

USER MANUAL ZKBioSecurity

Version: 2.5

Date: Jan. 2019

Software Version: ZKBioSecurity 3.2.0.0 or above version

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	Write Ca	ard	
	Write m	anagement card	
	Personn	el System - Card	
F	AQs		
E	ND-USER LI	CENSE AGREEMENT	

1. Requirement and 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 **Systems Management**.

Features

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

Configuration Requirements

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

Operating System

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

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

1.5 Elevator Module

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

1.6 Hotel Management System Module

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

1.7 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.

1.8 Parking System Module

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

1.9 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.

1.10 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.

1.11 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

admin	
Automatic login w	thin two weeks Forget Password
Automatic logiti wi	In the weeks T Torger assword
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:

		Contractor Inclusion		
	owner of 192,168,214. Ing stolen, Firefox has no		erly. To protect y	our information from
		eparte.		
Lear	n more			
	Go Back			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>.

TKBio Security
User Login Person Self-Login
Personnel ID
Reservation Code
Automatic login within two weeks Forget Password?
Login

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.

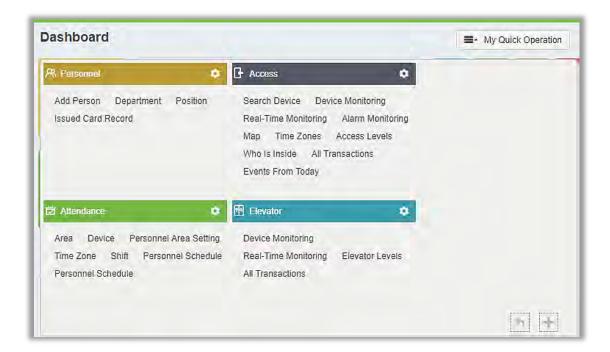
ashboard					■- My Quick Operation
10006 People	Biometric Data		(*)	°	Total Event O Normal Event Event Event O No event records today!
20 Total Device	4 With Card 10002 Without Card	10000 With Fingerprint 6 Without Fingerprint	5 With Password 10001 Without Password	5000 With Face 5006 Without Face	R. System message
				0)	
Access Attendance	Visitor			© ⊙ + Layout Setting	
	Visitor Week Month	Year			
Event Trends		Year		+ Layout Setting	

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.

ashboard								E- My Quick Op	perati
Personnel	۵	Access		4	Attendance			🗢 🖻 Elevator	
Add Person Department Position ssue Card Record			Monitoring Alari s Access Levels	n Monitoring Map Who Is Inside	Area Device Time Zone Si Personnel Sche			Device Monitoring Real-Time Monitoring Elevator Levels All Transactions	
								5	14
							_		1
							0 0		
Access Attendance	Visitor					+ Layou			
	Visitor	Month	Year			🕂 Layou			
Event Trends			Year			🛨 Layou	t Setting		



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]

	Personal information	>
Username*	admin	
	Username should be composed between	1-30 characters
	and in letters,numbers,or symbols (@/.4+	+(_)_
Reset Password	N	
Superuser State	S S	
Role Group		
Auth Department		
	If you select no del ant you will poss	ess all
	departmen Click here for	rocot
Authorize Area	Ctick 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 🔘 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 U on the upper right corner of the interface to exit the system.

Dashboard					■• My Quick peration
1 Totai User	Biometric Data	5		e e	Total Event Normal Event Event Alarm Event
	0 With Card	0 With Fingerprint	1 With Password	0 With Face	security solution form, the software have been instally cessfully on 2018-03-19.
Ö Total Davice	1 Without Card	1 Without Fingerprint	0 Without Password	1	ck here to exit
Access Attendance Event Trends	1	1	0	1	Thanks
Access Attendance	1 Without Card Visitor	1 Without Fingerprint	0	+ Layout setting	Thanks
Access Attendance Event Trends	1 Without Card Visitor	1 Without Fingerprint	0	+ Layout setting	Thanks

3. Personnel Management

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

ZKTERD	L L <thl< th=""> <thl< th=""> <thl< th=""> <thl< th=""></thl<></thl<></thl<></thl<>
Personnel Person Department Position Dimission Personnel Custom Attributes Parameters	Department vre Personnel ID First Name Last Name More Q The current que notitions: Nore Click here to enter Personnel Module General(0) Click here to enter Personnel Module First Name Last Name Department Name Card Number Biological Template Quantity Status Financial Department, Name Card Number Biological Template Quantity Status Hotel(0) New Status New Status
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]:

	Department* Last Name Password Certificate Number Mobile Phone	General	2
D ,	Password Certificate Number		2
D ,	Certificate Number		
			PS
23456	Mobile Phone		
23456			
	Birthday		(Optimal Size 120*140).
	Card Number	1	Browse Capture
0 0	Hire Date		
<u>Clear All</u>	Device Operation Role Delay Passage	Ordinary User	•
	Disabled		
	Set Valid Time		
			ß
	Attendance El Add Check All Clear All	Attendance Elevator Control Plate Register Add Superuser Check All Device Operation Role Delay Passage Disabled	Attendance Elevator Control Plate Register Personnel Detail Add Superuser No Check All Device Operation Role Ordinary User Delay Passage Disabled Image: Set Valid Time

Fields are as follows:

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

*∝*Notes:

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

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

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

Gender: Set the gender of personnel.

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

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

icon to recognize the Certificate automatically. Please refer 3.1.6 Parameters and 12.2.5 Client

Register to see how to register one.

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

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

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

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

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

Birthday: Input employee's actual birthday.

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

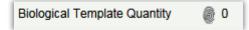
Hire Date: It is the date on which the personnel are appointed. Click to select the date.

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

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

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

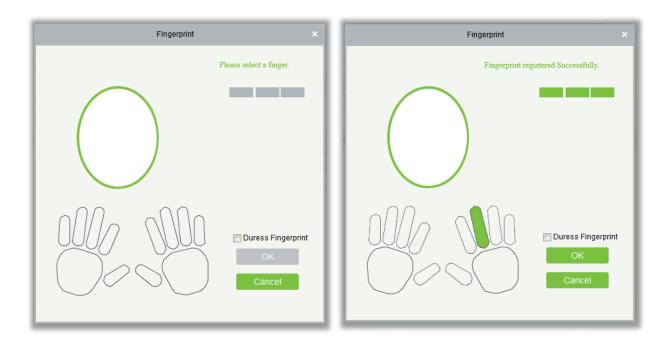
How to register fingerprint:



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

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

3) Click [OK] to complete registration.



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

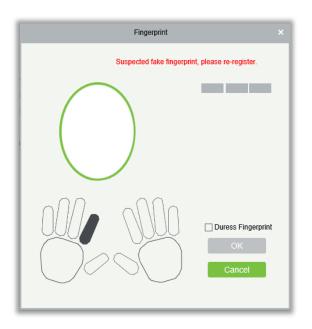
*∝*Notes:

- 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.

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 Check All Clear At	Superuse	er	No	v
🖌 Master	Clear A	Device C	peration Role	Ordinary User	~
		Delay Pa	ssage		
		Disabled			
		et Valid	Time		
			Click on Add		

Fields are as follows:

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

A	udd to Levels	×
Level Name Q (8) The current query conditions: None Alternative	Selected(0)	
Level Name Time Zone	Level Name Time Zone	
	>> < <	
0 50 rows per page * Total of 0 records	~<	
đK	Cancel	

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.

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

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

*≪*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	
Attendance Area		Attendance Calculation	Yes 🔻		
		Device Operation Role	Employee V		
	Ş				

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 Detai		
Levels Settings	Add Check All Clear All	Superuse Set Valid		No	•	
		\$				

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]:

Time Attendance	Elevator Control	Plate Register	Personnel Detail	
		Parking Space		\oplus
	Time Attendance		Time Attendance Elevator Control Plate Register Parking Space	Construction in the second

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	-	~	Hire Type	
Job Title			Street	
Birthplace			Country	
Home Phone			Home Address	
Office Phone			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.

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

• Edit Personnel

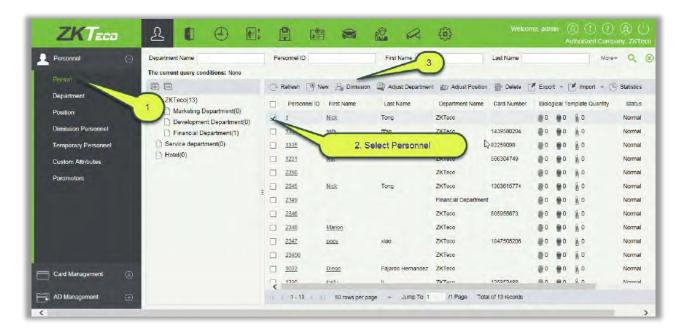
Click [Personnel] > [Person], then select a person, and click [Edit].

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*		
Dimission Reason		~
		3

• Adjust Department

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

Personnel	Department Name The current query conditions: None	Per	sonnel ID			First Name	3	Last Name			More	- q
Paraba	AP	CAR	Refresh (19	New	B Dimission	Adjust Department	107 Adjust Position	Delete	# Expo	t = [🖌 Import - 🖉	Statistics
Department	1 Teco(13)		Personnel II) Fin	at Name	Last Name	Department Name	Card Number	Eloio	pical Te	emplate Quantity	Status
Position	Marketing Department(0)	×	1	Ni		Adjust Department		*			80	Normal
Dimission Personnel	T Financial Department(1)		1316	35	tana ara ara ara	6		1580204	00		10	Normal
Temporary Personnel	2. Select a person		1315	21	Selected Person'		2	10098	80		10	Normal
Custom Attributes			1231	tes			12	04749			10	Normal
Parameters			2350		New Department*		8	1000	80		80	Normai
Paramsona			2345	Ni	Transfer Reason		0	8616774			0	Normal
			2349				~		80) o	Normal
			2346					155673			<u>ii</u> 0	Normal
			2348	Me					00		% o	Normal
	the second second second		2347	<u>100</u>	-	ок	ancel	1505206	0		0	Normal
	and the second se		23456		_				0		õ o	Normal
Card Management			1032	Diex	1 <u>0</u> F	ajardo Hernandez	ZKTeco		30		a o	Normal
		7	nort	1-36			7KTorn	175053499	-	#n	# n	Normal

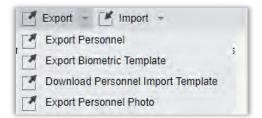
- 2. Select "New Department".
- 3. Click "OK" to save and exit.
- Statistics

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.

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	
С	lose	

• 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	 Personnel ID Department Certificate Type Email 	 First Name Gender Certificate Nu Reservation C 	 Last Name Birthday Card Number Mobile Phone 	 Department Password License Plate 					
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	O Select the amour	 All data (Can export up to 40000 data) 							
	0	K Can	cel						

						ZKT							
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	123456	74755466
5	Necol	Ye	2	Marketing Department	Male	2017-01-10	5	1	32242311	13260079	3322@qq.com	123456	6645454
6	Amber	Lin	4	Financial Department	Female	2017-07-04	6	1	784525004	4628036	787878@eru.com	123456	44620545
7	Jacky	Xiang	1	General		2016-01-05	7	8	ees1213232	6323994	434@qq.com	123456	54243231
8	Glori	Liu	2	Marketing Department	Female	1995-12-05	8	1	433114354	6189166	987@abcd.com	123456	77545353
9	Lilian	Mei	3	Development Department	Female	1992-12-23	9	1	XS22030	9505930	8989@pp.com	123456	221112121

2) Export the Biometric Template.

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

					Per	rsonnel Bio	ometric Te	mplate
Personnel ID	First Name	Last Name	Biometric	Biometric	Biometric	Biometric	Biometric	Biometric Template
ĩ	Jerry	Wang	1	Fingerprint	10	4	1	TEXTU 2bAAAFDxEECAUHCc7DAAAdDmkBAAAAhDIvmg1ADwLvgANACkAyQC2AB4PFwD2Dzol ACAXH9A/gACgPSQBDABUESQCHAHLACID-HIMMOCTAVBINSQBAYQM0ACCAMBASEAV00 AQD+4RYgAGAmcWitsWaABFABBA+ADImy0hAFLQACW1CPAUBAGBAYQM0ACCAMBASEAV00 AQD+4RYgAGAmcWitsWaABFABBA+ADImy0hAFLQACW1CPAUBAGBAYQM0ACCAMBASEAV00 CDAFSQUDCAALDwcQDUCLQJQJABOYWVDYAGDASgBdABIMPAADUUPAD+ABQKTQBwAB CQAFSQUDCAALDwcQDUCLQJQJABOYWVDYAGDASgBdABIMPAADUUPAD+ABQKTQBwAB AdBPGDYAbaKIAAADACBMgA1DBXBggJFA2BINDaBFAAK2ACADABWFAADUUPAD+ABQKTQBwAB AdBPGDYAbaKIAAADACBMgA1DBXBggJFA2BINDaBFAAK2ACADABWFAADUUPAD+ABQKTQBwAB AdBPGDYAbaKIAAADACBMgA1DBXBggJFA2BINDaBFAAK2ACADABWFAADUUPAD+ABQKTQBWAB AdBPGDYAbaKIAAADACBMgA1DBXBGgJFA2BINDaBFAAK2ACADABWFAADUUPAD+ABQKTQBWAB AdBPGDYAbaKIAADACBMgA1DBXBGJBGPY9HDBJEAMW4BBYQVDpiBStC22ddfMY21MD DgVG54HMgQVLhuMJKTdBWOcewSJBBKRQUOHIP6W4KYBSgVe9XIMImgdLd53XjBBNUVC1RUx- 4BSUSDo1njYGnC2AdA2EHACSisgFCXMWWCNSDRWb-OP1gJBPLgDDHN+YOQdwgZnnaev9Cr E114YQBA7DFILCB+YDQDGBUSGB5QB47BJEUHWAACQAUAGHH1KC2Z3NHWCAASALAVCAUAB BBCC1YQWKNngc1uwH7JwFVBACOBR/DBACIMXXI:20xCWMLKCMJMW4MXLX24AAEFVR TJBB BCWJBBGBAWGCGECTEXTEXESNpC54XX5GBSUZ-WHINE78B3BWJWWBRBAKQGBW F2dn5W10D1139g4CAWWWCABCBWW-MXXI:20xCWMLKCADBZEXHWWAAX211VQH BBKC1YQWKNgc1uwH7JwFVBACOBR/DBACIMXXI:20xCWMLKCADBZEXHWWJHUDFBBSX;22mMJ MKCOV9+MBAMBHABHHIHU KYG12EJHJBEZXWXX4GBSUZ-WHIMF2BBBWyWBBRAKQGBW F2dn5W10D1139g4CAWWWCABCBKWWTRXVX5GBSUZ-WHIMF2BBBWYWBBRAKQGBW F2dn5W10D1139g4CAWWWCABCBKWWTRXVX5GBSUZ-WHIMF2BBBWYWBBRAKQGBW F2dn5W10D1139g4CAWWWCABCBKWWTRXVX5GBSUZ-WHIMF2BBBWYWBBRAKQGBW F2dn5W10D1139g4CAWWWCABCBKWWTRXVX5GBSUZ-WHIMF2BBBWYWBBRAKQGBW F2dn5W10D139g4CAWWWCABCBKWWTRXXXCBSUZ-WHIMZF3BBWYGHAGDSWFXH+wcLAg0Z F2MV0AASD1V72EFVCWW4CXBBWAGBAAUABYXHTI-WWHDFBBSXYCB04 KSWWTBABD1V72EFVCWW4CXBBWAGBXXWTRIBABAQGBWAGDBXEXGBWWTRSWBHAADSWFXH+WHOJ+SBBWW NSMWKDWBHT+555B5FCADBISHCADBACBWZXUGBUCABCFXHWWCADBCZBXHWTDFDW+WHVE KSWWTBABD1V7ABJUADDSDNHSYW1BDAABSYNWTRIBABAADGBWAADCBWZX WHISWABWABWABABYABABYABABYAULUBADVDHABYABABYWHABHAADVHAADAWAAT1WWTBABABYABABYABAADYHABABYABWYHABHAADVHABABYABWYHABHAADYHABABYABWAADABAAADYHABABYABABYABAADYHABABYABABA

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.

	Expor	t Persor	nnel Photo			×			
The File Type	TAR	~							
Export Mode	All data (Can expo	 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				
	ок		Cancel						

• Import

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

🛃 Im	port 👻	
🕑 In	port Personnel	
🕑 In	nport Biometric Template	
🕑 In	port 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	- 1
Header Start Rows	2 The default is the second row.	- 1
Delimiter	\t 🗸	_
Update the existed Personne	ID in the system: Yes No	
Nex	t Step Cancel	

2) Import Biometric Template.

	Import Biometric Template	×
File Format Destination File Header Start Rows Delimiter	 Excel 浏览 P The default is the second row. \t 	
	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	
Total : 0		(Please do not delete photo while uploading)	
Please name characters.	the photo with er	nployee 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].

Total Progress Persor ID 123456	nnel Name	Department Name		nplate
Persor ID	nnel Name		Print Status	
Persor ID	nnel Name		Print Status	
ID			Print Status	
✓ 123456	Herbert Ge	arga Markating		
		sorger marketing	Waiting	
ant	Close			
	ard	ard Close	ard Close	

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

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

	Add Template	7
Template Name*		
Front*	🖲 Vertical 🔘 Transverse	New
Back*	💿 Vertical 🔘 Transverse	New
100	OK Cancel	

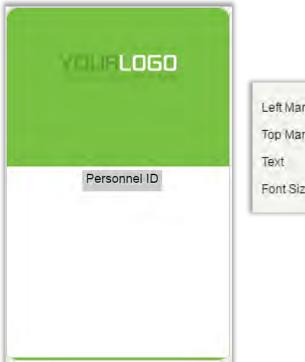
Input the [Template Name], select the template direction, then click [OK]. The top figure below is a vertical template and the bottom one is a transverse template.

YOURLOGO	Left Margin Top Margin Text Font Size		YDURLOGO
	Select Field Personnel ID Name Department Hire Date Photo Fhoto Insert Picture Insert Background Picture Insert Tackground Picture Insert Tackground Picture	Left Margin Top Margin Tot Margin Text Font Size Insert Picture Insert Picture Insert Text Outble click to delete the inserte	Select Field Personnel ID Name Department Hire Date Gender Mobile Phone Photo Email Insert Underscore Insert Background Picture d picture, lext undersine

(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.



eft Margin	108
op Margin	233
ext	Personnel ID
ont Size	18px

(2) You can insert pictures, background images, texts and underlines into the template. Enter the text to be inserted in [Text] to insert texts to the template.

YOURLOGO		
	Left Margin	105
	Top Margin	239
	Text	ZKTeco
ZKTeco	Font Size	18px 🔹

*≪*Notes:

 \succ Click 🔽 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.

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

3. To delete a template, click [Delete Template].



Click [OK] to delete the template.

≪Note:

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

3.1.2 Department

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

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

- Add a Department
- 1. Click [Personnel] > [Personnel] > [Department] > [New]:

ZKTECO	2 0 0 E	Welcome, admin (1) (1) (1) (1) (1) (1) (1) (1) (1) (1)
Person Person Department Position Dimission Personnel Temporary Personnel Custom Attributes Paramotors	Department Number The corrent query conditions: None Conditions:	Decentment Name Import Department Name Department Department Department Department Department Department Number Parent Department View Department New View Department Department New View View View New View Department New View View View View New View View View
Card Management		the second se
AD Management (+)		1. (J6) Stillnows per page - Jump To 1 // Page Total of 5 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 cu	rrent query conditions: None
	Ē
4 27	General
E	Development Department
E] 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].

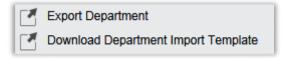
- Delete a Department
- 1. Click [Personnel] > [Personnel] > [Department] > [Delete]:



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.

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

Department						
Department Number	Department Name Parent Department Number Parent De		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)				
	O Select the amou	nt of dat	a to export (Can ex	port up	to 40000 data)
	From the article	1	Strip, is derived	100	Data

• Import

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

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

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

Database Fields	Importing data fields	;
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 3.Department name warkeung Department can not be set as parent departmente	
Row 6: Department name can not be empty!	^
Row 7: Department name can not be empty!	
Succeed: 2, Failed: 3. Complete	~
The window will close after 4 second(s). Suspend Close	Close

3.1.3 Position

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

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

ZKTeco	£ 0 .	Image: Second
Personnel ○ Person Department Position Dimission Personnel Temporary Personnel Custom Attributes Parameters	Position Number The current query conditions: None	Position Name Position Name Position Number Position Number Position Number Position Number Position Number Position Name Position Name Position Name Position Name Position Name Position Name Position Parent Position Pare
Card Management		1 - 3 50 rows per page - Jump To 1 /1 Page Total of 3 records
<		>

Fields are as follows:

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

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

ZKBioSecurity 3.2.0.0 or above

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

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

2. Fill the details as required and save.

3.1.4 Dimission Personnel

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

The current query cond							
	ete						
The manual ID							
Personnel ID	First Name	Last Name	Department	Hire Date	Dimission Date	Dimission Type Dimission Reason	Operations
1314	13	14	Marketing Departs		2018-05-22	Resignation	Edit Reinstateme
	1314	1314 13	1314 13 14	1314 13 14 Marketing Departi	1314 13 14 Marketing Departi	☐ 1314 13 14 Marketing Departi 2019-05-22	1314 13 14 Marketing Departs 2018-05-22 Resignation

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

ZKTeca	£	A						×) (Î) (?) (Q) (nonzed Company ZKT
		Personnel ID*	1314		Department	ZKTeco		
Personnel	Persor	First Name	13		Last Name	14		More- Q (
	The cu	Gender		~	Password			
Person	OR	Certificate Type	ID	✓ E8	Certificate Number			2. Click here
Department	0.000	Social Security Number			Mobile Phone			
Position		Reservation Code	123456		Birthday		(Optimal Siz Browse	Orabina
Dimission Personnel		Position		*	Card Number		B	
Dimission Personner		Biological Template Quantity	0 10		Hire Date			Edit Reinstatemen
1. Select the required person		Access Control T Lévels Settings Master	Add Check All Clear All	De De	ol Plate Registe peruser vice Operation Role lay Passage sabled t Valid Time	nr Personnel Detail	3. Update f details as required	s
Card Management 🕀								
	10							the second se

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).

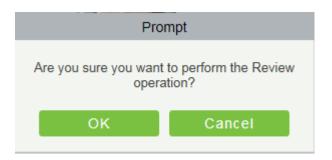


Refresh

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) Disp	lay Name	Attribu	ite Value		Q	8		
Person	The	current query cond	litions: None						
	0	Retresh 🕑 Nev	v 🗊 Delete						
Department	п	Display Name	Attribute Value	Input Type	Row	Column	Display in Person	Operations	
Position				and the state			List		
Dimission Personnel		Employee Type	Official Staff;Probation Staf	Pull-down List	3	1	No	Edit Delete	
Temporary Personnel		Hire Type	Contract Worker;Non Contr	Pull-down List	3	2	No	Edit Delete	
		Job Title		Text	4	1	No	Edit Delata	
		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	Ð								

Fields are as follows:

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

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

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

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

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

• Editing a Custom Attribute

Click [Edit] to modify the corresponding attributes.

• Deleting a Custom Attribute

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

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

3.1.7 Parameters

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

The Meximum Long	the log
The Maximum Leng	
Support Letters:	○ Yes
Personnel ID Auto-incre	ement: Yes No
Card Setting	
The Maximum Length	h: 32 Bits(Binary)
Card Format Display	r: O Decimal O Hexadecimal
Multiple Cards per Pers	son: 🔿 Yes 💿 No
Dimission Personnel	
Keep the personnel id f	for the dimission employee: Yes No
Temporary Personnel	
remporary r ersonner	
Review:) Yes	⊖ No
Registration Client	
Oortificate Desceration	
Certificate Recognition	
	DReader
Registration Co	de* Register O Download OCR V1.0 Driver O Download OCR V2.0 Driver
Card Printing	
Registration Co	de* V Register Download Driver

- 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.

Y	Register	O Download DCR V1.0 Driver O Download OCR V2.0 Driver
V	Register	Download Driver

Select the corresponding registration code and click [Register].

d Printing	
Registration Code*	Register
Registration Code*	Register

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

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

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

			Edit			,
Personnel ID* First Name	3 abc		Department* Last Name	Financial Department		
Gender	Female	~	Password		1	E 2
Certificate Type	ID	✓ E8	Certificate Number			
Social Security Number			Mobile Phone		-	(
Reservation Code	123456	_	Birthday		-	(Optimal Size 120*140)
Position	Manager	E	Card Number	258478		Browse Capture
Biological Template Quantity			Hire Date	2017-03-02		
	С	lick to a	dd more ca	ards		
	-	OK	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]:

A Personnel ID I	only supports in	nout figures, and	only shows persons with	Batch Issu		evice only rea	ds the unregi	stered card w	hen the issuin	g way is reader:
Start Personnel IC Card Enrollment N Number of Person) Nethod	USB Reader Device		End Personnel ID		ssued Cards			<u>Generate List</u> <u>OK Clear</u>	
Personnel ID	First Name	Last Name	Department Name		Number	Personnel ID	First Name	Last Name	Department Name	Card Number
			-	_						
			Save an	id New O	ĸ	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 🧭 [Start to read], the system will read the card number automatically, and issue it to the user in the list on the left one by one. After that, click 🖪 🔆 [Stop to read].

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	Mode	Site Code	Auto	Operations
Wiegand Format26	Mode One	0	Yes	Edit
Wiegand Format28a	Mode One	o	No	Edit
Wiegand Format34	Mode One	D	Yes	Edit
Wiegand Format34a	Mode One	D	No	Edit
Wiegand Format38	Mode One	D	Yes	Edit
Wiegand Format37	Mode One	D	Yes	Edit
Wiegand Format37a	Mode One	D	No	Edit
Wiegand Format50	Mode One	D	Yes	Edit
Wiegand Format86	Mode One	D	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:

				Edit					
Name*	Wiegand Fo	rmat37							
Total Bit*	37								
Site Code*	0								
Auto									
Mode One									
First Parity Check(p)	1								
Second Parity Check(p)	37								
Odd Parity Check(o)	Even Pa	arity Check(e)	ļ	CID(c)		ite Code(s)	Manut	factory Code(m)	4
Start Bit Length	Start Bit	The Maximum Length	Start Bit	The Maximum Length	Start Bit	The Maximum Length	Start Bit	The Maximum Length	
20 18	1	18	18	19	2	16	0	D	
O Mode Two									
Card Check Format*	pssssss	5555555550000000		p					
Parity Check Format*	eeeeeee	eeeeeeeeboood	000000000000000000000000000000000000000	0000					٦
			ОК	Can					
			OK	Can	cer				

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:

ZKTEED	2 1	D 🗈 🛱			Welcome, admin	(1) (1) (2) (2) (1) Authorized Company: ZKTeco
Personnel 🕀	C Refresh	P Delete 🚇 Card Formats Te	sting			
Card Management	Name Wiegand Format26		_Mode	Site Code Card Formats Testing	Auto	Operations
Card 2 Wiegand Format	Wiegand Format26a Wiegand Format34	Device * Click to select	Read Card	Clear Card Information		
Issued Carl Ser 3	Wiegand Format34a Wiegand Format36 Wiegand Format37 Wiegand Format37 Wiegand Format59 Wiegand Format59 Wiegand Format69	Site Code Card 1 Card 2 Card 2 Card 3 Card 3 Card 3 Card A When you continue to Recommend Card F	Card Number*	Original Card Number	blank	
AD Management 🕀	15 < 1-9 > 31 50	Card Format Odd-Even Parity Format		OK: Cancel		
<						>

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

1) Click [Read Card] and swipe the card on the device reader. The original card number read by the device is displayed in the input box on the right.

2) Click [Recommend Card Format]. The Wiegand card format recommended for the input card number is displayed below.

3) If [Auto calculate site code while the site code is left blank] is selected, the software will calculate the site code based on the card format and card number.

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

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

3.2.3 Issue Card Record

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

Personnel 🕀	Card Number	ery conditions: Non	Action	More v	Q (8)		
Card	2 ard Number	Personnel ID	First Name Last Name	Action	Operator	Issue Card Date	Change Time
Wiegand Format	258478	3	abc	Issue Card	admin	2018-03-22 13:28:53	2018-03-22 13:28:53
Issued Card Record	456789	2	abc	Issue Card	admin	2018-03-22 12:17:45	2018-03-22 12:17:45
	987654	1	abc	Issue Card	admin	2018-03-22 11:54:59	2018-03-22 11:54:59
3							
AD Management 🔶	rs or 1=4	> 3) 50 rows pe	rpage – JumpTo 1 /	I Page Total of 4 m	ecords		

∞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:

Device Name*			Device Name*	1	
Communication Type*	TCP/IP () RS485		Communication Type*	() TCP/IP () RS485	-
P Address*			Serial Port Number*	COM1	~
Communication port*	4370		RS485 Address*		-
Communication Password	4370			(Range1-63)	-
	-		RS485 Address Code Figure	ON	KE
con Type*	Door			Second and	
Control Panel Type	One-Door Access Conti			1 2 3 4 5 6 7	8
Area*	Area Name		Baud Rate*	38400	~
Add to Level	v		Communication Password	1	-
Clear Data in the Device			Icon Type*	Door	~
vhen Adding			Control Panel Type	One-Door Access Conti	-
Clear Data in the Device (except event record), plea	when Adding] will delete data in the	e device	Area*	Area Name	
(except event record), pies	ase use with californi				
			Add to Level		~
			Clear Data in the Device when		
			Adding		
			[Clear Data in the Device when A (except event record), please use	dding] will delete data in the with caution!	e device
			(and a sum to set a) thouse not		

TCP/ IP communication mode

RS485 communication mode

Fields are as follows:

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

Communication port: The default value is 4370.

Serial Port No.: COM1~COM254.

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

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

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

Common options:

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

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

*∝*Notes:

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

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

Door		
Parking Barrier Flap Barrier	\searrow	

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

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

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

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

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

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

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

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

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

Access Controller Settings:

> TCP/ IP Communication Requirements

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

> RS485 Communication Requirements

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

2. Add Device by Searching Access Controllers

Search the access controllers in the Ethernet.

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

	100%		Number of device		_		
	Device Type		Serial Number		(8)		
MAC Address	Subnet Mask	Gateway Address	Serial Number	Device Model	Server Address	Operations	
	255.255.255.0	192.168.217.1	3635161600001	inBIO460 Pro		Add	
	255.255.255.0	192.168.0.254	14863635477750	ACP		This device has been added	
		_		-			_
		100% Device Type MAC Address Subnet Mask 255.255.255.0	IO0% Device Type MAC Address Subnet Mask 255.255.265.0 192.168.217.1	ID0% Searched devices Number of device Device Type Serial Number MAC Address Subnet Mask Gateway Address Serial Number 255.255.255.0 192.168.217.1 3635161600001	Searched devices count:2 Number of devices added:1 Device Type Serial Number Device Model MAC Address Subnet Mask Gsteway Address Serial Number Device Model 255.255.255.0 192.168.0.254 14863835477750 ACP	100% Number of devices added:1 Device Type Serial Number MAC Address Subnet Mask 255.255.255.0 192.168.217.1 256.255.255.0 192.168.0.254 14863635477750	100% Searched devices count? Number of devices added:1 MAC Address Subnet Mask Gateway Address Serial Number Device Model Server Address Operations 255.255.255.0 192.168.0.254 14863635477750 ACP Add 101 192.168.0.254 14863635477750 ACP 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.

A	dd ×
Device Name*	192.168.214.9
Communication Password	
Area*	Area Name
Add to Level	
Clear Data in the Device when Adding	
[Clear Data in the Device when Addin- record), please use with caution!	g] will delete data in the device (except event
ОК	Cancel

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

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

Device Name*	192.168.214.201
New Server Address*	IP Address 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 Ad record), please use with caution!	Iding] Will delete data in the device (except event

Device Name*	192.168.214.229
New Server Address*	IP Address Domain 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 Addir record), please use with caution!	ng] 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.

0	Device Name	Serial Number	Area Name	Communic Type	Network Connection Mode	IP Address	RS485 Parameter	Enable	Upgrade Firmware Reboot Device Get Device Option	Operations
	192.168.214.215	6405163500013	Area Name	ТСРЛР	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

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

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

					ZKTECO					
					Device					
Device Name	Serial Number	Area Name	Communication Type	Network Connection Mode	IP Address	RS485 Parameter	Enable	Device Model	Register device	Firmware Versio
192.168.218.60	20100501999	Area Name	HTTP	Wired	192.168.218.60	1 - 1	Enable	C3-400Pro	1-1-1	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	 TimeZone, holidays Interlock Multi-Person Open Door 	 Door parameters AntiPassback Wiegand Format 	
Hidden	0	Synchronize	Close

Solution 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	
If the device is offline	Standard Access Level 🔻	
otal Progress		_
		-
Hidden	Start	Close
		4

Background verification: Enable or Disable Background verification function.

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

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

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

• Set Device Time Zone

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

• Set Daylight Saving Time

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

• Modify IP Address

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

Modify Communication Password

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

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

• Modify RS485 Address

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

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

Modify the Fingerpri	int Identification Threshold	
The fingerprint identification threshold*	55 (35-70)	
ок	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	O Wired 0 4G	
	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.

		_		View Device Ca	apacity	_		
		In Sc	ftware			In	FirmWare	
6	8	0			8	0	8	Get All
192.168.217.221	2/60000	0/20000	×	×				Get
🛕 if you find that t	ne data is not c	onsistent with the	oevice, pieasi	e synonronize tr	e cata of the tw	o before me que	ryi	
				_	_			
				Close				

• Set the Registration device

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

Set The Reg	istration device	×
Set The Registration device	Yes	•
	Cancol	
OK	Cancel	

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).

he c	current query conditions	: None								
0	Refresh 📋 Remote C	pening 🗸 Enable	e 🖉 Disable 📋 Re	emote Closing 🕼 Cancel	Alarm 🔒 Remote	Normally Op	pen 🗏 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	14883635477750	(1)	0	24-Hour Accessible	None	Card or Fingerprint	Edit
	216.27.0.1-2	Area Name	216.27.0.1	14883635477750	2	0	24-Hour Accessible	None	Card or Fingerprint	Edit
	216.27.0.1-3	Area Name	216.27.0.1	14883635477750	3	0	24-Hour Accessible	None	Card or Fingerprint	Edit
	216.27.0.1-4	Area Name	216.27.0.1	14883635477750	4	0	24-Hour Accessible	None	Card or Fingerprint	Edit
	192.168.217.221-1	Area Name	192.168.217.221	3635161600001	1	0	24-Hour Accessible	None	Card or Fingerprint	Edit
	192.168.217.221-2	Area Name	192.168.217.221	3635161600001	2	0	24-Hour Accessible	None	Card or Fingerprint	Edit
	192.168.217.221-3	Area Name	192.168.217.221	3635161600001	3	0	24-Hour Accessible	None	Card or Fingerprint	Edit
	192.168.217.221-4	Area Name	192.168.217.221	3635161600001	4	0	24-Hour Accessible	None	Card or Fingerprint	Edit

• Door parameter modification:

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

			Edit		
Device Name*	192.168.12.155		Door Number*	1	
Door Name*	192.168.12.155-1		Active Time Zone*	24-Hour Accessible	•
Verification Mode*	Card or Fingerprint	×	Lock Open Duration*	5	second(0-254)
Wiegand Format	Auto	•	REX Mode*	Unlock	•
Operate Interval*	2	second(0-254)	REX Delay		second(5-254)
Door Sensor Type*	None	•	REX Time Zone	24-Hour Accessible	•
Close and Reverse State	0		Anti-Passback Duration of	0	minute(0-120)
	N		Entrance		
Door Sensor Delay	3	second(1-254)	Duress Password		(Maximum 6 Bit Integer)
Passage Mode Time Zone		Ŧ	Emergency Password		(8 Bit Integer)
Passage Delay	15	second(0-60)	Disable Alarm		
Multi-Person Operation	10	second(5-60)	Open Door Delay	0	second(0-60)
Interval*					
	The above setting	gs are copied to		•	
		OK	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]:

Access Device	Name	1	or Name	×		
Door 2	he current query condition	s: None				
Reader	C Refresh					
Auxiliary 3	Name	D		dit	Camera	Operations
	192.168.12.145-1-In	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	192.168.12.155-1-In	19;	Name*	192.168.12.155-1-In		Edit Bind/Unbind Camera
	192.168.12.155-1-Out	19;	Number*	1		Edit Bind/Unbind Camera
Device Monitoring	192.168.12.155-2-In	19;	In/Out"	• In Out		Edit Bind/Unbind Camera
Real-Time Monitoring	168.12.155-2-Out	19:				Edit Bind/Unbind Camera
Alarm Monitoring	92.168.12.155-3-In	19:	Communication Type	Wiegand/RS485 V		Edit Bind/Unbind Camera
Мар	192.168.12.155-3-Out	19:	Encrypt	0		Edit Bind/Unbind Camera
	192.168.12.155-4-In	19:	The above settings are copied to			Edit Bind/Unbind Camera
Access 4. Click or	168.12.155-4-Out	19:	A The encryption is copied to all rea	aders 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	192				Edit Bind/Unbind Camera
Reports	192.168.214.74-1-In	192	OK	Cancel		Edit Bind/Unbind Camera
	102 160 214 74 1 Out		1			Edit Dind/Linkind Comoro

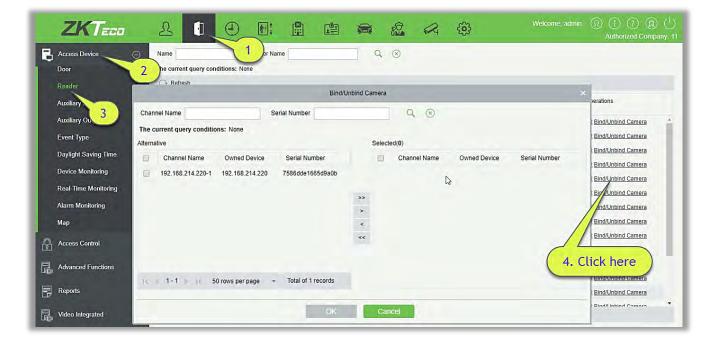
Name: Name of the reader displayed on the list page.

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):

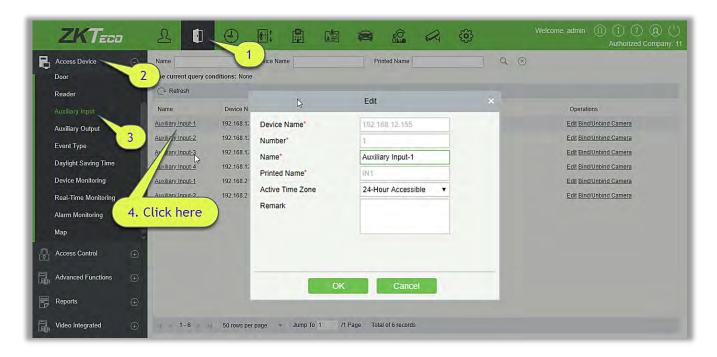
Select and move the required reader towards right list and Click [OK] to finish.

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:



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:

he o	urrent query condition	ns: None					
C	Refresh 📇 Remote	Open 🛛 📳 Remote Close	e 🖾 Remote I	Normally Open			
	Name	Device Name	Number	Printed Name	Passage Mode Time Zone	Remark	Operations
	Auxiliary Output-1	216.27.0.1	1	OUT1			Edit
	Auxiliary Output-1	192.168.217.221	1	OUT1			Edit
	Auxiliary Output-2	192.168.217.221	2	OUT2			Edit
	Auxiliary Output-3	192.168.217.221	3	OUT3			Edit
	Auxiliary Output-4	192.168.217.221	4	OUT4			Edit

2. Click [Edit] to modify the parameters:

	Edit	
Device Name*	192.168.12.155	
Number*	1	
Name*	Auxiliary Output-1	
Printed Name*	OUTI	1
Passage Mode Time Zone		
Remark		
		_
-	in the second second	
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 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 1 Event L	evel	Event Name		More + Q 🛞	
Door 2 e cu	rrent query conditions: None					
Reader C R	efresh 成长 Set Audio					
Auxiliary Input	Event Name	Event Number	Event Level	Device Name	Serial Number	Operations
Auxiliary Output	Normal Verify Open	0	Normal	192.168.12.145	AJI6174360005	Edit
	Verify During Passage Mode Time Zone	1	Normal	192.168.12.145	AJI6174360005	Edit
Event Type	First-Personnel Open	2	Normal	192.168.12.145	AJI6174360005	Edit
	Multi-Personnel Open	3	Normal	192.168.12.145	AJI6174360005	Edit
Device Monitoring	Emergency Password Open		Normal	192 168 12 145	A.II6174360005	Edit
	Open during Passage Mode Time Zone	5 4	Click on re	quired event	860005	Edit
Alarm Monitoring	Cancel Alarm	7		The second second	4360005	Edit
	Remote Opening	8	Normal	192.168.12.145	AJI6174360005	Edit
Map 🗸 📃 j	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
Reports	Illegal Time Zone	22	Exception	192.168.12.145	AJI6174360005	Edit
	Access Denied	23	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 OUpload	
	×	Play
Copy the above settings to	o 🔲	
all devices		

Fields are as follows:

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

Event Name: It can't be modified.

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

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

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

Access Device	Device Name	Event 5. C	lick here		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	Edit	
	Verify During Passage M		Set Audio			Edit	
Event Type 3	First-Personnel Open					Edit	
Daylight Saving Time	Multi-Personnel Open	Event Sound Alrea	idy Exists 🔘 Upload			Edit	
Device Monitoring	Emergency Password Or			Play		Edit	
Real-Time Monitoring	Open during Passage Mr					Edit	
Alarm Monitorion	Cancel Alarm					Edit	
Map 4. Clic	Opening -					Edit	
	losing	C	K Ci	ancel		Edit	
Access required	event htraday Passage					Edit	
	Enable Intraday Passage Mode	Time Zone 11	Normal	192.168.12.145	AJI6174360005	Edit	
Advanced Functions +	Door Inactive Time Zone Verify	<u>Open</u> 21	Exception	192.168.12.145	AJI6174360005	Edit	
Reports 🕀	Illegal Time Zone	22	Exception	192.168.12.145	AJI6174360005	Edit	
	Access Denied	23	Exception	192.168.12.145	AJI6174360005	Edit	

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

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

4.1.8 Daylight Saving Time

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

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

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

			8	() ()		Welcome, admin	(R) (i) (?) (R) (U) Authorized Company: 11
Access Device	elete 🖉 DST Setting	End Time		On	erations		
Reader USA Daylight Saving Tim /			the First Sunday i				
Auxiliary Output			_	_	_	_	
Event Type Daylight Saving Time	DST Name*		New	1	_	×	
Device Monitoring Real-Time Monitoring	Start Time*	MAR •	Second •		2 • o'clock		
Alarm Monitoring Map	End lime		First V	Sunday 🔻	2 • o'clock		
Access Control	Save a	nd New	ОК	Can	cel	_	
Ligh Advanced Functions						_	
Reports 🕀							
Image: Second state ⊕ (k < 1-1 > >) 50 rows	perpage 👻 Jump To 1	/1 Page To	tal of 1 records				

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

• Use a DST

			8 ®	Welcome, admin ① (i) ⑦ ② (k) () Authorized Company: 11
Access Device	Delete 🖉 DST Sett	ing		
Door 2 DST Name		DST Setting		
Reader USA Daylight Saving	Device	a 🗆 🗁 All		
Auxiliary Input	Device	192.168.12.155	_	
Auxiliary Output		192.168.214.74		
Event Type				
Daylight Saving Time Device Monitoring				
Real-Time Monitoring				
Alarm Monitoring				
Мар				
Access Control				
Advanced Functions				
Reports 🕀	-	OK Cancel		
Video Integrated () I - 1 - 3 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		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 C
Auxiliary Input	192.168.12.155	AK1F173460006	FaceOn	Connecting device	Disconnected	75	Disconnected	Clear Command View C
Auxiliary Output	192.168.12.160	AJKQ173960007	FaceOn	Connecting device	Disconnected	36	Disconnected	Clear Command View C
	192.168.214.74	3763161600001	FaceOn	Get real-time event	Disconnected	6	Disconnected	Clear Command View C
Event Type	192.168.214.70	6403144900090	FaceOn	Disconnected	Connection timeout	6	Connection timeout	Clear Command View (
Daylight Saving Time								
Device Monitoring								
Real-Time Monitoring	3							
Alarm Monitoring	<u> </u>		N					
Access Control			ß					
Advanced Functions	•							
Reports								

• Export

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

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

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

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

Pro	mpt					
Are you sure to 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:

Area	Auxiliary Inp	Status	Device Name	Se	rial Number			
		0.1-3 216.27.0.1-4 192.1	Cancel Alarm Active 68.217 192.163.217 192.16 221-2 .22	8.217 192.168.217	vate Lockdown 🖰 R	emote Normali	y Open 🗮 More -	
Current Total:8	••	Online:4 🥃 Disable:0 🧕 Of	fline:4 <mark>@</mark> Unknown:0	Door Name	m	1		
Time	Area	Device	Event Point	Event Description	Card Number	Person	Reader Name	Verification Mode
2017-02-09 11:46:15	Area Name	192.168.217.221(363516	1600001)	Device Started			Other	Other
Total Received:1		•Normal:1 • Exception:0	<mark>⊋</mark> Alami0	<u>Clear Rows Data</u>	Event De	scription		

Different icons represent status as followed:

lcons	Status	lcons	Status
	Device banned	_ *	Door Offline
,	Door sensor unset, Relay closed /Without relay status		Door sensor unset, Relay opened/Without relay status
	Online status Door closed, Relay closed/Without relay status		Online status Door closed, Relay opened/Without relay status
	Online status Door opened, Relay closed/Without relay status		Online status Door opened, Relay opened/Without relay status
	Door opened alarming, Relay closed		Door opened alarming, Relay opened
	Door opening timeout, Relay closed /Without relay status, Door Sensor Opened		Door opening timeout, Relay opened/Without relay status
	Door opening timeout, Relay closed/ Door Sensor Closed		Door opening timeout, Relay opened/ Door Sensor Closed

;	Door closed alarming, Relay closed/Without relay status	;	Door closed alarming, Relay opened/Without relay status
	Door sensor unset, Door alarming, Relay closed		Door sensor unset, Door alarming, Relay opened
.	Door opening timeout, Without relay status/Door Sensor Closed	9	Door locking

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

1. Door

Monitoring All

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

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

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

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

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

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

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

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

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

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

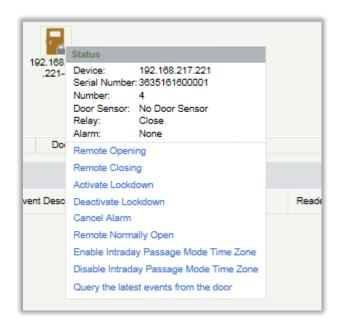
devices.

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.

Area	- SI	tatus	~	Device Name	Seria	al Number		\otimes	
Door	Auxiliary Inp	ut Auxili	ary Output	Elevator					
₽ 63 67			5						
Auxiliary Auxili Input-1 Input	ary Auxilia		Auxiliary Input-4						
Current Total:5	٥ د	Online:4 🥥 Disable:(0 Offline:1	@Unknown:0	Auxiliary Input N				
eal-Time Events									
Time	Area	Device		Event Point	Event Description	Card Number	Person	Reader Name	Verification Mode
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	• St	atus	~ (Device Name	Serial	Number		\otimes			
Door	Auxiliary Inp	ut Auxili	ary Output	Elevator							
All Doors: 🔄 Rem	All Doors: 🔄 Remote Open 🔄 Remote Close 🦉 Remote Normally Open										
Auxiliary Auxilia	Auxiliary Auxiliary Auxiliary Auxiliary Auxiliary										
Current Total:5	Current Total:5 QOnline:4 QDisable:0 QOffline:1 QUnknown:0 Auxiliary Output Name										
Real-Time Events											
Time	Area	Device		Event Point	Event Description	Card Number	Person	Reader Name	Verification Mode		

4. Elevator

About the real-time monitoring of elevators, please refer to **<u>Real-Time Monitoring</u>**.

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.

Q	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

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>)

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

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

4.1.12 Map

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

ZKTeco	£ 1 1 🖩] 🟥 🚔		Welcome, admin	(i) (i) (i) (k) (
Access Device	🕞 Refresh 📑 New 🗹 Edit 🏠 Delete 📦	Save Positions P Add Door	@ Add Camera ⊕ Zoom In ⊖ Zoom 0	Dut 23 Full Screen	
Door 2	Map Index 4 rrent Map				-
Reader	A Please add a map				
Auxiliary Input					
Auxiliary Output	ß		New		
Event Type			New	-	
Daylight Saving Time		Map Name*		_	
Device Monitoring		Area Name*	Area Name	_	
Real-Time Monitoring	1	Map Path*	Choose File No file chosen	_	
Alarm Monitoring					
Мар				_	
Access Contr 3		Save and New	OK Cancel		
Advanced Functions 🕀					
■ Reports ⊕	Real-Time Events		- 100		
Video Integrated 🕀	Time Total Decoived 0	Area Device		ent Description Card N	umber Person Re

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

ZKTEDO	2 0	Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system
🔒 Access Device 🕞	C+ Refresh 🕒 New 🖉 Edit	👚 Delete 🕼 Save Positions 🦉 Add Door 🎯 Add Camera 🕀 Zoom in 🔍 Zoom Out 💱 Full Screen
Door	Map Index	3rd Floor
Reader	4 @ FaceOn	
Auxiliary Input	▲ (022	A CHAD CHAD CHAD CHAD CHAD CHAD CHAD CHA
Auxiliary Output	2 3rd Floor	
Event Type		
Daylight Saving Time		
Device Monitoring		
Real-Time Monitoring	13	
Alarm Monitoring		
Мар		
Access Control 🕀		
The second se		
Advanced Functions +		4 mi
🛃 Reports 🕀		Real-Time Events Time Area Device Event Point Event Description Card Number Person Reade
Video Integrated		nime Alex Dence Event Point Event Description Card Number Person Reade Tabl Decement A Marmath Evention A Alexand Class David Data Event Decement Decement Decement Decement Decement

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 Jrk] Q ⊗				
Access Control	The current query condition wone Refresh 🕒 New 🕋 Delete			5	New			×
Time Zones Holidays	Time Zone Name	Time Zone Name* Remark	Γ			_		
	<u>8H</u>	Time	Inter	val 1	Inter	val 2	Inter	val 3
Access Levels		Date	Start Time	End Time	Start Time	End Time	Start Time	End Time
Set Access By Levels 3		Monday	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00
	2	Tuesday	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00
Set Access By Person	<u> </u>	Wednesday	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00
Set Access By Department	<u> </u>	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
menock		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> </u>	Holiday Type 1	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00
Anu-Passback	<u>22</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 Weekday	ys: 🔲				
Reports								

1. Add Access Control Time Zone

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

Fime Zone Name* Remark						
Time	Inter	val 1	Inter	val 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 Settin	g to Others Weekda	iys: 🔲				

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.

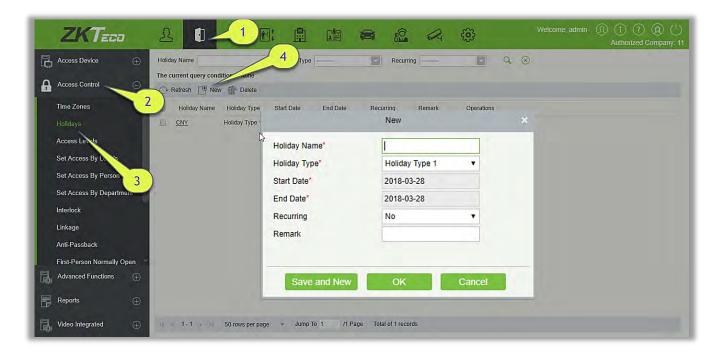
- b) After setting, click [OK] to save, and it will display in the list.
- 2. Maintenance of Access Control Time Zones

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.



• Add

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

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

Fields are as follows:

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

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

Start/ End Date: The date format: 2010-1-1. Start Date cannot be later than End Date, otherwise 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	Browse Levels 24 H(FaceOn) Door Combination
	Level Name Time 4 Q 🛞	Door Name Owned Device Q 🛞
Access Control	The current query condition wone	The current query conditions: None
Time Zones	Refresh 💾 New 🕋 Delete	🕞 Refresh 🕋 Delete Door 📑 Export
Holidays	Level Name Area Name Time Zone Door Count Operations	Door Name Owned Device
Access Levels	24 H FaceOn 3 0 Edit Add Door	
Set Access By Levels	Test1 FaceOn 24-Hour Acce: 5 Edit Add Door	
	Level1 FaceOn 1 0 Edit Add Door	
Set Access By P	B 8H FaceOn 8H 1 Edit Add Door	
Set Access By Depart	Test FaceOn 24-Hour Acce: 1 Edit Add Door	1
Interlock	JMS jms 24-Hour Acce: 0 Edit Add Door	
Linkage	321546 FaceOn 24-Hour Acce: 6 Edit Add Door	
Anti-Passback		
First-Person Normally Open		
Advanced Functions 🕀	ß	
Reports 🕀		
Video Integrated +	I C 1 - 7 D SI 50 rows per page - Total of 7 records	(c c 0 > >) 50 rows per page 👻 Total of 0 records
Video Integrated 🕀	4	• • •

• Add

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

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

- 2. Set each parameter: Level Name (unrepeatable), Time Zone.
- 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		Brow	se Personnel 117055(0) From Leve	ls	
Access Control	Personnel ID First Name The current query conditions: None	5.0		Name Time Zor		Q 🛞
Time Zones 2	Refresh of Access Control Setting	1	0	Potrach 🔊 Dalata Eram Lavala	Export	
Holidays	Personnel ID First Name Last Nam	ne Card Nu	Access Contr	ol Setting	× Zon	e
Access Levels	117055 0 1770550 0	0	Superuser	No	•	
Set Access By Levels	1052 10522		Device Operation Role	Ordinary User	•	
Set Access By Person Set Access By Separtment	B765432 Jasmine wang		Delay Passage		-	
Interlock	 1234567 3043 4. Select) ¹²³⁴⁵⁶⁷	Disabled			
Linkage 3	3038 妞癸拷银界 ♦ 2681 妞癸拷银界 ♦		Set Valid Time			
Anti-Passback	2674 妞癸芳食插食钱					
First-Person Normally Open	□ 2988 妞癸持♦♦拷					
Advanced Functions	2872 妞达拷鼠斤拷	-				
Reports 🕀	3182 知达拷提齐い コブ14 知达接提本里		ОК	Cancel		

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

4.2.6 Set Access By Department

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

4.2.7 Interlock

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

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

Add Interlock

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

ZKTECD Access Device Access Device Device Name	4. Click	별 🚔 🎎 📿 😳 here	Welcome, admin	(i) (i) (i) (k) (
Access Control				
Time Zones 2 Device Name	Interfack Rule		Operations	
Holidays Access Levels		New		×
Set Access By Levels Set Access By Person Set Access By Department	Device Name* Interlock Rule*	Click to select	•	
Interlock Linkage Anti-Passback				_
First-Person Normally C 3	Save	and New OK	Cancel	
Advanced Functions				_
Reports 🕀				
Video Integrated	50 rows per page , Jump To 1	/0 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:

	New X
Access Device	Linkage Name* Device* Click to select 1 Device* Click to select 1
Access Control	
Time Zones Z Linkage Name Device Name Holidays 111111 192 8.12.155	
Access Levels I 12 192.168 74 Set Access By Levels	
Set Access By Person Set Access By Department	Output Point* Video Linkage E-mail Door Auxiliary Output
Interlock Linkage	
Anti-Passbac	
First-Person Norma Coen Advanced Functions	Action type* Close Close Close Close Close
Reports 🕀	
Video Integrated Video Integrated	ge + - Save and New OK Cancel

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

Choose Linkage Trigger Conditions	×
⊿ □ 🗁 Door Event	3
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 🖧 one(Press Exit Button)	
Door Locked	
Door Opened Correctly	
Th Duroes Onon Alarm	
UK Cancel	
and a second sec	

Solution 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 Linkage Trigger Conditions* Add Check All Clear All	Device* 192.168.12.155			
Auxiliary Input Disconnected	Any Any Auxiliary Input-1 Auxiliary Input-2 Auxiliary Input-3 Auxiliary Input-4			
Output Point* Video Linkage Door	E-mail Auxiliary Output			
Image: Door Image: Door	Auxiliary Output-1 Auxiliary Output-2 Auxiliary Output-3 Auxiliary Output-4			
Action type* Normally Open	Action type* Normally Open			
Save and New	OK Cancel			

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:

ſ				
Pop Up Video	Display time	10	s(5-60)	
Video	Video length	30	s(10-180)	
Capture	In the monitoring	ng page immediately p	op 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:

Linkage

First-Person

Advanced Func

Video Integrated

Reports

ormally Oper

3

ZKTECO in t 80 63 R Device Name 4. Click here The current query condition Access Control Delete Refresh P New 2 Time Zones Device Name Anti-Passback Rule Operations Holidays New Access Levels Set Access By Levels Device Name* Click to select Set Access By Person Anti-Passback Rule* • Set Access By Department Interlock

Save and New

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

2

ic 🗟 0 o oi 🛛 50 rows per page 👻 Jump To 1

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.

