

# User Manual

## ZKBio CVAccess

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English

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



For further details, please visit our Company's website  
[www.zkteco.com](http://www.zkteco.com).

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## About the Company

ZKTeco is one of the world's largest manufacturer of RFID and Biometric (Fingerprint, Facial, Finger-vein) readers. Product offerings include Access Control readers and panels, Near & Far-range Facial Recognition Cameras, Elevator/floor access controllers, Turnstiles, License Plate Recognition (LPR) gate controllers and Consumer products including battery-operated fingerprint and face-reader Door Locks. Our security solutions are multi-lingual and localized in over 18 different languages. At the ZKTeco state-of-the-art 700,000 square foot ISO9001-certified manufacturing facility, we control manufacturing, product design, component assembly, and logistics/shipping, all under one roof.

The founders of ZKTeco have been determined for independent research and development of biometric verification procedures and the productization of biometric verification SDK, which was initially widely applied in PC security and identity authentication fields. With the continuous enhancement of the development and plenty of market applications, the team has gradually constructed an identity authentication ecosystem and smart security ecosystem, which are based on biometric verification techniques. With years of experience in the industrialization of biometric verification, ZKTeco was officially established in 2007 and now has been one of the globally leading enterprises in the biometric verification industry owning various patents and being selected as the National High-tech Enterprise for 6 consecutive years. Its products are protected by intellectual property rights.

## About the Manual

This manual introduces the operations of **ZKBio CVAccess software**.

All figures displayed are for illustration purposes only. Figures in this manual may not be exactly consistent with the actual products.

Features and parameters with ★ are not available in all devices.








## Document Conventions

Conventions used in this manual are listed below:

### GUI Conventions

For Software	
Convention	Description
Bold font	Used to identify software interface names e.g. <b>OK</b> , <b>Confirm</b> , <b>Cancel</b> .
>	Multi-level menus are separated by these brackets. For example, File > Create > Folder.
For Device	
Convention	Description
<>	Button or key names for devices. For example, press <OK>.
	Window names, menu items, data table, and field names are inside square brackets. For example, pop up the New User window.
/	Multi-level menus are separated by forwarding slashes. For example, File/Create/Folder.

### Symbols

Convention	Description
	This represents a note that needs to pay more attention to.
	The general information which helps in performing the operations faster.
	The information which is significant.
	Care taken to avoid danger or mistakes.
	The statement or event that warns of something or that serves as a cautionary example.

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# 1 Introduction

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

## **Features:**

- It can manage about 2000 personnel data.
- It has a powerful data processing capacity.
- Users' data are more secured with multi-level management role-based level management.
- It can track events and operations in real-time to ensure proper feedbacks of data to the management.

## **Configuration Requirements:**

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

## **Operating System:**

- Supported Operating Systems: Windows 7 / Windows 8 / Windows 8.1 / Windows 10 / Window 11 /Windows Server 2008/2013(32/64).
- Supported Database: PostgreSQL.
- Recommended Browser version: IE 11+/Firefox 27+/Chrome 33+/Edge.

## 1.1 Personnel Module

The Personnel module is used to set the person details and their department. It primarily consists of two parts: Department Management settings, which is used to set the Company's organizational chart; Personnel Management settings, which is used to add the personal information, assign departments, maintain and manage personnel details.

## 1.2 Access Control Module

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



## 1.3 Attendance Module

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

## 1.4 Smart Video Surveillance Module

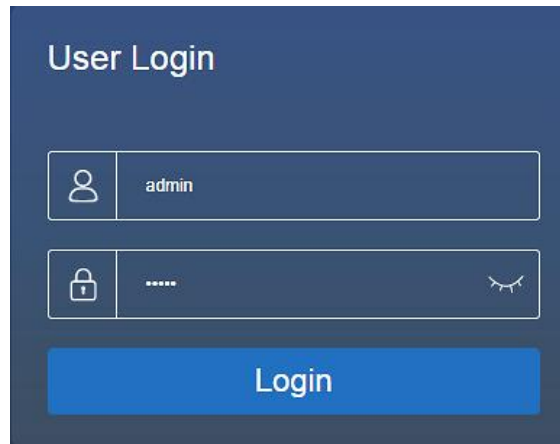
The Smart Video Surveillance Module can be used in conjunction with NVR, IPC device, as a professional video management platform, it can achieve functions such as preview, playback, video wall display, map configuration, intelligent configuration, video patrol, visual intercom, alarm statistics and reporting, and other management features.


## 1.5 System Management Module

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

## 2 System Operations

### 2.1 Login



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

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

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

### 2.2 Activate the System

Please refer the corresponding license activation document.

### 2.3 Modify Password

You can modify the login password in **[Personal Information]**. Click on the profile picture in the top right corner.



**Personal Information** [X]

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

Reset Password

Password\*   
Confirm Password\*

Multiple Login

Maximum Number   
Limit multiple login for the same account

Superuser State

Role

Auth Department   
If you don't select department you will not have full departmental permission.

Authorize Area   
If you don't select zone you will not have full zone permission.

Email

First Name

Last Name

Fingerprint [Download New Driver](#)

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

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


## 2.4 About

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

## 2.5 Help


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

## 2.6 Language

Click the **[Language]** button  Language on the upper right corner of the interface to switch the language.

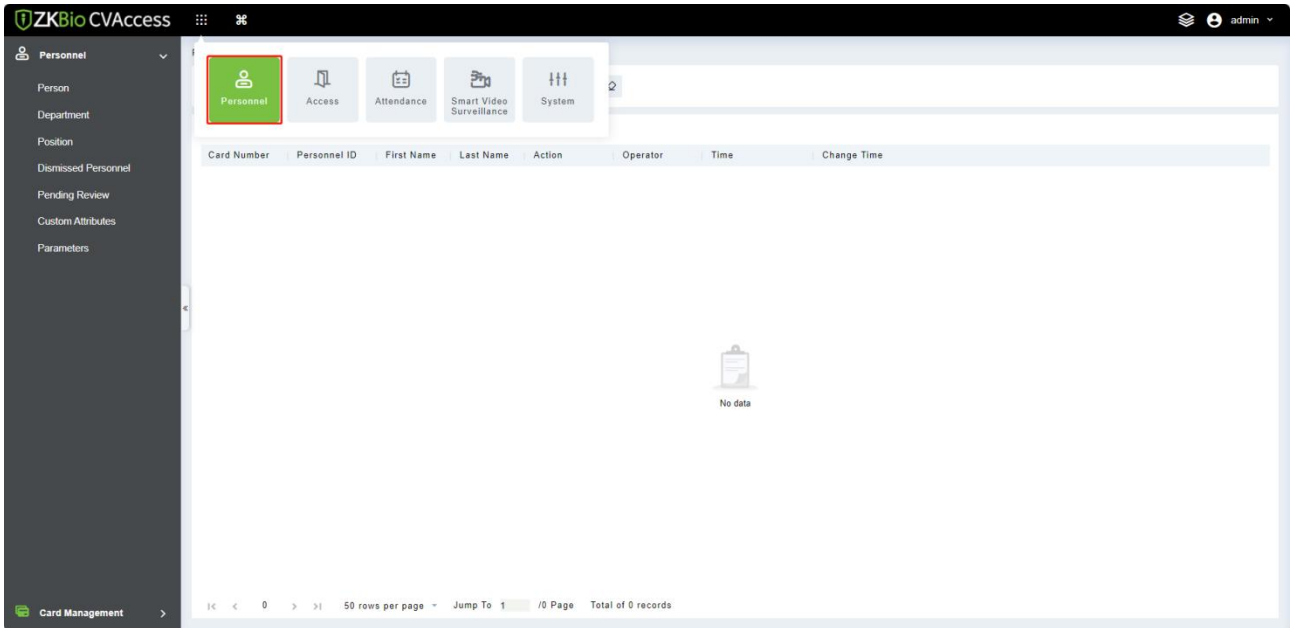


## 2.7 Exit the System

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

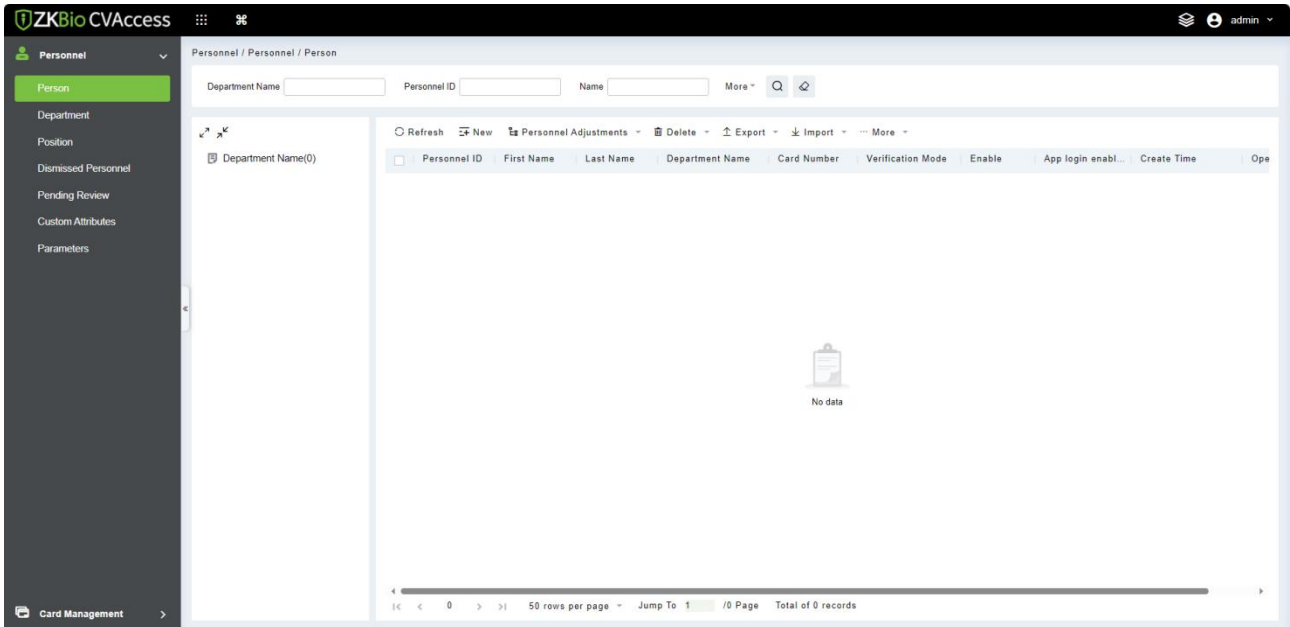
### 3 Personnel

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



#### 3.1 Personnel Management

The personnel management includes these modules: Personnel, Department, Position, Dismissed Personnel, Pending Review, Custom Attributes, and Parameters.



### 3.1.1 Personnel

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

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

#### 3.1.1.1 Add Personnel

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

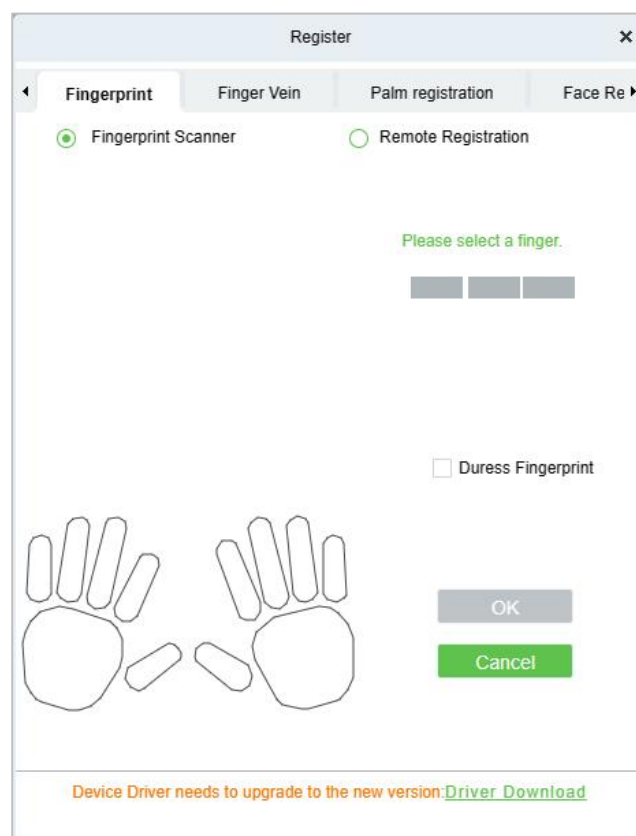
#### Fields are as follows:

- **Personnel ID:** An ID may consist of up to 9 characters, within the range of 1 to 79999999. It can be configured based on your requirements. The Personnel ID contains only numbers by default but may also include letters.

#### Notes:

- (1) When configuring a personnel number, check whether the current device supports the maximum length and whether letters can be used in Personnel ID.
  - (2) To edit the settings of the maximum number of characters of each personnel number and whether letters can also be used, click Personnel > Parameters.
- **Department:** Select from the drop-down menu and click [**OK**]. If the department was not set previously, only one department named [**Company Name**] will appear.

- **First Name/Last Name:** The maximum number of characters is 50.
- **Gender:** Set the gender of personnel.
- **Mobile Phone:** Enter the phone number of the user.
- **Certificate Type:** There are four types of certificates: ID, Passport, Driver's License and Others.
- **Certificate Number:** Enter the ID number.
- **Birthday:** Input employee's actual birthday.
- **Email:** Input employee's Email ID. The max length is 30.
- **Device Verification Password:** Set password for verifying on the device using personnel accounts. It can only contain up to 6-digits. It cannot be the same with other user's password and the duress password.
- **Card number:** The max length is 10, and it should not be repeated.
- **Personal Photo:** The picture preview function is provided, supporting common picture formats, such as **jpg, jpeg, bmp, png, gif**, etc. The best size is 120×140 pixels.
- **Browse:** Click [**Browse**] to select a photo on your local drive to upload.
- **Capture:** Taking photo by camera is allowed when the server is connected with a camera.
- **Register Fingerprint / Finger Vein /Palm /Face:** Enroll the Personnel Fingerprint, Finger Vein, Palm, or Face. To trigger the alarm and send the signal to the system, scan the Duress Fingerprint.



**Register Fingerprint:**



- 1) Move the cursor to the fingerprint icon position, a registration pop-up or driver download dialog box will appear, click **[Register]**.
- 2) Select a fingerprint, press the finger on the sensor three times, then **"Fingerprint registered Successfully"** will be prompted.
- 3) Click **[OK]** to complete registration.

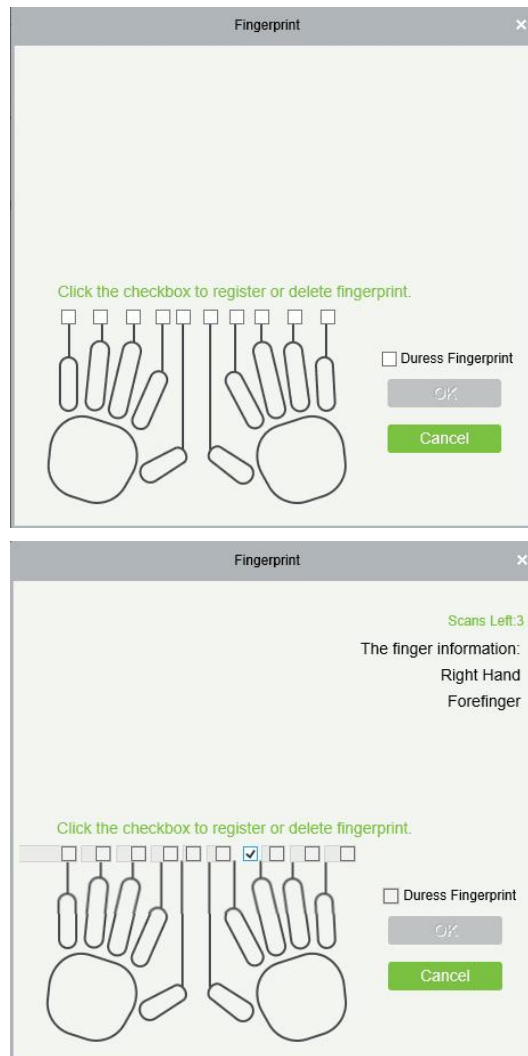


**Notes:**

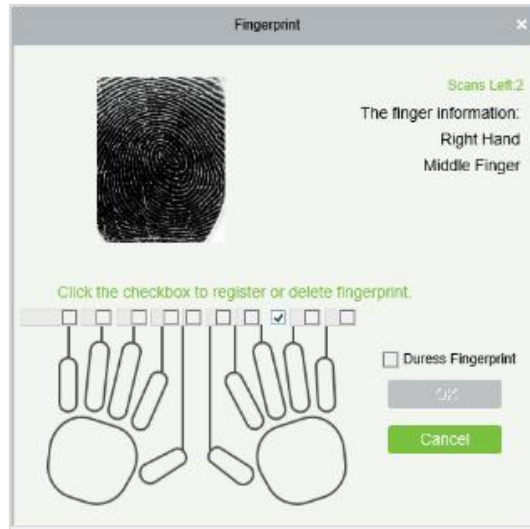
- (1) Click a fingerprint to delete.
- (2) If you need to register a duress fingerprint, select the **"Duess Fingerprint"** check box.



