

The department scheduling operation is the same as the group schedule. The difference is only in the object of choice. Here we need to select the department from the list at the upper left side of the interface.



### 5.4.4 Personnel Schedule

Personnel scheduling operations are completely the same as group scheduling, but when scheduling personnel, the object of choice is personnel at the top left corner of the interface.

©	Personnel ID		1				New						×		0
Attendance Device	The current quer	y conditions None		dule Type" Time"	Normal Sche	sdule 🔲			Name Test02	Number 2	Shift Type Regular Shift		Fr		(7) 58
	New Tempora	ny pont	End 1	lime"					Test	1	Regular Shift		-	=>(	
Basic Information	Personnel (C)	First Name	4				÷							0	. 6.
Shift	2														
Schedule													-	13	14
			Pers	ionnel ID		Name		1	More+ C	8				st 👘	
Group Schedule			The c	urrent query condi	tions None										
Department Schedule			Atema	tive				Sele	cted(D)				; <u> </u>	20	21
			Π.	Personnel ID	First Name	Last Name			Perso	nnel (D	First Name	Last Name	Ta		-41
Temporary Schedule			0	4											
Unscheduled Personnel							>>								
							*							27	28
							**						1	-	
			4	110.00										3	4
Exception			R	< 1-1 >	>i 50 rows	perpage ~									
Calculate Report						Save and New	O			Sancel					

## 5.4.5 Temporary Schedule

Temporary scheduling operation is the same as personnel scheduling. Because of some sudden changes in the work shift for a temporary period, some personnel may be required to work in different shifts for a temporary period. This function is used at this time to allow a temporary schedule for the personnel. The temporary shift schedule has the highest priority in all shift schedules.

©	Personnel ID	Schedule Type* Start Time*	Normal Sch	recule		Name	Number	Shift Type					0
Allendance Device	The current query cond	End Time*				Test02 Test	2	Regular Shift Regular Shift		Th	Fr	<u>\$1</u>	i
Basic Information	Personnel ID Pi				*					5 Test	6 Test		7
🗐 stati	3												
🗟 Schedule							-			12	13		14
		Personnel ID	-	Name		Morew C	( ())			Test	Test		
Group Schedule		The current query cond	itions None										
Department Schedule		Alternative	1722324753			ected(0)		12104095	1444228197		<u> </u>		$ \rightarrow $
		Personnel ID	First Name	Last Name		Perso	inei ID	First Name	Last Name	19 Test	20 Tect		21
Temporary Schodule		□ <b>1</b>											
Unscheduled Personne					3.8								
Chiechedrand Personne					*					26	27	<u>}</u>	28
					**					Test	Tet		
		H = 1-1 >	34 50 row	sperpage +						2	3		4
Exception						100	-						

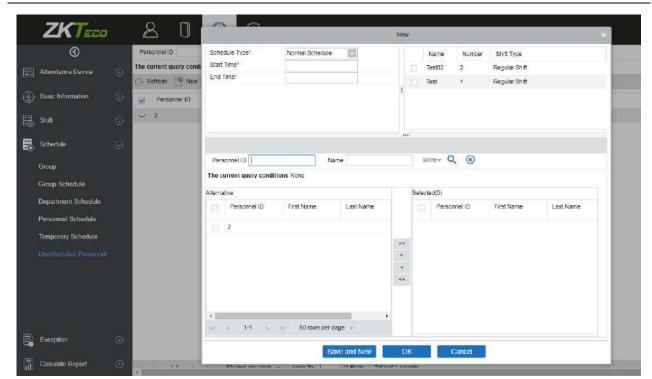
R	efresh 🍈 Delet	A.	-			Edit	×
-5 "						Lui	~
•	Temporary Type	Start Time		eduling Type	r	Normal Schedule	<ul> <li>Personnel ID Op</li> </ul>
4	Personnel	2019-12-07	1200000	Date*		2019-12-07	1 <u>Ed</u>
			End	Date*		2019-12-12	
							-
						mu	
				Name	Number	Shift Type	
			<b></b>	Test02	2	Regular Shift	
				Test	1	Regular Shift	
						OK Cancel	

# 5.4.6 Unscheduled Personnel

Calculate the person who doesn't have any scheduled.

©	Per	sonnel ID	Name	Q	$\otimes$	
Attendance Device	() The c	current query conditions N	None			
	C <sup>1</sup>	Refresh 📑 New Tempor	ary Shift			
Basic Information	•	Personnel ID	First Name		Last Name	Department Name
Shift	⊕ □	2				Department Name
Schedule	Θ					
Group	Θ					
	Θ					
Group	Θ					
Group Group Schedule	Θ					
Group Group Schedule Department Schedule	Θ					

Arranged scheduling for personnel.



# 5.5 Exception

## 5.5.1 Appended Receipt

The appended receipt is used to enter records for the personnel in case the person is out on the 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 results and the company's attendance rules after the attendance cycle ends. This version does not support the approval of exception, entered manually in the system. Data entered into the system will have an impact on the attendance calculation results.

Ø		Time From 2019-09	-25 00:00:00 To	2019-12-25 23:59:59	Personnel ID	Na	ame	More* Q (	8	
Attendance Device	æ	The current query co	nditions Time From	(2019-09-25 00:00:00)	To:(2019-12-25 23:59:59)					
	ě	🔿 Refresh 📑 Ne	w 👘 Delete 📑	j Export						
Basic Information	۲	Personnel ID	First Name	Last Name	Department Number	Department Name	Purch Time	Remark	Operation Time	Operations
Shift	۲	□ 2			1	Department Name	2019-12-25 08 00:00		2019-12-25 15:47 16	Delete
Schedule	⊕									
Exception	Θ									
Leave										
Business Trip										
Out										
Overtime										
Adjust And Append										
Adjust Shift										

### > New

1. Click [Exception] > [Appended Receipt] > [New]:

					New					
	h Date* h Time*	2019-12 00 : 0	2000 27	Remark						
	sonnel ID		Name		٩ (	8				
	urrent query cond	ditions None								
terna	tive				Se	lecte	d(0)			
	Personnel ID	First Name	Last Name	Department			Personnel ID	First Name	Last Name	Department
	2			Department Nan						
	1			Department Nan						
					>>					
					>					
					<					
					<<					
12	< 1-2 >	50 row	is ner nade 👻	Total of 2 records						
	2		to per page	101010121000100						

Fields are as follows:

**Punch Time:** Set the date and time of punch.

**Personnel:** Select the required personnel for an appended receipt, multiple choices are available.

**Remark:** Enter the reason for an 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, and CSV file format.

			Append	led Receipt			
Personnel ID	First Name	Last Name	Department Number	Department Name	Punch Time	Remark	Operation Time
1	Јепу	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	Веггу	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 to leave at different circumstances. They can apply and the leave will be displayed here:

$\odot$		Time	From 2019-09-25 (	00:00:00	To 201	9-12-25 23:59:59	Personnel ID	1	Name	
Attendance Device	$\oplus$		rrent query conditi fresh 👚 New				0.( <mark>2019-</mark> 12-25 23.59:59)			
Basic Information	$\oplus$	-	Personnel ID	First Na		Last Name	Department Number	Department Name	Leave Type	Start Tim
📆 Shift	Ð									
Schedule	$\oplus$									
Exception	Θ									
Appended Log										
Business Trip										
Out										
Overtime										
Adjust And Append										
Adjust Shift										

### New

1. Click [Exception] > [Leave] > [New]:

					New					
eave	e Type*		2	-		Leave	Requisition Photo			Browse
Start	Time*	2019-1	1 <mark>2-25 15:50:12</mark>		ľ					
End	Time*	2019-1	12-25 15:50:12		1					
Rema	ark	th <sup>2</sup>		- 25			No Pic	tures		
Pers	sonnel ID	]	Name		Q	8				
The c	urrent query con	ditions None								
terna	itive					Select	ed(0)			
	Personnel ID	First Name	Last Name	Department			Personnel ID	First Name	Last Name	Department
	2			Department Nan						
	1			Department Nan						
					>>					
					>					
					<					
					<<					

Fields are as follows:

Leave Type: Set the type of 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.

Personnel       I       a         1       b       b         1	- Refre	esh 🖭	4		1	eave Reg	uisition Photo								
ID       ID <td< th=""><th>-</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></td<>	-														
1       a         1       a         1       a         1       a         2017-12-07 12 48:00       Delete Leave Requisiton         2017-12-08 11:45:48       Delete Leave Requisiton         2017-12-08 11:45:48       Delete Leave Requisiton			1	 TRONT	MEDICAL PERS	er.				-		End Time	Operation	IS	
1 a 1 a 1 a 2017-12-06 12:57:00 Delete Leave Requisiton 2017-12-08 11:45:48 Delete Leave Requisiton	1		a	PPORT	MEDICAL PREA	ABLE		-	1			2017-12-07 12:48:00	Delete Lea	ve Requisition	Photo
	) 1		а			-			1		i l	2017-12-06 12:57:00	Delete Lea	ve Requisition	Photo
	1 1		a									2017-12-08 11:45:48	Delete	ve Requisition	Photo

### • Delete

- 1. Click [Exception] > [Leave] > [Delete]:
- 2. Click [OK] to delete.

#### • Export

You can export selected leave data in Excel, PDF, and CSV file format.

				Lea	ive				
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 16:3 27
6	Amber	Lin	4	Financial Department	Sick Leave	2017-12-15 18:38: 54	2017-12-15 18:38: 54		2017-12-15 18.3 00
9	Lillan	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

$\odot$	Tir	me From 2019-09-2	5 00:00:00 T	0 2019-12-25 23:	59:59 Personnel ID	
Attendance Device	$\oplus$			n: (2019-09-25 00:0	00:00) To:(2019-12-25 23:59	:59)
	C	Refresh e New	Delete [	Export		
Basic Information	+	Personnel ID	First Name	Last Name	Department Number	Department Name
Shift	۲					
Schedule	Ð					
Exception	Θ					
Appended Log						
Leave						
Business Trip						
Out						
Overtime						
Adjust And Append						
/ lagace / ind / uppoint						

#### New

1. Click [Exception] > [Business Trip] > [New]:

					New					
Start	Time*	2019-1	2-25 16 <mark>:</mark> 03:18			Remark				
End	Time"	2019-1	2-25 16:03:18							
Pers	sonnel ID		Name		Q	۲				
he c	urrent query cond	ditions None								
terna	tive					Selecte	ed(0)			
Ц	Personnel ID	First Name	Last Name	Department			Personnel ID	First Name	Last Name	Department
	2			Department Nan						
	1			Department Nan						
					>>					
					>					
					< <<					
12	< 1-2 >	>I 50 row	s per page 🔻	Total of 2 records						

Fields are as follows:

**Personnel:** Select personnel needs 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 the 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, and CSV file format.

				ZKTECO Business Trip				
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 18:37: 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 11:43 08

# 5.5.4 Out

- New
- 1. Click [Exception] > [Out] > [New]:

	The current que	Start	Time*	2019-	12-25 16:09:03			Remar	k.			
Attendance Device	C Refresh [	End T	ime*	2019-	12-25 16:09:03							
Basic Information	Personr											
, Shift		Pers	onnel ID		Name		۹	۲				
Simi		The cu	irrent query cond	litions None								
Schedule		Alterna	ive					Select	ed(0)			
		5	Personnel ID	First Name	Last Name	Department			Personnel ID	First Name	Last Name	Department
Exception			2			Department Nan						
Appended Log			1			Department Nan						
Leave							33					
Business Trip												
							ح					
Overtime							<<					
Adjust And Append												
Adjust Shift												
		15	< 1-2 >	>) 50 row	s per page 👻	Total of 2 records						
					Sav	e and New	Oł	¢	Cancel			
					_							

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] > [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

- New
- 1. Click [Exception] > [Overtime] > [New]:

©	Time From 20	1					New					
Attendance Device	The current que	OT Ty	/pe*	Normal C	T		Length	of Ove	ertime(minutes)	0		
	C Refresh [	Start	Time"	2019-12-	25 16:12:12		Remark	k				
Basic Information	Personr	End T	lime"	2019-12-	25 16:12:12							
l Shift		Pers	onnel ID	_	Name		Q	۲				
Schedule		The cu	urrent query con	ditions None								
		Alternal	tive					Select	ed(D)			
Exception		17	Personnel ID	First Name	Last Name	Department			Personnel ID	First Name	Last Name	Department
Appended Log		12	2			Department Nan						
Leave			1			Department Nan						
Business Trip							**					
Out							? X					
							< <<					
Adjust And Append												
Adjust Shift												
		15	é 1-2 s	>1 50 rov	s per page 👻	Total of 2 records						
					David	and New	OK		Cancel			
					Sav	e and New	OK		Cancel	10		

Fields are as follows:

**Personnel:** Select the 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, and CSV file format.

				ZKTE					
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

- New
- 1. Click [Exception] > [Adjust and Append] > [New]:

	$\odot$	Time From 24						New					
	Attendance Device Basic Information	The current que		t Type" t Date"		t Rest	1		Rema	irk			
	Dools internation	Personi											
100	Shift		Pers	onnel ID		Name		Q	8				
3	Schedule		The cu	irrent que <mark>ry</mark> co	nditions None								
			Alternat	IVe					Selec	ted(0)			
3	Exception			Personnel ID	First Name	Last Name	Department			Personnel ID	First Name	Las <mark>t</mark> Name	Department
	Appended Log			2			Department Nan						
	Leave		1	1			Department Nan						
	Business Trip							>>					
	Oul							*					
	Overtime							<<					
	Adjust Shift		ie.	( 1-2 )	>) 50 ro	ws per page 🕞	Total of 2 records						
						Sav	and New	OF	¢	Cancel			

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 to adjusting 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					
Personnel ID	First Name	Last Name	Department Number	Department Name	Adjust Type	Adjust Date	Schedule Name	Remark	Operation Time
1	Jerry	Wang	্য	General	Append Attendance	2017-12-18	Day Shift	123	2017-12-18 13:54: 54
2	Lucky	Tan	3	Development Department	Append Attendance	2017-12-18	Flexible	456	2017-12-18 13:55: 40
9	Lilian	Mei	3	Development Department	Adjust Rest	2017-12-18		adjust rest	2017-12-18 11:45: 02

## 5.5.7 Adjust Shift

#### New

1. Click [Exception] > [Adjust Shift] > [New]:

More*		Name		onnel ID	Pers	25 23:59:59	To 2019-12-	5 00:00:00	From 2019-09-28	Time	Q	
				25 23 59 59)	:(2019-12-	5 00:00:00) T	rom:(2019-09-2	itions Time F	irrent query cond	The cu	Attendance Device	9
							Export	Delete	afresh 🕒 New	C R		
) Adju	Personnel ID	Adjust Date	Adjust Type	Department Name	Number	Department	Last Name	First Name	Personnel ID		Basic Information	Ð
											shift	5
				n	Nei						Schedule	R
						ť.	personal shif	Adjust the	just Type	Ad	D Concute	ED
						]			rsonnel ID*		Exception	
									st Name partment Name	1000	Appended Log	
		*		nal Schedule Name	Origin		1	2019-12-25	just Date*			
									mark	Re		
- 11			cel	K Car	6	e and New	Sav			-		
_					-					-	Overtime	
											Adjust And Append	
		-		nai Schedule Name		e and New		2019-12-2	just Date*	Ad	Leave Business Trip Out Overtime Adjust And Append	

- 2. Adjust Type is divided into three shifts:
- 1) Adjust the personnel shift on the same day: It will adjust one personnel's shift on the same day.
- 2) Adjust the personnel shift in other days: It will adjust one personnel's shift in different days.
- 3) Two-people exchange: It will exchange shifts of two people on different days.
- A. Adjust the personnel shift on the same day:

		New	
Adjust Type	Adjust the personal shif		
Personnel ID*			
First Name			
Department Name			
Adjust Date*	2019-12-25	Original Schedule Name	
Remark			
	Save and Ne	W OK Cancel	
	Save and Ne		

**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 adjusting 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	Adjust the personal shif			
Personnel ID*				
First Name				
Department Name				
Adjust Date*	2019-12-25	Adjust Date	2019-12-25	
Remark			- J <del>.</del>	
	Save and Net	w ок с	ancel	

**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:

Adjust Type	Two people exchange			
Personnel ID*		Adjust Personnel ID*		
First Name		Adjust Personnel Name		
Department Name		Adjust Department Name		
Adjust Date*	2019-12-25	Adjust Date	2019-12-25	
Remark				

**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 Adjust Shift							
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	Adjus: Date	Renat	Operation Time
3	Leo	Hou	4	Financial Department	Adjust the personal shift in other days	2017-12-18						2017-12-18		2017-12-18 13:56 27
4	Велу	Cao	1	General	Adjust the personal shift in the same day	2017-12-18	5 5						Change to flexible	2017-12-18 14:00 27
5	Neocl	Ye	2	Marketing Department	Two people exchange	2017-12-18	8	Glof	Liu	2	Marketing Department	2017-12-18	exchange	2017-12-18 14:02 21

# 5.6 Calculate Report

## 5.6.1 Manual Calculate

Q		Personnel ID	Name	f	0	8			
Calendarice Device		The current query conditions None							
		🖽 🗔 🗆 Subordinate Level	C P	Nofresh 📝 Al	Attendance Calcul	ation			
Basic Information		Department Name	~	Personnel ID	3 FI	rst Name	Last Name	Department Number	Department Name
Shaft			12	2				1	Department Name
				1		Attendanc	e Calculation	*	Department Name
Schedule					Start Time*		2019-10-25 00:00:00		
Exception					End Time*		2019-12-25 23:59:59		
					Including resig	med personnel	Yes No		
Calculate Report									
Transactions			Ŧ		Attendance	optional time ran	ge: the first two months to the d	ayl	
Daily Attendance					Atto	ndance Calcula	ition Close		
Leave Summary					Palla.		alon close		
Daily Report									
Monthly Detail Rep	port								
Monthly Statistical Person)	Report(By								
Departmental Rep Department()	oort(By								
Annual Report(By	Person)								
				< 1-2	> >1 50	rows per page 🤜	Jump To 1 /1 Fax	ge Total of 2 records	

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.

