

USER MANUAL

ZKBioSecurity

Version: 2.4

Date: December, 2017

Software Version: ZKBioSecurity 3.1.0.0 or above version

Important Claims

Firstly, thank you for purchasing this product, before use, please read this manual carefully to avoid the unnecessary damage! The company reminds you that the proper user will improve the use effect and authentication speed.

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1. System Instruction

Today, security is rapidly increasing concern for modern companies. This management system helps customers to integrate operation of safety procedures on one platform. The system is divided into ten modules, namely: **Personnel, Access, Attendance, Elevator, Hotel Systems, Visitor Systems, Parking Systems, Patrol Systems, Video Systems** and **Systems Management**. Personnel System, Video System and System Management modules are in the public section, respectively, while the access control and elevator systems are in use.

● System Features

- Powerful data processing capacity, allows management of data for 30,000 people.
- Multilevel management role-based level management secures user data confidentiality.
- Real-time data acquisition system ensures prompt feedbacks of data to the manager.

● Configuration Requirements

- CPU: Dual core processor with speeds of 2.4GHz or more.
- Memory: 4G or above.
- Hardware: Available space of 30G or above. We recommend using NTFS hard disk partition as the software installation directory.
- Monitor Resolution: 1024*768px or above.

● Operating System

- Supported Operating Systems: Windows 7 / Windows 8 / Windows 8.1 / Windows 10 / Windows Server 2008/2012(32/64).
- Supported Databases: PostgreSQL(Default), SQL Server & Oracle (Optional)
- Recommended browser version: IE 11+/Firefox 27+/Chrome 33+

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

1.1 Brief Introduction of Personnel

Personnel primarily consists of two parts: first, Department Management settings, used to set the Company's organizational chart; second, Personnel Management settings, used to input personnel information, assign departments, maintain and manage personnel.

1.2 Brief Introduction of Access Control

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

1.3 Brief Introduction of Attendance

It can achieve cross-regional attendance centralized control through shift and shift management. You can apply for Appended Receipt, Leave, Overtime, etc. in Exception Management. At the same time you can set access / parking as attendance and other functions.

1.4 Brief Introduction of Elevator

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

1.5 Brief Introduction of Hotel Management System

It provides hotel service management functions covering check-in, overstay, check-out, rate settlement, and lock setup and management.

1.6 Brief Introduction of Visitor

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

1.7 Brief Introduction of Parking System

Automatic and intelligent vehicle management using computer networks to effectively and accurately monitor and manage vehicles at all exits and entrances.

1.8 Brief introduction of Patrol

The online patrol system in the access control devices can help enterprise management personnel

to effectively supervise and manage the patrol personnel, plans and routes. In addition, periodic statistics and analysis can be performed on the patrol routes and results.

1.9 Brief introduction of Video

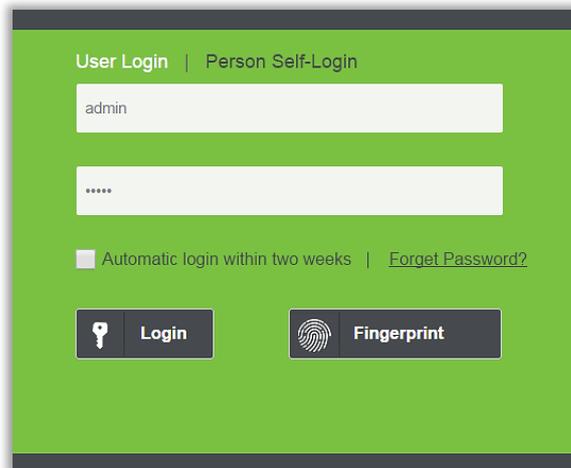
Video provides video linkage function to manage the Video Server, view the Real-Time Video, and query the Video Record, popup the Real-Time Video when linkage events happen.

1.10 Brief Introduction of System Management

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

2. System Operations

2.1 Log into the System



After the software is installed, you may double-click the ZKBioSecurity icon to enter the system. You may also open the recommended browser, and input the IP address and server port in the address bar. Input `http://127.0.0.1:8088` by default.

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

Enter user name and password, click [login], or click [Fingerprint] and then press the administrator fingerprint to enter the system.

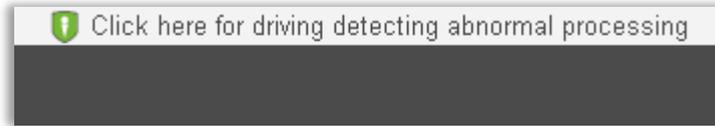
Note:

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



Here, you need to add a site exception following the exception adding prompts after you press **Advance**. Different operations may be performed in different browsers.

3. If you select the HTTPS port during software installation, the following message may be displayed on the login page:



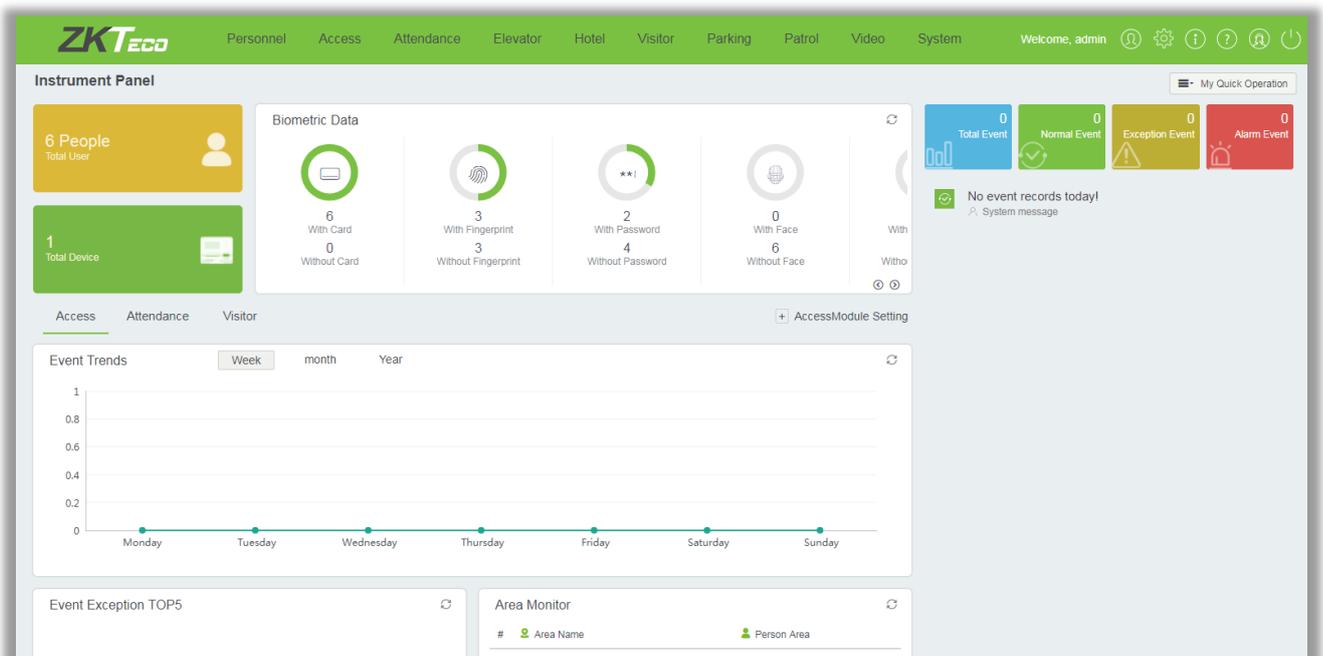
Click **Connect**. On the page that is displayed, download issonline.exe and corresponding certificates before using functions such as fingerprint and external devices.

2.2 Personal Self-Login

Click [Personal Self-Login], the personnel can reserve visitor for themselves. The personnel must be registered in the system. The login account and password is the personnel number and password registered in the system. The default password is 123456. For more details about the Reservation of visitors, please refer to [Reservation](#).

2.3 Dashboard

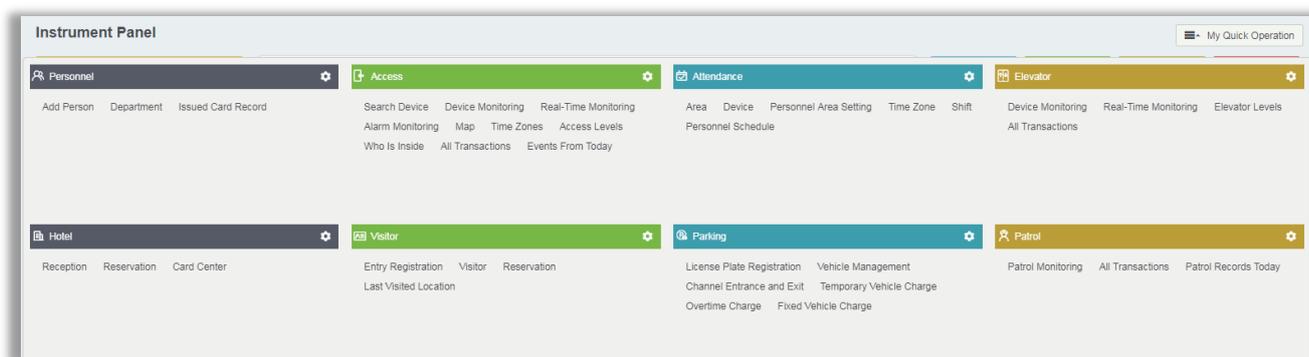
After logging in, the main page is displayed as follows. You can click  on the upper left corner of the interface to return to the main page while in another page.



This panel allows you to view statistics of each module and monitor real-time system events. Click



to configure the quick connection function of each module.



You may quickly access to desired pages through functions in the module.

Click  to edit the function lists in the top right corner of every module.

2.4 Activate the System

Please refer to the corresponding license document.

2.5 Modify Password

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

Personal Information [X]

Username*
 Username should be composed between 1-30 characters and in letters,numbers,or symbols (@/./-+/_).

Reset Password

Password*
 Password is a composition of 4 to 18 characters,default is 111111.

Confirm Password*

Superuser State

Role Group

Auth Department
 If you select no department, you will possess all department rights by default.

Authorize Area
 If you select no area, you will possess all area rights by default.

Email

First Name

Last Name

Fingerprint Register
[Download Driver](#)

OK **Cancel**

Check [Reset Password] box to modify the password.

Note: The super user and the new user are created by the super user (the default password for the new user is 111111). The user name is case-insensitive, but the password is case-sensitive.

2.6 Customer Service

Click the [Customer Service] button  on the top right corner of the interface to submit your problems and obtain help.

2.7 Exit the system

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

3. Personnel System

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

3.1 Personnel

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

3.1.1 Department Management

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

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

- **Add a Department**

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

New [Close]

If the new department in the department failed to show the list, please contact the administrator to re-authorize the user to edit the department!

Department No.*	<input type="text"/>
Department Name*	<input type="text"/>
Sort	<input type="text"/>
Parent Department	<input type="text" value=""/>

Save and New **OK** **Cancel**

Fields are as follows:

Department No.: Letters and numbers are available. It cannot be identical to another department. Length shall not exceed 30 digits.

Department Name: Any character, maximum combination of 100 characters. Different levels of department names can be repeated.

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

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

2. After editing, click [OK] to complete adding, click [Cancel] to cancel it, click [Save and new] to save the edit and continue to add news.

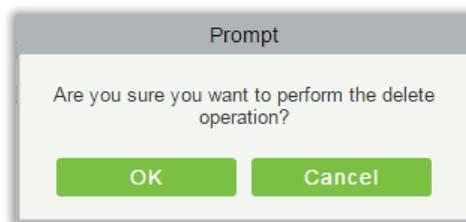
To add a department, you may also use [Import] to import department information from other software or other document into this system. For details, see [Common Operations](#).

● 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



- a) Export Department includes Exporting Department and Downloading Department Import Template.
- b) Department: can be exported in EXCEL, PDF, CSV file format.

ZKTECO
Department

Department Number	Department Name	Parent Department Number	Parent Department	Created Date
hotel	Hotel			2017-12-15 09:06:51
4	Financial Department	1	General	2017-12-15 09:06:48
3	Development Department	1	General	2017-12-15 09:06:48
2	Marketing Department	1	General	2017-12-15 09:06:48
1	General			2017-12-15 09:06:48

- c) Download Department Import Template: Excel template file can be exported, and department import can only be done by using department templates.

3.1.2 Personnel

When using this management program, the user shall register personnel in the system, or import personnel information from other software or document into this system. For details, see [Common](#)

Operations.

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

● Add Personnel

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

The screenshot shows a 'New' personnel form with the following fields and options:

- Personnel ID***: Text input field.
- Department***: Dropdown menu set to 'General'.
- First Name**: Text input field.
- Last Name**: Text input field.
- Gender**: Dropdown menu.
- Password**: Text input field.
- Certificate Type**: Dropdown menu with a QR icon.
- Certificate Number**: Text input field.
- Social Security Number**: Text input field.
- Mobile Phone**: Text input field.
- Reservation Code**: Text input field with value '123456'.
- Birthday**: Text input field.
- Biological Template Quantity**: Spinner control with value '0'.
- Card Number**: Text input field with a QR icon.

Below the main form is a tabbed interface with the following settings under the 'Personnel Detail' tab:

- Levels Settings**: Master
- Superuser**: No
- Device Operation Role**: Ordinary User
- Delay Passage**:
- Disabled**:
- Set Valid Time**:

Buttons at the bottom: Save and New, OK, Cancel.

Fields are as follows:

Personnel ID: It must be unique. 9 characters at max, length, the valid range is 1-79999999, it can be configured based on actual conditions. The Personnel No. 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 letter inclusion of the personnel number.
- (2) When modifying the maximum length or letter inclusion of a personnel number, please enter into Personnel > Parameters to set.

Department: Select from the pull-down menu and click [OK]. If the department was not set previously, you can only select the default [Company Name] department.

First Name/Last Name: The max length is 50.

Gender: Set personnel gender.

Password: Set personnel password. Only supports 6-digit passwords. If password exceeds the specified length, the system will truncate it automatically. It can't be same with others and duress password.

Certificate Type: There are four types of Certificate: ID, Passport, Driver License and Others. Click  icon to recognize the Certificate automatically. Please refer [3.1.4 Parameters](#) and [11.2.5 Client Register](#) to see how to register.

Certificate Number: Click  icon and the Certificate information will display automatically.

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

Mobile Phone: The max length is 20, and its optional.

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

Birthday: Input the actual employee's birthday.

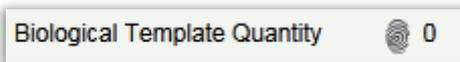
Card number: The max length is 10, and it shouldn't be repeated.

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 local photo to upload.
- Capture: Taking photo by camera is allowed when the server is connected with a camera.

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

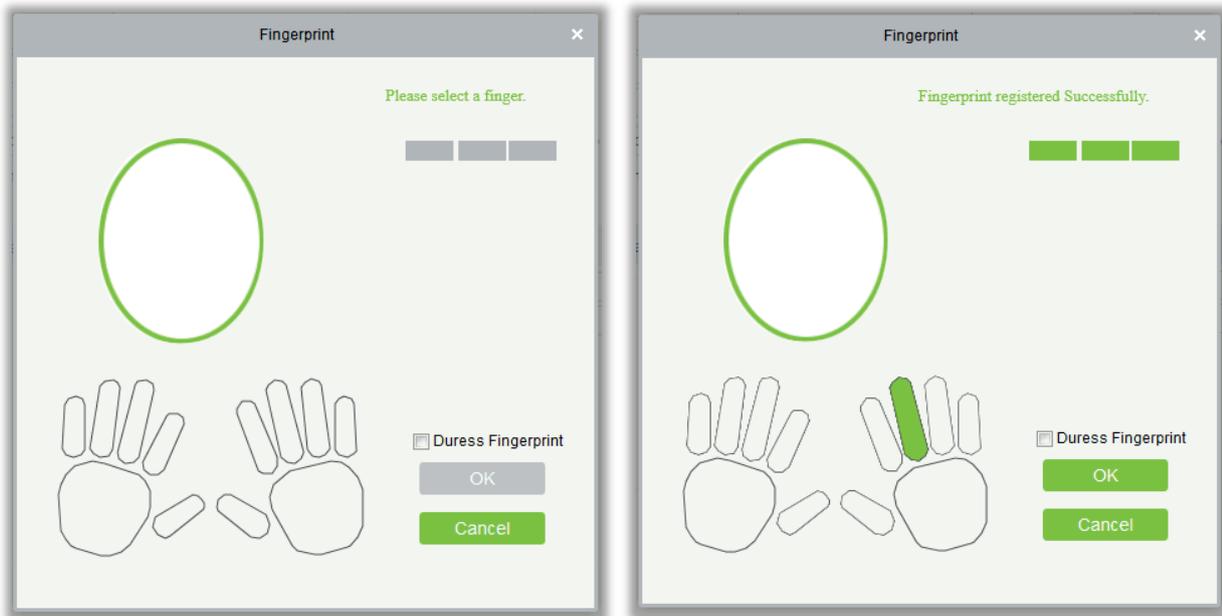
How to register fingerprint:



1) Move the cursor to the fingerprint icon position, a registration pop-up and drive download box will appear, click [Register].

2) Select a fingerprint, press in the sensor by three times, "Fingerprint registered Successfully" will be prompted.

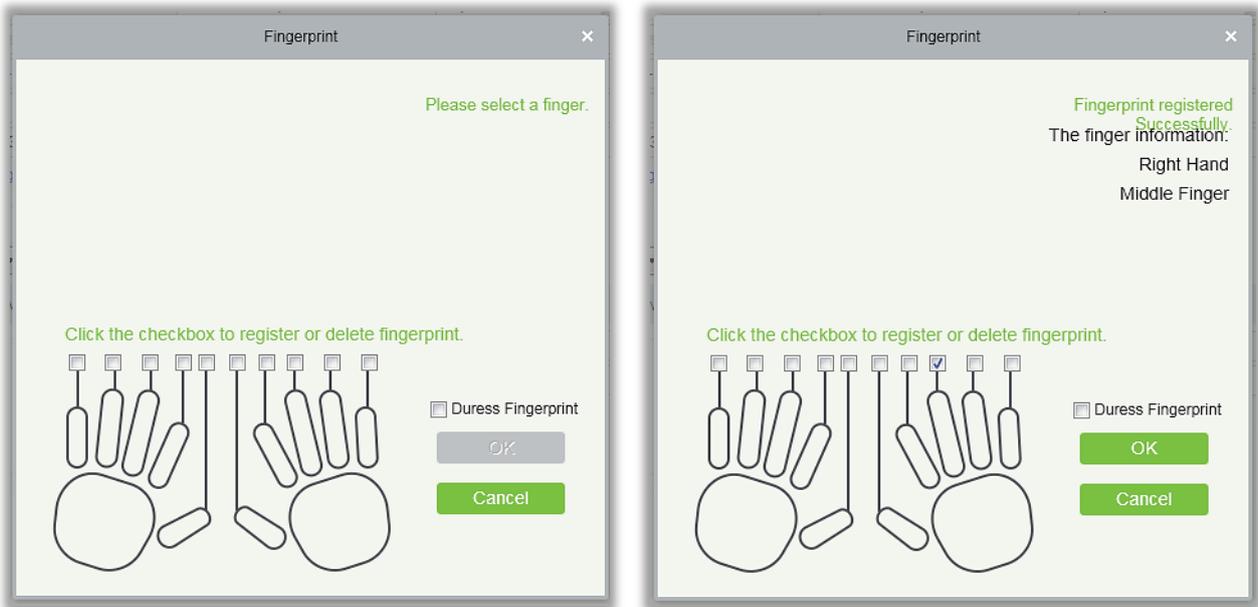
3) Click [OK] to finish registration.



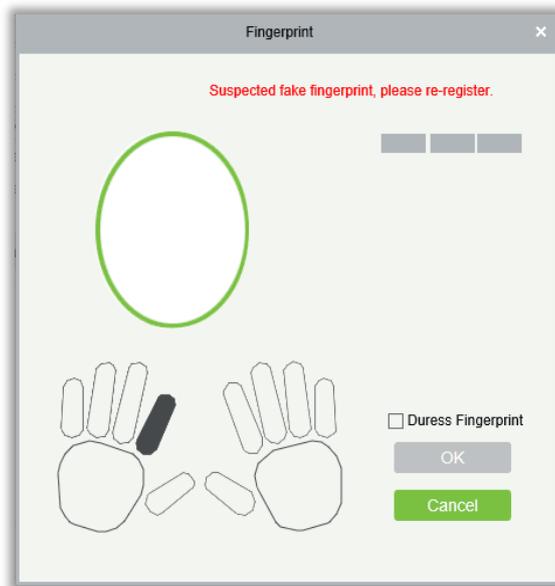
Click a fingerprint to delete. If you need to register a duress fingerprint, check the Duress Fingerprint box.

Notes:

- If fingerprints are duplicated, “Don’t repeat the fingerprint entry” will be prompted.
- If the fingerprint sensor driver is not installed, click “Install drive” and the system will prompt to download and install driver.
- After the fingerprint sensor driver is installed, if fingerprint register button is grey in IE browser while it is normal in other browsers (such as Firefox, Google), you may change the settings of IE browser, as follows:
 - 1) In IE browser, click [Tools] > [Internet Options] > [Security] > [Credible Sites], add <http://localhost> to the credible sites, then restart the IE browser.
 - 2) In IE browser, click [Tools] > [Internet Options] > [Advanced] > [Reset] to pop up a dialog of Reset Internet Explorer Settings, click [Reset] to confirm; then restart the IE browser (this step can be used when step1 has no effect).
 - 3) If above settings are all invalid, please execute following operations (take IE11 browser as an example): click [Tools] > [Internet Options] > [Advanced] > [Security], check the option of [Allow software to run or install even if the signature is ...], and remove the tick before [Check for server certificate revocation], then restart IE.
 - 4) If the browser is below IE8, the fingerprint registration page will be different:



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

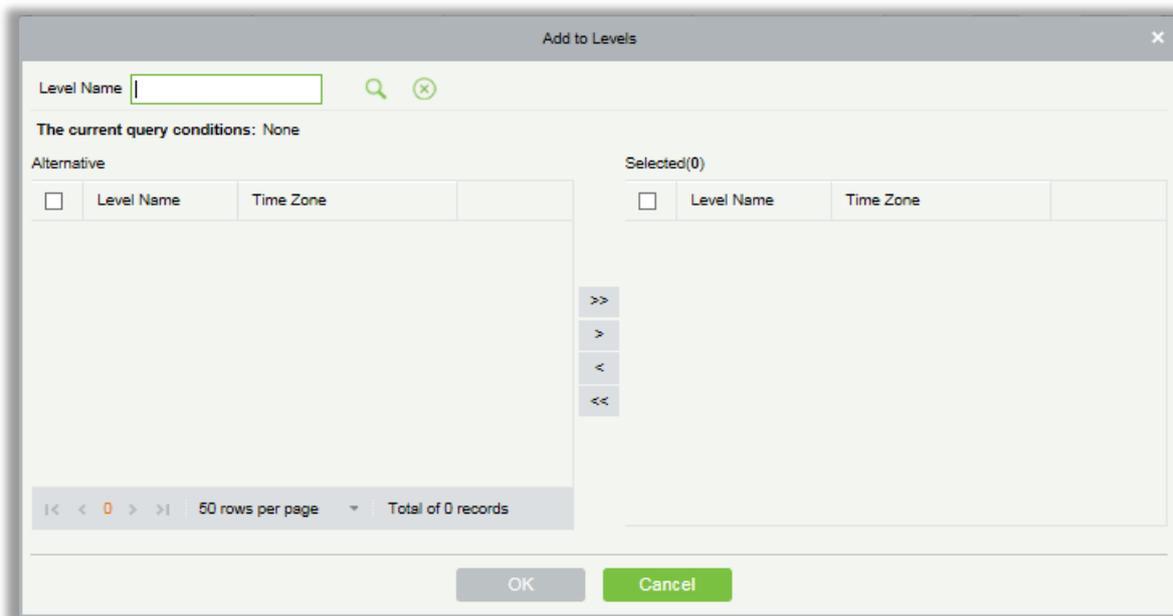


2. Set the Access Control parameters for the personnel. Click [Access Control]:



Fields are as follows:

Level Settings: Click [Add], set passage rules of special positions at different times.



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

Device Operation Authority: Select administrator to get its levels.

Delay Passage: Extend the waiting time when the movement of persons. Suitable for people with disabilities or other special needs populations.

Disabled: Temporarily disable the personnel's access level.

Set Valid Time: Set Temporary access level. Doors can be set to open only within certain effective period of time. If not checked, the time to open the door is always active.

Note: The number of a person, whether departed or in service, must be unique. The system, when verifying, will automatically search the number in the departure library.

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, details about the personnel will be

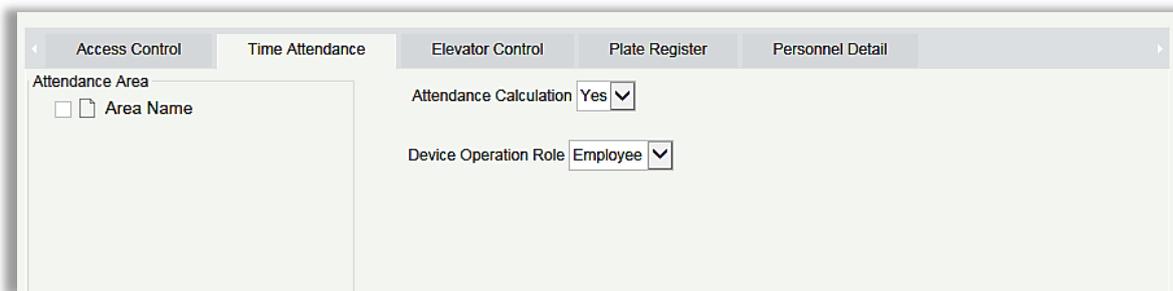
shown.

Notes:

(1) Not all the devices support the "Disabled" function. When a user adds a device, the system will notify the user whether the current device support this function. If the user needs to use this function, upgrade the device that originally does not support the function.

(2) Not all the devices support the "Set Valid Time" function of setting the hour, minute, and second. Some devices only allow users to set the year, month, and day of the active time. When a user adds a device, the system will notify the user whether the current device support this function. If the user needs to use this function, upgrade the device that originally does not support the function.

3. Set the Time Attendance parameters for the personnel. Click [Time Attendance]:



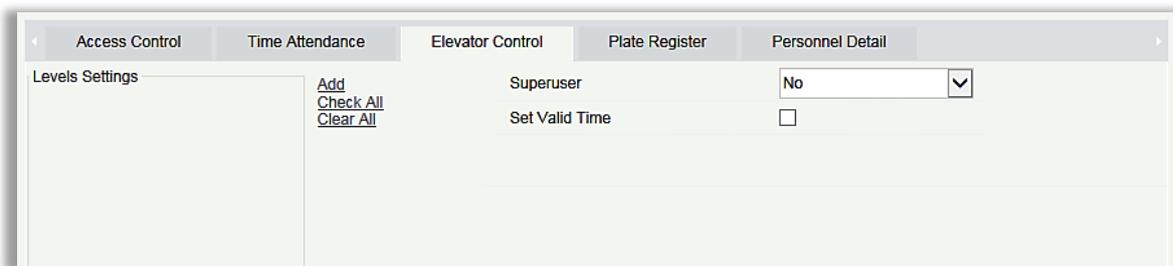
Fields are as follows:

Attendance Area: You can set the staff attendance area.

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

Device Operation Role: Set the authority of the device and send it to the corresponding device.

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



Fields are as follows:

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

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

Note: The Elevator level must be set in advance.

5. Set the Plate Register parameters for the personnel. Click [Plate Register]:

The screenshot shows a software interface with a tabbed menu at the top. The tabs are: Access Control, Time Attendance, Elevator Control, Plate Register, and Personnel Detail. The 'Personnel Detail' tab is selected. Below the tabs, there are two input fields: 'License Plate' on the left and 'Parking Space' on the right. A green plus sign icon is located to the right of the 'Parking Space' field.

Fields are as follows:

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

Parking Space: Parking space corresponding to the vehicle.

Note: 6 license plates can be added for a single person.

- Click [Personnel Detail] to enter the detail information and edit interface, complete personnel detail info.

The screenshot shows the same software interface as above, but with the 'Personnel Detail' tab selected. The form contains the following fields and controls:

- Email: Text input field
- Employee Type: Dropdown menu
- Job Title: Text input field
- Birthplace: Text input field
- Home Phone: Text input field
- Office Phone: Text input field
- Event Notification: Check box
- Hire Type: Dropdown menu
- Street: Text input field
- Country: Text input field
- Home Address: Text input field
- Office Address: Text input field

Fields are as follows:

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

Event Notification: After checking this menu, the system will send email to this person once an access or an elevator event occurs. If there is no setting to email sending server, the Email Parameter Settings window will pop up. Please refer to [E-mail Management](#) for the setting information.

- After filling in the information, click [OK] to save and exit, the person will be displayed in the added list.

- Edit Personnel**

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

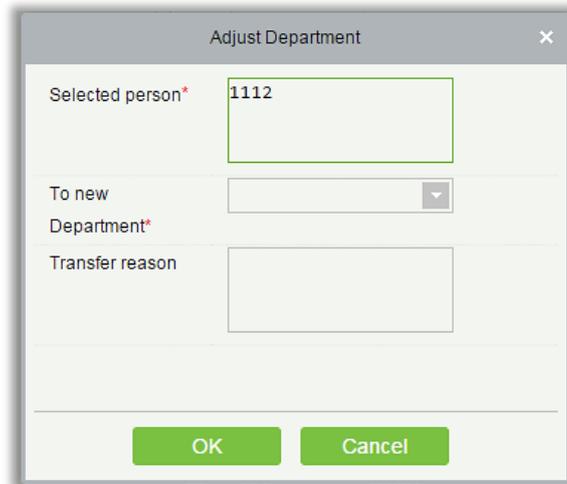
- Delete Personnel**

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

Note: Delete a person, all information about the person will be deleted.

- Adjust Department**

1) Click [Personnel] > [Person], select a person, click [Adjust Department]:



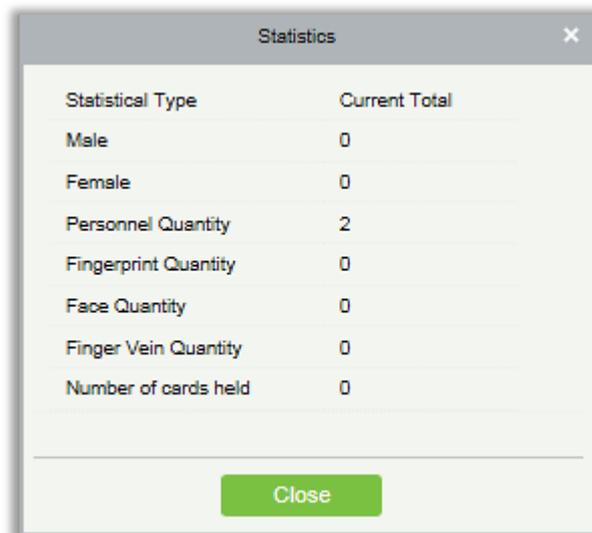
The 'Adjust Department' dialog box has a title bar with a close button. It contains three main input areas: a text field for 'Selected person*' containing the number '1112', a dropdown menu for 'To new Department*', and a text area for 'Transfer reason'. At the bottom, there are two green buttons labeled 'OK' and 'Cancel'.

2) Select "To new Department".

3) Click "OK" to save and exit.

● Statistics

Click [Personnel] > [Person] > [Statistics]. View the number of personnel, the number of fingerprints, facial number, finger vein number, card number, gender and other statistical information.



Statistical Type	Current Total
Male	0
Female	0
Personnel Quantity	2
Fingerprint Quantity	0
Face Quantity	0
Finger Vein Quantity	0
Number of cards held	0

The 'Statistics' dialog box features a table with two columns: 'Statistical Type' and 'Current Total'. The table lists various categories and their corresponding counts. A green 'Close' button is located at the bottom center of the dialog.

● Export

Click [Personnel]> [Personnel]> [Export] to export personnel information, personnel biometric template and personnel import template.



1. Export Personnel: Personnel basic information is all checked(selected); check custom attributes according to needs.

Export Personnel ✕

<input checked="" type="checkbox"/> Basic Information	<input checked="" type="checkbox"/> Personnel ID	<input checked="" type="checkbox"/> First Name	<input checked="" type="checkbox"/> Last Name	<input checked="" type="checkbox"/> Department...
	<input checked="" type="checkbox"/> Department...	<input checked="" type="checkbox"/> Gender	<input checked="" type="checkbox"/> Birthday	<input checked="" type="checkbox"/> Password
	<input checked="" type="checkbox"/> Certificate Type	<input checked="" type="checkbox"/> Certificate Nu...	<input checked="" type="checkbox"/> Card Number	<input checked="" type="checkbox"/> Email
	<input checked="" type="checkbox"/> Reservation C...	<input checked="" type="checkbox"/> Mobile Phone		
<input type="checkbox"/> Custom Attributes	<input type="checkbox"/> Employee Type	<input type="checkbox"/> Hire Type	<input type="checkbox"/> Job Title	<input type="checkbox"/> Street
	<input type="checkbox"/> Birthplace	<input type="checkbox"/> Country	<input type="checkbox"/> Home Phone	<input type="checkbox"/> Home Address
	<input type="checkbox"/> Office Phone	<input type="checkbox"/> Office Address		

The File Type: ▼

Export Mode: All data (Can export up to 40000 data)

Select the amount of data to export (Can export up to 40000 data)

From the article Strip, is derived Data

ZKTECO Person													
Personnel ID	First Name	Last Name	Department Number	Department Name	Gender	Birthday	Password	Certificate Type	Certificate Number	Card Number	Email	Reservation Code	Mobile Phone
1	Jerry	Wang	1	General	Male	1980-04-23	1	1	TP443598	4481253	abwe@qwe.com	123456	59496464
2	Lucky	Tan	3	Development Department	Female	1992-12-08	2	3	784515	6155286	778@abc.com	123456	4425521
2940	Sherry	Yang	hotel	Hotel	Female	1997-12-01	2940	1	741741	1411237	555@qq.com	123456	145145145
3	Leo	Hou	4	Financial Department	Male	1998-12-22	3	1	23687	13271770	3232@qq.com	123456	34342543
4	Berry	Cao	1	General	Female	2007-12-05	4	4	745688QQWA	13592341	QWA@zzz.com	123456	74755466
5	Necol	Ye	2	Marketing Department	Male	2017-01-10	5	1	32242311	13280079	3322@qq.com	123456	6645454
6	Amber	Lin	4	Financial Department	Female	2017-07-04	6	1	794525004	4628036	787878@eru.com	123456	44620545
7	Jacky	Xiang	1	General	Female	2018-01-05	7	8	ees1213232	6323994	434@qq.com	123456	54243231
8	Glori	Liu	2	Marketing Department	Female	1995-12-05	8	1	433114354	6189166	987@abod.com	123456	77545353
9	Lilian	Mei	3	Development Department	Female	1992-12-23	9	1	XS22030	9505930	8689@pp.com	123456	221112121

2. Export Biometric Template.

Export Biometric Template

The File Type:

Export Mode: All data (Can export up to 40000 data)

Select the amount of data to export (Can export up to 40000 data)

From the article: Strip, is derived: Data

Personnel Biometric Template							
Personnel ID	First Name	Last Name	Biometric	Biometric	Biometric	Biometric	Biometric
1	Jerry	Wang	1	Fingerprint	10	4	1
Biometric Template TEXTUzbxAAAFDxECAUHC7QAAAAdDmkBAAAdDvmg/fADwLvgANACKAyQCzAB4PFwD2DzoM1g ACAx4H9AgACgP5QBDABUE8QCCHALhACJD+MMNOC1AJ8MSQ8gAvGm0ACQAMIAAAEAvVojPQ AyD+4PKgA6ARw9Gw6sAAEPAB+AQMfjwDhFLACwD+QPrjCIANQP8g+SAcAPTAAXAF+AQG CpaN4MnwCDD5L+WAQA YIMfTw8AYV'M0wDyAdQA5gBdABMPAADIUPDAD+ABOK708wAB8A CBAFsOIQDCAQLUwCqDlQagDjBoP3wVAD4M5gAzAdoBwCpAJKEBwBsdw8P8AASAFoEeA82 AdMP9QDYAbsKNAADAc8PngA1Ds8K9gBF AZ8MDA8AcAK2ADIA8YFVozQ0S4S7BK7X7wtZAgP 6ENf8gE39FYBoFyhrOf78btpYdkc5954P1kg+v18XgB7/RXw4ellFyQVphsKzHZodd7nYzInbwD DpyG8+MPagVLh4uMjKTd69/Oecw/SMBKRqUGt1P6v4KYBSgVe9XNMjmbL6g3XjeBnvQYRlx+PW QpghC9AtHTGTQfH9KJbwThDZcXY7Bm0DahFogY79BBJzBtr0H1KCzZ3nNWcFOHYCMpEdog+B6 48aUSOo1njY1QrQZdAZFHACs8gFOXWwVchSDXpWb+OPu1g/MPLgBDRN+YQDdwj2naev9C8H4 Ee114Y08A7DFILCB+roVGBallS9b9d7sPjU4ArclnJwF4AVrD9+IgdANAFJZAKA8FwTppR0 B2wWUj83aevOccETA0Y'NR8c4ACFYGAHA'YBTLBQDQy3t3sNoCjYpaEAC2YB7zXkczHAH AeA1HLcWdml48FwmMZhcBCEITvTEzNpcWAwAQXBAQKHhYhRORwMRVWAwAz1WJqnyO8 BkBC1yQwKhngc1uwMFJwFvBAO9RFIOAQtmVXL7zorCwMKEwMIAwWgHJUVDFG85aZgwmJ4w MLCov9vRMEAMRsD4MHBU14YG1ZEgHlepZkw3dxrG8lxUZ+WMH/8FAB8WygwNBIRAKpCg8Nw8 F2dn5W1QD1i89g4CAwQWEAQ/nhM7CAB3BXw w7BVx0B042nzFh6eG93wDrFxFH+wclAgQJFNK RRXmNcGAD1YzFyCYCwsHCwLXBxWR6DgCCsPA7/S3x0cA4CADEdZfEzMcKHAEOsvtkEY/AHTB8 M6XWVEDwBst7+6SnE8fFCADMStL+R1wJAJ53A/84TUFACu3HC/JP40D26Xh/fwTpfDw+VhVEw cEHVvoAAsIDspO/1GT8E0AKPEHf6+H8MAMQ3f8kmlo+8A/1ABVWtLw+Pw+wDj+SRDWAUAS NSrWfHBA801VPA840DS0NIPsywQ18GAb8E8EFcwWw4zT9+1F0nFYeLwEwZ7Dn9+FD6wTf BwP46wAMP3/K6v5RwWd9SdSwAgQ2MBJRJUUGRDVDbpRwDzCjd+fx+xD7HTb5CEWEPxXLDP wcQ7RWDVvswgUQryBa8VQBH00UCwFecCuW898ERB9M9M6c8DNzcdDwsh/BVVBH+40WkoXEK2 1nBPP77+Yw+H1ZLhNDQPvRazxATV+Xb2t2ACsWN6bxVEQ=							

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

Download Personnel Import Template

Basic Information
 Personnel ID
 First Name
 Last Name
 Department...

Department...
 Gender
 Birthday
 Password

Certificate Type
 Certificate Nu...
 Card Number
 Email

Reservation C...
 Mobile Phone

Custom Attributes
 Employee Type
 Hire Type
 Job Title
 Street

Birthplace
 Country
 Home Phone
 Home Address

Office Phone
 Office Address

The File Type:

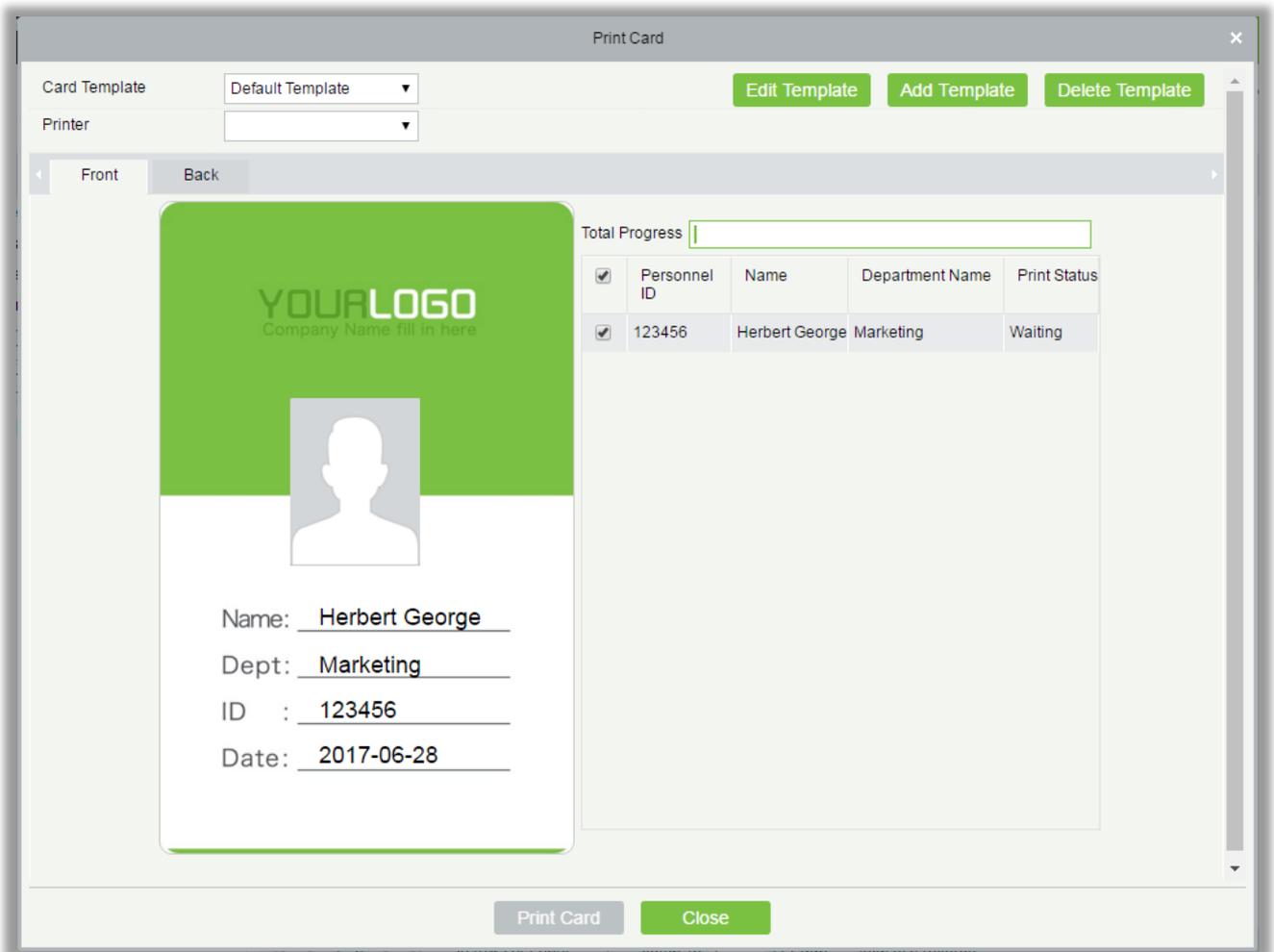
- **Import**

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



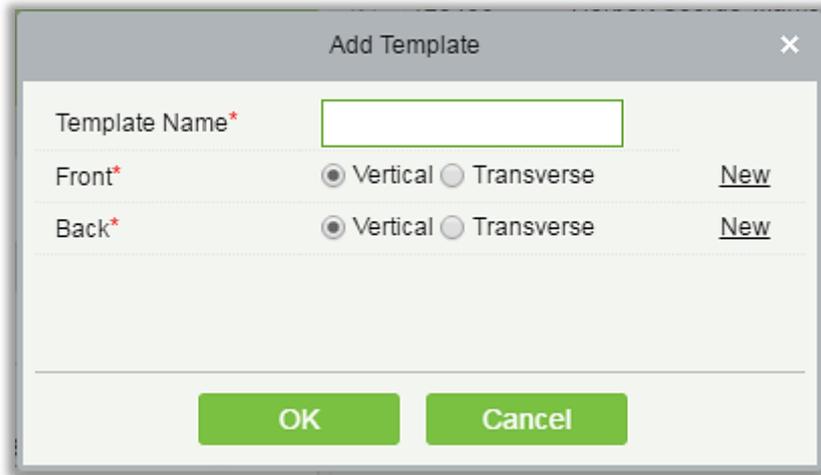
- **Card Printing**

Click [Personnel] > [Person], select a person, and click [Print Card].

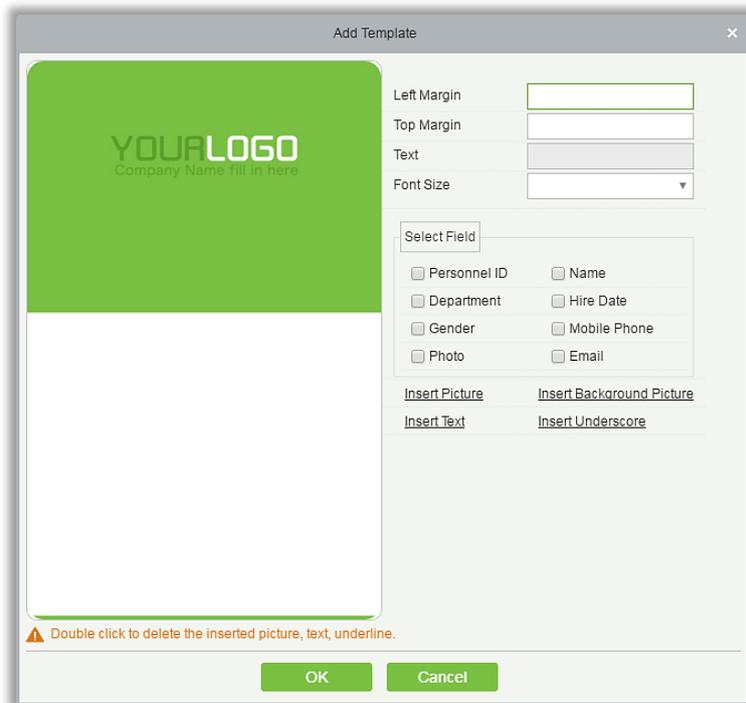


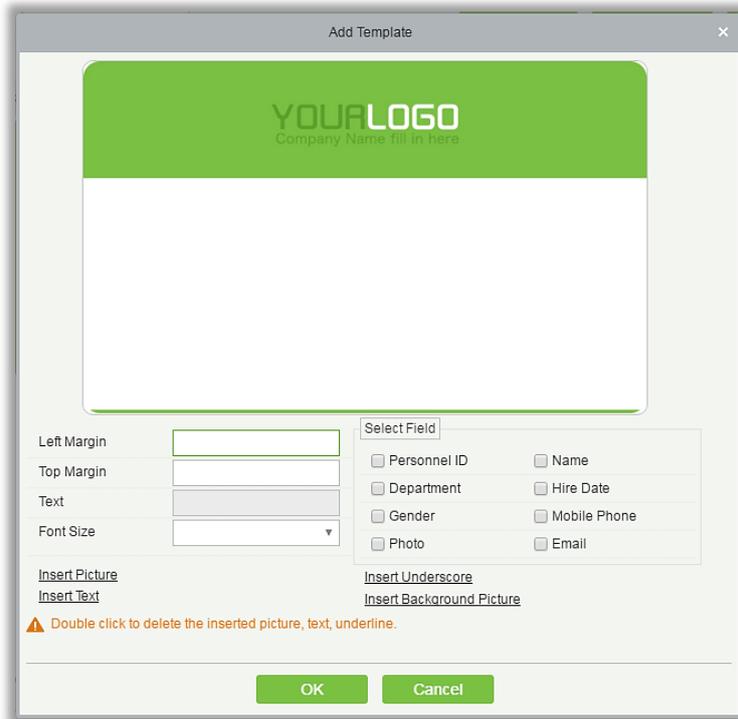
Select a card template and a printer and click [Print Card].

1. To add a template, click [Add Template].

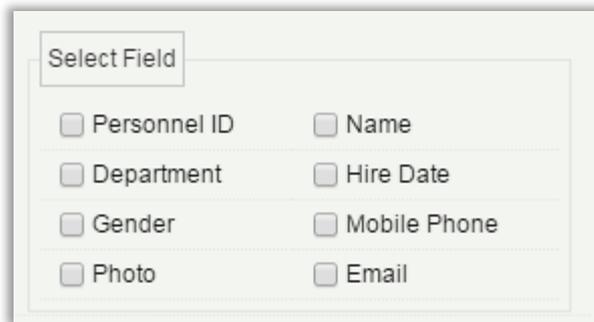


Enter [Template Name], select the template direction, and click [OK]. The left figure below is a vertical template and the right one is a transverse template.





(1) Select fields.



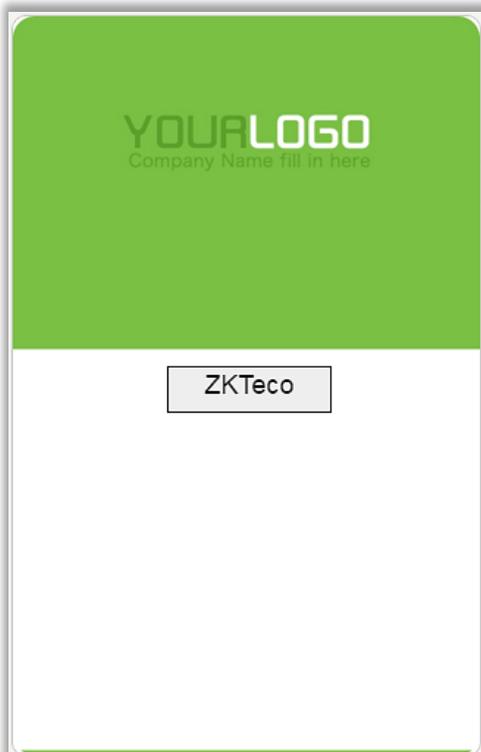
Select corresponding fields. The fields will be displayed in the template. You can drag the fields to change the field coordinate.



Left Margin	<input type="text" value="108"/>
Top Margin	<input type="text" value="233"/>
Text	<input type="text" value="Personnel ID"/>
Font Size	<input type="text" value="18px"/>

(2) You can insert pictures, background images, texts and underlines into the template.

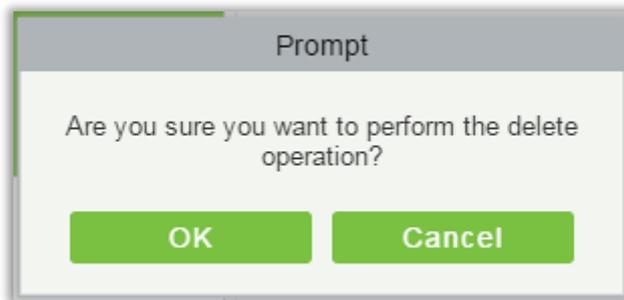
Enter the text to be inserted in [Text] to insert texts to the template.



Left Margin	<input type="text" value="105"/>
Top Margin	<input type="text" value="239"/>
Text	<input type="text" value="ZKTeco"/>
Font Size	<input type="text" value="18px"/>

Notes:

- 1) Click  to delete inserted fields.
 - 2) Double-click inserted pictures, texts or underlines to delete them.
 - 3) Upload a background image of 635 x 1010 pixels for a vertical template and a background image of 1010 x 635 pixels for a transverse template.
2. To edit a template, click [Edit Template]. The procedures for editing a template are the same as those for adding a template and will not be mentioned here.
- Note:** By default, neither of the vertical template nor the transverse template can be edited. Only user-defined templates can be edited.
3. To delete a template, click [Delete Template].



Click [OK] to delete the template.

Note:

By default, neither of the vertical template nor the transverse template can be deleted. Only user-defined templates can be deleted.

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**

- 1) Click [Personnel] > [Personnel] > [Custom Attributes] > [New], edit the parameters and click [OK] to save and exit.

Fields are as follows:

Attribute Name: Must be filled in and not be duplicated. Max length is 30.

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

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

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

Access Control	Elevator Control	Personnel Detail
Email		Event Notification <input type="checkbox"/>
Employee Type	---	Hire Type
Job Title		Street
Birthplace		Country
Home Phone		Home Address
Office Phone		Office Address

- **Edit a Custom Attribute**

Click [Edit] below operations to modify the corresponding attribute.

- **Delete a Custom Attribute**

Click [Delete] below operations to delete an unneeded attribute. If the attribute is in use, the system

will prompt before confirming to delete.

Note: The custom attribute will not recovery once deleted.

3.1.4 Parameters

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

The screenshot shows three configuration panels. The first panel, 'Personnel ID Setting', has a text input for 'The Maximum Length' with the value '9' and radio buttons for 'Support Letters' set to 'No'. The second panel, 'Card Setting', has a text input for 'The Maximum Length' with the value '32', radio buttons for 'Card Format Display' set to 'Decimal', and radio buttons for 'Multiple Cards per Person' set to 'No'. The third panel, 'Registration Client', has radio buttons for 'Certificate Recognition' set to 'IDReader', a dropdown for 'Registration Code*' with a 'Register' button, and links for 'Download OCR V1.0 Driver' and 'Download OCR V2.0 Driver' (selected). Below this, there is another 'Registration Code*' dropdown with a 'Register' button for 'Card Printing'.

2) Set the maximum length of personnel number and whether it supports letters.

3) Set the maximum length (binary number) of the card number that the current system supports.

4) Set the card format currently used in the system. The card format cannot be switched when the system has a card.

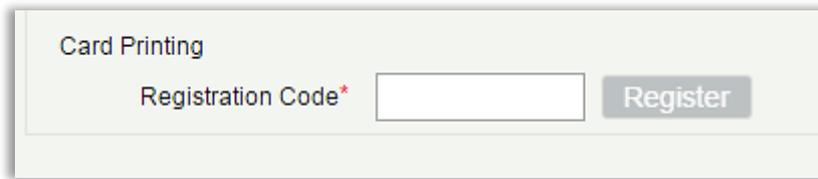
5) Set whether the Multiple Cards per Person function is enabled in the system.

6) Registration Client

➤ If no driver has been installed, the [Download Driver] link is displayed. Click the link to download and install the driver.

This is a close-up of the 'Registration Client' panel. It shows the 'Certificate Recognition' section with radio buttons for 'OCR' and 'IDReader'. Below it is a 'Registration Code*' dropdown followed by a 'Register' button and a 'Download Driver' link. The 'Card Printing' section below has another 'Registration Code*' dropdown followed by a 'Register' button.

- Enter the corresponding registration code and click [Register].

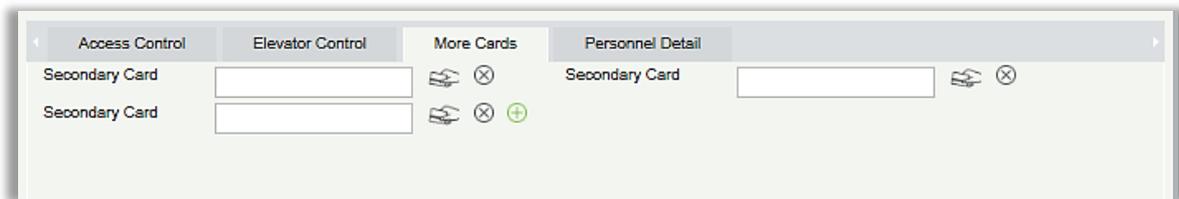


Note: Click [System] > [Authority Management] > [Client Register] to view the registration code.

8) Click [OK] to save the setting and exit.

- **More Cards**

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



Note: Not all devices support the Multiple Cards per Person function. For details, please consult the technical personnel.

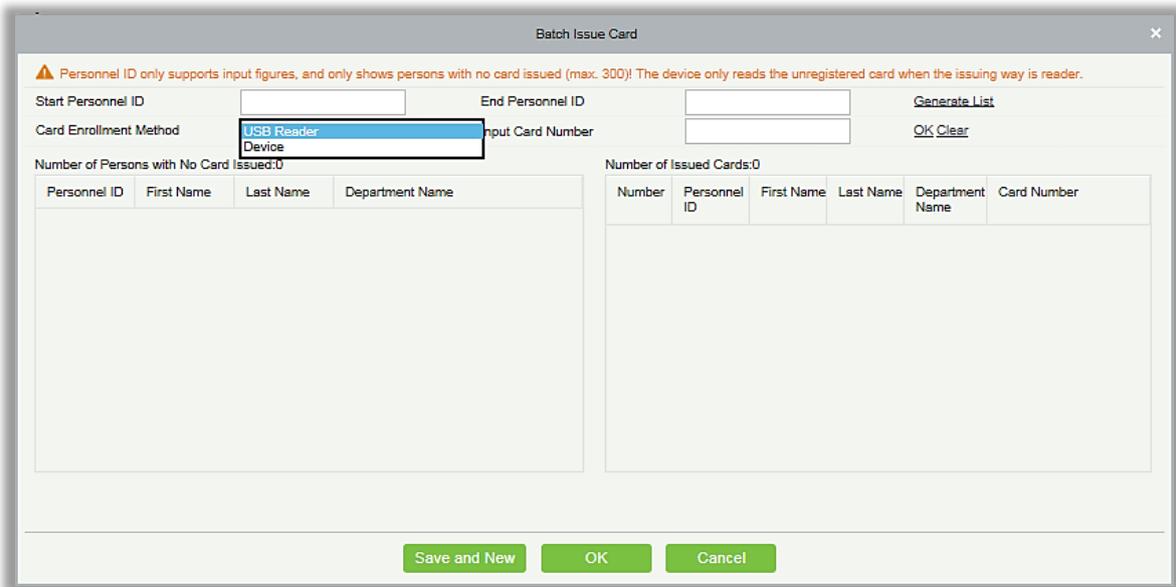
3.2 Card Manage

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

3.2.1 Card

- **Batch Issue Card**

1) Click [Personnel] > [Card Manage] > [Batch Issue Card]:



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

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

3) Select Card Enrollment Method: USB Reader or device.

For the use of USB reader, punching on the Issue machine directly. The System will get the card number and issue it to the user in the left list.

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

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

4) Click [OK] to complete card issue and return.

3.2.2 Wiegand Format

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

	Name	Mode	Site Code	Auto	Operations
<input type="checkbox"/>	Wiegand Format20	Mode One	0	Yes	Edit
<input type="checkbox"/>	Wiegand Format26a	Mode One	0	No	Edit
<input type="checkbox"/>	Wiegand Format34	Mode One	0	Yes	Edit
<input type="checkbox"/>	Wiegand Format34a	Mode One	0	No	Edit
<input type="checkbox"/>	Wiegand Format36	Mode One	0	Yes	Edit
<input type="checkbox"/>	Wiegand Format37	Mode One	0	Yes	Edit
<input type="checkbox"/>	Wiegand Format37a	Mode One	0	No	Edit
<input type="checkbox"/>	Wiegand Format50	Mode One	0	Yes	Edit
<input type="checkbox"/>	Wiegand Format60	Mode One	0	Yes	Edit

Select a device that supports the card formats testing function and input the number and site code (optional) on the card.

- 1) Click [Read Card] and swipe the card on the device reader. The original card number read by the device is displayed in the input box on the right.
- 2) Click [Recommend Card Format]. The Wiegand card format recommended for the input card number is displayed below.
- 3) If [Auto calculate site code while the site code is left blank] is selected, the software calculates the site code based on the card format and card number.
- 4) Click [OK]. The page skips to the Wiegand Format Adding page to save the recommended Wiegand format.

Note: The card formats testing function is supported only by certain devices.

3.2.3 Issue Card Record

Used to record the life cycle of a card and display the operations performed on the card.

Card Number	Personnel ID	First Name	Last Name	Action	Issue Card Date	Change Time
3333	423	dany	Micro	Issue Card	2015-05-26 15:30:50	2015-05-26 15:30:50
22222	222	Jack	Chen	Issue Card	2015-05-26 15:30:42	2015-05-26 15:30:42
1111	25			Issue Card	2015-05-26 15:30:29	2015-05-26 15:30:29

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

3.3 AD Management

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

4. Access

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

4.1 Device

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

4.1.1 Device

- Add Device

There are two ways to add Access Devices.

1. Add Device by manually

(1) Click [Access Device] > [Device] > [New] on the Action Menu, the following interface will be shown:

TCP/ IP communication mode

The screenshot shows a 'New' dialog box for adding a device in TCP/IP communication mode. The 'Communication Type' is set to 'TCP/IP'. Fields include: Device Name (text input), IP Address (text input), Communication port (text input, value 4370), Communication Password (text input), Control Panel Type (dropdown menu, value 'Four-Door Access Cont'), Area (dropdown menu, value 'Area Name'), Switch to Two-door Two-way (checkbox, unchecked), Add to Level (dropdown menu, value '-----'), and Clear Data in the Device when Adding (checkbox, unchecked). A warning message at the bottom states: '[Clear Data in the Device when Adding] will delete data in the device (except event record), please use with caution!'. Buttons at the bottom are 'Save and New', 'OK', and 'Cancel'.

RS485 communication mode

The screenshot shows a 'New' dialog box for adding a device in RS485 communication mode. The 'Communication Type' is set to 'RS485'. Fields include: Device Name (text input), Serial Port Number (dropdown menu, value 'COM1'), RS485 Address (text input, range 1-63), RS485 Address Code Figure (ON/OFF indicator with 8 buttons, values 1-8), Baud Rate (dropdown menu, value 38400), Communication Password (text input), Control Panel Type (dropdown menu, value 'Four-Door Access Cont'), Area (dropdown menu, value 'Area Name'), Switch to Two-door Two-way (checkbox, unchecked), Add to Level (dropdown menu, value '-----'), and Clear Data in the Device when Adding (checkbox, unchecked). A warning message at the bottom states: '[Clear Data in the Device when Adding] will delete data in the device (except event record), please use with caution!'. Buttons at the bottom are 'Save and New', 'OK', and 'Cancel'.

Fields are as follows:

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

Communication port: The default value is 4370.

Serial Port No.: COM1~COM254.

RS485 Address: The machine number, the range is 1-63. When Serial Port No. is same, it is not allowed to set repeated RS485 addresses.

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

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

Common options:

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

Communication Password: The max length is 6 with numbers or letters.

Notes:

- 1) You do not need to input this field when it is a new factory device or just after the initialization.
- 2) When setting the standalone device's communication password and communication password to 0, it means no password; however, for access control panel, it means the password is 0.
- 3) You need to restart the device after setting the door sensor of the standalone device.

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

TimeZone: You need to set this option if the device supports setting the time zone and the device time zone is not in the same time zone as the server. This option does not appear for devices that do not support setting the time zone. The newly added device defaults to synchronize server's time zone.

Area: Specify areas of devices. After Area Setting, devices (doors) can be filtered by area upon Real-Time Monitoring.

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

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

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

(2) After editing, click [OK], and the system will try to connect the current device.

If successful connect, it will read the corresponding extended parameters of the device.

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

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 record (unless the information in the device is unusable, or it is recommended not to delete the device in used to avoid the loss of information).

Access Controller Settings:

✧ TCP/ IP Communication Requirements

Support and enable TCP/ IP communication, directly connect device to the PC or connect to the local network, query IP address and other information of the device;

✧ RS485 Communication Requirements

Support and enable RS485 communication, connect device to PC by RS485, query the serial port number, RS485 machine number, band rate and other information of the device.

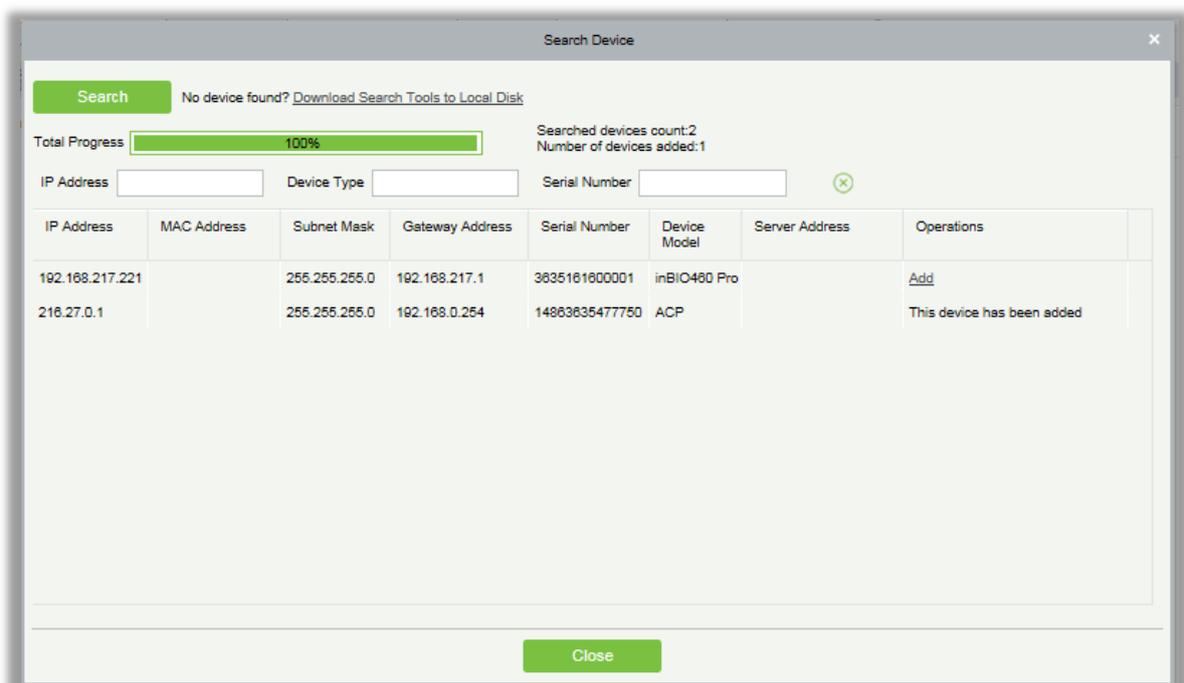
2. Add Device by Searching Access Controllers

Search the access controllers in the Ethernet.

(1) Click [Access Device] > [Device] > [Search Device], to show the Search interface.

(2) Click [Search], and it will prompt [Searching.....].

(3) After searching, the list and total number of access controllers will be displayed.



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

(4) Click [Add Device] behind the device.

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

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

- Device Name***: Text input field containing "192.168.214.9".
- Communication Password**: Empty text input field.
- Area***: Dropdown menu showing "Area Name".
- Add to Level**: Dropdown menu showing "-----".
- Clear Data in the Device when Adding**: Unchecked checkbox.
- Warning**: A red triangle icon followed by the text: "[Clear Data in the Device when Adding] will delete data in the device (except event record), please use with caution!".
- Buttons**: "OK" and "Cancel" buttons at the bottom.

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

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

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

- Device Name***: Text input field containing "192.168.214.201".
- New Server Address***: Radio button group with "IP Address" selected and "Domain Address" unselected. Below it is a text input field containing "192 . 168 . 214 . 43".
- New Server Port***: Text input field containing "8088".
- Communication Password**: Empty text input field.
- Area***: Dropdown menu showing "Area Name".
- Add to Level**: Dropdown menu showing "-----".
- Switch to Two-door Two-way**: Unchecked checkbox.
- Clear Data in the Device when Adding**: Unchecked checkbox.
- Warning**: A red triangle icon followed by the text: "[Clear Data in the Device when Adding] will delete data in the device (except event record), please use with caution!".
- Buttons**: "OK" and "Cancel" buttons at the bottom.

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

New Server Port: Set the access point of system.

DNS: Set DNS address of the server

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

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

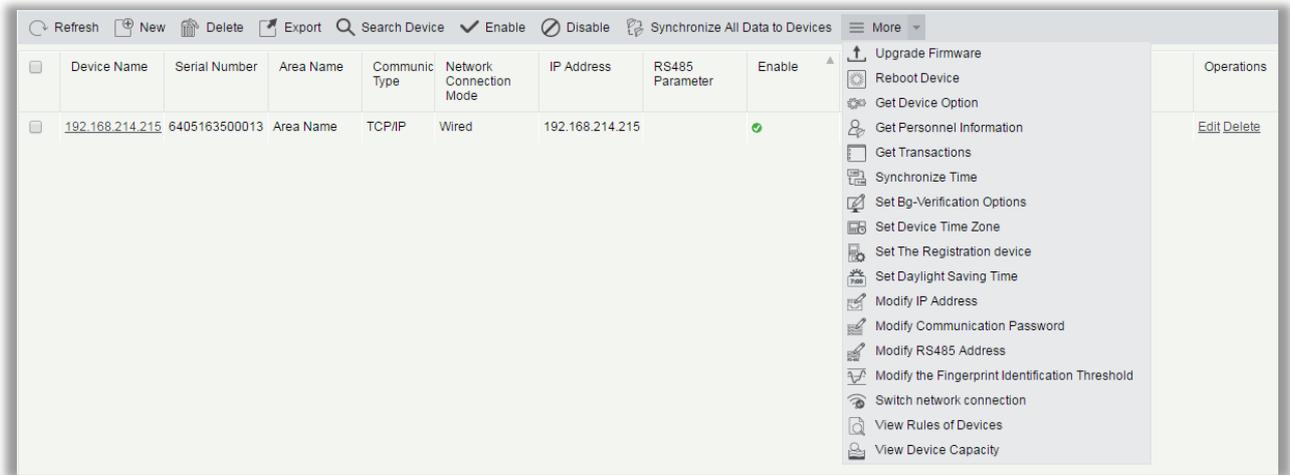
(5) The default IP address of the access device may conflict with the IP of a device on the Local network. You can modify its IP address: Click [Modify IP Address] behind the device and a dialog box will open. Enter the new IP address and other parameters (Note: Configure the gateway and IP address in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

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 Device Operation

For communication between the system and device, data uploading, configuration downloading,

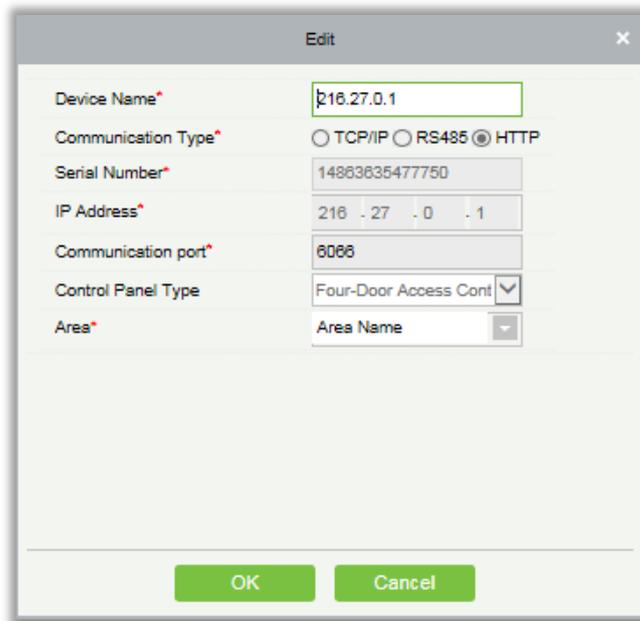
device and system parameters shall be set. User can edit access controller within its levels in the current system, and only can add or delete devices in Device Management if needed.



- Edit or Delete a Device

Edit: Click Device Name, or click [Edit] below operations to open the edit interface.

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

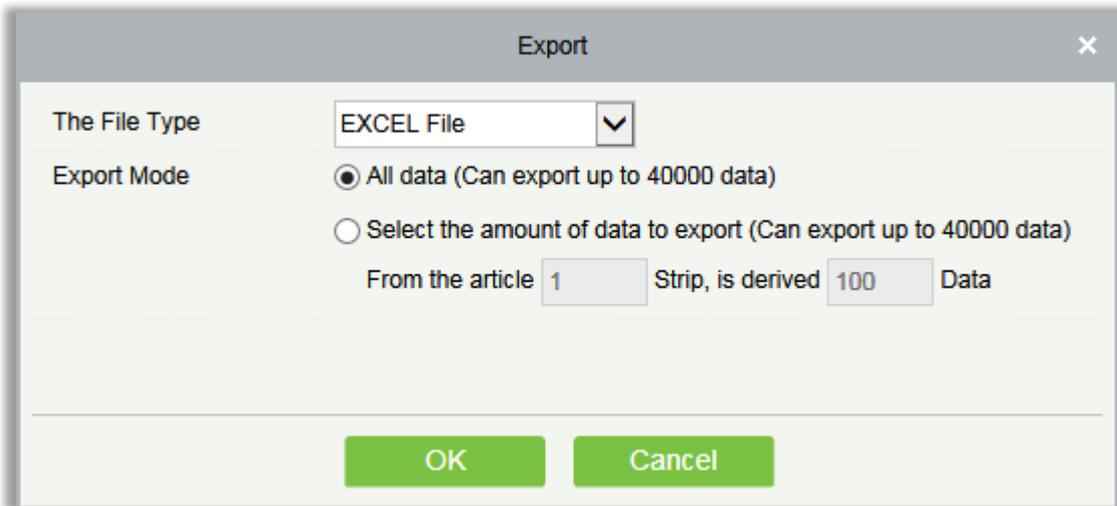


For the meanings and settings of the above parameters, see the relevant chapters for details. Items displayed in grey are not editable. Device Name must not be identical to the name of another device.

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

- Export

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



The dialog box titled "Export" contains the following fields and options:

- The File Type:** A dropdown menu set to "EXCEL File".
- Export Mode:** Two radio button options:
 - All data (Can export up to 40000 data)
 - Select the amount of data to export (Can export up to 40000 data)
- From the article:** A text input field containing the number "1".
- Strip, is derived:** A text input field containing the number "100".
- Data:** A text input field, currently empty.
- Buttons:** "OK" and "Cancel" buttons at the bottom.

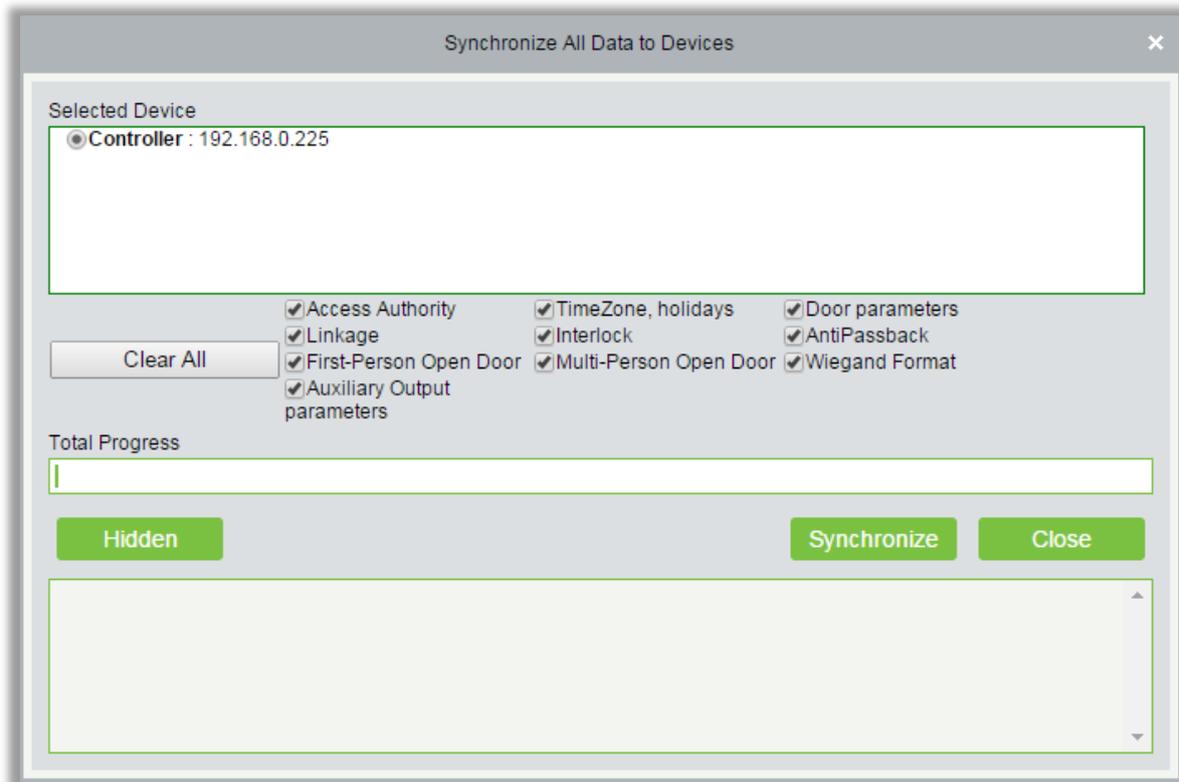
ZKTECO Device										
Device Name	Serial Number	Area Name	Communication Type	Network Connection Mode	IP Address	RS485 Parameter	Enable	Device Model	Register device	Firmware Version
192.168.218.60	20100501999	Area Name	HTTP	Wired	192.168.218.60		Enable	C3-400Pro		AC Ver 4.7.7.3033 Jun 16 2017

- **Disable/Enable**

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

- **Synchronize All Data to Devices**

Synchronize data in the system to the device, select device, click [Synchronize All Data to Devices] and click [OK] to complete synchronization.



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 net connection stable and avoid power down situations, etc. If the device is working normally, please use this function with caution. Execute it in rare user situations to avoid impact on normal use of the device.

- **Upgrade Firmware**

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

Note: The user shall not upgrade firmware without authorization. Contact the distributor before upgrading firmware, or upgrade it with instruction by the distributor. Unauthorized upgrade may bring problems that affect your normal use.

- **Reboot Device**

Reboot the selected device.

- **Get Device Option**

Get the common parameters in 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 in the device. The final value will be displayed in the device list.

- **Get Transactions**

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

Get New Transactions: The system only gets the new transactions since the last time transactions were collected and recorded into the database. Repeated transactions will not be rewritten.

Get All Transactions: The system will get all of the transactions again. Repeated Entries will not be rewritten.

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

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

- **Synchronize Time**

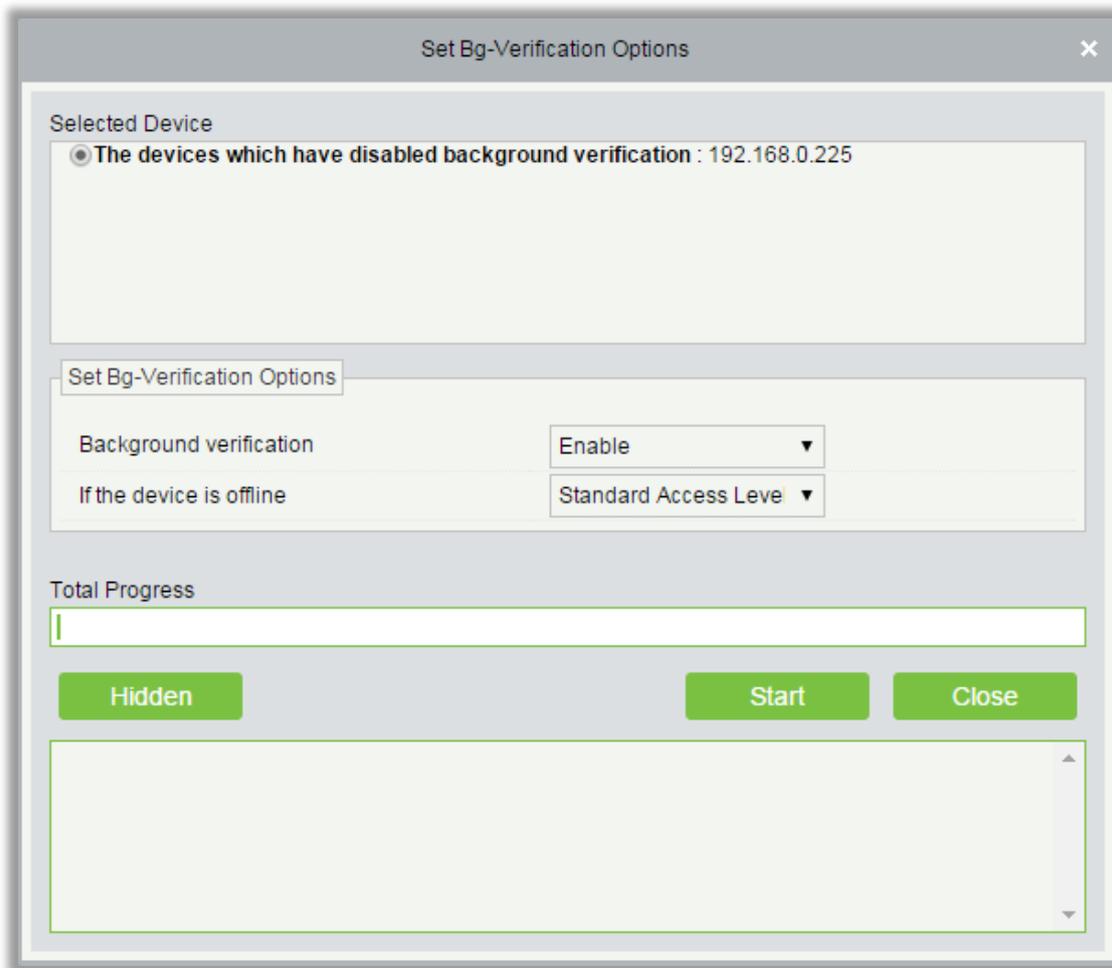
Synchronize device time with current server time.

- **Set Server**

Setting parameters of the device connected to the server.

- **Set Background Verification Parameters**

(1) Select the device which shall be on line, click [More] > [Set Bg verification parameters]:



Background verification: Enable or Disable Background verification function.

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

(2) After setting, click [Start] button to issuing the Background verification parameters Settings.

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

- **Set Device Time Zone**

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

- **Set Daylight Saving Time**

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

- **Modify IP Address**

Select device and click [Modify IP address] to show the modification interface. It will obtain real-time network gateway and subnet mask from the device (If obtaining fails, IP address cannot be modified). Enter new IP address, gateway, and subnet mask. Click [OK] to save settings and quit. This function is

the same as [Modify IP Address Function] in [Device](#). The difference is when searching control panels, the devices has not been added into the system, while the current Modify Device IP Address is regarding added devices.

- **Modify Communication Password**

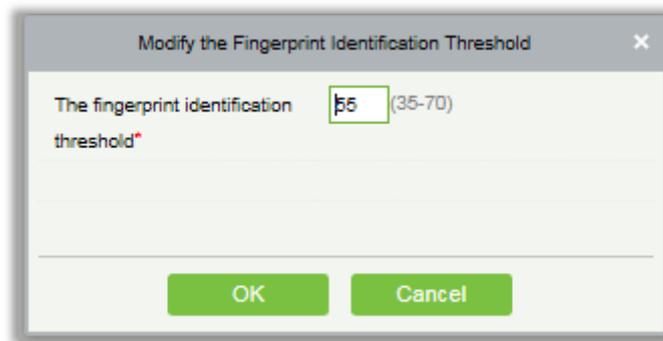
Enter the old communication password before modification. After verification, input the same new password twice, and click [OK] to modify the communication password.

Note: Communication password cannot contain space; it is recommended that a combination of numbers and letters be used. Communication password setting can improve the device security. It is recommended to set communication password for each device.

- **Modify RS485 Address**

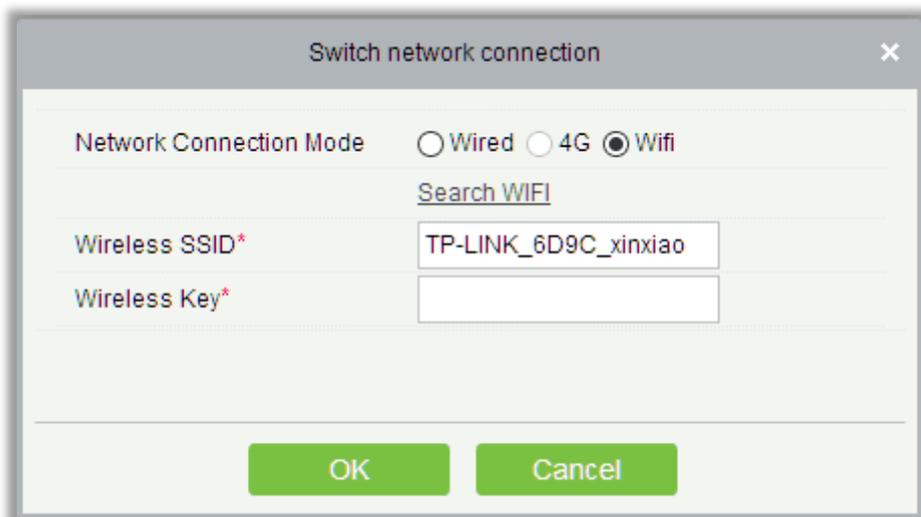
Only the devices that use RS485 communication and with no DIP Switch can modify RS485 address.

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



User can modify the fingerprint identification threshold in the device; scale is 35-70 and 55 by default. When add device, the system will read the threshold from the device. User can view the threshold in devices list. Batch operation is permitted.

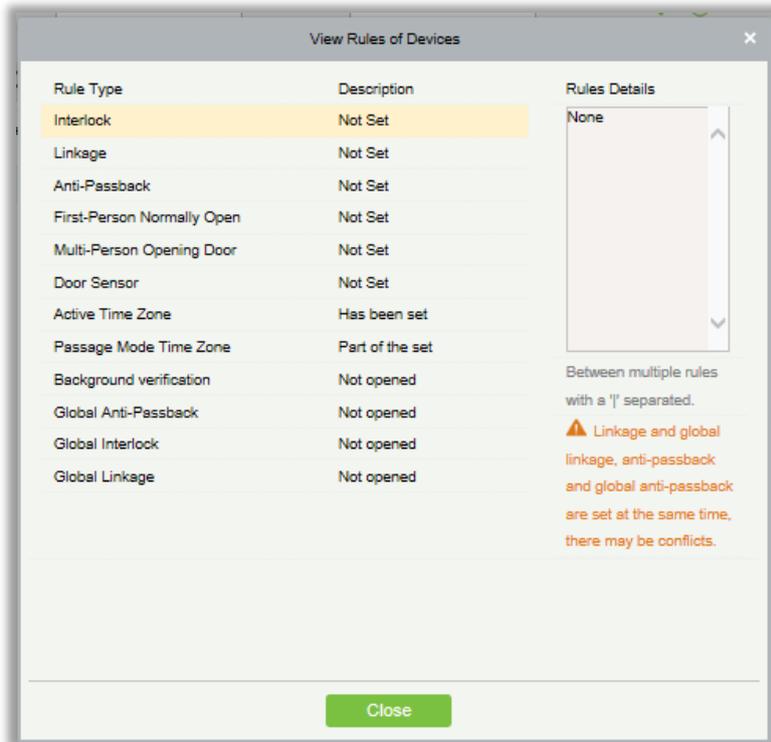
- **Switch network connection**



This function is applicable to InBio5 series access control panels, which is used to switch currently network connection mode of control panel.

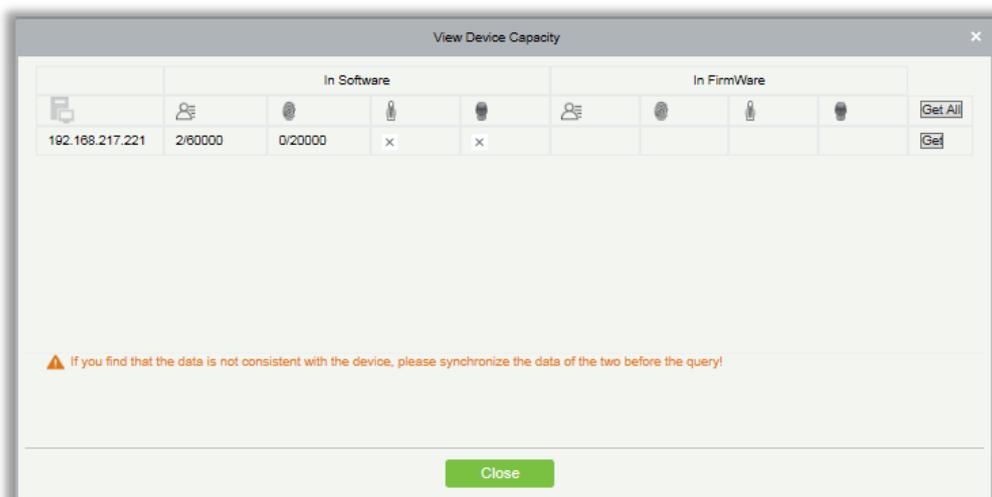
- **View Rules of Devices**

View the Access rules in the device.



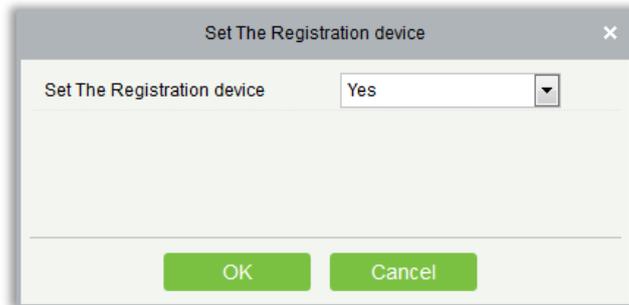
- **View Device Capacity**

Check the capacity of personnel's fingerprint in the device.



- **Set the Registration device**

Only when set the registration device, standalone device's data such as personnel can automatically upload.



4.1.3 Doors

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

<input type="checkbox"/>	Door Name	Area Name	Owned Device	Serial Number	Door Number	Enable	Active Time Zone	Door Sensor Type	Verification Mode	Operations
<input type="checkbox"/>	216.27.0.1-1	Area Name	216.27.0.1	14983635477750	1	✔	24-Hour Accessible	None	Card or Fingerprint	Edit
<input type="checkbox"/>	216.27.0.1-2	Area Name	216.27.0.1	14983635477750	2	✔	24-Hour Accessible	None	Card or Fingerprint	Edit
<input type="checkbox"/>	216.27.0.1-3	Area Name	216.27.0.1	14983635477750	3	✔	24-Hour Accessible	None	Card or Fingerprint	Edit
<input type="checkbox"/>	216.27.0.1-4	Area Name	216.27.0.1	14983635477750	4	✔	24-Hour Accessible	None	Card or Fingerprint	Edit
<input type="checkbox"/>	192.168.217.221-1	Area Name	192.168.217.221	3635161600001	1	✔	24-Hour Accessible	None	Card or Fingerprint	Edit
<input type="checkbox"/>	192.168.217.221-2	Area Name	192.168.217.221	3635161600001	2	✔	24-Hour Accessible	None	Card or Fingerprint	Edit
<input type="checkbox"/>	192.168.217.221-3	Area Name	192.168.217.221	3635161600001	3	✔	24-Hour Accessible	None	Card or Fingerprint	Edit
<input type="checkbox"/>	192.168.217.221-4	Area Name	192.168.217.221	3635161600001	4	✔	24-Hour Accessible	None	Card or Fingerprint	Edit

- **Door parameter modification:**

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

Fields are as follows:

Device Name: It is not editable.

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

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

Door Name: The default is "device name _door number". The field allows user to modify as required. Up to 30 characters can be entered.

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

Note: For a door, currently in Normal Open state, consecutive verification of a person having access level for the door for 5 times (verification interval should be within 5 second.) can release the current Normal Open status and close the door. The next verification will be a normal verification. This function is only effective at the Active Time Zone of specified door. And within the same day, other Normal Open intervals set for the door and First-Person Normally Open settings will not take effect anymore.

Lock Open Duration: Used to control the delay for unlocking after punching. The unit is second (range: 0~254 seconds), and the default is 5 seconds.

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

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

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

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

Close and Reverse State: Set locking or not after door closing. Tick it for lock after door closing.

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

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

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

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

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

Duration of Entrance: Based on the lock open duration, the door sensor delays and exit delay, the duration of entrance is the extra time limit. To function this feature, you need to check [Delay passage] option to extend when add or edit staff. For example, you may set the duration of entrance for people with disabilities.

Open Door Delay: The time period from the completion of verification to opening door (range: 1~60 seconds).

Multi-Person Operation Interval: The time period during two people verify with card or fingerprint (range: 1~60 seconds).

Duress Password, Emergency Password: Upon duress, use Duress Password (used with legal card) to open the door, when opening with Duress Password, it will alarm. Upon emergency, user can use Emergency Password (named Super Password) to open door. Emergency Password allows normal opening, and it is effective in any time zone and any type of verify mode, usually used for the

administrator.

- ✧ Duress Password Opening (used with legal card): Password is 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. Finally punch legal card. The door opens and triggers the alarm. When Card + Password verify mode is used, please punch legal card first, then press the password plus [OK] button (same to normal opening in card plus password verification mode), the door open and trigger the alarm.
- ✧ Emergency Password Opening: Password must be 8 digits. The door can be opened only by entering the password. Please press [ESC] every time before entering password, and then press [OK] to execute.

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

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

The above Settings are Copied to: Including below two options.

- ✧ All doors of current device: Click to apply to all doors of the current access device.
- ✧ All doors of all devices: Click to apply to all doors of all access devices within the current user's level.

2. After parameter editing, click [OK] to save and quit.

4.1.4 Reader

1. Click [Access Device] > [Reader] on the Action Menu, select a reader and click [Edit]:

The screenshot shows an 'Edit' dialog box with the following fields and values:

Door Name*	192.168.217.221-1
Number*	1
Reader Type*	In
Name*	192.168.217.221-1-In
Reader Communication Type	Wiegand/RS485
Encrypt	<input type="checkbox"/>
The above settings are copied to	-----

Warning: The encryption is copied to all readers of current device!

Buttons: OK, Cancel

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

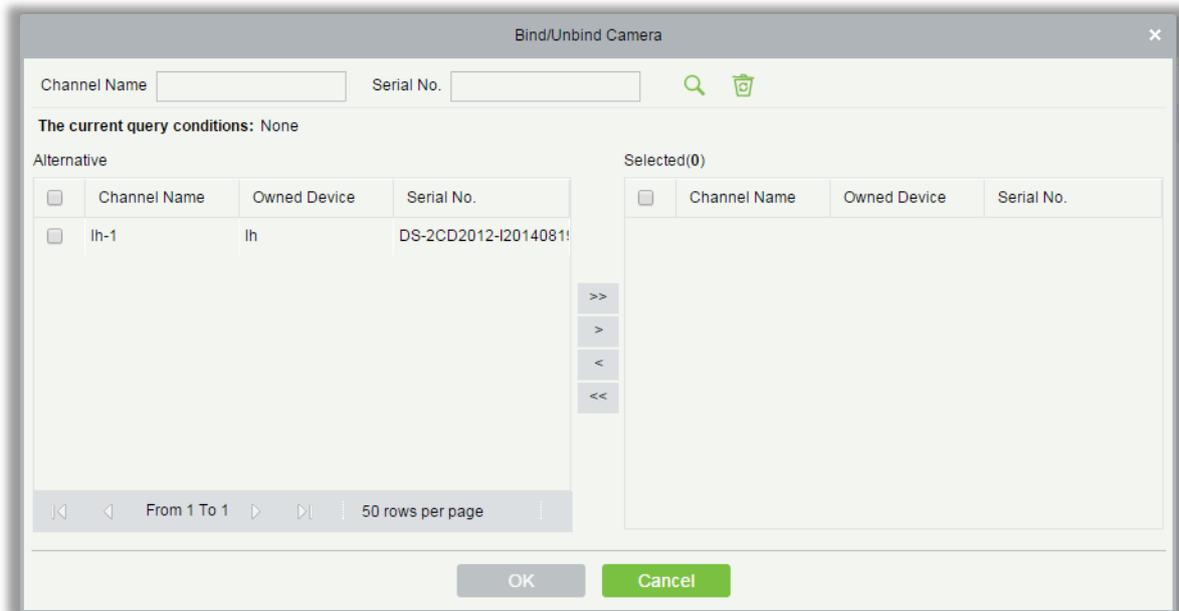
Reader Communication Type: Wiegand/RS485, Wiegand, RS485, and Disabled are available. When a

communication type is selected, the reader interface on the device receives data (including card and fingerprint data) only of the specified type.

Encrypt: If this option is selected, the device can use only encrypted readers, such as SF10 and FR1300. **Bind/Unbind Camera**

Bind camera, if carried out the interaction setting in Linkage or in Global Linkage, it will make a video linkage (pops up video, video or capture) once there is a corresponding event occurs.

Click [Bind/Unbind Camera] to select a channel or channels:



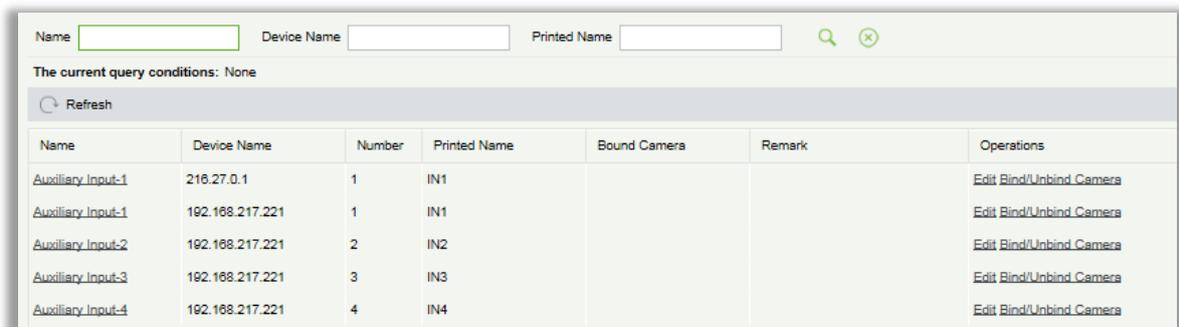
Click [OK] to finish.

Note: A reader can bind more than one channel.

4.1.5 Auxiliary Input

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

1. Click [Access Device] > [Auxiliary Input] on the Action Menu, enter into the following page:



2. Click [Edit] to modify the parameters:

Fields are as follows:

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

Printed Name: The printing name in the hardware, for example IN5.

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

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

3. Click [Edit] to modify the name and remark. Others are not allowed to edit here.

● Bind/Unbind Camera

Bind camera, if carried out the interaction setting in Linkage or in Global Linkage, it will make a video linkage (pops up video, video or capture) once a corresponding event occurs. For more steps, please refer to [Reader](#): Bind/Unbind Camera.

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

4.1.6 Auxiliary Output

Mainly connected to alarm, it is used when linkage is working.

1. Click [Access Device] > [Auxiliary Output] on the Action Menu, enter into the following page:

Name <input type="text"/> Device Name <input type="text"/> Printed Name <input type="text"/> 🔍 🗑️							
The current query conditions: None							
<input type="button" value="Refresh"/> <input type="button" value="Remote Open"/> <input type="button" value="Remote Close"/> <input type="button" value="Remote Normally Open"/>							
<input type="checkbox"/>	Name	Device Name	Number	Printed Name	Passage Mode Time Zone	Remark	Operations
<input type="checkbox"/>	Auxiliary Output-1	216.27.0.1	1	OUT1			Edit
<input type="checkbox"/>	Auxiliary Output-1	192.168.217.221	1	OUT1			Edit
<input type="checkbox"/>	Auxiliary Output-2	192.168.217.221	2	OUT2			Edit
<input type="checkbox"/>	Auxiliary Output-3	192.168.217.221	3	OUT3			Edit
<input type="checkbox"/>	Auxiliary Output-4	192.168.217.221	4	OUT4			Edit

2. Click [Edit] to modify the parameters:

Edit ✕

Device Name*	<input type="text" value="192.168.217.221"/>
Number*	<input type="text" value="4"/>
Name*	<input type="text" value="Auxiliary Output-4"/>
Printed Name*	<input type="text" value="OUT4"/>
Passage Mode Time Zone	<input type="text" value="-----"/> ▼
Remark	<div style="border: 1px solid gray; height: 40px; padding: 2px;"> ▲ ▼ </div>

Fields are as follows:

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

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

Passage Mode Time Zone: The auxiliary output is in normal open or normal close in this time zone.

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

3. Click [Edit] to modify the name and remark.

4.1.7 Event Type

Display the event types of the access devices.

1. Click [Access Device] > [Event], the following page is displayed:

Device Name Event Level ----- Event Name More  

The current query conditions: None

 Refresh  Set Audio

<input type="checkbox"/>	Event Name	Event Number	Event Level	Device Name	Serial Number	Operations
<input type="checkbox"/>	Normal Verify Open	0	Normal	216.27.0.1	14883635477750	Edit
<input type="checkbox"/>	Verify During Passage Mode Time Zone	1	Normal	216.27.0.1	14883635477750	Edit
<input type="checkbox"/>	First-Personnel Open	2	Normal	216.27.0.1	14883635477750	Edit
<input type="checkbox"/>	Multi-Personnel Open	3	Normal	216.27.0.1	14883635477750	Edit
<input type="checkbox"/>	Emergency Password Open	4	Normal	216.27.0.1	14883635477750	Edit
<input type="checkbox"/>	Open during Passage Mode Time Zone	5	Normal	216.27.0.1	14883635477750	Edit
<input type="checkbox"/>	Linkage Event Triggered	6	Normal	216.27.0.1	14883635477750	Edit
<input type="checkbox"/>	Cancel Alarm	7	Normal	216.27.0.1	14883635477750	Edit
<input type="checkbox"/>	Remote Opening	8	Normal	216.27.0.1	14883635477750	Edit

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

Edit ✕

Device Name* 

Event Number*

Event Level* 

Event Name*

Event Sound Already Exists Upload

 Play

Copy the above settings to all devices

OK
Cancel

Fields are as follows:

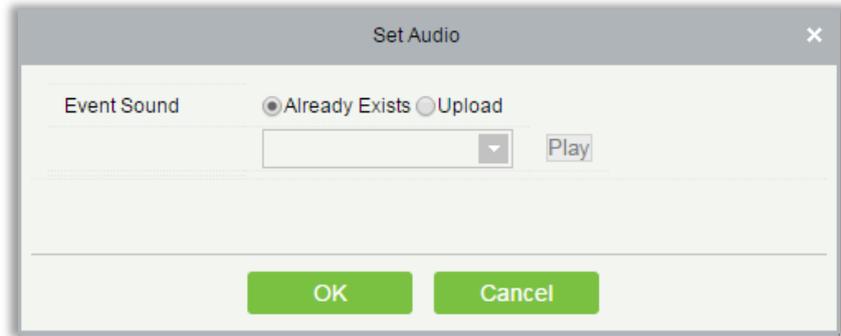
Event Level: Normal, Exception, and Alarm are available.

Event Name: It can't be modified.

Event Sound: Custom a sound being played when the event occurred in real-time monitoring.

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

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



You may upload a sound from the local. The file must be in wav or mp3 format, and it must not exceed 10M.

More details about Event Type, please refer to [Access Event Type](#).

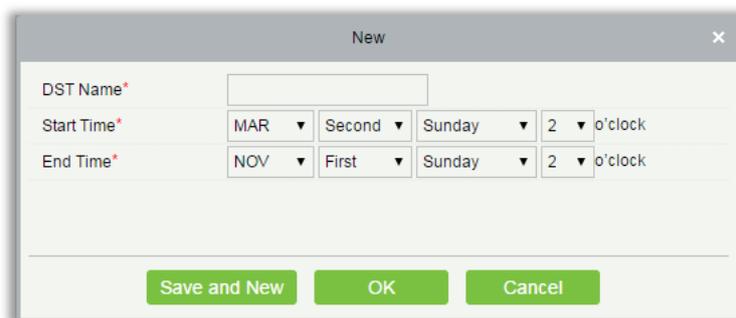
4.1.8 Daylight Saving Time

DST, also called Daylight Saving Time, is a system to prescribe local time in order to save energy. The unified time adopted during the system date is called "DST". Usually, the time will be one hour forward in summer. It can make people sleep early and get up early. It can also reduce lighting to save power. In autumn, the time will be recovered. The regulations are different in different countries. At present, nearly 110 countries adopt DLST.

To meet the demand of DLST, a special option can be customized. Make the time one hour forward at XX (hour) XX (day) XX (month), and make the time one hour backward at XX (hour) XX (day) XX (month) if necessary.

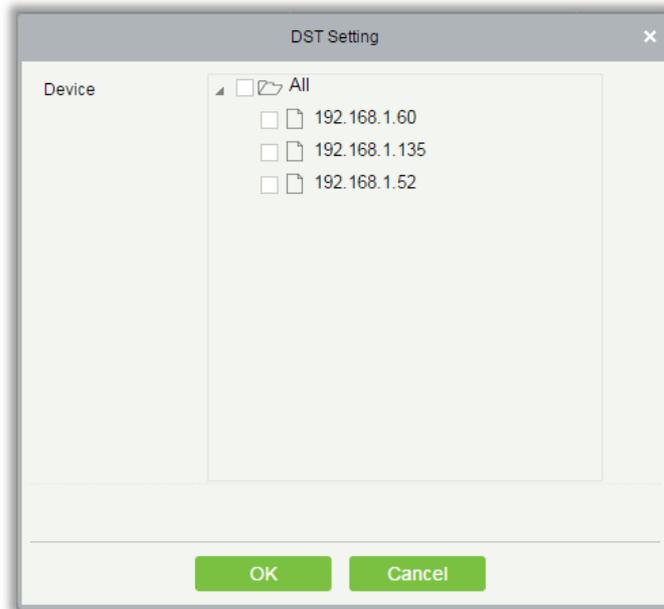
- Add DST

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



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

- Use a DST



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

Notes:

- 1) If a DST setting is in use, it cannot be deleted. Stop the DST before deleting.
- 2) If a DST setting is in use, the latest modification will be sent to the device. The device disconnection will lead to transmission failure, and it will continue transmission 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, when the start time arrives, the system will be advanced one hour. When the end time arrives, the system will turn back to the original time. If you have not set a DST in the device, when you disable DST, the system will prompt “The Daylight Saving Time hasn’t been set in this device”.

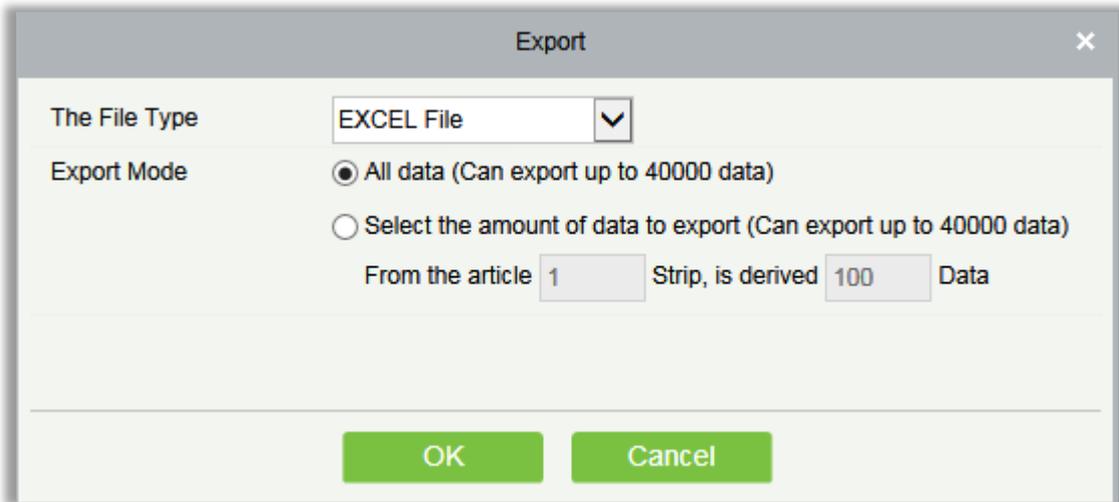
4.1.9 Device Monitoring

By default, it monitors all devices within the current user’s level, click [Access Device] > [Device Monitoring], and lists the operation information of devices: Device Name, Serial No., Area, Operation Status, current status, commands List, and Related Operation.