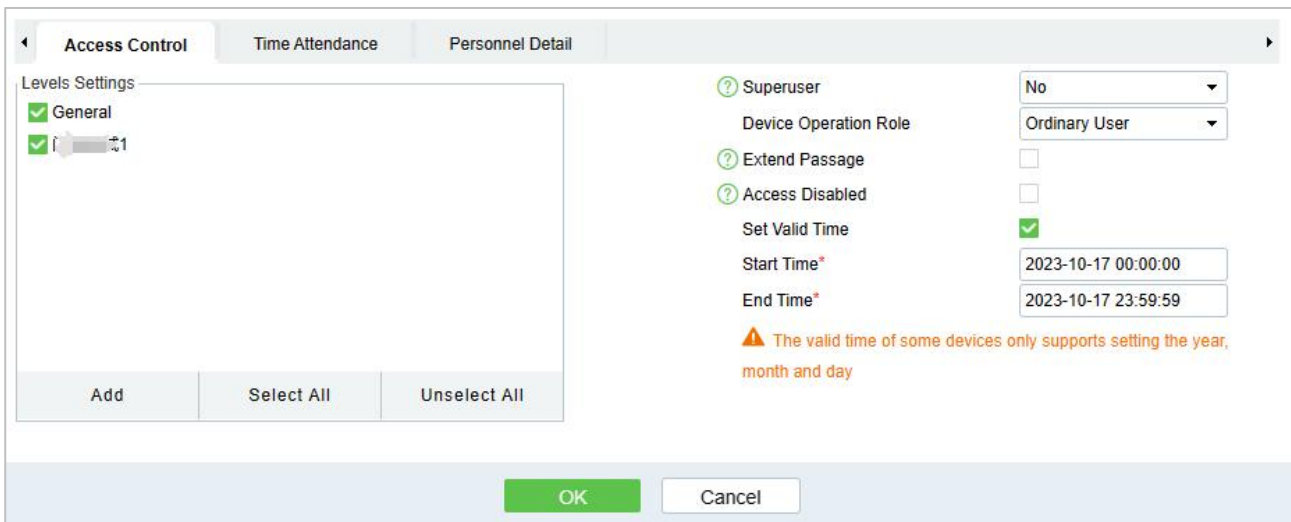
- (3) If fingerprints are duplicated, **“Don’t repeat the fingerprint entry”** will be prompted.
- (4) If the fingerprint sensor driver is not installed, click **[Install driver]** and the system will prompt to download and install the driver.
- (5) After installing the fingerprint sensor driver, if the fingerprint register button is grey in IE browser while it is normal in other browsers (such as Firefox, Google), you can change the settings of IE browser, as per the following:
  - a. In Internet Explorer, click **[Tools] > [Internet Options] > [Security] > [Credible Sites]**, add `http://localhost` to the credible sites, then restart the Internet Explorer.
  - b. In Internet Explorer, click **[Tools] > [Internet Options] > [Advanced] > [Reset]** to pop up a dialog of Reset Internet Explorer Settings, click **[Reset]** to confirm; then restart the Internet Explorer (you may try when Point 1 does not help).
  - c. If all the above settings do not work, please execute following operations (take IE11 browser as an example): click **[Tools] > [Internet Options] > [Advanced] > [Security]**, check the option of **“Allow software to run or install even if the signature is ...”**, and remove the select **“Check for server certificate revocation”**, then restart IE.
  - d. If the browser is below IE8, the fingerprint registration page will be different:



- e. The system supports access from the Live20R fingerprint device and the fake fingerprint prevention function.

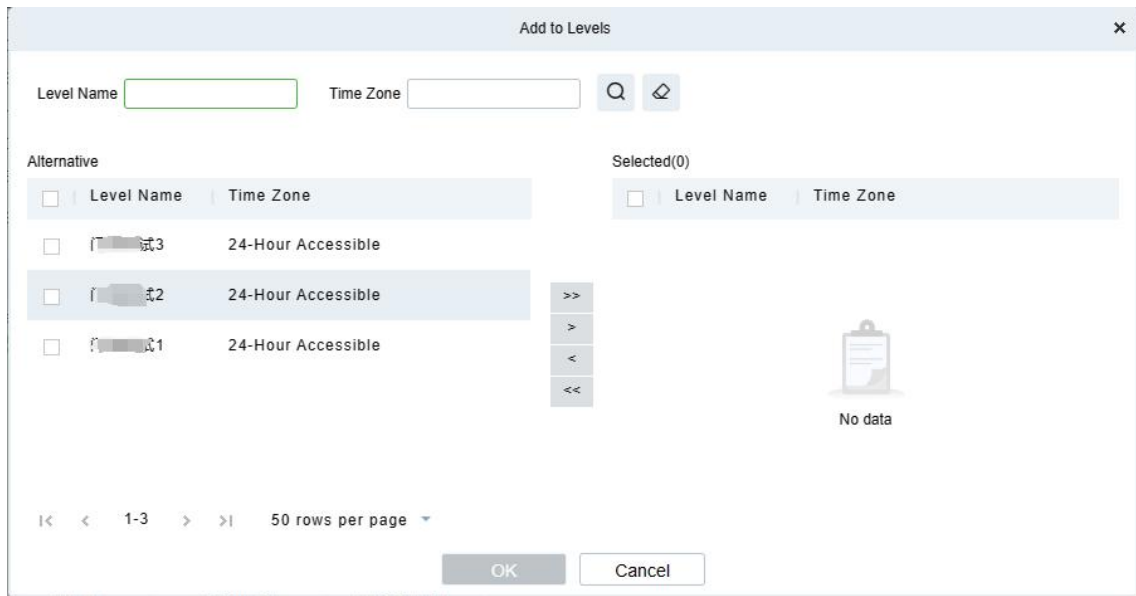


2. Set the Access Control parameters for the personnel. Click **[Access Rule]**.



**Fields are as follows:**

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



- **Superuser:** In access controller operation, a super user is not restricted by the regulations on time zones and has extremely high door-opening priority.
- **Device Operation Role:** It will define the authority level in the device of the user.
- **Disabled:** Temporarily disable the personnel's access level.
- **Set Valid Time:** Doors can be set to open only within certain time periods. If the check box is not selected, the door is always active.

✎ **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:**

- 1) Not all devices support the "Disabled" function. When a user adds a device, the system will notify the user whether the current device supports this function or not. Please upgrade the device to use this function.
- 2) Not all the devices support the "Set Valid Time" function. Some devices only allow users to set the year, month, and day of the local time. When a user adds a device, the system will notify the user whether the current device supports this function or not. Please upgrade the device to use this function.
3. Click [**Personnel Detail**] to access the details and editing interface and enter information.

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

### 3.1.1.2 Edit Personnel

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

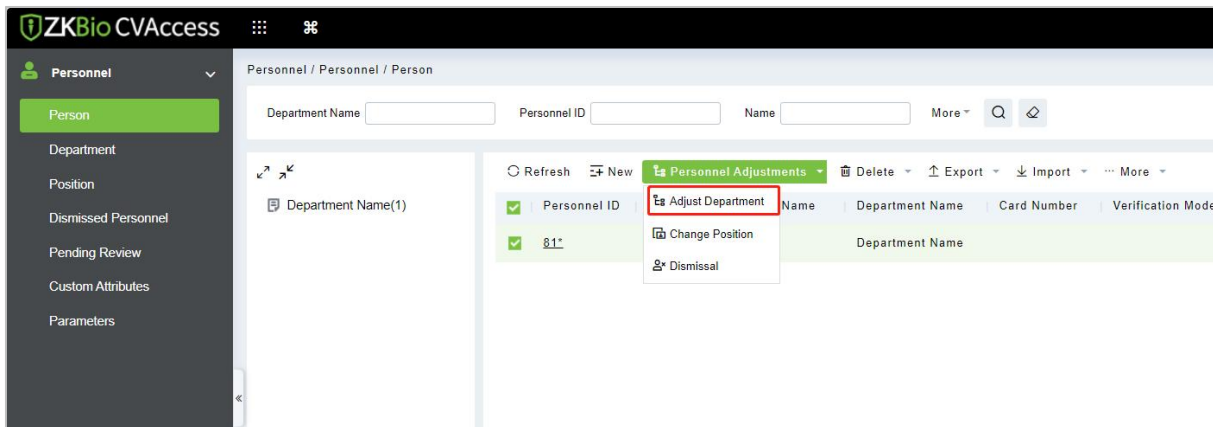
### 3.1.1.3 Delete Personnel

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

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

### 3.1.1.4 Adjust Department

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

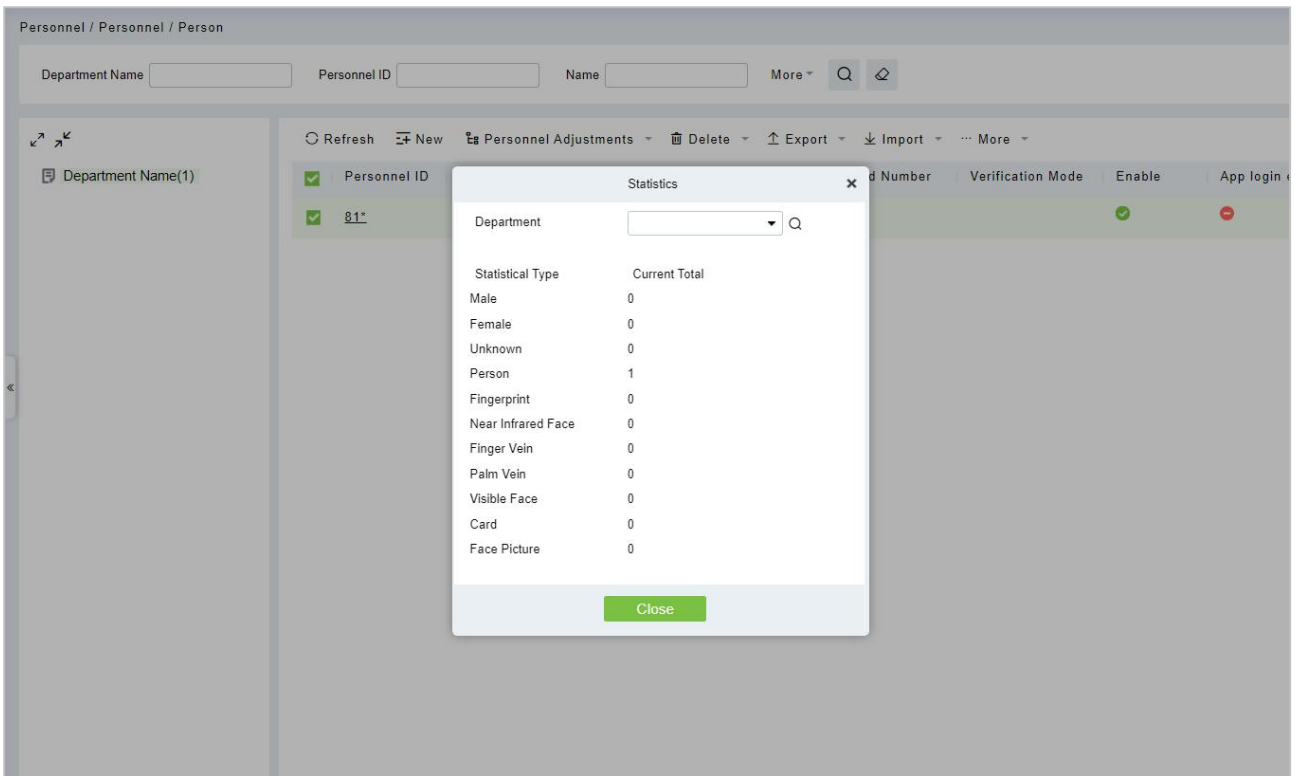


2. Select from the drop-down list of "New Department".

3. Click **[OK]** to save and exit.

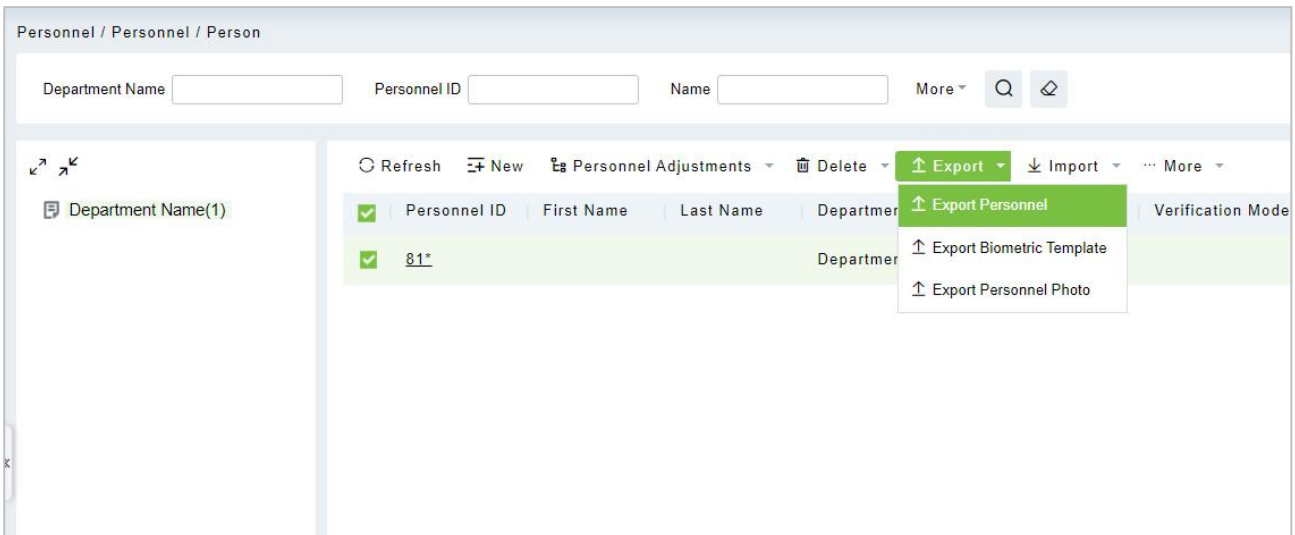
### 3.1.1.5 Statistics

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.

