

# 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.

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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: <u>sales@zkteco.com</u>.

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## **Table of Contents**

1.	Intr	oduction	9
	1.1	Personnel Module	9
	1.2	Access Control Module	10
	1.3	Attendance Module	10
	1.4	Elevator Module	
	1.5	Hotel Management System Module	10
	1.6	Visitor Module	
	1.7	Parking System Module	
	1.8	Patrol Module	11
	1.9	Video Module	11
	1.10	System Management Module	11
2.	Syst	tem Operations	12
	2.1	Login to the System	
	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	
3.	Pers	sonnel Management	
	3.1	Personnel	
		3.1.1 Person	
		3.1.2 Department	
		3.1.3 Position	
		3.1.4 Dimission Personnel	
		3.1.5 Temporary Personnel	
		3.1.6 Custom Attributes	
		3.1.7 Parameters	
	3.2	Card Management	
		3.2.1 Card	
		3.2.2 Wiegand Format	
		3.2.3 Issue Card Record	
	3.3	AD Management	51
4.	Acc	ess	52
	4.1	Device	

	4.1.1	Device	
	4.1.2	Device Operation	
	4.1.3	Doors	
	4.1.4	Reader	
	4.1.5	Auxiliary Input	
	4.1.6	Auxiliary Output	
	4.1.7	Event Type	
	4.1.8	Daylight Saving Time	
	4.1.9	Device Monitoring	
	4.1.10	Real-Time Monitoring	
	4.1.11	Alarm Monitoring	
	4.1.12	Мар	
4.2	Acces	ss Control Management	
	4.2.1	Time Zones	
	4.2.2	Holidays	
	4.2.3	Access Levels	
	4.2.4	Set Access By Levels	
	4.2.5	Set Access By Person	
	4.2.6	Set Access By Department	
	4.2.7	Interlock	
	4.2.8	Linkage	
	4.2.9	Anti-Passback	
	4.2.10	First-Person Normally Open	
	4.2.11	Multi-Person Group	
	4.2.12	Multi-Person Opening Door	
	4.2.13	Verification Mode Group	
	4.2.14	Parameters	
4.3	Advar	nced Functions	
	4.3.1	Zone	
	4.3.2	Reader Define	
	4.3.3	Who is Inside	
	4.3.4	Global Anti-Passback	
	4.3.5	Global Linkage	
	4.3.6	Global Interlock Group	
	4.3.7	Global Interlock	
	4.3.8	Person Availability	
	4.3.9	LED Data	
4.4	Acces	ss Reports	
	4.4.1	All Transactions	
	4.4.2	Events from Today	
	4.4.3	Last Known Position	

		4.4.4	All Exception Events	
		4.4.5	Access Rights By Door	
		4.4.6	Access Rights By Personnel	
	4.5	Video	) Integration	
5.	Atte	endan	ice Management	
	5.1	Devic	re	
		5.1.1	Area	
		5.1.2	Device	
		5.1.3	Personnel Area Setting	
		5.1.4	Attendance point	
		5.1.5	Advertisement	134
		5.1.6	Advertisement Settings	
	5.2	Basic	Information	
		5.2.1	Rule	
		5.2.2	Holiday	
		5.2.3	Leave Type	
		5.2.4	Timed Calculation	
		5.2.5	Automatic Report	
	5.3	Shift.		
		5.3.1	Time Zone	
		5.3.2	Shift	
	5.4	Schee	dule	
		5.4.1	Group	
		5.4.2	Group Schedule	
		5.4.3	Department Schedule	
		5.4.4	Personnel Scheduling	
		5.4.5	Temporary Schedule	
	5.5	Excep	ption	
		5.5.1	Appended Receipt	
		5.5.2	Leave	
		5.5.3	Business Trip	
		5.5.4	Go Out	
		5.5.5	Overtime	
		5.5.6	Adjust and Append	
		5.5.7	Adjust Shift	
	5.6	Flow	Management	
		5.6.1	Node Setting	
		5.6.2	Flow Setting	
		5.6.3	My Application	
		5.6.4	My Approval	

	5.7	Calcu	ılate Report	
		5.7.1	Manual Calculate	
		5.7.2	Transaction	
		5.7.3	Daily Attendance	
		5.7.4	Leave Summary	
		5.7.5	Daily Report	
		5.7.6	Monthly Detail Report	
		5.7.7	Monthly Statistical Report	
		5.7.8	Departmental Report	
		5.7.9	Annual Report	
	5.8	Hom	epage Panel	
		5.8.1	Workaholic	
		5.8.2	Today's Attendance Segmented Statistics	
		5.8.3	Today's attendance	
		5.8.4	Abnormal Statistics (this month)	
6.	Elev	vator.		211
	6.1	Eleva	tor Device	
		6.1.1	Device	
		6.1.2	Reader	
		6.1.3	Floor	
		6.1.4	Auxiliary Input	
		6.1.5	Event Type	
		6.1.6	Device Monitoring	
		6.1.7	Real-Time Monitoring	
	6.2	Eleva	tor Rules	
		6.2.1	Time Zones	
		6.2.2	Holidays	
		6.2.3	Elevator Levels	
		6.2.4	Set Access By Levels	
		6.2.5	Set Access By Person	
		6.2.6	Set Access By Department	
		6.2.7	Global Linkage	
		6.2.8	Parameters	
	6.3	Eleva	itor Reports	
		6.3.1	All Transactions	
		6.3.2	All Exception Events	
		6.3.3	Access Rights By Floor	
		6.3.4	Access Rights By Personnel	
7.	Hot	el Ma	nagement System	234

7.1	Hotel	l Settings	
7.2	Room	n Management	
	7.2.1	Room Types	
	7.2.2	Building	
	7.2.3	Floor	
	7.2.4	Room	
	7.2.5	Room Areas	
	7.2.6	Booking Methods	
	7.2.7	Access/Elevator Control Levels $\star$	
	7.2.8	Public Door	
7.3	Hotel	Device	
	7.3.1	Device Management	
	7.3.2	Lock Management	
7.4	Card	Service Center	
	7.4.1	Employee Card	
	7.4.2	Maintenance Card	
7.5	Hotel	I Management	
	7.5.1	Reception	
	7.5.2	Reservation	
	7.5.3	Book Management	
7.6	Repo	rt Management	
	7.6.1	Guest Check-In Report	
	7.6.2	Room Check-In Report	
	7.6.3	Room Charge Report	
	7.6.4	Issue card Report	
	7.6.5	Unlock Record Report	
Visi	tor Sy	/stem	281
8.1	Regis	tration	
	8.1.1	Entry Registration	
	8.1.2	Visitor	
8.2	Reser	vation	
8.3	Basic	Management	
	8.3.1	Parameters	
	8.3.2	Device Debugging	
	8.3.3	Print Settings	
	8.3.4	Visitor Levels	
	8.3.5	Host Levels	
	8.3.6	Visited Department Levels	
	8.3.7	Entry Place	

8.

		8.3.8	Visit Reason	
		8.3.9	Custom Attributes	
	8.4	Visito	r Reports	
		8.4.1	Last Visited Location	
		8.4.2	Visitor History Record	
9.	Par	king L	ot System	
	9.1	Opera	ation Wizard	
	9.2	Autho	prization Management	
		9.2.1	License Plate Registration	
		9.2.2	Vehicle Management	
		9.2.3	Vehicle Valid Time Extension	
	9.3	Parkir	ng Lot Management	
		9.3.1	Vehicle Type	
		9.3.2	Parking Lot	
		9.3.3	Parking Area	
		9.3.4	Entrance and Exit Area	
		9.3.5	Device Management	
		9.3.6	Device Management(When Access Controller is used for Parking)	
		9.3.7	White-Black List	
		9.3.8	Parameter Setting	
	9.4	Guard	d Booth Setting	
		9.4.1	Guard Booth Setting	
		9.4.2	Channel Setting	
		9.4.3	Channel Setting (When Access Controller is used for Parking)	
		9.4.4	Manual Release Button	
	9.5	Charg	ge	
		9.5.1	Temporary Vehicle Charge	
		9.5.2	Overtime Charge	
		9.5.3	Fixed Vehicle Charge	
		9.5.4	Shift Setting	
		9.5.5	Discount Strategy	
		9.5.6	Business	
		9.5.7	Financial Reconciliation	
	9.6	Repo	rt	
		9.6.1	License Plate Report	
		9.6.2	Charge Details	
		9.6.3	Handover Record	
		9.6.4	Vehicles in the Parking Lot	
		9.6.5	Entry Records	
		9.6.6	Exit Records	

		9.6.7	Daily Reports	
		9.6.8	Monthly Reports	
	9.7	Real-	Time Monitoring	
		9.7.1	Guard Booth	
		9.7.2	Guard Booth (When Access Controller is used for Parking)	
		9.7.3	Monitoring Room	
10.	Pat	rol Sy	stem	
	10.1	Oper	ation Wizard	
	10.2	Route	e Monitoring	
	10.3	Basic	Management	
		10.3.1	Device	
		10.3.2	Checkpoint	
		10.3.3	Parameters	
	10.4	Patro	l Management	
		10.4.1	Plan	
		10.4.2	Patrol Group	
		10.4.3	Route	
	10.5	Repo	rts	
		10.5.1	All transactions	
		10.5.2	Patrol Records Today	
		10.5.3	Patrol Route Statistics	
		10.5.4	Patrol Personnel Statistics	
11.	Vid	eo		
	11.1	Video	Device	
	11.2	Video	o Channel	
	11.3	Video	o Preview	
	11.4	Video	b Event Record	
	11.5	Parar	neters	
	11.6	Solut	ions of Exceptions	
12.	Sys	tem N	Nanagement	
	12.1	Basic	Management	
		12.1.1	Operation Logs	
		12.1.2	Database Management	
		12.1.3	Area Setting	
		12.1.4	System Parameters	
		12.1.5	E-mail Management	
		12.1.6	Data Cleaning	
		12.1.7	'Audio File	

12.1.8 Certificate Type	
12.1.9 Parameters	
12.2 Authority Management	
12.2.1 User	
12.2.2 Role	
12.2.3 Role Group	
12.2.4 API Authorization	
12.2.5 Client Register	
12.3 Communication	
12.4 Extended Management	
12.4.1 LED Device	
Appendices	
Common Operations	
Access Event Type	
Elevator Event Type	
Offline Elevator Control Manual	
Offline Elevator Device	
Initialize Card	
Write Card	
Write management card	
Personnel System - Card	
FAQs	
END-USER LICENSE AGREEMENT	

## 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,

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.

### 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.

## 2. System Operations

### 2.1 Login to the System

	<b>TKBioSecurity</b> Online Hospitality
	User Login   Person Self-Login
	Usemame
	Password
-````````	Automatic login within two weeks   <u>Forget Password?</u>
¢ · · · · ¢	P Login Fingerprint

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:

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

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 <u>Reservation</u>.

<b>TKBioSecurity</b> Online Hospitality
User Login   Person Self-Login
Personnel ID
Self Login Password
Automatic login within two weeks   Forget Password?
Login

User Manual

### 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 on the upper left corner of the interface to return to the home page.

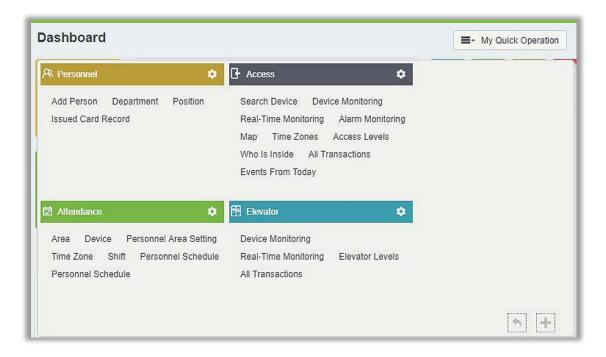
ZKTeco	Ł		Ð	<b>(1</b> ) ↓				8	R	<u>છે</u>	Welcome, admin (1) (1) (2) (2) (1) Authorized Company: 11
Dashboard											■• My Quick Operation
10006 People	Biom	etric Data					**1			C	0 Total Event 0 Normal Event 0 Normal Event 0 0 Exception Event 0 0 Alarm Event 0 Normal Event 0 Normal Event 0 Normal Event 0 Normal Event 0 Normal Event 0 Normal Event
20 Total Device		4 With Card 10002 Without Card		With F	0000 Ingerprint 6 Fingerprint		5 With Passw 10001 Without Pass		v	5000 /ith Face 5006 thout Face ⓒ ⑨	R. System message
Access Attendance	Visitor								+ Layo	out Setting	
Event Trends	Week	Mon	th	Year						Ø	
1 0.8											
0.6									$\square$		
0.4											
0.2											
0 Monday Tu	lesday	Wednes	day	Thursday		Friday	Satur	day	Sunday	-	

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.

Dashboard	£						■- My Quick (	Operatio
Personnel	2	🗘 📴 Access	2	\$	Attendance		🗘 🖻 Elevator	
Add Person Department Position Issue		Real-Tim Time Zor	evice Device Mor e Monitoring Alarr es Access Levels actions Events Fro	n Monitoring Map Who Is Inside		Personnel Area Setting t Personnel Schedule le	Device Monitoring Real-Time Monitoring Elevator Levels All Transactions	
	_						5	+
Access Attendance	Visitor					© ⊙		
Event Trends	Week	Month	Year			C		
0.6								



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]

Username*	admin	
	Username should be composed between	1-30 characters
	and in letters,numbers,or symbols (@/./-/-	+/_).
Reset Password		
Superuser State	3	
Role Group	· ·	
Auth Department		
	If you select no del ent you will poss	ess all
	departmer Click here for	reset
Authorize Area	Click here for	reset
	If you select no area, you will possess all	area rights by
	default.	
Email		
First Name		
Last Name		
Fingerprint	Register 🕘 0	
	Download Driver	
	OK Cancel	

Check [Reset Password] box to modify the password.

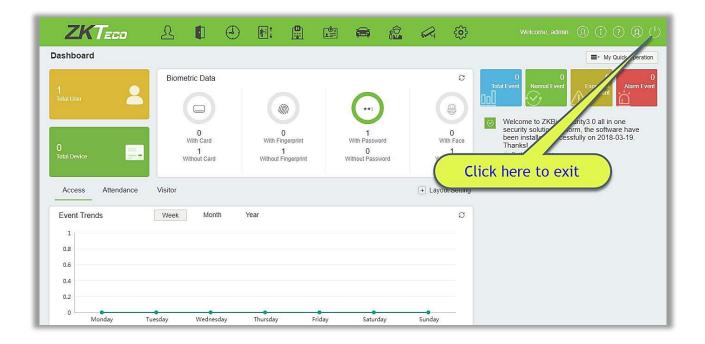
**Note:** Both, super user and the new user are created by the super user (the default password for the new users is 111111). The user name is not case-insensitive, but the password is case-sensitive.

### 2.6 Customer Service

Click the [**Customer Service**] button (1) on the top right corner of the interface to raise a trouble ticket and get help in response.

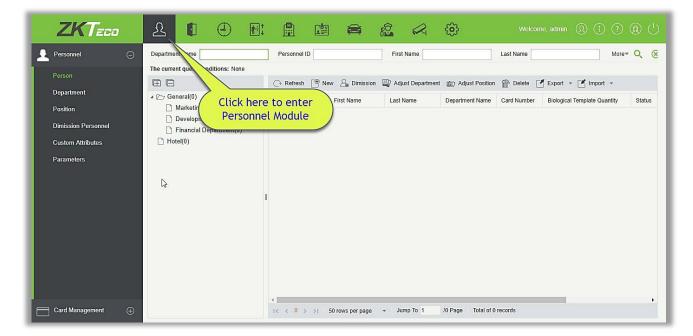
### 2.7 Exit the system

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



## 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 <u>Common</u> <u>Operations</u>.

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

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

			New				
Personnel ID*	2	D	epartment*	General			~
First Name		L	ast Name	2 <del>2</del> 7 77			
Gender		Y P	assword				2
Certificate Type	ID	• C	ertificate Number				
Social Security Number		N	lobile Phone				
Reservation Code	123456	В	irthday			(Optimal Siz	
Position		C	ard Number		E.	Browse	Capture
Biological Template Quantity	0 8 0	Н	ire Date				
Access Control	Time Attendance Add Check All Clear All		Operation Role Passage d	r Personnel Detail No Ordinary User	2 <b>*</b>		
2							<u></u> }
	S	ave and New	ОК	Cancel			

#### 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.

#### 

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

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

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

Gender: Set the gender of personnel.

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

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

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

Certificate Number: Click [3] 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.

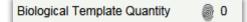
Hire Date: It is the date on which the personnel are appointed. Click to select the date.

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.

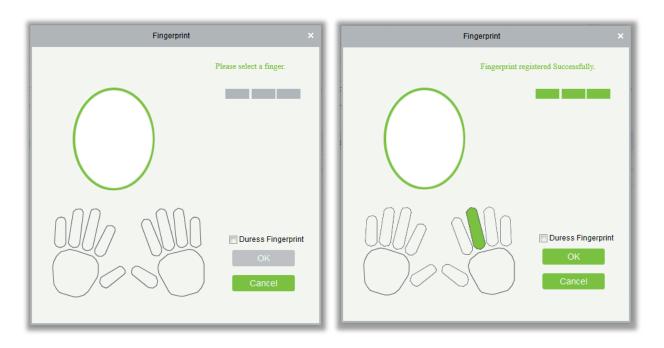
#### How to register fingerprint:



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.



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

#### ≪Notes:

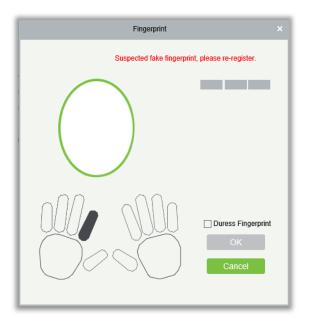
- If fingerprints are duplicated, "Don't repeat the fingerprint entry" will be prompted.
- If the fingerprint sensor driver is not installed, click "Install driver" and the system will prompt to download and install driver.
- After installing the fingerprint sensor driver, if the fingerprint register 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:
  - 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.

#### ZKBioSecurity Online Hospitality

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]:

Access Control	Time Attendance	Elevator Control	Plate Register	Personnel Detail	
Levels Settings	Add Chèck All Clear A	Delay Pa Disabled Vet Valid	peration Role ssage	No Ordinary User	
	S	ave and New	ОК Са	incel	

#### Fields are as follows:

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

			Add to	o Levels			×
Level	Name	<u> </u>	)				
The ci Alterna	urrent query conditi tive	ions: None		Selecte	ed(0)		
	Level Name	Time Zone			Level Name	Time Zone	
				>>			
				>			
				~~			
14	< 0 > >1 50 r	rows per page 👻 Total	of 0 records				
			ОК	Can	cel		

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

Device Operation Authority: Select administrator to get its levels.

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

Disabled: Temporarily disable the personnel's access level.

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

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

#### ZKBioSecurity Online Hospitality

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]:

Access Control	Time Attendance	Elevator Control	Plate Register	Personnel Detail	14 A
Attendance Area		Attendance Calculation	Yes 🔻		
		Device Operation Role	Employee 🔻		
	ß				

#### Fields are as follows:

Attendance Area: You can set the staff attendance area.

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

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

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

Access Control	Time Attendance	Elevator Control	Plate Register	Personnel Detail		
Levels Settings	Add	Superuse	er	No	•	
	Check All Clear All	Set Valid	Time			
		N				
		63				

#### Fields are as follows:

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

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

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

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

Access Control	Time Attendance	Elevator Control	Plate Register	Personnel Detail	
icense Plate		F	Parking Space		Ð

#### Fields are as follows:

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

Parking Space: Parking space corresponding to the vehicle.

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

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

Access Control	Time Attendance	Elevator Control	Plate Register	Personnel Detail
Email			Event Notification	
Employee Type		$\sim$	Hire Type	— <b>v</b>
Job Title			Street	
Birthplace			Country	
Home Phone			Home Address	
Office Phone		7	Office Address	

#### 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 <u>E-mail Management</u> for the setting information.

#### ZKBioSecurity Online Hospitality

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

#### Edit Personnel

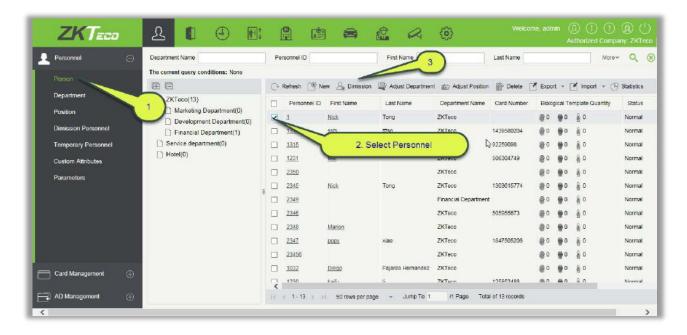
Click [Personnel] > [Person], then select a person, and click [Edit].

Delete Personnel

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

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

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



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

Dimission Date*	2018-03-22	
Dimission Type <sup>*</sup>		
Dimission Reason	~	
	~	

#### Adjust Department

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

Personnel	Department Name	Pers	onnel ID			First Name	3	Last Name			More	- Q
Person	The current query conditions: None					-			2000			
Department		C. Re	etresh 🏼 🖤	New 2	8 Dimission	Adjust Departmen	Adjust Position	Delete	Expo	rt = (	M Import + C	Statistic
	1 Teco(13) Marketing Department(0)		Personnel II	D First	Name	Last Name	Department Name	Card Number	Eloio	igical Te	emplate Quantity	Statu
Position	Development Department(0)	V.	10	Ni		Adjust Departme	nt		0 🕲	.0	§ 0	Norma
Dimission Personnel	C. Financial Department(1)		1316	55	0		-71	1580204	0		a o	Norm
Temporary Personnel	2. Select a person		1315	ZK	Selected Person		0	59098			80	Norm
Custom Attributes			1231	tes			12	304749	00		A 0	Norm
			2350		New Department				0		<b>a</b> o	Norm
Parameters			2345	Ni	Transfer Reason		~	9615774	80		8 0	Norma
			2349				~		00		- 	Norm
			2346					65673	80		80	Norma
			2348	1/12					.0		80	Norma
			2347	00	-	_	-	1505206	0		N 0	Norma
		0.	23456			ок	Cancel		60		- 	Norma
	~		1032	Diego	6	ajardo Hemandez	ZKTeco		0		8 0	Norma
Card Management	⊕	-	1230	k-sife)			7KTorn	105050400	-	-	<u><u>R</u>n</u>	Nerm

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

#### • Statistics

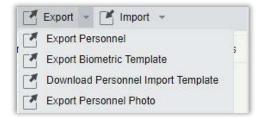
Click [Personnel] > [Person] > [Statistics]. View the number of personnel, the number of fingerprints, face templates, finger vein enrolled, card numbers, gender and other statistical information.

Oldi	istics	
Statistical Type	Current Total	
Male	2	
Female	2	
Personnel Quantity	13	
Fingerprint Quantity	0	
Face Quantity	0	
Finger Vein Quantity	0	
Number of cards held	7	
CI	ose	

#### • Export

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

templates, personnel import templates and personnel photo.



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

		Export Personnel			×
☑Basic Information	<ul> <li>Personnel ID</li> <li>Department</li> <li>Certificate Type</li> <li>Email</li> </ul>	<ul> <li>First Name</li> <li>Gender</li> <li>Certificate Nu</li> <li>Reservation C</li> </ul>	<ul> <li>Last Name</li> <li>Birthday</li> <li>Card Number</li> <li>Mobile Phone</li> </ul>	<ul> <li>Department</li> <li>Password</li> <li>License Plate</li> </ul>	
Custom Attributes	Employee Type     Birthplace     Office Phone	Hire Type Country Office Address	Job Title Home Phone	Street Home Address	
The File Type	EXCEL File	$\checkmark$			
Export Mode	0	nt of data to export (Ca Strip, is deriv		data)	
	0	K Can	cel		

						ZKT	ECO						
						Per	son	54-1				-M	
Personnel ID	First Name	Last Name	Department Number	Department Name	Gender	Birthday	Password	Certificate Type	Certificate Number	Card Number	Email	Reservation Code	Mobile Phon
1	Jerry	Wang	1	General	Male	1980-04-23	1	1	TP443566	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	123458	34342543
4	Berry	Cao	1	General	Female	2007-12-05	4	4	745688QQWA	13592341	QWA@zzz.com	123458	74755466
5	Necol	Ye	2	Marketing Department	Male	2017-01-10	5	1	32242311	13260079	3322@qq.com	123456	6645 <mark>4</mark> 54
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.

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

	Personnel Biometric Template							mplate
Personnel ID	First Name	Last Name	Biometric	Biometric	Biometric	Biometric	Biometric	Biometric Template
4	Jerry	Wang	٩	Fingerprint	10	4	1	TEXTU 224AA FIDXEECAUHCc70AAAdDmikBAAAAhDimg/fADwLvgANACkAyQC2AB4FFwD2D2ob ACCXX4H3AjaACgP5QB0ABUE8BCHAILhACID-MIMIQCTAUBILSQBAV1gMACCAMIAAAEAVOJ AQV34FKgAARWG10b8AAEHABA-ADMIYMOHATLGAACWADGAADAACACAPTAAXTA- CDAHMINICODSIL-WAQAYMIFTw6AVYTMiwDyAdDA5gBdABIMPAADIUPAD-ABQK7028WAB CGAFSOILDCAADLWAQCDIDLGJJAB67WWAHUHSgA2AD0BWCAJHEX9H5DWQBBAASAIDEA AdMP2QDYAbaKIAADAACHIYAJA1D8K0gBFA28MDABFAAAKCADUABYFVD2qDS457BK77X/WTC2 GBHF302G97H07H07F0F0BV1465594F1Ug-V18bg7787U24WH97VD3qDS457BK77X/WTC2 GBHF302G97H07H07F0F0BV1465594F1Ug-V18bg7787U24WH97VD3qDS457BK77X/WTC2 GBHF302G97H07H07F0F0BV1465594F1Ug-V18bg7787U24WH97VD3qDS457BK77X/WTC2 GBHF302G97H07H07F0F0BV1465594F1Ug-V18bg778H2582BH0H1KC227GMWP6HV7VBx4 49aU5001njY107C24A2FHAC38gF0XMWWAISX87Wb-ODV1gMFLg5DH0H1KC227GMWP6HV7VBx4 E114Y08A7C91CL38+VX0DB4G5gb47F32H04Arcm1wrf4AVF10JeF0Dy6Jy736J0CW9aEACI2YB72VAA2eH Ac4 hLCCWMHAB8YmWIXL56EC1FUTZ52XBp0EAFT3X50ACACADB27K97D42AA5AFTVTTpp BIBC1YQWKIngc1uWHFJWF4DAOBRDRDADWX1Z7207WHIC4B93D497WH4WAAZ1V4Q9H LCOV9H1M4BR97MWIXL56EC1FUTZ52BP0EAAT7X3X0ACAACDB27K14WAAA2TV4Q9H149F20AH7232WH4 MLCOV9H0HAB87WMIXL564CH4F14-U18A059K70H04D74275L0C40H2C22G1WBBRAACG24CH429VH24AF4 P2MW10D1894CAWUXAADAMM147127207WHIC4B93D497WH4HV0D28XHW7FDV+HvH0 BIBC1YQWAK302G90H135L0C4H2HAC3B3KWWT7BVX0B047a7zh6693WDF7H+wcL3Q9HF F2M5W10D11894CAWUXABCMAGH4H374LT207WHIK2HMB7B8WYQ9H4HVD7g5B517229WH4 MSMW10D4017457CV5FVC4VKH7H4WAG37X8WW6H304787H4W7AD242HAC4B32KWWT7BV+HvH0 D5W74A5305400CF4A4544F1472B91497WUXAB7447H42B314097WH147B5B3WY9W+HvH0 D5W74HW4AD3050H78540A4F147412B9140AWXAT2747V41447544747474454474474794047474747474747474747447447447447474474

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.

Basic Information	Personnel ID	First Name	🕢 Last Name	Department
	Department	🕑 Gender	🕑 Birthday	Password
	Certificate Type	Certificate Nu	Card Number	License Plate
	🕑 Email	Reservation C	Mobile Phone	
Custom Attributes	📃 Employee Type	📄 Hire Type	🔟 Job Title	Street
	Birthplace	Country	🔲 Home Phone	🔲 Home Address
	Office Phone	Office Address		
The File Type	EXCEL File	¥		

4) Export Personnel Photo.

	Export Personnel Photo	×
The File Type	TAR	
Export Mode	<ul> <li>All data (Can export up to 40000 data)</li> </ul>	
	○ Select the amount of data to export (Can export up to 40000 data	I)
	From the article 1 Strip, is derived 100 Data	
	OK Cancel	

#### Import

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

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

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

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

2) Import Biometric Template.

	Import Biometric Template	×
File Format Destination File Header Start Rows Delimiter	<ul> <li>Excel&lt;</li> <li>浏览</li> <li>P</li> <li>The default is the second row.</li> <li>\t</li> </ul>	
	Next Step Cancel	

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

		Import Personnel Photo	
Photo Quality	Original	OAdaptive (Size 120 * 140)	
		Please Select Photo	
		Press Ctrl do multiple-selection	
Total : 0		(Please do not delete photo while uploading)	
Please name characters.	the photo with e	mployee ID.The correct format is JPG/GIF/BMP/PNG.Make sure the photo name does not contain special	
		Start Upload Add More Cancel	

### • Card Printing

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

			t Card	-			-
Card Template	Default Template 🔻			Edit Templa	ite Add Templa	te Delete Ten	nplate
Printer	<b>T</b>						
Front E	Back						
		Total	Progress				
	YOURLOGO		Personnel ID	Name	Department Name	Print Status	
	Company Name fill in here		123456	Herbert Georg	e Marketing	Waiting	
	Name: <u>Herbert George</u> Dept: <u>Marketing</u> ID : <u>123456</u> Date: <u>2017-06-28</u>						
		nt Card					

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

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

Template Name*	-	
Front*	Vertical  Transverse	<u>New</u>
Back <sup>*</sup>	🖲 Vertical 🔘 Transverse	New

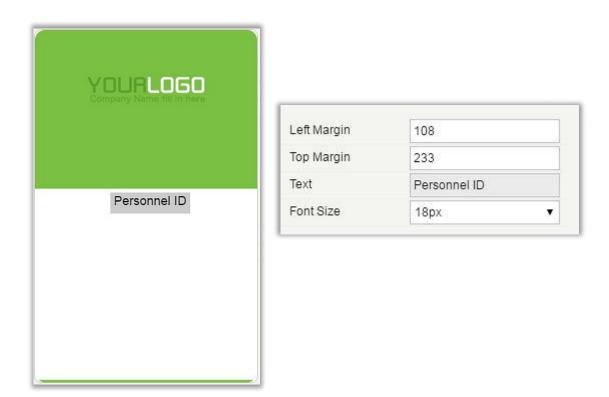
Input the [Template Name], select the template direction, then click [OK]. The top figure below is a vertical template and the bottom one is a transverse template.

Add Te	mplate		Add Template X
	Left Margin Cop Margin	YO	
Double click to delete the inserted picture, text, under	Select Field Personnel ID Name Department Hire Data Gender Mobile Phone Photo Email <u>Insert Pictura</u> Insert Background Picture Insert Text Insert Underscore	Left Margin Top Margin Taxt Font Size Inset Picture Inset Picture Double click to delete the Insertied picture, ter	

### (1) Select fields.

Select Field	
Personnel ID	Name
🔲 Department	Hire Date
🗍 Gender	Mobile Phone
Photo	🔲 Email

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



(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.

YOUFLOGO Company Name Till In here		
	Left Margin	105
	Top Margin	239
ZKTeco	Text	ZKTeco
	Font Size	18px 🔻

### 

 $\succ$  Click is to delete the inserted fields.

- > 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.

**Solution** 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].

Pro	ompt
Are you sure you wai oper	nt to perform the delete ration?
ОК	Cancel

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]:

ZKTECO	L Department Number	Department Name	Veicome, admin (R) (T) (T) (R) (U Authorized Company: ZKTecc
Person Department Position Dimission Porsonnel Temporary Personnel Custom Attributes Paramotors	The current query conditions: None		Created Date         Operations           2018-05-10 11:32:45         Edit Deletite           2018-05-29 14:33:06         Edit Deletite           2018-05-10 11:32:50         Edit Deletite           2018-05-10 11:32:45         Edit Deletite
Card Management () AD Management ()		IC C 1-6 > >1 50 rows per page - Jump To 1 /1 Page Total of 6 records	*

### 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.

The o	current query conditions: None
Ē	E
4 (C)	7 General
	Development Department
	🗋 Financial Department
	Hotel

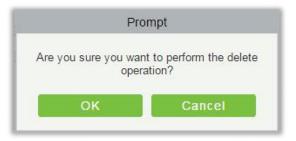
2. After filling the details, you can click [OK] to complete adding; click [Cancel] to cancel it, or click [Save and new] to save and continue adding new department.

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

#### • Edit a Department

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

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



### 2. Click [OK] to delete.

Solution 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.

	Export Department	×
The File Type	EXCEL File	
Export Mode	All data (Can export up to 40000 data)	
	○ Select the amount of data to export (Can export up to 40000 data)	5
	From the article 1 Strip, is derived 100 Data	
~		
	OK Cancel	

		ZKTECO		
		Department		
Department Number	Department Name	Parent Department Number	Parent Department	Created Date
hotel	Hotel			2017-12-15 09:06 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.

The File Type	EXCEL File	
Export Mode	All data (Can export up to 40000 data)	ata)
	O Select the amount of data to export	t (Can export up to 40000 data)
	From the article 1 Strip, is	derived 100 Data

### • Import

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

	Import	×
File Format Destination File Header Start Rows	● Excel ○ Csv 浏览 2 The default is the second row.	
Delimiter	\t 🗸	
	Next Step Cancel	

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

#### ZKBioSecurity Online Hospitality

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

Database Fields	Importing data field	ls
Department Number*	Department Number	~
Department Name*	Department Name	~
Parent Department Number	Parent Department Number	~
Parent Department Name	Parent Department	~

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

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

### 3.1.3 Position

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

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

ZKTECO	2 I O E		Welcome, admin (1) (1) (1) (1) (1) Authorized Company, ZKTeco
Person     Person     Person     Department     Position     Dimission Personnel     Temporary Personnel     Custom Attributes     Paramotors	Position Number The current query conditions: None	Position Name	Operations Edit Dalaki Edit Dente Edit Dente Edit Dente
Card Management 🕀			
AD Management 💮		( < 1 - 3 > >) 50 rows per page → Jump To 1 // Page Total of 3 rec	oros

### 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.

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.

Personnel 🕞	Personn	el ID		First Name		Department		Dimission Typ		More+ Q
Person		ent query con								
Department		resh 💮 De Personnel ID	First Name	Last Name	Department	Hire Date	Dimission Date	Diminsion Ture	Dimission Reason	Operations
Position			13			Hire Date			CARESSION REASON	
Dimission Personnel	1	314	13	14	Marketing Depart		2018-05-22	Resignation		Edit Reinstatem
Temporary Personnel										
Custom Attributes										
Parameters										
Parameters										
Parameters										
Parameters										
Parameters										
Parameters										
Parameters										
Parameters Card Management 🕘										

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

ZKTECO		£						Reinstatement			;	
		<u>ب</u>	Personnel ID*	1314		i i	]	Department"	ZKTeco			torized Company, ZK
Personnel	Θ	Persor	First Name	13				Last Name	14			More Q
		The cu	Gender			~		Password				
Person		C+ R	Certificate Type	ID		~	28	Certificate Number				2. Click here
Department		-	Social Security Number					Mobile Phone				Or lons
Position			Reservation Code	1234	56			Birthday	1		(Optimal Size 120*140) Browse Capture	
		1×	Position					Card Number		55	of a second second	Edit Bernstelami
			Biological Template Quantity	0	80			Hire Date	1			Edit Reinstatem
Tem			Access Control	Time Atte			ator Contro		Personnel De			
1. Select the			Levels Settings	time Aus		CIER					7	1
required person			Master		Add Check All Clear All			eruser	No	er V	1	
					Clear All			ice Operation Role	Ordinary Us	er N	<u>1</u>	
								ay Passage abled		-		
							207	ibied Valid Time		~		
							041	Value (Wille		3	8. Update the	
											details as	
											required	
	~									-		
Card Management	۲											
AD Management	Ð	10.5										-
		(Constant)				1	OK	Cancel				

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

### 3.1.5 Temporary Personnel

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

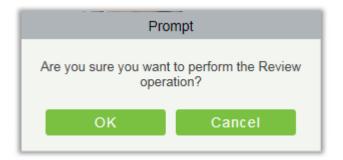
Personnel 🕞		ry conditions: None	First Name	Q (8)	
Department Position Dimission Personnel Temporary Personnel Custom Attributes Parameters	Personn     123		Last Name	Photo	Operations Delete
Card Management ④	16 < 1-1 x			To 1 /1 Page Total of 1 records	

### Refresh

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

### Review

Select a temporary personnel and click [Review]:



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

• Delete

Delete the selected temporary personnel.

### 3.1.6 Custom Attributes

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

### • New a Custom Attribute

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

Personnel 💮	Displ	ay Name	Altribu	te Value		Q	. 🛞		
	The c	current query cone	fitions: None						
Person	C	Refresh 🕑 Nev	v 🌐 Delete						
Department Position		Display Name	Attribute Value	Input Type	Row	Column	Display in Person List	Operations	
Dimission Personnel		Employee Type	Official Staff, Probation Staf	Pull-down List	3	1	No	Edit Delete	
		Hire Type	Contract Worker,Non Contr	Pull-down List	3	2	No	Edit Delete	
Temporary Personnel		Job Title		Text	4	1	No	Edit Delete	
		Street		Text	4	2	No	Edit Delete	
Parameters		Birthplace		Text	5	1	No	Edit Delete	
		Country		Text	5	2	No	Edit Delete	
		Home Phone		Text	6	1	No	Edit Delete	
		Home Address		Text	6	2	No	Edit Delete	
		Office Phone		Text	7	1	No	Edit Delete	
		Office Address		Text	7	2	No	Edit Delete	
Card Management									

### Fields are as follows:

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

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

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

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

Access Control	Elevator Control	Personnel Detail		
Email	2		Event Notification	
Employee Type		*	Hire Type	 •
Job Title			Street	
Birthplace			Country	
Home Phone			Home Address	
Office Phone			Office Address	

### • Editing a Custom Attribute

Click [Edit] to modify the corresponding attributes.

### • Deleting a Custom Attribute

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

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

### 3.1.7 Parameters

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

The Maximum Length:	9		
Support Letters:	○ Yes	No	
Personnel ID Auto-increm	0	No	
Card Setting			
The Maximum Length:	32	Bits(Binary)	
Card Format Display:	Decimal		O Hexadecimal
Multiple Cards per Person	: Yes		● No
Dimission Personnel			
Dimission Personner			
Keep the personnel id for	the dimission	employee:	Yes O No
Temporary Personnel			
remporary reisonner			
Review: Yes	⊖ No		
Registration Client			
Certificate Recognition			
	Reader		
Registration Code	*		Cegister O Download OCR V1.0 Driver O Download OCR V2.0 Driver
Card Printing			
	*		Register Download Driver
Registration Code			

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

- 5. Set whether the temporary personnel uploaded and registered by scanning the QR code of the big-screen facial recognition time and attendance device need to review;
- 6. Set the card format currently used in the system. The card format cannot be switched once it is set up.
- 7. Set whether "Multiple Cards per Person" will be allowed or not.
- 8. Registration Client.
- ➤ If no driver has been installed, the [Download Driver] link is displayed. Click the link to download and install the driver.

Registration Client			
Certificate Recognition			
	leader		
Registration Code*		Register	O Download OCR V1.0 Driver  Download OCR V2.0 Driver
Card Printing			
ourarrinning			

Select the corresponding registration code and click [Register].

100 M 100 100 100 100	and the second s
Registration Code*	Register

Solution code: 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.

			Edit		×
Personnel ID* First Name Gender Certificate Type Social Security Number Reservation Code Position Biological Template Quantity	3 abc Female ID 123456 Manager @ 0 & 0		Department* Last Name Password Certificate Number Mobile Phone Birthday Card Number Hire Date	Financial Department	(Optimal Size 120°140). Browse Capture
Access Control Secondary Card	Time Attendance	Elevator Control	Plate Register		Personnel Detail
		ОК	Cancel		

**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]:

20				Batch Issu	ue Card					,
A Personnel ID	only supports in	put figures, and	only shows persons with		. 300)! The d	evice only rea	ids the unregi	stered card w	hen the issuin	g way is reader.
Start Personnel II	D			End Personnel ID					Generate Lis	1
Card Enrollment	Method	USB Reader Device		nput Card Number		-			<u>OK Clear</u>	
Number of Person	ns with No Card			-	Number of	Issued Cards	:0			
Personnel ID	First Name	Last Name	Department Name		Number	Personnel ID	First Name	Last Name	Department Name	Card Number
			Save ar	nd New C	ж	Cancel				

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

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

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

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

For the use of device, you need to select the position of punching, click in [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 is [Stop to read].

**Solution** 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.

Name Name	Mode	Site Code	Auto	Operations
Wiegand Format26	Mode One	o	Yes	Edit
Wiegand Format26a	Mode One	o	No	Edit
Wiegand Format34	Mode One	o	Yes	Edit
Wiegand Format34a	Mode One	o	No	Edit
Wiegand Format36	Mode One	o	Yes	Edit
Wiegand Format37	Mode One	o	Yes	Edit
Wiegand Format37a	Mode One	o	No	Edit
Wiegand Format50	Mode One	o	Yes	Edit
Wiegand Format66	Mode One	o	Yes	Edit

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:

Total Bit*       37         Site Code*       0         Auto       ✓         Mode One       I         Second Parity Check(p)       1         Second Parity Check(p)       37         Odd Parity Check(p)       37         Odd Parity Check(c)       Even Parity Check(e)       Start Bit         The Maximum Length       Start Bit       The Maximum Length       Start Bit         Length       18       18       19       2       16       0       0			Wiega	nd Forma	t37											
Auto Mode One First Parity Check(p) 1 Second Parity Check(p) 37 Odd Parity Check(o) Even Parity Check(e) CID(c) Site Code(s) Manufactory Code(m) Start Bit The Maximum Length Start Bit The Maximum Length Start Bit The Maximum Length 0 0 0	Total Bit*		37													
Mode One   First Parity Check(p)	Site Code	•	0													
First Parity Check(p)     1       Second Parity Check(p)     37       Odd Parity Check(o)     Even Parity Check(e)       CID(c)     Site Code(s)       Manufactory Code(m)       Start Bit     The Maximum Length       Start Bit     The Maximum Length       Start Bit     18       1     18	Auto															
Second Parity Check(p)     37       Odd Parity Check(o)     Even Parity Check(e)       Start Bit     The Maximum Length       Start Bit     The Maximum Length       Start Bit     The Maximum Length       18     1	Mode (	Dne														
Odd Parity Check(o)     Even Parity Check(e)     CID(c)     Site Code(s)     Manufactory Code(m)       Start Bit     The Maximum Length     Start Bit     <	First Parity	y Check(p)	1													
Start Bit     The Maximum Length     Start Bit     The Maximum Length     Start Bit     The Maximum Length     Start Bit     The Maximum Length       20     18     1     18     18     19     2     16     0     0	Second P	arity Check(p)	37													
Start Bit     Length       20     18     1     18     18     19     2     16     0     0	Odd F	Parity Check(o)	E	en Parity	Check(e	)		CID(c)		S				Manu	factory Code	m)
	Start Bit		n Start B	lit Th		um	Start Bit		ım	Start Bit	Т		um	Start Bit		
	20	18	1		18		18	19		2		16		0	D	
O Mode Two	O Mode T	Гwo														
Card Check Format* pssssssssssssssssccccccccccccccccccccc	Card Che	ck Format*	pss	5555555	55555000	2000000		p								
Parity Check Format* eeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeee	Parity Ch	eck Format*	eee	eeeeee	eeeeee	boooo	000000000	00000								

### 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.

### • 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:

×

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.

Solution 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.

Card       2       and Number       Personnel ID       First Name       Last Name       Action       Operator       Issue Card Date       Change Time         Wiegand Format       258478       3       abc       Issue Card       admin       2018-03-22 13-28.53       2018-03-22 13-28.53       2018-03-22 12-17.45       2018-03-22 12-17.45         Issuel Card Record       3       abc       Issue Card       admin       2018-03-22 1154.59       2018-03-22 1154.59       2018-03-22 09.47:10       2018-03-22 09.47:10         3       1245646       Image: Seve Card       admin       2018-03-22 09.47:10       2018-03-22 09.47:10       2018-03-22 09.47:10	ZKTEDD       Personnel       Card Management	Card Number	1 1 ery conditions: Non	Action		More -		ېنې wei	come, admin (1) (1) (2) (1) (2) (2) (2) (2) (2) (2) (2) (2) (2) (2
Issued Card Record         456789         2         abc         Issue Card         admin         2018-03-22 12:17:45         2018-03-22 12:17:45           987654         1         abc         Issue Card         admin         2018-03-22 11:54:59         2018-03-22 11:54:59		7	Personnel ID	First Name	Last Name	Action	Operator	Issue Card Date	Change Time
Issued Card Record         987654         1         abc         Issue Card         admin         2018-03-22 11:54:59         2018-03-22 11:54:59	Wiegand Format	258478	3	abc		Issue Card	admin	2018-03-22 13:28:53	2018-03-22 13:28:53
	Issued Card Record	456789	2	abc		Issue Card	admin	2018-03-22 12:17:45	2018-03-22 12:17:45
3 1245646		987654	1	abc		Issue Card	admin	2018-03-22 11:54:59	2018-03-22 11:54:59
	3	1243040	1.2			issue caru	duini	2010/05/22 09/11-10	2010/03/22 03:47:10

**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.

# 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

Device Name*				
Communication Type*	• TCP/IP () RS485	Device Name* Communication Type*	() TCP/IP ● RS485	
IP Address*		Serial Port Number*	COM1	~
Communication port*	4370	RS485 Address*	(Range1-63)	
lcon Type*		RS485 Address Code Figure		Œ
Control Panel Type Area*	One-Door Access Conti	Baud Rate*	1 2 3 4 5 6 7 38400	8 ❤
Add to Level Clear Data in the Device when Adding		Communication Password 😡	Door	~
		Control Panel Type	One-Door Access Conti	~
(except event record), plea	when Adding] will delete data in the device use use with caution!	Area*	Area Name	
		Add to Level		$\checkmark$
		Clear Data in the Device when Adding		
		Clear Data in the Device when A (except event record), please use		device
Save and New	OK Cancel	Save and New	OK Cancel	_

Fields are as follows:

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

Communication port: The default value is 4370.

Serial Port No.: COM1~COM254.

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

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

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

Common options:

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

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

#### *∝*Notes:

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

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

Door		
Parking Barrier		
Flap Barrier	NG .	

**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.

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

### Access Controller Settings:

> TCP/ IP Communication Requirements

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

> RS485 Communication Requirements

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

2. Add Device by Searching Access Controllers

Search the access controllers in the Ethernet.

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

- (2) Click [Search], and it will prompt [Searching.....].
- (3) After searching, the list and total number of access controllers will be displayed.

				Search Device			
Search	No device four	nd? <u>Download Sea</u>	rch Tools to Local Disk	Searched devices	count-2		
otal Progress		100%		Number of devices			
IP Address		Device Type		Serial Number		8	
IP Address	MAC Address	Subnet Mask	Gateway Address	Serial Number	Device Model	Server Address	Operations
192.168.217.221		255.255.255.0 255.255.255.0	192.168.217.1 192.168.0.254	3835161600001 14863635477750	inBIO480 Pro ACP		<u>Add</u> This device has been added

**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.

Device Name*	192.168.214.9
Communication Password	
Area*	Area Name
Add to Level	······
Clear Data in the Device when Adding	
	ng] will delete data in the device (except event

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

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

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

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

	Add
Device Name*	192.168.214.229
New Server Address*	OIP Address      ODomain Address
	biosecurity.xmzkteco.com
New Server Port*	80
DNS*	8 . 8 . 8 . 8
Communication Password	
Area*	Area Name
Add to Level	
Switch to Two-door Two-way	
Clear Data in the Device when Adding	
[Clear Data in the Device when Adress of the caution]     [Clear Data in the Device when Adress of the caution]     [Clear Data in the Device when Adress of the caution]     [Clear Data in the Device when Adress of the caution]     [Clear Data in the Device when Adress of the caution]     [Clear Data in the Device when Adress of the caution]     [Clear Data in the Device when Adress of the caution]     [Clear Data in the Device when Adress of the caution]     [Clear Data in the Device when Adress of the caution]     [Clear Data in the Device when Adress of the caution]     [Clear Data in the Device when Adress of the caution]     [Clear Data in the Device when Adress of the caution]     [Clear Data in the Device when Adress of the caution]     [Clear Data in the Device when Adress of the caution]     [Clear Data in the Device when Adress of the caution]	dding] will delete data in the device (except event

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

New Server Port: Set the access point of system.

DNS: Set a DNS address of the server.

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

**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.

Device Name	Serial Number	Area Name	Communic Type	Network Connection Mode	IP Address	RS485 Parameter	Enable	Upgrade Firmware     Reboot Device     Get Device Option	Operations
<u>192168214215</u>	6405163500013	Area Name	ТСРИР	Wired	192.168.214.215		ø		Edit Delete

### • Edit or Delete a Device

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

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

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

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

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

### Export

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

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

					ZKTECO					
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 4.7.7.303 Jun 16 2017

### Disable/Enable

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

### • Synchronize All Data to Devices

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

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

**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

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.

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

### • Synchronize Time

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

• Set Server

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

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

S	et Bg-Verification Options	
Selected Device The devices which have disabled	background verification : 192.168.0.225	
Set Bg-Verification Options Background verification	Enable <b>v</b>	
If the device is offline	Standard Access Leve 🔻	
Fotal Progress Hidden	Start Clos	ie A

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.

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)

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

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

• Switch network connection

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

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

#### • View Rules of Devices

Shows the Access rules in the device.

Rule Type	Description	Rules Details		
Interlock	Not Set	None		
Linkage	Not Set			
Anti-Passback	Not Set			
First-Person Normally Open	Not Set			
Multi-Person Opening Door	Not Set			
Door Sensor	Not Set			
Active Time Zone	Has been set	0		
Passage Mode Time Zone	Part of the set			
Background verification	Not opened	Between multiple rules		
Global Anti-Passback	Not opened	with a ' ' separated.		
Global Interlock	Not opened	Linkage and global		
Global Linkage	Not opened	linkage, anti-passback and global anti-passback		
		are set at the same time.		
		there may be conflicts.		

### • View Device Capacity

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

192.168.217.221 2/60	0	Software	×	8	in @	FirmWare	Get All
				8	0	8	
192.168.217.221 2/60	0/2000	×	×				Get
If you find that the dats	a is not consistent with th	e device, please s	ynchronize the	e data of the two	) before the que	nyi	

### • Set the Registration device

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



### 4.1.3 Doors

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

<b>b</b> a a	urrent query conditions	· Mone								
			•		0					
(*)	Refresh 📋 Remote O	pening V Enable	e 🖉 Disable 📋 Re	emote Closing Cancel	Alarm 🖰 Remote	Normally Op	oen ≡ More +			
	Door Name	Area Name	Owned Device	Serial Number	Door Number	Enable	Active Time Zone	Door Sensor Type	Verification Mode	Operations
	216.27.0.1-1	Area Name	216.27.0.1	14863635477750	1	•	24-Hour Accessible	None	Card or Fingerprint	Edit
	216.27.0.1-2	Ares Name	216.27.0.1	14863635477750	2	0	24-Hour Accessible	None	Card or Fingerprint	Edit
	<u>216.27.0.1-3</u>	Ares Name	216.27.0.1	14863635477750	3	0	24-Hour Accessible	None	Card or Fingerprint	Edit
	216.27.0.1-4	Ares Name	216.27.0.1	14863635477750	4	0	24-Hour Accessible	None	Card or Fingerprint	Edit
	<u>192.168.217.221-1</u>	Ares Name	192.168.217.221	3635161600001	1	0	24-Hour Accessible	None	Card or Fingerprint	Edit
	192.168.217.221-2	Ares Name	192.168.217.221	3635161600001	2	0	24-Hour Accessible	None	Card or Fingerprint	Edit
	192.168.217.221-3	Ares Name	192.168.217.221	3635161600001	3	•	24-Hour Accessible	None	Card or Fingerprint	Edit
	192.168.217.221-4	Area Name	192.168.217.221	3635161600001	4	0	24-Hour Accessible	None	Card or Fingerprint	Edit

### • Door parameter modification:

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

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

### 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.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### 4.1.4 Reader

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

			Authorized Compa
Access Device	l br Name	$\otimes$	
Door 2 he current query condition	ons: None		
Reader C Refresh			
Auxiliary 3	D E	Edit ×	Camera Operations
Auxiliary Ou	19:		Edit Bind/Unbind Camera
Event Type 192,168.12.145-1-Out	19: Door Name*	192.168.12.155-1	Edit Bind/Unbind Camera
Daylight Saving Time	19: Name*	192.168.12.155-1-In	Edit Bind/Unbind Camera
192.168.12.155-1-Out	<sup>192</sup> Number*	1	Edit Bind/Unbind Camera
Device Monitoring <u>192.188.12.155-2-In</u>	<sup>192</sup> In/Out*	In      Out	Edit Bind/Unbind Camera
Real-Time Monitoring	192 Communication Type	Wiegand/RS485	Edit Bind/Unbind Camera
Alarm Monitoring 92.168.12.155-3-In	192	Wieganu/R3465	Edit Bind/Unbind Camera
Map <u>192.168.12.155-3-Out</u>	190 Encrypt		Edit Bind/Unbind Camera
192.168.12.155-4-In	19. The above settings are copied to	<b>-</b>	Edit Bind/Unbind Camera
Access 4. Click on 168.12.155-4-Out	192 A The encryption is copied to all re	eaders of current device!	Edit Bind/Unbind Camera
Advar required 68.12.160-1-in	19:		Edit Bind/Unbind Camera
reader 168.12.160-1-Out	19.		Edit Bind/Unbind Camera
Reports 92.168.214.74-1-In	192 OK	Cancel	Edit Bind/Unbind Camera
102 169 214 74 1 Out	10		Edit Dindil Inhind Comoro

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):

	<u>2</u>				01		Ś		Authorized Comp
Access Device	Name	1 or N	lame		Q (0	3			
Door	2 he current query con	ditions: None							
Reader	C Refresh		Bind/	Unbind Ca	amera			×	-
Auxiliary									perations
Auxiliary Ou	Channel Name		Serial Number			Q 🛞			t Bind/Unbind Camera
Event Type	The current query conditio	ns: None							Bind/Unbind Camera
Daylight Saving Time	Alternative				Selected				Bind/Unbind Camera
	Channel Name	Owned Device	Serial Number			Channel Name	Owned Device	Serial Number	t Bind/Unbind Camera
Device Monitoring	192.168.214.220-1	192.168.214.220	7586dde1665d9a0b				Bind/Unbind Camera		
Real-Time Monitoring							t Bip JUnbind Camera		
Alarm Monitoring				>			8	Ind/Unbind Camera	
Мар				<				Bind/Unbind Camera	
Access Control				<<					t Bind/Unbind Camera
								( A C	lick here
Advanced Functions								4.0	
Reports	< < 1-1 > >  5	0 rows per page	<ul> <li>Total of 1 records</li> </ul>						Bind/Unbind Camera
tropents.									Bind/Unbind Camera

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

Solution 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:

Access Device	A O		Vice Name	Printed Name	∰ Q_⊗	Wetcome, admin (1) (1) (2) (2) Authorized Company
Door	2 e current query c	onditions: None				
Reader Auxiliary Input	Name	Device N	5	Edit	×	Operations
Auxiliary Output	Auxiliary Input-1 Auxiliary Input-2	192.168.1; 192.168.1;	Device Name* Number*	192.168.12.155		Edit Bind/Unbind Camera Edit Bind/Unbind Camera
Event Type Daylight Saving Time	Av <u>liary Input-3</u> tuxiliary Input-4	192.168.1; 192.168.1;	Name* Printed Name*	Auxiliary Input-1		Edit Bind/Unbind Camera Edit Bind/Unbind Camera
Device Monitoring Real-Time Monitoring	Auxiliary Input-1 Auxiliary Input-2	192.168.2 <sup>.</sup> 192.168.2 <sup>.</sup>	Active Time Zone	24-Hour Accessible V		Edit Bind/Unbind Camera Edit Bind/Unbind Camera
	Click here		Remark			
Map Access Control 🕀	÷.					
Advanced Functions 🕀		T	OF	Cancel	_	
Reports 🕀						
Video Integrated 🕀 🕀	< < 1-6 > :	50 rows per	page 👻 Jump To 1	/1 Page Total of 6 records		

#### Fields are as follows:

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

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

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

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

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

• Bind/Unbind Camera

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

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

### 4.1.6 Auxiliary Output

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

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

						9 🛞	
íhe c	urrent query conditior	is: None					
C	Refresh 🖾 Remote	Open 📳 Remote Close	Remote N	Normally Open			
	Name	Device Name	Number	Printed Name	Passage Mode Time Zone	Remark	Operations
	Auxiliary Output-1	216.27.0.1	1	OUT1			Edit
	Auxiliary Output-1	192.168.217.221	1	OUT1			Edit
	Auxiliary Output-2	192.168.217.221	2	OUT2			Edit
	Auxiliary Output-3	192.168.217.221	3	OUT3			Edit
	Auxiliary Output-4	192.168.217.221	4	OUT4			Edit

2. Click [Edit] to modify the parameters:

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

Fields are as follows:

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

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

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

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

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

### 4.1.7 Event Type

It will display the event types of the access devices.

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

Access Device	Device Name Ever	nt Level	Event Name		More• 🔍 🛞	
Door 2	e current query conditions: None					
Reader	🕞 Refresh 🛛 🙀 Set Audio					
Auxiliary Input	Event Name	Event Number	Event Level	Device Name	Serial Number	Operations
Auxiliary Output	Normal Verify Open	0	Normal	192.168.12.145	AJI6174360005	<u>Edit</u>
	Verify During Passage Mode Time Zone	1	Normal	192.168.12.145	AJI6174360005	Edit
Event Type	First-Personnel Open	2	Normal	192.168.12.145	AJI6174360005	Edit
Daylight Saving	Multi-Personnel Open	3	Normal	192.168.12.145	AJI6174360005	Edit
Device Monitoring	Emergency Password Open		Normal	192 168 12 145	A.II6174360005	Edit
Real-Time Monitoring	Open during Passage Mode Time Zone	5 4	. Click on re	equired event	360005	Edit
Alarm Monitoring	Cancel Alarm	7			4360005	Edit
	Remote Opening	8	Normal	192.168.12.145	AJI6174360005	Edit
Мар	Remote Closing	9	Normal	192.168.12.145	AJI6174360005	Edit
Access Control	Disable Intraday Passage Mode Time Zone	10	Normal	192.168.12.145	AJI6174360005	Edit
	Enable Intraday Passage Mode Time Zone	11	Normal	192.168.12.145	AJI6174360005	Edit
Advanced Functions	Door Inactive Time Zone Verify Open	21	Exception	192.168.12.145	AJI6174360005	Edit
	Illegal Time Zone	22	Exception	192,168,12,145	AJI6174360005	Edit

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

Device Name*	192.168.12.145 🔻	
Event Number*	1	
Event Level*	Normal	
Event Name*	Verify During Passage Mot	
Event Sound	Already Exists Outpload	
	·	Play
Copy the above settings to		
all devices		

#### Fields are as follows:

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

Event Name: It can't be modified.