Device Name	Serial Number	Area	Operation Status	Current Status	Commands List	Recently The Abnormal State	Operations
216.27.0.1	14983635477750	Area Name	Get real-time event	Disconnected	52	Disconnected	Clear Command View Command
192.168.217.221	3835161600001	Area Name	Get real-time event	Normal	0	None	Clear Command View Command

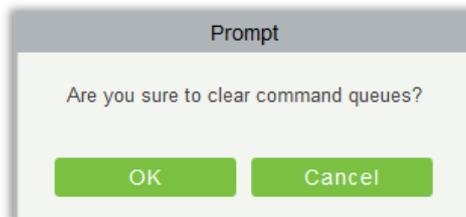
● Export

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



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

You may clear command as required. Click [Clear Command] behind the corresponding device:



Click [OK] to clear.

Notes:

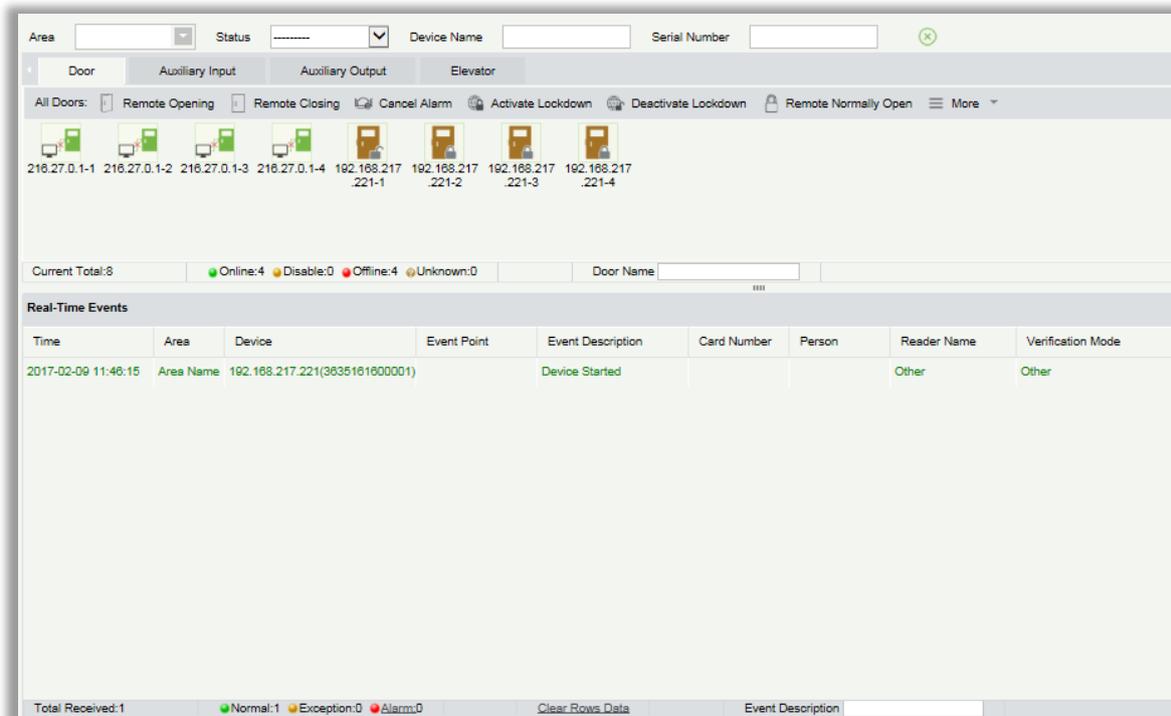
(1) After the Clear Command is executed, you can perform the Synchronize All Data to Devices operation on the device list to re-synchronize data in the software to the device, but this operation cannot be performed when the user capacity and fingerprint capacity are fully consumed on the device. Once the capacity is insufficient, you may replace the current device with a large-capacity one, or delete the right of some personnel to access this device, and then perform the Synchronize All Data to Devices operation.

(2) Operate State is the content of communications equipment of current device, mainly used for debugging.

(3) The number of commands to be performed is greater than 0, indicating that data is not synchronized to the device, just wait.

4.1.10 Real-Time Monitoring

Click [Access Device] > [Real-Time Monitoring], monitor the statuses 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). Real-Time Monitoring interface is shown as follows:



Different Icons represent statuses as follows:

Icons	Status	Icons	Status
	Device banned		Door Offline
	Door sensor unset, Relay closed /Without relay status		Door sensor unset, Relay opened/Without relay status
	Online status Door closed, Relay closed/Without relay status		Online status Door closed, Relay opened/Without relay status
	Online status Door opened, Relay closed/Without relay status		Online status Door opened, Relay opened/Without relay status
	Door opened alarming, Relay closed		Door opened alarming, Relay opened

	Door opening timeout, Relay closed /Without relay status, Door Sensor Opened		Door opening timeout, Relay opened/Without relay status
	Door opening timeout, Relay closed/Door Sensor Closed		Door opening timeout, Relay opened/Door Sensor Closed
	Door closed alarming, Relay closed/Without relay status		Door closed alarming, Relay opened/Without relay status
	Door sensor unset, Door alarming, Relay closed		Door sensor unset, Door alarming, Relay opened
	Door opening timeout, Without relay status/Door Sensor Closed		Door locking

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

1. Door

● Monitoring All

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

Remote Opening/Closing: controls one door or all doors.

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

In remote opening, User can define the duration of a door being open (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 is not limited by any time zones (open for 24 hours).

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

Note: If [Remote Opening /Closing] always fails, check whether many devices are disconnected. If any, check the network.

Cancel the alarm: Once an alarming door is displayed on the interface, the alarm sound will ring. Alarm cancellation is involved in control on single door and all doors. To control a single door, put the mouse on the door icon, a menu will come out, then click [Remote Opening/ Closing] which in the menu. To control all doors, directly click [Remote Opening/ Closing] behind Current All.

Note: If [Cancel the alarm] fails, check whether many devices are disconnected. If any, check the network.

Remote Normally Open: Set the device as normal open by remote.

Activate Lockdown: Remotely sets the door status to locked status. At this time, the door cannot receive any operations, such as card reading and remote operations. This function is supported only by certain devices.

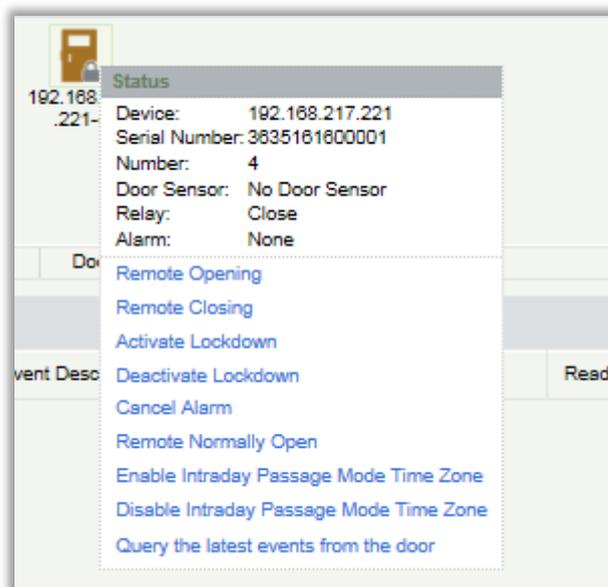
Deactivate Lockdown: Unlocks a locked door. This function is supported only by certain devices.

Personnel photo display: If Real-Time Monitoring is involved in a person, the monitor displays the personal photo (if no photo is registered, display default photo). The event name, time and name are displayed.

Play Audio: After checking this option, it plays a sound once the current page occurs an alarming even.

● Quick Management of Doors

Move the cursor to a door's icon; you can also do the above operations. In addition, you can query the latest events from the door.



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

Issue card to person: If you swap an unregistered card, in real-time monitoring interface, will turn up a record with a card number. Right click that card number will show you a menu, click "Issue card to person", you can assign that card to one person.

● Event monitoring

System automatically acquires monitored device event records (by default, display 200 records), including normal and abnormal access control events (including alarm events). Normal events appear in green, alarm events appear in red, other abnormal events appear in orange.

2. Auxiliary Input

Real-time monitor the current auxiliary input events.



3. Auxiliary Output

You can perform Remote open, Remote Close, Remote Normally Open.



4. Elevator

About the real-time monitoring of elevator, please refer to [Real-Time Monitoring](#).

4.1.11 Alarm Monitoring

Monitor alarm events of doors. If a door sends an alarm and is not confirmed, the page will always display the alarm events.

Acknowledge						
<input type="checkbox"/>	Time	Device	Event Point	Event Description	Person	Status
<input type="checkbox"/>	2015-01-23 13:55:49	192.168.100.181		Can not connect to server		None

Note: The alarm type description will display only when the firmware version of the device supports, or Event Description will only display "alarm", detail types will not distinguish.

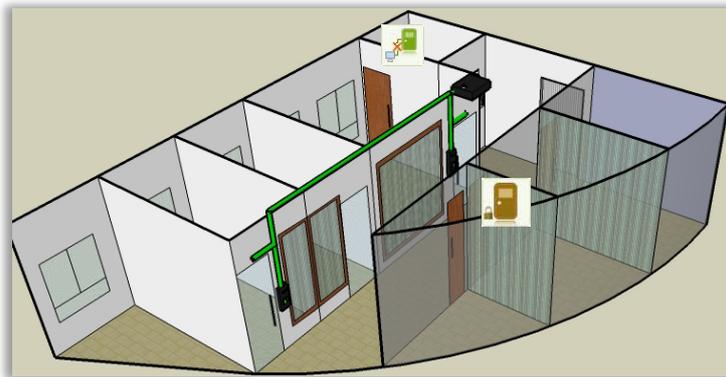
Cancel alarm: Select the door in alarm status, and click [Cancel alarm], the system will send email to alarm monitoring recipient's mailbox (The mailbox must be set in the [Parameters](#))

Note: When a door has multiple alarm states, it will display just one alarm type description in the descending severity order, the order as follows: tamper-resistant alarm > duress alarm (password +

fingerprint) > duress password or fingerprint alarm > unexpected opening alarm > opening timeout alarm > device disconnects alarm.

4.1.12 Map

Before using map, click [Access Device] > [Map] > [Add] to add a map first. After successful adding, user can add door, zoom-in, zoom-out map (and the door on the map), etc. If users need to change position of icon or the map, click [Save Positions] to save the current change, then the user can view the setting at next visit.



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

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

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

Door operation: Move the mouse to a door, the system will automatically filter and display the operation according to the door status. User can remote opening / closing, cancel alarm, etc.

Levels control:

(1) In adding process, users need to select the belonging area for map. The area is relevant to the user access levels, user can only view or manage the map within levels. If the belonging area of a map is modified, all doors on the map will be cleared, user need to add manually again.

(2) When administrator adds a new user, he can manage the user operation rights by role setting, such as Save positions, Add Door, Add Camera, etc.

Notes:

(1) In map modification, user can select to modify the map name but not the path, only need to cancel the tick before Modify Path.

(2) The system supports to add multi doors at the same time. After door has been added, user needs to set the door position on the map, and click [Save].

(3) In door icon modifying, especially zoom out the map, the margin of upward and leftward shall

not be smaller than 5 pixels. Or system will prompt error.

(4) Recommend adding map size under 1120 * 380 pixels. If the multi clients access the same server, the display effect will be differed according to resolution of screen and the setting of browser.

4.2 Access Control Management

4.2.1 Access Control Time Zones

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

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

1. Add Access Control Time Zone

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

Date	Time	Interval 1		Interval 2		Interval 3	
		Start Time	End Time	Start Time	End Time	Start Time	End Time
Monday		00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00
Tuesday		00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00
Wednesday		00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00
Thursday		00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00
Friday		00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00
Saturday		00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00
Sunday		00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00
Holiday Type 1		00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00
Holiday Type 2		00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00
Holiday Type 3		00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00

Copy Monday's Setting to Others Weekdays:

Save and New OK Cancel

The parameters are as follows:

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

Remarks: Detailed description of the current time zone, including explanation of current time zone

and primary applications. The field is up to 50 characters.

Interval and Start/ End Time: One Access Control Time Zone includes 3 intervals for each day in a week, and 3 intervals for each of the three Holidays. Set the Start and End Time of each interval.

Setting: If the interval is Normal Open, just enter 00:00-23:59 as the interval 1, and 00:00-00:00 as the interval 2/3. If the interval is Normal Close: All are 00:00-00:00. If only using one interval, user just needs to fill out the interval 1, and the interval 2/3 will use the default value. Similarly, when only using the first two intervals, the third interval will use the default value. When using two or three intervals, user needs to ensure two or three intervals have no time intersection, and the time shall not span 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. The holiday type is optional. If the user does not enter one, system will use the default value.

Copy on Monday: You can quickly copy the settings of Monday from Tuesday to Sunday.

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

2. Maintenance of Access Control Time Zones

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

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

4.2.2 Access Control 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] > [Add] to enter edit interface:

Fields are as follows:

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

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

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

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

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

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

- **Modify**

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

- **Delete**

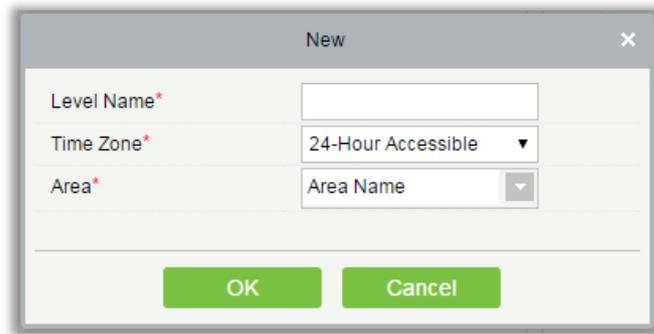
In the access control holiday list, click [Delete] button under Operations. Click [OK] to delete, click [Cancel] to cancel the operation. An Access Control Holiday in use cannot be deleted.

4.2.3 Access Levels

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

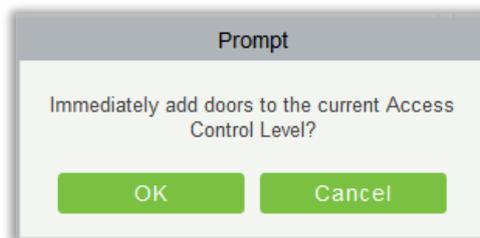
- **Add**

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



2. Set each parameter: Level Name (unrepeatable), Time Zone.

3. Click [OK], the system prompts "Immediately add doors to the current Access Control Level", click [OK] to add doors, click [Cancel] to return the access levels list. The added access level is displayed in the list.



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

● Set Access By Levels

Add/Delete Personnel for Selected Levels:

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

● 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:

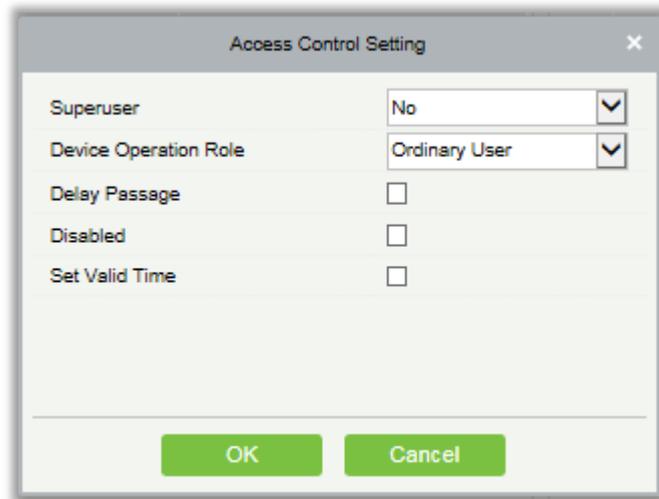
- (1) Click [Access Control] > [Access Levels] > [Set Access By Person], click Employee to view the levels in the right list.

(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 right selected list; click [OK] to save and complete.

(3) Select Level (multiple) in the right list, and click [Delete from levels] above the list, then click [OK] to delete the selected levels.

Setting Access Control for Selected Personnel:

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



(2) Set access control parameters and click [OK] to save the setting.

● Set Access By Department

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

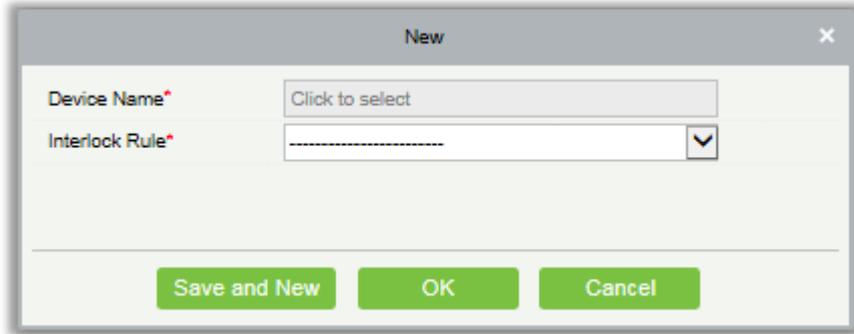
4.2.4 Interlock Settings

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

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

● Add Interlock

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



2. Select Device Name. When adding, 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 device:

- A one-door control panel has no interlock settings.
- A two-door control panel: 1-2 two-door interlock settings.
- A four-door control panel: 1-2 two-door interlock, 3-4 two-door interlock, 1-2-3 three-door interlock, 1-2-3-4 four-door interlock.

3. Select Interlock Rule, tick an item, click [OK] to complete, the new added interlock settings will be shown in the list.

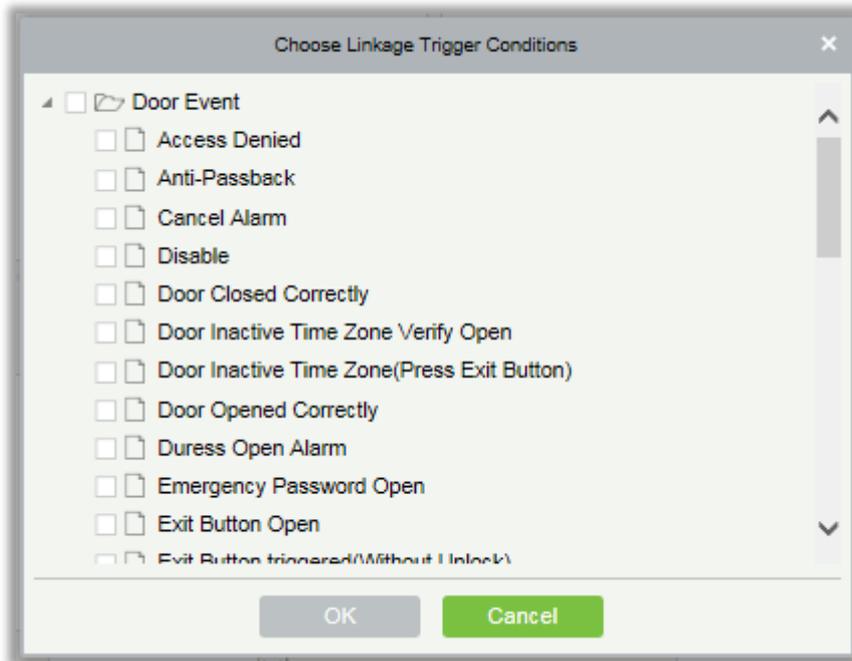
Note: When editing, the device cannot be modified, but the interlock setting can be modified. If interlock setting is not required for the device any more, the interlock setting record can be deleted. When deleting a device record, its interlock setting record, if exists, will be deleted.

4.2.5 Linkage Setting

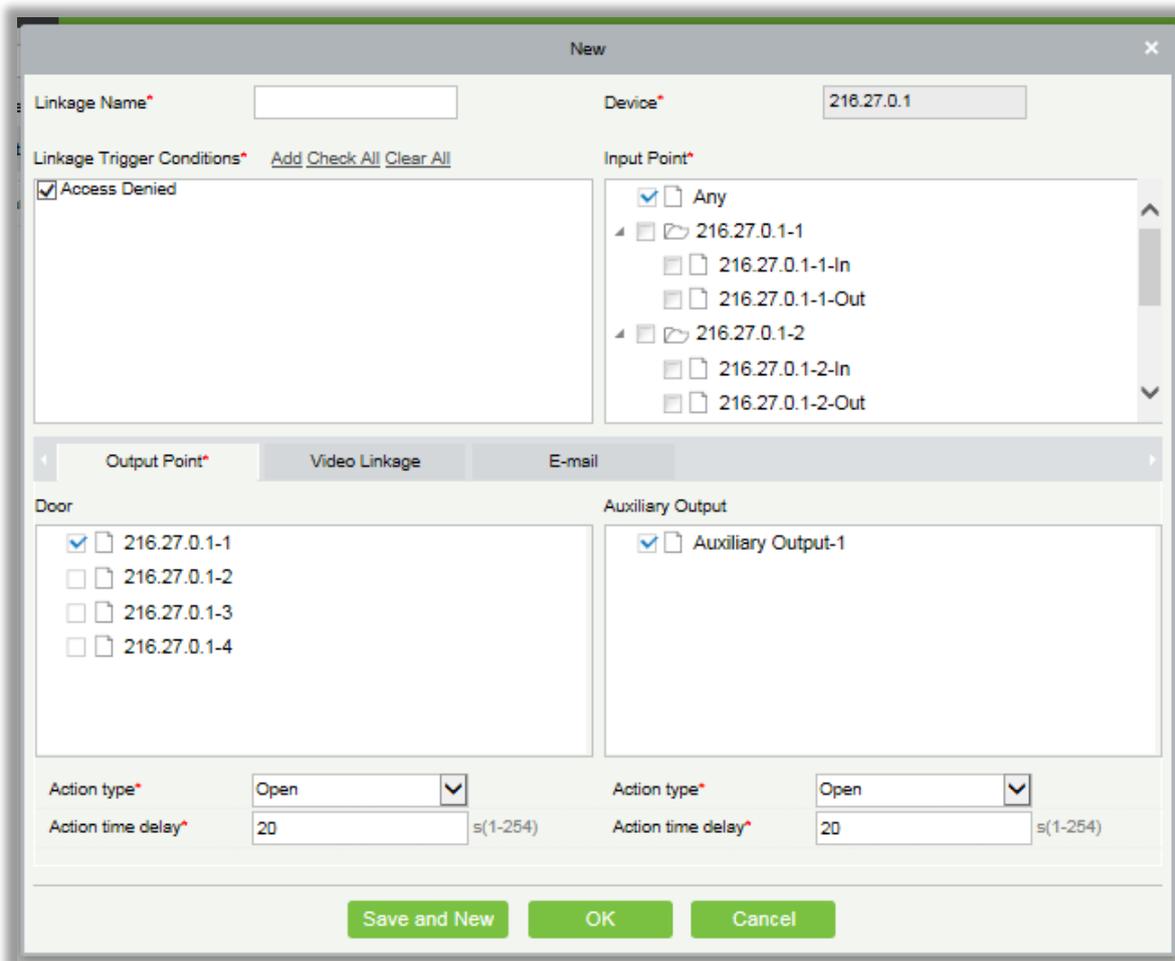
Linkage setting means when an event is triggered at an input point of the access control system, a linkage action will occur at the specified output point to control such events as verification, opening, alarm and abnormal of system and list them in the corresponding monitored report for view.

Add Linkage setting:

1. Click [Access Control] > [Linkage] > [Add]:
2. Enter linkage name, select linkage device, select linkage trigger conditions, select input point, select output point, set linkage action, video linkage and other parameters.
3. After selecting device, corresponding linkage setting will display (System will first judge whether or not the device is successfully connected and has read extended parameters. If no available extended parameters, system cannot set linkage. Otherwise, it will show linkage setting according to the door quantity, auxiliary input and output quantity of currently selected device):



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



4. Select the Input point and output point, Linkage action, Video Linkage and Email Address.

The fields are as follows:

Linkage Name: Set a linkage name.

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

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

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

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

Video Linkage:

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

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

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

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

Note: When editing, you cannot modify the device, but can modify linkage setting name and configuration. When deleting a device, its linkage setting record, if exist, will be deleted.

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

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

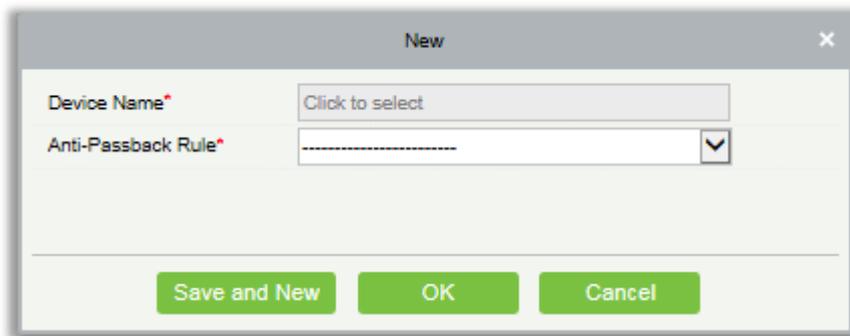
In addition, same linkage setting at input point and output point is not allowed. The same device permits consecutive logical linkage settings. The system allows to set several trigger conditions for a linkage setting one time.

4.2.6 Anti-Passback Settings

Currently anti-passback settings support in and out anti-passback. In some special occasions, it is required that the card holder who entered from a door by punching must exit from a door by punching, with 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] > [Add] to show the edit interface:



2. Select device, when adding, 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: Door reader mentioned above includes Wiegand reader that connected with access controller and InBio reader. The single and two door controller with Wiegand reader include out and in reader. There is only in reader for four door control panel. The reader number of 1, 2 (that is RS485 address or device number, the same below) is for door 1, the reader number of 3, 4 is for door 2, etc. No need to consider if it is Wiegand reader or InBio reader in setting of anti-passback between doors or between readers, just make sure in or out reader and set according to the actual requirement. For the reader number, odd number is for in reader, and even number is for out reader.

3. Select Anti-Passback Rule, and tick one item, click [OK] to complete, and 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 deleting a device, its anti-passback setting record, if exists, will be deleted.

4.2.7 First-Person Normally Open

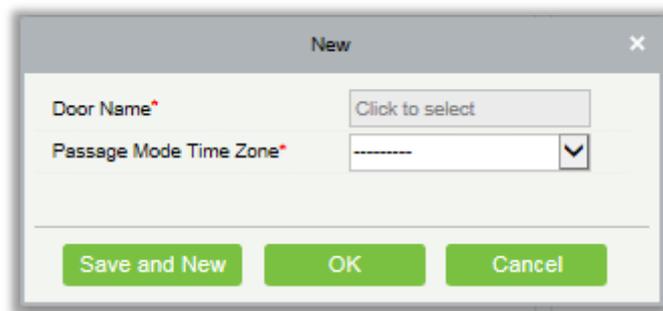
First-Person Normally Open: During a specified interval, after the first verification by the person having First-Person Normally Open level, the door will be Normal Open, and will automatically restore closing after the valid interval has expired.

User 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 setting, only select door and time zone. After successful adding, then add personnel that can open the door. You can browse and delete the personnel on the right of the interface

Operation steps are as follows:

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



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

4.2.8 Multi-Person Group

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

- (1) Click [Access Control] > [Multi-Person Group] > [New] to show the following edit interface:

The image shows a 'New' dialog box with a title bar containing 'New' and a close button. Below the title bar are two input fields: 'Group Name*' and 'Remark'. At the bottom of the dialog box are three buttons: 'Save and New', 'OK', and 'Cancel'.

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 belong to one group, and cannot be grouped repeatedly.

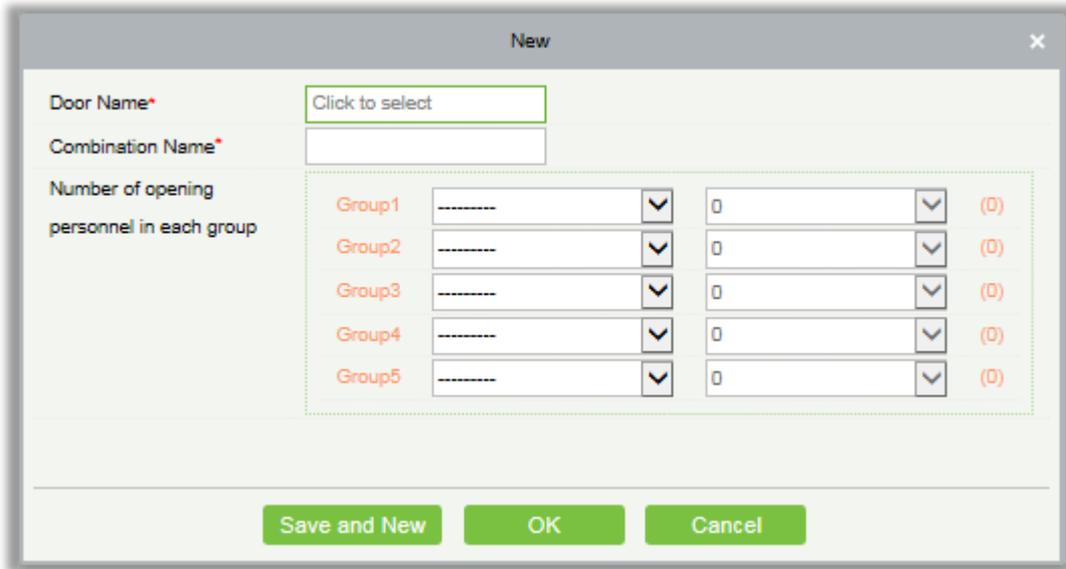
4.2.9 Multi-Person Opening Door

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 be entered a number of door opening people not being 0, and the total number shall not be greater than 5. In addition, if the number of people entered is greater than that in the current group, Multi-Person Opening Door will be disabled.

Multi-Person Opening Door Settings:

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



(2) The number of Multi-Person Opening Door people for combined door opening is up to 5. That in the brackets is the current actual number of people in a group. Select the number of people for combined door opening in a group, and click [OK] to complete.

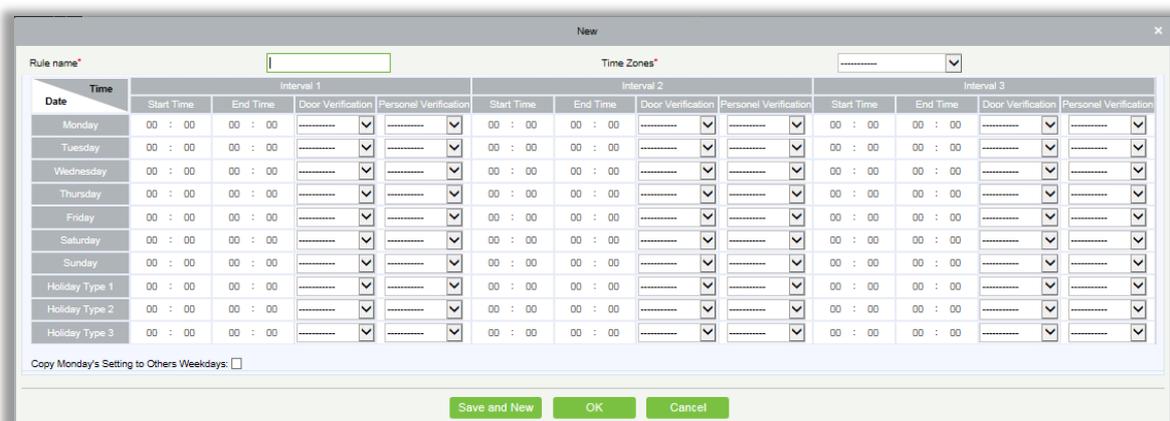
Note: The default Credit Card Interval is 10 seconds, it means that the interval of two personnel's verification must not exceed 10 seconds. You can modify the interval while the device supports.

4.2.10 Verification Mode

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

● Add

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



2. Set the following parameters: Select a rule name (not repeatable), the time segment, and verification mode for a door or person in each time segment.

3. Click [OK] to finish the setting.

4. On the list page, you can add or delete doors in the verification mode rule.

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

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

4.2.11 Parameters

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

Type of Getting Transactions

- Periodically

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

- Set the Time For Obtaining New Transactions

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

The Real Time Monitoring Page Pop-up Staff Photo Size: When an access control event occurs, the personnel photo will pop up, set the size of the pop-up photos, the range is 80-500px.

Alarm Monitoring Recipient Mailbox: The system will send email to alarm monitoring recipient's mailbox when there is an alarming event occurs.

4.3 Advanced Functions

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

Note: Except Global Linkage, to use other advanced functions you need to enable Background

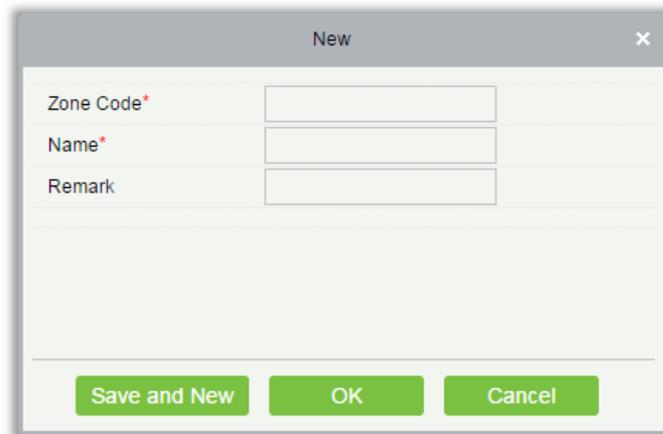
Verification. For detail, please see [Device Operation](#).

4.3.1 Zone

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

- Add

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

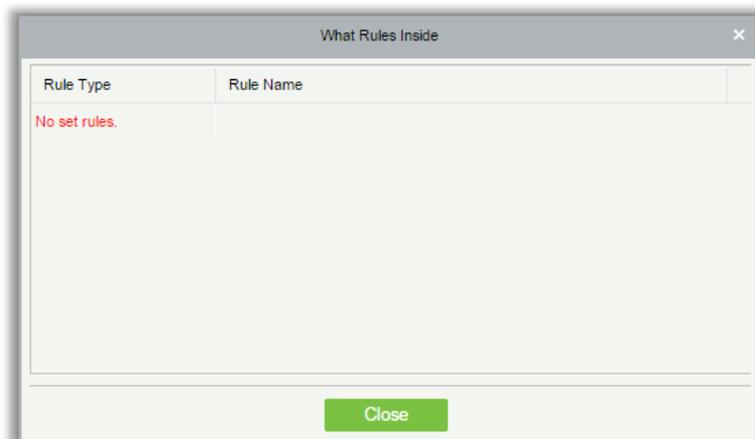


The screenshot shows a dialog box titled "New" with a close button (X) in the top right corner. It contains three input fields: "Zone Code*" (with an asterisk indicating it is required), "Name*" (also with an asterisk), and "Remark". Below the input fields, there are three buttons: "Save and New", "OK", and "Cancel".

2. Set Zone Code, Name, Parent Zone and Remark as required.

3. Click [OK] to save and quit. The added Zone will appear in the list.

What rules inside:



The screenshot shows a dialog box titled "What Rules Inside" with a close button (X) in the top right corner. It contains a table with two columns: "Rule Type" and "Rule Name". The table is currently empty, displaying the text "No set rules." in red. Below the table, there is a "Close" button.

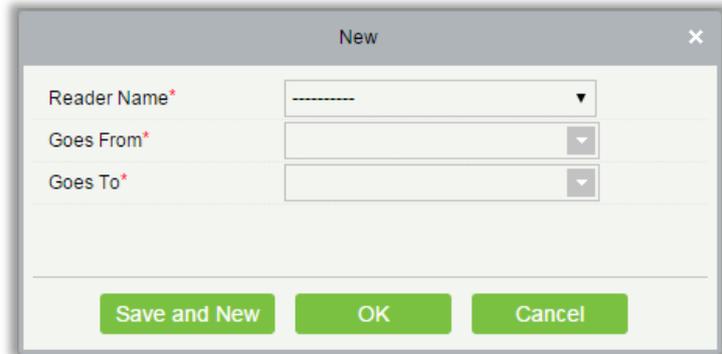
4.3.2 Reader Define

Reader Define indicates that Reader control from one access zone to another one, it is based on

access zone. If advanced functions are needed, you shall set the Reader Define.

- **Add**

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



The 'New' dialog box contains the following fields and controls:

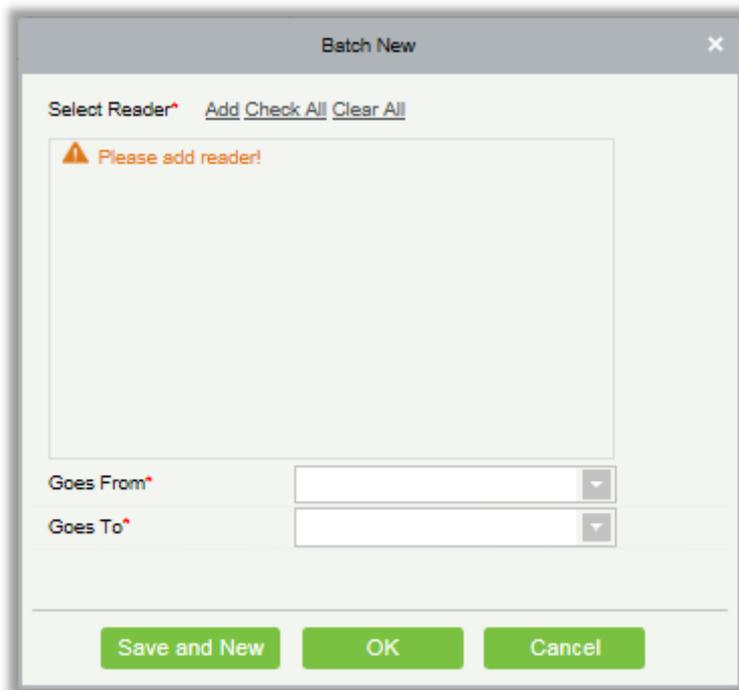
- Reader Name***: A dropdown menu with a dashed line indicating a search or selection state.
- Goes From***: A dropdown menu.
- Goes To***: A dropdown menu.
- Buttons at the bottom: **Save and New**, **OK**, and **Cancel**.

2. Set Reader Name, Goes from and Goes to as required.

3. Click [OK] to save and quit. The added Reader Define will appear in the list.

- **Batch New**

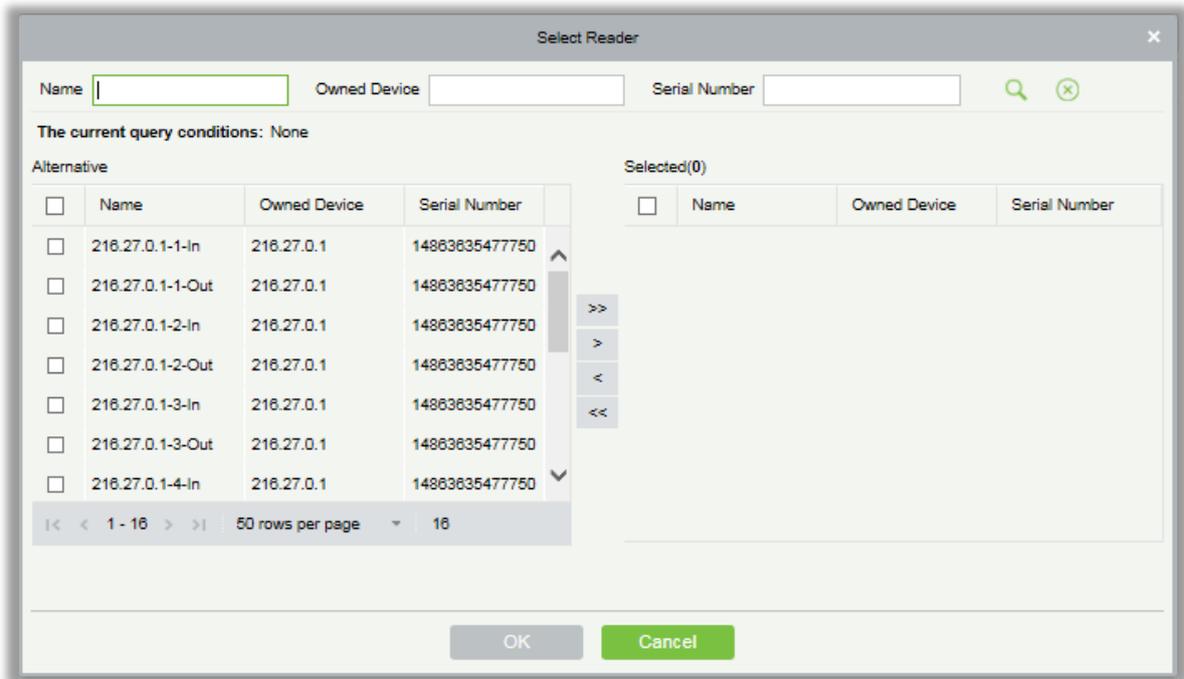
1. Click [Advanced Functions] > [Reader Define] > [Batch New] to enter the batch add interface:



The 'Batch New' dialog box contains the following fields and controls:

- Select Reader***: A header for a list area.
- Add Check All Clear All**: Three links for managing the list.
- Please add reader!**: A warning message with a triangle icon inside a large empty list box.
- Goes From***: A dropdown menu.
- Goes To***: A dropdown menu.
- Buttons at the bottom: **Save and New**, **OK**, and **Cancel**.

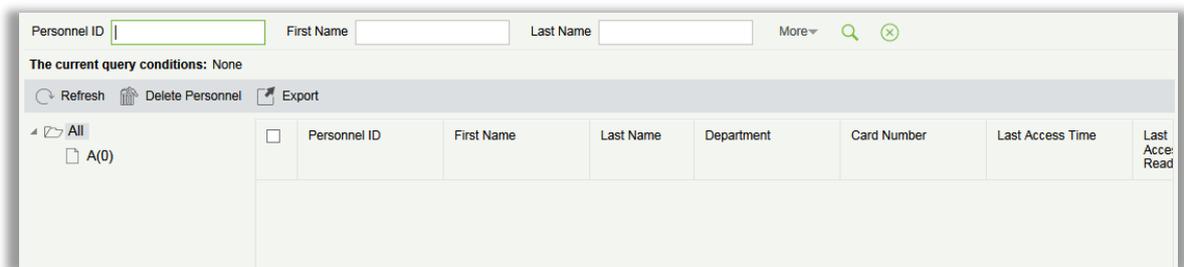
2. Click [Add], select Reader and Click [OK]



3. Set Goes from and Goes to as required.

4.3.3 Who is Inside

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



- Delete Personnel

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

- Export

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

ZKTECO						
Total People 10						
Personnel ID	First Name	Last Name	Department	Card Number	Last Access Time	Last Access Reader
1	Jerry	Wang	General	4461253	2017-12-18 09:29:31	192.168.218.60-2-In
2	Lucky	Tan	Development Department	6155266	2017-12-18 09:27:12	192.168.218.60-1-In
2040	Sherry	Yang	Hotel	1411237	2017-12-18 09:55:52	192.168.218.60-1-In
3	Leo	Hou	Financial Department	13271770	2017-12-18 09:34:57	192.168.218.60-2-In
4	Berry	Cao	General	13592341	2017-12-18 09:55:58	192.168.218.60-1-In
5	Necol	Ye	Marketing Department	13260079	2017-12-18 09:34:18	192.168.218.60-1-In
6	Amber	Lin	Financial Department	4628036	2017-12-18 09:25:29	192.168.218.60-1-In
7	Jacky	Xiang	General	6323994	2017-12-18 09:27:18	192.168.218.60-2-In
8	Glori	Liu	Marketing Department	6189166	2017-12-18 09:34:20	192.168.218.60-2-In
9	Lilian	Mei	Development Department	9505930	2017-12-18 09:27:22	192.168.218.60-1-In

4.3.4 Global Anti-passback

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

- Add

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

The screenshot shows a 'New' configuration window with the following fields and options:

- Rule Name***: Text input field.
- Zone***: Dropdown menu.
- The following doors control access in and out of the zone**: Text area with a scrollable list of doors.
- Anti-Passback Type***: Dropdown menu set to 'Logical Anti-Passback'.
- Lockout Duration**: Text input field with 'minute' label and '(1-500)' range.
- Reset Anti-Passback Status**: Checkbox.
- Anti-Passback Resetted Time**: Text input field with 'o'clock' label.
- Apply to**: Dropdown menu with options: 'All Personnel' (highlighted), 'Just Selected Personnel', and 'Exclude Selected Personnel'.

Buttons at the bottom: 'Save and New', 'OK', and 'Cancel'.

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

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

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

- ✧ **Logical Anti-passback:** With the entry and exit records strictly consistent in Anti-passback zone, or door will not open.
- ✧ **Timed Anti-passback:** In Specified time period, user can enter Anti-passback zone for only once. Time period expired, user state will be cleared, and allow user to enter this zone again.
- ✧ **Timed Logic Anti-passback:** In Specified time period, Users who enter Anti-passback zone must obey the rule of Logical Anti-passback. If exceeds timed period, system will time again.

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

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

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

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

- ✧ **Apply to All Personnel:** Can only edit, does not support select personnel.
- ✧ **Apply to Just Selected Personnel:** The anti- passback only effective for these selected personnel.
- ✧ **Apply to Exclude Selected Personnel:** The anti- passback only effective for these exclude selected personnel.

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

4.3.5 Global Linkage

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

● Add

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

The screenshot shows a 'New' dialog box for configuring a Global Linkage. The dialog has a title bar with 'New' and a close button. It contains several fields and sections:

- Linkage Name*:** A text input field.
- Apply to all personnel:** A checked checkbox.
- Linkage Trigger Conditions*:** A section with 'Add Check All Clear All' links and a large empty text area.
- Input Point*:** A section with 'Add Check All Clear All' links and a large empty text area.
- Output Point:** A tabbed section with 'Add Check All Clear All' links and a large empty text area.
- Video Linkage:** A tabbed section with 'Add Check All Clear All' links and a large empty text area.
- Active Time:** A tabbed section.
- E-mail:** A tabbed section.
- Linkage Voice Prompts:** A tabbed section.
- Door:** A section with 'Add Check All Clear All' links and a large empty text area.
- Auxiliary Output:** A section with 'Add Check All Clear All' links and a large empty text area.
- Action type*:** Two dropdown menus, both set to 'Close'.

At the bottom, there are three buttons: 'Save and New', 'OK', and 'Cancel'.

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

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

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

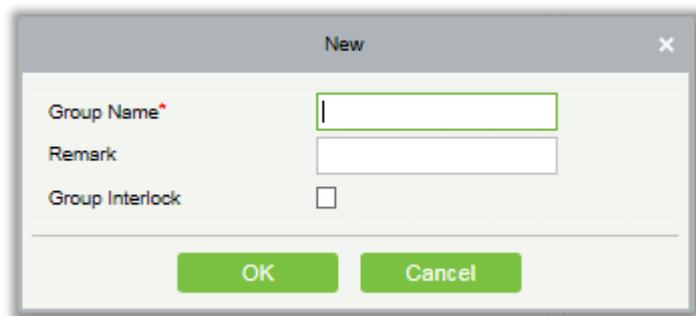
Note: You can select multiple Door Events, but “Fail to connect server”, “Recover connection” and “Device connection off” will be filtered automatically from Door Event.

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

4.3.6 Global Interlock Group

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

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



Group Name:

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

(2) After editing, click [OK] to save. After confirming that add the door immediately, the information of added door will appear in the list.

(3) Click [Add Door] under Related Operations to add door to the group.

(4) After selecting and adding personnel, click [OK] to save and return.

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

4.3.7 Global Interlock

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

Multi-Person Opening Door Setting:

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

The image shows a 'New' dialog box with a title bar containing 'New' and a close button. It has two input fields: 'Name*' and 'Remark'. Below the fields are two green buttons labeled 'OK' and 'Cancel'.

Name:

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

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

Notes:

1. In the same interlock, all the doors in the group cannot be duplicated.
2. When the interlock group exists in the interlock function, it cannot be deleted directly.

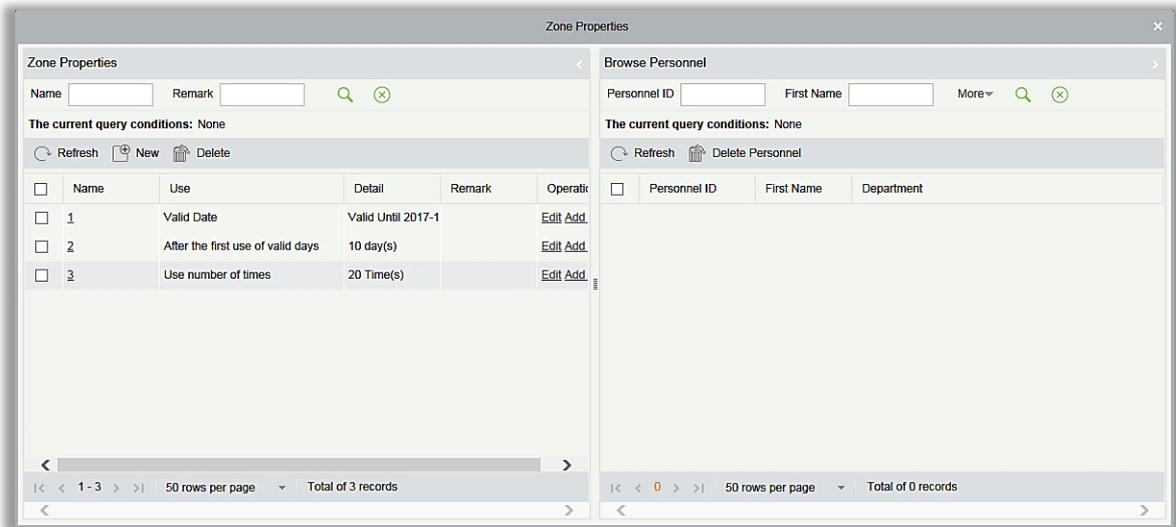
4.3.8 Person Availability

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

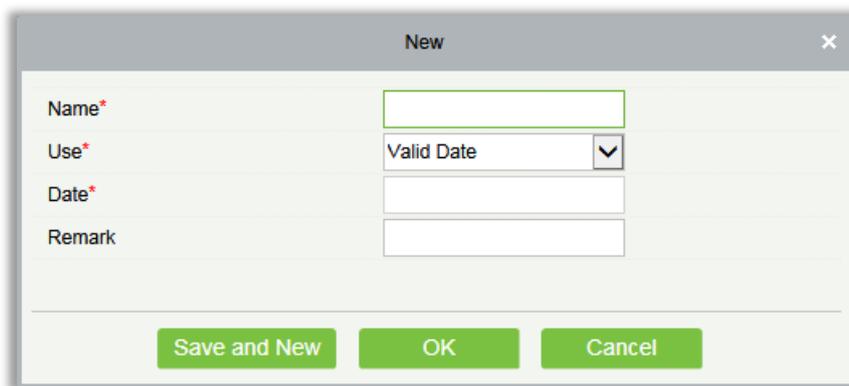
The screenshot shows a table interface for 'Person Availability'. At the top, there are input fields for 'Availability Name' and 'Zone', along with search and refresh icons. Below the table, there are buttons for 'Refresh', 'New', 'Delete', and 'Set Zone Properties'. The table has the following data:

Availability Name	Zone	Zone property name	Use	Detail	Operations
<input type="checkbox"/> A	outside	1	Valid Date	Valid Until 2017-12-05 11:28:00	Edit Delete

● **Set Zone Properties**

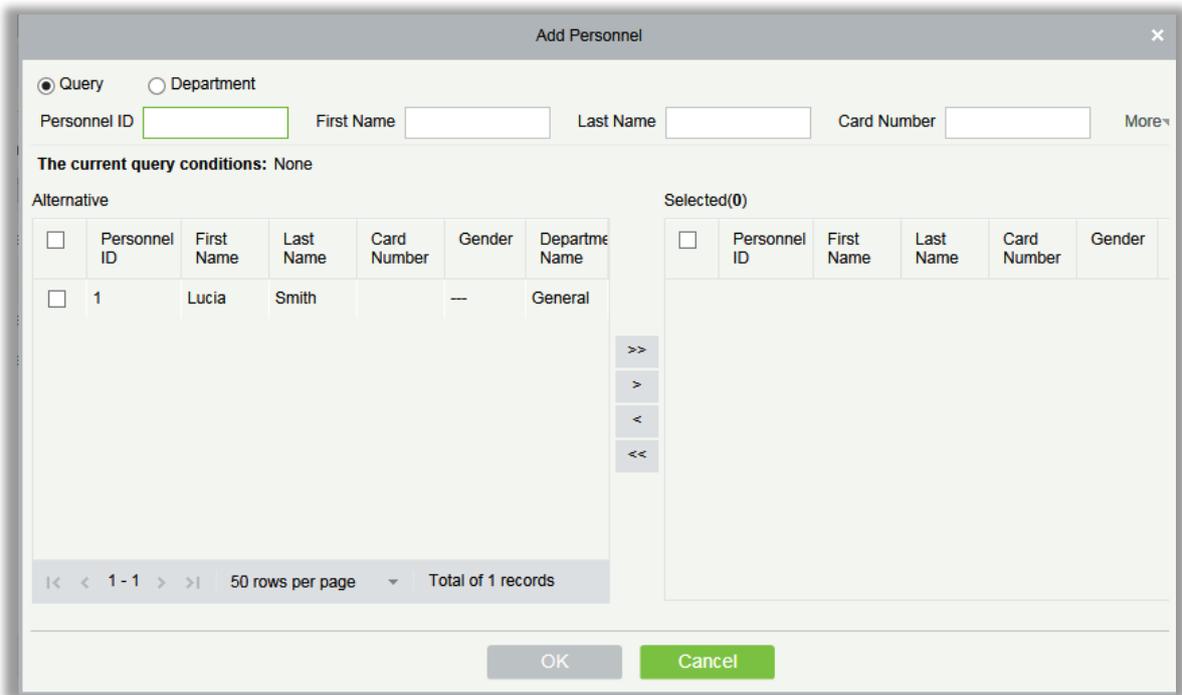


1. Click [Advanced Functions] > [Person Availability] > [Set Zone Properties] > [New], the following interface will be shown:



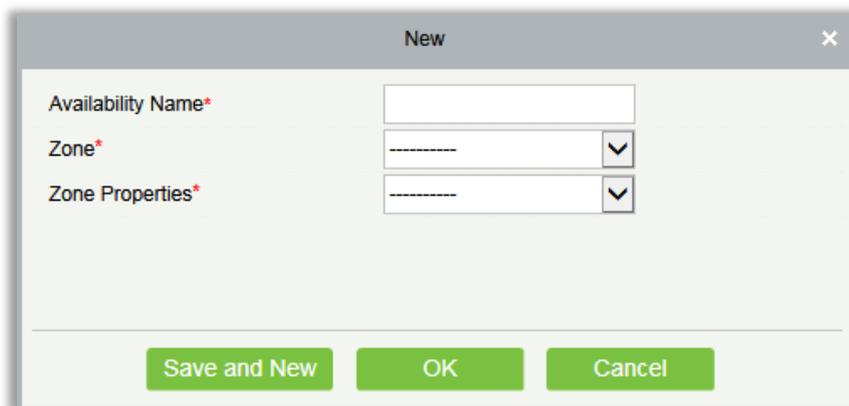
Use: The method of use is divided into Valid Date, After the first use of valid days and Use number of times, corresponding to Date, Days and Times.

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



- **New**

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



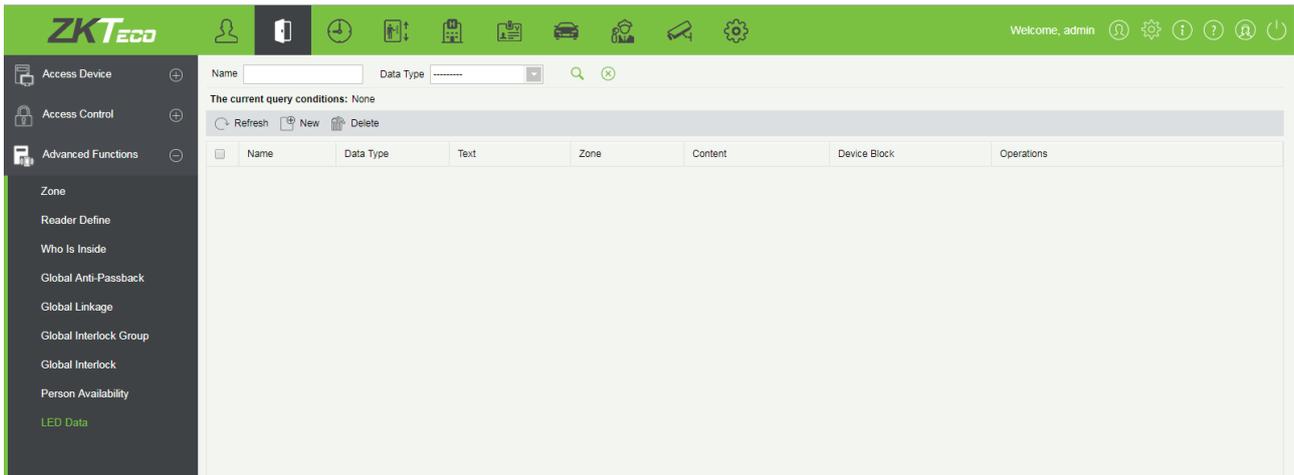
Select the Zone and Zone Properties to control the person availability.

- **Delete**

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

4.3.9 LED Data

Click [Advanced Functions] > [LED Data], the following interface will be shown:



● Add

Name: LED data name.

Data Type:

Text: Send self-defined texts to blocks.

Zone data: Total number of personnel in the zone to be sent and statistical number of personnel in the departments in the zone.

Notes:

1. The access control zone is that in the advanced access control.
2. If the content to be sent is department, please select the department whose statistics are to be collected.

Changed data: Real-time information about personnel going in and out displays in the selected LED block. The content to be sent can be selected.

- **Edit**

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

- **Delete**

In the LED Data list, click [Delete] button under Operations. Click [OK] to delete, click [Cancel] to cancel the operation.

4.4 Access Reports

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

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

About the Normal and abnormal event please refer to [Real-Time Monitoring](#) for details.

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

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

4.4.1 All Transactions

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

Time	Device Name	Event Point	Event Description	Media File	Personnel ID	First Name	Last Name	Card Number	Department Name	Reader Name	Verification Mode
2015-05-26 16:41:52	192.168.1.134	192.168.1.134-1	Normal Verify Open		54	dany	nee	2182405	General	192.168.1.134-1	Only Fingerprin
2015-05-26 16:41:49	192.168.1.134	192.168.1.134-1	Normal Verify Open		54	dany	nee	2182405	General	192.168.1.134-1	Only Fingerprin
2015-05-26 16:41:46	192.168.1.134	192.168.1.134-1	Unregistered Personnel							192.168.1.134-1	Only Fingerprin
2015-05-26 16:41:42	192.168.1.134	192.168.1.134-1	Normal Verify Open		54	dany	nee	2182405	General	192.168.1.134-1	Only Fingerprin
2015-05-26 16:41:39	192.168.1.134	192.168.1.134-1	Unregistered Personnel							192.168.1.134-1	Only Fingerprin
2015-05-26 16:41:37	192.168.1.134	192.168.1.134-1	Normal Verify Open		54	dany	nee	2182405	General	192.168.1.134-1	Only Fingerprin
2015-05-26 16:41:33	192.168.1.134	192.168.1.134-1	Unregistered Personnel							192.168.1.134-1	Only Fingerprin
2015-05-26 16:41:30	192.168.1.134	192.168.1.134-1	Unregistered Personnel							192.168.1.134-1	Only Fingerprin
2015-05-26 16:41:27	192.168.1.134	192.168.1.134-1	Normal Verify Open		54	dany	nee	2182405	General	192.168.1.134-1	Only Fingerprin
2015-05-26 16:41:24	192.168.1.134	192.168.1.134-1	Unregistered Personnel							192.168.1.134-1	Only Fingerprin
2015-05-26 16:41:22	192.168.1.134	192.168.1.134-1	Duress Open Alarm		54	dany	nee	2182405	General	192.168.1.134-1	Only Fingerprin
2015-05-26 16:41:18	192.168.1.134	192.168.1.134-1	Normal Verify Open		54	dany	nee	2182405	General	192.168.1.134-1	Only Fingerprin

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

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

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

ZKTECO All Transactions												
Time: 2017-09-15 00:00:00 - 2017-12-15 23:59:59												
Time	Device Name	Event Point	Event Description	Personnel ID	First Name	Last Name	Card Number	Department Name	Reader Name	Verification Mode	Area Name	Remark
2017-12-15 18:28:02	192.168.218.60	192.168.218.60-2	Background Verify Success	6	Amber	Lin	4628036	Financial Department	192.168.218.60-2-1n	Only Card	Area Name	
2017-12-15 18:28:59	192.168.218.60	192.168.218.60-1	Background Verify Success	6	Amber	Lin	4628036	Financial Department	192.168.218.60-1-1n	Only Card	Area Name	
2017-12-15 18:28:45	192.168.218.60	192.168.218.60-2	Background Verify Success	5	Necol	Ye	13290079	Marketing Department	192.168.218.60-2-1n	Only Card	Area Name	
2017-12-15 18:28:41	192.168.218.60	192.168.218.60-1	Background Verify Success	5	Necol	Ye	13290079	Marketing Department	192.168.218.60-1-1n	Only Card	Area Name	
2017-12-15 18:28:38	192.168.218.60	192.168.218.60-2	Background Verify Success	1	Jerry	Wang	4461253	General	192.168.218.60-2-1n	Only Card	Area Name	
2017-12-15 18:28:35	192.168.218.60	192.168.218.60-1	Background Verify Success	1	Jerry	Wang	4461253	General	192.168.218.60-1-1n	Only Card	Area Name	
2017-12-15 18:28:23	192.168.218.60	192.168.218.60-2	Background Verify Success	2940	Sherry	Yang	1411237	Hotel	192.168.218.60-2-1n	Only Card	Area Name	
2017-12-15 18:28:20	192.168.218.60	192.168.218.60-1	Background Verify Success	2940	Sherry	Yang	1411237	Hotel	192.168.218.60-1-1n	Only Card	Area Name	
2017-12-15 18:28:17	192.168.218.60	192.168.218.60-2	Background Verify Success	9	Lilian	Mei	9505930	Development Department	192.168.218.60-2-1n	Only Card	Area Name	
2017-12-15 18:28:13	192.168.218.60	192.168.218.60-1	Background Verify Success	9	Lilian	Mei	9505930	Development Department	192.168.218.60-1-1n	Only Card	Area Name	
2017-12-15 18:28:08	192.168.218.60	192.168.218.60-2	Background Verify Success	3	Leo	Hou	13271770	Financial Department	192.168.218.60-2-1n	Only Card	Area Name	
2017-12-15 18:28:01	192.168.218.60	192.168.218.60-1	Background Verify Success	3	Leo	Hou	13271770	Financial Department	192.168.218.60-1-1n	Only Card	Area Name	
2017-12-15 18:25:18	192.168.218.60	192.168.218.60-1	Remote Opening						Other	Other	Area Name	
2017-12-15 18:25:04	192.168.218.60	192.168.218.60-1	Remote Opening						Other	Other	Area Name	
2017-12-15 18:23:52	192.168.218.60	192.168.218.60-2	Background Verify Success	1	Jerry	Wang	4461253	General	192.168.218.60-2-1n	Only Card	Area Name	
2017-12-15 18:23:40	192.168.218.60	192.168.218.60-1	Remote Opening						Other	Other	Area Name	
2017-12-15 18:23:28	192.168.218.60	192.168.218.60-1	Remote Opening						Other	Other	Area Name	
2017-12-15 18:23:11	192.168.218.60	192.168.218.60-2	Background Verify Success	1	Jerry	Wang	4461253	General	192.168.218.60-2-1n	Only Card	Area Name	

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4.4.2 Events from Today

Check out the system record today.

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

Time	Card Number	Personnel ID	First Name	Last Name	Department Name	Device Name	Event Point	Event Description	Media File	Reader Name	Verification Mode
2015-05-26 16:41:56	2182405	54	dany	nee	General	192.168.1.134	192.168.1.134-1	Normal Verify Open		192.168.1.134-1-1	Only Fingerprin
2015-05-26 16:41:54	2182405	54	dany	nee	General	192.168.1.134	192.168.1.134-1	Normal Verify Open		192.168.1.134-1-1	Only Fingerprin
2015-05-26 16:41:52	2182405	54	dany	nee	General	192.168.1.134	192.168.1.134-1	Normal Verify Open		192.168.1.134-1-1	Only Fingerprin
2015-05-26 16:41:49	2182405	54	dany	nee	General	192.168.1.134	192.168.1.134-1	Normal Verify Open		192.168.1.134-1-1	Only Fingerprin
2015-05-26 16:41:42	2182405	54	dany	nee	General	192.168.1.134	192.168.1.134-1	Normal Verify Open		192.168.1.134-1-1	Only Fingerprin
2015-05-26 16:41:37	2182405	54	dany	nee	General	192.168.1.134	192.168.1.134-1	Normal Verify Open		192.168.1.134-1-1	Only Fingerprin
2015-05-26 16:41:27	2182405	54	dany	nee	General	192.168.1.134	192.168.1.134-1	Normal Verify Open		192.168.1.134-1-1	Only Fingerprin
2015-05-26 16:41:22	2182405	54	dany	nee	General	192.168.1.134	192.168.1.134-1	Duress Open Alarm		192.168.1.134-1-1	Only Fingerprin
2015-05-26 16:41:18	2182405	54	dany	nee	General	192.168.1.134	192.168.1.134-1	Normal Verify Open		192.168.1.134-1-1	Only Fingerprin
2015-05-26 16:41:14	2182405	54	dany	nee	General	192.168.1.134	192.168.1.134-1	Normal Verify Open		192.168.1.134-1-1	Only Fingerprin
2015-05-26 16:41:03	2182405	54	dany	nee	General	192.168.1.134	192.168.1.134-2	Normal Verify Open		192.168.1.134-2-	Only Card

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

ZKTECO												
Events From Today												
Time	Card Number	Personnel ID	First Name	Last Name	Department Name	Device Name	Event Point	Event Description	Reader Name	Verification Mode	Area Name	Remark
2017-12-15 18:29:02	4628036	6	Amber	Lin	Financial Department	192.168.218.80	192.168.218.80-2	Background Verify Success	192.168.218.80-2-In	Only Card	Area Name	
2017-12-15 18:28:59	4628036	6	Amber	Lin	Financial Department	192.168.218.80	192.168.218.80-1	Background Verify Success	192.168.218.80-1-In	Only Card	Area Name	
2017-12-15 18:28:45	13260079	5	Necol	Ye	Marketing Department	192.168.218.80	192.168.218.80-2	Background Verify Success	192.168.218.80-2-In	Only Card	Area Name	
2017-12-15 18:28:41	13260079	5	Necol	Ye	Marketing Department	192.168.218.80	192.168.218.80-1	Background Verify Success	192.168.218.80-1-In	Only Card	Area Name	
2017-12-15 18:28:39	4461253	1	Jerry	Wang	General	192.168.218.80	192.168.218.80-2	Background Verify Success	192.168.218.80-2-In	Only Card	Area Name	
2017-12-15 18:28:35	4461253	1	Jerry	Wang	General	192.168.218.80	192.168.218.80-1	Background Verify Success	192.168.218.80-1-In	Only Card	Area Name	
2017-12-15 18:28:23	1411237	2940	Sherry	Yang	Hotel	192.168.218.80	192.168.218.80-2	Background Verify Success	192.168.218.80-2-In	Only Card	Area Name	
2017-12-15 18:28:20	1411237	2940	Sherry	Yang	Hotel	192.168.218.80	192.168.218.80-1	Background Verify Success	192.168.218.80-1-In	Only Card	Area Name	
2017-12-15 18:28:17	9505930	9	Lilian	Mei	Development Department	192.168.218.80	192.168.218.80-2	Background Verify Success	192.168.218.80-2-In	Only Card	Area Name	
2017-12-15 18:28:13	9505930	9	Lilian	Mei	Development Department	192.168.218.80	192.168.218.80-1	Background Verify Success	192.168.218.80-1-In	Only Card	Area Name	
2017-12-15 18:28:08	13271770	3	Leo	Hou	Financial Department	192.168.218.80	192.168.218.80-2	Background Verify Success	192.168.218.80-2-In	Only Card	Area Name	
2017-12-15 18:28:01	13271770	3	Leo	Hou	Financial Department	192.168.218.80	192.168.218.80-1	Background Verify Success	192.168.218.80-1-In	Only Card	Area Name	
2017-12-15 18:23:52	4461253	1	Jerry	Wang	General	192.168.218.80	192.168.218.80-2	Background Verify Success	192.168.218.80-2-In	Only Card	Area Name	
2017-12-15 18:23:19	4461253	1	Jerry	Wang	General	192.168.218.80	192.168.218.80-2	Background Verify Success	192.168.218.80-2-In	Only Card	Area Name	
2017-12-15 18:23:12	4461253	1	Jerry	Wang	General	192.168.218.80	192.168.218.80-2	Background Verify Success	192.168.218.80-2-In	Only Card	Area Name	
2017-12-15 18:23:02	6165266	2	Lucky	Tan	Development Department	192.168.218.80	192.168.218.80-2	Background Verify Success	192.168.218.80-2-In	Only Card	Area Name	
2017-12-15 18:22:21	4461253	1	Jerry	Wang	General	192.168.218.80	192.168.218.80-2	Background Verify Success	192.168.218.80-2-In	Only Card	Area Name	
2017-12-15 18:20:24	9505930	9	Lilian	Mei	Development Department	192.168.218.80	192.168.218.80-2	Background Verify Success	192.168.218.80-2-In	Only Card	Area Name	

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4.4.3 Last Known Position

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

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

Personnel ID	First Name	Last Name	Card Number	Time	Department Name	Device Name	Event Point	Event Description	Reader Name	Verification Mode	Area Name
22201	BF1	BL1	3401273	2015-05-22 20:36:02	General	192.168.1.109	192.168.1.109-1	Unregistered Personnel	192.168.1.109-1	Only Card	Area Narr
56	anne	lee	2182405	2015-05-22 18:07:14	General	192.168.1.134	192.168.1.134-1	Global Anti-passback(logical)	192.168.1.134-1	Only Card	Area Narr
47	liu	xiaomei	5764784	2015-05-22 17:57:37	General	192.168.1.47	192.168.1.47-1	Unregistered Personnel	192.168.1.47-1	Only Card	Area Narr
800000002	F2	L2	3419842	2015-05-22 17:08:38	Visitor	192.168.1.109	192.168.1.109-1	Normal Verify Open	192.168.1.109-1	Only Card	Area Narr
1011	123	1	2826316	2015-05-22 16:26:23	General	192.168.1.134	192.168.1.134-1	Normal Verify Open	192.168.1.134-1	Only Card	Area Narr
800000001	F1	B1	3419842	2015-05-22 16:15:59	Visitor	192.168.1.109	192.168.1.109-1	Normal Verify Open	192.168.1.109-1	Only Card	Area Narr
7698711			7698711	2015-05-22 14:38:32		1.46.0.40	1.46.0.40-1	Emergency Password Open	1.46.0.40-1	Only Card	Area Narr
7139145			7139145	2015-05-22 14:38:32		1.46.0.9	1.46.0.9-1	Remote Closing	1.46.0.9-1	Only Card	Area Narr
6723011			6723011	2015-05-22 14:38:32		1.46.0.11	1.46.0.11-1	Verify During Passage Mode Time Z	1.46.0.11-1	Only Card	Area Narr
6360022			6360022	2015-05-22 14:38:32		1.46.0.6	1.46.0.6-1	Disable Intruder Passage Mode Time	1.46.0.6-1	Only Card	Area Narr

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

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

ZKTECO
Last Known Position

Time: 2017-09-15 00:00 - 2017-12-15 23:59:59

Personnel ID	First Name	Last Name	Card Number	Time	Department Name	Device Name	Event Point	Event Description	Reader Name	Verification Mode	Area Name	Zone	Remark
6	Amber	Lin	4628036	2017-12-15 18:29:02	Financial Department	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2-In	Only Card	Area Name		
5	Necol	Ye	13260079	2017-12-15 18:28:45	Marketing Department	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2-In	Only Card	Area Name		
1	Jerry	Wang	4461253	2017-12-15 18:28:38	General	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2-In	Only Card	Area Name		
2040	Sherry	Yang	1411237	2017-12-15 18:28:23	Hotel	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2-In	Only Card	Area Name		
9	Lilian	Mei	9505930	2017-12-15 18:28:17	Development Department	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2-In	Only Card	Area Name		
3	Leo	Hou	13271770	2017-12-15 18:28:06	Financial Department	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2-In	Only Card	Area Name		
2	Lucky	Tan	6155266	2017-12-15 18:23:02	Development Department	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2-In	Only Card	Area Name		
8	Glori	Liu	6180166	2017-12-15 18:20:14	Marketing Department	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2-In	Only Card	Area Name		
4	Berry	Cao	13562341	2017-12-15 17:43:13	General	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2-In	Only Card	Area Name		
7	Jacky	Xiang	6323994	2017-12-15 17:43:06	General	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2-In	Only Card	Area Name		
800000011	Morny	Fang	6180166	2017-12-15 11:45:04	Visitor	192.168.218.60	192.168.218.60-1	Normal Verify Open	192.168.218.60-1-In	Only Card	Area Name		
800000010	Tommy	Qi	6323994	2017-12-15 11:42:42	Visitor	192.168.218.60	192.168.218.60-2	Normal Verify Open	192.168.218.60-2-In	Only Card	Area Name		
800000009	Elian	Peng	13562341	2017-12-15 11:41:06	Visitor	192.168.218.60	192.168.218.60-1	Normal Verify Open	192.168.218.60-1-In	Only Card	Area Name		
800000008	Goura	Viny	1411237	2017-12-15 11:39:21	Visitor	192.168.218.60	192.168.218.60-2	Normal Verify Open	192.168.218.60-2-In	Only Card	Area Name		
800000007	Monic	Wu	4628036	2017-12-15 11:22:55	Visitor	192.168.218.60	192.168.218.60-1	Normal Verify Open	192.168.218.60-1-In	Only Card	Area Name		
800000006	Bella	Yu	4461253	2017-12-15 11:19:56	Visitor	192.168.218.60	192.168.218.60-2	Normal Verify Open	192.168.218.60-2-In	Only Card	Area Name		
800000004	Tom	Lee	13260079	2017-12-15 11:19:46	Visitor	192.168.218.60	192.168.218.60-2	Normal Verify Open	192.168.218.60-2-In	Only Card	Area Name		
800000005	Bill	Fang	9505930	2017-12-15 11:19:19	Visitor	192.168.218.60	192.168.218.60-2	Normal Verify	192.168.218.60-2	Only Card	Area Name		

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4.4.4 All Exception Events

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

Time From: 2015-02-26 00:00:00 To: 2015-05-26 23:59:59 Personnel ID: Device Name: More

The current query conditions: Time From:(2015-02-26 00:00:00) To:(2015-05-26 23:59:59)

Time	Event Description	Event Point	Device Name	Card Number	Personnel ID	First Name	Last Name	Area Name	Department Name	Reader Name	Verification Mode	Remark
2015-05-26 10:43:20	Disconnected		192.168.1.134					Area Name		Utner	Utner	
2015-05-26 16:41:46	Unregistered Per	192.168.1.134-1	192.168.1.134					Area Name		192.168.1.1	Only Finger	
2015-05-26 16:41:39	Unregistered Per	192.168.1.134-1	192.168.1.134					Area Name		192.168.1.1	Only Finger	
2015-05-26 16:41:33	Unregistered Per	192.168.1.134-1	192.168.1.134					Area Name		192.168.1.1	Only Finger	
2015-05-26 16:41:30	Unregistered Per	192.168.1.134-1	192.168.1.134					Area Name		192.168.1.1	Only Finger	
2015-05-26 16:41:24	Unregistered Per	192.168.1.134-1	192.168.1.134					Area Name		192.168.1.1	Only Finger	
2015-05-26 16:41:22	Duress Open Ala	192.168.1.134-1	192.168.1.134	2182405	54	dany	nee	Area Name	General	192.168.1.1	Only Finger	
2015-05-26 16:32:45	Unregistered Per	192.168.1.109-1	192.168.1.109					Area Name		192.168.1.1	Only Finger	
2015-05-26 16:32:23	Unregistered Per	192.168.1.109-1	192.168.1.109					Area Name		192.168.1.1	Only Finger	
2015-05-26 16:32:11	Access Denied	192.168.1.109-1	192.168.1.109	2338484	2829			Area Name	General	192.168.1.1	Only Card	
2015-05-26 16:32:01	Access Denied	192.168.1.109-1	192.168.1.109	1411237	2831			Area Name	General	192.168.1.1	Only Card	
2015-05-26 16:30:11	Access Denied	192.168.1.109-1	192.168.1.109	1411237	2831			Area Name	General	192.168.1.1	Only Card	
2015-05-26 16:30:07	Access Denied	192.168.1.109-1	192.168.1.109	2338484	2829			Area Name	General	192.168.1.1	Only Card	

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

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

ZKTECO												
All Exception Events												
Time: 2017-09-15 00:00:00 - 2017-12-15 23:59:59												
Time	Event Description	Event Point	Device Name	Card Number	Personnel ID	First Name	Last Name	Area Name	Department Name	Reader Name	Verification Mode	Remark
2017-12-15 17:43:03	Operation Interval too Short	192.168.218.60-1	192.168.218.60					Area Name		192.168.218.60-1-1n	Other	
2017-12-15 17:42:41	Operation Interval too Short	192.168.218.60-1	192.168.218.60					Area Name		192.168.218.60-1-1n	Other	
2017-12-15 17:35:27	Operation Interval too Short	192.168.218.60-1	192.168.218.60					Area Name		192.168.218.60-1-1n	Other	
2017-12-15 16:35:17	Operation Interval too Short	192.168.218.60-1	192.168.218.60					Area Name		192.168.218.60-1-1n	Other	
2017-12-15 16:35:06	Operation Interval too Short	192.168.218.60-1	192.168.218.60					Area Name		192.168.218.60-1-1n	Other	
2017-12-15 16:34:00	Operation Interval too Short	192.168.218.60-1	192.168.218.60					Area Name		192.168.218.60-1-1n	Other	
2017-12-15 16:33:52	Operation Interval too Short	192.168.218.60-1	192.168.218.60					Area Name		192.168.218.60-1-1n	Other	
2017-12-15 16:33:45	Operation Interval too Short	192.168.218.60-1	192.168.218.60					Area Name		192.168.218.60-1-1n	Other	
2017-12-15 16:33:35	Operation Interval too Short	192.168.218.60-2	192.168.218.60					Area Name		192.168.218.60-2-1n	Other	
2017-12-15 16:33:14	Operation Interval too Short	192.168.218.60-1	192.168.218.60					Area Name		192.168.218.60-1-1n	Other	
2017-12-15 16:06:54	Can not connect to server		192.168.218.60					Area Name		Other	Other	
2017-12-15 13:50:17	Disconnected		192.168.218.60					Area Name		Other	Other	
2017-12-15 11:53:45	Operation Interval too Short	192.168.218.60-1	192.168.218.60					Area Name		192.168.218.60-1-1n	Other	
2017-12-15 11:41:04	Operation Interval too Short	192.168.218.60-1	192.168.218.60					Area Name		192.168.218.60-1-1n	Other	
2017-12-15 11:19:45	Operation Interval too Short	192.168.218.60-1	192.168.218.60					Area Name		192.168.218.60-1-1n	Other	
2017-12-15 11:19:37	Operation Interval too Short	192.168.218.60-1	192.168.218.60					Area Name		192.168.218.60-1-1n	Other	
2017-12-15 11:05:50	Anti-Passback	192.168.218.60-1	192.168.218.60	9505930	800000005	Bill	Fang	Area Name	Visitor	192.168.218.60-1-1n	Only Card	
2017-12-15 11:05:50	Anti-Passback	192.168.218.60-1	192.168.218.60	13260079	800000004	Tom	Lee	Area Name	Visitor	192.168.218.60-1-1n	Only Card	

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4.4.5 Access Rights By Door

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

The screenshot displays the 'Access Rights By Door' interface. On the left, there is a table titled 'The current query conditions: None' with a 'Refresh' button. The table has three columns: 'Door Name', 'Door Number', and 'Owned Device'. The data rows are as follows:

Door Name	Door Number	Owned Device
216.27.0.1-1	1	216.27.0.1
216.27.0.1-2	2	216.27.0.1
216.27.0.1-3	3	216.27.0.1
216.27.0.1-4	4	216.27.0.1
192.168.217.221-1	1	192.168.217.221
192.168.217.221-2	2	192.168.217.221
192.168.217.221-3	3	192.168.217.221
192.168.217.221-4	4	192.168.217.221

On the right, there is a section titled 'Browse 216.27.0.1-1(1) Opening Personnel' with 'Refresh' and 'Export' buttons. Below it is a table with four columns: 'Personnel ID', 'First Name', 'Last Name', and 'Department'. The data rows are:

Personnel ID	First Name	Last Name	Department
1	1	1	General
3	3	3	General
2			General
4			General
5			General
11			General
111			General
1111			General

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

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192.168.218.60-1(1) Opening Personnel

Personnel ID	First Name	Last Name	Department
2940	Sherry	Yang	Hotel
1	Jerry	Wang	General
2	Lucky	Tan	Development Department
3	Leo	Hou	Financial Department
4	Berry	Cao	General
5	Necol	Ye	Marketing Department
6	Amber	Lin	Financial Department
7	Jacky	Xiang	General
8	Glori	Liu	Marketing Department
9	Lilian	Mei	Development Department

4.4.6 Access Rights By Personnel

View related access levels by personnel.

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

The screenshot displays the 'Access Rights By Personnel' interface. On the left, there is a search bar with fields for Personnel ID, First Name, and Last Name, along with a 'More' dropdown and search icons. Below the search bar, it indicates 'The current query conditions: None' and a 'Refresh' button. A table lists personnel with columns: Personnel ID, First Name, Last Name, and Department Name. The right panel, titled 'Browse 1(1) Having Level to Access', shows a table with columns: Door Number and Door Name. The interface also includes 'Refresh' and 'Export' buttons at the top right.

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

ZKTECO

6(Amber) Having Level to Access

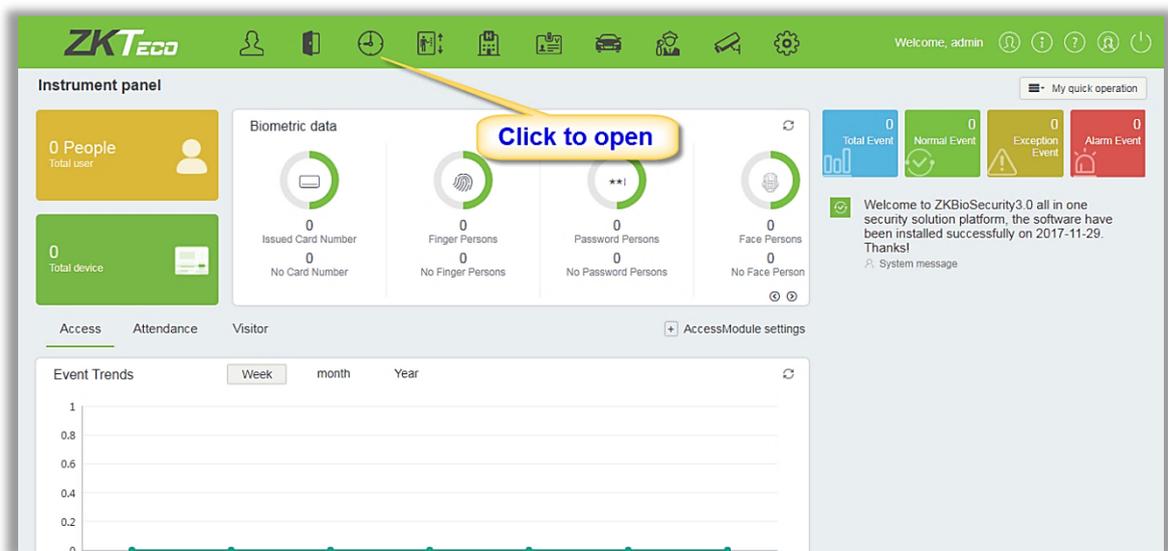
Door Number	Door Name
1	192.168.218.60-1
2	192.168.218.60-2
3	192.168.218.60-3
4	192.168.218.60-4

4.5 Video Integrated

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

5. Attendance Management

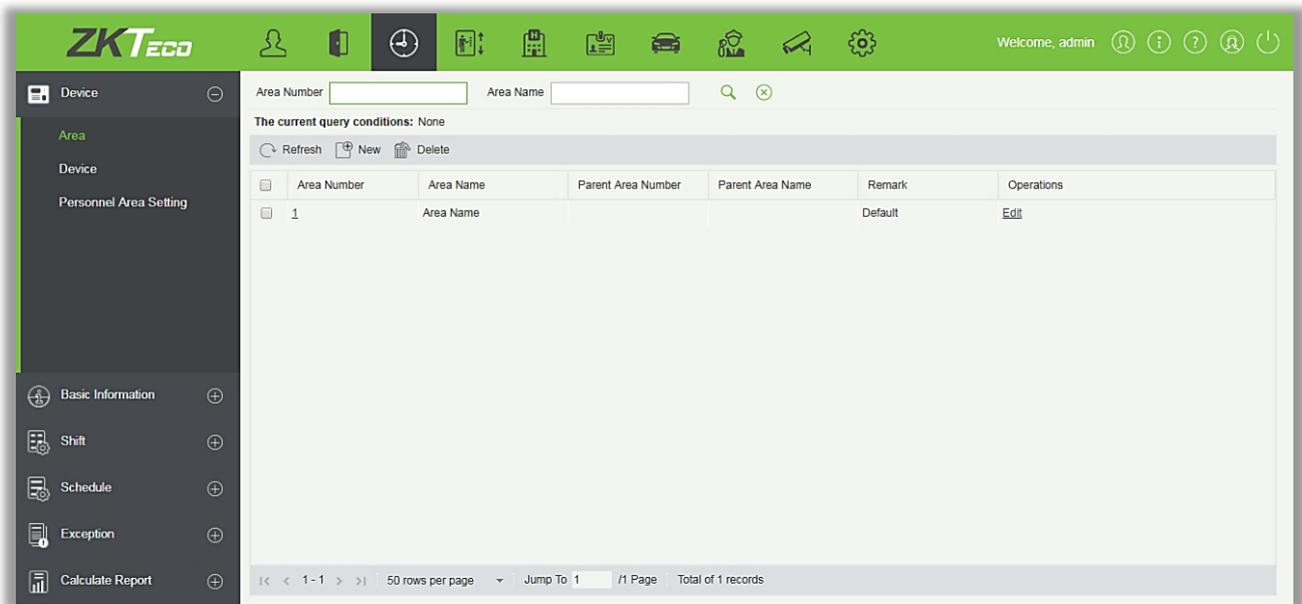
To help companies performing information-based attendance management, this software implements automatic collection, statistics, and query of employee attendance data. This improves the management of human resource and facilitates the check-in of employees. This software enables the management personnel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



5.1 Device

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

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



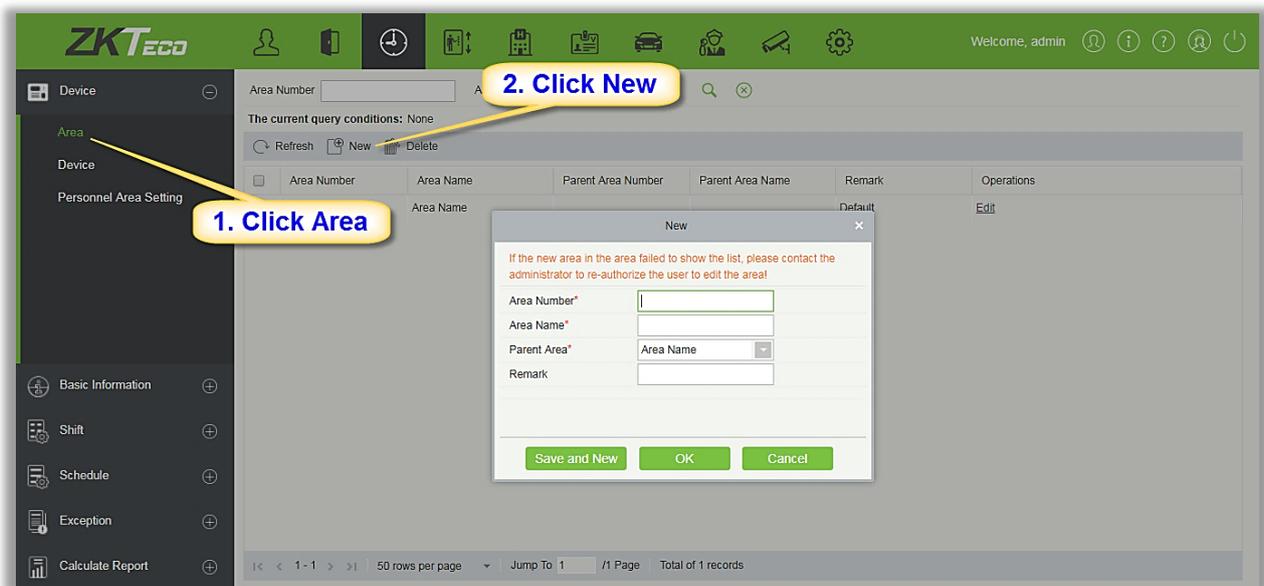
5.1.1 Area

Area is a concept of space that facilitates 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.

- **New**

(1) Click [Device] > [Area] > [New] to display the new area page.



(2) After the information is complete, click [OK] to finish new addition, click [Cancel] to cancel new addition, click [Save and Continue] to save new and continue to add.

Fields are as follows:

Area Number: Only support letters and numbers, should not be repeated with other area numbers, the length should not be more than 30.

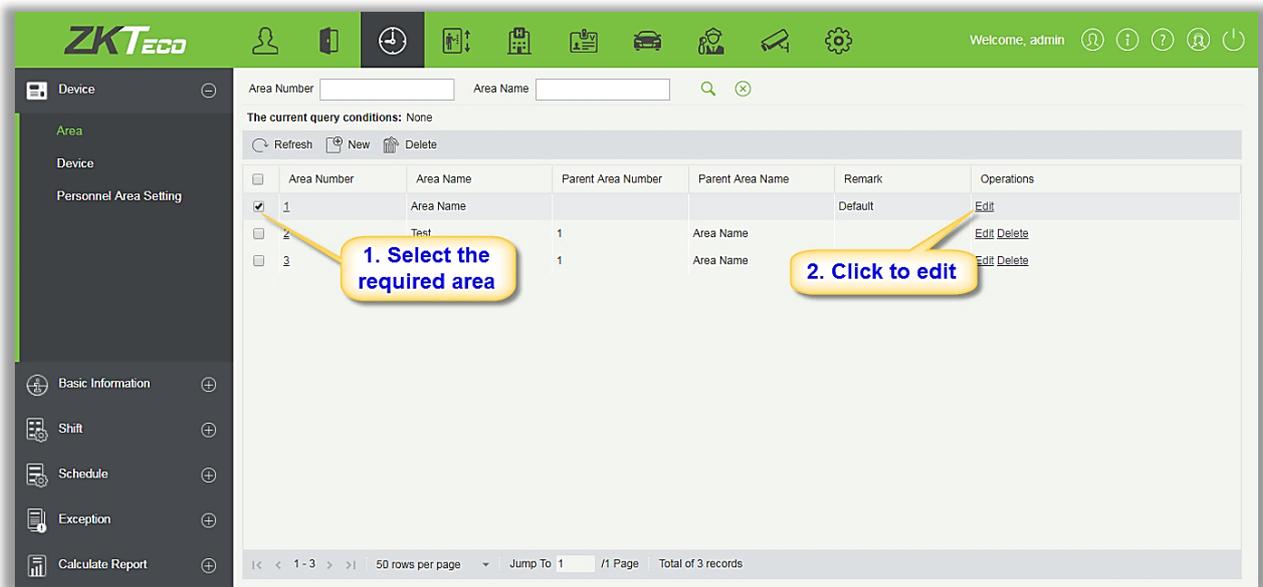
Area Name: Any character, up to 30 characters. (Should not contain quotation marks).

Parent Area: the system default region as the default parent region, drop-down check box to select another parent region, click [OK].

Note: any character, up to 50 characters combination.

● **Edit**

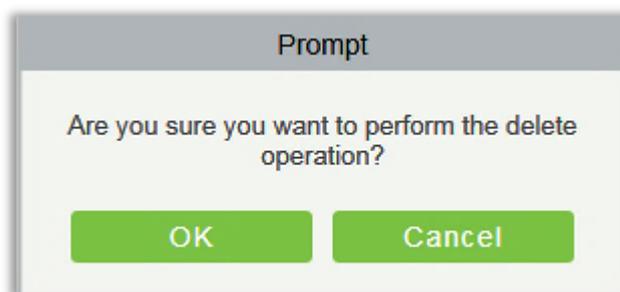
Click [Device] > [Area], click [Edit] to edit the device information.



● **Delete**

(1) Click [Device] > [Area], select the delete you want to delete, click [Delete].

(2) Click [OK] to confirm deletion, click [Cancel] to cancel deletion.



Note: If there is sub-area or personnel and device under the area, the area cannot be deleted. Also,

the default area cannot be deleted.

5.1.2 Device

- **New**

(1) In the function menu, click [Device] > [Device] > [New], the following page is displayed:

The screenshot shows a 'New' dialog box with the following fields and options:

- Device Name* (text input)
- Device Serial Number* (text input)
- IP Address* (text input)
- Communication port* (text input, value: 4370)
- Attendance Area (dropdown menu, value: Area Name)
- Time Zone (dropdown menu, value: Etc/GMT+8)
- Enrollment Device (checkbox, unchecked)
- Data Update Flag (checkboxes):
 - Attendance Records (checked)
 - Operation Logs (checked)
 - Attendance Photo (checked)
 - Enroll Fingerprint (checked)
 - Enroll Personnel (checked)
 - Fingerprint Picture (unchecked)
 - Edit Personnel (checked)
 - Modify Fingerprint (unchecked)
 - Facial Enrollment (checked)
 - Personnel Photo (checked)
- Data Sending Flag (checkboxes):
 - Send Fingerprint Data (unchecked)
 - Send Face Data (unchecked)
 - Send Photo (unchecked)
- Refresh Duration(Mins) (text input, value: 1)
- Timed Sending Time (text input, value: 00:00;14:05)
- Timed Uploading Data (checkbox, checked)
- The maximum number of commands to communicate with the server. (text input, value: 20)
- Inquiry record time (text input, value: 10)

Buttons at the bottom: Save and New, OK, Cancel.

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

Fields are as follows:

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

Device Serial Number: Attendance deserial number.

IP Address: The IP address of the attendance device.

Communication port: Attendance device port default 4370.

Attendance Area: The device 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.

Data Update Flag: Software-based, allowing the device to upload what types of data.

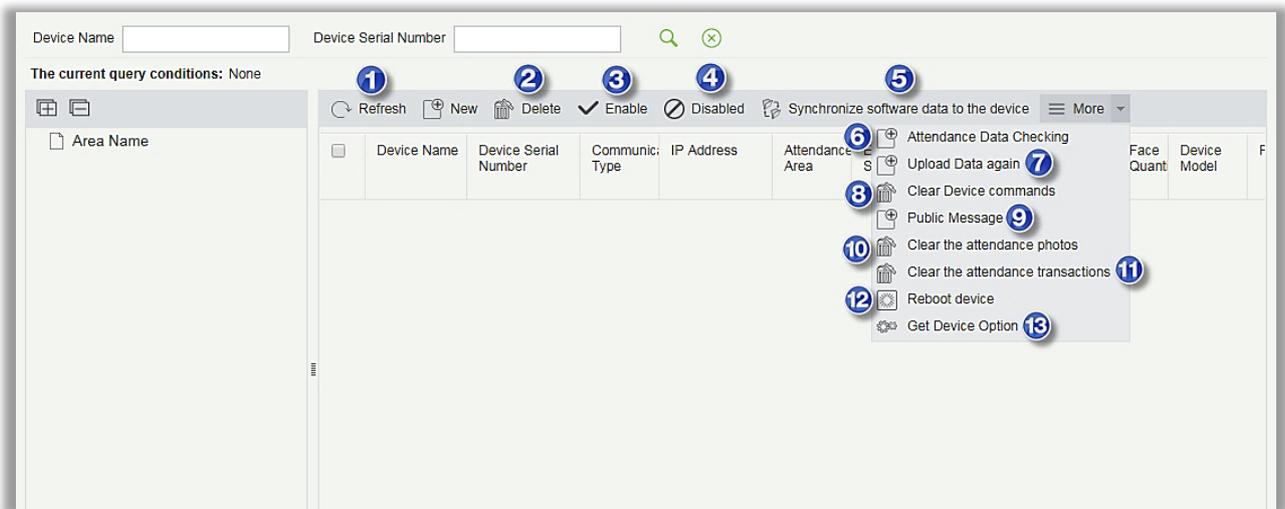
Data Sending Flag: The main function supported by the device, the software determines which data to send to the device.

Refresh Duration(Mins): How often the device will make a command request.

Timed Sending Time: The device at a certain point in time for data transmission, can be set to 10, separated by semicolons.

The maximum number of commands to communicate with the server: The maximum one-time pull command, the maximum value for processing.

Inquiry record time: Query the record interval time of the device.



1. Refresh

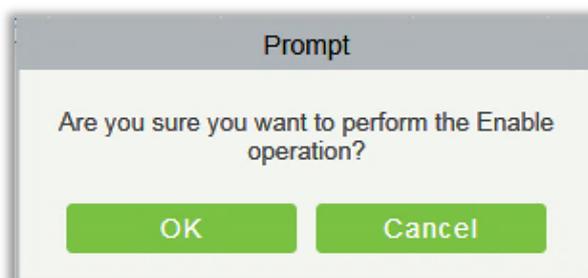
Click Refresh to get latest Device List Status Information.

2. Delete

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

3. Enable

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



4. Disable

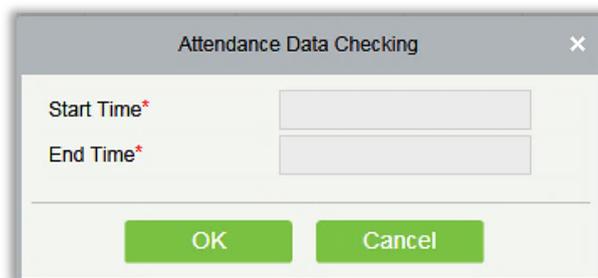
After the device is disabled, the device is not allowed to upload and send data.

5. Synchronize software data to the device

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

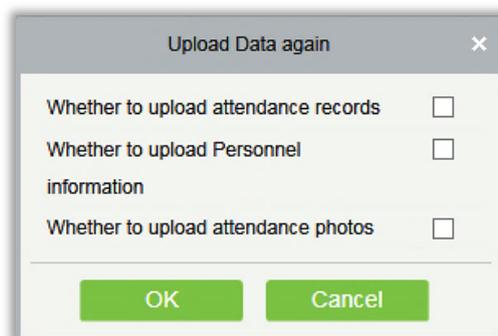
6. Attendance Data Checking

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



7. Upload Data again

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



8. Clear Device Commands

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

9. Public Message

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

10. Clear the attendance photos

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

11. Clear the attendance transactions

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

12. Reboot Device

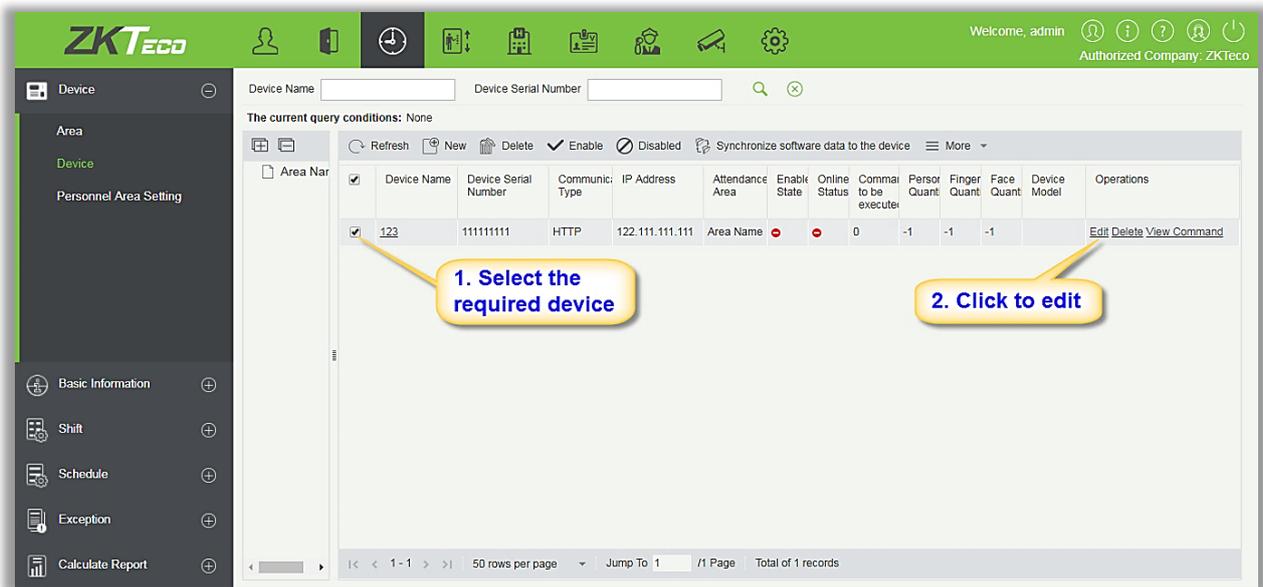
Select the device you want to restart; the software sends a reboot command and restarts the device.

13. Get Device Option

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

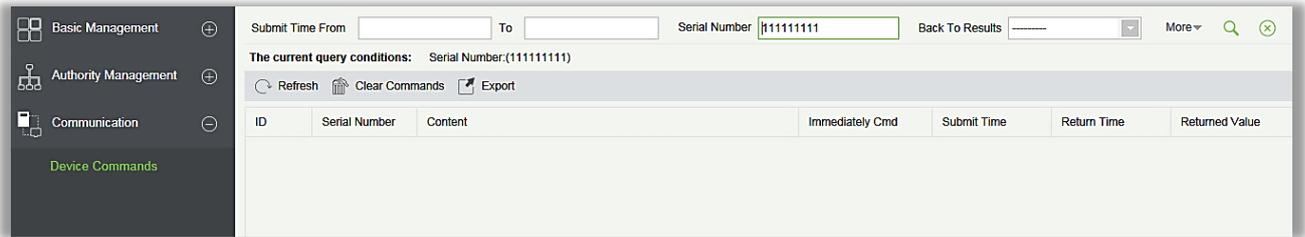
- **Edit**

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



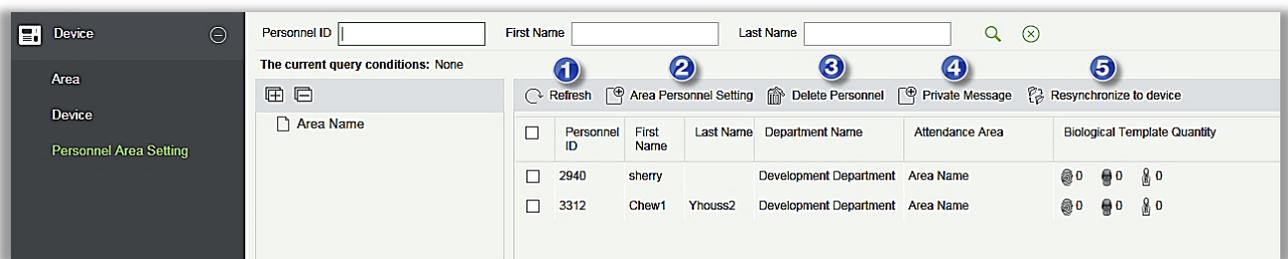
- **View Command**

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



5.1.3 Personnel Area Setting

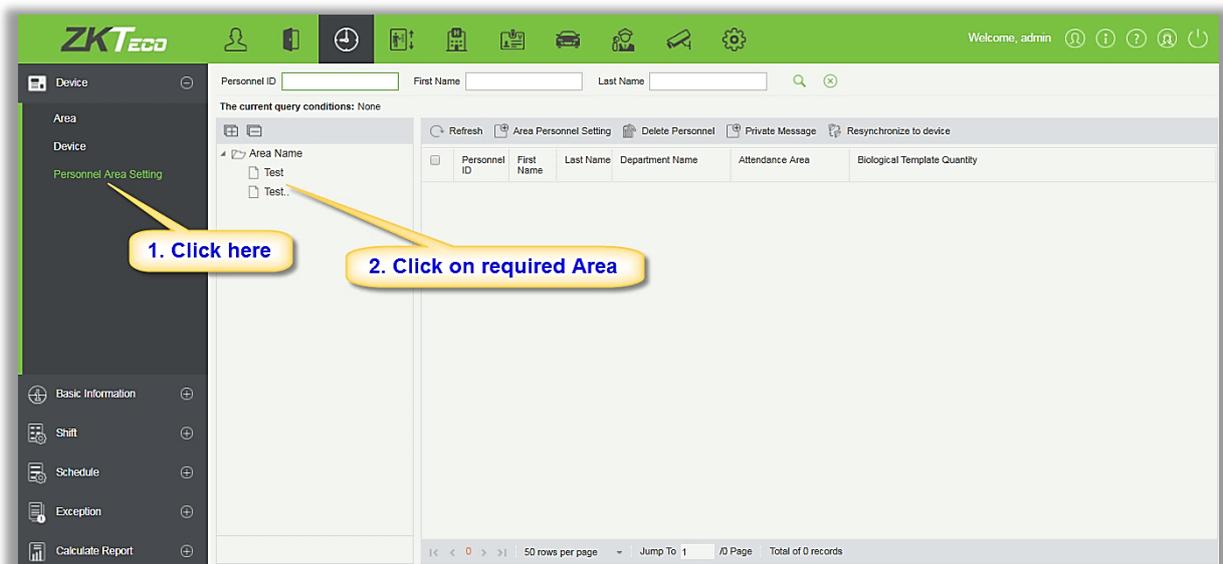
Specifies area for Personnel.