Total Progress		
- 10	0%	
Start processing The filtration condition is ready! Initialization of database complete! Initialization of exception data complete! The operation succeeded!		*
		v

## 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.

	Attendance Device		The current query conditions Time Fr	om:(2019-89-25-00:00	(00) To (2019	-12-26 23:59:	59)							
			œ 🖻	C+ Refresh	Mimport ac	cess control n	ecord 🕑 Imp	ort U disk record	* Export					Attendance Details
			Department Name	Personnei ID	Filst Name	Last Name	Department Number	Department Name	Attendance Area	Serial Number	Device Name	Attendance Date	Data Bources	Attendance Photo
1	Shin			2	Test02		4	Department Name	Area Name	BYUJ19066	BYLU180660001	2019-12-25 16:19:19	Time Atte	
5	Schedule			1	Test		1	Department Name	Area Name	BYUJ18066	BYUJ180680001	2019-12-25 16:18:54	Time Att	
1	Exception													
1	Calculate Report													
	Manual Calculate													Personnel ID 1 First Name Test Department Department Na
				-										Attendance Date 2019-12-25 16:
	Daily Atlendance													Serial Number BYU,180660
	Leave Summary													
	Daily Report													
	Monthly Detail Report													
	Monthly Statistical Report( Person)	By												
	Departmental Report(By Department)													
	Annual Report(By Person)													

### • Import Attendance record

The attendance time records can be imported into attendance records through this function. Select the start time and end time to import, check the attendance point list and click OK.

Start Time	2019-12-25 00:00:00	
End Time	2019-12-25 23:59:59	
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.

			Pleas	e select the a	ltendance	point.			
Atte	ndance Point N	Name	Q	. 🛞					
The c	urrent query o	conditions N	one						
Alterna	ative				Selec	ted(0)			
	Attendance Point Name	Serial Number	Device Name			Attendance Point Name	Serial Number	Device Name	
				>	Å				
				3					
				<	<				
1<	< 0	> >1	50 rows per page 👻						
				OK.	Ca	ncel			
			-						

### • Import U disk record

Users can import device data to the transaction table through U disk.

©	Time From 2019-09-24 00:00	0 10 2019-12-24 23	59.5 Personi		Name	- M	ore- 🤉 🛞			
Attendance Device 💮	The current query conditions	Time From:(2019-09-2	4 00 00 00) To (	2019-12-24 23 59	59)					
	E	C Refresh	Import access o	ontrol record 🕑	Import U disk record	Export				Attendance Details
Basic Information	Department Name	Personnel ID	First Name	Last Name	Department Number	Department Name	Aliendance Area	Serial Number	De	Attendance Photo
Shift (f)										
Schedula 🛞										
				Import U	I disk record					
Exception			file format	⊯ dat						
Calculate Report 🔅			Select File	10000	未选择任何文件					
Manual Calculate			imported file r	ame format requir	ements: device senal nu an underscore "", for	mber				Personnel ID First Name
			example: "35	17171600001_alt	log dat".				19	Department Name
Daily Attendance										Attendance Date
Leave Summary										Serial Number
Daily Report				ОК	Cancel					
Monthly Detail Report										
Monthly Statistical Report(B) Person) Departmental Report(By Department)										
Annual Report(By Person)										

### • Export

It will export the 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.

The File Type	EXCEL File	۲.			
Export Mode	All data (Can expo All data (Can expo	ort up to	40000 data)		
	Select the amount	of data	to export (Can e	xport up	to 40000 data)
	From the article 1		Strip, is derived	100	Data

Personnel ID	First Name	Last Name	Department Number	Department Name	Device Serial Number	Attendance Area	Attendance	Data Sources
8	Glori	Liu	2	Marketing Department	20100501999	Area Name	2017-12-15 16:33: 13	Access Contr Device
8	Glori	Liu	2	Marketing Department	20100501999	Area Name	2017-12-15 16:33: 14	Access Contr Device
2940	Sherry	Yang	hotel	Hotel	20100501999	Area Name	2017-12-15 16:33: 16	Access Contr Device
7	Jacky	Xiang	1	General	20100501999	Area Name	2017-12-15 16:33: 20	Access Contr Device
7	Jacky	Xiang	া	General	20100501999	Area Name	2017-12-15 16:33: 21	Access Contr Device
9	Lilian	Mei	3	Development Department	20100501999	Area Name	2017-12-15 16:33: 23	Access Contr Device
1	Jerry	Wang	1	General	20100501999	Area Name	2017-12-15 16:33: 27	Access Contr Device
1	Jerry	Wang	1	General	20100501999	Area Name	2017-12-15 16:33: 29	Access Contr Device
1	Jerry	Wang	ä	General	20100501999	Area Name	2017-12-15 16:33: 34	Access Contr Device
2	Lucky	Tan	3	Development Department	20100501999	Area Name	2017-12-15 16:33: 42	Access Contr Device
2	Lucky	Tan	3	Development Department	20100501999	Area Name	2017-12-15 16:33: 43	Access Contr Device
2	Lucky	Tan	3	Development Department	20100501999	Area Name	2017-12-15 16:33: 51	Access Contr Device
2	Lucky	Tan	3	Development Department	20100501999	Area Name	2017-12-15 16:33: 59	Access Contr Device
2	Lucky	Tan	3	Development Department	20100501999	Area Name	2017-12-15 16:34: 00	Access Contr Device
<b>M</b>	Jerry	Wang	া	General	20100501999	Area Name	2017-12-15 16:34: 03	Access Contr Device
1	Jerry	Wang	1	General	20100501999	Area Name	2017-12-15 16:34: 04	Access Contr Device
21	Jerry	Wang	1	General	20100501999	Area Name	2017-12-15 16:34: 05	Access Contr Device
S1	Jerry	Wang	1	General	20100501999	Area Name	2017-12-15 16:34:	Access Contr

# 5.6.3 Daily Attendance

The table shows personnel's daily attendance status, punch time, the early leaving time, the latest time, and the detailed punch time during the selected period.

Ø		Time From 2019-09-25 00:00:00	To 2019-12-25 23 51	9.59 Personni	el ID	Department Nar	TE .	More Q	8		
Attendance Device		The current query conditions Time Fr	rom:(2019-09-25-00:00:	00) To (2019-12-28 2	3.59.59)						
		•	C+ Refresh	Export							
Basic Information		Department Name	Personnel ID	First Name	Last Name	Department Number	Department Name	Record Date	Record Times	Earlest Time	Latest Time
shint.			1	Test		1	Department Name	2019-12-25	1	16:18:54	16:18:54
Schedule			2	Test02		1	Department Name	2019-12-25	1	16:19.19	16.19.19
Exception											
Calculate Report											
Manual Calculate											
Transactions											
Leave Summary											
Daily Report											
Monthly Detail Report											
Monthly Statistical Rep Person)	oort(By										
Departmental Report(E Department)	Зу										
Annual Report(By Pers	son)										

### • 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.

All Data (export)	up to 3000	00 pieces of data	a)	
Select data volu	me export	(export up to 30	000 pie	ces <mark>of data</mark> )
From the article	1	Strip, is derived	100	Data
	Select data volu	Select data volume export	Select data volume export (export up to 30	Select data volume export (export up to 30000 pier

Personnel ID	First Name	Last Name	Department Number	Department Name	Record Date	Record Times	Earliest Time	Latest Time	Punch Time
ï	Jerry	Wang	1	General	2017-12-15	36	16:33:27	18:28:38	16:33:27:16:33: 16:33:24:16:34: 16:34:04:16:34: 16:34:06:16:35: 17:36:26:17:42: 17:36:26:17:42: 17:42:21:17:42: 18:22:20:18:22: 18:22:18:23: 18:23:52:18:24: 18:23:52:18:24: 18:25:14:18:28: 18:25:14:18:28: 18:25:14:18:28: 18:28:36:18:28: 18:28:36:18:28: 18:28:36:18:28: 18:28:36:18:28: 18:28:38:18:28: 18:28:28:28:18:28: 18:28:38:18:28: 18:28:38:18:28: 18:28:38:18:28: 18:28:38:18:28: 18:28:38:18:28: 18:28:38:18:28: 18:28:38:18:28: 18:28:28:28:18:28:28:18:28: 18:28:28:28:28:28:28:28:28:28:28:28:28:28
2	Luoky	Tan	3	Development Department	2017-12-15	28	16:33:42	18:26:56	10:33:42:10:33: 10:33:51:10:33: 10:34:00:10:36:1 10:35:00:17:36: 17:59:03:17:59: 17:59:03:17:59: 10:05:07:18:06: 18:09:35:18:09: 18:29:20:18:29: 18:29:25:18:29: 18:29:55:18:29: 10:33:16:10:34!
2940	Sherry	Yang	hotel	Hotel	2017-12-15	17	16:33:16	18:28:23	16:34:10;16:35 16:35:09;17:35 17:43:01;17:43

## 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.

Ô	Time From 2019-09-25 00:00 00	To 2019-12-25 23:59:5	Personnel	D	Department Na	erne .	More +	Q ®					
Attendance Device	The current query conditions Time F	nom (2019-09-25 00:00:00)	To (2019-12-25 23)	59:59)									
		C Refresh	Export										
) Basic information	🗋 Department Name	Personnel ID	First Name	Last Name	Department Number	Department Name	Casual	Mamaga	Materrity	Sick	Annual	Berdaverns	
Shift							Leave	Leave	Leave	Leave	Leave	Leave	Leav
Schedule													
Diception													
Calculate Report													
Manual Calculate													
Transactions		1											
Daily Attendance													

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 the 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.

		Expo	ort		×
The File Type	EXCE	L File	•		
Export Mode	All I	Data (export up t	o 30000 pieces	of data)	
	Sel	ect data volume (	export (export u	p to 30000 pieces	of data)
	Fror	n the article 1	Strip, is d	erived 100	Data
				AL ST	
<u>.</u>	ß	ОК	Cancel		
		ZKT Leave S			
Personnel ID	First Name	Last Name	Department Number	Department Name	Leave Type Statistics
1	Jerry	Wang	1	General	Casual Leave(1) Marriage Leave(0) Matemity Leave(0) Sick Leave(0) Annual Leave(0) Breastreeding 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) Breavement 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)

# 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.

	©		Time From 2019-09-25 00:00:00	To 2019-12-25	23:59:59	Personnel	ID		Depa	rtmen	t Name		Mo	ie= Q	8				
国 4	Attendance Device		The current query conditions Time	From: (2019-09-26 0	0.00.00) To	(2019-12-25 23	(59:59)												
			œ 🖂	C. Rotor	ah 📑 Exp	ort													
) I	Basic Information		Department Name	Personne	i		Departme	nt	Attendance	We	Shift Inform	nation		Punch	Punch	Attendane	e (minutes)		Overtime (
B, s	Shift			ID.	First	Last Name	Number	Name	Date		Number	Name	Work on/off Time	Time	Court	Should	Actual	Valid	Waekday
1, 1	Schedula			3	Test		1	Department	2019-10-25	Fr									
1	Schedule			1	Test		1	Department	2019-10-28	Sa									
1	Exception			1	Test		1	Department	2019-10-27	su									
				8	Test		1	Department	2019-10-28	Mo									
	Calculate Report				Test		1	Department	2019-10-29	Ти									
N	Aanual Calculate			3	Test		1	Department	2019-10-30	We									
				. 3	Test		5	Department	2019-10-31	Th									
	iransactions				Test		1	Department	2019-11-01	Fr									
D	aily Atlendance			1	Test		1	Department	2019-11-02	sa									
	eave Summary			8	Test		1	Department	2019-11-03	Su									
	Tally Report			1	Test		1	Department	2019-11-04	ħfo.									
				2	Test		3	Department	2019-11-05	Tu									
	Ionthly Detail Report			π.	Test		1	Department	2019-11-06	We									
P	fonthly Statistical Repr <sup>3</sup> erson)	ort(By		1	Test		1	Department	2019-11-07	Th									
0	epartmental Report(B )epartment)			<b>*</b>	Test		4	Department	2019-11-08	Fr									
	vinual Report(By Persi	on)		3	Text		1	Department	2019-11-09	<b>e</b> 9		110							,
				10 0	1-50 >	50	rows per pa	ne - Jumi	pTo 1	GP	age Total	of 124 rec	orda						

### • 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.

	E	xport			,
The File Type	EXCEL File	۲	61		
Export Mode	<ul> <li>All Data (export u</li> <li>Select data volum</li> </ul>				ces of data)
	From the article		Strip, is derived	Second Second	Data
	ок		Cancel		

												tecc Rept											
DM I	NIDE	Lastframe	Deci	Tiel T	100 million (100 million)			Softictication	11	and the second se		ADendar cechtinate?				S	(Dreft)	WEITENLEY)		1 C	Long.	000000001	
	Prethane	Lastrate	Norther	Farm	ACHICATER State	Yeat	Notes	- Name	West are all Tree	Farca firm	there is a second secon	Adult	Nebd -	Late (Winds)	Catypennal	Tues lainy	Variation	diabier .	See	Acces	Lawre		0
2940	Bary	Yers:	failer .	Fisled	2017-12-16	P4	1	Day 2145	CECC 1010	201-00-16:30	-02	-6/3	4301	8	0	•	1	. e				D	1 34
1	Arry	There		Grand	2017-12-15	Pi	1	Deritiet	00107-0100	ER-40-1635	-480	495	216		84			d d		1 1		0	1 2
2	-		•	Detelopment Construct	3017-12-15			DerDien	0900-1900	10-10-18.35	-482	-05	216		25	۰		¢			•	e	- 3
	Last	Hen	. a.	Featural Department	2012.12.18	Pi		Dertie	1002.000	10 dl. 19 34	.483	<i>2</i> %	708		34			e			•	10	1.58
4	Lary .	Cart	2 231	Cananal	3817.12.18	Pr	1 1 2	Day Cult	DOLC WILD	DH JEL HASA	40	215	307	1	83	8	1 1	C 18	C	10 III III III		0	1
5	Tetti	70	7	Martaling Experiment	840-486	11	1	Der SMI	(20C-803	10.9G-10.38	453	405	54	50	84		n			1	. 0	. 6	
8	Arter	(	4	Feature:	3917-12-18	Pt.	,	Der Set	0905-800	1010-1035	45)	10	348	59	85	0	D	Q		.0	0	0	
1	dem /	iore .	S (1) 2	General	2017-02/6	Pr.	1	Der Set	006-000	8050-054	480	66	344	.50	- 65	0	D	0			0	0	1
5	Gion	-14		Na teblij Čecetnest	2017-12-15	fi	1	Say part	000-000	(-15:35	400	Ð	æ	r	et	6	D	e		395		.0	1.3
	ille*	Mei		Development Dependent	211712-18	Pt.	1.	Der Dief	10.00-10.00	[·1134	-400		c.		66			e		201			1 - 4

