User Manual

ZKBioSecurity

Date: February 2020

Doc Version: 2.5

Software: ZKBioSecurity Online Hospitality

English

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

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

Copyright © 2020 ZKTECO CO., LTD. All rights reserved.

Without the prior written consent of ZKTeco, no portion of this manual can be copied or forwarded in any way or form. All parts of this manual belong to ZKTeco and its subsidiaries (hereinafter the "Company" or "ZKTeco").

Trademark

ZKTeco is a registered trademark of ZKTeco. Other trademarks involved in this manual are owned by their respective owners.

Disclaimer

This manual contains information on the operation and maintenance of the ZKTeco equipment. The copyright in all the documents, drawings, etc. in relation to the ZKTeco supplied equipment vests in and is the property of ZKTeco. The contents hereof should not be used or shared by the receiver with any third party without express written permission of ZKTeco.

The contents of this manual must be read as a whole before starting the operation and maintenance of the supplied equipment. If any of the content(s) of the manual seems unclear or incomplete, please contact ZKTeco before starting the operation and maintenance of the said equipment.

It is an essential pre-requisite for the satisfactory operation and maintenance that the operating and maintenance personnel are fully familiar with the design and that the said personnel have received thorough training in operating and maintaining the machine/unit/equipment. It is further essential for the safe operation of the machine/unit/equipment that personnel has read, understood and followed the safety instructions contained in the manual.

In case of any conflict between terms and conditions of this manual and the contract specifications, drawings, instruction sheets or any other contract-related documents, the contract conditions/documents shall prevail. The contract specific conditions/documents shall apply in priority.

ZKTeco offers no warranty, guarantee or representation regarding the completeness of any information contained in this manual or any of the amendments made thereto. ZKTeco does not extend the warranty of any kind, including, without limitation, any warranty of design, merchantability or fitness for a particular purpose.

ZKTeco does not assume responsibility for any errors or omissions in the information or documents which are referenced by or linked to this manual. The entire risk as to the results and performance obtained from using the information is assumed by the user.

ZKTeco in no event shall be liable to the user or any third party for any incidental, consequential,

 Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

indirect, special, or exemplary damages, including, without limitation, loss of business, loss of profits, business interruption, loss of business information or any pecuniary loss, arising out of, in connection with, or relating to the use of the information contained in or referenced by this manual, even if ZKTeco has, of the possibility of such damages.

This manual and the information contained therein may include technical, other inaccuracies or typographical errors. ZKTeco periodically changes the information herein which will be incorporated into new additions/amendments to the manual. ZKTeco reserves the right to add, delete, amend or modify the information contained in the manual from time to time in the form of circulars, letters, notes, etc. for better operation and safety of the machine/unit/equipment. The said additions or amendments are meant for improvement /better operations of the machine/unit/equipment and such amendments shall not give any right to claim any compensation or damages under any circumstances.

ZKTeco shall in no way be responsible (i) in case the machine/unit/equipment malfunctions due to any non-compliance of the instructions contained in this manual (ii) in case of operation of the machine/unit/equipment beyond the rate limits (iii) in case of operation of the machine and equipment in conditions different from the prescribed conditions of the manual.

The product will be updated from time to time without prior notice. The latest operation procedures and relevant documents are available on http://www.zkteco.com.

If there is any issue related to the product, please contact us.

ZKTeco Headquarters

Address ZKTeco Industrial Park, No. 26, 188 Industrial Road,
Tangxia Town, Dongguan, China.

Phone +86 769 - 82109991

Fax +86 755 - 89602394

For business related queries, please write to us at: sales@zkteco.com.

To know more about our global branches, visit www.zkteco.com.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

Table of Contents

1. Introduction 9

1.1 Personnel Module 9
1.2 Access Control Module 10
1.3 Attendance Module 10
1.4 Elevator Module 10
1.5 Hotel Management System Module 10
1.6 Visitor Module 10
1.7 Parking System Module 10
1.8 Patrol Module 11
1.9 Video Module 11
1.10 System Management Module 11

2. System Operations 12

2.1 Login to the System 12
2.2 Personal Self-Login 13
2.3 Dashboard 14
2.4 Activating the System 15
2.5 Modifying Password 15
2.6 Customer Service 16
2.7 Exit the system 16

3. Personnel Management 18

3.1 Personnel 18
3.1.1 Person 18
3.1.2 Department 36
3.1.3 Position 40
3.1.4 Dimission Personnel 41
3.1.5 Temporary Personnel 42
3.1.6 Custom Attributes 43
3.1.7 Parameters 45
3.2 Card Management 47
3.2.1 Card 47
3.2.2 Wiegand Format 48
3.2.3 Issue Card Record 50
3.3 AD Management 51

4. Access 52

4.1 Device 52

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

4.1.1 Device 52
4.1.2 Device Operation 57
4.1.3 Doors 64
4.1.4 Reader 67
4.1.5 Auxiliary Input 69
4.1.6 Auxiliary Output 70
4.1.7 Event Type 71
4.1.8 Daylight Saving Time 73
4.1.9 Device Monitoring 75
4.1.10 Real-Time Monitoring 76
4.1.11 Alarm Monitoring 80
4.1.12 Map 81
4.2 Access Control Management 83
4.2.1 Time Zones 83
4.2.2 Holidays 85
4.2.3 Access Levels 86
4.2.4 Set Access By Levels 88
4.2.5 Set Access By Person 88
4.2.6 Set Access By Department 89
4.2.7 Interlock 89
4.2.8 Linkage 90
4.2.9 Anti-Passback 94
4.2.10 First-Person Normally Open 95
4.2.11 Multi-Person Group 96
4.2.12 Multi-Person Opening Door 97
4.2.13 Verification Mode Group 98
4.2.14 Parameters 99
4.3 Advanced Functions 99
4.3.1 Zone 100
4.3.2 Reader Define 101
4.3.3 Who is Inside 103
4.3.4 Global Anti-Passback 104
4.3.5 Global Linkage 105
4.3.6 Global Interlock Group 106
4.3.7 Global Interlock 107
4.3.8 Person Availability 108
4.3.9 LED Data 112
4.4 Access Reports 114
4.4.1 All Transactions 114
4.4.2 Events from Today 115
4.4.3 Last Known Position 116

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

4.4.4 All Exception Events 117
4.4.5 Access Rights By Door 118
4.4.6 Access Rights By Personnel 119
4.5 Video Integration 120

5. Attendance Management 121

5.1 Device 121
5.1.1 Area 122
5.1.2 Device 124
5.1.3 Personnel Area Setting 130
5.1.4 Attendance point 133
5.1.5 Advertisement 134
5.1.6 Advertisement Settings 135
5.2 Basic Information 137
5.2.1 Rule 137
5.2.2 Holiday 139
5.2.3 Leave Type 140
5.2.4 Timed Calculation 142
5.2.5 Automatic Report 143
5.3 Shift 145
5.3.1 Time Zone 145
5.3.2 Shift 151
5.4 Schedule 162
5.4.1 Group 162
5.4.2 Group Schedule 166
5.4.3 Department Schedule 168
5.4.4 Personnel Scheduling 168
5.4.5 Temporary Schedule 169
5.5 Exception 170
5.5.1 Appended Receipt 170
5.5.2 Leave 172
5.5.3 Business Trip 175
5.5.4 Go Out 176
5.5.5 Overtime 178
5.5.6 Adjust and Append 180
5.5.7 Adjust Shift 182
5.6 Flow Management 185
5.6.1 Node Setting 185
5.6.2 Flow Setting 187
5.6.3 My Application 189
5.6.4 My Approval 193

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

5.7 Calculate Report 196
5.7.1 Manual Calculate 196
5.7.2 Transaction 197
5.7.3 Daily Attendance 199
5.7.4 Leave Summary 200
5.7.5 Daily Report 203
5.7.6 Monthly Detail Report 204
5.7.7 Monthly Statistical Report 205
5.7.8 Departmental Report 206
5.7.9 Annual Report 207
5.8 Homepage Panel 208
5.8.1 Workaholic 208
5.8.2 Today's Attendance Segmented Statistics 209
5.8.3 Today's attendance 209
5.8.4 Abnormal Statistics (this month) 210

6. Elevator 211

6.1 Elevator Device 211
6.1.1 Device 211
6.1.2 Reader 213
6.1.3 Floor 214
6.1.4 Auxiliary Input 215
6.1.5 Event Type 216
6.1.6 Device Monitoring 217
6.1.7 Real-Time Monitoring 218
6.2 Elevator Rules 222
6.2.1 Time Zones 222
6.2.2 Holidays 224
6.2.3 Elevator Levels 225
6.2.4 Set Access By Levels 226
6.2.5 Set Access By Person 226
6.2.6 Set Access By Department 227
6.2.7 Global Linkage 227
6.2.8 Parameters 229
6.3 Elevator Reports 230
6.3.1 All Transactions 230
6.3.2 All Exception Events 231
6.3.3 Access Rights By Floor 231
6.3.4 Access Rights By Personnel 232

7. Hotel Management System 234

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

7.1 Hotel Settings 234
7.2 Room Management 236
7.2.1 Room Types 236
7.2.2 Building 237
7.2.3 Floor 237
7.2.4 Room 238
7.2.5 Room Areas 240
7.2.6 Booking Methods 241
7.2.7 Access/Elevator Control Levels ★ 241
7.2.8 Public Door 244
7.3 Hotel Device 244
7.3.1 Device Management 244
7.3.2 Lock Management 246
7.4 Card Service Center 248
7.4.1 Employee Card 249
7.4.2 Maintenance Card 253
7.5 Hotel Management 254
7.5.1 Reception 254
7.5.2 Reservation 268
7.5.3 Book Management 270
7.6 Report Management 274
7.6.1 Guest Check-In Report 274
7.6.2 Room Check-In Report 275
7.6.3 Room Charge Report 276
7.6.4 Issue card Report 278
7.6.5 Unlock Record Report 279

8. Visitor System 281

8.1 Registration 281
8.1.1 Entry Registration 281
8.1.2 Visitor 285
8.2 Reservation 285
8.3 Basic Management 286
8.3.1 Parameters 286
8.3.2 Device Debugging 290
8.3.3 Print Settings 291
8.3.4 Visitor Levels 292
8.3.5 Host Levels 293
8.3.6 Visited Department Levels 295
8.3.7 Entry Place 295

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

8.3.8 Visit Reason 296
8.3.9 Custom Attributes 297
8.4 Visitor Reports 298
8.4.1 Last Visited Location 298
8.4.2 Visitor History Record 298

9. Parking Lot System 300

9.1 Operation Wizard 301
9.2 Authorization Management 301
9.2.1 License Plate Registration 302
9.2.2 Vehicle Management 304
9.2.3 Vehicle Valid Time Extension 309
9.3 Parking Lot Management 310
9.3.1 Vehicle Type 310
9.3.2 Parking Lot 311
9.3.3 Parking Area 313
9.3.4 Entrance and Exit Area 314
9.3.5 Device Management 317
9.3.6 Device Management(When Access Controller is used for Parking) 321
9.3.7 White-Black List 322
9.3.8 Parameter Setting 325
9.4 Guard Booth Setting 328
9.4.1 Guard Booth Setting 328
9.4.2 Channel Setting 331
9.4.3 Channel Setting (When Access Controller is used for Parking) 333
9.4.4 Manual Release Button 335
9.5 Charge 338
9.5.1 Temporary Vehicle Charge 338
9.5.2 Overtime Charge 342
9.5.3 Fixed Vehicle Charge 345
9.5.4 Shift Setting 346
9.5.5 Discount Strategy 348
9.5.6 Business 349
9.5.7 Financial Reconciliation 351
9.6 Report 353
9.6.1 License Plate Report 353
9.6.2 Charge Details 353
9.6.3 Handover Record 354
9.6.4 Vehicles in the Parking Lot 355
9.6.5 Entry Records 355
9.6.6 Exit Records 356

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

9.6.7 Daily Reports 356
9.6.8 Monthly Reports 356
9.7 Real-Time Monitoring 357
9.7.1 Guard Booth 357
9.7.2 Guard Booth (When Access Controller is used for Parking) 371
9.7.3 Monitoring Room 373

10. Patrol System 374

10.1 Operation Wizard 374
10.2 Route Monitoring 374
10.3 Basic Management 375
10.3.1 Device 375
10.3.2 Checkpoint 376
10.3.3 Parameters 377
10.4 Patrol Management 377
10.4.1 Plan 377
10.4.2 Patrol Group 378
10.4.3 Route 379
10.5 Reports 382
10.5.1 All transactions 382
10.5.2 Patrol Records Today 383
10.5.3 Patrol Route Statistics 383
10.5.4 Patrol Personnel Statistics 384

11. Video 385

11.1 Video Device 385
11.2 Video Channel 386
11.3 Video Preview 387
11.4 Video Event Record 389
11.5 Parameters 390
11.6 Solutions of Exceptions 390

12. System Management 392

12.1 Basic Management 392
12.1.1 Operation Logs 392
12.1.2 Database Management 393
12.1.3 Area Setting 395
12.1.4 System Parameters 396
12.1.5 E-mail Management 397
12.1.6 Data Cleaning 397
12.1.7 Audio File 398

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

12.1.8 Certificate Type....399
12.1.9 Parameters....399
12.2 Authority Management....400
12.2.1 User....400
12.2.2 Role....401
12.2.3 Role Group....402
12.2.4 API Authorization....403
12.2.5 Client Register....406
12.3 Communication....407
12.4 Extended Management....408
12.4.1 LED Device....408

Appendices....415

Common Operations....415
Access Event Type....420
Elevator Event Type....424
Offline Elevator Control Manual....426
Offline Elevator Device....426
Initialize Card....431
Write Card....432
Write management card....434
Personnel System - Card....435
FAQs....436
END-USER LICENSE AGREEMENT....437

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

1. Introduction

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

❖ Features

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

❖ Configuration Requirements

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

❖ Operating System

- Supported Operating Systems: Windows 7 / Windows 8 / Windows 8.1 / Windows 10 / Windows Server 2008/2013(32/64).
- Supported Databases: *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 verification.

1.1 Personnel Module

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

maintain and manage personnel.

1.2 Access Control Module

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

1.3 Attendance Module

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

1.4 Elevator Module

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

1.5 Hotel Management System Module

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

1.6 Visitor Module

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

1.7 Parking System Module

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

1.8 Patrol Module

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

1.9 Video Module

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

1.10 System Management Module

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

2. System Operations

2.1 Login to the System

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

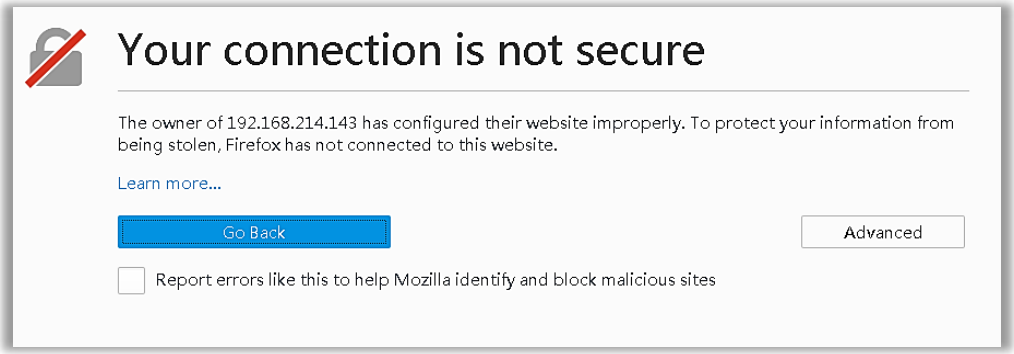
If the software is not installed in your server, you may input the IP address and server port in the address bar.

The user name of the super user is [admin], and the password is [admin], then click [**login**]. After the first login to the system, please reset the password in [Personnel Information]. Or click [**Fingerprint**] and then scan the administrator fingerprint to enter the system.

✍Note:

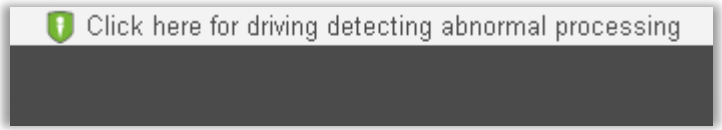
- The user name of the super user is [admin], and the password is [admin]. After the first login to the system, please reset the password in [Personnel Information].
- If you have selected the HTTPS port during software installation, input the server IP address and port number (for example, https://127.0.0.1:8448)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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



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

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



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

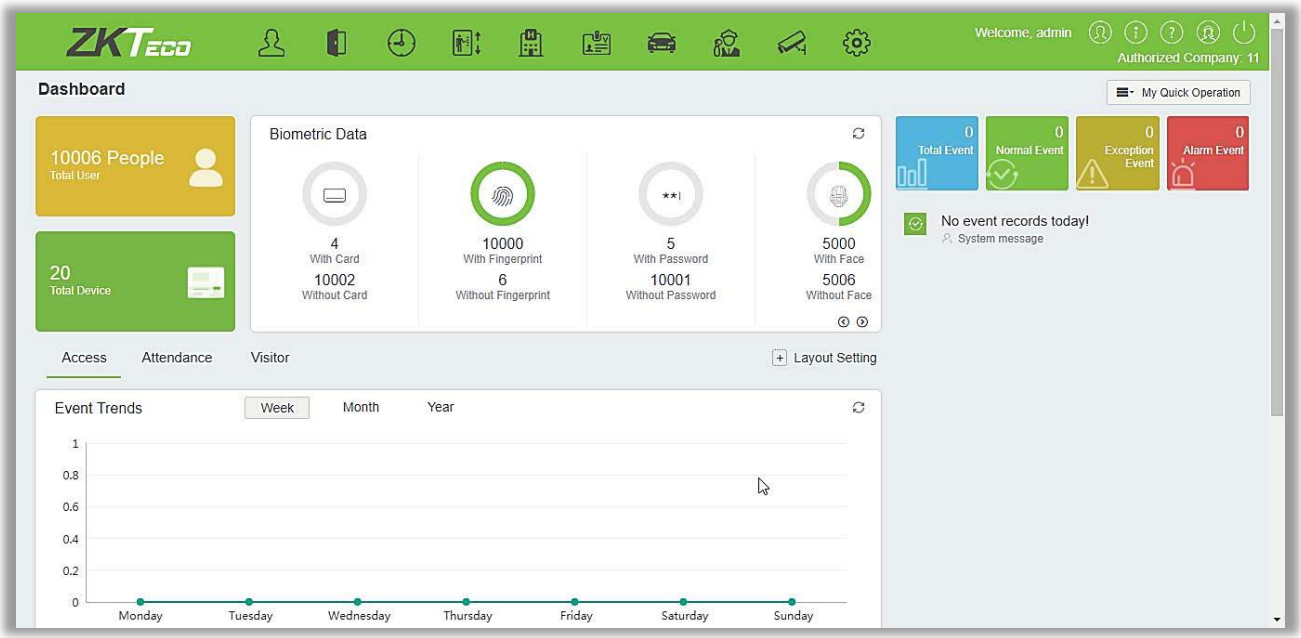
2.2 Personal Self-Login

Click [**Personal Self-Login**], next to User login. For using this function, the personnel must be registered in the system. The login account and password are the personnel number and password registered in the system. The default password is 123456. Through this the personnel can reserve visitor for themselves. For more details about the Reservation of visitors, please refer to Reservation.

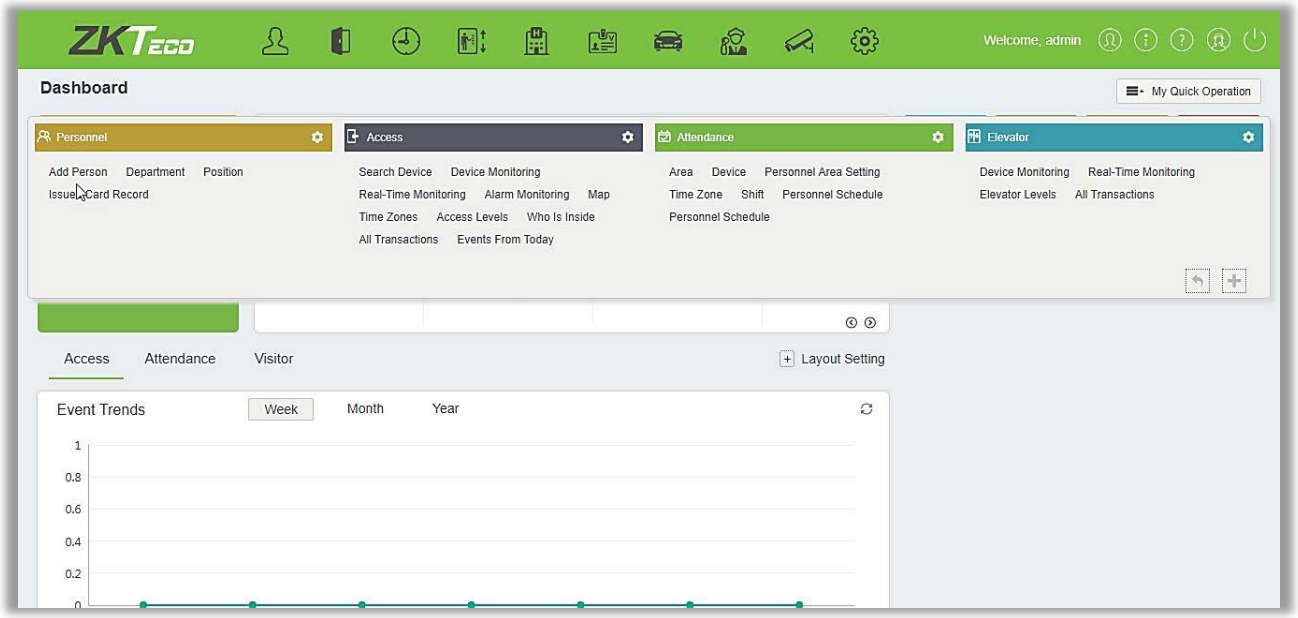
Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

2.3 Dashboard

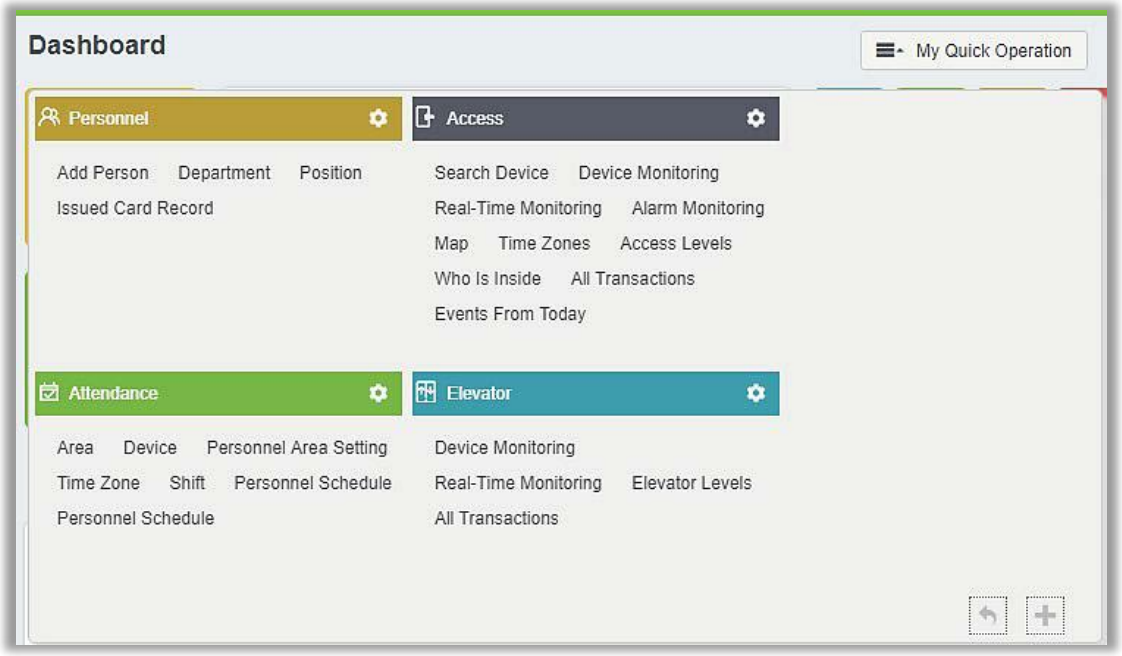
After logging in, the home page is displayed as shown below. If you want to go to home page from any interface, then you can click ZKTeco on the upper left corner of the interface to return to the home page.



This panel allows you to view statistics of each module and monitor real-time system events. Click My Quick Operation to configure the quick connection function of each module.



Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



You can quickly access desired pages through above shown functions of the module.

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

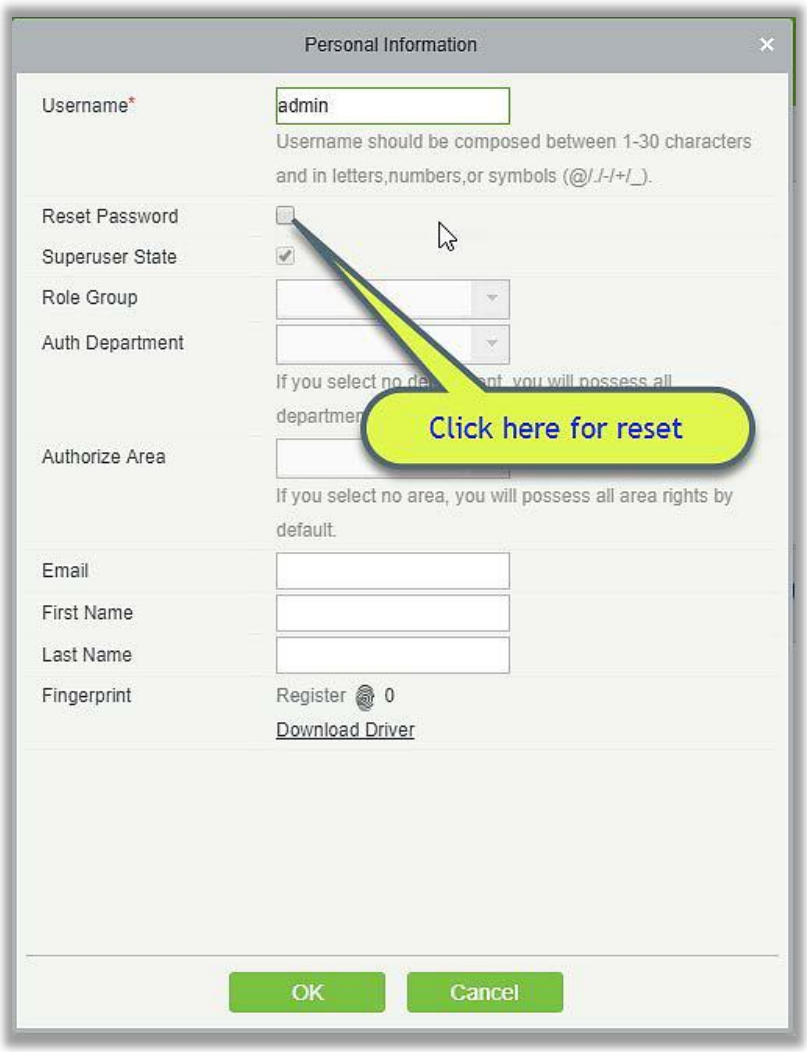
2.4 Activating the System

Please refer to the corresponding license document.

2.5 Modifying Password

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



Check [Reset Password] box to modify the password.

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

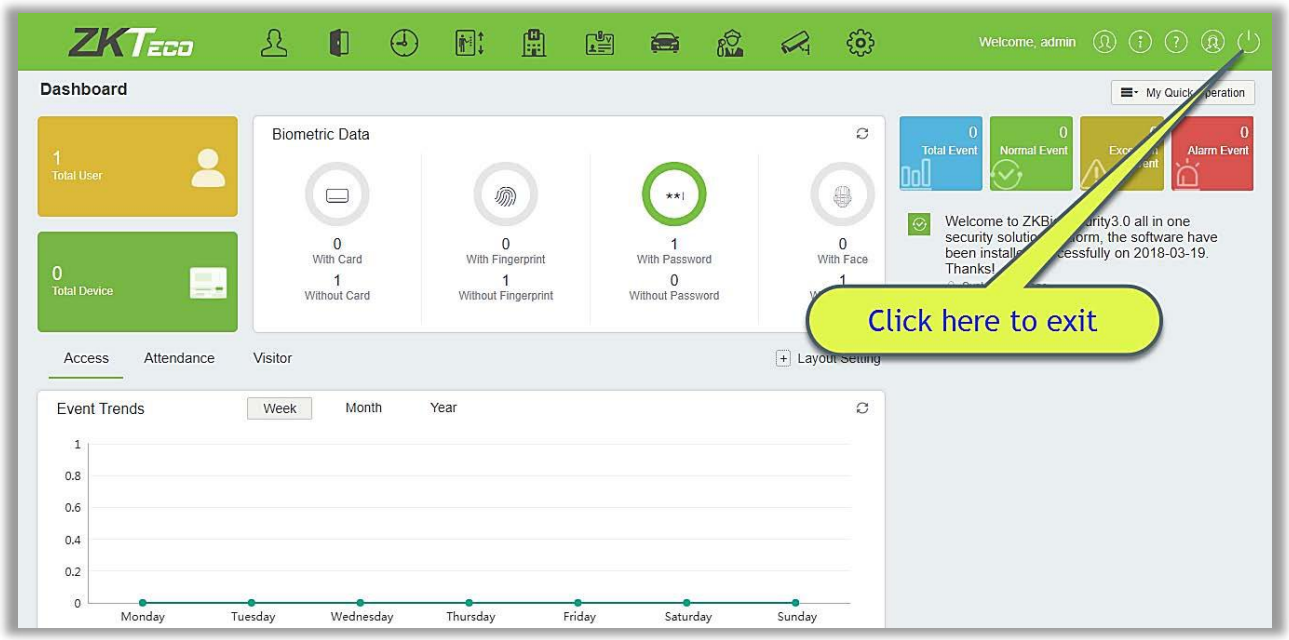
2.6 Customer Service

Click the [**Customer Service**] button on the top right corner of the interface to raise a trouble ticket and get help in response.

2.7 Exit the system

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

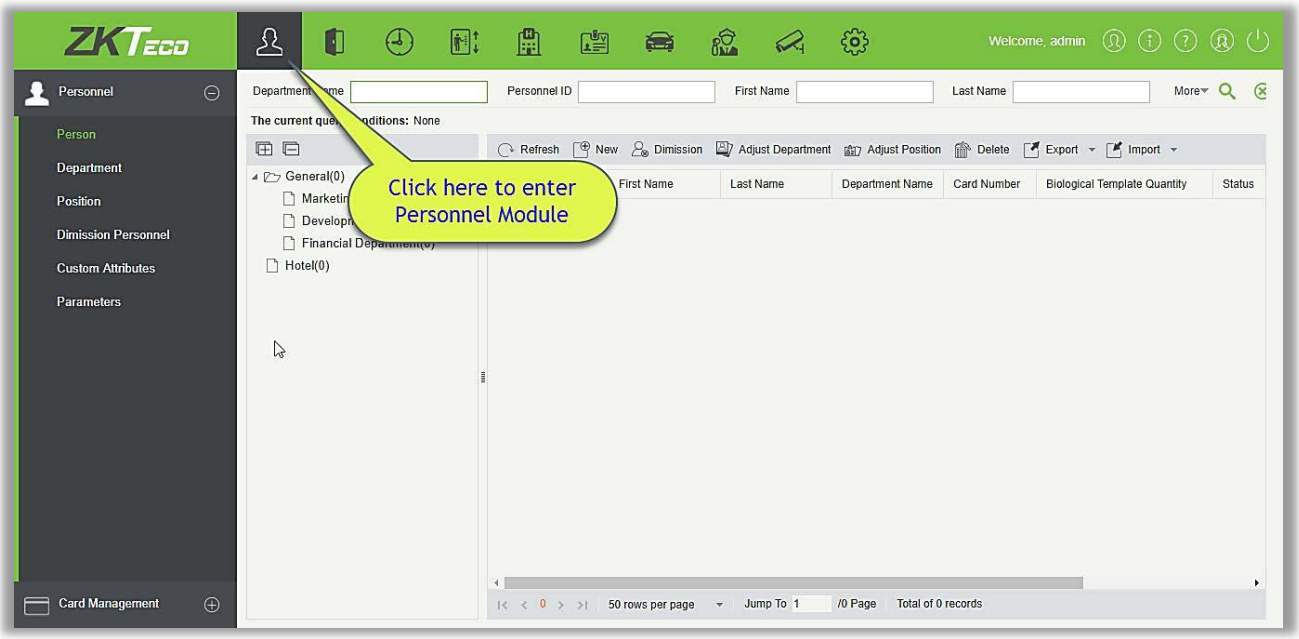
Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

3. Personnel Management

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



3.1 Personnel

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

3.1.1 Person

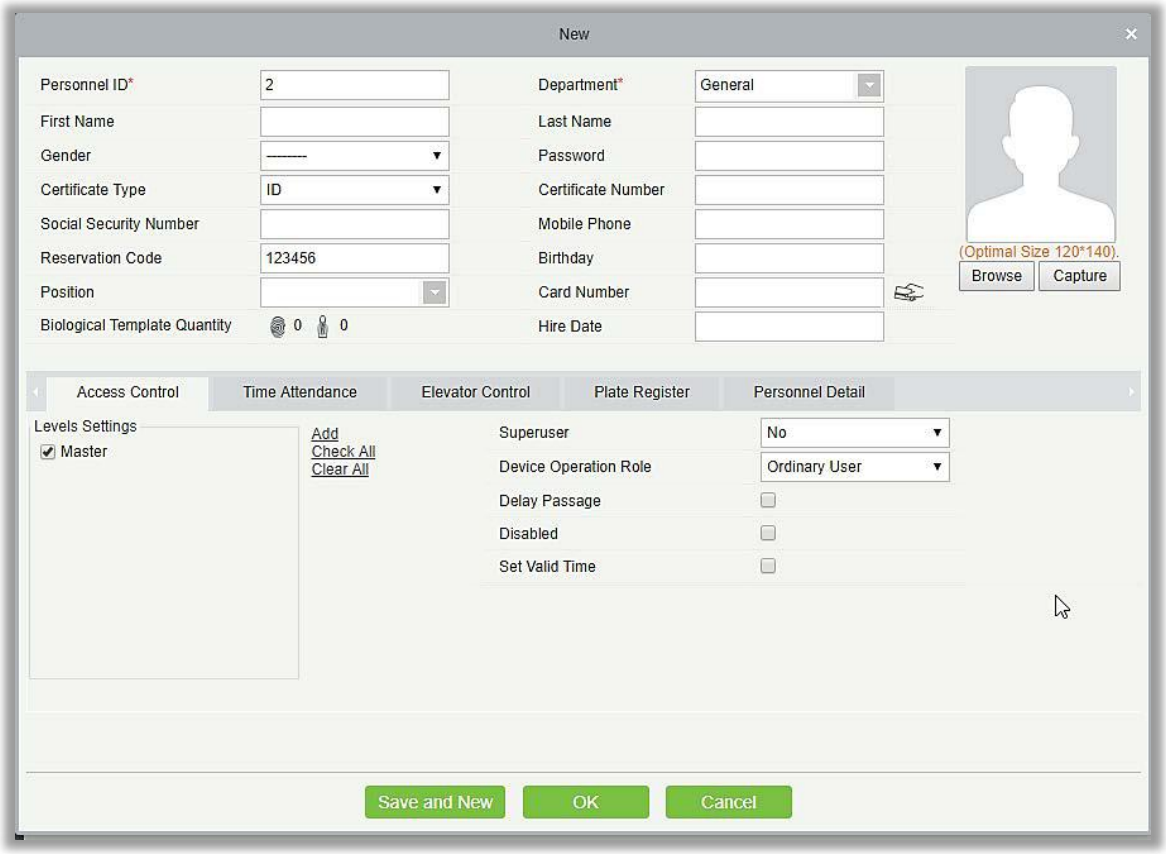
When using this management program, the user shall register personnel in the system, or import personnel information from other software or documents into this system. For details, see Common Operations.

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

- Add Personnel

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



Fields are as follows:

Personnel ID: An ID may consist of up to 9 characters, within the range of 1 to 79999999. It can be configured based on actual conditions. The Personnel No. contains only numbers by default but may also include letters.

✍Notes:

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

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

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

Gender: Set the gender of personnel.

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

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

icon to recognize the Certificate automatically. Please refer 3.1.6 Parameters and 12.2.5 Client Register to see how to register one.

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

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

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

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

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

Birthday: Input employee's actual birthday.

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

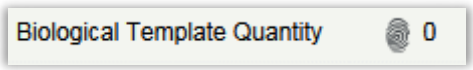
Hire Date: It is the date on which the personnel are appointed. Click to select the date.

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

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

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

How to register fingerprint:

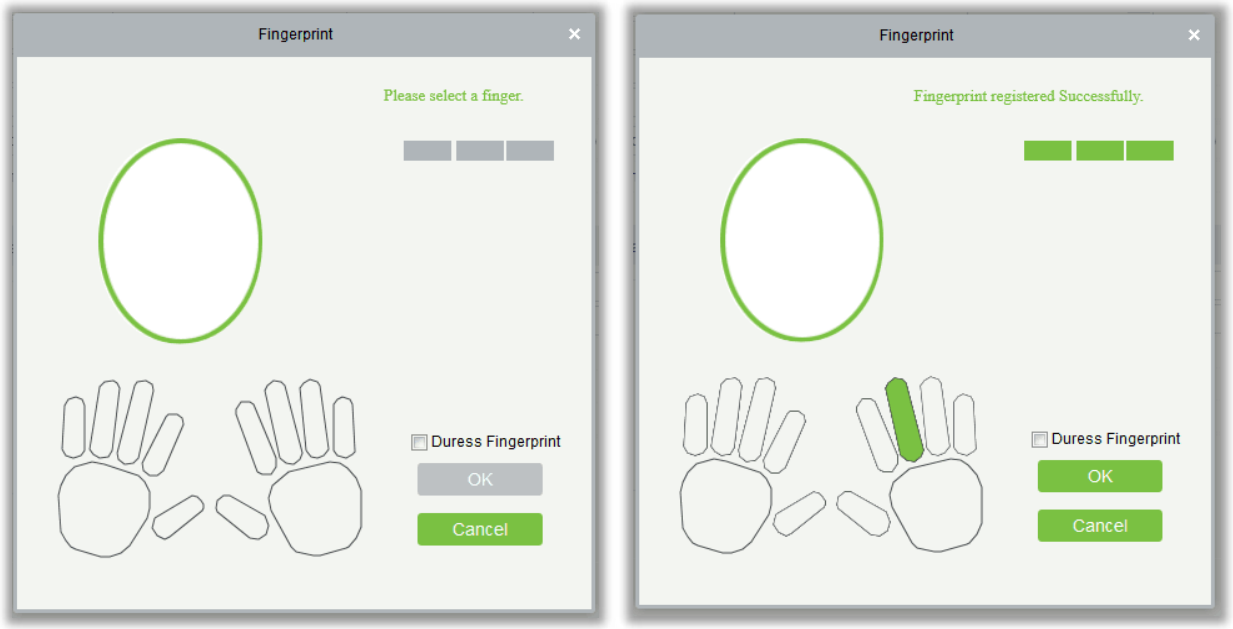


1) Move the cursor to the fingerprint icon position, a registration pop-up or drive download box will appear, click [Register].

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

3) Click [OK] to complete registration.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



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

✍Notes:

- If fingerprints are duplicated, "Don't repeat the fingerprint entry" will be prompted.
- If the fingerprint sensor driver is not installed, click "Install driver" and the system will prompt to download and install driver.
- After installing the fingerprint sensor driver, if the fingerprint register button is grey in IE browser while it is normal in other browsers (such as Firefox, Google), you can change the settings of IE browser, as per the following:

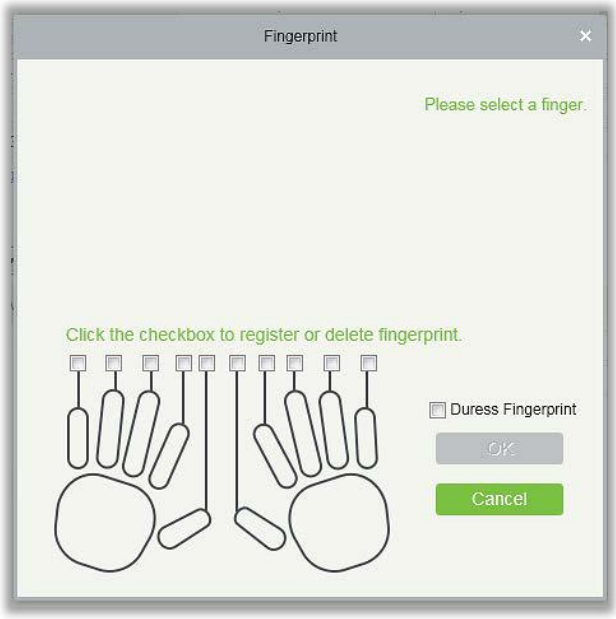
  1) In IE browser, click [Tools] → [Internet Options] → [Security] → [Credible Sites], add http://localhost to the credible sites, then restart the IE browser.

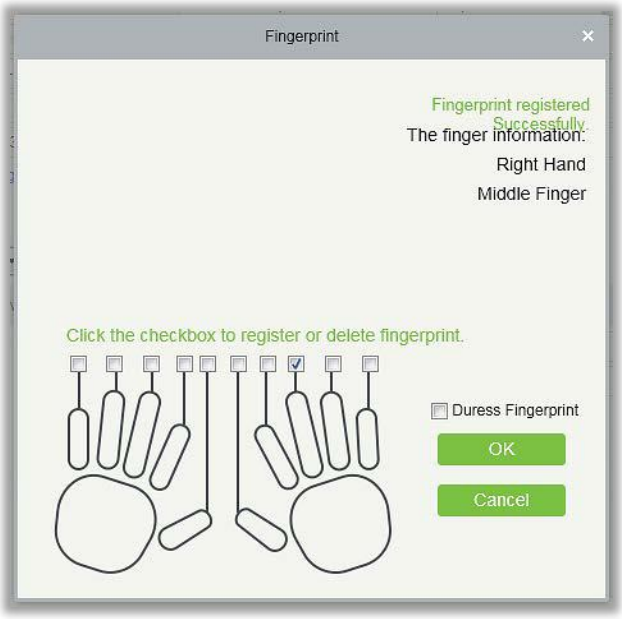
  2) In IE browser, click [Tools] → [Internet Options] → [Advanced] → [Reset] to pop up a dialog of Reset Internet Explorer Settings, click [Reset] to confirm; then restart the IE browser (you may try when Point 1 does not help).

  3) If all the above settings do not work, please execute following operations (take IE11 browser as an example): click [Tools] → [Internet Options] →[Advanced] →[Security], check the option of [Allow software to run or install even if the signature is ...], and remove the tick before [Check for server certificate revocation], then restart IE.

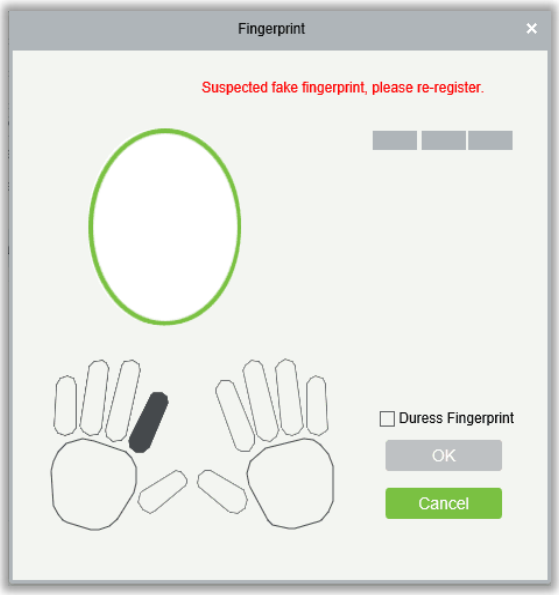
Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

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.

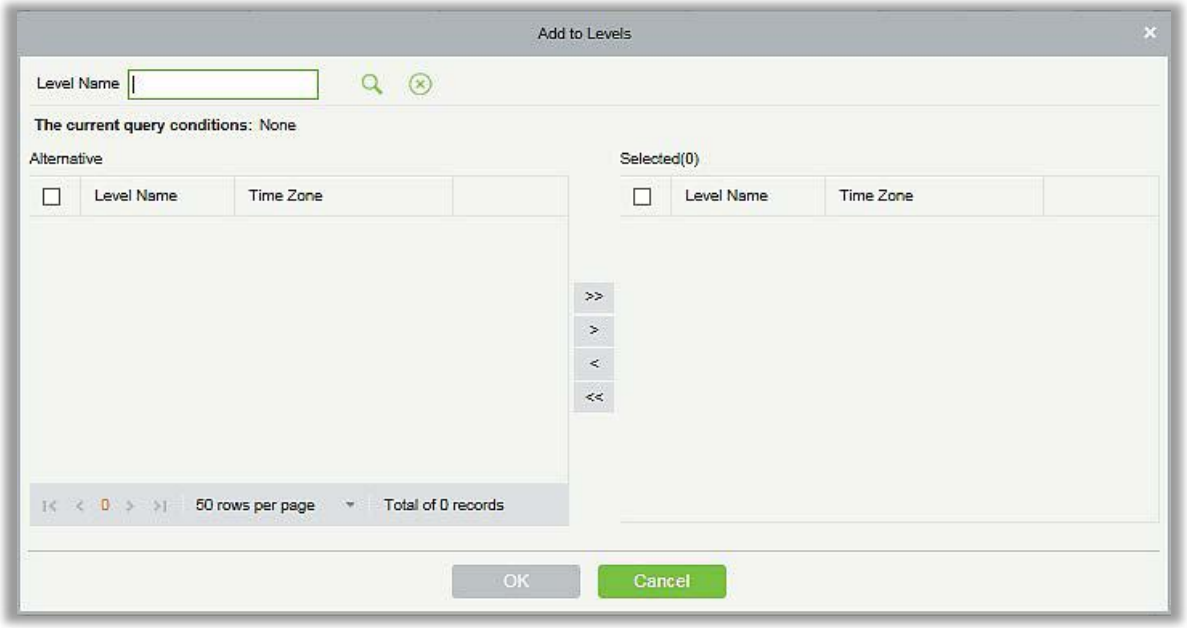


2. Set the Access Control parameters for the personnel. Click [Access Control]:

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

Fields are as follows:

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



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

Device Operation Authority: Select administrator to get its levels.

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

Disabled: Temporarily disable the personnel's access level.

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

✍**Note:** The system will automatically search for the relevant numbers in the departure library

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

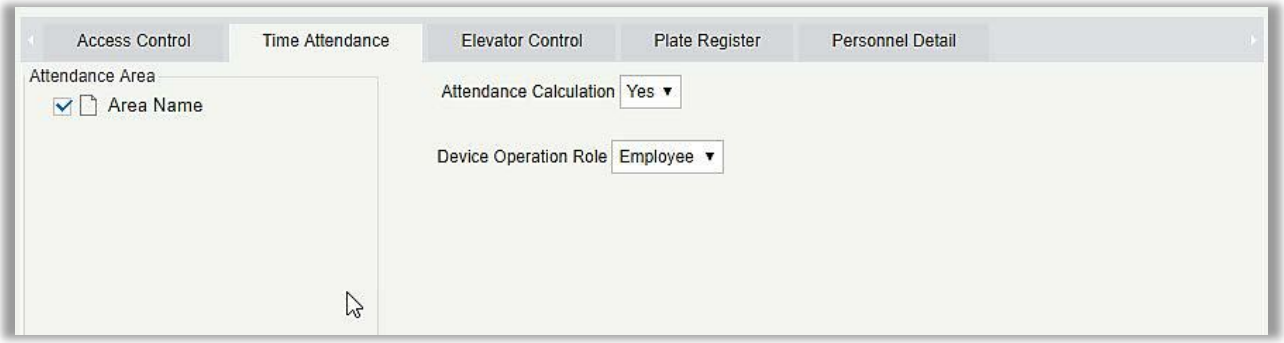
during verification.

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

✍**Notes:**

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

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



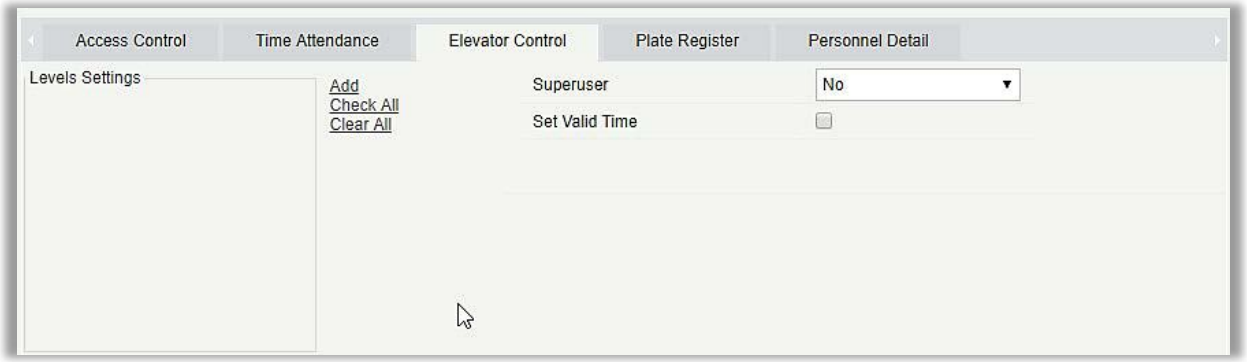
Fields are as follows:

Attendance Area: You can set the staff attendance area.

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

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

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



Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

Fields are as follows:

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

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

✍**Note:** The Elevator level must be set in advance.

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

Fields are as follows:

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

Parking Space: Parking space corresponding to the vehicle.

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

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

Fields are as follows:

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

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

- Edit Personnel

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

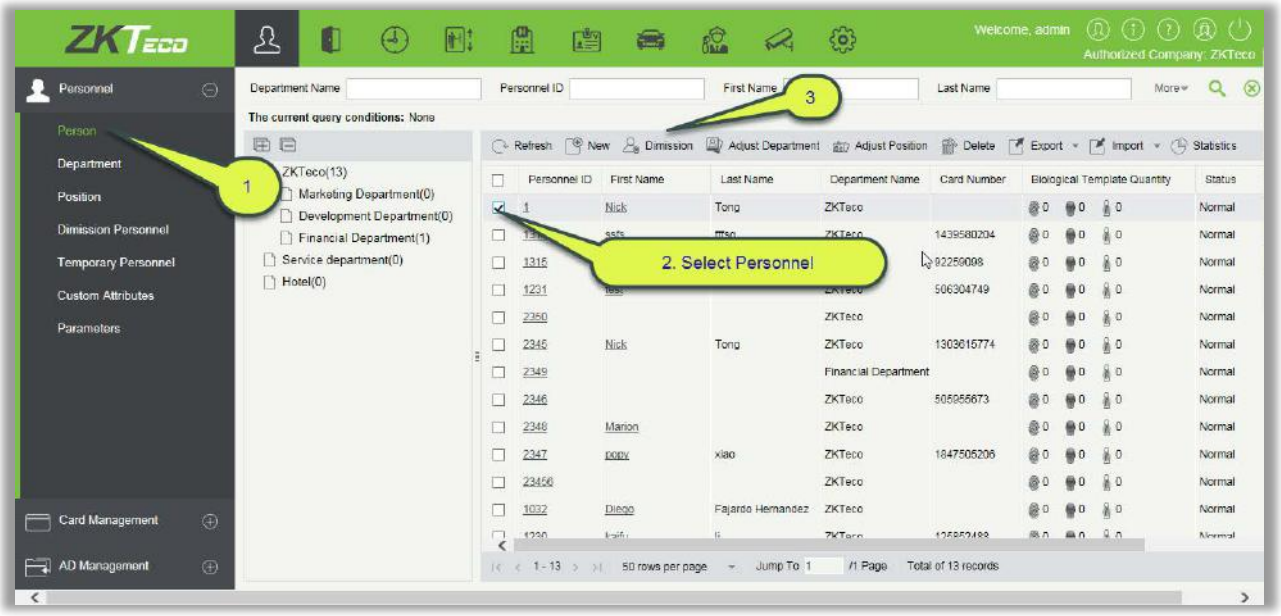
- Delete Personnel

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

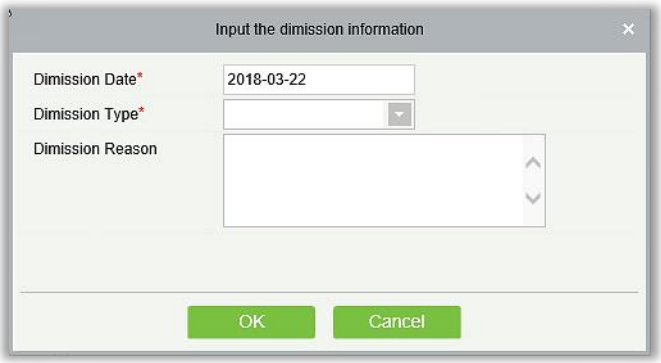
✍**Note:** All relevant information about the person will be deleted.

- Dimission

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



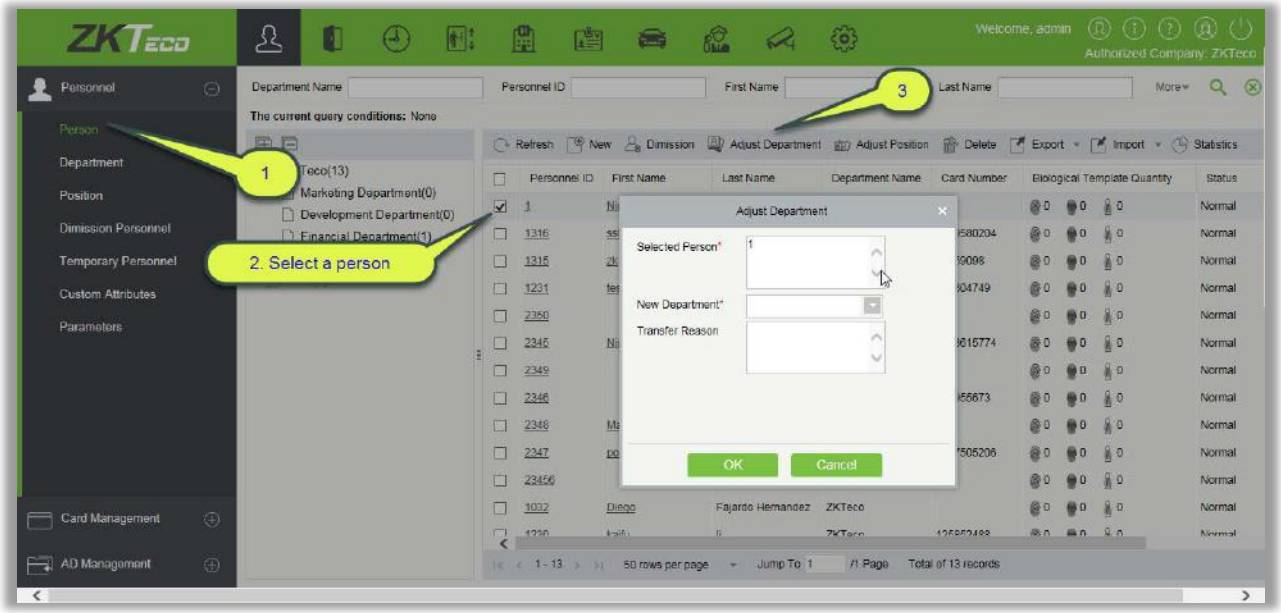
2. Select the date, then select type and write reason and click [OK].



- Adjust Department

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

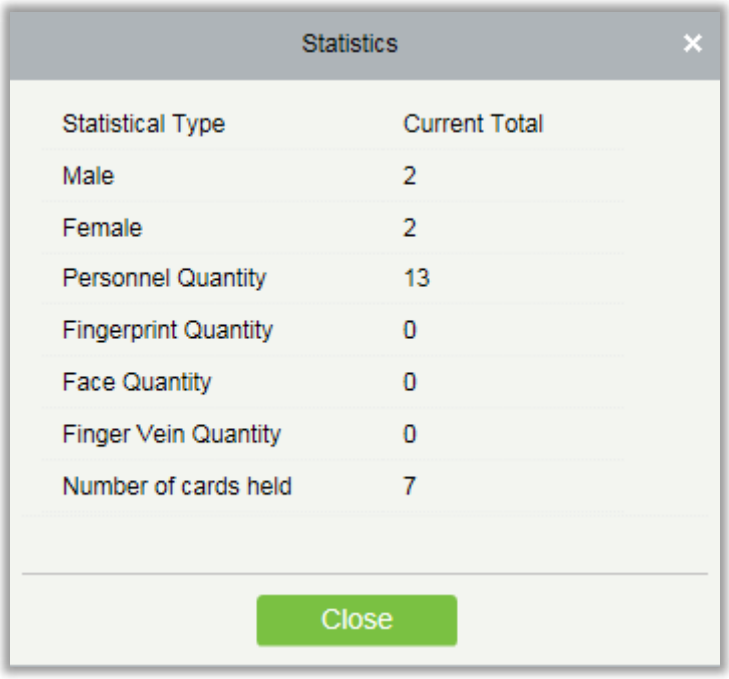


2. Select "New Department".

3. Click "OK" to save and exit.

- Statistics

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

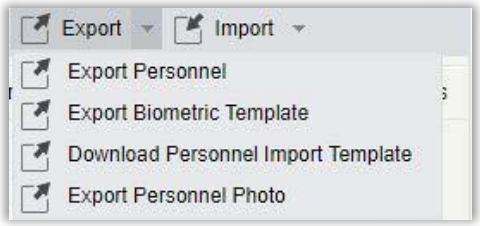


- Export

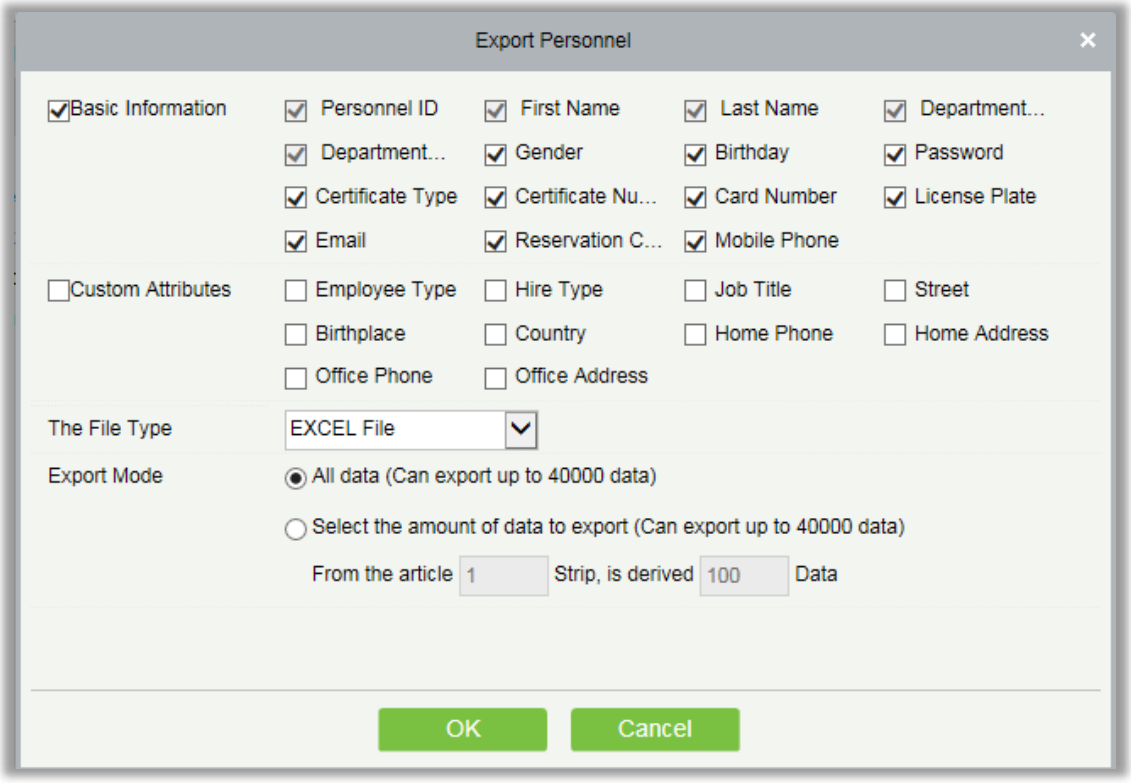
Click [Personnel]> [Person]> [Export] to export personnel information, personnel biometric

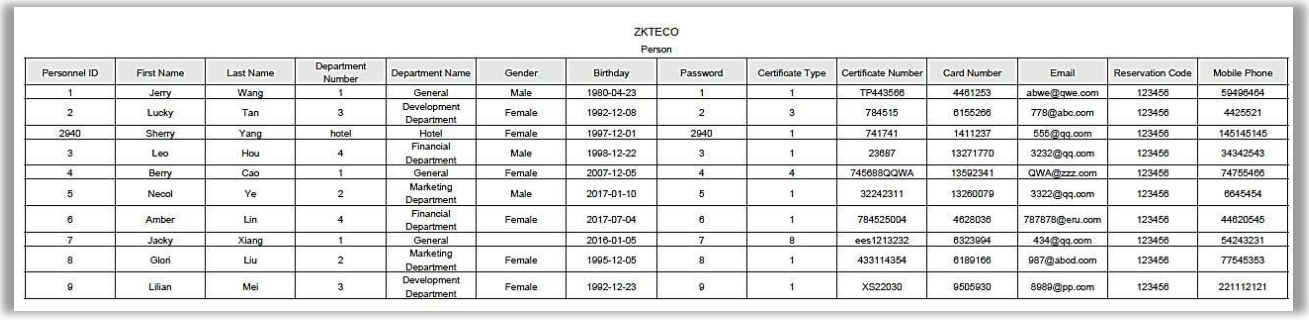
Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

templates, personnel import templates and personnel photo.



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



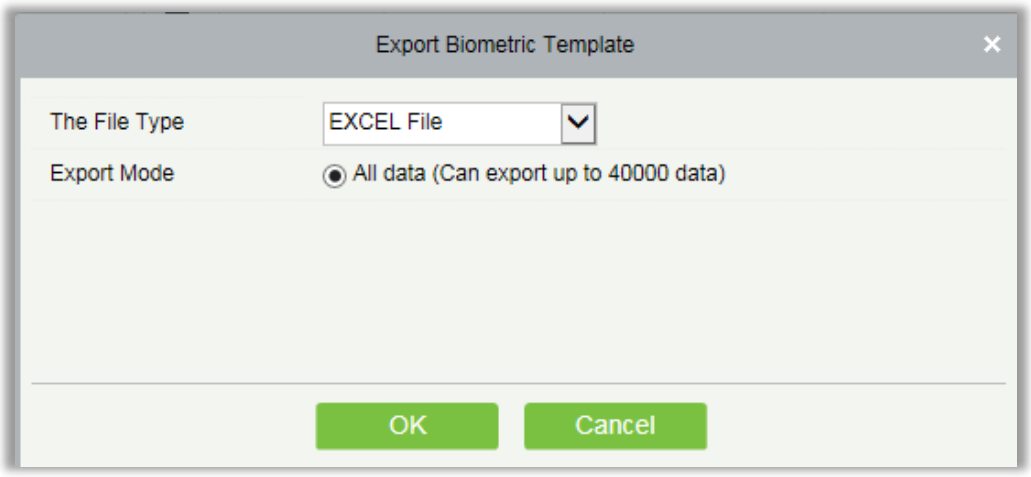


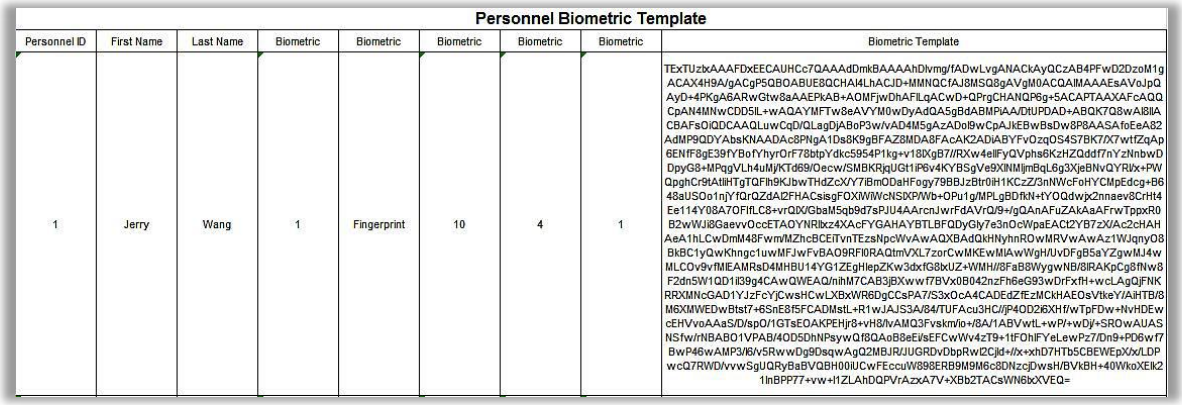
ZKTECO
Person

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	TP443566	4461253	abwe@qwe.com	123456	59496464
2	Lucky	Tan	3	Development Department	Female	1992-12-08	2	3	784515	6155266	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	13260079	3322@qq.com	123456	6645454
6	Amber	Lin	4	Financial Department	Female	2017-07-04	6	1	784525004	4628036	787878@eru.com	123456	44620545
7	Jacky	Xiang	1	General		2016-01-05	7	8	ees1213232	6323994	434@qq.com	123456	54243231
8	Glori	Liu	2	Marketing Department	Female	1995-12-05	8	1	433114354	6189166	987@abcd.com	123456	77545353
9	Lilian	Mei	3	Development Department	Female	1992-12-23	9	1	XS22030	9505930	8989@pp.com	123456	221112121

2) Export the Biometric Template.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

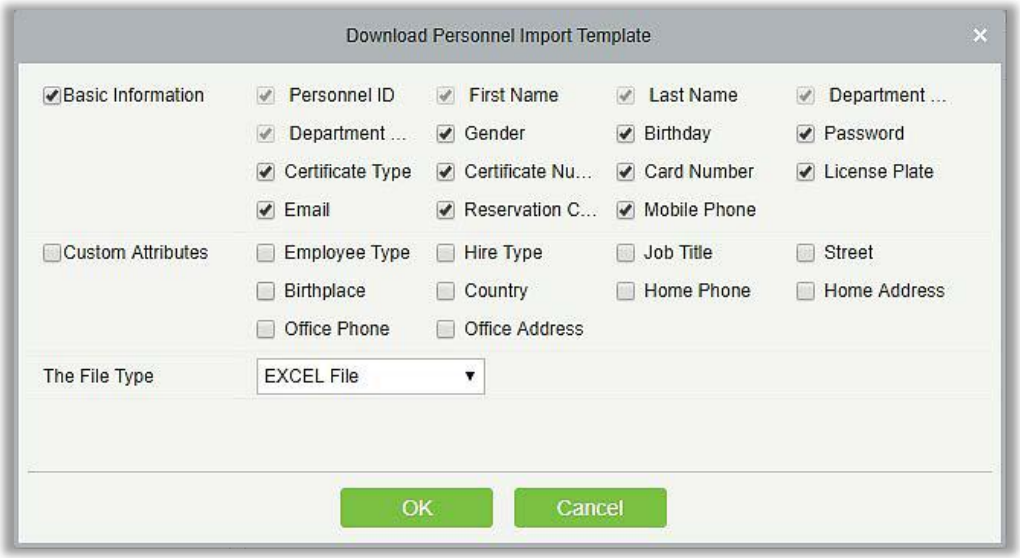




Personnel Biometric Template

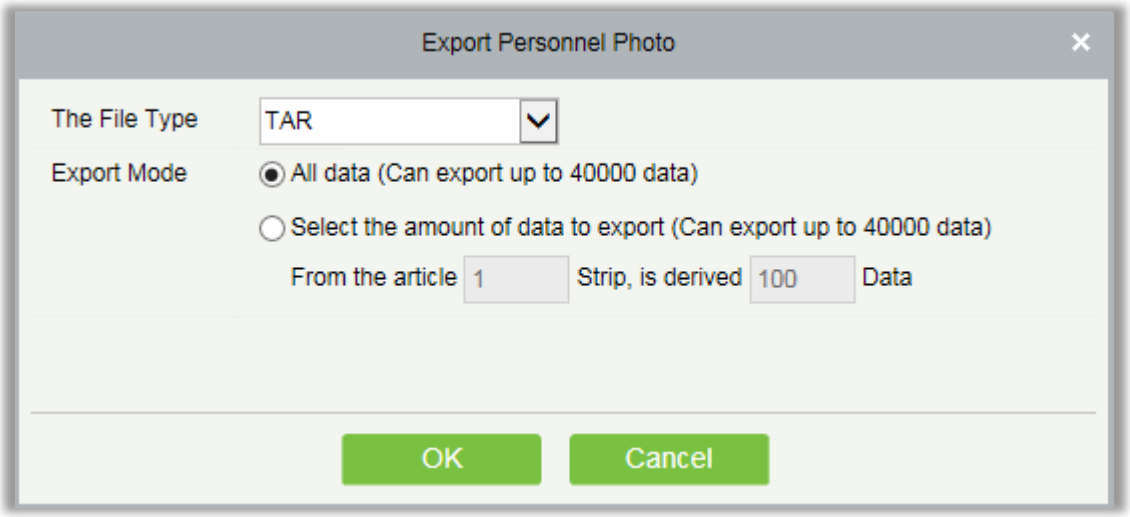
Personnel ID	First Name	Last Name	Biometric	Biometric	Biometric	Biometric	Biometric	Biometric Template
1	Jerry	Wang	1	Fingerprint	10	4	1	TExTUzbxAAAFDxEECAUHCc7QAAAdDmkBAAAAhDlvmg/fADwLvgANACkAyQCzAB4PFwD2DzoM1g ACAX4H9A/gACgP5QBOABUE8QCHAI4LhACJD+MMNQCfAJ8MSQ8gAVgM0ACQAIMAAAEsAVoJpQ AyD+4PKgA6ARwGtw8aAAEPkAB+AOMFjwDhAFILqACwD+QPrgCHANQP6g+5ACAPTAAXAFcAQQ CpAN4MNwCDD5iL+wAQAYMFTw8eAVYM0wDyAdQA5gBdABMPiAA/DtUPDAD+ABQK7Q8wAI8IIA CBAFsOiQDCAAQLuwCqD/QLagDjABoP3w/vAD4M5gAzADoI9wCpAJkEBwBsDw8P8AASAfoEeA82 AdMP9QDYAbsKNAADAc8PNgA1Ds8K9gBFAZ8MDA8FAcAK2ADiABYFvOzqOS4S7BK7/X7wtfZqAp 6ENfF8gE39fYBofYhyrOrF78btpYdkc5954P1kg+v18lXgB7//RXw4ellFyQVphs6KzHZQddf7nYzNnbwD DpyG8+MPqgVLh4uMjYKTd69/Oecw/SMBKRjgUGt1iP6v4KYBSgVe9XlNMjmBqL6g3XjeBNvQYRlx+PW QpghCr9tAtliHTgTQFlh9KJbwTHdZcX/Y7iBmODaHFogy79BBJzBtr0iH1KCzZ/3nNWcFoHYCMpEdcg+B6 48aUSOo1njYfQrQZdAlZFHACsisgFOXlWlWcNSDXPWb+OPu1g/MPLgBDfkN+tYOQdwjx2nnaev8CrHt4 Ee114Y08A7OFlfLC8+vrQDXGbaM5qb9d7sPJU4AArcnJwrFdAVrQ/9+/gQAnAFuZAkAaAFrwTppxR0 B2wWJi8GaevvOccETAOYNRlbz4XAcFYGAHAYBTLBFQDyGly7e3nOcWpaEACt2YB7zX/Ac2cHAH AeA1hLCwDmM48FwrnMZhcBCEITvnTEzsNpcWvAwAQXBAdQkHNyhnROwMRVwAwAz1WJqnyO8 BkBC1yQwKhngc1uwMFJwFvBAO9RFl0RAQtmVXL7zorCwMKEwMIAwWgH/UvDFgB5aYZgwMJ4w MLCOv9vfMEAMRsD4MHBU14YG1ZEgHlepZKw3dxfG8bUZ+WMH/8FaB8WygwNB/8IRAKpCg8fNw8 F2dn5W1QD1Il39g4CAwQWEAQ/nihM7CAB3jBXwwf7BVx0B042nzFh6eG93wDrFxfH+wcLAgQjFNK RRXMNcGAD1YJzFcYjCwsHCwLXBxWR6DgCCsPA7/S3xOcA4CADEdZfEzMCkHAEOsVtkeYiAiHTB/8 M6XMWEDwBtst7+6SnE8f5FCADMstL+R1wJAJS3A/84/TUFAcu3HC//jP4OD2j6XHf/wTpFDw+NvHDEw cEHVvoAAaSf/spO/1GTsEOAKPEHjr8+vH8/lvAMQ3Fvskm/io+/8A/1ABVwtL+wP/+wDj+SROwAUAS NSfw/rNBAB01VPAB/4OD5DhNPsywyQf8QAoB8eEi/sEFCwWv4zT9+1tFOhlFYeLewPz7/Dn9+PD6wf7 BwP46wAMP3/l6/v5RwwDg9DsqwAgQ2MBJR/JUGRDvDbpRwI2Cjld+//x+xhD7HTb5CBEWEpVx/LDP wcQ7RWD/vvwSgUQRyBaBVQBH00lUCwFEccuW898ERB9M9M6c8DNzcjDwsH/BVkBH+40WkoXEIk2 1lnBPP77+vw+l1ZLAhDQPVrAzxA7V+XBb2TACsWN6boXVEQ=

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



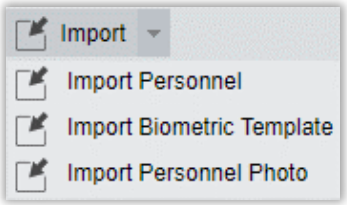
4) Export Personnel Photo.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

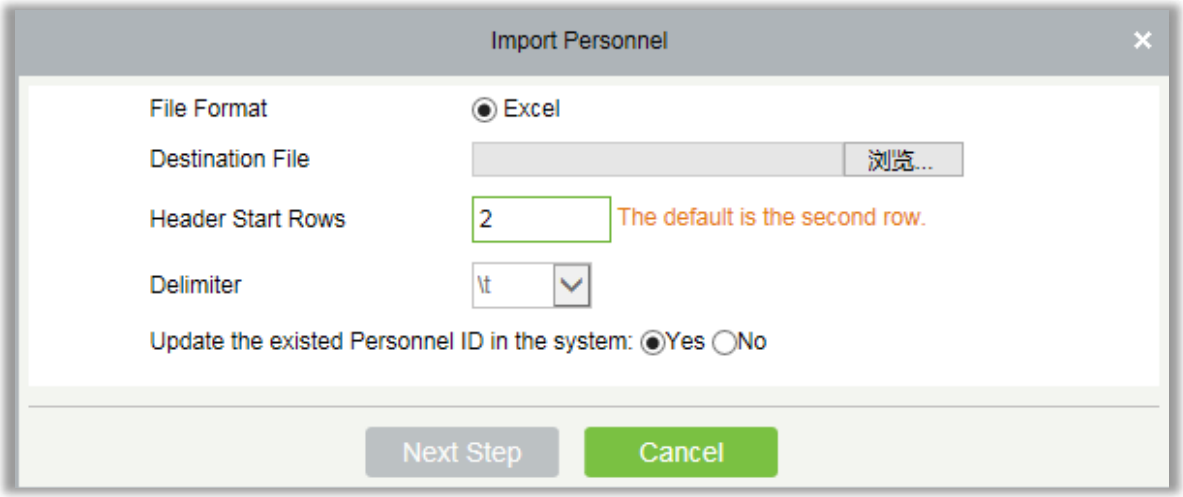


- Import

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

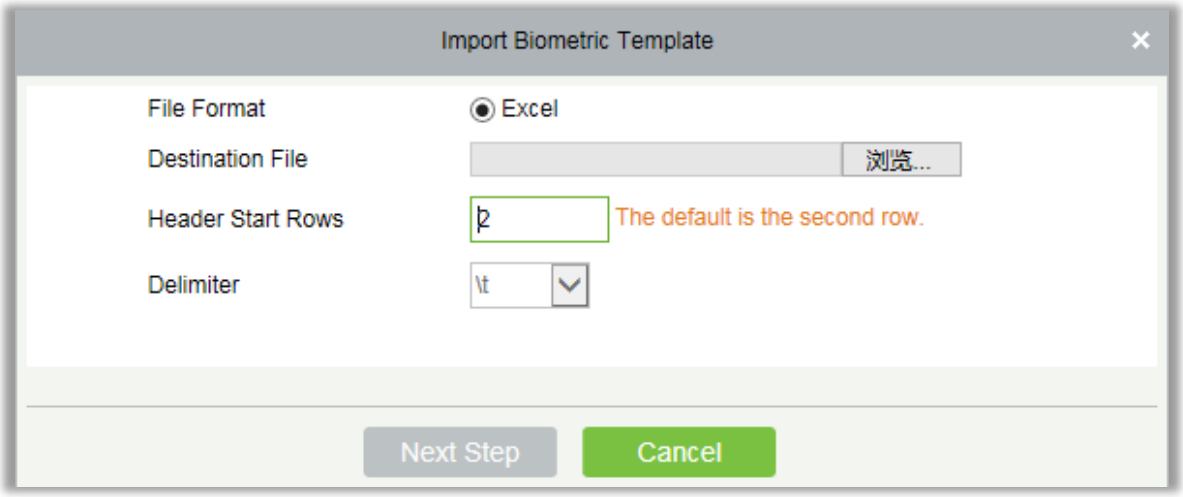


1) Import Personnel: Select "Yes" for [Update the existed Personnel ID in the system], the original data will be overwritten when the personnel ID is repeated; select "No", the opposite.

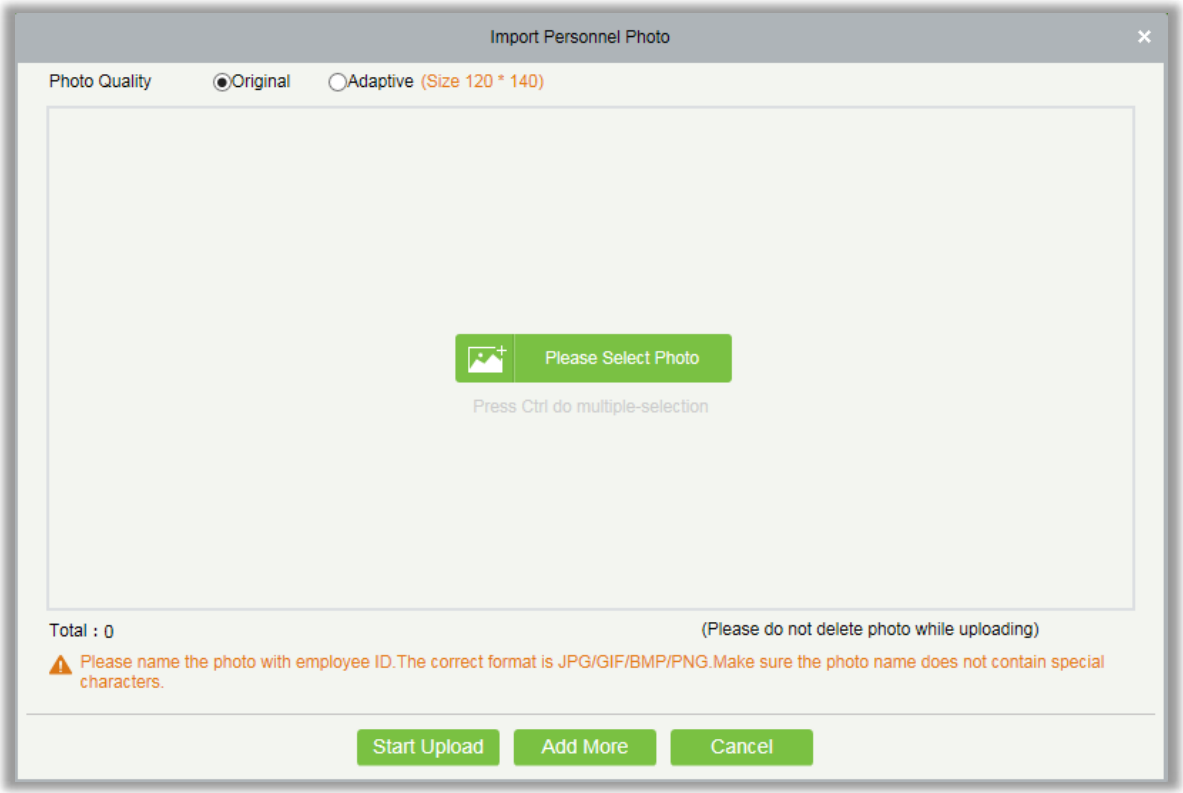


2) Import Biometric Template.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



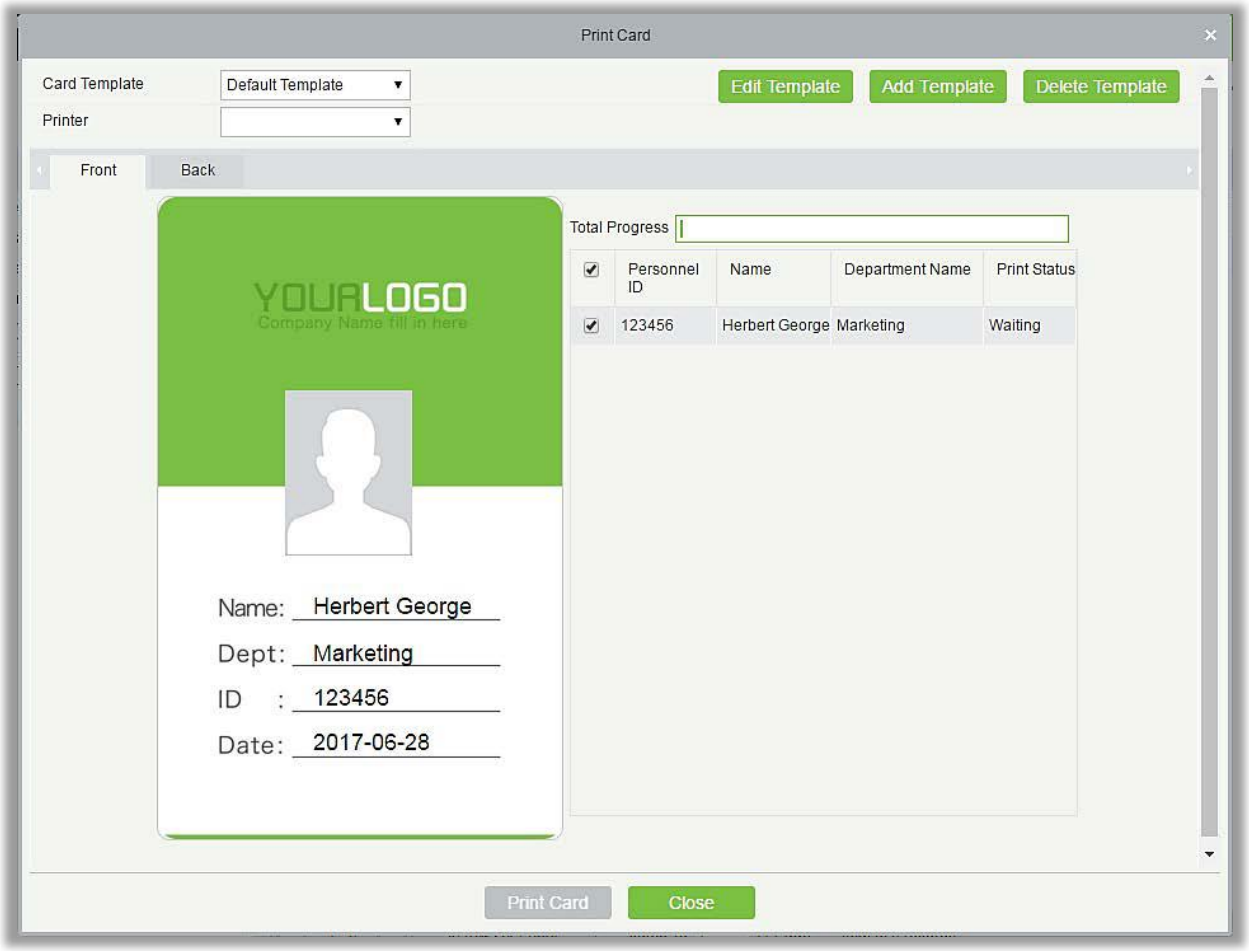
3) Import Personnel Photo: The personnel photo need to be named by personnel ID, supporting common picture formats, such as jpg, jpeg, png, gif, etc.



- Card Printing

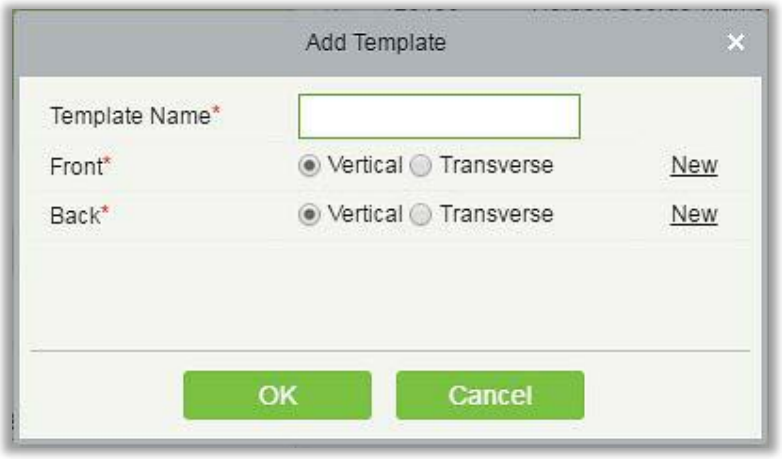
Click [Personnel] > [Person], then select a person and click [Print Card].

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



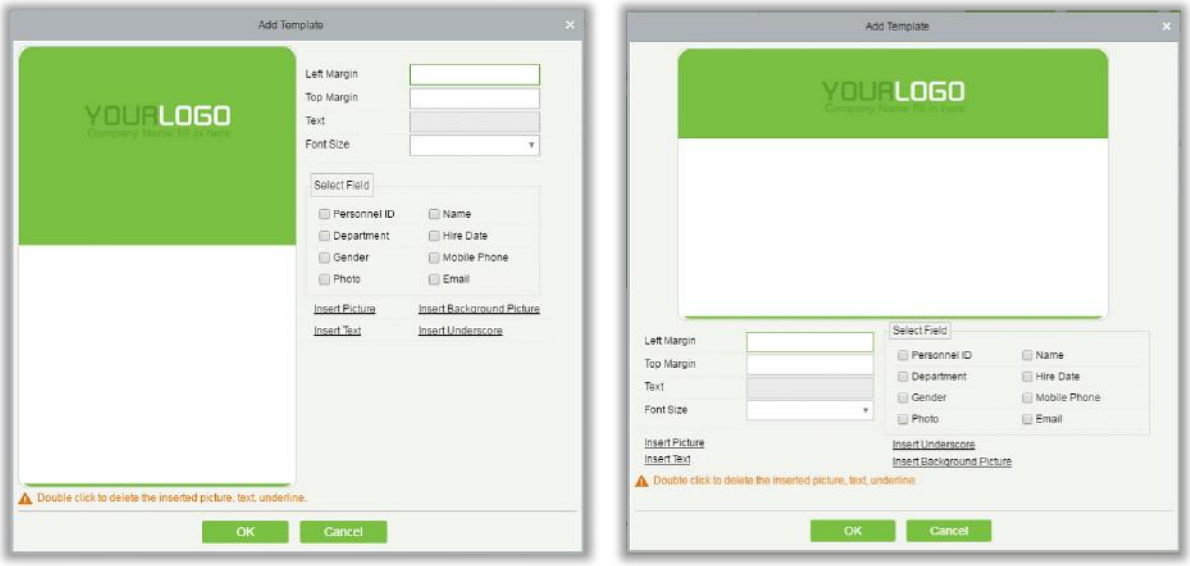
Select a card template and a printer and click [Print Card].

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

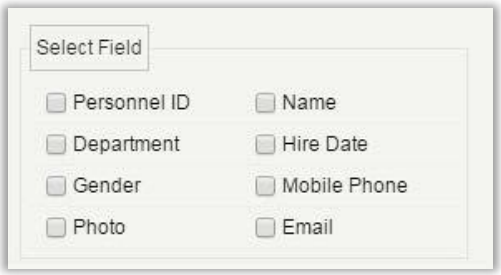


Input the [Template Name], select the template direction, then click [OK]. The top figure below is a vertical template and the bottom one is a transverse template.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



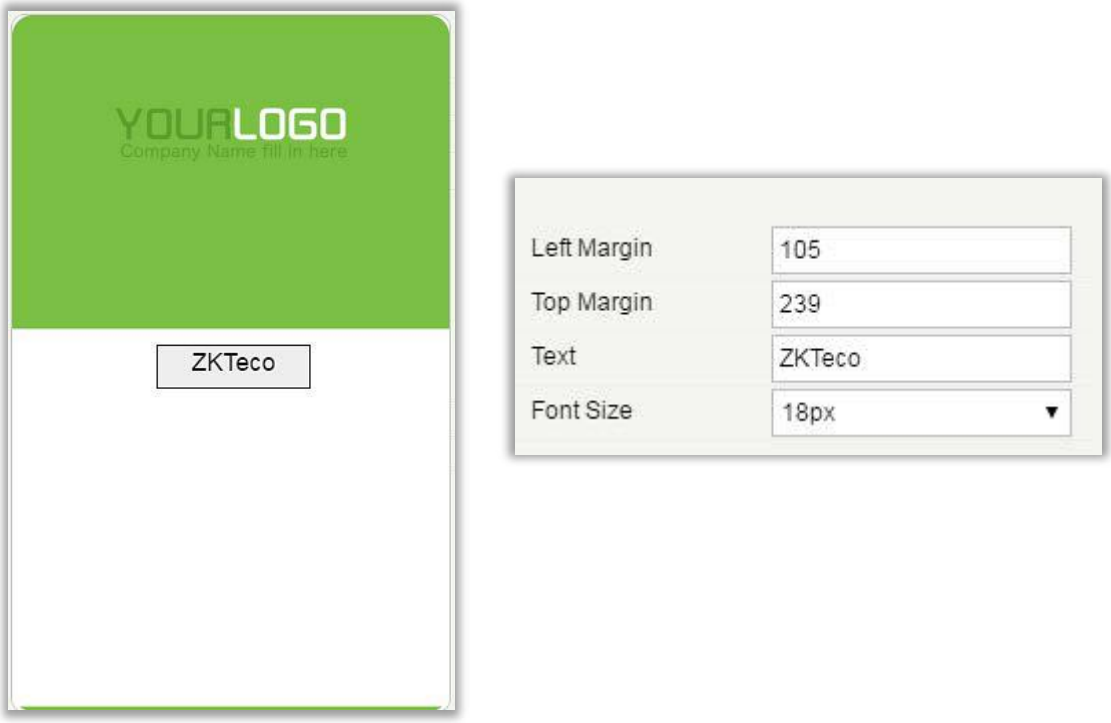
(1) Select fields.



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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

(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.



✍Notes:

➢ Click to delete the inserted fields.

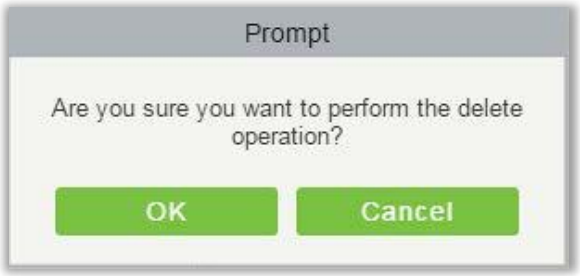
Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

- Double-click the inserted pictures, texts or underlines to delete them.
- Upload a background image of 635 x 1010 pixels for a vertical template and 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.

✍**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.

3.1.2 Department

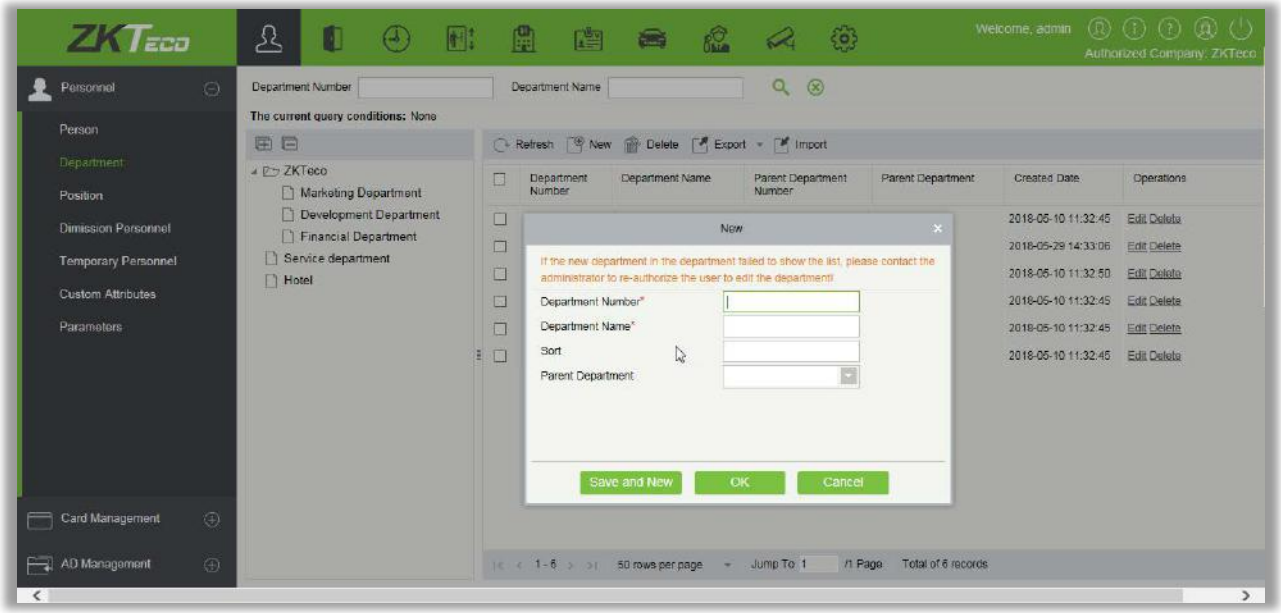
Before managing company personnel, it is required to set a departmental organization chart of the company. Upon the first use of the system, by default it has a primary department named [General] and numbered [1]. This department can be modified but can't be deleted.

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

- Add a Department

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



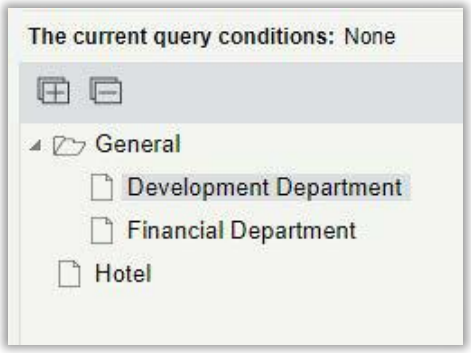
Fields are as followed:

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

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

Sort: Number only. The valid range is 1-999999999. The smaller the number of department sort in a same level, the higher ranks such department have. If this field is empty, it will be arranged in accordance with the increasing order.

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



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

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

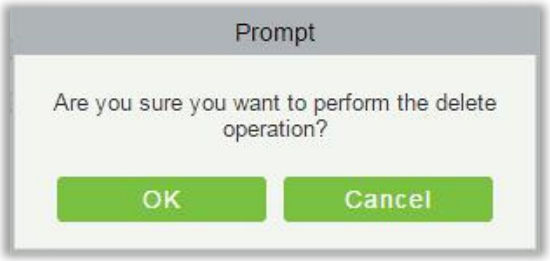
Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

- Edit a Department

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

- Delete a Department

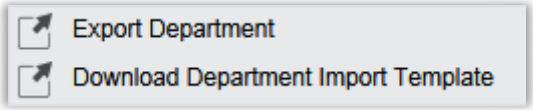
1. Click [Personnel] > [Personnel] > [Department] > [Delete]:



2. Click [OK] to delete.

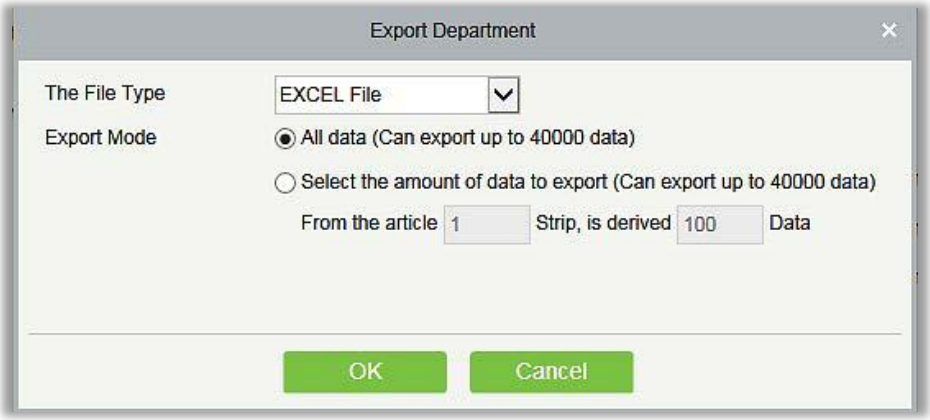
✍**Note:** If the department has sub-departments or personnel, the department cannot be deleted.

- Export



a) Export Department includes Exporting Department and Downloading Department Import Template.

b) Department: can be exported in EXCEL, PDF, CSV file format.



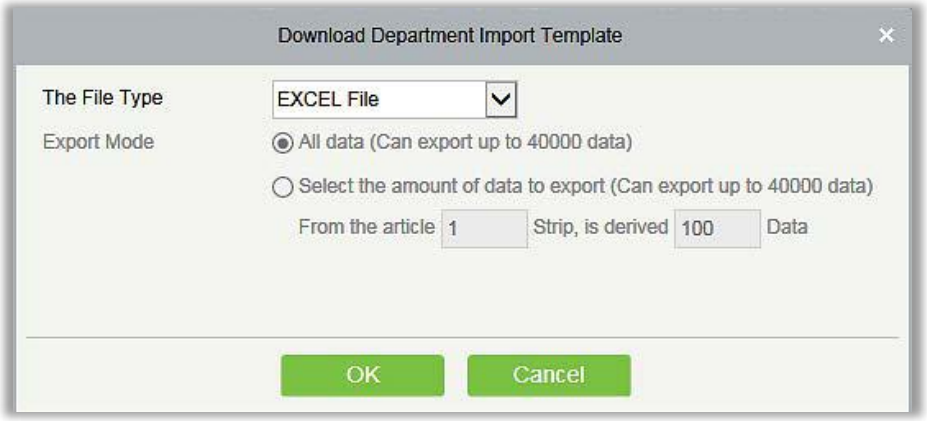
Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

ZKTECO

Department

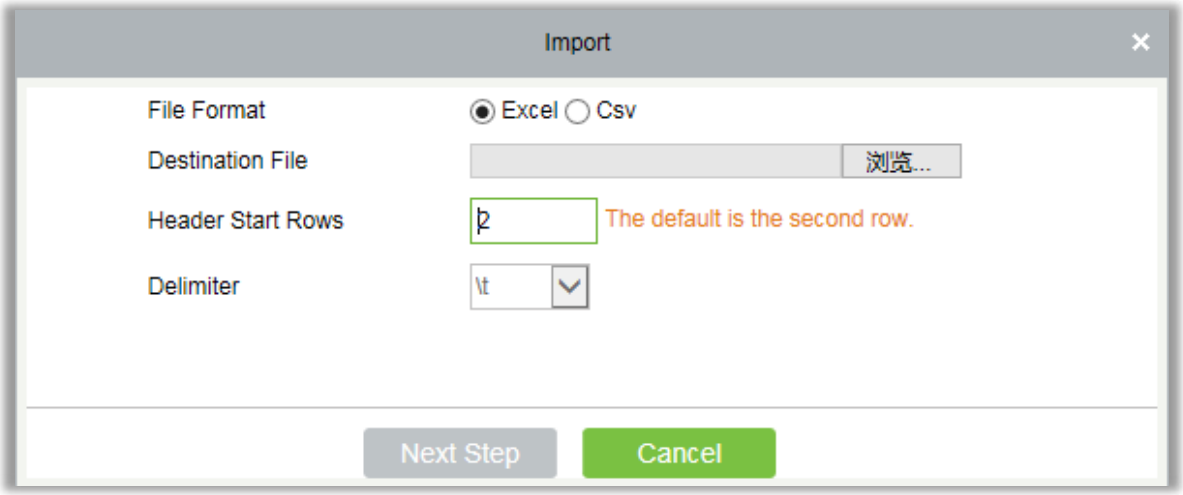
Department Number	Department Name	Parent Department Number	Parent Department	Created Date
hotel	Hotel			2017-12-15 09:06:51
4	Financial Department	1	General	2017-12-15 09:06:48
3	Development Department	1	General	2017-12-15 09:06:48
2	Marketing Department	1	General	2017-12-15 09:06:48
1	General			2017-12-15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

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



- Import

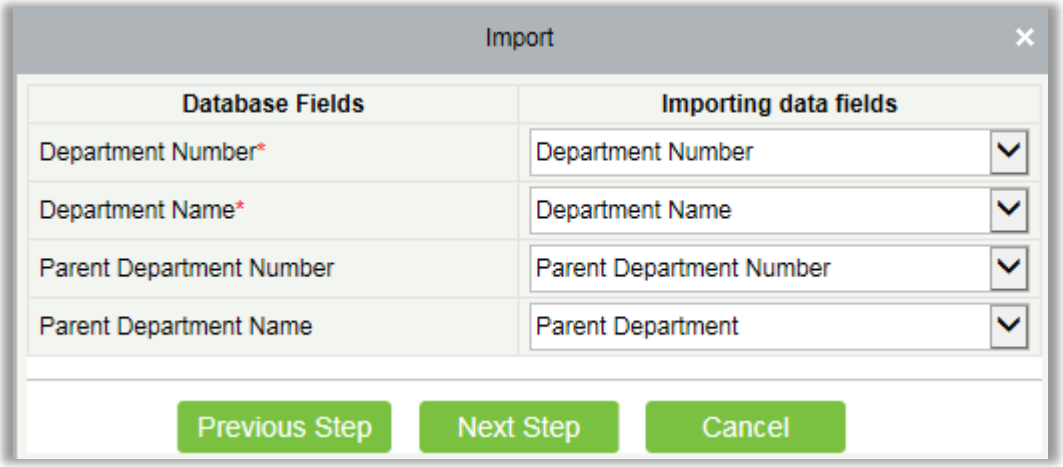
1) Click [Personnel] > [Department] > [Import], the import interface is as follows



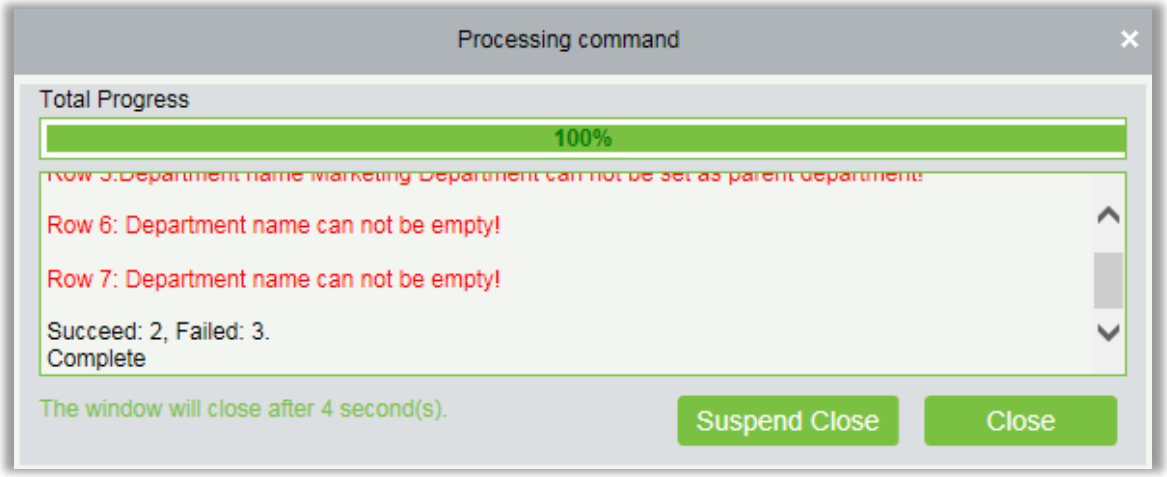
2) Import department information: can import EXCEL, CSV format files.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

3) Select the destination file, fill in the header start rows, click [Next Step], the interface are as follow:



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

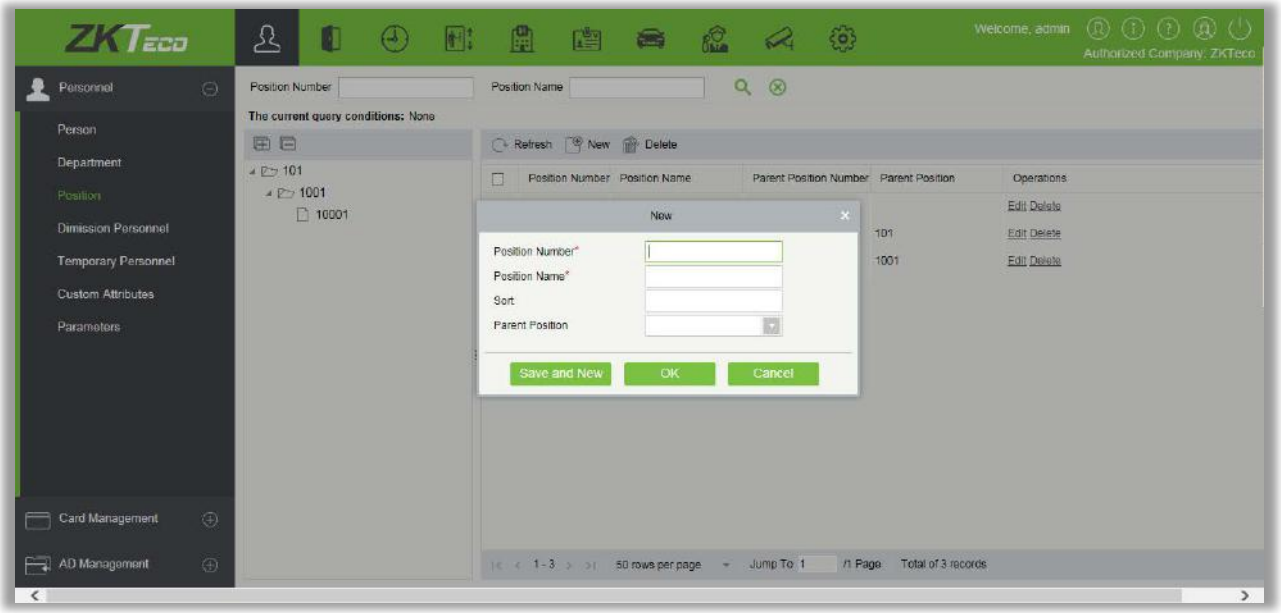


3.1.3 Position

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

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



Fields are as follows:

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

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

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

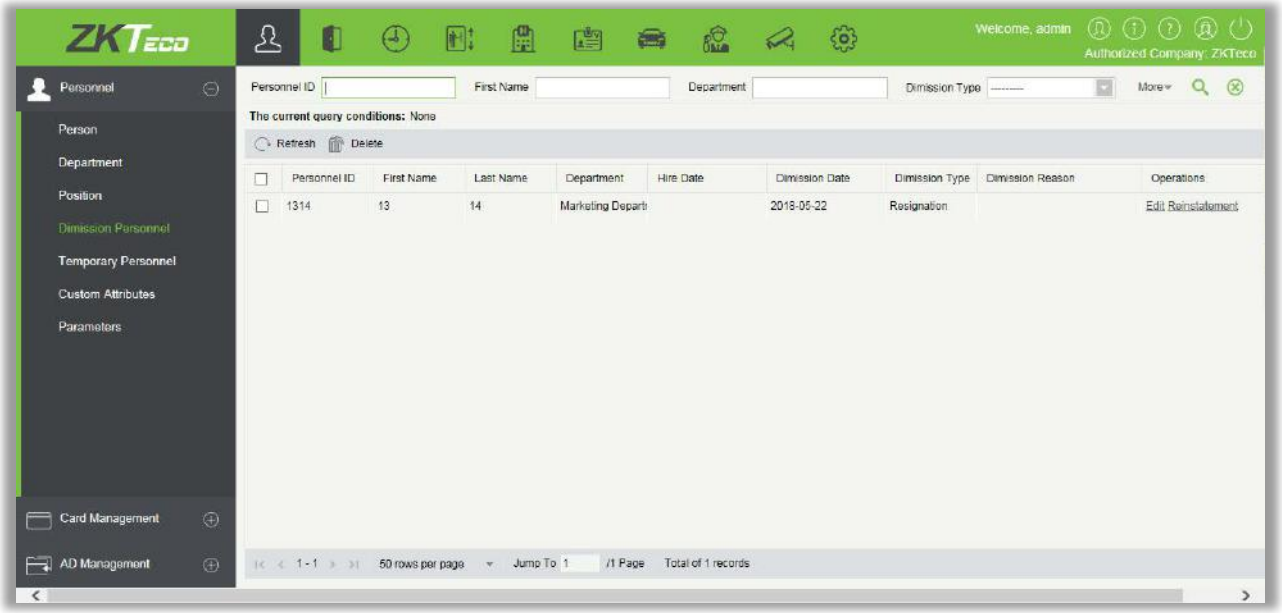
Parent Position: By default, there are no position. It is an important parameter to organize the personnel as per their skills and competency.

2. Fill the details as required and save.

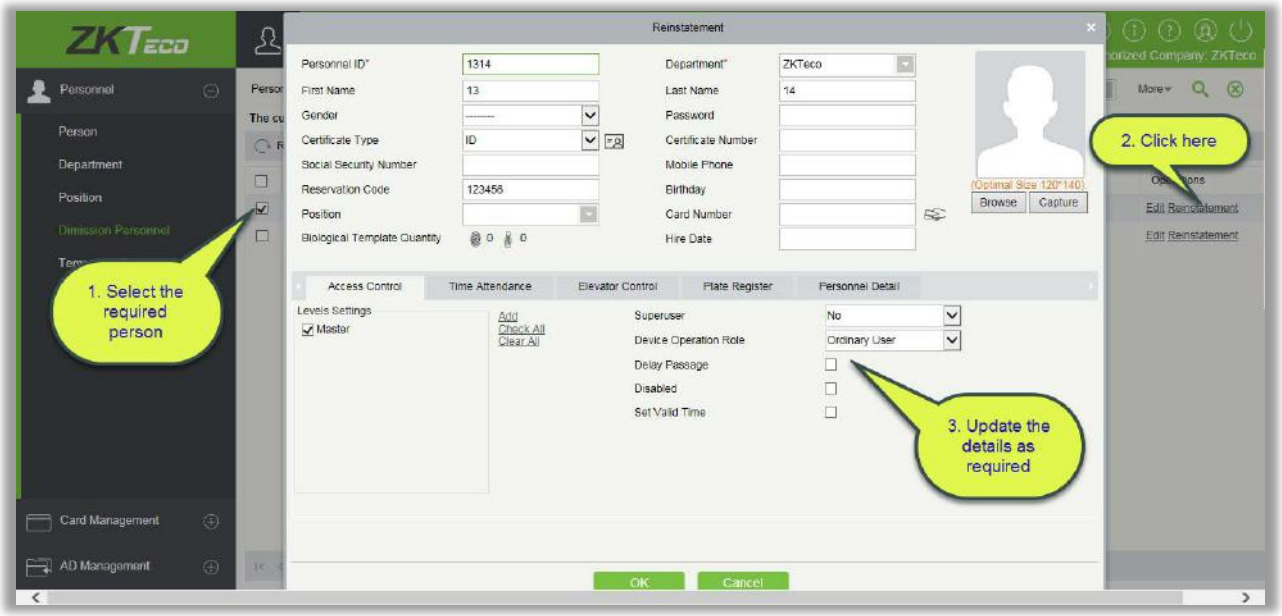
3.1.4 Dimission Personnel

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



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

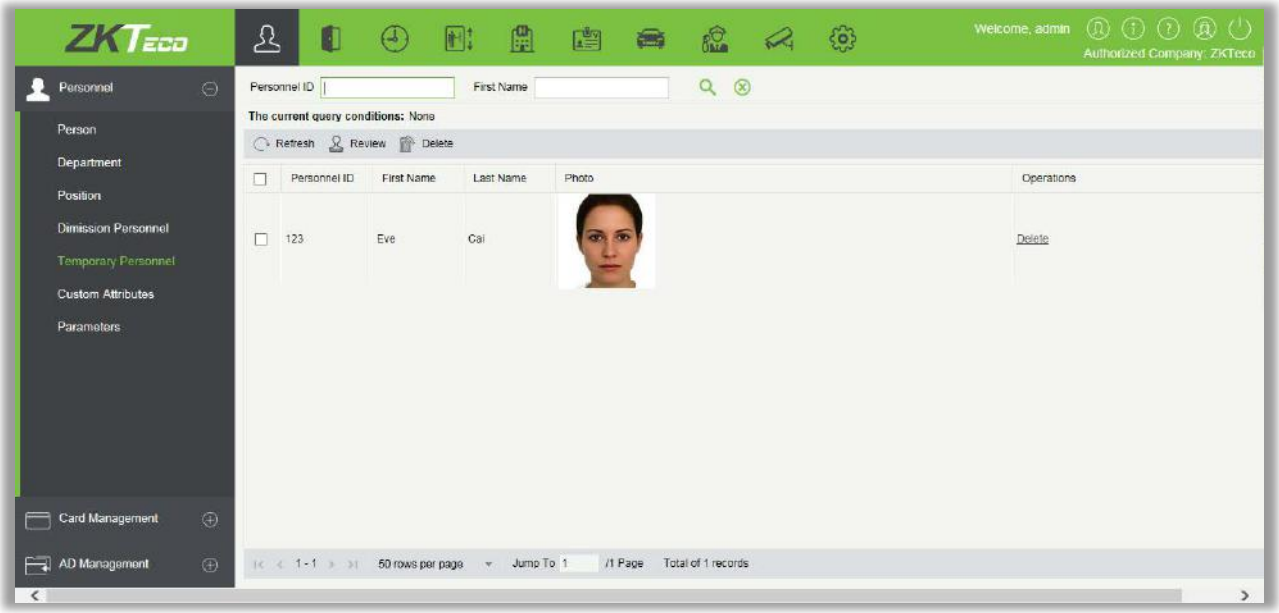


2. Once the details are updated, click [OK] to save.

3.1.5 Temporary Personnel

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

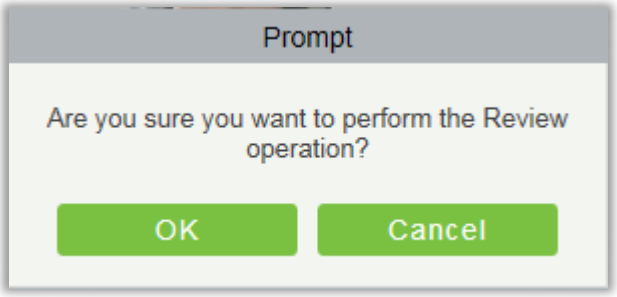


- Refresh

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

- Review

Select a temporary personnel and click [Review]:



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

- Delete

Delete the selected temporary personnel.

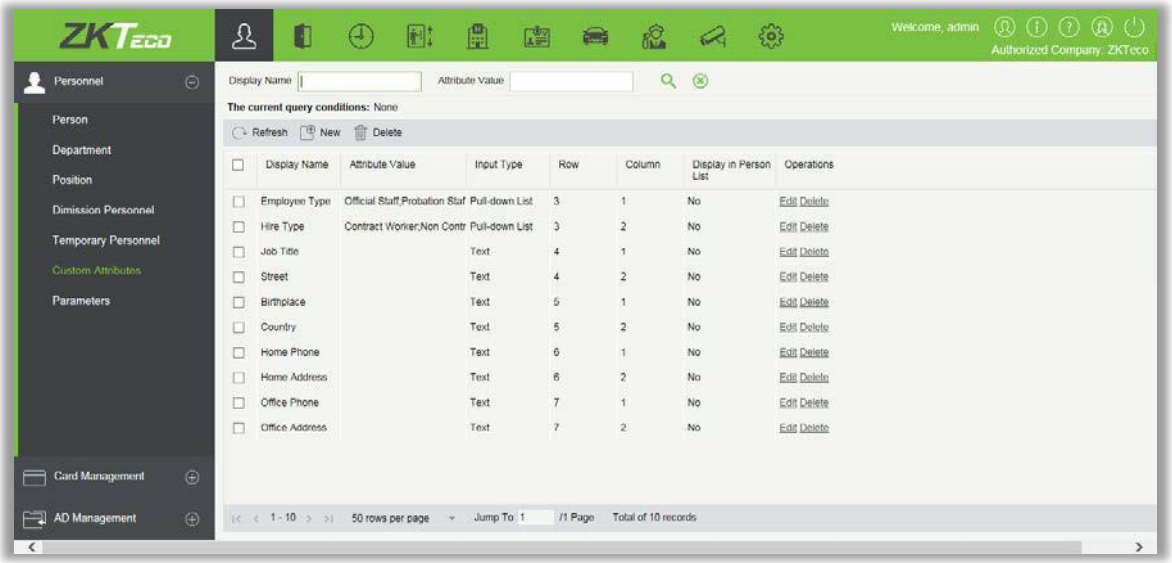
3.1.6 Custom Attributes

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

- New a Custom Attribute

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

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



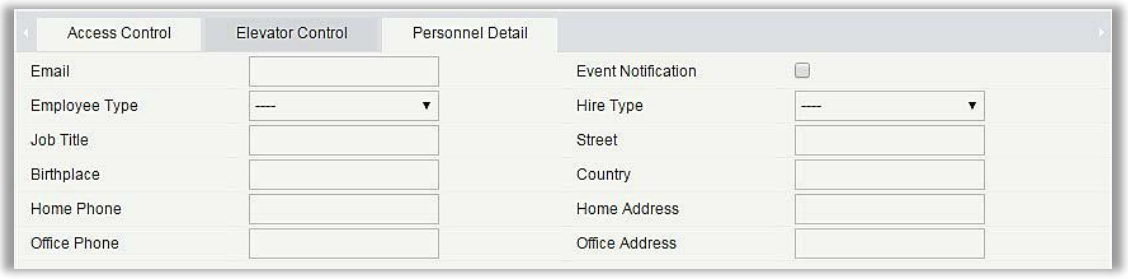
Fields are as follows:

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

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

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

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



- Editing a Custom Attribute

Click [Edit] to modify the corresponding attributes.

- Deleting a Custom Attribute

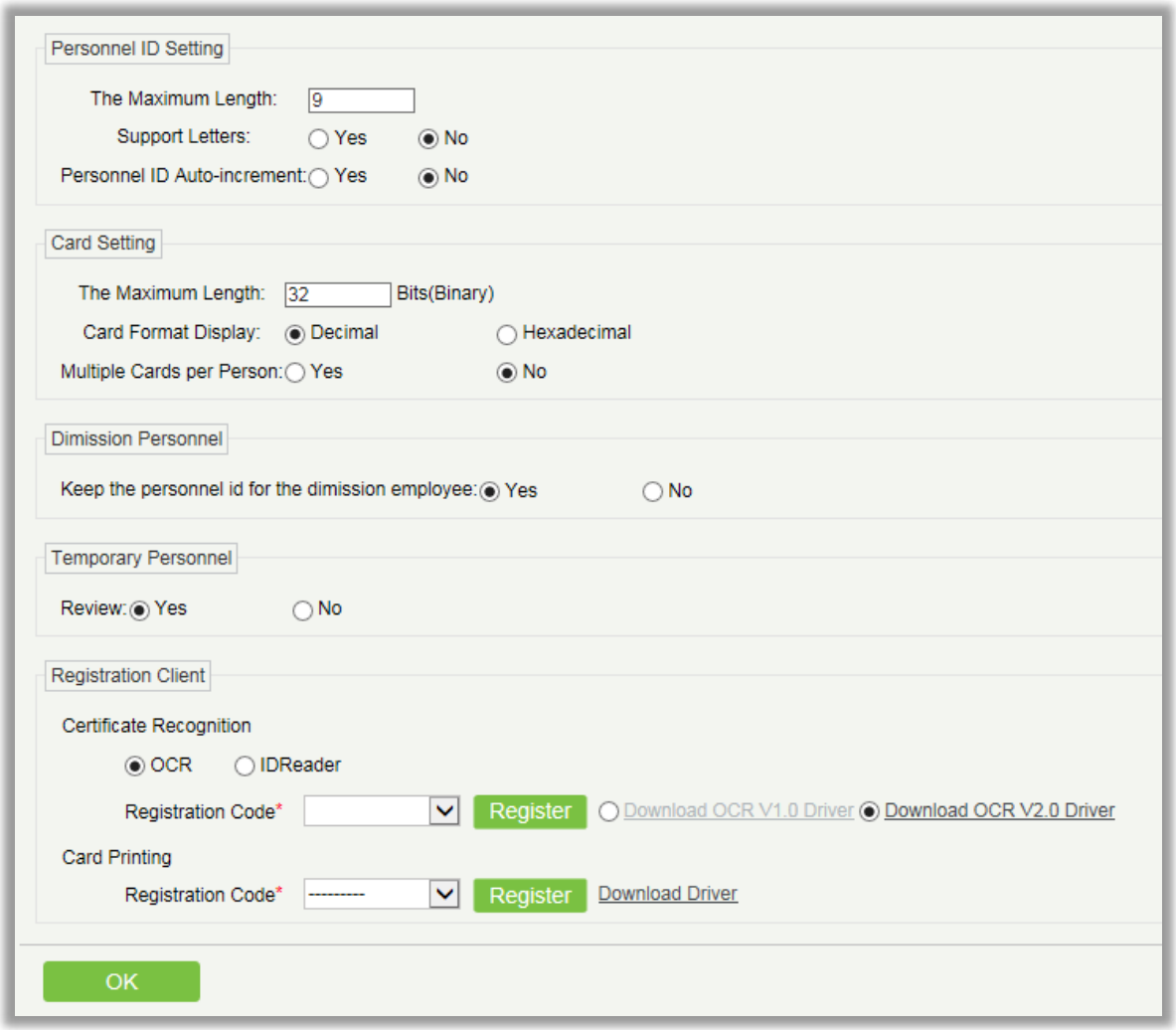
Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

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

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

3.1.7 Parameters

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



2. Set the maximum length for a Personnel ID. and whether it will support letters or not. If Personnel ID Auto increment is selected as Yes, then while adding personnel one by one, the ID in field automatically updates to the next new number.
3. Set the maximum length (binary number) of the card number that the current system will support.
4. Set whether the personnel ID for the demission employee can be kept.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

5. Set whether the temporary personnel uploaded and registered by scanning the QR code of the big-screen facial recognition time and attendance device need to review;
6. Set the card format currently used in the system. The card format cannot be switched once it is set up.
7. Set whether "Multiple Cards per Person" will be allowed or not.
8. Registration Client.

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

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

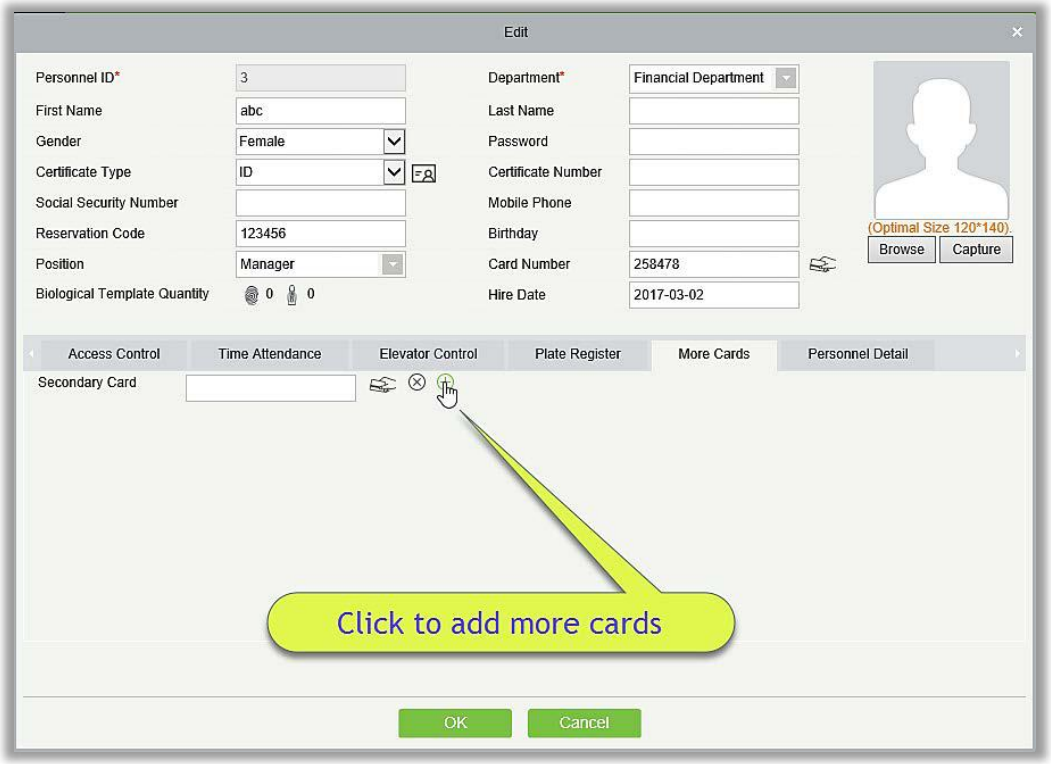
✍**Note:** Click [System] > [Authority Management] > [Client Register] to view the registration code.

9. Click [OK] to save the settings and exit.

- More Cards

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



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

3.2 Card Management

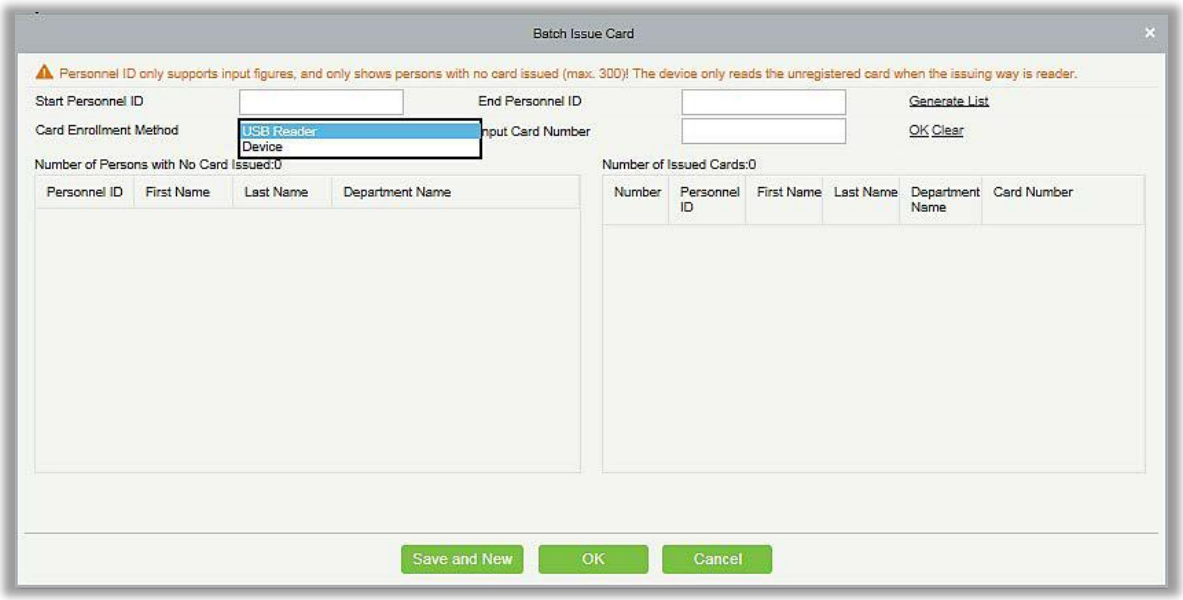
There are three modules in card management: Card, Wiegand Format and Issue Card Record.

3.2.1 Card

- Batch Issue Card

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



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 Start and End Personnel No. only support numbers.

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

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

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

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

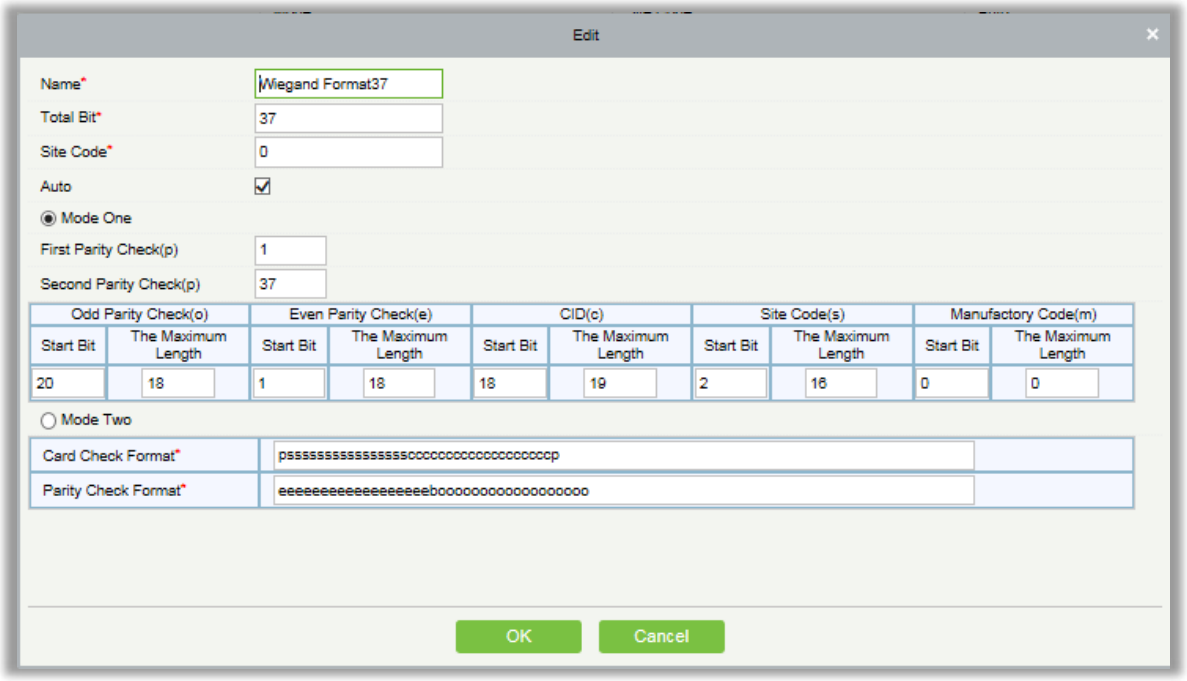
4. Click [OK] to complete card issue and exit.

3.2.2 Wiegand Format

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

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



Format Specifying:

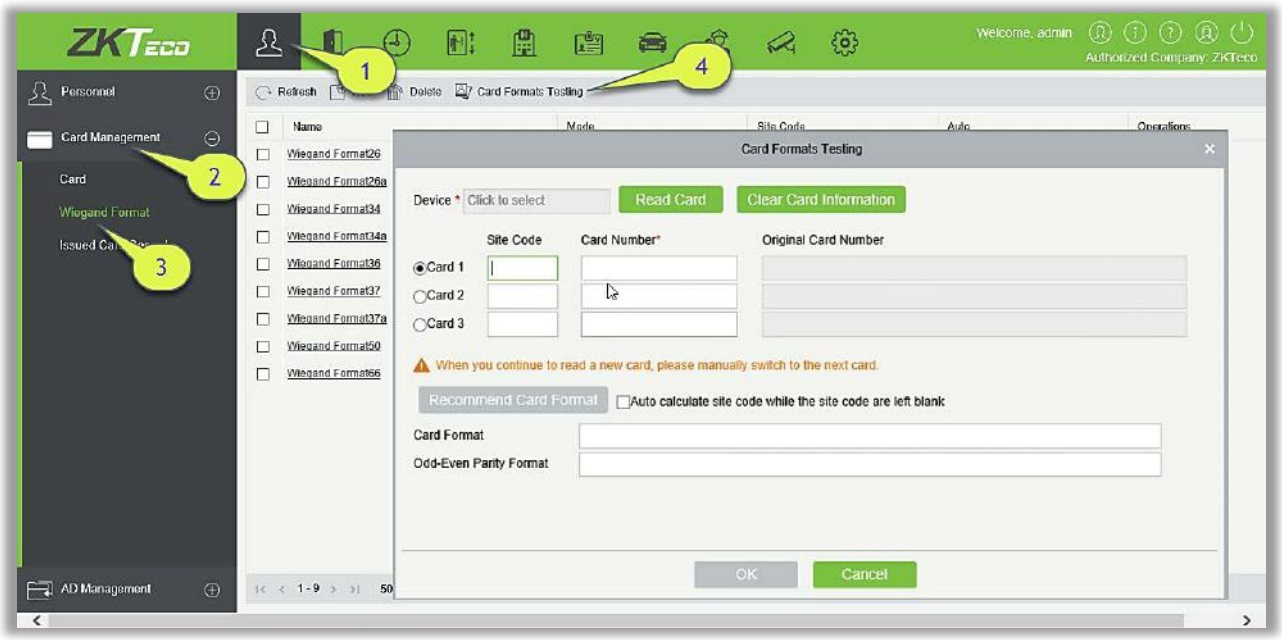
"P" indicates Parity Position; "s" indicates Site Code; "c" indicates Cardholder ID; "m" indicates Manufactory Code; "e" indicates Even Parity; "O" indicates Odd Parity; "b" indicates both odd check and even check; "x" indicates parity bits no check.

The previous Wiegand Format 37: the first parity bits (p) check "eeeeeeeeeeeeeeeee"; the second parity bits check "ooooooooooooooooo". Card Check Format can only be set "p, x, m, c, s"; Parity Check Format can only be set " x, b, o, e".

- ## Card Formats Testing

If the number on the card is different from the number that is displayed after swiping the card, you can use this function to calibrate the Wiegand format. The page is displayed as follows:

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



Select a device that supports the card formats testing function and input the number and site code (optional) found on your 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 will calculate the site code based on the card format and card number.

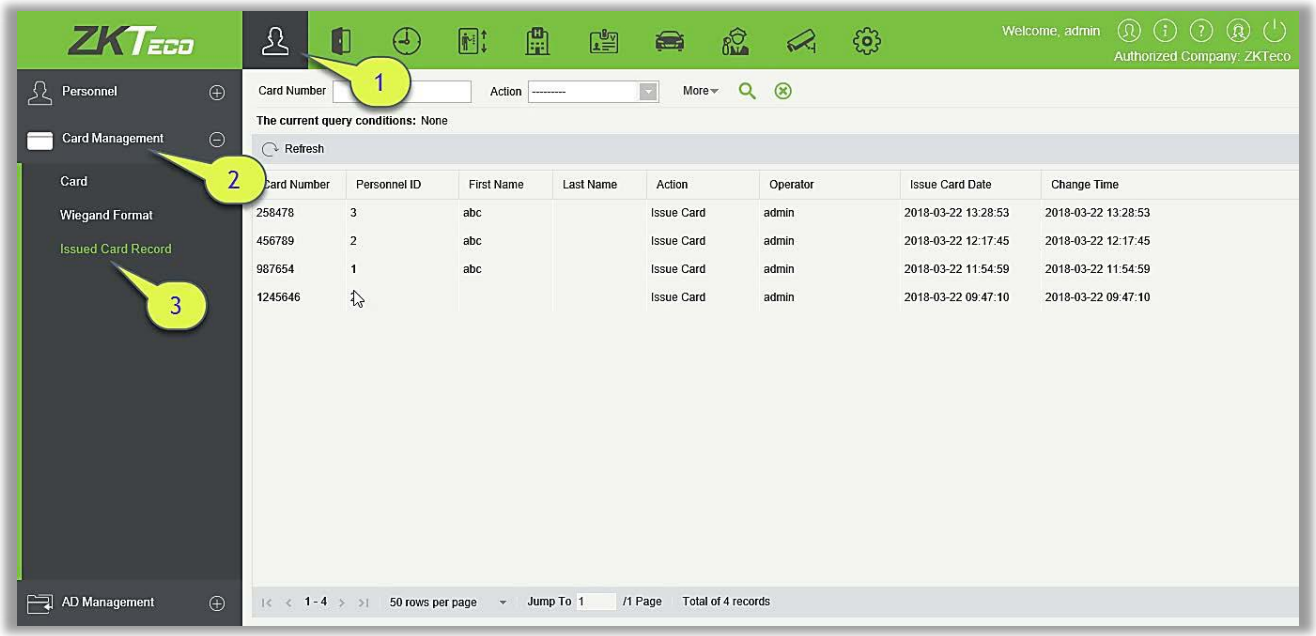
4) Click [OK]. The page will skip to the Wiegand Format Adding page to save the recommended Wiegand format.

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

3.2.3 Issue Card Record

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



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

3.3 AD Management

For details, please refer to its user manual.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

4. Access

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

4.1 Device

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

4.1.1 Device

- Add Device

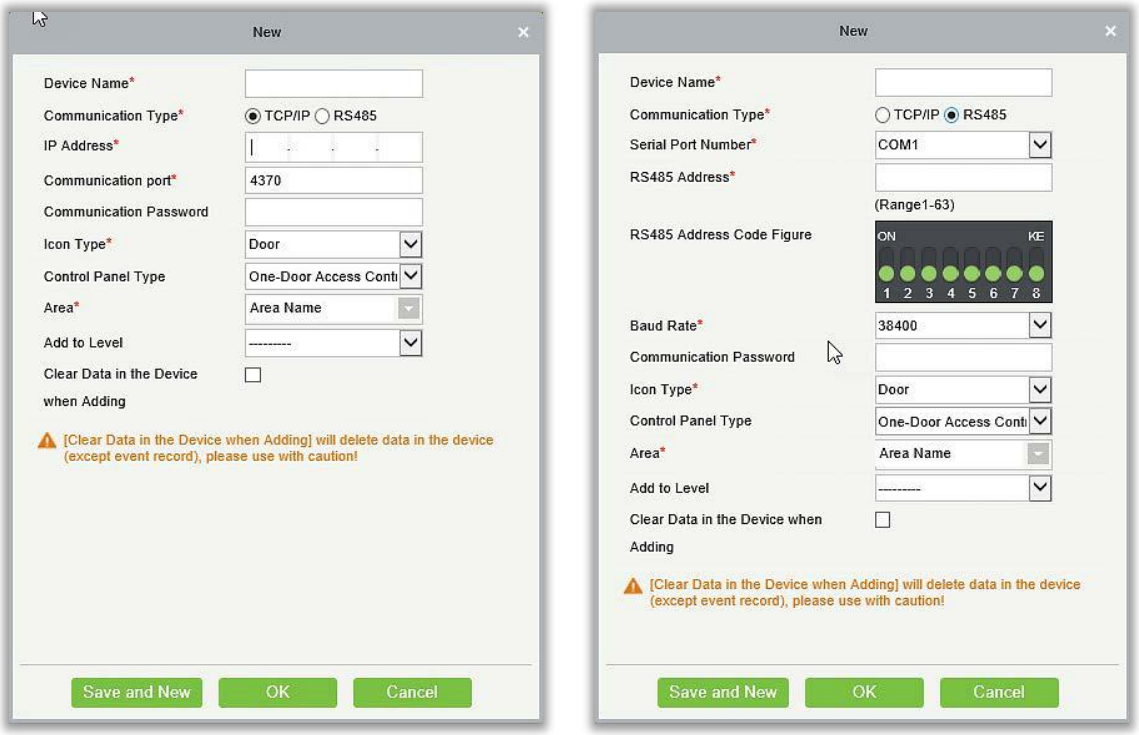
There are two ways to add Access Devices.

1. Add Device by manually

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

      TCP/ IP communication mode RS485 communication mode

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



Fields are as follows:

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

Communication port: The default value is 4370.

Serial Port No.: COM1~COM254.

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

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

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

Common options:

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

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

✍**Notes:**

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

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

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

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

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

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

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

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

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

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

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

Access Controller Settings:

- TCP/ IP Communication Requirements

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

- RS485 Communication Requirements

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

2. Add Device by Searching Access Controllers

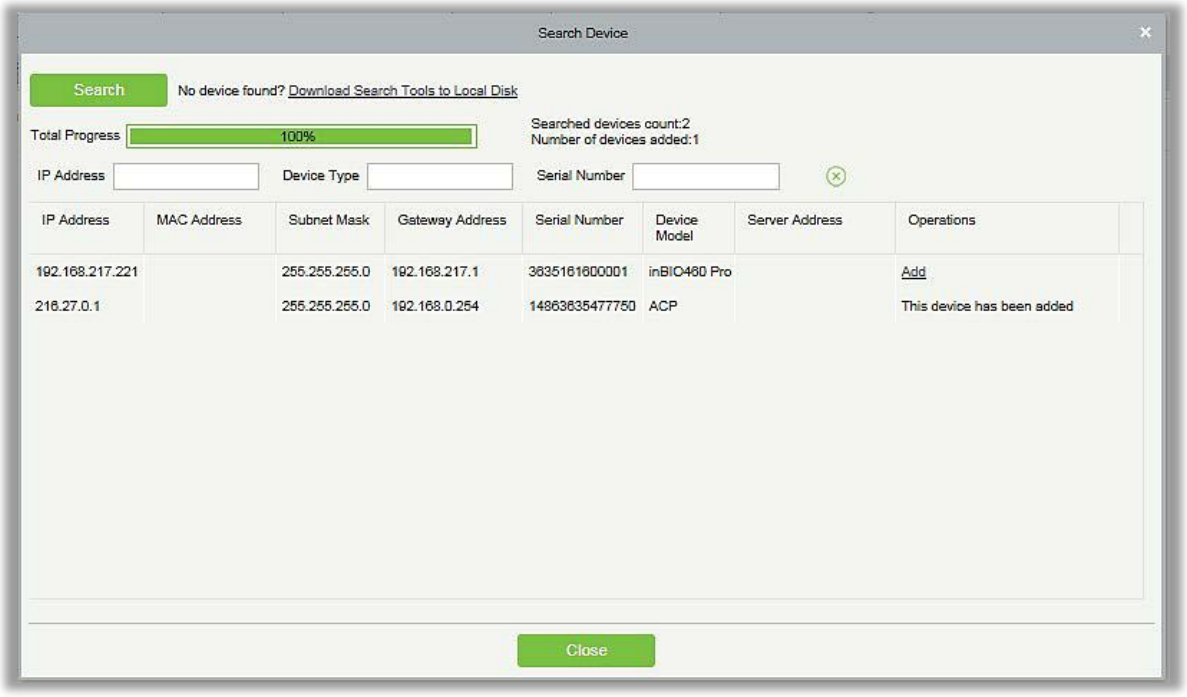
Search the access controllers in the Ethernet.

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

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

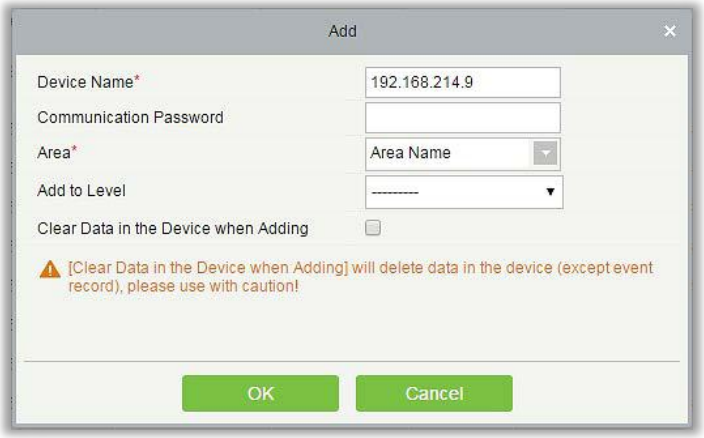
(3) After searching, the list and total number of access controllers will be displayed.



✍**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 it must be in the same subnet, and needs to be configured the gateway and IP address in the same net segment.

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

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

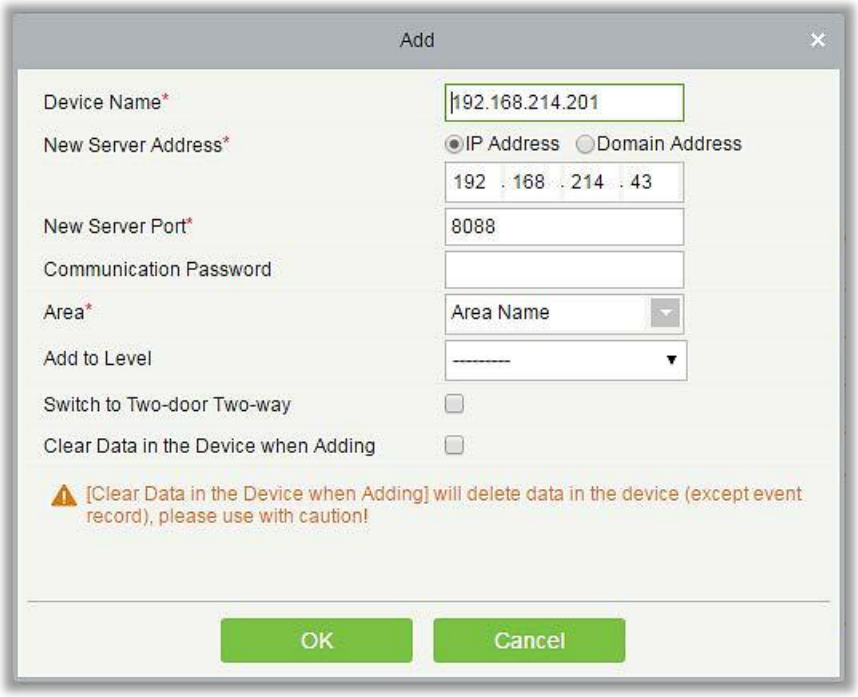


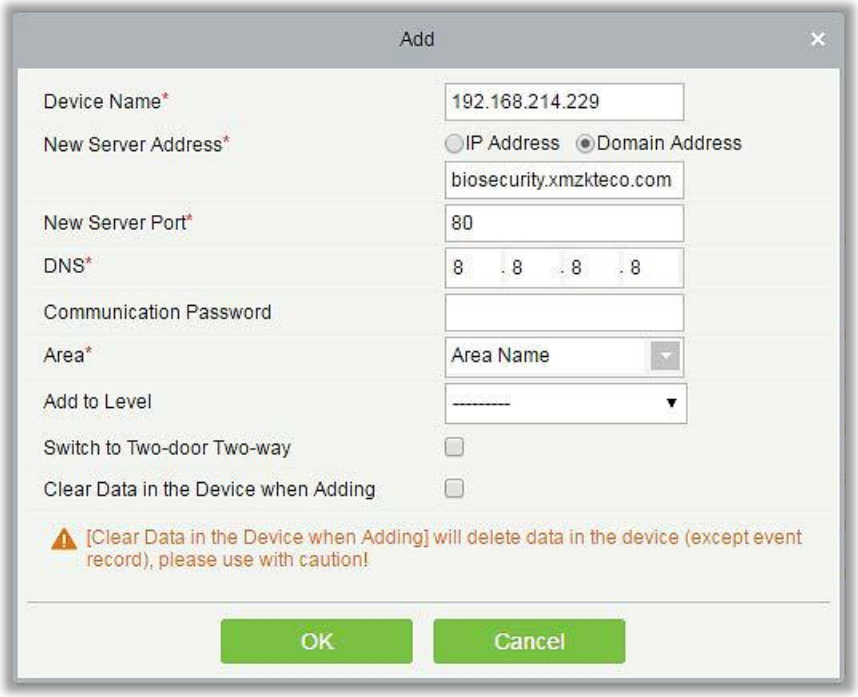
Clear Data in the device when Adding: Tick this option, after adding device, the system will clear all data in the device (except the event logs).

If the device is a push firmware device, the following windows will pop-up after clicking [Add]. If IP Address in [New Server Address] is selected, then configure IP address and port number. If Domain

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

Address in [New Server Address] option is selected, then configure domain address, port number and DNS. Device will be added to the software automatically.





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

New Server Port: Set the access point of system.

DNS: Set a DNS address of the server.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

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

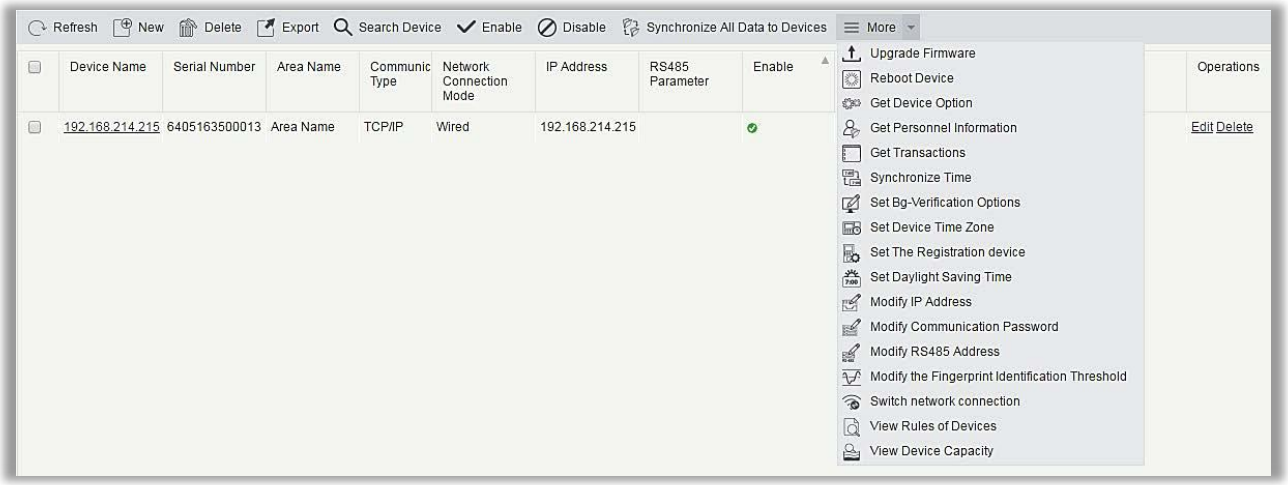
✍**Note:** When using either of the above three device adding methods, if there exist residual data in the original device, please sync original data to it after adding a new device to the software by clicking [Device] > [Synchronize All Data to Devices], otherwise these original data may conflict with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

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

✍**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. Users can edit access controllers within relevant levels in the current system; users can only add or delete devices in Device Management if needed.

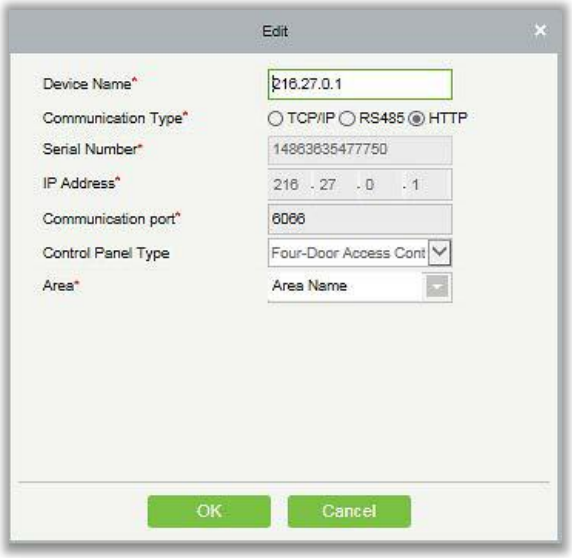


- Edit or Delete a Device

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

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

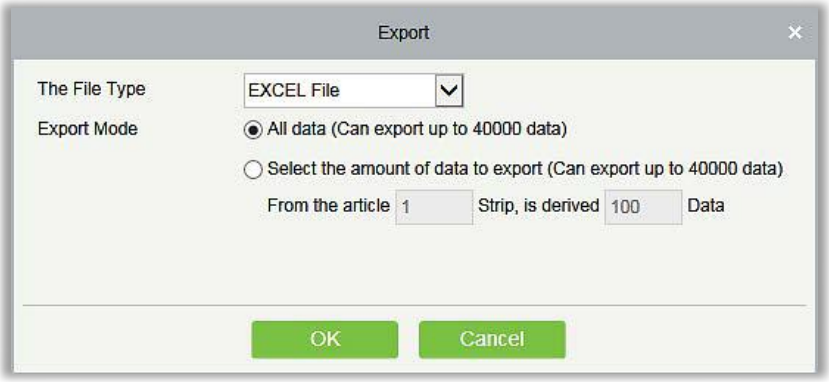


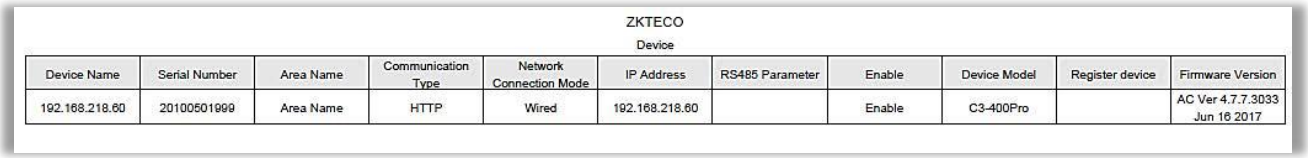
For the details and settings of the above parameters, see Device. Items in grey are not editable. The device Name should be unique and must not be identical to another device.

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

- Export

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





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

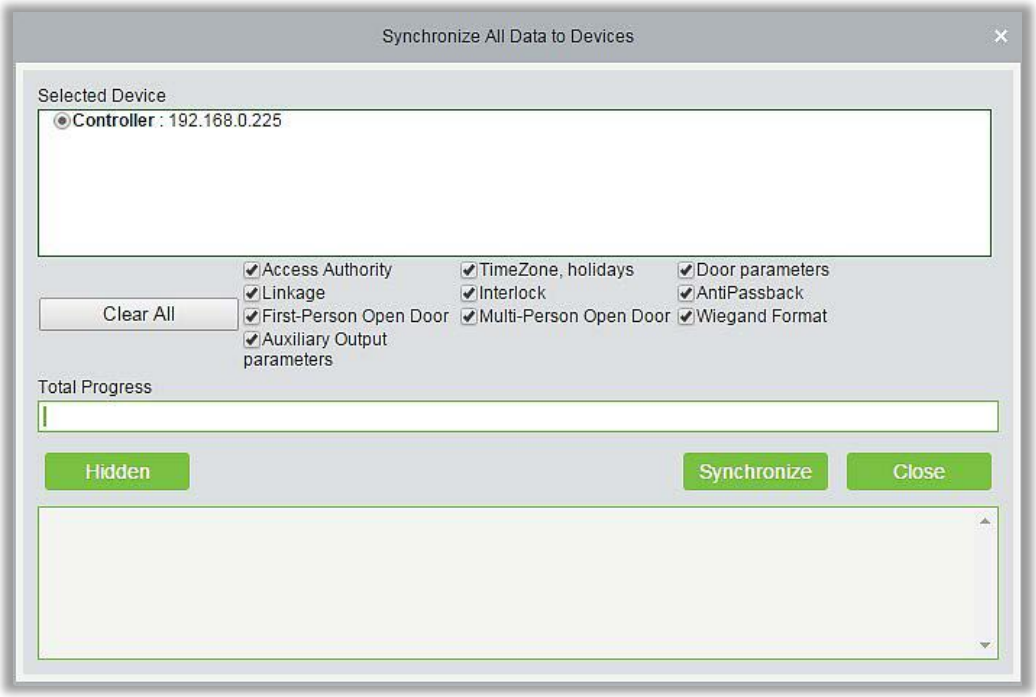
- Disable/Enable

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

- Synchronize All Data to Devices

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



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

- Upgrade Firmware

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

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

- Reboot Device

It will reboot the selected device.

- Get Device Option

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

- Get Personnel Information

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

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

- Get Transactions

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

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

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

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

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

- Synchronize Time

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

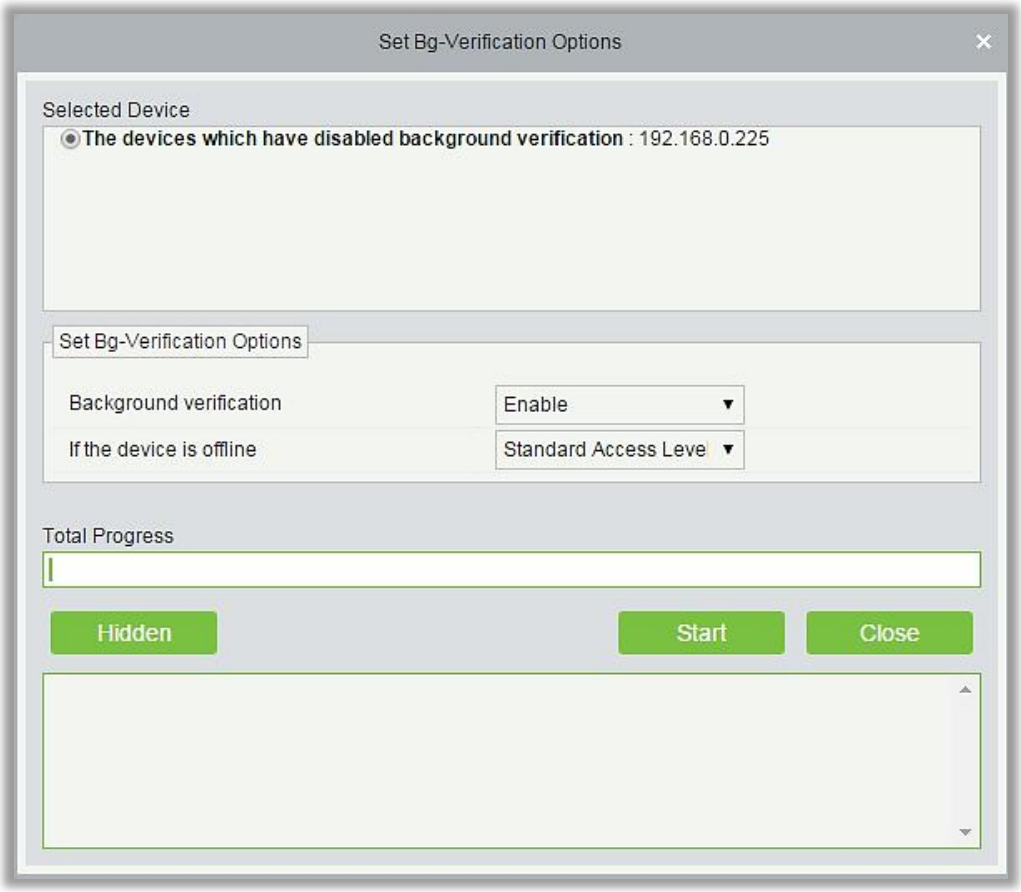
- Set Server

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

- Set Background Verification Parameters

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



Background verification: Enable or Disable Background verification function.

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

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

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

- Set Device Time Zone

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

- Set Daylight Saving Time

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

- Modify IP Address

Select a device and click [Modify IP address] to open the modification interface. It will obtain a real-time network gateway and subnet mask from the device. (Failed to do so, you cannot modify the IP address). Then enter a new IP address, gateway, and subnet mask. Click [OK] to save and quit.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

This function is the similar as [Modify IP Address Function] in Device.

- Modify Communication Password

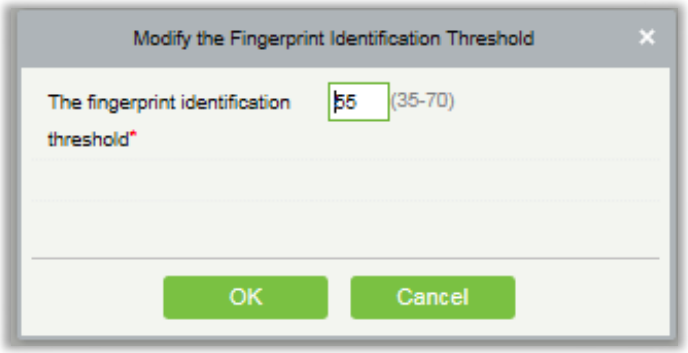
The system will ask for the old communication password before modifying it. After verification, input the new password twice, and click [OK] to modify the communication password.

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

- Modify RS485 Address

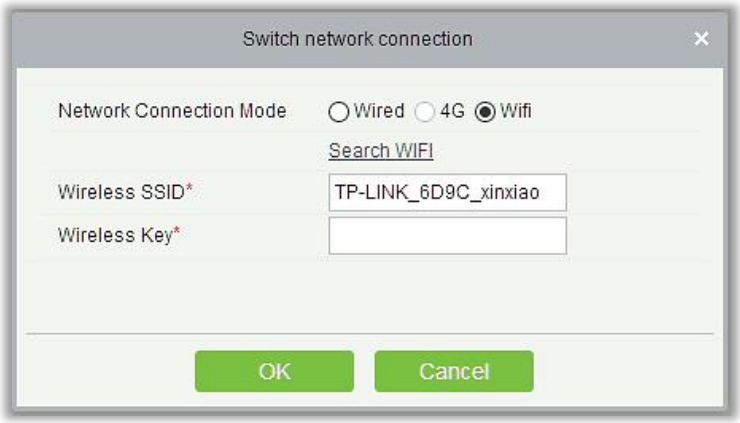
Only the devices that use RS485 communication and with no DIP Switch can modify RS485 address.

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



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

- Switch network connection

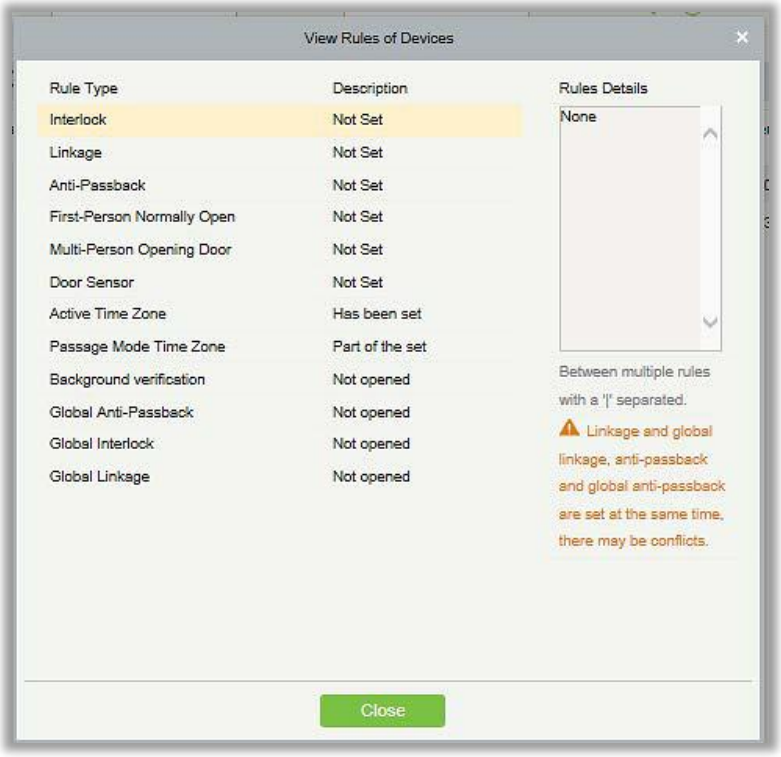


This function is applicable to InBio5 series access control panels, which is used to switch among different network connection modes of the control panel.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

- View Rules of Devices

Shows the Access rules in the device.