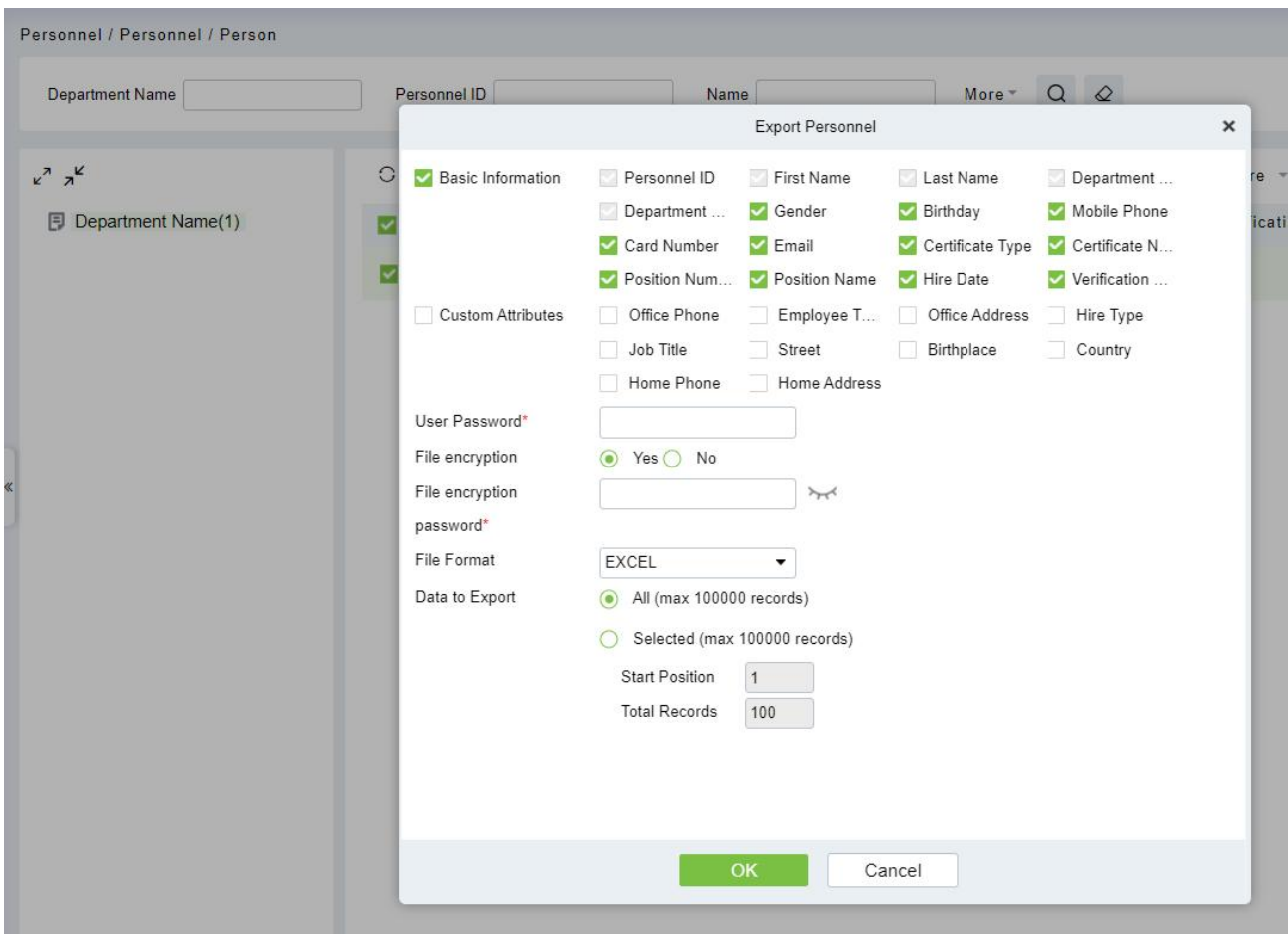


### 3.1.1.6 Export

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

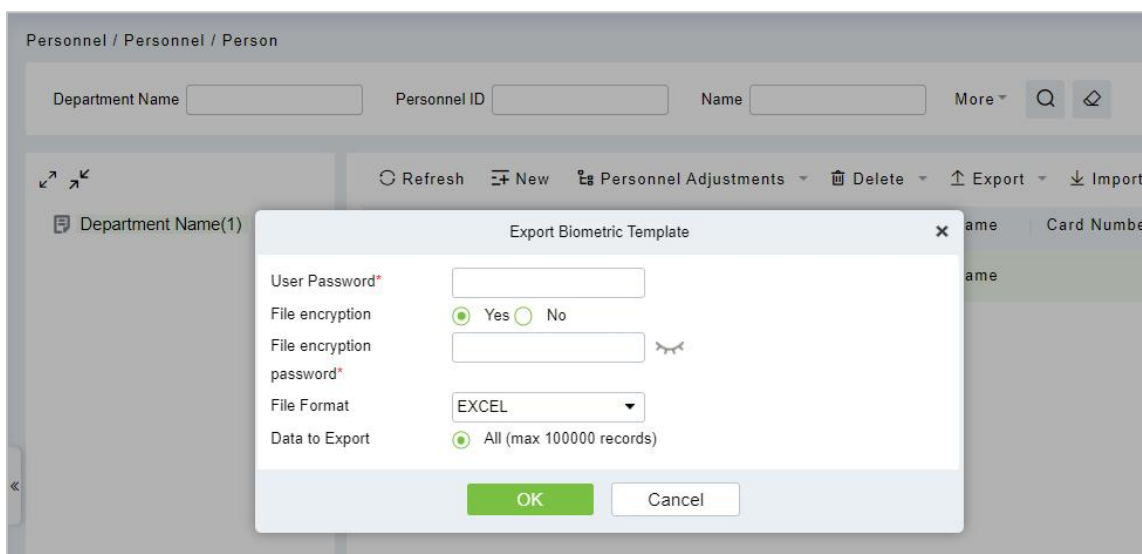


1. Select the type of file and Export mode as required.



Personnel ID	First Name	Last Name	Department Number	Department Name	Card Number
432	ex		2	Marketing Department	
343	example		4	Financial Department	
1	abc	xyz	2	Marketing Department	547657
2	abcd	xyz1	3	Development Department	46576567
575	Jeff		1	Department Name	

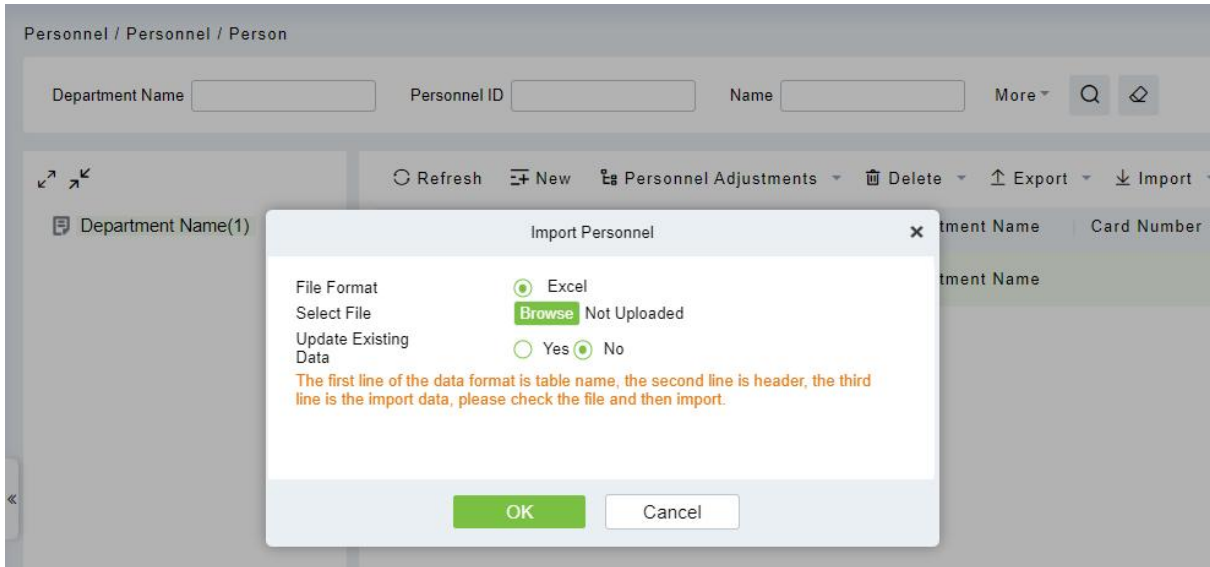
2. Export the Biometric Template.



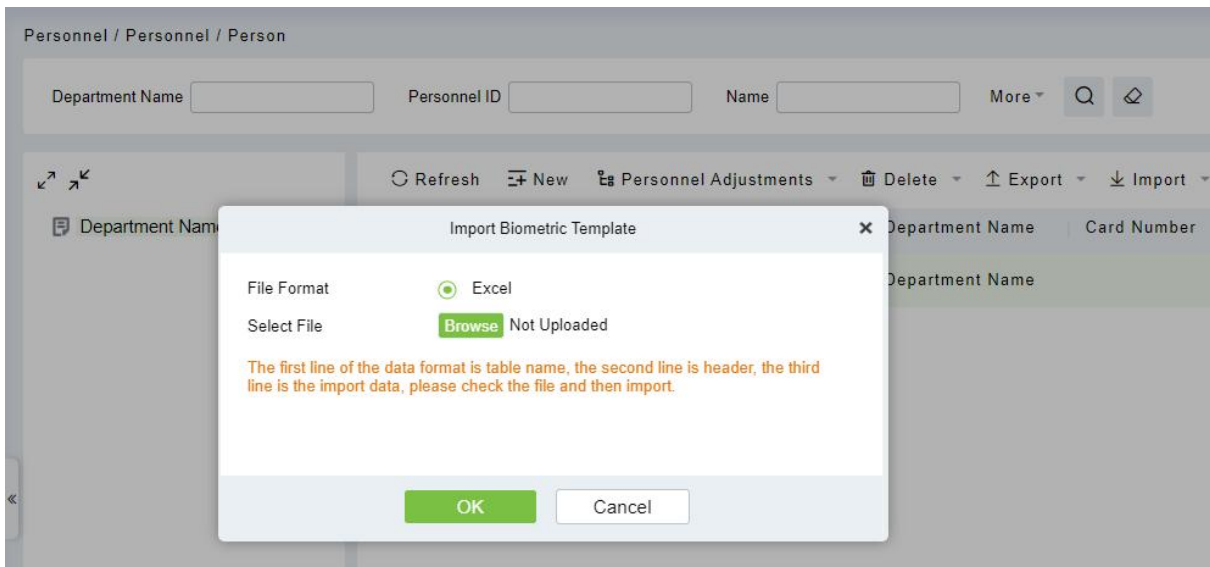




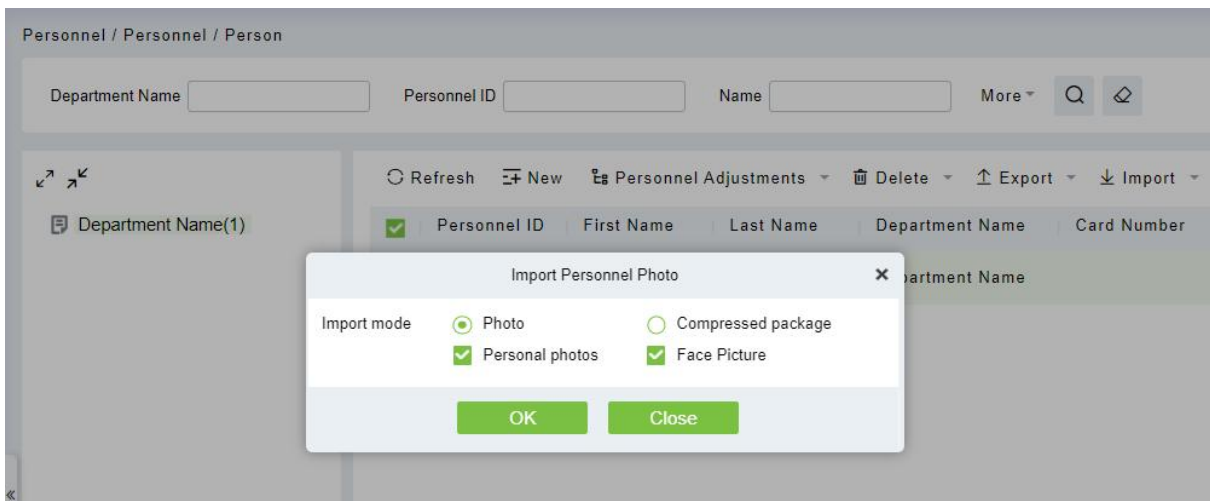
1. Import Personnel: Select **“Yes”** for **[Update the existed Personnel ID in the system]**, the original data will be overwritten when the personnel ID is repeated; select **“No”**, the opposite.



2. Import Biometric Template.



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

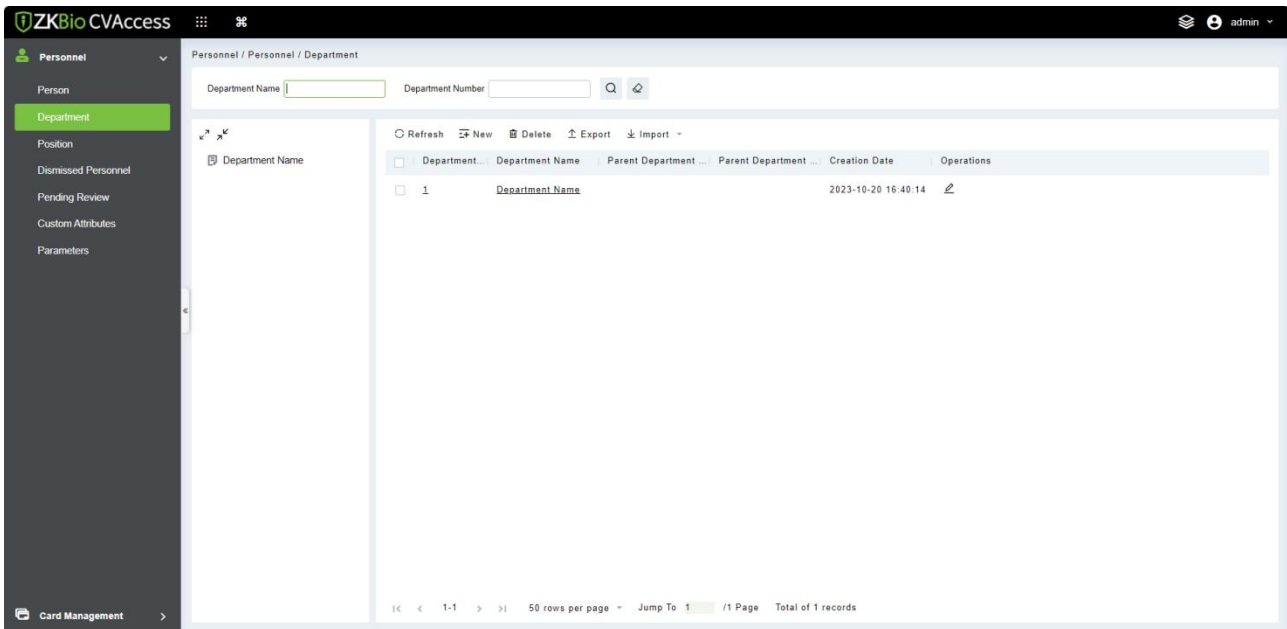




### 3.1.2 Department

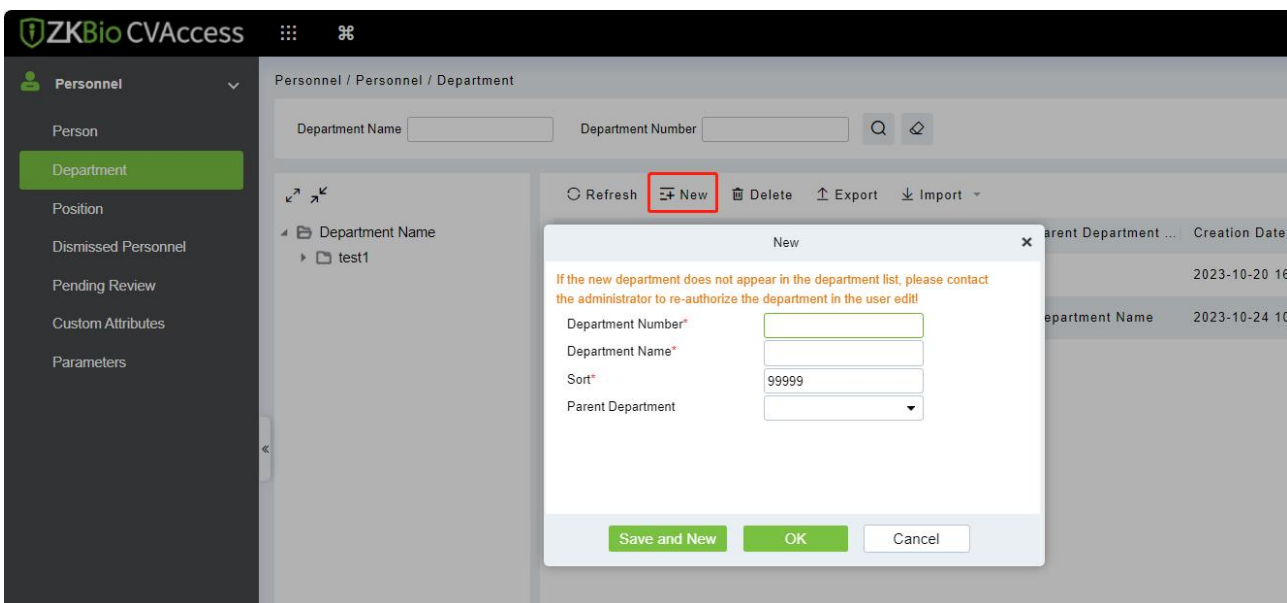
Before managing company personnel, it is required to set a departmental organization chart of the company. Upon the first use of the system, by default it has a primary department named **[General]** and numbered **[1]**. This department can be modified but can't be deleted.

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



#### 3.1.2.1 Add a Department

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



**Fields are as followed:**

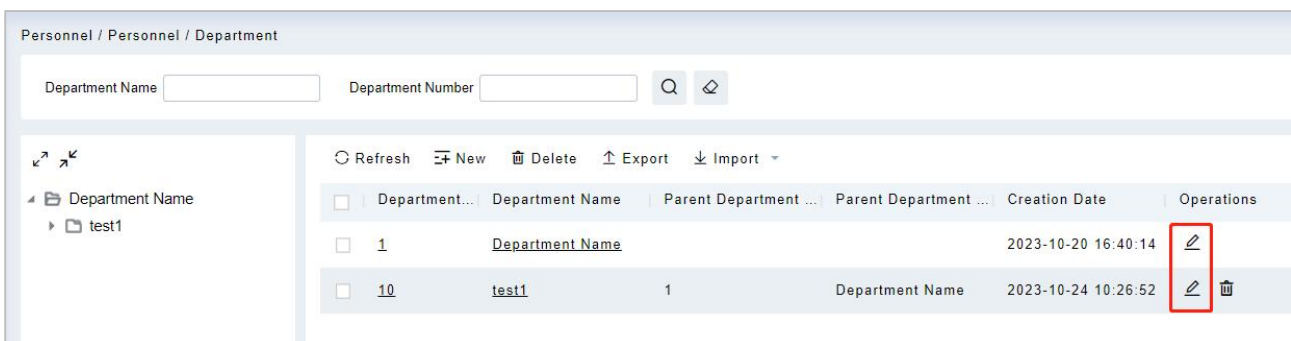
- **Department Number:** Letters and numbers are available. It cannot be identical to the number of other departments. The number shall not exceed 30 digits.

- **Department Name:** Combination of characters up to 100. In case of different levels, the department names can be repeated.
  - **Sort:** It is used to set the priority (level) of a department within a parent department. The smaller the number of department sort is, the higher ranks such department has. You can set any number from 1 to 999999.
  - **Parent department:** Select a parent department from the drop-down list. The parent Department is an important parameter to determine the company's organizational chart. On the left of the interface, the company's organizational chart will be shown in the form of a department tree.
2. After filling the details, you can click **[OK]** to complete adding; or click **[Cancel]** to cancel it or click **[Save and new]** to save and continue adding a new department.