/0 Page Total of 0 records

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

Note: The door reader mentioned above includes 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.

			Welcome, admin ① ① ⑦ ④ ① Authorized Company: 11
Access Device First Person Normal Open		Browse Personnel	
Access Control	4. Click here	Personnel ID First Nam The current query conditions: None	e Last Name
Set Access By Departure 2 Refresh 🕑 New 🔐 Delete		🔿 Refresh 💣 Delete Personnel	
Interlock Door Name Device Nam	ne Passage Mode Patsonnel Operations Time Zone Quantity	Personnel ID First Name	Last Name Department
Anti-Passback 192.168.12.145-1 182.168.12	Nev	v	×
First-Person Normally Open Multi-Person Group	Door Name*	Click to select	
Multi-Person Opening Do	Passage Mode Time Zone*		- 100 CONTRACTOR
Verification Mode	14		
Verification Mode Group Parameters	Save and New C	K Cancel	
Advanced Functions			
🗒 Reports 🕞			
If < 1-1 ⇒ ⇒1 50 rows per pr If < 1-1 ⇒ ⇒1 50 rows per pr	age 👻 Total of 1 records	it e 0 > > 50 rows per page	- Total of 0 records

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

4.2.11 Multi-Person Group

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

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

ZKTeco	L 1	a: 🛱 🖆 🚔 🖄	Welcome, a	dmin (R) (i) (?) (R) (¹) Authorized Company: 11
ц	Open Door Group Group Name Rem		Browse Personnel Personnel ID First Name	Last Name
▲ Access Control	The current query condition	4. Click here	The current query conditions: None	
Interlock	Refresh Personnel	Remark Operations	Refresh Delete Personnel Personnel ID First Name Last Nam	ne Department Name
Linkage Anti-Passback	Quantity	Ne	w ×	General
First Daman Normally Open	2 2 3 0	Group Name*		
Multi-Person Group Multi-Person Opening Door		Remark		
Verification Mode				
Verification Mode Group		Save and New	OK Cancel	
Advanced Functions				
Reports +				
Video Integrated 🕀	i (c. 4. 1 - 3. 3. 50 rows per pi ∢	age 👻 Total of 3 records	i c 🗧 1 - 2 i 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	ination Name 4. Cl urrent query condition Refresh (*) New (*) Delete	ick here	Door Name	Q (0	
Set Access By Department	Combination Name Device Name	Door Number	Door Name	Current Personnel Count	Muti-Person Group	Operations
Interlock Linkage	Test		New		×	Edit Delete
Anti-Passback	Door Name*	Click to select				
First-Person Normally Open	Combination Name*					
Multi-Person Group	Number of opening	Group1 -		0	v (0)	
Multi-Person Opening Door	personnel in each group	Group2 -	¥	0	v (0)	
Verification Mode		Group3 -	v	0	v (0)	
Verification Mode Group		Group4 -	-	0	• (0)	
Parameters 3		Group5 -	•	0	• (0)	
Advanced Functions						
Reports 🕀		Save and New	ок	Cancel		

(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	Interval 1			interval 2				Interval 3				
Date 3	Start Time	End Time	Door Venfication	Personnel Verification	Start Time	End Time	Door Verification	Personnel Verification	Start Time	End Time	Door Verification P	ersonnel Verificatio
Monday	00 : 00	00 ; 00	•	V	00 : 00	00 : 00	•		00 : 00	00 : 00		······ V
	00 : 00	00 : 00	•	¥	00 ; 00	00 : 00	¥	T	00 : 00	00 : 00		¥
Wednesday	00 : 00	00 : 00		v	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		T	00 : 00	00 : 00	T	*	00 : 00	00 : 00	*	
Salurday	00 : 00	00 : 00	*	*	00 : 00	00 : 00	*	*	00 : 00	00 ; 00		¥
Sunday	00 : 00	00 : 00		T	00 : 00	00 : 00	T	T	00 : 00	00 : 00		· ¥
Holiday Type 1	00 : 00	00 : 00	*	· ¥	00 : 00	00 : 00		¥	00 : 00	00 : 00	¥	v
Holiday Type 2	00 : 00	00 ; 00		v	00 : 00	00 : 00	T	T	00 : 00	00 : 00		¥
Holiday Type 3	00 : 00	00 : 00		· ¥	00 : 00	00 : 00	Y		00 : 00	00 ; 00		Y
Copy Monday's Settin	g to Others Weeko	lays: 📄										

- 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.

Solution 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:

ZKTERR	오 🕕 🕀 🖻 💼 📾 🙈 🥥 🌐	Welcome, admin (0) (1) (2) (2) (1) Authorized Company: 11
Access Device 🕀	Type of Getting Transactions 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	Carable Display Photos Function	
Anti-Passback	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 🕀	OK	

Type of Getting Transactions

• Periodically

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

• Set the Time for Obtaining New Transactions

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

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 Solution Revealed The Solution Solution and Solution Solution Revealed The Solution Solution Solution 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	2 1 1		a 🐵	Welcome, admin (1) (1) (2) (2) (2) (2) Authorized Company: 11
Access Device	Zone Code 4	. Click here		
Access Control 😑	C Refresh 🕒 New 📄 Delete 🔱 What	It Rules Inside		
Advanced Functions	Zone Code Name	Remark Operations		
Zone	2 <u>30Lobby</u> 30th Floor Lobby	-	New	×
Read Define Who Is Ins.	<u>30Court</u> 30th Floor Court Yard <u>30Hall</u> 30th Floor Hall	Zone Code*		
Global Anti-Pass 3	<u>30Theatre</u> 30th Floor Theatre	Name*		
Global Linkage	□ <u>2</u> in □ <u>3</u> out	Remark		
Global Interlock Group				
Global Interlock Person Availability				
LED Data				
		-		
		Save and New	OK Cancel	
Reports 🕀				
Video Integrated \oplus	1 - 7 50 rows per page *	Jump To 1 /1 Page Total of 7 reco	rds	

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

What rules inside:

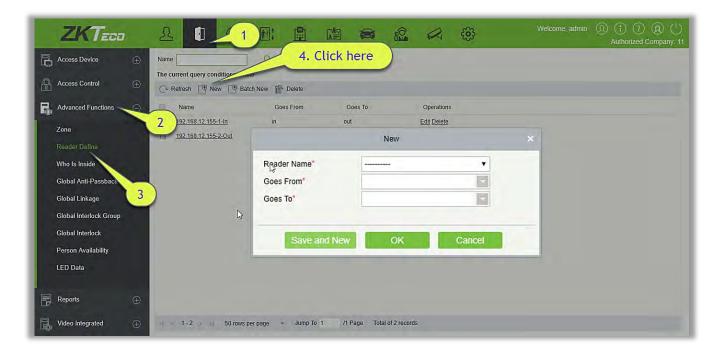
ZKTECO		Welcome, admin ()) () () () () Authorized Company: 11
Access Device Access Control	Zone Code Name 5. Click here The current query conditions: None C- Refresh @ New Delete & What Rules Inside	
Advanced Functions	Zone Code Name Remark: Operations 1 outside outside 30Lbbby 30th Floor Lobby What Rules Inside 30ECout 30th Floor Court Ye Rule Type 30Hat 30th Floor Theatre Person Availability 2 in 3 out	
Reports 🕀	1 - 7 Sú rows per page - Jump To 1 // Page Total of 7 records	•

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:



- 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:

ZKTED		4. Click here	Welcome, admin (1) (1) (2) (2) (1) Authorized Company: 11
The Accord Control	ame e current query conditions: None Refresh 🔮 New 🔮 Batch New 📦	Batch New	×
Advanced Functions O		Select Reader* Add Check All Clear All Please add reader!	
Global Interlock Group Global Interlock Person Availability LED Data		Goes From* Goes To* Save and New OK Cancel	_
Sector and the sector of the s	c 🛪 1 - 2 o oj 50 rows per page 👻	Save and New OK Cancel Jump To 1 /1 Page Total of 2 records	_

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

Vame	1	Owned	Device			Se	erial Number		Q 🛞
he c terna	urrent query condition	ns: None				Selecti	ed(1)		
	Name	Owned Device	Serial Number				Name	Owned Device	Serial Number
	192.168.12.155-2-In	192.168.12.155	AK1F173460006	*			192.168.12.155-1-0	u 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	r.	>>				
	192.168.12.155-4-In	192.168.12.155	AK1F173460006		>				
	192.168.12.155-4-Ou	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	÷					
¢	(1-9) > 50) rows per page		is					

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.

Access Device	Ð	Personnel ID	F	irst Name	Last	Name	More▼	Q 🛞		
Access Control	\oplus	The current query conditions: None	E B	kport						
Advanced Functions Zone Reader Define Who is Inside	Θ	 2 All 30th Floor Lobby(0) 30th Floor Hall(0) 30th Floor Theatre(0) 30th Floor Court Yard(0) in(0) out(0) 		Personnel ID	First Name	Last Name	Department	Card Number	Last Access Time	Las Acc Res
Global Anti-Passback Global Linkage Global Interlock Group Global Interlock Person Availability					<u>1</u> 2					
LED Data	Ð									

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.

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

4.3.4 Global Anti-Passback

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

• Add

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

ZKTECO	& 🚺 🤳 🗈 🛍		Welcome,	admin (Q) (†) (2) (Q) (†) Authorized Company: 11
Access Device 🕀	Global Anti-Passback		New	
Access Control	Rule Name 4. CIICK HETE The current query condit ns: None	Rule Name*		Last Name
Advanced Functions	C Refresh 🕐 New 🏠 Delete	Zone*	v	
Zone	2 Rule Name Zone Anti- Lockout Anti- Passback Duration Pass Type Rese	The following doors control access in and out of the		Card Number Department General
Reader Define	Time 2 in Timed Anti-Pa: 10 04:00:	zone		
Who Is Inside		Anti-Passback Type*	Logical Anti-Passback V	
Global Anti-Passback		Lockout Duration	minute(1 500)	·
Global Linkage Global Interlock Group		Reset Anti-Passback		
Global Interlock	3	Status		
Person Availability		Anti-Passback Resetted	v o'clock	
LED Data	ß	Time Apply to	All Personnel	
			All Personnel Just Selected Personnel	
Reports 🕀			Exclude Selected Personnel	-
Video Integrated 🕀	(< 1 - 1) >1 50 rows per page - Total of 1 recor	Save and New	OK Cancel	ecords
	4	> <1		

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]:

	New
Access Dev 4. Click here Access Control The current, very conditions: None	Linkage Name* Apply to all personnel 2 Mandatory Field Linkage Trigger Conditions* Add Check All Clear All Input Point* Add Check All Clear All
Advanced Functions	
Zone Zone Conditions Reader Define WW Global Interlock @	
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 Auxiliary Output
Global Linkage Global Interlock Youp	
Global Interlock Person Availability 3	
LED Data	Action type* Close
📄 Reports 🕀	
Video Integrated	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.

Solution Select multiple Door Events, but "Fail to connect server", "Recover connection" and

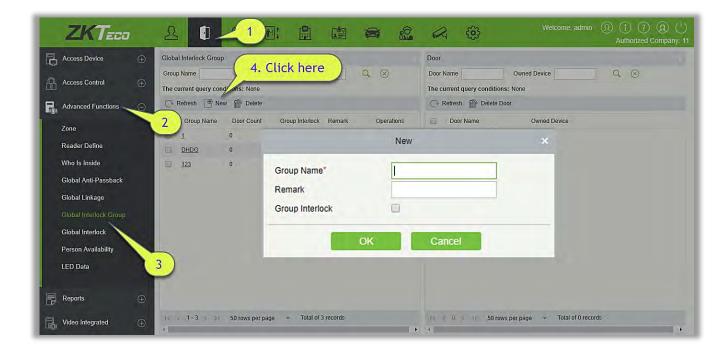
"Device connection off" will be filtered automatically from Door Event.

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

4.3.6 Global Interlock Group

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

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



Group Name:

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

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

4.3.7 Global Interlock

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

Multi-Person Opening Door Setting:

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

		Welcon	ne, admin (1) (1) (2) (2) (1) Authorized Company: 11
Global Interlock	here	Global Interlock Group	
Access Control Access Control Access Contro	k nere	Global Interlock Group Remark The current query conditions: None	Q, (8)
Advanced Functions		📿 Refresh 👚 Delete Group	
Zone	perations t Add Group	Group Name Remark	
Reader Define		New	
Who Is Inside	1.000		
Global Anti-Passback	Name*		
Global Linkage	Remark		
Global Interlock Group			
Global Interlock			
Person Availability	ОК	Cancel	
LED Data			
Reports			
Video Integrated Video Integrated Video Integrated Video Integrated Video Integrated Video Integrated Video Integrated Video Integrated	 Total of 1 records 	0 5 50 rows per page → To	ital of 0 records
		1. 91.	

Name:

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

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

*≪*Notes:

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

4.3.8 Person Availability

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

Access Device	The current query conditions: No	Zone Zone	Q (8)			
Access Control (Refresh 🕑 New 👘 De	elete 💮 Set Zone Properties				
Advanced Functions	Availability Name	Zone	Zone property name	Use	Detail	Operations
Zone	Leo-Zone-test-Times	outside	Leo-Test-Times	Use number of times	3 Time(s)	Edit Delete
	<u>123</u>	30th Floor Court Yard	times	Use number of times	100 Time(s)	Edit Delete
Reader Define 2	<u>3333</u>	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						
LED Data						
Doparto	₽ 3					
Reports	€ 3					

Set Zone Properties

Access Device 🕀		20110	4. Click here			
Access Control	The current query conditions: No					
Advanced Functions	Availability Name	Zone	Zone property name	Use	Detail	Operations
Zone	2 Leo-Zone-test-Times	outside	Leo-Test-Times	Use number of times	3 Time(s)	Edit Delete
	123	30th Floor Court Yard	times	Use number of times	100 Time(s)	Edit Delete
Reader Define	<u>3333</u>	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						
Reports	3					

		Click here	Zone I	Properties				×
Zone	Properties	ctick here		Brow	se Personnel			3
Nam	e	Re R Q 🛞		Pers	onnel ID	First Name	More Q 🛞	
The	current query con	di ons: None		The	current query condit	ions: None		
C	Refresh P Nev	v 🛍 Delete		Ģ	Refresh 👘 Delete	e Personnel		
	Name	Use Detail Remark	Operations	0	Personnel ID	First Name	Department	
	times	Use number o 100 Time(s)	Edit Add Personnel					
	Leo-Test-Times	Use number o 3 Time(s)	Edit Add Personnel					
	VD	Valid Date Valid Until 2018-0	Edit Add Personnel					
	10 Times	Use number o 10 Time(s)	Edit Add Personnel					
	31 Days FUV	After the first t 31 day(s)	Edit Add Personnel					
10	× 1-5 × 2)	50 rows per page 👻 Total of 5 records)))	(<mark>0 () >) 50</mark>	rows per page	 Total of 0 records 	j.

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 Pr	operties	
Zone Properties		Browse Personnel	1
Name Remark Q 🛞	(Click here	
The current query conditions: None	5	CUICK Here ons: None	
🖓 Refresh 💾 New 📸 Delete		C Refresh Delete Personnel	
Name Use Detail Remark	Operations	Personnel ID First Name Department	
Limes Use number o 100 Time(s)	Edit Add Personnel		
Leo-Test-Times Use number o 3 Time(s)	Edit Add Personnel		
UD Valid Date Valid Until 2018-0	Edit Add Personnel		
Use number o 10 Time(s)	Edit Add Personnel		
<u>31 Days FUV</u> After the first t 31 day(s)	Edit Add Personnel		
(c 😪 1 - 5 🐑) 50 rows per page 👻 Total of 5 records		16 🛠 0 🔄 51 50 rows per page 🔸 Total of 0 records	
4	•	•	(e)

erso	nnel ID		First	Name		Last Nam	e		Ca	rd Number			More	$Q \otimes$
he c	urrent query	conditions:	None											
terna	tive							Selecte	ed(0)					
	Personnel ID	First A Name	Last Name	Card Number	Gender	Department Name			Personnel ID	First Name	Last Name	Card Number	Gender	Department Name
	117055	0		0	-	General								
	1170550	0		0	-	General	>>							
	10522	10522		0	-	General	>							
	87654321	Jasmine	wang		-	General	<							
	1234567	max	lastName	123456789	Female	General	<<							
	3043	妞癸拷锟斤			-	General								
3	3038	妞癸拷锟界			-	General								
<	1-50 >	>1 50 rd	ows per pag	e - T	otal of 100	05 records								

• New

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

ZKTECO	& 1 1 1: #			Welcome, admin ① (i) ⑦ ② (l) (l) Authorized Company: 11
Access Device Access Control Access Control Advanced Functions Zone Reader Define	Availability Name Zone The current query conditions: None Refresh (*) New (*) Delete (*) Set Zone Availability Name 4. Click for 123	Zone property name	Use Detail Use number of times 3 Time(s)	Operations Edit Delete Edit Delete
Who Is Inside Global Anti-Passback Global Linkage Global Interlock Group Global Interlock Person Availability LED Data	Availability Zone* Zone Prop	Name*	Cancel	Edit Delete
Reports 3) 1 - 3 - 50 rows per page + Ju	mp To 1 /1 Page Total of 3 records		_

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

Acc 4. Click he	re		New		*		
Access Control 🕀	The curren query conditions: None	reality	 Text	•			
Advanced Functions	Name Data Ty	n Text* Device Block*				Device Block	Operations
Reader Define Who Is Inside							
Global Anti-Passback							
Global Linkage							
Global Interlock Group							
Global Interlock Person Availability							
LED Data							
Reports	3						

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 🕀				0) To:(2018-03-28 23:59:59)						
Advanced Functions 🕀	Time	Device Name	Event Point	Event Description	Media File	Personnel ID	First Name	▼ Last 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 Posit	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	192.168.12.153-1	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 40-55-20	400 400 40 400		Can not connect to conver						

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

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

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

lime: 2017-09-15 0	0 : 00 : 00 - 2017-12	-15 23 - 59 - 59				ZKTECO All Transactions						
Time	Device Name	Event Point	Event Description	Personnel ID	First Name	Last Name	Card Number	Department Name	Reader Name	Verification Mode	Area Name	Remark
2017-12-15 18:29: 02	192.168.218.60	192.168.218.60-2	Background Verify Success	6	Amber	Lin	4628036	Financial Department	192.168.218.60-2- In	Only Card	Area Name	- Contractor
2017-12-15 18:28: 59	192.168.218.60	192.168.218.60-1	Background Verify Success	6	Amber	Lin	4628036	Financial Department	192.168.218.60-1- In	Only Card	Area Name	
2017-12-15 18:28: 45	192.168.218.60	192.168.218.60-2	Background Verify Success	5	Necol	Ye	13260079	Marketing Department	192.168.218.60-2- In	Only Card	Area Name	
2017-12-15 18:28: 41	192.168.218.60	192.168.218.60-1	Background Verify Success	5	Necol	Ye	13260079	Marketing Department	192.168.218.60-1- In	Only Card	Area Name	
2017-12-15 18:28: 38	192.168.218.60	192.168.218.60-2	Background Verify Success	1	Jerry	Wang	4461253	General	192.168.218.60-2- In	Only Card	Area Name	
2017-12-15 18:28: 35	192.168.218.60	192.168.218.60-1	Background Verify Success	1	Jerry	Wang	4461253	General	192.168.218.60-1- In	Only Card	Area Name	
2017-12-15 18:28: 23	192.168.218.60	192.168.218.60-2	Background Verify Success	2940	Sherry	Yang	1411237	Hotel	192.168.218.60-2- In	Only Card	Area Name	
2017-12-15 18:28: 20	192.168.218.60	192.168.218.60-1	Background Verify Success	2940	Sherry	Yang	1411237	Hotel	192.168.218.60-1- In	Only Card	Area Name	
2017-12-15 18:28: 17	192.168.218.60	192.168.218.60-2	Background Verify Success	9	Lilian	Mei	9505930	Development Department	192.168.218.60-2- In	Only Card	Area Name	
2017-12-15 18:28: 13	192.168.218.60	192.168.218.60-1	Background Verify Success	9	Lilian	Mei	9505930	Development Department	192.168.218.60-1- In	Only Card	Area Name	
2017-12-15 18:28: 06	192.168.218.60	192.168.218.60-2	Background Verify Success	3	Leo	Hou	13271770	Financial Department	192.168.218.60-2- In	Only Card	Area Name	
2017-12-15 18:28: 01	192.168.218.60	192.168.218.60-1	Background Verify Success	3	Leo	Hou	13271770	Financial Department	192.168.218.60-1- In	Only Card	Area Name	
2017-12-15 18:25: 18	192.168.218.60	192.168.218.60-1	Remote Opening						Other	Other	Area Name	
2017-12-15 18:25: 04	192.168.218.60	192.168.218.60-1	Remote Opening						Other	Other	Area Name	
2017-12-15 18:23: 52	192.168.218.60	192.168.218.60-2	Background Verify Success	1	Jerry	Wang	4461253	General	192.168.218.60-2- In	Only Card	Area Name	
2017-12-15 18:23: 40	192.168.218.60	192.168.218.60-1	Remote Opening						Other	Other	Area Name	
2017-12-15 18:23: 26	192.168.218.60	192.168.218.60-1	Remote Opening			1			Other	Other	Area Name	
2017-12-15 18:23: nated on: 2017-12-15 18:36	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	v Q (X)						
The current query con	nditions: None										
📿 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	192.168.1.134-1	Normal Verify Open		192.168.1.134-1	Only Fingerpri
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 Fingerpri
2015-05-26 16:41:49	2182405	54	dany	nee	General	192.168.1.134	192.168.1.134-1	Normal Verify Open		192.168.1.134-1	Only Fingerpri
2015-05-26 16:41:42	2182405	54	dany	nee	General	192.168.1.134	192.168.1.134-1	Normal Verify Open		192.168.1.134-1	Only Fingerpri
2015-05-26 16:41:37	2182405	54	dany	nee	General	192.168.1.134	192.168.1.134-1	Normal Verify Open		192.168.1.134-1	Only Fingerpri
2015-05-26 16:41:27	2182405	54	dany	nee	General	192.168.1.134	192.168.1.134-1	Normal Verify Open		192.168.1.134-1	Only Fingerpri
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 Fingerpri
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 Fingerpri
2015-05-26 16:41:14	2182405	54	dany	nee	General	192.168.1.134	192.168.1.134-1	Normal Verify Open		192.168.1.134-1	Only Fingerpri
2015-05-26 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.

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

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	00 To 20	18-03-28 23:59:59	Personnel ID		Device Nan	ne	More Q 🛞	
	The current qu	ery conditions: T	Time From:(2017-12	-28 00:00:00) To:(2	018-03-28 23:59:59)					
Access Control	C+ 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	
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 Svents	12			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 Perso 3	4	4			2018-01-24 14:30:38	IT	192.168.12.145	192.168.12.145-1	Normal Verify Open	
_	1777	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	
								-i fe		

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.

							ECO						
- 2017 00 15 0	0:00:00-2017-12-	15 22 - 50 - 50				Last Knov	vn 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	2006	
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	Јепту	Wang	4461253	2017-12-15 18:28: 38	General	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2- In	Only Card	Area Name		
2940	Sherry	Yang	1411237	2017-12-15 18:28: 23	Hotel	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2- In	Only Card	Area Name	1	-
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	In	Only Card	Area Name		
2	Lucky	Tan	6155266	2017-12-15 18:23: 02	Development Department	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2- In	Only Card	Area Name		-
8	Glori	Liu	6189166	2017-12-15 18:20: 14	Marketing Department	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2- In	Only Card	Area Name		
4	Berry	Cao	13592341	2017-12-15 17:43: 13	General	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2- In	Only Card	Area Name		
7	Jacky	Xiang	6323994	2017-12-15 17:43: 06	General	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2- In	Only Card	Area Name		
800000011	Morry	Fang	6189166	2017-12-15 11:45: 04	Visitor	192.168.218.60	192.168.218.60-1	Normal Verify Open	192.168.218.60-1- In	Only Card	Area Name	1	
00000010	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		
00000009	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	1	
300000007	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		
00000004	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	1 - 1	-
00000005	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	1.	

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 00:00:00) To 2	018-03-28 23:59:59	Personnel ID		Device Nam	ie	More Q 🛞	
	The current qu	ery conditions: Ti	me From:(2017-1	2-28 00:00:00) To:(2	018-03-28 23:59:59)					
Access Control	C Refresh	Clear All Data	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	đ
	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	
	<u>147</u>	camo-test		4055535	2018-02-09 16:56:02	Carno-test	192.168.12.209	192.168.12.209-1	Superuser Open Doors	
Access Rights 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, prsonnel	4	4			2018-01-24 14:30:38	IT	192.168.12.145	192.168.12.145-1	Normal Verify Open	
3	1777	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						

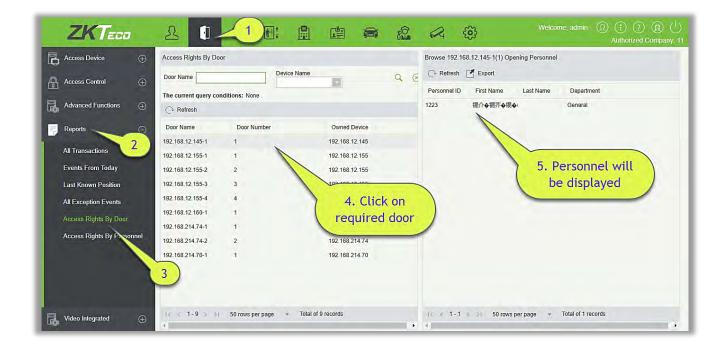
Clear All Data: Click [Clear All Data] to pop up prompt, and then click [OK] to clear all exception events.

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

ime: 2017-09-15 (00 : 00 : 00 - 2017-12	-15 23 : 59 : 59				ZKTECO 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
03 017-12-15	Operation Interval too Short	192.168.218.60-1	192.168.218.60				1.111	Area Name		192.168.218.60-1- In	Other	
2017-12-15 17:42: 41	Operation Interval too Short	192.168.218.60-1	192.168.218.60	ini				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			St		Area Name		192.168.218.60-1- In	Other	
2017-12-15 16:35: 06	Operation Interval too Short	192.168.218.60-1	192.168.218.60			1	1	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	1				Area Name	10000	192.168.218.60-1- In	Other	
2017-12-15 16:33: 35	Operation Interval too Short	192.168.218.60-2	192.168.218.60					Area Name		192.168.218.60-2- In	Other	
2017-12-15 16:33: 14	Operation Interval too Short	192.168.218.60-1	192.168.218.60					Area Name		192.168.218.60-1- In	Other	
2017-12-15 16:06: 54	Can not connect to server	-	192.168.218.60					Area Name		Other	Other	
2017-12-15 13:50: 17	Disconnected		192.168.218.60					Area Name		Other	Other	-
2017-12-15 11:53: 45	Operation Interval too Short	192.168.218.60-1	192.168.218.60					Area Name		192.168.218.60-1- In	Other	
2017-12-15 11:41: 04	Operation Interval too Short	192.168.218.60-1	192.168.218.60				1	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	6				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:	Anti-Passback	192.168.218.60-1	192.168.218.60	13260079	800000004	Tom	Lee	Area Name	Visitor	192.168.218.60-1-	Only Card	

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.

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

4.4.6 Access Rights By Personnel

View related access levels by door or personnel.

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

Access Device 🕀	Access Rights I	By Personnel First Name	Last Name	a vite to a start of the	�霭�ri) Having Level to Access
Access Control		ery conditions: None	Last Name	C Refresh 🗹 Expo	
	C→ Refresh	ay conditions. None		Door Number	Door Name
Advanced Functions	-			1	192.168.12.145-1
Reports 🕞	Personnel ID	First Name Last Nar	me Department Name	1	192.168.12.155-1
	1	◆撮◆锟斤拷锟◆	General	2	192.168.12.155-2
All Transactions 2	1223	银介令银芥令银令	General	3	192.168.12.155-3
Events From Today	321	♦♦♦銀斤拷银♦	General	4	192.168.12.155-4
	10522	10522	General	1	192.168.12.160-1
Last Known Position	2	♦ ♦拷锟藉◆提◆I			1
All Exception Events	123	娓♦拷锟斤拷锟♦	4. Click	on	
Access Rights By Door	3	锟借泛锟界◆锟◆	required p	erson /	
Access Rights By Personnel	4	姒伙拷会会会混合!	Gener		
House Highe by Foreiniti	117055	0	General		5. Door will be
	1170550	0	General		displayed
	5	♦♦案缁♦Pri	General		
	3	娓 ∔o 姘oPri	General		
	~	玻稿���Pri	General		

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

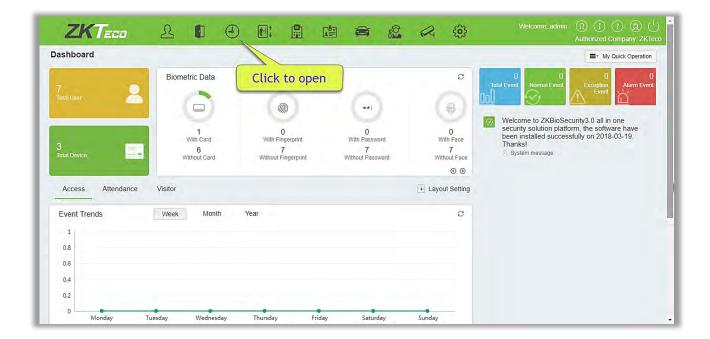
	ZKTECO
6(Amber) H	Having Level to Acce
Door Number	Door Name
1	192.168.218.60-1
2	192.168.218.60-2
3	192.168.218.60-3
4	192.168.218.60-4

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.

	ZKTeee		200	Ð 🖪 🗎	e 🚔		(i)	Welcome, admin 🕦 🤇 Authorize) 🕧 🛞 🕕 Id Company ZKTece
	Device	Θ	Area Number	Area Name		Q (8)			
			The current query conditio						
	Device		C Retresh 💾 New						
	Personnel Area Setting		Area Number	Area Name Area Name	Parent Area Number	Parent Area Name	Remark	Operations	
	Attendance Point		□ 1	Area Name			Default	Edit	
	Advertisement								
	Advertisement Settings								
•	Basic Information	\odot							
12	Shift	۲							
	Schedule	\oplus							
	Exception	\odot							
	Eleve Mennesser	Ð							
3	Flow Management	0							
1	Calculate Report	\oplus	(() 1-1 () 50) rows per page 👘 Jum	o To 1 /1 Page Tot	al 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	Area Number		Area Name		Q®				
	The current query conditio								
Device	Area Number	Area N	Jame Pa	rent Area Number	Parent Area Name		Remark	Operations	
Personnel Area Setting		Area N		New			Default	Edit	
Attendance Point				If the new area in the area failed to show the list, please contact the					
Adventisement			administrator to re-auth	onze the user to edit th	e areat				
Advertisement Settings			Area Name*	-					
			Parent Area*	Area Name	12				
Basic Information			Remark						
🗒 shift									
🗐 Schedule			Save and New	ОК	Cancel				
Exception									
Flow Management									

(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.

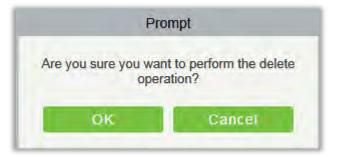
• Edit

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

ZKTECO	200		Ę	63	Welcome admin ① ① ① ② ① Authorized Company: ZkTeco
Device C	Area Number The current query conditions: None	Area Name Q 🛞			
Device Personnel Area Setting	C Refresh 🕒 New 👚 Delete	Eat 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 edil the area! Area Number 1		Default	Est
Advertisement Settings		Area Name [®] Area Name Remark Default			
Basic Information					
🔣 Shift 🤇		OK Cancel			
Schedule 🤤					
Exception (
Plow Management					
Calculate Report	1 1 1 1 50 rows per pa	ge - Jump To 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*		Î
IP Address* Communication port*	4370	
Attendance Area Time Zone	FaceOn Etc/GMT+8	
Enrollment Device		
Data Update Flag	 Attendance Records @ Operation Logs @ Attendance Photo @ Enroll 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 Duration(Mins)	1	1
Timed Sending Time	00:00;14:05	
Timed Uploading Data		
	Save and New OK Cancel	

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

Fields are as follows:

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

Device Serial Number: Attendance 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	Dev	rice Serial Number	Q	. 🛞
The current query conditions	None	2	3 4	6
Œ	C+ Refresh	New Pelete	✓ Enable Ø Disabled	\mathbb{P} Synchronize software data to the device \equiv More \checkmark
🗋 Area Name	Devic	e Name Device Serial Number	Communic: IP Address Type	Attendance Data Checking Attendance S G Get the specified personnel data and Quar B G Upload Data again
	I Iest	65746549878665	54 HTTP 192,168,255,25	 Area Name Clear Device commands Public Message Clear the attendance photos Clear the attendance transactions Reboot device Get Device Option

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.

Attendand	ce Data Checking ×
Start Time* End Time*	
ОК	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*	Enter person number*	>
a house of the second se	Multiple personnel numbers, separated by commas	1
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.

×
s 🗌
al

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 Se	inal Number		Re	gister mach	nine	E Q	8	
	The current query co	nditions;	None									
	E		Refresh	P New	Delete 🗸	Enable 🖉 Disa	ibled 🔁 S	nchronize i	software data to the	device 🗮 More	-	
	🗋 Area Name	2	Device Name	Device Senal Number	Commun Type	ic; IP Address	Attendance Area	Person F Quanti C	Finger Face De Duant Quant Mo	vice Firmware del Version	Operations	
		1	1	1234567	HTTP	192.168.161.133	Area Name	-1 -1	-1		Edit Delete Vi	ew Command
	1	1								1		
	1 Select de	vice)						2. CI	ck Edit		
⊕		-							_			
۲												
\oplus												
Ð												
\odot												
	⊕ ⊕ ⊕	 Area Name Area Name 1. Select de 	Area Name	 Refresh Area Name Device Name 1 1. Select device 2 	Aroa Name Aroa Name Device Name Device Seria Name Contained of the serial Number 1. Select device	Area Name Area Name	Refress Provide Vertex One of the second	Refresh New Device Communic: IP Address Attendance Area Area Name Device Device Communic: IP Address Attendance Area 1 1 1234567 HTTP 152.188.181.133 Area Name 1. Select device	Refresh New Device Lacks Objected Synchronize Area Name Device Device Communic; IP Address Attendance Person & Area Cuant of Number 19 and	Refresh Prove Device Communic: IP Address Attendance Person Finger Face Device Name Sumbor Type Area Cuant Cuant fuer fuer for the second cuant Cuant fuer fuer for the second cuant Cuant fuer fuer for the second cuant fuer fuer for the second cuant for the second cuant fuer for the second cuant fuer for the second cuant for the second cuant fuer for the second cuant for the	Image: Sector of the device Image: Sector of the device	Refresn Preve Bevice Communic: IP Address Attendance Person Finger Face Device More Area Name Device Communic: IP Address Attendance Person Finger Face Device Finmune® Operations Name Name Sumbor 1 1234567 HTTP 152.188.181.133 Area Name -1 -1 -1 2 Click Edit 3 1 234567 HTTP 152.188.181.133 Area Name -1 -1 -1 2 Click Edit

• View Command

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

ZKTeco	2 0		 (1) (2) (2)
Device	Device Name The current query	Device Senal Number Register machine Q S	
Area		🕞 Refresh New 🏦 Delete 🗸 Enable 🖉 Disabled 😳 Synchromize software data to the device 🗮 More 🔹	-
Device	T Area Name		_
Personnel Area Setting		THE Device Device Communic: IP Address Attendance Person Finger Face Device Finmware Operations Name Senal Type Area Quant Quant Quant Model Version Number	
Attendance Point		Image: 1 1234567 HTTP 192.168.161.133 Area Name -1 -1 Edit Delete View Command	1000
Advertisement		/	
Advertisement Settings		2. Click here	
Basic Information	⊕ 1. Select o	t device	
🕃 shift	•		
Schedule	Θ		
Exception	\oplus		
Flow Management	\odot		
Calculate Report	Œ	1 - 1 - 50 rows per page - Jump To 1 /r Page Total of 1 records	1000

Basic Management	🕀 Submit	Time From	To Serial Number AYHF173660001 Ba	ck To Results	Mare *	90
Authority Management	⊕ The cu	rrent query conditions	Senal Number (AYHF173650001)			
	and the second se	efresh 👚 Clear Com	mands 📝 Export			
Communication	O ID	Serial Number	Content	Immediately Cmd	Submit Time	Return Ti
Device Commands	113074	AYHF173660001	VERIFY SUM_ATTLOG StanTime=2018-03-28 10:09:00 EndTime=2018-03-25 10:09:00	0	2018-03-29 12:40:35	
	113054	AYHF173660001	DATA UPDATE USERINFO PIN=1234567 Name=max&lastName Passwd=123456 Card=123456789 Pri=0	•	2018-03-28 17:09:50	
	113031	AYHF173660001	DATA UPDATE USERINFO PIN=1234567 Name=max&lastName Passwd=123456 Card=123456789 Pri=0	•	2018-03-27 11:12:03	
	113023	AYHF173550001	DATA UPDATE USERINFO PIN=87654321 Name=Jasmine&wang Passwd=12345 Card= Pn=0	•	2018-03-27 09:46:00	1
	113017	AYHE173660001	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=額戒即認題◆標令ri Passwd= Card= Pri=0	•	2018-03-26 11:40:05	
	110156	AYHF173560001	DATA UPDATE USERINFO PIN=3273 Name=编令女提行持提会ri Passwd= Card= Pri=0	•	2018-03-26 11:40:05	
	110150	AYHF173660001	DATA UPDATE USERINFO PIN=3272 Name=禮聲掩掘戶擠握orii Passwd= Card= Pri=0	•	2018-03-26 11:40:05	
	110144	AYHF173660001	DATA UPDATE USERINFO PIN-3270 Name-能容今提藉B器令ri Passwd= Card= Pri=0	•	2018-03-26 11:40:05	
	110138	AYHF173660001	DATA UPDATE USERINFO PIN=3271 Name=陳◆搭銀界◆編◆ri Passwd= Card= Pri=0	•	2018-03-26 11:40:05	

5.1.3 Personnel Area Setting

Specifies area for Personnel.

Device	Θ	Personnel ID	F	irst Nar	me		La	st Name	Q	8		
Area		The current query conditions	: None		1		2	3	4		5	
		æ 🖻		0	Refresh	Area Per	sonnel Setting	Delete Personnel	Private Message	Pa Resync	hronize	to device
Device		Area Name			Personnel		Last Name	Department Name	Attendance Area	Biolo	gical Te	emplate Quantity
					ID	Name						
Attendance Point					1230	kaitu	II.	ZKTeco	Area Name	0 🛞		0
Advertisement					1231	test		ZKTeco	Area Name	0 🛞	80	li o
					1315	zk		ZKTeco	Area Name	0	0	<u>∦</u> 0
Advertisement Settings					1316	ssfs	fffsg	ZKTeco	Area Name	0		∦ 0
					2345	Nick	Tong	ZKTeco	Area Name	0 🛞		i o
Basic Information	\odot				2346			ZKTeco	Area Name	0		<u>∦</u> 0
	~				2348	Marion		ZKTeco	Area Name	0 @		§ 0
Shift	Ð				2349			Financial Department	Area Name	0 🕲		§ 0
) Schedule	Ð				2350			ZKTeco	Area Name	0		ê 0
					1032	Diego	Fajardo Hen	ZKTeco	Area Name			£ 0.
Exception	\oplus				23456			ZKTeco	Area Name	0		80
P Flow Management	Ð				1	Nick	Tong	ZKTeco	Area Name	@ o	e o	∦ 0

1. Refresh

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

2. Area Personnel Setting

Device 🤆	Personnel ID	First Nar	me		La	st Name	Q	8		
Area	The current query conditions: None									
	Ē	0.1	Retresh	Area Per	sonnel Setting	Delete Personnel	Private Message	P Resync	hronize	to device
Device Personnel Area Setting	🗋 Area Name		Personnel ID	First Name	Last Name	Department Name	Attendance Area	Biolo	gical Te	emplate Quantity
Attendance Coint		and the second		kaifu	6	ZKTeco	Area Name	0		2 O
	2. Clie	ck on an	ea	test		ZKTeco	Area Name	0 (6)		80
Advertisement			1315	zk		ZKTeco	Area Name	0 🕲		ê 0
Advertisement Setting.			1316	ssfs	tting	ZKTeco	Area Name	0		≩ 0
			2345	Nick	Tong	ZKTeco	Area Name	0 🛞		i o
Basic Information	1. Click here		2346			ZKTeco	Area Name	0		<u>a</u> 0
			2348	Marion		ZKTeco	Area Name	0 (8)		<u>a</u> 0
🗟 Shift 🥥	2		2349			Financial Department	Area Name	0 (6)		80
🗐 Schedule 🕀	<u> </u>		2350			ZKTeco	Area Name	0		é o
			1032	Diego	Fajardo Hen	ZKTeco	Area Name	0		80
Exception	9		23456			ZKTeco	Area Name	0		ê o
🗧 Flow Management 🛛 🕀			1	Nick	Tong	ZKTeco	Area Name	0 9	e o	∦ ¤

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												
lterna	itive							Select	ed(0)					
	Department Name	Personnel ID	First Å 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	姐癸拷锟斤		-					ß				
0	General	3038	妞癸拷锟界		-		-							
ic .	1-10 > >	10 rows p	er page 👻	Total o	f 10006 re	ecords								

3. Delete Personnel

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

4. Private Message

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

5. Resynchronize to device

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

Pr	ompt
Are you sure you Resynchronize t	want to perform the odevice operation?
OK	Cancel

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.

Attendance Point Name	New Attendance Point Name* Device Module* Access Control Area Name* Door List* Please select the corresponed of the cor	Attendance Point Name The current query conditions: N C+ Refresh			
Device Module* Access Control Area Name* Main Door List* Please select the correspo	Device Module* Access Control Area Name* Main Door List* Please select the correspo	Attendance Point Name		New	×
Area Name" Main Door List* Please select the correspo	Area Name* Main Door List* Please select the correspo		Attendance Point Name*	Entry	
Door List* Please select the correspo	Door List* Please select the correspo		Device Module*	Access Control	
			Area Name*	Main	
OK Cancel	OK Cancel		Door List*	Please select the correspo	
			OK	Cancel	-
		50 rows pe	r page 👻 Jump To 1 /0 l	Page Total of 0 records	
0 50 rows per page → Jump To 1 /0 Page Total of 0 records	0 50 rows per page 👻 Jump To 1 /0 Page Total of 0 records		dest and the second		

5.1.5 Advertisement

	ZKTees		20	()			R	@	Welcome, admin	O O
	Device	Θ	Name The current query condit	Itions: None						
	Area -		C Retresh	Delete						
	Device		Name	File Type	File Type	Size	Suffix	Resource Address	Operations	
	Personnel Area Setting		EI EI	Picture	Local Resources	36KB	png	/att/picture/153000412	1486 p Edit Delete	
	Attendance Point									
	Advertisement Settings									
٢	Basic Information	\oplus								
3	Shift	Ð								
	Schedula	\oplus								
	Exception	\oplus								
8	Flow Management	\oplus								
	Calculate Report	Ð	(() 7-1) ()	50 rows per page =	Jump To 1 /1 P	age Total of 1 red	cords			

• Refresh

Click [Refresh] to load new advertisement.

New

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

New	×
Picture	~
Local Resources	~
Not Uploaded Browse	
OK Cano	el
	Picture Local Resources Not Uploaded Browse

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

Device 🕞	Device	Advertisement
Area	Device Name	Name Q (
(III)	The current query conditions: None	The current query conditions: None
Device	() Refresh	🕞 Refresh 🕋 Delete
Personnel Area Setting	Device Name Device Serial Number Operations	Name File Type
Attendance Point	173708170037 173708170037 Add Advertisement	AD1 Picture
Advertisement		AD2 Picture
Advertisement Settings		AD3 Picture
		AD4 Video
		AD5 Video
		AD6 Video

Add Advertisement

			Add Ad	vertise	ment			
Name	•	Q 🛞						
The c	urrent query conditions: N	one						
Alterna	tive				Selecte	d(0)		
	Name	File Type				Name	File Type	
	AD1	Picture						
	AD2	Picture						
	AD3	Picture		>>				
	AD4	Video		>				
	AD5	Video		<<				
	AD6	Video						
1<	< 1 - 6 > > 50 rows	s per page 👻 Tot	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	е				Adve	rtisement	
Devic	e Name	Q	8		Name	e	Q 🛞
The c	urrent query conditi	ons: None			The c	urrent query con	ditions: None
C,	Refresh				Ċ	Refresh 🕋 De	lete
	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.

	Basic Rule Setting Calculation S	Setting 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	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			
, Shift (Ð				
	Ð				
Schedule (

(1) Basic Rule 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	 Take the result calculated by the formula as the standard; The remainder is greater than or equal to 55 Calculated as an hour, otherwise calculate as half an hour or ignored; The remainder is greater than or equal to 25 Calculated as half an hour, otherwise ignored;
Days Conversion Rule Formula : Days = Minutes / Number of minutes to work per day	 Take the result calculated by the formula as the standard; 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;
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

he attendance resu	It cymbol cotting	in the report						
	in symbol setting		-				-	
Expected/Actual	V	Late	<	E E	arly >	Absent	•	
No Check-in	[No Check-	1	- L	eave Ω	Overtime	+	1
		out						
Adjust Rest	0	Append		B	usiness A	Out	0	

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	t New OK Cancel	1

(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:

Device	lick h	nere	query condition	me	2. Clio	ck on New)®	
Basic Information		Q I	Refresh 🕒 New 🏠	Delete	Export			
Rule			Name	Number	Symbol	Whether to buckle to work hours	< Operations	
Holiday			Casual Leave	Lİ	т	Yes	Edit	
Leave Type	_		Marriage Leave	L2	w	No	Edit	
Timed Calculation			Maternity Leave	L3	в	No	Edit	
Automatic Report			Sick Leave	L4	D	Yes	Edit	
		Ē	Annual Leave	L5	Y	No	Edit	
			Bereavement Leave	L6	Р	No	Edit	
			Breastfeeding Leave	L8	N	No	Edit	
Shift	\oplus		Custom	L9	С	Yes	Edit	
Schedule	Ð							
Exception	Ð							
Flow Management	Ð							

- (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.

Derden	Nom	2	1	Number	2. Click	(Delete	
1. Select Lea		nt query conditions	1				
	C	Refresh 🕒 New 👘	Delete	Export			
Rule	0	Name	Num	ber Symbol	Whether to be hours	uckle to work Operations	
Holiday		Casual Leave	L1	т	Yes	Edit	
Leave Type		Marriage Leave	L2	w	Nn	Edit	
Timed Calculation		Maternity Leave	L3	в		Prompt	
Automatic Report		Sick Leave	L4	D		want to perform the delete operation?	
		Annual Leave	L5	Y	ОК	Cancel	
		Bereavement Leave	L6	Р			
shift ⊕		Breastfeeding Leave	L8	12°N	No	Edit	
Shift 🕀		Custom	L9	C	Yes	Edit	
Schedule 🕀							
Exception 🕀							
Flow Management 🕀							

• Edit

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

ZKTECO	2 0 0	Ð 🕅: 🛱			(j)	Welcome, admin (1) (1) (2) (2) (1) Authorized Company: ZKTeco
1. Select Lea				Q ®		
Rule Holiday	C Refresh I New □ Name	Number Symbol	Whether to buckle to hours		2. Click Edit	
Leave Type	Casual Leave	L1 T L2 W	Yes No	Edit		
Timed Calculation Automatic Report	Maternity Leave Sick Leave	B	No Edit	Edit		
	Annual Leave Bereavement Leave Breastfeeding Leave	1	L1 Casual Leave	=1		
🛃 Shift 🕀	Breastfeeding Leave Custom	Whether to buckle to work hours*	k Yes	•		
Schedule 🕀		ок	Cancel			
Exception						
Calculate Report	ic × 1-8 y y 5) rows per page 👻 Jun	np To 1 /1 Page	Total of 8 records		

Field Description:

Number: Required, maximum character length is 3;

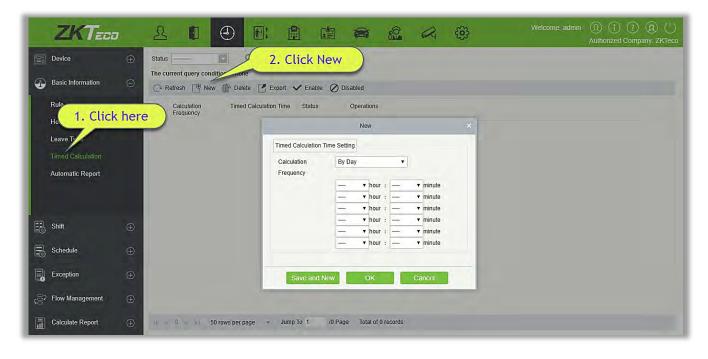
Name: Required, maximum character length is 10;

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:



- (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] \rightarrow [Automatic Report] \rightarrow [New], the following page is displayed:

ZKT R A			Ne	w.			×U
2. Click New	Report Setting			Mail Delivery Time S	etting		КТесо
	Report Type*	Transactions	•	Send Frequency	By Day 🔻		
Basic Information	File Name*					▼ minute	
C Refresh P New		yyyyMMdd HHmmss	• •			 minute minute 	
Rule 🔲 File Name Ret	Field	Field Name	Field Number			▼ minute	Sta
Holiday		Department Name	{deptName}			▼ minute	
Lea 1. Click here		Personnel ID	{personPin}			▼ minute	
Timed Caluation		First Name Device Serial Number	{personName} {deviceSn}	Mail Setting			
Automatic Report		Attendance Area	{areaName}				
Automatic Report		Attendance Date	{attDatetime}	Receiver Setting Mail Address*	Set by Personnel Enter multiple mailboxes, separ	rated by	
	File Type*	ТХТ	•	Mail Address	semicolons (;).Example:123@foxmail.com;4		
the second se	Content Format*	The Maximum Length200 {deptName}00{personPin) Example : }01{personName}02{attD	Title Setting*	The Maximum Length50	1	
🗟 Shift 🕀		atetime}03		Body Setting	The Maximum Length200		
E Schedule							
Exception 🕀				Detected not set a	sender e-mail, send e-mail function	will not work! <u>Click</u>	
c 등 Flow Management ⊕				Here to set the sender	o o mar.		
+1							
Calculate Report			Save and New (OK Cance			

(2) In the Report Setting section;

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

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

- A. The first field is for the custom file name;
- **B.** The second field contain two option for the format of the date: yyyyMMdd and yyyy-MM-dd;
- **C.** The third field contain the hour, minute and second format: Currently it supports HHmmss

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

File Type: Currently it supports TXT.

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

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

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:

Device	\oplus	Name		Number		Timetable Typ	e		\otimes
Provide Information	~	The current	query conditions: N	one					
Basic Information	\oplus	C+ Refresh	h 💾 New 🕋 D	elete 🌁 Export					
👪 Shift	Θ	Nam	ne Number	Timetable Type	Check-in Start Time	Check-in Time	Check-out Time	Check-out End Time	Operation
Time Zone									
Shift									

• Adding Time Zone

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

(1) Normal Time Zone

Timetable Type* Number*		mal Tim recomm	e Zone 🔻	Name*	It is rec	om	menc	led to start
Check-in Start Time*	80	: 00	(HH:MM)	Check-out Start Time*	17	:	00	(HH:MM)
Check-in Time*	09	: 00	(HH:MM)	Check-out Time*	18	1:	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 segments*	1	2 : ((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.

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.

		New	-
Timetable Type* Number*	Flexible Timetable V It is recommended to start 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.

The c	current query c	onditions: Non	e					
C	Refresh	New 👘 Dele	te 📑 Export					
	Name	Number	Timetable Type	Check-in Start	Check-in Time	Check-out Time	Check-out End Time	Operations
	Flexible1	5	Flexible Timetable	18:00			04:00	Edit Delete
0	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

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
	Test	2	Normal Time Zone	08:00	09:00	18:00	19:00	Edit Delete
•	Test1	3	Flexible Timetable	08:00			19:00	Edit Delete
	Floxible	4	Flexible Timetable	08:00			19:00	Edit Delete
	Flexible	5	Flexible Timetable	18:00			04.00	Edit Delete

- (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

C.		New 👘 Delet	te 🗹 Export					
0	Name	Number	Timetable Type	Check-in Start Time	Check-in Time	Check-out Time	Check-out End Time	Operation
	Test Time	1	Normal Time Zone	08:00	09:00	18:00	19:00	Edit Delete
	Test	2	Normal Time Zone	08:00	09:00	18:00	19:00	Edit Delete
•	Test1	3	Flexible Timetable	08:00			19:00	Edit Delete
	Floxible	4	Flexible Timetable	08:00			19:00	Edit Delete
	Flexible	5	Flexible Timetable	18:00			04:00	Edit Delete
						-	/	
	-						1	

- (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

			_					
heo	current query c	onditions: Non						
C	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 2	Zo 08:00	09:00	18:00	19:00	Edit Delete
	Test	2	Normal Time 2	Zo 08:00	lick here	18:00	19:00	Edit Delete
	Test1	3	Flexible Timet		IICK HOLC	,	19:00	Edit Delete
	Flexible	4	Flexible Timet	at 08:00			19:00	Edit Delete
	Flexible1	5	Flexible Timet	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:



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	A Design of the second s		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

nec	current query d	conditions: None	3					
2	Refresh	New 👚 Dele	te 📑 Export					
	Name	Number	Timetable Type	Check-in Start Time	Check-in Time	Check-out Time	Check-out End Time	Operations
Ξ	Test Time	1	Normal Time Zone	08:00	09:00	18:00	19:00	Edit Delete
	Test	2	Normal Time Zone	08:00	09:00	18:00	19:00	Edit Delete
	Test1	3	Flexible Timetable	08:00			19:00	Edit Delete
	Flexible	4	Flexible Timetable	08:00			19:00	Edit Delete
	Flexible1	5	Flexible Timetable	18:00			04:00	Edit Delete

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

5.3.2 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.

Schedule Type	Schedule Name		
Shift Type*	Regular Shift 🔹	Color	1. Shift De
Number*	It is recommended to start	Name*	It is recommended to start
Jnit*	Week 🔻	Cycle(1-15)*	1
Start Date*	2018-04-06		
	2. St	nift Time Period	⊘Wednesday 09:00-18:00 ⊘Thursday 09:00-18:00 ⊘Friday 09:00-18:00 Saturday 09:00-18:00
			Sunday 09:00-18:00
ie timetable detail check b	ox can not be checked, it indicate that the	re is an overlap in the timetable.	3. Shift Cycle

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:

		atic Ca 🔻
Normal Day	Overtime Type*	
▼ Overtime Type*	T	Overtime Type* Normal Day

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

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

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

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

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

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

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

		New	
Schedule Type	Schedule Name		
Shift Type*	Regular Shift 🔹	Color	
Number*	3	Name*	Test1
Unit*	Day 🔻	Cycle(1-99)*	7
Start Date*	2018-04-06		
Number	Name	Q (8)	
Name Number	Check-in Check-out Calculate Time Time Working		Select All 1 Timetable Details Unselect All
Test 1	09:00 18:00 1.0		✓NO1day(s) 09:00-18:00
			✓NO2day(s) 09:00-18:00
			✓NO3day(s) 09:00-18:00
			✓NO4day(s) 09:00-18:00 ✓NO5day(s) 09:00-18:00
			NO6day(s) 09:00-18:00
			NO7day(s) 09:00-18:00
he timetable detail check box	can not be checked, it indicate that there	e is an overlap in the timetable.	
	Save and New	OK Cancel	
	Save and New	Cancel	

(2) Regular Shift with Week as Unit:

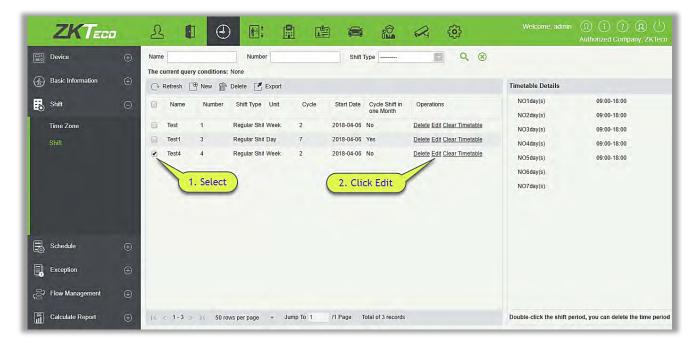
		New		
Schedule Type	Schedule Name			
Shift Type*	Regular Shift 🔹	Color		
Number*	4	Name*	Test4	
Unit*	Week 🔻	Cycle(1-15)*	2	
Start Date*	2018-04-06			
Number	Name	Q (8)		
Name Number	Check-in Check-out Calculate Time Time Working I		Select All 1 Timetable D Unselect All	etails
✓ Test 1	09:00 18:00 1.0		☑Monday 09:00-18:00 ☑Tuesday 09:00-18:00 ☑Wednesday 09:00-18:00 ☑Thursday 09:00-18:00 ☑Thursday 09:00-18:00 ☑Friday 09:00-18:00 ☑Saturday 09:00-18:00 □Sunday 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.