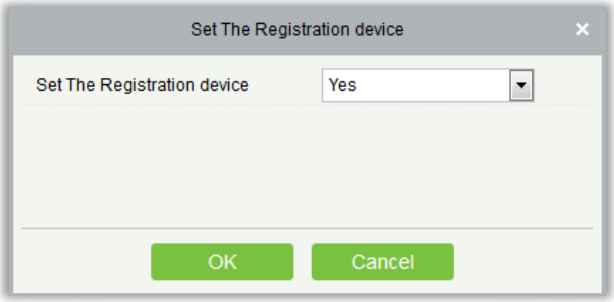
- View Device Capacity

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

- Set the Registration device

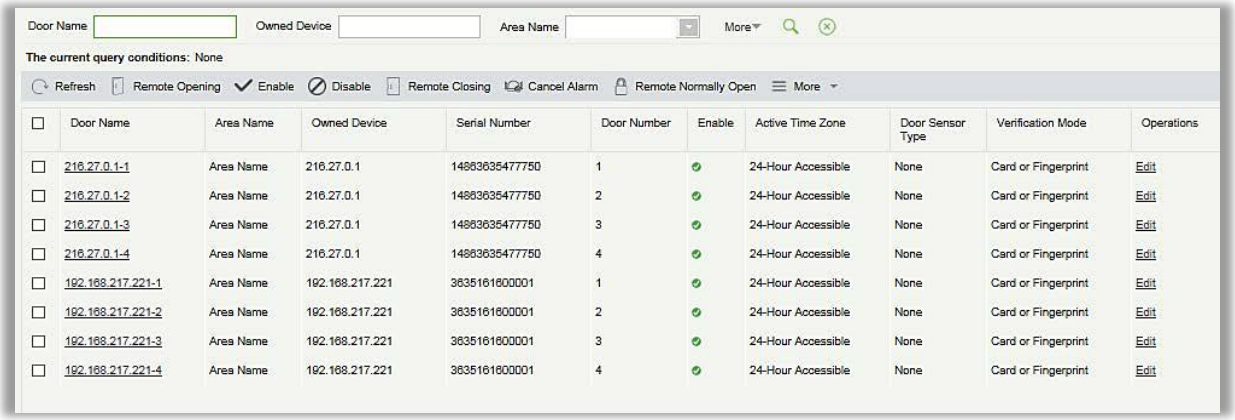
Set the registration device only when the standalone device's data such as personnel can automatically upload.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



4.1.3 Doors

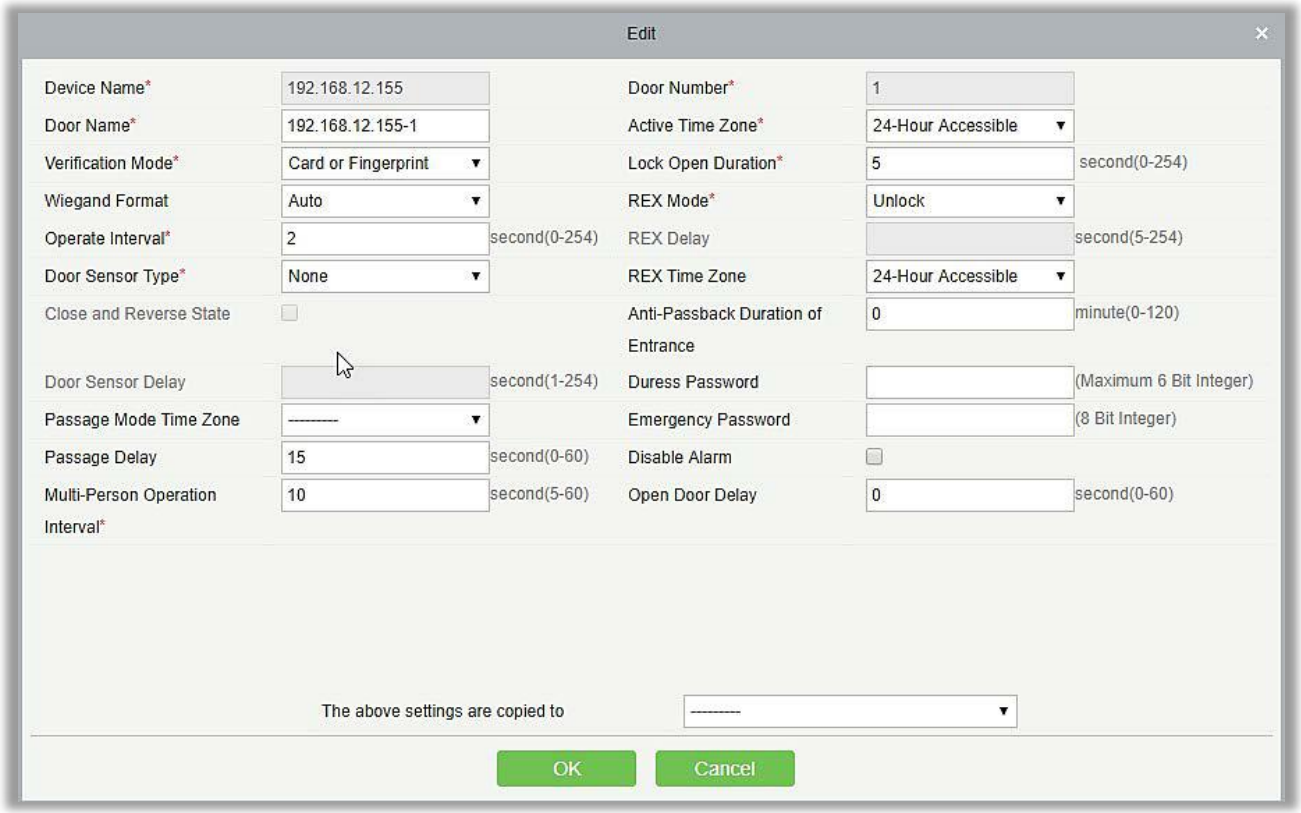
1. Click [Access Device] > [Device] > [Door] to enter Door Management interface (click "Area Name" in the left, system will automatically filter and display all access devices in this area).



- Door parameter modification:

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



Fields are as follows:

Device Name: It can't be edited.

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

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

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

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

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

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

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

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

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

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

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

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

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

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

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

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

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

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

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

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

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

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

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

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

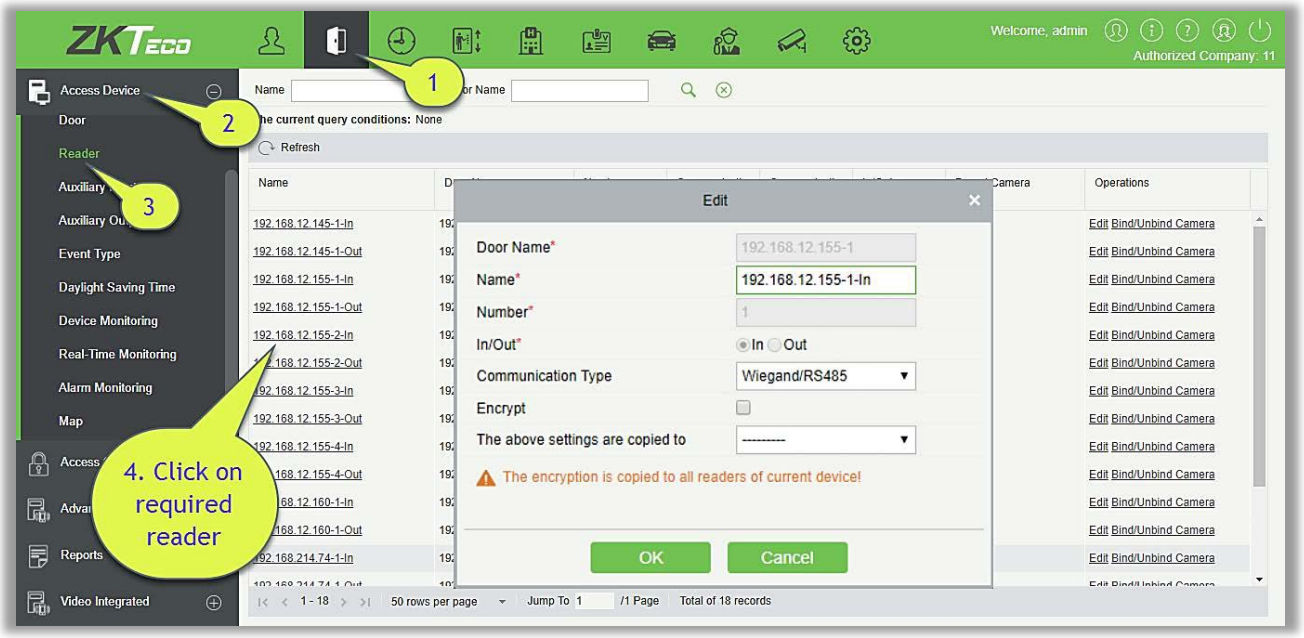
- All doors of current device: Click to apply the above settings to all doors of the current access device.
- All doors of all devices: Click to apply the above settings to all doors of all access devices within the current user's level.

2. After setting parameter(s), click [OK] to save and exit.

4.1.4 Reader

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



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

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

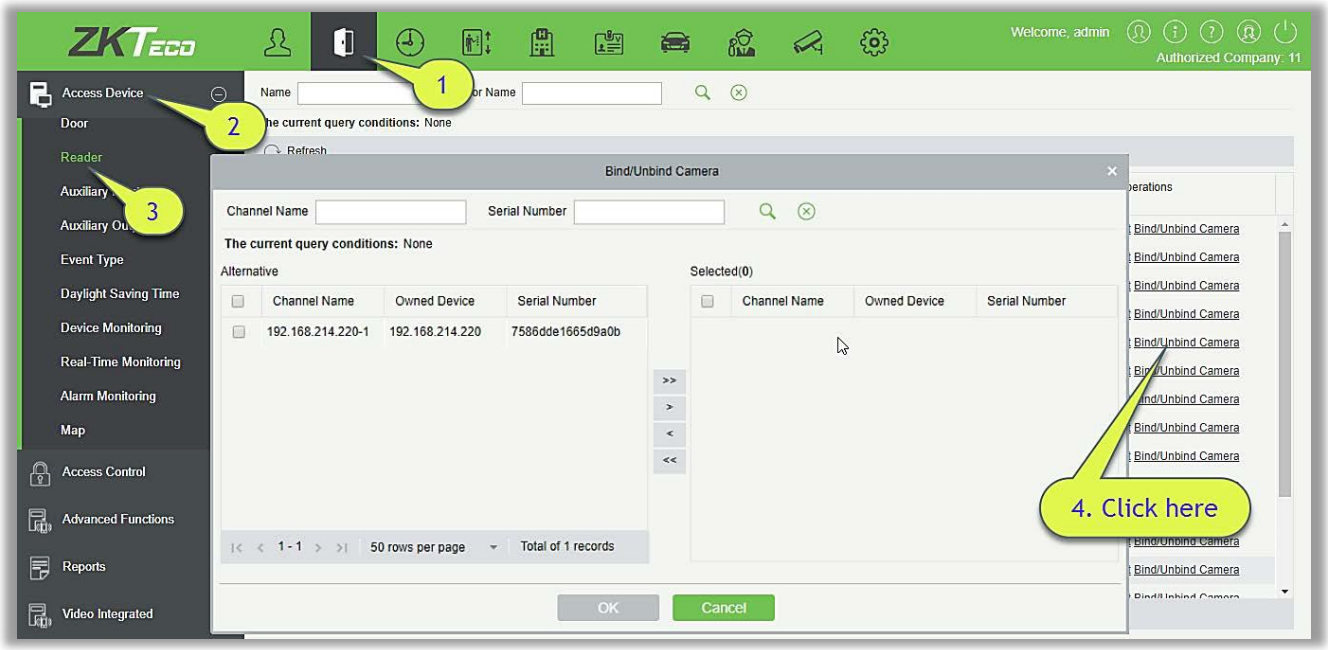
Encrypt**:** If this option is selected, the device may only be used with encrypted readers, such as SF10 and FR1300.

Bind/Unbind Camera

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

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



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

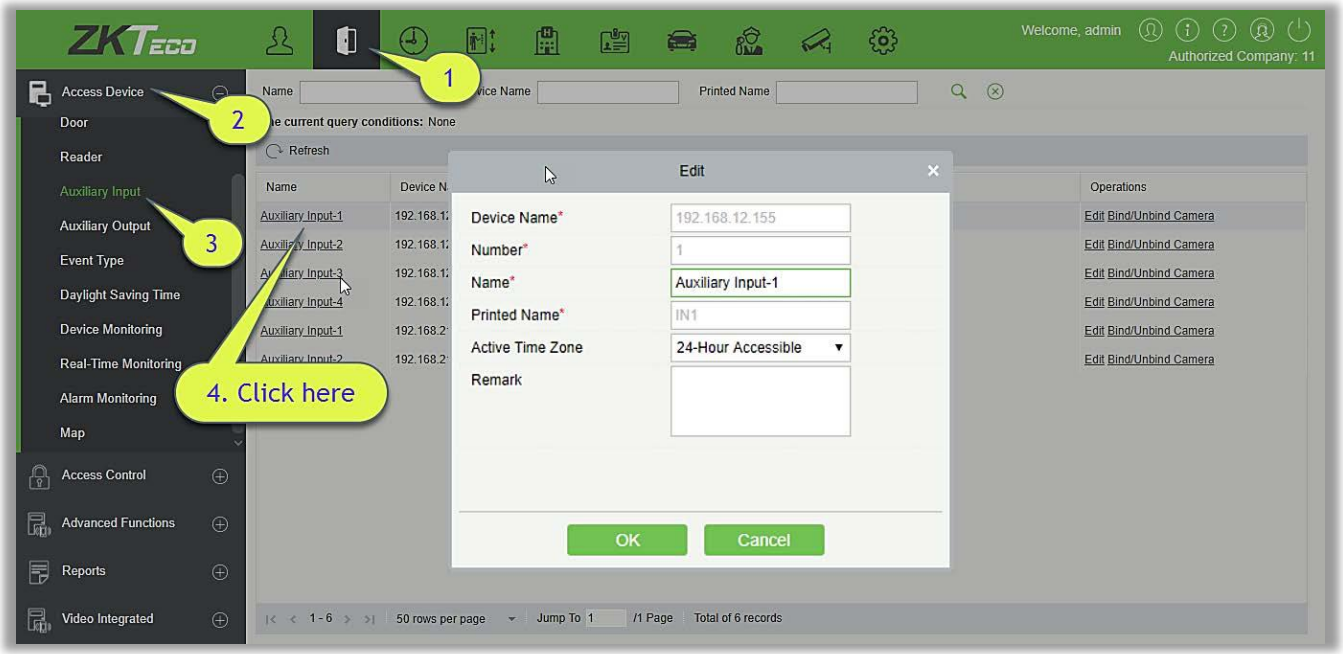
✍**Note:** A reader can be used to bind more than one channel.

4.1.5 Auxiliary Input

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

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



Fields are as follows:

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

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

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

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

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

- Bind/Unbind Camera

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

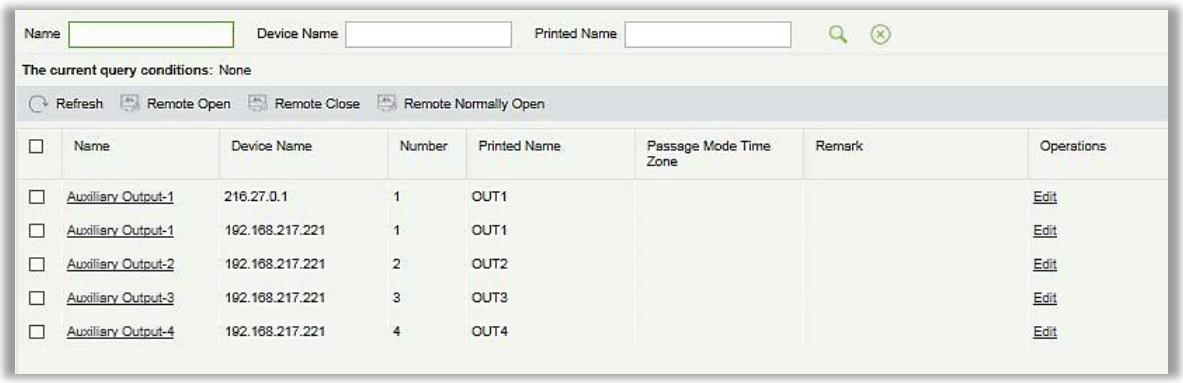
✍**Note:** An auxiliary input point can bind more than one channel.

4.1.6 Auxiliary Output

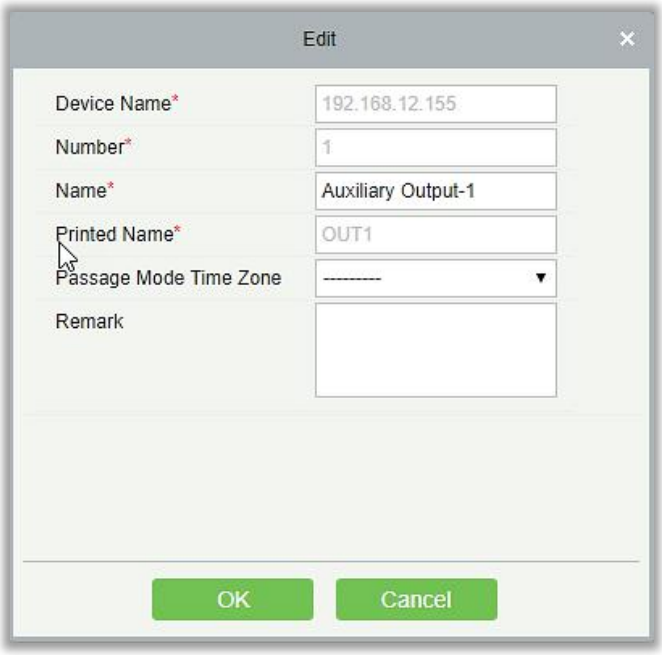
It is mainly related to alarm and is used when linkage is working.

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



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 OUT2.

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

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

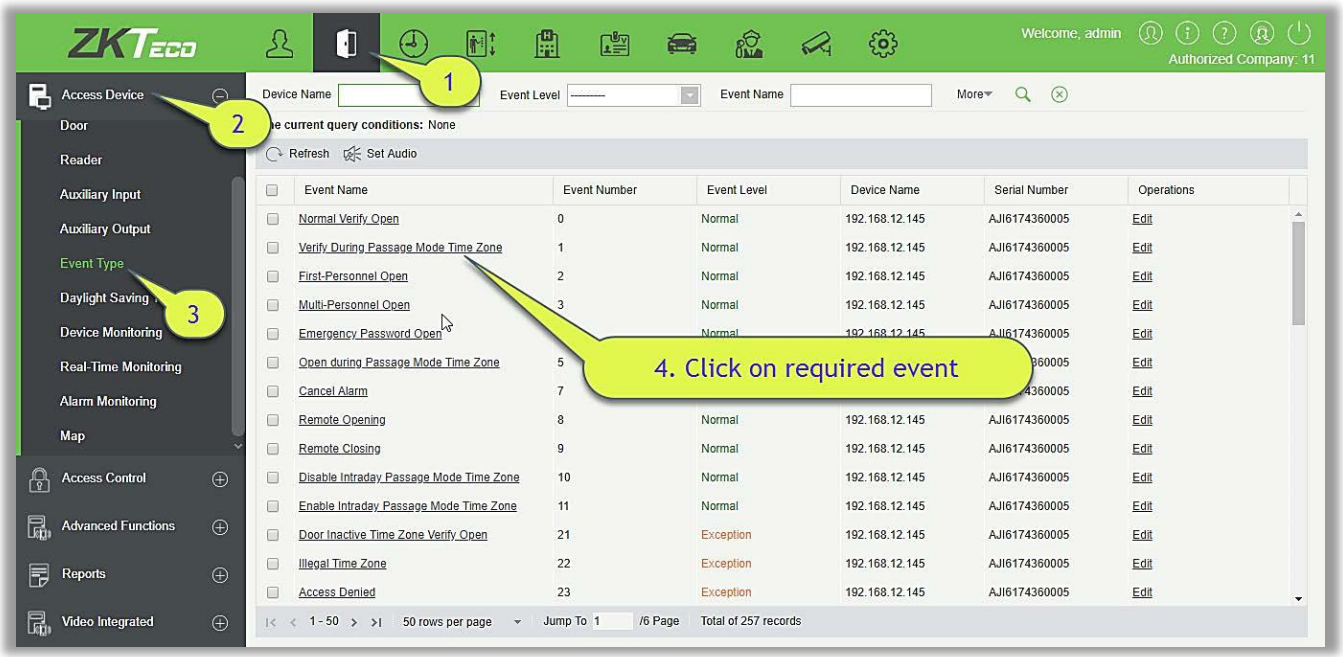
3. Click [OK] to save the name and remark and exit.

4.1.7 Event Type

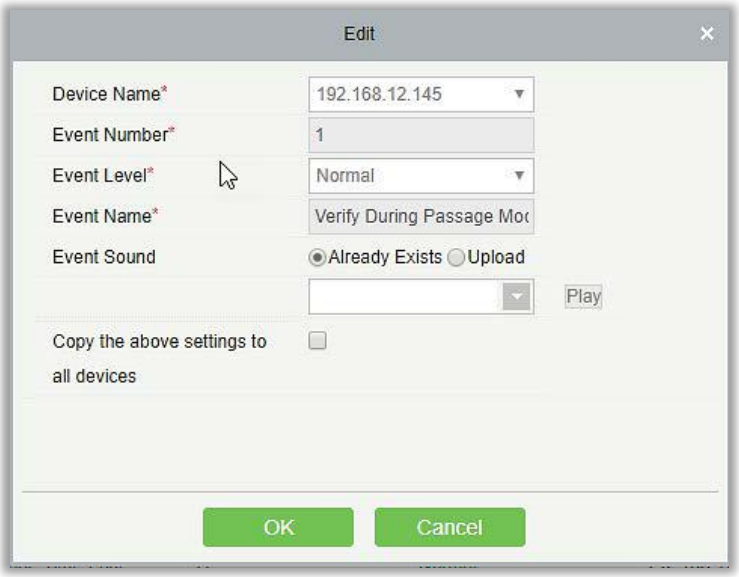
It will display the event types of the access devices.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

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



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



Fields are as follows:

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

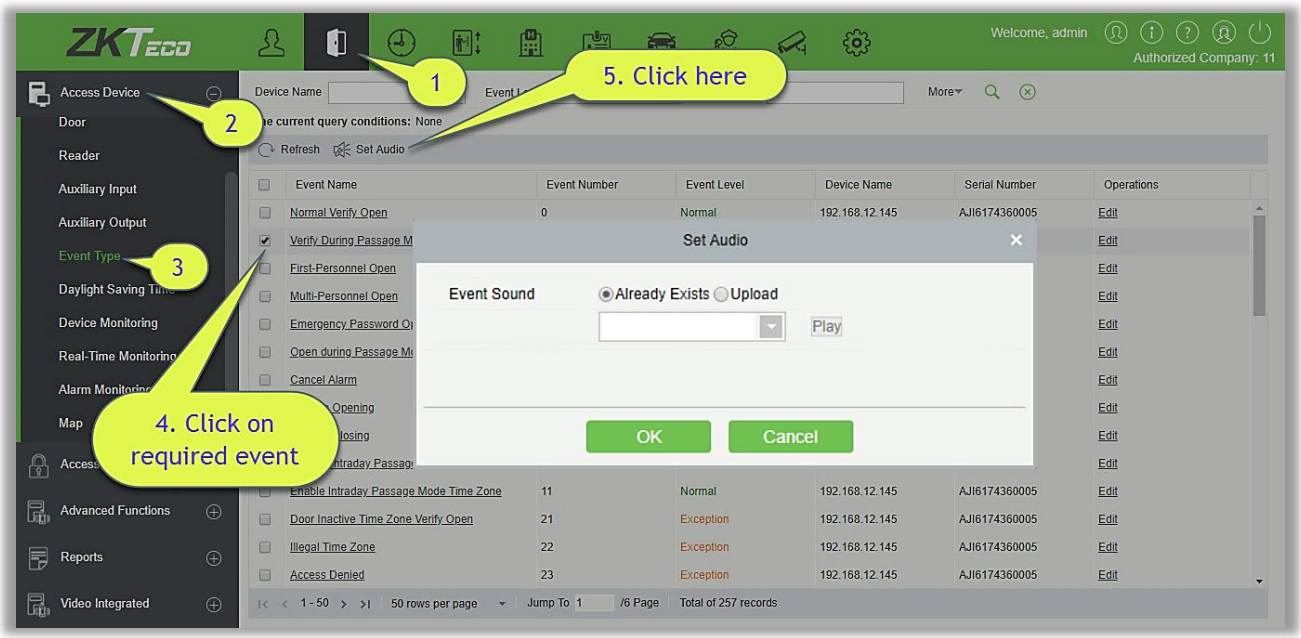
Event Name: It can't be modified.

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

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

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



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

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

4.1.8 Daylight Saving Time

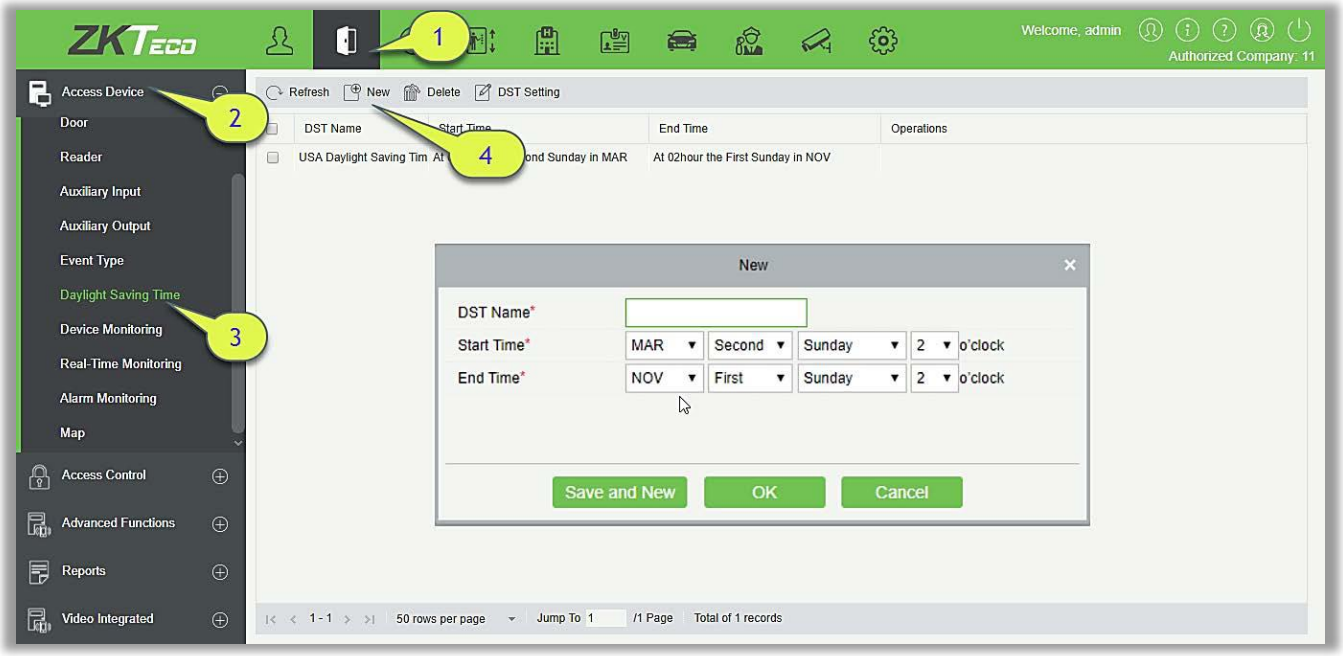
DST, also called the Daylight-Saving Time, is a system to adjusting the official prescribe local time to save energy. The unified time adopted during the implementation of known as the "DST". Usually, the clocks are adjusted forward one hour in the summer to make people sleep early and get up early.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

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

- Add DST

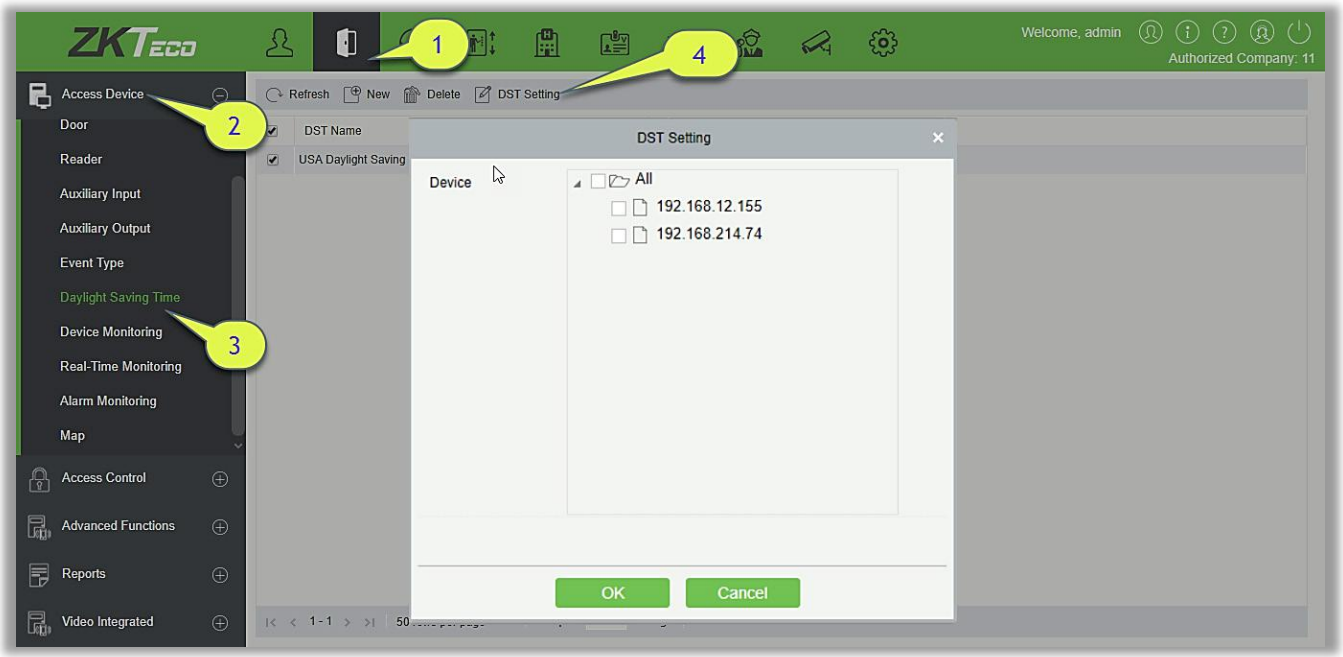
1. Click [Access Device] > [Daylight Saving Time] > [New]:

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



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

- Use a DST



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.

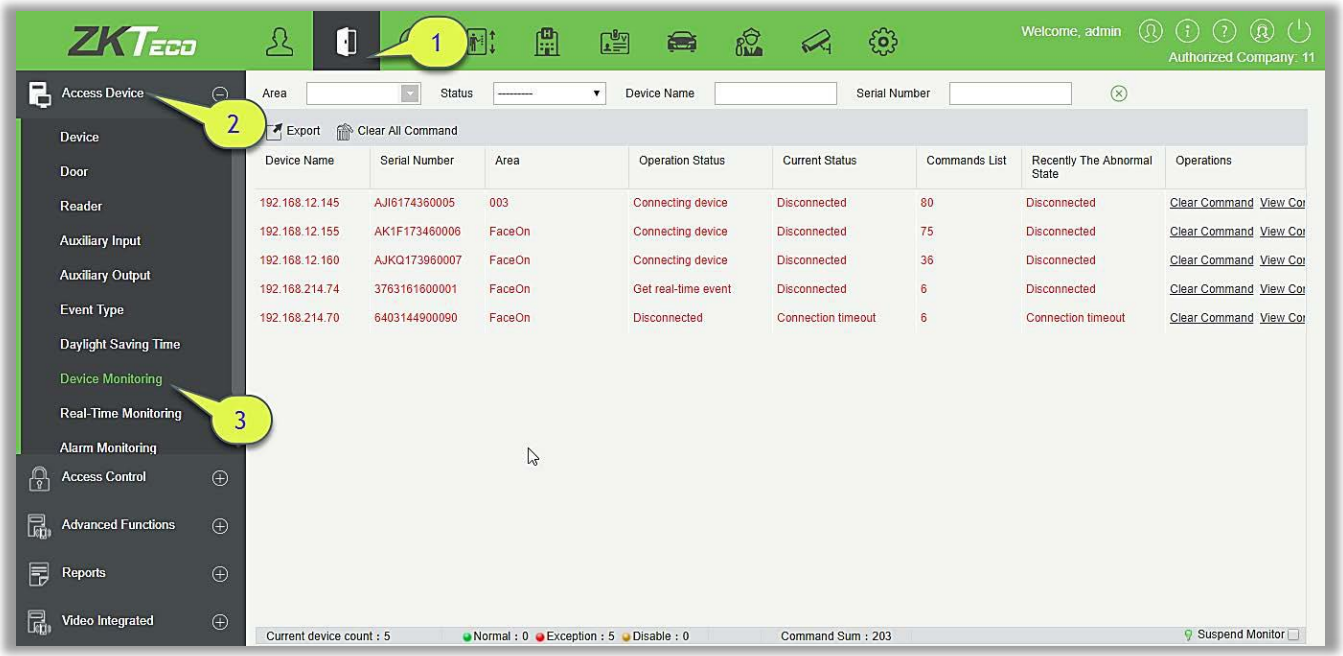
✍**Notes:**

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

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

4.1.9 Device Monitoring

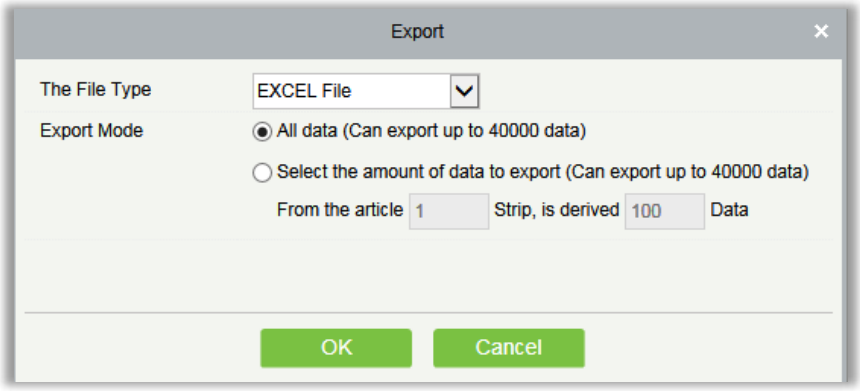
By default, it monitors all devices within the current user's level. You may click [Access Device] > [Device Monitoring] to view a list of operation information of devices: Device Name, Serial No., Area, Operation Status, Current status, Commands List, and Related Operation.



- Export

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

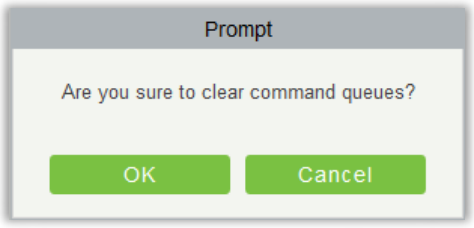


ZKTECO

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



Click [OK] to clear.

✍**Notes:**

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

4.1.10 Real-Time Monitoring

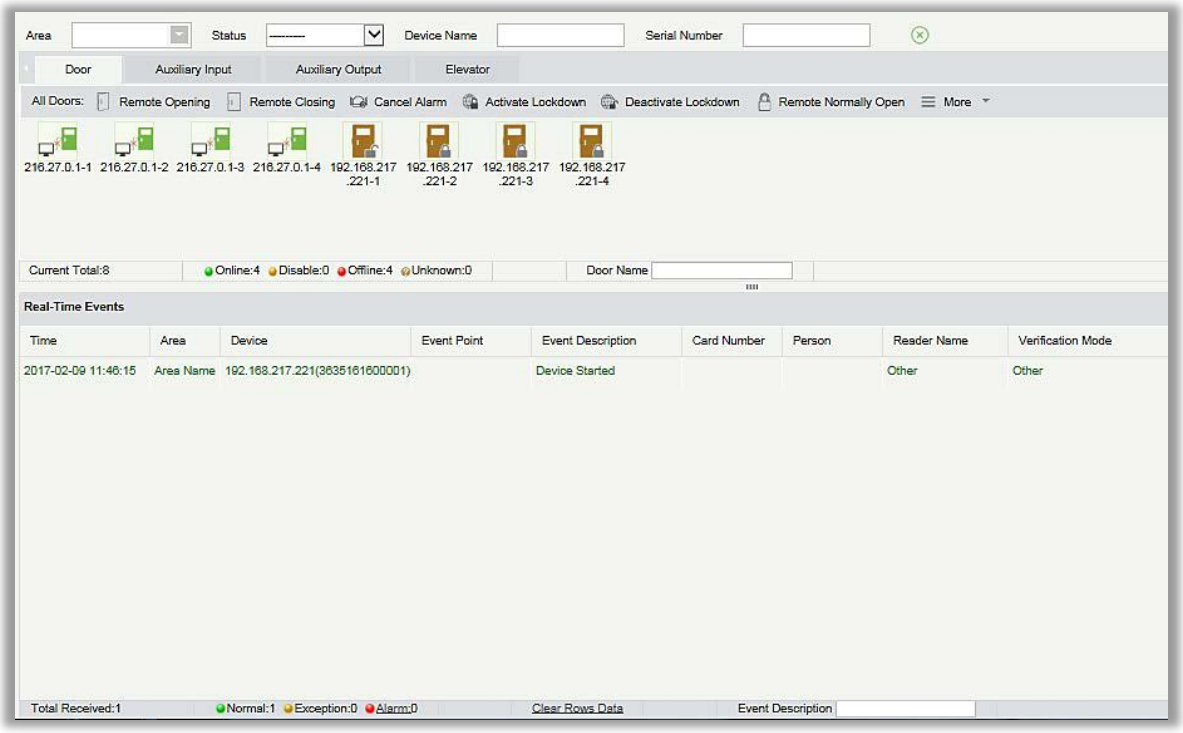
Click [Access Device] > [Real-Time Monitoring].

It will monitor the status and real-time events of doors under the access control panels in the system

 Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

in real-time, including normal events and abnormal events (including alarm events).

The Real-Time Monitoring interface is shown as follows:



Different icons represent status as followed:

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

	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 door(s) by setting the Area, Access Control or Door.

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

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

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

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

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

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

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

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

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

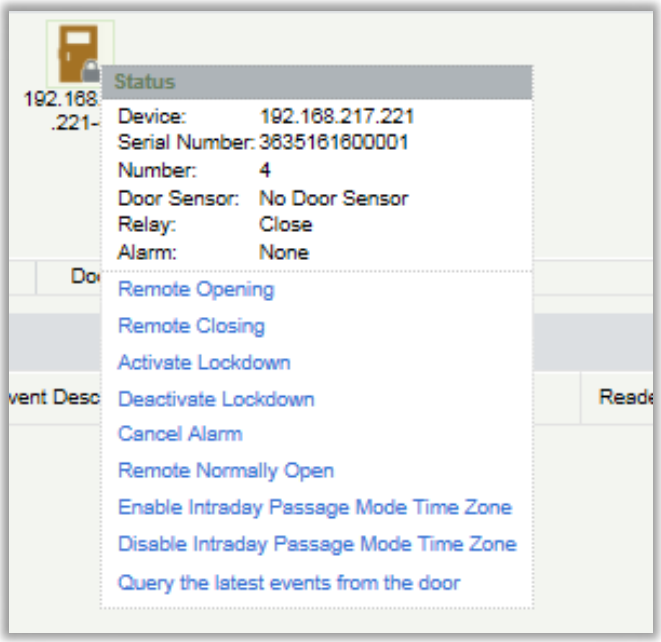
Deactivate Lockdown: It will unlock a locked door. This function is supported only by certain devices.

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

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

- Quick Management of Doors

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



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

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

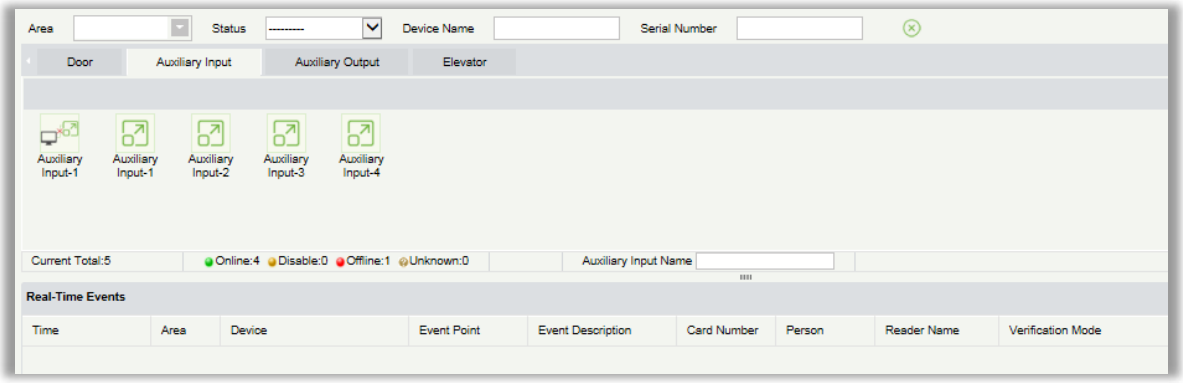
- Event monitoring

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

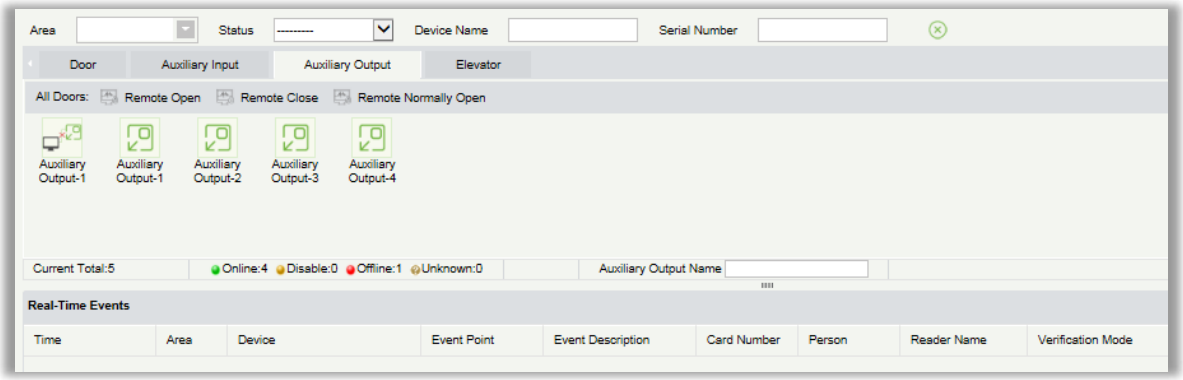
2. Auxiliary Input

It monitors current auxiliary input events in real-time.



3. Auxiliary Output

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

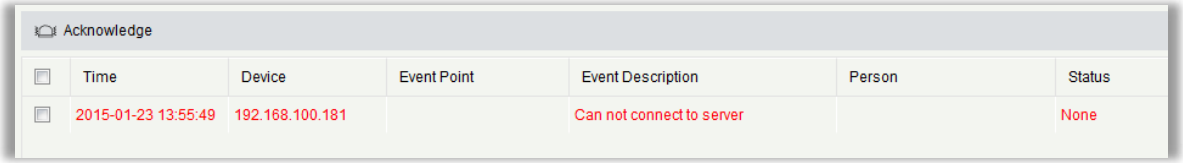


4. Elevator

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

4.1.11 Alarm Monitoring

It monitors alarm events of doors. If a door sends an alarm and is not attended or confirmed, the page will keep on displaying the alarm events.



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

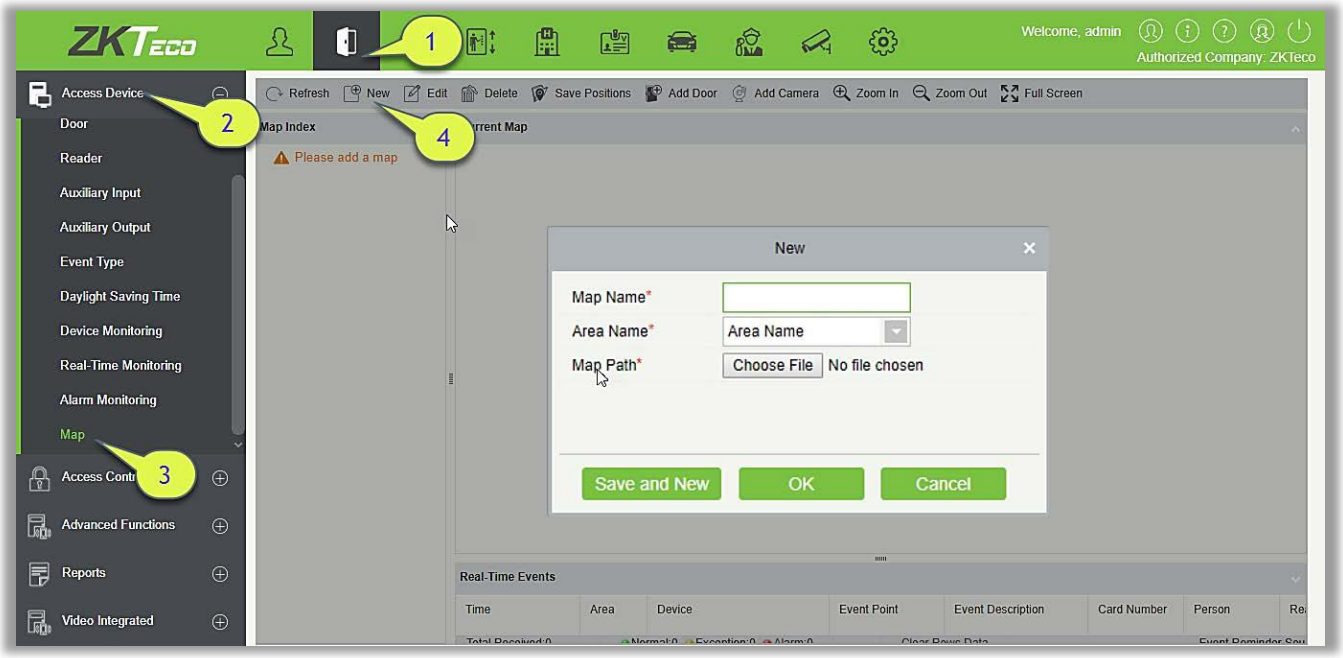
Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

Cancel alarm: Select the door in alarm status, and click [Cancel alarm], then the system will send an 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 are as follows: tamper-resistant alarm → duress alarm (password + fingerprint) → duress password or fingerprint alarm → unexpected opening alarm → opening timeout alarm → device disconnects alarm.

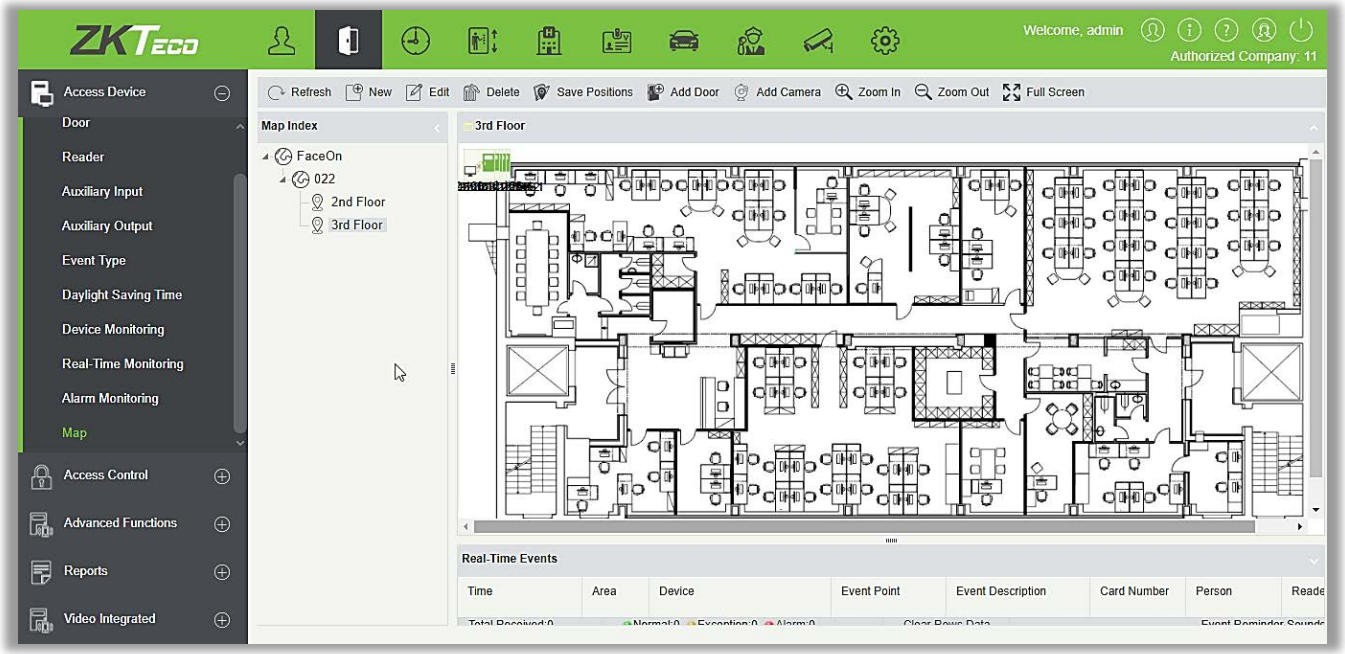
4.1.12 Map

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



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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



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

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

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

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

Levels control:

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

(2) When an administrator is adding a new user, he can set the user operation rights in role setting, such as Save positions, Add Door, Add Camera, etc.

✍**Notes:**

- In map modification, users can choose to modify the map name but not the path. Users only need to check the box to activate the modification option.
- The system supports adding multi doors at the same time. After adding the doors, users need to set the door position on the map and click [Save].

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

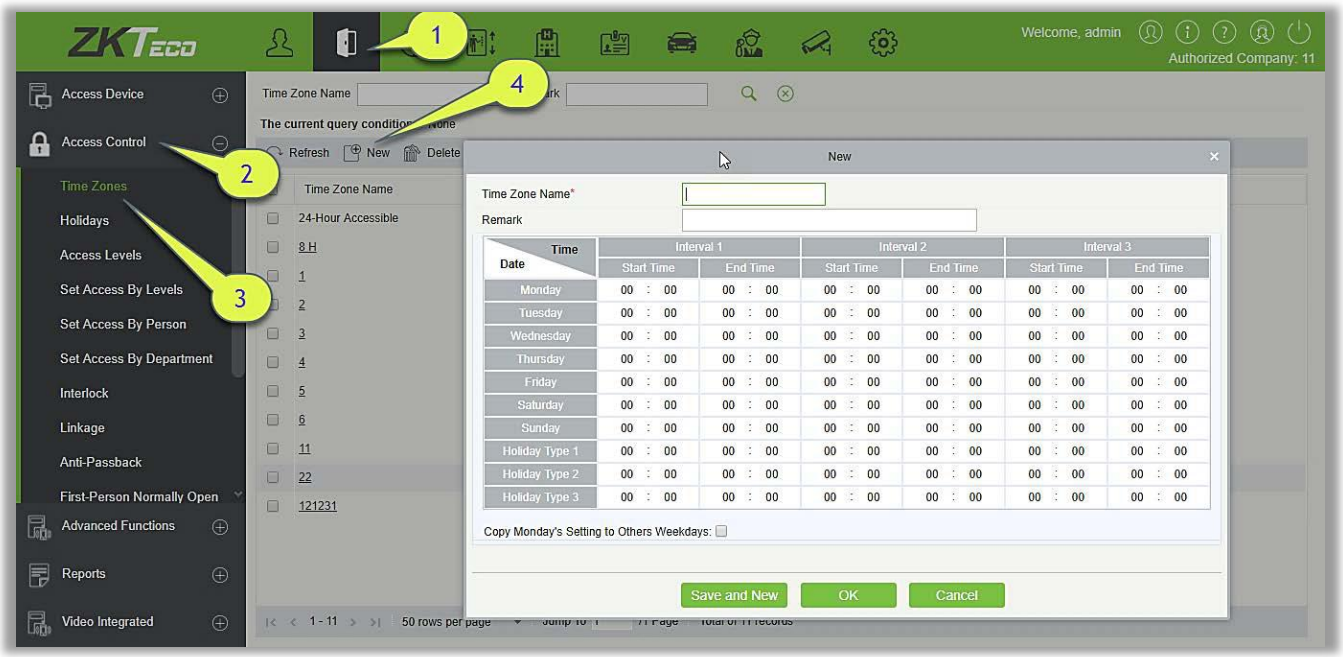
- When modifying door icon, especially when users zoomed out the map, the margin for top and left shall not be smaller than 5 pixels, or system will prompt error.
- Users are recommended to add a map size under 1120 * 380 pixels. If several clients access the same server, the display effect will be different according to resolutions of screen and the settings of browsers.

4.2 Access Control Management

4.2.1 Time Zones

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

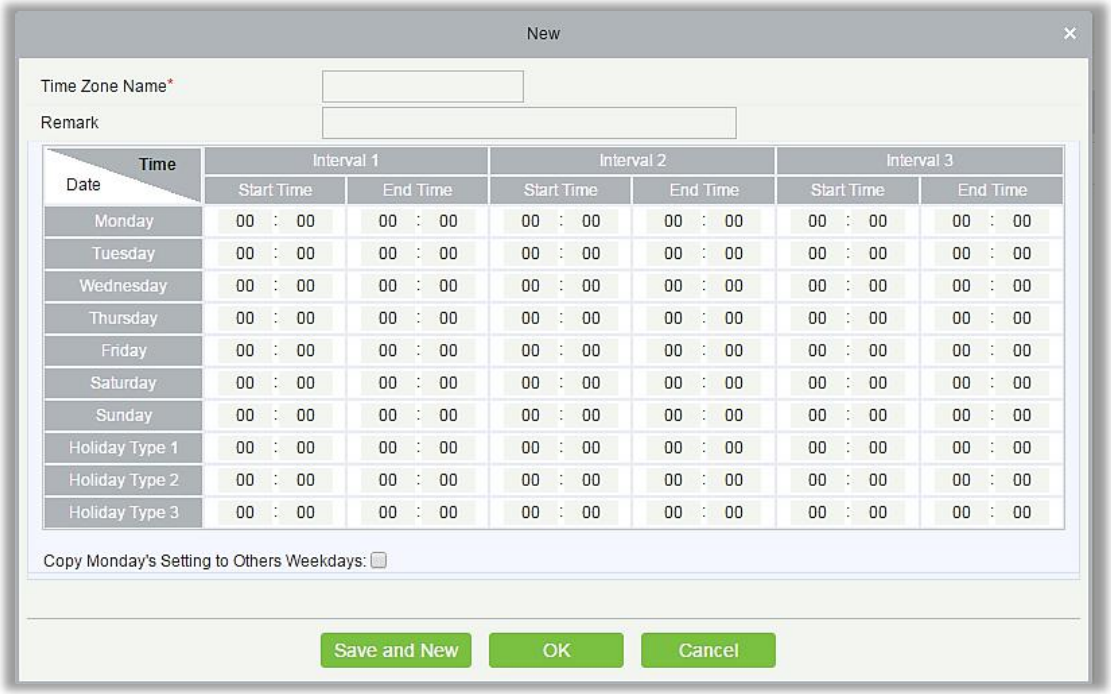
The system controls access according to Time Zones (up to 255 time zones). The format of each interval for a time zone: HH: MM-HH: MM. Initially, by default, the system has an access control time zone named [24 hours Accessible]. This time period cannot be modified and deleted. The user can add new Access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



1. Add Access Control Time Zone

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



The parameters are as follows:

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

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

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

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

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

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

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

2. Maintenance of Access Control Time Zones

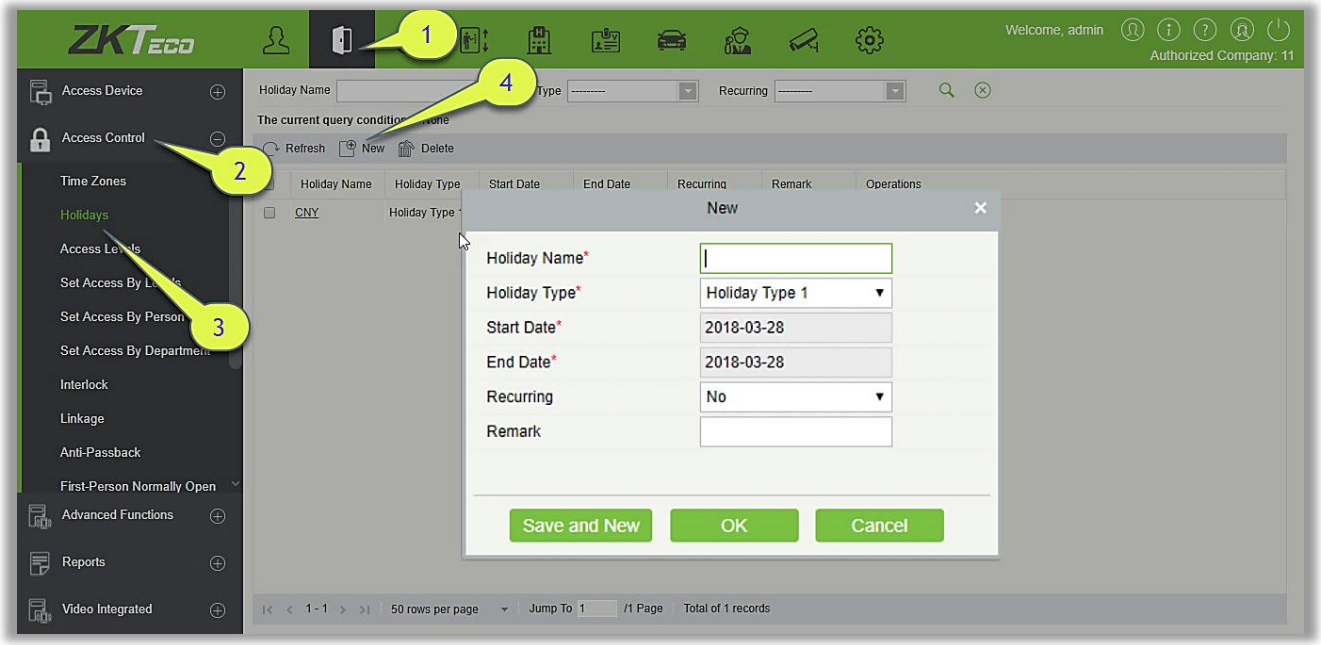
Edit: Click the [Edit] button under Operation to enter the edit interface. After editing, click [OK] to save.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

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

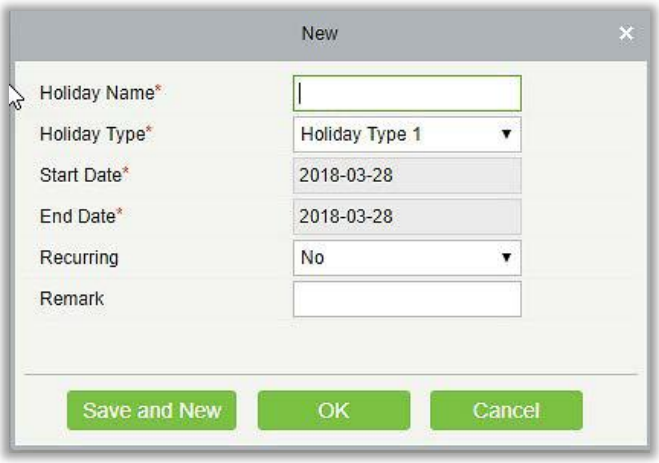
4.2.2 Holidays

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



- Add

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



Fields are as follows:

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

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

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

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

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

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

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

- Modify

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

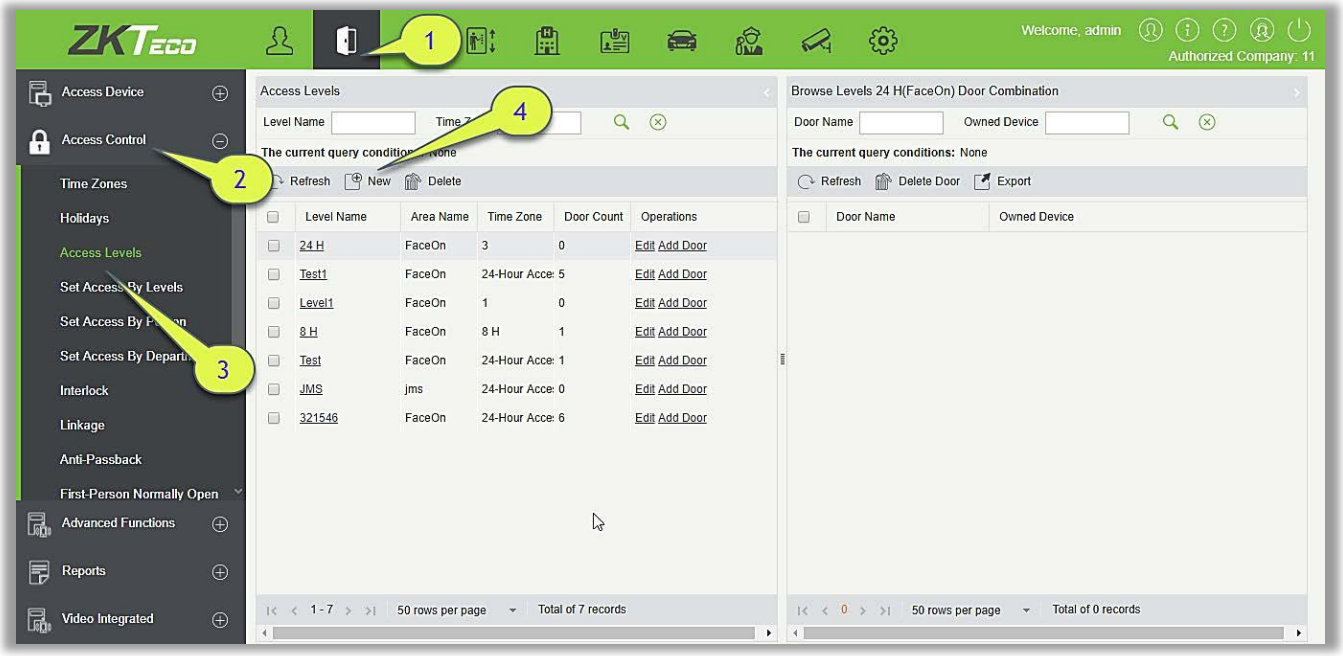
- Delete

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

4.2.3 Access Levels

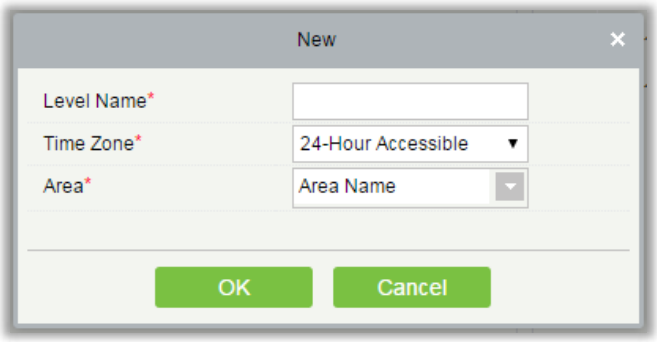
Access levels indicate that one or several selected doors can be opened by verification of a combination of different person within certain time zone. The combination of different person set in Personnel Access Level option.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

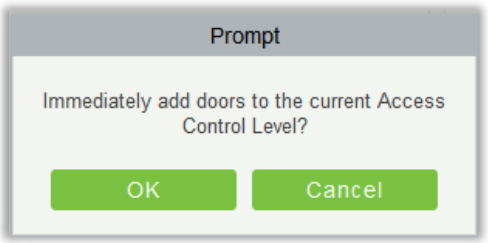


- Add

1. Click [Access Control] > [Access Levels] > [New] 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", then click [OK] to add doors, then 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.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

4.2.4 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, then click an Access level in the list on the left, personnel having right of opening doors in this access level will be displayed in list on the right.

(2) In the left list, click [Add Personnel] under Operations to pop up the Add Personnel box; select personnel (multiple) and click > to move to the selected list on the right, then click [OK] to save and exit.

(3) Click the level to view the personnel in the list on the right. Select personnel and click [Delete Personnel] above the list on the right, then Click [OK] to delete.

4.2.5 Set Access By Person

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

Add/Delete levels for Selected Personnel:

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

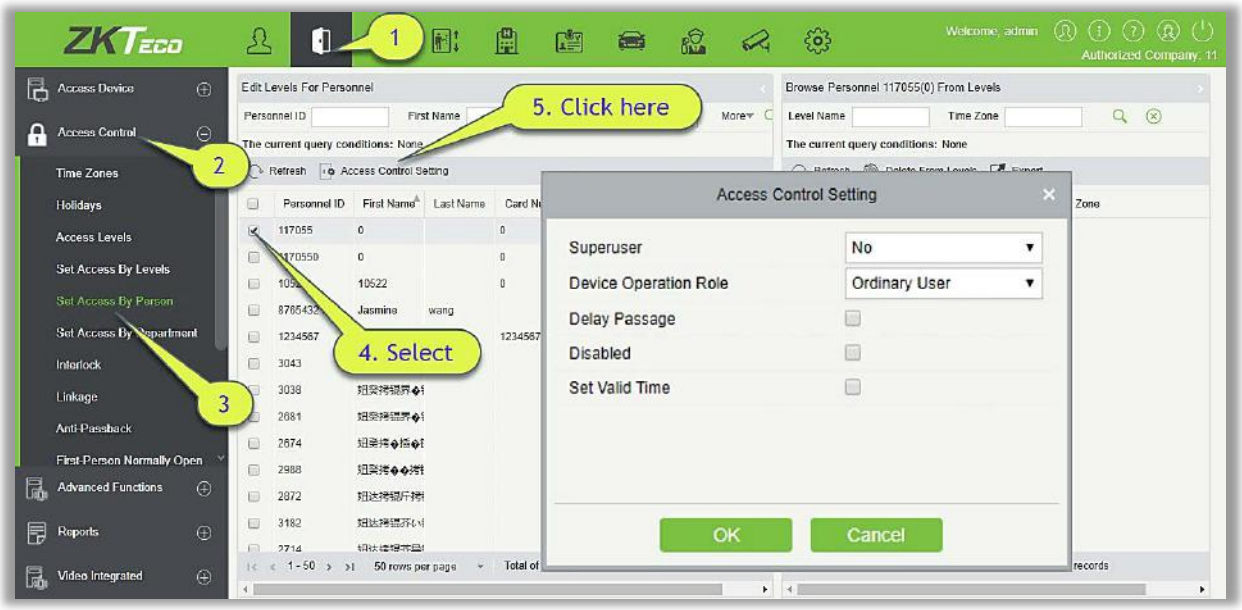
(2) Click [Add to Levels] under Related Operations to pop up the Add to Levels box, select Level (multiple) and click > to move it to the selected list on the right; then click [OK] to save.

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

Setting Access Control for Selected Personnel:

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



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

4.2.6 Set Access By Department

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

4.2.7 Interlock

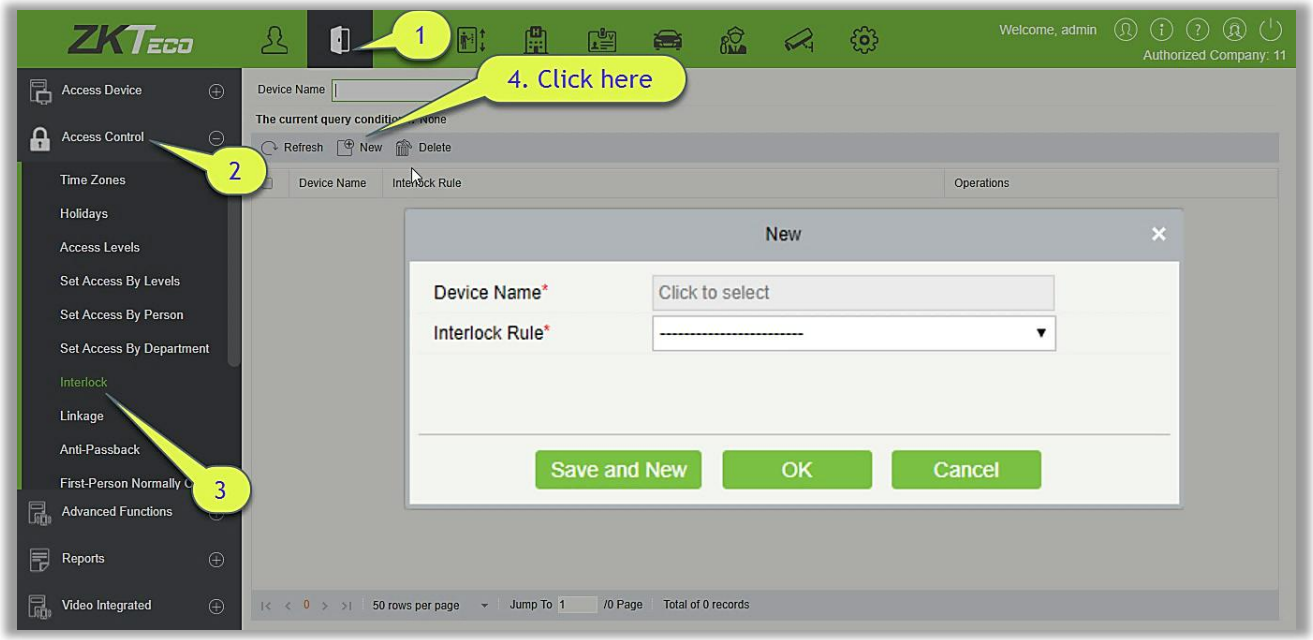
Interlock can be set for two or more locks belonging to one access controller. When one door is opened, the others will be closed, or you cannot open the door.

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

- Add Interlock

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



2. Select Device Name. When users are adding devices, interlocked devices cannot be seen in the dropdown list. After deleting established interlock information, the corresponding device will return to the dropdown list. Interlock setting will vary with the number of doors controlled by selected devices:

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

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

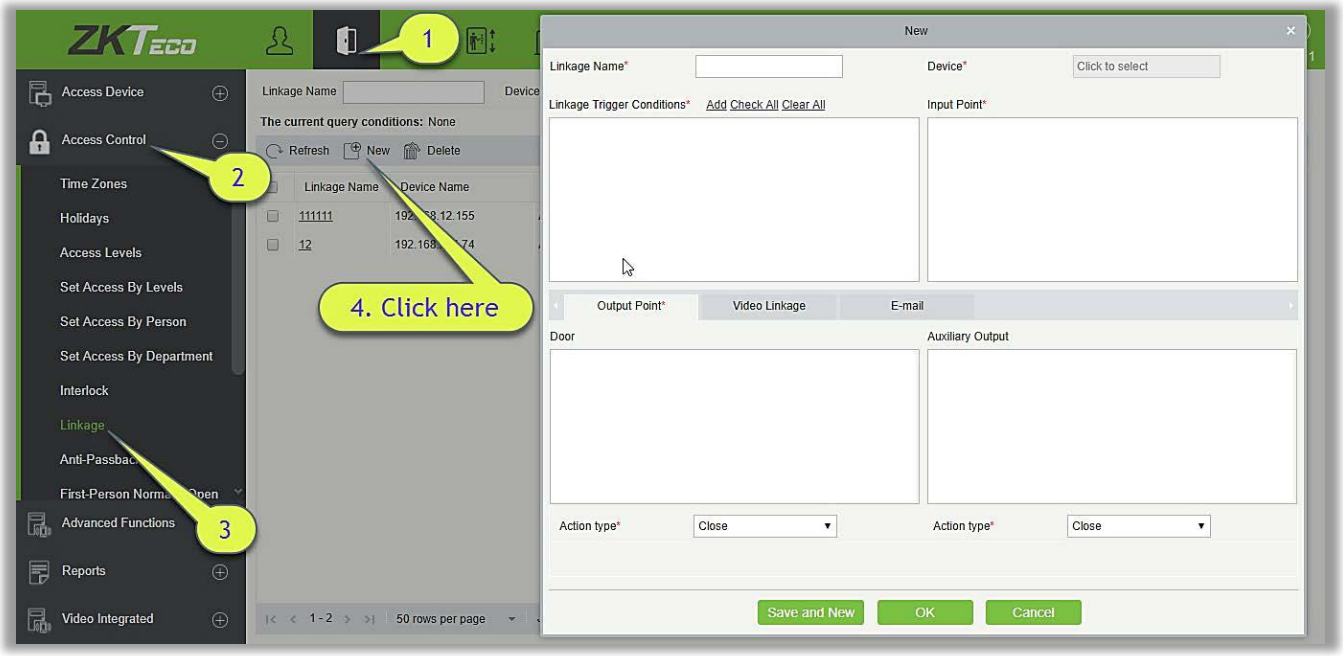
✍**Note:** During editing, the device cannot be modified, but the interlock settings can be modified. If the interlock settings are not required for the device any more, the interlock setting record can be deleted. If users delete a device record, its interlock setting record, if any, will be deleted.

4.2.8 Linkage

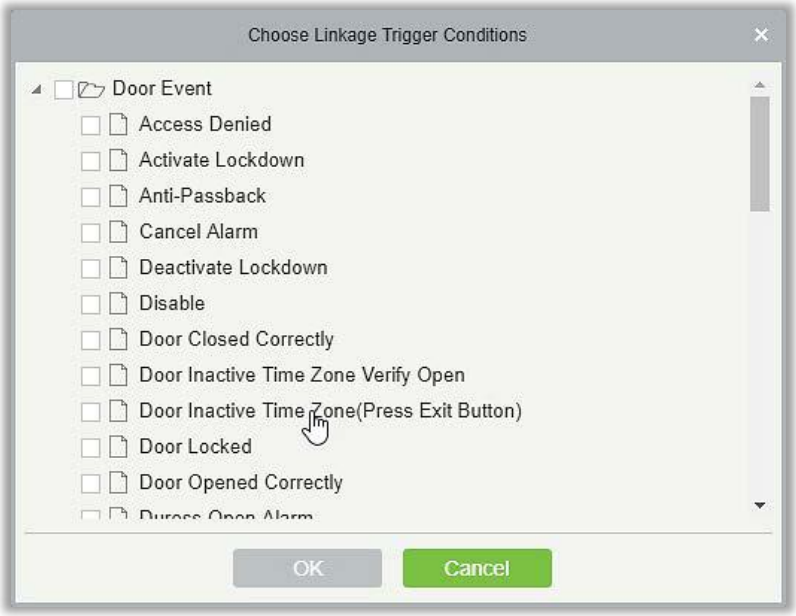
Linkage setting means when an event is triggered at an input point of the access control system, a linkage action will occur at the specified output point to control events such as verification, opening, alarm and abnormal of system, and list them in the corresponding monitoring view.

Add Linkage setting:

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

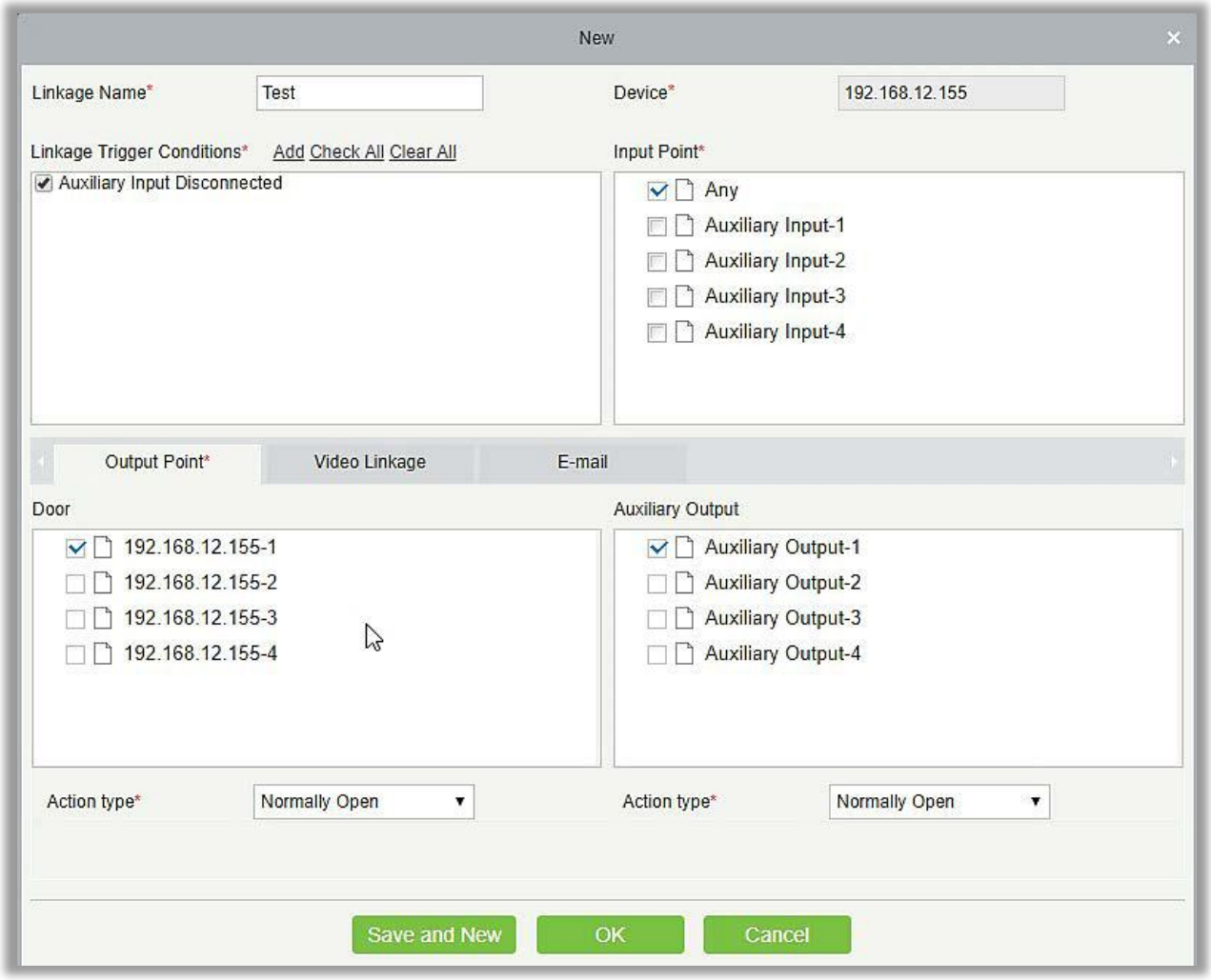


1. Click [Access Control] > [Linkage] > [New]
2. Enter the linkage name, select a linkage device, linkage trigger conditions, input point, output point, then set linkage action, video linkage and other parameters.
3. After selecting devices, corresponding linkage settings will be displayed. The System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



Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

✍**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.

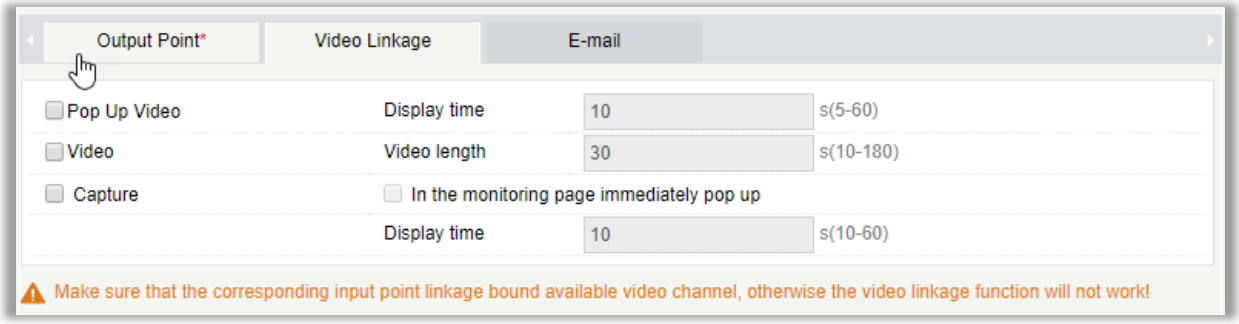
Input Point: Any, Door 1, Door 2, Door 3, Door 4, Auxiliary Input 1, Auxiliary Input 2, Auxiliary Input 3, Auxiliary Input 4, Auxiliary Input 9, Auxiliary Input 10, Auxiliary Input 11, Auxiliary Input 12 (the specific input point please refers to specific device parameters).

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).

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

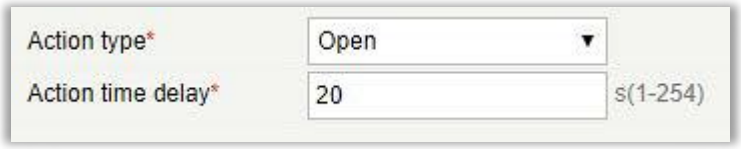
Action Type: Close, Open, Normal Open, Lock, Unlock. The default is Close. To open, delay time or Normal Open shall be set.

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 snapshots.

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



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

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

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

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

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

In addition, same linkage setting at input point and output point is not allowed. The same device

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

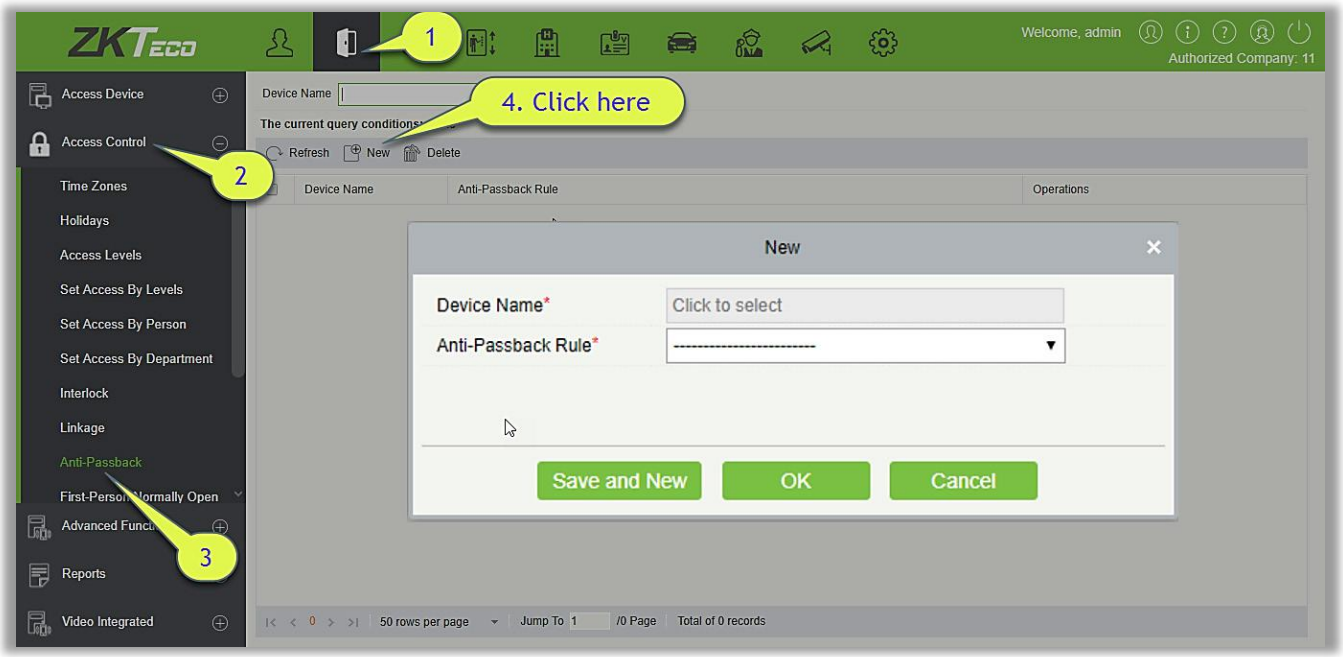
permits consecutive logical linkage settings. The system allows to set several trigger conditions for a linkage setting at a time.

4.2.9 Anti-Passback

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

Add Anti-Passback Settings:

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



2. Select devices. When users are adding Anti-Passback Rules, devices with anti-passback settings cannot be seen in the dropdown list. When deleting established anti-passback information, the corresponding device will appear in the dropdown list again. The settings vary with the number of doors controlled by the device.

   - Anti-passback settings of a one-door control panel: Anti-passback between door readers.
   - Anti-passback settings of a two-door control panel: Anti-passback between readers of door 1; anti-passback between readers of door 2; anti-passback between door 1 and door 2.
   - Anti-passback settings of a four-door control panel: Anti-passback of door 1 and door 2; anti-passback of door 3 and door 4; anti-passback of door 1/2 and door ¾; anti-passback of

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

door 1 and door 2/3; anti-passback of door 1 and door 2/3/4; Anti-passback between readers of door 1/2/ 3/ 4.

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

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

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

4.2.10 First-Person Normally Open

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

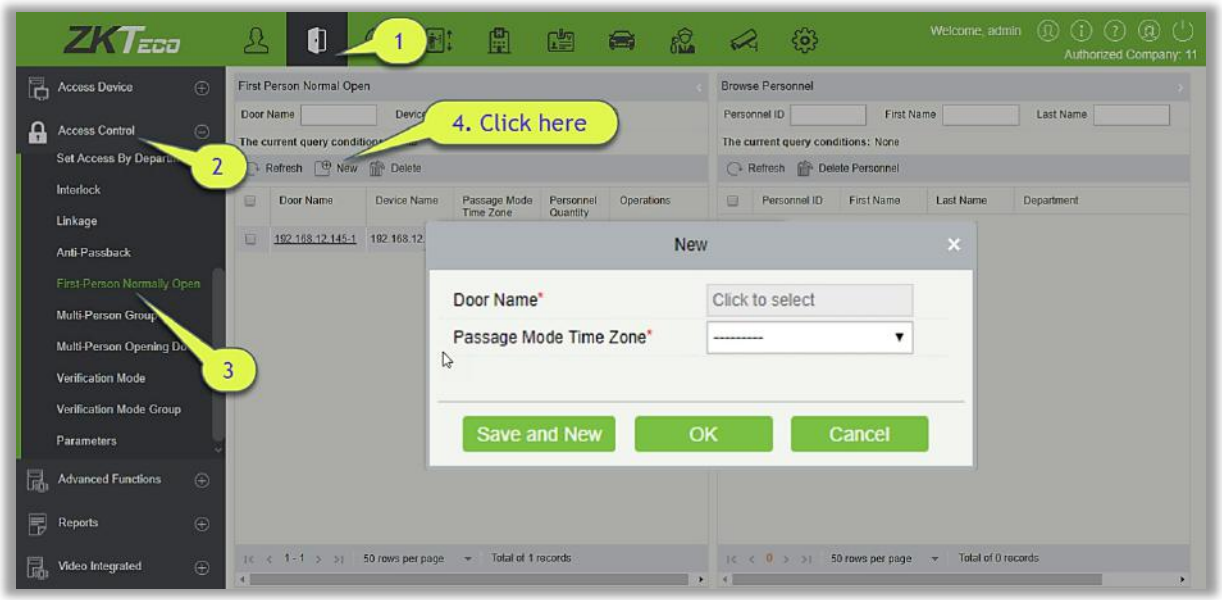
Users can set First-Person Normally Open for a specific door (the settings include door, door opening time zone and personnel with First-Person Normally Open level). A door can set First-Person Normally Open for multiple time zones. The interface of each door will show the number of existing First-Person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

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

Operation steps are as follows:

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

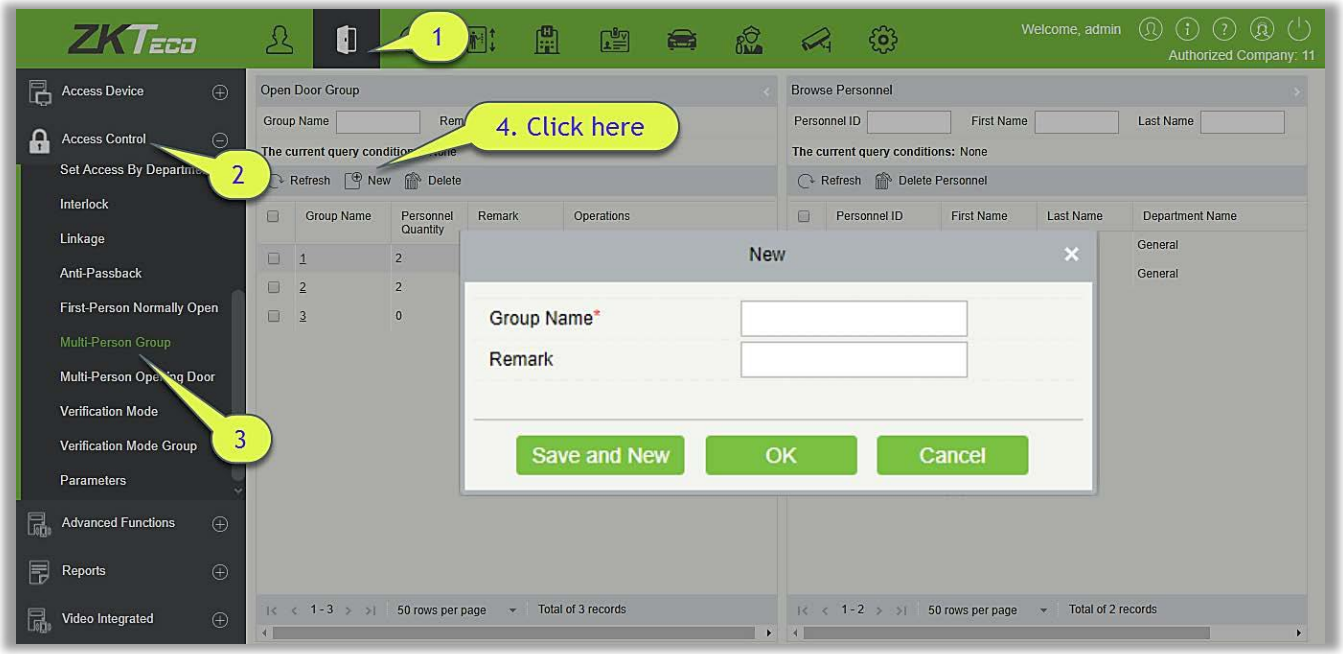


2. Click [Add Personnel] under Related operation to add personnel having First-Person Normally Open level (these personnel must have access control level), then click [OK] to save.

4.2.11 Multi-Person Group

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

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



Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

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

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

(2) Click [Add personnel] under Related Operations to add personnel to the group.

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

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

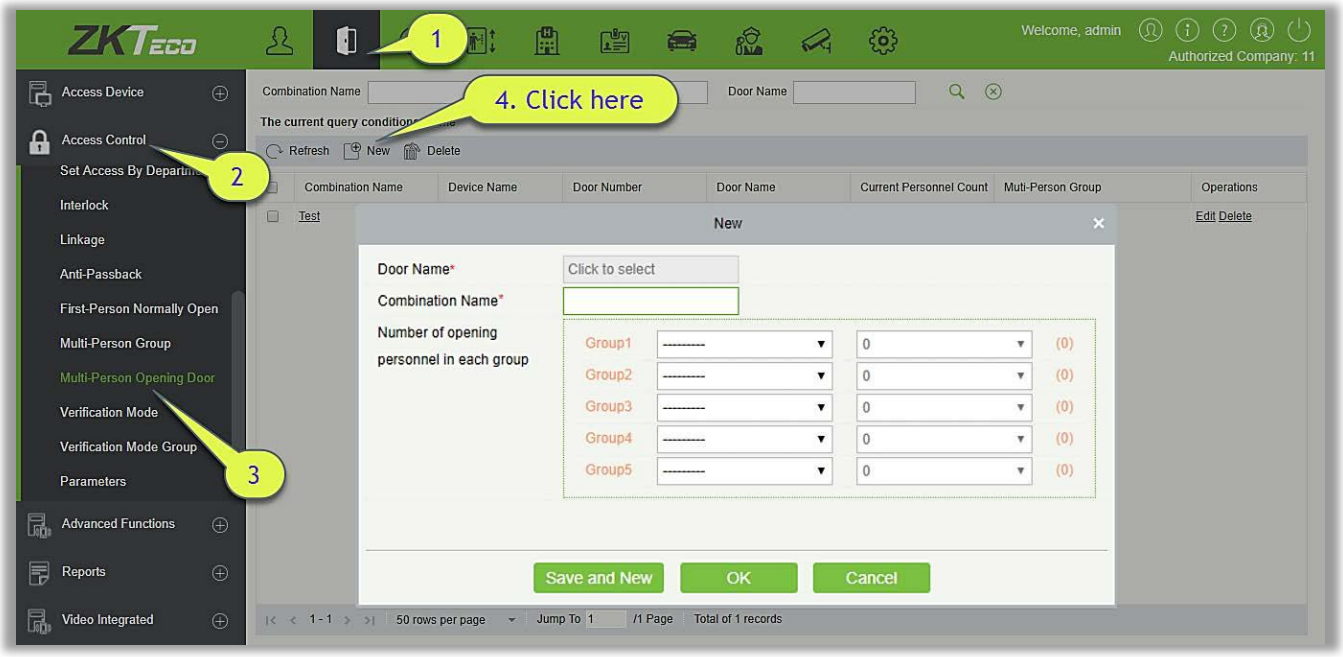
4.2.12 Multi-Person Opening Door

Set levels for personnel in Multi-Person Personnel Group.

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

Multi-Person Opening Door Settings:

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



(2) The maximum number of multi-person opening door people for combined door opening is 5.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

That in the brackets is the current actual number of people in a group. Select the number of people for combined door opening in a group, and click [OK] to complete.

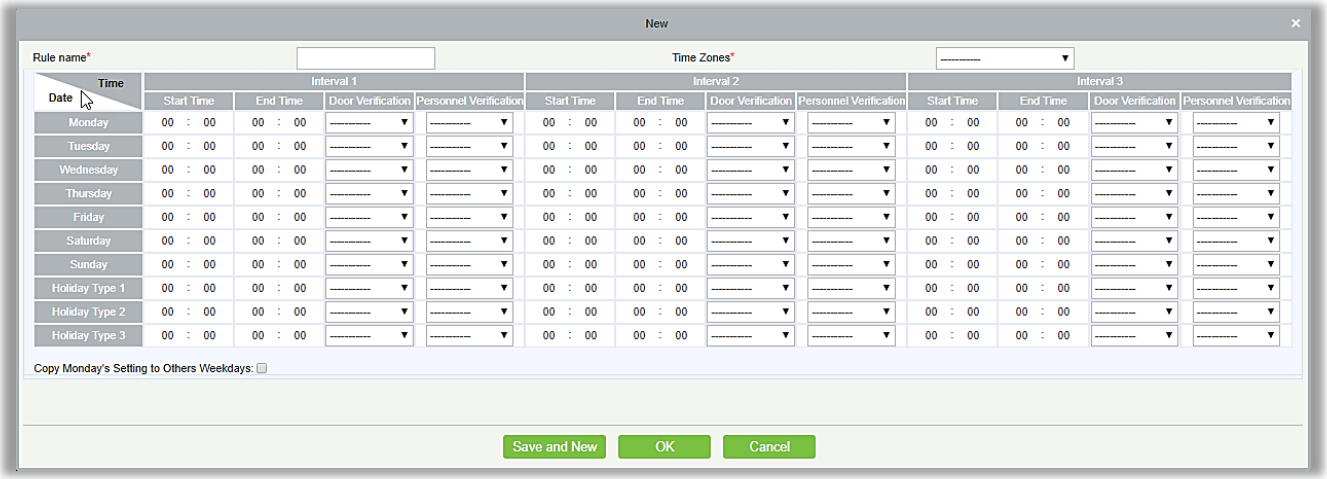
✍**Note:** The default Credit Card Interval is 10 seconds, it means that the interval of two personnel's verification must not exceed 10 seconds. You can modify the interval if the device supports.

4.2.13 Verification Mode Group

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

- Add

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



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.

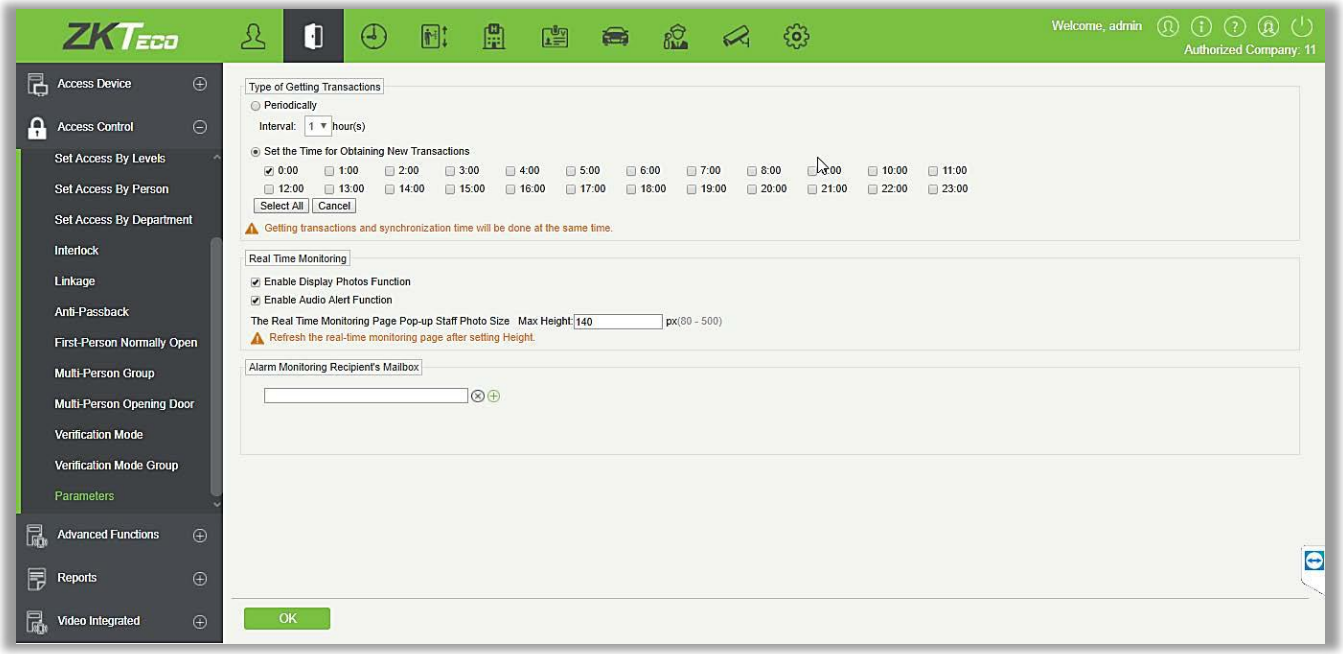
✍**Note:** If a rule includes the verification mode for personnel, you cannot select doors with the RS485 readers when adding doors. You can modify only the configuration on the reader setting page before adding doors.

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

4.2.14 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. The size of pop photos shall be between 80 to 500 pixels.

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

4.3 Advanced Functions

Advanced Access control is optional function. If needed, please contact business representative or 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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

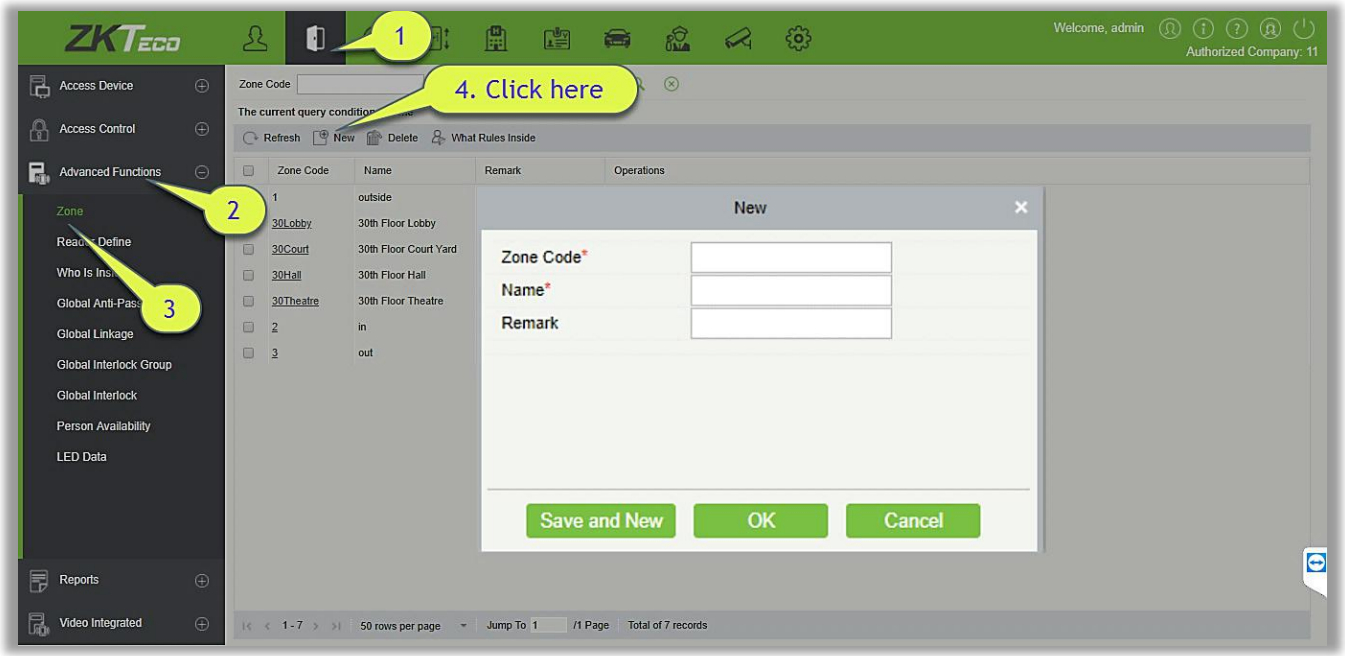
Verification. For detail, please see Device Operation.

4.3.1 Zone

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

- Add

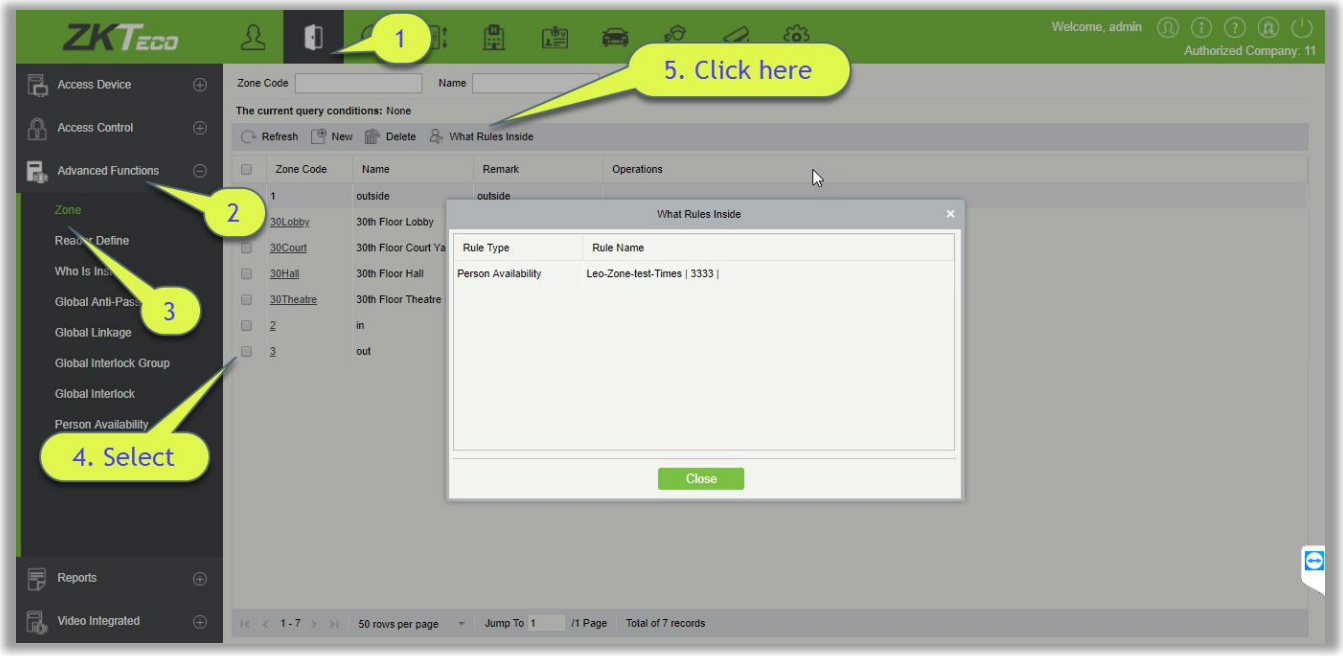
1. Click [Advanced Functions] > [Zone] > [New] to enter the Add Zone interface:



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:

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

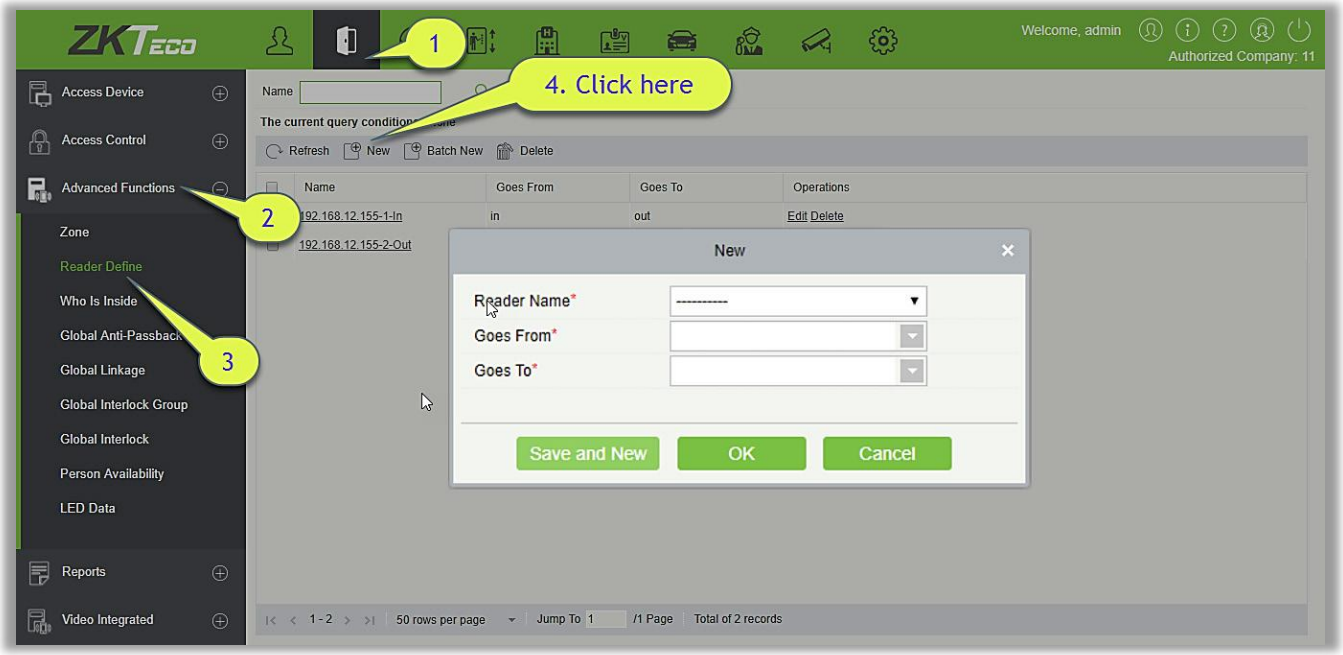


4.3.2 Reader Define

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:



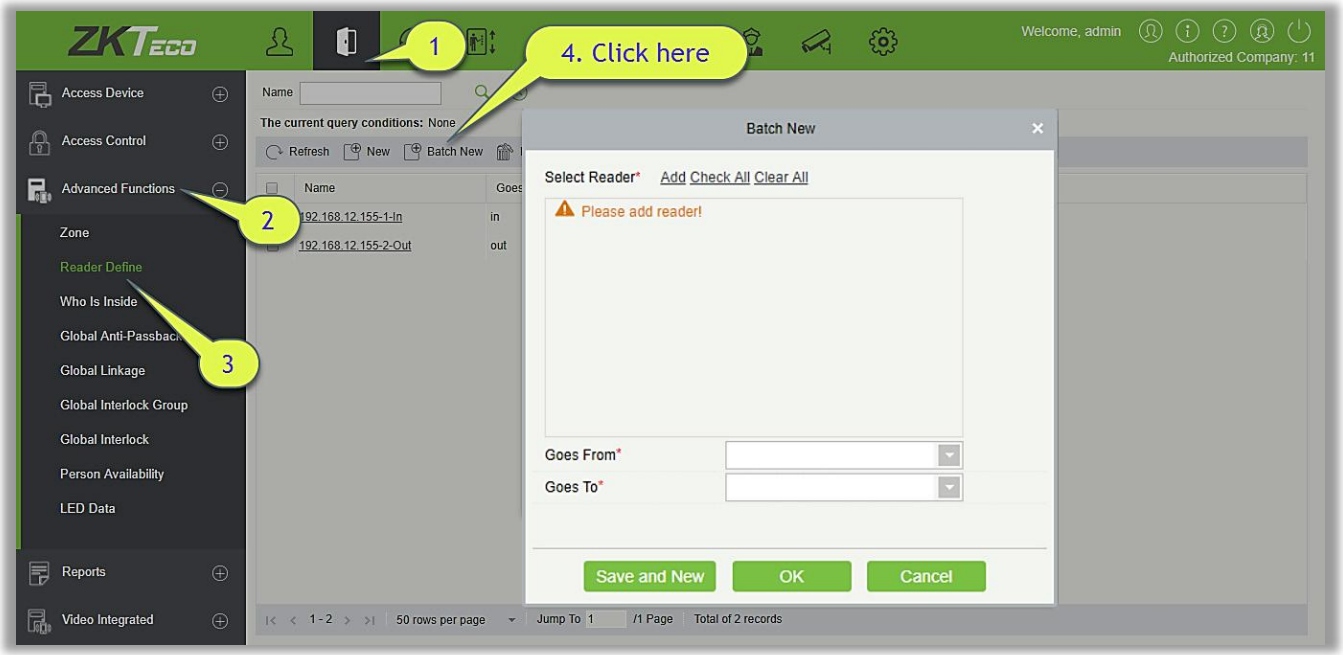
Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

2. Set Reader Name, Goes From and Goes To as required.

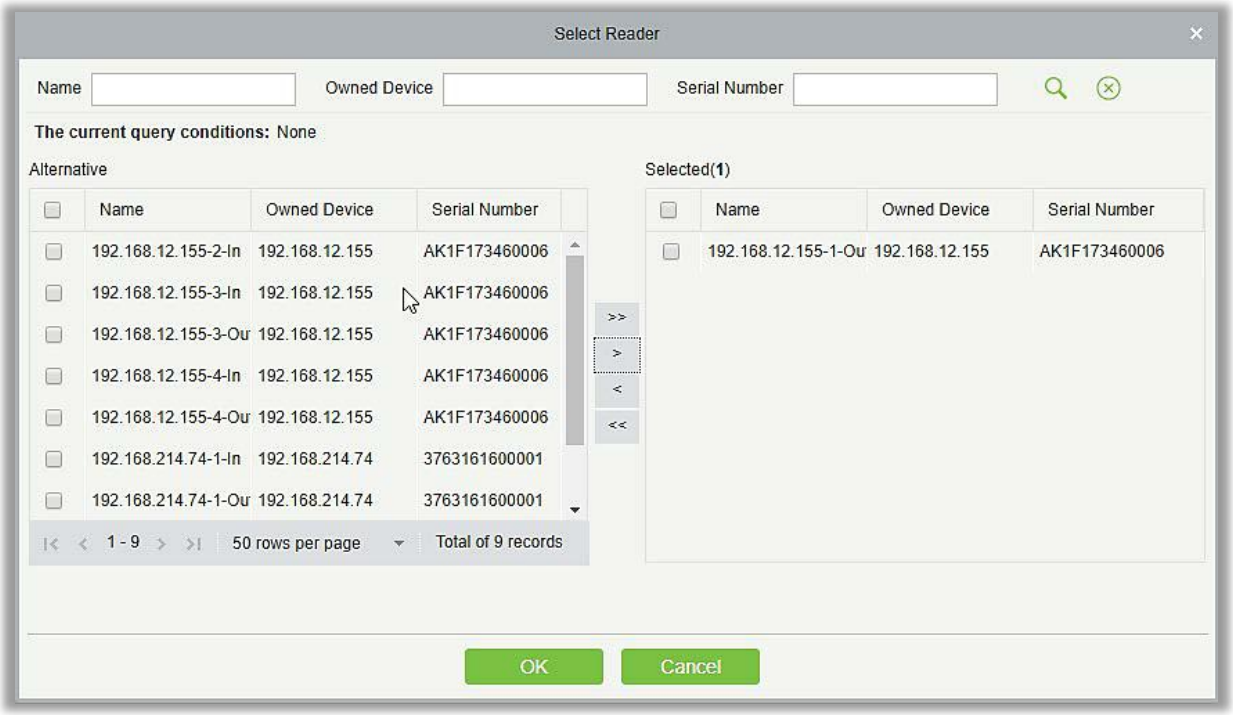
3. Click [OK] to save and quit. The added Reader Define will appear in the list.

- Batch New

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



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

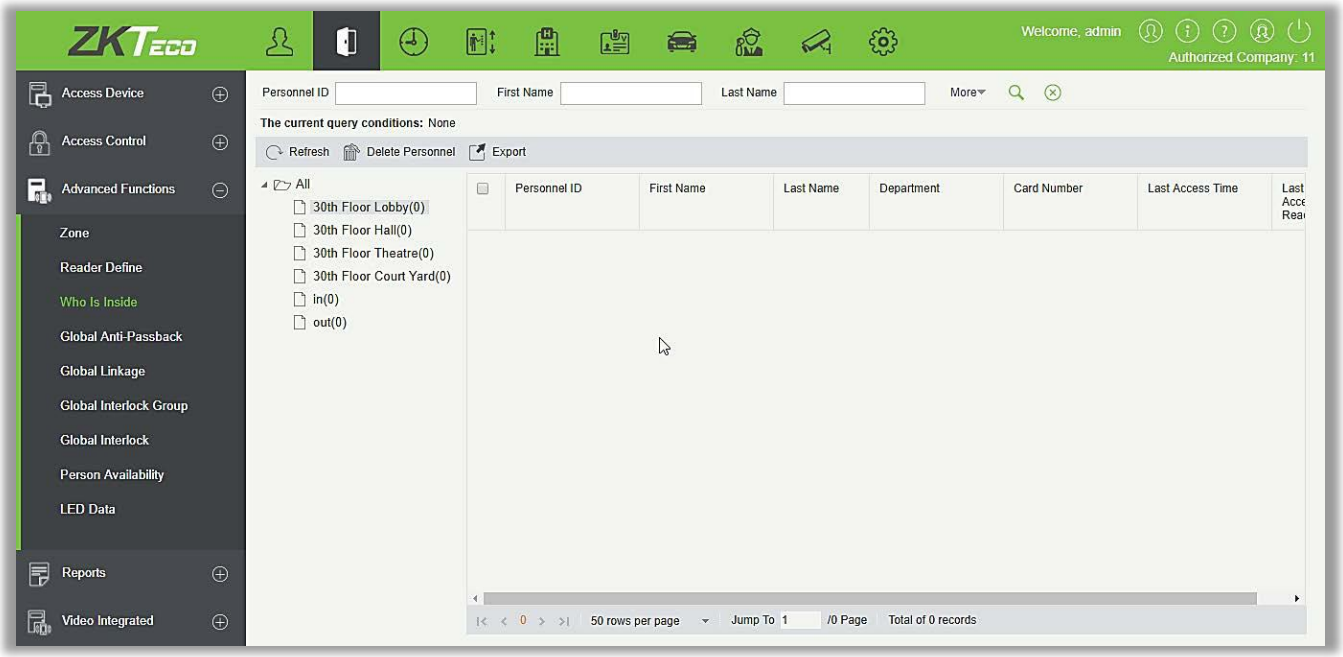


Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

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

4.3.3 Who is Inside

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



- **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.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

ZKTECO

Total People 10

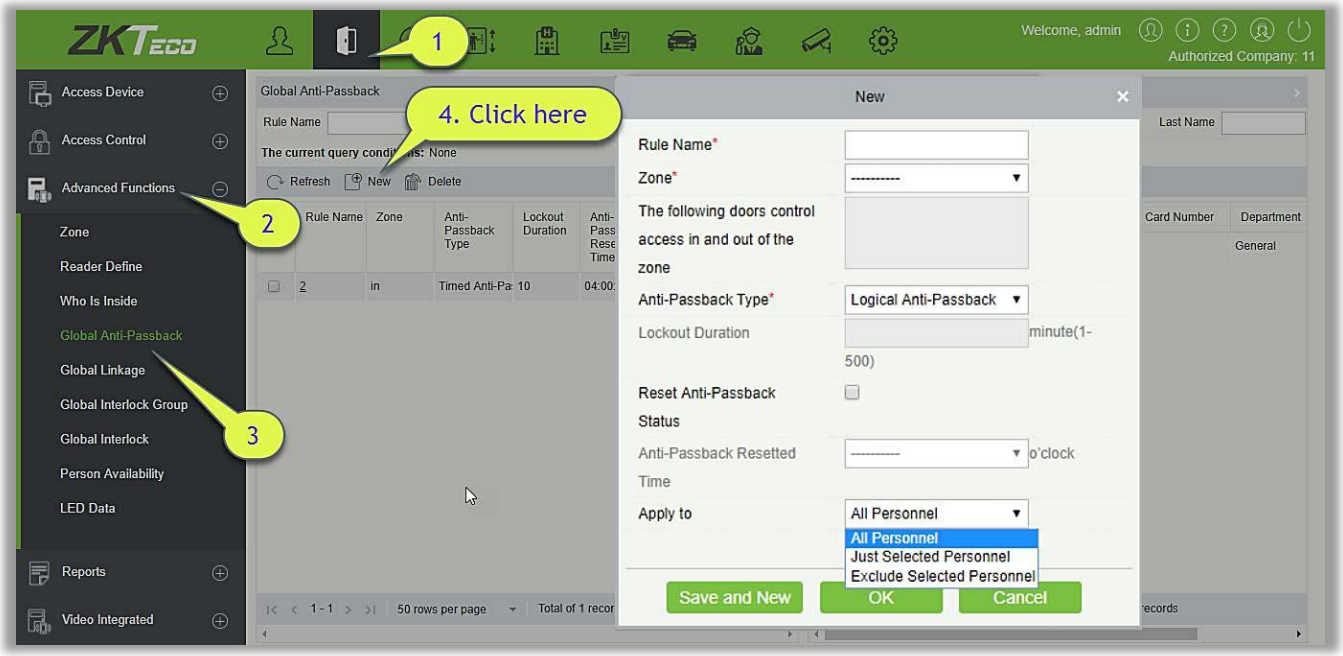
Personnel ID	First Name	Last Name	Department	Card Number	Last Access Time	Last Access Reader
1	Jerry	Wang	General	4461253	2017-12-18 09:29:31	192.168.218.60-2-In
2	Lucky	Tan	Development Department	6155266	2017-12-18 09:27:12	192.168.218.60-1-In
2940	Sherry	Yang	Hotel	1411237	2017-12-18 09:55:52	192.168.218.60-1-In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

4.3.4 Global Anti-Passback

Global Zone APB can set Anti-Passback across devices; you can use this function after setting Global 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:



Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

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

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

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

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

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

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

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

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

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

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

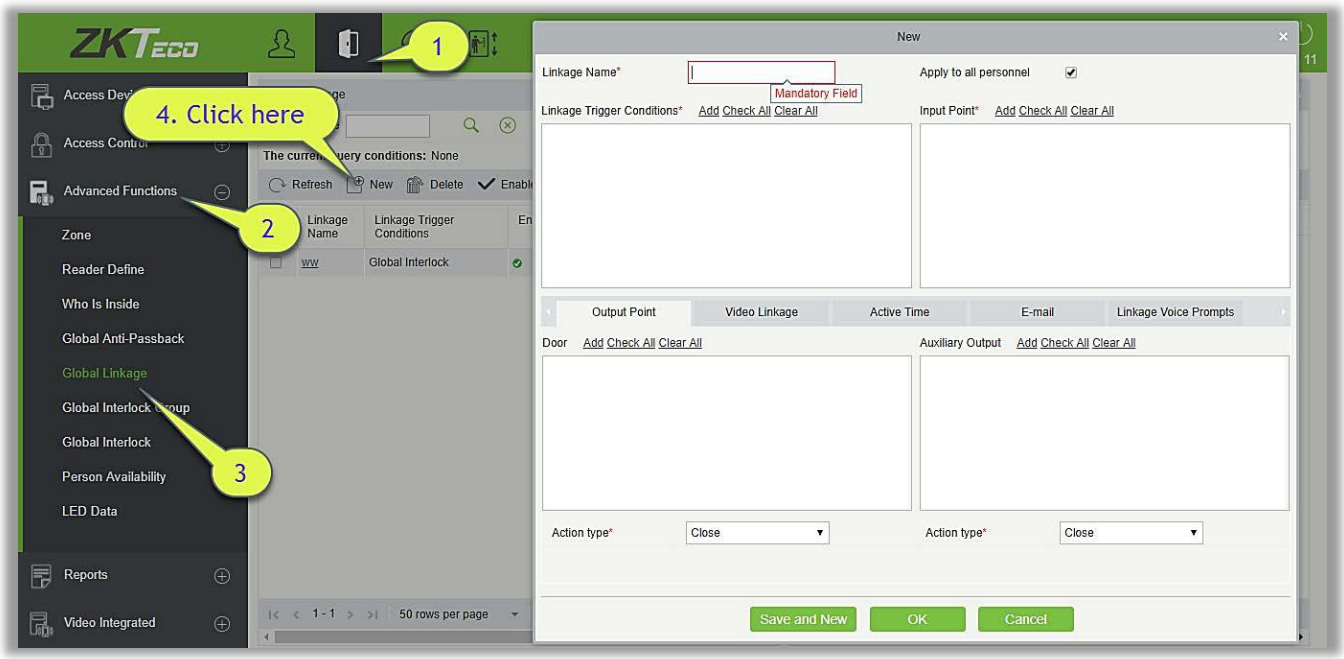
4.3.5 Global Linkage

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

- Add

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

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



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.

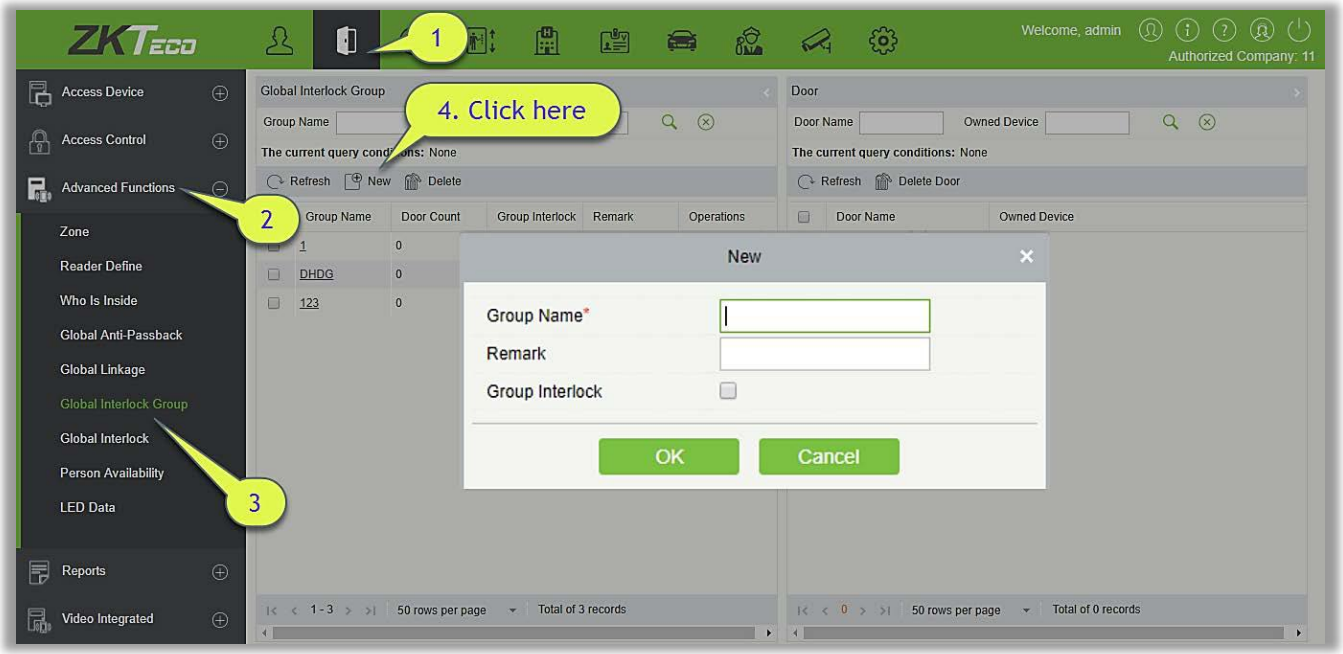
3. Click [OK] to save and quit. The added Global Linkage will display in the list.

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]:

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



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.

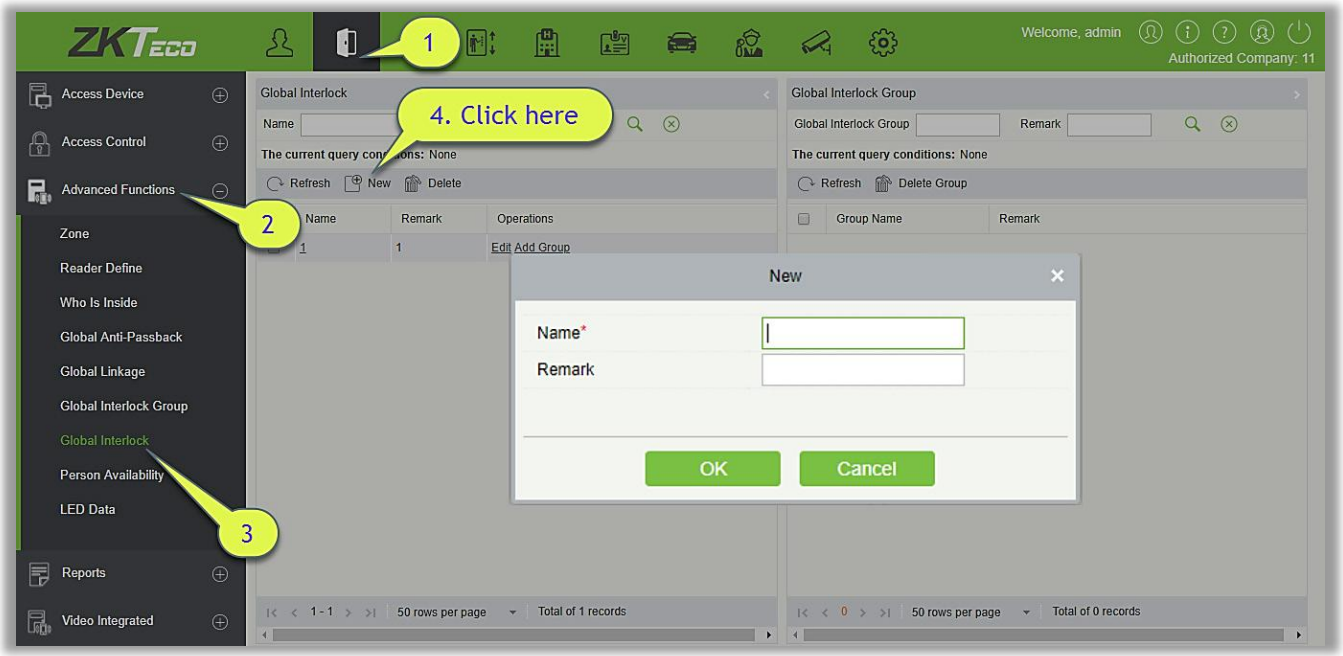
4.3.7 Global Interlock

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

Multi-Person Opening Door Setting:

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



Name:

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

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

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

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

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

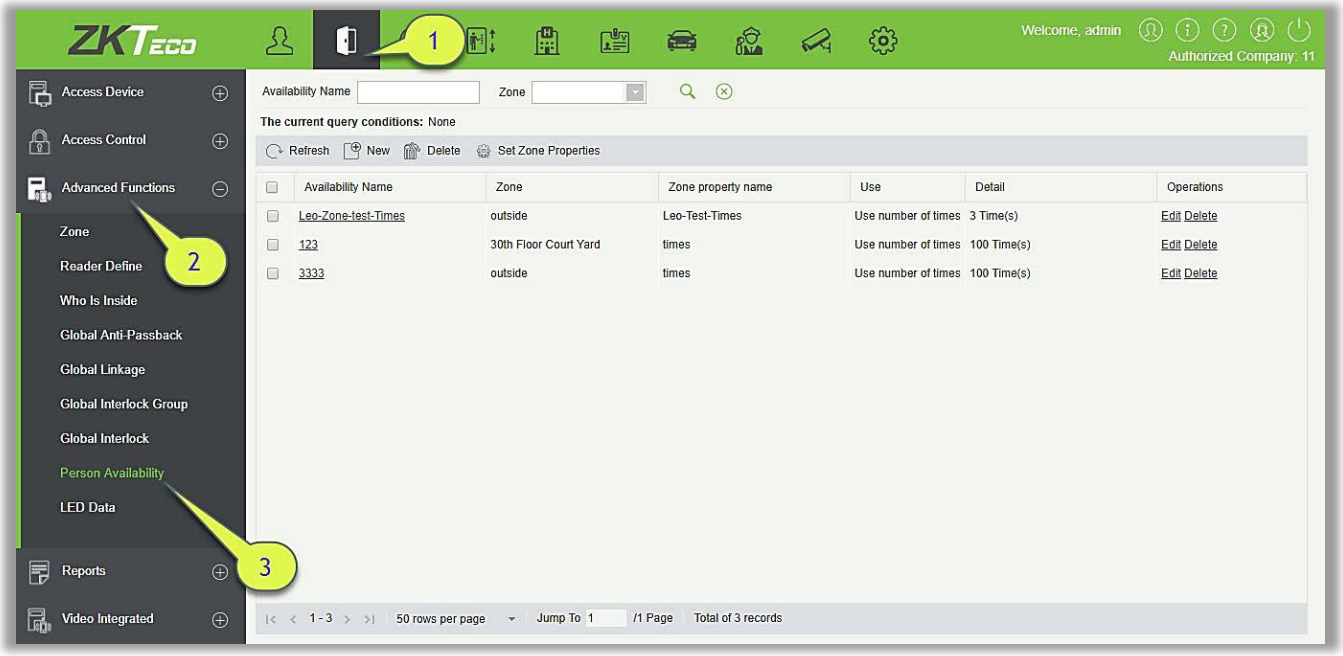
✍**Notes:**

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

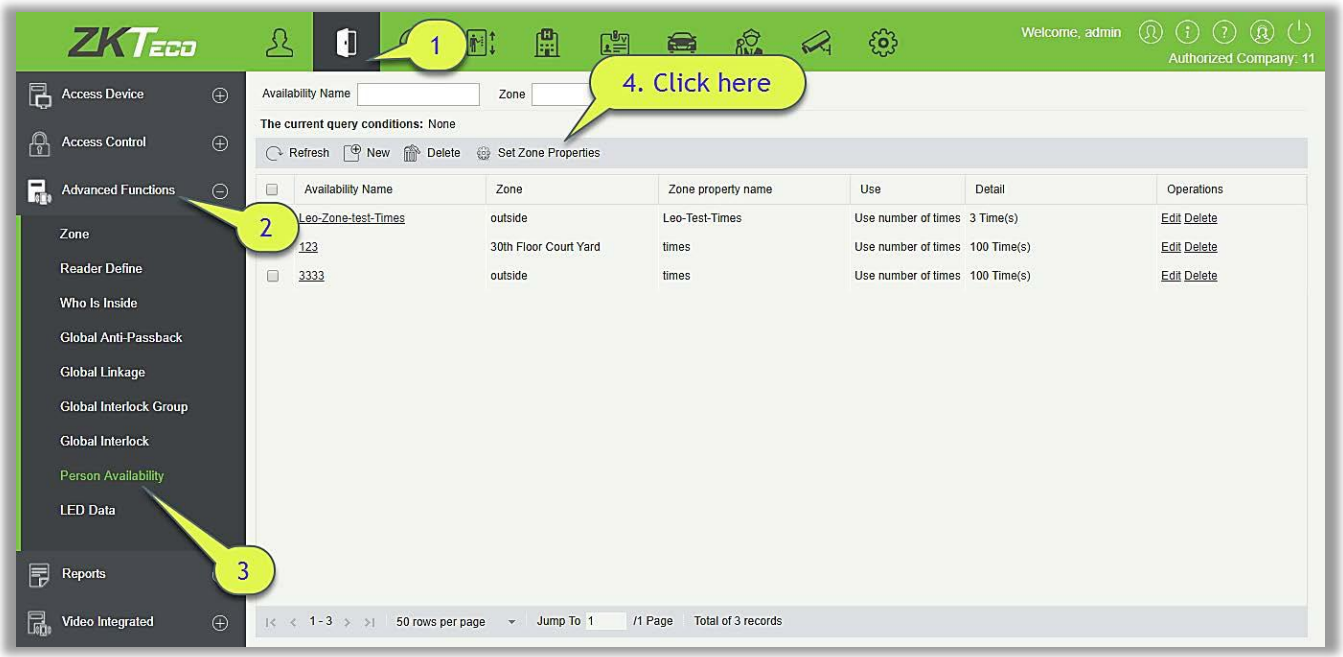
4.3.8 Person Availability

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

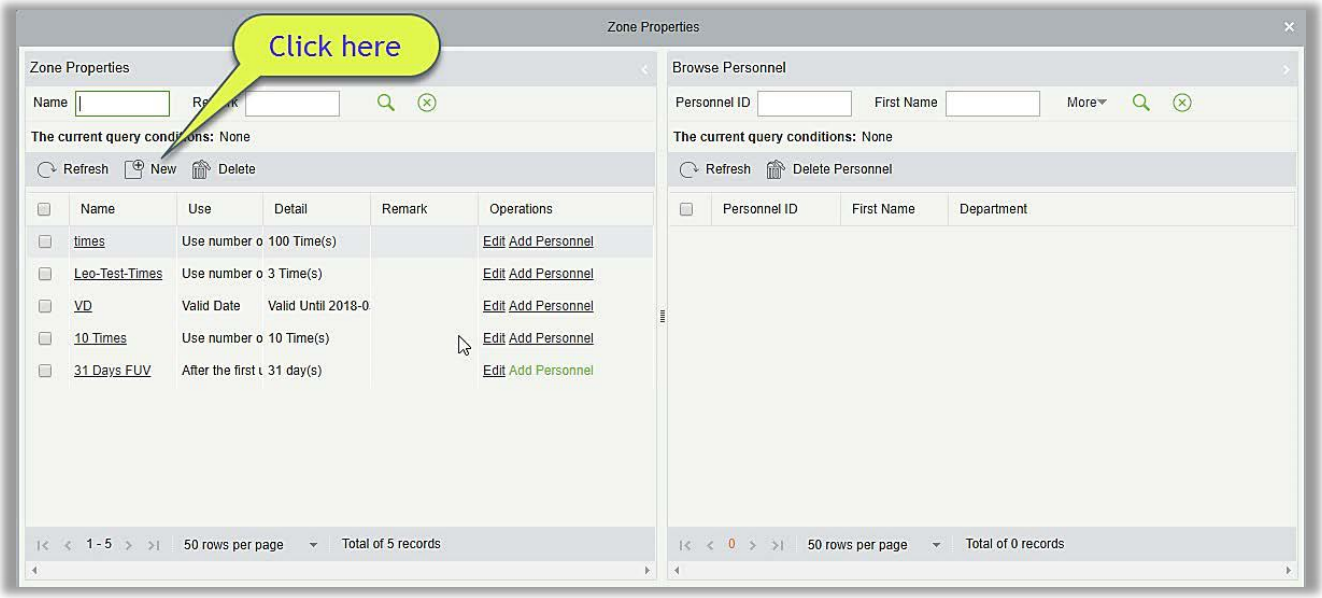
Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



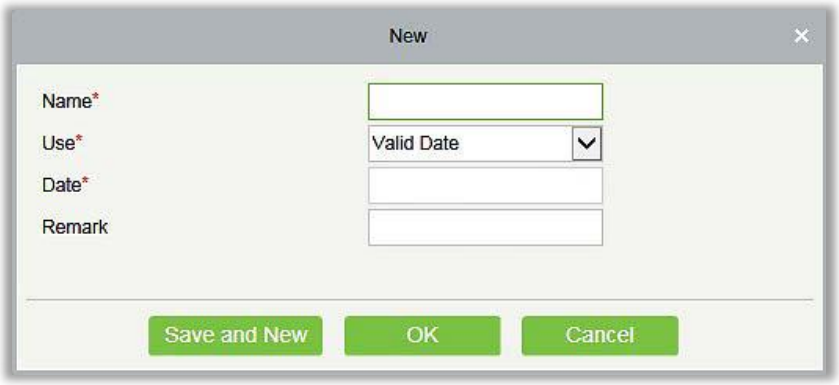
- Set Zone Properties



Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



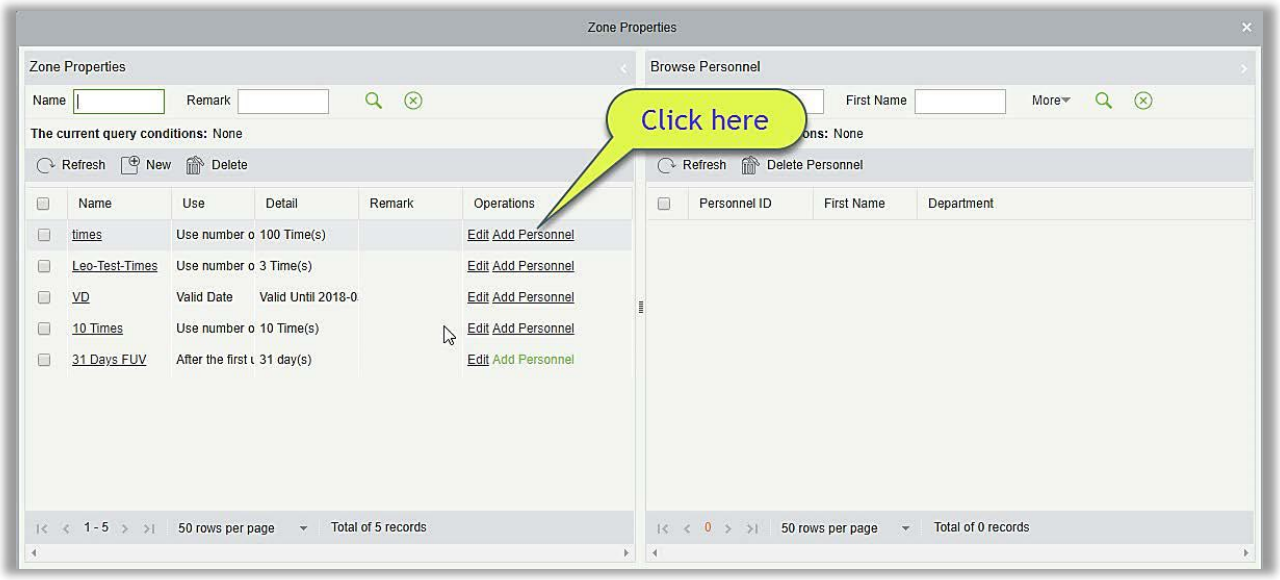
1. Click [Advanced Functions] > [Person Availability] > [Set Zone Properties] > [New], the following interface will be shown:

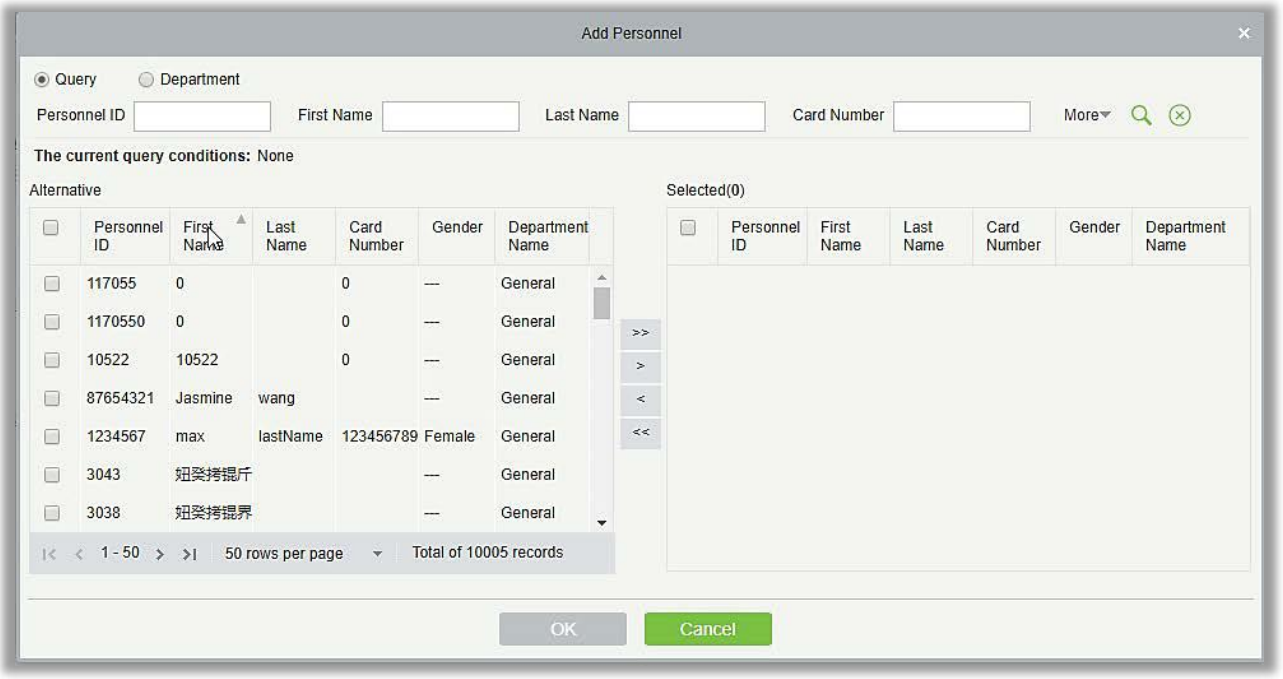


Use: It is divided into Valid Date, After the first use of valid days and Use number of times, corresponding to Date, Days and Times.

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

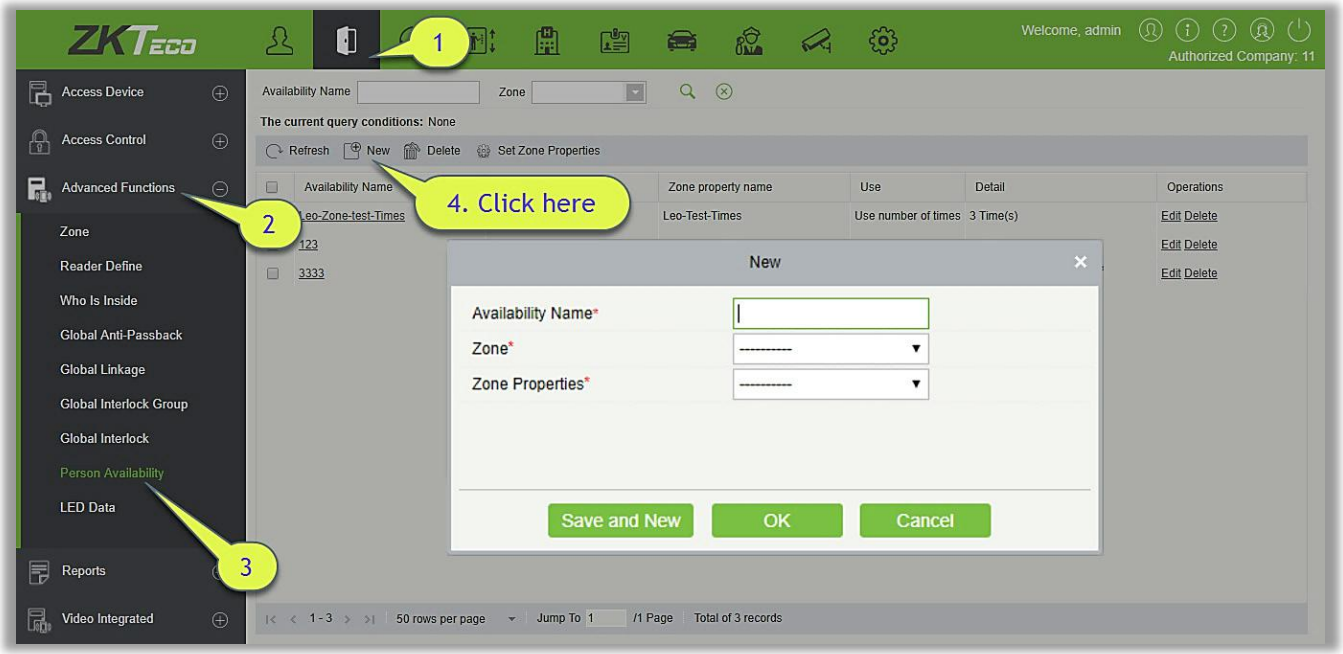




- New

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



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

- Delete

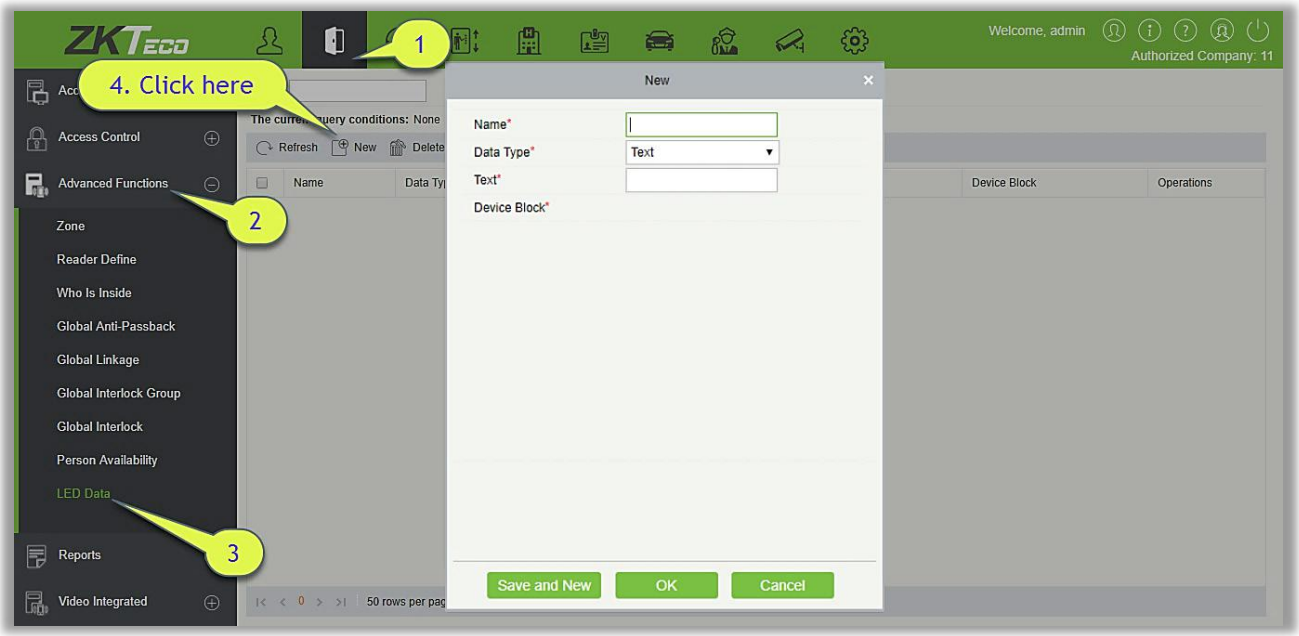
Click [Advanced Functions] > [Person Availability], select an Availability Name, click [Delete] > [OK] to delete.

4.3.9 LED Data

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

- Add

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



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:

- The access control zone is that in the advanced access control.
- If the content to be sent is department, please select the department for statistics collection.

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.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

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.

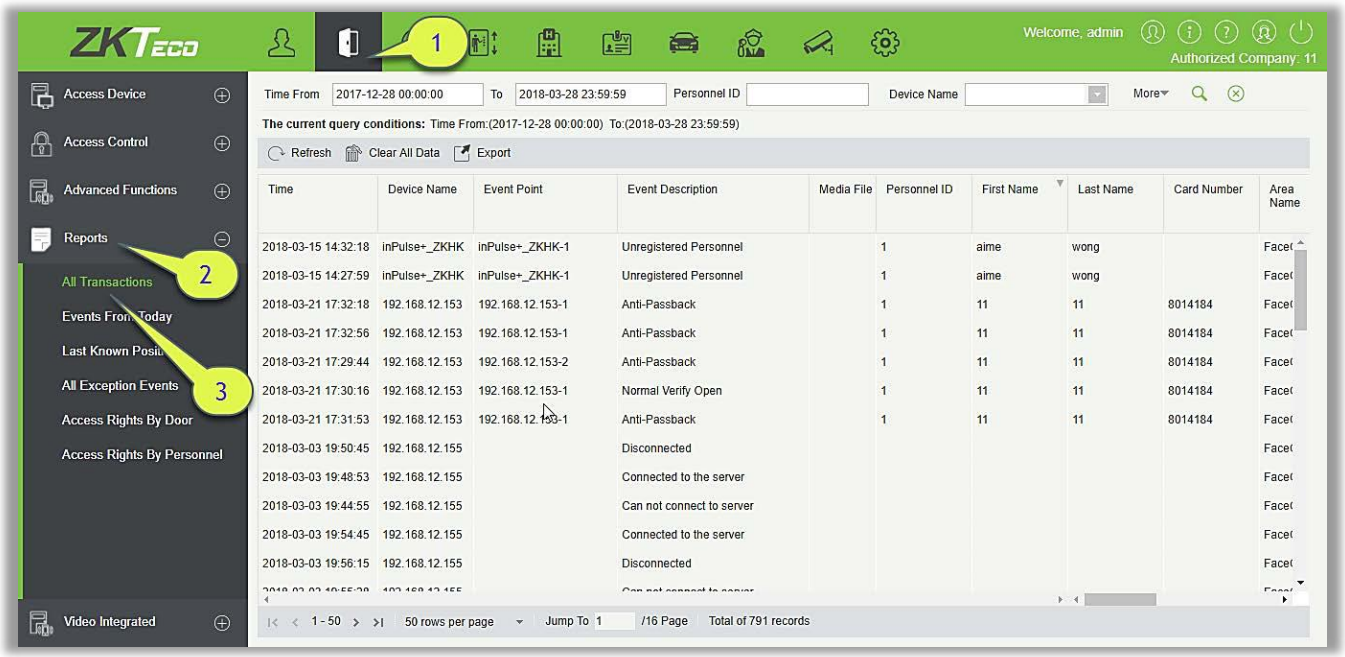
About the Normal and abnormal event please refer to Real-Time Monitoring for details.

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:

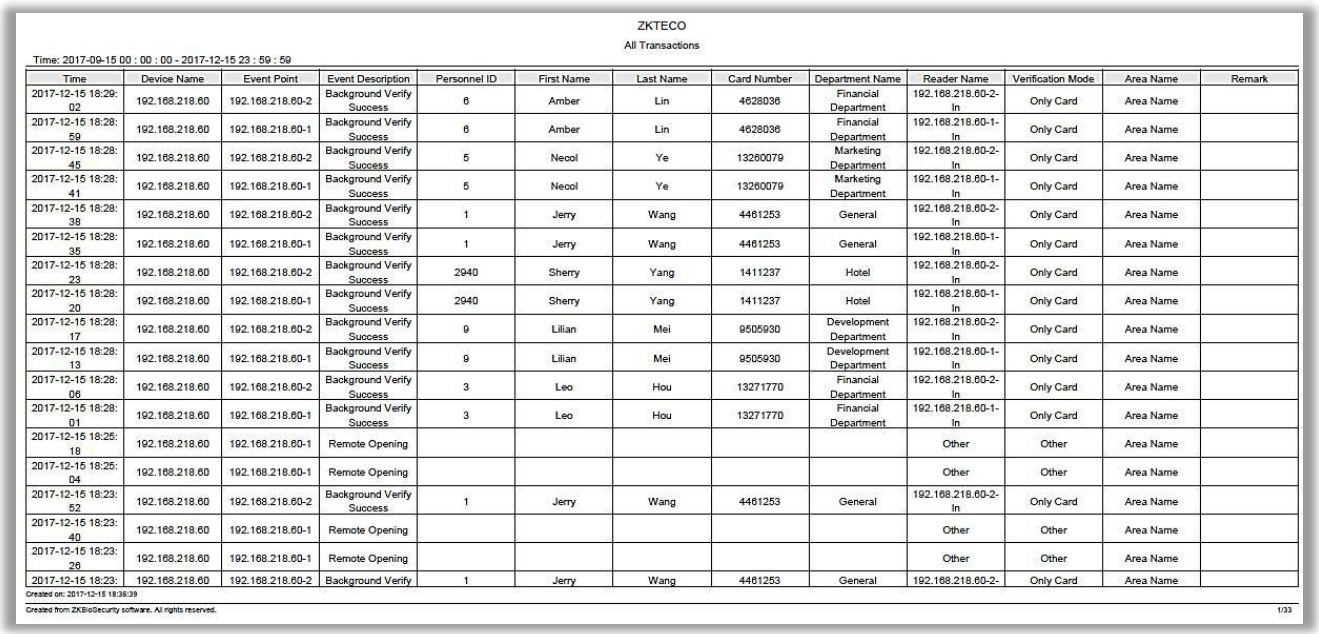


Media File: You can view or download the photos and videos created in the video system.

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.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



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 18:29:02	192.168.218.60	192.168.218.60-2	Background Verify Success	6	Amber	Lin	4628036	Financial Department	192.168.218.60-2-In	Only Card	Area Name	
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-In	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	13260079	Marketing Department	192.168.218.60-2-In	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	13260079	Marketing Department	192.168.218.60-1-In	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-In	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-In	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-In	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-In	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-In	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-In	Only Card	Area Name	
2017-12-15 18:28:06	192.168.218.60	192.168.218.60-2	Background Verify Success	3	Leo	Hou	13271770	Financial Department	192.168.218.60-2-In	Only Card	Area Name	
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-In	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-In	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 18:23:26	192.168.218.60	192.168.218.60-1	Remote Opening						Other	Other	Area Name	
2017-12-15 18:23:	192.168.218.60	192.168.218.60-2	Background Verify	1	Jerry	Wang	4461253	General	192.168.218.60-2-	Only Card	Area Name	

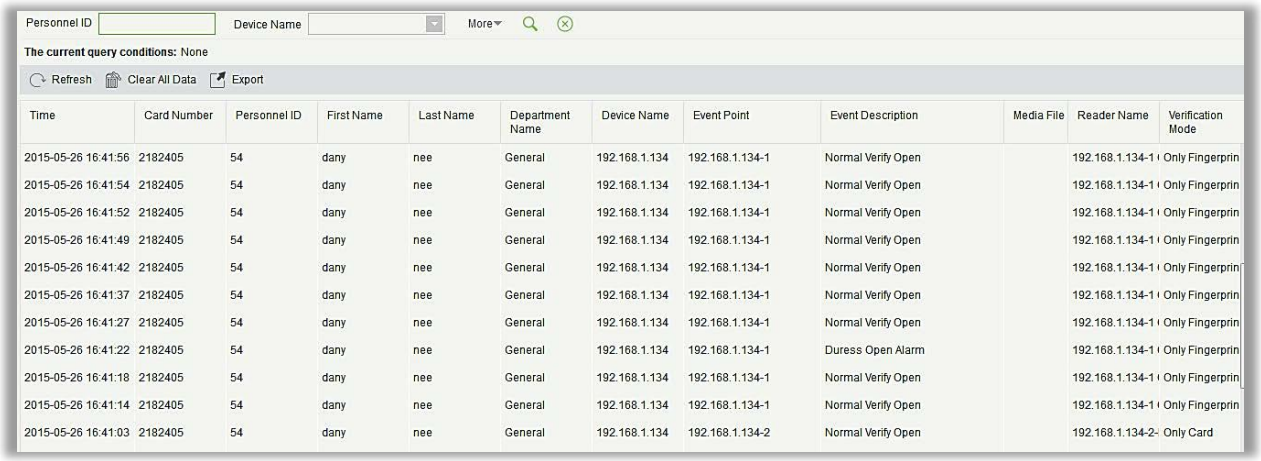
Created on: 2017-12-15 18:36:39

Created from ZKBioSecurity software. All rights reserved. 1/33

4.4.2 Events from Today

Check out the system record today.

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



Personnel ID | Device Name | More

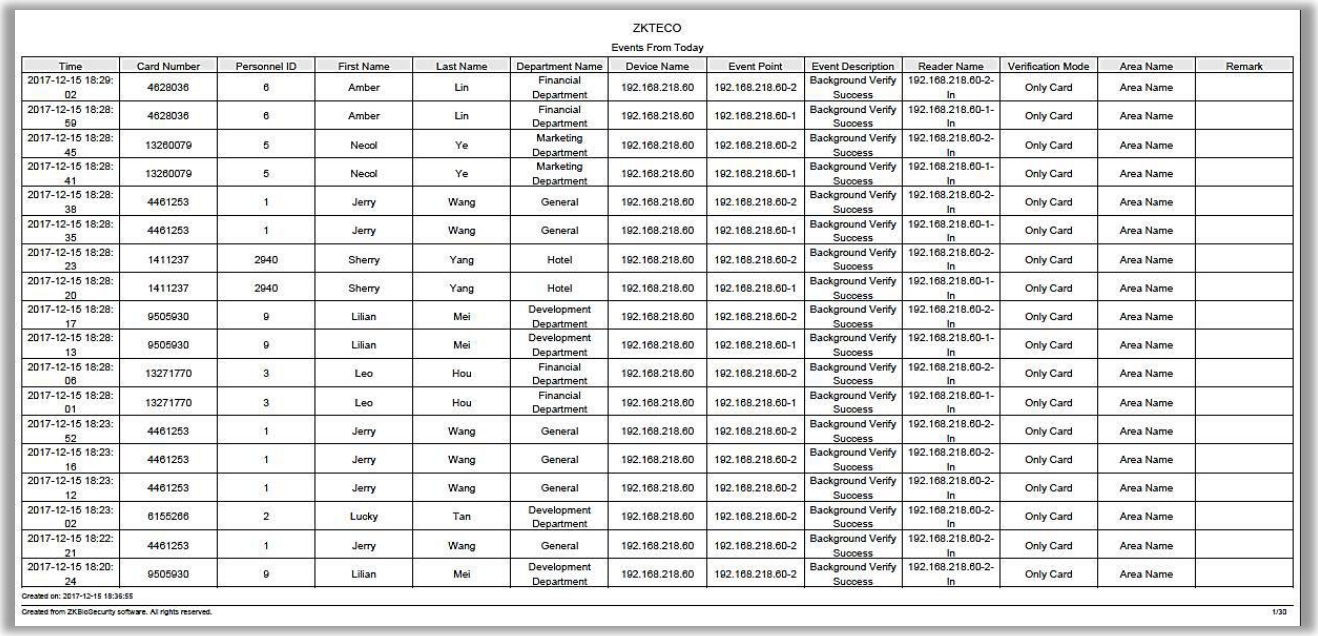
The current query conditions: None

Refresh | Clear All Data | Export

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



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	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2-In	Only Card	Area Name	
2017-12-15 18:28:59	4628036	6	Amber	Lin	Financial Department	192.168.218.60	192.168.218.60-1	Background Verify Success	192.168.218.60-1-In	Only Card	Area Name	
2017-12-15 18:28:45	13260079	5	Necol	Ye	Marketing Department	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2-In	Only Card	Area Name	
2017-12-15 18:28:41	13260079	5	Necol	Ye	Marketing Department	192.168.218.60	192.168.218.60-1	Background Verify Success	192.168.218.60-1-In	Only Card	Area Name	
2017-12-15 18:28:38	4461253	1	Jerry	Wang	General	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2-In	Only Card	Area Name	
2017-12-15 18:28:35	4461253	1	Jerry	Wang	General	192.168.218.60	192.168.218.60-1	Background Verify Success	192.168.218.60-1-In	Only Card	Area Name	
2017-12-15 18:28:23	1411237	2940	Sherry	Yang	Hotel	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2-In	Only Card	Area Name	
2017-12-15 18:28:20	1411237	2940	Sherry	Yang	Hotel	192.168.218.60	192.168.218.60-1	Background Verify Success	192.168.218.60-1-In	Only Card	Area Name	
2017-12-15 18:28:17	9505930	9	Lilian	Mei	Development Department	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2-In	Only Card	Area Name	
2017-12-15 18:28:13	9505930	9	Lilian	Mei	Development Department	192.168.218.60	192.168.218.60-1	Background Verify Success	192.168.218.60-1-In	Only Card	Area Name	
2017-12-15 18:28:06	13271770	3	Leo	Hou	Financial Department	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2-In	Only Card	Area Name	
2017-12-15 18:28:01	13271770	3	Leo	Hou	Financial Department	192.168.218.60	192.168.218.60-1	Background Verify Success	192.168.218.60-1-In	Only Card	Area Name	
2017-12-15 18:23:52	4461253	1	Jerry	Wang	General	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2-In	Only Card	Area Name	
2017-12-15 18:23:16	4461253	1	Jerry	Wang	General	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2-In	Only Card	Area Name	
2017-12-15 18:23:12	4461253	1	Jerry	Wang	General	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2-In	Only Card	Area Name	
2017-12-15 18:23:02	6155266	2	Lucky	Tan	Development Department	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2-In	Only Card	Area Name	
2017-12-15 18:22:21	4461253	1	Jerry	Wang	General	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2-In	Only Card	Area Name	
2017-12-15 18:20:24	9505930	9	Lilian	Mei	Development Department	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2-In	Only Card	Area Name	

Created on: 2017-12-15 18:36:55

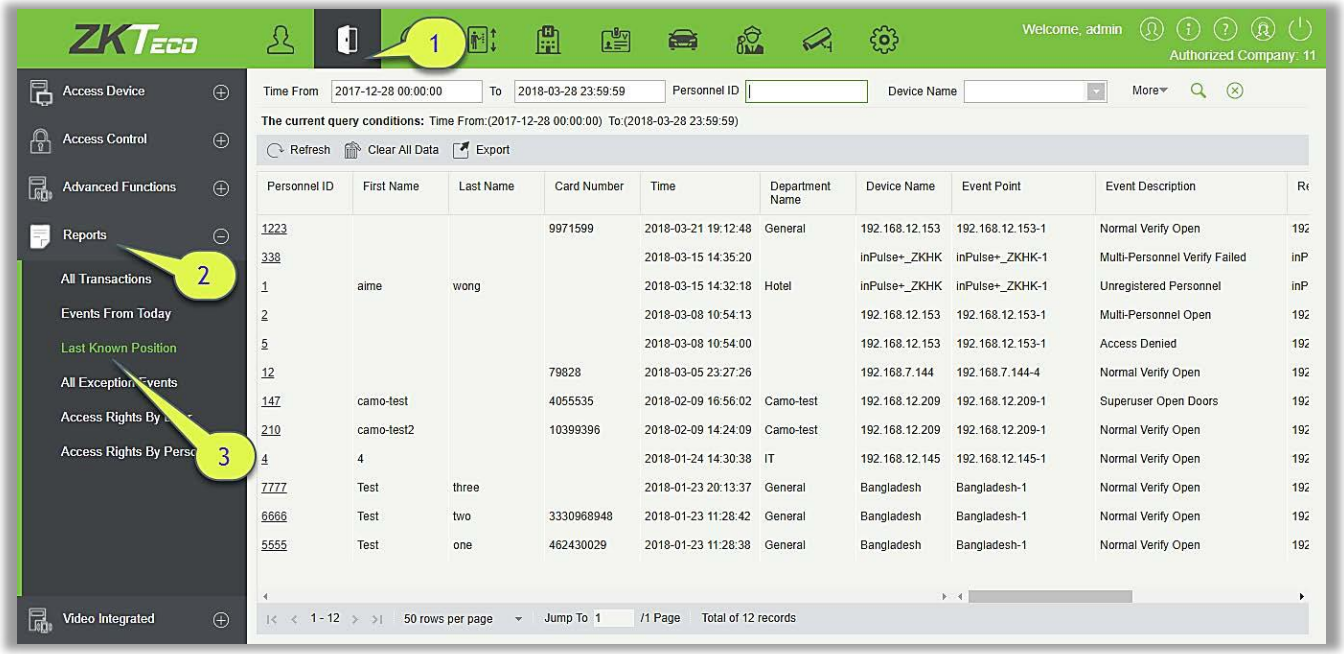
Created from ZKBioSecurity software. All rights reserved.