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

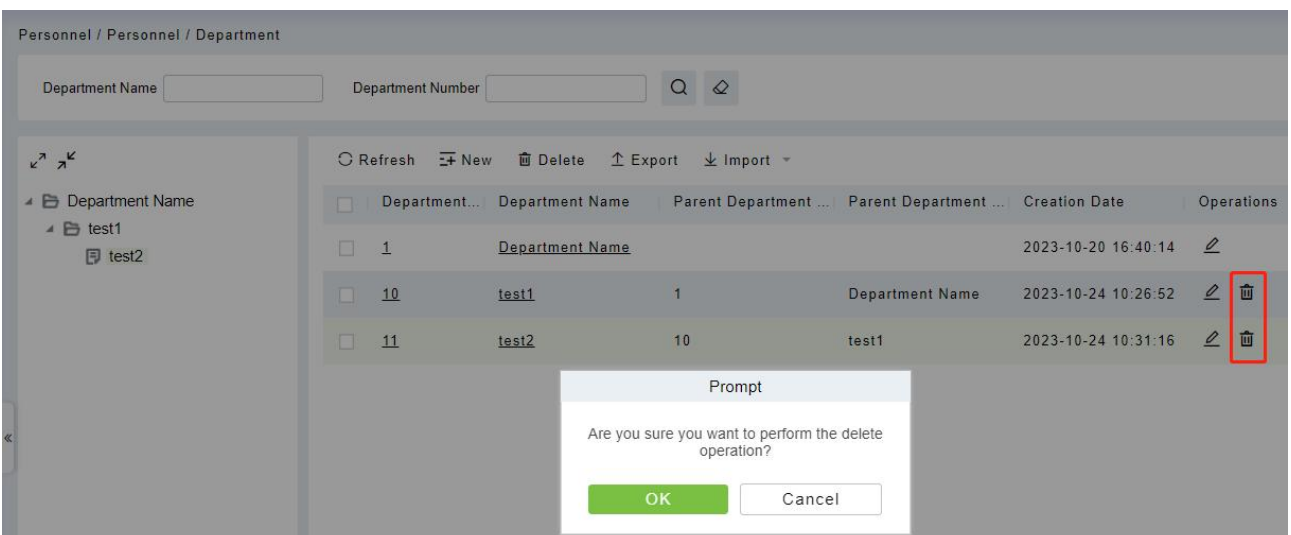
### 3.1.2.2 Edit a Department

Click **[Personnel]** > **[Personnel]** > **[Department]**, select a department and click .



### 3.1.2.3 Delete a Department

1. Click **[Personnel]** > **[Personnel]** > **[Department]**, select a department and click .

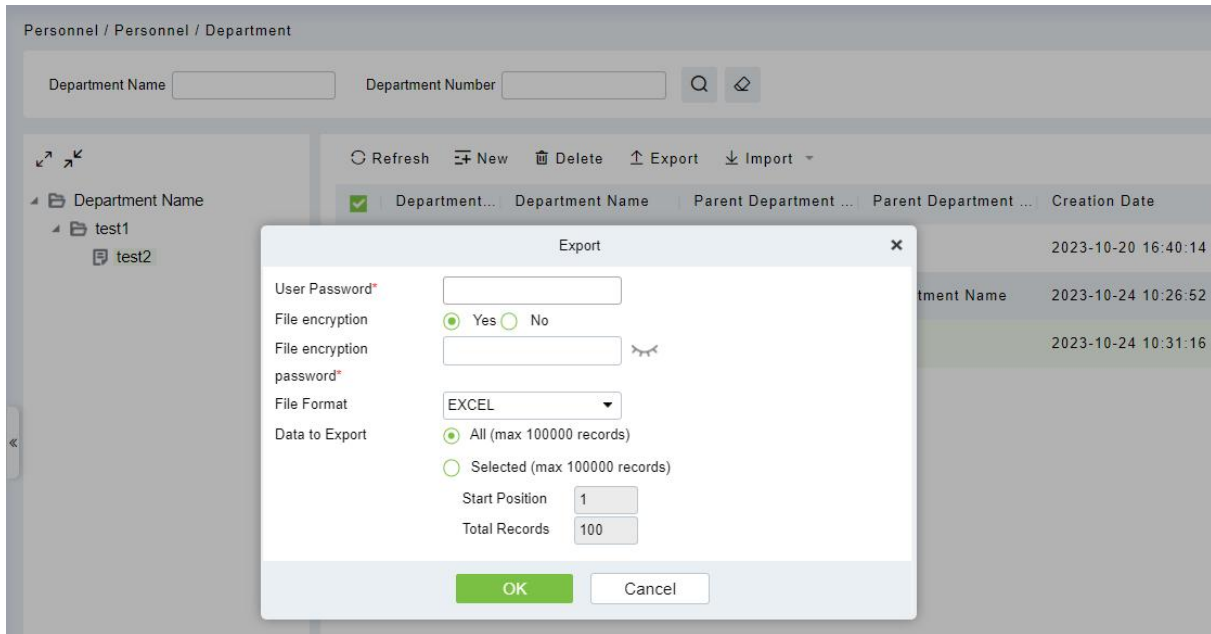


2. Click **[OK]** to delete.

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

### 3.1.2.4 Export

1. Click **[Personnel] > [Department] > [Export]**, the import interface is as follows.

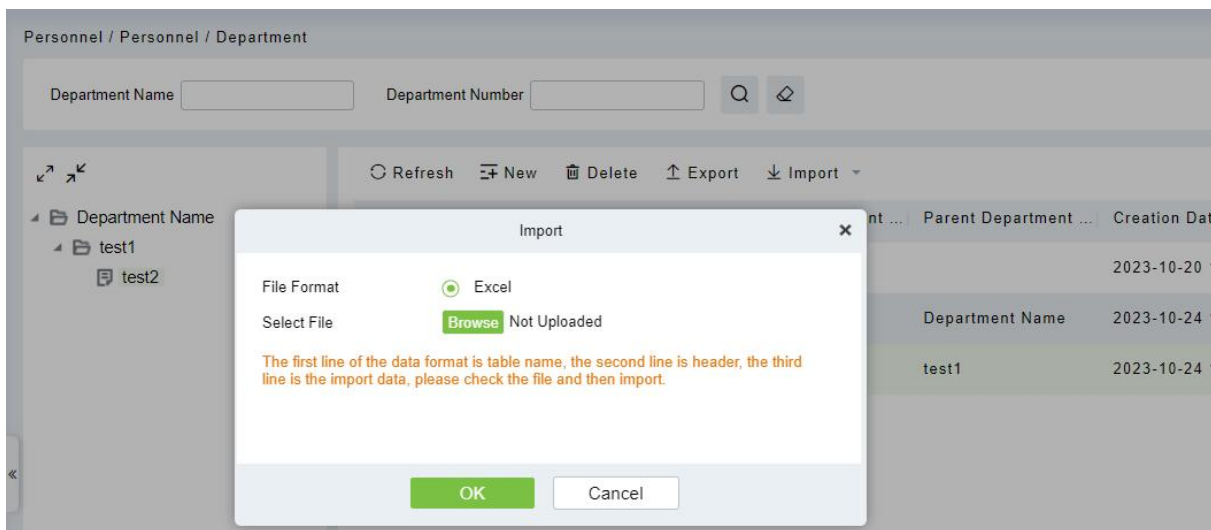


2. It can be exported in EXCEL, PDF, and CSV file format.

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

### 3.1.2.5 Import

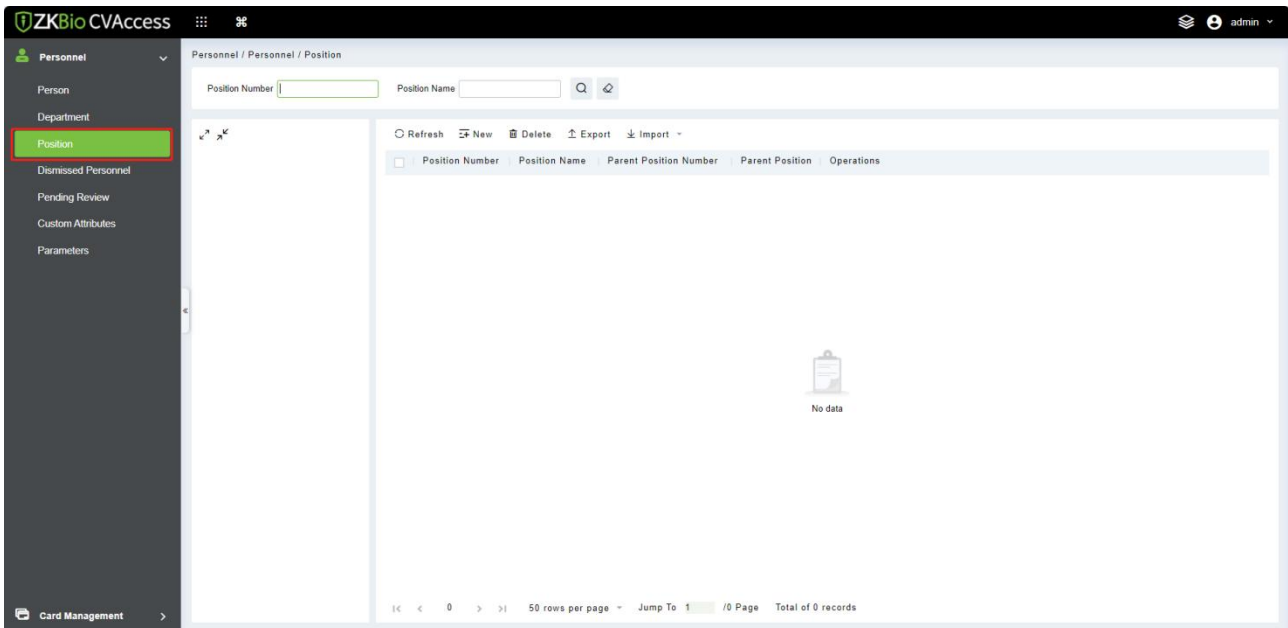
1. Click **[Personnel] > [Department] > [Import]**, the import interface is as follows:



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

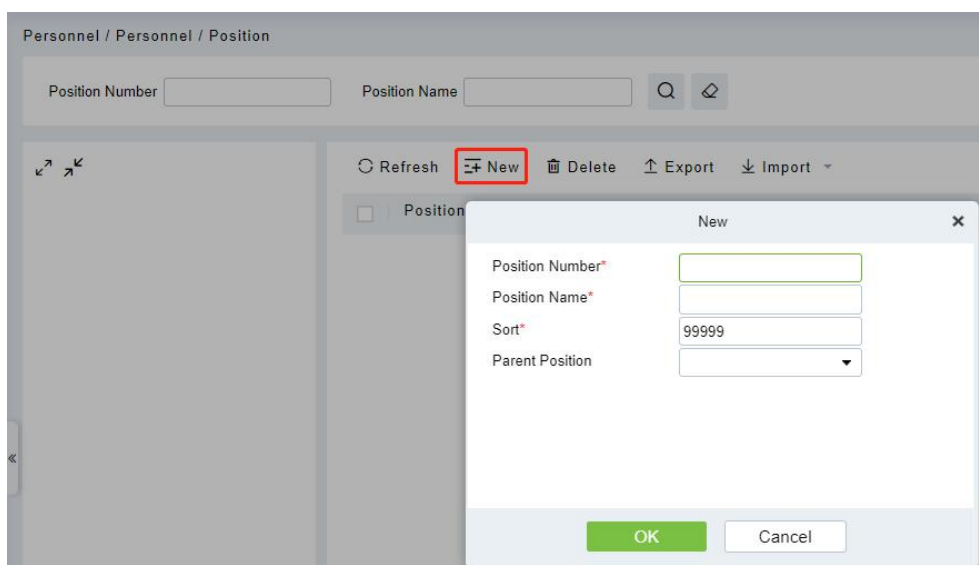
### 3.1.3 Position

Introduces the configuration Steps of manually adding a job in ZKBio CVSecurity, and adding a job is used to define the job information of a person.



#### 3.1.3.1 Add Position

1. Click [**Personnel**] > [**Personnel Management**] > [**Position**] > [**New**].
2. On the new job interface, fill in the corresponding parameters according to the adding requirements.

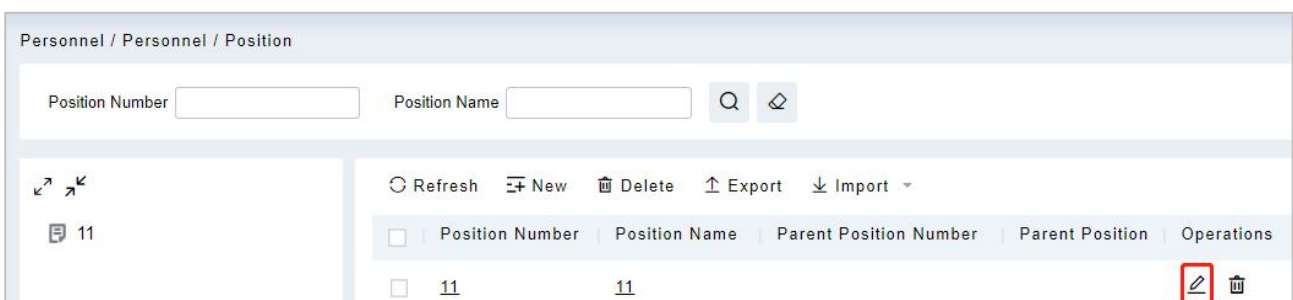


### Fields are as followed:

- **Job number:** Customize the job number for easy memory.
- **Job Title:** Customize job title.
- **Sort:** Sort job listings, only numbers are supported.
- **Parent position:** Select the corresponding parent position from the drop-down radio box. If you need to cancel, click Selected again.

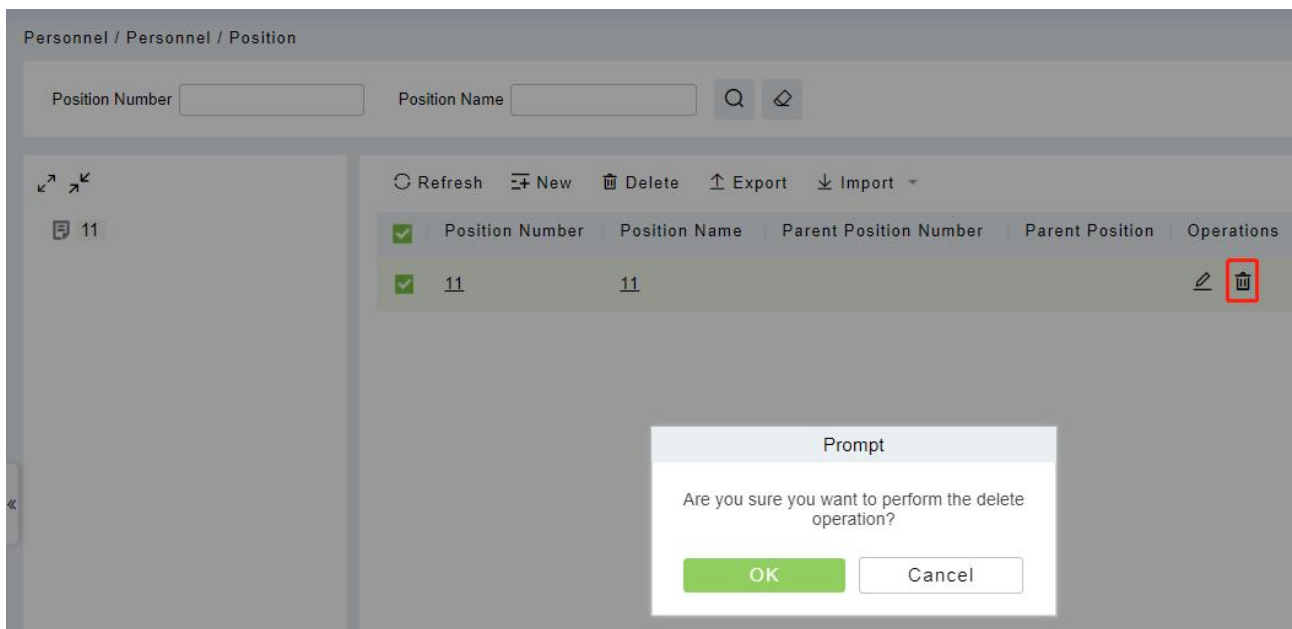
### 3.1.3.2 Edit

Click **[Personnel]** > **[Personnel Management]** > **[Position]**, select a position and click .