>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	~~	Number	Timeta	ble Type	. 9	and click Save and New
Basic Information	\oplus	The curre query condition	and Mona		Edit		×
Shift Time Zone	Θ	Name Ni	Timetable Type* Number*	Normal Time Zone 🔹	Name*	Т 9-4	1
shift	1 Clic	Time Zone	Check-in Start Time* Check-in Time*	08 : 00 (HH:MM)	Check-out Start Time*	15 : 00 (HH:MM)	
	T. Clic	CTIME Zone	Check-in End Time* Allow Late(Minutes)	10 : 00 (HH:MM) 0	Check-out End Time* Allow Early Leave(Minutes)	17 : 00 (HH:MM) 0	
			Must Check-in*	Yes 🔻	Must Check-out*	Yes 🔻	
Schedule	Ð		Calculated as Working Days	1.0	Whether to deduct between paragraphs*	Yes	1
Exception	\oplus		Start time between segments*	12 : 00 (HH:MM)	Time between end segments*	13 : 00 (HH:MM)	
Flow Management	Ð			ОК	Cancel		

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

Timetable Type*	No	mal Tir	ne Zone 🔻						
Number*	6			Name*	T 10-7				
Check-in Start Time*	09	: 00	(HH:MM)	Check-out Start Time*	18	: 00	(HH:MM)		
Check-in Time*	10	: 00	(HH:MM)	Check-out Time*	19	: 00	(HH:MM)		
Check-in End Time*	11	: 00	(HH:MM)	Check-out End Time*	20	: 00	(HH:MM)		
Allow Late(Minutes)	w Late(Minutes) 0		Allow Early	0	0				
				Leave(Minutes)					
Must Check-in*	Yes		•	Must Check-out*	Yes	Yes			
Calculated as Working		1.0		Whether to deduct	Yes		•		
Days				between paragraphs*					
Start time between segments*	Ē	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 Type	Q @		
		The current q	uery conditions	: None					
Basic Information		C- Refresh	P New	Delete C Export				Timetable Details	
shift	Θ	Name	Number	Shift Type Unit	Cycle	Start Date Cycle Shift in	Operations	Monday	09:00-18:00
Tima Zone		Test	1	Regular Shil Week	2	one Month 2018-04-06 No	Delete Edit Clear Timetable	Tuesday	09:00-18:00
		Test	3	Regular Shif Day	7	2018-04-06 Yes	Delete Edit Clear Timetable	Wednesday	09.00-18:00
		Test4	4	Regular Shit Week	2	2018-04-05 No	Delete Edit Clear Timetable	Thursday	09:00-18:00
							1	Friday	09.00-18:00
			1. Select					Saturday	
							F		
			1. 50000			2. Click Edit	5	Sunday	00.00 10.00
			1. 00100			2. Click Edit	r	Monday	09:00-18:00
			1. 50100			2. CUCK Edit		Monday Tuesday	09:00-18:00
9						2. CIICK Edit		Monday Tuesday Wednesday	
🗟 Schedule	Ð					2. Click Edit		Monday Tuesday	09:00-18:00 09:00-18:00
Schedule	Ð					2. Click Edit		Monday Tuesday Wednesday Thursday	09:00-18:00 09:00-18:00 09:00-18:00

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

hift	Type*		Regular S	hift	•	Color					
lum	ber*		4			Name*		Test4	Test4		
nit*			Week		•	Cycle*		1			
tart	Date*		2018-04-0	6							
um	ber		N	ame		Q	\otimes				
	Name	Number	Check-in Time	Check-ou Time	t Calculated as Working Days					imetable Detail elect All	
	Test	1	09:00	18:00	1.0				Monday	09:00-18:00	
	Т 9-4	5	09:00	16:00	1.0				✓ Tuesday	09:00-18:00	
	T 10-7	6	10:00	19:00	1.0				Wednesday	09:00-18:00 09:00-18:00	
									Friday	09:00-18:00	
									Saturday	09:00-18:00	
									Sunday	09:00-18:00	
e ti	metable det	ail check box (can not be ch	ecked,it indic	ate that there is an	overlap in the til	metable.				

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".

Schedule Type	Schedule Name	e					
hift Type*	Regular Shi	ft •		Color			
umber*	4			Name*	1	ēst4	
nit*	Week			Cycle*	1	1	
tart Date*	2018-04-06						
umber	Na	me		Q	\otimes		
Name Num	iber Check-in Time	Check-out Time	Calculated as Working Days				imetable Detai elect All
Test 1	09:00	18:00	1.0			Monday	09:00-16:00
T9-4 5	09:00	16:00	1.0			Tuesday	09:00-16:00
T 97 6	10:00	19:00	1.0			Wednesday	09:00-16:00
				-	/	☐ Thursday ✔ Friday	09:00-16:00
21			_	2. Sel	ect the days		09:00-16:00
1. Blue	shows the d	lefault, c	le-			Sunday	09:00-16:00
select	it and select	t the oth	er				
e timetable detail check	box can not be che	cked,it indicat	e that there is an	overlap in the tin	netable.		

- 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						
hift T	ype*		Regular Sh	ift	•	Color			
lumbe	er*		4			Name*	Test4		
Init*			Week		•	Cycle*	1		
tart D	Date*		2018-04-06						
lumbe	er		Na	ame		Q X			
	Name	Number	Check-in Time	Check-out Time	Calculated as Working Days		Sele		netable Detail lect All
	Test	1	09:00	18:00	1.0		Mon	day	10:00-19:00
	Т 9-4	5	09:00	16:00	1.0		Tues	day	10:00-19:00
							Wed	Inesday	10:00-19:00
	T 10-7	6	10:00	19:00	1.0		Thur	sday	10:00-19:00
1							Frida	ay	10:00-19:00
						. Select the Days	Satu	irday	10:00-19:00
	//					. Select the Days	Sun	day	10:00-19:00
		Value Alexa	other shi	~	_				
e tim		ick 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:

R	tefresh	🕈 New 🏠	Delete 📑 Export					Timetable Details	
	Name	Number	Shift Type Unit	Cycle	Start Date	Cycle Shift in one Month	Operations	Monday Tuesday	09:00-16:00 10:00-19:00
	Test	1	Regular Shil Week	2	2018-04-06	No	Delete Edit Clear Timetable	Wednesday	09:00-16:00
	Test1	3	Regular Shil Day	7	2018-04-06	Yes	Delete Edit Clear Timetable	Thursday	10:00-19:00
	Test4	4	Regular Shil Week	1	2018-04-06	No	Delete Edit Clear Timetable	Friday	09:00-16:00
								Saturday	
						_		Sunday	
			1. Click on	-			The details are shown here		

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.

2	Refresh	• New	Delete 🏹 Exp	oort				
	Name	Number		nit Ci	ycle	Start Date	Cycle Shift in one Month	Operations
	Test	1	Regular Shit We	ek 2		2018-04-06	No	Delete Edit Clear Timetable
0	Test1	3	Regular Shil Da	y 7		2018-04-06 Prompt	Vac	Delete Edit Clear Timetable
	Test4	4	Regular Shit We	el	-	Trompt		lete Edit Clear Timetable
				Are y		to clear the t selected shif	imetable for the t?	
					ОК		Cancel	

• Delete the shift

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

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

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

• Export

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

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

5.4 Schedule

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

Solution 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.

Check-in Rule	The Earliest Rule	The minimum time period should be greater	120
		than(minimum 10 minutes)	
Check-out Rule	The Latest Rule	The maximum time period should be less	600
		than(maximum 1,440 minutes)	
Late and Early Leave Counted as Absent	No	Attendance calculation result when the shift	First Day
		cross-day	
Search Shift Record	Group->Department	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 Personnel for Group	Browse the Group Personnel
Basic Information 🕀	Name Number Q 🛞	Personnel ID First Name Las
Basic Information \oplus	The current query conditions: None	The current query conditions: None
} Shift ⊕	C Refresh 🕐 New 🕋 Delete	C+ Refresh Delete Personnel
Schedule 🖂	Name Number Remark Personnel Operations Quantity	Department Personnel ID First Name Last Name
Group		
Group Schedule		
Department Schedule		
Personnel Schedule		
Temporary Schedule		
Exception \oplus		
	Total of 0 records	10 C 0 S D1 50 rows per page - Total of 0 records
Calculate Report 🕀		

• Adding a group

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

Name		Number		$q \otimes$
The curren	t query conditions: None			
C Refres	sh 📑 New 👘 Delete			
🔲 Nai	me Number	Remark	Personnel Quantity	Operations
		New		×
	Number*	It is recommended to s	start with	
	Name*	It is recommended to s	start with	
	Remark	1		
	Save 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

Name	1	Number		Q ×			
The current que	ry conditions: None						
📿 Refresh [🕆 New 👘 Delete						
Name	Number	Remark	Personnel Quantity	Operations			
Demo_G	roup G1	for Testing purpose	D	Add Personnel Edit			
		Edit		×			
	Number*	G 1					
	Name*	Demo_Group					
	Remark	for Testing purpo	for Testing purpose				
		OK Ca	ncel				

- (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

Name	8		Number		\sim \otimes
The c	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	1						Add I	Person	nel							8	
Basic Information		onnel ID	1	First Name			Last Name			Card N	lumber		More	q	\otimes		Last Nar
	The of Alterna	urrent query con	nditions: None						Selecte	ed(0)						Last	
Schedule Group Group Schedule Department Schedule Personnel Schedule Temporary Schedule		Department Name Financial Depa Marketing Depa		First Name abc abc1	Last Name xyz xyz1	Gende Male Female	Card Number	× × ×		Department Name	Personnel	First Name	Last Name	Gende	Card Number	Name	
	16	< 1-2 > >i	50 rows per	page 👻	Total of 3	2 records											
Exception							OK		Can	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.

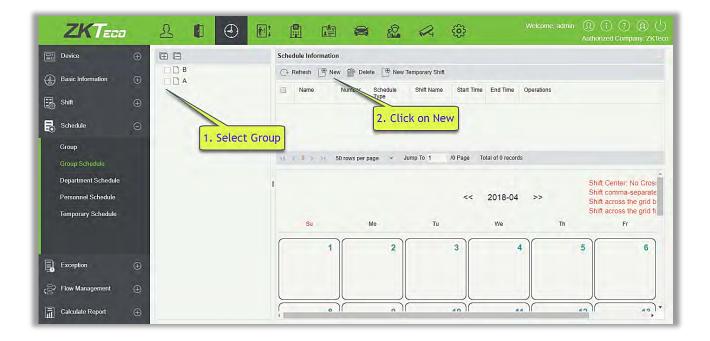
• Delete people

Edit Personnel for Group					Brow	se the Group Personn	el			
Name		Number	3. Del	ete 🚬	Perso	onnel ID		First Name		Last Na
The current query conditi	ions: None			_		urrent query condition	is: None			
C+ Refresh	Delete				C	Refresh 👘 Delete P	ersonnel			
Name Name	Number	Remark	Personnel Quantity	Operations		Department	Personnel ID	First Name	Last Name	
Demo_Group	G1	for Testing purpose	2	Add Personnel Edi		Financial Department	1	abc	хуz	
	-					Markeling Departmen	2	abc1	xyz1	
	1	1. Click on th				2.	Select P	ersonnel(5)	
		desired Grou	qr			-				

- (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:



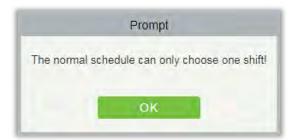
Sch	edule Type		Normal Sched	ule 🔻					
Star	t Time*		2018-04-06		Er	nd Time		2018-04-16	8
	Shift Type	Numbe	r Name	Unit	Cycle	Start Date	Cycle one M	Shift in Ionth	
	Regular Shit	1	Test	Week	2	2018-04-06	No		
~	Regular Shil	3	Test1	Day	7	2018-04-06	Yes		
	Regular Shil	4	Test4	Week	1	2018-04-06	No		

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:

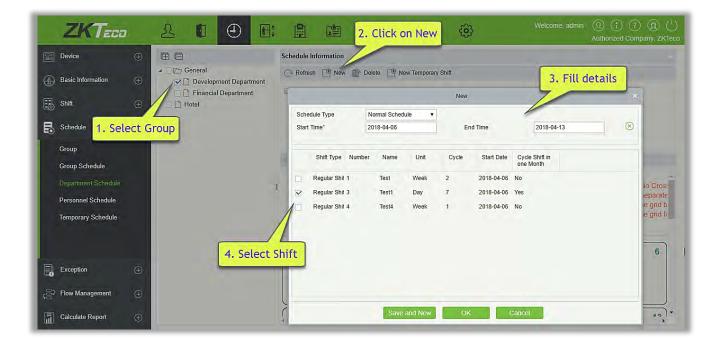


Through Smart Schedule you can choose more than one shift. After you select smart schedule, the software will automatically determine the most suitable frequency according to the punch card records in attendance calculation.

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.



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.

Basic Information	 A General A Developme A Financial D 		E			N	ew Temporal	ry Shift	3.	Fill detail	× eparate
Schedule ⊖	2 abc(1) 2 (4) 2 (5) Hotel			nedule Type rt Time*	Normal Scher 2018-04-06	dule 🔻	Ē	End Time*	2018	-04-13	≩ grid b ≩ grid fi]
Group 1. Select Group Schedule Department Schedule Personnel Schedule Temporary Schedule		I 4. Select	Shift	Shift Type Numbe Regular Shil 1 Regular Shil 3 Regular Shil 4	r Name Test Test1 Test4	Unit Week Day Week	Cycle 2 7 1	Start Date 2018-04-06 2018-04-06 2018-04-06	Yes		6
Exception 🕀			2								20

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.

	urrent query o	conditions: None	_	st Name			Last Name				porary Type		More Q
	Refresh 👘										Timetable Details		
3	Temporary Type	Schedule Type	Group Number	Group Name	Personnel ID	First Name	Shift Name	Start Time	End Time	Ор	2018-04-06	Test1	09:00-18:00
1	Group	Normal Schedul		A	ib.	T turns	Test	2018-04-06	2018-04-09	Edit	2018-04-07	Test1	09:00-18:00
•	Personnel	Normal Schedul			1	abc	Test1		2018-04-13		2018-04-08	Test1	09:00-18:00
1	reisonnei	Normal Schedul				abc	16511	2010-04-00	2010-04-13	Lun	2018-04-09	Test1	09:00-18:00
									//		2018-04-10	Test1	09:00-18:00
	1						-		4		2018-04-11	Test1	
	1. S	elect Per	son				2.	Click E	dit		2018-04-12	Test1	-
	_						_				2018-04-13	Test1	09:00-18:00
-		_	_	_		_	_	_	-				
-			_					_	_				

Sch	edule Type	Normal Sche	dule 🔻					
Star	t Time*	2018-04-06]	End Time*	[2018-04-13	
	Shift Type Number	r Name	Unit	Cycle	Start Date	Cycle Shit one Montl		
	Regular Shil 1	Test	Week	2	2018-04-06	No		
4	Regular Shit 3	Test1	Day	7	2018-04-06	Yes		
]	Regular Shit 4	Test4	Week	1	2018-04-06	No		

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	\oplus	Time Fi	rom 2017-09-07	7 00:00:00	To 2017-12-	07 23:59:59	Department Nan	ne	Pers	onnel ID	
Basic Information	÷		rrent query cond			00:00:00) To:(20	17-12-07 23:59:59))			
B Shift	Ð	0	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*		2018-04-06	09:00:00			R	emark						
Qu	ery 🔘 D	epartment												
Perso	nnel ID		First Na	ime			Last	Name		M	ore Q	\otimes		
The c	urrent query o	onditions:	None											
Alterna	tive							Selecte	ed(1)					
	Departmen Name	Personnel ID	First Name	Last Name	Gende	Card Num			Departmen Name	Personnel ID	First Name	Last Name	Gende	Car Nu
	Financial De	3	abc		Female	25847			General	1	abc		-	
	General	4			-		>>							
	General	5			Male		>							
	Developmer	6			-		<							
	Financial De	7			- 🖓		<<							
	Hotel	8			=									
	_	-	_	_	-	4								
14 0	1-6	>1 50 rov	vs per page	*					_	_	_	_	-	
									_					
_			-			-	_	-	6	-				-

Fields are as follows:

Punch Time: Set the date and time of punch.

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

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

- (2) After filling the information, click [OK] to save and exit, the appended receipt will be displayed in the added list.
- Delete
- (1) Click [Exception] > [Appended Receipt] > [Delete]:



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

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

				TECO 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	8	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 16:5 ⁻ 00
6	Amber	Lin	4	Financial Department	2017-12-15 09:50: 00		2017-12-15 16:5 ⁻ 00
7	Jacky	Xiang	1	General	2017-12-15 09:50: 00		2017-12-15 16:51 00

5.5.2 Leave

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

Device	\oplus	Time From 2017-09-	07 00:00:00	To 2017-12-07	23:59:59 Dep	partment Name		Personne	ID	More
~		The current query cor	nditions: Time Fro	om:(2017-09-07 00:	00:00) To:(2017-12	-07 23:59:59)				
Basic Information	Ð	C+ Refresh	ew 👘 Delete	Export						
🔒 shift	Ð	Personnel ID	First Name	Last Name	Department Number	Department Name	Leave Type	Start Time	End Time	Remark
Schedule	⊕									
Exception	Θ									
Appended Receipt										
Leave										
Business Trip										

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

							New						
Leave Start	e Type* Time*		Casual Lea 2018-04-06		•		3	Leave F	Requisition Pho	to			Browse
End T Rema			2018-04-06	6 17:43:13						No Pictures			
	ery () D nnel ID	epartment	First N	lame 📃			Last	Name		N	lore v Q		
Alterna	and the second of							Select	ed(1)				
	Departmen Name	Personnel ID	First Name	Last Name	Gende	Card Num			Departmen Name	Personnel ID	First Name	Last Name	Gende C
	General	1	abc		-				Financial De	3	abc		Female 25
	General	4			-		>>						
	General	5			Male		>						
	Developmer	6			-		<						
	Financial De	7			-		<<						
	Hotel	8			-								
					1	÷							
+													

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.

🖓 Refresh Né	Leave Requisition Photo		
Personnel I ID 1 a 1 a		End Time 2017-12-07 12:48:00 2017-12-06 12:57:00 2017-12-08 11:45:48	Operations Delete Leave Requisition Photo Delete Leave Requisition Photo Delete Leave Requisition Photo

• Delete

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

npt
to perform the delete tion?
Cancel

(2) Click [OK] to delete.

• Export

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

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

5.5.3 Business Trip

Device	\oplus	Time From 2017-09-	07 00:00:00	To 2017-12-07	23:59:59 De	partment Name		Personnel IE
Basic Information	\oplus	The current query con			10:00) To:(2017-12	-07 23:59:59)		
Shift	\oplus	Personnel ID	First Name	Last Name	Department Number	Department Name	Start Time	End Time
Schedule	Ð							
Exception	Θ							
Appended Receipt								
Leave								
Business Trip								
Go Out								

• New

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

Perso	onnel ID		First Name			Last Name			Card N	umber		Mores	Q	\otimes
'he c	urrent query conditi	ons: None												
terna	ative							Selecte	d(0)					
0	Department Name	Personnel ID	First Name	Last Name	Gende	Card Number			Department Name	Personnel ID	First Name	Last Name	Gende	Card Number
0	Financial Departme	1	abc	xyz	Male									
	Marketing Departm	2	abc1	xyz1	Female		>>							
	General	3	abc2	xyz2	Male		>							
	Hotel	4	abc3	xyz3	Female		<							
							<<							
ie -	< 1-4 > >/ 3	50 rows per	page 🔻	Total of	4 records									
Start	Time		2017-12-07	13:02:15			Er	nd Time		2017	-12-07 13:0	02:15		
Rem	ark													

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]:

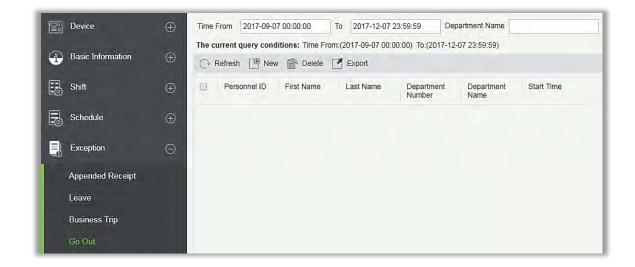


- (2) Click [OK] to delete.
- Export

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

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

5.5.4 Go Out



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

Perso	nnel ID		First Name			Last Name				Card Nu	mber		More	q	\otimes
he c	urrent query conditi	ons: None													
terna	tive							Selected	1(0)						
	Department Name	Personnel ID	First Name	Last Name	Gende	Card Number			Departm Name	ent	Personnel ID	First Name	Last Name	Gende	Card Number
0	Financial Departme	1	abc	xyz	Male										
	Marketing Departm	2	abc1	xyz1	Female		>>								
	General	3	abc2	xyz2	Male		>								
	Hotel	4	abc3	xyz3	Female		<								
							<<								
R -	< 1-4 > >/ -	50 rows per	page 🔻	Total of	4 records										
Start	Time	1	2017-12-07	13:12:37			Er	nd Time			2017	7-12-07 13:	12:37		
Rema	ark	Ē													

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]:

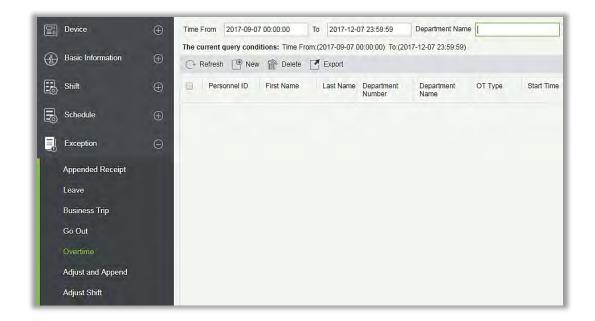
Pro	ompt
	nt to perform the delete ation?
ок	Cancel

- (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



• New

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

Perso	onnel ID		First Name			Last Name			Card N	umber		More	Q	\otimes
ihe c	urrent query condition	ons: None												
Iterna	itive							Selecte	d(0)					
	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	abc 1	xyz1	Female		>>							
	General	3	abc2	xyz2	Male		>							
	Hotel	4	abc3	xyz3	Female		<							
							<<							
кę.	< 1-4 ⇒ ⇒) 5	0 rows per	page 👻	Total of	4 records									
от т	уре	[Normal OT		Ŧ									
Start	Time	-	2017-12-07	13:18:14			E	nd Time		2017	-12-07 13:1	8:14		
Rem	ark													

Fields are as follows:

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

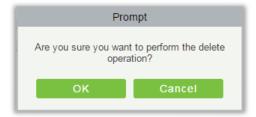
OT Type: Normal OT, Weekend OT and Holiday OT three types.

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]:



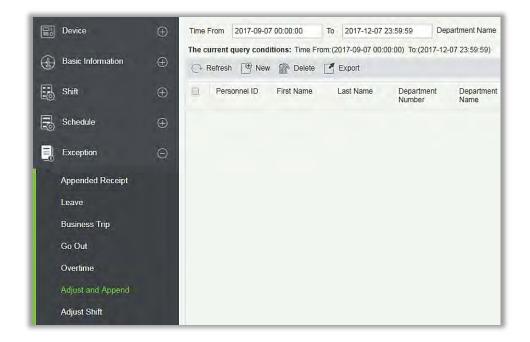
(2) Click [OK] to delete.

• Export

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

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

5.5.6 Adjust and Append



• New

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

Perso	nnel ID		First Name			Last Name				Card Nu	mber		More	Q	\otimes
he c	urrent query condition	ons: None													
terna	tive							Selecte	d(0)						
	Department Name	Personnel ID	First Name	Last Name	Gende	Card Number		0	Departn Name	nent	Personnel ID	First Name	Last Name	Gende	Card Numbe
	Financial Departme	1	abc	xyz	Male										
	Marketing Departm	2	abc1	xyz1	Female		>>								
	General	3	abc2	xyz2	Male		>								
	Hotel	4	abc3	xyz3	Female		<								
							<<								
i¢.	1 - 4 ⇒ ⇒1 5	50 rows per	page 👻	Total of	4 records										
Adjus	t Type		Adjust Rest		•										
Adjus	t Date*		2017-12-07				R	emark							

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.

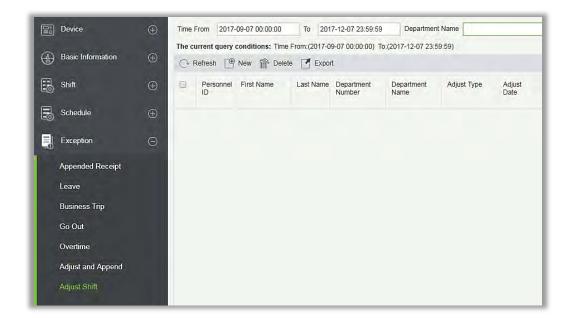
Remark: Enter the reason of adjust and append, the max length is 50.

- (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	Јепу	Wang	1	General	Append Attendance	2017-12-18	Day Shift	123	2017-12-18 13:54 54
2	Lucky	Tan	3	Development Department	Append Attendance	2017-12-18	Flexible	456	2017-12-18 13:55 40
9	Lilian	Mei	3	Development Department	Adjust Rest	2017-12-18		adjust rest	2017-12-18 11:45 02

5.5.7 Adjust Shift



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

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

- (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:

Adjust Type Personnel ID* First Name	Adjust the personal shif ¥			
Department Name Adjust Date Remark	2017-12-07	Adjust Date	2017-12-07	

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		4
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	ок са	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 V			
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		-		1.1		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 14:0 27
5	Necol	Ye	2	Marketing Department	Two people exchange	2017-12-18	8	Glari	Liu	2	Marketing Department	2017-12-18	exchange	2017-12-18 14:0 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.

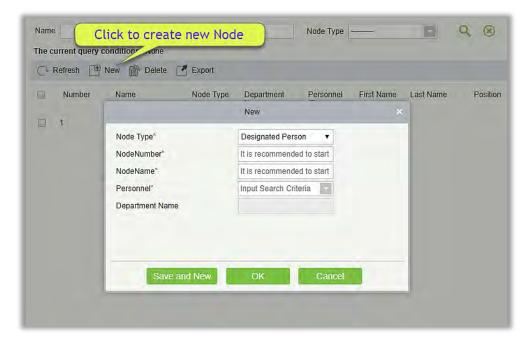
Basic Information	⊕ ⊕			conditions: None			Node Type			ર 🛞	
Shift	Ð	C R	Number	New Pelete	Export Node Type	Department Name	Personnel ID	First Name	Last Name	Position	Operations
Schedule	\oplus		1	Direct Leader Node	Direct Leader						
Exception	\oplus										
Flow Management	Θ										
Node Setting Flow Setting											
My Application											
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:



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.



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			1
7	N5	LeanNode	Assign Position	Provide and the second s				Teal Lead	
8	N6	ManagerNod	Person	General	10	Test2			
9	N7	Head	Person	General	1	abc			
10	N8	HeadNode	Assign Position		1	- 12. Y		ControlllerEx	
11 12	N9	Supportnod	Assign Position					SupportExc	
13									
14 15									
16 17									
18									
	Node Set	tting_20180417094040	+		= [()),	

5.6.2 Flow Setting

Flow setting is to establish the approval process, select the desired node to set the approval process.

• Add

Click [Flow Management]> [Flow Settings]> [New] to enter the process setting interface:

e current query conditions: N			New		×	
Refresh 🔍 New 👘 D	Number	1	Name*	Test Flow		
- -	Flow Type*	Appended Receipt				
Number Lame	NodeName	Q 🛞				Op
	The current query condition	s: None				
	Alternative		Select	ed(1)		
	Number Name	Node Type		Number Name	Node Type	
Click to create	🗆 1 Direct	Leader Node Direct Leader		1 Direct Leader Node	Direct Leader	
	🖂 2 Test	Assign Positio				
			>>			
			>			
			< <<			
			~~			
	10 x 1-2 x 31 50	rows per page 👻				
	12 3 1-2 3 31 50	Tows per page *		+	and the second se	
	drag the sort after selecting.		Note.	The approval order of the nodes is fro	m top to bottom, and you can	

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.

and the second sec							
All data (Can export up to 40000 data)							
 Select the amount 	nt of data	a to export (Can e	xport up t	to 40000 data)			
From the article	1	Strip, is derived	100	Data			
	 Select the amount 		Select the amount of data to export (Can e	Select the amount of data to export (Can export up t			

-	A	В	C	D	E.
1			Flow Setting		
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>>ManagerNoc >>THnode>>Enc
6	4	GO	Go Out	Ō	Start Flow>>Test>>SupportNod>>Lear Node>>End Flov
7	6	A_A	Adjust and Append	-	Start Flow>>Manager Nod>>End Flow
		-			Start Flow>>Manager

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	\oplus	Applic	cantion Personnel ID		Exception 1	Гуре		Flow Overall Status	-	Q 🛞	
Basic Information	Ð		urrent query conditions: None Refresh 🛛 Export								
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
Exception	0		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
			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
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	Overtime	1	2018-04-09 15:11:18	2018-04-09 15:45:32	Rejected	View Details
My Approval			1-OT20180409151113	4	abc	Overtime	1	2018-04-09 15:11:13	2018-04-09 15:45:29	Initiating an application	View Details
			1-020180409151058	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.

n Number Approval Node	Approver	Status	Operation Time	6
			Jialus	Jatus

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	e			

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.

xception 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)		

• 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 40000 data
	From the article 1 Strip, is derived 100 Data

4	A	В	С	D	E	F	G	H
1		No. of Street,	and the second second	My Applie	cation			
2	Application Number	Applicantion Personnel ID	Application Personnel Name	Exception Type	Creater	Create Time	Application/Appr ove Time	Flow Overall Status
3 L2	10- 201804091820	10	Test2	Leave	10	2018-04-09 18:20:01	2018-04-09 18:20:01	Exception
4 0	9- T2018040916 1130	9	Test1	Overtime	9	2018-04-09 16:11:30	2018-04-09 18:20:58	Exception
5 C2	9- 201804091610	9	Test1	Adjust Shift	9	2018-04-09 16:10:25	2018-04-09 18:21:00	Exception
6 S2	9- 201804091610	9	Test1	Appended Receipt	9	2018-04-09 16:10:07	2018-04-09 16:10:07	Exception
7 S2	10- 201804091600	10	Test2	Appended Receipt	10	2018-04-09 16:00:55	2018-04-09 16:00:55	Exception
8 S2	10- 201804091538	10	Test2	Appended Receipt	10	2018-04-09 15:38:22	2018-04-09 15:38:22	Exception
9 A2	1- 201804091512	1	abc	Adjust and Append	1	2018-04-09 15:12:36	2018-04-09 15:50:45	Rejected
10 C2	1- 201804091512	1	abc	Adjust Shift	1	2018-04-09 15:12:24	2018-04-09 15:50:47	Rejected
0	1- T2018040915	1	abc	Overtime	1	2018-04-09	2018-04-09 15:45:32	Rejected

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.

ie c	current query conditions: No	ne								
3	Refresh C Export									
0	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	
8	9-C20180409161025	9	Test1	Adjust Shift	10	Test2	2018-04-09 16:10:25	2018-04-09 16:10:25	Pending Passed Rejected	
Ð	1-A20180409151236	1	abc	Adjust and Ap	3	abc	2018-04-09 15:12:36	2018-04-09 15:50:45	Not Pas	
Ð	1-C20180409151224	.1	abc	Adjust Shift	3	abc	2018-04-09 15:12:24	2018-04-09 15:50:47	Not Pas	
D	1-OT20180409151118	1	abc	Overtime	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.

he c	surrent query conditions: Nor	ne								
2	Refresh [Export									
1	Approval Number	Applicantio Personnel ID	Application Personnel Name		Approver ID	Approver Name	Create Time	Application/Approve Time	Curren Operations Node Status	
D	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:	
D	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	4	abc	Overtime	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.

Leave Type*	Annual Leave (L5)	Leave Requisition Photo	Leave Requisition Photo
Personnel 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	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

1	A	В	C	D	E	F	G	H	I
1					My Approv	/al			
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	20	🕘 🗈 🛱			Welcome, ad	min 🛈 (Ì) (? (Q) (¹) Authorized Company. ZKTeco
	Time From 2017-12-29			2	. Click here 🌖	More+ Q 🛞
Basic Information 🕀		tions: Time From:(2017-12-29 00	:00:00) To:(2018-03-29 23:59:59)			
E Dasie momanon		C+ Refre	sh 🖉 Attendance Calculation			
🔜 Shift 🕀	 ✓ ☑ General(2) ✓ ☑ Development 			epartmen Department Name umber		
R	Financial		Processing command		×	
1. Select	Hotel(0)	Total Progress				
Department(s)			100%			
Department(s)		The filtration condition is ready! Initialization of base data complete	etel		*	
ç 등? Flow Management (+)		Initialization of exception data or The second analysis has complete				
Calculate Report					*	
Manual Calculate		The window will close after 5 sec	cond(s) Sus	pend Close Close		
Transactions						
Daily Attendance						
Leave Summary						
Daily Report						
Monthly Detail Report						
Monthly Statistical Report	1	1 1 1 × 1	- 2 50 rows per page	- Jump To 1 /1 Pa	age Total of 2 records	

Attendance calculation can be done by selecting the department on the left department hierarchy or by selecting the right person. If both are selected, they are overwritten. After selecting the personnel click attendance calculation, a confirmation box will pop-up.

E Device		Time From 2017-09-07	00.00.00 To 2017-12	07 23:59:59 Personr	nel ID		First Name	Last Name
		The current query condit	tions: Time From (2017-09-07	00:00:00) To:(2017-12-07	23:59:59)			
Basic Information			C+ Re	tresh 📝 Attendance Ca	Iculation			
B Shift		∡ ত⊵⇒ General(0) © [] Marketing [Personnel First La ID Name Na	st Departm me Number	en Departme	ent Name	
Schedule		Develop T		Processing com	mand			
		Financial	Total Progress	100%				
Exception			The Temporary Schedule has					
Calculate Report	Θ		The Personnel Schedule has The Group Schedule has infi The Department Schedule has The second analysis has con The second analysis has con The second analysis has con	Initialized) alized) is initialized) iplated, 70% iplated, 100%				
Transactions			The window will close after 4 s	second(s).	Suspend	Close	Close	
Daily Attendance								
Leave Summary								
Daily Report								
Monthly Detail Report								
Monthly Statistical Rep	port							
Departmental Report		12	A STREET	1-2 50 rows (Jump To 1	/1 Page Total of 2 r	ecorris

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 of the page.

Device				03-29 23:59:5!		sonnel ID		Fi	rst Name		Last Name	
Basic Information		ry conditions: Time From:(20									Attendance Deta	
	E E		C+I	Retresh	Import atte	idance record t	rom access con	trol module				
Shift	⊕ ▲ ▷ General(▲ ▷ Marke ▲ □ ▲ ▲ □ ▲ □	9956) ting Department(0)		Personnel ID	First Name	Last Name	Departmen Number	Departmen Name	Device Serial Number	Attend Area	Atten	dance Photo
Schedule	e Digit		E	1	搴锋000		1	General	4872173900011	1170 *		
	▲ 🗁 Devel	opment Department(50)		1	搴锋000		1	General	4872173900011	1170		
Exception		cial Department(0)		1	寧锋000		1	General	4872173900011	1170	-	
Can sole in th	(0)mm 🗍			1	事择444		1	General	4872173900011	1170		
Calculate Report	\varTheta 🗋 solibra	a(0)	Ē	1	事経���		1	General	4872173900011	1170	Personnel ID First Name	1 寒锋���Pri
Calculate	Camo-tes	st(0)	a	1	泰隆000		1	General	4872173900011	1170	Department Name	General
Transactions				1	寒降 000		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	ODG6110066103000	0 Area		
Monthly Statistical Repo			E	4	kyle		4	General	ODG6110066103000	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 attendance 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	

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

Pleas	se select the attendance point.	×
Attendance Point Name Q S The current query conditions: None Alternative	Selected(0)	
Attendance Point Name Device Name	Attendance Point Name Device Name	
	>>	
	<	
	~~	
IC < 0 > >1 50 rows per page - Total of 0 records		
	OK Cancel	

• 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 up to 40000 data) 										
	Select the amount of data to export (Can export up to 4	0000 data)									
	From the article 1 Strip, is derived 100 D)ata									

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

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.

Device	Ð	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:(20	17-12-2	29 00:00:00)	To:(2018-03-	29 23:59:59)							
Basic Information	\oplus		C	Refresh	Export								
and Shift	ŧ	 ▲ C→ General(9956) ▲ C→ Marketing Department(0) 		Personnel ID	First Name	Last Name	Departmen Number	Departmen Name	Record Date	Record Times	Earliest Time	Latest Time	Punch Time
Schedule	Ð	🗋 jlghkş(0)	Ξ	1	kyle		1	General	2018-01-08	1	09:06:38	09:06:38	09:06:38
		✓ Development Department(50) ☐ IT(50)		1	1		1	General	2018-02-01	1	18:10:22	18:10:22	18:10:22
Exception	\oplus	Financial Department(0)		1	kyle		1	General	2018-02-08	1	15:59:14	15:59:14	15:59:14
Calculate Report	\sim	(0) 1111		1	kyle		1	General	2018-02-09	3	08:09:27	18:09:45	08:09:27;14:09:06;18:09:4
Calculate Report	Θ	solibra(0)		1	事経���		1	General	2018-03-22	1	16:52:03	16:52:03	16:52:03
Calculate	î	Camo-test(0)		1	泰隆令令令		1	General	2018-03-23	6	10:02:59	11:24:44	10:02:59;11:08:18;11:11:46
Transactions				10	Corazon		1	General	2018-02-08	1	18:10:53	18:10:53	18:10:53
Daily Attendance				103237740	Diego		1	General	2018-02-08	1	18:10:54	18:10:54	18:10:54
Daily Attendance				12					2018-01-25	24	11:05:59	16:58:15	11:05:59;14:01:52;14:04:34
Leave Summary				2	kkyle		1	General	2018-02-09	1	14:23:01	14:23:01	14:23:01
Daily Report				2940					2018-01-30	2	14:54:04	14:55:20	14:54:04;14:55:20
Monthly Detail Report			Ð.	3	Mario		1	General	2018-01-16	1	17:04:08	17:04:08	17:04:08
Monthly Statistical Rep				33					2018-02-01	2	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	All data (Can export up to 40000 data)
	Select the amount of data to export (Can export up to 40000 data)
	From the article 1 Strip, is derived 100 Data
	OK Cancel

				Daily Atte	ndance				
Personnel ID	First Name	Last Name	Department Number	Department Name	Record Date	Record Times	Earliest Time	Latest Time	Punch Time
	Jerry	Wang	Ŷ	General	2017-12-15	36	16:33:27	18:28:38	16:33/27;16:33 16:33/416:34 16:34/04:16:34 16:34/06:16:35 17:35/261742; 17:42:51:17:42; 17:42:51:17:42; 18:04:44:16:04 18:22:20;18:22; 18:23:12:18:23; 18:23:36;18:23; 18:23:36;18:23; 18:23:52:18:24; 18:25:51:42; 1
2	Lucky	Tan	3	Development Department	2017-12-15	26	16:33:42	18:28:58	16:33:42:16:33 16:34:00;16:35 16:35:06;17:35 17:42:47:17:42 17:59:03:17:59 17:59:38;17:59 18:04:50:18:05 18:05:07;18:05 18:05:07;18:09 18:23:00:18:23 18:23:00:18:23 18:23:05:18:28
2940	Sherry	Yang	hotel	Hotel	2017-12-15	17	16:33:16	18:28:23	16:33:16:16:34 16:34:10;16:35 16:35:09:17:35 17:43:01;17:43

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.

6	Device	Ð	Time From 2017-09-07 00:00:00 To	2017-	12-07 23:59:5	9 P	ersonnel ID			Q 🛞					
(Basic Information	Ð	The current query conditions: Time From:		07 00:00:00)		2-07 23:59:	59)							
E	Shift	Ð	General(1)	0	Personnel ID	First Name	Last Name	Departmen Number	Department Name	Casual Leave	Marriage Leave	Maternity Leave	Sick Leave	Annual Leave	Bere Leav
E	Schedule	\oplus	 Development Department(0) Financial Department(1) 		1	abc	хуz	4	Financial Departm	2	0	0	0	0	0
Ę	Exception	Ð	🗋 Hotel(1)												
l	Calculate Report	Θ													
	Calculate	î		1											
	Transactions	- 1													
	Daily Attendance														
I.	Leave Summary														

ZKTECO	2	5	\odot				80	R	<u>نې</u>		Welcome,	admin (1)	(i) (?) Authorized	
Device	⊕ Time	e From 2017-12-2	9 00:00:00	To 2018-03	-29 23:59:59	Personnel ID			Q	\otimes				
Basic Information	+ The	current query cond	itions: Time Fro		00:00:00) To:(2 efresh 📑 Exp		59)							
Shift	(+)	ש General(9956) שש Marketing De	partment(0)		Personnel Fir ID Na	st Last ime Name	Departmer Number	n Departmen Name	Casual Le	ave Marriage Leave	Maternity Leave	Sick Leave	Annual Lear	ve Bereaver Leave
Schedule	÷	☐ jlghkş(0) ☞ Development	Department(5	_	1 Tes	t Test	1	General	0	0	0	1	0	0
Exception	÷	T IT(50)	Personnel ID	First Name	Last Name	Leave De		rt Time		End Time	×			
Calculate Report Calculate Transactions Daily Attendance		☐ rrrr(0) ☐ solibra(0)] Camo-test(0)] Hotel(0)	1	Test	Test	Sick Leave	2018-02	-08 13:39:42	20	18-02-09 13:39:0	0	le	Click o ave ty	pe
Leave Summary Daily Report Monthly Detail Report Monthly Statistical Repo			-			Clos	e						аррпе	

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 explanation)	port up to	o 40000 data)	
	⊖ Select the amou	nt of data	a to export (Can export up	to 40000 data)
	From the article	1	Strip, is derived 100	Data

			ECO Summary		
Personnel ID	First Name	Last Name	Department Number	Department Name	Leave Type Statistics
1	Јепу	Wang	t	General	Casual Leave(1 Marriage Leave(1 Maternity Leave() Sick Leave(0) Annual Leave(0) Breastreeding Leave(0) Custon (0)
5	5 Necol Ye 2		Marketing Department	Casual Leave(0 Marriage Leave(Maternity Leave(Sick Leave(0) Annual Leave(1 Bereavement Leave(0) Breastfeeding Leave(0) Custor (0)	
9	Lilian	Mei	3	Development Department	Casual Leave(0 Marriage Leave(Maternity Leave(0 Sick Leave(0) Annual Leave(0) Bereavement Leave(0) Breastfeeding Leave(1) Custor (0)
3 ated on: 2017-12-15 18:3	Leo	Hou	4	Financial Department	Casual Leave(0 Marriage Leave() Maternity Leave(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.

Device	\oplus	Time From 2017-09-07 00:00:00 To	2017	12-07 23	8:59:59	Personne	el ID			9	\otimes					
Basic Information	~	The current query conditions: Time From:	2017-09	07 00:00	:00) To:(20	17-12-07 23	8:59:59)									
Basic Information	Ð		C	Refresh	🛃 Exp	ort										
Shift	\oplus	General(1) Marketing Department(1)		Perso	onnel	Last Name	Dep	artment Atten	dance V	Ne	Shift Information		Punch Time	Atter	ndance(minute
Schedule	Ð	 Development Department(0) 		Perso ID	or First Name	Name	Num	nbi Name			Numt Name	Work on/off Time		Sho	Actua	a Val
e) outradito	Ð	Financial Department(1)		2	abc1	xyz1	2	Marketing D 2017-1	2-06 W	le i	1 Example	09:00-16:00;		390	0	0
Exception	\oplus	Hotel(1)		1	abc	xyz	4	Financial De 2017-1	2-06 W	le	1 Example	09:00-16:00;		390	0	0
Calculate Report	~		0	2	abc1	xyz1	2	Marketing D 2017-1	2-07 Tr	n	1 Example	10:00-19:00;		510	0	0
Calculate Report	Θ			1	abc	xyz	4	Financial De 2017-1	2-07 Th	n d	1 Example	10:00-19:00;		510	0	0
Daily Attendance	î		1													
Leave Summary																
Daily Report	- 1															
Monthly Detail Report																
Monthly Statistical Rep	ort															
Departmental Report																
Annual Report																

• 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	 All data (Can export up to 40000 data) 	
	○ Select the amount of data to export (Can export up to 40000 d	ata)
	From the article 1 Strip, is derived 100 Data	

_										_		TECO Report											
P	(acros)		Dep	atret	Attendance Date			Shift information				Attendance(minute)					OverStre	(minute)		1	Langto	n(minute)	
pin	First Name	Last Name	Number	Name	Adendance Care	Wheek	Number	Name	Work on/off Time	Punch Time	Should	Actual	Vald	Labe(minute)	Early(minute)	Weekstry	Vaveloend	Holdsy	Total	Absert	Latvo	Trip	8
2945	Sherry	Yang	hotel	Retel	2017-12-15	Fr.		Day Stell	05:00-10:00	08.40-16/35	450	480	450		0	0	0	0	0	0	0	0	0
1	Juny	Wing	1	Cerend .	2017-12-15	F1.	1	Day 5741	09103-18 00	0840-1635	430	4/15	306	0	84	0	0	0	0	0	0	0	0
2	Lucky	Ten	3	Development Department	2017-12-15	r.		Day Stat	09:00-18:00	0840-1635	450	475	305	e	85	0	0	0	0		0	0	c
3	Lao	Heu		Department	2017-12-15	**		Day Shet	09:00-18:00	0840-1635	480	475	305		85	0	0	0	0	0	0	0	0
4	Berty	Caso	1	Gerwani	2017-12-15	F1	1	Day Shift	09:00-18:00	0840-1635	490	475	397	0	83	0	0	0	0	0	0	0	
5	Necol	¥0	2	Marketing Department	2017-12-15	tr.	- t	Day Stat	09:00-18:00	0250-1035	450	405	348	50	54	0	0	0	0	0	0	0	c
	Antes	Lin		Decembrant	2017-12-15	**		Day Stat	09:00-18:00	0910-1035	480	405	345	50	05	0	ø	0	0	0	0	0	0
7	Jacity	Xand	1	General	2017-12-15	Ť1	1	Dev Stat	09:00-18:00	0250-1034	450	404	344	50	35	0	0	0	0	0	0	0	
8	Click	Lu	2	Marketing Department	2017-12-15		- 1	Day Stet	09:00-18:00	(-16.38	430	0	0	e	85	0	0	0	e	308	0	0	0
	Liles	Mei	3	Development Decentment	2017-12-15		1	Day Stat	09/05-18:00	[-16.34	430		0		25	0		0	a.	354	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.

_	ZKTERO	-											;				_						Aut	nonz	ed Co	ampa	any
-	Device	\oplus	Statistics of Month 2018-03		Person	nel IC				9 (×																
~		~	The current query conditions: Statistics of	of Mont	h:(2018-	03)																					
Ð	Basic Information	\oplus	œ 🖂		🔿 Refr	esh	Expor	t																			
ġ,	Shift	ŧ	 ▲ C→ General(9956) ▲ C→ Marketing Department(0) 		a P	ersor)	First Name	Last Name	Depar Numbo		1 Th	2 Fr	3 Sa	4 Su	5 Mo	6 Tu	7 We	8 Th	9 Fr	10 Sa	11 Su	12 Mo	13 Tu	14 We	15 Th	16 Fr	17 Sa
1	Schedule	\oplus	🗋 jlghkş(0)		10	000	♦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 IT(50)		46	546	Krispy	Cream	011	п	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	Res	t Rest	Res	t R
	Exception	\oplus	Financial Department(0)		99	51	000 淇0		011	п	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	N
	Calculate Report	Θ	(0)		99	52	♦♦揪瀛♦		011	п	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	N
			🗋 solibra(0)		99	53	浠海♦瀹€		011	IT	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	N
	Calculate	2	Camo-test(0)		99	54	00000		011	п	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	N
	Transactions				99	55	姊♦♦瀛♦		011	т	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	N
	Daily Attendance			B	99	56	璋剑令娌(011	т	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	N
					99	57	警田令寧6		011	IT	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	N
	Leave Summary				99	58	0 や 0 姉 0		011	п	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	N
	Daily Report				99	59	0+0(\$0)		011	п	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	N
	Monthly Detail Report				99	60	绠 ◆兢瀼6		011	т	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	N
	Monthly Statistical Report			1		~*	TDOVID a John a	-	~**	-	***	-		-	***	***	*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 X
The File Type	EXCEL File
Export Mode	 All data (Can export up to 40000 data)
	\bigcirc Select the amount of data to export (Can export up to 40000 data)
	From the article 1 Strip, is derived 100 Data
	OK Cancel



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.

Device	\oplus	Statistics of Month 2017-12	Pe	rsonnel II	C			Q ($\overline{\mathbf{x}}$										
		The current query conditions: Statistics of N	Aonth:(20	017-12)															
Basic Information	Ð	ĒB	C	Refresh	🛃 Exp	ort													
Shift	Ð	General(1)		Persor	nnel		Depar	tment	Attendar	nce(hour(s))	Late(Time(s))			Early(Time(s))		
		Marketing Department(1) Development Department(0)		Persor	First Name	Last Name	Numb	Name	Should	Actual	Valid	Slight	Mediu	Seriou	Total	Slight	Mediu	Seriou	i Tot
Schedule	\oplus	🗋 Financial Department(1)			abc	xyz	4	Financial De	15.0	0.0	0.0	0	0	0	0	0	0	0	0
Exception	ŧ	Hotel(1)		2	abc1	xyz1	2	Marketing D	15.0	0.0	0.0	0	0	0	0	0	0	0	0
Calculate Report	Θ																		
Calculate	^																		
Transactions																			
Daily Attendance																			
Leave Summary																			
Daily Report																			
Monthly Detail Report																			
Monthly Statistical Repo	rt																		
Departmental Report			4	< 1-2	_	50 rows p			To 1	/1 Page		of 2 record		1					

• 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	 All data (Can export up to 40000 data) Select the amount of data to export (Can export up to 40000 data) From the article 1 Strip, is derived 100 Data
	OK Cancel

	-					1.1					ZKT Northly Stat	ECO Indical Report				_				-			
	Fenoresi		Dep	rined.		Attendance/Icur(s)			Line	Drm(x()			Early((a)ect		-	Owntime	(hour(e))			Exception	(houris)	
ph	First Name	Last Name	Number	Name	Should	Actual	Valid	Sight	Medium	Serious	1cbi	Sigt	Medium	Serious	Total	Weekday	Vaniund	Holday	3ctal	Atomit	Larve	Trp	0
2	Jacky	Xang	1	General	80	87	57	0	0	0	0	0	0	0	0	0.0	0.0	6.0	00	00	00	00	
5	Necol	Y.		Marketrg Department	8.0	6.5	58	0		a	0	٥	•		a	00	00	00	80	00	60	00	
9	Ulas	Mei	3	Development Department	8.0	00	۵۵	•	0	٩	0	a	0	0	0	00	00	00	80	56	60	00	
3	Leo	Hau		Financial Department	8.0	7.9	6.6	٥	0	0	0	0	0	0	a	00	00	00	00	00	00	00	1
2	Lucky	Ten	3	Development Decement	80	7.9	5.6	0	0	a	0	٥	•	0	٥	8.0	00	0.0	80	0.0	00	00	
8	Glos	th	2	Marketrg Decement	8.0	00	00	0	0	a	D	a	0	D	σ	0.0	0.0	0.0	ap	6.6	00	0.0	1 .
8	Anter	Lin		Figureal Department	80	65	58	0	e	a	0	٥	•	0	σ	0.0	0.0	0.0	80	00	60	0.0	
4	Deny	Carp	1	General	80	7.9	6.6	0	6	0	0	0	Ø	0	0	00	00	0.0	80	00	00	00	1
1	14	Wing	1	General	80	7.9	5.6	0	0	0	0	0	0	0	0	0.0	00	0.0	00	0.0	00	0.0	
2340	2000	Yang	brind	Hintel																			

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.

ZKTeen		£ 1 ⊕ ■					8													
Device	\oplus	Statistics of Month 2017-12		a (0															
Basic Information	⊕	The current query conditions: Statistics of I			Export															
Shift	÷	✓ Constant (1) ▲ Constant (1) ▲ Marketing Department(1)	0	Depa	rtment	Attenda	nce(hour(s))	Late(Time(s))			Early(Time(s))			Overti	me(hour	(s))	
Schedule	Ð	Development Department(0) Financial Department(1)		Numb	Name Marketing E	Should 15.0	Actual 0.0	Valid 0.0	Slight 0	Mediu 0	Serior	u Total 0	Slight 0	Mediu 0	Seriou 0	u Total 0	Week	0.0	Holid	ia O
Exception	÷	THOTEL(1)		4	Financial De	15.0	0.0	0.0	0	0	0	0	0	0	0	0	0.0	0.0	0.0	0
Calculate Report	Θ																			
Daily Attendance	^																			
Leave Summary																				
Daily Report																				
Monthly Detail Report																				
Monthly Statistical Repo	ort																			
Departmental Report																				
Annual Report			4		_	_	_		_			_	_		_					
Automatic Report			10	< 1-2	2 31 5	0 rows per	page 🔻	Jump	To 1	/1 Pa	ge To	otal of 2	records							

• 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)	port up	to 40000 data)	
	O Select the amou	nt of da	ata to export (Can export up	to 40000 data)
	From the article	1	Strip, is derived 100	Data

										ZKTECO Departmental Repor										
Dept	tret		Attendance(houris))			Later	ime(s))			Early()	(ime(s))		the second second	Overtime	houris))		1	Exception	nourisii	-
Number	Name	Should	Actual	Valid	Silght	Medium	Serious	Total	Slight	Medium	Serious	Total	Weekday	Weekend	Holday	Total	Absent	Leave	Trip	Out
1	General	24.0	22.6	19.0	0	0	0	0	0	0	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
hotel	Hotel	8.0	8.0	8.0	0	0	0	0	0	0	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
3	Development Department	16.0	7.9	6.6	0	0	0		۵	٥	0	٥	5.0	00	ap	aq	6.6	0.0	0.0	0.0
2	Marketing Department	16.0	6.8	5.8	a	.0	8		0	o	0	0	8.0	0.0	0.0	0.0	6.5	8.0	0.0	0.0
4	Priancial Department	16.0	14.7	12.3	٥	á	0	0	0	0	a	0	6.0	0.0	ap	0.0	0.0	0.0	0.0	0.0

5.7.9 Annual Report

This function will give details for a selected Year. The details include personnel attendance summary status and detailed information, including attendance, late, leaving early, etc.

Device	\oplus	Statistics of Year 2017	Pers	onnel ID				Q (8))										
		The current query conditions: Statistics of h	Year:(201	7)															
Basic Information	\oplus	Ē	C	Refresh	🖪 Exp	ort													
Shift	÷	⊿ [∑ General(1)		Perso	nnel		Depar	ment	Attendar	nce(hour(s))	Late(T	Time(s))			Early(Time(s))		
Schedule	Ð	Marketing Department(1) Development Department(0)		Perso ID	r First Name	Last Name	Numbe	Name	Should	Actual	Valid	Slight	Mediu	Seriou	Total	Slight	Mediu	Seriou	ı Tot
≤© Exception	⊕	 Financial Department(1) Hotel(1) 		1 2	abc abc1	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		0 0	0 0
Calculate Report	Θ																		
Daily Attendance	Ŷ		1																
Leave Summary																			
Daily Report	- 1																		
Monthly Detail Report																			
Monthly Statistical Rep	ort																		
Departmental Report																			
Annual Report			4	_	_	_	_	_	_	_	_	_	-						-
Automatic Report			10	1.2	5 51	50 rows p	00 0000	+ Jump	To 1	/1 Page	Total	of 2 record							

• Export

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

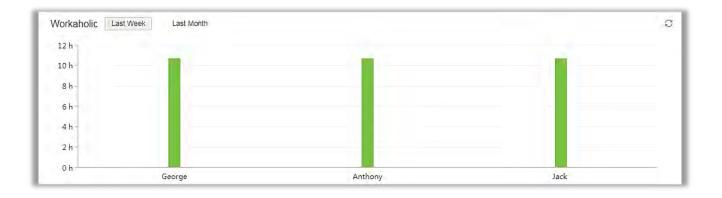
The File Type	EXCEL File	~			
Export Mode	All data (Can exp	port up te	o 40000 data)		
	O Select the amount	nt of data	a to export (Can ex	cport up	to 40000 data)
	From the article	1	Strip, is derived	100	Data

							_					ECO Report											_
	Personnel		Dep	without .		Attendance(hoursal)		1	Later	Dime(s()		1 (11) (11)	Early()	lime(s))			Overtime	(in)sec			Exception	n(hour(s))	
pin	First Name	Last Name	Nation	Nata	Should	Actual	Weld	Sight	Medium	Serious	Total	Sight	Nedium	Sectoral	Tobi	Weekday	Weekend	Holday	Total	Absent	Lanve	Trip	c
1	Jecty	Xinng		Ceremi	80	87	57	0	0	0		3	0	0	0	0.0	00	0.0	0.0	00	0.0	0.0	0
5	Necol	Y.	2	Markating Department	8.0	8.0	5.0	0	0	٥	0	0	0	D	0	0.0	0.0	0.0	0.0	00	0.0	0.0	0
9	Line	Mei	5	Development Department	8.0	0.0	0.0	0	0	0	e	0	0	D	0	0.0	00	00	0.0	66	00	0.0	0
3	Leo	Hou	•	Financial Department	8.0	7.9	8.6	0	0	0	0	٥.	0	D	0	0.0	0.0	0.0	0.0	00	60	0.0	0
2	Lucky	Tan	3	Development Decement	80	7.9	6.6	0		a			0	0		0.0	0.0	0.0	00	00	60	0.0	
	Glori	Lki	2	Marketrg Department	8.0	0.0	0.0	۹	a	a	6	0	0	D		0.0	0.0	0.0	00	4.6	80	0.0	0
•	Anter	Lin		Pinancial Department	8.0	5.0	54	0	0	g			0	0		0.0	0.0	0.0	00	00	60	0.0	
4	Berry	Cas	1	Cervers	80	7.9	6.6	0	ġ.	0	0	0	0	0	2	0.0	00	0.0	00	00	0.0	0.0	
	Jamy	Weng		General	8.0	7.0	6.8	0	0	0	0	0	0	0		00	0.0	0.0	80	0.0	0.0	0.0	
2540	Sherry	Yang	hotel	Histel	0.6	80	80	0	0	9		0	0	0	2	0.0	00	00	00	0.0	0.0	0.0	0

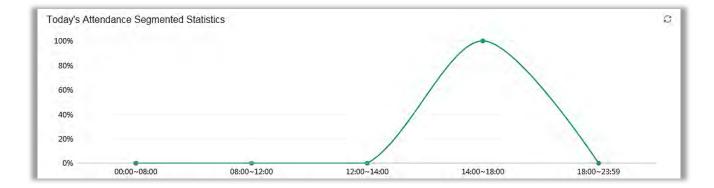
5.8 Homepage Panel

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, 18:00 ~ 23:59].