1/30

4.4.3 Last Known Position

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

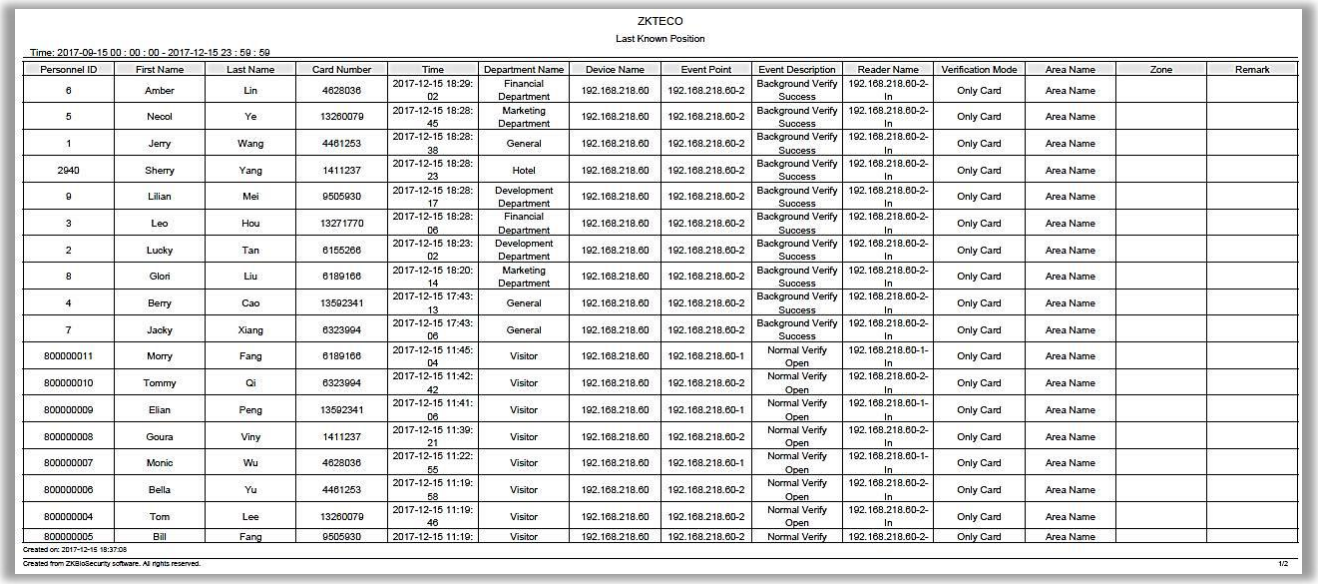
Click [Reports] > [Last Know Position] to check out.



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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

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



ZKTECO

Last Known Position

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

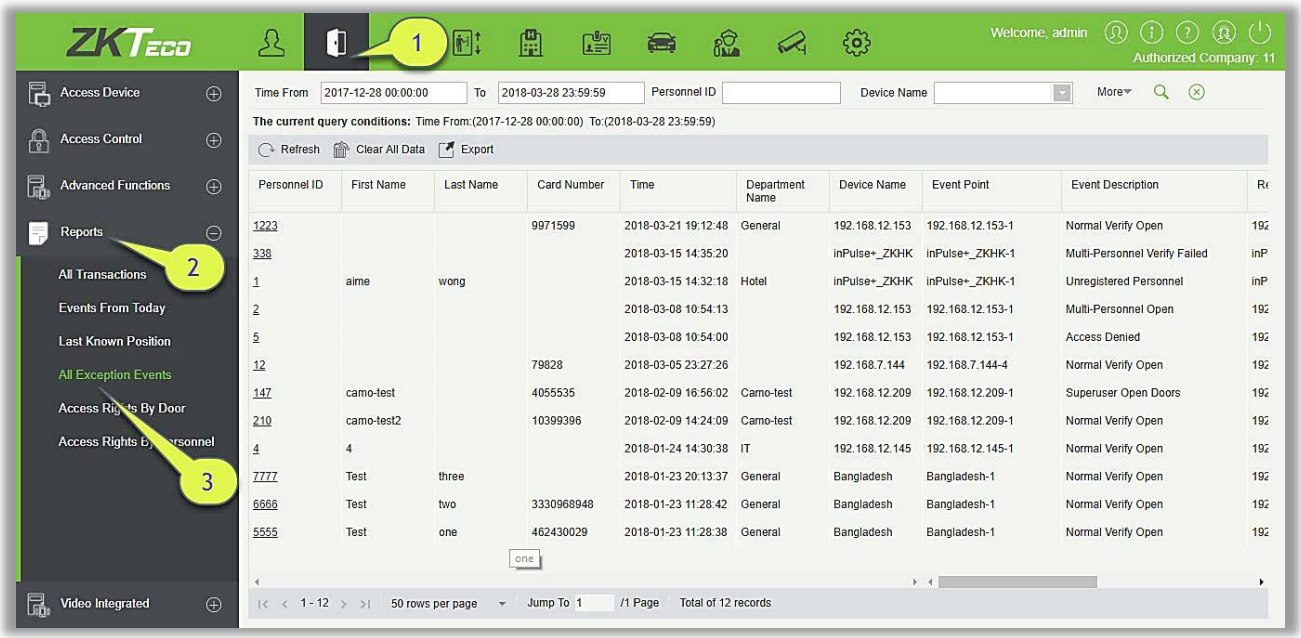
Personnel ID	First Name	Last Name	Card Number	Time	Department Name	Device Name	Event Point	Event Description	Reader Name	Verification Mode	Area Name	Zone	Remark
6	Amber	Lin	4628036	2017-12-15 18:29:02	Financial Department	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2-In	Only Card	Area Name		
5	Necol	Ye	13260079	2017-12-15 18:28:45	Marketing Department	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2-In	Only Card	Area Name		
1	Jerry	Wang	4461253	2017-12-15 18:28:38	General	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2-In	Only Card	Area Name		
2940	Sherry	Yang	1411237	2017-12-15 18:28:23	Hotel	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2-In	Only Card	Area Name		
9	Lilian	Mei	9505930	2017-12-15 18:28:17	Development Department	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2-In	Only Card	Area Name		
3	Leo	Hou	13271770	2017-12-15 18:28:06	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	6189166	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	13592341	2017-12-15 17:43:13	General	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2-In	Only Card	Area Name		
7	Jacky	Xiang	6323994	2017-12-15 17:43:06	General	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2-In	Only Card	Area Name		
800000011	Morry	Fang	6189166	2017-12-15 11:45:04	Visitor	192.168.218.60	192.168.218.60-1	Normal Verify Open	192.168.218.60-1-In	Only Card	Area Name		
800000010	Tommy	Qi	6323994	2017-12-15 11:42:42	Visitor	192.168.218.60	192.168.218.60-2	Normal Verify Open	192.168.218.60-2-In	Only Card	Area Name		
800000009	Elian	Peng	13592341	2017-12-15 11:41:06	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 11:19:58	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:	Visitor	192.168.218.60	192.168.218.60-2	Normal Verify	192.168.218.60-2-	Only Card	Area Name		

Created on: 2017-12-15 18:37:08

Created from ZKBioSecurity software. All rights reserved. 1/2

4.4.4 All Exception Events

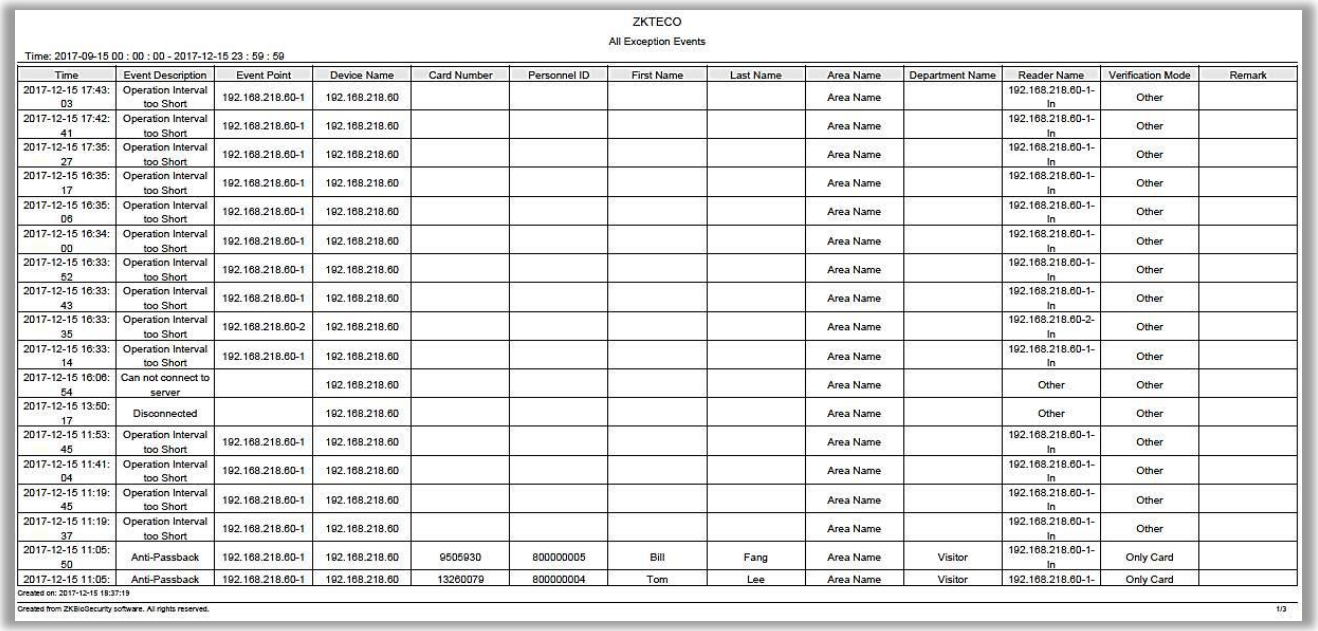
Click [Reports] > [All Exception Events] to view exception events in specified condition. The options are same as those of [All Transactions].



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.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



ZKTECO

All Exception Events

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

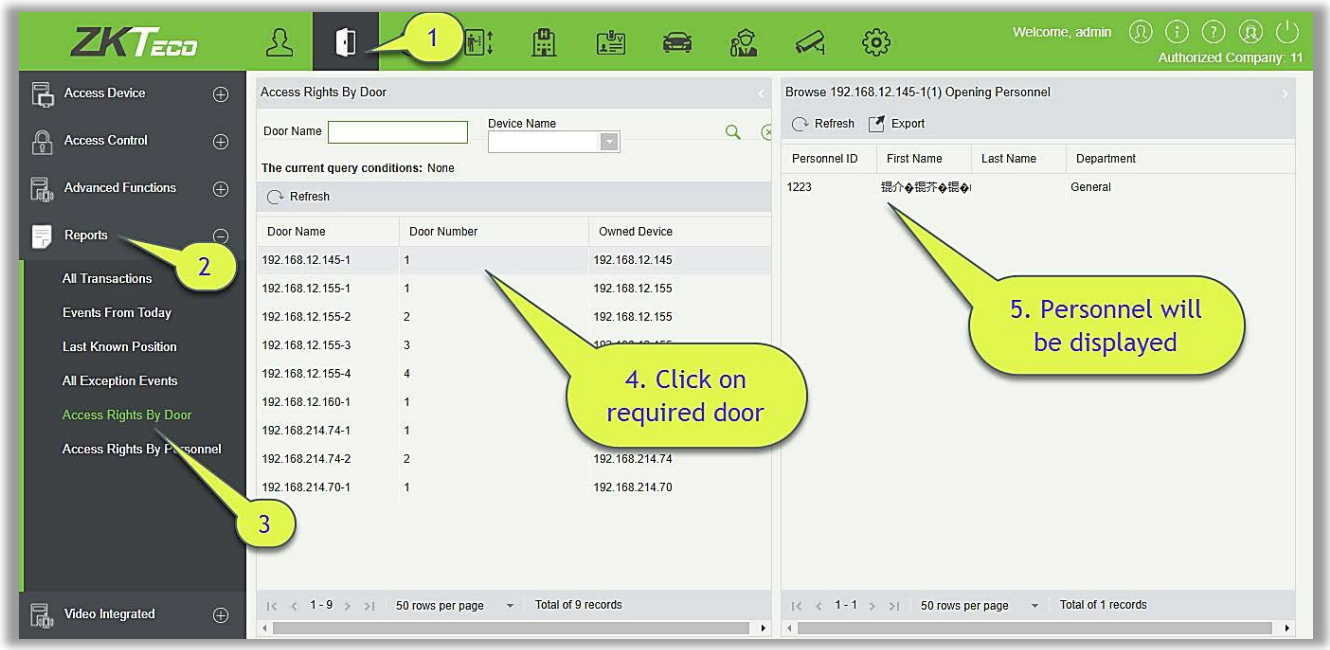
Time	Event Description	Event Point	Device Name	Card Number	Personnel ID	First Name	Last Name	Area Name	Department Name	Reader Name	Verification Mode	Remark
2017-12-15 17:43:03	Operation Interval too Short	192.168.218.60-1	192.168.218.60					Area Name		192.168.218.60-1-In	Other	
2017-12-15 17:42:41	Operation Interval too Short	192.168.218.60-1	192.168.218.60					Area Name		192.168.218.60-1-In	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-In	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-In	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-In	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-In	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-In	Other	
2017-12-15 16:33:43	Operation Interval too Short	192.168.218.60-1	192.168.218.60					Area Name		192.168.218.60-1-In	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-In	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-In	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-In	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-In	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-In	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-In	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-In	Only Card	
2017-12-15 11:05:	Anti-Passback	192.168.218.60-1	192.168.218.60	13260079	800000004	Tom	Lee	Area Name	Visitor	192.168.218.60-1-	Only Card	

Created on: 2017-12-15 19:37:19

Created from ZKBioSecurity software. All rights reserved. 1/3

4.4.5 Access Rights By Door

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



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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

ZKTECO

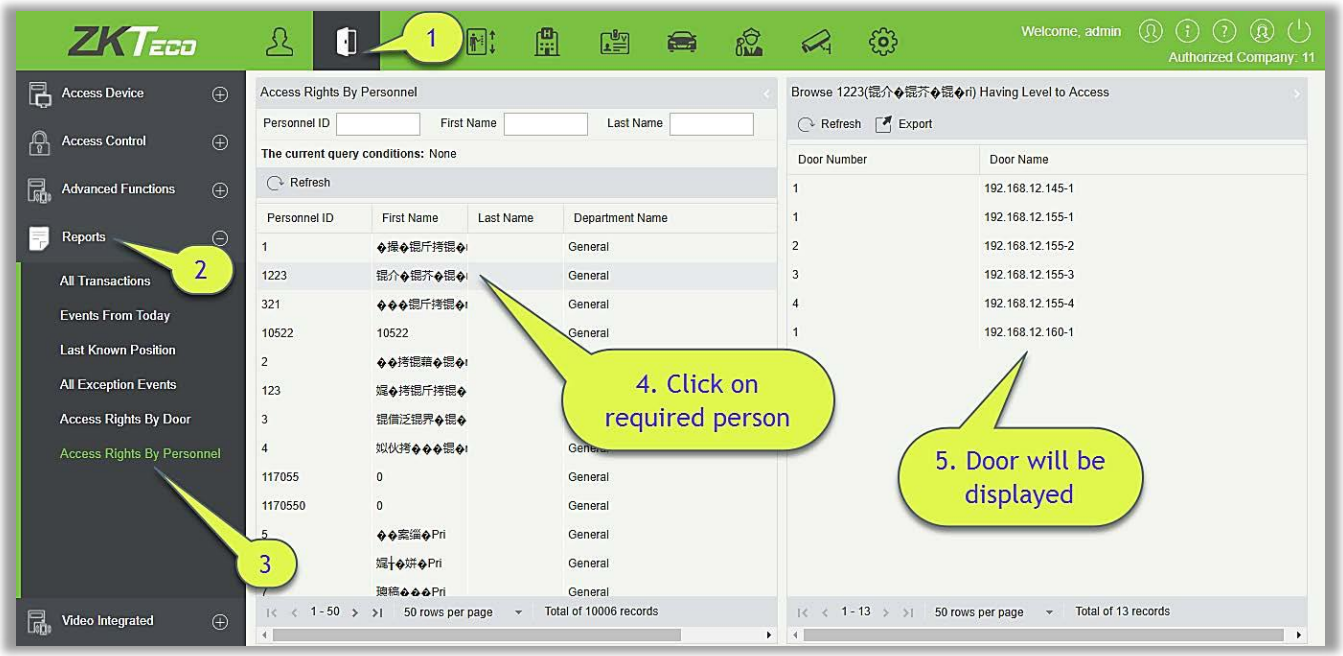
192.168.218.60-1(1) Opening Personnel

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

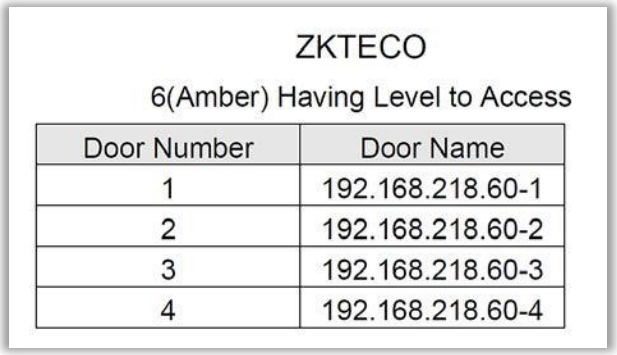
View related access levels by door or personnel.

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



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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



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

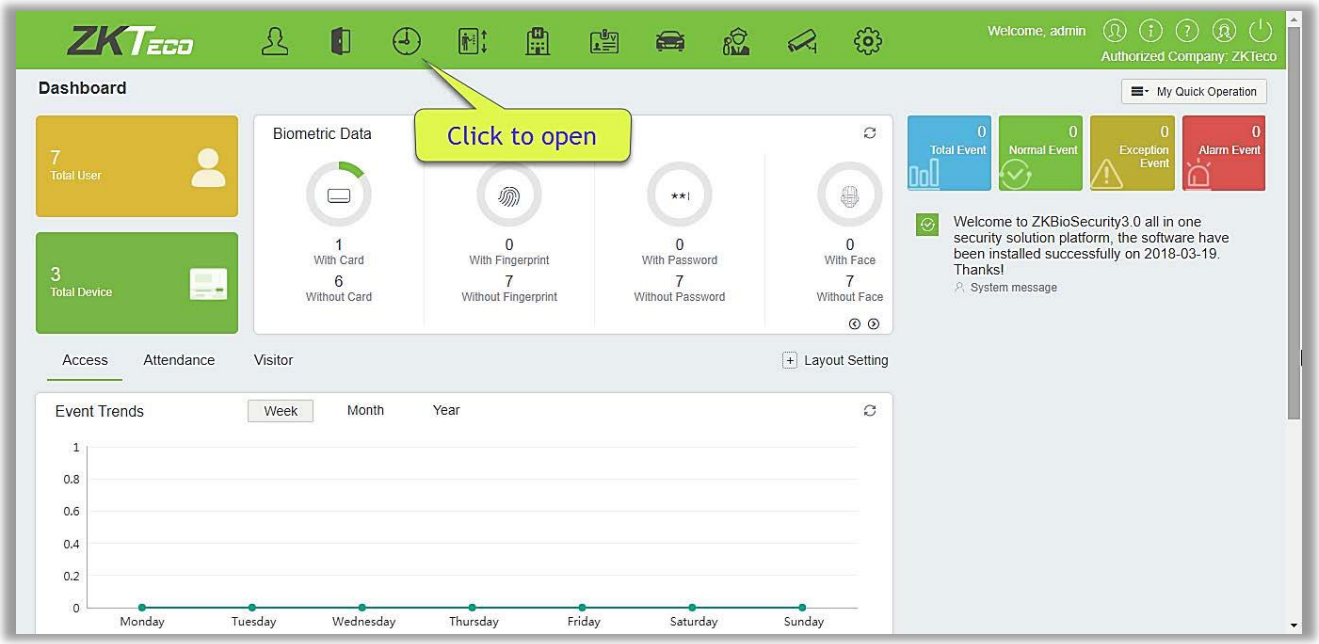
4.5 Video Integration

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

5. Attendance Management

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

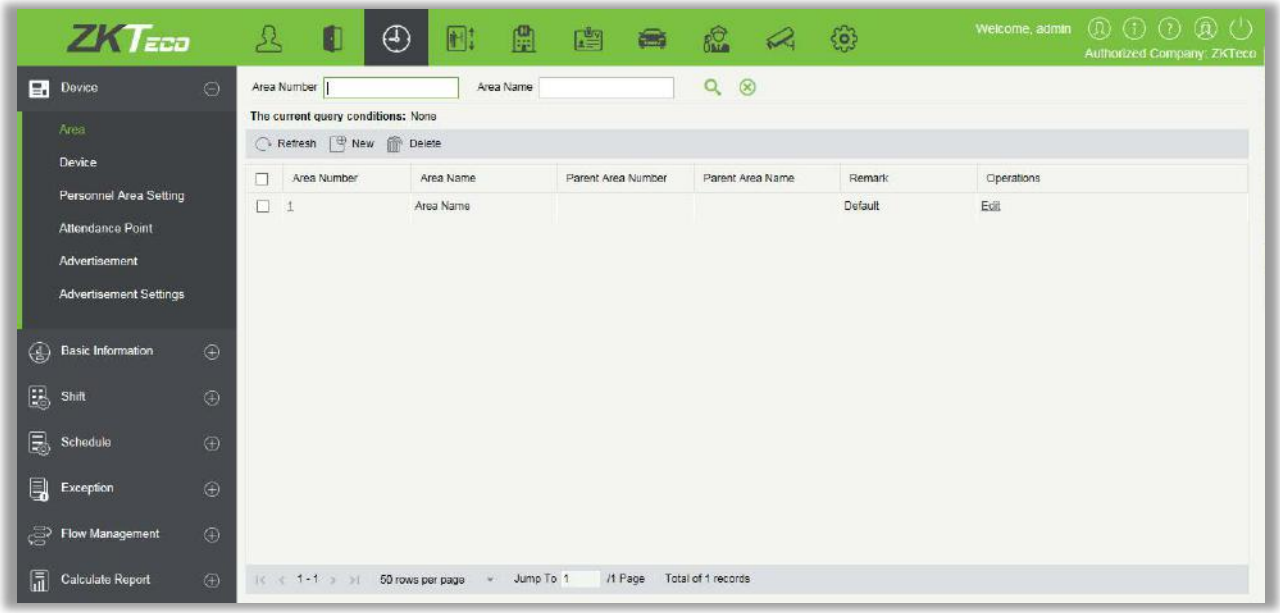


5.1 Device

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

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



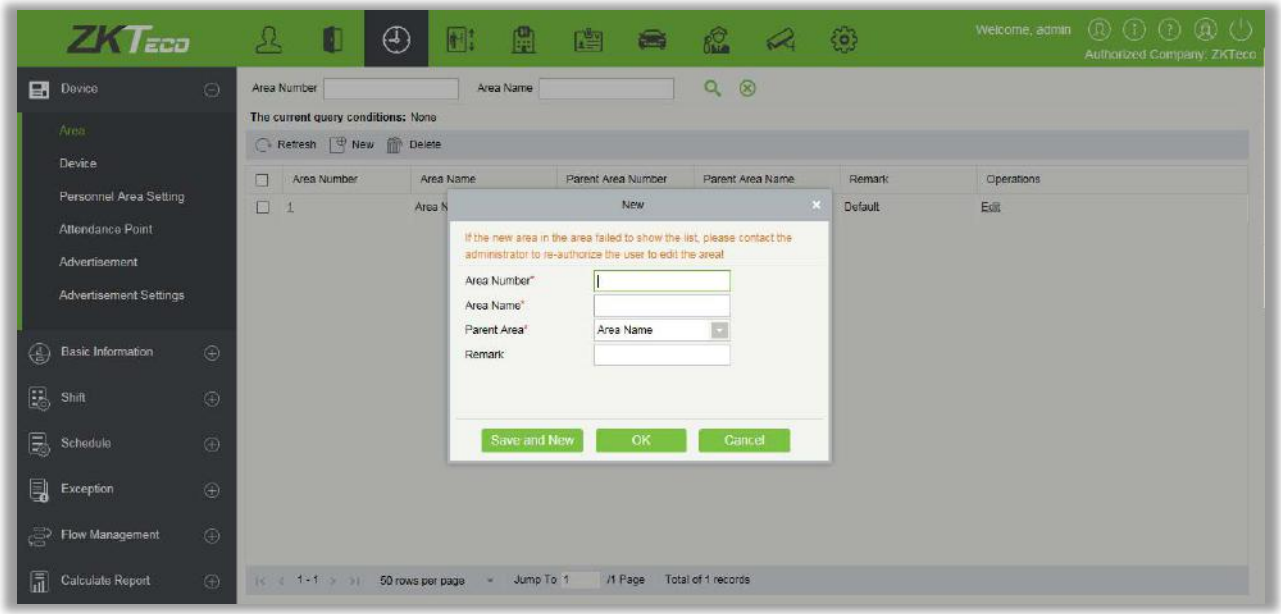
5.1.1 Area

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.



Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

(2) After the information is complete, click [**OK**] to finish new addition, click [**Cancel**] to cancel new addition, click [**Save and New**] 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 of not more than 30.

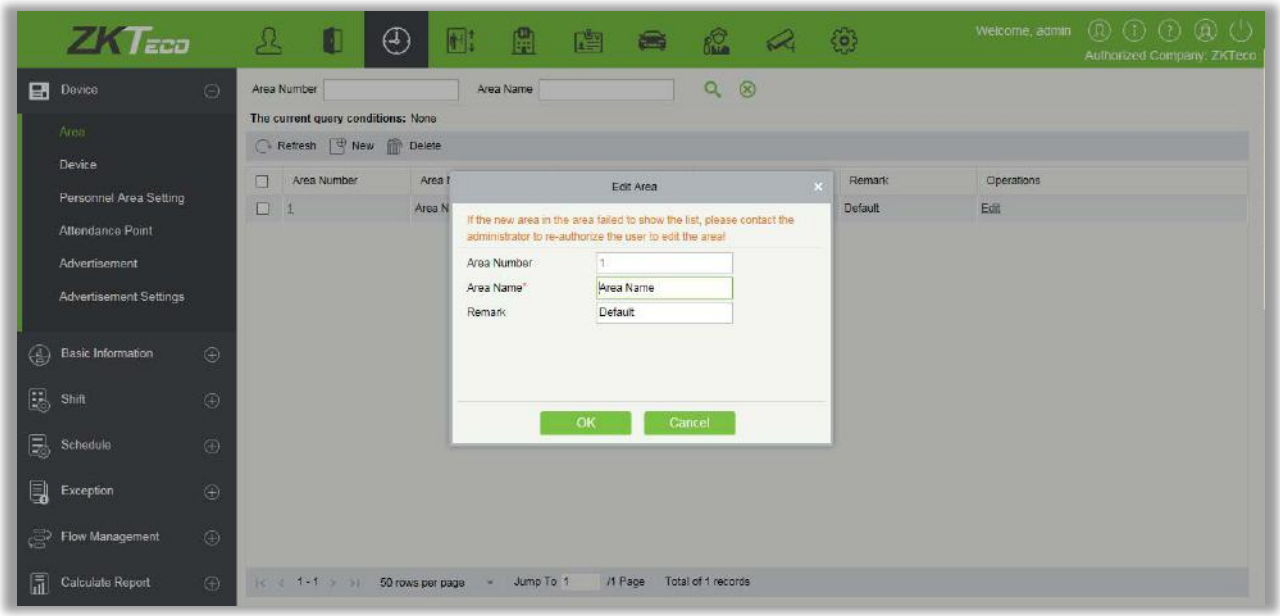
Area Name: Any character, up to 30 characters. (Should not contain quotation marks).

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

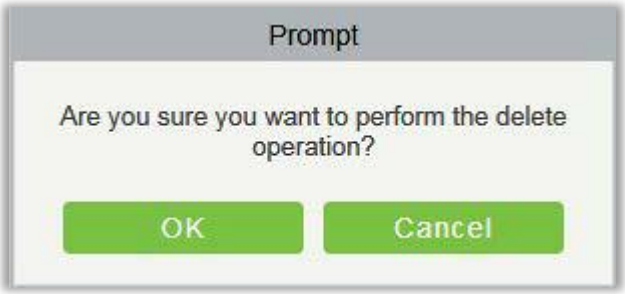
Click [**Device**] > [**Area**], click [**Edit**] under the corresponding device to edit the device information.



- 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.



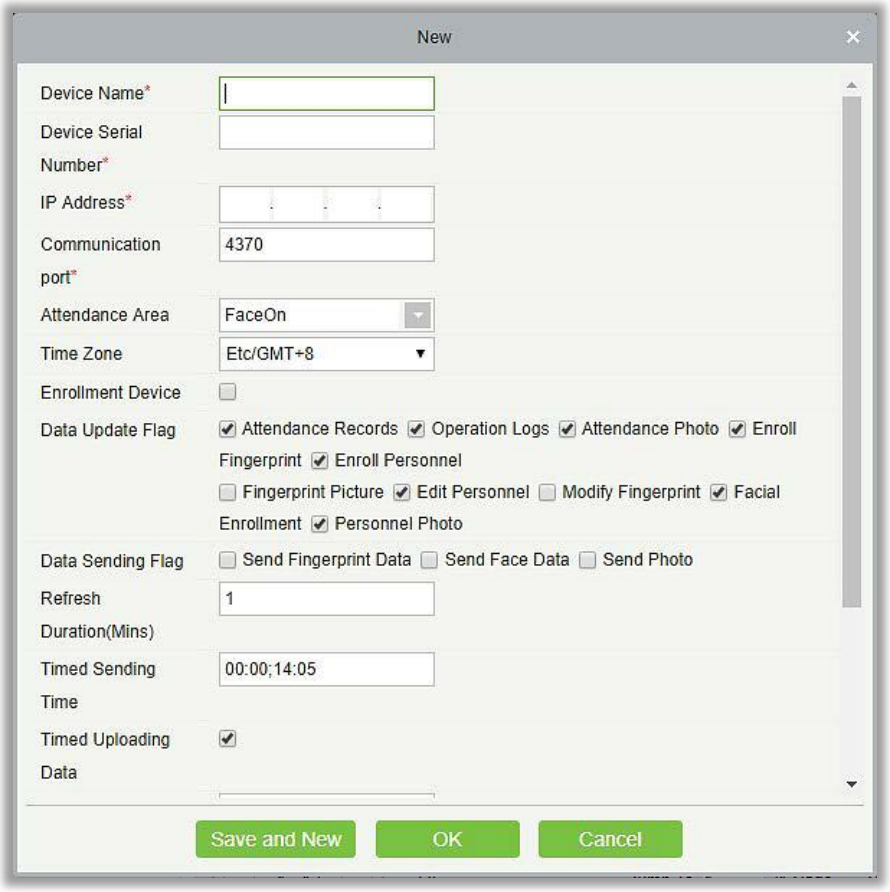
Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

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:



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

Fields are as follows:

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

Device Serial Number: Attendance equipment serial number.

IP Address: The IP address of the attendance device.

Communication port: Attendance equipment port default 4370.

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

Time Zone: Time and attendance at different time zones.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

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.

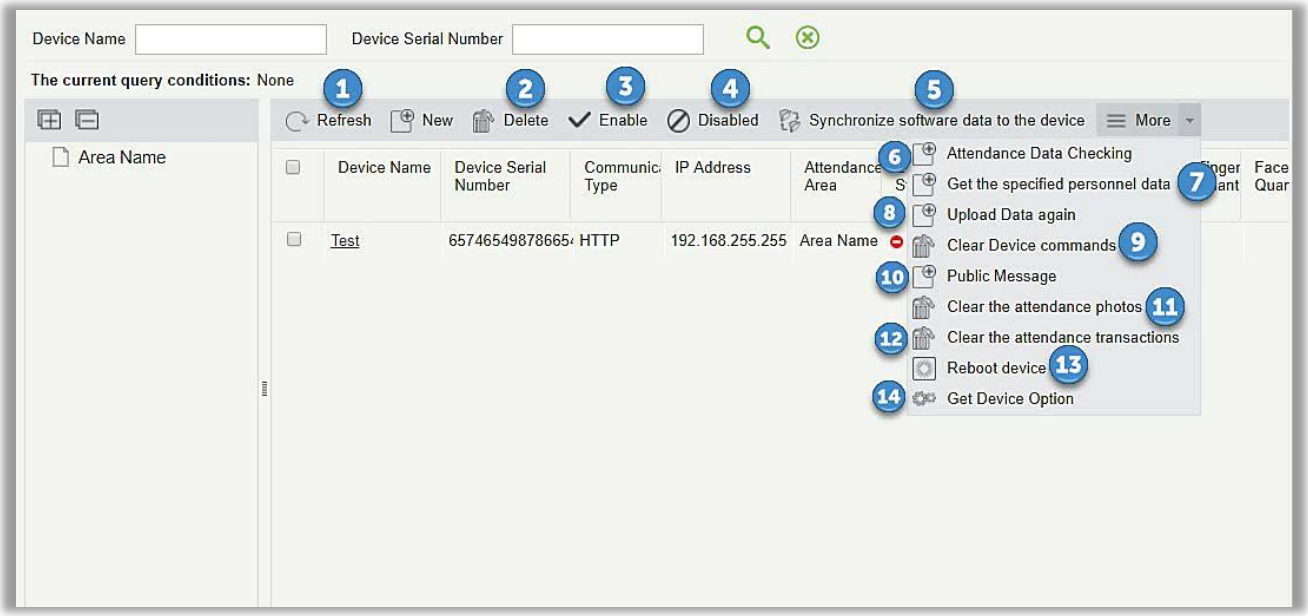
Data Sending Flag: The main function supported by the device, the software determines which data to send to the device.

Refresh Duration (minute): 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.

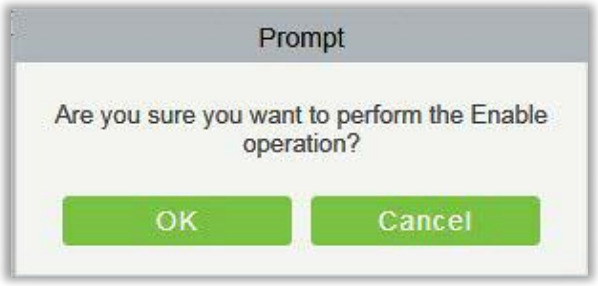
2. Delete

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, users can choose whether it is a registration device or not).

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



4. Disable

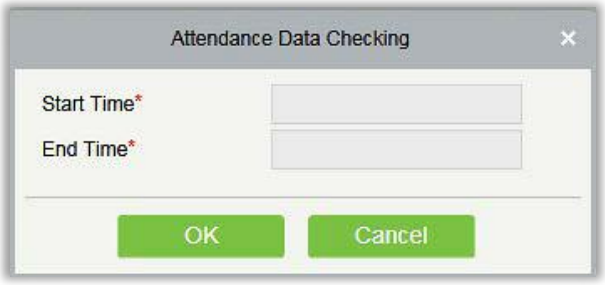
After the device is disabled, the device is not allowed to upload and send data.

5. Synchronize software data to the device

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

6. Attendance Data Checking

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



7. Get the Specified personnel data

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

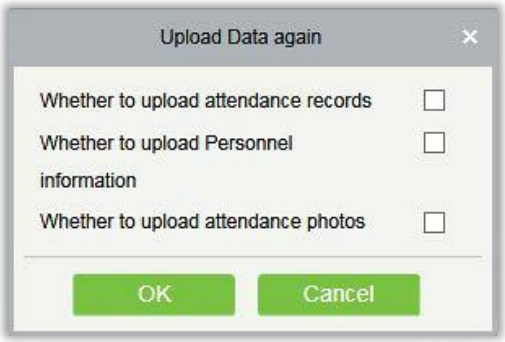
Enter the desired person numbers separated by comma and click [OK].

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

8. Upload Data again

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



9. Clear Device Commands

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

10. Public Message

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

11. Clear the attendance photos

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

12. Clear the attendance transactions

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

13. Reboot Device

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

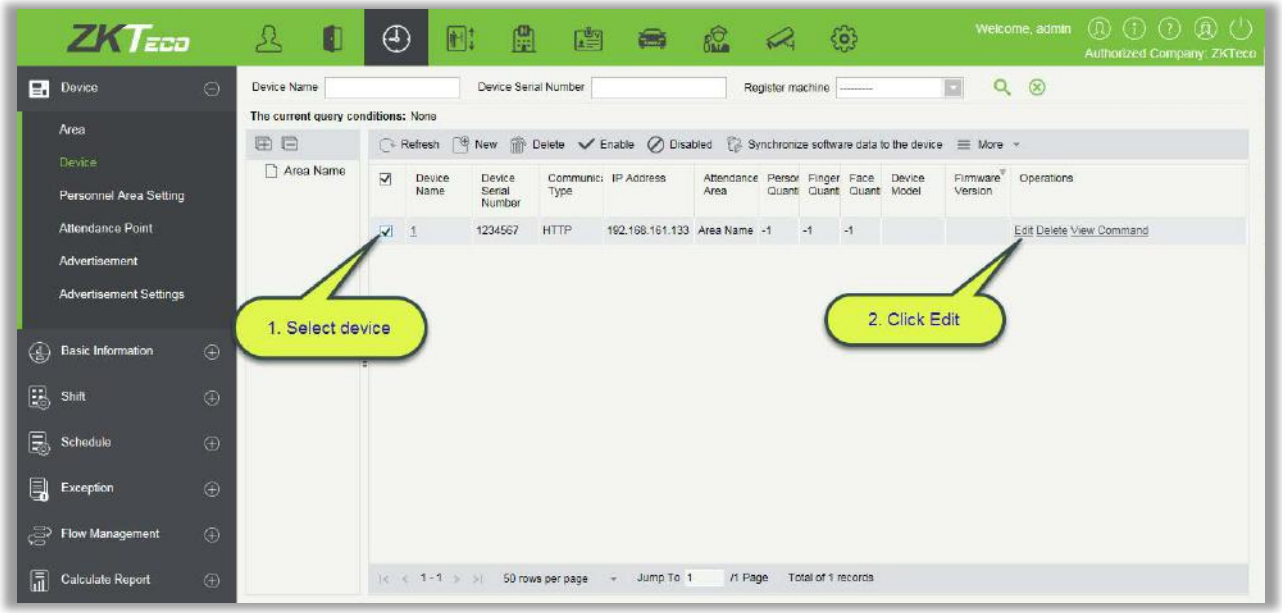
14. Get Device Option

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

- **Edit**

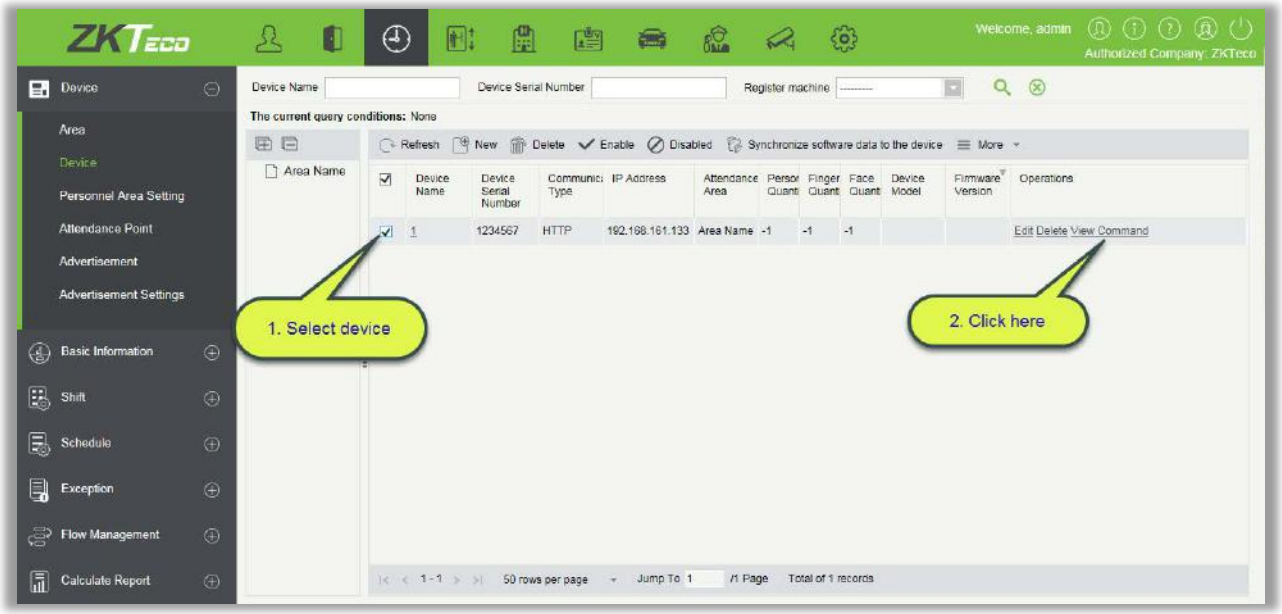
Click the corresponding operation under the "**Edit**" function in the device list.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

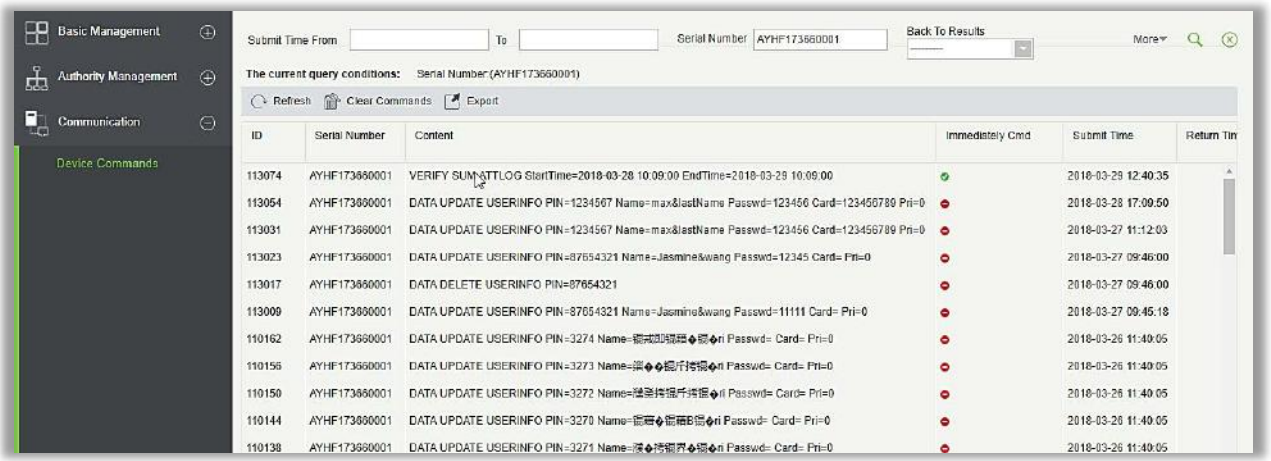


- View Command

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

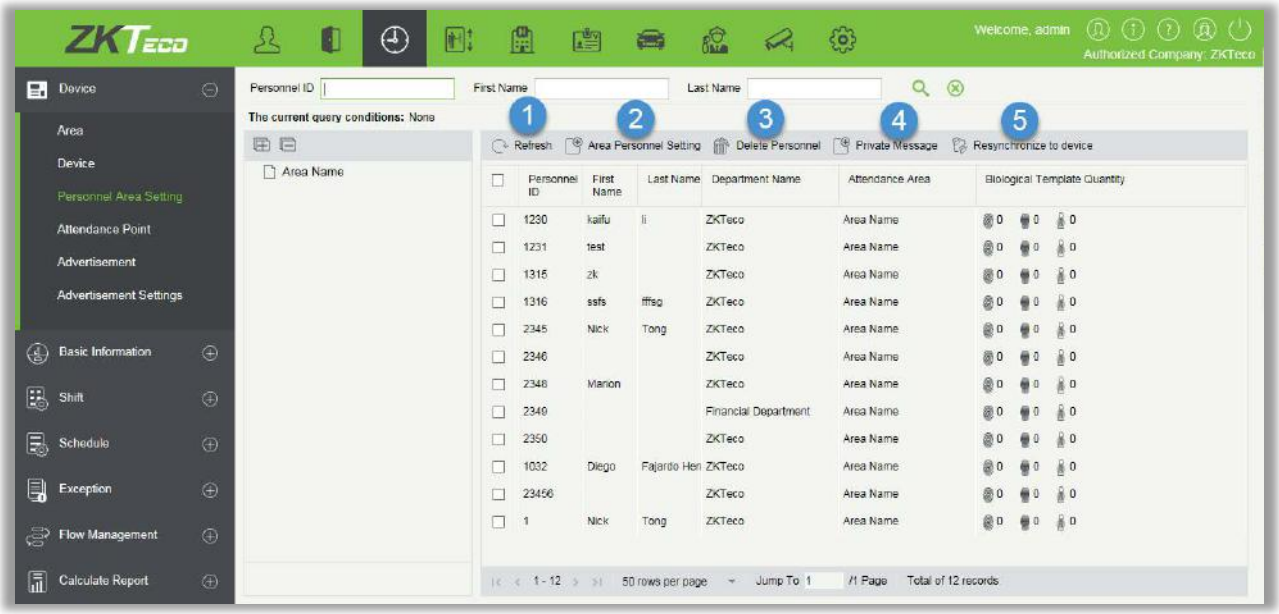


Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



5.1.3 Personnel Area Setting

Specifies area for Personnel.

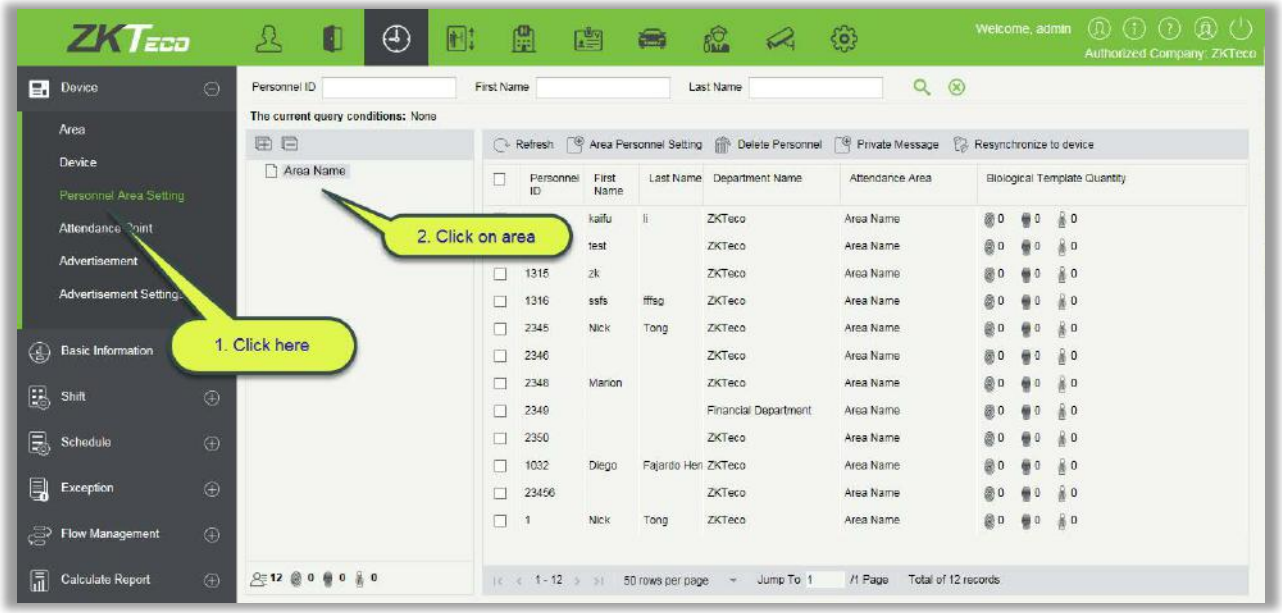


1. Refresh

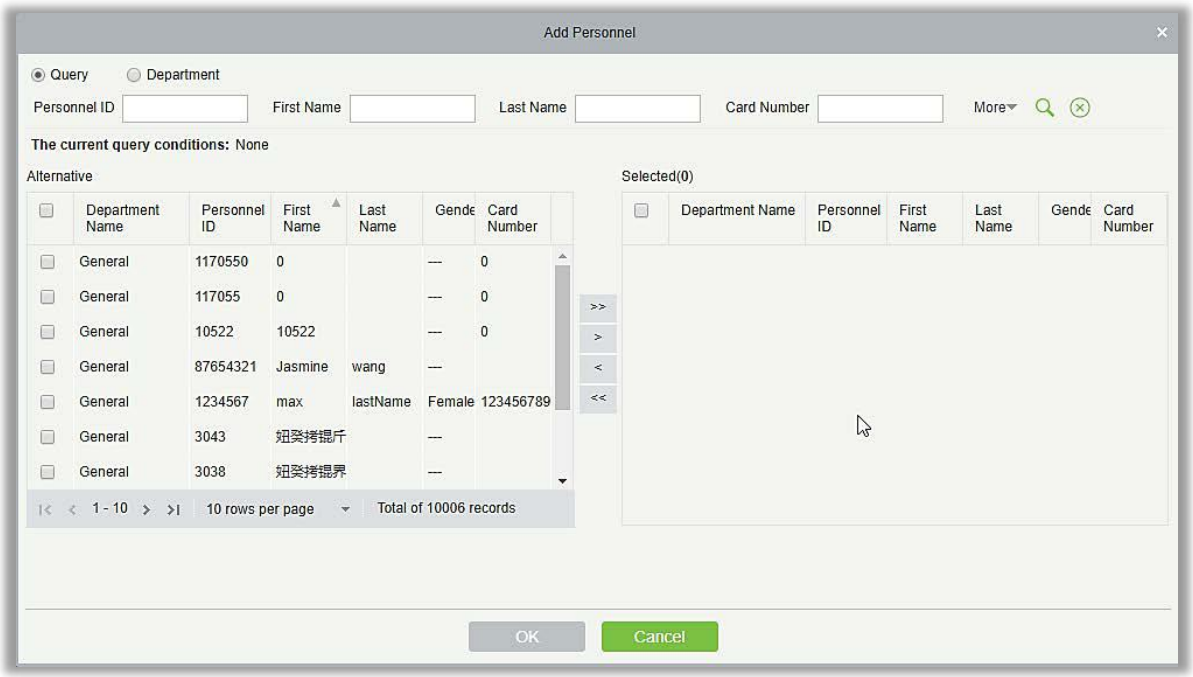
Click [**Refresh**] to view the latest personnel information for a particular area.

2. Area Personnel Setting

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



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



3. Delete Personnel

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

4. Private Message

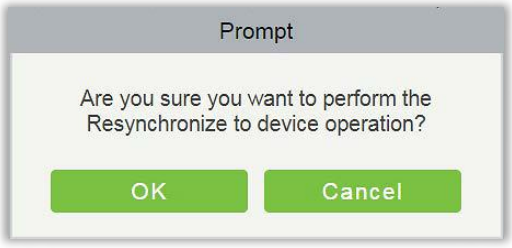
We can set message for an employee, which will be displayed to employee on the device at a defined time. (Useful for the supported devices)

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

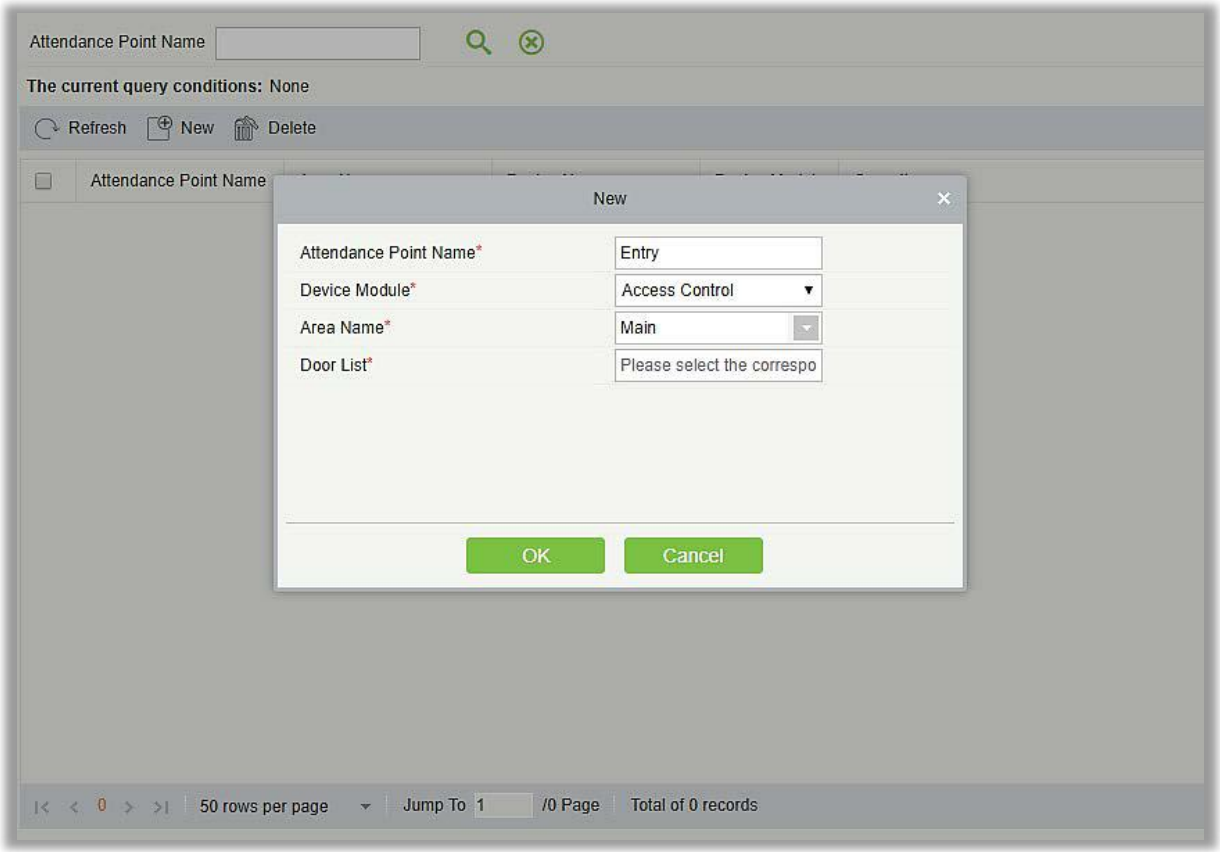
5. Resynchronize to device

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.



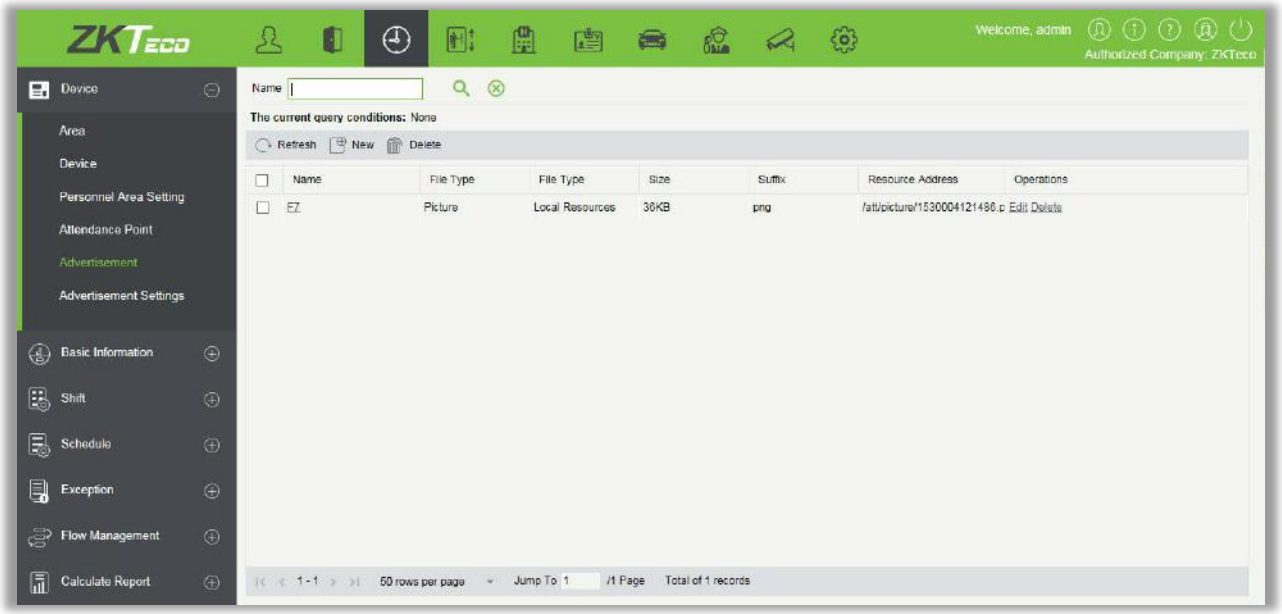
5.1.4 Attendance point

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



Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

5.1.5 Advertisement

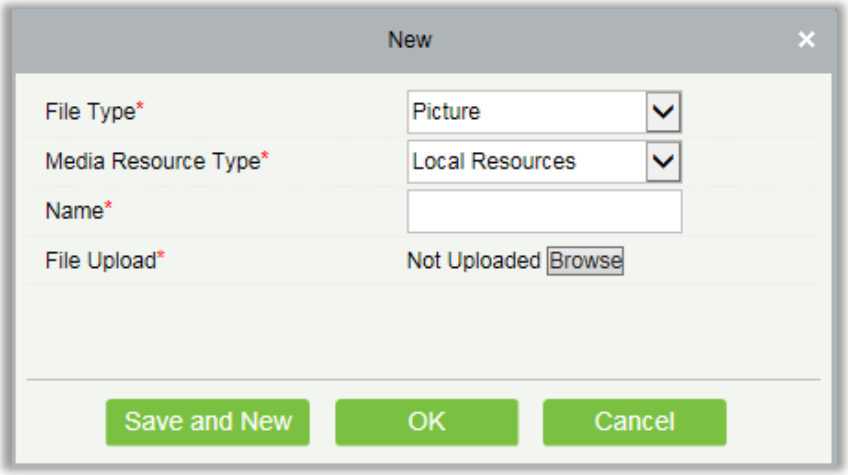


- Refresh

Click [Refresh] to load new advertisement.

- New

Click [**Device**] > [**Advertisement**] > [**New**] to display the new advertisement page.



After the information is complete, click [**OK**] to finish new addition, click [**Cancel**] to cancel new addition, click [**Save and New**] to save new and continue to add.

Fields are as follows:

File Type: Picture or video.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

Media Resource Type: Select local resources or external resources.

Local Resources: Click [Browse] to upload the local file.

External Resources: Input the external resources link.

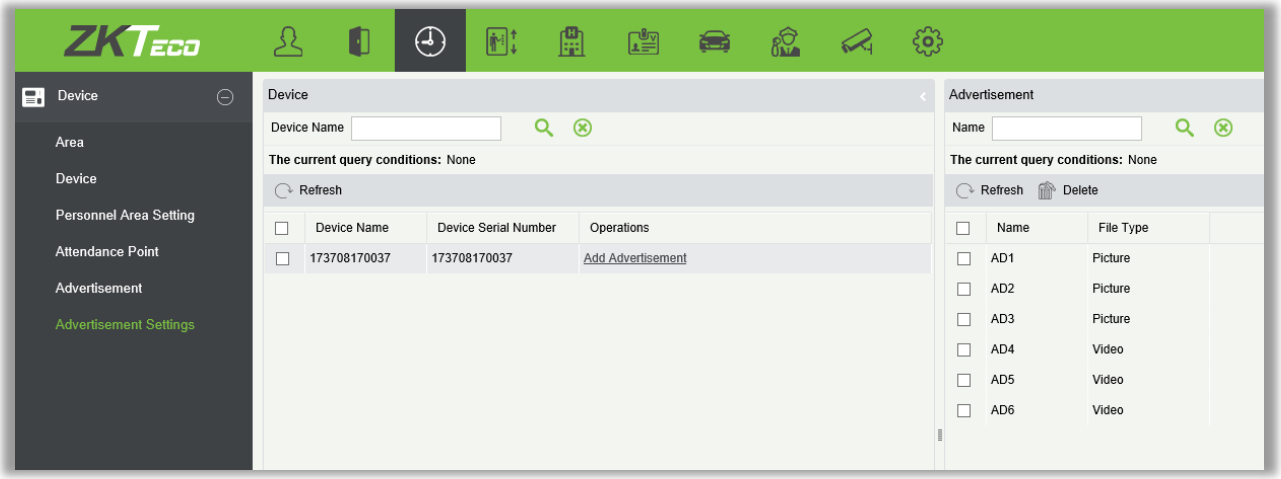
Name: Any character, up to 40 characters. (Should not contain quotation marks).

The added content is used for setting device advertisement in 5.1.6 Advertising Settings.

- Delete

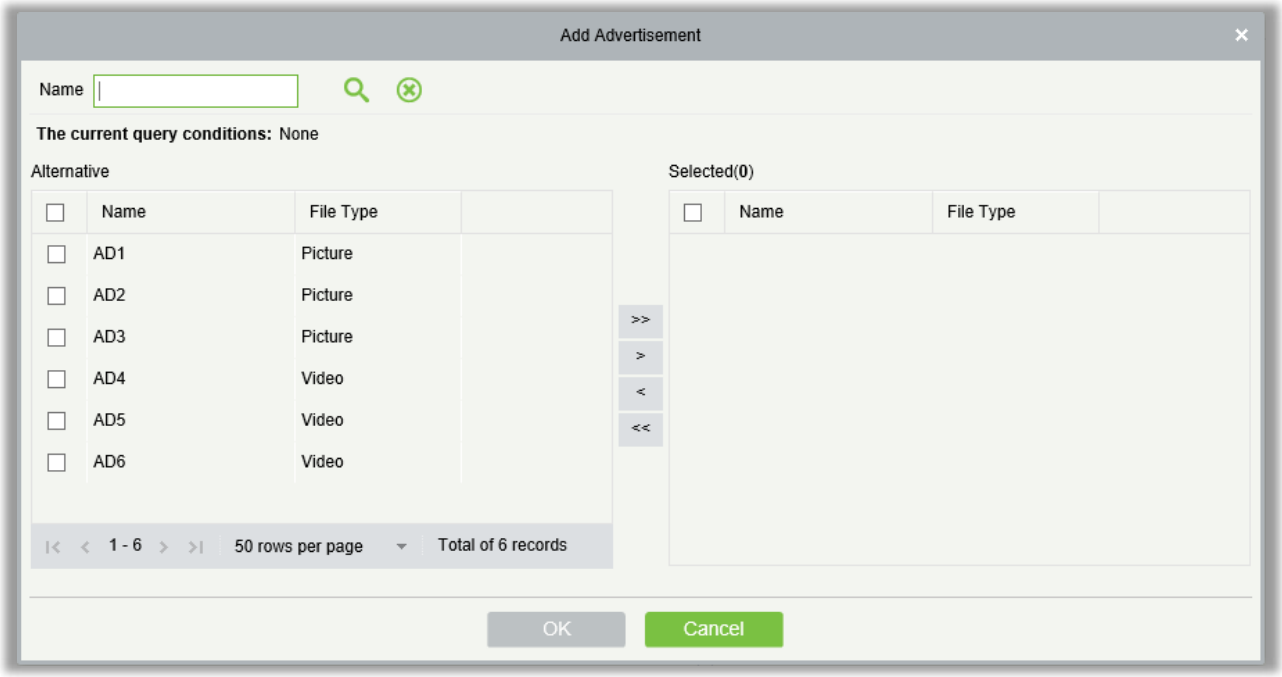
Delete the selected advertisement.

5.1.6 Advertisement Settings



- Add Advertisement

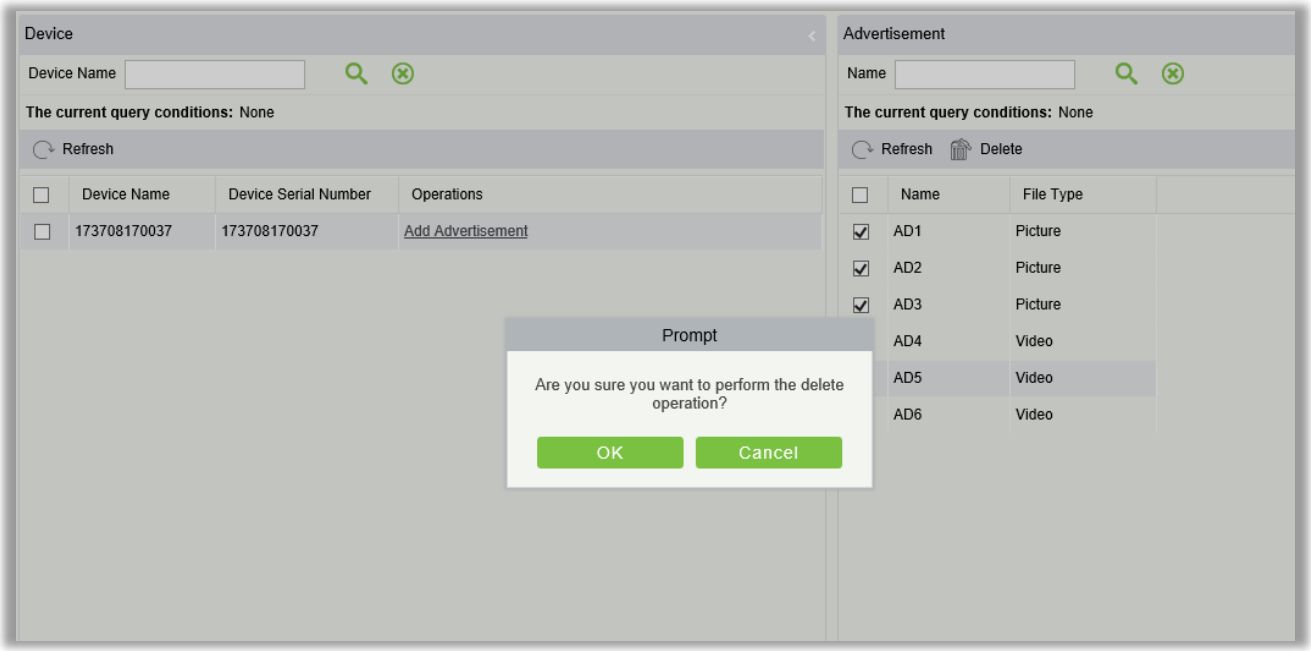
Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



Click [Add Advertisement] to add the advertisement to the device. The content list is added in **5.1.5 Advertisement**.

- Delete

Delete the added advertisement of the device.

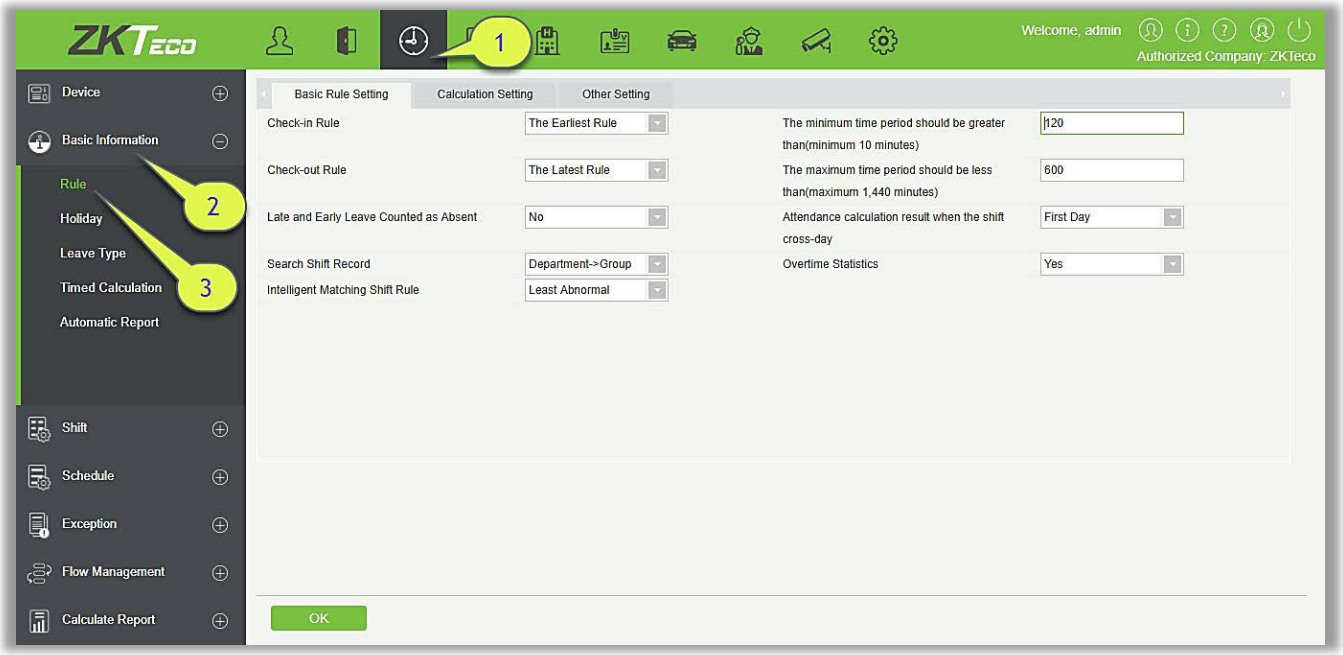


Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

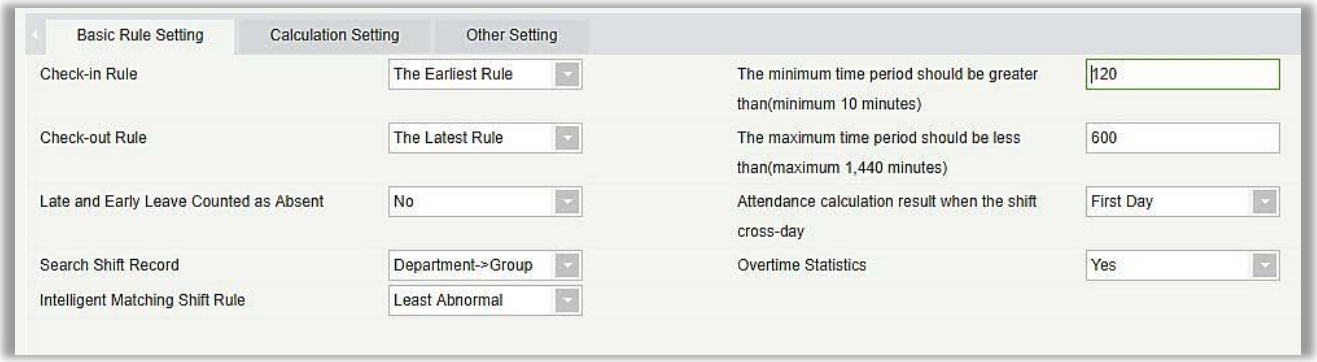
5.2 Basic Information

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



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.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

Check-out Rule:

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

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

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

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

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

Attendance calculation result when the shift cross-day:

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

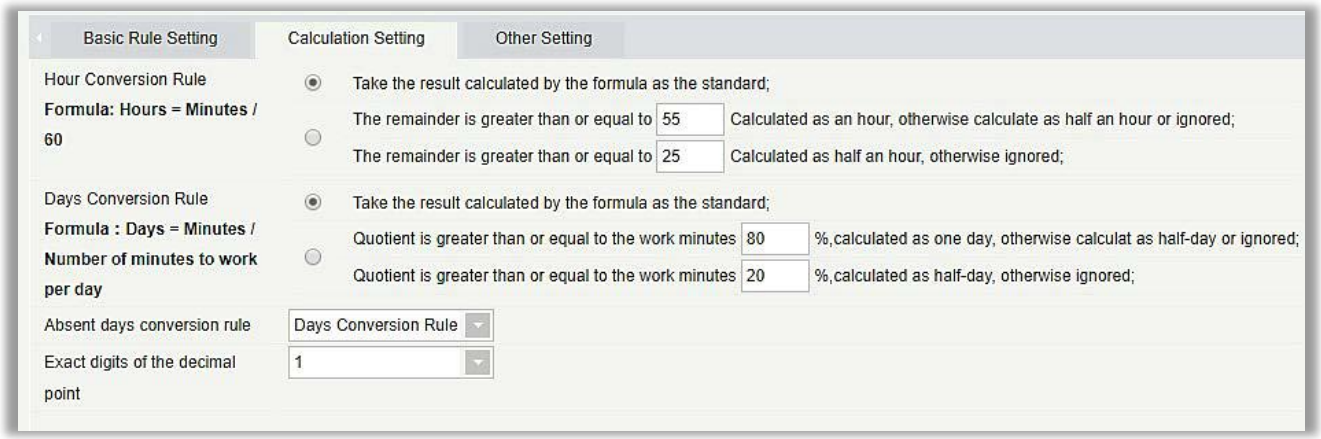
The second day: The effective working hours of the first day is counted to the second day.

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

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

Intelligent Matching Shift Rule: Longest Working duration, Least abnormal (default). The longest working duration will calculate each shift respectively to obtain the most effective longest time shift. The Least abnormal will consider the shift which has minimum number of the exceptions (such as late, leave early, etc.).

(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.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

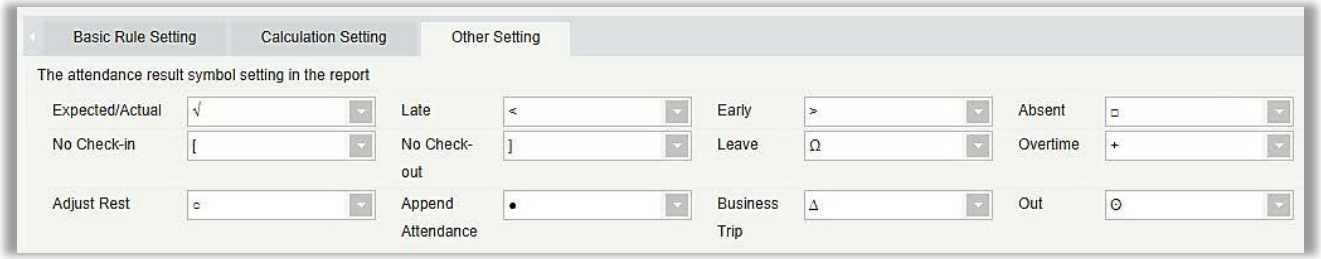
Residue range: The result of the calculation is processed according to rules, and then the decimal places of the calculation result are retained in combination with the precise digits of the decimal point. As set in above figure, if the result is 55 min, then it will take as 1 hour, and if the result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

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

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

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

(3) Other settings

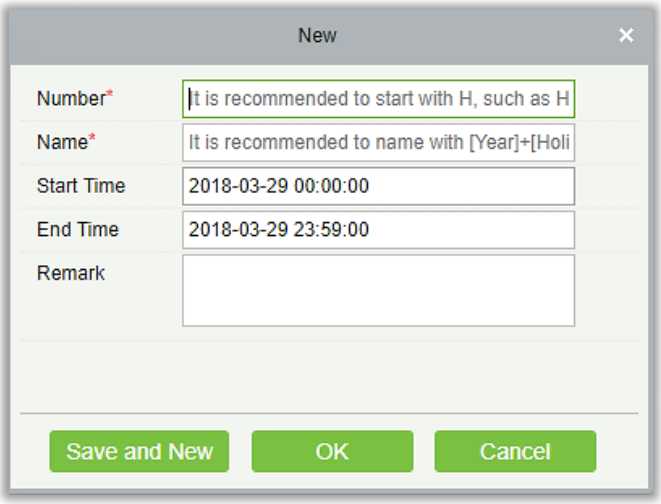


Sets the representation of the attendance results in the report: Set the required symbol for the following data; Expected/Actual, Late, Early, Absent, No Check-in, No Check-out, Leave, Overtime, Adjust Rest, Append Attendance, Trip, Out. Repeated symbols are allowed.

5.2.2 Holiday

- Adding

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



Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

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

Field Description:

Number: Length 5, required;

Name: Character length 10; required;

Start time: Holiday start date, the format is date and time;

End time: Holiday end date, the format is date and time;

Remark: Character length 50;

- Delete

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

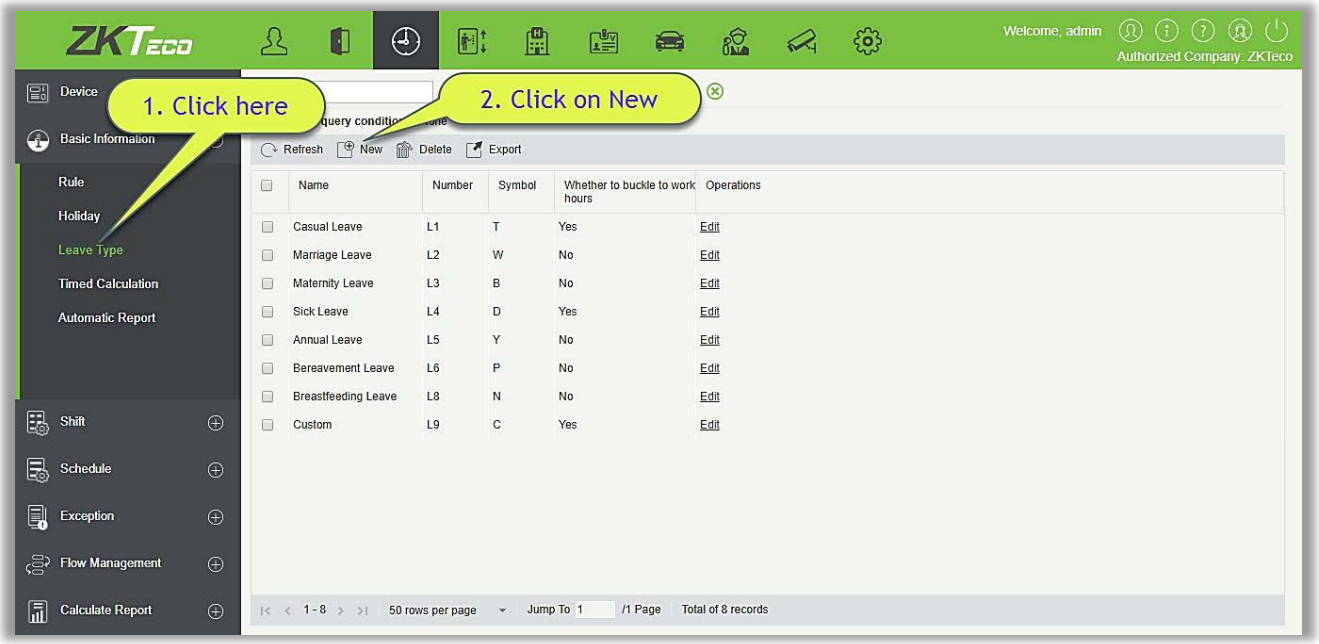
- Edit

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

5.2.3 Leave Type

- Adding

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



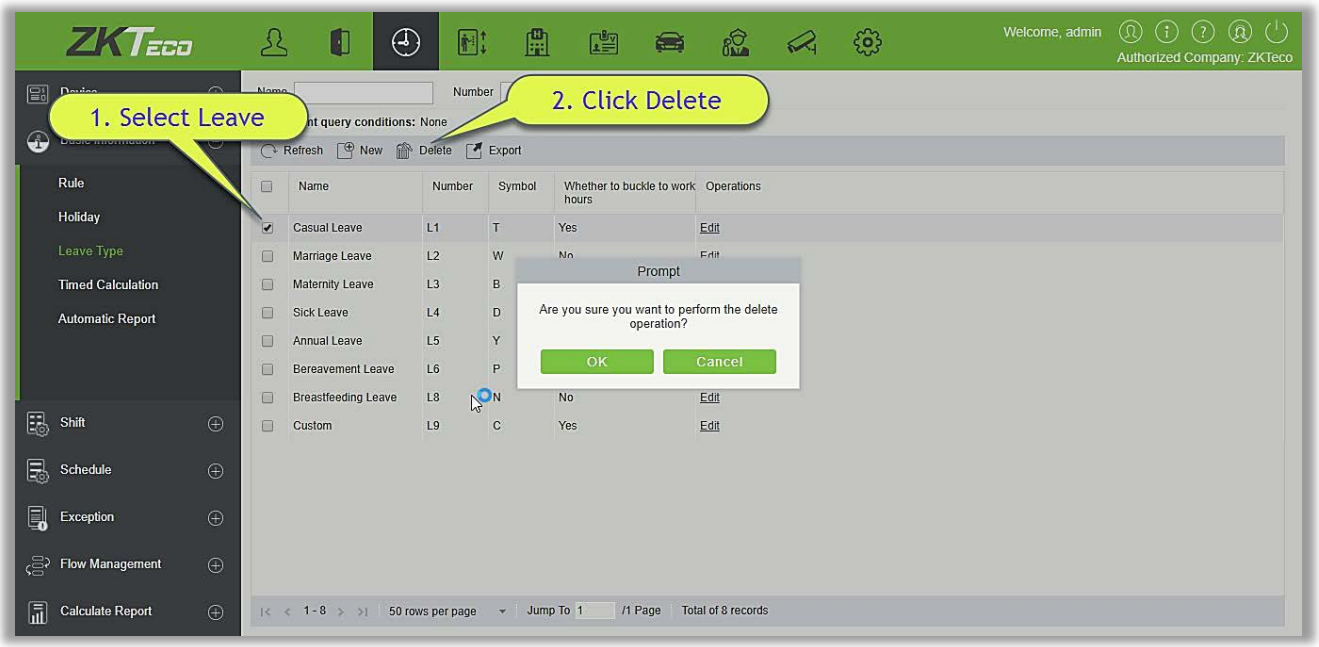
Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

(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

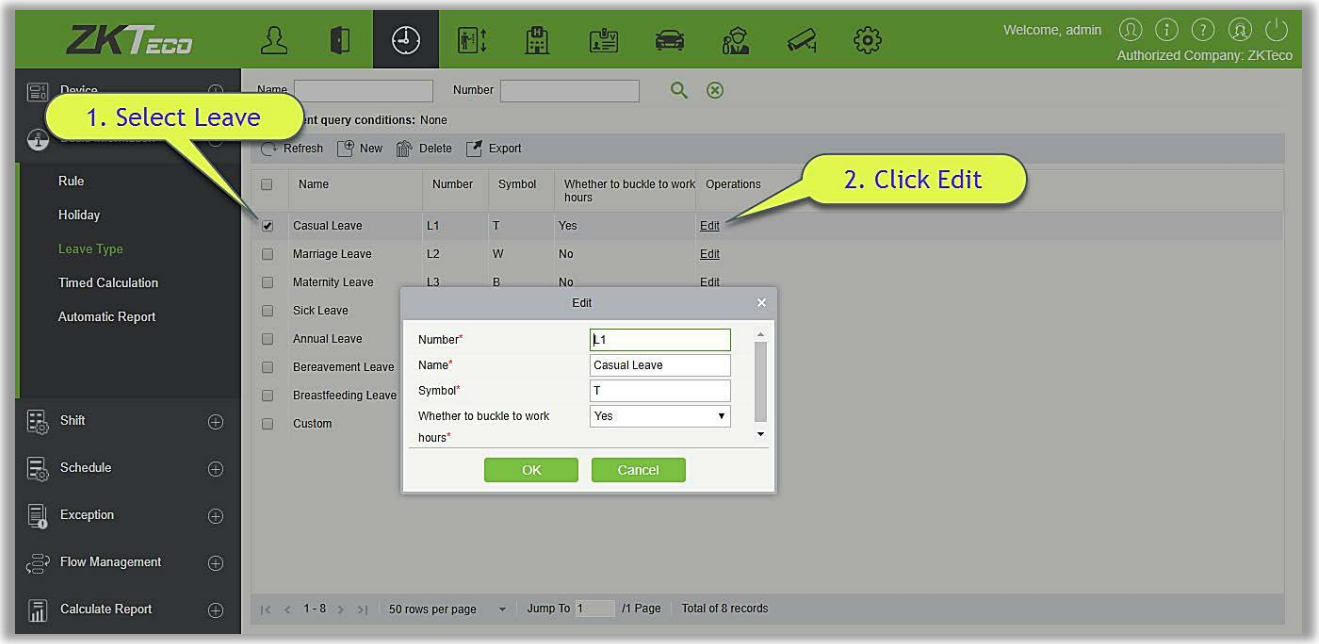
Select the leave type and click [**Delete**] to delete.



- Edit

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



Field Description:

Number: Required, maximum character length is 3;

Name: Required, maximum character length is 10;

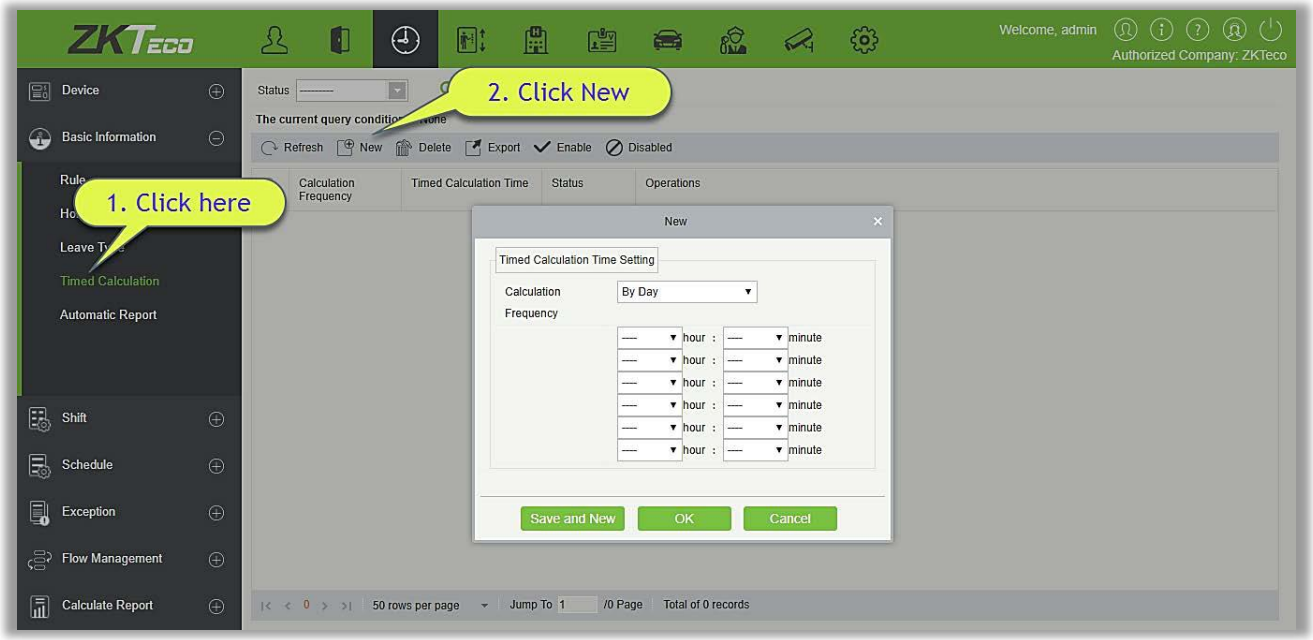
Symbol: Required, maximum character length is 4, displayed in associated report.

5.2.4 Timed Calculation

This function will calculate the attendance at a predefined time and frequency.

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



(2) Select the frequency for the calculation. Either Day or Month. If you have selected "By day", then you can set a maximum of 6 interval in a day at which the calculation will start. If you have selected as "By month", then you have 3 options to choose from; first is "last day of the month", second is first day of the month and the third is any specific date.

(3) Click [**OK**] to complete the new, click [**Cancel**] to cancel the new.

- Delete

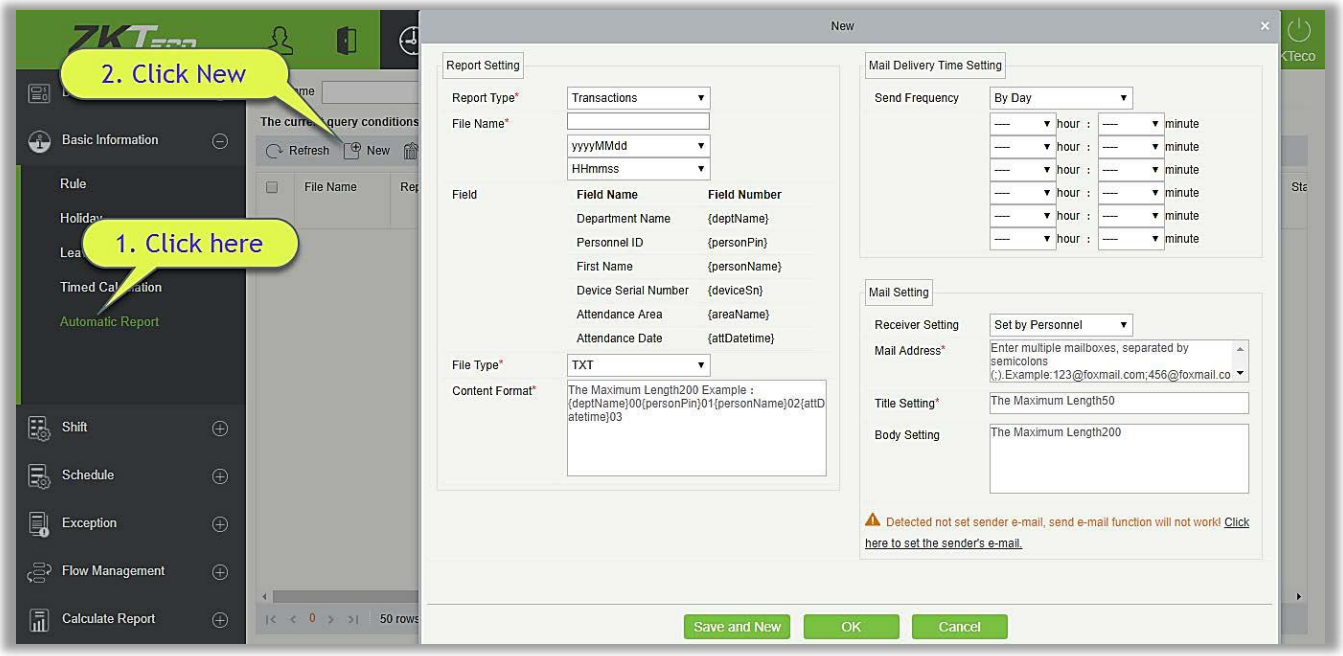
Select the Timed Calculation which needs to be deleted and click [**Delete**].

5.2.5 Automatic Report

Through this function, system can generate a pre-defined report, pre-set at a specific time and can send it to the receiver mail id.

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



(2) In the Report Setting section;

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

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

A. The first field is for the custom file name;

B. The second field contain two option for the format of the date: yyyyMMdd and yyyy-MM-dd;

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

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

File Type: Currently it supports TXT.

Content Format: It will define the format of the content in the exported report. For example: {deptName} 00 {personPin} 01 {personName} 02 {attDatetime} 03.

(3) In the Mail Delivery Time Setting; set frequency for the mail delivery. The frequency has two options; By day and By month. If you have selected "By day", then you can set a maximum of 6 interval in a day (only once per hour) at which the mail delivery will start.

a. It can only be set in increasing order of time;

b. The minute set in the first-time interval will be same for all other five intervals.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

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

(4) **Mail setting**: Set the details of receiver mail;

➢ Receiver settings: Set the receiver as per below options;

- o 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.
- o Set by Department: Select a department from the department hierarchy;
- o 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;

(5) Make sure the sender mail settings are already defined.

(6) Once all the details are filled, click [OK] to finish.

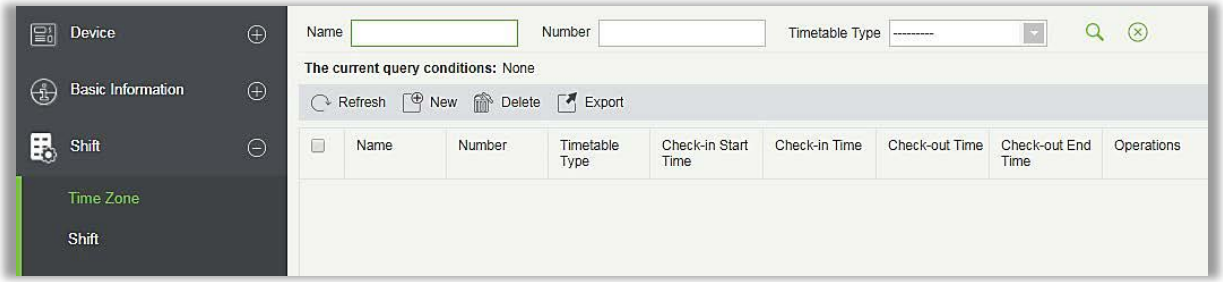
5.3 Shift

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:

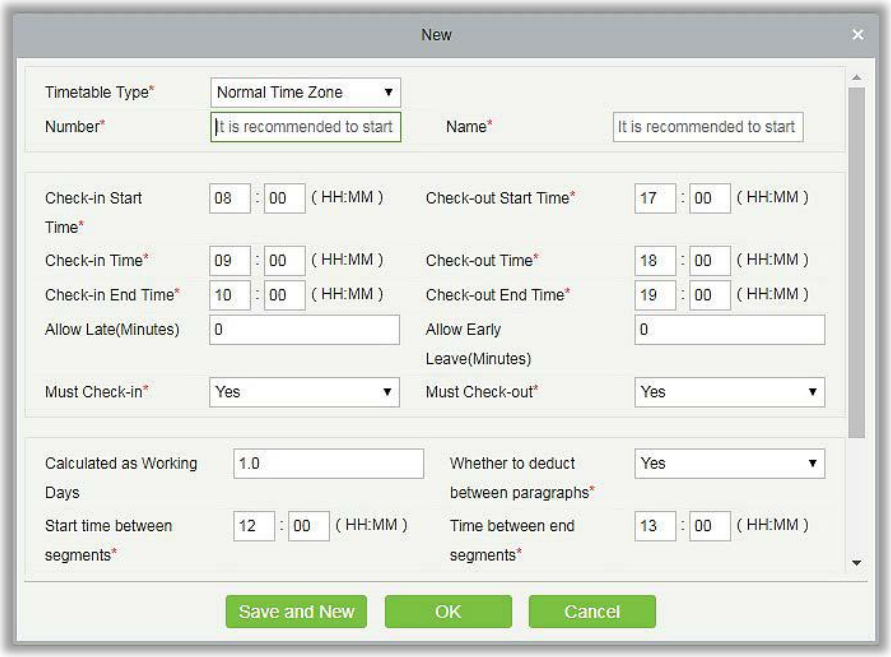


- ## Adding Time Zone

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

(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 should not be identical with another zone number. The length is 5 characters.

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

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

The system default check-in start time is 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-day shift span.

Currently the system only supports creating Time Zones across one day only.

Allow Late (minutes) and Allow Early Leave(minutes): The allowed late time is the maximum time

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

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

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

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

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

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

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

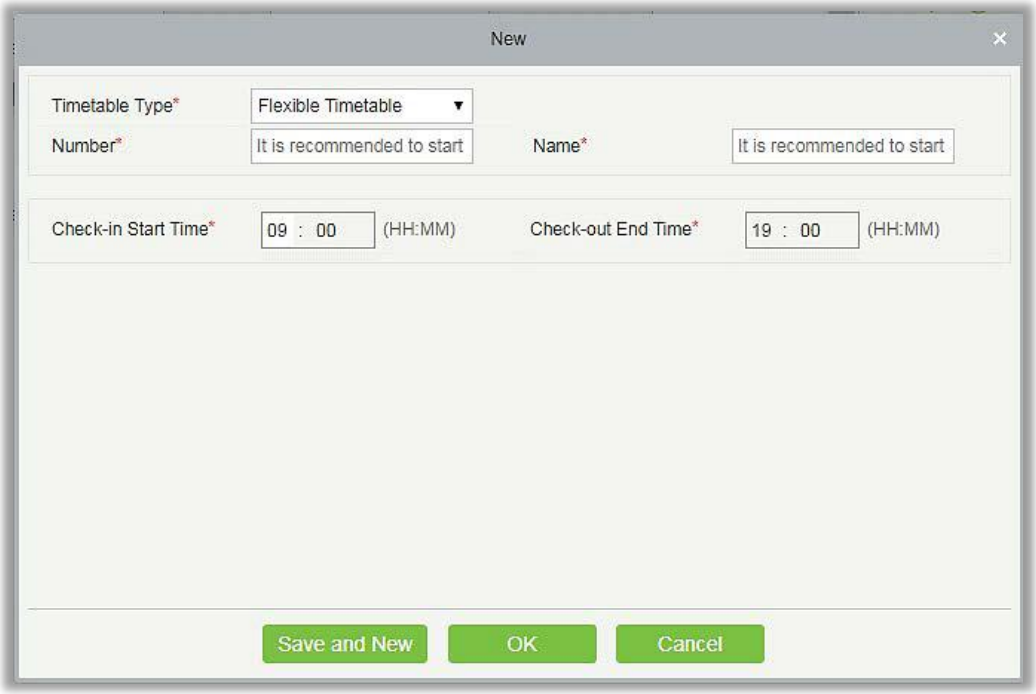
Delay Time calculated as overtime: For calculating the overtime we need to set the time from which the overtime should start. If it is selected as "Yes", we need to define "Calculated as Overtime From". Overtime calculation formula: overtime = Check-out time - Calculated as Overtime From. The system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

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

(2) Flexible time period

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



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.

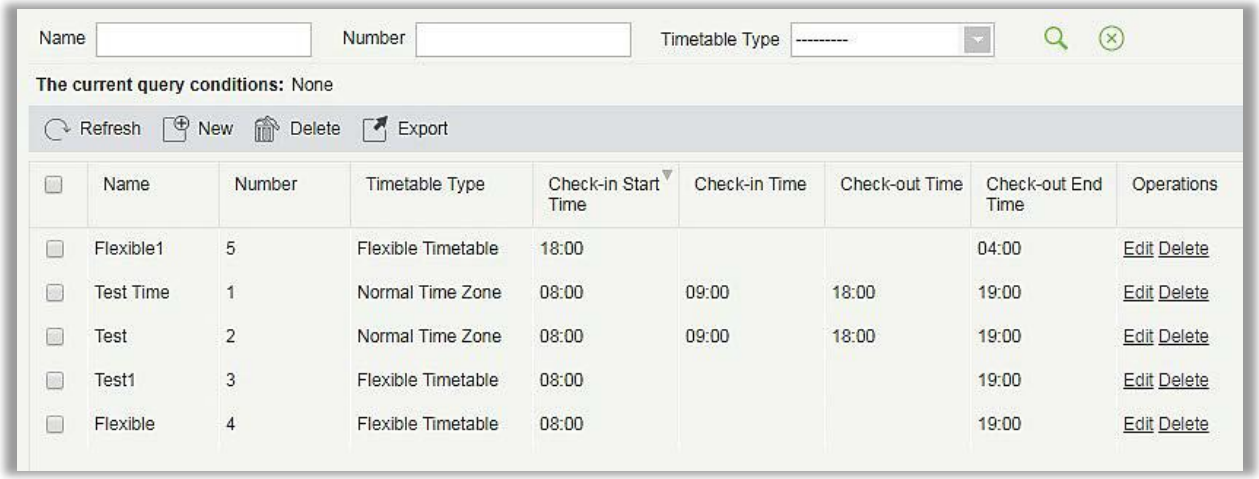
The system default check-in start time is 08:00, the check-out end time is 19:00.

Note:

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

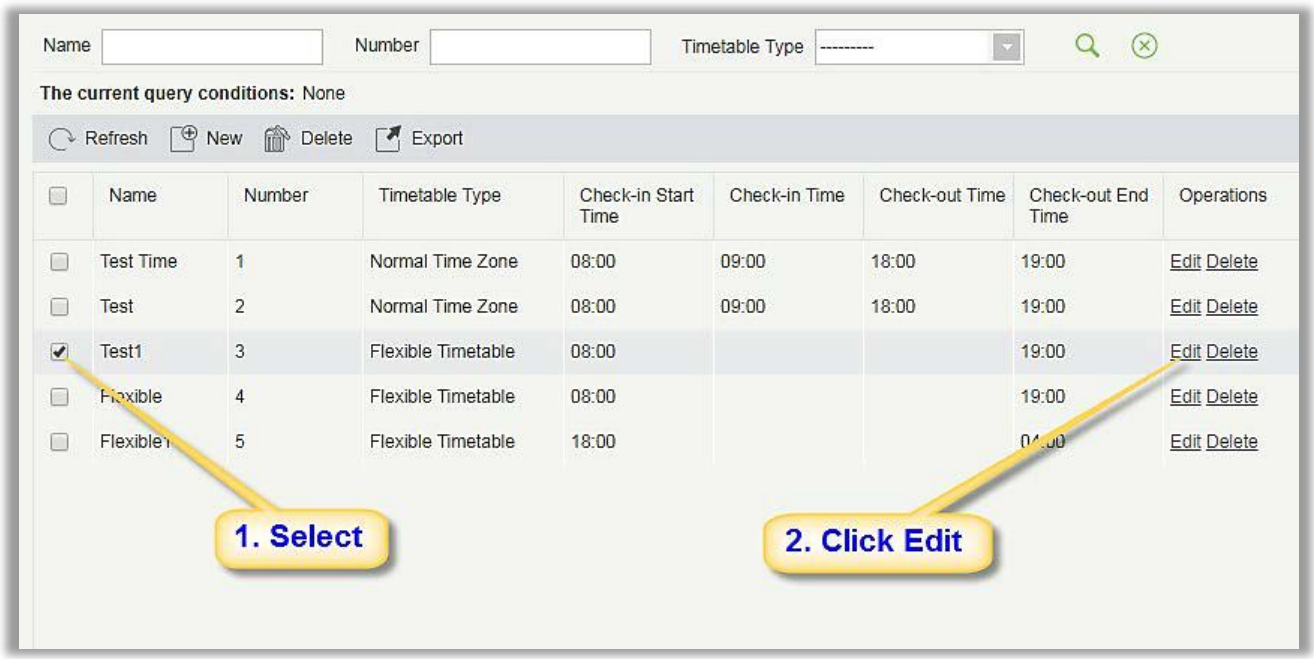
After the information is entered, click [**OK**] button to save and return to the time period page. In the time period list, the newly added time period will be displayed.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



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

- Editing Time period

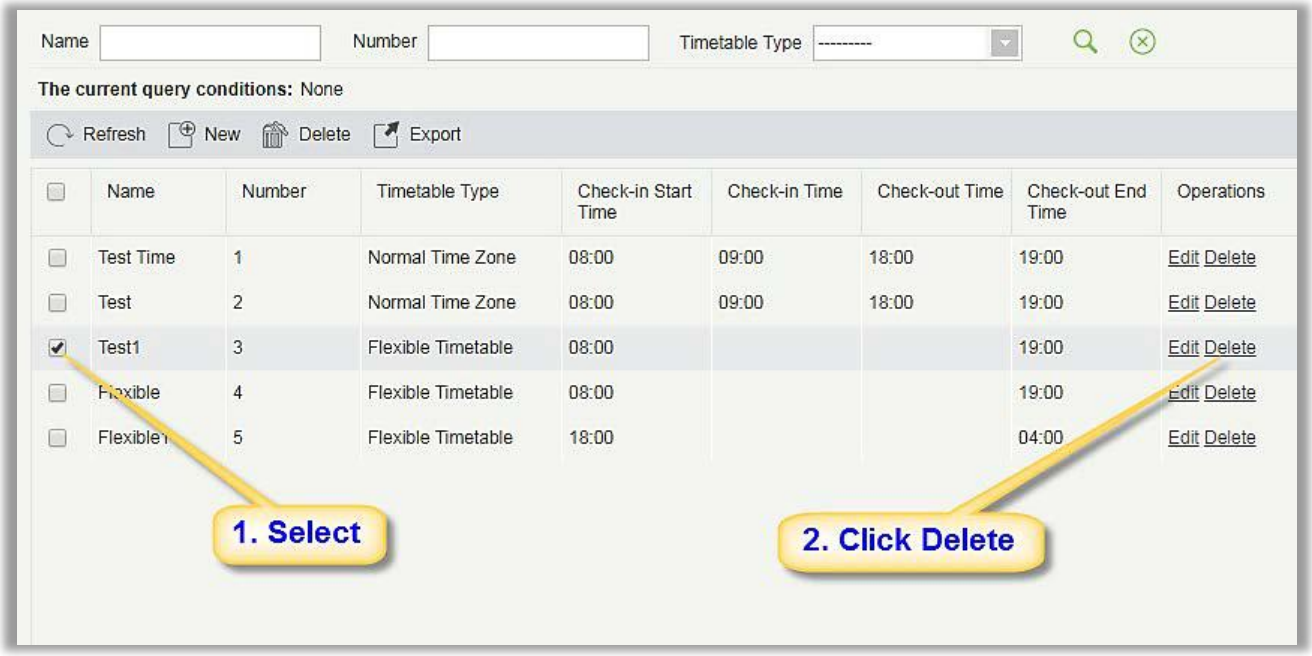


(1) As shown above, click [**Edit**] under "Operation" to enter the time period editing page.

(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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

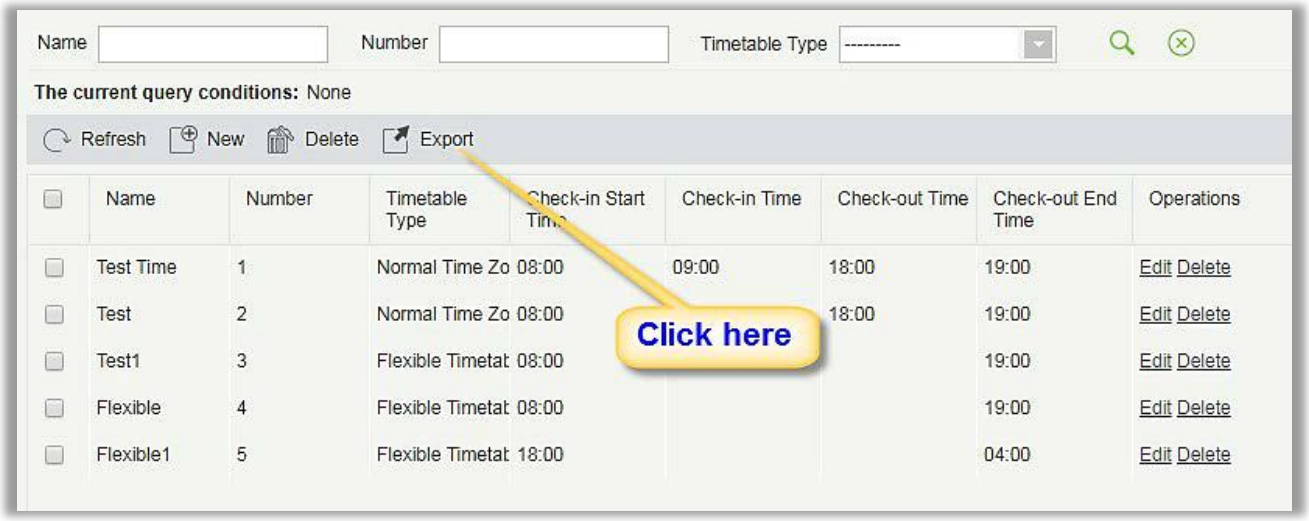


(1) Select time period(s), click the [**Delete**] button under the Operation tab to enter the confirmation page for deleting the time period.

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

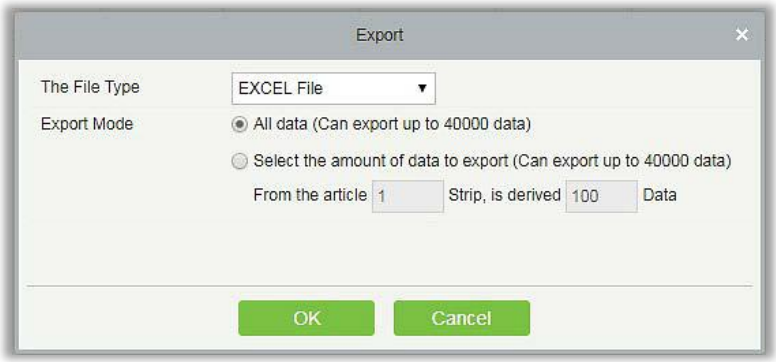
Note: If the time period is part of a shift, then it cannot be deleted directly; first you need to delete all the shifts that uses this time period.

- Export



(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:

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



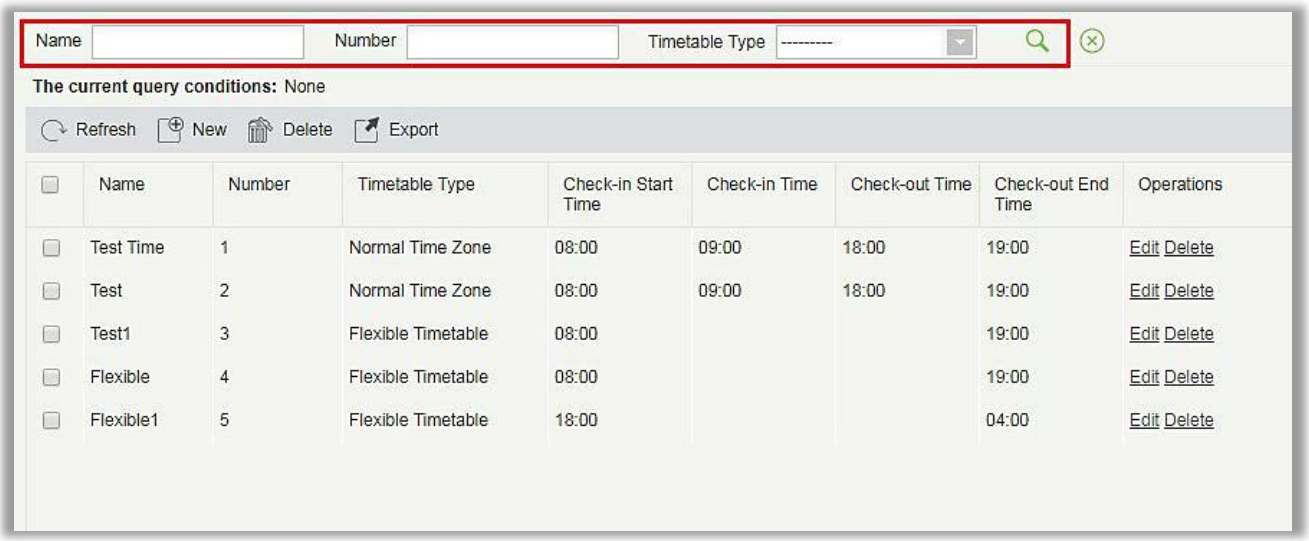
ZKTECO

Time Zone

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

(2) Available file types are Excel, PDF, and CSV. The export operation is similar to the export of personnel information.

- Search Time period



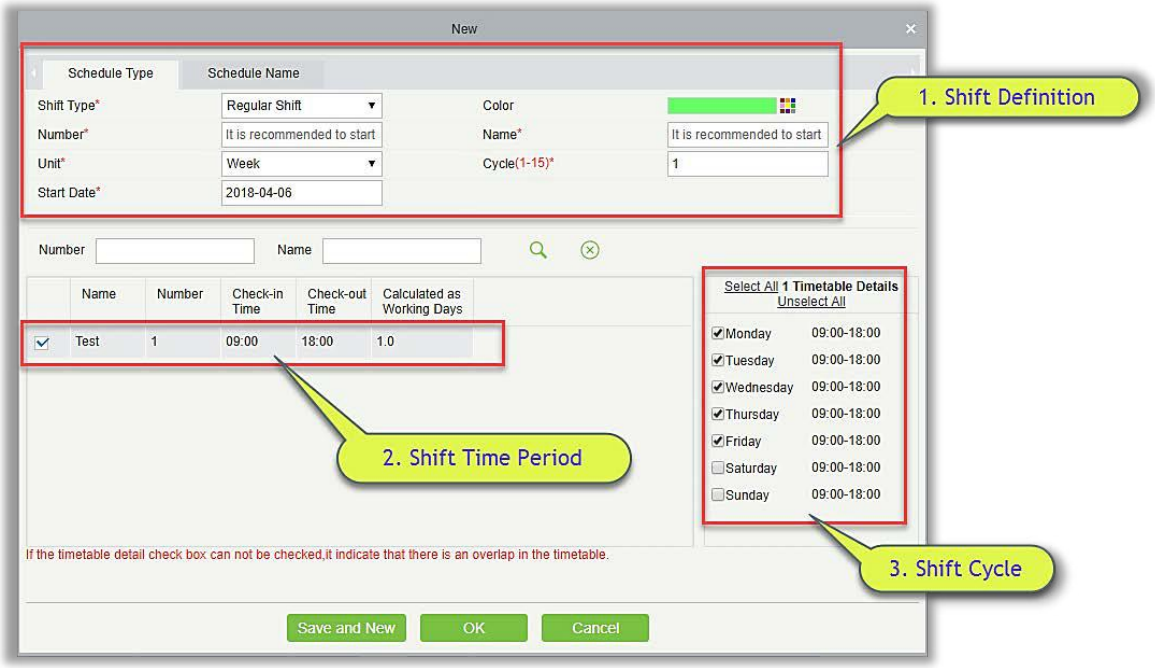
As shown in the figure above, at the top of the time period list information interface, search by "Time zone number", "Time zone name" and "Time zone type" is supported.

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.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

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

1. **Shift definition:**

- **Schedule type:**

Shift type: There are two types, "Regular shift" and "Flexible shift". The system default is "Regular shift".

- **Regular shifts:** One or more normal timetable periods can be selected to form a regular shift according to the rule. Regular shifts are often used in more regular work places such as offices, governments and banks.
- **Flexible Shift:** Only one flexible time period can be used to combine flexible shifts. Flexible shifts are commonly used by dockers and for hourly workers.

Color: Currently this field is not effective.

Number: Supports any combination of numbers or letters, and should not be identical with another shift number, the maximum length is 5 characters.

Name: Any character, shift name shouldn't be identical with another shift, the maximum length is 10 characters.

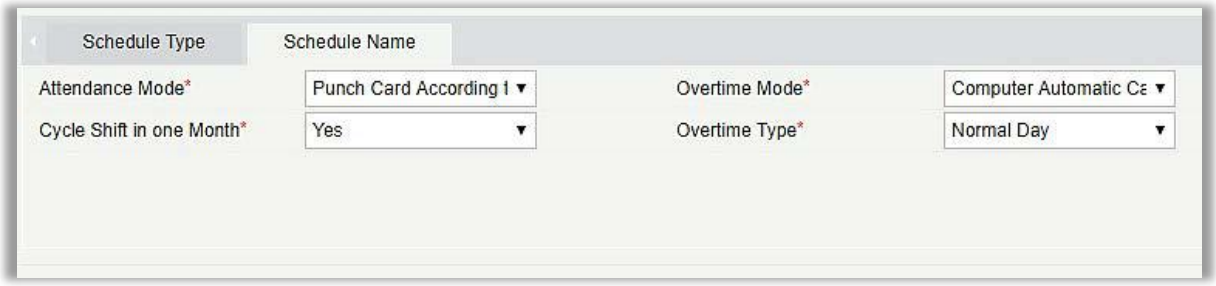
Unit: The unit of setting cycle, there are three options; Day, Week and Month, the default being the "day".

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

Cycle: Defines the number of shift cycles, ***the shift cycle = the number of cycles * units***. If the unit is "day", the range is 1-99; if the unit is "week", the range is 1-15; if the unit is "month", the range is 1-12.

Start Date: Defines the start date of the shift, the date before the start date is not affected by the shift. The system default start date is the current system date.

- **Schedule name:**



Attendance Mode: It defines the method of attendance calculation for this shift. Below are the 4 ways:

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

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

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

- **Computer Automatically Calculation**: The computer automatically calculates whether the delay time will be calculated as overtime or not.
- **Overtime must apply**: If this option is selected, then the overtime will not be calculated automatically. It will take the overtime sheet as final. If the check-out time is less than the end time of overtime, it will not count overtime hours.
- **Must Work overtime or Absence**: If this option is selected, then the overtime will not be calculated automatically. It will take the overtime sheet as final. If the check-out time is less than the end time of overtime, it will not count overtime hours and will record as absence.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

- **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 definition

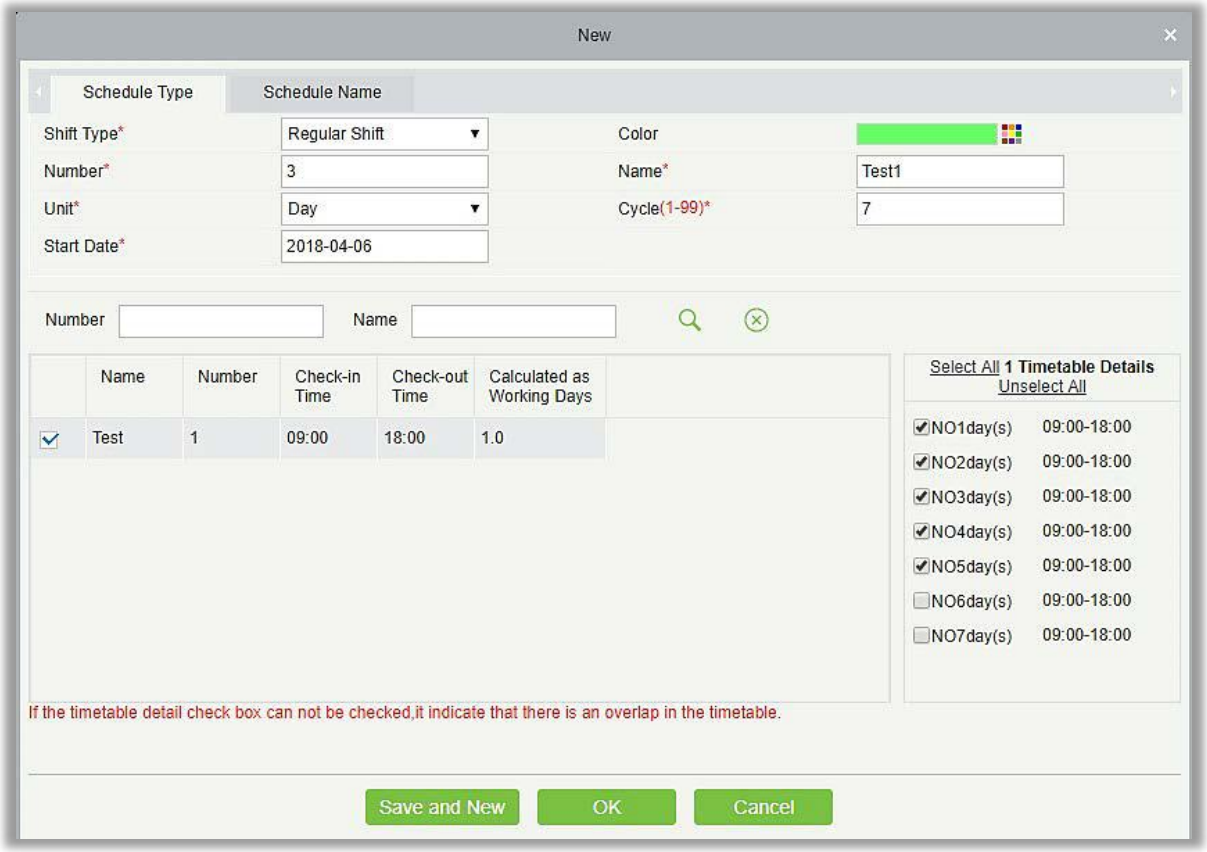
Once the shift and time periods are defined. the shift cycle and time period can be defined. This part is mainly to define the rules of the shift. If you do not schedule any time period on one day, you do not need to go to work that day.

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.

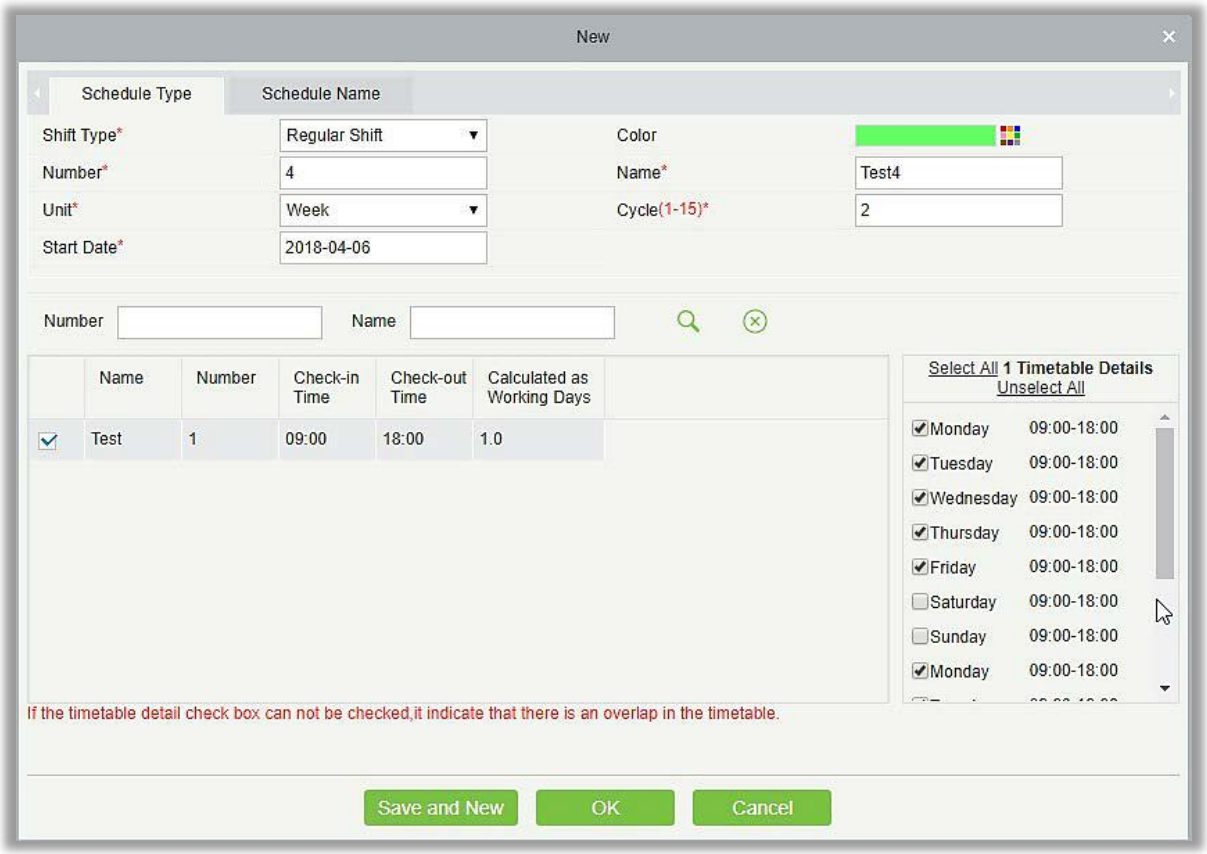
✍**Note:** Here are a few simple shift settings interfaces.

(1) Regular shift with Day as unit:

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



(2) Regular Shift with Week as Unit:

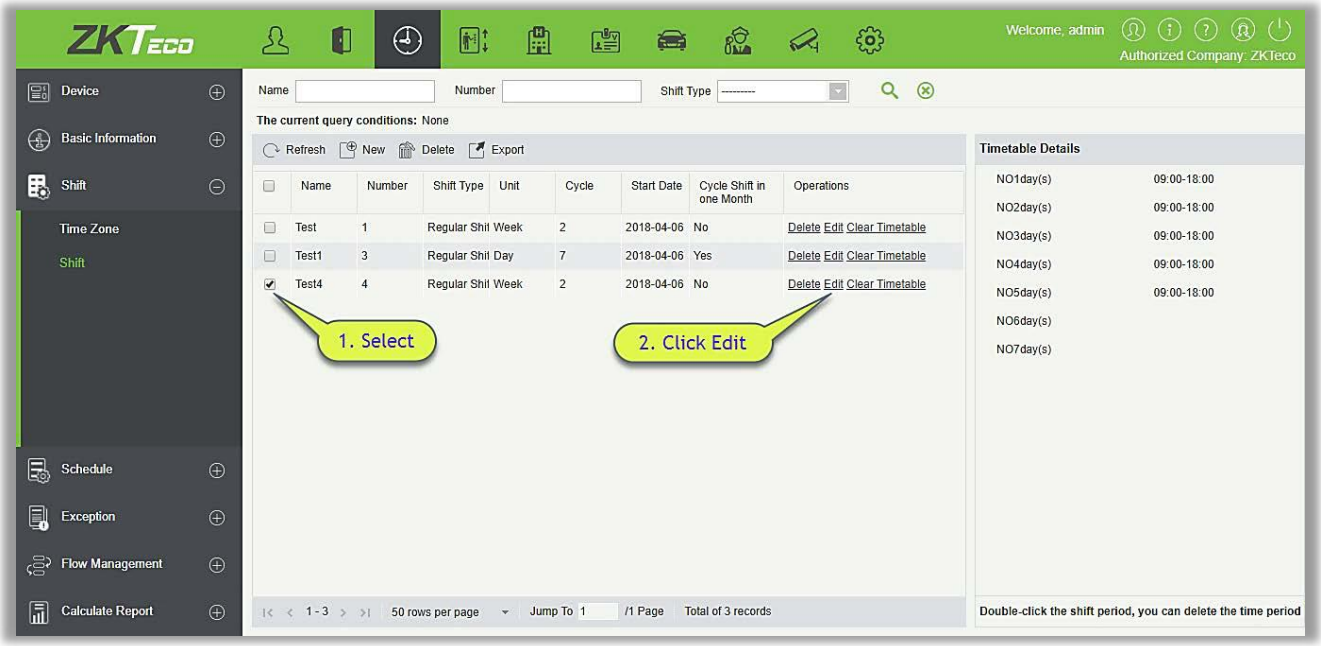


Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

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

- Adding timetable

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

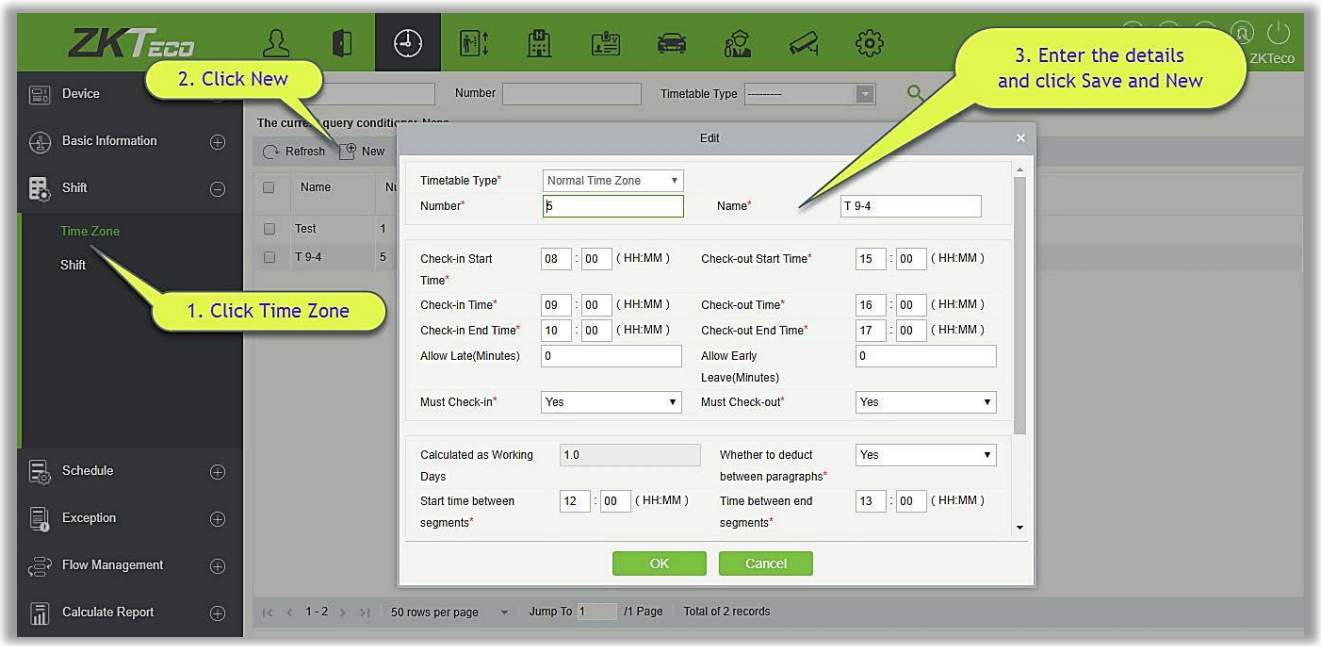


✍**Note**: This function can be used when the attendance time period is not consistent throughout the week or if there are multiple time periods for a shift.

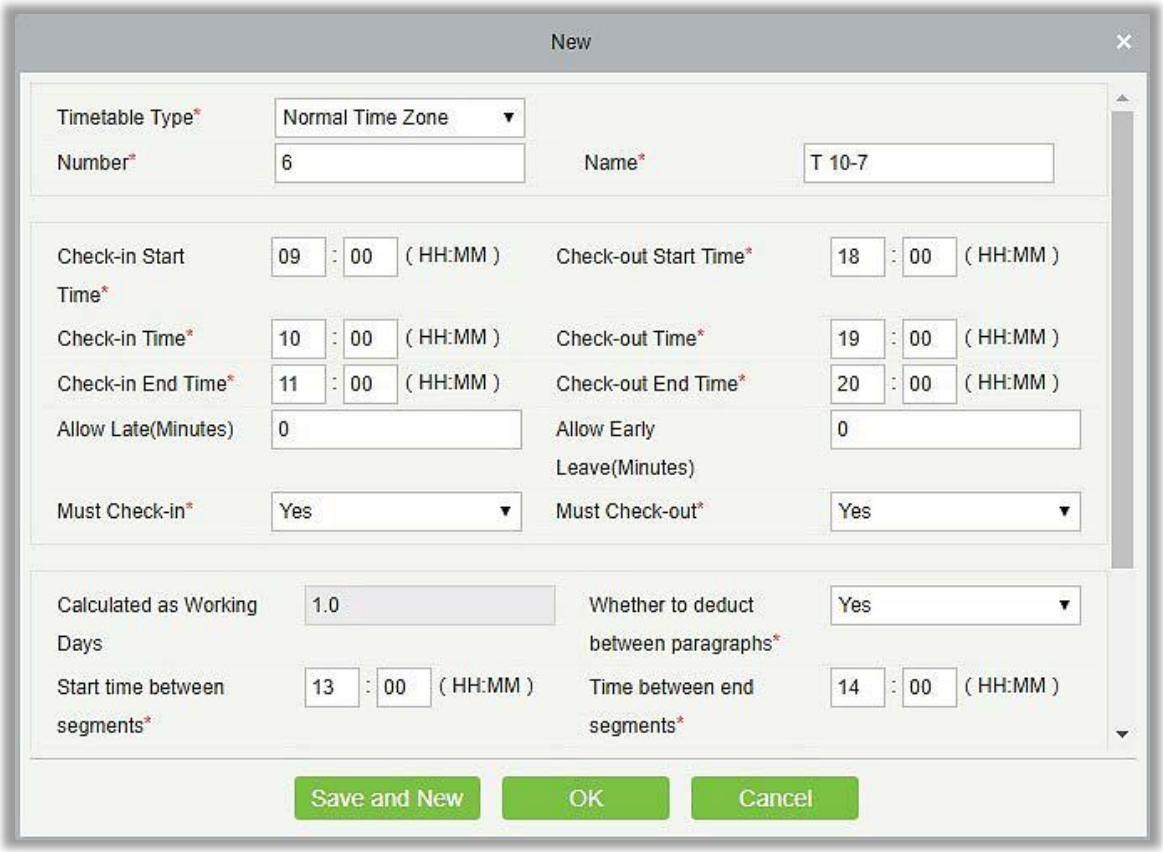
For example: Suppose in a company, every Monday, Wednesday and Friday has (attendance) period of 9: 00-16: 00, and every Tuesday, Thursday has (attendance) period of 10: 00-19: 00.

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

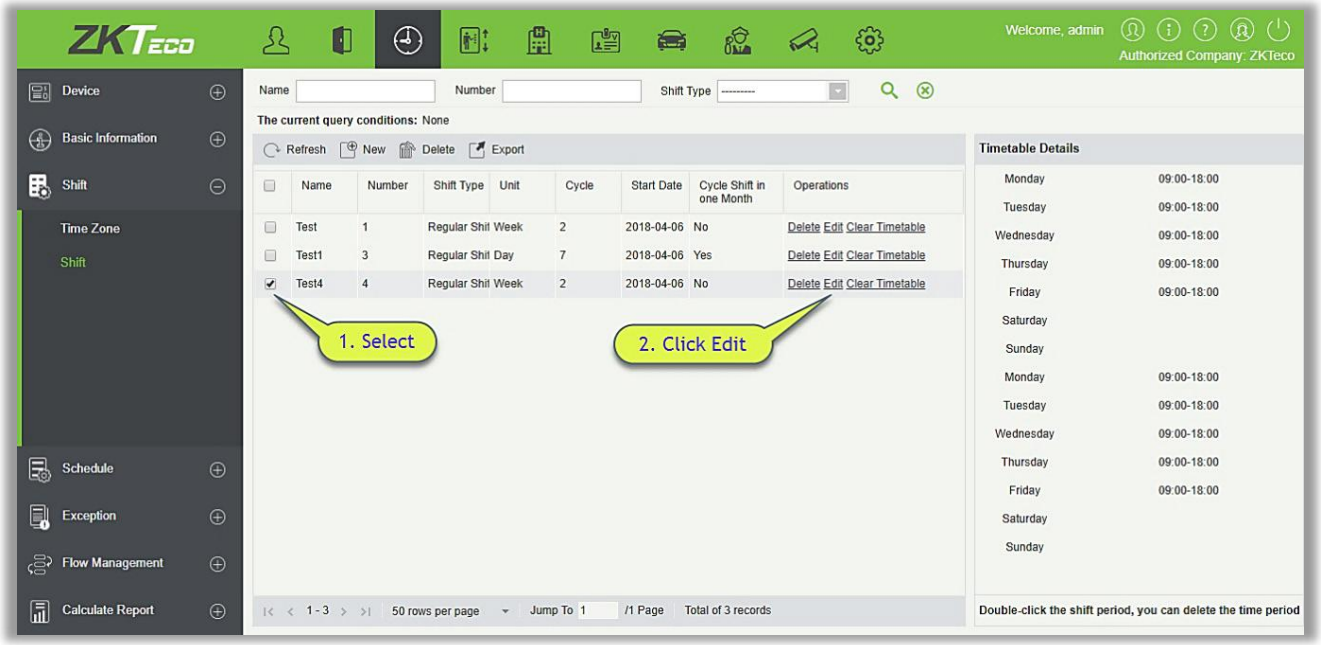


2. Create a timetable of 10:00 to 19:00 like the above displayed.

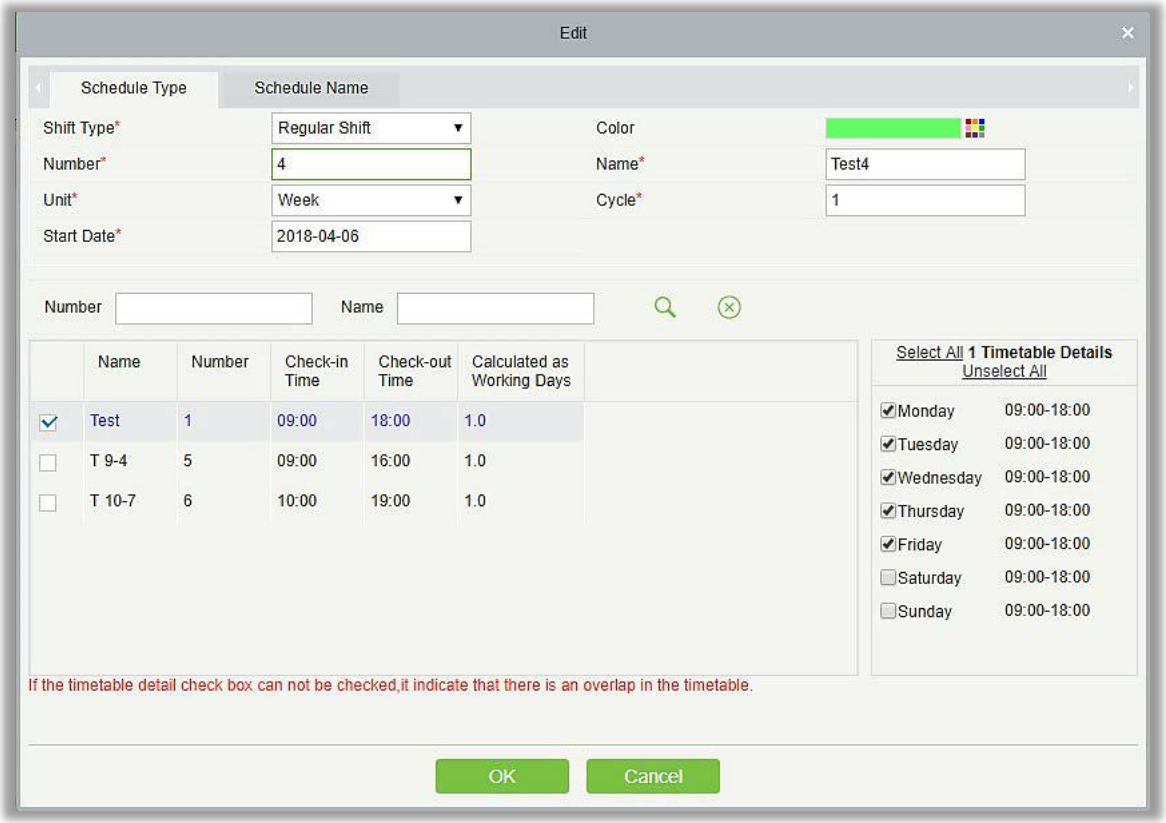


3. Now go to shift interface as shown below:

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

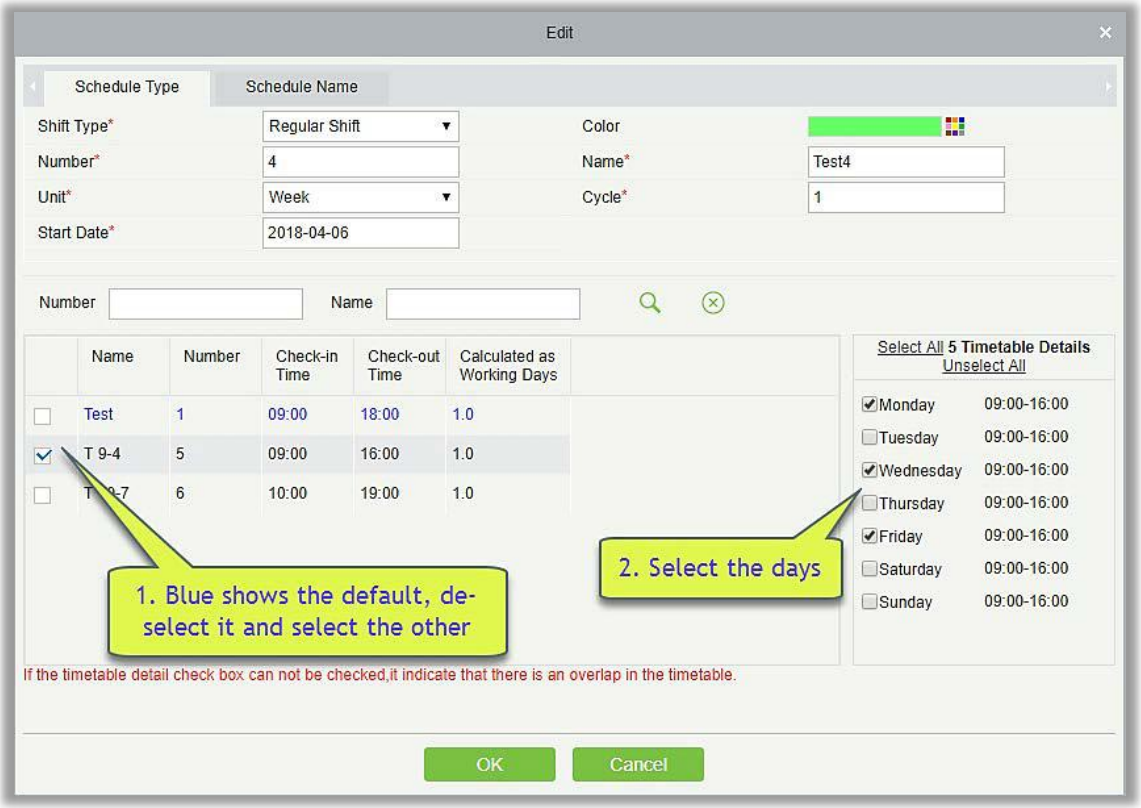


4. After you click [**Edit**], below shift page will appear:



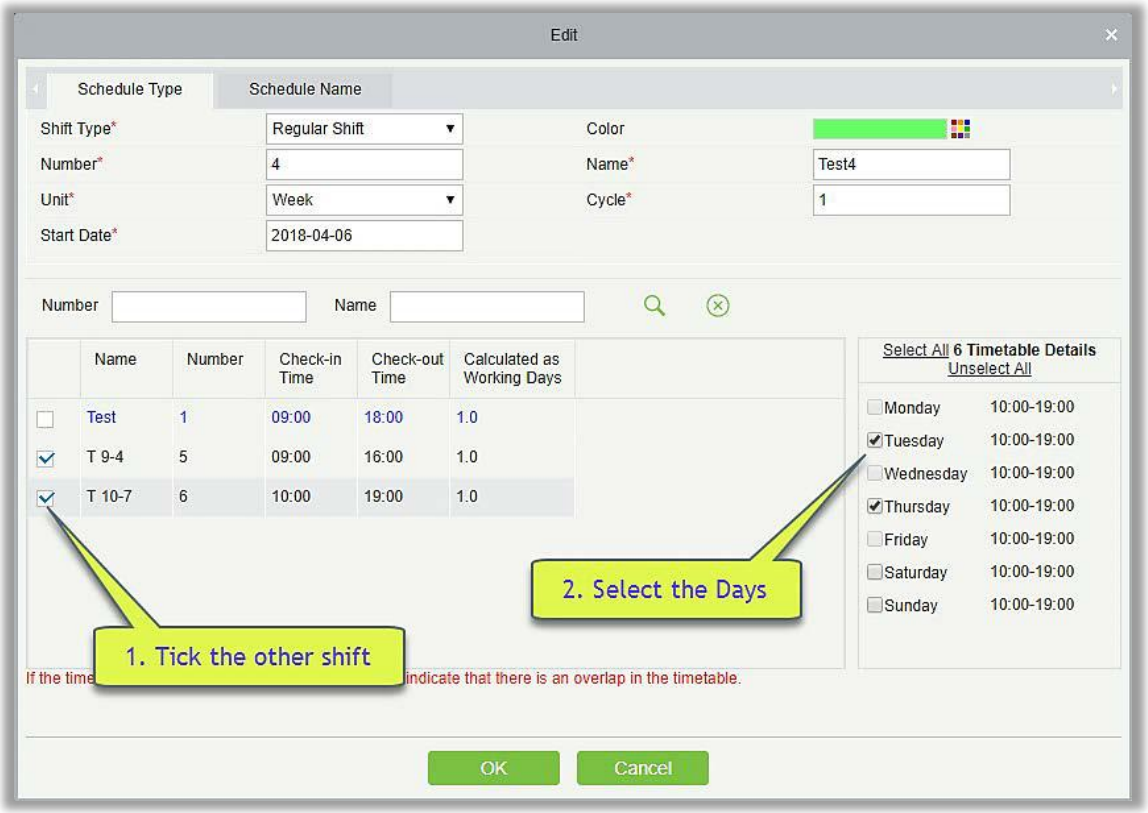
5. Since the company's shift schedule is weekly and has the same working conditions every week, the setting unit is "Week" and the number of cycle is "1".

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

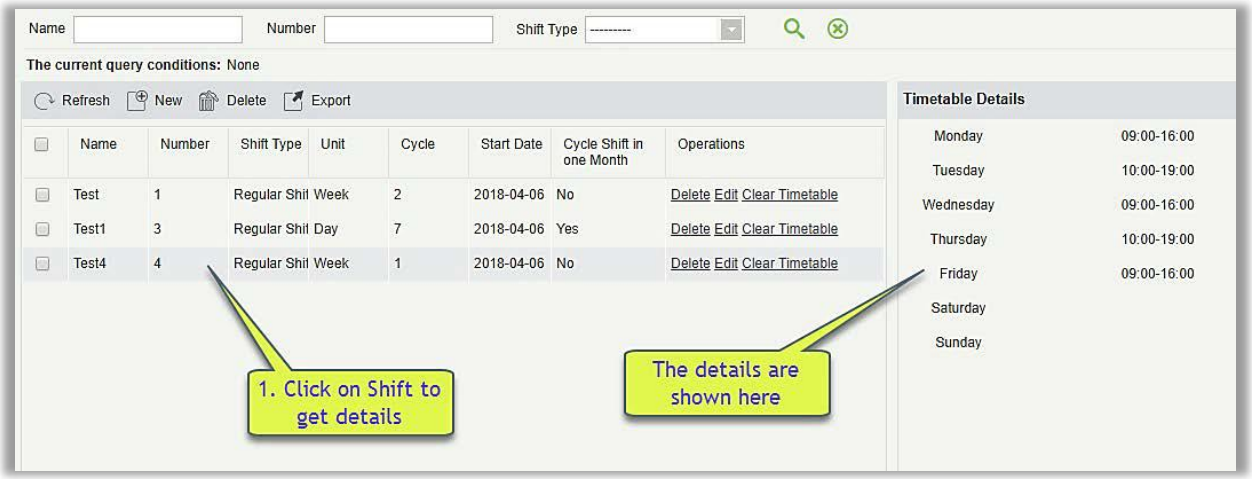


6. Since the working days for 09:00 to 16:00 are Monday, Wednesday, and Friday, so select it at the right side in the "Timetable Details" box.
7. For Tuesday and Thursday, do same step like above, first tick and click on the timetable and then select Tuesday and Thursday as shown below:

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



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

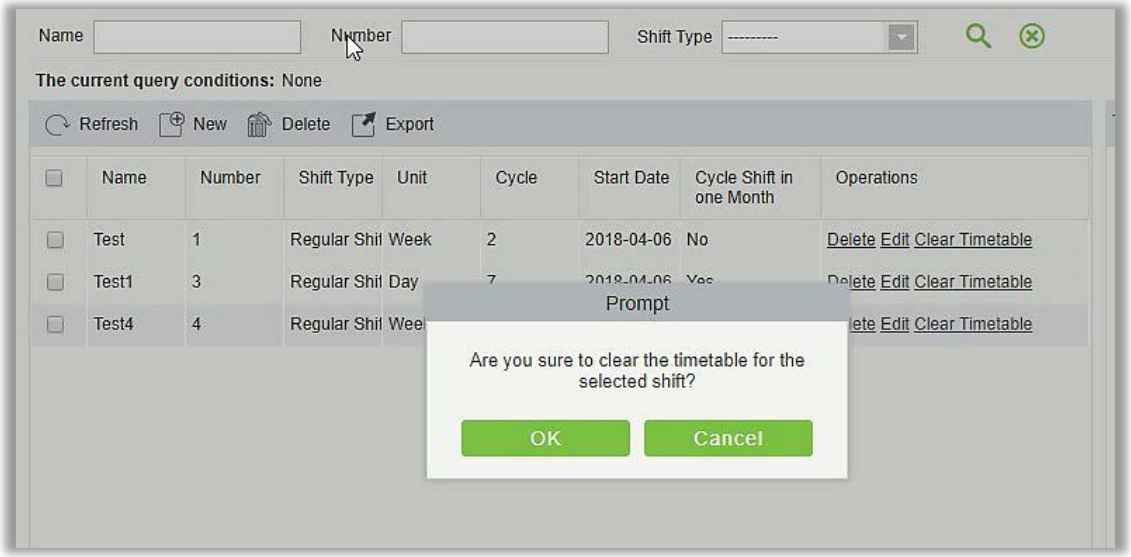


As shown in the figure above, the shift on Monday, Wednesday and Friday (attendance) is at 9: 00-16: 00 and on Tuesday and Thursday (attendance) is 10: 00-19: 00.

- Clear Timetable

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

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

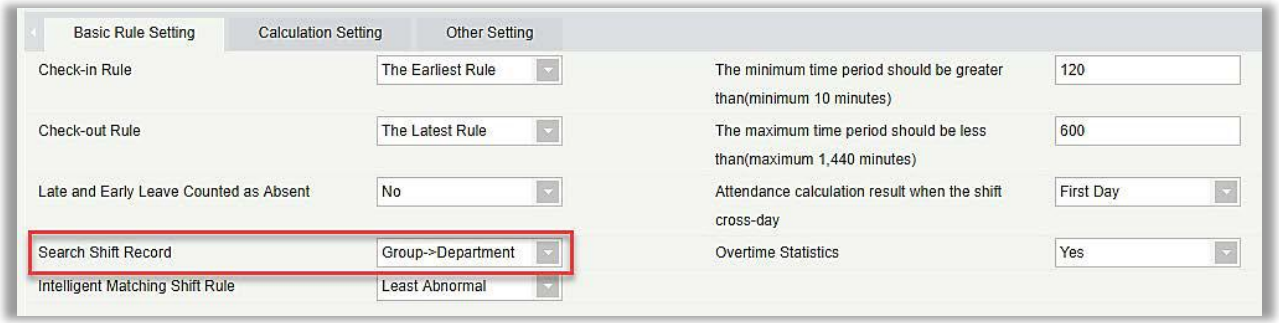
Name	Number	Schedule Type	Unit	Cycle	Start Date	Cycle Shift in one Month
Day Shift	1	Regular Shift	Day	10	2017-12-15	Yes
Night	2	Regular Shift	Day	10	2017-12-18	Yes
Flexible	3	Flexible Shift	Day	10	2017-12-18	Yes

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

5.4 Schedule

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

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



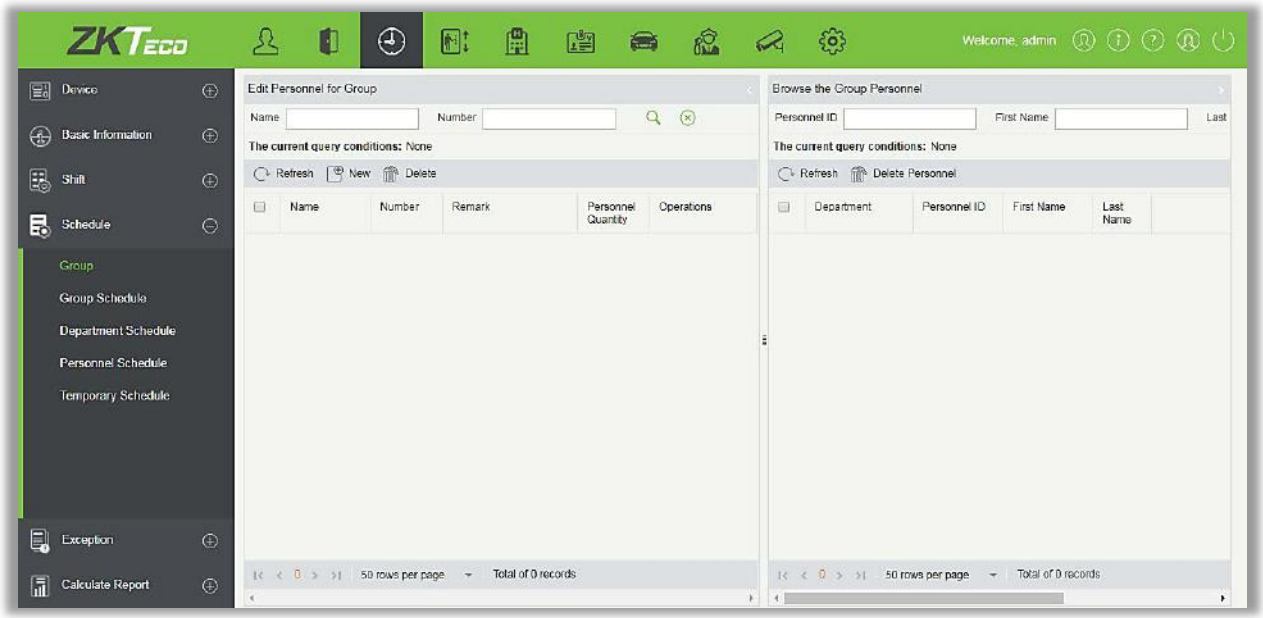
In the same type of scheduling for a person, the software processing logic is as follows: Follow-up of the new shift will overwrite the previous shift. Suppose, you have been added to shift A from June 1 to June 10. Now you have been added in a new shift B from June 5 to June 10, so from June 5 to June 10 you have to work as per Shift B's schedule.

5.4.1 Group

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

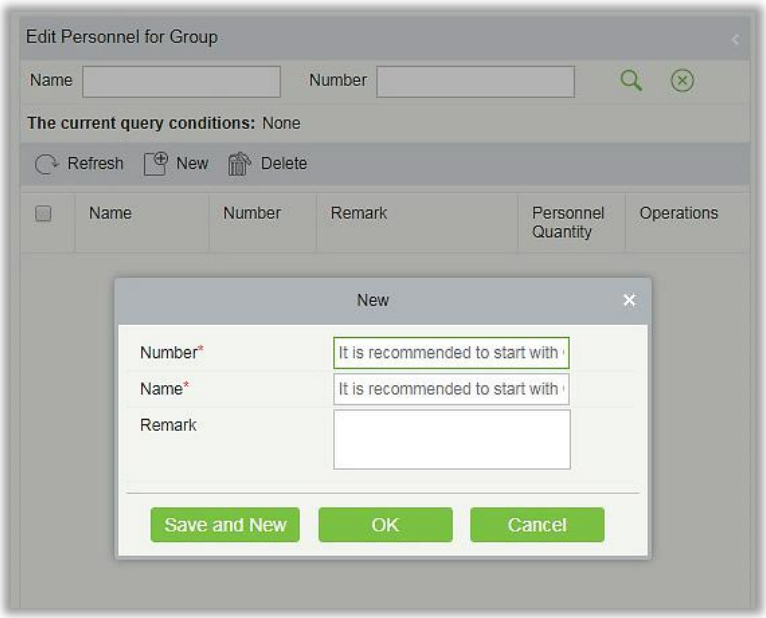
Click **[Attendance]** → **[Shift Management]** → **[Group]** to enter the main interface of the group. The search function can conveniently search the group if you have many groups in your system. The list shows all the group present in the current system. The list of people is shown in the Browse Group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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



- Adding a group

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



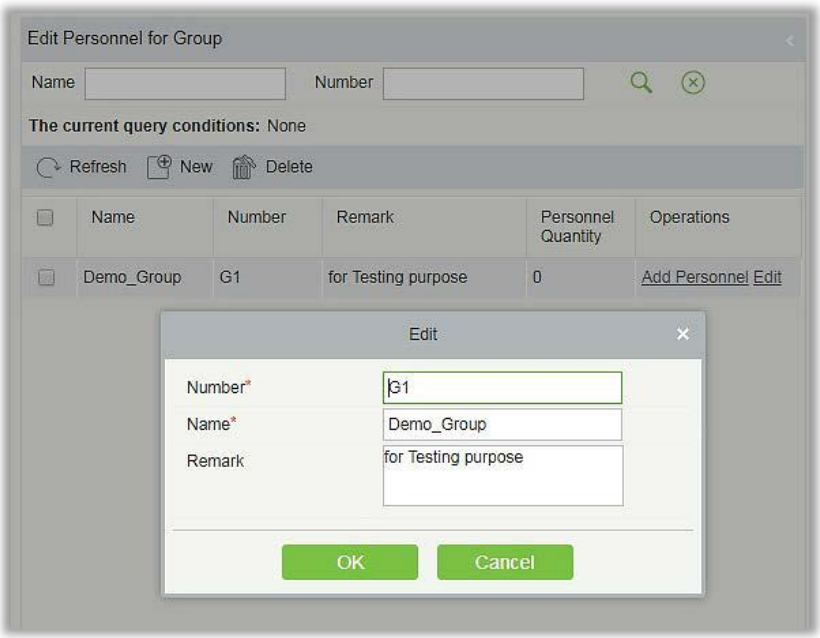
Number: Any combination of numbers or letters, group number that should not be identical with another group number, maximum length of 5 characters.

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

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

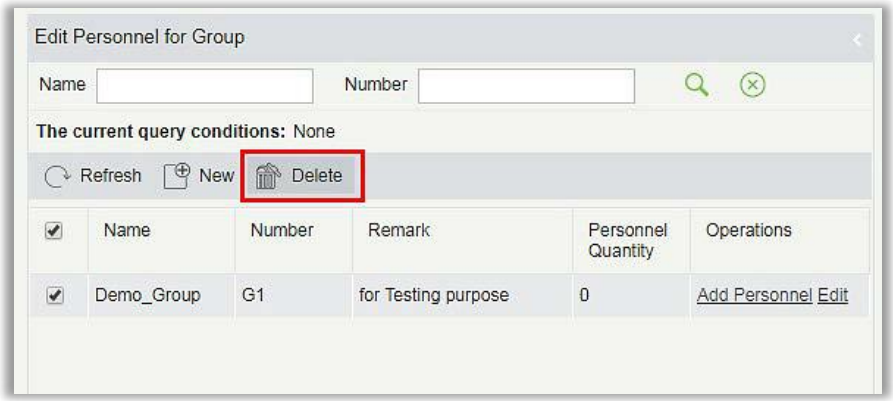
- Edit groups



(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



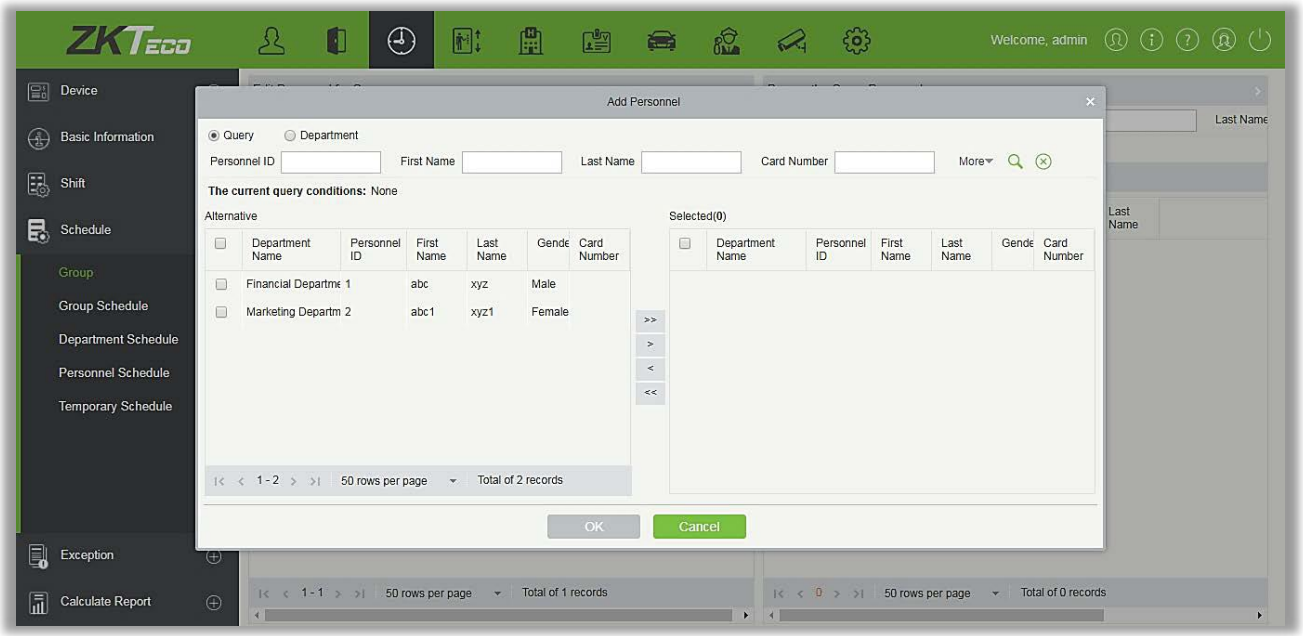
(1) Select one or more groups and click the [**Delete**] button on the upper left of the group list to enter the confirmation page for deleting the group.

(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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



(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.