### 3.1.3.3 Delete

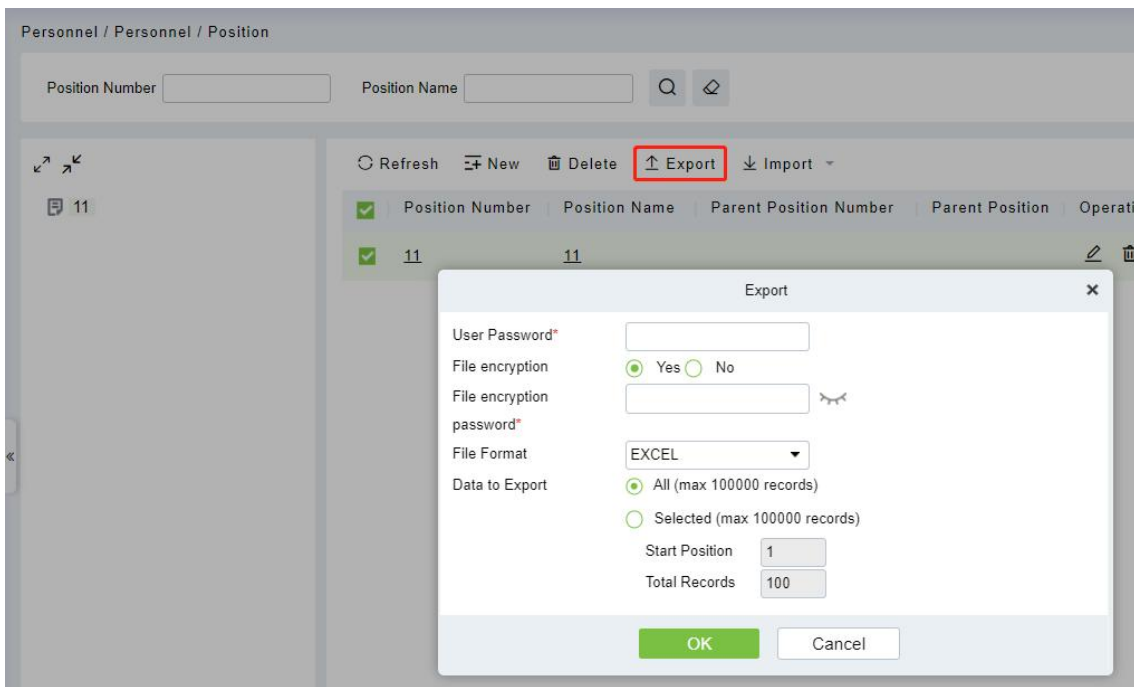
1. Click **[Personnel Management]** > **[Personnel]** > **[Position]**, select a position and click .



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

### 3.1.3.4 Export

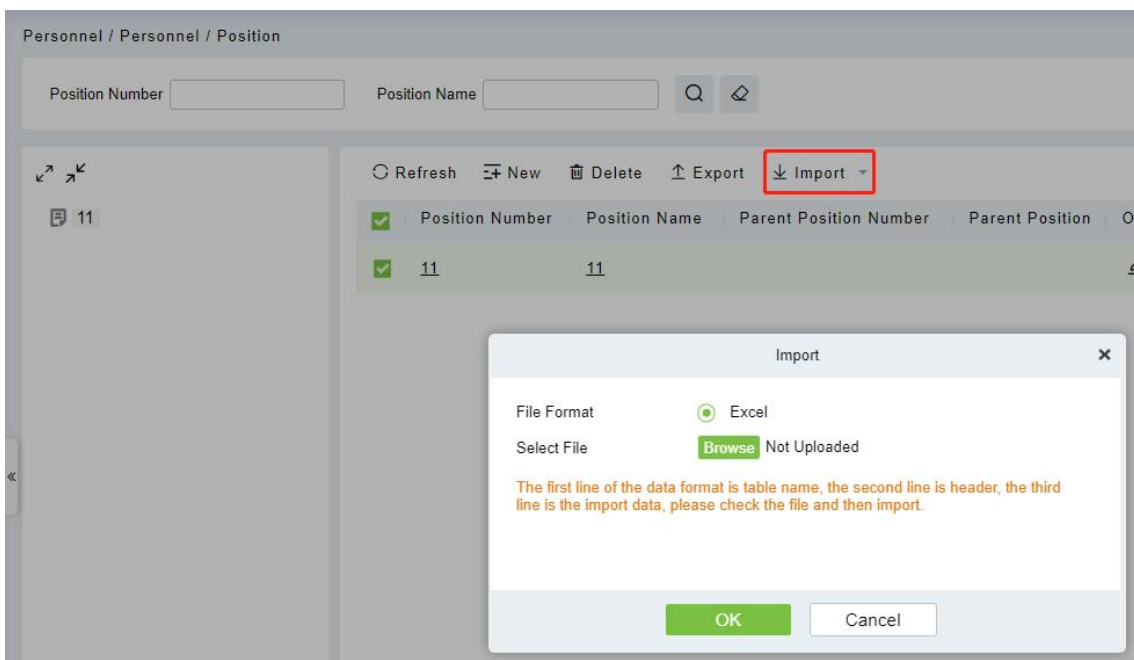
1. Click **[Personnel Management]** > **[Department]** > **[Position]**, the import interface is as follows.



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

### 3.1.3.5 Import

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



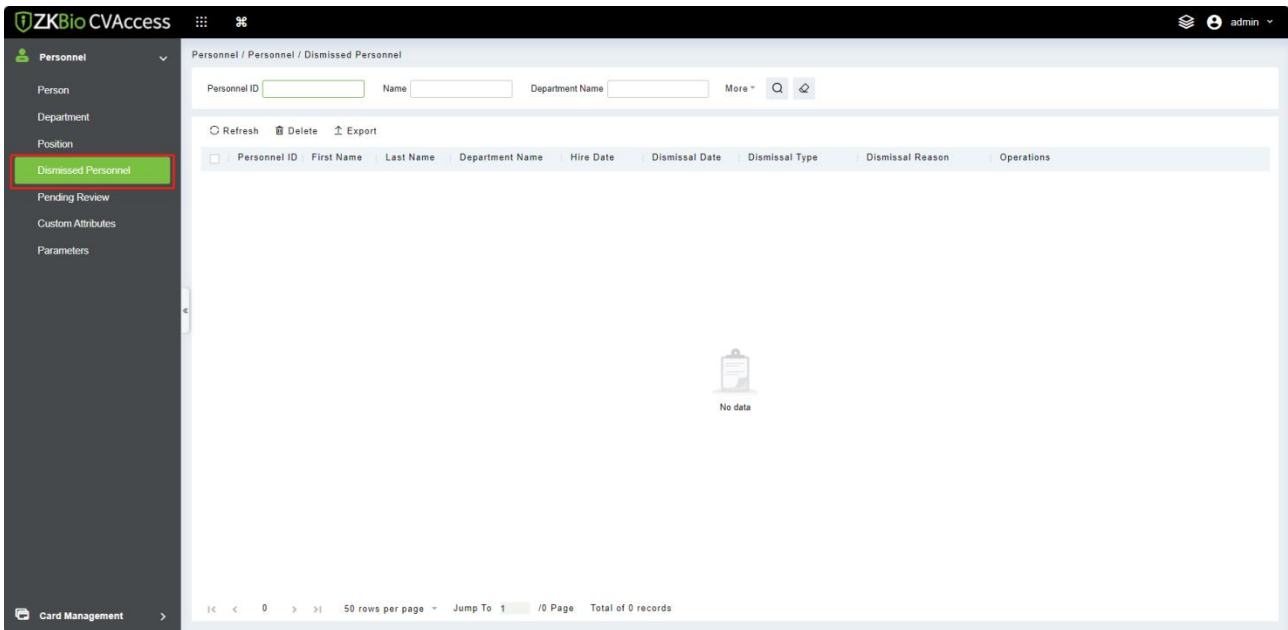
2. Import department information: can import EXCEL, CSV format files.

3. After importing the file, the system will match the imported report field and the data segment field automatically.


### 3.1.4 Dismissed Personnel

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

Click **[Personnel]** > **[Personnel Management]** > **[Dismissed Personnel]**.



#### 3.1.4.1 Delete

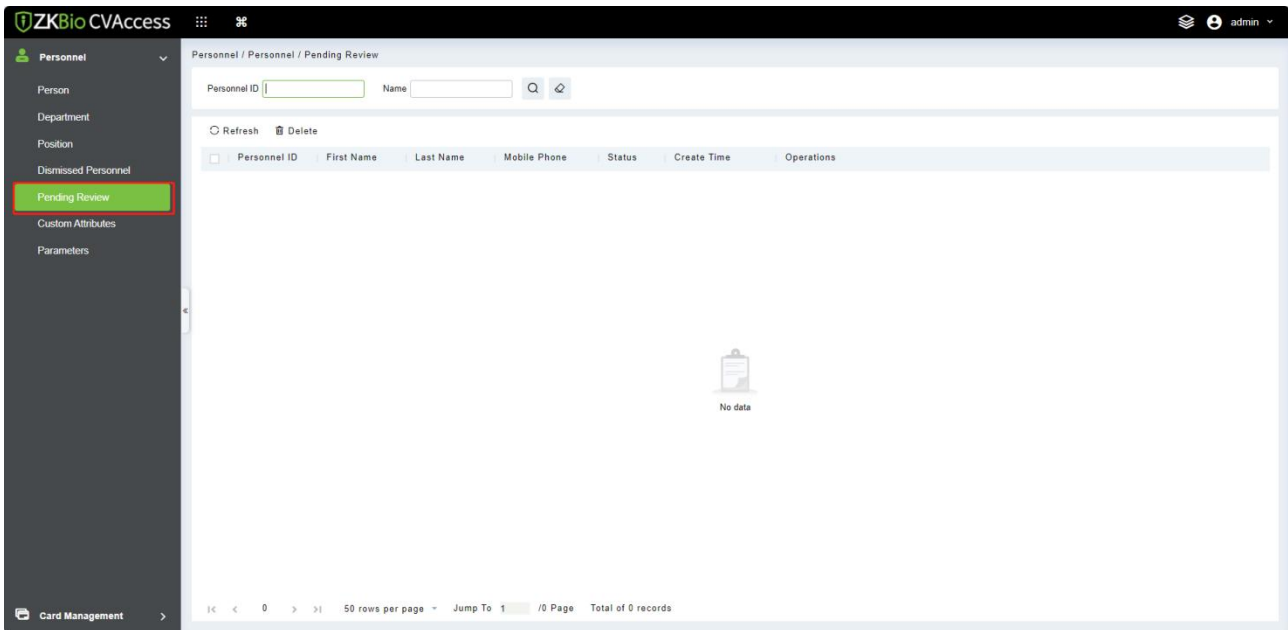
1. Click **[Personnel]** > **[Personnel Management]** > **[Dismissed Personnel]**, select a personnel and click .
2. Click **[OK]** to delete.

#### 3.1.4.2 Export


Click **[Personnel]** > **[Personnel Management]** > **[Dismissed Personnel]**, it can be exported in EXCEL, PDF, and CSV file format.

### 3.1.5 Pending Review

Click **[Personnel]** > **[Personnel Management]** > **[Pending Review]**.

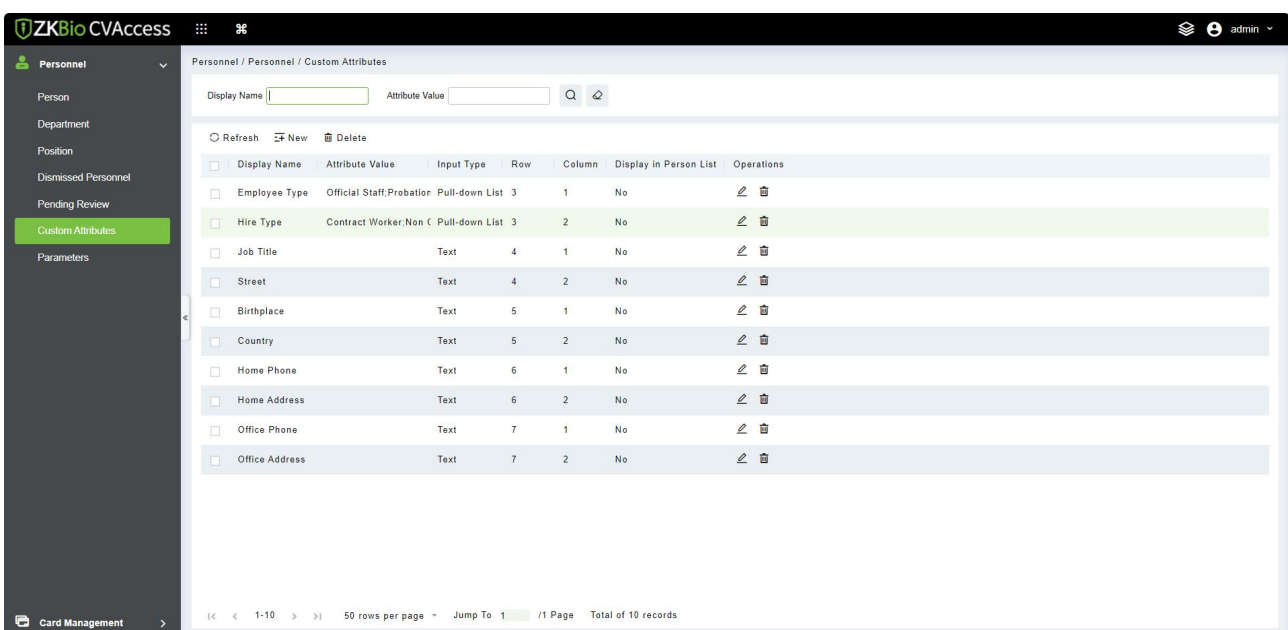


#### 3.1.5.1 Delete

1. Click **[Personnel]** > **[Personnel Management]** > **[Pending Review]**, select a review and click .
2. Click **[OK]** to delete.

### 3.1.6 Custom Attributes

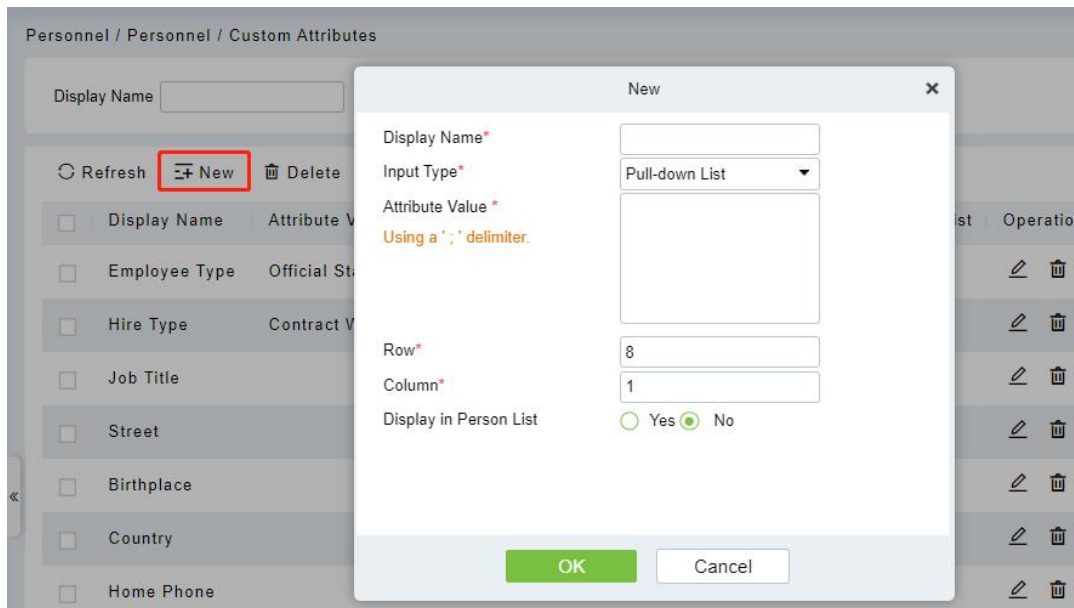
Some personal attributes can be customized or deleted to meet different customers' requirements. When the system is used for the first time, the system will initialize some personal attributes by default. Customized personal attributes can be set for different projects according to requirements.





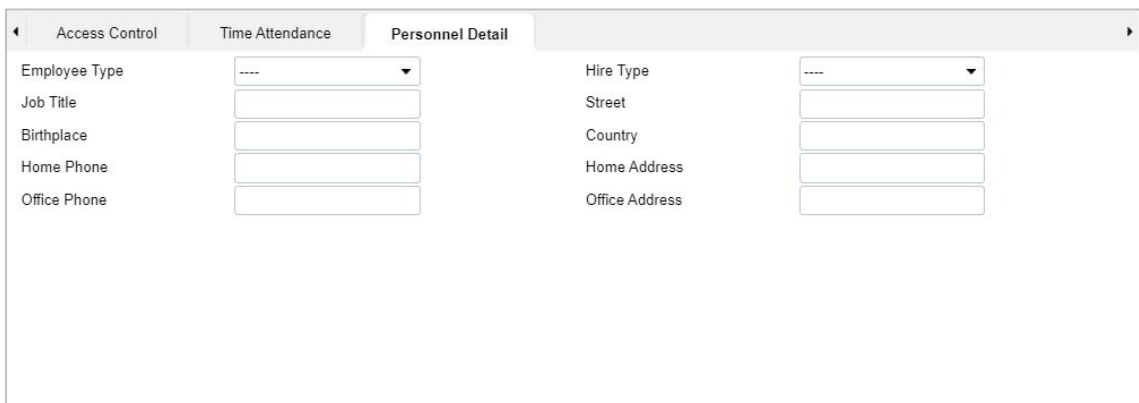
### 3.1.6.1 New a Custom Attribute

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




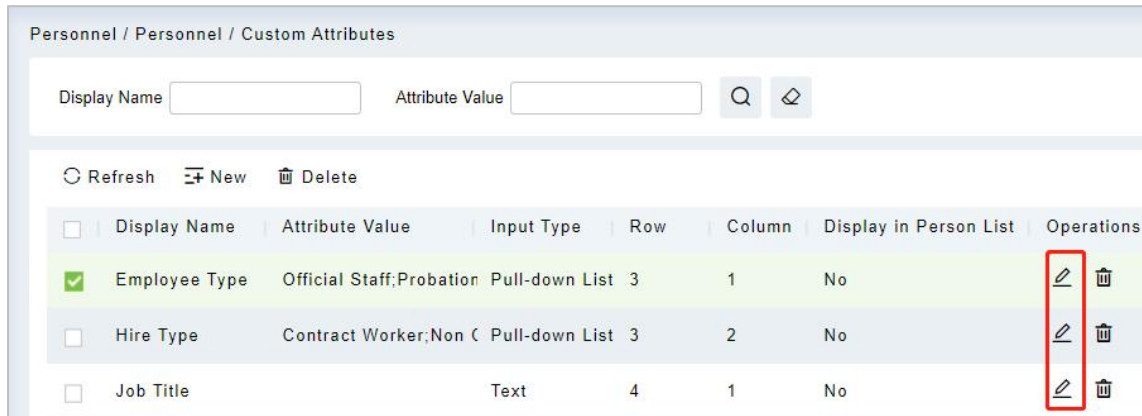
**Fields are as follows:**







- **Display Name:** Must be filled and should not be repeated. Max length is 30.
- **Input Type:** Select the display type from “Pull-down List”, “Multiple Choice”, “Single Choice” and “Text”.
- **Attribute Value:** Suitable for lists displaying as “Pull-down List”, “Multiple Choice” and “Single Choice” lists. Use a “;” to distinguish the multiple values. If the input type is “Text”, the attribute value is not suitable.
- **Row/Column:** The column and row of a field are used together to control the display position of the field. Numerals are supported. The column number can be either 1 or 2, and the row number can only be 3 to 20. The combination of the column and row must not be duplicated. As shown in the following figure, Employee Type, is in the first column and first row, and Hire Type is in the first column and second row.