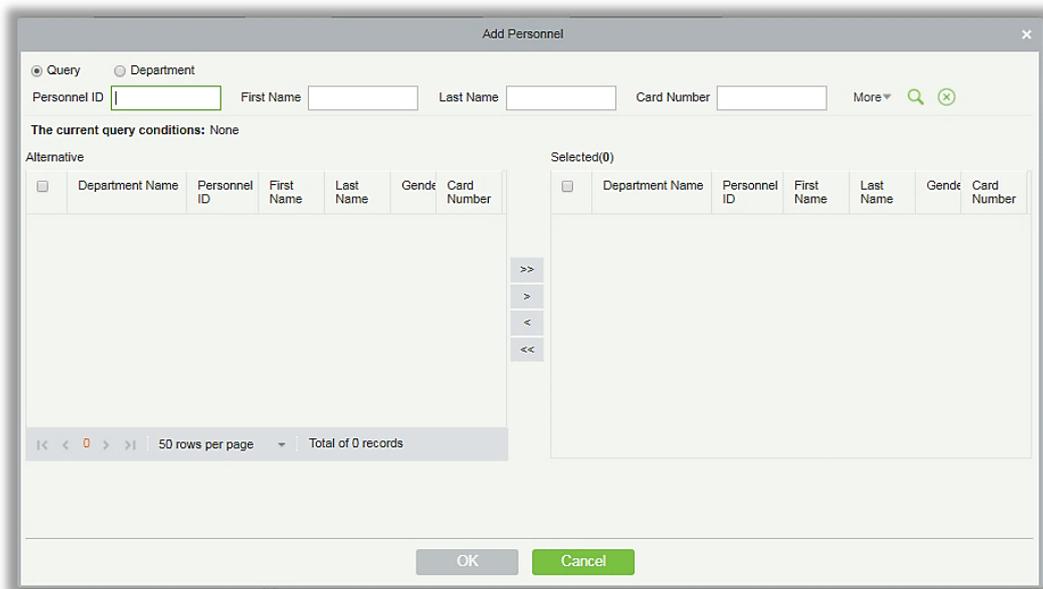
1. Refresh

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

2. Area Personnel Setting



After selecting the area, click on the area personnel settings, select the staff, whom you want to assign in a particular attendance area.



Since here we are using it first time so we won't get any personnel name. Once you add personnel, you will get the personnel name in the list above.

3. Delete Personnel

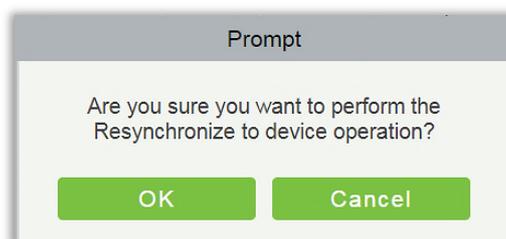
This function helps to delete personnel from assigned area(s).

4. Private Message

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

5. Resynchronize to device

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

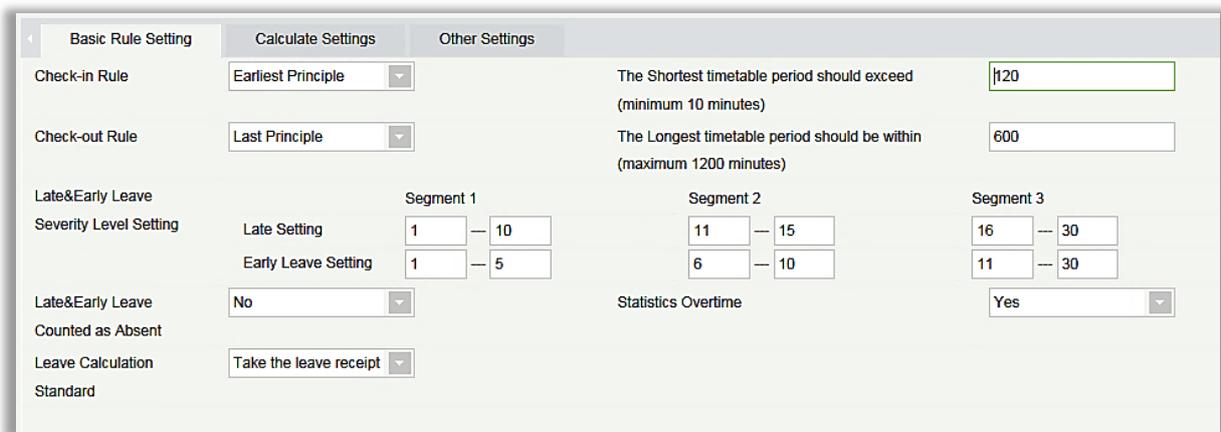


5.2 Basic Information

5.2.1 Rule

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

(1) Basic Rule Setting



Basic Rule Setting		Calculate Settings		Other Settings		
Check-in Rule	Earliest Principle	The Shortest timetable period should exceed (minimum 10 minutes)		120		
Check-out Rule	Last Principle	The Longest timetable period should be within (maximum 1200 minutes)		600		
Late&Early Leave Severity Level Setting	Segment 1		Segment 2		Segment 3	
	Late Setting	1 - 10	11 - 15	16 - 30		
	Early Leave Setting	1 - 5	6 - 10	11 - 30		
Late&Early Leave	No	Statistics Overtime		Yes		
Counted as Absent						
Leave Calculation	Take the leave receipt					
Standard						

Check-in Rule:

Earliest Principle: By default, it takes the first check-in in the effective range,

Closest Principle: It will take the closet check-in in the effective card-taking range of the working hours in the punch card records.

Check-out Rule:

Late Principle: By default, it takes the last punch card record within the range of valid attendance range;

Closest Principle: It takes the punch card record closest to the closing time within the range of valid attendance).

The Shortest timetable period should exceed (minimum 10 minutes): 120 (default); Range: 10-999; Required.

The Longest timetable period should be within (maximum 1200 minutes): 600 (default); Range: 10-1440; Required.

Late & Early Leave Severity Level Setting: Segment 1: *Slight*, Segment 2: *Medium*, Segment 3: *Severe*; the start and end of these three segments are the limits, which means not allowed to check-in after the ranges (*Slight* 1-10, *Medium* 11-15; if late or early leave exceeds the Severe settings limits, the default is late, there is no distinction of the severity).

Late & Early Leave Counted as Absent: No (default), Yes means if there is late or early leave, then the

time period is recorded as absence.

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

(2) Calculate Settings

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 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 half an hour.

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

(3) Other settings

Shift time period span, attendance calculation result:

- *The first day:* The effective working hours of the second day count to the first day;
- *The second day:* The effective working hours of the first day count to the second day.

Schedule Priority order: Personnel - Group - Department, Personnel - Department - Group (default), Department - Personnel - Group, Department - Group - Personnel, Group - Personnel - Department, Group - Department – Personnel. The attendance calculation is done based on this priority order.

Intelligent Matching Shift Principle: Longest Working duration, Least exception (default). The longest working duration will calculate each shift respectively to obtain the most effective longest time shift. The Least exception will consider the shift which has minimum number of the exceptions

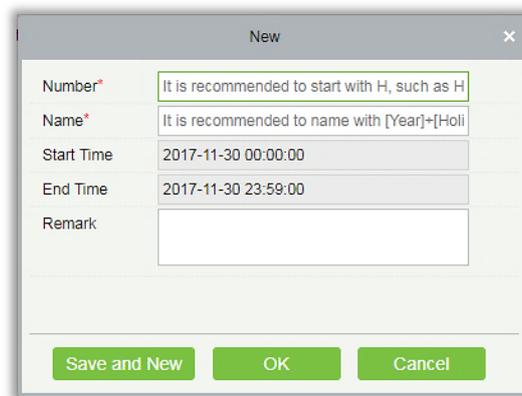
(such as late, leave early, etc.).

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 Holiday

- **Adding**

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



(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 20; 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]**.

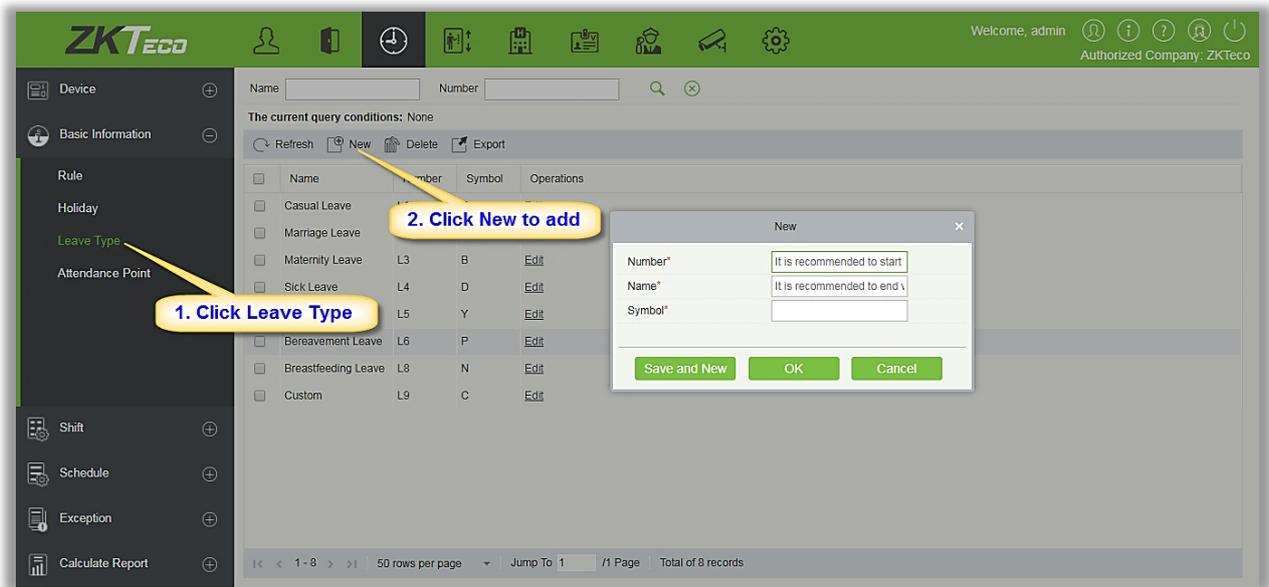
- **Edit**

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

5.2.3 Leave Type

● Adding

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

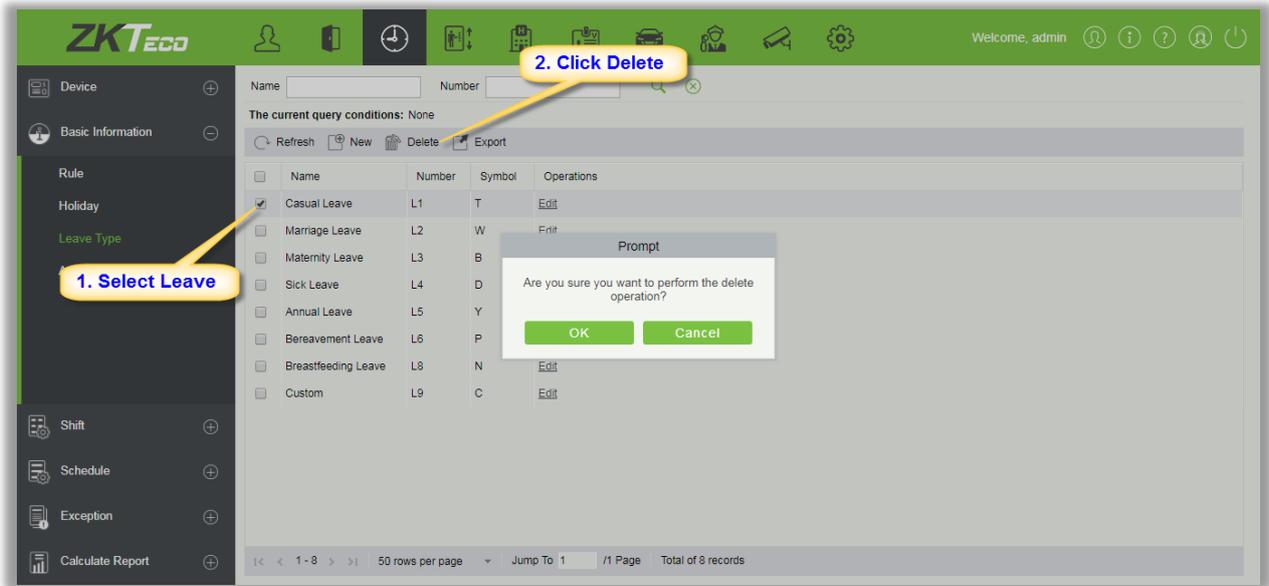


(2) After the information is entered, click [OK] to finish new addition, click [Cancel] to cancel new addition, click [Save and Continue] to save and continue adding.

(3) **The default system has 8 kinds of leave:** Casual leave, Marriage leave, Maternity leave, Sick leave, Annual leave, Bereavement leave, Breastfeeding leave, custom. We can edit these leaves but cannot delete it.

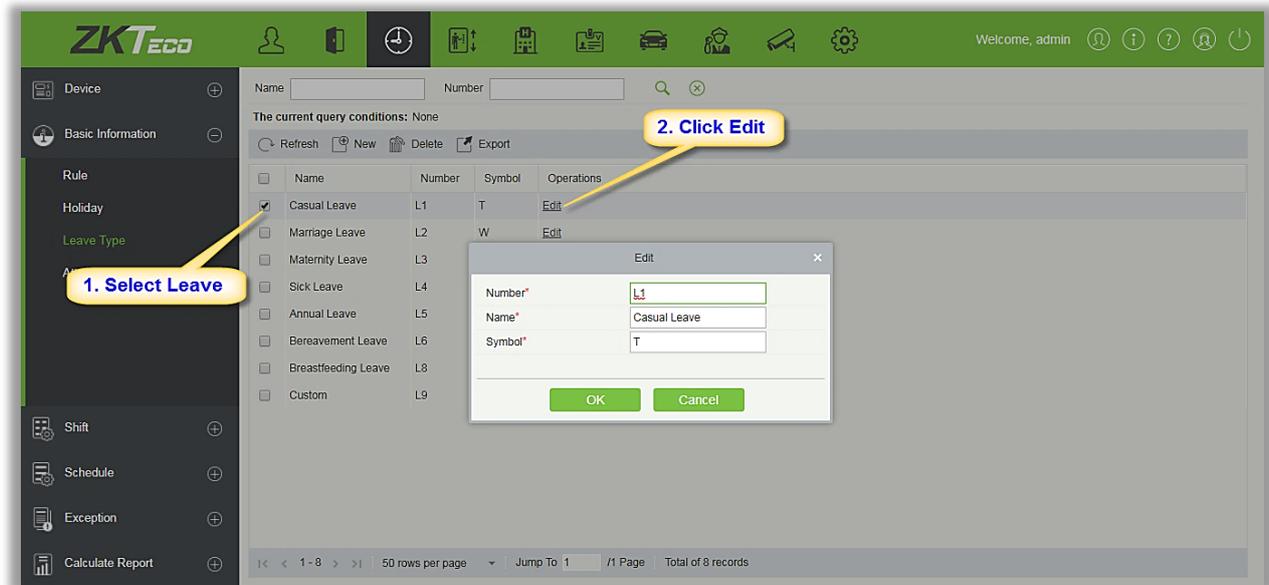
● Delete

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



● Edit

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



Field Description:

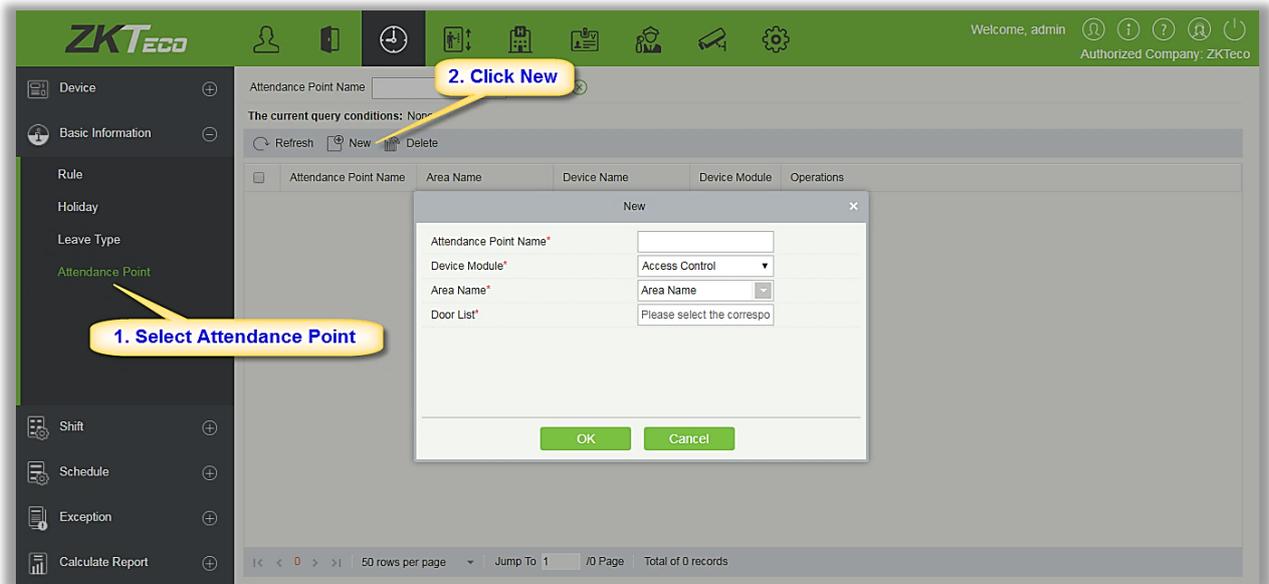
Number: Required, maximum character length is 3;

Name: Required, maximum character length is 10;

Symbol: Required, maximum character length is 4, displayed in associated report.

5.2.4 Attendance Point

- (1) When adding access control devices in the access system, we can also use it as an attendance point. Add corresponding attendance point in attendance system, and import the punch records of the door and calculate it.
- (2) In the function menu, click **[Basic Information]** > **[Attendance Point]** > **[New]**, the following page is displayed:



- (3) Select the device, click **[OK]** to complete the new, click **[Cancel]** to cancel the new. (Every door in access system can be used as an attendance point. The number of the doors is the same as the attendance points quantity.)

● Delete

Select the attendance point which needs to be deleted and click **[Delete]**.

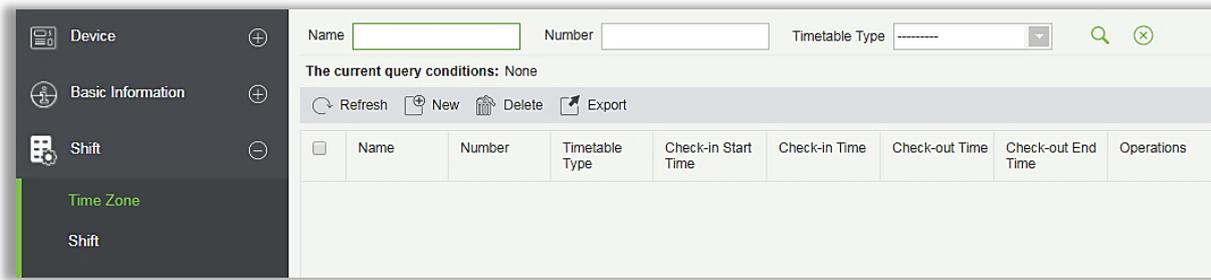
5.3 Shift

5.3.1 Time Zone

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.

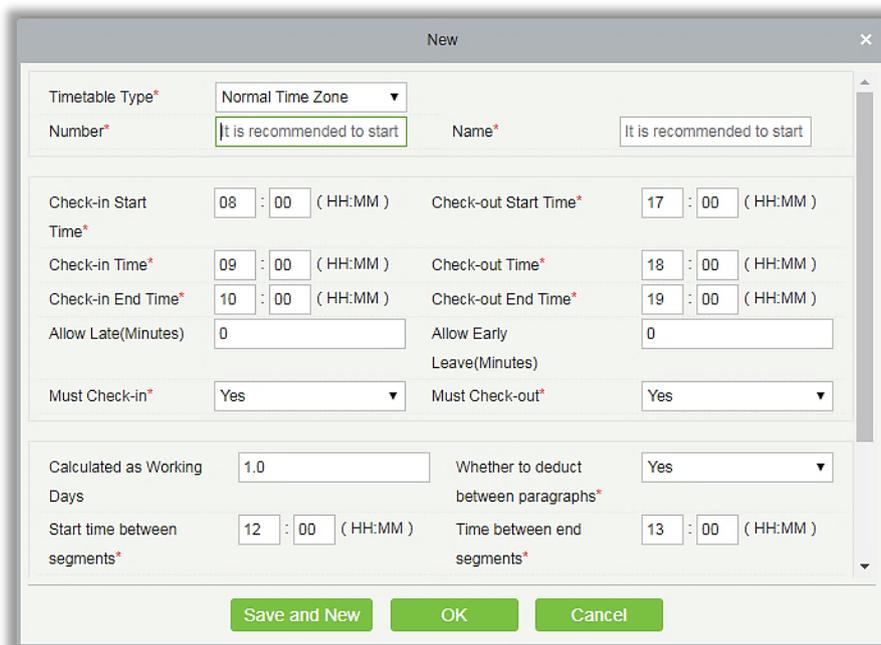
Click **[Attendance]** > **[Shift]** > **[Time Zone]** to enter the time zone page:



● Adding Time Zone

Click on [New] to add a new time zone.

(1) Normal Time Zone



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

All fields marked with * are mandatory.

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

Number: Any combination of numbers or letters. The number shouldn't be identical with another zone number. The length is 5 characters.

Name: Should not contain special symbols, the name of the period shouldn't 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 shouldn't be same.

The system default check-in start time is 08:00, 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 09:00, Check-out time is 18:00.

Note: If the Check-out time is less than the Check-in time, it means it is a two days shift span.

Currently the system only supports one day time span.

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 defaults "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 defaults 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 09:00 and Check-out is set as 18:00, and the deducted time is set as 60 minutes. Now the total time in minutes between Check-in and Check-out is 480 minutes, now to get the Work time we need to subtract deducted minutes from this time, so the value will be like $(480-60 = 420)$ minutes.

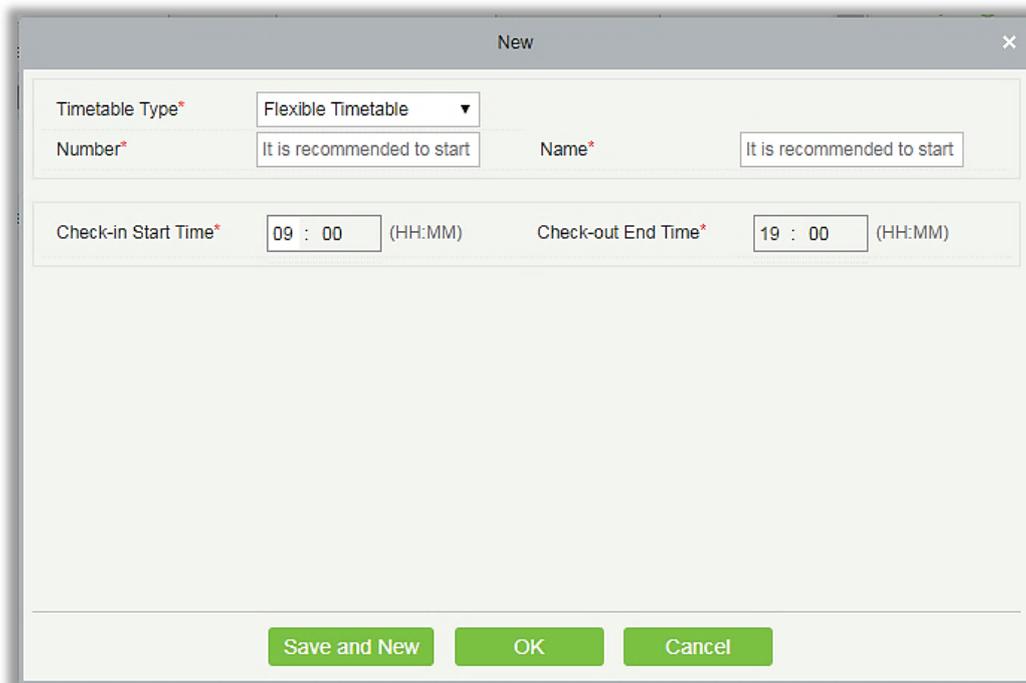
Delay Time calculated as overtime: For calculating the overtime we need to set the time from which the overtime should start. If it is selected as "Yes", we need to define "Calculated as Overtime From". Overtime calculation formula: $\text{overtime} = \text{Check-out time} - \text{Calculated as Overtime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

Calculated as overtime: If it is selected as "Yes", then the time after the check-out will be calculated

as overtime, otherwise, it is normal working time. The system default is No.

(2) Flexible time period

Flexible time period means a time period in which you can punch a number of times within the defined Check-in and Check-out time range. The system takes the effective length of time period between the first check-in and the last Check-out as the total working time in the flexible time period. The flexible time period does not calculate overtime.



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

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

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

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

The system default check-in start time is 08:00, the check-out end time is 19:00.

Note:

- (1) The total time defined by the flexible time period shouldn't exceed 24 hours.
- (2) When the Check-out end time is after the Check-in start time, the total duration of the flexible time period is defined as: Check out end time - Check in start Time.

- (3) When the Check-out end time is before the Check-in start time, the total duration of the flexible time period is defined as: Check-out end time + 24- Check-in start time.
- (4) The Check-out end time shouldn't be same as Check-in start time.

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

<input type="checkbox"/>	Name	Number	Timetable Type	Check-in Start Time	Check-in Time	Check-out Time	Check-out End Time	Operations
<input type="checkbox"/>	Flexible1	5	Flexible Timetable	18:00			04:00	Edit Delete
<input type="checkbox"/>	Test Time	1	Normal Time Zone	08:00	09:00	18:00	19:00	Edit Delete
<input type="checkbox"/>	Test	2	Normal Time Zone	08:00	09:00	18:00	19:00	Edit Delete
<input type="checkbox"/>	Test1	3	Flexible Timetable	08:00			19:00	Edit Delete
<input type="checkbox"/>	Flexible	4	Flexible Timetable	08:00			19:00	Edit Delete

NOTE: The time interval between the working hours and off-hours shouldn't exceed the maximum / minimum time length set by the system. For details, refer to the settings in [5.2.1 Rule](#).

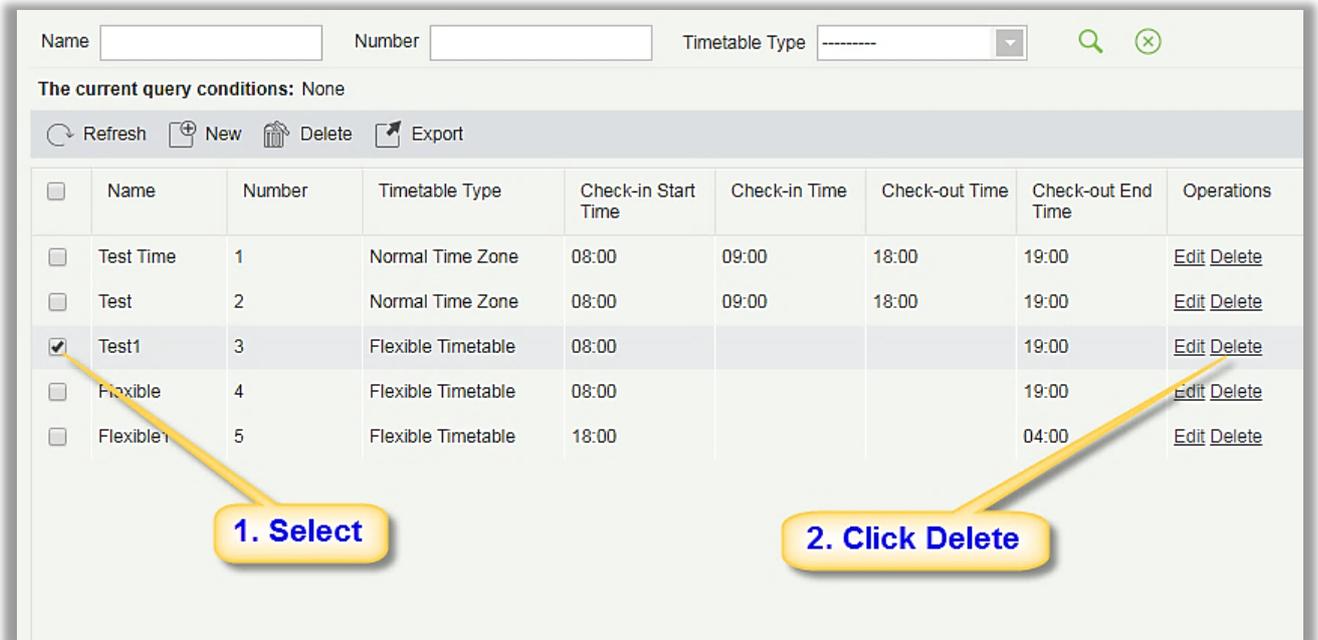
● **Editing Time period**

<input type="checkbox"/>	Name	Number	Timetable Type	Check-in Start Time	Check-in Time	Check-out Time	Check-out End Time	Operations
<input type="checkbox"/>	Test Time	1	Normal Time Zone	08:00	09:00	18:00	19:00	Edit Delete
<input type="checkbox"/>	Test	2	Normal Time Zone	08:00	09:00	18:00	19:00	Edit Delete
<input checked="" type="checkbox"/>	Test1	3	Flexible Timetable	08:00			19:00	Edit Delete
<input type="checkbox"/>	Flexible	4	Flexible Timetable	08:00			19:00	Edit Delete
<input type="checkbox"/>	Flexible1	5	Flexible Timetable	18:00			04:00	Edit Delete

- (1) As shown above, click [Edit] under "Operation" to enter the time period editing page.

(2) Modify the relevant settings as needed, the operation is the same with the new time period. After the modification is completed, click the [OK] button to save.

● **Deleting timetable period**

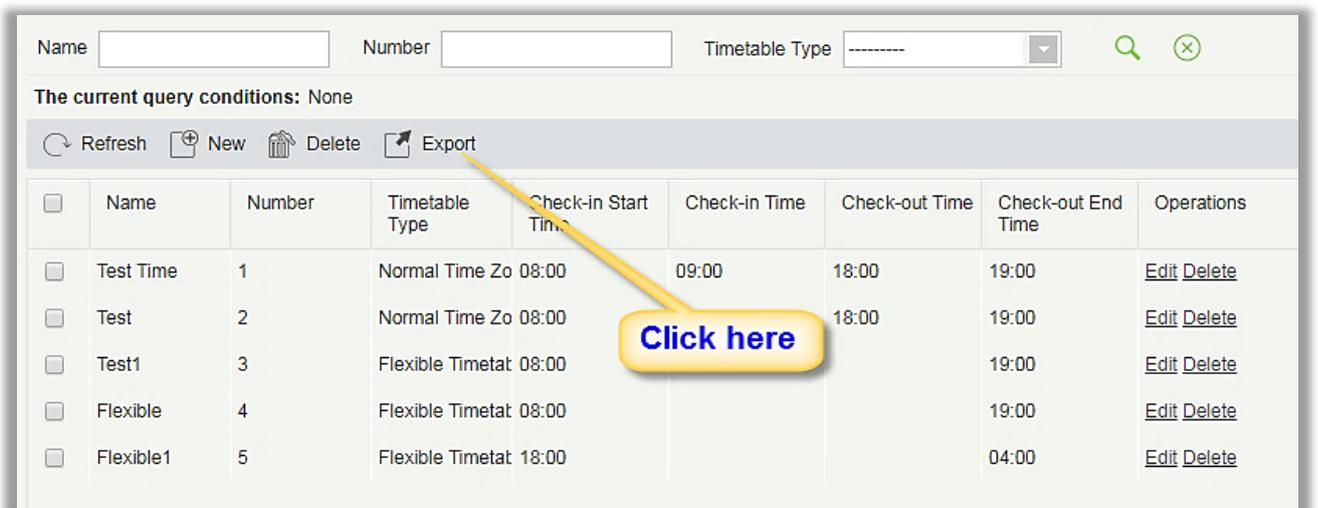


(1) Select time period(s), click the [Delete] button under the Operation tab to enter the confirmation page for deleting the time period.

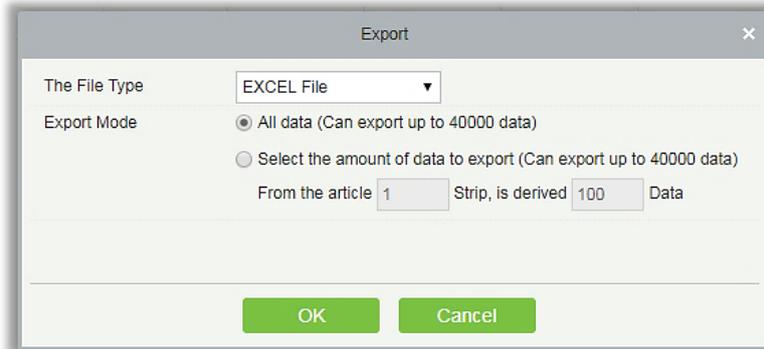
(2) Click [OK] to delete the period and return to the period page.

Note: If the time period is part of a shift, then it can't be deleted directly; first you need to delete the all the shifts that uses this time period.

● **Export**



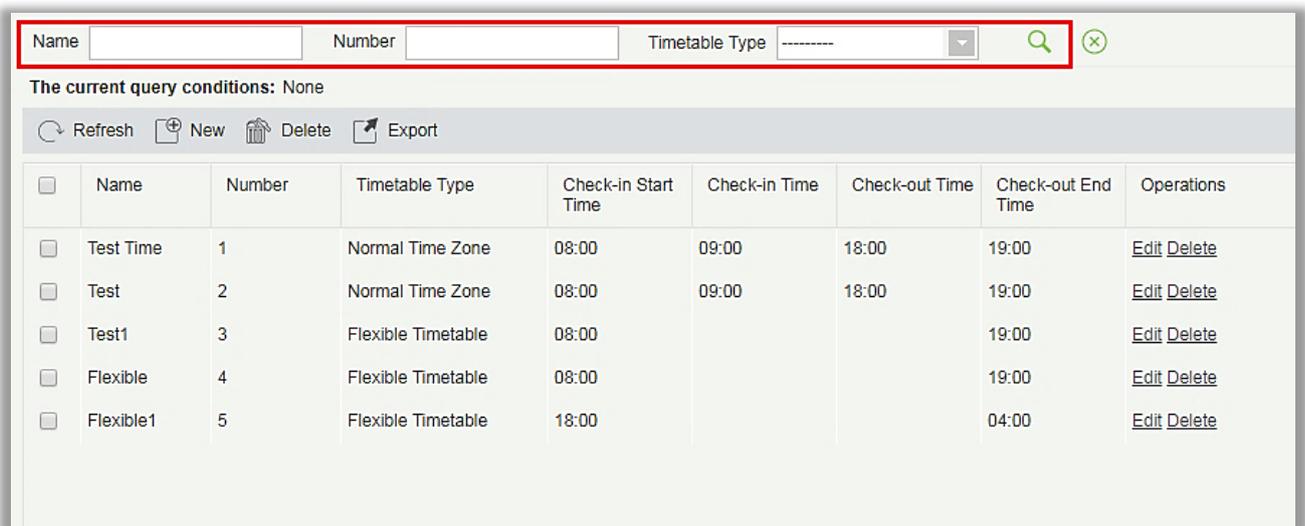
- (1) Click the [Export] button as shown in above figure to enter the configuration interface of the export time period, as shown in the following figure:



ZKTECO Time Zone						
Name	Number	Timetable Type	Check-in Start Time	Check-in Time	Check-out Time	Check-out End Time
Normal Time	1	Normal Time Zone	08:00	09:00	18:00	19:00
Flexible Timetable	2	Flexible Timetable	09:00			18:00
Day Time	3	Normal Time Zone	08:00	08:30	18:00	19:00
Test	T4	Normal Time Zone	20:00	20:30	23:30	23:59

- (2) The export operation is similar to the export of personnel information.

- Search Time period

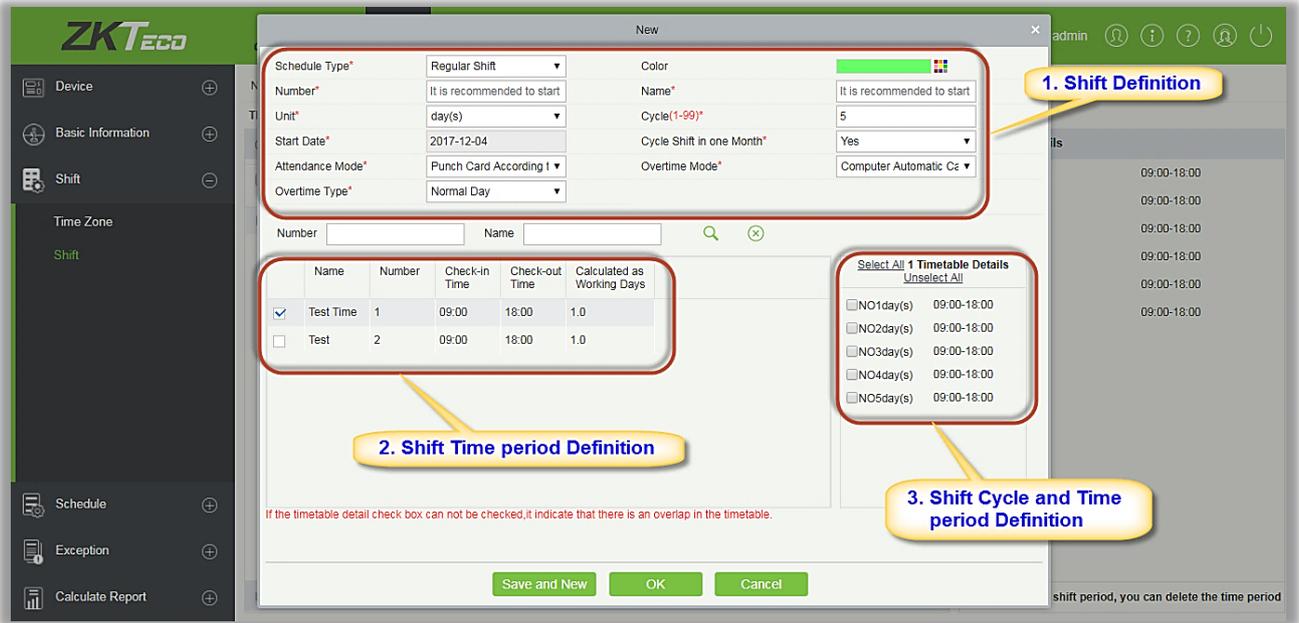


As shown in the figure above, at the top of the time period list information interface, search by "Time zone number", "Time zone name" and "Time zone type" is supported.

5.3.2 Shift

Shift is made up of one or more timetable period(s) in accordance with a certain order and cycle of

sequence. It is set as default shift for staffs. To get staff attendance, first of all we must set the shift. Click [Attendance] > [Shift] > [Shift] to enter the main menu of shift as shown below. The search function can be convenient for shift inquiry. The list shows all shifts of the current system. The time period details list shows the details of the time period of the shift in the form of a chart.



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

1. Shift definition:

Schedule 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 shouldn't 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.

Cycle shift in one month: If you have selected "Yes", then after the cycle is finished, it will restart again. This field is displayed only when you select Unit of cycle as "Days", it will not be displayed in "Week" and "Month".

Attendance Mode: This function defines the way how the attendance is calculated for this shift. Below are the 4 ways:

- **Punch Card According to Normal Shift:** This is the system default. The check-in should be as per the shift timings.
- **Punch once at any time in a day:** In this option, the staff only needs to punch a card at any time of the day.
- **Only calculate the Punch Card time:** It will take two valid punch card time intervals as an effective working time.
- **Free Punch:** In this option, staff doesn't need to Check-in or Check-out.

Overtime Mode: This function decides the calculation of Overtime. Drop-down menus are:

- **Computer Automatically Calculation:** The computer automatically calculates whether the delay time will be calculated as overtime or not.
- **Overtime must apply:** If this option is selected, then the overtime will not be calculated automatically. It will take the overtime sheet as final. If the check-out time is less than the end time of overtime, it will not count overtime hours.
- **Must Work overtime or Absence:** If this option is selected, then the overtime will not be calculated automatically. It will take the overtime sheet as final. If the check-out time is less than the end time of overtime, it will not count overtime hours and will record as absence.
- **Shorter duration between Auto-Calculation and Overtime Receipt:** When overtime sheet and automatic calculate overtime both are enabled, system will take the period which has least overtime.
- **Not calculated as overtime:** Overtime applied for overtime will not be calculated as overtime hours.

Overtime Type: Through this option we can set how the overtime after the worktime is considered. Drop-down menus are:

- **Normal Day:** If selected, the entire time period of overtime hours will be marked as normal overtime.
- **Rest Day:** If selected, the entire time period of overtime hours is recorded as rest day overtime.
- **Holidays:** If selected, the entire time period of overtime hours is marked as overtime work holidays.

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 flexible time period.

3. Shift cycle and time period definition

Once the shift and time periods are defined, the shift cycle and time period can be defined. This part is mainly to define the rules of the shift. If you do not schedule any time period on one day, you do not need to go to work that day.

After the setting is completed, click the [OK] button to save and return to the shift page. The newly added shift information will be displayed in the shift list.

Note: Here are a few simple shift settings interfaces.

(1) Regular shift with Day as unit:

	Name	Number	Check-in Time	Check-out Time	Calculated as Working Days
<input type="checkbox"/>	Test1	1	09:00	18:00	1.0
<input type="checkbox"/>	Test2	2	18:00	04:00	1.0
<input checked="" type="checkbox"/>	Test4	6	09:00	11:00	1.0
<input checked="" type="checkbox"/>	Test5	7	11:59	18:00	1.0

Select All 6 Timetable Details	
Unselect All	
<input checked="" type="checkbox"/>	NO1day(s) 09:00-11:00
<input checked="" type="checkbox"/>	NO2day(s) 09:00-11:00
<input checked="" type="checkbox"/>	NO3day(s) 09:00-11:00
<input checked="" type="checkbox"/>	NO4day(s) 09:00-11:00
<input checked="" type="checkbox"/>	NO5day(s) 09:00-11:00
<input type="checkbox"/>	NO6day(s) 09:00-11:00
<input type="checkbox"/>	NO7day(s) 09:00-11:00

If the timetable detail check box can not be checked, it indicate that there is an overlap in the timetable.

(2) Regular Shift with Week as Unit:

New

Schedule Type*	Regular Shift	Color	
Number*	3	Name*	Test1
Unit*	Week	Cycle(1-15)*	2
Start Date*	2017-12-05		
Attendance Mode*	Punch Card According t	Overtime Mode*	Computer Automatic Ca
Overtime Type*	Normal Day		

Number Name

	Name	Number	Check-in Time	Check-out Time	Calculated as Working Days
<input type="checkbox"/>	Test1	1	09:00	18:00	1.0
<input type="checkbox"/>	Test2	2	18:00	04:00	1.0
<input checked="" type="checkbox"/>	Test4	6	09:00	11:00	1.0
<input checked="" type="checkbox"/>	Test5	7	11:59	18:00	1.0

Select All 6 Timetable Details
Unselect All

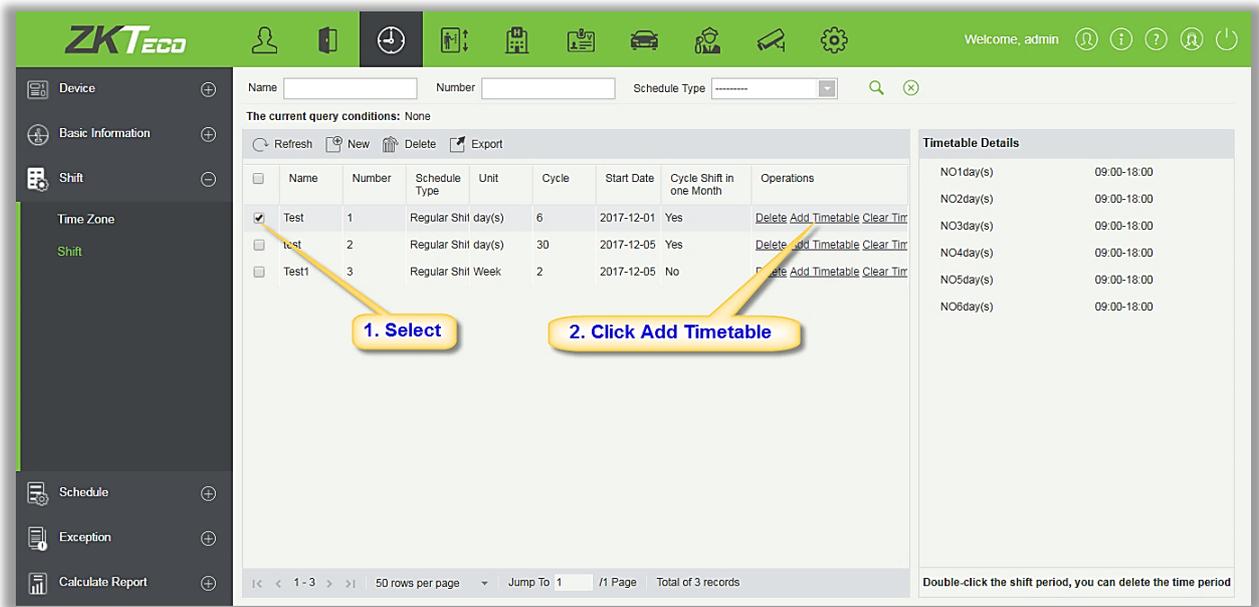
- Monday 09:00-11:00
- Tuesday 09:00-11:00
- Wednesday 09:00-11:00
- Thursday 09:00-11:00
- Friday 09:00-11:00
- Saturday 09:00-11:00
- Sunday 09:00-11:00
- Monday 09:00-11:00
- Tuesday 09:00-11:00

If the timetable detail check box can not be checked, it indicate that there is an overlap in the timetable.

Note: The shift only provides the user with a cycle rule for the selected period of time within the set period. The unselected dates will be off-day. When a user schedules shift for an employee, he will simply select the start and end dates and the number of cycle, without having to confirm work-day and off-day. After the frequency is selected, the system determines which day to go to work according to the period set by the selected frequency.

● **Adding timetable**

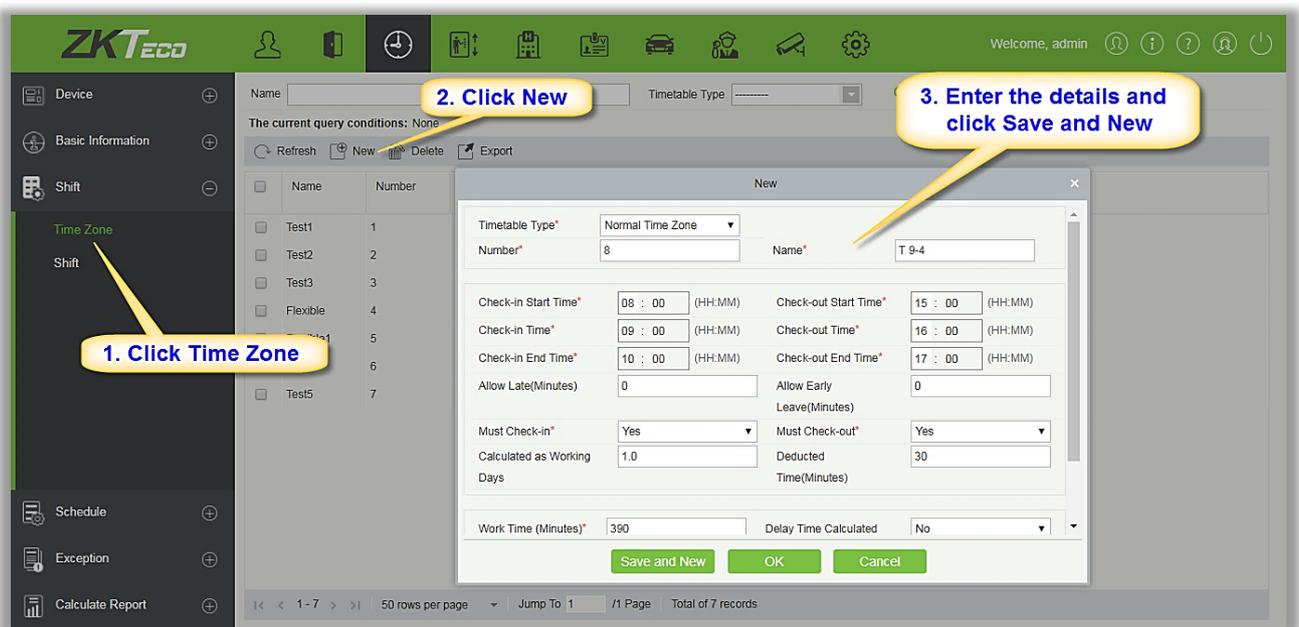
Select a shift, and click **[Add Timetable]** to enter the editing interface, set the area in the shift time and shift period and time period, and increase the shift time period and the period, click **[OK]** to save and exit. Then add a time period in the shift.



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 has (attendance) period of 9: 00-16: 00, and every Tuesday, Thursday has (attendance) period of 10: 00-19: 00.

1. To set this shift we need to first create two timetable periods as shown below:



2. Create a timetable of 10:00 to 19:00 same like above.

New

Timetable Type* Name*

Number*

Check-in Start Time* (HH:MM) Check-out Start Time* (HH:MM)

Check-in Time* (HH:MM) Check-out Time* (HH:MM)

Check-in End Time* (HH:MM) Check-out End Time* (HH:MM)

Allow Late(Minutes) Allow Early Leave(Minutes)

Must Check-in* Must Check-out*

Calculated as Working Days Deducted Time(Minutes)

Work Time (Minutes)* Delay Time Calculated

3. Now go to shift interface as shown below:

The screenshot shows the ZKTeco Shift Management interface. The left sidebar has a 'Shift' menu item highlighted. The main area displays a table with one record: Name 'Test', Number '1', Schedule Type 'Regular Shift day(s)', Unit '6', Cycle '2017-12-01', and Cycle Shift in one Month 'Yes'. A yellow callout '1. Click Shift' points to the 'Shift' menu item. Another yellow callout '2. Click Add Timetable' points to the 'Add Timetable' link in the 'Operations' column of the table. The right sidebar shows 'Timetable Details' with options for NO1day(s) through NO6day(s).

4. After you click [Add Timetable], below shift page will appear:

Add Timetable ✕

Schedule Type*	Regular Shift ▼	Color	
Number*	1	Name*	Example
Unit*	Week ▼	Cycle*	1
Start Date*	2017-12-06		
Attendance Mode*	Punch Card According t ▼	Overtime Mode*	Computer Automatic Ca ▼
Overtime Type*	Normal Day ▼		

Number Name 🔍 ✕

	Name	Number	Check-in Time	Check-out Time	Calculated as Working Days
<input checked="" type="checkbox"/>	Test	1	09:00	18:00	1.0
<input type="checkbox"/>	T 9-4	8	09:00	16:00	1.0
<input type="checkbox"/>	T 10-7	9	10:00	19:00	1.0

Select All 1 Timetable Details
Unselect All

Monday 09:00-18:00

Tuesday 09:00-18:00

Wednesday 09:00-18:00

Thursday 09:00-18:00

Friday 09:00-18:00

Saturday 09:00-18:00

Sunday 09:00-18:00

If the timetable detail check box can not be checked,it indicate that there is an overlap in the timetable.

OK
Cancel

5. Since the company's shift schedule is weekly and has the same working conditions every week, the setting unit is "Week" and the number of cycle is "1".

Add Timetable ✕

Schedule Type*	Regular Shift ▼	Color	
Number*	1	Name*	Example
Unit*	Week ▼	Cycle*	1
Start Date*	2017-12-06		
Attendance Mode*	Punch Card According t ▼	Overtime Mode*	Computer Automatic Ca ▼
Overtime Type*	Normal Day ▼		

Number Name 🔍 ✕

	Name	Number	Check-in Time	Check-out Time	Calculated as Working Days
<input type="checkbox"/>	Test	1	09:00	18:00	1.0
<input checked="" type="checkbox"/>	T 9-4	8	09:00	16:00	1.0
<input type="checkbox"/>	T 10-7	9	10:00	19:00	1.0

Select All 8 Timetable Details
Unselect All

Monday 09:00-16:00

Tuesday 09:00-16:00

Wednesday 09:00-16:00

Thursday 09:00-16:00

Friday 09:00-16:00

Saturday 09:00-16:00

Sunday 09:00-16:00

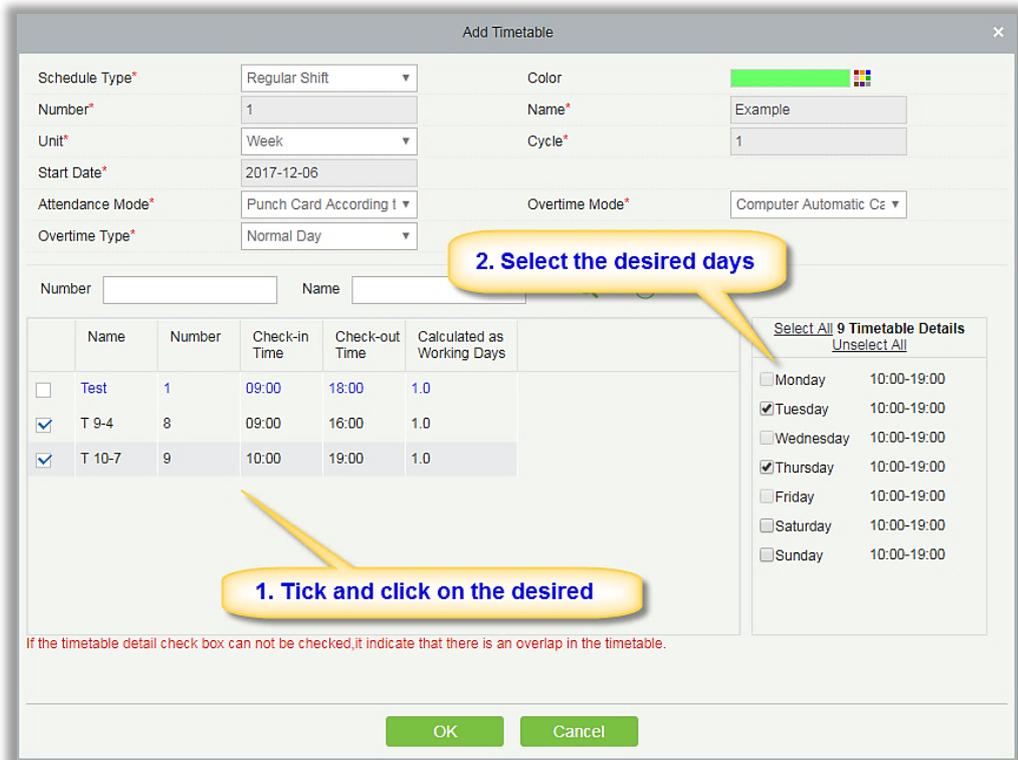
2. Once you select the desired timetable, you will get details here. Select the desired days

1. Blue shows the default, uncheck the default one and Tick and click on the desired

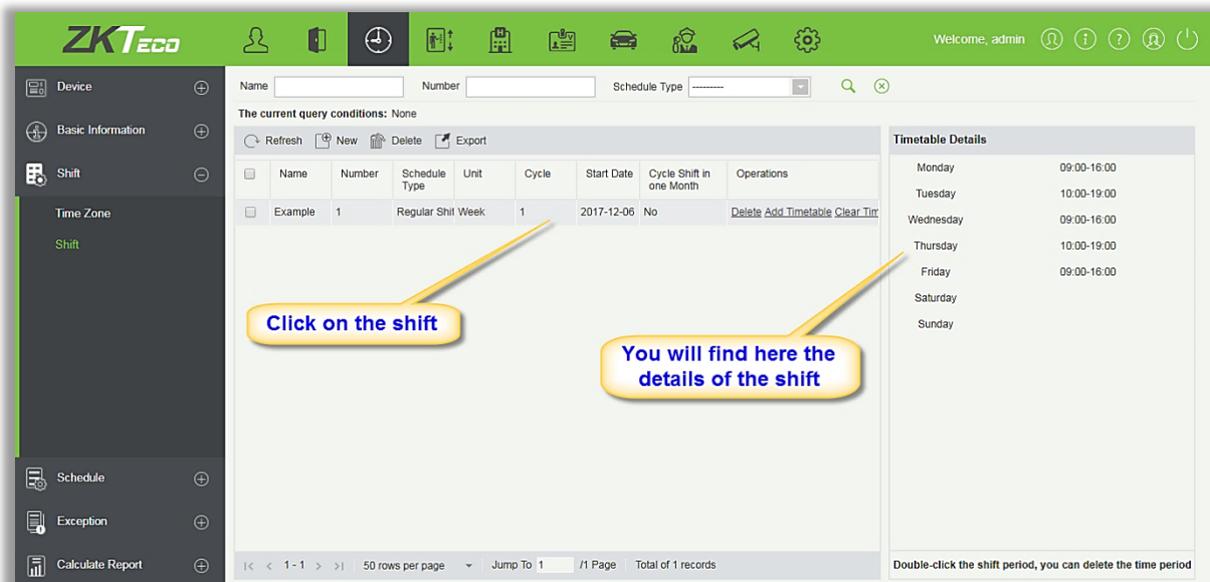
If the timetable detail check box can not be checked,it indicate that there is an overlap in the timetable.

OK
Cancel

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



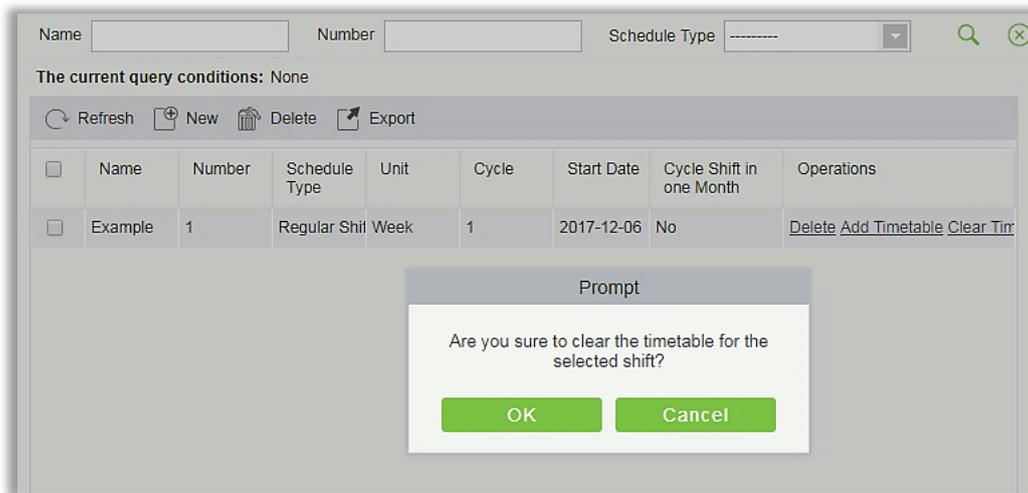
- After the setting is completed, click the [OK] button to save and return to the shift page. The new shift information will be displayed in the shift list. Click the row where the shift is located to view the details of the shift time period at the right side of the interface, as shown in the following figure:



As shown in the figure above, the shift on Monday, Wednesday and Friday (attendance) is at 9: 00-16: 00 and on Tuesday and Thursday (attendance) is 10: 00-19: 00.

- **Clear Timetable**

In the shift list, click the [Clear Timetable] button in the [Operation] column of the shift. This operation only corresponds to a single shift, batch operation is not available. A confirmation page will pop up, click the [OK] button to confirm deletion of all the timetable of the selected shift.



- **Delete the shift**

In the shift list, click the [Delete] button in the [Operation] column where the shift is located. This operation only corresponds to a single shift, batch operation is not available), click [Delete] to enter the deletion confirmation page, click [OK] to delete the selected shift and exit.

Or first select the shift to be deleted (that is, the checkbox in front of the row where the selected shift is located), click the [Delete] button at the top of the interface to enter the deletion confirmation interface, and click [OK] to complete the batch deletion operation.

Note: If this shift is scheduled, it cannot be deleted. You need to delete all scheduled shifts that is connected this shift before you can delete the shift.

- **Export**

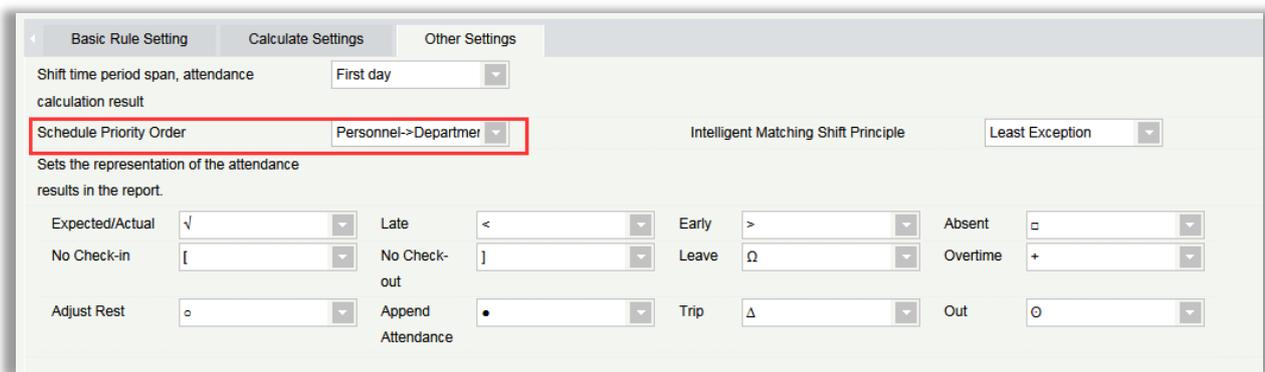
This function will export all the details of the shift in excel, pdf and csv file format.

ZKTECO Shift						
Name	Number	Schedule Type	Unit	Cycle	Start Date	Cycle Shift in one Month
Day Shift	1	Regular Shift	Day	10	2017-12-15	Yes
Night	2	Regular Shift	Day	10	2017-12-18	Yes
Flexible	3	Flexible Shift	Day	10	2017-12-18	Yes

5.4 Schedule

After setting the time attendance and shift cycle, you can schedule it. Schedule management includes: Group, Group Schedule, Department Schedule, Personnel Schedule and Temporary Schedule.

Note: Schedule management is divided into 4 groups, departments, personnel and temporary scheduling. So, when the shift is scheduled to repeat, then at this time there will be a priority judging. This priority setting you can find under the [Basic Information] > [Rule] page. The default is "Personnel-Department-Group", which is the highest priority shift, followed by the department.



The screenshot shows the 'Basic Rule Setting' interface with three tabs: 'Basic Rule Setting', 'Calculate Settings', and 'Other Settings'. The 'Basic Rule Setting' tab is active. It contains several settings:

- 'Shift time period span, attendance' is set to 'First day'.
- 'calculation result' is set to 'Schedule Priority Order'.
- 'Intelligent Matching Shift Principle' is set to 'Least Exception'.
- 'Sets the representation of the attendance results in the report.' section includes several dropdown menus for symbols: 'Expected/Actual' (√), 'Late' (<), 'Early' (>), 'Absent' (□), 'No Check-in' ([), 'No Check-out' (]), 'Leave' (Ω), 'Overtime' (+), 'Adjust Rest' (o), 'Append Attendance' (•), 'Trip' (Δ), and 'Out' (O).

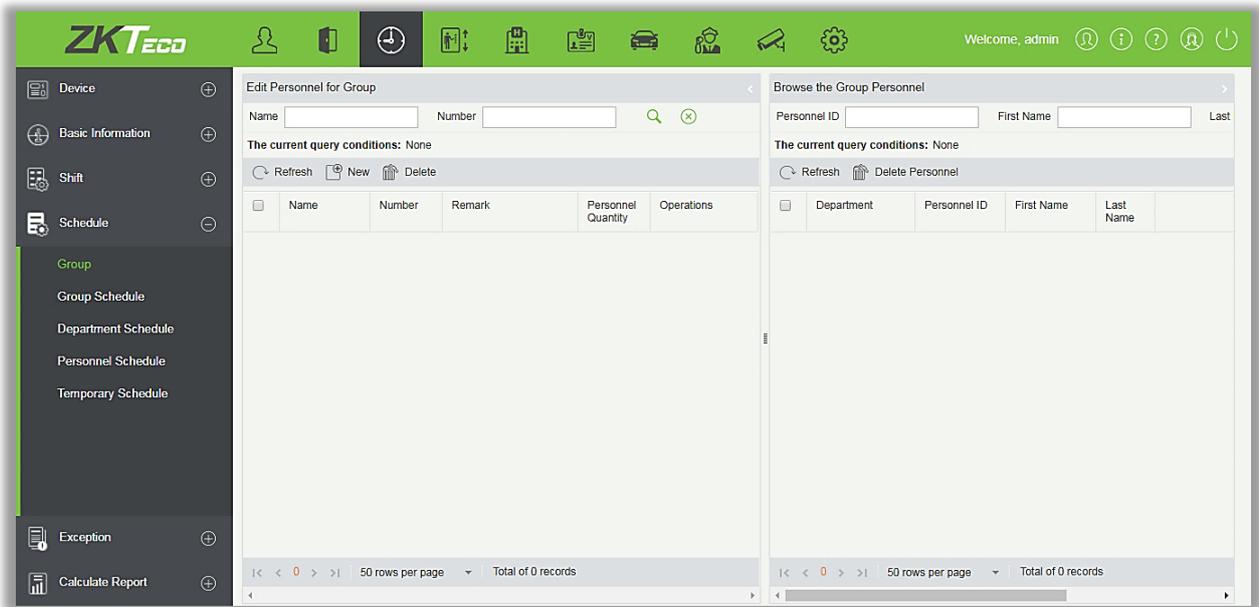
The 'Schedule Priority Order' dropdown menu is highlighted with a red box and is currently set to 'Personnel->Departmer'.

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

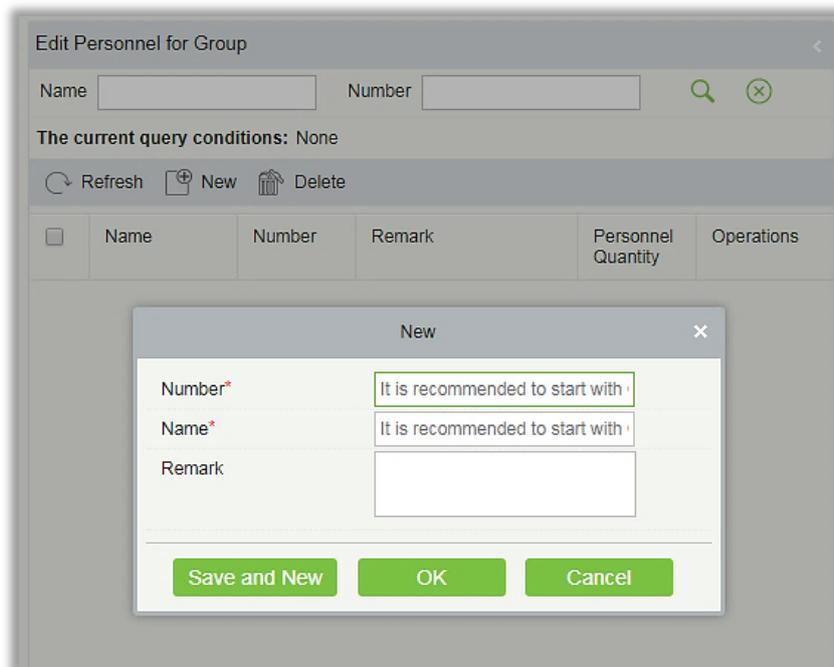
Before group scheduling, you need to group people with the same attendance rules. Groups mainly include "Query", "New", "Delete", "Add Personnel", "Edit", "Delete Personnel" and other functions.

Click [Attendance] > [Shift Management] > [Group] to enter the main interface of the group. The search function can conveniently search the group if you have so many groups in your system. The list shows all the group present in the current system. The list of people is shown in the Browse Group Personnel on the right side of the interface.



- **Adding a group**

Click on the main group interface **[New]** button, new group interface will pop-up:

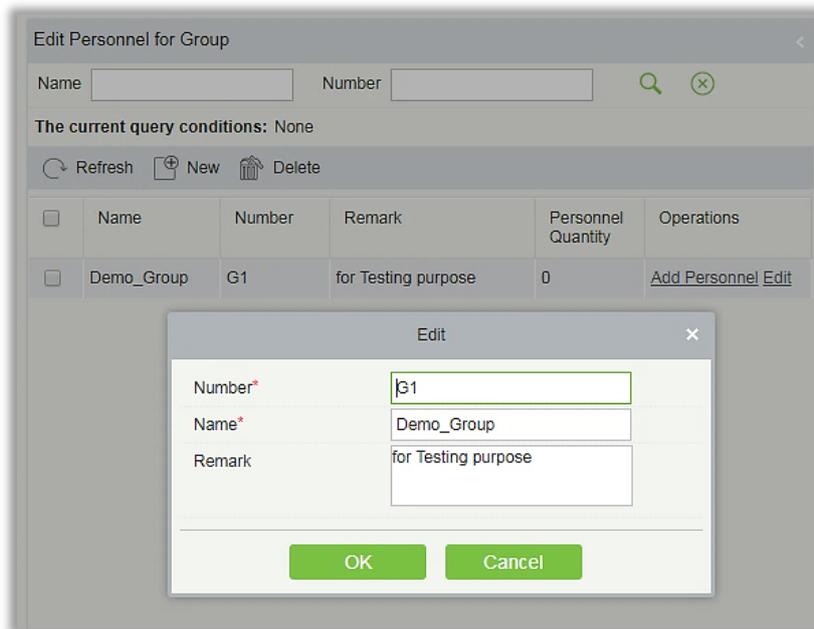


Number: Any combination of numbers or letters, group number should not be identical with another group number, maximum length of 5 characters.

Name: Does not support special characters, group name should not be identical with another group name. The maximum length is 10 characters.

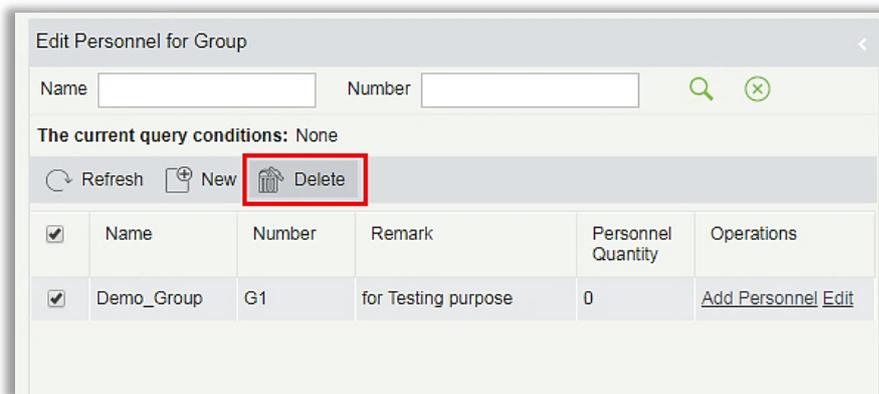
Remarks: Write any note for this group, if it has some characteristic information; the maximum length is 50 characters.

- Edit groups



- (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.

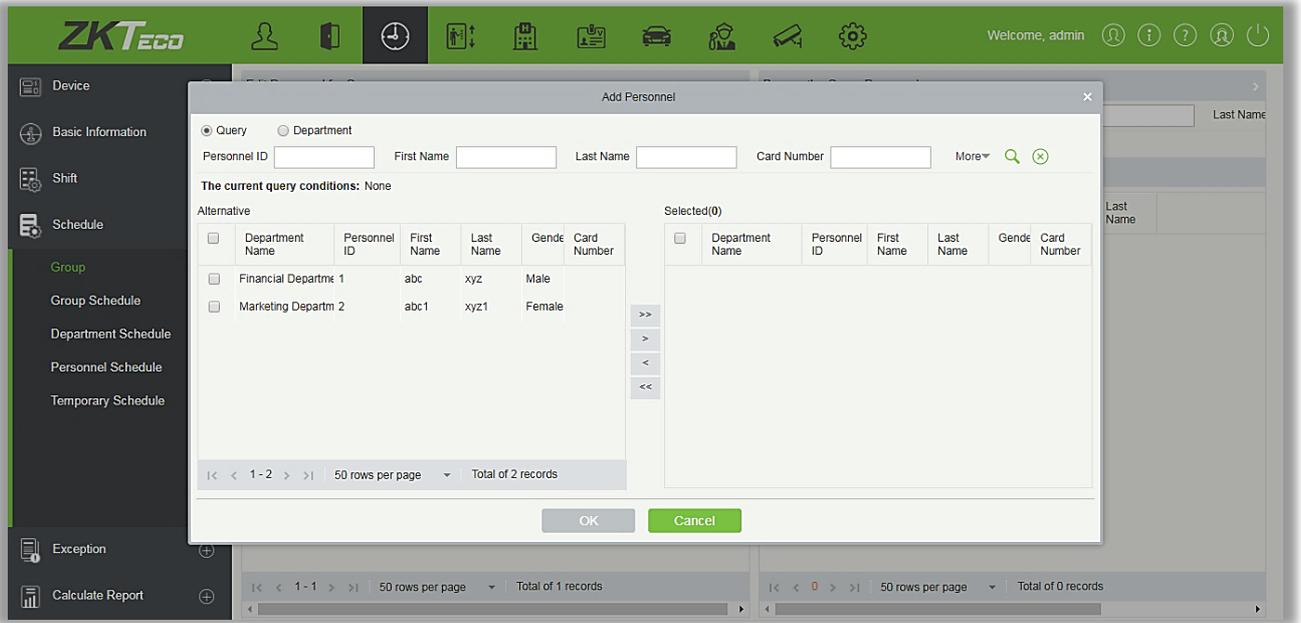
- Delete Group



- (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.

- Adding Personnel

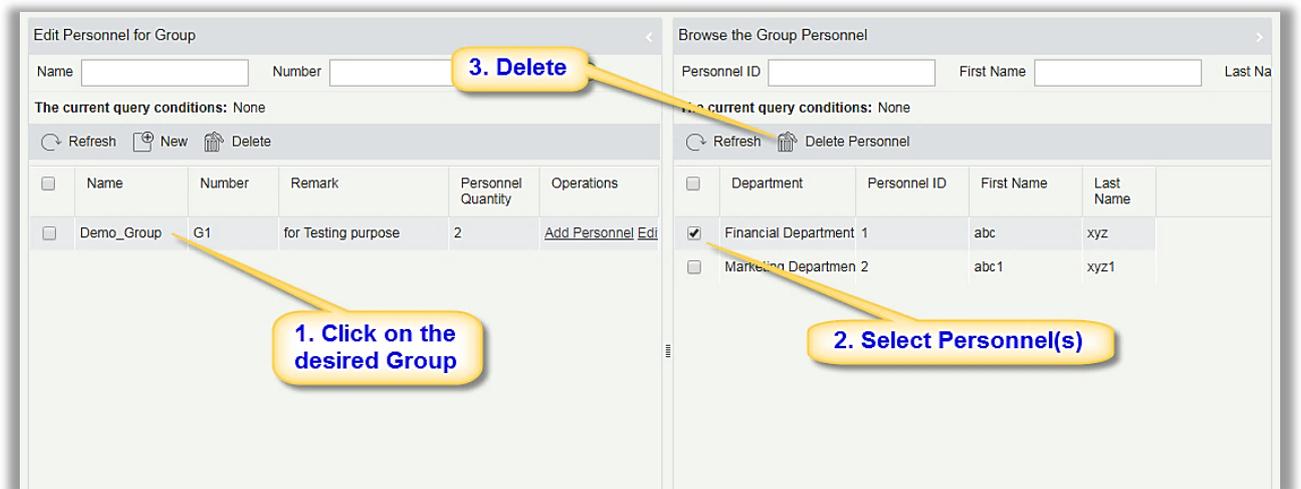


- (1) Select a group, and click the **[Add Personnel]** button in the **[Operation]** column of the group to enter the personnel adding interface as shown above.
- (2) Select the relevant personnel from the list at left side and move it towards right list. Click the **[OK]** button to complete the addition of personnel operations.

Note:

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

● **Delete people**



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

5.4.2 Group Schedule

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

Schedule Type	Number	Name	Unit	Cycle	Start Date	Cycle Shift in one Month
<input checked="" type="checkbox"/>	Regular Shift 1	Example	Week	1	2017-12-06	No
<input type="checkbox"/>	Regular Shift 2	Test	Week	1	2017-12-06	No

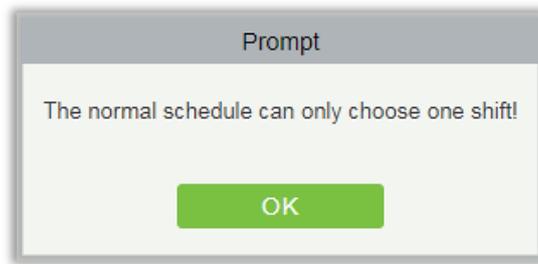
For Group scheduling you need to select the group, set start date / end date, shift type, select the shift.

Select group(s) from the left side of the interface.

Define the start and end date for the group schedule. From the start date the schedule will come into effect.

Shift type: There are two kinds, Normal Schedule and Smart Schedule.

Through Normal Schedule you can only choose a single shift. If you select more than one shift, the below prompt will appear:

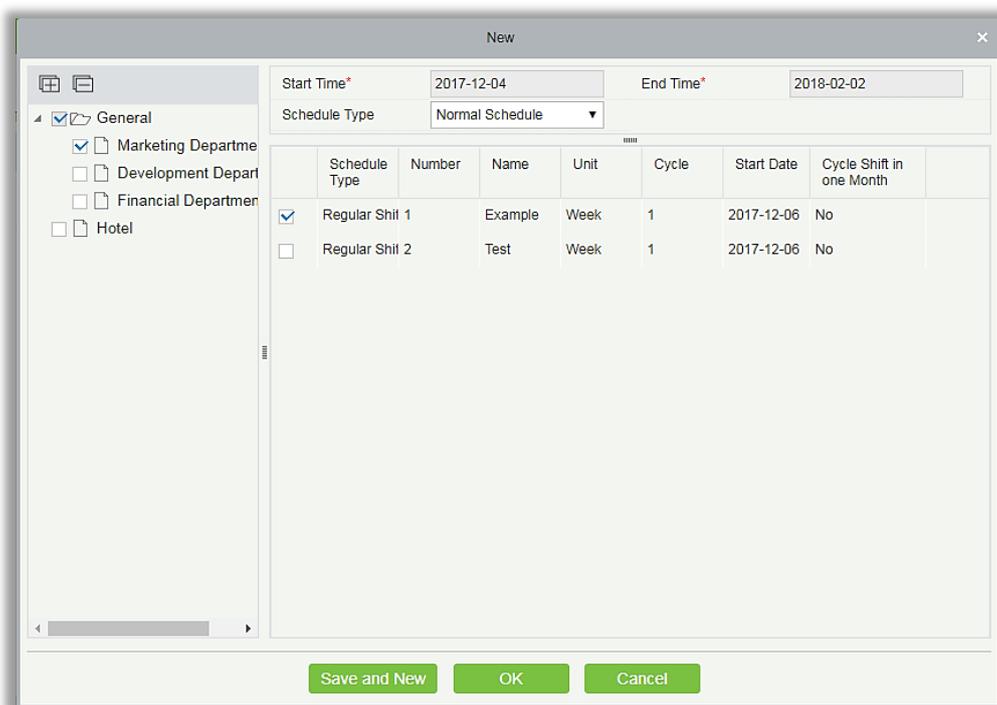


Through Smart Schedule you can choose more than one shift. After you select smart schedule, the software will automatically determine the most suitable frequency according to the punch card records in attendance calculation.

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

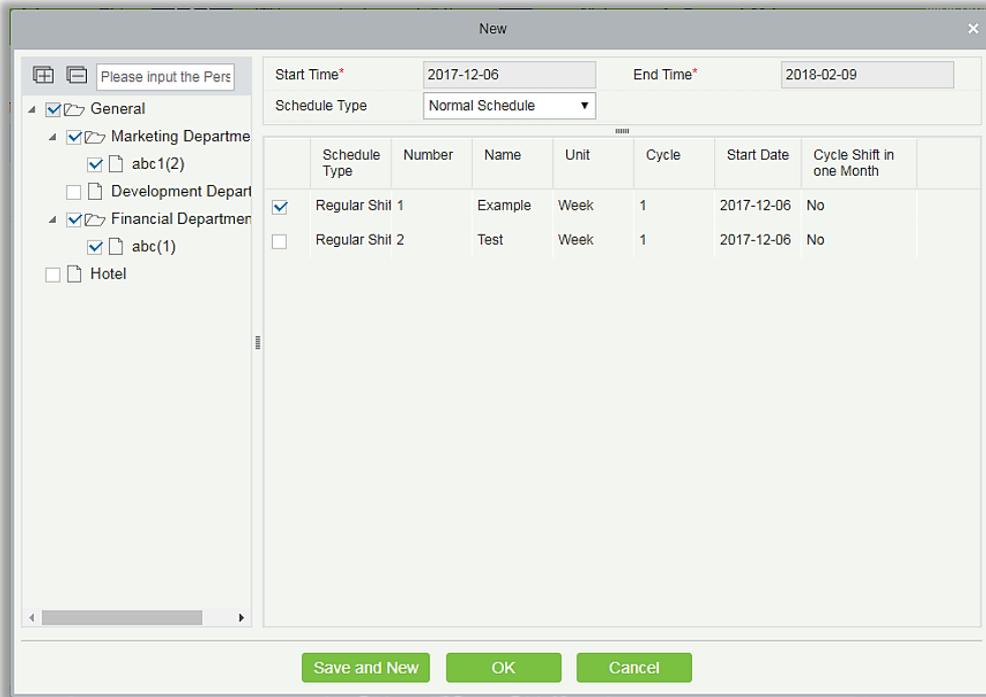
5.4.3 Department Schedule

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



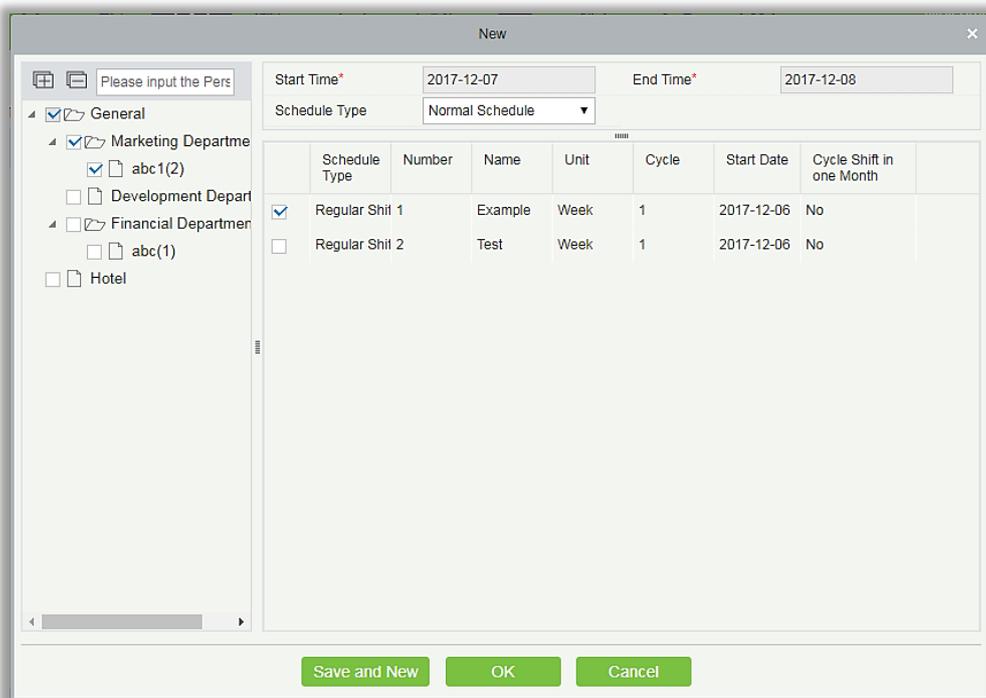
5.4.4 Personnel Scheduling

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



5.4.5 Temporary Schedule

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



5.5 Exception

5.5.1 Appended Receipt

Appended receipt is used to enter records for the personnel in case the person is out on business trip, missing check-in/out, etc., Manual attendance record in the attendance report is called Appended Receipt. Generally, it is entered by the management staff according to attendance result and company's attendance rules after the attendance cycle ends. This version does not support the approval of exception, entered manually in system. Data entered into the system will have an impact on the attendance calculation results.

The screenshot shows the main application interface. On the left is a dark sidebar menu with options: Device, Basic Information, Shift, Schedule, Exception, Appended Receipt (highlighted in green), Leave, and Business Trip. The main area has a header with filters: Time From (2017-09-07 00:00:00) To (2017-12-07 23:59:59), Department Name, and Personnel ID. Below the header is a toolbar with Refresh, New, Delete, and Export. A table with the following columns is displayed: Personnel ID, First Name, Last Name, Department Number, Department Name, Punch Time, Remark, Operation Time, and Operations. The table is currently empty.

● New

(1) Click [Exception] > [Appended Receipt] > [New]:

The 'New' dialog box is shown. It has a title bar 'New' and a close button. There are two radio buttons: 'Query' (selected) and 'Department'. Below them are input fields for Personnel ID, First Name, Last Name, and Card Number, followed by a 'More' dropdown, a search icon, and a close icon. The text 'The current query conditions: None' is displayed. There are two tables: 'Alternative' and 'Selected(0)'. The 'Alternative' table has columns: Department Name, Personnel ID, First Name, Last Name, Gender, and Card Number. It contains two rows: 'Financial Departme 1' with values 'abc', 'xyz', 'Male' and 'Marketing Departm 2' with values 'abc1', 'xyz1', 'Female'. The 'Selected(0)' table has the same columns and is currently empty. Between the tables are navigation arrows: '>>', '>', '<', and '<<'. At the bottom of the dialog, there is a 'Punch Time*' field with the value '2017-12-07 12:40:45' and a 'Remark' field. At the very bottom are three buttons: 'Save and New', 'OK', and 'Cancel'.

Fields are as follows:

Personnel: Select the required personnel for appended receipt, multiple choice is available.

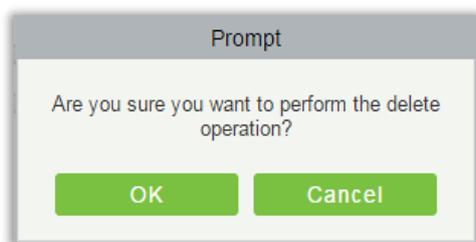
Punch Time: Set the date and time of punch.

Remark: Enter the reason for appended receipt, the max length is 50.

(2) After filling the information, click [OK] to save and exit, the appended receipt will be displayed in the added list.

- **Delete**

(1) Click [Exception] > [Appended Receipt] > [Delete]:



(2) Click [OK] to delete.

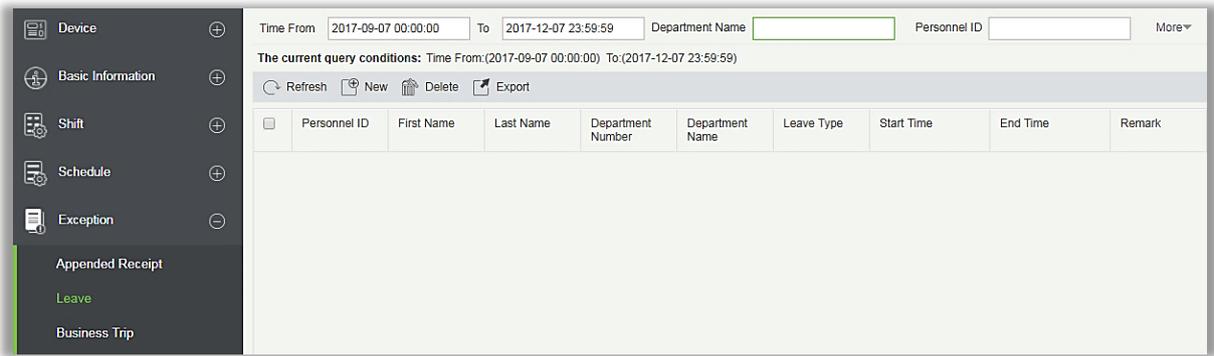
- **Export**

You can export selected appended receipt data in Excel, PDF, CSV file format.

ZKTECO							
Appended Receipt							
Personnel ID	First Name	Last Name	Department Number	Department Name	Punch Time	Remark	Operation Time
1	Jerry	Wang	1	General	2017-12-15 08:40:00		2017-12-15 16:40:51
2	Lucky	Tan	3	Development Department	2017-12-15 08:40:00		2017-12-15 16:40:51
2940	Sherry	Yang	hotel	Hotel	2017-12-15 08:40:00		2017-12-15 16:40:51
3	Leo	Hou	4	Financial Department	2017-12-15 08:40:00		2017-12-15 16:40:51
4	Berry	Cao	1	General	2017-12-15 08:40:00		2017-12-15 16:40:51
5	Necol	Ye	2	Marketing Department	2017-12-15 09:50:00		2017-12-15 16:51:00
6	Amber	Lin	4	Financial Department	2017-12-15 09:50:00		2017-12-15 16:51:00
7	Jacky	Xiang	1	General	2017-12-15 09:50:00		2017-12-15 16:51:00

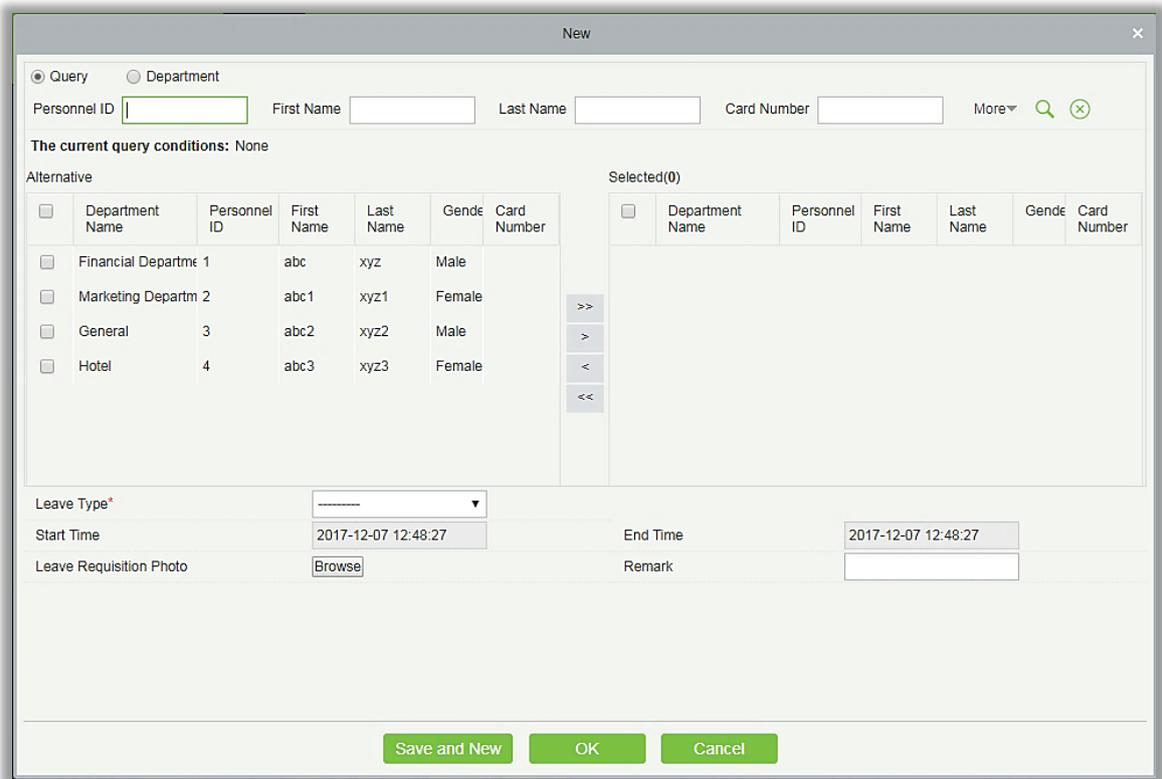
5.5.2 Leave

Personnel may need leave at different circumstances. They can apply and the leave will be displayed here:



● **New**

(1) Click [Exception] > [Leave] > [New]:



Fields are as follows:

Personnel: Select the required personnel, multiple choice is available.

Leave Type: Set the type of the leave.

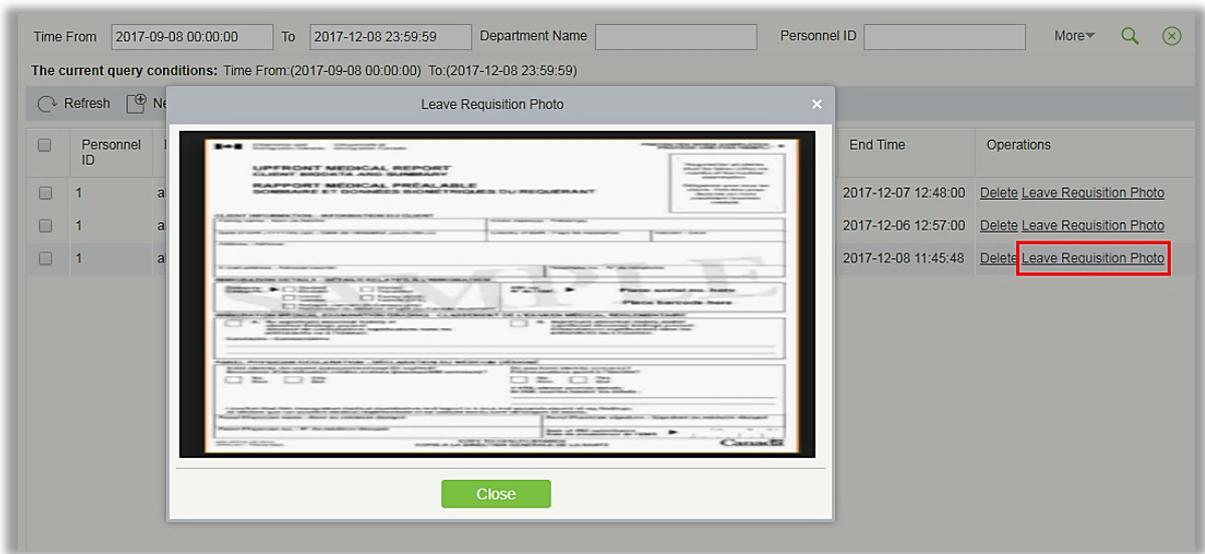
Start Time: Start time of the leave.

End Time: End time of the leave.

Leave Requisition Photo: Upload photo of supporting document for the leave request.

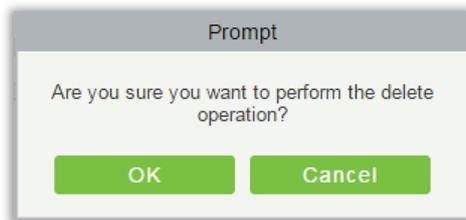
Remark: Enter the reason for leave, the max length is 50.

- (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



● **Delete**

- (1) Click **[Exception] > [Leave] > [Delete]**:



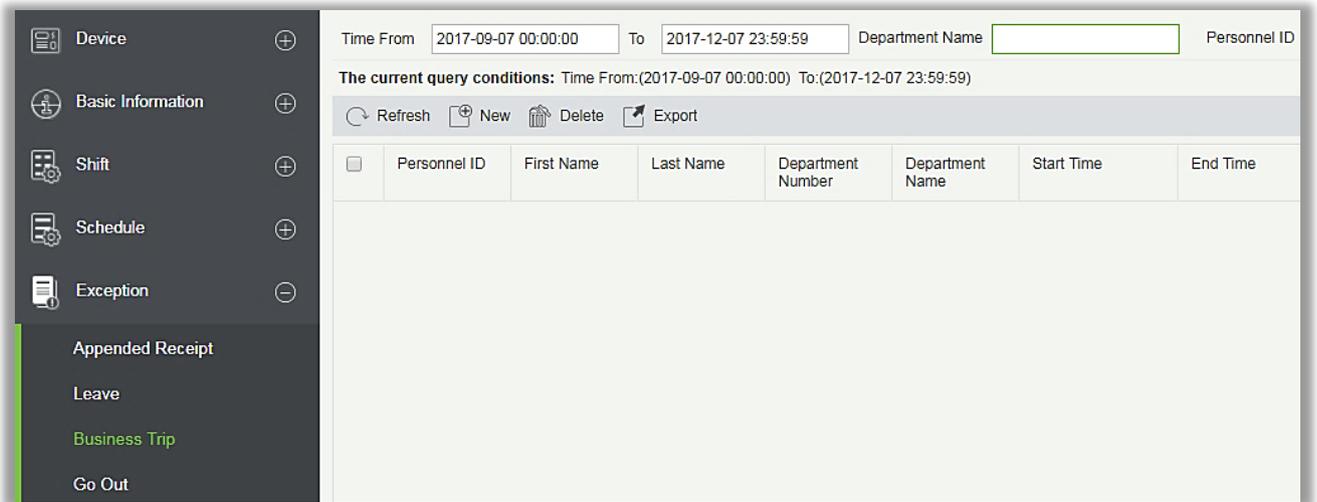
- (2) Click **[OK]** to delete.

● **Export**

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

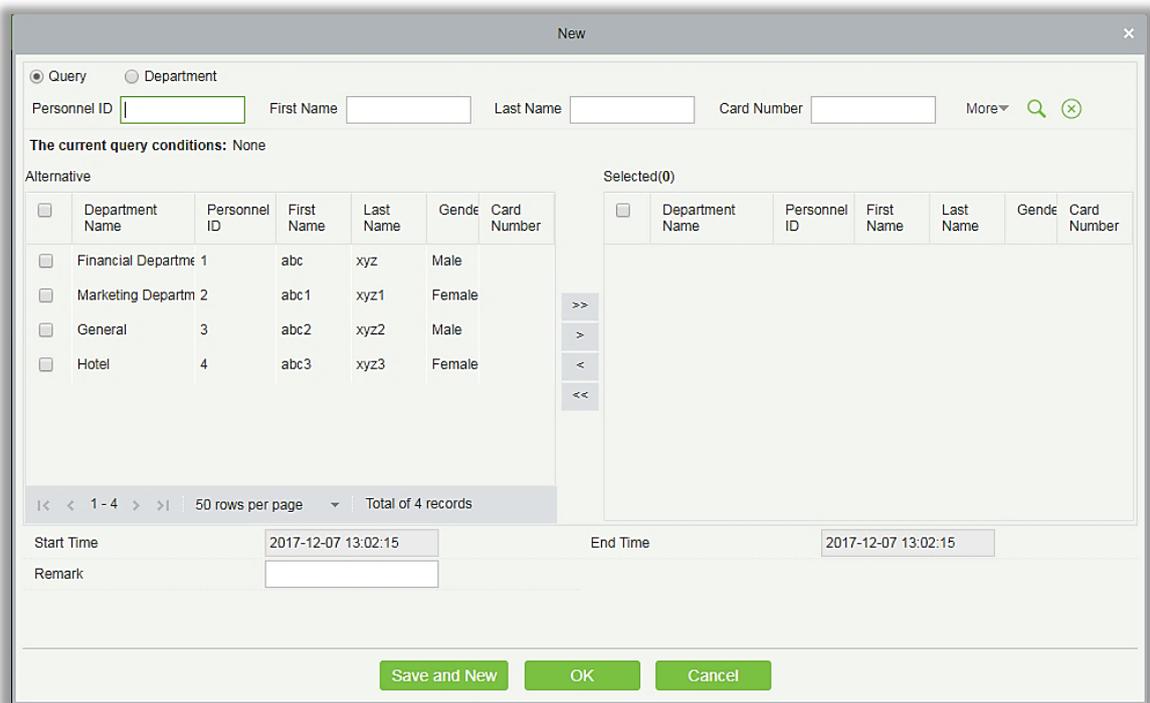
ZKTECO									
Leave									
Personnel ID	First Name	Last Name	Department Number	Department Name	Leave Type	Start Time	End Time	Remark	Operation Time
1	Jerry	Wang	1	General	Casual Leave	2017-12-15 16:36:07	2017-12-15 16:36:07		2017-12-15 16:36:17
3	Leo	Hou	4	Financial Department	Marriage Leave	2017-12-15 18:38:48	2017-12-15 18:38:48		2017-12-15 18:38:53
5	Necol	Ye	2	Marketing Department	Annual Leave	2017-12-15 16:36:19	2017-12-15 16:36:19		2017-12-15 16:36:27
6	Amber	Lin	4	Financial Department	Sick Leave	2017-12-15 18:38:54	2017-12-15 18:38:54		2017-12-15 18:39:00
9	Lilian	Mei	3	Development Department	Breastfeeding Leave	2017-12-15 18:39:02	2017-12-15 18:39:02		2017-12-15 18:39:10

5.5.3 Business Trip



● **New**

(1) Click [Exception] > [Business Trip] > [New]:



Fields are as follows:

Personnel: Select personnel need business, it can be multiple choices.

Start Time: Start time of the business trip.

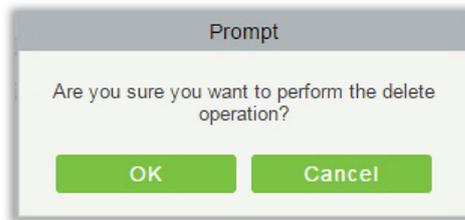
End Time: End time of the business trip.

Remark: Enter the description of business trip, the max length is 50.

(2) After filling the information, click [OK] to save and exit, the business trip information will be displayed in the added list.

- Delete

(1) Click [Exception] > [Business Trip] > [Delete]:



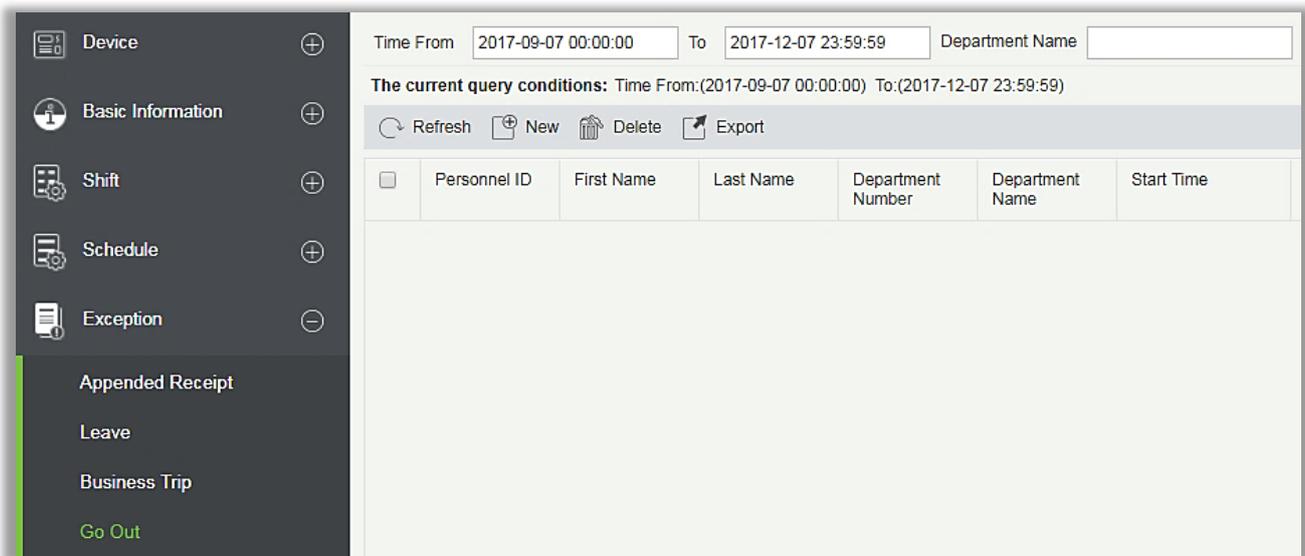
(2) Click [OK] to delete.

- Export

You can export selected business trip data in Excel, PDF, CSV file format.

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 16:37:27	2017-12-15 16:37:27		2017-12-15 16:37:31
5	Necol	Ye	2	Marketing Department	2017-12-18 11:42:28	2017-12-18 11:42:28	Go to Shenzhen	2017-12-18 11:42:51
8	Glori	Liu	2	Marketing Department	2017-12-18 11:42:55	2017-12-18 11:42:55	Go to Thailand	2017-12-18 11:43:08

5.5.4 Go Out



- New

(1) Click [Exception] > [Go Out] > [New]:

The screenshot shows a 'New' dialog box with the following elements:

- Radio buttons for 'Query' (selected) and 'Department'.
- Input fields for 'Personnel ID', 'First Name', 'Last Name', and 'Card Number'.
- 'The current query conditions: None'.
- Two tables: 'Alternative' and 'Selected(0)'. The 'Alternative' table contains 4 rows of personnel data.
- Navigation buttons: '<<', '<', '>', '>>'.
- Page controls: '<', '<<', '1 - 4', '>>', '>', '50 rows per page', 'Total of 4 records'.
- 'Start Time' and 'End Time' fields, both containing '2017-12-07 13:12:37'.
- 'Remark' input field.
- Buttons: 'Save and New', 'OK', '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] > [Go Out] > [Delete]:

The screenshot shows a 'Prompt' dialog box with the following elements:

- Title: 'Prompt'.
- Text: 'Are you sure you want to perform the delete operation?'.
- Buttons: 'OK', 'Cancel'.

(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]:

Fields are as follows:

Personnel: Select required personnel for overtime, multiple choices are available.

OT Type: Normal OT, Weekend OT and Holiday OT three types.

Start Time: Start time of overtime.

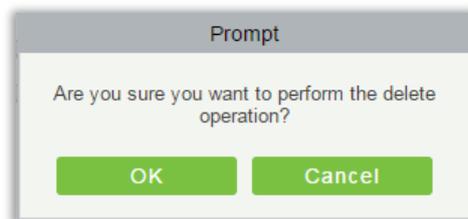
End Time: End time of overtime.

Remark: Enter the description of overtime, the max length is 50.

(2) After filling the information, click [OK] to save and exit, the overtime information will be displayed in the added list.