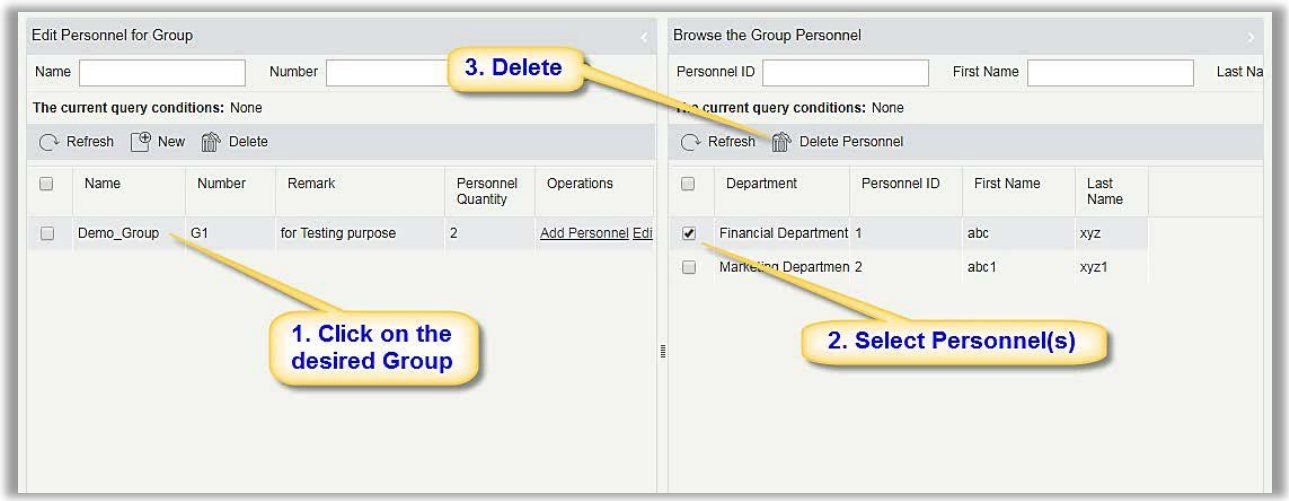
(2) Select the relevant personnel from the list at left side and move it towards right list. Click the [**OK**] button to complete the addition of personnel operations.

✍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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

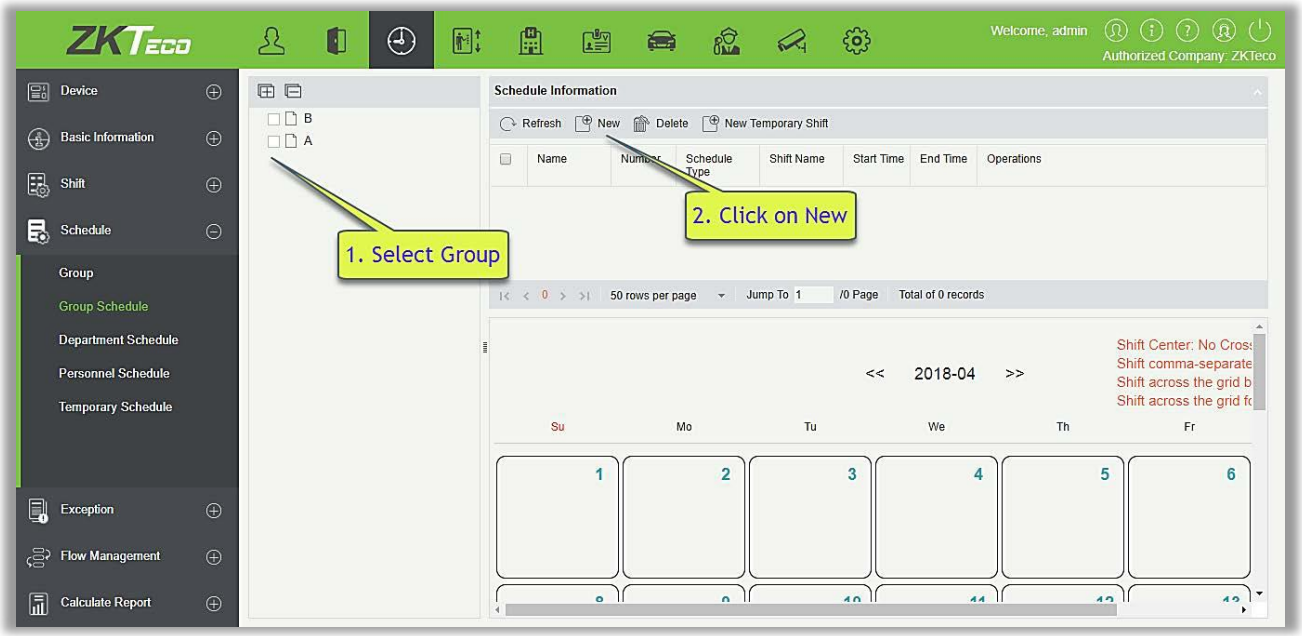


(1) As shown in the above figure, select a group and select the person to be deleted in the browse group on the right. Click the [**Delete Personnel**] button to enter the interface of confirm deletion.

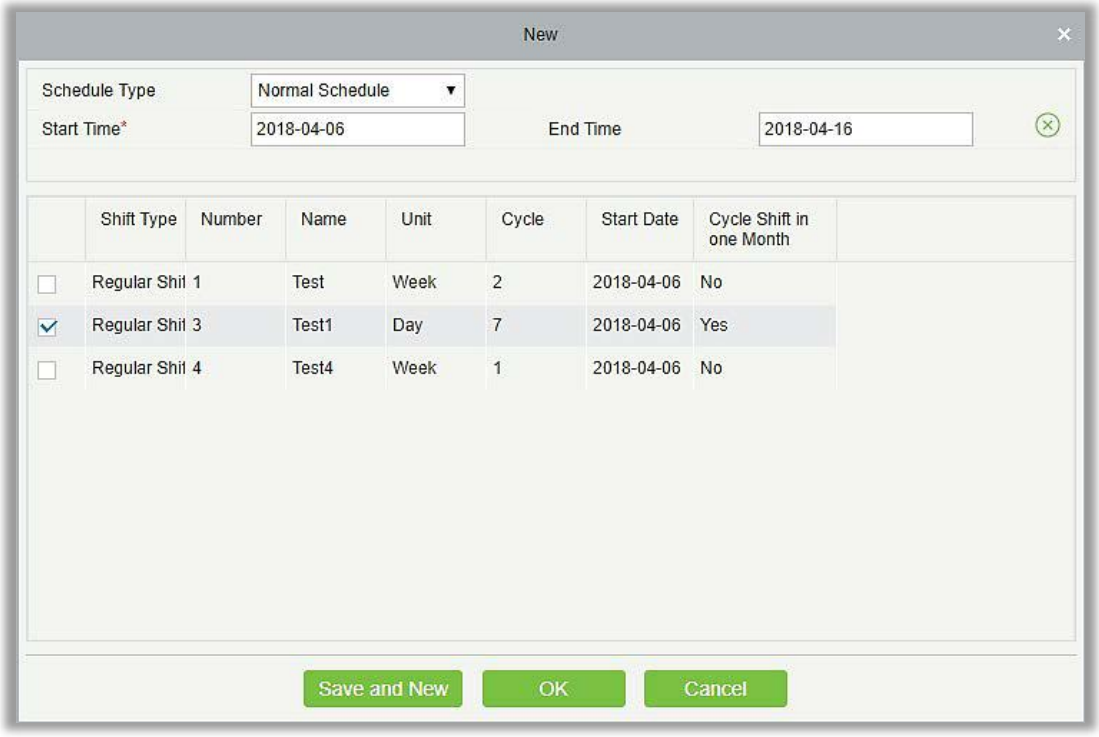
(2) Click the [**OK**] button to delete the personnel.

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:



Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

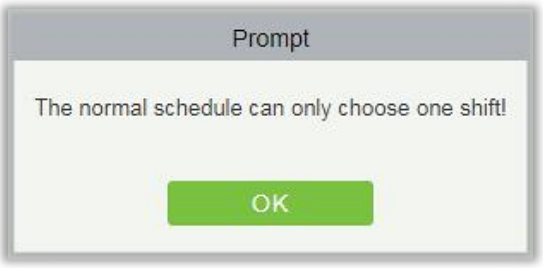


For Group scheduling you need to select the group, set start date / end date, shift type, select the shift.

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

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

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



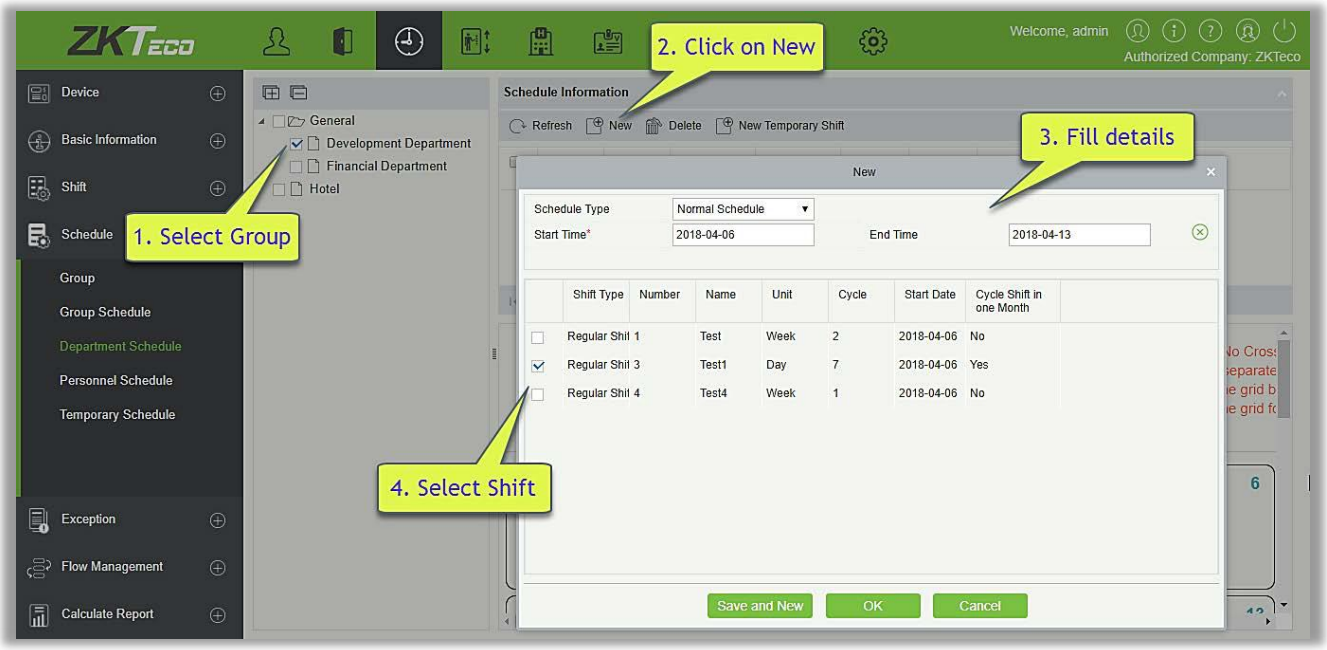
Through Smart Schedule you can choose more than one shift. After you select smart schedule, the software will automatically determine the most suitable frequency according to the punch card records in attendance calculation.

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

5.4.3 Department Schedule

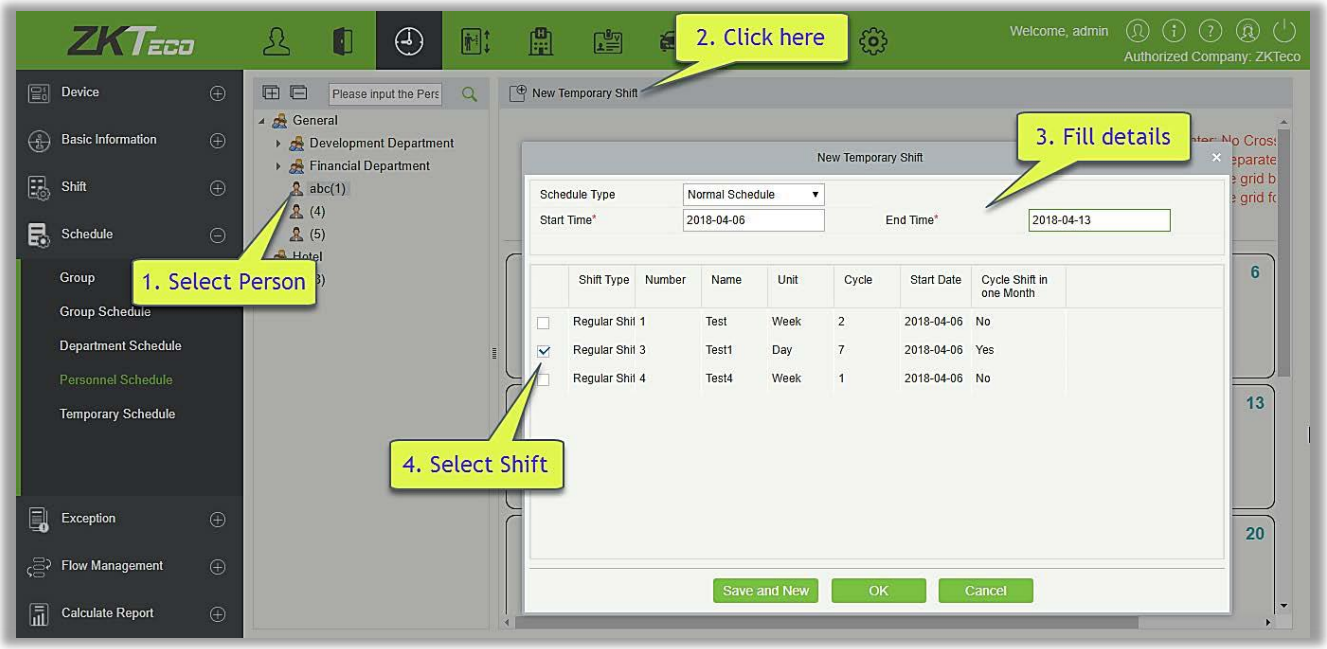
The department scheduling operation is same as the group scheduling. The difference is only in the object of choice. Here we need to select department from the list at the upper left side of the interface.



5.4.4 Personnel Scheduling

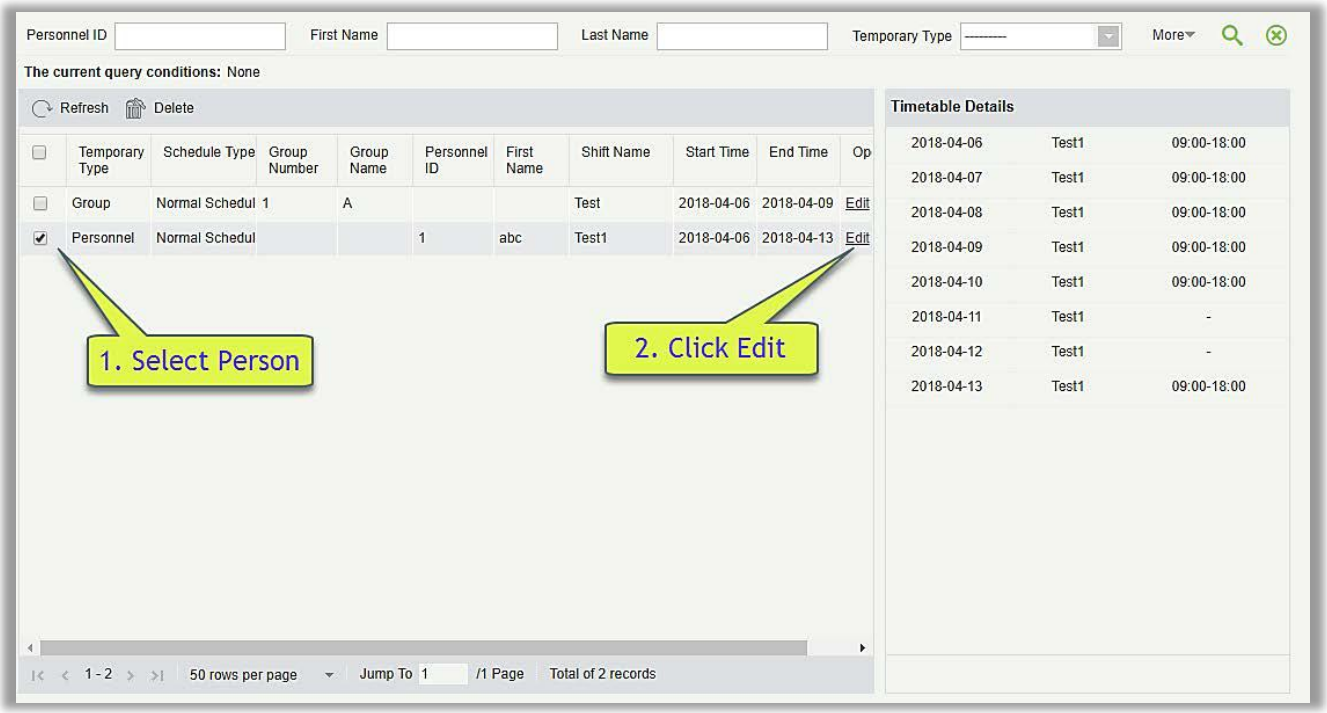
Personnel scheduling operations is completely same as group scheduling, but when scheduling personnel, the object of choice is personnel at the top left corner of the interface.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

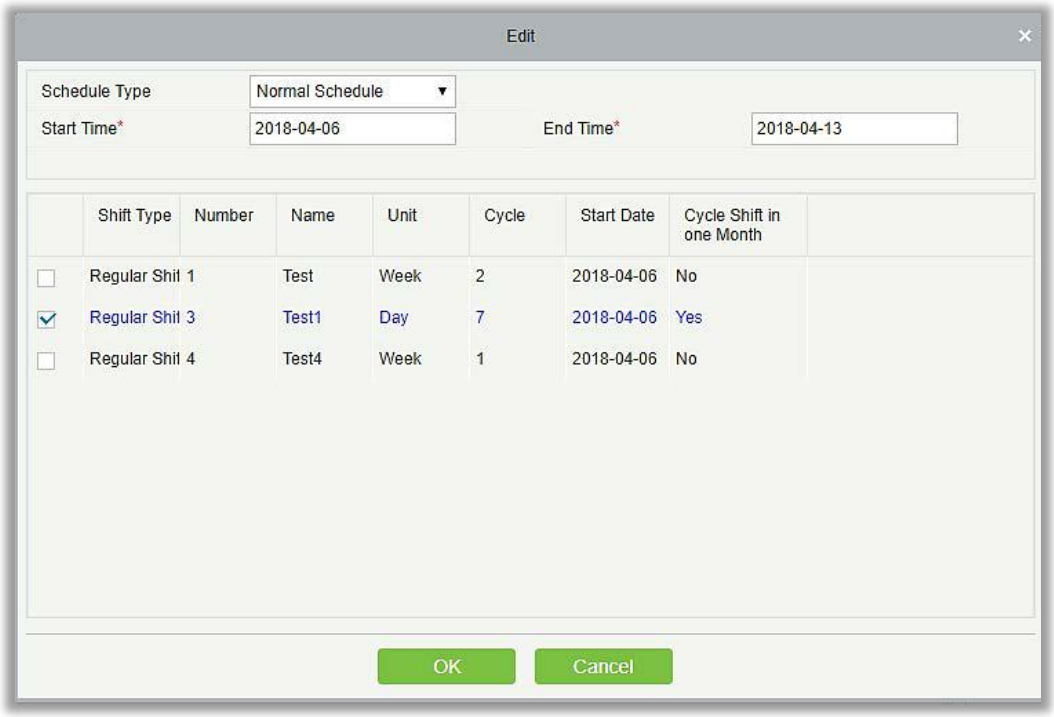


5.4.5 Temporary Schedule

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



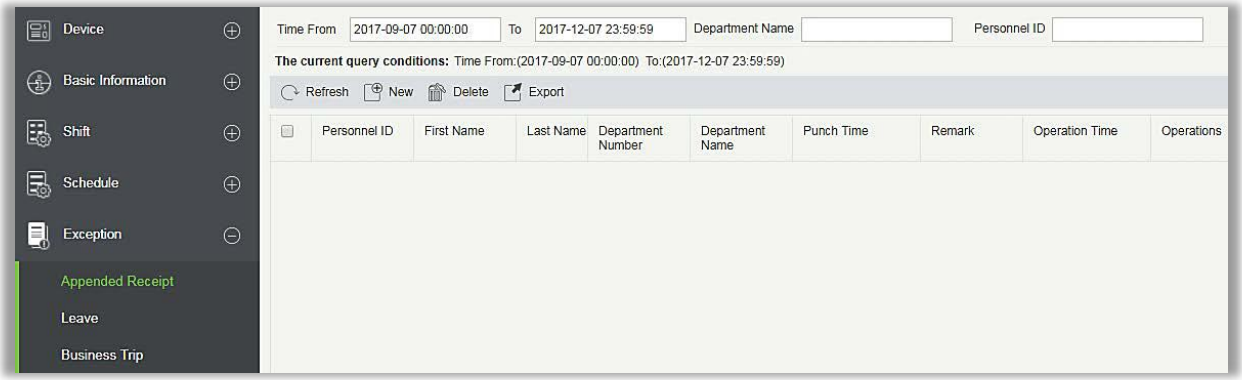
Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



5.5 Exception

5.5.1 Appended Receipt

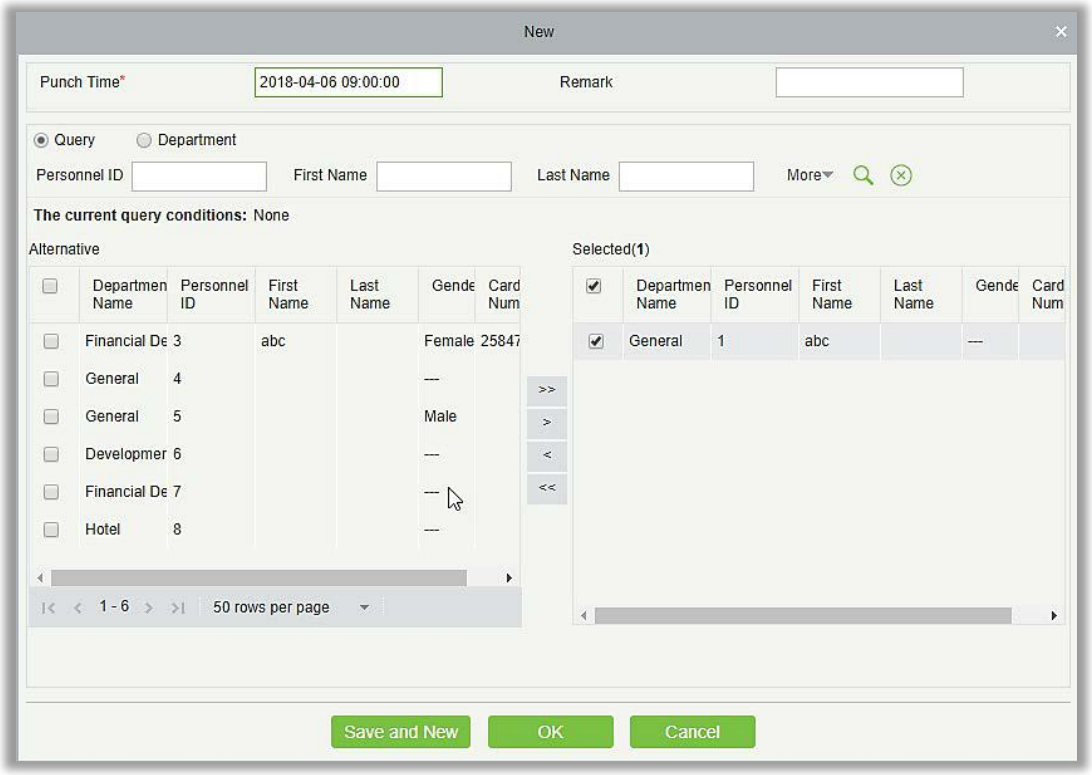
Appended receipt is used to enter records for the personnel in case the person is out on business trip, missing check-in/out, etc., Manual attendance record in the attendance report is called Appended Receipt. Generally, it is entered by the management staff according to attendance result and company's 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.



- New

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

(1) Click [**Exception**] → [**Appended Receipt**] → [**New**]:



Fields are as follows:

Punch Time: Set the date and time of punch.

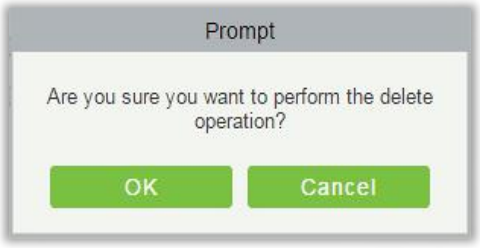
Personnel: Select the required personnel for appended receipt, multiple choices are available.

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

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

- Delete

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



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

- Export

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

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

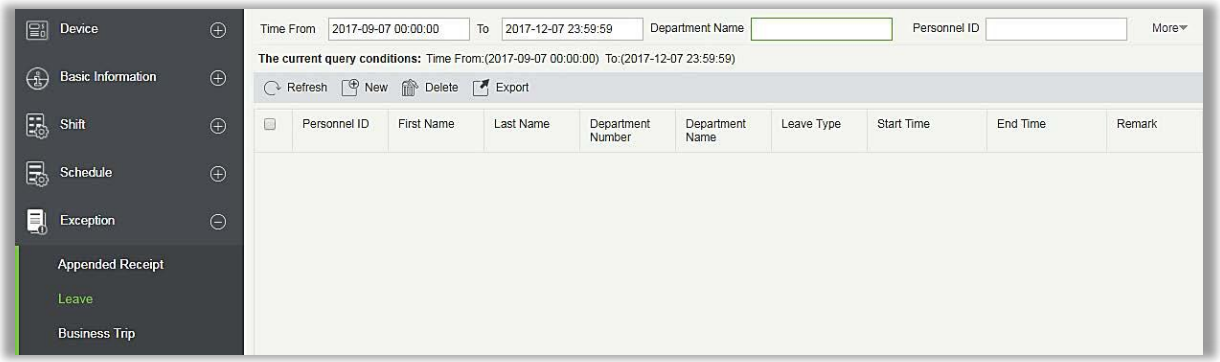
ZKTECO

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

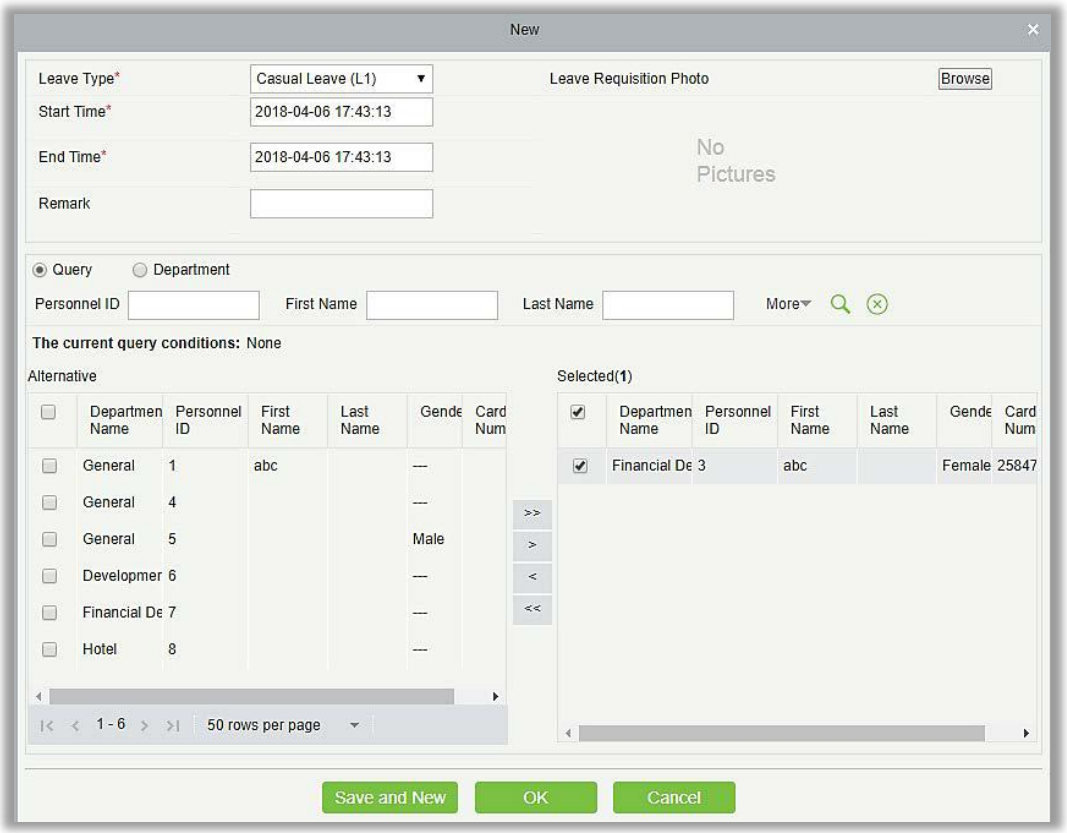
Personnel may need leave at different circumstances. They can apply and the leave will be displayed here:



- New

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



Fields are as follows:

Leave Type: Set the type of the leave.

Start Time: Start time of the leave.

End Time: End time of the leave.

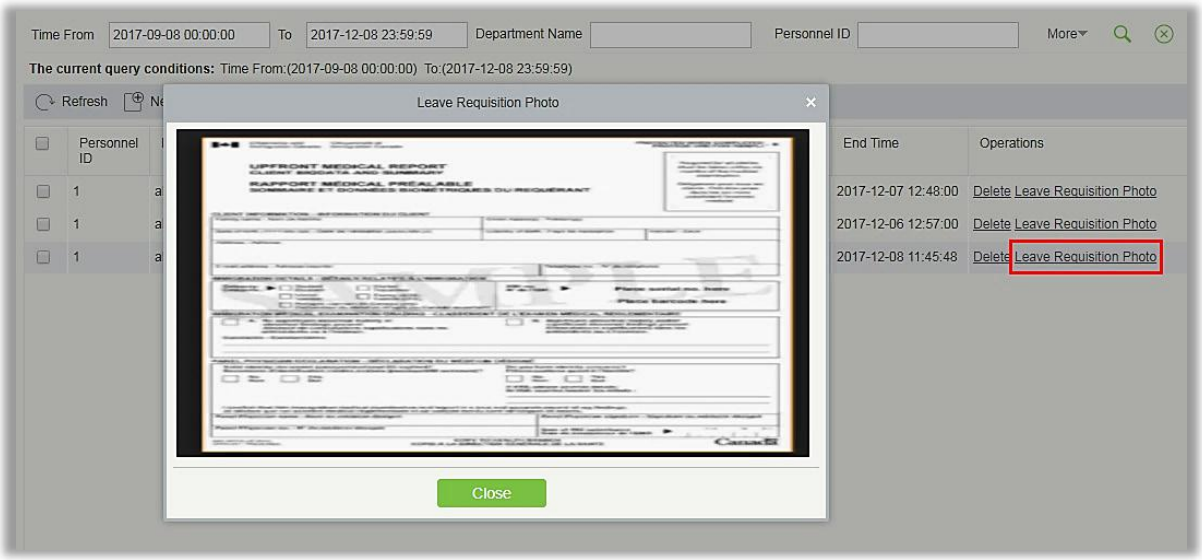
Remark: Enter the reason for leave, the max length is 50.

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

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

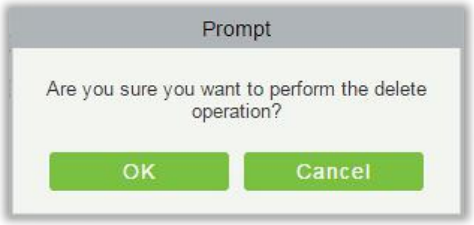
(2) After filling the information, click [**OK**] to save and exit, the leave information will be displayed in the added list. Click [**Leave Requisition Photo**] at the end of each line to view the leave requisition photo.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



- Delete

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



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

- Export

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

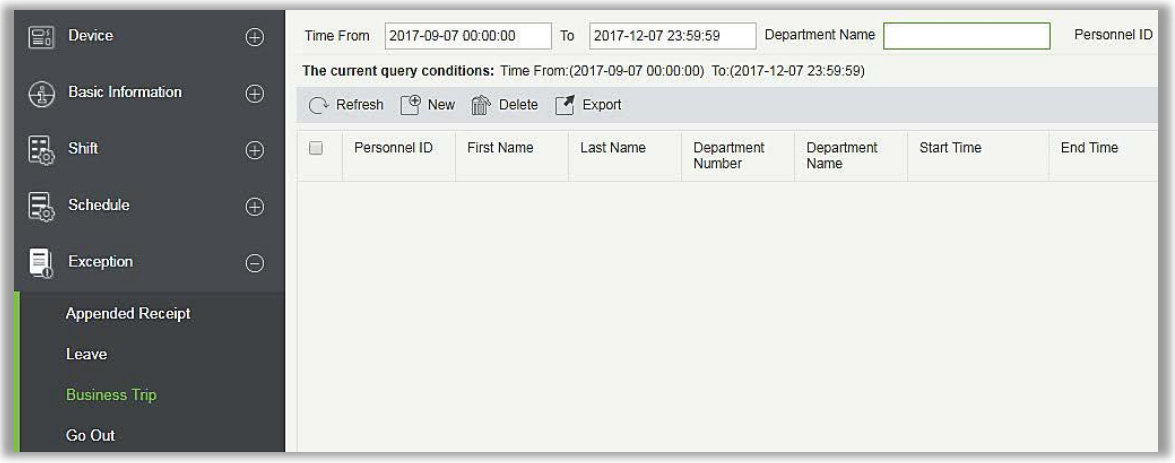
ZKTECO

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

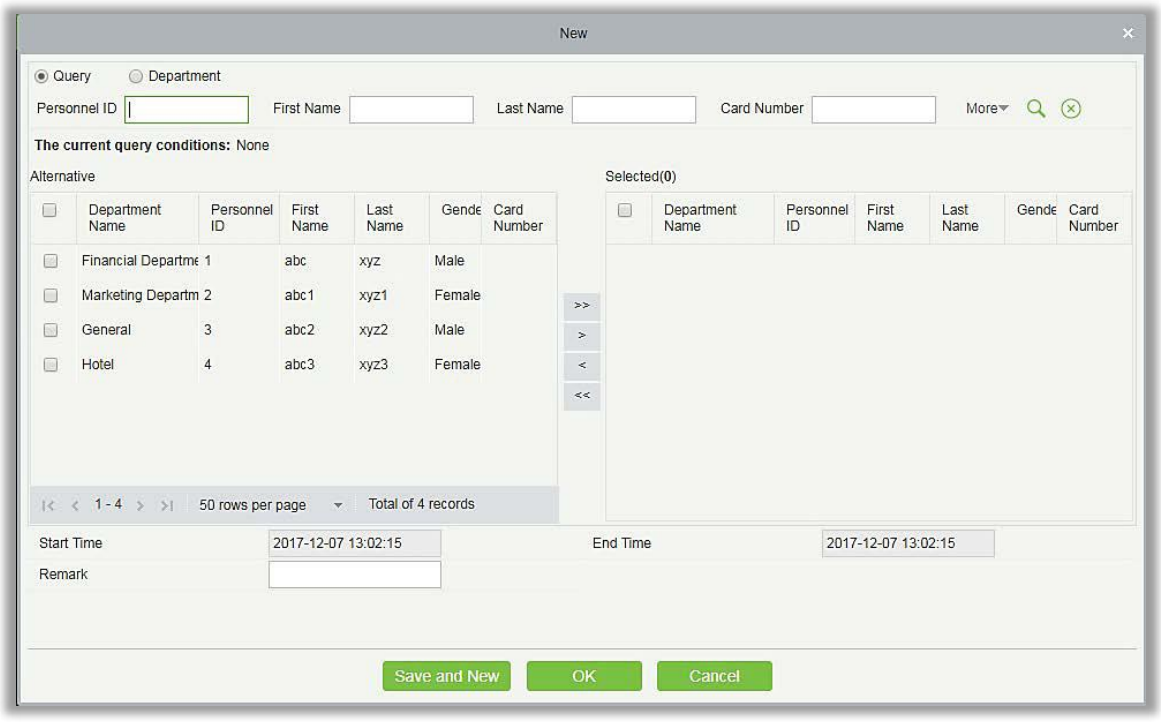
Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

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.

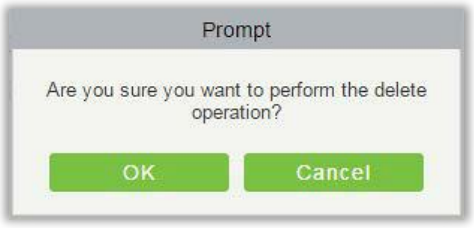
Remark: Enter the description of business trip, the max length is 50.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

(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

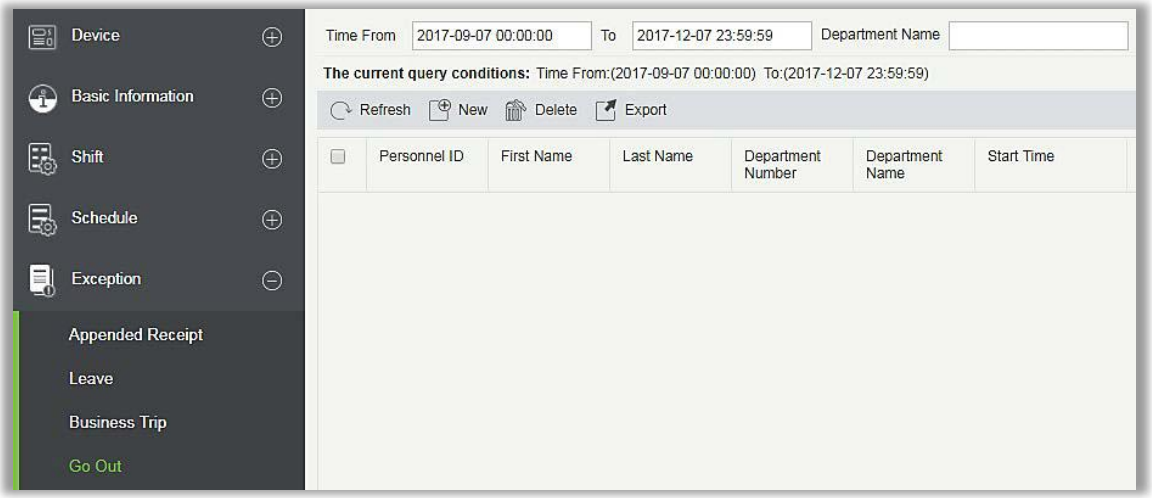
You can export selected business trip data in Excel, PDF, CSV file format.

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

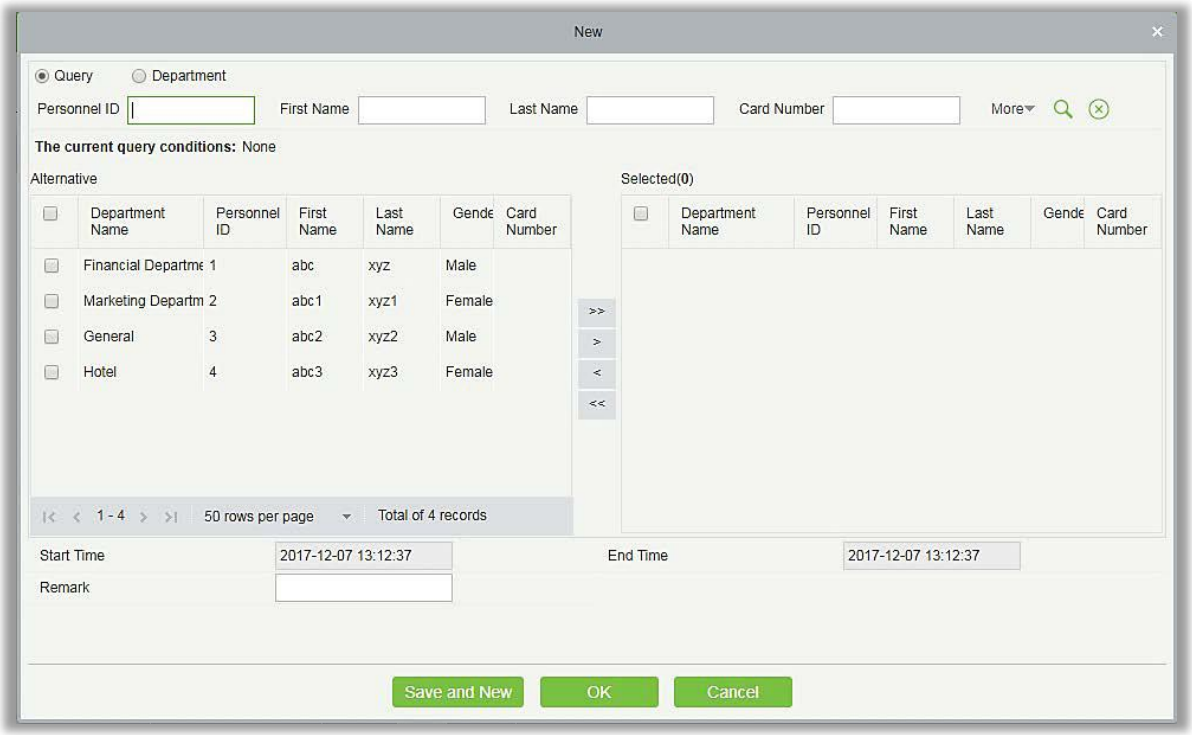
5.5.4 Go Out



- New

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

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



Fields are as follows:

Personnel: Select the required personnel, multiple choices are allowed.

Start Time: Start time of going out.

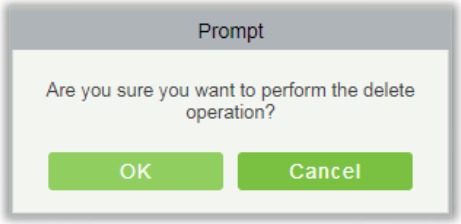
End Time: End time of going out.

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

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

- Delete

(1) Click [**Exception**] > [**Go Out**] > [**Delete**]:



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

- Export

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

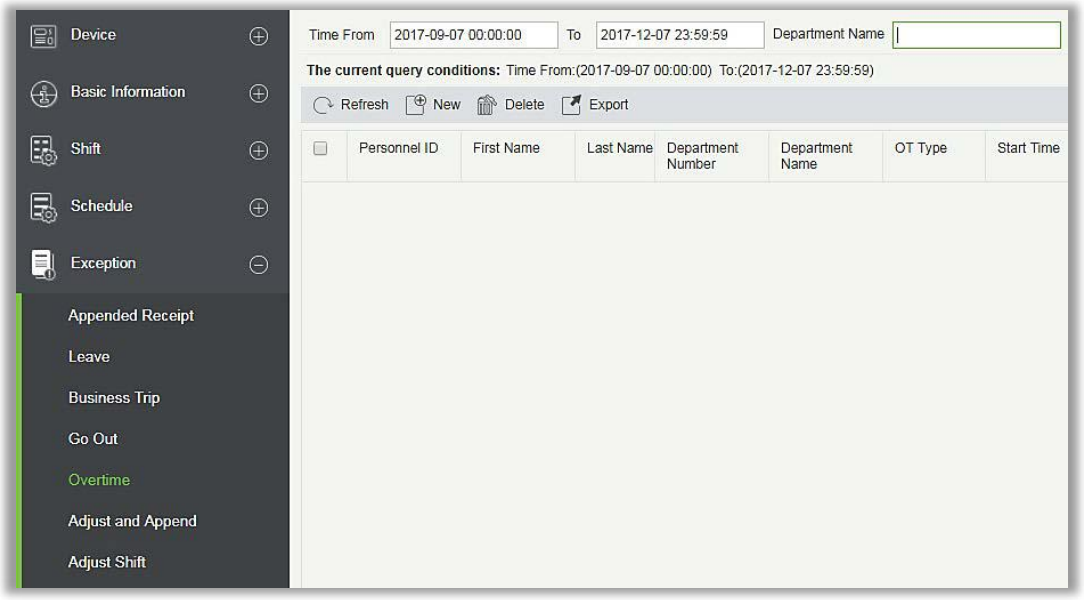
You can export selected go out data in Excel, PDF, CSV file format.

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

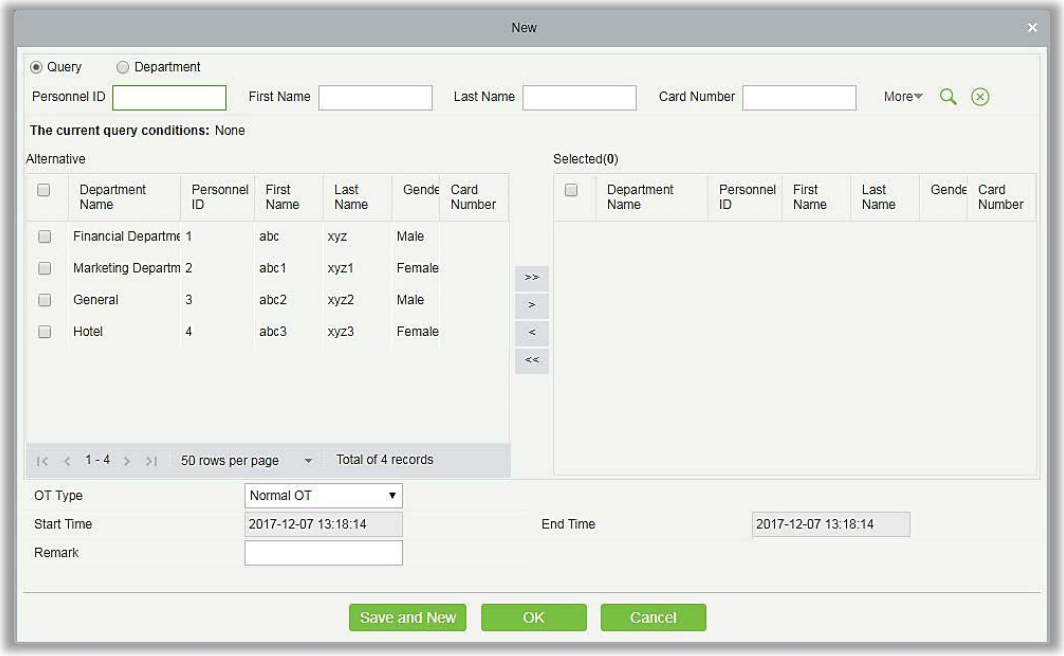
5.5.5 Overtime



- New

(1) Click [**Exception**] > [**Overtime**] > [**New**]:

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



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.

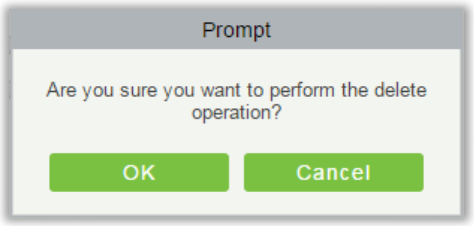
End Time: End time of overtime.

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.

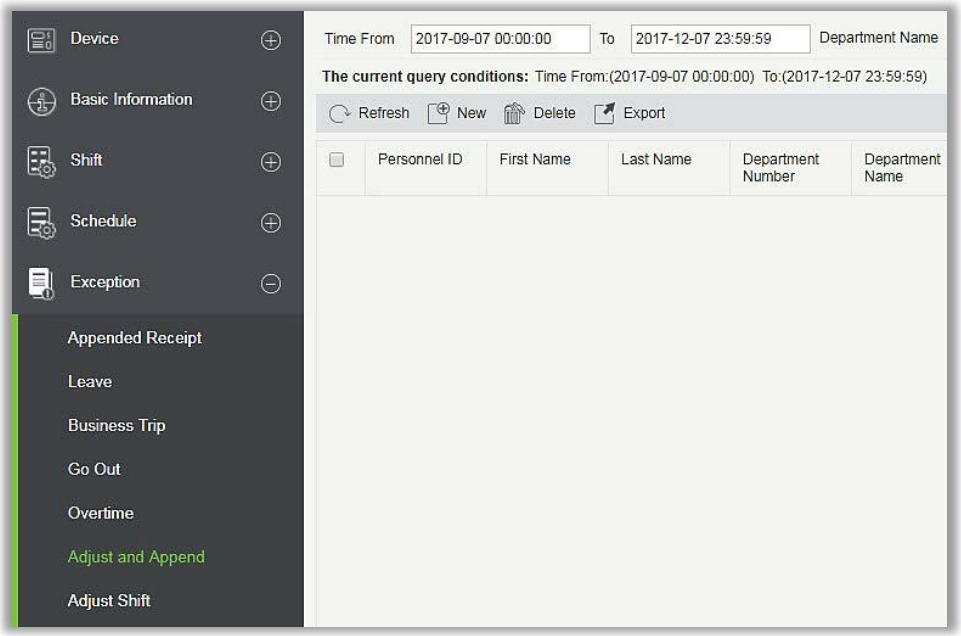
Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

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

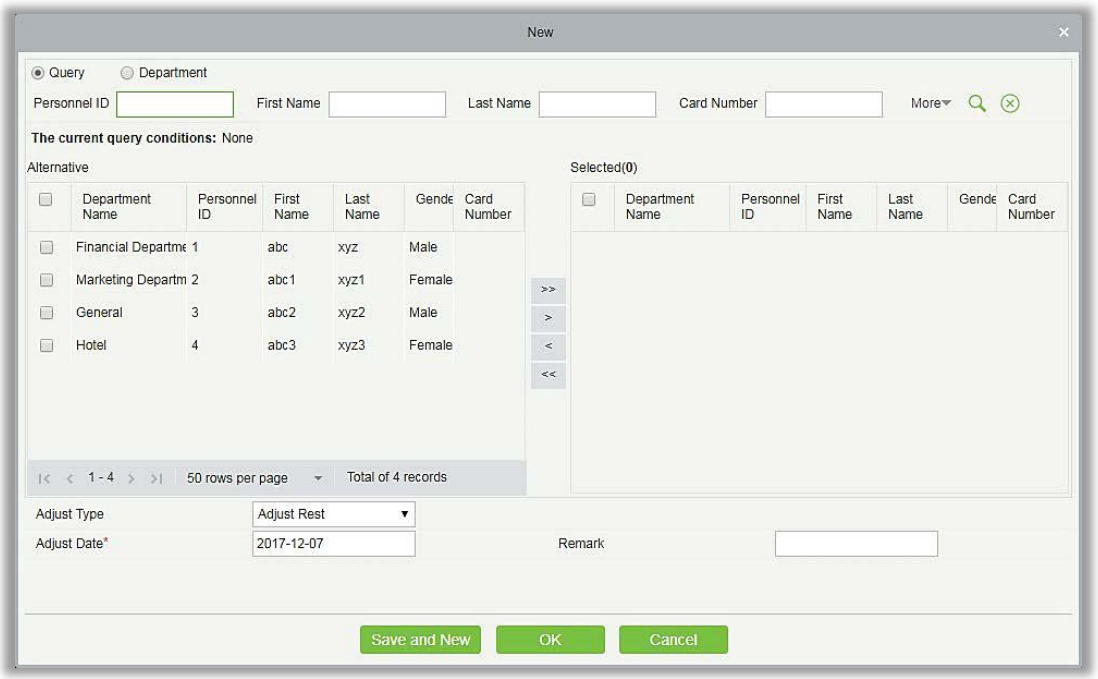
5.5.6 Adjust and Append



- New

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



Fields are as follows:

Personnel: Select the required personnel, multiple choices are available.

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

Adjust Date: The date and time of adjustment.

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

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

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

- Delete

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

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

- Export

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

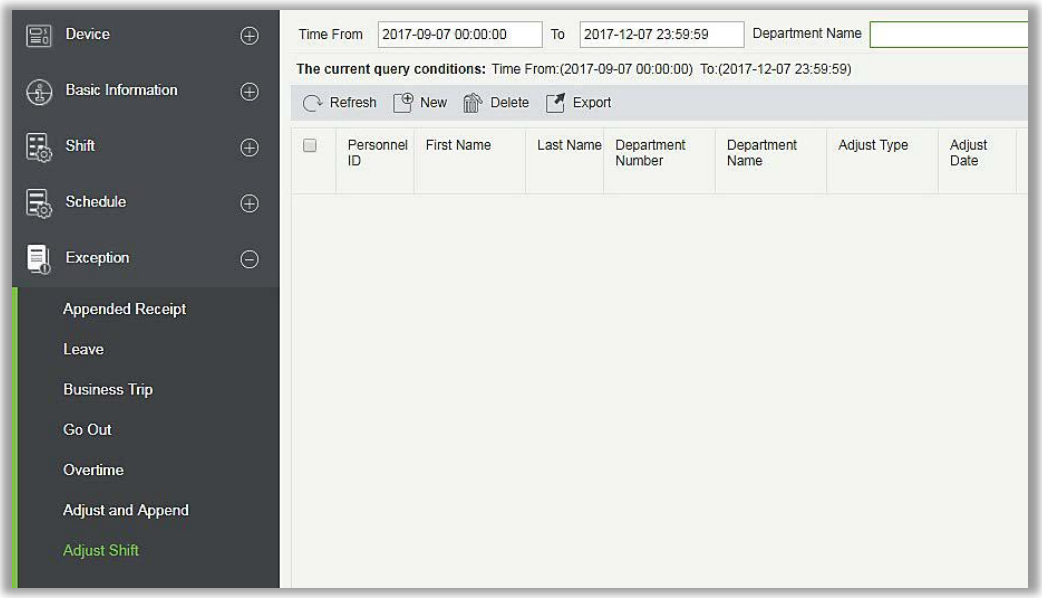
Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

ZKTECO

Adjust and Append

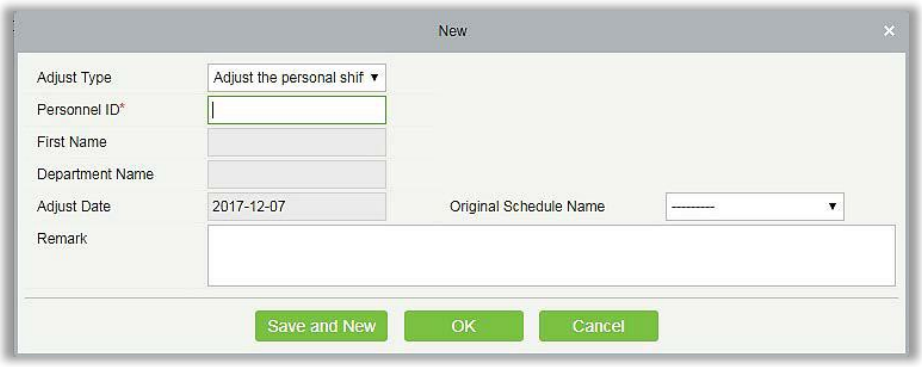
Personnel ID	First Name	Last Name	Department Number	Department Name	Adjust Type	Adjust Date	Schedule Name	Remark	Operation Time
1	Jerry	Wang	1	General	Append Attendance	2017-12-18	Day Shift	123	2017-12-18 13:54:54
2	Lucky	Tan	3	Development Department	Append Attendance	2017-12-18	Flexible	456	2017-12-18 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



- New

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



(2) Adjust Type is divided into three shifts:

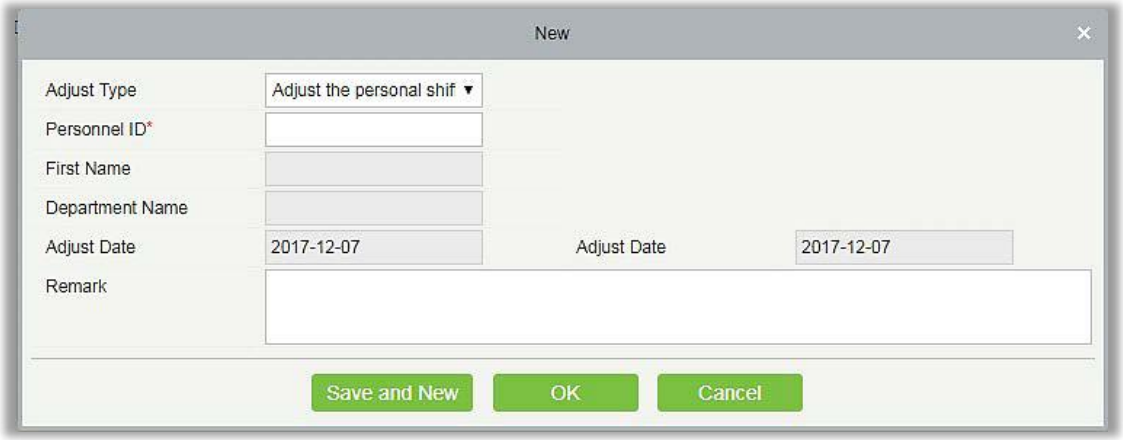
A. **Adjust the personnel shift in the same day**: It will adjust one personnel's shift in the same day.

B. **Adjust the personnel shift in other days**: It will adjust one personnel's shift in different days.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

C. **Two-people exchange:** It will exchange shifts of two person 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.

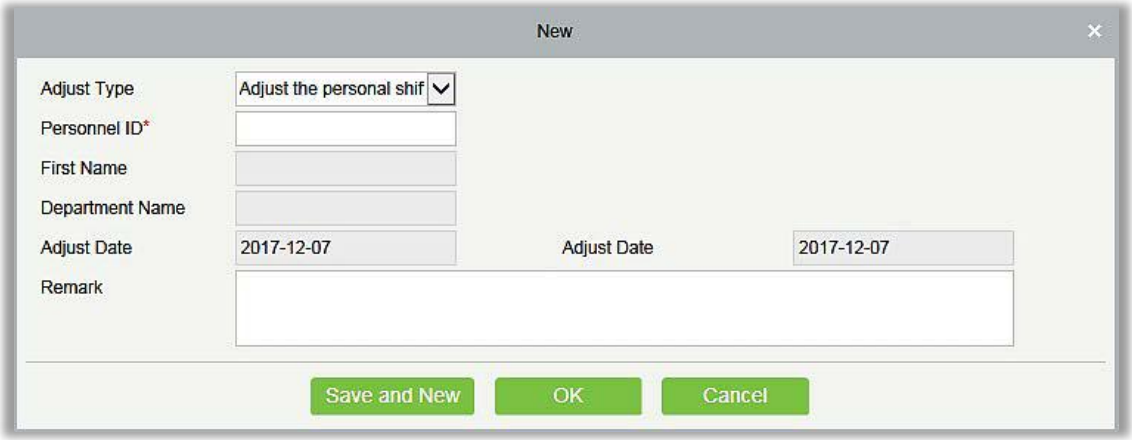
Department Name: Obtained automatically based on Personnel ID.

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:



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.)

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

First Name: Obtained automatically based on Personnel ID.

Department Name: Obtained automatically based on Personnel ID.

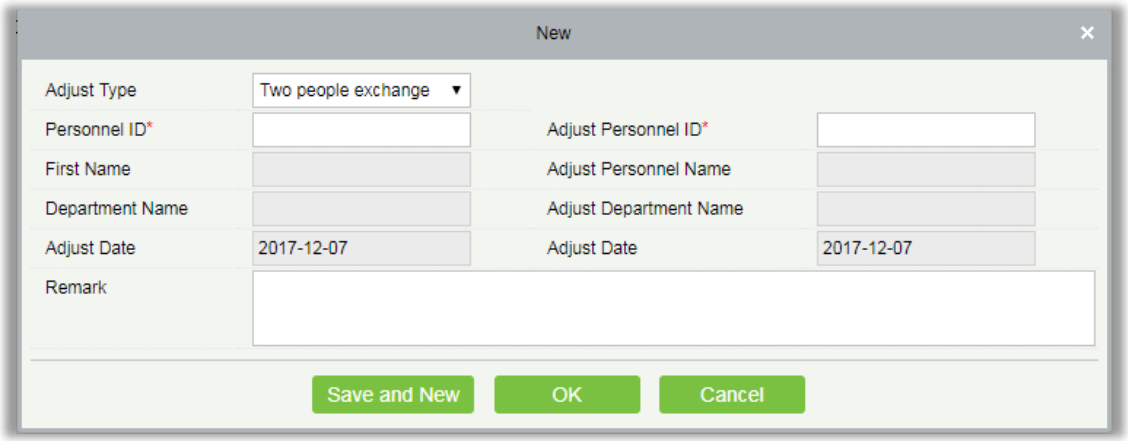
Adjust Date: The date and time of adjustment.

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:



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

First Name: Obtained automatically based on Personnel ID.

Department Name: Obtained automatically based on Personnel ID.

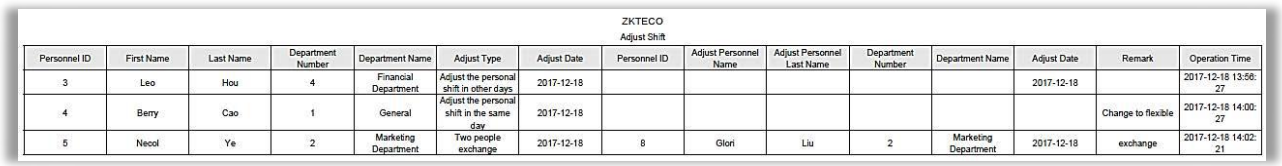
Adjust Personnel ID: ID number of the adjust personnel. The max length is 32. (Fill the correct ID, after you enter the ID and click on the next field, the Name and Department are automatically filled.)

Adjust Personnel Name: Obtained automatically based on Personnel ID.

Adjust Department Name: Obtained automatically based on Personnel ID.

- Export

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



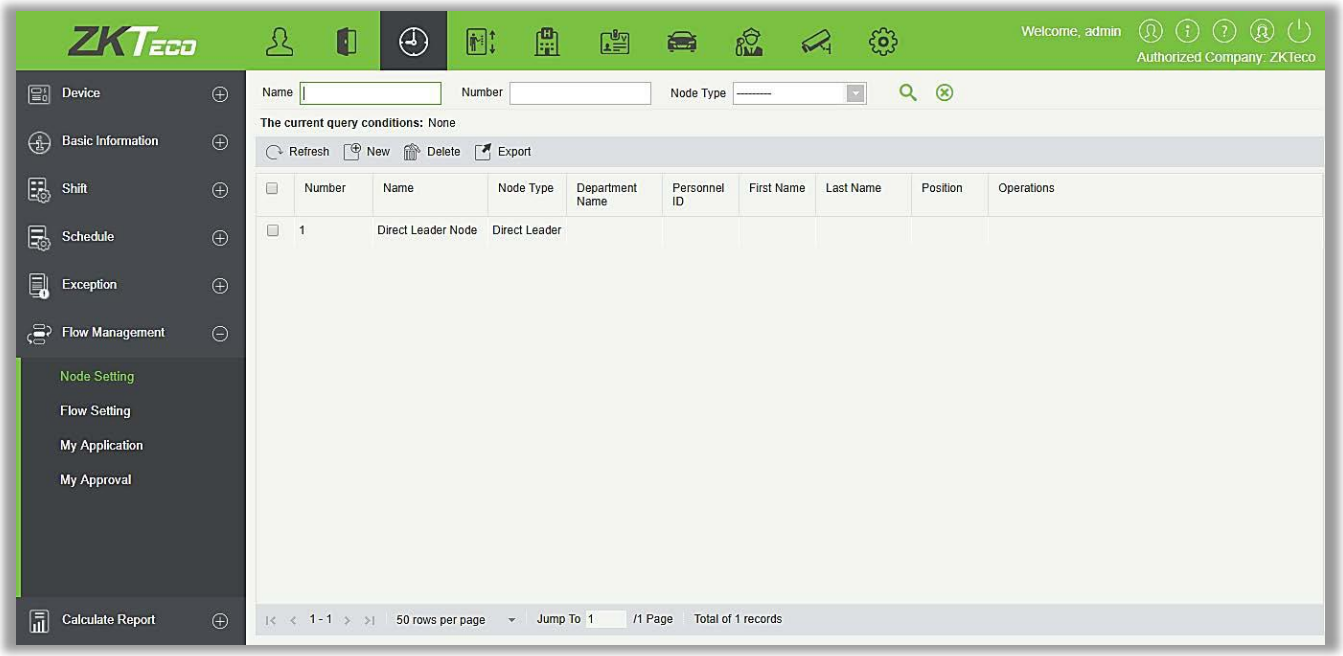
ZKTECO
Adjust Shift

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

5.6 Flow Management

The flow management is used to set the attendance approval sequence. To support the attendance approval function, you must first set up the flow management. After setting up the node settings and flow settings, you can achieve employee self-help.



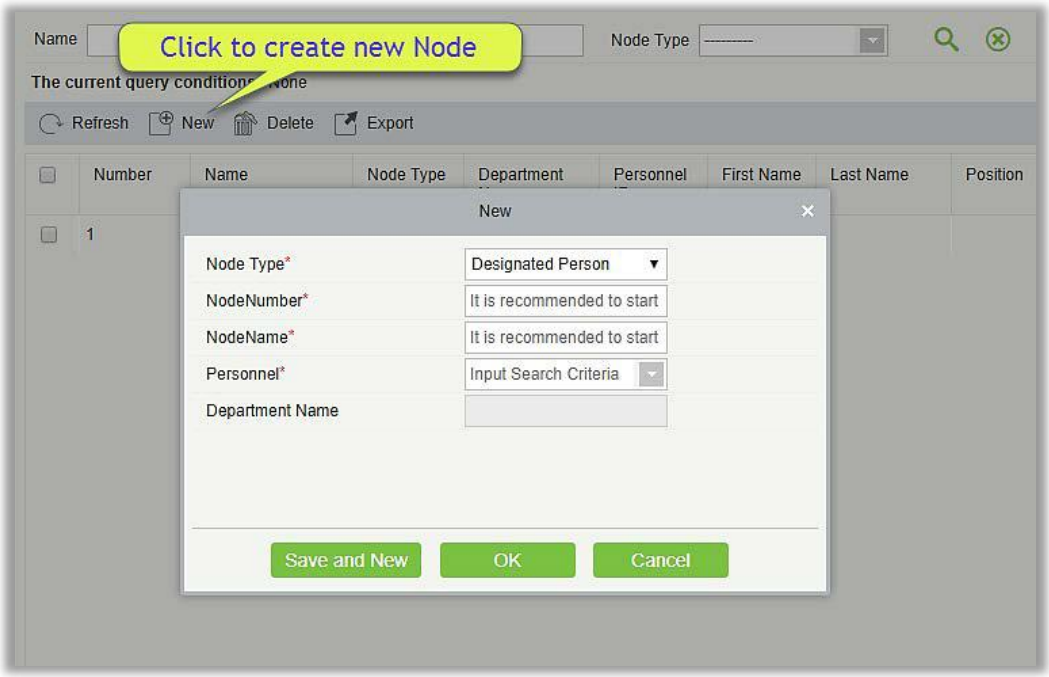
5.6.1 Node Setting

Before the approval function is implemented, the approval node must be set. The system has a default node number 1 and the node name is [Direct Leader]. The default node cannot be deleted or edited.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

- Add

Click [Flow Management]→ [Node Settings]→ [New] to enter the node's new interface:



Fields are as follows:

Node Type: It is of two types; Designated Person and Assign position.

Node Number: It is recommended to start with N, such as N01, can be letters and numbers.

Node Name: It is recommended to start with a post or name and end with a node, such as a manager node.

Personnel: Select required person.

Select Position: It will appear if you have selected Node type as Assign Position. This option is the content of [Position] set in the personnel module.

Department Name: It will be automatically selected once you set personnel.

- Delete

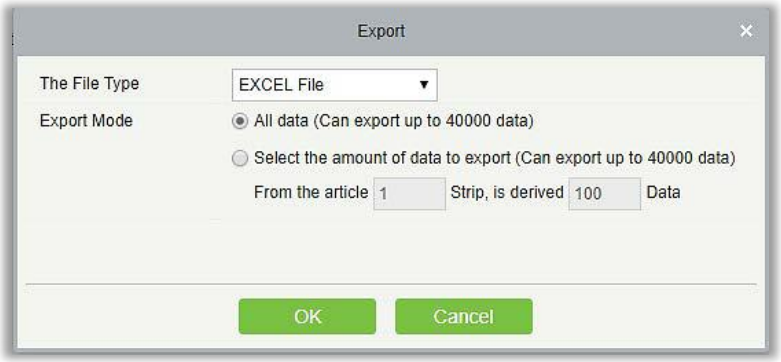
Click the Delete button under "Operations" in the node list or check one or more nodes and click the Delete button above the list.

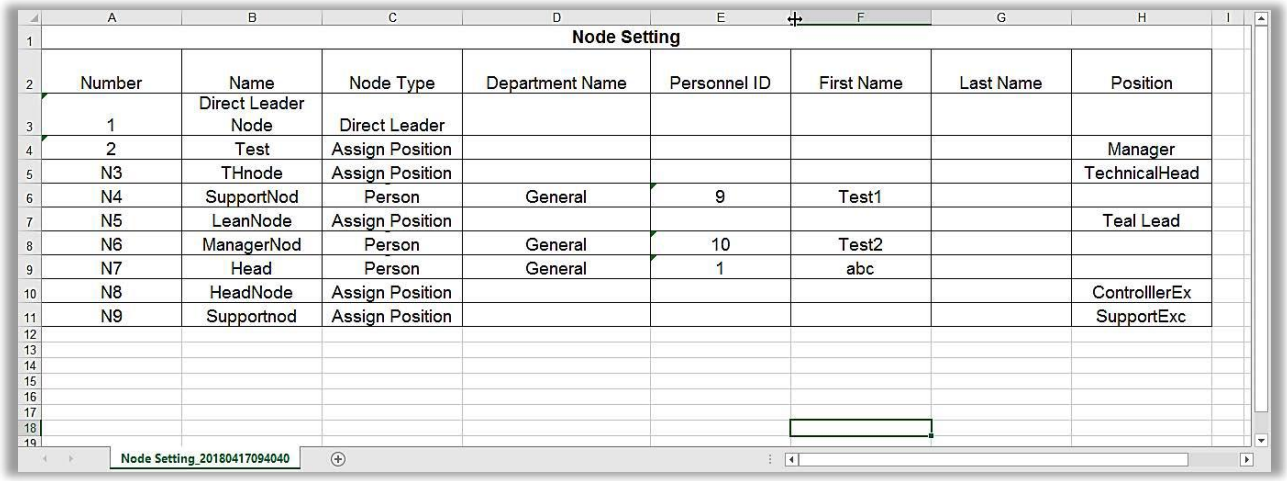
You cannot delete a node that is in use.

- Export

System supports exporting Node. You can export data in Excel, PDF, CSV file format.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.





Node Setting

Number	Name	Node Type	Department Name	Personnel ID	First Name	Last Name	Position
1	Direct Leader Node	Direct Leader					
2	Test	Assign Position					Manager
N3	THnode	Assign Position					TechnicalHead
N4	SupportNod	Person	General	9	Test1		
N5	LeanNode	Assign Position					Teal Lead
N6	ManagerNod	Person	General	10	Test2		
N7	Head	Person	General	1	abc		
N8	HeadNode	Assign Position					ControlllerEx
N9	Supportnod	Assign Position					SupportExc

Node Setting_20180417094040

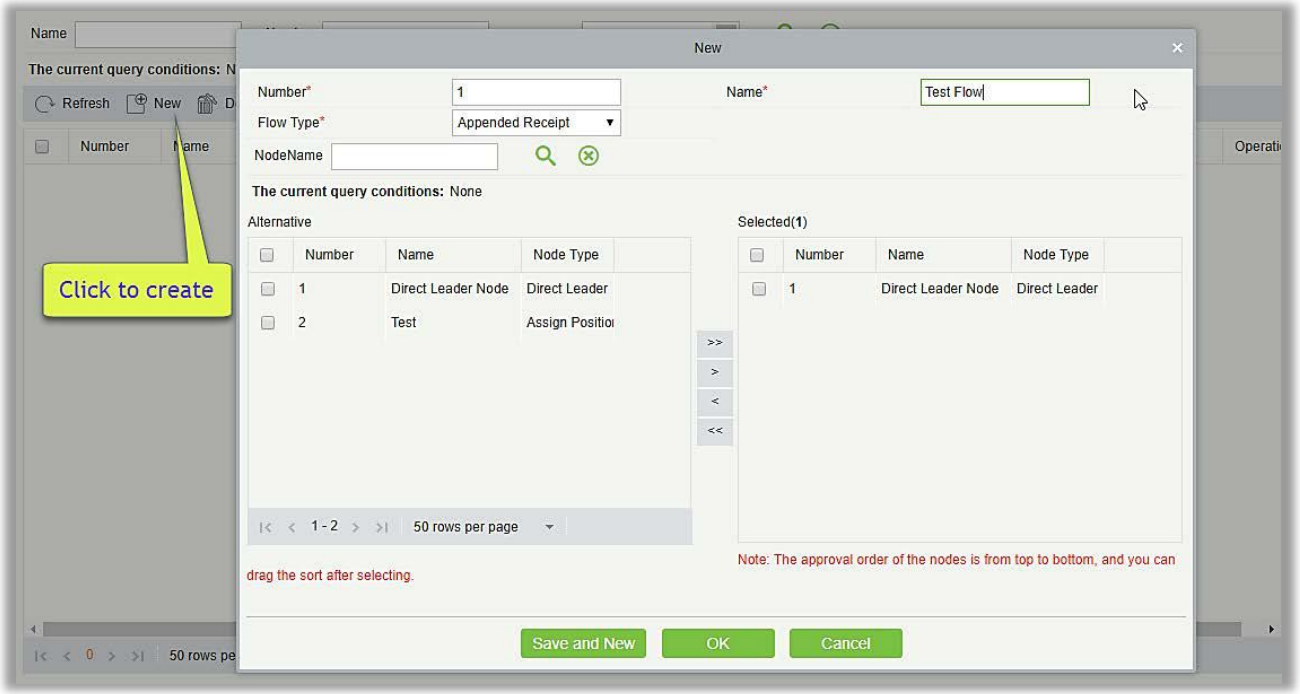
5.6.2 Flow Setting

Flow setting is to establish the approval process, select the desired node to set the approval process.

- Add

Click [Flow Management]> [Flow Settings]> [New] to enter the process setting interface:

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



The fields are described as follows:

Number: It is recommended to start with F, such as F01. It supports entering letters and numbers.

Name: At the beginning of the proposal type, end with the process, such as the leave process.

Flow Type: It has all the exception types. Appended Receipt, Leave, Business Trip, Go Out, Overtime, Adjust and Append, and Adjust Shift.

Flow rules: Appear only if the process type is Leave, Business Trip, or Go out.

Options are <=1days, >1 & <=3 days, > 3 & <= 7 days, > 7 days.

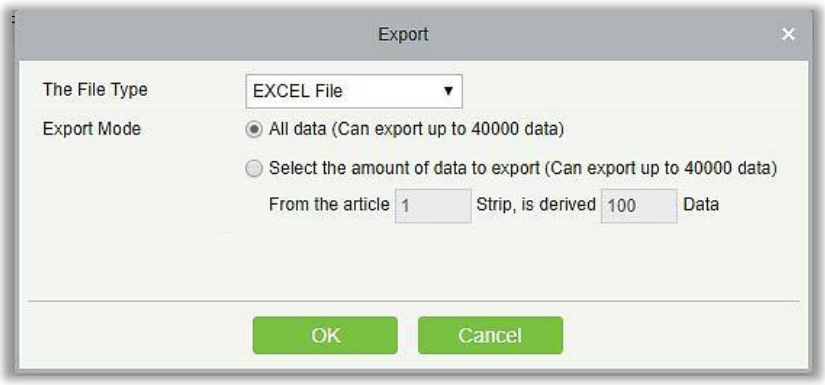
- Delete

Click the [Delete] button under the operation column in the process list, or check one or more processes, click the [Delete] button above the list, [OK]

- Export

System supports exporting flow list. You can export data in Excel, PDF, CSV file format.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



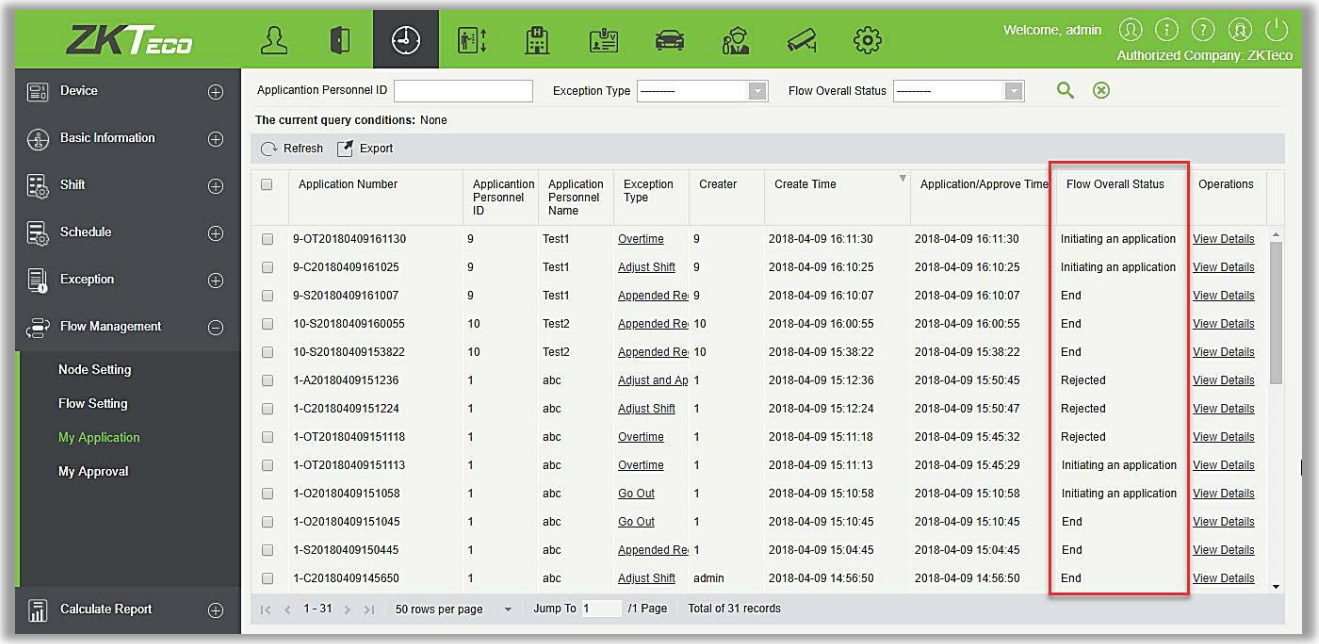
	A	B	C	D	E
1	Flow Setting				
2	Number	Name	Flow Type	Flow Rule	Approval Node
3	1	A1	Appended Receipt		Start Flow>>LeanNode>>ManagerNod>>THnode>>End
4	2	L1	Leave	3	Start Flow>>Manager Nod>>THnode>> End Flow
5	3	BT	Business Trip	1	Start Flow>>LeanNode>>ManagerNod>>THnode>>End
6	4	GO	Go Out	0	Start Flow>>Test>>SupportNod>>Lean Node>>End Flow
7	6	A_A	Adjust and Append		Start Flow>>Manager Nod>>End Flow
					Start Flow>>Manager

Flow Setting_20180417094539

5.6.3 My Application

The "My application" interface displays all abnormal application reports submitted by the user and supports inquiries. All applications have a status: End, Initiating and application, Process, Rejected.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

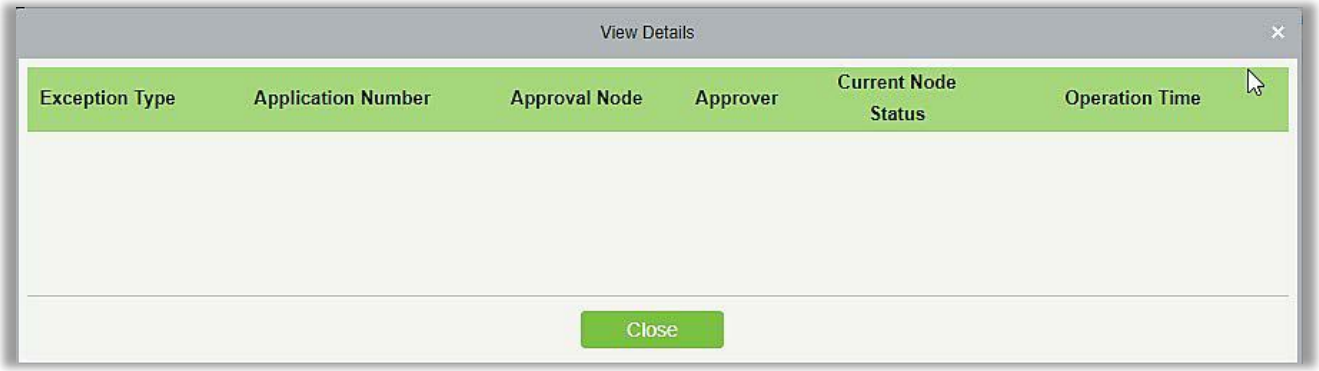


- View details

Click [Process Management]> [My Application]> [View Details] to enter the application details interface. This interface shows the approval status of all approvers:

A. End

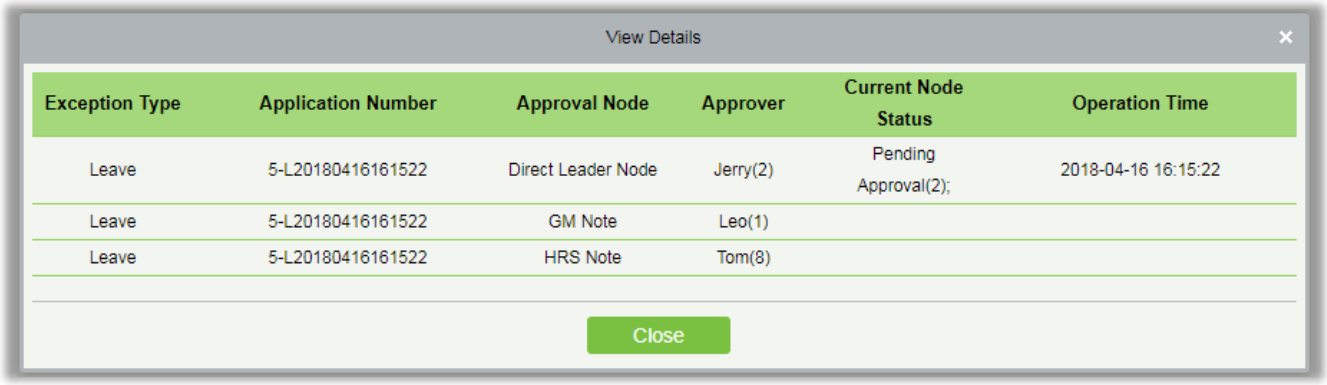
When the abnormal data is added by the administrator, the approval flow is not entered, and the default state is the end of the process. The approval information in the details is no longer displayed.



B. Initiating an application

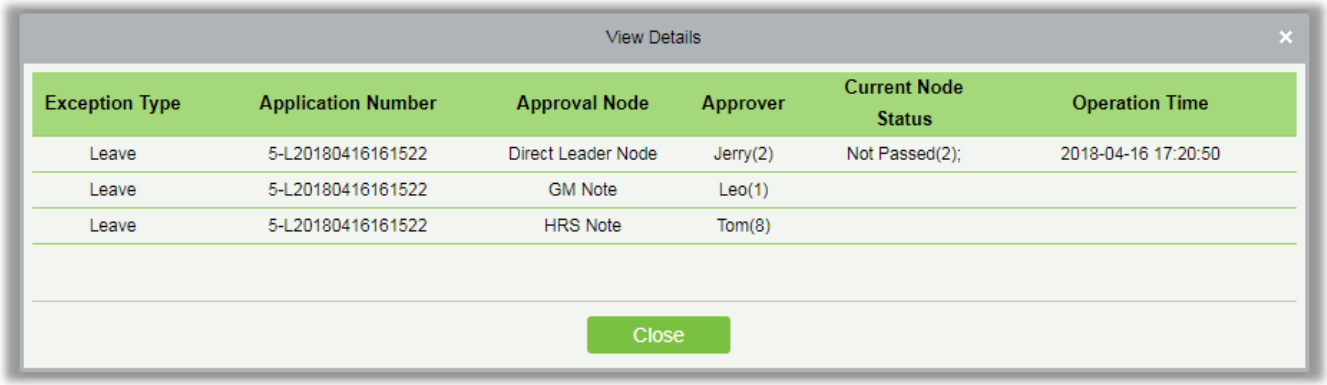
When the status is initiating an application, it means that no approver has performed the approval yet, and all approvers who need to complete the flow will be displayed.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



C. Rejected

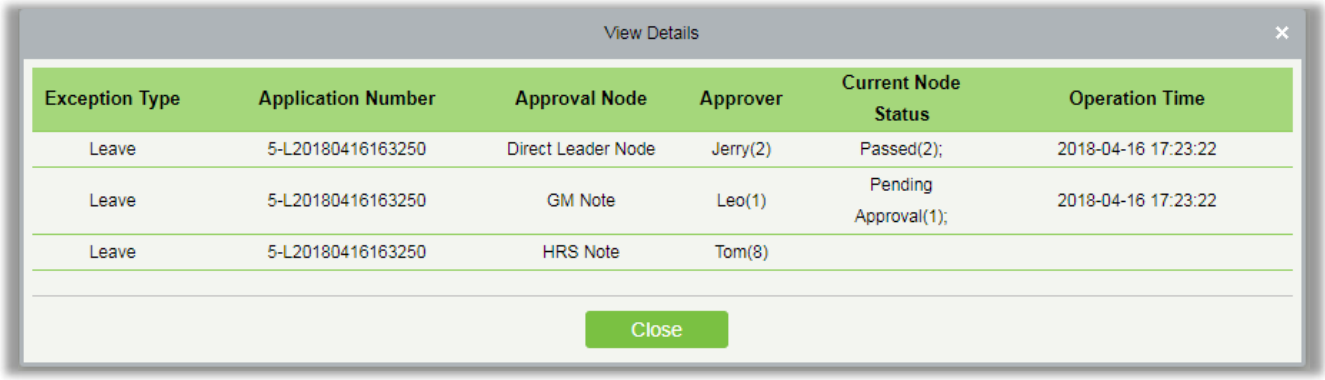
As long as the approver chooses not to pass the flow, the flow interruption will not continue and the status will be rejected.



Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

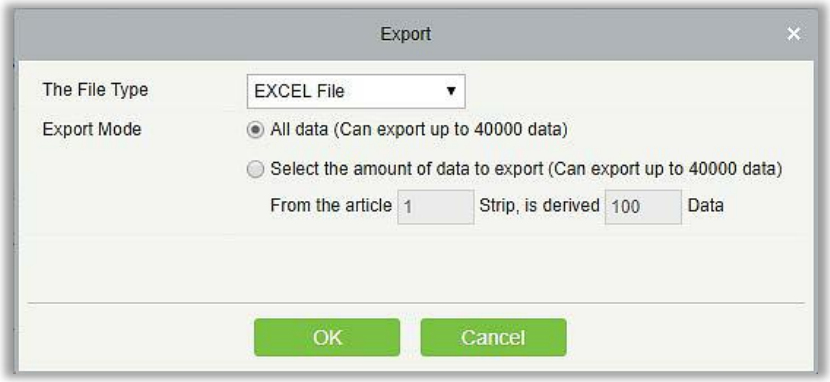
D. Pending

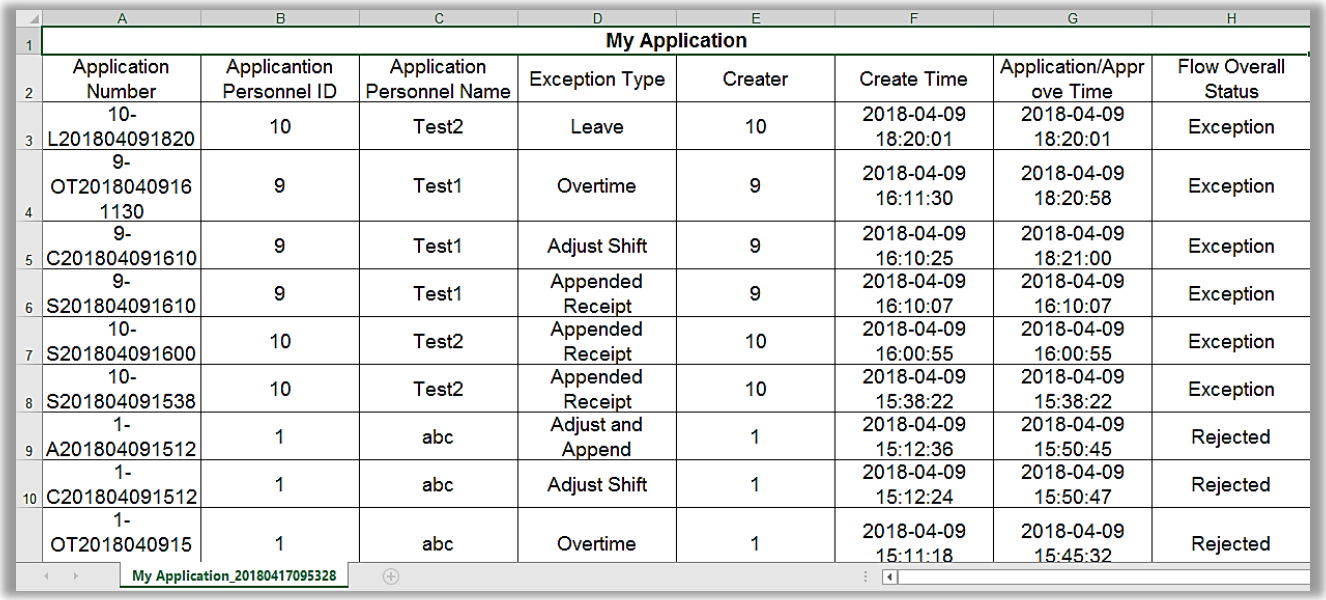
When there is a node status of "Pending Approval" in the flow, the process status is the flow.



- **Export**

It supports exporting data. You can export data in Excel, PDF, CSV file format.



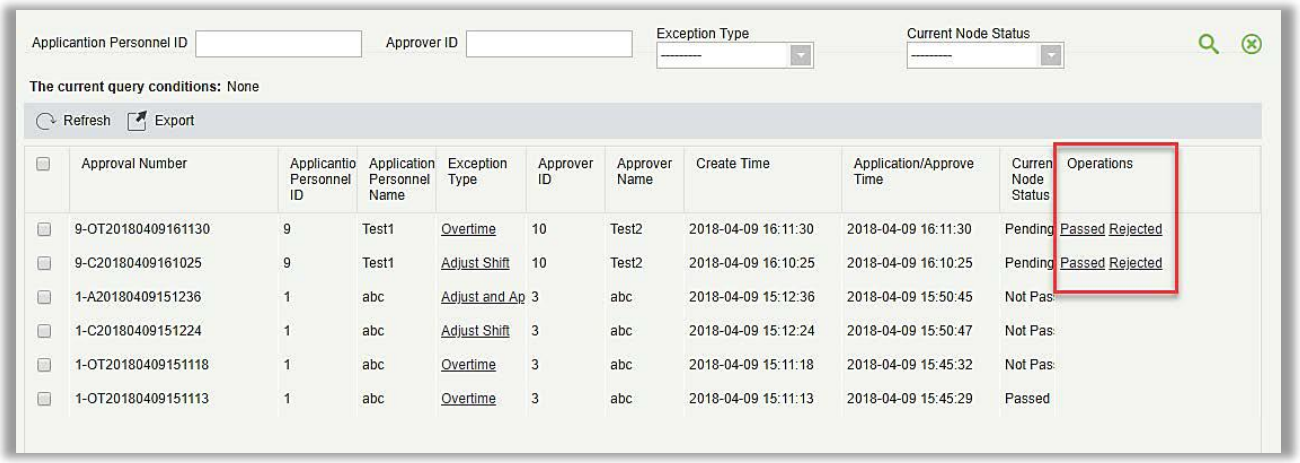


My Application							
Application Number	Applicantion Personnel ID	Application Personnel Name	Exception Type	Creater	Create Time	Application/Approve Time	Flow Overall Status
10-L201804091820	10	Test2	Leave	10	2018-04-09 18:20:01	2018-04-09 18:20:01	Exception
9-OT20180409161130	9	Test1	Overtime	9	2018-04-09 16:11:30	2018-04-09 18:20:58	Exception
9-C201804091610	9	Test1	Adjust Shift	9	2018-04-09 16:10:25	2018-04-09 18:21:00	Exception
9-S201804091610	9	Test1	Appended Receipt	9	2018-04-09 16:10:07	2018-04-09 16:10:07	Exception
10-S201804091600	10	Test2	Appended Receipt	10	2018-04-09 16:00:55	2018-04-09 16:00:55	Exception
10-S201804091538	10	Test2	Appended Receipt	10	2018-04-09 15:38:22	2018-04-09 15:38:22	Exception
1-A201804091512	1	abc	Adjust and Append	1	2018-04-09 15:12:36	2018-04-09 15:50:45	Rejected
1-C201804091512	1	abc	Adjust Shift	1	2018-04-09 15:12:24	2018-04-09 15:50:47	Rejected
1-OT2018040915	1	abc	Overtime	1	2018-04-09 15:11:18	2018-04-09 15:45:32	Rejected

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

5.6.4 My Approval

The "My 'Approval" interface shows the approval report that need to be operated. It supports queries and requires approval when the user is set up as an approval node. The operation can be either passed or rejected.



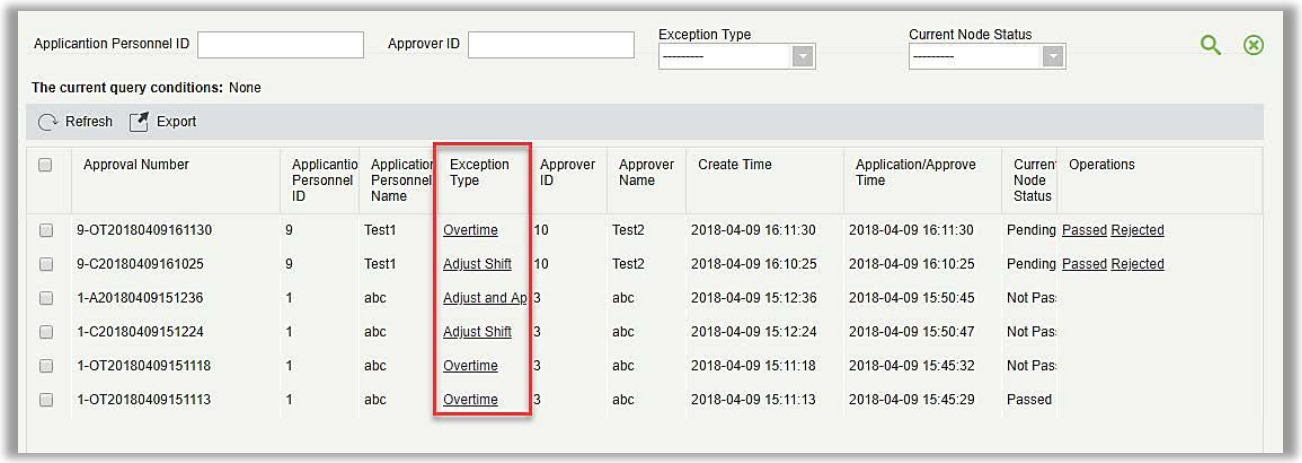
- Operation

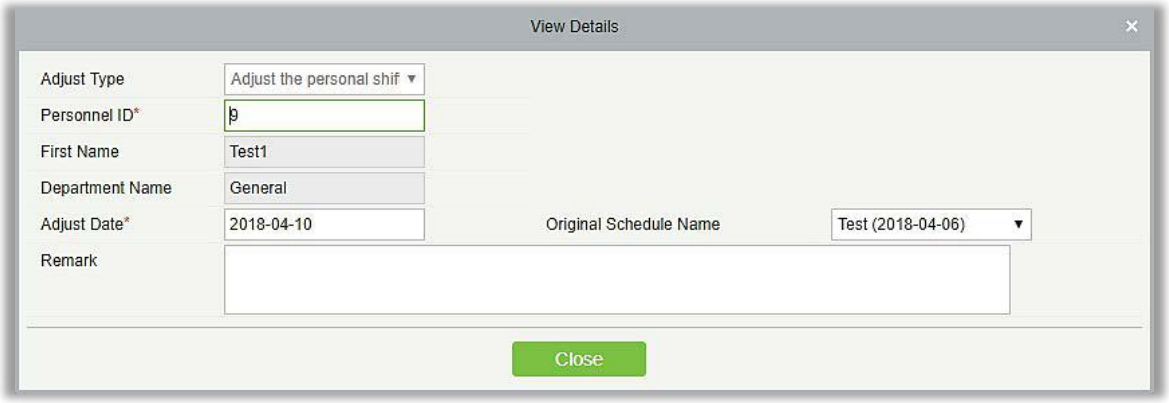
Click either 'Passed', or 'Rejected under the operation bar as required If you pass, then the node approval will go to the next approver (if any) in the flow.

- View details

Click on the "Exception Type" of each approval record to see or modify the details.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



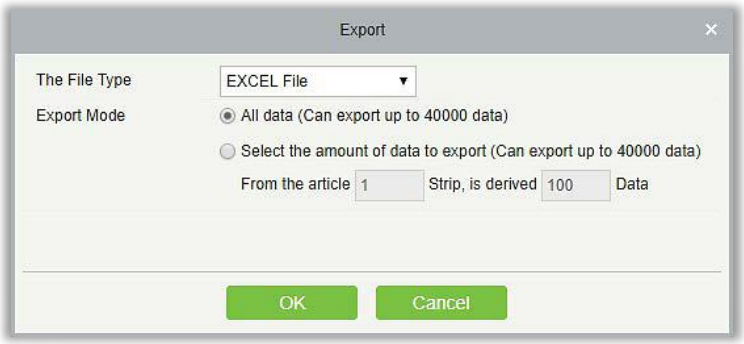


When the exception type is [leave], you can view the photo of the leave.

- Export

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

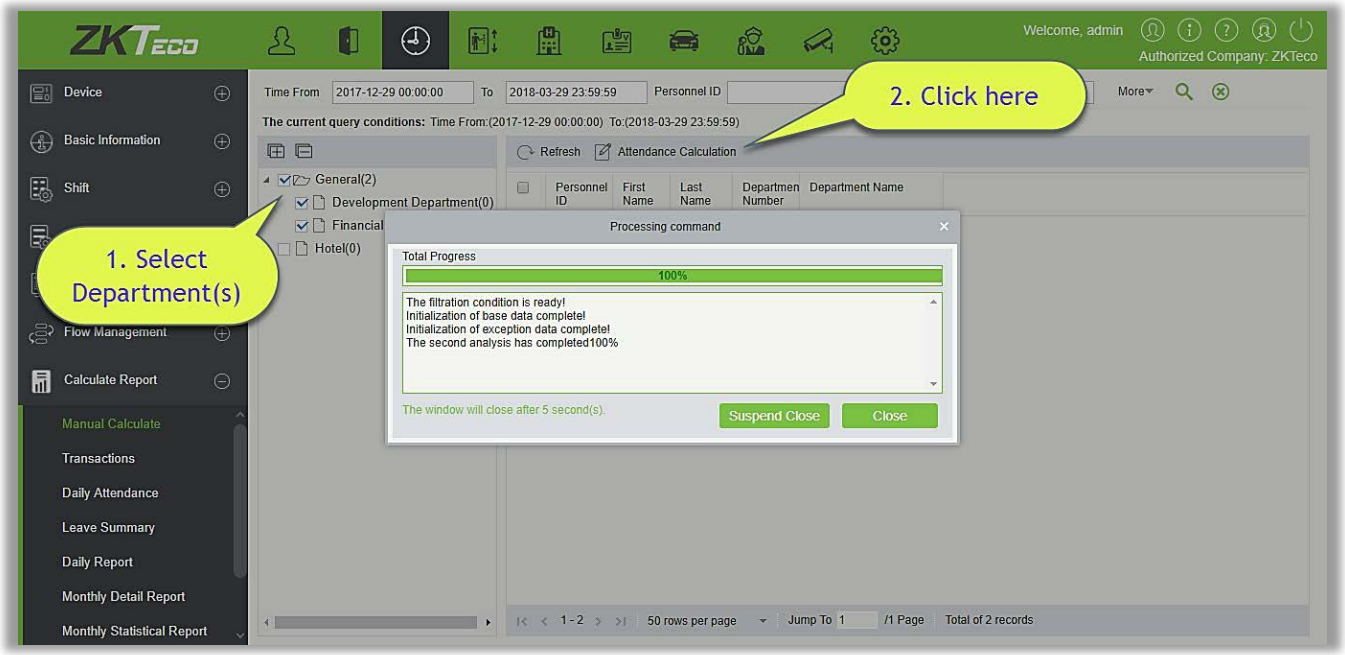


	A	B	C	D	E	F	G	H	I
1	My Approval								
2	Approval Number	Applicantion Personnel ID	Application Personnel Name	Exception Type	Approver ID	Approver Name	Create Time	Application/Approve Time	Current Node Status
3	9-OT20180409161130	9	Test1	Overtime	10	Test2	2018-04-09 16:11:30	2018-04-09 18:20:58	Passed
4	9-C20180409161	9	Test1	Adjust Shift	10	Test2	2018-04-09 16:10:25	2018-04-09 18:21:00	Passed
5	1-A20180409151	1	abc	Adjust and Append	3	abc	2018-04-09 15:12:36	2018-04-09 15:50:45	Not Passed
6	1-C20180409151	1	abc	Adjust Shift	3	abc	2018-04-09 15:12:24	2018-04-09 15:50:47	Not Passed
7	1-OT20180409151118	1	abc	Overtime	3	abc	2018-04-09 15:11:18	2018-04-09 15:45:32	Not Passed
8	1-OT20180409151113	1	abc	Overtime	3	abc	2018-04-09 15:11:13	2018-04-09 15:45:29	Passed
9									

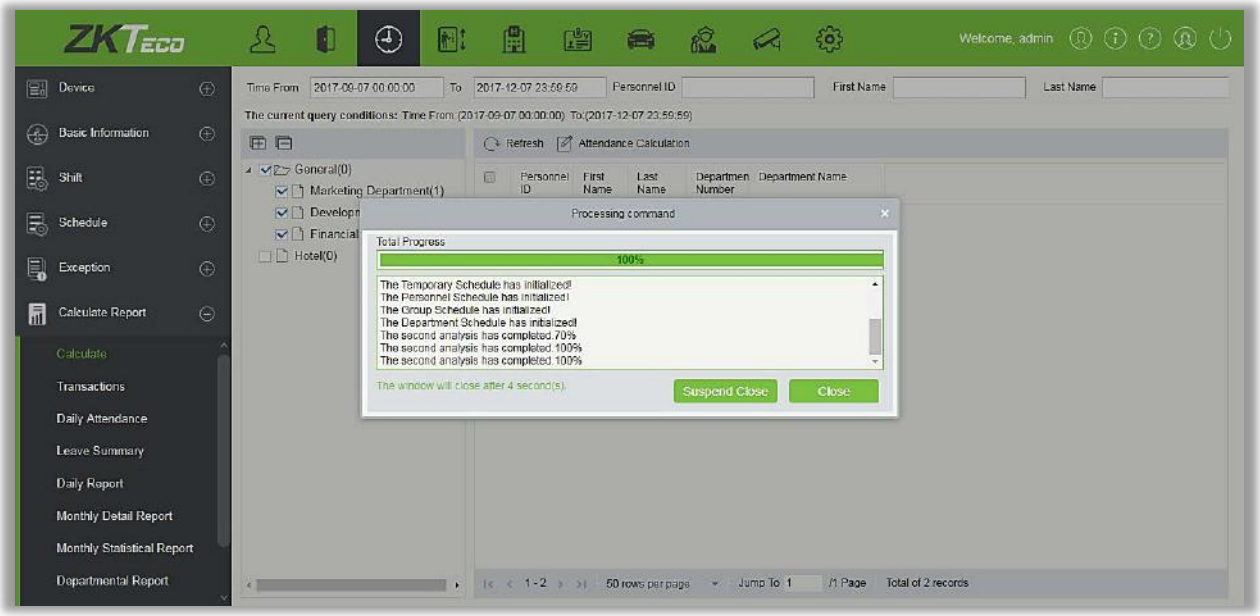
Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

5.7 Calculate Report

5.7.1 Manual Calculate



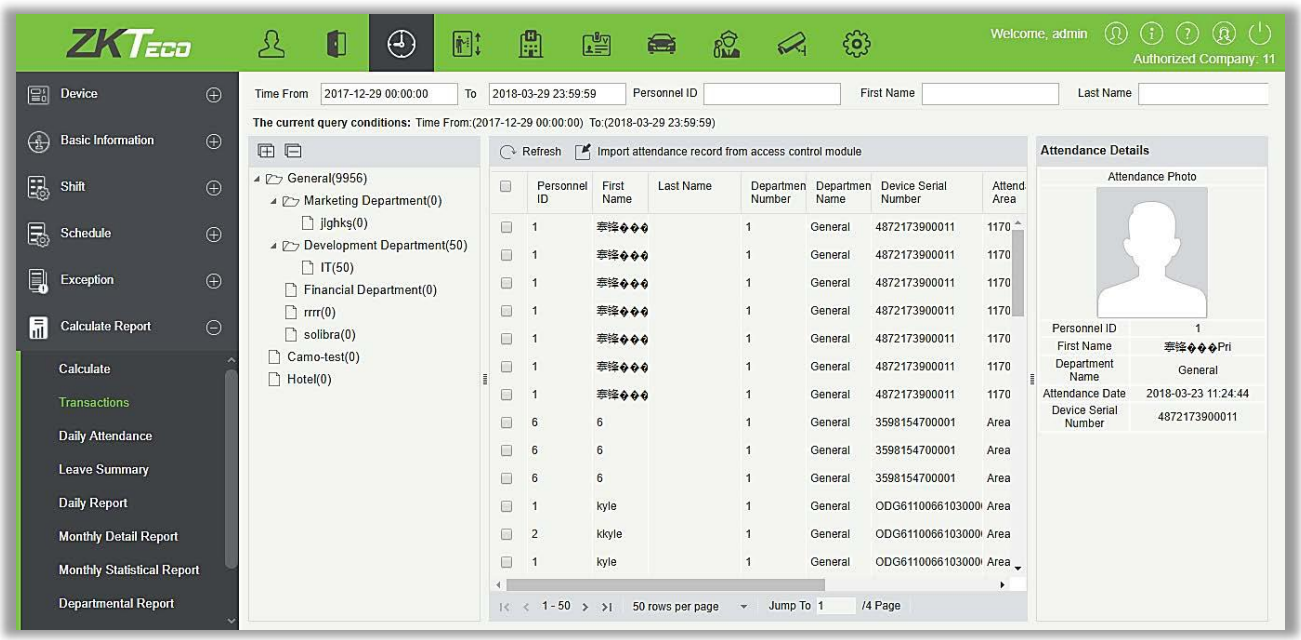
Attendance calculation can be done by selecting the department on the left department hierarchy or by selecting the right person. If both are selected, they are overwritten. After selecting the personnel click attendance calculation, a confirmation box will pop-up.



Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

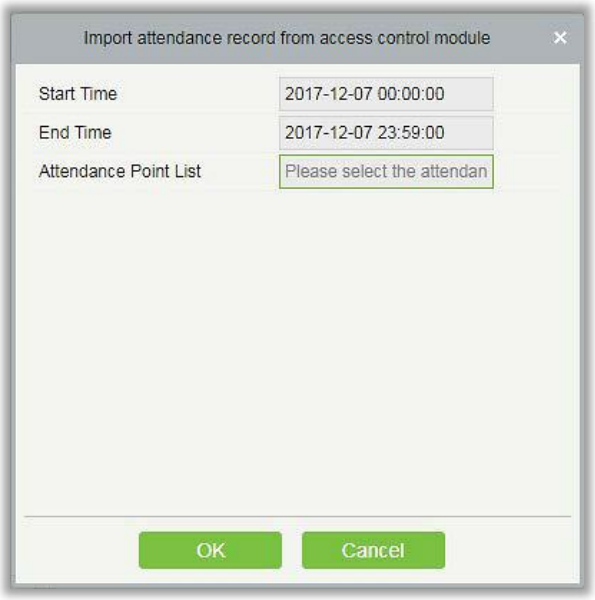
5.7.2 Transaction

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.



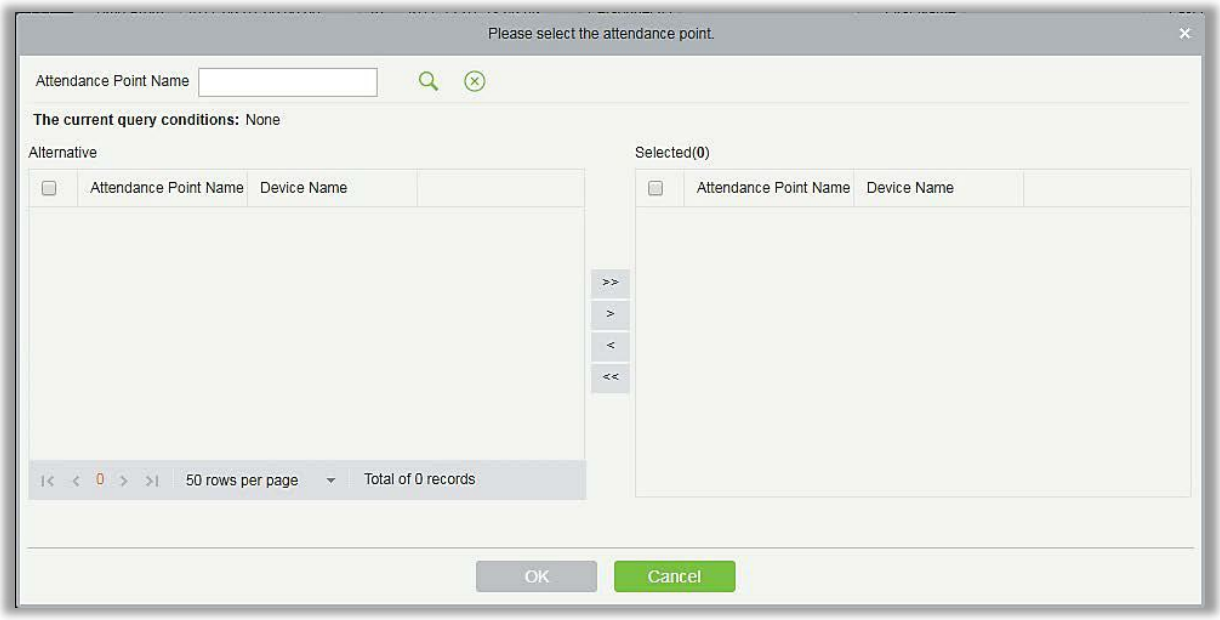
- Import Attendance record

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.



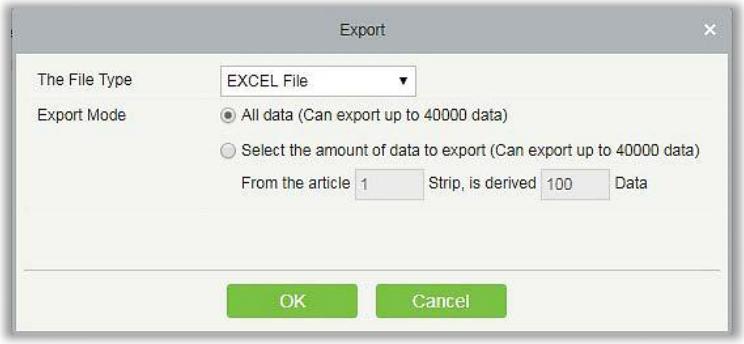
Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

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.



Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

ZKTECO

Transactions

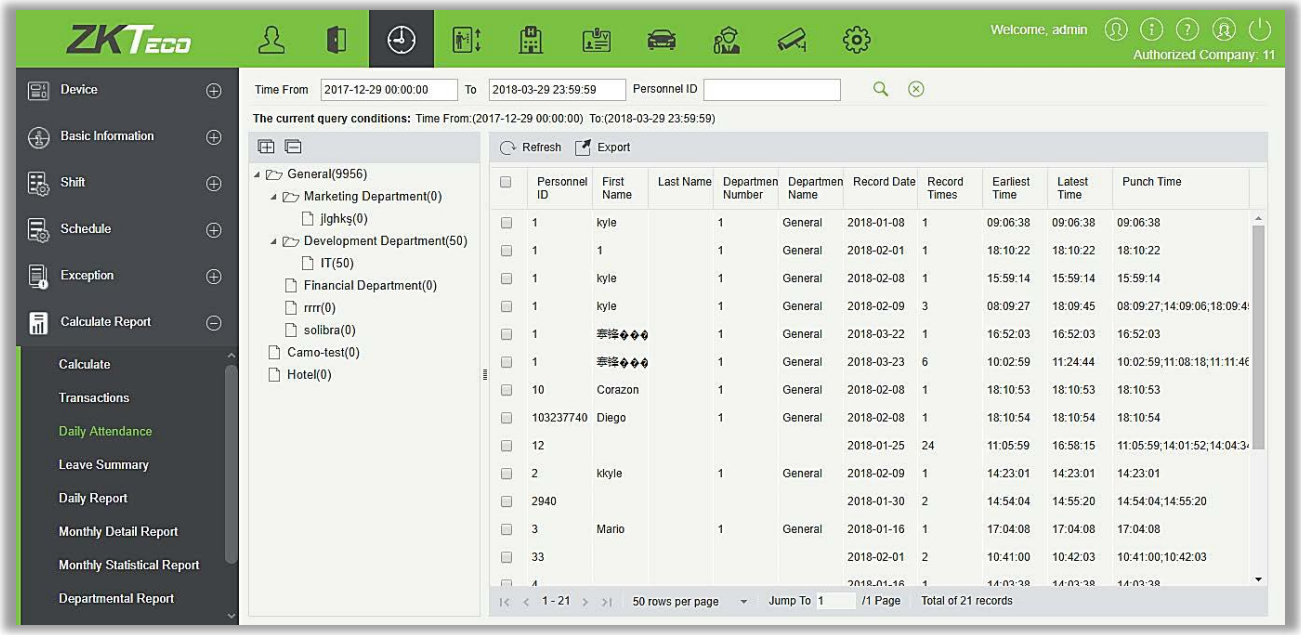
Personnel ID	First Name	Last Name	Department Number	Department Name	Device Serial Number	Attendance Area	Attendance Datetime	Data Sources
8	Glori	Liu	2	Marketing Department	20100501999	Area Name	2017-12-15 16:33:13	Access Control Device
8	Glori	Liu	2	Marketing Department	20100501999	Area Name	2017-12-15 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 18:38:17

Created from ZKBioSecurity software. All rights reserved. 1/11

5.7.3 Daily Attendance

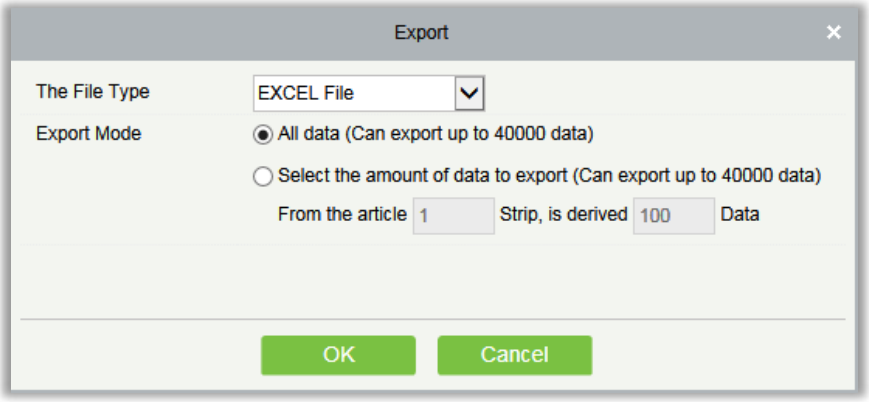
The table shows personnel's daily attendance status, punch time, the early leaving time, the latest time, the detailed punch time during the selected period.

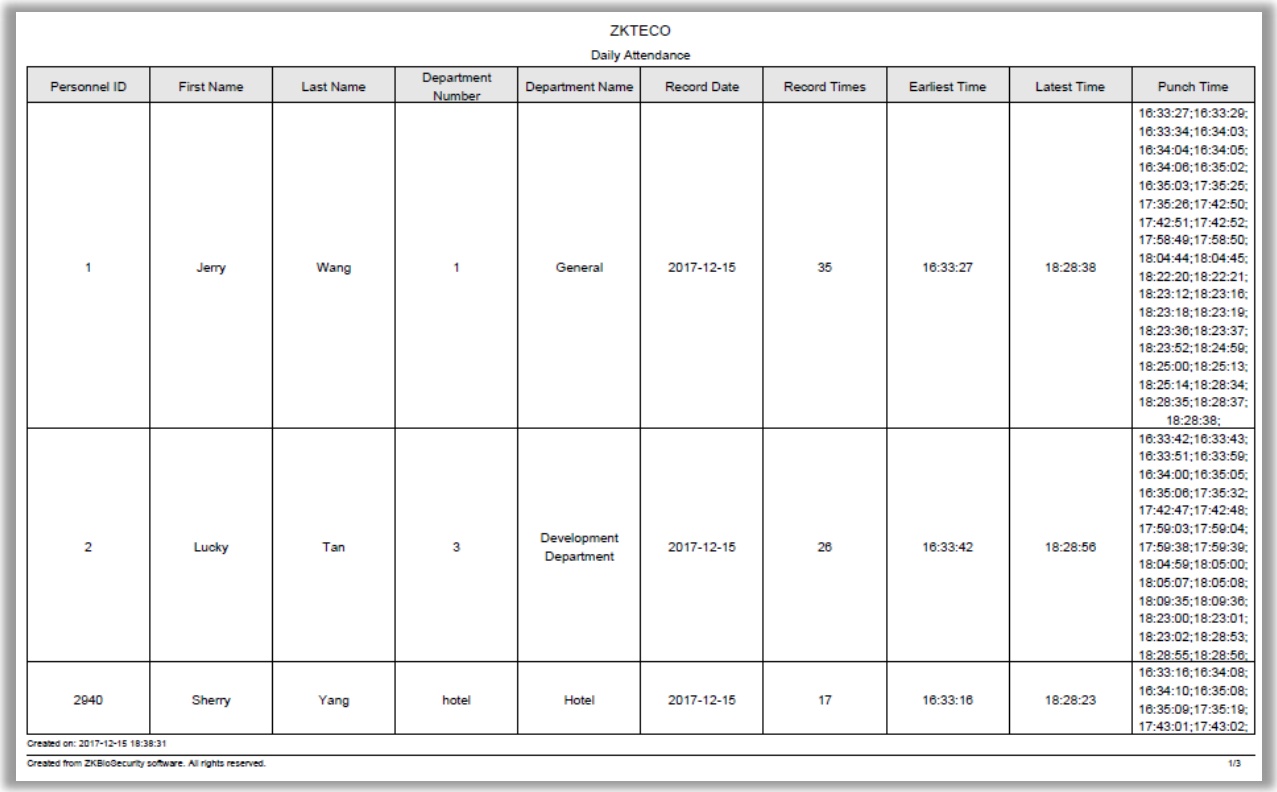


Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

- 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.





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;
2940	Sherry	Yang	hotel	Hotel	2017-12-15	17	16:33:16	18:28:23	16:33:16;16:34:08; 16:34:10;16:35:08; 16:35:09;17:35:19; 17:43:01;17:43:02;

Created on: 2017-12-15 18:38:31

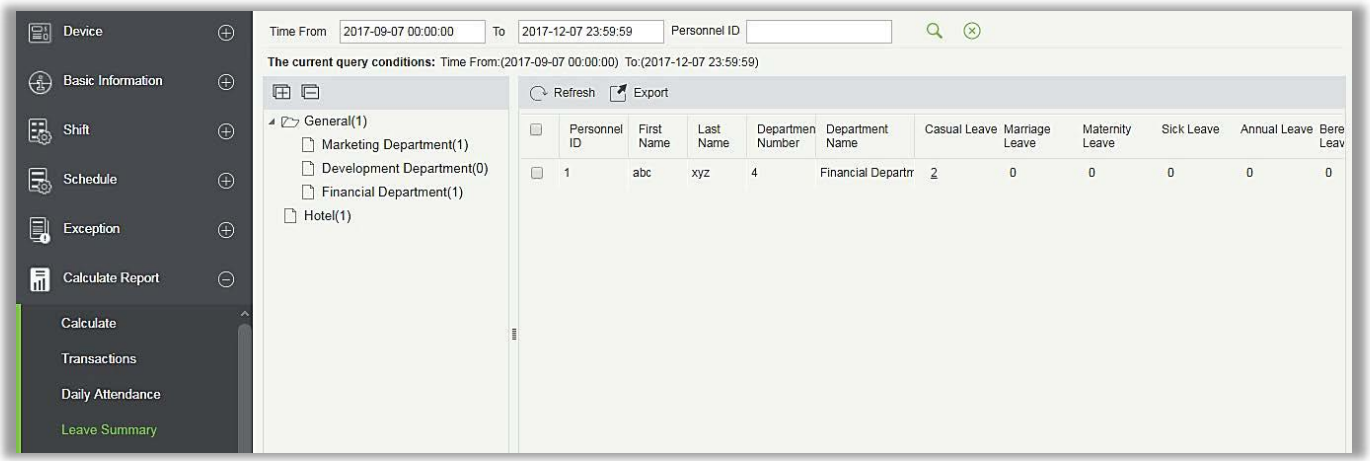
Created from ZKBioSecurity software. All rights reserved.

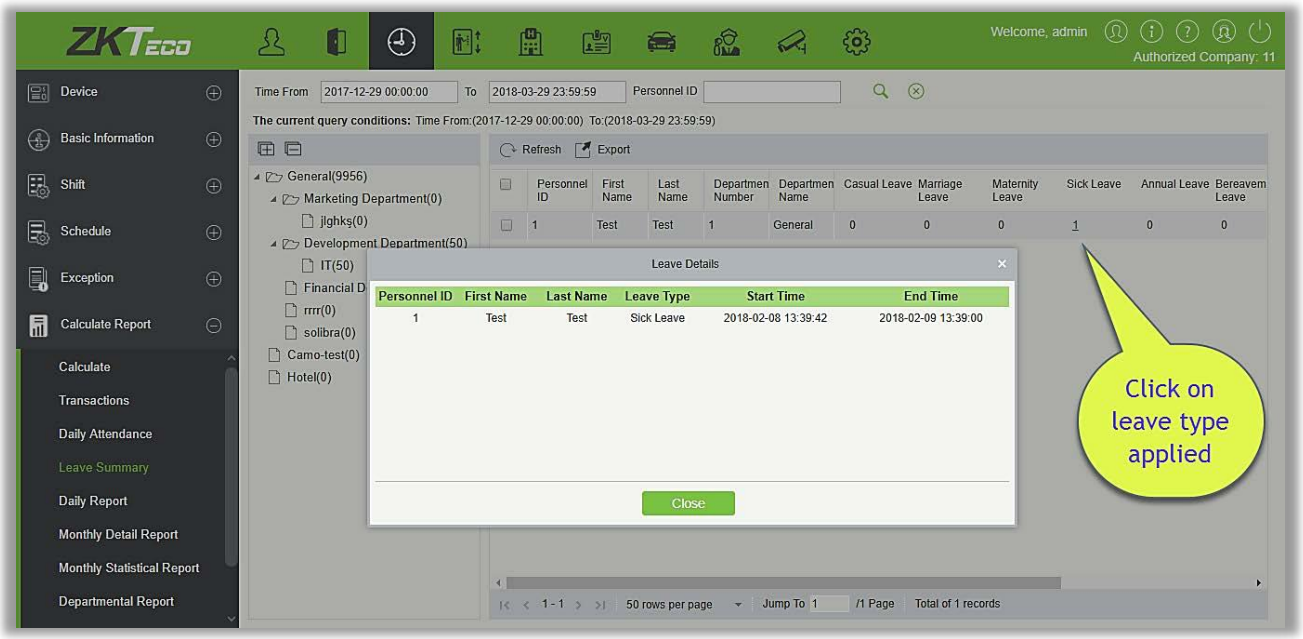
1/3

5.7.4 Leave Summary

The report summarizes the valid time for all valid leave records, leave type, within the selected date range. Select the time range from which you want to view the leave record.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



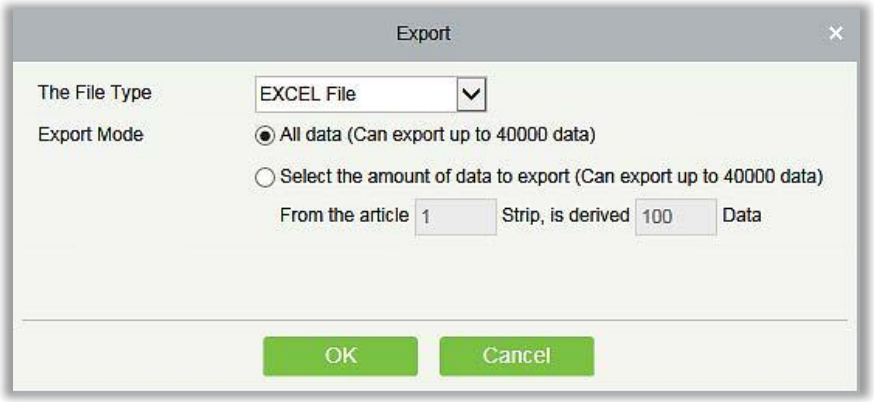


Click on the leave type number as shown above, a pop-up window shows the person within the search time frame, leave details of the type, including personnel number, name of person, type of leave, leave start time, leave end time.

- 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.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



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)

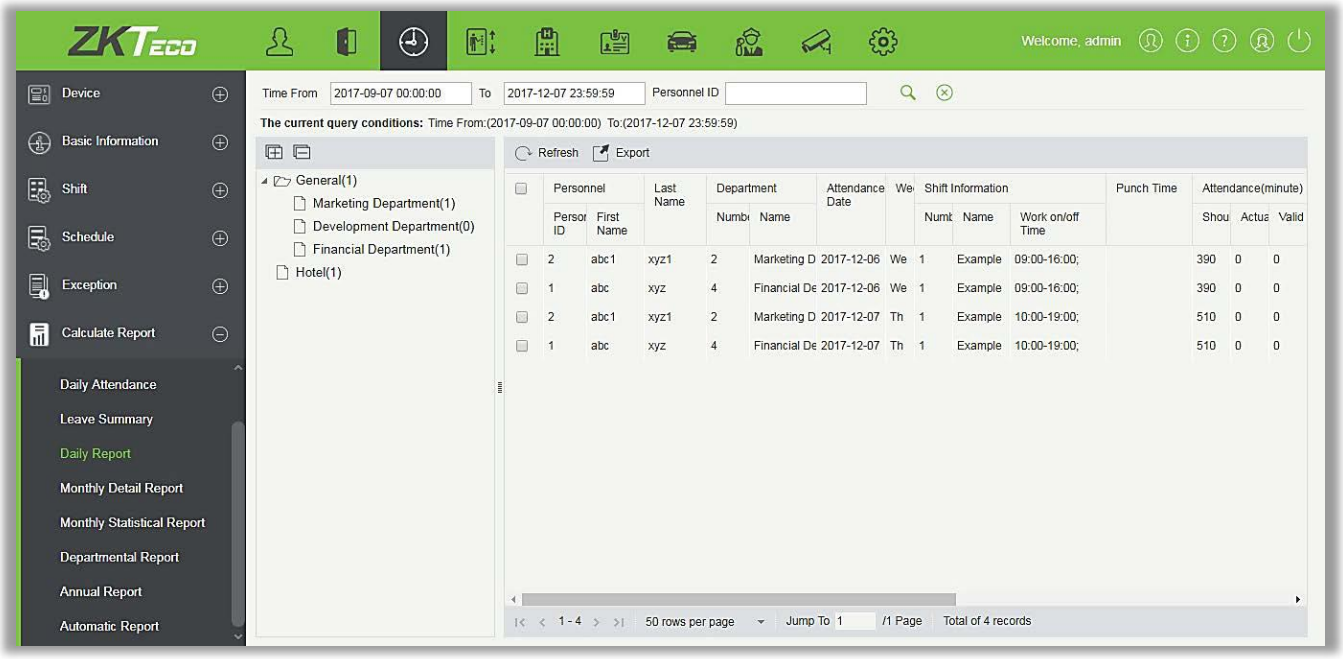
Created on: 2017-12-15 18:39:22

Created from ZKBioSecurity software. All rights reserved. 1/2

 Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

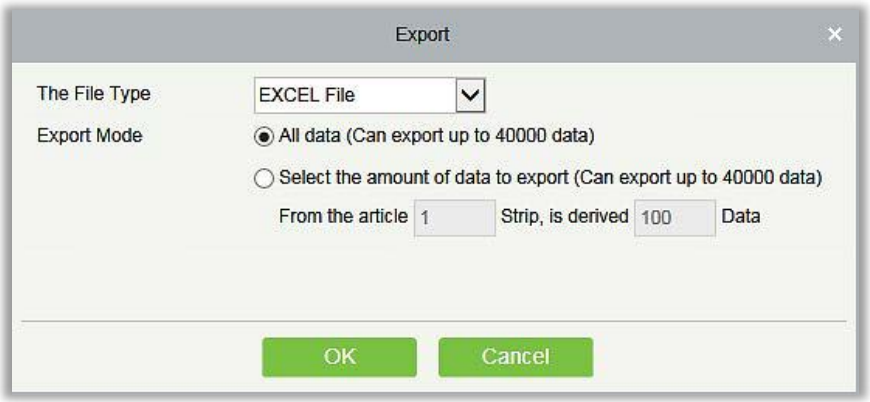
5.7.5 Daily Report

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.

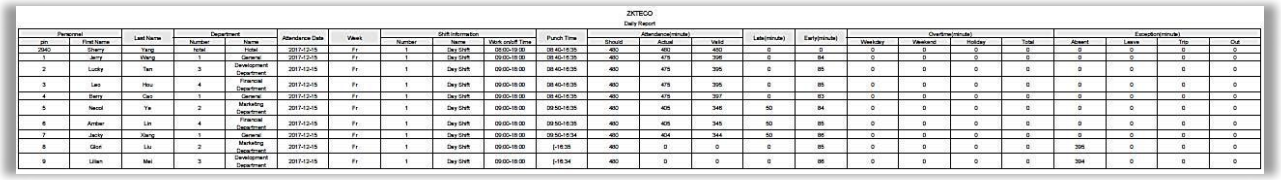


- Export

It will export the Daily report data. Currently it can be exported either in three types of file EXCEL / PDF / CSV. You can also choose the amount of data to be exported or select the maximum amount which supports up to 40,000 records.

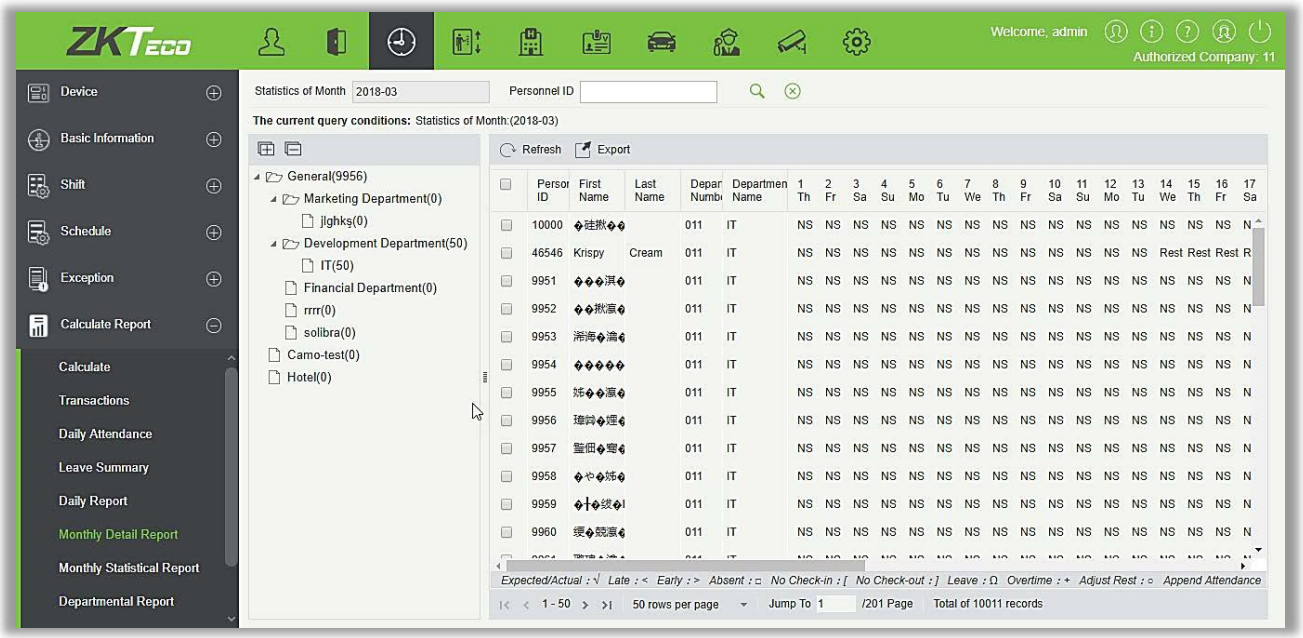


Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



5.7.6 Monthly Detail Report

This function will automatically give the report for a selected month on a daily basis. The report includes attendance status and characters, and summarizes the actual attendance time, absence, leave, business trips and outings in the month.

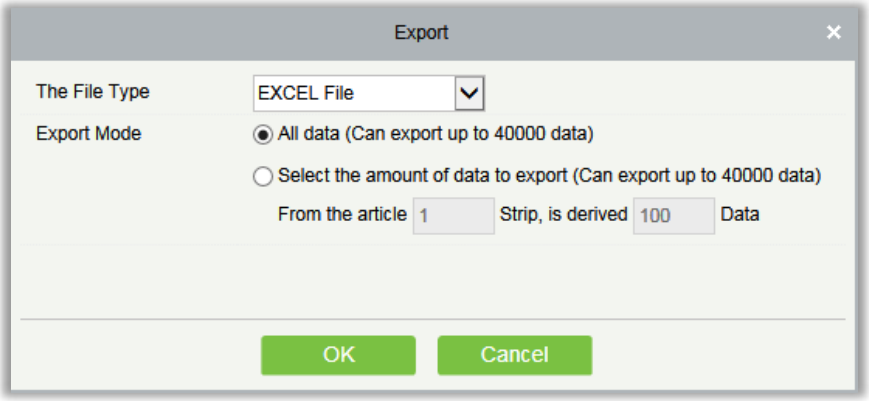


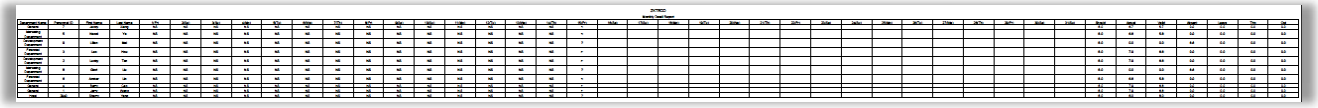
The attendance status is displayed as per following priority at the bottom of the interface:

- 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.

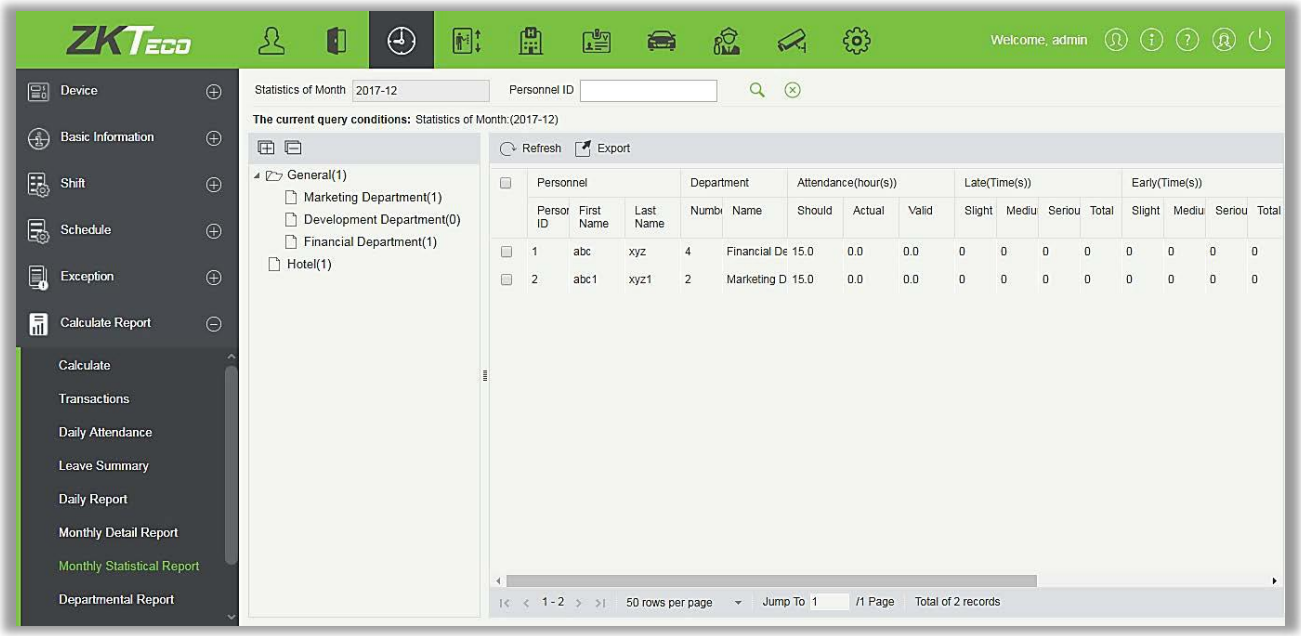
Copyright©2020 ZKTECO. CO., LTD. All rights reserved.





5.7.7 Monthly Statistical Report

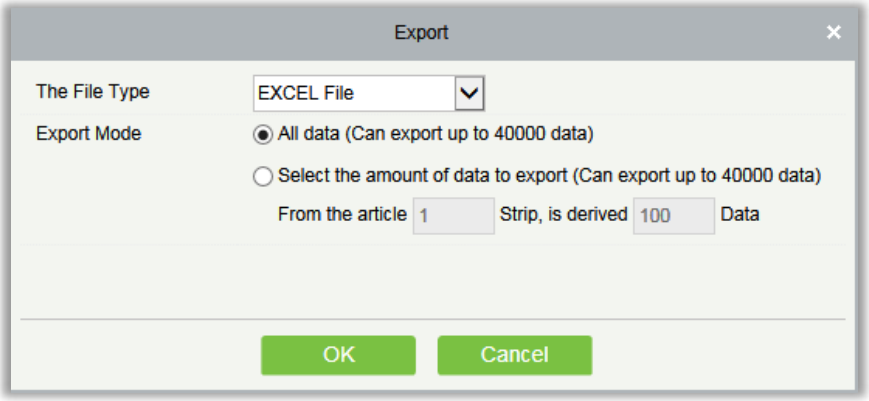
This function will give details for a selected month. The details include personnel attendance summary status and detailed information, including attendance, late, leaving early, etc.

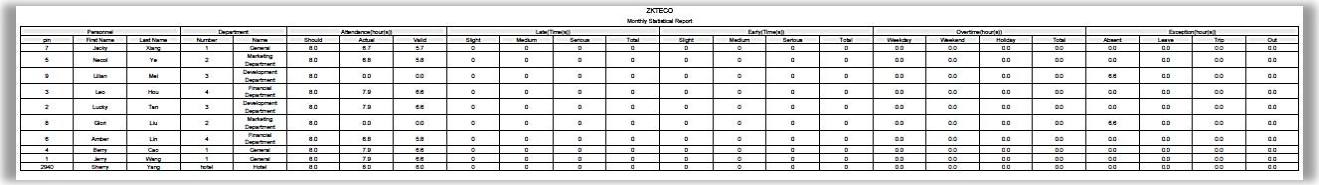


- Export

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.

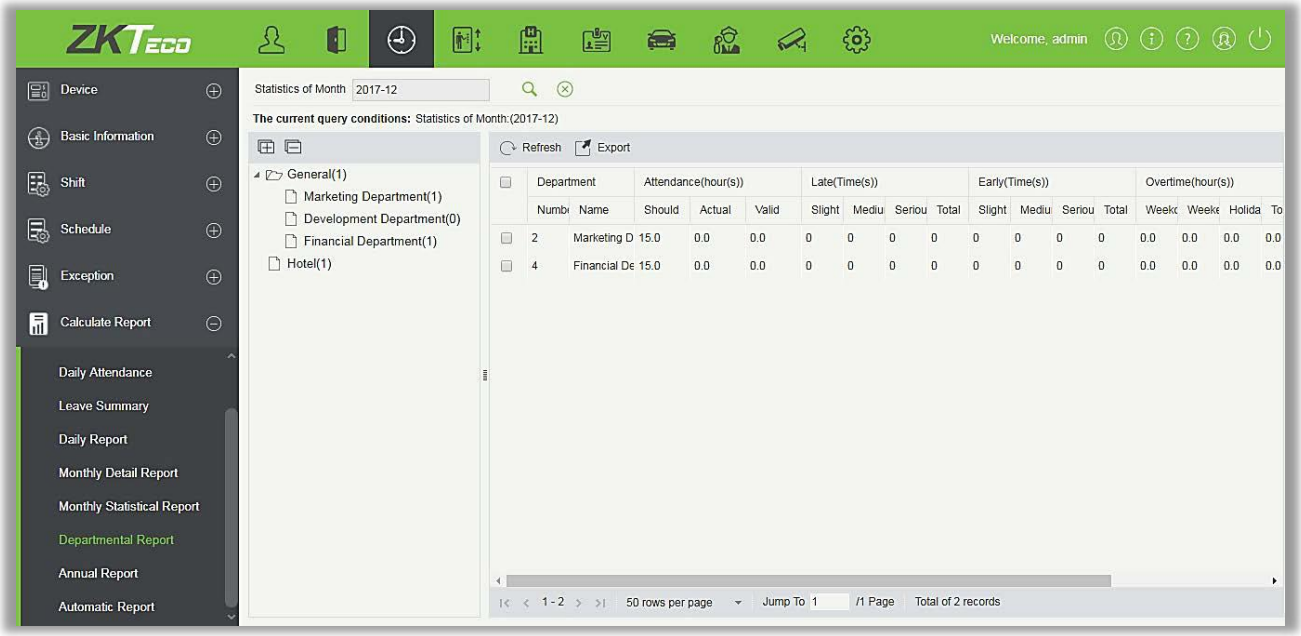
Copyright©2020 ZKTECO. CO., LTD. All rights reserved.





5.7.8 Departmental Report

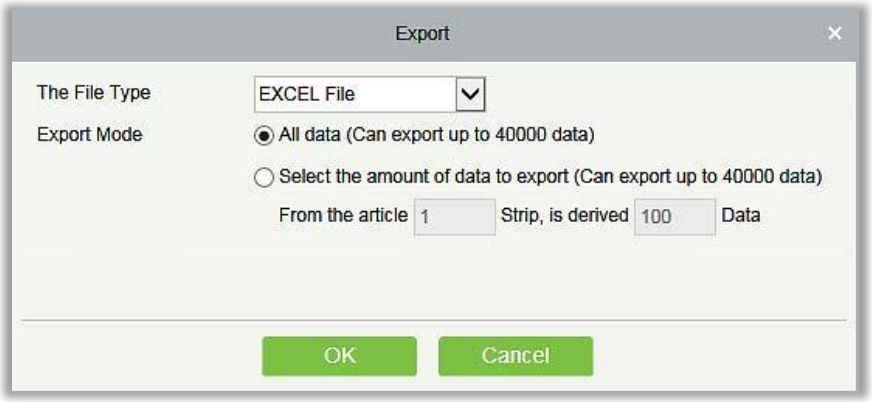
Select the date to get the detail record of all departments. Details include, details of all personnel in the department, attendance, late, leaving early, d so on.

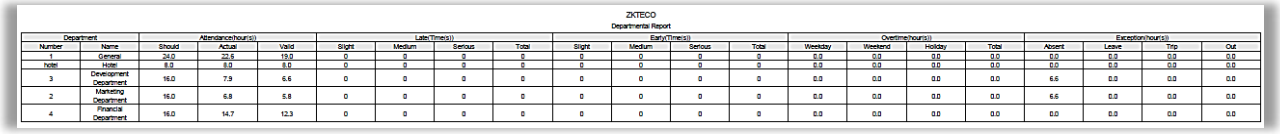


- Export

It will export the Departmental Report data. Currently it can be exported either in three types of file EXCEL / PDF / CSV. You can also choose the amount of data to be exported or select the maximum amount which supports up to 40,000 records.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



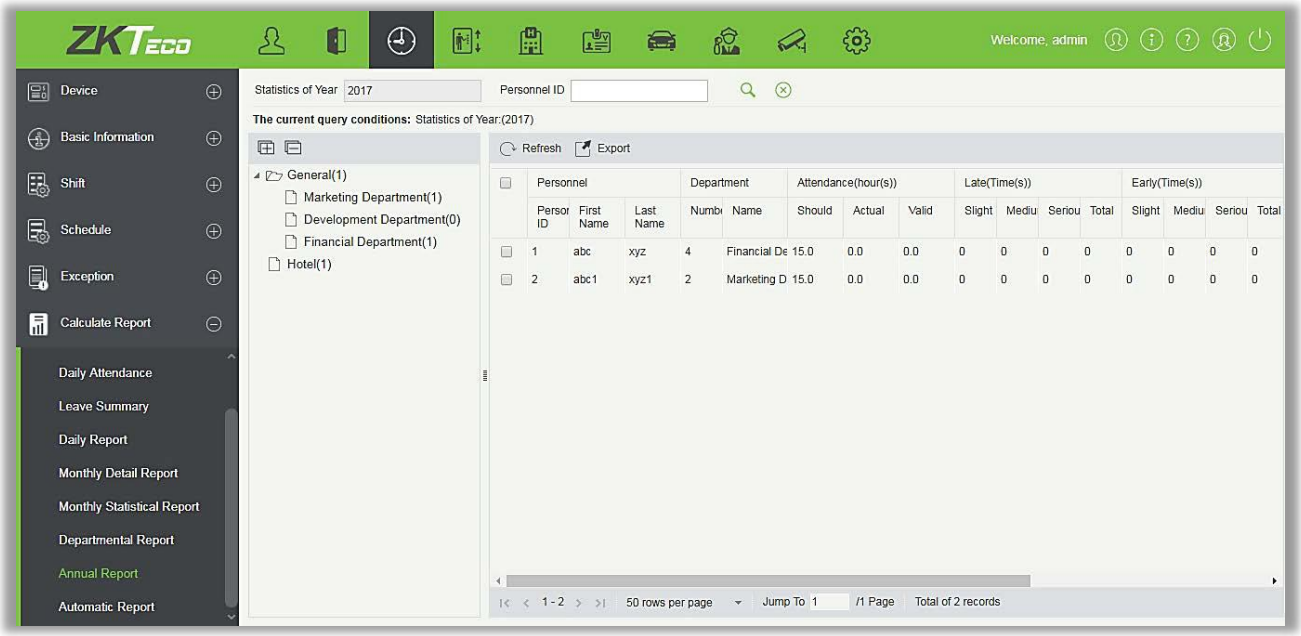


ZKTECO
Departmental Report

Department		Attendance(hour(s))			Late(Time(s))				Early(Time(s))				Overtime(hour(s))				Exception(hour(s))			
Number	Name	Should	Actual	Valid	Slight	Medium	Serious	Total	Slight	Medium	Serious	Total	Weekday	Weekend	Holiday	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
hotel	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	6.8	0	0	0	0	0	0	0	0	0.0	0.0	0.0	0.0	6.6	0.0	0.0	0.0
4	Financia 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

5.7.9 Annual Report

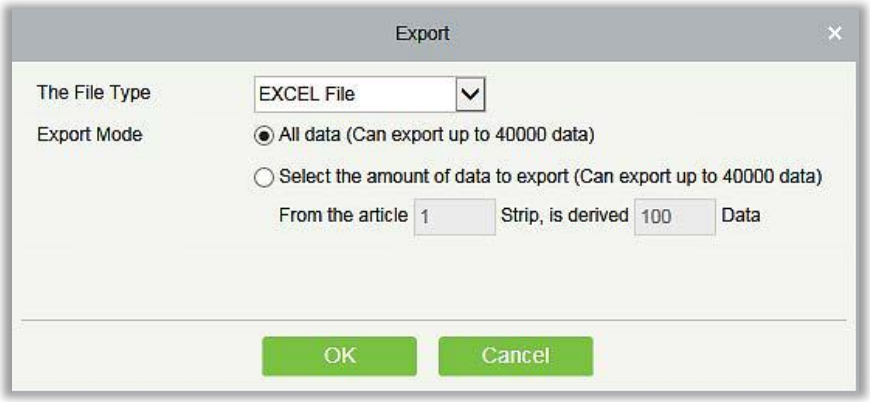
This function will give details for a selected Year. The details include personnel attendance summary status and detailed information, including attendance, late, leaving early, etc.

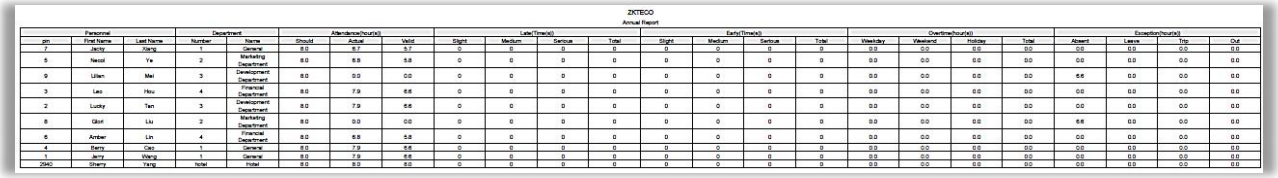


- Export

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.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

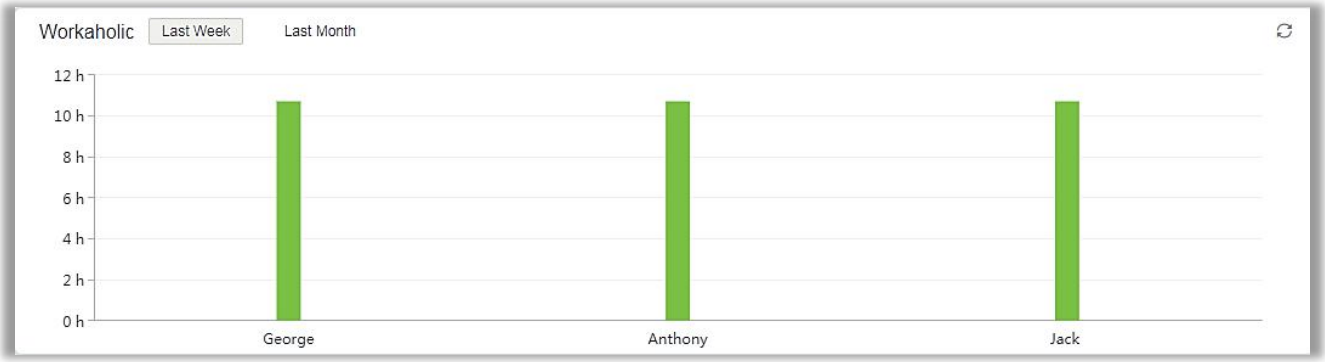




5.8 Homepage Panel

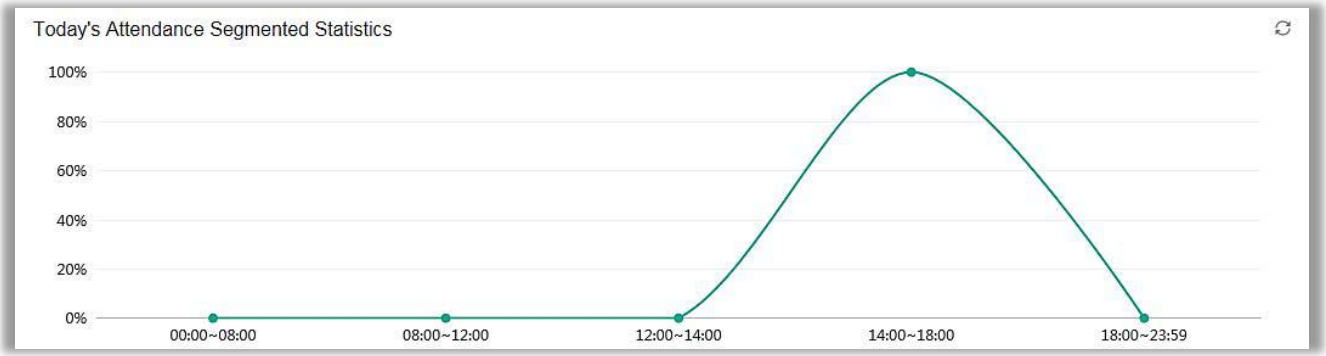
5.8.1 Workaholic

It will display the personnel with the highest actual working hour for the last week or month.



Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

5.8.2 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].

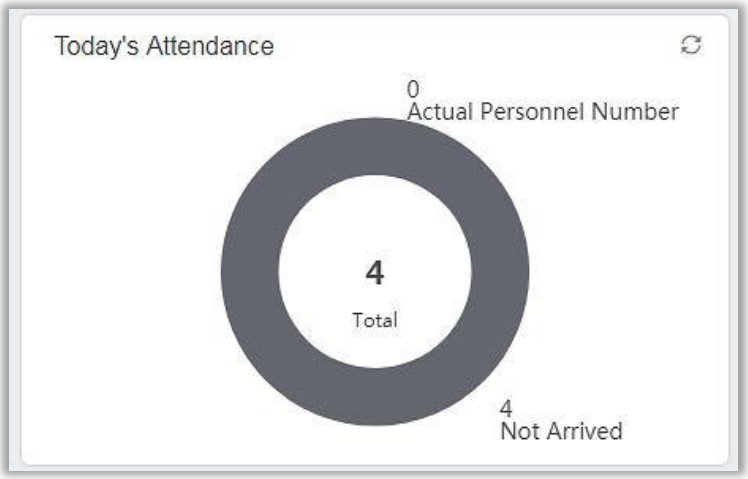
5.8.3 Today's attendance

It displays the status of today's attendance in a pie chart style

Actual Personnel number are the personnel who has checked in.

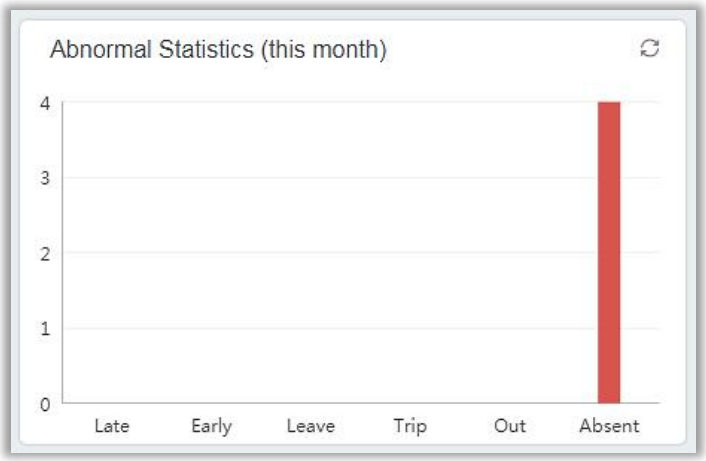
Not Arrived are the personnel who has not checked in.

The total number of personnel is Actual Personnel number plus Not arrived.



Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

5.8.4 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.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

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

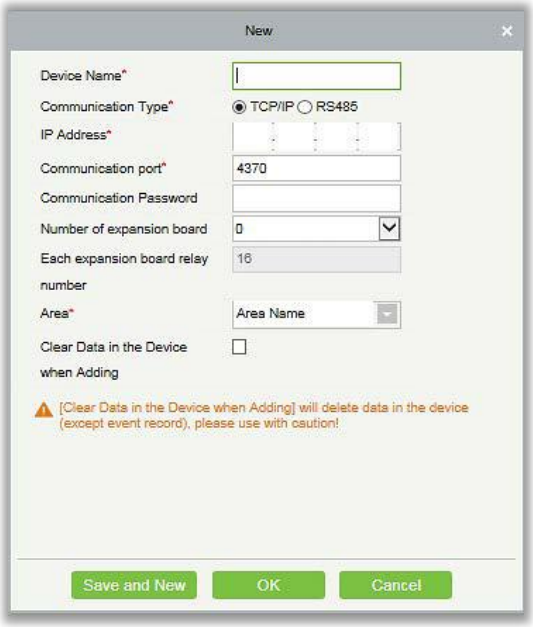
6.1.1 Device

There are two ways to add Elevator Devices.

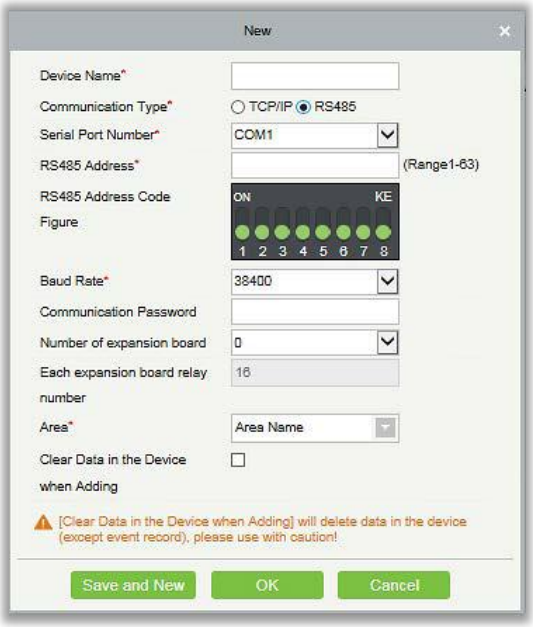
- Add Device manually

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

TCP/ IP communication mode



RS485 communication mode



IP Address: Enter the IP Address of the elevator device.

Communication port: The default is 4370.

Serial Port No.: COM1~COM254.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

RS485 Address: The machine number, range 1-255. When Serial Port No. is same, it is not allowed to set repeated RS485 addresses.

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

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

Common options:

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

Communication Password: The max length is 6 with numbers or letters. The initialized device's communication password is blank.

✍**Note:** You do not need to input this field if it is a new factory device or just after the initialization.

Number of expansion board: The expansion board number of elevator device controlling.

Each expansion board relay number: Each expansion board has 16 relays.

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

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

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

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

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

✍**Note:** When deleting a new device, the software will clear all user information, time zones, holidays, and elevator access levels settings from the device, except the events record (unless the information in the device is unusable, or it is recommended not to delete the device in used to avoid loss of information).

Elevator Controller Settings:

- TCP/ IP Communication Requirements

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

- RS485 Communication Requirements

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

2. Add Device by Searching Elevator Controllers

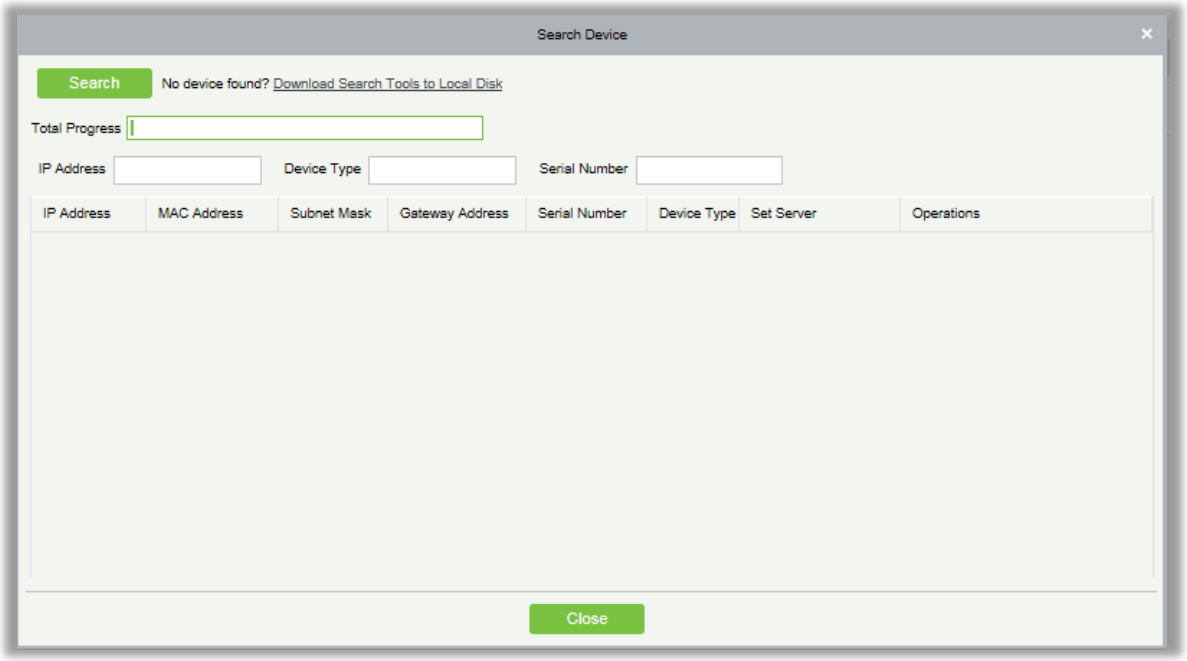
Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

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).

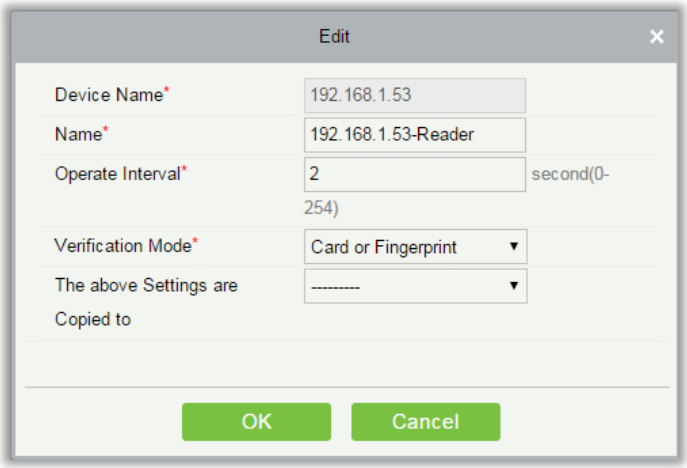
✍**Note:** The system cannot add Elevator Devices automatically.

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:

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



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:

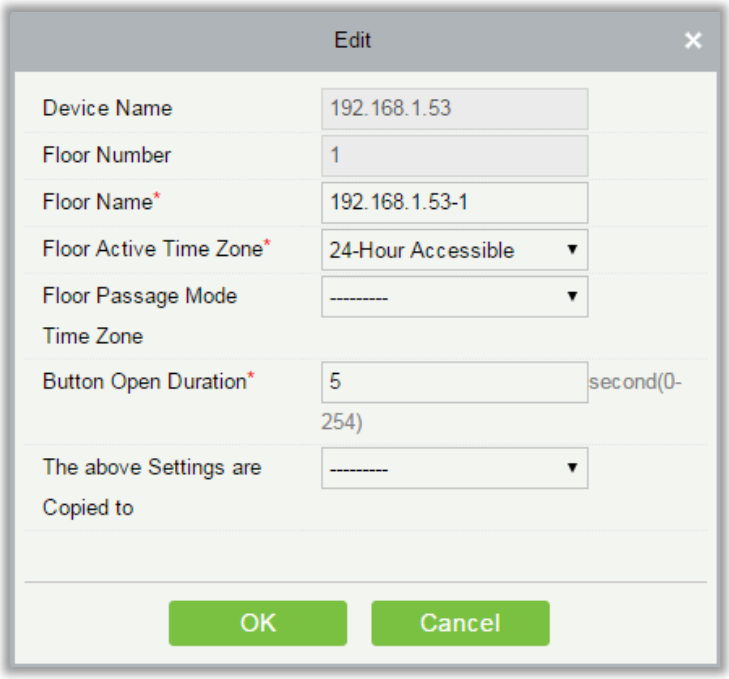
All Readers of All Devices: Apply the above settings to all readers within the current user's level.

Click [OK] to save and exit.

6.1.3 Floor

Click [Elevator Device] > [Floor], select a floor name in the list to click [Edit]:

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



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.