### 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.

User

	Q		Statistics of Month 2019-12	Personnel I	0	Dep	artment Name	More *	Q	۲												
	Atlandance Davice		The current query conditions Statist	cs of Month (2019-12)																		
				C+ Refresh	f Export																	
۱ 🕃	Basic Information		Department Name	Personnei ID	First Name	Last Name	Department Number	Department Name	tat	2nd 3	rd 40	n 58h 68	h 7th	8th	9th	10# 1	in 12	28 138	141	158 1	8t 17	ti 18
曝 :	Shift																					
				2			ii .	Department Name				NS N		NS	NS	NS N	IS N	IS NS	NS	NS	NS N	IS 1
5.	Schedule			1			3	Department Name	R	5 5		0 0	-	Ξ	-	2 5		1	R	R		100
<b>.</b>	Exception																					
<b>.</b>	Calculate Report																					
N	Manual Calculate																					
1	Transactions																					
	Jaily Attendance																					
	leave Summary																					
	Daily Report																					
A.	Monthly Statistical Rep Person)	ort(By																				
1	Departmental Report(E Department)	īy																				
	unual Report(By Pers	ion)		4 Expected/Actual	-√ Late - L. Ear	V · E Absert · c	No Check-In - [ No Check-	Out-1 Leave - J Over	ime	Adual	Reat -	= Appent	Attend	iance -	• B	anee	Trip - 1	T Out	G			
								(1 Page Total of 2 rec									10		-			

The attendance status is displayed as per the following priority at the bottom of the interface:

Expected/Actual : 🗸 Late : < Early : > Absent : 🗆 No Check-in : [ No Check-out : ] Leave : Ω 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.

to 30000 pieces of data)
- 전 전 위에 비해 가장 것 같은 것 것 같아요. 이 것 같아요. 한 것 같아요. 이 것 것 것 것 것 것 같아요. 이 것
e export (export up to 30000 pieces of data)
Strip, is derived 100 Data

																					CHER .																				
-	TRADE	101100	100.000	- 10	480	1.81	- 101	114	2.0	22 I	80 I	-	-	1100	14734	-		200	24	- 554	-	801	100		- 271	-	1001			1741	475	-	-	1.00	and in	-	-		1	10	1.0
-	0.00	-	1.2				- 14	1.14	1 2		w.	a.		M.	H.		1.4	1 10						-	-	-	1	1	-	1			S - 2	5 0	- be		- 16	M	11	0.0	
Talanta -	25 M	- 184	-	×.			< H.	- M.			14	м.		м.,	- 46	м.		1				1 1			-			-	-		-		8 3	8	< M		10				
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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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Attendance Device		The current query conditions Statisti	cs of Month (2019	2-12)														
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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.

The File Type	EXCEL File	۲			
Export Mode	All Data (export)	up to 30	000 pieces of data	i)	
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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, and so on.

©		Statistics of Month 2019-12	Depar	tment Name			Q	×										
Attendance Device		The current query conditions Statisti	ice of Month (2019-	12)														
			C+ Refres	h 📑 Expa	a: I													
Besic Information		📑 Department Name	Departme	eit.	Attendary	ce (hour)		Attendan	te (day)		Late		Earty		Overtime (	hour)		
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Exception																		
Calculate Report																		
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Leave Summary																		
Daily Report																		
Monthly Detail Report																		
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Monthly Detail Report	port(By																	

### 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.

The File Type	EXCEL File	2			
Export Mode	All Data (expo	ort up to 3	30000 pieces of data	)	
	Select data vol	olume ex	port (export up to 30	000 pie	ces <mark>o</mark> f data)
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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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2) Attendance Device		The current query conditions Statist	tics of Year: (2019)															
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3) shin			ID.	First Name	Last Namo	Number	Name	Should	Actual	Valid	Should	Actual	Valid	Duration (minutes)	Times	Duration (minutes)	Times	Weekday
Schadula			2	Test02		t	Department		0.0	0.0	0.0	0.0	0.0	0	0	0	0	0.0
Exception			4	Test		1	Department	162.0	0.0	0.0	20.0	0.0	0.0	0	0	0	0	0.0
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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.

The File Type	EXCEL File	•			
Export Mode	All Data (export)	up to 30	000 pieces of data	)	
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# 6 <u>VMS</u>

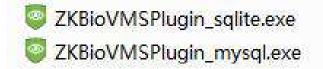
VMS function and VMS Plugin (client program) are software application functions based on the video service launched by ZKTeco. It can be used with Digital Video Recorder (DVR), Network Video Recorder (NVR), Network Camera or IPC, Network Storage Devices, and more. It supports multiple functions such as device management, preview, playback, event reception, decoding management, video alarm, log query, and access control video linkage.

It provides flexible and diverse deployment solutions to meet the needs of various environments in small and medium-sized projects.

# 6.1 Installation

### Install the VMS Client

- Please choose to install the VMS module during the installation of ZKBio Access IVS,
- There are two versions of the VMS client program, MySQL, and SQLite. There is no difference in use. Please choose any one to install.



## 6.1.1 VMS Client Configuration

After the installation of VMS client, double-click to open the client application.

### Configure the Client Server

On the Login page, click [Choose site], and then click [Site management] to go to the site configuration page.

Į	ZKBIO VMS Plugin	× ① <u>Choose site</u>
	admin	
*		
	emember password	
₹ ₹ □	English	

## Setting the Server Information on Site Management:

- **Name:** Enter the site name or the arbitrary name.
- **IP address:** Enter the Server address. If the client and server are on the same computer, the address can be filled in as 127.0.0.1.
- **Port:** Enter the port number as 5252.

ite mana	gement		- ×
Site list No. (	1 Name	2 IP address 3 Port	Add
1	Leo	192.168.213.103 5252	Edit Delete

- > Login to the VMS Client
- After setting the Server information you can login to the VMS Client.
- The login Username and Password of the VMS client are the same as that of the VMS server.

	ZKBIO VMS Plugin	× <u>Choose site</u>
2	admin 1	User Name
*	••••••	Password
٢	English 🔹	
🗌 Ren	nember password 🛛 Auto login	

#### > Login to the VMS Server- ZKBio Access IVS VMS Module

- Enter the server's IP address and port number in the web browser address bar to access ZKBio Access IVS VMS module.
- On the Login page, enter the username and password to go to the VMS module.

1 http://139.159.226.154:8098/	o - ۵	3 3 ZKBio Access ×	
	<b>()</b> ZKBi	o Access	
0		User Login fin free brook will control	n 78-minus) asurada atawa
?			مرد Forget Password?
		Lo	ogin

• On the VMS module of ZKBio Access IVS, click the [Video] icon to go to the VMS module management interface.

ZKTECO	8 O	(1)	Ø			
Ø	Device Name	Serial Nu	mber	Μ	lore 🕶 🔍 🛞	
Video Device 😑	The current query conditi		vice 🔲 Equipn	nent timing 🗸 E	nable 🖉 Disable	
Video Device	Device Name	Serial Number	Area Name	IP Address	Port Protocol Typ	pe
Video Channel						

# 6.2 VMS Management

# 6.2.1 Video Device

On the VMS module, click [Video Device] to go to the Video Device module.

## 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.

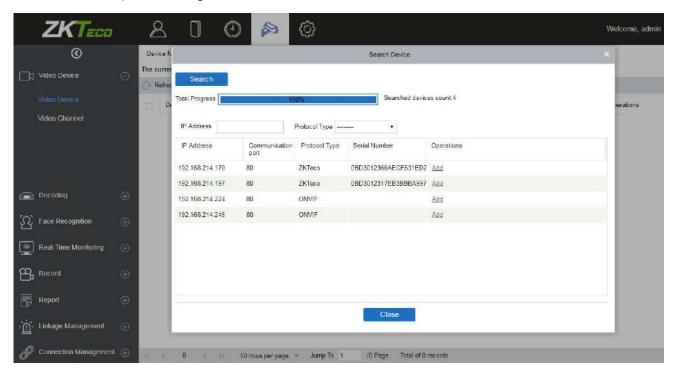
P Address*			
Port*	80		
Device Name*	1		
Username*			
Password			
Area Name*	Area Name		
Protocol Type*	ONVIF	-	

#### 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.



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.

otal Progress			New	×
IP Address		IP Address*	192.168.214.170	
IP Address	Commu	Port*	80	
	port	Device Name*	192.168.214.170	
2.168.214.170	80	Username*		
168.214.197	80	Password		
2.168.214.224	80	Area Name*	Area Name	
02.168.214.245	80	Protocol Type*	ZKTeco	
			OK Cancel	

**SNote:** 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.

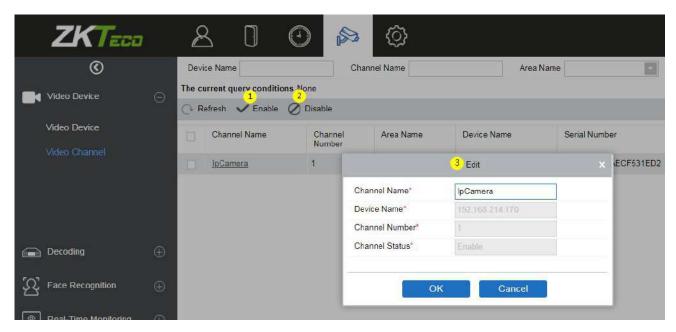
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			Devi	ce Name	Serial Nur	nber	Area N	ame		IP Address	Port	Protocol Type	Device Model
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Real-Time Monitoring	$\oplus$			1.00	_	_	_					_	_

#### 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.



# 6.2.2 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.

#### > 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.

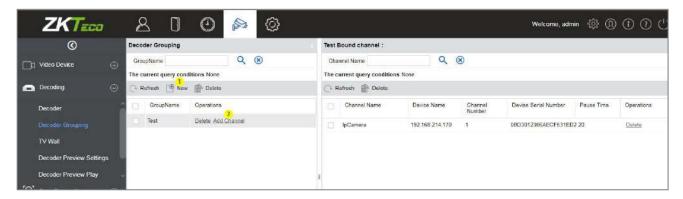
ZKTECO	8 D		) O			
®	🔿 Refresh 📑 New 👔	Delete Q S	earch Device			
🗍 Video Device 🛛 🕀	Serial Number	D	ecoder Name	IP Address	Port	Status
Decoding 🖂	-			Search Device		
Decoder Decoder Grouping	3 Search Total Progress	10	0%	Searched	I devices count:"	1
TV Wall	IP Address					
Decoder Preview Settings	IP Address	Communication port	Serial Number	Oper	ations	
Decoder Preview Play ↓	192.168.214.249	5050	014D012373B812BE	0556 <u>Add</u>		

#### > 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.



## 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.

User

ZKTECO	5	& 0	<ul> <li>(i)</li> <li>(ii)</li> <li>(iii)</li> <li></li></ul>	
$\odot$	1	Decoder Grouping		Test Bound cha
Video Device	Ð	GroupName	Q 🛞	Channel Name
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Decoding	Θ	🔿 Refresh 📑 New	Delete	C Refresh
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Decoder Grouping	1	Test	Delete Add Channel	IpCamera
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Decoder Preview Setting	is 🤟	Gro	upName* Hello 2	
Decoder Preview Play	~			
Face Recognition	$\oplus$			
Real-Time Monitoring	ŧ			
Record	$\oplus$			
Report	$\oplus$		Save and New OK	Cancel
de la companya de la	~			

# 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.

	Add Channel									
Cha	nnel Name		De	vice Name			Pa	ause Time 20	Q ®	
The c	urrent query	conditions	None							
Alterna	ative						Selecte	ed(0)		
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					ок		Car	cel		

## > TV Wall

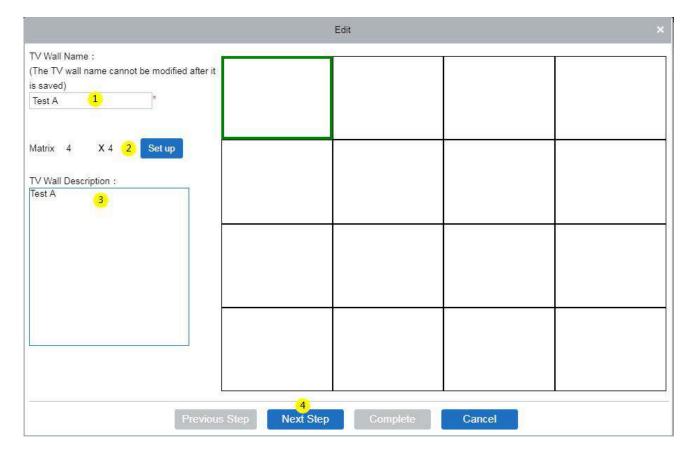
The TV wall is used for setting the size of the video display that is joined together by the display screen. It can be added, edited, enabled, or disabled in the TV Wall menu.

On the Decoding module, click [TV Wall] to go to the TV Wall interface.

ZKTzco	P.	8	0 (	Ð 🔊	$\bigcirc$
®		C Refresh	🖲 New		
Video Device	$\oplus$	TV Wall Name	Enable	Description	Operations
		Test	0	Test	<u>Edit Delete Enable Disable</u>
Decoding	Θ				
Decoder	ê				
Decoder Grouping					
TV Wall					
Decoder Preview Setting	is 🔍				
Decoder Preview Play	v				

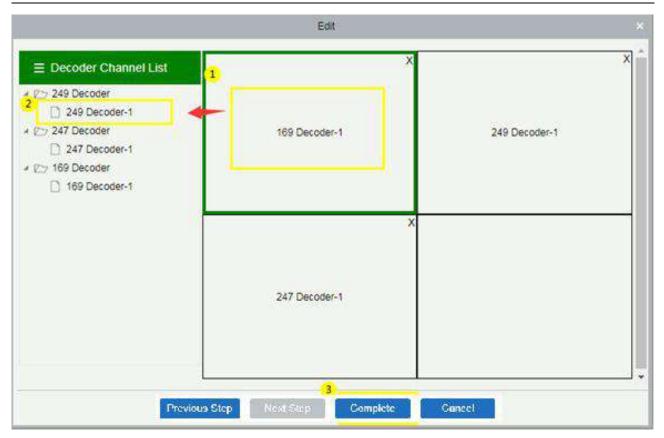
#### Add a new TV Wall Settings:

- 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.



#### 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 drop-down 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.

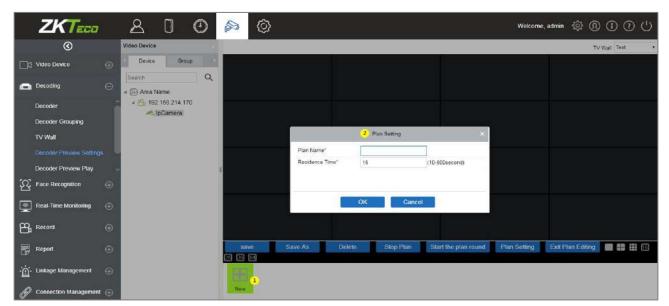
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🗍 Video Device 🕀	Device Group Search	a				
Decoding 🔾	4 ( Area Name	8				
Decoder	<ul> <li>A 192.168.214.170</li> <li>A IpCamera 1</li> </ul>					
Decoder Grouping						
Decoder Preview Settings						
Decoder Preview Play						
Eace Recognition						
Real-Time Monitoring 🕀						
🛱 Record 🕀						
Report 🕀		200 200 200 200 200 200 200 200 200 200	Save As	Delete Stop Plan S	art the plan round Plan Setting	Exit Plan Editing 📑 🖶 🛄
-ஹ்- Linkage Management 🕀		<b>H</b> 10				
🖉 Connection Management 🕀		New				

#### 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.



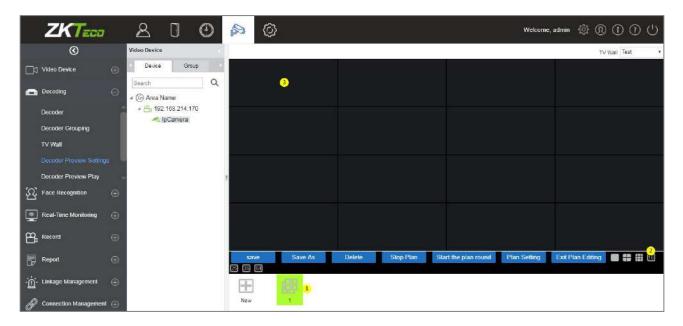
#### **Division (Created/Existing Plan Name)**

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.

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.