- **Delete**

(1) Click [Exception] > [Overtime] > [Delete]:



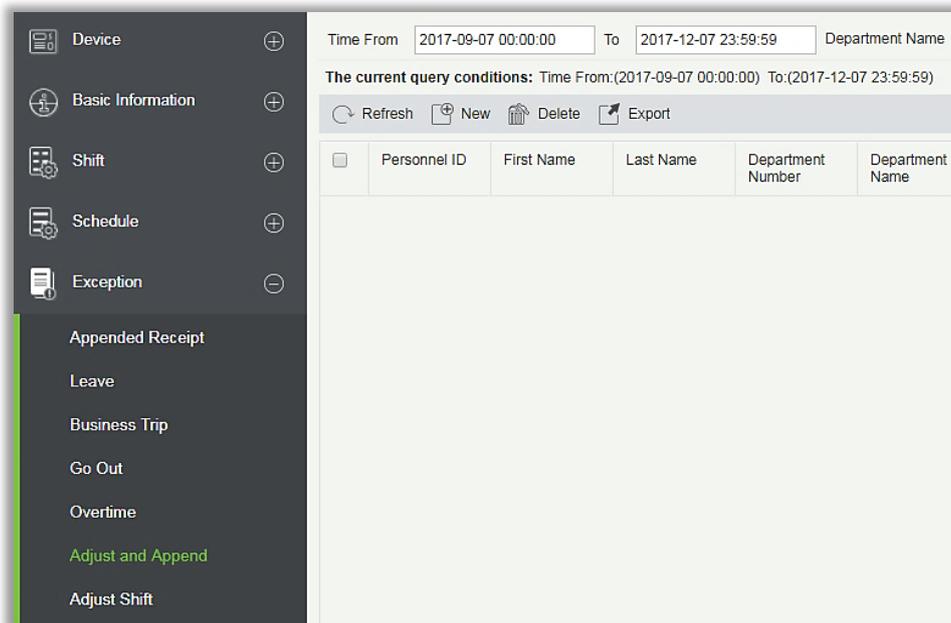
(2) Click [OK] to delete.

- **Export**

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

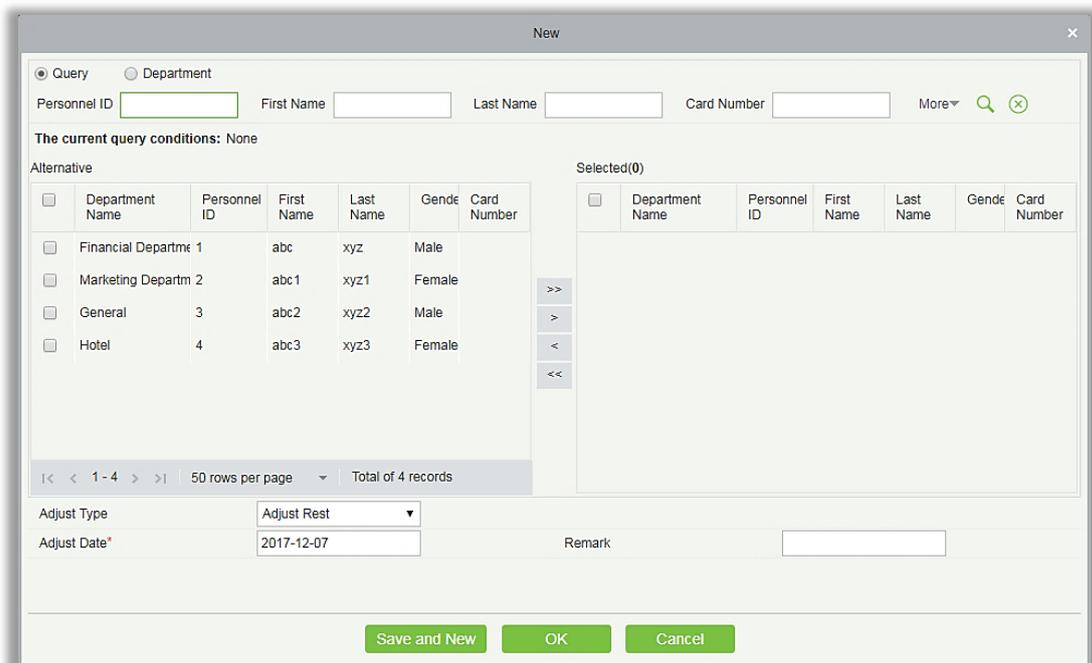
ZKTECO									
Overtime									
Personnel ID	First Name	Last Name	Department Number	Department Name	OT Type	Start Time	End Time	Remark	Operation Time
3	Leo	Hou	4	Financial Department	Normal OT	2017-12-15 16:37:34	2017-12-15 16:37:34		2017-12-15 16:37:37
5	Necol	Ye	2	Marketing Department	Normal OT	2017-12-18 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]:



Fields are as follows:

Personnel: Select the required personnel, multiple choice is available.

Adjust Type: Select from Adjust Rest and Append Attendance. Adjust Rest is when you are on a shift but you want to rest; Append attendance is the opposite

Adjust Date: The date and time of adjustment.

Append Attendance Shift: When the adjust type is Append Attendance, it is necessary to select the corresponding shift.

Remark: Enter the reason of adjust and append, the max length is 50.

(2) After filling the information, click [OK] to save and exit, the adjust and append information will be displayed in the added list.

- **Delete**

(1) Click [Exception] > [Adjust and Append] > [Delete]:

(2) Click [OK] to delete.

- **Export**

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

ZKTECO Adjust and Append									
Personnel ID	First Name	Last Name	Department Number	Department Name	Adjust Type	Adjust Date	Schedule Name	Remark	Operation Time
1	Jerry	Wang	1	General	Append Attendance	2017-12-18	Day Shift	123	2017-12-18 13:54:54
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

Time From: 2017-09-07 00:00:00 To: 2017-12-07 23:59:59 Department Name:

The current query conditions: Time From:(2017-09-07 00:00:00) To:(2017-12-07 23:59:59)

Refresh New Delete Export

Personnel ID	First Name	Last Name	Department Number	Department Name	Adjust Type	Adjust Date
--------------	------------	-----------	-------------------	-----------------	-------------	-------------

- **New**

(1) Click [Exception] > [Adjust Shift] > [New]:

(2) Adjust Type is divided into three shifts:

- A. **Adjust the personnel shift in the same day:** It will adjust one personnel's shift in the same day.
- B. **Adjust the personnel shift in other days:** It will adjust one personnel's shift in different days.
- C. **Two people exchange:** It will exchange shifts of two different people in different days.

A. Adjust the personnel shift in the same day:

Personnel ID: The max length is 32. (Fill the correct ID. After you enter the ID and click on the next field, the Name and Department are automatically filled.)

First Name: Obtained automatically based on Personnel ID.

Department Name: Obtained automatically based on Personnel ID.

Adjust Date: The date and time of adjustment.

Remark: Enter the description of adjust shift, the max length is 50.

(3) After filling in the information, click [OK] to save and exit, the adjust shift information will be displayed in the added list.

B. Adjust the personnel shift in other days:

Adjust Type	Adjust the personal shif		
Personnel ID*			
First Name			
Department Name			
Adjust Date	2017-12-07	Adjust Date	2017-12-07
Remark			

Save and New OK Cancel

Personnel ID: The max length is 32. (Fill the correct ID, after you enter the ID and click on the next field, the Name and Department are automatically filled.)

First Name: Obtained automatically based on Personnel ID.

Department Name: Obtained automatically based on Personnel ID.

Adjust 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	2017-12-07	Adjust Date	2017-12-07
Remark			

Save and New OK Cancel

Personnel ID: The max length is 32. (Fill the correct ID, after you enter the ID and click on the next field, the Name and Department are automatically filled.)

First Name: Obtained automatically based on Personnel ID.

Department Name: Obtained automatically based on Personnel ID.

Adjust Date: The date and time of adjustment.

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.

Adjust Date: The date and time of adjustment.

- **Export**

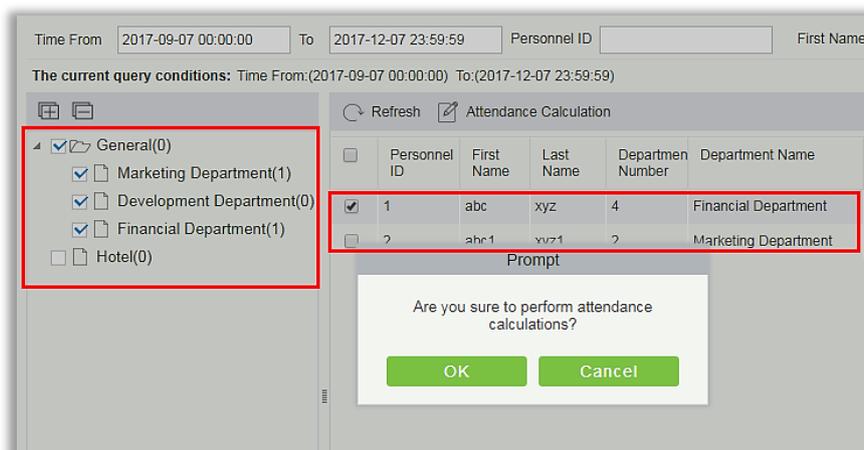
You can export selected adjust shift data in Excel, PDF, CSV file format.

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

5.6 Calculate Report

5.6.1 Calculate

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.



Attendance calculation rules introduction:

- **Check-in/out Rule**

Check-in should take earliest principle, such as 9:00 to work, sign at 8:55, 9:01, then take 8:55 as check-in; Check-out should take last principle, such as 18:00 off work, sign at 18:01, 18:20, then take 18:01 as check-out.

● Calculation process

The first step: The preparation of the filter conditions. That is, the number of days of inquiries, search by personnel or by department, if select the department and personnel at the same time, search by personnel first. For example, if a certain department is checked in the left department tree and some personnel are checked in the right side, then it will only calculate the attendance of those selected personnel.

The second step: Initialize the basic data. That is, the basic personnel information, holidays, time zone data, shift data, temporary schedule, personnel schedule, group schedule and department schedule.

The third step: Cycle through the personnel.

1. Initialize overtime, leave, business trip, go out, adjust shift, append, the transactions and shift results;
2. Batch delete personnel attendance calculation record data;
3. Cycle shift results, the secondary analysis of attendance;
 - A. Get the above initialization of the corresponding data (personnel, the actual check-in time, shift, etc.);
 - B. Judge whether the staff need attendance:
If the staff does not need attendance, process by free punch directly;
If the staff needs attendance, respectively, according to attendance mode (Punch Card According to Normal Shift, Punch once at any Time in a Day, Only Calculate the Punch Card Time, Free Punch) and process exception data to calculate attendance.
 - C. Batch add personnel attendance calculation record data;

First check the shift of each personnel current day; then judge each type of work in the day, then take the punch record, take leave list; then take the adjust rest information; take the business trip, go out data; take attendance parameters, finally, calculate and save into the database.

● Prerequisites of Calculate

Calculate attendance when a personnel's "Attendance Calculation" is set to "Yes". (See in [Personnel](#))
If the personnel do not need attendance, then any data of the personnel will not appear in the attendance calculation.

● Work Type Judgment Rules

If there is no schedule and no temporary schedule, the system considers that day is a day off and will not calculate attendance.

If "Delay Time Calculated as Overtime" in Time Zone is set to "Yes", it will calculate overtime according to the settings in attendance parameters, and then round according to the rounding rules. If "Calculated as Overtime" in Time Zone is set to "Yes", then this section is overtime hours, according to the shift overtime representation, it will be calculated directly into Normal OT, Weekend OT or Holiday OT.

● Rounding Rules

Divided into round down, rounding and round up:

Round down: When the calculated value exceeds the minimum unit after the remainder, the extra part will be discarded.

Rounding: When the calculated value exceeds half of the minimum unit after the remainder, a minimum unit will be carried in. If it is less than half of the minimum unit, it will be discarded directly.

Round up: If the calculated value exceeds the minimum unit after the remainder, a minimum unit will be carried.

● Scheduling Shift Rules

1. When there is a normal schedule, the system considers that day to be a working day. However, if add an additional temporary schedule (the time period is overtime), system only considers the additional temporary schedule as overtime.
2. If there is no schedule and no temporary schedule, even if personnel have attendance records, not for attendance calculation.
3. If there is no schedule but temporary schedule, the system calculates attendance according to the temporary schedule.
4. The order to search the shift:

Personnel, department, group three types of schedule can be arranged in the following six combinations:

(1) Personnel > Group > Department: Personnel schedule has the highest priority; followed by Group schedule; the last is Department schedule;

(2) Personnel > Department > Group: Personnel schedule has the highest priority, followed by Department schedule; the last is Group schedule;

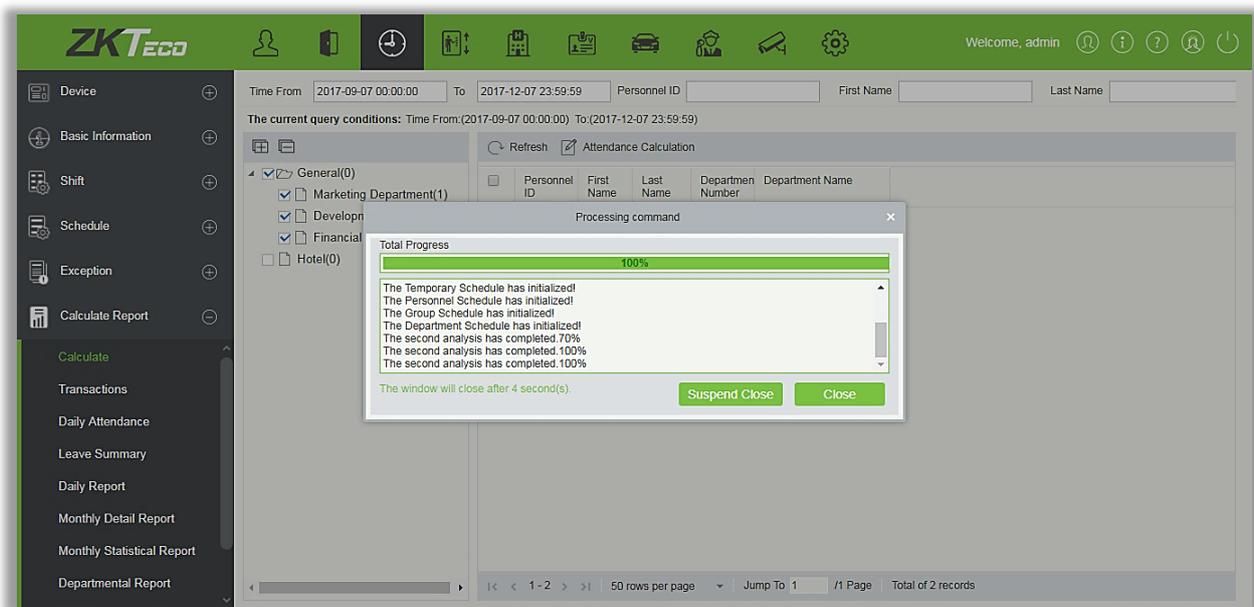
(3) Department > Personnel > Group: Department schedule has the highest priority, followed by Personnel schedule; the last is Group schedule;

(4) Department > Group > Personnel: Department schedule has the highest priority, followed by Group schedule; the last is Personnel schedule;

(5) Group > Personnel > Department: Group schedule has the highest priority, followed by Personnel schedule; the last is Department schedule;

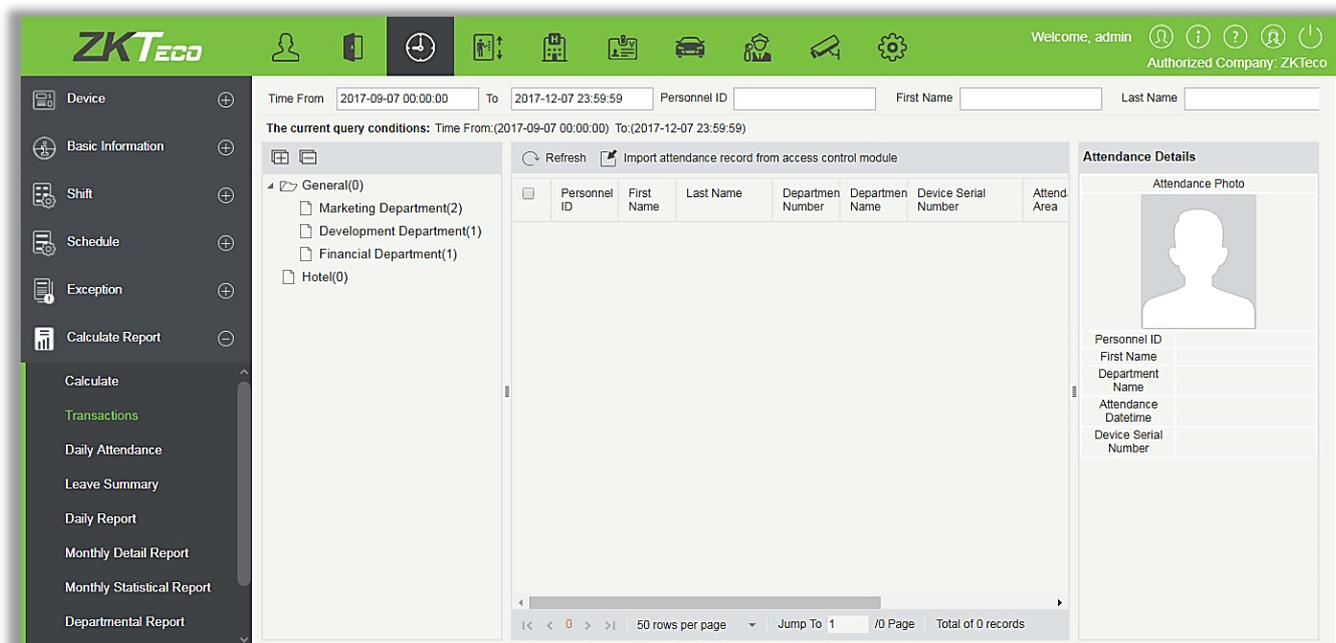
(6) Group > Department > Personnel: Group schedule has the highest priority, followed by Department schedule; the last is Personnel schedule.

If there is a holiday setting and the day is a holiday, it will always be recorded as not working. Attendance is not calculated even if there is schedule and punch record data.



5.6.2 Transaction

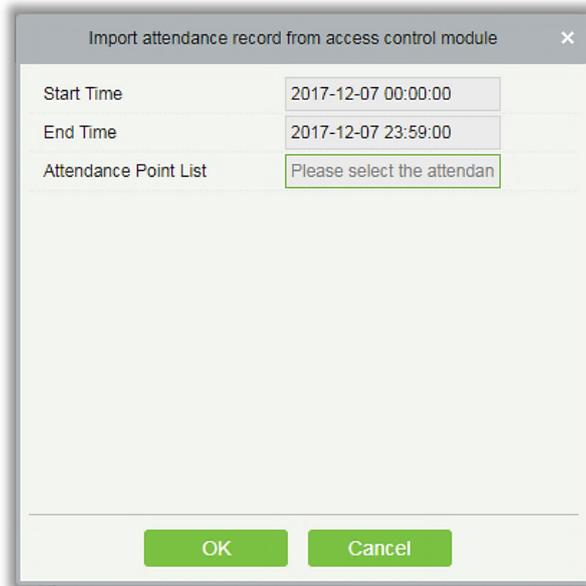
Attendance records of all employees will be displayed on this interface, including the attendance record of uploaded attendance transactions. The record of the normal punch on the device will be uploaded to the software as the original record. When a particular data is selected, the details will be displayed on the right side of the page.



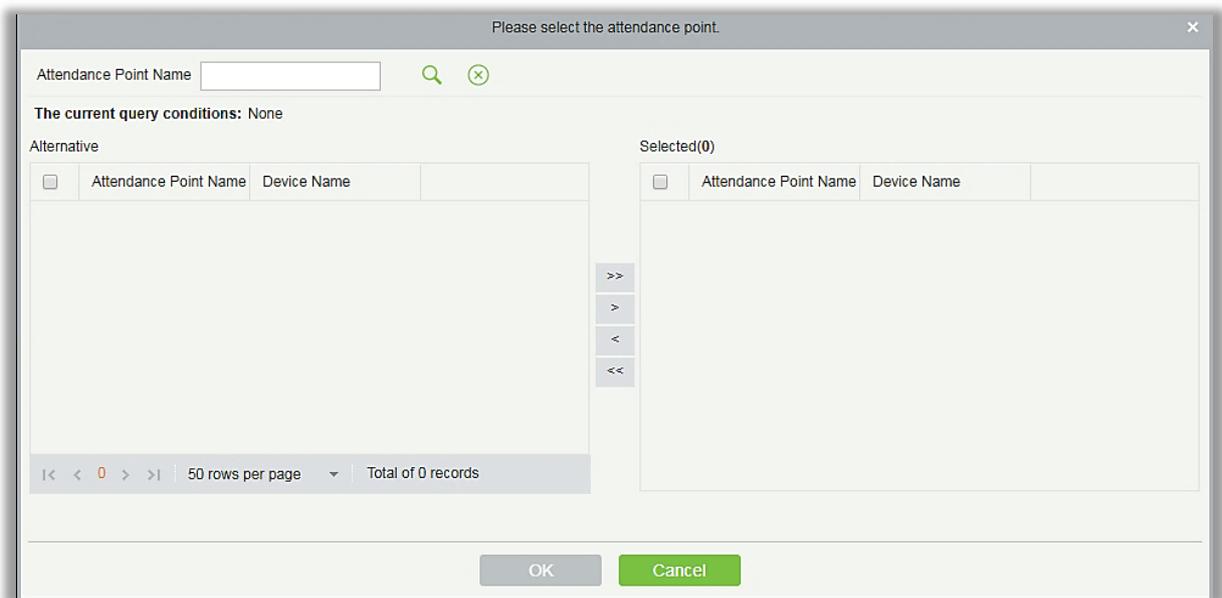
- **Import Attendance record**

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.



Attendance point list: Only the device which is set in Attendance Point under [Basic information] > [Attendance point], will be listed here.



● 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.

Export ✕

The File Type EXCEL File ▾

Export Mode

All data (Can export up to 40000 data)

Select the amount of data to export (Can export up to 40000 data)

From the article Strip, is derived Data

OK
Cancel

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

Created on: 2017-12-15 16:38:17
Created from ZKBioSecurity software. All rights reserved. 1/11

5.6.3 Daily Attendance

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

Personnel ID	First Name	Last Name	Department Number	Department Name	Record Date	Record Times	Earliest Time	Latest Time	Punch Time
1	1		1	General	2017-12-13	5	14:17:25	14:23:53	14:17:25;14:20:27;14:22:02;14:22:19;14:23:53
2	2		1	General	2017-12-13	6	14:17:30	14:23:58	14:17:30;14:17:36;14:20:30;14:22:06;14:22:24;14:23:58
3	3		1	General	2017-12-13	3	14:22:09	14:24:00	14:22:09;14:22:12;14:24:00
4	4		1	General	2017-12-13	5	14:17:38	14:23:56	14:17:38;14:20:23;14:20:36;14:21:57;14:23:56
5	5		1	General	2017-12-13	4	14:21:15	14:23:12	14:21:15;14:21:21;14:22:26;14:23:12
6	6		1	General	2017-12-13	4	14:21:46	14:23:10	14:21:46;14:21:51;14:22:29;14:23:10
7	7		1	General	2017-12-13	3	14:22:47	14:23:06	14:22:47;14:22:53;14:23:06
8	8		1	General	2017-12-13	3	14:23:36	14:23:46	14:23:36;14:23:41;14:23:46

● Export

It will export the daily attendance record data. Currently it can be exported either in three types of file EXCEL / PDF / CSV. You can also choose the amount of data to be exported or select the maximum amount which supports up to 40,000 records.

Export ✕

The File Type EXCEL File ▼

Export Mode

All data (Can export up to 40000 data)

Select the amount of data to export (Can export up to 40000 data)

From the article 1 Strip, is derived 100 Data

OK
Cancel

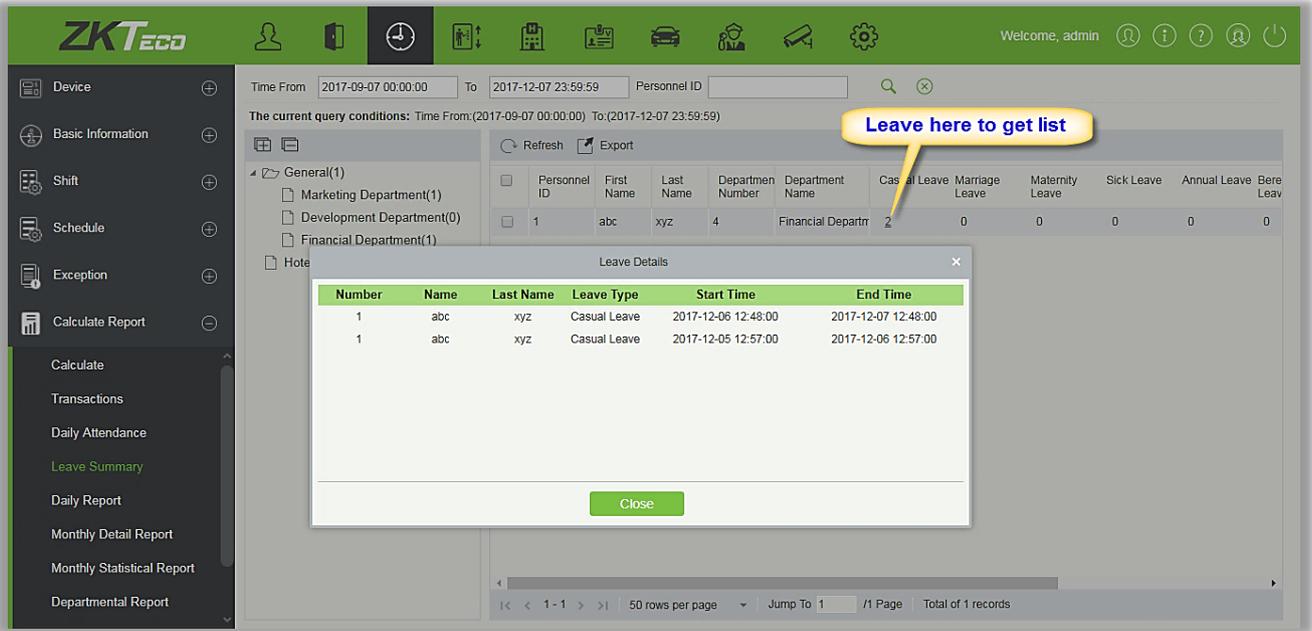
ZKTECO									
Daily Attendance									
Personnel ID	First Name	Last Name	Department Number	Department Name	Record Date	Record Times	Earliest Time	Latest Time	Punch Time
1	Jerry	Wang	1	General	2017-12-15	35	16:33:27	18:28:38	16:33:27;16:33:29; 16:33:34;16:34:03; 16:34:04;16:34:05; 16:34:06;16:35:02; 16:35:03;17:35:25; 17:35:26;17:42:50; 17:42:51;17:42:52; 17:58:49;17:58:50; 18:04:44;18:04:45; 18:22:20;18:22:21; 18:23:12;18:23:16; 18:23:18;18:23:19; 18:23:36;18:23:37; 18:23:52;18:24:59; 18:25:00;18:25:13; 18:25:14;18:28:34; 18:28:35;18:28:37; 18:28:38;
2	Lucky	Tan	3	Development Department	2017-12-15	26	16:33:42	18:28:56	16:33:42;16:33:43; 16:33:51;16:33:59; 16:34:00;16:35:05; 16:35:06;17:35:32; 17:42:47;17:42:48; 17:59:03;17:59:04; 17:59:38;17:59:39; 18:04:59;18:05:00; 18:05:07;18:05:08; 18:09:35;18:09:36; 18:23:00;18:23:01; 18:23:02;18:28:53; 18:28:55;18:28:56;
2040	Sherry	Yang	hotel	Hotel	2017-12-15	17	16:33:16	18:28:23	16:33:16;16:34:08; 16:34:10;16:35:08; 16:35:09;17:35:19; 17:43:01;17:43:02;

Created on: 2017-12-15 18:38:31
Created from ZKBioSecurity software. All rights reserved.

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 see the leave record.

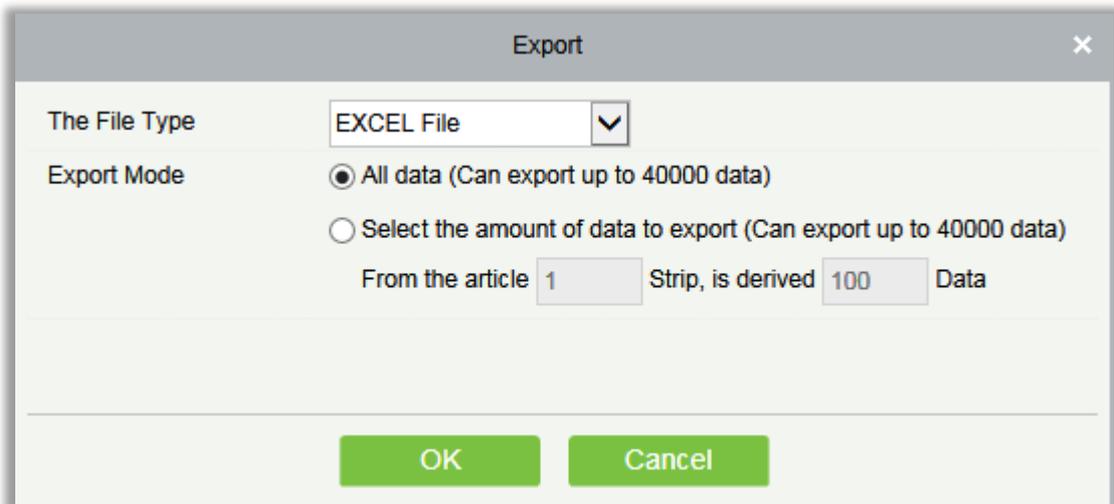
The screenshot shows the 'Leave Summary' report in the ZKBioSecurity software. The interface includes a sidebar with navigation options: Device, Basic Information, Shift, Schedule, Exception, Calculate Report, Calculate, Transactions, Daily Attendance, and Leave Summary. The main area displays query conditions: Time From: 2017-09-07 00:00:00 To: 2017-12-07 23:59:59, Personnel ID: [input field]. Below the query conditions, there are 'Refresh' and 'Export' buttons. A tree view on the left shows department selection: General(1), Marketing Department(1), Development Department(0), Financial Department(1), and Hotel(1). The main table displays leave records for Personnel ID 1, with columns: Personnel ID, First Name, Last Name, Department Number, Department Name, Casual Leave, Marriage Leave, Maternity Leave, Sick Leave, Annual Leave, and Bereavement Leave. The table shows one record for Personnel ID 1, First Name abc, Last Name xyz, Department Number 4, Department Name Financial Depart, Casual Leave 2, Marriage Leave 0, Maternity Leave 0, Sick Leave 0, Annual Leave 0, and Bereavement Leave 0.



Click on the leave type number as shown above, a pop-up window shows the person within the search time frame, leave details of the type, including personnel number, name of person, type of leave, leave start time, leave end time.

- **Export**

It will export the leave summary data. Currently it can be exported either in three types of file EXCEL / PDF / CSV. You can also choose the amount of data to be exported or select the maximum amount which supports up to 40,000 records.



ZKTECO
Leave Summary

Personnel ID	First Name	Last Name	Department Number	Department Name	Leave Type Statistics
1	Jerry	Wang	1	General	Casual Leave(1) Marriage Leave(0) Maternity Leave(0) Sick Leave(0) Annual Leave(0) Bereavement Leave(0) Breastfeeding Leave(0) Custom (0)
5	Necol	Ye	2	Marketing Department	Casual Leave(0) Marriage Leave(0) Maternity Leave(0) Sick Leave(0) Annual Leave(1) Bereavement Leave(0) Breastfeeding Leave(0) Custom (0)
9	Lilian	Mei	3	Development Department	Casual Leave(0) Marriage Leave(0) Maternity Leave(0) Sick Leave(0) Annual Leave(0) Bereavement Leave(0) Breastfeeding Leave(1) Custom (0)
3	Leo	Hou	4	Financial Department	Casual Leave(0) Marriage Leave(1) Maternity Leave(0) Sick Leave(0) Annual Leave(0)

Created on: 2017-12-15 18:39:22

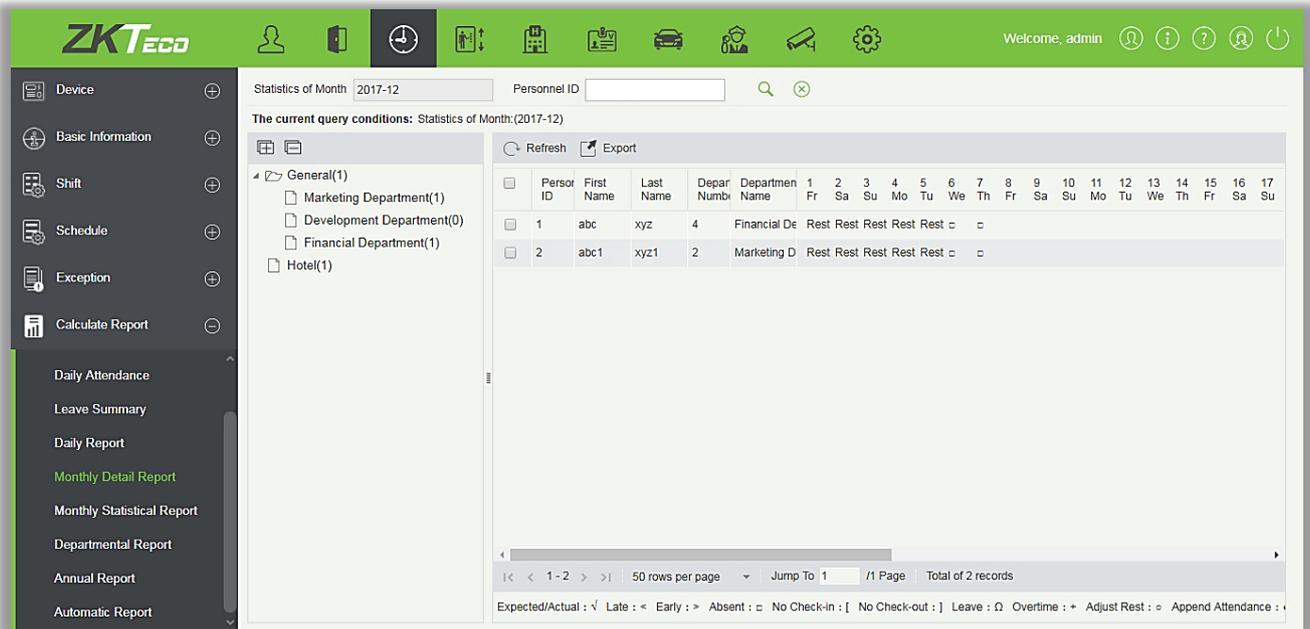
Created from ZKBioSecurity software. All rights reserved.

1/2

5.6.5 Daily Report

This function is used to get the daily report within the specified range of date and time attendance details of personnel, including attendance, late arrival, early leaving, overtime and so on.

attendance status and characters, and summarizes the actual attendance time, absence, leave, business trips and outings in the month.

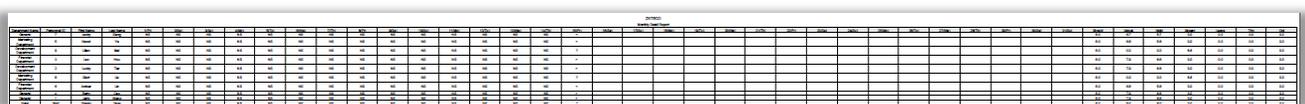
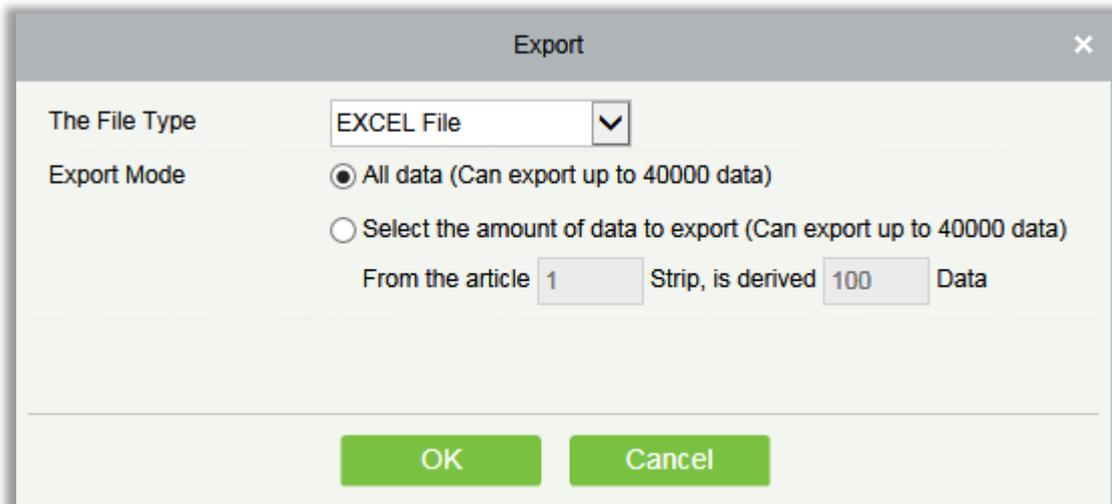


The attendance status is displayed as per following priority at the bottom of the interface:



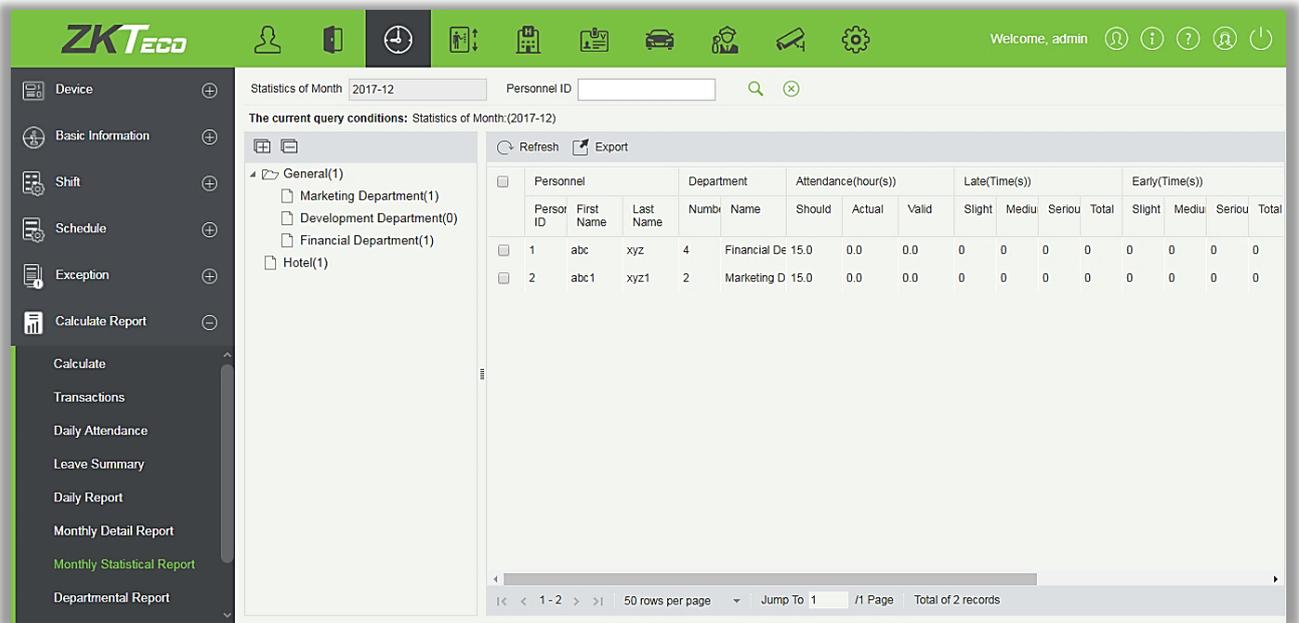
● **Export**

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.



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.



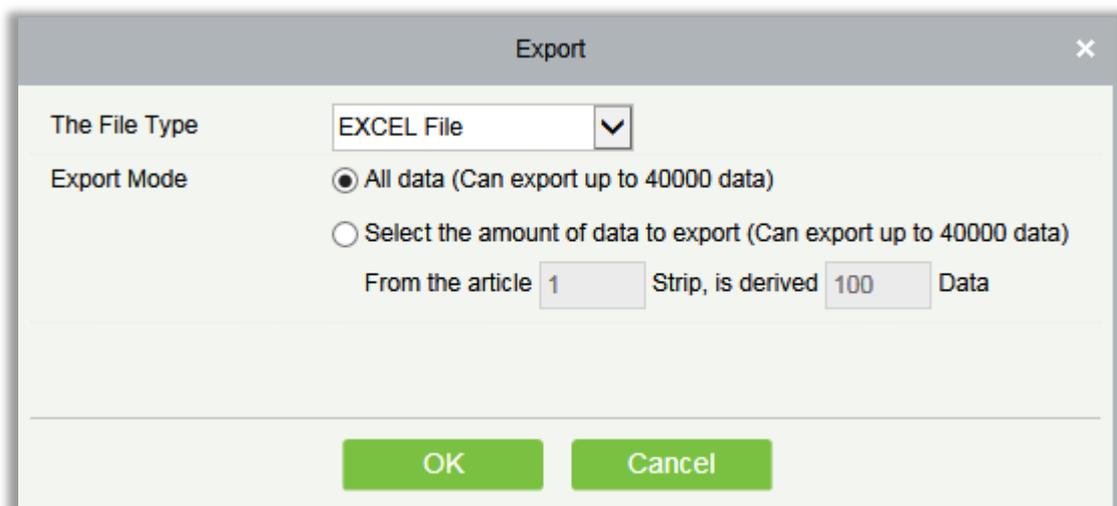
The screenshot shows the ZKTeco software interface. The top navigation bar includes the ZKTeco logo, user profile, and various system icons. The main content area is titled "Statistics of Month: 2017-12" and includes a search bar for "Personnel ID". Below this, there are options to "Refresh" and "Export". A tree view on the left shows the organizational structure: General(1), Marketing Department(1), Development Department(0), Financial Department(1), and Hotel(1). The main table displays the following data:

Personnel ID	First Name	Last Name	Numbr	Name	Attendance(hour(s))			Late(Time(s))			Early(Time(s))				
					Should	Actual	Valid	Slight	Mediu	Seriou	Total	Slight	Mediu	Seriou	Total
1	abc	xyz	4	Financial De	15.0	0.0	0.0	0	0	0	0	0	0	0	0
2	abc1	xyz1	2	Marketing D	15.0	0.0	0.0	0	0	0	0	0	0	0	0

At the bottom of the table, there are pagination controls: "50 rows per page", "Jump To 1", "/1 Page", and "Total of 2 records".

● 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 "Export" dialog box contains the following fields and options:

- The File Type:** A dropdown menu set to "EXCEL File".
- Export Mode:** Two radio button options: "All data (Can export up to 40000 data)" (selected) and "Select the amount of data to export (Can export up to 40000 data)".
- Range Selection:** Two input fields: "From the article" with the value "1" and "Strip, is derived" with the value "100".
- Data:** A label "Data" positioned to the right of the range selection fields.
- Buttons:** "OK" and "Cancel" buttons at the bottom.

ZKTeco Monthly Statistical Report																							
Personnel	Personnel ID	Last Name	Number	Department	Name	Attendance(hour(s))			Late(Time(s))			Early(Time(s))			Overtime(hour(s))			Absence					
						Should	Actual	Valid	Slight	Medium	Serious	Total	Slight	Medium	Serious	Total	Weekend	Holiday	Total	Week	Week	Holiday	Total
7	Wang	Ya	2	Marketing Department	0.0	6.6	6.6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8	Wang	Ya	2	Marketing Department	0.0	6.6	6.6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
9	Liu	Mei	3	Development Department	0.0	0.0	0.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3	Liu	Hou	4	Financial Department	0.0	7.6	6.6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2	Liu	Tan	3	Development Department	0.0	7.6	6.6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
8	Chen	Liu	2	Marketing Department	0.0	0.0	0.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
8	Amber	Lin	4	Financial Department	0.0	6.6	6.6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
4	Wang	Yan	1	General	0.0	7.6	6.6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
16	Wang	Yan	1	General	0.0	7.6	6.6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
260	Shen	Yan	1	General	0.0	7.6	6.6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total					0.0	6.6	6.6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

5.6.8 Departmental Report

Select the date to get the detail record of all the department. Details include, details of all personnel in the department, attendance, late, leaving early, and so on.

The screenshot shows the ZKTeco software interface. The top navigation bar includes the ZKTeco logo and various icons. The left sidebar contains a menu with options: Device, Basic Information, Shift, Schedule, Exception, Calculate Report, Daily Attendance, Leave Summary, Daily Report, Monthly Detail Report, Monthly Statistical Report, Departmental Report (highlighted), Annual Report, and Automatic Report. The main content area displays 'Statistics of Month: 2017-12'. Below this, there are options for 'Refresh' and 'Export'. A tree view on the left shows a hierarchy: General(1) -> Marketing Department(1) -> Development Department(0) -> Financial Department(1) -> Hotel(1). The main table displays the following data:

Department	Name	Attendance(hour(s))			Late(Time(s))			Early(Time(s))			Overtime(hour(s))					
		Numbr	Should	Actual	Valid	Slight	Mediu	Seriou	Total	Slight	Mediu	Seriou	Total	Week	Week	Holida
2	Marketing D	15.0	0.0	0.0	0	0	0	0	0	0	0	0	0.0	0.0	0.0	0.0
4	Financial De	15.0	0.0	0.0	0	0	0	0	0	0	0	0	0.0	0.0	0.0	0.0

At the bottom of the table, there is a pagination bar showing '50 rows per page', 'Jump To 1 / 1 Page', and 'Total of 2 records'.

● Export

It will export the department 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 screenshot shows the 'Export' dialog box. It has a title bar with 'Export' and a close button. The dialog contains the following fields and options:

- The File Type:** A dropdown menu set to 'EXCEL File'.
- Export Mode:** Two radio button options:
 - All data (Can export up to 40000 data)
 - Select the amount of data to export (Can export up to 40000 data)
- From the article:** A text input field containing the number '1'.
- Strip, is derived:** A text input field containing the number '100'.
- Data:** A label at the end of the 'Strip, is derived' field.

At the bottom of the dialog, there are two buttons: 'OK' and 'Cancel'.

ZKTECO Departmental Report																				
Number	Department	Attendance(hour(s))			Late(Time(s))				Early(Time(s))			Overtime(hour(s))				Exception(hour(s))				
		Should	Actual	Valid	Slight	Medium	Serious	Total	Slight	Medium	Serious	Total	Weekly	Weekly	Weekly	Total	Absent	Leave	Trip	Out
1	General	24.0	22.6	19.0	0	0	0	0	0	0	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
1	Hotel	8.0	8.0	8.0	0	0	0	0	0	0	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
3	Development Department	16.0	7.9	6.6	0	0	0	0	0	0	0	0	0.0	0.0	0.0	0.0	6.6	0.0	0.0	0.0
2	Marketing Department	16.0	6.8	5.8	0	0	0	0	0	0	0	0	0.0	0.0	0.0	0.0	6.8	0.0	0.0	0.0
4	Finance Department	16.0	14.7	12.3	0	0	0	0	0	0	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

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.

● 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.

ZKTeco Annual Report																						
ID	Personal		Department	Name	Attendance/Hours			Leave/Timeoff						Sick/Timeoff						Overtime/Hours		
	First Name	Last Name			Number	Stand	Actual	Miss	State	Medical	Excuse	Total	State	Medical	Excuse	Total	Weekly	Month	Total	Actual	Leave	Top
1	John	Smith	1	John	0.0	8.0	0.0	0	0	0	0	0	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
2	David	Lee	2	David	0.0	8.0	0.0	0	0	0	0	0	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
3	Liyan	Wang	3	Liyan	0.0	0.0	0.0	0	0	0	0	0	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
4	Lee	Hsu	4	Lee	0.0	7.0	0.0	0	0	0	0	0	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
5	Luby	Tan	5	Luby	0.0	0.0	0.0	0	0	0	0	0	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
6	Oliver	Lin	6	Oliver	0.0	0.0	0.0	0	0	0	0	0	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
7	Arthur	Lin	7	Arthur	0.0	8.0	0.0	0	0	0	0	0	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
8	Sam	Chen	8	Sam	0.0	7.0	0.0	0	0	0	0	0	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
9	John	Wang	9	John	0.0	7.0	0.0	0	0	0	0	0	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
10	Henry	Wang	10	Henry	0.0	0.0	0.0	0	0	0	0	0	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

5.6.10 Automatic Report

Automatic report supports Through the set, at a fixed daily, monthly points, the report is packaged as attachments, to achieve the designated personnel (department, regional staff) to send mail.

(1) Click [Attendance] > [Calculate Report] > [Auto Report] to enter the automatic report page:

The screenshot shows the ZKTeco software interface. The top navigation bar includes the ZKTeco logo, user profile, and system status. The left sidebar contains a menu with options: Device, Basic Information, Shift, Schedule, Exception, Calculate Report, Daily Attendance, Leave Summary, Daily Report, Monthly Detail Report, Monthly Statistical Report, Departmental Report, Annual Report, and Automatic Report. The 'Calculate Report' menu is expanded, showing the 'Automatic Report' option. The main content area displays the 'Automatic Report' configuration page, which includes a 'File Name' input field, a 'Report Type' dropdown menu, and a 'More' button. Below this, there are options for 'Refresh', 'New', 'Delete', 'Export', 'Enable', and 'Disabled'. A table with columns for 'File Name', 'Report Type', 'File Type', 'Content Format', 'Send Freq', 'Time Send Interval', 'Mail Receiver Type', 'Mail Receiver', 'Mail Title', 'Mail Body', and 'Status' is visible. At the bottom, there is a pagination control showing '50 rows per page', 'Jump To 1 / 0 Page', and 'Total of 0 records'.

(2) Click [New] to enter the automatic report addition page:

According to the need set parameters as required. The fields explanation are as follows:

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}00 {personPin}01 {personName}02 {attDatetime}03.

Mail delivery time settings: Set the frequency of the report from the drop-down list as day or month;

By Day: You can set a maximum of 6 time points per day, and only once per hour;

- It can only be set in increasing order of time;
- The minute set in first time point will be same for all other five time points.

The screenshot shows the 'Mail Delivery time Settings' dialog box. The 'Send Frequency' is set to 'By Day'. Below this, there is a list of five time points, each with a dropdown for the hour and a dropdown for the minute. All minutes are set to '02'.

Time Point	Hour	Minute
04	02	02
08	02	02
13	02	02
15	02	02
20	02	02
23	02	02

By Month: It support the last day of each month, the first day of each month, the specific date drop-down box to select 1 to 28;

The screenshot shows the 'Mail Delivery time Settings' dialog box. The 'Send Frequency' is set to 'By Month'. Below this, there are three radio buttons: 'Last day of the month', 'First day of the month', and 'Specific Date'. The 'Specific Date' radio button is selected. To the right of the 'Specific Date' radio button is a dropdown menu showing '--' and the text '(1-28)'.

Mail setting: Set the details of receiver mail;

- Receiver settings: Set the receiver as per below options;
 - Set by Personnel: Enter the E-mail address in text box, and if more than one email is there, then put ":" to separate the e-mails.
 - Set by Department: Select a department from the department hierarchy;
 - Set by Area: 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;

After setting, click [OK] to save and return to the page for automatic report. In this case, the newly added automatic report configuration information will be displayed in the automatic report list. By default, the scheduled task will start.

File Name Report Type More

The current query conditions: None

Enable Disabled

<input type="checkbox"/>	File Name	Report Type	File Type	Content Format	Send Freq	Time Send Interval	Mail Receiver Type	Mail Receiver	Mail Title	Mail Body
<input type="checkbox"/>	Test	Daily Attendance	TXT	{deptName}00{personPin}0	month	firstDayOfMonth	Department	1	Report	

● Export

It will export the automatic report data. Currently it can be exported either in three types of file EXCEL / PDF / CSV. You can also choose the amount of data to be exported or select the maximum amount which supports up to 40,000 records.

Export ✕

The File Type

Export Mode

All data (Can export up to 40000 data)

Select the amount of data to export (Can export up to 40000 data)

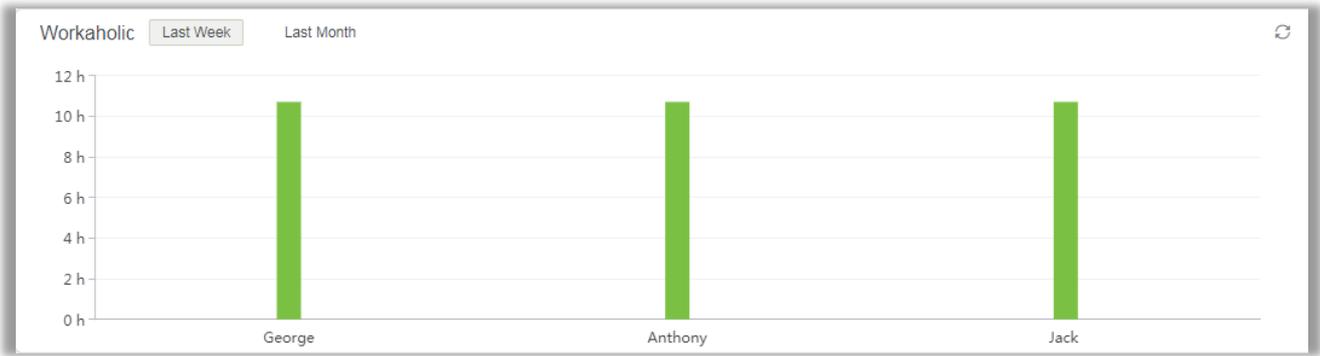
From the article Strip, is derived Data

ZKTECO Automatic Report										
File Name	Report Type	File Type	Content Format	Send Frequency	Time Send Interval	Mail Receiver Type	Mail Receiver	Mail Title	Mail Body	Status
transactions	Transactions	TXT	{deptName}00 {personPin}01 {deviceSn}02 {areaName}04 {attDatetime}05	Day	17:00:	Area	1	Area Report	ABCDEFG	Enable
Daily	Daily Attendance	TXT	{deptName}00 {personPin}01 {deviceSn}02 {areaName}04 {attDatetime}05	Day	17:10:	Personnel	212@qq.com	Personnel Report	ABCDEFG	Enable
Report	Transactions	TXT	{deptName}00 {personPin}01 {deviceSn}02 {areaName}04 {attDatetime}05	Day	17:20:	Department	1	General Report	ABCDEFG	Enable

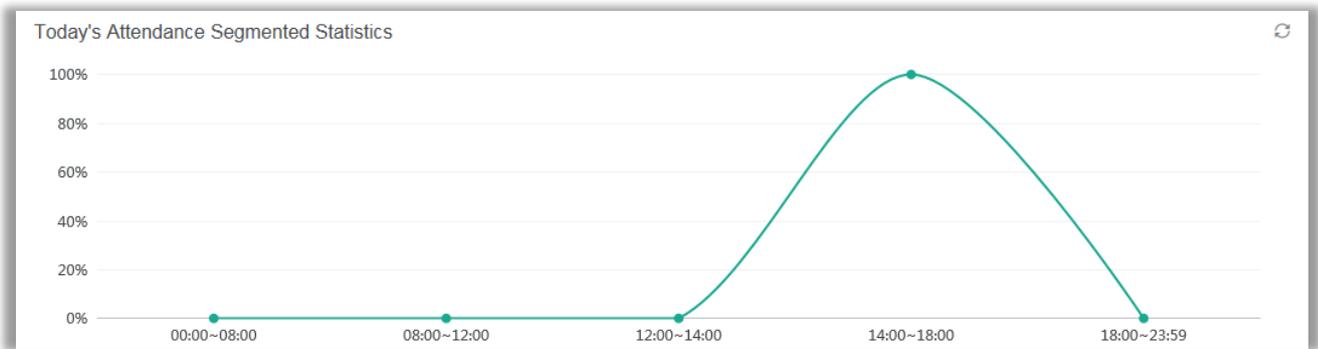
5.7 Homepage Panel

5.4.1 Workaholic

It will display the personnel with the highest actual working hour for the last week or month.



5.4.2 Today's Attendance Segmented Statistics



Statistics is based on this formula; (The number of punch in each time period) / (the total number of punch from 0:00 - current time) × 100%.

The time period is divided into [00: 00 ~ 08: 00, 08: 00 ~ 12: 00, 12: 00 ~ 14 : 00, 14:00 - 18:00, 18:00 ~ 23:59].

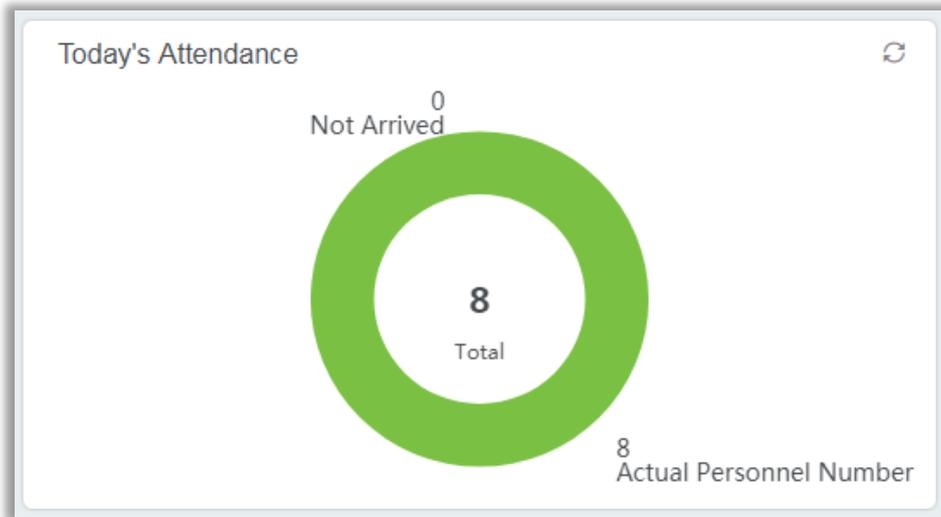
5.4.3 Today's attendance

It displays the status of today's attendance in a pie chart style

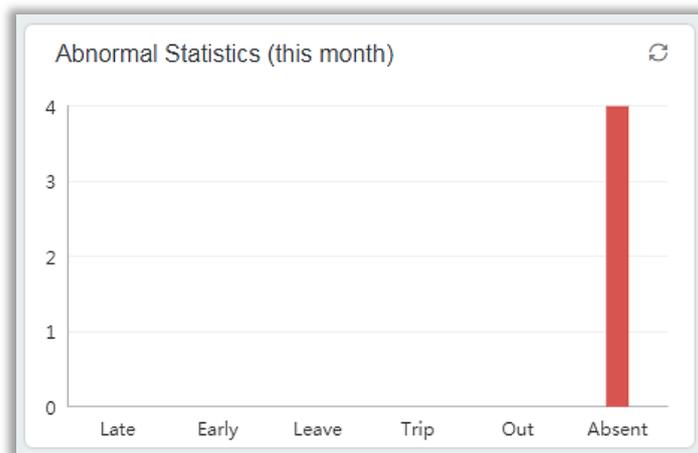
Actual Personnel number are the personnel who has checked in.

Not Arrived are the personnel who hasn't checked in.

The total number of personnel is Actual Personnel number plus Not arrived.



5.4.4 Abnormal Statistics (this month)



Abnormal Statistics (this month) includes statistics from 1st of present month to the current date. It will display six unusual circumstances Late, Early, Leave, Trip, Out, and Absent.

6. Elevator

The following is the manual of online elevator control. If you are using offline elevator control, please refer to [Offline Elevator Control Manual](#).

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

6.1 Elevator Device

6.1.1 Add an Elevator Device

There are two ways to add Elevator Devices.

- Add Device by manually

(1) Click [Elevator Device] > [Device] > [New] on the Action Menu, the following interface will be shown:

TCP/ IP communication mode

RS485 communication mode

The image displays two side-by-side screenshots of a software interface for adding a new elevator device. Both windows are titled 'New' and have a close button (X) in the top right corner. The left window is for 'TCP/IP' communication mode, with the radio button selected. It includes fields for 'Device Name*', 'IP Address*', 'Communication port*' (set to 4370), 'Communication Password', 'Number of expansion board' (set to 0), 'Each expansion board relay number' (set to 16), and 'Area*' (a dropdown menu). A checkbox for 'Clear Data in the Device when Adding' is unchecked. A warning message at the bottom states: '[Clear Data in the Device when Adding] will delete data in the device (except event record), please use with caution!'. The right window is for 'RS485' communication mode, with the radio button selected. It includes fields for 'Device Name*', 'Serial Port Number*' (set to COM1), 'RS485 Address*' (with a '(Range1-63)' note), 'RS485 Address Code' (set to ON, with a 'KE' label and a row of 8 indicator lights), 'Baud Rate*' (set to 38400), 'Communication Password', 'Number of expansion board' (set to 0), 'Each expansion board relay number' (set to 16), and 'Area*' (a dropdown menu). A checkbox for 'Clear Data in the Device when Adding' is unchecked. A warning message at the bottom states: '[Clear Data in the Device when Adding] will delete data in the device (except event record), please use with caution!'. Both windows have three buttons at the bottom: 'Save and New', 'OK', and 'Cancel'.

IP Address: Enter the IP Address of the elevator device.

Communication port: The default is 4370.

Serial Port No.: COM1~COM254.

RS485 Address: The machine number, range 1-255. When Serial Port No. is same, it is not allowed to

set repeated RS485 addresses.

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

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

Common options:

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

Communication Password: The max length is 6 with numbers or letters. The initialized device's communication password is blank.

Note: You do not need to input this field if it is a new factory device or just after the initialization.

Number of expansion board: The expansion board number of elevator device controlling.

Each expansion board relay number: Each expansion board has 16 relays.

Area: Specify areas of devices. After Area Setting, devices (doors) can be filtered by area upon Real-Time Monitoring.

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

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

(2) After editing, click [OK], and the system will try to connect the current device.

If successful connect, it will read the corresponding extended parameters of the device and save.

Note: When deleting a new device, the software will clear all user information, time zones, holidays, and elevator access levels settings from the device, except the events record (unless the information in the device is unusable, or it is recommended not to delete the device in used to avoid the loss of information).

Elevator Controller Settings:

✧ TCP/ IP Communication Requirements

Support and enable TCP/ IP communication, directly connect device to the PC or connect to the local network, query IP address and other information of the device;

✧ RS485 Communication Requirements

Support and enable RS485 communication, connect device to PC by RS485, query the serial port number, RS485 machine number, baud rate and other information of the device.

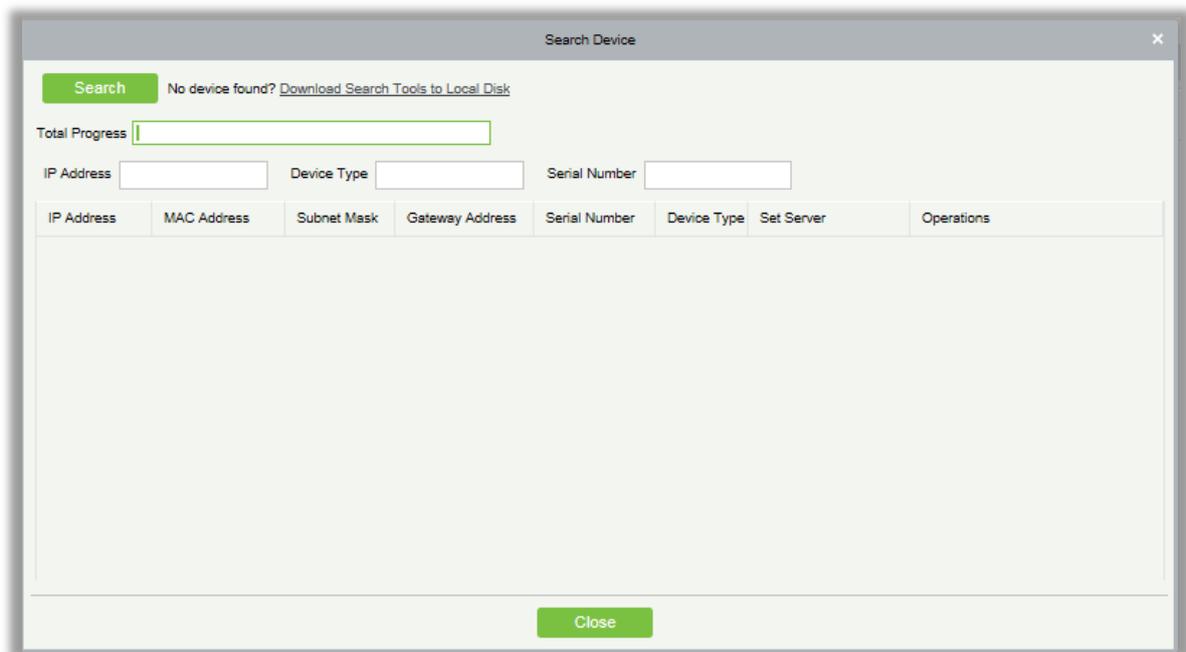
2. Add Device by Searching Elevator Controllers

Search the elevator device in the Ethernet.

(1) Click [Elevator Device] > [Device] > [Search Device], to show the Search interface.

(2) Click [Search], and it will prompt [searching.....].

(3) After searching, the list and total number of elevator devices will be displayed.



Note: Here we use UDP broadcast mode to search elevator devices, this mode cannot perform cross-Router function. IP address can be cross-net segment, but must belong to the same subnet, and needs to be configured the gateway and IP address in the same net segment.

(4) Click [Add Device] behind the device, and a dialog box will pop up. Enter self-defined device name, and click [OK] to complete device adding.

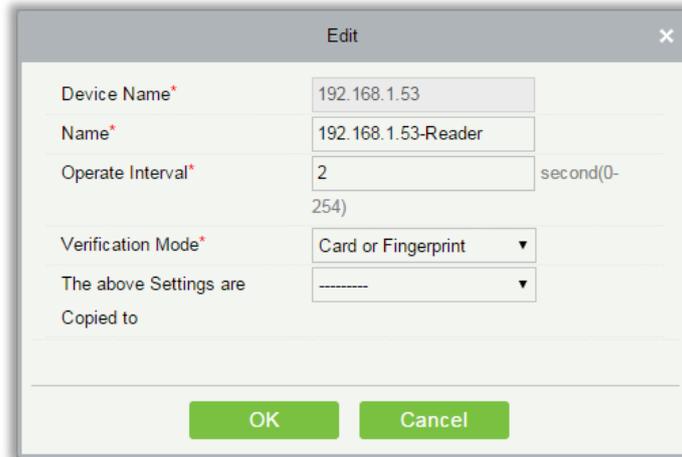
(5) The default IP address of the elevator device may conflict with the IP of a device on the Local network. You can modify its IP address: Click [Modify IP Address] behind the device and a dialog box will open. Enter the new IP address and other parameters (**Note:** Configure the gateway and IP address in the same net segment).

Note: The system cannot add Elevator Devices automatically.

6.1.2 Reader

Each elevator device has a reader, the reader information can be set.

Click [Elevator Device] > [Reader], select a reader name in the reader list:



Fields are as follows:

Device Name: It is not editable.

Name: The default format is "Device Name - Reader", it is editable within 30 characters.

Operate Interval: The interval between two verifications. The default value is 2 seconds, the range is 0~254 seconds.

Verification Mode: The default setting is "Card or Fingerprint". The Wiegand reader supports "Only Card", "Only Password", "Card or Password", "Card and Password", "Card or Fingerprint". The RS485 reader supports "Card or Fingerprint". Make sure the reader has a keyboard when the verification mode is "Card and Password".

The above Settings are Copied to:

All Readers of All Devices: Apply the above settings to all readers within the current user's level.

Click [OK] to save and exit.

6.1.3 Floor

Click [Elevator Device] > [Floor], select a floor name in the list to click [Edit]:

Field Name	Value
Device Name	192.168.1.53
Floor Number	1
Floor Name*	192.168.1.53-1
Floor Active Time Zone*	24-Hour Accessible
Floor Passage Mode	-----
Time Zone	
Button Open Duration*	5 second(0-254)
The above Settings are Copied to	-----

Fields are as follows:

Device Name: It is not editable.

Floor Number: The system automatically numbered according to the number of relays.

Floor Name: The default setting is "Device Name- Floor Number", it is editable within 30 characters.

Floor Active Time Zone, Floor Passage Mode Time Zone: The default setting is Null. The Floor Active Time Zones that are initialized or newly added by users will be displayed here so that users can select a period. When editing a floor, the Floor Active Time Zone must be specified. The key for closing the related floor can be released continuously only after the effective periods of this floor are specified. Floor Passage Mode Time Zone takes effect only within the floor effective period. It is recommended that the floor continuous release period be included in the floor effective period.

Button Open Duration: It is used to control the time period to press floor button after verification. The default value is 5 seconds; the range is 0~254 seconds.

The above Settings are Copied to: Including below two options.

- ✧ **All Floors of Current Device:** To apply the above settings to all floors of the current elevator device.
- ✧ **All floors of all Devices:** To apply the above settings to all floors within the current user's level.

6.1.4 Auxiliary Input

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

1. Click [Elevator Device] > [Auxiliary Input] on the Action Menu, enter into the following page:
2. Click [Edit] to modify the parameters:

Fields are as follows:

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

Printed Name: The printing name in the hardware, for example IN9.

3. Click [Edit] to modify the name and remark. Others are not allowed to edit here.

6.1.5 Event Type

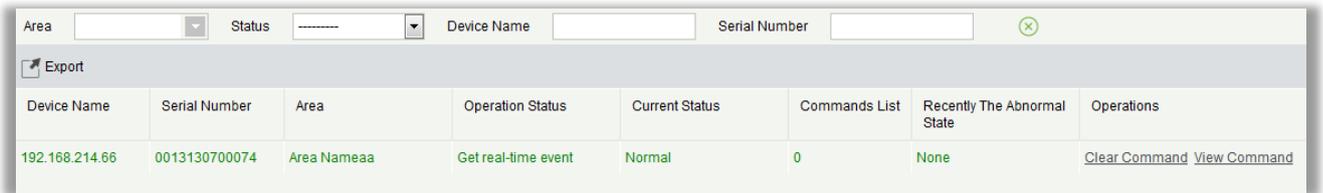
Display the event types of the elevator devices. Click [Elevator Device] > [Event], the following page is displayed:

Refresh				
Event Name	Event No.	Event Level	Device Name	Serial No.
Normal Punch Open	0	Normal	192.168.90.235	0013130700074
Punch during Passage Mode Time Zone	1	Normal	192.168.90.235	0013130700074
Open during Passage Mode Time Zone	5	Normal	192.168.90.235	0013130700074
Remote Release	8	Normal	192.168.90.235	0013130700074
Remote Locking	9	Normal	192.168.90.235	0013130700074
Disable Intraday Passage Mode Time Zone	10	Normal	192.168.90.235	0013130700074
Enable Intraday Passage Mode Time Zone	11	Normal	192.168.90.235	0013130700074
Normal Fingerprint Open	14	Normal	192.168.90.235	0013130700074
Press Fingerprint during Passage Mode Time Zone	16	Normal	192.168.90.235	0013130700074
Operate Interval too Short	20	Exception	192.168.90.235	0013130700074
Button Inactive Time Zone(Punch Card)	21	Exception	192.168.90.235	0013130700074
Illegal Time Zone	22	Exception	192.168.90.235	0013130700074
Access Denied	23	Exception	192.168.90.235	0013130700074
Disabled Card	27	Exception	192.168.90.235	0013130700074
Card Expired	29	Exception	192.168.90.235	0013130700074
Password Error	30	Exception	192.168.90.235	0013130700074
Press Fingerprint Interval too Short	31	Exception	192.168.90.235	0013130700074

More details about Event Type, please refer to [Elevator Event Type](#).

6.1.6 Device Monitoring

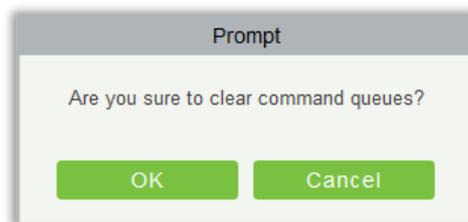
By default, it monitors all devices within the current user's level, click [Elevator Device] > [Device Monitoring], and lists the operation information of devices: Device Name, Serial No., Area, Operation Status, current status, commands List, and Related Operation.



The screenshot shows a web interface for device monitoring. At the top, there are search filters for Area, Status, Device Name, and Serial Number. Below the filters is an 'Export' button. The main content is a table with the following data:

Device Name	Serial Number	Area	Operation Status	Current Status	Commands List	Recently The Abnormal State	Operations
192.168.214.66	0013130700074	Area Nameaa	Get real-time event	Normal	0	None	Clear Command View Command

You can clear command as required. Click [Clear Command] behind the corresponding device:



Click [OK] to clear.

Notes:

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

6.1.7 Real-Time Monitoring

Click [Elevator Device] > [Real-Time Monitoring], real-time monitor the status and real-time events of elevator controllers in the system, including normal events and abnormal events (including alarm events). Real-Time Monitoring interface is shown as follows:

Time	Area Name	Device Name	Event Point	Event Description	Card Number	Person	Reader Name	Verification Mode
2017-02-10 16:11:12	Area Name: 192.168.214.66(00131)	192.168.214.66-2		Remote Release				Other
2017-02-10 16:11:12	Area Name: 192.168.214.66(00131)	192.168.214.66-1		Remote Release				Other
2017-02-10 16:11:01	Area Name: 192.168.214.66(00131)	192.168.214.66-Read		Disabled Card	2338484	2829(xinxiao yang)	192.168.214.66-Read	Card or Fingerprint
2017-02-10 16:10:47	Area Name: 192.168.214.66(00131)	192.168.214.66-Read		Disabled Card	2338484	2829(xinxiao yang)	192.168.214.66-Read	Card or Fingerprint
2017-02-10 16:10:44	Area Name: 192.168.214.66(00131)	192.168.214.66-Read		Disabled Card	2338484	2829(xinxiao yang)	192.168.214.66-Read	Card or Fingerprint

Total Received:5 ● Normal:2 ● Exception:3 ● Alarm:0 [Clear Rows Data](#) [Play Audio](#) [Show Photos](#)

1. Event Monitoring

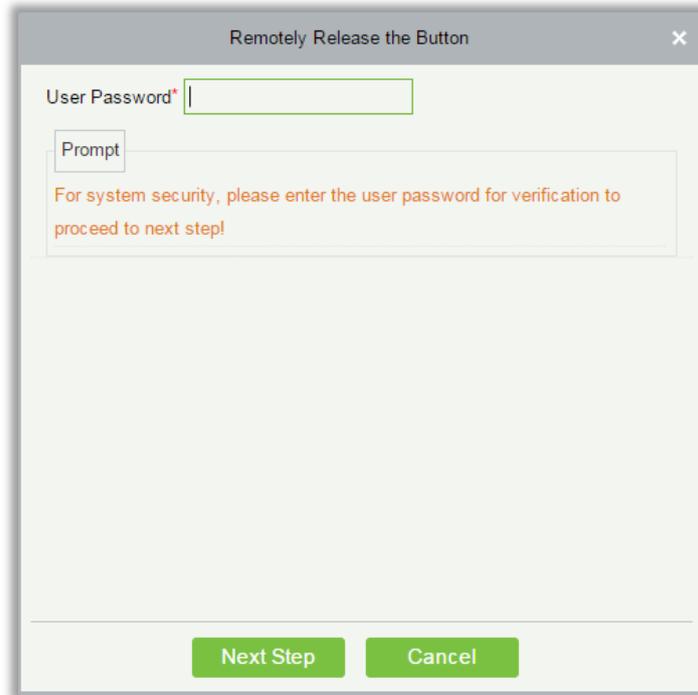
System automatically acquires monitored device event records (by default, display 200 records), including normal and abnormal elevator control events (including alarm events). Normal events appear in green, alarm events appear in red, other abnormal events appear in orange.

Monitor Area: All floors with elevator controller in the system is monitored by default, you can target to monitor one or more floors by Area, Status, Device Name and Serial NO.

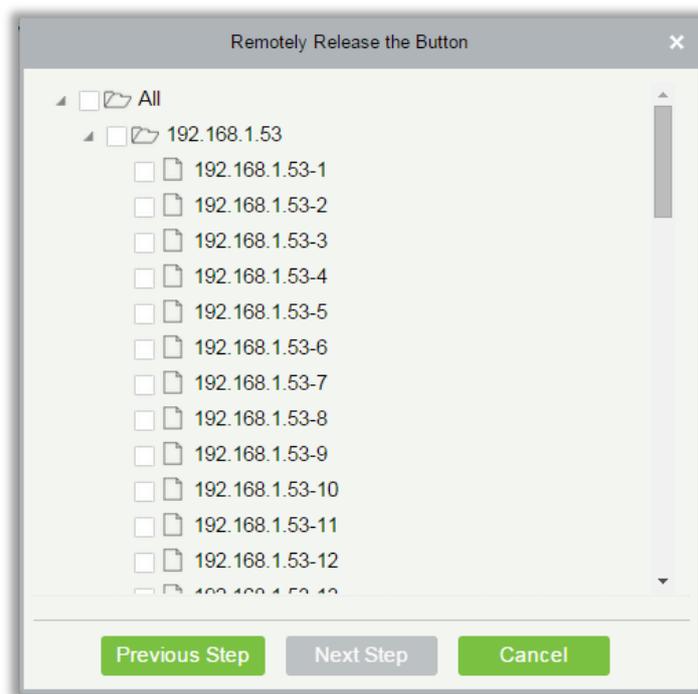
Show Photos: If Real-Time Monitoring is involved in a person, the monitor displays the personal photo (if no photo is registered, display default photo). The event name, time and name are displayed.

2. Remotely Release Button

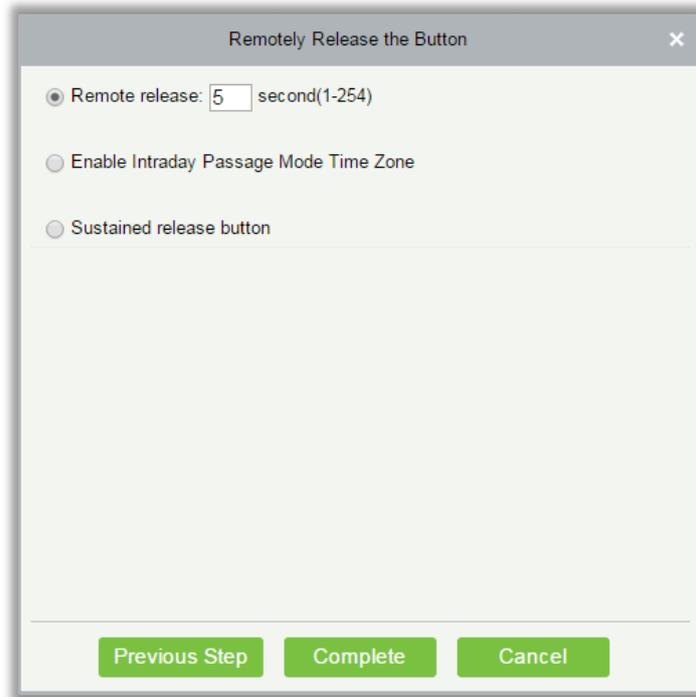
Click [Remotely Release Button]:



Input the user password (the system logging password), click [Next Step]:



Select the floor, and click [Next Step]:



Fields are as follows:

Remote Release: It determines whether the key corresponding to the selected floor can be pressed. You can customize the key release duration (15s by default), or select Enable Intraday Passage Mode Time Zone. You can also directly set the current status of the floor to continuously release. In this case, the floor is not subject to restrictions of any periods, including Floor Active Time Zone, Floor Passage Mode Time Zone, and Button Open Duration. That is, the floor will be continuously released in 24 hours every day.

Enable Intraday Passage Mode Time Zone: To close a floor, you must first set Disable Intraday Passage Mode Time Zone to prevent the case that the floor is opened because other continuous open periods take effect. Then, you need to set to close the Remote Lock Button.

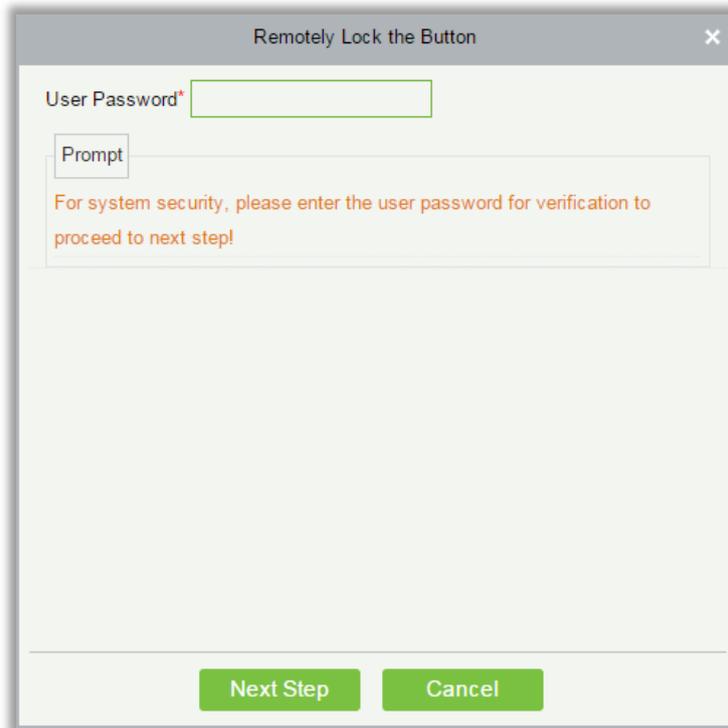
Sustained Release Button: The floor that is set to the continuously release state is not subject to restrictions of any periods, that is, the floor will be continuously released in 24 hours every day. To close the floor, you must select Disable Intraday Passage Mode Time Zone.

Note: If a failure message is always returned for the remote release key, check whether there are too many currently disconnected devices on the device list. If yes, check the network connection.

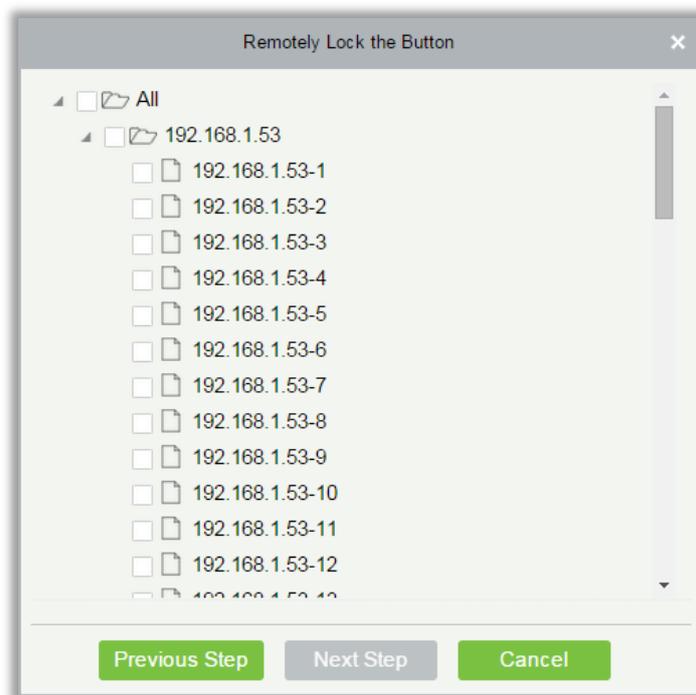
Select the options, click [Complete] to finish enabling the button.

2. Remotely Lock Button

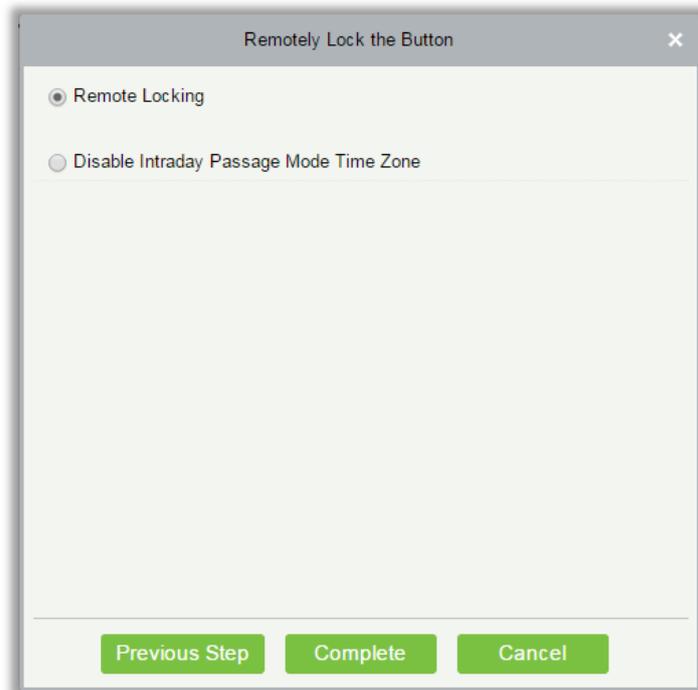
Click [Remotely Lock Button]:



Input the user password (the system logging password), click [Next Step]:



Select the floor, and click [Next Step]:



Fields are as follows:

Remote Locking: Lock the remotely released button.

Note: If a failure message is always returned for the remote lock key, check whether there are too many currently disconnected devices on the device list. If yes, check the network connection.

Select the options, click [Complete] to finish enabling the button.

6.2 Elevator Rules

It can control buttons of a common elevator and implement unified management on people going in or coming out of each floor through the elevator controller on the computer management network. You can set the rights of registered personnel for operating floor buttons on the elevator.

6.2.1 Time Zones

1. Add Elevator Control Time Zone

(1) Click [Elevator] > [Time Zones] > [New] to enter the time zone setting interface:

The screenshot shows a 'New' dialog box with the following structure:

- Time Zone Name***: A text input field.
- Remark**: A larger text input field.
- Table**: A table with columns for 'Date', 'Interval 1', 'Interval 2', and 'Interval 3'. Each interval column has sub-columns for 'Start Time' and 'End Time'. The rows include days of the week (Monday-Sunday) and three 'Holiday Type' categories. All cells in the table contain '00 : 00'.
- Copy Monday's Setting to Others Weekdays:** A checkbox.
- Buttons**: 'Save and New', 'OK', and 'Cancel' buttons at the bottom.

The parameters are as follows:

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

Remarks: Detailed description of the current time zone, including explanation of current time zone and primary applications. The field is up to 50 characters.

Interval and Start/ End Time: One Elevator Control Time Zone includes 3 intervals for each day in a week, and 3 intervals for each of the three Holidays. Set the Start and End Time of each interval.

Setting: If the interval is Normal Open, just enter 00:00-23:59 as the interval 1, and 00:00-00:00 as the interval 2/3. If the interval is Normal Close: All are 00:00-00:00. If only using one interval, user just needs to fill out the interval 1, and the interval 2/3 will use the default value. Similarly, when only using the first two intervals, the third interval will use the default value. When using two or three intervals, user needs to ensure two or three intervals have no time intersection, and the time shall not span 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. The holiday type is optional. If the user does not enter one, system will use the default value.

Copy on Monday: You can quickly copy the settings of Monday from Tuesday to Sunday.

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

2. Maintenance of Elevator Time Zones

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

Delete: Click the [Delete] button under Related Operation, then click [OK] to delete, or click [Cancel]

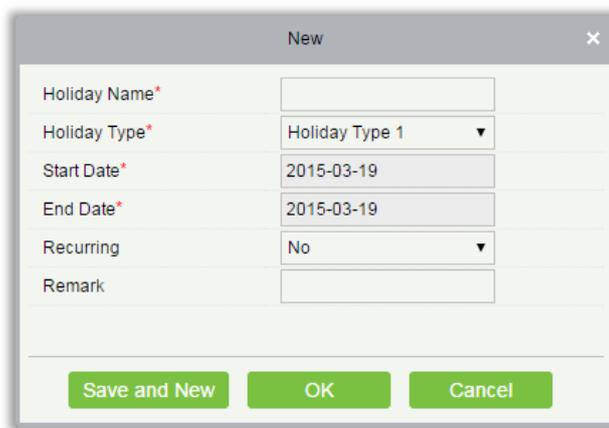
to cancel the operation. A time zone in use cannot be deleted. Or tick the check boxes before one or more time zones in the list, and click the [Delete] button over the list, then click [OK] to delete, click [Cancel] to cancel the operation.

6.2.2 Holidays

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

● Add

(1) Click [Elevator] > [Holidays] > [Add] to enter edit interface:



Fields are as follows:

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

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

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

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

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

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

● Modify

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

- **Delete**

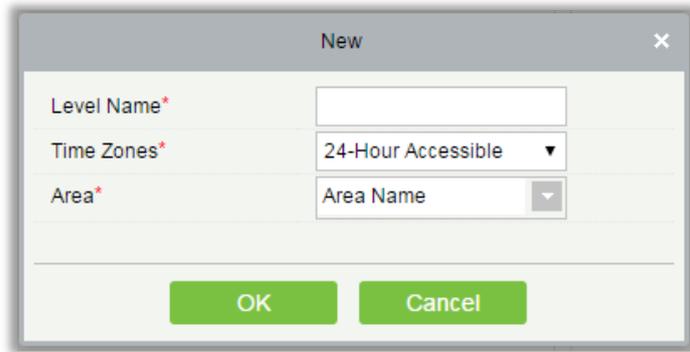
In the access control holiday list, click [Delete] button under Operations. Click [OK] to delete, click [Cancel] to cancel the operation. An Elevator Holiday in use cannot be deleted.

6.2.3 Elevator Levels

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

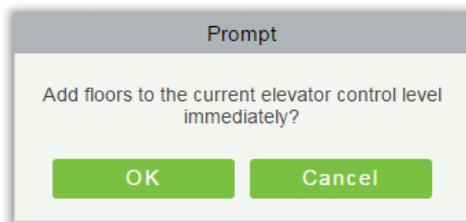
- **Add**

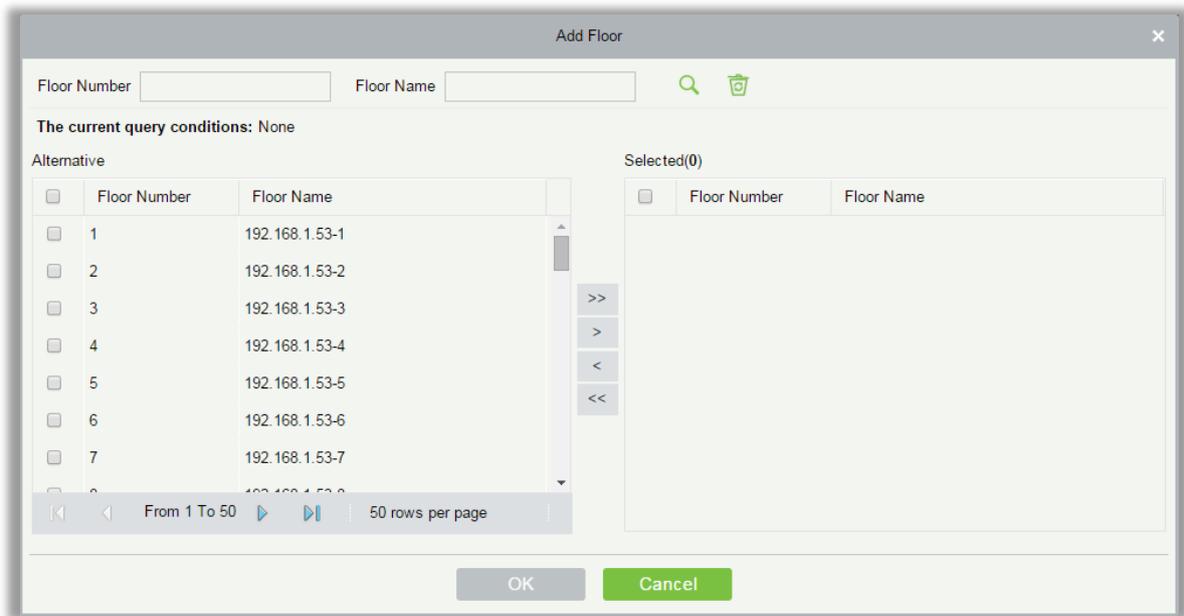
1. Click [Elevator] > [Access Levels] > [Add] to enter the Add Levels editing interface:



2. Set each parameter: Level Name (unrepeatable), Time Zone and Area.

3. Click [OK], the system prompts "Add floors to the current elevator control level immediately", click [OK] to add floors, click [Cancel] to return the elevator levels list. The added level is displayed in the list.





Note: Different floors of different elevator controllers can be selected and added to an elevator level.

● **Set Access By Levels**

Add/Delete Personnel for Selected Levels:

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

● **Set Access By Employee**

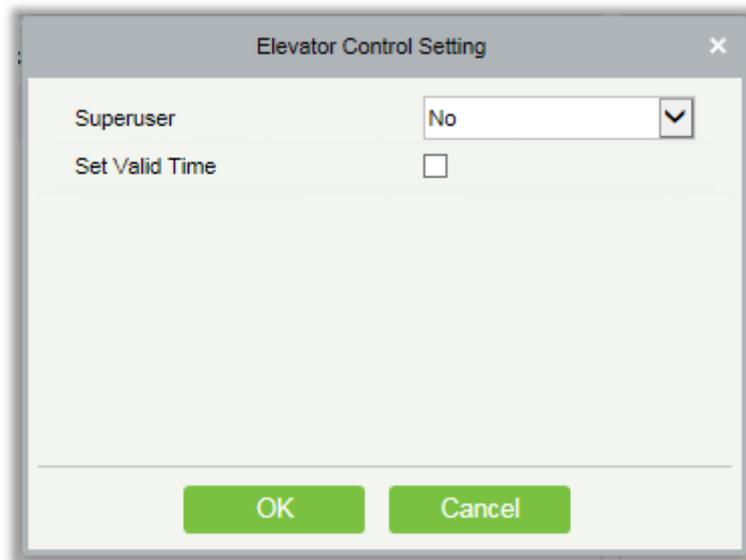
Add selected personnel to selected elevator levels, or delete selected personnel from the elevator levels.

Add/Delete levels for Selected Personnel:

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

Setting levels for Selected Personnel:

(1) Select a person in the list on the left and click [Elevator Control Setting]. The following page is displayed:



The screenshot shows a dialog box titled "Elevator Control Setting". It has a close button (X) in the top right corner. The dialog contains two settings: "Superuser" with a dropdown menu currently set to "No", and "Set Valid Time" with an unchecked checkbox. At the bottom of the dialog, there are two green buttons: "OK" and "Cancel".

(2) Set access control parameters and click [OK] to save the setting.

- **Set Access By Department**

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

6.2.4 Global Linkage

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

- **Add**

1. Click [Elevator] > [Elevator] > [Global Linkage] > [New]:

The fields are as follows:

Linkage Name: Set a linkage name.

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

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

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

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

Video Linkage:

✧ **Pop up video:** Whether to set the pop-up preview page in real-time monitoring, and set the pop-long.

✧ **Video:** Enable or disable background video recording, and set the duration of background video recording.

✧ **Capture:** Enable or disable background snapshot

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

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

✎ **Note:** It is not allowed to set the same linkage setting at input point and output point. The same device permits consecutive logical linkage settings. The system allows you to set several trigger conditions for a linkage setting one time.

6.2.5 Parameters

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

Type of Getting Transactions

- **Periodically**

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

- **Set the Time For Obtaining New Transactions**

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

The Real Time Monitoring Page Pop-up Staff Photo Size: When an access control event occurs, the personnel photo will pop up, set the size of the pop-up photos, the range is 80-500px.

6.3 Elevator Reports

Includes “All transactions” and “All Exception Events”. You can export after querying.

6.3.1 All Transactions

Because the data size of elevator access control event records is large, you can view elevator access control events as specified condition when querying. By default, the system displays latest three months transactions.

Click [Reports] > [All Transactions] to view all transactions:

Time	Device	Event Point	Event Description	Media File	Personnel ID	First Name	Last Name	Card Number	Department	Reader Name	Verification Mode
2015-05-22 17:01:00	192.168.60.53	192.168.60.53-1	Normal Punch Open		11	jolly	wei	3406918	General	192.168.60.53-Ri	Card or Passw
2015-05-22 17:01:00	192.168.60.53	192.168.60.53-1	Trigger global linkage		11	jolly	wei	3406918	General	192.168.60.53-Ri	Card or Passw
2015-05-22 17:01:00	192.168.60.53	192.168.60.53-2	Normal Punch Open		11	jolly	wei	3406918	General	192.168.60.53-Ri	Card or Passw
2015-05-22 17:01:00	192.168.60.53	192.168.60.53-2	Trigger global linkage		11	jolly	wei	3406918	General	192.168.60.53-Ri	Card or Passw
2015-05-22 17:00:49	192.168.60.53	192.168.60.53-1	Normal Punch Open		11	jolly	wei	3406918	General	192.168.60.53-Ri	Card or Passw
2015-05-22 17:00:49	192.168.60.53	192.168.60.53-1	Trigger global linkage		11	jolly	wei	3406918	General	192.168.60.53-Ri	Card or Passw
2015-05-22 17:00:49	192.168.60.53	192.168.60.53-2	Normal Punch Open		11	jolly	wei	3406918	General	192.168.60.53-Ri	Card or Passw
2015-05-22 17:00:49	192.168.60.53	192.168.60.53-2	Trigger global linkage		11	jolly	wei	3406918	General	192.168.60.53-Ri	Card or Passw
2015-05-22 16:58:26	192.168.60.53	192.168.60.53-2	Normal Punch Open		11	jolly	wei	3406918	General	192.168.60.53-Ri	Card or Passw

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

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

Time	Device	Event Point	Event Description	Personnel ID	First Name	Last Name	Card Number	Department	Reader Name	Verification Mode	Area	Remark
2017-12-15 10:35:43	192.168.218.65	192.168.218.65-8	Normal Punch Open	3	Leo	Hou	13260079	General	192.168.218.65-Reader	Card or Fingerprint	Area Name	
2017-12-15 10:35:43	192.168.218.65	192.168.218.65-5	Normal Punch Open	3	Leo	Hou	13260079	General	192.168.218.65-Reader	Card or Fingerprint	Area Name	
2017-12-15 10:35:43	192.168.218.65	192.168.218.65-9	Normal Punch Open	3	Leo	Hou	13260079	General	192.168.218.65-Reader	Card or Fingerprint	Area Name	
2017-12-15 10:35:39	192.168.218.65	192.168.218.65-1	Normal Punch Open	1	Jerry	Wang	9505930	General	192.168.218.65-Reader	Card or Fingerprint	Area Name	
2017-12-15 10:35:39	192.168.218.65	192.168.218.65-4	Normal Punch Open	1	Jerry	Wang	9505930	General	192.168.218.65-Reader	Card or Fingerprint	Area Name	
2017-12-15 10:35:39	192.168.218.65	192.168.218.65-3	Normal Punch Open	1	Jerry	Wang	9505930	General	192.168.218.65-Reader	Card or Fingerprint	Area Name	
2017-12-15 10:35:39	192.168.218.65	192.168.218.65-2	Normal Punch Open	1	Jerry	Wang	9505930	General	192.168.218.65-Reader	Card or Fingerprint	Area Name	
2017-12-15 10:35:36	192.168.218.65	192.168.218.65-8	Normal Punch Open	2	Lucky	Tan	13271770	General	192.168.218.65-Reader	Card or Fingerprint	Area Name	
2017-12-15 10:35:36	192.168.218.65	192.168.218.65-10	Normal Punch Open	2	Lucky	Tan	13271770	General	192.168.218.65-Reader	Card or Fingerprint	Area Name	
2017-12-15 10:35:36	192.168.218.65	192.168.218.65-9	Normal Punch Open	2	Lucky	Tan	13271770	General	192.168.218.65-Reader	Card or Fingerprint	Area Name	
2017-12-15 10:35:36	192.168.218.65	192.168.218.65-7	Normal Punch Open	2	Lucky	Tan	13271770	General	192.168.218.65-Reader	Card or Fingerprint	Area Name	
2017-12-15 10:35:31	192.168.218.65	192.168.218.65-6	Normal Punch Open	2040	Sherry	Yang	4461253	General	192.168.218.65-Reader	Card or Fingerprint	Area Name	
2017-12-15 10:35:31	192.168.218.65	192.168.218.65-8	Normal Punch Open	2040	Sherry	Yang	4461253	General	192.168.218.65-Reader	Card or Fingerprint	Area Name	
2017-12-15 10:35:31	192.168.218.65	192.168.218.65-7	Normal Punch Open	2040	Sherry	Yang	4461253	General	192.168.218.65-Reader	Card or Fingerprint	Area Name	
2017-12-15 10:35:31	192.168.218.65	192.168.218.65-5	Normal Punch Open	2040	Sherry	Yang	4461253	General	192.168.218.65-Reader	Card or Fingerprint	Area Name	
2017-12-15 10:32:51	192.168.218.65	192.168.218.65-5	Normal Punch Open	2040	Sherry	Yang	4461253	General	192.168.218.65-Reader	Card or Fingerprint	Area Name	
2017-12-15 10:32:51	192.168.218.65	192.168.218.65-8	Normal Punch Open	2040	Sherry	Yang	4461253	General	192.168.218.65-Reader	Card or Fingerprint	Area Name	
2017-12-15 10:32:51	192.168.218.65	192.168.218.65-6	Normal Punch Open	2040	Sherry	Yang	4461253	General	192.168.218.65-Reader	Card or Fingerprint	Area Name	

6.3.2 All Exception Events

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

Time From To Personnel ID Device Name More

The current query conditions: Time From:(2015-02-26 00:00:00) To:(2015-05-26 23:59:59)

Refresh Clear All Data Export

Time	Area	Device	Event Point	Event Description	Card Number	Personnel ID	First Name	Last Name	Department	Reader Name	Verification Mode	Remark
2015-05-20 10:41:31	Area Name	192.168.60.53	192.168.60.53-Rt	Disabled Card	3406918		jolly2	wei	General	192.168.60.	Card or Finç	
2015-05-20 10:41:23	Area Name	192.168.60.53	192.168.60.53-Rt	Disabled Card	3406916		jolly1	wei	General	192.168.60.	Card or Finç	
2015-05-19 14:59:46	Area Name	192.168.60.53	192.168.60.53-Rt	Disabled Card	3406916		jolly1	wei	General	192.168.60.	Card or Finç	
2015-05-19 13:57:12	Area Name	192.168.60.53	192.168.60.53-Rt	Card Expired	3406916	12	jolly2	wei	General	192.168.60.	Card or Finç	
2015-05-19 13:54:46	Area Name	192.168.60.53	192.168.60.53-Rt	Card Expired	3406916	12	jolly2	wei	General	192.168.60.	Card or Finç	
2015-05-19 11:53:35	Area Name	192.168.60.53	192.168.60.53-Rt	Card Expired	3406916	12	jolly2	wei	General	192.168.60.	Card or Finç	
2015-05-19 11:50:51	Area Name	192.168.60.53	192.168.60.53-Rt	Card Expired	3406916	12	jolly2	wei	General	192.168.60.	Card or Finç	
2015-05-19 11:42:57	Area Name	192.168.60.53	192.168.60.53-Rt	Disabled Card	8651633				General	192.168.60.	Card or Finç	
2015-05-18 14:36:23	Area Name	192.168.60.53	192.168.60.53-Rt	Card Expired	3406916	12	jolly2	wei	General	192.168.60.	Card or Finç	

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

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

ZKTECO
All Exception Events

Time: 2017-09-18 00:00:00 - 2017-12-18 23:59:59

Time	Area	Device	Event Point	Event Description	Card Number	Personnel ID	First Name	Last Name	Department	Reader Name	Verification Mode	Remark
2017-12-15 10:29:11	Area Name	192.168.218.85	192.168.218.05-Reader	Disabled Card	9505930	1	Jerry	Wang	General	192.168.218.05-Reader	Card or Fingerprint	
2017-12-15 10:29:14	Area Name	192.168.218.85	192.168.218.05-Reader	Disabled Card	4461253	2940	Sherry	Yang	General	192.168.218.05-Reader	Card or Fingerprint	
2017-12-15 10:29:09	Area Name	192.168.218.85	192.168.218.05-Reader	Disabled Card	13280079	3	Leo	Hou	General	192.168.218.05-Reader	Card or Fingerprint	
2017-12-15 10:29:09	Area Name	192.168.218.85	192.168.218.05-Reader	Operate Interval too Short	13280079	3	Leo	Hou	General	192.168.218.05-Reader	Card or Fingerprint	

6.3.3 Access Rights By Floor

View related access levels by floor. Click [Reports] > [Access Rights By Floor], the data list in the left side show all floors in the system, select a floor, the personnel having access levels to the floor will display on the right data list.

Access Rights By Floor

Floor Name Device Name More

The current query conditions: None

Refresh

Floor Name	Floor Number	Owned Device
192.168.214.66-1	1	192.168.214.66
192.168.214.66-2	2	192.168.214.66
192.168.214.66-3	3	192.168.214.66
192.168.214.66-4	4	192.168.214.66
192.168.214.66-5	5	192.168.214.66
192.168.214.66-6	6	192.168.214.66
192.168.214.66-7	7	192.168.214.66

Browse 192.168.214.66-1(1) Opening Personnel

Refresh Export

Personnel ID	First Name	Last Name	Department
2952			General

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

ZKTECO			
192.168.218.65-1(1) Opening Personnel			
Personnel ID	First Name	Last Name	Department
2940	Sherry	Yang	Hotel
1	Jerry	Wang	General
2	Lucky	Tan	Development Department
3	Leo	Hou	Financial Department
5	Necol	Ye	Marketing Department
6	Amber	Lin	Financial Department
8	Glori	Liu	Marketing Department
9	Lilian	Mei	Development Department

6.3.4 Access Rights By Personnel

Click [Reports] > [Access Rights By Personnel], the data list in the left side show all personnel in the system, select personnel, floors that the selected personnel has access levels will display on the right data list.

The screenshot displays the 'Access Rights By Personnel' interface. On the left, there is a search bar with fields for 'Personnel ID', 'First Name', and 'Last Name', along with a search icon and a 'More' dropdown. Below the search bar, it indicates 'The current query conditions: None' and a 'Refresh' button. A table lists personnel with the following data:

Personnel ID	First Name	Last Name	Department Name
2869			General
4200106			General
2829	xinxiao	yang	General
2791	xiaoxiao	yang	General
2	xiao2	xiao2	General
2826316			zji
111111111	1313aaaaaaaa	1313bbbbbbbbb	General
2480050			General

On the right, there is a section titled 'Browse 4200106 Having Level to Access' with a 'Refresh' and 'Export' button. Below this, a table is shown with columns for 'Floor Number' and 'Floor Name', which is currently empty.