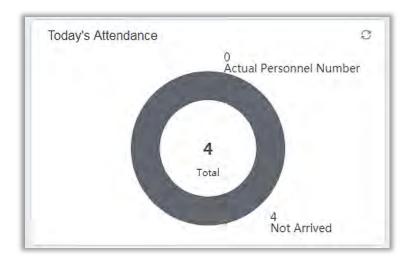
5.8.3 Today's attendance

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. Consumption System

This module allows the user to set up a consumption system with the device and realize their functions. The device can be set as either a "Consumer Machine", a "Cashier Machine" or a "Subsidy Machine". The "Consumer machine" type combines various consumption modes to meet the diversified consumption requirements such as fixed value mode or amount mode. The "Cashier Machine" type realizes the device recharge and refund function. The "Subsidy machine" type is used to receive allowances/subsidies. This module will collect the data from the device and summarize it on the various consumption reports. It can also perform various operations like issue card, card return, card suspend and resume, and other operations through the card reader connected to the software.

6.1 Basic Information

6.1.1 Piecewise Fixed Value

Piecewise Fixed value is the value and validity of a card which is supposed to be used on the consumer device.

1	Basic Information	Θ	Number		Name		Whether Effective		Q ®
	Piecewise Fixed Value	1	ie curren	t query conditions:	None				
			C Refres	sh					
	Consumption Time Zone		Number	Name	Start Time	End Time	Amount	Whether Rema	arks Operation:
	Restaurant Information	2						Effective	
	Meal Information		1	Default 1	00:00	10:00	10.0	Yes	Edit
	Commodity Information		2	Default 2	10:01	14:00	10.0	Yes	Edit
		~	<u>3</u>	Default 3	14:01	20:00	10.0	Yes	Edit
	Device	Ð	4	Default 4	20:01	23:59	10.0	Yes	Edit
Ģ		U	<u>5</u>	Default 5	00:00	10:00	10.0	No	Edit
4	Card Management	\oplus	<u>6</u>	Default 6	10:01	14:00	10.0	No	Edit
_			Z	Default 7	14:01	20:00	10.0	No	Edit
1	Consumption Detail	Ð	8	Default 8	20:01	23:59	10.0	No	Edit
A	Manual Supplement Consumption	Ð							
Ę	Subsidy	Ð							
Ð	Consumption Report	Ð							
1	Statistical Report	Ð	12 8 1	- 8 -> - 50 rov	vsperpage v Junr	np To 1 /1 Page	e Total of 8 records		

Click [Basic Information] \rightarrow [Piecewise Fixed Value] as shown in the following figure:

• Edit

By default, there are eight values, Click *Edit* on the operation column to open the modification dialog box.

C Refres	N		Edit	× int	1. Click to modify	Operations
1 2 3 3 4 5 2 2	De De De De De De	Name* Start Time* End Time* Whether Effective Amount* Remarks	Default 1 00 : 00 € 10 : 00 € Yes 10		Yes Yes Yes No No No	Edit Edit Edit Edit Edit Edit Edit
3 1L = T-	De 8			< to save run age much of records	2. Provide desired in	fo

You can provide the desired information in the dialog box which include; *Name, Start time, End time, Whether Effective* (status of the card), *Amount, and Remarks*.

6.1.2 Consumption Time Zone

Click [Basic Information] \rightarrow [Consumption Time Zone] as shown in the following figure:

By default, the system has some Consumption Time zones, you can select and edit according to your preferences.

Basic Information	-			Q (8)	
Piecewise Fixed Value	he current query cond	litions: None			
	Refresh				
Consumption Time Zone	Name	Start Time	End Time	Whether Effective Remarks	Operations
Restaurant Inform	ixed Time Period	08:00	09:00	Yes	Edit
Meal Information	ixed Time Period	10:00	14:00	Yes	Edit
Commodity Information	ixed Time Period	17:00	19:00	Yes	Edit
	ixed Time Period	20:00	23:59	Yes	Edit
Device 🕀 📻	ixed Time Period	08:00	09:00	No	Edit
	ixed Time Period	10:00	14:00	No	Edit
Card Management	ixed Time Period	17:00	19:00	No	Edit
Consumption Detail 🕀 🗄	ixed Time Period	20:00	23:59	No	Edit
<u>s</u>	econd Batch	08:00	09:00	Yes	Edit
Manual Supplement	econd Batch	10:00	14:00	Yes	Edif
Subsidy (+)	econd Batch	17:00	19:00	Yes	Edit
Subsidy 🕀 🚊	econd Batch	20:00	23:59	Yes	Edit
Consumption Report 🕘 😫	econd Batch	08:00	09:00	No	Edit
	econd Batch	10:00	14:00	No	Edit

• Edit

Click *Edit* column on the operation column to open the modification dialog box.

	and distances blanks					
The current query o	conditions: None					
C+ Refresh						
Name		Edit	3	< arks	Click to modify	Operations
ixed Time Period	Name*	Fixed Time Period				Edit
ixed Time Period	Start Time*	08 : 00	1			Edit
ixed Time Period	End Time*	09:00				Edit
ixed Time Period	Whether Effective	Yes T				Edit
ixed Time Period	Remarks	165				Edit
ixed Time Period				2. Provide d	estred into	Edit
ixed Time Period						Edit
ixed Time Period	-	Arr. 1 6				Edit
econd Batch		OK Cancel				Edit
econd Batch	10:00	14:00	Yes			Edit
econd Batch	17:00	19:00				Edit
Second Batch	20:00	23:59 3. Ct	ick to save			Edit
Passand Datab	00.00	00.00	Ma			E 49

On the dialog box, you can select the required *Start time*, *End time*, *Whether Effective*, and *Remarks* (optional), as shown in the above figure. After providing the information, click *OK*.

6.1.3 Restaurant Information

By default, a Restaurant name is already added, you can edit it and also add new ones.

Click [Basic Information] \rightarrow [Restaurant Information], shown as following figure:

Basic Information	Restaurant Number		Restaurant Name	
Piecewise Fixed Valu	The current query co	nditions: None		
Consumption Time Zone	🔿 Refresh 🗎 N	ew 🕋 Delete		
Restaurant Information	Restaurant Number	Restaurant Name	Remarks	Operations
Meal Information	0 1	Headquarters	Default Data	Edit Delete
	2	Franchise		Edit Delete
Key Value Information				
Device 🕀				
Card Management 🕀				
Consumption Detail 🕀				

New

Click *New*, to add a restaurant.

Basic Information Piecewise Fixed Value Consumption Time Zone	Restaurant Number		d urant Name	
Restaurant Information	Restaurant Number	Restaurant Name	Remarks New	Operations ×
Meal Information Commodity Information	□ 1 □ 2	Restaurant Number*	1	⊐ î
Key Value Information		Restaurant Name* Remarks		
Card Management (+) 2. Provide desired Consumption Detail (+)	linfo	Save and New	ОК	Cancel
Manual Supplement Consumption				
E Subsidy ⊕				

Type the preferred *Restaurant number, Restaurant name*, and *Remarks* (optional) information, and then click *OK* to save and close or click *Save and New* for continue adding.

• Delete

You can directly click *Delete* on the required hotel to remove it from the system.

0	Refresh 💾 Ne	ew 🕋 Delete		
	Restaurant Number	Restaurant Name	Remarks	Operations
	1	Headquarters	Default Data	Edit Delete
	2	Franchise		Edit Delete
	3	Franchise1		Edit Delete
3.	4	Franchise2		Edit Delete
				1
			Click to delete	1

For deleting in batch, select the required hotel(s) as shown below and click *Delete*. The default restaurant number 1 cannot be deleted.

🖓 Refresh	New m Delete		
	inter a second s		
Restaurant Number	Restaurant Name	Remarks	Operations
0 1	Headquarters	Default Data	Edit Delete
2	Franchise		Edit Delete
0	Franchise1		Edit Delete
✓ 4	Franchise2		Edit Delete

• Edit

Click *Edit* in the operation column to open the modification dialog box.

		rant Name	ck to modify Remarks	Opera	ations
1	Headqua	arters	Default Data	Edit De	elete
2		× Edit De	<u>elete</u>		
<u>3</u> 4	Restaurant Number* Restaurant Name*	1 Headquarter	s	<u>Edit De</u>	
	Remarks	Default Data	Cancel		

6.1.4 Meal Information

Click [Basic Information] \rightarrow [Meal Information], shown as following figure:

÷	Basic Information	Meal Number		Meal Name		Whether Effective	
	Piecewise Fixed Value	The current que	ery conditions: None				
	Consumption Time Zone	🔶 🕞 Refresh					
	Restaurant Information	Meal Number	Meal Name	Start Time	End Time	Whether Effective	Remark
	Meal Information	1	Breakfast	00:00	10:00	Yes	
		2	Lunch	10:01	14:00	Yes	
	Commodity Information	2)3	Dinner	14:01	20:00	Yes	
	Key Value Information	4	Midnight Snack	20:01	23:59	Yes	
-	Device 🕀	5	Meal 05	00:00	10:00	No	
		6	Meal 06	10:01	14:00	No	
	Card Management	Z	Meal 07	14:01	20:00	No	
ā	Consumption Detail	8	Meal 08	20:01	23:59	No	
A 12	Manual Supplement Consumption)					

• Edit

Click on the meal number of list and the edit column of the operation to pop up the modification dialog box.

Basic Information	Meal Number The current query conditions: None	Meal M Click on either of the	
Piecewise Fixed Value		two ways to modify	
Consumption Time Zone	C+ Refresh		
Restaurant Information	Meal Number Mame	Edit ×	Operations Edit
Meal Information	2 Lunch	Meal Name ^s Breakfast	Edit
Commodity Information	<u>3</u> Dinner	Start Time* 00 : 00	Edit
Kev Value Information	4 Midnight Snack	End Time* 10 : 00	Edit
Device 🕂	<u>5</u> Meal 05	Whether Effective Yes	Edit
Card Management 🕀	<u>6</u> Meal 06	Remarks	Edit
Card Management 🕀	7 Meal 07		Edit
Consumption Detail	<u>8</u> Meal 08	OK Cancel	Edit
Manual Supplement			
Subsidy 🕂			

Enter the information in the dialog box which include: *Meal Name, Start Time, End time, Whether Effective* (status), *Remarks* (optional) and then click *OK* to save.

6.1.5 Commodity Information

Click [Basic Information] \rightarrow [Commodity Information] as shown in the following figure:

Basic Information	Commodity Number	Commodity Name	Q (8)
Piecewise Fixed Value	The current query conditions: None		
Consumption Time Zone	C Refresh 🕒 New 👚 Delete		
Restaurant Information	Commodity Commodity Name Number	Barcode Unit Pri	ce Discount(%)
Meal Information			
Commodity Information			
Kev Value Information	-		
Device 🕀	2		
Card Management 🕀			
Consumption Detail 🕀			

• New

Click *New* to add, enter required *Commodity number*, *Commodity Name*, *Barcode*, *Unit price*, *Discount* in the dialog box, and then click *OK* to save and close or click *Save and New* for continue adding.

Solution Note: If you put 0 in *Discount*, then the product is not discounted.

Basic Information Piecewise Fixed Value	Commodify Number 1. Click to add Name The current query condress None
Consumption Time Zone	C Refresh Mew Pelete
2. Provide desire	New ×
Commodity Information	Commodity Number*
Key Value Information	Commodity Name*
Device 🕀	Barcode Unit Price* 1
Card Management 🕀	Discount(%)*
Consumption Detail	Save and New OK Cancel
Manual Supplement Consumption	
🗐 Subsidy 🕀	
E Consumption Report 🕂	
Statistical Report 🕀	1; 0 ; 1 50 rows per page 🤝 Jump To 1 /0 Page Total of 0 records

• Delete

You can directly click *Delete* on the required Commodity to remove it from the system.

Cr.	Refresh T N	ew 🔐 Delete			Click to delete			
	Commodity Number	Commodity Name	Barcode	Unit Price	Discount(%)	Operations		
	1	Noodles		5.0	2	Edit Delete		
	2	Rice	Promp	ot	0	Edit Delete		
			Are you sure you wa informati	nt to delete this on?				
			ок	Cancel				

For deleting in batch, select the required Commodity(s) as shown below and click *Delete*.

2	Commodity Number	Commodity Name	Barcode	Unit Price	Discount(%)	Operation
	1	Noodles		5.0	2	Edit Delete
		Rice	Prompt	20	0	Edit Delete
	1. Sele	ect	Are you sure you want to p operation'	erform the delete		
	_	-	ок	Cancel		

6.1.6 Key Value Information

Click [Basic Information] \rightarrow [Key Value Information] to enter the unit value in the consumer device as shown below:

Basic Information	Key Value Nur	nber	Q 🛞
Restaurant Information	C Refresh		
Meal Information	Key Value Number	Unit Price	Operations
Commodity Information	1	10.0	Edit
Key Value Information	2	11.0	Edit
Card Information	3	12.0	Edit
Device	4	13.0	Edit
	5	20.0	Edit
Card Management 🕀	<u>6</u>	30.0	Edit
	Z	40.0	Edit
Consumption Detail 🕀	<u>8</u>	50.0	Edit
Manual Supplement	<u>9</u>	60.0	Edit

• Edit

Click the key value number of the list and the edit column of the operation to pop up the modification dialog box. Only the unit price can be modified. The specific display of the dialog box is as follows:

	Edit	×
Key Value Number* Unit Price*	t þ	
ок	Cancel	

6.1.7 Card Information

Click [Basic Information] \rightarrow [Card Information], as shown below:

ard Type N	onditions: No		Card Type Name		Discount	(we)	۹ م	8								
	New P De															
Nun	Card Type Name	Discount(%)	Max. Daily Consumption Amount	Max. Daily Consumption Times	Max. One-time Consumption Amount	Max. Meal Consumption Amount	Max. Meal Consumption Times	Min. Card Balance	Max. Card Balance	Available Meal	Effective Use of Days	Consumption Period	Available Device	Remarka	Creator	Operations
1 1	Employee Car	0	0.0	D	0.0	0.0	0	0,0	9999.0		365	Fixed Time Pen-				Edit Delete

• New

Click *New*, in the dialog box, you can fill in the *Card Type Number, Card Type Name, Discount, Consumption Time Zone, Maximum Daily Consumption Amount, Maximum Daily Consumption* *Times, Maximum One-Time Consumption Amount, Maximum Meal Consumption Amount, Maximum Meal Consumption Times, Minimum Card Balance, Maximum Card Balance, Effective Use of Days, Available Meal, Available Device, Remarks,* as shown below:

Basic Information	Card Type Number	Card T	ype Name	Discount(%)		Q	8		
	The current query condition:		- 1	New		*			
Restaurant Information	C Refresh 🕑 New 🛍		1	T. S. S. S. S. S.	1				
Meal Information	3 Card Type Card Typ	Card Type Number* Discount(%)*	0	Card Type Name* Consumption Period*	Fixed Time Period	- 1	Min. Card	Max. Card	Available
Commodity Information	Number Name	Max. Daily	0	Max. Daily	Pixed Time Period	-	Balance	Balance	Meal
	<u>1</u> Employee	Consumption Amount*	0	Consumption Times*	0	- 1	0.0	9999.0	
Key Value Information	2.3	Max. One-time	0	Max. Meal	0				
Card Information		Consumption Amount*		Consumption Amount*					
Device 2		Max. Meal	0	Min. Card Balance*	0				
		Consumption Times* Max. Card Balance*	9999	Effective Use of Days*	0				
Card Management 🕀		Available Meal		Available Device	-				
		Remarks							
Consumption Detail									
Manual Supplement Consumption									
E Subsidy 🕀						_			
Consumption Report		-	Save and New	OK Cancel		_			
Statistical Report 🕀	iç ≪ 1-1 ⇒ >i 50 ro	ws per page 👻 Jumi	p To 1 /1 Page Tot	al of 1 records					

• Edit

Click the card type number of the list and the edit column of the operation to pop up the modification dialog box.

• Delete

You can directly click *Delete* on the required Card to remove it from the system.

Card Type Numbe	er		Card Type Na	me		Discount(%)		Q	8	
ne current query	y conditions: No	one								
Refresh	P New 🏠 De	elete								
Max. Meal Consumption Amount	Max. Meal Consumption Times	Min. Card Balance	Max. Card Balance	Available Meal	Effective Use of Days	Consumption Period	Available Device	Remarks	Creator	Operations
0.0	0	0.0	9999.0		365	Fixed Time Period				Edit Delete
300.0	3	10.0	9999.0	Lunch, Dinner, M	0	Fifth Batch			admin	Edit Delete
										1
										/
								Click to de	elete	

For deleting in batch, select the required Card(s) as shown below and click *Delete*. The default

employee card cannot be deleted.

🖓 Refresh 📑 New 👘 Dele	te							
Card Type Card Type Number Name	Discount(%) Max. Daily Consumption Amount	Max. Daily Consumption Times	Max. One-time Consumption Amount	Max. Meal Consumption Amount	Max. Meal Consumption Times	Min. Card Balance	Max. Card Balance	Operations
<u>1</u> Employee Car 0	0.0	0	0.0	0.0	0	0.0	9999.0	Edit Delete
✓ <u>2</u> Test 0		100	100.0	300.0	3	10.0	9999.0	Edit Delete
Test1 2	D 0.0	0	0.0	0.0	0	0.0	9999.0	Edit Delete
Test1 2	0 0.0	0	0.0	0.0	0	0.0	9999.0	Edit De

6.2 Device Management

This module is used to manage consumer devices and set basic parameters of the consumer system.

6.2.1 Device Management

Click [Device Management] \rightarrow [Device Management], as shown below:

Basic Information	Device Name	Serial Number	Equipment Use	Q @
	The current query conditions: None			
Device Management	C Refresh 🕑 New 📸 Delete 📇	Equipment control 👻 🗋 Collect All Data	a = More +	
Device Management	Device Name Serial Number	Equipment IP Address Status Use	Is record parsed Number of completely records to be parsed	Number of Device Registration commands to be Time parsed

New

Click *New*, and fill the following information; Device Name, Serial Number, Area (can be added in Setting module), Equipment Use (the type of device), Billing, Operator Card Check, Restaurant, Consumption Mode. The specific display of the dialog box is as follows:

Device Name Click to	add ^{I Number}	Equipment Use		- 9	۲
The current query conditions: None					
🔿 Refresh 📑 New 👘 Delet		New	×		
Device Name Serial Num	Device Name* Serial Number* Area* Equipment Use* Whether Accounting Operator Card Check Whitelist Check Owned Restaurant* Consumption Mode*	Consumer Machine	f (be	Number of commands to be parsed	Device Time
	Save and New	OK Cancel			

Some parameters are explained as follows:

Equipment use: This will define the usage type of the consumer device.

Whether accounting: It appears when the device type is selected as Consumer machine. If the *Whether Accounting* check box is selected, the billing record is generated when the card is swiped and the amount is not deducted from the card.

Operator check: If the *Operator Card Check* checkbox is selected, the device will be initially in locked state after being added to the system. To unlock the device, the operation card needs to be swiped. Please note that, the operation card must have been issued before using this parameter.

Consumption mode: The options are Fixed value mode, Amount Mode, Key-value mode, Counting mode, Commodity mode, Recording Time Mode. selected for different needs.

Cumulative Subsidy: It appears when the device type is selected as Subsidy machine. If the accumulative subsidy is not checked, only the last subsidy application can be received when there are multiple unsubsidized records; when the accumulative subsidy is checked, all the subsidized amounts will be collected.

Clear subsidy: Displayed only when the device is a subsidized machine. If the zero subsidy is not checked, the subsidy application will be directly received; if the zero subsidy is checked, the original subsidy in card will be cleared first and then collect the latest subsidy.

• Edit

Click the device name of the list or the edit column of the operation to pop up the modification dialog box. The items that can be modified in the modification dialog box includes device name,

area, device usage, whether accounting, operator card check, consumption mode, and restaurant. And you can also view the segmentation value, card type, and key value data corresponding to the device, as shown in the following figure.

Device Name	e*	ProMerc-10	Serial Nu	mber*	524145556	
IP Address*			Commun	ication port*	4370	
Area*		Area Name	Equipmer	nt Use*	Consumer Machine 🔻	
Whether Acc	ounting		Operator	Card Check		
Whitelist Che	eck		Consump	tion Mode*	Amount Mode 🔹	
Owned Rest	aurant*	Headquarters				
Number	Name Default 1	Start Time 00:00:00	End Time 10:00:59	Amount	Whether Effective Yes	
1						1
	Default 2	10:01:00	14:00:59	10.0	Yes	
		14:01:00	20:00:59	10.0	Yes	
	Default 3					
3	Default 3 Default 4	20:01:00	23:59:59	10.0	Yes	
3		20:01:00 00:00:00	23:59:59 10:00:59	10.0 10.0	Yes No	ł
3 4 5	Default 4					
2 3 4 5 6 1× < 1-8	Default 4 Default 5	00:00:00 10:01:00	10:00:59	10.0	No	

• Delete

Check the consumer device record, click [Delete] at the top of the list or [Delete] under the operation bar, *OK* to delete the selected consumer device data, and [Cancel] to cancel the operation.

• Clear Swipe Card Data

Click the [Clear Swipe Card Data] button at the top of the list, a dialog box will pop up as shown below.

Check All tal Progress	Card Record	CashierCredit Card Record	SubsidyRecord(including not received)
Hidden			Siari Close

The operation here is to select the device first, then you can check the type of the card record, you can select all, click [Start] will clear the data of the selected card record, click [Close] will close the current dialog box, no operation.

• Clear consumer device settings

Click the [Clear Consumer Device Settings] button at the top of the list, a dialog box will pop up as shown below.

Pro	mpt
Are you sure you wan Consumer Machine	t to perform the Clear Settings operation?
ок	Cancel

Clicking *OK* will clear the setting information of the consumer device, and clicking [Cancel] will close the current dialog box and do nothing.

• Delete device command

Select a device in the device list below, click and select the device check box on the left side, click the Delete Device command, and the following dialog box will pop up. Click OK. The command to be parsed by the device will be deleted and cleared.



• Collect all data

Select a device in the device list below, click and select the device from the list, click to collect all data, and the following dialog box will pop up. According to the operator's needs, check the data that needs to be synchronized. Click Start and wait for the data to sync until the synchronization is complete.

Select device-ProMerc-	10 : 524145556		
ConsumptionRecord	CashierRecord	SubsidyRecord	
tal Progress			
tal Progress Hidden		Start Close	

More

There are two hidden function buttons under the button, which are to restart the device and synchronize the software data to the device:

Restart the device: Check one device, click this button, the device will automatically restart.

Synchronize software data to device: Select a device, click this button, it will send data such as setting parameters of the software to the device to achieve the function of synchronization information so that the device can set the properties synchronously.

6.2.2 Consumption Parameter

Click [Device Management] \rightarrow [Consumption Parameters], as shown below:

Basic Information	Ð	Basic Settings	
Device Management	Θ	Card Balance Limit: 9999	
Device Management Consumption Parameter-	2	Consumption Amount Consumption Rate: 1 (Consumption amount = Equipment display amount * Consumption rate)	
		Card Setting	
		The consumer device version must match the card mode.	
		System Password: Confirm Password:	
		Mode:	
Card Management	\oplus		
Consumption Detail	\oplus		
Manual Supplement	\oplus		
Subsidy	\oplus		
Consumption Report	\oplus		
Statistical Report	\oplus	OK	

In the basic settings, you can set the limit for the card balance.

Consumption rate is the value set to obtain the consumption amount with respect to the entered amount on the device.

Select the wallet mode as per the consumer device specifications. Make sure the consumer device supports the selected mode.

Click OK to save the modified consumption parameter information.

6.3 Card Management

6.3.1 Card Service

Using this option, you can issue different types of card and set their usage limits. You can also manage the already existing cards and

The initial interface of this module is shown below:

Basic Information	\oplus	☑ Modify card information
Device Managem	Ð	+ × +
Card Management	Θ	Card Issue Return Card Supplementary Card
Card Management Income and Expenses		Card Consumption
Consumption Detail	Ð	
Manual Supplement	Ð	Top Up Refund
Subsidy	\oplus	Device Driver
Consumption Report	Ð	
Statistical Report	⊕	Device driver installation status : Detected Device Driver is not installed: Driver Download

• Device driver

First of all, you need to check the status of the Device driver at the bottom of this interface.

If it is not installed, you need to install it before using this function.

Card Issue	Return Card	Supplementary Card
Card Consumption		
	l ≅x	
Top Up	Refund	

Click *Driver Download* to start downloading. Once it is downloaded, install it as per the on-screen prompts. After the installation is complete, you can see the updated status as shown below:

Device	Driver
De	evice driver installation status : Installed, version number is:2.0.40

• Modify card information

Place the card on the card reader, click *Modify card information* as shown below. A dialog box will appear with all the details of the card.

Basic Information	Ð	Card Service		
Device Management	\oplus	Gald Delvice	Click here to modify	
Card Management	Θ			-
Card Service				
Card Management		Card Issue	Return Card	Supplementary Card
Income and Expenses				

	Modify card information	_
Personnel Information		
Card Account	Person Number	
Person Name	Department Name	
Card Information		
Card Account	Card Number	
Card Amount	Card Flow Number	
Subsidy Amount	Excess Password	
Card Issue Date	Consumer Card Type	
Database Information		
Card Amount	Excess Password	
Card Issue Date	Consumer Card Type Employee Card *	

• Card issue

You must initialize a card through this system before using it on the consumer device.

Click on the card issue icon, the card issuing interface is as follows.

×		+	
Re	eturn Card	Supplementary	Card
Click to	o issue card	E.	
	Refund		
	Click t	Return Card Click to issue card	Click to issue card

nitialization		
Empty Password*		
Card Original Password*		\otimes
Card Information		
Card Type*	Ordinary Card 🔹	
Consumer Card Type*	Employee Card 🔹	
Person Name*		9
Card Account*		
Amount*	0.00	
Card Cost*	0.00	
Management Fee	0.00	
Excess Password*	123456	

If the card is previously used before initialization, you can set blank password or keep the original password of the card. After setting the card type and consumer card type in this window, click the

icon beside the Person's name field and select the required personnel (you need to add the required personnel in the personnel module before issuing card). Then set the *Card Account*, *Amount, Card Cost, Management Fee, Excess Password*, click Issue card to complete.

Empty Password*		
Card Original Password*		\otimes
ard Information		
Card Type*	Ordinary Card	•
Consumer Card Type*	Employee Card	
Person Name*	(316002)nick	Q
Card Account*	32232132	
Amount*	1000	
Card Cost*	5	
Management Fee	5	
Excess Password*	123456	

Prerequisites:

- 1. Make sure the required person is already added in the personnel module before issuing card.
- 2. The card needs to be initialized before issuing the card.

• Return card

Return Card operation is performed to stop the card being used further in the consumption software system.

After clicking *Return card*, a pop-up window will give additional information for the operation. Put the card on the card reader, click on the card to read, the card information will be displayed, check the information and click OK to block or revoke the card.

Prerequisite: To withdraw a card approval, you must have an issued card.

	1
Card Account	
Person Number	
Person Name	
Department Name	
Account Balance	
Card Balance	
Refund Cost	

• Supplementary card

Prerequisite: This function is used when a card is reported lost.

Empty Password*		-
Card Original Password*		8
ard Information		
Card Type*	Ordinary Card	T
Consumer Card Type*	Employee Card	•
Person Name*		Q
Card Account*		
Amount*	0.00	
Card Cost*	0.00	
Management Fee	0.00	
Excess Password*	123456	

Click the *Q* search icon beside the Person Name field and select the person who has lost the card. Click to write the card with the same information as the lost card. After the card is issued, the balance

and other information in the original card will be written into the new card. (The used card needs to be initialized, and the card can be set to a blank password or a card original password at the initialization interface.)

Note: Please ensure that all devices in the consumption system are online. Otherwise, the processing result after the above operation cannot be synchronized to other devices. And the original card can still be used for consumption, resulting in the card balance being inconsistent with the actual amount and the account being uneven. Please be careful with this!

• Top up

This function is used to add an extra amount to the card balance. Click the top up button to open the Top-up interface. Put the card on the card reader, click on the card to confirm the card information. Enter the amount you need to recharge and then click OK to execute the operation.

	Тор Up	×
Card Account		
Person Number		
Person Name		
Department Name		
Account Balance		
Card Balance		
Added Balance		
Card Flow Number		
Top Up Amount*	0.00	
Reading	Card Cancel	

Refund

Refund operation is used to return a specified amount to the card. Click the refund button to open the refund interface, put the card on the card reader, click on the Read card to confirm the card information. Enter the amount you need to refund, and click OK to execute the operation.

Card Account		
Person Number		
Person Name		
Department Name		
Account Balance		
Card Balance		
Amount After Refund		
Card Flow Number		
Refund Amount*	0.00	

6.3.2 Card Management

This function is used to perform two operations; *Logout Management Card* and *Non-Card Return Card*. And on this interface, you can also view the card information that has been issued till date.

he c	urrent query condi	tions: None									
ġ.	Refresh 👚 Logo	ut management card	🛛 🙀 Non-card Return Ca	rd 📝 Export							
EI.	Personnel ID	First Name	Department Number	Department Name	Card Number	Card Account	Card Type	Card Type Name	Amount	Card Status	Card Issue Date
a.	226	kim	1	General	4117804270	45	Ordinary Card	Employee Card	1200.0	Effective	2018-11-28 17:14:44
8	221	Jim	1	General	4117510526	74125	Ordinary Card	Employee Card	0.0	Effective	2018-11-28 17:19:03
	222	Tom	1	General	4118105670	253466	Ordinary Card	Employee Card	235.0	Effective	2018-11-28 17 19 37
1	223	Jay	1	General	4117858142	55555	Management Card		0.0	Effective	2018-11-28 17:20:21

The top of the interface provides several search criteria:

Person Number	Person Name	Card Account	More Q	8
he current query conditions: None			1	
🕞 Refresh 👔 Logout management card	Non-card Return Card 📑 Export		to get more	
Personnel ID First Name	Department Number Department Nam		arch criteria	Card Type

The current q	uery conditions: I	None		
Card Status		Card Type	 Card Number	

Enter the known information in the respective field to search for the corresponding card information. For example, if you need to search all the ordinary cards, click the card type drop-down menu, select

Ordinary card, and click the *Q* icon on the right to get the search results. The search results are displayed on the report interface at the bottom of the page. As shown below.

Ξ.	Personnel ID	First Name	Department Number	Department Name	Card Number	Card Account	Card Type	Card Type Name	Amount	Card Status	Card Issue Date
0	226	kim	1	General	4117804270	45	Ordinary Card	Employee Card	1200.0	Effective	2018-11-28 17:14:44
	221	Jim	1	General	4117510526	74125	Ordinary Card	Employee Card	0.0	Effective	2018-11-28 17:19:03
0	222	Tom	1	General	4118106670	253466	Ordinary Card	Employee Card	236.0	Effective	2018-11-28 17:19:37
	223	Jay	1	General	4117858142	55555	Management Card		0.0	Effective	2018-11-28 17:20:21

• Logout management card

This function is used to log out the management and the operation card. After the logout operation, the management card or operation card will be invalid.

• Non-card return card

Click *Non-card return card*, select the desired refund option and click *OK*. If the card is eligible for the refund, the amount will be refunded to the card and a refund record will be generated in the system.

The card will not be used in this consumer system after the card is not returned.

Note: [Non-card return card] Please ensure that all devices in the consumption system are online before operation. Otherwise, the processing result after operation may not be synchronized to other devices in time. The card can still be consumed, resulting in the card balance being inconsistent with the actual amount and unbalanced situation. Please be careful with this!

Please ensure that all eq online, otherwise it may I	uipment in the consumer system is lead to unfair accounts !	4
isRefund*	Yes 🔻	

Refresh

It is used to update the card interface with new data.

• Export

It exports the current report data.

Note: The report loss/resume card operation is performed in the card management in the [Personnel Module].

6.3.3 Income and Expenses

This function will show all the payments and due amount data of all the cards in the consumption system.

Click [Card Management] → [Income and Expenses], as shown below:

The current que	ry conditions: C	perating Time Fre	am: (2018-08-2	8 00:00:00) T	0:(2018-11-28 2	(3:59:59)									
C Refresh	Z Export														
Personnel ID	First Name	Department Name	Card Number	Card Account	Card Flow Number	Type Name	Туре	Subsidy Type	Amount	Balance	Upload Time	Operating Time	Device Serial Number	Device Flow Number	Creat
223	Jay	General	4117858142	55555	1	Management			0.0	0.0	2018-11-28 17:20:21	2018-11-28 17:20:21			admin
222	Tom	General	4118106670	253466	1	Card Issue	Income		236.0	236.0	2016-11-28 17:19:37	2018-11-28 17:19:37			admin
221	Jim	General	4117510528	74125	1	Card Issue	Income		0.0	0.0	2018-11-28 17:19:03	2019-11-28 17:19:03			admin
226	kim	General	4117804270	45	4	Card Issue	Income		1200.0	1200.0	2018-11-28 17:14:44	2018-11-28 17:14:44			admin
223	Jay	General	4117804270	99999	1	Logout manag			0.0	0.0	2018-11-28 16:22:42	2018-11-28 16:22:42			admin
224	Lee	General	4117858142	44444	2	Return Card	Expenses		100.0	0.0	2018-11-28 16:04:48	2018-11-28 16:04:48			admin
222	Tom	General	4117510526	88888	2	Return Card	Expenses		100.0	0.0	2018-11-28 16:04:29	2018-11-28 16:04:29			admin
221	Jim	General	4118106670	1111111	2	Return Card	Expenses		100.0	0.0	2018-11-28 16:04:08	2019-11-28 16:04:08			admin
224	Lee	General	4117858142	44444	1	Card Issue	Income		100.0	100.0	2018-11-28 16:02:58	2018-11-28 16:02:58			admin
222	Tom	General	4117510526	88888	1	Card Issue	Income		100.0	100.0	2018-11-28 16:02:13	2018-11-28 16:02:13			admin
23	Jay	General	4117804270	99999	1	Management			0.0	0.0	2018-11-28 15:59:28	2018-11-28 15:59:28			admin
21	Jim	General	4118106670	1111111	1	Card Issue	Income		100.0	100.0	2018-11-28 15:58:06	2018-11-28 15:58:06			admin

• Refresh

Click *Refresh* to load the latest card cash receipts and payments data.

6.4 Consumer Details

Click [Consumption Details] \rightarrow [Consumption Details Table], as shown below:

🚯 Basic Information 🛛 🕀	Cons	rumption Time From	2018-08-28 00	100:00	lo 2018-11-2	8 23:59:59	Person N	umber		More	· Q 🛞					
	The	current query cond	tions: Consump	tion Time From:	2018-08-28 00	00:00) To:(201	8-11-28 23:56	2.59)								
Device ①	C	Refresh 🗹 Exp	ort 📑 Error Co	prrection												
Gard Management 💮	0	Person Number	First Name	Card Status	Department Number	Department Name	Card Account		Amount of Consumption	Balance	Consumption Restaurant Me Mode Name	al Name	Device Serial Number	Device Flow Number	Card Flow Number	Consumption Upload Time Time
Consumption Detail	E	222	Tom	Effective	1	General	253466	Supplementar 12	2.0	208.0	Manual Suppl Headquarters Dinn	ner	524145556		4	2018-11-28 2 2018-11-28 17:32.5
a saul	U	227	king	Effective	à -	General	8579652	Supplementar 2	0.0	471.0	Manual Suppl Headquarters Lund	ch :	524145556		4	2018-11-28 1: 2018-11-28 17:42 1
Consumption Detail Table	B	227	king	Effective	1	General	8579652	Supplemental 21	0.0	491.0	Manual Suppl Headquarters Midr	night Snat	522153322		3	2018-11-28 1: 2018-11-28 17:41:5
	8	227	king	Effective	1	General	8579652	Supplementar 10	0.0	511.0	Manual Suppl Headquarters Dinn	ner	524145556		2	2018-11-28 1: 2018-11-28 17:41:3
	0.	226	kim	Effective	1	General	45	Supplementar 2	0.0	1148.0	Manual Suppl Headquarters Midr	night Snat	524145556		4	2018-11-28 1: 2018-11-28 17:35:2
	0	226	kim	Effective	1	General	45	Supplementar 2	2.0	1168.0	Manual Suppl Headquarters Midr	night Shar	522153322		3	2018-11-28 1: 2018-11-28 17:34:3
	0	226	kim	Effective	4	General	45	Supplementar 10	0.0	1190.0	Manual Suppl Headquarters Dinn	ner	522153322		2	2018-11-28 1: 2018-11-28 17:34
		222	Tom	Effective	1	General	253466	Supplementar 6	0	230.0	Manual Suppl Headquarters Brea	aktast	524145556		2	2018-11-28 1: 2018-11-28 17:30
	8	222	Tom	Effective	1	General	253466	Supplemental 10	0.0	220.0	Manual Suppl Headquarters Lund	ch	524145556		3	2018-11-28 1: 2018-11-26 17:31.2
		Summary:							30.0							
Manual Supplement ③																
🗐 Subsidy 💮																
Consumption Report 🕀		_	_	_	_	_	_						_		_	
Statistical Report 🕀	100	c t-10 > 51				/1 Page Tol	tal of 10 recon									

Refresh

Click *Refresh* to load the latest consumption details.

6.5 Manual Supplement

It is used to enter some consumptions record details manually in the system.

Solution Note: Before performing this operation, you need to have the relevant operation card.

he current quer	y conditions:	Consumption T	ime From:(201	8-08-28 00:00:00) T	o:(2018-11-28 23	3:59:59)					
🕞 Refresh	• New										
Person Number	First Name	Card Account	Card Flow Number	Card Number	Amount of Consumption	Balance	Meal	Device Serial Number	Consumption Time	Creation Time	Creator
227	king	8579652	4	4117858142	20.0	471.0	Lunch	524145556	2018-11-28 17:42:00	2018-11-28 17:42:16	admin
227	king	8579652	3	4117858142	20.0	491.0	Midnight Snac	522153322	2018-11-28 17:41:00	2018-11-28 17:41:53	admin
227	king	8579652	2	4117858142	10.0	511.0	Dinner	524145556	2018-11-28 17:41:00	2018-11-28 17:41:34	admin
226	kim	45	4	4117804270	20.0	1148.0	Midnight Snac	524145556	2018-11-28 17:35:00	2018-11-28 17:35:24	admin
226	kim	45	3	4117804270	22.0	1168.0	Midnight Snac	522153322	2018-11-28 17:34:00	2018-11-28 17:34:33	admin
226	kim	45	2	4117804270	10.0	1190.0	Dinner	522153322	2018-11-28 17:33:00	2018-11-28 17:34:13	admin
222	Tom	253466	4	4118106670	12.0	208.0	Dinner	524145556	2018-11-28 21:31:00	2018-11-28 17:32:59	admin
222	Tom	253466	3	4118106670	10.0	220.0	Lunch	524145556	2018-11-28 17:30:00	2018-11-28 17:31:25	admin
222	Tom	253466	2	4118106670	6.0	230.0	Breakfast	524145556	2018-11-28 17:30:00	2018-11-28 17:30:42	admin

New

You can manually enter some consumptions entries. Click New to open the addition interface.

Consumption Time From	2018-09-16 00:00:00	To 2018-12-16 23:59:	59 Person Number		More ~ Q
The current query conditi	ons: Consumption Time F	rom:(2018-09-16 00:00:00)	To:(2018-12-16 23:59:59)		
○ Refresh					
Person Number First Na		rd Flow Card Number	Amount of Balance Consumption	Meal E	Device Serial Number

You need to cross-check the relevant information of the card. When the user puts the relevant card into the card reader, click on read card to read the detailed data such as the Card Account, Card Number, Name, Person Number, Balance, Card Flow Number. Meals, Available Device, Consumption time and Consumption Amount.

Card Account		
Card Number		
Person Name		
Person Number		
Balance		
Card Flow Number		
Meal*	E	
Available Device*	17	
Consumption Time*		
Amount of Consumption*	0	

• Refresh

This feature is mainly used to update the interface content with new data.

6.6 Subsidy

Click [Subsidy] \rightarrow [Subsidy Management] to enter the subsidy page, you can perform different function related to subsidy:

3	Refresh 🕒 Sub	sidy Registral	ion Rev	iew & One	click Review	2. Reissue th	e command	import [Export To	Delete					
3	Person Number	First Name	Card Account	Card Flow Number	Subsidy Amount	Receiving Amount	Card Balance	Subsidy Batch	Whether to receive	Whether to pass the review	Auditors	Subsidy Receive Time	Effective Time of Subsidy	Remarks	Operations
Ø	227	king	8579652		10.0				Not Received	Not Approved			2018-11-29 00:00:00		Edit Deleje
0	222	Tom	253466		10.0				Not Received	Not Approved			2018-11-29 00:00:00		Edit Delete
0	221	Jim	74125		10.0				Not Received	Not Approved			2018-11-29 00:00:00		Edit Delete
0	225	ют	45		10.0				Not Received	Not Approved			2018-11-29 00:00:00		Edit Delete

«Note: Before the subsidy operation, you need to add personnel in the [Personnel] module.

• Add

(1) Click [Subsidy] \rightarrow [Subsidy Management] \rightarrow [Subsidy Registration] to enter the subsidy registration interface:

Person Number First Name		Subsidy Registration		v ⁱ ×	Whether to receive	Whether to pass the	Auditor
	Person Number* Subsidy Amount* Effective Time of Subsidy* Remarks					review	
			_	_			

(2) Fill in the information and click *OK* to confirm.

Review

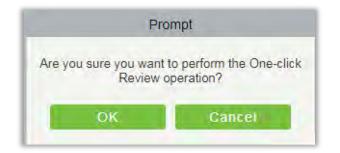
This function is mainly to review the audit. Before performing audit, you need to select the subsidy (select in the multi-select box). After clicking the review, an audit dialog box will pop up. The dialog box will display the person number and name as selected by the user.

	Review	×
Person Number*	227,222,221,226	
Person Name*	king,Tom,Jim,kim	
Save and New	OK Ca	ancel

• One-click review

This function is mainly to review the unapproved subsidies in the system, and will not deal with the subsidy records that have been approved. During the review process, if the unapproved subsidy cannot be approved for some reason (such as the user has already returned the card), the subsidy

will not be processed.



• Reissue the command

This function is primarily used to re-issue the subsidy to the subsidy machine. Select the required subsidy(s), then click Reissue the command. The dialog box will display the person number and name selected by the user, click OK to reissue the subsidy order to the subsidy machine.

Person Number*	227	
Person Name*	king	
Save and New	ок	Cancel

• Import

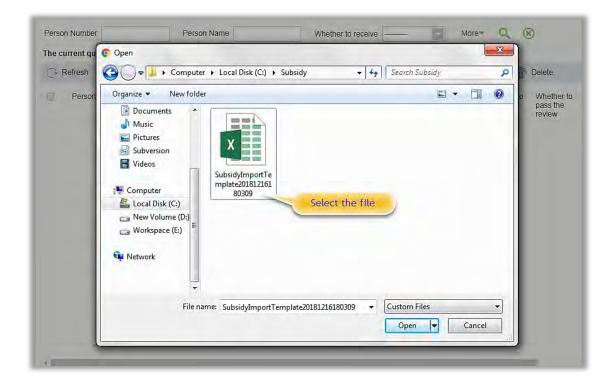
This function is used to import subsidies in batches.

Person Number	First Name Card Account	Card Flow Number	Subsidy Amount	Receiving Amount	Card Balance	Subsidy Batch	Whether t
1	Account	Number	Import	Amount	Dalatice	Datch	×
	File Format Destination File Header Start R Download Tem	ows	Excel Choose File 2 xisx Template	The default is		v.	

File Format	Excel
Destination File	Choose File No file chosen
Header Start Rows	2 The default is the second row.
Download Template	xlsx Template
	You can download th
	sample excel file
74	ext Step Cancel

If you want to download the sample template excel file for importing, click the [xlsx template] hyperlink.

Once the sample excel is downloaded, you can fill your data into it and save. Then click *Choose File* and select the saved excel file.



Click *Open*.

File Format	Excel
Destination File	Choose File SubsidyImpo80309.xlsx
Header Start Rows	2 The default is the second row.
Download Template	<u>xlsx Template</u>

Click *Next Step* button to proceed.

Database Fields	Importing data field	s				
Person Number*	Person Number					
Subsidy Amount*	Subsidy Amount					
Effective Time of Subsidy*	Valid Date of Subsidy					

Select the corresponding relationship between the subsidy record field and the imported field in Excel. Then click *Next Step* button to import the subsidy into the system. After the subsidy is imported, it will go directly to the approved or unapproved status based on your installation in which the initialization parameters of this software are determined.

• Export

This function is used to export the queried subsidies. Click on Export to open the exporting interface.

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

Select the file type and export mode. If you select *All data*, then all query data limited to 40,000 will be exported. If you want to export only few results from the query, then select the second mode and

enter the desired start and end points of the required data to be exported.

Click *OK* to finish.

Delete

Select the required subsidy record(s) and click **Delete** under the operation bar to delete the subsidy record. It only supports the removal of unapproved subsidy(s).

Pro	mpt
Are you sure you want opera	t to perform the Delete ation?
ОК	Cancel

• Edit

Click *Edit* under the operation bar to modify the unapproved subsidies.

	Edit	×
Person Name*	king	
Person Number*	227	
Subsidy Amount*	10	
Effective Time of	2018-11-29	
Subsidy*		
Remarks		
Save and Ne	W OK C	Cancel

Modify the required information and click the OK to save successfully.

6.7 Consumption Report

The statistical report consists of 9 modules: Issue Card Table, Top Up Table, Refund Table, Subsidy Table, Table of Return Card, Card Cost Table, Card Balance Table, Non-Card Return Card Table, And Table of Resume The Card.

6.7.1 Issue Card Table

Click [Consumption Report] → [Issue Card Table], as shown below:

Device	Ð	C Refresh	Export						
Card Management	\oplus	Person Number	First Name	Department Name	Card Number	Card Account	Card Issue Date	Balance	Creator
Consumption Detail	Ð	221	Jim	General	4118106670	111111	2018-11-28 15:58:06	100.0	admin
		222	Tom	General	4117510526	88888	2018-11-28 16:02:13	100.0	admin
Manual Supplement Consumption	\oplus	224	Lee	General	4117858142	44444	2018-11-28 16:02:58	100.0	admin
3	~	226	kim	General	4117804270	45	2018-11-28 17:14:44	1200.0	admin
Subsidy	Ð	221	Jim	General	4117510526	74125	2018-11-28 17:19:03	0.0	admin
Consumption Report	Θ	222	Tom	General	4118106670	253466	2018-11-28 17:19:37	236.0	admin
2	0	227	king	General	4117858142	8579652	2018-11-28 17:41:02	521.0	admin
Issue Card Table		Summary :						2257.0	
Top Up Table									
Refund Table									
Subsidy Table									
Table of Return Card									
Card Cost Table									
Card Balance Table									
Non-card Return Card 1	able								
Table of Resume The C	ard								

• Export

Click the *Export* button at the top of the list to open an export dialog box, as shown below. Click *OK* to export the data according to the query conditions and export conditions. The export format type can be selected as Excel, PDF, or CSV files.

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

6.7.2 Top Up Table

Click [Consumption Report] \rightarrow [Top Up Table], as shown below:

D	evice	⊕ 	Refresh [Export									
🗟 c	ard Management	+ Perso	on Number	First Name	Department Name	Card Number	Card Account	Card Flow Number	Top Up Type	Top Up Amount	Balance	Top Up Time	Upload Time
) c	onsumption Detail	⊕ ²²¹		Jim	General	4117510526	74125	2	Cash Top Up	120.0	120.0	2018-11-28 17:36:46	2018-11-28 17:36:46
U -		226		kim	General	4117804270	45	5	Cash Top Up	10.0	1158.0	2018-11-28 17:37:01	2018-11-28 17:37:01
) M	anual Supplement onsumption	÷ 222		Tom	General	4118106670	253466	5	Cash Top Up	20.0	228.0	2018-11-28 17:37:16	2018-11-28 17:37:16
-	ubsidy	Summ	ary :							150.0			
, c	onsumption Report	Θ											
ls	sue Card Table												
Тс	p Up Table												
R	efund Table												
S	ubsidy Table												
Ta	ble of Return Card												
C	ard Cost Table												
C	ard Balance Table												
	on-card Return Card Tal	ble											
Та	ble of Resume The Car	rd											

Click the *Export* button at the top of the list to open an export dialog box, as shown below. Click *OK* to export the data according to the query conditions and export conditions. The export format type can be selected as Excel, PDF, or CSV files.

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

6.7.3 Refund Table

Click [Consumption Report] \rightarrow [Refund Table], as shown below:

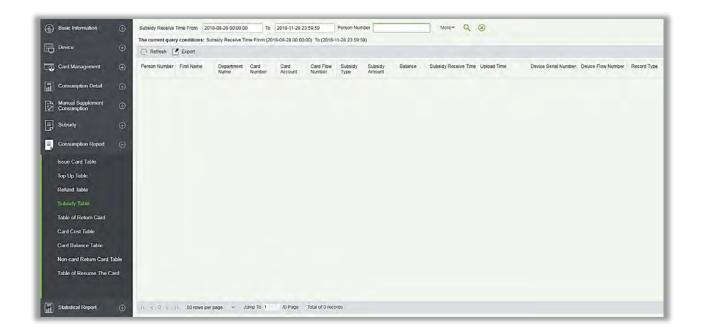
		The current que	ry conditions: R	fund Time From	(2018-08-28.0	0.00.00) To:	2018-11-28 23:	59:59)							
Device		C+ Refresh [Export												
Card Management		Person Number	First Name	Department Name	Card Number	Card Account	Card Flow Number	Refund	Balance	Refund Time	Refund Type	Upload Time	Operator	Device Serial Number Device Flow Number	Record Type
Consumption Detail	۲	227	king	General	4117858142	8579652	5	470.0	1.0	2018-11-28 18:17:24	Cash Refund	2018-11-28 18:17:24			System Add
		226	kim	General	4117804270	45	6	1150.0	8.0	2018-11-28 18:17:36	Cash Refund	2018-11-28 18:17:36			System Add
Manual Supplement		221	Jim	General	4117510526	74125	3	110.0	10.0	2018-11-28 18:18:03	Cash Refund	2018-11-28 18.18.03			System Add
		222	Tom	General	4118106670	253466	6	220.0	80	2018-11-28 18:18:14	Cash Refund	2018-11-28 18:18:14			System Add
Subsidy		222	Tom	General	4118106670	253468	7	6.0	2.0	2018-11-28 18:18:25	Cash Refund	2018-11-28 18:18:25			System Add
Consumption Report	Θ	222	Tom	General	4118106670	253466	8	2.0	0.0	2018-11-28 18:18:33	Cash Refund	2018-11-28 18:18:33			System Add
		221	Jim	General	4117510528	74125	4	5.0	5.0	2018-11-28 18:18:45	Cash Refund	2018-11-28 18:18.45			System Add
Issue Card Table		221	Jim	General	4117510526	74125	5	5.0	0.0	2018-11-28 18:18:54	Cash Refund	2018-11-28 18:18:54			System Add
Top Up Table		226	kim	General	4117804270	45	1	6.0	2.0	2018-11-28 18:19:03	Cash Refund	2018-11-28 18.19.03			System Add
Refund Table		226	kim	General	4117804270	45	0	2.0	0.0	2018-11-28 18:19:10	Cash Refund	2018-11-28 18:19:10			System Add
Subsidy Table		227	king	General	4117858142	8579652	6	1.0	0.0	2018-11-28 18:19:21	Cash Refund	2018-11-28 18:19:21			System Add
Table of Return Card		Summary :						1977 0							
Card Cost Table															
Card Balance Table															
Non-card Return Card T	able														
Table of Resume The Ca	ard														

Click the *Export* button at the top of the list to open an export dialog box, as shown below. Click *OK* to export the data according to the query conditions and export conditions. The export format type can be selected as Excel, PDF, or CSV files.

00 data
а
a

6.7.4 Subsidy Table

Click [Consumption Report] \rightarrow [Subsidy Table], as shown below:



Click the *Export* button at the top of the list to open an export dialog box, as shown below. Click *OK* to export the data according to the query conditions and export conditions. The export format type can be selected as Excel, PDF, or CSV files.

	Ex	port			
	EXCEL File				
(All data (Can exp	ort up to	40000 data)		
	Select the amounitients)	nt of data	to export (Can e	xport up t	o 40000 data
	From the article	1	Strip, is derived	100	Data
	From the article	1	Strip, is derived	100	Data

6.7.5 Table of Return Card

Click [Consumption Report] → [Table of Return Card], as shown below:

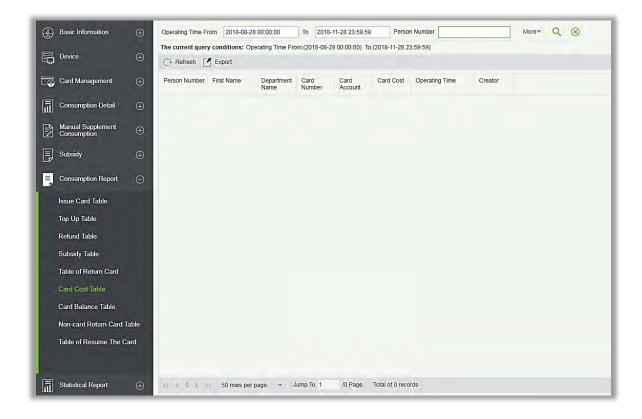
Device	Ð	Refresh	Export								
Card Management	- 10 C	Person Number		Department	Card	Card	Card Flow	Refund	Balance	Return Card Time	Creator
			-	Name	Number	Account	Number	Amount			
Consumption Detail	Ð		Jim	General	4118106670		2	100.0	0.0	2018-11-28 16:04:08	admin
Manual Supplement			Tom	General	4117510526		2	100.0	0.0	2018-11-28 16:04:29	admin
Manual Supplement Consumption			Lee	General	4117858142	44444	2	100.0	0.0	2018-11-28 16:04:48	admin
Subsidy	÷	Summary :						300.0			
Consumption Report	Θ										
Issue Card Table											
Top Up Table											
Refund Table											
Subsidy Table											
Table of Return Card											
Card Cost Table											
Card Balance Table											
Non-card Return Card T	able										
Table of Resume The C	ard										

Click the *Export* button at the top of the list to open an export dialog box, as shown below. Click *OK* to export the data according to the query conditions and export conditions. The export format type can be selected as Excel, PDF, or CSV files.