ZKTECO	800		0		9 <b>1</b>	Veikcome, admin 🔅 🔋 🚺 🍞 🕛
Ø	Video Device					TV Wali Test 🔽
S Video Device	Devke Group	q				
💼 Decoding 😑	🛥 🌀 Area Name	~	1			
Decoder	<ul> <li>A 192.168.214.170</li> <li>A 1pCamera 2</li> </ul>					
Decoder Grouping						
TV Wall						
Decodor Preview Settings						
Decoder Preview Play						
Decoder Playback		2				
요 Face Recognition 😑						
💽 Real-Time Monitoring 🕀						
Record 🕀		3.	Save As	Delete Stop Plan Start the p	lan round Plan Setting Ext Plan Edit	ng 📰 📰 🏭 16 🗷 16 🖂
Raport 🕀			邮			
- 📺 - Linkage Management 😑		New	Ť			
🖉 Connection Management 😑						

#### 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.

ZKTECO	8	00	Ø	Welcome, admin 🔅 🕦 🔅 🕐 🕛
©				TV Wali Test 1 🔹
🔄 Video Device 🕀				Test
Decoding 🖂				
Decoder Grouping				
TV Wall				
Decoder Preview Settings				
Decoder Preview Play				
Decoder Playback				
요 Face Recognition 🕀				
👜 Real-Time Monitoring 🕂				
🛱 Record				
📑 Report 🕀				4 3 Stop Plan Start the plan round
- 📺 - Linkage Management 🕀	199	2		
🔗 Connection Management 🕀				

#### Decoder Playback

On the Decoding module, click [Decoder Playback] to go to the Decoder Playback interface.

#### **Functions and Operations**

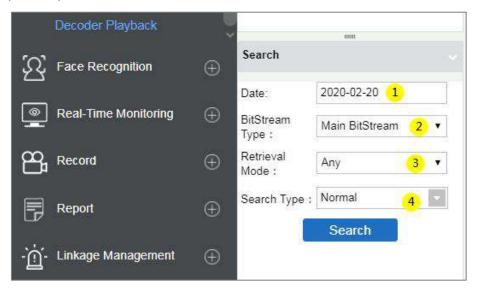
- 1. **TV Wall** The upper right corner is the TV wall, and the binding relationship between the TV wall and the video device can be selected.
- 2. **Device and Storage Server** Select the required video from the Device or the Storage server on the left upper column of the interface.

#### 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.



Bitstream Type: Select either Main Bitstream or Sub bitstream from the drop- down list.

Decoder Playback	÷		1001
	Ð	Search	
		Date:	2020-02-20
Real-Time Monitoring	$\oplus$	BitStream Type :	Main BitStream 🔹
$\sim$	~	Retrieval	Main BitStream
Record	$\oplus$	Mode :	Sub BitStream
Report	$\oplus$	Search Type :	Normal
			Search
- ဤ - Linkage Management	$\oplus$		

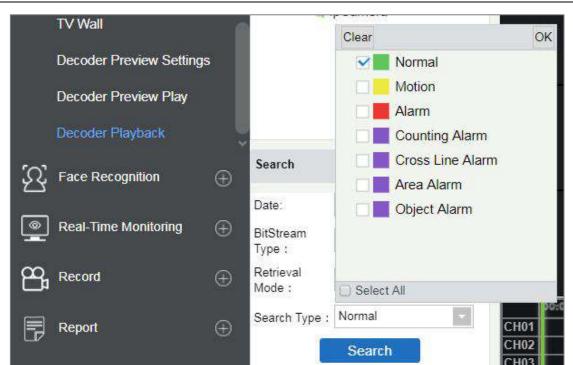
Retrieval Mode: Select either Any or All from the drop- down list.

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.

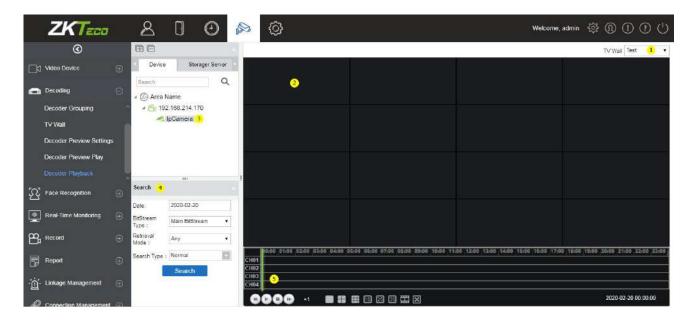
**Any**: If the Retrieval mode is **Any**, then the **Search** function searches and retrieves only the videos that meet the checked-in alarm options.

Decoder Playback	÷		INIT
Recognition	÷	Search	
		Date:	2020-02-20
Real-Time Monitoring	Ð	BitStream Type:	Main BitStream 🔹
Record	$\oplus$	Retrieval Mode :	Any 🔻
Report	Ð	Search Type :	·
-ஹ்- Linkage Management	$\oplus$	_	Search

**Search Type**: You can choose Normal, Motion, Alarm, Counting Alarm, Cross Line Alarm, Area Alarm and Object Alarm.



- 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.

0	œ ⊡					TV Wall 2x2
🦙 🖞 Video Device 🛛 🕀	Device 8	Storager Server	169 Decoder-1	X 249 Decoder-1		
Decoding 💮	Search 4 ④ 医域名称	Q 📋	CH01	CH01	CH01	แค้ไทยกไทยกไทยก
Decoder Decoder Grouping	4 (© 123 3 4 🔓 192 168					
TV Wali	- CH01 - 合: 192 168 232 - 20陵か公	2.161	247 Decoder-1	×		
Decoder Preview Settings Decoder Preview Play	4 🕒 192 168 232		181-CH1			
	Search Date: 2019-12-26					
🕘 Real-Time Monitoring 🕀	BitStream Main BitStn Type :	eam 🔻	00100 01:00 02:00 03:00 04:00 05:00 06:00 0	17:00 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 23:0
තු Record 🕀	Retrieval Any Mode :	•				
🖥 Report 💮	Search Normal,Mot Type : Searc		<mark>2</mark> © ◯ ◯ ◯ ∧ ■ ■ ■ ■ ■ ■ ■ ■			2019-12-26 00:00:00

# 6.2.3 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.

#### > White List Group

#### White List Group Management of Personnel:

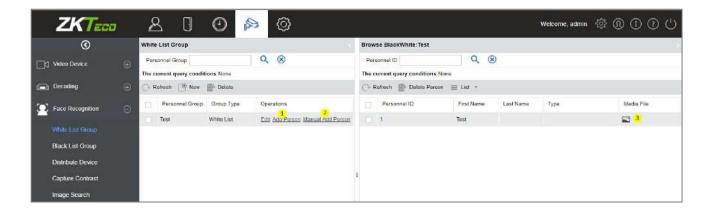
On the Video Device interface, click [Face Recognition], then click [White List Group], and then click [New] to add a new white list group.

Enter the Personnel Group name and click [OK].

ZKTeco	ř.	8 I O 🔊 🔊
Ø		White List Group
J Video Device	Ð	Personnel Group
	28 	The current query conditions None
Decoding	Ð	🕞 Refresh 🔮 New 🕋 Delete
Face Recognition	Θ	Personnel Group Group Type Operations
White List Group		New X
Black List Group		Personnel Group*
Distribute Device		
Capture Contrast		2
Image Search		Save and New OK Cancel
Real-Time Monitoring	$\oplus$	

## Add Person

On the White List Group interface, click [Add Person] to add the personnel to the white list group.



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 Perso	n				
Pers	onnel ID	Q®	)						
The cu	arrent query conditions Nor	ne							
Alterna	tive				Selecte	:d(1)			
	Personnel ID	First Name	Last Name			Personnel ID	First Name	Last Name	
	2	ZKTeco				1	Test		
	< 1-1 > >1	60 rows per page	<ul> <li>Total of 1 records</li> </ul>	>> < ~					
15	4 - 140 - 3 - 31 - 3	oo rows per page	iotation ( )ecclus			X (			
				ОК	Car	cel			

#### Manual Add Person

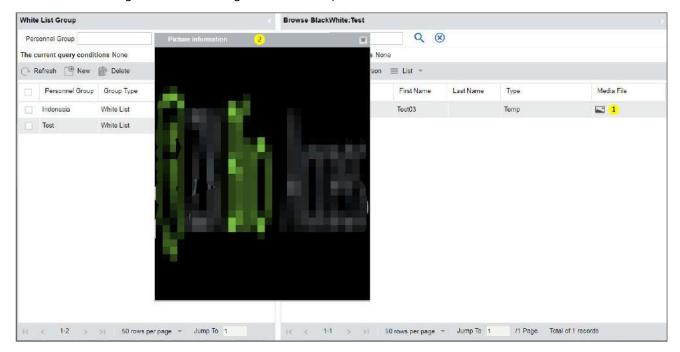
On the White List Group interface, click [Manual Add Person] to temporarily add the personnel to the white list group.

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.

	Manual Add Pers	son	>
Personnel ID*	3 1		
First Name*	Test03	52	
Last Name		(Optimal Size 120*140).	
		Browse 3 Capture	

Click the 📖 image button to enlarge and view the photos of whitelist.



#### 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.

	2	20	🕑 🥻	D 🖉					Welcome, admin	\$ @ () @ ('
0		Black List Group			Brow	vse BlackWhite:Test0	2			
] Video Device		Personnel Group		Q (8)	Per	sonnei ID	9.0	)		
		The current query condi	tions None		The o	current query condition	s None			
Decoding		🔿 Refresh 📑 New	Delete		C+ F	Refresh 🁚 Delete Pe	rson $\equiv$ List $*$			
Face Recognition		Personnel Group	Group Type	Operations		Personnel ID	First Name	Last Name	Туре	Media File
		Test02	Black List	Edit Add Person Manual Add Person		7173	test2			<b>_</b>
White List Group										
Distribute Device										
Capture Contrast					I					

To manage blacklist personnel, you can ① add existing personnel in the ZKBio Access IVS system to the blacklist group; ② you can temporarily add personnel to the blacklist group for control.

ZKTECO	8 I O 🔊 Ø	Welcome, admin 🍕 🛞 🧃	D @ U
0	Black List Group	Browse BlackWhite:Test02	2
Video Device 🕀	Personnel Group Q 🛞	Personnel ID	
	The current query conditions None	The current query conditions None	
Decoding 🕀	🕞 Refresh 📑 New 🕋 Delete	$\bigcirc$ Refresh from Delete Person $\equiv$ List *	
💭 Face Recognition 😑	Personnel Group Group Type Operations	Personnel ID First Name Last Name Type Media	ia File
White List Group Black List Group Distribute Device	Testő2 Black List Edit Add Person Manual Add Person	2 7173. test2	

Click ② to temporarily add a blacklist. To temporarily add a blacklist, you must add a photo.

	Manual Add Perso	n ×
Personnel ID*	3 1	
First Name*	Test03	
Last Name		(Optimal Size 120*140).
		Browse 3 Capture
la	Save	Close

#### > Distribute Device

It is used to deliver black and white list groups to NVR devices that support face recognition.

Refresh	New m Delete	Enable Task		
Distr	ibute Control Name	Distribute Device	Group Name	Operations
DC1		192.168.213.160	1 <mark>4</mark> 3WG	Edit Delete
ewqe	q	192.168.213.160	erwe	Edit Delete

Click [Face Recognition] > [Distribute Device] > [New] to add a device group for black and white list assignment.

- ① Select the NVR device that needs to send the black / white list.
- ② Select the black / white list group that needs to be sent.

istribute Control Name*	Watch Control 1	12.2
Distribute Device*	192.168.214.244	1
Group Name*		2
	White List 1	1
	Black Group1	

**Note**: 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.

ZKTECO	k.	2 I O 🔗 Ø	Welcome, admin 🚯 🕼 () ()
Ø		VMS System	
S Video Device	Ð	VMS Connection Path http://172.30.4.203/8489	
Decoding	Ð	BioSecurity         Http://172.30.4.203.8098	
Face Recognition	⊕	Save The File	
Real-Time Monitoring	⊕	Video File Path: D18ioSecurityFileIvidivideoLinkageFile	
Record	$\oplus$	Video File Clean Up When disk space is less than 1 GB : delete the previous photos i do not capture	
🗒 Report	Ð		
-ற்- Linkage Manager	€	Set Server Info For NVR Device         1           Sat Server Path For NVR Device         http://122.30.4.203.8098         (eg.http://127.0.0.1.8098)	
	Θ		
Connection Manager		2 0	

#### Capture Contrast

Real-time monitoring of NVR and its camera to capture and contrast the black and white list personnel.

- (1) Monitors and displays the Whitelist Personnel List.
- (2) Monitors and displays the Blacklist Personnel List.
- ③ Full 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.



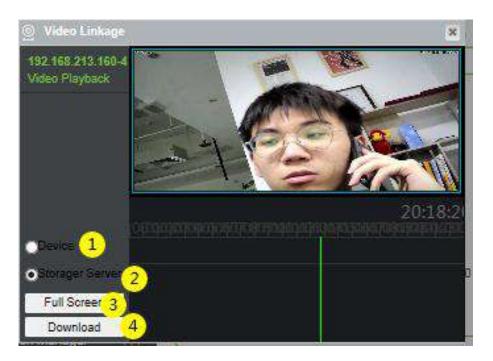
Click ① to view the real-time monitoring screen; click ② to view the video alarm recording.



• Real-Time Monitoring Screen.

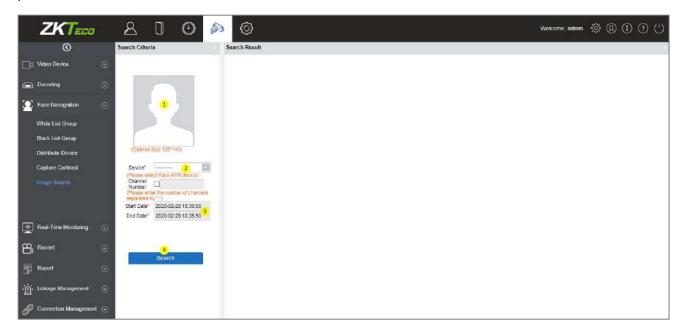


- View the video record within 10 seconds before and after the Alarm.
- 1 Play the video in the device.
- 2 Play the video in the storage server.
- ③ View the video in full screen.
- (4) Click [Download] to download the video.



#### > Image Search

You can search for matching faces captured by related NVR and camera devices by uploading photos of personnel.

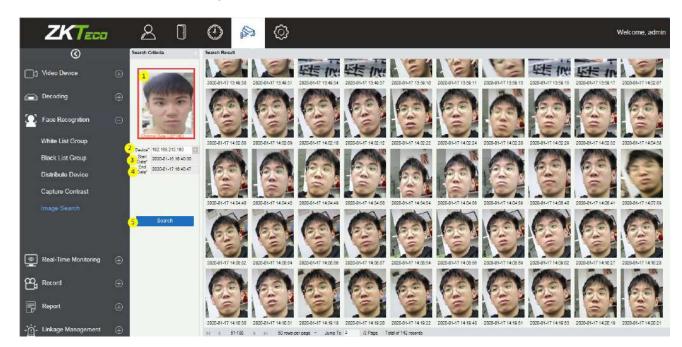


Upload Image: Click to upload photos of personnel who needs to be searched.

**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.



# 6.2.4 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.

# > 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.

	<u>19 12 12 1</u>			
©	Group		Channel	
	Group Name	Q (8)	Channel Name	Q. 🛞
	The current query conditions		The current query con	
Decoding	C Refresh TNew P	Delete	C+ Refresh 👚 Dele	eta
C Face Recognition	Group Name	Operations	Device Name	Channel Name
Real-Time Monitoring		2 Nea	×	
		Group Name*		
Layout				
Video Preview		Save and New O	K Cancel	
Record				
4				
P Report				

Click [Add Channel] to add video channels to this group.

			Add Chan	nel			
Dev	ice Name	Channel Name			Q 🛞		
The c	urrent query conditions Non	e					
Alterna	ative			Selecte	ed(0)		
	Device Name	Channel Name			Device Name	Channel Name	
	192.168.214.170	IpCamera					
			>>				
			>				
			< <				
1<	< 1-1 > >( )	50 rows per page 👻					
		OF		Car	cel		
				100			

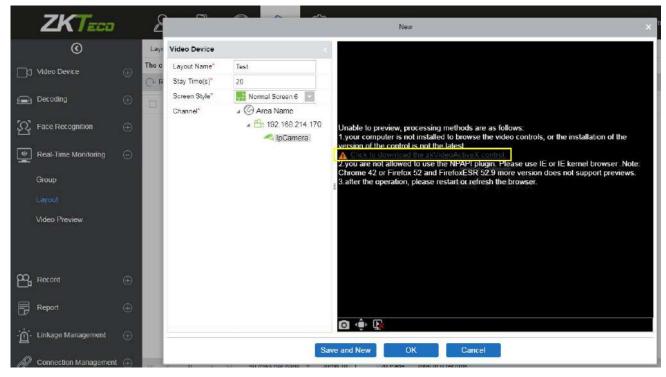
# > Layout

It sets the display style of the OCX and displays the bound video channels.