### 3.1.6.2 Editing a Custom Attribute

Click  to modify the corresponding attributes.



<input type="checkbox"/>	Display Name	Attribute Value	Input Type	Row	Column	Display in Person List	Operations
<input checked="" type="checkbox"/>	Employee Type	Official Staff;Probation	Pull-down List	3	1	No	 
<input type="checkbox"/>	Hire Type	Contract Worker;Non C	Pull-down List	3	2	No	 
<input type="checkbox"/>	Job Title		Text	4	1	No	 

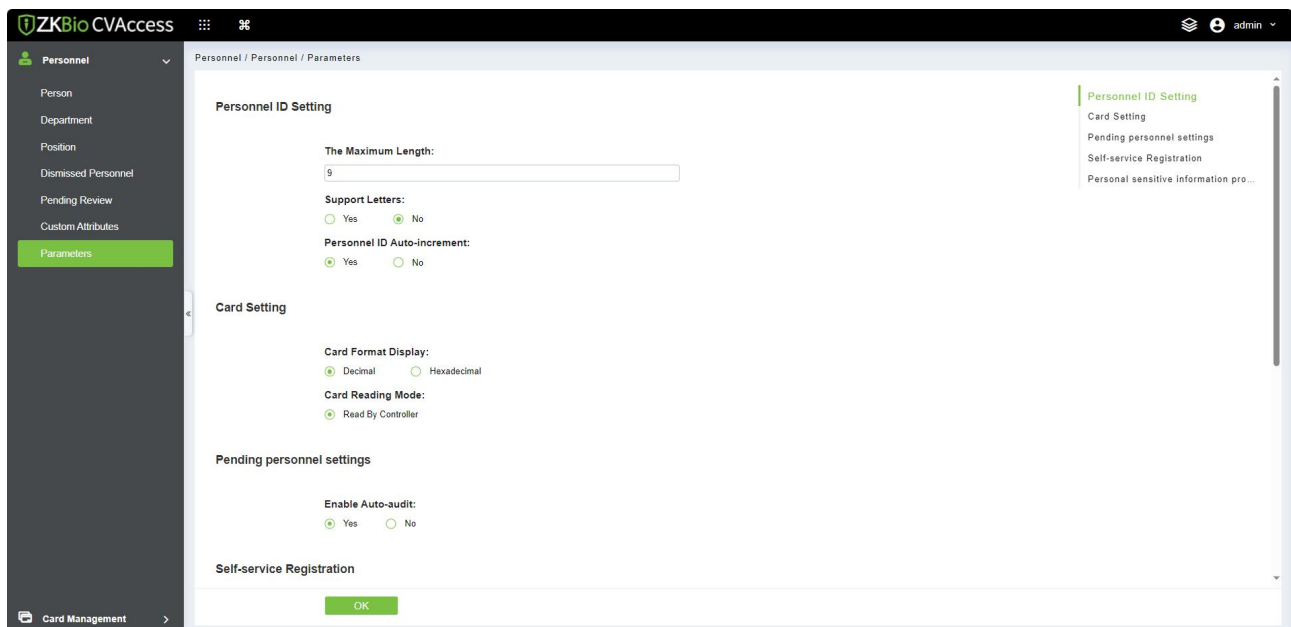
### 3.1.6.3 Deleting a Custom Attribute

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

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

## 3.1.7 Parameters

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



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

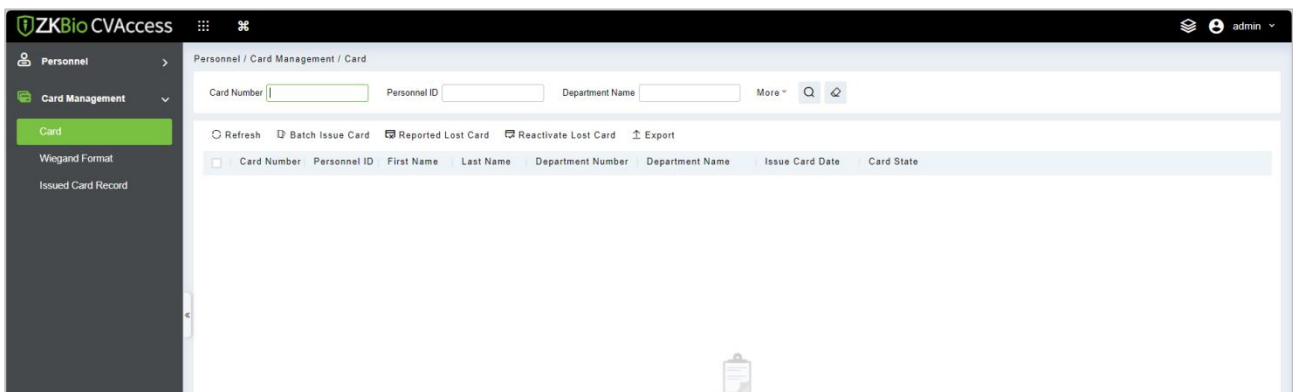
4. Set the card format currently used in the system. The card format cannot be switched once it is set up.
5. Click [OK] to save the settings and exit.

## 3.2 Card Management

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

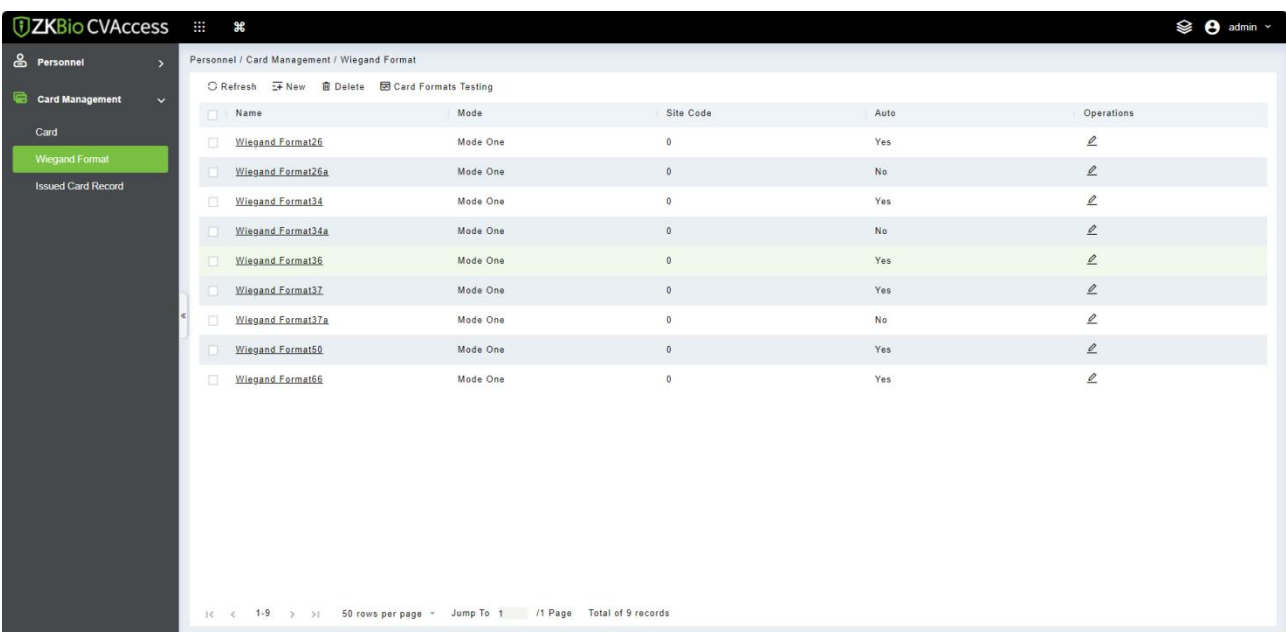
### 3.2.1 Card

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



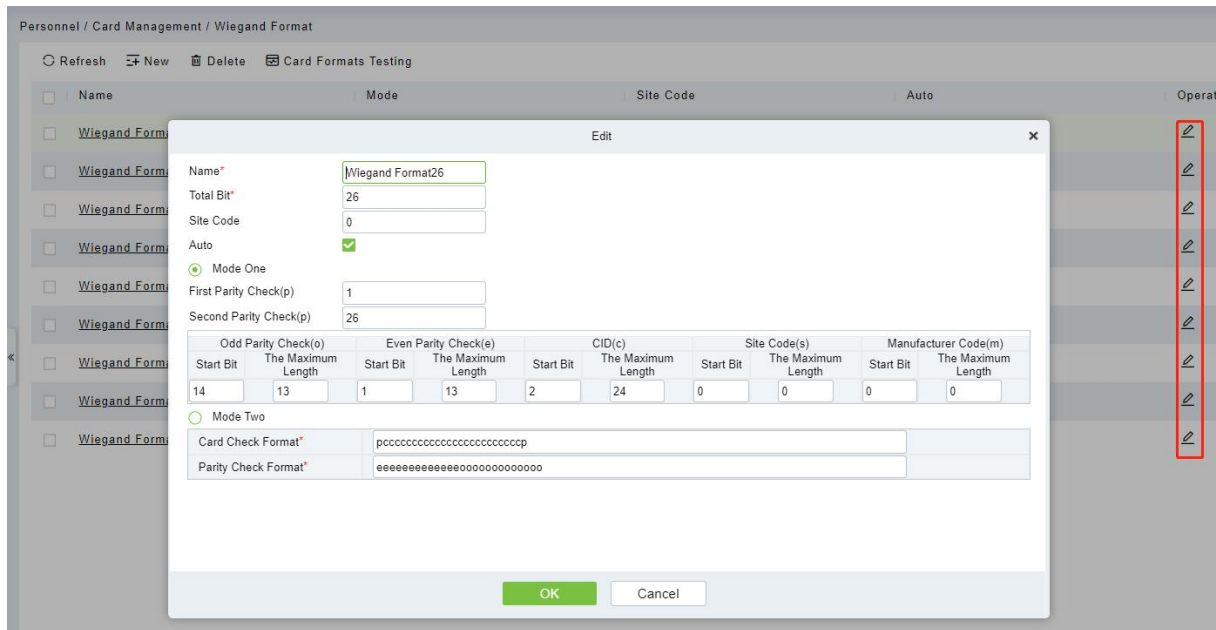
### 3.2.2 Wiegand Format

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.



This software supports two modes for adding Wiegand Format, if mode 1 does not meet your setting

requirement, you may switch it to mode 2. Take Wiegand Format 37 as an example:



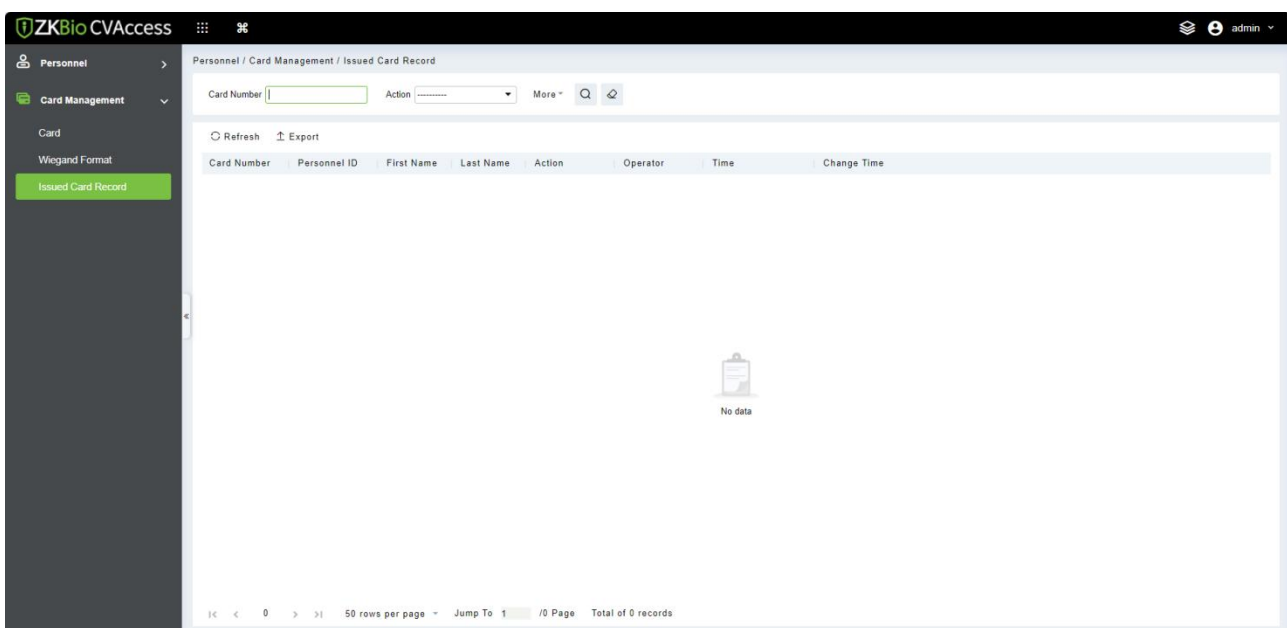
### Format Specifying:

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

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

### 3.2.3 Issue Card Record

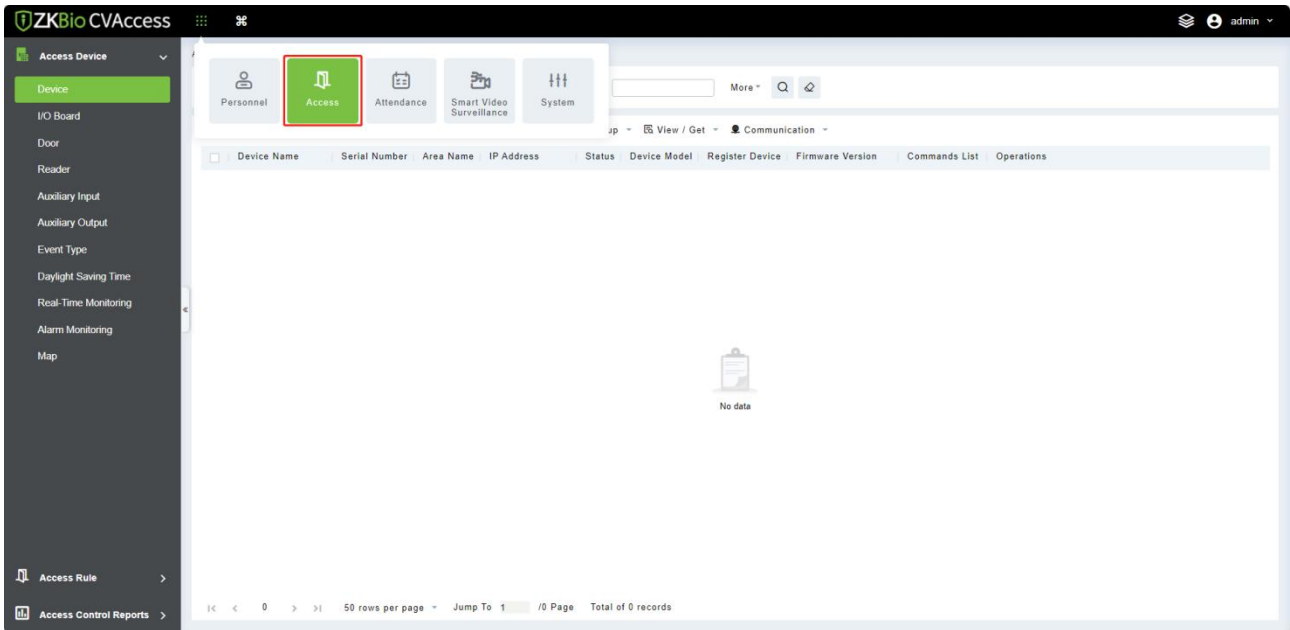
It records the life cycle of a card and will display the operations performed on the card.