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

6.7.6 Card Cost Table

Click [Consumption Report] \rightarrow [Card Cost Table], as shown below:



Click the *Export* button at the top of the list to open an export dialog box, as shown below. Click *OK* to export the data according to the query conditions and export conditions. The export format type can be selected as Excel, PDF, or CSV files.

he File Type	EXCEL File	7		
Export Mode	All data (Can export up)	to 40000 data)		
	Select the amount of d	ata to export (Can ex	port up to 40000	data
	items)			
	From the article 1	Strip, is derived	100 Data	
	From the article 1	Strip, is derived	100 Data	

6.7.7 Card Balance Table

Click [Consumption Report] → [Card Balance Table], as shown below:

		The current que	y conditions: C	Card Issue Date Fi	rom;(2018-08-2	8 00:00:00)	To:(2018-11-28 :	23:59:59)		
Device	Ð	C+ Refresh	Export							
Card Management	æ	Person Number	First Name	Department Name	Card Number	Card Account	Card Status	Card Issue Date	Balance	
Consumption Detail	⊕ ²	21	Jim	General	4118106870	1111111	Disable	2018-11-28 15:58:06	0.0	
	2	22	Tom	General	4117510526	88888	Disable	2018-11-28 16:02:13	0.0	
Manual Supplement	⊕ 2	24	Lee	General	4117858142	44444	Disabla	2018-11-28 16:02:58	0.0	
		26	kim	General	4117804270	45	Effective	2018-11-28 17:14:44	0.0	
Subsidy	⊕ ₂	21	Jim	General	4117510526	74125	Effective	2018-11-28 17:19:03	0.0	
Consumption Report	Θ ²	22	Tom	General	4118106670	253466	Effective	2018-11-28 17:19:37	0.0	
		27	king	General	4117858142	8579652	Effective	2018-11-28 17:41:02	0.0	
Issue Card Table	s	Summary:							0.0	
Top Up Table										
Refund Table										
Subsidy Table										
Table of Return Card										
Card Cost Table										
Card Balance Table	and the second se									
Non-card Return Card	Table									
Table of Resume The 0	Card									

Click the *Export* button at the top of the list to open an export dialog box, as shown below. Click *OK* to export the data according to the query conditions and export conditions. The export format type can be selected as Excel, PDF, or CSV files.

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

6.7.8 Non-card Return Card Table

Click [Consumption Report] \rightarrow [Non-card Return Card], as shown below:

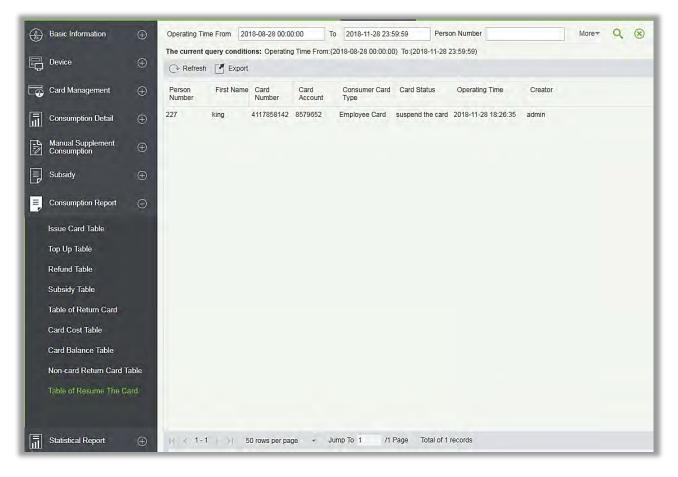
Devic	e	🕀 🔿 Refresh	Export								
Card I	Management	Person Numb	er First Name	Department Name	Card Number	Card Account	Consumer Card Type	Balance	Operating Time	Creator	
Consu	umption Detail	÷ 226	kim	General	4117804270	45	Employee Card	0.0	2018-11-28 18:24:46	admin	
		221	Jim	General	4 1 17510526	74125	Employee Card	0.0	2018-11-28 18:24:49	admin	
Manu: Consu	al Supplement umption	⊕ 222	Tom	General	4118106670	253466	Employee Card	0.0	2018-11-28 18:24:52	admin	
] Subsi	idy	Summary :						0.0			
Consu	umption Report	Θ									
Issue	Card Table										
Top U	p Table										
Refun	id Table										
Subsid	dy Table										
Table	of Return Card										
Card (Cost Table										
Card I	Balance Table										
Non-c	ard Return Card Tal	ole									
Table	of Resume The Car										
rable	or Resume The Car	u .									

Click the *Export* button at the top of the list to open an export dialog box, as shown below. Click *OK* to export the data according to the query conditions and export conditions. The export format type can be selected as Excel, PDF, or CSV files.

	100 C 20 C 20 C 20	C	
Export Mode	All data (Can export up)	o to 40000 data)	
	Select the amount of d	ata to export (Can export up	to 40000 data
	items)		
	From the article 1	Strip, is derived 100	Data

6.7.9 Table of Resume The Card

Click [Consumption Report] \rightarrow [Table of Resume The Card], as shown below:



Click the *Export* button at the top of the list to open an export dialog box, as shown below. Click *OK* to export the data according to the query conditions and export conditions. The export format type can be selected as Excel, PDF, or CSV files.

	Export	
The File Type	EXCEL File 🔻	
Export Mode	All data (Can export up to 4)	40000 data)
	 Select the amount of data t items) 	to export (Can export up to 40000 data
	From the article 1	Strip, is derived 100 Data
	ок с	ancel

6.8 Statistical Report

The statistical report contains the statistical information of consumption system module.

6.8.1 Personal Consumption Table

Click [Statistical Report] \rightarrow [Personal Consumption Table], as shown below:

Basic Information	•	start Time	2018-08-28 (00:00:00	End Time	2018-11-2	8 23:59:59	Person f	(ame			Q (8)					
P. Dunica	- CT				nme:(2018-03-	28 00:00:00)	End Time:(20	18-11-28 23:	\$9:59)								
O Device	•	O Refresh	Expor	t,													
Card Management		Person Number	First Name	Consumpte Times	Total Consumption	Counting Times	Number of Error Corrections	Total Error Corrections	Number of Supplement Order	r Total r Supplementa Order	Accounting Times	Total Accounting	Actual Consumption Times(Device)	Actual Consumption Amount(Device)	System Amount Settlement(Including Supplementary Order)	System amount settlement/including Accounting)	Date of Consumption
Consumption Detail	⊕																
Manual Supplement Consumption	Ð																
Subsety	۲																
Consumption Report	\oplus																
Statistical Report	Θ																
Personal Consumption St. Table	latistics,																
Department Summary Tab	blo																
Restaurant Summary																	
Device Summary Table																	
Income and Expenditure Summary Table																	
Meal Summary Table																	
		10 1 1-4						Total of 4									

• Export

Click the *Export* button at the top of the list to open an export dialog box, as shown below. Click *OK* to export the data according to the query conditions and export conditions. The export format type can be selected as Excel, PDF, or CSV files.

Export Mode	All data (Can export up to 4000)	
	All data (Call export up to 4000	0 data)
	 Select the amount of data to ex items) 	port (Can export up to 40000 data
	From the article 1 Strip	o, is derived 100 Data

• Refresh

Click *Refresh* to load the latest personal consumption statistics table data.

Note: If the page personal consumption statistics table data is more, you can also enter the person name, department name, consumption time in the search field, click [9] to search and query.

The data statistics column includes below information:



The following is the calculation formula of the specific column.

Consumption times = Total number of count the particular type is consumed.

Total consumption = Total amount of money consumed for the particular type.

Counting times = Total number of times the type is counted.

Number of error corrections = Total number of error correction for the particular type name.

Total error correction = Total amount of error correction for the particular type name.

Times of supplementary order = Total count of supplementary order for the particular type.

Total supplementary order = Total amount of supplementary order for the particular type.

Accounting times = Total count of billing for the particular type.

Total Accounting = Total amount of money billed for the particular type.

Actual Consumption Times (device) = [Consumption times – Number of error corrections].

Actual Consumption Amount (device) = [Total Consumption - Total Error Correction].

System Amount Settlement (including supplementary order) = [Total Consumption – (Total Error Correction + Total Supplementary Order)].

System Amount Settlement (including billing) = [Total Consumption – (Total Error Correction + Total Supplementary Order + Total Accounting)].

6.8.2 Department Summary Table

Click [Statistical Report] → [Department Summary Table] as shown below:

Kaine Table Obstander Team Concernance Conconce	nagement xion Detail iupplement xion	⊕ ⊕	C+ Refresh Departmen Name General (Consumption	ort Total	Counting	Number of			9:59)							
Card Markgoment Carde Markgoment </td <td>nagement xion Detail iupplement xion</td> <td>⊕ ⊕</td> <td>Departmen Name General (</td> <td>Consumption</td> <td>Total</td> <td></td> <td></td> <td>Total Error</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>	nagement xion Detail iupplement xion	⊕ ⊕	Departmen Name General (Consumption	Total			Total Error									
Name Times Consumption Times Consumption Times Consumption Suggement is may formed or other Accounting Times (Dowles) Andu/(Dowles) Settement/(nuturing)	xtion Detail supplement stion	Ð	Name General (Times				Total Error									
Marking D 000	upplement stion								Supplemen	Supplements	Accounting Times	Total Accounting	Actual Consumption Times(Device)		Settlement(Including	settlement(Including	Date of Consumption
Concursion Operation <		۲		,	0.00	a.	a	0.00	9	130.00	0	0.00	0	0.00	130.00	130.00	2018-08-282018-11-28
Subsidy Privance ID en operations 0.00 0 0.00 0 0.00 0 0.00 0 0.00 0 0.00 0 0.00 0 0.00 0 0.00 0 0.00 0 0.00 0 0.00 0 0.00 0 0.00 0 0.00 0 0.00 0 0.00 0 0.00 0 0.00<		Ð	Manieting D t		0.00	0	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	2018-08-282018-11-28
Here 0 0.00 0 0.00 0 0.00 0 0.00 <td></td> <td></td> <td>Developmer 0</td> <td></td> <td>0.00</td> <td>U</td> <td>ø</td> <td>0.00</td> <td>0</td> <td>0.00</td> <td>υ</td> <td>0.00</td> <td>0</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>2018-08-282018-11-28</td>			Developmer 0		0.00	U	ø	0.00	0	0.00	υ	0.00	0	0.00	0.00	0.00	2018-08-282018-11-28
Here 0 0.00 0 0.00 0 0.00 0 0.00 <td></td> <td>(</td> <td>Financial De 0</td> <td>0</td> <td>0.00</td> <td>0</td> <td>0</td> <td>0.00</td> <td>0</td> <td>0.00</td> <td>0</td> <td>0.00</td> <td>0</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>2018-08-282018-11-28</td>		(Financial De 0	0	0.00	0	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	2018-08-282018-11-28
Statistical Report Personal Computipon Statistica Personal Computing Statistica Personal Computing Statistica Personal Computing Statistica Personal Computing Statistica Personal Statistica			Hotel (1	0.00	0	0	0 00	0	0.00	0	0.00	0	0.00	0.00	0.06	2018-08-282018-11-28
Personal Consumption Statistics Table Department Searchary Table Reclausant Sources and Expenditure Sources and Expenditure	ston Report	Ð	Summary. (0.00	0	0	0.00	9	130.00	0	0.00	0	0.00	130.00	130.00	2010-08-282018-11-28
Table Department Scennary Table Reclausark Scenenary Device Summary Table Income and Expenditure Scenenary table	Report	Θ															
Restaurant Summary Device Summary Table Incrume and Expenditure Summary Table	Consumption Sta	alistica															
Device Summary Table Income and Expenditure Summary Table		No -															
Income and Expenditure Summary Table	nt Summary																
Summary Table	ummary Table																
May Summary Table	nd Expenditure Table																
media Summary Fable	nmary Table																
Medal Source	C an nt	ionsumption St 1 Summary Tab 1 Summary 1 Summary 1 Expenditure 1 Expenditure 1 able	ionsumption Statiatics I Summary Table Summary Inmary Table I Expenditure fable	onsumption Statistics 1 Sammary Table Somenary mmary Table 1 Specifikure dable mary Table	onsamption Statistics 1 Sommary Table Sommary Innary Table 1 Spenditure able nary Table	omsumption Statistics 1 Sammary Table Sammary Immary Table 1 Sponditure able mary Table	onsumption Statistics 1 Sommary Table Sommary Innary Table 1 Specifikure able	omsumphon Statistics 1 Summary Table Summary emany Table 1 Expenditure able	omsumption Statustes 1 Semmary Table Sommary Innary Table 1 Specifikure able	omumpton Statistics 1 Summary Tablo Summary Table 1 September able	omsumption Statistics 1 Seminary Table Someary mmary Table 1 Specifikum able mary Table	omumpion Statelies 1 Summary Table Sommary Table I Spenditure date	omumpion Statebes 1 Summary Tablo Summary Table 1 Sepanditure dable	omsumption Statistics 1 Semmary Table Sometary Innary Table Table nary Table	omuumphon Statishirus 1 Summary Table 1 Sopendium abbe	omuumphon Statelies 1 Summary Table 1 September able nury Table	omuumphon Statelies 1 Summary Table 1 September Inter Table

• Export

Click the *Export* button at the top of the list to open an export dialog box, as shown below. Click *OK* to export the data according to the query conditions and export conditions. The export format type can be selected as Excel, PDF, or CSV files.

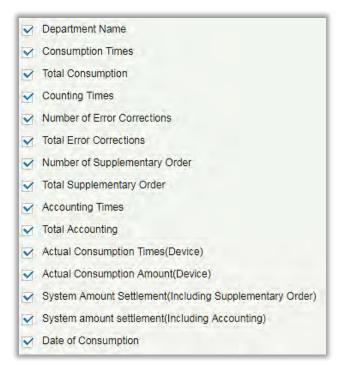
The File Type	EXCEL File	•								
Export Mode	 All data (Can export up to 40000 data) 									
	 Select the amount of d items) 	ata to export (Can export up	to 40000 data							
	From the article 1	Strip, is derived 100	Data							

• Refresh

Click *Refresh* to load the latest department summary table data.

\approxNote: If the page department summary table data is more, you can also enter the department name and consumption time in the search field, and click [\bigcirc] to search for the query.

The data statistics column includes:



Consumption times = Total number of count the particular type is consumed.

Total consumption = Total amount of money consumed for the particular type.

Counting times = Total number of times the type is counted.

Number of error corrections = Total number of error correction for the particular type.

Total error correction = Total amount of error correction for the particular type.

Times of supplementary order = Total count of supplementary order for the particular type.

Total supplementary order = Total amount of supplementary order for the particular type.

Accounting times = Total count of billing for the particular type.

Total Accounting = Total amount of money billed for the particular type.

Actual Consumption Times (device) = [Consumption times – Number of error corrections].

Actual Consumption Amount (device) = [Total Consumption - Total Error Correction].

System Amount Settlement (including supplementary order) = [Total Consumption – (Total Error Correction + Total Supplementary Order)].

System Amount Settlement (including billing) = [Total Consumption – (Total Error Correction + Total Supplementary Order + Total Accounting)].

6.8.3 Restaurant Summary

Click [Statistical Report] \rightarrow [Restaurant Summary], as shown below:

5) "	Sasic Information		Start Time	2018-08-28	3 00:00:00	End Time	2018-11-28	3 23:59:59	Restaura	nt Name	_		9.8				
= .			The current	query cond	litions: Start Tir	mei (2013-05-	20 00 00 00)	End Time: (20	18-11-28 23.5	9.59)							
Ο.	Device		C+ Refrest	i 🖪 Do	ort												
0 0	Card Management		Restaurant Name	Consumpt Times	Total Consumption	Counting Times	Number of Error Corrections	Corrections	Number of Supplemen Order	Total Supplement Order	Accounting Times	Total Accounting	Actual Consumption Times(Device)	Actual Consumption Amount(Device)	System Amount Settlement/Including Supplementary Order)	System amount settlement(including Accourting)	Date of Consumption
i c	Consumption Detail		Headquarter	0	0.00	0	0	0.00	9	130.00	0	0.00	0	0.00	130.00	130.00	2018-08-28-2018-11-28
2	Manual Supplement Consumption		Summary:	0	0.00	0	0	0.00	9	130.00	0	0.00	0	0.00	130.00	130.00	2018-08-282018-11-28
] s	Subsidy																
3	Consumption Report																
il s	Statistical Report																
P Ta	Personal Consumption able	Statistics															
0	Department Summary T	Table															
	Restaurant Summary																
D	Device Summary Table																
lr S	ncome and Expenditus Summary Table	•															
M	feal Summary Table																
			10 0 10														

Click the *Export* button at the top of the list to open an export dialog box, as shown below. Click *OK* to export the data according to the query conditions and export conditions. The export format type can be selected as Excel, PDF, or CSV files.

Export Mode All data (Can export up to 40000 data)	
Select the amount of data to export (Can export up to 40)	000 data
items)	
From the article 1 Strip, is derived 100 Da	ta

• Refresh

Click *Refresh* to load the latest restaurant summary table data.

The data statistics column includes:



Consumption times = Total number of count the particular type is consumed.

Total consumption = Total amount of money consumed for the particular type.

Counting times = Total number of times the type is counted.

Number of error corrections = Total number of error correction for the particular type name.

Total error correction = Total amount of error correction for the particular type name.

Times of supplementary order = Total count of supplementary order for the particular type.

Total supplementary order = Total amount of supplementary order for the particular type.

Accounting times = Total count of billing for the particular type.

Total Accounting = Total amount of money billed for the particular type.

Actual Consumption Times (device) = [Consumption times – Number of error corrections].

Actual Consumption Amount (device) = [Total Consumption - Total Error Correction].

System Amount Settlement (including supplementary order) = [Total Consumption – (Total Error Correction + Total Supplementary Order)].

System Amount Settlement (including billing) = [Total Consumption – (Total Error Correction + Total Supplementary Order + Total Accounting)].

6.8.4 Device Summary Table

Click [Statistical Report] \rightarrow [Device Summary Table], as shown below:

🖯 Bas	ic Information	\oplus	Start Time	2018-08-28 00:	00:00	End Time 20	18-11-28 23:	9.59	Device Name	10		Q	8					
		-	The current	query condition	s: Start Time.	(2018-05-28 00	0.00.00) End	Time (2018-1	1-28 23.59.59)									
5 Dev	Acc	Ð	C+ Refres	h 📑 Export														
	d Management	Ð	Device Name	Device Senal Number	Consumpti Times	Total Consumption	Counting Times	Number of Error Corrections	Total Entor Corrections	Number of Supplemen Order	Total Supplements Order	Accounting Times	Total Accounting	Actual Consumption Times(Device)	Actual Consumption Amount(Device)	System Amount SetSement/including Supplementary Order)	System amount settlement(Including Accounting)	Date of Consumption
Con	sumption Detail	۲	ProMerc-20	522153322	0	0.00	0	0	0.00	3	52.00	0	0.00	0	0.00	52.00	52.00	2018-08-282018-11-28
Mar Con	nual Supplement	⊕	ProMerc-10	524145556	0	0.00	0	0	0.00	6	78.00	0	0.00	0	0.00	78.00	78.00	2018-08-282018-11-28
Con	sumption	œ	Summary		0	0.00	0	0	0.00	9	130.00	0	0.00	0	0.00	130.00	130.00	2018-08-28-2018-11-28
Sub	nidy	۲																
Con	sumption Report	Ð																
Star	liatical Report	Θ																
Per: Tabl	sonal Consumption : le	Statistics																
Dep	artment Summary T	able																
Res	taurant Summary																	
	ice Summary Table																	
Inco Sum	ome and Expenditure imary Table	a.:																
Mea	I Summary Table																	

Click the *Export* button at the top of the list to open an export dialog box, as shown below. Click *OK* to export the data according to the query conditions and export conditions. The export format type can be selected as Excel, PDF, or CSV files.

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 items)
	From the article 1 Strip, is derived 100 Data

• Refresh

Click *Refresh* to load the latest equipment summary table data.

Note: If there is more data on the page device summary table, you can also enter the device name and consumption time in the search field, and click [9] to search for it.

The data statistics column includes:



Consumption Times = Total number of count the particular type is consumed.

Total Consumption = Total amount of money consumed for the particular type.

Counting Times = Total number of times the type is counted.

Number of Error Corrections = Total number of error correction for the particular type name.

Total Error Correction = Total amount of error correction for the particular type name.

Times of Supplementary order = Total count of supplementary order for the particular type.

Total Supplementary order = Total amount of supplementary order for the particular type.

Accounting Times = Total count of billing for the particular type.

Total Accounting = Total amount of money billed for the particular type.

Actual Consumption Times (device) = [Consumption times – Number of error corrections].

Actual Consumption Amount (device) = [Total Consumption - Total Error Correction].

System Amount Settlement (including supplementary order) = [Total Consumption – (Total Error Correction + Total Supplementary Order)].

System Amount Settlement (including billing) = [Total Consumption – (Total Error Correction + Total Supplementary Order + Total Accounting)].

6.8.5 Income and Expenses Table

Click [Statistical Report] → [Income and Expenses Table], as shown below:

			The current query condi	tions: Start Time:	(2018-08-28 00:0	00:00) End Tim	0:(2018-11-28 23:)	59:59)										
Ö Per	vice		📿 Refresh 🗹 Expo	rt														
😨 Car	rd Management		Creator Name / Device Serial Number	Top Up Times	Refund Times	Issue Card Times	Return Card Times	No card withdrawais	Total Issue Card	Total Return Card	No card return card total	Total Subsidy	Total Top Up Offer	Total Top Up	Total Refund	Card Cost Support	Management Fee	Card Cos Expense
Cor	nsumption Detail		admin	3	11	7	3	3	2257.00	300.00	0.00	0.00	0.00	150.00	1977.00	0.00	0.00	0.00
	nual Supplement sumption		Summary.	3	11	7	3	3	2257 00	300.00	0.00	0.00	0.00	150.00	1977.00	0.00	0.00	0.00
] Sut	osidy																	
Cor	asumption Report																	
Sta	tistical Report																	
Per Tab	sonal Consumption t le	Statistics																
Dep	artment Summary 1	able																
Res	itaurant Summary																	
Dev	rice Summary Table																	
Sur	ome and Expenditure mnary Table																	
Me	al Summary Table																	

Click the *Export* button at the top of the list to open an export dialog box, as shown below. Click *OK* to export the data according to the query conditions and export conditions. The export format type can be selected as Excel, PDF, or CSV files.

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

• Refresh

Click *Refresh* to load the latest revenue and expenditure summary table data.

Note: If there is more data on the page income and expenditure summary table, you can also enter the creator name/device serial number and summary time in the search field, and click [9] to search for it.

The data statistics column includes



Top up Times = The total number of counts a card was added extra amount.

Refund Times = The total number of counts a card were refunded.

Issue Card Times = The total number of counts a card were issued.

Return Card Times = The total number of counts the cards were returned.

Non-card Return card Times = The total count of Non-card Return card.

Total Issue Card = The total number of issued card.

Total Return card = The total number of cards returned.

No card return card total = The total number of blocked card which are not returned.

Total Subsidy = The total amount of subsidy for the card type.

Total Top-up offer = The total amount of top-up discount for the card type.

Total Top-up = The total amount of top-up for the card type.

Total Refund = The total amount of refund for the card type.

Card Cost Support = The total amount of card cost for the card type.

Management fee = The total amount of management fee for the card type.

Card Cost Expense = The total amount of card cost for the card type.

Total Revenue and Expenditure = [(Total Top up + Card Cost Expense + Total Issue Card + Management fee) – (Total Refund - Total Return Card)].

6.8.6 Meal Summary Table

Click [Statistical Report] \rightarrow [Meal Summary Table], as shown below:

Devi Card		•		nt query cond	litions: Start Ti	me:(2018-06	28 00:00:00)	End Time (20)									
			C+ Retre	sh 🛃 Exp				and muches	10-11-20 23 3	9:59)							
Card	d Management	0			uit												
		۲	Meal Name	Consumpt Times	Total Consumption	Counting Times	Number of Error Corrections	Total Error Corrections	Number of Supplement Order	Total Supplementa Order	Accounting Times	Total Accounting	Actual Consumption Times(Device)	Actual Consumption Amount(Device)	System Amount Settlement(Including Supplementary Order)	System amount settlement(Including Accounting)	Date of Consumption
Cons	sumption Detail	⊕	Breakfast	0	0.00	0	0	0.00	1	6.00	0	0.00	0	0.00	6.00	6.00	2018-08-282018-11-28
Mani	wal Supplement sumption	•	Lunch	0	0.00	Ŭ.	0	0.00	2	30.00	0	0.00	0	0.00	30.00	30.00	2018-08-282018-11-28
Cons	sumption	•	Dinner	0	0.00	0	D	0.00	3	32.00	D	0.00	0	0.00	32.00	32.00	2018-08-28-2018-11-28
Subs	nidy	•	Midnight Sr	h 0	0.00	0	0	0.00	3	62.00	0	0.00	0	0.00	62.00	62.00	2018-08-28-2018-11-28
			Meal 05	0	0.00	U	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	2018-08-28-2018-11-28
Cons	sumption Report	⊕	Meal 05	0	0.00	0	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	2018-08-28-2018-11-28
State	istical Report	Θ	Meal 07	0	0.00	0	0	0,00	0	0.00	0	0.00	0	0.00	0.00	0.00	2018-08-28-2018-11-28
		× 1	Meal 08	0	0.00	0	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	2018-08-282018-11-28
Persi Table	sonal Consumption Sta e	atistics	Summary:	0	0.00	0.	D	0.00	9	130.00	0	0.00	0	0.00	130.00	130.00	2018-08-282018-11-28
Depa	artment Summary Tab	le.															
Rest	taurant Summary																
Devic	ice Summary Table																
Incor	me and Expenditure mary Table																
Meal	Summary Table																

• Export

Click the *Export* button at the top of the list to open an export dialog box, as shown below. Click *OK* to export the data according to the query conditions and export conditions. The export format type can be selected as Excel, PDF, or CSV files.

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

• Refresh

Click *Refresh* to load the latest meal summary table data.

Note: If there is more data in the page meal summary table, you can also enter the device name, name, and consumption time in the search field, and click [9] to search for it.

The data statistics column includes:



The following is the calculation formula of the specific column.

Consumption times = Total number of count the particular type is consumed.

Total consumption = Total amount of money consumed for the particular type.

Counting times = Total number of times the type is counted.

Number of error corrections = Total number of error correction for the particular type name.

Total error correction = Total amount of error correction for the particular type name.

Times of supplementary order = Total count of supplementary order for the particular type.

Total supplementary order = Total amount of supplementary order for the particular type.

Accounting times = Total count of billing for the particular type.

Total Accounting = Total amount of money billed for the particular type.

Actual Consumption Times (device) = [Consumption times – Number of error corrections].

Actual Consumption Amount (device) = [Total Consumption - Total Error Correction].

System Amount Settlement (including supplementary order) = [Total Consumption – (Total Error Correction + Total Supplementary Order)].

System Amount Settlement (including billing) = [Total Consumption – (Total Error Correction + Total Supplementary Order + Total Accounting)].

7. 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.

7.1 Elevator Device

7.1.1 Device

There are two ways to add Elevator Devices.

• Add Device manually

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

TCP/ IP communication mode

RS485 communication mode

	New	*	New	
Device Name*		Device Name*		
Communication Type"	TCP/IP RS485	Communication Type*	O TCP/IP . RS48	5
IP Address*		Serial Port Number*	COM1	~
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	~
Area*	Area Name	Communication Password		
Clear Data in the Device		Number of expansion board	0	
when Adding		Each expansion board relay	16	
Clear Data in the Device v	hen Adding] will delete data in the device	number		
(except event record), plea		Area*	Area Name	
		Clear Data in the Device		
		when Adding		
		[Clear Dats in the Device (except event record), ples		e data in the device
Save and New	OK Cancel	Save and New	ок	Cancel

IP Address: Enter the IP Address of the elevator device.

Communication port: The default is 4370.

Serial Port No.: COM1~COM254.

RS485 Address: The machine number, range 1-255. When Serial Port No. is same, it is not allowed to

set repeated RS485 addresses.

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

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

Common options:

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

Communication Password: The max length is 6 with numbers or letters. The initialized device's communication password is blank.

Solution Note: You do not need to input this field if it is a new factory device or just after the initialization.

Number of expansion board: The expansion board number of elevator device controlling.

Each expansion board relay number: Each expansion board has 16 relays.

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

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

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

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

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

Note: When deleting a new device, the software will clear all user information, time zones, holidays, and elevator access levels settings from the device, except the events record (unless the information in the device is unusable, or it is recommended not to delete the device in used to avoid loss of information).

Elevator Controller Settings:

TCP/ IP Communication Requirements

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

RS485 Communication Requirements

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

Add Device by Searching Elevator Controllers

Search the elevator device in the Ethernet.

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

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

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

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

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

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

Solution Note: The system cannot add Elevator Devices automatically.

7.1.2 Reader

Each elevator device has a reader, the reader information can be set.

Click [Elevator Device] > [Reader], select a reader name in the reader list:

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

Device Name: It is not editable.

Name: The default format is "Device Name - Reader", it is editable within 30 characters.

Operate Interval: The interval between two verifications. The default value is 2 seconds, the range is 0~254 seconds.

Verification Mode: The default setting is "Card or Fingerprint". The Wiegand reader supports "Only Card", "Only Password", "Card or Password", "Card and Password", "Card or Fingerprint". The RS485 reader supports "Card or Fingerprint". Make sure the reader has a keyboard when the verification mode is "Card and Password".

The above Settings are Copied to:

All Readers of All Devices: Apply the above settings to all readers within the current user's level.

Click [OK] to save and exit.

7.1.3 Floor

Click [Elevator Device] > [Floor], select a floor name in the list to click [Edit]:

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

Device Name: It is not editable.

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

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

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

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

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

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

7.1.4 Auxiliary Input

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

- 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	

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.

7.1.5 Event Type

Display the event types of the elevator devices. Click [Elevator Device] > [Event], the following page is displayed:

⊖ Refresh				
Event Name	Event No.	Event Level	Device Name	Serial No.
Normal Punch Open	0	Normal	192.168.90.235	0013130700074
Punch during Passage Mode Time Zone	1	Normal	192.168.90.235	0013130700074
Open during Passage Mode Time Zone	5	Normal	192.168.90.235	0013130700074
Remote Release	8	Normal	192.168.90.235	0013130700074
Remote Locking	9	Normal	192.168.90.235	0013130700074
Disable Intraday Passage Mode Time Zone	10	Normal	192.168.90.235	0013130700074
Enable Intraday Passage Mode Time Zone	11	Normal	192.168.90.235	0013130700074
Normal Fingerprint Open	14	Normal	192.168.90.235	0013130700074
Press Fingerprint during Passage Mode Time Z	: 16	Normal	192.168.90.235	0013130700074
Operate Interval too Short	20	Exception	192.168.90.235	0013130700074
Button Inactive Time Zone(Punch Card)	21	Exception	192.168.90.235	0013130700074
Illegal Time Zone	22	Exception	192.168.90.235	0013130700074
Access Denied	23	Exception	192.168.90.235	0013130700074
Disabled Card	27	Exception	192.168.90.235	0013130700074
Card Expired	29	Exception	192.168.90.235	0013130700074
Password Error	30	Exception	192.168.90.235	0013130700074
Press Fingerprint Interval too Short	31	Exception	192.168.90.235	0013130700074

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

7.1.6 Device Monitoring

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

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

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

Pro	ompt
Are you sure to clea	ar command queues?
ОК	Cancel

Click [OK] to clear.

*∝*Notes:

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

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

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

7.1.7 Real-Time Monitoring

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

Area	✓ Dev	ice Name	Remotely	Release the Button Remotely L	ock the Button			
Time	Area Name	Device Name	Event Point	Event Description	Card Number	Person	Reader Name	Verification Mode
2017-02-10 16:11:12	Area Name:	192.168.214.66(00131	192.168.214.66-2	Remote Release				Other
2017-02-10 16:11:12	Area 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-Rea	d 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-Rea	d 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-Rea	d 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	*
🗁 All	4
a _ [2] 192.168.1.53	
192.168.1.53-1	
192.168.1.53-2	
192.168.1.53-3	
192.168.1.53-4	
192.168.1.53-5	
192.168.1.53-6	
192.168.1.53-7	
192.168.1.53-8	
192.168.1.53-9	
192.168.1.53-10	
192.168.1.53-11	
192.168.1.53-12	
- Fi 400 400 4 F0 40	*
Previous Step Next Step Canco	el

Select the floor, and click [Next Step]:



Fields are as follows:

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

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

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

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

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

2. Remotely Lock Button

Click [Remotely Lock Button]:

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	*
⊿ _ [2]> All	3
✓ 2 192.168.1.53	
192.168.1.53-1	
192.168.1.53-2	
192.168.1.53-3	
192.168.1.53-4	
192.168.1.53-5	
192.168.1.53-6	
192.168.1.53-7	
192.168.1.53-8	
192.168.1.53-9	
192.168.1.53-10	
192.168.1.53-11	
192.168.1.53-12	
+00 +00 + 50 +0	-
Previous Step Next Step Can	icel

Select the floor, and click [Next Step]:



Remote Locking: Lock the remotely released button.

Solution 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.

7.2 Elevator Rules

It can control buttons of a common elevator and implement unified management on people going in or on access and exits of each floor through the elevator controller on the computer management network. You can set the rights of registered personnel for operating floor buttons on the elevator.

7.2.1 Time Zones

1. Add Elevator Control Time Zone

(1) Click [Elevator] > [Time Zones] > [New] to enter the time zone setting interface:

emark						
Time	Inter	val 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
opy Monday's Setting	n to Others Weekda	we.				
opy monday s detang	g to others weekda	ys. 🔄				

The parameters are as follows:

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

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

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

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

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

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

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

2. Maintenance of Elevator Time Zones

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

Delete: Click the [Delete] button under Related Operation, then click [OK] to delete, or click [Cancel]

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

7.2.2 Holidays

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

• Add

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

New	×
Holiday Type 1	*
2015-03-19	
2015-03-19	
No	*
OK	Cancel
	Holiday Type 1 2015-03-19 2015-03-19 No

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.

7.2.3 Elevator Levels

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

• Add

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

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

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

3. Click [OK], the system prompts "Add floors to the current elevator control level immediately", click [OK] to add floors, click [Cancel] to return the elevator levels list. The added level is displayed in the list.



_				Ad	d Floor				*
Floor	Number		Floor Name				a d		
The o	current query condit	ions: None							
Altern	ative					Selecte	d(0)		
	Floor Number	Floor Name					Floor Number	Floor Name	
	1	192.168.1.53-1		ń					
	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							
-				*					
	From 1 To	50 D DI	50 rows per page						
			0			Can			

Solution Note: Different floors of different elevator controllers can be selected and added to an elevator level.

7.2.4 Set Access By Levels

Add/Delete Personnel for Selected Levels:

- 1. Click [Elevator] > [Set By Levels] to enter the edit interface, Click an Elevator level in left list, personnel having right of opening door in this access level will display on right list.
- 2. In the left list, click [Add Personnel] under Operations to pop-up the Add Personnel box; select

personnel (multiple) and click

to move it to the right selected list, then click [OK] to save and complete.

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

7.2.5 Set Access By Person

Add selected personnel to selected elevator levels, or delete selected personnel from the elevator levels.

Add/Delete levels for Selected Personnel:

(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		
ОК	Cancel	

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

7.2.6 Set Access By Department

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

7.2.7 Global Linkage

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

- Add
- 1. Click [Elevator] > [Elevator] > [Global Linkage] > [New]:

		Ne	N			×
Linkage Name*			Apply to all p	ersonnel 🗹		
Linkage Trigger Conditions*	Add Check All Clear All		Input Point*	Add Check All Clear	All	
Output Point	Video Linkage	Active Ti		E-mail	Linkage Voice Prompts	
Floor Add Check All Clear		AGIVE II	ine	L-mail	Linkage voice i tompts	
Action type*	Close	\checkmark				-1
	Save and N	ew C	Ж	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.

Solutions for a linkage setting one time.

7.2.8 Parameters

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

Type of Gettin O Periodically Interval: 1		5									
Set the Tin	ne For Obtaini	ing New Trans	sactions								
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 Select All	13:00 Cancel	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00
Real Time Mo	nitoring										
The Real Time	e Monitoring F	Page Pop-up S	Staff Photo Si	ze Max Heig	ht: 140	px (80) - 500) 🛕 R	efresh the rea	I-time monitor	r page after se	atting Height.

Type of Getting Transactions

• Periodically

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

• Set the Time For Obtaining New Transactions

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

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

7.3 Elevator Reports

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

7.3.1 All Transactions

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

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

Time From 2015-02	2-26 00:00:00	To 2015-05-26 23:5	9:59 Personnel ID		Device N	ame	•	More 🔻 🔍	\otimes		
The current query co	nditions: Time Fro	om:(2015-02-26 00:00:00)	To:(2015-05-26 23:59:59)								
🔿 Refresh C	Clear 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 Passy
2015-05-22 17:01:00	192.168.60.53	192.168.60.53-1	Trigger global linkage	•	11	jolly	wei	3406918	General	192.168.60.53-Re	Card or Pass
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 Pass
2015-05-22 17:01:00	192.168.60.53	192.168.60.53-2	Trigger global linkage	•	11	jolly	wei	3406918	General	192.168.60.53-Re	Card or Pass
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 Pass
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 Pass
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 Pass
015-05-22 17:00:49	192.168.60.53	192.168.60.53-2	Trigger global linkage	•	11	jolly	wei	3406918	General	192.168.60.53-Re	Card or Pass
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 Pass

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						
Time: 2017-09-18 0	0 : 00 : 00 - 2017-12	-18 23 : 59 : 59				All Transactions						-
Time	Device	Event Point	Event Description	Personnel ID	First Name	Last Name	Card Number	Department	Reader Name	Verification Mode	Area	Remark
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	· · · ·	Jerry	Wang	9505930	General	192.168.218.65- Reader	Card or Fingerprint	Area Name	1
2017-12-15 10:35: 39	192.168.218.65	192.168.218.65-4	Normal Punch Open	1	Јепу	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: reated on: 2017-12-18 15:01	192.168.218.65	192.168.218.65-6	Normal Punch	2940	Sherry	Yang	4461253	General	192.168.218.65-	Card or Fingerprint	Area Name	

7.3.2 All Exception Events

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

Time From 2015-0	2-26 00:00:00) To 201	15-05-26 23:59:59	Personnel	ID		Device	Name		More	- Q ($\overline{\mathbf{x}}$
The current query co	nditions: Tim	e From:(2015-02-	-26 00:00:00) To:(2	015-05-26 23:59:5	59)							
🔿 Refresh	Clear All Data	🛃 Export										
Time	Area	Device	Event Point	Event Description	Card Number	Personnel ID	First Name	Last Name	Departmer	Reader Name	Verification Mode	Remark
2015-05-20 10:41:31	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.

Time: 2017-09-18 00	ZKTECO All Exception Events												
Time	Area	Device	Event Point	Event Description	Card Number	Personnel ID	First Name	Last Name	Department	Reader Name	Verification Mode	Remark	
2017-12-15 10:29: 11	Area Name	192.168.218.65	192.168.218.65- Reader	Disabled Card	9505930	t	Jerry	Wang	General	192.168.218.65- Reader	Card or Fingerprint		
2017-12-15 10:29:	Area Name	192.168.218.65	192.168.218.65- Reader	Disabled Card	4461253	2940	Sherry	Yang	General	192.168.218.65- Reader	Card or Fingerprint	_	
2017-12-15 10:29: 09	Area Name	192.168.218.65	192.168.218.65- Reader	Disabled Card	13260079	3	Leo	Hou	General	192.168.218.65- Reader	Card or Fingerprint		
2017-12-15 10:29: 09	Area Name	192.168.218.65	192.168.218.65- Reader	Operate Interval too Short	13260079	3	Leo	Hou	General	192.168.218.65- Reader	Card or Fingerprint		

7.3.3 Access Rights By Floor

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

Access Rights By Flo	oor	< Browse 192.16	Browse 192.168.214.66-1(1) Opening Personnel			
Floor Name	Device Name	🔿 Refresh 📑 Export				
The current query cor	nditions: None		Personnel ID	First Name	Last Name	Department
C Refresh			2952			General
Floor Name	Floor Number	Owned Device				
192.168.214.66-1	1	192.168.214.66				
192.168.214.66-2	2	192.168.214.66				
192.168.214.66-3	3	192.168.214.66				
192.168.214.66-4	4	192.168.214.66				
192.168.214.66-5	5	192.168.214.66				
192.168.214.66-6	6	192.168.214.66				
192.168.214.66-7	7	192.168.214.66	=			

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

		ECO) Opening Personnel	
Personnel ID	First Name	Last Name	Department
2940	Sherry	Yang	Hotel
- 1	Jerry	Wang	General
2	Lucky	Tan	Development Department
3	Leo	Hou	Financial Department
5	Necol	Ye	Marketing Department
6	Amber	Lin	Financial Department
8	Glori	Liu	Marketing Department
9	Lilian	Mei	Development Department

7.3.4 Access Rights By Personnel

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

Access Rights By Personnel						Browse 4200106 Having Level to Access		
Personnel ID First Name Last Name More VQ (X						🕞 Refresh 🛛 🗹 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		1			
2480050			General					

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

	ZKTECO
2940(Sherry) 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

8. Hotel Management System

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

• Operation Guide

It helps you quickly understand how to quickly navigate to specific function pages and configure and use the hotel management software.

8.1 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 function parameters regarding the check-in time, check-out time, check-out reminder, and access/elevator control permissions.

Choose [Room Management] > [Hotel Info Settings]. The page shown in the following figure appears.

ZKTeee	2	•			80			
Deration Guide	Hotel Information	Fest Hotel						
Hotel Management	Address							
Card Center	Ð	Area C(- Phone		- Extensi				
Room Management	Fax D Zip Code	Area C(- Phone		- Extensi				
Hotel Info Setting	Website E-Mail							
Room Type								
Building Floor	Hotel Parameter Default Check-In Time*	14 💌 :	00 🔻 (hh:m	m)		Tax	GST	
Room	Default Check-Out Time		00 v (hh:m			Tax Rate	18	%
Room Area	Overstay Check-Out Tir			 m) (Charges by overstay fe m) (Charges by daily rate) 		Other Charges		%
Booking Method	Overstay Check-Out Tir Reservation Date Rang		00 • (mini	(day(s))		Other Charges Rate Cleaning Time Limit	-	(minutes)
Elevator/Access Control	Default Staying Days*	1		(day(s))		Checkout Remind	0	
	Default Staying Hours*	3		(hour)		Currency Type*	USD	
	Elevator/Access Contro	۲						
Report Management	Э							

The fields are described as follows:

Default Check-In Time: You can set this time yourself. If a guest checks in before this time, the check-out date is the current day if the guest stays for one day. Otherwise, the check-out date is the

next day.

Default Check-Out Time: It specifies the end time of a day use room.

Overstay Check-Out Time 1/2: You can set this time yourself. If a guest checks out at a time between Overstay Check-Out Time 1 and Overstay Check-Out Time 2, the guest must pay an overstay charge. If a guest checks out at a time after Overstay Check-Out Time 2, the guest must pay for an extra day.

Reservation Date Range: It is the period for which the advance booking can be started.

Default Staying Days: It specifies the default number of days a guest stays. Generally, a guest stays for 1 day.

Default Staying Hours: It specifies the user-defined minimum number of hours a guest may stay. If a guest stays for a period less than this limit, the guest is charged the rate corresponding to this limit.

Elevator/Access Control: After selecting this check box, you can select an access/elevator control level on the card issuing UI, so that an issued card can be used not only as a hotel card, but also used to access the devices corresponding to the selected level. (Note: This check box is available on the Hotel Settings page only after you use the access control module and/or elevator control module and obtain and activate a license.)

Tax/Tax Rate: You can mention the tax name and the percentage below.

Other Charges/Rate: It specifies any other kind of taxes, depending on the region.

Cleaning Time Limit: It specifies the time available for cleaning a room after a guest checks out.

Checkout Remind: It specifies whether to display a reminder one hour before checkout.

Currency Type: It specifies the currency.

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.

8.2 Room Management

8.2.1 Room Types

You can design information about various types of room, such as the number of beds and number of guest allowed. You can lock and unlock vacant rooms.

Choose [Room Management] > [Room Type] > [New]. The page shown in the following figure appears.

Room Type* Bed Number* Daily Rate* Dverstay Fee (Hourly) * Remark		Room Size(m²)* Max. Guest Number Hourly Rate* Deposit Amount*	*
Room equipment Air-condition Refrigerator	 Bath And Shower Telephone 	 TV Safe Deposit Box 	 Wireless Internet Shower
	Save and New	OK Cance	et

Solution Note: When you add a room type, the system checks whether hotel setting is configured. If no, you are redirected to the settings page. All room types must be unique.

8.2.2 Building

You can define buildings of a hotel. When the rooms in a building are not booked or guests have not checked into the rooms, you can lock or unlock the building.

Choose [Room Management] > [Building] > [New]. The page shown in the following figure appears.

	Add	×
Hotel Name	Hotel	
Building No*		
Save and New	ОК	Cancel

Note: When you add a building, the system checks for hotel settings and room types in order. If they have not been configured, configure the settings and types first. All building names must be unique.

8.2.3 Floor

You can define floors of a hotel. When the rooms on a floor are not booked or guests have not checked into the rooms, you can lock or unlock the floor.

Choose [Room Management] > [Floor] > [New]. The page shown in the following figure appears.

	Add		×
Building No*		•	
Floor No*			
Save and New	ОК	Cancel	

Note: When you add a floor, the system checks for hotel settings, room types, and buildings in order. If they have not been configured, configure the settings, types, and buildings first. All floor names must be unique.

8.2.4 Room

• Adding guest rooms

Building No*	•
Floor No*	T
Room Type*	T
Start Room Number*	
Room Count*	
Remark	
oom name generation ru umber	iles: Building No. + Floor No. + Ro

Choose [Room Management] > [Room] > [New]. The page shown in the following figure appears.

Select the desired Building, Floor and Room type.

Start Room Number: It specifies the start number of rooms.

Room Count: It specifies the number of rooms to add. The value 1 indicates only one room is added. A value greater than 1 indicates that a batch of rooms is added.

Remark: It describes about the room.

∠Note: All room names must be unique.

• Editing guest room

1) Editing 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. See the following figure.

	Edit ×
Building No*	BZ 🔹
Floor No*	20CENG V
Room Type*	BZ 🔹
Start Room Number*	þ
Room Count*	1
Remark	
Room name generation rule Number	es: Building No. + Floor No. + Room
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. See the following figure.

1	Edit ×					
Building No*	BZ 🔹					
Floor No*	20CENG V					
Room Type*	BZ 🔹					
Start Room Number*	1					
Room Count*	8					
Remark						
Room name generation rules Number	: Building No. + Floor No. + Room					
OK 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 Common Operations in Appendix.

8.2.5 Room Areas

You can define a room area, issue a card for the room area, and associate the locks of the rooms in the area with the area, so that a hotel manager can use the card to manage all the guest rooms in the area.

Choose [Room Management] > [Room Area] > [New]. The page shown in the following figure appears.

	New		×
Room Area Name*			
Remark			
Save and New	ОК	Cancel	

*⊯*Note:

Duplication of room area names is not allowed.

Click [Add Room] and then you can add rooms to the area. See the following figure.

Buildi	ing No	FI	oor No	F	Room	Туре		F	Room Name		Q 🛞
The current query conditions: None											
Alternative Selected(0)											
	Room Name	Building No	Floor No	Room Type				Room Name	Building No	Floor No	Room Type
	SR21 F 1	SR	21 F	SR	-						
	SR21 F 2	SR	21 F	SR							
	SR21 F 3	SR	21 F	SR		>>					
	SR21F4	SR	21 F	SR		>					
	SR21 F 5	SR	21 F	SR		~					
	SR21 F-6	SR	21 F	SR							
	SR21 F 7	SR	21 F	SR	-						
<	< 1-50 > >	50 rows pe	rpage 👻	Total of 60 record	ds						

8.2.6 Booking Methods

You can define methods for booking hotel rooms. During system installation, the basic booking methods are initialized by default and cannot be edited or deleted.

Choose [Room Management] > [Booking Method] > [New]. The page shown in the following figure appears.

	Add	×
Name*		
Save and New	ОК	Cancel

Solution of booking method names is not allowed. Unused booking methods can be deleted.

8.2.7 Access/Elevator Control Levels ★

You can assign access/elevator control levels to cards issued using 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 covered by the specified access/elevator control level.

Solution Note: This function and the Edit Personnel For Levels page are available only after you use the access control module and/or the elevator control module and obtain and activate a license.

Choose [Room Management] > [Edit Personnel For Levels]. The page shown in the following figure appears.

dit F	Personnel For Levels				Browse Levels jjjjjj(Ac	cess) Opening Pers	sonnel	
.eve	I Name	Belong	s Module	Q (8)	rsonnel ID	F	First Name	More - C
he c	urrent query conditio	ons: None			e current query conditions: None			
Ģ	Refresh 🕒 Add Ad	ccess Level(s) 📑 Add	Elevator Level(s) \equiv	More 👻	Refresh 👘 Delete	Personnel		
0	Level Name	Belongs Module	Last Synchronous Time	Personnel Quantity) Personnel ID	First Name	Card Number	
	Hotel-Access	Access		0				
3	hoTEL-Elevator	Elevator		0				
					Intel			
ĸ	< 1-2 >)(5	0 rows per page 👻	Total of 2 records		< 0 > 51 50 r	ows per page 👻	Total of 0 records	
					e (4.)			

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 their cards instead of directly deleting them on this page, unless their cards are lost or another emergency occurs.

• Adding a level

Click [Add Access Level(s)]. The page shown in the following figure appears.

	Add Access Level(s)	;
Level Name		
The current query conditions: None		
Alternative	Selected(0)	
Level Name Time Zone	Level Name Time Zone	
Master 24-Hour Accessible		
JIIII 24-Hour Accessible		
	>>	
	*	
	~~	
i c 1-2 50 rows per page 👻 Total of 2 record	ls	
	OK Cancel	

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 when issuing a card, the card can get authenticated by all the access control devices on floor 1 of building A and unlock hotel rooms.

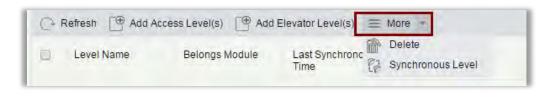
Click [Add Elevator Level(s)]. The page shown in the following figure appears.

Ad	Elevator Level(s)	×
Level Name Q S The current query conditions: None Alternative	Selected(0)	
Level Name Time Zones	Level Name Time Zones	
	>>	
	2	
	*	
H 😢 🖞 💈 🗊 50 rows per page 👻 Total of 0 records		
, dk	Cancel	

Select the elevator control level to be added and click [OK]. Add elevator control level **Floor 6 of Elevator 1** to the hotel management level list. See the preceding figure. If you select this elevator control level in the **Access/Elevator Control** field when issuing a card, the card can get you to floor 6 by elevator 1 and unlock hotel rooms.

• Deleting/synchronizing levels

On the **Edit Personnel For Levels** page, select a level, click [More], and choose to delete or synchronize the selected level.



• Browsing/deleting personnel corresponding to levels

When you select a level on the **Edit Personnel For Levels** page, information about the personnel corresponding to the level is displayed on the right. You can select the personnel to be deleted by clicking [More], and delete the selected personnel. After being deleted, the personnel cannot access the devices covered by the level.

Personnel ID		First Name	Retract A
The current query	conditions: None		
Card Number]	
Personnel	ID First Name	Card Number	

8.3 Card Service Center

You can create different types of card for setting and managing room locks based on daily hotel business management requirements. Holders of the cards are employees of the hotel. You need to add the holders using the HR module and specify their departments using the hotel module, so that you can select the holders when issuing management cards.

ZKTECO	L I <thi< th=""> I I</thi<>
Operation Guide	🖾 Read Card 🔚 Cancel Card 👆 Back to index
Hotel Management	Setting Card
Card Center 🕞	Authorization Card Clock Card Com Name Card Com Area Card
	Employee Card
	Image: Card Imag
	Maintenance Card
Room Management 🕀	Report Loss Card Record Card Lockout Card

8.3.1 Setting Cards

You can set the basic information, including authorization, time, room number, and area information about locks of the hotel.

1. Authorization card

You can authorize cards for hotel locks by binding cards with related hotel information to ensure card security. After authorization, the locks can be unlocked only by the authorized cards. They will emit alarms if other cards are used to unlock them.

Aut	horization Card	*
First Name *	Input the guery conditio	
Last Name		
Card Valid Time	2017-05-17 14:08:57	
Elevator/Access Control		
Unlocked Alarm		

Field description:

First Name: You can enter one or more characters contained in the surname or ID of a card holder to fuzzily find the card holder. A card holder must be a person who has been added using the HR module.

Card Valid Time: It specifies the expiration time of the card. Select a time as required. The default time is one day later than the current system time.

Elevator/Access Control: Click the drop-down list box to select an elevator/access control level. After the parameter is specified, The card not only can unlock the specific room, but also can access the corresponding devices to the elevator / access control level.

*∝*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 deliver the card ID to access/elevator control devices. For details about hotel settings, see section <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 with one person. That is, you can select only one card for one Elevator/Access Control option when issuing cards to card holders. As shown in the preceding figure, if Elevator/Access Control is set to Floor 1 of Building A (all the access control devices on floor 1 of building A do not allow one person to hold multiple cards) when an authorization card is issued to a card holder, only the first card can be assigned the permission to access floor 1 of building A. You cannot set Elevator/Access Control to Floor 1 of Building A when issuing any other card to the card holder.
- 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.

Unlocked Alarm: After selecting this check box, you can specify the number of times to emit an alarm.

Unloc	ked Alarm		
۲	1	Alarm Times	Keep Alarming

After the configuration, put a card to be written in the card writing area of the card writer and click

[Write Card].

• Adding hotel personnel

Choose [Personnel] > [Person] > [New]. The page shown in the following figure appears.

			New			-
Personnel ID* First Name Gender Certificate Type Social Security Number Reservation Code Position Biological Template Quantity	8 ID 123456		Department" Last Name Password Certificate Number Mobile Phone Birthday Card Number Hire Date	Hotel		(Optimal Size 120°140). Browse Capture
Access Control 1 Levels Settings Master	Time Attendance El Add Check All Clear All	D D D	trol Plate Register uperuser levice Operation Role lelay Passage lisabled et Valid Time	More Cards No Ordinary User	Personn •	iel Detail
	Save an	nd New	ок	Cancel		

Enter personnel information, select a hotel department, and click [OK]. You can select added personnel in the card issuing module.

2. Clock card

A clock card can be used to unlock rooms within its validity period. After configuration, synchronize the time of room locks with the time of the computer system. Otherwise, an alarm of card expiration may be triggered when you punch the card.

First Name *	Input the query conditio	
Last Name		
Card Valid Time	2018-04-06 12:53:34	
Elevator/Access Control	+	
Lock Time	2018-04-05 12:53:34	

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 the configuration, put a card to be written in the card writing area of the card writer and click [Write Card].

3. Room name card

A room name card is used to unlock rooms with specified room names. You can select multiple rooms to issue room name cards in batches.

First Name *		Input the query conditio		
Last Name				
Card Valid Time		2018-04-06 12:54:47		
Elevator/Access Control				
Floor/F		2		
Room Name	Floor/F		Room Type	Status
Test Building1st1	Test Building	g/1st	Test Room type	
Test Building1st2	Test Building	g/1st	Test Room type	
Test Building1st3	Test Building	g/1st	Test Room type	
Test Building1st4	Test Building	g/1st	Test Room type	
Test Building1st5	Test Building	g/1st	Test Room type	
Test Building1st6	Test Building	g/1st	Test Room type	
Test Building1st7	Test Building	g/1st	Test Room type	

Elevator/Access Control: Click the drop-down list box to select an elevator/access control level. After

the parameter is specified, the card not can unlock the specified room, but also can access the corresponding devices to the elevator / access control level.

4. Room area card

A room area card is used to unlock rooms in a specified area. If a room is within the specified area, the card can unlock the room.

			_	
	Se	elected(Maximu	m 6 areas)	
*				*
	>>			
	>			
	<			
	<<			
-				-
	Input	the query cond	itic	
	2018	-04-06 12:55:39		
		* * * * * *	>>> < < < mput the query cond	>

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 access the specified room, but also can access the corresponding devices to the elevator / access control level.

Solution Note: A maximum of 6 areas can be selected for one room area card.

8.3.2 Employee Card

You can create various access/elevator control cards, such as master cards and emergency cards for hotel personnel to manage hotel services.

1. Master card

A master card can be used to unlock all the rooms of the hotel within its validity period. By default, it is in Always Open mode.

First Name *	Input the query conditit
Last Name	
Card Valid Time	2018-04-06
Elevator/Access Control	
Enable Time	00 • : 00 • To 23 • : 00 •
Always Open Mode	(e)

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.

If you select Always Open Mode, the unlocked rooms are kept unlocked.

Set **Card Valid Time** and **Enable Time** as well. The card can unlock rooms only within the specified periods.

After the configuration, put a card to be written in the card writing area of the card writer and click [Write Card].

2. Emergency card

A master card can be used to unlock all the rooms of the hotel within its validity period. By default, **Disable Indoor Locked** is selected. You can specify whether to enable the Always Open mode.

First Name *	nput the query conditic	3
Last Name		
Card Valid Time	2018-04-06	
Elevator/Access Control		
Enable Time	00 • : 00 • To 23 • : 00 •	
Always Open Mode		
Disable Indoor Locked	()	

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.

If you select Always Open Mode, the unlocked rooms are kept unlocked.

To disable **Always Open Mode**, you need to use a card that can unlock rooms, such as a building card or floor card.

Disable Indoor Locked is selected, which means that the card can open rooms even though the rooms are locked from inside.