Click [Layout] > [New] to add layout settings.

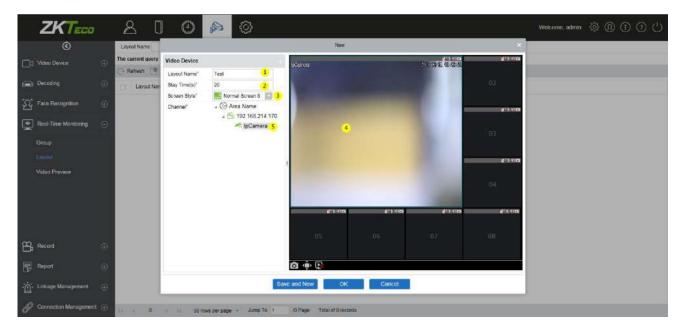
	ī	<u>8</u> 0 (	Ð 🙈 (	3
©		Layout Name	Q 🛞	
() Video Device	Ð	The current query conditions		
Decoding	Ð	C Refresh New	Delete Stay Time(s)	Туре
S Face Recognition	Ð			
Real-Time Monitoring	Θ			
Group				
Layout				
Video Preview				

For the first time users, click "Click to download." and install the "zkVideoActiveX" plugin.



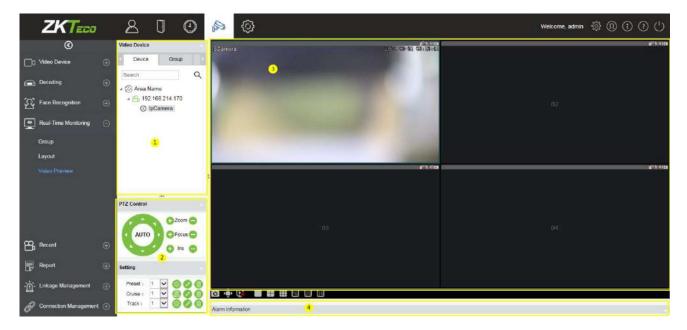
#### Add layout settings:

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 screen and click the video channel ⑤ and bind the video channel to the screen. After binding the screen, a screen will be displayed, click [OK] to save.



#### > 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.



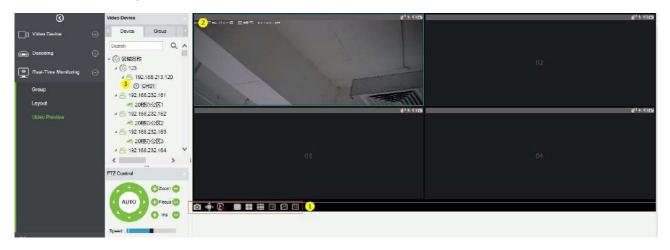
(4) Alarm Information list.

• 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.



• Group Video Preview:

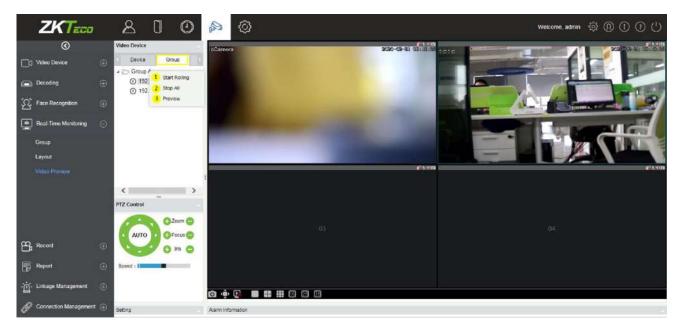
Click [Group] in the tab page, here is a list of all the groups set in the [Group] menu. Right-click a group and three options will appear, which are [Start Rolling], [Stop All], and [Preview].

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.

ZKTECO	2 I O				idmin 🕸 🕼 🛈 🔿 🖒
() Video Device	Video Device Group Layout 4 Co Test A	2 <sup>0</sup> 4 4100 -	( <sup>9</sup> 1Xin	276.45D	d <sup>0</sup> k≺its
Decoding		of.			04
E Face Recognition		2 <sup>11</sup> 1102	Sense.	\$05-CI-81 (0.80.85	4" 5 4 10
Group		05			07
Layout Video Previow		2 <sup>14</sup> 4188			<b>2</b> 15-4105
	< > > PTZ Control	08		1.1	
			#*****	<b>6</b> - 40 1	
Record		10		12	
문 Report -泣- Linkage Management	<ul> <li>● Speed : ■</li> <li>●</li> </ul>				
Connection Management		Aiam Information			

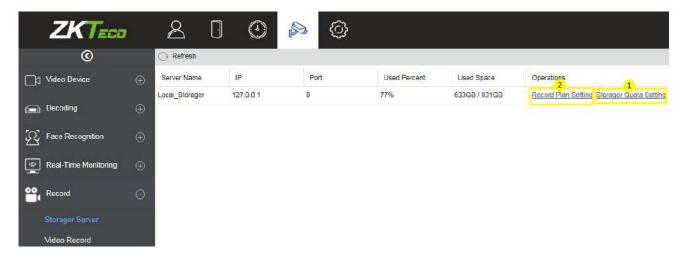
# 6.2.5 Record

The record function is mainly used to configure the record plan and view the related video records of the device.

#### 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.



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)	
T1000DM 010-2EP102 SCSI Disk Device	D:	66	278	50	
T1000DM 010-2EP102 SCSI Disk Device	E:	66	277	28	
T1000DM 010-2EP102 SCSI Disk Device	F:	65	276	12	

# • 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.

Video Channel	<ul> <li>F</li> </ul>	Record Plan									
🕙 New 🗹 Copy Channel Config 🍈 Delete	Ŧ	Record Model	Stop Video Recording	Pre-Record	Time No Pre-Recold		DelayRe	cord Time	No De	elay	
Device Name Channel Operations			New								
Name	Select C	Channel				18	10	20	22	24	
			Subordinate Level	Contained	OK						
			🔺 🔄 🕝 Area Nan	ie		16	18	20	22	24	
			⊿ <u>⊡</u> ∰ 192.16								
			IpC			18	10	20	22	24	
			⊿ □ 😤 192.16			16	18	20	22	24	
			trend of the second		-						
						LG.	10	20	22	24	
						lβ	13	20	22	24	
		Save and N	ew Solect All			16	18	20	22	24	

After selecting the video channel, you can set the corresponding record plan, as shown below:

1 N	ew 📑 Copy Cł	2 nannel Config	3 Pelete	Record 4 Record	Model	Stop				Pre-Rec	5 ord Time	No Pre-	Record	Ŧ	DelayRe	cord Time	No De	ay
ľ	Device Name	Channel Name	Operations	XD	eiele		Ш	Delete	All									
	192.168.214.170	lpCamera	Delete Record Plan	7 Sun.	0	2		4	6	8	10	12	14	16	18	20	22	24
				Mon.	0	2		4	6	8	10	12	14	16	18	20	22	24
				 Tues.	0	2	M	4	6	8	10	12	14	16	18	20	22	24
				Wed.	0	2		4	6	8	10	12	14	16	18	20	22	24
				Thur.	0	2		4	6	8	10	12	14	15	18	20	22	24
				Fri.	0	2		4	6	8	10	12	14	16	18	20	22	24
				Sat.	0	2		4	6	8	10	12	14	16	18	20	22	24

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.



(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.

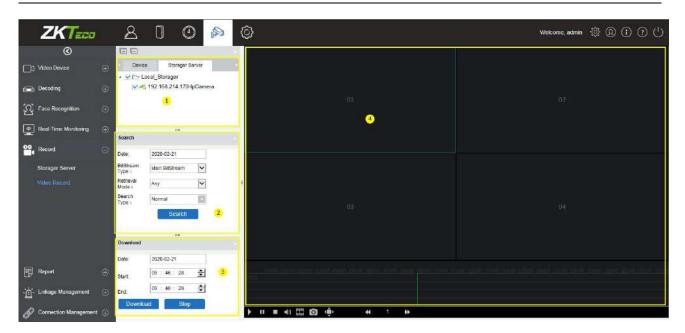
#### > Video Record

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	1	
BitStream Type :	Main BitStream	⊻2	
Retrieval Mode :	AJł	⊻ 3	
Search	Normal		
Type :	Clear		4 OK
	Norm	al	
	🗌 📒 Motio	n	
	Alarm	10	
	Coun	ting Alarm	
	Cross	s Line Alarm	
	Area	Alarm	
	Objec	t Alarm	

• Video download area:

Before downloading, select the device in the device area, select the date and start/end time of the video (12)(3), 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].

Date:	2019-12-30	1	
Start:	15 : 32 :	29 👮 2	
End:	17 : 32 :	29 🕂 3	

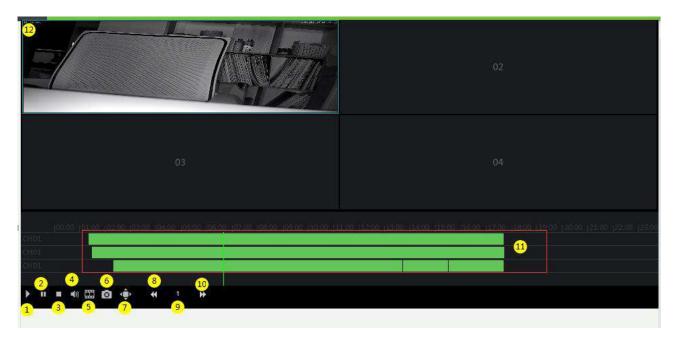
• Video playback area:

(1) Play button; (2) Pause button; (3) Stop button; (4) Mute button; (5) Play by frame; (6) Screenshot button.

⑦ Full screen playback button; ⑧⑨⑩ Double speed adjustment button.

(1) Play video clips; (1) Video playback window.

**Note:** The video playback area can only play up to 4 videos at the same time.



### 6.2.6 Report

The report function of the video module can query operation records of the system user on the video device, the video alarm records, and the video linkage records.

#### > Video 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 Fron	1 2019-11-21	00:00:00 <b>1</b> To 202	20-02-21 23:59:59 O	peration Type	2 🖬 Q 🤅
🖞 Video Device	Ð	The current query co	nditions Ope	ration Time From:(2019	9-11-21 00:00:00) To:(2020-(	02-21 23:59:59	
N	U	🖓 Refresh 🗹 Ex	port				User Login Device Management
Decoding	$\oplus$	Time	Operation User	IP Address	Operation Type	Target	Linkage Rule
Second Face Recognition	$\oplus$	2020-02-21 09:17:01	admin	127.0.0.1	Add Device	192.168	.214.197
-		2020-02-21 09:06:10	admin	192.168.213.21	User Login		
Real-Time Monitoring	Ð	2020-02-20 17:36:51	admin	127.0.0.1	Add Device	192.168	.214.170
Record	Ð	2020-02-20 15:12:30	admin	127.0.0.1	User Login		
-4		2020-02-20 14:52:50	admin	127.0.0.1	User Login		
Report	Θ						
Recognition Alarm Repor	t						
Video Operation Report							
Video Alarm Report							

#### 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, Crossline Detection. Click ③Media File to view the alarm video.

the current quer	y conditions Opera	tion Time From: (2019	H10-01 00:00:00) To:(	2019 Video Loss	arm Type (Counting De	stection)
Refresh				Video Occlusion		
Start Time	End Time	Serial Number	Alarm Type	Alarm inputs	Alarm Source	Media File
019-12-31 16:04:	2010-12-31 16:04:	20003483347	Motion Detection	Counting Detecti Area Detection	12321324324-แก้ไขแ	(© <mark>3</mark>
019-12-31 16:01:	2019-12-31 16:01:	0B8700027BEF000	Area Detection	Item Detection	192.168.213.181-181	
019-12-31 15 57	2019-12-31 15:57	0B8700027BEF000	Area Detection	Cross Line Deter 👻	192.168.213.181-18	
2019-12-31 15:55	2019-12-31 15:55	20003483347	Motion Detection		12321324324-แก่ไขแ	u 🖲
019-12-31 15:30:	2019-12-31 15:30:	0B8700027BEF000	Area Detection		192.168.213.181-181	1. ®
019-12-31 15:22:	2019-12-31 15:22:	20003482960	Motion Detection		192.168.232.179-CH	E 🖲
019-12-31 15:16:	2019-12-31 15:15:	20003482861	Motion Detection		192.168.232.174-CH	E 🖲
019-12-31 15:15:	2019-12-31 15:15:	20003482950	Motion Detection		192 168 232 179-CH	E 🕑
019-12-31 14 49	2019-12-31 14:49	20003483997	Motion Detection		192 168 232 172-CH	K 🖲
019-12-31 14:47:	2019-12-31 14:47	20003482960	Motion Detection		192.168.232.179-CH	c 🖲
2019-12-31 14:42:	2019-12-31 14:42:	20003482960	Motion Detection		192.168.232.179-CH	E 🖲
019-12-31 14:41:	2019-12-31 14:42:	20003482960	Motion Detection		192.168.232.179-CH	íc 🖲
019-12-31 14:35:	2019- <mark>1</mark> 2-31 14:363	20003482950	Motion Detection		192.168.232.179-CH	e 🕑
019-12-31 14:32	2019-12-31 14:34	0B8700027BEF000	Area Detection		192.168.213.181-18	1. 🕑
019-12-31 14 15	2019-12-31 14:16	0B8700027BEF000	Area Detection		192.168.213.181-181	1. 🖲
2019-12-31 14:05:	2019-12-31 14:05:	0B8700027BEF000	Area Detection		192.168.213.181-181	1. 🖲
2019-12-31 13:54:	2019-12-31 13:54:	20003483997	Motion Detection		192.168.232.172-CH	E 🕑

#### 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.

The current q	uery conditions	Operation Time	From: (2019-10-01	(00:00:00)	To:(2019-12-31 2)	3:59:59)		
C Refresh	🕆 Clear All Data	= List +	1					
Start Time	End Time	image	ame Device	Name	Channel Name	Media File	Status	Remark
2019-12-31 16	27: 2019-12-31	O Mdeo -	192.168	214.185	พพพพามายเลยช่		Capture Success	
2019-12-31 16	27: 2019-12-31	6:27:1区域名和	<b>\$</b> 192.168	213.219	CH01194619421	9	Capture Failed	Failed to connect to the equipment. Please check the network status and whether the pl
2019-12-31 16	27: 2019-12-31	6.27:123	192.168	213.120	CH01		Capture Success	
2019-12-31 16	273 2019-12-31	6.27.) 区域名称	★ 192.168	.213.180	CH01	-	Capture Success	
2019-12-31 16	27) 2019-12-31	6.27 区域名称	å 192.168	213.181	181-CH1	5	Capture Success	
2019-12-31 16	27: 2019-12-31	5:30) 区域名标	192.168	214.185	พพพพทมายเลขช่	. •	Video Success	
2019-12-31 16	27: 2019-12-31	6:30:1区域名和	<b>\$</b> 192.168	213.219	CH011ขแก้ไขแ21	9	Video Failed	Failed to connect to the equipment. Please check the network status and whether the p
2019-12-31 16	.27: 2019-12-31	6:30:123	192.168	.213.120	CH01	۲	Video Success	
2019-12-31 16	27: 2019-12-31	6:30:) 区域名利	¢ 192.168	.213.180	CH01	۲	Video Success	
2010-12-31 16	27) 2019-12-31	6.30.1 区域名和	\$ 192.168	213.181	181-CH1	۲	Video Success	
2019-12-31 16	26: 2019-12-31	6:26: 区域名和	\$ 192.168	214.185	พพพพหมายเลขช่		Capture Success	
2019-12-31 16	:26: 2019-12-31 ·	6:26: 区域名标	\$ 192.168	213,219	CH01ใชแก้ไขแ21	9	Capture Failed	Failed to connect to the equipment. Please check the network status and whether the pl
2019-12-31 16	26: 2019-12-31	6-26-123	192.168	213.120	CH01	<b>E</b> 3	Capture Success	

① Click on the location of the image to display it; ② Click on the video play button to play it.