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

ZKTECO

2940(Sherry) Having Level to Access

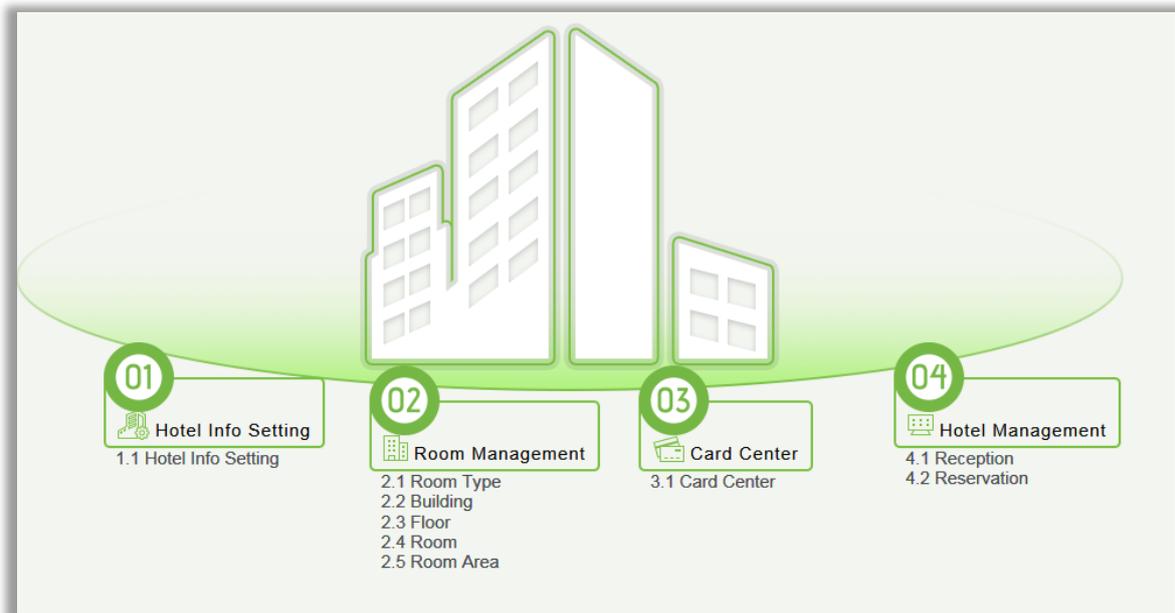
Floor Number	Floor Name
1	192.168.218.65-1
2	192.168.218.65-2
3	192.168.218.65-3
4	192.168.218.65-4
5	192.168.218.65-5
6	192.168.218.65-6
7	192.168.218.65-7
8	192.168.218.65-8
9	192.168.218.65-9
10	192.168.218.65-10

7. Hotel Management System

It provides hotel service management functions covering check-in, overstay, check-out, rate settlement, and lock setup and management.

7.1 Operation Guide

It helps you quickly understand how to quickly navigate to specific function pages and configure and use the hotel management software.

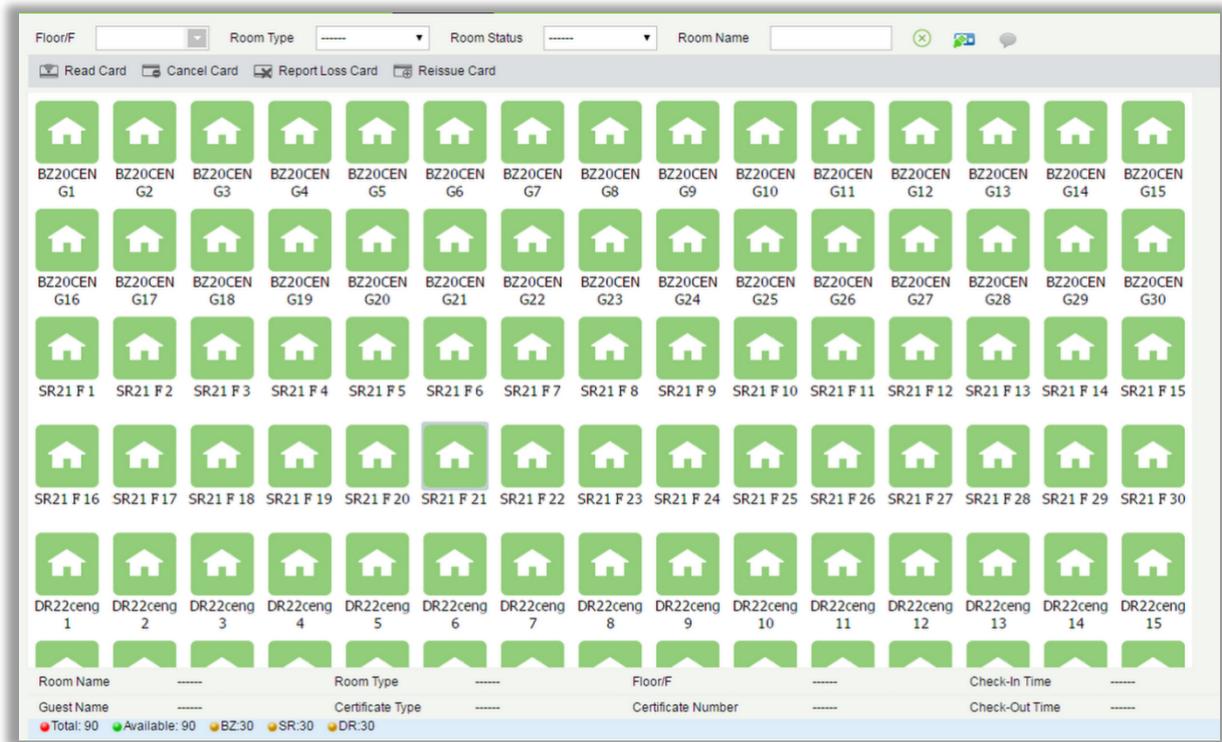


7.2 Hotel Management

7.2.1 Reception

The function allows users to handle room services and check the hotel room occupancy, such as the total number of rooms, number of available rooms, and number of available rooms of a specific room type.

See the figure below.



Description of room icons

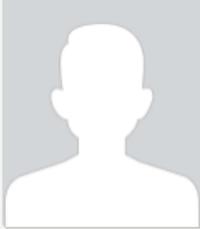
	Vacant		Extended		Individual check-in		Group check-in
	Out of service		Under maintenance		To be cleaned		

1. Individual management

- Individual check-in

- 1) Double-click or right-click a vacant icon and choose [Individual Management] > [Individual Check-In]. A page as shown in the following figure appears.

Individual Check-In
✕

Room Name*	<input type="text" value="1F2217"/>	▼	 <p style="font-size: 0.8em; color: orange;">(Optimal Size 120*140).</p> <input type="button" value="Browse"/> <input type="button" value="Capture"/>		
Certificate Type*	<input type="text" value="-----"/>	▼			
Certificate Number*	<input type="text"/>				
Guest Name*	<input type="text"/>	▼			
Last Name	<input type="text"/>				
Gender	<input type="text" value="----"/>	▼			
Mobile Phone	<input type="text"/>				
Booking	<input type="text" value="Please enter mobile phone"/>	🔍			
E-Mail	<input type="text"/>				
Emergency Contact	<input type="text" value="Please enter mobile phone"/>				
Home Address	<input type="text"/>				
Checkin Type*	<input checked="" type="radio"/> Daily Rate Room <input type="radio"/> Hourly Rate Room				
Stay Days*	<input type="text" value="1"/>		Guest Count	<input type="text" value="1"/>	▼
Check-In Time	<input type="text" value="2017-12-20 14:18:30"/>		Check-Out Time	<input type="text" value="2017-12-21 12:00:00"/>	
Discount (%)	<input type="text"/>		Daily Rate*	<input type="text" value="400.0"/>	
Deposit Amount*	<input type="text" value="400.0"/>		Amount Payable*	<input type="text" value="800.0"/>	

Booking: Enter the mobile phone number used for reservation to query the reservation information.

Stay days: Enter the number of days that the guest wishes to stay.

Discount: Discount on the room cost, for example, at a 10% discount, the room cost will be $1 \times 120 \times 0.9 + 150 = 258$ in the example in the previous figure.

Amount Payable: Amount to be paid at check-in, including the room cost and the deposit.

- 2) After the information in the **Individual Check-In** page is filled in, the **Registration or Issuing** page appears

Registration or Issuing ✕

Room Name	1F2202
Room Type	A
Check-In Time	2017-12-20 15:18:40
Check-Out Time	2017-12-21 12:00:00
Only registered, no card	<input type="checkbox"/>
Certificate Type*	Others ▼
Certificate Number*	11111111
Guest Name*	Ricky
Last Name	
Elevator/Access Control	▼

Registered Card Quantity: 0 Remaining Guest Quantity: 2

Guest Name	Last Name	Certificate Type	Certificate Number	Card Number

Write Card
Complete

Elevator/access control: Click the drop-down list box to select an elevator/access control level. After the parameter is specified, the room card can open not only the specified room, but also the devices corresponding to the elevator/access control level.

Note: Issue at least one card for each room. The card must be issued for the registered guest. When issuing the first guest card, the **Only registered, no card** option is not available. After the first guest card is issued, you can select **Only registered, no card** as required. The option indicates that the guest is registered only and does not hold a guest card.

- **Individual overstay**

- 1) Right-click a checked-in room icon and choose [Individual Management] > [Individual Overstay]. The page as shown in the following figure appears.

Individual Overstay ✕

Room Name: SR21 F 4 📄

	Guest Name	Last Name	Certificate Type	Certificate Number	Card Number
<input checked="" type="checkbox"/>	12323		Others	12341231	93

Overstay Days * Stay Days

Check-In Time Check-Out Time

Discount Overstay Amount

Notes:

- a. If the number of overstay days conflicts with the room reservation, extension is not allowed.
 - b. Choose the guest that needs extension for service processing.
 - c. The discount rate cannot be modified for overstay.
 - d. **Overstay amount** shows the amount to be paid for overstay.
- 2) After the information in the **Individual Overstay** page is filled in, the **Registration or Issuing** page appears, as shown below.

Registration or Issuing ✕

Room Name: SR21 F 4

Room Type: SR

Check-In Time: 2017-05-16 14:16:33

Check-Out Time: 2017-05-18 12:00:00

Registered Card Qty: 0 Remaining Guest Qty: 1

Guest Name	Last Name	Certificate Type	Certificate Number	Card Number	Status
12323		Others	12341231	93	

Notes: a. Re-issue the guest card for the overstay guest. The card must be the exact guest card issued during check-in; otherwise, card issuance fails.

b. You can click Write Card to automatically write cards for overstay in circulation until all overstay cards are written in an interval of 3 seconds.

● **Individual room change**

1) Right-click a room checked-in icon and choose [Individual Management] > [Individual Room Change]. The page as shown in the following figure appears.

Floor/F	Room Type	Room Name	Max. Guest Number	Bed Number	Daily Rate	Hourly Rate	Deposit Amount
SR/21 F	SR	SR21 F 1	2	2	222	20	200
SR/21 F	SR	SR21 F 2	2	2	222	20	200
SR/21 F	SR	SR21 F 3	2	2	222	20	200
SR/21 F	SR	SR21 F 5	2	2	222	20	200
SR/21 F	SR	SR21 F 6	2	2	222	20	200

<input type="checkbox"/>	Guest Name	Last Name	Certificate Type	Certificate Number	Card Number
<input checked="" type="checkbox"/>	12323		Others	12341231	93

Guest Count: Number of guests that require room change.

Notes: a. You can check the room information by reading the card.

b. The maximum number of guests of the selected guest room must not be smaller than the maximum number of guests of the original guest room.

c. Guests without a card are not allowed to change the room alone.

d. If the original guest room is left with a guest without a card during room change, the system asks whether to change the room for the guest without a card as well. If you choose **No**, the room change service fails to proceed.

e. If the new guest room is reserved, the conflict information is displayed. You can choose whether to proceed the service.

f. The discount can be set for room change.

g. If the deposit required for the new guest room is greater than that of the original guest room, the guest needs to make up the deposit. If the deposit required for the new guest room is smaller than that of the original guest room, all of the deposit is returned at

check-out.

h. If the rate of the new guest room is greater than that of the original guest room, the guest needs to make up the room cost. If the rate of the new guest room is smaller than that of the original guest room, the overpaid amount is returned at check-out.

- 2) After the information is filled in for room change, click [OK], and the **Registration or Issuing** page appears, as shown below.

Guest Name	Last Name	Certificate Type	Certificate Number	Card Number	Status
12323		Others	12341231	93	

Elevator/access control: Click the drop-down list box to select an elevator/access control level. After the parameter is specified, the room card can open not only the specified room, but also the devices corresponding to the elevator/access control level.

Note: You can click [Write Card] to automatically write cards for all room changes in circulation until all room change cards are written.

- **Individual check-out**

Right-click a checked-in room icon and choose [Individual Management] > [Individual Check-Out]. The page as shown in the following figure appears.

Individual Check-Out

Room Name	SR21 F 6			
Building No	SR	Floor No	21 F	
Room Type	SR	Guest Count	1	
Stay Days	1	Stayed Days	1	
Check-In Time	2017-05-16 14:22:04	Check-Out Time	2017-05-16 14:22:33	

Guest Name	Last Name	Certificate Type	Certificate Number	Card Number	Status
12323		Others	12341231	95	

Cancel Card
OK

Cancel Card: Check whether the card to be cancelled is the guest card matches the current guest room, cancel the card if it matches the guest room, and display the notification if it does not match.

Note: When cards are cancelled one by one, the number of guests checked in is reduced. When there is no card holder, the **Cancel Card** button is unavailable.

Click [OK], and the **Check out settlement** page appears, as shown below.

Check out settlement

Invoice Preview

AAA	Guest ID:	976707511
Telephone: --	Guest Name:	Ricky
Fax: --	Check-In Time:	2017-12-20 15:18:40
Website:	Check-Out Time:	2017-12-20 15:30:59
Address:	Cashier:	admin

Room Name	Days/Hours	Unit Price	Discount	Subtotal
1F2202	1	USD 400.0	-- %	USD 400.0
Total Room Rate:				USD 400.0

Remarks: Subtotal=Unit Price * (Days/Hours) * (1-Discouunt)

Total Room Rate:	USD 400.0
Tax Rate (0%):	USD 0.0
Other Charges Rate (0%):	USD 0.0
Total (Including Tax):	USD 400.0

Thanks for your visit.

Guest Information

Checkin Type : Daily Rate Room
 Guest Name : Ricky
 Check-In Time : 2017-12-20 15:18:40
 Check-Out Time : 2017-12-20 15:30:59

Room list

1F2202 : USD 400.0

Paying Information

Total Room Rate : USD 400.0
 Tax Rate (0%) : USD 0.0
 Other Charges Rate (0%) : USD 0.0
 Amount Payable : USD 400.0
 Amount Paid : USD 800.0
 Balance : USD 400.0

Print Invoice
OK
Cancel

2. Team Management

- Group check-in

- 1) Right-click a checked-in room icon and choose [Team Management] > [Group Check-In]. The page as shown in the following figure appears.

The screenshot shows the 'Group Check-In' window. On the left is a form for entering group information. On the right is a table of available rooms. Below the table is a section for selected rooms and a summary of costs. Five red circles highlight specific areas:

- Area 1:** The 'E-Mail' field in the group information form.
- Area 2:** The 'List of conflicts rooms' section.
- Area 3:** The table of available rooms with columns: Floor/F, Room Type, Room Name, Max. Guest Number, Bed Number, Daily Rate, and Hourly Rate.
- Area 4:** The reservation details for a selected room, including a checkbox, Floor/F, Room Type, Room Name, Max. Guest Number, Bed Number, Daily Rate, and Hourly Rate.
- Area 5:** The 'Total deposit' field in the summary section.

At the bottom of the window are 'Check-In' and 'Cancel' buttons.

Reservation query: Enter the mobile phone number used for reservation and click  to query for all guest rooms reserved with the mobile phone number.

Page description:

Area 1: Allows you to enter the group check-in information.

Area 2: Shows the reservation information of the current room. If the room has been reserved, the reservation information is displayed in the list in Area 2. If the reservation conflicts with the check-in time, check-in cannot be processed.

Area 3: Displays the list of available guest rooms (and you can double-click a room to add it to Area 4).

Area 4: Displays the reservation and the guest rooms selected in Area 3.

Area 5: Shows the deposit amount and room cost for the group check-in.

Notes:

- a. If the stay period overlaps with the reservation period, the **Check-In** button is unavailable and check-in is not allowed.
- b. If the number of check-in guests is greater than maximum number of guests for all guest rooms in total, the **Check-In** button is unavailable and check-in is not allowed.

2) Click [Check-In], and the **Write Card** page for group check-in appears, as shown below.

Guest Name	Last Name	Certificate Type	Certificate Number	Card Number
1		Passport	tuandui	96

Guest Count: Number of guests checked in for the room. The number must not exceed the maximum number of guests allowed for the room.

Only registered, no card: If this option is selected, only the guest information is registered and no card is issued for the guest.

Elevator/Access Control: If the access control or elevator control module exists, and the **Elevator/Access Control** checkbox is selected in **Hotel Info Setting**, the option will be available and you can assign access control or elevator control level to a card. For details about hotel info setting, see section [Hotel Info Setting](#).

Note: You can click  or  to go to the previous or next room.

● Group Overstay

1) Right-click a checked-in room icon and choose [Team Management] > [Group Overstay]. The page as shown in the following figure appears.

The screenshot shows a 'Group Overstay' form with the following sections:

- Area 1:** A form section containing:
 - Team Leader: Others (dropdown), ID: 1123456 (input)
 - Certificate: (input)
 - Group Name: TT (input), Guest Count: 10 (input)
 - Room Number: 3 (input), Total Card Count: 4 (input)
- Area 2:** A table listing reserved guest rooms:

Room Name	Guest Count	Card Number	Floor/F	Room Type
1F2208	1	1	1/F2	A
1F3302	2	2	1/F3	B
1F3304	1	1	1/F3	B
- Area 3:** A form section containing:
 - Overstay Days*: 0 (input), Stay Days: 1 (input)
 - Check-In Time: 2017-12-20 15:32:17 (input), Check-Out Time: 2017-12-21 12:00:00 (input)
 - Discount: (input), Overstay Amount: 0.0 (input)

At the bottom of the form are two buttons: 'Extension' and 'Cancel'.

Page description:

Area 1: Information about the rooms checked in by the group and the guest information.

Area 2: List of reserved guest rooms.

Area 3: Check-in information of the group.

Notes:

- a. The overstay period cannot overlap with the reservation period; otherwise, the **Extension** button is unavailable.
 - b. By default, the stay period is extended for the whole group.
 - c. The overstay period is one day in the minimum. For a special condition, the overstay days can be set to **0**.
- 2) Click [Extension], and the **Write Card** page for group overstay appears, as shown below.

Guest Name	Last Name	Certificate Type	Certificate Number	Card Number	Status
1		Passport	tuandui	96	

Notes:

Re-write all cards issued to the group members for overstay.

When you click [Write Card], all cards are written for the rooms one by one in a cycle at an interval of 3 seconds.

The card issued during guest check-in is required for re-writing. In the case of card damage or missing, report of loss and make-up must be carried out for the card before reissuance.

You can click  or  to switch to the previous or next room.

● **Group room change**

- 1) Right-click a room group checked-in icon and choose [Team Management] > [Group Room Change]. The page as shown in the following figure appears.

Group Room Change ✕

Current Room	1F2208		New Room	----
Room Type	A		Room Type	----
Guest Count	1		Guest Count	1
Days Remaining	3		Stay Days	3
Daily Rate	400.0		Daily Rate	400.0

Floor/F Room Type Room Name

Floor/F	Room Type	Room Name	Max. Guest Number	Bed Number	Daily Rate	Hourly Rate	Deposit Amount
1/F2	A	1F2201	2	1	400	40	400
1/F2	A	1F2203	2	1	400	40	400
1/F2	A	1F2207	2	1	400	40	400
1/F2	A	1F2209	2	1	400	40	400
1/F2	A	1F2210	2	1	400	40	400

Guest Name	Last Name	Certificate Type	Certificate Number	Card Number
Ella		Others	9999999	9

Check-In Time: 2017-12-20 15:32:17 Check-Out Time: 2017-12-23 12:00:00

2) After the information is filled in for room change, click [OK], and the **Registration or Issuing** page appears, as shown below.

Registration or Issuing ✕

Room Name	SR21 F2
Room Type	SR
Check-In Time	2017-05-16 14:20:51
Check-Out Time	2017-05-17 12:00:00
Elevator/Access Control	<input type="text"/>

Registered Card Qty: 0 Remaining Guest Qty: 1

Guest Name	Last Name	Certificate Type	Certificate Number	Card Number	Status
12323		Others	12341231	93	

Elevator/access control: Click the drop-down list box to select an elevator/access control level. After the parameter is specified, the room card can open not only the specified room, but also the devices corresponding to the elevator/access control level.

Note: You can click [Write Card] to automatically write cards for all room changes in circulation until all room change cards are written.

● **Group check-out**

Right-click a checked-in room icon and choose [Team Management] > [Group Check-Out]. The page as shown in the following figure appears.

Room Name	Guest Count	Card Number	Floor/F	Room Type
1F2208	1	1	1/F2	A
1F3302	2	2	1/F3	B
1F3308	1	0	1/F3	B

Notes:

- a) You can choose to check out only some of the rooms for the group. By default, all rooms are checked out for one group.
- b) The cards of the selected room are cancelled.
- c) You can check out a room before cancelling its cards (and cancel the cards after they are collected).

Click [Check Out], the Check out settlement page appears, as shown below.

Check out settlement

Invoice Preview

AAA		Guest ID :	918591041
Telephone :	--	Tour Leader Name :	Balnio
Fax :	--	Check-In Time :	2017-12-20 15:32:17
Website :		Check-Out Time :	2017-12-20 16:10:53
Address :		Cashier :	admin

Room Name	Days/Hours	Unit Price	Discount	Subtotal
1F3302	1	USD 500.0	-- %	USD 500.0
1F3308	1	USD 500.0	-- %	USD 500.0
1F2208	1	USD 400.0	-- %	USD 400.0
Total Room Rate:				USD 1400

Remarks: Subtotal=Unit Price * (Days/Hours) * (1-Discout)

Total Room Rate:	USD 1400
Tax Rate (0%):	USD 0.0
Other Charges Rate (0%):	USD 0.0
Total (Including Tax):	USD 1400.0

Guest Information

Tour Leader Name : Balnio
 Team Name : TT
 Check-In Time : 2017-12-20 15:32:17
 Check-Out Time : 2017-12-20 16:10:53

Room list

1F3302 : USD 500.0
 1F3308 : USD 500.0
 1F2208 : USD 400.0

Paying Information

Total Room Rate : USD 1400
 Tax Rate (0%) : USD 0.0
 Other Charges Rate (0%) : USD 0.0
 Amount Payable : USD 1400.0

Print Invoice **OK** **Cancel**

3. Room Status

Right-click a room icon and choose [Room Status] to change the status of the room. There are four status: vacancy, dirty, maintain and stop using. Status of checked-in room cannot be changed.

4. Read card

You can view the issuance information of all module cards in the hotel, except for the record cards. The content is displayed based on the card type (for example, guest cards and authorization cards). When a record card is read, only the card type is provided.

5. Cancel card

You can clear all the card (IC) information. For a guest card, the system checks whether the card is the last card of the room checked in by the guest. If it is, the card cannot be cancelled (as the system does not support free-of-card check-in). For other types of cards, no verification is performed.

6. Report loss card

You can set a damaged or lost card to an invalid state. For details, see Report card loss in section [Maintenance Card](#).

7. Reissue card

You can re-issue a card for a registered guest or a guest that reports card loss and an additional card for a checked-in room. If the number of guests checked in a room has reached the maximum, no additional card is allowed.

Choose [Hotel Management] > [Reception] > [Reissue Card]. Select a room for card re-issuance, or locate the room by querying the certificate information (by clicking  on the **Reissue Card** page,

as shown below.

The screenshot shows a 'Reissue Card' window with the following fields and data:

Certificate Type	-----	Certificate Number	<input type="text"/>
Current Room*	SR21 F 15	Room Type	SR
Check-In Time	2017-05-16 14:24:51	Check-Out Time	2017-05-18 12:00:00
Registered Card Qty	1	Max. Card Count	1
Staying Guest Qty	1	Max. Guest Number	1

Guest Name	Last Name	Certificate Type	Certificate Number	Card Number
1		Passport	tuandui	96

Area I is circled around the table above.

Area II is circled around the 'Add Guest' section below:

Add Guest

Certificate Number*

Guest Name*

Last Name

Elevator/Access Control

Buttons: Reissue Card, Close

Page description:

Area I: Displays the guest information and check-in information of the room.

Area II: Allows you to input the guest information for the card to be issued.

7.2.2 Reservation

You can check the check-in and reservation status of all rooms in a specified period and process room reservation.

Choose [Hotel Management] > [Reservation]. The page shown in the following figure appears.

The screenshot shows a reservation interface with a calendar grid and a guest information form. The calendar grid has columns for dates from 2017-05-16 to 2017-05-27 and rows for room types BZ20CENG1 through BZ20CENG11. Red house icons indicate reserved rooms, and green house icons indicate available rooms. The guest information form includes fields for Guest Name, Last Name, Mobile Phone, Certificate Type, Certificate Number, Booking Method, Reservation type, and Company name. A table at the bottom right shows reservation details for BZ20CENG1, BZ20CENG4, and BZ20CENG7.

Page description:

Area I (available dates): By default, a 15-day period (starting from the current system date) is displayed. You can change the displayed period with the **Reservation Date Range** parameter on the **Hotel Information** page. For details, see section [Hotel Infnfo Setting](#).

The room reservation time ranges from 12:00 on the reservation start date to 12:00 on the reservation due date. You can change the time point with the **Default Check-Out Time** parameter on the **Hotel Information** page. For details, see section [Hotel Info Setting](#).

Area II (available rooms): All rooms in the hotel are displayed. You can specify the start and end time and room type to query for a required room.

Room status  indicates that the room can be reserved for the time period.

Room status  indicates that the room is occupied in the time period and cannot be reserved.

Room status  indicates that the room has been reserved for the time period.

Note: If a room is occupied by guests, and will be checked out in the reservation period, the room will be displayed among the available rooms, but cannot be reserved before it is checked out.

Area III: Guest information of the reservation.

Area IV: Information about the rooms selected for reservation.

● **Reservation process**

Step 1: Click the room and date for reservation. The selected date of a room turns into red as .

You can click the room and date again to cancel the selection. You can select multiple rooms of the same date, multiple dates (continuous only) of one room, or multiple dates (continuous only) of multiple rooms.

After selection, the information about the selected rooms are listed in Area IV in the right part of the **Reservation** page.

Step 2: Fill in the guest information, including the name, mobile phone, certificate number, and the booking method (telephone or reception desk).

Step 3: Click [Save].

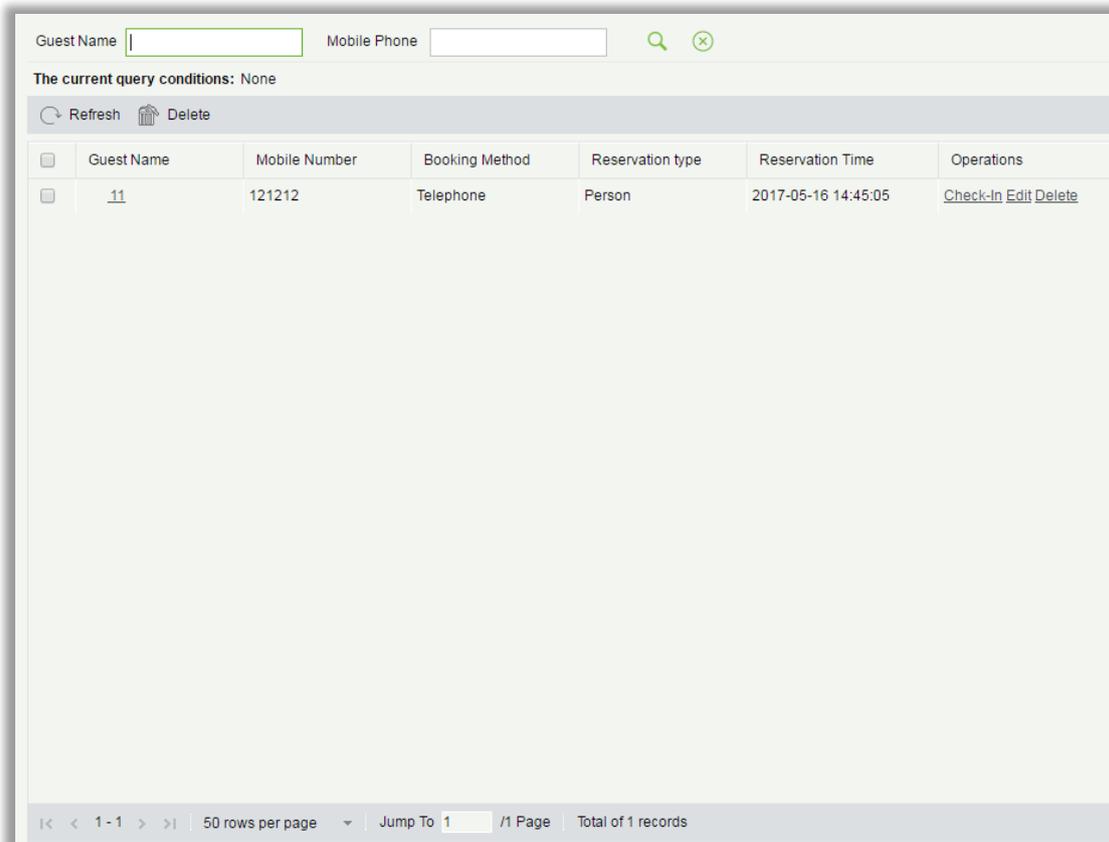
7.2.3 Book Management

You can query, edit, delete, and handle check-in for a reservation.

- **Querying a reservation**

Choose [Hotel Management] > [Book Management]. The page shown in the following figure appears.

You can also enter the guest name and mobile phone number to query for a required reservation.



- **Editing/deleting a reservation**

Select the guest name of a reservation, click [Edit] under **Operations**. On the displayed **Reservation** page, you can change a room or modify the guest information for the reservation.

Select the guest name of a reservation, click [Delete] under **Operations** or the **delete** button on the top of the list to delete the reservation.

- **Handling check-in**

Select the guest name of a reservation, click [Check-In] under **Operations**. The **Individual Check-In** page appears.

Individual Check-In			
Room Name*	1F2208		
Certificate Type*	-----		
Certificate Number*			
Guest Name*	Max		
Last Name			
Gender	---		
Mobile Phone	18854652141		
Booking	18854652141		
E-Mail			
Emergency Contact	Please enter mobile phone		
Home Address			
Checkin Type*	<input checked="" type="radio"/> Daily Rate Room <input type="radio"/> Hourly Rate Room		
Stay Days*	3	Guest Count	1
Check-In Time	2017-12-20 16:31:49	Check-Out Time	2017-12-23 12:00:00
Discount (%)		Daily Rate*	400.0
Deposit Amount*	400.0	Amount Payable*	1600.0
<input type="button" value="Check-In"/> <input type="button" value="Cancel"/>			

The system automatically loads the reservation information of the room. Modify and complete the guest information and click [Check-In]. The **Registration or Issuing** page appears, as shown below.

Registration or Issuing
✕

Room Name	1F2208
Room Type	A
Check-In Time	2017-12-20 16:31:49
Check-Out Time	2017-12-23 12:00:00
Only registered, no card	<input type="checkbox"/>
Certificate Type*	Others ▼
Certificate Number*	4444444
Guest Name*	Max
Last Name	
Elevator/Access Control	

Registered Card Quantity: 0 Remaining Guest Quantity: 1

Guest Name	Last Name	Certificate Type	Certificate Number	Card Number

Write Card
Complete

Place the guest card on the card writer and click [Write Card] and **Complete** to complete check-in.

Notes:

- (1) You cannot process check-in for an expired reservation. Check-in can only be processed on site. For details, see Individual check-in in section [Reception](#).
- (2) The guest can check in before the reserved time.

7.3 Card Center

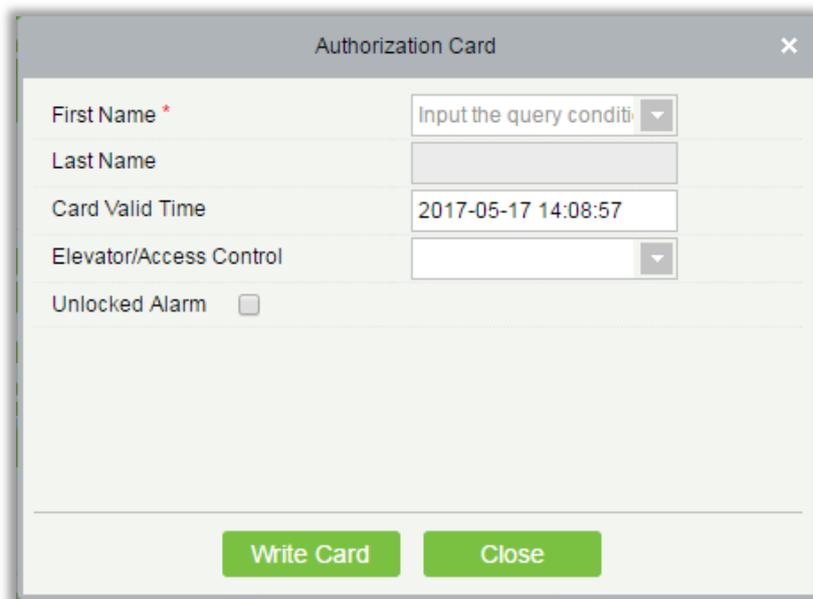
You can create different types of card for setting and managing room locks based on daily hotel business management requirements. Holders of the cards are employees of the hotel. You need to add the holders using the Personnel System module and specify their departments using the hotel module, so that you can select the holders when issuing management cards.

7.3.1 Setting Card

You can set the basic information, including authorization, time, room number, and area information about locks of the hotel.

1. Authorization card

You can authorize cards for hotel locks by binding cards with related hotel information to ensure card security. After authorization, the locks can be unlocked only by the authorized cards. They will emit alarms if other cards are used to unlock them.



Field description:

First Name: You can enter one or more characters contained in the surname or ID of a card holder to fuzzily find the card holder. A card holder must be a person who has been added using the Personnel module.

Card Valid Time: It specifies the expiration time of the card. Select a time as required. The default time is one day later than the current system time.

Elevator/Access Control: Click the drop-down list box to select an elevator/access control level. After the parameter is specified, the card can not only unlock the specified room, but also access the devices corresponding to the elevator/access control level.

Notes:

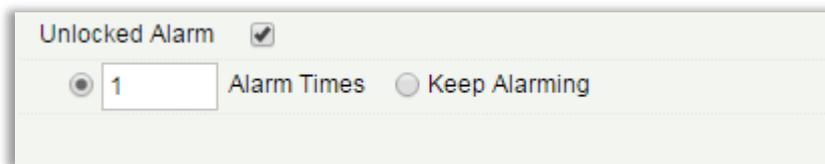
1. The **Elevator/Access Control** field is available only after the **Room management** field on the **Hotel Info Setting** page is selected. It is used to deliver the card ID to access/elevator control devices. For details about hotel info setting, see section [Hotel Info Setting](#).
2. For the access control devices and all elevator control devices that do not allow one person to hold multiple cards, bind only one card with one person. That is, you can select only one card for

one **Elevator/Access Control** option when issuing cards to card holders. As shown in the preceding figure, if **Elevator/Access Control** is set to **Floor 1 of Building A** (all the access control devices on floor 1 of building A do not allow one person to hold multiple cards) when an authorization card is issued to a card holder, only the first card can be assigned the permission to access floor 1 of building A. You cannot set **Elevator/Access Control** to **Floor 1 of Building A** when issuing any other card to the card holder.

3. If an access control device allows one card holder to hold multiple cards, you can assign one access/elevator control level to multiple cards for the same card holder. You can select that level again when issuing any other types of card or continuous cards to the card holder.
4. The preceding three points regarding access/elevator control are applicable to all the cards of the hotel module described in this document.
5. The models and firmware version numbers of the access control devices that allow one person to hold multiple cards include:

InBio Pro Series: AC Ver 5.7.7.3030 Mar 23 2017 and above version.

Unlocked Alarm: After selecting this check box, you can specify the number of times to emit an alarm.



The image shows a configuration window for 'Unlocked Alarm'. At the top, the text 'Unlocked Alarm' is followed by a checked checkbox. Below this, there are two radio button options. The first option is '1' inside a text input field, which is selected. The second option is 'Keep Alarming', which is not selected.

After the configuration, put a card to be written in the card writing area of the card writer and click [Write Card].

- **Adding hotel personnel**

Choose [Personnel] > [Personnel] > [New]. The page shown in the following figure appears.

Enter personnel information, select a hotel department, and click [OK]. You can select added personnel in the card issuing module.

2. Clock card

A clock card can be used to unlock rooms within its validity period. After configuration, synchronize the time of room locks with the time of the computer system. Otherwise, an alarm of card expiration may be triggered when you punch the card.

Elevator/Access Control: Click the drop-down list box to select an elevator/access control level. After the parameter is specified, the card can not only unlock the specified room, but also access the devices corresponding to the elevator/access control level.

After the configuration, put a card to be written in the card writing area of the card writer and click [Write Card].

3. Room name card

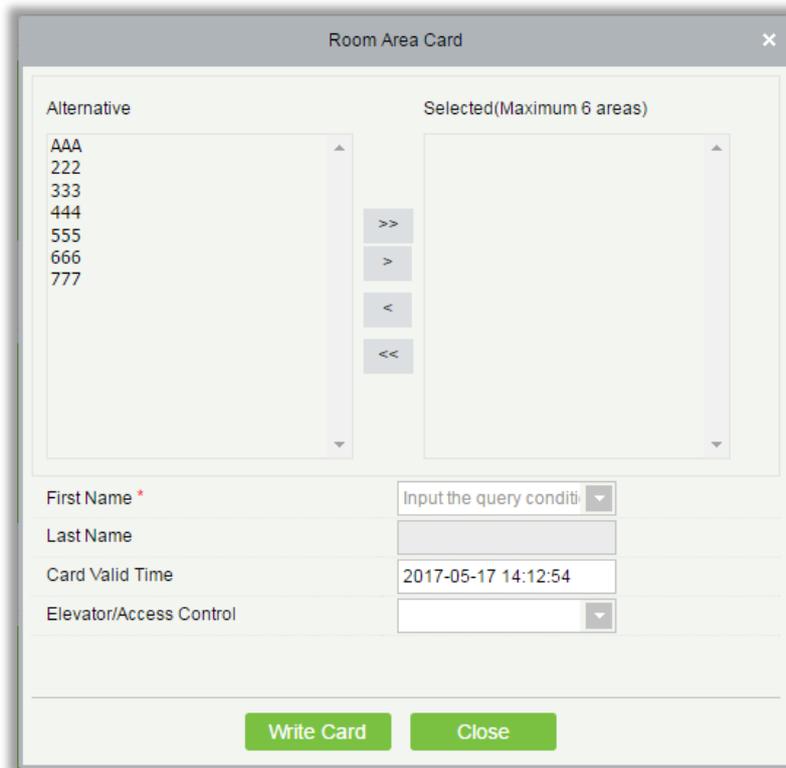
A room name card is used to unlock rooms with specified room names. You can select multiple rooms to issue room name cards in batches.

<input type="checkbox"/>	Room Name	Floor/F	Room Type	Status
<input type="checkbox"/>	BZ20CENG1	BZ/20CENG	BZ	
<input type="checkbox"/>	BZ20CENG2	BZ/20CENG	BZ	
<input type="checkbox"/>	BZ20CENG3	BZ/20CENG	BZ	
<input type="checkbox"/>	BZ20CENG4	BZ/20CENG	BZ	
<input type="checkbox"/>	BZ20CENG5	BZ/20CENG	BZ	
<input type="checkbox"/>	BZ20CENG6	BZ/20CENG	BZ	
<input type="checkbox"/>	BZ20CENG7	BZ/20CENG	BZ	

Elevator/Access Control: Click the drop-down list box to select an elevator/access control level. After the parameter is specified, the card can not only unlock the specified room, but also access the devices corresponding to the elevator/access control level.

4. Room area card

A room area card is used to unlock rooms in a specified area. If a room is within the specified area, the card can unlock the room.



Elevator/Access Control: Click the drop-down list box to select an elevator/access control level. After the parameter is specified, the card can not only unlock the specified room, but also access the devices corresponding to the elevator/access control level.

Note: A maximum of 6 areas can be selected for one room area card.

7.3.2 Employee Cards

You can create various access/elevator control cards, such as master cards and emergency cards for hotel personnel to manage hotel services.

1. Master card

A master card can be used to unlock all the rooms of the hotel within its validity period. By default, it is in Always Open mode.

The screenshot shows a 'Master Card' configuration window with the following fields and values:

- First Name *: Input the query conditi (dropdown)
- Last Name: (empty)
- Card Valid Time: 2017-05-17
- Elevator/Access Control: (dropdown)
- Enable Time: 00 : 00 To 23 : 00
- Always Open Mode:

Buttons: Write Card, Close

Elevator/Access Control: Click the drop-down list box to select an elevator/access control level. After the parameter is specified, the card can not only unlock the specified room, but also access the devices corresponding to the elevator/access control level.

If you select Always Open Mode, the unlocked rooms are kept unlocked.

Set **Card Valid Time** and **Enable Time** as well. The card can unlock rooms only within the specified periods.

After the configuration, put a card to be written in the card writing area of the card writer and click [Write Card].

2. Emergency card

A master card can be used to unlock all the rooms of the hotel within its validity period. By default, **Disable Indoor Locked** is selected. You can specify whether to enable the Always Open mode.

The screenshot shows an 'Emergency Card' configuration window with the following fields and values:

- First Name *: Input the query conditi (dropdown)
- Last Name: (empty)
- Card Valid Time: 2017-05-17
- Elevator/Access Control: (dropdown)
- Enable Time: 00 : 00 To 23 : 00
- Always Open Mode:
- Disable Indoor Locked:

Buttons: Write Card, Close

Elevator/Access Control: Click the drop-down list box to select an elevator/access control level. After the parameter is specified, the card can not only unlock the specified room, but also access the devices corresponding to the elevator/access control level.

If you select **Always Open Mode**, the unlocked rooms are kept unlocked.

To disable **Always Open Mode**, you need to use a card that can unlock rooms, such as a building card or floor card.

Disable Indoor Locked is selected, which means that the card can open rooms even though the rooms are locked from inside.

3. Building card

A building card can be used to unlock rooms in a specified building in common unlocking mode within its validity period.

Field	Value/Options
First Name *	Input the query condi...
Last Name	
Card Valid Time	2017-05-17
Elevator/Access Control	
Enable Time	00 : 00 To 23 : 00
Building No*	

Elevator/Access Control: Click the drop-down list box to select an elevator/access control level. After the parameter is specified, the card can not only unlock the specified room, but also access the devices corresponding to the elevator/access control level.

4. Floor card

A floor card can be used to unlock rooms on a specified floor in common unlocking mode within its validity period.

The 'Floor Card' window includes the following fields and controls:

- First Name ***: Input field with a search dropdown.
- Last Name**: Input field.
- Card Valid Time**: Date field showing 2017-05-17.
- Elevator/Access Control**: Dropdown menu.
- Enable Time**: Time range selector from 00:00 to 23:00.
- Building No***: Dropdown menu.
- Floor No***: Dropdown menu.
- Buttons**: 'Write Card' and 'Close'.

Elevator/Access Control: Click the drop-down list box to select an elevator/access control level. After the parameter is specified, the card can not only unlock the specified room, but also access the devices corresponding to the elevator/access control level.

5. Area card

A floor card can be used to unlock rooms in a specified area in common unlocking mode within its validity period.

The 'Area Card' window includes the following fields and controls:

- Alternative**: List of area codes (AAA, 222, 333, 444, 555, 666, 777).
- Selected (Maximum 2 areas)**: List for selected areas.
- Navigation**: Buttons for moving items between lists (>>, >, <, <<).
- First Name ***: Input field with a search dropdown.
- Last Name**: Input field.
- Card Valid Time**: Date field showing 2017-05-17.
- Elevator/Access Control**: Dropdown menu.
- Enable Time**: Time range selector from 00:00 to 23:00.
- Buttons**: 'Write Card' and 'Close'.

Elevator/Access Control: Click the drop-down list box to select an elevator/access control level. After

the parameter is specified, the card can not only unlock the specified room, but also access the devices corresponding to the elevator/access control level.

7.3.3 Maintenance Card

A maintenance card can be used to maintain and manage room locks of the hotel.

1. Report loss card

A report loss card is a card that is invalidated and obsolete (usually due to loss or damage of the card) during its validity period.

Card Number	First Name	Last Name	Card Valid Time
-------------	------------	-----------	-----------------

Elevator/Access Control: Click the drop-down list box to select an elevator/access control level. After the parameter is specified, the card can not only unlock the specified room, but also access the devices corresponding to the elevator/access control level.

2. Record card

A record card can be used to read unlocking records from locks within its validity period. Only S70 Mifare cards can be used as record cards.

Elevator/Access Control: Click the drop-down list box to select an elevator/access control level. After the parameter is specified, the card can not only unlock the specified room, but also access the devices corresponding to the elevator/access control level.

3. Lockout card

A lockout card is a special card used to lock and protect a scene in a room in case of an emergency. Once lockout is implemented, the room can no longer be unlocked by all the cards that can originally unlock it before the cards are re-authorized.

Elevator/Access Control: Click the drop-down list box to select an elevator/access control level. After the parameter is specified, the card can not only unlock the specified room, but also access the devices corresponding to the elevator/access control level.

7.4 Room Management

7.4.1 Hotel Info Setting

You can set the basic information about a hotel, including its name, address, phone number, fax number, zip code, website address, and email address. You can also set the function parameters regarding the check-in time, check-out time, check-out reminder, and access/elevator control

permissions.

Choose [Room Management] > [Hotel Info Setting]. The page shown in the following figure appears.

Hotel Information

Hotel Name*

Address

Telephone - -

Fax - -

Zip Code

Website

E-Mail

Hotel Parameter

Default Check-In Time* : (hh:mm) Tax

Default Check-Out Time* : (hh:mm) Tax Rate %

Overstay Check-Out Time 1 : (hh:mm) (Charges by overstay fee (hourly)) Other Charges

Overstay Check-Out Time 2 : (hh:mm) (Charges by daily rate) Other Charges Rate %

Reservation Date Range* (day(s)) Cleaning Time Limit (minutes)

Default Staying Days* (day(s)) Checkout Remind

Default Staying Hours* (hour) Currency Type*

Elevator/Access Control

Registration Client

Certificate Recognition

OCR IDReader

Registration Code*

The fields are described as follows:

Default Staying Days: It specifies the default number of days a guest stays. Generally, a guest stays for 1 day.

Default Staying Hours: It specifies the user-defined minimum number of hours a guest may stay. If a guest stays for a period less than this limit, the guest is charged the rate corresponding to this limit.

Default Check-In Time: You can set this time yourself. If a guest checks in before this time, the check-out date is the current day if the guest stays for one day. Otherwise, the check-out date is the next day.

Default Check-Out Time: It specifies the end time of a day use room.

Overstay Check-Out Time 1/2: You can set this time yourself. If a guest checks out at a time between **Overstay Check-Out Time 1** and **Overstay Check-Out Time 2**, the guest must pay an overstay charge. If a guest checks out at a time after **Overstay Check-Out Time 2**, the guest must pay for an extra day.

Cleaning Time Limit: It specifies the time available for cleaning a room after a guest checks out.

Checkout Remind: It specifies whether to display a reminder one hour before checkout.

Currency Type: It specifies the currency.

Elevator/Access Control: After selecting this check box, you can select an access/elevator control level on the card issuing UI, so that an issued card can be used not only as a hotel card, but also used to access the devices corresponding to the selected level. (**Note:** This check box is available on the **Hotel Info Setting** page only after you use the access control module and/or elevator control module and obtain and activate a license.)

Note: The hotel management system can be used to define buildings, floors, and rooms as well as handle check-in requests only after you set these parameters.

7.4.2 Room Type

You can design information about various types of room, such as the number of beds and number of guest allowed. You can lock and unlock vacant rooms.

Choose [Room Management] > [Room Type] > [New]. The page shown in the following figure appears.

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

- Room Type* (text input)
- Room Size(㎡)* (text input)
- Bed Number* (text input)
- Max. Guest Number* (text input)
- Daily Rate* (text input)
- Hourly Rate* (text input)
- Overstay Fee (Hourly) * (text input)
- Deposit Amount* (text input)
- Remark (text input)
- Room equipment section with checkboxes:
 - Air-condition
 - Bath And Shower
 - TV
 - Wireless Internet
 - Refrigerator
 - Telephone
 - Safe Deposit Box
 - Shower

At the bottom of the form, there are three buttons: "Save and New", "OK", and "Cancel".

Note: When you add a room type, the system checks whether hotel info setting are configured. If no, you are redirected to the hotel info setting page. All room types must be unique.

7.4.3 Building

You can define buildings of a hotel. When the rooms in a building are not booked or guests have not checked into the rooms, you can lock or unlock the building.

Choose [Room Management] > [Building] > [New]. The page shown in the following figure appears.

Note: When you add a building, the system checks for hotel info setting and room types in order. If they have not been configured, configure the settings and types first. All building names must be unique.

7.4.4 Floor

You can define floors of a hotel. When the rooms on a floor are not booked or guests have not checked into the rooms, you can lock or unlock the floor.

Choose [Room Management] > [Floor] > [New]. The page shown in the following figure appears.

Note: When you add a floor, the system checks for hotel info setting, room types, and buildings in order. If they have not been configured, configure the settings, types, and buildings first. All floor names must be unique.

7.4.5 Room

- Adding guest rooms

Choose [Room Management] > [Room] > [New]. The page shown in the following figure appears.

The 'Add' dialog box contains the following fields:

- Building No* (dropdown menu)
- Floor No* (dropdown menu)
- Room Type* (dropdown menu)
- Start Room Number* (text input field)
- Room Count* (text input field)
- Remark (text area)

Room name generation rules: Building No. + Floor No. + Room Number

Buttons: OK, Cancel

Start Room Number: It specifies the start number of rooms.

Room Count: It specifies the number of rooms to add. The value **1** indicates only one room is added. A value greater than **1** indicates that a batch of rooms is added.

Remark: It describes the rooms added.

Note: All room names must be unique.

- **Editing guest room**

- 1) Editing one guest room

Select one guest room and edit the guest room. Duplicate guest room names are not allowed. Guest rooms that has been checked in or booked cannot be edited. See the following figure.

The 'Edit' dialog box contains the following fields:

- Building No* (BZ)
- Floor No* (20CENG)
- Room Type* (BZ)
- Start Room Number* (1)
- Room Count* (1)
- Remark (text area)

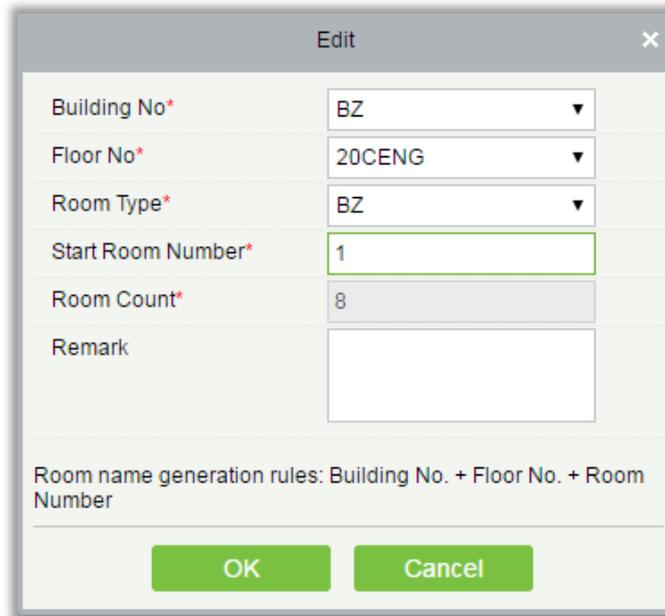
Room name generation rules: Building No. + Floor No. + Room Number

Buttons: OK, Cancel

2) Editing guest rooms in batches

Select the check boxes of multiple guest rooms and edit them in batches. Duplicate guest room names are not allowed.

Only the rooms of the same type and belonging to the same building and same floor can be edited in batches. See the following figure.



Building No*	BZ
Floor No*	20CENG
Room Type*	BZ
Start Room Number*	1
Room Count*	8
Remark	

Room name generation rules: Building No. + Floor No. + Room Number

OK Cancel

- **Deleting guest rooms**

Select one or more guest rooms and delete them.

Only the guest rooms that has not been checked in or booked can be deleted.

- **Exporting guest room information**

Refer to Common Operations in Appendix.

7.4.6 Room Area

You can define a room area, issue a card for the room area, and associate the locks of the rooms in the area with the area, so that a hotel manager can use the card to manage all the guest rooms in the area.

Choose [Room Management] > [Room Area] > [New]. The page shown in the following figure appears.

Note:

Duplicate room area names are not allowed.

Click [Add Room] and then you can add rooms to the area. See the following figure.

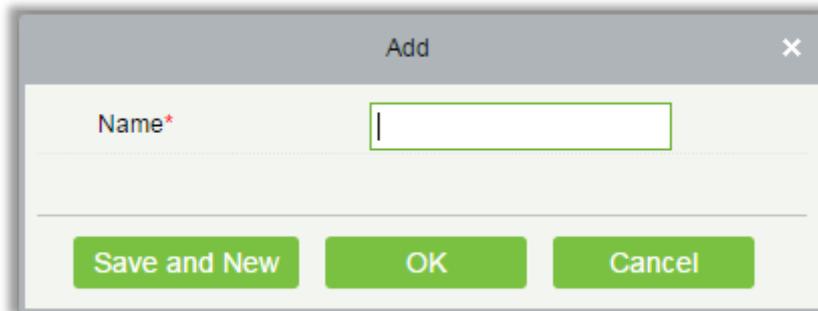
Alternative	Room Name	Building No	Floor No	Room Type
<input type="checkbox"/>	1F2201	1	F2	A
<input type="checkbox"/>	1F2202	1	F2	A
<input type="checkbox"/>	1F2203	1	F2	A
<input type="checkbox"/>	1F2204	1	F2	A
<input type="checkbox"/>	1F2205	1	F2	A
<input type="checkbox"/>	1F2206	1	F2	A
<input type="checkbox"/>	1F2207	1	F2	A

Selected(0)	Room Name	Building No	Floor No	Room Type
<input type="checkbox"/>				

7.4.7 Booking Method

You can define methods for booking hotel rooms. During system installation, the basic booking methods are initialized by default and cannot be edited or deleted.

Choose [Room Management] > [Booking Method] > [Add]. The page shown in the following figure appears.



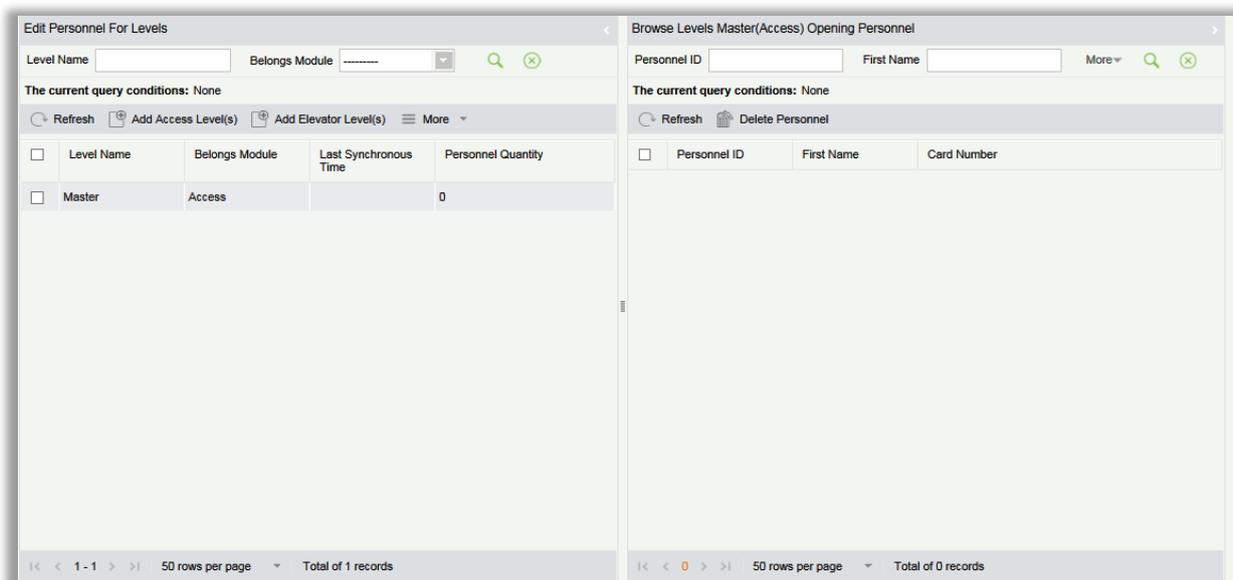
Note: Duplicate booking method names are not allowed. Unused booking methods can be deleted.

7.4.8 Elevator/Access Control ★

You can assign elevator/access control levels to cards issued using the hotel module. This allows a user to use the same card for the hotel module and the elevator/access control module. That is, a card for the hotel module can also be used to access all the devices covered by the specified elevator/access control level.

Note: This function and the **Edit Personnel For Levels** page are available only after you use the access control module and/or the elevator control module and obtain and activate a license.

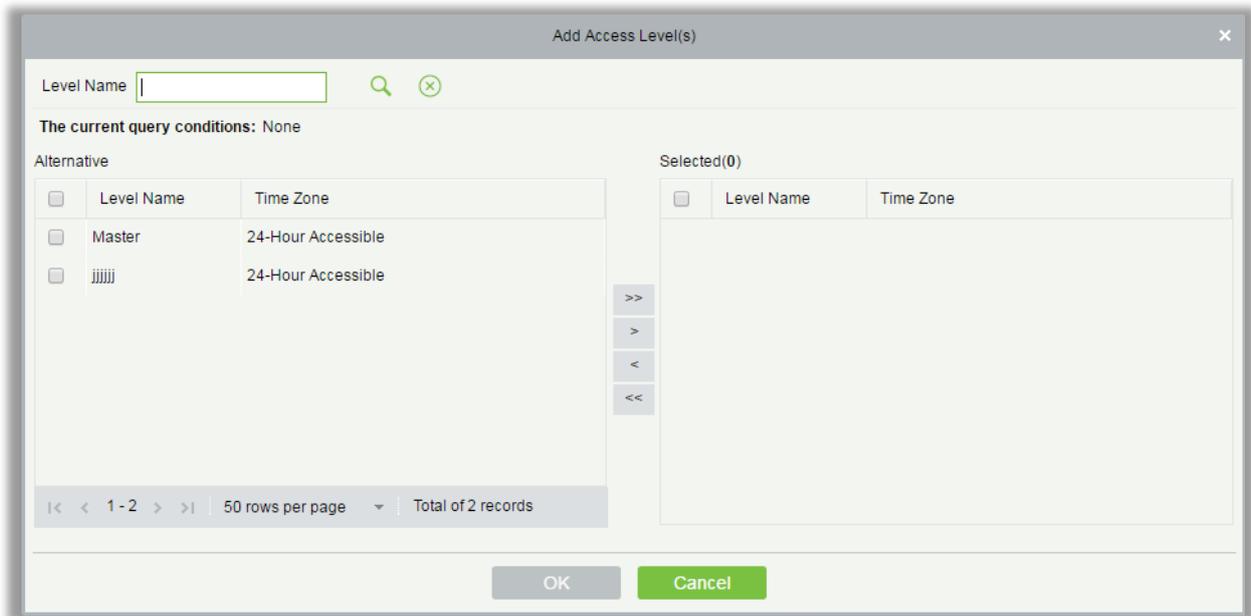
Choose [Room Management] > [Elevator/Access Control]. The page shown in the following figure appears.



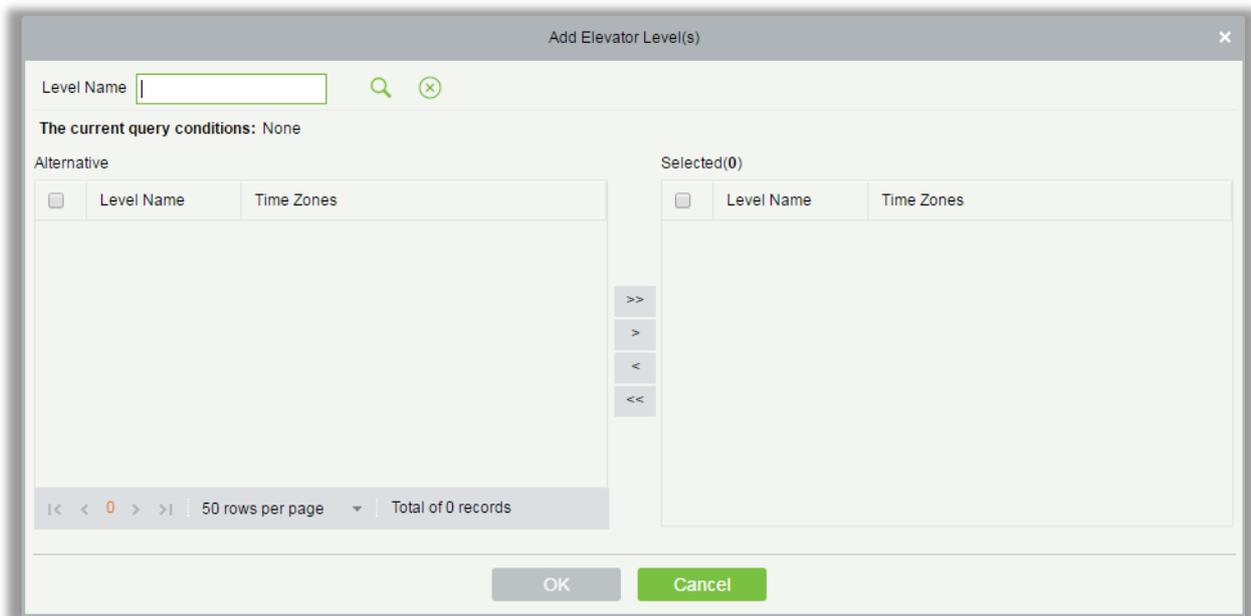
You can add and delete elevator/access control levels, synchronize levels, browse personnel of levels, and delete personnel of levels. To delete personnel of a level, you need to deregister their cards instead of directly deleting them on this page, unless their cards are lost or another emergency occurs.

- **Adding a level**

Click [Add Access Level(s)]. The page shown in the following figure appears.



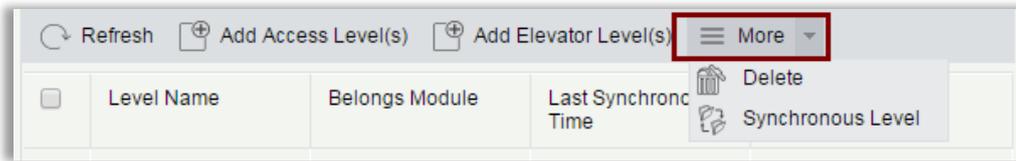
Select the access control level to be added and click [OK]. Add access control level **Floor 1 of Building A** to the hotel management level list. See the preceding figure. If you select this access control level in the **Elevator/Access Control** field when issuing a card, the card can get authenticated by all the access control devices on floor 1 of building A and unlock hotel rooms. Click [Add Elevator Level(s)]. The page shown in the following figure appears.



Select the elevator control level to be added and click [OK]. Add elevator control level **Floor 6 of Elevator 1** to the hotel management level list. See the preceding figure. If you select this elevator control level in the **Elevator/Access Control** field when issuing a card, the card can get you to floor 6 by elevator 1 and unlock hotel rooms.

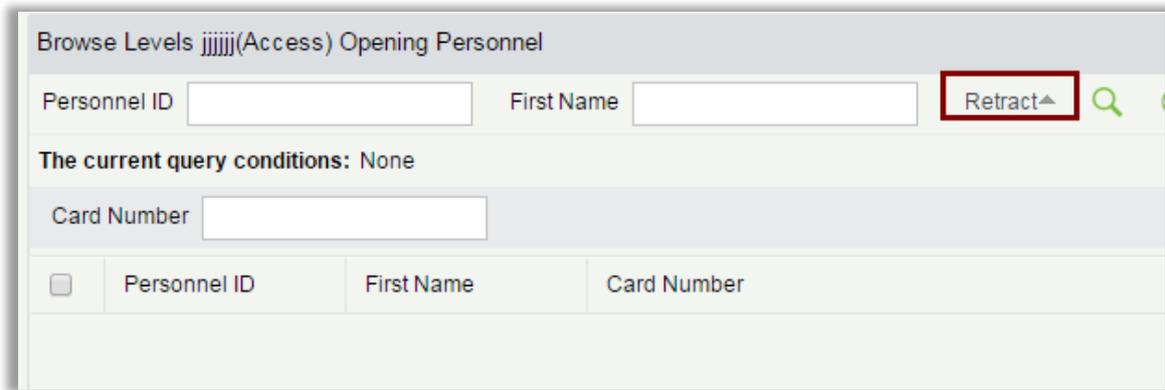
- **Deleting/synchronizing levels**

On the **Edit Personnel For Levels** page, select a level, click [More], and choose to delete or synchronize the selected level.



- **Browsing/deleting personnel corresponding to levels**

When you select a level on the **Edit Personnel For Levels** page, information about the personnel corresponding to the level is displayed on the right. You can select the personnel to be deleted by clicking [More], and delete the selected personnel. After being deleted, the personnel cannot access the devices covered by the level.



7.5 Report Management

7.5.1 Guest Checkin Report

To view the guest check-in report, enter the search conditions and view the records.

Building No Floor No Room Name More

The current query conditions: None

<input type="checkbox"/>	Guest Name	Document Type	Document No.	Card Number	Check-In Time	Check-Out Time	Checkin Type	Room Name
<input type="checkbox"/>	2828	Passport	2131231	509171977	2017-05-11 10:12:18	2017-05-11 10:13:03	Daily Rate Room	SR21 F 13
<input type="checkbox"/>	12	Passport	geini1	1080423694	2017-05-12 09:54:46	2017-05-13 12:00:00	Daily Rate Room	SR21 F 5
<input type="checkbox"/>	13	Passport	geini1	1080423694	2017-05-12 09:49:17	2017-05-12 09:50:43	Daily Rate Room	BZ20CENG18
<input type="checkbox"/>	14	Passport	geini1	1080423694	2017-05-12 09:50:47	2017-05-12 09:53:33	Daily Rate Room	BZ20CENG19
<input type="checkbox"/>	15	Others	12341231	1080423694	2017-05-16 14:22:04	2017-05-16 14:22:23	Daily Rate Room	SR21 F 4
<input type="checkbox"/>	16	Passport	geini1	665212603	2017-05-12 09:59:26	2017-05-13 12:00:00	Daily Rate Room	SR21 F 6
<input type="checkbox"/>	12323	Others	12341231	1080423694	2017-05-16 14:16:33	2017-05-16 14:20:51	Daily Rate Room	SR21 F 4
<input type="checkbox"/>	1	Passport	tuandui	1080423694	2017-05-16 14:24:51	2017-05-18 12:00:00	Daily Rate Room	SR21 F 15
<input type="checkbox"/>	12323	Others	12341231	1080423694	2017-05-16 14:22:23	2017-05-17 12:00:00	Daily Rate Room	SR21 F 6

< > 1-9 > | 50 rows per page | Jump To 1 /1 Page Total of 9 records

You can export the records into an Excel, PDF, or CSV file. See the following figure.

ZKTECO
Guest Checkin Report

First Name	Last Name	Document Type	Document No.	Card Number	Check-In Time	Check-Out Time	Checkin Type	Room Name	Room Type
Maryan	Liu	ID	44443333	4117849102	2017-12-15 14:42:09	2017-12-15 15:18:49	Daily Rate Room	A1101	A
Carian	Xie	Passport	332454	4117858142	2017-12-15 14:51:15	2017-12-15 15:14:20	Daily Rate Room	B1103	A
Lucy	Feng	Passport	232145523	301973533	2017-12-15 14:43:39	2017-12-15 15:13:52	Daily Rate Room	A1102	A
Lucy	Feng	Passport	232145523	301973533	2017-12-15 15:13:52	2017-12-15 15:19:08	Daily Rate Room	B1105	A
Hook		ID	5577556	4117882494	2017-12-15 14:45:37	2017-12-15 14:50:09	Daily Rate Room	B1102	A
Maryan	Liu	ID	44443333	4117849102	2017-12-15 14:42:09	2017-12-15 15:18:49	Daily Rate Room	A1101	A
Bruno	Ke	Driver License	22322123	4117882494	2017-12-15 14:51:15	2017-12-15 15:14:20	Daily Rate Room	B1103	A

7.5.2 Room Checkin Report

To check the room occupancy information (including the room name, type, check-in type, check-in time, and check-out time), enter the search conditions and view the records.

Building No Floor No Room Name More

The current query conditions: None

<input type="checkbox"/>	Room Name	Room Type	Checkin Type	Check-In Time	Check-Out Time
<input type="checkbox"/>	SR21 F 4	SR	Daily Rate Room	2017-05-16 14:22:04	2017-05-16 14:22:23
<input type="checkbox"/>	SR21 F 5	SR	Daily Rate Room	2017-05-12 09:54:46	2017-05-13 12:00:00
<input type="checkbox"/>	SR21 F 13	SR	Daily Rate Room	2017-05-11 10:12:18	2017-05-11 10:13:03
<input type="checkbox"/>	BZ20CENG19	BZ	Daily Rate Room	2017-05-12 09:50:47	2017-05-12 09:53:33
<input type="checkbox"/>	SR21 F 4	SR	Daily Rate Room	2017-05-16 14:16:33	2017-05-16 14:20:51
<input type="checkbox"/>	BZ20CENG18	BZ	Daily Rate Room	2017-05-12 09:49:17	2017-05-12 09:50:43
<input type="checkbox"/>	SR21 F 6	SR	Daily Rate Room	2017-05-12 09:59:26	2017-05-13 12:00:00
<input type="checkbox"/>	SR21 F 6	SR	Daily Rate Room	2017-05-16 14:22:23	2017-05-17 12:00:00
<input type="checkbox"/>	SR21 F 15	SR	Daily Rate Room	2017-05-16 14:24:51	2017-05-18 12:00:00

50 rows per page Jump To 1 /1 Page Total of 9 records

You can export the records into an Excel, PDF, or CSV file. See the following figure.

ZKTECO
Room Checkin Report

Room Name	Room Type	Checkin Type	Check-In Time	Check-Out Time
A1102	A	Daily Rate Room	2017-12-15 14:43:39	2017-12-15 15:13:52
A1101	A	Daily Rate Room	2017-12-15 14:42:09	2017-12-15 15:18:49
B1102	A	Daily Rate Room	2017-12-15 14:45:37	2017-12-15 14:50:09
B1103	A	Daily Rate Room	2017-12-15 14:51:15	2017-12-15 15:14:20
B1105	A	Daily Rate Room	2017-12-15 15:13:52	2017-12-15 15:19:06

7.5.3 Room Charge Report

To check the room charge record, enter the search conditions (including time, guest name, room name, and room type) and view the records. See the following figure.

Time From: 2017-02-16 00:00:00 To: 2017-05-16 23:59:59 Guest Name: More

The current query conditions: Time From:(2017-02-16 00:00:00) To:(2017-05-16 23:59:59)

Refresh

Room Name	Room Type	Guest Name	Check-In Time	Check-Out Time	Checkin Type	Stay Times	Room Rate	Overtime Fees	Tax Rate	Other
BZ20CENG16	BZ	11	2017-05-05 17:45:46	2017-05-05 17:51:10	Daily Rate Room	1	444.0	0.0	0.0	0.0
BZ20CENG3	BZ	22	2017-05-09 10:42:21	2017-05-09 10:55:45	Hourly Rate Room	3	40.0	0.0	0.0	0.0
BZ20CENG12	BZ	21	2017-05-05 17:45:46	2017-05-09 10:58:28	Daily Rate Room	1	444.0	0.0	0.0	0.0
BZ20CENG10	BZ	20	2017-05-09 10:59:25	2017-05-09 14:05:18	Daily Rate Room	1	444.0	0.0	0.0	0.0
SR21 F 5	SR	19	2017-05-09 14:06:02	2017-05-09 14:38:03	Daily Rate Room	1	222.0	0.0	0.0	0.0
BZ20CENG5	BZ	18	2017-05-09 14:06:02	2017-05-09 14:38:03	Daily Rate Room	1	444.0	0.0	0.0	0.0
BZ20CENG5	BZ	17	2017-05-09 14:39:46	2017-05-09 14:40:44	Daily Rate Room	1	444.0	0.0	0.0	0.0
BZ20CENG19	BZ	16	2017-05-09 15:21:27	2017-05-09 15:25:04	Daily Rate Room	1	444.0	0.0	0.0	0.0
SR21 F 4	SR	15	2017-05-09 15:25:40	2017-05-09 15:27:07	Daily Rate Room	1	222.0	0.0	0.0	0.0
SR21 F 4	SR	14	2017-05-09 15:25:40	2017-05-09 15:31:59	Daily Rate Room	1	222.0	0.0	0.0	0.0
BZ20CENG20	BZ	fly	2017-05-10 09:48:31	2017-05-10 09:49:08	Daily Rate Room	1	444.0	0.0	0.0	0.0
DR22ceng26	DR	213	2017-05-10 09:49:38	2017-05-10 09:50:00	Daily Rate Room	1	111.0	0.0	0.0	0.0
SR21 F 13	SR	2828	2017-05-11 10:12:18	2017-05-11 10:13:01	Daily Rate Room	1	222.0	0.0	0.0	0.0
BZ20CENG18	BZ	12	2017-05-12 09:49:17	2017-05-12 09:50:41	Daily Rate Room	1	444.0	0.0	0.0	0.0
BZ20CENG19	BZ	13	2017-05-12 09:50:47	2017-05-12 09:53:32	Daily Rate Room	1	444.0	0.0	0.0	0.0
SR21 F 4	SR	12323	2017-05-16 14:21:41	2017-05-16 14:21:57	Daily Rate Room	1	222.0	0.0	0.0	0.0
SR21 F 6	SR	12323	2017-05-16 14:22:04	2017-05-16 14:22:47	Daily Rate Room	1	222.0	0.0	0.0	0.0

< < 1 - 19 > > 50 rows per page Jump To 1 /1 Page Total of 19 records

7.5.4 Issue Card Report

You can also view all card issuing records or search required card issuing records with multiple search conditions. Enter the search conditions (including time, card type, card No., issuing date, and expiration date) and check the associated card issuing records.

Issue Time: 2017-02-16 00:00:00 To: 2017-05-16 23:59:59 Card Type: More

The current query conditions: Issue Time:(2017-02-16 00:00:00) To:(2017-05-16 23:59:59)

Refresh Export

<input type="checkbox"/>	First Name	Card Type	Card Number	Document Type	Document No.	Issued Date	Expiration Date	Card Status
<input type="checkbox"/>	1	Guest Card	96	Passport	tuandui	2017-05-16 14:29:31	2017-05-17 12:00:00	In Use
<input type="checkbox"/>	12323	Guest Card	95	Others	12341231	2017-05-16 14:22:25	2017-05-16 14:29:26	Invalid card
<input type="checkbox"/>	12323	Guest Card	94	Others	12341231	2017-05-16 14:22:11	2017-05-16 14:22:25	Invalid card
<input type="checkbox"/>	12323	Guest Card	93	Others	12341231	2017-05-16 14:17:44	2017-05-16 14:20:51	Invalid card
<input type="checkbox"/>	2	Record Card	92			2017-05-16 09:20:31	2017-05-17 09:20:25	In Use
<input type="checkbox"/>	213213	Guest Card	74	Passport	12312312	2017-05-14 09:43:37	2017-05-10 09:49:26	Invalid card
<input type="checkbox"/>	712312	Guest Card	73	Passport	21321	2017-05-14 09:42:00	2017-05-14 09:43:14	Invalid card
<input type="checkbox"/>	3	Guest Card	72	Passport	12837	2017-05-14 09:35:47	2017-05-14 09:35:50	Invalid card
<input type="checkbox"/>	4	Guest Card	71	Passport	123454	2017-05-14 09:31:51	2017-05-14 09:35:13	Invalid card
<input type="checkbox"/>	5	Guest Card	70	Passport	123454	2017-05-14 09:30:59	2017-05-14 09:31:00	Invalid card
<input type="checkbox"/>	6	Guest Card	69	Passport	hahhe	2017-05-14 09:30:34	2017-05-14 09:30:35	Invalid card
<input type="checkbox"/>	7	Guest Card	68	Passport	hahhe	2017-05-14 09:30:02	2017-05-14 09:30:23	Invalid card
<input type="checkbox"/>	8	Guest Card	67	Passport	hahhe	2017-05-14 09:29:03	2017-05-14 09:29:05	Invalid card
<input type="checkbox"/>	9	Guest Card	66	Passport	hahhe	2017-05-14 09:28:32	2017-05-10 12:00:00	In Use
<input type="checkbox"/>	10	Guest Card	65	Passport	tuabinke11	2017-05-14 09:27:32	2017-05-14 09:27:35	Invalid card
<input type="checkbox"/>	11	Guest Card	64	Passport	tuabinke11	2017-05-14 09:27:18	2017-05-14 09:27:25	Invalid card
<input type="checkbox"/>	12	Authorization Card	81			2017-05-12 10:36:31	2017-05-11 10:31:33	In Use

< < 1 - 50 > > 50 rows per page Jump To 1 /2 Page Total of 96 records

You can export the records into an Excel, PDF, or CSV file. See the following figure.

ZKTECO Issue Card Report										
First Name	Last Name	Card Type	Card Number	Document Type	Document No.	Issued Date	Expiration Date	Card Status	Issue Time	Operation User
Sherry	Yang	Room Name Card	21			2017-12-15 15:28:51	2017-12-15 15:31:13	Invalid card	2017-12-15 15:28:51	admin
Sherry	Yang	Room Area Card	20			2017-12-15 15:25:57	2017-12-15 15:31:08	Invalid card	2017-12-15 15:25:57	admin
Lucy	Feng	Guest Card	19	Passport	232145523	2017-12-15 15:13:54	2017-12-15 15:19:03	Invalid card	2017-12-15 15:13:54	admin
Maryan	Liu	Guest Card	18	ID	44443333	2017-12-15 15:13:26	2017-12-15 15:18:44	Invalid card	2017-12-15 15:13:26	admin
Sherry	Yang	Authorization Card	17			2017-12-15 15:08:48	2017-12-15 15:25:38	Invalid card	2017-12-15 15:08:48	admin
Sherry	Yang	Room Name Card	16			2017-12-15 15:08:24	2017-12-15 15:31:18	Invalid card	2017-12-15 15:08:24	admin
Sherry	Yang	Room Name Card	15			2017-12-15 15:07:14	2017-12-15 15:31:43	Invalid card	2017-12-15 15:07:14	admin
Sherry	Yang	Room Name Card	14			2017-12-15 15:06:21	2017-12-15 15:06:34	Invalid card	2017-12-15 15:06:21	admin
Sherry	Yang	Floor Card	13			2017-12-15 15:05:35	2017-12-15 15:07:48	Invalid card	2017-12-15 15:05:35	admin
Sherry	Yang	Building Card	12			2017-12-15 15:04:37	2017-12-15 15:08:37	Invalid card	2017-12-15 15:04:37	admin
Carian	Xie	Guest Card	11	Passport	332454	2017-12-15 14:55:55	2017-12-15 15:02:50	Invalid card	2017-12-15 14:55:55	admin
Bruno	Ke	Guest Card	10	Driver License	22322123	2017-12-15 14:54:17	2017-12-15 15:14:14	Invalid card	2017-12-15 14:54:17	admin
Hook		Guest Card	9	ID	5677556	2017-12-15 14:47:30	2017-12-15 14:50:02	Invalid card	2017-12-15 14:47:30	admin
Lucy	Feng	Guest Card	8	Passport	232145523	2017-12-15 14:44:44	2017-12-15 15:13:54	Invalid card	2017-12-15 14:44:44	admin
Maryan	Liu	Guest Card	7	ID	44443333	2017-12-15 14:42:57	2017-12-15 15:13:26	Invalid card	2017-12-15 14:42:57	admin
Sherry	Yang	Room Name Card	6			2017-12-15 14:41:00	2017-12-15 14:41:50	Invalid card	2017-12-15 14:41:00	admin
Sherry	Yang	Room Name Card	5			2017-12-15 14:40:32	2017-12-15 15:04:13	Invalid card	2017-12-15 14:40:32	admin
Sherry	Yang	Room Name Card	4			2017-12-15 14:39:48	2017-12-15 14:40:16	Invalid card	2017-12-15 14:39:48	admin

Created on: 2017-12-15 18:44:22
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7.5.5 Lock Opening Record Report

You can read a record card to check the lock opening record. Place the record card on a card writer and click [Read Lock Opening Record] to obtain all lock opening records of the record card. You can enter search conditions (including the building/floor/room name, start time, and end time) and view the associated records.

Building No
Floor No
Room Name
More

The current query conditions: None

<input type="checkbox"/>	Open Lock Mode	Open Lock Time	Card Type	Building No	Floor No	Room Name	People Name	Document Type

50 rows per page
Jump To / 0 Page
Total of 0 records

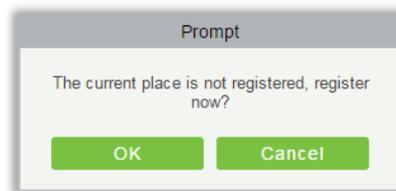
You can export the records into an Excel, PDF, or CSV file. See the following figure.

ZKTECO									
Unlock Record Report									
Open Lock Mode	Open Lock Time	Card Type	Building No	Floor No	Room Name	First Name	Last Name	Document Type	Document No.
Card lock	2017-12-15 14:48:00	Guest Card	A	1	A1103	Bruno	Ke	Driver License	22322123
Card lock	2017-12-15 14:48:00	Guest Card				Bruno	Ke	Driver License	22322123
Card lock	2017-12-15 14:48:00	Floor Card	A	1	A1103	Sherry	Yang		
Card lock	2017-12-15 14:48:00	Floor Card				Sherry	Yang		
Card lock	2017-12-15 14:44:00	Floor Card	A	1	A1103	Sherry	Yang		
Card lock	2017-12-15 14:44:00	Building Card	A	1	A1103	Sherry	Yang		
Card lock	2017-12-15 14:44:00	Floor Card	A	1	A1103	Sherry	Yang		
Card lock	2017-12-15 14:44:00	Building Card				Sherry	Yang		
Card lock	2017-12-15 14:44:00	Floor Card				Sherry	Yang		
Card lock	2017-12-15 14:44:00	Floor Card				Sherry	Yang		
Card lock	2017-12-15 14:43:00	Building Card	A	1	A1103	Sherry	Yang		
Card lock	2017-12-15 14:43:00	Building Card				Sherry	Yang		
Card lock	2017-12-15 14:39:00	Guest Card				Maryan	Liu	ID	44443333
Card lock	2017-12-15 14:39:00	Guest Card	A	1	A1103	Maryan	Liu	ID	44443333
Card lock	2017-12-15 14:39:00	Guest Card	A	1	A1103	Maryan	Liu	ID	44443333
Card lock	2017-12-15 14:39:00	Guest Card				Maryan	Liu	ID	44443333
Card lock	2017-12-15 14:39:00	Guest Card				Maryan	Liu	ID	44443333
Card lock	2017-12-15 14:39:00	Guest Card				Maryan	Liu	ID	44443333

Created on: 2017-12-15 18:44:38
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8. Visitor System

After clicking [Visitor], the following window will pop up. Click [OK] to register the clients accessing the server to the Entry Place lists. More detail about registering an entry place, please refer to [Entry Place](#).

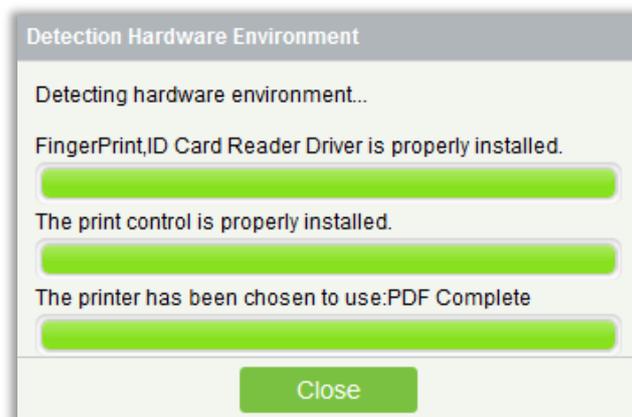


8.1 Registration

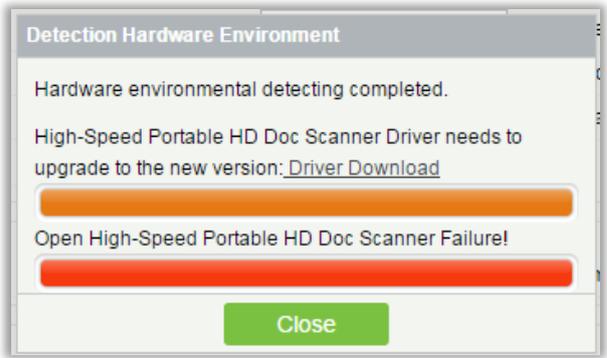
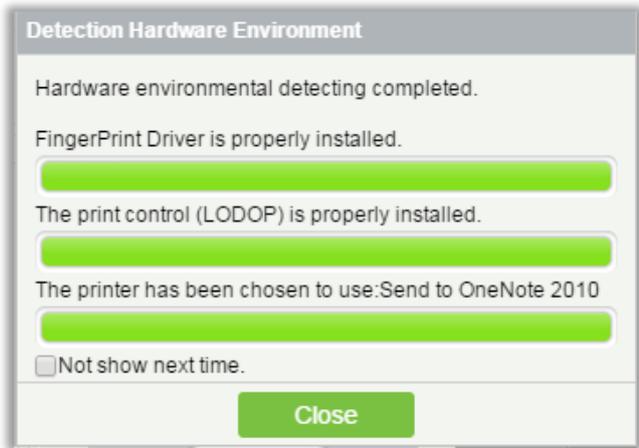
8.1.1 Entry Registration

- Entry Registration

1. Click [Register] > [Entry Register] > [Entry Register], the system will detect the hardware environment based on the parameters of [Parameters] in [Basic Management] before entering the registration page:

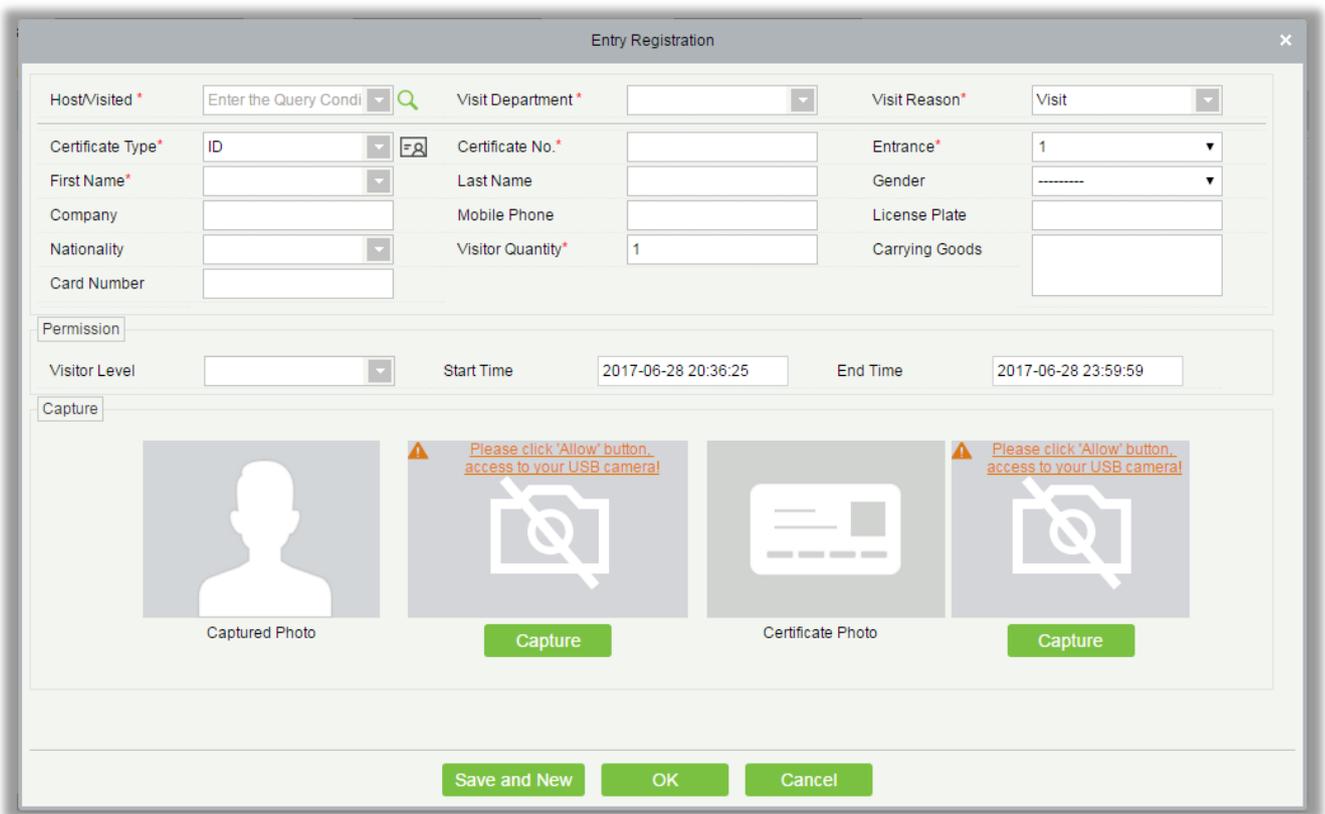


If the detecting is completed, click [Close] to continue registering, shown as the left figure below. If the detecting failed, click [Close] and the system will prompt to download driver, click [Close] to close the registration window, shown as the right figure below.



Notes:

- 1) In the [Parameters] of [Basic Management], if you checked the " Type of Photo Printed on the Receipt Catch Photo", "Fingerprint Registration is Required" and "Use High-Speed Portable HD Doc Scanner", the related controls or drives will be detected. More details about [Parameters], please refer to [Parameters](#).
- 2) Upon detection of a driver is not installed or installed an older version of the driver, the system will be prompted to download the latest drivers.
2. The registration page is shown as below:



Fields are as follows:

Host/Visited: Select the visited personnel.

Visit Department: Select the department the visitor will visit.

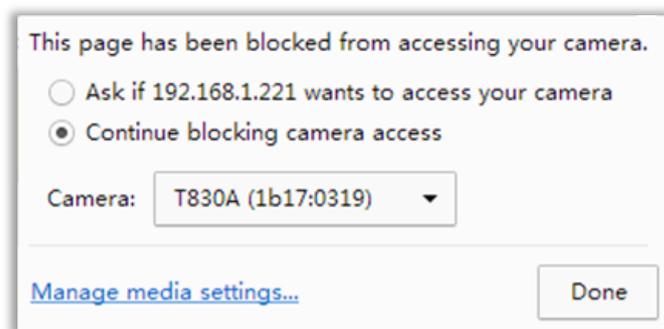
Visit Reason: Select the visit reason. You can also input a new reason, and the reason will be added in the Visit Reason list in the [Visit Reason] of [Basic Management].

Certificate Type: Passport, Driver's License, ID Card and Others are available to choose. If ID Scan OCR function is activated, visitor information will display automatically after clicking  icon.

Entrance: Select the entry place for the visitor. You can add an entry place in the [Entry Place] of [Basic Management].

ID Number: The numbers and letters are legal; the max length is 20.

Head Portrait: The captured photo and certificate photo can be taken separately or at the same time (which can be set in Parameter Settings). If there is a camera (High-Speed Portable HD Doc Scanner) connected with the server, you can click [Capture] to take the visitor's photo. The browser may block the camera to access, please click  in the IP address bar to select the camera and set it allowed to access this page.



Notes:

- 1) For different browsers, the contents of tips are different, the actual browser display prevail, just choose the shared camera, and allows the system to access the camera.
- 2) If the entry place supports network camera, scanner, high camera, it will not pop up this tip.
- 3) You can select card number, fingerprint, password or code scanning for registration (set in the parameter setting).

● **Exit Registration**

There are 2 ways:

1. Click [Exit Registration] below Operations as a visitor is ready to leave.

Exit Registration

Certificate Type* Others

Certificate Number* 1234567890

First Name* 1

Last Name

Carrying Goods

Card Number

Remark

Exit Place*

Visitor Quantity* 1

Enter Photo

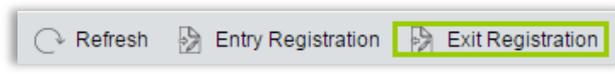
Capture

Exit Photo

OK Cancel

Select the Exit Place and click [OK].

2. You can also click [Exit Registration] in the menu bar when there is too much information in the list:



Exit Registration

Certificate Type* ID

Certificate Number*

First Name*

Last Name

Carrying Goods

Card Number

Remark

Exit Place*

Visitor Quantity* 1

Enter Photo

Capture

Exit Photo

OK Cancel

Input the ID Number to get the other information of this visitor quickly. Select the Exit Place and click [OK].

8.1.2 Visitor

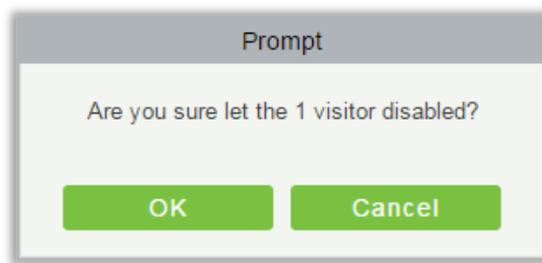
You can delete a visitor, disable or enable a visitor.

- **Delete a Visitor**

Click [Registration] > [Visitor], select a visitor, click [Delete].

- **Disable a Visitor**

Click [Registration] > [Visitor], select a visitor, click [Disable]:



Click [OK] to block the visitor. The below Disable indicates the visitor is blocked.

- **Enable a Visitor**

Click [Registration] > [Visitor], select a blocked visitor, click [Enable].

8.2 Reservation

1. Click [Reservation] > [Reservation] > [New]:

The image shows a 'New' form window with the following fields and values:

Field	Value
Host/Visited *	[Empty input box with search icon]
Visit Department *	[Empty dropdown menu]
Certificate Type *	ID
Certificate Number *	[Empty input box]
First Name *	[Empty input box]
Last Name	[Empty input box]
Mobile Phone	[Empty input box]
Company	[Empty input box]
Visit Reason *	Visit
Visited Date *	2017-02-09

Buttons at the bottom: Save and New, OK, Cancel

Host/Visited: Select the visited personnel. Click the input box to filter the query according to the input characters, or click the query button to pop up the list of the visited personnel to select the visited personnel.

2. Complete the reservation information, click [OK].

The personnel can reserve visitor for themselves by "Personal Self-Login". The method is same with above descriptions. About how to login to the personal-self system, please refer to [Personal Self-Login](#).

8.3 Basic Management

8.3.1 Parameters

Click [Basic Management] > [Parameters]:

Common Parameter Option

Exit Registration

Open the Visitor Exit Function

Automatic Sign Out [Set Automatic Sign Out Place](#)

⚠ Visitors exited from the set reader, will be automatically checked out(performed every half hour).

Sign Out Expired Visitors

⚠ The invalid Visitors that having not been checked out manually, will automatically be checked out(performed every minutes).

Permission

Without Permission

Whether to Issue Card

Fingerprint Registration is Required

Password is Required

Scan code is Required

Select the Required Field

Host/Visited

Visit Department

Normal Parameter Option

Capture

Capture the Portrait and Certificate Photo Together

Capture the Portrait and Certificate Photo Separately

Camera Mode

Safe Mode: the registration page is closed off the camera, each registration should be allowed

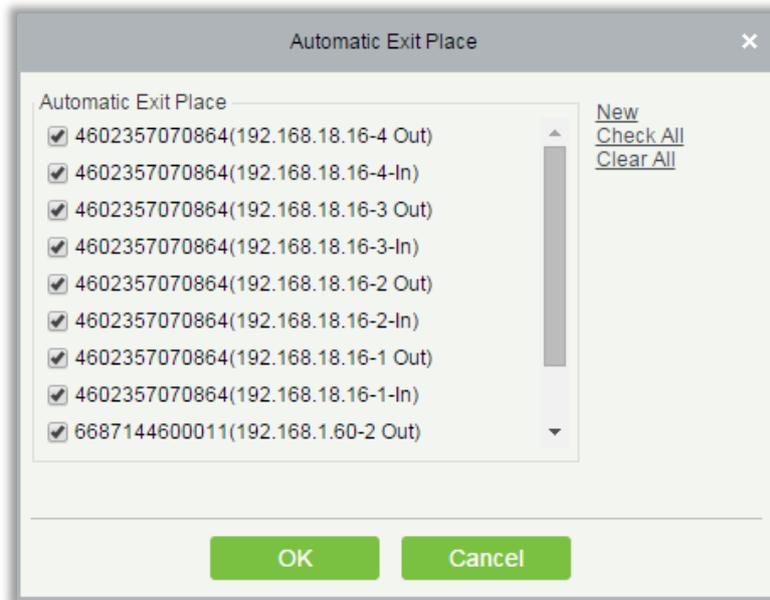
Fast Mode: after allowing a camera, always open the camera, when the browser is closed

Registration Client

Visitors Quantity Statistics: ● Check-In Today:0 ● Check-Out Today:0 ● Not Check-Out Today:0 [View the Details](#)

Common Parameter Option

- **Exit Registration:** Enable or disable the auto sign-off function. Auto sign-out means a visitor leaves by directly punching a card or using his/her fingerprint at the preset auto sign-out place, without performing the Exit Registration operation in the software. Setting automatic sign-out place means specifying some readers as the auto sign-out place. Click [Set Automatic Sign Out Place]:



Click [OK] to finish.

Sign Out Expired Visitors: Expired visitors who have not been manually signed out will be automatically signed out after a specified interval.

Visitor Detail Information Today Remind Time: Set the remind time of unsigned-out visitor lists every day.

- **Permission**

Whether to Issue Card: Whether to issue card for the visitor.

Fingerprint Registration is Required: Whether to register the fingerprint for the visitor.

- **Select the Required Field:** You can set whether the interviewed and visited departments are required in the registration page and the reservation page.

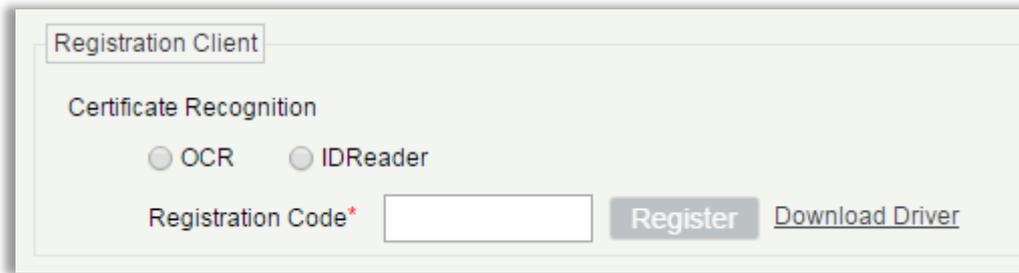
Normal Parameter Option

Device: Whether to use Certificate Identification Equipment and High-Speed Portable HD Doc Scanner.

- **Capture:** Whether to capture the portrait and certificate photo together.
- **Camera Mode:** Can set the USB camera only authorized once when not refresh the page.
- **ID Scan OCR Setting:** To set Certificate Capture and Recognize Together or Separately.

Registration Client:

1) If no driver has been installed, the [Download Driver] link is displayed. Click the link to download and install the driver.

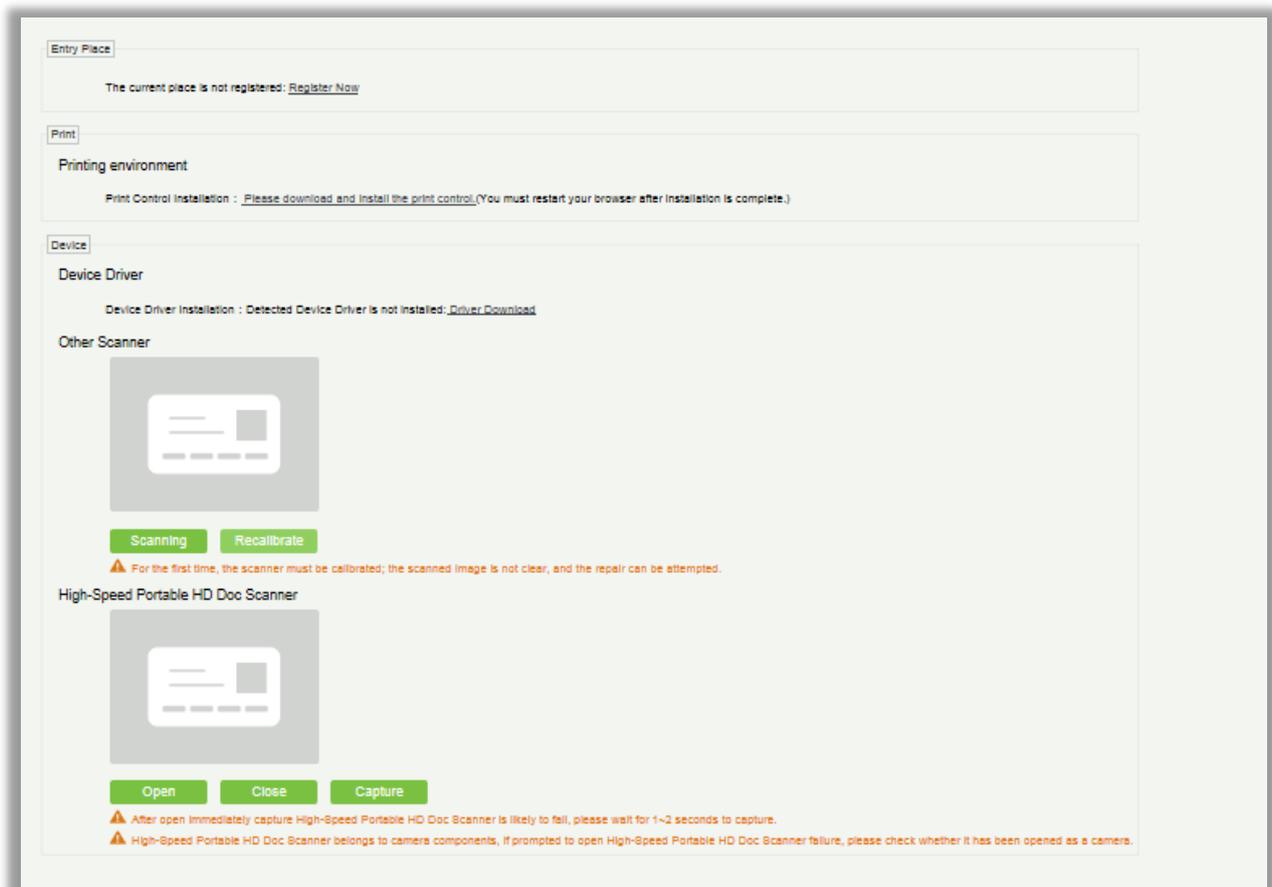


2) Enter the corresponding registration code and click [Register].

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

- **The Visitor List the Recipient Mailbox:** Configure the recipient's mailbox and the time for system to send the list of visitors today.

8.3.2 Device Debugging



Entry Place: Displays the information of the current entry place, such as the name of the entry place, IP, equipment usage.

Print: Print-driven installation.

Device: Display device driver installation, you can debug the scanner, the high camera, USB camera

when correctly install the display driver (IE browser does not display USB device debugging).

8.3.3 Print Settings

Global Settings

Template Selection

Print Template

Visitor Receipt Printing Setting

Automatically Print Receipt after the visitor Checked-In

Photo

Use Captured Photo as Visitor Photo

Barcode Type

Bar Code

QR Code

Local Settings

Print

Use Printer

Select Paper Type

Paper Type

⚠ The paper type can only use the system default types. Please check in the print preview to see if it will work.

Custom Paper Size

Custom Paper Width mm

Custom Paper Height mm

Custom Paper Width, Highly Adaptive

Custom Paper Width mm

⚠ The setting width of the paper is greater than the actual width of the paper, will affect the print effect.

- Global Settings (Valid at each Entry Place)

Template Selection: Select a template to print the template, if the template does not meet the print content, you can add or edit the template (the default template cannot be edited, deleted).

Print Photos: Select whether to print receipt when the server connected with a printer, select whether to use the catch photo in the receipt (Visitor Photo or Capture Photo).

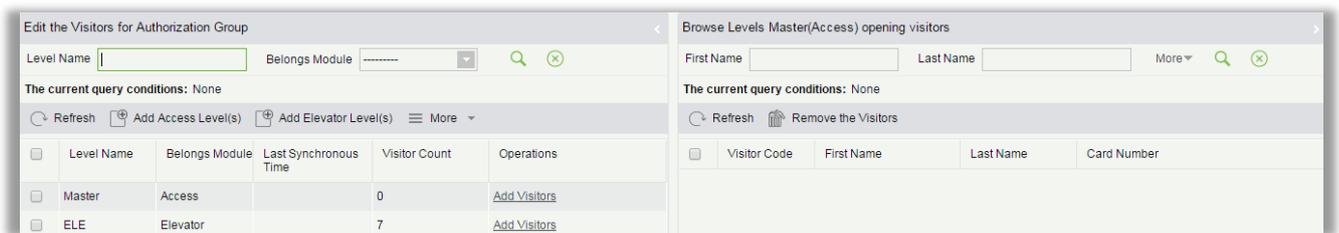
- **Local Settings (Valid at the current Entry Place)**

Print: You can set the options for the printer, the type of paper to be printed, or the custom paper size, and view the effect by clicking Print Preview / Direct Print. Finally, you can save at the current registration location to print out the effect of setting the print.