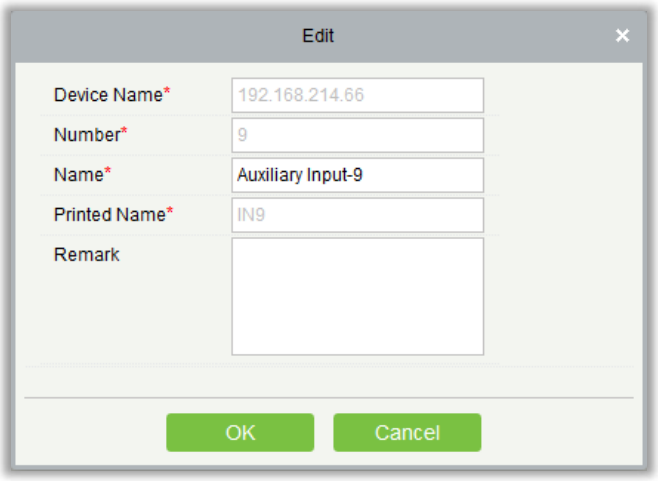
6.1.4 Auxiliary Input

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:

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

2. Click [Edit] to modify the parameters:



Fields are as follows:

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

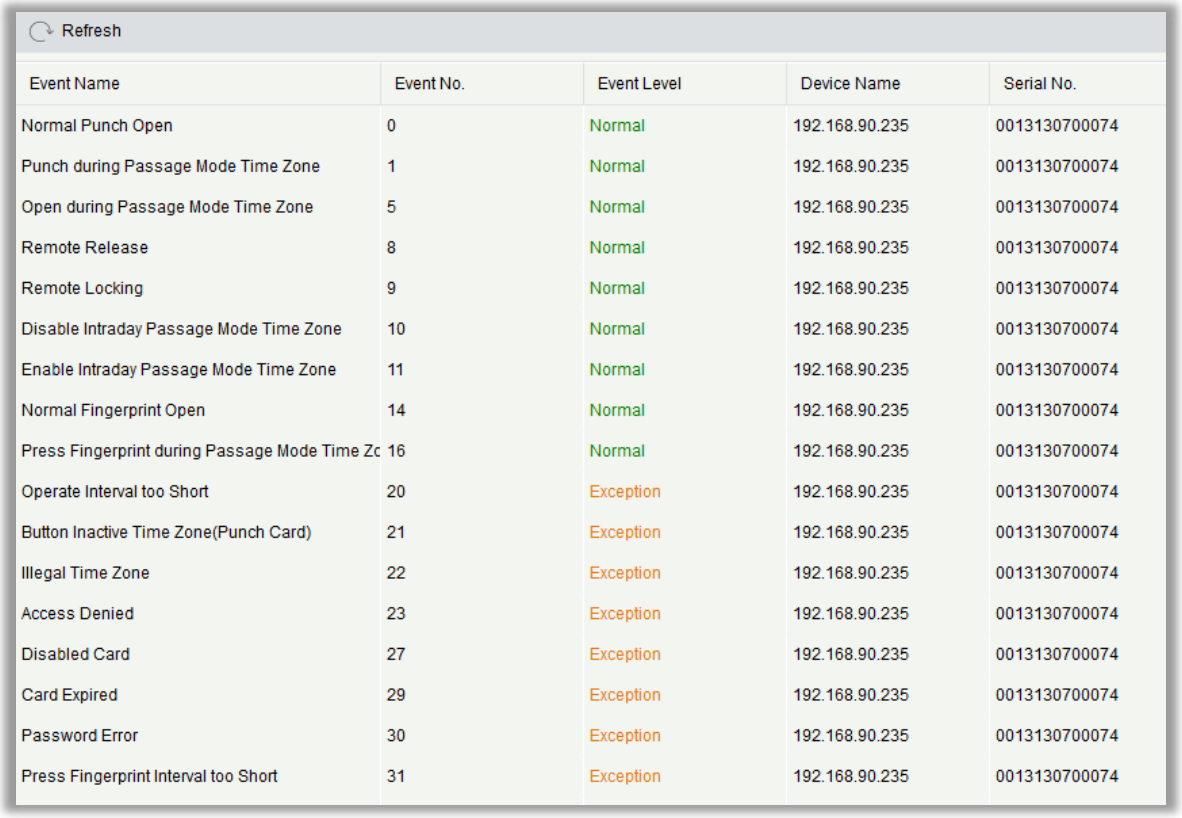
Printed Name: The printing name in the hardware, for example IN9。

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:

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



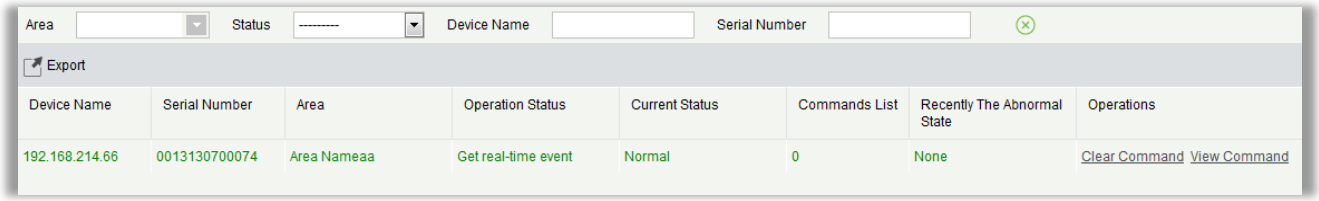
Refresh

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 Zc	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.

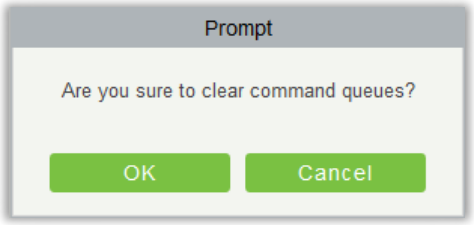


Area Status -------- Device Name Serial Number

Export

Device Name	Serial Number	Area	Operation Status	Current Status	Commands List	Recently The Abnormal State	Operations
192.168.214.66	0013130700074	Area Nameaa	Get real-time event	Normal	0	None	Clear Command View Command

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



Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

Click [OK] to clear.

✍Notes:

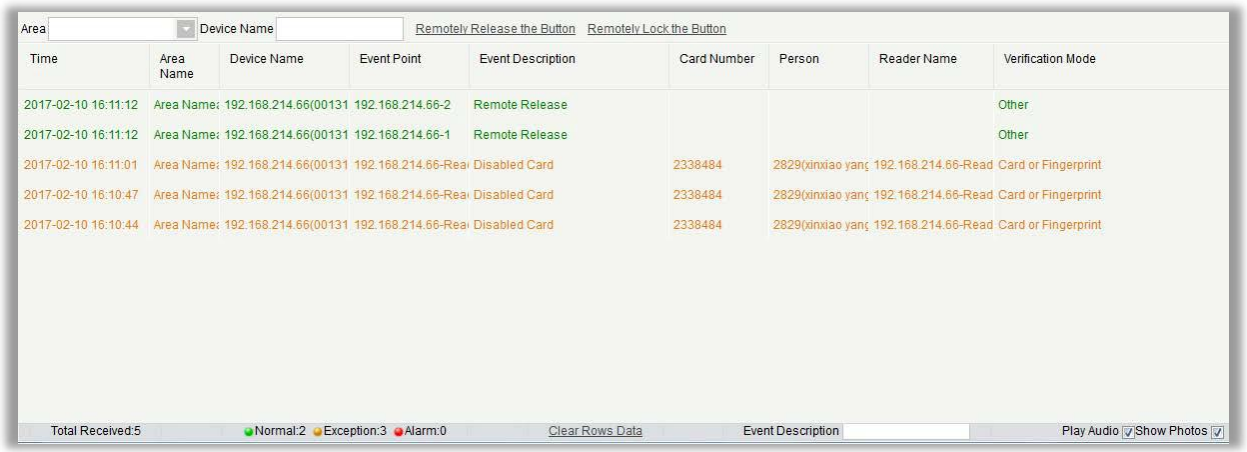
(1) After the Clear Command is executed, you can perform the Synchronize All Data to Devices operation on the device list to re-synchronize data in the software to the device, but this operation cannot be performed when the user capacity and fingerprint capacity are fully consumed on the device. Once 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:



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.

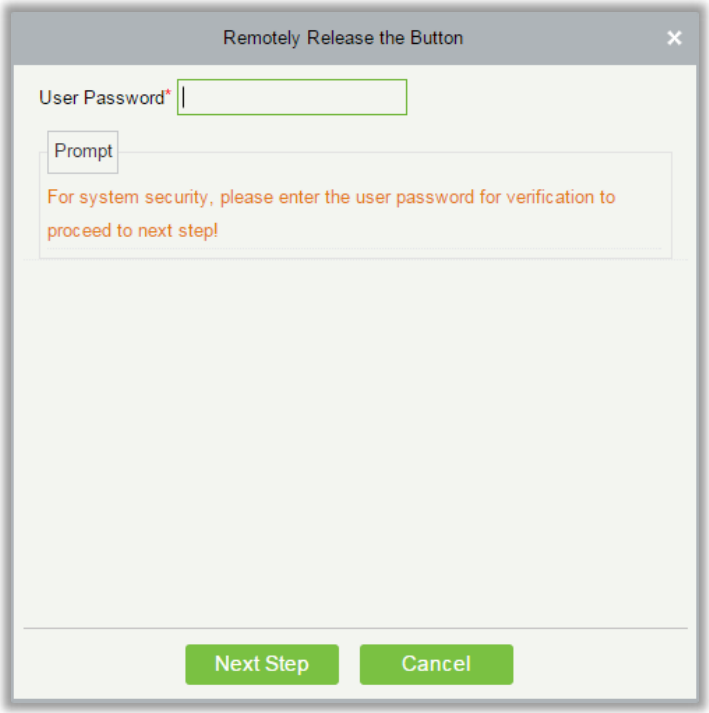
Show Photos: If Real-Time Monitoring is involved in a person, the monitor displays the personal photo (if no photo is registered, display default photo). The event name, time and name are

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

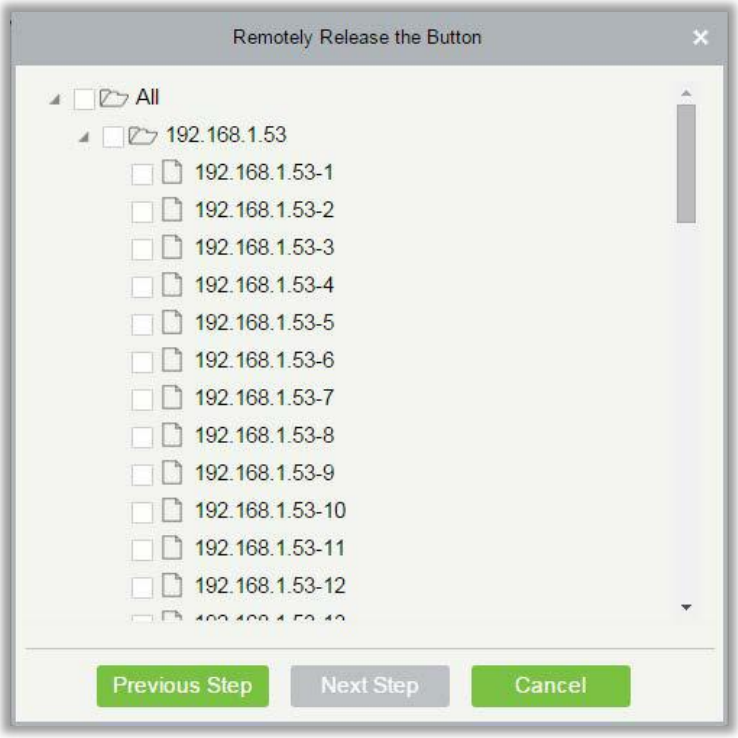
displayed.

2. Remotely Release Button

Click [Remotely Release Button]:

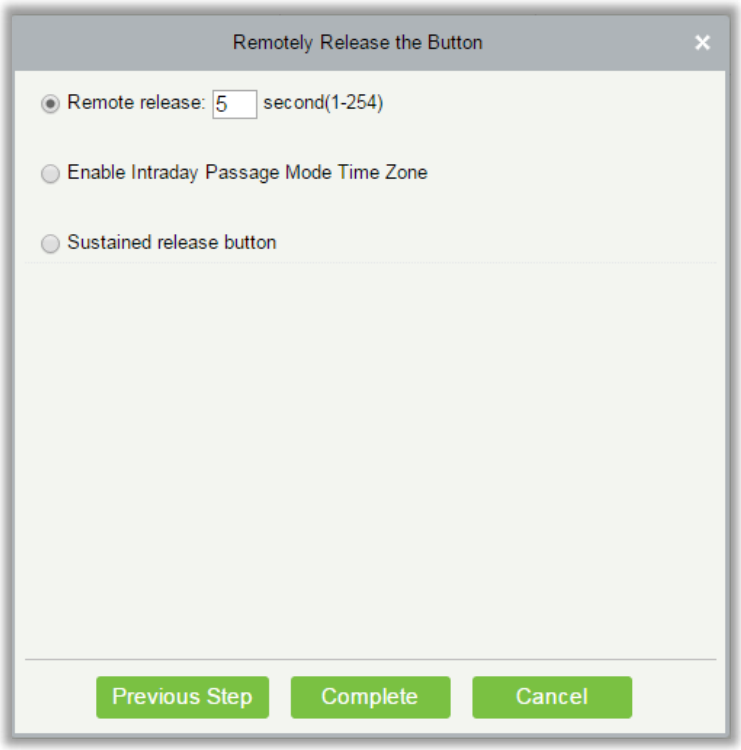


Input the user password (the system logging password), click [Next Step]:



Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

Select the floor, and click [Next Step]:



Fields are as follows:

Remote Release: It determines whether the corresponding key to the selected floor can be pressed. You can customize the key release duration (15s by default), or select Enable Intraday Passage Mode Time Zone. You can also directly set the current status of the floor to continuously release. In this case, the floor is not subject to restrictions of any periods, including Floor Active Time Zone, Floor Passage Mode Time Zone, and Button Open Duration. That is, the floor will be continuously released in 24 hours every day.

Enable Intraday Passage Mode Time Zone: To close a floor, you must first set Disable Intraday Passage Mode Time Zone to prevent the case that the floor is opened because other continuous open periods take effect. Then, you need to set to close the Remote Lock Button.

Sustained Release Button: The floor that is set to the continuously release state is not subject to restrictions of any periods, that is, the floor will be continuously released in 24 hours every day. To close the floor, you must select Disable Intraday Passage Mode Time Zone.

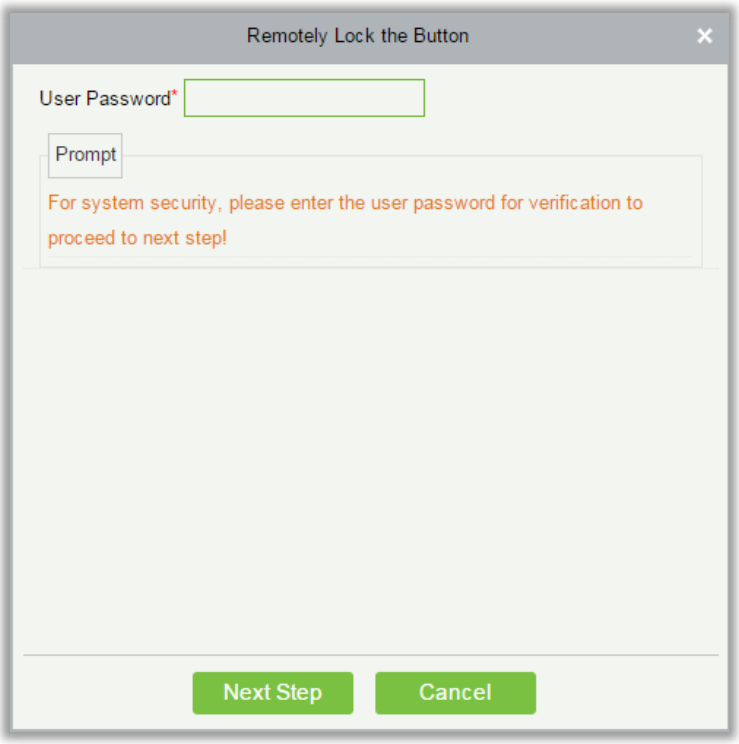
✍**Note:** If a failure message is always returned for the remote release key, check whether there are too many currently disconnected devices on the device list. If yes, check the network connection.

Select the options, click [Complete] to finish enabling the button.

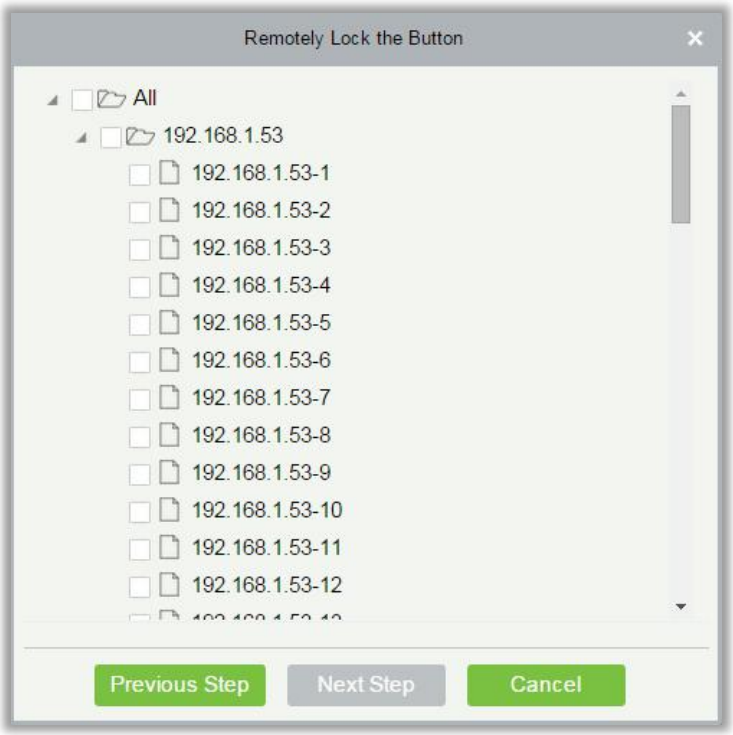
2. Remotely Lock Button

Click [Remotely Lock Button]:

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

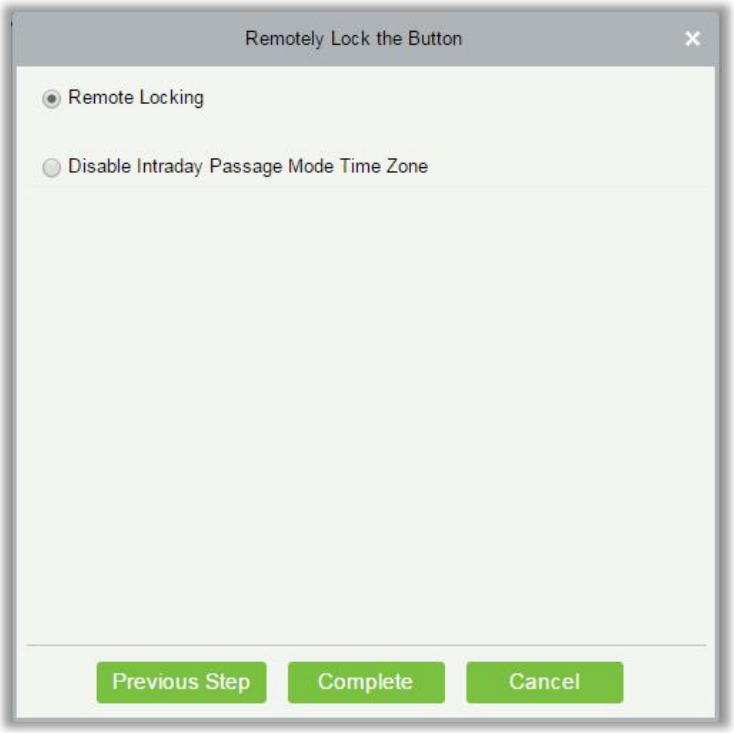


Input the user password (the system logging password), click [Next Step]:



Select the floor, and click [Next Step]:

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



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

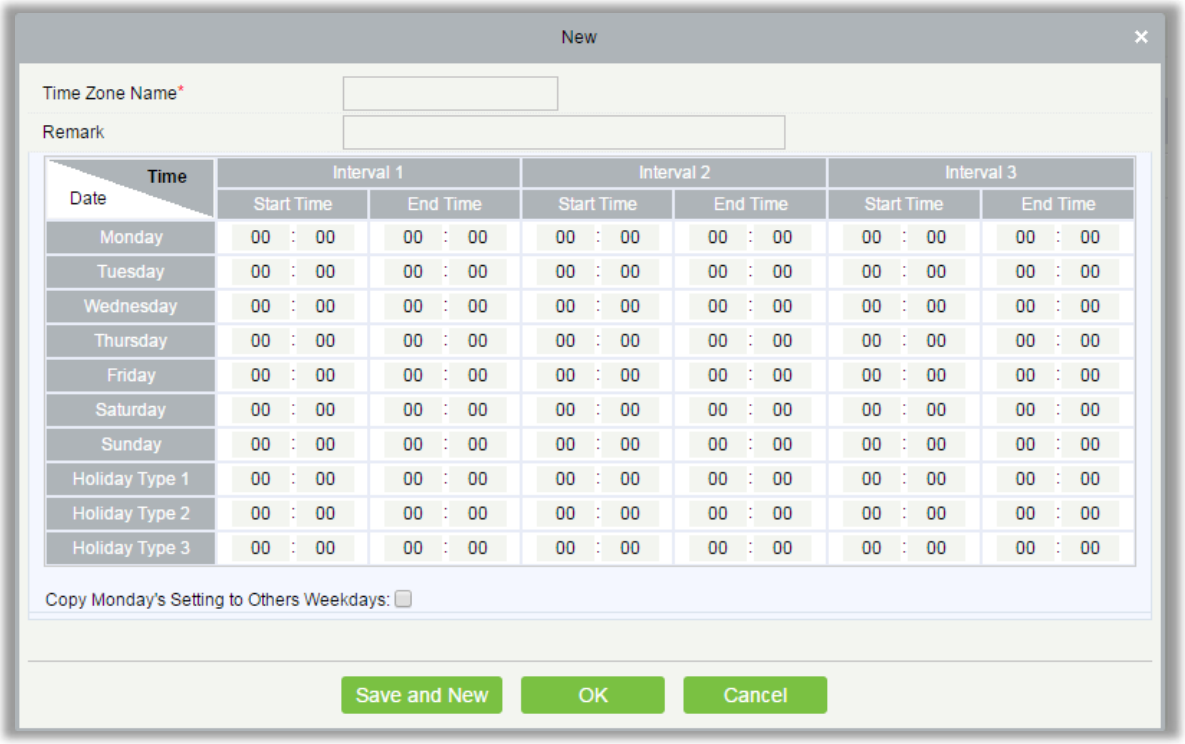
It can control buttons of a common elevator and implement unified management on people going in or on access and exits of each floor through the elevator controller on the computer management network. You can set the rights of registered personnel for operating floor buttons on the elevator.

6.2.1 Time Zones

1. Add Elevator Control Time Zone

(1) Click [Elevator] > [Time Zones] > [New] to enter the time zone setting interface:

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



The parameters are as follows:

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

Remarks: Detailed description of the current time zone, including explanation of current time zone and primary applications. The field is up to 50 characters.

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

Setting: If the interval is Normal Open, just enter 00:00-23:59 as the interval 1, and 00:00-00:00 as the interval 2/3. If the interval is Normal Close: All are 00:00-00:00. If only using one interval, user just needs to fill out the interval 1, and the interval 2/3 will use the default value. Similarly, when only using the first two intervals, the third interval will use the default value. When using two or three intervals, user needs to ensure two or three intervals have no time intersection, and the time shall cross over to 2nd day, or the system will prompt error.

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

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

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

2. Maintenance of Elevator Time Zones

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

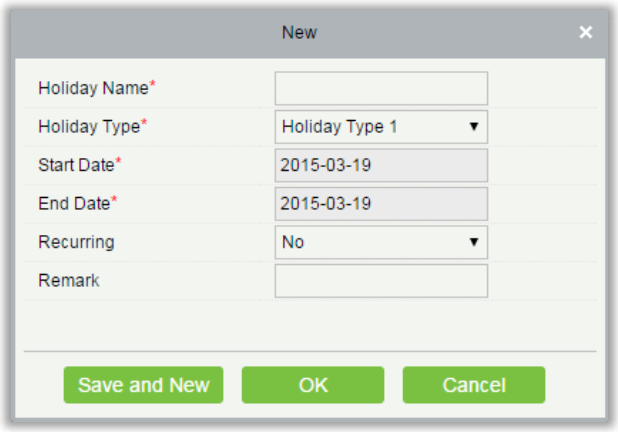
Delete: Click the [Delete] button under Related Operation, then click [OK] to delete, or click [Cancel] to cancel the operation. A time zone in use cannot be deleted. Or tick the check boxes before one or more time zones in the list, and click the [Delete] button over the list, then click [OK] to delete, 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] > [New] 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 system error will occur. The year of Start Date cannot be earlier than the current year, and the holiday cannot span years.

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

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

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

- Modify

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

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

- Delete

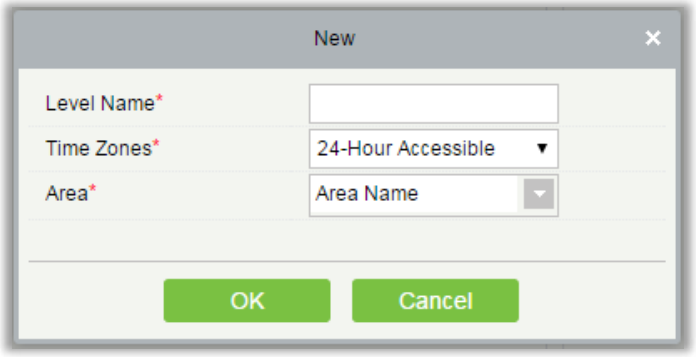
In the access control holiday list, click [Delete] button under Operations. Click [OK] to delete, click [Cancel] to cancel the operation. An Elevator Holiday in use cannot be deleted.

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.

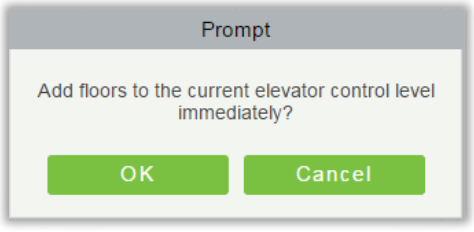
- Add

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

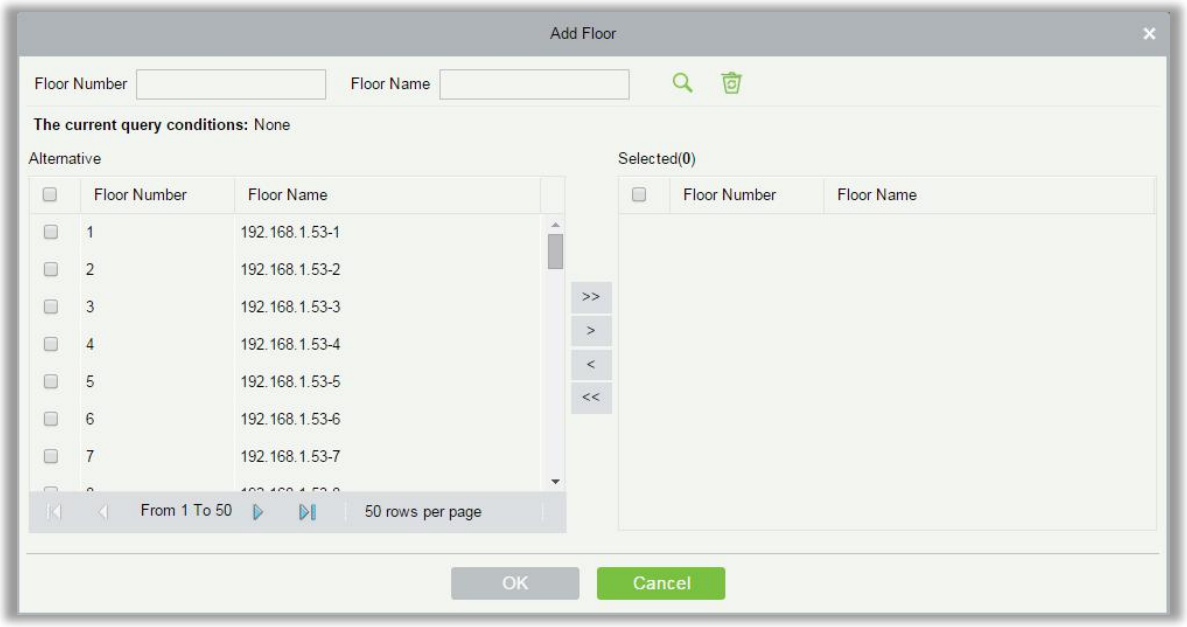


2. Set each parameter: Level Name (unrepeatable), Time Zone and Area.

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.



Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



✍**Note:** Different floors of different elevator controllers can be selected and added to an elevator level.

6.2.4 Set Access By Levels

Add/Delete Personnel for Selected Levels:

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

6.2.5 Set Access By Person

Add selected personnel to selected elevator levels, or delete selected personnel from the elevator levels.

Add/Delete levels for Selected Personnel:

(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)

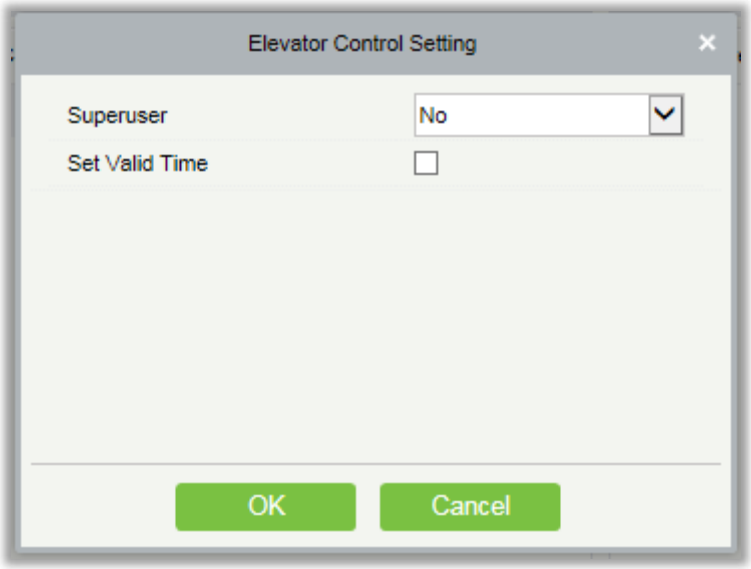
Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

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:



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

6.2.6 Set Access By Department

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

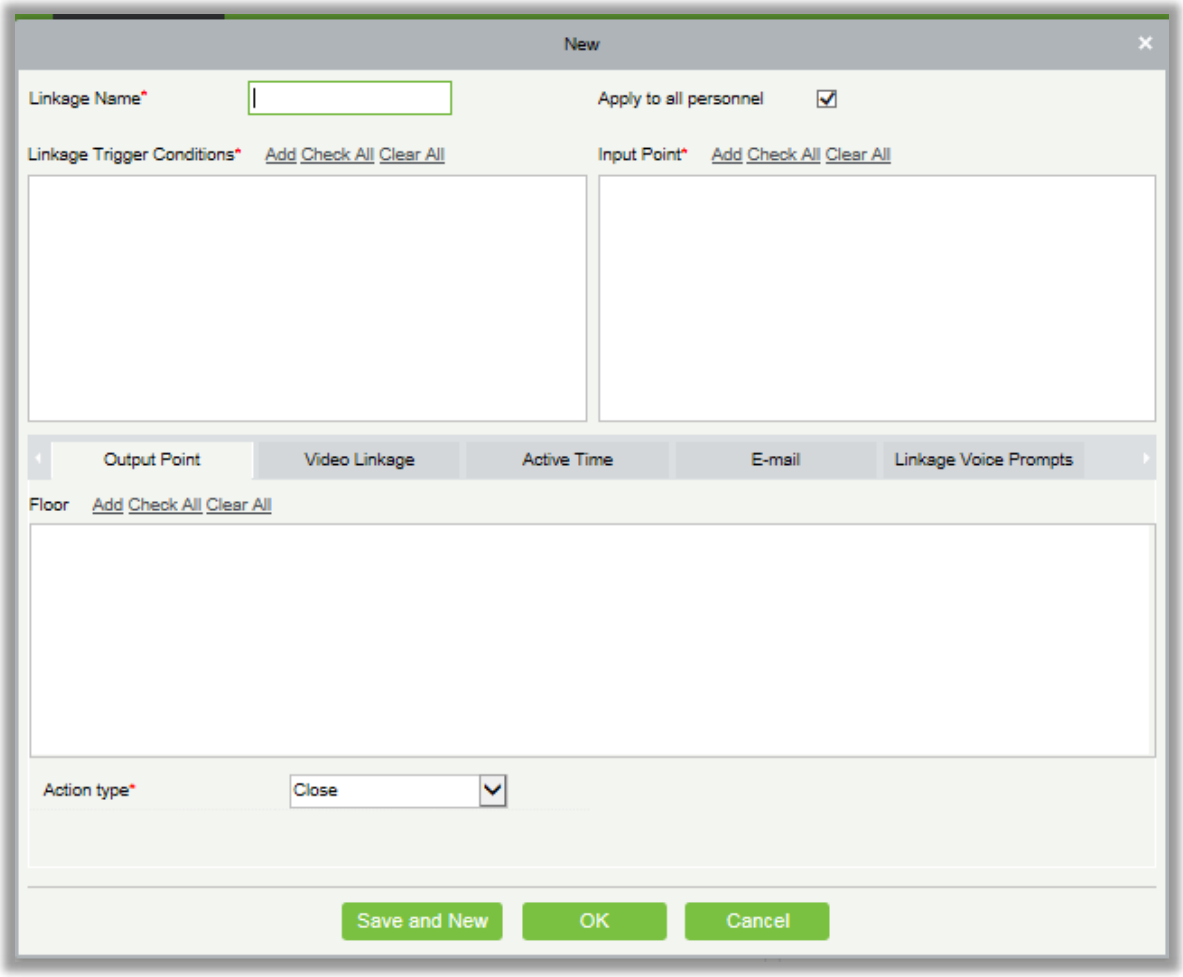
6.2.7 Global Linkage

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

- Add

1. Click [Elevator] > [Elevator] > [Global Linkage] > [New]:

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

pop-long.

- Video: Enable or disable background video recording, and set the duration of background video recording.
- Capture: Enable or disable background snapshot.

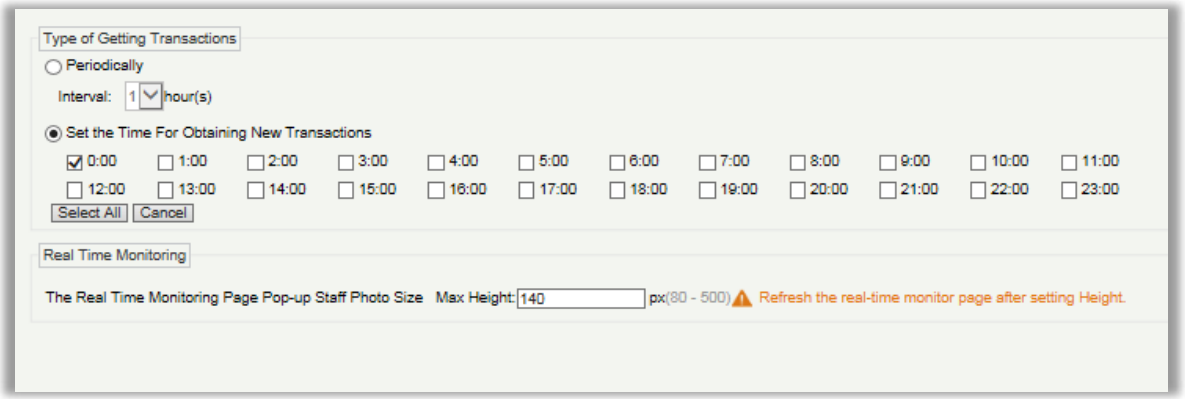
Delay: Ranges from 1~254s (This item is valid when Action type is Open).

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.

6.2.8 Parameters

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.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

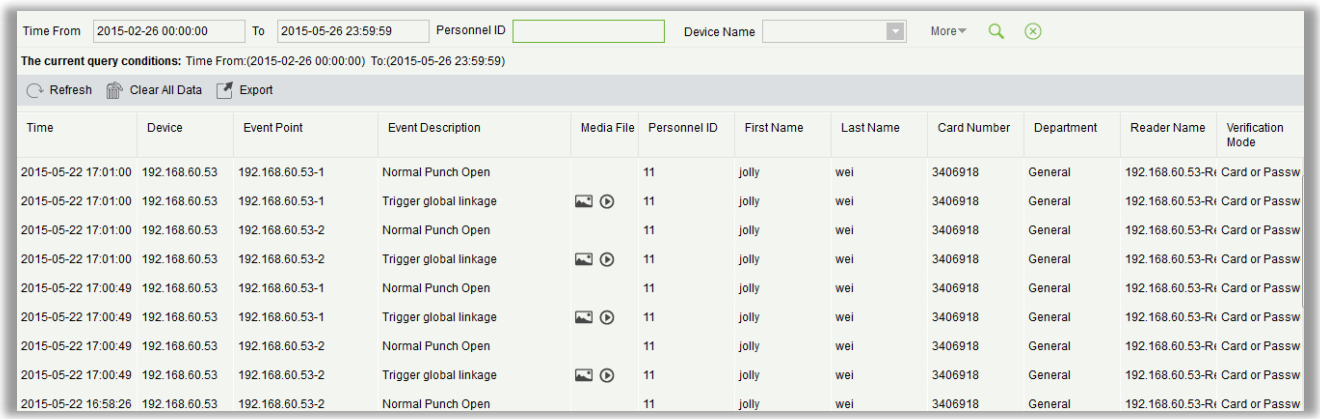
6.3 Elevator Reports

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 the latest three months transactions.

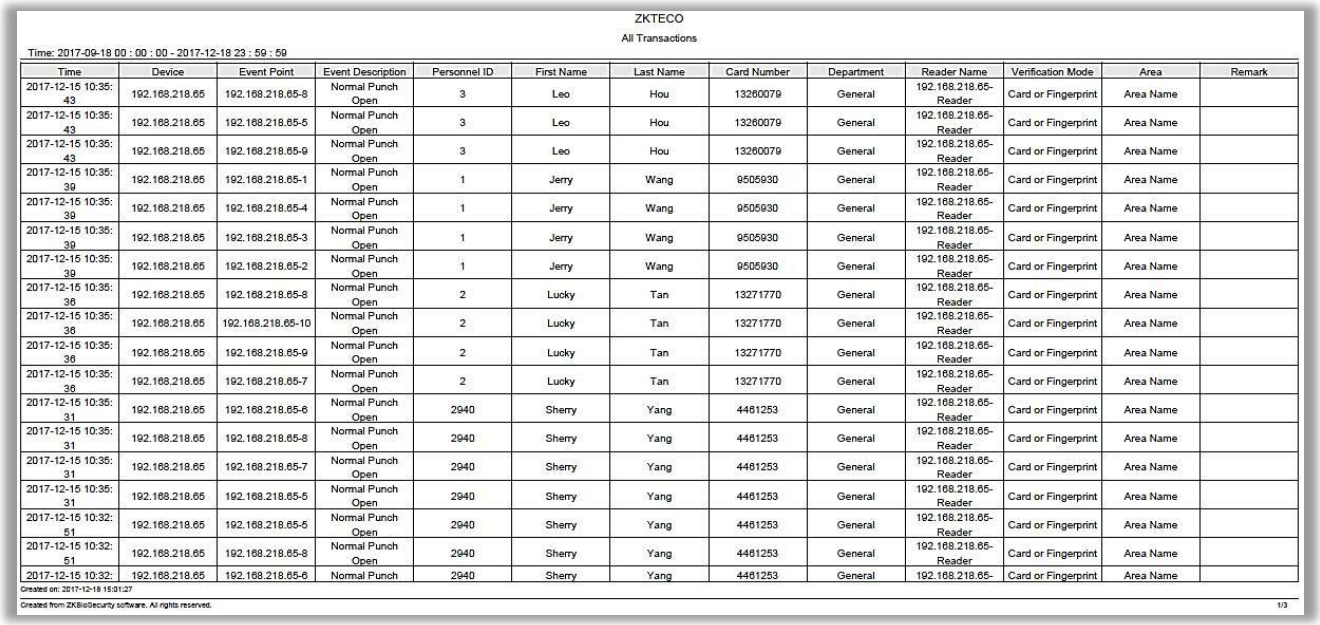
Click [Reports] > [All Transactions] to view all transactions:



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-R	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-R	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-R	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-R	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-R	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-R	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-R	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-R	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-R	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.



ZKTECO

All Transactions

Time: 2017-09-18 00 : 00 : 00 - 2017-12-18 23 : 59 : 59

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	2940	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	2940	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	2940	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	2940	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	2940	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	2940	Sherry	Yang	4461253	General	192.168.218.65-Reader	Card or Fingerprint	Area Name	
2017-12-15 10:32:	192.168.218.65	192.168.218.65-6	Normal Punch	2940	Sherry	Yang	4461253	General	192.168.218.65-	Card or Fingerprint	Area Name	

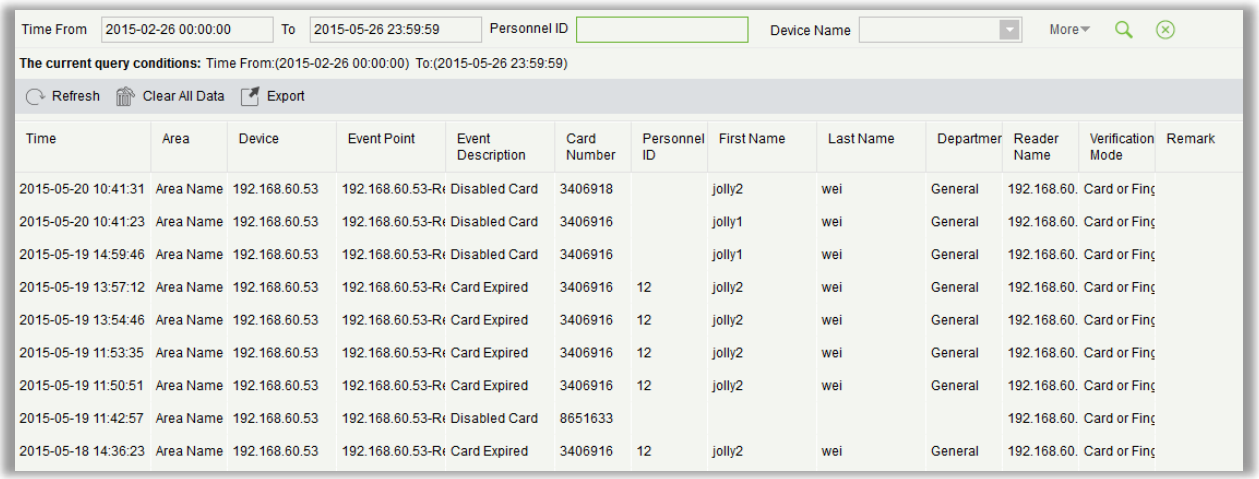
Created on: 2017-12-18 15:01:27

Created from ZKBioSecurity software. All rights reserved. 1/3

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

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

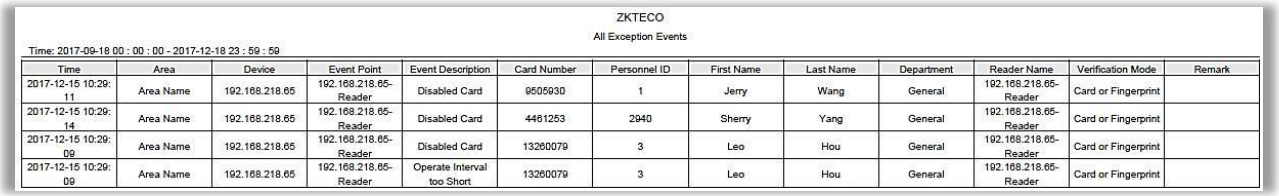
The current query conditions: Time From:(2015-02-26 00:00:00) To:(2015-05-26 23:59:59)

Refresh Clear All Data Export

Time	Area	Device	Event Point	Event Description	Card Number	Personnel ID	First Name	Last Name	Departmer	Reader Name	Verification Mode	Remark
2015-05-20 10:41:31	Area Name	192.168.60.53	192.168.60.53-R	Disabled Card	3406918		jolly2	wei	General	192.168.60.	Card or Fing	
2015-05-20 10:41:23	Area Name	192.168.60.53	192.168.60.53-R	Disabled Card	3406916		jolly1	wei	General	192.168.60.	Card or Fing	
2015-05-19 14:59:46	Area Name	192.168.60.53	192.168.60.53-R	Disabled Card	3406916		jolly1	wei	General	192.168.60.	Card or Fing	
2015-05-19 13:57:12	Area Name	192.168.60.53	192.168.60.53-R	Card Expired	3406916	12	jolly2	wei	General	192.168.60.	Card or Fing	
2015-05-19 13:54:46	Area Name	192.168.60.53	192.168.60.53-R	Card Expired	3406916	12	jolly2	wei	General	192.168.60.	Card or Fing	
2015-05-19 11:53:35	Area Name	192.168.60.53	192.168.60.53-R	Card Expired	3406916	12	jolly2	wei	General	192.168.60.	Card or Fing	
2015-05-19 11:50:51	Area Name	192.168.60.53	192.168.60.53-R	Card Expired	3406916	12	jolly2	wei	General	192.168.60.	Card or Fing	
2015-05-19 11:42:57	Area Name	192.168.60.53	192.168.60.53-R	Disabled Card	8651633					192.168.60.	Card or Fing	
2015-05-18 14:36:23	Area Name	192.168.60.53	192.168.60.53-R	Card Expired	3406916	12	jolly2	wei	General	192.168.60.	Card or Fing	

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

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



ZKTECO

All Exception Events

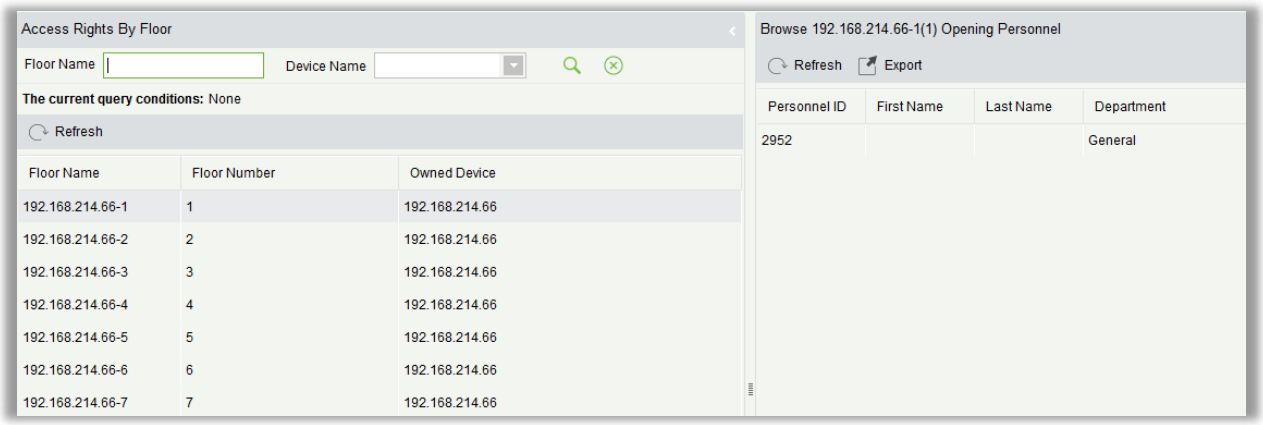
Time: 2017-09-18 00 : 00 : 00 - 2017-12-18 23 : 59 : 59

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	192.168.218.65	192.168.218.65-Reader	Disabled Card	9505930	1	Jerry	Wang	General	192.168.218.65-Reader	Card or Fingerprint	
2017-12-15 10:29:14	Area Name	192.168.218.65	192.168.218.65-Reader	Disabled Card	4461253	2940	Sherry	Yang	General	192.168.218.65-Reader	Card or Fingerprint	
2017-12-15 10:29:09	Area Name	192.168.218.65	192.168.218.65-Reader	Disabled Card	13260079	3	Leo	Hou	General	192.168.218.65-Reader	Card or Fingerprint	
2017-12-15 10:29:09	Area Name	192.168.218.65	192.168.218.65-Reader	Operate Interval too Short	13260079	3	Leo	Hou	General	192.168.218.65-Reader	Card or Fingerprint	

6.3.3 Access Rights By Floor

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



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

ZKTECO

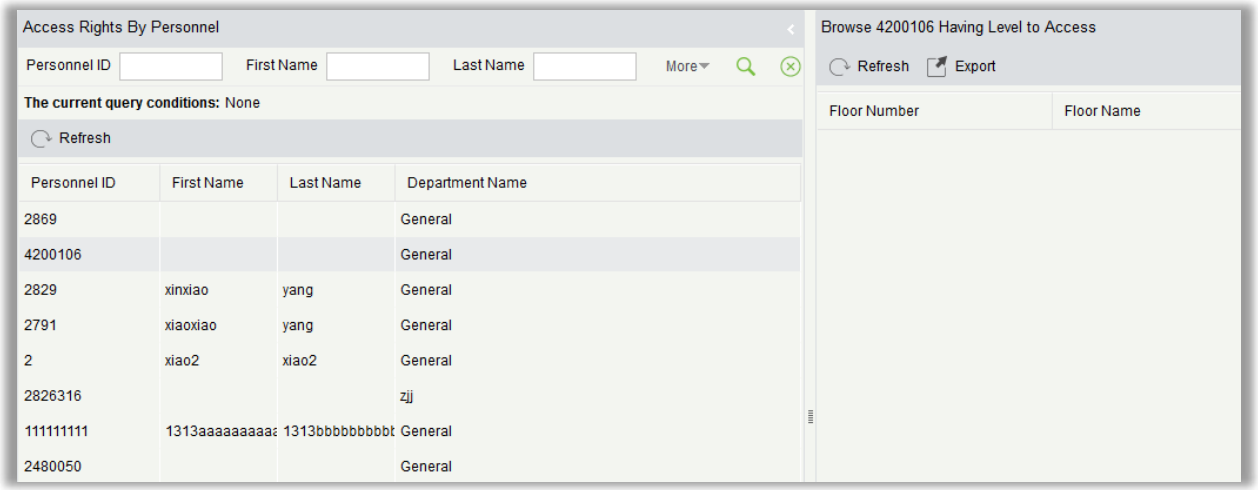
192.168.218.65-1(1) Opening Personnel

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 doors in the system, select personnel, the personnel having access levels to the door will display on the right data list.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

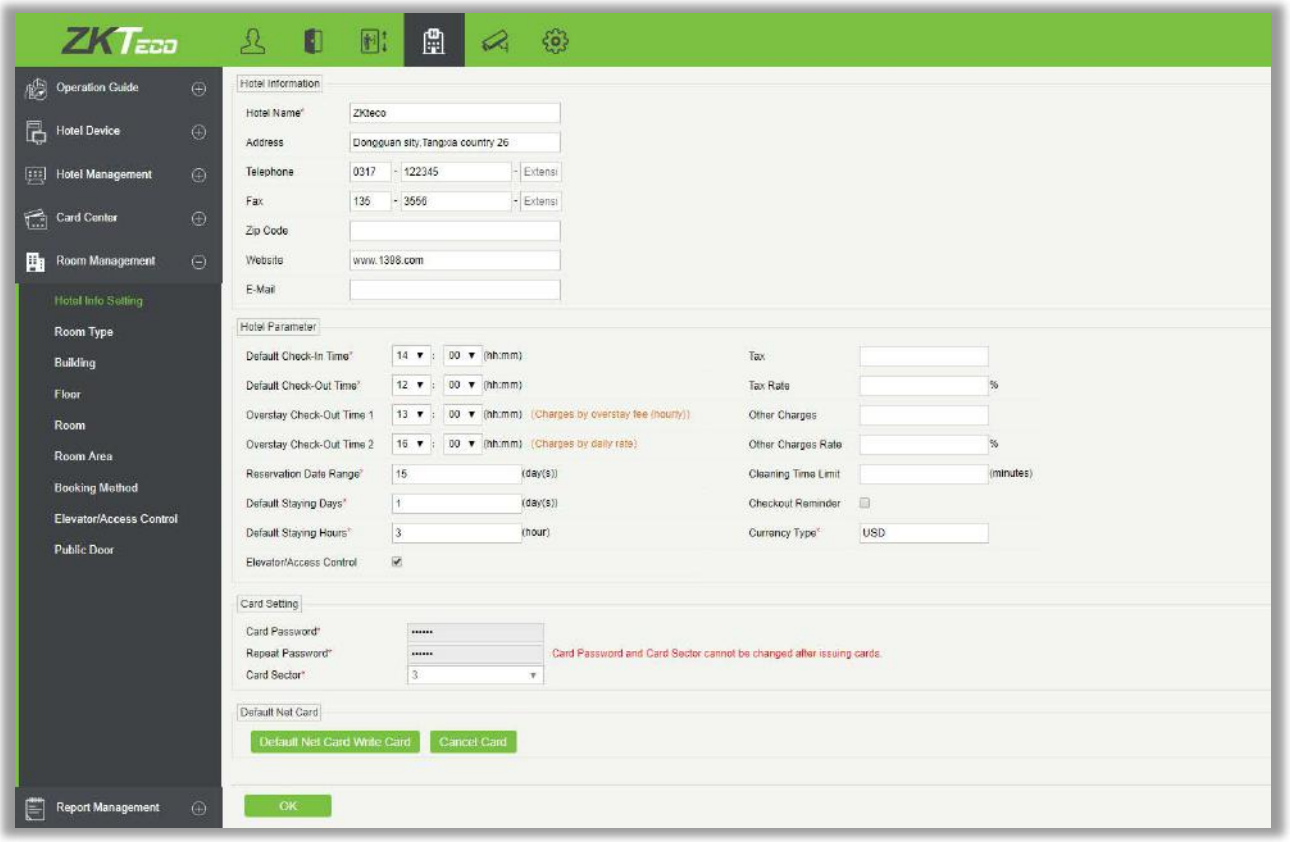
7. Hotel Management System

The Hotel Management System provides hotel services such as check-in, check-out, overstay, bill settlement, lock management, etc. The Hotel Management modeule helps you to configure the hotel management parameters such as setting the hotel's basic information, configuring the room type, defining the booking procedure, configuring the access elevators, etc.

7.1 Hotel Settings

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 functional parameters regarding the check-in time, check-out time, check-out reminder, and access/elevator management.

Choose [Room Management] > [Hotel Info Settings]. The settings page appears as shown below:



The fields are described as follows:

Hotel Information

Default Check-In Time: You can set this time as per your requirements. If a guest checks in before this time, the check-out date is the current day's date if the guest stays for one day. Otherwise, the

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

check-out date is the next day's date.

Default Check-Out Time: It specifies the time in which the guest needs to vacate the room.

Overstay Check-Out Time 1/2: If the guest did not vacate the room in the specified check-out time, then it will be considered as overstay and the guest will be charged accordingly. If the 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 the guest checks out at a time after **Overstay Check-Out Time 2**, the guest must pay for an extra day.

Reservation Date Range: It is the time period in which the advance room bookings can be done.

Default Staying Days: It specifies the default number of days a guest can stay. Generally, the value is one 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 will be charged according to the time limit.

Elevator/Access Control: Select this checkbox to enable the elevator access. After selecting this check box, you can select the access/elevator control level in Card settings interface. The issued card can be used not only as a hotel access card but can also be used to access the devices corresponding to the selected level. (**Note:** This check box will be available on the **Hotel Settings** page only if you have a valid license for the Access Control and/or Elevator Control module)

Tax/Tax Rate: You can mention the tax name and the percentage of tax.

Other Charges/Rate: It specifies any other kind of taxes, depending on the country/region.

Cleaning Time Limit: It specifies the time that will be allotted 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 type.

Card Settings

Card Password: Specify the password of the card that will be issued to the guest. This password will be used to authorize the locks. (It only supports 6-digit numeric password and it is 111111 by default.)

Card Sector: The card sector levels are from 1 to 12. (Note: Once you issue the card, the card password and sector cannot be changed.)

Default Net Card Write Card: It is used to write the default net-in card, which is used to turn on the zigbee communication of the locks.

Cancel Card: It is used to cancel the default net-in card.

✍**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.

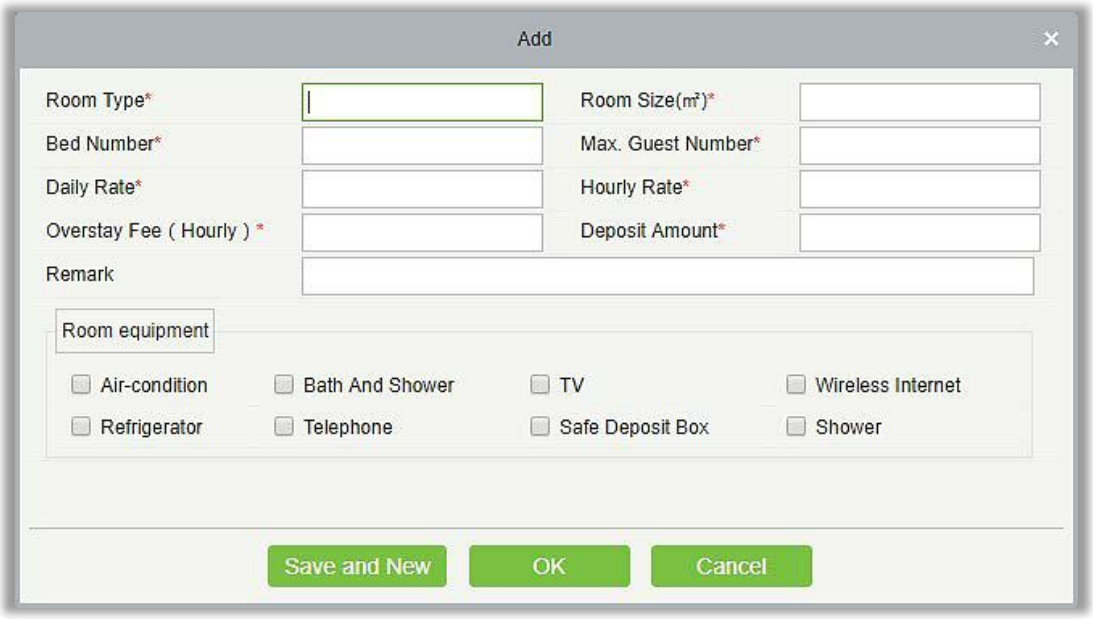
Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

7.2 Room Management

7.2.1 Room Types

You can define the information about various features of a room, such as the number of beds, size of the room, rate for staying, number of guest allowed, aminities, etc.

Choose [Room Management] > [Room Type] > [New]. The interface appears asshown below:



The fields are described as follows:

Room Type: Specify the room type.

Room Size: Enter the room size.

Bed Number: Enter the number of beds in the room.

Maximum Guest Number: Specify the number of guests that can be accommodated.

Daily Rate: Specify the rate of the room per day.

Hourly Rate: If applicable, specify the rate for hourly-basis.

Overstay Fee: Enter the amount to be paid by the guest for overstay. It can be specified on hourly basis.

Deposit Amount: Enter the deposit amount to be paid by the guest.

Room equipment: Select the checkboxes of applicable aminities.

✍**Note:** When you add a room type, the system checks whether hotel setting is configured. If no,

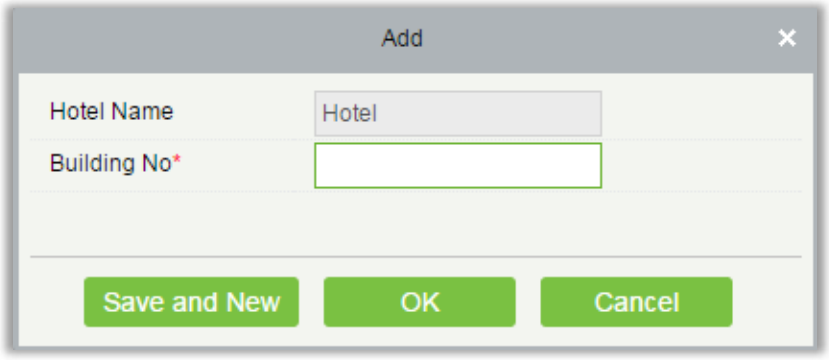
Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

you will be redirected to the settings page. All room types must be unique.

7.2.2 Building

You can define the 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 interface appears as shown below:

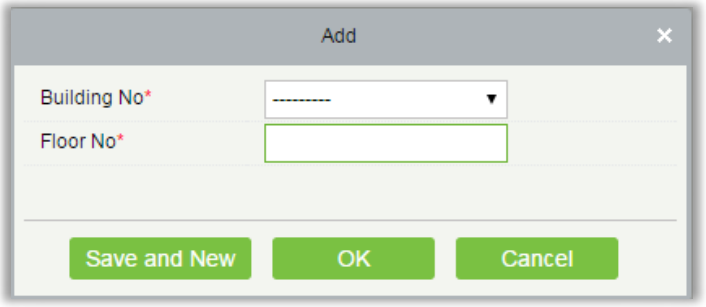


✍**Note:** When you add a building, the system initially checks for the hotel settings and room types configuration. If they are not configured, they need to be configured first. All the building names must be unique.

7.2.3 Floor

You can define the floors of a hotel. When the rooms on a floor are not booked or guests have not checked into the rooms of a floor, you can lock or unlock the floor.

Choose [Room Management] > [Floor] > [New]. The page shown in the following figure appears.



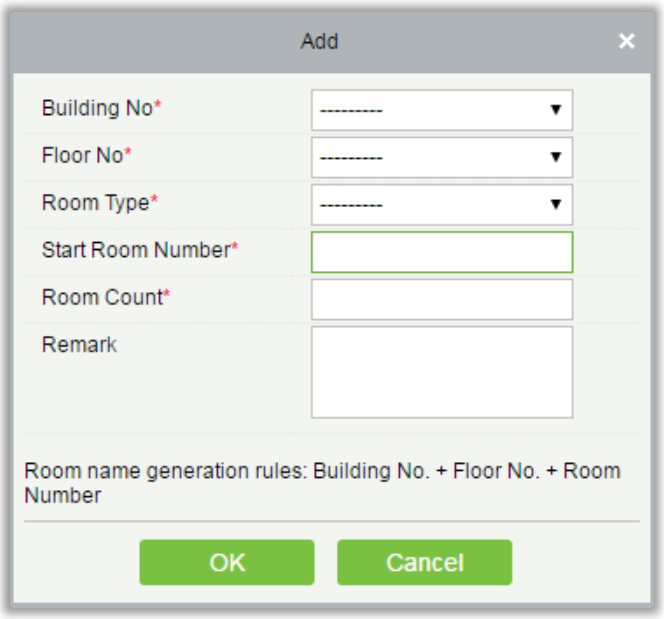
✍**Note:** When you add a floor, the system initially checks for hotel settings, room types, and buildings configuration. If they are not configured, they need to be configured first. All the floor names must be unique.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

7.2.4 Room

- Adding guest rooms

Choose [Room Management] > [Room] > [New]. The interface will be displayed as shown below:



Select the desired Building, Floor and Room type.

Start Room Number: It specifies the starting number of the room.

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: Enter the description of the room.

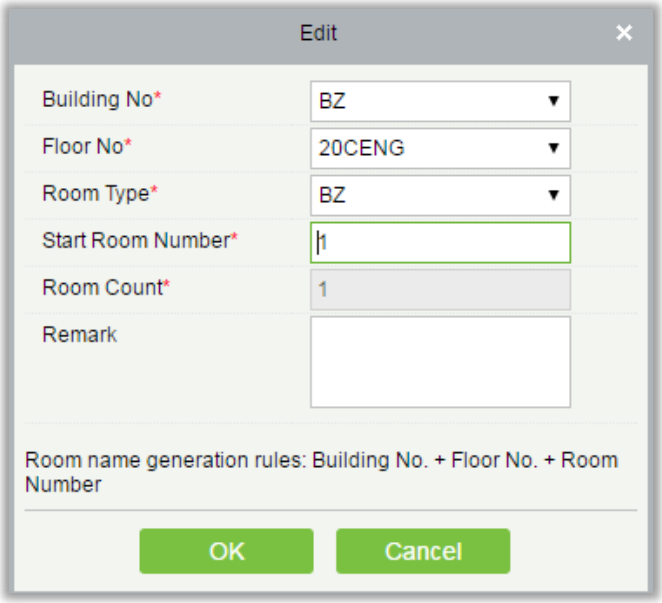
✍**Note:** All room names must be unique.

- Editing guest room

1) Editing only one guest room

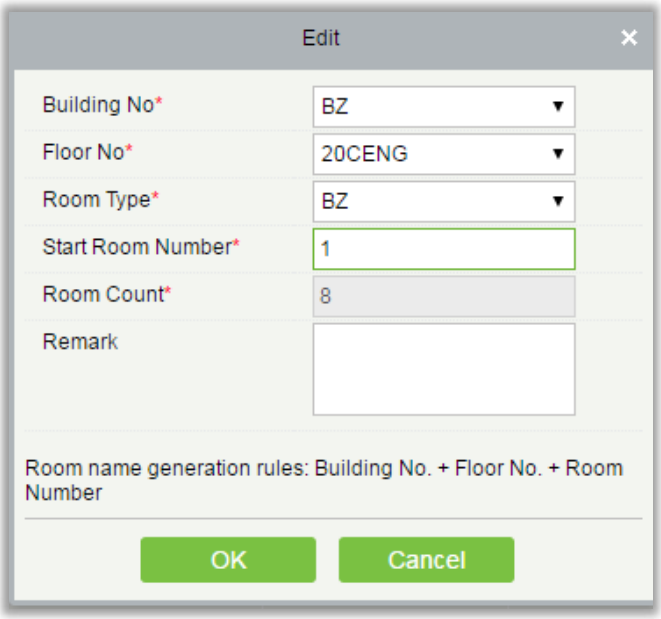
Select one guest room and edit the guest room. Duplication of guest room names are not allowed. Guest rooms that have been checked in or booked cannot be edited. An example is given below:

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



2) Editing guest rooms in batches

Select the check boxes of multiple guest rooms and edit them in batches. Duplication of guest room names is not allowed. Only the rooms of the same type and belonging to the same building and same floor can be edited in batches. An example is given below:



- Deleting guest rooms

Select one or more guest rooms and delete them. Only the guest rooms that have not been checked in or booked can be deleted.

- Exporting guest room information

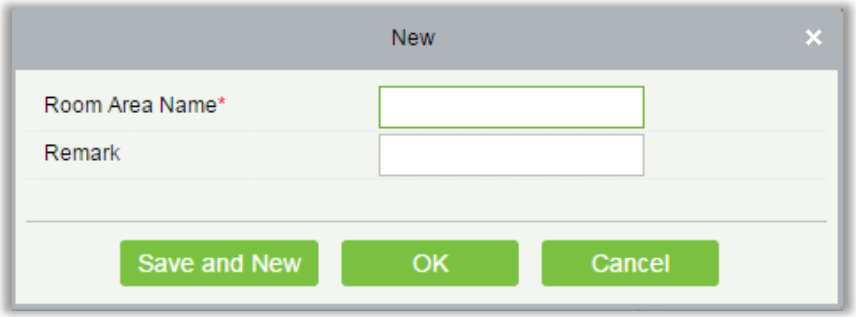
Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

Refer to Common Operations in Appendix.

7.2.5 Room Areas

You can define a room area, issue a card for the room area, and associate the locks of the rooms with the area, so that the hotel manager can use the card to manage all the guest rooms in the area.

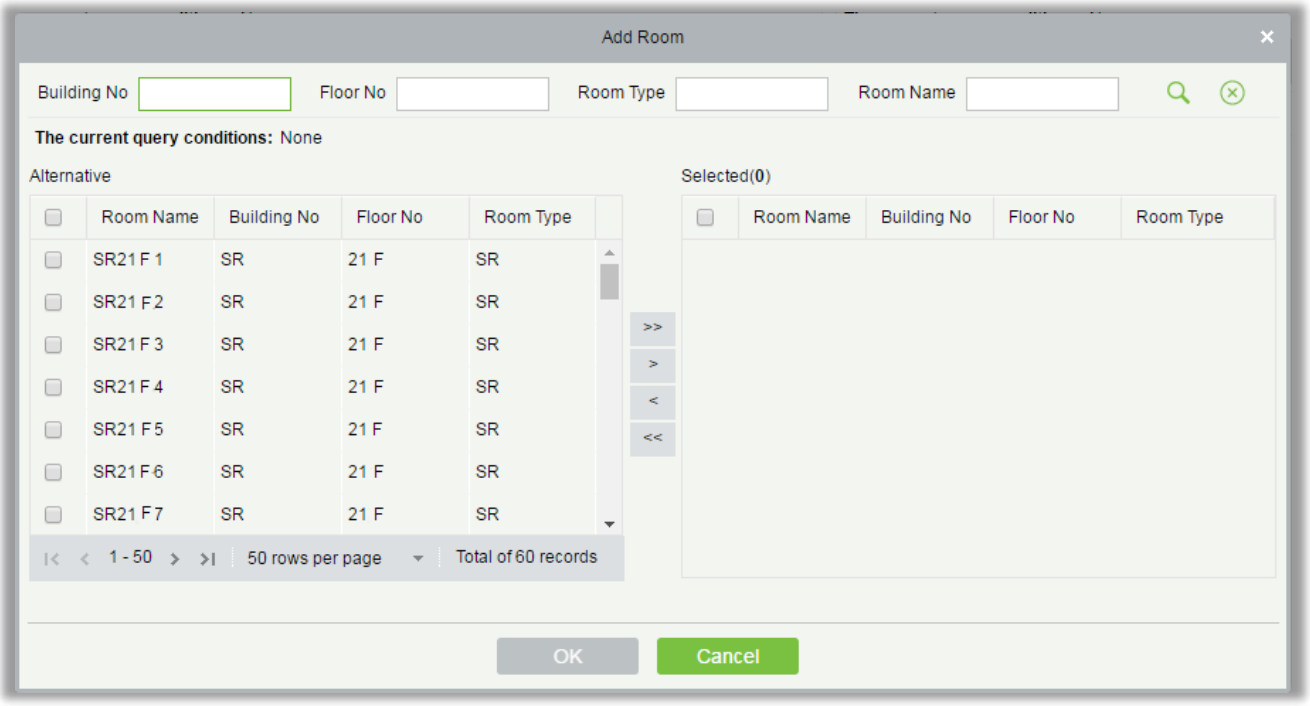
Choose [Room Management] > [Room Area] > [New]. The interface appears as shown below:



✍Note:

Duplication of room area names is not allowed. You can set a maximum of 12 room areas.

Click [Add Room] to add the rooms to an area.

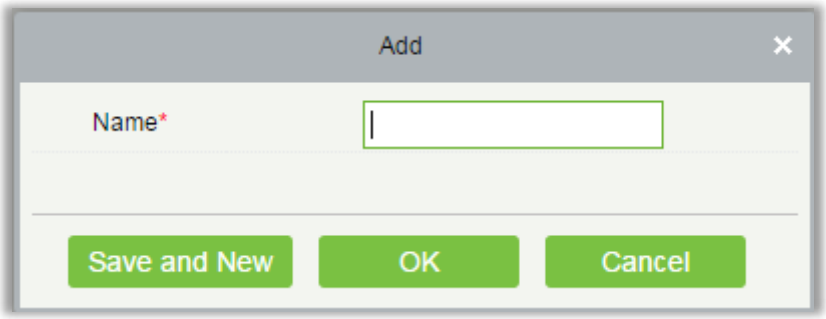


Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

7.2.6 Booking Methods

You can define the procedure for booking the hotel rooms. During the system installation, the basic booking methods are initialized by default and cannot be edited or deleted.

Choose [Room Management] > [Booking Method] > [New]. The interface appears as shown below:



✍**Note:** Duplication of booking method name is not allowed. Unused booking methods can be deleted.

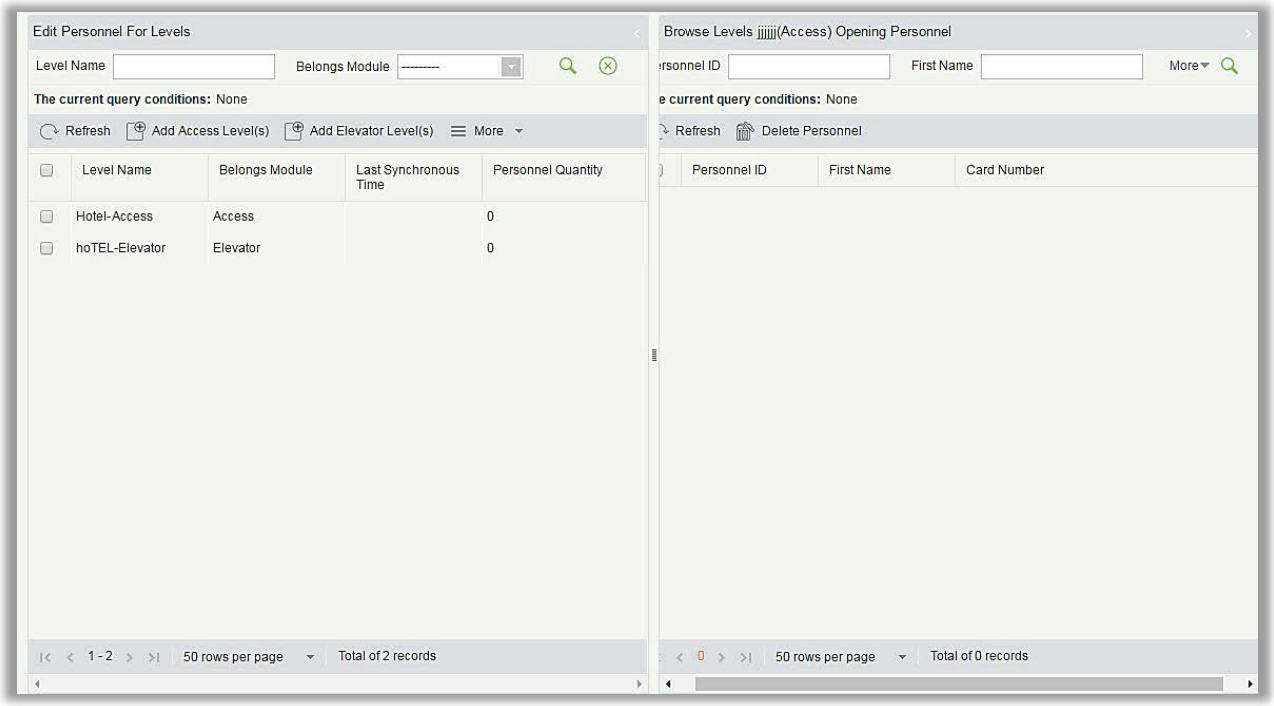
7.2.7 Access/Elevator Control Levels★

You can assign the access/elevator control to the cards issued through the hotel module. This allows a user to use the same card for the hotel module and the access/elevator control module. That is, a card for the hotel module can also be used to access all the devices configured within the specified access/elevator control level.

✍**Note:** This feature and the **Edit Personnel For Levels** are available only after you purchase a valid license for Access Control module and/or Elevator Contrp; module.

Choose [Room Management] > [Edit Personnel For Levels]. The interface appears as shown below:

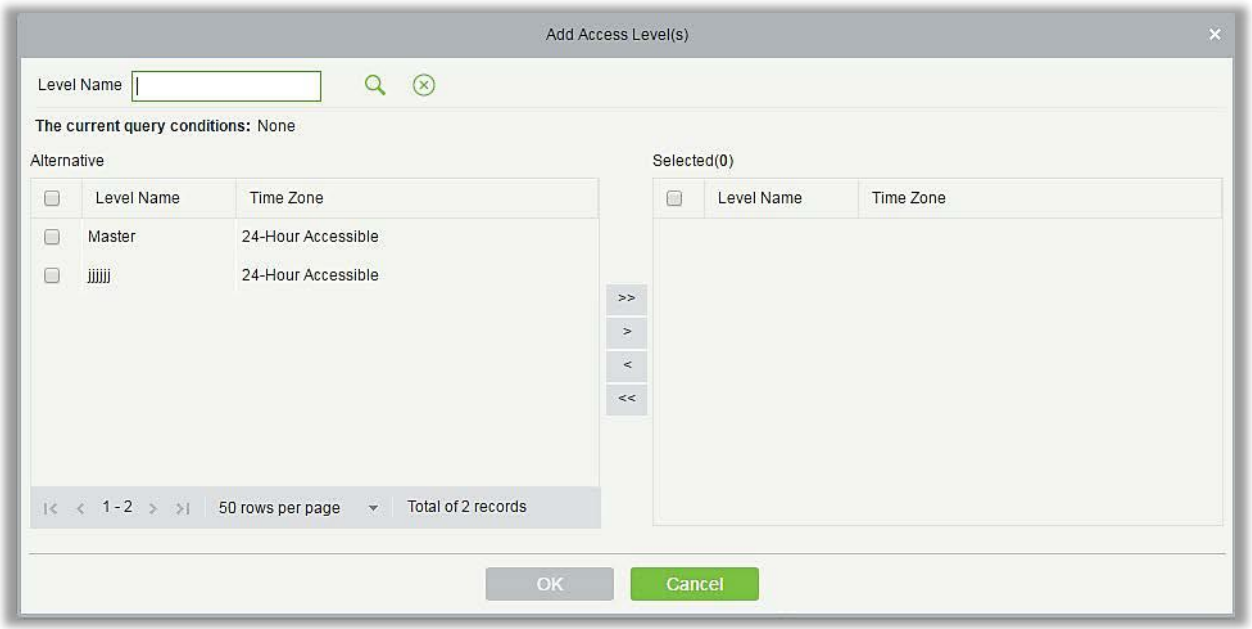
Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



You can add and delete access/elevator control levels, synchronize levels, browse personnel of levels, and delete personnel of levels. To delete personnel of a level, you need to deregister the cards instead of directly deleting them on this page, unless their cards are lost or other emergencies.

- Adding a level

Click [Add Access Level(s)]. The interface appears as shown below:

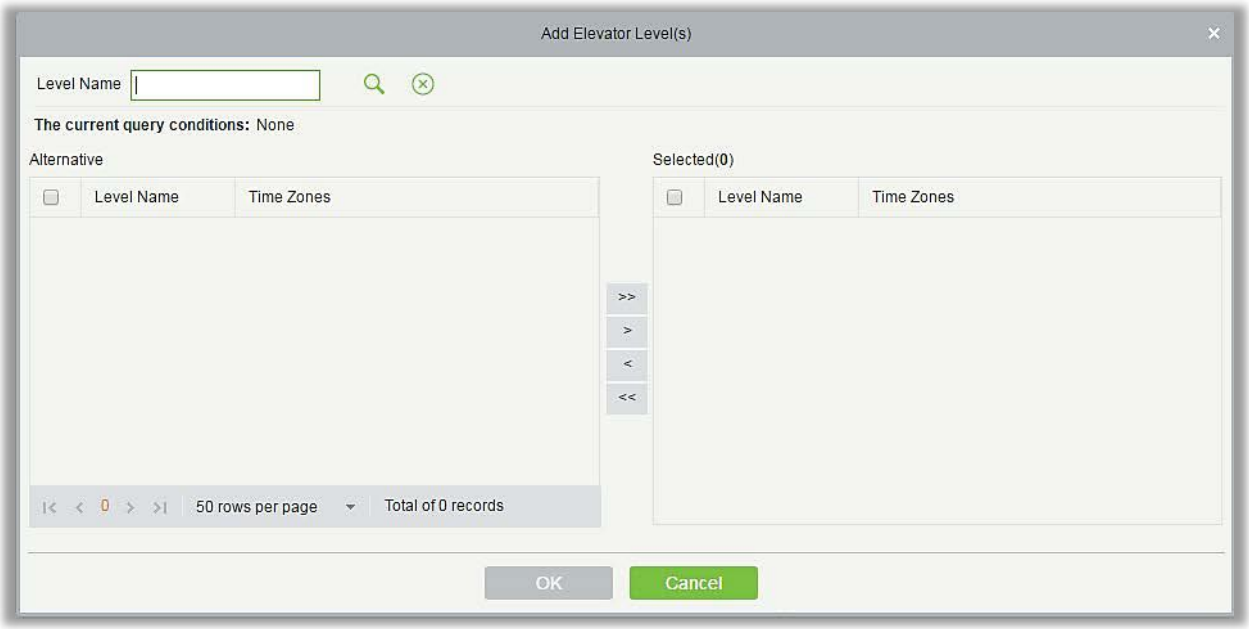


Select the access control level to be added and click [OK]. Add access control level **Floor 1 of Building A** to the hotel management level list. See the preceding figure. If you select this access

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

control level in the **Access/Elevator Control** field while issuing a card, the card can get authenticated by all the access control devices on floor 1 of building A and you can unlock the corresponding hotel rooms.

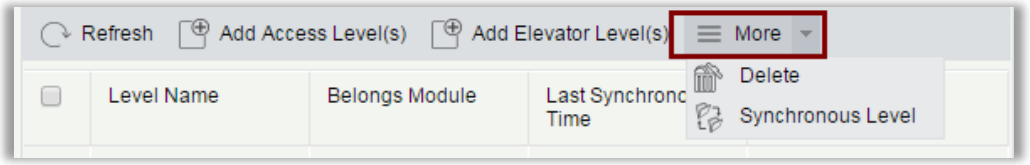
Click [Add Elevator Level(s)]. The interface appears as shown below:



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. If you select this elevator control level in the **Access/Elevator Control** field when issuing a card, the card can get you to floor 6 by elevator 1 and you can unlock the corresponding unlock hotel rooms.

- Deleting/synchronizing levels

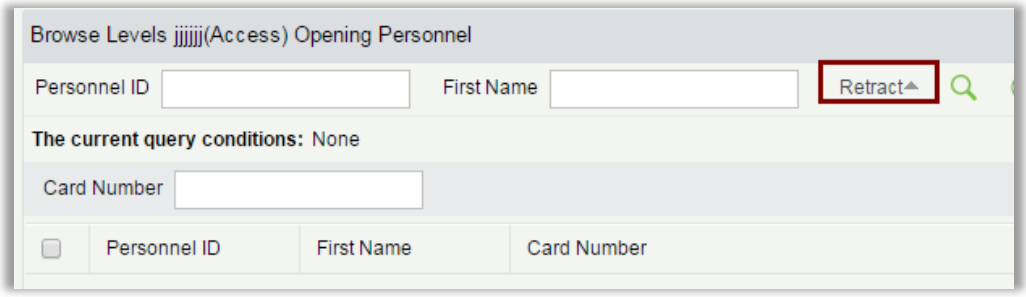
On the **Edit Personnel For Levels** page, select a level, click [More], and choose **Delete** or **Synchronize** the selected level.



- Browsing/deleting personnel corresponding to levels

When you select a level on the **Edit Personnel For Levels** page, the information about the personnel corresponding to the level is displayed on the right side of the interface. 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 configured within that level.

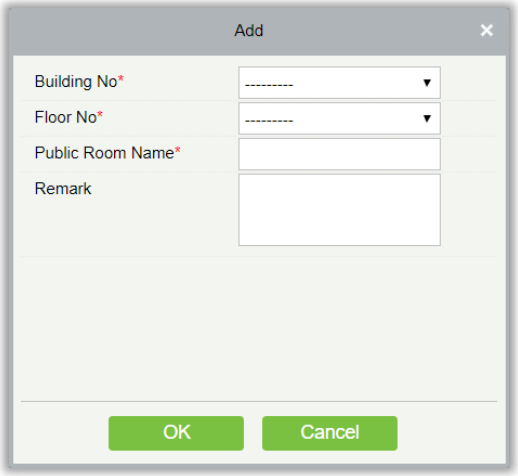
Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



7.2.8 Public Door

You can create a public door permission. This allows a user to use the same card to open his own room door and the specific public door. The public door must include a wireless hotel lock on it, and the door can be mounted in places such as VIP Room, meeting room, etc.

Choose [Room Management] > [Public Door] > [New]. The interface appears as shown below:



✍**Note:** Duplication of public room name is not allowed. Unused public door can be deleted.

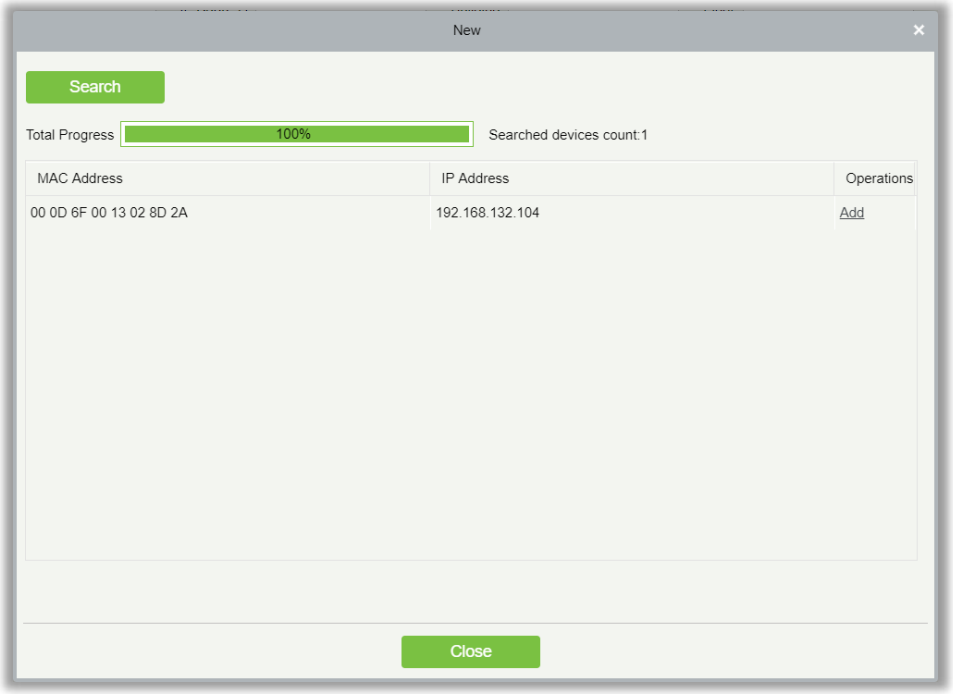
7.3 Hotel Device

7.3.1 Device Management

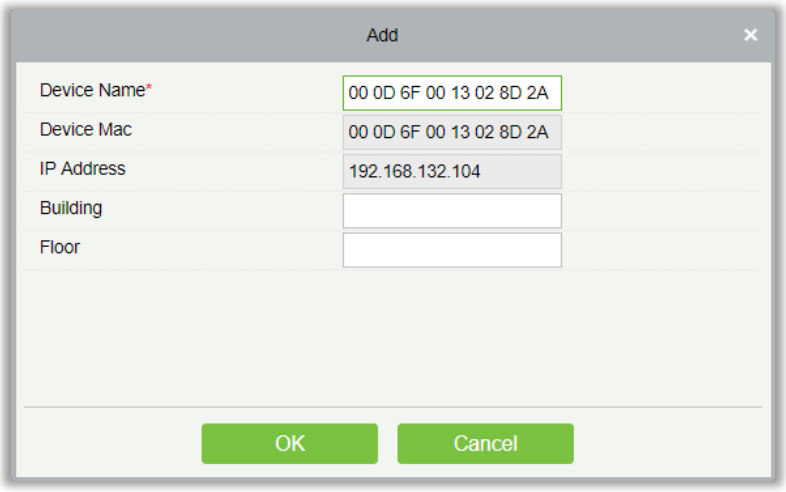
- Add Device

1) Click [Hotel Device] > [Device Management] > [How to configure gateway?], to read the gateway configuration manual, and configure the gateway.
2) Click [Add] to open the Search interface.
3) Click [Search], then the list of configured gateways will be displayed.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



4) Click [Add], the interface appears as shown below:



Enter the Device Name, Building and Floor details.

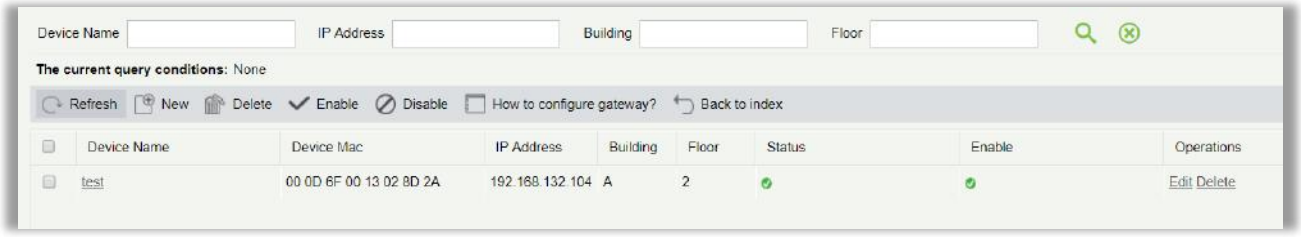
Device MAC: It is the unique and cannot be changed.

IP Address: It is the WAN IP address which you set in the gateway configuration page.

✍**Note:** Duplication of Device Names is not allowed.

5) Select the device and click [Enable] to enable the gateway, it becomes online and it takes 1 hour to accept the Zigbee connection from locks (You should swipe the Net-in card on the locks at this time).

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



- Refresh

Click [Refresh] to get the latest gateway list status information.

- Delete

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

- Disable

Select the device and click [Disable] to disable the gateway, you cannot upload and send the data once disabled.

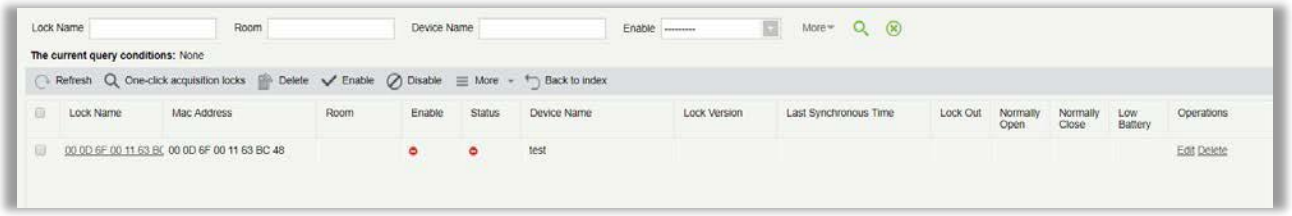
- How to configure gateway?

Click this option to open the User Manual of RG4100+ Gateway Configuration, to assist you in gateway configuration.

7.3.2 Lock Management

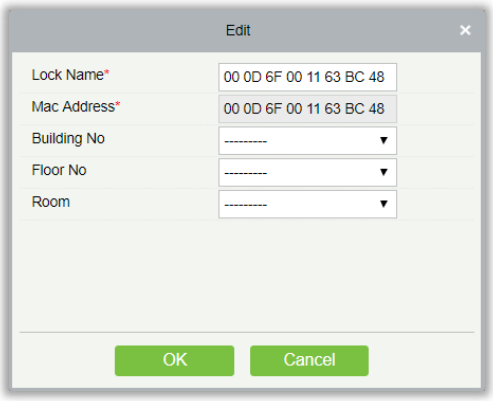
- Add Lock

1) Click [One-click acquisition locks], if the net-in card is swiped on the lock and connected successfully. The list of locks will be displayed as shown below(Click [Refresh] several times if the list does not appear).



2) Click [Edit] to configure the room number for the lock.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

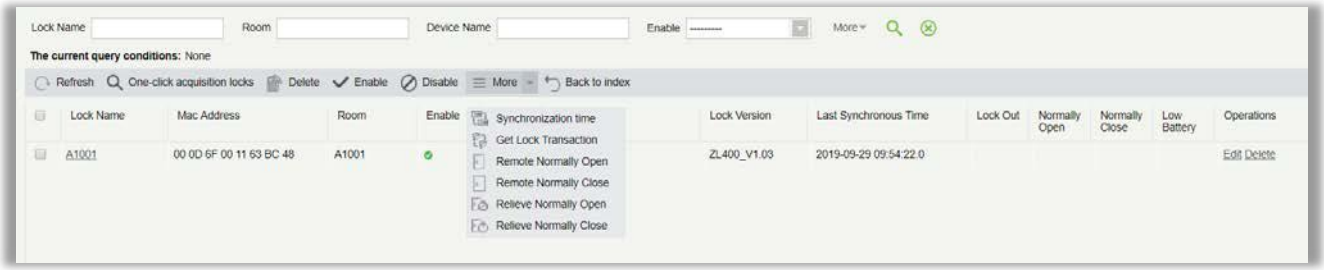


Enter the Lock Name, choose the Building number, Floor Number and Room details. (You can choose a guest room or public room).

MAC Address: It is unique and cannot be changed.

✍**Note:** Duplication of Lock Names is not allowed.

3) Select the lock and click [Enable] to enable it, the lock will be online and the time will be synced automatically.



- Delete

Select a lock and click this option, the lock will be disconneced from the gateway, and its information will be deleted from the list.

- Disable

Select a device and click **Delete**, the lock will not be allowed to upload and send data.

- Synchronization time

Select a lock and click **Synchronize Time**, the lock time will be synchronized with the system time.

- Get Lock Transaction

Select a lock and click **Get Lock Transaction**, the latest lock transactions will be uploaded to the software.

- Remote Normally Open

Select a lock and click **Remote Normally Open**, the lock will be unlocked and it will remain in open

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

status. The lock can be opened without any card.

- Remote Normally Close

Select a lock and click **Remote Normally Close**, the lock will be locked and it will remain in closed status. The lock cannot be opened by swiping any card(including Master Card).

- Relieve Normally Open

Select a lock (in normally open status) and click **Relieve Normally Open**, the lock will be revoked from the "Normally Open" status.

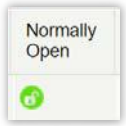
- Relieve Normally Close

Select a lock (in normally close status) and click **Relieve Normally Close**, the lock will be revoked from the "Normally Close" status.

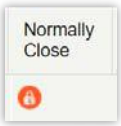
- Lock status icon

1) The yellow icon below the Lock Out table indicates that the lock is locked inside.

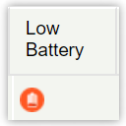
2) The green icon below the Normally Open table indicates that the lock is in normally open status.



3) The red icon below the Normally Close table indicates that the lock is in normally close status.



4) The red icon below the Low Battery table indicates that the lock battery is low and need to be replaced.

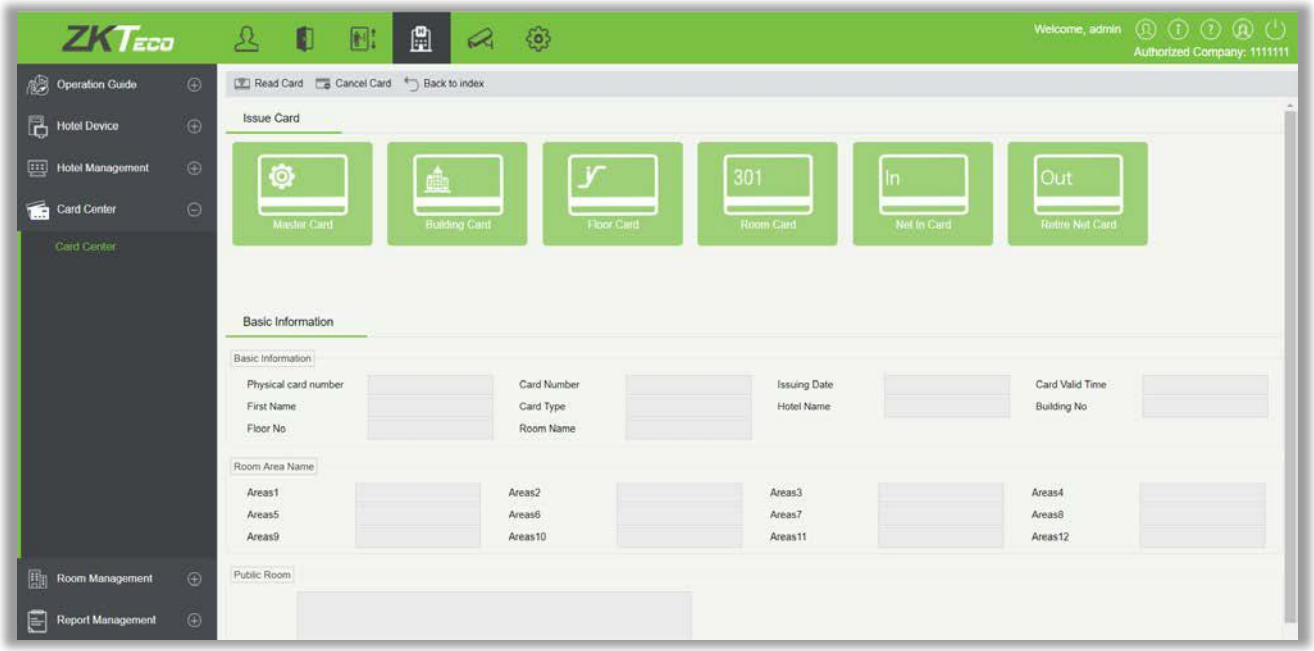


7.4 Card Service Center

You can create different types of card for managing the room locks based on daily business management requirements. The holders of the cards are employees of the hotel. You need to add the holders using the HR module and specify their departments through the hotel module, so that

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

you can select the holders while issuing management cards.

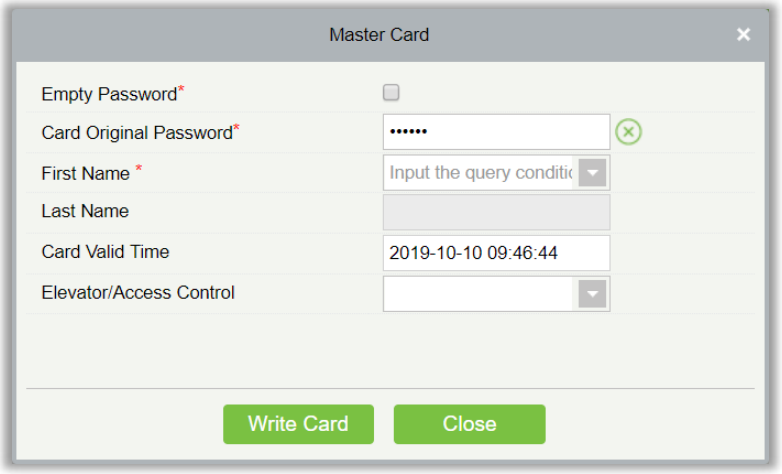


7.4.1 Employee Card

You can create various access/elevator control cards, such as master cards and building cards for the hotel personnel to manage the hotel services.

1. Master card

A master card can be used to unlock all the rooms of the hotel within its validity period. It can open the lock which is locked from inside.



Empty Password: Select this option when configuring a new card.

Card Original Password: Use the card's original password when configuring an old card which was written before. (The default password is as same as the card password in Hotel info setting.)

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

First Name: You can enter one or more characters of Name or ID of a card holder to find the card holder. A card holder must be a person who has been added using the HR module.

Card Valid Time: It specifies the expiry time of the card. Set the time as required. The default time is one day after the current time of the system.

Elevator/Access Control: Click the drop-down list box to select an elevator/access control level. After the parameter is specified, the card not only can unlock the specified room but also can access the corresponding devices to the elevator/access control level.

After configuration, place the card to be configured in the card writing area of the card writer and click [Write Card].

✍Notes:

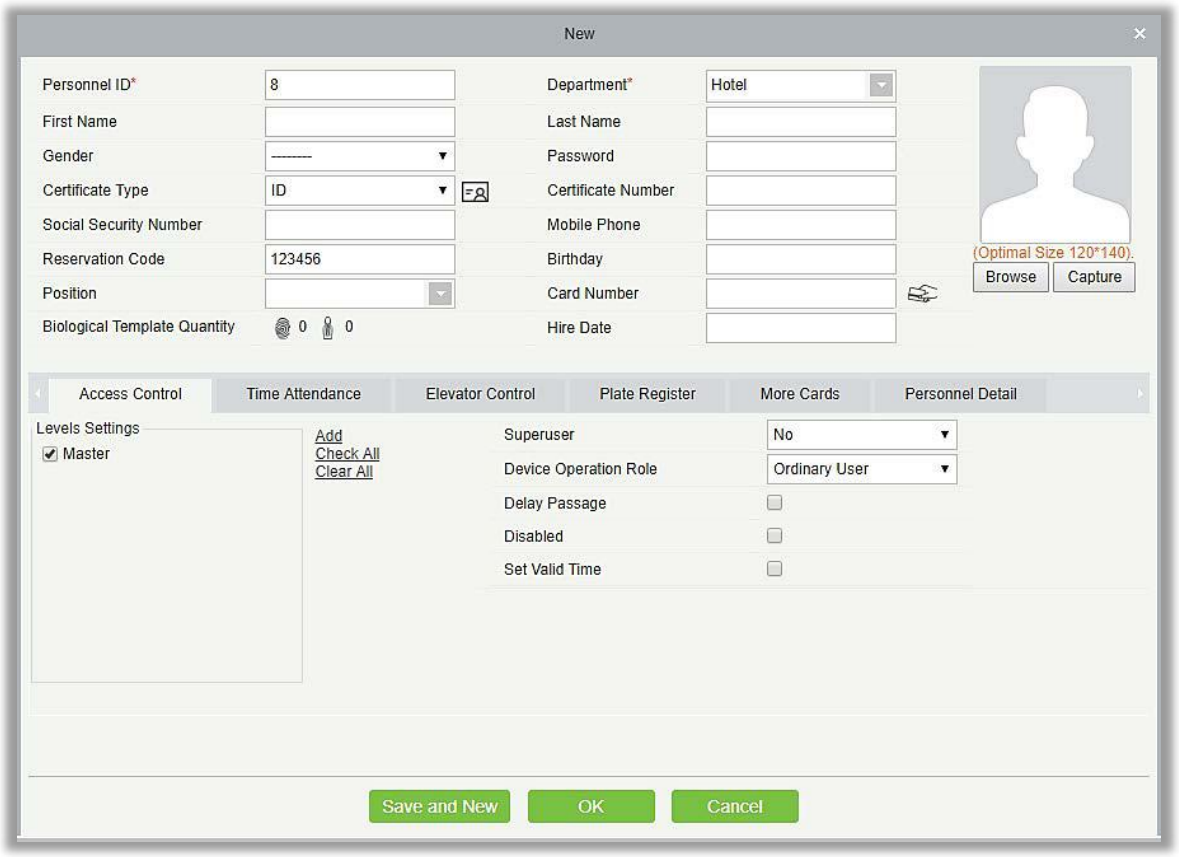
- The **Elevator/Access Control** field is available only after the **Room management** field on the **Hotel Settings** page is selected. It is used to configure the card ID to access/elevator control devices. For details about hotel settings, see Hotel Settings.
- For the access control devices and all elevator control devices that do not allow one person to hold multiple cards, bind only one card to a 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.
- 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.
- The preceding three points regarding access/elevator control are applicable to all the cards of the hotel module described in this document.
- 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.

After the configuration, place the card to be configured in the card writing area of the card writer and click [Write Card].

- Adding hotel personnel

Choose [Personnel] > [Person] > [New]. The interface appears as shown below:

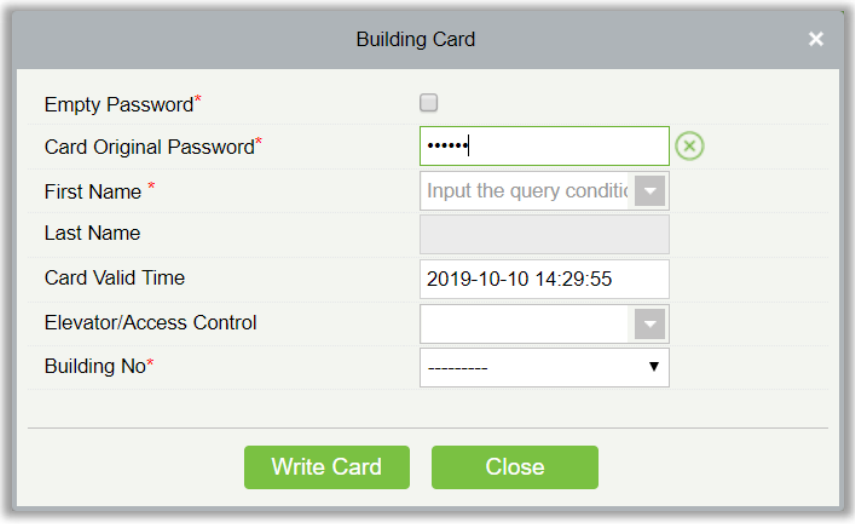
Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



Enter the personnel information, select a hotel department, and click [OK]. You can select the added personnel in the card issuing module.

2. Building card

A building card can be used to unlock the rooms in a specified building in common unlocking mode within its validity period.



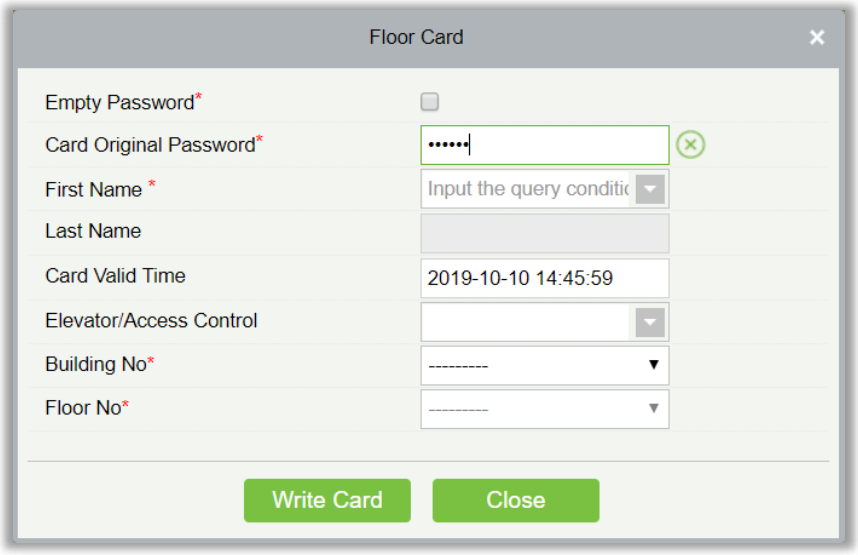
Elevator/Access Control: Click the drop-down list box to select an elevator/access control level. After the parameter is specified, the card can not only unlock the specified room but also can access the

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

devices corresponding to the elevator/access control level.

3. Floor card

A floor card can be used to unlock the rooms on a specified floor in common unlocking mode within its validity period.

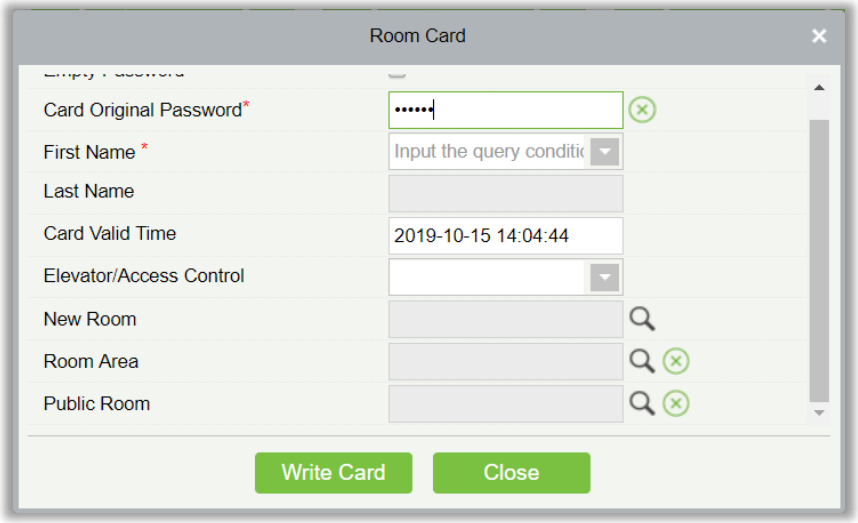


Elevator/Access Control: Click the drop-down list box to select an elevator/access control level.

After the parameter is specified, the card not only can unlock the specified room but also can access the corresponding devices to the elevator/access control level.

4. Room card

A room card can be used to unlock some specified rooms. You can select multiple rooms, public rooms or room areas to issue a room card.



Elevator/Access Control: Click the drop-down list box to select an elevator/access control level.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

After the parameter is specified, the card not only can unlock the specified room, but also can access the corresponding devices to the elevator / access control level.

New Room: Click the Search icon to open a new page, to select a specified room which you need to open.

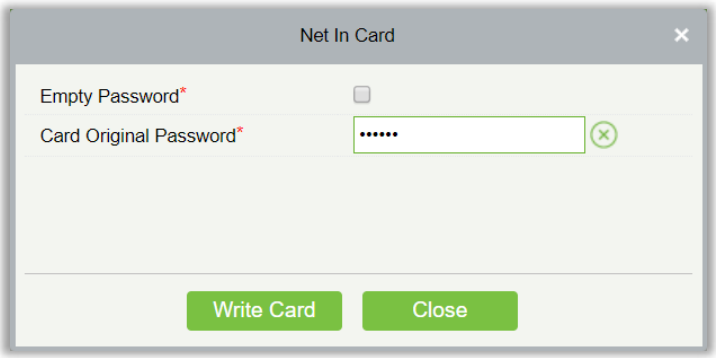
Room Area: Click the Search icon to open a new page, to select multiple room areas which you need to open.

Public Room: Click the Search icon to open a new page, to select multiple public rooms which you need to open.

7.4.2 Maintenance Card

1. Net in card

If a lock connected with the software goes to offline state for some reason, a net in card can be used to turn on the hotel lock's Zigbee connection switch again, to make the hotel locks connect with the Gateway.

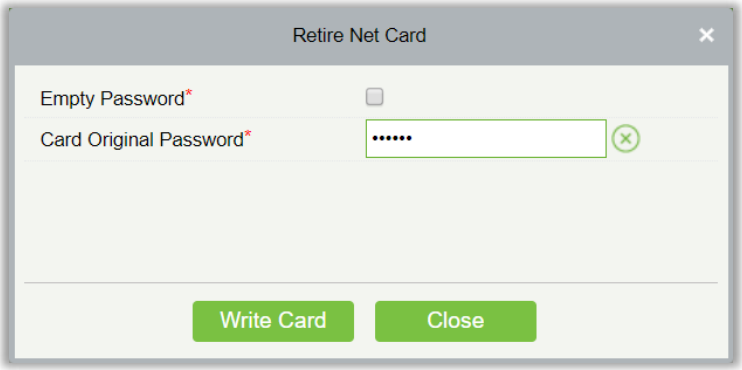


✍**Notes:** If the lock is initialized, only default Net-in card can work, which can be configured in Hotel Info Setting menu.

2. Retire net card

If a lock connected with the software and you need to manually stop its connection, retire net card option can be used.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



7.5 Hotel Management

7.5.1 Reception

The function allows users to handle room services, 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

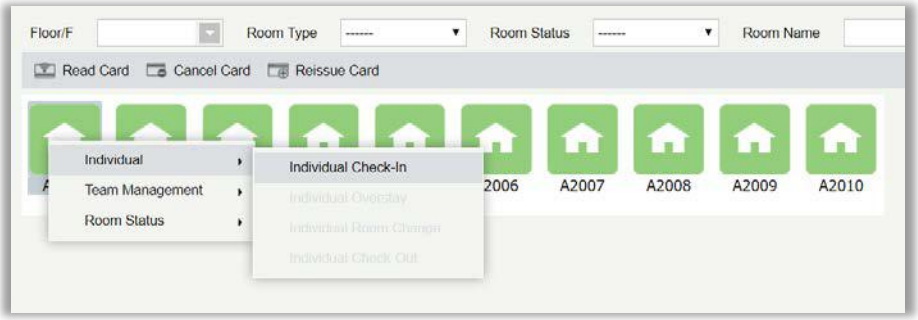
	Vacant		Extended		Individual check-in		Group check-in
	Out of service		Under maintenance		To be cleaned		

1. Individual management

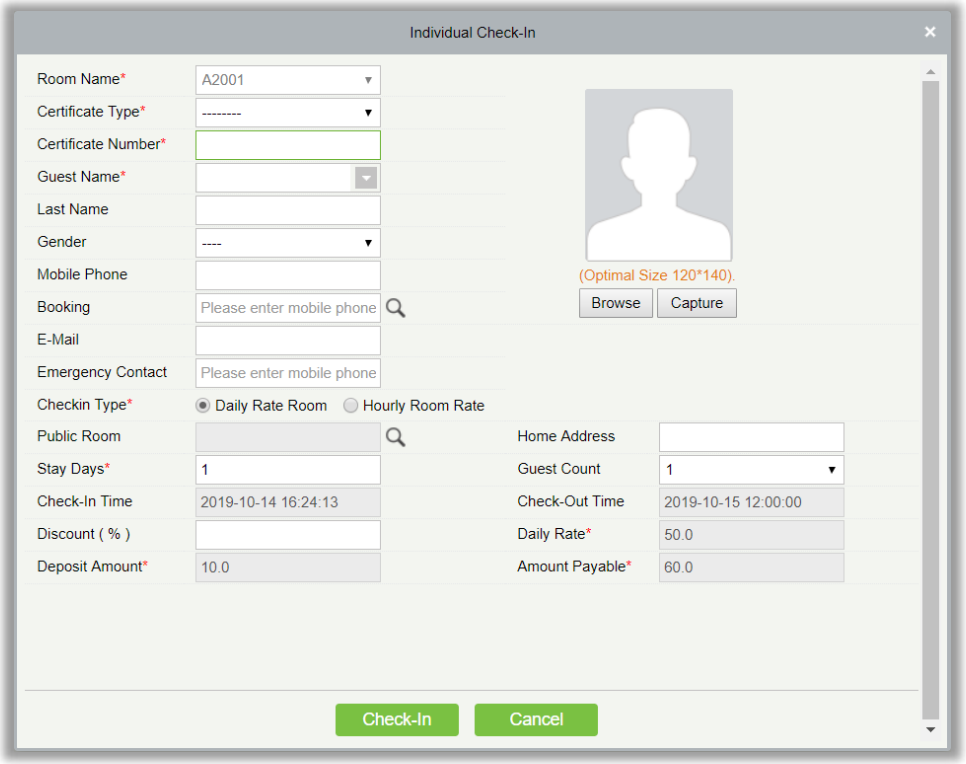
- Individual check-in

1) Double-click or right-click a vacant icon and choose [Individual Management] > [Individual Check-In].

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



The interface appears as shown below:



Reservation query: Enter the mobile phone number used for reservation to search the reservation information.

Stay days: Enter the number of days that the guest wishes to stay.

Discount: Enter the discount on the room cost if applicable. Enter the discount percentage and the system will automatically deduct the discount from the final amount.

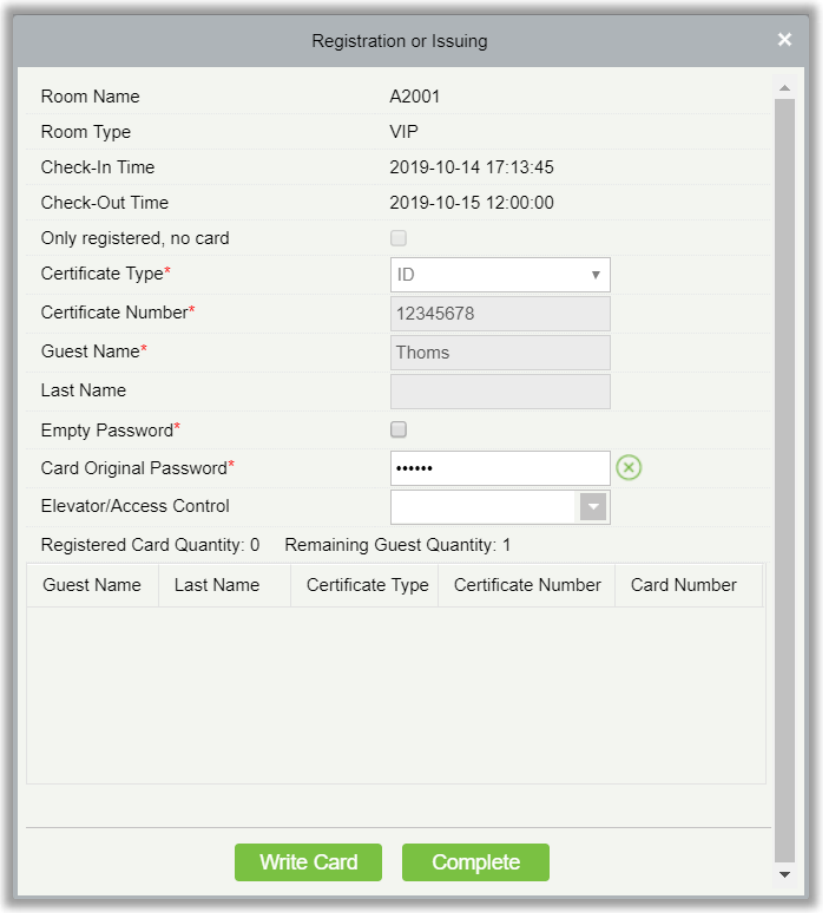
Amount Payable: Enter amount to be paid at the time of check-in, including the room cost and the deposit.

Public Room: Select the multiple public rooms for guest access. The guest card can open not only the guest room but also the specified public rooms.

2) After the information in the **Individual Check-In** page is filled, click **Check-in**. The **Registration**

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

or Issuing page appears as shown below:



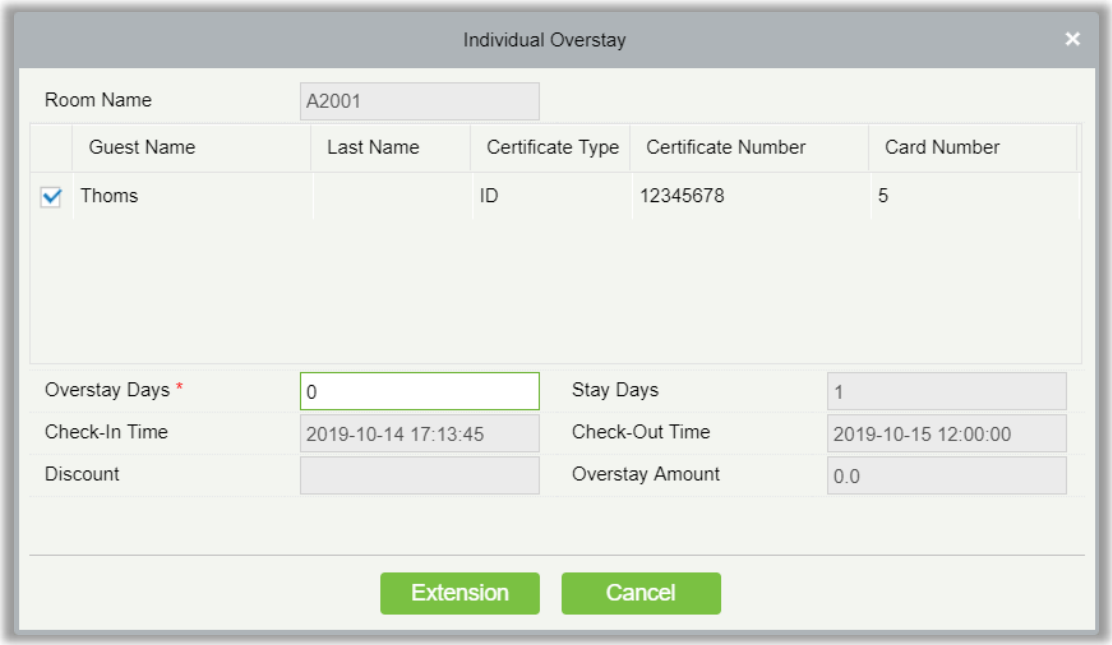
Elevator/access control: Click the drop-down box to select an elevator/access control level. After the parameters are specified, the card can open not only the specified room but also the devices corresponding to the elevator/access control level.

✍**Note:** Issue at least one card for each room. The card must be issued only 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 shown in the following figure appears.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



✍**Notes:**

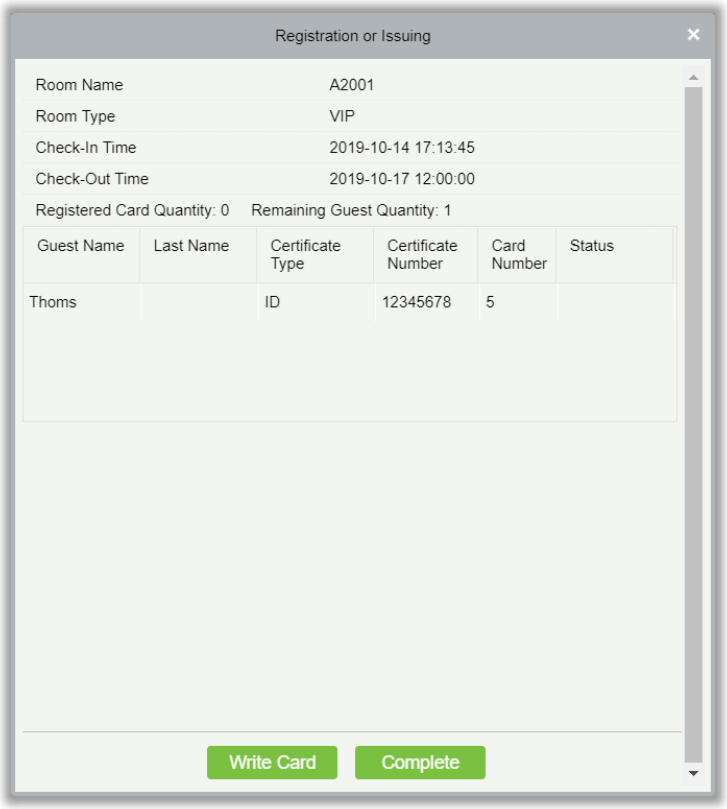
a. If the number of overstay days conflicts with the room reservation, extension is not allowed.

b. The discount rate cannot be modified for overstay.

c. Overstay amount shows the amount to be paid for overstay.

2) After the information in the **Individual Overstay** page is filled click **Extension**. The **Registration or Issuing** page appears, as shown below:

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



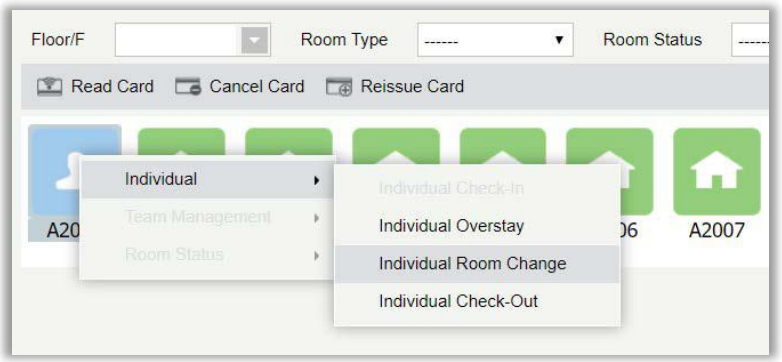
✍Notes:

a. You must re-issue the guest card for the guest who wants to extend the staying period. The card must be the exact guest card issued during check-in; otherwise, card issuance fails.

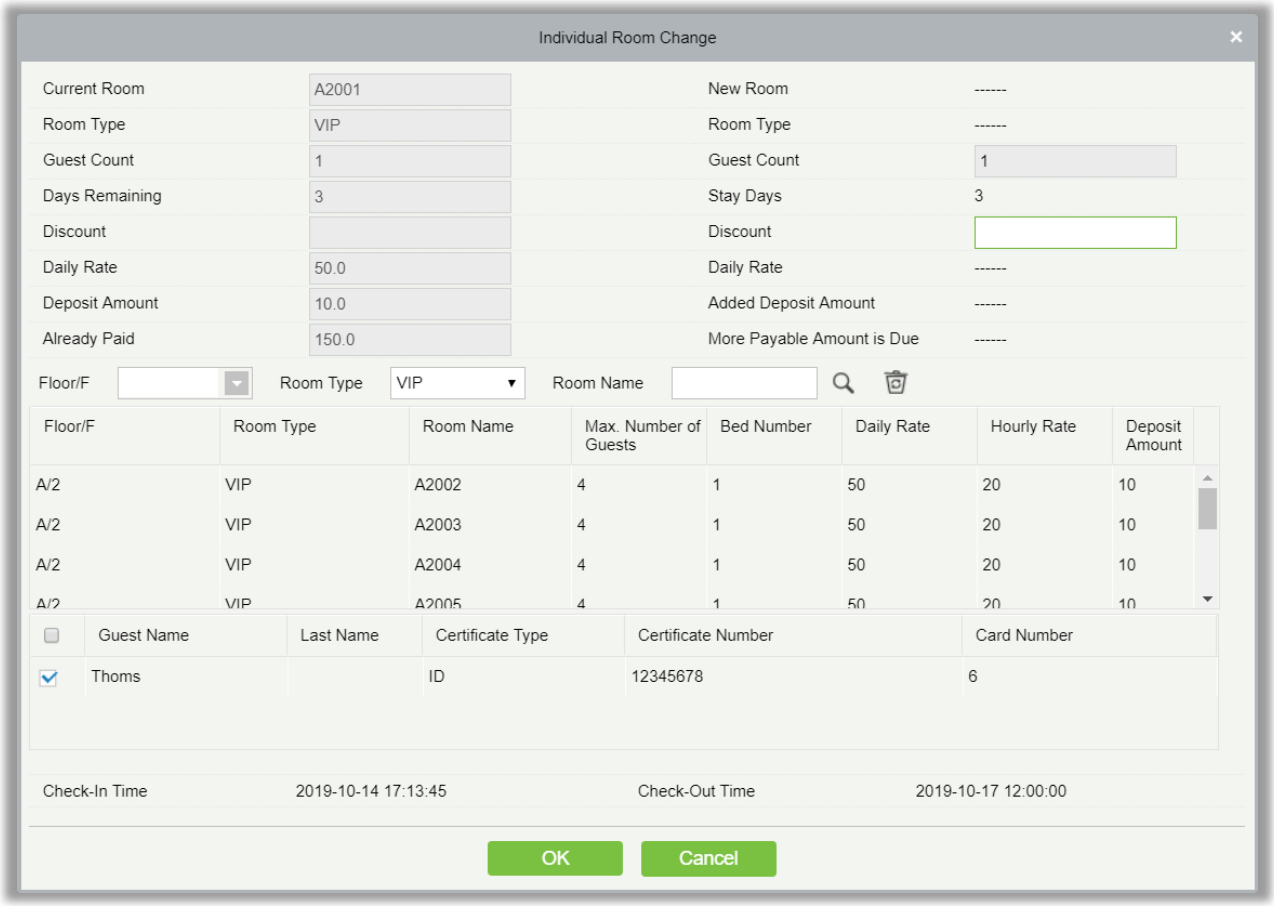
b. You can click **Write Card** to automatically write cards for overstay in circulation until all the overstay cards are written in an interval of 3 seconds.

- Individual room change

1) Right-click a checked-in room icon and choose [Individual Management] > [Individual Room Change]. The interface appears as shown below:



Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



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 less than the maximum number of guests configured for that 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 the 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.

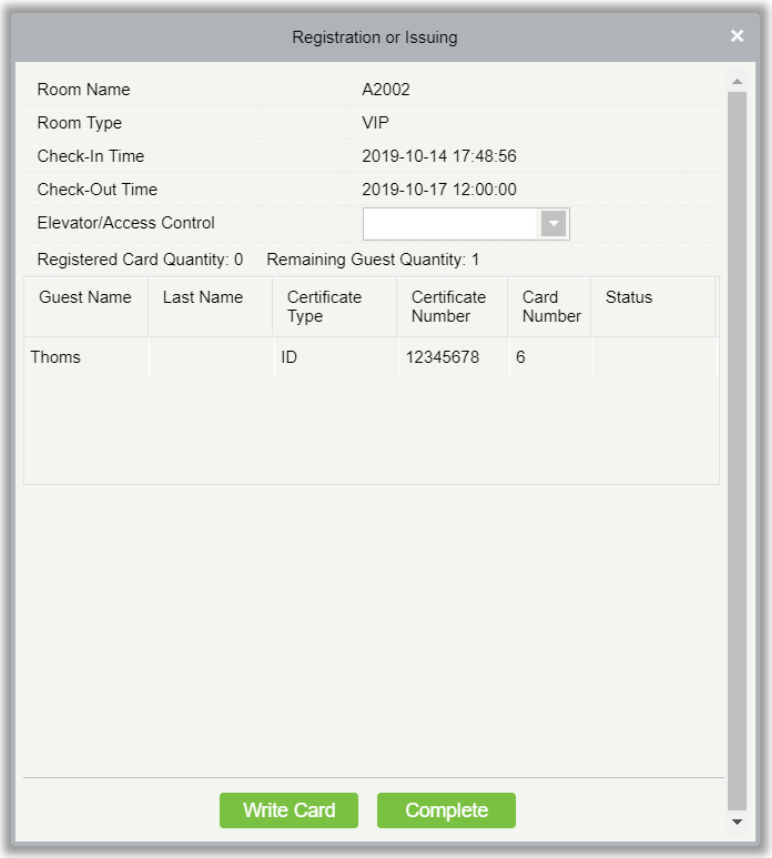
g. If the deposit required for the new guest room is greater than that of the original guest room, the guest needs to make up the deposit. If the deposit required for the new guest room is smaller than that of the original guest room, the deposit amount will be retured on check-out.

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

guest room, the overpaid amount is returned on check-out.

2) After the information is filled for room change, click [OK], and the **Registration or Issuing** page appears, as shown below.



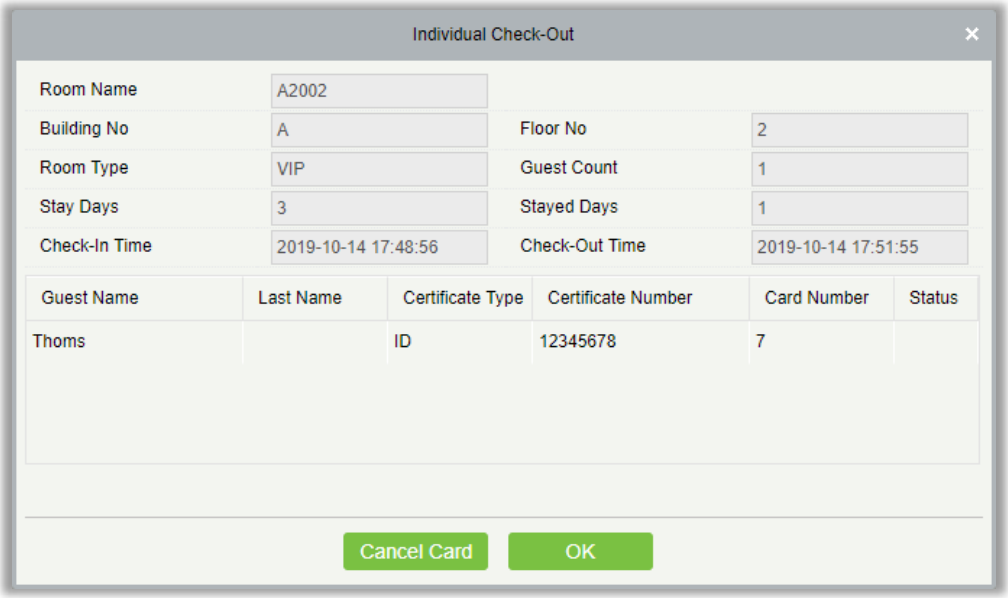
Elevator/access control: Click the drop-down list to select an elevator/access control level. After the parameter is specified, the card can access not only the specified room but also the devices corresponding to the elevator/access control level.

✍**Note:** You can click [Write Card] to automatically write the cards for all room changes in a circulation.

- Individual check-out

Right-click a checked-in room icon and choose [Individual Management] > [Individual Check-Out]. The interface appears as shown below:

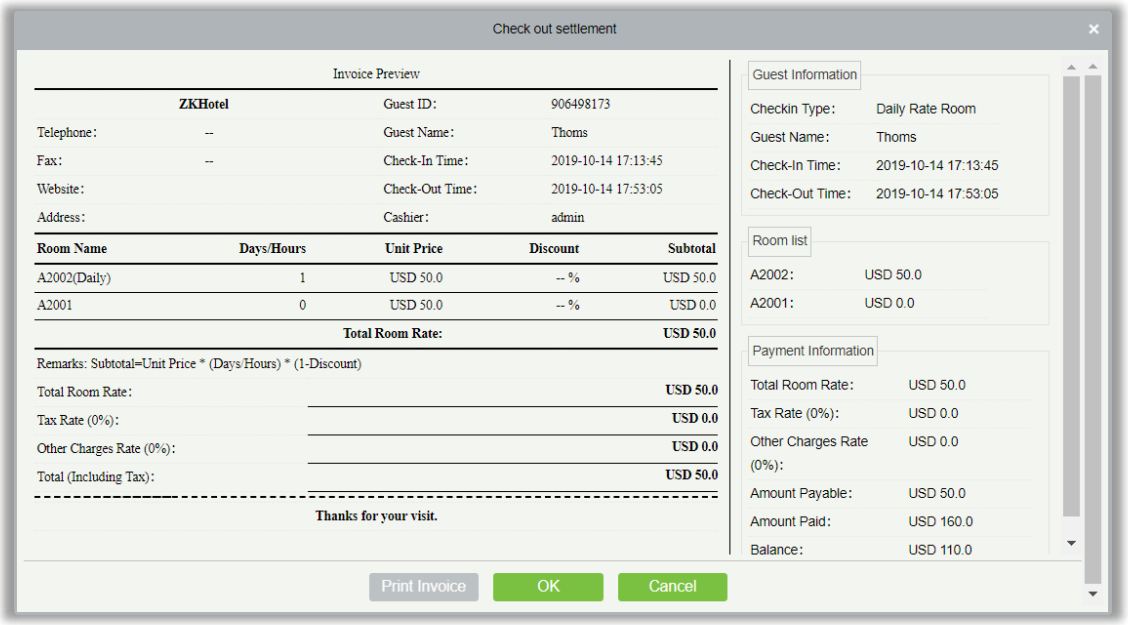
Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



Cancel Card: Check whether the card to be cancelled is the guest card and it matches the current guest room, cancel the card if it matches the guest room, and the system displays 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 will be disabled.

Click [OK], and the **Check out settlement** page appears, as shown below:

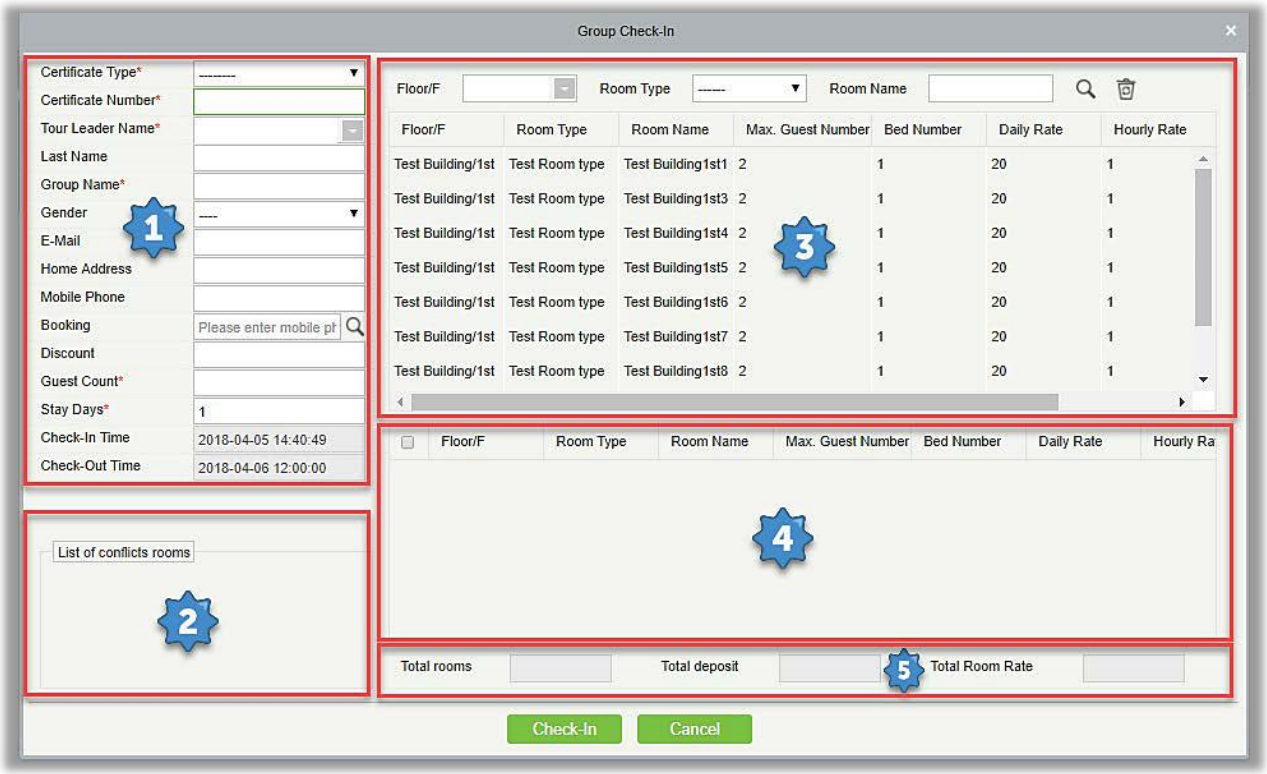


2. Team Management

• 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.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



Reservation query: Enter the mobile number used for reservation and click to search the guest rooms reserved with that number.

Page description:

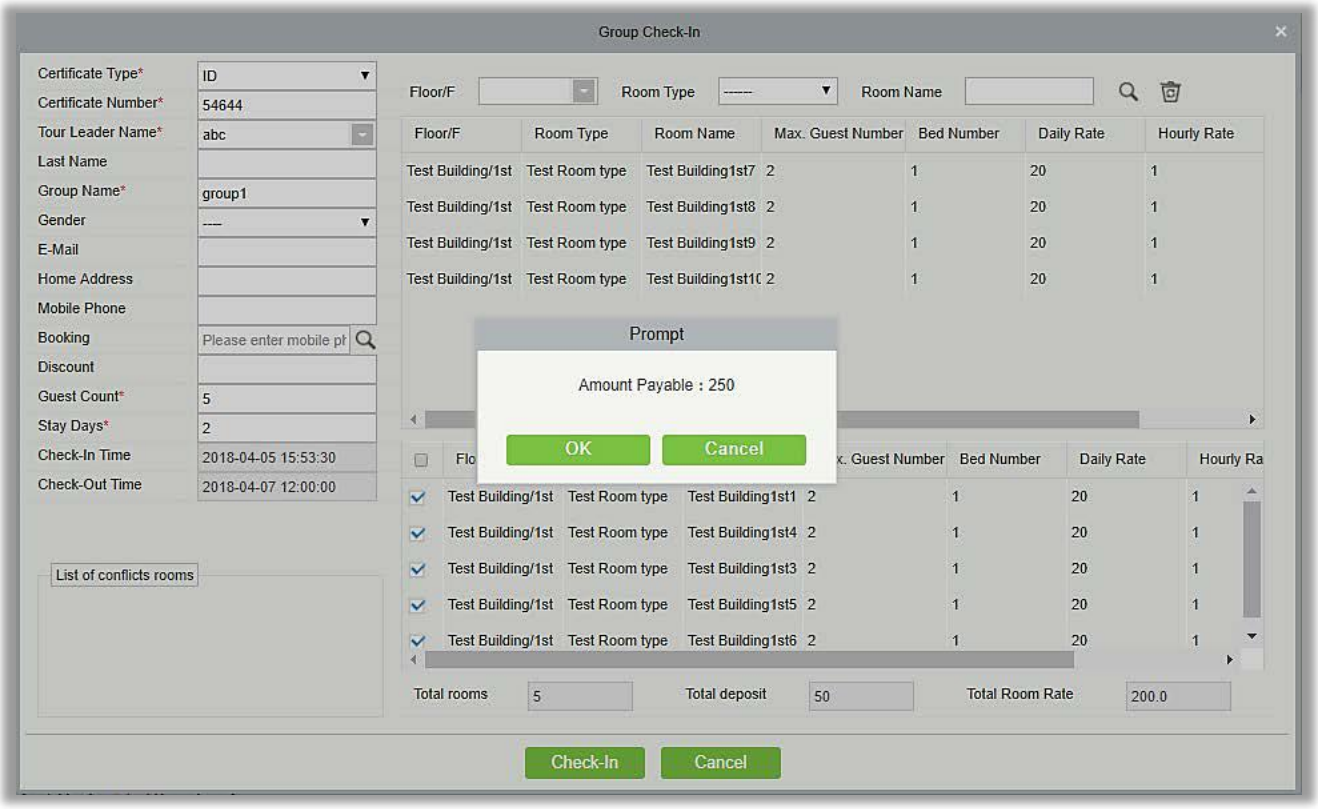
1. Allows you to enter the group check-in information.
2. Shows the reservation information of the current room. If the room has been reserved, the reservation information is displayed in the list in Area II. If the reservation conflicts with the check-in time, check-in cannot be processed.
3. Displays the list of available guest rooms (and you can double-click a room to add it to 4).
4. Displays the reservation and the guest rooms selected in 3.
5. Shows the deposit amount and room cost for the group check-in.

✍Notes:

- If the stay period overlaps with the reservation period, the **Check-In** button will be disabled and check-in is not allowed.
- If the number of check-in guests is greater than maximum number of guests for all guest rooms in total, the **Check-In** button will be disabled and check-in is not allowed.

2) Click [Check-In], and the **Write Card** page appears.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



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.

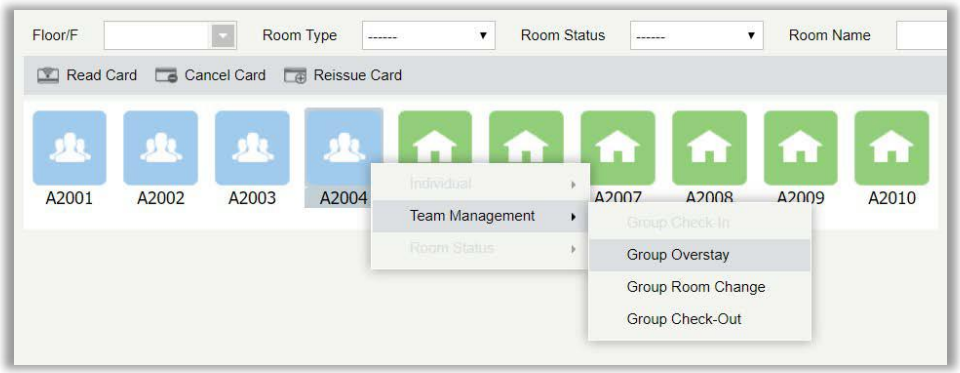
Elevator/Access Control: If the access control or elevator control module exists, and the **Elevator/Access Control** checkbox is selected in **Hotel Settings**, the option will be enabled and you can assign access control or elevator control level to a card. For details about hotel settings, see section Hotel Settings.

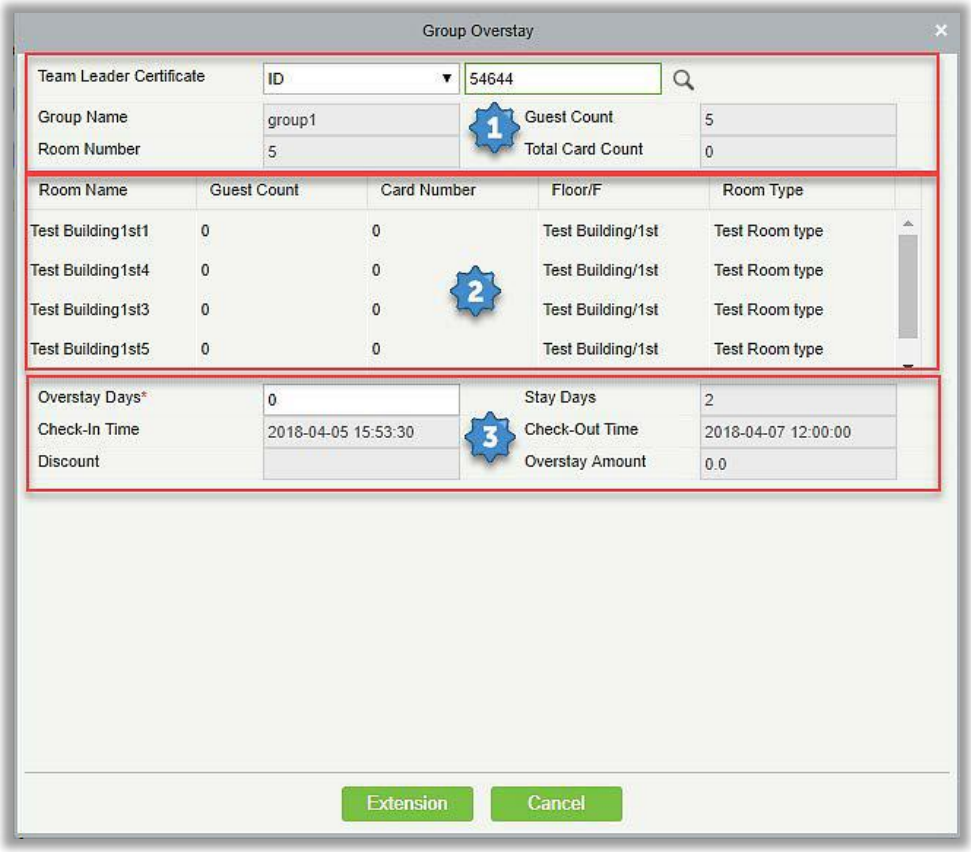
✍**Note:** You can click or to go to the previous or the next room.

- Group Overstay

1) Right-click a checked-in room icon and choose [Team Management] > [Group Overstay]. The interface appears as shown below:

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.





Page description:

1. Displays the information about the rooms checked in by the group and the related guest information.
2. Displays the list of reserved guest rooms.
3. Displays the check-in information of the group.

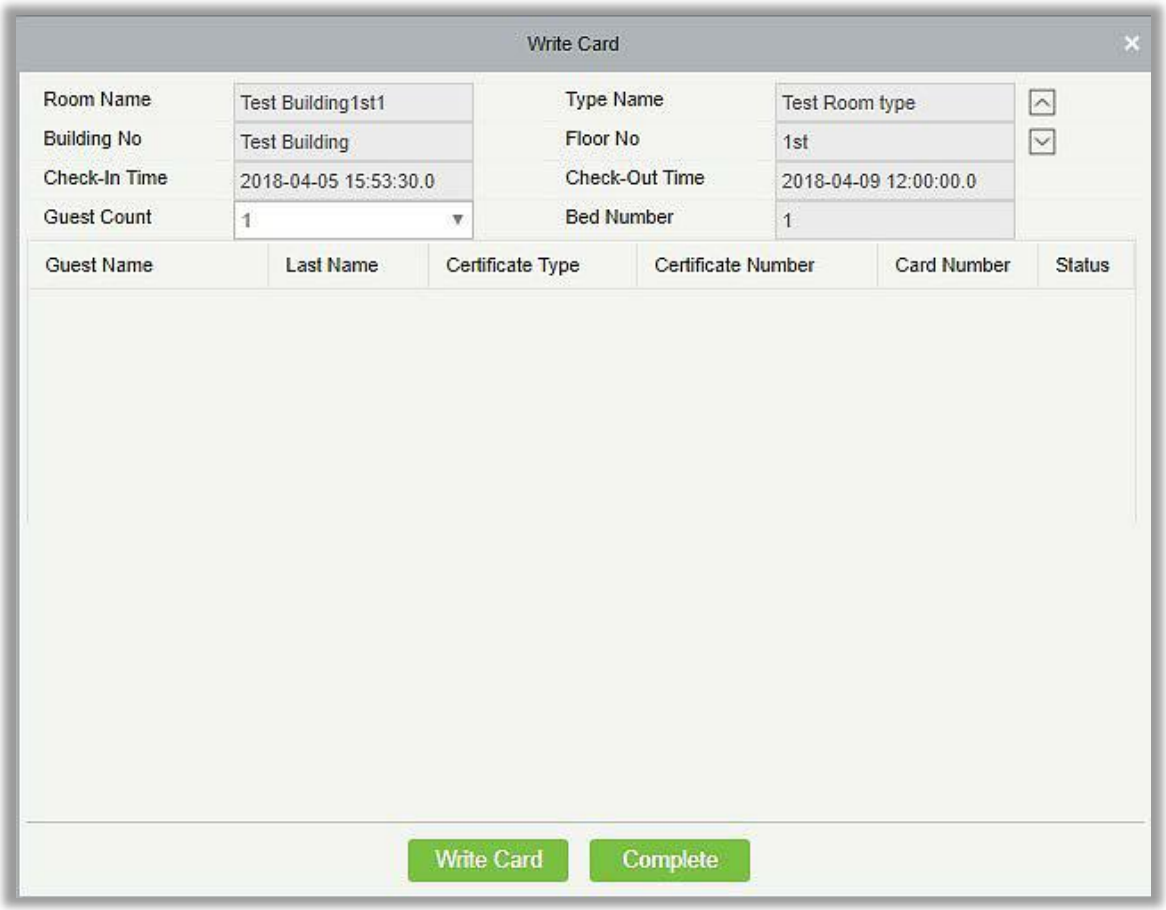
✍Notes:

- The overstay period cannot overlap with the reservation period; otherwise, the **Extension** button will be disabled.
- By default, the stay period will extended for the whole group.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

- The overstay period is minimum one day. For certain reasons, the overstay days can be set to **0**.

2) Click [Extension], and the **Write Card** page for group overstay appears as shown below:



✍Notes:

You can re-write all the 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.

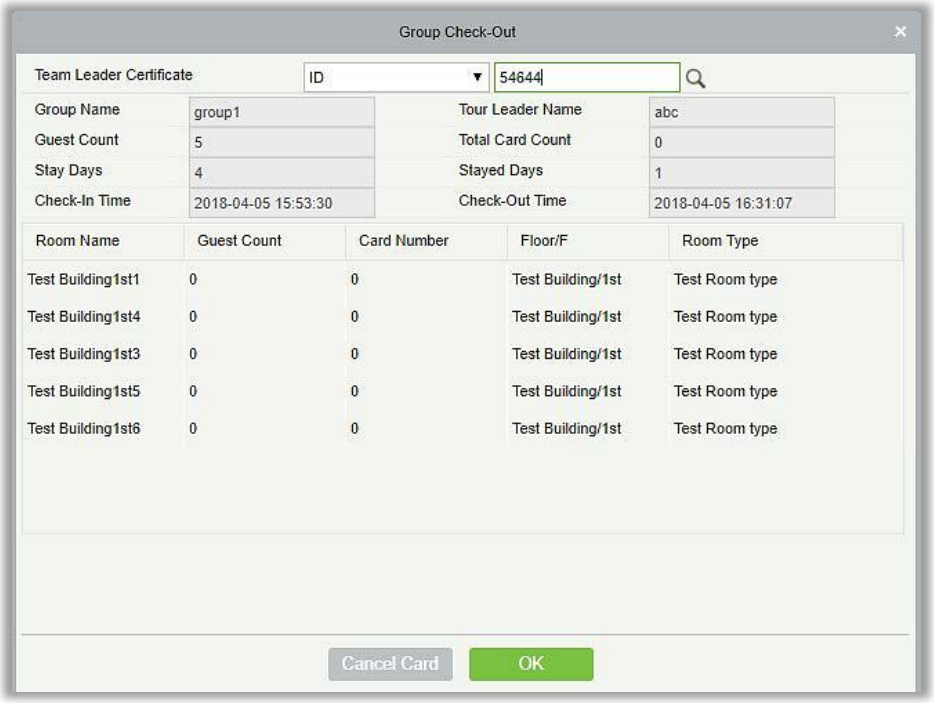
The card issued during guest check-in is required for re-writing. In case the card is damaged or lost, the lost must be reported and the alternative procedure must be carried out.

You can click or to switch to the previous or next room.

- Group check-out

Right-click a checked-in room icon and choose [Team Management] > [Group Check-Out]. The interface appears as shown below:

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

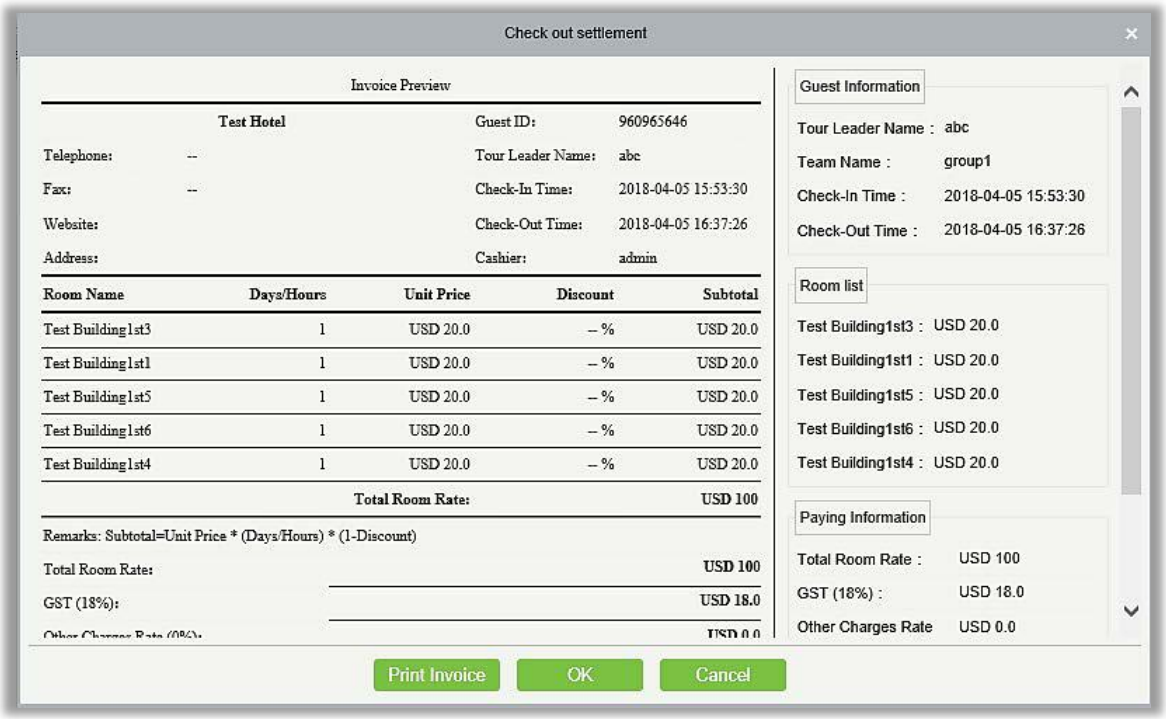


✍Notes:

- You can choose to check out only some of the rooms for the group. By default, all rooms are checked out for one group.
- The cards of the selected room will be cancelled.
- 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.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



3. Reading a card

You can view the card issuance information of all the 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 will be provided.

4. Canceling a card

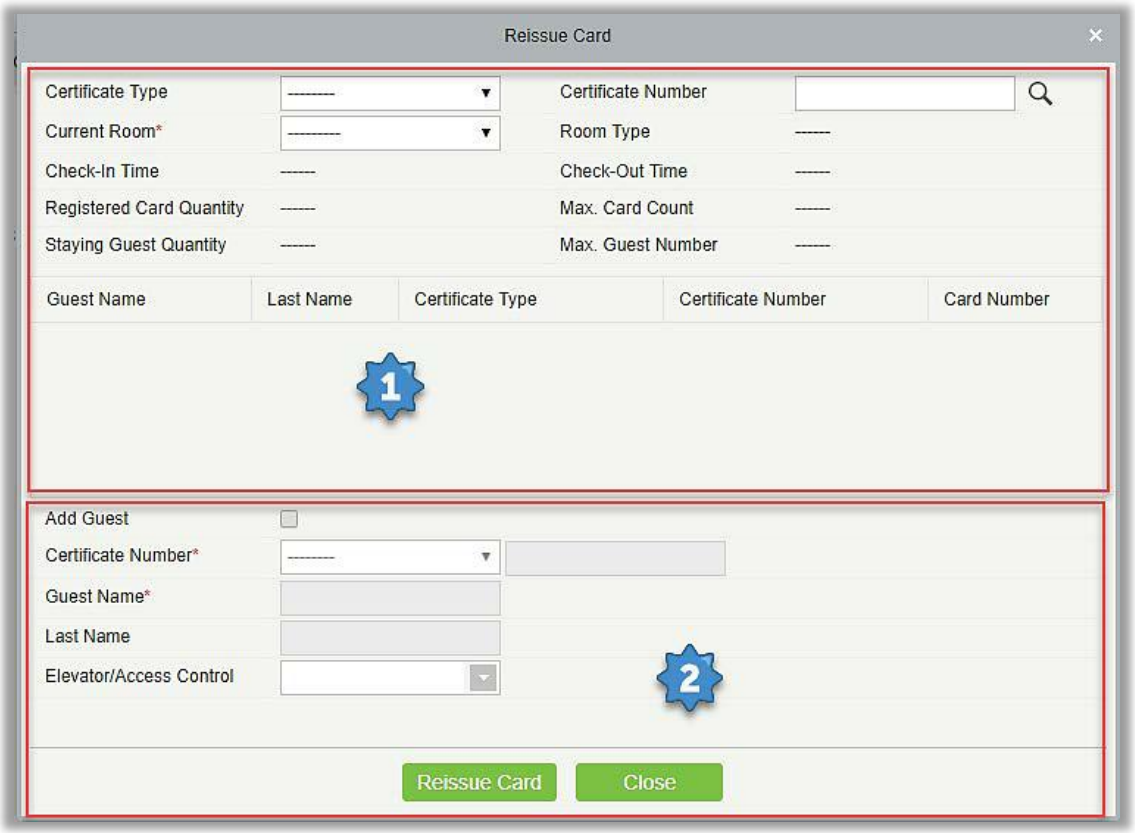
You can clear all the card (IC) information. For a guest card, the system checks whether the card is the actual card of the room checked in by the guest. If it is, the card cannot be cancelled (as the system does not support free-of-card check-in). For other types of cards, no verification is performed.

5. Re-issuing a 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 reaches the maximum, no additional card is allowed.

Choose [Hotel Management] > [Reception Center] > [Reissue Card]. Select a room for card re-issuance or locate the room by searching the certificate information (by clicking 🔍) on the **Reissue Card** page, as shown below.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



Page description:

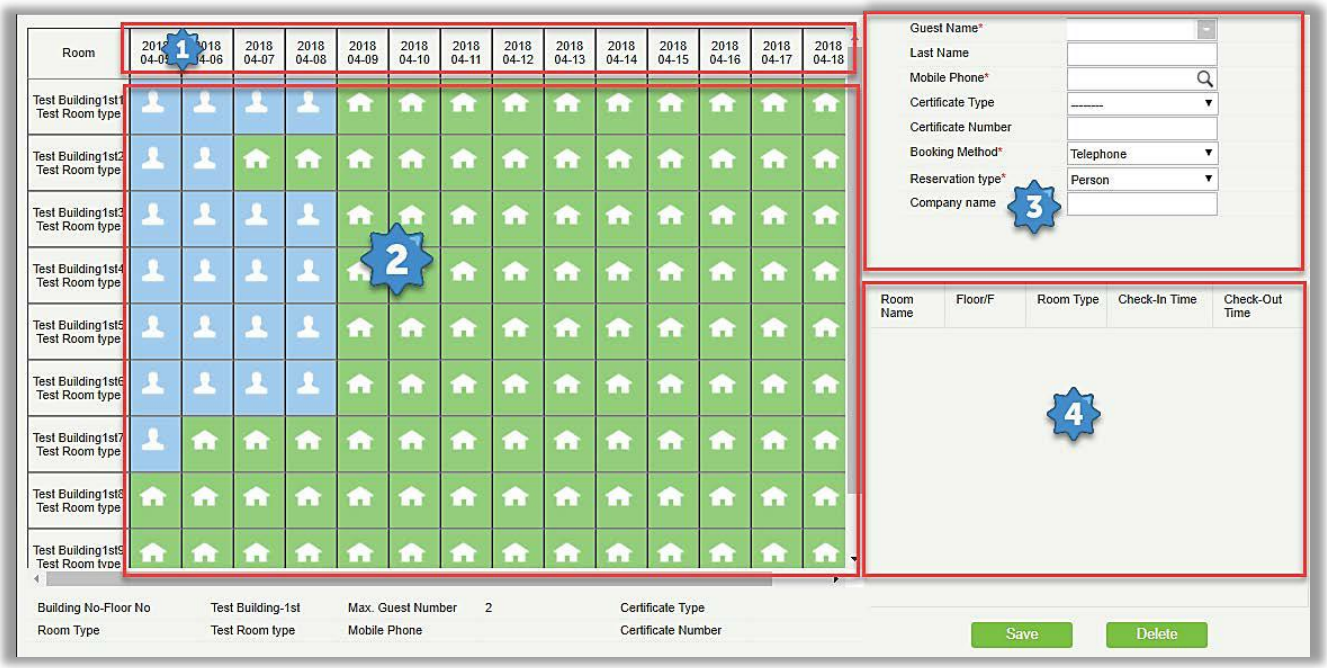
1. Displays the guest information and check-in information of the room.
2. Enables to add the guest information for the card to be issued.

7.5.2 Reservation

You can check the check-in and reservation status of all the rooms in a specified period and proceed to room reservation.

Choose [Hotel Management] > [Reservation Center]. The interface appears as shown below:

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



Page description:

1. (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 Settings.

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 Settings.

2. (Available rooms): All the rooms in the hotel are displayed. You can specify the start and end time and room type to search for the required room.

Room status indicates that the room is available for the specified 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.

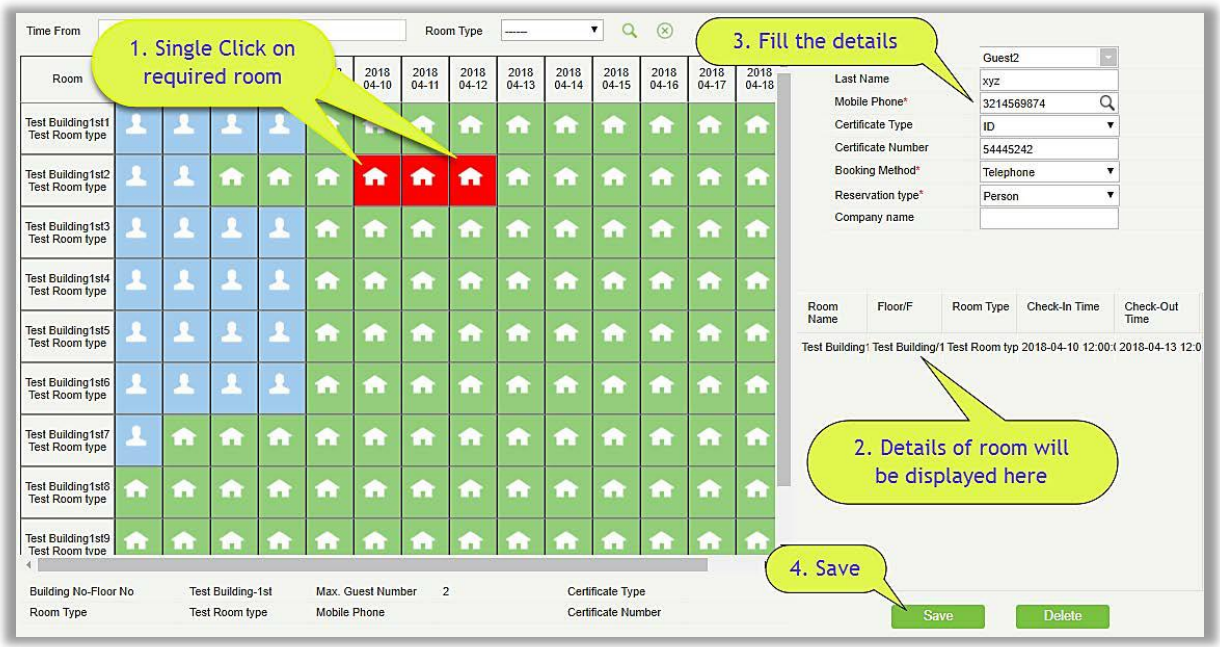
✍**Note:** If a room is occupied by guests, and will be checked out in the reservation period, the room will be displayed among the available rooms, but cannot be reserved before it is checked out.