		0-01 00:00:0 To 2019		vice Name		More+ Q	~
The current qu	ery conditions	Operation Time From:(	2019-10-01 00:00:00)	To:(2019-12-31 23	(59:59)		
C Refresh	Clear All Data	≡ List +					
Start Time	End Time	E List allame	Device Name	Channel Name	Media File	Status	Remark
2019-12-31 16	27: 2019-12-31	● Video → 1u.z.r ruchater	192 168.214 185	พพพพทมายเฉขช่อ	× 📼	Capture Buccess	
2019-12-31 16	27: 2019-12-31	18.27)区域名称	192.168,213,219	CH01ใ <mark>ขแก้ไขแ21</mark>	9	Capture Failed	Failed to connect to the equipment. Please check the network status and whether the
2019-12-31 16.	27:1 2019-12-31	16.27.1 123	192.168.213.120	CH01		Capture Success	
2019-12-31 16.	27: 2019-12-31	16.27.) 区域名称	192.168.213.180	CH01	-	Capture Success	
2019-12-31 16	27/ 2019-12-31	16 27 ) 区域名称	192 168 213 181	181-CH1		Capture Success	
2019-12-31 16:	27) 2019-12-31	16:301区域名称	192 168 214 185	พพพพหมายเลยช่อ	0	<sup>2</sup> Video Success	
2019-12-31 16	271 2019-12-31	16:301区域名称	192 168 213 219	CH01ใชแก้ใชแ21	9	Mideo Failed	Failed to connect to the equipment. Please check the network status and whether the
2019-12-31 16	27:1 2019-12-31	16:301123	192 168 213 120	CH01	۲	Video Success	
2019-12-31 16:	27: 2019-12-31	16:30:1区域名称	192.168.213.180	CH01	۲	Mdeo Success	
2019-12-31 16	27:1 2018-12-31	16.30:1区域名称	192.168.213.181	181-CH1	۲	Mdeo Success	
2019-12-31 16	26: 2019-12-31	16.26:区域名称	192.168.214.185	พพพพหมายเลขช่อ	K	Capture Success	
2019-12-31 16.	26: 2019-12-31	16.26:区域名称	192.168.213.219	CH01ใชแก้ใชแ21	9	Capture Failed	Failed to connect to the equipment. Please check the network status and whether the
2019-12-31 16	26: 2019-12-31	16.261123	192 168 213 120	CH01	-	Capture Success	
2019-12-31 16	26: 2019-12-31	16:26:区域名称	192 168 213 180	CH01	-	Capture Success	
		a second second second second					

### 6.2.7 Linkage Manager

Alarm linkage management is mainly used to configure the alarm linkage trigger conditions and action types of video device in the management system.

### Linkage Manager

Click [Linkage Manager] to enter the linkage management interface and click [New] to add an alarm management.

1 Enter Rule Name.

 Alarm Type, there are 8 options (Motion Detection, Video Loss, Video Occlusion, Alarm Inputs, Counting Detection, Area Detection, Item Detection, Crossline Detection).

③ Select the Alarm Source, that is, select a video channel.

(4) Linkage Action: there are five options: Capture, PTZ, Videotape, Pop-up image, TV wall.

(5) Action type.

6 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.

ZKTeco		8		5	(i)			
©		Rule Name		<u> </u>	8			
J Video Device	Ð	The current quer	y conditions Nor					
Decoding	$\oplus$	Rule Nan	ne Alarr	m Type	Alarm Source		Remarks	Enable
S Face Recognition	$\oplus$				New			×
Real-Time Monitoring	$\oplus$		Name* n Type*	Motion Det	ection 💌			_
Record	$\oplus$		n Source <sup>*</sup> age Action*	Capture		TZ.		_
Report	$\oplus$		307.000.0	Videota;	10-10-10-10-10-10-10-10-10-10-10-10-10-1	op-up Image	TV Wall	
-ஹ்- Linkage Management		5 Actio	n Type*	8			~	_
Linkage Management							~	
		6 Rem	arks				$\sim$	
		-		Save and Ne	w OK		Cancel	_
Connection Management	F 🕀	i< < 0	> >1	50 rows per pa	ge 👻 Jump T	°o 1 /0	Page Total of 0	records

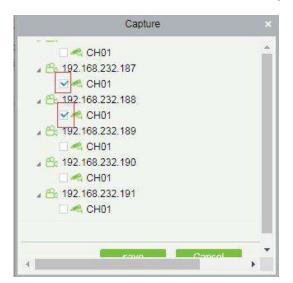
There are five options for linkage actions:

(1) Capture, (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 3 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.

	PTZ	
201後过道1 201後过道1 20168232173 CH01 20172168232173 CH01 20172168232175 CH01 20172168232175 CH01	Mode Cal Present Point 1 Turn On the Round 1	
Channel	Add Delete Operate	-11
192.168.232.174-CH01	Call Present Point1	ĩ.
	save Cancel	•

When selecting [Videotape], select the video channel that needs video; multi-channel can be selected.



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 In	nage		
<b>⊿ 🖧 1</b> 92	.168.232.176			
	🔩 CH01			
🖌 🔁 192	.168.232.177			
	🐔 CH01			
🔺 🤗 192	.168.232.178			
100	🔩 CH01			
a 🔒 192	.168.232.179			
	CH01			
🔺 😤 192	.168.232.180			
104	🔩 CH01			
🖌 🔒 192	.168.232.181			-
Stop Mode	Automatic After	20	Seconds Stop	1
	save	Cancel		

When [TV-Wall] is selected, you can select the corresponding alarm linkage output video channel. You need to add a decoder first.

		TV Wall		
×	CH01 192.168.232.181 CH01 192.168.232.182 CH01 192.168.232.183 CH01 192.168.232.183 CH01	*	<ul> <li>249 Decoder</li> <li>247 Decoder</li> <li>169 Decoder</li> <li>232 Decoder</li> </ul>	
0	Add Channel 192.168.232.181-CHD1		Delete ecoder Decoder	
<mark>Stop</mark>	Mode  Automatic After save	er [2	Cancel	

### 6.2.8 Connection Manager

### > Connection Manager

Click [Connection Manager] to enter the connection management configuration interface:

- ① The address and port number of the VMS client.
- ② Configure the access address of ZKBio Access IVS.
- ③ Configure the storage address of the video linkage captured pictures and video files.

(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.

ZKTECO	2 I O 🔊 🕸
(S)	VMS System
] Video Device	VMS Connection Path http://192.168.214.106:8489
Decoding	BioSecurity     BioSecurity Path     http://192.168.214.106:8098
S Face Recognition	Biosecurity Paul Integ.// 192. 106.2 14. 106.8098
Real-Time Monitoring	Video File Path: D:\BioSecurityFile\vid\videoLinkageFile
Record	Uideo File Clean Up
Report	
-ஹ் Linkage Management	Set Server Info For NVR Device           5           Set Server Path For NVR Device: http://192.168.214.106:8098
Connection Management	Θ
Connection Management	

# 6.3 Access Control Module and VMS Video Linkage Function

### Description

### 6.3.1 Access Control and Video Linkage Function

### Function Description

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:

1) Under VMS device interface, add video device.

ZKTECO	Ł	30	•	Ø							
$\odot$	Dev	ice Name	Serial	Number	M	ore+ Q	8				
Video Devico 💮	10.000/01	urrent query conditi Refresh		Device LEB Equip	ment Uming 🗸 En	nable Ø	Disable				
		Device Name	Serial Number	Area Name	IP Address	Port	Protocol Type	Device Model	Status	Enable	Operations
Video Channel		192 168 214 197	0BD3012317 BBA	997 Area Name	192.168.214.197	80	ZKTeco	IPC2.0	Online	0	Edit Delete
	-	192.168.214.170	0BD3012366AECF5	? Area Name	192,168,214,170	90	ZKTeco	IPC2.0	Online		Edit Delete

2) Add the access control device under the device interface of the access control module.

©	Dev	ice Name	Sena	al Number		IP Addres		I/IO	ret Q	8			
Device (	The c	urrent query condition	is None										
	OF	Refresh 📑 New 🕤	Delete 🗹 Expor	t Q Search	Device 🚊 Dev	ce Control 🚽 {	Set up - Q	View and Get I	Device Info	- 👲 Commu	nication +		
	13	Device Name	Serial Number	Area Name			IP Address	R\$485	Status	Device	Register	Firmware Version	Operations
I/O Board					Туре	Connection Mode		Parameter		Model	Device		
io dolla													
		192.168.0.105	CJHB192960013	Area Name	HTTP	Wired	192.163.0.103		Offine	SmartAC1	•	Ver 9.0.1.5-20190725	Edit Delete
Door Reader		<u>192.168.0.105</u> <u>192.168.10.232</u>	CJHB192960013 CJH193360005		HTTP HTTP	Wired Wired	192 168 0 103 192 168 10 232		Offine	SmartAC1 SpeedFace-		Ver 9.0.1.5-20190725 Ver 9.0.1.10-6600-01	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.

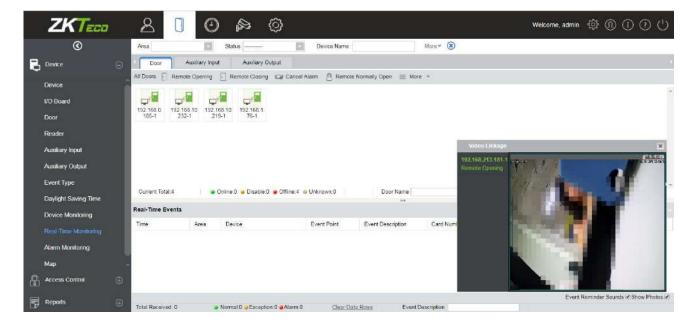
**Note:** The combined channel must first set the alarm video in the <u>Storage Server-Record Plan Setting</u>, so that the access control linkage can produce the video.

Reader Name	Doc	or Name		Q®						
The current query cond	itions None									
C+ Refresh										
Reader Name	Door Name	Number	Communication Type	Communication Address	In/Out	Bound camera	Operations			
192.168.0.105-1-In	192.168.0.105-1	1			In		Edil Binding/unbinding the camera			
192.168.0.105-1-Out	192.169.0.105-1	2			Out		Edit Bindino/unbindino the camera			
<u>192.168.10.232-1-In</u>	192.168.10.232-1	1			In		Edit Binding/unbinding the camera			
192.168.10.232-1-Out	192 168 10 232-1	2			Out		Edit Binding/unbinding the camera			
<u>192,168 10,219-1-In</u>	192.168.10.219-1	1			In		Edit Binding/unbinding the camera			
192.168.10.219-1-Out	192 168 10 219-1	2			Out		Edit Binding/unbinding the camera			
		1			in		Edit Binding/unbinding the camera			
	The current query cond Refresh Reader Name 192.168.0.105-1-In 192.168.0.105-1-Out 192.168.10.232-1-Out 192.168.10.232-1-Out 192.168.10.232-1-Out 192.168.10.219-1-In	The current query conditions None           Refresh         Door Name           192 168.0 105-1-In         192 108.0 105-1           192 168.0.105-1-Out         192 168.0.105-1           192 168.0.232-1-In         192 168.10 232-1           192 168.10.232-1-Out         192 168.10 232-1           192 168.10.219-1-In         192 168.10 232-1	The current query conditions None           Refresh         Door Name         Number           192.168.0.105-1-In         192.168.0.105-1         1           192.168.0.105-1-Out         192.168.0.105-1         2           192.168.10.232-1-In         192.168.10.232-1         1           192.168.10.232-1-Out         192.168.10.232-1         2           192.168.10.232-1-Out         192.168.10.232-1         2           192.168.10.232-1-Out         192.168.10.232-1         2	The current query conditions None           Refresh           Reader Name         Door Name         Number         Communication Type           192 168 0 105-1-In         192 168.0.105-1         1           192 168 0.0105-1-Out         192 168.0.105-1         2           192 168 10 232-1-In         192 168.10 232-1         1           192 168 10 232-1-Out         192 168.10 232-1         2           192 168 10 232-1-Out         192 168.10 232-1         2           192 168 10 219-1-In         192 168.10 219-1         1	The current query conditions None           Refresh         Communication         Communication         Communication         Communication         Communication         Address           192 168 0 105-1-1n         192 168.0 105-1         1	The current query conditions None           Refresh         Communication         Communication         Communication         Communication         Invout           192.168.0.105-1-1n         192.168.0.105-1         1         In         In         192.168.0.105-1         In           192.168.0.105-1-0ut         192.168.0.105-1         2         Out         In           192.168.10.232-1-1n         192.168.10.232-1         1         In           192.168.10.232-1-0ut         192.168.10.232-1         2         Out           192.168.10.219-1-1n         192.168.10.219-1         1         In	The current query conditions None           Refresh         Communication         Number         Communication         NvOut         Bound camera           192.168.0.105-1-1n         192.168.0.105-1         1         In         In           192.168.0.105-1-Out         192.168.10.232-1         1         Out         In           192.168.10.232-1-Out         192.168.10.232-1         2         Out         In           192.168.10.232-1-In         192.168.10.232-1         1         In         In           192.168.10.232-1-In         192.168.10.232-1         1         In         In			

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	80	) a ()	}				
	3	Linkage Name		-	N	ew		×
	Device (+)	The current query condition	Linkage Name"	Test		Device*	192.168.10.219	
Ċ	Device	🔿 Refresh 🌁 New 👘	Linkage Trigger Conditions*	Add Select All Unselect All		Input Point*		
A	Access Control	Linkage Name De	Multi-Personnel Open			M 🗋 Any	68.10.219-1	
	Time Zonas		<ul> <li>Emergency Password Op</li> <li>Open during Passage Model</li> <li>Cancel Alarm</li> </ul>					
	Holidays		<ul> <li>Remote Opening</li> <li>Remote Clasing</li> </ul>					
	Access Levels		Operation Interval too Sh     Door Inactive Time Zone     Illegal Time Zone					
	Set Access By Levels		Access Denied		*			
	Set Access By Person		Output Point*	Video Linkage	E-ma	đ		
	Set Access By Department		Pop Up Video	Display time	10		s(5-60)	
	Interlock		ideo	Video length	30		s(10-180)	
			Capture	In the monitorin		mediately pop up		
				Display time	10		s(10-60)	
	Anti-Passback		Make sure that the corre	sponding input point linkage is b he video module has set the stor	ound to ava	allable video channe	et, otherwise the video linkage fu	nction will not world
	First-Person Normally Open		recordingl		and the second			
	Multi-Person Group							
	Multi-Person Opening Door							
	Parameters			Save and New		ок с	Cancel	

5) Real-time monitoring interface preview linkage effect is as follows: linkage triggered, pop up the video playback window.



# 6.4 VMS Client Instructions

### 6.4.1 VMS Client

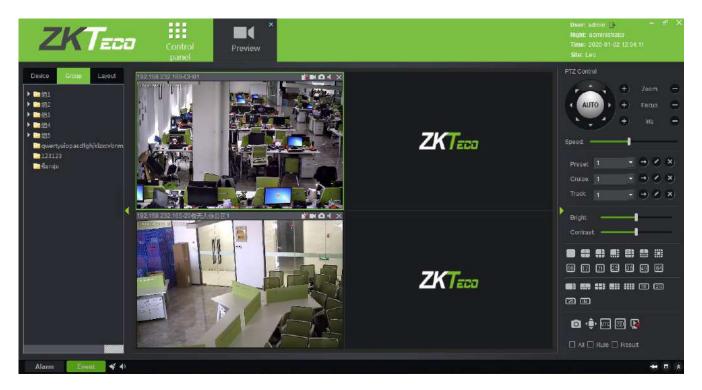
### > VMS Client Module Function Description

The VMS client is called ZKBio 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. (1)10 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 icon 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>2.3.3 Video Preview</u>.



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>2.4.2 Video Record</u> for the operation method.

	Control Preview	Playback ×	Usor: 20m Right: adm Time: 2020 Site: 1.eo	
Device         Localhost         Storage           ✓         ✓         ✓         Storage           ✓         ✓         ✓         192 168 232 161 - 2015           ✓         ✓         192 168 232 161 - 2015           ✓         ✓         192 168 232 161 - 2015           ✓         ✓         192 168 232 161 - 2015           ✓         ✓         192 168 213 - 181 - 481 -	ZKTECO		ZKTECO	Search Condition 
2 대학 192 168 214 185 www 2 대학 2 도러 Seguro do Sall-c 2 대학 대학 192 168 213 120 CH01 2 대학 192 168 213 120 CH01 2 대학 192 168 213 180 CH01	ZKTeco	ZKTEDD	ZKTECO Steam	27 28 29 30 31 1 3 4 5 6 7 8 1 Type: Main Stream •
	ZKTECO	ZKTECO		ormal 📃 🗌 Moton 📃
	00.24-55	aate:2020-09-09 🖸 Show Intollige 🚺 🌵 📰 🏭		
Alarm Event 🗸 🗸	¿Està aoguno de cali			+ = ×

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							- ×
Location	Storage					~	
Channel							
Range	2020/01/01	A V	00:00:00	<u>*</u>	23:59:59	* *	
Path						rowse	Open
Progress							0%
		STA	RT	St	op		

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>2.2.4 Decoder Preview Settings</u>, <u>2.2.5 Decoder Preview</u> <u>Play</u> and <u>2.2.6 Decoder Playback</u>.