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

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

ZKTECO in: 6 1 2 5. Click here Access Device Q (X) Event L More Doo 2 Refresh 😥 Set Audio Reade Event Name Event Number Event Level Device Name Serial Number Operations Auxiliary Input Normal Verify Open 0 Normal 192,168,12,145 AJI6174360005 Edit Auxiliary Output Set Audio Edit Verify During Passage M 3 First-Personnel Open Edit Daylight Saving Already Exists OUnload Event Sound Multi-Personnel Open Edit Device Monitoring Edit Emergency Password O Play Open during Passage M Edit Real-Time Monitori Edit Cancel Alarm Alarm Moni Edit Map 4. Click on osina Edit required event traday Passa Edit able Intraday Passage Mode Time Zone 11 Normal 192,168,12,145 AJI6174360005 Edit

21

22

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

Door Inactive Time Zone Verify Open

|< < 1 - 50 > >| 50 rows per page → Jump To 1

Illegal Time Zone

Access Denied

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

/6 Page

Total of 257 records

192 168 12 145

192,168,12,145

192,168,12,145

A.II6174360005

AJI6174360005

AJI6174360005

Edit

Edit

Edit

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

Video Integrated

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

Access Device	New 🕋 Delete 🗹 DST Setting							
Door 2	e Start Time	End Time	9		Operat	ions		
Reader USA Daylig	ht Saving Tim At 4 ond Sunday	in MAR At 02hour	the First Sunday	in NOV				
Auxiliary Input								
Auxiliary Output								
Event Type			New				×	
Daylight Saving Time	DOT N			_	_	_		
Device Monitoring 3	DST Name* Start Time*		Occurred -	Quadau	- 0			
Real-Time Monitoring		MAR •	Second V	Sunday		o'clock		
Alarm Monitoring	End Time*	NOV V	First <b>v</b>	Sunday	▼ 2	▼ o'clock		
Мар		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~						
Access Control								
Access Control	Sa	ve and New	ОК		Cancel			
Advanced Functions					_			
Reports 🕀								

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

#### • Use a DST

ZKTECO &			8 ŵ	Welcome, admin ① († ?) ② (1) Authorized Company: 11
Access Device	esh 🖿 New 🏠 Delete 📝 DST Set	ting		
Door 2	ST Name	DST Setting		
Reader 🖉 ÜS	A Daylight Saving	🖌 🗁 All		
Auxiliary Input	Device	192.168.12.155		
Auxiliary Output		192.168.214.74		
Event Type				
Daylight Saving Time				
Device Monitoring 3				
Real-Time Monitoring				
Alarm Monitoring				
Мар				
Access Control				
Advanced Functions				
Reports 🕀		OK Cancel		
Video Integrated	-1 > >  50			

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

#### *∝*Notes:

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

### 4.1.9 Device Monitoring

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

Access Device	Area	Status		Device Name	Serial N	umber	$\otimes$	
Device	2 Export	Clear All Command						
Door	Device Name	Serial Number	Area	Operation Status	Current Status	Commands List	Recently The Abnormal State	Operations
Reader	192.168.12.145	AJI6174360005	003	Connecting device	Disconnected	80	Disconnected	Clear Command View
Auxiliary Input	192,168,12,155	AK1F173460006	FaceOn	Connecting device	Disconnected	75	Disconnected	Clear Command View
Auxiliary Output	192.168.12.160	AJKQ173960007	FaceOn	Connecting device	Disconnected	36	Disconnected	Clear Command View
	192.168.214.74	3763161600001	FaceOn	Get real-time event	Disconnected	6	Disconnected	Clear Command View
Event Type	192.168.214.70	6403144900090	FaceOn	Disconnected	Connection timeout	6	Connection timeout	Clear Command View
Daylight Saving Time								
Device Monitoring								
Real-Time Monitoring	3							
Alarm Monitoring	2							
			B					
Access Control								
Advanced Functions								

#### • Export

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

	Export ×
The File Type	EXCEL File
Export Mode	<ul> <li>All data (Can export up to 40000 data)</li> <li>Select the amount of data to export (Can export up to 40000 data)</li> <li>From the article 1 Strip, is derived 100 Data</li> </ul>
	OK Cancel

			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:

Prompt					
Are you sure to clear command queues?					
ОК	Cancel				

Click [OK] to clear.

#### *∝*Notes:

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

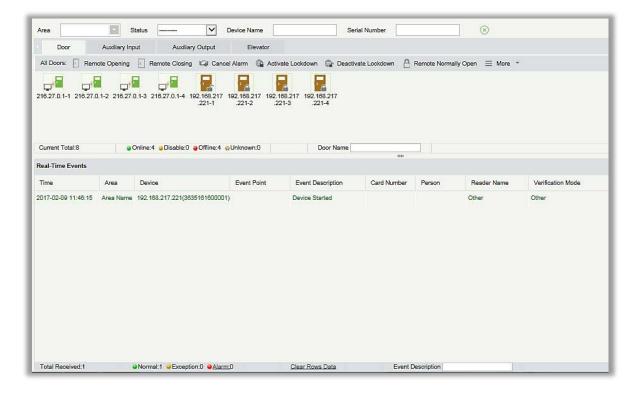
### 4.1.10 Real-Time Monitoring

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

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

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

The Real-Time Monitoring interface is shown as follows:



#### Different icons represent status as followed:

lcons	Status	lcons	Status
	Device banned	J <sup>y</sup>	Door Offline
	Door sensor unset, Relay closed /Without relay status		Door sensor unset, Relay opened/Without relay status
	Online status Door closed, Relay closed/Without relay status		Online status Door closed, Relay opened/Without relay status
	Online status Door opened, Relay closed/Without relay status		Online status Door opened, Relay opened/Without relay status
	Door opened alarming, Relay closed		Door opened alarming, Relay opened
	Door opening timeout, Relay closed /Without relay status, Door Sensor Opened		Door opening timeout, Relay opened/Without relay status

	Door opening timeout, Relay closed/ Door Sensor Closed		Door opening timeout, Relay opened/ Door Sensor Closed
<b>;</b>	Door closed alarming, Relay closed/Without relay status	<b>,</b>	Door closed alarming, Relay opened/Without relay status
	Door sensor unset, Door alarming, Relay closed		Door sensor unset, Door alarming, Relay opened
	Door opening timeout, Without relay status/Door Sensor Closed		Door locking

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

#### 1. Door

#### Monitoring All

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

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

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

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

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

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

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

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

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

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

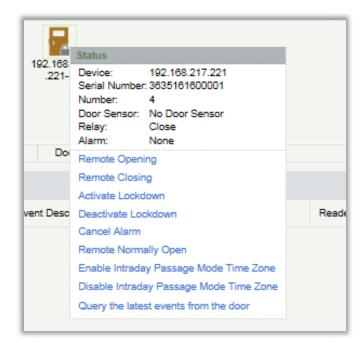
Deactivate Lockdown: It will unlock a locked door. This function is supported only by certain devices.

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

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

#### • Quick Management of Doors

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



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.

#### 2. Auxiliary Input

It monitors current auxiliary input events in real-time.

						Number		$\otimes$	
Door	Auxiliary In	put Auxili	ary Output	Elevator					
	3 6	1 5	2						
Auxiliary Aux	iliary Auxili ut-1 Inpu	iary Auxiliary	Auxiliary Input-4						
Current Total:5	•	Online:4 🥥 Disable:I	0 🍯 Offline:1 🧃	0Unknown:0	Auxiliary Input Na	me			
Real-Time Events									
Time	Area	Device		Event Point	Event Description	Card Number	Person	Reader Name	Verification Mode

#### 3. Auxiliary Output

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

Area		Status	Device Na	me	Serial Number	$\otimes$	
Door	Auxiliary	Input Auxi	liary Output El	evator			
All Doors: 📇	Remote Open	Remote Close	Remote Normally Op	ien .			
	Auxiliary Aux	ciliary put-2 Output-3	Audiliary Output-4				
Current Total:5		Online:4 Olisable:	:0 Offline:1 OUnknow	n:0 Auxilia	ry Output Name		
Current Total:5 Real-Time Even		●Online:4	:0 🍯 Offline:1 👴 Unknowr	n:0 Auxilia			

#### 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.

Acknowledge					
Time	Device	Event Point	Event Description	Person	Status
2015-01-23 13:55:49	192.168.100.181		Can not connect to server		None

**Solution** 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.

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 <u>Parameters</u>)

**Solution** 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  $\rightarrow$  duress alarm (password + fingerprint)  $\rightarrow$  duress password or fingerprint alarm  $\rightarrow$  unexpected opening alarm  $\rightarrow$  opening timeout alarm  $\rightarrow$  device disconnects alarm.

### 4.1.12 Map

ZKTERR R • 63 **m**:‡ R R 🕞 Refresh 💾 New 📝 Edit 🎬 Delete 🕼 Save Positions 🦉 Add Door 🔮 Add Camera 🏵 Zoom In 🔍 Zoom Out 🔛 Full Screen Access Device Doo 2 ent Map 4 Reade A Please add a Auxiliary Input Auxiliary Output New Event Type Daylight Saving Time Map Name Device Monitoring Area Name Area Name Real-Time Monitoring Map Path\* Choose File No file chosen Alarm Monitoring Access Contr 3 Advanced Functions Reports Real-Time Events Event Point Event Description Card Number Time Area Device Person Video Integrated

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.



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].

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

# 4.2 Access Control Management

## 4.2.1 Time Zones

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

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

Access Device 🕀	Time Zone Name	4 rk		_ <b></b> ⊗					
Access Control	The current query condition not				New			×	
Time Zones	2 Time Zone Name	Time Zone Name*	1		_				
Holidays	24-Hour Accessible	Remark							
Access Levels	0 <u>8H</u>	Time	Inte	rval 1	Inte	rval 2	Inter	val 3	
Access Levels		Date	Start Time	End Time	Start Time	End Time	Start Time	End Time	
Set Access By Levels	2	Monday	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	
Set Access By Person	3 2	Tuesday	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	
Set Access by Person	□ <u>3</u>	Wednesday	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	
Set Access By Department		Thursday	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	
Interlock	5	Friday	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	
Interlock		Saturday	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	
Linkage	□ <u>6</u>	Sunday	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	
Anti-Passback	□ <u>11</u>	Holiday Type 1	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	
Anu-Fassback	<u> </u>	Holiday Type 2	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	
First-Person Normally Open	121231	Holiday Type 3	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	
Advanced Functions		Copy Monday's Setting	to Others Weekda	ys: 🔲					

#### 1. Add Access Control Time Zone

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

Time Zone Name*						
Time	Inte	rval 1	Inter	rval 2	Inter	val 3
Date	Start Time	End Time	Start Time	End Time	Start Time	End Time
Monday	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00
Tuesday	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00
Wednesday	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00
Thursday	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00
Friday	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00
Saturday	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00
Sunday	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00
Holiday Type 1	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00
Holiday Type 2	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00
Holiday Type 3	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00
Copy Monday's Setting	a to Others Weekd	avs: 🗐				
	-	•				

#### 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.

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

### 4.2.2 Holidays

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

ZKTeco	2		i 🗟 🖂	ŵ	(i)     (
Access Device 🕀	Holiday Name	4 Type	Recurring	■ Q ⊗	
Access Control	The current query condition and				
Time Zones 2	Holiday Name Holiday Type	Start Date End Date F	ecurring Remark	Operations	
Holidays	CNY Holiday Type '		New		
Access Le Vis	ß	Holiday Name*	[		
Set Access By Lt 13		Holiday Type*	Holiday Type 1	•	
Set Access By Person 3		Start Date*	2018-03-28		
Set Access By Department		End Date*	2018-03-28		
Interlock		Recurring	No	•	
Linkage		Remark			
Anti-Passback					
First-Person Normally Open					
Advanced Functions 🕀		Save and New	ОК	Cancel	
Reports 🕀					
Video Integrated 🕀	i< < 1-1 > >i 50 rows per pag	e 👻 Jump To 1 /1 Page	Total of 1 records		

#### • Add

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

Holiday Name*	1	
Holiday Type*	Holiday Type 1	•
Start Date*	2018-03-28	
End Date*	2018-03-28	
Recurring	No	Ŧ
Remark		

#### Fields are as follows:

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

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

Start/ End Date: The date format: 2010-1-1. Start Date cannot be later than End Date, otherwise 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.

Access Device 🕀	Access Levels		<u>.</u>		Brow	vse Levels 24 H(FaceOn) D	oor Combination	
	Level Name	Time 2 4		$\otimes$	Doo	r Name C	Wined Device	$\otimes$
Access Control	The current query con	dition			The	current query conditions: N	one	
Time Zones	2 Refresh 🕒 Ne	w m Delete			C	Refresh Delete Door	Export	
Holidays	Level Name	Area Name Time Zone	Door Count	Operations		Door Name	Owned Device	
Access Levels	□ <u>24 H</u>	FaceOn 3	0	Edit Add Door				
Set Acces By Levels	Test1	FaceOn 24-Hour Acc	e: 5	Edit Add Door				
Set Access By Falan	Level1	FaceOn 1	0	Edit Add Door				
	□ <u>8日</u>	FaceOn 8 H	1	Edit Add Door				
Set Access By Depart	Test	FaceOn 24-Hour Acc	e: 1	Edit Add Door	I			
Interlock		jms 24-Hour Acc	e: 0	Edit Add Door				
Linkage	<u>321546</u>	FaceOn 24-Hour Acc	e: 6	Edit Add Door				
Anti-Passback								
First-Person Normally Open	~							
Advanced Functions			G					
, and the second s								
Reports 🕀								

#### • Add

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

	New	×
Level Name*		
Time Zone*	24-Hour Accessible	•
Area*	Area Name	-

- 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.



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

## 4.2.4 Set Access By Levels

Add/Delete Personnel for Selected Levels:

- (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].

Access Device 🕀	Edit Levels For Personnel		e Personnel 117055(0) From Levels	
A	Personnel ID First Name	5. Click here	Name Time Zone	Q 🛞
Access Control	The current query conditions: None	The c	urrent query conditions: None	
Time Zones 2	Retresh o Access Control Setting		Rationa 🦚 Dalata Erron Louisia 🗖 Evr	Nort
Holidays	Personnel ID First Name <sup>4</sup> Last Name Card I	Access Contro	of Setting	× Zone
Access Levels	K 117055 0 0		6	-
	0 0	Superuser	No	•
Set Access By Levels	109 10522 0	Device Operation Role	Ordinary User	
Set Access By Person	B765432 Jasmine wang			
Set Access By Separtment	1234587	Delay Passage		
Interlock	3043 (4. Select)	Disabled		
	3038 担架持银界 41	Set Valid Time		
	3 2681 <b>建築時間表</b> ◆1			
Anti-Passback	□ 2674 坦発持●括●1			
First-Person Normally Open	□ 2988 担架搭●●搭			
Advanced Functions 🛛 🕀	2872 知法持限广持			
	□ 3182 知法神話不い			
Reports 🕘	L OTOC ALLEISHOF 4	OK	Cancel	

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

## 4.2.6 Set Access By Department

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

## 4.2.7 Interlock

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

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

#### Add Interlock

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

ZKTeen & O			Welcome, admin   (î) (?) (?) (?) ( <sup>1</sup> ) Authorized Company: 11
Access Device	4. Click h	lere	
Access Control			
Time Zones 2 Device Name Inte	nock Rule		Operations
Holidays		News	
Access Levels	_	New	×
Set Access By Levels	Device Name*	Click to select	
Set Access By Person			
Set Access By Department	Interlock Rule*		•
Interlock			
Linkage			
Anti-Passback			
First-Person Normally	Save a	and New OK	Cancel
Advanced Functions			
🛱 Reports 🕀			
Video Integrated   Video Integrated   Video Integrated   Video Integrated  Video Int	s per page 👻 Jump To 1 🛛 //	) Page Total of 0 records	

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

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

### 4.2.8 Linkage

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

Add Linkage setting:

ZKTECO	<u>8</u> <b>1 ■</b> :			New	×
		Linkage Name*		Device*	Click to select
Access Device 🕀	Linkage Name Device	Linkage Trigger Conditions*	Add Check All Clear All	Input Point*	
Access Control	The current query conditions: None				
Time Zones 2	Linkage Name Device Name				
Holidays	□ <u>111111</u> 192 58.12.155				
Access Levels	<u>12</u> 192.168 74	6			
Set Access By Levels		-			
Set Access By Person	4. Click here	Output Point*	Video Linkage E-	mail Auxiliary Output	
Set Access By Department					
Interlock					
Linkage					
Anti-Passbac					
First-Person Norma					
Advanced Functions 3		Action type*	Close •	Action type*	Close
F Reports 🕀					
Video Integrated 🕂	< < 1-2 >>  50 rows per page → .		Save and New	OK Cance	

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

Choose Linkage Trigger Conditions	×
▲ □ ፻ Door Event	
C Access Denied	
C Activate Lockdown	
Anti-Passback	
🔲 🗋 Cancel Alarm	
🔲 🗋 Deactivate Lockdown	
🔲 🗋 Disable	
🔲 🗋 Door Closed Correctly	
🔲 🗋 Door Inactive Time Zone Verify Open	
🔲 🗋 Door Inactive Time Zone(Press Exit Button)	
Door Locked	
Door Opened Correctly	
	-

**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.

		New		×
Linkage Name*	Test	Device*	192.168.12.155	
Linkage Trigger Conditions*	Add Check All Clear All	Input Point*		
Auxiliary Input Disconne	cted	🗖 🗋 Auxilia 🗖 🗋 Auxilia	ry Input-1 ry Input-2 ry Input-3 ry Input-4	
Output Point*	Video Linkage	E-mail Auxiliary Output		0
<ul> <li>✓ □ 192.168.12.15</li> <li>□ □ 192.168.12.15</li> <li>□ □ 192.168.12.15</li> <li>□ □ 192.168.12.15</li> <li>□ □ 192.168.12.15</li> </ul>	5-2 5-3	☐ ☐ Auxilia ☐ ☐ Auxilia	ry Output-1 ry Output-2 ry Output-3 ry Output-4	
Action type*	Normally Open 🔻	Action type*	Normally Open 🔻	
0	Save and New	ОКС	ancel	

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

The fields are as follows:

Linkage Name: Set a linkage name.

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

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

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

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

#### Video Linkage:

Pop Up Video	Display time	10	s(5-60)	
Video	Video length	30	s(10-180)	
Capture	In the monitorin	ng page immediately po	p up	
	Display time	10	s(10-60)	

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

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

Action type*	Open	۲	
Action time delay*	20		s(1-254)

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

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

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

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

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

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

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

## 4.2.9 Anti-Passback

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

Add Anti-Passback Settings:

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

ZKTeen & C			Welcome, admin (1) (1) (2) (2) (1) Authorized Company: 11
Access Device	4. Click her	e	
Access Control		_	
Time Zones 2 Device Name	Anti-Passback Rule		Operations
Holidays	×		
Access Levels		New	×
Set Access By Levels	Device Name*	Click to select	
Set Access By Person		Click to select	
Set Access By Department	Anti-Passback Rule*		•
Interlock			
Linkage	6		
Anti-Passback	Save and	New OK Cance	el
First-Person formally Open	Save and	CARC	
Advanced Funct			
Reports 3			
Video Integrated $\bigcirc$ $ <$ < 0 > >  50 rov	rs per page 👻 Jump To 1 /0 P	age Total of 0 records	

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

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

Solution 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.

ZKTER			r 🖉 🖗	Welcome, admin ① ① ⑦ @ U Authorized Company: 11
Access Device 💮 First	t Person Normal Open		Browse Personnel	
Access Control	or Name Device	4. Click here	Personnel ID First The current query conditions: None C Refresh Personnel Delete Personnel	Name Last Name
Interlock	Door Name Device Nam	e Passage Mode Personnel Operations Time Zone Quantity	Personnel ID First Name	Last Name Department
Linkage Anti-Passback	<u>192 168 12 145-1</u> 192 168 12		New	×
First-Person Normally Open		Door Name*	Click to select	
Multi-Person Group Multi-Person Opening Do		Passage Mode Time Zone*		
Verification Mode				
Verification Mode Group		Saue and New	OK Cancel	
Parameters		Save and New	OK Cancel	
$\left  \begin{array}{c} \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \$				
📑 Reports 🕀				
Tigs Video Integrated 🕀	<ul> <li>1 - 1 &gt; &gt;) 50 rows per pa</li> </ul>	ge 👻 Total of 1 records	1 < < 0 > >1 50 rows per page	e 👻 Tatal of 0 records

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

### 4.2.11 Multi-Person Group

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

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

ZKTeco	2 0	<b>_1</b>			8	(A) (B)			Authorized Company: 11
Access Device 🕀 🛈	Open Door Group					Browse Personnel			
Access Control	Group Name	Rem lition	4. Click	here		Personnel ID The current query condit	First Name		Last Name
Set Access By Departme	Refresh 🕒 Nev	/ 🏠 Delete				C+ Refresh 🏠 Delet	e Personnel		
	Group Name	Personnel Quantity	Remark C	Operations		Personnel ID	First Name	Last Name	Department Name
Anti-Passback	□ <u>1</u> □ 2	2			Nev	N		×	General General
First-Person Normally Open	□ <u>3</u>	0	Group Nam	ie*					
Multi-Person Opening Door			Remark						
Verification Mode	< compared with the second sec								
Verification Mode Group			Save	and New	C	K (	Cancel		
Parameters					_				
Advanced Functions									
E Reports									
Video Integrated 🕀	< < 1-3 > >	50 rows per p	page 👻 Total of 3	3 records	•	< < 1-2 > ⇒  4	50 rows per page	➡ Total of 2	records

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]  $\rightarrow$  [Multi-Person Opening Door]  $\rightarrow$  [New]:

Access Control	nt query condition	ick here		Q (		
	ombination Name Device Name	Door Number	Door Name	Current Personnel Count	Muti-Person Group	Operations
Interlock	<u>t</u>		New			Edit Delete
Anti-Passback First-Person Normally Open	Door Name* Combination Name*	Click to select				
Multi-Person Group	Number of opening personnel in each group			0	▼ (0)	
Multi-Person Opening Door Verification Mode		Group3	T	0	(0) (0)	
Verification Mode Group Parameters 3		Orecept.	T	0	<ul> <li>(0)</li> <li>(0)</li> </ul>	
Advanced Functions		kommuni			for an and a second	

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

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

Solution 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.

tule name*						Time	Zones*			•		
Time		In	terval 1			li	iterval 2			ir	iterval 3	
Date 🔒	Start Time	End Time	Door Verification	Personnel Verificatio	n Start Time	End Time	Door Verification	Personnel Verification	Start Time	End Time	Door Verification	Personnel Verification
Monday	00 : 00	00 : 00	T	<b>Y</b>	00 : 00	00 : 00	<b>v</b>	<b>T</b>	00 : 00	00 : 00	¥	<b>V</b>
Tuesday	00 : 00	00 : 00	<b>T</b>	¥	00 : 00	00 : 00	<b>T</b>	<b>T</b>	00 : 00	00 : 00	<b>T</b>	<b>v</b>
Wednesday	00 : 00	00 : 00	<b>T</b>	¥	00 : 00	00 : 00	<b>v</b>	<b>T</b>	00 : 00	00 : 00	<b>Y</b>	<b>v</b>
Thursday	00 : 00	00 : 00	<b>T</b>	<b>T</b>	00 : 00	00 : 00	<b>v</b>	<b>T</b>	00 : 00	00 : 00	<b>T</b>	<b>T</b>
Friday	00 : 00	00 : 00	T	<b>T</b>	00 : 00	00 : 00	<b>T</b>	T	00 : 00	00 : 00	7	<b>T</b>
Saturday	00 : 00	00 : 00	T	<b>v</b>	00 : 00	00 : 00	<b>v</b>	<b>T</b>	00 : 00	00 : 00	*	*
Sunday	00 : 00	00 : 00	T	<b>T</b>	00 : 00	00 : 00	<b>v</b>	<b>T</b>	00 : 00	00 : 00	7	<b>T</b>
Holiday Type 1	00 : 00	00 : 00	T	T	00 : 00	00 : 00	*	*	00 : 00	00 : 00	7	*
Holiday Type 2	00 : 00	00 : 00	T	<b>v</b>	00 : 00	00 : 00	<b>v</b>	<b>T</b>	00 : 00	00 : 00	*	*
Holiday Type 3	00 : 00	00 : 00	T	<b>T</b>	00 : 00	00 : 00	<b>v</b>	<b>T</b>	00 : 00	00 : 00	7	<b>T</b>
opy Monday's Setting	g to Others Weekd	ays: 🗌										

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

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

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

## 4.2.14 Parameters

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

ZKTECO	2 I O B: 🗎 🖆 📾 🏟 🍪	Welcome, admin ① ① ② ② Ú Authorized Company: 11
Access Device	Type of Getting Transactions O Periodically	
Access Control	Interval: 1 * hour(s)	
Set Access By Levels	● Set the Time for Obtaining New Transactions	
Set Access By Person	12:00 13:00 14:00 15:00 16:00 17:00 18:00 19:00 20:00 21:00 22:00 23:00 Select All Cancel	
Set Access By Department	Getting transactions and synchronization time will be done at the same time.	
Interlock	Real Time Monitoring	
Linkage	Enable Display Photos Function	
Anti-Passback	G. Enable Audio Alert Function The Real Time Monitoring Page Pop-up Staff Photo Size Max Height 140     px(80 - 500)	
First-Person Normally Open	Refresh the real-time monitoring page after setting Height.	
Multi-Person Group	Alarm Monitoring Recipient's Mailbox	
Multi-Person Opening Door	⊗⊕	
Verification Mode		
Verification Mode Group		
Parameters		
Advanced Functions 🕀		
Reports 🕀		
Video Integrated 🕀 🕀	ОК	

#### 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.

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

Verification. For detail, please see <u>Device Operation</u>.

### 4.3.1 Zone

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

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

	ZKTeco	£ D			<b>a</b>	1 to the second		Welcome, admin  (1) (1) (2) (2) (1) Authorized Company: 11
	Access Control 🕀	The current query co		t Rules Inside	e 🛛 🛞			
	Zone Read: Define Who Is Ins: Global Anti-Pas: Global Interlock Group Global Interlock Person Availability LED Data	2 1 330.oby 300.out 301.ai 301.ai 2 2 3	outside 30th Floor Lobby 30th Floor Court Yard 30th Floor Theatre in out	Zone Code* Name* Remark	and New	New	Cancel	
F	Reports $\oplus$		50 rows per page 👻	Jump To 1 /1 P	age Total of 7 records			

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

#### What rules inside:

Access Device	The	current query co	Na None			
Access Control	⊕ C	Refresh 📑 N	ew 🕋 Delete 🖧 🕻	What Rules Inside		
Advanced Functions	0	Zone Code	Name	Remark	Operations	
Zone	2	1	outside	outside	What Rules Inside	
Ready Define	4	30Lobby	30th Floor Lobby	11	what Rules inside	
	0	<u>30Court</u>	30th Floor Court Ya	Rule Type	Rule Name	
Who Is Ins				Person Availability	Leo-Zone-test-Times   3333	
Global Anti-Pase 3		<u>30Theatre</u>	30th Floor Theatre			
Global Linkage			in out			
Global Interlock Group		2	out			
Global Interlock						
Person Availability						
4. Select						
					Close	
				_		

### 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:

				Welcome, admin   (1) (2) (2) (1) Authorized Company: 11
Access Device	4. Click	k here		
Access Control	atch New 🏦 Delete			
Advanced Functions	Goes From	Goes To	Operations	
Zone 2 92.168.12.155-1-In	in	out	Edit Delete	
Reader Define		New		
Who Is Inside	Reader Name*		¥	
Global Anti-Passback	Goes From*			
Global Linkage 3	Goes To*			
Global Interlock Group				
Global Interlock	Cours and N	lew OK	Cancel	
Person Availability	Save and N	Iew OK	Calicer	
LED Data				
Reports 🕀				
Video Integrated   Video Integrated   Video Integrated   Video Integrated  Video Int	per page 👻 Jump To 1	/1 Page Total of 2 reco	ds	

- 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:

ZKT==== 2 0 _1	🖻 🖌 4. Click here 🔓 🖂 🌐	Welcome, admin ① (;) ⑦ ② () () Authorized Company: 11
Access Device		
Access Control   Access Control  C Refresh  New  Ba	Datch New	×
Advanced Functions	Goes Select Reader* Add Check All Clear All A Please add reader!	
Zone 2 192.168.12.155-2-Out Reader Define	out	
Who Is Inside Global Anti-Passback		
Global Linkage 3 Global Interlock Group		
Global Interlock	Goes From*	
Person Availability LED Data	Goes To*	
Reports 🕀	Save and New OK Cancel	
Video Integrated () IC < 1-2 >>   50 rows (	er page 👻 Jump To 1 /1 Page Total of 2 records	

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

				Sele	ect Rea	der				
	Owned D	evice				Se	erial Number		Q 🛞	
	is: None					Select	ed( <b>1</b> )			
Name	Owned Device	Seria	Number				Name	Owned Device	Serial Number	
192.168.12.155-2-In	192.168.12.155	AK1F1	73460006	-			192.168.12.155-1	-Ou 192.168.12.155	AK1F173460006	
192.168.12.155-3-In	192.168.12.155	AK1F1	73460006	8						
192.168.12.155-3-Ou	192.168.12.155	1.1.1			>>	-				
192.168.12.155-4-In	192.168.12.155	AK1F1	73460006		1.00					
192.168.12.155-4-Ou	192.168.12.155	AK1F1	73460006	2	<<					
192.168.214.74-1-In	192.168.214.74	37631	61600001							
192.168.21 <mark>4.74-1-</mark> Ou	192.168.214.74	37631	51600001							
1-9 > >  50	rows per page		of 9 record	is						
		1	OK			Car	icel			
	ive Name 192.168.12.155-2-In 192.168.12.155-3-In 192.168.12.155-3-Our 192.168.12.155-4-In 192.168.12.155-4-Our 192.168.214.74-1-In 192.168.214.74-1-Our	Name         Owned Device           192.168.12.155-2-In         192.168.12.155           192.168.12.155-3-In         192.168.12.155           192.168.12.155-3-Ou         192.168.12.155           192.168.12.155-3-Ou         192.168.12.155           192.168.12.155-3-Ou         192.168.12.155           192.168.12.155-4-In         192.168.12.155           192.168.12.155-4-Ou         192.168.12.155           192.168.214.74-1-In         192.168.214.74           192.168.214.74-1-Ou         192.168.214.74	Name         Owned Device         Serial           192.168.12.155-2-In         192.168.12.155         AK1F1           192.168.12.155-3-In         192.168.12.155         AK1F1           192.168.12.155-3-In         192.168.12.155         AK1F1           192.168.12.155-3-In         192.168.12.155         AK1F1           192.168.12.155-4-In         192.168.12.155         AK1F1           192.168.12.155-4-In         192.168.12.155         AK1F1           192.168.214.74-1-In         192.168.214.74         376310           192.168.214.74-1-In         192.168.214.74         376310	Owned Device         Owned Device           Intrent query conditions: None           tive           Name         Owned Device         Serial Number           192.168.12.155-2-In         192.168.12.155         AK1F173460006           192.168.12.155-3-In         192.168.12.155         AK1F173460006           192.168.12.155-3-Ou         192.168.12.155         AK1F173460006           192.168.12.155-4-In         192.168.12.155         AK1F173460006           192.168.12.155-4-In         192.168.12.155         AK1F173460006           192.168.214.74-1-In         192.168.214.74         3763161600001           192.168.214.74-1-Our         192.168.214.74         3763161600001           192.168.214.74-1-Our         192.168.214.74         3763161600001           192.168.214.74-1-Our         192.168.214.74         3763161600001           12.19 >>1         50 rows per page ▼         Total of 9 record	Owned Device         Owned Device           Intrent query conditions: None           ive           Name         Owned Device         Serial Number           192.168.12.155-2-In         192.168.12.155         AK1F173460006           192.168.12.155-3-In         192.168.12.155         AK1F173460006           192.168.12.155-3-Ou         192.168.12.155         AK1F173460006           192.168.12.155-4-In         192.168.12.155         AK1F173460006           192.168.12.155-4-In         192.168.12.155         AK1F173460006           192.168.12.155-4-In         192.168.12.155         AK1F173460006           192.168.214.74-1-In         192.168.214.74         3763161600001           192.168.214.74-1-Ou         192.168.214.74         3763161600001	Owned Device         Serial Number           ive	wrrent query conditions: None         Select         Name       Owned Device       Serial Number       Image: Colspan="2">Colspan="2"Colspan="2">Colspan="2"Colspan="2	Owned Device       Serial Number         Invent query conditions: None       Selected(1)         Name       Owned Device       Serial Number         192.168.12.155-2-In       192.168.12.155       AK1F173460006       Image: Selected(1)         192.168.12.155-3-In       192.168.12.155       AK1F173460006       Image: Selected(1)         192.168.12.155-4-In       192.168.12.155       AK1F173460006       Image: Selected(1)         192.168.214.74-1-In       192.168.214.74       3763161600001       Image: Selected(1)         192.168.214.74-1-In       192.168.214.74       3763161600001       Image: Selected(1)         1-9 >>1       50 rows per page       Total of 9 records       Image: Selected(1)	Owned Device       Serial Number         Intrent query conditions: None       Selected(1)         Name       Owned Device       Serial Number         192.168.12.155-2-In       192.168.12.155       AK1F173460006       Image: Name       Owned Device         192.168.12.155-3-In       192.168.12.155       AK1F173460006       Image: Name       Owned Device         192.168.12.155-3-In       192.168.12.155       AK1F173460006       Image: Name       Owned Device         192.168.12.155-4-In       192.168.12.155       AK1F173460006       Image: Name       Image: Name         192.168.12.155-4-In       192.168.12.155       AK1F173460006       Image: Name       Image: Name         192.168.12.155-4-In       192.168.12.155       AK1F173460006       Image: Name       Image: Name         192.168.214.74-1-In       192.168.214.74       3763161600001       Image: Name       Image: Name         192.168.214.74-1-Ou       192.168.214.74       3763161600001       Image: Name       Image: Name         1-9       102 rows per page       Total of 9 records       Image: Name       Image: Name	Owned Device       Serial Number       Q </td

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

### 4.3.3 Who is Inside

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

	ZKTeco		요 🚺 🕘	Îriț ↓			R	ŵ		(1) (1) (2) (2) Authorized Cor	) () npany: 11
R	Access Device	$\oplus$	Personnel ID	F	ïrst Name	Last Nam	e	More	Q 🛞		
ß	Access Control	$\oplus$	The current query conditions: None	💌 Ex	xport						
	Advanced Functions	Θ	⊿ 🗁 All ☐ 30th Floor Lobby(0)		Personnel ID	First Name	Last Name	Department	Card Number	Last Access Time	Last Acce Rea
	Zone		30th Floor Hall(0)								Real
	Reader Define		30th Floor Theatre(0) 30th Floor Court Yard(0)								
	Who Is Inside		in(0)								
	Global Anti-Passback		🗋 out(0)			2					
	Global Linkage										
	Global Interlock Group										
	Global Interlock										
	Person Availability										
	LED Data										
P	Reports	Ð									
G	Video Integrated	Ð		-€  < -	< 0 > >1 50 rows	per page 👻 Jump T	o 1 /0 Pag	ge Total of 0 records			•

#### • Delete Personnel

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

• Export

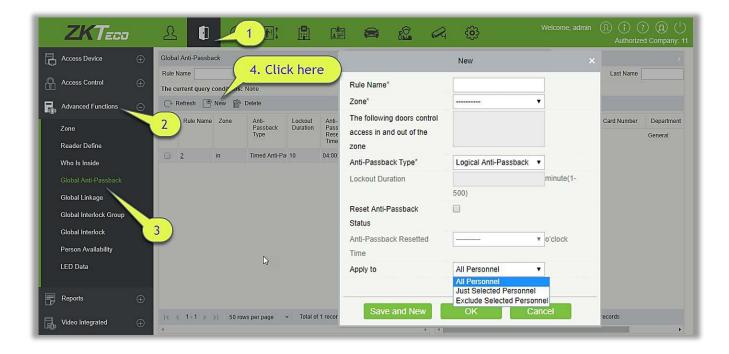
Export selected personnel information in the area; you can export Excel, PDF, CSV format.

	i.	294	Total People 10	94	24	2
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- In
3	Leo	Hou	Financial Department	13271770	2017-12-18 09:34: 57	192.168.218.60-3
4	Велу	Cao	General	13592341	2017-12-18 09:55: 58	192.168.218.60- In
5	Necol	Ye	Marketing Department	13260079	2017-12-18 09:34: 18	192.168.218.60- In
6	Amber	Lin	Financial Department	4628036	2017-12-18 09:25: 29	192.168.218.60- 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-: In
9	Lilian	Mei	Development Department	9505930	2017-12-18 09:27:	192.168.218.60- 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:



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

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

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

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

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

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

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

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

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

## 4.3.5 Global Linkage

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

• Add

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

	ZKTeco	名 🚺 🥢 🖭	New
	Access Devi	there wery conditions: None	Linkage Name*  Linkage Trigger Conditions*  Add Check All Clear All  Input Point*  Add Check All Clear All  Input Point*  Input Point* Input Point*  Input Point*  Input Point*  Input Point* In
F	Advanced Functions	🔿 Refresh 🕑 New 👔 Delete 🗸 Ena	abk En
	Zone Reader Define	2 Linkage Linkage Ingger P Name Conditions P WW Global Interlock @	
L	Who Is Inside Global Anti-Passback		Output Point         Video Linkage         Active Time         E-mail         Linkage Voice Prompts           Door         Add Check All Clear All         Auxiliary Output         Add Check All Clear All
	Global Linkage		
L	Global Interlock Coup Global Interlock		
L	Person Availability	3	
	Reports 🕂		Action type* Close   Action type* Close
5		I< < 1 - 1 > ⇒I 50 rows per page ▼	Save and New OK Cancel

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

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

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

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

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

### 4.3.6 Global Interlock Group

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

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

Access Device	Global Interlock Gr Group Name	cond <sup>2</sup> ons: None	Click here	< Q ⊗	The current query conditions: N	Dwned Device Q 🛞
Advanced Functions		New Delete			C+ Refresh Delete Door	
Zone	2 Group Nam		Group Interlock Remark	Operations	Door Name	Owned Device
Reader Define	1 DHDG	0		New		×
Who Is Inside	□ <u>123</u>	0	Group Name*	1		
Global Anti-Passback						
Global Linkage			Remark			-
			Group Interlock			
Global Interlock				OK	Cancel	_
Person Availability				UN	Calicer	
LED Data	3					
Reports 🕀						

#### Group Name:

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

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

### 4.3.7 Global Interlock

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

#### Multi-Person Opening Door Setting:

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

ZKTeco	L     Image: Control of the second seco
Access Device 🕀	Global Interlock Global Interlock Group Silohal Interl
Access Control 🕀	Name     4. CLICK NEPE     Q     Second se
Advanced Functions	C Refresh Mew Delete C Refresh Delete Group
Zone	2         Name         Remark         Operations         Group Name         Remark           1         1         Edit Add Group         Edit Add Group         Edit Add Group         Edit Add Group
Reader Define	New X
Who Is Inside	
Global Anti-Passback	Name*
Global Linkage	Remark
Global Interlock Group	
Global Interlock	
Person Availability	OK Cancel
LED Data	
Reports 🕀	
Video Integrated 🕂	<       1 - 1 >>        50 rows per page       →       Total of 1 records   50 rows per page       →       Total of 0 records

#### Name:

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

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

#### 

- > 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.

ZKT	200	A 1			÷	Welcome, admin (	O     O
Access Device	$\oplus$	Availability Name	Zone	Q 🛞			
Access Control	Ð	The current query conditions: None	Set Zone Properties				
Advanced Function	ions 🖂	Availability Name	Zone	Zone property name	Use	Detail	Operations
Zone		Leo-Zone-test-Times	outside	Leo-Test-Times	Use number of times		Edit Delete
Reader Define	2	<u>123</u>	30th Floor Court Yard	times	Use number of times		Edit Delete
Who Is Inside		<u>3333</u>	outside	times	Use number of times	100 Time(s)	Edit Delete
Global Anti-Pass	back						
Global Linkage	Dack						
Global Interlock C	Group						
Global Interlock							
Person Availabilit	ty						
LED Data							
Reports	Ð	3					
Video Integrated	Ð	I< < 1 - 3 ⇒ ⇒I 50 rows per p	age 👻 Jump To <u>1</u> /1	Page Total of 3 records			

### • Set Zone Properties

	ZKTECO	£ 0 1			Ś		①     ①     ②     ③     ①     ③     ③     ③     ③     ④     ④     ④     ④     ④     ④     ④     ④     ④     ⑤     ⑥     ⑧
Ģ	Access Device 🕀	Availability Name The current query conditions: None	Zone 4.	Click here			
₽	Access Control		Set Zone Properties				
5.	Advanced Functions	Availability Name	Zone	Zone property name	Use	Detail	Operations
	Zone	2 <u>123</u> Leo-Zone-test-Times	outside 30th Floor Court Yard	Leo-Test-Times times	Use number of times Use number of times		Edit Delete
	Reader Define	3333	outside	times	Use number of times	100 Time(s)	Edit Delete
	Who Is Inside						
	Global Anti-Passback						
	Global Linkage						
	Global Interlock Group						
	Global Interlock						
	Person Availability LED Data						
Ð	Reports	3					
G.	Video Integrated 🕀	I< < 1 - 3 ⇒ ⇒I 50 rows per pag	e 👻 Jump To <u>1</u> /1	Page Total of 3 records			

Name Refresh     Name Lee     VD Valid Date     VD     VD <	current query conditions: None Refresh  Pelete Personnel	The cu	Operations	4 O			· · · · ·	
Name Use Detail Remark Operations   imas Use number o 100 Time(s) Edit Add Personnel   VD Valid Date Valid Until 2018-0   imas Use number o 10 Time(s)   Edit Add Personnel Edit Add Personnel Edit Add Personnel Edit Add Personnel	Refresh 🕋 Delete Personnel	C+ F	Operations			ons: None	unent query cond	
Imes     Use number o 100 Time(s)     Edit Add Personnel       Leo-Test-Times     Use number o 3 Time(s)     Edit Add Personnel       VD     Valid Date     Valid Until 2018-0     Edit Add Personnel       10 Times     Use number o 10 Time(s)     Edit Add Personnel	Personnel ID First Name Department		Operations			v 👘 Delete	Refresh 🕒 New	
Leo-Test-Times     Use number o 3 Time(s)     Edit Add Personnel       VD     Valid Date     Valid Until 2018-0     Edit Add Personnel       10 Times     Use number o 10 Time(s)     Edit Add Personnel				Remark	Detail	Use	Name	
VD     Valid Date     Valid Until 2018-0     Edit Add Personnel       10 Times     Use number o 10 Time(s)     Image: Add Personnel			Edit Add Personnel		100 Time(s)	Use number o	<u>times</u>	
10 Times     Use number o 10 Time(s)     Edit Add Personnel			Edit Add Personnel		3 Time(s)	Use number o	Leo-Test-Times	
10 Times Use number o 10 Time(s)		1	Edit Add Personnel		Valid Until 2018-0	Valid Date	VD	
			Edit Add Personnel		10 Time(s)	Use number o	10 Times	
			Edit Add Personnel		31 day(s)	After the first ι	31 Days FUV	

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

Name*		
Use*	Valid Date	
Date*		
Remark		

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

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

				Zone P	roperties				
Zone	Properties				Brows	se Personnel			
Nam	•	Remark	Q 🛞	(	CI	le have	First Name	More Q 🛞	
The o	urrent query cond	litions: None		<u>}</u>	Clic	k here	ons: None		
C	Refresh 🕒 Nev	v 📸 Delete			Q	Refresh 👘 Delete	e Personnel		
	Name	Use Detail	Remark	Operations		Personnel ID	First Name	Department	
	<u>times</u>	Use number o 100 Time(s)		Edit Add Personnel					
	Leo-Test-Times	Use number o 3 Time(s)		Edit Add Personnel					
	VD	Valid Date Valid Until 2018-0	č.	Edit Add Personnel	1				
	10 Times	Use number o 10 Time(s)	ß	Edit Add Personnel					
	31 Days FUV	After the first ( 31 day(s)		Edit Add Personnel					
1<	< 1-5 > >	50 rows per page 👻 Tota	of 5 records		1<	< 0 > >1 50	rows per page 👻	Total of 0 records	
.4				•	4				E.

ersu	nnel ID		Flist	Name		Last Na	ame	۱ <u></u>		0	ard Number			More▼	$Q \otimes$
he c terna	urrent query	conditions:	None						Selecte	d(0)					
	Personnel	First ▲ Narws	Last Name	Card Number	Gender	Department Name				Personnel ID	First Name	Last Name	Card Number	Gender	Department Name
	117055	0		0		General	*								
	<mark>1170550</mark>	0		0		General		>>							
	10522	10522		0		General		>							
	87654321	Jasmine	wang			General		<							
	1234567	max	lastName	123456789	Female	General		<<							
	3043	妞癸拷锟斤				General									
	3038	姐癸拷锟界				General	÷								
2 -	< 1 - 50 >	>I 50 r	ows per pag	je <del>v</del> T	otal of 100	05 records									

#### • New

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

Access Device	y Name Zone	• Q	$\otimes$			
Accore Control	ent query conditions: None esh 👚 New 🏠 Delete 🎡 Set Zone Pri	operties				
Advanced Functions	vailability Name 4. Click he	Zone pro	perty name	Use	Detail	Operations
Zone Zone	o-zone-test-times	Leo-Test-T	īmes	Use number of times	3 Time(s)	Edit Delete
Reader Define			New		×	Edit Delete
Who Is Inside			1			Lui Delete
Global Anti-Passback	Availability N	ame*				
Global Linkage	Zone*			•		
Global Interlock Group	Zone Proper	ties		•		
Global Interlock						
Person Availability						
LED Data		Save and New	ОК	Cancel		
Reports 3						
Reports 3						

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

			\$ \$	Welcome, admin	(1)     (2)     (2)     (1)     (2)     (
🔒 🗚 🕹 4. Click here		New	×		
Access Central	Name*	1			
Advanced Functions	New      Delete     Data Type*     Data Ty     Text*	Text		Device Block	Operations
Zone 2	Device Block*			Device Diock	Operations
Reader Define					
Who Is Inside					
Global Anti-Passback					
Global Linkage					
Global Interlock Group					
Global Interlock					
Person Availability					
LUUU					
Reports 3					
Video Integrated	Save and N	lew OK C	ancel		

#### 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.

## 4.4 Access Reports

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

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

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

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

**Solution** 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:

Access Device 🕀	Time From 2017-12-	-28 00:00:00	To 2018-03-28 23	:59:59 Personnel ID		Device Name	-	Mo	re* Q 🛞	
Access Control	The current query con			0) To:(2018-03-28 23:59:59)						
Advanced Functions 🕀	Time	Device Name	Event Point	Event Description	Media File	Personnel ID	First Name	East Name	Card Number	Area Nam
Reports	2018-03-15 14:32:18	inPulse+_ZKHK	inPulse+_ZKHK-1	Unregistered Personnel		1	aime	wong		Face
All Transactions 2	2018-03-15 14:27:59	inPulse+_ZKHK	inPulse+_ZKHK-1	Unregistered Personnel		1	aime	wong		Face
Events Fron Today	2018-03-21 17:32:18	192.168.12.153	192.168.12.153-1	Anti-Passback		1	11	11	8014184	Face
	2018-03-21 17:32:56	192.168.12.153	192.168.12.153-1	Anti-Passback		1	11	11	8014184	Face
Last Known Posil	2018-03-21 17:29:44	192.168.12.153	192.168.12.153-2	Anti-Passback		1	11	11	8014184	Face
All Exception Events 3	2018-03-21 17:30:16	192.168.12.153	192.168.12.153-1	Normal Verify Open		1	11	11	8014184	Face
Access Rights By Door	2018-03-21 17:31:53	192.168.12.153	192.168.12.193-1	Anti-Passback		1	11	11	8014184	Face
Access Rights By Personnel	2018-03-03 19:50:45	192.168.12.155		Disconnected						Face
	2018-03-03 19:48:53	192.168.12.155		Connected to the server						Face
	2018-03-03 19:44:55	192.168.12.155		Can not connect to server						Face
	2018-03-03 19:54:45	192.168.12.155		Connected to the server						Face
	2018-03-03 19:56:15	192.168.12.155		Disconnected						Face
	2010 02 02 10-55-20	400 400 40 465		Con not connect to conver				E A D		Face

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.

Time: 2017-09-15 0	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	Last Name	4628036	Financial Department	192.168.218.60-2- In	Only Card	Area Name	Remark
017-12-15 18:28: 59	192.168.218.60	192.168.218.60-1	Background Verify Success	6	Amber	Lin	4628036	Financial Department	192.168.218.60-1- In	Only Card	Area Name	
017-12-15 18:28: 45	192.168.218.60	192.168.218.60-2	Background Verify Success	5	Necol	Ye	13260079	Marketing Department	192.168.218.60-2- In	Only Card	Area Name	
017-12-15 18:28: 41	192.168.218.60	192.168.218.60-1	Background Verify Success	5	Necol	Ye	13260079	Marketing Department	192.168.218.60-1- In	Only Card	Area Name	
017-12-15 18:28: 38	192.168.218.60	192.168.218.60-2	Background Verify Success	1	Jerry	Wang	4461253	General	192.168.218.60-2- In	Only Card	Area Name	
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	
23 23 2017-12-15	192.168.218.6D	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:	192.168.218.60	192.168.218.60-1	Background Verify Success	2940	Sherry	Yang	1411237	Hotel	192.168.218.60-1- In	Only Card	Area Name	
017-12-15 18:28: 17	192.168.218.60	192.168.218.60-2	Background Verify Success	9	Lilian	Mei	9505930	Development Department	192.168.218.60-2- In	Only Card	Area Name	
017-12-15 18:28: 13	192.168.218.60	192.168.218.60-1	Background Verify Success	9	Lilian	Mei	9505930	Development Department	192.168.218.60-1- In	Only Card	Area Name	
017-12-15 18:28: 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	
017-12-15 18:28: 01	192.168.218.60	192.168.218.60-1	Background Verify Success	3	Leo	Hou	13271770	Financial Department	192.168.218.60-1- In	Only Card	Area Name	
017-12-15 18:25:	192.168.218.60	192.168.218.60-1	Remote Opening						Other	Other	Area Name	
017-12-15 18:25: 04	192.168.218.60	192.168.218.60-1	Remote Opening						Other	Other	Area Name	
017-12-15 18:23: 52	192.168.218.60	192.168.218.60-2	Background Verify Success	1	Jerry	Wang	4461253	General	192.168.218.60-2- In	Only Card	Area Name	
017-12-15 18:23: 40	192.168.218.60	192.168.218.60-1	Remote Opening						Other	Other	Area Name	
26 26 2017-12-15	192.168.218.60	192.168.218.60-1	Remote Opening						Other	Other	Area Name	
017-12-15 18:23:	192,168,218,60	192.168.218.60-2	Background Verify	1	Jerry	Wang	4461253	General	192.168.218.60-2-	Only Card	Area Name	

## 4.4.2 Events from Today

Check out the system record today.

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

Personnel ID		Device Name		More	∎ <b>▼ Q ⊗</b>						
The current query co	nditions: None										
C+ Refresh	lear 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. <mark>134-1</mark>	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 Fingerprir
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. <mark>1</mark> 34-1	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. <mark>1</mark> 34-1	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.

Time	Card Number	Personnel ID	First Name	Last Name	Department Name	Device Name	Event Point	Event Description	Reader Name	Verification Mode	Area Name	Remark
017-12-15 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	
017-12-15 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	
017-12-15 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	
017-12-15 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	
017-12-15 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	
017-12-15 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:	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	Ноц	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	
017-12-15 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	
017-12-15 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	
017-12-15 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	

## 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.

Access Device	Time From 2	017-12-28 00:00:0	10 To 20	18-03-28 23:59:59	Personnel ID		Device Nam	ne 🗌	More 🔍 🛞	
	The current qu	ery conditions: T	ime From:(2017-12	2-28 00:00:00) To:(2	018-03-28 23:59:59)					
Access Control	Refresh	👘 Clear All Data	a 🗹 Export							
Advanced Functions	Personnel ID	First Name	Last Name	Card Number	Time	Department Name	Device Name	Event Point	Event Description	
Reports (-	1223			9971599	2018-03-21 19:12:48	General	192.168.12.153	192.168.12.153-1	Normal Verify Open	
	338				2018-03-15 14:35:20		inPulse+_ZKHK	inPulse+_ZKHK-1	Multi-Personnel Verify Failed	ŝ
All Transactions 2	1	aime	wong		2018-03-15 14:32:18	Hotel	inPulse+_ZKHK	inPulse+_ZKHK-1	Unregistered Personnel	
Events From Today	2				2018-03-08 10:54:13		192.168.12.153	192.168.12.153-1	Multi-Personnel Open	
Last Known Position	5				2018-03-08 10:54:00		192.168.12.153	192.168.12.153-1	Access Denied	
All Exception Vents	<u>12</u>			79828	2018-03-05 23:27:26		192.168.7.144	192.168.7.144-4	Normal Verify Open	
	<u>147</u>	camo-test		4055535	2018-02-09 16:56:02	Camo-test	192.168.12.209	192.168.12.209-1	Superuser Open Doors	
Access Rights By	210	camo-test2		10399396	2018-02-09 14:24:09	Camo-test	192.168.12.209	192.168.12.209-1	Normal Verify Open	
Access Rights By Persc	3)4	4			2018-01-24 14:30:38	т	192.168.12.145	192.168.12.145-1	Normal Verify Open	
	7777	Test	three		2018-01-23 20:13:37	General	Bangladesh	Bangladesh-1	Normal Verify Open	ŝ
	<u>6666</u>	Test	two	3330968948	2018-01-23 11:28:42	General	Bangladesh	Bangladesh-1	Normal Verify Open	
	<u>5555</u>	Test	one	462430029	2018-01-23 11:28:38	General	Bangladesh	Bangladesh-1	Normal Verify Open	

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

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

ne: 2017-09-15 0	0:00:00-2017-12	-15 23 - 59 - 59				ZK I Last Know	ECO In Position						
ersonnel 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		8
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:	General	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2- In	Only Card	Area Name		2
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		с. С
80000009	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		
80000008	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		
80000006	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		<u></u>

## 4.4.4 All Exception Events

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

Access Device	Time From 2	017-12-28 00:00:0	0 To 20	18-03-28 23:59:59	Personnel ID		Device Nam	ne	More 🔍 😣	
	The current qu	ery conditions: T	ime From:(2017-12	2-28 00:00:00) To:(2	018-03-28 23:59:59)					
Access Control	Refresh	Clear All Data	a 🗹 Export							
Advanced Functions	Personnel ID	First Name	Last Name	Card Number	Time	Department Name	Device Name	Event Point	Event Description	
Reports (-	1223			9971599	2018-03-21 19:12:48	General	192.168.12.153	192.168.12.153-1	Normal Verify Open	1
	338				2018-03-15 14:35:20		inPulse+_ZKHK	inPulse+_ZKHK-1	Multi-Personnel Verify Failed	
All Transactions 2	1	aime	wong		2018-03-15 14:32:18	Hotel	inPulse+_ZKHK	inPulse+_ZKHK-1	Unregistered Personnel	
Events From Today	2				2018-03-08 10:54:13		192.168.12.153	192.168.12.153-1	Multi-Personnel Open	
Last Known Position	5				2018-03-08 10:54:00		192.168.12.153	192.168.12.153-1	Access Denied	
All Exception Events	12			79828	2018-03-05 23:27:26		192.168.7.144	192.168.7.144-4	Normal Verify Open	
N	<u>147</u>	camo-test		4055535	2018-02-09 16:56:02	Camo-test	192.168.12.209	192.168.12.209-1	Superuser Open Doors	
Access Rig ts By Door	210	camo-test2		10399396	2018-02-09 14:24:09	Camo-test	192.168.12.209	192.168.12.209-1	Normal Verify Open	
Access Rights B	4	4			2018-01-24 14:30:38	п	192.168.12.145	192.168.12.145-1	Normal Verify Open	
3	1111	Test	three		2018-01-23 20:13:37	General	Bangladesh	Bangladesh-1	Normal Verify Open	
	6666	Test	two	3330968948	2018-01-23 11:28:42	General	Bangladesh	Bangladesh-1	Normal Verify Open	
	<u>5555</u>	Test	one	462430029	2018-01-23 11:28:38	General	Bangladesh	Bangladesh-1	Normal Verify Open	
			[	one						

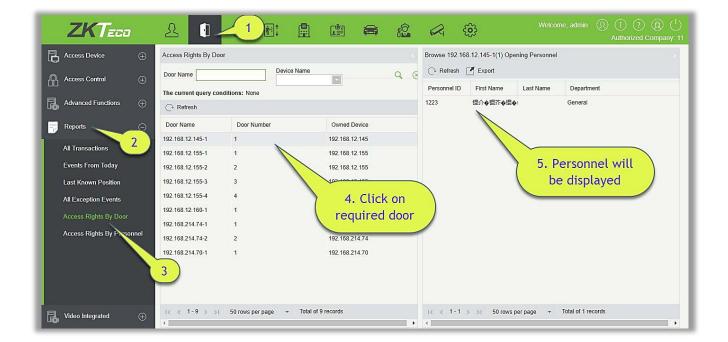
Clear All Data: Click [Clear All Data] to pop up prompt, and then click [OK] to clear all exception events.

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

						All Exception Events						
ime: 2017-09-15	00:00:00-2017-12	15 23 : 59 : 59				All Exception Events						
Time	Event Description	Event Point	Device Name	Card Number	Personnel ID	First Name	Last Name	Area Name	Department Name	Reader Name	Verification 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	192.168.218.6D					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: D6	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		192.168.218.6D					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	80000005	Bill	Fang	Area Name	Visitor	192.168.218.60-1- In	Only Card	
2017-12-15 11:05: eated on: 2017-12-15 18:3	Anti-Passback 7:19	192.168.218.60-1	192.168.218.60	13260079	80000004	Tom	Lee	Area Name	Visitor	192.168.218.60-1-	Only Card	

## 4.4.5 Access Rights By Door

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



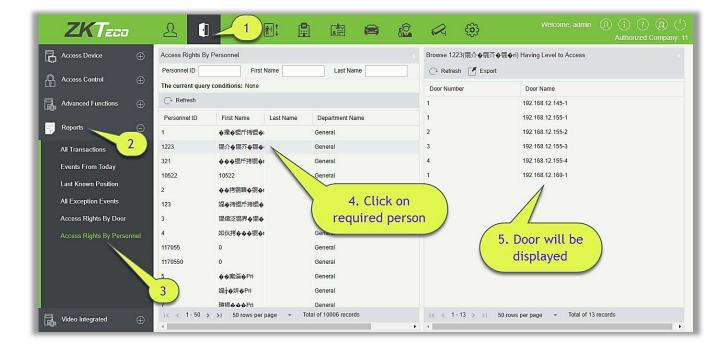
You can export all the personnel having access levels to the door data in Excel, PDF, CSV format.

	ZKT	ECO							
	192.168.218.60-1(1)	Opening Personnel							
Personnel ID First Name Last Name Depart									
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.