3. Building card

A building card can be used to unlock rooms in a specified building in common unlocking mode within its validity period.

First Name *	Input the query conditit
Last Name	
Card Valid Time	2018-04-06
Elevator/Access Control	
Enable Time	00 • : 00 • To 23 • : 00 •
Building No*	······

Elevator/Access Control: Click the drop-down list box to select an elevator/access control level. After the parameter is specified, the card can not only unlock the specified room, but also access the devices corresponding to the elevator/access control level.

4. Floor card

A floor card can be used to unlock rooms on a specified floor in common unlocking mode within its validity period.

First Name *	Input the query conditio
Last Name	
Card Valid Time	2018-04-20
Elevator/Access Control	
Enable Time	00 • : 00 • To 23 • : 00 •
Building No*	······································
Floor No*	T

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.

5. Area card

A floor card can be used to unlock rooms in a specified area in common unlocking mode within its validity period.

Selected/Maximum 2 are	as)
>>	
>	
<	
<<	
	*
Input the query conditit	
2018-04-06	
00 • : 00 • To 23 • : 00 •	
	> <<

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.

8.3.3 Maintenance Card

A maintenance card can be used to maintain and manage room locks of the hotel.

1. Report loss card

A report loss card is a card that is invalidated and obsolete (usually due to loss or damage of the card) during its validity period.

		Report Lo	oss Card	×
First Name *		Ī	nput the query conditir	
Last Name		Ī		
Card Valid Time		2	018-04-06 13:00:05	
Elevator/Access	Control			
Lost Card Inform	ation			
Card Type*			Y	
First Name *		Input the query condition	Last Name	
Card Number	First Name	Last Name	Card Valid Time	

Elevator/Access Control: Click the drop-down list box to select an elevator/access control level. After the parameter is specified, the card not only can unlock the specific room, but can also access the corresponding devices to the elevator / access control level.

2. Record card

A record card can be used to read unlocking records from locks within its validity period. Only S70 Mifare cards can be used as record cards.

	Record Card	×
First Name *	Input the query condition	
Last Name		
Card Valid Time	2018-04-06 13:00:52	
Minte	Card Close	
vvine	Card Close	

3. Lockout card

A lockout card is a special card used to lock and protect a scene in a room in case of an emergency. Once lockout is implemented, the room can no longer be unlocked by all the cards that can originally unlock it before the cards are re-authorized.

First Name *	Input the query conditit
Last Name	
Card Valid Time	2018-04-06 13:02:02
Elevator/Access Control	

Elevator/Access Control: Click the drop-down list box to select an elevator/access control level. After the parameter is specified, the card can not only unlock the specified room, but also access the devices corresponding to the elevator/access control level.

8.4 Hotel Management

8.4.1 Reception

The function allows users to handle room services and check the hotel room occupancy, such as the total number of rooms, number of available rooms, and number of available rooms of a specific room type.

See the figure below.

Floor/F Room Ty		Status Room N	lame 🛛 🛞 💭	Ģ
Test Building1s Building1s B	Test Test Test	Test Test Test	Test Building1s	*
Room Name	Room Type	- Floor/F	Check-In Time	
				Comments .
Guest Name	Certificate Type	- Certificate Number	Check-Out Time	

Description of room icons

	Vacant	Ğ	Extended	ł	Individual check-in	<u>*</u>	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	I Card 🗔 Cancel Card 🗔	Report Loss Card 📑 R	leissue Card	_	_	_	_
n	n	n	A	f	n	n	n
Test	Individual •	Individual Check-In		Test	Test	Test	Test
Buildin	Team Management	13	,1s	Building1s	Building1s	Building1s	Building1
	Room Status						

A page as shown in the following figure appears.

		Individual Cl	neck-In	
Room Name*	Test Building1st1	1.4		
Certificate Type*		•		
Certificate Number*				1
Guest Name*				
Last Name				
Gender	-			
Mobile Phone			(Optimal Si	ize 120*140).
			Browse	Capture
Booking	Please enter mobile pl	hone Q	DIOWSe	
	Please enter mobile pl	hone Q	DIOWSe	
Booking E-Mail Emergency Contact	Please enter mobile pl		biowse	
E-Mail Emergency Contact			Diowse	
E-Mail Emergency Contact Home Address	Please enter mobile pl			
E-Mail Emergency Contact Home Address Checkin Type*	Please enter mobile pl	hone		1
E-Mail Emergency Contact Home Address Checkin Type [®] Stay Days [®]	Please enter mobile pl	hone	Room	
E-Mail	Please enter mobile pl	hone	Room Guest Count	1

Reservation query: Enter the mobile phone number used for reservation to query the reservation information.

Stay days: Enter the number of days that the guest wishes to stay.

Discount: Discount on the room cost. Just enter the discount percentage and the system will automatically detect the discount from the final amount.

Amount Payable: Amount to be paid at the time of check-in, including the room cost and the deposit.

2) After the information in the **Individual Check-In** page is filled in, the **Registration or Issuing** page appears.

Room Name	Test Building1st2	
Room Type	Test Room type	
Check-In Time	2018-04-05 13:20:54	
Check-Out Time	2018-04-07 12:00:00	
Only registered, no card		
Certificate Type*	ID v	
Certificate Number*	54644	
Guest Name*	abc	
Last Name		
Elevator/Access Control		
Registered Card Quantity: 0 Re	emaining Guest Quantity: 2	
Guest Name Last Name	Certificate Type Certificate Number Card Number	er

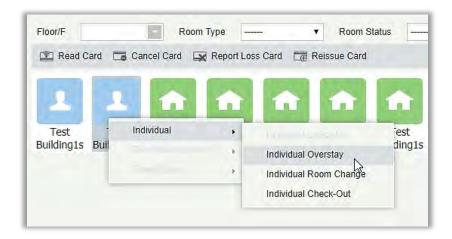
Elevator/access control: Click the drop-down list box to select an elevator/access control level. After the parameter is specified, the room card can open not only the specified room, but also the devices corresponding to the elevator/access control level.

Note: Issue at least one card for each room. The card must be issued for the registered guest. When issuing the first guest card, the **Only registered**, **no card** option is not available. After the first guest card is issued, you can select **Only registered**, **no card** as required. The option indicates that the guest is registered only and does not hold a guest card.

Individual overstay

1) Right-click a checked-in room icon and choose [Individual Management] > [Individual Overstay].

The page shown in the following figure appears.



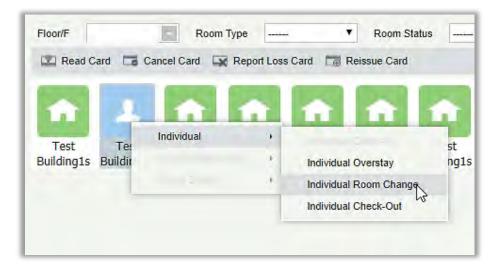
Room Name	Test Building1st2	Ŷ			
Guest Name	Last Name	Certificate Type	Certificate Number	er C	ard Number
12323		Others	12341231	93	l
Overstay Days *	0	Stay D	ays	2	
	0 2018-04-05 13:20:		ays -Out Time		4-07 12:00:00
Overstay Days * Check-In Time Discount		54 Check	-		4-07 12:00:00

- **a.** If the number of overstay days conflicts with the room reservation, extension is not allowed.
- b. Choose the guest that needs extension for service processing.
- c. The discount rate cannot be modified for overstay.
- d. Overstay amount shows the amount to be paid for overstay.
- 2) After the information in the **Individual Overstay** page is filled in, the **Registration or Issuing** page appears, as shown below.

		Registration or	Issuing						
Room Name		SR21F4							
Room Type		SR							
Check-In Time 2017-05-16 14:16:33									
Check-Out Time 2017-05-18 12:00:00									
Registered Card Qty: 0 Remaining Guest Qty: 1									
Guest Name	Last Name	Certificate Type	Certificate Number	Card Numbe	Status				
12323		Others	12341231	93					
	Wr	ite Card	Complete						

*≪*Notes:

- **a.** Re-issue the guest card for the overstay guest. The card must be the exact guest card issued during check-in; otherwise, card issuance fails.
- **b**. You can click Write Card to automatically write cards for overstay in circulation until all overstay cards are written in an interval of 3 seconds.
- Individual room change
- 1) Right-click a room checked-in icon and choose [Individual Management] > [Individual Room Change]. The page as shown in the following figure appears.



		Individual Room	Change				
Test Buil	ding1st2	12	New Room	_			
Test Roo	om type		Room Type				
0			Guest Count		0		
2			Stay Days		2		
5			Discount	Discount		5	
20.0			Daily Rate				
10.0			More Deposit	Amount			
38.0			More Amount	Payable			
Room Type	Test Room typ ▼	Room Name		Q 0			
Room Type	Room Name	Max. Gues Number	t Bed Number	Daily Rate	Hourly Rate	Deposit Amount	
Test Room type	Test Building1st1	2	1	20	1	10	4
Test Room type	Test Building1st3	2	1	20	1	10	-
Test Room type	Test Building1st4	2	1	20	1	10	-
						÷	
Last Name	e Certificate Typ	ie Ce	rtificate Number		Card Number		
2018-04-05	i 13:20:54	Ch	eck-Out Time	2018	8-04-07 12:00:00		
	Test Roo 0 2 5 20.0 10.0 38.0 Room Type Room Type Test Room type Test Room type Test Room type Test Room type Test Room type	Test Building 1st2 Test Room type 0 2 5 20.0 10.0 38.0 Room Type Room Type Room Type Room Type Room Type Test Building 1st1 Test Room type Test Building 1st3 Test Room type Test Building 1st4	Test Building 1st2 Test Room type 0 0 2 5 20.0 0 10.0 38.0 Room Type Test Room typ ▼ Room Name Room Type Room Name Max. Gues Number Test Room type Test Building 1st1 2 Test Room type Test Building 1st1 2 Test Room type Test Building 1st3 2 Test Room type Test Building 1st3 2 Last Name Certificate Type Certificate Type	Test Room type Room Type 0 Guest Count 2 Stay Days 5 Discount 20.0 Daily Rate 10.0 More Deposit 38.0 More Amount Room Type Test Room typ ▼ Room Type Test Room typ ▼ Room Type Test Room Name Max. Guest Bed Number Test Room type Test Building1st1 2 Test Room type Test Building1st3 2 1 Test Room type Test Building1st4 2 1 Last Name Certificate Type Certificate Number	Test Building 1st2 New Room Test Room type Guest Count 2 Stay Days 20.0 Discount 10.0 Daily Rate 10.0 More Deposit Amount 38.0 More Amount Payable Room Type Room Name Max. Guest Number Bed Number Daily Rate Test Room type Test Building 1st1 2 1 20 20 Test Room type Test Building 1st3 2 1 20 Test Room type Test Building 1st3 2 1 20 Test Room type Test Building 1st3 2 1 20 Last Name Certificate Type Certificate Type Certificate Tyme	Test Building 1st2 New Room	Test Building 1st2 Test Room type Room Type 0 0 Guest Count 0 2 Stay Days 2 5 Discount B 10.0 Daily Rate

Guest Count: Number of guests that require room change.

*∝*Notes:

- **a.** You can check the room information by reading the card.
- **b**. The maximum number of guests of the selected guest room must not be smaller than the maximum number of guests of the original guest room.
- c. Guests without a card are not allowed to change the room alone.
- **d.** If the original guest room is left with a guest without a card during room change, the system asks whether to change the room for the guest without a card as well. If you choose **No**, the room change service fails to proceed.
- **e.** If the new guest room is reserved, the conflict information is displayed. You can choose whether to proceed the service.
- f. The discount can be set for room change.
- **g.** If the deposit required for the new guest room is greater than that of the original guest room, the guest needs to make up the deposit. If the deposit required for the new guest room is smaller than that of the original guest room. All the deposits are returned at check-out.
- **h.** If the rate of the new guest room is greater than that of the original guest room, the guest needs to make up the room cost. If the rate of the new guest room is smaller than that of the original

guest room, the overpaid amount is returned at check-out.

2) After the information is filled in for room change, click [OK], and the **Registration or Issuing** page appears, as shown below.

Control I Qty: 0 Rema Last Name	aining (2017-05-1		-	
Control I Qty: 0 Rema	aining (Certi	2017-05-1 2017-05-1	7 12:00:00		
Control I Qty: 0 Rema	aining (Certi	2017-05-1	7 12:00:00	-	
Control I Qty: 0 Rema	aining (Certi			•	
IQty:0 Rema	Cert	Guest Qty:		•	
	Cert	Guest Qty:	1		
Last Name					
	Туре	ificate 9	Certificate Number	Card Numbe	Status
	Other	s	12341231	93	
	Wr	Write Ca	Write Card	Write Card Complete	Write Card Complete

Elevator/access control: Click the drop-down list box to select an elevator/access control level. After the parameter is specified, the room card can open not only the specified room, but also the devices corresponding to the elevator/access control level.

Solution Note: You can click [Write Card] to automatically write cards for all room changes in circulation until all room change cards are written.

• Individual check-out

Right-click a checked-in room icon and choose [Individual Management] > [Individual Check-Out]. The page shown in the following figure appears.

		Individual C	Chec	k-Out		×
Room Name	SR21 F 6			2		
Building No	SR		Floor No		21 F	
Room Type	SR		Guest Count		1	
Stay Days	1	1		ayed Days	1	
Check-In Time	2017-05-16	14:22:04	Check-Out Time		2017-05-16 14:22:33	
Guest Name	Last Name	Certificate Ty	ype	Certificate Number	Card Number	Status
12323		Others		12341231	95	
		ancel Card		OK		
		ancercard		UN		

Cancel Card: Check whether the card to be cancelled is the guest card matches the current guest room, cancel the card if it matches the guest room, and display the notification if it does not match.

Note: When cards are cancelled one by one, the number of guests checked in is reduced. When there is no card holder, the **Cancel Card** button is unavailable.

Click [OK], and the **Check out settlement** page appears, as shown below.

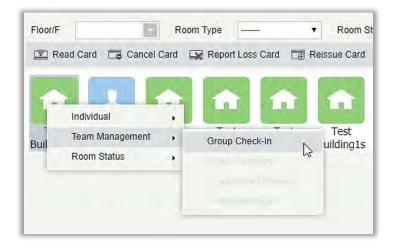
	In	voice Preview			Guest Information	
Telephone: Fax: Website: Address:	Test Hotel 	Guest ID : Guest Name : Check-In Time : Check-Out Time : Cashier :	960965646 abc 2018-04-05 2018-04-05 admin		Guest Name : Check-In Time :	Daily Rate Room abc 2018-04-05 13:20:54 2018-04-05 14:27:56
Room Name	Days/Hours	Unit Price	Discount	Subtotal	Room list	
Test Building1st2	1	USD 20.0	5%	USD 19.0	Test Building1st2 : U	SD 19.0
Remarks: Subtotal=1 Total Room Rate: GST (18%): Other Charges Rate	Unit Price * (Days/Hours) * (1-E 	otal Room Rate: /iscount)		USD 19.0 USD 19.0 USD 3.4 USD 0.0	Paying Information Total Room Rate : GST (18%) : Other Charges Rate (0%) :	USD 19.0 USD 3.4 USD 0.0

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.



		-	Group	o Check-In					_
Certificate Type* Certificate Number*	*	Floor/F		oom Type		oom Name		Q, 卤	
Tour Leader Name*		Floor/F	Room Type	Room Name	Max. Guest Nu	mber Bed Number	Daily Rate	Hour	/ Rate
Group Name*		Test Building/1st	Test Room type	Test Building1st1	2	1	20	1	Ê
Gender		Test Building/1st	Test Room type	Test Building1st3	2	1	20	1	_
E-Mail		Test Building/1st	Test Room type	Test Building1st4	2	1	20	1	_
Home Address		Test Building/1st	Test Room type	Test Building1st5	2	1	20	1	
Mobile Phone		Test Building/1st	Test Room type	Test Building1st6	2	1	20	1	
Booking	Please enter mobile pt	Test Building/1st	Test Room type	Test Building1st7	2	1	20	1	
Discount Guest Count*		Test Building/1st	Test Room type	Test Building1st8	2	4	20	4	
Stay Days*	1						-		
Check-In Time	2018-04-05 14:40:49	Floor/F	Room Ty	pe Room Nar	ne Max. Gu	est Number Bed Nu	mber Daily	Rate	Hourly Ra
Check-Out Time	2018-04-06 12:00:00	-							
List of conflicts roo	ms A				4				
	22								
1	~	Total rooms		Total deposi	it	Total F	toom Rate		

Reservation query: Enter the mobile phone number used for reservation and click \bigcirc to query for all guest rooms reserved with the mobile phone 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 is unavailable 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 is unavailable and check-in is not allowed.
- 2) Click [Check-In], and the Write Card page for group check-in appears, as shown below.

		Group Che	ck-In			
Certificate Type* Certificate Number*	ID ▼ 54644	Floor/F Room T	ype 🔻	Room Name	c	
Tour Leader Name*	abc	Floor/F Room Type Ro	om Name Max. Gu	est Number Bed Number	Daily Rate	Hourly Rate
Last Name		Test Building/1st Test Room type Test	t Building1st7 2	1	20	1
Group Name*	group1	Test Building/1st Test Room type Test	t Building1st8 2	1	20	1
Gender			t Building1st9 2		20	1
E-Mail						
Home Address	1	Test Building/1st Test Room type Test	t Building1st10 2	1	20	1
Mobile Phone		Decem				
Booking	Please enter mobile pt Q	Prom	pt			
Discount		Amount Paya	ble : 250			
Guest Count*	5	4		-		
Stay Days*	2	OK	Cancel			
Check-In Time	2018-04-05 15:53:30		Ganger	x. Guest Number Bed Num	nber Daily Ra	ate Hourly Ra
Check-Out Time	2018-04-07 12:00:00	✓ Test Building/1st Test Room type	Test Building1st1 2	1	20	1 📥
		✓ Test Building/1st Test Room type	Test Building1st4 2	1	20	1
List of conflicts roor	u 1	Test Building/1st Test Room type	Test Building1st3 2	1	20	1
List of conflicts roof	ns		Test Building1st5 2		20	
				4		
		Test Building/1st Test Room type	Test Building1st6 2	1	20	1 1
		Total rooms 5	Total deposit 50	Total R	oom Rate	200.0

			Write Card		
Room Name	Test Building1s	ti	Type Name	Test Room type	~
Building No	Test Building		Floor No	1st	
Check-In Time	2010-04-03 13.33.30		Check-Out Time	2018-04-07 12:00:00.0	
Guest Count	1	•	Bed Number	1	
Card information					
Only registered, n	io card				
Certificate Type*			▼ Certificate	Number*	
Guest Name*			Last Name	•	
Elevator/Access (Control				
Guest Name	Last Name	e Certi	ificate Type Ce	ertificate Number Card N	lumber
Guest Marne	Last Hall				
Guest Wallie	Last Halli				
ouest ivallie	Last Hall				
Guest Name	Last Main				
Guest Name	Last Hann				
Guest Name	Last (vann				
Guest Name	Last (Value				
Guest Name	Last Mann				
Guest Name	Last Mann				
Guest Name					

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 available and you can assign access control or elevator control level to a card. For details about hotel settings, see section Hotel Settings.

≈Note: You can click or revious or next room.

- Group Overstay
- 1) Right-click a checked-in room icon and choose [Team Management] > [Group Overstay]. The page shown in the following figure appears.

		_		R	eissue Card	_			_
<u>.</u>	1	.01		b ,	db.	m	m	m	ŵ
Test Building1s B	Test uilding1s	Te Buildi	Team Management		Toct	Toct	Test ilding1s	Test Building1s	Test Building1s
				- 1	Group Ov	erstay			
					Group Ro	om Change			
						om Change			

Team Leader Certificate		ID	۲	54644	Q
Group Name Room Number		group1 5		Guest Count Total Card Count	5
Room Name	Gue	st Count	Card Numb	er Floor/F	Room Type
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
Overstay Days*		0		Stay Days	2
Check-In Time		2018-04-0	5 15:53:30	Check-Out Time	2018-04-07 12:00:00
Discount				Overstay Amount	0.0
Check-In Time		-	5 15:53:30	Check-Out Time	2018-04-07 12:00:00

Page description:

- 1. Information about the rooms checked in by the group and the guest information.
- 2. List of reserved guest rooms.
- 3. Check-in information of the group.

*≪*Notes:

- > The overstay period cannot overlap with the reservation period; otherwise, the **Extension** button is unavailable.
- > By default, the stay period is extended for the whole group.
- The overstay period is one day in the minimum. For a special condition, the overstay days can be set to 0.

2) Click [Extension], and the Write Card page for group overstay appears as shown below.

		Wr	ite Card			
Room Name	Test Building1st1		Type Name	Test Roo	om type	2
Building No	Test Building		Floor No	1st	\sim	
Check-In Time	2018-04-05 15:53:3	0.0	Check-Out Time	2018-04	-09 12:00:00.0	
Guest Count	1	τ.	Bed Number	1		
Guest Name	Last Name	Certificate T	ype Certificate	Number	Card Number	Status

Re-write all cards issued to the group members for overstay.

When you click [Write Card], all cards are written for the rooms one by one in a cycle at an interval of 3 seconds.

The card issued during guest check-in is required for re-writing. In case any card is damaged or lost, report of loss, and make-up must be carried out for the card before reissuance.

You can click 🖂 or 🖂 to switch to the previous or next room.

• Group check-out

Right-click a checked-in room icon and choose [Team Management] > [Group Check-Out]. The page shown in the following figure appears.

			54644	Q	
group1		Tour	Leader Name	abc	
5		Total	Card Count	0	
4		Staye	ed Days	1	
2018-04-05 15:53:	30	Chec	k-Out Time	2018-04-05 16:31:07	
Guest Count	Card Number		Floor/F	Room Type	
0	0		Test Building/1st	Test Room type	
0	0		Test Building/1st	Test Room type	
0	0		Test Building/1st	Test Room type	
0	0		Test Building/1st	Test Room type	
0	0		Test Building/1st	Test Room type	
	5 4 2018-04-05 15:53: Guest Count 0 0 0	5 4 2018-04-05 15:53:30 Guest Count Card Number 0 0 0 0 0 0 0 0 0 0 0 0 0 0	S Total 4 Staye 2018-04-05 15:53:30 Chec Guest Count Card Number 0 0 0 0 0 0 0 0 0 0 0 0	State Total Card Count 5 Stayed Days 2018-04-05 15:53:30 Check-Out Time Guest Count Card Number Floor/F 0 0 Test Building/1st 0 0 Test Building/1st 0 0 Test Building/1st 0 0 Test Building/1st	Stayed Days 0 4 5 2018-04-05 15:53:30 Check-Out Time 0 Card Number Floor/F Room Type 0 Test Building/1st 0 Test Building/1st

*≪*Notes:

- You can choose to check out only some of the rooms for the group. By default, all rooms are checked out for one group.
- > The cards of the selected room are 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			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 : abc Team Name : group1 Check-In Time : 2018-04-05 15:53:30 Check-Out Time : 2018-04-05 16:37:26	
Room Name	Days/Hours	Unit Price	Discount	Subtotal	Room list	
Test Building1st3	1	USD 20.0	-%	USD 20.0	Test Building1st3 : USD 20.0	
Test Building1st1	1	USD 20.0	-%	USD 20.0	Test Building1st1 : USD 20.0	
Test Building1st5	1	USD 20.0	-%	USD 20.0	Test Building1st5 : USD 20.0	
Test Building1st6	1	USD 20.0	-%	USD 20.0	Test Building1st6 : USD 20.0	
Test Building1st4	1	USD 20.0	-%	USD 20.0	Test Building1st4 : USD 20.0	
	Т	otal Room Rate:	2 C	USD 100	[and the second second	
Remarks: Subtotal=Unit Pric Total Room Rate: GST (18%):	e * (Days/Hours) * (1-1	liscount)		USD 100 USD 18.0	Paying Information Total Room Rate : USD 100 GST (18%) : USD 18.0	
Other Charres Pata (004).	-			USD 0.0	Other Charges Rate USD 0.0	

3. Reading a card

You can view the issuance information of all module cards in the hotel, except for the record cards. The content is displayed based on the card type (for example, guest cards and authorization cards). When a record card is read, only the card type is provided.

4. Canceling a card

You can clear all the card (IC) information. For a guest card, the system checks whether the card is the last card of the room checked in by the guest. If it is, the card cannot be cancelled (as the system does not support free-of-card check-in). For other types of cards, no verification is performed.

5. Report of lost card

You can set a damaged or lost card to an invalid state. For details, see Report card loss in section <u>Maintenance Card</u>.

6. 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 querying the certificate information (by clicking \bigcirc) on the **Reissue Card** page, as shown below.

Certificate Type Current Room* Check-In Time Registered Card Quantity Staying Guest Quantity		•	Certificate Number Room Type Check-Out Time Max. Card Count Max. Guest Number		Q
Guest Name	Last Name	Certificate Type	Certificat	e Number	Card Number
	2				
Add Guest Certificate Number* Guest Name* Last Name		•			

Page description:

- 1. Displays the guest information and check-in information of the room.
- 2. Enables input of guest information for the card to be issued.

8.4.2 Reservation

You can check the check-in and reservation status of all rooms in a specified period and process room reservation.

Choose [Hotel Management] > [Reservation Center]. The page shown in the following figure appears.

Room	2012 04-05	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
Test Building1st1 Test Room type	*	*	1	*	ŵ	÷	٠	٠	÷	٠	٠	*	ŵ	*	Mobile Phone* Q Certificate Type
Test Building1st2 Test Room type	4	4	÷	٠	ŵ	n	ŵ	•	ŵ	ń	÷	1	ŵ	•	Booking Method* Telephone V Reservation type* Person V
Test Building1st3 Test Room type	4	4	4	4	÷.	2ª	ŵ	ŵ	÷	ŵ	ŵ	ŵ	÷	•	Company name
Test Building1st4 Test Room type	4	4	1	4	5	25	ŵ	ŵ	ŵ	ŵ	٠	ŵ	ŵ	n	
Test Building1st5 Test Room type	1	4	1	1	ŵ	-	÷	٠	÷	٠	٠	*	ŵ	•	Room Floor/F Room Type Check-In Time Check-Out Name Time
Test Building1st6 Test Room type	1	1	1	1	ŵ	÷	ŵ	•	ŵ	÷	÷	÷	ŵ	•	pha .
Test Building1st7 Test Room type	4	÷	ŵ	٠	÷	ŵ	ŵ	ŵ	÷	ŵ	ŵ	ŵ	÷	•	1
Test Building1st8 Test Room type	ŵ	ŵ	٠	٠	ŵ	n	ŵ	ŵ	÷	n	ŵ	ŵ	ŵ	•	
Test Building1st9 Test Room type	ŵ.	-	-	÷	ŵ	*	ŵ.	-	ŧ	*	ŵ.	-	ŵ	•	
Building No-Floor Room Type	r No		Building- Room ty		Max. G Mobile	uest Num Phone	ber 2	2			ficate Typ ficate Nur				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 rooms in the hotel are displayed. You can specify the start and end time and room type to query for a required room.
- Room status indicates that the room can be reserved for the time period.

Room status 📩 indicates that the room is occupied in the time period and cannot be reserved.

Room status

indicates that the room has been reserved for the time period.

Solution Note: If a room is used 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. Guest information of the reservation.
- Information about the rooms selected for reservation. 4.

Reservation process

Room	re		ed ro	k on om	2	2018 04-10	2018 04-11	2018 04-12	2018 04-13	2018 04-14	2018 04-15	2018 04-16	2018	2018	Last Name xyz	est2	
	_	_	_	_	~	04-10	04-11	04-12	0410		04-10	04-10	04-11	04-10			2
est Building1st1 est Room type	2	1	1	1		-	S	10	10	1	100	11	111	1	Certificate Type ID		•
	_	-	_						-							445242	
est Building1st2 est Room type	1	2	111	1	111	î î	îî.	f	11	111	111	111	111	11		ephone	•
our room type																rson	T
est Building1st3 est Room type	2	4	2	*	•	÷	•	A	•	•	÷	÷	÷	•	Company name		
est Building1st4 est Room type	1	1	1		ŵ	n	n	n	ŵ	n	n	A	n	n	Room Floor/F Room Ty	pe Check-In Time	Check-O
est Building1st5 est Room type	1	1	1	4	ŵ	÷	÷	÷	÷	÷	÷	ŵ	n	÷	Name Test Building1 Test Building/1 Test Room		Time
est Building1st6 est Room type	1	4	1	4	A	÷	ŵ	ŵ	n	÷	n	÷	n	ŵ			
est Building1st7 est Room type	2	ŵ	ŵ	A	÷	ŵ	ŵ	ŵ	ŵ	٠	ŵ	A	•	٠	2. Details of ro	om will	
est Building1st8 est Room type	n	ŵ	n	ŵ	٠	ŵ	n	÷	•	÷	n	ŧ	ŵ	ŵ	be displayed	here)
est Building1st9		÷		•	-	-	-	*	-	٠	-	A	-	•			

Step 1: Click the room and date for reservation. The selected date of a room turns into red as

You can click the room and date again to cancel the selection. You can select multiple rooms of the same date, multiple dates (continuous only) of one room, or multiple dates (continuous only) of multiple rooms.

After selection, the information about the selected rooms are listed in $\underline{4}$ in the right part of the **Reservation** Center page.

Step 2: Fill in the guest information, including the name, mobile phone, certificate number, and the booking method (telephone or reception desk).

Step 3: Click [Save].

8.4.3 Book Management

You can query, edit, delete, and handle check-in for a reservation.

• Searching for reservation

Choose [Hotel Management] > [Book Management]. The page shown in the following figure appears.

You can also enter the guest name and mobile phone number to query for a required reservation.

Operation Guide 🕂	Guest Name	Mobile Ph	ione	Q (8)			
Reception	Guest Name	Mobile Number	Booking Method	Reservation type	Reservation Time	Operations	
Reservation Book Management	Guest2	3214569874	Telephone	Person	2018-04-05 17:39:58	Check-In Edit Delete	
Card Center 🕀							

• Editing/deleting a reservation

Select the guest name of a reservation, click [Edit] under Operations.

ZKTEDD	L D D D D D D D D D D D D D D D D D D D	R () () (R () Authorized Company: 2KTeco
Deration Guide 🕀	Guest Name Mobile Phone Q, &	
🛄 Hotel Management 😔	The current query conditions: None C Refresh Protect	
Reception	Guest Name Mobile Number Booking Method Reservation type Reservation Time Operations	
Reservation Book Management	Geent2 3214569874 Telephone Person 2918-04-05 17:54:19 Checklin Edit Delete	
	1. Select Guest 2. Click Edit	
Card Center 🕞		<u>.</u> .
E Room Management 😑	a mini a sa a sa da	
Report Management 🕀	1/ < 1 - 1 / 50 Jows per page Aump To 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	\oplus	Time From			To				Roo	m Type			· Q	8		
Hotel Management	Θ	Room	2018	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 ^a Guest2 - 20 Last Name xyz
			04-00	04-07	04-00	04-03	04-10	04-11	04-12	04-13	04-14	04-13	04-10	04-17	04-10	Mobile Phone* 3214569874 Q
Reception		Test Building1st1 Test Room type	4	7	*	f	1	m		•	10	1	1	m	1	Certificate Type ID V
Reservation						-				-	1		-	1		Certificate Number 54445242 Booking Method* Telephone
Book Management		Test Building1st2 Test Room type	25	11	11	m	m	f	f	111	111	111	111	111	111	Booking Method* Telephone T Reservation type* Person T
															-	Company name
		Test Building1st3 Test Room type	25	-	-	111	A	111	111	111	100	111	111	111	100	
		Test Building1st4 Test Room type	2	4	4	÷	A	ŵ	÷	*	ŵ	ŵ	÷	*	ŵ	Room Floor/F Room Type Check-In Time Check-Out
		Test Building1st5 Test Room type	4	4	2	÷	n	ŵ	÷	÷	÷	÷	n	÷	-	Time Test Building1 Test Building/1 Test Room typ 2018-04-10 12:00:1 2018-04-13
		Test Building1st6 Test Room type	1	4	1	m	ŵ	ŵ	ŵ	÷	ŵ	÷	÷	÷	ŵ	Test Building1 Test Building/1 Test Room typ 2018-04-10 12:00:1 2018-04-11 1 Test Building1 Test Building/1 Test Room typ 2018-04-10 12:00:1 2018-04-11 1
		Test Building1st7 Test Room type	n	÷	n	÷	ŵ	÷	A	÷	ŵ	÷	÷	÷	ŵ	4
		Test Building1st8 Test Room type	ŵ	*	•	÷	ŵ	f	÷	f	ŵ	*	•	÷	ŵ	*
Card Center	\oplus	Test Building1st9				~	~									

Delete:

Select the guest name of a reservation, click [Delete] under **Operations** or the **delete** button on the top of the list to delete the reservation.

• Managing check-in

Select the guest name of a reservation, click [Check-In] under **Operations**. The **Individual Check-In** page appears.

ZKTECO		Welcome, admin (î) (î) (î) (î) (l) Authorized Company: ZKTeco
Operation Guide 🕀	Guest Name Mobile Phone Q 🛞	
🛄 Hotel Management 🕞	The current query conditions: None	
Reception	Guest Name Mobile Number Booking Method Reservation type Reservation Time Operations	
Reservation Book Management	Cuest2 3214569074 Telephone Person 2018-04-05 17:54:19 Checkin Edit Delete	Click Check-in
Card Center 🕀		
Room Management 🕀		
Report Management 🕀	1 1 - 1 + // 50 rows per page - Jump To 1 // Page Total of 1 records	

	1			
45242	Ĩ			
st2	Ī		2	
(T	1			N
4569874	Ĩ	(Optimal Si	ize 120*140).	G
4569874	Ø	Browse	Capture	
ise enter mobile phone				
aily Rate Room 🔘 Ho	ourly Rate F	Room		
		Guest Count	1	¥
8-04-06 10:08:20		Check-Out Time	2018-04-06 12:00:00	
		Daily Rate*	20.0	
0		Amount Payable*	30.0	
	st2 4569874 4569874 se enter mobile phone aily Rate Room O Ho 3-04-06 10:08:20	st2	st2 4569874 4569874 4569874 A569874	st2 4569874

The system automatically loads the reservation information of the room. Modify and complete the guest information and click [Check-In]. The **Registration or Issuing** page appears as shown below.

Room Name	Test Building1st2	
Room Type Check-In Time	Test Room type 2018-04-06 10:08:20	
Check-Out Time	2018-04-07 12:00:00	
Only registered, no card		
Certificate Type*	ID T	
Certificate Number*	54445242	
Guest Name*	Guest2	
Last Name	xyz.	
Elevator/Access Control		
Registered Card Quantity: 0 Rei	maining Guest Quantity: 1	
Guest Name Last Name	Certificate Type Certificate Number Card Numbe	er

Place the guest card on the card writer and click [Write Card] and **Complete** to complete check-in.

*≪*Notes:

- You cannot process check-in for an expired reservation. Check-in can only be processed on site. For details, see Individual check-in in section <u>Reception Center</u>.
- > The guest can check in before the reserved time.

8.5 Report Management

8.5.1 Guest Check-In Report

To view the guest check-in details report, enter the search conditions and view the records. You can export the records into an Excel, PDF, or CSV file. See the following figure.

Refresh 📑 Export	user						
Guest Name	Document Type	Document No.	Card Number	Check-In Time	Check-Out Time	Checkin Type	Room Na
2828	Passport	2131231	509171977	2017-05-11 10:12:18	2017-05-11 10:13:03	Daily Rate Room	SR21 F 13
12	Passport	geini1	1080423694	2017-05-12 09:54:46	2017-05-13 12:00:00	Daily Rate Room	SR21 F 5
13	Passport	geini1	1080423694	2017-05-12 09:49:17	2017-05-12 09:50:43	Daily Rate Room	BZ20CENC
14	Passport	geini1	1080423694	2017-05-12 09:50:47	2017-05-12 09:53:33	Daily Rate Room	BZ20CENC
15	Others	12341231	1080423694	2017-05-16 14:22:04	2017-05-16 14:22:23	Daily Rate Room	SR21 F 4
16	Passport	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	Passport	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

You can export the records into an Excel, PDF, or CSV file. See the following figure.

					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	А
Hook		ID	5577556	4117882494	2017-12-15 14:45: 37	2017-12-15 14:50: 09	Daily Rate Room	B1102	A
Maryan	Liu	ID	44443333	4117649102	2017-12-15 14:42: 09	2017-12-15 15:18: 49	Daily Rate Room	A1101	A
Bruno	Ke	Driver License	22322123	4117882494	2017-12-15 14:51: 15	2017-12-15 15:14: 20	Daily Rate Room	B1103	А

8.5.2 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 and view the records. You can export the records into an Excel, PDF, or CSV file. See the following figure.

🕞 Refresh 🛛 🚺	Export			
Room Nar	ne 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
SR21F5	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
BZ20CENG	19 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
BZ20CENG	18 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

You can export the records into an Excel, PDF, or CSV file. See the following figure.

		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	А	Daily Rate Room	2017-12-15 15:13: 52	2017-12-15 15:19 06

8.5.3 Room Charge Report

To check the room expenses record, enter the search conditions (including time, guest name, room name, and room type) and view the records. See the following figure.

					1 1000						
he current query	conditions: Time I	From:(2018-01-06 0	0:00:00) To:(201	8-04-06 23:59:59)							
C+ Refresh											
Room Name	Room Type	First Name	Last Name	Check-In Time	Check-Out Time	Checkin Type	Stay Times	Room Rate	Overtime Fees	Tax Rate	
est Building1st1	Test Room type	Abc		2018-04-05 13:06:55	2018-04-05 13:33:27	Daily Rate Room	1	20.0	0.0	3.4	
est Building1st2	Test Room type	abc		2018-04-05 13:20:54	2018-04-05 14:27:56	Daily Rate Room	1	20.0	0.0	3.4	
est Building1st6	Test Room type	abc		2018-04-05 15:53:30	2018-04-05 16:32:26	Daily Rate Room	1	20.0	0.0	3.6	
est Building1st5	Test Room type	abc		2018-04-05 15:53:30	2018-04-05 16:32:26	Daily Rate Room	1	20.0	0.0	3.6	
Fest Building1st3	Test Room type	abc		2018-04-05 15:53:30	2018-04-05 16:32:26	Daily Rate Room	1	20.0	0.0	3.6	
est Building1st4	Test Room type	abc		2018-04-05 15:53:30	2018-04-05 16:32:26	Daily Rate Room	1	20.0	0.0	3.6	
Fest Building1st1	Test Room type	abc		2018-04-05 15:53:30	2018-04-05 16:32:26	Daily Rate Room	1	20.0	0.0	3.6	
Fest Building1st5	Test Room type	abc		2018-04-05 15:53:30	2018-04-05 16:33:02	Daily Rate Room	1	20.0	0.0	3.6	
Fest Building1st1	Test Room type	abc		2018-04-05 15:53:30	2018-04-05 16:33:02	Daily Rate Room	1	20.0	0.0	3.6	
Fest Building1st4	Test Room type	abc		2018-04-05 15:53:30	2018-04-05 16:33:02	Daily Rate Room	1	20.0	0.0	3.6	
Fest Building1st6	Test Room type	abc		2018-04-05 15:53:30	2018-04-05 16:33:02	Daily Rate Room	1	20.0	0.0	3.6	
est Building1st3	Test Room type	abc		2018-04-05 15:53:30	2018-04-05 16:33:02	Daily Rate Room	1	20.0	0.0	3.6	
Fest Building1st4	Test Room type	abc		2018-04-05 15:53:30	2018-04-05 16:33:20	Daily Rate Room	1	20.0	0.0	3.6	
Fest Building1st1	Test Room type	abc		2018-04-05 15:53:30	2018-04-05 16:33:20	Daily Rate Room	1	20.0	0.0	3.6	
Fest Building1st5	Test Room type	abc		2018-04-05 15:53:30	2018-04-05 16:33:20	Daily Rate Room	1	20.0	0.0	3.6	
Fest Building1st3	Test Room type	abc		2018-04-05 15:53:30	2018-04-05 16:33:20	Daily Rate Room	1	20.0	0.0	3.6	
1 Carlos											*

8.5.4 Issue card Report

You can also view all card writing records or search required card writing records with multiple search conditions. Enter the search conditions (including time, card type, card No., issuing date, and expiration date) and check the associated card writing records.

0	Refresh I Export							
C+	Refresh P Export							
	First Name	Card Type	Card Number	Document Type	Document No.	Issued Date	Expiration Date	Card State
	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 care
0	12323	Guest Card	94	Others	12341231	2017-05-16 14:22:11	2017-05-16 14:22:25	Invalid care
	12323	Guest Card	93	Others	12341231	2017-05-16 14:17:44	2017-05-16 14:20:51	Invalid car
0	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 car
0	712312	Guest Card	73	Passport	21321	2017-05-14 09:42:00	2017-05-14 09:43:14	Invalid car
	3	Guest Card	72	Passport	12837	2017-05-14 09:35:47	2017-05-14 09:35:50	Invalid car
0	4	Guest Card	71	Passport	123454	2017-05-14 09:31:51	2017-05-14 09:35:13	Invalid car
	5	Guest Card	70	Passport	123454	2017-05-14 09:30:59	2017-05-14 09:31:00	Invalid car
0	6	Guest Card	69	Passport	hahhe	2017-05-14 09:30:34	2017-05-14 09:30:35	Invalid car
0	7	Guest Card	68	Passport	hahhe	2017-05-14 09:30:02	2017-05-14 09:30:23	Invalid car
0	8	Guest Card	67	Passport	hahhe	2017-05-14 09:29:03	2017-05-14 09:29:05	Invalid car
	9	Guest Card	66	Passport	hahhe	2017-05-14 09:28:32	2017-05-10 12:00:00	In Use
0	10	Guest Card	65	Passport	tuanbinke11	2017-05-14 09:27:32	2017-05-14 09:27:35	Invalid car
	11	Guest Card	64	Passport	tuanbinke11	2017-05-14 09:27:18	2017-05-14 09:27:25	Invalid ca
	12	Authorization Card	81			2017-05-12 10:36:31	2017-05-11 10:31:33	In Use

You can export the records into an Excel, PDF, or CSV file. See the following figure.

First Name	Last Name	Card Type	Card Number	Document Type	Issue Card Report 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 15:28: 51	admin
Sherry	Yang	Room Area Card	20	1	T	2017-12-15 15:25: 57	2017-12-15 15:31: 08	Invalid card	2017-12-15 15:25: 57	admin
Lucy	Feng	Guest Card	19	Passport	232145523	2017-12-15 15:13: 54	2017-12-15 15:19: 03	Invalid card	2017-12-15 15:13: 54	admin
Maryan	Liu	Guest Card	18	ID	44443333	2017-12-15 15:13: 26	2017-12-15 15:18: 44	Invalid card	2017-12-15 15:13: 26	admin
Sherry	Yang	Authorization Card	17			2017-12-15 15:08: 48	2017-12-15 15:25: 38	Invalid card	2017-12-15 15:08: 48	admin
Sherry	Yang	Room Name Card	16			2017-12-15 15:08: 24	2017-12-15 15:31: 18	Invalid card	2017-12-15 15:08: 24	admin
Sherry	Yang	Room Name Card	15			2017-12-15 15:07: 14	2017-12-15 15:31: 43	Invalid card	2017-12-15 15:07: 14	admin
Sherry	Yang	Room Name Card	14			2017-12-15 15:06: 21	2017-12-15 15:06: 34	Invalid card	2017-12-15 15:08: 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 14:65: 55	2017-12-15 15:02: 50	Invalid card	2017-12-15 14:55: 55	admin
Bruno	Ke	Guest Card	10	Driver License	22322123	2017-12-15 14:54: 17	2017-12-15 15:14: 14	Invalid card	2017-12-15 14:54: 17	admin
Hook		Guest Card	9	ID	5577556	2017-12-15 14:47: 30	2017-12-15 14:50: 02	Invalid card	2017-12-15 14:47: 30	admin
Lucy	Feng	Guest Card	8	Passport	232145523	2017-12-15 14:44: 44	2017-12-15 15:13: 54	Invalid card	2017-12-15 14:44: 44	admin
Maryan	Liu	Guest Card	7	ID	44443333	2017-12-15 14:42: 57	2017-12-15 15:13: 26	Invalid card	2017-12-15 14:42: 57	admin
Sherry	Yang	Room Name Card	6			2017-12-15 14:41: 00	2017-12-15 14:41: 50	Invalid card	2017-12-15 14:41: 00	admin
Sherry	Yang	Room Name Card	5		-	2017-12-15 14:40: 32	2017-12-15 15:04: 13	Invalid card	2017-12-15 14:40: 32	admin
Sherry	Yang	Room Name Card	4			2017-12-15 14:39: 48	2017-12-15 14:40: 16	Invalid card	2017-12-15 14:39: 48	admin

8.5.5 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 lock opening records of the record card. You can enter search conditions (including the building/floor/room name, start time, and end time) and view the associated records. You can export the records into an Excel, PDF, or CSV file.

Buildi	ing No	Floor No	Room N	ame	More 🔻 🤇	২ ⊗		
	urrent query conditions: N							
C	Refresh 🗹 Export 👔	Read Lock Record						
	Open Lock Mode	Open Lock Time	Card Type	Building No	Floor No	Room Name	People Name	Document Type
1								
	< 0 > > 50 rows pe	erpage 👻 Jump To 1	/0 Page Total of 0 r	ecords				

You can export the records into an Excel, PDF, or CSV file. See the following figure.

					TECO ecord Report				
Open Lock Mode	Open Lock Time	Card Type	Building No	Floor No	Room Name	First Name	Last Name	Document Type	Document No
Card lock	2017-12-15 14:48: 00	Guest Card	A	t	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	4	A1103	Sherry	Yang		-
Card lock	2017-12-15 14:46: 00	Floor Card				Sherry	Yang		
Card lock	2017-12-15 14:44: 00	Floor Card	A	1	A1103	Sherry	Yang		
Card lock	2017-12-15 14:44: 00	Building Card	A	1	A1103	Sherry	Yang		
Card lock	2017-12-15 14:44: 00	Floor Card	А	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		1
Card lock	2017-12-15 14:44: 00	Floor Card			1	Sherry	Yang		
Card lock	2017-12-15 14:43: 00	Building Card	А	1	A1103	Sherry	Yang		
Card lock	2017-12-15 14:43: 00	Building Card	£ 5		1	Sherry	Yang	A	
Card lock	2017-12-15 14:39: 00	Guest Card			1	Maryan	Liu	ID	44443333
Card lock	2017-12-15 14:39: 00	Guest Card	A	1	A1103	Maryan	Liu	ID	44443333
Card lock	2017-12-15 14:39: 00	Guest Card	A	1	A1103	Maryan	Liu	ID	44443333
Card lock	2017-12-15 14:39: 00	Guest Card				Maryan	Liu	ID	44443333
Card lock	2017-12-15 14:39: 00	Guest Card				Maryan	Liu	ID	44443333
Card lock	2017-12-15 14:39: 00	Guest Card	1			Maryan	Liu	ID	44443333
ated on: 2017-12-15 18>	14:3B								

9. 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>.



9.1 Registration

9.1.1 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:

Detection Hardware Environment
Detecting hardware environment
FingerPrint,ID Card Reader Driver is properly installed.
The print control is properly installed.
The printer has been chosen to use:PDF Complete
Close
The print control is properly installed.

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.

Delection Hardware Environment	
Hardware environmental detecting completed	
FingerPrint Driver is properly installed.	Detection Hardware Environment
The print control (LODOP) is properly installed.	Hardware environmental detecting completed. 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	upgrade to the new version. <u>Univer Download</u>
Not show next time.	Open High-Speed Portable HD Doc Scanner Failure!
Close	Close

*∝*Notes:

- In the [Parameters] of [Basic Management], if you checked the" Type of Photo Printed on the Receipt Catch Photo", "Fingerprint Registration is Required" and "Use High-Speed Portable HD Doc Scanner", the related controls or drives will be detected. More details about [Parameters], please refer to <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:

Enter the Query Condi	Q	Visit Department *		-	Visit Reason*	Visit	+
ID 🔹	=8	Certificate No.*			Entrance*	1	Ŧ
		Last Name			Gender		•
		Mobile Phone			License Plate		
		Visitor Quantity*	1		Carrying Goods		
						1	
	1	Start Time	2017-06-28 20:36:25		End Time 20	17-06-28 23:59:59	
	7	The second s					
	•	Please click 'Allow' access to your USB	button. cameral		A Ple	ase click 'Allow' butto ess to your USB came	n. ral
		20				<u></u>	
C 2		0		_		0	
			-	-			
Captured Photo		Capture	0	ertificate	Photo	Capture	
			D Certificate No.* Last Name Mobile Phone Visitor Quantity* Start Time	ID Image: Certificate No.* Image: Last Name Mobile Phone Visitor Quantity* Image: Start Time Start Time 2017-06-28 20:36:25	ID Image: Certificate No.* Last Name Mobile Phone Visitor Quantity* Image: Start Time Start Time Please click 'Allow' button access to your USB cameral	ID Image: Certificate No.* Entrance* Image: Certificate No.* Image: Certificate No.* Image: Certificate No.* Image: Certificate No.*	ID Image: Certificate No.* Entrance* 1 Last Name Gender Image: Certificate No.* Image: Cerificate No.* Image: Certificate

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.

⊖ Ask if	as been blocked from 192.168.1.221 wants to ue blocking camera ac	access y	
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
Capture		-	No camera connected.
Capture			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

		Exit	Registration		
Certificate Type* First Name* Carrying Goods	ID		Certificate No.* Last Name Card Number		
Remark			Exit Place* Visitor Quantity*	server 1	¥
Capture					
5		5	2	No camera connecto	ed.
Enter Photo Ex					

Input the ID Number to get the other information of this visitor quickly. Select the Exit Place and click [OK].

9.1.2 Visitor

You can delete, disable or enable a visitor.

• Deleting a Visitor

Click [Registration] > [Visitor], select a visitor, click [Delete].

• Disabling a Visitor

Click [Registration] > [Visitor], select a visitor, click [Disable].



Click [OK] to block the visitor. The 🥑 below Disable indicates the visitor is blocked.

• Enabling a Visitor

Click [Registration] > [Visitor], select a blocked visitor, click [Enable].

9.2 Reservation

1. Click [Reservation] > [Reservation] > [New]:

	New	>
Host/Visited * Visit Department *	Enter the Query Condi	a I
Certificate Type* Certificate No.* First Name* Last Name Mobile Phone Company		
Visit Reason* Visited Date*	Visit 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>.

9.3 Basic Management

9.3.1 Parameters

Click [Basic Management] > [Parameters]:

	Option
Carrying Goods Carrying Carrying Carrying	apture Soods Capture Photo
Exit Registration	
Open the	Visitor Exit Function
🔲 Automa	atic Sign Out Set Automatic Sign Out Place
▲ Visitor	s exited from the set reader, will be automatically checked out.
📄 Sign O	ut Expired Visitors
A The in	valid Visitors that having not been checked out manually, will automatically be checked out(performed every 30 minutes
Permission	
O Without P	ermission
Permissio	n is Required
Vhethe	er to Issue Card 📋 Password is Required 📄 Fingerprint Registration is Required 📄 Scan Code is Required
Select the Require	d Field
Host/Visite	ad
Visit Depa	rtment
Visitor Vehicle Aut	norization Mode
Temporary	/ Vehicle 🔘 Whitelist
Normal Parameter C	ption
	ne Portrait and Certificate Photo Together ne Portrait and Certificate Photo Separately
O Safe Mod	e: the registration page is closed off the camera, each registration should be allowed
	e: the registration page is closed off the camera, each registration should be allowed e: after allowing a camera, always open the camera, when the browser is closed
	e: after allowing a camera, always open the camera, when the browser is closed
Fast Mode Floating Window Open Float	e: after allowing a camera, always open the camera, when the browser is closed
Fast Mode Floating Window Open Float	e: after allowing a camera, always open the camera, when the browser is closed ating Window
Floating Window Open Float Registration Client Certificate Recognition	e: after allowing a camera, always open the camera, when the browser is closed ating Window
Floating Window Open Float Registration Client Certificate Recognition	a: after allowing a camera, always open the camera, when the browser is closed ating Window
Floating Window Open Float Registration Client Certificate Recognition	a: after allowing a camera, always open the camera, when the browser is closed ating Window
Floating Window Open Float Registration Client Certificate Recognition	e: after allowing a camera, always open the camera, when the browser is closed ating Window b b DDReader bde* Register © Download OCR V1.0 Driver © Download OCR V2.0 Driver
Fast Mode Floating Window Open Floa Certificate Recognition OCR Registration Cl The Visitor List the F	e: after allowing a camera, always open the camera, when the browser is closed ating Window b b DDReader bde* Register © Download OCR V1.0 Driver © Download OCR V2.0 Driver
Fast Mode Floating Window Open Floa Certificate Recognition OCR Registration Cl The Visitor List the F	e: after allowing a camera, always open the camera, when the browser is closed ating Window b DDReader b DDReader code* Register Download OCR V1.0 Driver Download OCR V2.0 Driver Recipient Mailbox tors information during the day by email. Sending Time: 15 • : 30 •
Fast Mode Floating Window Open Floa Certificate Recognition OCR Registration Cl The Visitor List the F	e: after allowing a camera, always open the camera, when the browser is closed ating Window) IDReader bde* Register © Download OCR V1.0 Driver © Download OCR V2.0 Driver Recipient Mailbox
Fast Mode Floating Window Open Floa Certificate Recognition OCR Registration Cl The Visitor List the F	e: after allowing a camera, always open the camera, when the browser is closed ating Window a DiReader b DiReader code* Register O Download OCR V1.0 Driver O Download OCR V2.0 Driver Recipient Mailbox tors information during the day by email. Sending Time: 15 • : 30 •

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	-	New Check All
4602357070864(192,168,18,16-4-In)	1	Clear All
✓ 4602357070864(192.168.18.16-3 Out)	_	
@ 4602357070864(192.168.18.16-3-In)		
# 4602357070864(192,168,18,16-2 Out)		
@ 4602357070864(192.168.18.16-2-ln)		
🕢 4602357070864(192.168.18.16-1 Out)		
@ 4602357070864(192.168.18.16-1-In)		
@ 6687144600011(192.168.1.60-2 Out)	+	
	_	

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	w 🛞
Entry	Exit
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 IDRea	ader		
Registration Code*		 Register 	Download OCR V1.0 Driver Download OCR V2.0 Driver

2) Enter the corresponding registration code and click [Register].

Solution code: 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	ÿ	4	30	ý

Use the \oplus button to add more than one recipient.

9.3.2 Device Debugging

Entry Place Current Location Place Name : server IP Address : 127.0.0.1 Picture Collection Device : USB Camera Document Collection Device : USB Camera Print Print Printing environment Print Control Installation : Please download and install the print control (You must restart your browser after installation is complete.) Device Device Driver Device Driver Installation : Device Driver is properly installed. Other Scanner
IP Address : 127.0.1 Picture Collection Device : USB Camera Document Collection Device : USB Camera Print Print Print ontrol Installation : Please download and install the print control (You must restart your browser after installation is complete.) Device Device Device Driver Device Driver Installation : Device Driver is properly installed.
Picture Collection Device : USB Camera Document Collection Device : USB Camera Print Printing environment Print Control Installation : <u>Please download and install the print control (</u> You must restart your browser after installation is complete.) Device Device Device Driver Device Driver installation : Device Driver is properly installed.
Picture Collection Device : USB Camera Document Collection Device : USB Camera Print Printing environment Print Control Installation : <u>Please download and install the print control (</u> You must restart your browser after installation is complete.) Device Device Device Driver Device Driver installation : Device Driver is properly installed.
Document Collection Device : USB Camera Printing Printing environment Print Control Installation : Please download and install the print control (You must restart your browser after installation is complete.) Device Device Driver Device Driver Installation : Device Driver is properly installed.
Print Printing environment Print Control Installation : <u>Please download and install the print control</u> (You must restart your browser after installation is complete.) Device Device Driver Device Driver Installation : Device Driver is properly installed.
Printing environment Print Control Installation : <u>Please download and install the print control</u> (You must restart your browser after installation is complete.) Device Device Driver Device Driver Installation : Device Driver is properly installed.
Print Control Installation : <u>Please download and install the print control</u> (You must restart your browser after installation is complete.) Device Device Driver Device Driver Installation : Device Driver is properly installed.
Device Driver Device Driver Installation : Device Driver is properly installed.
Device Driver Installation : Device Driver is properly installed.
Device Driver Installation : Device Driver is properly installed.
Device Driver Installation : Device Driver is properly installed.
Scanning Recalibrate
A For the first time, the scanner must be calibrated; the scanned image is not clear, and the repair can be attempted.
High-Speed Portable HD Doc Scanner
Parameters
Size Setting
Resolution v
Open Close
A High-Speed Portable HD Doc Scanner belongs to camera components, if prompted to open High-Speed Portable HD Doc Scanner failure, please check whether it has been
opened as a camera. A High-Speed Portable HD Doc Scanner will be reopened after the resolution change, if prompt preview failed, please open it manually!
USB Camera
Open Close
A When the camera is occupied, please check if it is used by other browsers or programs;
If at the same time using High-Speed Portable HD Doc Scanner, please check whether the use of camera mistakenly chose High-Speed Portable HD Doc Scanner (name of High-
Speed Portable HD Doc Scanner for T850 or T830A).