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

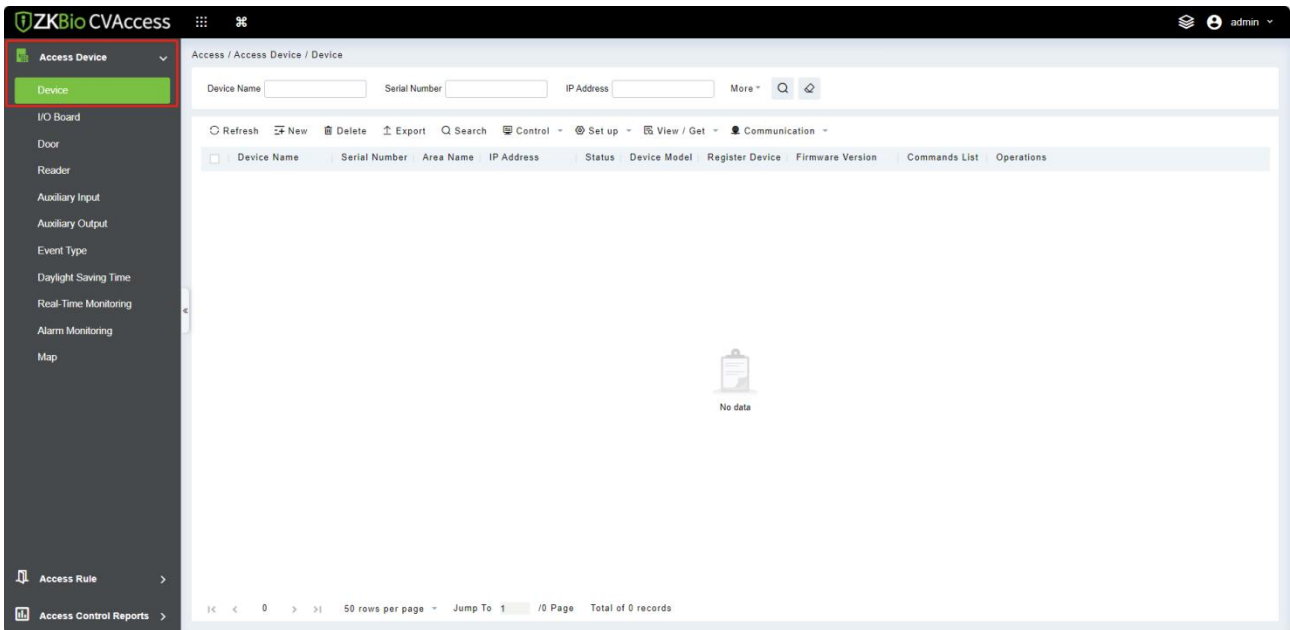
## 4 Access

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.



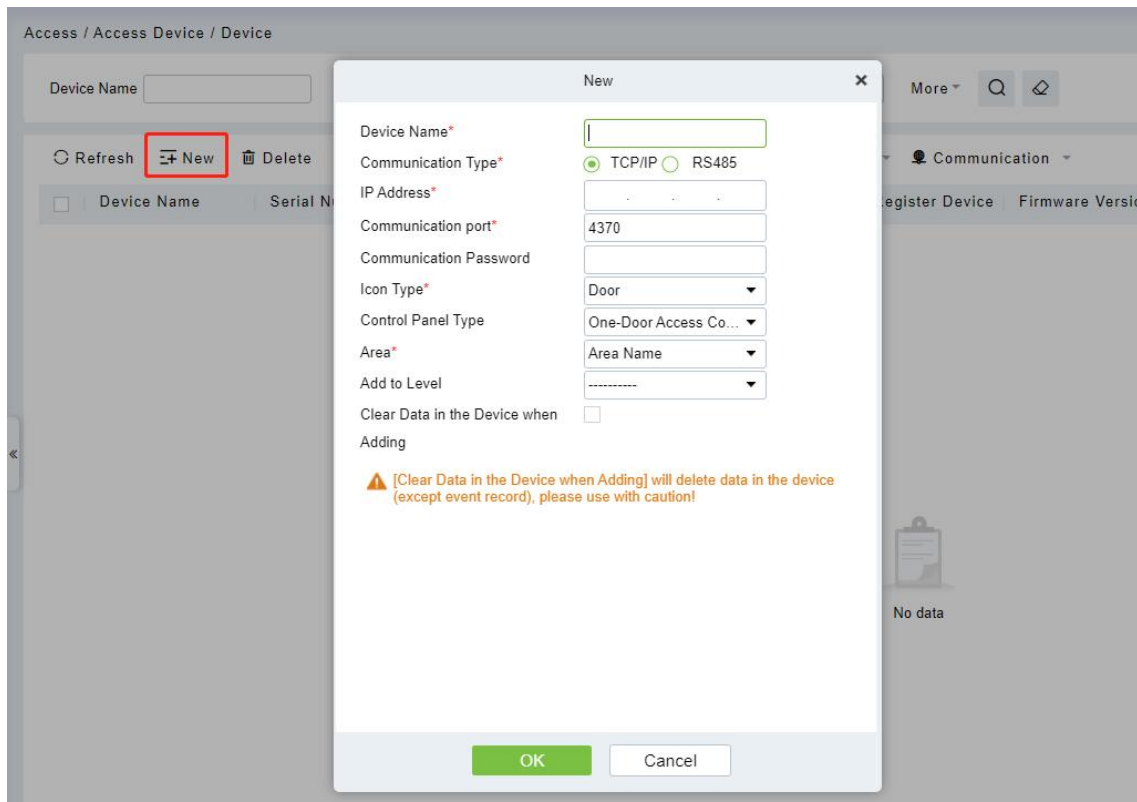
## 4.1.1 Device

### 4.1.1.1 Add Device

There are two ways to add Access Devices.

➤ **Add Device Manually**

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



**Fields are as follows:**

- **Device Name:** Any character, up to a combination of 20 characters.
- **IP Address:** Enter the IP Address of the device.
- **Communication port:** The default value is 4370.
- **Communication Password:** A Password should be a combination of numbers and letters of 6 digits.

**Notes:**

- (1) You do not need to input this field if it is a new factory device or just completed initialization.
  - (2) When communication password for the standalone device is set as "0", it means no password. However, in case of access control panel, it means the password is 0.
  - (3) You need to restart the device after setting the door sensor of the standalone device.
- **Icon Type:** It will set the representation of the device. You can choose as per the kind of device; Door and Flap Barrier.
  - **Control Panel Type:** One-door access control panel, two-door access control panel, four-door access control panel, Standalone Device.
  - **Area:** Select specific areas of devices. After setting areas, devices (doors) can be filtered by areas upon Real-Time Monitoring.
  - **Add to Level:** Automatically add the device to the selected level. The device cannot be automatically added to the selected level if the number of personnel exceeds 5000. You can add personnel after the device is successfully added.
  - **Clear Data in the Device when Adding:** If this option is checked, the system will clear all data in the device (except the event logs). If you add the device just for demonstration or testing, there is no need to select it.
2. After editing, click **[OK]**, and the system will try to connect the current device.

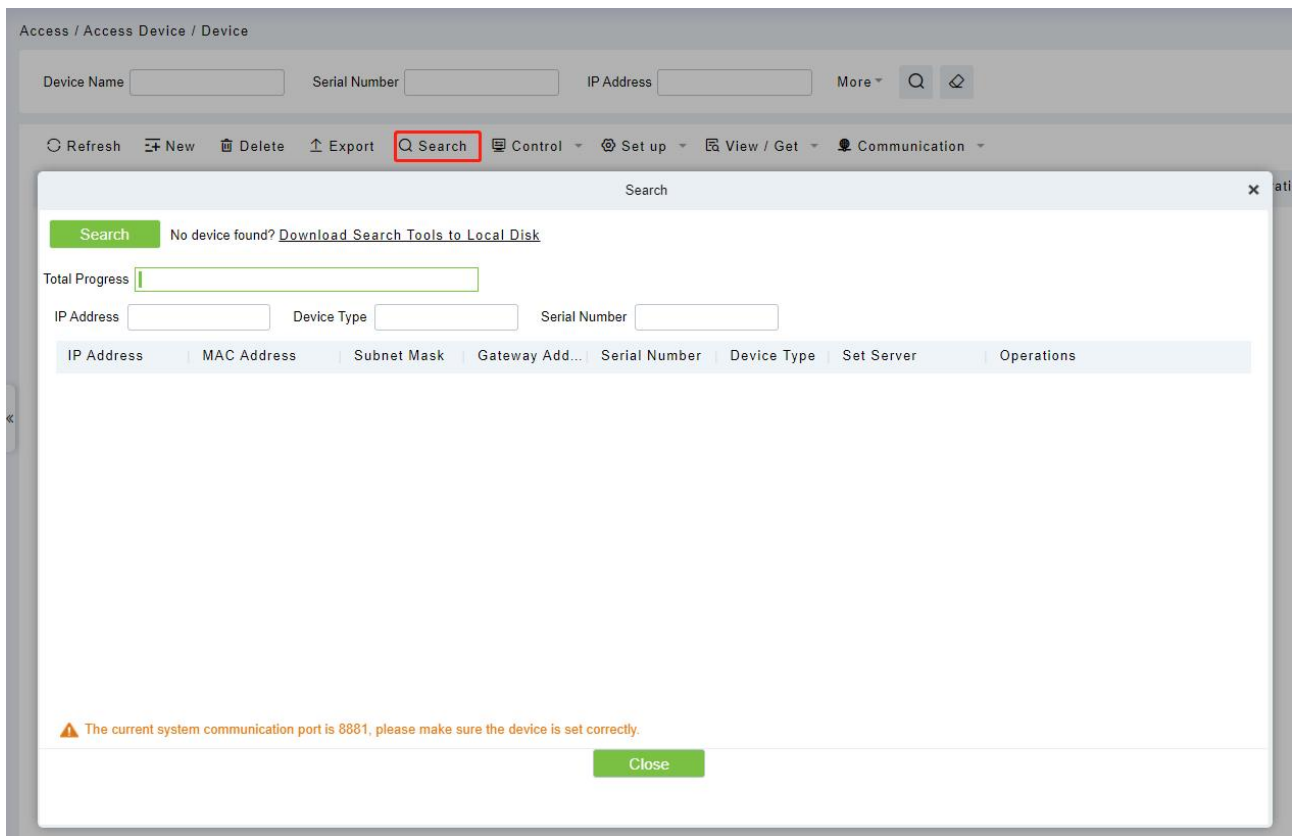
If it is successfully connected, it will read the corresponding extended parameters of the device.

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

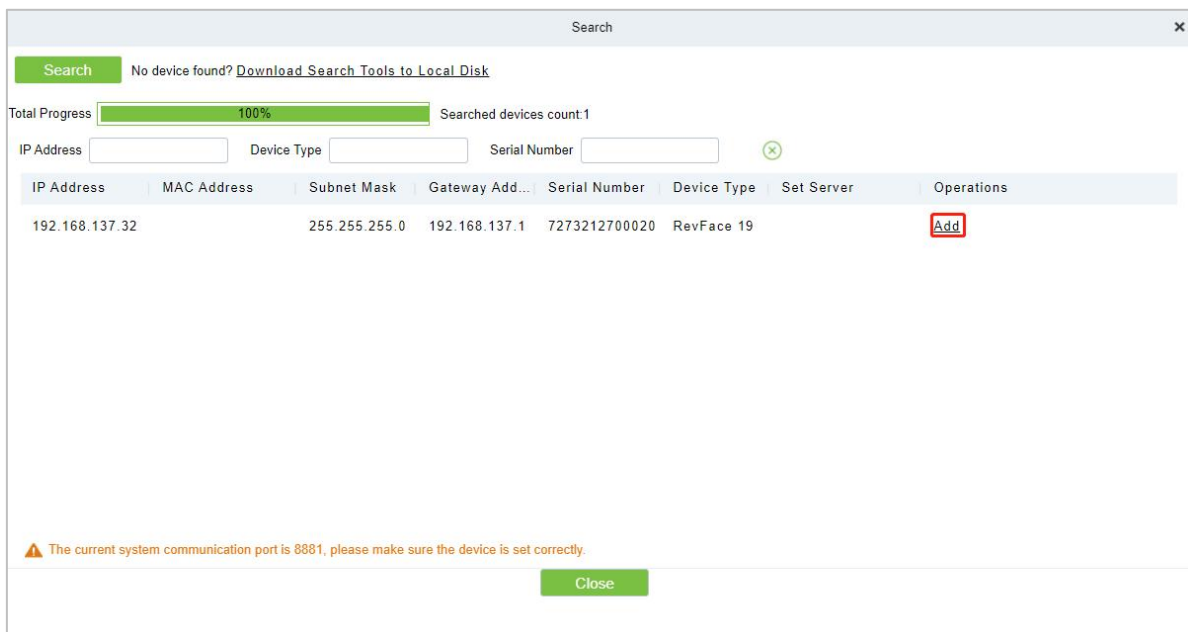
**➤ Add Device by Searching Access Controllers**

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





2. Click [**Search**], and it will prompt “Searching.....”.
3. After the search is complete, the list and the total number of access controllers will be displayed.

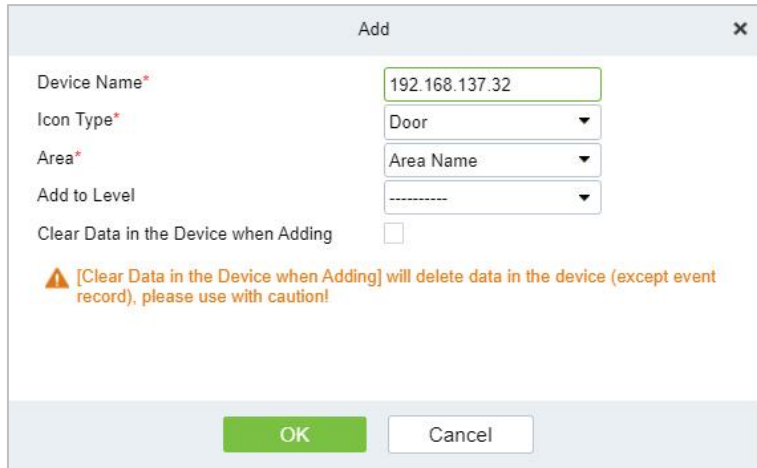


**Note:** UDP broadcast mode will be used to search access devices. This mode cannot perform a cross-Router function. IP address can provide cross-net segment, but it must be in the same subnet, and needs to be configured the gateway and IP address in the same net segment.

4. Click on [**Add**] in the search list.

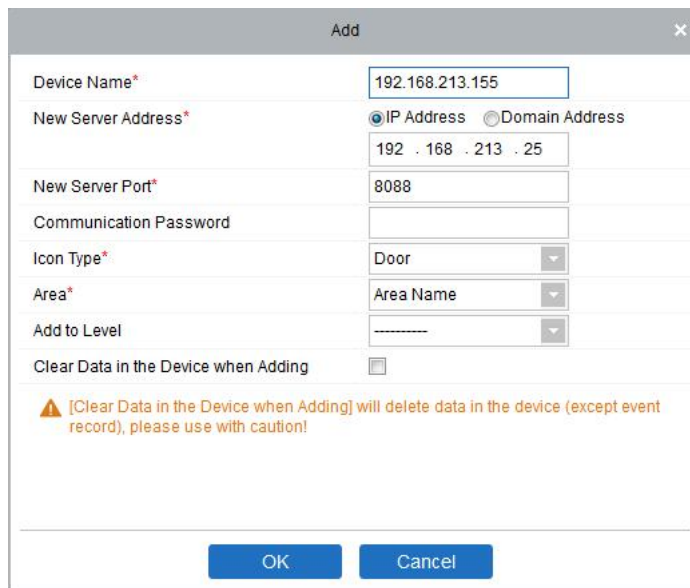
If the device is a pull device, you may input a device name, and click [**OK**] to complete the device

adding.



- **Clear Data in the Device when Adding:** If this option is selected, after adding device, the system will clear all data in the device (except the event logs).