3. It also displays the guest information of the reservation.

4. You can view the information about the rooms selected for reservation.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

- Reservation process



Step 1: Click the room and select the 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 (continuously) for one room, or multiple dates (continuously for multiple rooms.

After selection, the information about the selected rooms are listed in 4 in the right part of the **Reservation** Center page.

Step 2: Fill in the guest information, including the Name, Mobile Number, Certificate number, and the booking method (telephone or reception desk).

Step 3: Click [Save].

7.5.3 Book Management

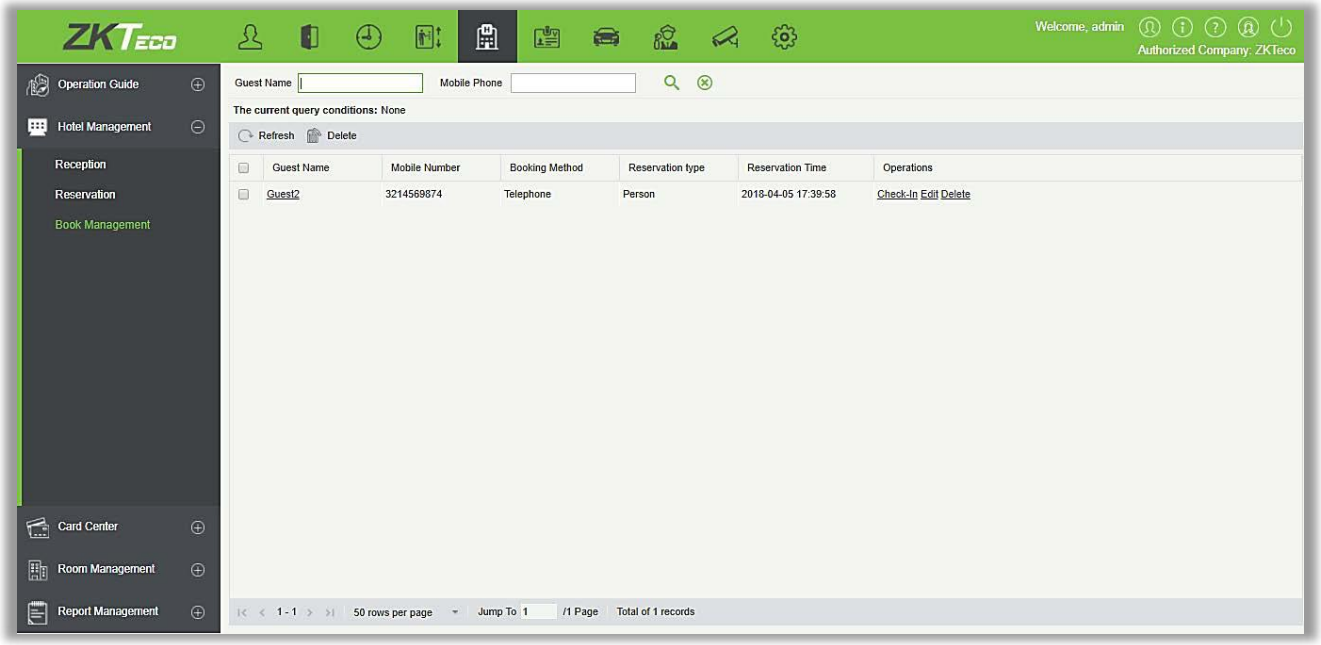
You can search, edit, delete, and handle the check-in information for a reservation.

- Searching for reservation

Choose [Hotel Management] > [Book Management]. The interface appears as shown below:

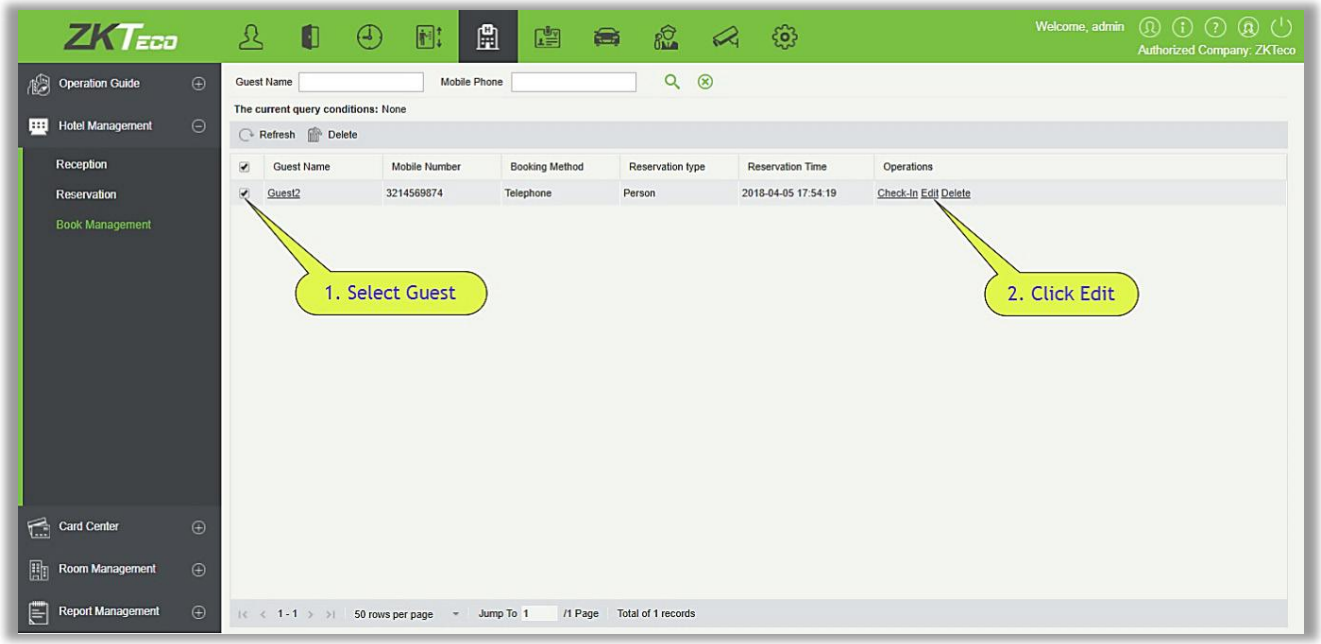
You can also enter the guest name and mobile number to search the required reservation.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



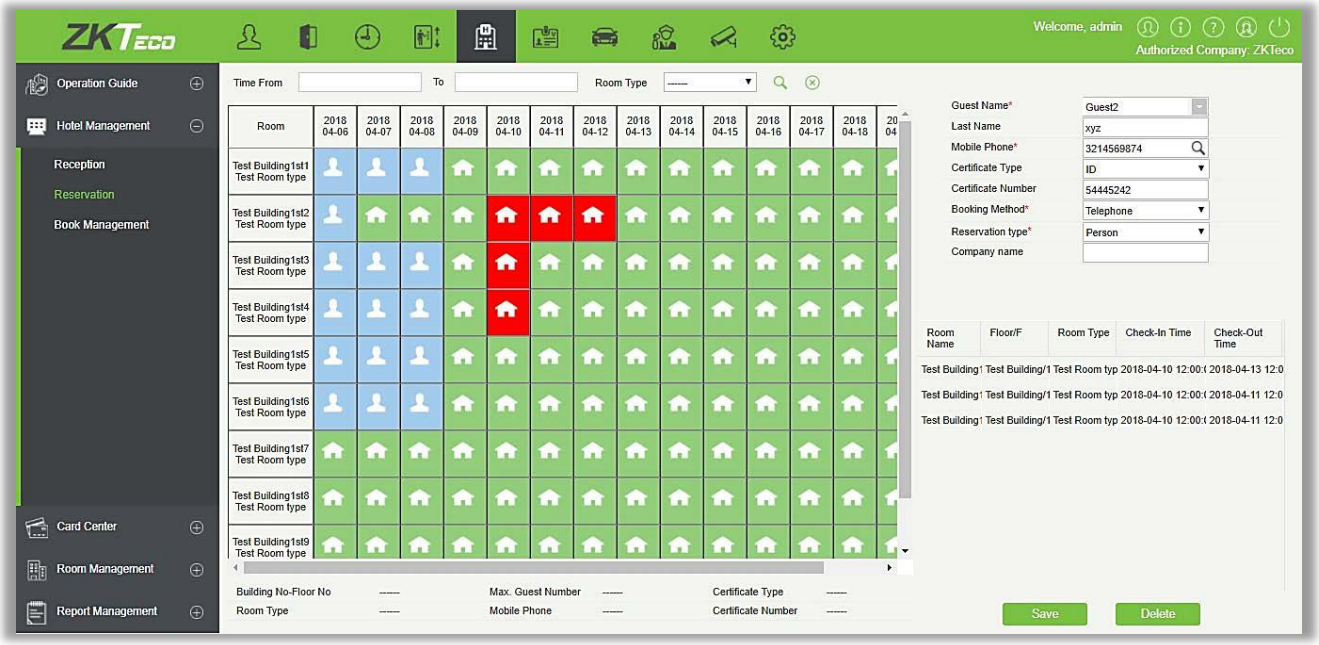
• Editing/deleting a reservation

Select the guest name of the required reservation, and click [Edit] under **Operations**.



The below reservation page will be displayed. You can change a room or modify the guest information for the reservation. Modify the details accordingly and click [Save].

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

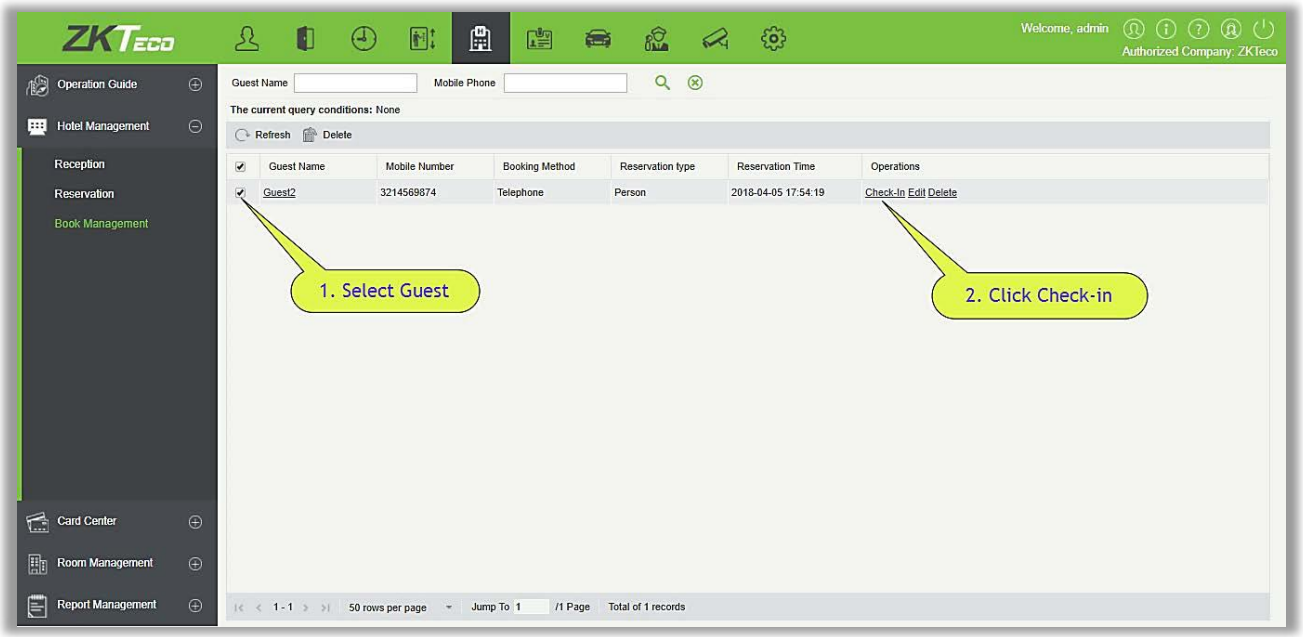


Delete:

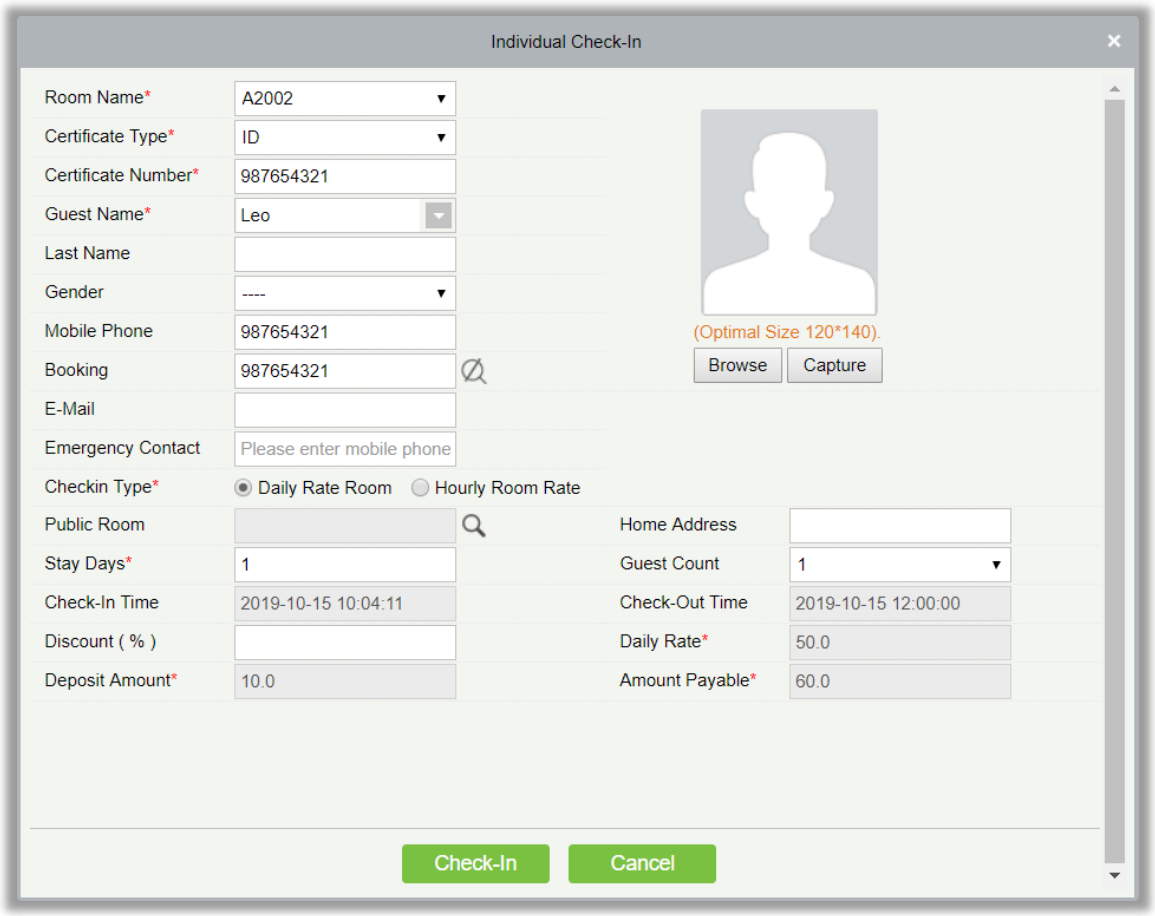
Select the guest name of the reservation, and click [Delete] under **Operations** or the **delete** button on the top of the list to delete the reservation.

• Managing check-in

Select the guest name of the required reservation, click [Check-In] under **Operations**. The **Individual Check-In** page appears as shown below:

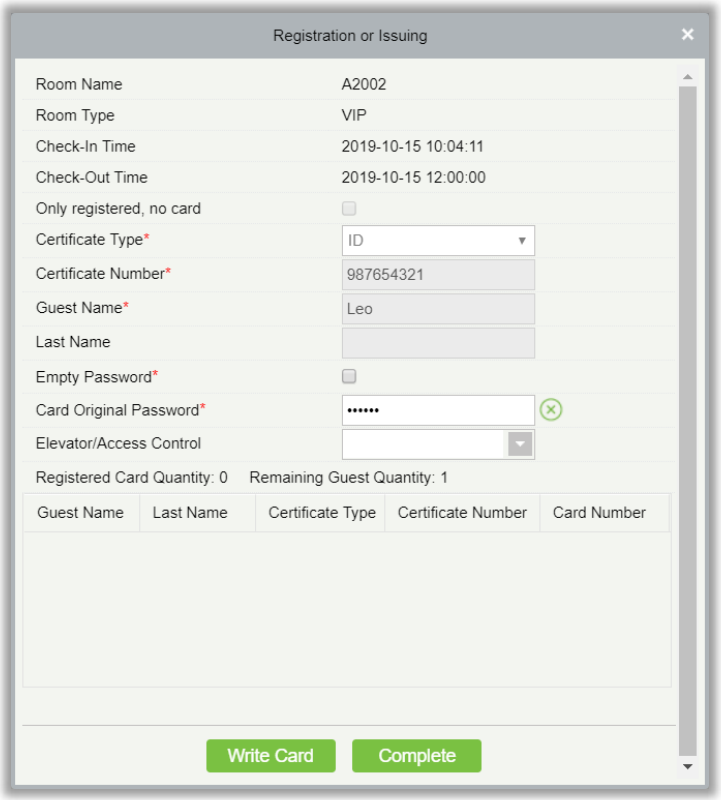


Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



The system automatically uploads 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.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



Place the guest card on the Card writer and click [Write Card] and **Complete** to complete the check-in process.

✍**Notes:**

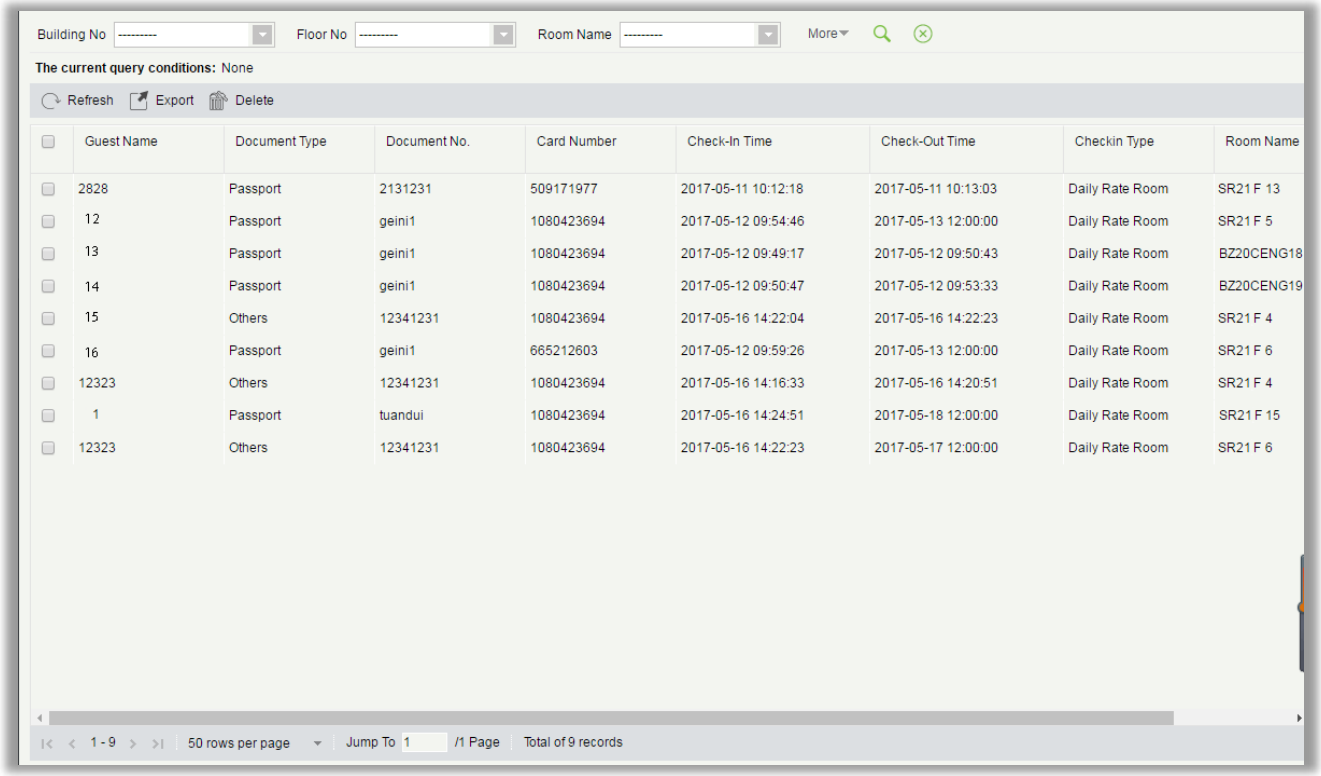
- You cannot process check-in for an expired reservation. Check-in can only be processed on the site. For details, see Individual check-in in section Reception Center.
- The guest can check in before the reserved time.

7.6 Report Management

7.6.1 Guest Check-In Report

To view the report of guest check-in details, enter the search conditions to view the records.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



You can export the records in Excel, PDF, or CSV file formats.

ZKTECO

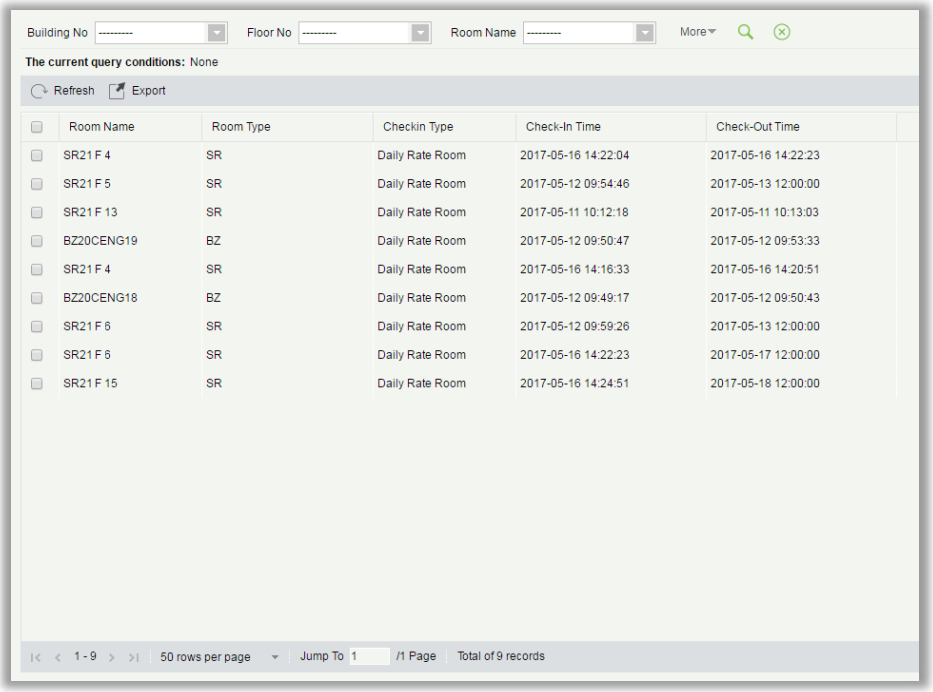
Guest Checkin Report

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	4117649102	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 15:19:06	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	4117649102	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

7.6.2 Room Check-In 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 to view the records.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



You can export the records into an Excel, PDF, or CSV file formats.

ZKTECO

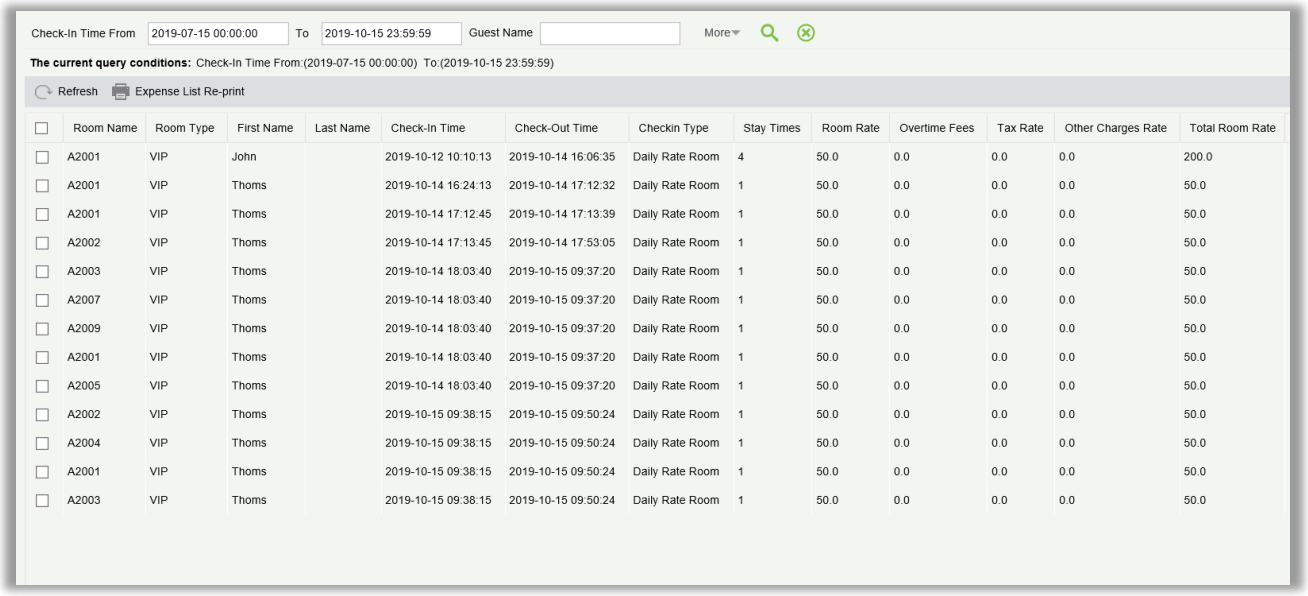
Room Checkin Report

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

7.6.3 Room Charge Report

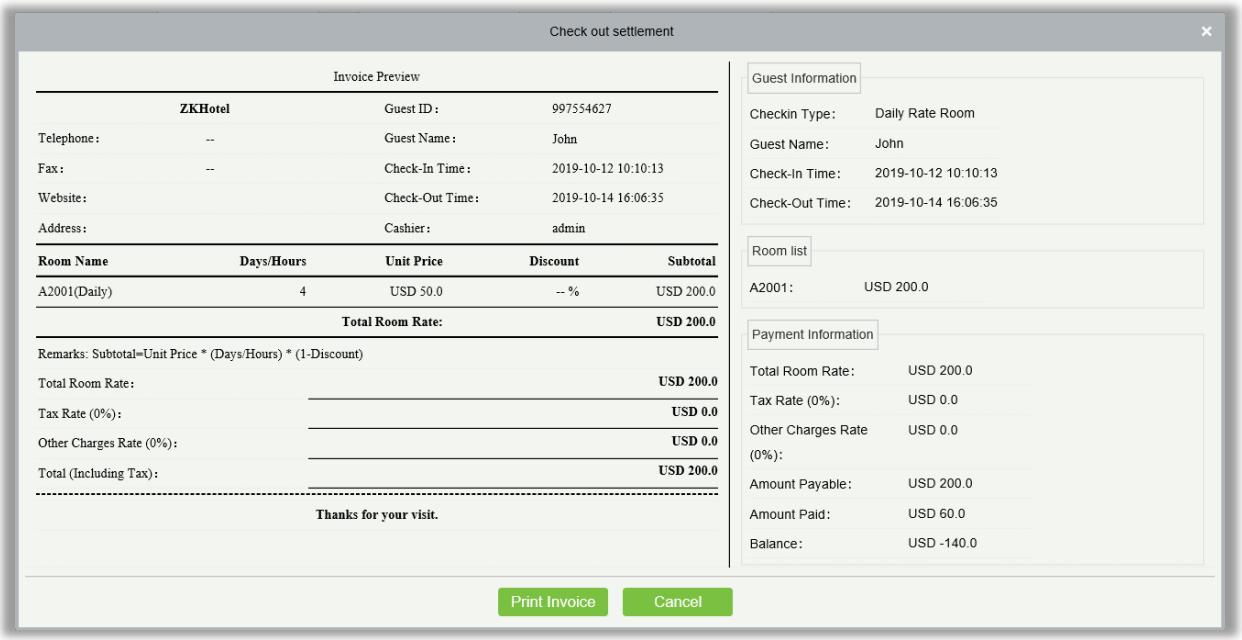
To check the room expenses record, enter the search conditions (including time, guest name, room name, and room type) to view the records.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



Room Name	Room Type	First Name	Last Name	Check-In Time	Check-Out Time	Checkin Type	Stay Times	Room Rate	Overtime Fees	Tax Rate	Other Charges Rate	Total Room Rate
A2001	VIP	John		2019-10-12 10:10:13	2019-10-14 16:06:35	Daily Rate Room	4	50.0	0.0	0.0	0.0	200.0
A2001	VIP	Thoms		2019-10-14 16:24:13	2019-10-14 17:12:32	Daily Rate Room	1	50.0	0.0	0.0	0.0	50.0
A2001	VIP	Thoms		2019-10-14 17:12:45	2019-10-14 17:13:39	Daily Rate Room	1	50.0	0.0	0.0	0.0	50.0
A2002	VIP	Thoms		2019-10-14 17:13:45	2019-10-14 17:53:05	Daily Rate Room	1	50.0	0.0	0.0	0.0	50.0
A2003	VIP	Thoms		2019-10-14 18:03:40	2019-10-15 09:37:20	Daily Rate Room	1	50.0	0.0	0.0	0.0	50.0
A2007	VIP	Thoms		2019-10-14 18:03:40	2019-10-15 09:37:20	Daily Rate Room	1	50.0	0.0	0.0	0.0	50.0
A2009	VIP	Thoms		2019-10-14 18:03:40	2019-10-15 09:37:20	Daily Rate Room	1	50.0	0.0	0.0	0.0	50.0
A2001	VIP	Thoms		2019-10-14 18:03:40	2019-10-15 09:37:20	Daily Rate Room	1	50.0	0.0	0.0	0.0	50.0
A2005	VIP	Thoms		2019-10-14 18:03:40	2019-10-15 09:37:20	Daily Rate Room	1	50.0	0.0	0.0	0.0	50.0
A2002	VIP	Thoms		2019-10-15 09:38:15	2019-10-15 09:50:24	Daily Rate Room	1	50.0	0.0	0.0	0.0	50.0
A2004	VIP	Thoms		2019-10-15 09:38:15	2019-10-15 09:50:24	Daily Rate Room	1	50.0	0.0	0.0	0.0	50.0
A2001	VIP	Thoms		2019-10-15 09:38:15	2019-10-15 09:50:24	Daily Rate Room	1	50.0	0.0	0.0	0.0	50.0
A2003	VIP	Thoms		2019-10-15 09:38:15	2019-10-15 09:50:24	Daily Rate Room	1	50.0	0.0	0.0	0.0	50.0

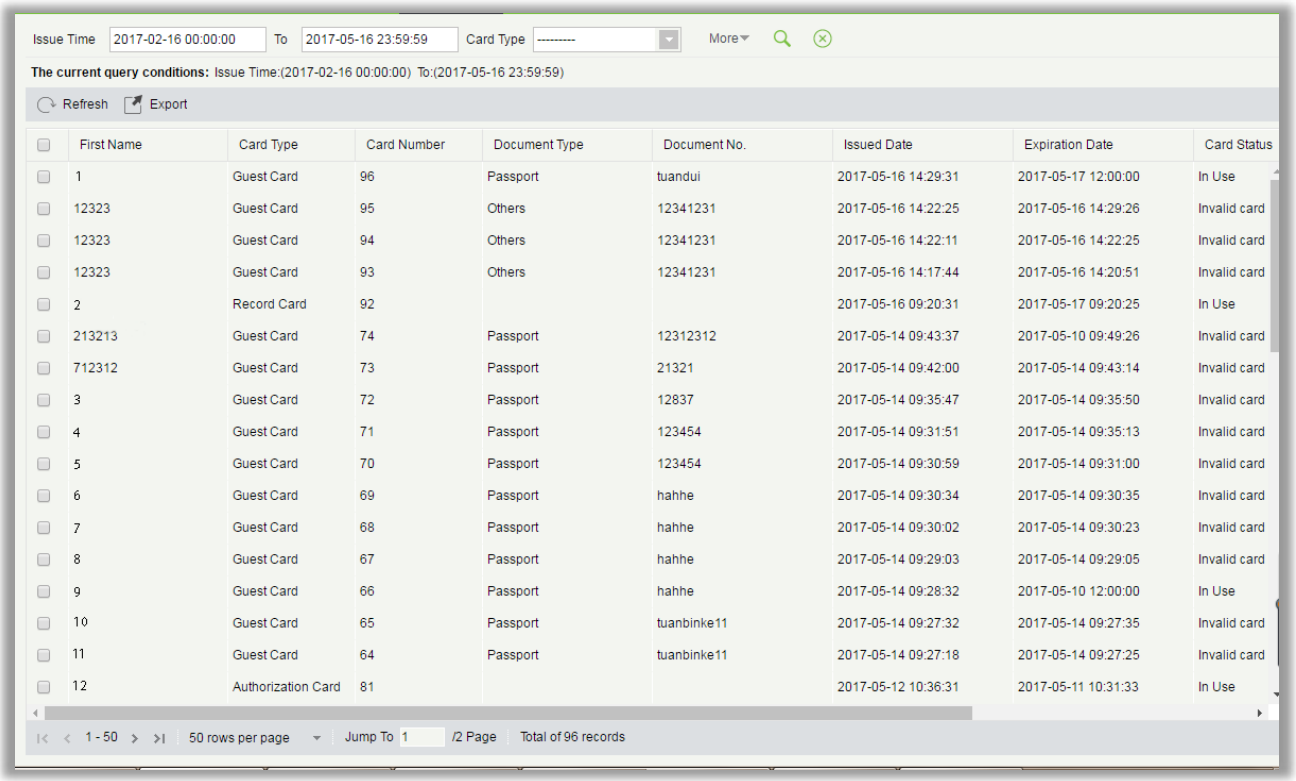
Expense List Re-print: Select the room charge record which is to be printed, then click **Expense List Re-print** button, the check out settlement page will appear, as shown below. Click **Print Invoice** button to print.



Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

7.6.4 Issue card Report

You can also view all the card writing records or search the required card writing records with multiple search conditions. Enter the search conditions (including time, card type, card No., issuing date, and expiration date) to view the associated card writing records.



First Name	Card Type	Card Number	Document Type	Document No.	Issued Date	Expiration Date	Card Status
1	Guest Card	96	Passport	tuandui	2017-05-16 14:29:31	2017-05-17 12:00:00	In Use
12323	Guest Card	95	Others	12341231	2017-05-16 14:22:25	2017-05-16 14:29:26	Invalid card
12323	Guest Card	94	Others	12341231	2017-05-16 14:22:11	2017-05-16 14:22:25	Invalid card
12323	Guest Card	93	Others	12341231	2017-05-16 14:17:44	2017-05-16 14:20:51	Invalid card
2	Record Card	92			2017-05-16 09:20:31	2017-05-17 09:20:25	In Use
213213	Guest Card	74	Passport	12312312	2017-05-14 09:43:37	2017-05-10 09:49:26	Invalid card
712312	Guest Card	73	Passport	21321	2017-05-14 09:42:00	2017-05-14 09:43:14	Invalid card
3	Guest Card	72	Passport	12837	2017-05-14 09:35:47	2017-05-14 09:35:50	Invalid card
4	Guest Card	71	Passport	123454	2017-05-14 09:31:51	2017-05-14 09:35:13	Invalid card
5	Guest Card	70	Passport	123454	2017-05-14 09:30:59	2017-05-14 09:31:00	Invalid card
6	Guest Card	69	Passport	hahhe	2017-05-14 09:30:34	2017-05-14 09:30:35	Invalid card
7	Guest Card	68	Passport	hahhe	2017-05-14 09:30:02	2017-05-14 09:30:23	Invalid card
8	Guest Card	67	Passport	hahhe	2017-05-14 09:29:03	2017-05-14 09:29:05	Invalid card
9	Guest Card	66	Passport	hahhe	2017-05-14 09:28:32	2017-05-10 12:00:00	In Use
10	Guest Card	65	Passport	tuanbinke11	2017-05-14 09:27:32	2017-05-14 09:27:35	Invalid card
11	Guest Card	64	Passport	tuanbinke11	2017-05-14 09:27:18	2017-05-14 09:27:25	Invalid card
12	Authorization Card	81			2017-05-12 10:36:31	2017-05-11 10:31:33	In Use

You can export the records in Excel, PDF, or CSV file formats.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

ZKTECO

Issue Card Report

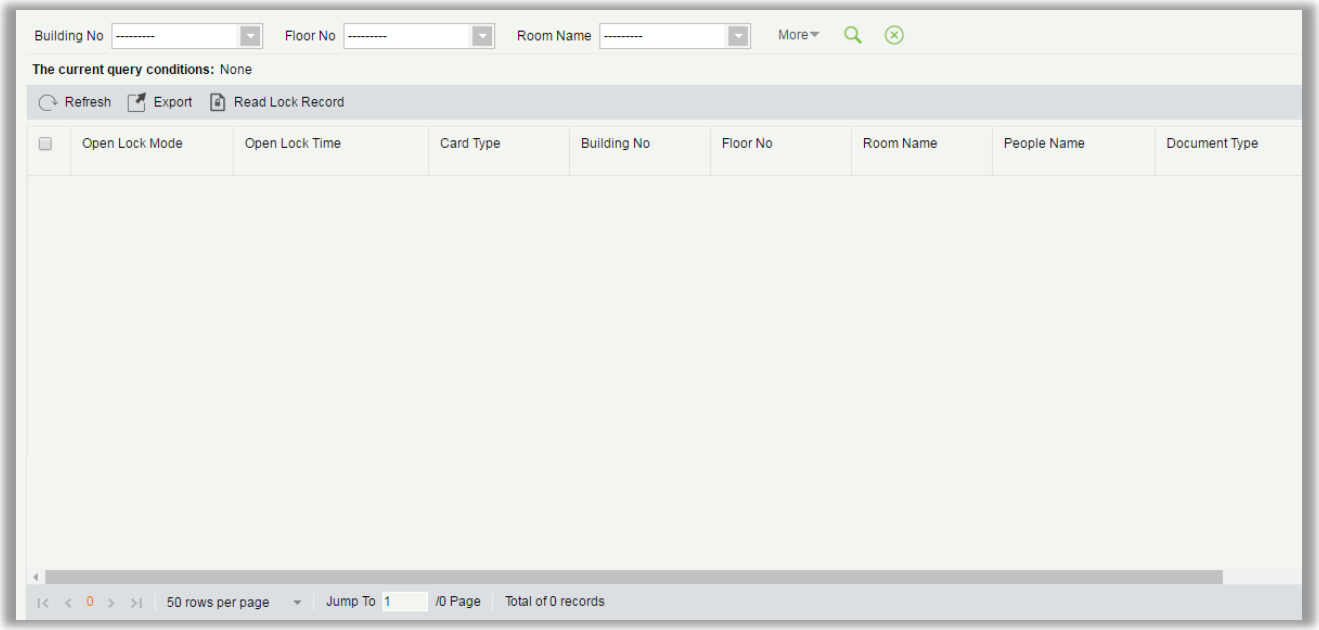
First Name	Last Name	Card Type	Card Number	Document Type	Document No.	Issued Date	Expiration Date	Card Status	Issue Time	Operation User
Sherry	Yang	Room Name Card	21			2017-12-15 15:26:51	2017-12-15 15:31:13	Invalid card	2017-12-15 15:26:51	admin
Sherry	Yang	Room Area Card	20			2017-12-15 15:25:57	2017-12-15 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	5577556	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

Created from ZKBioSecurity software. All rights reserved. 1/2

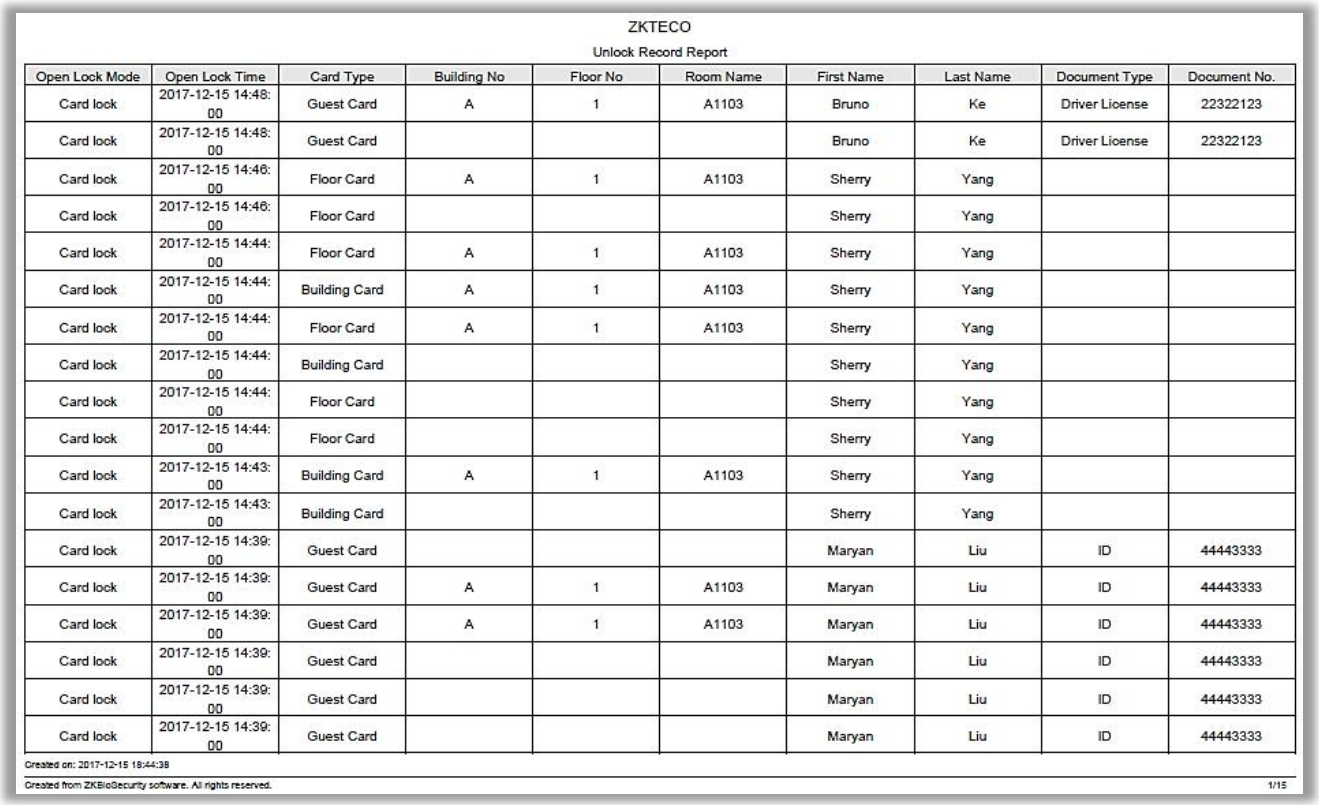
7.6.5 Unlock Record Report

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 the lock opening records of the record card. You can enter the search conditions (including the building/floor/room name, start time, and end time) to view the associated records.



You can export the records in Excel, PDF, or CSV file formats.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



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 14:46:00	Floor Card	A	1	A1103	Sherry	Yang		
Card lock	2017-12-15 14:46:00	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

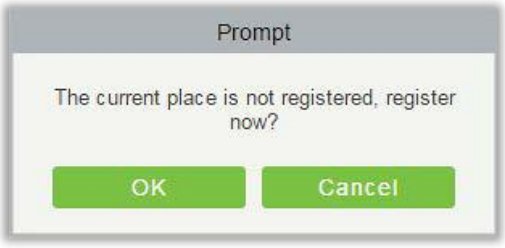
Created from ZKBioSecurity software. All rights reserved.

1/15

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

8. Visitor System

After clicking [Visitor], the following window will pop up. Click [OK] to register the clients accessing the server to the Entry Place lists. For more details of registration of an entry place, please refer to Entry Place.

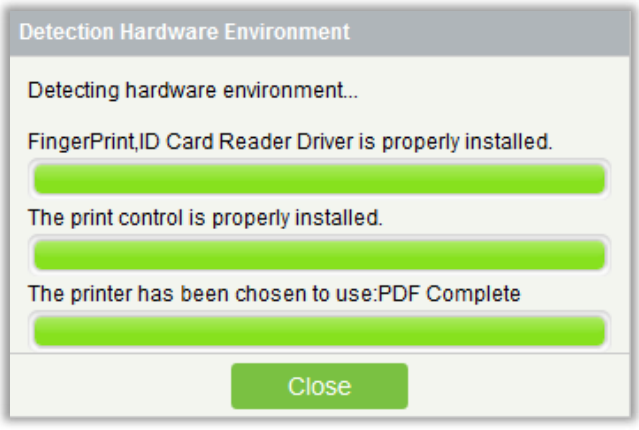


8.1 Registration

8.1.1 Entry Registration

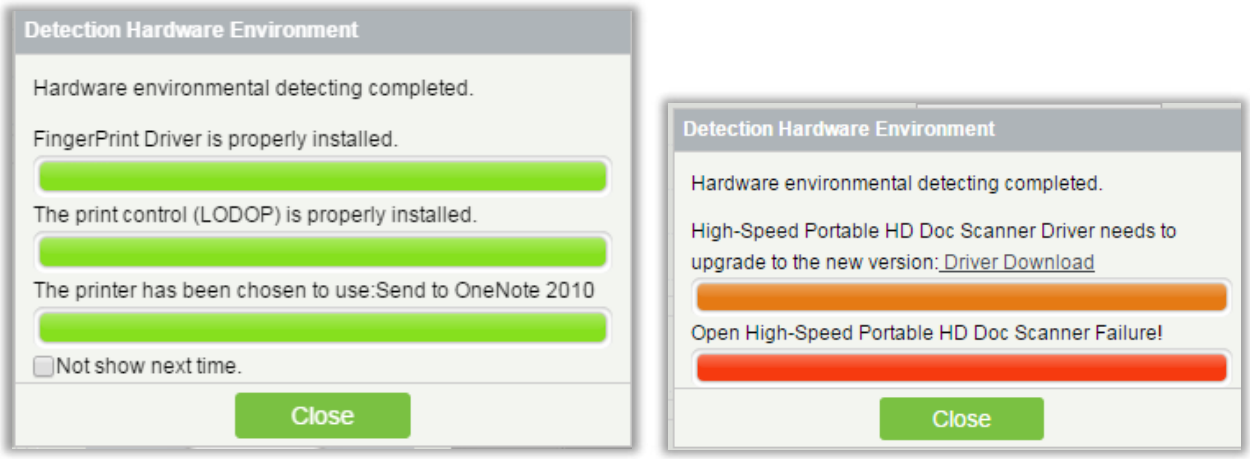
- Entry Registration

1. Click [Registration] > [Entry Registration], the system will detect the hardware environment based on the parameters of [Parameters] in [Basic Management] before entering the registration page:



After the detection is completed, click, click [Close] to continue registering, shown as the left figure below. If the detection failed, click [Close] and the system will prompt to download driver, click [Close] to close the registration window, shown as the right figure below.

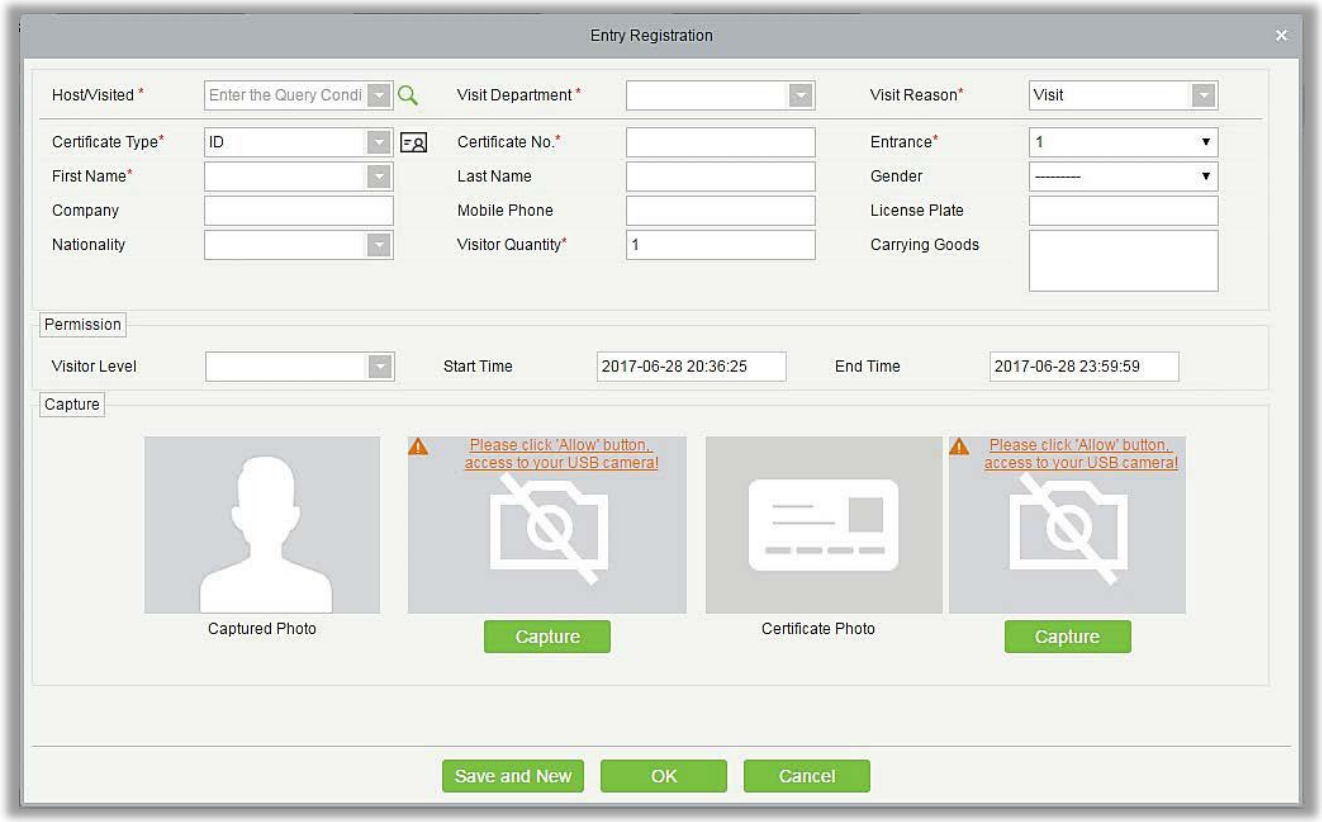
Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



✍Notes:

- In the [Parameters] of [Basic Management], if you checked the" Type of Photo Printed on the Receipt Catch Photo", "Fingerprint Registration is Required" and "Use High-Speed Portable HD Doc Scanner", the related controls or drives will be detected. More details about [Parameters], please refer to Parameters.
- If it is detected that no driver has been installed or an older version of driver has been installed, the system will be prompted to download the latest drivers.

2. The registration page is shown as below:



Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

Fields are as follows:

Host/Visited: Select the visited personnel.

Visit Department: Select the department the visitor will visit.

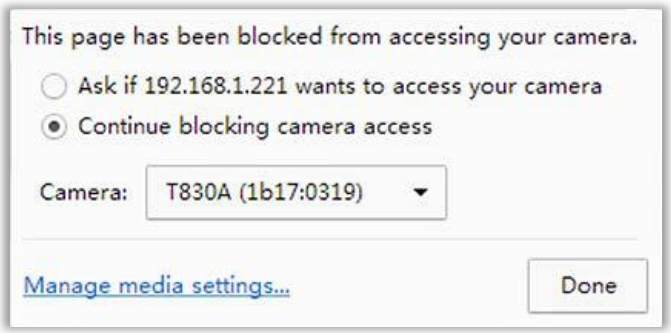
Visit Reason: Select the visit reason. You can also input a new reason, and the reason will be added in the Visit Reason list in the [Visit Reason] of [Basic Management].

Certificate Type: Passport, Driving License, ID Card and Others are available to choose. If ID Scan OCR function is activated, visitor information will display automatically after clicking icon.

Entrance: Select the entry place for the visitor. You can add an entry place in the [Entry Place] of [Basic Management].

Certificate No.: The numbers and letters are legal; the max length is 20.

Capture: The captured photo and certificate photo can be taken separately or at the same time (which can be set in Parameter Settings). If there is a camera (High-Speed Portable HD Doc Scanner) connected with the server, you can click [Capture] to take the visitors' photo. The browser may block the camera to access, please click in the IP address bar to select the camera and change setting to allow access to this page.



✍Notes:

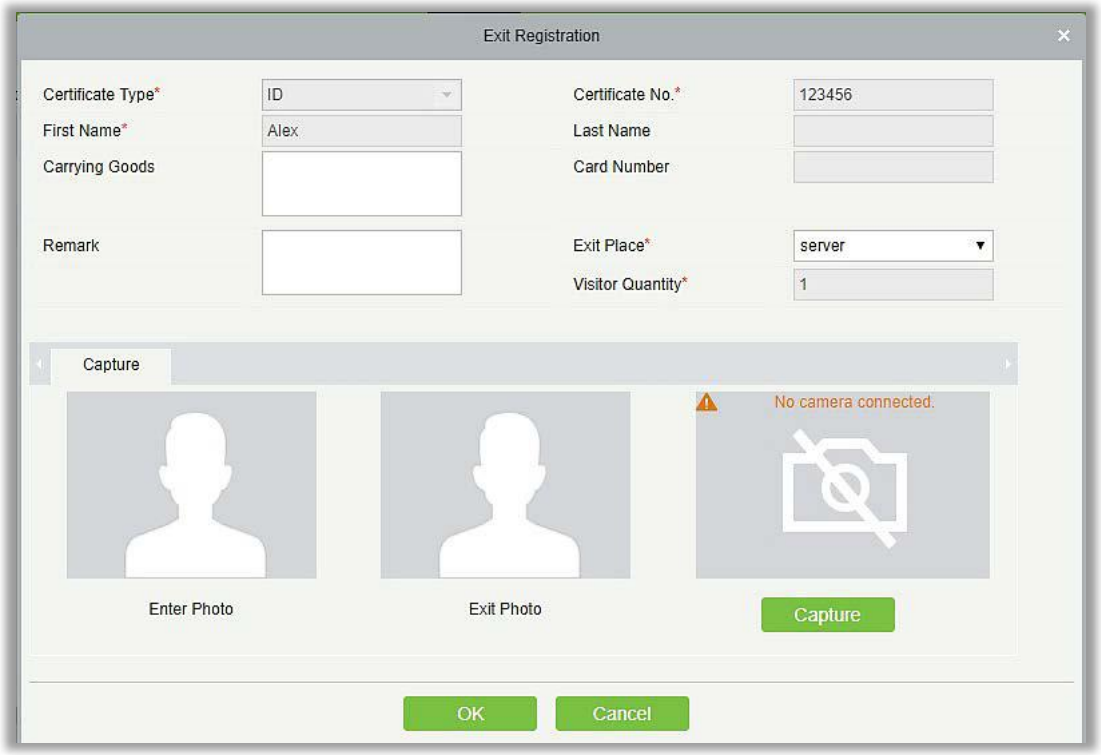
- For different browsers, the contents of tips are different, the actual browser display prevail, just choose the shared camera, and allows the system to access the camera.
- If the entry place supports network camera, scanner, high camera, it will not pop up this tip.
- You can select card number, fingerprint, password or code scanning for registration (set in the parameter setting).

- Exit Registration

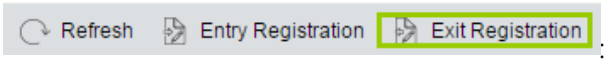
There are 2 ways:

1. Click [Exit Registration] below Operations as a visitor is ready to leave.

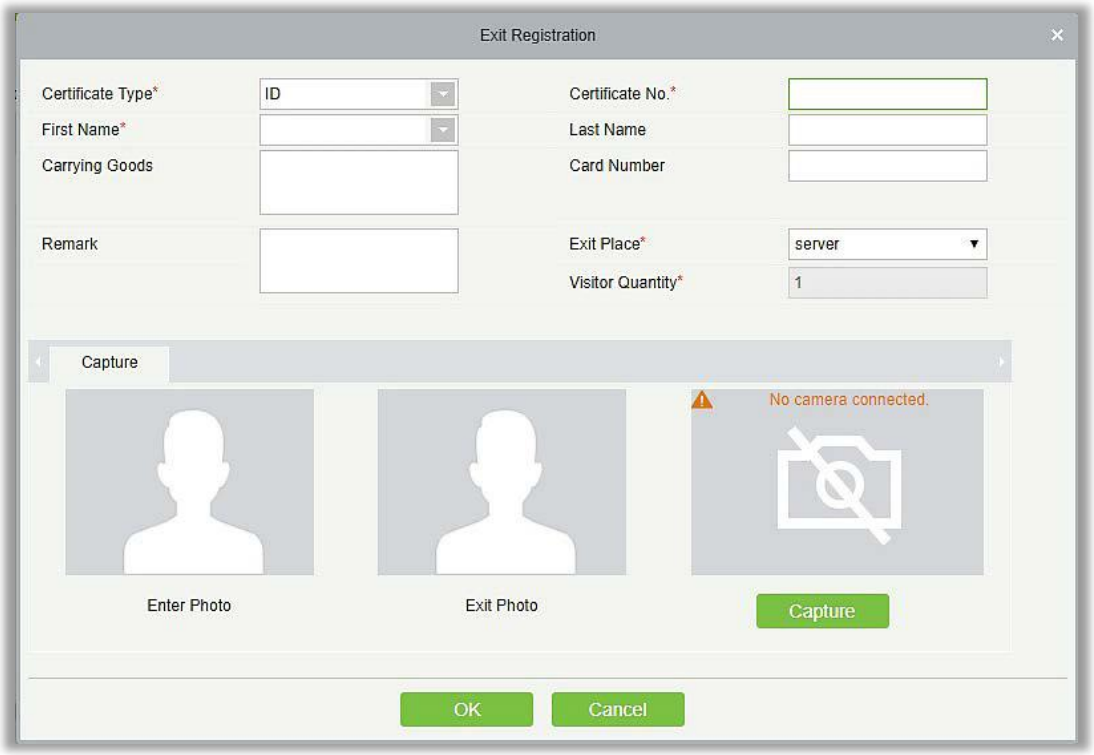
Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



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: 

:



Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

Input the ID Number to get the other information of this visitor quickly. Select the Exit Place and click [OK].

8.1.2 Visitor

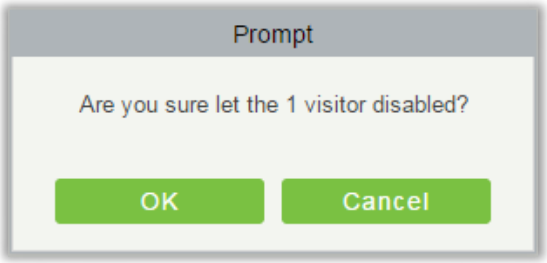
You can delete, disable or enable a visitor.

- Deleting a Visitor

Click [Registration] > [Visitor], select a visitor, click [Delete].

- Disabling a Visitor

Click [Registration] > [Visitor], select a visitor, click [Disable].



Click [OK] to block the visitor. The below Disable indicates the visitor is blocked.

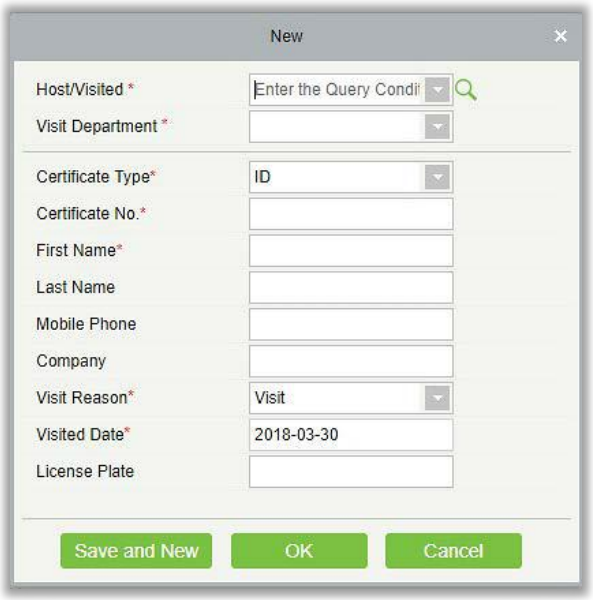
- Enabling a Visitor

Click [Registration] > [Visitor], select a blocked visitor, click [Enable].

8.2 Reservation

1. Click [Reservation] > [Reservation] > [New]:

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



Host/Visited: Select the visited personnel. Click the input box to filter the query according to the input characters, or click the query button to pop up the list of the visited personnel to select the visited personnel.

2. Complete the reservation information, click [OK].

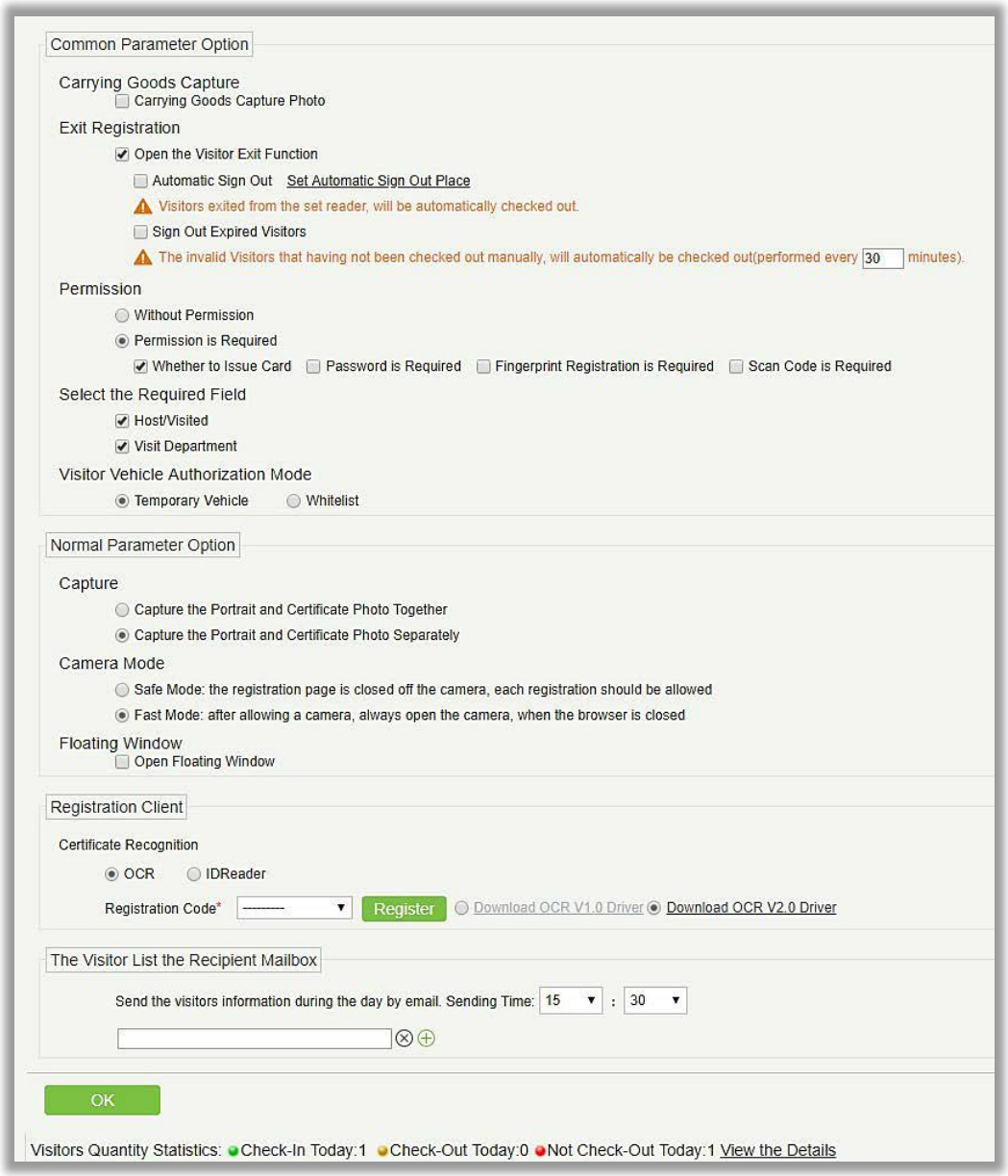
The personnel can reserve visitor for themselves by "Personal Self-Login". The method is the same as the above descriptions. For details about logging in to the personal-self system, please refer to Personal Self-Login.

8.3 Basic Management

8.3.1 Parameters

Click [Basic Management] > [Parameters]:

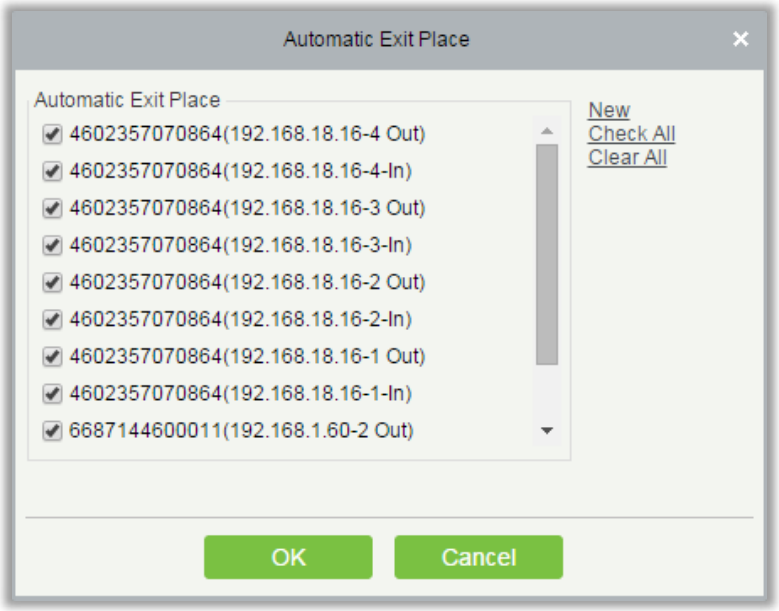
Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



Common Parameter Option

- Carrying Goods Capture: Enable it to take the photo to the goods carried by the visitor.
- Exit Registration: Enable or disable the auto sign-off function. Auto sign-out means a visitor leaves by directly punching a card or using his/her fingerprint at the preset auto sign-out place, without performing the Exit Registration operation in the software. Setting automatic sign-out place means specifying some readers as the auto sign-out place. Click [Set Automatic Sign Out Place].

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



Click [OK] to finish.

Sign Out Expired Visitors: Expired visitors who have not been manually signed out will be automatically signed out after a specified interval.

Visitor Detail Information Today Remind Time: Set the remind time of unsigned-out visitor lists every day.

- Permission

Whether to Issue Card: Whether to issue card for the visitor.

Fingerprint Registration is Required: Whether to register the fingerprint for the visitor.

Password is required: If selected, it will make password mandatory.

Scan Code is Required: If selected, it will code scan mandatory

- Select the Required Field: You can set whether the Host(Personnel) and visited departments would be required in the registration page and the reservation page.
- Visitor Vehicle Authorization Mode: You can set this option as per the reliability of the vehicle. If you want to make all vehicle details to be noted, then select Temporary Vehicle. If only one or some vehicle enters on a regular basis, then you can keep them in whitelist.
- Normal Parameter Option

Capture: Whether to capture the portrait and certificate photo together.

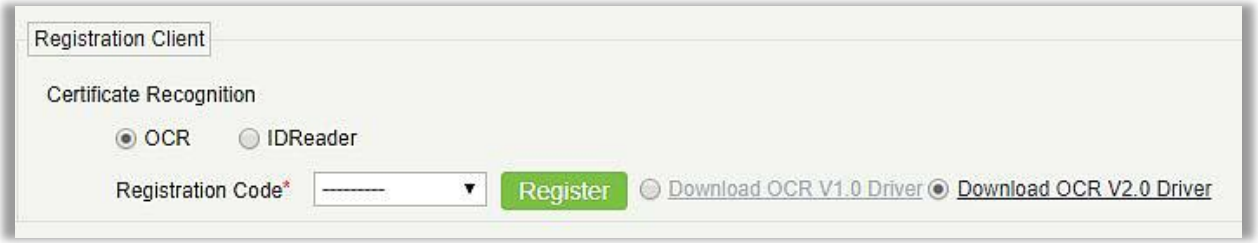
Camera Mode: It can set the authorization for the camera. If Safe Mode is selected, you have to allow access to camera every time you open registration page. If Fast Mode is selected, then only once the access need to be given.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

Floating Window: If selected, you will get a floating window as shown below on the Visitor module page. You can move it anywhere over the interface as per your convenience. You can perform either Entry or Exit registration from any interface.

- Registration Client:

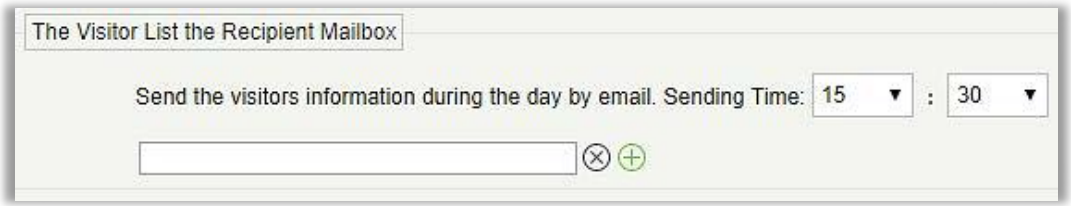
1) If there is no driver installed in the system, the [Download Driver] link is displayed. Click the link to download and install the driver.



2) Enter the corresponding registration code and click [Register].

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

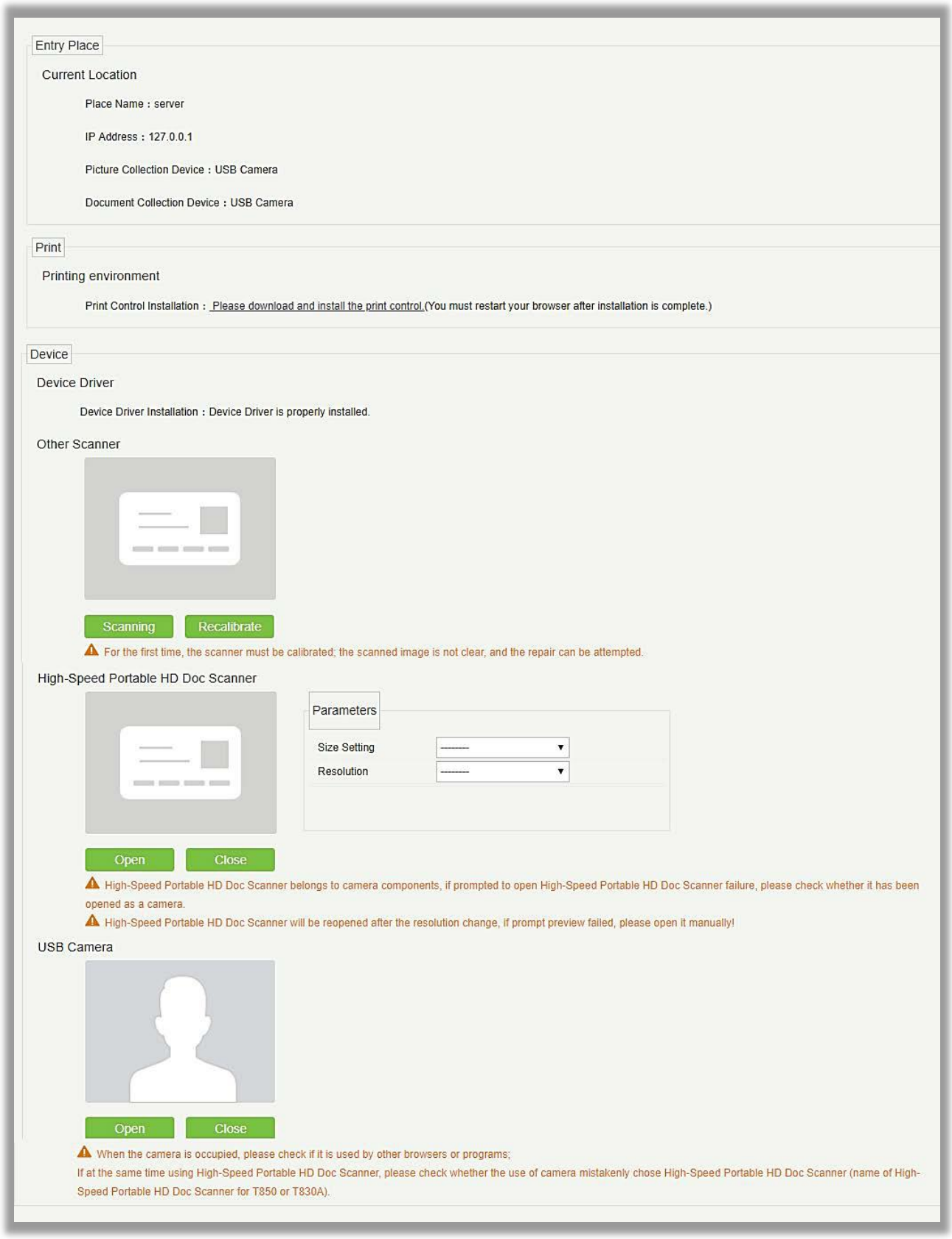
- The Visitor List the Recipient Mailbox: Configure the recipient's mailbox and the time for system to send the list of visitors today.



Use the ⊕ button to add more than one recipient.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

8.3.2 Device Debugging



Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

Entry Place: Displays the information of the current entry place, such as the name of the entry place, IP, Mode of picture/document collection.

Print: It shows the Printer-driver installation information.

Device: Display device driver installation, you can debug, calibrate the scanner. Set the high Speed Portable HD Doc Scanner parameters, and information of USB camera. (IE browser does not display USB device debugging).

8.3.3 Print Settings

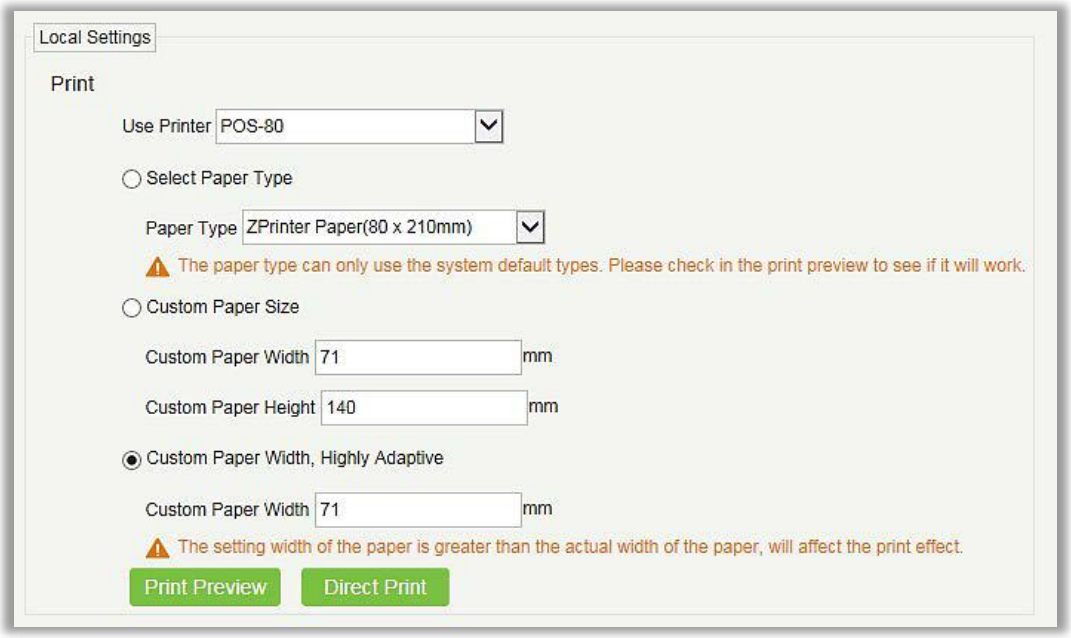
- Global Settings (Valid at each Entry Place)

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 is connected to a printer, select whether to use the catch photo in the receipt (Visitor Photo or Capture Photo).

- Local Settings (Valid at the current Entry Place)

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

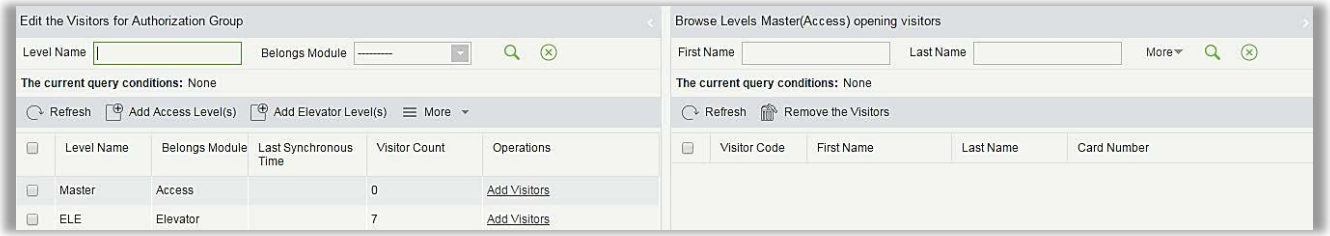


Print**:** You can set the options for the printer, the type of paper to be printed, or the custom paper size, and view the effect by clicking Print Preview / Direct Print. At last, you can save the current setting for the print out of the visitor badge.

8.3.4 Visitor Levels

The visitor can be allocated Access or Elevator levels with in registration after the visitor level has been set.

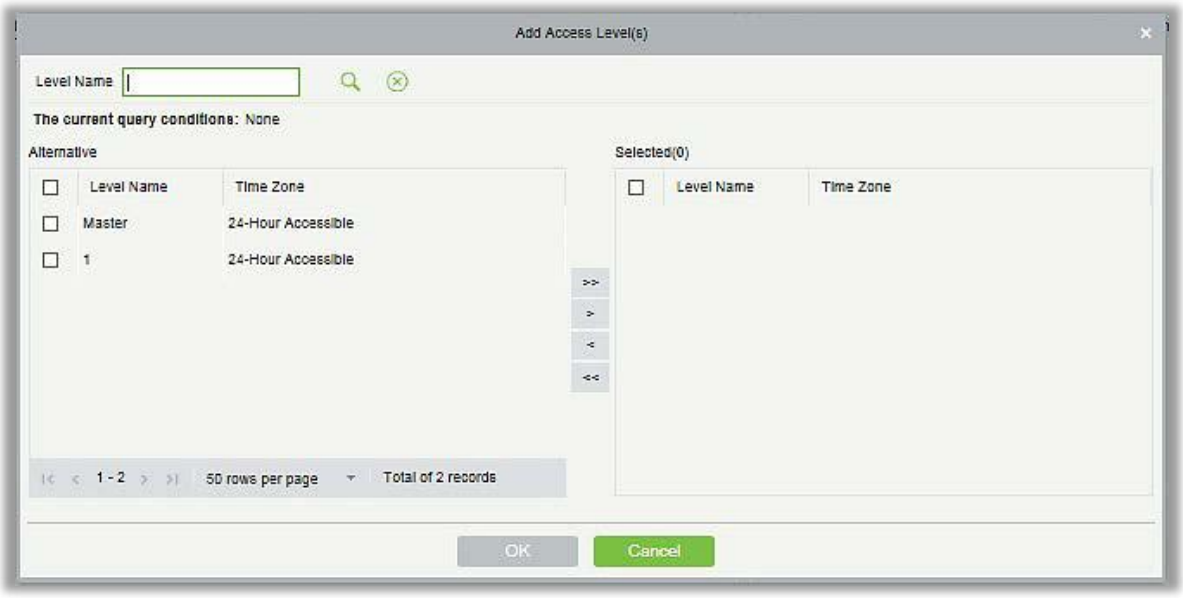
Click [Basic Management] > [Visitor Levels]:



- Add Access Levels

Click [Basic Management] > [Visitor Levels] > [Add Access Levels]:

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



Set a visitor level name, select one or more access levels, click > or >> to move into the Selected menu. Click [OK].

Allocate the Access levels for the visitor when registering.

- Add Elevator Levels

Same as Add Access Levels.

- Delete Levels

Select a visitor level, click [Delete] in the drop-down list of [More].

- Synchronous Level

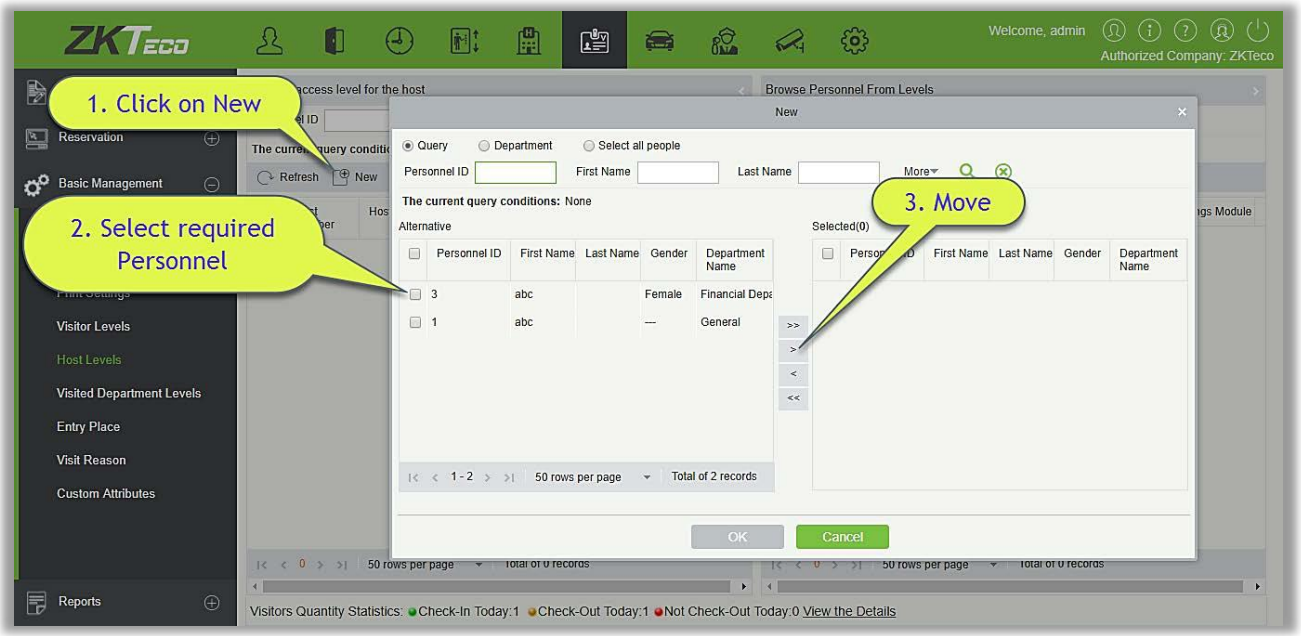
When the Access or Elevator levels are modified, click [Synchronous Level] in the drop-down list of [More] to update the modification in time.

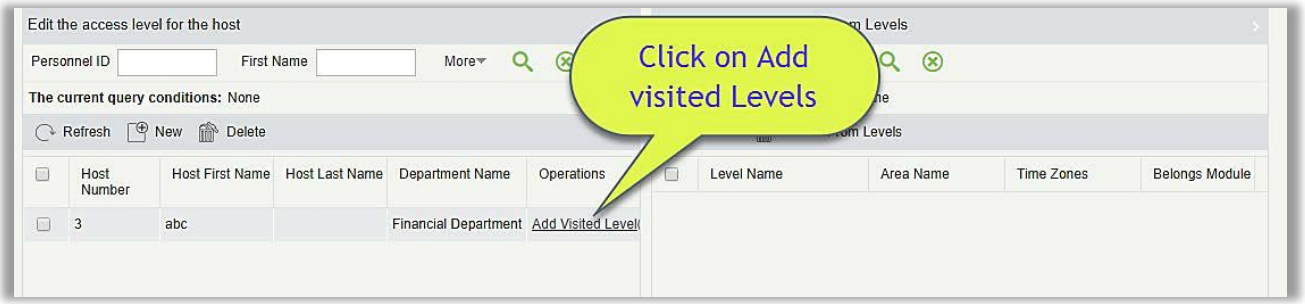
8.3.5 Host Levels

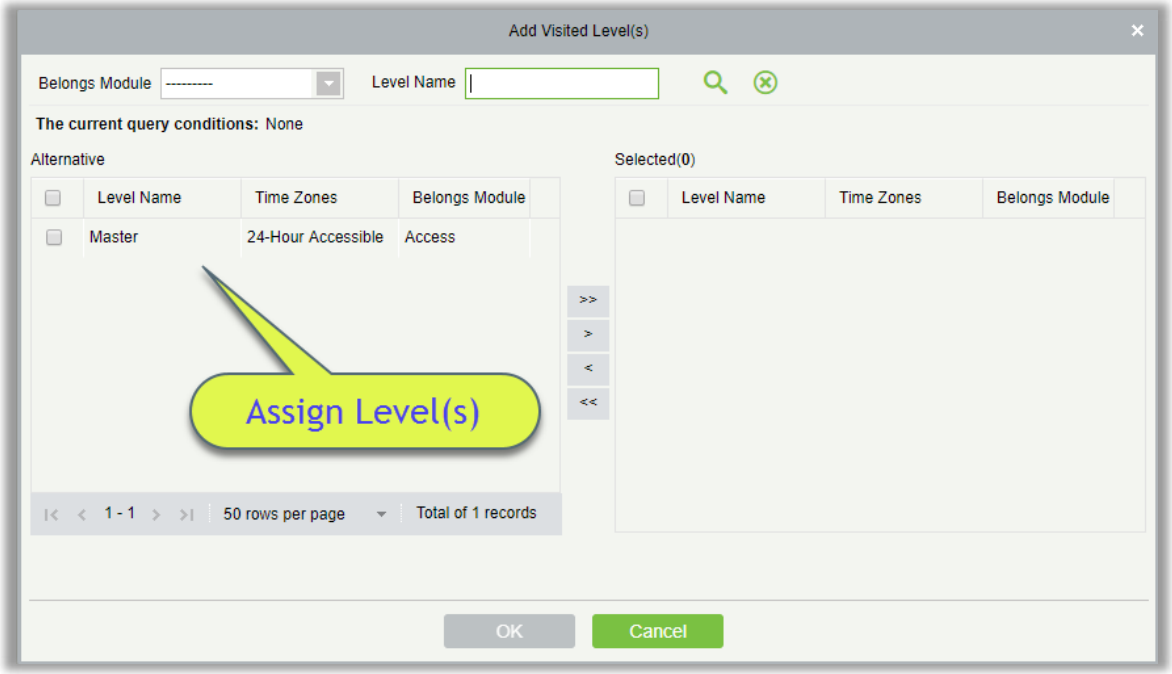
If you want to preset the level for the visitor of any host, then use this function. After setting the level(s), at the entry registration page, the visitor level is automatically selected once you select the host.

1. On the host level interface, click on [New]. Select required Personnel, move them to selected list and then click [OK].

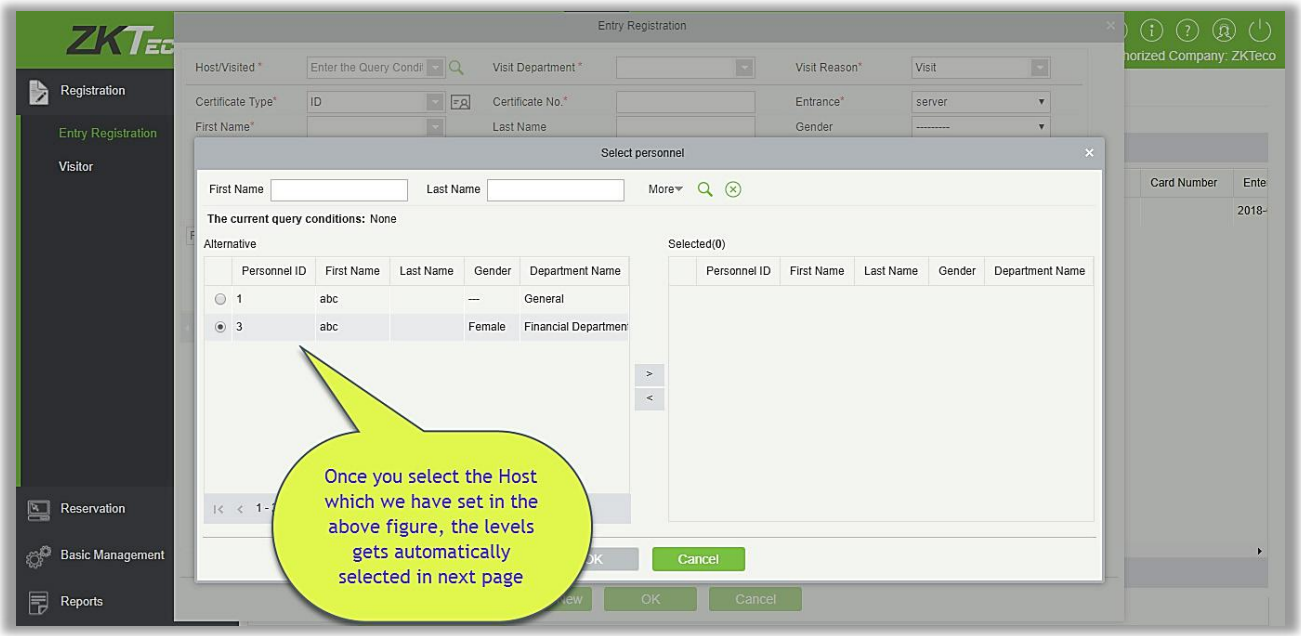
Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

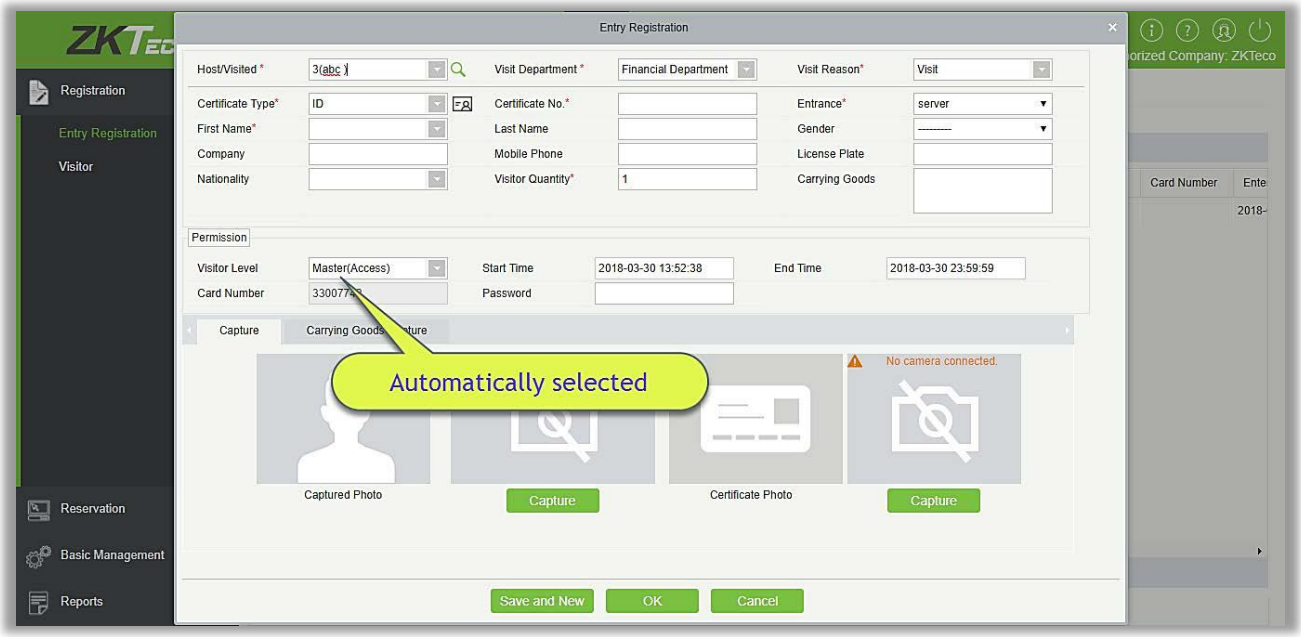






Copyright©2020 ZKTECO. CO., LTD. All rights reserved.





8.3.6 Visited Department Levels

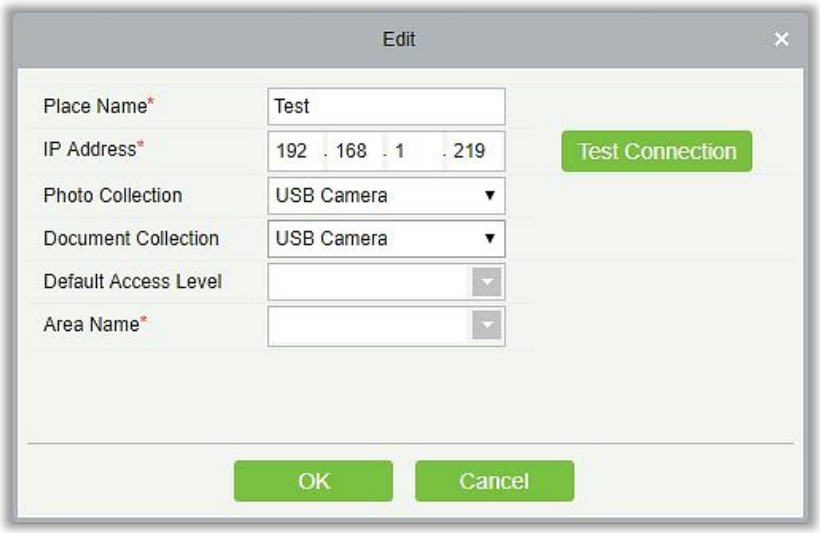
It is same as Host levels, the only difference is that, in this you can set for department.

8.3.7 Entry Place

- Add an Entry Place

1. Click [Basic Management] > [Entry Place] > [New]:

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



Fields are as follows:

Place Name: Must be unique with maximum of 50 characters.

IP Address: The IP address of the server.

Photo Collection: USB Camera, IP Camera and Dual Camera High-Speed Portable HD Doc Scanner are available. The IP Camera must be added in the "Video Device" before.

Document Collection: USB Camera, High-Speed portable HD Doc Scanner, Scanner and Dual Camera High-Speed Portable HD Doc Scanner are available.

Default Access Level: Set the default levels in this entry place.

Area Name: The name of the area the entry place belongs to, and the registration record for each entry place is filtered according to the area of the entry place.

2. Click [Edit] or [Delete] as required.

- Automatic Exit Place

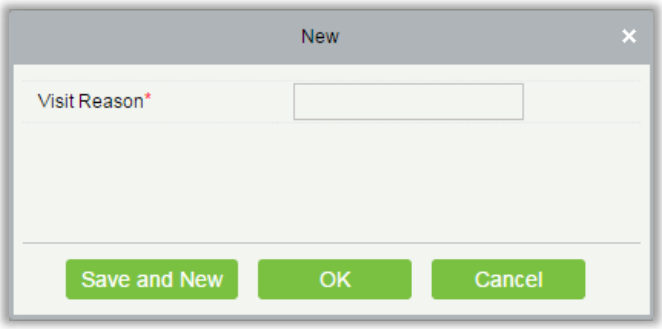
Please refer to Parameters.

8.3.8 Visit Reason

You can add visit reason, so that you can select either from them at the entry registration page.

1. Click [Basic Management] > [Visit Reason] > [New]:

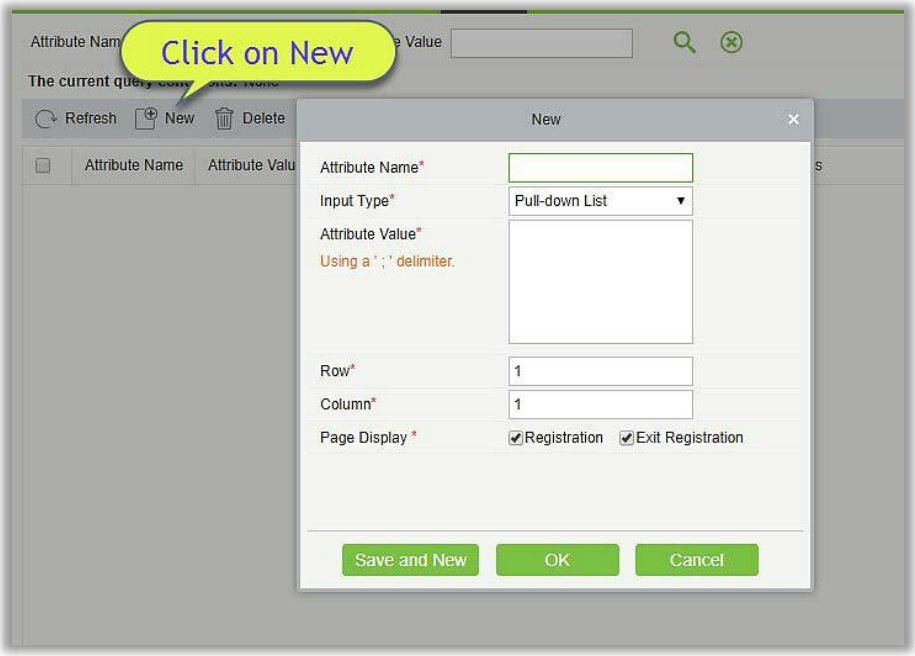
Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



2. Click [OK] to finish. You can also click [Edit] or [Delete] as required.

8.3.9 Custom Attributes

If you want to add a specific field on the registration page then you can use this function.



Input the Attribute name, select the field type as; Pull down, Multiple Choice, Single Choice or Text.

If you select any of the type except Text, then you have to mention the attribute value(s). use a semicolon to separate the values. Enter Row and Column as required. You can choose, if this attribute is displayed or Registration or Exit registration.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

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

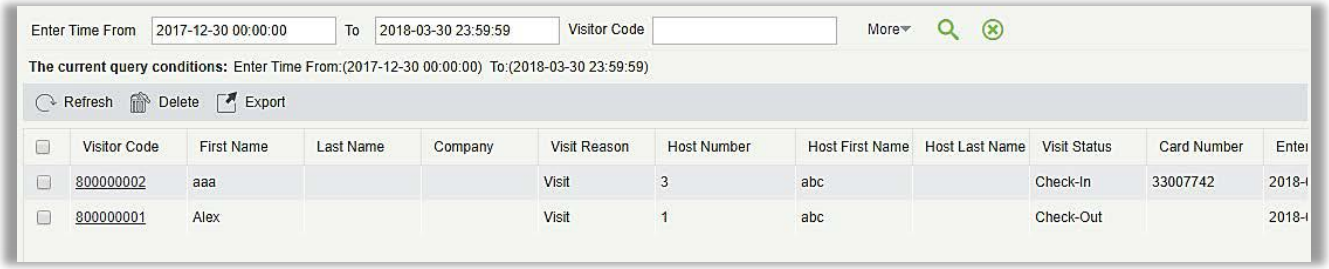
Last Visited Location

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

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	6189166	2017-12-15 11:45:04	2017-12-15 11:44:57	192.168.218.60	192.168.218.60-1	Normal Verify Open	192.168.218.60-1-In	Only Card	Area Name	0:0
800000010	Tommy	Qi	6323994	2017-12-15 11:42:42	2017-12-15 11:42:38	192.168.218.60	192.168.218.60-2	Normal Verify Open	192.168.218.60-2-In	Only Card	Area Name	0:0
800000009	Elian	Peng	13592341	2017-12-15 11:41:06	2017-12-15 11:41:01	192.168.218.60	192.168.218.60-1	Normal Verify Open	192.168.218.60-1-In	Only Card	Area Name	0:0
800000008	Goura	Viny	1411237	2017-12-15 11:39:21	2017-12-15 11:39:14	192.168.218.60	192.168.218.60-2	Normal Verify Open	192.168.218.60-2-In	Only Card	Area Name	0:0
800000007	Monic	Wu	4628036	2017-12-15 11:22:55	2017-12-15 11:21:08	192.168.218.60	192.168.218.60-1	Normal Verify Open	192.168.218.60-1-In	Only Card	Area Name	0:1
800000006	Bella	Yu	4461253	2017-12-15 11:19:58	2017-12-15 11:05:28	192.168.218.60	192.168.218.60-2	Normal Verify Open	192.168.218.60-2-In	Only Card	Area Name	0:14
800000004	Tom	Lee	13260079	2017-12-15 11:19:46	2017-12-15 10:59:56	192.168.218.60	192.168.218.60-2	Normal Verify Open	192.168.218.60-2-In	Only Card	Area Name	0:19
800000005	Bill	Fang	9505930	2017-12-15 11:19:32	2017-12-15 11:02:36	192.168.218.60	192.168.218.60-2	Normal Verify Open	192.168.218.60-2-In	Only Card	Area Name	0:16
800000002	Joey	Leung	9505930	2017-12-15 10:48:55	2017-12-15 10:46:06	192.168.218.60	192.168.218.60-1	Normal Verify Open	192.168.218.60-1-In	Only Card	Area Name	0:2
800000003	Stephn	Chen	13260079	2017-12-15 10:48:46	2017-12-15 10:47:43	192.168.218.60	192.168.218.60-1	Anti-Passback	192.168.218.60-1-In	Only Card	Area Name	0:1
800000001	Mary	Huang	4461253	2017-12-15 10:48:41	2017-12-15 10:43:43	192.168.218.60	192.168.218.60-1	Normal Verify Open	192.168.218.60-1-In	Only Card	Area Name	0:4

8.4.2 Visitor History Record

Click [Reports] > [Visitor History Record] to view the reports. The reports can be filtered by different conditions.



You can export the records into an Excel, PDF, or CSV file. See the following figure.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

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	6189166	2017-12-15 11:44:57	server	2017-12-15 11:45:20	server	Camera Device	Camera Device
800000010	Tommy	Qi	ZKTeco-Th	Visit	6	Amber	Lin	Check-Out	6323994	2017-12-15 11:42:38	server	2017-12-15 11:45:26	server	Camera Card	Camera Card
800000009	Elian	Peng	ZKTeco-Eu	Visit	5	Necol	Ye	Check-Out	13592341	2017-12-15 11:41:01	server	2017-12-15 11:45:51	server	Book Bottle	Book Bottle
800000008	Goura	Viny	Essl	Visit	4	Berry	Cao	Check-Out	1411237	2017-12-15 11:39:14	server	2017-12-15 11:46:00	server	Kindle	Kindle
800000007	Monic	Wu	ZKTECO	Visit	1	Jerry	Wang	Check-Out	4628036	2017-12-15 11:21:08	server	2017-12-15 11:23:10	server	PC	PC
800000006	Bella	Yu		Visit	2940	Sherry	Yang	Check-Out	4461253	2017-12-15 11:05:28	server	2017-12-15 11:22:00	server		Video
800000005	Bill	Fang		Visit	3	Leo	Hou	Check-Out	9505930	2017-12-15 11:02:38	server	2017-12-15 11:21:43	server		PC
800000004	Tom	Lee		Visit	2	Lucky	Tan	Check-Out	13260079	2017-12-15 10:59:56	server	2017-12-15 11:21:31	server		IPAD
800000003	Stephn	Chen		Visit	3	Leo	Hou	Check-Out	13260079	2017-12-15 10:47:43	server	2017-12-15 10:56:57	server		
800000002	Joey	Leung		Visit	2	Lucky	Tan	Check-Out	9505930	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		

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

9. Parking Lot System

Modern parking management involves management of various aspects, in which vehicle management is an important part. In special areas, such as special parking lots, military regions, government agencies, and residential areas, strict management must be performed on vehicles in real time, that is, strictly monitoring the incoming/outgoing time, and registering and identifying vehicles (including internal and external vehicles). In large-scale areas, there are a large number of incoming/outgoing vehicles. If each vehicle needs to be manually identified, it is time consuming and difficult to implement management, query, and safeguarding, resulting in low efficiencies. To improve this management mode that is not suitable for modern parking lots, military regions, government agencies, and residential areas, it is urgent to implement automatic and intelligent vehicle management using computer networks to effectively and accurately monitor and manage vehicles at all exits and entrances. This requires corresponding application software for highly efficient and intelligent management on parking lots.

Functional Modules of the System:

This system comprises seven functional modules:

- Operation Wizard: Guides users through basic configuration of the system.
- Authorization Management: License Plate registration, manages license plate authorization of fixed vehicles and temporary vehicles, and extends valid time of fixed vehicles.
- Parking Lot Management: Sets the vehicle type, parking lot, parking area, channel entrance/exit, and device, manages the blacklist and whitelist, and sets parking lot parameters.
- Guard Booth Settings: Configures the guard booth and channel, manual processing method and manual release reason.
- Charge: Sets the fixed vehicle fee standard, temporary vehicle fee standard, and overtime charge standard, vendor discount strategy, guard booth on duty, and reconciliation.
- Report: Performs macro analysis and monitoring on the charge details, handover records, vehicles in the parking lot, daily reports and monthly reports.
- Real-Time Monitoring: Implements most terminal functions, including video surveillance, entrance and exit snapping, duty information display, central payment station, manual release, remaining available parking spaces, blacklist and whitelist, charge details, and vehicles in the parking lot.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

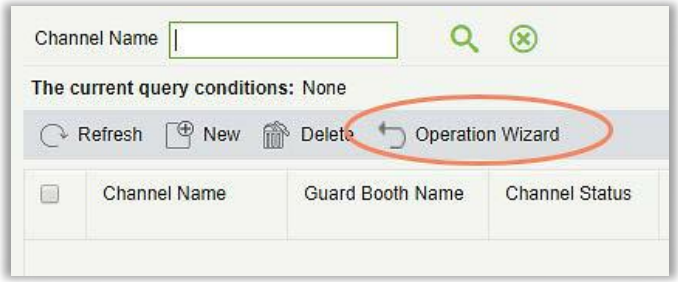
9.1 Operation Wizard

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 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.



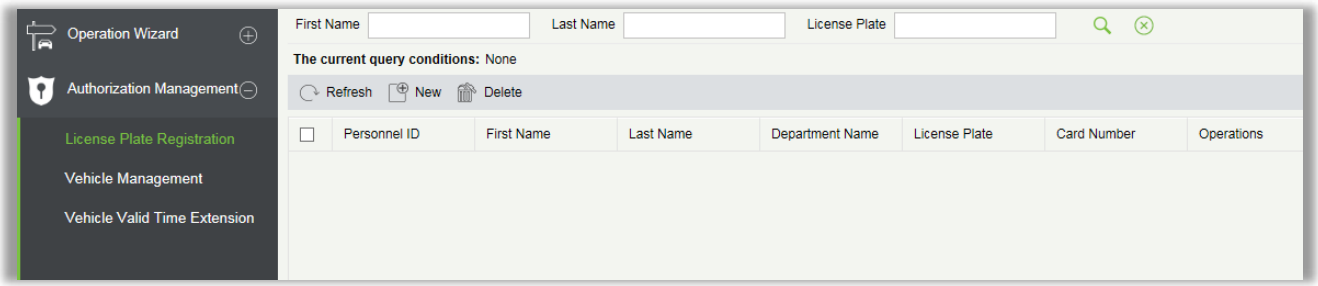
9.2 Authorization Management

The Authorization Management module is used to license plate registration, authorize fixed and temporary vehicles, and extend the valid time of fixed vehicles.

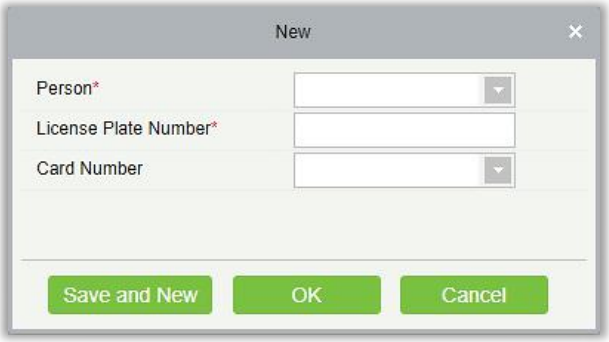
Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

9.2.1 License Plate Registration

Choose [Authorization Management] > [License Plate Registration]. The **License Plate Registration** page is displayed as in the following figure.



- New



(1) Click [Authorization Management] > [License Plate Registration] > [New]. The New page is displayed.

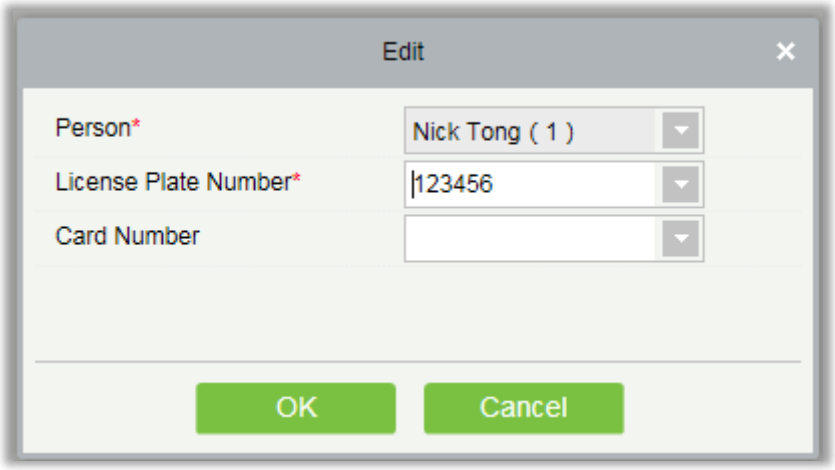
(2) Select Person and Card number, enter License Plate Number.

(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.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



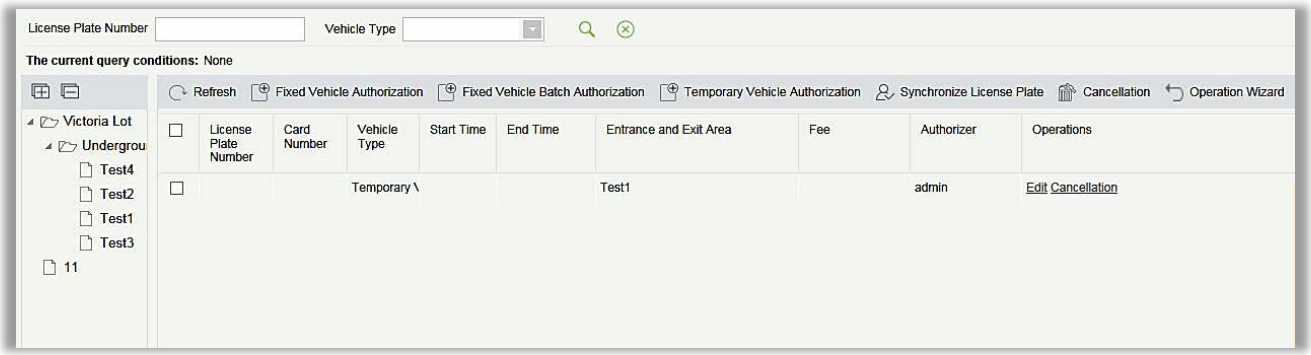
Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

- 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.

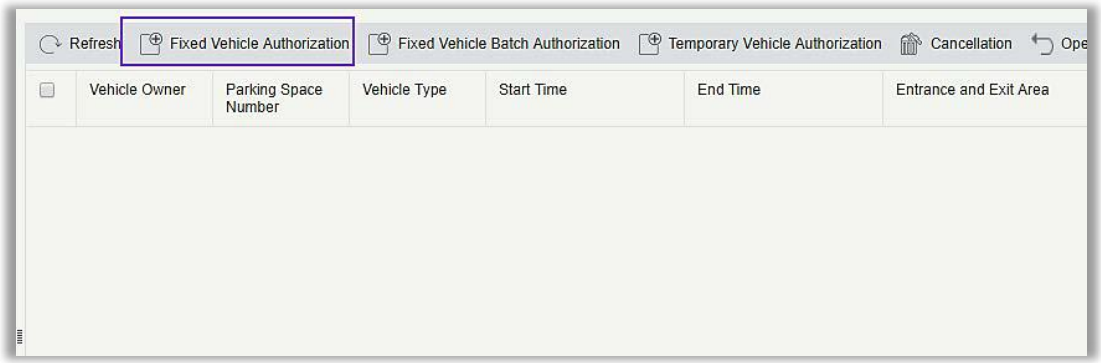
9.2.2 Vehicle Management

Choose [Authorization Management] > [Vehicle Management]. The **Vehicle Management** page is displayed, as shown in the following figure.



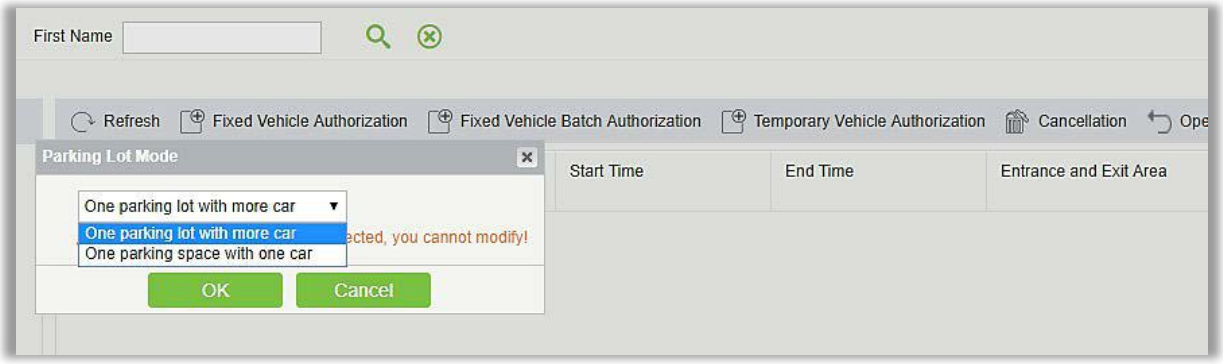
- Fixed Vehicle Authorization

Click [Fixed Vehicle Authorization]. The **Fixed Vehicle Authorization** page is displayed as in the following figure.

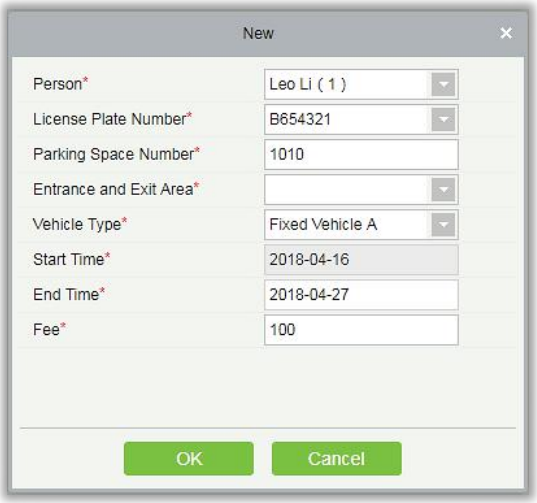


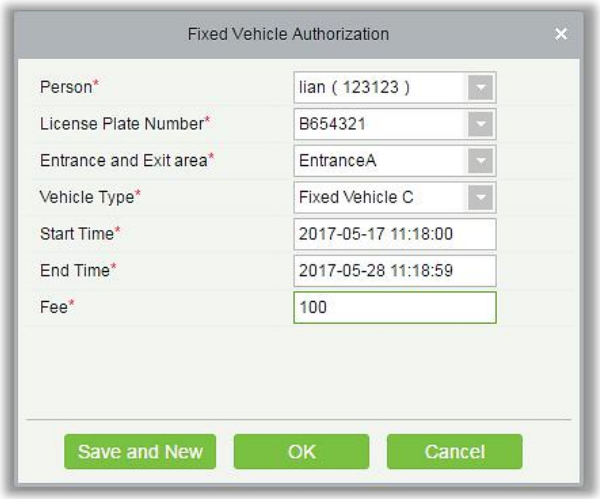
Once you click on Fixed Vehicle Authorization, you will get below prompt at the initial startup:

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



You need to select the Parking Lot Mode from the above two choices. **One parking lot with more car** means one Parking lot for more than one license plate. And **One parking space with one car** means one parking lot for only one license plate.





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.

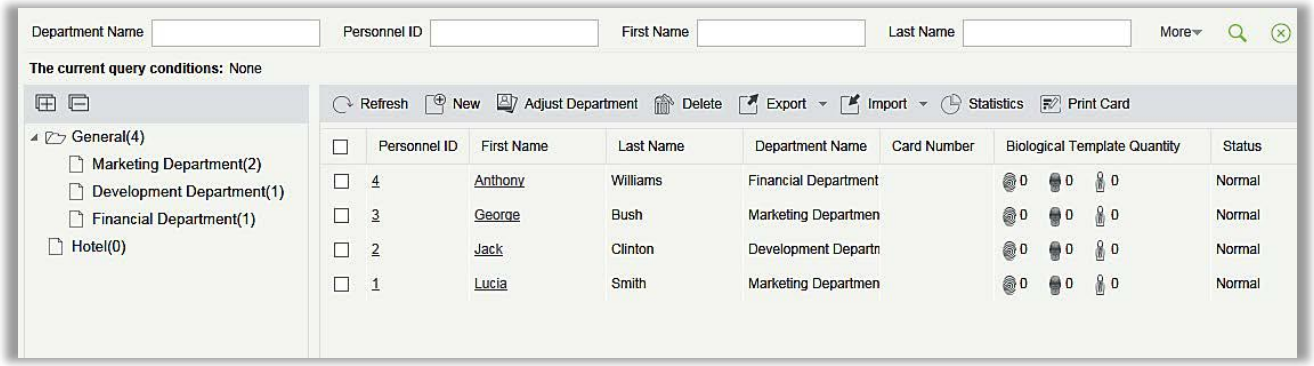
✍**Note**: An owner can have multiple license plate numbers, all of which must be authorized. You can register a person and one or more license plates in the **Personnel Management** module.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

You can select a person and license plate in **Vehicle Management** only after the person and license plate are registered. The procedure for registering a person and license plate is described as follows.

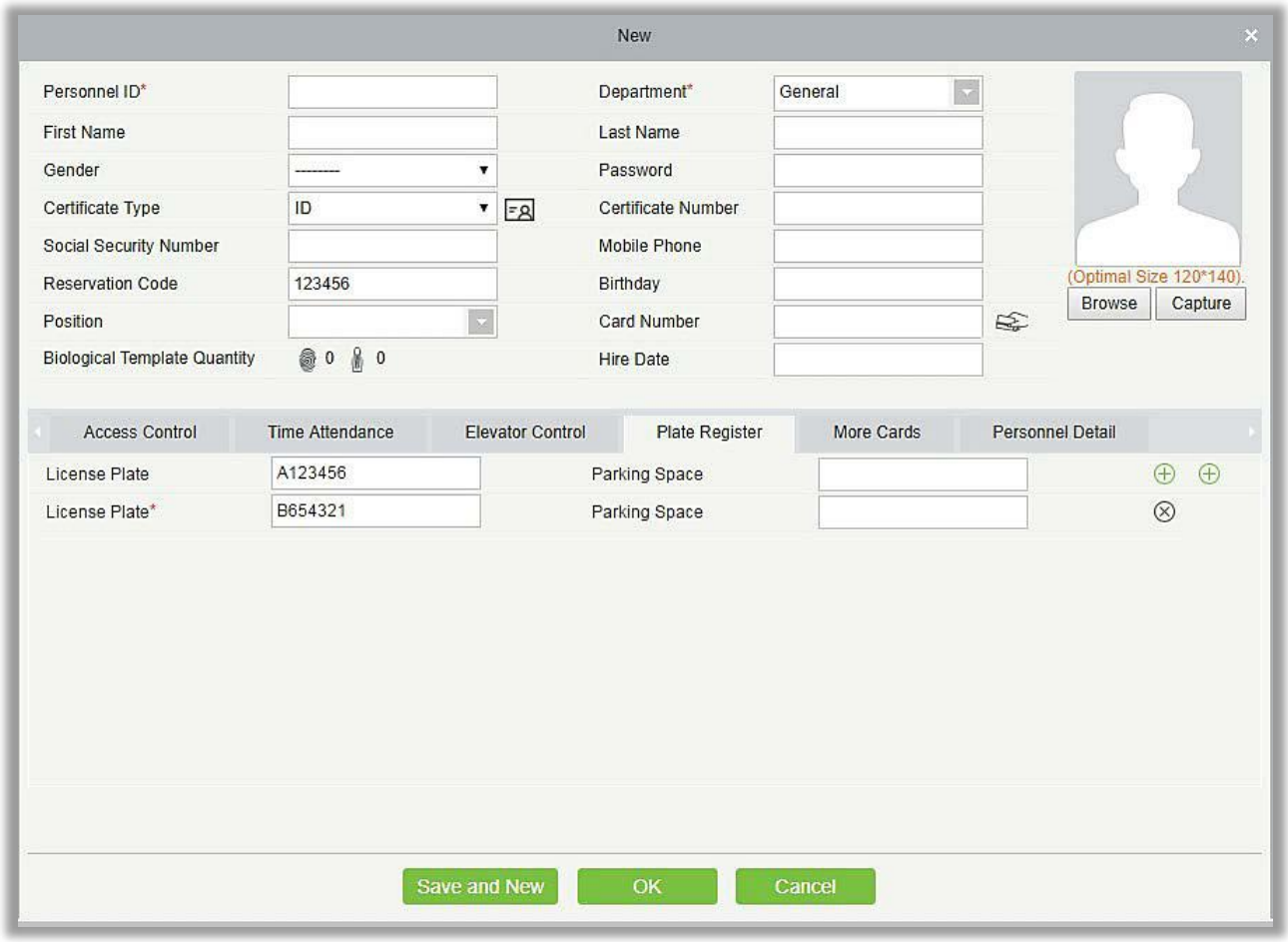
- Person Registration and License Plate Registration

Choose [Personnel] > [Person]. The **Personnel Management** page is displayed as in the following figure.



➢ New: Click [New]. The below page is displayed.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



Set **Personnel ID, Name** (optional) and **Department** (use the default value). For details, see Personnel Management.

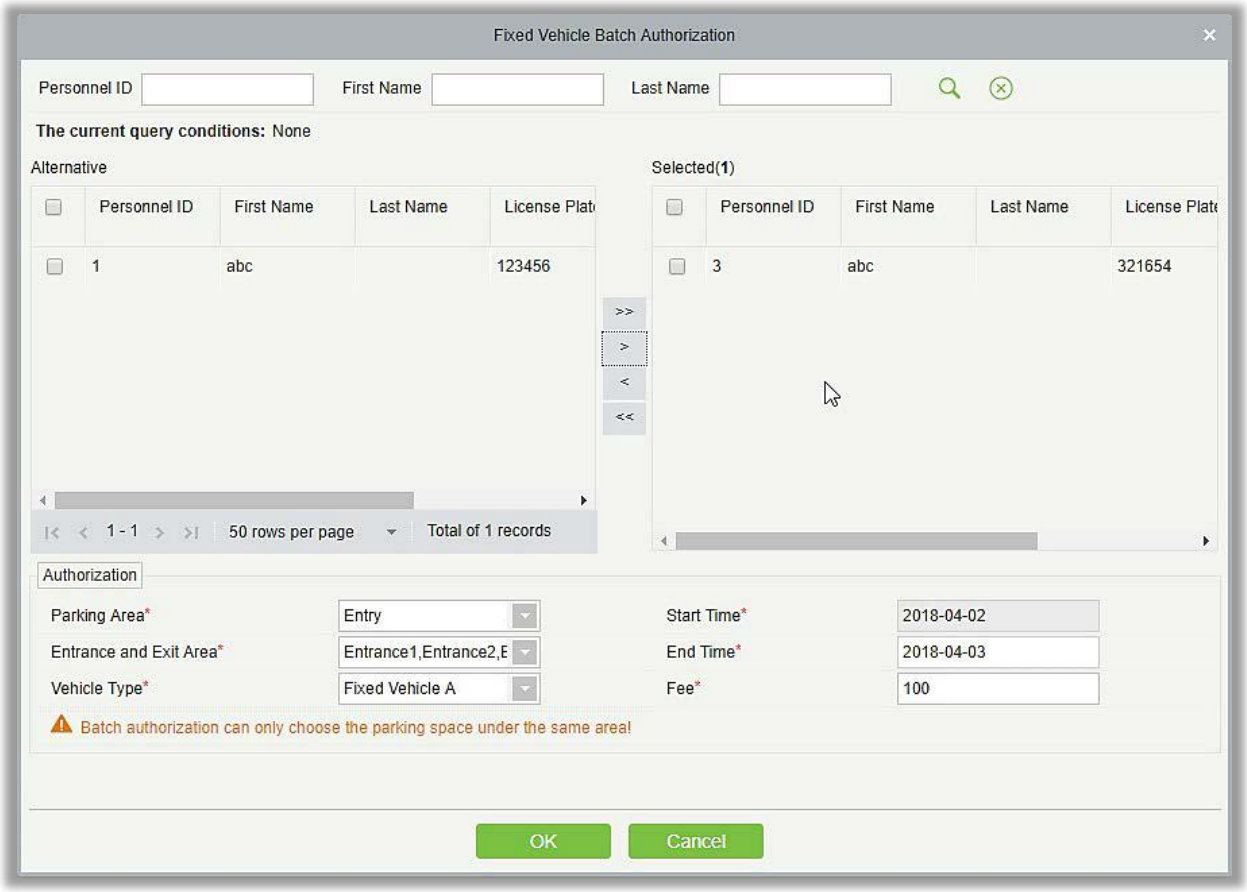
Enter necessary information about the license plate on the Plate Register tab page. To add more license plates, click ⊕ at the end of the line (a maximum of 6 plates can be added). To delete a license plate, click ⊗ at the end of the line.

- 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.
- Delete: Select one or more records to be deleted and click [Delete] to delete personnel information in batches.

- Fixed vehicle batch authorization

On the **Vehicle Management** page, click [Fixed vehicle batch authorization]. The Fixed vehicle batch authorization page is displayed as in the following figure.

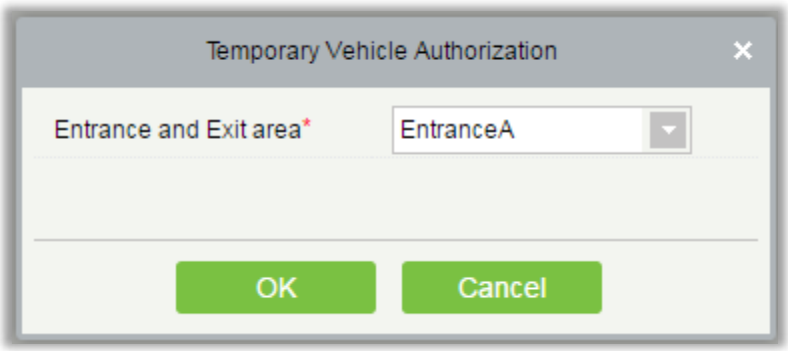
Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



Select one or more license plates to be authorized from the list on the left. Click > in the middle to add the license plate to the list on the right. Enter the vehicle type, entrance and exit area, fee, start time and end time in the Authorization area, and click [OK] to save the information and authorize fixed vehicles in batches.

- Temporary Vehicle Authorization

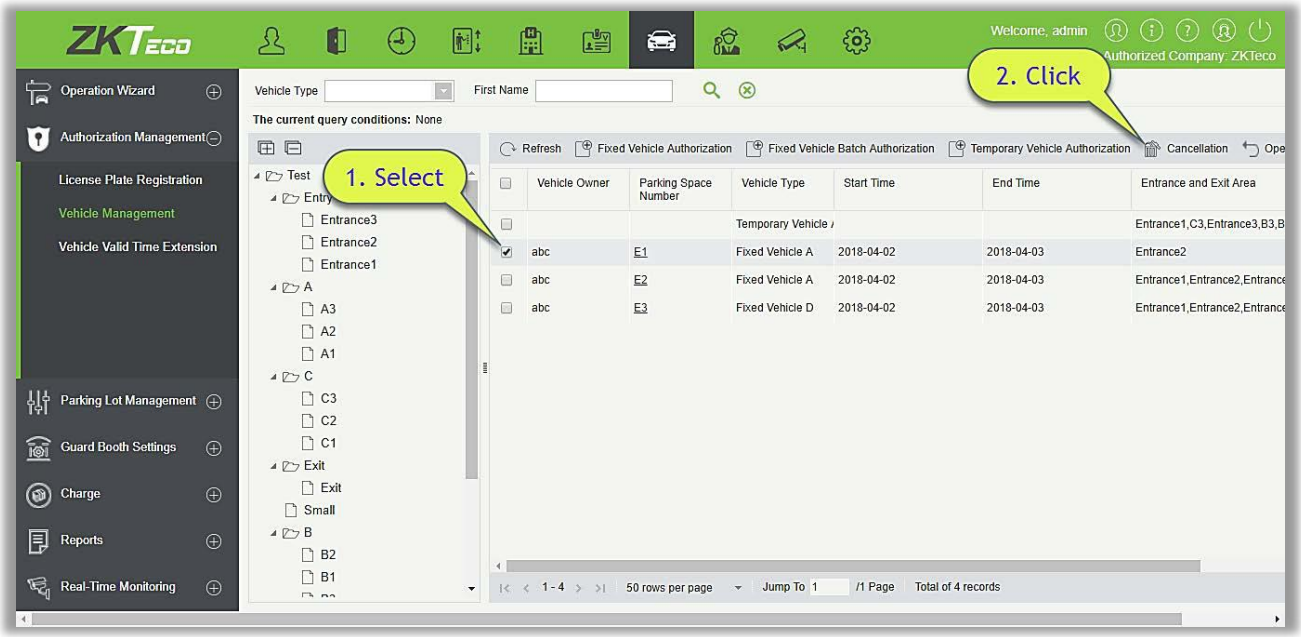
On the **Vehicle Management** page, click [Temporary Vehicle Authorization]. The Temporary Vehicle Authorization page is displayed, as shown in the following figure. Only the entrance and exit areas to be authorized need to be selected.



- Cancellation

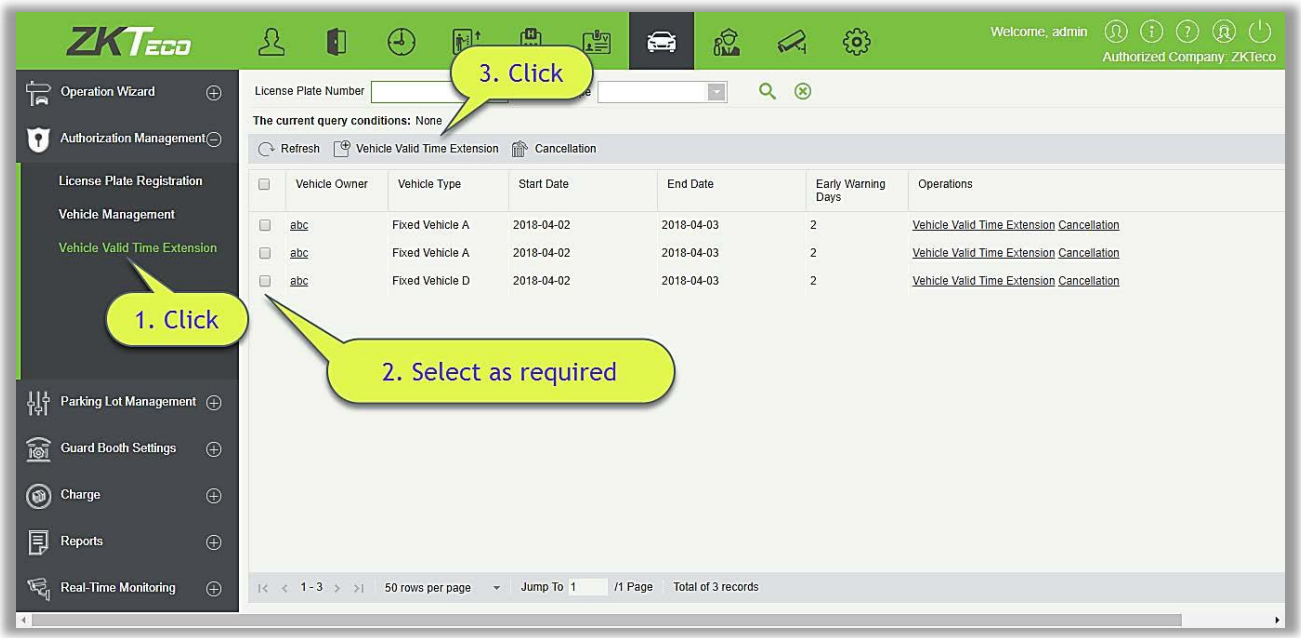
Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

Select multiple check boxes in the first column of the license plate list and click [The Cancellation] to cancel license plates in batches or click [The Cancellation] at the end of each line to cancel a single license plate, as in the following figure.



9.2.3 Vehicle Valid Time Extension

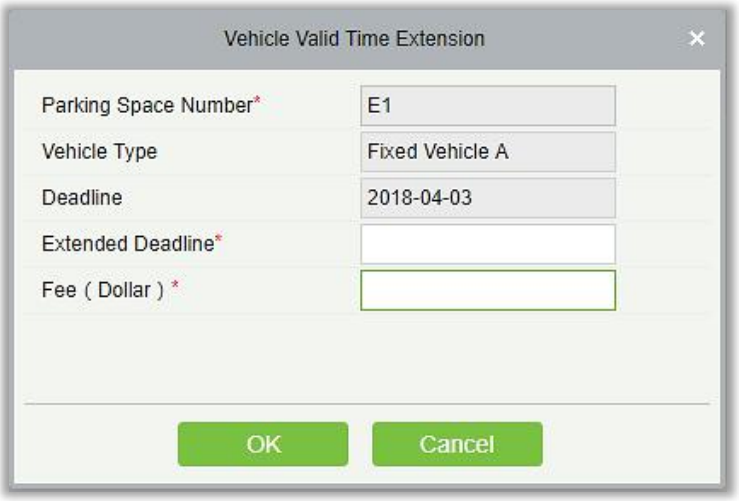
Choose [Authorization Management] > [Vehicle Valid Time Extension]. The Vehicle Valid Time Extension page is displayed.



- Vehicle Valid Time Extension

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

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.



2) Set Extended Deadline and Fee.

3) Click [OK] to save and exit.

- Cancellation

Select multiple check boxes in the first column of the license plate list and click [Cancellation] to cancel license plates in batches or click [Cancellation] at the end of each line to cancel a single license plate.

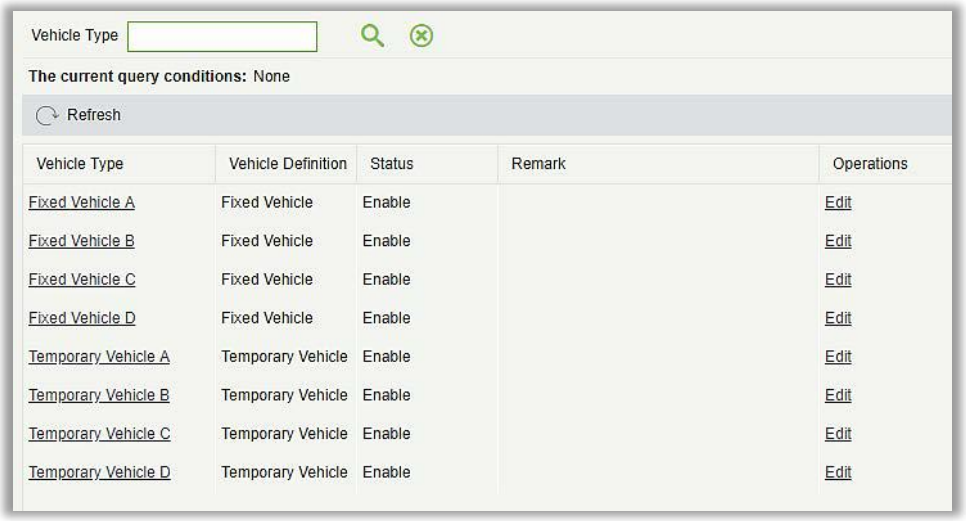
9.3 Parking Lot Management

Parking Lot Management comprises seven modules: Vehicle Type, Parking Lot, Parking Area, Channel Entrance and Exit Area, Device Management, White-Black list, and Parameter Setting.

9.3.1 Vehicle Type

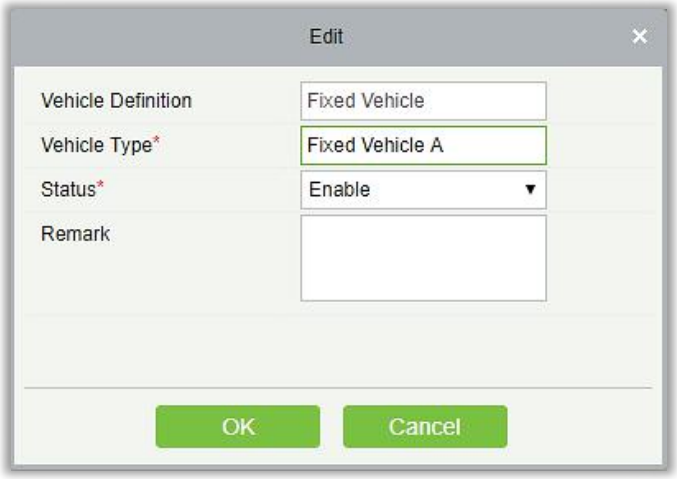
Upon initial startup, the system automatically initializes the vehicle type, which can be only modified, but not added or deleted. Choose [Parking Lot Management] > [Vehicle Type]. The Vehicle Type page is displayed, as in the following figure.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



- Editing the Vehicle Type

1. Click a vehicle type name or [Edit] in the operation column. The Edit page is displayed.

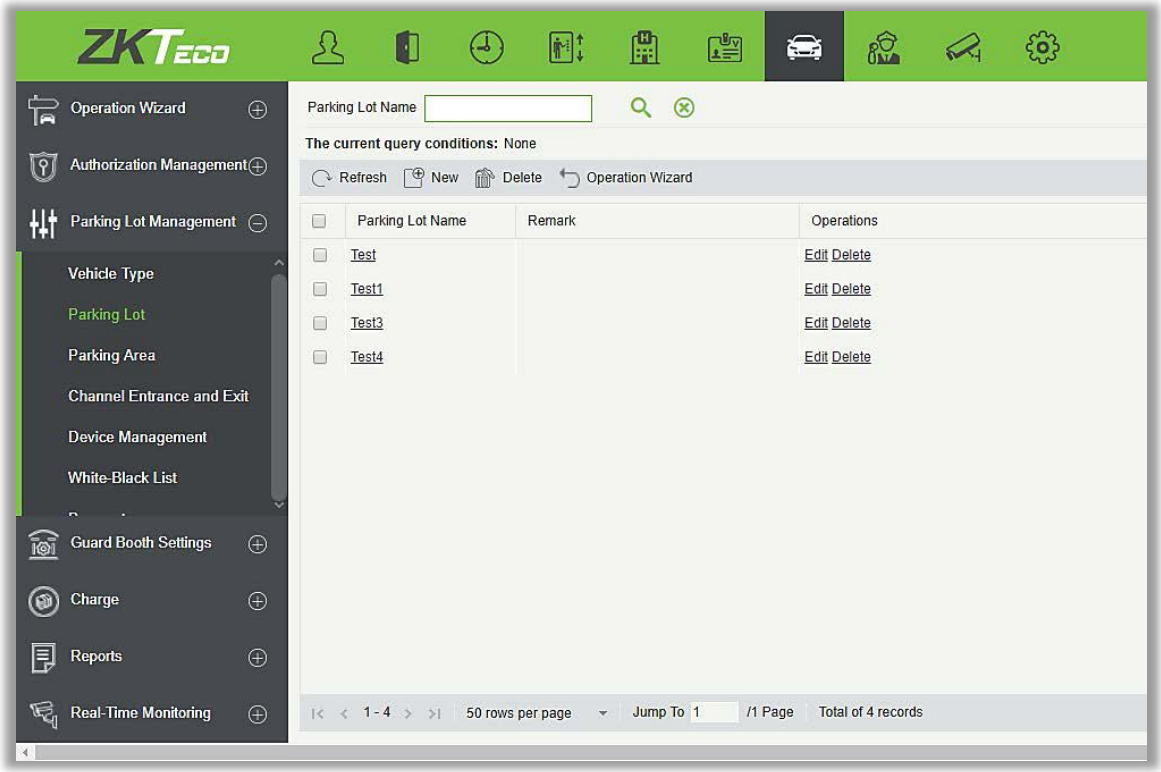


2. Set Vehicle Type, select a Status, and enter the vehicle type description in Remark.
3. Click [OK] to save and exit.

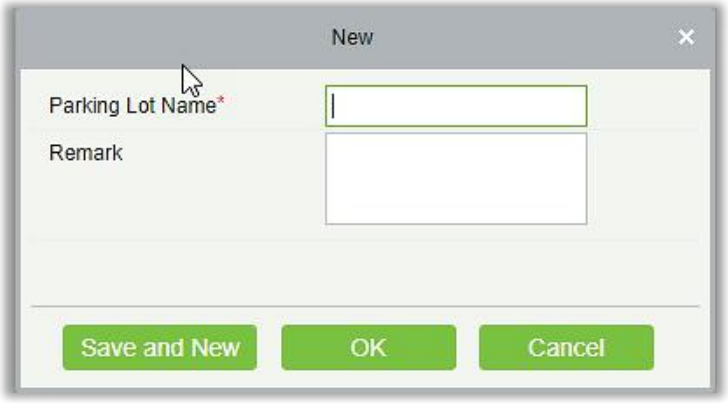
9.3.2 Parking Lot

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 in the following figure.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



- New



1) Choose [Parking Lot Management] > [Parking Lot] > [New].

2) Set **Name** (unique) and **Remark**.

3) Click [Save and New] to add more parking lots or click [OK] to save and exit.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

- 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

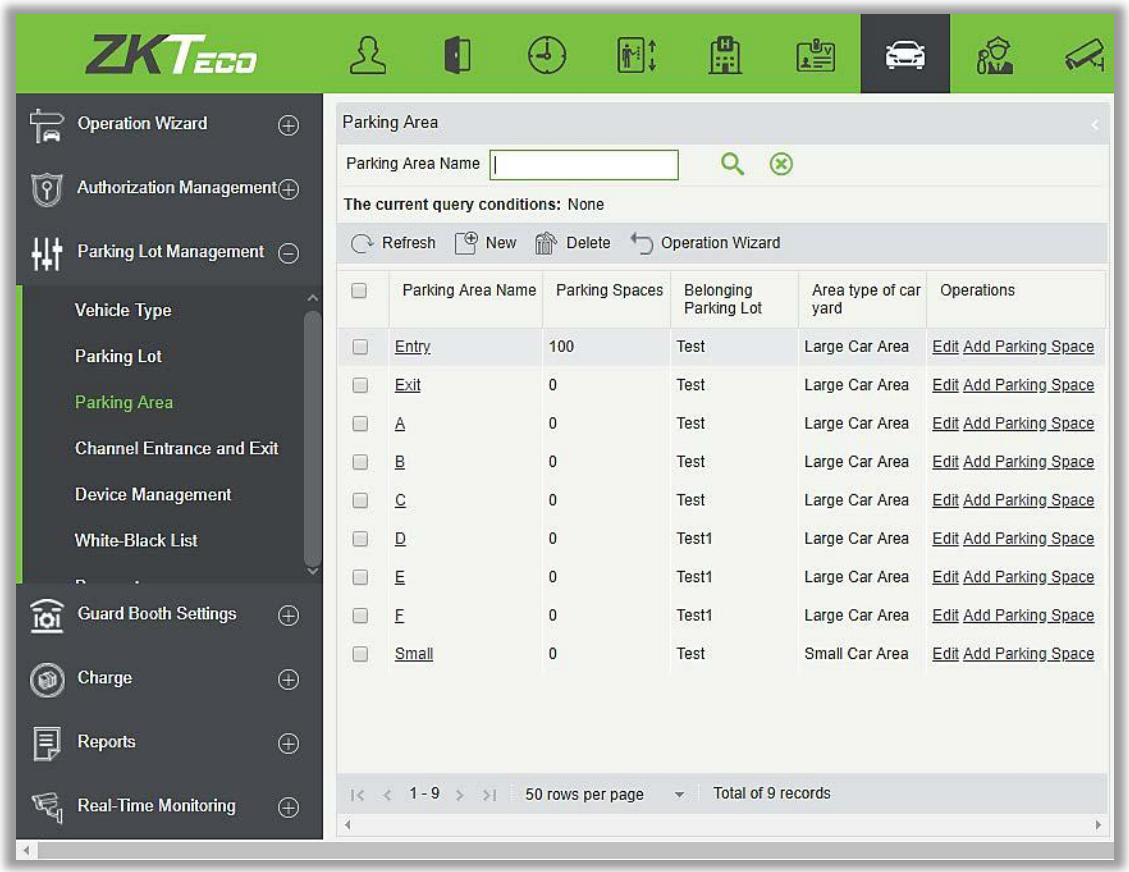
Select one or more parking lots and click [Delete] at the upper part of the list and click [OK] to delete the selected parking lots. Click [Cancel] to cancel the operation or click [Delete] in the Operation column to delete a single parking lot.

- Refresh

Click [Refresh] at the upper part of the list to load new parking lots.

9.3.3 Parking Area

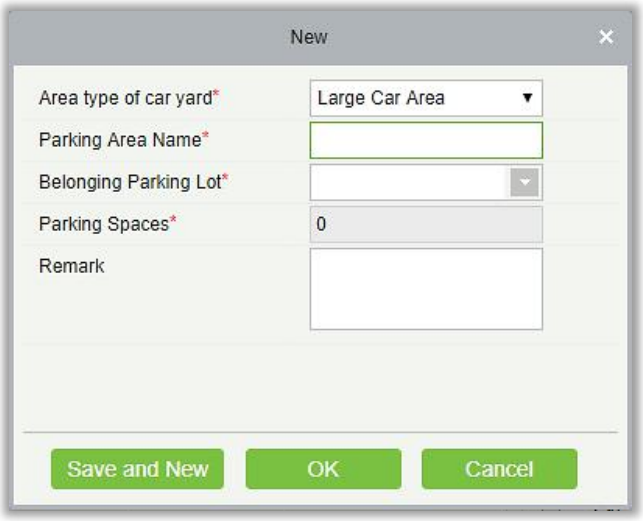
Choose [Parking Lot Management] > [Parking Area]. The Parking Area page is displayed, as shown in the following figure.



- New

Click [New]. The below page is displayed.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



The fields are described as follows:

Area type of car yard: It is the car variety area, Either small or Large.

Parking area name: Unique name of a parking area.

Belonging Parking Lot: Parking lot to which this parking area belongs.

Parking Spaces: Total number of parking spaces in this area.

Remark: Text description.

- Edit

Click a parking area name or [Edit] in the Operation column to go to the Edit page. Make modifications and click [OK] to save modifications.

- Delete

Select one or more parking areas and click [Delete] at the upper part of the list and click [OK] to delete the selected parking areas. Click [Cancel] to cancel the operation or click [Delete] in the Operation column to delete a single parking area.

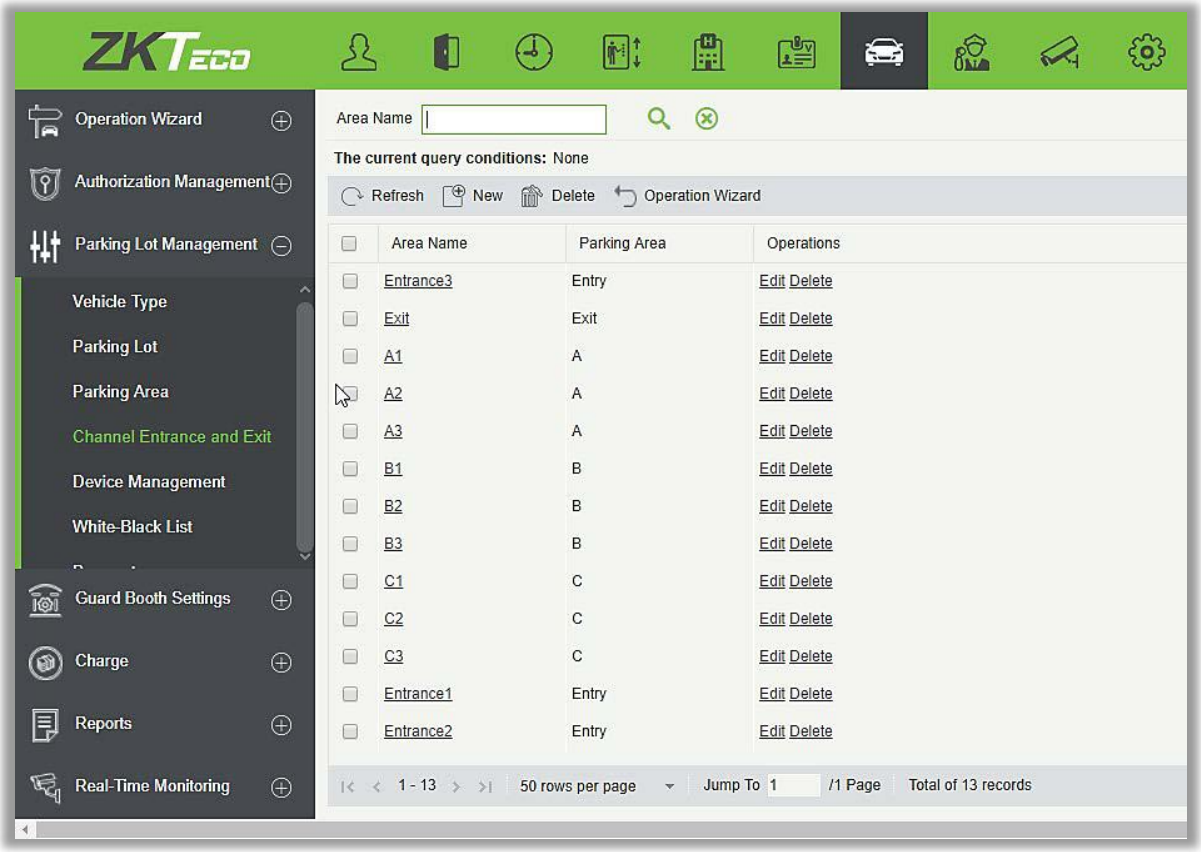
- Refresh

Click [Refresh] at the upper part of the list to load new parking areas.

9.3.4 Entrance and Exit Area

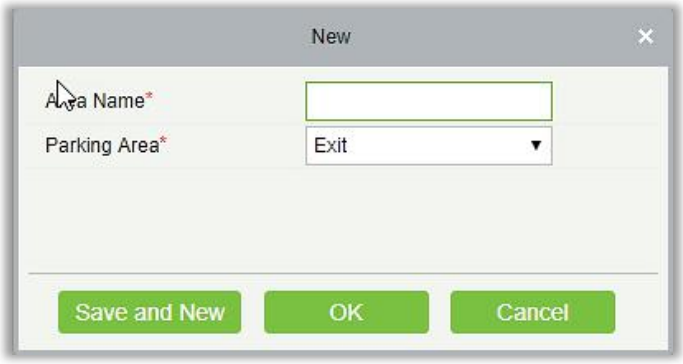
Choose [Parking Lot Management] > [Entrance and Exit Area]. The Entrance and Exit Area page is displayed, as shown in the following figure.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



- 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.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

- Delete

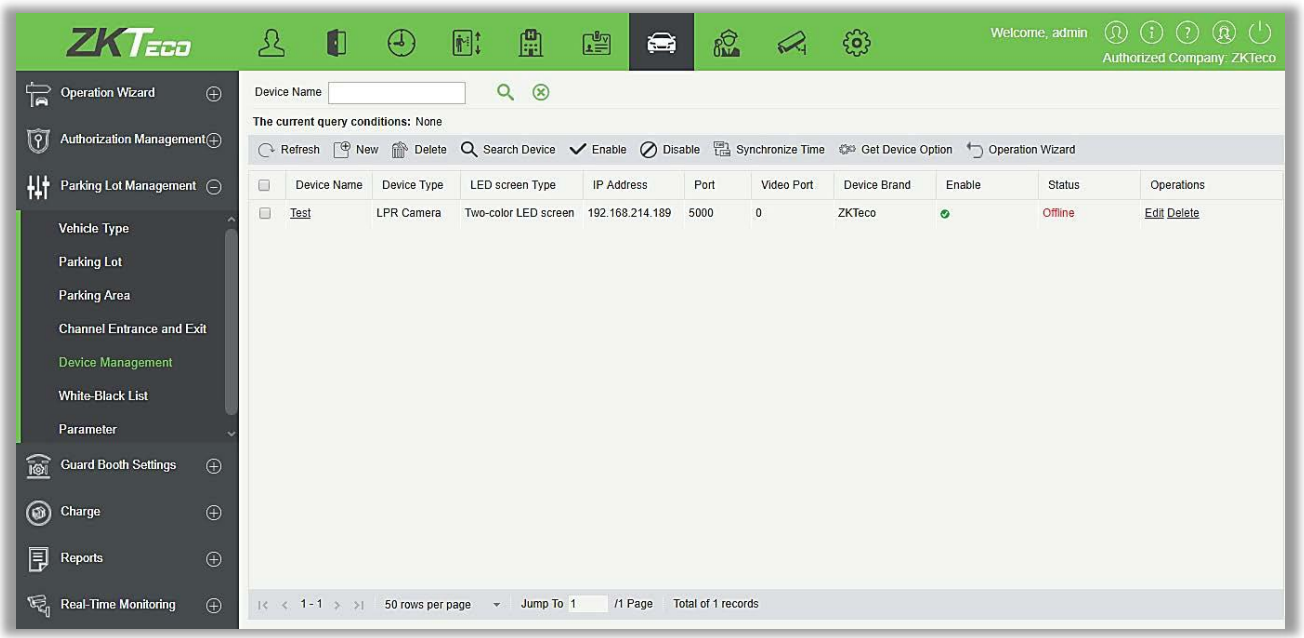
Select one or more entrance and exit areas and click [Delete] at the upper part of the list and click [OK] to delete the selected entrance and exit areas. Click [Cancel] to cancel the operation, or click [Delete] in the Operation column to delete a single entrance and exit area.

- Refresh

Click [Refresh] at the upper part of the list to load new entrance and exit areas.

9.3.5 Device Management

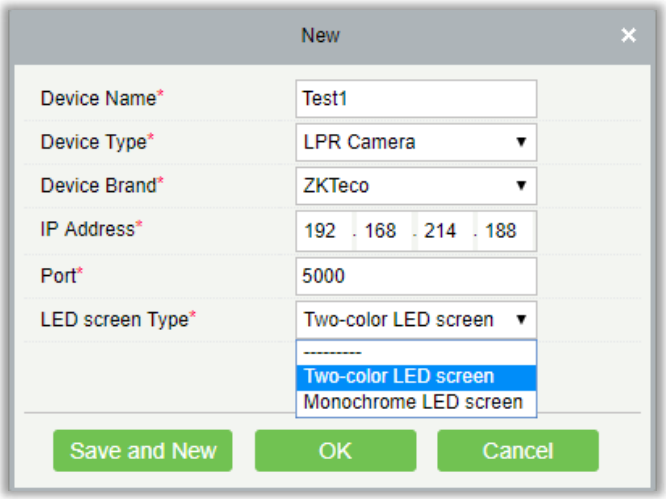
Choose [Parking Lot Management] > [Device]. The Device Management page is displayed, as shown in the following figure.



- New

Click [New]. The below page is displayed.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



The fields are described as follows:

Device Name: Unique name which can identify a device.

Device Type: It has only one option as LPR Camera.

Device Brand: Manufacturer of the device.

IP Address: Unique IP address for connecting the device.

Port: Port number for connecting the device.

LED Screen Type: Here you can set the display LED type. It has two options; Two-color LED Screen and Monochrome LED Screen, choose accordingly.

- Edit

Click a device name or [Edit] in the Operation column to go to the Edit page. Make modifications and click [OK] to save modifications.

- Delete

Select one or more devices and click [Delete] at the upper part of the list and click [OK] to delete the selected devices. Click [Cancel] to cancel the operation or click [Delete] in the Operation column to delete a single device.

- Refresh

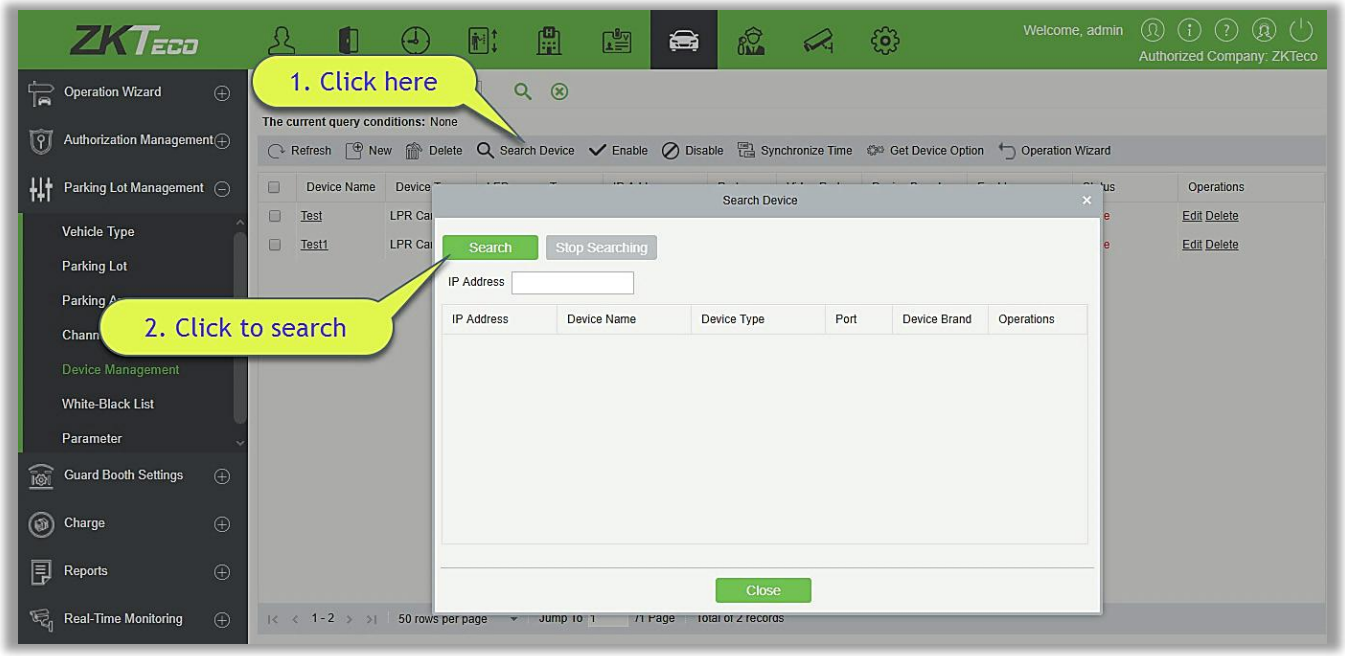
Click [Refresh] at the upper part of the list to load new devices.

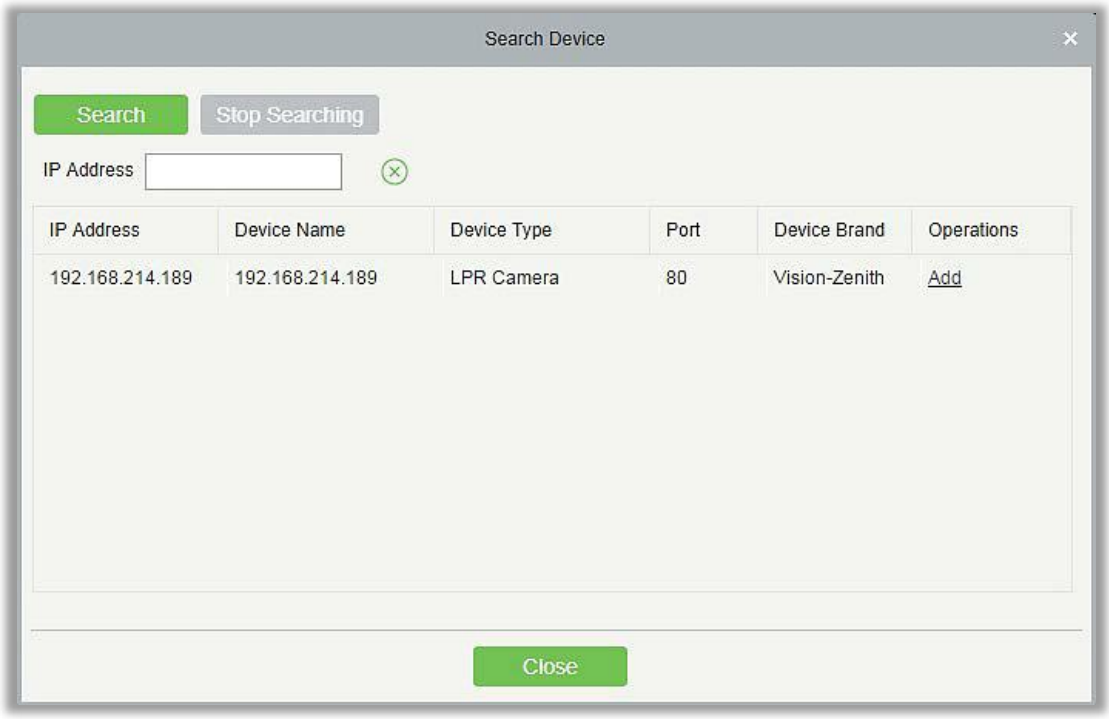
- Search Device

All devices to which a guard booth can connect are searched out and displayed in the list.

Click Search Device. The Search Device page is displayed.

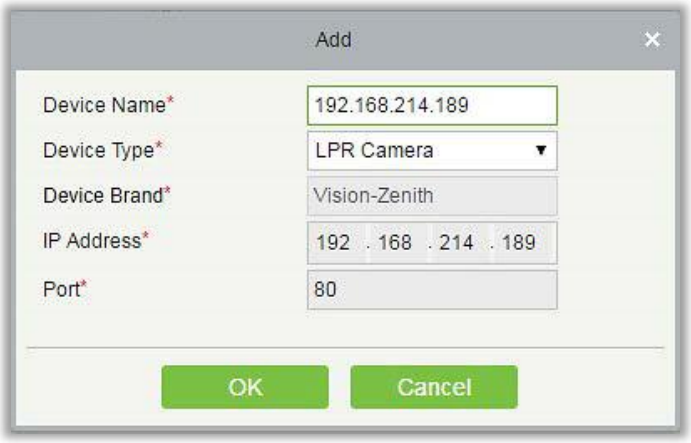
Copyright©2020 ZKTECO. CO., LTD. All rights reserved.