8.3.4 Visitor Levels

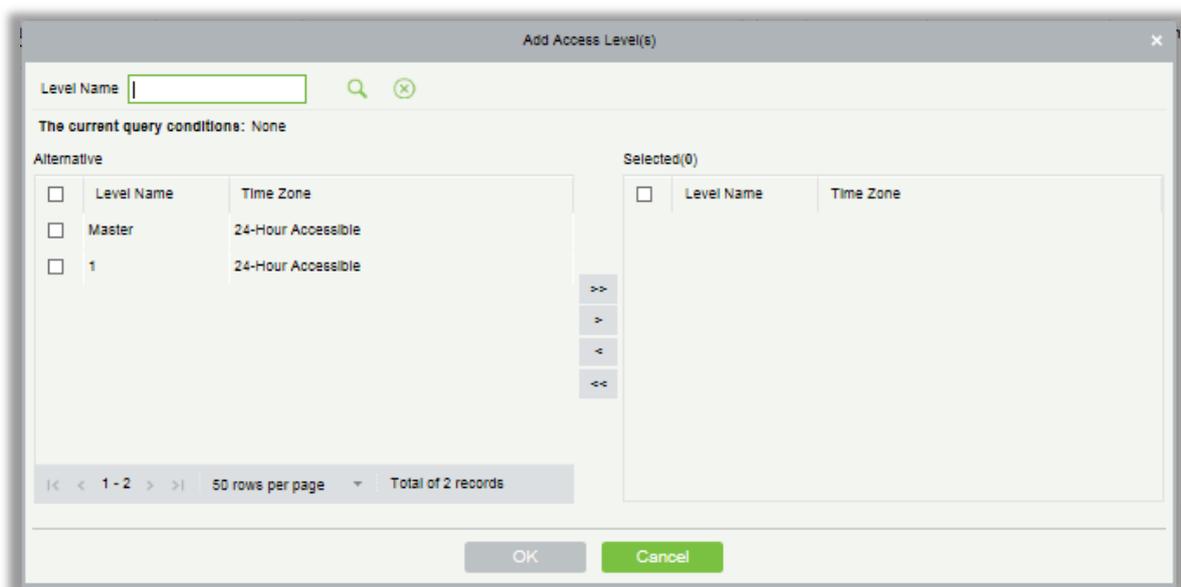
The visitor can be allocated Access or Elevator levels with in registration after the visitor level has been set.

Click [Basic Management] > [Visitor Levels]:



- **Add Access Levels**

Click [Basic Management] > [Visitor Levels] > [Add Access Levels]:



Set a visitor level name, select one or more access levels, click **>** or **>>** to move into the Selected menu. Click [OK].

Allocate the Access levels for the visitor when registering.

- **Add Elevator Levels**

The same way with Add Access Levels.

- **Delete Levels**

Select a visitor level, click [Delete] in the drop-down list of [More].

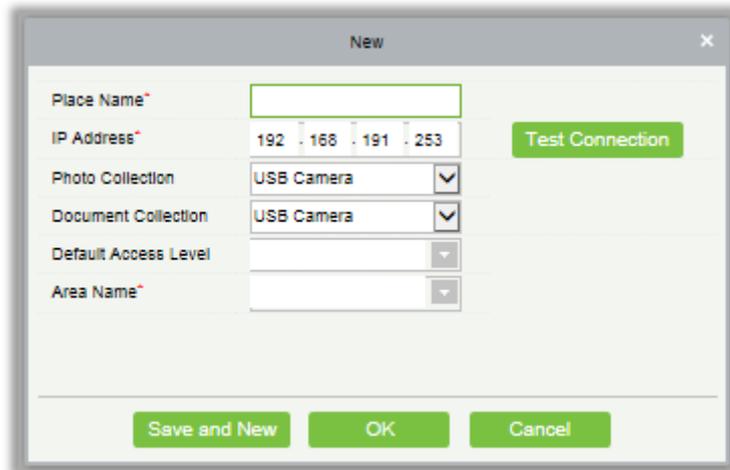
- **Synchronous Level**

When the Access or Elevator levels are modified, click [Synchronous Level] in the drop-down list of [More] to update the modification in time.

8.3.5 Entry Place

- **Add an Entry Place**

Click [Basic Management] > [Entry Place] > [New]:



Fields are as follows:

Place Name: It must be unique. Any character with a length of 50 is ok.

IP Address: The IP address of the server.

Photo Collection: USB Camera, IP Camera and Dual Camera High-Speed Portable HD Doc Scanner are available. The IP Camera must be added in the "Video Device" before.

Document Collection: USB Camera, High-Speed portable HD Doc Scanner, Scanner and Dual Camera High-Speed Portable HD Doc Scanner are available.

Default Access Level: Set the default levels in this entry place.

Area Name: The name of the area the entry place belongs, and the registration record for each entry place is filtered according to the area of the entry place.

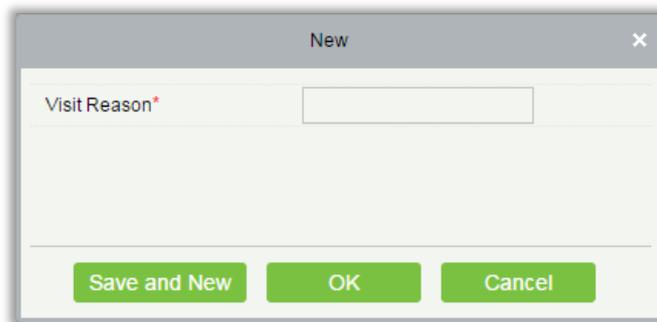
2. Click [Edit] or [Delete] as required.

- **Automatic Exit Place**

Please refer to [Parameters](#)

8.3.6 Visit Reason

1. Click [Basic Management] > [Visit Reason] > [New]:



2. Click [OK] to finish. You can also click [Edit] or [Delete] as required.

8.4 Visitor Reports

8.4.1 Last Visited Location

Click [Reports] > [Last Visited Location] to view the reports. The reports can be filtered by different conditions.

You can export the data into an Excel, PDF, or CSV file. See the following figure.

ZKTECO Last Visited Location												
Visitor Code	First Name	Last Name	Card Number	Time	Enter Time	Device	Event Point	Event Description	Reader Name	Verification Mode	Area	Stay Time
800000011	Morry	Fang	0189106	2017-12-15 11:45:04	2017-12-15 11:44:57	192.168.218.80	192.168.218.80-1	Normal Verify Open	192.168.218.80-1	Only Card	Area Name	0:0
800000010	Tommy	Qi	6323994	2017-12-15 11:42:42	2017-12-15 11:42:38	192.168.218.80	192.168.218.80-2	Normal Verify Open	192.168.218.80-2	Only Card	Area Name	0:0
800000009	Elian	Peng	13592341	2017-12-15 11:41:09	2017-12-15 11:41:01	192.168.218.80	192.168.218.80-1	Normal Verify Open	192.168.218.80-1	Only Card	Area Name	0:0
800000008	Goura	Viny	1411237	2017-12-15 11:39:21	2017-12-15 11:39:14	192.168.218.80	192.168.218.80-2	Normal Verify Open	192.168.218.80-2	Only Card	Area Name	0:0
800000007	Monic	Wu	4628036	2017-12-15 11:22:55	2017-12-15 11:21:09	192.168.218.80	192.168.218.80-1	Normal Verify Open	192.168.218.80-1	Only Card	Area Name	0:1
800000006	Bella	Yu	4461253	2017-12-15 11:19:58	2017-12-15 11:05:28	192.168.218.80	192.168.218.80-2	Normal Verify Open	192.168.218.80-2	Only Card	Area Name	0:14
800000004	Tom	Lee	13280079	2017-12-15 11:19:48	2017-12-15 10:59:56	192.168.218.80	192.168.218.80-2	Normal Verify Open	192.168.218.80-2	Only Card	Area Name	0:19
800000005	Bill	Fang	9505930	2017-12-15 11:19:32	2017-12-15 11:02:36	192.168.218.80	192.168.218.80-2	Normal Verify Open	192.168.218.80-2	Only Card	Area Name	0:16
800000002	Joey	Leung	9505930	2017-12-15 10:48:55	2017-12-15 10:48:06	192.168.218.80	192.168.218.80-1	Normal Verify Open	192.168.218.80-1	Only Card	Area Name	0:2
800000003	Stephn	Chen	13280079	2017-12-15 10:48:46	2017-12-15 10:47:45	192.168.218.80	192.168.218.80-1	Anti-Passback	192.168.218.80-1	Only Card	Area Name	0:1
800000001	Mary	Huang	4461253	2017-12-15 10:48:41	2017-12-15 10:43:43	192.168.218.80	192.168.218.80-1	Normal Verify Open	192.168.218.80-1	Only Card	Area Name	0:4

8.4.2 Visitor History Record

Click [Reports] > [Visitor History Record] to view the reports. The reports can be filtered by different conditions.

Enter Time From To Visitor Code More

The current query conditions: Enter Time From:(2015-02-26 00:00:00) To:(2015-05-26 23:59:59)

<input type="checkbox"/>	Visitor Code	First Name	Last Name	Company	Visit Reason	Host No.	Host First Name	Host Last Name	Visit Status	Enter Time	Entrance	Exit Time	Exit P
<input type="checkbox"/>	800000062	firstname	lastname		Visit	104	safsafdsadfsadfs	sdfvdsfvgseagd3	Check-In	2015-05-26 14:24:59	server		
<input type="checkbox"/>	800000061	f_kl	L_er		Visit	101	first1	last1	Check-Out	2015-05-25 08:49:35	server	2015-05-25 08:49:45	serv

You can export the records into an Excel, PDF, or CSV file. See the following figure.

ZKTECO
Visitor History Record

Visitor Code	First Name	Last Name	Company	Visit Reason	Host Number	Host First Name	Host Last Name	Visit Status	Card Number	Enter Time	Entrance	Exit Time	Exit Place	Carrying Goods In	Carrying Goods Out
800000011	Morry	Fang	Google	Visit	7	Jacky	Xiang	Check-Out	6189168	2017-12-15 11:44:57	server	2017-12-15 11:44:20	server	Camera Device	Camera Device
800000010	Tommy	Qi	ZKTeCo-Th	Visit	6	Amber	Lin	Check-Out	6323994	2017-12-15 11:42:39	server	2017-12-15 11:44:20	server	Camera Card	Camera Card
800000009	Elan	Peng	ZKTeCo-Eu	Visit	5	Nicol	Ye	Check-Out	13552341	2017-12-15 11:41:01	server	2017-12-15 11:44:51	server	Book Bottle	Book Bottle
800000008	Goura	Viny	Esstl	Visit	4	Berry	Cao	Check-Out	1411237	2017-12-15 11:39:14	server	2017-12-15 11:44:00	server	Kindle	Kindle
800000007	Monic	Wu	ZKTECO	Visit	1	Jerry	Wang	Check-Out	4628036	2017-12-15 11:21:09	server	2017-12-15 11:23:10	server	PC	PC
800000006	Bella	Yu		Visit	2940	Sherry	Yang	Check-Out	4461253	2017-12-15 11:06:28	server	2017-12-15 11:22:30	server		Video
800000005	Bill	Fang		Visit	3	Leo	Hou	Check-Out	905930	2017-12-15 11:02:38	server	2017-12-15 11:21:43	server		PC
800000004	Tom	Lee		Visit	2	Lucky	Tan	Check-Out	1320079	2017-12-15 10:59:56	server	2017-12-15 11:21:31	server		IPAD
800000003	Stephn	Chen		Visit	3	Leo	Hou	Check-Out	1320079	2017-12-15 10:47:43	server	2017-12-15 10:56:57	server		
800000002	Joey	Leung		Visit	2	Lucky	Tan	Check-Out	905930	2017-12-15 10:46:09	server	2017-12-15 10:57:06	server		
800000001	Mary	Huang		Visit	2940	Sherry	Yang	Check-Out	4461253	2017-12-15 10:43:43	server	2017-12-15 10:57:27	server		

9. Parking System

Modern parking management involves management of various aspects, in which vehicle management is an important part. In special areas, such as special parking lots, military regions, government agencies, and residential areas, strict management must be performed on vehicles in real time, that is, strictly monitoring the incoming/outgoing time, and registering and identifying vehicles (including internal and external vehicles). In large-scale areas, there are a large number of incoming/outgoing vehicles. If each vehicle needs to be manually identified, it is time consuming and difficult to implement management, query, and safeguarding, resulting in low efficiencies. To improve this management mode that is not suitable for modern parking lots, military regions, government agencies, and residential areas, it is urgent to implement automatic and intelligent vehicle management using computer networks to effectively and accurately monitor and manage vehicles at all exits and entrances. This requires corresponding application software for highly efficient and intelligent management on parking lots.

Functional Modules of the System:

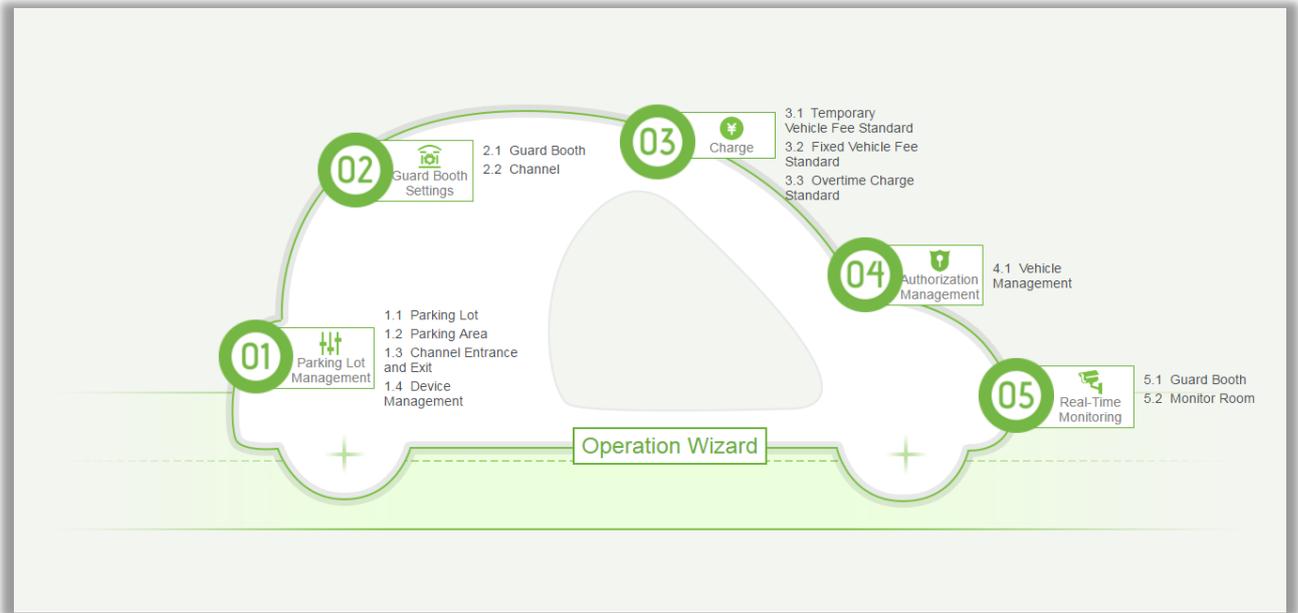
This system comprises seven functional modules:

- Operation Wizard: Guides users through basic configuration of the system.
- Authorization Management: License Plate registration, manages license plate authorization of fixed vehicles and temporary vehicles, and extends valid time of fixed vehicles.
- Parking Lot Management: Sets the vehicle type, parking lot, parking area, channel entrance/exit, and device, manages the blacklist and whitelist, and sets parking lot parameters.
- Guard Booth Settings: Configures the guard booth and channel, manual processing method and artificial release reason.
- Charge: Sets the fixed vehicle fee standard, temporary vehicle fee standard, and overtime charge standard, vendor discount policy, guard booth on duty, and reconciliation.
- Report: Performs macro analysis and monitoring on the charge details, duty shift records, vehicles in the lot, daily reports and monthly reports.
- Real-Time Monitoring: Implements most terminal functions, including video surveillance, entrance and exit snapping, duty information display, central payment station, artificial release, remaining parking spaces, blacklist and whitelist, charge details, and vehicles in the lot.

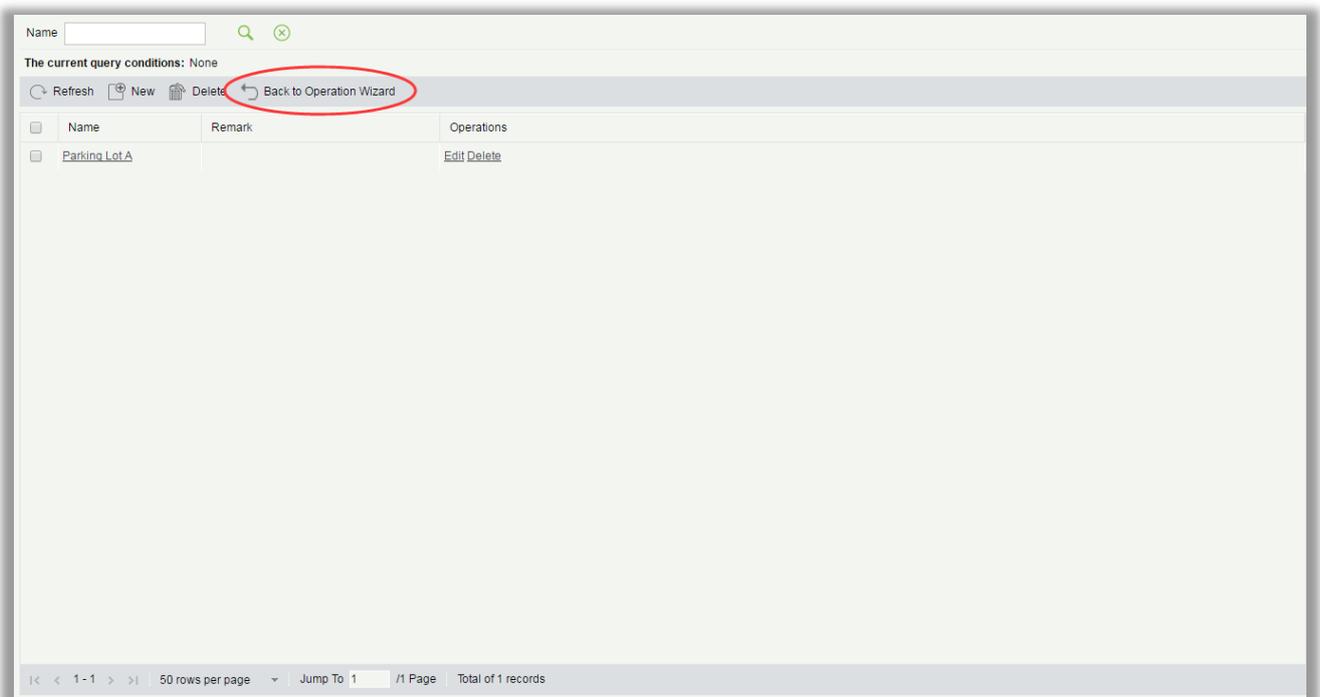
9.1 Operation Wizard

The Operation Wizard page guides users through basic configuration of the system based on the operation procedure. The online monitoring function can be used after all basic configurations are completed.

Choose [Parking Lot] > [Operation Wizard] > [Operation Wizard]. The **Operation Wizard** page is displayed.



Click a prompt point on the page to go to the corresponding function page for settings. Correspondingly, there is a **Back to Operation Wizard** button on each page. You can click this button to go back to the **Operation Wizard** page and perform the next step, as shown in the following figure.

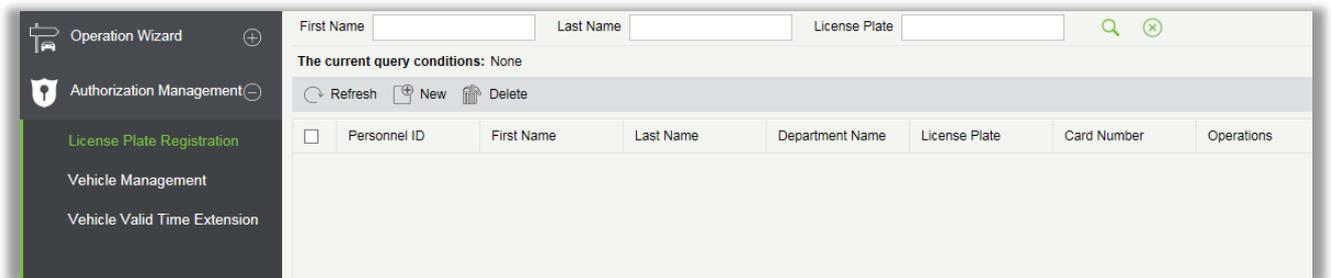


9.2 Authorization Management

The Authorization Management module is used to license plate registration, authorize fixed and temporary vehicles, and extend the valid time of fixed vehicles.

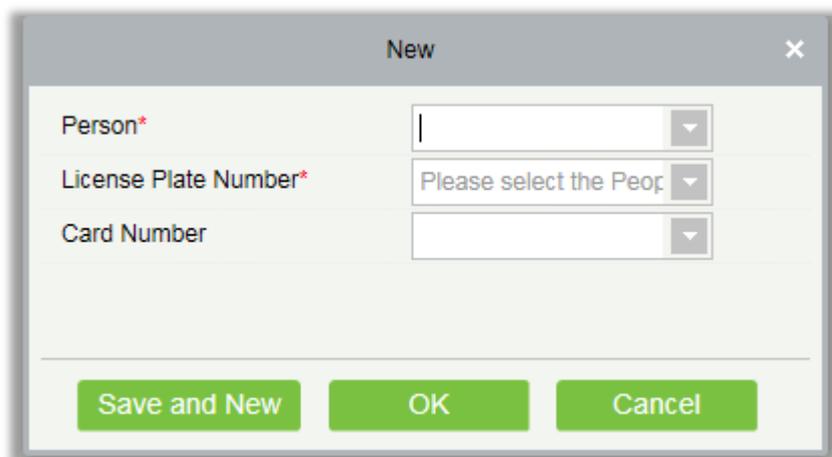
9.2.1 License Plate Registration

Choose [Authorization Management] > [License Plate Registration]. The **License Plate Registration** page is displayed, as shown in the following figure.



The screenshot shows the 'License Plate Registration' page. On the left is a navigation menu with 'License Plate Registration' selected. The main area has search filters for 'First Name', 'Last Name', and 'License Plate'. Below these are 'Refresh', 'New', and 'Delete' buttons. A table with columns 'Personnel ID', 'First Name', 'Last Name', 'Department Name', 'License Plate', 'Card Number', and 'Operations' is visible but empty.

● New



The 'New' dialog box contains three fields: 'Person*' (a dropdown menu), 'License Plate Number*' (a dropdown menu with the text 'Please select the Peop'), and 'Card Number' (a dropdown menu). At the bottom are three buttons: 'Save and New', 'OK', and 'Cancel'.

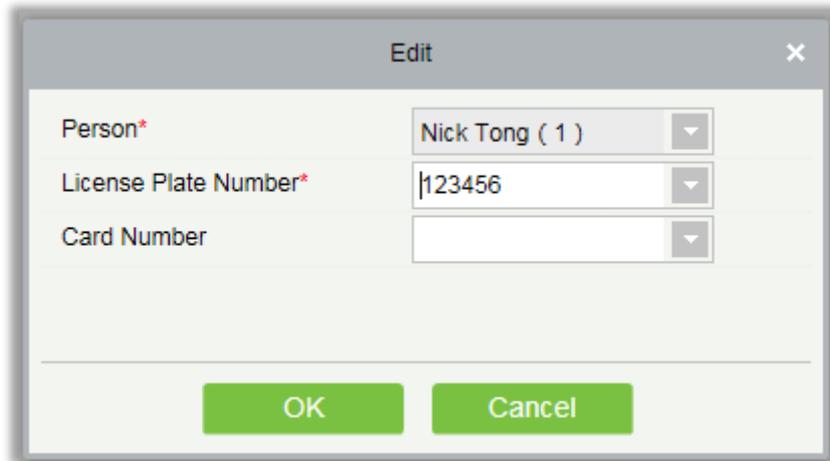
1) Click [Authorization Management] > [License Plate Registration] > [New]. The New page is displayed.

2) Select Person and Card number, enter License Plate Number.

3) Click [Save and New] to register more license plate or click [OK] to save and exit.

● Edit

Click [Edit] at the end of each line or click the corresponding Personnel ID, and modify personnel license plate registration information in the Edit dialog box.

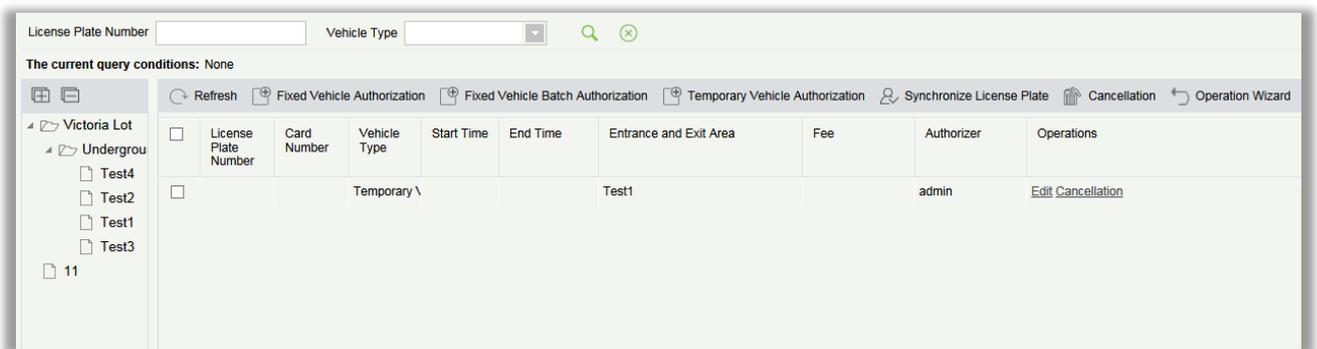


- Delete

Select one or more license plate registration information and click [Delete] at the upper part of the list and click [OK] to delete the selected registration information. Click [Cancel] to cancel the operation, or click [Delete] in the Operation column to delete a single registration information.

9.2.2 Vehicle Management

Choose [Authorization Management] > [Vehicle Management]. The **Vehicle Management** page is displayed, as shown in the following figure.



- Fixed Vehicle Authorization

Click [Fixed Vehicle Authorization]. The **Fixed Vehicle Authorization** page is displayed, as shown in the following figure.

The fields are described as follows:

Person: Enter one or more characters contained in the name or number of the vehicle owner to query the owner in fuzzy mode.

License Plate Number: Select the license plate number to be authorized.

Entrance and Exit area: Set the entrance and exit area of the license plate.

Vehicle Type: Select the type of the vehicle.

Start Time: Select the time when the authorization on the license plate number starts to take effect. The default value is the current time.

End Time: Select the time when the authorization on the license plate number ends.

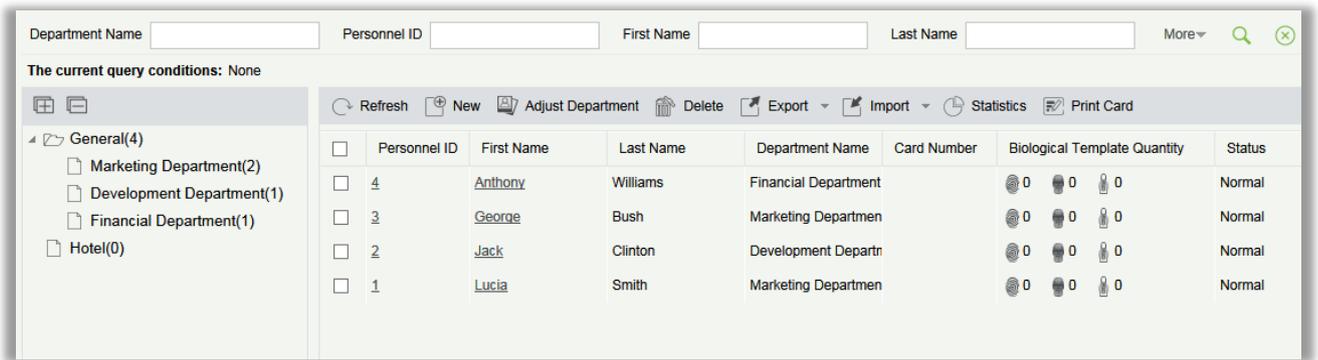
Fee: Record the fee charged for this authorization.

Note: An owner can have multiple license plate numbers, all of which must be authorized. You can register a person and one or more license plates in the **Personnel Management** module.

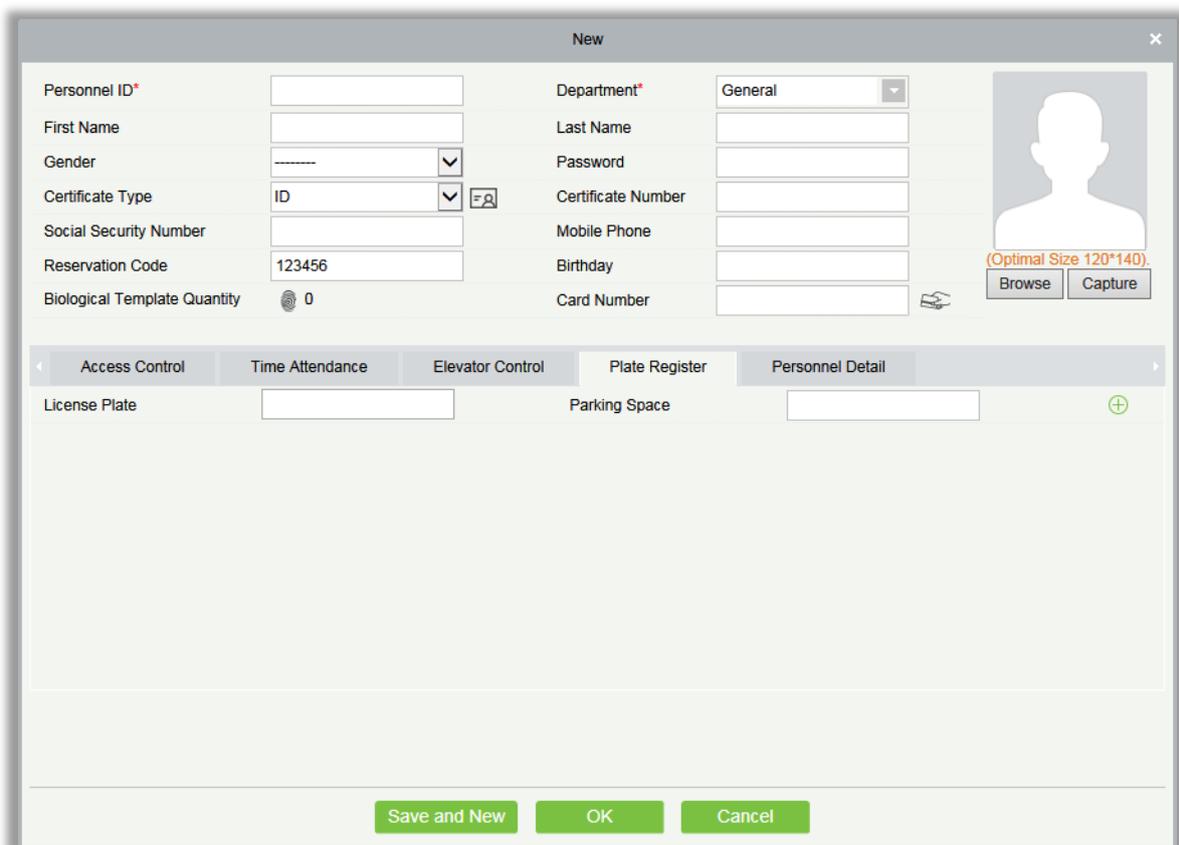
You can select a person and license plate in **License Plate Authorization** only after the person and license plate are registered. The procedure for registering a person and license plate is described as follows.

- **Person Registration and License Plate Registration**

Choose [Personnel] > [Personnel Management] > [Personnel]. The **Personnel Management** page is displayed, as shown in the following figure.



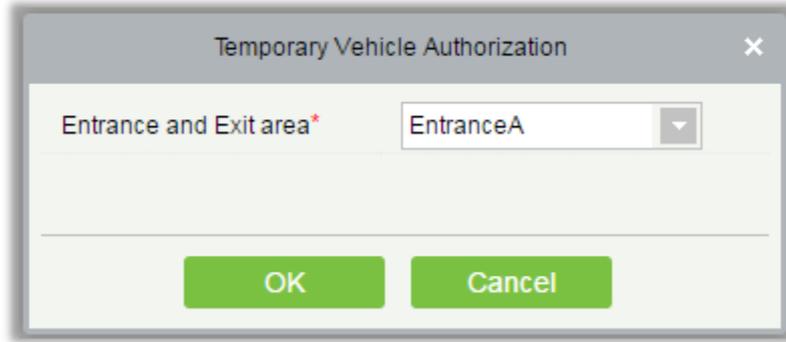
➤ **New:** Click [New]. The Edit page is displayed.



Set **Personnel ID, Name** (optional) and **Department** (use the default value). For details, see [Personnel Management](#).

Enter necessary information about the license plate on the Plate Register tab page. To add more license plates, click at the end of the line (a maximum of 6 plates can be added). To delete a license plate, click at the end of the line.

➤ **Edit:** Click [Edit] at the end of each line or click the corresponding Personnel ID or First Name, and modify personnel information in the Edit dialog box.



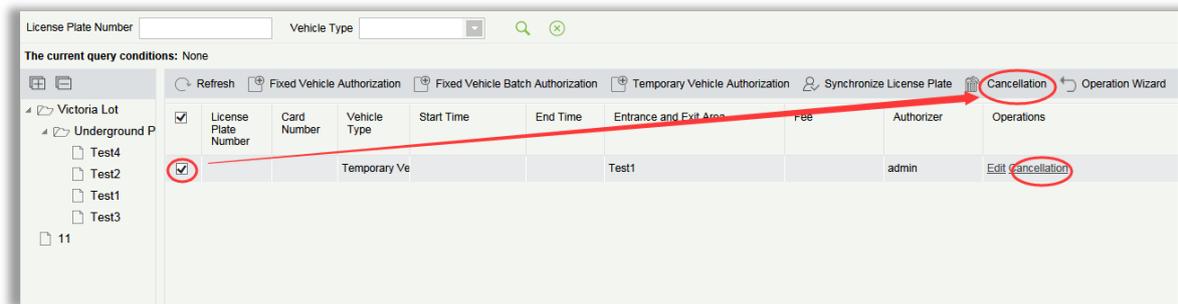
- **Synchronize License Plate**

Synchronize the fixed vehicle license plate of the current system to the LPC camera.

Click [Synchronize License Plate] and click [OK].

- **Cancellation**

Select multiple check boxes in the first column of the license plate list and click [Cancellation] to cancel license plates in batches, or click [Cancellation] at the end of each line to cancel a single license plate, as shown in the following figure.



9.2.3 Vehicle Valid Time Extension

Choose [Authorization Management] > [Vehicle Valid Time Extension]. The Vehicle Valid Time Extension page is displayed.

License Plate Number Vehicle Type

The current query conditions: None

Refresh

<input checked="" type="checkbox"/>	License Plate Number	Vehicle Type	Start Date	End Date	Early Warning Days	Operations
<input checked="" type="checkbox"/>	ABC123	Fixed Vehicle A	2017-12-18 11:38:32	2017-12-18 11:39:59	0	Vehicle Valid Time Extension Cancellation

● **Vehicle Valid Time Extension**

1) Select a fixed license plate for which the valid time needs to be extended and click [Vehicle Valid Time Extension], or click [Vehicle Valid Time Extension] at the end of a fixed license plate. The Vehicle Valid Time Extension page is displayed.

Vehicle Valid Time Extension ✕

License Plate Number*	<input type="text" value="C888888"/>
Vehicle Type	<input type="text" value="Fixed Vehicle A"/>
Deadline	<input type="text" value="2017-05-18 11:24:59"/>
Extended Deadline*	<input type="text"/>
Fee (Dollar) *	<input type="text"/>

2) Set **Extended Deadline** and **Fee**.

3) Click [OK] to save and exit.

● **Cancellation**

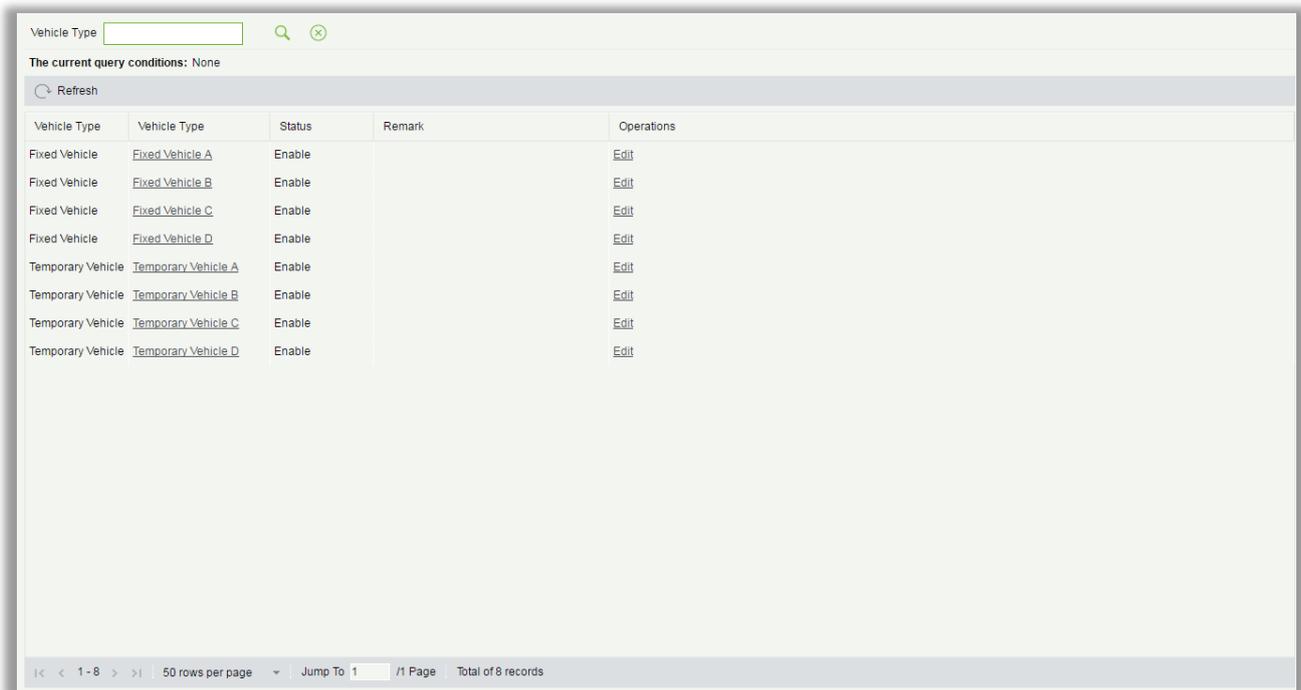
Select multiple check boxes in the first column of the license plate list and click [Cancellation] to cancel license plates in batches, or click [Cancellation] at the end of each line to cancel a single license plate.

9.3 Parking Lot Management

Parking Lot Management comprises seven modules: Vehicle Type, Parking Lot, Parking Area, Entrance and Exit Area, Device Management, Blacklist and Whitelist, and Parameter Setting.

9.3.1 Vehicle Type

Upon initial startup, the system automatically initializes the vehicle type, which can be only modified, but not added or deleted. Choose [Parking Lot Management] > [Vehicle Type]. The Vehicle Type page is displayed, as shown in the following figure.



Vehicle Type

The current query conditions: None

Vehicle Type	Vehicle Type	Status	Remark	Operations
Fixed Vehicle	Fixed_Vehicle_A	Enable		Edit
Fixed Vehicle	Fixed_Vehicle_B	Enable		Edit
Fixed Vehicle	Fixed_Vehicle_C	Enable		Edit
Fixed Vehicle	Fixed_Vehicle_D	Enable		Edit
Temporary Vehicle	Temporary_Vehicle_A	Enable		Edit
Temporary Vehicle	Temporary_Vehicle_B	Enable		Edit
Temporary Vehicle	Temporary_Vehicle_C	Enable		Edit
Temporary Vehicle	Temporary_Vehicle_D	Enable		Edit

1 < 1 - 8 > > 1 50 rows per page Jump To 1 /1 Page Total of 8 records

● Editing the Vehicle Type

1) Click a vehicle type name or [Edit] in the operation column. The Edit page is displayed.

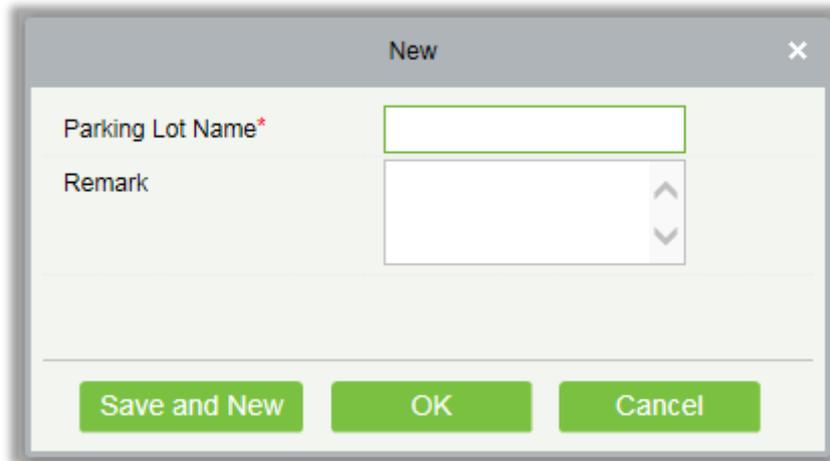
- 2) Set **Vehicle Type**, select a **Status**, and enter the vehicle type description in **Remark**.
- 3) Click [OK] to save and exit.

9.3.2 Parking Lot

A parking lot has multiple parking areas and a parking area has multiple entrance and exit areas. Choose [Parking Lot Management] > [Parking Lot]. The Parking Lot page is displayed, as shown in the following figure.

	Parking Lot Name	Remark	Operations
<input type="checkbox"/>	Victoria Lot		Edit Delete
<input type="checkbox"/>	Parking Lot A		Edit Delete

- **New**



1) Choose [Parking Lot Management] > [Parking Lot] > [New]. The New page is displayed.

2) Set **Name** (unique) and **Remark**.

3) Click [Save and New] to add more parking lots or click [OK] to save and exit.

- **Edit**

Click a parking lot name or [Edit] in the Operation column to go to the Edit page. Make modifications and click [OK] to save modifications.

- **Delete**

Select one or more parking lots and click [Delete] at the upper part of the list and click [OK] to delete the selected parking lots. Click [Cancel] to cancel the operation, or click [Delete] in the Operation column to delete a single parking lot.

- **Refresh**

Click [Refresh] at the upper part of the list to load new parking lots.

9.3.3 Parking Area

Choose [Parking Lot Management] > [Parking Area]. The Parking Area page is displayed, as shown in the following figure.

Parking Area Name Q ×

The current query conditions: None

Refresh + New 🗑️ Delete ↩️ Operation Wizard

<input type="checkbox"/>	Parking Area Name	Belonging Parking Lot	Parking Spaces	Remark	Operations
<input type="checkbox"/>	Underground Parking	Victoria Lot	4000		Edit Delete

- **New**

Click [New]. The Edit page is displayed.

Edit ×

Parking area name*	<input type="text" value="Parking Area C"/>
Parking Spaces*	<input type="text" value="300"/>
Belonging Parking Lot*	<input type="text" value="Parking Lot B"/> ▼
Remark	<input style="height: 40px;" type="text"/>

OK
Cancel

The fields are described as follows:

Parking area name: Unique name of a parking area.

Parking Spaces: Total number of parking spaces in this area.

Belonging Parking Lot: Parking lot to which this parking area belongs.

Remark: Text description.

- **Edit**

Click a parking area name or [Edit] in the Operation column to go to the Edit page. Make modifications and click [OK] to save modifications.

- **Delete**

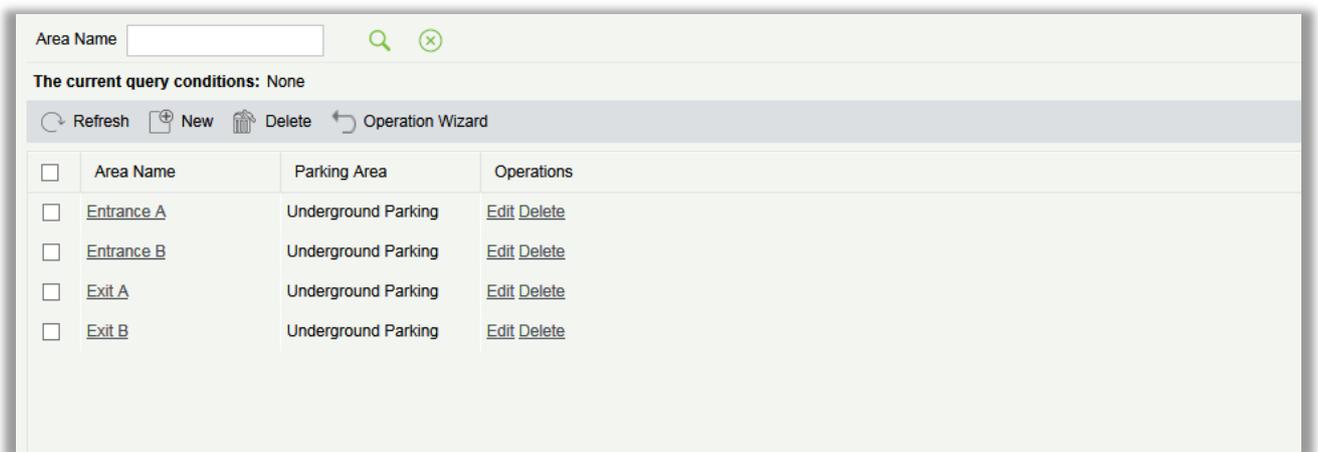
Select one or more parking areas and click [Delete] at the upper part of the list and click [OK] to delete the selected parking areas. Click [Cancel] to cancel the operation, or click [Delete] in the Operation column to delete a single parking area.

- Refresh

Click [Refresh] at the upper part of the list to load new parking areas.

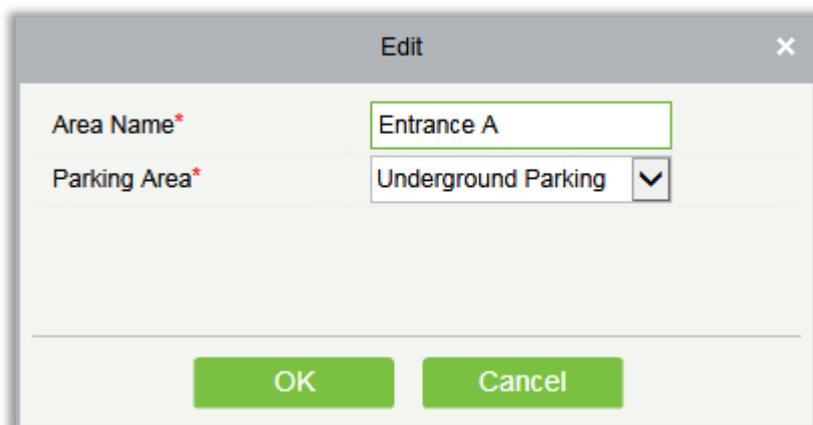
9.3.4 Channel Entrance and Exit

Choose [Parking Lot Management] > [Channel Entrance and Exit]. The Channel Entrance and Exit page is displayed, as shown in the following figure.



- New

Click [New]. The Edit page is displayed.



The fields are described as follows:

Area Name: Unique name of an entrance and exit area.

Parking Area: Parking area to which this entrance and exit area belongs.

- Edit

Click an entrance and exit area name or [Edit] in the Operation column to go to the Edit page. Make modifications and click [OK] to save modifications.

- **Delete**

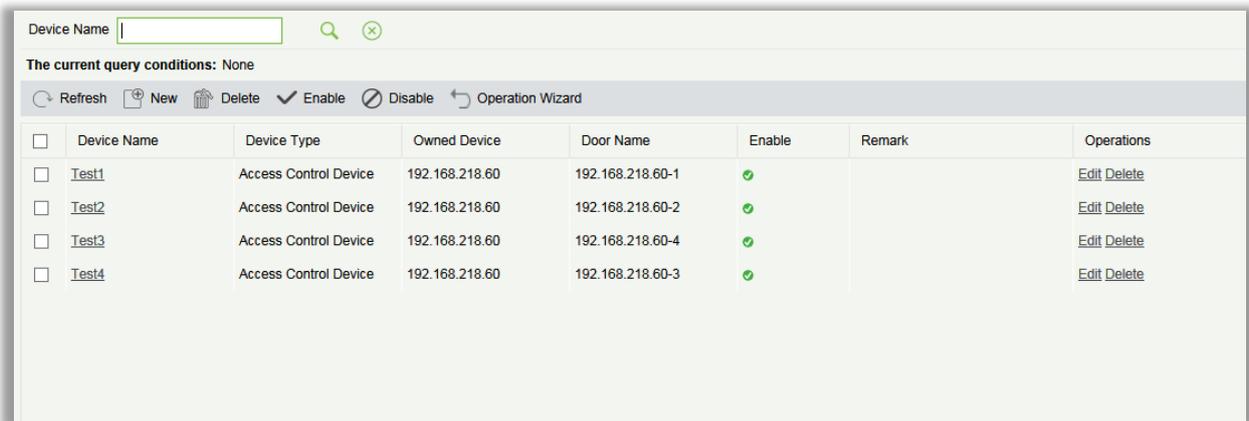
Select one or more entrance and exit areas and click [Delete] at the upper part of the list and click [OK] to delete the selected entrance and exit areas. Click [Cancel] to cancel the operation, or click [Delete] in the Operation column to delete a single entrance and exit area.

- **Refresh**

Click [Refresh] at the upper part of the list to load new entrance and exit areas.

9.3.5 Device Management

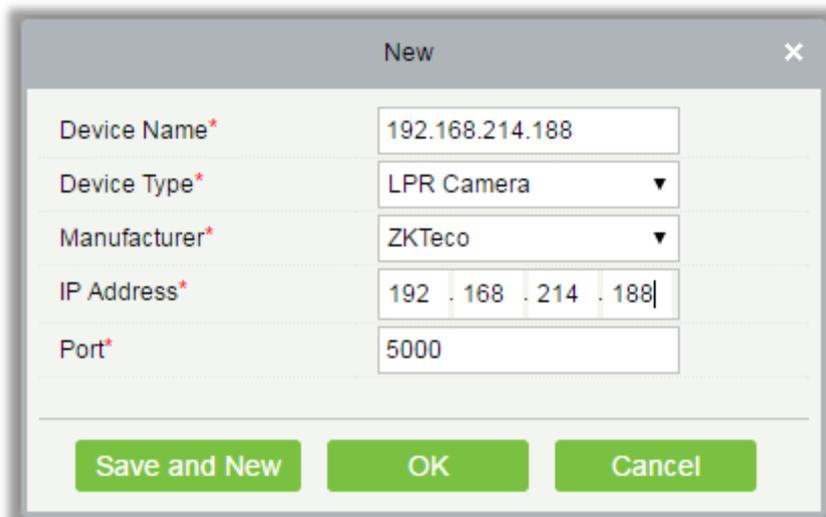
Choose [Parking Lot Management] > [Device]. The Device Management page is displayed, as shown in the following figure.



<input type="checkbox"/>	Device Name	Device Type	Owned Device	Door Name	Enable	Remark	Operations
<input type="checkbox"/>	Test1	Access Control Device	192.168.218.60	192.168.218.60-1	✓		Edit Delete
<input type="checkbox"/>	Test2	Access Control Device	192.168.218.60	192.168.218.60-2	✓		Edit Delete
<input type="checkbox"/>	Test3	Access Control Device	192.168.218.60	192.168.218.60-4	✓		Edit Delete
<input type="checkbox"/>	Test4	Access Control Device	192.168.218.60	192.168.218.60-3	✓		Edit Delete

- **New**

Click [New]. The Edit page is displayed.



New [X]

Device Name* 192.168.214.188

Device Type* LPR Camera ▼

Manufacturer* ZKTeco ▼

IP Address* 192 . 168 . 214 . 188

Port* 5000

Save and New **OK** **Cancel**

The fields are described as follows:

Device Name: It identifies a device.

Device Type: The value can be LPR Camera.

Manufacturer: Manufacturer of the device.

IP Address: Unique IP address for connecting the device.

Port: Port number for connecting the device.

- **Edit**

Click a device name or [Edit] in the Operation column to go to the Edit page. Make modifications and click [OK] to save modifications.

- **Delete**

Select one or more devices and click [Delete] at the upper part of the list and click [OK] to delete the selected devices. Click [Cancel] to cancel the operation, or click [Delete] in the Operation column to delete a single device.

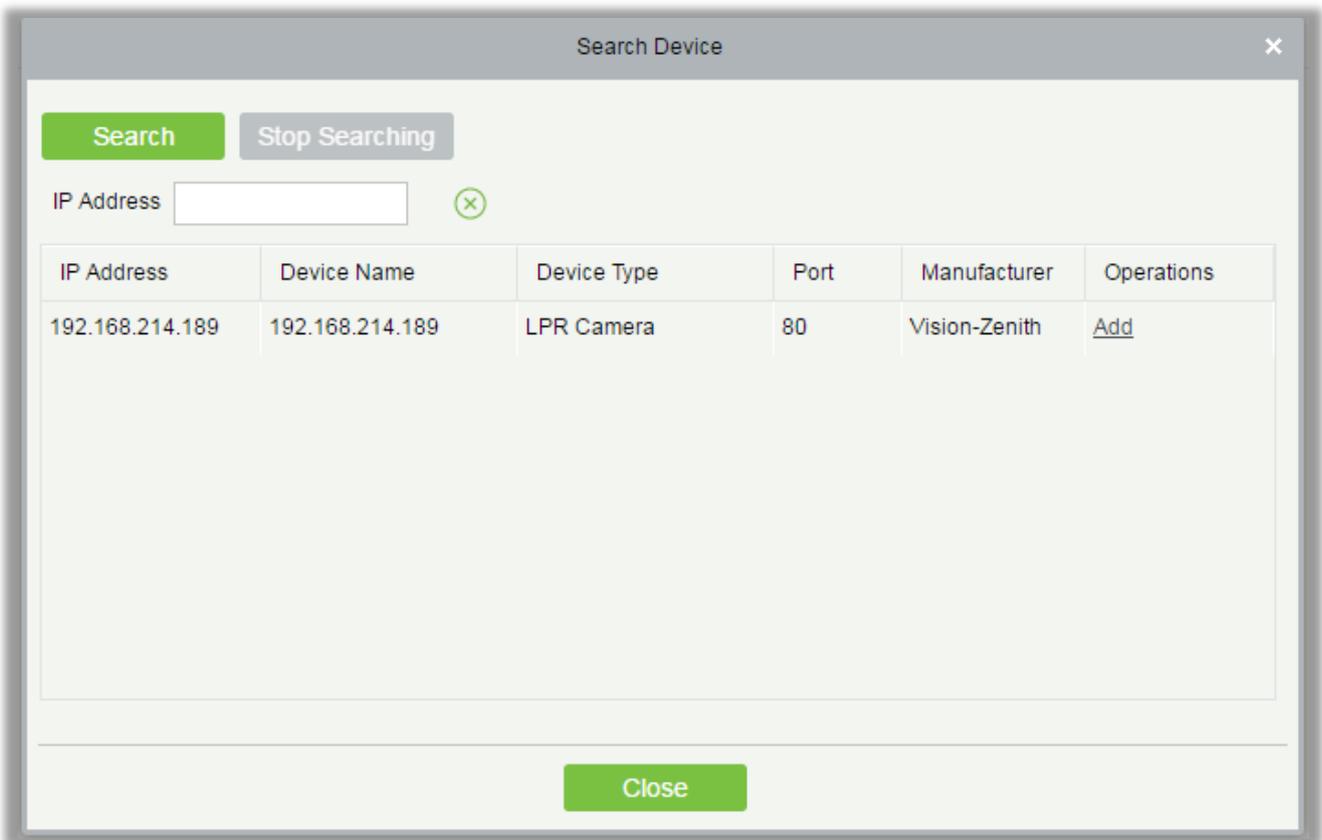
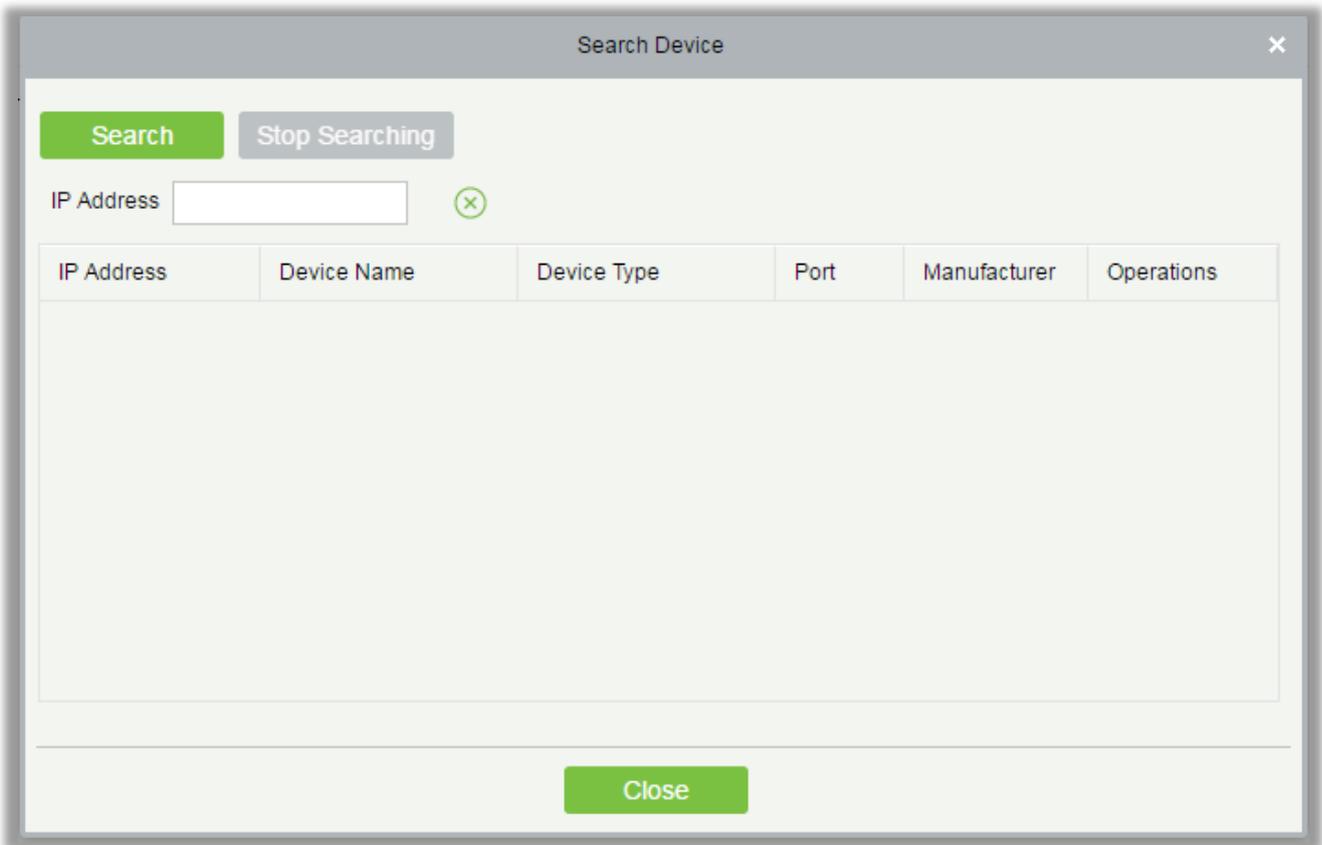
- **Refresh**

Click [Refresh] at the upper part of the list to load new devices.

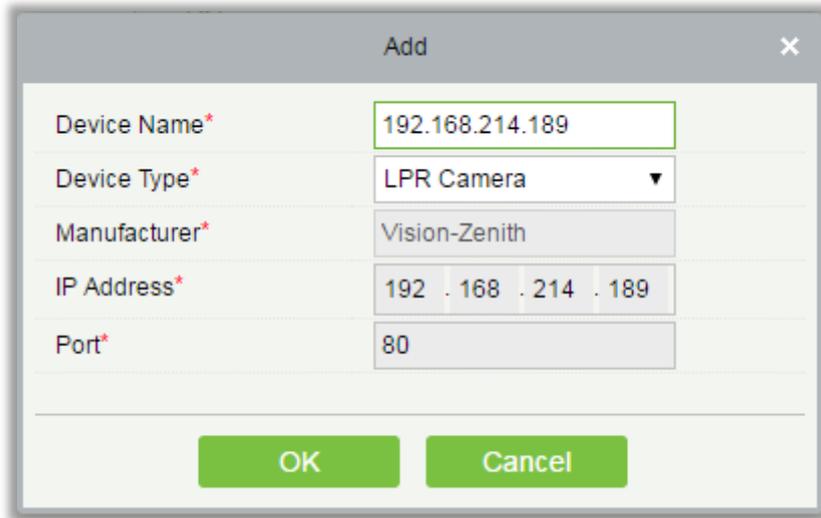
- **Search Device**

All devices to which a guard booth can connect are searched out and displayed in the list.

Click . The Search Device page is displayed.



Click [Search]. All available devices are displayed in the list. Click [Add] in the Operation column. The Add page is displayed with all information automatically entered, as shown in the following figure.



Field	Value
Device Name*	192.168.214.189
Device Type*	LPR Camera
Manufacturer*	Vision-Zenith
IP Address*	192 . 168 . 214 . 189
Port*	80

- **Enable**

Enable the device. Only enabled devices can be normally used.

Select the device to be enabled and click [Enable].

- **Disable**

Disabled devices cannot be normally used.

Select the device to be disabled and click [Disable].

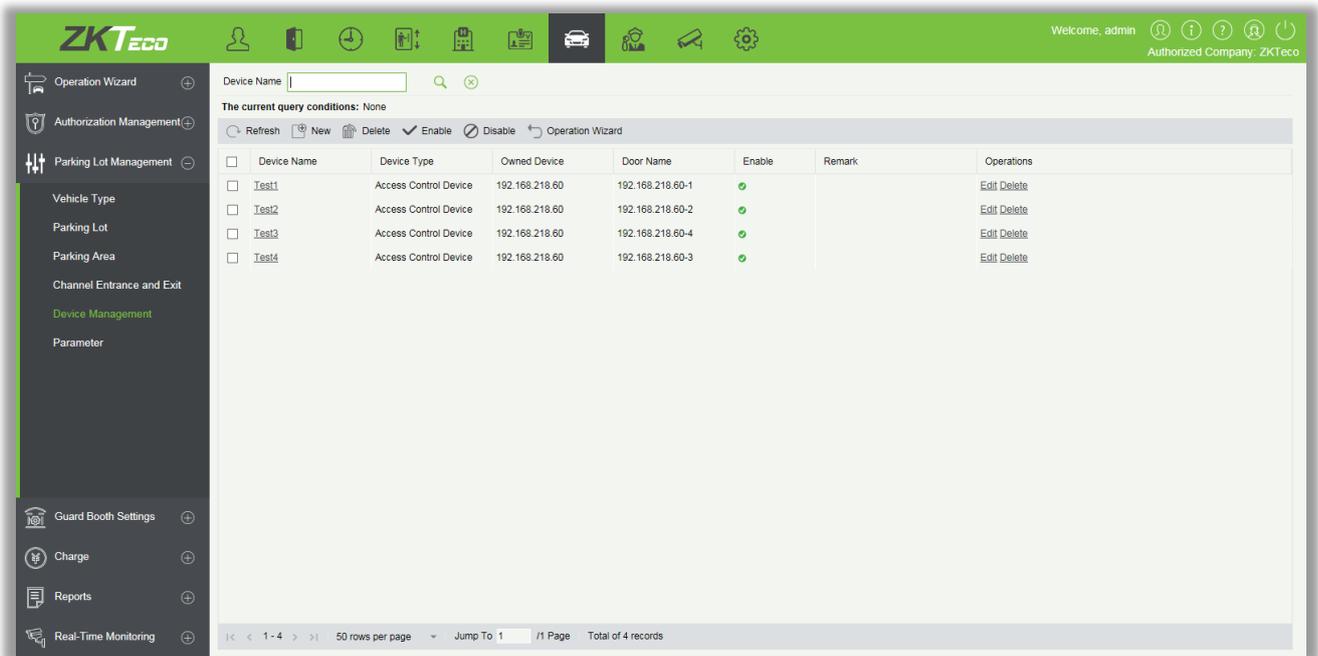
- **Synchronize Device Time**

Synchronize the internal time of the device with the current system time.

Select the device on which the time needs to be synchronized and click [Synchronize Device Time].

9.3.6 Device Management(When Access Controller is used for Parking)

Choose [Parking Lot Management] > [Device]. The Device Management page is displayed, as shown in the following figure.



● **New**

Click [New]. The Edit page is displayed.

The 'New' dialog box contains the following fields and controls:

- Device Name***: A text input field.
- Device Type***: A dropdown menu with 'Access Control Device' selected.
- Door Name***: A button labeled 'Click to select controller'.
- Remark**: A text area for additional notes.

At the bottom of the dialog, there are three buttons: 'Save and New', 'OK', and 'Cancel'.

The fields are described as follows:

Device Name: It identifies a device.

Device Type: The value can be Access Control Device.

Door Name: Click to select the door list of the access control module. The door corresponding to the device supporting Multiple Cards per Person may be selected (firmware version above 3.0.3.0).

Remark: Remark of the device.

- **Edit**

Click a device name or [Edit] in the Operation column to go to the Edit page. Make modifications and click [OK] to save modifications.

- **Delete**

Select one or more devices and click [Delete] at the upper part of the list and click [OK] to delete the selected devices. Click [Cancel] to cancel the operation, or click [Delete] in the Operation column to delete a single device.

- **Refresh**

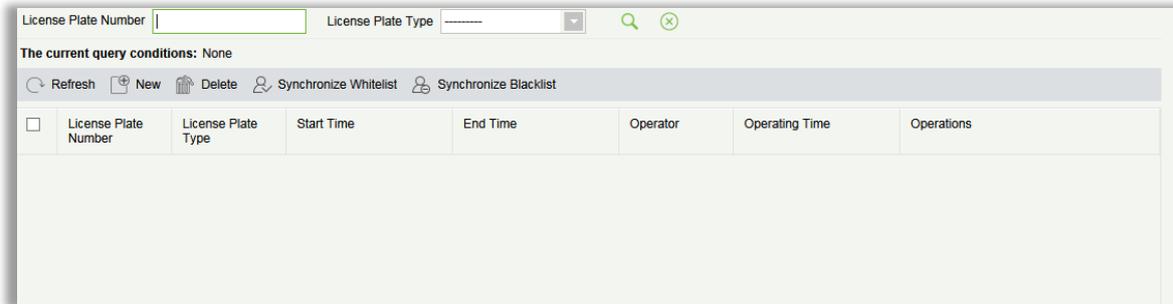
Click [Refresh] at the upper part of the list to load new devices.

9.3.7 White-Black List

Vehicles in the whitelist include fire engines, police cars, and some privileged vehicles, which are not charged. Vehicles in the blacklist refer to those not allowed entering or exiting from the parking lot.

Only parking lot with LPR Camera has White-Black List.

Choose [Parking Lot Management] > [White-Black List]. The White-Black List page is displayed, as shown in the following figure.



- **New**

Click [New]. The New page is displayed.

The fields are described as follows:

License Plate Number: License plate numbers to be added to the blacklist or whitelist.

License Plate type: The value can be **Blacklist** or **Whitelist**.

Start Time: Time when the whitelist takes effect (This parameter is not available for the blacklist).

End Time: Time when the whitelist expires (This parameter is not available for the blacklist).

- **Edit**

Click a license plate number or [Edit] in the Operation column to go to the Edit page. Make modifications and click [OK] to save modifications.

- **Delete**

Select one or more license plate numbers and click [Delete] at the upper part of the list and click [OK] to delete the selected license plate numbers. Click [Cancel] to cancel the operation, or click [Delete] in the Operation column to delete a single license plate number.

- **Refresh**

Click [Refresh] at the upper part of the list to load the latest blacklist and whitelist.

- **Synchronize Blacklist**

Click [Synchronize Blacklist], click [OK] to synchronize all blacklists, click [Cancel] to cancel.

When the device is off-line, the device will identify the blacklist synchronized and automatically broadcasted voice. It should be noted that the device must be equipped with an SD card

- **Synchronize Whitelist**

Click [Synchronize Whitelist], click [OK] to synchronize all whitelists, click [Cancel] to cancel.

When the device is off-line, the device will identify the whitelist synchronized and automatically open the gate. It should be noted that the device must be equipped with an SD card

9.3.8 Parameter

Set basic public parameters of the parking lot.

Choose [Parking Lot Management] > [Parameter]. The Parameter page is displayed, as shown in the following figure.

The screenshot shows a 'Parking Setting' dialog box with the following sections:

- Parking Setting:** A text box for 'Company Name'.
- Channel Entrance and Exit Setting:** Three checkboxes: 'Enable Fixed Vehicle Multiple In and Out', 'Enable Temporary Vehicle Multiple In and Out', and 'Enable Shift Process'. A dropdown menu for 'Matching Precision of Entrance and Exit' is set to 'Exact Match'. A text box for 'When the parking space is full, the type of vehicle allowed to enter' is empty.
- Charge Management Setting:** Three checkboxes: 'Enable Fixed Vehicle Charges', 'Print Fee Receipts', and 'Enable the Consumer Discount'. Radio buttons for 'Unmatched Processing Mode' are set to 'Free', with a text box for 'Release after Charging' set to '0'.
- Fixed Vehicle Setting:** Two checkboxes: 'Enable Fixed Vehicle Transfer to Temporary Vehicle' and 'Statistics Fixed Vehicles Parking Spaces'. A text box for 'Fixed Vehicles Days Warning' is set to '7'.
- Capture Photo Setting:** A dropdown for 'Capture Photos Preservation Days' is set to '10'. A text box for 'Captured Photos Saving Path' is set to 'E:\'. A warning message below reads: 'Save the path for the setting pathBioSecurityFile\park\'. An 'OK' button is at the bottom left.

The fields are described as follows:

➤ **Parking setting**

Company Name: Company name displayed on the printed fee receipt.

➤ **Channel Entrance and Exit Setting**

Enable Fixed Vehicle Multiple In and Out: If this parameter is selected, no fee is charged when fixed vehicles go in or out of the parking lot.

Enable Temporary Vehicle Multiple In and Out: If this parameter is selected, no fee is charged when temporary vehicles go in or out of the parking lot.

Enable Shift Process: Whether to enable the shift change of guard booths.

Matching Precision of Entrance and Exit: Matching rule for license plate number searching. An exact match: A license plate number can be found only upon exact match; 4-digit: A license plate number can be found when the entered license plate number has the same four digits as that in the database; 5-digit: A license plate number can be found when the entered license plate number has the same five digits as that in the database.

When the parking space is full, the type of vehicle allowed to enter: Vehicle types that are still allowed entering the parking lot when the parking space is full.

➤ Charge Management Settings

Enable fixed vehicle charges: If a fixed vehicle charge standard has been defined in charge settings and this parameter is selected, the standard is charged upon extension. Otherwise, the extension time and amount must be manually entered on the Fixed Vehicle Valid Time Extension page.

Print fee receipts: Whether to print fee receipts when charging. If yes, the system must be connected to the receipt printer.

Enable the consumer discount: Whether to enable the consumer discount function. The detailed consumer discount policy is set in [Discount Policy](#).

Unmatched Processing Mode: By default, the system has two unmatched processing modes: Free and **Release after charging**. Set amount when unmatched processing mode is set to **Release after charging**.

➤ Fixed vehicle setting

Enable Fixed Vehicle Transfer to Temporary Vehicle: If this parameter is selected, fixed vehicles are automatically changed to temporary vehicles for charging. Otherwise, after the valid time of fixed vehicles expires, manual processing is required.

Statistics Fixed Vehicles Parking Spaces: Suppose that there are 200 parking spaces in an area of the parking lot. If this parameter is selected, a parking space is recorded as occupied when a vehicle of any type enters and as free when a vehicle of any type exits. Otherwise, parking spaces are recorded as occupied only for temporary vehicles. This setting prevents parking spaces for fixed vehicles from being occupied by temporary vehicles.

Fixed Vehicles Days Warning: A valid time extension prompt is sent to a fixed vehicle owner upon entrance and exit within the preset warning days. For example, if this parameter is set to 5 and there are 31 days in the current month, the prompt is sent from the 27th day.

➤ Temporary vehicle Setting

Pass Voucher: Select Card or Ticket for temporary vehicle to go in or out of the parking lot.

Gate Interval: The interval second of the access gate opening(when Access Controller is used for Parking), the range is 0~99 seconds

➤ Capture Photo Setting

Capture photos preservation days: Photos taken by the IPC device are automatically deleted after the number of days specified by this parameter expires.

Captured Photos Saving Path: Path for saving photos captured during license plate identification (Here, only a basic path is configured. The actual saving path also includes \BioSecurityFile\park\YYYY-MM-DD).

9.4 Guard Booth Setting

Guard Booth Setting includes four modules: Guard Booth, Channel, Manual Processing Method, and Artificial Release Reason.

9.4.1 Guard Booth

Choose [Guard Booth Setting] > [Guard Booth]. The Guard Booth page is displayed, as shown in the following figure.

<input type="checkbox"/>	Guard Booth Name	Computer IP Address	Channel Entrance and Exit Name	Operations
<input type="checkbox"/>	Test1	192.168.214.156	Entrance A	Edit Delete
<input type="checkbox"/>	Test2	192.168.217.4	Entrance A	Edit Delete

- **New**

Click [New]. The New page is displayed.

The fields are described as follows:

Guard Booth Name: Name of a guard booth.

Channel Entrance And Exit Name: Entrance and exit area to which the guard booth belongs.

Computer IP Address: IP address of the guard booth (It must be unique. The local IP address is read and set as the initial value when a new guard booth is added).

Belonging Parking Lot: Parking lot to which the selected entrance and exit area belongs. This parameter is read only.

Parking Area: Parking area to which the selected entrance and exit area belongs. This parameter is read only.

Temporary Vehicle Free: If it is set to **Yes**, the **Free** button is displayed on the temporary vehicle charging result page to allow free of charge for temporary vehicles.

Temporary Vehicle Fast Exit: If no fee is generated for a temporary vehicle, no charging result confirmation page is displayed and the gate is directly open to release the temporary vehicle.

Enable Replacement of Vehicle: The type of temporary vehicles can be changed on the temporary vehicle charging result page. Since different types of vehicles have different charge standard, the charging result may also change.

Enable Manual Release: If this parameter is selected, the gate can be artificially controlled to release vehicles.

Wide Entrance mode: If this mode is enabled, two IPC devices are mandatory in **Channel Setting** of the next section. Otherwise, only one IPC device is mandatory and the other is optional.

One Channel Mode: If this mode is enabled; a channel can be physically used as the entrance and exit at the same time. However, different logical channels are suggested for binding different IPC devices.

The above Settings are copied to: The following two options are available.

All Guard Booths in the Belonging Parking Area: Information in **Parameter Setting** is copied to all guard booths in the belonging parking area.

All Guard Booths in the Belonging Parking Lot: Information in **Parameter Setting** is copied to all guard booths in the belonging parking lot.

Parameters in the red box are copied, as shown in the following figure.

The screenshot shows a 'New' configuration window with the following fields and settings:

- Guard Booth Name* (text input)
- Channel Entrance and Exit Name* (dropdown menu)
- Computer IP Address* (192 . 168 . 191 . 253)
- Belonging Parking Lot (text input)
- Parking Area (text input)
- Parameter Setting** (highlighted in red):
 - Temporary Vehicle Free* (Yes)
 - Temporary Vehicle Fast Exit* (No)
 - Enable Replacement of Vehicle* (Yes)
 - Enable Manual Release* (No)
 - Wide Entrance Mode* (Yes)
 - One Channel Mode* (Yes)
 - T Intersection* Y Intersection*
 - The above settings are copied to: All the guard booth belongs to all parking a (dropdown menu)
- Buttons: Save and New, OK, Cancel

- **Edit**

Click a guard booth name or [Edit] in the Operation column to go to the Edit page. Make modifications and click [OK] to save modifications.

- **Delete**

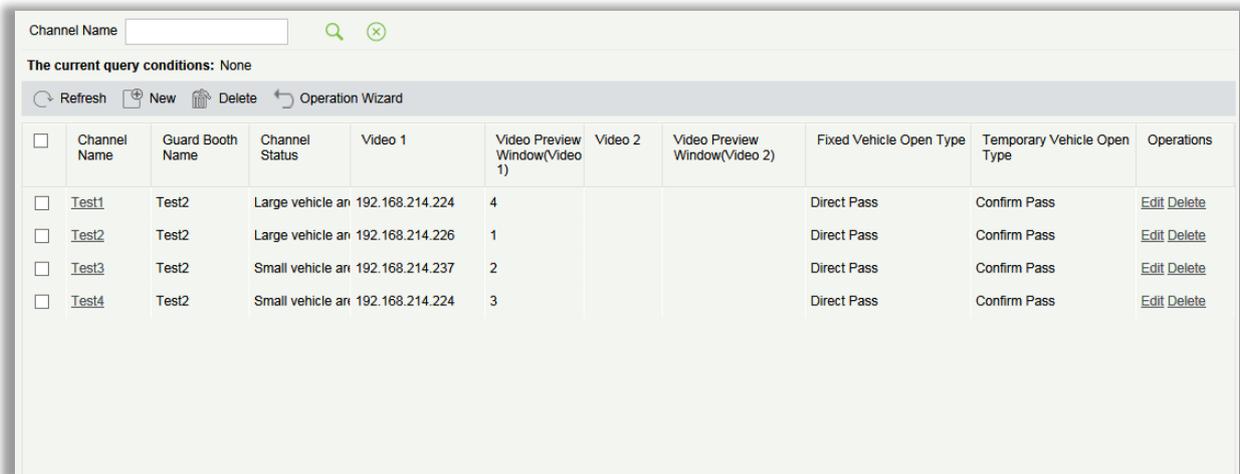
Select one or more guard booths and click [Delete] at the upper part of the list and click [OK] to delete the selected guard booths. Click [Cancel] to cancel the operation, or click [Delete] in the Operation column to delete a single guard booth.

- **Refresh**

Click [Refresh] at the upper part of the list to load new guard booths.

9.4.2 Channel

Choose [Guard Booth Setting] > [Channel]. The Channel page is displayed, as shown in the following figure.

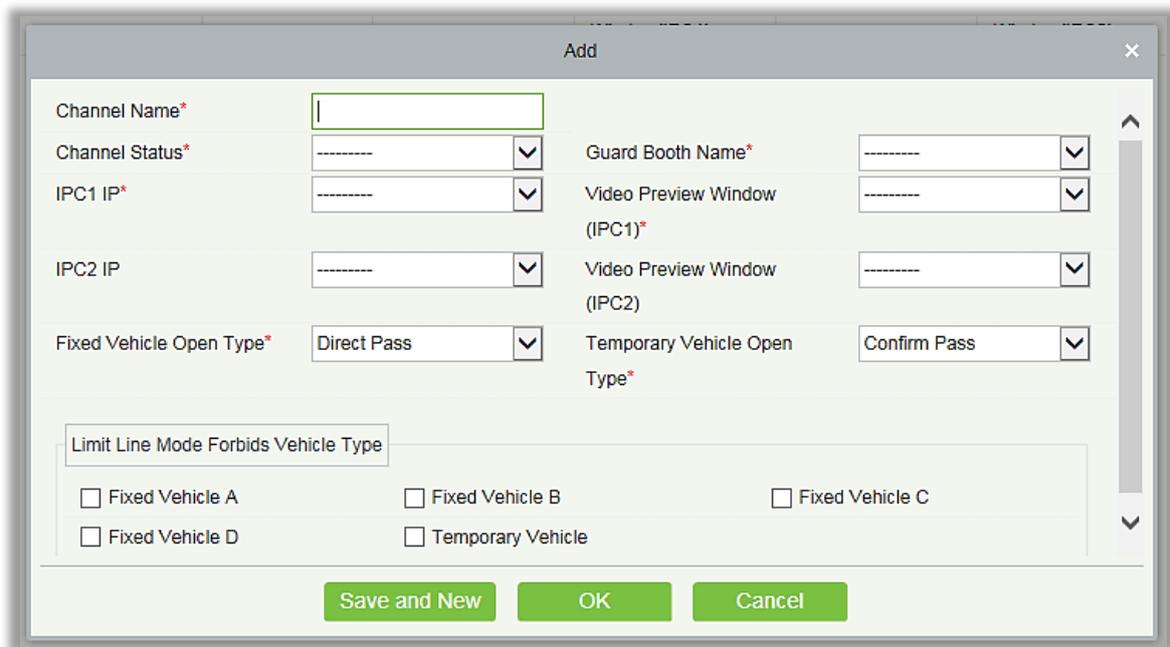


The screenshot shows a web interface for managing channels. At the top, there is a search bar for 'Channel Name' and a status indicator 'The current query conditions: None'. Below this are navigation buttons: Refresh, New, Delete, and Operation Wizard. The main content is a table with the following columns: Channel Name, Guard Booth Name, Channel Status, Video 1, Video Preview Window (Video 1), Video 2, Video Preview Window (Video 2), Fixed Vehicle Open Type, Temporary Vehicle Open Type, and Operations. The table contains four rows of test data.

<input type="checkbox"/>	Channel Name	Guard Booth Name	Channel Status	Video 1	Video Preview Window (Video 1)	Video 2	Video Preview Window (Video 2)	Fixed Vehicle Open Type	Temporary Vehicle Open Type	Operations
<input type="checkbox"/>	Test1	Test2	Large vehicle an	192.168.214.224	4			Direct Pass	Confirm Pass	Edit Delete
<input type="checkbox"/>	Test2	Test2	Large vehicle an	192.168.214.226	1			Direct Pass	Confirm Pass	Edit Delete
<input type="checkbox"/>	Test3	Test2	Small vehicle an	192.168.214.237	2			Direct Pass	Confirm Pass	Edit Delete
<input type="checkbox"/>	Test4	Test2	Small vehicle an	192.168.214.224	3			Direct Pass	Confirm Pass	Edit Delete

● New

Click [New]. The New page is displayed.



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

- Channel Name* (text input)
- Channel Status* (dropdown menu)
- IPC1 IP* (dropdown menu)
- IPC2 IP (dropdown menu)
- Fixed Vehicle Open Type* (dropdown menu, set to Direct Pass)
- Guard Booth Name* (dropdown menu)
- Video Preview Window (IPC1)* (dropdown menu)
- Video Preview Window (IPC2) (dropdown menu)
- Temporary Vehicle Open Type* (dropdown menu, set to Confirm Pass)
- Limit Line Mode Forbids Vehicle Type (checkbox group):
 - Fixed Vehicle A
 - Fixed Vehicle B
 - Fixed Vehicle C
 - Fixed Vehicle D
 - Temporary Vehicle

Buttons at the bottom: Save and New, OK, Cancel.

The fields are described as follows:

Name: Unique channel name.

Channel State: Channel type.

Guard Booth Name: Guard booth to which the channel belongs.

IPC1 IP: IP address of IPC1 (which can be read only after device information has been added in [Device Management](#) and bound devices are not displayed).

Video Preview Window (IPC1): Display location of IPC1 on the monitoring page.

IPC2 IP: IP address of IPC2 (which can be read only after device information has been added in [Device Management](#) and bound devices are not displayed).

Video Preview Window (IPC2): Display location of IPC2 on the monitoring page.

Month car open type: If it is set to **Direct pass**, no confirmation window is displayed. If it is set to **Confirm pass**, a confirmation window is displayed and the gate is opened upon manual click.

Temporary car open type: The same as above.

Limit Line Mode Forbids Vehicle Type: You can set the types of vehicles forbidden to passing. The vehicles type contains all the vehicles types that are maintained in the system, it allows multiple choices.

- **Edit**

Click a channel name or [Edit] in the Operation column to go to the Edit page. Make modifications and click [OK] to save modifications.

- **Delete**

Select one or more channels and click [Delete] at the upper part of the list and click [OK] to delete the selected channels. Click [Cancel] to cancel the operation, or click [Delete] in the Operation column to delete a single channel.

- **Refresh**

Click [Refresh] at the upper part of the list to load new channels.

9.4.3 Channel Setting(When Access Controller is used for Parking)

Choose [Guard Booth Setting] > [Channel]. The Channel page is displayed, as shown in the following figure.

Channel Name

The current query conditions: None

Refresh New Delete Operation Wizard

<input type="checkbox"/>	Channel Name	Guard Booth Name	Channel Status	Video 1	Video Preview Window(Video 1)	Video 2	Video Preview Window(Video 2)	Fixed Vehicle Open Type	Temporary Vehicle Open Type	Operations
<input type="checkbox"/>	Test1	Test2	Large vehicle area € 192.168.214.224		4			Direct Pass	Confirm Pass	Edit Delete
<input type="checkbox"/>	Test2	Test2	Large vehicle area € 192.168.214.226		1			Direct Pass	Confirm Pass	Edit Delete
<input type="checkbox"/>	Test3	Test2	Small vehicle area € 192.168.214.237		2			Direct Pass	Confirm Pass	Edit Delete
<input type="checkbox"/>	Test4	Test2	Small vehicle area € 192.168.214.224		3			Direct Pass	Confirm Pass	Edit Delete

< > 1-4 > | 50 rows per page | Jump To 1 / 1 Page | Total of 4 records

● **New**

Click [New]. The New page is displayed.

Add ✕

Channel Name*	<input type="text"/>	Door Name*	<input type="text"/>
Channel Status*	<input type="text"/>	Guard Booth Name*	<input type="text"/>
Video 1	<input type="text"/>	Video Preview Window (Video 1)	<input type="text"/>
Video 2	<input type="text"/>	Video Preview Window (Video 2)	<input type="text"/>
Fixed Vehicle Open Type*	<input type="text"/>	Temporary Vehicle Open Type*	<input type="text"/>

Limit Line Mode Forbids Vehicle Type

Fixed Vehicle A
 Fixed Vehicle B
 Fixed Vehicle C
 Fixed Vehicle D
 Temporary Vehicle

The fields are described as follows:

Name: Unique channel name.

Door Name: Select the device added in Device Management (the door name access control module corresponds to).

Channel State: Channel type.

Guard Booth Name: Guard booth to which the channel belongs.

Video 1: Select Video Channel added by the video module.

Video Preview Window(Video 1): Display location of Video Channel on the monitoring page.

Video 2: Select Video Channel added by the video module.

Video Preview Window(Video 2): Display location of Video Channel on the monitoring page.

Month car open type: If it is set to **Direct pass**, no confirmation window is displayed. If it is set to **Confirm pass**, a confirmation window is displayed and the gate is opened upon manual click.

Temporary car open type: The same as above.

Limit Line Mode Forbids Vehicle Type: You can set the types of vehicles prohibited from passing. The vehicles type contains all the vehicles types that are maintained in the system, it allows multiple choices.

- **Edit**

Click a channel name or [Edit] in the Operation column to go to the Edit page. Make modifications and click [OK] to save modifications.

- **Delete**

Select one or more channels and click [Delete] at the upper part of the list and click [OK] to delete the selected channels. Click [Cancel] to cancel the operation, or click [Delete] in the Operation column to delete a single channel.

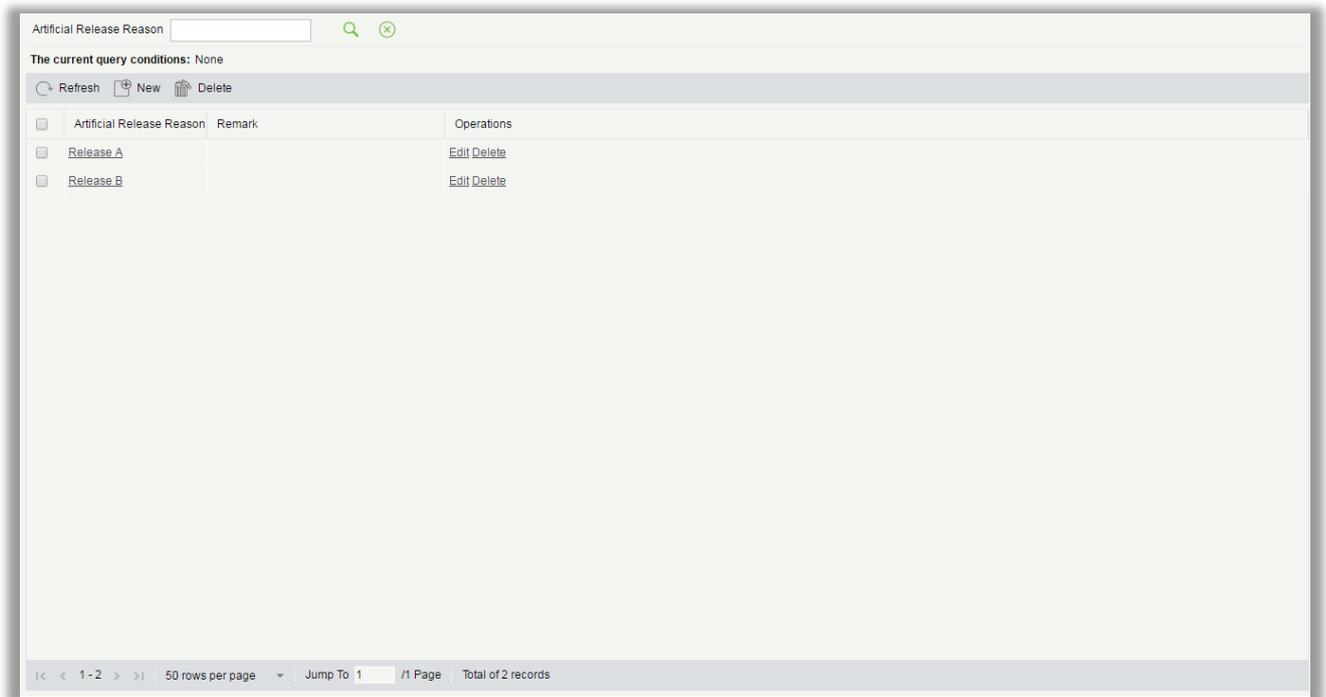
- **Refresh**

Click [Refresh] at the upper part of the list to load new channels.

9.4.4 Manual Release Reason

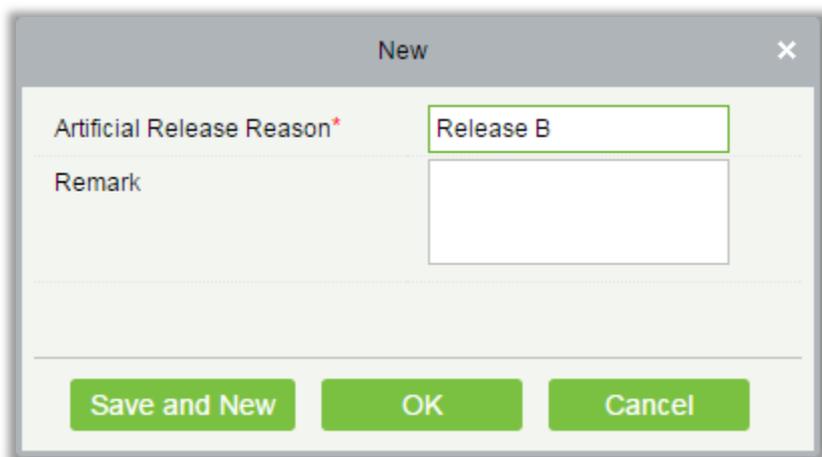
A manual release reason must be selected when the manual release function is used on the online monitoring page.

Choose [Guard Booth Setting] > [Manual Release Reason]. The **Manual Release Reason** page is displayed, as shown in the following figure.



- **New**

Click [New]. The New page is displayed.



The fields are described as follows:

Artificial Release Reason: Name of the manual release reason.

Remark: Remark of the manual release reason.

- **Edit**

Click a name or [Edit] in the Operation column to go to the Edit page. Make modifications and click [OK] to save modifications.

- **Delete**

Select one or more manual release reasons and click [Delete] at the upper part of the list and click [OK] to delete the selected manual release reasons. Click [Cancel] to cancel the operation, or click [Delete] in the Operation column to delete a manual release reason.

- Refresh

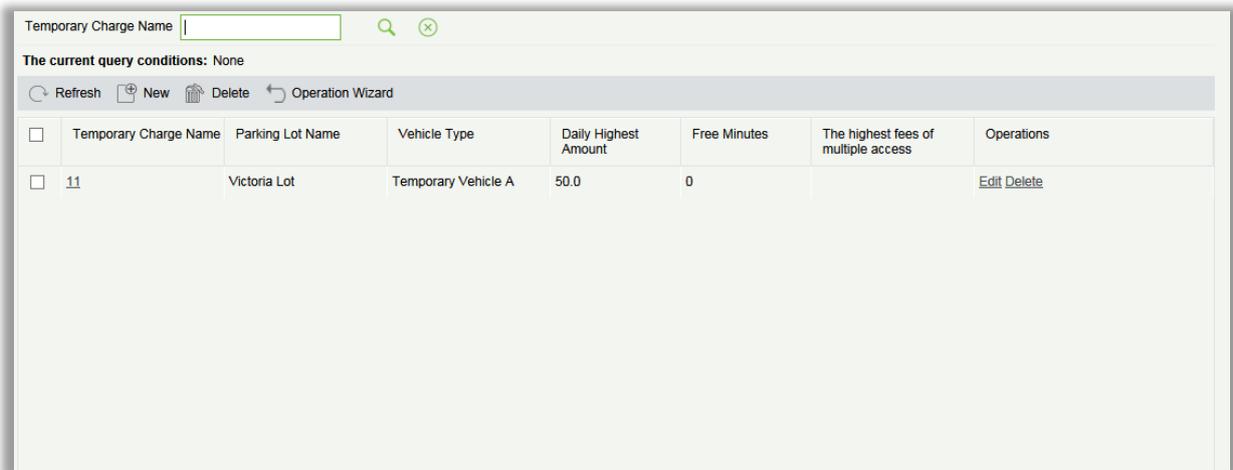
Click [Refresh] at the upper part of the list to load new manual release reasons.

9.5 Charge Setting

It is mainly used to set charging rules of each vehicle type and vendor discount policies in the parking lot. Charge Setting includes seven modules: Temporary Charge Standard, Overtime Charge Standard, Fixed Vehicle Charge Standard, Guard Booth on Duty, Discount Policy, Vendor, and Reconciliation.

9.5.1 Temporary Vehicle Charge

Choose [Charge Setting] > [Temporary Vehicle Charge]. The **Temporary Vehicle Charge** page is displayed, as shown in the following figure.



<input type="checkbox"/>	Temporary Charge Name	Parking Lot Name	Vehicle Type	Daily Highest Amount	Free Minutes	The highest fees of multiple access	Operations
<input type="checkbox"/>	11	Victoria Lot	Temporary Vehicle A	50.0	0		Edit Delete

- New

Click [New]. The New page is displayed.

Note: Only one charge standard can be created for each vehicle type in the same parking lot. If no temporary vehicle charge standard is created for a parking lot, the first charge standard can be created only for temporary vehicle A. This is because the charge standard for temporary vehicle A is used for exit of temporary vehicles by default.

The fields are described as follows:

Temporary charge name: It must be unique.

Parking Lot Name: Parking lot of the charging standard.

Vehicle Type: Vehicle type of the charging standard.

Daily Highest Amount: Highest daily charging amount (For example, if 10 dollars is charged for an hour, 240 dollars is charged for an entire day in normal cases. If this parameter is set to 100 dollars, only 100 dollars is charged for an entire day).

Free Minutes: No fee is charged when the parking period is within the range specified by this parameter.

Charging Time includes Free Minutes: If this parameter is **selected**, **Free Minutes** is set to 30, and the actual parking period is 31 minutes, fees are charged based on 31 minutes. If this parameter is **not selected**, **Free Minutes** is set to 30, and the actual parking period is 31 minutes, fees are charged based on 1 (31-30) minute.

Cross Time Split: Suppose that one dollar is charged every 15 minutes during time period 1 from 9:00 to 10:00 and 10 dollars is charged every 15 minutes during time period 2 from 10:00 to 11:00. The parking duration is from 9:43 to 10:30. If this parameter is **not selected**, the period from 9:43 to 9:58 is charged 1 dollar, the period from 9:58 to 10:00 has only 2 minutes, which is shorter than 15 minutes and must be supplemented by the period from 10:00 to 10:13, and the period from 10:13 to

10:28 is charged based on period 2, and so on. If this parameter is **selected**, the period from 9:43 to 9:58 is charged 1 dollar, the period from 9:58 to 10:00 has only 2 minutes, which is shorter than 15 minutes but is still charged 1 dollars based on time period 1, and the period from 10:00 to 10:15 is charged based on period 2, and so on.

Enable the same license plate in Circulation within 24 hours Multiple access with the highest fees: Rolling fee. If the accumulated fees for multiple entrance and exits of the same license plate exceed this value, no extra fee is charged **in the preset cycle**. The cycle can be 24 hours for a natural day or 24 hours for a circulated day: 24 hours for a natural day refer to 0:00 -24:00 and 24 hours for a circulated day are from the entrance time to this time on the next day.

According to time period. The page is displayed in the following figure.

The screenshot shows a configuration window titled "New" with the following fields and sections:

- Temporary Charge Name***: Temporary Charge A
- Parking Lot Name***: [Dropdown]
- Vehicle Type***: Temporary Vehicle A, Temporary Vehicle B, Temporary Vehicle C, Temporary Vehicle D
- Daily Highest Amount***: 100 Dollar
- Free Minutes**: 0 minutes
- Charging Time includes Free Minutes
- Cross Time Split
- Enable the same license plate in: Circulation within 24 ho [Dropdown] Multiple access with the highest fees [Text] Dollar
- Detail** (highlighted with a red box):
 - According to time period, According to cycle
 - Time Period1** (with a "+" button):
 - Time Period***: 00 : 00 to 00 : 00 Cross Day
 - Charge by Times
 - Maximum Charge***: [Text] Dollar
 - Amount per unit time charge***: [Text] Dollar [Text] minutes
- Test Charging Rule:**
 - Parking Lot Name***: [Dropdown]
 - Vehicle Type**: Fixed Vehicle A [Dropdown]
 - In Time***: 2017-12-01 13:58:32
 - Out Time***: [Text]
 - Click Test** [Button]
- Amount Receivable:** 0.0 Dollar
- Buttons at the bottom: **Save and New**, **OK**, **Cancel**

Set different charging standards for different time periods. The time periods must be continuous and the sum must be 24 hours.

Charge by times: If this parameter is selected, **Amount per unit time charge** cannot be set and fees are charged based on the amount set in **Maximum charge**. If this parameter is not selected, fees are charged based on the unit time and the period must be multiples of 15. If the fee is higher than the amount set in **Maximum charge**, the maximum amount is charged.

According to cycle. The page is displayed in the following figure.

The next 1440 minutes (24 hours) from the entrance time can be divided based on different charge standards.

Test Charging Rule: It is used to test the set temporary car charging rules. You can enter the name of the parking lot, vehicle type, entrance time and exit time in this section, click [Click Test] to view the results of the charges

Notes:

- When **Charge by times** is not selected, the time of each cycle must be set to multiples of the time period specified in **Amount per unit time charge**. There is no limitation if **Charge by times** is selected.
- If **According to cycle** is selected, **Cross Time Split** is invalid.
- If **Charge by times** is selected, **Amount per unit time charge** cannot be set and fees are charged based on the amount set in **Maximum charge**. If this parameter is not selected, fees are charged based on the unit time and the period must be multiples of 15. If the fee is higher than the amount set in **Maximum charge**, the maximum amount is charged.

● Edit

Click a temporary charge name or [Edit] in the Operation column to go to the Edit page. Make modifications and click [OK] to save modifications.

● Delete

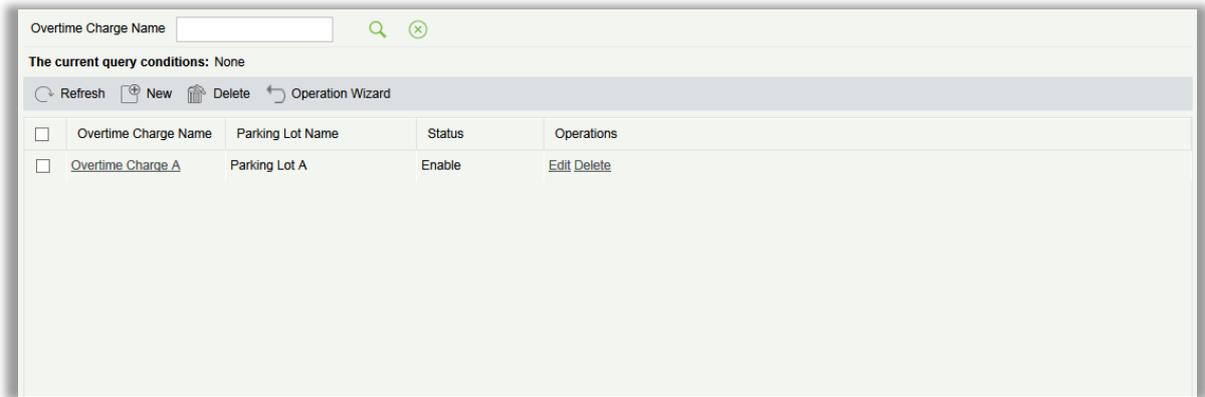
Select one or more temporary charge standards and click [Delete] at the upper part of the list and click [OK] to delete the selected temporary charge standards. Click [Cancel] to cancel the operation, or click [Delete] in the Operation column to delete a single temporary charge standard.

- Refresh

Click [Refresh] at the upper part of the list to load new temporary charge standards.

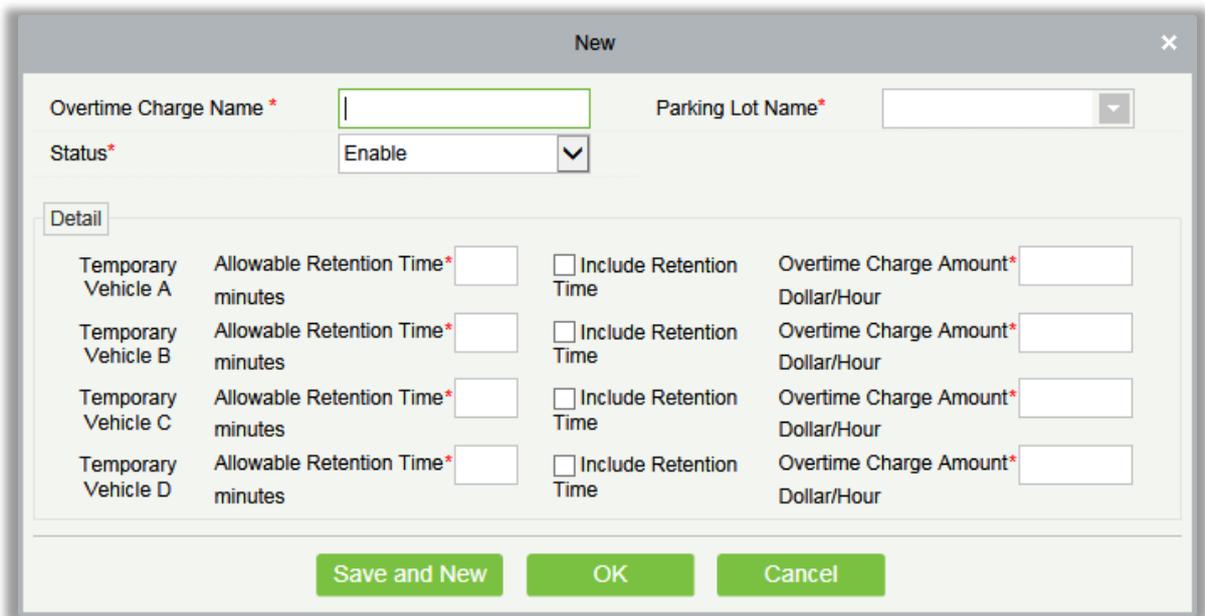
9.5.2 Overtime Charge

Choose [Charge Setting] > [Overtime Charge]. The **Overtime Charge** page is displayed, as shown in the following figure.



- New

Click [New]. The New page is displayed.



Note: The name of the overtime charge standard must be unique. Parking lots for which overtime charge standards have been configured are not displayed in the **Name** drop-down list.

The fields are described as follows:

Overtime charge name: Unique name of the overtime charge standard.

Parking Lot Name: Parking lot of the charge standard. Only one standard can be set for a parking lot.

Status: Whether to enable this charge standard.

Detail: Allowable retention time and overtime charge amount of each temporary vehicle type after payment at the central payment station.

Allowable Retention Time: Retention time in the parking lot after payment at the central payment station. If the time in the parking lot exceeds the retention time, fees are charged again.

Include Retention Time: Suppose that the allowable retention time is 30 minutes, and the vehicle stays in the parking lot for 31 minutes. If this parameter is selected, fees are charged for 31 minutes. If this parameter is not selected, fees are charged for 1 minute.

Overtime Charge Amount: Charge standard when the allowable retention time is exceeded.

- **Edit**

Click a name or [Edit] in the Operation column to go to the Edit page. Make modifications and click [OK] to save modifications.

- **Delete**

Select one or more temporary charge standards and click [Delete] at the upper part of the list and click [OK] to delete the selected temporary charge standards. Click [Cancel] to cancel the operation, or click [Delete] in the Operation column to delete a single temporary charge standard.

- **Refresh**

Click [Refresh] at the upper part of the list to load new temporary charge standards.

9.5.3 Fixed Vehicle Charge

Choose [Charge Setting] > [Fixed Vehicle Charge]. The **Fixed Vehicle Charge** page is displayed, as shown in the following figure.

<input type="checkbox"/>	Fixed Charge Name	Vehicle Type	Cycle Type	Cycle	Charge Amount (Dollar)	Operations
<input type="checkbox"/>	Fixed Charge 1	Fixed Vehicle A	month	1	123.0	Edit Delete
<input type="checkbox"/>	Fixed Charge 2	Fixed Vehicle B	day(s)	1	23342.0	Edit Delete

- **New**

Click [New]. The New page is displayed.

Note: The fixed charge name must be unique. Fixed vehicle types whose charge standards have been set cannot be set again. The standard is applicable to all parking lots.

The fields are described as follows:

Fixed charge name: Unique name of a fixed charge standard.

Vehicle Type: Vehicle type of the fixed charge standard. Only one fixed charge standard can be set for each vehicle type.

Cycle Type: Month/Day.

Cycle: Valid time of fixed vehicles.

Charge Amount: Paid amount.

- **Edit**

Click a fixed charge name or [Edit] in the Operation column to go to the Edit page. Make modifications and click [OK] to save modifications.

- **Delete**

Select one or more temporary charge standards and click [Delete] at the upper part of the list and click [OK] to delete the selected temporary charge standards. Click [Cancel] to cancel the operation, or click [Delete] in the Operation column to delete a single fixed charge standard.

- **Refresh**

Click [Refresh] at the upper part of the list to load new temporary charge standards.

9.5.4 Shift Setting

Choose [Charge Setting] > [Shift Setting]. The **Shift Setting** page is displayed, as shown in the following figure.

Name

The current query conditions: None

<input type="checkbox"/>	Name	The guard booth on duty	Start Time	End Time	Operations
<input type="checkbox"/>	Name A	Guard Booth A	00:00:00	00:12:00	Edit Delete

| 50 rows per page | Jump To 1 / 1 Page | Total of 1 records

● **New**

Click [New]. The New page is displayed.