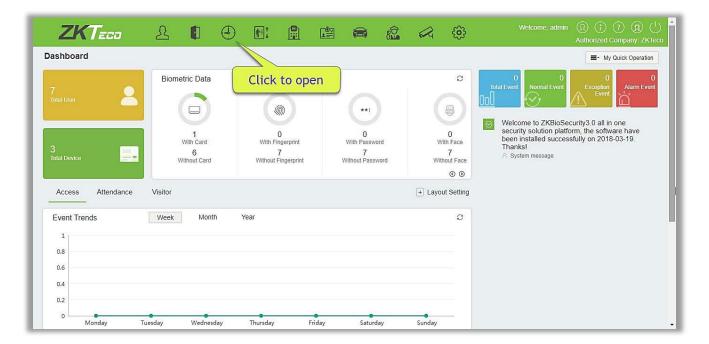
	ZKTECO
6(Amber) H	Having Level to Acce
Door Number	Door Name
1	192.168.218.60-1
2	192.168.218.60-2
3	192.168.218.60-3
4	192.168.218.60-4

# 4.5 Video Integration

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

# 5. Attendance Management

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



## 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.

ZKT≕	2	名 🛛 (	Ð 🖪 🗎			@	Welcome, admin 🕕 🚹 🕐 🕼 🖞
Device		Area Number	Area Name		Q (8)		
		The current query condition					
Device		C Refresh 🕒 New	Delete				
Personnel Area Setti	ing.	Area Number	Area Name	Parent Area Number	Parent Area Name	Remark	Operations
Attendance Point		1	Area Name			Default	Edil
Advertisement							
Advertisement Settin	gs						
Basic Information							
) Shift							
Schedula							
Exception							
S Flow Management							
		10 0 1-1 2 21 5		To 1 /1 Page Tota	of 1 records		

### 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.

Device	Θ	Area Number		Area Name		Q 🛞			
		The current query condition							
Device		C Retresh 🕑 New							
Personnel Area Setting		Area Number	Area I Area N	Name	Parent Area Number	Parent Area Nam	e ×	Remark	Operations
Attendance Point Advertisement					e area failed to show the authorize the user to edit		•		_
Advertisement Settings				Area Name* Parent Area*	Area Name				
Basic Information	۲			Remark					
	۲								
Schedula	Ð			Save and N	ew OK	Cancel			
Exception	Ð								
्रे Flow Management	Ð								

(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.

ZKTeco	200		\$	(i)	Welcome, admin (R) (1) (P) (Q) (U) Authorized Company. ZikTeco
Device (-) Area	Area Number The current query conditions: None Retresh 🔮 New 🍈 Delete	Area Name Q, 🛞			
Device Personnel Area Setting	Area Number Area 1	Edit Area		Remark	Operations
Attendance Point	1 Area N	If the new area in the area failed to show the list, please contact the administrator to re-authorize the user to edit the area!	ne -	Default	Edit
Advertisement		Area Number 1 Area Name Area Name			
Advertisement Settings		Remark Default			
Basic Information 🕘					
🛃 Shift 🕀		OK Cancel			
Schedula 🕀		OK Cancel	_		
Exception $\oplus$					
공 Flow Management 🕀					
📊 Calculate Report 💮	(< < 1 - 1 > ⇒) 50 rows per pa	gs - Jump To 1 /1 Page Total of 1 records			

#### • Delete

- (1) Click [Device] > [Area], select the delete you want to delete, click [Delete].
- (2) Click [OK] to confirm deletion, click [Cancel] to cancel deletion.



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

### 5.1.2 Device

#### New

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

	New
Device Name*	
Device Serial	
Number*	
IP Address*	
Communication	4370
port*	
Attendance Area	FaceOn
Time Zone	Etc/GMT+8
Enrollment Device	
Data Update Flag	✓ Attendance Records   Operation Logs   Attendance Photo   Function
	Fingerprint 🗹 Enroll Personnel
	📄 Fingerprint Picture 🖉 Edit Personnel 📄 Modify Fingerprint 🕑 Facial
	Enrollment 🗹 Personnel Photo
Data Sending Flag	Send Fingerprint Data Send Face Data Send Photo
Refresh	1
Duration(Mins)	
Timed Sending	00:00;14:05
Time	
Timed Up <mark>l</mark> oading Data	Stand -

(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.

**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.

Device Name	Device Serial Number
The current query conditions	: None 1 2 3 4 5
	🔿 Refresh 🔮 New 🕋 Delete 🗸 Enable 🖉 Disabled 🔅 Synchronize software data to the device 📃 More 👻
🗋 Area Name	Device Name Device Serial Number Communic IP Address Type P Address Type B Address Type B Address B Attendance Data Checking S G Get the specified personnel data again Face B Attendance Data Checking Attendance Data Checking Communication of the specified personnel data again Face B Attendance Data Checking Attendance Data Attendance D
	Test       65746549878665, HTTP       192.168.255.255       Area Name ●       Clear Device commands       ●         ●       ●       Public Message       ●       ●       Clear the attendance photos       ●         ●

#### 1. Refresh

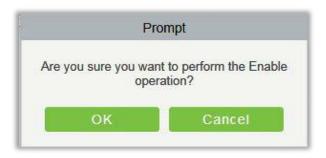
Click Refresh to get latest Device List Status Information.

#### 2. Delete

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

#### 3. Enable

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



#### 4. Disable

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

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

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

#### 6. Attendance Data Checking

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

Altendarie	e Data Checking
Start Time*	
End Time*	
	Cancel

#### 7. Get the Specified personnel data

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

Enter person number*
Multiple personnel numbers, separated by commas

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

#### 8. Upload Data again

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

Whether to upload attendance records Whether to upload Personnel information	
Whether to upload attendance photos	

#### 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.

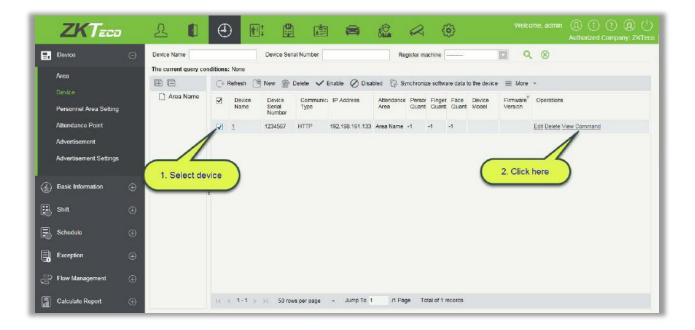
#### • Edit

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

Device	$\Theta$	Device Name			Device Ser	ial Number		Re	gister ma	achine			<b>Q</b>	. 🛞
Area	5	The current query co	nditions:	None										
Device			C+ F	Refresh	9 New 🏦	Delete 🗸 i	Enable 🖉 Disal	bled 🖗 Si	ynchronia	ze softwa	ire data t	o the device	$\equiv$ More	*
Device Personnel Area Setting		🗋 Area Name		Device Name	Device Serial Number	Communic: Type	IP Address	Attendance Area		Finger Quant	Face Quant	Device Model	Firmware <sup>®</sup> Version	Operations
Attendance Point			V	1	1234567	HTTP	192.168.161.133	Area Name	-1	-1	-1			Edit Delete View Command
Advertisement		1	1										1	
Advertisement Settings		1. Select de	viec							(	2	Click Ed	3	
Basic Information	Ð	1. Select de	-								_			
Basic Information	⊕ ⊕	1. Select de	=											
		T. Select de	e e								_			
5 Shift	۲	1. Select de	-											

#### View Command

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



Basic Management	G	Time From	To Seriel Number AYHF173660001	To Results	Maret	Q®
Authority Management	① The cur	rent query conditions	: Serial Number (AYHF173650001)			
	( R	fresh 👚 Clear Corr	mands 📑 Expert			
Communication	Θ	Serial Number	Content	Immediately Cmd	Submit Time	Return Ti
Device Commands	113074	AYHE173660001	VERIFY SUM\strtLOG StartTime=2018-03-28 10:09:00 EndTime=2018-03-29 10:09:00	0	2018-03-29 12:40:35	
	113054	AYHF173660001	ಟೆ DATA UPDATE USERINFO PIN=1234567 Name=max&lastName Passwd=123456 Card=123456789 Pri=0	•	2018-03-28 17:09:50	
	113031	AYHF173660001	DATA UPDATE USERINFO PIN=1234567 Name=max&lastName Passwd=123456 Card=123456789 Pri=0	•	2018-03-27 11:12:03	
	113023	AYHF173660001	DATA UPDATE USERINFO PIN=87554321 Name=Jasmine&wang Passwd=12345 Card= Pri=0	•	2018-03-27 09:46:00	
	113017	AYHF173660001	DATA DELETE USERINFO PIN=87654321	•	2018-03-27 09:46:00	
	113009	AYHF173660001	DATA UPDATE USERINFO PIN=87654321 Name=Jasmine&wang Passwd=11111 Card= Pri=0	•	2018-03-27 09:45:18	
	110162	AYHF173660001	DATA UPDATE USERINFO PIN=3274 Name=編戒即現證◆關◆ri Passwd= Card= Pri=0	•	2018-03-26 11:40:05	
	110155	AYHF173660001	DATA UPDATE USERINFO PIN=3273 Name=编令4提行持提4/1 Passwd= Card= Pri=0	•	2018-03-26 11:40:05	
	110150	AYHE173660001	DATA UPDATE USERINFO PIN=3272 Name=禮登接提戶搭提會/if Passwd= Card= Pri=0	•	2018-03-26 11:40:05	
	110144	AYHF173660001	DATA UPDATE USERINFO PIN=3270 Name=振音今振商B锡令ri Passwd= Card= Pri=0	•	2018-03-26 11:40:05	
	110138	AYHF173660001	DATA UPDATE USERINFO PIN=3271 Name=演奏持續界查缀ori Passwd= Card= Pri=0	•	2018-03-26 11:40:05	

## 5.1.3 Personnel Area Setting

Specifies area for Personnel.

Device	Θ	Personnel ID	First Nar	THE		La	st Name	Q (8)			
Area		The current query conditions: None	_	1		2	3	4	CONTRACTOR OF THE	5	
Device			C	Refresh	Area Per	sonnel Setting	Delete Personnel	Private Message	Resyncl	ronize	to device
		🗋 Area Name		Personnel	First Name	Last Name	Department Name	Attendance Area	Biolog	gical Té	mplate Quantity
				1230	kaifu	1	ZKTeco	Area Name	Ø 0	0	§ 0
Attendance Point				1231	test		ZKTeco	Area Name	@ 0		₩- €0
Advertisement				1315	zk		ZKTeco	Area Name			§ 0
Advertisement Settings				1316	ssfs	ffsg	ZKTeco	Area Name	80		- 0
				2345	NICK	Tong	ZKTeco	Area Name	@ o		i 0
Basic Information	$\oplus$			2346			ZKTeco	Area Name	0 ®	0	ê 0
, Shrit	~			2348	Marion		ZKTeco	Area Name	۵ 🕲	۰	ê o
) Shint	Ð			2349			Financial Department	Area Name	0 🕲		â 0
, Schedule	Ð			2350			ZKTeco	Area Name	0 @	0	û 0
				1032	Diego	Fajardo Hen	ZKTeco	Area Name	0 🕲	٥	ê 0
Exception	Ð			23456			ZKTeco	Area Name	0 🛞	0	â 0
Flow Management	æ			1	NICK	Tong	ZKTeco	Area Name	0 )	0	# D

#### 1. Refresh

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

#### 2. Area Personnel Setting

Device	Θ	Personnel ID	Firs	Name			La	st Name	Q (8)			
Area	1	The current query conditio	ms; None									
				Refre	ish 🕒	Area Per	sonnel Setting	Delete Personnel	🕒 Private Message 🛛	Resyncl	hronize	to device
Device Personnel Area Sett	ing	Area Name		Pe ID	ersonnel )	First Name	Last Name	Department Name	Attendance Area	Biolo	gical Te	mplate Quantity
Attendance Coint						kaifu	li	ZKTeco	Area Name	0	0	<u>∦</u> 0
			2. Click or	area		test		ZKTeco	Area Name	0 🕲		ê o
Advertisement			-	131	15	zk		ZKTeco	Area Name	0		ê 0
Advertisement Settin	192			131	16	ssfs	fffsg	ZKTeco	Area Name	0		<b>∦</b> 0
				234	45	Nick	Tong	ZKTeco	Area Name	0 )		<u>∦</u> o
Basic Information	1. CI	ick here		234	16			ZKTeco	Area Name	0		ê 0
				234	48	Marion		ZKTeco	Area Name	0		â o
5 Shift	Ð			234	49			Financial Department	Area Name	0		ê 0
) Schedule	$\oplus$			235	50			ZKTeco	Area Name	0		<u>}</u> 0
	U.			103	32	Diego	Fajardo Hen	ZKTeco	Area Name	80		<b>∦</b> 0
Exception	$\oplus$			234	156			ZKTeco	Area Name	0		 0
- Flow Management	$\oplus$			1		NICK	Tong	ZKTeco	Area Name	@ o	<b>e</b> 0	∯ 0

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].

The c	urrent query con	ditions: None														
Iterna	tive							Select	ed(0)							
	Department Name	Personnel ID	First A Name	Last Name	Gende	Card Number			Department Name	Personnel ID	First Name	Last Name	Gende	Card Numbe		
	General	1170550	0		-	0	*									
	General	117055	0		-	0	>									
	General	10522	10522		-	0	>									
	General	87654321	Jasmine	wang			<									
	General	1234567	max	lastName	Female	123456789	<-									
	General	3043	妞癸拷锟斤							ß						
	General	3038	妞癸拷锟界				•									
1<	< 1 - 10 > >	10 rows p	er page 👒	- Total o	f 10006 r	ecords										

#### 3. Delete Personnel

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

#### 4. Private Message

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

#### 5. Resynchronize to device

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



### 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.

New     Attendance Point Name*     Entry     Device Module*     Access Control     Area Name*     Main     Door List*     OK   Cancel	
Device Module* Access Control  Area Name* Main Door List* Please select the correspo	
Door List* Please select the correspo	
OK Cancel	
	- 11

## 5.1.5 Advertisement

	ZKTeeo		2	() ()		<b>a</b> (2		(i)		
	Device	Θ	Name	<u> </u>	)					
	Area		The current query cond							
	Device		Name	File Type	File Type	Size	Suffix	Resource Address	Operations	
	Personnel Area Setting		EZ EZ	Picture	Local Resources	36KB	png	/att/picture/153000412	1486.p Edit Delete	
	Attendance Point									
	Advertisement Settings									
Ð	Basic Information	$\oplus$								
6	Shift	$\oplus$								
3	Schedule	$\oplus$								
1	Exception	$\oplus$								
	Flow Management	$\oplus$								
1	Calculate Report	Ð	(c < 1-1 > >)	50 rows per page 👻	Jump To 1 /1 P	age Total of 1 re	cords			

#### Refresh

Click [Refresh] to load new advertisement.

#### New

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

	New	×
File Type*	Picture	~
Media Resource Type*	Local Resources	~
Name*		
File Upload*	Not Uploaded Browse	2
Save and New	ОКС	ancel

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.

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

ZKTeco	2	5	٩	<b>*</b> ¶~! ↓					<b>6</b> 3	þ			
Device $igodot$	Devi	се								Adver	tisement		
Area	Dev	ice Name		(	२ 🛞					Name	2	Q	۲
	The	current query co	nditions: No	ne						The c	urrent query con	ditions: None	
Device	C	Refresh								C+ I	Refresh 🕋 De	lete	
Personnel Area Setting		Device Name	Devi	ce Serial Num	ber O	perations					Name	File Type	
Attendance Point		173708170037	17370	8170037	Ad	d Advertisemen	ţ				AD1	Picture	
Advertisement											AD2	Picture	
											AD3	Picture	
											AD4	Video	
											AD5	Video	
											AD6	Video	
										1			

• Add Advertisement

			Add Ad	vertise	ment			
Name		<b>Q (8)</b>						
The c	urrent query conditions: N	lone						
Alterna	tive				Selecte	d(0)		
	Name	File Type				Name	File Type	
	AD1	Picture						
	AD2	Picture						
	AD3	Picture		>>				
	AD4	Video		<				
	AD5	Video		<<				
	AD6	Video						
IK -	1 - 6 > >  50 rows	sperpage 👻 To	al of 6 records					
			ОК		Cano	el		

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.

Devic	e		Advertisement					
Devic	ce Name	Q (	Name	e	Q 🛞			
The c	urrent query condit	ions: None	The c	urrent query con	ditions: None			
C	Refresh				Ċ	Refresh 🕋 De	ete	
	Device Name	Device Serial Number	Operations			Name	File Type	
	173708170037	173708170037	Add Advertisem	ent	$\checkmark$	AD1	Picture	
					✓	AD2	Picture	
					✓	AD3	Picture	
				Prompt		AD4	Video	
				Are you sure you want to perform the delet	e	AD5	Video	
				operation?		AD6	Video	
				OK Cancel				

## 5.2 Basic Information

## 5.2.1 Rule

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

ZKTeco	요 <b>I</b> ④ _ 1		- 📿 😳	Welcome, admin (R) (i) (P) (R) (l) Authorized Company: ZKTeco
Device 🕀	Basic Rule Setting Calculation Se	etting Other Setting		
Basic Information	Check-in Rule	The Earliest Rule	The minimum time period should be greater than(minimum 10 minutes)	120
Rule	Check-out Rule	The Latest Rule	The maximum time period should be less than(maximum 1,440 minutes)	600
Holiday 2	Late and Early Leave Counted as Absent	No	Attendance calculation result when the shift cross-day	First Day
Leave Type	Search Shift Record	Department->Group	Overtime Statistics	Yes
Timed Calculation 3	Intelligent Matching Shift Rule	Least Abnormal		
Automatic Report				
🛃 Shift 🕀				
Schedule 🕀				
Exception +				
ç 🗧 Flow Management ⊕				
Calculate Report 🕀	ок			

### (1) Basic Rule Setting

Basic Rule Setting Calculat	ion Setting Other Setting		
Check-in Rule	The Earliest Rule	The minimum time period should be greater than(minimum 10 minutes)	120
Check-out Rule	The Latest Rule	The maximum time period should be less than(maximum 1,440 minutes)	600
Late and Early Leave Counted as Absent	No	Attendance calculation result when the shift cross-day	First Day
Search Shift Record	Department->Group	Overtime Statistics	Yes
Intelligent Matching Shift Rule	Least Abnormal		

#### Check-in Rule:

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

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

#### Check-out Rule:

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

<u>Closest Principle</u>: 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

Basic Rule Setting	Calculation Setting Other Setting
Hour Conversion Rule Formula: Hours = Minutes / 60	<ul> <li>Take the result calculated by the formula as the standard;</li> <li>The remainder is greater than or equal to 55</li> <li>Calculated as an hour, otherwise calculate as half an hour or ignored;</li> <li>The remainder is greater than or equal to 25</li> <li>Calculated as half an hour, otherwise ignored;</li> </ul>
Days Conversion Rule Formula : Days = Minutes / Number of minutes to work per day	<ul> <li>Take the result calculated by the formula as the standard;</li> <li>Quotient is greater than or equal to the work minutes 80 %, calculated as one day, otherwise calculat as half-day or ignore Quotient is greater than or equal to the work minutes 20 %, calculated as half-day, otherwise ignored;</li> </ul>
Absent days conversion rule Exact digits of the decimal point	Days Conversion Rule

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

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

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

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

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

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

### 5.2.2 Holiday

#### Adding

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

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

(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

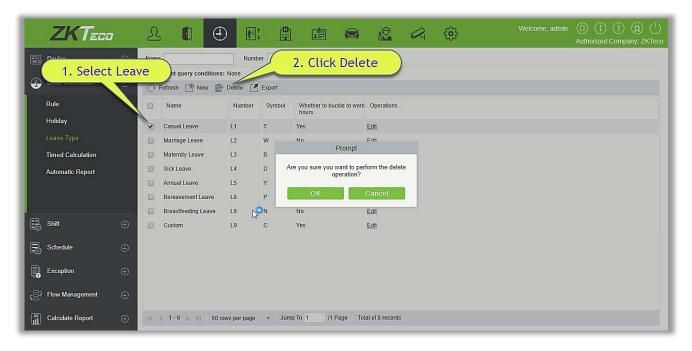
(1) In the function menu, click [Basic Information]→[Leave Type]→[New], the following page is displayed:

ZKTeen	ځ	200					R	¢	Welcome, admin	(i)     (i)     (i)     (k)     (l)     Authorized Company: ZKTeck
	ick her	e query condition	Torre	2. Clio	ck on New	)®				
Basic Information		Refresh 🕒 New 🔐	Delete	Export						
Rule		Name	Number	Symbol	Whether to buckle to work	o Operations				
Holiday		Casual Leave	L1	т	Yes	Edit				
Leave Type		Marriage Leave	L2	w	No	<u>Edit</u>				
Timed Calculation	E	Maternity Leave	L3	в	No	Edit				
Automatic Report		Sick Leave	L4	D	Yes	Edit				
		Annual Leave	L5	Y	No	Edit				
			L6	Р	No	<u>Edit</u>				
<b>•</b>		-	L8	N	No	Edit				
🔜 Shift	÷ c	Custom	L9	С	Yes	Edit				
Schedule	Ð									
Exception	÷									
ç ि Flow Management	Ð									
Calculate Report	÷.	< 1-8 ⇒ ⇒i 50 m	ows per page	<b>→ Jum</b>	np To 1 /1 Page To	tal of 8 records				

- (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.

ZKTeco	2	2 0 0			¥ 🚔	8		રંભુ	Welcome, admin	(1)     (1)     (2)     (
1. Select		nt query condition			<u> </u>	۲				
Rule		Refresh 🕒 New 🎬 Name	Number	Symbol	Whether to buckle to wor hours	C Operations	<	2. Click Edit		
Holiday Leave Type		Casual Leave Marriage Leave	L1 L2	T W	Yes No	Edit Edit				
Timed Calculation Automatic Report		Sick Leave	L3 Number* Name* Symbol*	B	No Edit Casual Leave T	Edit				
Shift	<b>e</b>		Whether to b hours*	uckle to work	Yes	•				
Schedule	÷			ОК	Cancel					
Exception	÷									
Flow Management	Ð									
Calculate Report	⊕ ×	< 1-8 > >  50	ows per page	<b>≁</b> Jum	p To 1 /1 Page To	tal of 8 records				

### 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]  $\rightarrow$  [Timed Calculation]  $\rightarrow$  [New], the following page is displayed:

ZKTER	요 <b>(</b>			Q 63	Welcome, admin (1) (i) (?) (1) ( <sup>1</sup> ) Authorized Company: ZKTeco
Device Basic Information	Status     The current query condition one     Refresh      New      New      Delete	2. Click Ne			
He 1. Click	Calculation Timed Ca	culation Time Status	Operations	×	
Leave Tree Timed Calculation Automatic Report		Timed Calculation Ti Calculation Frequency	By Day		
			▼ hour : ▼ hour : ▼ hour :	minute     minute     minute     minute     minute     minute	
Shift	<ul> <li>⊕</li> <li>⊕</li> </ul>			▼ minute ▼ minute	
Exception	•	Save and Ne	ew OK	Cancel	
Calculate Report	<ul> <li>⊕</li> <li>⊕</li> <li> &lt; &lt; 0 &gt; &gt;1</li> <li>50 rows per page</li> </ul>	← Jump To 1	/0 Page Total of 0 records		

- (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:

2. Click		Report Setting			Mail Delivery Time Se	etting	<
2. Click	me	Report Type*	Transactions	<b>T</b>	Send Frequency	By Day	
	The curre, query c	onditions File Name*				• hour : • minute	
Basic Information	⊖ Refresh [●	New 🕋	yyyyMMdd	T		▼ hour : ▼ minute	
Rule			HHmmss	•		• hour : • minute	
Kule	File Name	Ret Field	Field Name	Field Number		• hour : • minute	
Holiday			Department Name	{deptName}		v hour : v minute	
Lea 1. Click	(here)		Personnel ID	{personPin}		hour : minute	
			First Name	{personName}			
Timed Cal ation			Device Serial Number	{deviceSn}	Mail Setting		1
Automatic Report			Attendance Area	{areaName}	Receiver Setting	Set by Personnel	
			Attendance Date	{attDatetime}	Mail Address*	Enter multiple mailboxes, separated by	
		File Type*	TXT	•		semicolons (;).Example:123@foxmail.com;456@foxmail.co	
		Content Format*	The Maximum Length200 {deptName}00{personPir	) Example : )01{personName}02{attD	Title Setting*	The Maximum Length50	
Shift	Ð		atetime}03		Body Setting	The Maximum Length200	
Schedule	Ð						
Exception	Ð				A Detected not set s	sender e-mail, send e-mail function will not work! <u>Click</u> 's e-mail.	
Flow Management	÷						÷
	4	50 rows					

(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.lt can only be set in increasing order of time;

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

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

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

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

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

# 5.3 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]  $\rightarrow$  [Shift]  $\rightarrow$  [Time Zone] to enter the time zone page:

		The c	urrent query	conditions: None						
Basic Information	$\oplus$	C	Refresh 🕒	New Delete	Export					
🐻 Shift	Θ		Name	Number	Timetable Type	Check-in Start Time	Check-in Time	Check-out Time	Check-out End Time	Operations
Time Zone										
Shift										

## Adding Time Zone

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

#### (1) Normal Time Zone

Timetable Type*	Normal Time Zone 🔹		
Number*	It is recommended to start	Name*	It is recommended to start
Check-in Start Time*	08 00 (HH:MM)	Check-out Start Time*	17 : 00 ( HH:MM )
Check-in Time*	09 : 00 (HH:MM)	Check-out Time*	18 : 00 (HH:MM)
Check-in End Time*	10 : 00 (HH:MM)	Check-out End Time*	19 : 00 (HH:MM)
Allow Late(Minutes)	0	Allow Early	0
		Leave(Minutes)	
Must Check-in*	Yes 🔻	Must Check-out*	Yes 🔻
Calculated as Working	1.0	Whether to deduct	Yes 🔻
Days		between paragraphs*	
Start time between	12 : 00 ( HH:MM )	Time between end segments*	13 : 00 (HH:MM)

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 <u>2</u>. 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

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.

	1	New	
Timetable Type* Number*	Flexible Timetable         •           It is recommended to start         •	Name*	It is recommended to start
Check-in Start Time*	09 : 00 (HH:MM)	Check-out End Time*	19:00 (HH:MM)

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.

ha	urrant quant a	anditional blog						
ne c		onditions: Non						
G	Refresh	New 👘 Dele	te [ Export					
	Name	Number	Timetable Type	Check-in Start <sup>♥</sup> Time	Check-in Time	Check-out Time	Check-out End Time	Operations
	Flexible1	5	Flexible Timetable	18:00			04:00	Edit Delete
	Test Time	1	Normal Time Zone	08:00	09:00	18:00	19:00	Edit Delete
	Test	2	Normal Time Zone	08:00	09:00	18:00	19:00	Edit Delete
	Test1	3	Flexible Timetable	08:00			19:00	Edit Delete
	Flexible	4	Flexible Timetable	08:00			19:00	Edit Delete

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

## • Editing Time period

<u> </u>	Refresh 🕒	New 🕋 Dele	te 🌁 Export					
	Name	Number	Timetable Type	Check-in Start Time	Check-in Time	Check-out Time	Check-out End Time	Operations
	Test Time	1	Normal Time Zone	08:00	09:00	18:00	19:00	<u>Edit</u> <u>Delete</u>
	Test	2	Normal Time Zone	08:00	09:00	18:00	19:00	Edit Delete
	Test1	3	Flexible Timetable	08:00			19:00	Edit Delete
	Flaxible	4	Flexible Timetable	08:00			19:00	Edit Delete
	Flexible	5	Flexible Timetable	18:00			04.00	Edit Delete

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

) Na	ame	Number						
			Timetable Type	Check-in Start Time	Check-in Time	Check-out Time	Check-out End Time	Operations
Test	t Time	1	Normal Time Zone	08:00	09:00	18:00	19:00	Edit Delete
Test	t	2	Normal Time Zone	08:00	09:00	18:00	19:00	Edit Delete
Test	t1	3	Flexible Timetable	08:00			19:00	Edit Delete
] Fiex	xible	4	Flexible Timetable	08:00			19:00	Edit Delete
Flex	xiblen	5	Flexible Timetable	18:00			04:00	Edit Delete

- (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

he o	current query c	onditions: None	Ð					
0	Refresh 🕒	New 🕋 Dele	te 📑 Export					
	Name	Number	Timetable Type	Check-in Start	Check-in Time	Check-out Time	Check-out End Time	Operations
	Test Time	1	Normal Time	Zo 08:00	09:00	18:00	19:00	Edit Delete
	Test	2	Normal Time	Zo 08:00 🕝	lick here	18:00	19:00	Edit Delete
	Test1	3	Flexible Time		lick here		19:00	Edit Delete
	Flexible	4	Flexible Time	at 08:00			19:00	Edit Delete
	Flexible1	5	Flexible Time	at 18:00			04:00	Edit Delete

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

Export Mode <ul> <li>All data (Can export up to 40000 data)</li> <li>Select the amount of data to export (Can export up to 40000</li> </ul>	File Type	EXCEL File	•			
	rt Mode	Select the amour	it of data to (	export (Can e>		and the second
From the article 1 Strip, is derived 100 Data		From the article	1 St	rip, is derived	100	Data

			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

5	Refresh	New 🏠 Dele	te 📑 Export					
0	Name	Number	Timetable Type	Check-in Start Time	Check-in Time	Check-out Time	Check-out End Time	Operations
	Test Time	1	Normal Time Zone	08:00	09:00	18:00	19:00	Edit Delete
ġ	Test	2	Normal Time Zone	08:00	09:00	<mark>18:00</mark>	19:00	Edit Delete
	Test1	3	Flexible Timetable	08:00			19:00	<u>Edit Delete</u>
	Flexible	4	Flexible Timetable	08:00			19:00	Edit Delete
	Flexible1	5	Flexible Timetable	18:00			04:00	Edit Delete

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

## 5.3.2 Shift

Shift is made up of one or more timetable period(s) in accordance with a certain order and cycle of sequence. It is set as default shift for staffs. To get staff attendance, first of all we must set the shift.

Click [Attendance]  $\rightarrow$  [Shift]  $\rightarrow$  [Shift] to enter the main menu of shift as shown below. The search function can be convenient for shift inquiry. The list shows all shifts of the current system. The time period details list shows the details of the time period of the shift in the form of a chart.

		New	×	
Schedule Type	Schedule Name			
Shift Type*	Regular Shift 🔹	Color		1. Shift Definition
Number*	It is recommended to start	Name*	It is recommended to start	
Unit*	Week	Cycle(1-15)*	1	
Start Date*	2018-04-06			
Number	Name	Q, (3)		
Name Numbe	er Check-in Check-out Time Time	Calculated as Working Days	Select All 1 Timetable Details Unselect All	
Test 1	09:00 18:00	1.0	✓Monday 09:00-18:00	
			<ul> <li>✓ Tuesday 09:00-18:00</li> <li>✓ Wednesday 09:00-18:00</li> </ul>	
			Thursday 09:00-18:00	
			✓Friday 09:00-18:00	
		2. Shift Time Period	Saturday 09:00-18:00	
			Sunday 09:00-18:00	
If the timetable detail check bo	ox can not be checked, it indicate	that there is an overlap in the timetable.	3. 5	Shift Cycle
	Save and N	ew OK Cancel		

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

### 1. Shift definition:

#### • Schedule type:

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

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

Color: Currently this field is not effective.

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

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

**Unit**: The unit of setting cycle, there are three options; Day, Week and Month, the default being the "day".

**Cycle**: Defines the number of shift cycles, *the shift cycle* = *the number of cycles* \* *units*. If the unit is "day", the range is 1-99; if the unit is "week", the range is 1-15; if the unit is "month", the range is 1-12.

**Start Date:** Defines the start date of the shift, the date before the start date is not affected by the shift. The system default start date is the current system date.

• Schedule name:

tendance Mode <sup>*</sup>	Punch Card According	t v	Overtime Mode*	Computer Automatic Ca
cle Shift in one Month*	Yes	T	Overtime Type*	Normal Day
ie onne in one month	163		Overanie Type	Normal Day

Attendance Mode: It defines the method of attendance calculation for this shift. Below are the 4 ways:

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

Cycle shift in one month: If you have selected "Yes", then after the cycle is finished, it will restart

again. This field is displayed only when you select Unit of cycle as "Days", it will not be displayed in

"Week" and "Month".

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

- Computer Automatically Calculation: The computer automatically calculates whether the delay time will be calculated as overtime or not.
- Overtime must apply: If this option is selected, then the overtime will not be calculated automatically. It will take the overtime sheet as final. If the check-out time is less than the end time of overtime, it will not count overtime hours.
- Must Work overtime or Absence: If this option is selected, then the overtime will not be calculated automatically. It will take the overtime sheet as final. If the check-out time is less than the end time of overtime, it will not count overtime hours and will record as absence.

- Shorter duration between Auto-Calculation and Overtime Receipt: When overtime sheet and automatic calculate overtime both are enabled, system will take the period which has least overtime.
- Not calculated as overtime: Overtime applied for overtime will not be calculated as overtime hours.

**Overtime Type:** Through this option we can set how the overtime after the worktime is considered. 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:

					Nev	V		
	Schedule Ty	ype S	Schedule Nam	ie				
Shift	Type*		Regular Sh	ift y	•	Color		
Num	ber*		3			Name*	Test1	
Unit*			Day		•	Cycle(1-99)*	7	
Start	t Date*		2018-04-06	i				
Num	ber		Na	ame		Q (8)		
	Name	Number	Check-in Time	Check-out Time	Calculated as Working Days		Select All 1 Timetable D Unselect All	etails
~	Test	1	09:00	18:00	1.0	overlap in the timetable.	<ul> <li>NO1day(s) 09:00-18:</li> <li>NO2day(s) 09:00-18:</li> <li>NO3day(s) 09:00-18:</li> <li>NO4day(s) 09:00-18:</li> <li>NO5day(s) 09:00-18:</li> <li>NO6day(s) 09:00-18:</li> <li>NO6day(s) 09:00-18:</li> <li>NO7day(s) 09:00-18:</li> </ul>	00 00 00 00 00
				Save and N		OK Cancel		

(2) Regular Shift with Week as Unit:

Number*	Regular Shift 🔻	Color	
	4		The second se
Unit*		Name*	Test4
	Week 🔻	Cycle(1-15)*	2
Start Date* 2	2018-04-06		
Number	Name	Q (S)	
		alculated as lorking Days	Select All 1 Timetable Detail
☑ Test 1 0	09:00 18:00 1.1		✔Monday         09:00-18:00           ✔Tuesday         09:00-18:00           ✔Wednesday         09:00-18:00           ✔Thursday         09:00-18:00           ✔Friday         09:00-18:00           Saturday         09:00-18:00           Saturday         09:00-18:00           Work         09:00-18:00           Work         09:00-18:00           Work         09:00-18:00           Work         09:00-18:00

> Note: The shift only provides users with a cycle rule for the selected period of time within the set

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

#### • Adding timetable

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

ZKTerr	i .	£	1 0				8	R 69	Welcome, admir	n (1) (1) (2) (1) (1) Authorized Company: ZKTeco
Device	Ð	Name	uery conditions	Number		Shift	Туре	<b>Q</b> (8)		
Basic Information	Ð	C Refresh	P New	Delete 🌁 Export					Timetable Details	
👪 Shift	Θ	Name	Number	Shift Type Unit	Cycle	Start Date	Cycle Shift in one Month	Operations	NO1day(s) NO2day(s)	09:00-18:00 09:00-18:00
Time Zone		🔲 Test	1	Regular Shil Week	2	2018-0 <mark>4-0</mark> 6	No	Delete Edit Clear Timetable	NO3day(s)	09:00-18:00
Shift		Test1	3	Regular Shil Day	7	2018-04-06	Yes	Delete Edit Clear Timetable	NO4day(s)	09:00-18:00
			1. Select			2. Cli	ck Edit		NO6day(s) NO7day(s)	
Schedule Schedule	$\oplus$									
Exception	$\oplus$									
	Ð									
Calculate Report	$\oplus$	< < 1-3	> >1 50 m	owsperpage 👻 Ju	imp To 1	/1 Page	Total of 3 records		Double-click the shift	period, you can delete the time perio

>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:

Device	2. Click New	$\sim$	Number	Time	able Type	II 9/	and click Save and New
Basic Information	⊕ C+R	efresh 🕑 New	jçanı Nasa		Edit		×
Shift	Θ	Name	Timetable Type*	Normal Time Zone 🔻	Name*	Т 9-4	1
Time Zone Shift		Test 1 T 9-4 5	Check-in Start Time*	00 ( HH:MM )	Check-out Start Time*	15 : 00 ( HH:MM )	
	1. Click Tim	e Zone	Check-in Time* Check-in End Time*	09 : 00 (HH:MM) 10 : 00 (HH:MM)	Check-out Time* Check-out End Time*	16 : 00 ( HH:MM ) 17 : 00 ( HH:MM )	
			Allow Late(Minutes)	0	Allow Early Leave(Minutes)	0	
			Must Check-in*	Yes 🔻	Must Check-out*	Yes	<b>T</b>
Schedule	÷		Calculated as Working Days	1.0	Whether to deduct between paragraphs*	Yes	
Exception	÷		Start time between segments*	12 : 00 ( HH:MM )	Time between end segments*	13 : 00 ( HH:MM )	•
Flow Management	÷			ОК	Cancel		

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

Timetable Type*	Nor	ma	I Tim	e Zone 🔻						
Number*	6				Name*	T 10-7				
Check-in Start Time <sup>*</sup>	09		00	(HH:MM)	Check-out Start Time*	18	: 00	(HH:MM)		
Check-in Time*	10		00	(HH:MM)	Check-out Time*	19	: 00	(HH:MM)		
Check-in End Time*	11	:	00	(HH:MM)	Check-out End Time*	20	: 00	(HH:MM)		
Allow Late(Minutes)	0				Allow Early Leave(Minutes)	0	0			
Must Check-in*	Yes	8		•	Must Check-out*	Yes		¥		
Calculated as Working		1.0			Whether to deduct	Yes		•		
Days					between paragraphs*		<u>n -</u> n			
Start time between segments*		13	]:[(	00 ( HH:MM )	Time between end segments*	14	: 00	(HH:MM)		

3. Now go to shift interface as shown below:

Device		Name			Number		Shift	Туре	<b>Q</b> (8)		
Basic Information	Ð	18485.00		y conditions:							
		C₂ F	Refresh	T New	Delete 🛃 Expo	ort				Timetable Details	
Shift	Θ		Name	Number	Shift Type Uni	it Cycle	Start Date	Cycle Shift in one Month	Operations	Monday	09:00-18:00
Time Zone			Test	1	Regular Shit Wee	ek 2	2018-04-06	No	Delete Edit Clear Timetable	Wednesday	09:00-18:00
Shift			Test1	3	Regular Shil Day	7	2018-04-06	Yes	Delete Edit Clear Timetable	Thursday	09:00-18:00
			Test4	4	Regular Shil Wee	ek 2	2018-04-06	No	Delete Edit Clear Timetable	Friday	09:00-18:00
				. Select			2. Cli	ck Edit		Sunday Monday Tuesday	09:00-18:00 09:00-18:00
Schedule										Wednesday Thursday	09:00-18:00 09:00-18:00
										Friday	09:00-18:00
Exception										Saturday	
										Sunday	

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

Shift	Type*		Regular Sh	ift •	•	Color		3	
Jum	ber*		4			Name*	Test4		
Jnit'			Week	,	•	Cycle*	1		
Star	Date*		2018-04-06	0					
Jum	iber		Na	ime		Q 🛞			
	Name	Number	Check-in Time	Check-out Time	Calculated as Working Days			<mark>Fimetable Detail</mark> select All	
1	Test	1	09:00	18:00	1.0		Monday	09:00-18:00	
]	T 9-4	5	09:00	16:00	1.0		✓Tuesday	09:00-18:00 09:00-18:00	
]	T 10-7	6	10:00	19:00	1.0		✓Wednesday	09:00-18:00	
							☑ Friday	09:00-18:00	
							Saturday	09:00-18:00	
							Sunday	09:00-18:00	
ne ti	metable det	ail check box o	can not be che	ecked,it indicat	te that there is an	overlap in the timetable.			

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".

hift Type*	Regular Shi		r .	Color		
umber*	4			Name*	Test4	
nit*	Week			Cycle*	1	
art Date*	2018-04-06					
umber	Na	me		Q 🛞		
Name Num	oer Check-in Time	Check-out Time	Calculated as Working Days		Select All 5 Timeta Unselect	
Test 1	09:00	18:00	1.0		,	00-16:00
T 9-4 5	09:00	16:00	1.0			00-16:00
T -7 6	10:00	19:00	1.0			00-16:00 00-16:00
						00-16:00
				2. Select the da	a company contraction of the state	00-16:00
1. Blue	shows the d	lefault, d	de-			00-16:00
select	t and select	t the oth	er			
	and the set has a bar	ckod it indicat	te that there is an	overlap in the timetable.		

- 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:

	Schedule Ty	pe s	Schedule Nam	e				
Shift T	ype*		Regular Sh	ift '	•	Color		
Vumbe	er*		4			Name*	Test4	
Jnit*			Week	,	•	Cycle*	1	
Start D	Date*		2018-04-06					
Numb	er		Na	ame		Q (8)		
	Name	Number	Check-in Time	Check-out Time	Calculated as Working Days		Select All 6 Time Unsele	
1	Test	1	09:00	18:00	1.0		Monday 1	0:00-19:00
	Т 9-4	5	09:00	16:00	1.0			0:00-19:00
,	T 10-7	6	10:00	19:00	1.0			0:00-19:00
								0:00-19:00
						/		0:00-19:00
					2	. Select the Days		0:00-19:00
					_			
ne tim		fick the	other shi		te that there is an	overlap in the timetable.		
	_							

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:

		y conditions:								
2	Refresh	• New	Delete	Export					Timetable Details	
3	Name	Number	Shift Type	Unit	Cycle	Start Date	Cycle Shift in one Month	Operations	Monday Tuesday	09:00-16:00 10:00-19:00
	Test	1	Regular Shi	Week	2	2018-04-06	No	Delete Edit Clear Timetable	Wednesday	09:00-16:00
0	Test1	3	Regular Shi	Day	7	2018-04-06	Yes	Delete Edit Clear Timetable	Thursday	10:00-19:00
9	Test4	4	Regular Shi	Week	1	2018-04-06	No	Delete Edit Clear Timetable	Friday	09:00-16:00
									Saturday	
				ick on S et det	Shift to ails			The details are shown here	Sunday	

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

• Clear Timetable

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

C	Refresh	🕈 New 🍈	Delete 🗹	Export				
	Name	Number	Shift Type	Unit	Cycle	Start Date	Cycle Shift in one Month	Operations
	Test	1	Regular Shit	Week	2	2018-04-06	No	Delete Edit Clear Timetable
	Test1	3	Regular Shil	Day	7	2018-04-06 Prompt	Voc	Delete Edit Clear Timetable
	Test4	4	Regular Shil	Weel	Are you sur	selected shit	imetable for the ft? Cancel	lete Edit Clear Timetable

#### • Delete the shift

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

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

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

#### • Export

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

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

# 5.4 Schedule

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

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

Basic Rule Setting Calcu	lation Setting Other Set	ting			
Check-in Rule	The Earliest Rule		The minimum time period should be greater than(minimum 10 minutes)	120	
Check-out Rule	The Latest Rule		The maximum time period should be less	600	
Late and Early Leave Counted as Abse	ent No		than(maximum 1,440 minutes) Attendance calculation result when the shift	First Day	*
			cross-day		
Search Shift Record	Group->Departmen	t 🔽	Overtime Statistics	Yes	~
Intelligent Matching Shift Rule	Least Abnormal				

In the same type of scheduling for a person, the software processing logic is as follows: Follow-up of the new shift will overwrite the previous shift. Suppose, you have been added to shift A from June 1 to June 10. Now you have been added in a new shift B from June 5 to June 10, so from June 5 to June 10 you have to work as per Shift B's schedule.

# 5.4.1 Group

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

Click [Attendance]  $\rightarrow$  [Shift Management]  $\rightarrow$  [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.

Device	Edit P	ersonnel for G	Group				Brow	se the Group Pers	onnel			
	€ Name	ė		Number		Q (X)	Pers	onnel ID		First Name		Las
Basic Information	1 The c	urrent query c/	onditions: None				The o	current query cond	itions: None			
B Shin	÷ C+	Refresh 🔮 f	New m Delete	3			C.	Refresh 🏦 Dele	te Personnel			
Schedule	Θ	Name	Number	Remark	Personnel Quantity	Operations	۰	Department	Personnel ID	First Name	Last Name	
Group Schedule												
							-					
Group Schedule							1					
Group Schedule Department Schedule Personnel Schedule												
Group Schedule Department Schedule												
Group Schedule Department Schedule Personnel Schedule												
Group Schedule Department Schedule Personnel Schedule												
Group Schedule Department Schedule Personnel Schedule	Đ											

#### • Adding a group

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

Name			Number		Q 🛞
The c	urrent query co	onditions: None			
C+ H	Refresh   🕅 N	lew 👘 Delete			
	Name	Number	Remark	Personnel Quantity	Operations
			New		×
	Numb	er*	It is recommended	d to start with	
	Name	*	It is recommended	d to start with	
	Rema	rk			
	Sz	we and New	ОК	Cancel	-

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

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

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

#### Edit groups

Vam	e		Number		$\mathbf{Q} \otimes$		
he (	current query col	nditions: None					
Ç	Refresh	ew 👘 Delet	8				
	Name	Number	Remark	Personnel Quantity	Operations		
Ö	Demo_Group	G1	for Testing purpose	0	Add Personnel Edit		
			Edit		×		
	Ν	lumber*	<b>G</b> 1				
	N	lame*	Demo_Group				
	F	Remark	for Testing purp	for Testing purpose			
		-		_			
			ОК Са	incel			

- (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

Nam	e		Number		$\triangleleft \otimes$
The o	current query con	ditions: None			
C	Refresh 🕒 Ne	w 👘 Delete	e		
•	Name	Number	Remark	Personnel Quantity	Operations
•	Demo_Group	G1	for Testing purpose	0	Add Personnel Edit

- (1) Select one or more groups and click the [**Delete**] button on the upper left of the group list to enter the confirmation page for deleting the group.
- (2) Click [OK] to delete the group and return to the group page.

**Note:** If there is a person in the group or in group scheduling, it cannot be deleted. First, you need to delete all the people in the group and schedule to delete the group.

#### Adding Personnel

Device							Add	Person	nel						×	
Basic Information	<ul> <li>Qu</li> <li>Perse</li> </ul>	uery 🔘 Deparl		irst Name			Last Nam	e		Card N	umber		More	• Q (X)		Last Nar
Shift	The o	current query cond	itions: None													
0-1-11-	Altern	ative							Select	ed(0)					Last Name	
Schedule		Department Name	Personnel ID	First Name	Last Name	Gende	Card Number			Department Name	Personnel ID	First Name	Last Name	Gende Card Number		
		Financial Departm	ne 1	abc	xyz	Male										
Group Schedule		Marketing Depart	m 2	abc1	xyz1	Female		>>								
Department Schedule								>								
Personnel Schedule								<								
Temporary Schedule								~~								
	1<	< 1-2 > >	50 rows per j	oage 👻	Total of .	2 records										
	-						OK		Car	cel					-	

- (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:

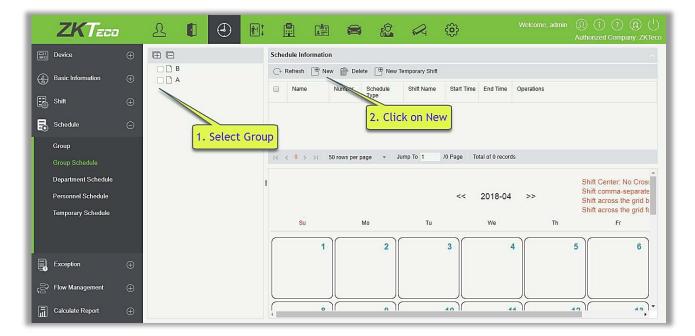
- Those who have been assigned to this group will be listed at the right side of the group interface.
- People who have been added to other groups will be deleted from the original group after they are added to the group.
- > To search conditional query, filter through "Department" and get the list of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

Image: Constraint of the current query conditions: None	ame	1	Number	3. Del	ete 📐	Perso	onnel ID		First Name		Last N
Name       Number       Remark       Personnel Quantity       Operations Quantity       Image: Constrained Con	e current query con	ditions: None				1.20	urrent query condition	is: None			
Quantity       Quantity       Personnel Edit       Pinancial Department 1       abc       xyz         Marketing Department 2       Add Personnel Edit       Marketing Department 2       abc1       xyz1	🕞 Refresh   Ne	w 👘 Delete				C	Refresh Delete P	ersonnel			
Marketing Departmen 2 abc1 xyz1	Name	Number	Remark		Operations		Department	Personnel ID	First Name		
	Demo_Group	G1	for Testing purpose	2	Add Personnel Edi		Financial Department	1	abc	xyz	
1. Click on the desired Group			1. Click on t						1.02		

- (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:



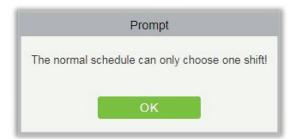
Sch	edule Type		Normal Sched	ule 🔻					
Star	t Time <sup>*</sup>		2018-04-06		Er	nd Time	20	)18-04-16	$\otimes$
	Shift Type	Number	Name	Unit	Cycle	Start Date	Cycle Shi one Mont	ift in h	
	Regular Shit	1	Test	Week	2	2018-04-06	No		
~	Regular Shit	3	Test1	Day	7	2018-04-06	Yes		
	Regular Shit	4	Test4	Week	1	2018-04-06	No		

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

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

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

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



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

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

# 5.4.3 Department Schedule

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

ZKTeco	2 I 🕘 🖭		2. Click on New	- <sup>(i)</sup>	Welcome, admin ① () Authorized Co	?) ( ( ) mpany: ZKTeco
Device 🕀		Schedule Information				
Basic Information +	▲ □ ▷ General ✓ □ Development Department	🕞 Refresh 📑 New 🛍	Delete 🕒 New Temporary	y Shift	3. Fill details	
🛃 Shift 🕀	Financial Department     Hotel			New		×.
	Group	Schedule Type Start Time*	Normal Schedule	End Time	2018-04-13	
Group		Obi6 Ture Num	has Name 1948	Quality Olivet Data	Quela Dailà in	
Group Schedule		Shift Type Num			Cycle Shift in one Month	
Department Schedule		Regular Shil 1	Test Week	2 2018-04-06		No Cros
Personnel Schedule		Regular Shil 3	Test1 Day Test4 Week	7 2018-04-06 1 2018-04-06		eparate le grid b
Temporary Schedule						e grid fc
		A				
	4. Select S	hift				6
Exception $\oplus$						
ς 금? Flow Management ⊕						
Calculate Report 🕂		1	Save and New	ОКС	ancel	40,

# 5.4.4 Personnel Scheduling

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

ZKTECO Device	• •	Please input the P	ers Q [	New	Temporary Shift							Autionz	ed Company: ZK1
		neral Development Depart Financial Departmen						N	lew Temporal	ry Shift	3.	Fill details	🚽 🗴 eparate
Shift		abc(1)		Sch	edule Type		Normal Schee	lule 🔻					e grid b grid fo
Schedule		(5)	-	Star	rt Time*		2018-04-06		E	End Time*	2018	-04-13	
Group 1. Sele	ect Person				Shift Type	Numbe	r Name	Unit	Cycle	Start Date	Cycle Shift in one Month		6
Group Schedule	_	-			Regular Shil	1	Test	Week	2	2018-04-06			
Department Schedule					Regular Shil	3	Test1	Day	7	2018-0 <mark>4-</mark> 06	Yes		
					Regular Shif	4	Test4	Week	1	2018-04-06	No		
Temporary Schedule			V	1									13
		4.	Select S	hift	]								
Exception	<b>+</b>												20
Flow Management	÷						Save	and New	ок		Cancel		
Calculate Report	Ð			1			Clarc		C OK		Juncal		

## 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.

		conditions: None											
-> F	Refresh 👘	Delete									Timetable Details		
	Temporary	Schedule Type		Group	Personnel	First	Shift Name	Start Time	End Time	Ор	2018-04-06	Test1	09:00-18:00
	Туре		Number	Name	ID	Name					2018-04-07	Test1	09:00-18:00
	Group	Normal Schedul	1	A			Test	2018-04-06	2018-04-09	Edit	2018-04-08	Test1	09:00-18:00
٥,	Personnel	Normal Schedul			1	abc	Test1	2018-04-06	2018-04-13	Edit	2018-04-09	Test1	09:00-18:00
0											2018-04-10	Test1	09:00-18:00
							-				2018-04-11	Test1	-
	1.5	elect Per	son				2.	Click E	dit		2018-04-12	Test1	-
											2018-04-13	Test1	09:00-18:00

2018-04-13 Cycle Shift in one Month No Yes No			2018-04-06	Jule Type Normal Schedule				
one Month No Yes			rt Time* 2018-04-06			Star		
Yes	Cycle	Unit	n Name	Number	Shift Type			
	2	Week	Test	1	Regular Shit			
No	7	Day	Test1	3	Regular Shit	~		
	1	Week	Test4	4	Regular Shil			

# 5.5 Exception

## 5.5.1 Appended Receipt

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

Device	Ð	Time	From 2017-09-0	7 00:00:00	To 2017-12-	07 23:59:59	Department Nan	ne	Pers	onnel ID	
Basic Information	Ð		urrent query cond			00:00:00) To:(20	17-12-07 23:59:59)	)			
		G	Refresh 🕒 New	1	1	Duradariat	Distant	Durch Time	Durante	Occupition Time	0
🗒 Shift	Ð		Personnel ID	First Name	Last Name	Department Number	Department Name	Punch Time	Remark	Operation Time	Operations
Schedule	$\oplus$										
Exception	Θ										
Appended Receipt											
Leave											
Business Trip											

#### New

(1) Click [Exception]  $\rightarrow$  [Appended Receipt]  $\rightarrow$  [New]:

Punc	h Time*		2018-04-0	5.00.00.00			R	emark					T.	
T unic	in finite		2010 04 0	5 05.00.00				omany						
Qu	ery 🔘 D	epartment												
Perso	onnel ID		First 1	Name			Last	Name		N	lore <del>v</del> Q	. 🛞		
The c	urrent query o	conditions:	None											
Alterna	itive							Selecte	ed(1)					
	Departmen Name	Personnel ID	First Name	Last Name	Gende	Card Num			Departmen Name	Personnel ID	First Name	Last Name	Gende	Car Nur
	Financial De	3	abc		Female	25847			General	1	abc			
	General	4					>>							
	General	5			Male		>							
	Developmer	6			-		<							
	Financial De	7			- 6		<<							
	Hotel	8			-									
4					_	•								
1<	< 1-6 ⇒	>1 50 rov	vs per page	<b>.</b>				4					_	

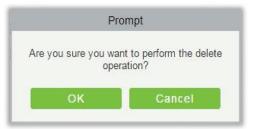
Fields are as follows:

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

			Append	led 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

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

## 5.5.2 Leave

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

Device	$\oplus$	Time Fro	om 2017-09-0	07 00:00:00	То 2017-12-07	23:59:59 De	partment Name		Personne		More
<u></u>	~	The curr	ent query con	ditions: Time Fro	m:(2017-09-07 00:)	00:00) To:(2017-12	-07 23:59:59)				
Basic Information	÷	C+ Re	fresh 🕒 Nev	w 👘 Delete	Export						
Shift	$\oplus$		Personnel ID	First Name	Last Name	Department Number	Department Name	Leave Type	Start Time	End Time	Remark
Schedule	$\oplus$										
Exception	Θ										
Appended Receipt											
Leave											

### New

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

							New							
Leav	e Type*		Casual Lea	ive (L1)	Ŧ		ļ	Leave R	equisition Pho	to			Browse	
Start	Time*		2018-04-06	17:43:13										
End	Time*		2018-04-06	17:43:13						No Pictures				
Rem	ark													
🖲 QU	ery 🔘 D	epartment												
Perso	nnel ID		First N	ame			Last	Name		N	lore Q	$\otimes$		
Alterna		Personnel ID	First Name	Last Name	Gende	Card Num		Selecte	Departmen Name	Personnel ID	First Name	Last Name	Gende	Car Nur
					Gende				Departmen				Gende	
	General	1	abc					1	Financial De	3	abc		Female	2584
_			abc						i manciai De	5	abc		i entaie	2304
	General	4			_		>>							
	General	5			Male		>							
	Developmer	6					<							
	Financial De	7			-		<<							
	Hotel	8			-									
4						+								
1<	< 1-6 >	>1 50 rov	vs per page	<b>*</b>				4	_	_	_			•
													10	

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.

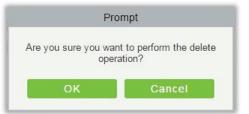
Personnel: Select the required personnel, multiple choice is available.

(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.

31	Refresh 📑	Nŧ	Leave Requisition Photo ×		
3	Personnel ID			End Time	Operations
	1	a	RAPPORT MÉDICAL PRÉALABLE BORMAIRE ET BONNETRIGAES DU REQUERANT	2017-12-07 12:48:00	Delete Leave Requisition Photo
	1	а		2017-12-06 12:57:00	Delete Leave Requisition Photo
		a		2017-12-08 11:45:48	Delete Leave Requisition Photo

#### • Delete

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



## (2) Click [OK] to delete.

#### • Export

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

				ZKTE Lea					
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
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 16:30 27
6	Amber	Lin	4	Financial Department	Sick Leave	2017-12-15 18:38: 54	2017-12-15 18:38: 54		2017-12-15 18:39 00
9	Lilian	Mei	3	Development Department	Breastfeeding Leave	2017-12-15 18:39: 02	2017-12-15 18:39: 02		2017-12-15 18:39 10

# 5.5.3 Business Trip

Device	$\oplus$	Time Fro	om 2017-09-07	00:00:00 T	0 2017-12-07	23:59:59 De	partment Name		Personnel IE
		The cur	rent query condi	tions: Time From	(2017-09-07 00:0	00:00) To:(2017-12	2-07 23:59:59)		
Basic Information	Ð	C+ Re	fresh 🕒 New	Delete	Export				
Shift	$\oplus$		Personnel ID	First Name	Last Name	Department Number	Department Name	Start Time	End Time
Schedule	$\oplus$								
Exception	Θ								
Appended Receipt									
Appended Receipt									

#### New

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

'he c	urrent query conditi	ons: None					-				-		-		<u> </u>
Iterna								Selecte	d(0)						
	Department Name	Personnel ID	First Name	Last Name	Gende	Card Number			Depart Name	ment	Personnel ID	First Name	Last Name	Gende	Card Number
	Financial Departme	1	abc	xyz	Male										
	Marketing Departm	2	abc1	xyz1	Female		>>								
	General	3	abc2	xyz2	Male		>								
	Hotel	4	abc3	xyz3	Female		<								
							<<								
14	< 1-4 > >  4	50 rows per	page 🔻	Total of	4 records										
Start	Time	2	2017-12-07	13:02:15			E	nd Time			2017	-12-07 13:	02:15		
Rem	ark				1										

Fields are as follows:

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

Start Time: Start time of the business trip.

End Time: End time of the business trip.