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.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



- Enable

Enable the device. Only enabled devices can be normally used.

Select the device to be enabled and click [Enable].

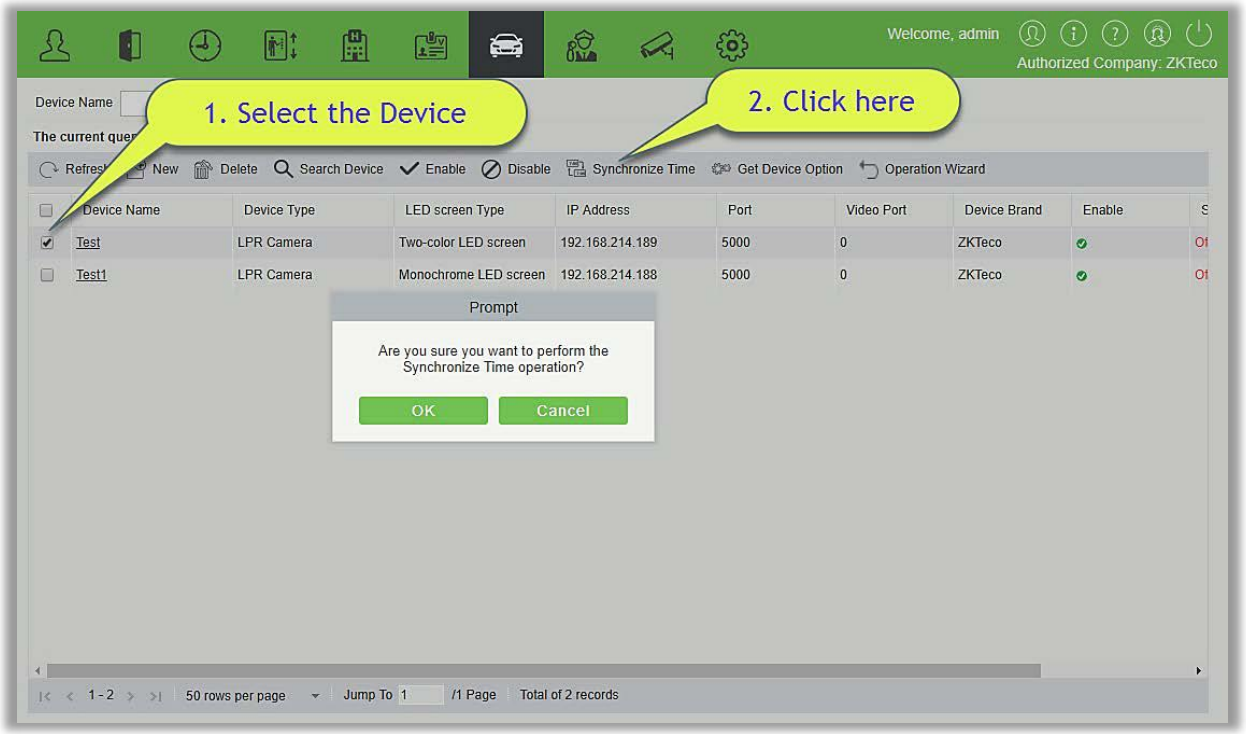
- Disable

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.

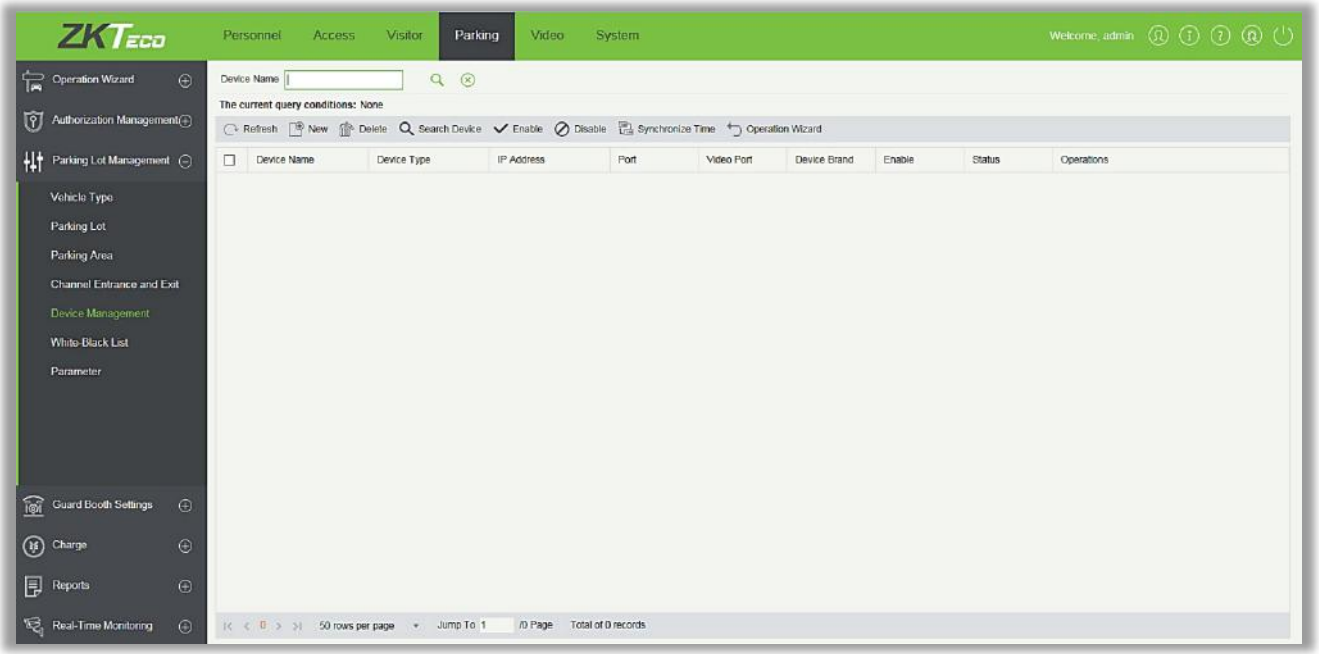


Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

Select the device on which the time needs to be synchronized and click [Synchronize Device Time].

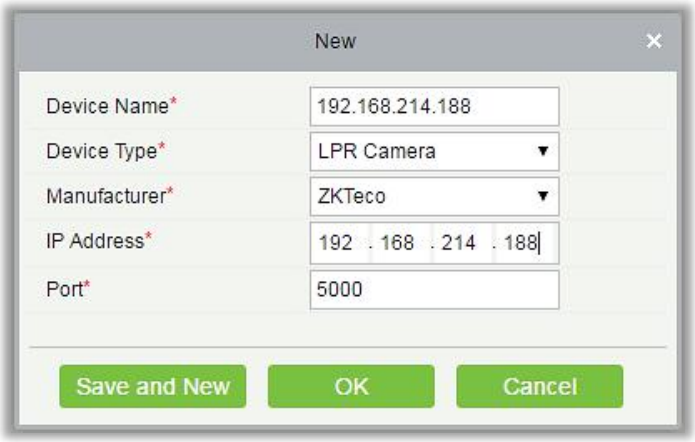
9.3.6 Device Management(When Access Controller is used for Parking)

Choose [Parking Lot Management] > [Device]. The Device Management page is displayed, as shown in the following figure.



- New

Click [New]. The below page is displayed.



The fields are described as follows:

Device Name: It identifies a device.

Device Type: The value can be Access Controller.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

IP Address: Unique IP address for connecting the device.

Door Name: Click to select the door list of the access control module. The door corresponding to the device supporting Multiple Cards per Person may be selected (firmware version above 3.0.3.0).

Port: Port number for connecting the device.

Remark: Remark of the device.

- Edit

Click a device name or [Edit] in the Operation column to go to the Edit page. Make modifications and click [OK] to save modifications.

- Delete

Select one or more devices and click [Delete] at the upper part of the list and click [OK] to delete the selected devices. Click [Cancel] to cancel the operation, or click [Delete] in the Operation column to delete a single device.

- Refresh

Click [Refresh] at the upper part of the list to load new devices.

- Get Device Option

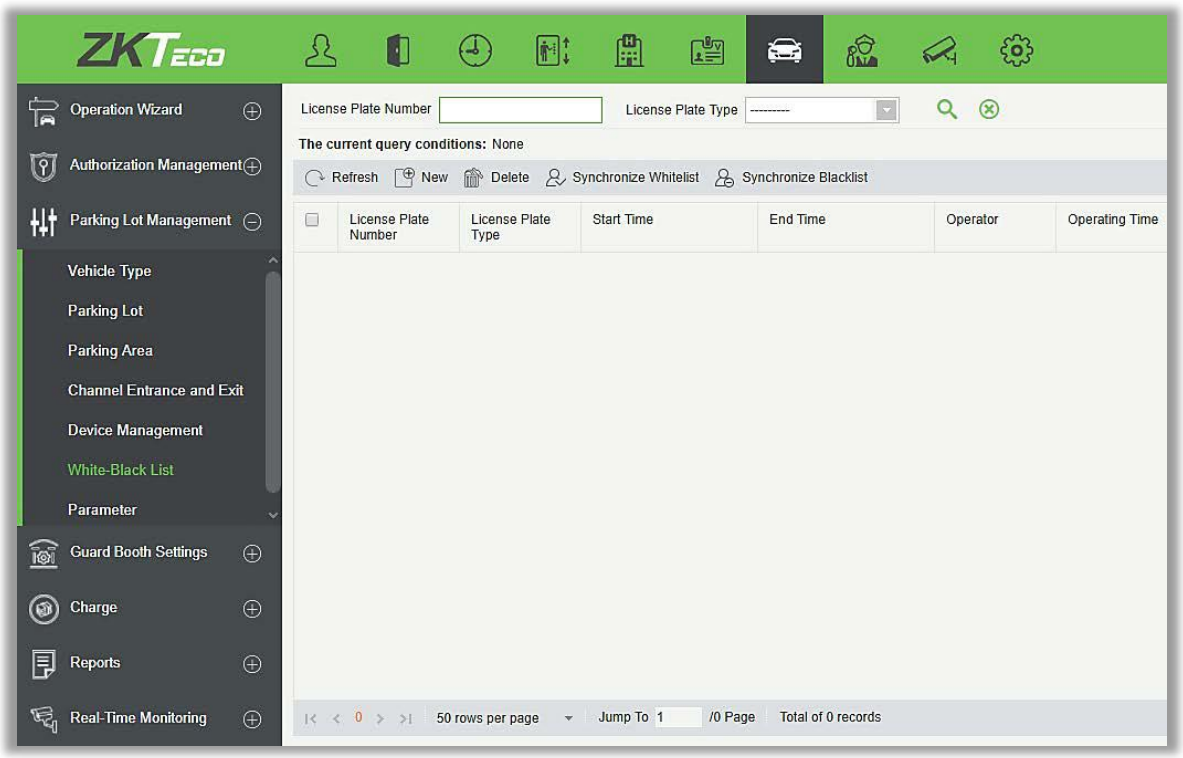
Select the device for which you want to get information, click to send command and get the device related parameters, such as: serial number, IP address, device model, firmware version number, etc.

9.3.7 White-Black List

Vehicles in the whitelist include fire engines, police cars, and some privileged vehicles, which are not charged. Vehicles in the blacklist refer to those who are not allowed to enter or exit from the parking lot.

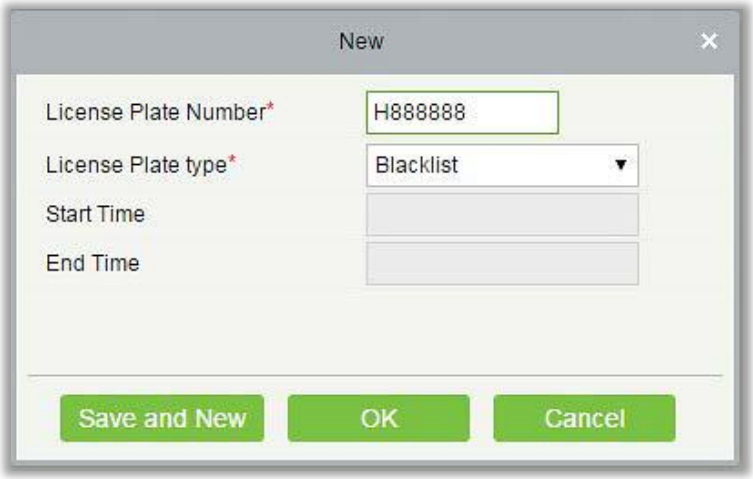
Choose [Parking Lot Management] > [White-Black List]. The White-Black List page is displayed, as shown in the following figure.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



- 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).

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

- Edit

Click a license plate number or [Edit] in the Operation column to go to the Edit page. Make modifications and click [OK] to save modifications.

- Delete

Select one or more license plate numbers and click [Delete] at the upper part of the list and click [OK] to delete the selected license plate numbers. Click [Cancel] to cancel the operation or click [Delete] in the Operation column to delete a single license plate number.

- Refresh

Click [Refresh] at the upper part of the list to load the latest blacklist and whitelist.

- Synchronize Blacklist

Click [Synchronize Blacklist], click [OK] to synchronize all blacklists, click [Cancel] to cancel.

When the device is off-line, the device will automatically synchronize blacklist and broadcast voice. It should be noted that the device must be equipped with an SD card.

- Synchronize Whitelist

Click [Synchronize Whitelist], click [OK] to synchronize all whitelists, click [Cancel] to cancel.

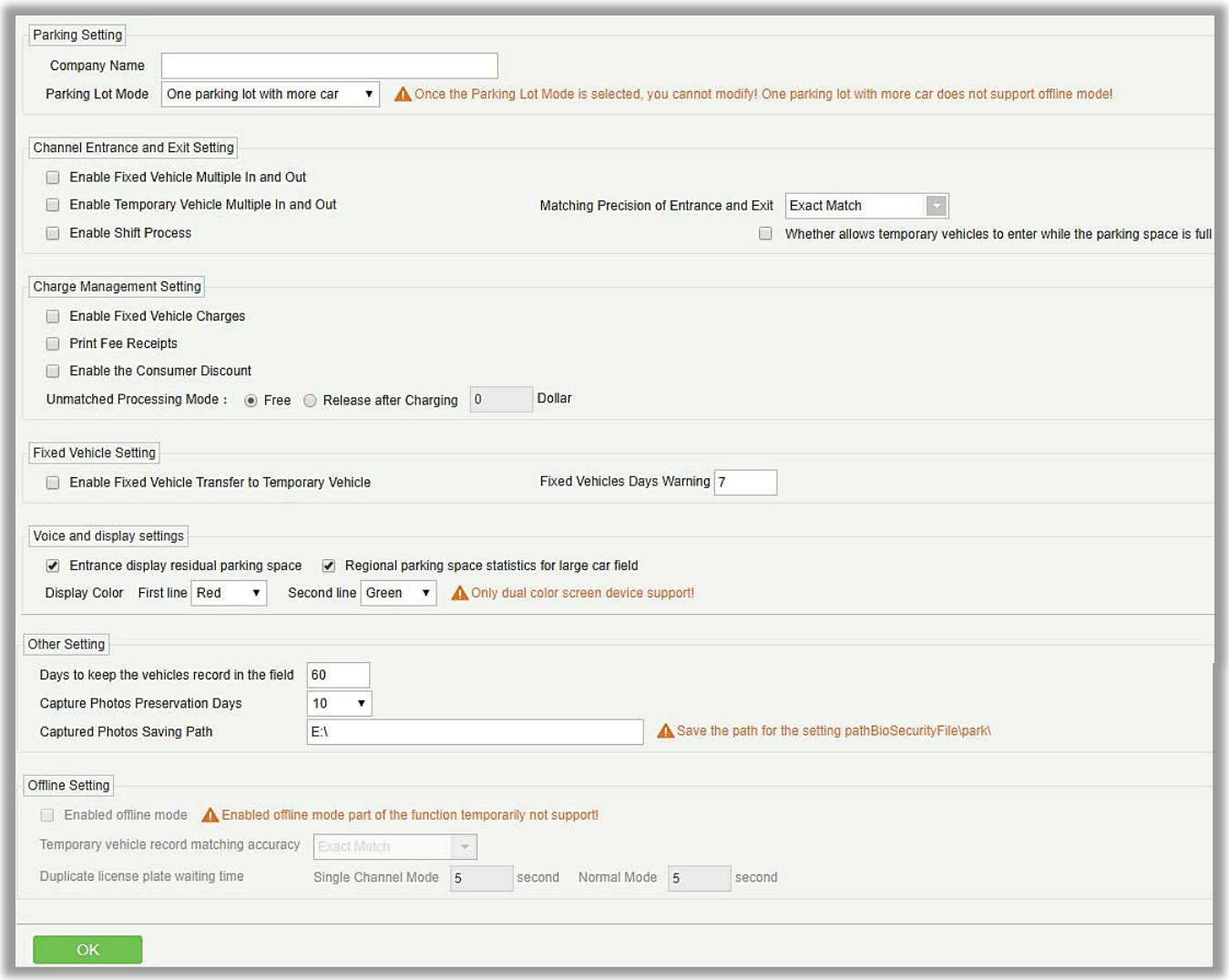
When the device is off-line, the device will identify the whitelist synchronized and automatically open the gate. It should be noted that the device must be equipped with an SD card

9.3.8 Parameter Setting

Set basic public parameters of the parking lot.

Choose [Parking Lot Management] > [Parameter Setting]. The Parameter Setting is displayed, as in the following figure.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



The fields are described as follows:

➢ Parking lot setting

Company Name: Company name displayed on the printed fee receipt.

Parking Lot Mode: Click here for details.

➢ Channel Entrance and Exit Setting

Enable Fixed Vehicles Multiple In and Out: If this parameter is selected, no fee is charged when fixed vehicles go in or out of the parking lot.

Enable Temporary Vehicles Multiple In and Out: If this parameter is selected, no fee is charged when temporary vehicles go in or out of the parking lot.

Enable Shift process: Whether to enable the shift change of guard booths.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

The default license plate: Default province of the license plate in scenarios where license plate numbers need to be entered, for example, upon manual correction or manual release, or at the central payment station.

Matching precision of Entrance and exit: Matching rule for license plate number searching. An extract match: A license plate number can be found only upon exact match; 4-digit: A license plate number can be found when the entered license plate number has the same four digits as that in the database; 5-digit: A license plate number can be found when the entered license plate number has the same five digits as that in the database. And so on for 6 and 7 digits.

Whether allows temporary vehicles to enter while the parking space is full: If selected, it will allow the temporary vehicle to enter the parking lot when the parking space is full.

➢ Charge Management Settings

Enable Fixed Vehicle Charges: If a fixed vehicle charge standard has been defined in charge settings and this parameter is selected, the standard is charged upon extension. Otherwise, the extension time and amount must be manually entered on the Fixed Vehicle Valid Time Extension page.

Print Fee Receipts: Whether to print fee receipts when charging. If yes, the system must be connected to the receipt printer.

Enable the Consumer Discount: Whether to enable the consumer discount function. The detailed consumer discount strategy is set in 9.5.5 Discount Strategy.

Unmatched Processing Mode: It can be either Free or Charged. If a vehicle was not registered at the time of entrance, then this function gets effective at the time of exit of the vehicle. If you want to charge, then select "Release After Charging" and set the amount. If you don't want to charge, then select "Free".

➢ Fixed vehicles setting

Enable Fixed Vehicle Transfer to Temporary Vehicle: If this parameter is selected, fixed vehicles are automatically changed to temporary vehicles for charging. Otherwise, after the valid time of fixed vehicles expires, manual processing is required.

Fixed Vehicles Days Warning: A valid time extension prompt is sent to a fixed vehicle owner upon entrance and exit within the preset warning days. For example, if this parameter is set to 5 and there are 31 days in the current month, the prompt is sent from the 27th day.

➢ Voice and Display Setting

Entrance Display residual parking space: If selected, it will display with voice prompt, the number of available spaces for parking at the entrance on the LED screen.

Regional parking space statistics for large car field: It will show the statistics for large car parking space.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

Display color: You can set the color of display. If you have installed dual color LED screen, then you can set color for the second line of display also.

➢ Other Setting

Days to keep the vehicles record in the field: You can set the required number of days to keep the vehicle records in database.

Capture photos preservation days: Photos taken by the IPC device are automatically deleted after the number of days specified by this parameter expires.

Captured Photos Saving Path: Path for saving photos captured during license plate identification (Here, only a basic path is configured. The actual saving path also includes ****BioSecurityFile\park\YYYY-MM-DD****).

➢ Offline Setting

Enabled offline mode part of the function temporarily does not support!

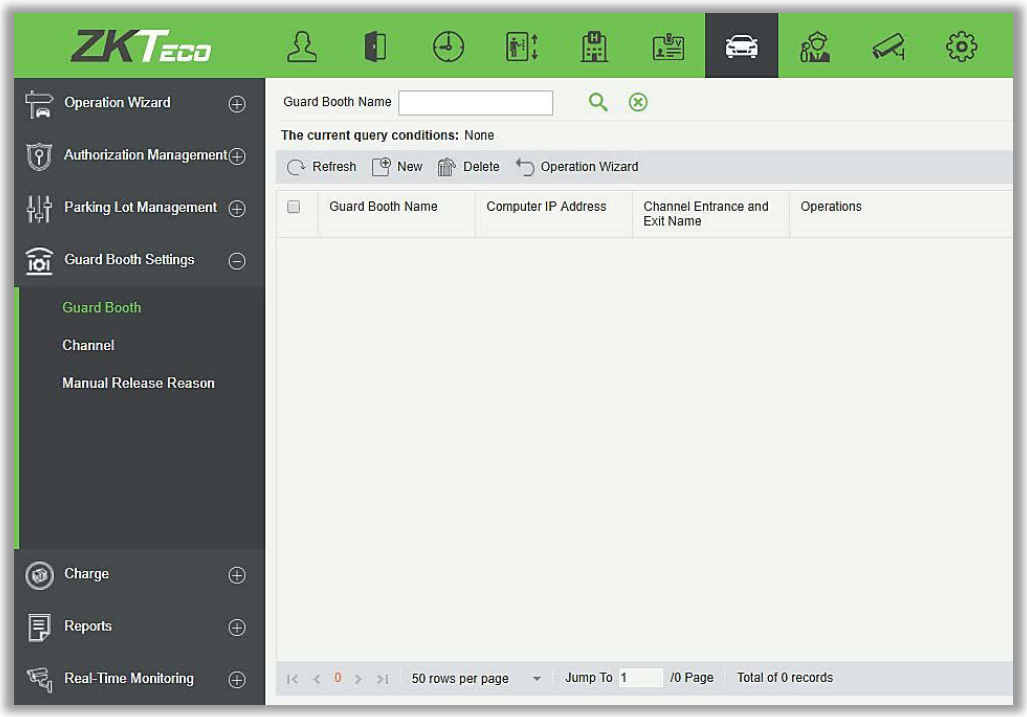
9.4 Guard Booth Setting

Guard Booth Setting includes four modules: Guard Booth, Channel, Manual Processing Method, and Manual Release Reason.

9.4.1 Guard Booth Setting

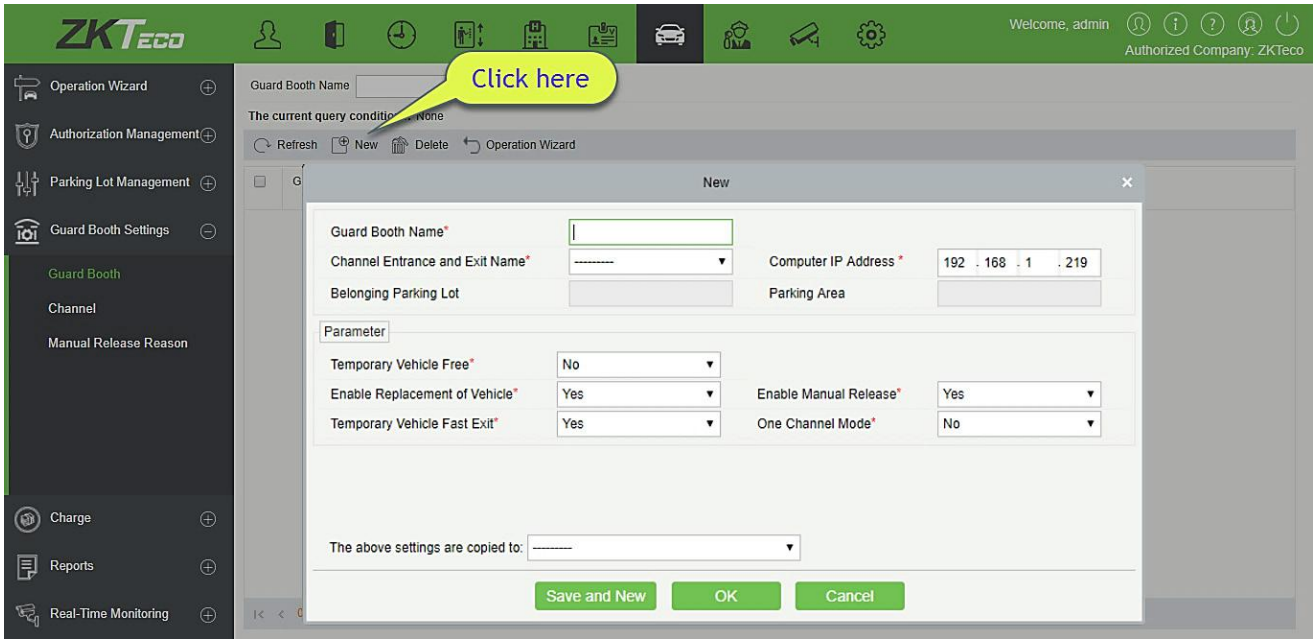
Choose [Guard Booth Setting] > [Guard Booth]. The Guard Booth page is displayed, as shown in the following figure.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



- 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.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

Computer IP Address: IP address of the guard booth (It must be unique. The local IP address is read and set as the initial value when a new guard booth is added).

Belonging Parking Lot: Parking lot to which the selected entrance and exit area belongs. This parameter is set as "read only".

Parking Area: Parking area to which the selected entrance and exit area belongs. This parameter is set as read only.

Temporary Vehicle Free: If it is set to **Yes**, the **Free** button is displayed on the temporary vehicle charging result page to allow free of charge for temporary vehicles.

Enable replacement of vehicle: The type of temporary vehicles can be changed on the temporary vehicle charging result page. Since different types of vehicles have different charge standard, the charging result may also change.

Enable Manual Release: If this parameter is selected, the gate can be manually controlled to release vehicles.

Temporary vehicle fast exit: If no fee is generated for a temporary vehicle, no charging result confirmation page is displayed and the gate is directly open to release the temporary vehicle.

One channel mode: It this mode is enabled; a channel can be physically used as the entrance and exit at the same time. However, it is suggested to use different channels for binding different IPC devices.

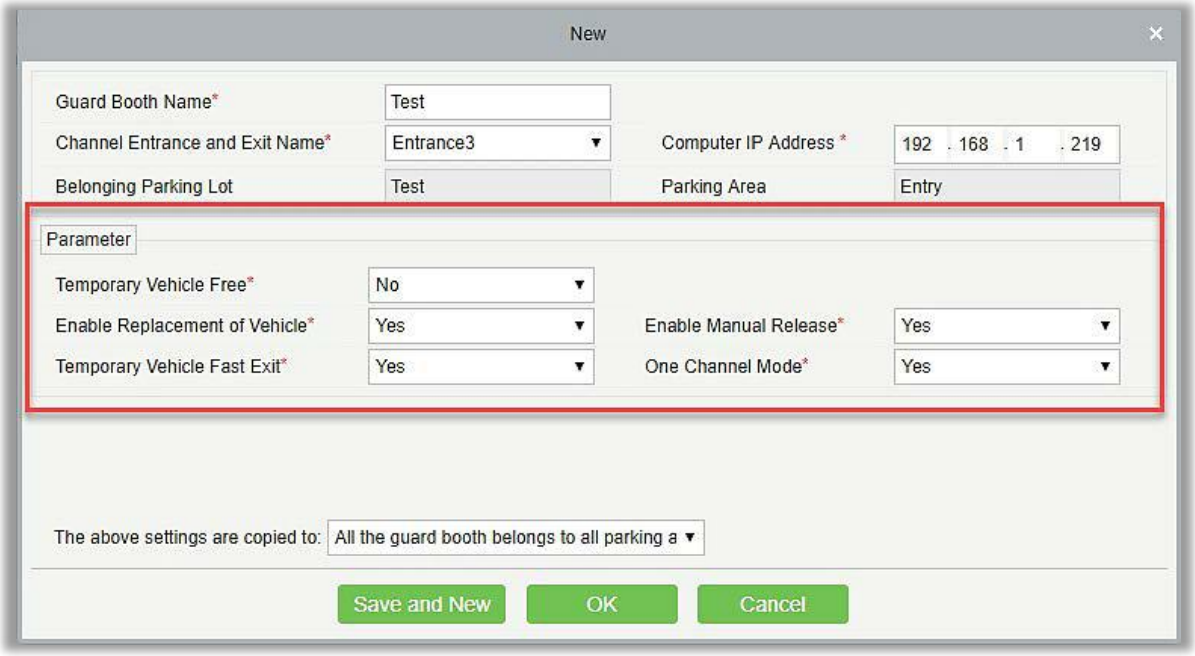
The above Settings are copied to: The following two options are available.

All Guard Booths in the Belonging Parking Area: Information in **Parameter Setting** is copied to all guard booths in the belonging parking area.

All Guard Booths in the Belonging Parking Lot: Information in **Parameter Setting** is copied to all guard booths in the belonging parking lot.

Parameters in the red box are copied, as shown in the following figure.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



- Edit

Click a guard booth name or [Edit] in the Operation column to go to the Edit page. Make modifications and click [OK] to save modifications.

- Delete

Select one or more guard booths and click [Delete] at the upper part of the list and click [OK] to delete the selected guard booths. Click [Cancel] to cancel the operation, or click [Delete] in the Operation column to delete a single guard booth.

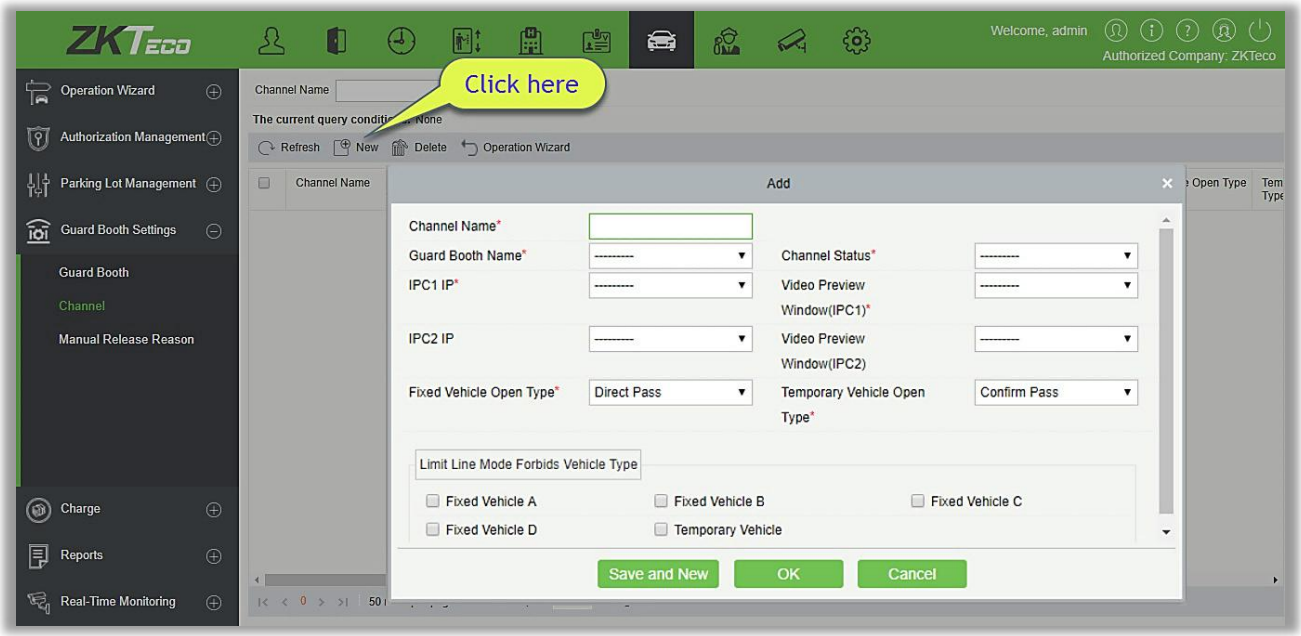
- Refresh

Click [Refresh] at the upper part of the list to load new guard booths.

9.4.2 Channel Setting

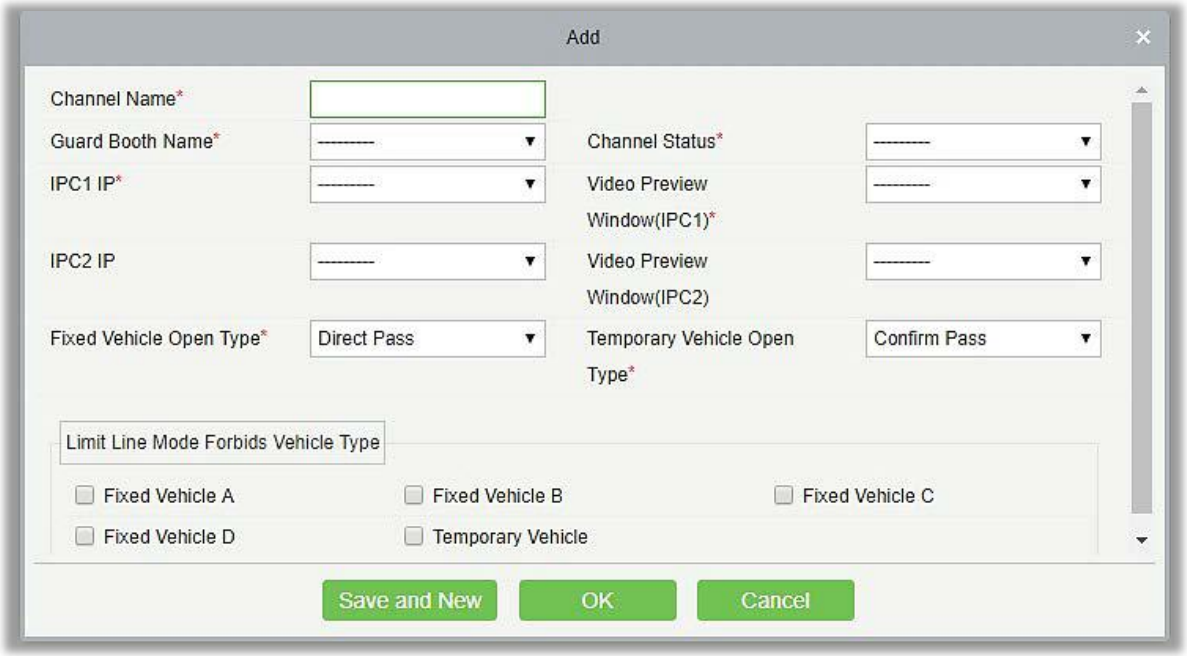
Choose [Guard Booth Setting] > [Channel]. The Channel page is displayed as in the following figure.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



- New

Click [New]. The New page is displayed.



The fields are described as follows:

Channel Name: Unique channel name.

Guard Booth Name: Guard booth to which the channel belongs.

Channel State: Channel type.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

IPC1 IP: IP address of IPC1 (which can be in "read only" mode after device information has been added in 9.3.5 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 in "read only" mode after device information has been added in 9.3.5 Device Management and bound devices are not displayed).

Video Preview Window (IPC2): Display location of IPC2 on the monitoring page.

Fixed Vehicle Open type: If it is set to **Direct pass**, no confirmation window is displayed. If it is set to **Confirm pass**, a confirmation window is displayed and the gate is opened upon manual click.

Temporary Vehicle Open type: Same as the above.

Limit Line Mode Forbids Vehicle Type: You can set the types of vehicles forbidden to pass. The vehicles type contains all the vehicles types that are maintained in the system, it allows multiple choices.

- Edit

Click a channel name or [Edit] in the Operation column to go to the Edit page. Modify and click [OK] to save modifications.

- Delete

Select one or more channels and click [Delete] at the upper part of the list and click [OK] to delete the selected channels. Click [Cancel] to cancel the operation, or click [Delete] in the Operation column to delete a single channel.

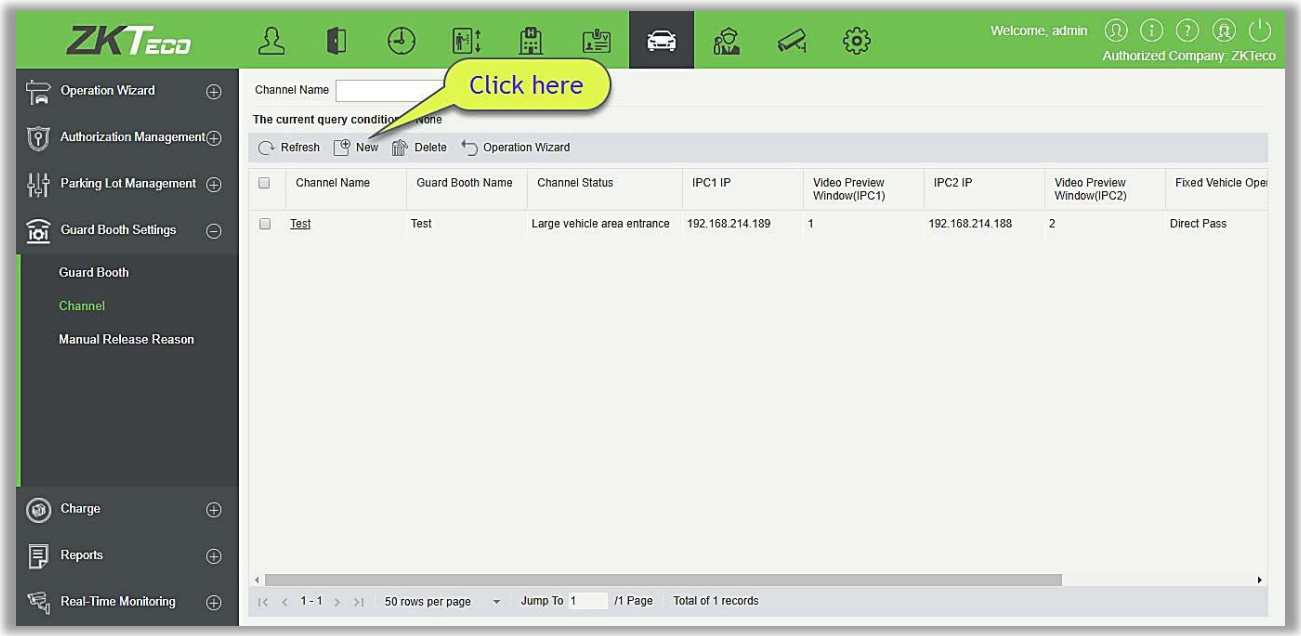
- Refresh

Click [Refresh] at the upper part of the list to load new channels.

9.4.3 Channel Setting (When Access Controller is used for Parking)

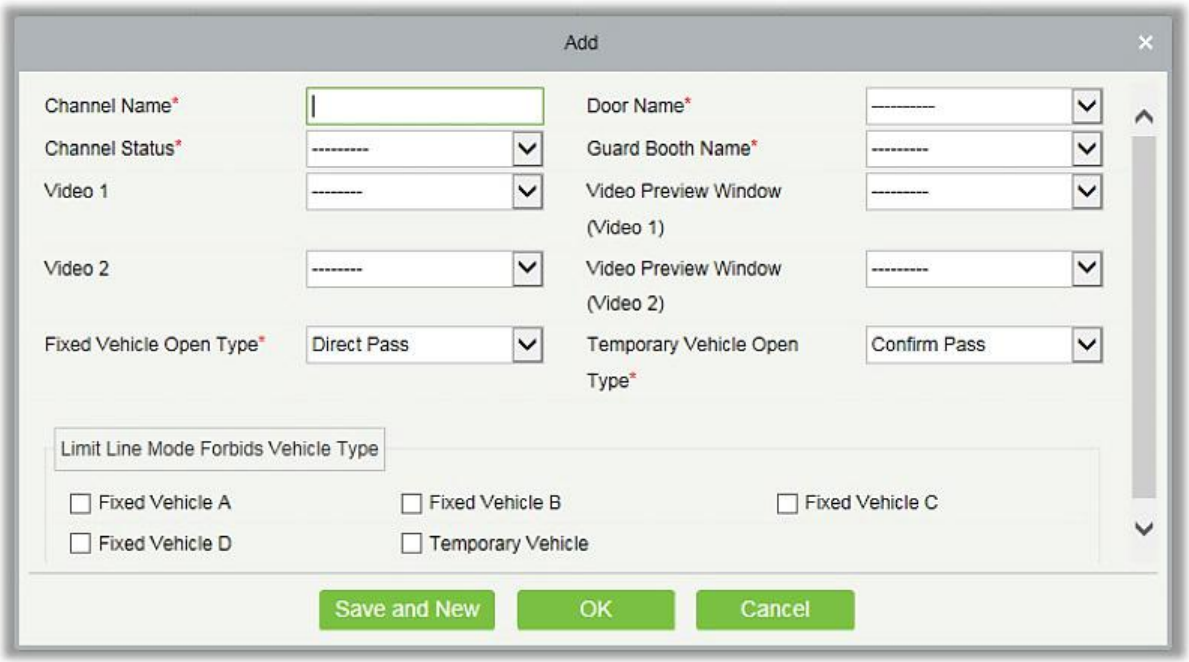
Choose [Guard Booth Setting] > [Channel]. The Channel page is displayed, as shown in the following figure.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



- New

Click [New]. The New page is displayed.



The fields are described as follows:

Channel Name: Unique channel name.

Door Name: Select the device added in Device Management (the door name access control module corresponds to).

Channel State: Channel type.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

Guard Booth Name: Guard booth to which the channel belongs.

Video 1: Select Video Channel added by the video module.

Video Preview Window (Video 1): Display location of Video Channel on the monitoring page.

Video 2: Select Video Channel added by the video module.

Video Preview Window (Video 2): Display location of Video Channel on the monitoring page.

Fixed Vehicle Open Type: If it is set to **Direct pass**, no confirmation window is displayed. If it is set to **Confirm pass**, a confirmation window is displayed and the gate is opened upon manual click.

Temporary Vehicle Open Type: The same as above.

Limit Line Mode Forbids Vehicle Type: You can set the types of vehicles prohibited from passing. The vehicles type contains all the vehicles types that are maintained in the system, it allows multiple choices.

- Edit

Click a channel name or [Edit] in the Operation column to go to the Edit page. Make modifications and click [OK] to save modifications.

- Delete

Select one or more channels and click [Delete] at the upper part of the list and click [OK] to delete the selected channels. Click [Cancel] to cancel the operation, or click [Delete] in the Operation column to delete a single channel.

- Refresh

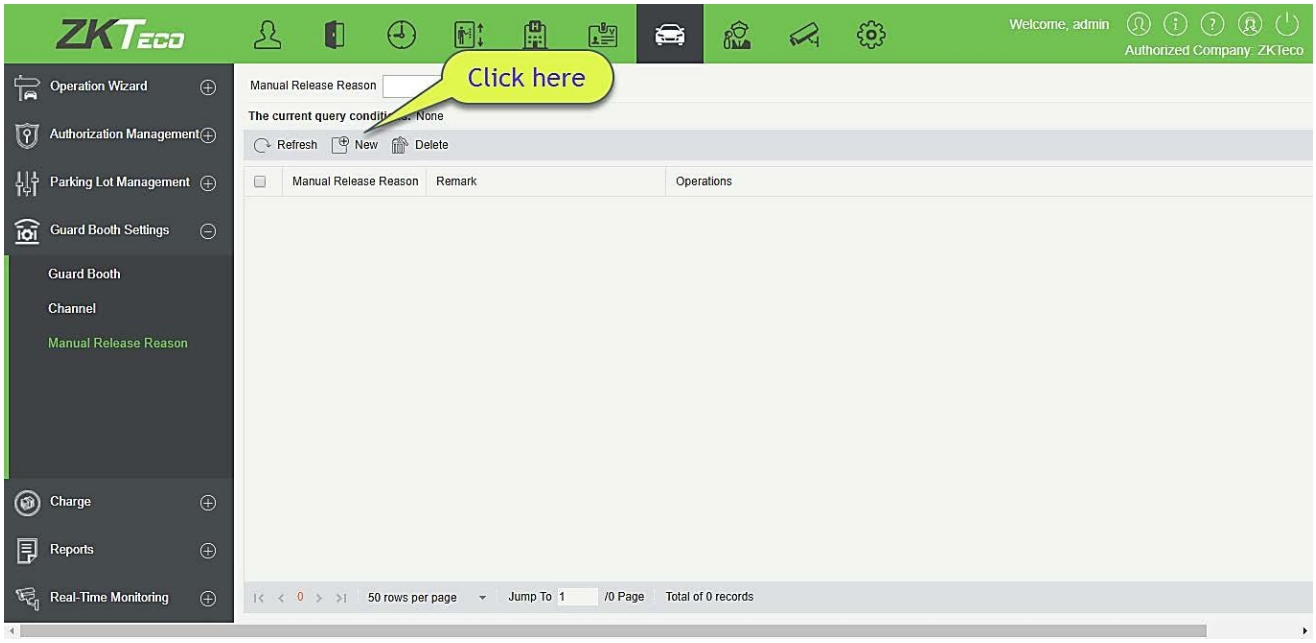
Click [Refresh] at the upper part of the list to load new channels.

9.4.4 Manual Release Button

A manual release reason must be selected when the manual release function is used on the online monitoring page.

Choose [Guard Booth Setting] > [Manual Release Reason]. The **Manual Release Reason** page is displayed as in the following figure.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



- New

Click [New]. The New page is displayed.

The fields are described as follows:

Manual Release Reason: Name of the manual release reason.

Remark: Remark of the manual release reason.

- Edit

Click a name or [Edit] in the Operation column to go to the Edit page. Make modifications and click [OK] to save modifications.

- Delete

Select one or more manual release reasons and click [Delete] at the upper part of the list and click [OK] to delete the selected manual release reasons. Click [Cancel] to cancel the operation, or click [Delete] in the Operation column to delete a manual release reason.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

- Refresh

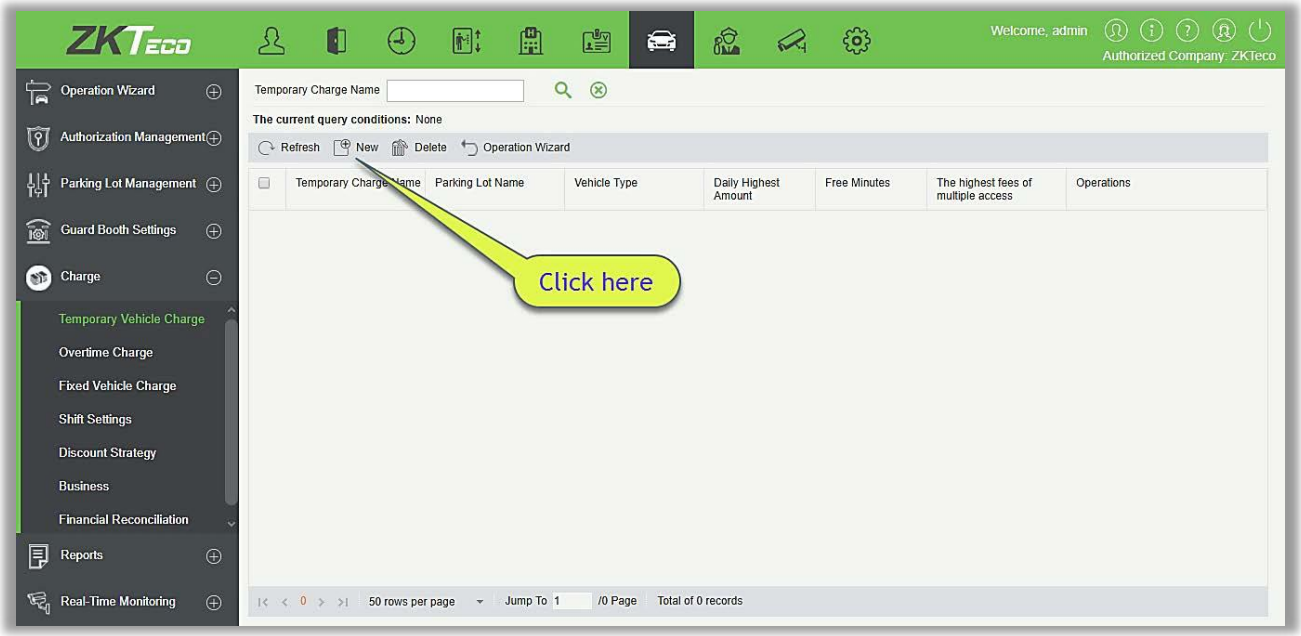
Click [Refresh] at the upper part of the list to load new manual release reasons.

9.5 Charge

It is mainly used to set charging rules of each vehicle type and vendor discount policies in the parking lot. Charge Setting includes seven modules: Temporary Vehicle Charge, Overtime Charge Standard, Fixed Vehicle Charge Standard, Guard Booth on Duty, Discount Strategy, Business, and Reconciliation.

9.5.1 Temporary Vehicle Charge

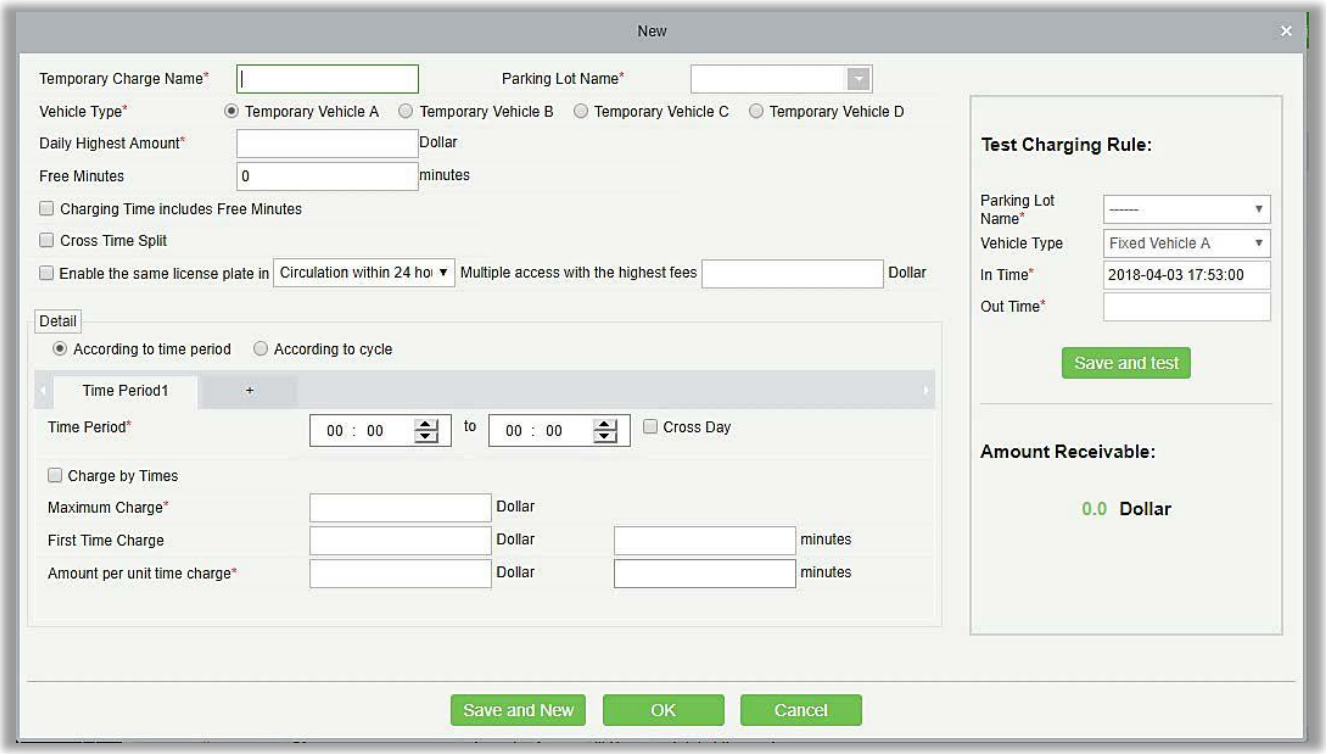
Choose [Charge] > [Temporary Vehicle Charge]. The **Temporary Vehicle Charge** page is displayed, as shown in the following figure.



- New

Click [New]. The New page is displayed.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



✍**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.

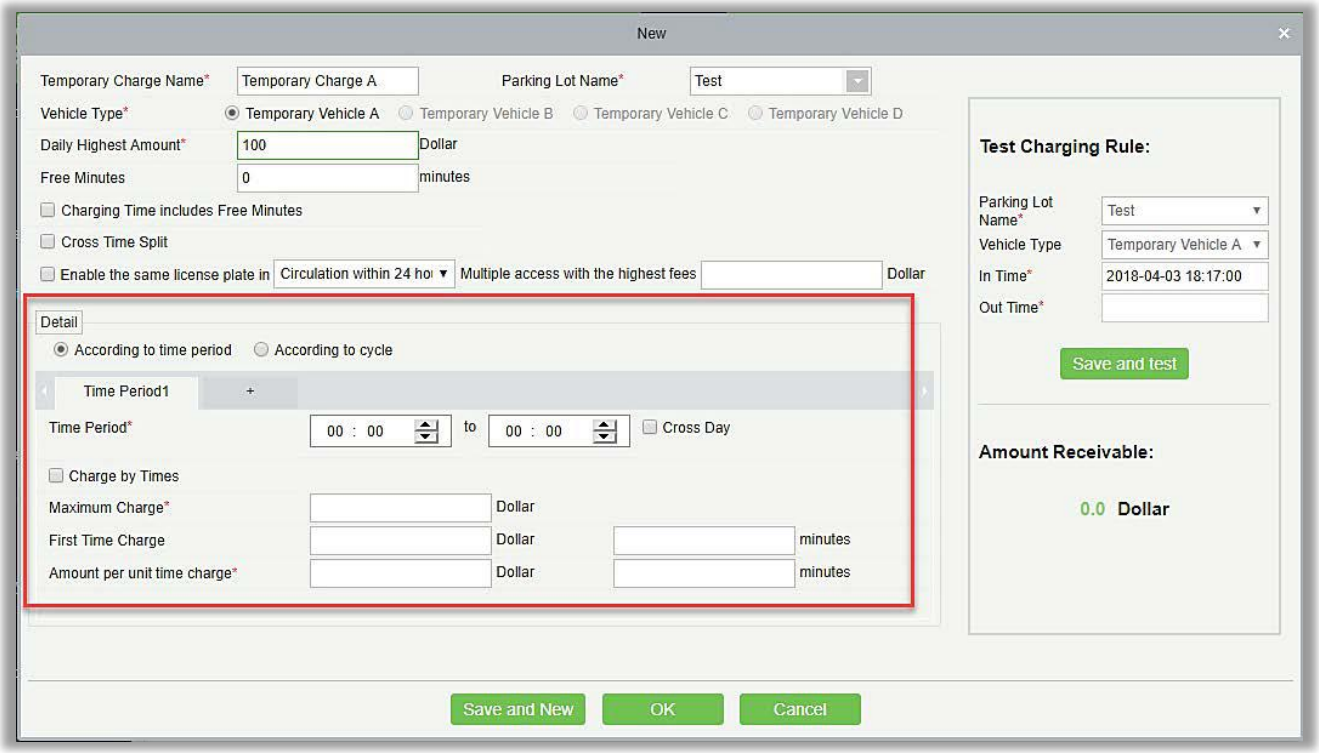
Cross Time Split: Suppose that one dollar is charged every 15 minutes during time period 1 from 9:00 to 10:00 and 10 dollars is charged every 15 minutes during time period 2 from 10:00 to 11:00.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

The parking duration is from 9:43 to 10:30. If this parameter is not selected, the period from 9:43 to 9:58 is charged 1 dollar, the period from 9:58 to 10:00 has only 2 minutes, which is shorter than 15 minutes and must be supplemented by the period from 10:00 to 10:13, and the period from 10:13 to 10:28 is charged based on period 2, and so on. If this parameter is selected, the period from 9:43 to 9:58 is charged 1 dollar, the period from 9:58 to 10:00 has only 2 minutes, which is shorter than 15 minutes but is still charged 1 dollars based on time period 1, and the period from 10:00 to 10:15 is charged based on period 2, and so on.

Enable the same license plate in Circulation within 24 hours (natural day) Multiple access with the highest fees: Rolling fee. If the accumulated fees for multiple entrance and exits of the same license plate exceed this value, no extra fee is charged in the preset cycle. The cycle can be 24 hours for a natural day or 24 hours for a circulated day: 24 hours for a natural day refer to 00:00 -24:00 and 24 hours for a circulated day are from the entrance time to this time on the next day.

According to time period. The page is displayed in the following figure.

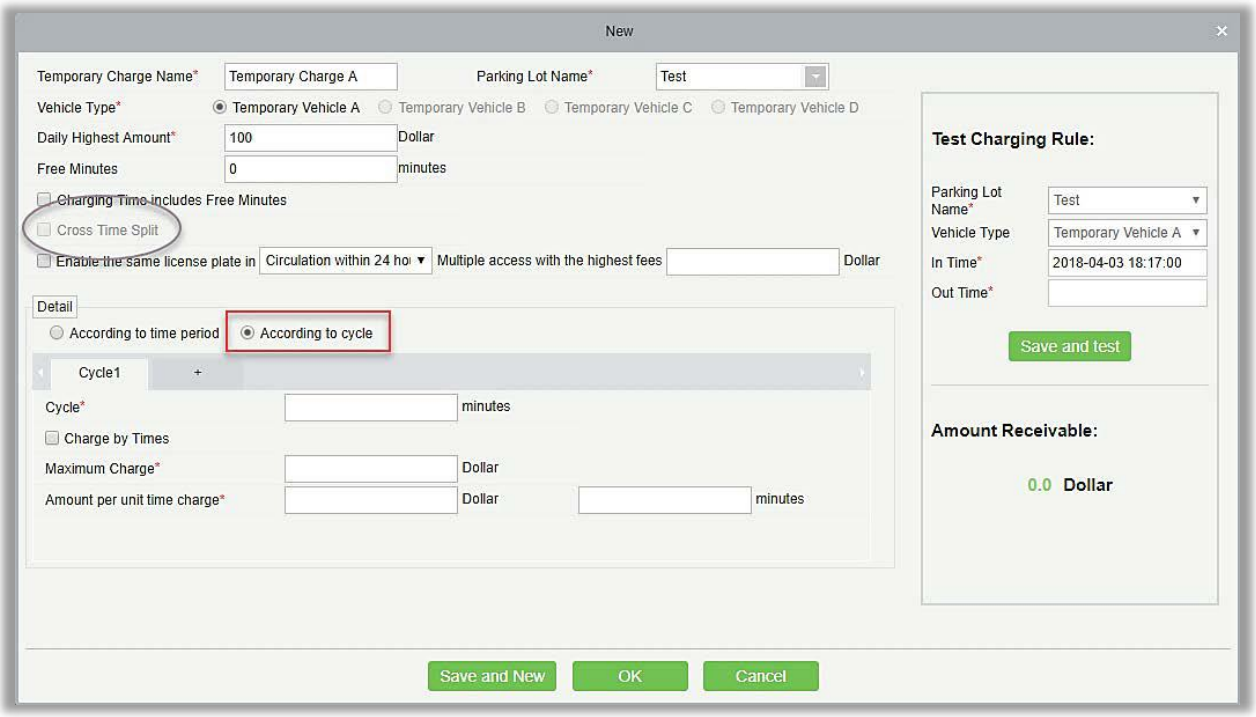


Set different charging standards for different time periods. The time periods must be continuous and the sum must be 24 hours.

Charge by times: If this parameter is selected, **Amount per unit time charge** cannot be set and fees are charged based on the amount set in **Maximum charge**. If this parameter is not selected, fees are charged based on the unit time and the period must be multiples of 15. If the fee is higher than the amount set in **Maximum charge**, the maximum amount is charged.

According to cycle. The page is displayed in the following figure.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



The next 1440 minutes (24 hours) from the entrance time can be divided based on different charge standards.

Test Charging Rule: It is used to test the set temporary car charging rules. You can enter the name of the parking lot, vehicle type, entrance time and exit time in this section, click [Click Test] to view the results of the charges

✍Notes:

- When **Charge by times** is not selected, the time of each cycle must be set to multiples of the time period specified in **Amount per unit time charge**. There is no limitation if **Charge by times** is selected.
- If **According to cycle** is selected, **Cross Time Split** is invalid.
- If **Charge by times** is selected, **Amount per unit time charge** cannot be set and fees are charged based on the amount set in **Maximum charge**. If this parameter is not selected, fees are charged based on the unit time and the period must be multiples of 15. If the fee is higher than the amount set in **Maximum charge**, the maximum amount is charged.

- Edit

Click a temporary charge name or [Edit] in the Operation column to go to the Edit page. Modify and click [OK] to save modifications.

- Delete

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

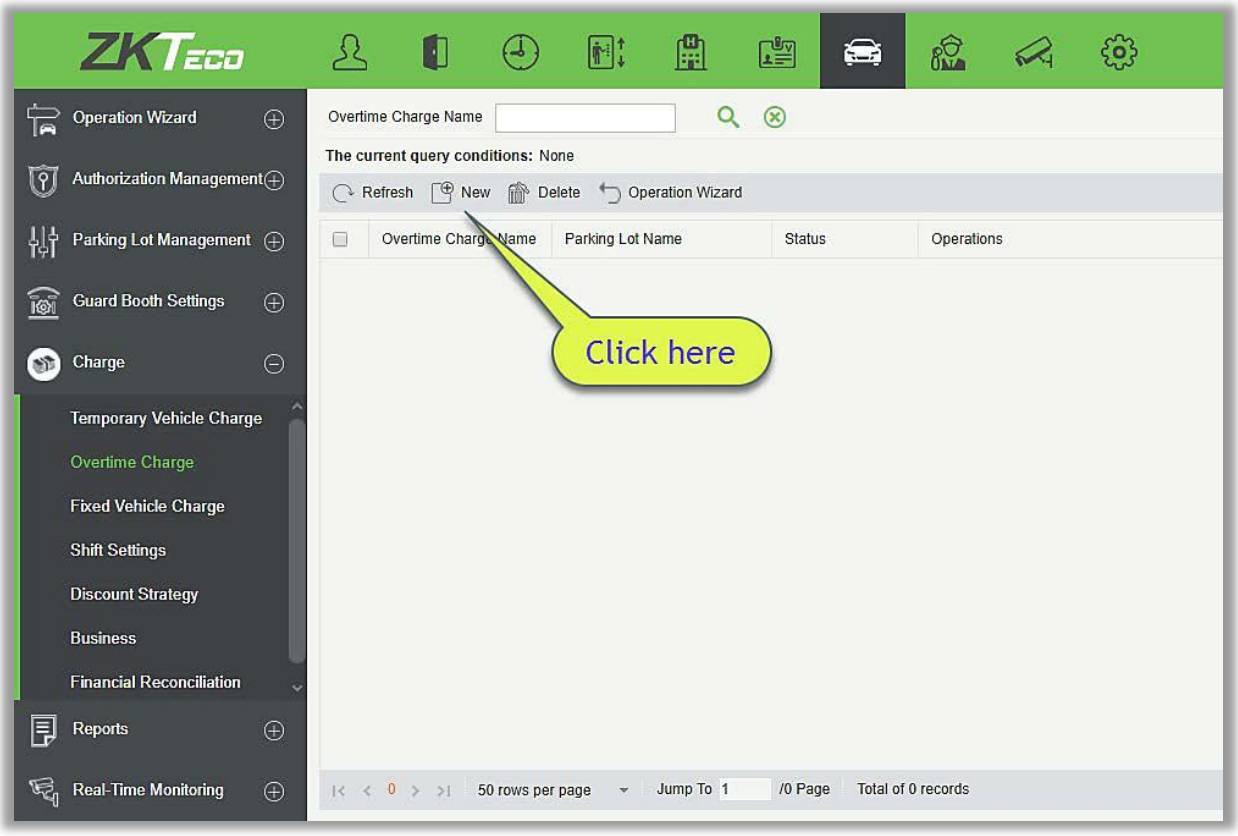
Select one or more temporary vehicle charge and click [Delete] at the upper part of the list and click [OK] to delete the selected temporary vehicle charge. Click [Cancel] to cancel the operation or click [Delete] in the Operation column to delete a single temporary vehicle charge.

- Refresh

Click [Refresh] at the upper part of the list to load new temporary vehicle charge.

9.5.2 Overtime Charge

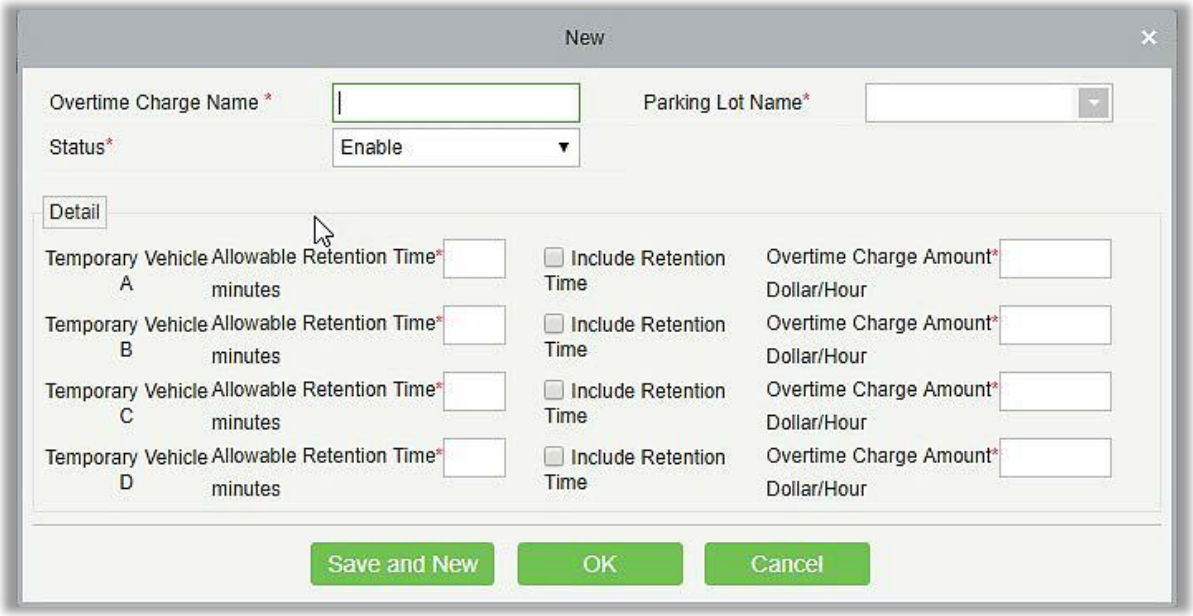
Choose [Charge Setting] > [Overtime Charge Standard]. The **Overtime Charge Standard** page is displayed as in the following figure.



- New

Click [New]. The New page is displayed.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



✍**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: It can enable or disable this charge standard.

Detail: Allowable retention time and overtime charge amount of each temporary vehicle type after payment at the central payment station.

Allowable Retention Time: Retention period in the parking lot after payment at the central payment station. If the time in the parking lot exceeds the retention time, fees are charged again.

Include Retention Time: Suppose that the allowable retention time is 30 minutes, and the vehicle stays in the parking lot for 31 minutes. If this parameter is selected, fees will be charged for 31 minutes. If this parameter is not selected, frees will be charged for 1 minute.

Overtime Charge Amount: Charge standard when the allowable retention time is exceeded.

- Edit

Click a name or [Edit] in the Operation column to go to the Edit page. Modify and click [OK] to save modifications.

- Delete

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

Select one or more temporary vehicle charge and click [Delete] at the upper part of the list and click [OK] to delete the selected temporary vehicle charge. Click [Cancel] to cancel the operation, or click [Delete] in the Operation column to delete a single temporary vehicle charge.

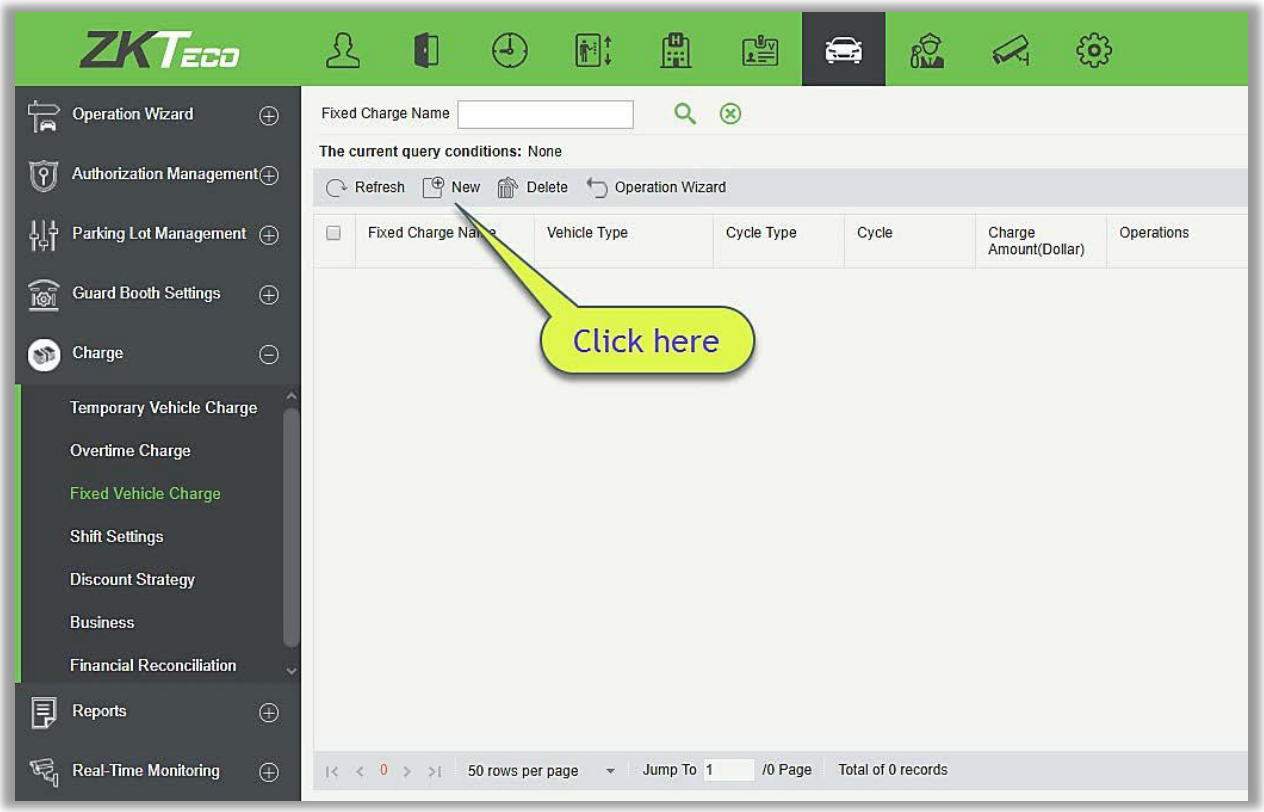
Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

- Refresh

Click [Refresh] at the upper part of the list to load new temporary vehicle charge.

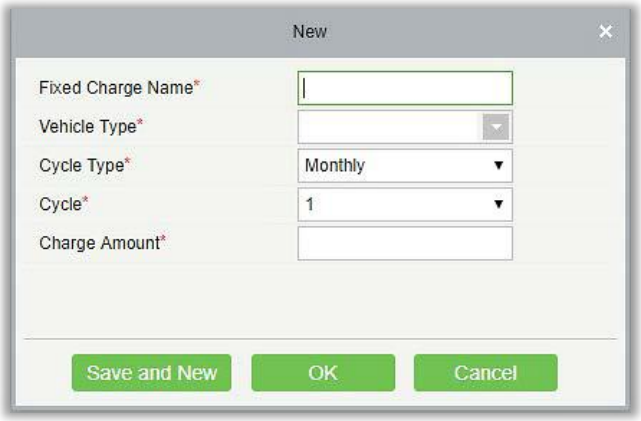
9.5.3 Fixed Vehicle Charge

Choose [Charge Setting] > [Fixed Vehicle Charge]. The **Fixed Vehicle Charge** page is displayed as in the following figure.



- New

Click [New]. The New page is displayed.



Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

✍**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 vehicle charge.

Vehicle Type: Vehicle type of the fixed vehicle charge. Only one fixed vehicle charge can be set for each vehicle type.

Cycle Type: Month/Daily.

Cycle: Valid time of fixed vehicles.

Amount: Paid amount.

- Edit

Click a fixed charge name or [Edit] in the Operation column to go to the Edit page. Modify and click [OK] to save modifications.

- Delete

Select one or more temporary vehicle charge and click [Delete] at the upper part of the list and click [OK] to delete the selected temporary vehicle charge. Click [Cancel] to cancel the operation or click [Delete] in the Operation column to delete a single fixed vehicle charge.

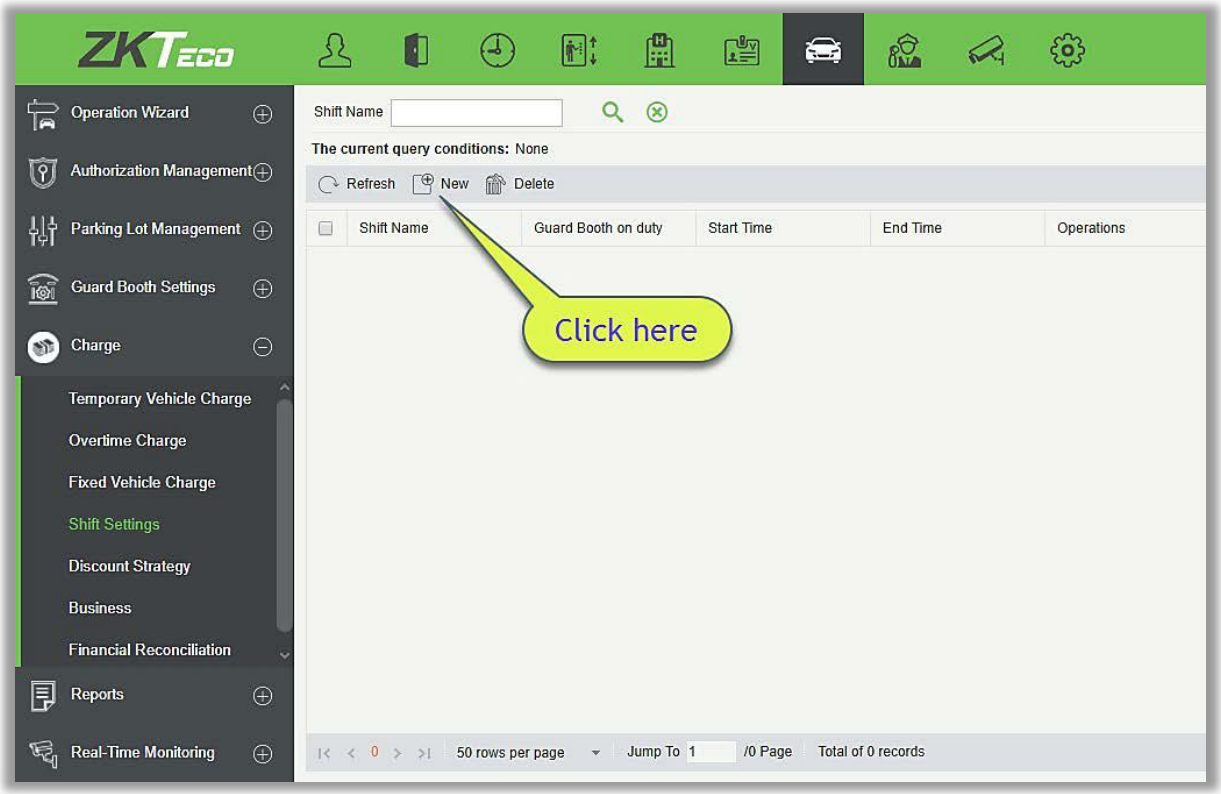
- Refresh

Click [Refresh] at the upper part of the list to load new temporary vehicle charge.

9.5.4 Shift Setting

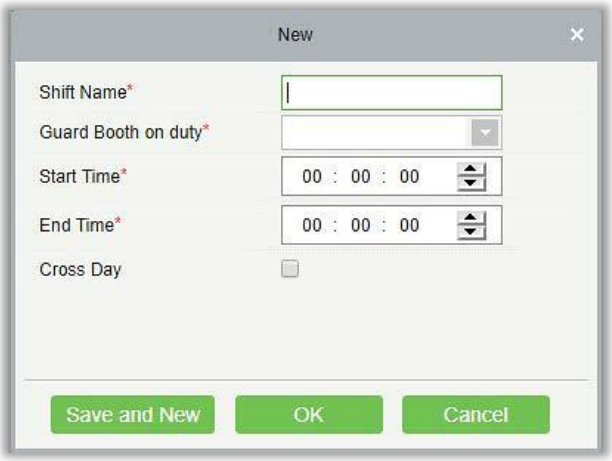
Choose [Charge Setting] > [Shift Setting]. The **Shift Setting** page is displayed as in the following figure.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



- New

Click [New]. The New page is displayed.



The fields are described as follows:

Shift Name: Unique name of a shift.

The Guard Booth on duty: Guard booth of the shift.

Start Time: Start time of the shift.

End Time: End time of the shift.

Cross Day: Whether the shift spans two days.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

- Edit

Click a name or [Edit] in the Operation column to go to the Edit page. Make modifications and click [OK] to save modifications.

- Delete

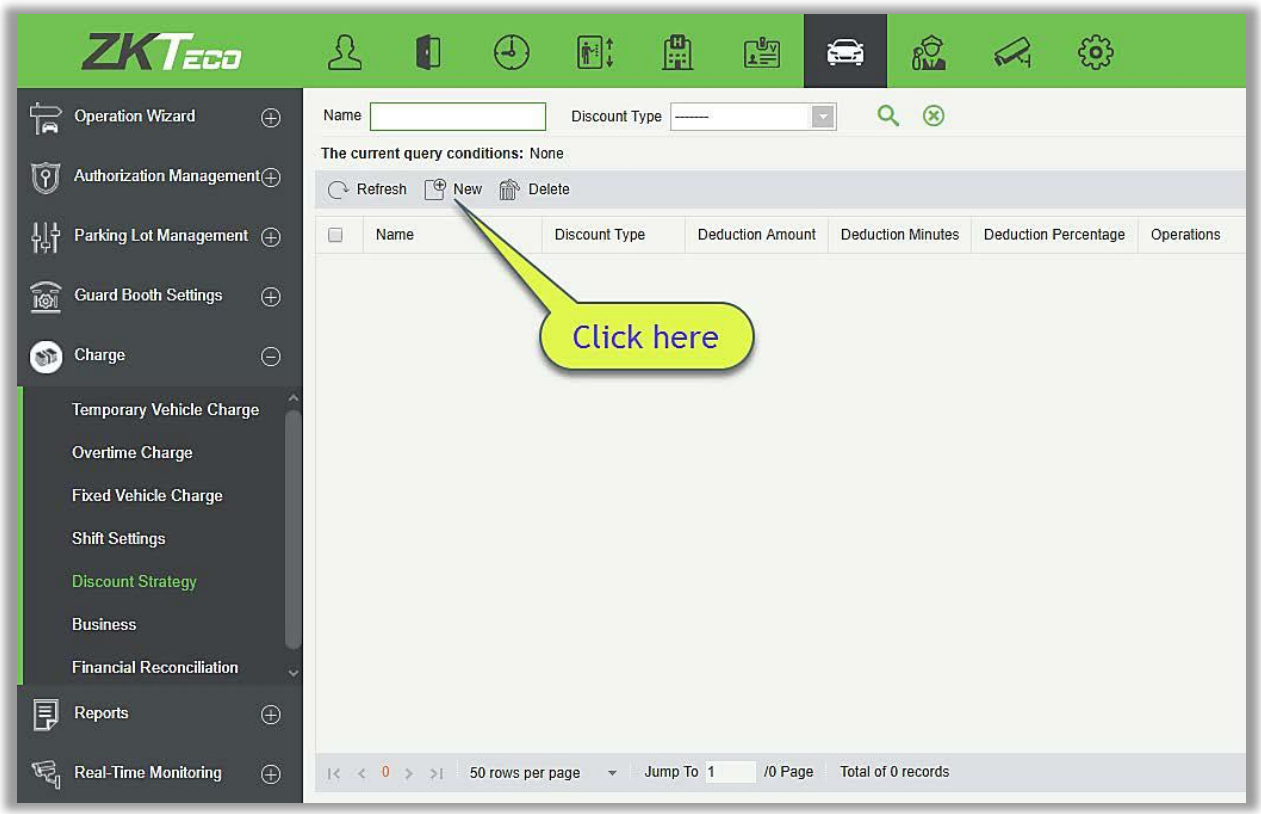
Select one or more shifts and click [Delete] at the upper part of the list and click [OK] to delete the selected shifts. Click [Cancel] to cancel the operation, or click [Delete] in the Operation column to delete a single shift.

- Refresh

Click [Refresh] at the upper part of the list to load new shifts.

9.5.5 Discount Strategy

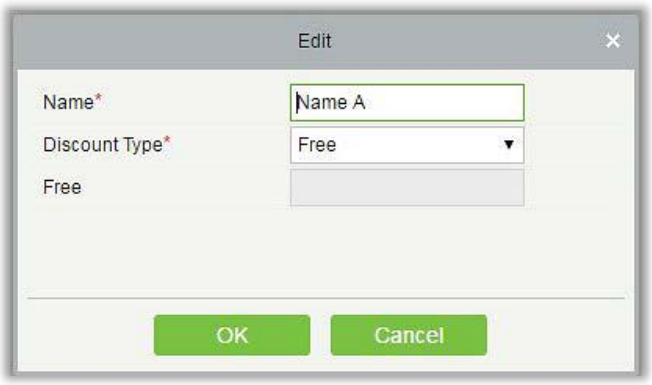
Choose [Charge Setting] > [Discount Strategy]. The Discount Strategy page is displayed, as shown in the following figure.



- New

Click [New]. The New page is displayed.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



The fields are described as follows:

Name: Unique name of the discount strategy.

Discount Type: a. **Free** (no charge); b. Deduction Amount (deducting a fixed amount from the fee); c. Deduction Minute (deducting minutes from the parking period and then make the charge); d. Deduction Percentage (deducting fees at a specified percentage).

Deduction Amount: When **Discount Type** is **Free**, this parameter does not need to be entered. When **Discount Type** is set to other values, enter the corresponding unit.

- Edit

Click a name or [Edit] in the Operation column to go to the Edit page. Make modifications and click [OK] to save modifications.

- Delete

Select one or more discount policies and click [Delete] at the upper part of the list and click [OK] to delete the selected discount policies. Click [Cancel] to cancel the operation, or click [Delete] in the Operation column to delete a single discount strategy.

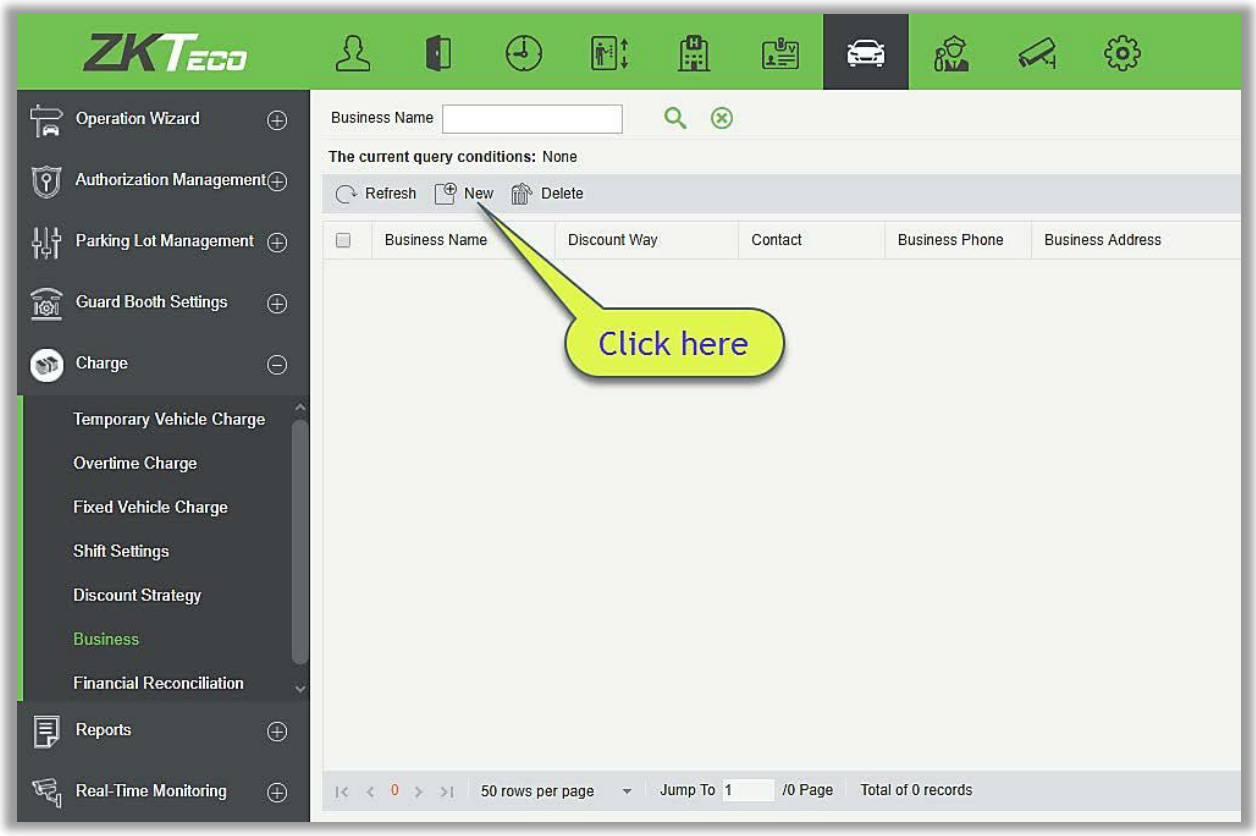
- Refresh

Click [Refresh] at the upper part of the list to load new discount policies.

9.5.6 Business

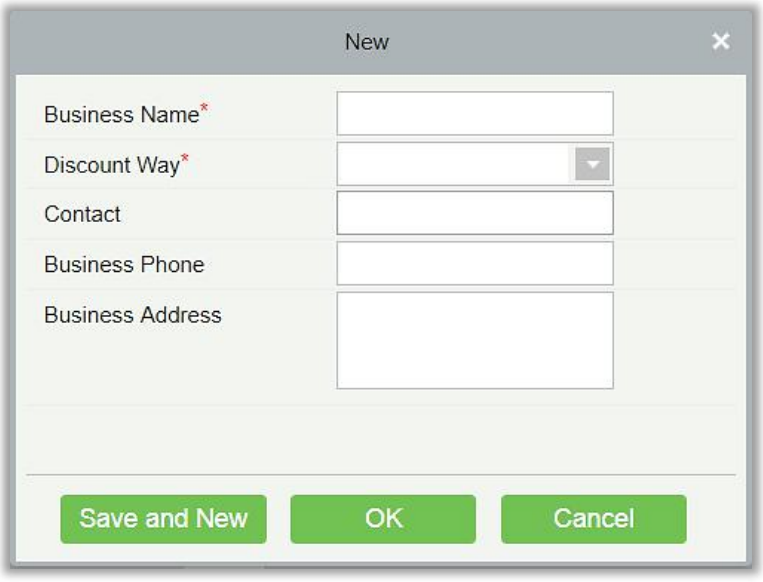
Choose [Charge Setting] > [Business]. The **Business** page is displayed as in the following figure.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



- New

Click [New]. The New page is displayed.



The fields are described as follows:

Business Name: Unique vendor name.

Discount Way: Select a discount strategy set in 9.5.5 Discount Strategy.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

Contact: Vendor contact.

Business Phone: Vendor phone number.

Business Address: Vendor address.

- Edit

Click a name or [Edit] in the Operation column to go to the Edit page. Modify and click [OK] to save modifications.

- Delete

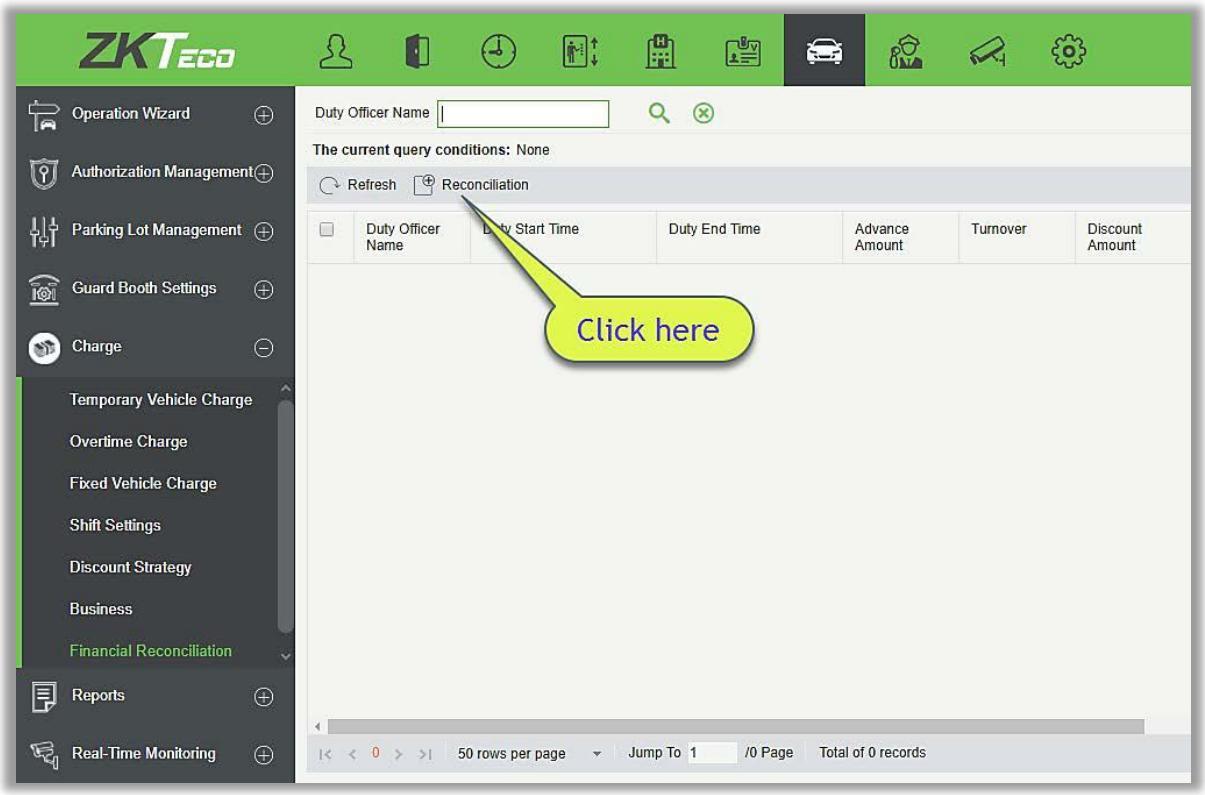
Select one or more vendors and click [Delete] at the upper part of the list and click [OK] to delete the selected vendors. Click [Cancel] to cancel the operation, or click [Delete] in the Operation column to delete a single vendor.

- Refresh

Click [Refresh] at the upper part of the list to load new vendors.

9.5.7 Financial Reconciliation

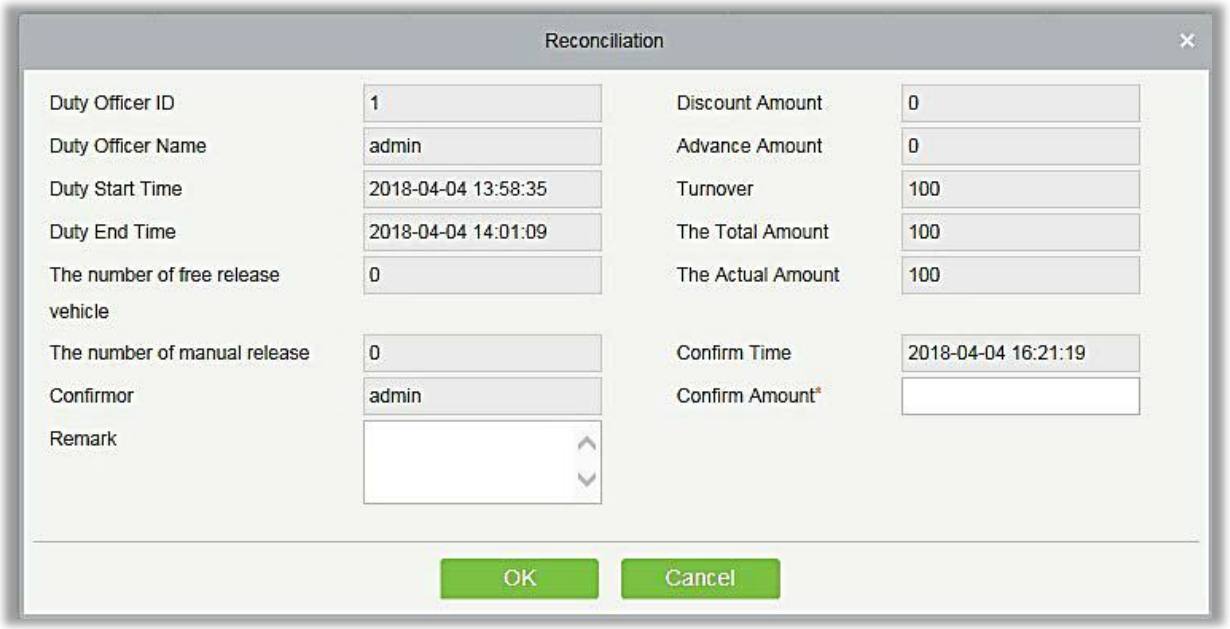
Choose [Charge Setting] > [Financial Reconciliation]. Set parameters such as **Duty Officer Name** and **Duty Office ID** and click to query reconciliation data as shown in the following figure.



Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

- Reconciliation

Click [Reconciliation] in the Operation column. The Reconciliation page is displayed as shown in the following figure.



The fields are described as follows:

Duty Officer Name: Duty officer name.

Duty Officer ID: Duty officer ID.

Duty start time: Duty start time.

Duty end time: Duty end time.

The number of free release vehicle: Number of vehicles released free of charge.

The number of manual release: Number of vehicles released manually.

Confirmor: Reconciliation personnel.

Advance amount: Amount prepaid to the guard booth (for changes).

Turnover: Paid amount.

The total amount: **Advance amount + Turnover**

The actual amount: Amount entered by the duty officer during the shift change.

Confirm Time: Current time.

Confirm Amount: Amount confirmed by the reconciliation personnel.

Remark: Remark to be added.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

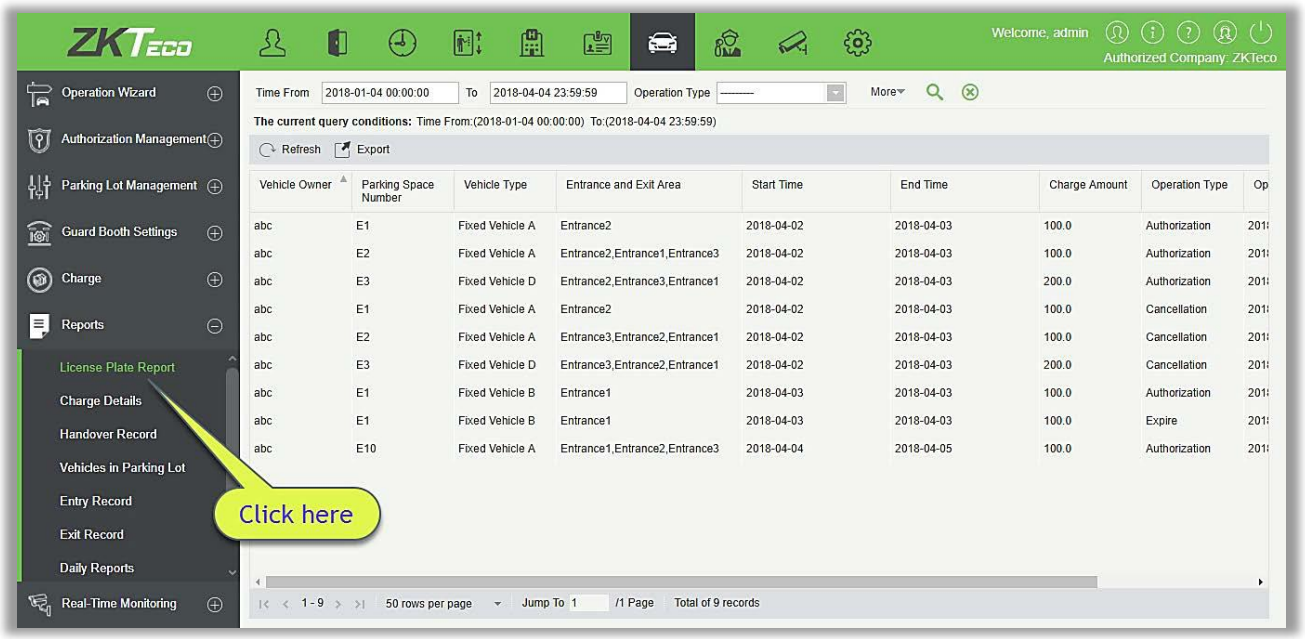
9.6 Report

Report comprises five modules: Charge Details, Handover Record, Vehicles in the Parking Lot, Daily Report and Monthly Report. You can analyze and collect statistics on the parking lot data to gain a macro control on the parking lot.

9.6.1 License Plate Report

It will provide all the details for the vehicle whose license plate has been registered in the system. You can export the details as required.

Choose [Report] > [License Plate Report]. Select the desired time period and operation type and click to search. Click [More] to search based on other conditions.

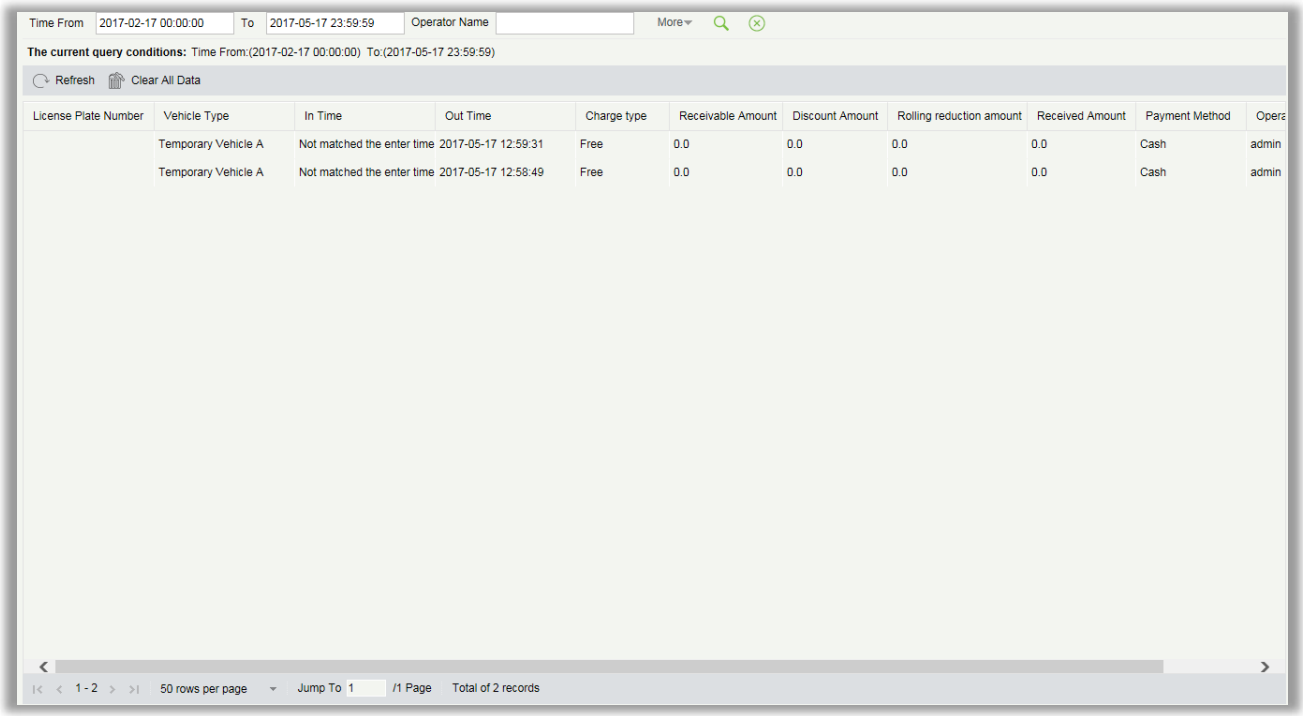


9.6.2 Charge Details

The Charge Details module provides reports of charging information of all exit vehicles (records with fee of 0 are also generated for fixed vehicles and charging-free temporary vehicles).

Choose [Report] > [Charge Details]. Select the desired time period and operator name, and click to query charging details. Click [More] to query based on other conditions. The page is shown in the following figure.

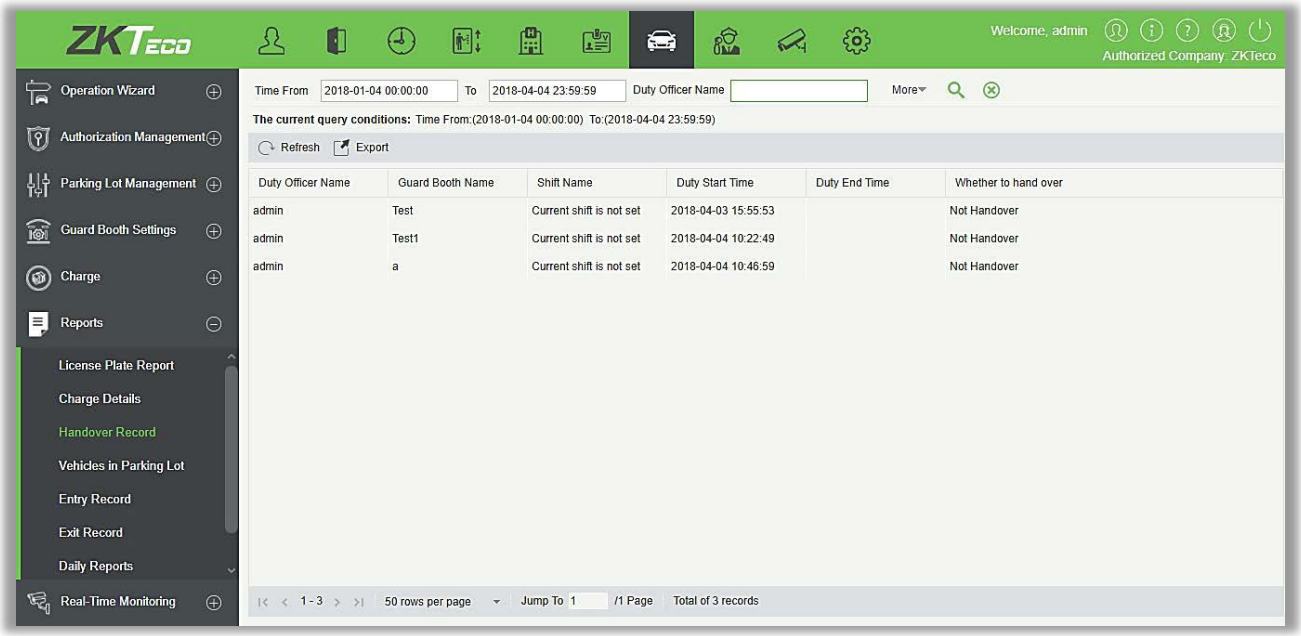
Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



9.6.3 Handover Record

The Handover Record provides reports of handover records.

Choose [Report] > [Handover Record]. Select the desired time period and operator name, and click to query handover records. Click [More] to query based on other conditions. The page is shown in the following figure.

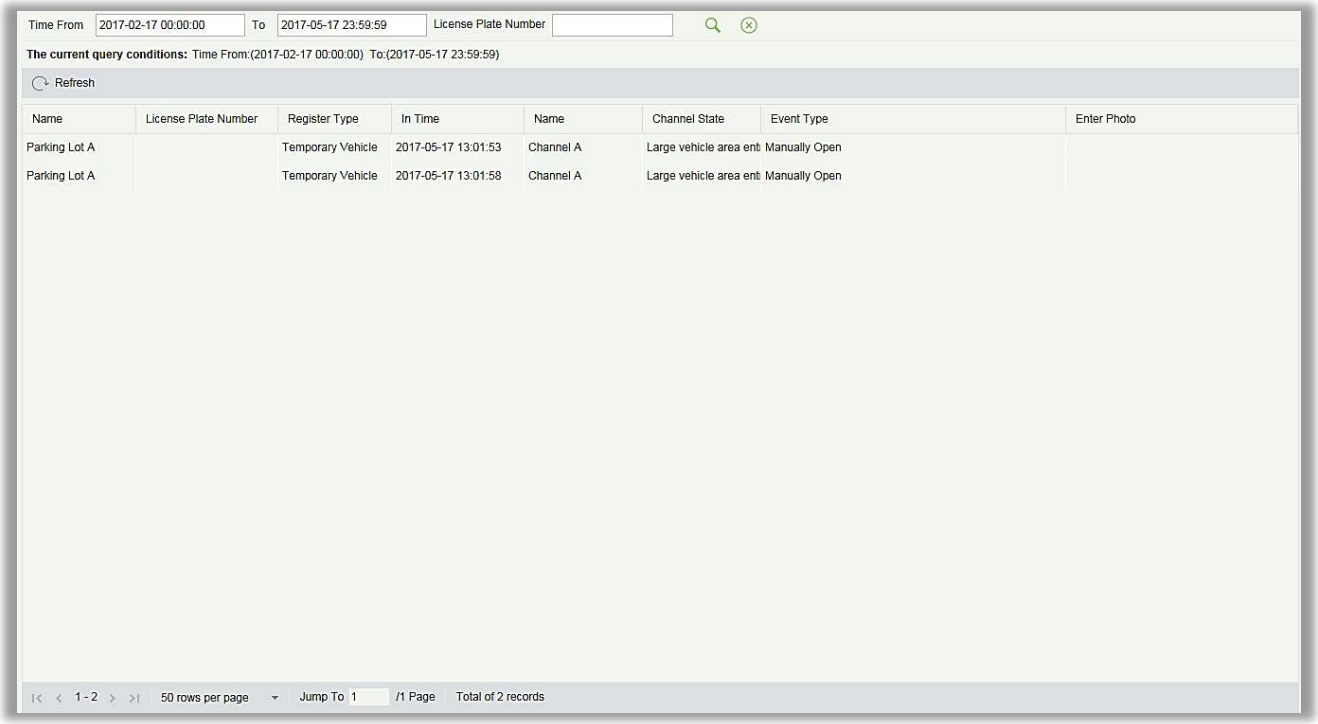


Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

9.6.4 Vehicles in the Parking Lot

The Vehicles in the Parking Lot module provides statistics of all vehicles in the parking lot.

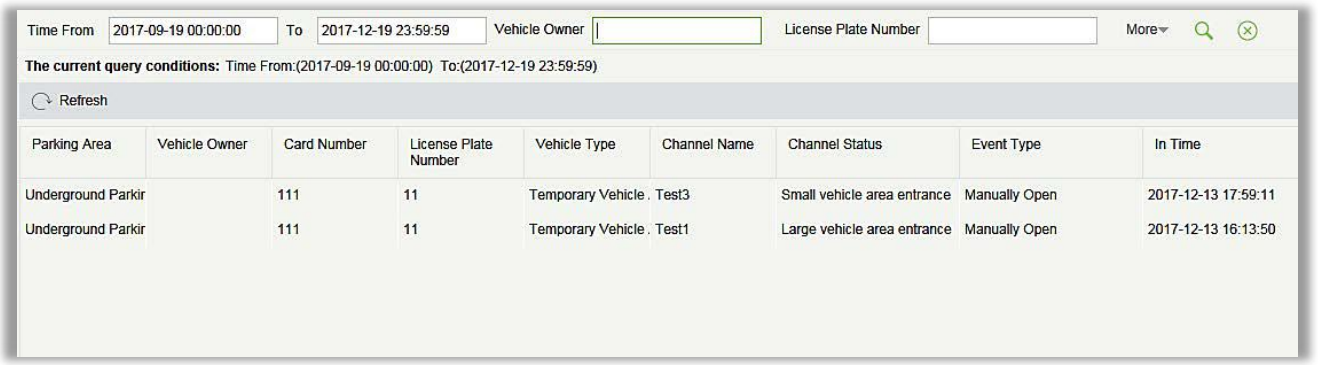
Choose [Report] > [Vehicles in the Parking Lot]. Select the desired time period and license plate number and click to query vehicles in the parking lot. The page is shown in the following figure.



9.6.5 Entry Records

It will provide the details of the vehicle which entered into the parking.

Click [Report] > [Entry Record]. Select the desired time period, vehicle owner and license plate number, and click to query Entry records. Click [More] to query based on other conditions.

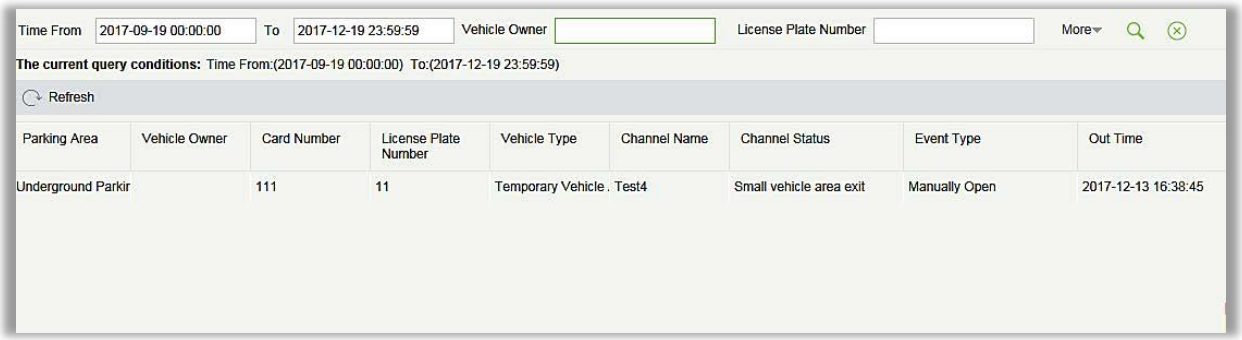


Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

9.6.6 Exit Records

It will provide the details of the vehicle which exited out of the parking.

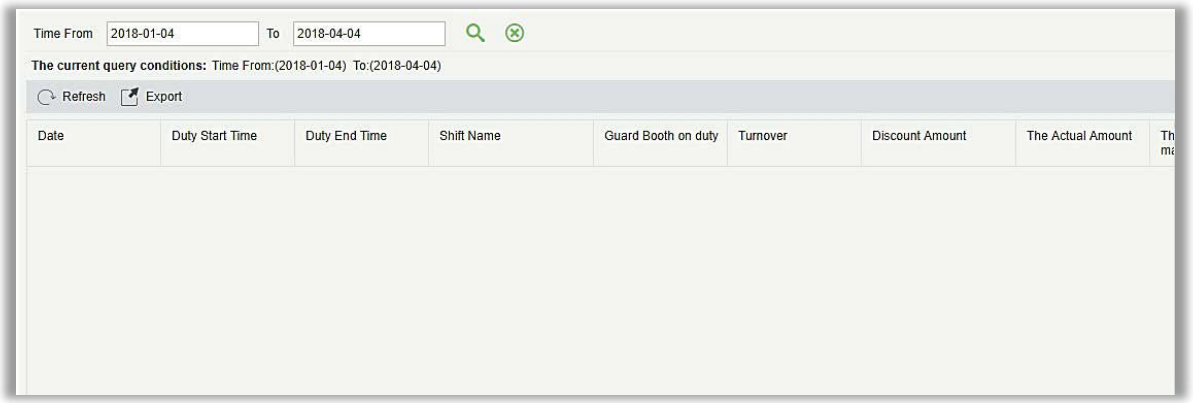
Click [Report] → [Exit Record]. Select the desired time period, vehicle owner and license plate number, and click to query Exit records. Click [More] to query based on other conditions



9.6.7 Daily Reports

The Daily Report provides reports of the total amount of charges per day for each shift in each duty guard booth.

Choose [Report] > [Daily Reports]. Select the desired time period and click to query the total amount of charges for each shift in each duty guard booth. The page is shown in the following figure.

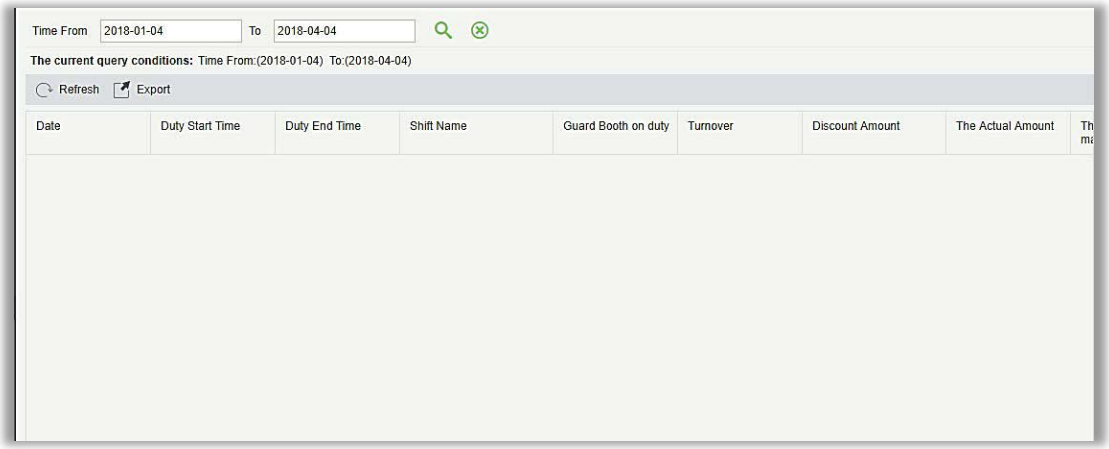


9.6.8 Monthly Reports

The Monthly Report provides statistics of parking fees for each day of the month.

Choose [Report] > [Monthly Reports]. Select the desired time period and click to query the parking fees. The page is shown in the following figure.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



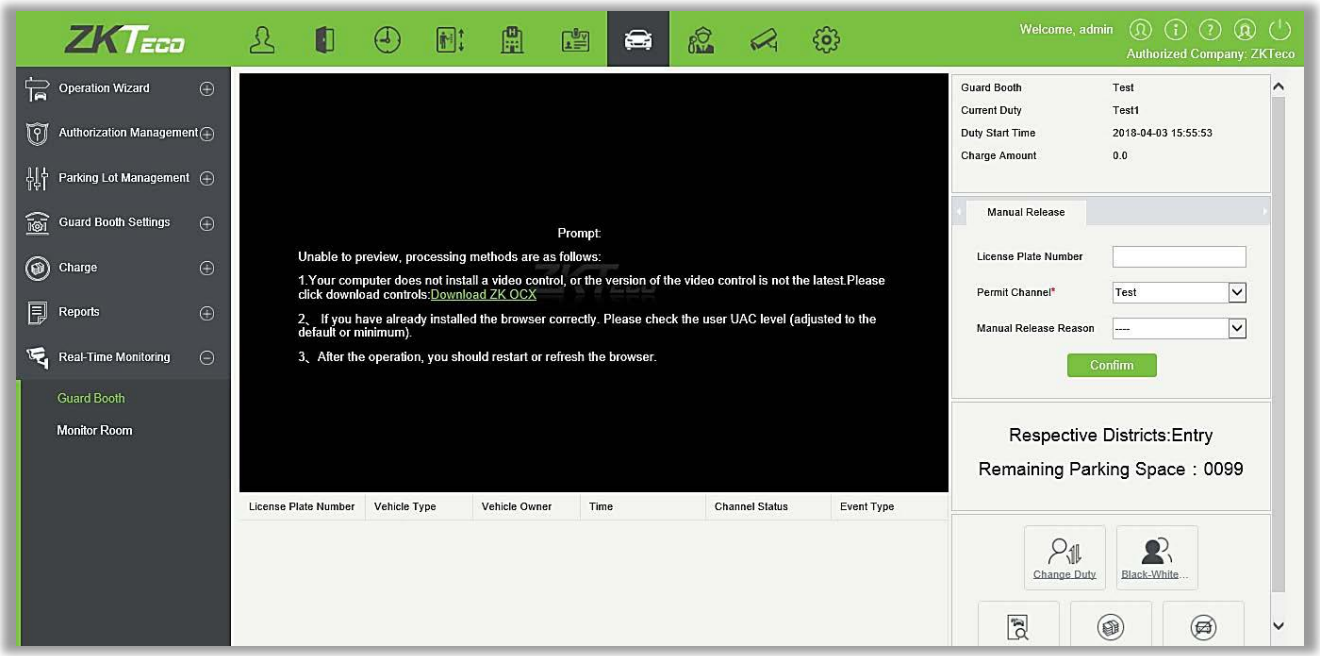
9.7 Real-Time Monitoring

Real-Time Monitoring provides real-time monitoring data and comprises two modules: Guard Booth and Monitoring Room.

9.7.1 Guard Booth

Please open this module in Internet Explorer, as the video preview is only supported in this browser.

Choose [Real-Time Monitoring] > [Guard Booth]. The **Guard Booth** page is displayed as in the following figure.



Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

You will get below message:

Prompt:

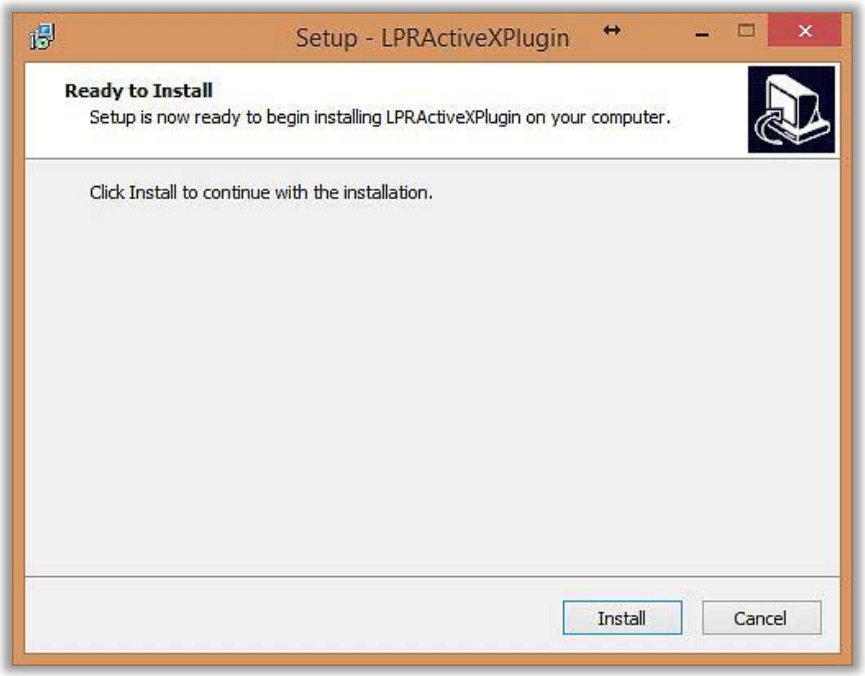
Unable to preview, processing methods are as follows:

1. Your computer does not install a video control, or the version of the video control is not the latest. Please click download controls: Download ZK OCX

2. If you have already installed the browser correctly. Please check the user UAC level (adjusted to the default or minimum).

3. After the operation, you should restart or refresh the browser

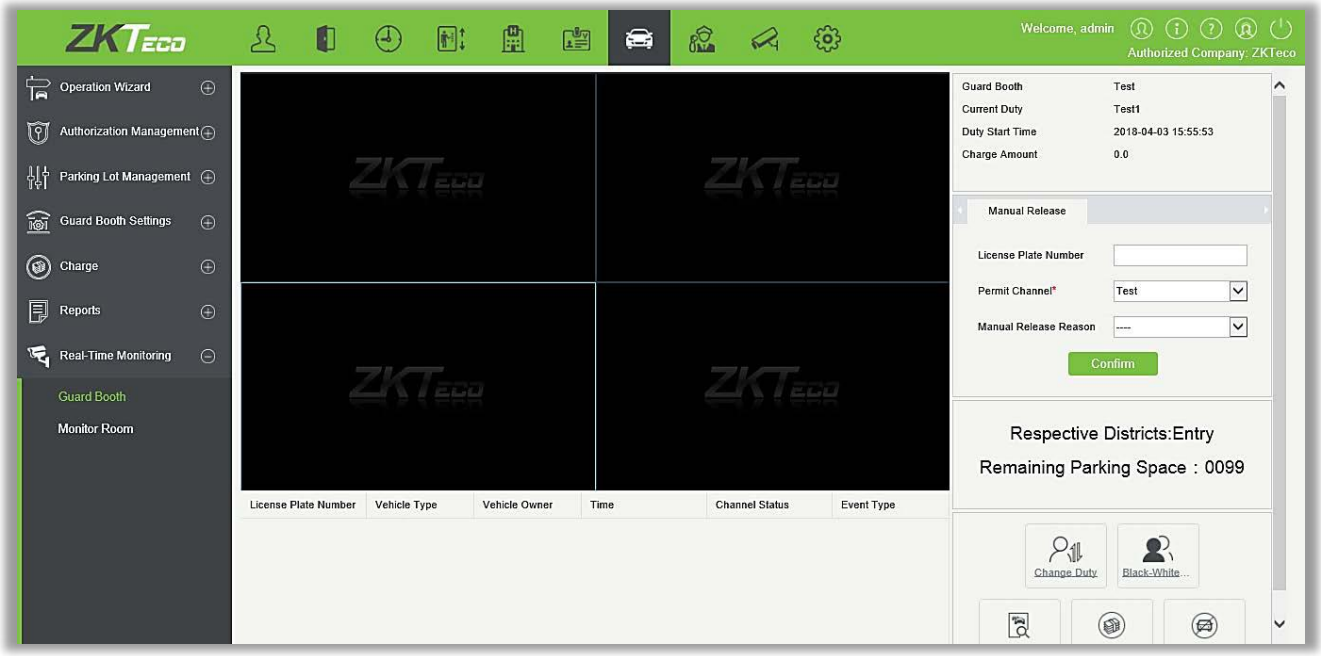
Click on Download ZK OCX. You will get below pop-up. Save the setup and then run it.



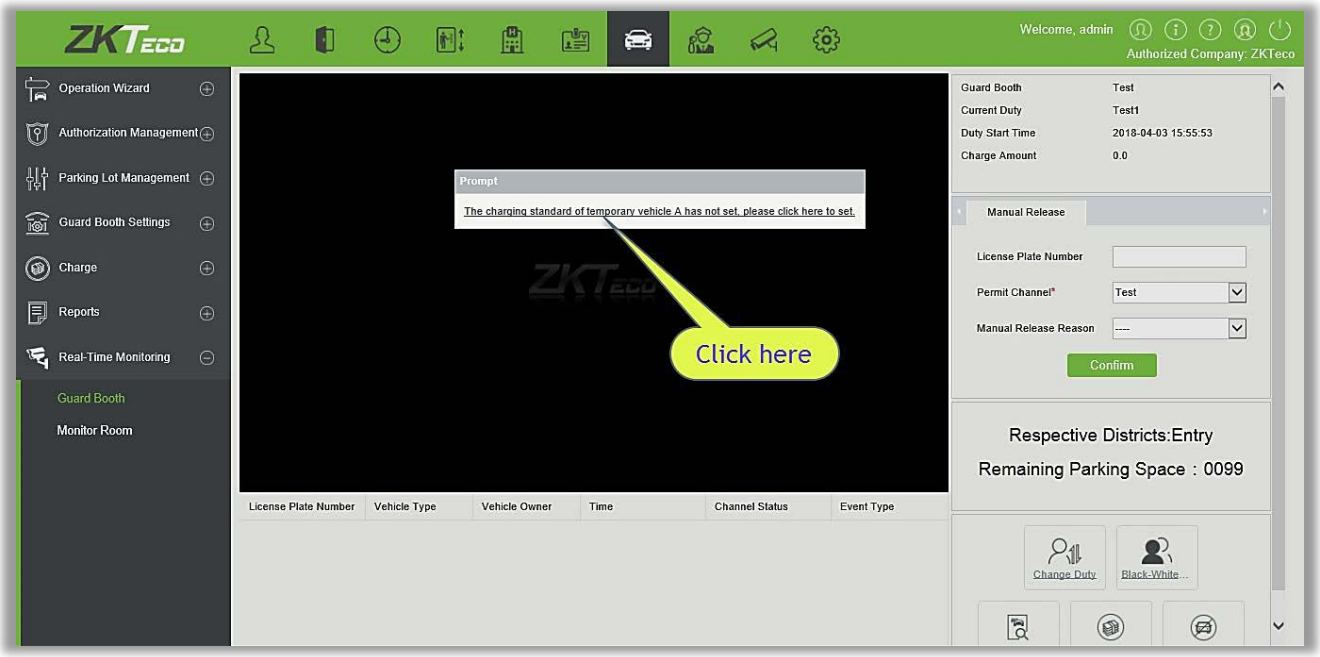
Complete the installation and then refresh the browser.

Click "Allow" to give permission for the video preview.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



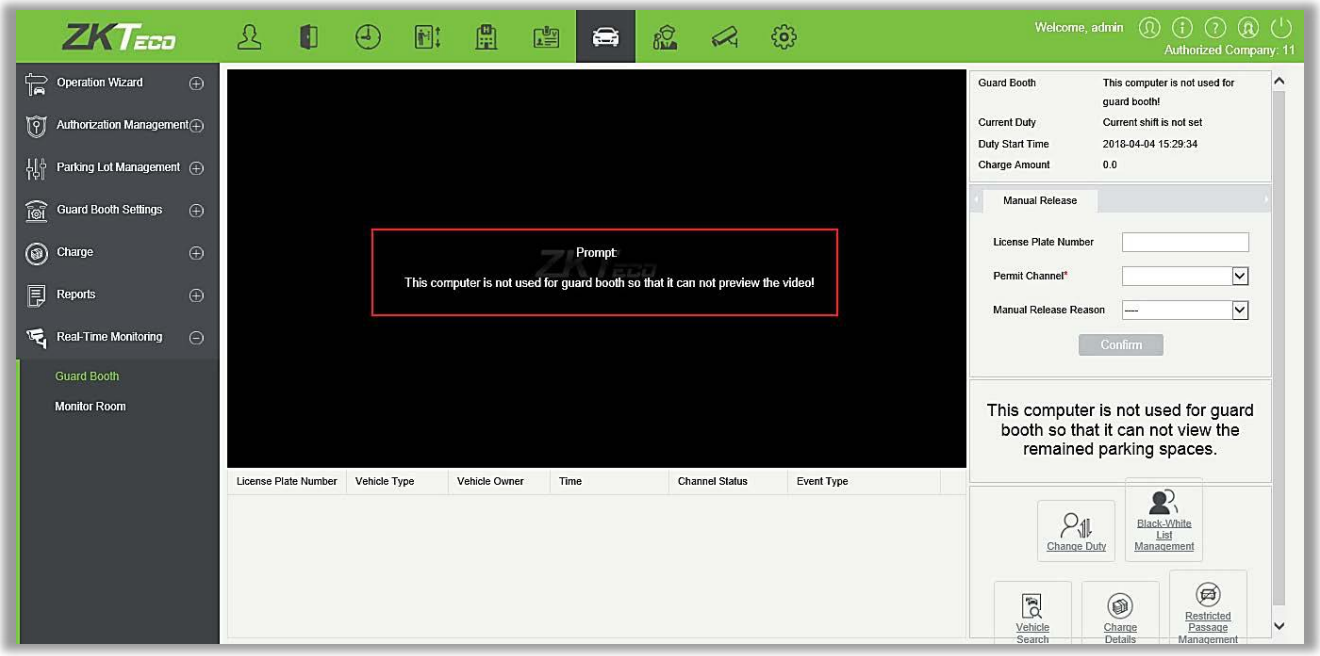
✍**Note:** To properly use this function, set the temporary vehicle charge and fixed vehicle charge in advance. An overtime charge standard must be set for the central payment station. If the consumer discount function is enabled, the vendor discount must be set. Otherwise, a prompt in the red box will be displayed.



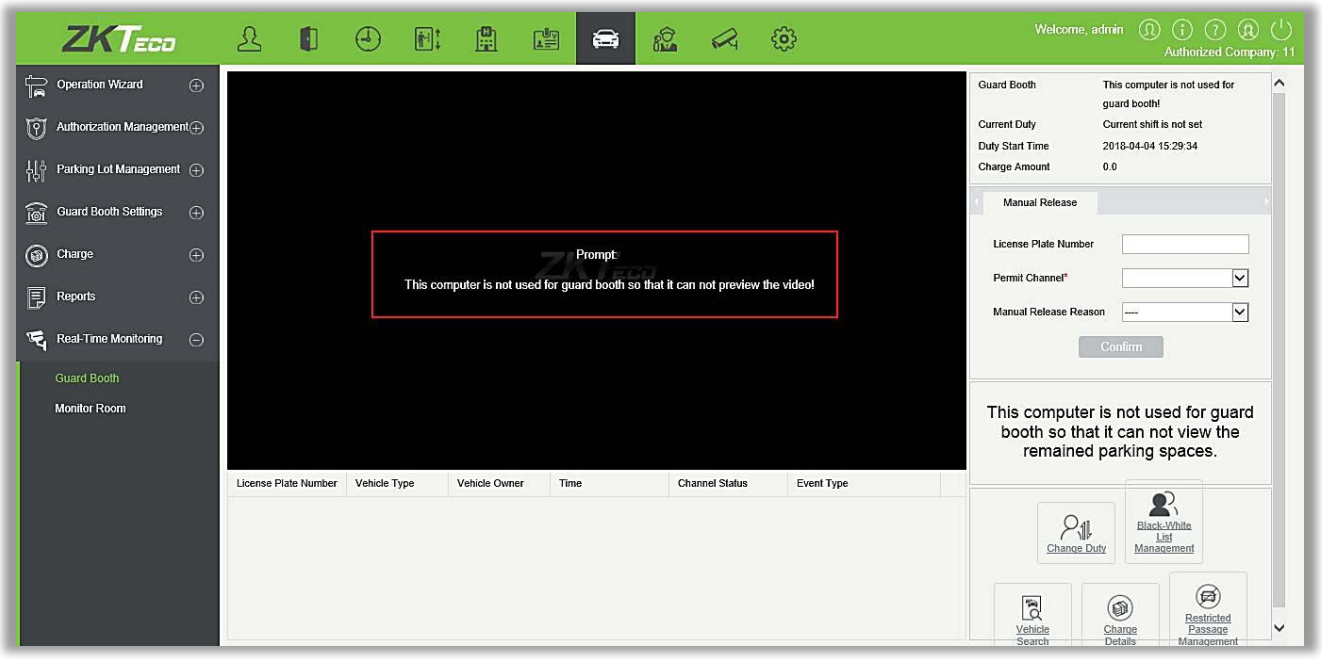
Click the link in the prompt to quickly locate the corresponding module and add necessary information.

If the local host is not set as the guard booth, a prompt in the red box will be displayed:

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



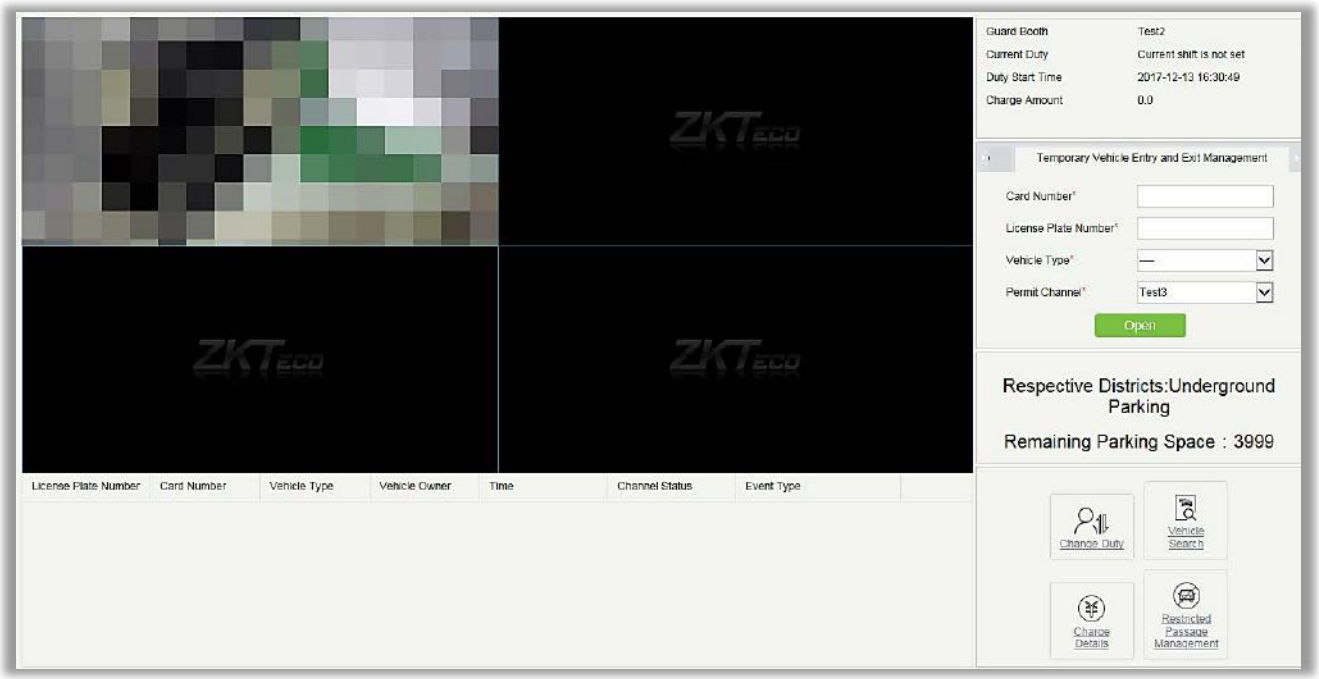
If the local host is set as the guard booth but has not been bound to any channel or device, a prompt in the red box will be displayed:



- Automatic License Plate Identification/Video Surveillance

Area 1 in the following figure shows the automatic license plate identification/video surveillance in normal state:

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



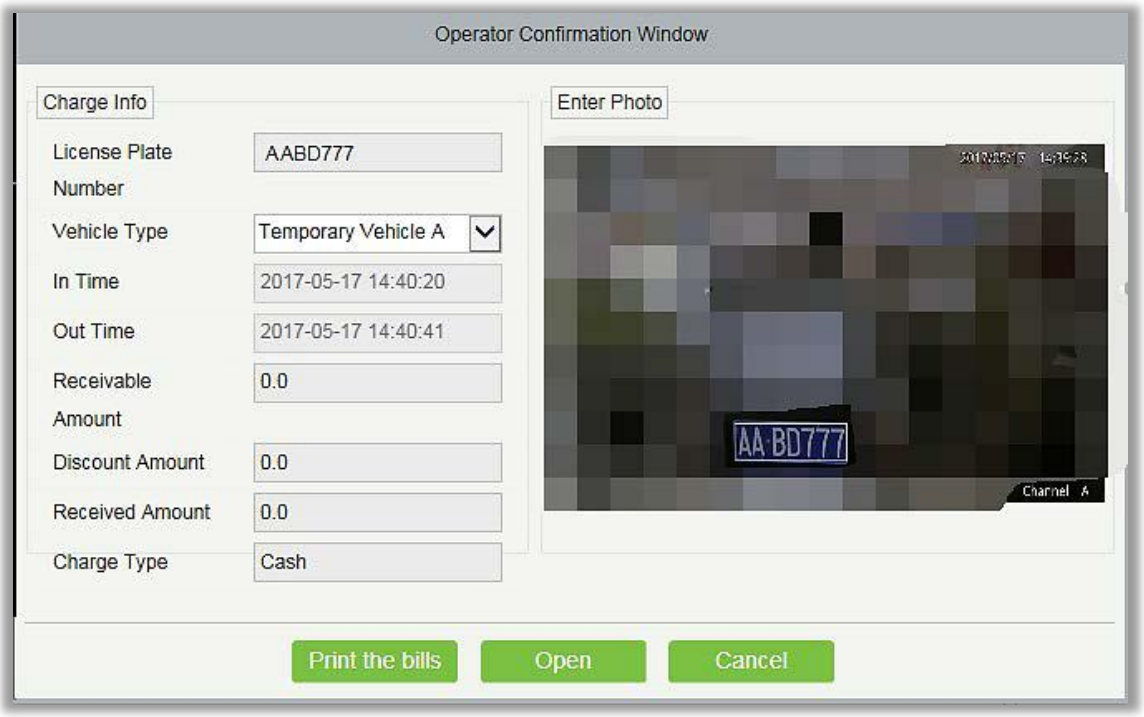
When the entrance channel identifies the license plate of a vehicle going entering the parking lot, the following box is displayed:

Click [Open] to allow the vehicle whether to enter the parking lot.

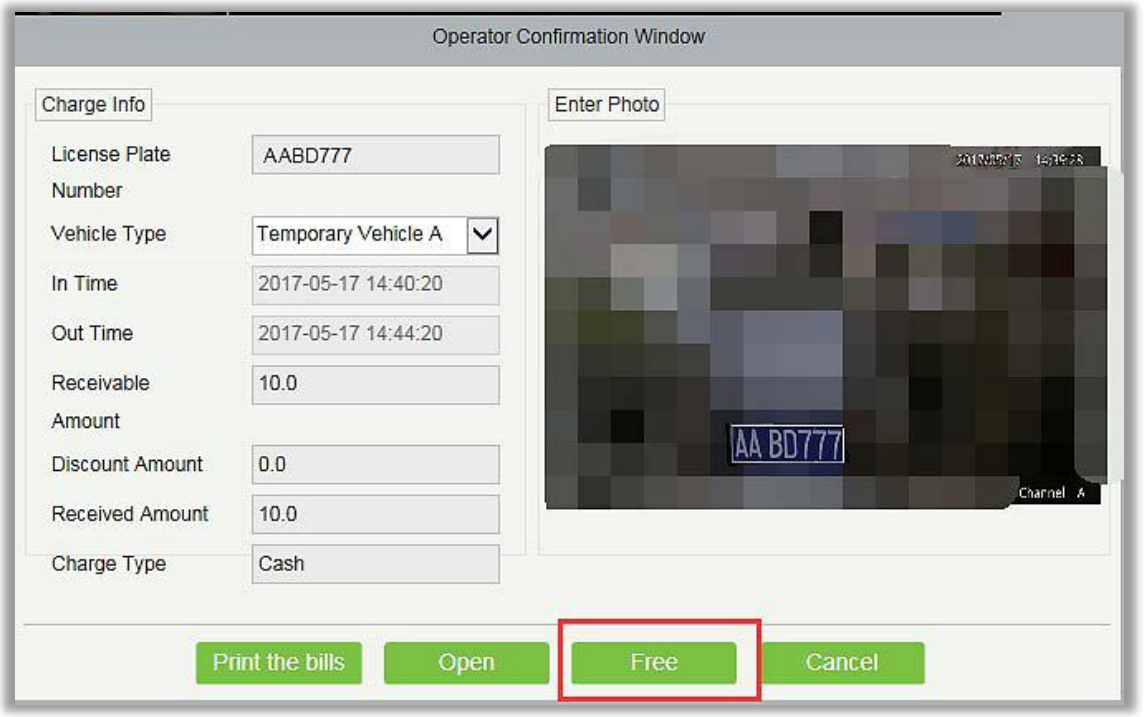
✍**Note:** When **Direct pass** is set for fixed vehicles (temporary vehicles) in 9.4.2 Channel Setting, the vehicle can successfully enter the parking lot, and this box will not be displayed.

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:

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



✍**Note:** If consumer discount is not enabled in 9.3.8 Parameter Setting, consumer discount cannot be enabled, as shown in the following figure:



The **Free** button is displayed only when **Temporary Vehicle Free** is set to **Yes** in 9.4.1 Guard Booth Setting.

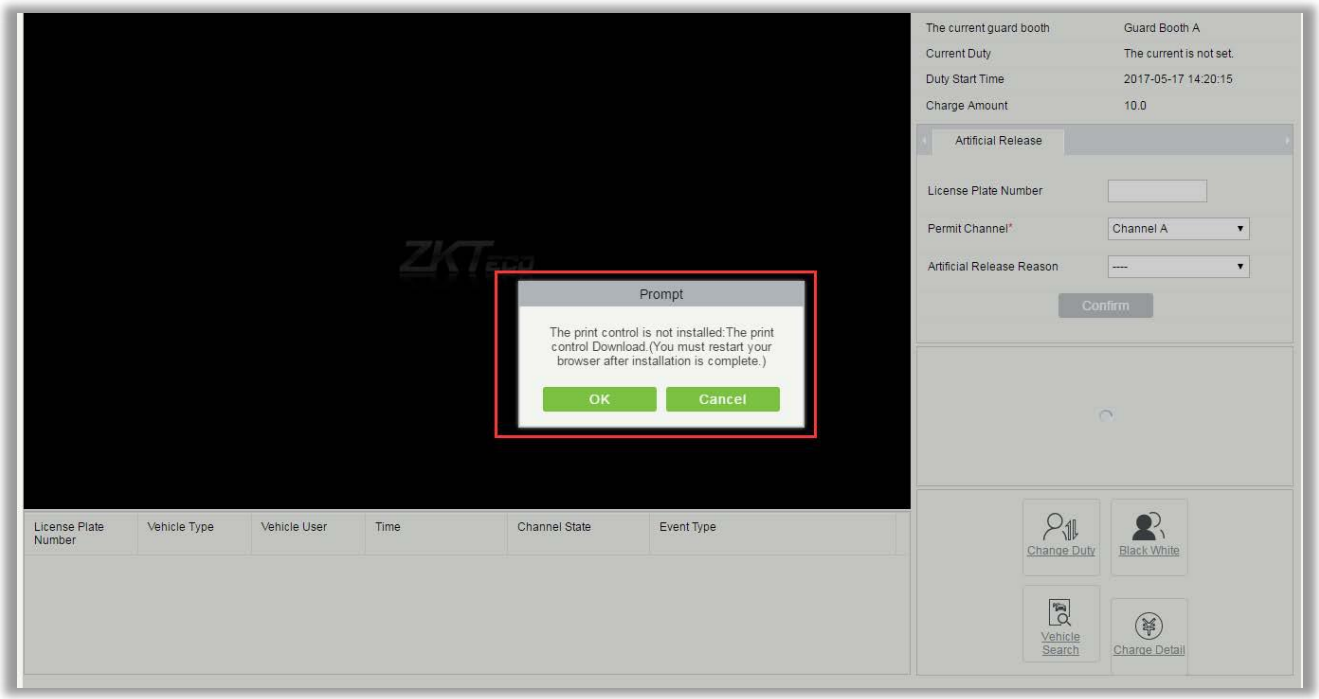
The vehicle type can be changed and fees are recalculated only when **Enable replacement of vehicle** is set to **Yes** in 9.4.1 Guard Booth Setting.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

Click [Open] to allow the vehicle to exit from the parking lot.

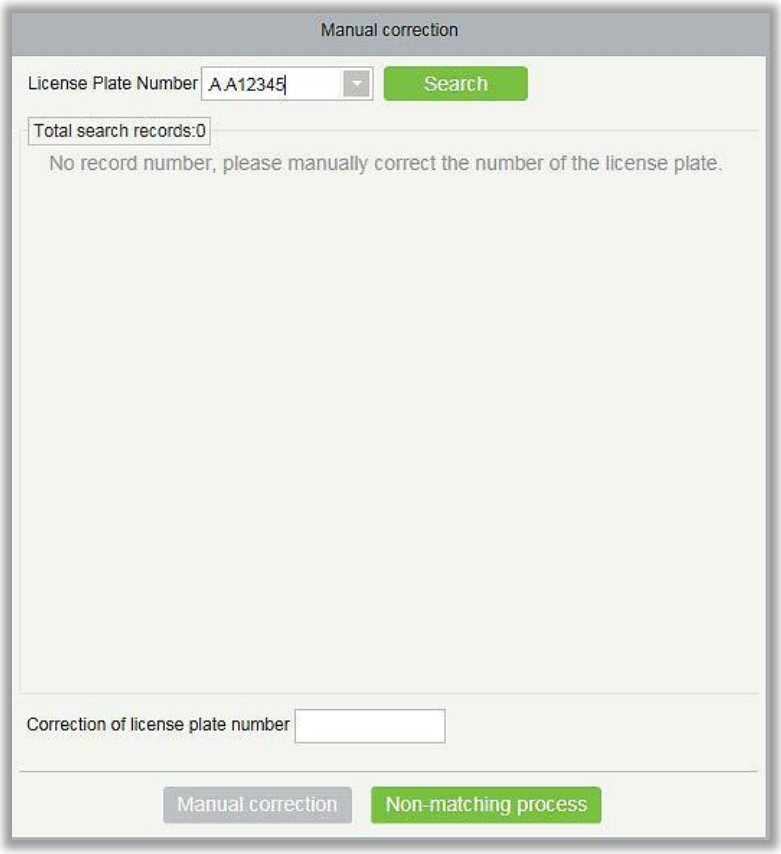
Click [Print the bills] to print receipts. The following dialog box is displayed:

✍**Note:** To use the printing function, select **Printing fee receipts** in 9.3.8 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 the following figure:

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

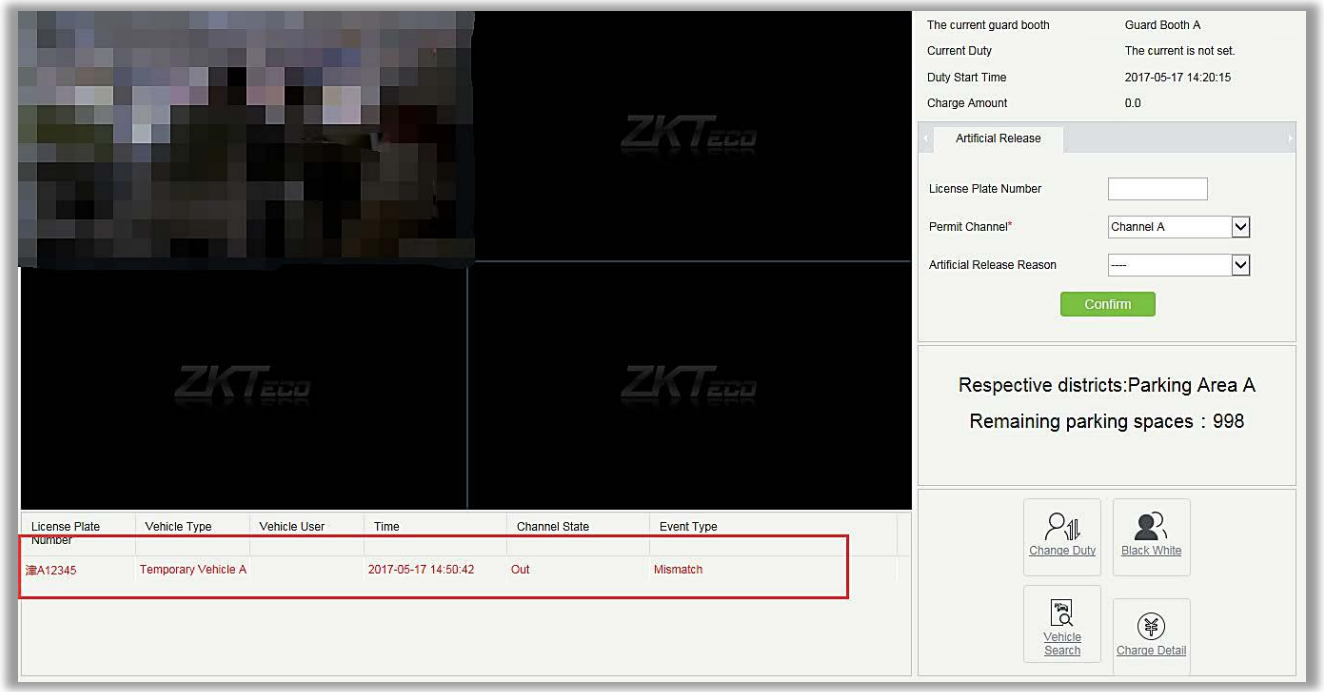


On this page, the license plate number entered in the first line is used as the standard and entrance records of similar license plate numbers are searched in the database based on the entrance and exit matching precision rules set in 9.3.8 Parameter Setting. Click and to go to the previous or next record. 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 manual release method is prompted and the amount for gate opening cannot be entered.

- Scrolled Display of Entrance and Exit Messages

When a vehicle enters or exits from the parking lot, the table at the lower part of the page displays the license plate number, vehicle type, time, channel state and event type. Events such as manual release, VIP vehicle entrance and exit, fixed vehicle transfer to temporary vehicle, and non-matching process are displayed in red, as shown in the following figure.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



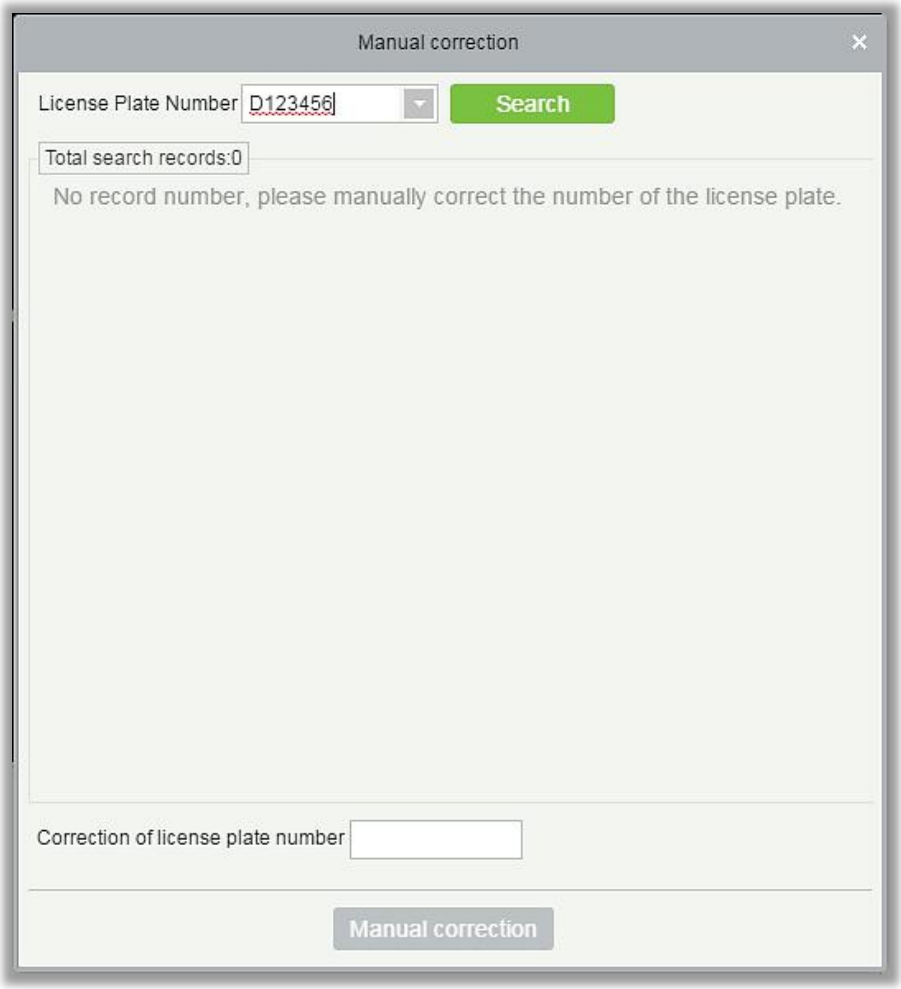
- Current Duty

Duty information is displayed at the upper right of the page. The information includes the current guard booth, current duty, duty start time, and charge time, as shown in the preceding figure.

- Central Payment Station

Enter the license plate number on the **Central Payment Station** tab page and click [Charge]. If no entrance record of the license plate number is found, the **Manual correction** page is displayed as in the following figure:

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



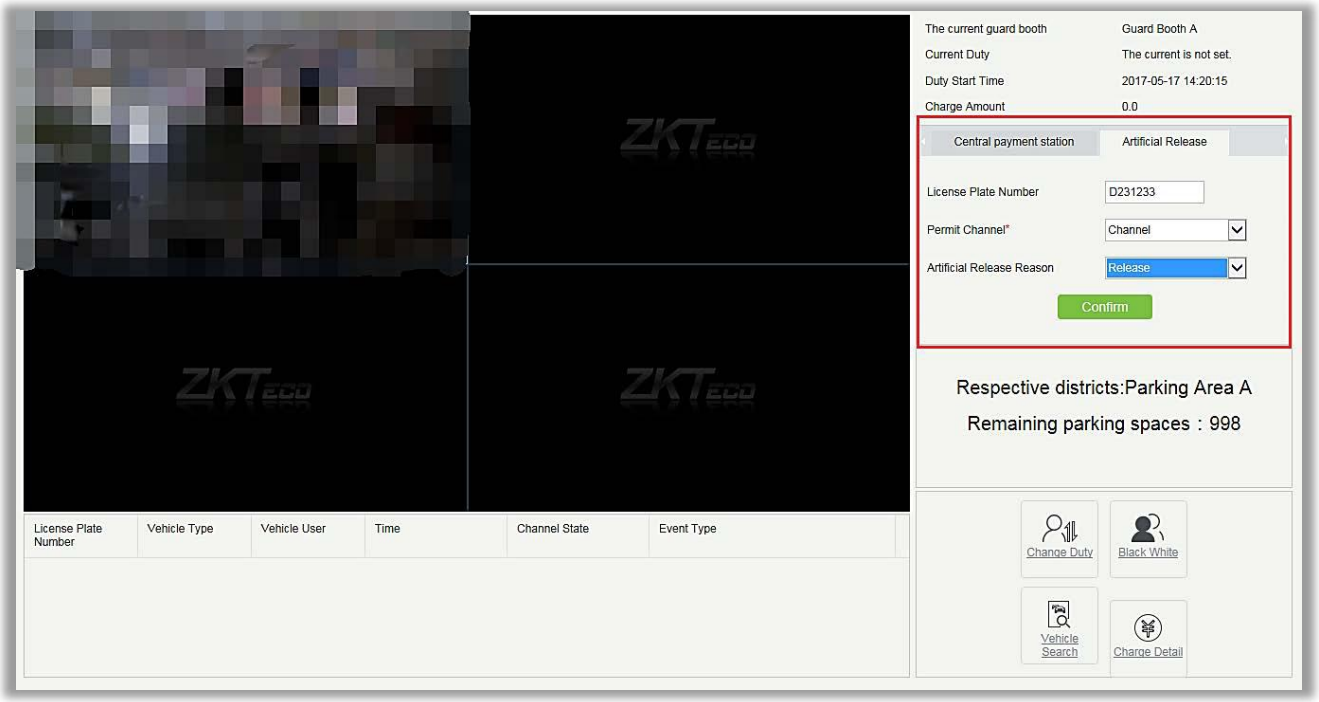
On this page, the license plate number entered in the first line is used as the standard and entrance records of similar license plate numbers are searched in the database based on the entrance and exit matching precision rules set in 9.3.8 Parameter Setting. Click and to go to the previous or next record. 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].

- Manual Release

The information is shown in the red box of the following figure:

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

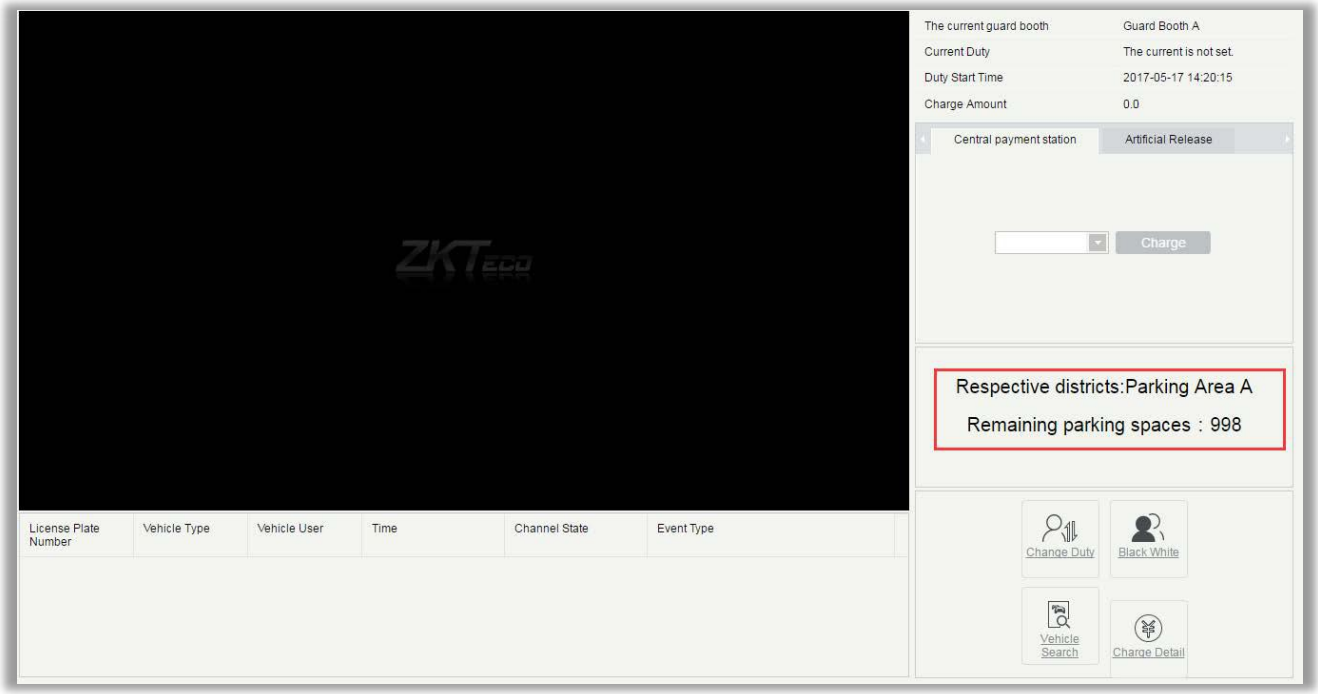


Enter a license plate number, select the release channel and manual release reason (set in 9.4.4 Manual Release Reason), and click [OK]. For the entrance channel, directly open the gate to release the vehicle. For the exit channel, there may be two situations: if an entrance record is matched, the charging 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:

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

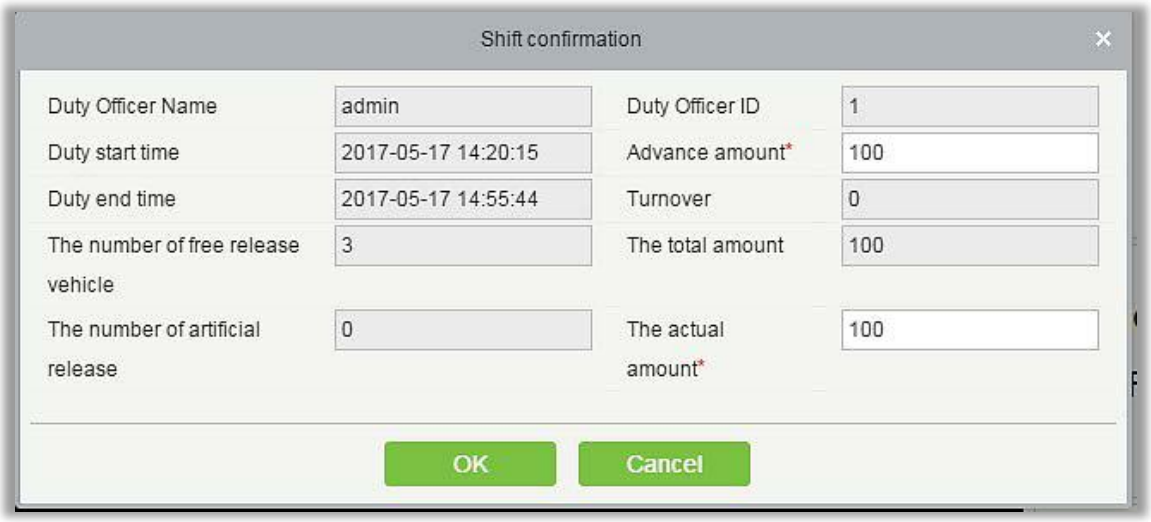


This area displays the name of the parking area to which the guard booth belongs, and the remaining parking spaces in the parking area. (Records are read from the database and the displayed is updated every 5 seconds.)

- Change Duty

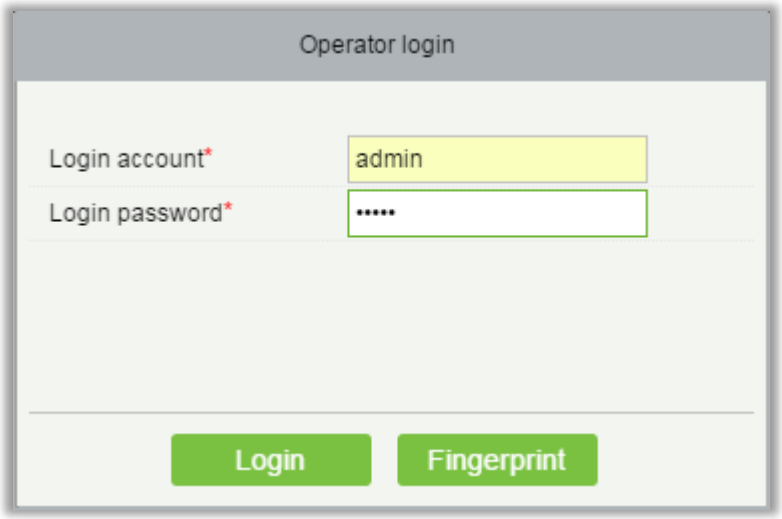
Click

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 9.3.8 Parameter Setting.)