Entry Place: Displays the information of the current entry place, such as the name of the entry place, IP, Mode of picture/document collection.

Print: It shows the Printer-driver installation information.

Device: Display device driver installation, you can debug, calibrate the scanner. Set the high Speed Portable HD Doc Scanner parameters, and information of USB camera. (IE browser does not display USB device debugging).

9.3.3 Print Settings

• Global Settings (Valid at each Entry Place)

Selection	
int Template Default	
Add Template Edit Template Delete Template	
ceipt Printing Setting	
Automaticly Print Receipt after the visitor Checked-In	
oto	
Use Captured Photo as Visitor Photo	
rcode Type	
Bar Code	
O QR Code	
1	Add Template Default Add Template Edit Template Delete Template ceipt Printing Setting Automaticly Print Receipt after the visitor Checked-In oto (a) Use Captured Photo as Visitor Photo rcode Type (b) Bar 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)

Print			
	Use Printer POS-80	~	
	O Select Paper Type		
	Paper Type ZPrinter F	aper(80 x 210mm)	
	A The paper type ca	n only use the system d	efault types. Please check in the print preview to see if it will world
	O Custom Paper Size		
	Custom Paper Width	71	mm
	Custom Paper Height	140	mm
	Custom Paper Width,	Highly Adaptive	
	Custom Paper Width	71	mm

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.

9.3.4 Visitor Levels

The visitor can be allocated Access or Elevator levels with in registration after the visitor level has been set.

Click [Basic Management] > [Visitor Levels]:

Edit	the Visitors for Au	uthorization Group				Browse Levels Master(A	ccess) opening v	visitors	
Leve	I Name		Belongs Module		Q 🛞	First Name		Last Name	More V 🚫
The	current query con	ditions: None				The current query condition	ions: None		
C	Refresh 🕒 Ad	d Access Level(s)	Add Elevator Lev	vel(s)		🔿 Refresh 🍈 Remo	ove the Visitors		
	Level Name	Belongs Module	Last Synchronous Time	Visitor Count	Operations	Visitor Code	First Name	Last Name	Card Number
	Master	Access		0	Add Visitors				
	ELE	Elevator		7	Add Visitors				

Add Access Levels

Click [Basic Management] > [Visitor Levels] > [Add Access Levels]:

		A	dd Access Le	evel(s)			
Level Nam The curren Alternative	nt query conditions: None	Q. (8)		Selecte	d(0)		
Le Mas 1	evel Name Time Zone ster 24-Hour Ac 24-Hour Ac	cessible	* *		Level Name	Time Zone	
() , 1	- 2 50 rows per pa	ge 🔻 Total of 2 records		Can	cel		

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.

9.3.5 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].

ZKTeco & O	U DI DI COME, admin (1) (1) (1) (1) (1) (1) (1) (1) (1) (1)	(₽) (¹) ny: ZKTeco
1. Click on New 10	New × ittle • Ouery • Department • Select all people Personnel ID • First Name Last Name The current query conditions: None • All Ouer	s Module
Print Gearings Visitor Levels Host Levels Visited Department Levels Entry Place Visit Reason Custom Attributes	3 abc Female Financial Depr 1 abc — General > <	
Reports	OK Cancel 0 rows per page • total of 0 records 0 rows per page • total of 0 records • • • • • • • istics: • Check-In Today:1 • Check-Out Today:0	×



		Add Visi	ted Level(s)			
Belongs Module		Level Name		Q®		
The current query c	onditions: None					
Alternative			Select	ed(0)		
 Level Name Master 1 - 1 	Time Zones 24-Hour Accessib Assign L 50 rows per page		× × ×	Level Name	Time Zones	Belongs Module
		ок	Can	icel		

ZKTER				Entry	Registration				
ZATES	Host/Visited *	Enter the Quer	Gondi Q Visi	t Department *		Visit Reason*	Visit		norized Company, ZKTeco
Registration	Certificate Type*	ID	EA Cer	tificate No."		Entrance	server	*	
Entry Registration	First Name*		Las	t Name		Gender			
Visitor				Selec	t personnel				
	First Name		Last Name		More Q 🛞				Card Number Ente
	The current quer Alternative	y conditions: No	ne		Selected(0)				2018-
	Personnel	D First Name	Last Name Gender	Department Name	Personnel ID	First Name Last	Name Gender	Department Name	
	0 1	abc	-	General					
	• 3	abc	Female	Financial Departmen					
			ou select the H		> <				
Reservation	1¢ ₹ 1-		figure, the lev						
Basic Management		gets	automatically ed in next pag	Лк	Cancel				•
Reports				ev _	OK Cancel				

ZKTED				3	Entry Registration				× (i) () (f	
	Host/Visited *	3(abc)	Q	Visit Department*	Financial Department	Visit Reason*	Visit		orized Company	: ZKTeco
Registration	Certificate Type*	ID	- 58	Certificate No.*		Entrance*	server			
Entry Registration	First Name*		-	Last Name		Gender			-	
Visitor	Company Nationality			Mobile Phone Visitor Quantity*	1	License Plate Carrying Goods			Card Number	C-44
	rationality		_	vicitor addrinty	-	ounjing coous			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	330077		Password						
	Capture	Carrying Goods	ture							
						A 1	o camera connecteo	1		
		(A	utomat	tically sele	cted	_	300			
				191			0			
		25								
		Captured Photo		Capture	Certificate Pl	hoto	Capture			
Reservation				capture			Capture			
Basic Management									_	Þ
Reports				Save and New	OK Cance	el				

9.3.6 Visited Department Levels

It is same as <u>Host levels</u>, the only difference is that, in this you can set for department.

9.3.7 Entry Place

• Add an Entry Place

1. Click [Basic Management] > [Entry Place] > [New]:

Place Name*	Test	
IP Address*	192 . 168 . 1 . 219	Test Connection
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.

9.3.8 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.

9.3.9 Custom Attributes

If you want to add a specific field on the registration page then you can use this function.

Attribute Name Attribute Valu Attribute Name* Input Type* Pull-down List Attribute Value* Using a ',' delimiter.	s
Row* 1 Column* 1 Page Display * PRegistration	

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.

9.4 Visitor Reports

9.4.1 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 0	00 : 00 : 00 - 2017-12	-15 23 : 59 : 59				Last Visited Location	C					
Visitor Code	First Name	Last Name	Card Number	Time	Enter Time	Device	Event Point	Event Description	Reader Name	Verification Mode	Area	Stay Time
800000011	Morry	Fang	6189166	2017-12-15 11:45: 04	2017-12-15 11:44: 57	192.168.218.60	192.168.218.60-1	Normal Verify Open	192.168.218.60-1- In	Only Card	Area Name	0:0
80000010	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: 21	2017-12-15 11:39: 14	192.168.218.60	192.168.218.60-2	Normal Verify Open	192.168.218.60-2- In	Only Card	Area Name	0:0
80000007	Monic	Wu	4628036	2017-12-15 11:22: 55	2017-12-15 11:21: 08	192.168.218.60	192.168.218.60-1	Normal Verify Open	192.168.218.60-1- In	Only Card	Area Name	0:1
80000008	Bella	Yu	4461253	2017-12-15 11:19: 58	2017-12-15 11:05: 28	192.168.218.60	192.168.218.60-2	Normal Verify Open	192.168.218.60-2- In	Only Card	Area Name	0:14
80000004	Tom	Lee	13260079	2017-12-15 11:19: 46	2017-12-15 10:59: 56	192.168.218.60	192.168.218.60-2	Normal Verify Open	192.168.218.60-2- In	Only Card	Area Name	0:19
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- in	Only Card	Area Name	D:16
80000002	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: 46	2017-12-15 10:47: 43	192.168.218.60	192.168.218.60-1	Anti-Passback	192.168.218.60-1- In	Only Card	Area Name	0:1
800000001	Mary	Huang	4461253	2017-12-15 10:48: 41	2017-12-15 10:43: 43	192.168.218.60	192.168.218.60-1	Normal Verify Open	192.168.218.60-1- In	Only Card	Area Name	0:4

9.4.2 Visitor History Record

Click [Reports] > [Visitor History Record] to view the reports. The reports can be filtered by different conditions.

Enter	Time From 20	17-12-30 00:00:00	To 2018	3-03-30 23:59:59	Visitor Code		More	Q 🛞			
The c	urrent query con	ditions: Enter Tim	ne From:(2017-12-3	30 00:00:00) To:(2	2018-03-30 23:59:59	0					
G	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
E	80000001	Alex			Visit	1	abc		Check-Out		2018

You can export the records into an Excel, PDF, or CSV file. See the following figure.

	ZKTECO Vistor History Record														
Visitor Code	First Name	Last Name	Company	Visit Reason	Host Number	Host First Name	Host Last Name	Visit Status	Card Number	Enter Time	Entrance	Exit Time	Exit Place	Carrying Goods In	Carrying Good Out
800000011	Мопу	Fang	Google	Visit	7	Jacky	Xiang	Check-Out	6189166	2017-12-15 11:44: 57	server	2017-12-15 11:45: 20	server	Camera Device	Camera 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: 26	server	Camera Card	Camera Can
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	Велту	Сзо	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:	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	1.	Video
800000005	Bill	Fang		Visit	3	Leo	Hou	Check-Out	9505930	2017-12-15 11:02:	server	2017-12-15 11:21: 43	server		PC
80000004	Tom	Lee		Visit	2	Lucky	Tan	Check-Out	13260079	2017-12-15 10:59: 56	server	2017-12-15 11:21: 31	server	1	IPAD
80000003	Stephn	Chen		Visit	3	Leo	Hou	Check-Out	13260079	2017-12-15 10:47: 43	server	2017-12-15 10:58: 57	server		
80000002	Joey	Leung		Visit	2	Lucky	Tan	Check-Out	9505930	2017-12-15 10:46:	server	2017-12-15 10:57:	server		
80000001	Mary	Huang		Visit	2940	Sherry	Yang	Check-Out	4461253	2017-12-15 10:43: 43	server	2017-12-15 10:57: 27	server		

10. 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.

10.1 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.

Contraction of the settings of the settings of the setting of the	3.1 Temporary Vehicle Charge 3.2 Fixed Vehicle Charge 3.3 Overtime Charge 4.1 Vehicle
1.1 Parking Lot 1.2 Parking Area 1.3 Channel Entrance and Exit 1.4 Device Management	eration Wizard

Click a prompt point on the page to go to the corresponding function page for settings.

Correspondingly, there is a ^{Operation Wizard} button on each page. You can click this button to go back to the **Operation Wizard** page and perform the next step, as shown in the following figure.



10.2 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.

10.2.1 License Plate Registration

Choose [Authorization Management] > [License Plate Registration]. The License Plate Registration page is displayed as in the following figure.

Operation Wizard 🕀	First Name	Last Name		License Plate		Q. 🛞	
	The current query condition	s: None					
Authorization Management □	C+ Refresh 🕒 New f	> Delete					
License Plate Registration	Personnel ID	First Name	Last Name	Department Name	License Plate	Card Number	Operations
Vehicle Management							
Vehicle Valid Time Extension							

New

	New	×
Person* License Plate Number* Card Number		
Save and New	ОК	Cancel

- (1) Click [Authorization Management] > [License Plate Registration] > [New]. The New page is displayed.
- (2) Select Person and Card number, enter License Plate Number.
- (3) Click [Save and New] to register more license plate or click [OK] to save and exit.
- Edit

Click [Edit] at the end of each line or click the corresponding Personnel ID and modify personnel license plate registration information in the Edit dialog box.

	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.

10.2.2 Vehicle Management

Choose [Authorization Management] > [Vehicle Management]. The **Vehicle Management** page is displayed, as shown in the following figure.

he current query cond	litions:	None									
ĒĒ	⊖ R	efresh	Fixed Vehic	le Authorization	Fixed	Vehicle Batch	Authorization	icle Authorization	Synchronize Licens	e Plate 👘 Cancellation	Coperation Wizar
✓ ▷ Victoria Lot ✓ ▷ Undergrou □ Test4		License Plate Number	Card Number	Vehicle Type	Start Time	End Time	Entrance and Exit Area	Fee	Authorizer	Operations	
☐ Test2 ☐ Test1 ☐ Test3 ☐ 11				Temporary \			Test1		admin	Edit Cancellation	

• Fixed Vehicle Authorization

Click [Fixed Vehicle Authorization]. The **Fixed Vehicle Authorization** page is displayed as in the following figure.



Once you click on Fixed Vehicle Authorization, you will get below prompt at the initial startup:

○ Refresh 🕒 Fixed Vehicle Authorization 🕒 Fixed Vehic	ele Batch Authorization	Temporary Vehicle Authorization	Cancellation 🍵 C
Parking L n Mode 🗙	Start Time	End Time	Entrance and Exit Area
One parking lot with more car			
One parking lot with more car acted, you cannot modify! One parking space with one car			
OK Cancel			

You need to select the Parking Lot Mode from the above two choices. **One parking lot with more 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.

License Plate Number* B654321 License Plate Number* B654321 Parking Space Number* 1010 Entrance and Exit area* EntranceA	
Entrance and Exit area EntranceA	
Taking and Tak Arros	
Vehicle Type* Fixed Vehicle C	
/ehicle Type* Fixed Vehicle A Start Time* 2017-05-17 11:18:00	
Start Time* 2018-04-16 End Time* 2017-05-28 11:18:59	
End Time* 2018-04-27 Fee* 100	_
Fee" 100	

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	Last Name			More	- a (
The current query conditions: None									
Ē	C	Refresh	ew 🚇 Adjust D	epartment 🍈 Delet	e 📑 Export 👻 Import 👻 Sta	atistics	🛒 Pr	rint Card	
General(4)		Personnel ID	First Name	Last Name	Department Name Card Number	Biolo	gical Te	emplate Quantity	Status
 Marketing Department(2) Development Department(1) 		4	Anthony	Williams	Financial Department	0	0	A 0	Normal
Financial Department(1)		3	George	Bush	Marketing Departmen	0	0	80	Normal
Hotel(0)		2	Jack	Clinton	Development Departn	0	0	£ 0	Normal
		1	Lucia	Smith	Marketing Departmen	0		£ 0	Normal

New: Click [New]. The below page is displayed.

Personnel ID*						
First Name Gender Certificate Type Social Security Number Reservation Code Position Biological Template Quantity	▼ ID ▼ 123456	.	Department* Last Name Password Certificate Number Mobile Phone Birthday Card Number Hire Date	General	8	(Optimal Size 120*140). Browse Capture
Access Control T	Time Attendance Elev	vator Control	Plate Register	More Cards	Person	nel Detail
	A123456		Parking Space			⊕ ⊕
License Plate*	B654321	F	Parking Space			\otimes

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	atch Authoriza	ation			×
Perso	nnel ID		First Name		Last Name	e	Q	\otimes	
The c	urrent query con	ditions: None							
Alterna	tive				Selecte	ed(1)			
	Personnel ID	First Name	Last Name	License Plate	0	Personnel ID	First Name	Last Name	License Plat
	1	abc		123456		3	abc		321654
					>>				
				×.	>				
				1					
					<	1	×		
					<	1	d		
						1	g		
						ĵ	z		
_				,		Į	¢		
*	< 1-1 ⇒ >i	50 rows per p	age 👻 Total o	► f 1 records		ľ	\$,
(¢	1 - 1 ⇒ ⇒ĭ prization	50 rows per p	age → Total o	► f 1 records		t	3	_	
(¢ Autho		50 rows per p	age 👻 Total o Entry	f 1 records	<<	[Time*	2018-04	-02	,
(¢ Autho Parl	prization				<< + Start				
Autho Park Entr	orization ting Area*		Entry		<< + Start	: Time* Time*	2018-04		•
Autho Parl Entr Veh	prization king Area* ance and Exit Area icle Type*	a*	Entry Entrance1,Entrand Fixed Vehicle A	262,E	<< Start End Fee*	: Time* Time*	2018-04 2018-04		
Autho Park Entr Veh	prization king Area* ance and Exit Area icle Type*	a*	Entry Entrance1,Entrance	262,E	<< Start End Fee*	: Time* Time*	2018-04 2018-04		,
Autho Park Entr Veh	prization king Area* ance and Exit Area icle Type*	a*	Entry Entrance1,Entrand Fixed Vehicle A	262,E	<< Start End Fee*	: Time* Time*	2018-04 2018-04		,
Autho Parl Entr Veh	prization king Area* ance and Exit Area icle Type*	a*	Entry Entrance1,Entrand Fixed Vehicle A	262,E	<< Start End Fee*	: Time* Time*	2018-04 2018-04		
Autho Parl Entr Veh	prization king Area* ance and Exit Area icle Type*	a*	Entry Entrance1,Entrand Fixed Vehicle A	262,E	<< Start End Fee*	Time* Time*	2018-04 2018-04		

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 Ve	hicle Authorization
Entrance and Exit area*	EntranceA
01	
ОК	Cancel

Cancellation

Select multiple check boxes in the first column of the license plate list and click [The Cancellation] to cancel license plates in batches or click [The Cancellation] at the end of each line to cancel a single license plate, as in the following figure.

Operation Wizard 🕀	Vehicle Type F The current query conditions: None	First Nam	e	٩	۲		2. Click	
↑ Authorization Management⊖		C	Refresh 📑 Fixe	d Vehicle Authorizatio	n 🕒 Fixed Vehic	le Batch Authorization	Temporary Vehicle Author	ization 🏠 Cancellation 🁆 Op
License Plate Registration	Test 1. Select	٥	Vehicle Owner	Parking Space Number	Vehicle Type	Start Time	End Time	Entrance and Exit Area
Vehicle Management	Entrance3				Temporary Vehicle			Entrance1,C3,Entrance3,B3,
Vehicle Valid Time Extension	Entrance2		abc	E1	Fixed Vehicle A	2018-04-02	2018-04-03	Entrance2
	☐ Entrance1 ∡ ⊵⇒ A		abc	<u>E2</u>	Fixed Vehicle A	2018-04-02	2018-04-03	Entrance1,Entrance2,Entran
	TI A3		abc	<u>E3</u>	Fixed Vehicle D	2018-04-02	2018-04-03	Entrance1,Entrance2,Entran
	🗋 A2							
	🗋 A1							
		1						
Parking Lot Management 🕀	□ C3 □ C2							
🗑 Guard Booth Settings 🛛 🕀								
M Cauld Doost Octailigo (+)	⊿ ⊵⊃ Exit							
🕥 Charge 🛛 🕀	🗋 Exit							
	🗋 Small							
📮 Reports 🕀	⊿ (2∵) B □ B2							
	∐ B2 □ B1	*						

10.2.3 Vehicle Valid Time Extension

Choose [Authorization Management] > [Vehicle Valid Time Extension]. The Vehicle Valid Time Extension page is displayed.

	The second second second	3	. Click)	and a	n é	
Operation Wizard 🕀	License Plate Number		e	•	2 🛞	
Authorization Management	The current query cond		n 🏦 Cancellation			
License Plate Registration	Vehicle Owner	Vehicle Type	Start Date	End Date	Early Warning Days	Operations
Vehicle Management	abc	Fixed Vehicle A	2018-04-02	2018-04-03	2	Vehicle Valid Time Extension Cancellation
Vehicle Valid Time Extension	abc	Fixed Vehicle A	2018-04-02	2018-04-03	2	Vehicle Valid Time Extension Cancellation
1. Click	abc	Fixed Vehicle D	2018-04-02	2018-04-03	2	Vehicle Valid Time Extension Cancellation
Parking Lot Management 🕀		Z. Select	as required			
Charge 🕀						

• Vehicle Valid Time Extension

 Select a fixed license plate for which the valid time needs to be extended and click [Vehicle Valid Time Extension] or click [Vehicle Valid Time Extension] at the end of a fixed license plate. The Vehicle Valid Time Extension page is displayed.

Parking Space Number*	E1	
Vehicle Type	Fixed Vehicle A	
Deadline	2018-04-03	
Extended Deadline*		
Fee (Dollar) *		

- 2) Set Extended Deadline and Fee.
- 3) Click [OK] to save and exit.
- Cancellation

Select multiple check boxes in the first column of the license plate list and click [Cancellation] to cancel license plates in batches or click [Cancellation] at the end of each line to cancel a single license plate.

10.3 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.

10.3.1 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 cond	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*	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.

10.3.2 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.

ZKTERR	2 0 🕘 🖬 🛱	
Coperation Wizard	Parking Lot Name Q 🛞 The current query conditions: None	
Image: The second s	C Refresh (New M Delete) Operation Wizard	Operations
Vehicle Type	Test Test Test3	Edit Delete Edit Delete Edit Delete
Parking Area Channel Entrance and Exit	Test4	Edit Delete
Device Management White-Black List		
n . ∭ Guard Booth Settings ⊕		
 (a) Charge (c) Charge		
Real-Time Monitoring	(/ < 1 - 4 ⊃ ⊃) 50 rows per page → Jump To 1	/1 Page Total of 4 records

New

	New	×
Parking Lot Name*	1	
Remark		
		_
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.

10.3.3 Parking Area

Choose [Parking Lot Management] > [Parking Area]. The Parking Area page is displayed, as shown in the following figure.

Operation Wizard 🕀	Parki	ng Area				
ເງິ Authorization Management⊕		ing Area Name	ns: None] Q ®		
Parking Lot Management 😑	C	Refresh 🕒 New	🔊 Delete 👆 🔿	Operation Wizard		
Vehicle Type		Parking Area Name	Parking Spaces	Belonging Parking Lot	Area type of car yard	Operations
Parking Lot		Entry	100	Test	Large Car Area	Edit Add Parking Space
Parking Area		Exit	0	Test	Large Car Area	Edit Add Parking Space
		Δ	0	Test	Large Car Area	Edit Add Parking Space
Channel Entrance and Exit		B	0	Test	Large Car Area	Edit Add Parking Space
Device Management		<u>c</u>	0	Test	Large Car Area	Edit Add Parking Space
White-Black List		D	0	Test1	Large Car Area	Edit Add Parking Space
·		E	0	Test1	Large Car Area	Edit Add Parking Space
Guard Booth Settings 🕀		E	0	Test1	Large Car Area	Edit Add Parking Space
) Charge 🕀		Small	0	Test	Small Car Area	Edit Add Parking Spac
Reports 🕀						
🗟 Real-Time Monitoring 🕀	10	< 1-9 > o) 50) rows per page		cords	

New

Click [New]. The below page is displayed.

	New	×
Area type of car yard* Parking Area Name*	Large Car Area 🔻]
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.

10.3.4 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.

F	Operation Wizard	Area	Name	Q (8		
Ŷ	Authorization Management(5	current query condition		Wizard	
Lt.	Parking Lot Management		Area Name	Parking Area	Operations	
		. 0	Entrance3	Entry	Edit Delete	
	Vehicle Type		Exit	Exit	Edit Delete	
H	Parking Lot		<u>A1</u>	A	Edit Delete	
	Parking Area	2	<u>A2</u>	A	Edit Delete	
3	Channel Entrance and Exit		<u>A3</u>	A	Edit Delete	
	Device Management	8	<u>B1</u>	в	Edit Delete	
			<u>B2</u>	в	Edit Delete	
	White-Black List	. 8	<u>B3</u>	в	Edit Delete	
-	н . О ПР И Р.Ш. (С		<u>C1</u>	с	Edit Delete	
Ø	Guard Booth Settings)	<u>C2</u>	с	Edit Delete	
6)	Charge 🗧		<u>C3</u>	с	Edit Delete	
~			Entrance1	Entry	Edit Delete	
Ð	Reports (+)	Entrance2	Entry	Edit Delete	

New

Click [New]. The Edit page is displayed.

Ala Name*		
Parking Area*	Exit	•

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.

10.3.5 Device Management

Choose [Parking Lot Management] > [Device]. The Device Management page is displayed, as shown in the following figure.

ZKTeed	2	0			8		()	Welcome, admin	Image: Company in the second secon
Operation Wizard 🕀	Device Name		Q 🛞						
$\widetilde{\mathfrak{Y}}$ Authorization Management \oplus	The current query con		Q Search Device 🗸	Enable 🖉 Dis	sable 🛄	Synchronize Time	🕬 Get Device O	ption 🕤 Operation Wizard	
Parking Lot Management 😑	Device Name	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		LPR Camera	Two-color LED screen	192.168.214.189	5000	0	ZKTeco	 Offline 	Edit Delete
🗃 Guard Booth Settings 🛛 🕀									
🔊 Charge 🕀 🕀									
Reports 🕀									
🖏 Real-Time Monitoring 🛛 🕀	10 0 1-1 3-31	50 rows per pa	age 🚽 Jump To 1	/1 Page	Total of 1 rec	ords			

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.

ZKTEDD	200				<u>نې</u>	Welcome, admin	(i) (i) (i) (k) (
Coperation Wizard	1. Click here	1 ~ 0		-			
Authorization Management	C Refresh P New		✓ Enable Ø Disab	le 🛄 Synchronize Time	🕬 Get Device Option	Coperation Wizard	
Parking Lot Management 🕞	Device Name Device <u>Test</u>			Search Device		······································	Operations Edit Delete
Vehicle Type Parking Lot	<u>Test1</u> LPR Ca	Search Stor	Searching			e	Edit Delete
Parking		IP Address De	vice Name De	evice Type Port	t Device Brand	Operations	
chann 2. Click t	to search	IF Address De	vice wame De	svice Type For	L Device brand	Operations	
Device Management White-Black List							
Parameter							
📷 Guard Booth Settings 🕂							
🙆 Charge 🕀							
Reports +				Close			
🦷 Real-Time Monitoring 🕀	ic 😪 1 - 2 - 50 row	s per page 🔹 Jump 10	1 /1 Mage Tota	BI OT 2 RECORDS			

		Search Device	0		
Search	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	1		

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.

🕞 Refrest 🖉 New 👔	Delete 🔍 Search De	evice 🗸 Enable ⊘ Disable	Synchronize Time	e 🌾 Get Device	e Option 🏾 🁆 Operatio	on Wizard		
Device Name	Device Type	LED screen Type	IP Address	Port	Video Port	Device Brand	Enable	
<u>Test</u>	LPR Camera	Two-color LED screen	192.168.214.189	5000	0	ZKTeco	0	1
		Prompt Are you sure you want to pe Synchronize Time opera OK Ca	rform the titon? ancet					

Select the device on which the time needs to be synchronized and click [Synchronize Device Time].

10.3.6 Device Management(When Access Controller is used for Parking)

Choose [Parking Lot Management] > [Device]. The Device Management page is displayed, as shown in the following figure.

ZKTECO	Personnel Access Visitor Parking Video System	
Cperation Wizard 🕀	Device Name Q ©	
Authorization Management ⊕	Init current quary consumants: note C: Refeeth 🔮 New 🔮 Delete Q. Search Device 🗸 Enable 🖉 Disable 🔁 Synchronize Time 🁈 Operation Wizard	
H	Device Name Device Type IP Address Port Video Port Device Brand Enable Status	Operations
Vehicls Type Parking Lot		
Parking Area		
Channel Entrance and Exit		
Device Management		
White-Black List		
Parameter		
<u>i (</u> Guard Booth Settings 🕞		
😝 Charge 💮		
📮 Reports 🛛 🕀		
${\mathfrak B}_{\mathfrak g}$ Real-Time Monitoring \oplus	(c, c, B, g, 3), 50 rows per page + Jump To 1 (0 Page Total of 0 records	

• 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.

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.

10.3.7 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 Authorization Manageme			e Plate Number rrent query con	ditions: None	License Plate	Туре	Q (8)		
Authorization Management			🕐 Refresh 👚 New 📸 Delete 🔱 Synchronize Whitelist 🔓 Synchronize Blacklist							
t 4t	Parking Lot Management	Θ		License Plate Number	License Plate Type	Start Time	End Time	Operator	Operating Time	
	Vehicle Type	2								
	Parking Lot									
	Parking Area									
	Channel Entrance and E	xit								
	Channel Entrance and E Device Management	kit								
		xît								
	Device Management	xit ••								
<u>[@</u>])	Device Management White-Black List	xît ↓								
 (a) (b) (c) /ul>	Device Management White-Black List Parameter									
-	Device Management White-Black List Parameter Guard Booth Settings	÷								

• New

Click [New]. The New page is displayed.

License Plate Number*	H888888	
License Plate type*	Blacklist	•
Start Time		
End Time		
Save and New	OK Can	

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

10.3.8 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 more car 🔹 🛕 Once t	the Parking Lot Mode is selected, you cannot modify! One parking lot with more car does not support offline model
Channel Entrance and Exit Setting	
Enable Fixed Vehicle Multiple In and Out	
Enable Temporary Vehicle Multiple In and 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 :	g 0 Dollar
Fixed Vehicle Setting	
Enable Fixed Vehicle Transfer to Temporary Vehicle	Fixed Vehicles Days Warning 7
Voice and display settings	
Entrance display residual parking space	space statistics for large car field
Display Color First line Red V Second line Green V	A Only dual color screen device support!
Other Setting	
Days to keep the vehicles record in the field 60	
Capture Photos Preservation Days 10 V	
Captured Photos Saving Path E:\	A Save the path for the setting pathBioSecurityFile\park
Offline Setting	
Enabled offline mode A Enabled offline mode part of the function	n temporarily not support!
Temporary vehicle record matching accuracy	
Duplicate license plate waiting time Single Channel Mode	
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!

10.4 Guard Booth Setting

Guard Booth Setting includes four modules: Guard Booth, Channel, Manual Processing Method, and Manual Release Reason.

10.4.1 Guard Booth Setting

Choose [Guard Booth Setting] > [Guard Booth]. The Guard Booth page is displayed, as shown in the following figure.

Operation Wizard	The	rd Booth Name current query conditions: Refresh 🕒 New 👘	None Delete 👆 Operation Wiza	⊗ ard	
나라 Parking Lot Management ①	0	Guard Booth Name	Computer IP Address	Channel Entrance and Exit Name	Operations
Guard Booth Settings 🕞					
Guard Booth					
Channel					
Manual Release Reason					
🗿 Charge 🔶					

New

Click [New]. The New page is displayed.

ZKTECO	£					Welcome	admin (1) (1) (2) (2) (1) Authorized Company. ZKTeco
Operation Wizard 🕀	Guard Boot		nere				
$\widehat{\mathbb{N}}$ Authorization Management \oplus		nuery condition None	Wizard				
$\downarrow_{\downarrow\downarrow\downarrow}$ Parking Lot Management \oplus	G			New			×
Guard Booth Settings 🖂		Guard Booth Name*	1				_
Guard Booth		Channel Entrance and Exit Name* Belonging Parking Lot		•	Computer IP Address * Parking Area	192 - 168 - 1 -	219
Channel Manual Release Reason		Parameter					
		Temporary Vehicle Free* Enable Replacement of Vehicle*	No Yes	*	Enable Manual Release*	Yes	•
		Temporary Vehicle Fast Exit*	Yes	•	One Channel Mode*	No	•
🙆 Charge 🕀							
📳 Reports 🕀		The above settings are copied to:			•		_
Real-Time Monitoring 🕀	14 4 0		Save and New	ок	Cancel	_	

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.

Guard Booth Name*	Test					
Channel Entrance and Exit Name*	Entrance3	۲	Computer IP Address *	192 . 168 . 1 . 2	219	
Belonging Parking Lot	Test		Parking Area	Entry		
Parameter						
Temporary Vehicle Free*	No	•				
Enable Replacement of Vehicle*	Yes	T	Enable Manual Release*	Yes	•	
Temporary Vehicle Fast Exit*	Yes	•	One Channel Mode*	Yes	۲	
The above settings are copied to: A	I the guard booth belor	ngs to all pa	irking a 🔻			

Parameters in the red box are copied, as shown in the following figure.

• 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.

10.4.2 Channel Setting

Choose [Guard Booth Setting] > [Channel]. The Channel page is displayed as in the following figure.

ZKTER &				Welcome, admin	Image: Company: ZKTeco
The c	net Name Click here urrent query condition mone Refresh 🔮 New 🔐 Delete 👈 Operation Wizard				
뷰나 Parking Lot Management ④	Channel Name		Add		X Open Type Tem Type
Guard Booth Settings Guard Booth Channel Manual Release Reason	Channel Name" Guard Booth Name" IPC1 IP" IPC2 IP Fixed Vehicle Open Type"	Direct Pass	Channel Status* Video Preview Window(IPC1)* Video Preview Window(IPC2) Temporary Vehicle Open Type*	Confirm Pass	•
Charge Charge Reports Reports Real-Time Monitoring	Fixed Vehicle A	Fixed Vehicle B Temporary Veh Save and New		ed Vehicle C	

New

Click [New]. The New page is displayed.

Channel Name*						
Guard Booth Name*		•	Channel Status*		Ŧ	
IPC1 IP*		•	Video Preview		•	
			Window(IPC1)*			
IPC2 IP		•	Video Preview			
			Window(IPC2)			
Fixed Vehicle Open Type*	Direct Pass	*	Temporary Vehicle Open	Confirm Pass	•	
			Туре*			
Limit Line Mode Forbids Ve	ehicle Type					
E Fixed Vehicle A	🗍 Fix	ed Vehicle B	🔲 Fixe	ed Vehicle C		
Fixed Vehicle D	🔲 Ter	nporary Vehi	cle			

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.

10.4.3 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.

Operation Wizard	Channel Name	1	here					
Authorization Management	📿 Refresh	New 📸 Delete 🍗 Operati	on Wizard					
Parking Lot Management 🕀	Channel Na	ame Guard Booth Name	Channel Status	IPC1 IP	Video Preview Window(IPC1)	IPC2 IP	Video Preview Window(IPC2)	Fixed Vehicle Op
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								
) Charge 🕀								

New

Click [New]. The New page is displayed.

Channel Name*	1			Door Name*		~	1
Channel Status*			~	Guard Booth Name*		~	1
Video 1			~	Video Preview Window		~	
				(Video 1)			
Video 2			~	Video Preview Window		~	
			-	(Video 2)			
Fixed Vehicle Open Type*	Direct Pa	ass	~	Temporary Vehicle Open	Confirm Pass	~	
Limit Line Mode Forbids Ve	abielo Tuno			Туре*			
Limit Line wode Porbids ve	enicle Type						
Fixed Vehicle A		Fixed	Vehicle B	Fix	ed Vehicle C		
Fixed Vehicle D		Temp	orary 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.

10.4.4 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.

ZKT	200	£		\odot	*		L		8	R	6 3	Welcome, admin	(i) (i) (i) (k) (l) (k) (l) (k) (
Operation Wizar			lease Reaso t query con	n diți Non	~	ck here								
Authorization M.	anagement⊕	C+ Refre	sh 🕒 Ne	w 👘 Dele	ete									
다. Parking Lot Mar	agement 🕀	🔲 Ma	nual Releas	e Reason	Remark			Opera	tions					
Guard Booth Se	ttings 🕞													
Guard Booth														
Channel														
Manual Release	I Reason													
Charge	\oplus													
Reports	Ð													
Real-Time Moni	toring 🕀	(s. < 0	8 31	50 rows per p	age 🔻	Jump To 1	/0 Page	Total of () records					

New

Click [New]. The New page is displayed.

	New	×
Manual Release Reason* Remark		
Save and New	ок	Cancel

The fields are described as follows:

Manual Release Reason: Name of the manual release reason.

Remark: Remark of the manual release reason.

• Edit

Click a name or [Edit] in the Operation column to go to the Edit page. Make modifications and click [OK] to save modifications.

• Delete

Select one or more manual release reasons and click [Delete] at the upper part of the list and click [OK] to delete the selected manual release reasons. Click [Cancel] to cancel the operation, or click [Delete] in the Operation column to delete a manual release reason.

• Refresh

Click [Refresh] at the upper part of the list to load new manual release reasons.

10.5 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.

10.5.1 Temporary Vehicle Charge

Choose [Charge] > [Temporary Vehicle Charge]. The **Temporary Vehicle Charge** page is displayed, as shown in the following figure.

ZKTECO	L D D D: D D: D D D: D D D D D D D D D D
Operation Wizard	Temporary Charge Name Q 🛞
Authorization Management	C Refresh C New Polete → Operation Wizard
↓ 나무 다 Parking Lot Management ↔	Temporary Charge Yame Parking Lot Name Vehicle Type Daily Highest Free Minutes The highest fees of multiple access Operations
<u>i@</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 🕀	I < 0 > > 1 50 rows per page - Jump To 1 /0 Page Total of 0 records

New

Click [New]. The New page is displayed.

Temporary Charge Name*	1		Parking Lot Name	e*	-			
Vehicle Type*	Temporary Vehicle /	A 🔘 Temporary V	/ehicle B 🔘 Ter	nporary Vehicle C	O Temporary Vehicle	D		1 mar 1
Daily Highest Amount*		Dollar					Test Chargin	ng Rule:
Free Minutes	0	minutes						
Charging Time includes Fr	ee Minutes						Parking Lot Name*	
Cross Time Split							Vehicle Type	Fixed Vehicle A
Enable the same license plate in Circulation within 24 hol 🔻 Multiple access with the highest fees Dollar							In Time*	2018-04-03 17:53:00
Detail							Out Time*	-
According to time period	According to cy	cle						ave and test
Time Period1	+							ave and test
Time Period*	00 : 0	00 🚖 to	00 : 00 🚖	Cross Day			· ·····	
Charge by Times							Amount Rec	eivable:
Maximum Charge*			Dollar				0	0.0 Dollar
First Time Charge			Dollar		minutes			
Amount per unit time charge	j*	1	Dollar		minutes			
			1					

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.

		1	lew			
Femporary Charge Name*	Temporary Charge A	Parking Lot Name*	Test	-		
/ehicle Type*	Temporary Vehicle A	Temporary Vehicle B	ary Vehicle C 👘 Ter	nporary Vehicle D		
Daily Highest Amount*	100	Dollar			Test Chargin	ng Rule:
Free 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	1 24 hol 🔻 Multiple access with the high	est fees	Dollar	In Time*	2018-04-03 18:17:00
Detail					Out Time*	
According to time period Time Period1 Time Period*	+		Cross Day		s	ave and test
Time Fenou	00 : 00	◆ to 00:00 ◆	Closs Day		Amount Rec	eivable:
Charge by Times						
		Dollar				0.0 Dollar
Maximum Charge*		Dollar		minutes		
Maximum Charge* First Time Charge						

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.

mporary Charge Name*	Temporary Charge A	Parking Lot Name*	Test			
hicle Type*	Temporary Vehicle A	Temporary Vehicle B 🗍 Temporary	Vehicle C 🛛 🔘 Te	emporary Vehicle D		
aily Highest Amount*	100	Dollar			Test Chargin	ng Rule:
ee Minutes	0	minutes				
Charging Time includes	Free Minutes				Parking Lot Name*	Test
Cross Time Split					Vehicle Type	Temporary Vehicle A
Enable line same license	plate in Circulation within 24	hor V Multiple access with the highes	t fees	Dollar	In Time*	2018-04-03 18:17:00
etail					Out Time*	
According to time period	od According to cycle					
Cycle1 +					S	ave and test
Cycle*	-	minutes				
Charge by Times					Amount Rec	eivable:
/laximum Charge*		Dollar				
Amount per unit time charg	je*	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

*∝*Notes:

- When Charge by times is not selected, the time of each cycle must be set to multiples of the time period specified in Amount per unit time charge. There is no limitation if Charge by times is selected.
- > If According to cycle is selected, Cross Time Split is invalid.
- If Charge by times is selected, Amount per unit time charge cannot be set and fees are charged based on the amount set in Maximum charge. If this parameter is not selected, fees are charged based on the unit time and the period must be multiples of 15. If the fee is higher than the amount set in Maximum charge, the maximum amount is charged.

• Edit

Click a temporary charge name or [Edit] in the Operation column to go to the Edit page. Modify and click [OK] to save modifications.

• Delete

Select one or more temporary vehicle charge and click [Delete] at the upper part of the list and click [OK] to delete the selected temporary vehicle charge. Click [Cancel] to cancel the operation or click [Delete] in the Operation column to delete a single temporary vehicle charge.

• Refresh

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

10.5.2 Overtime Charge

Choose [Charge Setting] > [Overtime Charge Standard]. The **Overtime Charge Standard** page is displayed as in the following figure.

ZKTeco	2 0 0 1 1 1 1 2 2 2
Cperation Wizard 🕀	Overtime Charge Name
$\widehat{\mathbb{Q}}$ Authorization Management \oplus	C Refresh Prev Delete Operation Wizard
$\left\{ \begin{array}{c} \downarrow \\ \downarrow \\ \downarrow \end{array} \right\}$ Parking Lot Management \oplus	Overtime Charge Name Parking Lot Name Status Operations
Guard Booth Settings 🕀	Click here
Strange	Click nere
Temporary Vehicle Charge Overtime Charge	
Fixed Vehicle Charge	
Shift Settings Discount Strategy	
Business	
Financial Reconciliation	
Real-Time Monitoring 🕂	/c 😞 0 🗴 🧃 50 rows per page 👻 Jump To 1 /0 Page Total of 0 records

New

Click [New]. The New page is displayed.

Overtime Charge Name *	0		Parking Lot Na	me*	-
Status*	Enable				
Detail	N				
Temporary Vehicle Allowabl A minutes	e Retention Time*	Include Time		Overtime Charge Amou Dollar/Hour	nt*
Temporary Vehicle Allowabl B minutes	e Retention Time*	Include Time		Overtime Charge Amou Dollar/Hour	nt*
Temporary Vehicle Allowabl C minutes	e Retention Time*	Time		Overtime Charge Amou Dollar/Hour	nt*
Temporary Vehicle Allowabl D minutes		Time		Overtime Charge Amou Dollar/Hour	nt*

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.

10.5.3 Fixed Vehicle Charge

Choose [Charge Setting] > [Fixed Vehicle Charge]. The **Fixed Vehicle Charge** page is displayed as in the following figure.

ZKTEDD	2 0 0 11 11 12 12 12 12 12
Coperation Wizard	Fixed Charge Name
O Authorization Management	The current query conditions: None
부분 Parking Lot Management 🕀	Fixed Charge Native Vehicle Type Cycle Type Cycle Charge Operations Amount(Dollar)
Guard Booth Settings 🕀	
🔊 Charge 🖂	Click here
Temporary Vehicle Charge	
Overtime Charge	
Fixed Vehicle Charge	
Shift Settings	
Discount Strategy	
Business	
Financial Reconciliation	
Reports 🕀	
ାସ୍ଥି Real-Time Monitoring 🕀	I c 😪 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* Vehicle Type*	1	
Cycle Type*	Monthly	
Cycle*	1	•
Charge Amount*		
(Providence of the local day)		
Save and New	OK Ca	ancel

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.

10.5.4 Shift Setting

Choose [Charge Setting] > [Shift Setting]. The **Shift Setting** page is displayed as in the following figure.

and the owned	ration Wizard	Ð	Shift Name		(1)	۲: م	€ ⊗	×=			An el	6
ງງ Auth	orization Manageme	nt⊕		t query condi								
¦¦ Parki	ing Lot Management	Ð	Shift	Name		Guard Booth o	n duty	Start Time		End Time		Operations
Guar	d Booth Settings	\oplus										
🔊 Char	ge	Θ			(Click	here					
Тетр	oorary Vehicle Charg	e										
Over	time Charge											
Fixed	l Vehicle Charge											
Shift	Settings											
Disco	ount Strategy											
Busir	ness											
Finar	ncial Reconciliation											
Repo	orts	\oplus										
🗟 Real	-Time Monitoring	æ	10 0 0	50) rows per	page -	Jump To 1	/0 Page	Total of (recorde		

New

Click [New]. The New page is displayed.

Shift Name*	
Guard Booth on duty*	
Start Time*	00 : 00 : 00 🜩
End Time*	00 : 00 : 00 🚔
Cross Day	0

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

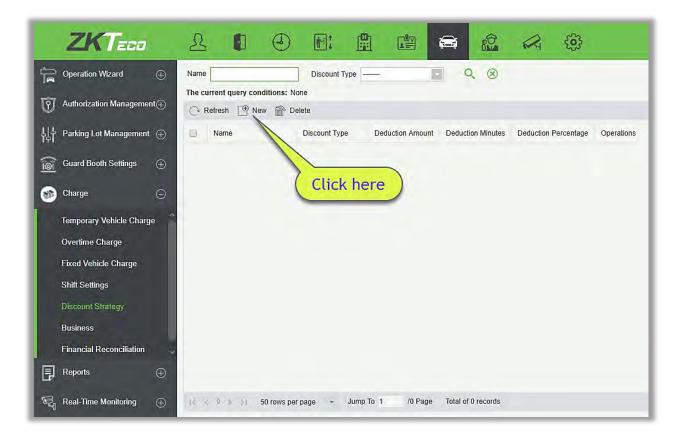
Select one or more shifts and click [Delete] at the upper part of the list and click [OK] to delete the selected shifts. Click [Cancel] to cancel the operation, or click [Delete] in the Operation column to delete a single shift.

• Refresh

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

10.5.5 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.

10.5.6 Business

Choose [Charge Setting] > [Business]. The **Business** page is displayed as in the following figure.

ZKTEGO	2 0 0 1 1 1 2 2
Operation Wizard 🕀	Business Name
$\overline{\mathfrak{O}}$ Authorization Management \oplus	The current query conditions: None
$\begin{array}{c} \downarrow \downarrow \downarrow \\ \downarrow \downarrow \downarrow \end{pmatrix}$ Parking Lot Management \oplus	Business Name Discount Way Contact Business Phone Business Address
<u>6</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 🕀	1c < 0 5 51 50 rows per page 👻 Jump To 1 /0 Page Total of 0 records

• New

Click [New]. The New page is displayed.

	New	×
Business Name*		
Discount Way*		
Contact		
Business Phone		
Business Address		
Save and New	OK	Cancel

The fields are described as follows:

Business Name: Unique vendor name.

Discount Way: Select a discount strategy set in <u>9.5.5 Discount Strategy</u>.

Contact: Vendor contact.

Business Phone: Vendor phone number.

Business Address: Vendor address.

• Edit

Click a name or [Edit] in the Operation column to go to the Edit page. Modify and click [OK] to save modifications.

• Delete

Select one or more vendors and click [Delete] at the upper part of the list and click [OK] to delete the selected vendors. Click [Cancel] to cancel the operation, or click [Delete] in the Operation column to delete a single vendor.

Refresh

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

10.5.7 Financial Reconciliation

Choose [Charge Setting] > [Financial Reconciliation]. Set parameters such as **Duty Officer Name** and **Duty Office ID** and click **Q** to query reconciliation data as shown in the following figure.

ZKTERO	2 I O E:			Q (j)
Geration Wizard	Duty Officer Name	Q (8)		
Q Authorization Management				-
↓ 수 Parking Lot Management ↔	Duty Officer Byty Start Time Name	Duty End Time	Advance Amount	Turnover Discount Amount
Guard Booth Settings 🕀	Cli	ck here		
Starge	Cu			
Temporary Vehicle Charge Overtime Charge				
Fixed Vehicle Charge				
Shift Settings Discount Strategy				
Business				
Financial Reconciliation 🗸				
Real-Time Monitoring 🕀	∢ I¢ ⊗ 0 s ∋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.

	Reconci	llauon		
Duty Officer ID	1	Discount Amount	0	
Duty Officer Name	admin	Advance Amount	0	
Duty Start Time	2018-04-04 13:58:35	Turnover	100	
Duty End Time	2018-04-04 14:01:09	The Total Amount	100	
The number of free release	0	The Actual Amount	100	
vehicle				
The number of manual release	0	Confirm Time	2018-04-04 16:21:19	
Confirmor	admin	Confirm Amount*		
Remark	~			
	V			
	ок	Cancel		

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.

10.6 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.

10.6.1 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.

)a	Operation Wizard 🕀		9-01-04 00:00:00	To 2018-04-04			More V 🛞			
Ì	Authorization Management \oplus	C Refresh		From:(2018-01-04 00):00:00) To:(2018-04-04 23:59:59)					
計	Parking Lot Management 🕀	Vehicle Owner	Parking Space Number	Vehicle Type	Entrance and Exit Area	Start Time	End Time	Charge Amount	Operation Type	c
â	Guard Booth Settings 🕀	abc	E1	Fixed Vehicle A	Entrance2	2018-04-02	2018-04-03	100.0	Authorization	20
		abc	E2	Fixed Vehicle A	Entrance2,Entrance1,Entrance3	2018-04-02	2018-04-03	100.0	Authorization	20
۲	Charge 🕂	abc	E3	Fixed Vehicle D	Entrance2, Entrance3, Entrance1	2018-04-02	2018-04-03	200.0	Authorization	20
		abc	E1	Fixed Vehicle A	Entrance2	2018-04-02	2018-04-03	100.0	Cancellation	2
2	Reports 🕞	abc	E2	Fixed Vehicle A	Entrance3, Entrance2, Entrance1	2018-04-02	2018-04-03	100.0	Cancellation	2
	License Plate Report	abc	E3	Fixed Vehicle D	Entrance3, Entrance2, Entrance1	2018-04-02	2018-04-03	200.0	Cancellation	2
	Charge Details	abc	E1	Fixed Vehicle B	Entrance1	2018-04-03	2018-04-03	100.0	Authorization	2
	Handover 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
	Vehicles in Parking Lot									
	Entry Record	Click here								
	Exit Record	ctick here								
	Daily Reports		-							

10.6.2 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.

Refresh 👚 Cle										
	ar All Data									
ense Plate Number	Vehicle Type	In Time	Out Time	Charge type	Receivable Amount	Discount Amount	Rolling reduction amount	Received Amount	Payment Method	0
	Temporary Vehicle A	Not matched the enter time	2017-05-17 12:59:31	Free	0.0	0.0	0.0	0.0	Cash	ad
	Temporary Vehicle A	Not matched the enter time	2017-05-17 12:58:49	Free	0.0	0.0	0.0	0.0	Cash	ad

10.6.3 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.

Gration Wizard 🕀		04 00:00:00 To 2013 ditions: Time From:(2018-0		Officer Name	More	Q (8)
Authorization Management	🔿 Refresh 📑 Ex	port				
Parking Lot Management 🕀	Duty Officer Name	Guard Booth Name	Shift Name	Duty Start Time	Duty End Time	Whether to hand over
	admin	Test	Current shift is not set	2018-04-03 15:55:53		Not Handover
Guard Booth Settings 🕀	admin	Test1	Current shift is not set	2018-04-04 10:22:49		Not Handover
) Charge 🕀 🕀	admin	а	Current shift is not set	2018-04-04 10:46:59		Not Handover
Reports $igodot$						
License Plate Report						
Charge Details						
Handover Record						
Vehicles in Parking Lot						
Entry Record						
Exit Record						
Daily Reports						

10.6.4 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.

ne current query	conditions: Time From:(20	17-02-17 00:00:00) To	(2017-05-17 23:59:59)			
C+ Refresh						
Name	License Plate Number	Register Type	In Time	Name	Channel State Event Type	Enter Photo
arking Lot A		Temporary Vehicle	2017-05-17 13:01:53	Channel A	Large vehicle area ent Manually Open	
arking Lot A		Temporary Vehicle	2017-05-17 13:01:58	Channel A	Large vehicle area enti Manually Open	

10.6.5 Entry Records

It will provide the details of the vehicle which entered into the parking.

Click [Report] > [Entry Record]. Select the desired time period, vehicle owner and license plate number, and click \bigcirc to query Entry records. Click [More] to query based on other conditions.

The current query o	conditions: Time I	From:(2017-09-19 0	D:00:00) To:(2017-12	2-19 23:59:59)				
O Refresh								
Parking Area	Vehicle Owner	Card Number	License Plate Number	Vehicle Type	Channel Name	Channel Status	Event Type	In Time
Underground Parkir		111	11	Temporary Vehicle.	Test3	Small vehicle area entrance	Manually Open	2017-12-13 17:59:11
Underground Parkir		111	11	Temporary Vehicle.	Test1	Large vehicle area entrance	Manually Open	2017-12-13 16:13:50

10.6.6 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 🛞
he current quer	conditions: Time	From:(2017-09-19 0	0:00:00) To:(2017-1	2-19 23:59:59)				
C Refresh								
Parking Area	Vehicle Owner	Card Number	License Plate Number	Vehicle Type	Channel Name	Channel Status	Event Type	Out Time
Underground Park	ir	111	11	Temporary Vehicle .	Test4	Small vehicle area exit	Manually Open	2017-12-13 16:38:45

10.6.7 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.

	2018-01-04 query conditions: Tim	To ne From:(2	2018-04-04 018-01-04) To:(2018-04	Q 4-04)	8					
C Refresh	Export									
Date	Duty Start	Time	Duty End Time	Shift Nam	e	Guard Booth on duty	Turnover	Discount Amount	The Actual Amount	TI

10.6.8 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.

he current que	ry conditions: Time From:(2	2018-01-04) To:(2018-0-	4-04)				
Date	Duty Start Time	Duty End Time	Shift Name	Guard Booth on duty	Turnover	Discount Amount	The Actual Amount
Date	Duty Start Time	Duty End Time	Shift Name	Guard Booth on duty	Turnover	Discount Amount	The Actual Amount

10.7 Real-Time Monitoring

Real-Time Monitoring provides real-time monitoring data and comprises two modules: Guard Booth and Monitoring Room.

10.7.1 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	200000000000000	Welcome, ad	nin (🕄 🕐 🛞 🔱 Authorized Company: ZKTeco
Image: Constraint of the second sector of the sector of	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: <u>Download ZK OCX</u> 2, If you have already installed the browser correctly. Please check the user UAC level (adjusted to the default or minimum). 3, After the operation, you should restart or refresh the browser.	Guard Booth Current Duty Duty Start Time Charge Amount Manual Release License Plate Number Permit Channel* Manual Release Reason	Test 2018-04-03 15:55:53 0.0 Test V V Sonfirm
Monitor Room	License Plate Number Vehicle Type Vehicle Owner Time Channel Status Event Type		Districts:Entry king Space : 0099

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.

Do you want to run or save LPRActive2100.exe (5.19 MB) from 127.0.0.1?				
🕖 This type of file could harm your computer.	Run	Save	-	Cancel

6	Setup -	LPRActiveXPlu	ıgin ↔		×
Ready to Inst Setup is now	a ll ready to begin installing	g LPRActiveXPlugin o	on your computer.		
Click Install t	o continue with the insta	allation.			
			Install	Can	rel

Complete the installation and then refresh the browser.

This webpage wants to run the following add-on: 'IPCActiveXPlugin OCX' from 'ZKTechnology (unverified publisher)'. What's the risk? Allow 💌 🗶

Click "Allow" to give permission for the video preview.

ZKTECO	2 I O E 🗎 🖆		Welcome, adr	nin (i) (i) (i) (ii) (iii) Authorized Company: ZKTeco
Operation Wizard 🕀			Guard Booth Current Duty	Test
$\widehat{\mathbb{O}}$ Authorization Management \oplus			Duty Start Time	2018-04-03 15:55:53
$\left \begin{smallmatrix} l \\ l$	ZKTest		Charge Amount	0.0
🗑 Guard Booth Settings 🕀			Manual Release	
Oharge ⊕			License Plate Number	
Reports 🕀			Permit Channel*	Test 🗸
Real-Time Monitoring 🖂			Manual Release Reason	onfinn
Guard Booth	ZISTER			
Monitor Room			Respective	Districts:Entry
			Remaining Par	king Space : 0099
	License Plate Number Vehicle Type Vehicle Owner T	ime Channel Status Event Type		
			Change Duty	Biack-White
			Ĩ	

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	0	1: 💼		62 Q	(i)	Welcome, ad	0.010	D @ 🕛 mpany: ZKTeco
Operation Wizard 🕀							Guard Booth Current Duty	Test Test1	^
0 Authorization Management⊕							Duty Start Time	2018-04-03 15:55:5: 0.0	3
뷰뷰 Parking Lot Management 🕀			Prompt	-			Charge Amount	0.0	
📷 Guard Booth Settings 🕀			The charging star	adard of temporary veh	icle A has not set, please o	click here to set.	Manual Release		-
🛞 Charge 🕀							License Plate Number		
Reports 🕀							Permit Channel*	Test	
🗣 Real-Time Monitoring 🕞					Click he	ere	Manual Release Reason	Confirm	~
Guard Booth							-		
Monitor Room								Districts:Entry	
		Version Service	1			-	Remaining Par	king Space : (0099
	License Plate Number	Vehicle Type	Vehicle Owne	r Time	Channel Statu	us Event Type	0		
							Change Duty	Elack-White	
							R) (e) ~

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 0	9 E:		a 8	R	<0>	Welcome, ad	Imin ① ① ② ④ Authorized Comp	
Operation Wizard ⊕ Image: Constraint of the second seco							Current Duty Duty Start Time	This computer is not used for guard booth! Current shift is not set 2018-04-04 15:29:34 0.0	^
Tel Guard Booth Settings (*) (*) (*) (*) (*) (*) (*) (*)		This compute	er is not used for gu	Prompt: ard booth so that i	can not previe	w the video!	Manual Release License Plate Number Permit Channel ^a		
Real-Time Monitoring () Guerd Booth Monitor Room							This computer i booth so that	s not used for guard it can not view the parking spaces.	
	License Plate Number	Vehicle Type Veh	nicle Owner Tim	e	Channel Status	Event Type	Chance Date Velicie	Black-White	~

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:

ZKTEOD		Welcome, adm	iri 🕠 🗊 🕜 😥 🕛 Authorized Company: 11
Operation Wizard (+)		gu	is computer is not used for A
Authorization Management		Duty Start Time 20	urrent shiff is not set 18-04-04 15:29:34
니다 Parking Lot Management ①		Charge Amount 0.0	
📷 Guard Booth Settings 😑		Manual Release	
🕑 Charge 🕀	Prompt	License Plate Number	
📑 Reports 🕀	This computer is not used for guard booth so that it can not preview the video!	Permit Channel ^e Manual Release Reason	<u> </u>
🗣 Real-Time Monitoring 🕞			nim.
Guard Boolh			
Monitor Room		booth so that it	not used for guard can not view the arking spaces.
	Lücense Plate Number Vehicle Type Vehicle Owner Time Channel Status Event Type	Pill Change Duty	Black-White List Management
		Vehicle Ch	Restricted tarce Passage etails Management

• Automatic License Plate Identification/Video Surveillance

Area 1 in the following figure shows the automatic license plate identification/video surveillance in normal state:

	787	Guard Booth Test2 Current Duty Current shift is not set Duty Start Time 2017-12-13 16:30:49 Charge Amount 0.0
		Temporary Vehicle Entry and Exit Management Card Number* License Plate Number*
71077		Vehicle Type*
		Respective Districts:Underground Parking Remaining Parking Space:3999
License Plate Number Card Number Vehicle Type Vehicle Owner Time	Channel Status Event Type	Chance Duty Search
		Charge Details Charge Management

When the entrance channel identifies the license plate of a vehicle going entering the parking lot, the following box is displayed:

	Operator Confirmation Window
License Plate Number	AABD777
Vehicle Type	Temporary Vehicle A
	Open Cancel

Click [Open] to allow the vehicle whether to enter the parking lot.