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

- (2) After filling the information, click [OK] to save and exit, the business trip information will be displayed in the added list.
- Delete
- (1) Click [Exception]  $\rightarrow$  [Business Trip]  $\rightarrow$  [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	Name Last Name Department Number		Department Name	Start Time	End Time	Remark	Operation Time	
4	Веггу	Cao	1	General	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

Device	$\oplus$	Time Fro	m 2017-09-0	7 00:00:00	To 2017-12-07	23:59:59 D	epartment Name	
~		The curre	ent query cond	itions: Time Fro	om:(2017-09-07 00	00:00) To:(2017-1	2-07 23:59:59)	
Basic Information	$\oplus$	C Ref	resh 🕒 New	Delete	Export			
Shift	Ð	F F	Personnel ID	First Name	Last Name	Department Number	Department Name	Start Time
Schedule	Ð							
Exception	Θ							
Appended Receipt								
Leave								
Business Trip								
Business mp								

#### New

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

	inel ID		First Name	11		Last Name	۹. <u></u>		Card N	lumber		More	q	$\otimes$
	rrent query conditi	ons: None							-					
ernati								Selecte						
	Department Name	Personnel ID	First Name	Last Name	Gende	Card Number			Department Name	Personnel ID	First Name	Last Name	Gende	Card Number
	Financial Departme	1	abc	xyz	Male									
	Marketing Departm	2	abc1	xyz1	Female		>>							
3	General	3	abc2	xyz2	Male		>							
	Hotel	4	abc3	xyz3	Female		<							
							<<							
2.2	1-4 > >  5	50 rows per	nage 🔻	Total of	4 records									
tart Ti			2017-12-07				E	nd Time		2017	-12-07 13:	12:37		
emar	'k													

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]:

Prompt								
Are you sure you want to perform the delete operation?								
ок	Cancel							

### (2) Click [OK] to delete.

• Export

### You can export selected go out data in Excel, PDF, CSV file format.

				ZKTECO				
				Go Out				
Personnel ID	First Name	Last Name	Department Number	Department Name	Start Time	End Time	Remark	Operation Time
1	Jerry	Wang	1	General	2017-12-18 11:43: 46	2017-12-18 11:43: 46	Visitor Client	2017-12-18 11:44 00
7	Jacky	Xiang	1	General	2017-12-18 11:43: 28	2017-12-18 11:43: 28	Hospital	2017-12-18 11:43 46

## 5.5.5 Overtime

2î	Device	Ð	Time	From 2017-09-07	7 00:00:00	To 201	7- <mark>12-</mark> 0	07 23:59:59	Department Name	[	
Ð	Basic Information	Ð		urrent query condi Refresh 🕒 New		m:(2017-09		0:00:00) To:(20	17-12-07 23:59:59)		
8	Shift	$\oplus$		Personnel ID	First Name	Last N	lame	Department Number	Department Name	OT Type	Start Time
B	Schedule	$\oplus$									
	Exception	Θ									
	Appended Receipt										
	Leave										
	Business Trip										
	Go Out										
	Overtime										
	Adjust and Append										
	Adjust Shift										

#### New

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

OL Perso	uery 🔘 Departm onnel ID	and the second s	First Name			Last Name			Card I	Number		More	- Q	$\otimes$
The c	urrent query conditi	ons: None					-							
Iterna	ative							Selecte	d( <b>0</b> )					
	Department Name	Personnel ID	First Name	Last Name	Gende	Card Number			Department Name	Personnel ID	First Name	Last Name	Gende	Card Number
	Financial Departme	1	abc	xyz	Male									
	Marketing Departm	2	abc1	xyz1	Female		>>							
	General	3	abc2	xyz2	Male		>							
	Hotel	4	abc3	xyz3	Female		<							
							<<							
iš –	< 1-4 > >  .	50 rows per	page 👻	Total of	4 records									
от т	уре	[i	Normal OT		•									
Start	Time	1	2 <mark>017-12-0</mark> 7	13:18: <mark>1</mark> 4			E	nd Time		2017	'-12-07 13:	18:14		
Rem	ark													

Fields are as follows:

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

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

Start Time: Start time of overtime.

End Time: End time of overtime.

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

- (2) After filling the information, click [OK] to save and exit, the overtime information will be displayed in the added list.
- Delete
- (1) Click [Exception]  $\rightarrow$  [Overtime]  $\rightarrow$  [Delete]:



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

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

ZKTECO Overtime									
Personnel ID	First Name	Last Name	Department Number	Department Name	ОТ Туре	Start Time	End Time	Remark	Operation Time
3	Leo	Hou	4	Financial Department	Normal OT	2017-12-15 16:37: 34	2017-12-15 16:37: 34		2017-12-15 16:37: 37
5	Necol	Ye	2	Marketing Department	Normal OT	2017-12-18 11:44: 03	2017-12-18 11:44: 03	Finish Project	2017-12-18 11:44: 28

# 5.5.6 Adjust and Append

	$\oplus$	Time From	2017-09-0	7 00:00:00	То	2017-12-07	23:59:59	Dep	artment Name
Basic Information	Ð	The current		litions: Time Fr		017-09-07 00:1 Export	00:00) To:(2)	017- <mark>1</mark> 2-	07 23:59:59)
Shift	$\oplus$	Per	sonnel ID	First Name	1	Last Name	Departm Number		Department Name
Schedule	$\oplus$								
Exception	Θ								
Appended Receipt Leave									
Business Trip									
Go Out									
Overtime									
Adjust and Append									
Adjust Shift									

### • New

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

Department     Department     ID     Int query condition		First Name		Ĵ	Last Name	Ì		Card	Number		More	v q	0
nt query condition	ons: None							ouro			more	v y	$\otimes$
							Selecte	d( <b>0</b> )					
epartment ame	Personnel ID	First Name	Last Name	Gende	Card Number			Department Name	Personnel ID	First Name	Last Name	Gende	Card Number
rketing Departm heral el	2 3 4	abc abc1 abc2 abc3	xyz xyz1 xyz2 xyz3 Total of 4	Male Female Male Female		>> <							
e e*	-			•		D	omark		1				
a r} e	ncial Departme keting Departm eral d 4 >>1 5	Ancial Departme 1 veeting Departme 2 eral 3 il 4 4 50 rows per	Adjust Rest	Ancial Departme 1 abc xyz keting Departme 2 abc1 xyz1 eral 3 abc2 xyz2 kl 4 abc3 xyz3 kl 50 rows per page ~ Total of 4 Adjust Rest	Ancial Departme 1 abc xyz Male xeting Departm 2 abc1 xyz1 Female eral 3 abc2 xyz2 Male abc3 xyz3 Female 4 abc3 xyz3 Female 50 rows per page  Total of 4 records Adjust Rest  T	A set of the set of th	ncial Departme 1 abc xyz Male xeting Departm 2 abc1 xyz1 Female eral 3 abc2 xyz2 Male abc3 xyz3 Female 	A celing Departme 1 abc xyz Male eral 3 abc2 xyz2 Male abc1 xyz1 Female abc3 xyz3 Female Adjust Rest ▼	ncial Departme 1 abc xyz Male exeting Departm 2 abc1 xyz1 Female eral 3 abc2 xyz2 Male abc3 xyz3 Female 4 >> 50 rows per page → Total of 4 records Adjust Rest ▼	ncial Departme 1 abc xyz Male exeting Departm 2 abc1 xyz1 Female eral 3 abc2 xyz2 Male abc3 xyz3 Female <ul> <li>4 abc3 xyz3 Female</li> <li></li></ul> <li>4 abc3 xyz3 Female</li> <li> </li> <li>4 Adjust Rest ▼</li>	ncial Departme 1 abc xyz Male exeting Departm 2 abc1 xyz1 Female eral 3 abc2 xyz2 Male abc3 xyz3 Female .4 >>1 50 rows per page ▼ Total of 4 records Adjust Rest ▼	ncial Departme 1 abc xyz Male exeting Departme 2 abc 1 xyz Male eral 3 abc 2 xyz Male abc 3 xyz Male Adjust Rest Adjust Rest	ncial Departme 1 abc xyz Male exeting Departm 2 abc1 xyz1 Female eral 3 abc2 xyz2 Male abc3 xyz3 Female 4 >>1 50 rows per page  Total of 4 records

Fields are as follows:

Personnel: Select the required personnel, multiple choices are available.

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

Adjust Date: The date and time of adjustment.

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

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

- (2) After filling the information, click [OK] to save and exit, the adjust and append information will be displayed in the added list.
- Delete
- (1) Click [Exception] > [Adjust and Append] > [Delete]:
- (2) Click [OK] to delete.
- Export

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

				ZKTE Adjust and					
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 13:5 54
2	Lucky	Tan	3	Development Department	Append Attendance	2017-12-18	Flexible	<mark>45</mark> 6	2017-12-18 13:5 40
9	Lilian	Mei	3	Development Department	Adjust Rest	2017-12-18		adjust rest	2017-12-18 11:4 02

# 5.5.7 Adjust Shift

Device	Ð	Time Fro	om 2017-	-09-07 00:00:00	To 201	17- <mark>12-07</mark> 23:59:59	Departmer	nt Name	
		The curr	rent query	conditions: Time	From:(2017-0	9-07 00:00:00) 1	o:(2017-12-07 23:	59:59)	
Basic Information	$\oplus$	C+ Re	fresh 僅	New Delet	e 🌁 Expo	rt			
5 Shift	$\oplus$		Personnel ID	First Name	Last Name	Department Number	Department Name	Adjust Type	Adjust Date
Schedule	$\oplus$								
Exception	Θ								
Appended Receipt									
Appended Receipt Leave									
Leave									
Leave Business Trip									
Leave Business Trip Go Out									

#### New

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

Adjust Type	Adjust the personal shif <b>v</b>		
Personnel ID*	1		
First Name			
Department Name			
Adjust Date	2017-12-07	Original Schedule Name	
Remark			

- (2) Adjust Type is divided into three shifts:
  - A. Adjust the personnel shift in the same day: It will adjust one personnel's shift in the same day.
  - B. Adjust the personnel shift in other days: It will adjust one personnel's shift in different days.

C. Two-people exchange: It will exchange shifts of two person in different days.

### A. Adjust the personnel shift in the same day:

		New		;
Adjust Type	Adjust the personal shif 🔻			
Personnel ID*				
First Name				
Department Name				
Adjust Date	2017-12-07	Adjust Date	2017-12-07	
Remark				
	1			
	Save and New	OK Car	icel	

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

First Name: Obtained automatically based on Personnel ID.

**Department Name:** Obtained automatically based on Personnel ID.

Adjust Date: The date and time of adjustment.

**Remark:** Enter the description of adjust shift, the max length is 50.

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

### B. Adjust the personnel shift in other days:

		New		×
Adjust Type Personnel ID* First Name Department Name	Adjust the personal shif			
Adjust Date Remark	2017-12-07	Adjust Date	2017-12-07	
	Save and New	ОКС	ancel	

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

First Name: Obtained automatically based on Personnel ID.

**Department Name:** Obtained automatically based on Personnel ID.

Adjust Date: The date and time of adjustment.

Adjust Date: The date and time of adjustment.

**Remark:** Enter the description for the shift, the max length is 50.

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

### C. Two people exchange:

Adjust Type	Two people exchange			
Personnel ID*		Adjust Personnel ID*		
First Name		Adjust Personnel Name		
Department Name		Adjust Department Name		
Adjust Date	2017-12-07	Adjust Date	2017-12-07	
Remark				

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

First Name: Obtained automatically based on Personnel ID.

Department Name: Obtained automatically based on Personnel ID.

Adjust Personnel ID: ID number of the adjust personnel. The max length is 32. (Fill the correct ID, after you enter the ID and click on the next field, the Name and Department are automatically filled.)

Adjust Personnel Name: Obtained automatically based on Personnel ID.

Adjust Department Name: Obtained automatically based on Personnel ID.

• Export

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

							ZKTECO Adjust Shift							
Personnel ID	First Name	Last Name	Department Number	Department Name	Adjust Type	Adjust Date	Personnel ID	Adjust Personnel Name	Adjust Personnel Last Name	Department Number	Department Name	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

## 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.

Device Ame     Name     Name     The current query conditions: None     The current query conditions: None     Refresh Pow in Delete Population     Image: Shift     Image: Number Name     Number Name     Image: Number Name	Company: ZKTe	ome, admin ① ① Authorized 0		3	A Q			1	]: 🖺	<b>e</b>	, 🚺	£	<i>  200</i>	ZKT
Information Image: Refresh   Image: Refresh Image: Now   Image: Refresh Image: Node   Image: Refresh Image: Node   Image: Refresh Image: Node   Image: Refresh Image: Refresh   Image: Refresh Im				Q 🛞	-		Node Type		.ber	Num	e [	Nam	$\oplus$	Device
Image: Schedule   Image: Schedule <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Export</td> <td></td> <td></td> <td>A AND A A</td> <td>mation <math>\oplus</math></td> <td>Basic Information</td>									Export			A AND A A	mation $\oplus$	Basic Information
Schedule (+)   Exception (+)   Flow Management (-)   Node Setting (+)   Flow Setting (+)   My Application (+)			Operations	Position	Last Name	First Name		Department Name	Node Type	Name	Number		Ð	Shift
Flow Management     Image: Setting       Node Setting       Flow Setting       My Application									Direct Leader	Direct Leader Node	1		÷	Schedule
Node Setting Flow Setting My Application													Ð	Exception
Flow Setting My Application												1	ngerment 😑	Flow Managemer
My Application													ng	Node Setting
													ıg	Flow Setting
My Approval													ition	My Application
													al	My Approval

## 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.

#### Add

Click [Flow Management]  $\rightarrow$  [Node Settings]  $\rightarrow$  [New] to enter the node's new interface:

New     ×       Node Type*     Designated Person       NodeNumber*     It is recommended to start       NodeName*     It is recommended to start       Personnel*     Input Search Criteria		Name Node Type	Department	Personnel	First Name	Last Name	Positio
Node Type*     Designated Person       NodeNumber*     It is recommended to start       NodeName*     It is recommended to start	-		New			-	
NodeName* It is recommended to start		Node Type*	Designated Person	¥			
		NodeNumber*	It is recommended t	to start			
Personnel* Input Search Criteria		NodeName*	It is recommended t	to start			
		Personnel*	Input Search Criteri	a 🔽			
Department Name		Department Name					

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.

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

4	A	В	C	D		+→ F	G	Н	1
1				Node Set	ting				
2	Number	Name	Node Type	Department Name	Personnel ID	First Name	Last Name	Position	
3	1	Direct Leader Node	Direct Leader						
4	2	Test	Assign Position					Manager	
5	N3	THnode	Assign Position					TechnicalHead	
6	N4	SupportNod	Person	General	9	Test1			
7	N5	LeanNode	Assign Position					Teal Lead	
8	N6	ManagerNod	Person	General	10	Test2			
9	N7	Head	Person	General	1	abc			
10	N8	HeadNode	Assign Position					ControlllerEx	
11	N9	Supportnod	Assign Position					SupportExc	
12 13 14 15									
14									-
16									
17 18 19									
19	Node Set	tting 20180417094040	÷		L	41			-

## 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:

Name			AL.	New				
The current query conditions: N Refresh PNew D Number Name		1 Appended	d Receipt 🔻	Name	*	Test Flow		
	The current query Alternative	conditions: None		Sele	ected(1)			
	Number	Name	Node Type		Number	Name	Node Type	
Click to create	2	Direct Leader Node Test	Direct Leader Assign Position	>> >> <	] 1	Direct Leader Node	Direct Leader	
	I< < 1-2 ⇒ drag the sort after se	>1 50 rows per page lecting.	• <b>~</b>	Not	e: The approval	order of the nodes is fror	n top to bottom, ar	nd you can
< 0 > ⇒i 50 rows pe			Save and New	ОК	Cano	cel		

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.

The File Type	EXCEL File	•			
Export Mode	<ul> <li>All data (Can expore</li> <li>Select the amount</li> </ul>		-	ort up	to 40000 data)
	From the article 1		Strip, is derived	100	Data

	A	В	С	D	E
1		20	Flow Setting		Z.S. (1997)
2	Number	Name	Flow Type	Flow Rule	Approval Node
3	1	A1	Appended Receipt		Start Flow>>LeanNod e>>ManagerNod >>THnode>>End
4	2	L1	Leave	3	Start Flow>>Manager Nod>>THnode>> End Flow
5	3	BT	Business Trip	1	Start Flow>>LeanNod e>>ManagerNod >>THnode>>End
6	4	GO	Go Out	0	Start Flow>>Test>>Su pportNod>>Lean Node>>End Flow
7	6	A_A	Adjust and Append		Start Flow>>Manager Nod>>End Flow
					Start Flow>>Manager
	Flow S	etting_20180417094	4539 (+)		

## 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.

Device	Ð	Applicantion Personnel ID		Excep <mark>tion</mark> T	ype		Flow Overall Status		Q 🛞		
) Basic Information	Ð	The current query conditions: Non	e								
Shift	Ð	Application Number	Applicantion Personnel ID	Application Personnel Name	Exception Type	Creater	Create Time	Application/Approve Time	Flow Overall Status	Operations	
Schedule	$\oplus$	9-OT20180409161130	9	Test1	<u>Overtime</u>	9	2018-04-09 16:11:30	2018-04-09 16:11:30	Initiating an application	View Details	19
Exception	~	9-C20180409161025	9	Test1	Adjust Shift	9	2018-04-09 16:10:25	2018-04-09 16:10:25	Initiating an application	View Details	
Exception	Ð	9-S20180409161007	9	Test1	Appended Re	9	2018-04-09 16:10:07	2018-04-09 16:10:07	End	View Details	
Flow Management	Θ	10-S20180409160055	10	Test2	Appended Re	10	2018-04-09 16:00:55	2018-04-09 16:00:55	End	View Details	
	2	10-S20180409153822	10	Test2	Appended Re	10	2018-04-09 15:38:22	2018-04-09 15:38:22	End	View Details	
Node Setting		1-A20180409151236	1	abc	Adjust and Ap	1	2018-04-09 15:12:36	2018-04-09 15:50:45	Rejected	View Details	J
Flow Setting		1-C20180409151224	1	abc	Adjust Shift	1	2018-04-09 15:12:24	2018-04-09 15:50:47	Rejected	View Details	
My Application		1-OT20180409151118	1	abc	<u>Overtime</u>	1	2018-04-09 15:11:18	2018-04-09 15:45:32	Rejected	View Details	
My Approval		1-OT20180409151113	1	abc	Overtime	1	2018-04-09 15:11:13	2018-04-09 15:45:29	Initiating an application	View Details	
		1-O20180409151058	1	abc	Go Out	1	2018-04-09 15:10:58	2018-04-09 15:10:58	Initiating an application	View Details	
		1-O20180409151045	1	abc	Go Out	1	2018-04-09 15:10:45	2018-04-09 15:10:45	End	View Details	
		1-S20180409150445	1	abc	Appended Re	1	2018-04-09 15:04:45	2018-04-09 15:04:45	End	View Details	
		1-C20180409145650	1	abc	Adjust Shift	admin	2018-04-09 14:56:50	2018-04-09 14:56:50	End	View Details	

### • 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.

	View Det	tails			
Application Number	Approval Node	Approver	Current Node Status	Operation Time	ß
	Application Number	Application Number Approval Node		Application Number Approval Node Approver	Application Number Approval Node Approver Current Node Operation Time

### 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.

		View Det	ails		
Exception Type	Application Number	Approval Node	Approver	Current Node Status	Operation Time
Leave	5-L20180416161522	Direct Leader Node	Jerry(2)	Pending Approval(2);	2018-04-16 16:15:22
Leave	5-L20180416161522	GM Note	Leo(1)		
Leave	5-L20180416161522	HRS Note	Tom(8)		
		Close	е		

### 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.

		View Deta	ails		
Exception Type	Application Number	Approval Node	Approver	Current Node Status	Operation Time
Leave	5-L20180416161522	Direct Leader Node	Jerry(2)	Not Passed(2);	2018-04-16 17:20:50
Leave	5-L20180416161522	GM Note	Leo(1)		
Leave	5-L20180416161522	HRS Note	Tom(8)		
		Close	e		

### D. Pending

When there is a node status of "Pending Approval" in the flow, the process status is the flow.

		View Det	ails		
Exception Type	Application Number	Approval Node	Approver	Current Node Status	Operation Time
Leave	5-L20180416163250	Direct Leader Node	Jerry(2)	Passed(2);	2018-04-16 17:23:22
Leave	5-L20180416163250	GM Note	Leo(1)	Pending Approval(1);	2018-04-16 17:23:22
Leave	5-L20180416163250	HRS Note	Tom(8)		
		Close	e		

### • Export

It supports exporting data. You can export data in Excel, PDF, CSV file format.

The File Type	EXCEL File 🔻	
Export Mode	All data (Can export up to 40000 data)	
	Select the amount of data to export (Can export up to 4000)	) data)
	From the article 1 Strip, is derived 100 Data	

4	A	В	С	D	E	F	G	Н	
1				My Appl	ication				
2	Application Number	Applicantion Personnel ID	Application Personnel Name	Exception Type	Creater	Create Time	Application/Appr ove Time	Flow Overall Status	
3	10- L201804091820	10	Test2	Leave	10	2018-04-09 18:20:01	2018-04-09 18:20:01	Exception	
4	9- OT2018040916 1130	9	Test1	Overtime	9	2018-04-09 2018-04-09 16:11:30 18:20:58		Exception	
5	9- C201804091610	9	Test1	Adjust Shift	9	2018-04-09 16:10:25	2018-04-09 18:21:00	Exception	
6	9- S201804091610	9	Test1	Appended Receipt	9	2018-04-09 16:10:07	2018-04-09 16:10:07	Exception	
7	10- S201804091600	10	Test2	Appended Receipt	10	2018-04-09 16:00:55	2018-04-09 16:00:55	Exception	
8	10- S201804091538	10	Test2	Appended Receipt	10	2018-04-09 15:38:22	2018-04-09 15:38:22	Exception	
9	1- A201804091512	1	abc	Adjust and Append	1	2018-04-09 15:12:36	2018-04-09 15:50:45	Rejected	
10	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	
	My Applica	tion_20180417095328	+			: •			

### 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.

e c	current query conditions: No	ne								
2	Refresh [ Export									
	Approval Number	Applicantio Personnel ID	Application Personnel Name	Exception Type	Approver ID	Approver Name	Create Time	Application/Approve Time	Curren Operations Node Status	
	9-OT20180409161130	9	Test1	<u>Overtime</u>	10	Test2	2018-04-09 16:11:30	2018-04-09 16:11:30	Pending Passed Rejected	
	9-C20180409161025	9	Test1	<u>Adjust Shift</u>	10	Test2	2018-04-09 16:10:25	2018-04-09 16:10:25	Pending Passed Rejected	
	1-A20180409151236	1	abc	Adjust and Ap	3	abc	2018-04-09 15:12:36	2018-04-09 15:50:45	Not Pas	
	1-C20180409151224	1	abc	Adjust Shift	3	abc	2018-04-09 15:12:24	2018-04-09 15:50:47	Not Pas:	
	1-OT20180409151118	1	abc	<u>Overtime</u>	3	abc	2018-04-09 15:11:18	2018-04-09 15:45:32	Not Pas:	
	1-OT20180409151113	1	abc	Overtime	3	abc	2018-04-09 15:11:13	2018-04-09 15:45:29	Passed	

### • 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.

ne c	urrent query conditions: No	ne							
3	Refresh [ 🛃 Export				95 a				
	Approval Number	Applicantio Personnel ID	Application Personnel Name		Approver ID	Approver Name	Create Time	Application/Approve Time	Curren Operations Node Status
	9-OT20180409161130	9	Test1	<u>Overtime</u>	10	Test2	2018-04-09 16:11:30	2018-04-09 16:11:30	Pending Passed Rejected
	9-C20180409161025	9	Test1	Adjust Shift	10	Test2	2018-04-09 16:10:25	2018-04-09 16:10:25	Pending Passed Rejected
	1-A20180409151236	1	abc	Adjust and Ap	3	abc	2018-04-09 15:12:36	2018-04-09 15:50:45	Not Pas:
	1-C20180409151224	1	abc	Adjust Shift	3	abc	2018-04-09 15:12:24	2018-04-09 15:50:47	Not Pas:
2	1-OT20180409151118	1	abc	<u>Overtime</u>	3	abc	2018-04-09 15:11:18	2018-04-09 15:45:32	Not Pas:
	1-OT20180409151113	1	abc	<u>Overtime</u>	3	abc	2018-04-09 15:11:13	2018-04-09 15:45:29	Passed

Adjust Type	Adjust the personal shif 🔻			
Personnel ID*	þ			
First Name	Test1			
Department Name	General			
Adjust Date*	2018-04-10	Original Schedule Name	Test (2018-04-06)	•
Remark				

When the exception type is [leave], you can view the photo of the leave.

eave Type <sup>*</sup>	Annual Leave (L5) 🔻	Leave Requisition Photo	Leave Requisition Photo
<sup>p</sup> ersonnel ID*	3	First Name*	abc
Start Time*	2018-04-06 17:43:13		
End Time*	2018-04-06 17:43:13		
Remark			

• Export

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

The File Type	EXCEL File									
Export Mode	<ul> <li>All data (Can export up to 40000 data)</li> </ul>									
	Select the amount of data to export (Can export up to 40000 export (Can export (Can export up to 40000 export (Can export (Can export up to 40000 export (Can export (C	data)								
	From the article 1 Strip, is derived 100 Data									

4	A	В	С	D	E	F	G	Н	1
1					My Appro	val			
2	Approval Number	Applicantion Personnel ID	Application Personnel Name	Exception Type	Approver ID	Approver Name	Create Time	Application/Appr ove Time	Current Node Status
3	9- OT201804091 61130	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- OT201804091 51118	1	abc	Overtime	3	abc	2018-04-09 15:11:18	2018-04-09 15:45:32	Not Passed
8	1- OT201804091 51113	1	abc	Overtime	3	abc	2018-04-09 15:11:13	2018-04-09 15:45:29	Passed

# 5.7 Calculate Report

### 5.7.1 Manual Calculate

ZKTeco	L     Image: Comparison of the second s
	Time From 2017-12-29 00:00.00 To 2018-03-29 23:59:59 Personnel ID 2. Click here More Q 🛞
Basic Information	The current query conditions: Time From: (2017-12-29 00:00:00) To (2018-03-29 23:59:59)           Image: Condition in the condition of the condition in the condition of the condi
🔜 Shift 🕀	✓
1. Select	Prinancial Processing command ×      Hotel(0) Total Progress
Department(s)	The filtration condition is ready! Initialization of base data complete!
√ Flow Management ⊕	Initialization of exception data completel The second analysis has completed100%
Calculate Report	The window will close after 5 second(s). Suspend Close Close
Manual Calculate	
Daily Attendance	
Leave Summary	
Daily Report	
Monthly Detail Report	
Monthly Statistical Report	Image: A start of the start

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.

ZKTeco	<u>}</u> ↓
Device 🕀	Time From         2017-09-07 00 00 00         To         2017-12-07 23:59:59         Personnel ID         First Name         Last Name
💮 Basic Information 🕀	The current query conditions: Time From (2017-09-07 00.00.00) To (2017-12-07 22:59:59)           Image: Condition and the condition of the condi
🛃 Shift 🕀	✓ ℃⊃ Gonoral(0)     Personnel First Last Department Name     Name Name Number
🗟 Schedule 🕀	Constant Processing command X      Total Progress      Total Progress
Exception $\oplus$	The Temporary Schedule has initialized
Calculate Report 🕞	The Fersion Pil Schedule has initialized i The Group Schedule has initialized i The Department 3chedule has initialized i The second analysis has completed 70%
Calculate	The second analysis has completed 100% The second analysis has completed 100% •
Transactions	The window will close after 4 second(s). Suspend Close Close
Daily Attendance	
Leave Summary	
Daily Report	
Monthly Detail Report	
Monthly Statistical Report	
Departmental Report	(c < 1 - 2 > >) 50 rows per page + Jump To 1 /1 Page Total of 2 records

### 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.

Device	$\oplus$	Time From 2017-12-29 00:00:00 To	2018-	03-29 23:59:59	Per	sonnel ID		Fi	rst Name		Last Name	
		The current query conditions: Time From:(2)	017-12-2	29 00:00:00) 7	Fo:(2018-03-	29 23:59:59)						
Basic Information	Ð		C+	Refresh 📕	Import atte	ndance record f	rom access con	trol module			Attendance Deta	ils
Shift	÷	<ul> <li>▲ C→ General(9956)</li> <li>▲ C→ Marketing Department(0)</li> </ul>		Personnel ID	First Name	Last Name	Departmen Number	Departmen Name	Device Serial Number	Attend Area	Atten	dance Photo
Schedule	Ð	] jlghkş(0)		1	<b>奉择444</b>		1	General	4872173900011	1170 ^		
		Development Department(50) IT(50)		1	奉授���		1	General	4872173900011	1170		
Exception	$\oplus$	Financial Department(0)		1	奉経���		1	General	4872173900011	1170		
Calculate Report	Θ	(0)mn 🗍		1	奉経���		1	General	4872173900011	1170	Personnel ID	1
Calculate Report	Θ	solibra(0)		1	寒経���		1	General	4872173900011	1170	First Name	⊐ 寒锋���Pri
Calculate	â	Camo-test(0)		1	寒経 🗘 🗘		1	General	4872173900011	1170	Department Name	General
Transactions				1	<b>搴锋♦♦♦</b>		1	General	4872173900011	1170	Attendance Date	2018-03-23 11:24:44
				6	6		1	General	3598154700001	Area	Device Serial Number	4872173900011
Daily Attendance				6	6		1	General	3598154700001	Area		
Leave Summary				6	6		1	General	3598154700001	Area		
Daily Report				1	kyle		1	General	ODG611006610300	0 Area		
Monthly Detail Report				2	kkyle		1	General	ODG611006610300	0 Area		
Monthly Statistical Repo			E.	1	kyle		1	General	ODG611006610300	0 Area		

#### • 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.

import atterioance re	cord from access control module	×
Start Time	2017-12-07 00:00:00	
End Time	2017-12-07 23:59:00	
Attendance Point List	Please select the attendan	

#### ZKBioSecurity Online Hospitality

Attendance point list: Only the device which is set in Attendance Point under [Basic information] [Attendance point], will be listed here.

		Please select the	atten	dance	point.		
Attend	Jance Point Name	×					
The c	urrent query conditions: None tive			Selecte	d( <b>0</b> )		
	Attendance Point Name Device Name				Attendance Point Name	Device Name	
			>>				
			<				
			<<				
1<	< 0 > > 50 rows per page - Total of 0 record	S					
		OK		Can	cel		

#### • Export

It will export the attendance record data. Currently it can be exported either in three types of file EXCEL / PDF / CSV. You can also choose the amount of data to be exported or select the maximum amount which supports up to 40,000 records.

The File Type	EXCEL File	•			
Export Mode	All data (Can export	t up to 40	000 data)		
	Select the amount of the select the selec	of data to	export (Can e	xport up	to 40000 data)
	From the article 1	S	trip, is derived	100	Data

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 Contro Device
8	Glori	Liu	2	Marketing Department	20100501999	Area Name	2017-12-15 16:33: 14	Access Contro Device
2940	Sherry	Yang	hotel	Hotel	20100501999	Area Name	2017-12-15 16:33: 16	Access Contro Device
7	Jacky	Xiang	1	General	20100501999	Area Name	2017-12-15 16:33: 20	Access Contro Device
7	Jacky	Xiang	া	General	20100501999	Area Name	2017-12-15 16:33: 21	Access Contro Device
9	Lilian	Mei	3	Development Department	20100501999	Area Name	2017-12-15 16:33: 23	Access Contro Device
1	Jerry	Wang	1	General	20100501999	Area Name	2017-12-15 16:33: 27	Access Contro Device
	Jerry	Jerry Wang 1 Gene		General	20100501999	Area Name	2017-12-15 16:33: 29	Access Contro Device
1	Jerry	Wang 1 General		General	20100501999	Area Name	2017-12-15 16:33: 34	Access Contro Device
2	Lucky	Lucky Tan 3 Develop		Development Department	20100501999	Area Name	2017-12-15 16:33: 42	Access Contro Device
2	Lucky	Tan	3	Development Department	20100501999	Area Name	2017-12-15 16:33: 43	Access Contro Device
2	Lucky	Tan	3	Development Department	20100501999	Area Name	2017-12-15 16:33: 51	Access Contro Device
2	Lucky	Tan	3	Development Department	20100501999	Area Name	2017-12-15 16:33: 59	Access Contro Device
2	Lucky	Tan	3	Development Department	20100501999	Area <mark>N</mark> ame	2017-12-15 16:34: 00	Access Contro Device
2 2	Jerry	Wang	া	General	20100501999	Area Name	2017-12-15 16:34: 03	Access Contro Device
1	Jerry	Wang	1	General	20100501999	Area Name	2017-12-15 16:34: 04	Access Contro Device
1	Jeny	Wang	1	General	2010 <mark>05</mark> 01999	Area Name	2017-12-15 16:34: 05	Access Contro Device
<u>a</u>	Jerry	Wang	1	General	20100501999	Area Name	2017-12-15 16:34:	Access Contro

## 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.

ZKTecc	l.	£ <b>Ⅰ</b> ⊕ 🖪:	1					4	÷				Authorized Company
Device		Time From 2017-12-29 00:00:00 To	2018-	03-29 23:59:5	9 Per	sonnel ID			QQ	)			
		The current query conditions: Time From:(2)	017-12-2	29 00:00:00)	To:(2018-03	-29 23:59:59)							
Basic Information	Ð	Ē	C,	Refresh	Export								
) Shift		<ul> <li>▲ C→ General(9956)</li> <li>▲ C→ Marketing Department(0)</li> </ul>		Personnel ID	First Name	Last Name	Departmen Number	Departmen Name	Record Date	Record Times	Earliest Time	Latest Time	Punch Time
Schedule		☐ jlghkş(0) ▲ C→ Development Department(50)		1	kyle 1				2018-01-08	÷.	09:06:38 18:10:22	09:06:38 18:10:22	09:06:38 18:10:22
Exception	Ð	<ul> <li>IT(50)</li> <li>Financial Department(0)</li> </ul>		1	kyle				2018-02-08		15:59:14	15:59:14	15:59:14
Calculate Report	Θ	☐ rrrr(0) ☐ solibra(0)		1	kyle 寒锋���				2018-02-09 2018-03-22		08:09:27 16:52:03	18:09:45 16:52:03	08:09:27;14:09:06;18:09:4 16:52:03
Calculate	î	Camo-test(0) Hotel(0)		1	寒終444		1	General	2018-03-23	6	10:02:59	11:24:44	10:02:59;11:08:18;11:11:4€
Transactions				10	Corazon				2018-02-08		18:10:53	18:10:53	18:10:53
Daily Attendance				103237740	Diego		1		2018-02-08	1	18:10:54 11:05:59	18:10:54 16:58:15	18:10:54 11:05:59:14:01:52:14:04:34
Leave Summary				2	kkyle		1		2018-02-09		14:23:01	14:23:01	14:23:01
Daily Report				2940					2018-01-30	2	14:54:04	14:55:20	14:54:04;14:55:20
Monthly Detail Report				3	Mario		1		2018-01-16		17:04:08	17:04:08	17:04:08
Monthly Statistical Repo	ort			33					2018-02-01		10:41:00	10:42:03	10:41:00;10:42:03

### • Export

It will export the daily attendance record data. Currently it can be exported either in three types of file EXCEL / PDF / CSV. You can also choose the amount of data to be exported or select the maximum amount which supports up to 40,000 records.

	Export ×
The File Type	EXCEL File
Export Mode	<ul> <li>All data (Can export up to 40000 data)</li> <li>Select the amount of data to export (Can export up to 40000 data)</li> <li>From the article 1</li> <li>Strip, is derived 100</li> <li>Data</li> </ul>
	OK Cancel

Personnel ID	First Name	Last Name	Department	Department Name	Record Date	Record Times	Earliest Time	Latest Time	Punch Time
1	Jerry	Wang	Number 1	General	2017-12-15	35	16:33:27	18:28:38	16:33:27:16:33:2 16:33:34:16:34:0 16:34:04:16:34:0 16:34:04:16:34:0 16:35:03:17:35:2 17:35:20:17:42:5 17:42:51:17:42:5 18:04:44:18:04:4 18:22:20:18:22:2 18:23:12:18:23:1 18:23:06:18:23:1 18:23:06:18:23:1 18:25:00:18:25:1 18:25:00:18:25:1 18:25:00:18:25:1 18:25:14:18:22:3 18:28:35:18:28:3 18:28:35:18:28:3
2	Lucky	Tan	3	Development Department	2017-12-15	26	16:33:42	18:28:56	16:33:42:16:33: 16:34:00:16:35:0 16:34:00:16:35:0 16:35:06:17:35:3 17:42:47:17:42: 17:59:03:17:59:0 18:06:07:18:05:0 18:06:07:18:05:0 18:20:07:18:05:0 18:23:00:18:23:0 18:23:00:18:23:0 18:23:10:16:34:0 19:23:10:16:34:16:16:34:0 19:23:10:16:34:16:16:16:16:16:16:16:16:16:16:16:16:16:
2940	Sherry	Yang	hotel	Hotel	2017-12-15	17	16:33:16	18:28:23	16:34:10;16:35:0 16:35:09;17:35:1 17:43:01:17:43:0

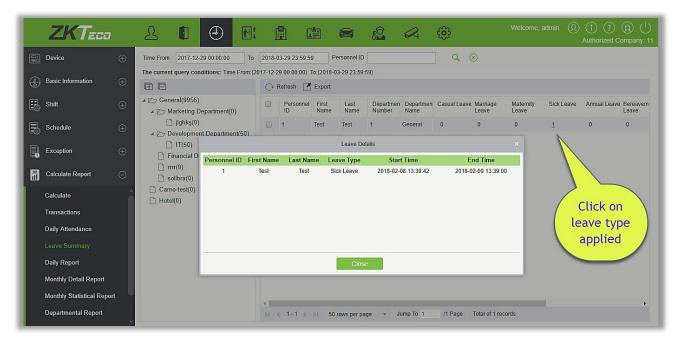
### 5.7.4 Leave Summary

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.

#### User Manual

#### ZKBioSecurity Online Hospitality

1 Device	$\oplus$	Time From 2017-09-07 00:00:00 To	2017-	12-07 23:59:5	9 P	ersonnel ID			Q 🛞					
		The current query conditions: Time From:(2	2017-09-1	07 00:00:00)	To:(2017-1	2-07 23:59:	59)							
Basic Information	Ð		C	Refresh	Export									
Shift	$\oplus$	<ul> <li>Constant</li> <li>General(1)</li> <li>Marketing Department(1)</li> </ul>		Personnel ID	First Name	Last Name	Departmen Number	Department Name	Casual Leave	Marriage Leave	Maternity Leave	Sick Leave	Annual Leave	Ber Lea
Schedule	Ð	<ul> <li>Development Department(0)</li> <li>Financial Department(1)</li> </ul>		1	abc	xyz	4	Financial Departm	2	0	0	0	0	0
Exception	Ð	🗋 Hotel(1)												
Calculate Report	Θ													
Calculate														
Transactions														
Daily Attendance														
Leave Summary														



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

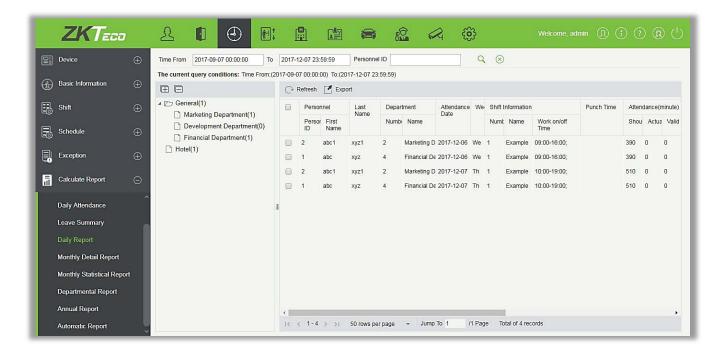
It will export the leave summary data. Currently it can be exported either in three types of file EXCEL / PDF / CSV. You can also choose the amount of data to be exported or select the maximum amount which supports up to 40,000 records.

The File Type	EXCEL File	~									
Export Mode	All data (Can export up to 40000 data)										
	O Select the amou	nt of da	ta to exp <mark>ort (Can</mark> e	port up	to 40000 data)						
	From the article	1	Strip, is derived	100	Data						

		Leave S	ummary		
Personnel ID	First Name	Last Name	Department Number	Department Name	Leave Type Statistics
1	Jerry	Wang	1	General	Casual Leave(1) Marriage Leave(0) Sick Leave(0) Annual Leave(0) Bereavement Leave(0) Breastfeeding Leave(0) Custorr (0)
5	Necol	Ye	2	Marketing Department	Casual Leave(0) Marriage Leave(0) Maternity Leave(1) Sick Leave(0) Annual Leave(1) Bereavement Leave(0) Breastfeeding Leave(0) Custon (0)
9	Lilian	Mei	3	Development Department	Casual Leave(0 Marriage Leave(0 Maternity Leave(1 Sick Leave(0) Annual Leave(0) Bereavement Leave(0) Breastfeeding Leave(1) Custon (0)
3	Leo	Hou	4	Financial Department	Casual Leave(0) Marriage Leave(1) Maternity Leave(0) Sick Leave(0) Annual Leave(0)

## 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.

The File Type	EXCEL File										
Export Mode	<ul> <li>All data (Can export up to 40000 data)</li> </ul>										
	◯ Select the amour	nt of data	to export (Can e	port up	to 40000 data)						
	From the article	1	Strip, is derived	100	Data						

											Dely	Report											
Per	crnel	Last Name	Dep	strect	Attendance Date	Viewsk		Shift Information		Punch Time	1	Attendence(minute)	2	Labelminute)	Early(minute)		Overtime	e(minute)			Excepto	n(minute)	-
pin	First Name	Last roate	Number	Name	Activicance Late	TAUC	Number	Name	Work on/off Time	Punch Illine	Should	Actual	Veld	resilation)	rashinger (	Weekshy	Vaekand	Holdsy	Total	Abeart	Laws	Trip	0
940	Sherry	Yang	hetel.	Hotel	2017-12-15	16	2 <b>R</b> S	Day Shift	05:00-19:00	08140-16/35	430	4(8)	450	0	0	0	0	0	C	0	0	0	1
3	Jamy .	Wang	1	General	2017-12-15	16	2 <b>3</b> 2	Day SNR	09100-1800	08140-16:35	430	475	396	0	84	0	D	0	0	0	0	0	1
2	Lucky	Ten	3	Development Decement	2017-12-15	Pr.	1	Day Shift	09:00-18:00	DI 40-16:35	430	475	395	•	85	0	٥	0	c	•	0	٥	1
3	Lao	Heu		Firencel	2017-12-15	Pr.	1	Day Shift	09:00-18:00	DB 40-16:35	430	475	395	0	85	0	0	0	e	0	0	a	-
4	Derty	Cast	1	General	2017-12-15	11	1 1 5	Day Shift	09:00-18:00	08140-10:35	480	475	397	0	83	0	0	0	0	0	0	0	
•	Necol	Y.	2	Marketing Decertment	2017-12-15	Pr	1	Day Shift	09:00-18:00	0250-16:35	450	405	348	50	84	0	٥	0	c	0	0	c	
6	Anter	Lin		Firencel	2017-12-15	Pr.	1	Day Shift	09:00-18:00	0250-16:35	430	405	345	50	85	0	0	0	0	0	0	0	
7	Jacky	Xarg	18	General	2017-12-15	11	1	Day Shit	09:00-18:00	0950-1034	400	404	344	50	85	0	0	0	6	0	0	0	
	Clice	Lhu	2	Marketing Decement	2017-12-15	Pr.	1	Day Shift	09:00-18:00	[-16.35	430	٥	0	e	85	0	o	0	e	395	0	٥	(=)
	Lillen	Mei	3	Development Decement	2017-12-15	r.		Day Shit	09:00-18:00	1-10.34	430	D	0	0	85	0	D	0	c	354	0	0	

## 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.

																					Prut	IOTIZE	ed Co	mpa	any
Device	$\oplus$	Statistics of Month 2018-03		Personnel I	D			Q (	$\overline{\mathbf{x}}$																
		The current query conditions: Statistics	s <mark>of M</mark> ont	h:(2018-03)																					
Basic Information	Ð			🔿 Refresh	🛃 Expo	rt																			
Shift	Ð	⊿ [∠> General(9956)			First			Departmen		2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
		Marketing Department(0)		ID	Name	Name	Numb	Name	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa
Schedule	$\oplus$	ilghkş(0)		10000	♦硅揪♦♦		011	IT	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	N
		Development Department(50 IT(50)	0)	46546	Krispy	Cream 0	011	IT	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	Rest	Rest	Rest	R
Exception	$\oplus$	Financial Department(0)		9951	<b>000</b> 淇0		011	п	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	N
	~	(0)mn		9952	♦♦揪瀛♦		011	п	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	N
Calculate Report	Θ	🗋 solibra(0)		9953	<b>浠海令湾</b> 6		011	т	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	N
Calculate	â	Camo-test(0)		9954	00000		011	п	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	N
Transactions				9955	姊 <b>今</b> 令瀛令		011	п	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	N
			6	9956	璋向令姓(		011	п	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	N
Daily Attendance				9957	壁田496		011	IT	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	N
Leave Summary				9958	◆や◆姉●		011	п	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	N
Daily Report				9959	<b>0+0</b> 续0		011	п	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	N
Monthly Detail Report				9960	绠◆兢凛€		011	п	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	N
Monthly Statistical Repo					TDO YID & SHE &				-	10	-								-	-	-	***			

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

Expected/Actual :√ Late :< Early :> Absent :□ No Check-in :[ No Check-out :] Leave : Ω Overtime :+ Adjust Rest : ○ Append Attendance

### • Export

It will export the Monthly Detail Report data. Currently it can be exported either in three types of file EXCEL / PDF / CSV. You can also choose the amount of data to be exported or select the maximum amount which supports up to 40,000 records.

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

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		5					Å	5		£											-	24		-	-
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100												-													

### 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.

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2:	Device	Ð	Statistics o	of Month 20	017-12		Per	sonnel IC	0			Q (	×										
			The curren	nt query co	nditions: Statistic	s of Mor	nth:(20	17-12)															
Ð	Basic Information	Ð					C+ F	Refresh	Expe	ort													
5	Shift	Ð	⊿ 🗁 Ger					Persor	nel		Depart	ment	Attendar	nce(hour(s)	)	Late(1	"ime(s))			Early(	Time(s))		
	0-1-11-				Department(1) ent <mark>Department(0</mark>	))		Persor ID	First Name	Last Name	Numb	Name	Should	Actual	Valid	Slight	Mediu	Seriou	Total	Slight	Mediu	Seriou	i Tota
B	Schedule				epartment(1)				abc	xyz	4	Financial De	15.0	0.0	0.0	0	0	0	0	0	0	0	0
	Exception	$\oplus$	🗋 Hote	al(1)				2	abc 1	xyz1	2	Marketing D	15.0	0.0	0.0	0	0	0	0	0	0	0	0
	Calculate Report	Θ																					
1	Calculate	â				1																	
8	Transactions																						
	Daily Attendance																						
	Leave Summary																						
	Daily Report																						
4	Monthly Detail Report																						
	Monthly Statistical Report	t -																					
	Departmental Report						16	(1-2	> >1	50 rows p	er page	← Jump	To 1	/1 Page	Total o	of 2 record	s						,

### • 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.

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

											ZKT Monthly Stat												
	Personnel		Depe	there	1	Attendence/hour(s))	1	-	Late(3	0040		and the second second	Early()	(me)=0	87	1.00	Overtime	(hour(e))			Exception	n(hour(s))	
pin	First Name	Last Name	Number	Name	Should	Actual	Valid	Sight	Medium	Serioux	Total	Sight	Nedum	Serious	Total	Weekstry	Viewkand	Holday	Total	Absert	Larva	149	0
7	Jacky	Xarg	1	Ceneral	8.0	8.7	57	0	0	0	C	0	0	0	0	0.0	0.0	0.0	00	0.0	0.0	0.0	0
5	Necol	Y.	2	Marketing Department	80	6.5	58	٥	0	0	0	0	0	a	0	0.0	0.0	0.0	80	00	60	00	0
9	Ulan	Mei	3	Development Department	80	8.0	00	٥	0	0	0	0	0	a	0	0.0	0.0	0.0	80	66	60	00	0
3	Leo	Hou	4	Financial Department	8.0	7.9	65	۰	0	0	0	٥	0	0	0	0.0	0.0	0.0	80	00	00	00	0
2	Lucky	Ten	2	Development Department	8.0	7.9	65	٥	0	٥	٥	0	•	a	0	0.0	0.0	0.0	00	00	00	00	c
8	Got	Llu	2	Marketrig Department	8.0	8.0	00	٥	0	٥	0	0	•	a	0	0.0	0.0	0.0	00	68	00	00	c
	Anter	Lin	4	Firancial Department	8.0	6.8	58	0	D	٥	٥	0	٥	0	0	0.0	0.0	0.0	80	00	00	00	0
4	Deny	Caro	1	General	8.0	7.9	65	•	C	0	0	Ð	0	0	0	00	00	00	80	00	00	00	0
1	307	Wing	1	General	8.0	7.9	66	0	0	0	0	0	0	0	0	00	00	0.0	80	00	00	00	0
940	2007	Yann	brital	Hintal	80	80	80		0		0	0	0	0		0.0	0.0	0.0	80	00	00	00	0

### 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.

	i	£ <b>1</b> € №	[				8	5	2	¢;			We	lcome,	admin		i	() (	<u>r</u> ) (	('
Device	Ð	Statistics of Month 2017-12			)															
<u> </u>		The current query conditions: Statistics of M	onth:(20	)17-12)																
Basic Information			C,	Refresh	Export															
Shift	Ð	⊿ [≥ General(1)		Depart	ment	Attendar	ce(hour(s))	)	Late(1	'ime(s))			Early(	Time(s))			Overti	me(houri	(s))	
		Marketing Department(1) Development Department(0)		Numb	Name	Should	Actual	Valid	Slight	Mediu	Seriou	Total	Slight	Mediu	Seriou	Total	Week	Weeke	Holid	ta
Schedule		Financial Department(1)		2	Marketing D	15.0	0.0	0.0	0	0	0	0	0	0	0	0	0.0	0.0	0.0	ſ
Exception	Ð	Hotel(1)		4	Financial De	15.0	0.0	0.0	0	0	0	0	0	0	0	0	0.0	0.0	0.0	C
Calculate Report	Θ																			
Daily Attendance			l.																	
Leave Summary																				
Daily Report																				
Monthly Detail Report																				
Monthly Statistical Repo	ort																			
Departmental Report																				
Annual Report			-	_	_	_	_	_	_	_	_	_	_		_					
Automatic Report			I¢.	< 1-2	>>1 50	rows per	page 👻	Jump	To 1	/1 Pag	je To	otal of 2 i	ecords							

### • Export

It will export the Departmental Report data. Currently it can be exported either in three types of file EXCEL / PDF / CSV. You can also choose the amount of data to be exported or select the maximum amount which supports up to 40,000 records.

The File Type	EXCEL File	~			
Export Mode	All data (Can explanation)	p <mark>ort up</mark> to	40000 data)		
	◯ Select the amou	nt of data	a to export (Can ex	port up	to 40000 data)
	From the article	1	Strip, is derived	100	Data

Should 24.0	Attendance(hour(s)) Actual 22.6	Valid 19.0	Sign	Late(T Medium	Ime(s)) Serious	Total		Departmental Repor Early(1				Overtime	(hourin))			Evention	nhourisili	
Should 24.0	Actual 22.6	19.0	Sign					Early(1	(meisi)			Owner					(housing)	
24.0	22.6	19.0	Slight	Medium	Serious													
			0				Slight	Medium	Serious	Total	Weekday	Weekend	Holday	Total	Absent	Leave	Trp	Out
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
	1.0	0.0	0	0	0	0	0	0	0	0	0.0	0.0	00	0.0	0.0	0.0	0.0	0.0
16.0	7.9	6.6	٥	0	٥	0	0	٥	٥	0	0.0	0.0	0.0	0.0	6.6	0.0	0.0	0.0
16.0	6.8	5.8	٥	0	0	0	٥	0	0	0	0.0	0.0	8	0.0	6.5	0.0	0.0	0.0
16.0	14.7	12.3	٥	٥	٥	0	0	٥	٥	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	16.0	16.0 6.8	16.0 6.8 5.8	16.D 6.8 5.8 D	16.0 6.8 5.8 0 0	15.0 6.8 5.8 0 0 0	16.0 6.8 5.8 0 0 0 0	16D 6.8 5.8 D 0 0 0 0	16D 6.8 5.8 0 0 0 0 0 0	15D 5.8 5.8 0 0 0 0 0 0 0 0	15D 5.8 5.8 0 0 0 0 0 0 0 0 0	15D 53 58 0 0 0 0 0 0 0 0 0 0 0 0 0	KD         S.8         C         O	HLD         6.8         5.8         O </td <td>Handle         Same         &lt;</td> <td>HD         6.8         C.8         O<td>MD         K8         K8         O</td><td>Math         Math         <th< td=""></th<></td></td>	Handle         Same         <	HD         6.8         C.8         O <td>MD         K8         K8         O</td> <td>Math         Math         <th< td=""></th<></td>	MD         K8         K8         O	Math         Math <th< td=""></th<>

### 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.

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Device		Ð	Statistics	of Year 20	017		Pers	onnel ID				Q®	)										
@ n · · / /		_	The curre	nt query c	onditions: Si	atistics of Ye	ar:(201	7)															
Basic Informa	ation (	Ð					C,	Refresh	Exp	ort													
Shift		Ð	⊿ 🗁 Ge		_			Perso	nnel		Depar	ment	Attendar	nce(hour(s)	)	Late(1	lime(s))			Early(	Time(s))		
Schedule		Ð		Developm	Department nent Departm	nent(0)		Persor ID	r First Name	Last Name	Numb	Name	Should	Actual	Valid	Slight	Mediu	i Seriou	Total	Slight	Mediu	Seriou	J Total
Exception		Ð	D Ho		Department(	1)		1 2	abc abc 1	xyz xyz1	4 2	Financial De Marketing D		0.0 0.0	0.0 0.0	0 0	0 0		0 0	0 0			0 0
Calculate Re	eport (	Э																					
Daily Attenda	ance	Ŷ				1																	
Leave Summ	nary																						
Daily Report																							
Monthly Deta	ail Report																						
Monthly Stati	istical Report																						
Departmenta	al Report																						
Annual Repo	ort						-																
Automatic Re	eport	÷					IC.	< 1-2	> >1	50 rows p	er page	👻 Jump	то 1	/1 Page	Total o	of 2 record	ls						

### • Export

It will export the Annual Report data. Currently it can be exported either in three types of file EXCEL / PDF / CSV. You can also choose the amount of data to be exported or select the maximum amount which supports up to 40,000 records.

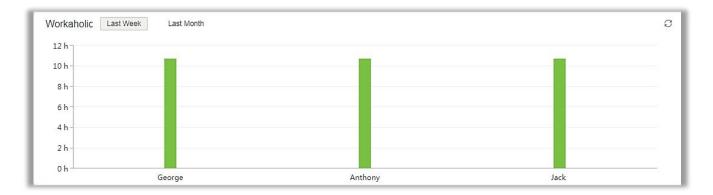
The File Type	EXCEL File	$\sim$			
Export Mode	All data (Can explanation)	p <mark>ort up</mark> to	40000 data)		
	◯ Select the amou	nt of data	to export (Can ex	kport up	to 40000 data)
	From the article	1	Strip, is derived	100	Data

	Personnel		Depa	strette		Attendence/hour(s)			Late()	(involut)			Early(	lime(s)			Owntime	(hour(s))			Exception	(hour(s))	
pin	First Name	Last Name	Number	Name	Should	Actual	Weld	Sight	Medium	Serious	Total	Sight	Medium	Serious	Total	Weekday	Viewigend	Holiday	Total	Absert	Leeve	Trip	0
7	Jecky	Xiang	1	Cererel	8.0	87	57	0	0	0	C	0	0	C	0	00	00	0.0	0.0	00	0.0	0.0	0
6	Necol	Y.	2	Marketrg Department	8.0	5.5	5.8	0	٥	Ð	0	0	٥	C	٥	0.0	00	0.0	0.0	00	0.0	0.0	a
•	Ulan	Mei	3	Development Department	8.0	80	0.0	۰	0	0	C	0	۰	0	٥	00	00	0.0	00	66	0.0	0.0	
3	Leo	Hou		Financial Department	8.0	7.9	6.6	0	0	D	0	D	٥	0	٥	0.0	0.0	0.0	0.0	00	0.0	0.0	
2	Lucky	Ten	3	Development Department	80	79	65	٥	c	D	٥	0	٥	c	٥	0.0	00	00	80	00	00	0.0	
8	Client	Lhu	2	Marketrg Department	80	0.0	ce	0	0	D	0	0	٥	C	a	0.0	00	0.0	0.0	6.6	0.0	0.0	
8	Arrbw	Lin	4	Financial Department	8.0	6.5	58	0	c	D	٥	0	٥	0	a	0.0	00	0.0	80	0.0	00	0.0	
4	Berry	Cat 2	1	Centeral	8.0	7.9	6.6	0	0	0	0	0	0	0	0	0.0	00	0.0	0.0	0.0	0.0	0.0	
1	Jamy	Weng	1	Cererel	8.0	7.9	6.6	0	0	0	0	0	0	0	0	00	00	00	00	0.0	0.0	0.0	

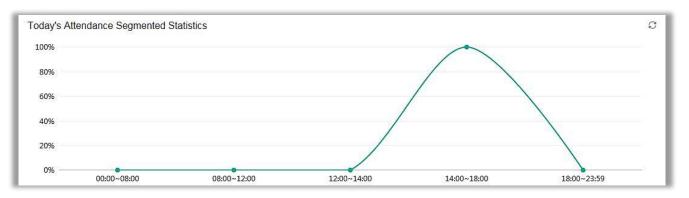
# 5.8 Homepage Panel

### 5.8.1 Workaholic

It will display the personnel with the highest actual working hour for the last week or month.



## 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)  $\times 100\%$ .

The time period is divided into [00: 00 ~ 08: 00, 08: 00 ~ 12: 00, 12: 00 ~ 14: 00, 14: 00, 18: 00 ~ 23: 59].

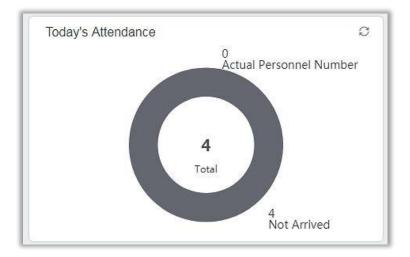
### 5.8.3 Today's attendance

It displays the status of today's attendance in a pie chart style

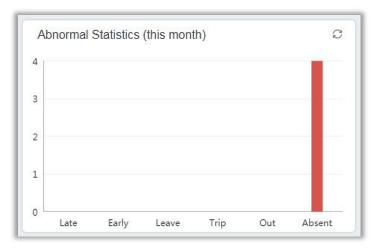
Actual Personnel number are the personnel who has checked in.

Not Arrived are the personnel who has not checked in.

The total number of personnel is Actual Personnel number plus Not arrived.



## 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.

# 6. Elevator

The following is the manual of online elevator control. If you are using offline elevator control, please refer to <u>Offline Elevator Control Manual</u>.

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

## 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:

	New X		New	*
Device Name*		Device Name*		
Communication Type*	TCP/IP O RS485	Communication Type"	⊖ TCP/IP   RS485	
IP Address*		Serial Port Number*	COM1	$\sim$
Communication port*	4370	RS485 Address*		(Range1-63)
Communication Password		RS485 Address Code	ON	KE
Number of expansion board	0	Figure		
Each expansion board relay	16		1 2 3 4 5 6 7	8
number		Baud Rate*	38400	$\checkmark$
Area*	Ares Name	Communication Password		
Clear Data in the Device		Number of expansion board	0	~
when Adding		Each expansion board relay	16	
A [Clear Data in the Device v	when Adding] will delete data in the device	number		
(except event record), plea	se use with caution!	Area*	Area Name	
		Clear Data in the Device		
		when Adding		
		[Clear Data in the Device v (except event record), plear		ta in the device
Save and New	OK Cancel	Save and New	ок	Cancel

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.