New

Shift Name*

Guard Booth on duty*

Start Time*

End Time*

Cross Day

The fields are described as follows:

Shift Name: Unique name of a shift.

Guard booth on duty: Guard booth of the shift.

Start Time: Start time of the shift.

End Time: End time of the shift.

Cross Day: Whether the shift spans two days.

- **Edit**

Click a name or [Edit] in the Operation column to go to the Edit page. Make modifications and click [OK] to save modifications.

- **Delete**

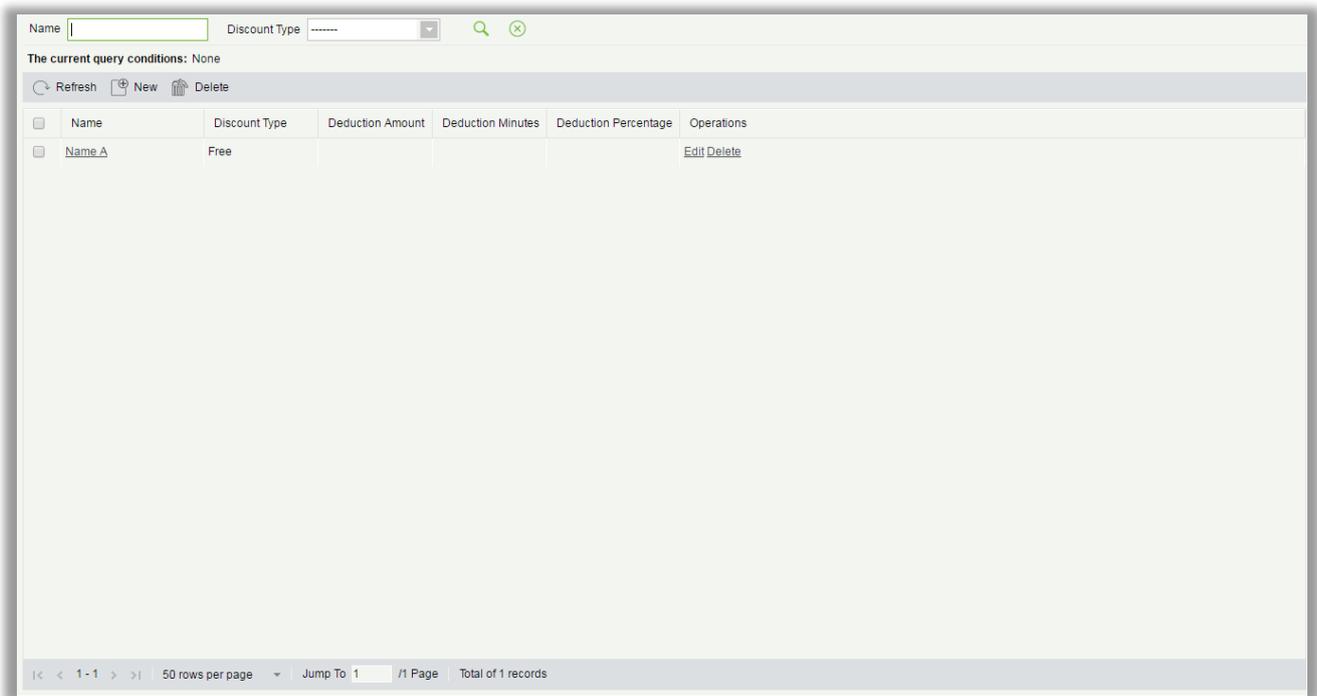
Select one or more shifts and click [Delete] at the upper part of the list and click [OK] to delete the selected shifts. Click [Cancel] to cancel the operation, or click [Delete] in the Operation column to delete a single shift.

- **Refresh**

Click [Refresh] at the upper part of the list to load new shifts.

9.5.5 Discount Strategy

Choose [Charge Setting] > [Discount Strategy]. The Discount Strategy page is displayed, as shown in the following figure.



The screenshot shows a web application interface for managing Discount Strategies. At the top, there is a search bar with 'Name' and 'Discount Type' fields, and a search icon. Below the search bar, it says 'The current query conditions: None'. There are three buttons: 'Refresh', 'New', and 'Delete'. The main area contains a table with the following columns: Name, Discount Type, Deduction Amount, Deduction Minutes, Deduction Percentage, and Operations. The table has one row with the following data: Name: Name_A, Discount Type: Free, Deduction Amount: (empty), Deduction Minutes: (empty), Deduction Percentage: (empty), and Operations: Edit Delete. At the bottom, there is a pagination bar showing '50 rows per page', 'Jump To 1 /1 Page', and 'Total of 1 records'.

Name	Discount Type	Deduction Amount	Deduction Minutes	Deduction Percentage	Operations
Name_A	Free				Edit Delete

- **New**

Click [New]. The New page is displayed.

The fields are described as follows:

Name: Unique name of the discount strategy.

Discount Type: a. **Free** (no charge); b. Deduction Amount (deduct a fixed amount from the fee); c. Deduction Minutes (deduct minutes from the parking period and then make the charge); d. Deduction Percentage (deduct the fee at a specified percentage).

Deduction Amount/Minutes/Percentage: When **Discount Type** is **Free**, this parameter does not need to be entered. When **Discount Type** is set to other values, enter the corresponding unit.

- **Edit**

Click a name or [Edit] in the Operation column to go to the Edit page. Make modifications and click [OK] to save modifications.

- **Delete**

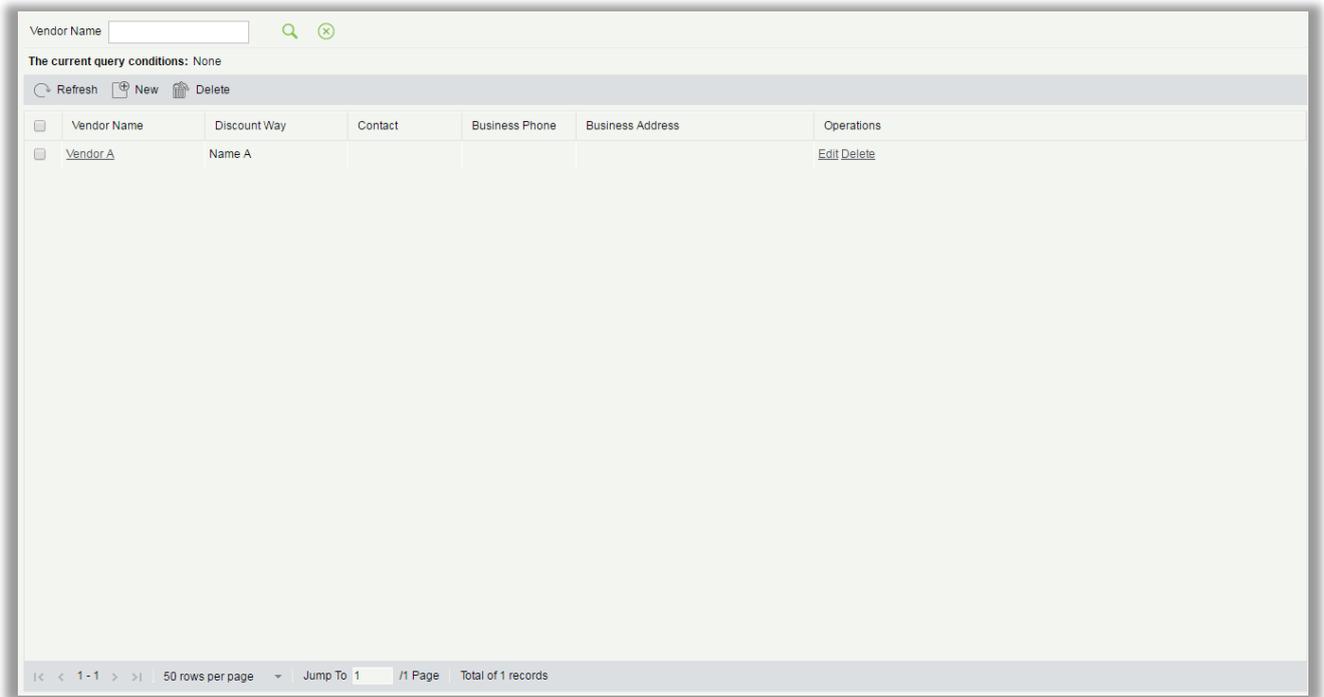
Select one or more discount strategies and click [Delete] at the upper part of the list and click [OK] to delete the selected discount strategies. Click [Cancel] to cancel the operation, or click [Delete] in the Operation column to delete a single discount strategy.

- **Refresh**

Click [Refresh] at the upper part of the list to load new discount strategies.

9.5.6 Business

Choose [Charge Setting] > [Business]. The **Business** page is displayed, as shown in the following figure.



● **New**

Click [New]. The New page is displayed.

The fields are described as follows:

Business Name: Unique business name.

Discount Way: Select a discount Strategy set in [Discount Strategy](#).

Contact: Business contact.

Business Phone: Business phone number.

Business Address: Business address.

- **Edit**

Click a name or [Edit] in the Operation column to go to the Edit page. Make modifications and click [OK] to save modifications.

- **Delete**

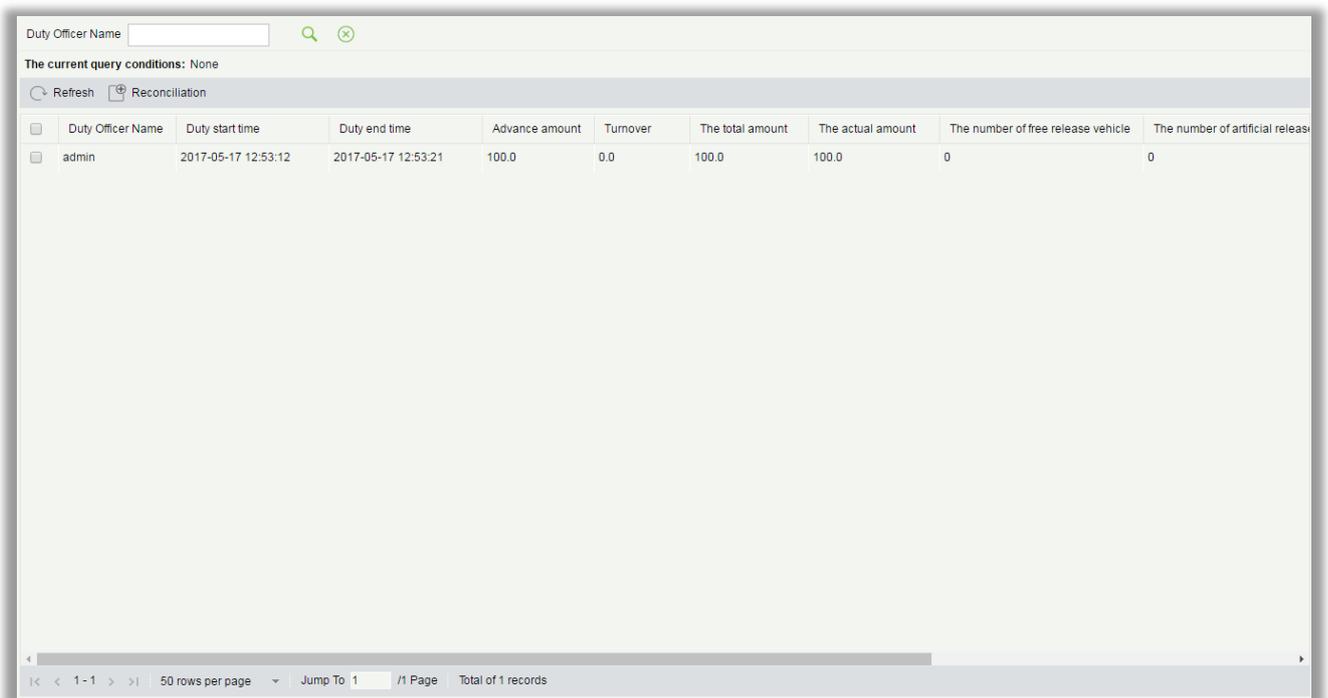
Select one or more business and click [Delete] at the upper part of the list and click [OK] to delete the selected business. Click [Cancel] to cancel the operation, or click [Delete] in the Operation column to delete a single business.

- **Refresh**

Click [Refresh] at the upper part of the list to load new business.

9.5.7 Financial Reconciliation

Choose [Charge Setting] > [Financial Reconciliation]. Set parameters such as **Duty Officer Name** and **Duty Office ID** and click  to query reconciliation data, as shown in the following figure.



Duty Officer Name  

The current query conditions: None

<input type="checkbox"/>	Duty Officer Name	Duty start time	Duty end time	Advance amount	Turnover	The total amount	The actual amount	The number of free release vehicle	The number of artificial release
<input type="checkbox"/>	admin	2017-05-17 12:53:12	2017-05-17 12:53:21	100.0	0.0	100.0	100.0	0	0

Navigation: < > 1-1 > | 50 rows per page | Jump To 1 /1 Page Total of 1 records

- **Reconciliation**

Click [Reconciliation] in the Operation column. The Reconciliation page is displayed, as shown in the following figure.

Reconciliation			
Duty Officer Name	admin	Duty Officer ID	1
Duty start time	2017-05-17 12:53:12	Advance amount	100
Duty end time	2017-05-17 12:53:21	Turnover	0
The number of free release vehicle	0	The total amount	100
The number of artificial release	0	The actual amount	100
Confirmor	admin	Confirm Time	2017-05-17 12:56:42
Confirm Amount*	<input type="text"/>	Remark	<input type="text"/>

The fields are described as follows:

Duty Officer Name: Duty officer name.

Duty Officer ID: Duty officer ID.

Duty start time: Duty start time.

Duty end time: Duty end time.

The number of free release vehicle: Number of vehicles released free of charge.

The number of artificial release: Number of vehicles released artificially.

Confirmor: Reconciliation personnel.

Advance amount: Amount prepaid to the guard booth (for changes).

Turnover: Paid amount.

The total amount: Advance amount + Turnover

The actual amount: Amount entered by the duty officer during the shift change.

Confirm Time: Current time.

Confirm Amount: Amount confirmed by the reconciliation personnel.

Remark: Remark to be added.

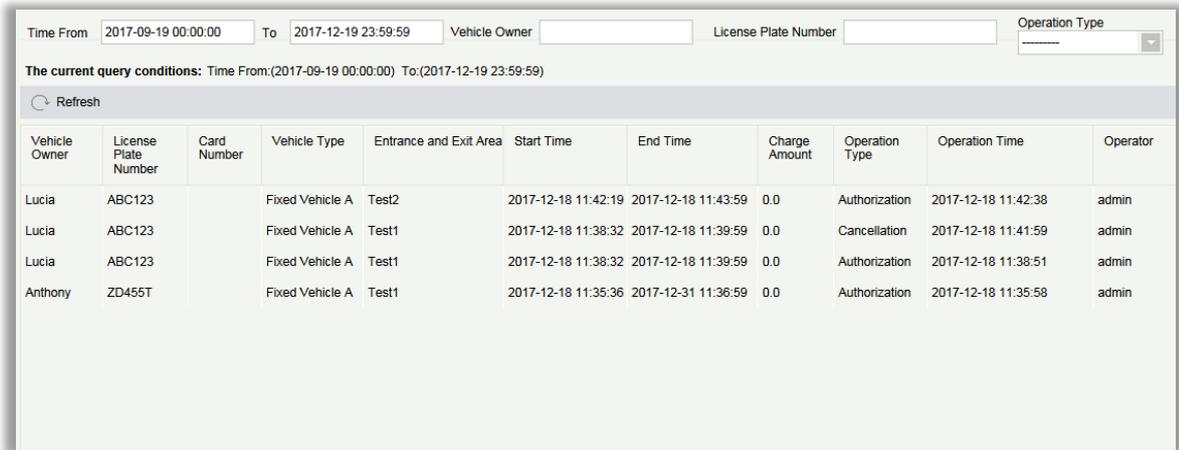
9.6 Report

Report comprises five modules: Charge Details, Duty Shift Record, Vehicles in the Lot, Daily Report and Monthly Report. You can analyze and collect statistics on the parking lot data to gain a macro control on the parking lot.

9.6.1 License Plate Report

The License Plate Report module provides reports of License Plate information of all authorization , cancellation and delay vehicles.

Choose [Report] > [License Plate Report]. Select the time period to be queried, vehicle owner, license plate number and operation type, and click  to query License Plate Report. The page is shown in the following figure.



The screenshot shows a web interface for the License Plate Report. At the top, there is a search form with fields for 'Time From' (2017-09-19 00:00:00), 'To' (2017-12-19 23:59:59), 'Vehicle Owner', 'License Plate Number', and 'Operation Type'. Below the form, it displays 'The current query conditions: Time From:(2017-09-19 00:00:00) To:(2017-12-19 23:59:59)'. A 'Refresh' button is present. The main part of the interface is a table with the following data:

Vehicle Owner	License Plate Number	Card Number	Vehicle Type	Entrance and Exit Area	Start Time	End Time	Charge Amount	Operation Type	Operation Time	Operator
Lucia	ABC123		Fixed Vehicle A	Test2	2017-12-18 11:42:19	2017-12-18 11:43:59	0.0	Authorization	2017-12-18 11:42:38	admin
Lucia	ABC123		Fixed Vehicle A	Test1	2017-12-18 11:38:32	2017-12-18 11:39:59	0.0	Cancellation	2017-12-18 11:41:59	admin
Lucia	ABC123		Fixed Vehicle A	Test1	2017-12-18 11:38:32	2017-12-18 11:39:59	0.0	Authorization	2017-12-18 11:38:51	admin
Anthony	ZD455T		Fixed Vehicle A	Test1	2017-12-18 11:35:36	2017-12-31 11:36:59	0.0	Authorization	2017-12-18 11:35:58	admin

9.6.2 Charge Details

The Charge Details module provides reports of charging information of all exit vehicles (records with fee of 0 are also generated for fixed vehicles and charging-free temporary vehicles).

Choose [Report] > [Charge Details]. Select the time period to be queried and operator name, and click  to query charging details. Click [More] to query based on other conditions. The page is shown in the following figure.

Time From 2017-02-17 00:00:00 To 2017-05-17 23:59:59 Operator Name More  

The current query conditions: Time From:(2017-02-17 00:00:00) To:(2017-05-17 23:59:59)

 Refresh  Clear All Data

License Plate Number	Vehicle Type	In Time	Out Time	Charge type	Receivable Amount	Discount Amount	Rolling reduction amount	Received Amount	Payment Method	Oper
	Temporary Vehicle A	Not matched the enter time	2017-05-17 12:59:31	Free	0.0	0.0	0.0	0.0	Cash	admin
	Temporary Vehicle A	Not matched the enter time	2017-05-17 12:58:49	Free	0.0	0.0	0.0	0.0	Cash	admin

< > 1-2 >> 50 rows per page Jump To 1 /1 Page Total of 2 records

9.6.3 Handover Record

The Handover Record provides reports of duty shift records.

Choose [Report] > [Handover Record]. Select the time period to be queried and operator name, and click  to query handover records. Click [More] to query based on other conditions. The page is shown in the following figure.

Time From 2017-02-17 00:00:00 To 2017-05-17 23:59:59 Duty Officer Name More  

The current query conditions: Time From:(2017-02-17 00:00:00) To:(2017-05-17 23:59:59)

 Refresh  Clear All Data

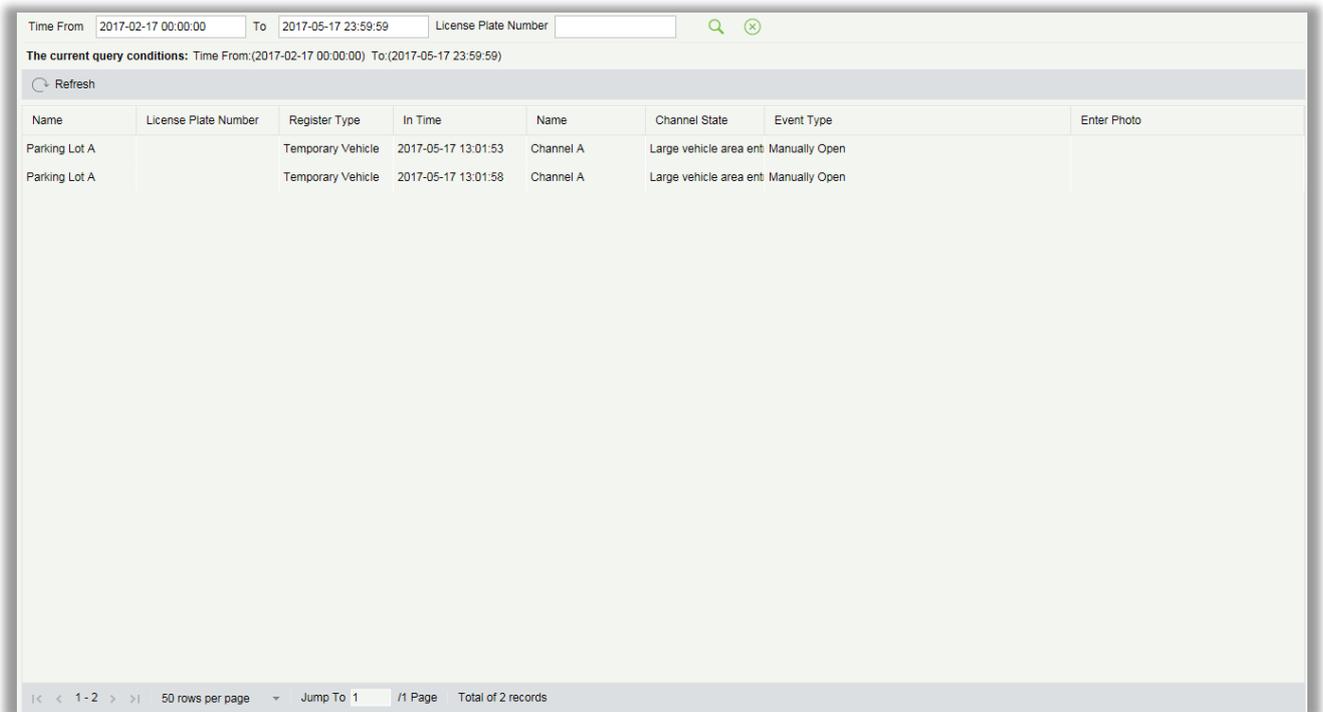
Duty Officer Name	Guard Booth Name	Name	Duty start time	Duty end time	Whether to hand over
admin	Guard Booth A	The current is not set.	2017-05-17 12:53:12	2017-05-17 12:53:29	Finish Handover
admin	Guard Booth A	The current is not set.	2017-05-17 12:53:29		Not Handover

< > 1-2 >> 50 rows per page Jump To 1 /1 Page Total of 2 records

9.6.4 Vehicles in the Parking Lot

The Vehicles in the Lot module provides statistics of all vehicles in the parking lot.

Choose [Report] > [Vehicles in the Parking Lot]. Select the time period to be queried and license plate number, and click  to query vehicles in the parking lot. The page is shown in the following figure.



The current query conditions: Time From:(2017-02-17 00:00:00) To:(2017-05-17 23:59:59)

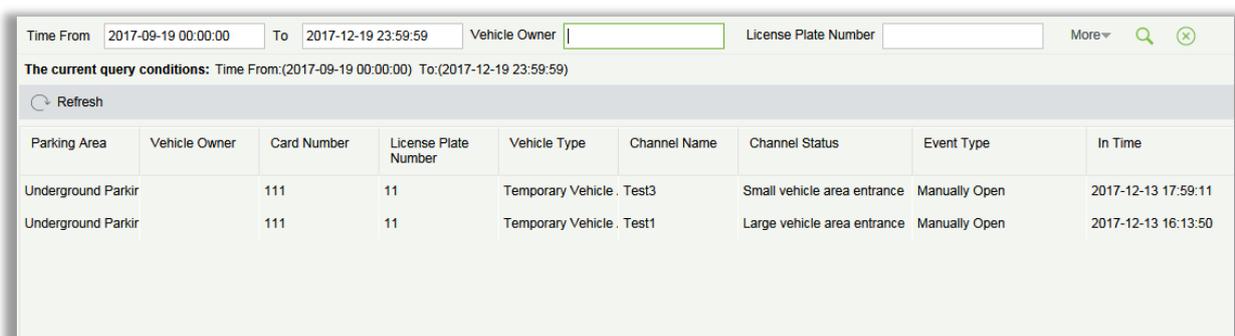
Name	License Plate Number	Register Type	In Time	Name	Channel State	Event Type	Enter Photo
Parking Lot A		Temporary Vehicle	2017-05-17 13:01:53	Channel A	Large vehicle area ent	Manually Open	
Parking Lot A		Temporary Vehicle	2017-05-17 13:01:58	Channel A	Large vehicle area ent	Manually Open	

50 rows per page | Jump To: 1 / 1 Page | Total of 2 records

9.6.5 Entry Record

The Entry Record provides reports of Entry records.

Choose [Report] > [Entry Record]. Select the time period to be queried, vehicle owner and license plate number, and click  to query Entry records. Click [More] to query based on other conditions. The page is shown in the following figure.



The current query conditions: Time From:(2017-09-19 00:00:00) To:(2017-12-19 23:59:59)

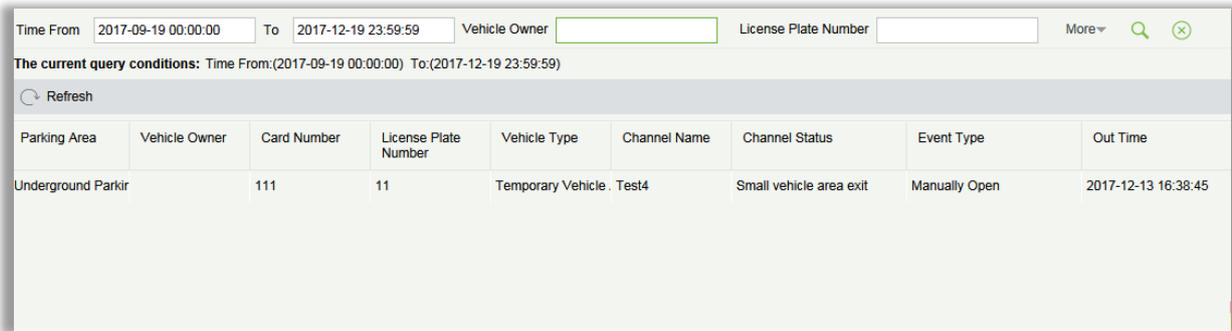
Parking Area	Vehicle Owner	Card Number	License Plate Number	Vehicle Type	Channel Name	Channel Status	Event Type	In Time
Underground Parkir		111	11	Temporary Vehicle . Test3	Small vehicle area entrance	Manually Open		2017-12-13 17:59:11
Underground Parkir		111	11	Temporary Vehicle . Test1	Large vehicle area entrance	Manually Open		2017-12-13 16:13:50

50 rows per page | Jump To: 1 / 1 Page | Total of 2 records

9.6.6 Exit Record

The Exit Record provides reports of Exit records.

Choose [Report] > [Exit Record]. Select the time period to be queried, vehicle owner and license plate number, and click  to query Exit records. Click [More] to query based on other conditions. The page is shown in the following figure.

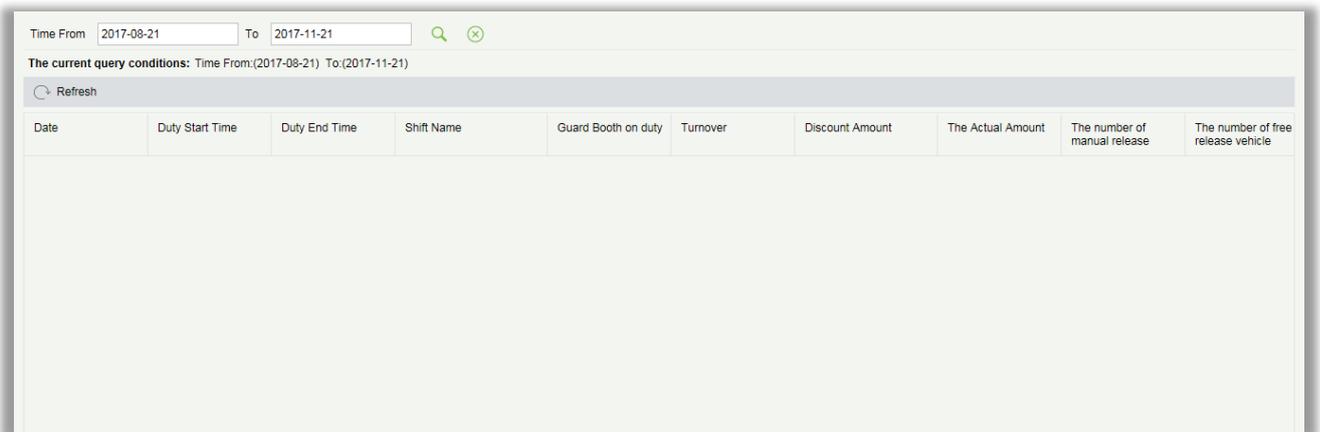


Parking Area	Vehicle Owner	Card Number	License Plate Number	Vehicle Type	Channel Name	Channel Status	Event Type	Out Time
Underground Parkir		111	11	Temporary Vehicle . Test4		Small vehicle area exit	Manually Open	2017-12-13 16:38:45

9.6.7 Daily Reports

The Daily Report provides reports of the total amount of charges per day for each shift in each duty guard booth.

Choose [Report] > [Daily Reports]. Select the time period to be queried, and click  to query the total amount of charges for each shift in each duty guard booth. The page is shown in the following figure.

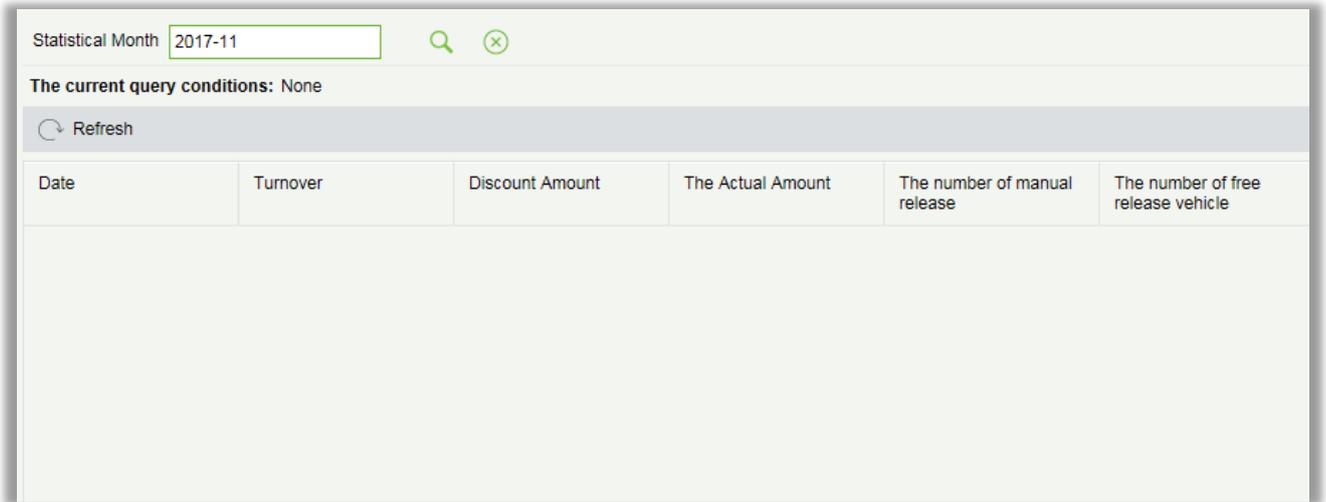


Date	Duty Start Time	Duty End Time	Shift Name	Guard Booth on duty	Turnover	Discount Amount	The Actual Amount	The number of manual release	The number of free release vehicle
------	-----------------	---------------	------------	---------------------	----------	-----------------	-------------------	------------------------------	------------------------------------

9.6.8 Monthly Reports

The Monthly Report provides statistics of parking fees for each day of the month.

Choose [Report] > [Monthly Reports]. Select the time period to be queried, and click  to query the parking fees. The page is shown in the following figure.



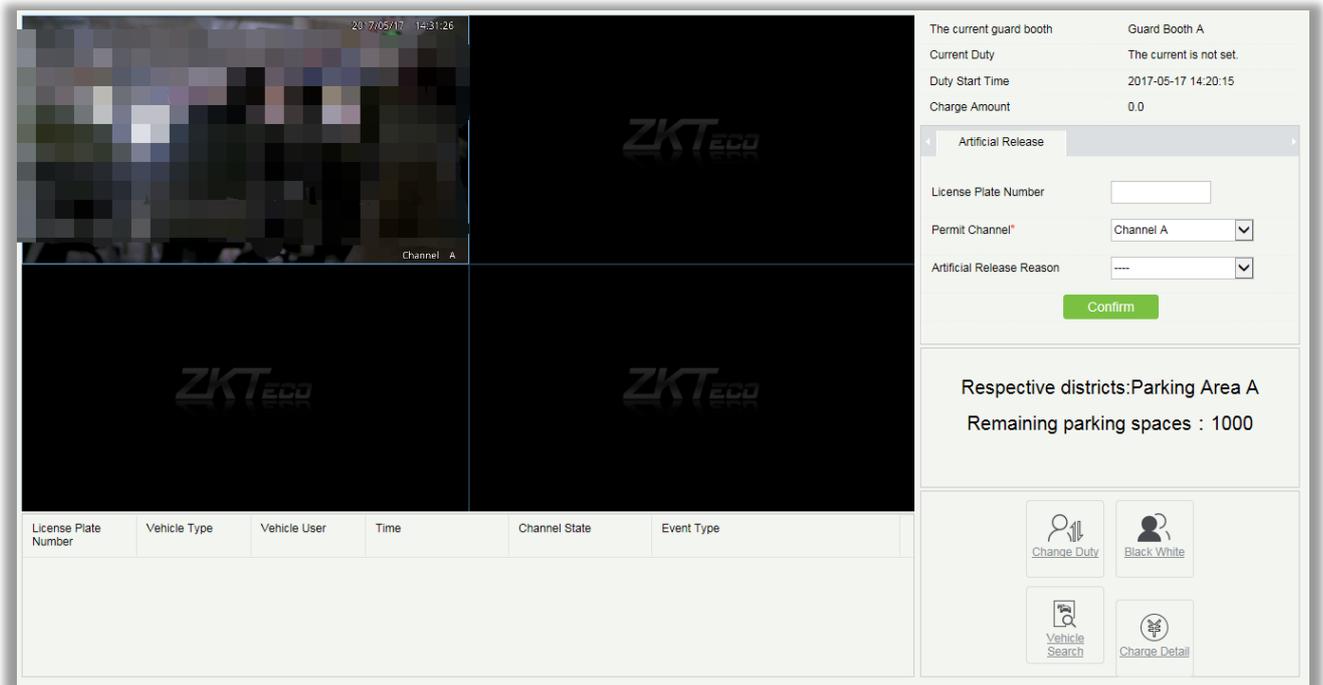
The screenshot shows a web application interface for querying parking fees. At the top, there is a search bar labeled "Statistical Month" with the value "2017-11" entered. To the right of the search bar are two icons: a magnifying glass and a close button. Below the search bar, it says "The current query conditions: None". There is a "Refresh" button with a circular arrow icon. Below this is a table with the following columns: "Date", "Turnover", "Discount Amount", "The Actual Amount", "The number of manual release", and "The number of free release vehicle". The table body is currently empty.

9.7 Real-Time Monitoring

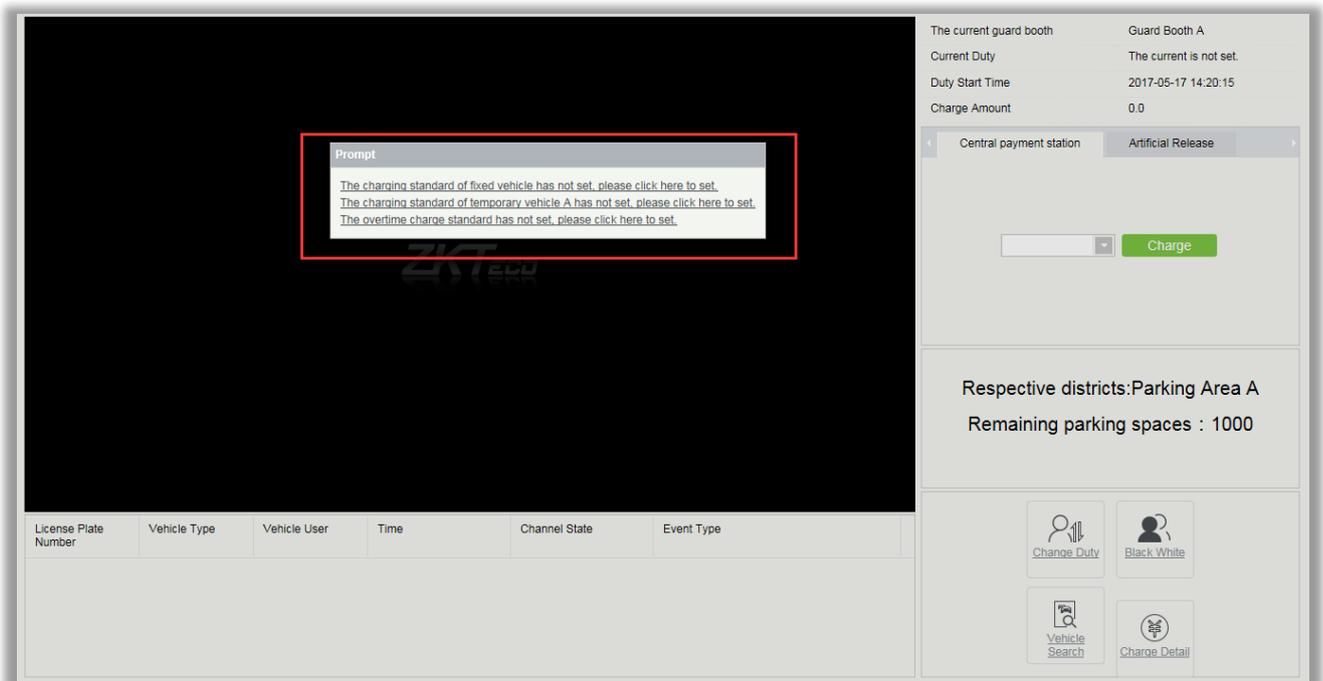
Real-Time Monitoring provides real-time monitoring data, and comprises two modules: Guard Booth and Monitoring Room.

9.7.1 Guard Booth

Choose [Real-Time Monitoring] > [Guard Booth]. The **Guard Booth** page is displayed, as shown in the following figure.



Note: To properly use this function, set the temporary charge standard and fixed charge standard in advance. An overtime charge standard must be set for the central payment station. If the consumer discount function is enabled, the vendor discount must be set. Otherwise, a prompt in the red box is displayed.



Click the link in the prompt to quickly locate the corresponding module and add necessary information.

If the local host is not set as the guard booth, a prompt in the red box will be displayed:

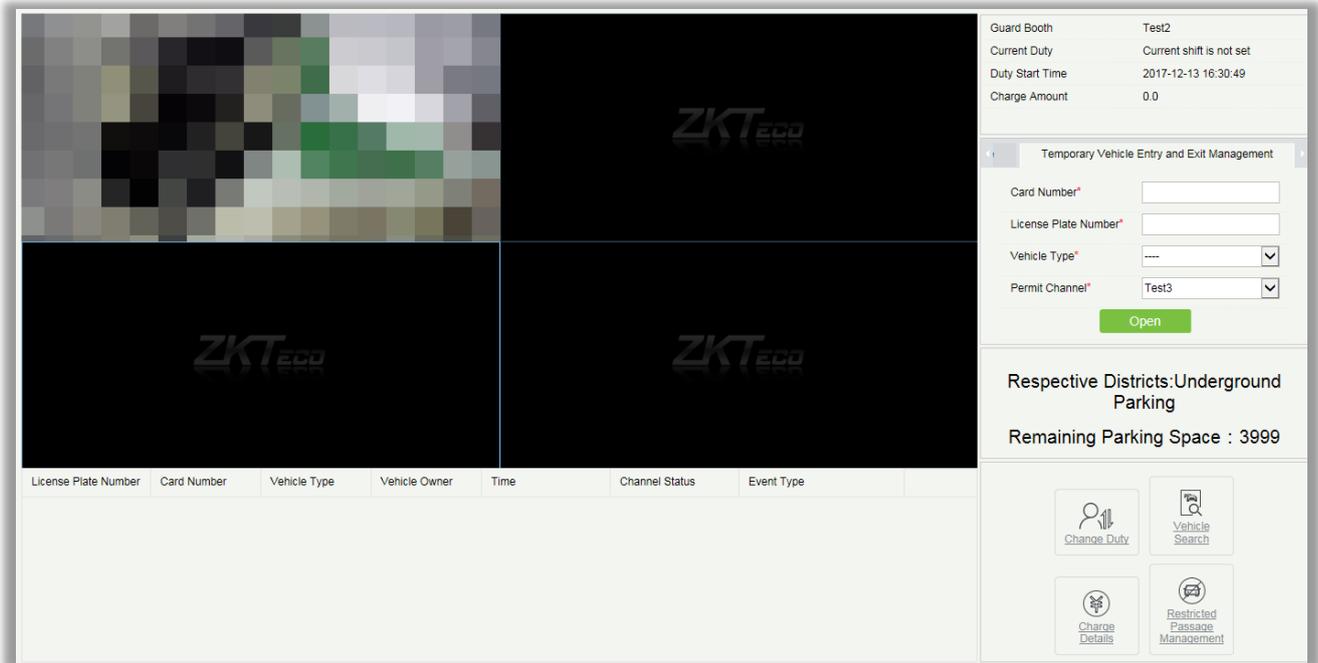
The screenshot shows the ZKTeco guard booth interface. On the left, a large black video preview area contains a red-bordered prompt box with the text: "Prompt: This computer is not is not used for guard booth so that it can not preview the video." On the right, a control panel displays system status: "The current guard booth This computer is not used for guard booth.", "Current Duty The current is not set.", "Duty Start Time 2017-05-17 14:17:40", and "Charge Amount 0.0". Below this is an "Artificial Release" section with fields for "License Plate Number", "Permit Channel*", and "Artificial Release Reason", followed by a "Confirm" button. A message states: "This computer is not used for guard booth so that it can not view the remained parking spaces." At the bottom right are buttons for "Change Duty", "Black White", "Vehicle Search", and "Charge Detail". At the bottom left is a table with columns: License Plate Number, Vehicle Type, Vehicle User, Time, Channel State, and Event Type.

If the local host is set as the guard booth but has not been bound to any channel or device, a prompt in the red box will be displayed:

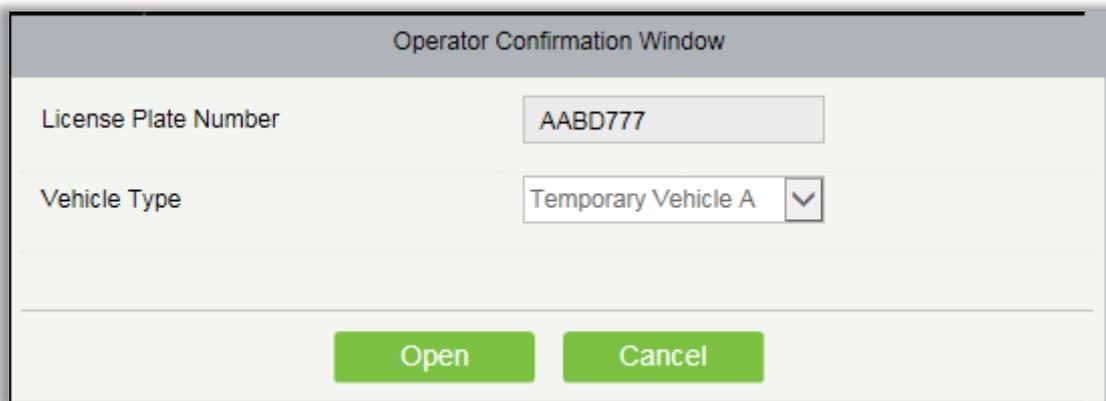
This screenshot is identical to the one above, showing the same ZKTeco guard booth interface with the red prompt box and system status information.

- Automatic License Plate Identification/Video Surveillance

Area 1 in the following figure shows the automatic license plate identification/video surveillance in normal state:



When the entrance channel identifies the license plate of a vehicle going into the parking lot, the following box is displayed:



Click [Open] to allow the vehicle enter the parking lot.

Note: When **Direct pass** is set for fixed vehicles (temporary vehicles) in [Channel Setting](#), the vehicle can successfully enter the parking lot, and this box will not be displayed.

When the exit channel identifies the license plate of a vehicle going out of the parking lot and there is a record about normal entrance of the vehicle, the following box is displayed:

Operator Confirmation Window

Charge Info		Enter Photo	
License Plate Number	AABD777		
Vehicle Type	Temporary Vehicle A		
In Time	2017-05-17 14:40:20		
Out Time	2017-05-17 14:40:41		
Receivable Amount	0.0		
Discount Amount	0.0		
Received Amount	0.0		
Charge Type	Cash		

Note: If consumer discount is not enabled in [Parameter Setting](#), consumer discount cannot be enabled, as shown in the following figure:

Operator Confirmation Window

Charge Info		Enter Photo	
License Plate Number	AABD777		
Vehicle Type	Temporary Vehicle A		
In Time	2017-05-17 14:40:20		
Out Time	2017-05-17 14:44:20		
Receivable Amount	10.0		
Discount Amount	0.0		
Received Amount	10.0		
Charge Type	Cash		

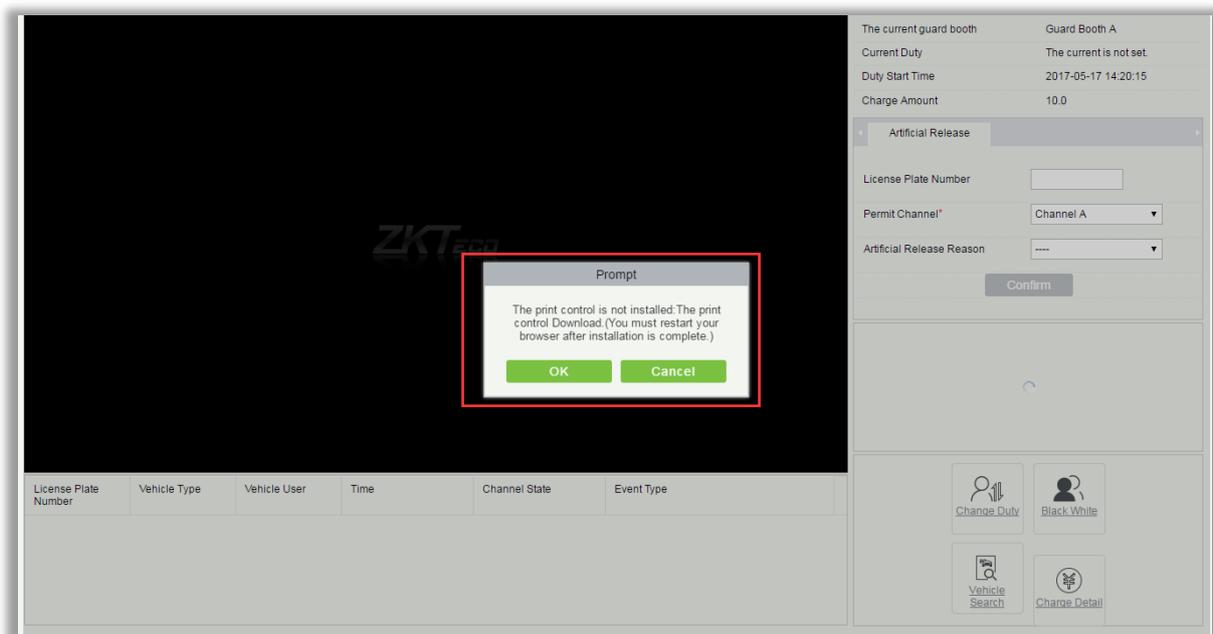
The **Free** button is displayed only when **Temporary Vehicle Free** is set to **Yes** in [Guard Booth Setting](#).

The vehicle type can be changed and fees are recalculated only when **Enable replacement of vehicle** is set to **Yes** in [Guard Booth Setting](#).

Click [Open] to allow the vehicle to exit from the parking lot.

Click [Print the bills] to print receipts.

Note: To use the printing function, select **Printing fee receipts** in [Parameter Setting](#). If the printing plug-in is not installed, a prompt is displayed as follows:



If the license plate identified by the exit device does not match any entrance record, the **Manual Correction** page is displayed, as shown in the following figure:

Manual correction

License Plate Number

Total search records:0

No record number, please manually correct the number of the license plate.

Correction of license plate number

On this page, the license plate number entered in the first line is used as the standard and entrance records of similar license plate numbers are searched in the database based on the entrance and exit matching precision rules set in [Parameter Setting](#). Click  and  to go to the previous or next record. Select the record to be corrected, enter the corrected license plate number, and click [Manual correction] to correct the license plate number and allow the vehicle to exit the parking lot. If no similar entrance record is found, click [Non-matching process]. The artificial release method is prompted and the amount for gate opening cannot be entered.

- **Scrolled Display of Entrance and Exit Messages**

When a vehicle enters or exits from the parking lot, the table at the lower part of the page displays the license plate number, vehicle type, time, channel state and event type. Events such as artificial release, VIP vehicle entrance and exit, fixed vehicle transfer to temporary vehicle, and non-matching process are displayed in red, as shown in the following figure.

The screenshot displays the ZKT EDD software interface. On the left, there are four video camera feeds, each with the ZKT EDD logo overlaid. Below the feeds is a table with the following data:

License Plate Number	Vehicle Type	Vehicle User	Time	Channel State	Event Type
[Redacted]	Temporary Vehicle A		2017-05-17 14:50:42	Out	Mismatch

On the right side of the interface, there is a control panel with the following information:

- The current guard booth: Guard Booth A
- Current Duty: The current is not set.
- Duty Start Time: 2017-05-17 14:20:15
- Charge Amount: 0.0

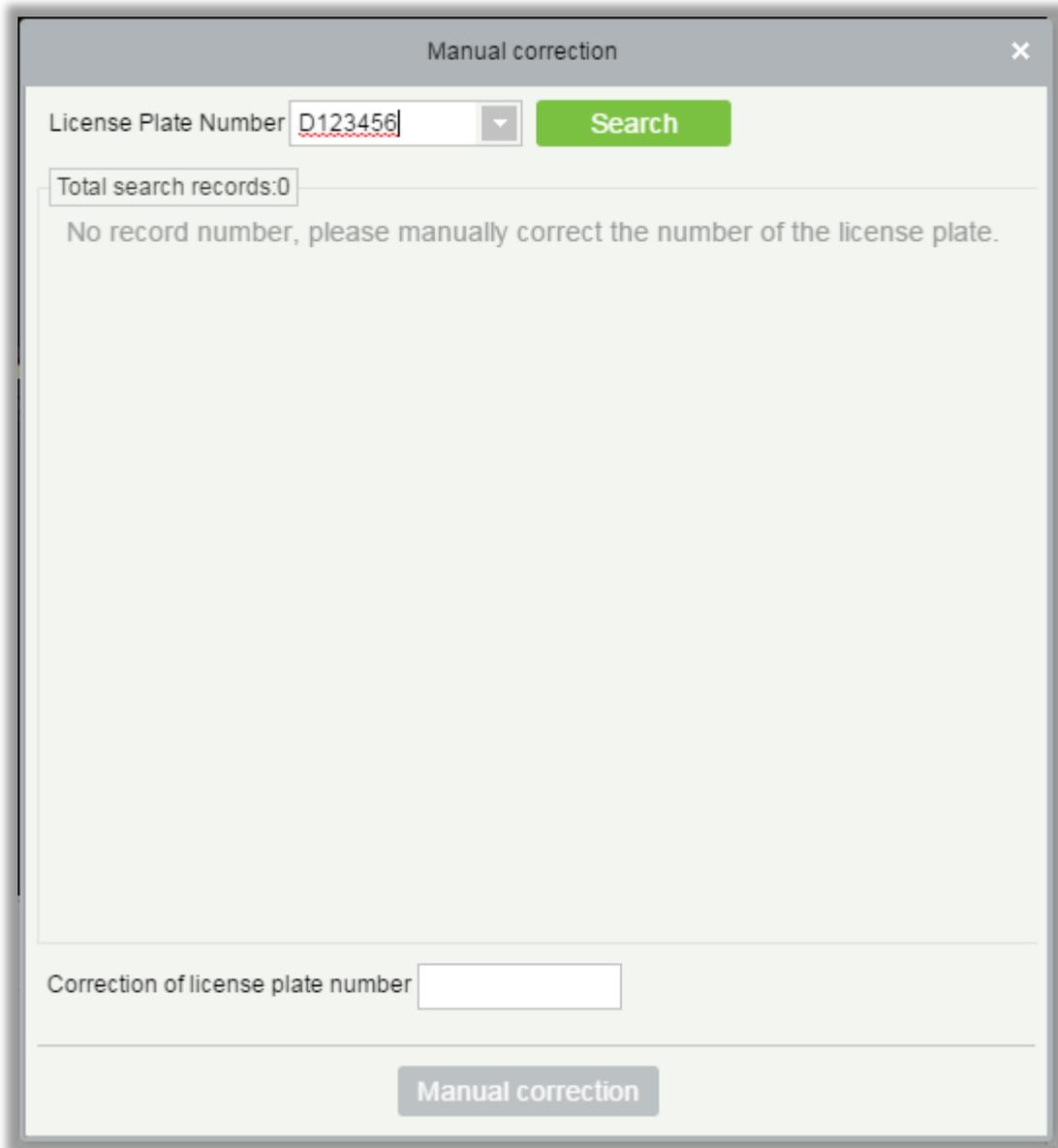
Below this information is an "Artificial Release" section with a "Confirm" button. Further down, it displays "Respective districts: Parking Area A" and "Remaining parking spaces : 998". At the bottom right, there are four icons: "Change Duty", "Black White", "Vehicle Search", and "Charge Detail".

- **Current Duty**

Duty information is displayed at the upper right of the page. The information includes the current guard booth, current duty, duty start time, and charge time, as shown in the preceding figure.

- **Central Payment Station**

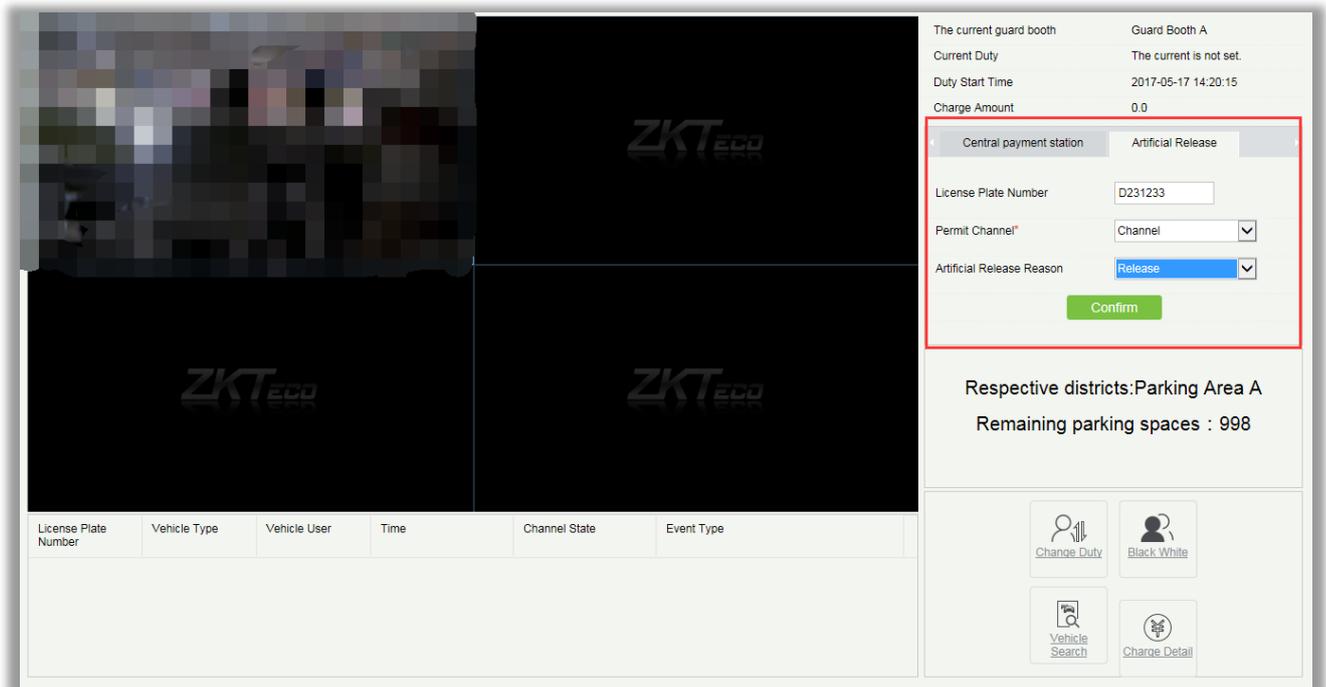
Enter the license plate number on the **Central Payment Station** tab page and click [Charge]. If no entrance record of the license plate number is found, the **Manual correction** page is displayed, as shown in the following figure:



On this page, the license plate number entered in the first line is used as the standard and entrance records of similar license plate numbers are searched in the database based on the entrance and exit matching precision rules set in [Parameter Setting](#). Click  and  to go to the previous or next record. Select the record to be corrected, enter the corrected license plate number, and click [Manual correction] to correct the license plate number and allow the vehicle to exit the parking lot. If a normal entrance record is matched, a charging result page is displayed and a charging success message is displayed after you press [OK].

- **Artificial Release**

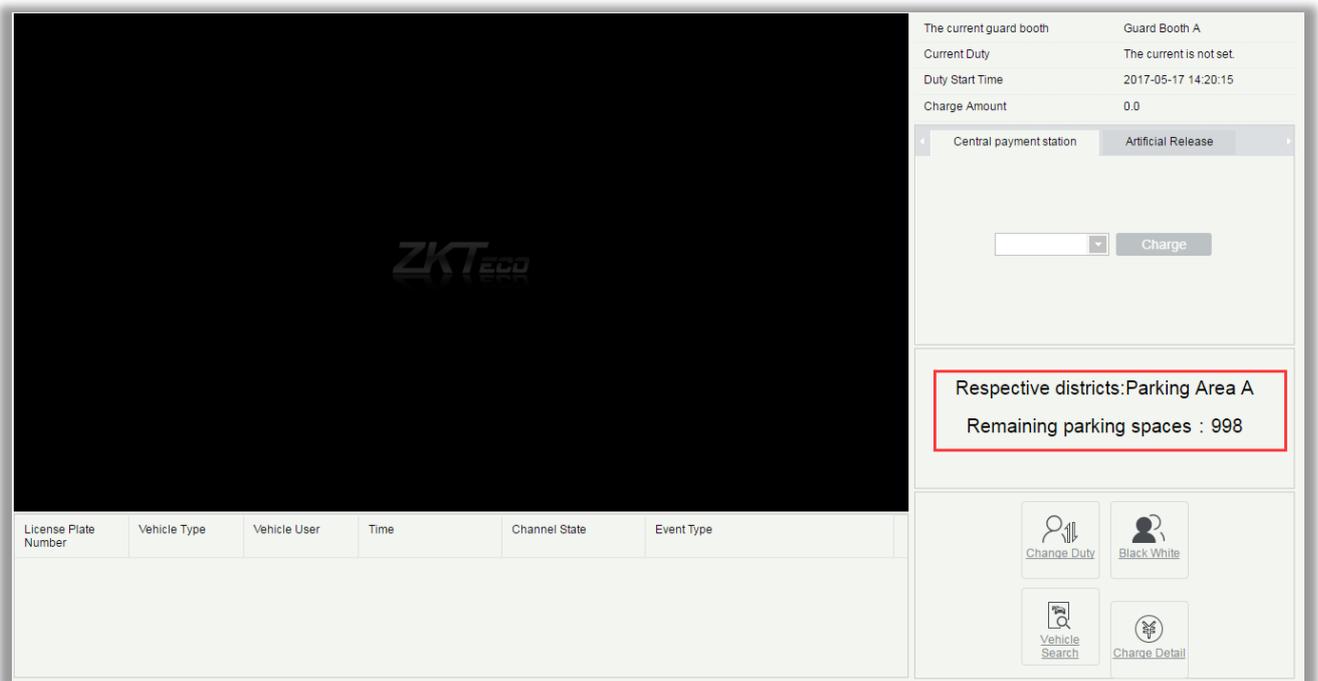
The information is shown in the red box of the following figure:



Enter a license plate number, select the release channel and artificial release reason (set in [Artificial Release Reason](#)), and click [OK]. For the entrance channel, directly open the gate to release the vehicle. For the exit channel, there may be two situations: if an entrance record is matched, the charging result page is displayed and the vehicle successfully exits from the parking lot; if no matched entrance record is found, the **Manual correction** page is displayed for manual correction. (The charging result page and manual correction page have been mentioned above and are not described here.)

- **Remaining Parking Spaces**

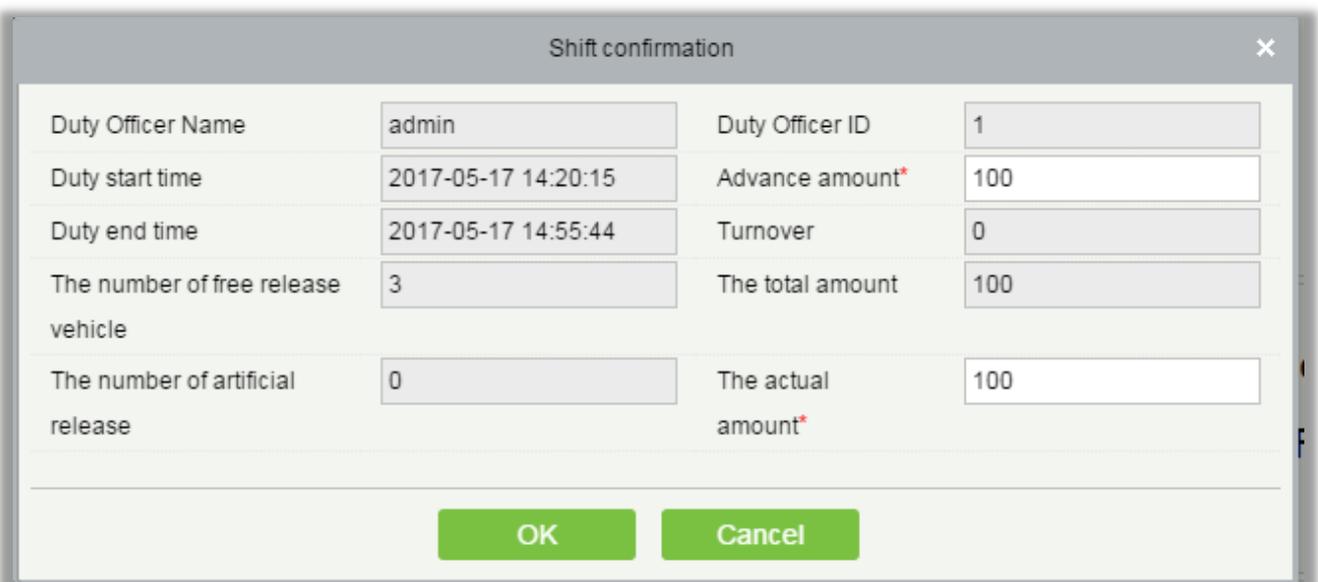
The information is shown in the red box of the following figure:



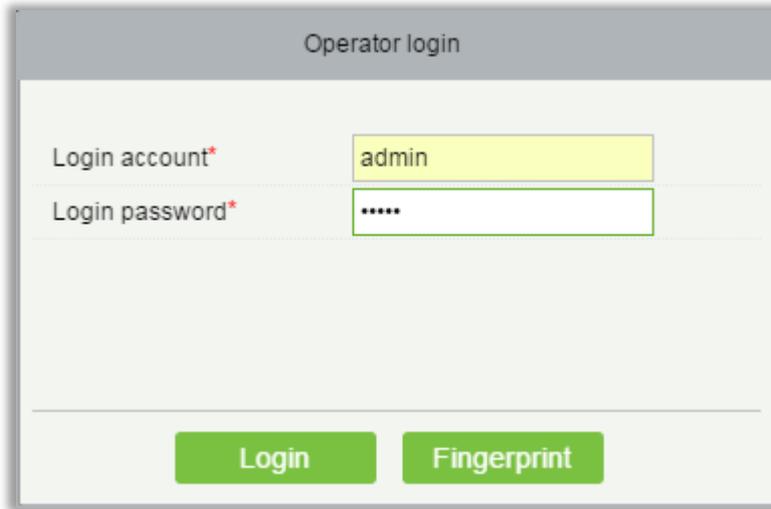
This area displays the name of the parking area to which the guard booth belongs, and the remaining parking spaces in the parking area. (Records are read from the database and the displayed is updated every 5 seconds.)

- **Change Duty**

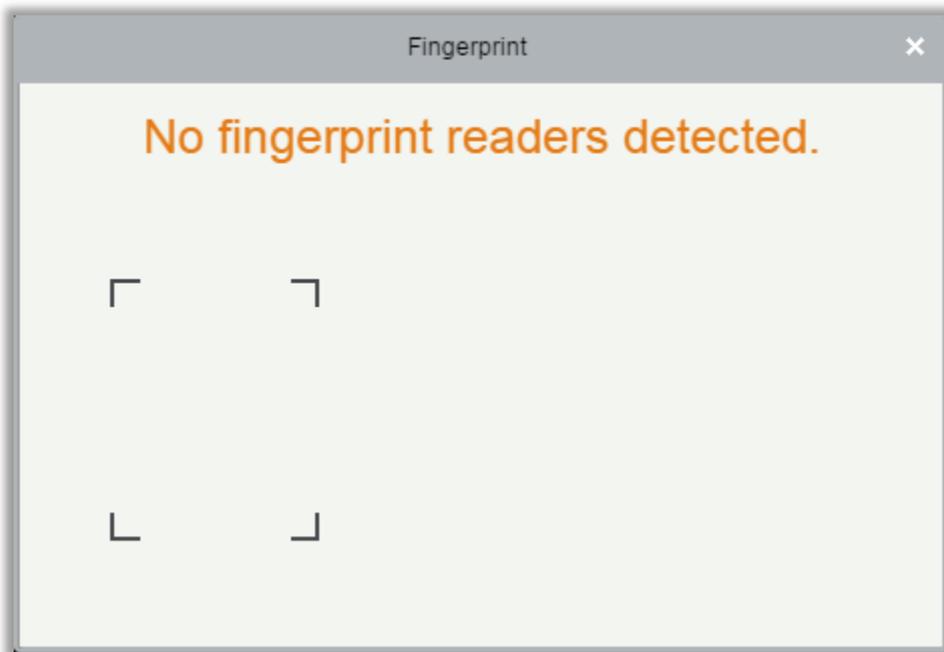
Click  in the lower right corner. The following dialog box is displayed (**note:** this button is valid only when **Enable the shift process** is selected in [Parameter Setting](#).)



Set **Advance amount** and **The actual amount** and click [OK]. The current shift ends and the next shift starts. A login dialog box is displayed:



Enter the user name and password and click [Login] for successful shift change. Fingerprints can also be used for login, as shown in the following figure:



- **Blacklist and Whitelist Management**

Click  in the lower right corner. The blacklist and whitelist management page is displayed

(see [Blacklist and Whitelist](#)).

Black White

License Plate Number License Plate type  

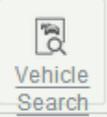
The current query conditions: None

 Refresh  New  Delete

<input type="checkbox"/>	License Plate Number	License Plate type	Start Time	End Time	Operator	Operating Time	Operations
<input type="checkbox"/>	H123123	Blacklist			admin	2017-05-17 14:56:56	Edit Delete

 50 rows per page Jump To /1 Page Total of 1 records

- Vehicle Search

Click  in the lower right corner. The **Vehicle Search** page is displayed (see [Vehicles in the Lot](#)).

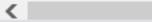
Vehicle Search

Time From 2017-02-17 00:00:00 To 2017-05-17 23:59:59 License Plate Number  

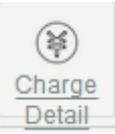
The current query conditions: Time From:(2017-02-17 00:00:00) To:(2017-05-17 23:59:59)

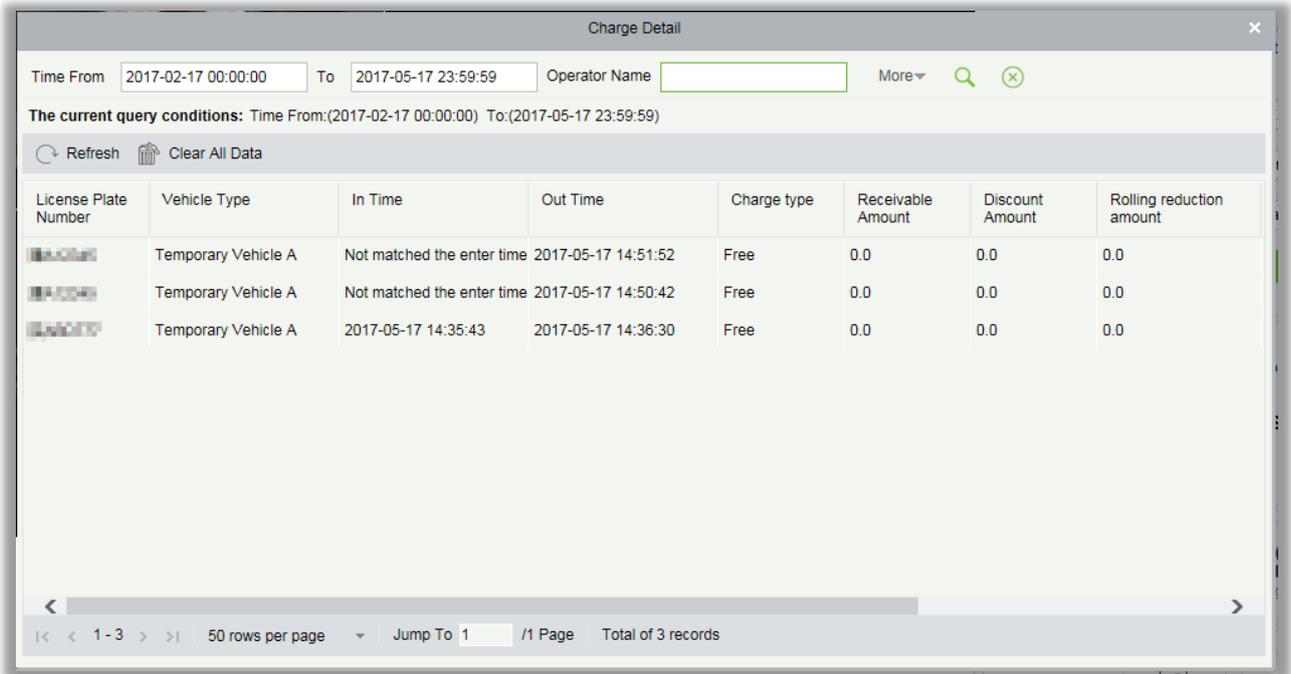
 Refresh

Name	License Plate Number	Register Type	In Time	Name	Channel State	Event Type	Enter PI
Parking A	陕ABD777	Temporary Vehicle	2017-05-17 14:40:20	Channel A	Large vehicle area ent	General records	2017-05-
Parking A	陕ABD777	Temporary Vehicle	2017-05-17 14:43:36	Channel A	Large ehicle area exit	General records	2017-05-

 50 rows per page Jump To /1 Page Total of 2 records

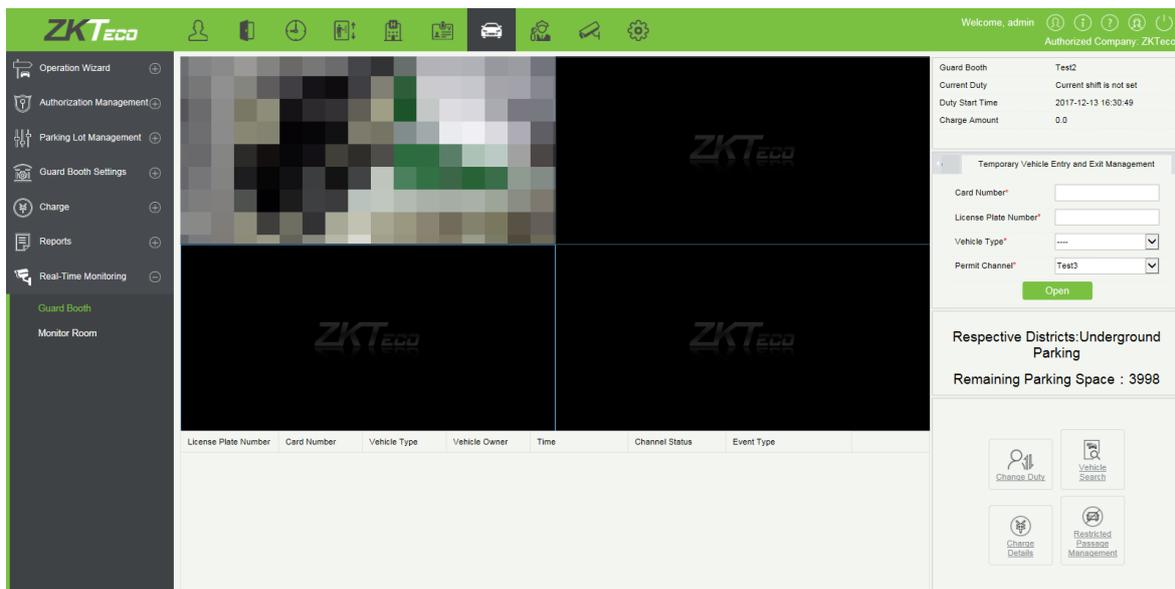
- Charge Detail

Click  in the lower right corner. The **Charge Detail** page is displayed (see [Charge Details](#)).



9.7.2 Guard Booth(When Access Controller is used for Parking)

Choose [Real-Time Monitoring] > [Guard Booth]. The **Guard Booth** page is displayed, as shown in the following figure.



- Temporary Vehicles entry and exit Management

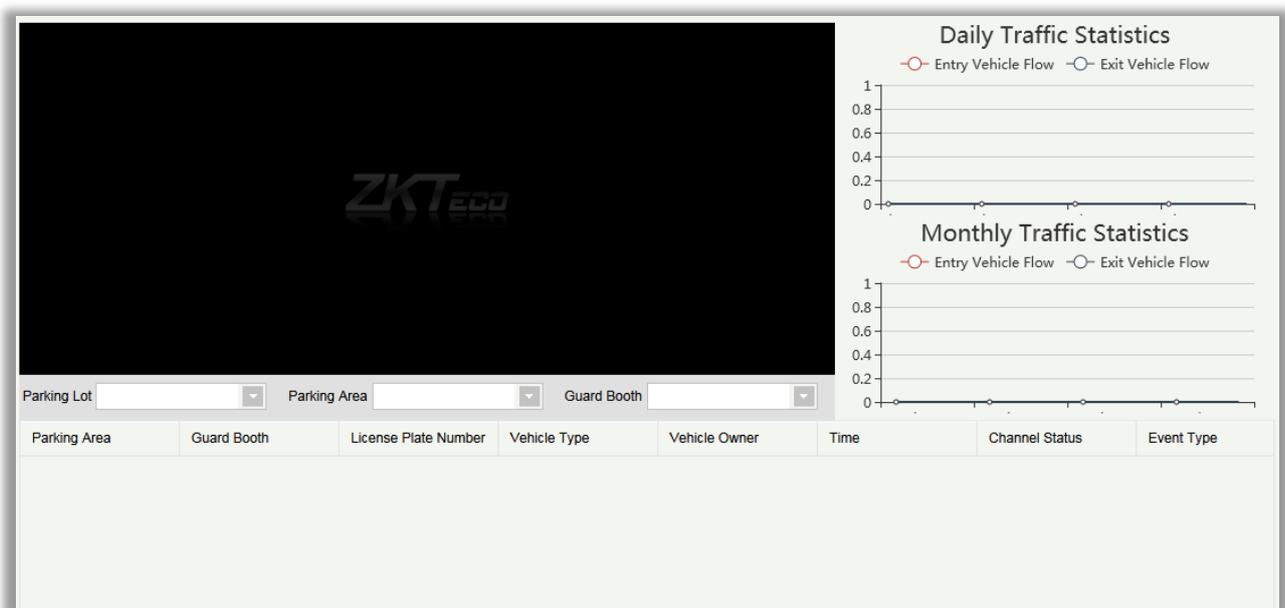
The function will appear when access controller is used for parking. It is similar to artificial release.

Select the entry and exit credentials according to parking parameters settings: Card or Barcode displays different interfaces. Need card reader and scan code gun.

9.7.3 Monitor Room

In Monitor Room, you can check video images and entrance and exit information of all guard booths in all parking lots.

Choose [Real-Time Monitoring] > [Monitor Room]. The **Monitor Room** page is displayed, as shown in the following figure.



Choose [Parking Lot] > [Parking Area] > [Guard Booth] to see the video images of the **selected guard booth**, the message list for scrolled display can receive entrance and exit events of **all guard booths in all parking lots**, and the graphic statistics in the right displays traffic information.

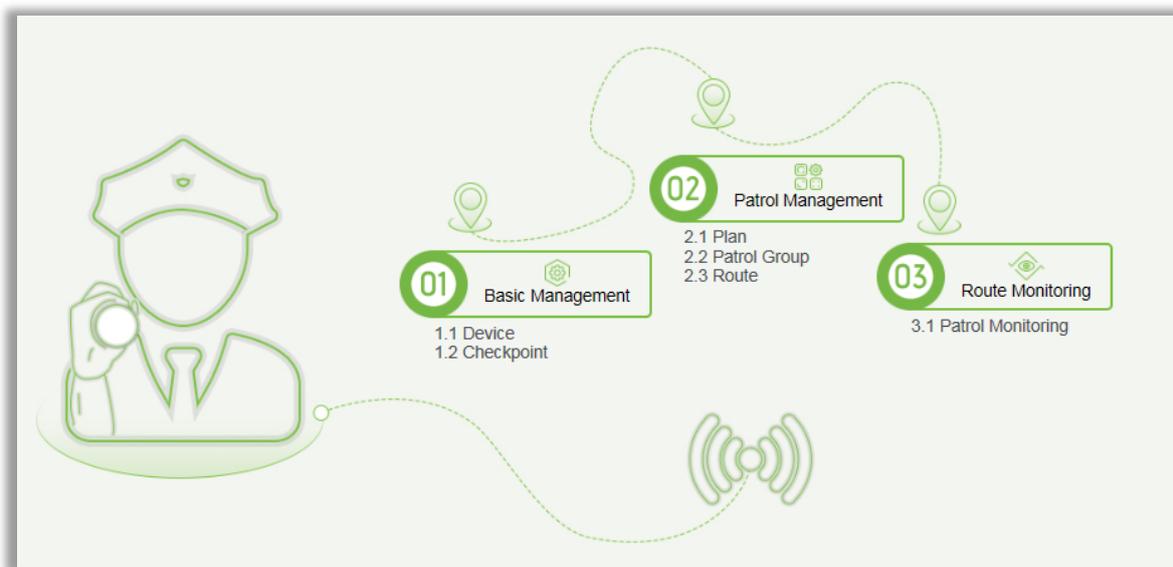
10. Patrol System

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

Note: Before patrol operations, you need to add patrol devices in the [Access] module and add patrol personnel in the [Personnel] module.

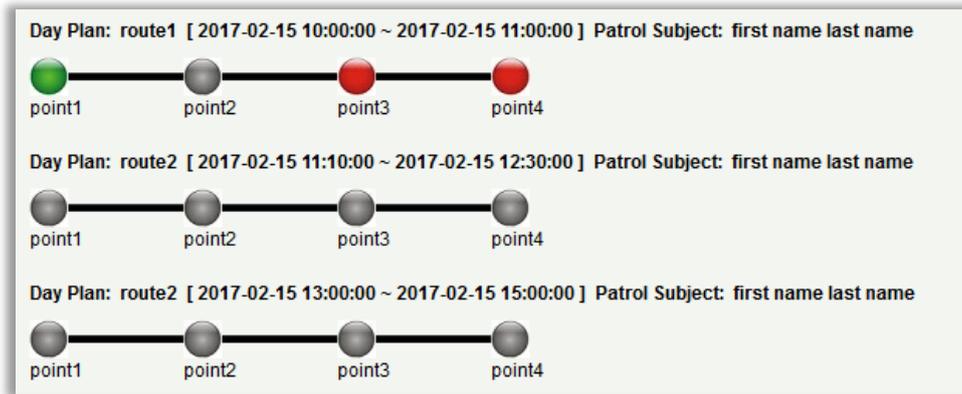
10.1 Operation Wizard

After logging into the system, click [Patrol] to go to [Operation Wizard]. Click on the page as prompted to go to different functional modules and perform operations. The page is displayed as follows:

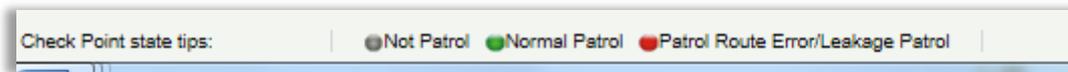


10.2 Route Monitoring

This function displays all the scheduled routes of the current day in the patrol plan. When the patrol personnel patrol based on the plan, the corresponding checkpoints in the patrol route will turn green. If the personnel do not patrol based on the plan, the checkpoints will turn red. The page is displayed as follows:



Checkpoint status:



Normal Patrol: The patrol personnel finished the patrol in the normal time segment in normal sequence.

Patrol Route Error: The patrol personnel finished the patrol in the normal time segment but didn't follow the route.

Leakage Patrol: The patrol personnel didn't finish the patrol in the normal time segment, that is, one or more checkpoints are not patrolled.

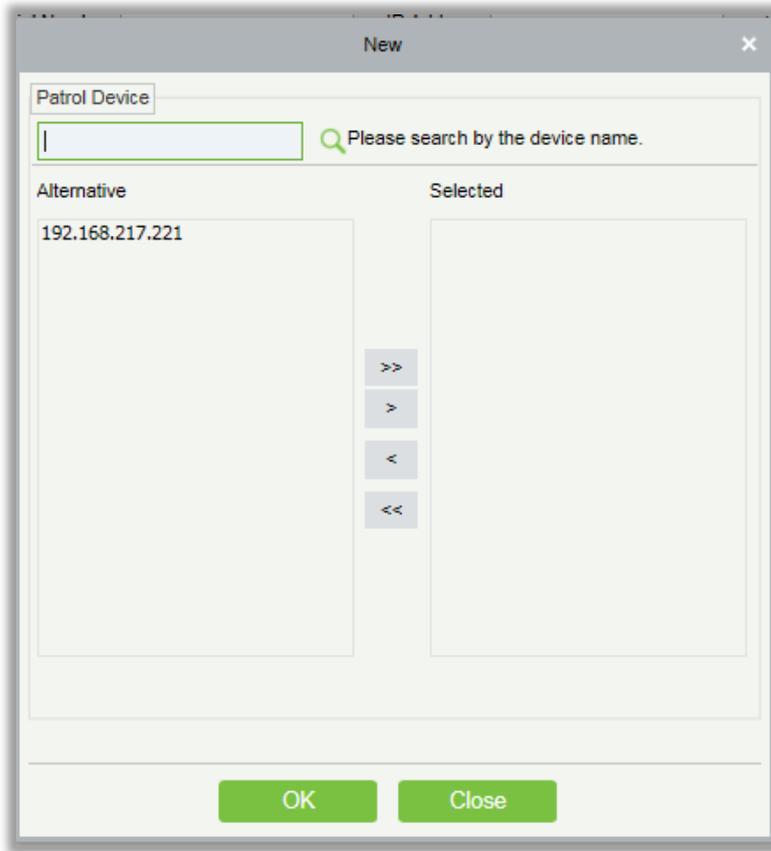
Not Patrol: The patrol personnel didn't finish the patrol in the normal time segment, that is, the entire patrol route is not patrolled.

10.3 Basic Management

10.3.1 Device

- Add

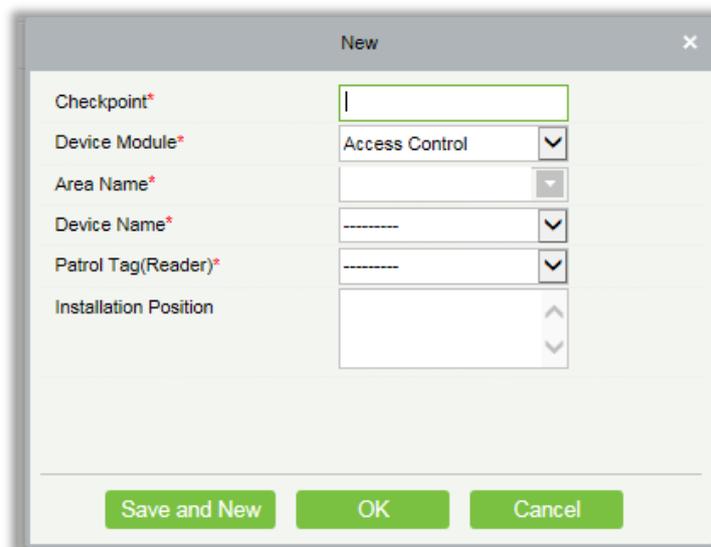
Select a device to be used as the patrol device from the access control devices. Click [Basic Management] > [Device] > [New]. In the [Alternative] box, add available devices and click [OK] to save the setting. The page is displayed as follows:



10.3.2 Checkpoint

- Add

(1)Click [Basic Management] > [Checkpoint] > [New]. The page is displayed as follows:

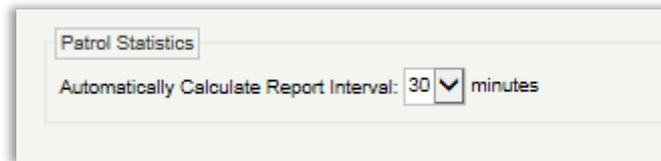


Patrol Tag: Currently, only access control device readers are supported.

(2) After the setting (parameters with * are mandatory), click [OK] to save the setting. You can also click [Save and New] to save the current setting and add another checkpoint. Click [Cancel] to cancel the setting and return to the upper-level menu.

Note: Patrol tags that have been used by checkpoints cannot be used again when you add another checkpoint.

10.3.3 Parameters



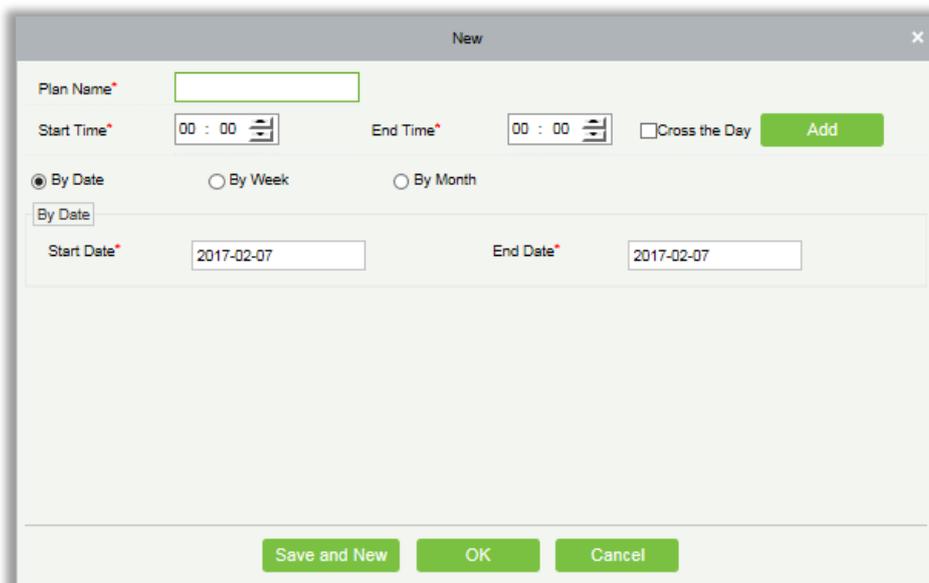
- 1) Click [Patrol] > [Basic Management] > [Parameters].
- 2) Set the interval for patrol statistics collection.
- 3) Click [OK] to save the setting.

10.4 Patrol Management

10.4.1 Plan

- Add

Click [Patrol Management] > [Plan] > [New]. Plans by date, week and month are displayed as follows:



Time Segment: You can set the start and end time of the patrol. The time segment can be across different days.

By Date: The patrol plan is scheduled by day. Select [By Date] and set the start and end date for the

patrol plan.

By Week: The patrol plan is scheduled by week.

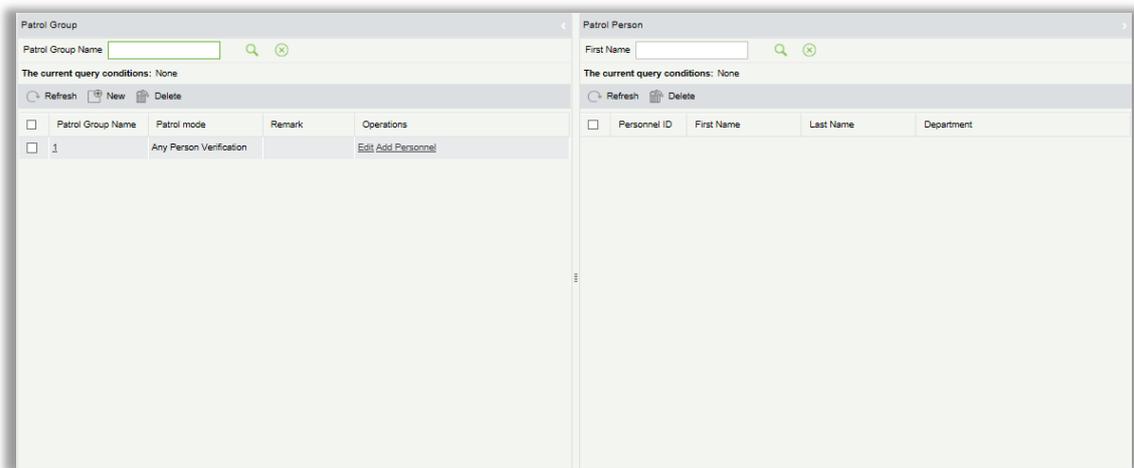
By Month: The patrol plan is scheduled by month.

A patrol plan by month can be executed every day or periodically. If you choose to execute the patrol plan every day, the patrol task is performed every day in the specified month. If you choose to periodically execute the patrol plan, the patrol task is performed on the specified date in the month.

Note: A maximum of three patrol shifts can be added for a patrol plan.

10.4.2 Patrol Group

A patrol group consists of multiple patrol personnel. Personnel in the patrol group work together to finish the corresponding patrol task. Click [Patrol Management] > [Patrol Group].



● Add

1. Click [Patrol Management] > [Patrol Group] > [New] to go to the patrol group adding page as follows:

The image shows a 'New' dialog box with the following fields and options:

- Patrol Group Name***: A text input field.
- Patrol mode***: Radio buttons for Any Person Verification and All People Verification.
- Remark**: A text input field.
- Buttons: **Save and New**, **OK**, and **Cancel**.

2. Set the following parameters: Select a patrol group name (not repeatable), patrol mode and remarks.

3. Click [Save and New] to add another patrol group and click [OK] to finish the setting.

4. Add/Delete personnel for a specified patrol group. (The following operations cannot be performed if the patrol group is used by a patrol route).

- (1) Click [Patrol Management] > [Patrol Group]. Click a patrol group from the list on the left. Personnel in the patrol group are displayed in the list on the right.
- (2) Click [Add Personnel] under Operation in the list on the left. The page for adding personnel is displayed (or adding by department). Add personnel to the list on the right and click [OK] to finish the setting.
- (3) Select personnel in the list on the right and click [Delete] above the list to delete the personnel from the patrol group.

Note: In [Patrol Mode], Any Person Verification means that the patrol task is finished as long as one person in the patrol group swipes the card at the checkpoint in the plan, while All People Verification means that the patrol task is finished only after all people in the patrol group swipe their cards at the checkpoint in the plan. A patrol group cannot be edited or deleted when it is used by a patrol route.

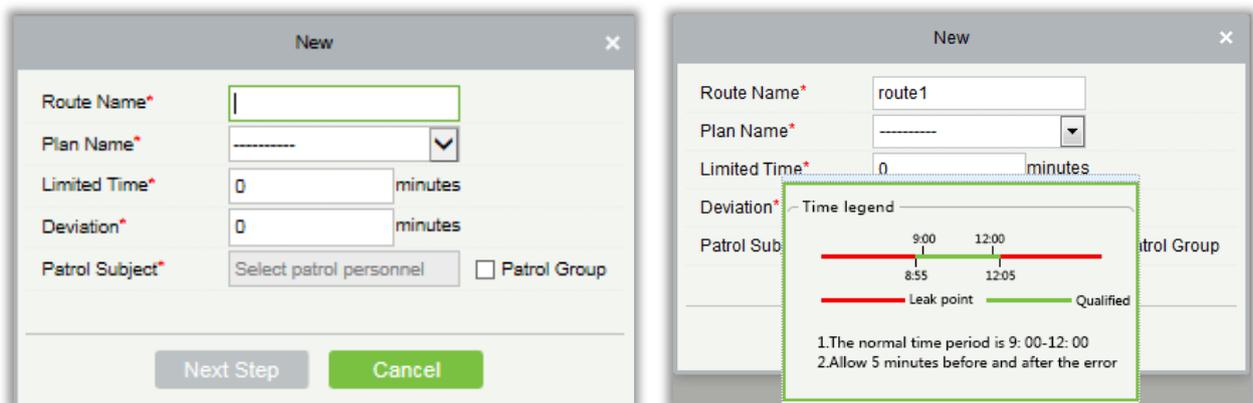
10.4.3 Route

A patrol route consists of a series of checkpoints in a specified sequence.

● Add

Click [Patrol Management] > [Route] > [New]. The page is displayed as follows:

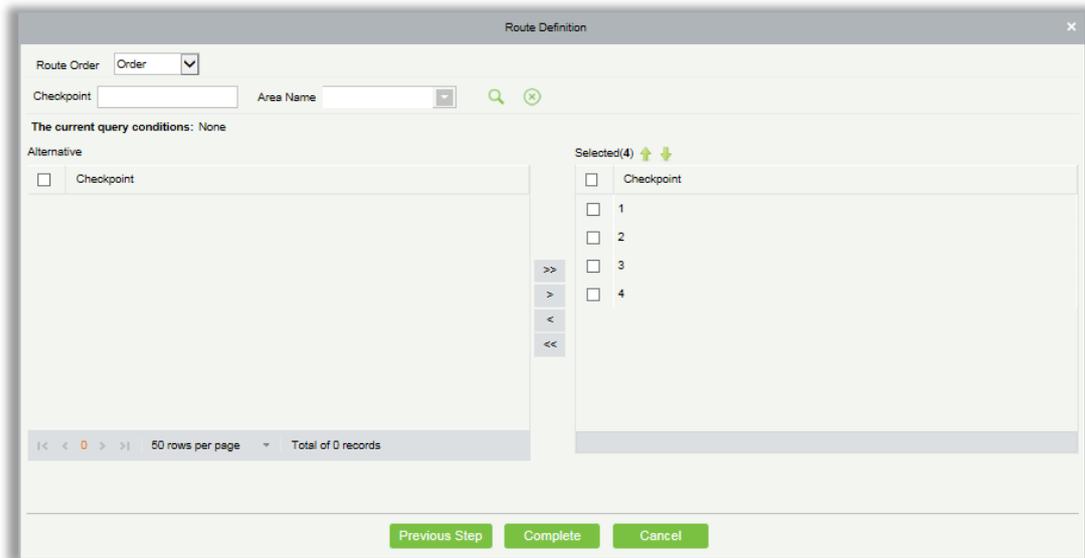
1. Set basic information for a route in the following box. The Limited Time parameter refers to the time limit for finishing the entire route.



Description of the time segment legends: It is set according to the allowed error time during the patrol. Suppose that the patrol plan is scheduled between 9:00 and 12:00 (which can be set in the patrol plan), and the allowed error time is 5 minutes. This means records between 8:55 and 12:05 are valid and those out of this time segment are invalid.

2. After the setting, click [Next] to go to the [Route Definition] dialog box. Routes can be classified to Order routes and Disorder routes (two categories and five situations are available). The  and  buttons are used to move the checkpoint up and down.

Order: During patrol plan execution, there is no time limit between checkpoints. Patrol personnel can patrol checkpoints **in a specified sequence** according to their habits within the time limit.



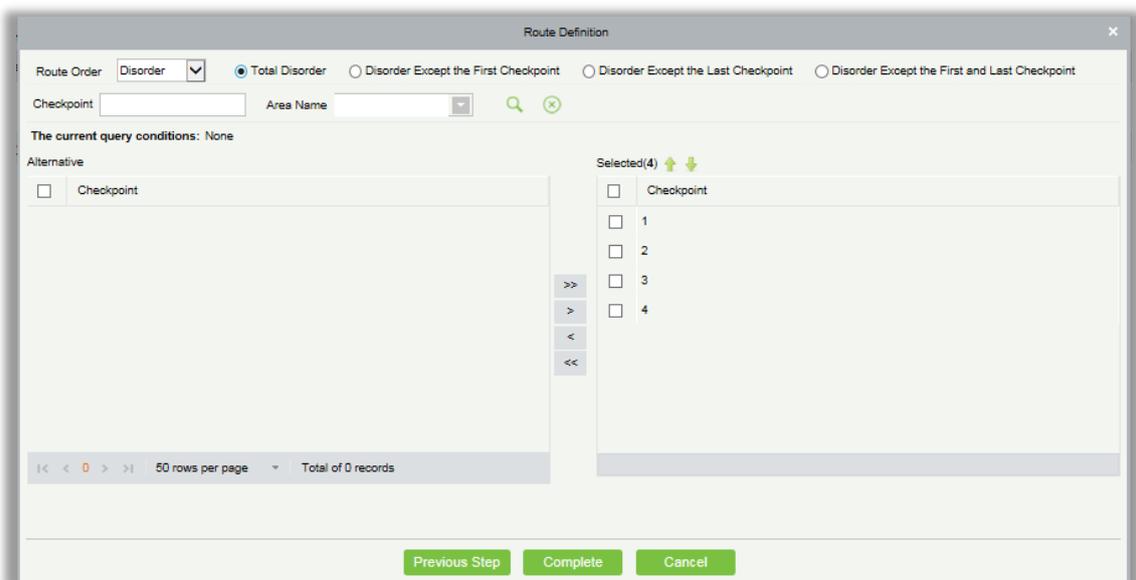
Disorder: Disorder routes are divided into the following:

Total Disorder: All checkpoints in the patrol route are disordered. Patrol personnel can patrol checkpoints according to their habits within the time limit.

Disorder Except the First Checkpoint: In the patrol route, all checkpoints except the first checkpoint are disordered.

Disorder Except the Last Checkpoint: In the patrol route, all checkpoints except the last checkpoint are disordered.

Disorder Except the First and Last Checkpoint: In the patrol route, all checkpoints except the first and last checkpoints are disordered.



3. Click [OK] to save the setting.

Note:

Before patrol operations, you need to add patrol devices in the [Access] module and add patrol personnel in the [Personnel] module. Note that if the patrol personnel are required to patrol

according to the card number but do not have the right for opening the door, you cannot select any rights group in the access control setting when adding personnel, or add a rights group that cannot pass the door in any time segment, and then select the rights group in the access control setting when adding personnel.

10.5 Reports

There are four modules: All transactions, Patrol Records Today, Patrol Route Statistics, and Patrol Personnel Statistics. You can analyze and collect statistics on the patrol data to gain an overall control on the patrol process.

10.5.1 All transactions

Click [Reports] > [All transactions] to view all transactions, that is, all event records generated by the patrol device.

You can export all transactions into an Excel, PDF, or CSV file. See the following figure.

ZKTECO											
All Transactions											
Time: 2017-09-15 00:00:00 - 2017-12-15 23:59:59											
Time	Device Name	Personnel ID	First Name	Last Name	Card Number	Device Module	Route Name	Checkpoint	Verification Mode	Area Name	Remark
2017-12-15 13:53:51	192.168.218.60	8	Glori	Liu	6189166	Access	Route1	checkpoint1	Only Card	Area Name	
2017-12-15 13:53:51	192.168.218.60	8	Glori	Liu	6189166	Access	Route1	checkpoint2	Only Card	Area Name	
2017-12-15 13:53:49	192.168.218.60	8	Glori	Liu	6189166	Access	Route1	checkpoint2	Only Card	Area Name	
2017-12-15 13:53:48	192.168.218.60	8	Glori	Liu	6189166	Access	Route1	checkpoint1	Only Card	Area Name	
2017-12-15 13:53:48	192.168.218.60	7	Jacky	Xiang	6323994	Access	Route1	checkpoint2	Only Card	Area Name	
2017-12-15 13:53:46	192.168.218.60	7	Jacky	Xiang	6323994	Access	Route1	checkpoint1	Only Card	Area Name	
2017-12-15 11:54:18	192.168.218.60	8	Glori	Liu	6189166	Access	route1	checkpoint1	Only Card	Area Name	
2017-12-15 11:54:17	192.168.218.60	8	Glori	Liu	6189166	Access	route1	checkpoint2	Only Card	Area Name	
2017-12-15 11:54:15	192.168.218.60	7	Jacky	Xiang	6323994	Access	route1	checkpoint2	Only Card	Area Name	
2017-12-15 11:54:14	192.168.218.60	7	Jacky	Xiang	6323994	Access	route1	checkpoint1	Only Card	Area Name	
2017-12-15 11:54:10	192.168.218.60	5	Necol	Ye	13260079	Access	route1	checkpoint2	Only Card	Area Name	
2017-12-15 11:54:10	192.168.218.60	5	Necol	Ye	13260079	Access	route1	checkpoint1	Only Card	Area Name	
2017-12-15 11:54:08	192.168.218.60	2	Lucky	Tan	6155266	Access	route1	checkpoint1	Only Card	Area Name	
2017-12-15 11:54:07	192.168.218.60	2	Lucky	Tan	6155266	Access	route1	checkpoint2	Only Card	Area Name	
2017-12-15 11:53:48	192.168.218.60	2	Lucky	Tan	6155266	Access	route1	checkpoint1	Only Card	Area Name	
2017-12-15 11:53:47	192.168.218.60	2	Lucky	Tan	6155266	Access	route1	checkpoint2	Only Card	Area Name	
2017-12-15 11:53:44	192.168.218.60	2	Lucky	Tan	6155266	Access	route1	checkpoint1	Only Card	Area Name	
2017-12-15 11:53:44	192.168.218.60	2	Lucky	Tan	6155266	Access	route1	checkpoint2	Only Card	Area Name	

Created on: 2017-12-15 18:45:34
Created from ZKBioSecurity software. All rights reserved.

10.5.2 Patrol Records Today

Click [Reports] > [Patrol Records Today] to view event records generated by the patrol device today.

You can export patrol records today into an Excel, PDF, or CSV file. See the following figure.

ZKTECO											
Patrol Records Today											
Time	Device Name	Personnel ID	First Name	Last Name	Card Number	Device Module	Route Name	Checkpoint	Verification Mode	Area Name	Remark
2017-12-15 13:53:51	192.168.218.60	8	Glori	Liu	6189166	Access	Route1	checkpoint1	Only Card	Area Name	
2017-12-15 13:53:51	192.168.218.60	8	Glori	Liu	6189166	Access	Route1	checkpoint2	Only Card	Area Name	
2017-12-15 13:53:49	192.168.218.60	8	Glori	Liu	6189166	Access	Route1	checkpoint2	Only Card	Area Name	
2017-12-15 13:53:48	192.168.218.60	8	Glori	Liu	6189166	Access	Route1	checkpoint1	Only Card	Area Name	
2017-12-15 13:53:46	192.168.218.60	7	Jacky	Xiang	6323994	Access	Route1	checkpoint2	Only Card	Area Name	
2017-12-15 13:53:46	192.168.218.60	7	Jacky	Xiang	6323994	Access	Route1	checkpoint1	Only Card	Area Name	
2017-12-15 11:54:18	192.168.218.60	8	Glori	Liu	6189166	Access	route1	checkpoint1	Only Card	Area Name	
2017-12-15 11:54:17	192.168.218.60	8	Glori	Liu	6189166	Access	route1	checkpoint2	Only Card	Area Name	
2017-12-15 11:54:15	192.168.218.60	7	Jacky	Xiang	6323994	Access	route1	checkpoint2	Only Card	Area Name	
2017-12-15 11:54:14	192.168.218.60	7	Jacky	Xiang	6323994	Access	route1	checkpoint1	Only Card	Area Name	
2017-12-15 11:54:10	192.168.218.60	5	Necol	Ye	13260079	Access	route1	checkpoint2	Only Card	Area Name	
2017-12-15 11:54:10	192.168.218.60	5	Necol	Ye	13260079	Access	route1	checkpoint1	Only Card	Area Name	
2017-12-15 11:54:08	192.168.218.60	2	Lucky	Tan	6155266	Access	route1	checkpoint1	Only Card	Area Name	
2017-12-15 11:54:07	192.168.218.60	2	Lucky	Tan	6155266	Access	route1	checkpoint2	Only Card	Area Name	
2017-12-15 11:53:48	192.168.218.60	2	Lucky	Tan	6155266	Access	route1	checkpoint1	Only Card	Area Name	
2017-12-15 11:53:47	192.168.218.60	2	Lucky	Tan	6155266	Access	route1	checkpoint2	Only Card	Area Name	
2017-12-15 11:53:44	192.168.218.60	2	Lucky	Tan	6155266	Access	route1	checkpoint1	Only Card	Area Name	
2017-12-15 11:53:43	192.168.218.60	2	Lucky	Tan	6155266	Access	route1	checkpoint2	Only Card	Area Name	

Created on: 2017-12-15 18:45:48
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10.5.3 Patrol Route Statistics

Click [Reports] > [Patrol Route Statistics] to view all normal and abnormal situations collected during the patrol process.

You can export patrol route statistics into an Excel, PDF, or CSV file. See the following figure.

ZKTECO								
Patrol Route Statistics								
Route Name	Plan Name	Statistics time	Supposed Patrol Times	Real patrol times	Missed patrol times	Wrong patrol number	Absence times	Patrol Subject
route1	plan1	2017-12-15 13:30:00	2	2	0	0	0	Amber Lin, Necol Ye, Jacky Xiang, Glori Liu, Lilian Mei, Jerry Wang, Berry Cao, Lucky Tan, Sherry Yang, Leo Hou,
Route1	plan1	2017-12-15 16:00:00	2	2	0	1	0	Lucky Tan, Jerry Wang, Necol Ye, Leo Hou, Sherry Yang, Lilian Mei, Berry Cao, Amber Lin, Jacky Xiang, Glori Liu,

10.5.4 Patrol Personnel Statistics

Click [Reports] > [Patrol Personnel Statistics] to view patrol statistics of patrol personnel.