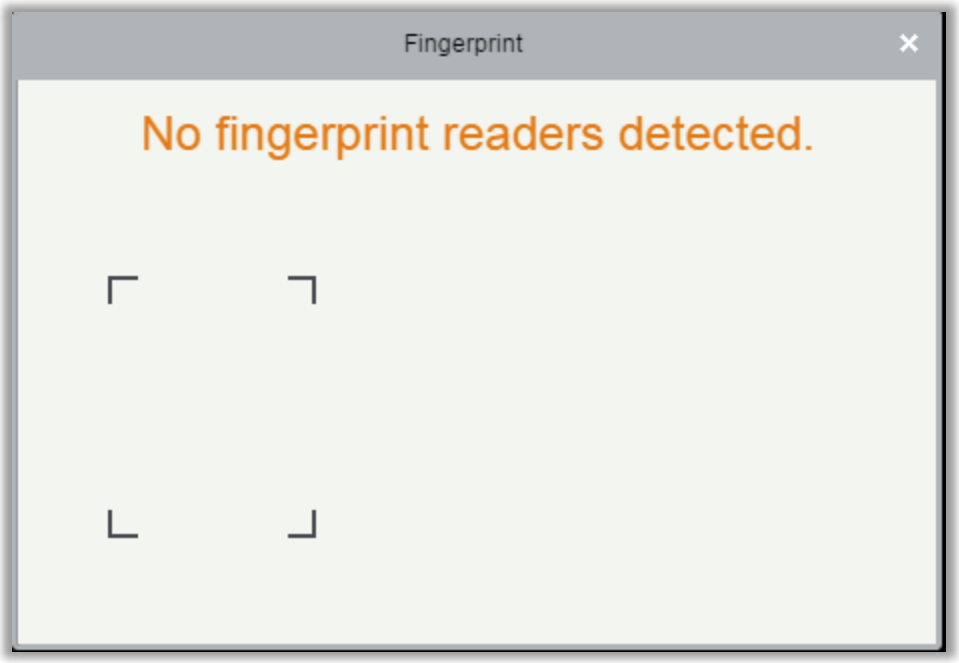


Set **Advance amount** and **The actual amount** and click [OK]. The current shift ends and the next shift starts. A login dialog box is displayed:

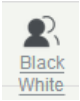
Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



Enter the user name and password and click [Login] for successful shift change. Fingerprints can also be used for login, as shown in the following figure:

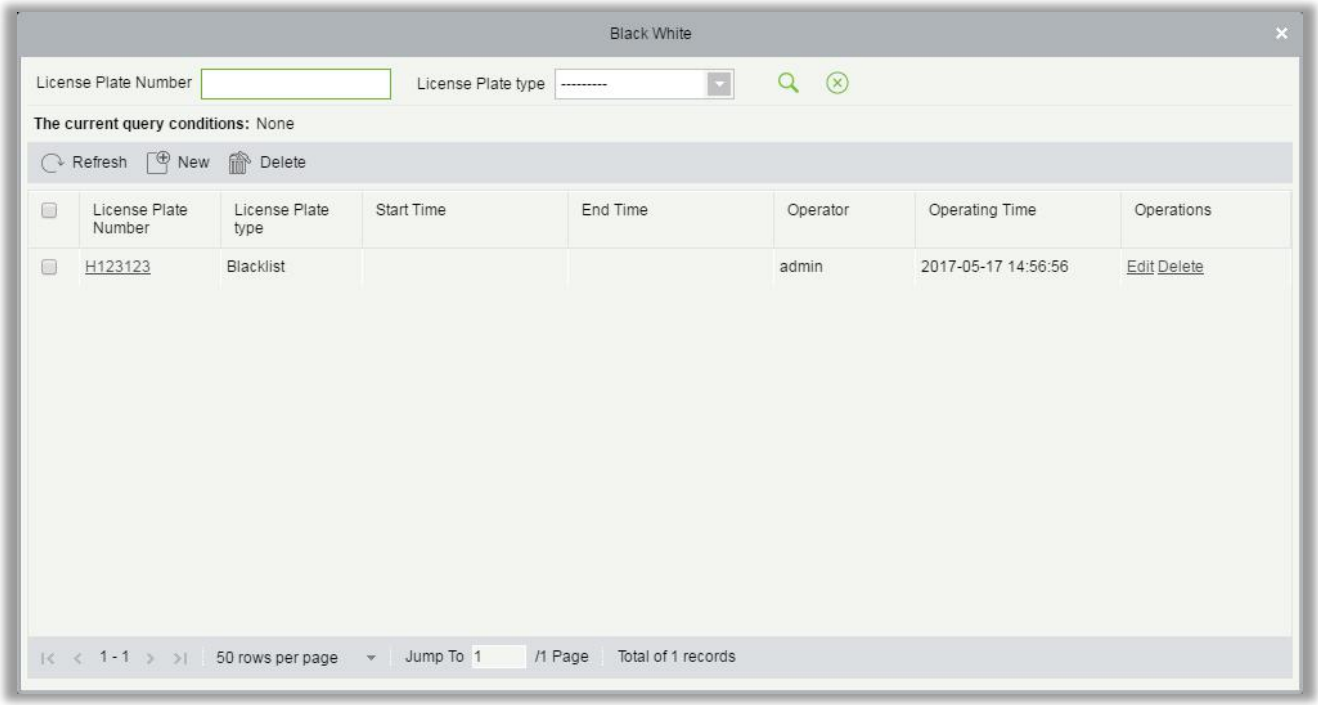


- White-Black List Management

Click 

in the lower right corner. The black/white list management page is displayed (see 9.3.7 White-Black list).

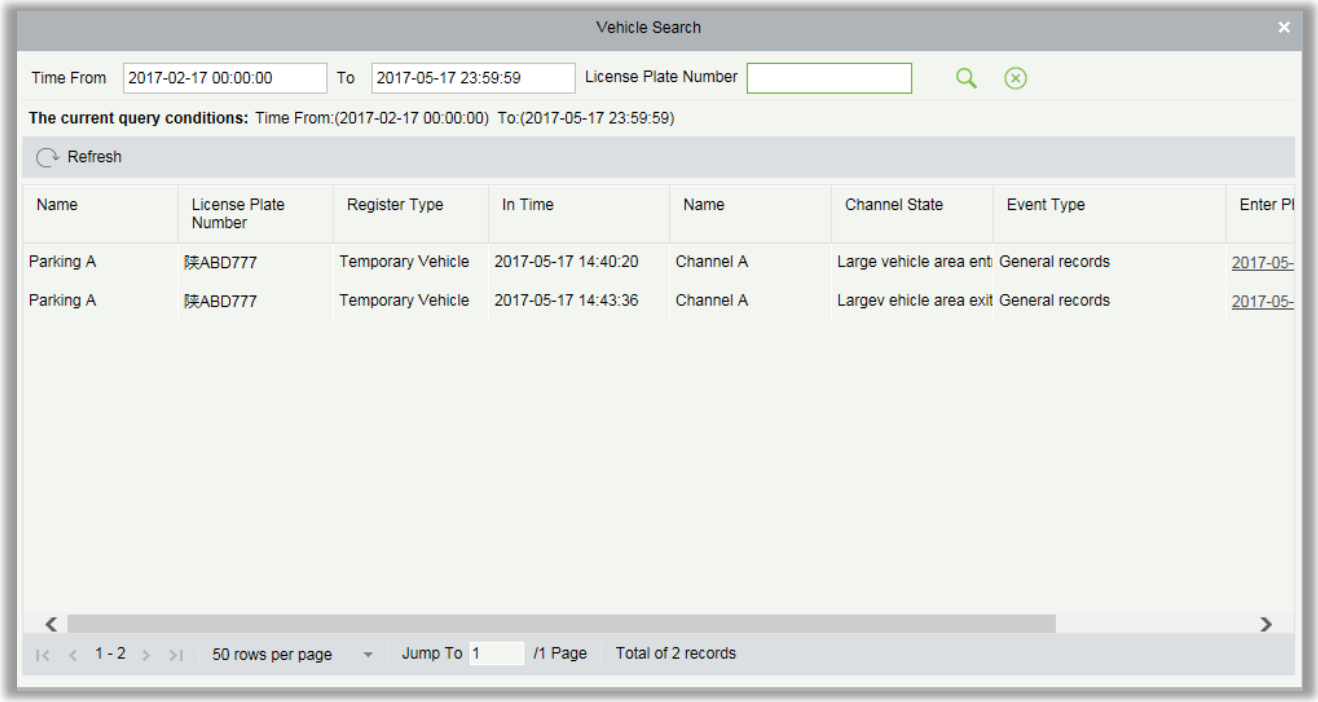
Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



- Vehicle Search

Click

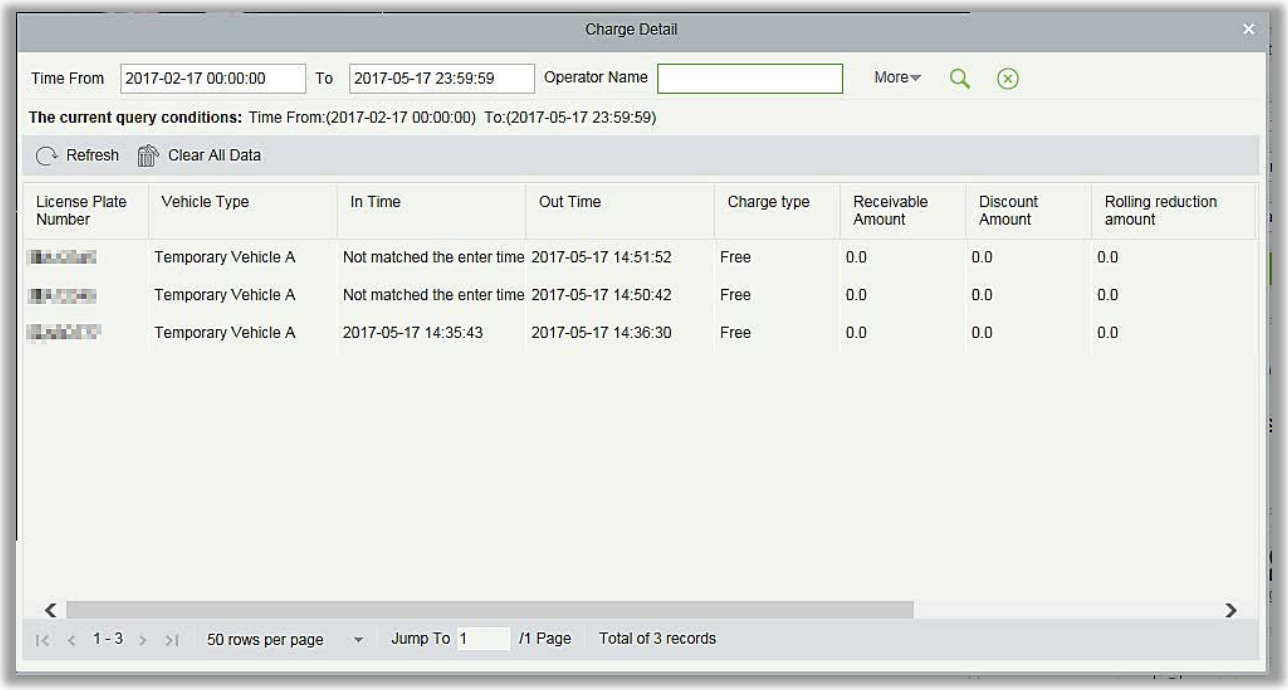
in the lower right corner. The **Vehicle Search** page is displayed (see 9.6.4 Vehicles in the Parking Lot).



Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

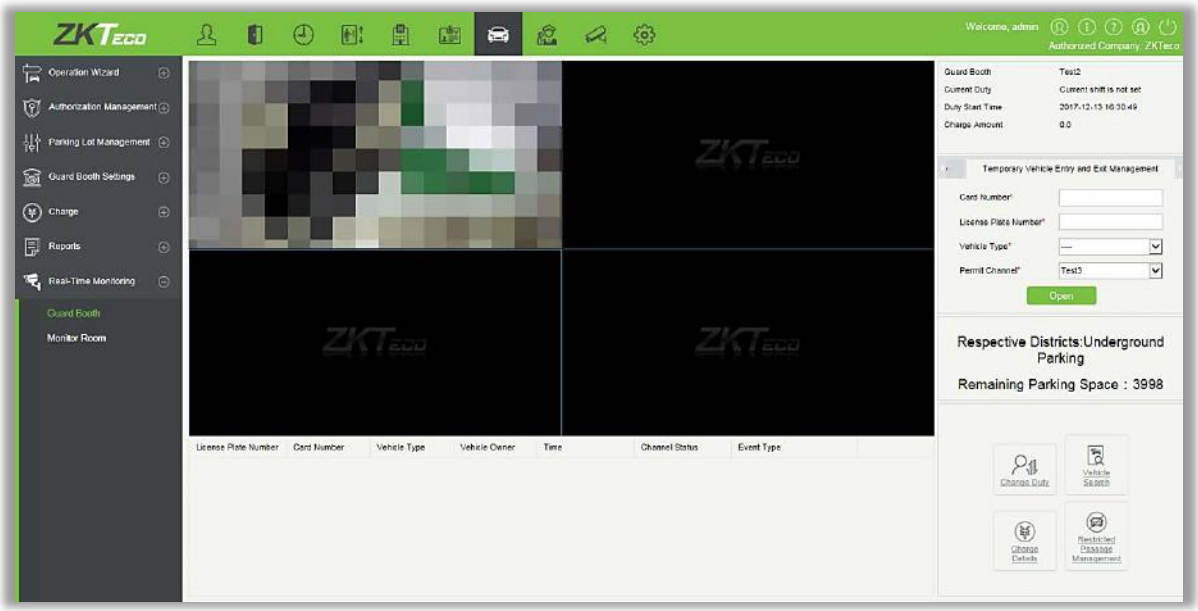
- Charge Detail

Click Charge Detail in the lower right corner. The **Charge Detail** page is displayed (see 9.6.2 Charge Detail).



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.



Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

- Temporary Vehicles entry and exit Management

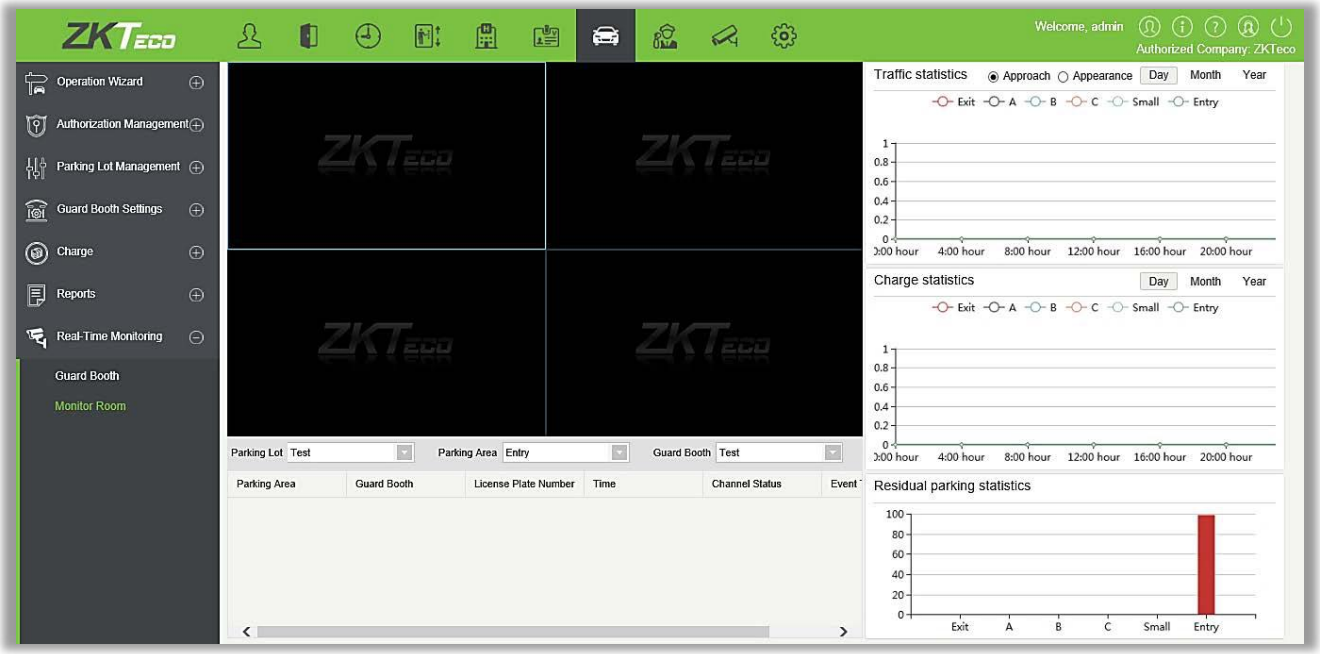
The function will appear when access controller is used for parking. It is similar to manual release.

Select the entry and exit credentials according to parking parameters settings: Card or Barcode displays different interfaces. Need card reader and scan code gun.

9.7.3 Monitoring Room

In Monitoring Room, you can check video images and entrance and exit information of all guard booths in all parking lots.

Choose [Real-Time Monitoring] > [Monitoring Room]. The **Monitoring Room** page is displayed as in the following figure.



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.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

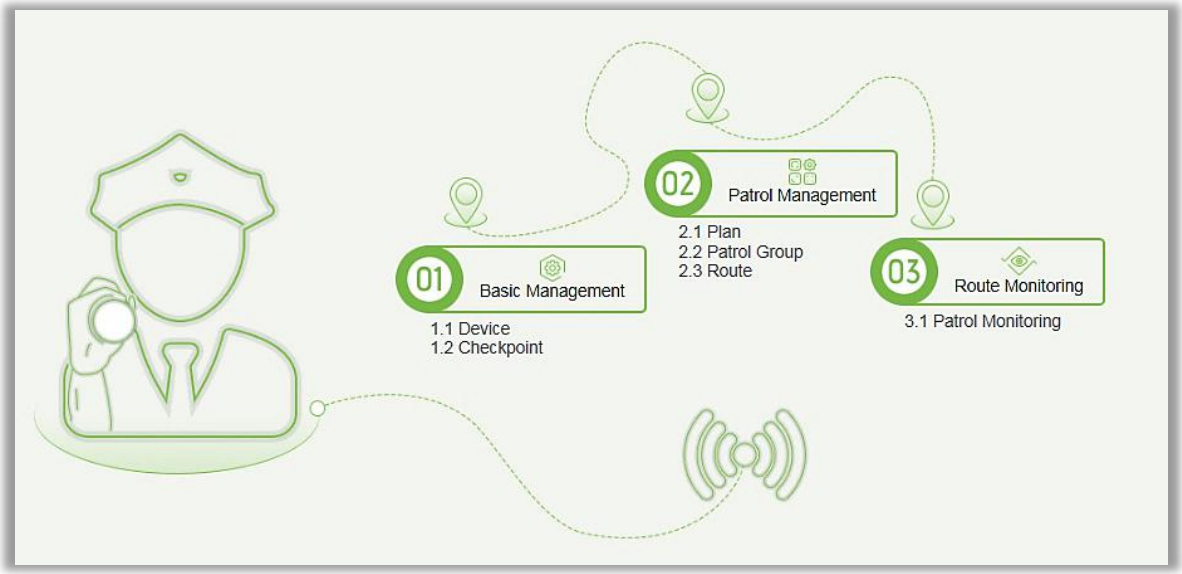
10. Patrol System

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

✍**Note:** Before patrol operations, you need to add patrol devices in the [Access] module and add patrol personnel in the [Personnel] module.

10.1 Operation Wizard

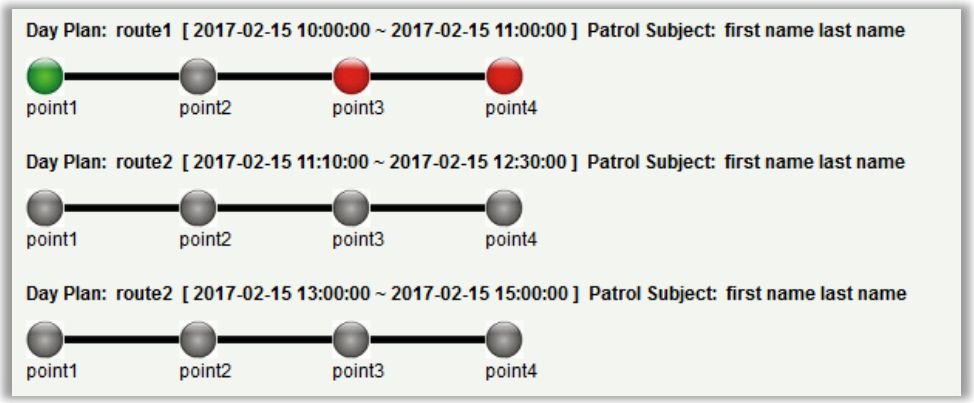
After logging into the system, click [Patrol] to go to [Operation Wizard]. Click on the page as prompted to go to different functional modules and perform operations. The page is displayed as follows:



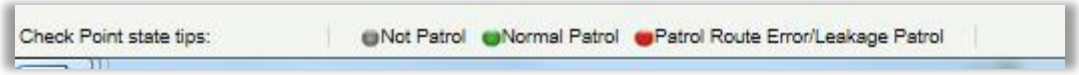
10.2 Route Monitoring

This function displays all the scheduled routes of the current day in the patrol plan. When the patrol personnel patrols based on the plan, the corresponding checkpoints in the patrol route will turn green. If the personnel do not patrol based on the plan, the checkpoints will turn red. The page is displayed as follows:

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



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 did not follow the route.

Leakage Patrol: The patrol personnel did not finish the patrol in the normal time segment, that is, one or more checkpoints are not patrolled.

Not Patrol: The patrol personnel did not finish the patrol in the normal time segment, that is, the entire patrol route is not patrolled.

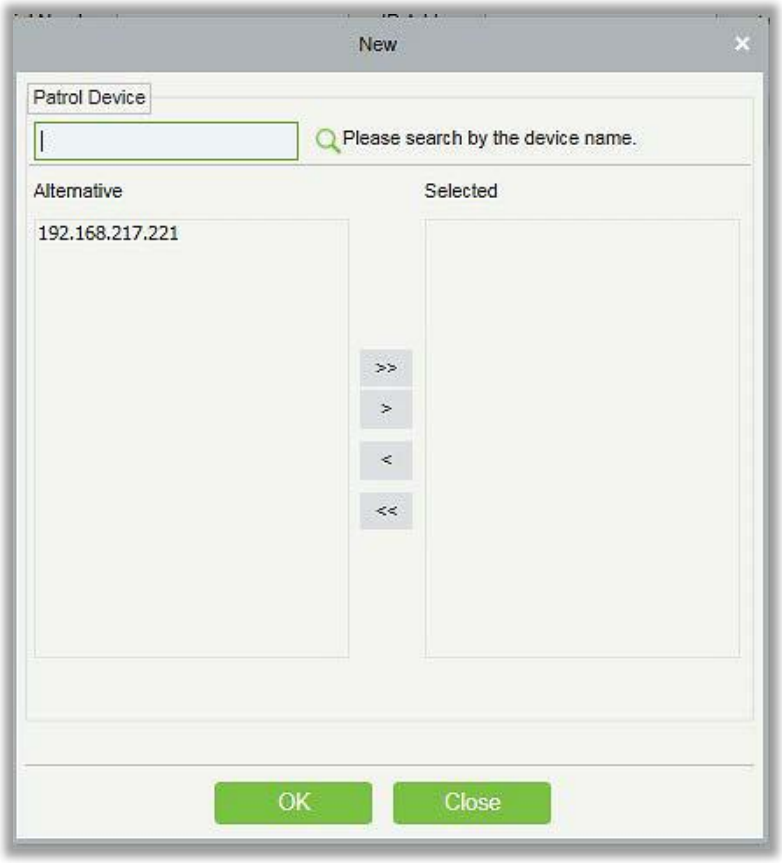
10.3 Basic Management

10.3.1 Device

- 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:

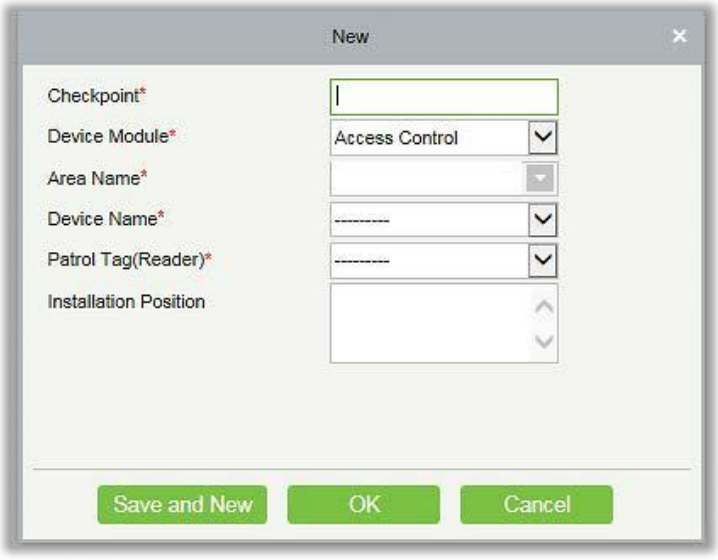
Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



10.3.2 Checkpoint

- Add

(1) Click [Basic Management] > [Checkpoint] > [New]. The page is displayed as follows:



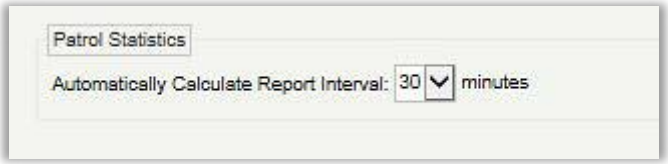
Patrol Tag: Currently, only access control readers are supported.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

(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.

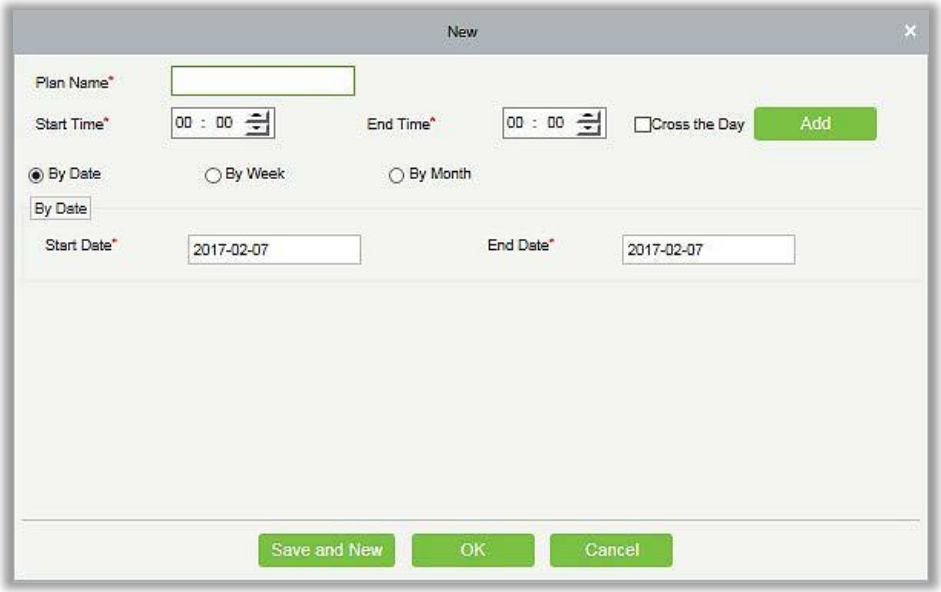
(3) Click [OK] to save the setting.

10.4 Patrol Management

10.4.1 Plan

- Add

Click [Patrol Management] > [Plan] > [New]. Plans by date, week and month are displayed as follows:



Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

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.

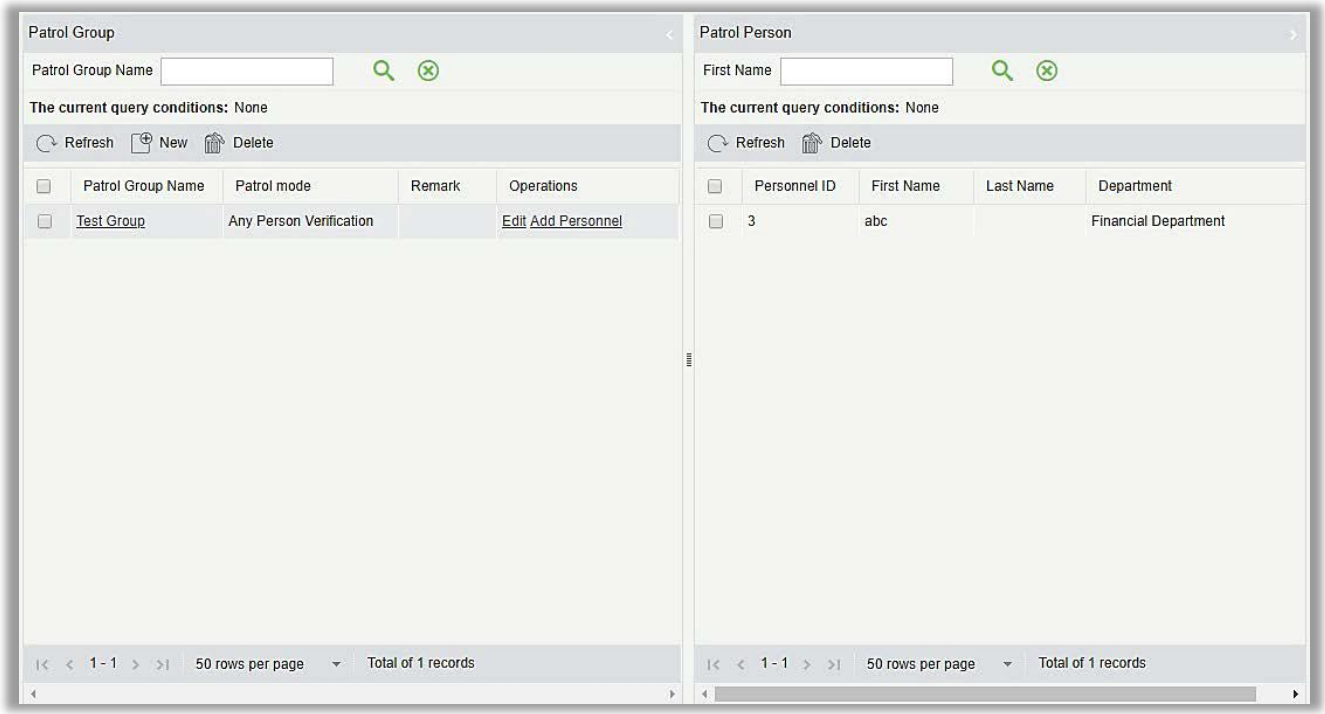
By Month: The patrol plan is scheduled by month.

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

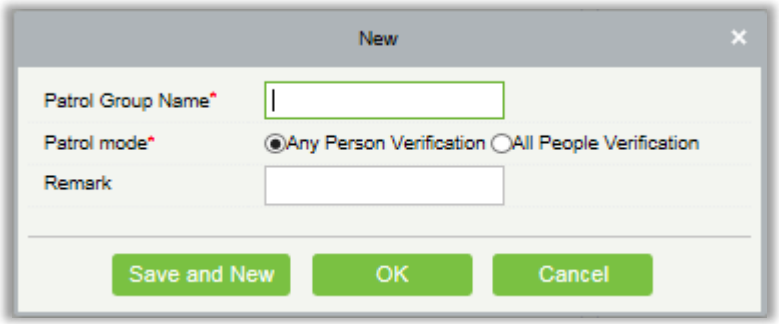
A patrol group consists of multiple patrol personnel. Personnel in the patrol group work together to finish the corresponding patrol task. Click [Patrol Management] > [Patrol Group].



- Add

1. Click [Patrol Management] > [Patrol Group] > [New] to go to the patrol group adding page as follows:

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



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

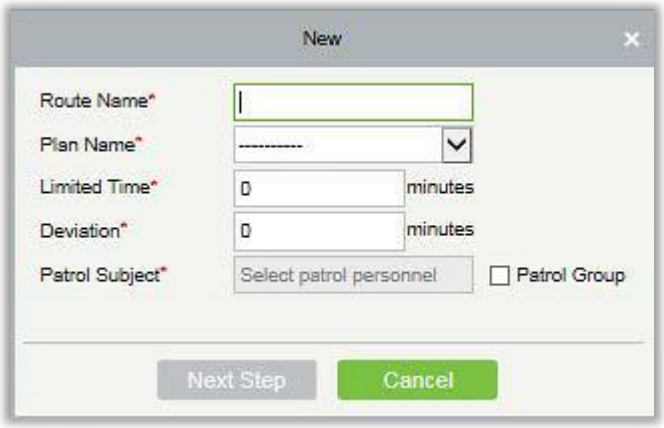
A patrol route consists of a series of checkpoints in a specified sequence.

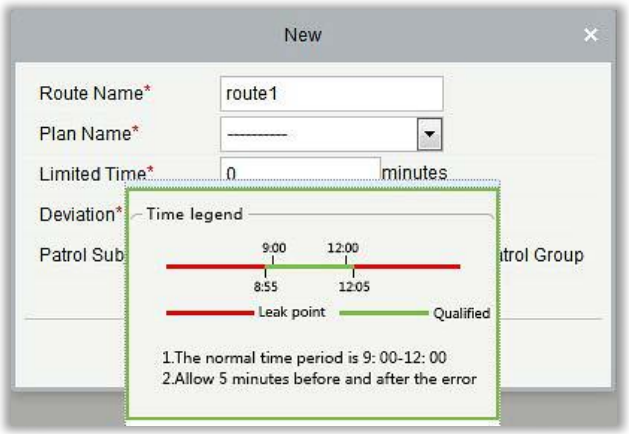
- Add

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.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



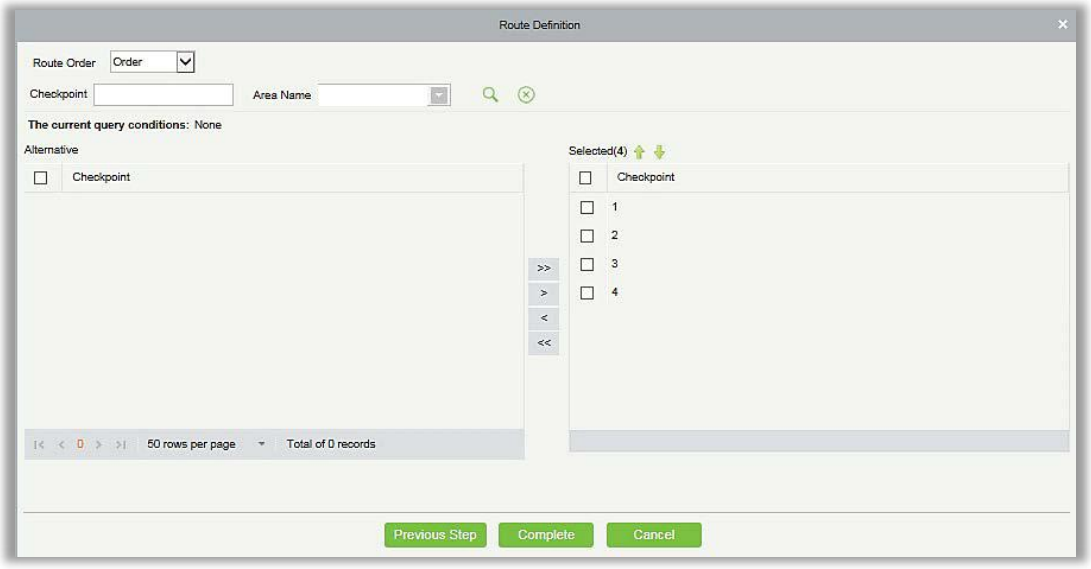


Description of the time segment legends: It is set according to the allowed error time during the patrol. Suppose that the patrol plan is scheduled between 9:00 and 12:00 (which can be set in the patrol plan), and the allowed error time is 5 minutes. This means records between 8:55 and 12:05 are valid and those segments out of this time are invalid.

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.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



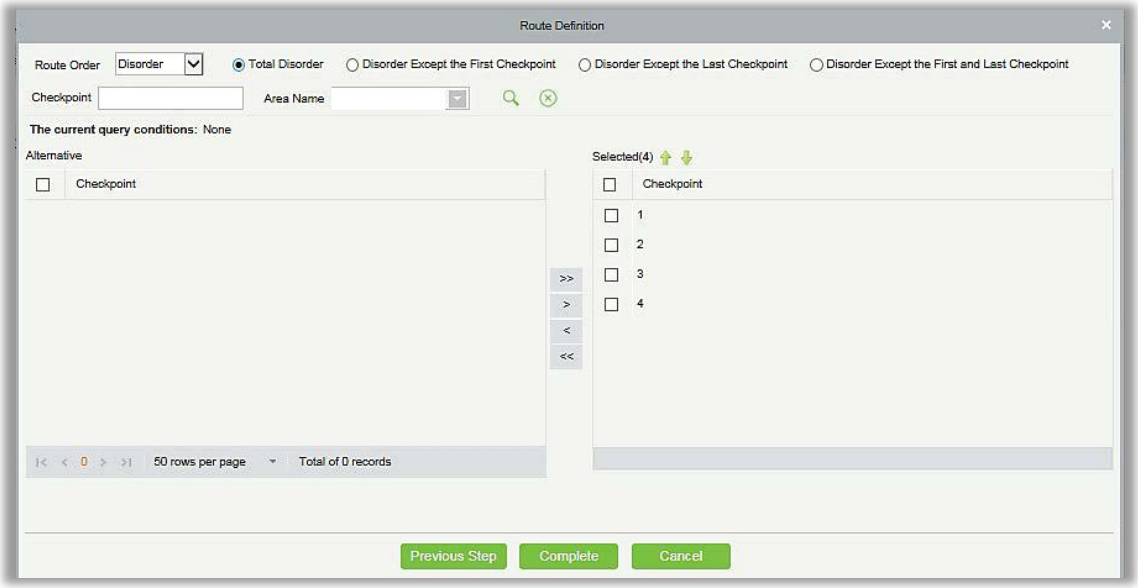
Disorder: Disorder routes are divided into the following:

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.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

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 13:53:46	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:	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. 1/4

Copyright©2020 ZKTECO. CO., LTD. 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

Created from ZKBioSecurity software. All rights reserved.

1/4

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,

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

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.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

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.

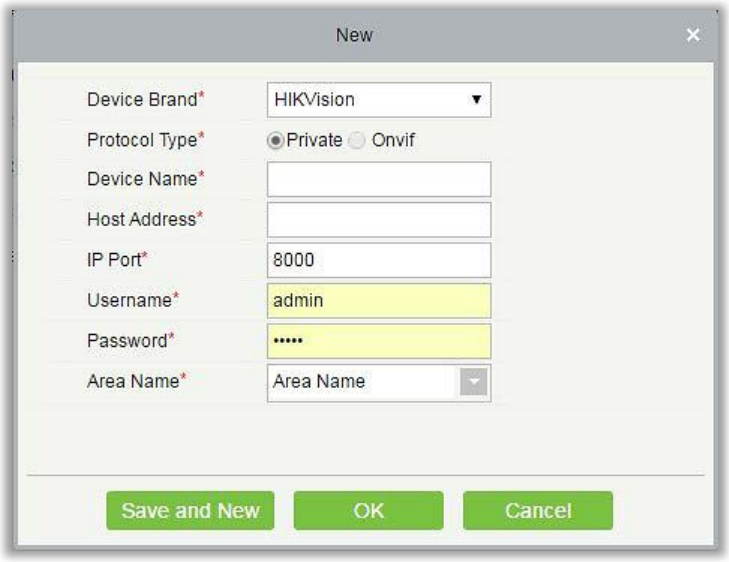
You need to add video device, set linkage function in Linkage Setting and Global Linkage in advanced.

✍**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]:



Fields are as follows:

Device Brand: The current software version only supports ZKTeco, HIKVISION, Dahua, Axis, Panasonic and Geovision brands. For each brand supporting models, please refer to the Hardware Support List for Video Module.

Protocol Type: The Private or Onvif protocol is automatically selected after Device Brand is specified.

Device Name: Any characters within a length of 30.

Host Address: Input the device's IP address.

IP Port: The default corresponding IP Port will display after select Device Brand.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

User Name: Any characters within a length of 15 (mandatory).

Password: Any characters within a length of 32 (mandatory).

Area Name: Divide area for the device.

✍**Note:** After adding device, only the device name and area name can be modified again, other options cannot be modified.

- Enable/Disable a Video Device

Select a video device in the list and click [Enable] or [Disable].

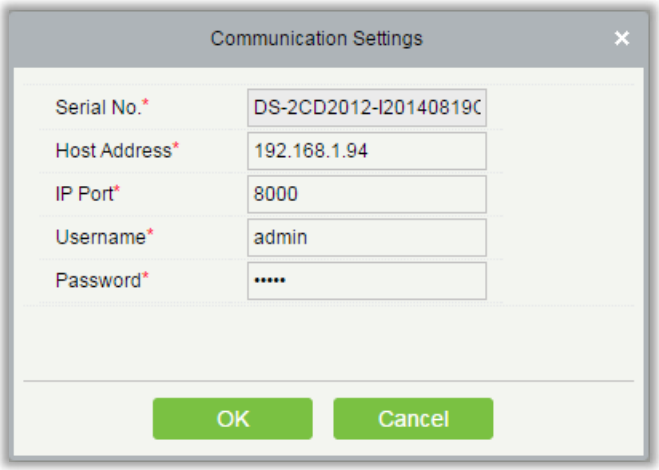
- Edit/Delete Video a Device

Select a video device in the list and click [Edit] or [Delete].

- Communication Settings

When the communication parameters are modified in the device, the modification must be synchronized to the software to keep consistency, otherwise all the channels of the video device will not work normally.

Select a device, click [Communication Settings]:



- 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.

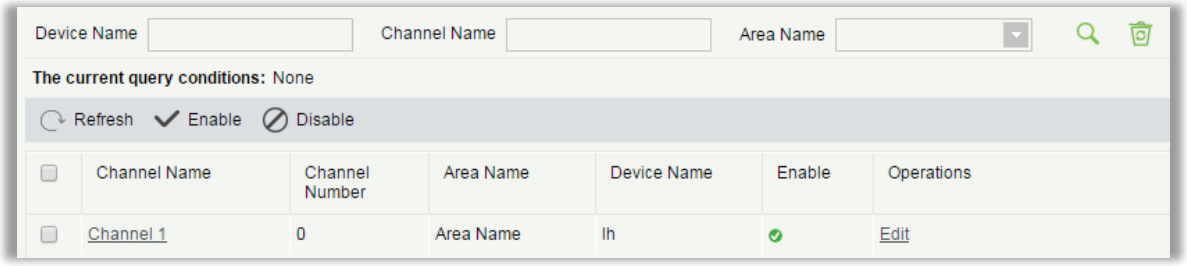
11.2 Video Channel

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.".

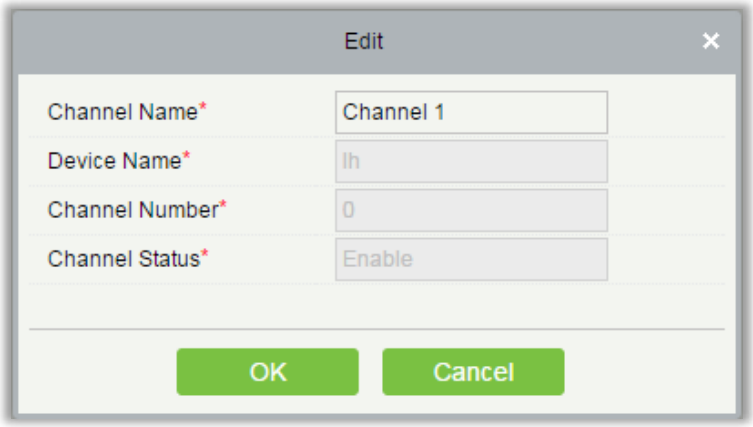
Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

- Enable/Disable Video Device

Click [Video] > [Video Device] > [Channel]:



Click [Edit] below Operations in the list:



Fields are as follows:

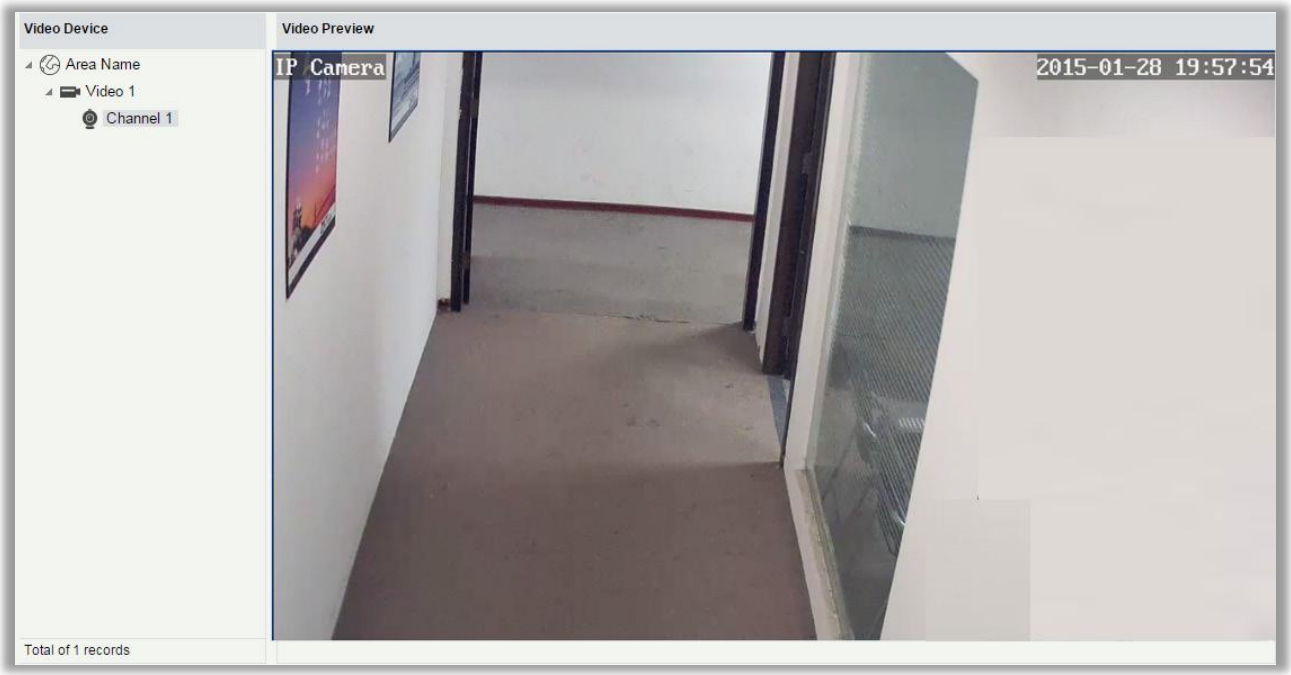
Channel Name: Any characters within a length of 30.

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.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



Re-click the channel to shut down the screen.

✍Notes:

- A video can allow five users to preview at the same time. In chronological order, the exceeded users cannot preview the video normally, and the page will be grey.
- If there are no video controls in the system, the below prompts will be displayed:

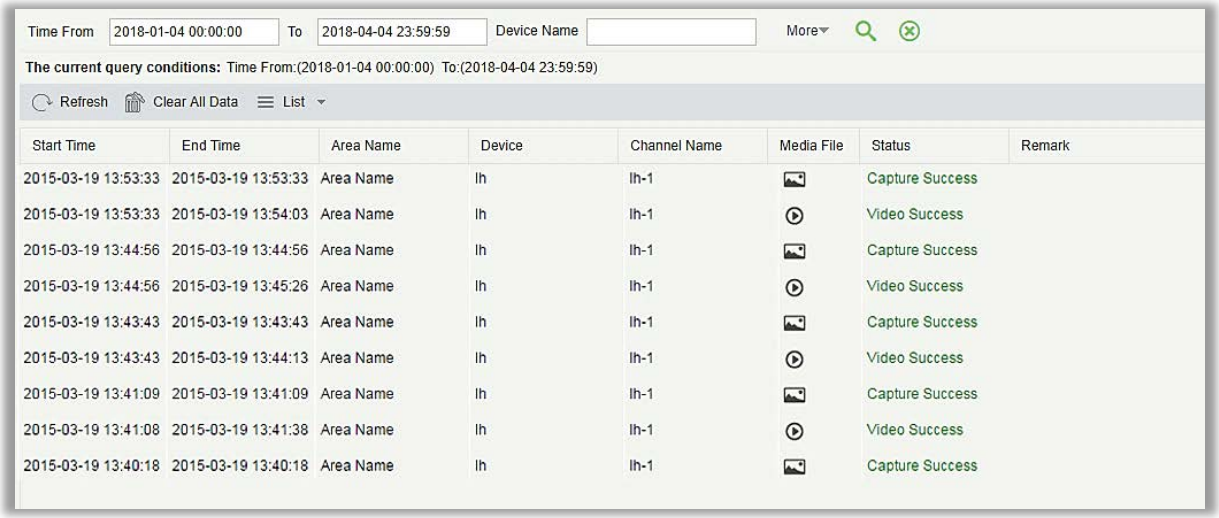
Click to download both the controls. Install the controls, and refresh the page, you can view the monitor screen normally. To prevent abnormal video display, please install the controls that ZKBioSecurity offers.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

11.4 Video Event Record

View the records of catching pictures and videos.

Click [Video] > [Video Device] > [Video Event Record]:



Start Time	End Time	Area Name	Device	Channel Name	Media File	Status	Remark
2015-03-19 13:53:33	2015-03-19 13:53:33	Area Name	Ih	Ih-1		Capture Success	
2015-03-19 13:53:33	2015-03-19 13:54:03	Area Name	Ih	Ih-1		Video Success	
2015-03-19 13:44:56	2015-03-19 13:44:56	Area Name	Ih	Ih-1		Capture Success	
2015-03-19 13:44:56	2015-03-19 13:45:26	Area Name	Ih	Ih-1		Video Success	
2015-03-19 13:43:43	2015-03-19 13:43:43	Area Name	Ih	Ih-1		Capture Success	
2015-03-19 13:43:43	2015-03-19 13:44:13	Area Name	Ih	Ih-1		Video Success	
2015-03-19 13:41:09	2015-03-19 13:41:09	Area Name	Ih	Ih-1		Capture Success	
2015-03-19 13:41:08	2015-03-19 13:41:38	Area Name	Ih	Ih-1		Video Success	
2015-03-19 13:40:18	2015-03-19 13:40:18	Area Name	Ih	Ih-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.

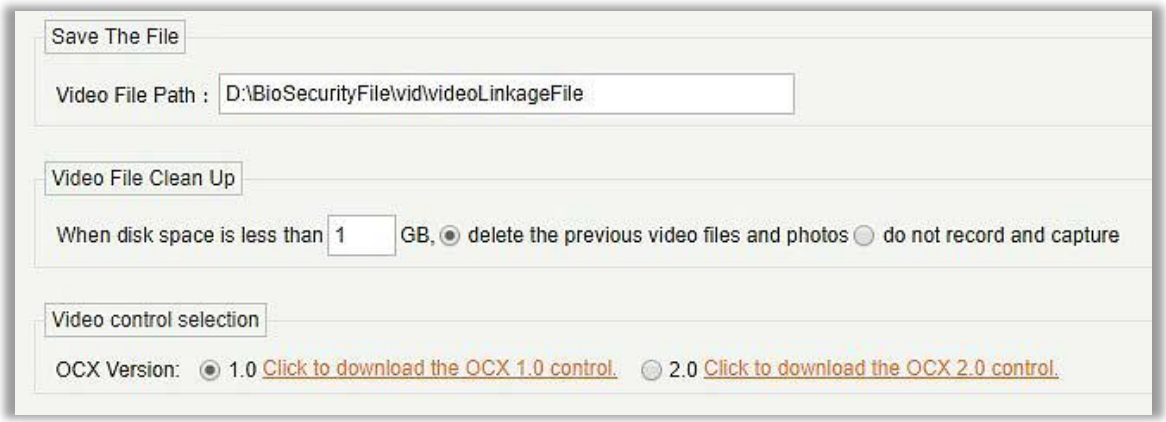
Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

: 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]:



Video File Path: Path for storing files when the server records videos or captures images.

Video File Clean Up: When the disk space for storing video files is smaller than the pre-set value, you can choose to delete the old video files or not to record videos or capture images. If you choose Delete, the software will delete the video files that are generated in the earliest day and continue to record videos; otherwise, the software does not record videos.

Video Control selection: It can set whether to download OCX 1.0 or OCX 2.0.

11.6 Solutions of Exceptions

A. Client browser cannot playback video, preview, or Real-Time Monitoring page has no video pops-up:

Firstly, ensure IE11 or above version browser is available, client and Video Server are on the same network segment and the video ActiveX installation is successful. If the ActiveX installation fails, above all, uninstall the video ActiveX that were originally installed, run the "regsvr32-u NetVideoActiveX23.ocx"command, and then in the browser, set all the options in "Tools -> Internet Options -> Security -> Custom Level" on the ActiveX to "Enable or Prompt", re-open the browser, re-login screen and open the video preview page, run the button "all add items of the site".

B. The network or power of video device is shut off while previewing the video screen.

Check whether the network or power is connected normally. Refresh the page after ensuring that the connection is normal, refresh the page, and re-open the video preview.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

C. In the E-Map, no video pops-up after clicking the camera icon:

Make sure to use IE11 and above version browser, client and Video Server on the same network segment and the video ActiveX installation is successful. Also, view whether the browser is preventing the temporary window pops up, if it is, change to allow window pops up to the site.

D. Video linkage is triggered, the video server does not have video or size of the video file that the client downloads from the Video Server is 0kb:

First, ensure that the software server has set Time Server (keep the Windows time service and has set the NTP function of the video server), it is recommended to set the time interval of the video server smaller to ensure accurate synchronization software server and video server time, so as to keep the time consistent between software server and controllers. It is recommended set Linkage Recording Time more than 5 seconds, to avoid executing video linkage commands delay, which may lead to the downloaded 0kb video file.

E. The Video system is not normal to use in windows server 2008:

Desktop Experience feature needs to be added in windows server2008 before the normal use of the video.

Step 1: Run" services.msc" to open the "Service Manager".

Step2: Set the start type of "Windows Audio" and "Themes" as Automatically Start.

Step3: Run the service manager, click [Add functions], check the "Desktop Experience" box and click [Install]. Reboot the server after the installation is finished.

F. The video downloaded to local cannot be played:

Please choose a third part of video player to play the file, or else it cannot be played normally.

G. When the browser is chrom42 or above version, the system will prompt you to install video controls though you have already installed.

The old NPAPI controls are disabled in chrom42 or above version. You should open the browser and enter "chrome://flags/#enable-npapi" in address bar to enable the controls.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

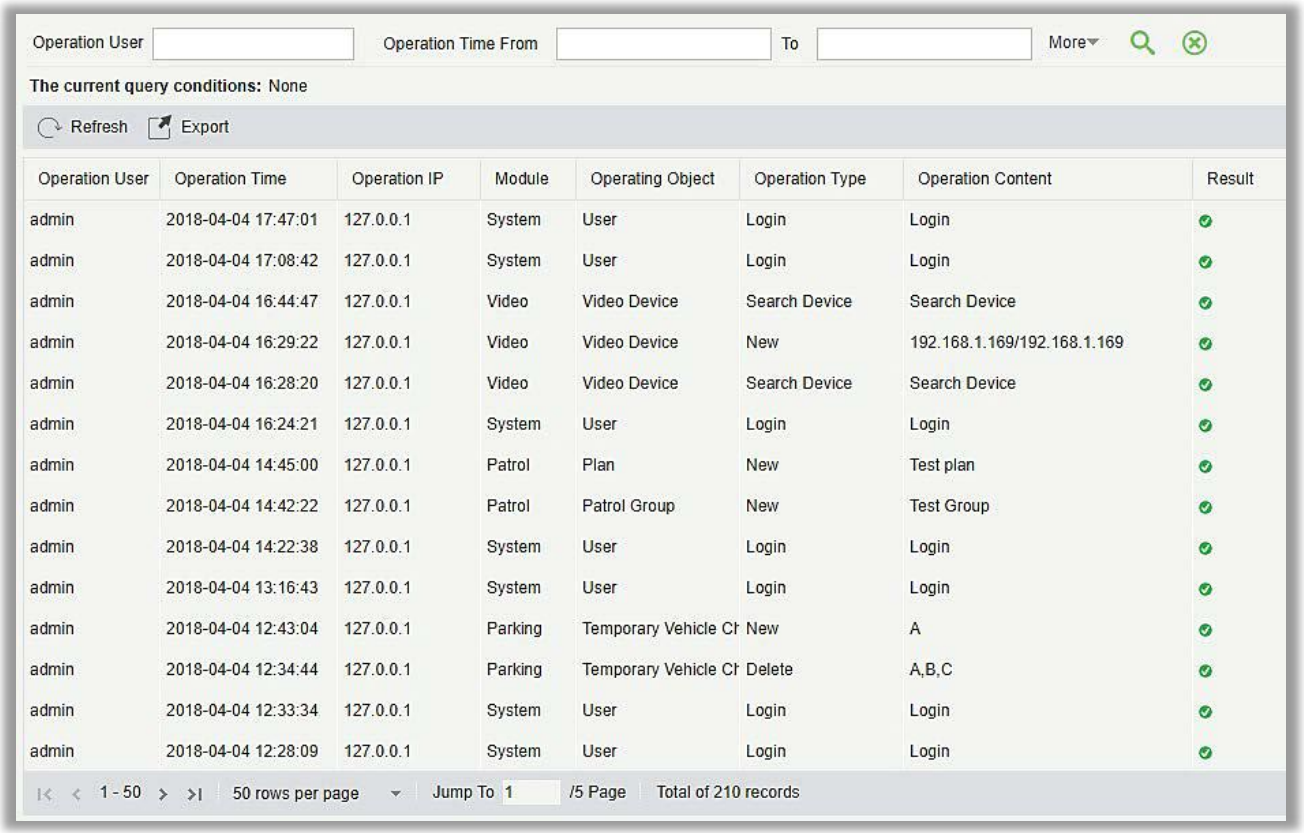
12. System Management

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]:



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.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

ZKTECO

Operation Log

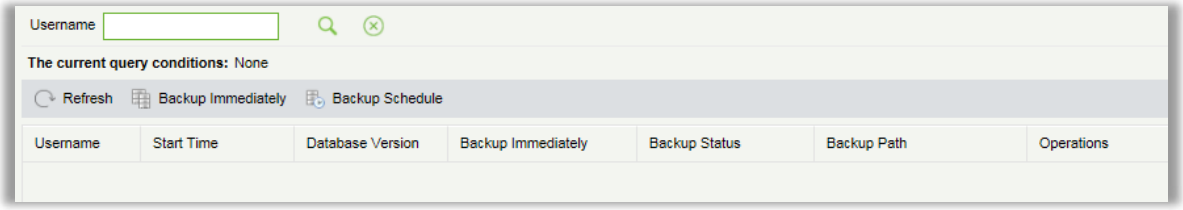
Operation User	Operation Time	Operation IP	Module	Operating Object	Operation Type	Operation Content	Result
admin	2017-12-18 15:06:35	127.0.0.1	Visitor	Visitor	Export	Export	Succeed
admin	2017-12-18 15:03:40	127.0.0.1	Elevator	Access Rights By Personnel	Export	Export	Succeed
admin	2017-12-18 15:03:17	127.0.0.1	Elevator	Access Rights By Floor	Export	Export	Succeed
admin	2017-12-18 15:02:59	127.0.0.1	Elevator	All Exception Events	Export	Export	Succeed
admin	2017-12-18 15:01:27	127.0.0.1	Elevator	All Transactions	Export	Export	Succeed
admin	2017-12-18 14:25:34	127.0.0.1	Attendance	Appended Receipt	Export	Export	Succeed
admin	2017-12-18 14:24:41	127.0.0.1	Attendance	Leave	Export	Export	Succeed
admin	2017-12-18 14:24:05	127.0.0.1	Attendance	Leave	Export	Export	Succeed
admin	2017-12-18 14:23:45	127.0.0.1	Attendance	Business Trip	Export	Export	Succeed
admin	2017-12-18 14:23:25	127.0.0.1	Attendance	Go Out	Export	Export	Succeed
admin	2017-12-18 14:22:26	127.0.0.1	Attendance	Overtime	Export	Export	Succeed
admin	2017-12-18 14:13:29	127.0.0.1	Attendance	Overtime	Export	Export	Succeed
admin	2017-12-18 14:06:58	127.0.0.1	Attendance	Adjust and Append	Export	Export	Succeed
admin	2017-12-18 14:04:21	127.0.0.1	Attendance	Adjust Shift	Export	Export	Succeed
admin	2017-12-18 14:02:21	127.0.0.1	Attendance	Adjust Shift	New	5	Succeed
admin	2017-12-18 14:00:27	127.0.0.1	Attendance	Adjust Shift	New	4;3	Succeed
admin	2017-12-18 13:56:27	127.0.0.1	Attendance	Adjust Shift	New	3	Succeed
admin	2017-12-18 13:55:40	127.0.0.1	Attendance	Adjust and Append	New	3;;3	Succeed

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

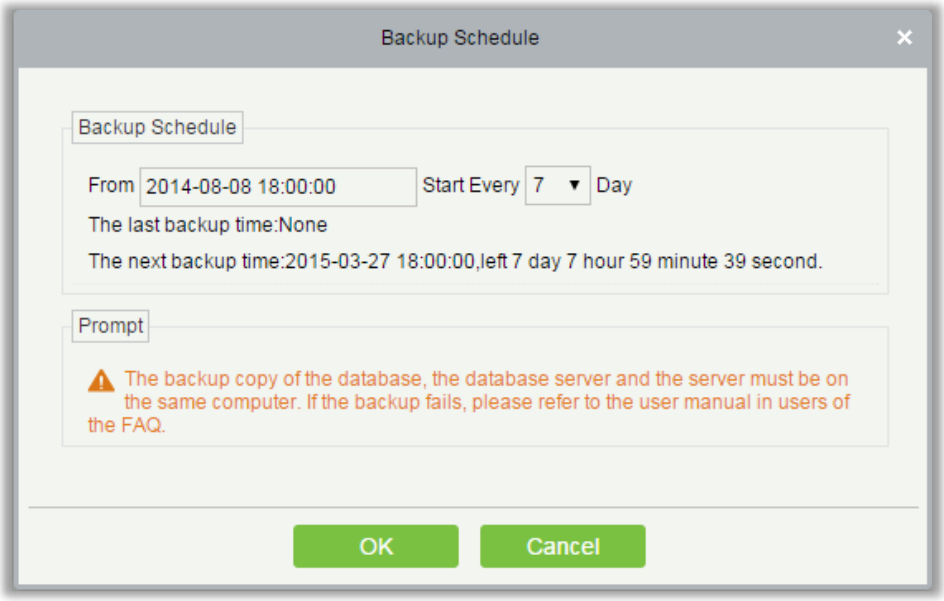
Backup database to the path set in installation right now.

✍**Note:** The default backup path for the system is the path selected during the software installation. For details, refer to *'Software Installation Guide'*.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

- Backup Schedule

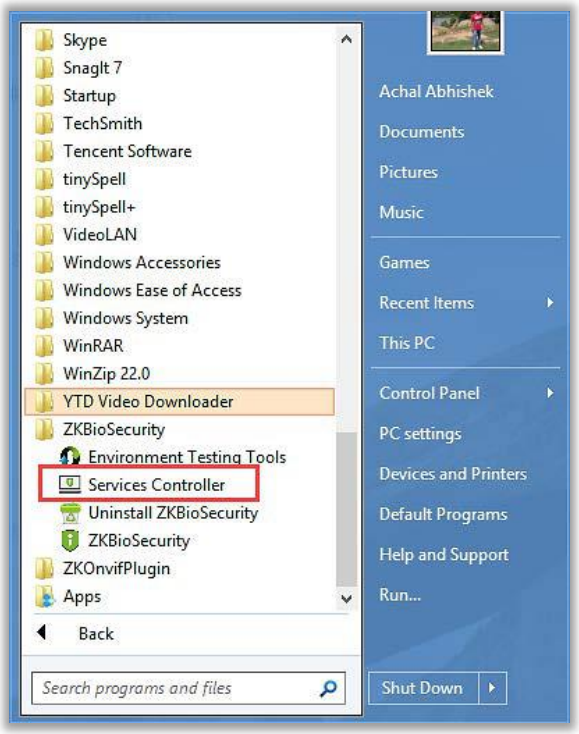
Click [Backup Schedule]:

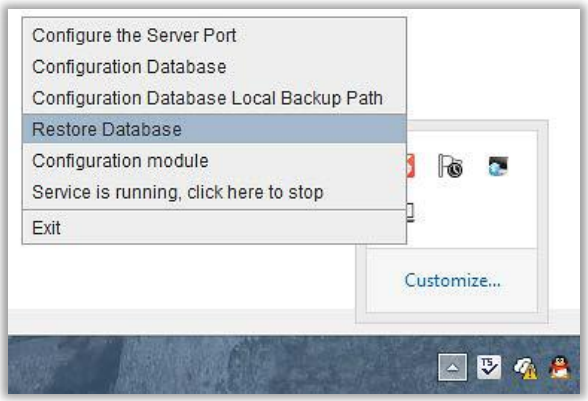


Set the start time, set interval between two automatic backups, click [OK].

- 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".

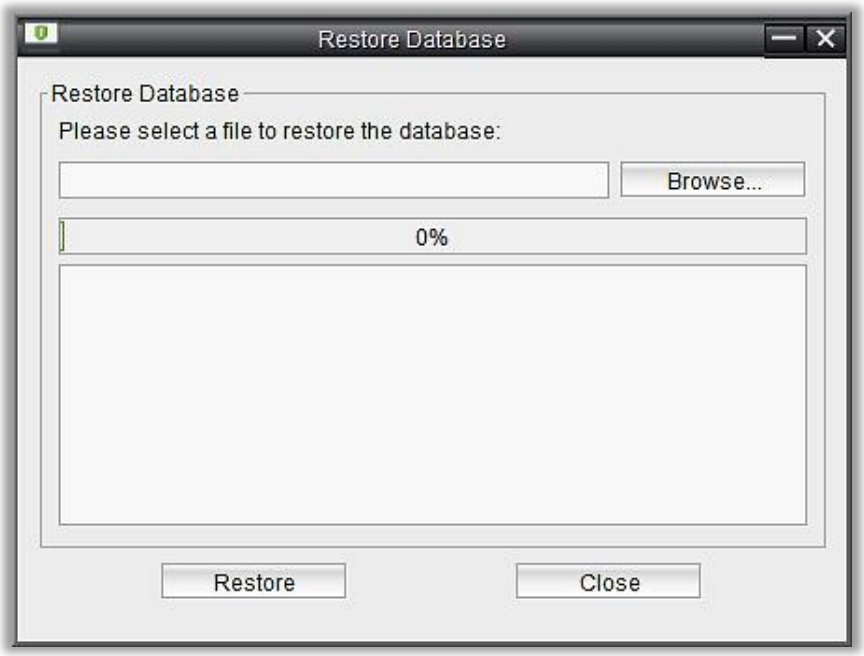




Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

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

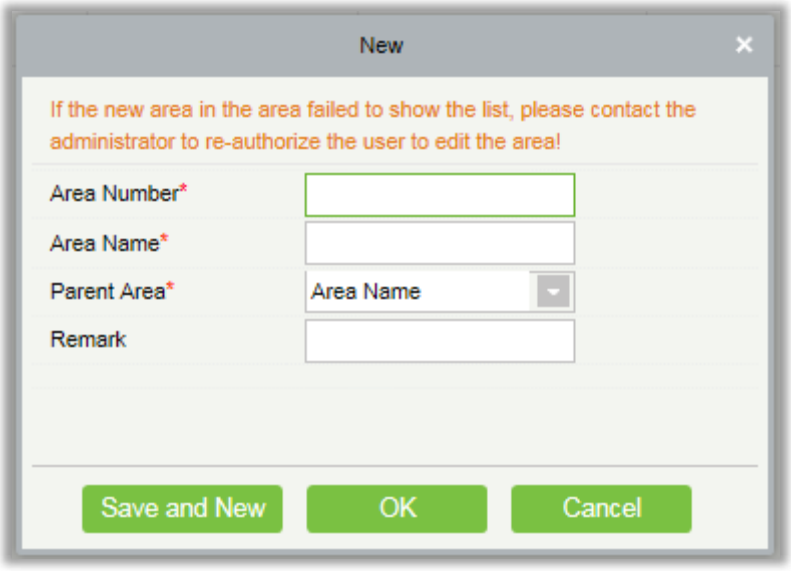
Area is a spatial concept which enables the user to manage devices in a specific area. After area setting, devices (doors) can be filtered by area upon real-time monitoring.

The system, by default, has an area named [Headquarters] and numbered [1].

- Add an Area

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



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

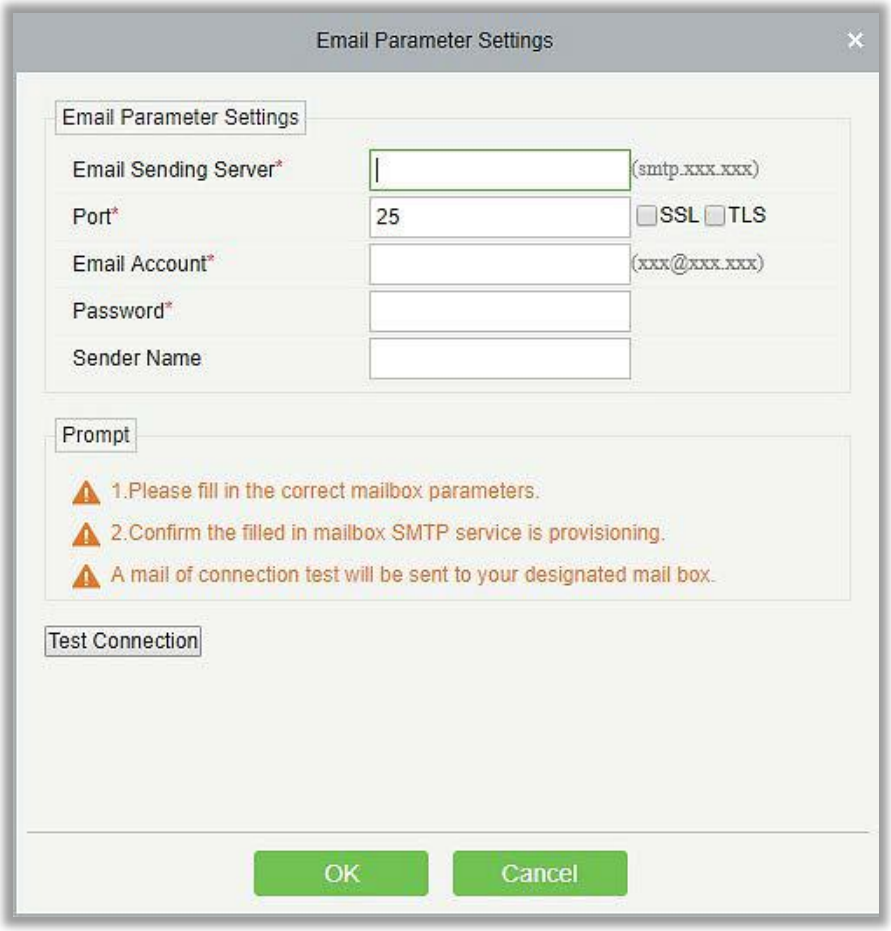
Click [System] > [System Parameter]:

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

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]:



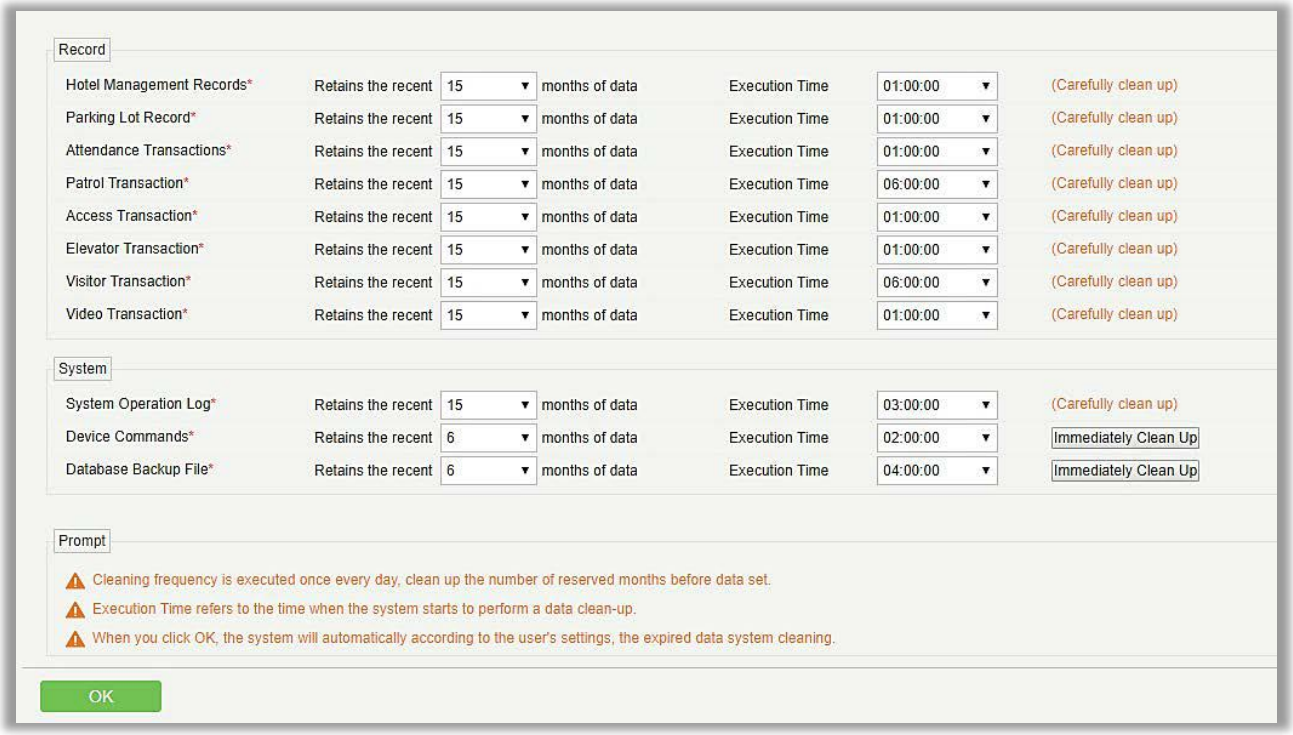
✍**Note:** The domain name of E-mail address and E-mail sending sever must be identical. For example, the Email address is: test@gmail.com, and the E-mail sending sever must be: smtp.gmail.com.

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]:

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

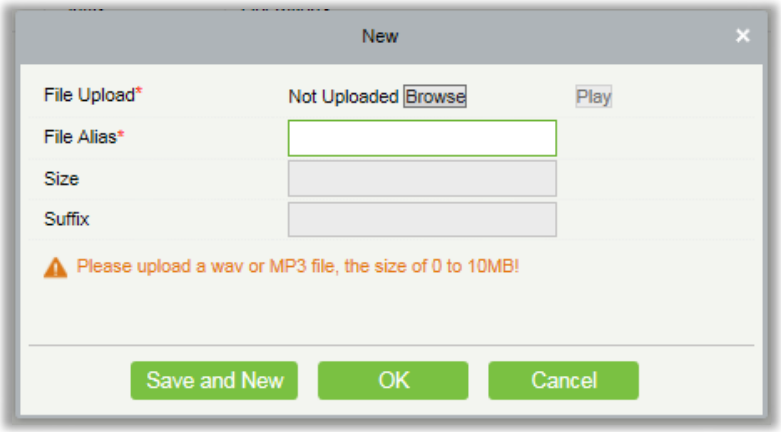


The system executes [Immediately Clean Up] operation after it is clicked and [OK] is clicked. Without clicking [OK], the system will not clean data.

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]:



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

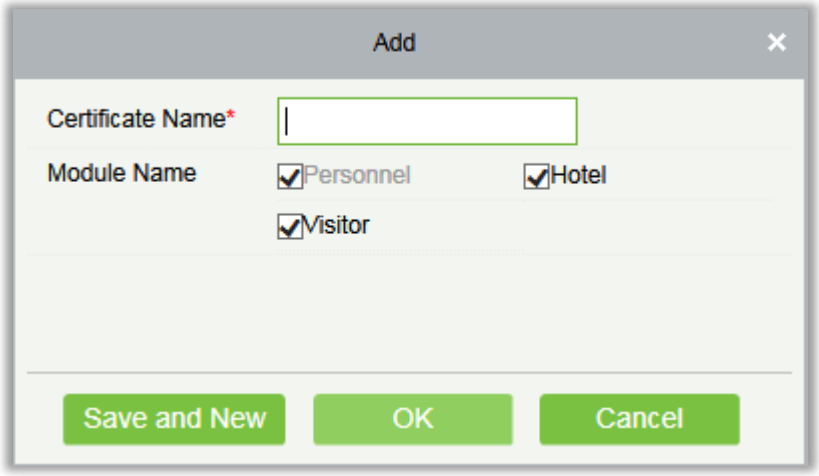
Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

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:

- Add

Click New to input the Certificate Type Name and check the Module Name, click [OK].



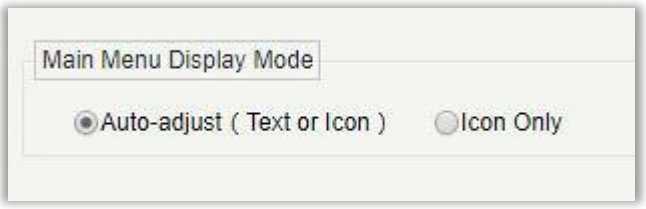
- Delete/Enable/Disable

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:

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



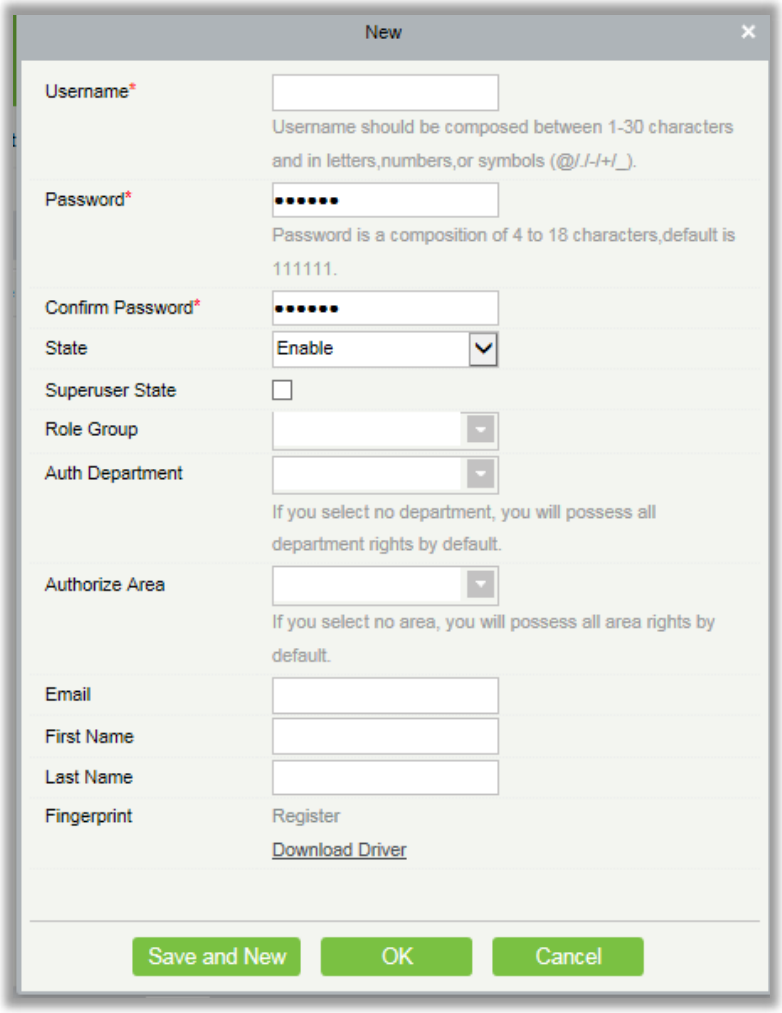
You can choose display as auto adjusting type or just icons only.

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]:



Fields are as follows:

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

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.

Auth Department: If no department is selected, then the user will have all department rights by default.

Authorize Area: No area selected means the user possesses all area rights by default.

Email: Type your email in the correct format.

First Name/Last Name: Type your initials.

Fingerprint: Enroll the user fingerprint or duress fingerprint. The user can login the system by pressing the enrolled fingerprint. If the user presses the duress fingerprint, it will trigger the alarm and send the signal to the system.

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

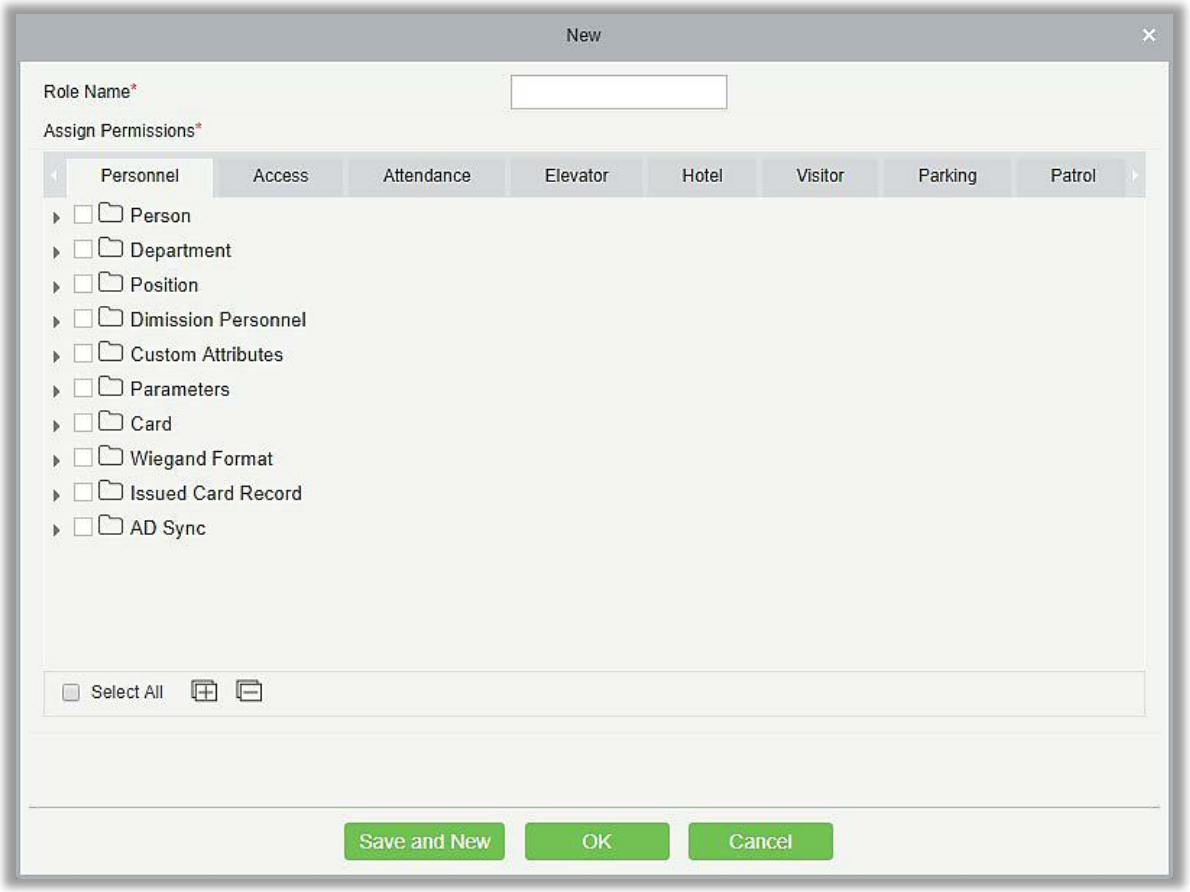
Click [Edit] or [Delete] as required.

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] > [Authority Management] > [Role] > [New]:

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



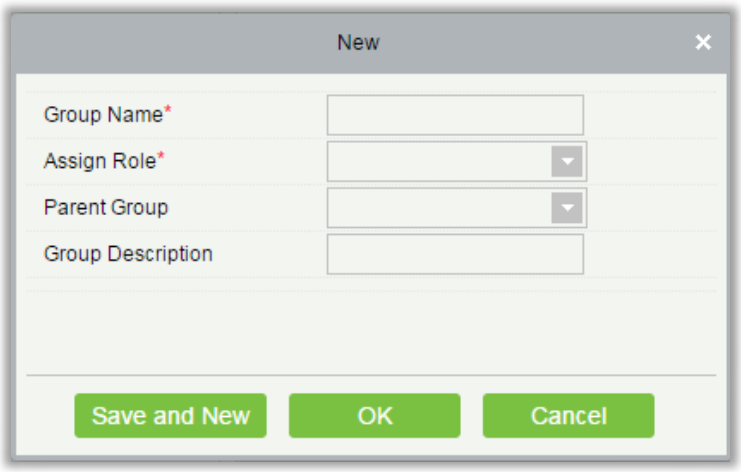
2. Set the name and assign permissions for the role.
3. Click [OK] to save.

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]:

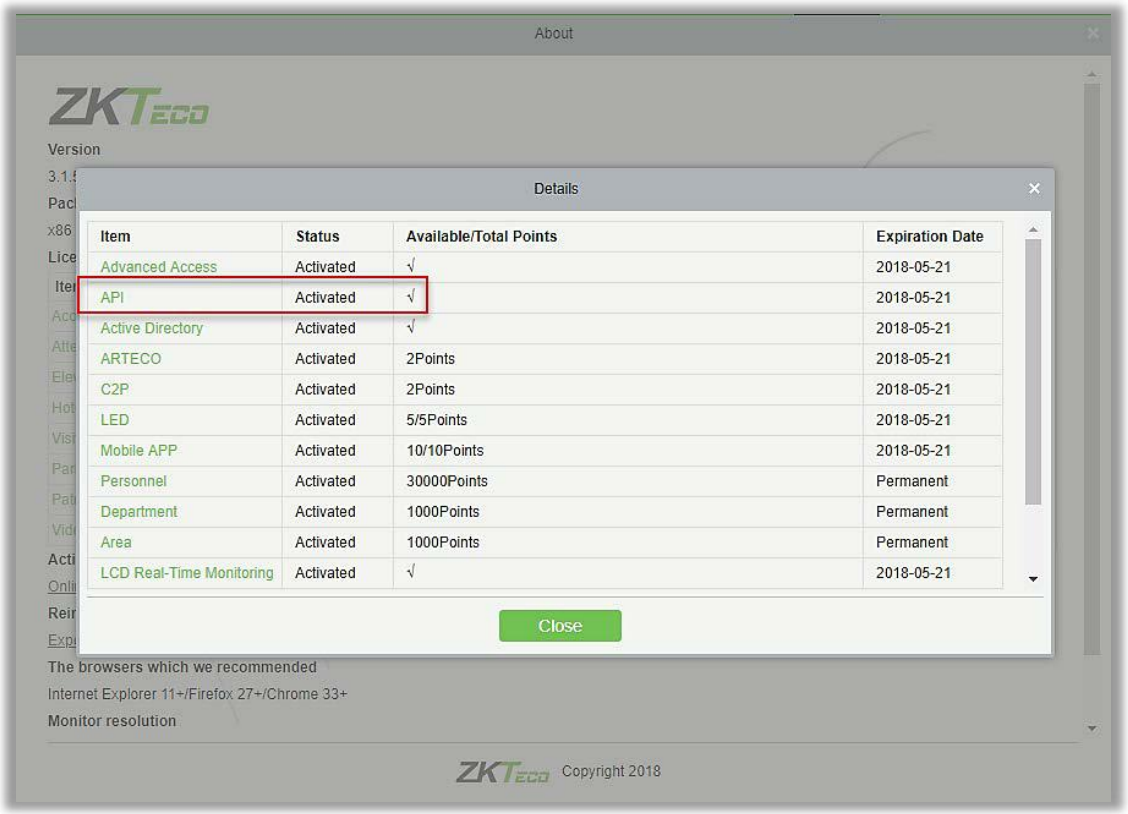
Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



2. Set the name and parent group, assign role for the group.
3. Click [OK] to save.

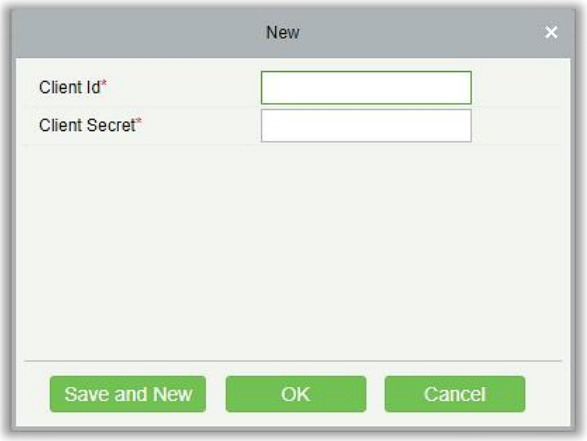
12.2.4 API Authorization

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). API is shown in License details below:

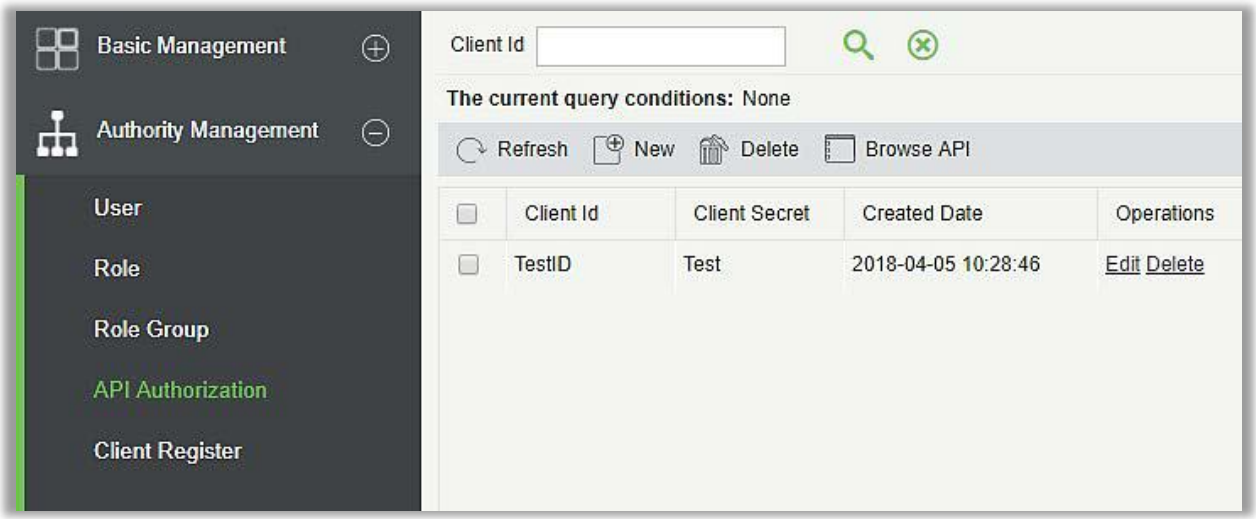


Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

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

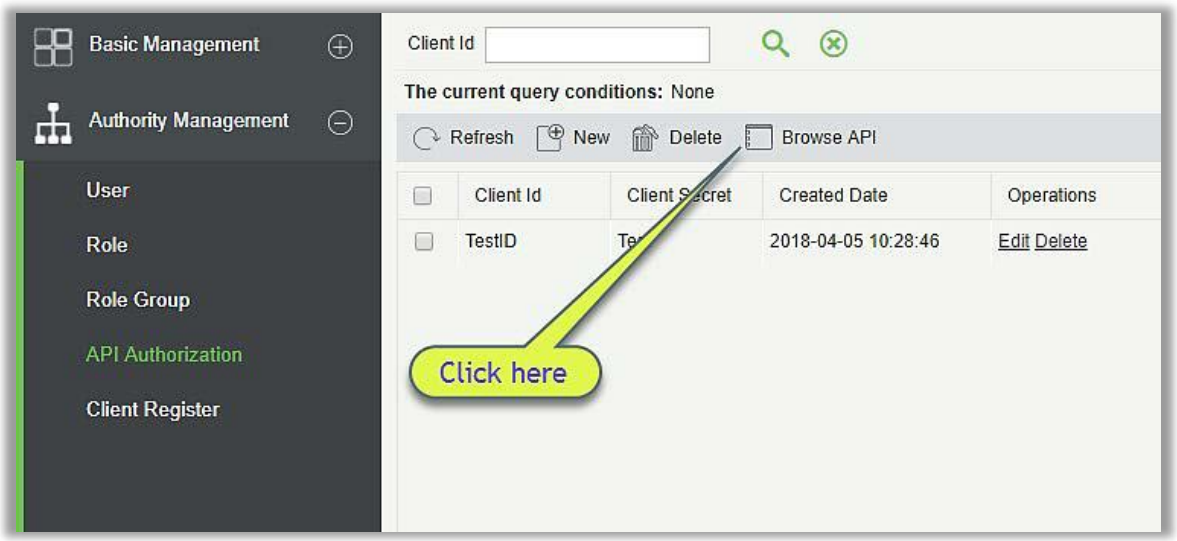


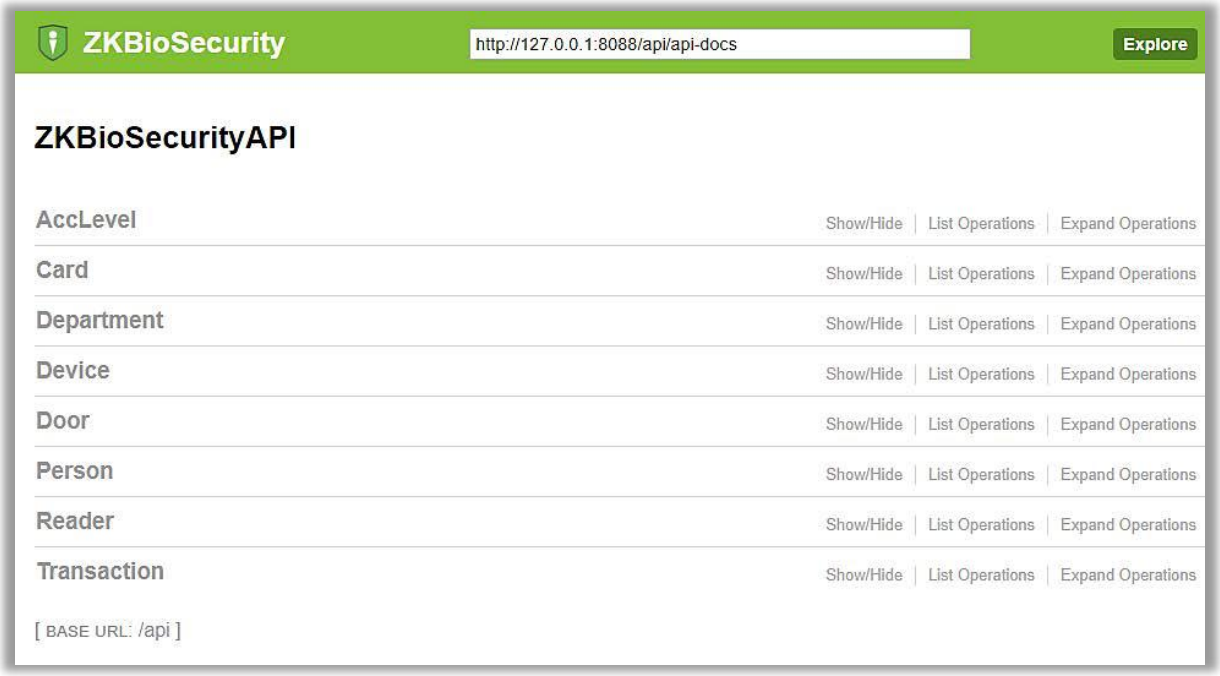
3. Only when the client ID and secret are added can the next API operation page be displayed normally. Otherwise, the access is abnormal):



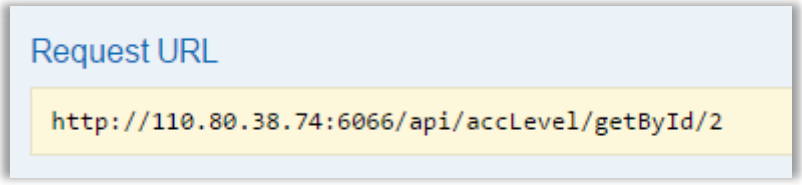
4. After the client ID and secret are added, click Browse API on the API Authorization page to skip to the API operation page (The page of the ZKBioSecurity system must be open for normal access of the API operation page). This page provides multiple APIs:

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.





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:



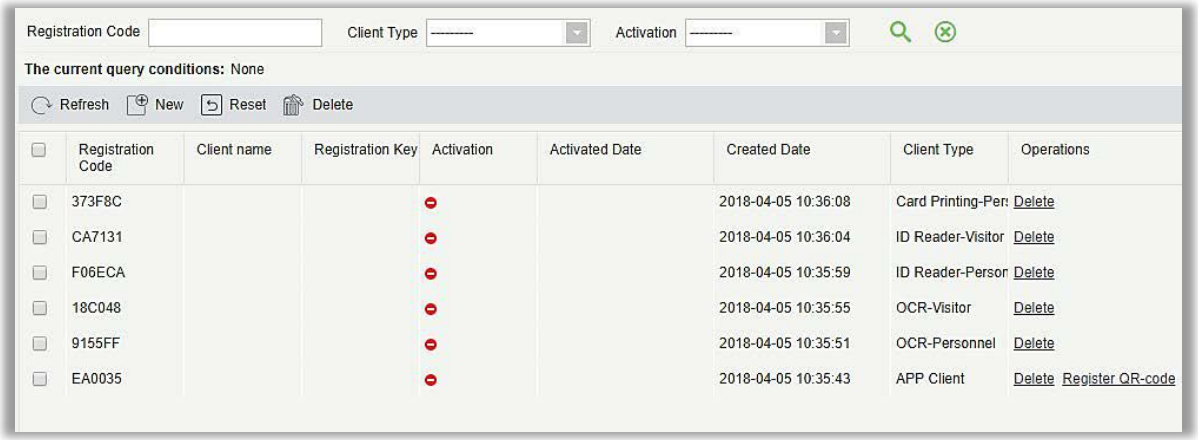
The access_token parameter must be added when the API is invoked (one request URL can be invoked):

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

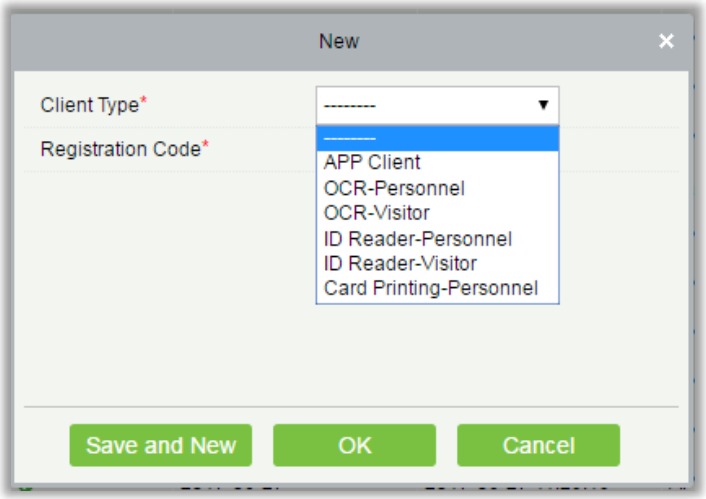
http://110.80.38.74:6066/api/accLevel/getById/2.

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.



1. Click [System Management] > [Authority Management] > [Client Authorization] > [New] to go to the [New] page:



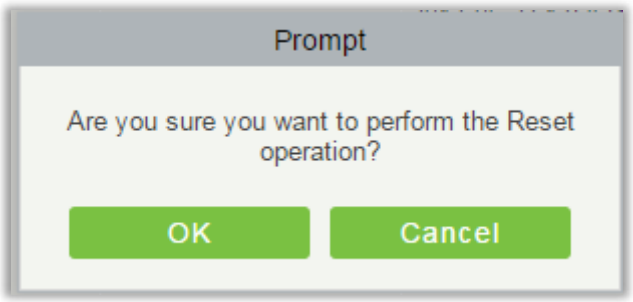
Client Type: The value can be APP Client, OCR-Personnel, OCR-Visitor, ID Reader-Personnel, ID Reader-Visitor or Card Printing- Personnel.

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

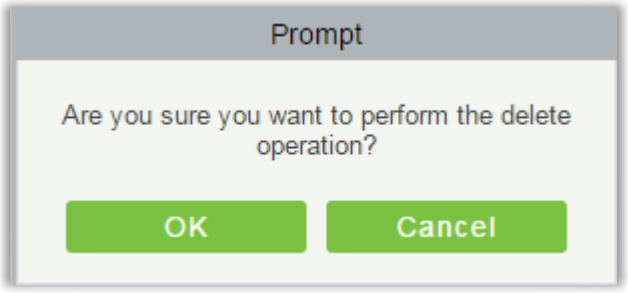
Registration]. Only new registration codes added on the server are authorized and one registration code can be used by only one client.

2. To reset a client, select the client and click [Reset].



Click [OK] to reset the client.

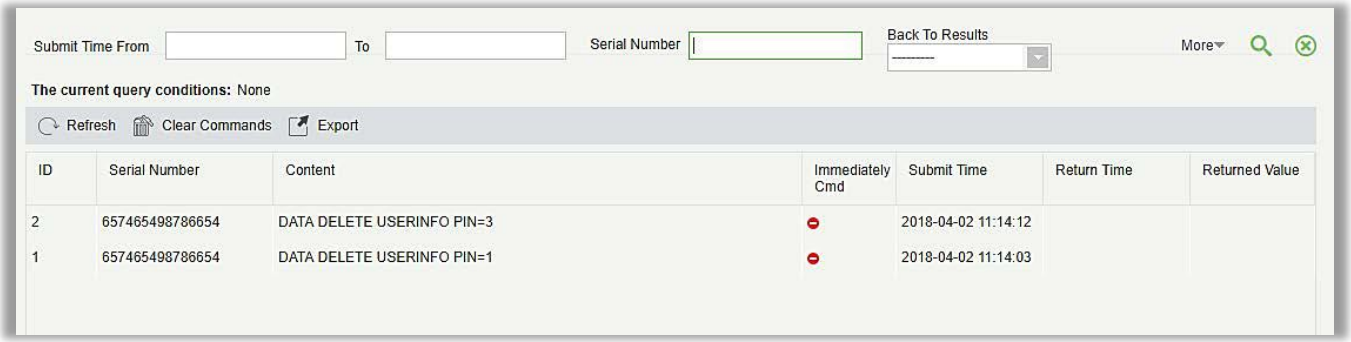
3. To delete a client, select the client and click [Delete].



Click [OK] to delete the client.

12.3 Communication

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



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.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

Clear Commands: Clear the command lists.

Export: Export the command lists to local host. You can export to an Excel file. See the following figure.

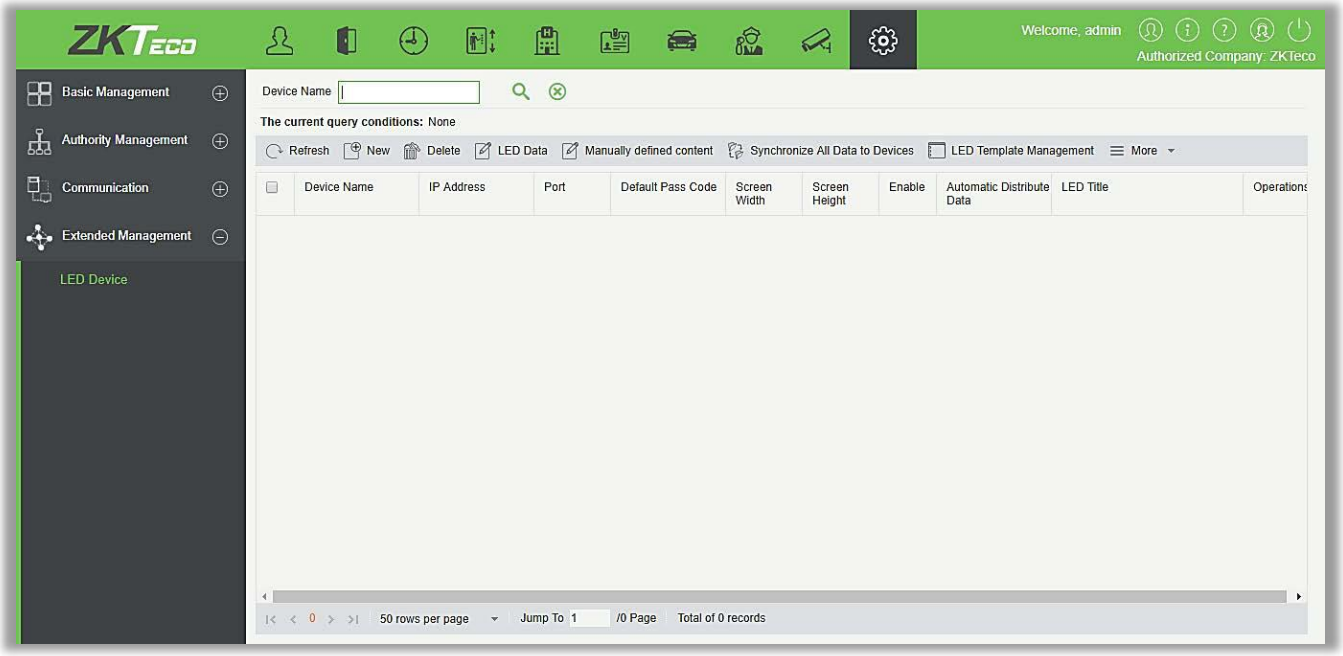
			Device Commands			
ID	Serial Number	Content	Immediately Cmd	Submit Time	Return Time	Returned Value
1504	20100501999	DATA UPDATE userauthorize Pin=2AuthorizeTimezoneId=1AuthorizeDoorId=1 Pin=1AuthorizeTimezoneId=1AuthorizeDoorId=1 ...	false	2017-12-18 10:51:15	2017-12-18 10:51:21	0
1502	20100501999	DATA 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

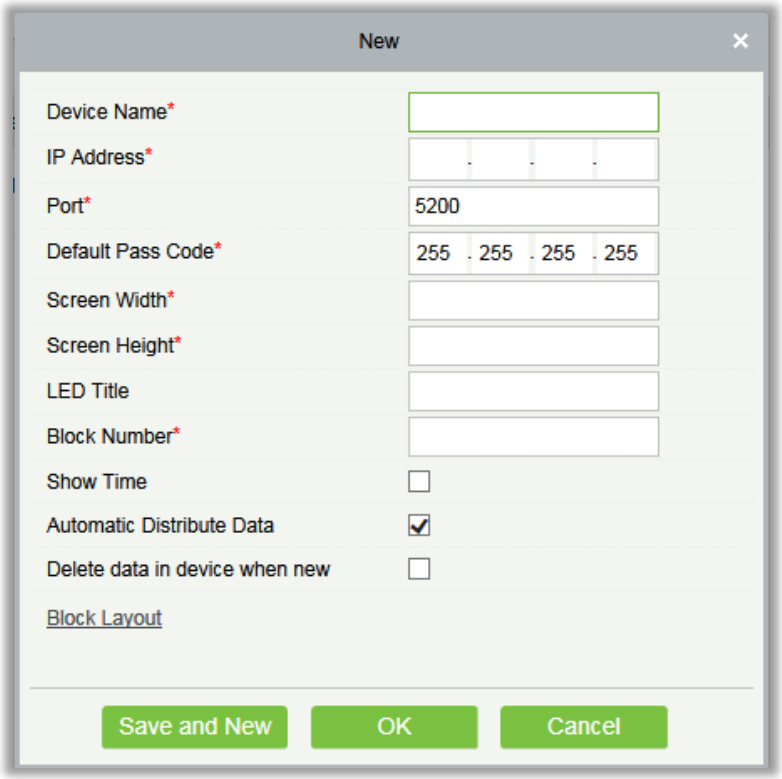
The system integrated outsourcing LED equipment (control card: lumens 3200/4200), provides a window to display data; it can provide customers personnel in the access area quantity statistics, real-time information about personnel going in and out and personnel information in the area, etc.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



- Add

Click [System]> [Extended Management]> [LED Device]> [New]. The page is displayed as follows:



Fields are as follows:

Device Name: Name of the LED device.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

IP Address: IP address of the LED device.

Port: The default communication port is 5200.

Default Pass Code: The default value is 255.255.255.255.

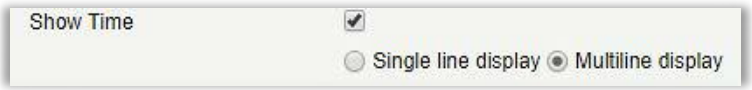
Screen Width: Width of the dot matrix (resolution).

Screen Height: Height of the dot matrix (resolution).

LED Title: Select whether to display the title. If the parameter is left blank, the title is not displayed.

Block Number: Number of blocks that the LED is divided into (Note that the blocks do not contain the title and system time blocks).

Show Time: It will display time on the LED screen. Once you select it, you will find two options to choose from; Single Line and Multiline Display. Choose according to your choice.



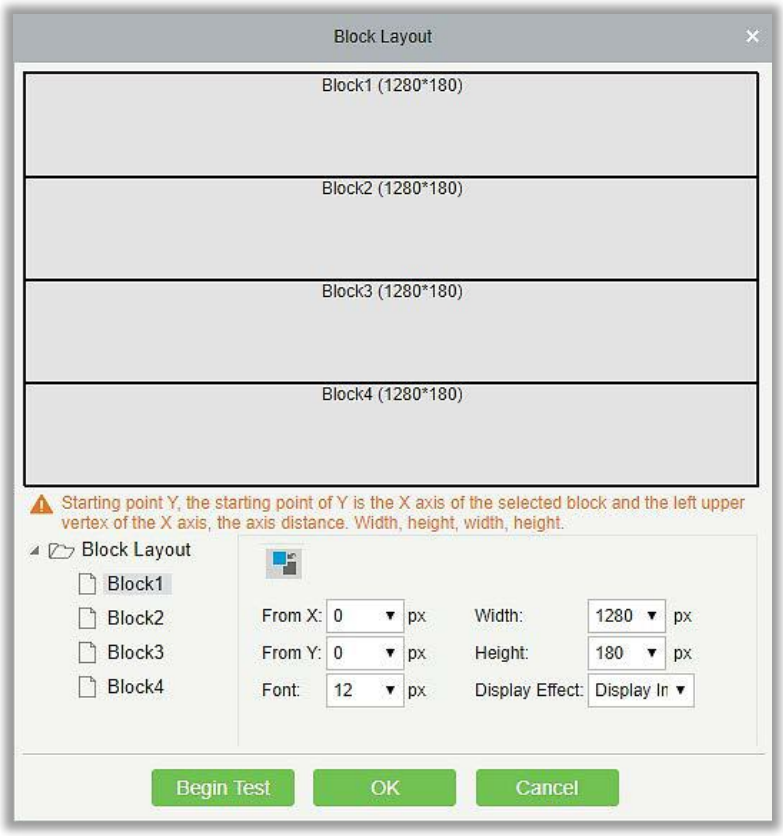
Automatic Distribute Data: By default, this parameter is selected. You send data to the LED in the access control module only when you select this parameter. Otherwise, the content to be sent needs to be manually defined.

Delete data in device when new: Delete the original data in the device when adding LED device.

Block Layout: After you click

, the following box is displayed:

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



✍Notes:

- Parameters must be set for each block.
- The height of each block must be equal to or larger than 12. Otherwise, the letters cannot be completely displayed.
- The total height of all blocks cannot be larger than the screen height.

- Edit

Click a device name or [Edit] under [Operation] to go to the edit page. After editing the device, click [OK] to save the setting.

- Delete

Click a device name or [Delete] under [Operation] in the device list and click [OK] to delete the device or click [Cancel] to cancel the operation. Select one or more devices and click [Delete] above the list and click [OK] to delete the selected device(s) or click [Cancel] to cancel the operation.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

- Enable and Disable

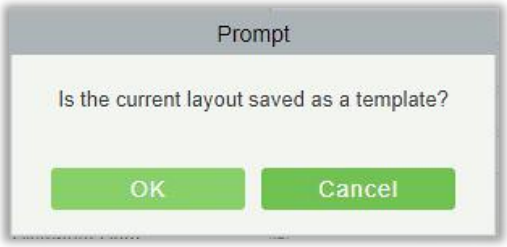
Select a device and click [Enable/Disable] to start/stop using the device. If the device is enabled, data is transmitted to the device. Otherwise, no data is transmitted to the device.

- Synchronize All Data To Devices

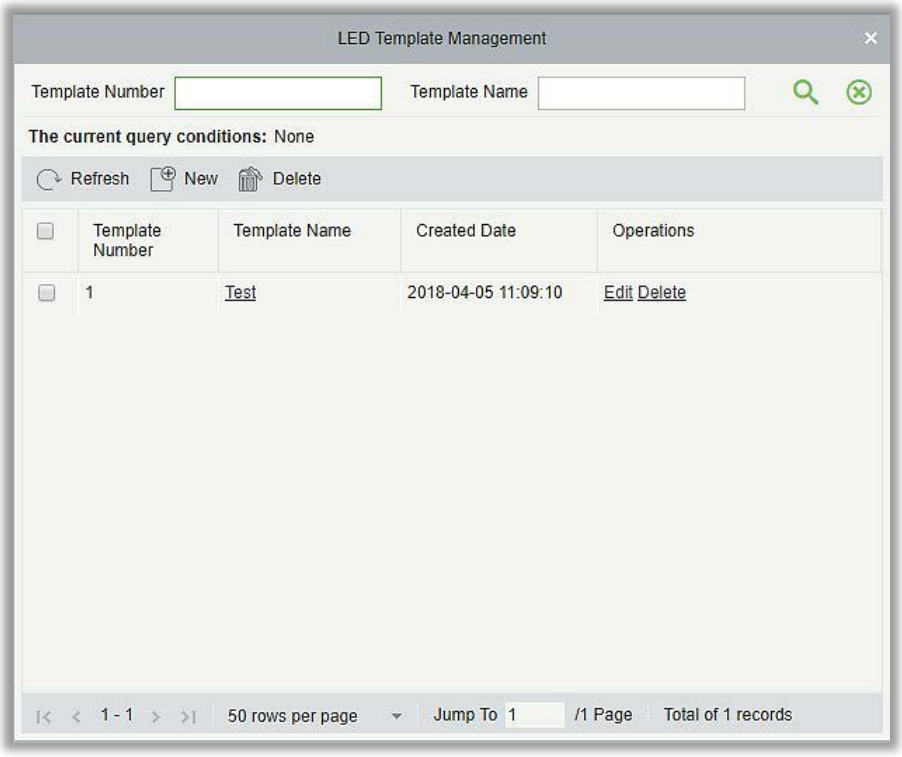
Synchronize the LED block layout and LED data setting in the system to the device. Select a device, click [Synchronize All Data To Devices], and then click [Synchronize] to synchronize the data.

- LED Template Management

Through this function you can create a template for the blocks. This template you can directly use at the time of adding LED device. When you are adding LED device, then after defining the blocks dimensions, you will be prompted to save the template as shown below:

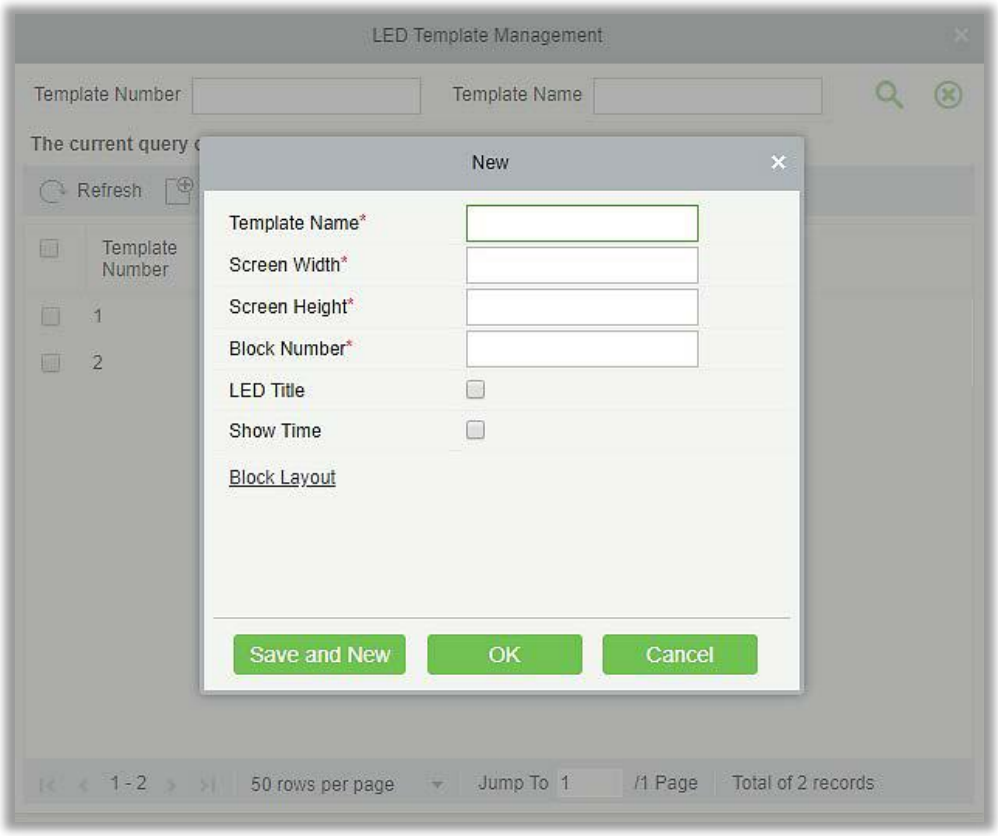


If you save it, then this template will be displayed in the LED Template Management list as shown below:

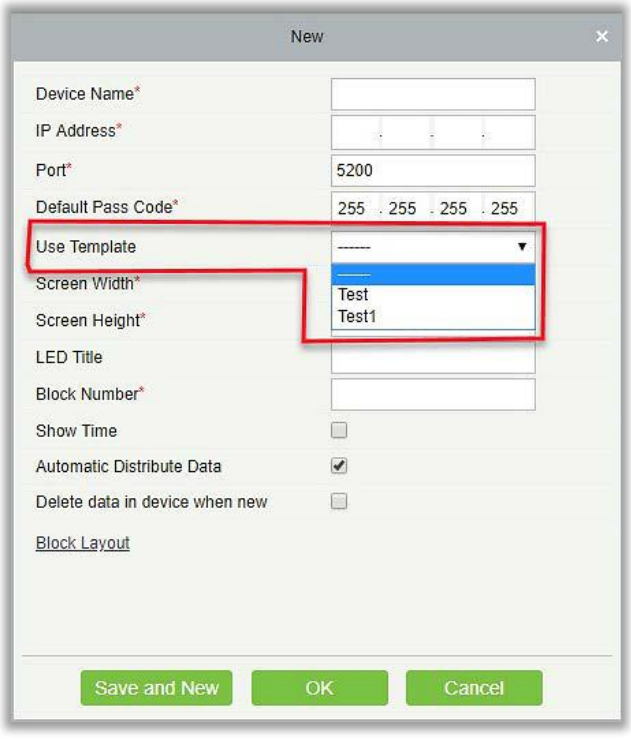


You can directly create the blocks by clicking on [New] in above interface.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



Fill all the required details and save. Once saved, you will find this template at the LED device adding interface.



- Restart

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

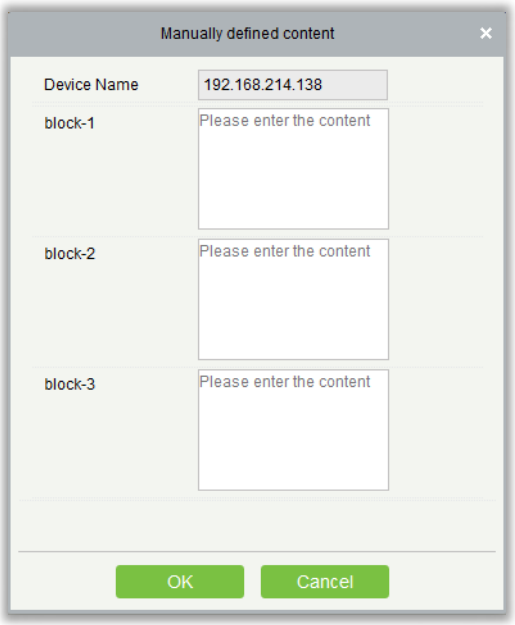
After you restart the device, the LED control card system will be restarted, data on the screen is cleared and data saved in the system is restored. After the device is successfully restarted, click [Synchronize All Data To Devices] to display all distributed content on the LED screen.

- 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:



✍Notes:

- At least one block must be selected for distribution of manually defined content.
- After the manually defined content is selected, the access control module cannot send data to the LED device.

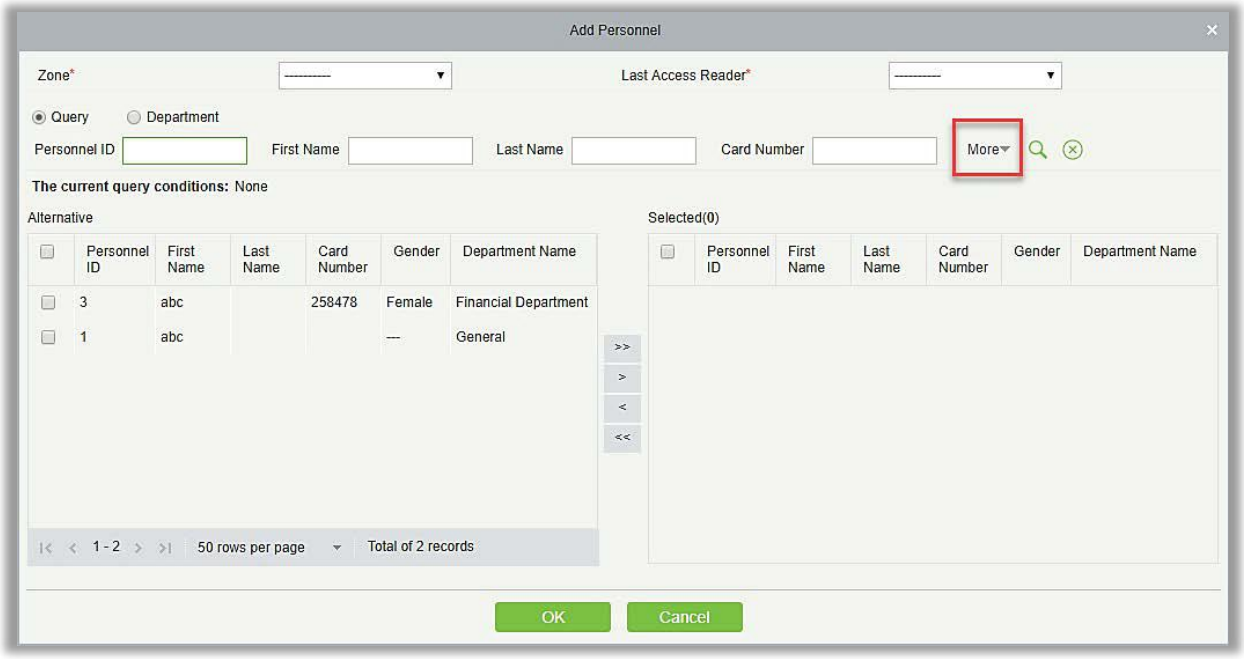
Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

Appendices

Common Operations

- Select Personnel

The selected personnel page in the system is as below:



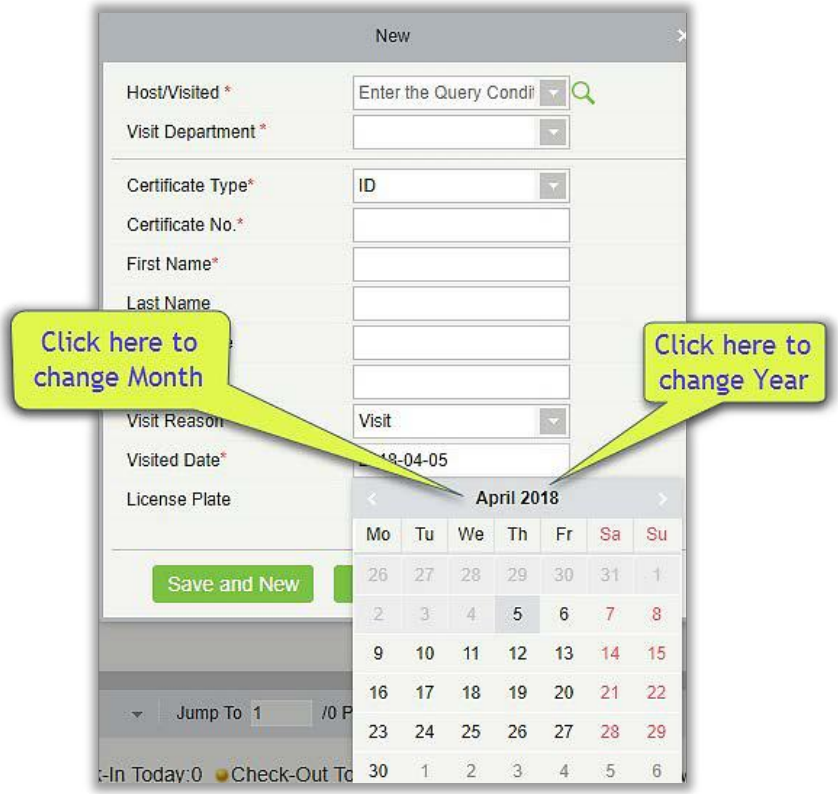
You can select the personnel from list generated, or you can also click [More] to filter by gender or department.

Click > to move the selected personnel in to the selected lists. If you want to cancel the movement, click <.

- Set Date and Time

Click the date and time box:

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

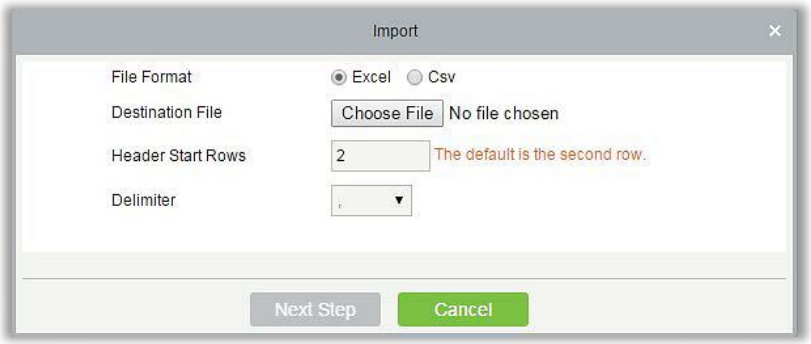


Click on the Year to select by clicking or . Click the Month and Date to select directly.

- Import (take the personnel list importing as an example)

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

1. Click [Import]:



Fields are as follows:

File Format: Select the file format to be imported.

Destination File: Choose file to be imported.

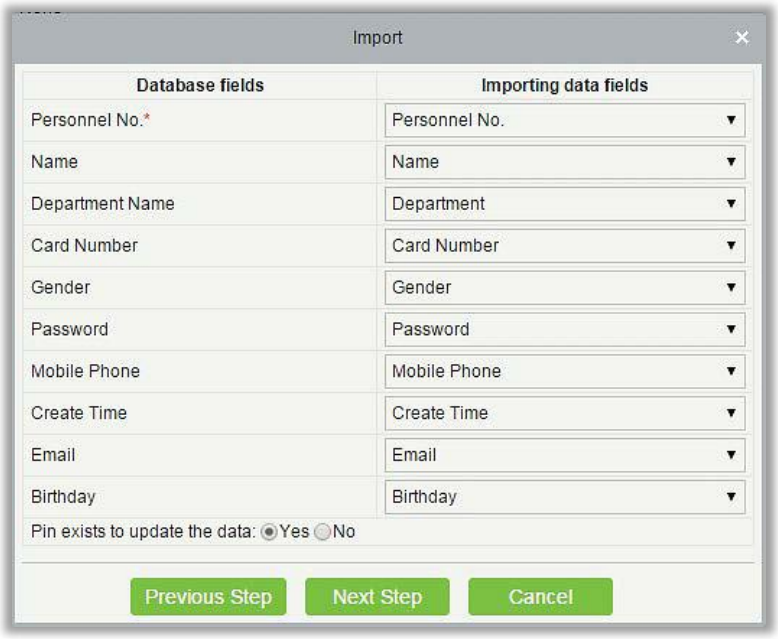
Head Start Rows: which row is the first row to be imported.

Delimiter: The delimiter of CSV format file, only "." and "-" are available.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

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:

- When importing department table, department name and department number must not be empty, the parent department can be empty. Duplicated number does not affect the operation, it can be modified manually.
- When importing personnel table, personnel number is required. If the personnel number

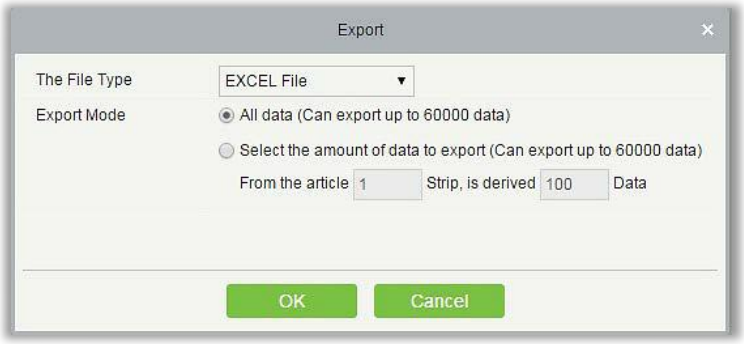
Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

already exists in the database, it will not be imported.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

- 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.

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

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,

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

the door will open automatically after the setting start time has expired, and this normal event will be triggered.

Linkage Event Triggered: After linkage configuration takes effect, this normal event will be triggered.

Cancel Alarm: When the user cancels the alarm of corresponding door successfully, this normal event will be triggered.

Remote Opening: When the user opens a door by [Remote Opening] successfully, this normal event will be triggered.

Remote Closing: When the user closes a door by [Remote Closing] successfully, this normal event will be triggered.

Open Auxiliary Output: In linkage setting, if the user selects Auxiliary Output for Output Point, selects Open for Action Type, this normal event will be triggered when the linkage setting takes effect.

Close Auxiliary Output: In linkage setting, if the user selects Auxiliary Output for Output Point, selects Close for Action Type, or closes the opened auxiliary output by [Door Setting] > [Close Auxiliary Output], this normal event will be triggered.

Door Opened Correctly: When the door sensor detects the door has been properly opened, triggering this normal event.

Door Closed Correctly: When the door sensor detects the door has been properly closed, triggering this normal event.

Auxiliary Input Point Disconnected: Will be triggered auxiliary input point is disconnected.

Auxiliary Input Point Shorted: When the auxiliary input point short circuit, trigger this normal event.

Device Start: Will be triggered if device starts (This event of PULL devices will not appear in real-time monitoring and can be viewed only in event records of reports).

- Abnormal Events

Too Short Punch Interval: When the interval between two punching is less than the set time interval, this abnormal event will be triggered.

Too Short Fingerprint Pressing Interval: When the interval between two fingerprints pressing is less than the set time interval, this abnormal event will be triggered.

Door Inactive Time Zone (Punch Card): In [Only Card] verification mode, if the user having the door open permission punch but not at door effective period of time, this abnormal event will be triggered.

Door Inactive Time Zone (Press Fingerprint): If the user having the door open permission, press the fingerprint but not at the door effective time period, this abnormal event will be triggered.

Door Inactive Time Zone (Exit Button): If the user having the door open permission, press exit

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

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).

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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

operation on the Remotely Release Button page when a floor is in Normally Open state.

Enable intraday passage mode time zone: This normal event is triggered if the user performs this operation on the Remotely Lock Button page when the Normally Open periods of the floor are prohibited on the day.

Normal fingerprint open: This normal event is triggered if a user with the button releasing right presses his/her fingerprint in the "Card or fingerprint" verification mode and the verification is passed.

Press fingerprint during passage mode time zone: This normal event is triggered if a fingerprint is pressed after a user with the floor opening right sets the Normally Open periods for a specific door, or sets the door to the Normally Open state through the remote opening door operation.

Passage mode time zone over: When the preset Normally Open period arrives, the button is automatically locked.

Remote normal opening: This normal event is triggered if a user selects the continuously releasing button to set the button in continuously released state on the page for remotely opening the floor.

Device started: This normal event is trigger upon startup of the device. (This event will not appear in the real-time monitoring, and can only be viewed through the event records in the report.)

Password open: This normal event is triggered if a user with the button releasing right presses the password in the "Password only" or "Card or fingerprint" verification mode and the verification is passed.

Superuser open buttons: This normal event is triggered if the super user remotely releases a button successfully.

Start the fire floor: Release all buttons in the case of emergency so that users can select floors.

Superuser close buttons: This normal event is triggered if the super user remotely closes floors (locks the buttons) successfully.

Enable elevator control button: Restart the elevator control function.

Disable elevator control button: Temporarily disable the elevator control function.

Auxiliary input disconnected: This normal event is triggered if the auxiliary input point is disconnected.

Auxiliary input shorted: This normal event is triggered if the auxiliary input point is short circuited.

- Abnormal Events

Operate interval too short: This abnormal event is triggered if the actual interval between two times of card punching is smaller than the interval that is set for this floor.

Press fingerprint interval too short: This abnormal event is triggered if the actual interval between two times of fingerprint pressing is smaller than the interval that is set for this floor.

Button inactive time zone (punch card): This abnormal event is triggered if the verification mode is

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

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).

Offline Elevator Control Manual

To use offline elevator control mode, you must use an offline elevator control license.

Offline Elevator Device

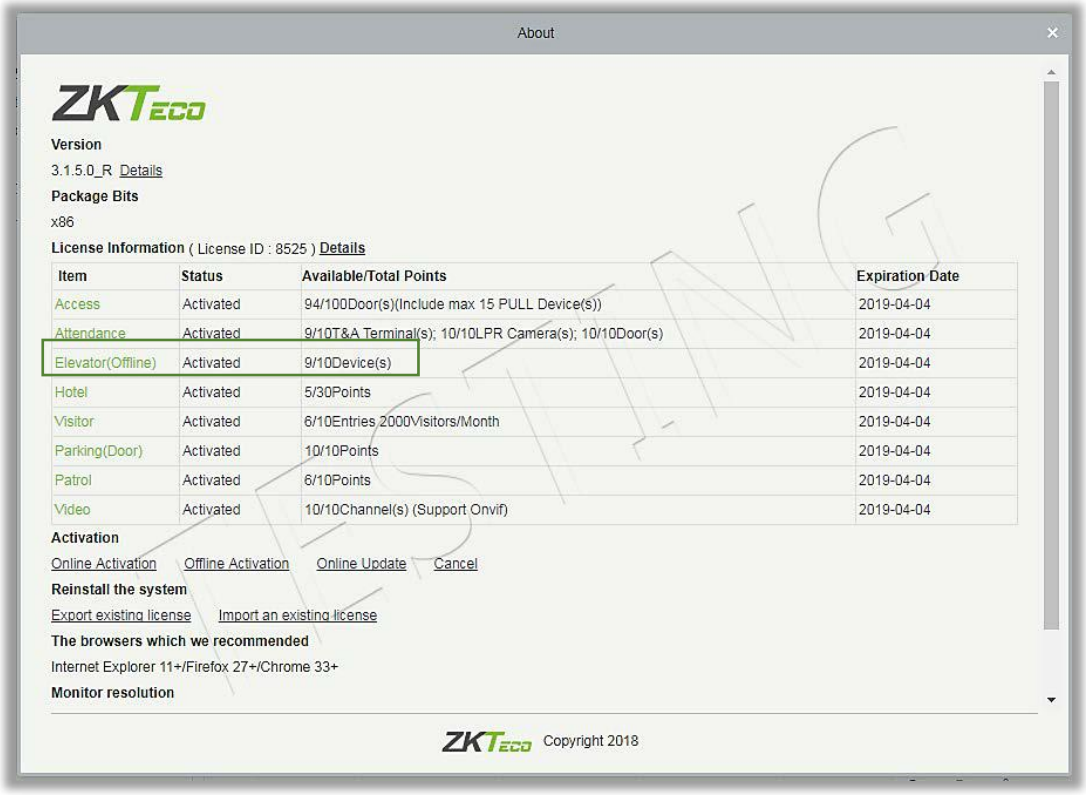
Add the offline elevator control device to facilitate user management of device in the software. Among them, rights management is the same as online elevator control, offline elevator control module does not support most of the functions, such as synchronization data, equipment monitoring, real-time monitoring. Compared with the online elevator control, the following functions are missing: event type, device monitoring, real-time monitoring, holidays, global linkage, all records, all abnormal records, currently only supports synchronization time and modify button

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

open duration and card writing operation.

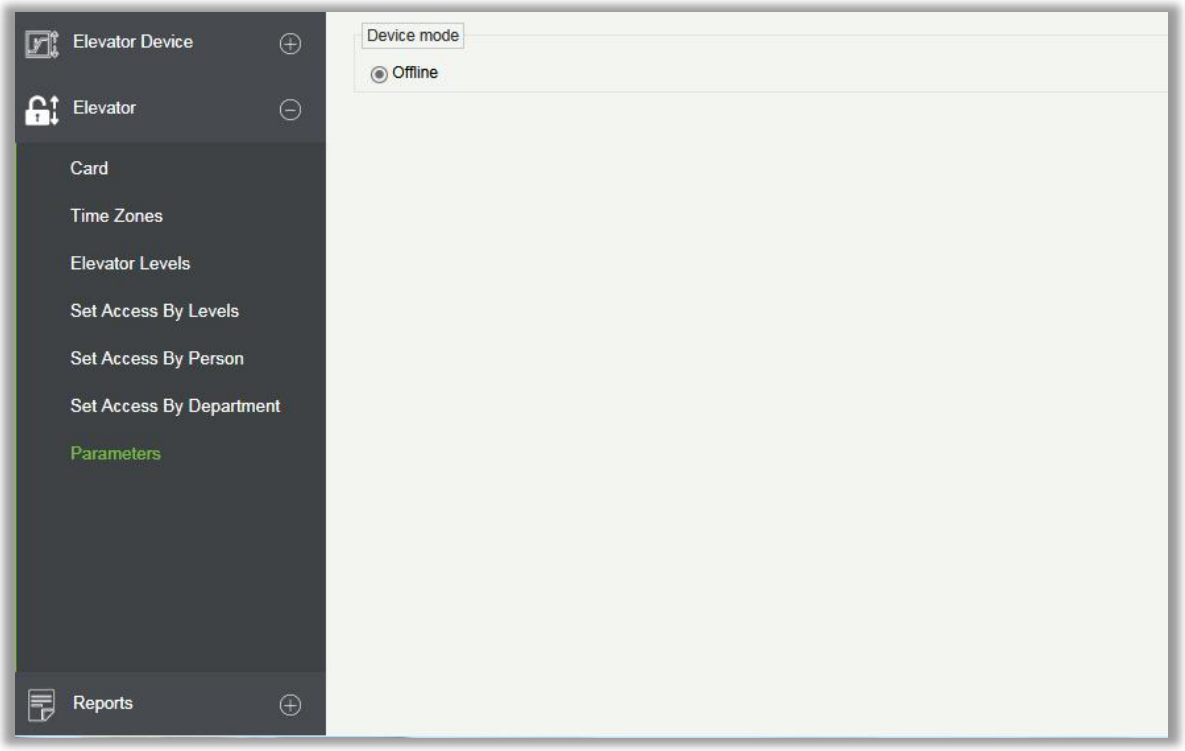
New offline elevator devices:

- System authorization



After offline elevator control is authorized, the default software and device mode in elevator parameter setting is offline and cannot be changed.

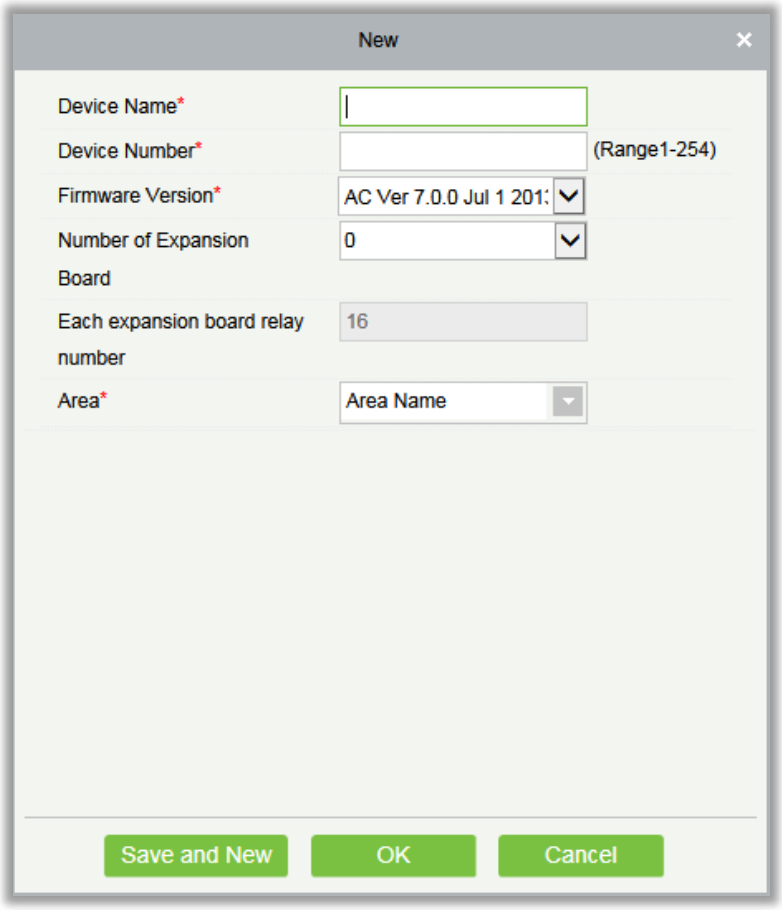
Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

- Add devices by manually

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



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.

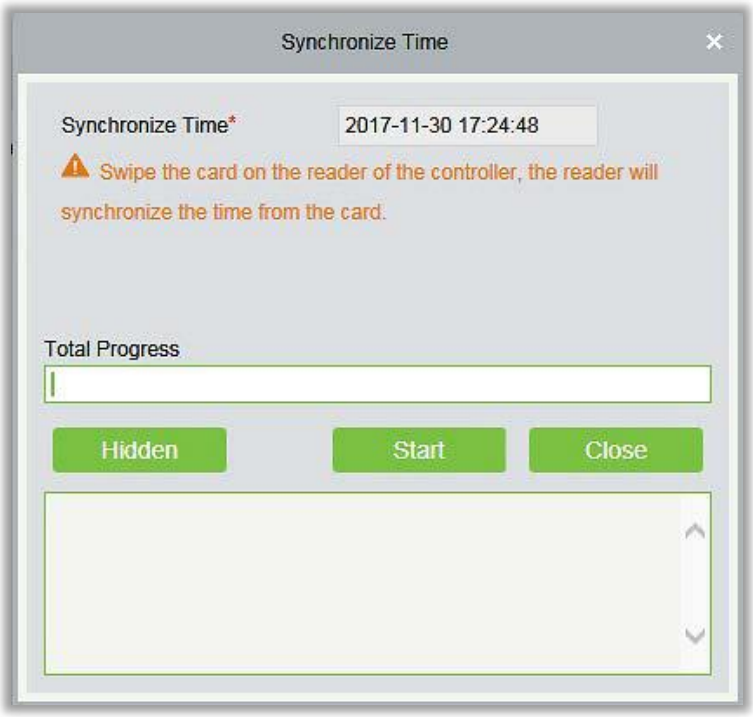
Area: Specify areas of devices. After Area Setting, devices (doors) can be filtered by area upon Real-Time Monitoring.

✍**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

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

Click [Elevator Device] > [Device] > [Synchronize Time] on the Action Menu, the following interface will be shown:

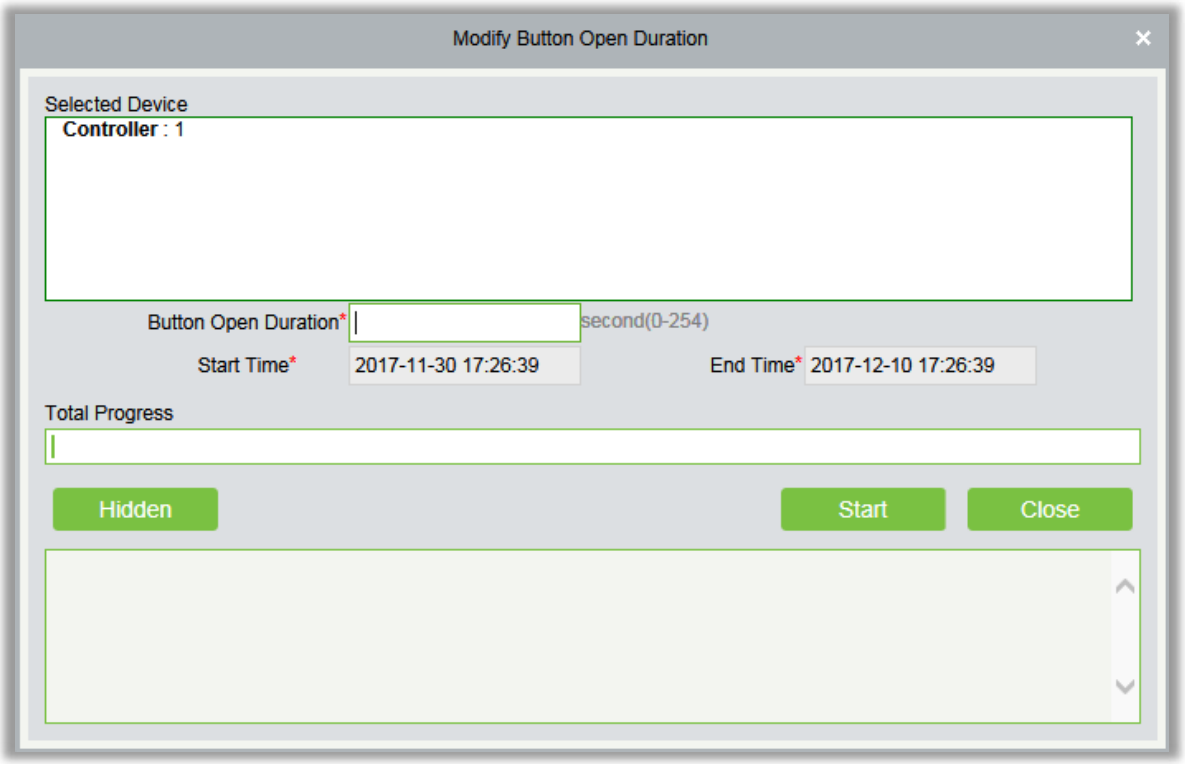


Synchronize device time with current server time.

- Modify Button Open Duration

Click [Elevator Device] > [Device] > [Modify Button Open Duration] on the Action Menu, the following interface will be shown:

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



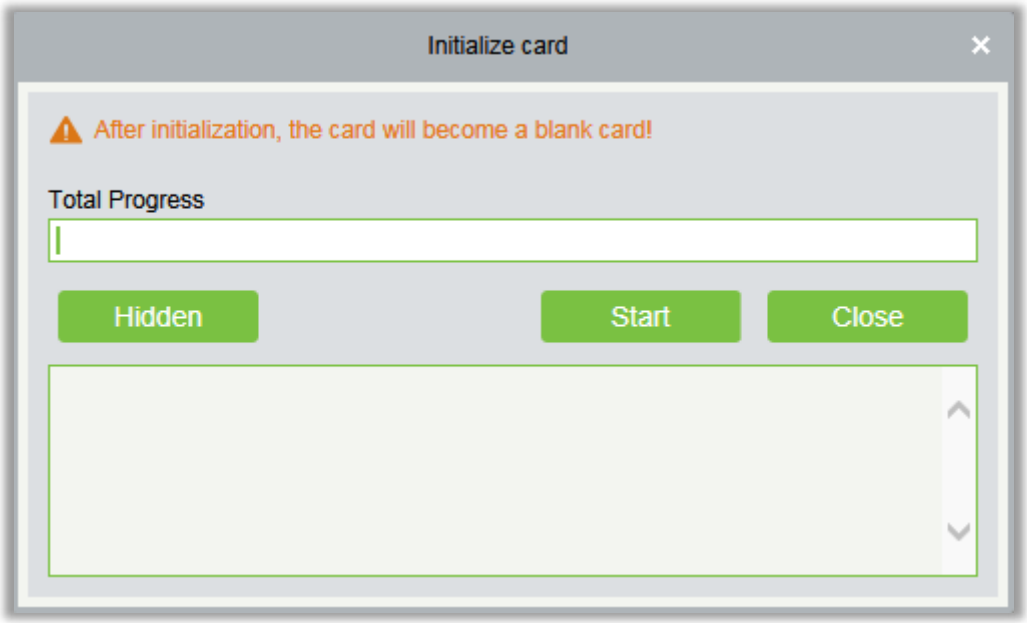
Button Open Duration: It is used to control the time period to press floor button after verification. The default value is 5 seconds; the range is 0~254 seconds.

Initialize Card

Users can initialize the card to restore the default password and sector operation.

Click [Elevator Device] > [Card] > [Initialize Card] on the Action Menu, the following interface will be shown:

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

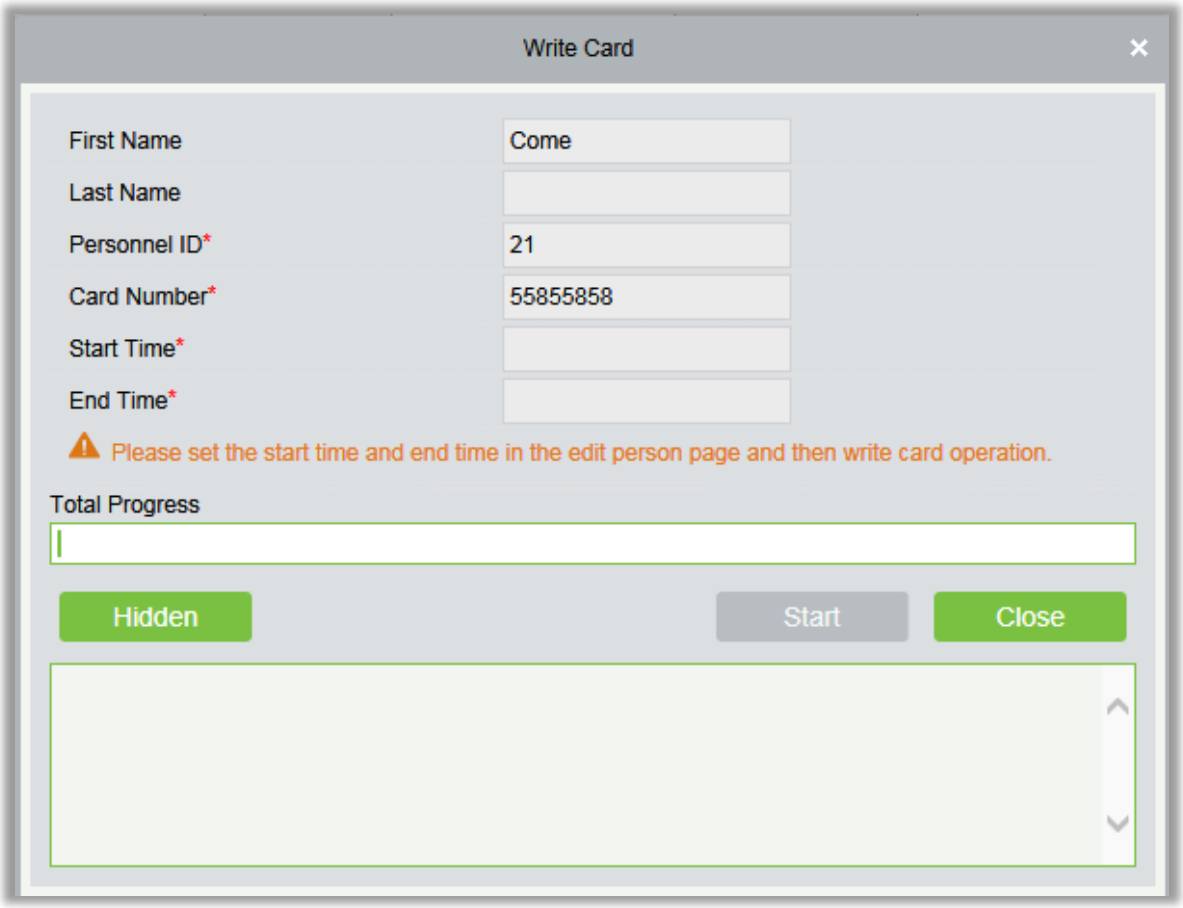


Write Card

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:

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.



Fields are as follows:

First/Last Name: The maximum length cannot exceed 50, does not support comma; value sources Personnel field, cannot add, modify, delete.

Personnel ID: The default maximum length of personnel ID is 9, the effective range is 1-799999999, which can be configured according to the actual situation. Value sources Personnel field, cannot be added, modified or deleted.

Card number: Card number cannot be repeated, the maximum length of 10; value sources Personnel field, cannot add, modify, delete.

Start time: The effective starting time of the card; value sources Personnel field, cannot add, modify, delete.

End time: The effective cut-off time of the card; value sources Personnel field, cannot add, modify, delete.

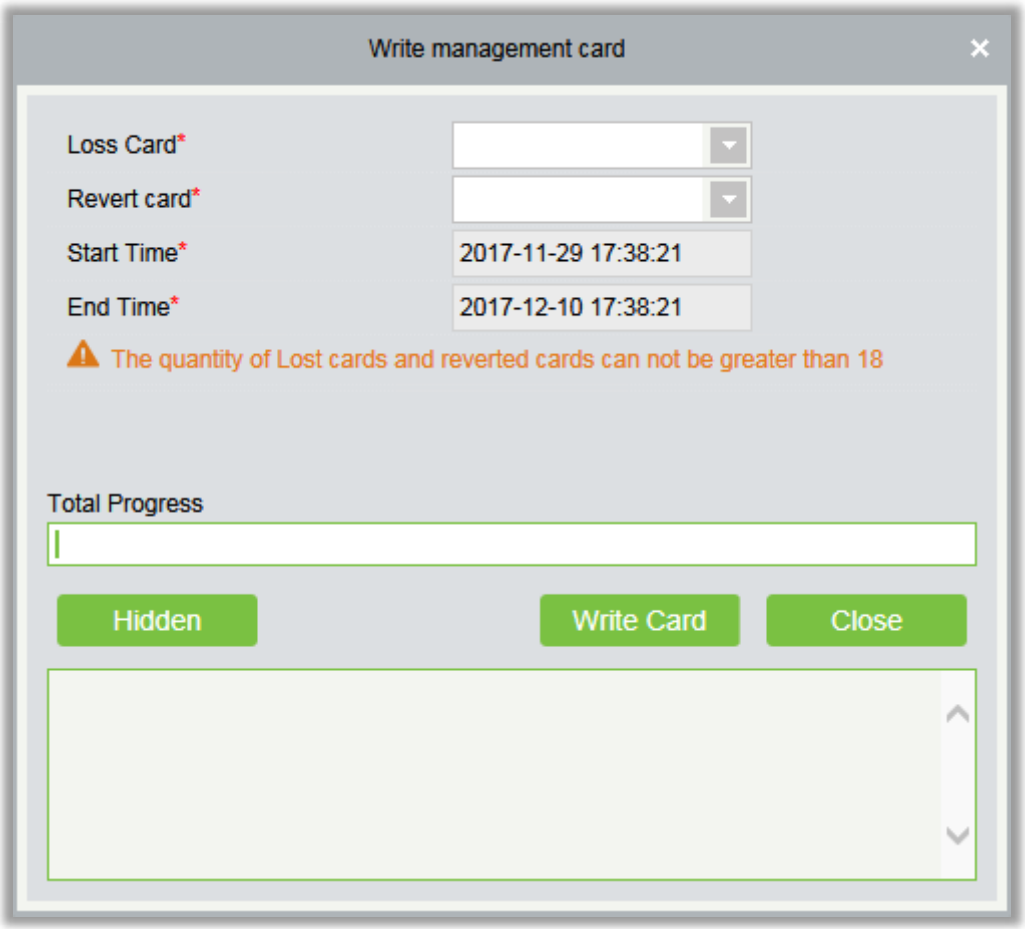
✍**Note:** Personnel related authority (elevator levels), card number and related data can only be written when the personnel editing page is completely filled in. The card number is calculated logical card number; the logical card number stored in the database shall prevail.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

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:



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,

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

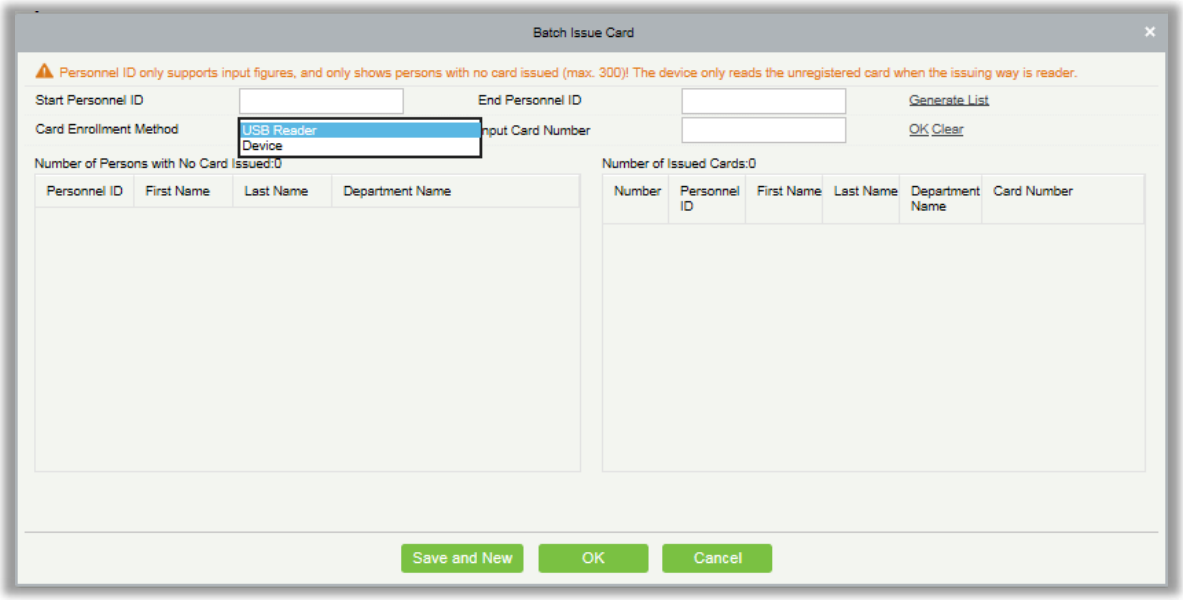
delete.

Personnel System - Card

Check the list of cards in the system and batch issue card, assigning cards to personnel.

- Batch Issue Card

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



Card Enrollment Method: USB Reader or device.

Input Card Number: It can be generated by swiping an ID card on the USB reader and device, or entering it manually. The card manually entered may be IC card.

- Report Lost Card

Click [Personnel] > [Card Manage] > [Card] > [Report Lost Card]:

✍**Note:** Report Lost Card is applicable to all functional modules, not to the offline elevator module. After the report of loss, the status of the card becomes invalid but not written into the management card. Need to write management card in the appropriate module, such as offline elevator control module [Write management card] ([Elevator Device] > [Card] > [Write management card]).

- Reactivate Lost Card

Click [Personnel] > [Card Manage] > [Card] > [Reactivate Lost Card]:

✍**Note:** Reactivate Lost Card is applicable to all functional modules, not to the offline elevator module. After reactivating lost card, the status of the card becomes valid but not written into the management card. Need to write management card in the appropriate module, such as offline

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

elevator control module [Write management card] ([Elevator Device] > [Card] > [Write management card]).

FAQs

Q: How to use a card issuer?

A: Connect the card issuer to PC through USB port, and then select the 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.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

END-USER LICENSE AGREEMENT

Important information - read carefully:

This End-User License Agreement ("EULA") is a legal agreement between ZKTeco and you (either an individual or a single entity). The **SOFTWARE PRODUCT** includes the Software application, associated media, printed materials, and online or electronic documentation. By installing, copying, or otherwise using the Software Product, you agree to be bound by the terms of this EULA. If you do not agree to the terms of this EULA, do not install or use the Software Product.

SOFTWARE PRODUCT LICENSE

The Software Product is protected by copyright laws and international copyright agreements, as well as other intellectual property laws and agreements. The Software Product is licensed and cannot be sold by any third party.

1. GRANT OF LICENSE

This EULA grants you the following rights:

Installation and Use: You may install the software in an unlimited number of systems.

Replication and Distribution: You may distribute the software to an unlimited number of systems; provided that each copy shall be a true and complete copy, including all copyright and trademark notices, and shall be accompanied by a copy of this EULA. The Software Product may be distributed as a standalone product or can be included in your own product.

2. DESCRIPTION OF OTHER RIGHTS AND LIMITATIONS

Limitations on Deconstruction, Decompilation, and Disassembly

You may not deconstruct, decompile, or disassemble the Software Product, except and only to the extent that such activity is expressly permitted by applicable law notwithstanding this limitation.

Separation of Components

The software product is licensed as a single product. Its components may not be separated for use on more than one system.

Software Transfer

You may permanently transfer your ownership, provided the recipient agrees to the terms of this EULA.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

Termination

Without prejudice to any other rights, ZKTeco may terminate this EULA if you fail to comply with the terms and conditions of this EULA. In such a case, you must destroy all copies of the Software Product and all of its components.

Distribution

The Software Product may not be sold or be included in a product or package which intends to receive benefits through the inclusion of the Software Product. The Software Product may be included in any free or non-profit packages or products.

3. COPYRIGHT

All titles and copyrights in and to the Software Product(including but not limited to any images, photographs, animations, video, audio, music, text, and applets incorporated into the Software Product), the accompanying printed materials, and any copies of the Software Product are owned by ZKTeco. The Software Product is protected by copyright laws and international agreements. Therefore, you must treat the Software Product like any other copyrighted material except that you may install the Software Product on a single system provided you keep the original solely for backup or archival purposes.

LIMITED WARRANTY

NO WARRANTIES

ZKTeco expressly disclaims any warranty for the Software Product. The Software Product and any related documentation are provided "as it is" without warranty of any kind, either express or implied, including, without limitation, the implied warranties or merchantability, fitness for a particular purpose, or no infringement. The entire risk arising out of use or performance of the Software Product remains with you.

NO LIABILITY FOR DAMAGES

In no event, ZKTeco shall be liable for any damages whatsoever (including, without limitation, damages for loss of business profits, business interruption, loss of business information, or any other pecuniary loss) arising out of the use of or inability to use this product, even if ZKTeco has advised of the possibility of such damages.

Acknowledgment of Agreement

I have carefully read and understood this Agreement, ZKTeco Ltd.,'s Privacy Policy Statement.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

If YOU ACCEPT the terms of this Agreement:

I acknowledge and understand that by accepting this agreement, I have to abide by the terms and conditions to use the Software Product to ensure smooth function. I also acknowledge that ZKTeco can terminate the License Agreement if I don't comply with the terms and conditions.

IF YOU DO NOT ACCEPT the terms of this Agreement.

I acknowledge and understand that by refusing to accept these terms, I have rejected this license agreement and therefore have no legal right to install, use, or copy this Product or the Licensed Software that it incorporates.

Copyright©2020 ZKTECO. CO., LTD. All rights reserved.

ZKTeco Industrial Park, No. 26, 188 Industrial Road,

Tangxia Town, Dongguan, China.

Phone : +86 769 - 82109991

Fax : +86 755 - 89602394

www.zkteco.com

Copyright © 2020 ZKTECO CO., LTD. All Rights Reserved.