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

Search the elevator device in the Ethernet.

- (1) Click [Elevator Device] > [Device] > [Search Device], to show the Search interface.
- (2) Click [Search], and it will prompt [searching.....].
- (3) After searching, the list and total number of elevator devices will be displayed.

				Search Device				×	
Search	No device found?	Download Search	Tools to Local Disk						
Total Progress									
IP Address		Device Type		Serial Number					
IP Address	MAC Address	Subnet Mask	Gateway Address	Serial Number	Device Type	Set Server	Operations		
	Close								

**Note:** Here we use UDP broadcast mode to search elevator devices, this mode cannot perform cross-Router function. IP address can be cross-net segment, but must belong to the same subnet, and needs to be configured the gateway and IP address in the same net segment.

(4) Click [Add Device] behind the device, and a dialog box will pop up. Enter self-defined device name, and click [OK] to complete device adding.

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

Solution 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:

Device Name*	192.168.1.53						
Name*	192.168.1.53-Reader						
Operate Interval*	2	second(0-					
	254)						
Verification Mode*	Card or Fingerprint	•					
The above Settings are	T						
Copied to							

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]:

	Edit	×
Device Name	192.168.1.53	
Floor Number	1	
Floor Name*	192.168.1.53-1	
Floor Active Time Zone*	24-Hour Accessible	•
Floor Passage Mode Time Zone		•
Button Open Duration*	5 254)	second(0-
The above Settings are Copied to		•
OK	Cancel	

Fields are as follows:

Device Name: It is not editable.

Floor Number: The system automatically numbered according to the number of relays.

Floor Name: The default setting is "Device Name- Floor Number"; it is editable within 30 characters.

Floor Active Time Zone, Floor Passage Mode Time Zone: The default setting is Null. The Floor Active Time Zones that are initialized or newly added by users will be displayed here so that users can select a period. When editing a floor, the Floor Active Time Zone must be specified. The key for closing the related floor can be released continuously only after the effective periods of this floor are specified. Floor Passage Mode Time Zone takes effect only within the floor effective period. It is recommended that the floor continuous release period be included in the floor effective period.

Button Open Duration: It is used to control the time period to press floor button after verification. The default value is 5 seconds; the range is 0~254 seconds.

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

- All Floors of Current Device: To apply the above settings to all floors of the current elevator device.
- > All floors of all Devices: To apply the above settings to all floors within the current user's level.

## 6.1.4 Auxiliary Input

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

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

2. Click [Edit] to modify the parameters:

	Edit	
Device Name*	192.168.214.66	
Number*	9	
Name*	Auxiliary Input-9	
Printed Name*	IN9	
Remark		
	OK Cancel	

Fields are as follows:

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

Printed Name: The printing name in the hardware, for example IN9。

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:

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 Zo	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
llegal 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

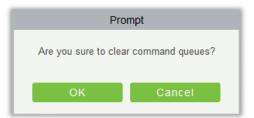
More details about Event Type, please refer to Elevator Event Type.

## 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 Num	iber	$\otimes$	
Export							
Device Name	Serial Number	Area	Operation Status	Current Status	Commands List	Recently The Abnormal State	Operations
192.168.214.66	0013130700074	Area Nameaa	Get real-time event	Normal	0	None	Clear Command View Command

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



Click [OK] to clear.

### *∝*Notes:

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

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

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

## 6.1.7 Real-Time Monitoring

Click [Elevator Device] > [Real-Time Monitoring], real-time monitor the status and real-time events of elevator controllers in the system, including normal events and abnormal events (including alarm events). Real-Time Monitoring interface is shown as follows:

Time	Area Name	Device Name	Event Point	Event Description	Card Number	Person	Reader Name	Verification Mode
2017-02-10 16:11:12	Area Name:	192.168.214.66(00131	192.168.214.66-2	Remote Release				Other
2017-02-10 16:11:12	Area Namea	192.168.214.66(00131	192.168.214.66-1	Remote Release				Other
2017-02-10 16:11:01	Area Name:	192.168.214.66(00131	192.168.214.66-Rea	Disabled Card	2338484	2829(xinxiao yang	192.168.214.66-Read	Card or Fingerprint
2017-02-10 16:10:47	Area Name:	192.168.214.66(00131	192.168.214.66-Rea	Disabled Card	2338484	2829(xinxiao yang	192,168.214.66-Read	Card or Fingerprint
2017-02-10 16:10:44	Area Name:	192.168.214.66(00131	192.168.214.66-Rea	Disabled Card	2338484	2829(xinxiao yang	192.168.214.66-Read	Card or Fingerprint

### 1. Event Monitoring

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

Monitor Area: All floors with elevator controller in the system is monitored by default, you can target to monitor one or more floors by Area, Status, Device Name and Serial NO.

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

displayed.

### 2. Remotely Release Button

Click [Remotely Release Button]:

Remotely Release the Button	
User Password*	
Prompt	
For system security, please enter the user password for verification to proceed to next step!	
Next Step Cancel	

Input the user password (the system logging password), click [Next Step]:

Remotely Release the Button	
	<u>^</u>
a 🗌 🗁 192.168.1.53	
<b>192.168.1.53-1</b>	
192.168.1.53-2	
192.168.1.53-3	
192.168.1.53-4	
192.168.1.53-5	
192.168.1.53-6	
192.168.1.53-7	
192.168.1.53-8	
192.168.1.53-9	
192.168.1.53-10	
192.168.1.53-11	
192.168.1.53-12	
T T 400 400 4 50 40	*
Previous Step Next Step Cancel	

Select the floor, and click [Next Step]:

Remotely Release the Button	×
Remote release: 5 second(1-254)	
Enable Intraday Passage Mode Time Zone	
Sustained release button	
Previous Step Complete Cancel	

#### Fields are as follows:

Remote Release: It determines whether the corresponding key to the selected floor can be pressed. You can customize the key release duration (15s by default), or select Enable Intraday Passage Mode Time Zone. You can also directly set the current status of the floor to continuously release. In this case, the floor is not subject to restrictions of any periods, including Floor Active Time Zone, Floor Passage Mode Time Zone, and Button Open Duration. That is, the floor will be continuously released in 24 hours every day.

**Enable Intraday Passage Mode Time Zone**: To close a floor, you must first set Disable Intraday Passage Mode Time Zone to prevent the case that the floor is opened because other continuous open periods take effect. Then, you need to set to close the Remote Lock Button.

Sustained Release Button: The floor that is set to the continuously release state is not subject to restrictions of any periods, that is, the floor will be continuously released in 24 hours every day. To close the floor, you must select Disable Intraday Passage Mode Time Zone.

**Note:** If a failure message is always returned for the remote release key, check whether there are too many currently disconnected devices on the device list. If yes, check the network connection.

Select the options, click [Complete] to finish enabling the button.

### 2. Remotely Lock Button

Click [Remotely Lock Button]:

Remotely Lock the Button	×
User Password*	
Prompt	
For system security, please enter the user password for verification to proceed to next step!	
Next Step Cancel	_

Input the user password (the system logging password), click [Next Step]:

Remotely Lock the Button	×
	*
▲ □ ₺ 192.168.1.53	
192.168.1.53-1	
192.168.1.53-2	
192.168.1.53-3	
192.168.1.53-4	
192.168.1.53-5	
192.168.1.53-6	
192.168.1.53-7	
192.168.1.53-8	
192.168.1.53-9	
192.168.1.53-10	
192.168.1.53-11	
192.168.1.53-12	
T 1 400 400 4 50 40	•
Previous Step Next Step Cancel	

Select the floor, and click [Next Step]:



### Fields are as follows:

Remote Locking: Lock the remotely released button.

**Note:** If a failure message is always returned for the remote lock key, check whether there are too many currently disconnected devices on the device list. If yes, check the network connection.

Select the options, click [Complete] to finish enabling the button.

## 6.2 Elevator Rules

It can control buttons of a common elevator and implement unified management on people going in or 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:

emark																			
Time			Inte		Interval 2								Inter	rval 3					
Date	Start Time			End Time			St	Start Time			End Time			Start Time			End Time		
Monday	00	1	00	00	: 0	0	00		00	00	1	00	00	:	00	00	1	00	
Tuesday	00	1	00	00	: 0	0	00	1	00	00	:	00	00	:	00	00	:	00	
Wednesday	00	1	00	00	: 0	0	00	:	00	00	:	00	00	:	00	00	:	00	
Thursday	00	1	00	00	: 0	0	00	1	00	00	:	00	00	:	00	00	1	00	
Friday	00	1	00	00	: 0	0	00	:	00	00	:	00	00	:	00	00	:	00	
Saturday	00	1	00	00	: 0	0	00	1	00	00	:	00	00	:	00	00	1	00	
Sunday	00	1	00	00	: 0	0	00	:	00	00	:	00	00	:	00	00	:	00	
Holiday Type 1	00	1	00	00	: 0	0	00	1	00	00	:	00	00	:	00	00	1	00	
Holiday Type 2	00	1	00	00	: 0	0	00	:	00	00	:	00	00	:	00	00	:	00	
Holiday Type 3	00	÷	00	00	: 0	0	00	1	00	00	:	00	00	1	00	00	1	00	
opy Monday's Setting	to Othe	ers \	Neekda	ays: 🗌															
., .,																			

### The parameters are as follows:

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

Remarks: Detailed description of the current time zone, including explanation of current time zone and primary applications. The field is up to 50 characters.

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

**Setting**: If the interval is Normal Open, just enter 00:00-23:59 as the interval 1, and 00:00-00:00 as the interval 2/3. If the interval is Normal Close: All are 00:00-00:00. If only using one interval, user just needs to fill out the interval 1, and the interval 2/3 will use the default value. Similarly, when only using the first two intervals, the third interval will use the default value. When using two or three intervals, user needs to ensure two or three intervals have no time intersection, and the time shall cross over to 2<sup>nd</sup> day, or the system will prompt error.

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

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

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

### 2. Maintenance of Elevator Time Zones

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

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

## 6.2.2 Holidays

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

### • Add

Holiday Name*	
Holiday Type*	Holiday Type 1 🔹
Start Date*	2015-03-19
End Date*	2015-03-19
Recurring	No 🔻
Remark	

(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

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:

	New	×
Level Name*		
Time Zones*	24-Hour Accessible	·
Area*	Area Name	
ОК	Cancel	
OK	Cancel	

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.



			Add Flo	or			
Floor	Number	Floor Name			Q 🗇		
The c	urrent query conditi	ons: None		Calast	- 1(0)		
				Select			
	Floor Number	Floor Name			Floor Number	Floor Name	
	1	192.168.1.53-1	<u>^</u>				
	2	192.168.1.53-2					
	3	192.168.1.53-3	>>				
	4	192.168.1.53-4	>				
	5	192.168.1.53-5	< <<				
	6	192.168.1.53-6					
	7	192.168.1.53-7					
-	•	400 400 4 50 0	-				
	From 1 To	50 👂 👂 50 rows per p	bage				
			ОК	Car	icel		

**Solution** 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.
- 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)

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:

Elevat	tor Control Setting	×
Superuser	No	~
Set Valid Time		
OK	Cancel	

(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]:

		New			×
Linkage Name*		Apply to all p	ersonnel 🗹		
Linkage Trigger Conditions* A	dd Check All Clear All	Input Point*	Add Check All Clear	<u>All</u>	
Output Point	Video Linkage	Active Time	E-mail	Linkage Voice Prompts	
Floor Add Check All Clear All	video Linkage	Addre Time	e-mail	Linkage voice Frompts	
Action type*	Close				-1
					_
	Save and New	ОК	Cancel		

#### The fields are as follows:

Linkage Name: Set a linkage name.

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

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

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

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

Video Linkage:

> Pop up video: Whether to set the pop-up preview page in real-time monitoring, and set the

pop-long.

- Video: Enable or disable background video recording, and set the duration of background video recording.
- > Capture: Enable or disable background snapshot.

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

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

**Note:** It is not allowed to set the same linkage setting at input point and output point. The same device permits consecutive logical linkage settings. The system allows you to set several trigger conditions for a linkage setting one time.

## 6.2.8 Parameters

Click [Elevator] > [Elevator] > [Parameters]:

b) Set the Time For Obtaining New Transactions         (2) 0:00       1:00       2:00       3:00       4:00       5:00       6:00       7:00       8:00       9:00       10:00       11:00         12:00       13:00       14:00       15:00       16:00       17:00       18:00       19:00       20:00       21:00       22:00       23:00         Select All       Cancel		hour(s)										
12:00       13:00       14:00       15:00       16:00       17:00       18:00       19:00       20:00       21:00       22:00       23:00         Select All       Cancel	-											
Select All Cancel	0:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00
			14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00
he Real Time Monitoring Page Pop-up Staff Photo Size Max Height: 140 px(80 - 500) A Refresh the real-time monitor page after setting Height.		_	_			1						

### Type of Getting Transactions

• Periodically

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

### • Set the Time For Obtaining New Transactions

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

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

# 6.3 Elevator Reports

Includes "All transactions" and "All Exception Events". You can export after querying.

## 6.3.1 All Transactions

Because the data size of elevator access control event records is large, you can view elevator access control events as specified condition when querying. By default, the system displays the latest three months transactions.

Click [Reports] > [All Transactions] to view all transactions:

Time From 2015-02	2-26 00:00:00	To 2015-05-26 23:59	:59 Personnel ID		Device N	ame	•	More∓ Q	$\otimes$		
The current query co	nditions: Time Fro	om:(2015-02-26 00:00:00) 1	0:(2015-05-26 23:59:59)								
🔿 Refresh     C	lear All Data 🛛 🖓	Export									
Time	Device	Event Point	Event Description	Media File	Personnel ID	First Name	Last Name	Card Number	Department	Reader Name	Verification Mode
2015-05-22 17:01:00	192.168.60.53	192.168.60.53-1	Normal Punch Open		11	jolly	wei	3406918	General	192.168.60.53-Re	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-Re	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-Re	Card or Passw
2015-05-22 17:01:00	192.168.60.53	192.168.60.53-2	Trigger global linkage	<b>•</b>	11	jolly	wei	3406918	General	192.168.60.53-Re	Card or 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-Re	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-Re	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-Re	Card or Passw
2015-05-22 17:00:49	192.168.60.53	192.168.60.53-2	Trigger global linkage	<b>•</b>	11	jolly	wei	3406918	General	192.168.60.53-Re	Card or 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-Re	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 0	0 : 00 : 00 - 2017-12 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	

## 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 2015-0	2-26 00:00:00	) To 20	15-05-26 23:59:59	Personnel	ID		Device	Name		- More	- Q (	$\overline{\times}$
The current query co	nditions: Tim	e From:(2015-02	-26 00:00:00) To:(2	015-05-26 23:59:5	i9)							
🕞 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-Re	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-Re	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-Re	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-Re	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-Re	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-Re	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-Re	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-Re	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-Re	Card Expired	3406916	12	jolly2	wei	General	192.168.60.	Card or Fing	

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

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

						ZKTECO						
						All Exception Events						
Time: 2017-09-18 00	: 00 : 00 - 2017-1: Area	2-18 23 : 59 : 59 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	Remark
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:	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.

Access Rights By Flo	por		Browse 192.168	8.214.66-1(1) Ope	ning Personnel	
Floor Name	Device Name	Q ⊗	🖓 Refresh	📕 Export		
The current query con	ditions: None		Personnel ID	First Name	Last Name	Department
⊖ Refresh			2952			General
Floor Name	Floor Number	Owned Device				
192.168.214.66-1	1	192.168.214.66				
192.168.214.66-2	2	192.168.214.66				
192.168.214.66-3	3	192.168.214.66				
192.168.214.66-4	4	192.168.214.66				
192.168.214.66-5	5	192.168.214.66				
192.168.214.66-6	6	192.168.214.66				
192.168.214.66-7	7	192.168.214.66	-			

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

	ZKT	ECO	
	192.168.218.65-1(1)	Opening Personnel	
Personnel ID	First Name	Last Name	Department
2940	Sherry	Yang	Hotel
1	Jerry	Wang	General
2	Luslar	Ten	Development
2	Lucky	Tan	Department
3	Leo	Hou	Financial
3	Leo	Hou	Department
5	Necol	Ye	Marketing
5	Necol	Te	Department
6	Anahan	Lin	Financial
0	Amber	LIN	Department
8	Clari	Liu	Marketing
0	Glori	LIU	Department
9	Liller	Mai	Development
Э	Lilian	Mei	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.

Access Rights By Personnel							Browse 4200106 Having Level to Access		
Personnel ID	First	Name	$\otimes$	⊖ Refresh I Export					
The current query	conditions: None						Floor Number	Floor Name	
⊖ Refresh									
Personnel ID	First Name	Last Name	Department Name						
2869			General						
4200106			General						
2829	xinxiao	yang	General						
2791	xiaoxiao	yang	General						
2	xiao2	xiao2	General						
2826316			zjj						
11111111	1313aaaaaaaaaa	1313bbbbbbbbbb	General						
2480050			General						

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

2940(Sherry	ZKTECO ) Having Level to Acc
Floor Number	Floor Name
1	192.168.218.65-1
2	192.168.218.65-2
3	192.168.218.65-3
4	192.168.218.65-4
5	192.168.218.65-5
6	192.168.218.65-6
7	192.168.218.65-7
8	192.168.218.65-8
9	192.168.218.65-9
10	192.168.218.65-10

# 7. Hotel Management System

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:

Operation Guide	⊕ ⊕	Hotel Information Hotel Name" Address Telephone	0317 -	sity, Tang 122345 3556	xia country 26	Exten: - Exten: - Exten:				
Card Center	Θ	Zip Code Website	www.1398	.com						
Hotel Info Satting Room Type Building Floer Room Room Area Booking Method Elevator/Access Control Public Door		Hotel Parameter Default Check-In Time" Default Check-Out Tim Overstay Check-Out Tim Overstay Check-Out Ti Reservation Date Rang Default Staying Days" Default Staying Hours" Elevator/Access Control	6 <sup>2</sup> 1 me 1 1 me 2 1 j6 <sup>2</sup> 1 1 3	12 • ; 13 • ; 16 • ;		n) n) (Che	n	Tax Tax Rate Other Charges Other Charges Rate Cleaning Time Limit Checkout Reminder Currency Type <sup>1</sup>	USD	5s 5s (minutes)
Report Management	Ð	Card Setting Card Password* Rapeat Password* Card Sector* Default Net Card Default Net Card	White Cal	 3 rd	Cancel Card	•	Card Password and Card Sector cann	tof be changed after issuing	cards.	

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

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 <u>Card settings</u> 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.

Solution Note: The hotel management system can be used to define buildings, floors, and rooms as well as handle check-in requests only after you set these parameters.

# 7.2 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:

Room Type*	1	Room Size(m <sup>2</sup> )*	
3ed Number*		Max. Guest Number	
Daily Rate*		Hourly Rate*	
Overstay Fee ( Hourly	)*	Deposit Amount*	
Remark			
Room equipment			
Air-condition	Bath And Shower	TV	Wireless Internet
📃 Refrigerator	Telephone	🗐 Safe Deposit Box	Shower

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.

Solution Note: When you add a room type, the system checks whether hotel setting is configured. If no,

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:

	Add	×
Hotel Name	Hotel	
Building No*		
Save and New	ОК	Cancel

**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.

	Add	×
Building No*		¥
Floor No*		
Save and New	ОК	Cancel
Save and New	UK	Cancel

**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.

## 7.2.4 Room

### • Adding guest rooms

Choose [Room Management] > [Room] > [New]. The interface will be displayed as shown below:

	Add	×				
Building No*	<b>*</b>					
Floor No*	T					
Room Type*						
Start Room Number*						
Room Count*						
Remark						
Room name generation rules: Building No. + Floor No. + Room Number OK Cancel						

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:

E	Edit ×					
Building No*	BZ 🔹					
Floor No*	20CENG V					
Room Type*	BZ 🔹					
Start Room Number*	þ					
Room Count*	1					
Remark						
Room name generation rules: Building No. + Floor No. + Room Number						
ОК	Cancel					

### 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:

	Edit ×
Building No*	BZ 🔹
Floor No*	20CENG V
Room Type*	BZ 🔹
Start Room Number*	1
Room Count*	8
Remark	
Room name generation rule Number	s: Building No. + Floor No. + Room
ОК	Cancel

### • 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

Refer to <u>Common Operations</u> 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:

	New		>
Room Area Name*			
Remark			
Save and New	ОК	Cancel	

### *∝*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.

	Add Room										
Buile	ding No	FI	oor No	R	Room T	Гуре			Room Name		<b>Q</b> ⊗
The	The current query conditions: None										
Alterr	ative						Selecte	d( <b>0</b> )			
	Room Name	Building No	Floor No	Room Type				Room Name	Building No	Floor No	Room Type
	SR21 F 1	SR	21 F	SR	-						
	SR21 F2	SR	21 F	SR	н.						
	SR21F3	SR	21 F	SR		>>					
	SR21F4	SR	21 F	SR		<					
	SR21 F 5	SR	21 F	SR		<<					
	SR21F-6	SR	21 F	SR							
	SR21 F 7	SR	21 F	SR	-						
IK.	I< < 1-50 > >I 50 rows per page - Total of 60 records										
				ОК			Can	cel			

## 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:

	Add	×
Name*	l	
Save and New	ОК	Cancel

**Solution** 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.

**Solution** 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:

alt	Personnel For Levels				Browse Levels jjjjjj(A	ccess) Opening Person	nnel	
.eve	I Name	Belong	gs Module	Q 🛞	rsonnel ID	First	st Name	More - Q
'he c	urrent query conditio	ns: None			e current query condi	tions: None		
C	Refresh 🕒 Add Ad	cess Level(s) 📑 Add	Elevator Level(s) 🛛 🚍	More 👻	> Refresh 👘 Dele	te Personnel		
	Level Name	Belongs Module	Last Synchronous Time	Personnel Quantity	) Personnel ID	First Name	Card Number	
	Hotel-Access	Access		0				
	hoTEL-Elevator	Elevator		0				
					I			
, -	1-2 × × 5	0 rows per page 👻	Total of 2 records		< 0 > >  50	rows per page 👻	Total of 0 records	

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:

	urrent query cond	itions: None					
Iterna	ative			Select	ed(0)		
	Level Name	Time Zone			Level Name	Time Zone	
	Master	24-Hour Accessible					
		24-Hour Accessible					
			>>				
			>				
			<				
			<<				
12	< 1-2 S SI	50 rows per page Total of 2 records					
<	< 1-2 > >	50 rows per page 👻 Total of 2 records					

Select the access control level to be added and click [OK]. Add access control level Floor 1 of Building A to the hotel management level list. See the preceding figure. If you select this access

control level in the 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.

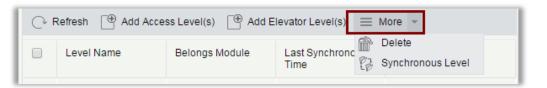
Level	Name	Q	$\otimes$					
The cu dterna	urrent query condition itive	ns: None			Selecte	ed(0)		
	Level Name	Time Zones				Level Name	Time Zones	
				>>				
				>				
				<<				
		ws per page 👻	Total of 0 records					

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.

Browse Levels jjjjjj(Access) Op	pening Personnel	
Personnel ID	First Name Re	tract 🔺 🔍 🤇
The current query conditions: N	None	
Card Number		
Personnel ID	First Name Card Number	

## 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:

	Add	
Building No*		
Floor No*	<b>T</b>	
Public Room Name*		
Remark		
ОК	Cancel	

**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.

	New	×
Search		
Total Progress 100%	Searched devices count:1	
MAC Address	IP Address	Operations
00 0D 6F 00 13 02 8D 2A	192.168.132.104	Add
	Close	

4) Click [Add], the interface appears as shown below:

	Add	
Device Name*	00 0D 6F 00 13 02 8D 2A	
Device Mac	00 0D 6F 00 13 02 8D 2A	
IP Address	192.168.132.104	
Building		
Floor		
	OK Cancel	

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).

evice)	Name	IP Address	Bu	iilding		Floor	Q	< ×
ne cu	rrent query conditions: N	lone						
	A SECONDERING AND A S	THE CONTRACTOR CONTRACTOR	the second s					
R	lefresh 🕒 New 👘 D	elete 🗸 Enable 🖉 Disable	How to configure	gateway?	Back to i	index		
C+ R	tefresh 💽 New 🕋 D Device Name	Device Mac	How to configure	gateway? Building	Back to i	Status	Enable	Operations

### 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 🛞					
e current o	query condition	st None													
Refresh	Q One-click	acquisition locks 👚 Delete	V Enable	) Disable	≡ More +	5 Back to index									
		200000	Room	Enable	Status	Device Name	Lock Version	Last Sy	nchrono	s Time	Lock Out	Normally	Normally	Low	Operations
Lock	Name	Mac Address	Room	Lindone	Janua	Creative realities	Luch relation	Labr of		a	Even out	Open	Close	Battery	operations

2) Click [Edit] to configure the room number for the lock.

Lock Name*         00 0D 6F 00 11 63 BC 48           Mac Address*         00 0D 6F 00 11 63 BC 48           Building No
Building No
Floor No V
Room

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.

Solution 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.

ock Name	Room		Device 1	vame	Enable	More + 🔍 🛞					
ne current query	conditions: None										
Refresh Q	One-click acquisition locks	✓ Enable (	O Disable	$\equiv$ More - $\bigcirc$ Back to index							
Lock Name	Mac Address	Room	Enable	Synchronization time	Lock Version	Last Synchronous Time	Lock Out	Normally Open	Normally Close	Low Battery	Operations
A1001	00 0D 6F 00 11 63 BC 48	A1001	0	Remote Normally Open     Remote Normally Close     Remote Normally Open     Remote Normally Open     Relieve Normally Open     Relieve Normally Close	ZL400_V1.03	2019-09-29 09:54:22.0					Edit Delete

#### 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

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.

No		у
0		

4) The red icon below the Low Battery table indicates that the lock battery is low and need to be replaced.

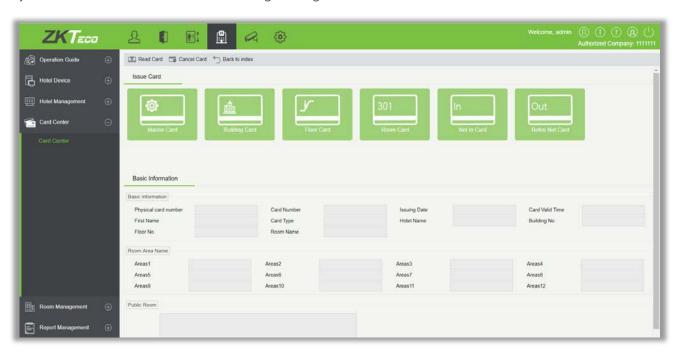
Low Battery	
0	

# 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

#### ZKBioSecurity Online Hospitality

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.

Master Card X		
Empty Password*		
Card Original Password*	····· 🛞	
First Name *	Input the query conditio	
Last Name		
Card Valid Time	2019-10-10 09:46:44	
Elevator/Access Control		
Write Card Close		

**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 <u>Hotel info</u> setting.)

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 <u>Hotel Settings</u>.
- 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:

				New				
Personnel ID*	8			Department*	Hotel	-	-	
First Name				Last Name				Y
Gender		•		Password				2
Certificate Type	ID	۲	-8	Certificate Number				
Social Security Number				Mobile Phone				
Reservation Code	123456			Birthday			(Optimal Si Browse	ze 120*140). Capture
Position		-		Card Number			DIOWSE	Capture
Biological Template Quantity	👰 0 🔒 0			Hire Date				
Levels Settings	Time Attendance	Ele	vator Control Supe	Plate Register	More Cards	Personr v	nel Detail	
Master	Check All Clear All			e Operation Role	Ordinary User			
	0100171			Passage		1		
			Disab					
			Set V	alid Time				
	s	ave an	d New	ок	Cancel			

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.

	Building Card	×
Empty Password*		
Card Original Password*	•••••	$\otimes$
First Name *	Input the query conditio	
Last Name		
Card Valid Time	2019-10-10 14:29:55	
Elevator/Access Control		
Building No*	<b>v</b>	
Write	Card Close	

Elevator/Access Control: Click the drop-down list box to select an elevator/access control level. After the parameter is specified, the card can not only unlock the specified room but also can access the

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.

Floor	Card ×
Empty Password*	
Card Original Password*	•••••
First Name *	Input the query conditio
Last Name	
Card Valid Time	2019-10-10 14:45:59
Elevator/Access Control	
Building No*	<b>v</b>
Floor No*	<b>v</b>
Write Card	Close

Elevator/Access Control: Click the drop-down list box to select an elevator/access control level.

After the parameter is specified, the card 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.

F	Room Card		
спро газонога	_		
Card Original Password*	•••••	$\otimes$	
First Name *	Input the query conditio		
Last Name			
Card Valid Time	2019-10-15 14:04:44		
Elevator/Access Control	-		
New Room		Q	
Room Area		QX	
Public Room		$Q \otimes$	-
Write Care	d Close		

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.

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.

Ne	et In Card	×
Empty Password*		
Card Original Password*		0
Write Card	Close	

**Solution** Notes: If the lock is initialized, only default Net-in card can work, which can be configured in <u>Hotel</u> 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.



## 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	Ğ	Extended	Ł	Individual check-in	业	Group check-in
0	Out of service	Ł	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].

	Read Card 🗔 Cancel	Card	Reissue Card	_	_	_	_	_
ſ	Individual	î.	Individual Check-In		n	n	<b>n</b>	n
F	Team Management	•	Individual Overstay	2006	A2007	A2008	A2009	A2010
	Room Status							

#### The interface appears as shown below:

		Individual Ch	eck-In	×
Room Name*	A2001 •			
Certificate Type*	•			
Certificate Number*				
Guest Name*				
Last Name				
Gender	•			
Mobile Phone			(Optimal Si	ze 120*140).
Booking	Please enter mobile phone	Q	Browse	Capture
E-Mail				
Emergency Contact	Please enter mobile phone			
Checkin Type*	Daily Rate Room     OH	ourly Room Rate		
Public Room		Q	Home Address	
Stay Days*	1		Guest Count	1 •
Check-In Time	2019-10-14 16:24:13		Check-Out Time	2019-10-15 12:00:00
Discount (%)			Daily Rate*	50.0
Deposit Amount*	10.0		Amount Payable*	60.0
-		heck-In	Cancel	
	C	heck-In	Cancel	•

**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

#### or Issuing page appears as shown below:

		Registrati	on or le	ssuing	
Room Name			A2001		
Room Type			VIP		
Check-In Time			2019-1	10-14 17:13:45	
Check-Out Tim	e		2019-1	10-15 12:00:00	
Only registered	l, no card				
Certificate Type	e*		ID	Ŧ	
Certificate Num	ıber*		12345	5678	
Guest Name*			Thom	IS	
ast Name					
Empty Passwo	rd*				
Card Original F	'assword*		•••••		$\otimes$
Elevator/Acces	s Control				
Registered Car	rd Quantity: 0	Remaining G	uest Q	uantity: 1	
Guest Name	Last Name	Certificate	Туре	Certificate Number	Card Number

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.

**Solution** 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

 Right-click a checked-in room icon and choose [Individual Management] > [Individual Overstay]. The page shown in the following figure appears.



0	1 (1)	0.115	. <del>.</del>		0.111.1
Guest Name	Last Name	Certific	ate Type	Certificate Number	Card Number
✓ Thoms		ID		12345678	5
	0		Stay D		1
	0 2019-10-14 17:13	3:45		ays Out Time	1 2019-10-15 12:00:00
Overstay Days * Check-In Time Discount		3:45	Check-		1 2019-10-15 12:00:00 0.0

#### *≪*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:

		Registration o	r Issuing				
Room Name		A2001	I				
Room Type		VIP					
Check-In Time		2019-	2019-10-14 17:13:45				
Check-Out Tim	ie	2019-	2019-10-17 12:00:00				
Registered Ca	rd Quantity: 0	Remaining Guest	Quantity: 1				
Guest Name	Last Name	Certificate Type	Certificate Number	Card Number	Status		
Thoms		ID	12345678	5			

#### 

- **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:

Floor/F	-	Room	Туре т	Room S	tatus
🖭 Rea	d Card 🛛 🗖 Cancel Ca	rd 🗔	Reissue Card		
-					
2	Individual	•	Individual Check-In		111
A20		P	Individual Overstay	)6	A2007
		Þ	Individual Room Change		
			Individual Check-Out		
			Individual Check-Out	_	

			I	Individual F	oom Chang	je				
Current Room		A2001				New Room				
Room Type		VIP				Room Type				
Guest Count		1				Guest Count		1		
Days Remaining		3				Stay Days		3		
Discount						Discount				
Daily Rate		50.0				Daily Rate				
Deposit Amount		10.0				Added Deposit A	mount			
Already Paid		150.0				More Payable An	nount is Due			
Floor/F	- 1	Room Type	VIP •	Room Na	me		Q. 0			
Floor/F	Room	Туре	Room Name	Max. Gues		Bed Number	Daily Rate	Hourly Rate	Deposit Amount	
V2	VIP		A2002	4		1	50	20	10	•
V2	VIP		A2003	4		1	50	20	10	
V2	VIP		A2004	4		1	50	20	10	
/2	VIP		A2005	4		1	50	20	10	-
Guest Na	me	Last Name	Certificate Type	e	Certificat	e Number		Card Number		
Thoms			ID		12345678			6		
Check-In Time		2019-10-14 1	7:13:45		Check-O	ut Time	2019	-10-17 12:00:00		
Check-In Time		2019-10-14 1		OK		ut Time	2019	-10-17 12:00:00		

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

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.

		Registratio	n or Issuing							
Room Name		A	2002							
Room Type		V	ΊΡ							
Check-In Time		2	019-10-14 17:48:5	56						
Check-Out Time 2019-10-17 12:00:00										
Elevator/Acces				-						
Registered Car	rd Quantity: 0	Remaining Gu	est Quantity: 1							
Guest Name	Last Name	Certificate Type	Certificate Number	Card Number	Status					
Thoms		ID	12345678	6						
	Wr	ite Card	Complete			Ŧ				

**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.

**Solution** 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:

		Individual	Cheo	k-Out		×
Room Name	A2002					
Building No	А		F	loor No	2	
Room Type	VIP		G	Buest Count	1	
Stay Days	3		S	tayed Days	1	
Check-In Time	2019-10-14	17:48:56	C	heck-Out Time	2019-10-14 17:5	1:55
Guest Name	Last Name	Certificate	Туре	Certificate Number	Card Number	Status
Thoms		ID		12345678	7	
	С	ancel Card		ОК		

**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.

**Solution** 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:

		с	heck out settlement			
	In	voice Preview			Guest Information	
2	CKHotel	Guest ID:	906498173		Checkin Type:	Daily Rate Room
Telephone:		Guest Name:	Thoms		Guest Name:	Thoms
Fax:		Check-In Time:	2019-10-14 1	7:13:45	Check-In Time:	2019-10-14 17:13:45
Website:		Check-Out Time:	2019-10-14 1	7:53:05	Check-Out Time:	2019-10-14 17:53:05
Address:		Cashier:	admin			
Room Name	Days/Hours	Unit Price	Discount	Subtotal	Room list	
A2002(Daily)	1	USD 50.0	%	USD 50.0	A2002:	JSD 50.0
A2001	0	USD 50.0	%	USD 0.0	A2001: 0	JSD 0.0
		Total Room Rate:		USD 50.0	-	
Remarks: Subtotal=Unit Pri	ce * (Days/Hours) * (1-Discou	unt)			Payment Information	n
Total Room Rate:				USD 50.0	Total Room Rate:	USD 50.0
Tax Rate (0%):				USD 0.0	Tax Rate (0%):	USD 0.0
Other Charges Rate (0%):				USD 0.0	Other Charges Rate	USD 0.0
Total (Including Tax):				USD 50.0	(0%):	
	·····				Amount Payable:	USD 50.0
	Than	ks for your visit.			Amount Paid:	USD 160.0
					Balance:	USD 110.0

- 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.

Certificate Type* Certificate Number*	·	Floor/F	R	oom Type	▼ Room	Name		Q. 靣
Tour Leader Name*		Floor/F	Room Type	Room Name	Max. Guest Number	Bed Number	Daily Rate	Hourly Rate
Last Name Group Name* Gender E-Mail Home Address Mobile Phone Booking Discount Guest Count*	Please enter mobile pt Q	Test Building/1st Test Building/1st Test Building/1st Test Building/1st Test Building/1st Test Building/1st Test Building/1st	Test Room type Test Room type Test Room type Test Room type Test Room type	Test Building1st1 Test Building1st3 Test Building1st4 Test Building1st5 Test Building1st6 Test Building1st7 Test Building1st8	2 2 2 2 2 2	1 1 1 1 1 1 1	20 20 20 20 20 20 20 20 20	1 A 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Stay Days*	1	4						•
Check-In Time	2018-04-05 14:40:49	Floor/F	Room Ty	pe Room Nan	ne Max. Guest N	umber Bed Nur	nber Daily F	Rate Hourly R
List of conflicts room	2018-04-06 12:00:00				4			
2	2	Total rooms		Total deposi	t	Total R	oom Rate	

**Reservation query**: Enter the mobile number used for reservation and click **Q** 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 <u>4</u>).
- 4. Displays the reservation and the guest rooms selected in  $\underline{3}$ .
- 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.

Certificate Type*	ID 🔻				372/2		17			
Certificate Number*	54644	Floor/F	Ro	om Type	•	Room Name		Q	Ō	
Tour Leader Name*	abc	Floor/F	Room Type	Room Name	Max. Gues	st Number Bed	Number D	aily Rate	Hourly R	ate
Last Name		Test Building/1st	Test Room type	Test Building1st7	2	1	20		1	
Group Name*	group1									
Gender	¥	Test Building/1st	lest Room type	Test Building1st8	2	1	20		1	
E-Mail		Test Building/1st	Test Room type	Test Building1st9	2	1	20		1	
Home Address		Test Building/1st	Test Room type	Test Building1st10	2	1	20		1	
Mobile Phone										
Booking	Please enter mobile pt Q		F	rompt						
Discount										
Guest Count*	5		Amount	Payable : 250						
Stay Days*	2	4								×
Check-In Time	2018-04-05 15:53:30	D Flo	OK	Cancel	, i i i i i i i i i i i i i i i i i i i	c. Guest Number	Bed Number	Daily Rat	e Ho	ourly Ra
Check-Out Time	2018-04-07 12:00:00	✓ Test Buildin	g/1st Test Room	type Test Building	g1st1 2		1	20	1	<b>^</b>
		Test Buildin	g/1st Test Room	type Test Buildin	g1st4 2		1	20	1	
·			g/1st Test Room		<b>1</b>		1	20	1	
List of conflicts room	ns		A STATE OF STATE	a or an oracity	Lan and		1		1	
		Test Buildin	g/1st Test Room	type Test Building	g1st5 2		1	20	1	
		✓ Test Buildin	g/1st Test Room	type Test Buildin	g1st6 2		1	20	1	•
		•								•
		Total rooms	5	Total deposi	t 50		Total Room F	Rate 2	0.00	

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 <u>Hotel Settings</u>.

#### Group Overstay

1) Right-click a checked-in room icon and choose [Team Management] > [Group Overstay]. The interface appears as shown below:



		1000						
Team Leader Certifi	icate	ID		54644		Q		
Group Name		group1		53	Guest Count		5	
Room Number		5		1	Total Card Count		0	
Room Name	Gue	st Count	Card Numb	er	Floor/F		Room Type	
Test Building1st1	0		0		Test Building/1st		Test Room type	
Fest Building1st4	0		0	~	Test Building/1st		Test Room type	
Test Building1st3	0		0	2}	Test Building/1st		Test Room type	
Fest Building1st5	0		0		Test Building/1st		Test Room type	
		1	199					-
Overstay Days*		0		-	Stay Days		2	-
Check-In Time		2018-04-0	05 15:53:30		Check-Out Time		2018-04-07 12:00:00	_
Discount				Y	Overstay Amount		0.0	

#### 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.

- 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:

				Write Card				
Room Name	Test	Building1st1		Туре I	Name	Test Roo	om type	
Building No	Test	Building		Floor	No	1st		$\square$
Check-In Time	201	8-04-05 15:53:30	0.0	Check	k-Out Time	2018-04	-09 12:00:00.0	
Guest Count	1			Bed N	lumber	1		
Guest Name		Last Name	Certifica	ate Type	Certificate	Number	Card Number	Status

#### *≪*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  $\frown$  or  $\bigtriangledown$  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:

Group Name     group1     Tour Leader Name     abc       Guest Count     5     Total C→rd Count     0       Stay Days     4     Stayed Days     1       Check-In Time     2018-04-05 15:53:30     Check-Ut Time     2018-04-05 16:31:07       Room Name     Guest Count     Card Number     Floor/F     Room Type       Test Building1st1     0     0     Test Building/1st     Test Room type       Test Building1st3     0     0     Test Building/1st     Test Room type       Test Building1st5     0     0     Test Building/1st     Test Room type       Test Building1st6     0     Test Building/1st     Test Room type	Team Leader Certifi	cate	ID	۲	54644	Q	
Stay Days     4     Stayed Days     1       Check-In Time     2018-04-05 15:53:30     Check-Ut Time     2018-04-05 16:31:07       Room Name     Guest Count     Card Number     Floor/F     Room Type       Test Building1st1     0     0     Test Building/1st     Test Room type       Test Building1st3     0     0     Test Building/1st     Test Room type       Test Building1st5     0     0     Test Building/1st     Test Room type	Group Name	group1		Tour	Leader Name	abc	
Check-In Time     2018-04-05 15:53:30     Check-Ut Time     2018-04-05 16:31:07       Room Name     Guest Count     Card Number     Floor/F     Room Type       Test Building1st1     0     0     Test Building/1st     Test Room type       Test Building1st3     0     0     Test Building/1st     Test Room type       Test Building1st5     0     0     Test Building/1st     Test Room type	Guest Count	5		Tota	Card Count	0	
Room Name         Guest Count         Card Number         Floor/F         Room Type           Test Building1st1         0         0         Test Building/1st         Test Room type           Test Building1st3         0         0         Test Building/1st         Test Room type           Test Building1st3         0         0         Test Building/1st         Test Room type           Test Building1st5         0         0         Test Building/1st         Test Room type	Stay Days	4		Stay	ed Days	1	
Test Building1st1       0       0       Test Building/1st       Test Room type         Test Building1st4       0       0       Test Building/1st       Test Room type         Test Building1st3       0       0       Test Building/1st       Test Room type         Test Building1st5       0       0       Test Building/1st       Test Room type	Check-In Time	2018-04-05 15	5:53:30	Che	ck-Out Time	2018-04-05 16:31:07	
Test Building1st4       0       0       Test Building/1st       Test Room type         Test Building1st3       0       0       Test Building/1st       Test Room type         Test Building1st5       0       0       Test Building/1st       Test Room type	Room Name	Guest Count	Card Numb	ber	Floor/F	Room Type	
	Test Building1st4 Test Building1st3	0	0 0		Test Building/1st Test Building/1st	Test Room type Test Room type	
	-5						

#### 

- > 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.

	In	voice Preview		10	Guest Information	
Telephone: Fax; Website: Address:	Test Hotel 		Guest ID: Tour Leader Name: Check-In Time: Check-Out Time: Cashier:	960965646 abe 2018-04-05 15:53:30 2018-04-05 16:37:26 admin	Tour Leader Name :abcTeam Name :group1Check-In Time :2018-04-05 15:53:30Check-Out Time :2018-04-05 16:37:26	
Room Name	Days/Hours	Unit Price	Discoun	t Subtotal	Room list	
Test Building 1 st3	1	USD 20.0	- %	6 USD 20.0	Test Building1st3 : USD 20.0	
Test Building 1 st 1	1	USD 20.0	- %	6 USD 20.0	Test Building1st1 : USD 20.0	
Test Building 1 st5	1	USD 20.0	- %	6 USD 20.0	Test Building1st5 : USD 20.0	
Test Building 1 st6	1	USD 20.0	- %	6 USD 20.0	Test Building1st6 : USD 20.0	
Test Building 1 st4	1	USD 20.0	- %	6 USD 20.0	Test Building1st4 : USD 20.0	
	Т	otal Room Rate:		USD 100		1
Remarks: Subtotal=U	Unit Price * (Days/Hours) * (1-I	Discount)			Paying Information	
Total Room Rate:				USD 100	Total Room Rate : USD 100	
GST (18%):	33 <del>.</del>			USD 18.0	GST (18%) : USD 18.0	4
Other Charges Rate	(09/3-			USD 0.0	Other Charges Rate USD 0.0	

#### 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  $\mathbf{Q}$ ) on the **Reissue Card** page, as shown below.

		Re	eissue Card		
Certificate Type Current Room*		•	Certificate Nu Room Type	mber	Q
Check-In Time		Al-or	Check-Out Tin	ne	
Registered Card Quanti	ity		Max. Card Co	unt	
Staying Guest Quantity			Max. Guest N	umber	
Guest Name	Last Name	Certificate Typ	e	Certificate Number	Card Number
	2				
t del Ourset	<u> </u>				
Add Guest		-			
Certificate Number*		· ·			
Certificate Number* Guest Name*		•			
Certificate Number*				2	
Certificate Number* Guest Name* Last Name			4	2	

#### 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:

Room	2012 04-01	018 4-06	2018 04-07	2018 04-08	2018 04-09	2018 04-10	2018 04-11	2018 04-12	2018 04-13	2018 04-14	2018 04-15	2018 04-16	2018 04-17	2018 04-18	Guest Name Last Name Mobile Phone* Q
Test Building1st1 Test Room type	<u>.</u>	4	1	-	A	ŵ	A	ŵ	n	ŵ	A	ŵ	Ĥ	•	Mobile Phone* Q Certificate Type
Test Building1st2 Test Room type	4	<u>.</u>	n	n	n	ŵ	n	n	n	ŵ	î	n	n	n	Booking Method* Telephone Reservation type* Person
Test Building1st3 Test Room type	1	2	2	1	î.	<u>ب</u>	î	î	<b>f</b>	ŵ	î	n	A	•	Company name
Test Building1st4 Test Room type	1	1	1	1	2	25	n	ŵ	n	<b>î</b>	n	n	n	<b>^</b>	
Test Building1st5 Test Room type	2	<u>A</u>	2	2	n	î	î	ŵ	n	î	î.	ŵ	A	•	Room Floor/F Room Type Check-In Time Check Name Time
Test Building1st6 Test Room type	2	2	2	2	<b>f</b>	î	ŵ	<b>f</b>	<b>f</b>	î.	î	n	<b>f</b>	n	<b>1</b>
Test Building1st7 Test Room type	2	A	A	n	n	A	<b>î</b>	î	n	ŵ	ŵ	n	<b>f</b>	•	<b>1</b>
Test Building1st8 Test Room type	ŵ	<b>f</b>	n	n	n	<b>f</b>	n	ŵ	n	ŵ	n	A	n	•	
Test Building1st9 Test Room type	A	n	î	A	A	<b>A</b>	<b>A</b>	A	<b>A</b>	n	î	A	<b>f</b>	•	
Building No-Floo Room Type	r No		t Building- t Room ty		Max. G Mobile	uest Num Phone	ber 2	2			ficate Typ ficate Nu				Save Delete

#### 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.

Solution 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.

#### • Reservation process

		k on	100			No. and State	- anna								Guest2		
requ	ired ro	om		2018 04-10	2018 04-11	2018 04-12	2018 04-13	2018 04-14	2018 04-15	2018 04-16	2018 04-17	2018 04-18		Name	xyz		
1 1	. 1		1												321456 ID	10000000 2000	듹
							and and		and all	in a			Certi	ficate Number	544452	242	
2 2	<b>•</b>	î	n	<b>î</b>	<b>î</b>	<b>f</b>	<b>m</b>	<b>m</b>	1	<b>f</b>	1		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	CO. TABLES CO. C.	10000000	uno	
														CONTRACTOR OF THE OWNER	Person		
						<b>P</b>											
L 1		2	n	î	î	î	ŵ	n	î.	î	ŵ		Doom	Floor/F	Room Tuno	Chask In Time	Check-Out
1 1	. 🕰	2	n	ŵ	n	n	î	n	î.	î	n	f	Name				Time
2	. 1	2	n	ŵ	n	n	n	n	n	n	n	•					
L n	r 🏦	A	n	î	n	î	n	n	n	A	n	A	(				
•	1	A	<b>•</b>	î	n	î	•	n	n	î	•	•		be disp	olayed h	ere	)
n 11	i n	ń	A	A	ń	A	A	A	n	n	ŵ		1 5240				
ns st	Test Building	-1st	Max. G	uest Num	ber 2	6		Cert	ficate Typ	e			H. Jave	~			
		Image: Constraint of the second se	Image: line         Image: line <thimage: line<="" th=""> <thimage: line<="" th=""></thimage:></thimage:>	Image: Constraint of the second se	Image: Section of the section of th	Image: Section of the section of th	Image: Constraint of the second se	1       1	1       1	Image: Constraint of the state of the s	Image: Constraint of the constraint	1       1	1       1	Image: Section of the section of th	Certificate Number Booking Method Reservation type* Company name Floor Test Building-1st Max. Guest Number 2 Certificate Type	Certificate Type iD Certificate Number 54452 Booking Method <sup>1</sup> Teleph Reservation type <sup>1</sup> Company name Certificate Number 54452 Booking Method <sup>1</sup> Teleph Reservation type <sup>1</sup> Company name Certificate Number 54452 Booking Method <sup>1</sup> Teleph Reservation type <sup>1</sup> Company name Certificate Number 54452 Booking Method <sup>1</sup> Teleph Reservation type <sup>1</sup> Company name Certificate Number 54452 Booking Method <sup>1</sup> Teleph Reservation type <sup>1</sup> Company name Certificate Number 54452 Dooking Method <sup>1</sup> Reservation type <sup>1</sup> Company name Certificate Number 54452 Dooking Method <sup>1</sup> Teleph Reservation type <sup>1</sup> Company name Certificate Number 54452 Certificate Number 7 Company name Certificate Number 7 Certificate Nu	Test Building-1st       Max. Guest Number       2         Test Building-1st       Max. Guest Number       2         Certificate Type       0         Description       Description         Description       Description

Step 1: Click the room and select the date for reservation. The selected date of a room turns into red

as **1** 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  $\underline{4}$  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.

		st Name	Mobile Pho	ne	à <u>£2</u> € ⊗			Authorized Company: ZKTe
		current query conditio	ns: None					
Hotel Management (	9 C	Refresh 💮 Delete						
Reception		Guest Name	Mobile Number	Booking Method	Reservation type	Reservation Time	Operations	
Reservation		Guest2	3214569874	Telephone	Person	2018-04-05 17:39:58	Check-In Edit Delete	
Book Management								
Card Center	Ð							
	J							
Room Management (	Ð							

### • Editing/deleting a reservation

Select the guest name of the required reservation, and click [Edit] under Operations.

ZKTeco	L         I
Operation Guide 🔶	
🕂 Hotel Management 🖂	The current guery conditions: None
Reception	Guest Name Mobile Number Booking Method Reservation type Reservation Time Operations
Reservation	Cuest2 3214569874 Telephone Person 2018-04-05 17:54:19 Check-in Edit Delete
Book Management	1. Select Guest 2. Click Edit
Card Center 🔶	
Room Management +	
E Report Management +	IC < 1-1 > >I 50 rows per page - Jump To 1 //1 Page Total of 1 records

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].

Operation Guide	⊕	Time From			т				Roo	m Type		6	- Q	$\otimes$							
			2010	2018	2040	2018	2018	2040	2018	2010	2018	2018	2018	2018	2018	20	Guest Na	me*	Guest2		
Hotel Management	Θ	Room	2018 04-06	04-07	2018 04-08	04-09	04-10	2018 04-11	04-12	2018 04-13	04-14	04-15	04-16	04-17	04-18	04	Last Nam		xyz	-	
Reception		Test Building 1st1	0	0	<u>a</u>	-	~	120			~	1					Mobile Ph		321456	9874 Q	-
		Test Room type	- 65			11									Left.		Certificate	(100 C C C C C C C C C C C C C C C C C C	ID 544452		
Reservation		Test Building1st2					ŵ	î.	<b>A</b>		~			~			Booking N		Telepho	203	•
Book Management		Test Room type		<b>b</b> add			L.				-	<b>L</b>			Lui		Reservation	on type*	Person		
		Test Building1st3		0	D.	~	<b>^</b>	<b>^</b>						~			Company	name			
		Test Room type									LU				1.1						
		Test Building1st4	2	1	2	<b>^</b>	<b>A</b>	<b>A</b>							<b>^</b>						
		Test Room type															Room F Name	loor/F	Room Type	Check-In Time	Check-Out
		Test Building1st5 Test Room type	2	2	2	î	<b>m</b>	<b>m</b>	<b>m</b>	î	<b>m</b>		î	<b>î</b>	n		-	et Building/1	1 Test Doom two	2018-04-10 12:00	
																	2010-0.000000-00-00-00-00-00-00-00-00-00-00	0050370.00 <del>7</del> 48		2018-04-10 12:00	
		Test Building1st6 Test Room type	4	2	25			<b>m</b>			<b>m</b>	11		111	<b>f</b>					2018-04-10 12:00	
																	rest building rie	St Dulluling/1	r lest Room typ	2010-04-10 12.00	1 2010-04-11 12
		Test Building1st7 Test Room type	1.1	11	111	111		<b>fit</b>	111		10	111	111	111	10						
					1																
							<b>1</b> • • •	1 . M	1.41	1.1	1.1	L.C	1.1	1.1	L.	1.					
		Test Building1st8 Test Room type	ŵ		111		and a second	a tend ten													
Card Center	Ð	Test Building1st8 Test Room type Test Building1st9										125									
		Test Room type	Namber 2		and a second																

#### 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:

ZKTECO	L         I <thi< th=""> <thi< th=""> <thi< th=""> <thi< th=""></thi<></thi<></thi<></thi<>
Operation Guide 🕀 🕀	Guest Name Q_ 🛞
🛄 Hotel Management 🕞	The current query conditions: None C+ Refresh P Delete
Reception	Guest Name Mobile Number Booking Method Reservation type Reservation Time Operations
Reservation	Guest2         3214569874         Telephone         Person         2018-04-05 17:54:19         Check-In Edit Delete
Book Management	1. Select Guest 2. Click Check-in
Card Center 🕀	
🔢 Room Management 🕀	
Report Management 🕀	IC < 1 - 1 > > S0 rows per page * Jump To 1 // Page Total of 1 records

		Individual C	heck-In	
Room Name*	A2002	,		
Certificate Type*	ID •	·		
Certificate Number*	987654321			
Guest Name*	Leo			
Last Name				
Gender	•	,		
Mobile Phone	987654321		(Optimal S	Size 120*140).
Booking	987654321	Ø	Browse	Capture
E-Mail				
Emergency Contact	Please enter mobile phone	е		
Checkin Type*	Daily Rate Room	lourly Room Rate		
Public Room		Q	Home Address	
Stay Days*	1		Guest Count	1 🔹
Check-In Time	2019-10-15 10:04:11		Check-Out Time	2019-10-15 12:00:00
Discount (%)			Daily Rate*	50.0
Deposit Amount*	10.0		Amount Payable*	60.0
		Check-In	Cancel	

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.

Room NameA2002Room TypeVIPCheck-In Time2019-10-15 10:04:11Check-Out Time2019-10-15 12:00:00Only registered, no cardCertificate Type*IDCertificate Number*987654321Guest Name*Leo
Check-In Time     2019-10-15 10:04:11       Check-Out Time     2019-10-15 12:00:00       Only registered, no card
Check-Out Time     2019-10-15 12:00:00       Only registered, no card
Only registered, no card     ID       Certificate Type*     ID       Certificate Number*     987654321       Guest Name*     Leo
Certificate Type*     ID       Certificate Number*     987654321       Guest Name*     Leo
Certificate Number* 987654321 Guest Name* Leo
Guest Name* Leo
200
Last Name
Empty Password*
Card Original Password*
Elevator/Access Control
Registered Card Quantity: 0 Remaining Guest Quantity: 1
Guest Name Last Name Certificate Type Certificate Number Card Number

Place the guest card on the Card writer and click [Write Card] and **Complete** to complete the check-in process.

#### 

- > 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 <u>Reception Center</u>.
- > 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.

Guest Name         Docun           2828         Passpo           12         Passpo           13         Passpo           14         Passpo           15         Others           16         Passpo	rt geini1 rt geini1 rt geini1	Card Number 509171977 1080423694 1080423694 1080423694	Check-In Time 2017-05-11 10:12:18 2017-05-12 09:54:46 2017-05-12 09:49:17 2017-05-12 09:50:47	Check-Out Time 2017-05-11 10:13:03 2017-05-13 12:00:00 2017-05-12 09:50:43	Checkin Type Daily Rate Room Daily Rate Room	Room Nar SR21 F 13 SR21 F 5
12Passpo13Passpo14Passpo15Others	rt geini1 rt geini1 rt geini1	1080423694 1080423694	2017-05-12 09:54:46 2017-05-12 09:49:17	2017-05-13 12:00:00	Daily Rate Room	
13 Passpo 14 Passpo 15 Others	rt geini1 rt geini1	1080423694	2017-05-12 09:49:17		-	SR21 F 5
14 Passpo 15 Others	rt geini1			2017-05-12 09:50:43		
15 Others	-	1080423694	2017-05-12 09:50:47		Daily Rate Room	BZ20CENG
	10011001		2011-03-12 03:30:47	2017-05-12 09:53:33	Daily Rate Room	BZ20CENG
16 Passpo	12341231	1080423694	2017-05-16 14:22:04	2017-05-16 14:22:23	Daily Rate Room	SR21 F 4
	rt geini1	665212603	2017-05-12 09:59:26	2017-05-13 12:00:00	Daily Rate Room	SR21 F 6
12323 Others	12341231	1080423694	2017-05-16 14:16:33	2017-05-16 14:20:51	Daily Rate Room	SR21 F 4
1 Passpo	rt tuandui	1080423694	2017-05-16 14:24:51	2017-05-18 12:00:00	Daily Rate Room	SR21 F 15
12323 Others	12341231	1080423694	2017-05-16 14:22:23	2017-05-17 12:00:00	Daily Rate Room	SR21 F 6
12323 Others	12341231	1080423694	2017-05-16 14:22:23	2017-05-17 12:00:00	Daily Rate Room	SR

You can export the records in Excel, PDF, or CSV file formats.

					TECO eckin 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	a a	ID	5577556	4117882494	2017-12-15 14:45: 37	2017-12-15 14:50: 09	Daily Rate Room	B1102	А
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.