	3	Control panel	Previ	11 ew	<b>C</b> Playbac	k	Decoder	¢		Rigt Tim	n admin ( <b>)</b> It: administrator # 2020-01-02.16 : 1.ec	- 4 × 0725
Device Group	Preview	Playback	S								V Wall 202	-
🔹 🚱 CMS	169 Decod	er-Output1					Σ×	249 Decoder-	Dutput1	 		Ъx
4 😌 区域名称 4 😍 123												
192.168.213.12												
📭 🖬 CH01												
😪 1321334 4 📼 192.168.232.161												
📭 🖬 20度办公区1												
- 192.168.232.162 - 192.268.232.162												
- 192.168.232.163	247 Decod	er-Output1					ъ×					
📭 🖬 2018/D/2513	C											
→ 192.168.232.164 ● ■ 五不7CH01												
4 🚍 192,168,232,165												
□ 20核元人が 4 ■ 192.168.232.166												
● ■ 192.100.252.100												
4 🛥 192.168.232.167												
● ■ 20後方公区4 4	Save	Bave A	Delete	Stop	Pian Star	trall Be	iting fint	Motily		🔶 🖬 🖩 🖩		X 1 0
Image: Imag			(min)		mm			-				
▲ 🗂 192.168.232.170 陳 🖬 20世纪版体2	<b>H</b>	盟	盟	믱	盟	盟	膃	盟				
I 192.168.232.171	Add	EG3	<b>レレ</b> 九分割1	[]]() [][() 왕](2	<b>レレ</b> 丸分割2	<b>ビビ</b> 四分割3	ビレ 四分割4	Division				
Alarm Event 📢 🐗												<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>2.5.2 Video</u> <u>Alarm Report</u> on the VMS server.

ZKTeeo	Control Preview Playbac	k Decoder Alarm	User: admin 🕞 — 🗗 🗙 Right: administrato: Time: 2020-01-02.16:49:54 Sitte: Leo
BeginTime 2020/01/02 00:00 00 🐥 to	2020/01/02 16:30:24 🕴 Type AlType 🔫	Search	
ALARM SOURCES	Alarm Type	START TIME	END TIME
192.168.232.230-CH01	Motion detection	2020-01-02 16:28:06	2020-01-02 16:28:17
192.168.232,205-CH01		2020-01-02 16:19:29	2020-01-02 16:19:40
192,168.232,172-20楼过道1	Motion detection	2020-01-02 16:19:08	2020-01-02 16:19:19
192.168.232.230-CH01	Motion detection		
12321324324 เสโลแสโลแก้โลแก้โลแ	Motion detection	2020-01-02 16:17:16	2020-01-02 16:17:27
192.168.213.181-181-CH1		2020-01-02 16:10:35	
192,168.232,174-CH01	Motion detection	2020-01-02 16:02:18	2020-01-02 16:08:29
192.168.232.172-20楼过道1	Motion detection	2020-01-02 16:07:31	2020-01-02 16:07:42
192.168.232.179-CH01			
192.168.232.205-CH01	Motion detection		2020-01-02 15:52:49
192.168.232.229-CH01	Motion detection	2020-01-02 15:44:58	2020-01-02 15:45:04
192.168.232.172-20塔过道1	Motion detection		
192.168.232.174-CH01	Motion detection	2020-01-02 15:33:26	2020-01-02 15:33:37
170alarm logs,1/12pages			First Prev Next Last
Alarm Event 📢 📢			+• ⊐ A

Click [Log] to query the user's operation record of the video device. The content is the same as that seen in the <u>2.5.1 Video Report</u>.

Zł	<b>L   ECC</b> c	ontrol Log			User: admin (p – 9 Right: administrator Tume: 2020-01-0217107:54 Site: Loo
Logtype: 📶	ype Start time: 2020/	01/02 00 00 00 📫 End time: 2	020/01/02 23:59:59 🛟 Search		Export
No.	Time	User	IP address	Operation type	Target
	2020-01-02 15:22:41		192.168.213,133	Login	
	2020-01-02 14:56-46				
	2020-01-02 14:00:20	admin	192.168.213.15	Login	
	2020-01-02 13:56:20		192.168.214.10		
	2020-01-02 12:05:49	admin	192.168.213.15	Logout	
	2020-01-02 11:17:34				
	2020-01-02 10:51:26		127.0.0.1		
			192.168.214.10		
	2020-01-02 10:51:24	admin		Login	
	2020-01-02 10:51:24		192,168,213,133		
	2020-01-02 10:51:04	admin	127.0.0.1	Logout	
	2020-01-02 10:50:49	admin		Login	
	2020-01-02 10:50:49				
l recorda, 1/2				Fr	st i Previous <b>i Neut i Las</b> t

Evont ≼ 📣

						Site: Lno	
Center Decoder 2 Group	- sayan e	Storage 5 Dec Grou					
CMS	No.	5N 208X-D20190412CCCHD0878	Device name 192.168.213.120	Device type	Protocol Type	IP address	Sta online
	2 200034327		192.168.232.161			197,168,232,161	
		43	192.168.232.162				
	5 200033105					192.168.232.164	
	7 200034333		192.168.232.166			192.168.232.166	

Click [Device management] to enter the device management interface of VMS client.

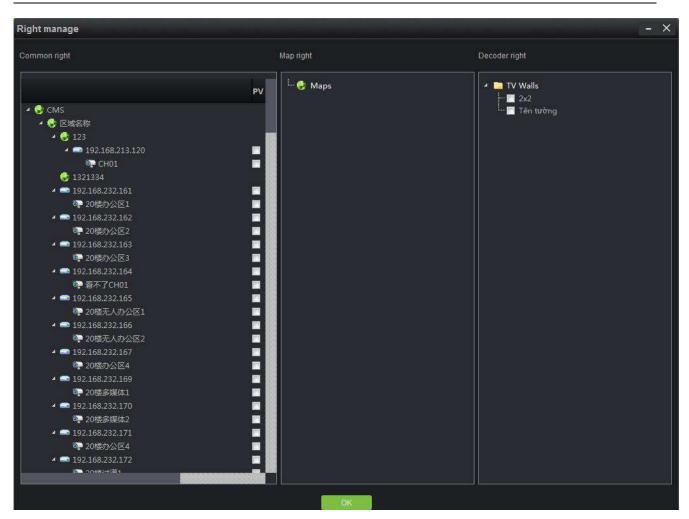
**Including**: ① is the Device monitoring interface, which is the same as the information listed in the Video Device interface on the VMS server. ②Decoder management interface, the same as the content of <u>2.2.1</u> <u>Decoder</u>. ③ Video group management interface, please refer to <u>2.3.1 Group</u>. ④ Video channel layout management interface, please refer to <u>2.3.2 Layout</u>. ⑤ Storage service configuration interface, please refer to <u>2.4.1 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>2.2.2 Decoder Grouping</u>.

First | Previous

RecPlan										
192.168.232.161-CH1	Record Mode	Timing&	larm Record							
192.168.232.162-CH1 192.168.213.181-CH1										
192.168.213.219-CH1		00:18:00			10	14		18	80	<i>n</i>
<ul> <li>ອ 192.168.214.185-CH1</li> <li>ອ ເຂັຍສະດັບ ເຮັດເຮັດ</li> <li>ອ ແຕ່ໃຈແຕ່ໃຈແຕ່ໃຈແຕ່ໃຈແດ່ໃນຄະCH1</li> </ul>	Sunday									
	Monday									
192.168.213.120-CH1	Tuesday	3								
192.168.213.180-CH1	Wednesday									
	Thursday		- 1111		환연한국					
	Friday									
	Saturday									
Add Channel Delete All Channel	Pre-record	No Pre-f	icord 🔻				All Day	Working Day	Usert	efined
	Post-record	No Post-	record 🔻							

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.

ZKTEED Entrol panel Sers management		Usen: admin Br = e <sup>g</sup> × Röght: administrator Time: 20120-01-02 17:39/51 Sitte: Leo
Username	User type	Operation
admin 1		Right
00000000000.++_12312321321321342		2 Right
test	Guest	Right
-		
Alarm Event 🖌 🖋 🐠		<b>→</b> □ &



Click [Decoder configuration] to enter the management interface of TV wall. Please refer to <u>2.2.3 TV Wall</u> for specific setting steps.

Zk	TECO Control panel	Decoder configuration		User: admin (P+ = 4 <sup>p</sup> ) Right: administrator Time: 2020-01-02 17:50:50 Site: Leo
				Add TY Wa
SN.	TV Wall Name	State	Description	Operation
		Enable		Modify Delete Disable
				Modily Delets Disable
Alarm	Evont 🖋 🐠	وحاجات وحاصل وحاصل وساع		÷ 0

Click [Alarm configuration] to enter the alarm linkage management interface of the client, and the alarm linkage setting is the same as <u>2.6.1 Linkage Manager</u>.

ZK	Teco	Control panel Configuration				User: admin (P+ = 5 <sup>4</sup> ) Right: administrator Time: 2020-01-02 18:05 47 Site: Leo
Add Device Reb	esh					
Rule Name	Alarm Type	Alarm Source	Remarks	Enable	Description	
	Motion detection	DEVICES-192.168.213.120-CH01			Modity Delete	
					Modify Delete	
ພັສ ໃຫ້ຈານ	Tampering	DEVICES-192.168.213.120-CH01			Modify Delate	
					Modity Doluto	
213123	Cross line alarm	DEVICES 192.158.214 185 www.www.nanata			Modity Delete	
Alarm	ont 😽 📣					+ 🗉

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.
④The client database can be backed up and restored.

Click [Save] to save the configuration.

	Cocal nfiguration	Ueor: admin (5 — 4 <sup>5</sup> X Right: administrator Time: 2020-03-02 (8:11:13 Site: Leo
Window scale	Auto login Boot from the start Auto stream Speed mode Save mode 4 sub screen open the main stream 4.3 CCapture Browse Open	
1 Capture path Download path Export log path	C Nagali e Cyan C Nownload Biowse Open C Nogs Bowse Dpen	
Sync device time 2 Alarm sounds	Set Time 🖸 Auto time Sync time 09:38 🚽 Interval 1 👘 Day	
<ul> <li>3 Recistorage path settings</li> <li>4 Data backup and restore</li> <li>Channet count</li> </ul>	Set	
	ScheduleMotion detect/light/ Smart	
Vereion Alarm Evoint ≼ ♦	V2.0(20181217)	₩8 + □ a

# 7 System Management

System settings primarily include assigning system users (such as company management user, administrator, and access control administrator) and configuring the roles of corresponding modules, managing database, setting system parameters, and view operation logs, etc.

# 7.1 Basic Management

### 7.1.1 Operation Logs

Click [System] > [Basic Management] > [Operation Log]:

#### ZKBio Access IVS Manual

3		Operation	User		Operation Time From		То		More+ Q	$\otimes$		
Basic Management	Θ	The current	query conditions None									
Daale management	Θ	C+ Refresh	Export									
Operation Log		Operation	Operation Time	Operation IF	P Module	Operating	Operation	Operation Content		Resu	It Elapsed Time	
Database Management		User	Operatori inne	Operation	mouse	Object	Туре	Operation Contains		1,030	(Milliseconds)	
Arres Delline		admin	2018-12-28 02:41:46	172.31.1.10	Access	Access Rights	Export	Export		0	15	
Area Setting		edmin	2018-12-28 02:41:45	172.31.1.10	Access	Access Rights	Export	Export		0	13	
Department		admin	2018-12-28 02:41:43	172.31.1.10	System	User	User Login	User Login admin;		0	0	
E-mail Management		admin	2018-12-28 02 36 19	172.31.1.10	Access	Access Rights	Export	Export		0	16	
Data Cleaning		admin	2018-12-28 02:36:18	172.31.1.10	Access	Access Rights	Export	Export		0	19	
Audio File		admin	2018-12-28 02 28:10	172.31.1.10	Access	All Exception E	Export	Export Failed		•	20016	
Audio File		admin	2018-12-28 02:28:11	172.31.1.10	Access	All Exception E	Export	Export		0	1234	
		admin	2018-12-28 02 22 07	172 31 1 10	Access	Last Known Po	Export	Export		0	15	
		admin	2018-12-28 02 22.06	172 31 1 10	Access	Last Known Po	Export	Export		0	26	
		admin	2018-12-28 02:14:15	172.31.1.10	Access	All Transaction	Export	Export Failed		0	42014	
		admin	2018-12-28 02:14:19	172.31.1.10	Access	All Transaction	Export	Export		0	4970	
		admin	2018-12-28 01 58 14	172.31.1.10	Access	Device	Search Dev	Search Device		0	23438	
		admin	2018-12-28 01 53:59	172 31 1 10	Access	Linkage	Edit	Linkage Name Test;		0	116	
		admin	2018-12-28 01:48:58	172.31.1.10	System	User	User Login	User Login admin;		0	0	
		admin	2018-12-28 01 26:31	172.31.1.10	System	User	User Login	User Login admin;		0	0	
Authority Management		admin	2018-12-27 23:07:43	172.31.1.10	Access	Holidays	Edit	Holiday Name:New Year;		0	73	
Communication		4										

All operation logs are displayed on 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.

				0 perat	ion Log			
Operation User	Operation Time	0 peration IP	M odule	0 perating 0 bject	Operation Type	Operation Content	Result	Elapsed Time (Milliseco ds)
ad m in	2018-12-28 02:41:46 172.31.1.10 Access		Access	ccess Access Export Rights By Personnel	Export	Export	0	15
admin	2018-12-28 02:41:45	172.31.1.10	Access	Access Rights By Personnel	Export	Export		13
admin	2018-12-28 02:41:43	172.31.1.10	Syste m	User	User Login	User Login:admin;	0	0
ad m in	2018-12-28 02:36:19	172.31.1.10	Access	Access Rights By Door	Export	Export	0	16
admin	2018-12-28 02:36:18	172.31.1.10	Access	Access Rights By Door	Export	Export	O	19
ad m in	2018-12-28 02:28:10	172.31.1.10	Access	All Exception Events	Export	Export Failed	1	20016
ad m in	2018-12-28 02:28:11	172.31.1.10	Access	All Exception Events	Export	Export	0	1234
admin	2018-12-28 02:22:07	172.31.1.10	Access	Last Known Position	Export	Export	0	15
admin	2018-12-28 02:22:06	172.31.1.10	Access	Last Known Position	Export	Export	0	26
ad n in	2018-12-28 02:14:15	172.31.1.10	Access	All Transaction s	Export	Export Failed	1	42014
ad m in	2018-12-28 02:14:19	172.31.1.10	Access	All Transaction	Export	Export	0	4970

### 7.1.2 Database Management

Click [System] > [Basic Management] > [Database Management]:

©	Usemame	1	] ♀ ⊗				
Basic Management	The current query	conditions None					
	🔿 Refresh	Backup Immediately	ckup Schedule				
Operation Log	Usemame	Start Time	Database Version	Backup Immediately	Backup Status	Backup Path	Operation
Database Management	admin	2018-12-21 18:00:01	4.0.0.1	0	0	E:\SecurityDBBack\	Delete
Area Setting	admin	2018-12-21 14:27:02	4.0.0.1	0	0	E:\SecurityDBBack\	Delete
Department							
E-mail Management							
Data Cleaning							
Audio File							

History of database backup operation logs is 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.

**Solution** Note: The default backup path for the system is the path selected during the software installation. For details, refer to ZKBio Access IVS Installation Guide.

### Backup Schedule

Click [Backup Schedule]:

From	2014-08-08 18:00:00	Start Every 7 V Day
The la	st backup time:2018-12-2	
		29 18:00:00,left 1 day 15 hour 2 minute 47 second.
men	ext backup time.2010-12-2	to rotootoo,left r day 15 hour 2 minute 47 second.
200 V)		
Prompt		
	he backup copy of the data	abase, the database server and the server must be on the
		abase, the database server and the server must be on the up fails, please refer to the user manual in users of the
	he backup copy of the data	base, the database server and the server must be on th

Set the start time, set interval between two automatic backups, click [OK].