Note: When **Direct pass** is set for fixed vehicles (temporary vehicles) in <u>9.4.2 Channel Setting</u>, the vehicle can successfully enter the parking lot, and this box will not be displayed.

When the exit channel identifies the license plate of a vehicle going out of the parking lot and there is a record about normal entrance of the vehicle, the following box is displayed:

Charge Info		Enter Photo	
License Plate	AABD777		017/05/17 14/39/28
Number			
Vehicle Type	Temporary Vehicle A		
In Time	2017-05-17 14:40:20		
Out Time	2017-05-17 14:40:41	and the second s	
Receivable	0.0	and the second division of the second divisio	
Amount			
Discount Amount	0.0		
Received Amount	0.0		Channel 4
Charge Type	Cash		

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 Number	AABD777	2013/05/17 10:09:08
Vehicle Type	Temporary Vehicle A	
In Time	2017-05-17 14:40:20	THE OWNER WHEN THE PARTY NAME
Out Time	2017-05-17 14:44:20	a second data was a second
Receivable	10.0	And the second s
Amount		
Discount Amount	0.0	AM DD I I I
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:

Note: To use the printing function, select **Printing fee receipts** in <u>9.3.8 Parameter Setting</u>. If the printing plug-in is not installed, a prompt is displayed as follows:

						The curre Current D Duty Star Charge A	t Time	Guard Booth A The current is n 2017-05-17 14: 10.0	ot set.
						Artii	ficial Release		
						License F	Plate Number		
						Permit Cl	hannel*	Channel A	¥
				100		Artificial P	Release Reason		•
					Prompt			Zoniim	
				The print cont control Downl browser after OK	rol is not installed: The print oad (You must restart your installation is complete.) Cancel				
cense Plate umber	Véhicle Type	Vehicle Üser	Time	Channel State	Event Type			Black While	
							Vehicle Search	Charge Detail	

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:

License Plate Number A A12345 Search
Total search records:0
No record number, please manually correct the number of the license plate.
and a second data and the
Correction of license plate number
Manual correction Non-matching process

On this page, the license plate number entered in the first line is used as the standard and entrance records of similar license plate numbers are searched in the database based on the entrance and exit

matching precision rules set in <u>9.3.8 Parameter Setting</u>. Click and to go to the previous or next record. Select the record to be corrected, enter the corrected license plate number, and click [Manual correction] to correct the license plate number and allow the vehicle to exit the parking lot. If no similar entrance record is found, click [Non-matching process]. The manual release method is prompted and the amount for gate opening cannot be entered.

• Scrolled Display of Entrance and Exit Messages

When a vehicle enters or exits from the parking lot, the table at the lower part of the page displays the license plate number, vehicle type, time, channel state and event type. Events such as manual release, VIP vehicle entrance and exit, fixed vehicle transfer to temporary vehicle, and non-matching process are displayed in red, as shown in the following figure.

						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
						Artificial Release	
10						License Plate Number	
						Permit Channel*	Channel A
e4						Artificial Release Reason	
							Confirm
							tricts:Parking Area A rking spaces:998
License Plate	Vehicle Type	Vehicle User	Time	Channel State	Event Type	21	2
Number	-	_		6.1	10.000	Change Du	
津A12345	Temporary Vehicle A	0	2017-05-17 14:50:42	Out	Mismatch	Vehicle Search	Charge Detail

• Current Duty

Duty information is displayed at the upper right of the page. The information includes the current guard booth, current duty, duty start time, and charge time, as shown in the preceding figure.

• Central Payment Station

Enter the license plate number on the **Central Payment Station** tab page and click [Charge]. If no entrance record of the license plate number is found, the **Manual correction** page is displayed as in the following figure:

Manual correction	×
License Plate Number D123456 Search	
Total search records:0	
No record number, please manually correct the num	ber of the license plate.
Correction of license plate number	
Manual correction	
Manual Street In	

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:

A Real		The current guard booth Guard Booth A Current Duty The current is not set. Duty Start Time 2017-05-17 14:20:15 Charge Amount 0.0
	ZKTen	Central payment station Artificial Release License Plate Number D231233 Permit Channel" Channel
ZYTeee		Artificial Release Reason Confirm
License Plate Vehicle Type Vehicle User Time Number	Channel State Event Type	Chance Duty Chance Duty Black White Black White

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:

						Curren Duty Si	irrent guard booth nt Duty itart Time e Amount	Guard Booth A The current is not set. 2017-05-17 14:20:15 0.0
						[ts:Parking Area A
License Plate Number	Vehicle Type	Vehicle User	Time	Channel State	Event Type		Remaining park	ing spaces : 998

This area displays the name of the parking area to which the guard booth belongs, and the remaining parking spaces in the parking area. (Records are read from the database and the displayed is updated every 5 seconds.)

• Change Duty

Click in the lower right corner. The following dialog box is displayed (**note:** this button is

valid only when Enable the shift process is selected in <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	3	The total amount	100
vehicle		_	
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:

	Operator login
Login account"	admin
Login password*	
Logi	n Fingerphint

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 de	etected.
Г	٦.	
L	1	

• White-Black List Management

Click R in the lower right corner. The black/white list management page is displayed (see 9.3.7

<u>White-Black list</u>).

			Black White				*
License Plate Number		License Plate ty	ре	98			
The current query condit							
C Refresh 💾 New	Delete						
License Plate Number	License Plate type	Start Time	End Time	Operator	Operating Time	Operations	
<u> н123123</u>	Blacklist			admin	2017-05-17 14:56:56	Edil Delete	
n = 1=1 - n -	50 rows per page	✓ Jump To 1	/1 Page Total of 1 record	5			

• 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	Search			
Time From	2017-02-17 00:00:00	To 2017-05-17	23:59:59 License Pl	ate Number	٩	\otimes	
The current	query conditions: Time Fro	m:(2017-02-17 00:00	:00) To:(2017-05-17 23:59:	59)			
C Refrest	ı						
Name	License Plate Number	Register Type	In Time	Name	Channel State	Event Type	Enter P
Parking A	陕ABD777	Temporary Vehicle	e 2017-05-17 14:40:20	Channel A	Large vehicle area enti	General records	2017-05
Parking A	陕ABD777	Temporary Vehicle	e 2017-05-17 14:43:36	Channel A	Largev ehicle area exit	General records	2017-05
	2 >>> 50 rows per par	ae 👻 Jump To	1 /1 Page Total	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>).

Time From 2	2017-02-17 00:00:00	To 2017-05-17 23:59:59	Operator Name		More	QX	
The current qu	uery conditions: Time Fron	n:(2017-02-17 00:00:00) To:(20	17-05-17 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
BACINE.	Temporary Vehicle A	Not matched the enter time	2017-05-17 14:51:52	Free	0.0	0.0	0.0
RATIN	Temporary Vehicle A	Not matched the enter time	2017-05-17 14:50:42	Free	0.0	0.0	0.0
UNKID	Temporary Vehicle A	2017-05-17 14:35:43	2017-05-17 14:36:30	Free	0.0	0.0	0.0
<)

10.7.2 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.

			Authorized Company: ZKI
Coperation Wizard 🕞	Statement of the local division in which the local division in the		Guard Booth Test2 Gurrent Duty Gurrent shift is not set
Authorization Management 🕞			Duty Start Time 2017-12-13 16:30 49
Parking Lot Management	and the second second		Charge Amount 0.0
and the second sec		2/(T===	Temporary Vehicle Entry and Exit Management
Guard Booth Settings 😑			Card Number"
) Charge 🖂	and the second se		License Plate Number*
Reports 🕤			Vehicle Type*
and an			Permil Channel" Test3
Real-Time Monitoring 😑			Open
Quard Booth			
Monitor Room			Respective Districts:Underground
			Parking Remaining Parking Space : 3998
			Remaining Parking Space : 5996
License Plate Number	r Card Number Vehicle Type Vehicle Owner T	Time Channel Status Event Type	
			Change Duty Search
			E Contract
Likerse Plate Number	r Card Number Vehicle Type Vehicle Owner T	Inne Channel Satus Event Type	All Charges Duty

• Temporary Vehicles entry and exit Management

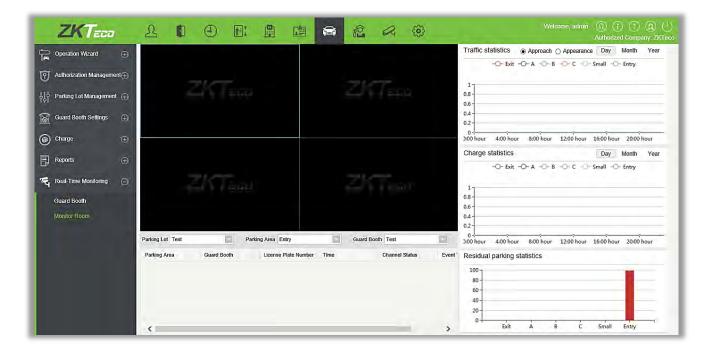
The function will appear when access controller is used for parking. It is similar to manual release.

Select the entry and exit credentials according to parking parameters settings: Card or Barcode displays different interfaces. Need card reader and scan code gun.

10.7.3 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.

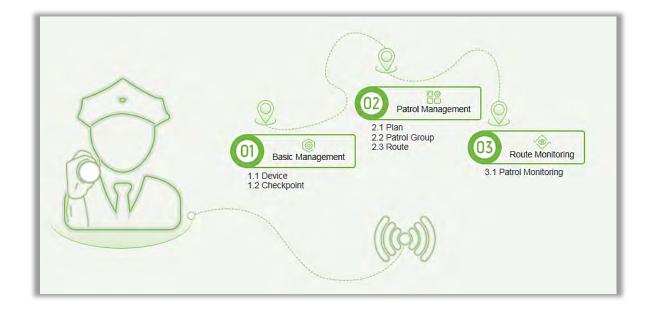
11. Patrol System Patrol System

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.

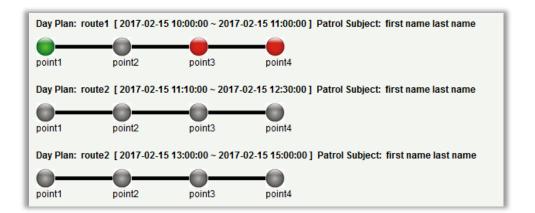
11.1 Operation Wizard

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:



11.2 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

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.

11.3 Basic Management

11.3.1 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:

Patrol Device		
<u>I</u>	Q Please search by the device n	ame.
Alternative	Selected	
192.168.217.221		
	>>	
	>	
	<	
	<<	

11.3.2 Checkpoint

- Add
- (1) Click [Basic Management] > [Checkpoint] > [New]. The page is displayed as follows:

Checkpoint*	1	1
Device Module*	Access Control	
Area Name*		1
Device Name*	🗸	
Patrol Tag(Reader)*	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.

Solution Note: Patrol tags that have been used by checkpoints cannot be used again when you add another checkpoint.

11.3.3 Parameters

Automatically Calculate Report Interval: 30 🗸 min	
	tes

- (1) Click [Patrol] > [Basic Management] > [Parameters].
- (2) Set the interval for patrol statistics collection.
- (3) Click [OK] to save the setting.

11.4 Patrol Management

11.4.1 Plan

• Add

Click [Patrol Management] > [Plan] > [New]. Plans by date, week and month are displayed as follows:

		N	ew		×
Plan Name* Start Time*	00:00 - 1	End Time*	00 : 00	Cross the Day	Add
By Date By Date	O By Week	O By Mon	th		
Start Date"	2017-02-07		End Date*	2017-02-07	
		_	_		
	Save a	nd New	ок с	Cancel	

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.

11.4.2 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].

Patrol G	Group				Patro	l Person			1.
Patrol G	Broup Name	Q	۲		First	Name		Q 🛞	
The cur	rent query condition	s: None			The	current query con	ditions: None		
⊖ Re	efresh 🕒 New f	P Delete			C	Refresh 👘 De	lete		
	Patrol Group Name	Patrol mode	Remark	Operations		Personnel ID	First Name	Last Name	Department
0 1	Test Group	Any Person Verification		Edit Add Personnel		3	abc		Financial Department
					. mi				
$1 \ll 1 \lesssim$	1-1 > >(50)	rows per page 👻 Tota	l of 1 records		(<	< 1-1 > >)	50 rows per pag	je 👻 Total	of 1 records
*					- F - F - F				

• 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 V	erification
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.

Solution 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.

11.4.3 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.

Route Name*			
Plan Name*		~	
Limited Time*	Ó	minutes	
Deviation*	0	minutes	
Patrol Subject*	Select patrol pe ext Step	Cancel	Patrol Group
	_		Patrol Group
73	ext Step New		Patrol Group
	ext Step		Patrol 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.

8:55

Leak point

1.The normal time period is 9: 00-12: 00 2.Allow 5 minutes before and after the error

12:05

Qualified

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 Definition	
	. 🛞	
The current query conditions: None Alternative	Selected(4) 💠 🐇	
Checkpoint	Checkpoint	
	□ 1 □ 2 >> □ 3 > □ 4 <	
I C C D > 51 50 rows per page - Total of 0 records		
Previous Step	Complete 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.

Ra	ute Definition X
Route Order Disorder 🗹 Total Disorder 🔿 Disorder Except the First Checkpoint Area Name	and the second descent of the state of the second se
The current query conditions: None Alternative	Selected(4) 🛖 🐇
Checkpoint	Cheokpoint
	□ 1 □ 2 ≫ □ 3 > □ 4 <
(< 0 ⇒ 0) 50 rows per page ★ Total of 0 records	
Previous Step	Complete 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.

11.5 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.

11.5.1 All transactions

Click [Reports] > [All transactions] to view all transactions, that is, all event records generated by the patrol device.

Time: 2017-09-15 D	0 : 00 : 00 - 2017-12-	15 23 : 59 : 59				ECO Isactions					
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	1.17
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	Lių	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:	192.168.218.60	5	Necol	Ye	13260079	Access	route 1	checkpoint2	Only Card	Area Name	
2017-12-15 11:54: 10	192.168.218.60	5	Necol	Ye	13260079	Access	route1	checkpoint1	Only Card	Area Name	
2017-12-15 11:54: 08	192.168.218.60	2	Lucky	Tan	6155266	Access	route1	checkpoint1	Only Card	Area Name	
2017-12-15 11:54: 07	192.168.218.60	2	Lucky	Tan	6155266	Access	route1	checkpoint2	Only Card	Area Name	
2017-12-15 11:53: 48	192.168.218.60	2	Lucky	Tan	6155266	Access	route 1	checkpoint1	Only Card	Area Name	1
2017-12-15 11:53: 47	192.168.218.60	2	Lucky	Tan	6155266	Access	route 1	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	

You can export all transactions into an Excel, PDF, or CSV file. See the following figure.

11.5.2 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.

Douise Name	Remonal ID	First Name	Lost Nomo			Pouto Namo	Checkpoint	Vorification Meda	Area Namo	Remark
192.168.218.60	8	Glori	Liu	6189166	Access	Route1	checkpoint1	Only Card	Area Name	Nemark
192.168.218.60	8	Glori	Liu	6189166	Access	Route1	checkpoint2	Only Card	Area Name	
192.168.218.60	8	Glori	Liu	6189166	Access	Route1	checkpoint2	Only Card	Area Name	
192.168.218.60	8	Glori	Liu	6189166	Access	Route1	checkpoint1	Only Card	Area Name	
192.168.218.60	7	Jacky	Xiang	6323994	Access	Route1	checkpoint2	Only Card	Area Name	
192.168.218.60	7	Jacky	Xiang	6323994	Access	Route1	checkpoint1	Only Card	Area Name	
192.168.218.60	8	Glori	Liu	6189166	Access	route1	checkpoint1	Only Card	Area Name	
192.168.218.60	8	Glori	Liu	6189166	Access	route1	checkpoint2	Only Card	Area Name	
192.168.218.60	7	Jacky	Xiang	6323994	Access	route 1	checkpoint2	Only Card	Area Name	
192.168.218.60	7	Jacky	Xiang	6323994	Access	route1	checkpoint1	Only Card	Area Name	
192.168.218.60	5	Necol	Ye	13260079	Access	route1	checkpoint2	Only Card	Area Name	
192.168.218.60	5	Necol	Ye	13260079	Access	route1	checkpoint1	Only Card	Area Name	
192.168.218.60	2	Lucky	Tan	6155266	Access	route1	checkpoint1	Only Card	Area Name	
192.168.218.60	2	Lucky	Tan	6155266	Access	route1	checkpoint2	Only Card	Area Name	
192.168.218.60	2	Lucky	Tan	6155266	Access	route1	checkpoint1	Only Card	Area Name	
192.168.218.60	2	Lucky	Tan	6155266	Access	route1	checkpoint2	Only Card	Area Name	
192.168.218.60	2	Lucky	Tan	6155266	Access	route1	checkpoint1	Only Card	Area Name	
192.168.218.60	2	Lucky	Tan	6155266	Access	route1	checkpoint2	Only Card	Area Name	
	192,188,218,80 192,188,218,80	192,188,218,80 8 192,188,218,80 8 192,188,218,80 8 192,188,218,80 8 192,188,218,80 7 192,188,218,80 7 192,188,218,80 7 192,188,218,80 7 192,188,218,80 7 192,188,218,80 7 192,188,218,80 7 192,188,218,80 5 192,188,218,80 2 192,188,218,80 2 192,188,218,80 2 192,188,218,80 2 192,188,218,80 2 192,188,218,80 2 192,188,218,80 2 192,188,218,80 2 192,188,218,80 2 192,188,218,80 2 192,188,218,80 2 192,188,218,80 2 192,188,218,80 2	192.168.218.60 8 Giori 192.168.218.60 7 Jacky 192.168.218.60 7 Jacky 192.168.218.60 8 Giori 192.168.218.60 7 Jacky 192.168.218.60 2 Lucky 192.168.218.60 2 Lucky 192.168.218.60 2 Lucky 192.168.218.60 2 Lucky 192.168.218.60 2 Lucky	192.182.218.60 8 Glori Liu 192.182.218.60 7 Jacky Xlang 192.182.218.60 7 Jacky Xlang 192.182.218.60 7 Jacky Xlang 192.182.218.60 8 Glori Liu 192.182.218.60 8 Glori Liu 192.182.218.60 7 Jacky Xlang 192.182.218.60 7 Jacky Xlang 192.182.218.60 7 Jacky Xlang 192.182.218.60 5 Necol Ye 192.182.218.60 2 Lucky Tan 192.182.218.60 2 Lucky Tan 192.182.218.60 2 Lucky Tan 192.182.18.60 2 Lucky T	Device Name Personnel ID First Name Last Name Card Number 192.108.218.00 8 Glori Liu 6199166 192.108.218.00 7 Jacky Xiang 6323904 192.108.218.00 5	192.188_218.60 8 Gion Liu 6189168 Access 192.188_218.60 8 Giori Liu 6189168 Access 192.188_218.60 7 Jacky Xiang 6323994 Access 192.188_218.60 7 Jacky Xiang 6323994 Access 192.188_218.60 8 Giori Liu 6189168 Access 192.188_218.60 7 Jacky Xiang 6323994 Access 192.188_218.60 7 Jacky Xiang 6323994 Access 192.188_218.60 7 Jacky Xiang 6323994 Access 192.188_218.60 5 Necol Ye 1326079 Access 192.188_218.60 2 Lucky <td>Device Name Personnel ID First Name Last Name Card Number Device Module Route Name 192.183.218.60 8 Giori Liu 6189166 Access Route1 192.183.218.60 8 Giori Liu 6189166 Access Route1 192.183.218.60 8 Giori Liu 6189168 Access Route1 192.168.218.60 8 Giori Liu 6189168 Access Route1 192.168.218.60 8 Giori Liu 6189168 Access Route1 192.168.218.60 7 Jacky Xiang 6323904 Access Route1 192.168.218.60 7 Jacky Xiang 6323904 Access route1 192.168.218.60 8 Giori Liu 6189168 Access route1 192.168.218.60 7 Jacky Xiang 6323904 Access route1 192.168.218.60 7 Jacky Xiang 6323904</td> <td>Pation Route Personnel ID First Name Last Name Card Number Device Module Route Name Checkpoint 192182.18.00 8 Glori Liu 6199168 Access Route1 eheckpoint 192182.18.00 8 Glori Liu 6199168 Access Route1 eheckpoint 192182.18.00 8 Glori Liu 6199168 Access Route1 eheckpoint2 192182.18.00 8 Glori Liu 6199168 Access Route1 eheckpoint2 192182.18.00 7 Jacky Xiang 6323944 Access Route1 eheckpoint2 192182.18.00 7 Jacky Xiang 6323944 Access Route1 eheckpoint2 192182.18.00 7 Jacky Xiang 6323944 Access Route1 eheckpoint2 192182.18.00 8 Glori Liu 0189168 Access route1 eheckpoint2 192182.18.00 7 Jacky<td>Device Name Personnel ID First Name Last Name Card Number Device Module Route Name Checkpoint Verification Mode 192.183.218.60 8 Glori Liu 6199168 Access Route 1 checkpoint Only Card 192.183.218.60 8 Glori Liu 619168 Access Route1 checkpoint2 Only Card 192.183.218.60 8 Glori Liu 619169 Access Route1 checkpoint2 Only Card 192.183.218.60 8 Glori Liu 619169 Access Route1 checkpoint2 Only Card 192.183.218.60 7 Jacky Xiang 6323694 Access Route1 checkpoint1 Only Card 192.183.218.60 7 Jacky Xiang 6323694 Access Route1 checkpoint2 Only Card 192.183.218.60 7 Jacky Xiang 6323694 Access route1 checkpoint2 Only Card 192.183.218.60 7<!--</td--><td>Personnal DFirst NameLast NameCard NumerPerson ModeRoute NameCheckpointVerfication ModeArea Name192182.18.008GioriLiu8190168AccessRoute1checkpointOnly CardArea Name192182.18.008GioriLiu8190168AccessRoute1checkpointOnly CardArea Name192182.18.008GioriLiu6190168AccessRoute1oheckpointOnly CardArea Name192182.18.008GioriLiu6190168AccessRoute1oheckpointOnly CardArea Name192182.18.007JackyXiang6323944AccessRoute1oheckpointOnly CardArea Name192182.18.007JackyXiang6323944AccessRoute1oheckpointOnly CardArea 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11.5.3 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.

			-	Patrol Route Statistics				
Route Name	Plan Name	Statistics time	Supposed Patrol Times	Real patrol times	Missed patrol times	Wrong patrol number	Absence times	Patrol Subject
route1	plan1	2017-12-15 13:30: 00	2	2	٥	D	D	Amber Lin, Neco Ye, Jacky Xiang, Glori Liu, Lilian Me Jerry Wang, Berr Cao, Lucky Tan, Sherry Yang, Leo Hou,
Route1	plan 1	2017-12-15 16:00: D0	2	2	Ø	(1)	o	Lucky Tan, Jerry Wang, Necol Ye Leo Hou, Sherry Yang, Lilian Mei, Berry Cao, Ambe Lin, Jacky Xiang Glori Liu,

11.5.4 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 Person	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 time
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	Û
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.

12. 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.

12.1 Video Device

• Add a Video device

Click [Video] > [Video Device] > [Video Device] > [New]:

Device Brand*	HIKVision v	
Protocol Type*	Private Onvif	
Device Name*		
Host Address*		
IP Port*	8000	
Username*	admin	
Password*		
Area Name*	Area Name	

Fields are as follows:

Device Brand: The current software version only supports ZKTeco, HIKVISION, Dahua, Axis, Panasonic and Geovision brands. For each brand supporting models, please refer to the Hardware Support List for Video Module.

Protocol Type: The Private or Onvif protocol is automatically selected after Device Brand is specified.

Device Name: Any characters within a length of 30.

Host Address: Input the device's IP address.

IP Port: The default corresponding IP Port will display after select Device Brand.

User Name: Any characters within a length of 15 (mandatory).

Password: Any characters within a length of 32 (mandatory).

Area Name: Divide area for the device.

Note: After adding device, only the device name and area name can be modified again, other options cannot be modified.

• Enable/Disable a Video Device

Select a video device in the list and click [Enable] or [Disable].

• Edit/Delete Video a Device

Select a video device in the list and click [Edit] or [Delete].

• Communication Settings

When the communication parameters are modified in the device, the modification must be synchronized to the software to keep consistency, otherwise all the channels of the video device will not work normally.

Select a device, click [Communication Settings]:

Serial No.*	DS-2CD2012-I20140819C	
Host Address*	192.168.1.94	
IP Port*	8000	
Username*	admin	
Password*		

• Video Linkage Operation Guide

Click [Video Linkage Operation Guide], guide users to add video equipment, binding cameras for access control equipment and set the linkage.

12.2 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	e Name		Channel Name		Area Name		Q	D
The c	urrent query conditions	: None						
C	Refresh 🗸 Enable	Ø Disable						
Q	Channel Name	Channel Number	Area Nar	ne Device N	lame Enable	Operations		
	Channel 1	0	Area Nam	e lh	0	Edit		

Click [Edit] below Operations in the list:

Channel Name*	Channel 1	
Device Name*	'n	
Channel Number*	0	
Channel Status*	Énepie	

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.

12.3 Video Preview

Click [Video] > [Video Device] > [Video Preview], the left side is the device and channel lists, click a channel to view the monitor screen.



Re-click the channel to shut down the screen.

*∞*Notes:

- A video can allow five users to preview at the same time. In chronological order, the exceeded users cannot preview the video normally, and the page will be grey.
- > If there are no video controls in the system, the below prompts will be displayed:

1.your computer is not installed to browse the video control, or the installation of the version of the control is not the latest.

<u>
<u>
Click to download the OCX 1.0 control.</u>
<u>
Click to download the OCX 2.0 control.</u>
</u>

Click to download both the controls. Install the controls, and refresh the page, you can view the monitor screen normally. To prevent abnormal video display, please install the controls that ZKBioSecurity offers.



12.4 Video Event Record

View the records of catching pictures and videos.

Click [Video] > [Video Device] > [Video Event Record]:

Time From 2018-0	01-04 00:00:00 To	2018-04-04 23:59:5	59 Device Name		More▼	Q 🛞	
The current query c	onditions: Time From:(20	018-01-04 00:00:00)	To:(2018-04-04 23:59	:59)			
🔿 Refresh 🏠	Clear All Data 🛛 🗏 List	÷					
Start Time	End Time	Area Name	Device	Channel Name	Media File	Status	Remark
2015-03-19 13:53:3:	3 2015-03-19 13:53:33	Area Name	In	lh-1	•	Capture Success	
2015-03-19 13:53:3:	3 2015-03-19 13:54:03	Area Name	lh	lh-1	۲	Video Success	
2015-03-19 13:44:50	6 2015-03-19 13:44:56	Area Name	lh	lh-1	-	Capture Success	
2015-03-19 13:44:56	5 2015-03-19 13:45:26	Area Name	lh	lh-1	۲	Video Success	
2015-03-19 13:43:43	3 2015-03-19 13:43:43	Area Name	lh	lh-1	-	Capture Success	
2015-03-19 13:43:43	3 2015-03-19 13:44:13	Area Name	lh	lh-1	۲	Video Success	
2015-03-19 13:41:0	9 2015-03-19 13:41:09	Area Name	lh	lh-1	-	Capture Success	
2015-03-19 13:41:0	8 2015-03-19 13:41:38	Area Name	lh	lh-1	۲	Video Success	
2015-03-19 13:40:1	8 2015-03-19 13:40:18	Area Name	lh	lh-1	-	Capture Success	

The media file is:

• Indicates that the linkage type is "Video", you can click to download this file. Please choose a third part of video player to play the file, or else it cannot be played normally.

Solution: Indicates that the linkage type is "Capture", you can click to view this file.

Solution Note: If the "Video" and "Capture" are both selected, there will be 2 records. For more details about the way to set the linkage type, please refer to Linkage Setting.

12.5 Parameters

Click [Video] > [Video Device] > [Parameters]:

Video File Path :	D:\BioSecurityF	ile\vid\videoLinkageFile			
Video File Clean I	Jp				
When disk space	is less than 1	GB, (e) delete the prev	vious video files and	photos 🔘 do not rec	ord and capture

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.

12.6 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.

13. 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.

13.1 Basic Management

13.1.1 Operation Logs

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

Operation User		Operation 1	Ime From		То	More Q	۲
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	0
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	0
admin	2018-04-04 16:29:22	127.0.0.1	Video	Video Device	New	192.168.1.169/192.168.1.169	0
admin	2018-04-04 16:28:20	127.0.0.1	Video	Video Device	Search Device	Search Device	0
admin	2018-04-04 16:24:21	127.0.0.1	System	User	Login	Login	0
admin	2018-04-04 14:45:00	127.0.0.1	Patrol	Plan	New	Test plan	0
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	0
admin	2018-04-04 13:16:43	127.0.0.1	System	User	Login	Login	0
admin	2018-04-04 12:43:04	127.0.0.1	Parking	Temporary Vehicle Ch	New	A	0
admin	2018-04-04 12:34:44	127.0.0.1	Parking	Temporary Vehicle Cl	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

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.

			Oper	ation Log			
Operation User	Operation Time	Operation IP	Module	Operating Object	Operation Type	Operation Content	Result
admin	2017-12-18 15:06: 35	127.0.0.1	Visitor	Visitor	Export	Export	Succeed
admin	2017-12-18 15:03: 40	127.0.0.1	Elevator	Access Rights By Personnel	Export	Export	Succeed
admin	2017-12-18 15:03: 17	127.0.0.1	Elevator	Access Rights By Floor	Export	Export	Succeed
admin	2017-12-18 15:02: 59	127.0.0.1	Elevator	All Exception Events	Export	Export	Succeed
admin	2017-12-18 15:01: 27	127.0.0.1	Elevator	All Transactions	Export	Export	Succeed
admin	2017-12-18 14:25: 34	127.0.0.1	Attendance	Appended Receipt	Export	Export	Succeed
admin	2017-12-18 14:24: 41	127.0.0.1	Attendance	Leave	Export	Export	Succeed
admin	2017-12-18 14:24: 05	127.0.0.1	Attendance	Leave	Export	Export	Succeed
admin	2017-12-18 14:23: 45	127.0.0.1	Attendance	Business Trip	Export	Export.	Succeed
admin	2017-12-18 14:23: 25	127.0.0.1	Attendance	Go Out	Export	Export	Succeed
admin	2017-12-18 14:22: 26	127.0.0.1	Attendance	Overtime	Export	Export	Succeed
admin	2017-12-18 14:13: 29	127.0.0.1	Attendance	Overtime	Export	Export	Succeed
admin	2017-12-18 14:06: 58	127.0.0.1	Attendance	Adjust and Append	Export	Export	Succeed
admin	2017-12-18 14:04: 21	127.0.0.1	Attendance	Adjust Shift	Export	Export	Succeed
admin	2017-12-18 14:02: 21	127.0.0.1	Attendance	Adjust Shift	New	5	Succeed
admin	2017-12-18 14:00: 27	127.0.0.1	Attendance	Adjust Shift	New	4;3	Succeed
admin	2017-12-18 13:56: 27	127.0.0.1	Attendance	Adjust Shift	New	3	Succeed
admin	2017-12-18 13:55: 40	127.0.0.1	Attendance	Adjust and Append	New	3::3	Succeed

13.1.2 Database Management

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

Username		Q 🛞				
The current qu	ery conditions: None					
C Refresh	Backup Immediately	Backup Schedule				
Usemame	Start Time	Database Version	Backup Immediately	Backup Status	Backup Path	Operations

All history operation logs about database backup are displayed in this page. You can refresh, backup and schedule backup database as required.

Backup Immediately

Backup database to the path set in installation right now.

Solution Note: The default backup path for the system is the path selected during the software installation.

For details, refer to 《Software Installation Guide》.

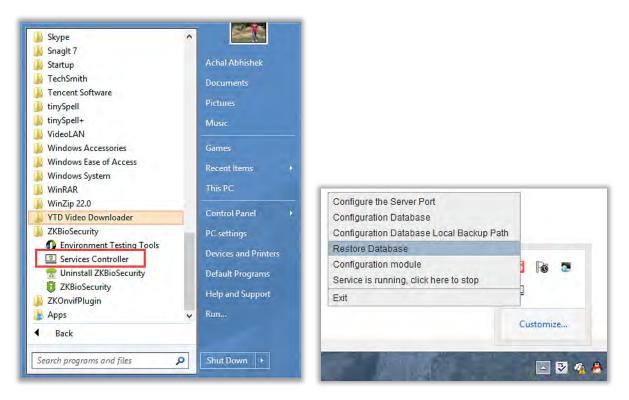
Backup Schedule

Click [Backup Schedule]:

Backup Schedule	×
Backup Schedule From 2014-08-08 18:00:00 Start Every 7 ▼ 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
- 1. Click the start menu of the PC→[All programs]→[ZKBioSecurity]→Then run "Services Controller", and you can find out the icon of "Services Controller" in Taskbar as follow, right click that icon, then left click "Restore Database".



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

Solution Note: Before restoring a database, it is recommended that you back up the current database to avoid data loss.

to restore the da	liabase.	Brows	e
()%		

13.1.3 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

	New	×
	a failed to show the list, please contact the rize the user to edit the area!	•
Area Number*		
Area Name*		
Parent Area*	Area Name	
Remark		
Save and New	OK Cancel	

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.

13.1.4 System Parameters

Click [System] > [System Parameter]:

C Refresh		
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

13.1.5 E-mail Management

Set the email sending server information. The recipient e mail should be set in Linkage Setting.

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

Email Parameter Settings		
Email Sending Server*	1	(smtp.xxx.xxx)
Port*	25	SSL TLS
Email Account*		(xxx@xxx.xxx)
Password*		
Sender Name		
Prompt A 1.Please fill in the corres A 2.Confirm the filled in n		
TT	ailbox SMTP servic	e is provisioning.
 1.Please fill in the corre 2.Confirm the filled in n 	ailbox SMTP servic	e is provisioning.
 1.Please fill in the corre 2.Confirm the filled in n A mail of connection te 	ailbox SMTP servic	e is provisioning.
 1.Please fill in the corre 2.Confirm the filled in n A mail of connection te 	ailbox SMTP servic	e is provisioning.

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

13.1.6 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	T	(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	Ŧ	(Carefully clean up)
Video Transaction*	Retains the recent	15	 months of data 	Execution Time	01:00:00	*	(Carefully clean up)
System System Operation Log* Device Commands*	Retains the recent Retains the recent		 months of data months of data 	Execution Time Execution Time	03:00:00	*	(Carefully clean up)
Database Backup File*	Retains the recent		 months of data 	Execution Time	04:00:00	•	Immediately Clean Up
Cleaning frequency is execute Execution Time refers to the t When you click OK, the syste	ime when the system sta	arts to perfor	m a data clean-up.				

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

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

13.1.7 Audio File

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

	New	
File Upload*	Not Uploaded Browse Play	
File Alias*		
Size		
Suffix		
A Please upload a way o	or MP3 file, the size of 0 to 10MB!	
Save and N	lew 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.

13.1.8 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	e Country	Module Name	IDReader	OCR	Status
ID	.1	India	Personnel, Hotel, Visitor	0	0	0
Passport	3	+	Personnel, Hotel, Visitor	•	•	0
Driver License	4	-	Personnel, Hotel, Visitor	•	•	0
Others	8		Personnel, Hotel, Visitor	•	•	0

• Add

Click ^{Cent} to input the Certificate Type Name and check the Module Name, click [OK].

	Add	×
Certificate Name*	1	
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.

13.1.9 Parameters

Configure the system-related settings parameters, as shown below:



You can choose display as auto adjusting type or just icons only.

13.2 Authority Management

13.2.1 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	l 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.

13.2.2 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	Access	Attendance	Elevator	Hotel	Visitor	Parking	Patrol	
Person								
Department								
Position								
Dimission P	ersonnel							
Custom Attr	ributes							
Parameters								
Card								
Wiegand Fo								
Issued Card	Record							
AD Sync								
Select All								
	-	Baue and Marrie	014	1	-			
		Save and New	OK	Car	icei			

- 2. Set the name and assign permissions for the role.
- 3. Click [OK] to save.

13.2.3 Role Group

You can add role groups to the system. A role group has all the levels assigned to roles within the group. An appropriate role group can be directly assigned to a newly-added user. Include all the levels for using all the service modules of the system and the system setup module. The default super user of the system has all the levels, can assign rights to new users and set corresponding role groups (levels) according to requirements.

1. Click [System Management] > [Authority Management] > [Role Group] > [New]:

	New		×
Group Name*	1		
Assign Role*	1		
Parent Group			
Group Description			
		_	
Save and New	OK	Cancel	

- 2. Set the name and parent group, assign role for the group.
- 3. Click [OK] to save.

13.2.4 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			
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	
		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):

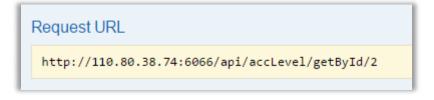
🔠 Basic Management 🕀	Client Id	Q (8)
Authority Management 😑	The current query conditions: None	Browse API
User	Client Id Client Secret	Created Date Operations
Role	TestID Test	2018-04-05 10:28:46 Edit Delete
Role Group		
API Authorization		
Client Register		

4. After the client ID and secret are added, click Browse API on the API Authorization page to skip to the API operation page (The page of the ZKBioSecurity system must be open for normal access of the API operation page). This page provides multiple APIs:

🖁 Basic Management 🕀	Client Id	Q 🛞
Authority Management \bigcirc	The current query conditions: None ○ Refresh	Browse API
User	Client Id Client Secret	Created Date Operations
Role	TestID Te	2018-04-05 10:28:46 Edit Delete
Role Group		
API Authorization	Click here	
Client Register		

I ZKBioSecurity	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.

13.2.5 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.

ne c	current query condition	uons: None						
C	Refresh 🕒 New	5 Reset	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	: Delete
٥	CA7131			•		2018-04-05 10:36:04	ID Reader-Visitor	Delete
	F06ECA			•		2018-04-05 10:35:59	ID Reader-Person	Delete
0	18C048			•		2018-04-05 10:35:55	OCR-Visitor	Delete
	9155FF			•		2018-04-05 10:35:51	OCR-Personnel	Delete
ET.	EA0035			•		2018-04-05 10:35:43	APP Client	Delete Register QR-cod

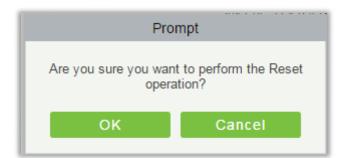
 Click [System Management] > [Authority Management] > [Client Authorization] > [New] to go to the [New] page:

	New	×
Client Type*	· · · ·	
Registration Code*	APP Client OCR-Personnel OCR-Visitor ID Reader-Personnel ID Reader-Visitor Card Printing-Personnel	
Save and New	OK 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].

Pro	mpt
	t to perform the delete ttion?
ок	Cancel

Click [OK] to delete the client.

13.3 Communication

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

rev Q @		ack To Results	В	Serial Number	То	Time From	Submit
					one	rrent query conditions: N	The cur
					nds [🛃 Export	efresh 🍈 Clear Comma	
Returned Value	Return Time	Submit Time	Immediately Cmd		Content	Serial Number	ID
		2018-04-02 11:14:12	•		DATA DELETE USERINFO PIN=3	657465498786654	2
		2018-04-02 11:14:03	•		DATA DELETE USERINFO PIN=1	657465498786654	1

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.

140 - 14 - 14			Device Commands		10	
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

13.4 Extended Management

13.4.1 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.

Basic Management	<u> </u>	Device Name	and the second se	Q 🛞						
Authority Management	0	The current query con		D Data 🖉 N	Nanually defined content	Pa Synchro	onize All Data to	Devices	LED Template Management 🛛 😑 More	
Communication	\oplus	Device Name	IP Address	Port	Default Pass Code	Screen Width	Screen Height	Enable	Automatic Distribute LED Title Data	Operatio
Extended Management	Θ									

• Add

Click [System]> [Extended Management]> [LED Device]> [New]. The page is displayed as follows:

Device Name*	
IP Address*	
Port*	5200
Default Pass Code*	255 . 255 . 255 . 255
Screen Width*	
Screen Height*	
LED Title	
Block Number*	
Show Time	
Automatic Distribute Data	\checkmark
Delete data in device when new	
Block Layout	

Fields are as follows:

Device Name: Name of the LED device.

IP Address: IP address of the LED device.

Port: The default communication port is 5200.

Default Pass Code: The default value is 255.255.255.255.

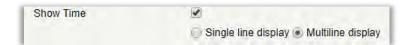
Screen Width: Width of the dot matrix (resolution).

Screen Height: Height of the dot matrix (resolution).

LED Title: Select whether to display the title. If the parameter is left blank, the title is not displayed.

Block Number: Number of blocks that the LED is divided into (Note that the blocks do not contain the title and system time blocks).

Show Time: It will display time on the LED screen. Once you select it, you will find two options to choose from; Single Line and Multiline Display. Choose according to your choice.



Automatic Distribute Data: By default, this parameter is selected. You send data to the LED in the

access control module only when you select this parameter. Otherwise, the content to be sent needs to be manually defined.

Delete data in device when new: Delete the original data in the device when adding LED device.

	-3	Block1	(1280*18	0)		
		Block2	(1280*18	0)		
		Block3	(1280*18	0)		
		Block4	(1280*18	0)		
		Block4	(1280*18	0)		
Starting point Y, the vertex of the X axis	starting point o	of Y is t	he X axis	of the selected blo	ock and th	ie left u
vertex of the X axis	starting point o	of Y is t	he X axis	of the selected blo	ock and th	ie leit u
	starting point of the axis distan	of Y is t ice. Wi	he X axis	of the selected blo	ick and th	ie left u
vertex of the X axis	starting point of the axis distant	of Y is t ice. Wi	he X axis	of the selected blo	ick and the 1280 🔹	
vertex of the X axis Block Layout	starting point of the axis distan	of Y is t ice. Wi	he X axis dth, heigh	of the selected bio t, width, height.		px

Block Layout: After you click Block Layout, the following box is displayed:

*≪*Notes:

- Parameters must be set for each block.
- The height of each block must be equal to or larger than 12. Otherwise, the letters cannot be completely displayed.
- > The total height of all blocks cannot be larger than the screen height.
- Edit

Click a device name or [Edit] under [Operation] to go to the edit page. After editing the device, click [OK] to save the setting.

• Delete

Click a device name or [Delete] under [Operation] in the device list and click [OK] to delete the device or click [Cancel] to cancel the operation. Select one or more devices and click [Delete] above the list and click [OK] to delete the selected device(s) or click [Cancel] to cancel the operation.

• Enable and Disable

Select a device and click [Enable/Disable] to start/stop using the device. If the device is enabled, data is transmitted to the device. Otherwise, no data is transmitted to the device.

• Synchronize All Data To Devices

Synchronize the LED block layout and LED data setting in the system to the device. Select a device, click [Synchronize All Data To Devices], and then click [Synchronize] to synchronize the data.

• LED Template Management

Through this function you can create a template for the blocks. This template you can directly use at the time of adding LED device. When you are adding LED device, then after defining the blocks dimensions, you will be prompted to save the template as shown below:

Pro	mpt
Is the current layout s	saved as a template?
OK	Cancel

If you save it, then this template will be displayed in the LED Template Management list as shown below:

urrent query co	nditions: None	Template Name		Q (8
Refresh 📑 N				
Template Number	Template Name	Created Date	Operations	
1	<u>Test</u>	2018-04-05 11:09:10	Edit Delete	
€ 1-1 ⇒ ×	50 rows per page	→ Jump To 1 /*	1 Page Total of 1 re	

You can directly create the blocks by clicking on [New] in above interface.

Template Number		Template Name		9.0
The current query (New	×	
Template Number	Template Name* Screen Width* Screen Height* Block Number* LED Title Show Time <u>Block Layout</u>			
	Save and New	OK Cano	:el	

Fill all the required details and save. Once saved, you will find this template at the LED device adding interface.

evice Name*	
Address*	4 4 4
ort*	5200
efault Pass Code*	255 . 255 . 255 . 255
se Template	
creen Width*	Test
creen Height*	Test1
ED Title	
ock Number*	
how Time	
utomatic Distribute Data	
elete data in device when new	
ock 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:

M	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:

		_				Add	Person	nel						
Zone	-		E	_	,]	Las	t Acces	s Reader*		E	-	*	
Qu Perso	ery 🔘 D nnel ID	epartment	_	Name		Last Name			Card Nur	nber		More	- 9 0	3
The co Iterna	urrent query tive	conditions	: None					Selecte	ed(0)			_		
	Personnel ID	First Name	Last Name	Card Number	Gender	Department Name			Personnel ID	First Name	Last Name	Card Number	Gender	Department Name
	3	abc		258478	Female	Financial Department								
	1	abc			-	General	X V X							
1¢ :	1-2 2	50 m	ows per pag	e v 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:

Line A Galleria	-							
Host/Visited *	Enter	the Q	uery C	condi	- 0	4		
Visit Department *					~			
Certificate Type*	ID				-			
Certificate No.*								
First Name*								
Last Name								
ick here to							Cli	ck he
ange Month							ch	ange
ange Month Visit Reason	Visit			_	-		ch	ange
		04-05	i				ch	ange
Visit Reason		04-05		oril 20	18	/	ch	ange
Visit Reason Visited Date*		04-05 Tu		oril 20 Th	118 Fr	Sa	Su	ange
Visit Reason Visited Date*	19-		A			Sa 31	7	ange
Visit Reason Visited Date* License Plate	Mo	Tu	Ar We	Th	Fr		Su	ange
Visit Reason Visited Date* License Plate	не- Мо 26	Tu 27	Ve 28	Th 29	(Fr 30	31	Su	ange
Visit Reason Visited Date* License Plate Save and New	Mo 26 2 9 16	Tu 27 3	Ve 28 4	Th 29 5	Fr 30 6	31 7	Su 8	ange
Visited Date* License Plate	Mo 26 2 9 16	Tu 27 3 10	Ar We 28 4 11	Th 29 5 12	Fr 30 6 13	31 7 14	Su 8 15	ange

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 Destination File	Excel Csv Choose File No file chosen
Header Start Rows	2 The default is the second row.
Delimiter	4. T

Fields are as follows:

File Format: Select the file format to be imported.

Destination File: Choose file to be imported.

Head Start Rows: which row is the first row to be imported.

Delimiter: The delimiter of CSV format file, only "." and "-" are available.

2. Click [Next Step]:

Database fields	Importing data fields				
Personnel No.*	Personnel No.	Ŧ			
Name	Name	Ý			
Department Name	Department	Ť			
Card Number	Card Number	۲			
Gender	Gender	۲			
Password	Password	۲			
Mobile Phone	Mobile Phone	7			
Create Time	Create Time	Ť			
Email	Email	Ŧ			
Birthday	Birthday				
Pin exists to update the data: • Yes	No				

3. Select the feeds to be imported to the system. "------" indicates the fields will not be imported.

4. Click [Next Step]:

Import Result	×
All data imported successfully! Succeed: 2, Failed: 0.	
Complete	

The data is imported successfully.

- 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	 All data (Can export up to 60000 data) 	
	Select the amount of data to export (Can export up to 60000 of the second se	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

Version 3.1.5.0_R Details Package Bits x86 License Informati	on (License ID : 85)	25) <u>Details</u>	6
Item	Status	Available/Total Points	Expiration Date
Access	Activated	94/100Door(s)(Include max 15 PULL Device(s))	2019-04-04
Attendance	Activated	9/10T&A Terminal(s); 10/10LPR Camera(s); 10/10Door(s)	2019-04-04
Elevator(Offline)	Activated	9/10Device(s)	2019-04-04
Hotel	Activated	5/30Points	2019-04-04
Visitor	Activated	6/10Entries 2000Visitors/Month	2019-04-04
Parking(Door)	Activated	10/10Points	2019-04-04
Patrol	Activated	6/10Points	2019-04-04
Video	Activated	10/10Channel(s) (Support Onvif)	2019-04-04
Activation Online Activation	Offline Activation	Online Update Cancel	
Reinstall the system Export existing lice	nse <u>Import an e</u> x	kistina license	
	ch we recommend 1+/Firefox 27+/Chroi n		

After offline elevator control is authorized, the default software and device mode in elevator parameter setting is offline and cannot be changed.

Elevator Device	\oplus	Device mode
		Offline
Elevator	Θ	
Card		
Time Zones		
Elevator Levels		
Set Access By Level	S	
Set Access By Perso		
Set Access By Depa	rtment	
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*	I			
Device Number*			(Range1-254)	
Firmware Version*	AC Ver 7.0.0 Jul 1 2013	~		
Number of Expansion	0	~		
Board Each expansion board relay	16			
number				
Area*	Area Name	-		

Fields are as follows:

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

Device Number: Range 1 ~ 254, the machine number cannot be repeated.

Firmware Version: Firmware version number of elevator control device.

Number of Expansion Board: Expands the number of floors that the elevator control device can control.

Each expansion board relay number: 16 relays per expansion board.

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

Note: When adding a device, the device number in the software should be the same as the 485 address setting number on the device.

• Synchronize Time

Click [Elevator Device] > [Device] > [Synchronize Time] on the Action Menu, the following interface will be shown:

Synchronize Time*	2017-11-30 17:24:48	
	e reader of the controller, the reader will	
synchronize the time from		
otal Progress		
otal Progress		
otal Progress Hidden	.Start Close	
	Start Close	
	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:

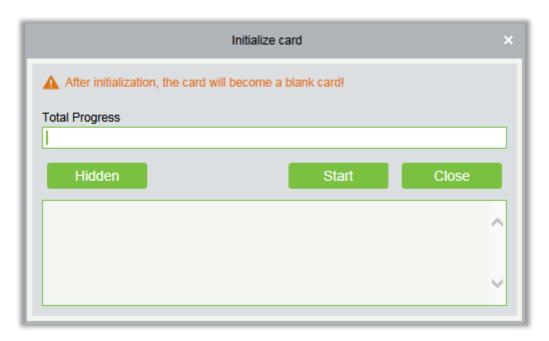
	Modify Button	Open Duration
elected Device Controller : 1		
Button Open D	uration*	second(0-254)
Start Time	e* 2017-11-30 17:26:39	End Time* 2017-12-10 17:26:39
otal Progress		
Hidden		Start Close

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

Initialize Card

Users can initialize the card to restore the default password and sector operation.

Click [Elevator Device] > [Card] > [Initialize Card] on the Action Menu, the following interface will be shown:



Write Card

Write device number, personnel ID, personnel password, personnel authority, start time, end time, card number (calculated logic card number) and other related information to the card.

Click [Elevator Device] > [Card] > [Write Card] on the Action Menu, the following interface will be shown:

First Name	Come		
Last Name			
Personnel ID*	21		
Card Number*	55855858		
Start Time*			
Start Time*			
End Time*	and end time in the edit person p	age and then write card operation	on.
End Time* Please set the start time	and end time in the edit person p	age and then write card operation	on.
End Time*	and end time in the edit person p		on. Dse

Fields are as follows:

First/Last Name: The maximum length cannot exceed 50, does not support comma; value sources Personnel field, cannot add, modify, delete.

Personnel ID: The default maximum length of personnel ID is 9, the effective range is 1-799999999, which can be configured according to the actual situation. Value sources Personnel field, cannot be added, modified or deleted.

Card number: Card number cannot be repeated, the maximum length of 10; value sources Personnel field, cannot add, modify, delete.

Start time: The effective starting time of the card; value sources Personnel field, cannot add, modify, delete.

End time: The effective cut-off time of the card; value sources Personnel field, cannot add, modify, delete.

Note: Personnel related authority (elevator levels), card number and related data can only be written when the personnel editing page is completely filled in. The card number is calculated logical card number; the logical card number stored in the database shall prevail.

Write management card

Management card is mainly used to loss and revert card. When the card is lost or reverted, you need to write the card information into the management card, thus loss and revert card take effect.

Click [Elevator Device] > [Card] > [Write management card] on the Action Menu, the following interface will be shown:

Write n	nanagement card	×
Loss Card*		
Revert card*		
Start Time*	2017-11-29 17:38:21	
End Time*	2017-12-10 17:38:21	
The quantity of Lost cards and	reverted cards can not be greater than 18	
Total Program		
Total Progress		
Hidden	Write Card Close	
	,	

Fields are as follows:

Function selection: Management card is used to write the loss and revert card data in the software system to the management card and then loss and revert card by brushing the management card on the device.

Loss Card: Lost Card collection, drop-down selection.

Revert card: Revert Card collection, drop-down selection.

Start Time: The effective starting time of the card; value sources Personnel field, cannot add, modify, delete.

End Time: The effective deadline of the card; value sources Personnel field, cannot add, modify, delete.

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]:

tart Personnel I	D			End Personnel ID					Generate Lis	t
ard Enrollment	Method	USB Reader		nput Card Number					OK Clear	
umber of Perso	ns with No Card	Device Issued:0].	Number of I	ssued Cards	:0			
Personnel ID	First Name	Last Name	Department Name		Number	Personnel ID	First Name	Last Name	Department Name	Card Number

Card Enrollment Method: USB Reader or device.

Input Card Number: It can be generated by swiping an ID card on the USB reader and device, or entering it manually. The card manually entered may be IC card.

• Report Lost Card

Click [Personnel] > [Card Manage] > [Card] > [Report Lost Card]:

Note: Report Lost Card is applicable to all functional modules, not to the offline elevator module. After the report of loss, the status of the card becomes invalid but not written into the management card. Need to write management card in the appropriate module, such as offline elevator control module [Write management card] ([Elevator Device] > [Card] > [Write management card]).

Reactivate Lost Card

Click [Personnel] > [Card Manage] > [Card] > [Reactivate Lost Card]:

Note: Reactivate Lost Card is applicable to all functional modules, not to the offline elevator module. After reactivating lost card, the status of the card becomes valid but not written into the management card. Need to write management card in the appropriate module, such as offline elevator control module [Write management card] ([Elevator Device] > [Card] > [Write management card]).

FAQs

Q: How to use a card issuer?

A: Connect the card issuer to PC through USB port, and then select individual personnel card issue or batch card issue. Move the cursor to the card number input box, and punch the card on the card issuer, then the card number will be automatically shown in the input box.

Q: What is the use of role setting?

A: Role setting has the following uses: 1. To set unified level for the same type of users newly added, just directly select this role when adding users; 2. When setting system reminder and determine which roles can be viewed.

Q: How to operate if I want to set accounts for all personnel of the Company's Financial Department?

A: First, create a new role in system setting and configure the functions to be used for this role. Then add a user, set user information, and select the user's role, thus adding a new account. For other accounts, do the same.

Q: In Windows Server 2003, why the IE browser displayed error when access the system, how to solve it?

A: This problem occurs because that Server 2003 has [Security Configuration Option] settings. If you want to access the system, please configure it as follows: click Start – Control Panel – Add or Remove Program, select [Add and remove Windows components] in the interface and click [Internet Explorer Enhanced Security Configuration] option, cancel the tick before it. Then click [Next] to remove it from the system. Open the system again the browser will access the system properly.

Q: If backing up or restoring the database fails, the possible reason?

A:

Backup fails: Please check the system environment variables, please go to Properties > Advanced to set the environment variables as "C:\Program Files\ZKBioSecurity3.0\MainResource\postgresql\bin:". "C:\Program Files" is the system installation path, you can modify by your actual situation.

Restore fails: There are several reasons: The system version is too high or too low, or the database has been damaged, you need to follow the prompts to change the system version or repair the system, re-install the database.

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