Build	ing No	Floor No	Room Name	e Mor	e▼ Q ⊗
The c	urrent query conditions: N	lone			
C	Refresh 📑 Export				
	Room Name	Room Type	Checkin Type	Check-In Time	Check-Out Time
	SR21 F 4	SR	Daily Rate Room	2017-05-16 14:22:04	2017-05-16 14:22:23
	SR21 F 5	SR	Daily Rate Room	2017-05-12 09:54:46	2017-05-13 12:00:00
	SR21 F 13	SR	Daily Rate Room	2017-05-11 10:12:18	2017-05-11 10:13:03
	BZ20CENG19	BZ	Daily Rate Room	2017-05-12 09:50:47	2017-05-12 09:53:33
	SR21 F 4	SR	Daily Rate Room	2017-05-16 14:16:33	2017-05-16 14:20:51
	BZ20CENG18	BZ	Daily Rate Room	2017-05-12 09:49:17	2017-05-12 09:50:43
	SR21 F 6	SR	Daily Rate Room	2017-05-12 09:59:26	2017-05-13 12:00:00
	SR21 F 6	SR	Daily Rate Room	2017-05-16 14:22:23	2017-05-17 12:00:00
	SR21 F 15	SR	Daily Rate Room	2017-05-16 14:24:51	2017-05-18 12:00:00
	< 1-9 > >  50 row	sperpage 👻 Jump To 1	/1 Page Total of 9 re	acorde	
1<	< 1-9 > >  50 row	sperpage + Jump 10 1	n Fage Iotal 019 N	ecorus	

You can export the records into an Excel, PDF, or CSV file formats.

		ZKTECO Room Checkin Repo	rt	
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.

				(2013-07-13 00	0:00:00) To:(2019-10-15	(20.03.03)							
Ģ	Refresh 📑 E	xpense List Re-	print										
	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.

			Check out s	settlement		
	Ŀ	nvoice Preview			Guest Information	
	ZKHotel	Guest ID :	997554627		Checkin Type:	Daily Rate Room
Telephone:		Guest Name :	John		Guest Name:	John
Fax:		Check-In Time :	2019-10-12	10:10:13	Check-In Time:	2019-10-12 10:10:13
Website:		Check-Out Time:	2019-10-14	16:06:35	Check-Out Time:	2019-10-14 16:06:35
Address:		Cashier:	admin			
Room Name	Days/Hours	Unit Price	Discount	Subtotal	Room list	
A2001(Daily)	4	USD 50.0	%	USD 200.0	A2001: U	ISD 200.0
		Total Room Rate:		USD 200.0	Payment Information	
Remarks: Subtotal=Un	it Price * (Days/Hours) * (1-Disco	ount)				
Total Room Rate:				USD 200.0	Total Room Rate:	USD 200.0
Tax Rate (0%):				USD 0.0	Tax Rate (0%):	USD 0.0
Other Charges Rate (09	%):			USD 0.0	Other Charges Rate	USD 0.0
Total (Including Tax):				USD 200.0	(0%):	
					Amount Payable:	USD 200.0
	Tha	nks for your visit.			Amount Paid:	USD 60.0
					Balance:	USD -140.0

# 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.

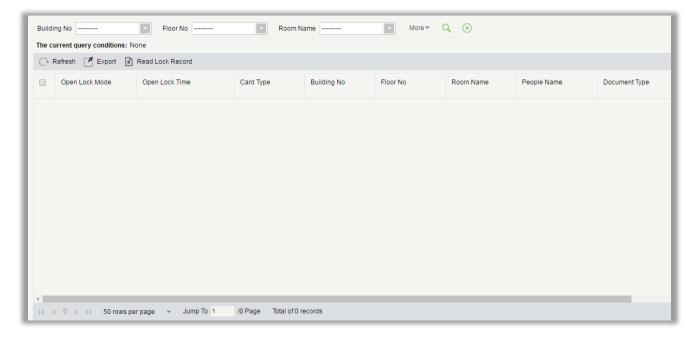
	Refresh I Export	ns: Issue Time:(2017-02-16						
- )	First Name	Card Type	Card Number	Document Type	Document No.	Issued Date	Expiration Date	Card Sta
)	1	Guest Card	96	Passport	tuandui	2017-05-16 14:29:31	2017-05-17 12:00:00	In Use
)	12323	Guest Card	95	Others	12341231	2017-05-16 14:22:25	2017-05-16 14:29:26	Invalid ca
)	12323	Guest Card	94	Others	12341231	2017-05-16 14:22:11	2017-05-16 14:22:25	Invalid ca
)	12323	Guest Card	93	Others	12341231	2017-05-16 14:17:44	2017-05-16 14:20:51	Invalid c
)	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 c
)	712312	Guest Card	73	Passport	21321	2017-05-14 09:42:00	2017-05-14 09:43:14	Invalid c
)	3	Guest Card	72	Passport	12837	2017-05-14 09:35:47	2017-05-14 09:35:50	Invalid c
)	4	Guest Card	71	Passport	123454	2017-05-14 09:31:51	2017-05-14 09:35:13	Invalid ca
)	5	Guest Card	70	Passport	123454	2017-05-14 09:30:59	2017-05-14 09:31:00	Invalid ca
)	б	Guest Card	69	Passport	hahhe	2017-05-14 09:30:34	2017-05-14 09:30:35	Invalid c
)	7	Guest Card	68	Passport	hahhe	2017-05-14 09:30:02	2017-05-14 09:30:23	Invalid ca
)	8	Guest Card	67	Passport	hahhe	2017-05-14 09:29:03	2017-05-14 09:29:05	Invalid ca
)	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 c
)	11	Guest Card	64	Passport	tuanbinke11	2017-05-14 09:27:18	2017-05-14 09:27:25	Invalid c
)	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.

First Name	Last Name	Card Type	Card Number	Document Type	Document No.	Issued Date	Expiration Date	Card Status	Issue Time	Operation Use
Sherry	Yang	Room Name Card	21	Document Type	Document no.	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	444 <mark>4</mark> 3333	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 15:08: 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	20 20	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

# 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.

				Unlock Re	cord Report				
pen 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	А	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	А	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	2	
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	216	A1103	Maryan	Liu	ID	44443333
Card lock	2017-12-15 14:39: 00	Guest Card	А	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	D	44443333

# 8. Visitor System

After clicking [Visitor], the following window will pop up. Click [OK] to register the clients accessing the server to the Entry Place lists. For more details of registration of an entry place, please refer to <u>Entry Place</u>.



# 8.1 Registration

# 8.1.1 Entry Registration

- Entry Registration
- 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.

Detection Hardware Environment	
Hardware environmental detecting completed.	
FingerPrint Driver is properly installed.	Detection Hardware Environment
	Hardware environmental detecting completed.
The print control (LODOP) is properly installed.	High-Speed Portable HD Doc Scanner Driver needs to
	upgrade to the new version: Driver Download
The printer has been chosen to use:Send to OneNote 2010	
	Open High-Speed Portable HD Doc Scanner Failure!
Not show next time.	
Close	Close

#### 

- 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 <u>Parameters</u>.
- 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:

lost∕Visited *	Enter the Query Condi	Q Visit Department*			1 martine and 1	
				Visit Reason*	Visit	~
Certificate Type*	ID 💌	Certificate No.*		Entrance*	1	T
irst Name*		Last Name		Gender		•
Company		Mobile Phone		License Plate		
lationality	·	Visitor Quantity*	1	Carrying Goods		
		Piease click 'Allow'     access to your USB		-	ase click 'Allow' button. ass to your USB cameral	
-	Captured Photo	Capture	Certificat	te Photo	Capture	

#### 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.

This page h	as been blocked from	accessing	your camera.
	192.168.1.221 wants to ue blocking camera ac	15	our camera
Camera:	T830A (1b17:0319)	•	
Manage me	edia settings		Done

#### *∝*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.

Certificate Type*	ID 🔹	Certificate No.*	123456
First Name*	Alex	Last Name	
Carrying Goods		Card Number	
Remark		Exit Place*	server 🔻
		Visitor Quantity*	1
	· · · · · · · · · · · · · · · · · · ·	A	No camera connected.
Enter Pho		Exit Photo	No camera connected.