You can export patrol personnel statistics into an Excel file. See the following figure.

Patrol Personnel Statistics									
Personnel ID	Person Name	Route Name	Plan Name	Statistics time	Supposed Patrol Times	Real patrol times	Missed patrol times	Wrong patrol number	Absence times
4	Berry Cao	route1	plan1	2017-12-15 13:30:00	2	2	0	0	0
3	Leo Hou	route1	plan1	2017-12-15 13:30:00	2	2	0	0	0
8	Glori Liu	route1	plan1	2017-12-15 13:30:00	2	2	0	0	0
2940	Sherry Yang	route1	plan1	2017-12-15 13:30:00	2	2	0	0	0
6	Amber Lin	route1	plan1	2017-12-15 13:30:00	2	2	0	0	0
5	Necol Ye	route1	plan1	2017-12-15 13:30:00	2	2	0	0	0
7	Jacky Xiang	route1	plan1	2017-12-15 13:30:00	2	2	0	0	0
6	Amber Lin	Route1	plan1	2017-12-15 16:00:00	2	2	0	0	0
4	Berry Cao	Route1	plan1	2017-12-15 16:00:00	2	2	0	0	0
1	Jerry Wang	Route1	plan1	2017-12-15 16:00:00	2	2	0	0	0
9	Lilian Mei	Route1	plan1	2017-12-15 16:00:00	2	2	0	0	0
7	Jacky Xiang	Route1	plan1	2017-12-15 16:00:00	2	2	0	1	0

Supposed Patrol Times: Number of times that the patrol personnel should normally patrol.

Real Patrol Times: Number of times that the patrol personnel actually patrol.

Wrong Patrol Times: Number of times that the patrol personnel do not patrol based on the patrol route.

Missed Patrol Times: Number of times that the patrol personnel miss one or more checkpoints in the patrol route within the patrol time.

Absence Times: Number of times that the patrol personnel do not patrol.

11. Video

The system supports video linkage of access elevator control. You can achieve the management of DVR / NVR / IPC, real-time video preview, video records query and automatically popping up of linkage events.

You need to add video device, set linkage function in [Linkage Setting](#) and [Global Linkage](#) in advanced.

Note: The current software only supports HIKVision, ZKIVision and Dahua devices. For more details about the devices models, please contact technical support personnel to confirm.

11.1 Video Device

- Add a Video device

Click [Video] > [Video Device] > [Video Device] > [New]:

New	
Device Brand*	HIKVision
Protocol Type*	<input checked="" type="radio"/> Private <input type="radio"/> Onvif
Device Name*	
Host Address*	
IP Port*	8000
Username*	admin
Password*
Area Name*	Area Name

Save and New OK Cancel

Fields are as follows:

Device Brand: The current software version supports only ZKTeco, HIKVISION, Dahua, Axis, Panasonic and Geovision brands. For each brand supporting models, please refer to the Hardware Support List for Video Module.

Protocol Type: The Private or Onvif protocol is automatically selected after Device Brand is specified.

Device Name: Any characters within a length of 30.

Host Address: Input the device's IP address.

IP Port: The default corresponding IP Port will display after select Device Brand.

User Name: Any characters within a length of 15(no blanks).

Password: Any characters within a length of 32(no blanks).

Area Name: Divide area for the device.

Note: After adding device, only the device name and area name can be modified again, other options cannot be modified.

- **Enable/Disable a Video Device**

Select a video device in the list, and click [Enable] or [Disable].

- **Edit/Delete Video a Device**

Select a video device in the list, and click [Edit] or [Delete].

- **Communication Settings**

When the communication parameters are modified in the device, the modification must be synchronized to the software to keep the consistency, otherwise all the channels of the video device will not work normally.

Select a device, click [Communication Settings]:

Field	Value
Serial No.*	DS-2CD2012-I20140819C
Host Address*	192.168.1.94
IP Port*	8000
Username*	admin
Password*

- **Video Linkage Operation Guide**

Click [Video Linkage Operation Guide], guide users to add video equipment, binding cameras for access control equipment and set the linkage.

11.2 Video Channel

When adding a video device, the system will automatically detect the number of cameras on this device, that is, the number of channels, and generate a number of channels accordingly. For example, a video device has 16 cameras. After adding this device, the system will generate 16 channels, and name the channels by default using the format "Device name-channel No.".

- **Enable/Disable Video Device**

Click [Video] > [Video Device] > [Channel]:

<input type="checkbox"/>	Channel Name	Channel Number	Area Name	Device Name	Enable	Operations
<input type="checkbox"/>	Channel 1	0	Area Name	lh	<input checked="" type="checkbox"/>	Edit

Click [Edit] below Operations in the list:

Edit ✕

Channel Name*	<input type="text" value="Channel 1"/>
Device Name*	<input type="text" value="lh"/>
Channel Number*	<input type="text" value="0"/>
Channel Status*	<input type="text" value="Enable"/>

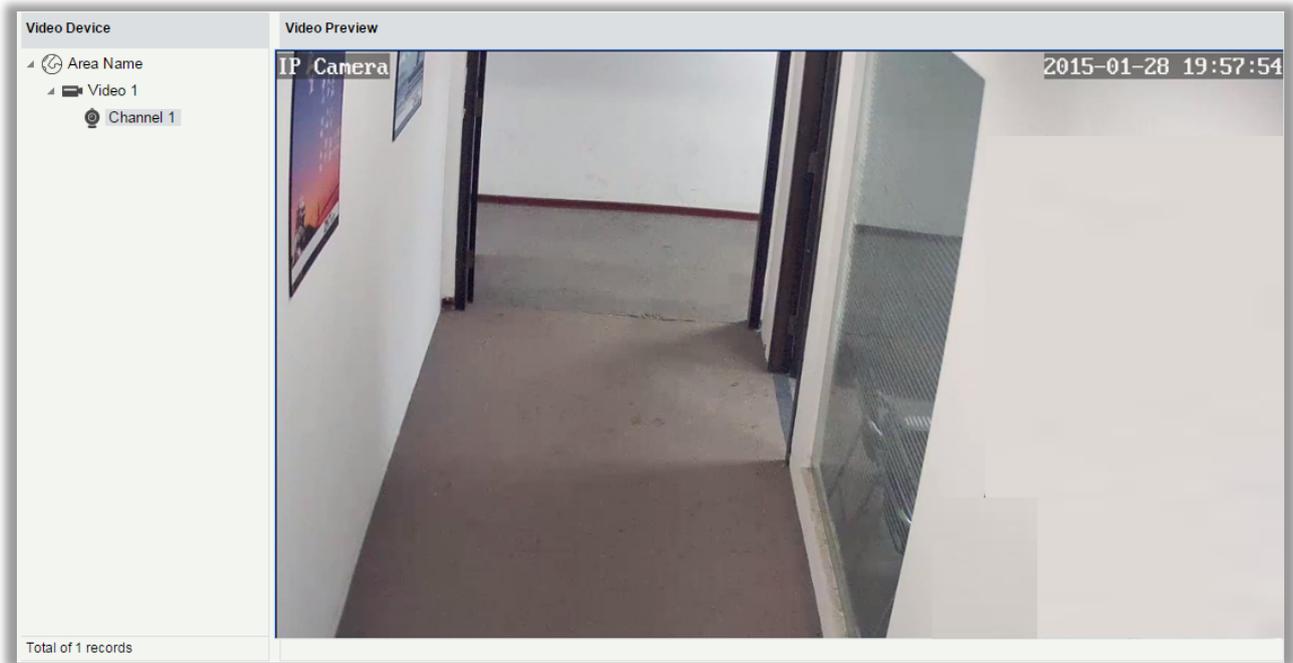
Fields are as follows:

Channel Name: Any characters within a length of 30.

Device Name, Channel Number and Channel Status are not editable in this page. You can modify them in Video Device. The channel number is the channel number in video device.

11.3 Video Preview

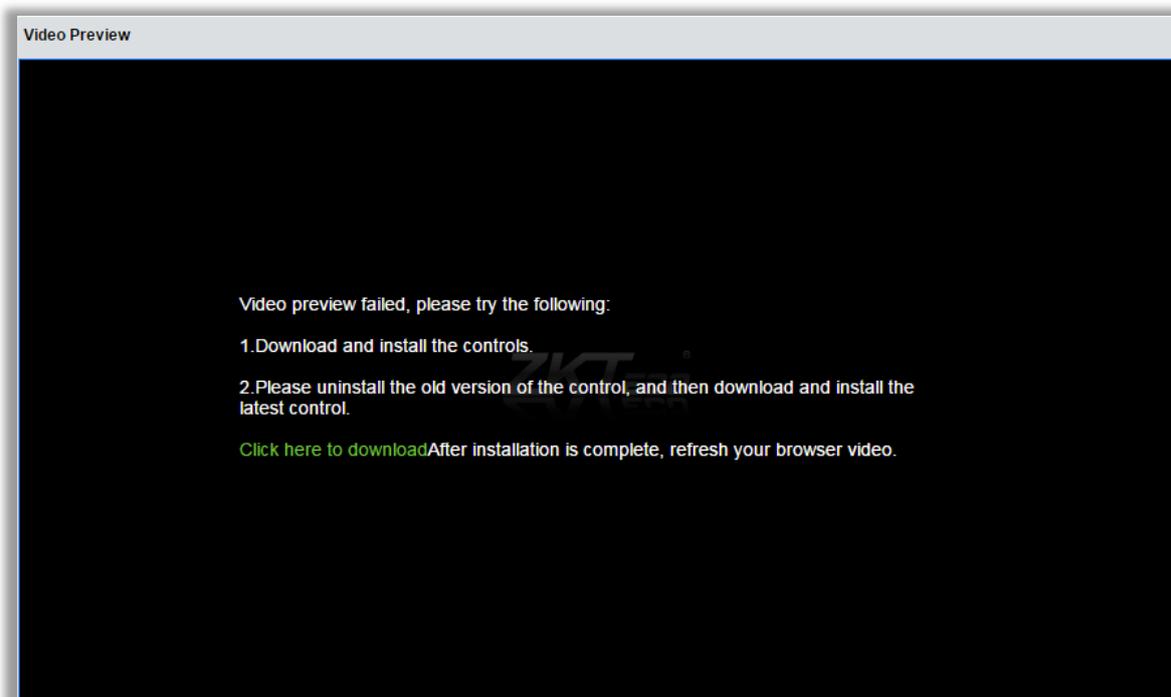
Click [Video] > [Video Device] > [Video Preview], the left side is the device and channel lists, click a channel to view the monitor screen.



Re-click the channel to shut down the screen.

Notes:

- 1) A video can allow five users to preview at the same time. In chronological order, the exceeded users cannot preview the video normally, and the page will be grey.
- 2) If there are no video controls in the system, the prompts will be displayed:



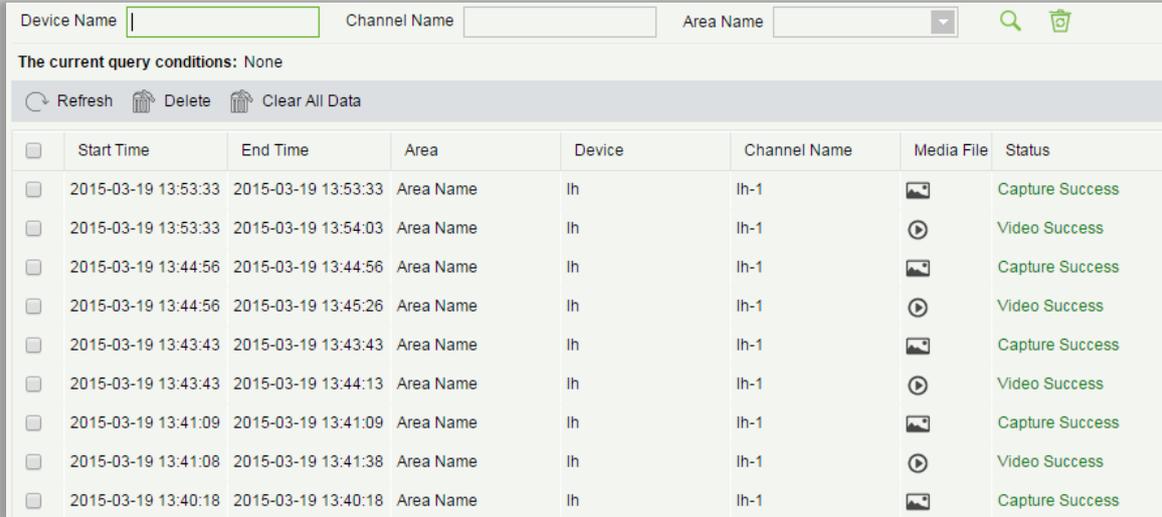
Click "Click here to download", the controls will be downloaded. Install the controls, and refresh the page, you can view the monitor screen normally. To prevent the video displayed abnormally, please

install the controls that ZKBioSecurity offered.

11.4 Video Event Record

View the records of catching pictures and videos.

Click [Video] > [Video Device] > [Video Event Record]:



The screenshot shows a web interface for viewing video event records. At the top, there are search filters for Device Name, Channel Name, and Area Name. Below the filters, it states "The current query conditions: None". There are buttons for Refresh, Delete, and Clear All Data. The main content is a table with the following columns: Start Time, End Time, Area, Device, Channel Name, Media File, and Status. The table contains 10 rows of data, each representing a video event. The Media File column contains icons for video files (play button) and image files (picture icon). The Status column shows "Capture Success" or "Video Success".

<input type="checkbox"/>	Start Time	End Time	Area	Device	Channel Name	Media File	Status
<input type="checkbox"/>	2015-03-19 13:53:33	2015-03-19 13:53:33	Area Name	lh	lh-1		Capture Success
<input type="checkbox"/>	2015-03-19 13:53:33	2015-03-19 13:54:03	Area Name	lh	lh-1		Video Success
<input type="checkbox"/>	2015-03-19 13:44:56	2015-03-19 13:44:56	Area Name	lh	lh-1		Capture Success
<input type="checkbox"/>	2015-03-19 13:44:56	2015-03-19 13:45:26	Area Name	lh	lh-1		Video Success
<input type="checkbox"/>	2015-03-19 13:43:43	2015-03-19 13:43:43	Area Name	lh	lh-1		Capture Success
<input type="checkbox"/>	2015-03-19 13:43:43	2015-03-19 13:44:13	Area Name	lh	lh-1		Video Success
<input type="checkbox"/>	2015-03-19 13:41:09	2015-03-19 13:41:09	Area Name	lh	lh-1		Capture Success
<input type="checkbox"/>	2015-03-19 13:41:08	2015-03-19 13:41:38	Area Name	lh	lh-1		Video Success
<input type="checkbox"/>	2015-03-19 13:40:18	2015-03-19 13:40:18	Area Name	lh	lh-1		Capture Success

The media file is:

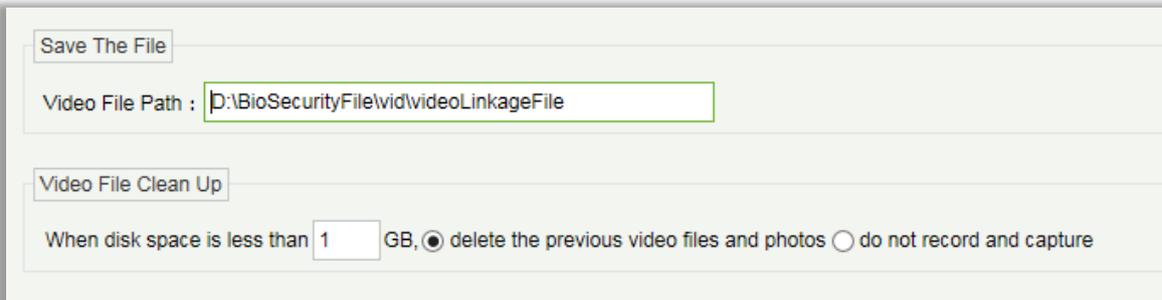
 : Indicates that the linkage type is "Video", you can click to download this file. Please choose a third part of video player to play the file, or else it cannot be played normally.

 : Indicates that the linkage type is "Capture", you can click to view this file.

Note: If the "Video" and "Capture" are both selected, there will be 2 records. For more details about the way to set the linkage type, please refer to [Linkage Setting](#)

11.5 Parameters

Click [Video] > [Video Device] > [Parameters]:



The screenshot shows a configuration interface for video files. It has two main sections: "Save The File" and "Video File Clean Up".

Save The File: A text input field labeled "Video File Path" contains the value "D:\BioSecurityFile\vid\videoLinkageFile".

Video File Clean Up: A text input field labeled "When disk space is less than" contains the value "1". To the right of this field, there are two radio buttons: the first is selected and labeled "delete the previous video files and photos", and the second is unselected and labeled "do not record and capture".

Video File Path: Path for storing files when the server records videos or capture images.

Video File Clean Up: When the disk space for storing video files is smaller than the pre-set value, you can choose to delete the old video files or not to record videos or capture images. If you choose Delete, the software will delete the video files that are generated in the earliest day and continue to record videos; otherwise, the software does not record videos.

11.6 Solutions of Exceptions

1. Client browser cannot playback video, preview, or Real-Time Monitoring page has no video pops-up:

Firstly, Ensure IE11 and above version browser is available, client and Video Server are on the same network segment and the video ActiveX installation is successful. If the ActiveX installation fails, above all, uninstall the video ActiveX that were originally installed, run the "regsvr32-u NetVideoActiveX23.ocx"command, and then in the browser, set all the options in "Tools -> Internet Options -> Security -> Custom Level" on the ActiveX to "Enable or Prompt", re-open the browser, re-login screen and open the video preview page, run the button "all add items of the site".

2. The network or power of video device is shut off while previewing the video screen.

Check whether the network or power is connected normally. Refresh the page after ensuring that the connection is normal, refresh the page, and re-open the video preview.

3. In the E-Map, no video pops-up after clicking the camera icon:

Make sure to use IE11 and above version browser, client and Video Server on the same network segment and the video ActiveX installation is successful. Also, view whether the browser is preventing the temporary window pops up, if it is, change to allow window pops up to the site.

4.. Video linkage is triggered, the video server does not have video or size of the video file that the client downloads from the Video Server is 0kb:

First, ensure that the software server has set Time Server (keep the Windows time service and has set the NTP function of the video server), it is recommended to set the time interval of the video server smaller to ensure accurate synchronization software server and video server time, so as to keep the time consistent between software server and controllers. It is recommended set Linkage Recording Time more than 5 seconds, to avoid executing video linkage commands delay, which may lead to the downloaded 0kb video file.

5. The Video system is not normal to use in windows server 2008:

Desktop Experience feature needs to be added in windows server2008 before the normal use of the video.

Step 1: Run "services.msc" to open the "Service Manager".

Step2: Set the start type of "Windows Audio" and "Themes" as Automatically Start.

Step3: Run the service manager, click [Add functions], check the "Desktop Experience" box and click [Install]. Reboot the server after the installation is done.

6. The video downloaded to local cannot be played:

Please choose a third part of video player to play the file, or else it can't be played normally.

7. When the browser is chrom42 or above version, the system will prompt you to install video controls though you have already installed.

The old NPAPI controls are disabled in chrom42 or above version. You should open the browser, and enter "chrome://flags/#enable-npapi" in address bar to enable the controls.

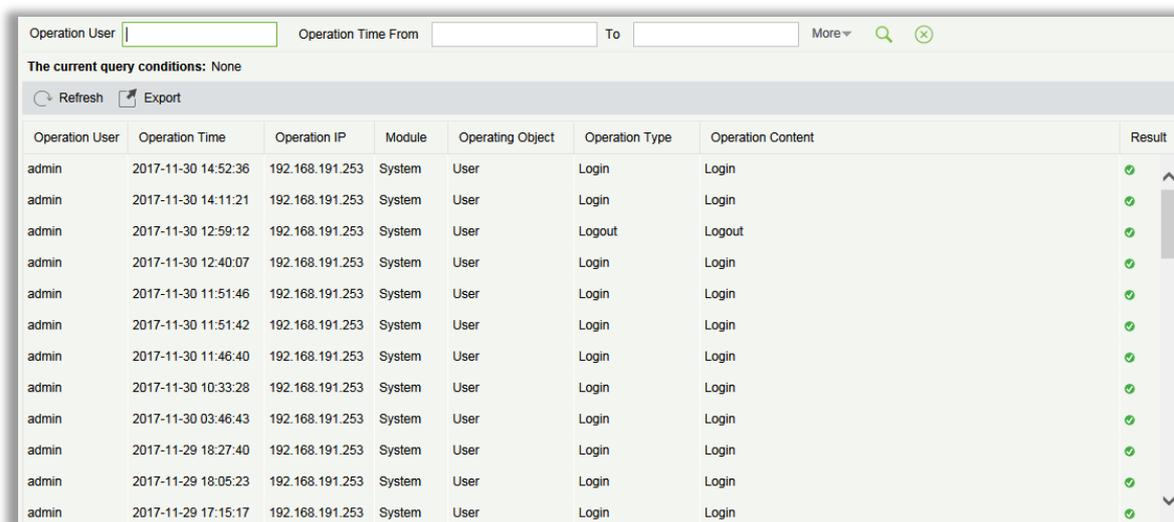
12. System Management

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

12.1 Basic Management

12.1.1 Operation Logs

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



The screenshot shows a web interface for viewing operation logs. At the top, there are search filters for 'Operation User', 'Operation Time From', and 'To', along with a 'More' dropdown and search icons. Below the filters, it states 'The current query conditions: None'. There are 'Refresh' and 'Export' buttons. The main area is a table with the following columns: Operation User, Operation Time, Operation IP, Module, Operating Object, Operation Type, Operation Content, and Result. The table contains 13 rows of log entries, all with a green checkmark in the Result column.

Operation User	Operation Time	Operation IP	Module	Operating Object	Operation Type	Operation Content	Result
admin	2017-11-30 14:52:36	192.168.191.253	System	User	Login	Login	✓
admin	2017-11-30 14:11:21	192.168.191.253	System	User	Login	Login	✓
admin	2017-11-30 12:59:12	192.168.191.253	System	User	Logout	Logout	✓
admin	2017-11-30 12:40:07	192.168.191.253	System	User	Login	Login	✓
admin	2017-11-30 11:51:46	192.168.191.253	System	User	Login	Login	✓
admin	2017-11-30 11:51:42	192.168.191.253	System	User	Login	Login	✓
admin	2017-11-30 11:46:40	192.168.191.253	System	User	Login	Login	✓
admin	2017-11-30 10:33:28	192.168.191.253	System	User	Login	Login	✓
admin	2017-11-30 03:46:43	192.168.191.253	System	User	Login	Login	✓
admin	2017-11-29 18:27:40	192.168.191.253	System	User	Login	Login	✓
admin	2017-11-29 18:05:23	192.168.191.253	System	User	Login	Login	✓
admin	2017-11-29 17:15:17	192.168.191.253	System	User	Login	Login	✓

All operation logs are displayed in this page. You can query specific logs by conditions.

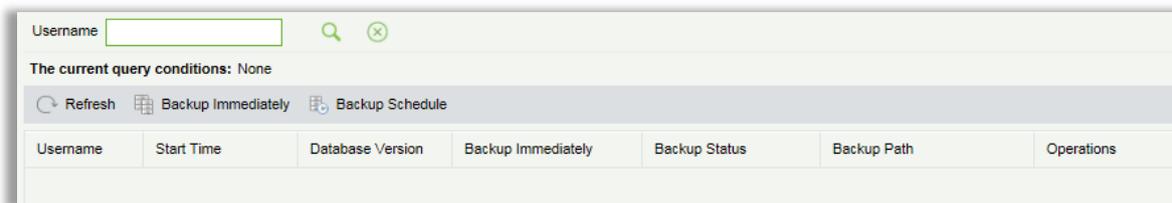
Export: Export the operation log records, save to local. You can export to an Excel, PDF, or CSV file. See the following figure.

ZKTECO							
Operation Log							
Operation User	Operation Time	Operation IP	Module	Operating Object	Operation Type	Operation Content	Result
admin	2017-12-18 15:08:35	127.0.0.1	Visitor	Visitor	Export	Export	Succeed
admin	2017-12-18 15:03:40	127.0.0.1	Elevator	Access Rights By Personnel	Export	Export	Succeed
admin	2017-12-18 15:03:17	127.0.0.1	Elevator	Access Rights By Floor	Export	Export	Succeed
admin	2017-12-18 15:02:59	127.0.0.1	Elevator	All Exception Events	Export	Export	Succeed
admin	2017-12-18 15:01:27	127.0.0.1	Elevator	All Transactions	Export	Export	Succeed
admin	2017-12-18 14:25:34	127.0.0.1	Attendance	Appended Receipt	Export	Export	Succeed
admin	2017-12-18 14:24:41	127.0.0.1	Attendance	Leave	Export	Export	Succeed
admin	2017-12-18 14:24:05	127.0.0.1	Attendance	Leave	Export	Export	Succeed
admin	2017-12-18 14:23:45	127.0.0.1	Attendance	Business Trip	Export	Export	Succeed
admin	2017-12-18 14:23:25	127.0.0.1	Attendance	Go Out	Export	Export	Succeed
admin	2017-12-18 14:22:26	127.0.0.1	Attendance	Overtime	Export	Export	Succeed
admin	2017-12-18 14:13:29	127.0.0.1	Attendance	Overtime	Export	Export	Succeed
admin	2017-12-18 14:08:58	127.0.0.1	Attendance	Adjust and Append	Export	Export	Succeed
admin	2017-12-18 14:04:21	127.0.0.1	Attendance	Adjust Shift	Export	Export	Succeed
admin	2017-12-18 14:02:21	127.0.0.1	Attendance	Adjust Shift	New	5	Succeed
admin	2017-12-18 14:00:27	127.0.0.1	Attendance	Adjust Shift	New	4;3	Succeed
admin	2017-12-18 13:58:27	127.0.0.1	Attendance	Adjust Shift	New	3	Succeed
admin	2017-12-18 13:55:40	127.0.0.1	Attendance	Adjust and Append	New	3;;3	Succeed

Created on: 2017-12-18 15:07:23
 Created from ZKBioSecurity software. All rights reserved. 1/25

12.1.2 Database Management

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



All history operation logs about database backup are displayed in this page. You can refresh, backup and schedule backup database as required.

● Backup Immediately

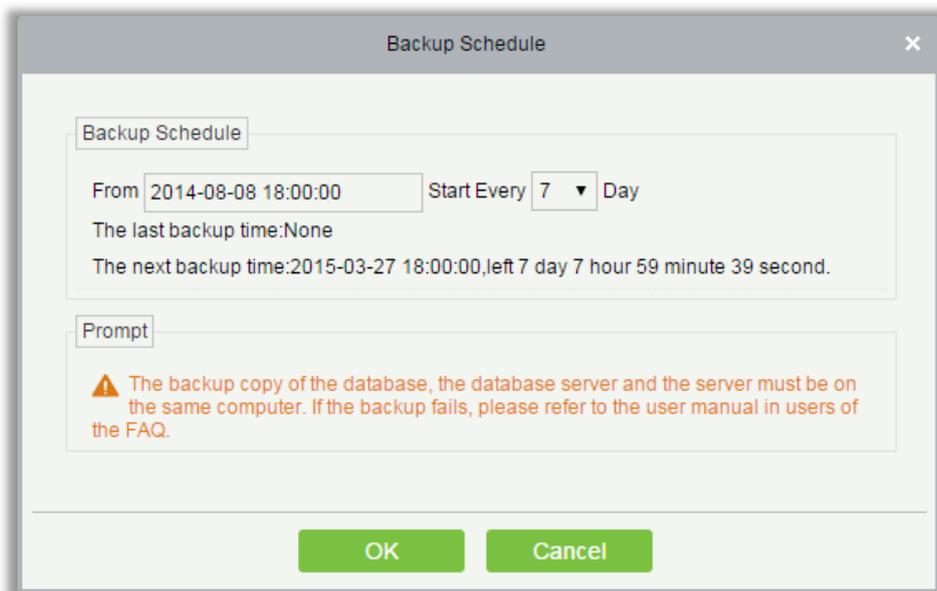
Backup database to the path set in installation right now.

Note: The default backup path for the system is the path selected during the software installation.

For details, refer to 《Software Installation Guide》.

● Backup Schedule

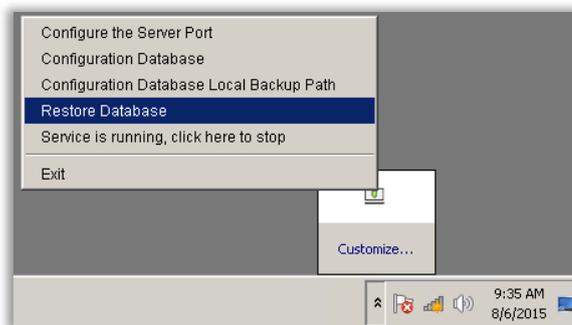
Click [Backup Schedule]:



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

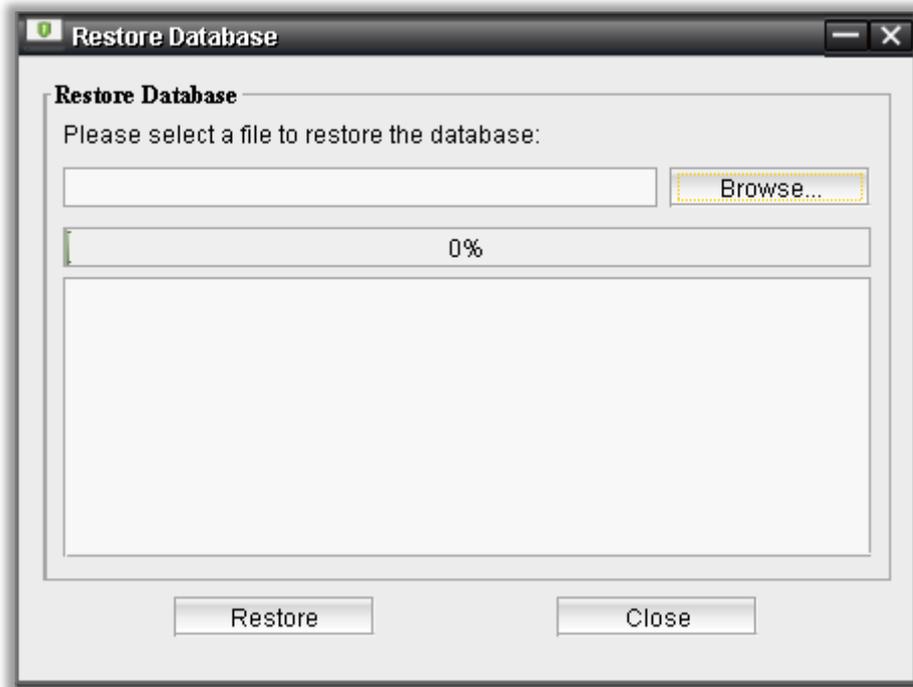
● Restore DataBase

1. Click the start menu of the PC → [All programs] → [ZKBioSecurity] → Then run “Services Controller”, and you can find out the icon of “Services Controller” in Taskbar as follow, right click that icon, then left click “Restore Database”.



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.



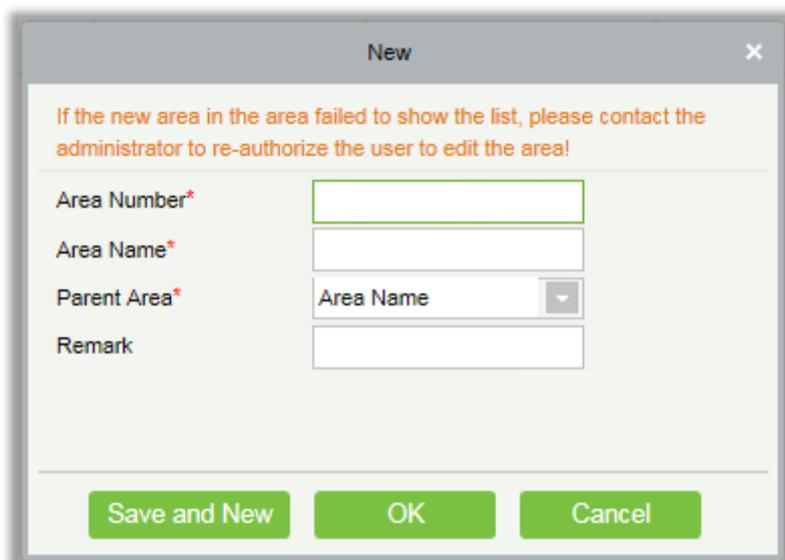
12.1.3 Area Setting

Area is a spatial concept which enables the user to manage devices in a specific area. After area setting, devices (doors) can be filtered by area upon real-time monitoring.

The system, by default, has an area named [Headquarters] and numbered [1].

- **Add an Area**

Click [System] > [Basic Management] > [Area] > [New]:



Fields are as follows:

Area Number: It must be unique.

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

Parent Area: Determine the area structure of system.

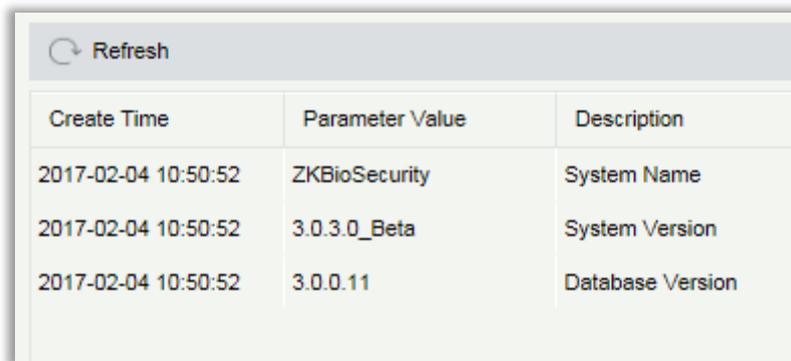
Click [OK] to finish adding.

- **Edit/Delete an Area**

Click [Edit] or [Delete] as required.

12.1.4 System Parameters

Click [System] > [System Parameter]:



Create Time	Parameter Value	Description
2017-02-04 10:50:52	ZKBioSecurity	System Name
2017-02-04 10:50:52	3.0.3.0_Beta	System Version
2017-02-04 10:50:52	3.0.0.11	Database Version

12.1.5 E-mail Management

Set the email sending server information. The recipient e mail should be set in [Linkage Setting](#).

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

The screenshot shows a dialog box titled "Email Parameter Settings". It contains the following fields and options:

- Email Sending Server***: Input field with placeholder text "(smtp.xxx.xxx)".
- Port***: Input field containing "25" and an **SSL** checkbox.
- Email Account***: Input field with placeholder text "(xxx@xxx.xxx)".
- Password***: Input field.
- Sender Name**: Input field.

Below the input fields is a **Prompt** section containing three warning messages:

1. Please fill in the correct mailbox parameters.
2. Confirm the filled in mailbox SMTP service is provisioning.
- A mail of connection test will be sent to your designated mail box.

At the bottom of the dialog, there is a **Test Connection** button and two buttons: **OK** and **Cancel**.

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

12.1.6 Data Cleaning

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

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

Record						
Patrol Transaction*	Retains the recent	15	months of data	Execution Time	06:00:00	(Carefully clean up)
Access Transaction*	Retains the recent	15	months of data	Execution Time	01:00:00	(Carefully clean up)
Elevator Transaction*	Retains the recent	15	months of data	Execution Time	01:00:00	(Carefully clean up)
Visitor Transaction*	Retains the recent	15	months of data	Execution Time	06:00:00	(Carefully clean up)
Video Transaction*	Retains the recent	15	months of data	Execution Time	01:00:00	(Carefully clean up)
System						
System Operation Log*	Retains the recent	15	months of data	Execution Time	03:00:00	(Carefully clean up)
Device Commands*	Retains the recent	6	months of data	Execution Time	02:00:00	Immediately Clean Up
Database Backup File*	Retains the recent	6	months of data	Execution Time	04:00:00	Immediately Clean Up
Prompt						
<p>⚠ Cleaning frequency is executed once every day, clean up the number of reserved months before data set.</p> <p>⚠ Execution Time refers to the time when the system starts to perform a data clean-up.</p> <p>⚠ When you click OK, the system will automatically according to the user's settings, the expired data system cleaning.</p>						

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 in the 1 o'clock am.

12.1.7 Audio File

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

New ✕

File Upload*	Not Uploaded	<input type="button" value="Browse"/>	<input type="button" value="Play"/>
File Alias*	<input style="width: 100%;" type="text"/>		
Size	<input style="width: 100%;" type="text"/>		
Suffix	<input style="width: 100%;" type="text"/>		

⚠ Please upload a wav or MP3 file, the size of 0 to 10MB!

You can upload a sound from the local. The file must be in wav or mp3 format, and it must not exceed 10M.

12.1.8 Certificate Type

The types of certificates available for registration in the system, where you can add, delete, enable, disable these document types as follows:

<input type="checkbox"/>	Certificate Type	Certificate Code	Country	Module Name	IDReader	OCR	Status	Operations
<input type="checkbox"/>	ID	1	United Arab Emirates	Hotel,Visitor	✓	✗	✓	
<input type="checkbox"/>	Passport	3	-	Hotel,Visitor	✗	✓	✓	
<input type="checkbox"/>	Driver License	4	-	Hotel,Visitor	✗	✗	✓	
<input type="checkbox"/>	Others	8	-	Hotel,Visitor	✗	✗	✓	

● Add

Click  to input the Certificate Type Name and check the Module Name, click [OK].

Add ✕

Certificate Name*

Module Name Personnel Hotel

Visitor

Save and New
OK
Cancel

● Delete/Enable/Disable

Select the Certificate Type, click [Delete]/ [Enable]/ [Disable]], perform the appropriate action. “✓” means to enable the certificate, “—” means to disable the certificate.

12.1.9 Parameters

Configure the system-related settings parameters, as shown below:

Module Menu Style

Display Icons: Yes No

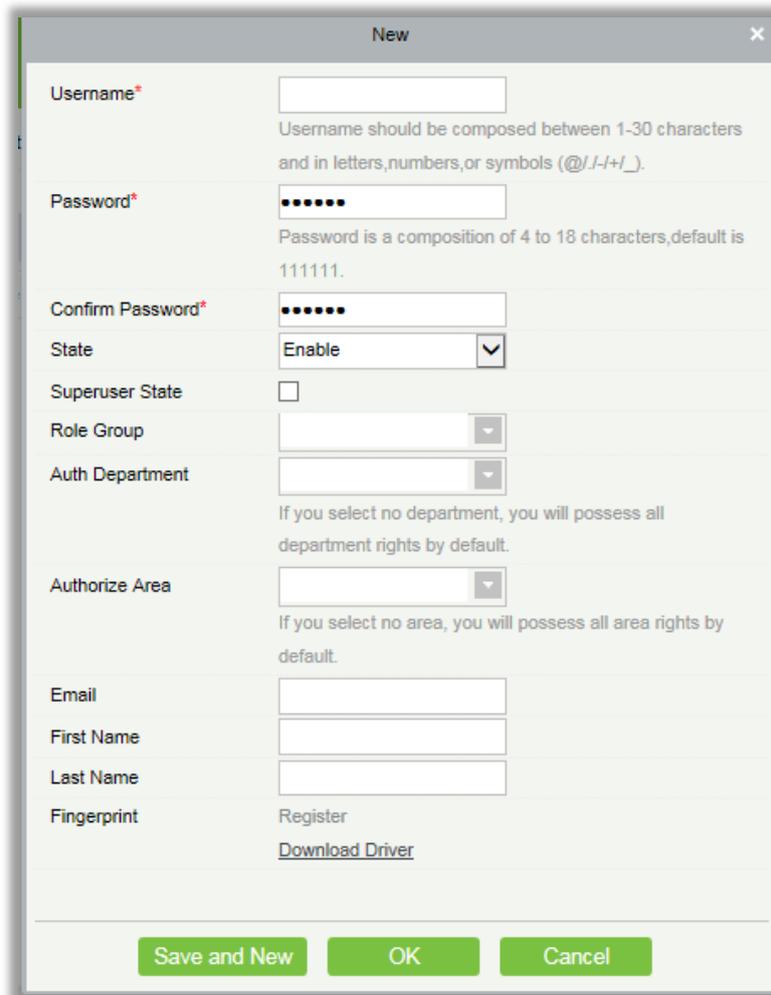
Display Icons: You can choose display icons or not.

12.2 Authority Management

12.2.1 User

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

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



The screenshot shows a 'New' user creation form with the following fields and options:

- Username***: Text input field. Below it, a note states: 'Username should be composed between 1-30 characters and in letters, numbers, or symbols (@/./-/+/_).'.
- Password***: Password input field with masked characters. Below it, a note states: 'Password is a composition of 4 to 18 characters, default is 111111.'.
- Confirm Password***: Password input field with masked characters.
- State**: Dropdown menu with 'Enable' selected.
- Superuser State**: Check box, currently unchecked.
- Role Group**: Dropdown menu.
- Auth Department**: Dropdown menu. Below it, a note states: 'If you select no department, you will possess all department rights by default.'
- Authorize Area**: Dropdown menu. Below it, a note states: 'If you select no area, you will possess all area rights by default.'
- Email**: Text input field.
- First Name**: Text input field.
- Last Name**: Text input field.
- Fingerprint**: Text input field with the text 'Register' and a link 'Download Driver' below it.

At the bottom of the form, there are three buttons: 'Save and New', 'OK', and '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 superuser's levels.

Role Group: Non-super user needs to choose a role group to get the levels of the group. The role group must be set in advanced in [Role Group](#).

Authorize Department: No department means the user possesses all department rights by default.

Authorize Area: No area means the user possesses all area rights by default.

Fingerprint: Enroll the user fingerprint or duress fingerprint. The user can login the system by pressing the enrolled fingerprint. If the user presses the duress fingerprint, it will trigger the alarm and send the signal to the system.

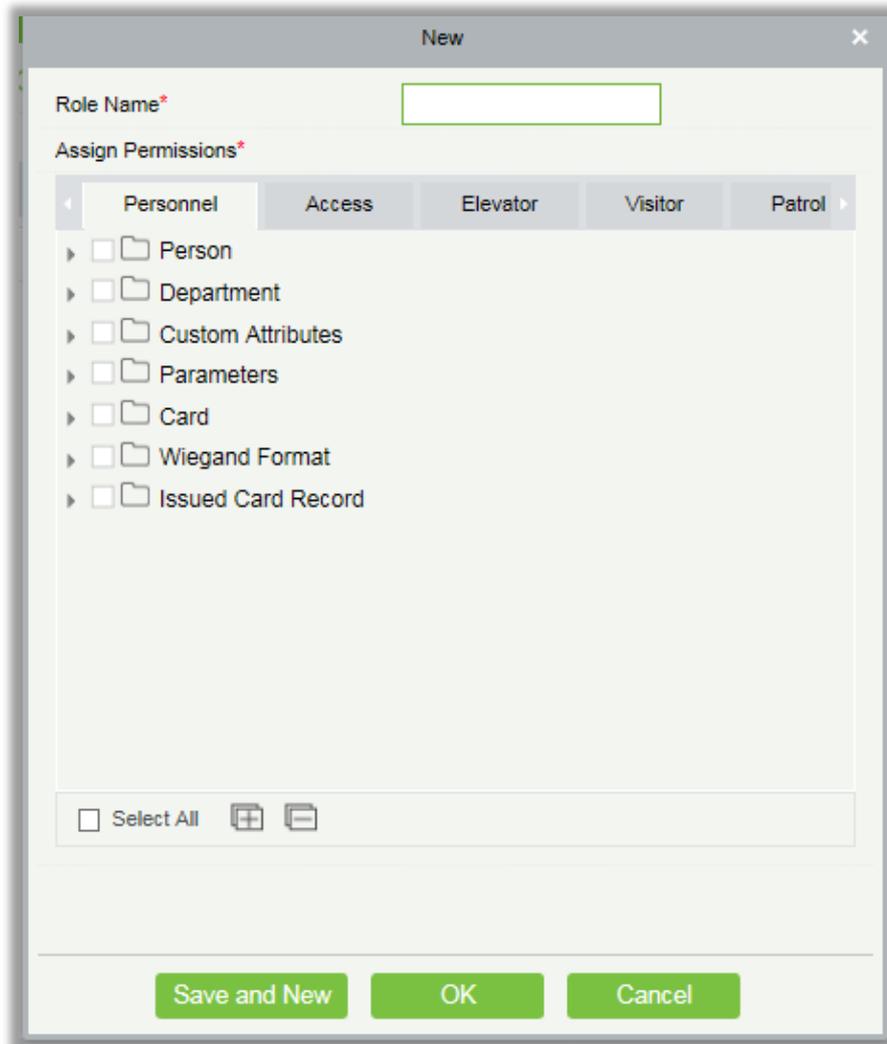
2. After editing, click [OK] to complete user adding, and the user will be shown in the list.

Click [Edit] or [Delete] as required.

12.2.2 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 Management] > [Authority Management] > [Role] > [New]:

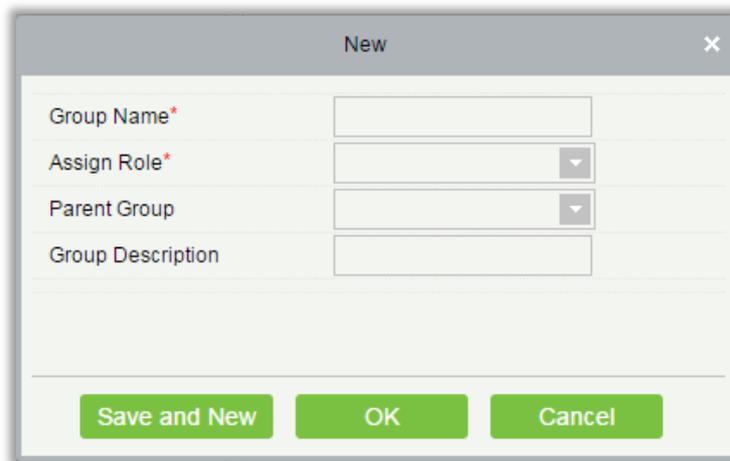


2. Set the name and assign permissions for the role.
3. Click [OK] to save.

12.2.3 Role Group

You can add role groups to the system. A role group has all the levels assigned to roles within the group. An appropriate role group can be directly assigned to a newly-added user. Include all the levels for using all the service modules of the system and the system setup module. The default super user of the system has all the levels, can assign rights to new users and set corresponding role groups (levels) according to requirements.

1. Click [System Management] > [Authority Management] > [Role Group] > [New]:



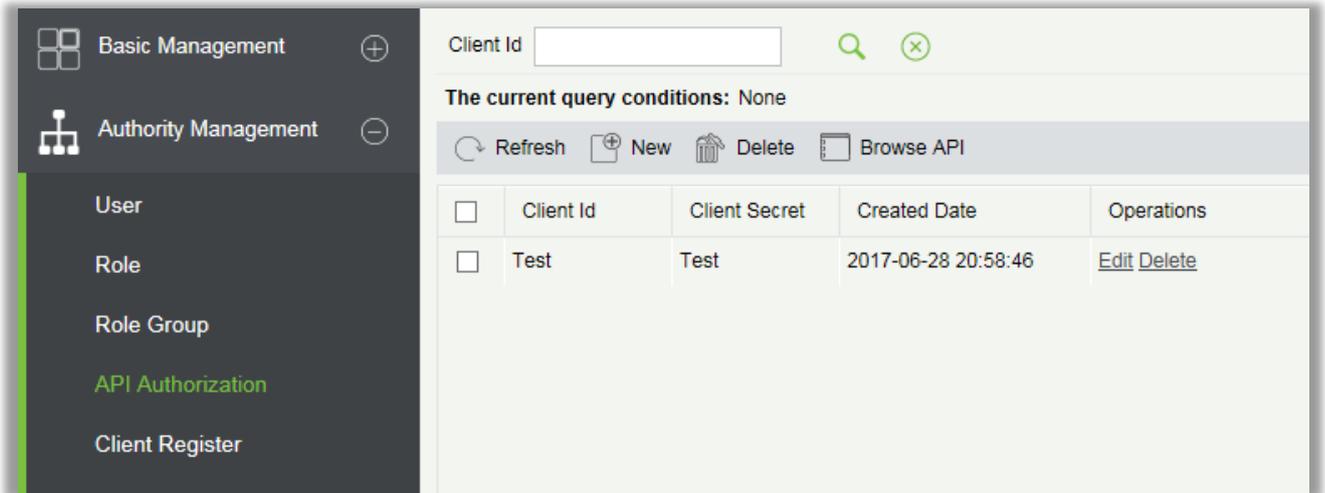
2. Set the name and parent group, assign role for the group.
3. Click [OK] to save.

12.2.4 API Authorization

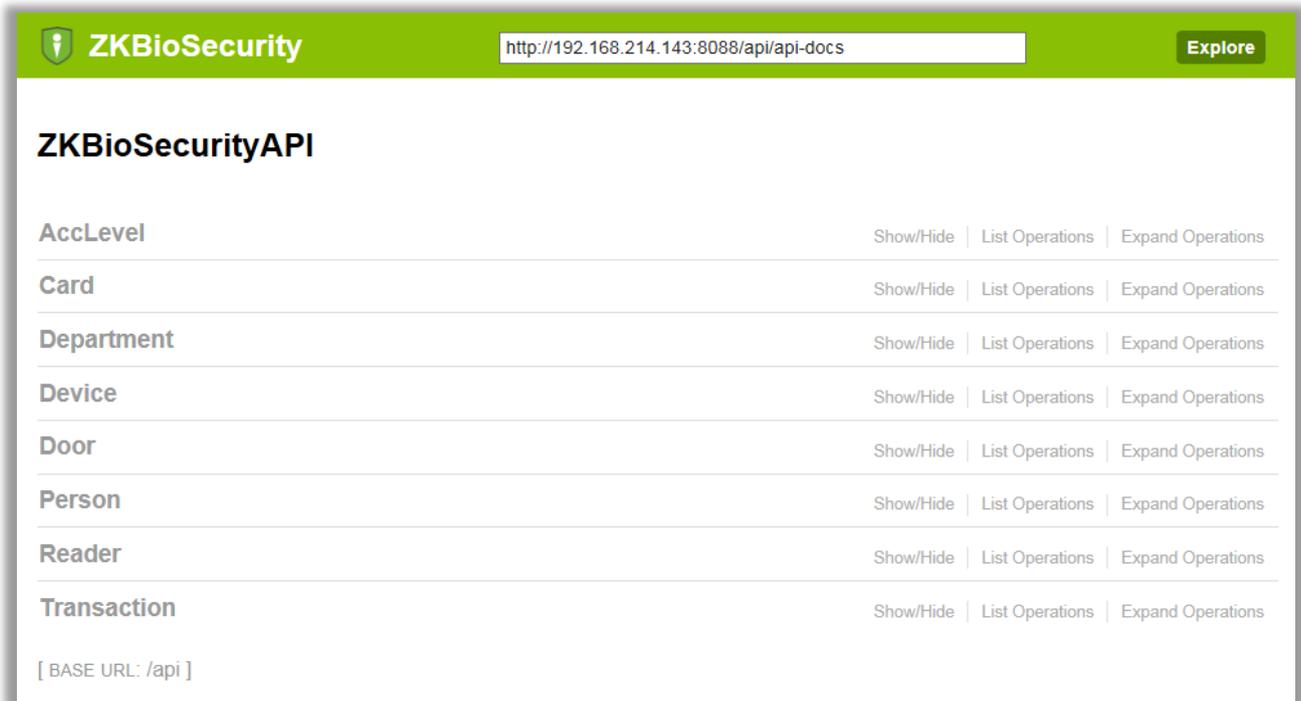
1. Activate the API through authorization. You can check whether the API has been activated on the About page (The API Authorization menu is displayed in System Management only when the API is activated), as shown in the following figure:

API	Activated	-
-----	-----------	---

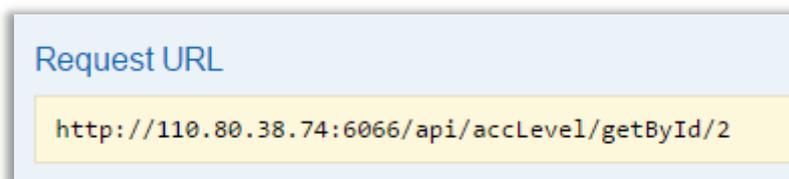
2. Log in to the system (as the super user, for example, admin) to enter the software. Click [System Management] > [Authority Management] > [API Authorization]. Add a client ID, which must be unique, and a client secret, which will be used when the API is invoked (only when the client ID and secret are added can the next API operation page be displayed normally. Otherwise, the access is abnormal):



3. After the client ID and secret are added, click Browse API on the API Authorization page to skip to the API operation page (The page of the ZKBioSecurity system must be open for normal access of the API operation page). This page provides multiple APIs:



When APIs are invoked, URLs of all request APIs must contain the access_token parameter, whose value is determined by the client key configured on the background (if there are multiple keys, only one is selected), for example:

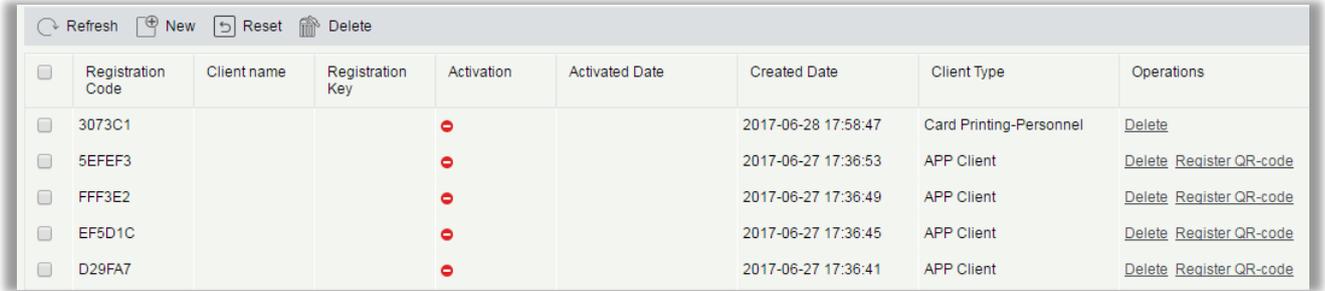


The access_token parameter must be added when the API is invoked (one request URL can be invoked):

http://110.80.38.74:6066/api/accLevel/getByld/2.

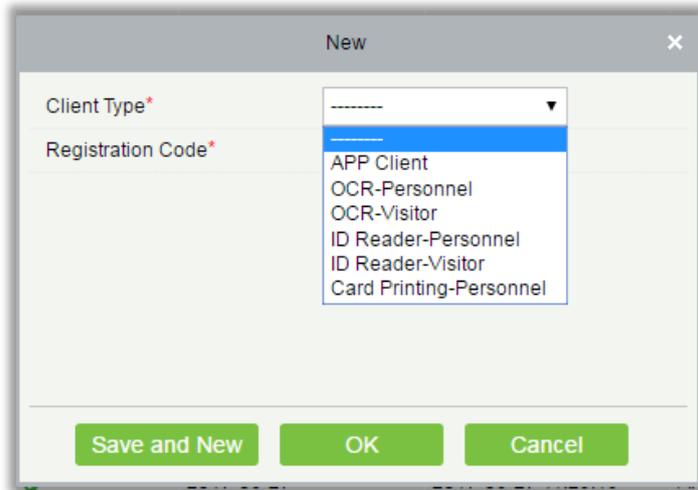
12.2.5 Client Register

You can add client types for the system and generate registration codes for client registrations of each module function. The number of allowed clients is controlled by the number of allowed points.



<input type="checkbox"/>	Registration Code	Client name	Registration Key	Activation	Activated Date	Created Date	Client Type	Operations
<input type="checkbox"/>	3073C1			⊖		2017-06-28 17:58:47	Card Printing-Personnel	Delete
<input type="checkbox"/>	5EFEF3			⊖		2017-06-27 17:36:53	APP Client	Delete Register QR-code
<input type="checkbox"/>	FFF3E2			⊖		2017-06-27 17:36:49	APP Client	Delete Register QR-code
<input type="checkbox"/>	EF5D1C			⊖		2017-06-27 17:36:45	APP Client	Delete Register QR-code
<input type="checkbox"/>	D29FA7			⊖		2017-06-27 17:36:41	APP Client	Delete Register QR-code

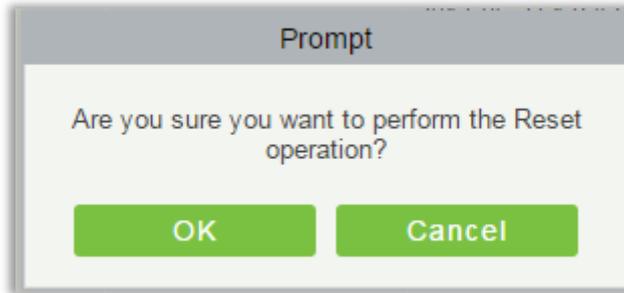
1. Click [System Management] > [Authority Management] > [Client Authorization] > [New] to go to the [New] page:



Client Type: The value can be APP Client, OCR-Personnel, OCR-Visitor, ID Reader-Personnel, ID Reader-Visitor or Card Printing- Personnel.

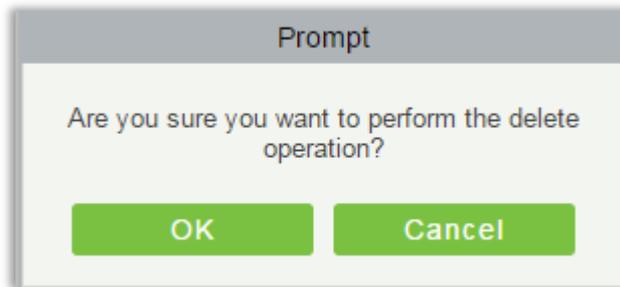
Registration Code: The registration code for [APP Client] is used under [Network Settings] on the APP login page and that for [Print Card-Personnel] is used under [Parameter Settings] > [Client Registration]. Only new registration codes added on the server are authorized and one registration code can be used by only one client.

2. To reset a client, select the client and click [Reset].



Click [OK] to reset the client.

3. To delete a client, select the client and click [Delete].



Click [OK] to delete the client.

12.3 Communication

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

ID	Serial No.	Content	Submit Time	Return Time	Returned Value
108	4602357070864	DATA QUERY tablename=transaction,fielddesc=*,filter=NewRecord	2015-03-20 00:00:00		
107	6564150400091	DATA QUERY tablename=transaction,fielddesc=*,filter=NewRecord	2015-03-20 00:00:00		
106	6564150400091	DATA QUERY tablename=transaction,fielddesc=*,filter=NewRecord	2015-03-19 20:42:02	2015-03-19 20:42:06	0
105	6564150400091	SET OPTIONS DateTime=489098522	2015-03-19 20:42:02	2015-03-19 20:42:06	0
104	6564150400091	DATA UPDATE userauthorize Pin=33 AuthorizeTimezoneId=1 AuthorizeT	2015-03-19 20:42:02	2015-03-19 20:42:12	-10053
103	6564150400091	DATA UPDATE user CardNo=2483386 Pin=33 Password= Group=0 Star	2015-03-19 20:42:02	2015-03-19 20:42:12	0
102	6564150400091	SET OPTIONS Door1Drivertime=5,Door1KeepOpenTimeZone=0,Door1V	2015-03-19 20:42:02	2015-03-19 20:42:09	0
101	6564150400091	DATA UPDATE timezone TimezoneId=1 SunTime1=2359 SunTime2=0 S	2015-03-19 20:42:02	2015-03-19 20:42:06	0
100	6564150400091	SET OPTIONS DateTime=489098522	2015-03-19 20:42:02	2015-03-19 20:42:03	0

If the returned value is more than or equal to 0, the command is successfully issued. If the returned value is less than 0, the command is failed to be issued.

Clear Commands: Clear the command lists.

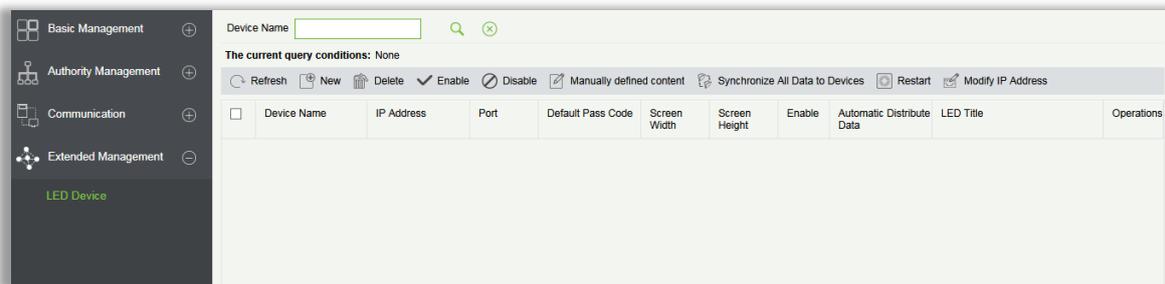
Export: Export the command lists to local host. You can export to an Excel file. See the following figure.

ID	Serial Number	Content	Device Commands			
			Immediately Cmd	Submit Time	Return Time	Returned Value
1504	20100501999	DATA UPDATE userauthorize Pin=2AuthorizeTimezoneld=1Auth orizeDoord=1 Pin=1AuthorizeTimezoneld=1Auth orizeDoord=1 ...	false	2017-12-18 10:51:15	2017-12-18 10:51:21	0
1502	20100501999	DATA UPDATE mulcarduser Pin=2CardNo=5dec02LossCardFlag=0CardType=0 Pin=1CardNo=4412c5LossCardFlag=0CardType=0 ...	false	2017-12-18 10:51:14	2017-12-18 10:51:21	0

12.4 Extended Management

12.4.1 LED Device

The system integrated outsourcing LED equipment (control card: ZK-LEDKZK-1/2), provides a window to display data; it can provide customers personnel in the access area quantity statistics, real-time information about personnel going in and out and personnel information in the area, etc.



- Add

Click [System]> [Extended Management]> [LED Device]> [New]. The page is displayed as follows:

The image shows a 'New' dialog box with the following fields and options:

- Device Name* (text input)
- IP Address* (text input)
- Port* (text input, value: 5200)
- Default Pass Code* (text input, value: 255 . 255 . 255 . 255)
- Screen Width* (text input)
- Screen Height* (text input)
- LED Title (text input)
- Block Number* (text input)
- Show Time (checkbox, unchecked)
- Automatic Distribute Data (checkbox, checked)
- Delete data in device when new (checkbox, unchecked)
- Block Layout (link)
- Buttons: Save and New, OK, Cancel

Fields are as follows:

Device Name: Name of the LED device.

IP Address: IP address of the LED device.

Communication Port: The default port is 5200.

Default Pass Code: The default value is 255.255.255.255.

Screen Width: Width of the dot matrix (resolution).

Screen Height: Height of the dot matrix (resolution).

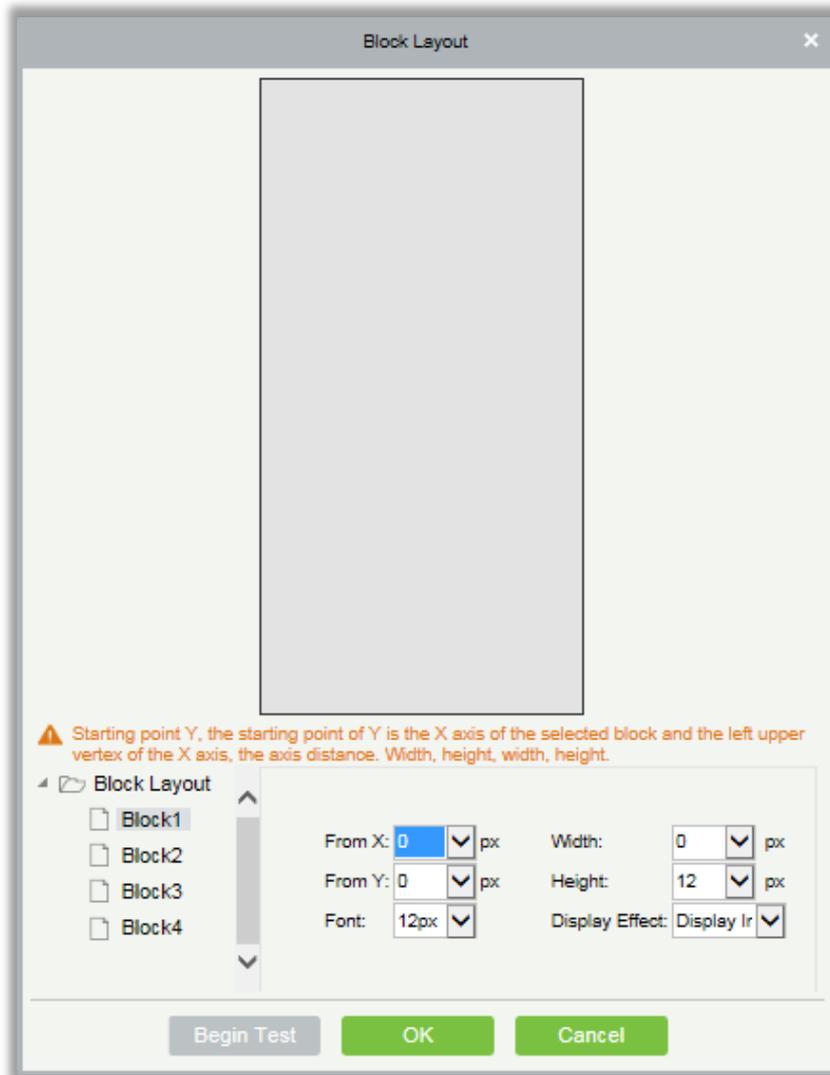
LED Title: Select whether to display the title. If the parameter is left blank, the title is not displayed.

Block Number: Number of blocks that the LED is divided into (Note that the blocks do not contain the title and system time blocks).

Automatic Distribute Data: By default, this parameter is selected. You send data to the LED in the access control module only when you select this parameter. Otherwise, the content to be sent needs to be manually defined.

Delete data in device when new: Delete the original data in the device when adding LED device.

Block Layout: After you click the block coordinate, the following box is displayed:



Notes:

1. Parameters must be set for each block.
2. The height of each block must be equal to or larger than 12. Otherwise, the letters cannot be completely displayed.
3. The total height of all blocks cannot be larger than the screen height.

● **Edit**

Click a device name or [Edit] under [Operation] to go to the edit page. After editing the device, click [OK] to save the setting.

● **Delete**

Click a device name or [Delete] under [Operation] in the device list and click [OK] to delete the device or click [Cancel] to cancel the operation. Select one or more devices and click [Delete] above the list and click [OK] to delete the selected device(s) or click [Cancel] to cancel the operation.

● **Enable and Disable**

Select a device and click [Enable/Disable] to start/stop using the device. If the device is enabled, data is transmitted to the device. Otherwise, no data is transmitted to the device.

- **Synchronize All Data To Devices**

Synchronize the LED block layout and LED data setting in the system to the device. Select a device, click [Synchronize All Data To Devices], and then click [Synchronize] to synchronize the data.

- **Restart**

After you restart the device, the LED control card system will be restarted, data on the screen is cleared and data saved in the system is restored. After the device is successfully restarted, click [Synchronize All Data To Devices] to display all distributed content on the LED screen.

- **Modify IP address**

Modify the IP address of the device. The default IP address of the control card is 192.168.1.222.

- **Manually defined content**

Select a device and click [Manually defined content]. The page is displayed as follows:

Manually defined content	
Device Name	192.168.214.138
block-1	Please enter the content
block-2	Please enter the content
block-3	Please enter the content
OK Cancel	

Notes:

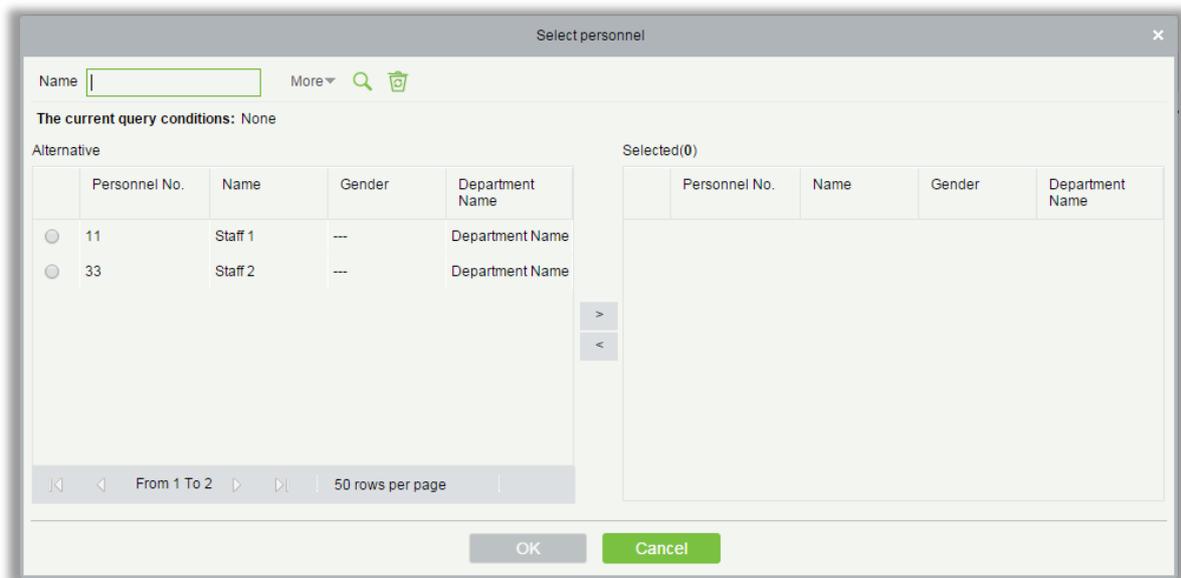
1. At least one block must be selected for distribution of manually defined content.
2. After the manually defined content is selected, the access control module cannot send data to the LED device.

13. Appendices

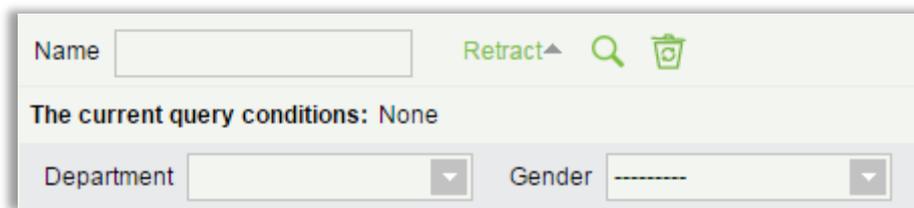
Common Operations

- **Select Personnel**

The selected personnel page in the system is always as below:



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



Click **>** to move the selected personnel in to the selected lists. If you want to cancel the movement, click **<**.

- **Set Date and Time**

Click the date and time box:

The image shows a 'New' form window with a date picker overlay. The form fields are as follows:

Host/Visited*	11(Staff 1)
ID Type*	Passport
ID Number*	1
Visitor Name*	First Middle Last
Company	
Visit Reason	Visit
Visited Date*	2015-03-20

The date picker shows March 2015 with the 20th selected. The date picker table is as follows:

March 2015						
Mo	Tu	We	Th	Fr	Sa	Su
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Click the Year to select by rolling click or . Click the Month and Date to select directly.

- **Import (take the personnel list importing as an example)**

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

1. Click [Import]:

The image shows an 'Import' dialog box with the following fields:

File Format	<input checked="" type="radio"/> Excel <input type="radio"/> Csv
Destination File	<input type="button" value="Choose File"/> No file chosen
Header Start Rows	<input type="text" value="2"/> <small>The default is the second row.</small>
Delimiter	<input type="text" value=","/> ▼

Buttons:

Fields are as follows:

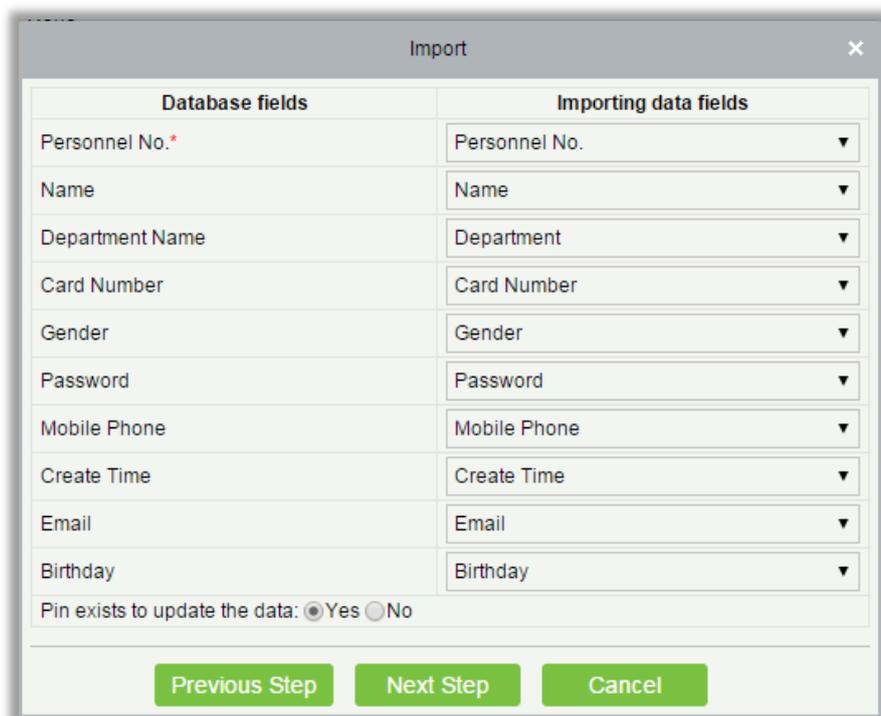
File Format: Select the file format to be imported.

Destination File: Choose file to be imported.

Head Start Rows: which row is the first row to be imported.

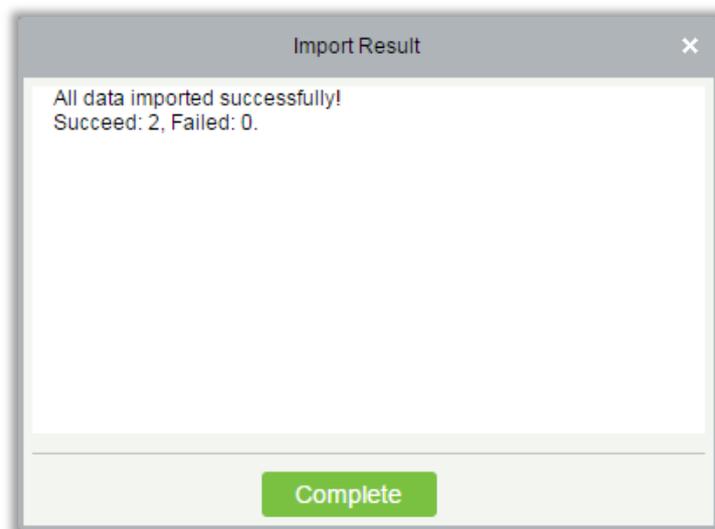
Delimiter: The delimiter of CSV format file, only "." and "-" are available.

2. Click [Next Step]:



3. Select the feeds to be imported to the system. "-----" indicates the fields will not be imported.

4. Click [Next Step]:



The data is imported successfully.

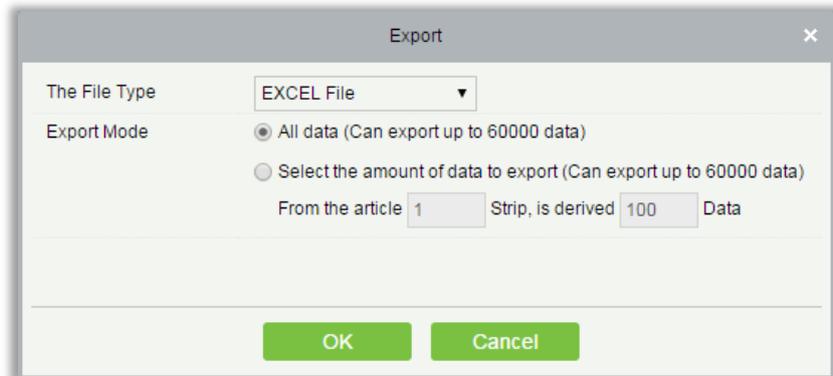
Notes:

- 1) When importing department table, department name and department number must not be empty, the parent department can be empty. Duplicated number does not affect the operation, it can be modified manually.
- 2) When importing personnel table, personnel number is required. If the personnel number already

exists in the database, it will not be imported.

- **Export (take the personnel list exporting as an example)**

1. Click [Export]:



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.

13.1 Access Event Type

- **Normal Events**

Normal Punch Opening: In [Only Card] verification mode, the person having open door levels punch card at valid time period, open the door, and trigger the normal event.

Normal Press Fingerprint Opening: In [Only Fingerprint] or [Card or Fingerprint] verification mode, the person having open door levels press fingerprint at valid time period, the door is opened, and trigger the normal event.

Card and Fingerprint Opening: In [Card and Fingerprint] verification mode, the person having the open permission, punch the card and press the fingerprint at the valid time period, and the door is opened, and trigger the normal event.

Exit button Open: press the exit button to open the door within the door valid time zone, and trigger this normal event.

Trigger the exit button (locked): indicates the normal event triggered by pressing the exit button when the exit button is locked

Punch during Normal Open Time Zone: At the normal open period (set normal open period for a single door or for first-person normally open), or through the remote normal open operation, the person having open door permission punch effective card at the opened door to trigger this normal event.

Press Fingerprint during Normal Open Time Zone: At the normal open period (set normal open period for a single door or for first-person normally open), or through the remote normal open

operation, the person having open door permission press the effective fingerprint at the opened door to trigger this normal event.

First-Person Normally Open (Punch Card): In [Only Card] verification mode, the person having 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 set the door state to normal open in the remote opening operation, this normal event is triggered.

Cancel Normal Open: When Punch the valid card or use remote opening function to cancel the current door normal open state, this normal event is triggered.

Disable Intraday Passage Mode Time Zone: In door normal open state, punch effective card for five times (must be the same user), or select [Disable Intraday Passage Mode Time Zone] in remote closing operation, and this normal event is triggered.

Enable Intraday Passage Mode Time Zone: If the intraday passage mode time zone is disabled, punch effective card for five times (must be the same user), or select [Enable Intraday Passage Mode Time Zone] in remote opening operation, and this normal event is triggered.

Multi-Person Opening Door (Punching): In [Only Card] verification mode, Multi-Person combination can be used to open the door. After the last card is verified, the system triggers this normal event.

Multi-Person Opening Door (Press Fingerprint): In [Only Fingerprint] or [Card plus Fingerprint] verification mode, Multi-Person combination can be used to open the door. After the last fingerprint is verified, the system triggers this normal event.

Multi-Person Opening Door (Card plus Fingerprint): In [Card plus Fingerprint] verification mode, Multi-Person combination can be used to open the door. After the last card plus fingerprint is verified, the system triggers this normal event.

Emergency Password Opening Door: Emergency password (also known as super password) set for the current door can be used for door open. This normal event will be triggered after the emergency password is verified.

Opening Door during Normal Open Time Zone: If the current door is set a normally open period, the door will open automatically after the setting start time has expired, and this normal event will be triggered.

Linkage Event Triggered: After linkage configuration takes effect, this normal event will be triggered.

Cancel Alarm: When the user cancels the alarm of corresponding door successful, this normal event will be triggered.

Remote Opening: When the user opens a door by [Remote Opening] successful, this normal event will be triggered.

Remote Closing: When the user closes a door by [Remote Closing] successful, this normal event will be triggered.

Open Auxiliary Output: In linkage setting, if the user selects Auxiliary Output for Output Point, selects Open for Action Type, this normal event will be triggered when the linkage setting takes effect.

Close Auxiliary Output: In linkage setting, if the user selects Auxiliary Output for Output Point, selects Close for Action Type, or closes the opened auxiliary output by [Door Setting] > [Close Auxiliary Output], this normal event will be triggered.

Door Opened Correctly: When the door sensor detects the door has been properly opened, triggering this normal event.

Door Closed Correctly: When the door sensor detects the door has been properly closed, triggering this normal event.

Auxiliary Input Point Disconnected: Will be triggered auxiliary input point is disconnected.

Auxiliary Input Point Shorted: When the auxiliary input point short circuit, trigger this normal event.

Device Start: Will be triggered if device starts (This event of PULL devices will not appear in real-time monitoring and can be viewed only in event records of reports).

● Abnormal Events

Too Short Punch Interval: When the interval between two punching is less than the set time interval, this abnormal event will be triggered.

Too Short Fingerprint Pressing Interval: When the interval between two fingerprints pressing is less than the set time interval, this abnormal event will be triggered.

Door Inactive Time Zone (Punch Card): In [Only Card] verification mode, if the user having the door open permission punch but not at door effective period of time, this abnormal event will be triggered.

Door Inactive Time Zone (Press Fingerprint): If the user having the door open permission, press the fingerprint but not at the door effective time period, this abnormal event will be triggered.

Door Inactive Time Zone (Exit Button): If the user having the door open permission, press exit button but not at the effective period of time, this abnormal event will be triggered.

Illegal Time Zone: If the user with the permission of opening the door, punches during the invalid time zone, this abnormal event will be triggered.

Illegal Access: If the registered card without the permission of current door is punched to open the door, this abnormal event will be triggered.

Anti-Passback: When the anti-pass back takes effect, this abnormal event will be triggered.

Interlock: When the interlocking rules take effect, this abnormal event will be triggered.

Multi-Person Verification (Punching): When Multi-Person combination opens the door, the card verification before the last one (whether verified or not), this abnormal event will be triggered.

Multi-Person Verification (Press Fingerprint): In [Only Fingerprint] or [Card or Fingerprint] verification mode, When Multi-Person combination opens the door, the fingerprint verification before the last one (whether verified or not), this abnormal event will be triggered.

Unregistered Card: If the current card is not registered in the system, this abnormal event will be triggered.

Unregistered Fingerprint: If the current fingerprint is not registered or it is registered but not synchronized with the system, this abnormal event will be triggered.

Opening Door Timeout: If the door sensor detects that it is expired the delay time after opened, if not close the door, this abnormal event will be triggered.

Card Expired: If the person with the door access level, punches after the effective time of the access control and cannot be verified, this abnormal event will be triggered.

Fingerprint Expired: If the person with the door access permission, presses fingerprint after the effective time of the access control and cannot be verified, this abnormal event will be triggered.

Password Error: If using [Card plus Password] verification mode, duress password or emergency password to open door, this abnormal event will be triggered.

Failed to Close door during Normal Open Time Zone: If the current door is in normal open state, but the user cannot close it by [Remote Closing], this abnormal event will be triggered.

Verification Mode Error: If the user opening door mode is inconsistent with that set for current door, this abnormal event will be triggered.

Background Verification Failed: If the background verification fails, this abnormal event will be triggered.

Background Verification Success: If the background verification succeeds, this abnormal event will be triggered.

Background Verification Timeout: If no background verification result is returned in the specified period, this abnormal event will be triggered.

Multi-Person Verification Failed: When Multi-Person combination opens the door, the verification is failed, and triggers this abnormal event.

● Alarm Events

Duress Password Opening Door: Use the duress password of current door for verifying successfully and trigger this alarm event.

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

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

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

Door-open timeout: This alarm event is triggered when the opened door is not locked at closing door time.

Tamper-Resistant Alarm: This alarm event will be triggered when AIO device is tampered.

Server Connection Failed: This alarm event will be triggered when the device is disconnected from the server.

Mains power down: Inbio5 series controller events, external power down.

Battery power down: Inbio5 series controller event, built-in battery power-down.

Invalid card alarm: Alarm event trigger when invalid card swiping five consecutively.

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

13.2 Elevator Event Type

● Normal Events

Normal Punch Open: This normal event is triggered if the verification mode is associated with cards, and a user with the floor opening right punches his/her card and passed the verification.

Punch during passage mode time zone: This normal event is triggered if a valid card is punched after a user with the floor opening right sets the Normally Open periods for a specific floor, or sets the floor to the Normally Open state through the remote opening floor operation.

Open during passage mode time zone: This normal event is triggered if a fingerprint is pressed after a user with the floor opening right sets the Normally Open periods for a specific floor, or sets the floor to the Normally Open state through the remote opening floor operation.

Remote release: This normal event is triggered if a user remotely releases a button successfully.

Remote locking: This normal event is triggered if a user remotely locks a button successfully.

Disable intraday passage mode time zone: This normal event is triggered if a user performs this operation on the Remotely Release Button page when a floor is in Normally Open state.

Enable intraday passage mode time zone: This normal event is triggered if the user performs this operation on the Remotely Lock Button page when the Normally Open periods of the floor are prohibited on the day.

Normal fingerprint open: This normal event is triggered if a user with the button releasing right presses his/her fingerprint in the "Card or fingerprint" verification mode and the verification is passed.

Press fingerprint during passage mode time zone: This normal event is triggered if a fingerprint is pressed after a user with the floor opening right sets the Normally Open periods for a specific door, or sets the door to the Normally Open state through the remote opening door operation.

Passage mode time zone over: When the preset Normally Open period arrives, the button is

automatically locked.

Remote normal opening: This normal event is triggered if a user selects the continuously releasing button to set the button in continuously released state on the page for remotely opening the floor.

Device started: This normal event is triggered upon startup of the device. (This event will not appear in the real-time monitoring, and can only be viewed through the event records in the report.)

Password open: This normal event is triggered if a user with the button releasing right presses the password in the "Password only" or "Card or fingerprint" verification mode and the verification is passed.

Superuser open buttons: This normal event is triggered if the super user remotely releases a button successfully.

Start the fire floor: Release all buttons in the case of emergency so that users can select floors.

Superuser close buttons: This normal event is triggered if the super user remotely closes floors (locks the buttons) successfully.

Enable elevator control button: Restart the elevator control function.

Disable elevator control button: Temporarily disable the elevator control function.

Auxiliary input disconnected: This normal event is triggered if the auxiliary input point is disconnected.

Auxiliary input shorted: This normal event is triggered if the auxiliary input point is short circuited.

● Abnormal Events

Operate interval too short: This abnormal event is triggered if the actual interval between two times of card punching is smaller than the interval that is set for this floor.

Press fingerprint interval too short: This abnormal event is triggered if the actual interval between two times of fingerprint pressing is smaller than the interval that is set for this floor.

Button inactive time zone (punch card): This abnormal event is triggered if the verification mode is associated with cards, and a user with the floor opening right punches his/her card beyond the effective periods.

Illegal time zone: This abnormal event is triggered if a user with the floor opening right punches his/her card beyond the effective periods.

Access denied: This abnormal event is triggered if a registered card is punched before the elevator control right of the current floor is set for this card.

Disabled card: This event is triggered if the current card number is not registered in the system yet.

Card expired: This event is triggered if a person, for whom the elevator control effective time is set, punches his/her card beyond the elevator control effective periods and verification fails.

Fingerprint expired: This event is triggered if a person, for whom the elevator control effective time is set, presses his/her fingerprint beyond the elevator control effective periods and verification fails.

Password error: This event is triggered if the verification mode is associated with the password and the password verification fails.

Disabled fingerprint: This event is triggered if the current fingerprint is not registered in the system or has been registered but not synchronized to the device.

Button inactive time zone (press fingerprint): This abnormal event is triggered if a user with the floor opening right presses his/her fingerprint beyond the effective periods of the floor.

Failed to close during passage mode time zone: This abnormal event is triggered if the current floor is in Normally Open state and the button cannot be locked by performing the Remotely locking Button operation.

Wiegand format error: This abnormal event is triggered if a card is punched and the Wiegand format of this card is incorrectly set.

Note: User can self-define the level of each event (normal, abnormal and alarm).

13.3 Offline Elevator Control Manual

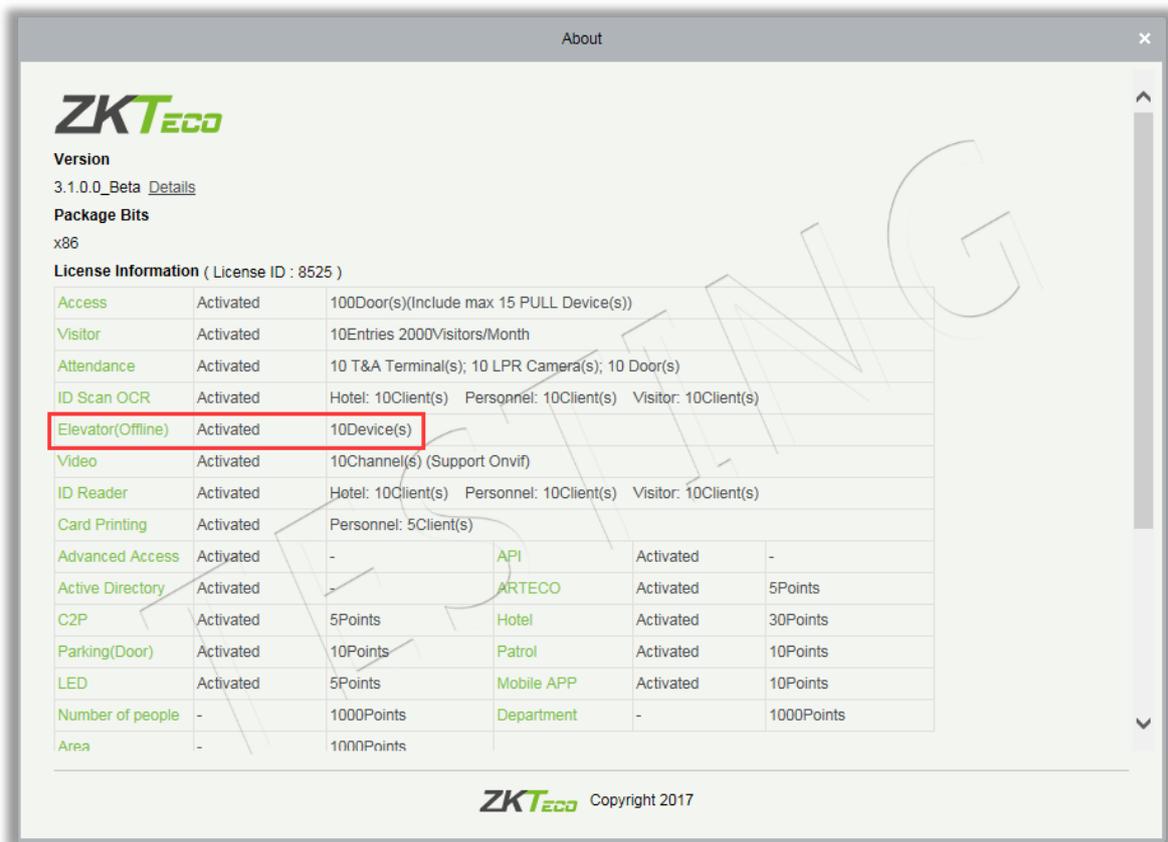
To use offline elevator control mode, you must use an offline elevator control license.

13.3.1 Offline Elevator Device

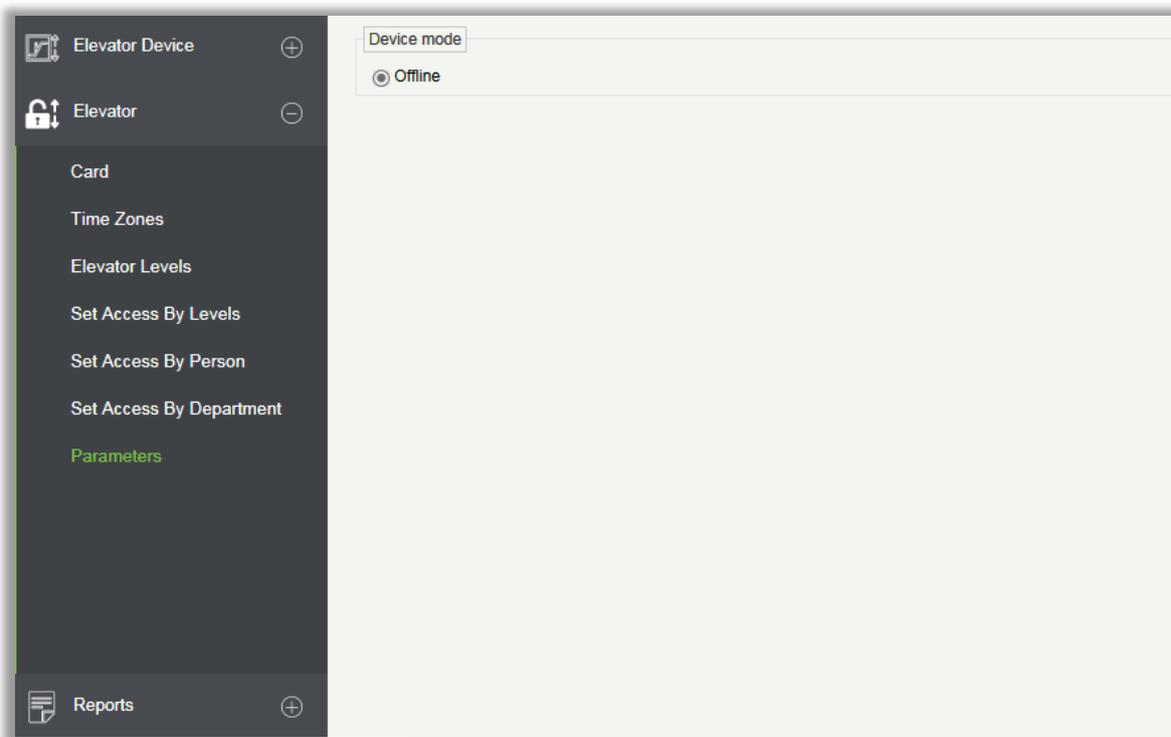
Add the offline elevator control device to facilitate user management of device in the software. Among them, rights management is the same as online elevator control, offline elevator control module does not support most of the functions, such as synchronization data, equipment monitoring, real-time monitoring. Compared with the online elevator control, the following functions are missing: event type, device monitoring, real-time monitoring, holidays, global linkage, all records, all abnormal records, currently only supports synchronization time and modify button open duration and card writing operation.

New offline elevator devices:

- **system authorization**



After offline elevator control is authorized, the default software and device mode in elevator parameter setting is offline and cannot be changed.



- Add devices by manually

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

The screenshot shows a 'New' dialog box with the following fields and values:

- Device Name*: [Empty text box]
- Device Number*: [Empty text box] (Range1-254)
- Firmware Version*: AC Ver 7.0.0 Jul 1 201: [Dropdown arrow]
- Number of Expansion Board: 0 [Dropdown arrow]
- Board: [Empty text box]
- Each expansion board relay number: 16 [Text box]
- Area*: Area Name [Dropdown arrow]

Buttons at the bottom: Save and New, OK, Cancel

Fields are as follows:

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

Device Number: Range 1 ~ 254, the machine number cannot be repeated.

Firmware Version: Firmware version number of elevator control device.

Number of Expansion Board: Expands the number of floors that the elevator control device can control.

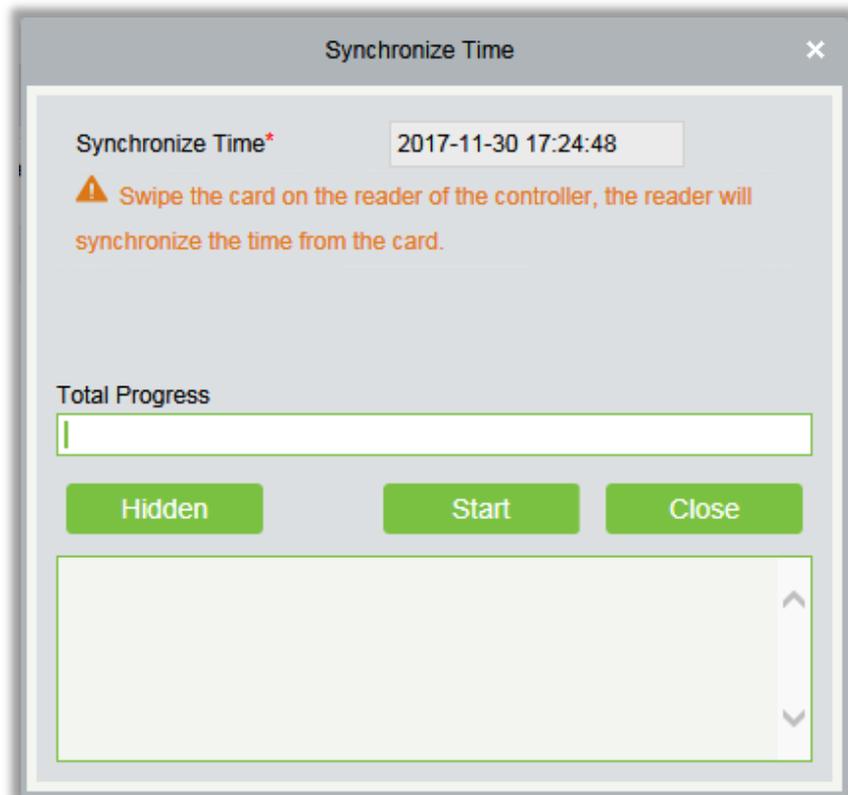
Each expansion board relay number: 16 relays per expansion board.

Area: Specify areas of devices. After Area Setting, devices (doors) can be filtered by area upon Real-Time Monitoring.

Note: When adding a device, the device number in the software should be the same as the 485 address setting number on the device.

- **Synchronize Time**

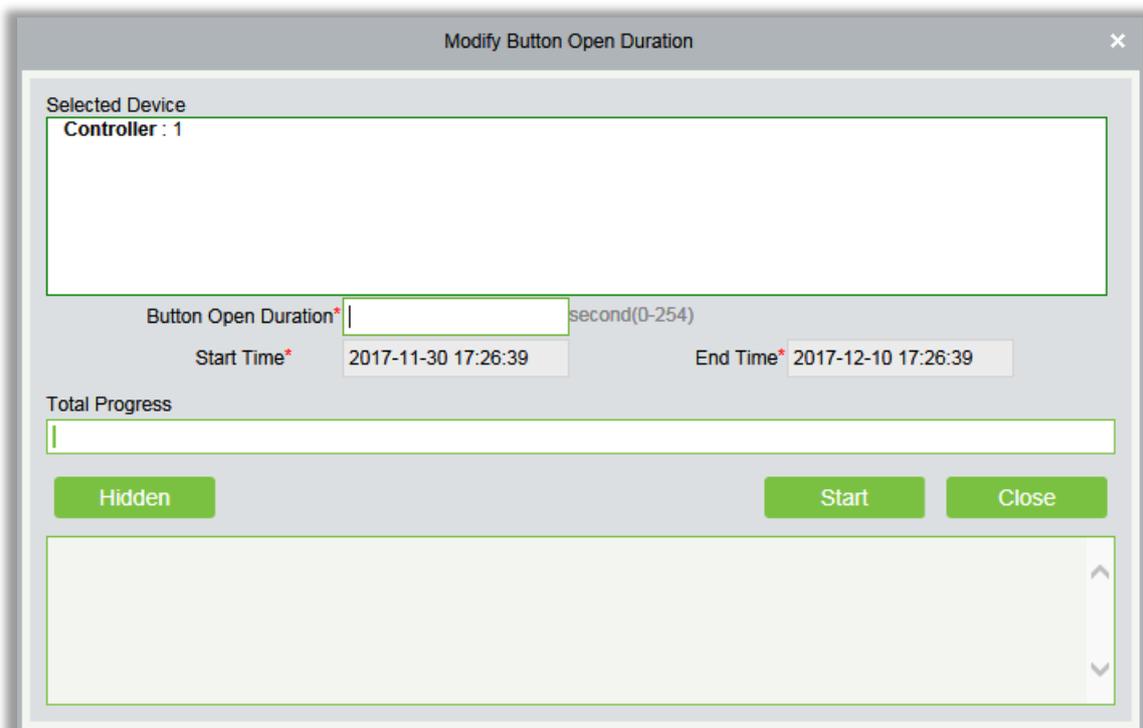
Click [Elevator Device] > [Device] > [Synchronize Time] on the Action Menu, the following interface will be shown:



Synchronize device time with current server time.

- **Modify Button Open Duration**

Click [Elevator Device] > [Device] > [Modify Button Open Duration] on the Action Menu, the following interface will be shown:

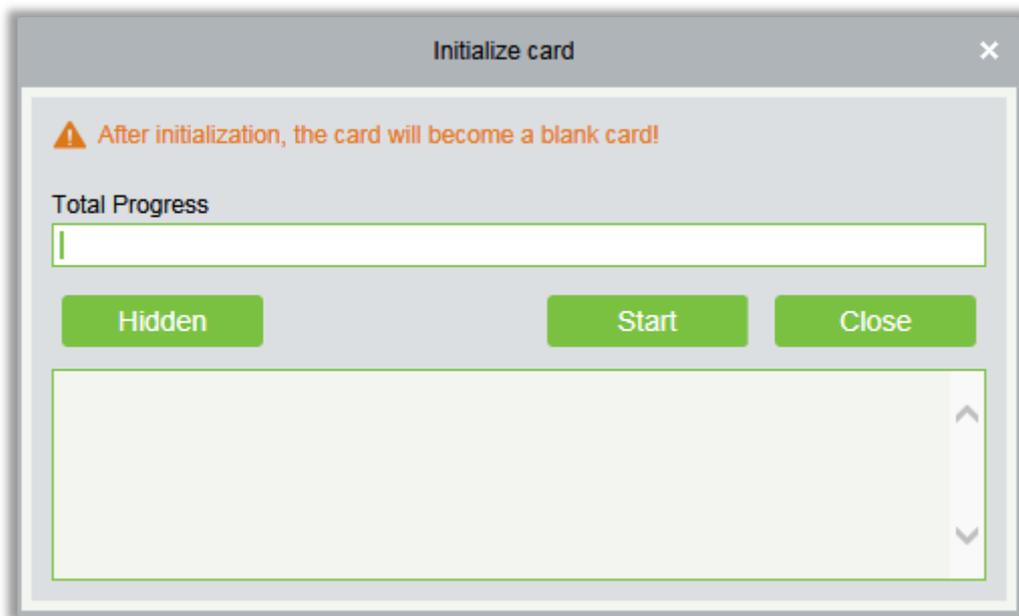


Button Open Duration: It is used to control the time period to press floor button after verification. The default value is 5 seconds; the range is 0~254 seconds.

13.3.2 Initialize Card

Users can initialize the card to restore the default password and sector operation.

Click [Elevator Device] > [Card] > [Initialize Card] on the Action Menu, the following interface will be shown:



13.3.3 Write Card

Write device number, personnel ID, personnel password, personnel authority, start time, end time, card number (calculated logic card number) and other related information to the card.

Click [Elevator Device] > [Card] > [Write Card] on the Action Menu, the following interface will be shown:

Fields are as follows:

First/Last Name: The maximum length can not exceed 50, does not support comma; value sources Personnel field, can not add, modify, delete.

Personnel ID: The default maximum length of personnel ID is 9, the effective range is 1-799999999, which can be configured according to the actual situation. Value sources Personnel field, can not be added, modified or deleted.

Card number: Card number can not be repeated, the maximum length of 10; value sources Personnel field, can not add, modify, delete. .

Start time: The effective starting time of the card; value sources Personnel field, can not add, modify, delete.

End time: The effective cut-off time of the card; value sources Personnel field, can not add, modify, delete.

Note: Personnel related authority (elevator levels), card number and related data can only be write when the personnel editing page is completely filled in. The card number is calculated logical card number; the logical card number stored in the database shall prevail.

13.3.4 Write management card

Management card is mainly used to loss and revert card. When the card is lost or reverted, you need to write the card information into the management card, thus loss and revert card take effect.

Click [Elevator Device] > [Card] > [Write management card] on the Action Menu, the following interface will be shown:

Write management card

Loss Card*

Revert card*

Start Time* 2017-11-29 17:38:21

End Time* 2017-12-10 17:38:21

⚠ The quantity of Lost cards and reverted cards can not be greater than 18

Total Progress

Hidden Write Card Close

Fields are as follows:

Function selection: Management card is used to write the loss and revert card data in the software system to the management card and then loss and revert card by brushing the management card on the device.

Loss Card: Lost Card collection, drop-down selection.

Revert card: Revert Card collection, drop-down selection.

Start Time: The effective starting time of the card; value sources Personnel field, cannot add, modify, delete.

End Time: The effective deadline of the card; value sources Personnel field, cannot add, modify, delete.

After the report of loss, the status of the card becomes invalid but not written into the management card. Need to write management card in the appropriate module, such as offline elevator control module [Write management card] ([Elevator Device] > [Card] > [Write management card]).

- **Reactivate Lost Card**

Click [Personnel] > [Card Manage] > [Card] > [Reactivate Lost Card]:

Card Number	Personnel ID	First Name	Last Name	Department Number	Department Name	Issue Card Date	Card State
2883224	1004	1004		1	General	2017-12-11 14:42:17	Effective
6155266	1003	1003	1	1	General	2017-12-12 16:41:28	Effective
8015159	1002	1002	1	1	General	2017-12-12 16:41:53	Effective
1411237	1001	1001	1	1	General	2017-12-12 16:42:09	Effective
6323994	1000	1000		1	General	2017-12-12 16:42:32	Effective
4628036	1005	1005	1	1	General	2017-12-12 16:43:02	Effective

Note: Reactivate Lost Card is applicable to all functional modules, not to the offline elevator module. After reactivating lost card, the status of the card becomes valid but not written into the management card. Need to write management card in the appropriate module, such as offline elevator control module [Write management card] ([Elevator Device] > [Card] > [Write management card]).

13.4 FAQs

Q: How to use a card issuer?

A: Connect the card issuer to PC through USB port, and then select individual personnel card issue or batch card issue. Move the cursor to the card number input box, and punch the card on the card issuer, then the card number will be automatically shown in the input box.

Q: What is the use of role setting?

A: Role setting has the following uses: 1. To set unified level for the same type of users newly added, just directly select this role when adding users; 2. When setting system reminder, and determine which roles can be viewed.

Q: How to operate if I want to set accounts for all personnel of the Company's Financial Department?

A: First, create a new role in system setting and configure the functions to be used for this role. Then add a user, set user information, and select the user's role, thus adding a new account. For other accounts, do the same.

Q: In Windows Server 2003, why the IE browser displayed error when access the system, how to

solve it?

A: This problem occurs because that Server 2003 has [Security Configuration Option] settings. If you want to access the system, please configure it as follows: click Start – Control Panel – Add or Remove Program, select [Add and remove Windows components] in the interface and click [Internet Explorer Enhanced Security Configuration] option, cancel the tick before it. Then click [Next] to remove it from the system. Open the system again the browser will access the system properly.

Q: If backing up or restoring the database fails, the possible reason?

A:

Backup fails: Please check the system environment variables, please go to Properties > Advanced to set the environment variables as "C:\Program Files\ZKBioSecurity3.0\MainResource\postgresql\bin:". "C:\Program Files" is the system installation path, you can modify by your actual situation.

Restore fails: There are several reasons: The system version is too high or too low, or the database has been damaged, you need to follow the prompts to change the system version or repair the system, re-install the database.

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