#### Restore Database

 Click the start menu of the PC > [All Programs] > [ZKBio Access IVS] > 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".



Configuration Database Local Backup Path Restore Database Service is running, click here to stop Exit

2. In the popup window, click [Browse] to choose the backup file to restore the database.

**Note:** Before restoring a database, it is recommended that you back up the current database to avoid

data loss.

		Browse
	0%	

### 7.1.3 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 [Area Name] and numbered [1].

• Add an Area

Click [System] > [Area Setting] > [Area] > [New]:

	e area failed to show the uthorize the user to edit t	
Area Number*	1	
Area Name*		
Parent Area*	Area Name	-
Remark		
emark		

Fields are as follows:

Area Number: It must be unique.

Area Name: Any characters with a length of less than 30.

Parent Area: Determine the area structure of the system.

Click [OK] to finish adding.

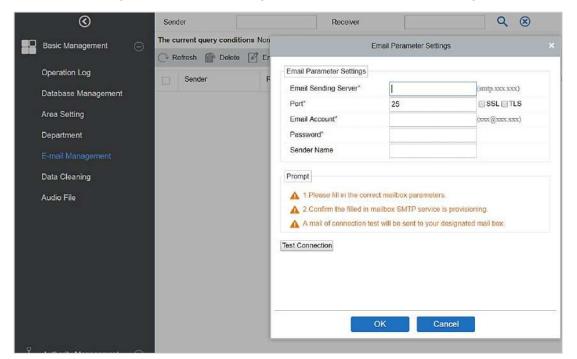
• Edit/Delete an Area

Click [Edit] or [Delete] as required.

### 7.1.4 E-mail Management

Set the email sending server information. The recipient Email should be set in Linkage

Click [Basic Management] > [Email Management] > [Email Parameter Settings]:



**Note:** The domain name of E-mail address and E-mail sending server must be identical. For example, if the Email address is: test@gmail.com, then the E-mail sending sever must be: smtp.gmail.com.

# 7.1.5 Data Cleaning

The data cleaning time settings are available to set. The data volume increases with the use of the system. To save the storage space on the disks, you need to periodically clean old data generated by the system.

Click [Basic Management] > [Data Cleaning]:

©	Record							
Basic Management 🕞	Access Transaction*	Retains the recent	15 🔻	months of data	Execution Time	01 00 00	۲	(Carefully clean up)
Operation Log	System							
	System Operation Log*	Retains the recent	15 💌	months of data	Execution Time	03 00 00		(Carefully clean up)
Database Management	Device Commands*	Retains the recent	6 🔻	months of data	Execution Time	02 00 00	•	Immediately Clean U
Area Setting	Database Backup File*	Retains the recent	6 🔹	months of data	Execution Time	04.00.00	•	Immediately Clean U
Department	Prompt							
E-mail Management	Cleaning frequency is executed	once every day, clea	in up the numb	er of reserved months befo	re data set.			
Data Cleaning	A Execution Time refers to the tim	e when the system s	tarts to perform	n a data cloan-up				
Audio File	When you click OK, the system	will automatically ac	cording to the	user's settings, the expired of	data system cleaning.			
丘 Authority Management 🕁								

The system executes [Immediately Clean Up] operation after it is clicked and [OK] is clicked. Without clicking [OK], the system will not clean data.

**Note:** In order to reduce the load of the system and not to affect the normal running, the cleaning time should be set at 1 o'clock am.

### 7.1.6 Audio File

Click [Basic Management] > [Audio File] > [New]:

©	File	Alias		Q (	8		
Basic Management	The c	urrent query con	iditions None	2			
	C F	Refresh 📑 Nev	v 👘 Delet	e			
Operation Log		File Alias		Suffix	Operations		
Database Management		Alam	20KB	IANGLY	Feli		
Area Setting					New		
Department				File Upload*	Not Uploaded Browse	Play	
E-mail Management				File Alias*	1		
				Size			
Data Cleaning				Suffix			
Audio File				A Please upload a wa	v or MP3 file, the size of 0 to 10MBI		
				Save and	New OK	Cancel	

You can upload a sound from the local. The file must be in wav or mp<sub>3</sub> format, and it must not exceed 10MB.

# 7.2 Authority Management

### 7.2.1 User

Add new users and implement levels for the user in the system.

1. Click [System Management] > [Authority Management] > [User] > [New]:

S		Usemame			New	
Basic Management	Ð	The current query condition		Usemame*	Superviser Username should be composed between 1-30 characters	and
Authority Management	Θ	Username	First Name	i	in letters,numbers,or symbols (@//-/+/_).	State
800				Password*	*****	
User		🖂 <u>admin</u>	admin		Password is a composition of 4 to 18 characters, default is	ø
Role					111111.	
				Confirm Password*	*****	-
				State	Enable	
				Superuser State		
				Role	Monitoring Clerk	
				Auth Department	Development Departme	
					If you select no department, you will possess all departme rights by default.	ent
				Authorize Area	Area Name	
					if you select no area, you will possess all area rights by default.	
				Email		
				First Name		
Communication	Ð	1ć ≺ 1 <b>-1</b> > 3j	50 rows per pag	Save an	nd New OK Cancel	_

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.

Super User State: Enable or disable the user to have the super user's levels.

**Role:** You need to define the role as explained in <u>Role.</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: Type your initials.

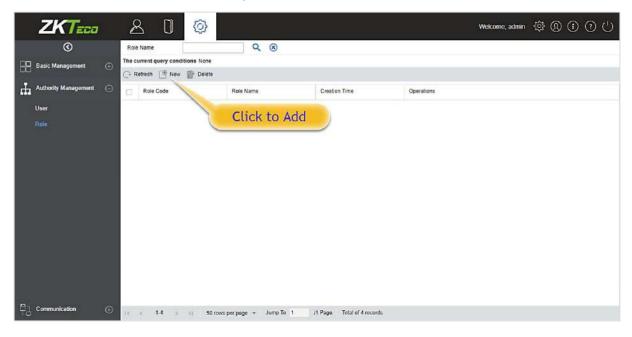
2. After editing, click [OK] to complete user adding, and the user will be shown in the list.

Click [Edit] or [Delete] as required.

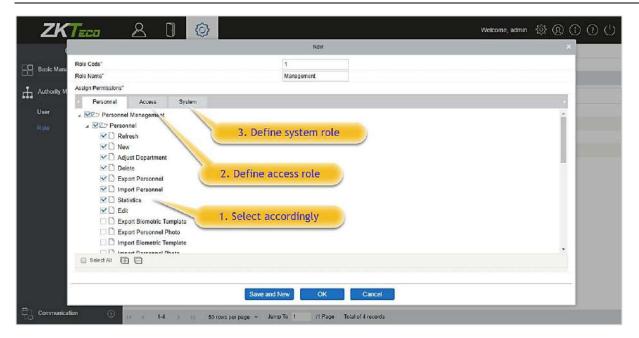
### 7.2.2 Role

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]:



2. Set the name and assign permissions for the role.



3. Click [OK] to save.

# 7.3 Communication

### 7.3.1 Device Commands

Click [System] > [Communication] > [Device commands], the commands lists will be displayed.

©		Submit Time I	From	То	Serial Number		B	ack To Results		More *	0 6
Basic Management	æ	The current q	uery conditions None								
		C+ Refresh	Clear Commands	🗹 Export							
Authority Management	$\oplus$	ID	Senal Number	Content			Immediatel Cmd	Submit Time	Return Time	Returned Value	Rema
Communication	Θ	91	3633160800001	DATA UPDATE inoutiun Inde	c=1 EventType=0 InAddr=1 OutType	=0 OutAddr=1 Out 😋	1	2018-12-28 01:53:59			
		90	3633160800001	DATA UPDATE inoutfun Inde	c=1 EventType=0 InAddr=1 OutType	=0 OutAddr=1 Out C		2018-12-28 01:53 59			
		89	3633160800001	DATA UPDATE holiday Holid	ay=20190101 HolidayType=1 Loop="			2018-12-27 23:07:43			
Communication Device		88	3633160800001	DATA DELETE holiday *		•	6	2018-12-27 23:07:43			
Communication Monitor		87	CGFE184760043	DATA UPDATE holiday Holid	ay=20190101 HolidayType=1 Loop=*	•		2018-12-27 23:07:43			
		86	CGFE184760043	DATA DELETE holiday *		c	<u>)</u> .	2018-12-27 23:07:43			
		85	3633160800001	DATA UPDATE timezone Tim	ezoneld=2 SunTime1=0 SunTime2=	0 SunTime3=0 Mc 😋		2018-12-27 20:33 27			
		84	CGFE184760043	DATA UPDATE timezone Tim	ezoneld=2 SunTime1=0 SunTime2=	0 SunTime3=0 Mc 🧲	8	2018-12-27 20:33 27			
		83	3633160800001	DATA DELETE outrelaysettin	g Num≈1	•	6	2018-12-27 14:28 16	2018-12-27 14 28 19	0	
		82	3633160800001	DATA UPDATE userauthorize	Pin=432 AuthorizeTimezoneld=1 A	uthorizeDoorld=3 [		2018-12-27 13:56:42	2018-12-27 13:56:58	0	
		81	3633160800001	DATA UPDATE extuser Pin=1	FunSwitch=0 Pin=2 FunSwitch=0 P	in=343 FunSwitch C	2	2018-12-27 13:56 42	2018-12-27 13 56 58	0	
		80	3633160800001	DATA UPDATE user CardNo	547657 Pin=1 Password= Group=0	StartTime=0 End1 C	6	2018-12-27 13:56:42	2018-12-27 13 56 58	0	
		79	3633160800001	SET OPTIONS DefWGFmt_2	6=pcccccccccccccccccccccccccccccccccccc			2018-12-27 13 56 42	2018-12-27 13 56 58	1	
		78	3633160800001	SET OPTIONS MachineTZ=+	0080	•	6	2018-12-27 13:56 42	2018-12-27 13:56:58	1	
		77	3633160800001	DATA UPDATE timezone Tim	ezoneld=1 SunTime1=2359 SunTim	e2=0 SunTime3=0 C	1.6	2018-12-27 13:56:42	2018-12-27 13:56:58	0	
		76	3633160800001	SET OPTIONS Reader4Offin	eRefuse=0,Reader2OfflineRefuse=0	Reader1OfflineR	6	2018-12-27 13:56:42	2018-12-27 13 56:48	1	
		4									

If the returned value is more than or equal to o, the command is successfully issued. If the returned value is less than o, the command failed.

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

### 7.3.2 Communication Device

Click [System] > [Communication] > [Communication Device], the device list will be displayed:

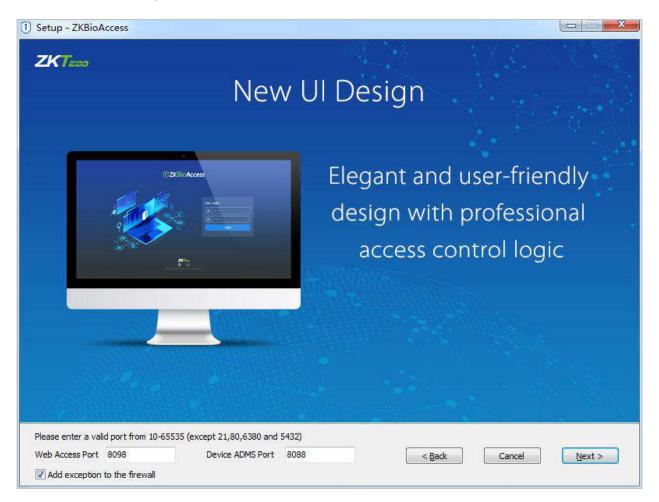
0		Mod	dule		Device Serial Number		Device	Name		Nå	xer Q	8
Basic Management		The c	urrent query	conditions None								
		C+ F	Refresh Q	View Authorization D	evice							
Authority Management			Module	Device Serial Number	Device Firmware	Device Name	Device Address	Subnet Mask	Gateway	Enable	Status	Executory Command Court
Communication	Θ		acc	3633160800001	AC Ver 5 7 6 3026 Aug 8 2015	inBIO260 Pro	192 168 213 99	255 255 255 0	192.168.213.1	0	Offline	5
Device Commands		1	acc	CGFE184760043	1.0.55	SpeedFace-V5	192 168 213 67	255.255.255.0	192 168 213 1	0	Offline	3
Communication Device												
Communication Monitor												
Communication Monitor												

### 7.3.3 Communication Monitor

Click [System] > [Communication] > [Communication Monitor], the device service port and its details will be displayed:



**\*Note:** While installing ZKBio Access IVS, you need to put port number properly.



ADMS port is used to connect to the device and the web access port is used to access the website.

# **Appendices**

# **Common Operations**

### Select Personnel

The selected personnel page in the system is as below:

©	Access Levels				3	Browse Personne	l Level 1 ( Area Name ) From Leve	ls >
🔓 Device 💮	Level Name		Time Zone		Q. 🛞	Personnel ID	Name	More Q 🛞
ц	-			Add Person	nel			
Access Control	Conditional Que	ry 💮 Department						
Time Zones	Personnel ID		Name		Card Nu	mber	More+ Q 🛞	Card Number Department
	The current query	conditions None					1	Development Depart
Holidays	Alternative				Selected(0)			
Access Levels	Personnel	First Last	Card Gender	Departm	Personn	el First Last	Card Gender Departm	
Set Access By Levels	OI	Name Name	Number			Name N°	Number	
Set Access By Person		abc		Marketin				
Set Access By Department				*	C	lick to ex	nand	
Interlock				e 	-		pand	
119676200								
Linkage	4 1			5 F				
Anti-Passback	10 x 1-1	> > 50 rows	perpage 🔻		1			
First-Person Normally Open				ox 1	Cancel			
Multi-Person Group				200				
Multi-Person Opening Door								
• •								
Reports (+)	10 0 1-3	.) >) .50 rows	per page 👻 Jump Te	o 1 /1 P	ago	12 6 14	⇒ >1 50 rows per page ≠	Jump To 1 /1 Page

You can select the personnel from the list generated, or you can also click [More] to filter by gender or department.

Click is to move the selected personnel into the selected lists. If you want to cancel the movement, click is .

Click on the Year to select by clicking or 😥 .Click the Month and Date to select directly.

### • Import (take the personnel list importing as an example)

If there is a personnel file on your computer, you can import it into the system.

1. Click [Import]:

 Import Personnel
 ×

 File Format

 Excel
 Select File
 Choose file
 No file chosen
 The default is the second row.
 OK
 Cancel

Fields are as follows:

Destination File: Choose the file to be imported.

2. Click [OK]:

The data is imported successfully.

### <sup>≪</sup>Notes:

- (1) When the importing department table, department name, and department number must not be empty, the parent department can be empty. The duplicated number does not affect the operation, it can be modified manually.
- (2) When importing a personal table, a 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]:

Export Mode	up to 30000 r	(etch to social	
	and a contract of the second street.	noces of uala)	
Select data volu	ume export (e:	port up to 300	00 pieces of data)
From the article	1 Str	ip, is derived 1	100 Data
From the article	1 50	ip, is derived 1	00 Data

- 2. Select the file format and export mode to be exported. Click [OK].
- 3. You can view the file in your local drive.

**Note:** 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 a 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 a 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 first-person 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 setting 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 the remote opening function to cancel the current door normal open state, this normal event is triggered.

**Disable Intraday Passage Mode Time Zone:** Indoor 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 set 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 the 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 the 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 the exit button but not at an 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 the 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 is not closed within the specified delay time after opening, then the sensor detects and triggers this abnormal event.

**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 the door, this abnormal event will be triggered.

**Failed to close door during Normal Open Time Zone:** If the current door is in the 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 the current door, 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 the current door for verifying successfully and trigger this alarm event.

**Duress Fingerprint Opening Door:** Use the duress fingerprint of the current door for verifying successfully and trigger this alarm event.

**Duress Opening Door Alarm:** Use the duress password or duress fingerprint set for the current door for verifying successfully and trigger this alarm event.

**Opened Accidentally:** Except for all normal events, if the door sensor detects that the door is opened, and this alarm event will be triggered.

**Door-open timeout:** This alarming event is triggered when they opened door is not locked at closing door time.

Tamper-Resistant Alarm: This alarming event will be triggered when the AIO device has 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.

**Notes:** The user can customize the level of each event (Normal, Abnormal, and Alarm).

# 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. 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, clear the checkbox. 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\ZKBio Access IVS\Main Resource\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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