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: 🕞 Refresh 🛛 Entry Registration 🔂 Exit Registration
```

		Exit Registra	ation	
Certificate Type*	ID	*	Certificate No.*	
First Name*			Las <mark>t N</mark> ame	
Carrying Goods			Card Number	
Remark			Exit Place*	server 🔻
			Visitor Quantity*	1
			<b>A</b>	No camera connected.
5		2		No camera connected.
Enter Phy	oto	Exit Photo		No camera connected.

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].

Pro	ompt
Are you sure let th	e 1 visitor disabled?
ок	Cancel

Click [OK] to block the visitor. The 🧧 below Disable indicates the visitor is blocked.

• Enabling a Visitor

Click [Registration] > [Visitor], select a blocked visitor, click [Enable].

## 8.2 Reservation

1. Click [Reservation] > [Reservation] > [New]:

	New	×
Host/Visited *	Enter the Query Condi	2
Visit Department *	*	
Certificate Type*	ID 📃	
Certificate No.*		
First Name*		
Last Name		
Mobile Phone		
Company		
Visit Reason*	Visit	
Visited Date*	2018-03-30	
License Plate		

Host/Visited: Select the visited personnel. Click the input box to filter the query according to the input characters, or click the query button to pop up the list of the visited personnel to select the visited personnel.

2. Complete the reservation information, click [OK].

The personnel can reserve visitor for themselves by "Personal Self-Login". The method is the same as the above descriptions. For details about logging in to the personal-self system, please refer to <u>Personal Self-Login</u>.

# 8.3 Basic Management

### 8.3.1 Parameters

Click [Basic Management] > [Parameters]:

4	
Common Paramet	er Option
Carrying Goods	Capture g Goods Capture Photo
Exit Registration	
🗹 Open th	e Visitor Exit Function
📃 Auto	matic Sign Out Set Automatic Sign Out Place
🛕 Visi	tors exited from the set reader, will be automatically checked out.
📃 Sign	Out Expired Visitors
🛕 The	invalid Visitors that having not been checked out manually, will automatically be checked out(performed every 30 minutes)
Permission	
<ul> <li>Without</li> </ul>	Permission
ermis	sion is Required
🕑 Whe	ther to Issue Card 📄 Password is Required 📄 Fingerprint Registration is Required 📄 Scan Code is Required
Select the Requi	red Field
✓ Host/Vi	sited
🗹 Visit De	partment
Visitor Vehicle A	uthorization Mode
<ul> <li>Tempor</li> </ul>	ary Vehicle 💿 Whitelist
Normal Parameter	Option
Capture	
	the Portrait and Certificate Photo Together
	the Portrait and Certificate Photo Separately
Camera Mode	
	ode: the registration page is closed off the camera, each registration should be allowed
	ode: after allowing a camera, always open the camera, when the browser is closed
Floating Window	
	loating Window
Registration Clien	
Certificate Recognit	- ion
OCR	IDReader
Registration	Code* Register O Download OCR V1.0 Driver O Download OCR V2.0 Driver
The Visitor List the	e Recipient Mailbox
Send the v	isitors information during the day by email. Sending Time: 15 🔹 : 30 💌
OK	
itors Quantity Stat	istics: Check-In Today:1 Check-Out Today:0 Not Check-Out Today:1 View the Details

#### **Common Parameter Option**

- Carrying Goods Capture: Enable it to take the photo to the goods carried by the visitor.
- Exit Registration: Enable or disable the auto sign-off function. Auto sign-out means a visitor leaves by directly punching a card or using his/her fingerprint at the preset auto sign-out place, without performing the Exit Registration operation in the software. Setting automatic sign-out place means specifying some readers as the auto sign-out place. Click [Set Automatic Sign Out Place].

Automatic Exit Place 4602357070864(192.168.18.16-4 Out) 4602357070864(192.168.18.16-4-In) 4602357070864(192.168.18.16-3 Out)	<b>^</b>	<u>New</u> <u>Check All</u> <u>Clear All</u>	
<ul> <li>✓ 4602357070864(192.168.18.16-3 Out)</li> <li>✓ 4602357070864(192.168.18.16-3 In)</li> <li>✓ 4602357070864(192.168.18.16-2 Out)</li> <li>✓ 4602357070864(192.168.18.16-2 In)</li> </ul>			
<ul> <li># 4602357070864(192.168.18.16-1 Out)</li> <li># 4602357070864(192.168.18.16-1-In)</li> <li>6687144600011(192.168.1.60-2 Out)</li> </ul>	-		

Click [OK] to finish.

Sign Out Expired Visitors: Expired visitors who have not been manually signed out will be automatically signed out after a specified interval.

Visitor Detail Information Today Remind Time: Set the remind time of unsigned-out visitor lists every day.

• Permission

Whether to Issue Card: Whether to issue card for the visitor.

Fingerprint Registration is Required: Whether to register the fingerprint for the visitor.

Password is required: If selected, it will make password mandatory.

Scan Code is Required: If selected, it will code scan mandatory

- Select the Required Field: You can set whether the Host(Personnel) and visited departments would be required in the registration page and the reservation page.
- Visitor Vehicle Authorization Mode: You can set this option as per the reliability of the vehicle. If you want to make all vehicle details to be noted, then select Temporary Vehicle. If only one or some vehicle enters on a regular basis, then you can keep them in whitelist.
- Normal Parameter Option

Capture: Whether to capture the portrait and certificate photo together.

Camera Mode: It can set the authorization for the camera. If Safe Mode is selected, you have to allow access to camera every time you open registration page. If Fast Mode is selected, then only once the access need to be given.

**Floating Window:** If selected, you will get a floating window as shown below on the Visitor module page. You can move it anywhere over the interface as per your convenience. You can perform either Entry or Exit registration from any interface.

Visito	x 🛞
Entry	<u>Exit</u>
Registration	Registration

#### • Registration Client:

1) If there is no driver installed in the system, the [Download Driver] link is displayed. Click the link to download and install the driver.

Registration Client			
Certificate Recognition			
OCR IDR	eader		
Registration Code*		Registe	Download OCR V1.0 Driver O Download OCR V2.0 Driver

2) Enter the corresponding registration code and click [Register].

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

• The Visitor List the Recipient Mailbox: Configure the recipient's mailbox and the time for system to send the list of visitors today.

The Visitor List the Recipient Mailbox					
Send the visitors information during the day by email. Sending Time:	15	۲	;	30	۲

Use the 🕕 button to add more than one recipient.

# 8.3.2 Device Debugging

Entry Place	
Current Location	
Place Name : server	
IP Address : 127.0.0.1	
Picture Collection Device : USB Camera	
Document Collection Device : USB Came	ia.
Print	
Printing environment	
Print Control Installation : Please downlos	and and install the print control (You must restart your browser after installation is complete.)
Duriter	
Device	
Device Driver	
Device Driver Installation : Device Driver is	; properly installed.
Other Scanner	
Scanning Recalibrate	
	e calibrated; the scanned image is not clear, and the repair can be attempted.
High-Speed Portable HD Doc Scanner	
	Parameters
	Size Setting
	Resolution v
Open Close	
A High-Speed Portable HD Doc Scanne	er belongs to camera components, if prompted to open High-Speed Portable HD Doc Scanner failure, please check whether it has been
opened as a camera.	er will be reopened after the resolution change, if prompt preview failed, please open it manually!
USB Camera	
Open Close	
and the second	check if it is used by other browsers or programs;
A When the camera is occupied, please c	ble HD Doc Scanner, please check whether the use of camera mistakenly chose High-Speed Portable HD Doc Scanner (name of High-

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)

Global S	Settings
Temp	late Selection
	Print Template Default
	Add Template Edit Template Delete Template
Visito	r Receipt Printing Setting
	Automaticly Print Receipt after the visitor Checked-In
	Photo
	Use Captured Photo as Visitor Photo
	Barcode Type
	Bar Code
	O QR Code

**Template Selection:** Select a template to print the template, if the template does not meet the print content, you can add or edit the template (the default template cannot be edited, deleted).

**Print Photos:** Select whether to print receipt when the server is connected to a printer, select whether to use the catch photo in the receipt (Visitor Photo or Capture Photo).

• Local Settings (Valid at the current Entry Place)

Local Set	tings		
Print			
	Use Printer POS-80	~	
	O Select Paper Type		
	Paper Type ZPrinter F	Paper(80 x 210mm)	$\checkmark$
	🛕 The paper type ca	n only use the system of	lefault types. Please check in the print preview to see if it will work.
	O Custom Paper Size		
	Custom Paper Width	71	mm
	Custom Paper Height	140	mm
	Oustom Paper Width,	Highly Adaptive	
	Custom Paper Width	71	mm
	The setting width	of the paper is greater t	han the actual width of the paper, will affect the print effect.
	Print Preview	Direct Print	

**Print:** You can set the options for the printer, the type of paper to be printed, or the custom paper size, and view the effect by clicking Print Preview / Direct Print. At last, you can save the current setting for the print out of the visitor badge.

# 8.3.4 Visitor Levels

The visitor can be allocated Access or Elevator levels with in registration after the visitor level has been set.

Click [Basic Management] > [Visitor Levels]:

Edit	the Visitors for A	uthorization Group				Browse Levels Master(Access) opening visitors				
Leve	el Name		Belongs Module		Q 😣	First Name Last Name More VQ				More 🕶 🔍 🛞
The o	current query con	ditions: None				The c	urrent query con	ditions: None		
C	Refresh 💾 Ad	d Access Level(s)	Add Elevator Lev	vel(s) 🗮 More	-	C	Refresh 🍈 Re	move the Visitors		
	Level Name	Belongs Module	Last Synchronous Time	Visitor Count	Operations	Operations 📄 Visitor Code First Name Last Name Card Number				Card Number
	Master	Access		0	Add Visitors					
	ELE	Elevator		7	Add Visitors					

#### Add Access Levels

Click [Basic Management] > [Visitor Levels] > [Add Access Levels]:

Level Name  Concent query conditions: None  Atternative  Level Name  Level Name  Time Zone  Master  24-Hour Accessible  1  24-Hour Accessible  < </  </td	*			ss Lev	Ad		
Alternative Selected(0)       Level Name     Time Zone       Master     24-Hour Accessible       1     24-Hour Accessible       >					Q (8)	Name	evel f
Master     24-Hour Accessible       1     24-Hour Accessible       >					i: None		
		Time Zone	Level Name	N V	24-Hour Accessible	Master 24-	
IC < 1 - 2 > >) SD rows per page - Total of 2 records					ows per page 👻 Total of 2 records	< 1 - 2 > >) 50 row	16 4

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].

#### User Manual

ZKTeco & O		Welcome, admin (R) (i) (2) (Q) ( <sup>1</sup> ) Authorized Company: ZKTeco
1. Click on New	st Browse Personn New Query Opepartment Select all people	el From Levels > X
Basic Management O Refresh @ New Hos	ersonnel ID First Name Last Name ee current query conditions: None emailve Selected	More Q (R) 3. Move Igs Module
Personnel	3 abc Female Financial Depa	Person of First Name Last Name Gender Department Name
Visitor Levels Host Levels Visited Department Levels	1 abc General >> <	
Entry Place Visit Reason Custom Attributes	< < 1 - 2 > >1 50 rows per page - Total of 2 records	
Reports	OK Cano er page + Iolai of 0 records + (< 0 > 5 + ( Check-In Today:1 • Check-Out Today:1 • Not Check-Out Today:0 View the	or 50 rows per page → total of 0 records

Perso	onnel ID	First	Name	More <del>v</del> C	X Q	Click on Add	28		
The c	urrent query	conditions: None				visited Levels	he		
C.	Refresh 🕒	New 👚 Delete				7	om Levels		
	Host Number	Host First Name	Host Last Name	Department Name	Operations	Level Name	Area Name	Time Zones	Belongs Module
	3	abc		Financial Department	Add Visited Let	vel			

			Add Vi	sited Lev	el(s)			
Belon	ngs Module	Lev	vel Name			Q 🛞		
The c	urrent query condit	ions: None						
Alterna	ative			5	Selecte	ed(0)		
	Level Name	Time Zones	Belongs Module			Level Name	Time Zones	Belongs Module
	Master	24-Hour Accessible	Access					
1¢	< 1-1 >>↓	Assign Le	vel(s)	>> < < <				
			ОК		Can	cel		

ZKTEC					Entry F	egistration							) () ()	
	Host/Visited *	Enter the Query	Condi 🔽 🔍	Visit D	epartment *			Visit Reaso	n* Vi	sit			horized Company	ZKTeco
Registration	Certificate Type*	ID	ES	Certifie	cate No.*			Entrance*	se	erver	*			
Entry Registration	First Name*			Last N	300065			Gender			¥			
Visitor					Select	personnel						×		
	First Name		Last Nan	ne		More▼	$Q \otimes$						Card Number	Ente
	The current que	ry conditions: Non	e			Selec	ted(0)							2018-
	Personnel	ID First Name	Last Name	Gender	Department Name		Personnel ID	First Name	Last Name	Gender	Department Na	me		
	0 1	abc	-		General									
	• 3	abc	ł	Female	Financial Departmen									
Reservation	K < 1-	which w above f gets	ou select t ve have se Figure, the automati ed in next	et in th e level cally	ls JK	> < Ca	ncel Cancel					_		Þ

ZKTEE					Entry Registration			×	(i) (? (A	
	Host/Visited *	3(abc )	Q	Visit Department *	Financial Department	Visit Reason*	Visit		orized Company:	ZKTeco
Registration	Certificate Type*	ID	EA	Certificate No.*		Entrance*	server			
Entry Registration	First Name*			Last Name		Gender		Ŧ		
Visitor	Company			Mobile Phone		License Plate			_	
	Nationality			Visitor Quantity*	1	Carrying Goods			Card Number	Ente
										2018-
	Permission									
	Visitor Level	Master(Access)		Start Time	2018-03-30 13:52:38	End Time	2018-03-30 23:59:59			
	Card Number	3300774		Password						
	Capture	Carrying Goods	ture							
		Captured Photo	utoma	tically sele	Certificate P		lo camera connected.			
Reservation		Captured Photo		Capture	Certificate P	noto	Capture			
Basic Management										•
Reports				Save and New	OK Cance	el				

# 8.3.6 Visited Department Levels

It is same as <u>Host levels</u>, the only difference is that, in this you can set for department.

# 8.3.7 Entry Place

### • Add an Entry Place

1. Click [Basic Management] > [Entry Place] > [New]:

Place Name <sup>*</sup>	Test	
IP Address*	192 - 168 - 1 - 219 Test Co	nnection
Photo Collection	USB Camera 🔹	
Document Collection	USB Camera 🔻	
Default Access Level		
Area Name*		

#### Fields are as follows:

Place Name: Must be unique with maximum of 50 characters.

IP Address: The IP address of the server.

Photo Collection: USB Camera, IP Camera and Dual Camera High-Speed Portable HD Doc Scanner are available. The IP Camera must be added in the "Video Device" before.

**Document Collection**: USB Camera, High-Speed portable HD Doc Scanner, Scanner and Dual Camera High-Speed Portable HD Doc Scanner are available.

Default Access Level: Set the default levels in this entry place.

Area Name: The name of the area the entry place belongs to, and the registration record for each entry place is filtered according to the area of the entry place.

- 2. Click [Edit] or [Delete] as required.
- Automatic Exit Place

Please refer to Parameters.

### 8.3.8 Visit Reason

You can add visit reason, so that you can select either from them at the entry registration page.

1. Click [Basic Management] > [Visit Reason] > [New]:

	New	:
Visit Reason*		
Save and New	ОК	Cancel

2. Click [OK] to finish. You can also click [Edit] or [Delete] as required.

### 8.3.9 Custom Attributes

If you want to add a specific field on the registration page then you can use this function.

Refresh 🕒 New 🗑 Delete		New	×
Attribute Name Attribute Valu	Attribute Name*		s
	Input Type*	Pull-down List 🔹	
	Attribute Value* Using a ' ; ' delimiter.		
	Row*	1	- 1
	Column*	1	- 11
	Page Display *	Registration Exit Registration	e la
	Save and New	OK Cancel	

Input the Attribute name, select the field type as; Pull down, Multiple Choice, Single Choice or Text.

If you select any of the type except Text, then you have to mention the attribute value(s). use a semicolon to separate the values. Enter Row and Column as required. You can choose, if this attribute is displayed or Registration or Exit registration.

# 8.4 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.

ne: 2017-09-15 (	10 : 00 : 00 - 2017-12	-15 23 : 59 : 59			L.	ZKTECO Last Visited Location	C.					
/isitor 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
80000009	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
80000008	Goura	Viny	1411237	2017-12-15 11:39:	2017-12-15 11:39: 14	192.168.218.60	192.168.218.60-2	Normal Verify Open	192.168.218.60-2- In	Only Card	Area Name	0:0
80000007	Monic	Wu	4628036	2017-12-15 11:22: 55	2017-12-15 11:21: 08	192.168.218.60	192.168.218.60-1	Normal Verify Open	192.168.218.60-1- In	Only Card	Area Name	0:1
80000006	Bella	Yu	4461253	2017-12-15 11:19:	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-	Only Card	Area Name	0:19
80000005	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-	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
80000003	Stephn	Chen	13260079	2017-12-15 10:48: 48	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:	2017-12-15 10:43: 43	192.168.218.60	192.168.218.60-1	Normal Verify Open	192.168.218.60-1-	Only Card	Area Name	0:4

# 8.4.2 Visitor History Record

Click [Reports] > [Visitor History Record] to view the reports. The reports can be filtered by different conditions.

	r Time From 20	17-12-30 00:00:00	To 2018	3-03-30 23:59:59	Visitor Code		More	QX			
The o	current query cor	ditions: Enter Tim	ne From:(2017-12-3	30 00:00:00) To:(;	2018-03-30 23:59:59	0					
C	Refresh 🕋 De	elete 🗹 Export									
	Visitor Code	First Name	Last Name	Company	Visit Reason	Host Number	Host First Name	Host Last Name	Visit Status	Card Number	Ent
	80000002	aaa			Visit	3	abc		Check-In	33007742	2018
	80000001	Alex			Visit	4	abc		Check-Out		2018

You can export the records into an Excel, PDF, or CSV file. See the following figure.

Visitor Code	First Name	Last Name	Company	Visit Reason	Host Number	Host First Name	Host Last Name	Visit Status	Card Number	Enter Time	Entrance	Exit Time	Exit Place	Carrying Goods In	Carrying Good Out
800000011	Мотту	Fang	Google	Visit	7	Jacky	Xiang	Check-Out	6189166	2017-12-15 11:44:	server	2017-12-15 11:45:	server	Camera Device	Camera Devi
800000010	Tommy	Qi	ZKTeco-Th	Visit	6	Amber	Lin	Check-Out	6323994	2017-12-15 11:42: 38	server	2017-12-15 11:45: 28	server	Camera Card	Camera Car
80000009	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
80000008	Goura	Viny	Essi	Visit	4	Велу	Cao	Check-Out	1411237	2017-12-15 11:39: 14	server	2017-12-15 11:46: 00	server	Kindle	Kindle
80000007	Monic	Wu	ZKTECO	Visit	1	Jerry	Wang	Check-Out	4628036	2017-12-15 11:21:	server	2017-12-15 11:23: 10	server	PC	PC
80000008	Bella	Yu		Visit	2940	Sherry	Yang	Check-Out	4461253	2017-12-15 11:05: 28	server	2017-12-15 11:22: 00	server		Video
80000005	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
80000003	Stephn	Chen	20	Visit	3	Leo	Hou	Check-Out	13260079	2017-12-15 10:47: 43	server	2017-12-15 10:56: 57	server		
80000002	Joey	Leung		Visit	2	Lucky	Tan	Check-Out	9505930	2017-12-15 10:46:	server	2017-12-15 10:57:	server	200	20
80000001	Mary	Huang		Visit	2940	Sherry	Yang	Check-Out	4461253	2017-12-15 10:43:	server	2017-12-15 10:57:	server		

# 9. Parking Lot System

Modern parking management involves management of various aspects, in which vehicle management is an important part. In special areas, such as special parking lots, military regions, government agencies, and residential areas, strict management must be performed on vehicles in real time, that is, strictly monitoring the incoming/outgoing time, and registering and identifying vehicles (including internal and external vehicles). In large-scale areas, there are a large number of incoming/outgoing vehicles. If each vehicle needs to be manually identified, it is time consuming and difficult to implement management, query, and safeguarding, resulting in low efficiencies. To improve this management mode that is not suitable for modern parking lots, military regions, government agencies, and residential areas, it is urgent to implement automatic and intelligent vehicle management using computer networks to effectively and accurately monitor and manage vehicles at all exits and entrances. This requires corresponding application software for highly efficient and intelligent management on parking lots.

#### Functional Modules of the System:

This system comprises seven functional modules:

- > Operation Wizard: Guides users through basic configuration of the system.
- Authorization Management: License Plate registration, manages license plate authorization of fixed vehicles and temporary vehicles, and extends valid time of fixed vehicles.
- Parking Lot Management: Sets the vehicle type, parking lot, parking area, channel entrance/exit, and device, manages the blacklist and whitelist, and sets parking lot parameters.
- Guard Booth Settings: Configures the guard booth and channel, manual processing method and manual release reason.
- Charge: Sets the fixed vehicle fee standard, temporary vehicle fee standard, and overtime charge standard, vendor discount strategy, guard booth on duty, and reconciliation.
- Report: Performs macro analysis and monitoring on the charge details, handover records, vehicles in the parking lot, daily reports and monthly reports.
- Real-Time Monitoring: Implements most terminal functions, including video surveillance, entrance and exit snapping, duty information display, central payment station, manual release, remaining available parking spaces, blacklist and whitelist, charge details, and vehicles in the parking lot.

# 9.1 Operation Wizard

The Operation Wizard page guides users through basic configuration of the system based on the operation procedure. The online monitoring function can be used after all basic configurations are completed.

Choose [Parking Lot] > [Operation Wizard] > [Operation Wizard]. The **Operation Wizard** page is displayed.

02 Guard Booth Settings 2.1 Guard Booth 2.2 Channel 2.2 Channel 3.1 Temporary Vehicle Charge 3.2 Fixed Vehicle Charge 3.3 Overtime Charge	
01 Parking Lot 1.1 Parking Lot 1.2 Parking Lot 1.3 Channel Entrance and Exit 1.4 Device 5.1 Guard Bo	ooth
Operation Wizard	.oom

Click a prompt point on the page to go to the corresponding function page for settings.

Correspondingly, there is a <sup>operation Wizard</sup> button on each page. You can click this button to go back to the **Operation Wizard** page and perform the next step, as shown in the following figure.



# 9.2 Authorization Management

The Authorization Management module is used to license plate registration, authorize fixed and temporary vehicles, and extend the valid time of fixed vehicles.

# 9.2.1 License Plate Registration

Choose [Authorization Management] > [License Plate Registration]. The License Plate Registration page is displayed as in the following figure.

Operation Wizard 🕀	First N	lame	Last Name		License Plate		Q. 🛞				
	The cu	urrent query conditions	: None								
Authorization Management	C° F	C+ Refresh 🕐 New 🕋 Delete									
License Plate Registration		Personnel ID	First Name	Last Name	Department Name	License Plate	Card Number	Operations			
Vehicle Management											
Vehicle Valid Time Extension											

New

<sup>p</sup> erson*	
icense Plate Number*	
Card Number	

- (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.

	Edit									
Person*	Nick Tong (1)									
License Plate Number*	123456									
Card Number										
ОК	Cancel									

#### • 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.

		222		2006. 3			Q ⊗			
The current query cond	ditions:	None								
	C F	Refresh 📑	Fixed Vehic	le Authorizatio	n 🕒 Fixed	Vehicle Batch A	uthorization 🕒 Temporary Veh	icle Authorization	/ Synchronize Licens	se Plate 👚 Cancellation 👆 Operation Wizard
Victoria Lot  Cry Undergrou  Cry Test4		License Plate Number	Card Number	Vehicle Type	Start Time	End Time	Entrance and Exit Area	Fee	Authorizer	Operations
☐ Test2 ☐ Test1 ☐ Test3 ☐ 11				Temporary	X		Test1		admin	Edit Cancellation

#### • Fixed Vehicle Authorization

Click [Fixed Vehicle Authorization]. The **Fixed Vehicle Authorization** page is displayed as in the following figure.

G	Refresh 🕒 Fixed	Vehicle Authorization	Fixed Vehic	le Batch Authorization	Temporary Vehicle Authorization	👚 Cancellation 🏼 🖕 Ope
	Vehicle Owner	Parking Space Number	Vehicle Type	Start Time	End Time	Entrance and Exit Area
Ī						

Once you click on Fixed Vehicle Authorization, you will get below prompt at the initial startup:

○ Refresh <sup>●</sup> Fixed Vehicle Authorization <sup>●</sup> Fixed Vehicle Authorization <sup>●</sup>	ehicle Batch Authorizatior	n	ation 🏦 Cancellation 🁆 O
Parking Lot Mode	× Start Time	End Time	Entrance and Exit Area
One parking lot with more car 🔹			
One parking lot with more car ected, you cannot modi One parking space with one car	īyi .		
OK Cancel			

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.

Person*	Leo Li (1)	Person*	lian ( 123123 )	-
License Plate Number*	B654321	License Plate Number*	B654321	-
Parking Space Number*	1010	Entrance and Exit area*	EntranceA	-
Entrance and Exit Area*		Vehicle Type*	Fixed Vehicle C	
Vehicle Type*	Fixed Vehicle A	Start Time*	2017-05-17 11:18:00	D
Start Time*	2018-04-16	End Time*	2017-05-28 11:18:59	
End Time*	2018-04-27	Fee*	100	-
Fee*	100	ree	100	

#### The fields are described as follows:

Person: Enter one or more characters contained in the name or number of the vehicle owner to query the owner in fuzzy mode.

License Plate Number: Select the license plate number to be authorized.

Entrance and Exit area: Set the entrance and exit area of the license plate.

Vehicle Type: Select the type of the vehicle.

**Start Time**: Select the time when the authorization on the license plate number starts to take effect. The default value is the current time.

End Time: Select the time when the authorization on the license plate number ends.

Fee: Record the fee charged for this authorization.

**Solution** Note: An owner can have multiple license plate numbers, all of which must be authorized. You can register a person and one or more license plates in the **Personnel Management** module.

You can select a person and license plate in **Vehicle Management** only after the person and license plate are registered. The procedure for registering a person and license plate is described as follows.

• Person Registration and License Plate Registration

Choose [Personnel] > [Person]. The **Personnel Management** page is displayed as in the following figure.

Department Name	Pe	ersonnel ID		First Name	First Name Last Name		More		Q	X	
The current query conditions: None											
Ē	C	Refresh 🕒 N	ew 🚇 Adjust D	epartment 🏠 Delet	e 🍼 Export 👻 In	nport 🔹 🕒 Sta	atistics	😿 Pr	int Card		
General(4)		Personnel ID	First Name	Last Name	Department Name	Card Number	Biolo	gical Te	mplate Quantity	Statu	s
Marketing Department(2) Development Department(1)		4	Anthony	Williams	Financial Department		0	0	<b>₿</b> 0	Norma	il
Financial Department(1)		<u>3</u>	George	Bush	Marketing Departmen	b.	0	0	🔒 O	Norma	1
Hotel(0)		2	<u>Jack</u>	Clinton	Development Departm	t.	0	0	8 0	Norma	ıl
		1	Lucia	Smith	Marketing Departmen	ι.	@ O	0 🗑	🔒 O	Norma	1

> New: Click [New]. The below page is displayed.

				New					
Personnel ID*	1	11	De	partment*	General			1	
First Name			Last Name						
Gender	Contration -	Ŧ	Pa	ssword				S.	2
Certificate Type	ID	▼ <u>-</u> 8	Ce	rtificate Number					
Social Security Number			Mo	bile Phone				6	
Reservation Code	123456		Bir	thday					ze 120*140).
Position			Ca	rd Number		l		Browse	Capture
Biological Template Quantity	0 8 0		Hi	e Date					
Access Control	Time Attendance	Elevator	Control	Plate Register	More Cards	F	Personne	el Detail	
License Plate	A123456		Par	king Space					⊕ ⊕
License Plate*	B654321		Par	king Space					$\otimes$
	<b>S</b> -11	ve and Ne		ОК	Cancel				

Set **Personnel ID, Name** (optional) and **Department** (use the default value). For details, see <u>Personnel Management</u>.

Enter necessary information about the license plate on the Plate Register tab page. To add more license plates, click 💮 at the end of the line (a maximum of 6 plates can be added). To delete a license plate, click 🛞 at the end of the line.

- Edit: Click [Edit] at the end of each line or click the corresponding Personnel ID or First Name, and modify personnel information in the Edit dialog box.
- Delete: Select one or more records to be deleted and click [Delete] to delete personnel information in batches.
- Fixed vehicle batch authorization

On the **Vehicle Management** page, click [Fixed vehicle batch authorization]. The Fixed vehicle batch authorization page is displayed as in the following figure.

				Fixed Vehicle B	a <mark>t</mark> ch Author	ization			
Perso	nnel ID		First Name		Last Na	me	Q	$\otimes$	
The cu	irrent query cond	ditions: None							
Alterna	live				Selec	ted(1)			
	Personnel ID	First Name	Last Name	License Plate		Personnel ID	First Name	Last Name	License Plate
	1	abc		123456		3	abc		321654
					>>				
				[	>				
					<	1	6		
					<<				
4	: 1-1 > >:	50 rows per pa	ae 👻 Total	of 1 records					
	rization	SU TOWS PET PA	ge v rotari	0111000103	4				•
	ing Area*		Entry		Q+e	rt Time*	2018-04	02	
	ance and Exit Area	a*	Entrance1,Entran	nce2,E		d Time*	2018-04		
Vehicle Type* Fixed Vehicle A Fee* 100					50055785				
	Batch authorizatio	n can only choose	e the parking space	e under the same a	real				
				ОК	Ca	ncel			

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.

Temporary Vehicle Authorization								
Entrance and Exit area*	EntranceA							
ок	Cancel							

#### Cancellation

Select multiple check boxes in the first column of the license plate list and click [The Cancellation] to cancel license plates in batches or click [The Cancellation] at the end of each line to cancel a single license plate, as in the following figure.

ZKTECO	£ 1 4 M:	ĺ		a (		<del>ن</del> ې	Welcome, admin	(i) (i) (i) (ii) (iii) Authorized Company: ZKTeco
🛱 Operation Wizard 🕀	Vehicle Type	rst Nam	e	Q	8		2. Click	2
	The current query conditions: None							
Authorization Management		C	Refresh 🕒 Fixed	I Vehicle Authorizatio	n 🕒 Fixed Vehic	ele Batch Authorization	Temporary Vehicle Author	rization 🚡 Cancellation 👆 Ope
License Plate Registration	▲ ▷ Test ( 1. Select ) <sup>2</sup>		Vehicle Owner	Parking Space	Vehicle Type	Start Time	End Time	Entrance and Exit Area
Vehicle Management				Number				
	Entrance3				Temporary Vehicle	97		Entrance1,C3,Entrance3,B3,B
Vehicle Valid Time Extension	Entrance2		abc	<u>E1</u>	Fixed Vehicle A	2018-04-02	2018-04-03	Entrance2
	A Co A		abc	E2	Fixed Vehicle A	2018-04-02	2018-04-03	Entrance1,Entrance2,Entrance
	□ A3		abc	E3	Fixed Vehicle D	2018-04-02	2018-04-03	Entrance1,Entrance2,Entrance
	□ A2					(F-100)		
	□ A1							
	A DD C	1						
니다 Parking Lot Management 🕀	C3							
	C2							
🗑 Guard Booth Settings 🕀	🗋 C1							
	⊿ 🗁 Exit							
🛞 Charge 🛛 🕀	🗋 Exit							
	🗋 Small							
📮 Reports 🛛 🕀	▲ [27 B							
	D B2	4						
🍕 Real-Time Monitoring 🛛 🕀	□ B1	1<	< 1-4 > >	50 rows per page	👻 Jump To 1	/1 Page Total of 4	records	
4								

# 9.2.3 Vehicle Valid Time Extension

Choose [Authorization Management] > [Vehicle Valid Time Extension]. The Vehicle Valid Time Extension page is displayed.

Operation Wizard          •         •         •	License Plate Number [ The current query cond	itions: None	. Click		ર છે ⊗	Welcome, admin  👔 💮 😨 🕛 Authorized Company: ZKTeco
License Plate Registration Vehicle Management Vehicle Valid Time Extension 1. Click	Vehicle Owner abc abc abc	Vehicle Type Fixed Vehicle A Fixed Vehicle A Fixed Vehicle D	Start Date 2018-04-02 2018-04-02 2018-04-02	End Date 2018-04-03 2018-04-03 2018-04-03	Early Warning Days 2 2 2	Operations Vehicle Valid Time Extension Cancellation Vehicle Valid Time Extension Cancellation Vehicle Valid Time Extension Cancellation
↓↓↓     Parking Lot Management       ☆     Guard Booth Settings       ↔     Charge       ↔     Reports		2. Select a	as required			
 Veg_ Real-Time Monitoring ⊕	< < 1-3 > >	50 rows per page	- Jump To 1 /1 Pa	ge Total of 3 records		

• Vehicle Valid Time Extension

#### ZKBioSecurity Online Hospitality

 Select a fixed license plate for which the valid time needs to be extended and click [Vehicle Valid Time Extension] or click [Vehicle Valid Time Extension] at the end of a fixed license plate. The Vehicle Valid Time Extension page is displayed.

Parking Space Number*	E1	
Vehicle Type	Fixed Vehicle A	
Deadline	2018-04-03	
Extended Deadline*		
Fee ( Dollar ) *		

- 2) Set Extended Deadline and Fee.
- 3) Click [OK] to save and exit.
- Cancellation

Select multiple check boxes in the first column of the license plate list and click [Cancellation] to cancel license plates in batches or click [Cancellation] at the end of each line to cancel a single license plate.

# 9.3 Parking Lot Management

Parking Lot Management comprises seven modules: Vehicle Type, Parking Lot, Parking Area, Channel Entrance and Exit Area, Device Management, White-Black list, and Parameter Setting.

# 9.3.1 Vehicle Type

Upon initial startup, the system automatically initializes the vehicle type, which can be only modified, but not added or deleted. Choose [Parking Lot Management] > [Vehicle Type]. The Vehicle Type page is displayed, as in the following figure.

The current query con	ditions: None			
C Refresh				
Vehicle Type	Vehicle Definition	Status	Remark	Operations
Fixed Vehicle A	Fixed Vehicle	Enable		Edit
Fixed Vehicle B	Fixed Vehicle	Enable		Edit
Fixed Vehicle C	Fixed Vehicle	Enable		Edit
Fixed Vehicle D	Fixed Vehicle	Enable		Edit
Temporary Vehicle A	Temporary Vehicle	Enable		Edit
Temporary Vehicle B	Temporary Vehicle	Enable		Edit
Temporary Vehicle C	Temporary Vehicle	Enable		Edit
Temporary Vehicle D	Temporary Vehicle	Enable		Edit

#### • Editing the Vehicle Type

1. Click a vehicle type name or [Edit] in the operation column. The Edit page is displayed.

Vehicle Definition	Fixed Vehicle	
Vehicle Type <sup>*</sup>	Fixed Vehicle A	]
Status*	Enable 🔻	]
Remark		

- 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.

Operation Wizard 🕀	Park	ing Lot Name	Q (8)		
$J$ Authorization Management $\oplus$	1000	current query conditions: Refresh 🕀 New 👘	None Delete 🕤 Operation Wizard		
Parking Lot Management 🕞		Parking Lot Name	Remark	Operations	
Vehicle Type	<u>~</u>	Test		Edit Delete	
		Test1		Edit Delete	
Parking Lot		Test3		Edit Delete	
Parking Area		Test4		Edit Delete	
Channel Entrance and Exit					
Device Management					
White-Black List	~				
🚡 Guard Booth Settings 🕀					
Charge 🕂					
Reports 🕀					

New

a contraction of the second se	New	
Parking Lot Name*	1	
Remark		
		And the second s
Save and New	OK	Cancel

- 1) Choose [Parking Lot Management] > [Parking Lot] > [New].
- 2) Set Name (unique) and Remark.
- 3) Click [Save and New] to add more parking lots or click [OK] to save and exit.

#### • Edit

Click a parking lot name or [Edit] in the Operation column to go to the Edit page. Make modifications and click [OK] to save modifications.

#### • Delete

Select one or more parking lots and click [Delete] at the upper part of the list and click [OK] to delete the selected parking lots. Click [Cancel] to cancel the operation or click [Delete] in the Operation column to delete a single parking lot.

Refresh

Click [Refresh] at the upper part of the list to load new parking lots.

### 9.3.3 Parking Area

Choose [Parking Lot Management] > [Parking Area]. The Parking Area page is displayed, as shown in the following figure.

📄 Ор	eration Wizard	$\oplus$	Parkir	ng Area					
লি ১	thorization Managemen		Parkir	ng Area Name		20	0		
ዋ Aut	utonzauon managemen	()	The c	urrent query condition	ns: None				
↓ ₽ Pár	rking Lot Management	Θ	🔿 Refresh 🔮 New 🕋 Delete 🍗 Operation Wizard						
Veh	iicle Type	ĉ		Parking Area Name	Parking Spaces	Belonging Parking Lot	Area type of car yard	Operations	
Par	king Lot			Entry	100	Test	Large Car Area	Edit Add Parking Spa	
Par	king Area			<u>Exit</u>	0	Test	Large Car Area	Edit Add Parking Spa	
Cha	annel Entrance and Ex	it		Δ	0	Test	Large Car Area	Edit Add Parking Spa	
		÷		B	0	Test	Large Car Area	Edit Add Parking Spa	
Dev	vice Management			<u>C</u>	0	Test	Large Car Area	Edit Add Parking Spa	
Wh	ite-Black List			D	0	Test1	Large Car Area	Edit Add Parking Spa	
		¥		E	0	Test1	Large Car Area	Edit Add Parking Spa	
<u>ภั</u> Gu	ard Booth Settings	$\oplus$		E	0	Test1	Large Car Area	Edit Add Parking Spa	
) Ch	arge	Ð		<u>Small</u>	0	Test	Small Car Area	Edit Add Parking Spa	
Re	ports	$\oplus$							

#### New

Click [New]. The below page is displayed.

	New	×
Area type of car yard*	Large Car Area 🔹	1
Parking Area Name <sup>*</sup>		
Belonging Parking Lot*		
Parking Spaces*	0	
Remark		
Save and New	OK Cancel	

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.

Operation Wizard (	Area	Name	Q (8)		
~		current query conditi	ons: None		
Authorization Management(	Ð	Refresh 🕒 New	Delete 🕤 Operation	Wizard	
Parking Lot Management (	Э	Area Name	Parking Area	Operations	
	<u> </u>	Entrance3	Entry	Edit Delete	
Vehicle Type		Exit	Exit	Edit Delete	
Parking Lot		<u>A1</u>	A	Edit Delete	
Parking Area	5	<u>A2</u>	A	Edit Delete	
Channel Entrance and Exit		<u>A3</u>	A	Edit Delete	
Device Management		<u>B1</u>	в	Edit Delete	
		<u>B2</u>	в	Edit Delete	
White-Black List		<u>B3</u>	в	Edit Delete	
· ·		<u>C1</u>	с	Edit Delete	
Guard Booth Settings (	Ð	<u>C2</u>	с	Edit Delete	
🕥 Charge (	Ð	<u>C3</u>	с	Edit Delete	
5		Entrance1	Entry	Edit Delete	
Reports (	Ð	Entrance2	Entry	Edit Delete	

#### • New

Click [New]. The Edit page is displayed.

Ala Name*		
Parking Area*	Exit	•
· antang · nou	- set	

#### The fields are described as follows:

Area Name: Unique name of an entrance and exit area.

Parking Area: Parking area to which this entrance and exit area belongs.

#### • Edit

Click an entrance and exit area name or [Edit] in the Operation column to go to the Edit page. Make modifications and click [OK] to save modifications.

#### • Delete

Select one or more entrance and exit areas and click [Delete] at the upper part of the list and click [OK] to delete the selected entrance and exit areas. Click [Cancel] to cancel the operation, or click [Delete] in the Operation column to delete a single entrance and exit area.

#### Refresh

Click [Refresh] at the upper part of the list to load new entrance and exit areas.

# 9.3.5 Device Management

Choose [Parking Lot Management] > [Device]. The Device Management page is displayed, as shown in the following figure.

ZKTeco	2 🗊	ا (ك	in: 🛄		80		 		Authorized Company: ZKTeco
Operation Wizard	Device Name		Q (8)						
O Authorization Management	The current query c		Q Search Device 🗸	🖊 Enable 🖉 Dis	able 🗐	Synchronize Time	Cet Device C	Option 🕤 Operation Wizard	
+++ Parking Lot Management	) Device Nam	e Device Type	LED screen Type	IP Address	Port	Video Port	Device Brand	Enable Status	Operations
Vehicle Type Parking Lot Parking Area Channel Entrance and Exit Device Management White-Black List Parameter Guard Booth Settings		LPR Camera	Two-color LED screen	192.168.214.189	5000	0	ZKTeco	⊘ Offline	Edit Delete
Reports		⊳∣ 50 rows per pa	age 👻 Jump To 1	/1 Page 1	fotal of 1 re	cords			

#### New

Click [New]. The below page is displayed.

	New
Device Name*	Test1
Device Type*	LPR Camera 🔹
Device Brand*	ZKTeco 🔻
IP Address*	192 . 168 . 214 . 188
Port*	5000
LED screen Type*	Two-color LED screen 🔹
	Two-color LED screen Monochrome LED screen
Save and New	OK Cancel

The fields are described as follows:

Device Name: Unique name which can identify a device.

Device Type: It has only one option as LPR Camera.

Device Brand: Manufacturer of the device.

IP Address: Unique IP address for connecting the device.

Port: Port number for connecting the device.

LED Screen Type: Here you can set the display LED type. It has two options; Two-color LED Screen and Monochrome LED Screen, choose accordingly.

• Edit

Click a device name or [Edit] in the Operation column to go to the Edit page. Make modifications and click [OK] to save modifications.

#### • Delete

Select one or more devices and click [Delete] at the upper part of the list and click [OK] to delete the selected devices. Click [Cancel] to cancel the operation or click [Delete] in the Operation column to delete a single device.

• Refresh

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

• Search Device

All devices to which a guard booth can connect are searched out and displayed in the list.

Click Q Search Device . The Search Device page is displayed.

ZKTeco	2 🗈					(j)		nin 🕠 👔 ? 🚇 ( <sup>1</sup> Authorized Company: ZKTeo
Cperation Wizard			λ⊗					
育Ĵ Authorization Management⊕	The current query co	ew 🕋 Delete Q Sea	ch Device 🗸 Enable	🖉 Disable 🛄 Synchro	onize Time 🛛 🖗	© Get Device Option	Operation Wizard	
Parking Lot Management 🤤	Device Name	Device LPR Ca		Search Device			··· · · · · · · · · · · · · · · · · ·	s Operations
Vehicle Type Parking Lot	Test1	LPR Car Search	Stop Searching				e	Edit Delete
Parking A	to search	IP Address IP Address	Device Name	Device Type	Port	Device Brand	Operations	
Device Management White-Black List Parameter	Ļ							
Guard Booth Settings 🕀								
Charge 🕀		_						
Reports 🕀				Close				
Real-Time Monitoring 🛛 🕀	)  < < 1-2 > >	50 rows per page 👻	Jump 10 1 /1 Pa	ge total of 2 records				

		Search Device			×
Search IP Address	Stop Searching				
IP Address	Device Name	Device Type	Port	Device Brand	Operations
192.168.214.189	192.168.214.189	LPR Camera	80	Vision-Zenith	Add
		Close			

Click [Search]. All available devices are displayed in the list. Click [Add] in the Operation column. The Add page is displayed with all information automatically entered, as shown in the following figure.

Device Name*	192.168.214.189	
Device Type*	LPR Camera 🔹	
Device Brand*	Vision-Zenith	
IP Address*	192 . 168 . 214 . 189	
Port*	80	

#### • Enable

Enable the device. Only enabled devices can be normally used.

Select the device to be enabled and click [Enable].

• Disable

Disabled devices cannot be normally used.

Select the device to be disabled and click [Disable].

• Synchronize Device Time

Synchronize the internal time of the device with the current system time.

Device Name	1. Select the	ice V Enable Ø Disable	Synchronize Time	~	Click here	on Wizard Device Brand	Enable	s
Test	LPR Camera	Two-color LED screen	192.168.214.189	5000	0	ZKTeco	0	01
Test1	LPR Camera	Monochrome LED screen Prompt	192.168.214.188	5000	0	ZKTeco	0	0
		Are you sure you want to pe Synchronize Time opera	ition?					

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.

Coperation Wizard 🕀	Device Name	Q @	)							
Authorization Management	The current query condition			ienhia 🗐 Susshira		Non Minned				
Parking Lot Management 🕞	Device Name	Device Type	IP Address	Port	Video Port	Device Brand	Enable	Status	Operations	
		dence type	n Paulaur	1 dit	TAGOTON	Dorne Drand.	Crabic	Califo	Cipones I I	
Vehicle Type										
Parking Lot										
Parking Area										
Channel Entrance and Exit										
White-Black List										
Parameter										
🗿 Guard Booth Settings 🕀										
)Charge 🕀										
Reports 🕀										
Hebola 🕀										

#### New

Click [New]. The below page is displayed.

Device Name*	192.168.214.188	
Device Type*	LPR Camera 🔹	
Manufacturer*	ZKTeco 🔻	
IP Address*	192 . 168 . 214 . 188	
Port*	5000	

The fields are described as follows:

Device Name: It identifies a device.

Device Type: The value can be Access Controller.

Page | 321

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.

Operation Wizard	⊕ Licen	nse Plate Number		License Plate Type		Q 🛞	
Authorization Manageme		current query condi	itions: None				
Authorization Manageme	C	Refresh Prew	Delete 🔗	Synchronize Whitelist	Synchronize Blacklist		
Parking Lot Managemen	Θ	License Plate Number	License Plate Type	Start Time	End Time	Operator	Operating Tim
Vehicle Type	ĉ						
Parking Lot							
Parking Area							
Channel Entrance and E	xit						
Channel Entrance and E Device Management	xit						
	xit						
Device Management	xit						
Device Management White-Black List	xit ÷						
Device Management White-Black List Parameter Guard Booth Settings	ŭ						
Device Management White-Black List Parameter Guard Booth Settings	Ð						

#### New

Click [New]. The New page is displayed.

License Plate Number*	H888888	
License Plate type*	Blacklist	.*
Start Time		
End Time		
Save and New	ок	Cancel

The fields are described as follows:

License Plate Number: License plate numbers to be added to the blacklist or whitelist.

License Plate type: The value can be Blacklist or Whitelist.

Start Time: Time when the whitelist takes effect (This parameter is not available for the blacklist).

End Time: Time when the whitelist expires (This parameter is not available for the blacklist).

### • Edit

Click a license plate number or [Edit] in the Operation column to go to the Edit page. Make modifications and click [OK] to save modifications.

### • Delete

Select one or more license plate numbers and click [Delete] at the upper part of the list and click [OK] to delete the selected license plate numbers. Click [Cancel] to cancel the operation or click [Delete] in the Operation column to delete a single license plate number.

## Refresh

Click [Refresh] at the upper part of the list to load the latest blacklist and whitelist.

## • Synchronize Blacklist

Click [Synchronize Blacklist], click [OK] to synchronize all blacklists, click [Cancel] to cancel. When the device is off-line, the device will automatically synchronize blacklist and broadcast voice. It should be noted that the device must be equipped with an SD card.

## • Synchronize Whitelist

Click [Synchronize Whitelist], click [OK] to synchronize all whitelists, click [Cancel] to cancel. When the device is off-line, the device will identify the whitelist synchronized and automatically open the gate. It should be noted that the device must be equipped with an SD card

## 9.3.8 Parameter Setting

Set basic public parameters of the parking lot.

Choose [Parking Lot Management] > [Parameter Setting]. The Parameter Setting is displayed, as in the following figure.

Parking Setting	
Company Name	
Parking Lot Mode One parking lot with mo	e car 🔹 🛦 Once the Parking Lot Mode is selected, you cannot modify! One parking lot with more car does not support offline mode!
Channel Entrance and Exit Setting	
Enable Fixed Vehicle Multiple In and Out	
Enable Temporary Vehicle Multiple In an	Out Matching Precision of Entrance and Exit Exact Match
Enable Shift Process	Whether allows temporary vehicles to enter while the parking space is full
Charge Management Setting	
Enable Fixed Vehicle Charges	
Print Fee Receipts	
Enable the Consumer Discount	
Unmatched Processing Mode :	Release after Charging 0 Dollar
Fixed Vehicle Setting	
Enable Fixed Vehicle Transfer to Tempor	ary Vehicle Fixed Vehicles Days Warning 7
Voice and display settings	
<ul> <li>Entrance display residual parking space</li> </ul>	Regional parking space statistics for large car field
Display Color First line Red V See	ond line Green  Control dual color screen device support!
Other Setting	
Days to keep the vehicles record in the field	60
Capture Photos Preservation Days	10 🔻
Captured Photos Saving Path	E:\ A Save the path for the setting pathBioSecurityFile\park
Offline Setting	
	mode part of the function temporarily not support!
Temporary vehicle record matching accuracy	Exact Match
Duplicate license plate waiting time	Single Channel Mode 5 second Normal Mode 5
OK	

### The fields are described as follows:

Parking lot setting

Company Name: Company name displayed on the printed fee receipt.

Parking Lot Mode: Click here for details.

Channel Entrance and Exit Setting

Enable Fixed Vehicles Multiple In and Out: If this parameter is selected, no fee is charged when fixed vehicles go in or out of the parking lot.

Enable Temporary Vehicles Multiple In and Out: If this parameter is selected, no fee is charged when temporary vehicles go in or out of the parking lot.

Enable Shift process: Whether to enable the shift change of guard booths.

The default license plate: Default province of the license plate in scenarios where license plate numbers need to be entered, for example, upon manual correction or manual release, or at the central payment station.

Matching precision of Entrance and exit: Matching rule for license plate number searching. An extract match: A license plate number can be found only upon exact match; 4-digit: A license plate number can be found when the entered license plate number has the same four digits as that in the database; 5-digit: A license plate number can be found when the entered license plate number has the same five digits as that in the database. And so on for 6 and 7 digits.

Whether allows temporary vehicles to enter while the parking space is full: If selected, it will allow the temporary vehicle to enter the parking lot when the parking space is full.

## Charge Management Settings

**Enable Fixed Vehicle Charges**: If a fixed vehicle charge standard has been defined in charge settings and this parameter is selected, the standard is charged upon extension. Otherwise, the extension time and amount must be manually entered on the Fixed Vehicle Valid Time Extension page.

Print Fee Receipts: Whether to print fee receipts when charging. If yes, the system must be connected to the receipt printer.

Enable the Consumer Discount: Whether to enable the consumer discount function. The detailed consumer discount strategy is set in <u>9.5.5 Discount Strategy</u>.

Unmatched Processing Mode: It can be either Free or Charged. If a vehicle was not registered at the time of entrance, then this function gets effective at the time of exit of the vehicle. If you want to charge, then select "Release After Charging" and set the amount. If you don't want to charge, then select "Free".

## Fixed vehicles setting

Enable Fixed Vehicle Transfer to Temporary Vehicle: If this parameter is selected, fixed vehicles are automatically changed to temporary vehicles for charging. Otherwise, after the valid time of fixed vehicles expires, manual processing is required.

**Fixed Vehicles Days Warning**: A valid time extension prompt is sent to a fixed vehicle owner upon entrance and exit within the preset warning days. For example, if this parameter is set to 5 and there are 31 days in the current month, the prompt is sent from the 27th day.

## Voice and Display Setting

Entrance Display residual parking space: If selected, it will display with voice prompt, the number of available spaces for parking at the entrance on the LED screen.

**Regional parking space statistics for large car field**: It will show the statistics for large car parking space.

Display color: You can set the color of display. If you have installed dual color LED screen, then you can set color for the second line of display also.

## > 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.

		2 🚺 🤅			ê 🕺 😳
Operation Wizard	•	ard Booth Name	٩	×	
nuthorization Managemer		e current query condition → Refresh 🕒 New 👔		ard	
Parking Lot Management	•	Guard Booth Name	Computer IP Address	Channel Entrance and Exit Name	Operations
Guard Booth Settings	Θ				
Guard Booth					
Channel					
Manual Release Reason					
	$\oplus$				
Dharge					
Charge Reports	÷				

### • New

Click [New]. The New page is displayed.

ZKTeco	2 0 0 <u>N: A</u> 📾 📾 🌊 🖂	Welcome, admin       Image: Imag
Operation Wizard 🕀	Guard Booth Name Click here	
(1) Authorization Management	The current query condition mone C Refresh Prove Delete Operation Wizard	
$\begin{array}{c} J \\ J \\ J \\ \downarrow \end{array}$ Parking Lot Management $\oplus$	G New	×
Guard Booth Settings	Guard Booth Name*	
Guard Booth	Channel Entrance and Exit Name* Computer IP	Address * 192 - 168 - 1 - 219
Channel	Belonging Parking Lot Parking Area	
Manual Release Reason	Parameter	
	Temporary Vehicle Free* No 🔻	
	Enable Replacement of Vehicle" Yes	Release* Yes •
	Temporary Vehicle Fast Exit* Yes	lode* No V
🔞 Charge 🕀		
Reports 🕀	The above settings are copied to:	
	Save and New OK Ca	ncel
🥰 Real-Time Monitoring 🕀		

The fields are described as follows:

Guard Booth Name: Name of a guard booth.

Channel Entrance and Exit Name: Entrance and exit area to which the guard booth belongs.

Computer IP Address: IP address of the guard booth (It must be unique. The local IP address is read and set as the initial value when a new guard booth is added).

Belonging Parking Lot: Parking lot to which the selected entrance and exit area belongs. This parameter is set as "read only".

Parking Area: Parking area to which the selected entrance and exit area belongs. This parameter is set as read only.

Temporary Vehicle Free: If it is set to Yes, the Free button is displayed on the temporary vehicle charging result page to allow free of charge for temporary vehicles.

**Enable replacement of vehicle**: The type of temporary vehicles can be changed on the temporary vehicle charging result page. Since different types of vehicles have different charge standard, the charging result may also change.

Enable Manual Release: If this parameter is selected, the gate can be manually controlled to release vehicles.

**Temporary vehicle fast exit**: If no fee is generated for a temporary vehicle, no charging result confirmation page is displayed and the gate is directly open to release the temporary vehicle.

One channel mode: It this mode is enabled; a channel can be physically used as the entrance and exit at the same time. However, it is suggested to use different channels for binding different IPC devices.

The above Settings are copied to: The following two options are available.

All Guard Booths in the Belonging Parking Area: Information in Parameter Setting is copied to all guard booths in the belonging parking area.

All Guard Booths in the Belonging Parking Lot: Information in Parameter Setting is copied to all guard booths in the belonging parking lot.

Parameters in the red box are copied, as shown in the following figure.

Guard Booth Name*	Test				
Channel Entrance and Exit Name*	Entrance3	Ť	Computer IP Address *	192 . 168 . 1	. 219
Belonging Parking Lot	Test		Parking Area	Entry	
arameter					
Temporary Vehicle Free*	No	¥			
Enable Replacement of Vehicle*	Yes	•	Enable Manual Release*	Yes	•
Temporary Vehicle Fast Exit*	Yes	T	One Channel Mode*	Yes	
The above settings are copied to: A	II the quard booth being	onos to all pa	arking a 🔻		

## • 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.

Poperation Wizard 🕀	Channel Name	Click here						
$\mathfrak{J}$ Authorization Management $\oplus$	The current query conditi	None Delete 🕤 Operation Wizard						
Parking Lot Management 🕀	Channel Name			Add			• Open Type	
Guard Booth Settings 😑		Channel Name*				-		
Guard Booth		Guard Booth Name*	<b>v</b>	Channel Status*		•		
		IPC1 IP*	<b>Y</b>	Video Preview		Ŧ		
				Window(IPC1)*				
Manual Release Reason		IPC2 IP	<b>T</b>	Video Preview		•		
				Window(IPC2)				
		Fixed Vehicle Open Type*	Direct Pass 🔹	Temporary Vehicle Open	Confirm Pass	•		
				Type*				
		Limit Line Mode Forbids Ve	ehicle Type					
🔊 Charge 🕀 🕀		Fixed Vehicle A	Fixed Vehicle B	B Fixe	ed Vehicle C			
		Fixed Vehicle D	Temporary Veh	nicle		-		
🗐 Reports 🕀								

#### • New

Click [New]. The New page is displayed.

Channel Name*					
Guard Booth Name*			Channel Status*		
IPC1 IP*		•	Video Preview Window(IPC1)*		۲
IPC2 IP		T	Video Preview Window(IPC2)		•
Fixed Vehicle Open Type*	Direct Pa	ass 🔻	Temporary Vehicle Open Type*	Confirm Pass	۲
Limit Line Mode Forbids Ve	ehicle Type	Fixed Vehicle B		ed Vehicle C	
Fixed Vehicle D		Temporary Vehic	le		

## The fields are described as follows:

Channel Name: Unique channel name.

Guard Booth Name: Guard booth to which the channel belongs.

Channel State: Channel type.

**IPC1 IP:** IP address of IPC1 (which can be in "read only" mode after device information has been added in <u>9.3.5 Device Management</u> and bound devices are not displayed).

Video Preview Window (IPC1): Display location of IPC1 on the monitoring page.

**IPC2 IP**: IP address of IPC2 (which can be in "read only" mode after device information has been added in <u>9.3.5 Device Management</u> and bound devices are not displayed).

Video Preview Window (IPC2): Display location of IPC2 on the monitoring page.

**Fixed Vehicle Open type**: If it is set to **Direct pass**, no confirmation window is displayed. If it is set to **Confirm pass**, a confirmation window is displayed and the gate is opened upon manual click.

Temporary Vehicle Open type: Same as the above.

Limit Line Mode Forbids Vehicle Type: You can set the types of vehicles forbidden to pass. The vehicles type contains all the vehicles types that are maintained in the system, it allows multiple choices.

• Edit

Click a channel name or [Edit] in the Operation column to go to the Edit page. Modify and click [OK] to save modifications.

• Delete

Select one or more channels and click [Delete] at the upper part of the list and click [OK] to delete the selected channels. Click [Cancel] to cancel the operation, or click [Delete] in the Operation column to delete a single channel.

• Refresh

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

# 9.4.3 Channel Setting (When Access Controller is used for Parking)

Choose [Guard Booth Setting] > [Channel]. The Channel page is displayed, as shown in the following figure.

ZKTeco	£					10 kg			i) (?) (R) ( <sup>†</sup> ) zed Company: ZKTec
Operation Wizard     ①     Authorization Management	The cu	el Name Irrent query condition Refresh ( P New	1~	here					
부수 Parking Lot Management ④		Channel Name	Guard Booth Name	Channel Status	IPC1 IP	Video Preview Window(IPC1)	IPC2 IP	Video Preview Window(IPC2)	Fixed Vehicle Ope
Guard Booth Settings	, 🗆	Test	Test	Large vehicle area entrance	192.168.214.189	1	192.168.214.188	2	Direct Pass
Guard Booth Channel Manual Release Reason									
Oharge ⊕	)								
🖪 Reports 🕀									
🗟 Real-Time Monitoring 🛛 🕀	) 1< <	1-1 >>  5	0 rows per page 👻 🦂	Jump To 1 /1 Page 1	Total of 1 records				,

#### • New

Click [New]. The New page is displayed.

Channel Name*	1		Door Name*	Concert and the second state	$\sim$	1
Channel Status*		~	Guard Booth Name*		~	
Video 1		~	Video Preview Window		~	
			(Video 1)			
Video 2		~	Video Preview Window		~	
			(Video 2)			
Fixed Vehicle Open Type*	Direct Pass	~	Temporary Vehicle Open	Confirm Pass	~	
			Type*			
Limit Line Mode Forbids Ve	ehicle Type					
Fixed Vehicle A	Fix	ed Vehicle B	Fixe	ed Vehicle C		
Fixed Vehicle D	Ter	mporary Vehic	le			•

## The fields are described as follows:

Channel Name: Unique channel name.

**Door Name:** Select the device added in Device Management (the door name access control module corresponds to).

Channel State: Channel type.

Guard Booth Name: Guard booth to which the channel belongs.

Video 1: Select Video Channel added by the video module.

Video Preview Window (Video 1): Display location of Video Channel on the monitoring page.

Video 2: Select Video Channel added by the video module.

Video Preview Window (Video 2): Display location of Video Channel on the monitoring page.

**Fixed Vehicle Open Type**: If it is set to **Direct pass**, no confirmation window is displayed. If it is set to **Confirm pass**, a confirmation window is displayed and the gate is opened upon manual click.

Temporary Vehicle Open Type: The same as above.

Limit Line Mode Forbids Vehicle Type: You can set the types of vehicles prohibited from passing. The vehicles type contains all the vehicles types that are maintained in the system, it allows multiple choices.

• Edit

Click a channel name or [Edit] in the Operation column to go to the Edit page. Make modifications and click [OK] to save modifications.

• Delete

Select one or more channels and click [Delete] at the upper part of the list and click [OK] to delete the selected channels. Click [Cancel] to cancel the operation, or click [Delete] in the Operation column to delete a single channel.

Refresh

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

## 9.4.4 Manual Release 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.

ZKTECO			Welcome, admin (1) (1) (2) (2) (2) (1) Authorized Company. ZKTeco
Coperation Wizard 🕀	Manual Release Reason Click here		
$\widehat{\mathfrak{N}}$ Authorization Management $\oplus$	The current query condition None		
$\left\{ \begin{matrix} l \\ l$	Manual Release Reason Remark	Operations	
Guard Booth Settings			
Guard Booth			
Channel			
Manual Release Reason			
Reports			
Real-Time Monitoring +	i< < 0 > >i 50 rows per page → Jump To 1 /0 Page To	tal of 0 records	· · · · · · · · · · · · · · · · · · ·

#### • New

Click [New]. The New page is displayed.

	New	:
Manual Release Reason*		
Remark	1	
		_

The fields are described as follows:

Manual Release Reason: Name of the manual release reason.

Remark: Remark of the manual release reason.

• Edit

Click a name or [Edit] in the Operation column to go to the Edit page. Make modifications and click [OK] to save modifications.

• Delete

Select one or more manual release reasons and click [Delete] at the upper part of the list and click [OK] to delete the selected manual release reasons. Click [Cancel] to cancel the operation, or click [Delete] in the Operation column to delete a manual release reason.

#### • Refresh

Click [Refresh] at the upper part of the list to load new manual release reasons.

# 9.5 Charge

It is mainly used to set charging rules of each vehicle type and vendor discount policies in the parking lot. Charge Setting includes seven modules: Temporary Vehicle Charge, Overtime Charge Standard, Fixed Vehicle Charge Standard, Guard Booth on Duty, Discount Strategy, Business, and Reconciliation.

# 9.5.1 Temporary Vehicle Charge

Choose [Charge] > [Temporary Vehicle Charge]. The **Temporary Vehicle Charge** page is displayed, as shown in the following figure.

ZKTeco	2 O 0 M 🗎 🖆 🥌		Welcome, admin (R) (†) (R) (†) Authorized Company: ZKTeco
Coperation Wizard 🕀	Temporary Charge Name		
₩ Authorization Management	The current query conditions: None		
부부 Parking Lot Management 🕀	Temporary Charge ame Parking Lot Name Vehicle Type	Daily Highest Free Minutes Amount	The highest fees of Operations multiple access
Guard Booth Settings ⊕			
🕥 Charge 🖂	Click here		
Temporary Vehicle Charge Overtime Charge			
Fixed Vehicle Charge			
Shift Settings			
Discount Strategy			
Business			
Financial Reconciliation			
Reports 🕀			
🗟 Real-Time Monitoring 🕀	I< < 0 > >I 50 rows per page - Jump To 1 /0 Page T	otal of 0 records	

#### New

Click [New]. The New page is displayed.

		New				
Femporary Charge Name*	l.	Parking Lot Name*				
/ehicle Type*	Temporary Vehicle A	Temporary Vehicle B Temporary Vehicle B	hicle C 🔘 Temporary Vehicle D			
Daily Highest Amount*		Dollar		Test Chargin	ng Rule:	
Free Minutes	0	minutes				
Charging Time includes F	ree Minutes			Parking Lot Name*		۳
Cross Time Split				Vehicle Type	Fixed Vehicle A	Y
Enable the same license p	plate in Circulation within	24 ho 🔻 Multiple access with the highest fe	es Dollar	In Time*	2018-04-03 17:53:0	00
Detail				Out Time*		
<ul> <li>According to time period</li> </ul>	According to cycle					
Time Period1	+				ave and test	
Time Period*	00 : 00	to 00 : 00 🖨 🗆 Cro	oss Day	Amount Rec	a ive bla i	
Charge by Times				Amount Rec	ervable.	
Maximum Charge*		Dollar		0	0.0 Dollar	
First Time Charge		Dollar	minutes			
Amount per unit time charge	•*	Dollar	minutes			
	1		0			
						_
		Save and New OK	Cancel			

Note: Only one charge standard can be created for each vehicle type in the same parking lot. If no temporary vehicle charge standard is created for a parking lot, the first charge standard can be created only for temporary vehicle A. This is because the charge standard for temporary vehicle A is used for exit of temporary vehicles by default.

The fields are described as follows:

Temporary charge name: It must be unique.

Parking Lot Name: Parking lot of the charging standard.

Vehicle Type: Vehicle type of the charging standard.

Daily Highest Amount: Highest daily charging amount (For example, if 10 dollars is charged for an hour, 240 dollars is charged for an entire day in normal cases. If this parameter is set to 100 dollars, only 100 dollars is charged for an entire day).

Free Minutes: No fee is charged when the parking period is within the range specified by this parameter.

Charging Time includes Free Minutes: If this parameter is selected, Free Minutes is set to 30, and the actual parking period is 31 minutes, fees are charged based on 31 minutes. If this parameter is not selected, Free Minutes is set to 30, and the actual parking period is 31 minutes, fees are charged based on 1 (31-30) minute.

**Cross Time Split**: Suppose that one dollar is charged every 15 minutes during time period 1 from 9:00 to 10:00 and 10 dollars is charged every 15 minutes during time period 2 from 10:00 to 11:00.

The parking duration is from 9:43 to 10:30. If this parameter is not selected, the period from 9:43 to 9:58 is charged 1 dollar, the period from 9:58 to 10:00 has only 2 minutes, which is shorter than 15 minutes and must be supplemented by the period from 10:00 to 10:13, and the period from 10:13 to 10:28 is charged based on period 2, and so on. If this parameter is selected, the period from 9:43 to 9:58 is charged 1 dollar, the period from 9:58 to 10:00 has only 2 minutes, which is shorter than 15 minutes but is still charged 1 dollars based on time period 1, and the period from 10:00 to 10:15 is charged based on period 2, and so on.

Enable the same license plate in Circulation within 24 hours (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.

emporary Charge Name*	Temporary Charge A	Parking Lot Name*	Test	-		
/ehicle Type*	Temporary Vehicle A	🔘 Temporary Vehicle B 🛛 🔘 Tempora	ry Vehicle C	mporary Vehicle D		
Daily Highest Amount*	100	Dollar			Test Chargin	ng Rule:
ree Minutes	0	minutes				
Charging Time includes	Free Minutes				Parking Lot Name*	Test
Cross Time Split					Vehicle Type	Temporary Vehicle A
Enable the same license	plate in Circulation within 2	24 hol  Multiple access with the higher	est fees	Dollar	In Time*	2018-04-03 18:17:00
Detail					Out Time*	
According to time period	od 🔘 According to cycle					
Time Period1					S	ave and test
Time Period*	00 : 00	to 00:00	Cross Day		Amount Rec	sivable
Charge by Times					Amount Rec	ervapie.
Maximum Charge*	7.10	Dollar			(	0.0 Dollar
First Time Charge		Dollar		minutes		
Amount per unit time char	ge*	Dollar		minutes		
				1		

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.

emporary Charge Name*	Temporary Charge A	Parking Lot Name*	Test	+		
		Temporary Vehicle B 🔘 Temporar		and the second		
aily Highest Amount*	100	Dollar	, tollido o to to	inportary romano o	Test Chargin	na Pule:
ree Minutes	0	minutes			lest onargi	ig Rule.
Charging Time includes F	10				Parking Lot	Test
Cross Time Split	ree Minutes				Name*	
	-	ha w Muttinla assess with the higher	at food	Dollar	Vehicle Type	Temporary Vehicle A V
Enable the same license	plate in Circulation within 24	ho  Multiple access with the higher	stiees	Dollar	In Time*	2018-04-03 18:17:00
etail					Out Time*	
According to time period	d      According to cycle					ave and test
Cycle1 +						ave and test
Cycle*		minutes				
Charge by Times	10	2			Amount Rec	eivable:
Maximum Charge*		Dollar				
Amount per unit time charge	e*	Dollar		minutes		0.0 Dollar

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

### 

- When Charge by times is not selected, the time of each cycle must be set to multiples of the time period specified in Amount per unit time charge. There is no limitation if Charge by times is selected.
- > If According to cycle is selected, Cross Time Split is invalid.
- If Charge by times is selected, Amount per unit time charge cannot be set and fees are charged based on the amount set in Maximum charge. If this parameter is not selected, fees are charged based on the unit time and the period must be multiples of 15. If the fee is higher than the amount set in Maximum charge, the maximum amount is charged.

### • Edit

Click a temporary charge name or [Edit] in the Operation column to go to the Edit page. Modify and click [OK] to save modifications.

• Delete

Select one or more temporary vehicle charge and click [Delete] at the upper part of the list and click [OK] to delete the selected temporary vehicle charge. Click [Cancel] to cancel the operation or click [Delete] in the Operation column to delete a single temporary vehicle charge.

## • Refresh

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

## 9.5.2 Overtime Charge

Choose [Charge Setting] > [Overtime Charge Standard]. The **Overtime Charge Standard** page is displayed as in the following figure.

ZKTeco	2 0 0 11 11 12 12 12 12 12 12 12 12 12 12 12
Cperation Wizard 🕀	Overtime Charge Name
Authorization Management	The current query conditions: None
$\left\{ \begin{matrix} l \\ l$	Overtime Charge Name Parking Lot Name Status Operations
Guard Booth Settings 🕀	
🎲 Charge 🕞	Click here
Temporary Vehicle Charge	
Overtime Charge	
Fixed Vehicle Charge	
Shift Settings	
Discount Strategy	
Business	
Financial Reconciliation	
Reports	
ଞ୍ଚି Real-Time Monitoring 🕀	IX X 0 > >1 50 rows per page - Jump To 1 /0 Page Total of 0 records

#### New

Click [New]. The New page is displayed.

Overtime Charge Name*	1		Parking Lot	Name*	
Status*	Enable	T			
Detail	N				
Temporary Vehicle Allowable	e Retention Time*	Include	Retention	Overtime Charge Amo	ount*
A minutes		Time		Dollar/Hour	
Temporary Vehicle Allowable	e Retention Time*	Include	Retention	Overtime Charge Amo	ount*
B minutes		Time		Dollar/Hour	
Temporary Vehicle Allowable	e Retention Time*		Retention	Overtime Charge Amo	ount*
C minutes		Time		Dollar/Hour	
Temporary Vehicle Allowable	e Retention Time*	Include	Retention	Overtime Charge Amo	ount*
D minutes	-	Time		Dollar/Hour	

**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

Select one or more temporary vehicle charge and click [Delete] at the upper part of the list and click [OK] to delete the selected temporary vehicle charge. Click [Cancel] to cancel the operation, or click [Delete] in the Operation column to delete a single temporary vehicle charge.

### • Refresh

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

# 9.5.3 Fixed Vehicle Charge

Choose [Charge Setting] > [Fixed Vehicle Charge]. The **Fixed Vehicle Charge** page is displayed as in the following figure.

ZKTeco	2 0 0 1 1 1 2 2
Coperation Wizard 🕀	Fixed Charge Name
$\overline{\mathfrak{N}}$ Authorization Management $\oplus$	The current query conditions: None C Refresh Prev Delete Operation Wizard
뷰뷰 Parking Lot Management 🕀	Fixed Charge Name         Vehicle Type         Cycle Type         Cycle         Charge Amount(Dollar)         Operations
<u>ត</u> Guard Booth Settings 🕀	
🔊 Charge 😑	Click here
Temporary Vehicle Charge	
Overtime Charge Fixed Vehicle Charge	
Shift Settings	
Discount Strategy Business	
Financial Reconciliation	
🖡 Reports 🕀	
🗟 Real-Time Monitoring 🕀	IX X 0 >>I 50 rows per page - Jump To 1 /0 Page Total of 0 records

#### New

Click [New]. The New page is displayed.

	New	;
Fixed Charge Name*	1	
Vehicle Type*		
Cycle Type*	Monthly	•
Cycle*	1	¥
Charge Amount*		
Save and New	ОК	Cancel

**Solution** 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.

Operation Wizard 🕀	Shift Name	Q (8)			
J Authorization Management	The current query cond				
Parking Lot Management 🕀	Shift Name	Guard Booth on duty	Start Time	End Time	Operations
🚡 Guard Booth Settings 🛛 🕀		Click he			
🔊 Charge 🖂		CUCK He	e		
Temporary Vehicle Charge					
Overtime Charge					
Overtime Charge Fixed Vehicle Charge					
Fixed Vehicle Charge					
Fixed Vehicle Charge					
Fixed Vehicle Charge Shift Settings Discount Strategy					

#### New

Click [New]. The New page is displayed.

Shift Name*	1
Guard Booth on duty*	×
Start Time*	00 : 00 : 00
End Time*	00 : 00 : 00 🚔
Cross Day	

The fields are described as follows:

Shift Name: Unique name of a shift.

The Guard Booth on duty: Guard booth of the shift.

Start Time: Start time of the shift.

End Time: End time of the shift.

Cross Day: Whether the shift spans two days.

### • Edit

Click a name or [Edit] in the Operation column to go to the Edit page. Make modifications and click [OK] to save modifications.

## • Delete

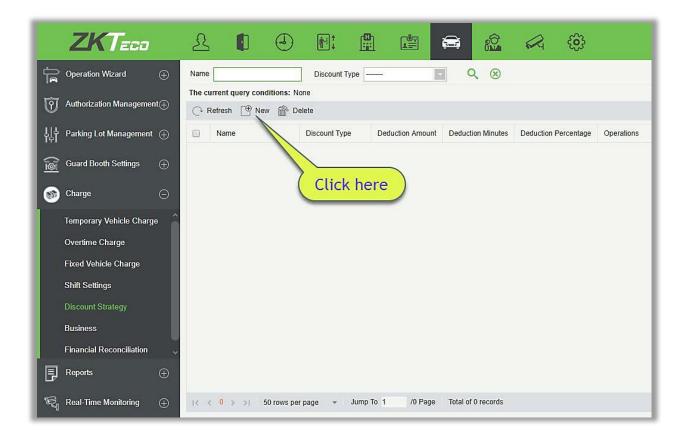
Select one or more shifts and click [Delete] at the upper part of the list and click [OK] to delete the selected shifts. Click [Cancel] to cancel the operation, or click [Delete] in the Operation column to delete a single shift.

Refresh

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

## 9.5.5 Discount Strategy

Choose [Charge Setting] > [Discount Strategy]. The Discount Strategy page is displayed, as shown in the following figure.



### • New

Click [New]. The New page is displayed.

Name*	Name A	
Discount Type*	Free	¥
Free		

## The fields are described as follows:

Name: Unique name of the discount strategy.

**Discount Type**: a. **Free** (no charge); b. Deduction Amount (deducting a fixed amount from the fee); c. Deduction Minute (deducting minutes from the parking period and then make the charge); d. Deduction Percentage (deducting fees at a specified percentage).

**Deduction Amount**: When **Discount Type** is **Free**, this parameter does not need to be entered. When **Discount Type** is set to other values, enter the corresponding unit.

• Edit

Click a name or [Edit] in the Operation column to go to the Edit page. Make modifications and click [OK] to save modifications.

• Delete

Select one or more discount policies and click [Delete] at the upper part of the list and click [OK] to delete the selected discount policies. Click [Cancel] to cancel the operation, or click [Delete] in the Operation column to delete a single discount strategy.

Refresh

Click [Refresh] at the upper part of the list to load new discount policies.

## 9.5.6 Business

Choose [Charge Setting] > [Business]. The **Business** page is displayed as in the following figure.

Operation Wizard 🕀	Business Name
${f J}$ Authorization Management $\oplus$	The current query conditions: None
🖁 Parking Lot Management 🕀	Business Name Discount Way Contact Business Phone Business Address
🗑 Guard Booth Settings 🕀	
🔊 Charge 🖂	Click here
Temporary Vehicle Charge	Ô
Temporary Vehicle Charge Overtime Charge	
Overtime Charge	
Overtime Charge Fixed Vehicle Charge	
Overtime Charge Fixed Vehicle Charge Shift Settings	
Overtime Charge Fixed Vehicle Charge Shift Settings Discount Strategy	
Overtime Charge Fixed Vehicle Charge Shift Settings Discount Strategy Business	

#### • New

Click [New]. The New page is displayed.

	New	×
Business Name <sup>*</sup>		
Discount Way*		
Contact		
Business Phone		
Business Address		
	-	
Save and New	ОК	Cancel

The fields are described as follows:

Business Name: Unique vendor name.

Discount Way: Select a discount strategy set in <u>9.5.5 Discount Strategy</u>.

Contact: Vendor contact.

Business Phone: Vendor phone number.

Business Address: Vendor address.

#### • Edit

Click a name or [Edit] in the Operation column to go to the Edit page. Modify and click [OK] to save modifications.

• Delete

Select one or more vendors and click [Delete] at the upper part of the list and click [OK] to delete the selected vendors. Click [Cancel] to cancel the operation, or click [Delete] in the Operation column to delete a single vendor.

• Refresh

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

## 9.5.7 Financial Reconciliation

Choose [Charge Setting] > [Financial Reconciliation]. Set parameters such as **Duty Officer Name** and **Duty Office ID** and click  $\bigcirc$  to query reconciliation data as shown in the following figure.

ZKTeco	2 0 0 1:			ŵ
Coperation Wizard 🕀	Duty Officer Name	Q 🛞		
<b>O</b> Authorization Management	The current query conditions: None			
↓ ↓↓ ↓ Parking Lot Management ↔	Duty Officer Dy Start Time Name	Duty End Time	Advance Turnover Amount	Discount Amount
<u>छ</u> Guard Booth Settings 🕀				
🏐 Charge 🕞	Cli	ck here		
Temporary Vehicle Charge				
Overtime Charge				
Fixed Vehicle Charge				
Shift Settings				
Discount Strategy				
Business				
Financial Reconciliation 🗸				
Reports 🕀	1			
🗟 Real-Time Monitoring 🕀	I< < 0 > >I 50 rows per page ▼	Jump To 1 /0 Page To	otal of 0 records	

### Reconciliation

Click [Reconciliation] in the Operation column. The Reconciliation page is displayed as shown in the following figure.

	1	Discount Amount	0	
ficer Name	admin	Advance Amount	0	
art Time	2018-04-04 13:58:35	Turnover	100	
d Time	2018-04-04 14:01:09	The Total Amount	100	
nber of free release	0	The Actual Amount	100	
nber of manual release	0	Confirm Time	2018-04-04 16:21:19	
or	admin	Confirm Amount*		
	$\hat{}$			
or	in the second		2018-04-04 16:21:19	

## The fields are described as follows:

Duty Officer Name: Duty officer name.

Duty Officer ID: Duty officer ID.

Duty start time: Duty start time.

Duty end time: Duty end time.

The number of free release vehicle: Number of vehicles released free of charge.

The number of manual release: Number of vehicles released manually.

Confirmor: Reconciliation personnel.

Advance amount: Amount prepaid to the guard booth (for changes).

Turnover: Paid amount.

#### The total amount: Advance amount + Turnover

The actual amount: Amount entered by the duty officer during the shift change.

Confirm Time: Current time.

Confirm Amount: Amount confirmed by the reconciliation personnel.

Remark: Remark to be added.

# 9.6 Report

Report comprises five modules: Charge Details, Handover Record, Vehicles in the Parking Lot, Daily Report and Monthly Report. You can analyze and collect statistics on the parking lot data to gain a macro control on the parking lot.

## 9.6.1 License Plate Report

It will provide all the details for the vehicle whose license plate has been registered in the system. You can export the details as required.

Choose [Report] > [License Plate Report]. Select the desired time period and operation type and click to search. Click [More] to search based on other conditions.

g o	Operation Wizard 🕀	Time From 2018	-01-04 00:00:00	To 2018-04-04	4 23:59:59 Operation Type -		More 🔍 🛞			
		The current query	conditions: Time I	From:(2018-01-04 00	0:00:00) To:(2018-04-04 23:59:59)					
J #	Authorization Management (+)	C+ Refresh	Export							
† I	Parking Lot Management 🕀	Vehicle Owner	Parking Space Number	Vehicle Type	Entrance and Exit Area	Start Time	End Time	Charge Amount	Operation Type	(
<u>,</u>	Guard Booth Settings 🛛 🕀	abc	E1	Fixed Vehicle A	Entrance2	2018-04-02	2018-04-03	100.0	Authorization	2
-		abc	E2	Fixed Vehicle A	Entrance2,Entrance1,Entrance3	2018-04-02	2018-04-03	100.0	Authorization	2
) (	Charge 🕀	abc	E3	Fixed Vehicle D	Entrance2,Entrance3,Entrance1	2018-04-02	2018-04-03	200.0	Authorization	2
		abc	E1	Fixed Vehicle A	Entrance2	2018-04-02	2018-04-03	100.0	Cancellation	2
ļ	Reports 🕞	abc	E2	Fixed Vehicle A	Entrance3,Entrance2,Entrance1	2018-04-02	2018-04-03	100.0	Cancellation	2
	icense Plate Report	abc	E3	Fixed Vehicle D	Entrance3,Entrance2,Entrance1	2018-04-02	2018-04-03	200.0	Cancellation	20
C	Charge Details	abc	E1	Fixed Vehicle B	Entrance1	2018-04-03	2018-04-03	100.0	Authorization	2
	landover Record	abc	E1	Fixed Vehicle B	Entrance1	2018-04-03	2018-04-03	100.0	Expire	2
		abc	E10	Fixed Vehicle A	Entrance1,Entrance2,Entrance3	2018-04-04	2018-04-05	100.0	Authorization	2
V	/ehicles in Parking Lot									
	intry Record	Click here								
	ixit Record	cuck fiere								
	aily Reports									

# 9.6.2 Charge Details

The Charge Details module provides reports of charging information of all exit vehicles (records with fee of 0 are also generated for fixed vehicles and charging-free temporary vehicles).

Choose [Report] > [Charge Details]. Select the desired time period and operator name, and click to query charging details. Click [More] to query based on other conditions. The page is shown in the following figure.

me From 2017-02-1			ator Name	N	lore≖ Q ⊗					
		02-17 00:00:00) To:(2017-05-	17 23:59:59)							
Refresh m Clea	ar All Data									
cense Plate Number	Vehicle Type	In Time	Out Time	Charge type	Receivable Amount	Discount Amount	Rolling reduction amount	Received Amount	Payment Method	Op
	Temporary Vehicle A	Not matched the enter time	2017-05-17 12:59:31	Free	0.0	0.0	0.0	0.0	Cash	adr
	Temporary Vehicle A	Not matched the enter time	2017-05-17 12:58:49	Free	0.0	0.0	0.0	0.0	Cash	adr
									_	
	50 rows per page 👻	Jump To 1 /1 Page	Total of 2 records							

# 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.

Operation Wizard 🕀	Time From 2018-01-		a a su de la constante de la co	Officer Name	More	Q (8)
Authorization Management	The current query con		1-04 00:00:00) To:(2018-04-(	04 23:59:59)		
Parking Lot Management 🕀	Duty Officer Name	Guard Booth Name	Shift Name	Duty Start Time	Duty End Time	Whether to hand over
Guard Booth Settings 🕀	admin admin	Test Test1	Current shift is not set Current shift is not set	2018-04-03 15:55:53 2018-04-04 10:22:49		Not Handover Not Handover
🕞 Charge 🕀	admin	а	Current shift is not set	2018-04-04 10:46:59		Not Handover
Reports 🕞						
License Plate Report Charge Details						
Handover Record						
Vehicles in Parking Lot						
Entry Record						
Exit Record						
Daily Reports						

# 9.6.4 Vehicles in the Parking Lot

The Vehicles in the Parking Lot module provides statistics of all vehicles in the parking lot.

Choose [Report] > [Vehicles in the Parking Lot]. Select the desired time period and license plate number and click  $\bigcirc$  to query vehicles in the parking lot. The page is shown in the following figure.

	And a second	2017-05-17 23:59:59			Q (8)		
e current quer	y conditions: Time From:(20	17-02-17 00:00:00) To:	(2017-05-17 23:59:59)				
Refresh							
lame	License Plate Number	Register Type	In Time	Name	Channel State	Event Type	Enter Photo
rking Lot A		Temporary Vehicle Temporary Vehicle	2017-05-17 13:01:53 2017-05-17 13:01:58	Channel A Channel A	Large vehicle area en		

# 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 *Q* to query Entry records. Click [More] to query based on other conditions.

Time From 2017-	09-19 00:00:00	To 2017-12-1	9 23:59:59 Ve	hicle Owner		License Plate Number		More Q 🛞
The current query o	conditions: Time	From:(2017-09-19 0(	):00:00) To:(2017-1)	2-19 23:59:59)				
C Refresh								
Parking Area	Vehicle Owner	Card Number	License Plate Number	Vehicle Type	Channel Name	Channel Status	Event Type	In Time
Inderground Parkir		111	11	Temporary Vehicle	Test3	Small vehicle area entrance	Manually Open	2017-12-13 17:59:11
nderground Parkir		111	11	Temporary Vehicle.	Test1	Large vehicle area entrance	Manually Open	2017-12-13 16:13:50

# 9.6.6 Exit Records

It will provide the details of the vehicle which exited out of the parking.

Click [Report]  $\rightarrow$  [Exit Record]. Select the desired time period, vehicle owner and license plate number, and click  $\bigcirc$  to query Exit records. Click [More] to query based on other conditions

Time From 201	7-09-19 00:00:00	To 2017-12-1	9 23:59:59 Ve	ehicle Owner		License Plate Number		More - Q 🛞
The current query	y conditions: Time I	From:(2017-09-19 0	0:00:00) To:(2017-1)	2-19 23:59:59)				
C Refresh								
Parking Area	Vehicle Owner	Card Number	License Plate Number	Vehicle Type	Channel Name	Channel Status	Event Type	Out Time
Underground Park	ir	111	11	Temporary Vehicle	. Test4	Small vehicle area exit	Manually Open	2017-12-13 16:38:45

## 9.6.7 Daily Reports

The Daily Report provides reports of the total amount of charges per day for each shift in each duty guard booth.

Choose [Report] > [Daily Reports]. Select the desired time period and click  $\bigcirc$  to query the total amount of charges for each shift in each duty guard booth. The page is shown in the following figure.

🖓 Refresh [ 🗹 Export			
Date Duty Start Time Duty End Time Shift Name Guard Booth on duty Turnover	Discount Amount	The Actual Amount	T

# 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  $\bigcirc$  to query the parking fees. The page is shown in the following figure.

# 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.

	ZKTeco	2					ŵ	Welcome, adr		⑦ ① ①
f	Operation Wizard 🕀							Guard Booth	Test	^
τ	) Authorization Management $\oplus$							Current Duty Duty Start Time Charge Amount	Test1 2018-04-03 15:55: 0.0	53
ł	H Parking Lot Management 🕀							charge Anisona	0.0	
	🗿 Guard Booth Settings 🕀			Ĩ	Prompt			Manual Release		
6	🕽 Charge 🕀		review, processing					License Plate Number		
	-	1.Your com click downlo	puter does not inst oad controls: <u>Downl</u>	all a video contro oad ZK OCX	l, or the version of	the video control is not	the latest Please	Permit Channel*	Test	~
	Reports 🕀	2、 If you h default or n	iave already installe ninimum).	ed the browser co	rrectly. Please ch	eck the user UAC level	(adjusted to the	Manual Release Reason		~
ų	Real-Time Monitoring	3、After the	e operation, you sh	ould restart or ref	resh the browser.			c	onfirm	
	Guard Booth Monitor Room							Respective Remaining Par	Districts:Enti king Space:	
		License Plate Number	Vehicle Type	Vehicle Owner	Time	Channel Status	Event Type			
									Black-White	a) ~

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.

	Setun - LPRActiveXPlugin ↔	_ = ×	
Ready to In	Setup Errocentoxi lugin		
Setup is no	ow ready to begin installing LPRActiveXPlugin on your computer.		
Click Instal	I to continue with the installation.		

Complete the installation and then refresh the browser.

This webpage wants to run the following add-on: 'IPCActiveXPlugin OCX' from 'ZKTechnology (unverified publisher)'. <u>What's the risk?</u>

Click "Allow" to give permission for the video preview.

Operation Wizard <ul> <li>             Operation Wizard                Operation Wizard             Operation Wanagement                Operation Wizard                Operation Wizard                Operation Wizard                Operation Wizard<!--</th--><th></th><th>zkte</th><th></th><th></th><th>ZKTE</th><th>20</th><th>Guard Booth Current Duty Duty Start Time Charge Amount</th><th>Test Test1 2018-04-03 15:55:53 0.0</th><th></th></li></ul>		zkte			ZKTE	20	Guard Booth Current Duty Duty Start Time Charge Amount	Test Test1 2018-04-03 15:55:53 0.0	
Guard Booth Settings 🕂	2						Manual Release		
Reports 🕂							Permit Channel* Manual Release Reason	1	> >
Guard Booth Monitor Room	License Plate Numbe	r Vehicle Type	Vehicle Owner	Time	Channel Status	Event Type		Districts:Entry king Space:008	99

**Note:** To properly use this function, set the temporary vehicle charge and fixed vehicle charge in advance. An overtime charge standard must be set for the central payment station. If the consumer discount function is enabled, the vendor discount must be set. Otherwise, a prompt in the red box will be displayed.

ZKTECO	2					÷		nin 🕦 į 🤈 🕼 Authorized Company	
Operation Wizard 🕀							Guard Booth Current Duty	Test Test1	^
$\overrightarrow{\mathbb{O}}$ Authorization Management $\oplus$							Duty Start Time Charge Amount	2018-04-03 15:55:53	
$\left. \begin{array}{c} \left  \begin{array}{c} \left  \begin{array}{c} \left  \begin{array}{c} \left  \end{array} \right  \right ^{L} \\ \left  \begin{array}{c} \left  \end{array} \right  \right ^{L} \end{array} \right $ Parking Lot Management $\end{array} \right. \oplus$		1	rompt				Charge Amount	0.0	
<u>i G</u> uard Booth Settings 🕀			The charging standa	ard of temporary vehic	le A has not set, please click h	ere to set.	Manual Release		
🚱 Charge 🕀 🕀							License Plate Number		
Reports 🕀							Permit Channel* Manual Release Reason	Test 🗸	
🔄 Real-Time Monitoring 🕞					Click here			onfirm	
Guard Booth									-11
Monitor Room								Districts:Entry	
	License Plate Number	Vehicle Type	Vehicle Owner	Time	Channel Status	Event Type	Remaining Par	king Space:0099	
	License Plate Number	venicie Type	Venicle Owner	TIME	Chainer Status	Event type	0.4		
							Change Duty	Black-White	
							Ĩ	<u>ک</u>	~

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:

ZKTeco	2					<u>ن</u>	Welcome, admin  (1) (7) (8) (1) Authorized Company: 11
Operation Wizard 🕀							Guard Booth This computer is not used for guard booth!
Image: The second se							Current Duty Current shift is not set Duty Start Time 2018-04-04 15:29:34
$\left\{ \begin{matrix} l \\ l \\ l \end{matrix}  ight\}$ Parking Lot Management $\oplus$							Charge Amount 0.0
Guard Booth Settings 🕀							Manual Release
🛞 Charge 🕀				Prompt			License Plate Number Permit Channel*
E Reports 🕀		This co	omputer is not used	d for guard booth s	so that it can not preview	the video!	Manual Release Reason V
👻 Real-Time Monitoring 😑							Confirm
Guard Booth							
Monitor Room							This computer is not used for guard booth so that it can not view the
	License Plate Number	Vehicle Type	Vehicle Owner	Time	Channel Status	Event Type	remained parking spaces.
							Change Duty Management
							Velicie Search Details Manacement

If the local host is set as the guard booth but has not been bound to any channel or device, a prompt in the red box will be displayed:

ZKTeco	۵ ا					<b>نې</b>	Welcome,	admin  (î) (î) (î) (l) Authorized Company: 11
Operation Wizard 🕀							Guard Booth	This computer is not used for quard booth!
Of Authorization Management⊕							Current Duty Duty Start Time	Current shift is not set 2018-04-04 15:29:34
႕ A Parking Lot Management 🕂							Charge Amount	0.0
<u>i@i</u> Guard Booth Settings 🕀							Manual Release	
				Prompt			License Plate Numbe	
E Reports 🕀		This cor	nputer is not used	for guard booth s	so that it can not preview	the video!	Permit Channel* Manual Release Reas	son V
💐 Real-Time Monitoring 🕞								Confirm
Guard Booth								
Monitor Room							booth so that	r is not used for guard at it can not view the
	License Plate Number	Vehicle Type	Vehicle Owner	Time	Channel Status	Event Type	remained	I parking spaces.
		venue type		TINC	Citality States	croin type.		LISI
							Vehicle Search	Charge Passage V Details Management

#### • Automatic License Plate Identification/Video Surveillance

Area 1 in the following figure shows the automatic license plate identification/video surveillance in normal state:

					ZKT	Guard Booth Gurrent Duty Duty Start Time Charge Amount	Test2 Current shift is not set 2017-12-13 16:30:49 0.0
						Temporary Vehicl     Card Number*     License Plate Number*	e Entry and Exit Management
						Vehicle Type* Permit Channel*	Test3
						P	tricts:Underground arking rking Space : 3999
License Plate Number	Card Number	Vehicle Type	Vehicle Owner	Time	Channel Status Event Type	Change Duty Change Duty Change Details	A Venicle Search Besiched Passage Management

When the entrance channel identifies the license plate of a vehicle going entering the parking lot, the following box is displayed:

icense Plate Number	AABD777
/ehicle Type	Temporary Vehicle A
	A)

Click [Open] to allow the vehicle whether to enter the parking lot.

**Note:** When **Direct pass** is set for fixed vehicles (temporary vehicles) in <u>9.4.2 Channel Setting</u>, the vehicle can successfully enter the parking lot, and this box will not be displayed.

When the exit channel identifies the license plate of a vehicle going out of the parking lot and there is a record about normal entrance of the vehicle, the following box is displayed:

Charge Info		Enter Photo	
License Plate	AABD777	1000	201 W65/17 14/
Number			
Vehicle Type	Temporary Vehicle A		
In Time	2017-05-17 14:40:20		
Out Time	2017-05-17 14:40:41		
Receivable	0.0		
Amount			
Discount Amount	0.0	IAA D	
Received Amount	0.0		Charm
Charge Type	Cash		

**Solution** Note: If consumer discount is not enabled in <u>9.3.8 Parameter Setting</u>, consumer discount cannot be enabled, as shown in the following figure:

Charge Info		Enter Photo	
License Plate	AABD777		2012/05/17 14:19:28
Number	N		
Vehicle Typ <mark>e</mark>	Temporary Vehicle A		
In Time	2017-05-17 14:40:20		
Out Time	2017-05-17 14:44:20		
Receivable	10.0		
Amount			
Discount Amount	0.0		
Received Amount	10.0		Charnel a
Charge Type	Cash		

The Free button is displayed only when Temporary Vehicle Free is set to Yes in <u>9.4.1 Guard Booth</u> <u>Setting</u>.

The vehicle type can be changed and fees are recalculated only when **Enable replacement of vehicle** is set to **Yes** in <u>9.4.1 Guard Booth Setting</u>.

Click [Open] to allow the vehicle to exit from the parking lot.

Click [Print the bills] to print receipts. The following dialog box is displayed:

**Solution** Note: To use the printing function, select **Printing fee receipts** in <u>9.3.8 Parameter Setting</u>. If the printing plug-in is not installed, a prompt is displayed as follows:

						C	he current guard booth urrent Duty uty Start Time harge Amount	Guard Booth A The current is not set. 2017-05-17 14-20:15 10.0
			ZKT		Prompt	P	Artificial Release icense Plate Number ermit Channel* rtificial Release Reason	Channel A
				The print control control Download browser after in: OK	is not installed: The print I. (You must restart your stallation is complete.) Cancel			0
License Plate Number	Vehicle Type	Vehicle User	Time	Channel State	Event Type		Chance Duty Chance Duty Vehicle Search	Black White

If the license plate identified by the exit device does not match any entrance record, the **Manual Correction** page is displayed as the following figure:

	Manual correction
License Plate Number	AA12345 Search
Total search records:0	Contraction of the second seco
No record numbe	er, please manually correct the number of the license plate.
Correction of license pl	ate number
Ма	anual correction Non-matching process

On this page, the license plate number entered in the first line is used as the standard and entrance records of similar license plate numbers are searched in the database based on the entrance and exit

matching precision rules set in <u>9.3.8 Parameter Setting</u>. Click I and I 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.

	ľ					Current Duty Duty Start Time Charge Amount Artificial Release License Plate Number Permit Channel* Artificial Release Reason	The current is not set. 2017-05-17 14:20:15 0.0 Channel A
						Respective dis	Confirm tricts:Parking Area A arking spaces : 998
License Plate	Vehicle Type	Vehicle User	Time	Channel State	Event Type	21	<b>e</b>
tA12345	Temporary Vehicle A		2017-05-17 14:50:42	Out	Mismatch	Change Di Color Vehicle Starch	Line Detail

#### • Current Duty

Duty information is displayed at the upper right of the page. The information includes the current guard booth, current duty, duty start time, and charge time, as shown in the preceding figure.

#### • Central Payment Station

Enter the license plate number on the **Central Payment Station** tab page and click [Charge]. If no entrance record of the license plate number is found, the **Manual correction** page is displayed as in the following figure:

0	Manual correction	×
License Plate Number	D123456 Search	
Total search records:0		
No record number,	, please manually correct the number of the license plate.	
Correction of license pla	ate number	
	Manual correction	

On this page, the license plate number entered in the first line is used as the standard and entrance records of similar license plate numbers are searched in the database based on the entrance and exit

matching precision rules set in <u>9.3.8 Parameter Setting</u>. Click and to go to the previous or next record. Select the record to be corrected, enter the corrected license plate number, and click [Manual correction] to correct the license plate number and allow the vehicle to exit the parking lot.

If a normal entrance record is matched, a charging result page is displayed and a charging success message is displayed after you press [OK].

Manual Release

The information is shown in the red box of the following figure:

Number						Chance Dut	Z Black White
License Plate	Vehicle Type	Vehicle User	Time	Channel State	Event Type	Remaining par	king spaces : 998
							Release ✓
						Duty Start Time Charge Amount Central payment station License Plate Number Permit Channel*	2017-05-17 14:20:15 0.0 Artificial Release D231233 Channel
		7				The current guard booth Current Duty	Guard Booth A The current is not set.

Enter a license plate number, select the release channel and manual release reason (set in <u>9.4.4</u> <u>Manual Release Reason</u>), and click [OK]. For the entrance channel, directly open the gate to release the vehicle. For the exit channel, there may be two situations: if an entrance record is matched, the charging result page is displayed and the vehicle successfully exits from the parking lot; if no matched entrance record is found, the **Manual correction** page is displayed for manual correction. (The charging result page and manual correction page have been mentioned above and are not described here.)

#### • Remaining Parking Spaces

The information is shown in the red box of the following figure:

						The current guard booth Current Duty Duty Start Time Charge Amount	Guard Booth A The current is not set. 2017-05-17 14:20:15 0.0
						Respective dist	Artificial Release
License Plate Number	Vehicle Type	Vehicle User	Time	Channel State	Event Type	Change Du Change Du Vehicle Search	y Black White

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 of the lower right corner. The following dialog box is displayed (**note:** this button is button is

valid only when Enable the shift process is selected in <u>9.3.8 Parameter Setting</u>.)

Duty Officer Name	admin	Duty Officer ID	1
Duty start time	2017-05-17 14:20:15	Advance amount*	100
Duty end time	2017-05-17 14:55:44	Turnover	0
The number of free release vehicle	3	The total amount	100
The number of artificial	0	The actual	100
release	-	amount*	

Set **Advance amount** and **The actual amount** and click [OK]. The current shift ends and the next shift starts. A login dialog box is displayed:

Ope	erator login	
Login account*	admin	
Login password*		
Login	Fingerprint	

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:

	Fingerprint	×
No	fingerprint readers detected.	
Г	٦	
L		

#### • White-Black List Management

Click in the lower right corner. The black/white list management page is displayed (see <u>9.3.7</u>

White-Black list).

				Black White			
icen	se Plate Number		License Plate t	vpe	Q 🗵		
ne c	urrent query condi	tions: None					
<u>ک</u> ا	Refresh 🕒 New	Delete					
3	License Plate Number	License Plate type	Start Time	End Time	Operator	Operating Time	Operations
	H123123	Blacklist			admin	2017-05-17 14:56:56	Edit Delete
ς -	< 1-1 > >	50 rows per page	✓ Jump To 1	/1 Page Total of 1 recor	ds		

#### • Vehicle Search

Click in the lower right corner. The **Vehicle Search** page is displayed (see <u>9.6.4 Vehicles in the</u>

#### Parking Lot).

			Vehicle S	earch			
Time From	2017-02-17 00:00:00	To 2017-05-17 23:	59:59 License Pla	ate Number	Q	$\otimes$	
The current o	uery conditions: Time From	n:(2017-02-17 00:00:00	) To:(2017-05-17 23:59:5	9)			
C Refresh							
Name	License Plate Number	Register Type	In Time	Name	Channel State	Event Type	Enter P
Parking A	陕ABD777	Temporary Vehicle	2017-05-17 14:40:20	Channel A	Large vehicle area enti	General records	2017-05-
Parking A	陕ABD777	Temporary Vehicle	2017-05-17 14:43:36	Channel A	Largev ehicle area exit	General records	2017-05
<							>
< < 1 - 2	>>> >> 50 rows per pag	e 👻 Jump To 1	/1 Page Total of	of 2 records			

#### • Charge Detail

Click in the lower right corner. The **Charge Detail** page is displayed (see <u>9.6.2 Charge Detail</u>).

				Charge Detail				
Time From	2017-02-17 00:00:00	То	2017-05-17 23:59:59	Operator Name		More	Q 🛞	
The current q	uery conditions: Time Fro	om:(2	017-02-17 00:00:00) To:(2	2017-05-17 23:59:59)				
C+ Refresh	Clear All Data							
License Plate Number	Vehicle Type		In Time	Out Time	Charge type	Receivable Amount	Discount Amount	Rolling reduction amount
BAOMS .	Temporary Vehicle A		Not matched the enter time	e 2017-05-17 14:51:52	Free	0.0	0.0	0.0
BACD48	Temporary Vehicle A		Not matched the enter time	e 2017-05-17 14:50:42	Free	0.0	0.0	0.0
UNION P	Temporary Vehicle A		2017-05-17 14:35:43	2017-05-17 14:36:30	Free	0.0	0.0	0.0
<						_		,
K < 1-3	> >) 50 rows per pa	nde	- Jump To 1	/1 Page Total of 3 reco	ords			-

### 9.7.2 Guard Booth (When Access Controller is used for Parking)

Choose [Real-Time Monitoring] > [Guard Booth]. The **Guard Booth** page is displayed, as shown in the following figure.

ZKTECO	요 🛛	0 🗉	1: 🖺		2	R	<ul> <li>(i)</li> </ul>		(a) (b) (c) (c) (c) (c) (c) (c) (c) (c) (c) (c
Operation Wizard     Operation Wizard     Authonization Management     Parking Lot Management							71/7	Guard Booth Current Duty Duty Start Time Charge Amount	Test2 Gurrent shift is not set 2017-12-13 10:30 49 0.0
हि Guard Booth Settings 💮 के Charge 🕀								Temporary Vehick     Cons Number     License Place Number	e Enny and Exit Management
📮 Ruparts 🛛 🕣								Vehicle Type" Permit Channel"	Test3
Cland Booth Monitor Room								Pi	tricts:Underground arking king Space : 3998
	License Plate Numbo	er Card Number	Vehicle Type	Vehicle Owner	Time		Ohonool Status Evont Type	Pat Datase Rute Contract Datase	Validation Search Perstational Management

#### • Temporary Vehicles entry and exit Management

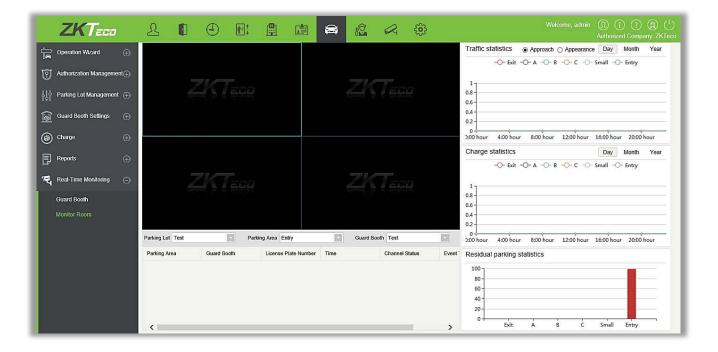
The function will appear when access controller is used for parking. It is similar to manual release.

Select the entry and exit credentials according to parking parameters settings: Card or Barcode displays different interfaces. Need card reader and scan code gun.

### 9.7.3 Monitoring Room

In Monitoring Room, you can check video images and entrance and exit information of all guard booths in all parking lots.

Choose [Real-Time Monitoring] > [Monitoring Room]. The **Monitoring Room** page is displayed as in the following figure.



Choose [Parking Lot] > [Parking Area] > [Guard Booth] to see the video images of the selected guard booth, the message list for scrolled display can receive entrance and exit events of all guard booths in all parking lots, and the graphic statistics in the right displays traffic information.

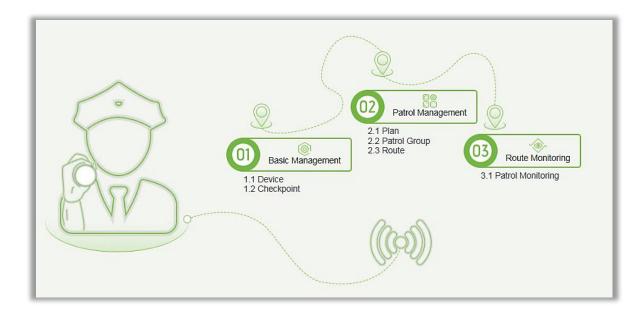
## 10. Patrol System

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

**Note:** Before patrol operations, you need to add patrol devices in the [Access] module and add patrol personnel in the [Personnel] module.

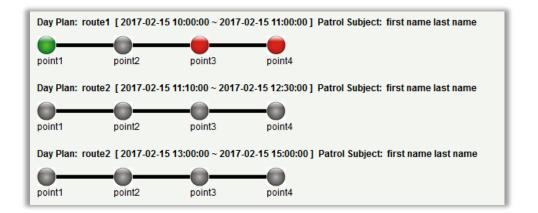
### 10.1 Operation Wizard

After logging into the system, click [Patrol] to go to [Operation Wizard]. Click on the page as prompted to go to different functional modules and perform operations. The page is displayed as follows:



### 10.2 Route Monitoring

This function displays all the scheduled routes of the current day in the patrol plan. When the patrol personnel 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:



#### Checkpoint status:

Check Point state tips:	Not Patrol	Normal Patrol	Patrol Route Error/Leakage Patrol	
110				

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:



### 10.3.2 Checkpoint

- Add
- (1) Click [Basic Management] > [Checkpoint] > [New]. The page is displayed as follows:

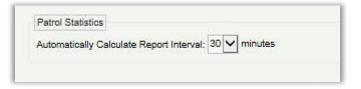
Checkpoint*		
Device Module*	Access Control	$\checkmark$
Area Name*		
Device Name*		~
Patrol Tag(Reader)*		$\overline{\mathbf{v}}$
Installation Position		~
		~

Patrol Tag: Currently, only access control readers are supported.

(2) After the setting (parameters with \* are mandatory), click [OK] to save the setting. You can also click [Save and New] to save the current setting and add another checkpoint. Click [Cancel] to cancel the setting and return to the upper-level menu.

**Note:** Patrol tags that have been used by checkpoints cannot be used again when you add another checkpoint.

### 10.3.3 Parameters



- (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:

		Nev	N		
Plan Name*	00:00 =	End Time*	00:00 5	Cross the Day	Add
By Date	OBy Week	O By Month	6		Auu
By Date	() <b>1</b> ,	0.0, 10.1			
Start Date*	2017-02-07		End Date*	2017-02-07	

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.

Solution 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].

Patro	l Group				Patro	Person			
Patro	I Group Name	Q	×		First	Name		Q 🛞	
The c	urrent query condition	s: None			The c	urrent query con	ditions: None		
G	Refresh 🕒 New f	P Delete			C	Refresh 🕋 Del	lete		
	Patrol Group Name	Patrol mode	Remark	Operations		Personnel ID	First Name	Last Name	Department
	Test Group	Any Person Verification		Edit Add Personnel		3	abc		Financial Department

#### • Add

1. Click [Patrol Management] > [Patrol Group] > [New] to go to the patrol group adding page as follows:

	New	>
Patrol Group Name*		
Patrol mode*	Any Person Verification All People Verification	ion
Remark		

- 2. Set the following parameters: Select a patrol group name (not repeatable), patrol mode and remarks.
- 3. Click [Save and New] to add another patrol group and click [OK] to finish the setting.
- 4. Add/Delete personnel for a specified patrol group. (The following operations cannot be performed if the patrol group is used by a patrol route).
  - (1) Click [Patrol Management] > [Patrol Group]. Click a patrol group from the list on the left. Personnel in the patrol group are displayed in the list on the right.
  - (2) Click [Add Personnel] under Operation in the list on the left. The page for adding personnel is displayed (or adding by department). Add personnel to the list on the right and click [OK] to finish the setting.
  - (3) Select personnel in the list on the right and click [Delete] above the list to delete the personnel from the patrol group.

**Note:** In [Patrol Mode], Any Person Verification means that the patrol task is finished as long as one person in the patrol group swipes the card at the checkpoint in the plan, while All People Verification means that the patrol task is finished only after all people in the patrol group swipe their cards at the checkpoint in the plan. A patrol group cannot be edited or deleted when it is used by a patrol route.

### 10.4.3 Route

A patrol route consists of a series of checkpoints in a specified sequence.

• Add

Click [Patrol Management] > [Route] > [New]. The page is displayed as follows:

1. Set basic information for a route in the following box. The Limited Time parameter refers to the time limit for finishing the entire route.

	New		
Route Name*	I.	1	
<sup>9</sup> lan Name*		~	
imited Time*	0	minutes	
Deviation*	0	minutes	
atrol Subject*	Select patrol perso	nnel	Patrol Group
	New		×
Route Name*	New		×
Route Name* Plan Name*			*
	route1	 ▼ minutes	*
Plan Name*	route1		*
Plan Name* Limited Time*	route1 0 legend 900 1200		trol Group
Plan Name* Limited Time* Deviation* Time	route1  0 legend 9:00 12:00		trol Group

**Description of the time segment legends**: It is set according to the allowed error time during the patrol. Suppose that the patrol plan is scheduled between 9:00 and 12:00 (which can be set in the patrol plan), and the allowed error time is 5 minutes. This means records between 8:55 and 12:05 are valid and those segments out of this time are invalid.

After the setting, click [Next] to go to the [Route Definition] dialog box. Routes can be classified to Order routes and Disorder routes (two categories and five situations are available). The 
 and 
 buttons are used to move the checkpoint up and down.

Order: During patrol plan execution, there is no time limit between checkpoints. Patrol personnel can patrol checkpoints in a specified sequence according to their habits within the time limit.

	Route Defini	tion	
Route Order  Crder  Checkpoint  Area Name	Q (8)		
The current query conditions: None Alternative		Select	sd(4) 🕎 💺
Checkpoint Checkpoint			Checkpoint
			1
			2
	>>		3
	>		4
	<		
	<<		
I < < D > >I 50 rows per page * Total of 0 records			
Previous Step	Comple	te	Cancel

Disorder: Disorder routes are divided into the following:

Total Disorder: All checkpoints in the patrol route are disordered. Patrol personnel can patrol checkpoints according to their habits within the time limit.

Disorder Except the First Checkpoint: In the patrol route, all checkpoints except the first checkpoint are disordered.

**Disorder Except the Last Checkpoint**: In the patrol route, all checkpoints except the last checkpoint are disordered.

**Disorder Except the First and Last Checkpoint**: In the patrol route, all checkpoints except the first and last checkpoints are disordered.

Ro	ute Defin	inition
Route Order         Disorder         Image: Checkpoint         O Disorder         Disorder Except the First Checkpoint           Checkpoint         Area Name         Image: Q         Q	4	O Disorder Except the Last Checkpoint O Disorder Except the First and Last Checkpoint
The current query conditions: None Alternative		Selected(4) 🔶 👵
Checkpoint		
	>> >> >>	□ 4
	~	
I< < 0 > >I 50 rows per page    Total of 0 records		
Previous Step	Comple	lete Cancel

3. Click [OK] to save the setting.

### 🗷 Note:

Before patrol operations, you need to add patrol devices in the [Access] module and add patrol personnel in the [Personnel] module. Note that if the patrol personnel are required to patrol according to the card number but do not have the right for opening the door, you cannot select any rights group in the access control setting when adding personnel or add a rights group that cannot pass the door in any time segment, and then select the rights group in the access control setting when adding personnel.

### 10.5 Reports

There are four modules: All transactions, Patrol Records Today, Patrol Route Statistics, and Patrol Personnel Statistics. You can analyze and collect statistics on the patrol data to gain an overall control on the patrol process.

### 10.5.1 All transactions

Click [Reports] > [All transactions] to view all transactions, that is, all event records generated by the patrol device.

You can export all transactions into an Excel, PDF, or CSV file. See the following figure.

ime: 2017-09-15 0	0 : 00 : 00 - 2017-12-	15 23 : 59 : 59				ECO sactions					
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	192.168.218.6D	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	192.168.218.6D	5	Necol	Ye	13260079	Access	route1	checkpoint2	Only Card	Area Name	
2017-12-15 11:54: 10	192.168.218.6D	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	192.168.218.6D	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	

### 10.5.2 Patrol Records Today

Click [Reports] > [Patrol Records Today] to view event records generated by the patrol device today.

You can export patrol records today into an Excel, PDF, or CSV file. See the following figure.

						ECO ords Today					
Time	Device Name	Personnel ID	First Name	Last Name	Card Number	Device Module	Route Name	Checkpoint	Verification Mode	Area Name	Remark
2017-12-15 13:53: 51	192.168.218.60	8	Glori	Liu	6189166	Access	Route1	checkpoint1	Only Card	Area Name	
2017-12-15 13:53: 51	192.168.218.60	8	Glori	Liu	6189166	Access	Route1	checkpoint2	Only Card	Area Name	
2017-12-15 13:53: 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:	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	2
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:	192.168.218.60	2	Lucky	Tan	6155266	Access	route 1	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	
reated on: 2017-12-15 18:45	1:48	1 3	0000		× >						8

### 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	plan 1	2017-12-15 13:30: 00	2	2	D	O	O	Amber Lin, Necol Ye, Jacky Xiang, Glori Liu, Lilian Me Jerry Wang, Berry Cao, Lucky Tan, Sherry Yang, Leo Hou,
Route1	plan 1	2017-12-1 <mark>5 16:00: 00</mark>	2	2	D	1	D	Lucky Tan, Jerry Wang, Necol Ye Leo Hou, Sherry Yang, Lilian Mei, Berry Cao, Ambe Lin, Jacky Xiang Glori Liu,

### 10.5.4 Patrol Personnel Statistics

Click [Reports] > [Patrol Personnel Statistics] to view patrol statistics of patrol personnel.

You can export patrol personnel statistics into an Excel file. See the following figure.

				Patrol Persor	nnel Statistics				
Personnel ID	Person Name	Route Name	Plan Name	Statistics time	Supposed Patrol Times	Real patrol times	Missed patrol times	Wrong patrol number	Absence times
4	Berry Cao	route1	plan1	2017-12-15 13:30:00	2	2	0	0	0
3	Leo Hou	route1	plan1	2017-12-15 13:30:00	2	2	0	0	0
8	Glori Liu	route1	plan1	2017-12-15 13:30:00	2	2	0	0	0
2940	Sherry Yang	route1	plan1	2017-12-15 13:30:00	2	2	0	0	0
6	Amber Lin	route1	plan1	2017-12-15 13:30:00	2	2	0	0	0
5	Necol Ye	route1	plan1	2017-12-15 13:30:00	2	2	0	0	0
7	Jacky Xiang	route1	plan1	2017-12-15 13:30:00	2	2	0	0	0
6	Amber Lin	Route1	plan1	2017-12-15 16:00:00	2	2	0	0	0
4	Berry Cao	Route1	plan1	2017-12-15 16:00:00	2	2	0	0	0
1	Jerry Wang	Route1	plan1	2017-12-15 16:00:00	2	2	0	0	0
9	Lilian Mei	Route1	plan1	2017-12-15 16:00:00	2	2	0	0	0
7	Jacky Xiang	Route1	plan1	2017-12-15 16:00:00	2	2	0	1	0

Supposed Patrol Times: Number of times that the patrol personnel should normally patrol.

Real Patrol Times: Number of times that the patrol personnel actually patrol.

Wrong Patrol Times: Number of times that the patrol personnel do not patrol based on the patrol route.

Missed Patrol Times: Number of times that the patrol personnel miss one or more checkpoints in the patrol route within the patrol time.

Absence Times: Number of times that the patrol personnel do not patrol.

## 11. Video

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 <u>Linkage Setting</u> and <u>Global Linkage</u> in advanced.

**Solution** 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]:

Device Brand*	HIKVision •	
Protocol Type*	Private Onvif	
Device Name*		
Host Address*		
IP Port*	8000	
Username*	admin	
Password*	•••••	
Area <mark>N</mark> ame*	Area Name	

#### Fields are as follows:

Device Brand: The current software version only supports ZKTeco, HIKVISION, Dahua, Axis, Panasonic and Geovision brands. For each brand supporting models, please refer to the Hardware Support List for Video Module.

Protocol Type: The Private or Onvif protocol is automatically selected after Device Brand is specified.

Device Name: Any characters within a length of 30.

Host Address: Input the device's IP address.

IP Port: The default corresponding IP Port will display after select Device Brand.

User Name: Any characters within a length of 15 (mandatory).

Password: Any characters within a length of 32 (mandatory).

Area Name: Divide area for the device.

**Solution** Note: After adding device, only the device name and area name can be modified again, other options cannot be modified.

• Enable/Disable a Video Device

Select a video device in the list and click [Enable] or [Disable].

• Edit/Delete Video a Device

Select a video device in the list and click [Edit] or [Delete].

• Communication Settings

When the communication parameters are modified in the device, the modification must be synchronized to the software to keep consistency, otherwise all the channels of the video device will not work normally.

Select a device, click [Communication Settings]:

Serial No.*	DS-2CD2012-I20140819C	
Host Address*	192.168.1.94	
IP Port*	8000	
Username*	admin	
Password*		

#### • Video Linkage Operation Guide

Click [Video Linkage Operation Guide], guide users to add video equipment, binding cameras for access control equipment and set the linkage.

### 11.2 Video Channel

When adding a video device, the system will automatically detect the number of cameras on this device, that is, the number of channels, and generate a number of channels accordingly. For example, a video device has 16 cameras. After adding this device, the system will generate 16 channels, and name the channels by default using the format "Device name-channel No.".

#### • Enable/Disable Video Device

Click [Video] > [Video Device] > [Channel]:

Devic	ce Name	Chanr	nel Name	Are	ea Name	•	Q	Ō		
The c	The current query conditions: None									
C	🖓 Refresh 🗸 Enable 🖉 Disable									
Channel Name Channel Area Name Device Name Enable Operations										
	Channel 1	0	Area Name	lh	0	Edit				

Click [Edit] below Operations in the list:

Channel Name*	Channel 1	
Device Name*	lh	
Channel Number*	0	
Channel Status*	Enable	

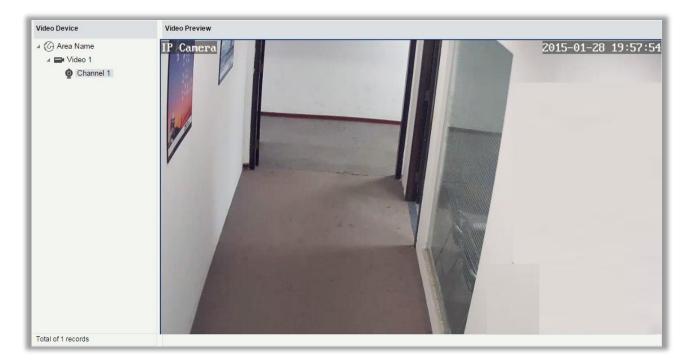
Fields are as follows:

Channel Name: Any characters within a length of 30.

Device Name, Channel Number and Channel Status are not editable in this page. You can modify them in Video Device. The channel number is the channel number in video device.

### 11.3 Video Preview

Click [Video] > [Video Device] > [Video Preview], the left side is the device and channel lists, click a channel to view the monitor screen.



Re-click the channel to shut down the screen.

#### *≪*Notes:

- A video can allow five users to preview at the same time. In chronological order, the exceeded users cannot preview the video normally, and the page will be grey.
- > If there are no video controls in the system, the below prompts will be displayed:

1.your computer is not installed to browse the video control, or the installation of the version of the control is not the latest.

Click to download the OCX 1.0 control. Click to download the OCX 2.0 control.

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.

Video Preview	ideo Preview						
716	ZKTERR						
	ZKTEGQ						
ZKTEER	ZKTERR						

### 11.4 Video Event Record

View the records of catching pictures and videos.

Click [Video] > [Video Device] > [Video Event Record]:

Time From 2018-01-	-04 00:00:00 To	2018-04-04 23:59:59	Device Name		More	Q 🛞	
The current query cor	nditions: Time From:(20	018-01-04 00:00:00) T	0:(2018-04-04 23:59:5	9)			
C Refresh 🔐 Cl	lear All Data 🛛 🗮 List	*					
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	lh	lh-1	<b></b>	Capture Success	
2015-03-19 13:53:33	2015-03-19 13:54:03	Area Name	lh	lh-1	۲	Video Success	
2015-03-19 13:44:56	2015-03-19 13:44:56	Area Name	lh	lh-1		Capture Success	
2015-03-19 13:44:56	2015-03-19 13:45:26	Area Name	lh	lh-1	۲	Video Success	
2 <mark>015-03-19 13:43:43</mark>	2015-03-19 13:43:43	Area Name	lh	lh-1	<b></b>	Capture Success	
2015-03-19 13:43:43	2015-03-19 13:44:13	Area Name	lh	lh-1	۲	Video Success	
2015-03-19 13:41:09	2015-03-19 13:41:09	Area Name	lh	lh-1		Capture Success	
2015-03-19 13:41:08	2015-03-19 13:41:38	Area Name	lh	lh-1	۲	Video Success	
2015-03-19 13:40:18	2015-03-19 13:40:18	Area Name	lh	lh-1	<b>—</b>	Capture Success	

#### The media file is:

• Indicates that the linkage type is "Video", you can click to download this file. Please choose a third part of video player to play the file, or else it cannot be played normally.

: Indicates that the linkage type is "Capture", you can click to view this file.

**Note:** If the "Video" and "Capture" are both selected, there will be 2 records. For more details about the way to set the linkage type, please refer to <u>Linkage Setting</u>.

### 11.5 Parameters

Click [Video] > [Video Device] > [Parameters]:

	Dil Dia Casurity Filal	vid videol iskozo Filo			
Video File Path :	D:\BioSecurityFile\	vid\videoLinkageFile			
Video File Clean L	ar				
	240				
When disk space	is less than 1	GB,   delete the previou	ıs video files and	photos 🔵 do n	ot record and capture
When disk space	is less than 1	GB,   delete the previou	ıs video files and	photos 🔵 do n	not record and capture
		GB, ● delete the previou	us video files and	photos 🔵 do n	ot record and capture
When disk space Video control sele		GB, ● delete the previou	us video files and	photos 🔵 do n	iot record and capture
Video control sele	ction	GB,   delete the previou	us video files and		

Video File Path: Path for storing files when the server records videos or captures images.

Video File Clean Up: When the disk space for storing video files is smaller than the pre-set value, you can choose to delete the old video files or not to record videos or capture images. If you choose Delete, the software will delete the video files that are generated in the earliest day and continue to record videos; otherwise, the software does not record videos.

Video Control selection: It can set whether to download OCX 1.0 or OCX 2.0.

### 11.6 Solutions of Exceptions

# A. Client browser cannot playback video, preview, or Real-Time Monitoring page has no video pops-up:

Firstly, ensure IE11 or above version browser is available, client and Video Server are on the same network segment and the video ActiveX installation is successful. If the ActiveX installation fails, above all, uninstall the video ActiveX that were originally installed, run the "regsvr32-u NetVideoActiveX23.ocx" command, and then in the browser, set all the options in "Tools -> Internet Options -> Security -> Custom Level" on the ActiveX to "Enable or Prompt", re-open the browser, re-login screen and open the video preview page, run the button "all add items of the site".

#### B. The network or power of video device is shut off while previewing the video screen.

Check whether the network or power is connected normally. Refresh the page after ensuring that the connection is normal, refresh the page, and re-open the video preview.

#### C. In the E-Map, no video pops-up after clicking the camera icon:

Make sure to use IE11 and above version browser, client and Video Server on the same network segment and the video ActiveX installation is successful. Also, view whether the browser is preventing the temporary window pops up, if it is, change to allow window pops up to the site.

# D. Video linkage is triggered, the video server does not have video or size of the video file that the client downloads from the Video Server is 0kb:

First, ensure that the software server has set Time Server (keep the Windows time service and has set the NTP function of the video server), it is recommended to set the time interval of the video server smaller to ensure accurate synchronization software server and video server time, so as to keep the time consistent between software server and controllers. It is recommended set Linkage Recording Time more than 5 seconds, to avoid executing video linkage commands delay, which may lead to the downloaded 0kb video file.

#### E. The Video system is not normal to use in windows server 2008:

Desktop Experience feature needs to be added in windows server2008 before the normal use of the video.

Step 1: Run" services.msc" to open the "Service Manager".

Step2: Set the start type of "Windows Audio" and "Themes" as Automatically Start.

Step3: Run the service manager, click [Add functions], check the "Desktop Experience" box and click [Install]. Reboot the server after the installation is finished.

#### F. The video downloaded to local cannot be played:

Please choose a third part of video player to play the file, or else it cannot be played normally.

G. When the browser is chrom42 or above version, the system will prompt you to install video controls though you have already installed.

The old NPAPI controls are disabled in chrom42 or above version. You should open the browser and enter "chrome://flags/#enable-npapi" in address bar to enable the controls.

# 12. 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

Operation User		Operation	Ime From		То	More C	
The current que	ry conditions: None						
C Refresh	Export						
Operation User	Operation Time	Operation IP	Module	Operating Object	Operation Type	Operation Content	Result
admin	2018-04-04 17:47:01	127.0.0.1	System	User	Login	Login	ø
admin	2018-04-04 17:08:42	127.0.0.1	System	User	Login	Login	0
admin	2018-04-04 16:44:47	127.0.0.1	Video	Video Device	Search Device	Search Device	٥
admin	2018-04-04 16:29:22	<mark>127.0.0.1</mark>	Video	Video Device	New	192.168.1.169/192.168.1. <mark>1</mark> 69	o
admin	2018-04-04 16:28:20	127.0.0.1	Video	Video Device	Search Device	Search Device	0
admin	2018-04-04 16:24:21	127.0.0.1	System	User	Login	Login	0
admin	2018-04-04 14:45:00	127.0.0.1	Patrol	Plan	New	Test plan	۲
admin	2018-04-04 14:42:22	127.0.0.1	Patrol	Patrol Group	New	Test Group	0
admin	2018-04-04 14:22:38	127.0.0.1	System	User	Login	Login	ø
admin	2018-04-04 13:16:43	127.0.0.1	System	User	Login	Login	ø
admin	2018-04-04 12:43:04	127.0.0.1	Parking	Temporary Vehicle Ch	New	A	۲
admin	2018-04-04 12:34:44	<mark>127.0.0.1</mark>	Parking	Temporary Vehicle Ch	Delete	A,B,C	0
admin	2018-04-04 12:33:34	127.0.0.1	System	User	Login	Login	0
admin	2018-04-04 12:28:09	127.0.0.1	System	User	Login	Login	0

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.

	ř – – – – – – – – – – – – – – – – – – –			ation Log		T	
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

### 12.1.2 Database Management

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

Username		Q 🛞							
The current query conditions: None									
🔿 Refresh 🗄 Backup Immediately 🚯 Backup Schedule									
Username	Start Time	Database Version	Backup Immediately	Backup Status	Backup Path	Operations			

All history operation logs about database backup are displayed in this page. You can refresh, backup and schedule backup database as required.

#### Backup Immediately

Backup database to the path set in installation right now.

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

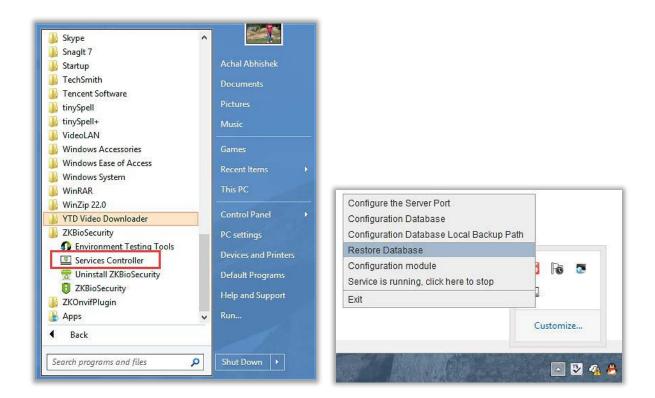
#### Backup Schedule

Click [Backup Schedule]:

Backup Schedule	×
Backup Schedule	
From 2014-08-08 18:00:00 Start Every 7 T Day	
The last backup time:None	
The next backup time:2015-03-27 18:00:00,left 7 day 7 hour 59 minute 39 second.	
Prompt	
The backup copy of the database, the database server and the server must be on the same computer. If the backup fails, please refer to the user manual in users of the FAQ.	
OK Cancel	

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

- Restore Database
- Click the start menu of the PC→[All programs]→[ZKBioSecurity]→Then run "Services Controller", and you can find out the icon of "Services Controller" in Taskbar as follow, right click that icon, then left click "Restore Database".



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

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

Browse
)SE

### 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]:

	New	×
	area failed to show the list, please outhorize the user to edit the area!	ontact the
Area Number*		
Area Name*		
Parent Area*	Area Name	
Remark		
Save and Ne	w OK Ca	ncel

### Fields are as follows:

Area Number: It must be unique.

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

Parent Area: Determine the area structure of system.

Click [OK] to finish adding.

• Edit/Delete an Area

Click [Edit] or [Delete] as required.

# 12.1.4 System Parameters

Click [System] > [System Parameter]:

Create Time	Parameter Value	Description
2018-03-19 15:15:27	ZKBioSecurity	System Name
2018-03-19 15:15:27	3.1.5.0_R	System Version
2018-03-19 15:15:27	3.1.5.0	Database Version
2018-03-22 12:00:12	ZKTeco	Company Name

### 12.1.5 E-mail Management

Set the email sending server information. The recipient e mail should be set in <u>Linkage Setting</u>. Click [Basic Management] > [Email Management] > [Email Parameter Settings]:

Email Parameter Settings		
Email Sending Server*	[	(smtp.xxx.xxx)
Port*	25	SSL TLS
Email Account*		(xxx@xxx.xxx)
Password*		
Sender Name		
Prompt          A       1.Please fill in the corror         A       2.Confirm the filled in r		
A 1.Please fill in the corre	nailbox SMTP servic	e is provisioning.
<ul> <li>1.Please fill in the correct</li> <li>2.Confirm the filled in n</li> </ul>	nailbox SMTP servic	e is provisioning.

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

# 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]:

Hotel Management Records*	Retains the recent	15	months of data	Execution Time	01:00:00 ¥	(Carefully clean up)
Parking Lot Record*	Retains the recent	15	months of data	Execution Time	01:00:00 ¥	(Carefully clean up)
Attendance Transactions*	Retains the recent	15	months of data	Execution Time	01:00:00 ▼	(Carefully clean up)
Patrol Transaction*	Retains the recent	15 .	months of data	Execution Time	06:00:00 🔻	(Carefully clean up)
Access Transaction*	Retains the recent	15	months of data	Execution Time	01:00:00 🔻	(Carefully clean up)
Elevator Transaction*	Retains the recent	15 .	months of data	Execution Time	01:00:00 🔻	(Carefully clean up)
Visitor Transaction*	Retains the recent	15	months of data	Execution Time	06:00:00 🔻	(Carefully clean up)
Video Transaction*	Retains the recent	15 .	months of data	Execution Time	01:00:00 🔻	(Carefully clean up)
System Operation Log* Device Commands*	Retains the recent Retains the recent	1000	months of data months of data	Execution Time Execution Time	03:00:00 ▼ 02:00:00 ▼	(Carefully clean up) Immediately Clean Up
Device Commands*	Retains the recent	6 ,	months of data	Execution Time	02:00:00 🔻	Immediately Clean Up
Database Backup File*	Retains the recent	6 ,	months of data	Execution Time	04:00:00 🔻	Immediately Clean Up
rompt						
Cleaning frequency is execution	ed once every day, clean	up the numb	er of reserved months b	efore data set.		
Execution Time refers to the t	time when the system sta	arts to perform	n a data clean-up.			
A When you click OK the cycto	m will automatically acco	ording to the u	ser's settings, the expire	d data system cleaning.		

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

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

### 12.1.7 Audio File

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

	New		
File Upload*	Not Uploaded Browse	Play	
File Alias*			
Size			
Suffix			
A Please upload a way	r or MP3 file, the size of 0 to 10MB!		
Save and	New OK OK	Cancel	

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

# 12.1.8 Certificate Type

The types of certificates available for registration in the system, where you can add, delete, enable, disable these document types as follows:

Certificate Type	Certificate Code	Country	Module Name	IDReader	OCR	Status
ID	1	India	Personnel, Hotel, Visitor	0	ø	0
Passport	3	-	Personnel, Hotel, Visitor	•	•	0
Driver License	4	_	Personnel, Hotel, Visitor	•	•	0
Others	8	-	Personnel, Hotel, Visitor	•	•	0

### • Add

Click <sup>Click</sup> to input the Certificate Type Name and check the Module Name, click [OK].

	Add		×
Certificate Name*			
Module Name	Personnel	✓Hotel	
	Visitor		
Save and Net	w OK	Cancel	

### • Delete/Enable/Disable

Select the Certificate Type, click [Delete]/ [Enable]/ [Disable]], perform the appropriate action. " $\sqrt{"}$  means to enable the certificate, "—"means to disable the certificate.

### 12.1.9 Parameters

Configure the system-related settings parameters, as shown below:

ain Menu Display Mode	
Auto-adjust (Text or Icon)	Icon Only

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]:

	New ×
Username*	
	Username should be composed between 1-30 characters
	and in letters,numbers,or symbols (@/./-/+/_).
Password*	•••••
	Password is a composition of 4 to 18 characters, default is
	111111.
Confirm Password*	•••••
State	Enable 🗸
Superuser State	
Role Group	
Auth Department	
-	If you select no department, you will possess all
	department rights by default.
Authorize Area	
	If you select no area, you will possess all area rights by
	default.
Email	
First Name	
Last Name	
Fingerprint	Register
	Download Driver
Save and	d New OK Cancel

### Fields are as follows:

Username: Any characters within a length of 30.

Password: The length must be more than 4 digits and less than 18 digits. The default password is 111111.

State: Enable or disable the user to operate the system.

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

Role Group: Non-super user needs to choose a role group to get the levels of the group. The role group must be set in advanced in <u>Role Group</u>.

Auth Department: If no department is selected, then the user will have all department rights by default.

Authorize Area: No area selected means the user possesses all area rights by default.

Email: Type your email in the correct format.

First Name/Last Name: Type your initials.

**Fingerprint**: Enroll the user fingerprint or duress fingerprint. The user can login the system by pressing the enrolled fingerprint. If the user presses the duress fingerprint, it will trigger the alarm and send the signal to the system.

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

Click [Edit] or [Delete] as required.

### 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]:

			New					
Role Name* Assign Permissions*								
Personnel Person Person Person Position Position Position Parameters Custom Atta Parameters Card Substant For the second seco	Personnel ributes soormat	Attendance	Elevator	Hotel	Visitor	Parking	Patrol	100 m
Select All								
E		Save and New	ОК	Car	ncel			

- 2. Set the name and assign permissions for the role.
- 3. Click [OK] to save.

### 12.2.3 Role Group

You can add role groups to the system. A role group has all the levels assigned to roles within the group. An appropriate role group can be directly assigned to a newly-added user. Include all the levels for using all the service modules of the system and the system setup module. The default super user of the system has all the levels, can assign rights to new users and set corresponding role groups (levels) according to requirements.

1. Click [System Management] > [Authority Management] > [Role Group] > [New]:

×

- 2. Set the name and parent group, assign role for the group.
- 3. Click [OK] to save.

# 12.2.4 API Authorization

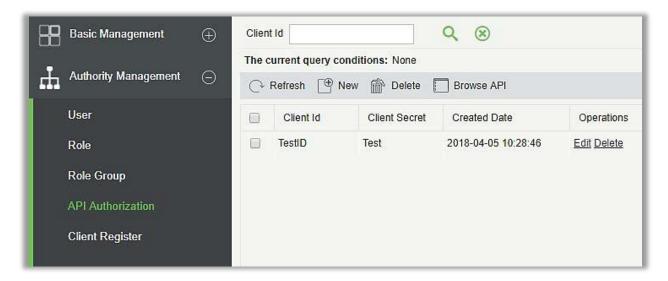
1. Activate the API through authorization. You can check whether the API has been activated on the About page (The API Authorization menu is displayed in System Management only when the API is activated). API is shown in License details below:

		Details	
			1
Item	Status	Available/Total Points	Expiration Date
Advanced Access	Activated	1	2018-05-21
API	Activated	1	2018-05-21
Active Directory	Activated		2018-05-21
ARTECO	Activated	2Points	2018-05-21
C2P	Activated	2Points	2018-05-21
LED	Activated	5/5Points	2018-05-21
Mobile APP	Activated	10/10Points	2018-05-21
Personnel	Activated	30000Points	Permanent
Department	Activated	1000Points	Permanent
Area	Activated	1000Points	Permanent
LCD Real-Time Monitoring	Activated	1	2018-05-21
		Close	

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

	New	 
Client Id*		
Client Secret*	-	

**3.** Only when the client ID and secret are added can the next API operation page be displayed normally. Otherwise, the access is abnormal):

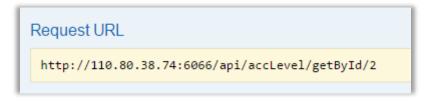


4. After the client ID and secret are added, click Browse API on the API Authorization page to skip to the API operation page (The page of the ZKBioSecurity system must be open for normal access of the API operation page). This page provides multiple APIs:

Basic Management 🕀	Client Id						
Authority Management $_{\bigcirc}$	The current query conditions: None						
User	Client Id Client Secret	Created Date Operations					
Role	TestID Ter	2018-04-05 10:28:46 Edit Delete					
Role Group							
API Authorization	Click here						
Client Register	Click Here						

<b>TKBioSecurity</b>	http://127.0.0.1:8088/api/api-docs			Explore
ZKBioSecurityAPI				
AccLevel		Show/Hide	List Operations	Expand Operations
Card		Show/Hide	List Operations	Expand Operations
Department		Show/Hide	List Operations	Expand Operations
Device		Show/Hide	List Operations	Expand Operations
Door		Show/Hide	List Operations	Expand Operations
Person		Show/Hide	List Operations	Expand Operations
Reader		Show/Hide	List Operations	Expand Operations
Transaction		Show/Hide	List Operations	Expand Operations
[BASE URL: /api]				

When APIs are invoked, URLs of all request APIs must contain the access\_token parameter, whose value is determined by the client key configured on the background (if there are multiple keys, only one is selected), for example:



The access\_token parameter must be added when the API is invoked (one request URL can be invoked):

http://110.80.38.74:6066/api/accLevel/getByld/2.

### 12.2.5 Client Register

You can add client types for the system and generate registration codes for client registrations of each module function. The number of allowed clients is controlled by the number of allowed points.

The c	urrent query con	ditions: None						
	Refresh 🕒 Ne		P Delete					
	Registration Code	Client name	Registration Key	Activation	Activated Date	Created Date	Client Type	Operations
	373F8C			•		2018-04-05 10:36:08	Card Printing-Per	: <u>Delete</u>
	CA7131			•		2018-04-05 10:36:04	ID Reader-Visitor	<u>Delete</u>
	F06ECA			•		2018-0 <mark>4</mark> -05 10:35:59	ID Reader-Persor	Delete
	18C048			•		2018-04-05 10:35:55	OCR-Visitor	Delete
	9155FF			•		2018-04-05 10:35:51	OCR-Personnel	Delete
	EA0035			•		2018-04-05 10:35:43	APP Client	Delete Register QR-cod

1. Click [System Management] > [Authority Management] > [Client Authorization] > [New] to go to the [New] page:

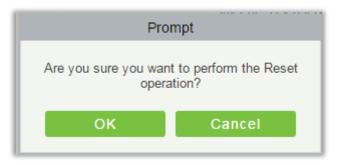
	New	×	
Client Type*		¥	
Registration Code*	APP Client OCR-Personn OCR-Visitor ID Reader-Pe ID Reader-Vis Card Printing-	rsonnel itor	
Save and New	ОК	Cancel	_

Client Type: The value can be APP Client, OCR-Personnel, OCR-Visitor, ID Reader-Personnel, ID Reader-Visitor or Card Printing- Personnel.

Registration Code: The registration code for [APP Client] is used under [Network Settings] on the APP login page and that for [Print Card-Personnel] is used under [Parameter Settings] > [Client

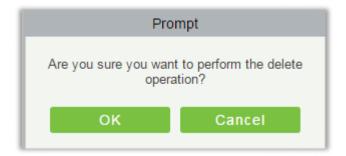
Registration]. Only new registration codes added on the server are authorized and one registration code can be used by only one client.

2. To reset a client, select the client and click [Reset].



Click [OK] to reset the client.

3. To delete a client, select the client and click [Delete].



Click [OK] to delete the client.

# 12.3 Communication

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

The cu	rrent query conditions: N	one				
C+ R	efresh 👚 Clear Comma	nds 🗹 Export				
ID	Serial Number	Content	Immediate! Cmd	/ Submit Time	Return Time	Returned Value
2	657465498786654	DATA DELETE USERINFO PIN=3	●₂	2018-04-02 11:14:12		
1	657465498786654	DATA DELETE USERINFO PIN=1	0	2018-04-02 11:14:03		

If the returned value is more than or equal to 0, the command is successfully issued. If the returned value is less than 0, the command is failed to be issued.

Clear Commands: Clear the command lists.

Export: Export the command lists to local host. You can export to an Excel file. See the following figure.

			Device Commands			
ID	Serial Number	Content	Immediately Cmd	Submit Time	Return Time	Returned Value
1504	20100501999	DATA UPDATE userauthorize Pin=2AuthorizeTi mezoneld=1Auth orizeDoorld=1 Pin=1AuthorizeTi mezoneld=1Auth orizeDoorld=1	false	2017-12-18 10:51:15	2017-12-18 10:51:21	0
1502	20100501999	DATA UPDATE mulcarduser Pin=2CardNo=5d ec02LossCardFla g=0CardType=0 Pin=1CardNo=44 12c5LossCardFla g=0CardType=0 	false	2017-12-18 10:51:14	2017-12-18 10:51:21	0

# 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.

ZKTeco		Ł		Ð	ir: ↓		l				¢3	Welc			D (B) ( <sup>1</sup> ) mpany: ZKTeco
Basic Management	Ð		e Name		10	Q 🛞									
Authority Management	$\oplus$	A 6 6 6 6 6 6 6 6	urrent query con Refresh 🕒 Nev			D Data 🛛 🖉	Manually de	fined content	P Synchro	onize All Data to	Devices	LED Template Man	agement 🔳	More 👻	
	Ð		Device Name	IP A	ddress	Port	Defau	ult Pass Code	Screen Width	Screen Height	Enable	Automatic Distribute Data	LED Title		Operations
🐥 Extended Management	Θ														
LED Device		4	; 0 > >i ≤ 5	50 rows per pa	age v	Jump To 1	/0 Pag	ge Total of O	records						

### • Add

Click [System]> [Extended Management]> [LED Device]> [New]. The page is displayed as follows:

٩	lew			
Device Name*				
IP Address*				
Port*	5200			
Default Pass Code*	255	255	255	255
Screen Width*				
Screen Height*				
.ED Title				
Block Number*				
how Time				
utomatic Distribute Data				
elete data in device when new				
Block Layout				
Save and New	ОК		Can	cel

Fields are as follows:

**Device Name**: Name of the LED device.

IP Address: IP address of the LED device.

Port: The default communication port is 5200.

Default Pass Code: The default value is 255.255.255.255.

Screen Width: Width of the dot matrix (resolution).

Screen Height: Height of the dot matrix (resolution).

LED Title: Select whether to display the title. If the parameter is left blank, the title is not displayed.

Block Number: Number of blocks that the LED is divided into (Note that the blocks do not contain the title and system time blocks).

Show Time: It will display time on the LED screen. Once you select it, you will find two options to choose from; Single Line and Multiline Display. Choose according to your choice.

Show Time	
	🔘 Single line display 💿 Multiline display

Automatic Distribute Data: By default, this parameter is selected. You send data to the LED in the access control module only when you select this parameter. Otherwise, the content to be sent needs to be manually defined.

Delete data in device when new: Delete the original data in the device when adding LED device.

Block Layout: After you click Block Layout, the following box is displayed:

		Block1 (1	280*18	D)	-	-
		Block2 (1	280*18	D)		
	ł	Block3 (1	280*18	D)		
	1	Block4 (1	280*18	D)		
Starting point Y, the					ock and the	e left upper
vertex of the X axis,					ock and the	e left upper
vertex of the X axis,		ce. Widt			ock and the 1280 ▼	e left upper
vertex of the X axis, Block Layout	the axis distan	ce. Widti	n, heigh	t, width, height.		] px
Vertex of the X axis, Block Layout Block1	the axis distan	Ce. Widti	n, heigh px	t, width, height. Width:	1280 <b>•</b> 180 <b>•</b>	px px
vertex of the X axis, Block Layout Block1 Block2 Block3	the axis distan	Ce. Widti	n, heigh px px	t, width, height. Width: Height:	1280 <b>•</b> 180 <b>•</b>	px px

### *≪*Notes:

- Parameters must be set for each block.
- The height of each block must be equal to or larger than 12. Otherwise, the letters cannot be completely displayed.
- > The total height of all blocks cannot be larger than the screen height.
- Edit

Click a device name or [Edit] under [Operation] to go to the edit page. After editing the device, click [OK] to save the setting.

• Delete

Click a device name or [Delete] under [Operation] in the device list and click [OK] to delete the device or click [Cancel] to cancel the operation. Select one or more devices and click [Delete] above the list and click [OK] to delete the selected device(s) or click [Cancel] to cancel the operation.

### • Enable and Disable

Select a device and click [Enable/Disable] to start/stop using the device. If the device is enabled, data is transmitted to the device. Otherwise, no data is transmitted to the device.

### • Synchronize All Data To Devices

Synchronize the LED block layout and LED data setting in the system to the device. Select a device, click [Synchronize All Data To Devices], and then click [Synchronize] to synchronize the data.

### • LED Template Management

Through this function you can create a template for the blocks. This template you can directly use at the time of adding LED device. When you are adding LED device, then after defining the blocks dimensions, you will be prompted to save the template as shown below:

Pr	ompt
Is the current layout	saved as a template?
	11
and a second sec	Cancel

If you save it, then this template will be displayed in the LED Template Management list as shown below:

Temp	blate Number		Template Name	Q (8)
The c	current query cond	ditions: None		
C	Refresh 📑 Nev	v 📸 Delete		
	Template Number	Template Name	Created Date	Operations
	1	<u>Test</u>	2018-04-05 11:09:10	<u>Edit Delete</u>

You can directly create the blocks by clicking on [New] in above interface.

Template Number	Template Name	QX
The current query (	New X	~ 0
<ul> <li>Refresh</li> <li>Template Number</li> <li>1</li> <li>2</li> </ul>	Template Name*	
4 1-2	Save and New OK Cancel	

Fill all the required details and save. Once saved, you will find this template at the LED device adding interface.

evice Name*  Address*  ort*  5200  efault Pass Code*  255  255  se Template  creen Width*  Test Test Test1  ED Title  lock Number*  how Time  utomatic Distribute Data	
ort* 5200 efault Pass Code* 255 . 255 se Template creen Width* Test creen Height* ED Title lock Number* how Time	. 255 . 255
efault Pass Code* 255 - 255 se Template creen Width* Test Test Test1 ED Title lock Number* how Time	255 255
se Template creen Width* Test Test1 ED Title lock Number*	. 255 . 255
creen Width* Test creen Height* Test1 ED Title lock Number*	
creen Height*	
lock Number*	
how Time	
utomatic Distributo Data	
elete data in device when new 📃	
lock Layout	

• Restart

After you restart the device, the LED control card system will be restarted, data on the screen is cleared and data saved in the system is restored. After the device is successfully restarted, click [Synchronize All Data To Devices] to display all distributed content on the LED screen.

### • Modify IP address

Modify the IP address of the device. The default IP address of the control card is 192.168.1.222.

• Manually defined content

Select a device and click [Manually defined content]. The page is displayed as follows:

М	lanually defined content	×
Device Name	192.168.214.138	
block-1	Please enter the content	
block-2	Please enter the content	
block-3	Please enter the content	
	OK Cancel	

### *≪*Notes:

- > At least one block must be selected for distribution of manually defined content.
- After the manually defined content is selected, the access control module cannot send data to the LED device.

# Appendices

# **Common Operations**

### Select Personnel

The selected personnel page in the system is as below:

Qu Qu	ery 🔘 E mnel ID	Department	Firs	t Name		Last Name			Card Nur	nber		More		×
	urrent query	conditions						Select						
8	Personnel ID	First Name	Last Name	Card Number	Gender	Department Name			Personnel ID	First Name	Last Name	Card Number	Gender	Department Name
	3	abc abc		258478	Female —	Financial Department General	>> × ×							
a. 1	< 1-2 >	50 r	ows per pag	e – T	otal of 2 rec	ords								

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

Click is 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:

	Ne	N						>		
Host/Visited *	Enter	the C	иегу С	Condi	C	2				
Visit Department *					•					
Certificate Type*	ID				Ŧ					
Certificate No.*										
First Name*	19									
 Last Name										
k here to	- 2						1.000		hei	
k here to ge Month Visit Reason Visited Date	Visit	-04-05					1.000		hei ige	
ge Month Visit Reason		-04-05	-	oril 20			1.000			
ge Month Visit Reason Visited Date*		-04-05 Tu	-	oril 20 Th		Sa	1.000			
ge Month Visit Reason Visited Date* License Plate	49.		- Ap		18	<b>Sa</b> 31	cl			
ge Month Visit Reason Visited Date*	Mo	Tu	Ve	Th	18 Fr		cl Su			
ge Month Visit Reason Visited Date* License Plate	Mo 26	<b>Tu</b> 27	Ap We 28	<b>Th</b> 29	18 Fr 30	31	cl Su			
ge Month Visit Reason Visited Date* License Plate Save and New	<ul> <li>49</li> <li>Mo</li> <li>26</li> <li>2</li> <li>9</li> <li>16</li> </ul>	Tu 27 3	Ap We 28 4	Th 29 5	18 Fr 30 6	31 7	cl Su 1 8			
ge Month Visit Reason Visited Date* License Plate Save and New	<ul> <li>4.9.</li> <li>Mo</li> <li>26</li> <li>2</li> <li>9</li> </ul>	Tu 27 3 10	Ap We 28 4 11	Th 29 5 12	18 Fr 30 6 13	31 7 14	<b>c</b> l Su 1 8 15			

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]:

File Format	Excel Csv
Destination File	Choose File No file chosen
Header Start Rows	2 The default is the second row.
Delimiter	,

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.

Page | 416

### 2. Click [Next Step]:

Database fields	Importing data fi	elds
Personnel No.*	Personnel No.	٣
Name	Name	•
Department Name	Department	Ŧ
Card Number	Card Number	¥
Gender	Gender	۲
Password	Password	۲
Mobile Phone	Mobile Phone	•
Create Time	Create Time	•
Email	Email	۲
Birthday	Birthday	Ţ
Pin exists to update the data:	No	

**3.** Select the feeds to be imported to the system. "------" indicates the fields will not be imported.

4. Click [Next Step]:

Import Result	
All data imported successfully! Succeed: 2, Failed: 0.	
Complete	

The data is imported successfully.

### *∝*Notes:

- When importing department table, department name and department number must not be empty, the parent department can be empty. Duplicated number does not affect the operation, it can be modified manually.
- > When importing personnel table, personnel number is required. If the personnel number

already exists in the database, it will not be imported.

#### • Export (take the personnel list exporting as an example)

### 1. Click [Export]:

The File Type	EXCEL File	•			
Export Mode	<ul> <li>All data (Can exponent)</li> <li>Select the amount of</li> </ul>			xport up	to 60000 data)
	From the article 1		Strip, is derived	100	Data

2. Select the file format and export mode to be exported. Click [OK].

3. You can view the file in your local drive.

Solution 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

period for a single door or for first-person normally open), or through the remote normal open operation, the person having open door permission press the effective fingerprint at the opened door to trigger this normal event.

**First-Person Normally Open (Punch Card)**: In [Only Card] verification mode, the person having first-person normally open permission, punch at the setting first-person normally open time period (the door is closed), and trigger the normal event.

**First-Person Normally Open (Press Fingerprint)**: In [Only Fingerprint] or [Card plus Fingerprint] verification mode, the person having first-person normally open permission, press the fingerprint at the setting first-person normally open period (the door is closed), and trigger the normal event.

**First-Person Normally Open (Card plus Fingerprint)**: In [Card plus Fingerprint] verification mode, the person having first-person normally open permission, punch the card and press the fingerprint at the setting first-person normally open period (the door is closed), and trigger the normal event.

Normal Open Time Zone Over: After the normal open time zone over, the door will close automatically.

Remote Normal Opening: When set the door state to normal open in the remote opening operation, this normal event is triggered.

**Cancel Normal Open:** When Punch the valid card or use remote opening function to cancel the current door normal open state, this normal event is triggered.

Disable Intraday Passage Mode Time Zone: In door normal open state, punch effective card for five times (must be the same user), or select [Disable Intraday Passage Mode Time Zone] in remote closing operation, and this normal event is triggered.

Enable Intraday Passage Mode Time Zone: If the intraday passage mode time zone is disabled, punch effective card for five times (must be the same user), or select [Enable Intraday Passage Mode Time Zone] in remote opening operation, and this normal event is triggered.

Multi-Person Opening Door (Punching): In [Only Card] verification mode, Multi-Person combination can be used to open the door. After the last card is verified, the system triggers this normal event.

Multi-Person Opening Door (Press Fingerprint): In [Only Fingerprint] or [Card plus Fingerprint] verification mode, Multi-Person combination can be used to open the door. After the last fingerprint is verified, the system triggers this normal event.

**Multi-Person Opening Door (Card plus Fingerprint)**: In [Card plus Fingerprint] verification mode, Multi-Person combination can be used to open the door. After the last card plus fingerprint is verified, the system triggers this normal event.

**Emergency Password Opening Door**: Emergency password (also known as super password) set for the current door can be used for door open. This normal event will be triggered after the emergency password is verified.

Opening Door during Normal Open Time Zone: If the current door is set a normally open period,

the door will open automatically after the setting start time has expired, and this normal event will be triggered.

Linkage Event Triggered: After linkage configuration takes effect, this normal event will be triggered.

Cancel Alarm: When the user cancels the alarm of corresponding door successfully, this normal event will be triggered.

Remote Opening: When the user opens a door by [Remote Opening] successfully, this normal event will be triggered.

Remote Closing: When the user closes a door by [Remote Closing] successfully, this normal event will be triggered.

**Open Auxiliary Output**: In linkage setting, if the user selects Auxiliary Output for Output Point, selects Open for Action Type, this normal event will be triggered when the linkage setting takes effect.

**Close Auxiliary Output**: In linkage setting, if the user selects Auxiliary Output for Output Point, selects Close for Action Type, or closes the opened auxiliary output by [Door Setting] > [Close Auxiliary Output], this normal event will be triggered.

Door Opened Correctly: When the door sensor detects the door has been properly opened, triggering this normal event.

Door Closed Correctly: When the door sensor detects the door has been properly closed, triggering this normal event.

Auxiliary Input Point Disconnected: Will be triggered auxiliary input point is disconnected.

Auxiliary Input Point Shorted: When the auxiliary input point short circuit, trigger this normal event.

**Device Start**: Will be triggered if device starts (This event of PULL devices will not appear in real-time monitoring and can be viewed only in event records of reports).

Abnormal Events

Too Short Punch Interval: When the interval between two punching is less than the set time interval, this abnormal event will be triggered.

Too Short Fingerprint Pressing Interval: When the interval between two fingerprints pressing is less than the set time interval, this abnormal event will be triggered.

Door Inactive Time Zone (Punch Card): In [Only Card] verification mode, if the user having the door open permission punch but not at door effective period of time, this abnormal event will be triggered.

Door Inactive Time Zone (Press Fingerprint): If the user having the door open permission, press the fingerprint but not at the door effective time period, this abnormal event will be triggered.

Door Inactive Time Zone (Exit Button): If the user having the door open permission, press exit

button but not at the effective period of time, this abnormal event will be triggered.

**Illegal Time Zone**: If the user with the permission of opening the door, punches during the invalid time zone, this abnormal event will be triggered.

**Illegal Access**: If the registered card without the permission of current door is punched to open the door, this abnormal event will be triggered.

Anti-Passback: When the anti-pass back takes effect, this abnormal event will be triggered.

Interlock: When the interlocking rules take effect, this abnormal event will be triggered.

Multi-Person Verification (Punching): When Multi-Person combination opens the door, the card verification before the last one (whether verified or not), this abnormal event will be triggered.

Multi-Person Verification (Press Fingerprint): In [Only Fingerprint] or [Card or Fingerprint] verification mode, When Multi-Person combination opens the door, the fingerprint verification before the last one (whether verified or not), this abnormal event will be triggered.

**Unregistered Card**: If the current card is not registered in the system, this abnormal event will be triggered.

**Unregistered Fingerprint**: If the current fingerprint is not registered or it is registered but not synchronized with the system, this abnormal event will be triggered.

**Opening Door Timeout**: If the door sensor detects that it is expired the delay time after opened, if not close the door, this abnormal event will be triggered.

Card Expired: If the person with the door access level, punches after the effective time of the access control and cannot be verified, this abnormal event will be triggered.

**Fingerprint Expired**: If the person with the door access permission, presses fingerprint after the effective time of the access control and cannot be verified, this abnormal event will be triggered.

Password Error: If using [Card plus Password] verification mode, duress password or emergency password to open door, this abnormal event will be triggered.

Failed to Close door during Normal Open Time Zone: If the current door is in normal open state, but the user cannot close it by [Remote Closing], this abnormal event will be triggered.

Verification Mode Error: If the user opening door mode is inconsistent with that set for current door, this abnormal event will be triggered.

Background Verification Failed: If the background verification fails, this abnormal event will be triggered.

Background Verification Success: If the background verification succeeds, this abnormal event will be triggered.

Background Verification Timeout: If no background verification result is returned in the specified period, this abnormal event will be triggered.

Multi-Person Verification Failed: When Multi-Person combination opens the door, the verification is

failed, and triggers this abnormal event.

### • Alarm Events

Duress Password Opening Door: Use the duress password of current door for verifying successfully and trigger this alarm event.

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

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

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

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

Tamper-Resistant Alarm: This alarm event will be triggered when AIO device is tampered.

Server Connection Failed: This alarm event will be triggered when the device is disconnected from the server.

Mains power down: Inbio5 series controller events, external power down.

Battery power down: Inbio5 series controller event, built-in battery power-down.

Invalid card alarm: Alarm event trigger when invalid card swiping five consecutively.

Solution 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

operation on the Remotely Release Button page when a floor is in Normally Open state.

**Enable intraday passage mode time zone**: This normal event is triggered if the user performs this operation on the Remotely Lock Button page when the Normally Open periods of the floor are prohibited on the day.

Normal fingerprint open: This normal event is triggered if a user with the button releasing right presses his/her fingerprint in the "Card or fingerprint" verification mode and the verification is passed.

**Press fingerprint during passage mode time zone**: This normal event is triggered if a fingerprint is pressed after a user with the floor opening right sets the Normally Open periods for a specific door, or sets the door to the Normally Open state through the remote opening door operation.

Passage mode time zone over: When the preset Normally Open period arrives, the button is automatically locked.

**Remote normal opening**: This normal event is triggered if a user selects the continuously releasing button to set the button in continuously released state on the page for remotely opening the floor.

**Device started**: This normal event is trigger upon startup of the device. (This event will not appear in the real-time monitoring, and can only be viewed through the event records in the report.)

Password open: This normal event is triggered if a user with the button releasing right presses the password in the "Password only" or "Card or fingerprint" verification mode and the verification is passed.

Superuser open buttons: This normal event is triggered if the super user remotely releases a button successfully.

Start the fire floor: Release all buttons in the case of emergency so that users can select floors.

Superuser close buttons: This normal event is triggered if the super user remotely closes floors (locks the buttons) successfully.

Enable elevator control button: Restart the elevator control function.

Disable elevator control button: Temporarily disable the elevator control function.

Auxiliary input disconnected: This normal event is triggered if the auxiliary input point is disconnected.

Auxiliary input shorted: This normal event is triggered if the auxiliary input point is short circuited.

Abnormal Events

**Operate interval too short**: This abnormal event is triggered if the actual interval between two times of card punching is smaller than the interval that is set for this floor.

Press fingerprint interval too short: This abnormal event is triggered if the actual interval between two times of fingerprint pressing is smaller than the interval that is set for this floor.

Button inactive time zone (punch card): This abnormal event is triggered if the verification mode is

associated with cards, and a user with the floor opening right punches his/her card beyond the effective periods.

**Illegal time zone**: This abnormal event is triggered if a user with the floor opening right punches his/her card beyond the effective periods.

Access denied: This abnormal event is triggered if a registered card is punched before the elevator control right of the current floor is set for this card.

Disabled card: This event is triggered if the current card number is not registered in the system yet.

Card expired: This event is triggered if a person, for whom the elevator control effective time is set, punches his/her card beyond the elevator control effective periods and verification fails.

**Fingerprint expired**: This event is triggered if a person, for whom the elevator control effective time is set, presses his/her fingerprint beyond the elevator control effective periods and verification fails.

Password error: This event is triggered if the verification mode is associated with the password and the password verification fails.

**Disabled fingerprint**: This event is triggered if the current fingerprint is not registered in the system or has been registered but not synchronized to the device.

Button inactive time zone (press fingerprint): This abnormal event is triggered if a user with the floor opening right presses his/her fingerprint beyond the effective periods of the floor.

**Failed to close during passage mode time zone**: This abnormal event is triggered if the current floor is in Normally Open state and the button cannot be locked by performing the Remotely Locking Button operation.

Wiegand format error: This abnormal event is triggered if a card is punched and the Wiegand format of this card is incorrectly set.

Solution 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 open duration and card writing operation.

New offline elevator devices:

#### • System authorization

ZKTE Version 3.1.5.0_R Details Package Bits x86	on ( License ID : 85)	DE ). Defaile	
Item	Status	Available/Total Points	Expiration Date
Access	Activated	94/100Door(s)(Include max 15 PULL Device(s))	2019-04-04
Attendance	Activated	9/10T&A Terminal(s); 10/10LPR Camera(s); 10/10Door(s)	2019-04-04
Elevator(Offline)	Activated	9/10Device(s)	2019-04-04
Hotel	Activated	5/30Points	2019-04-04
Visitor	Activated	6/10Entries 2000Visitors/Month	2019-04-04
Parking(Door)	Activated	10/10Points	2019-04-04
Patrol	Activated	6/10Points	2019-04-04
Video	Activated	10/10Channel(s) (Support Onvif)	2019-04-04
	nse <u>Import an ex</u> ich we recommend		
Internet Explorer 1	1+/Firefox 27+/Chroi	me 33+	

After offline elevator control is authorized, the default software and device mode in elevator parameter setting is offline and cannot be changed.

F:	Elevator Device	$\oplus$
<b>•</b>	Flovetor	~
e:	Elevator	Θ
	Card	
	Time Zones	
	Elevator Levels	
	Set Access By Levels	
	Set Access By Person	
	Set Access By Departme	nt
	Parameters	
	Reports	$\oplus$

### • Add devices by manually

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

	New	×
Device Name*		7
Device Number*		(Range1-254)
Firmware Version*	AC Ver 7.0.0 Jul 1 201: 🗸	•
Number of Expansion Board	0	•
Each expansion board relay number	16	
Area*	Area Name	
Save and New	ОК Са	ncel

Fields are as follows:

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

Device Number: Range 1 ~ 254, the machine number cannot be repeated.

Firmware Version: Firmware version number of elevator control device.

Number of Expansion Board: Expands the number of floors that the elevator control device can control.

Each expansion board relay number: 16 relays per expansion board.

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

**Note:** When adding a device, the device number in the software should be the same as the 485 address setting number on the device.

• Synchronize Time

Click [Elevator Device] > [Device] > [Synchronize Time] on the Action Menu, the following interface will be shown:

S	Synchronize Time	×
Synchronize Time* Swipe the card on th synchronize the time from	2017-11-30 17:24:4 e reader of the controller, n the card.	
Total Progress	Start	Close
		^
		~

Synchronize device time with current server time.

• Modify Button Open Duration

Click [Elevator Device] > [Device] > [Modify Button Open Duration] on the Action Menu, the following interface will be shown:

Modify Button Open Duration	×
Selected Device Controller : 1	
Button Open Duration*         second(0-254)           Start Time*         2017-11-30 17:26:39         End Time*         2017-12-10 17:26:39	
Total Progress	
Hidden Start Close	
	^
	~
	~

Button Open Duration: It is used to control the time period to press floor button after verification. The default value is 5 seconds; the range is 0~254 seconds.

# Initialize Card

Users can initialize the card to restore the default password and sector operation.

Click [Elevator Device] > [Card] > [Initialize Card] on the Action Menu, the following interface will be shown:



### Write Card

Write device number, personnel ID, personnel password, personnel authority, start time, end time, card number (calculated logic card number) and other related information to the card.

Click [Elevator Device] > [Card] > [Write Card] on the Action Menu, the following interface will be shown:

First Name	Come	
Last Name		
Personnel ID*	21	
Card Number*	55855858	
Start Time*		
	and end time in the edit person page and then	write card operation.
Please set the start time otal Progress		
A Please set the start time	and end time in the edit person page and then Start	
Please set the start time otal Progress		

### Fields are as follows:

**First/Last Name**: The maximum length cannot exceed 50, does not support comma; value sources Personnel field, cannot add, modify, delete.

Personnel ID: The default maximum length of personnel ID is 9, the effective range is 1-799999999, which can be configured according to the actual situation. Value sources Personnel field, cannot be added, modified or deleted.

Card number: Card number cannot be repeated, the maximum length of 10; value sources Personnel field, cannot add, modify, delete.

Start time: The effective starting time of the card; value sources Personnel field, cannot add, modify, delete.

End time: The effective cut-off time of the card; value sources Personnel field, cannot add, modify, delete.

**Note:** Personnel related authority (elevator levels), card number and related data can only be written when the personnel editing page is completely filled in. The card number is calculated logical card number; the logical card number stored in the database shall prevail.

# Write management card

Management card is mainly used to loss and revert card. When the card is lost or reverted, you need to write the card information into the management card, thus loss and revert card take effect.

Click [Elevator Device] > [Card] > [Write management card] on the Action Menu, the following interface will be shown:

١	Write management card	×
Loss Card* Revert card*		
Start Time* End Time*	2017-11-29 17:38:21 2017-12-10 17:38:21	
	s and reverted cards can not be greater than 18	
1		
Hidden	Write Card Clos	e
		^
		~

### Fields are as follows:

**Function selection**: Management card is used to write the loss and revert card data in the software system to the management card and then loss and revert card by brushing the management card on the device.

Loss Card: Lost Card collection, drop-down selection.

Revert card: Revert Card collection, drop-down selection.

Start Time: The effective starting time of the card; value sources Personnel field, cannot add, modify, delete.

End Time: The effective deadline of the card; value sources Personnel field, cannot add, modify,

delete.

# Personnel System - Card

Check the list of cards in the system and batch issue card, assigning cards to personnel.

#### Batch Issue Card

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

				Batch Issu	e Card						
A Personnel ID Start Personnel I		nput figures, and	only shows persons with	h no card issued (max. End Personnel ID	300)! The d	evice only rea	ids the unreg	istered card v			
Card Enrollment	-	1000		_				_	Generate Lis	31	
Number of Perso		USB Reader Device		nput Card Number	Number of	Issued Cards	:0		<u>OK Clear</u>		
Personnel ID		Last Name	Department Name		Number	Personnel ID	First Name	Last Name	Department Name	Card Number	
			Save ar	nd New O	ĸ	Cancel					

Card Enrollment Method: USB Reader or device.

**Input Card Number**: It can be generated by swiping an ID card on the USB reader and device, or entering it manually. The card manually entered may be IC card.

### Report Lost Card

Click [Personnel] > [Card Manage] > [Card] > [Report Lost Card]:

**Note:** Report Lost Card is applicable to all functional modules, not to the offline elevator module. After the report of loss, the status of the card becomes invalid but not written into the management card. Need to write management card in the appropriate module, such as offline elevator control module [Write management card] ([Elevator Device] > [Card] > [Write management card]).

### Reactivate Lost Card

Click [Personnel] > [Card Manage] > [Card] > [Reactivate Lost Card]:

**Note:** Reactivate Lost Card is applicable to all functional modules, not to the offline elevator module. After reactivating lost card, the status of the card becomes valid but not written into the management card. Need to write management card in the appropriate module, such as offline

elevator control module [Write management card] ([Elevator Device] > [Card] > [Write management card]).

# FAQs

### Q: How to use a card issuer?

A: Connect the card issuer to PC through USB port, and then select 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.

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ZKTeco Industrial Park, No. 26, 188 Industrial Road,

Tangxia Town, Dongguan, China.

Phone: +86 769 - 82109991

Fax :+86 755 - 89602394

www.zkteco.com



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