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



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

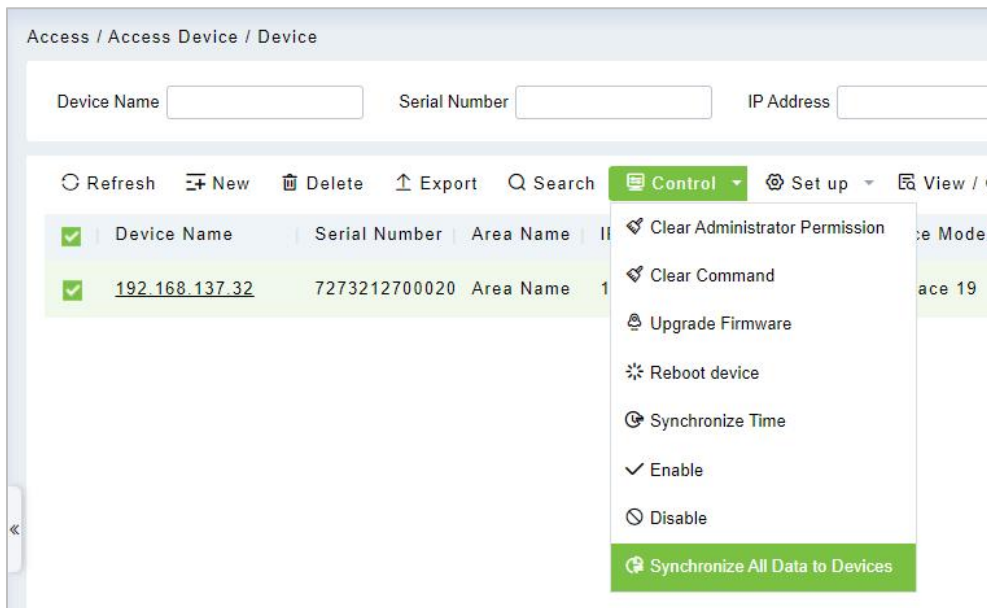
- Device Name\* (text input)
- Communication Type\* (radio button selected for TCP/IP)
- IP Address\* (text input)
- Communication port\* (text input with value 4370)
- Communication Password (text input)
- Icon Type\* (dropdown menu with 'Door' selected)
- Control Panel Type (dropdown menu with 'One-Door Access Conf' selected)
- Area\* (dropdown menu with 'Area Name' selected)
- Add to Level (dropdown menu)
- Clear Data in the Device when Adding (checkbox, currently unchecked)

A warning message is displayed: **⚠ [Clear Data in the Device when Adding] will delete data in the device (except event record), please use with caution!**

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

- **New Server Address:** To add a device by IP Address or Domain Address, devices can be added to the software by entering the domain address.
- **New Server Port:** Set the access point of system.
- **DNS:** Set a DNS address of the server.
- **Clear Data in the Device when Adding:** If this option is selected, then after adding device, the system will clear all data in the device (except the event logs). If you add the device merely for demonstration or testing, there is no need to select it.

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

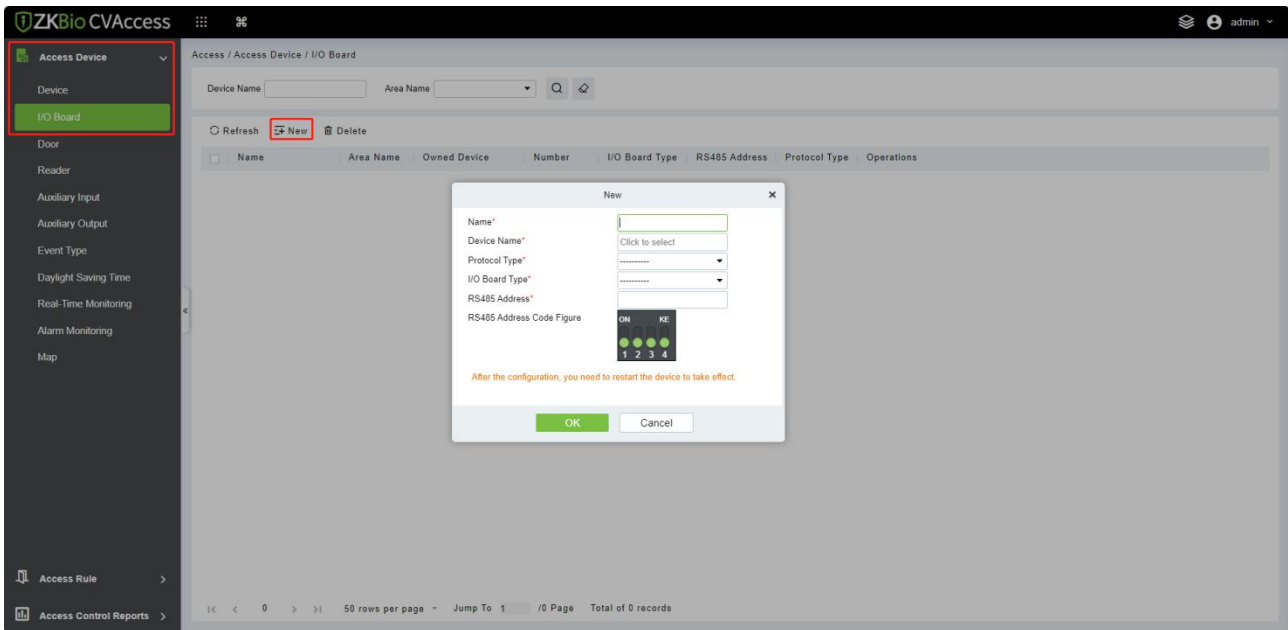


- (1) The default IP address of the access device may conflict with the IP of a device on the local network. You can modify its IP address: click **[Modify IP Address]** beside the **[Add]** and a dialog box will pop up in the interface. Enter the new IP address and other parameters (Note: Configure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

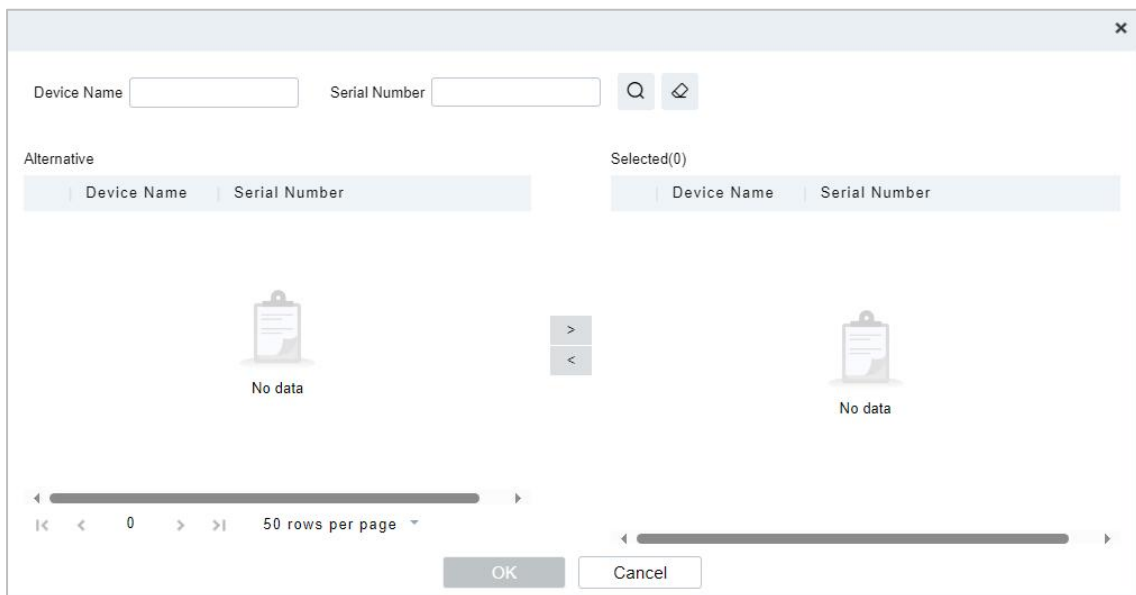
**Note:** Some PUSH devices support SSL. To use this function, select the HTTPS port during software installation and ensure that the device firmware supports SSL.

### 4.1.2 I/O Board

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



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



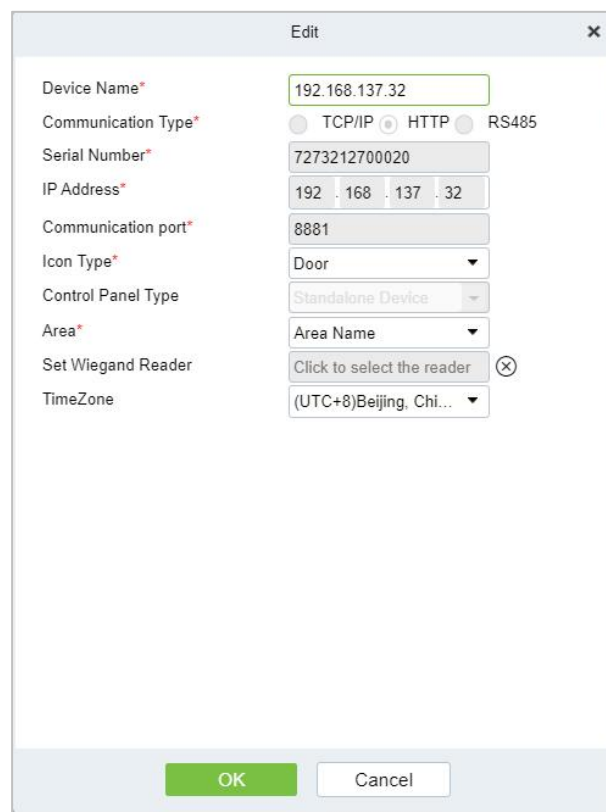
Select the device and click **OK**. Select the I/O Board Type. Set the RS485 Code Address by changing the corresponding button. Click OK to save the details. You can view all the auxiliary inputs in **[Auxiliary Input]** interface.

### 4.1.3 Device Operation

For the communication between the system and device; data uploading, configuration downloading, device and system parameters shall be set. Users can edit access controllers within relevant levels in the current system; users can only add or delete devices in Device Management if needed.

#### 4.1.3.1 Edit or Delete a Device

- **Edit:** Click the Device Name or click **[Edit]** to access the edit interface.
- **Delete:** Select the device, click **[Delete]**, and click **[OK]** to delete the device.



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

- Device Name\***: A text input field containing "192.168.137.32".
- Communication Type\***: Three radio buttons labeled "TCP/IP", "HTTP" (which is selected), and "RS485".
- Serial Number\***: A text input field containing "7273212700020".
- IP Address\***: A text input field containing "192 . 168 . 137 . 32".
- Communication port\***: A text input field containing "8881".
- Icon Type\***: A dropdown menu with "Door" selected.
- Control Panel Type**: A dropdown menu with "Standalone Device" selected.
- Area\***: A dropdown menu with "Area Name" selected.
- Set Wiegand Reader**: A button labeled "Click to select the reader" with a circled X icon to its right.
- TimeZone**: A dropdown menu with "(UTC+8)Beijing, Chi..." selected.

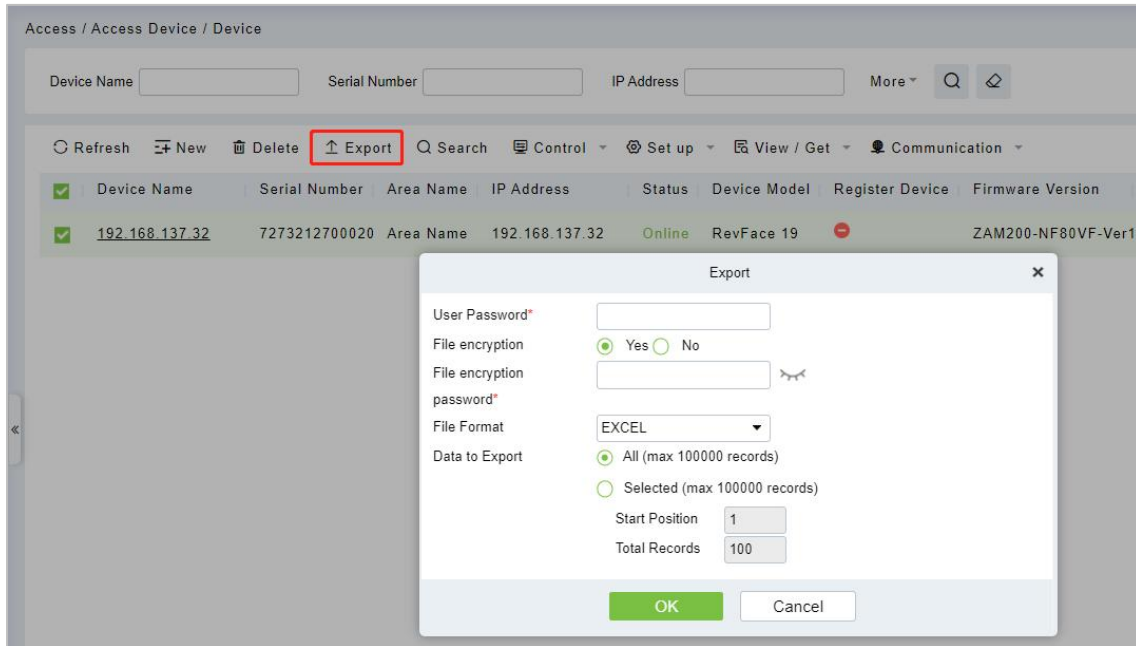
At the bottom of the dialog, there are two buttons: a green "OK" button and a white "Cancel" button.

For the details and settings of the above parameters, see [Device](#). Some details cannot be edited. The device Name should be unique and must not be identical to another device.

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

### 4.1.3.2 Export

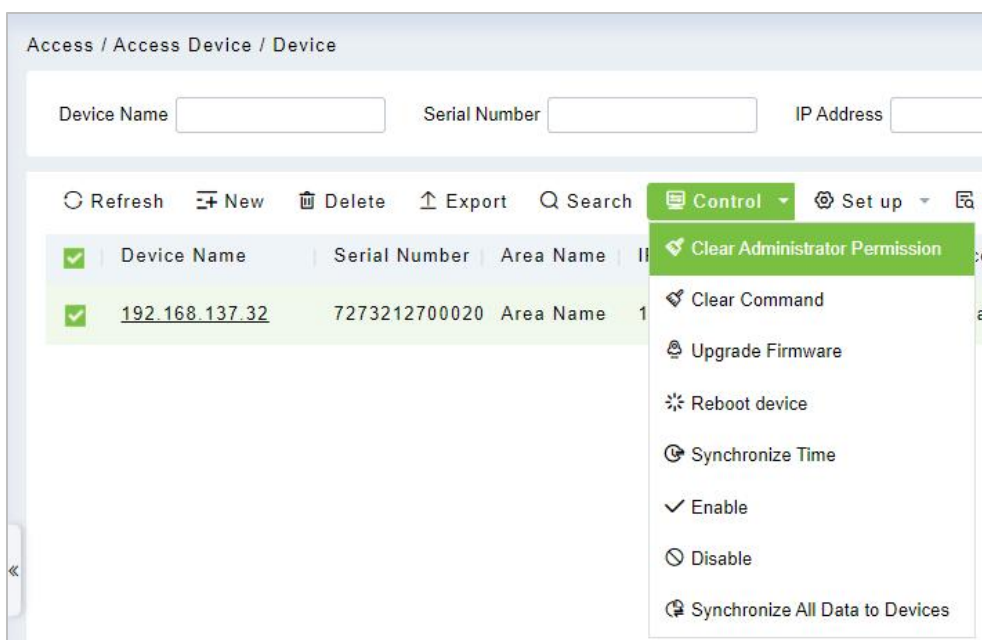
Device information can be exported in EXCEL, PDF, and CSV file format.



Device										
Device Name	Serial Number	Area Name	Communication Type	Network Connection Mode	IP Address	RS485 Parameter	Status	Device Model	Register Device	Firmware Version
SpeedFace-V5	CGFE184760043	Area Name	HTTP	Wired	192.168.213.67		Offline	SpeedFace-V5	Yes	1.0.55

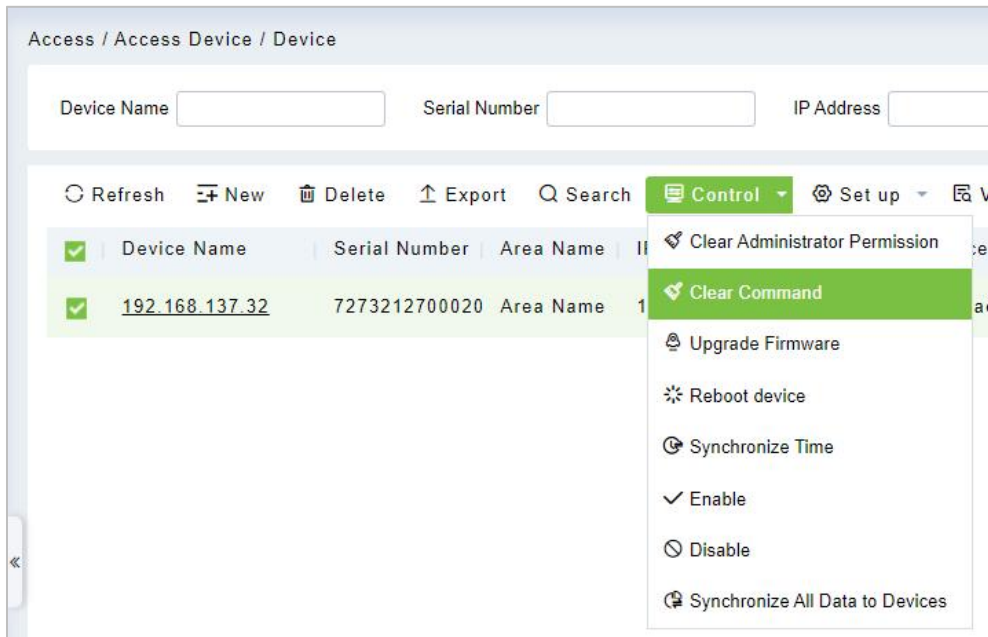
### 4.1.3.3 Clear Administrator Permission

Select the required device, click **[Clear Administrator Permission]** to clear device administrator permissions, and click **[OK]** to finish.



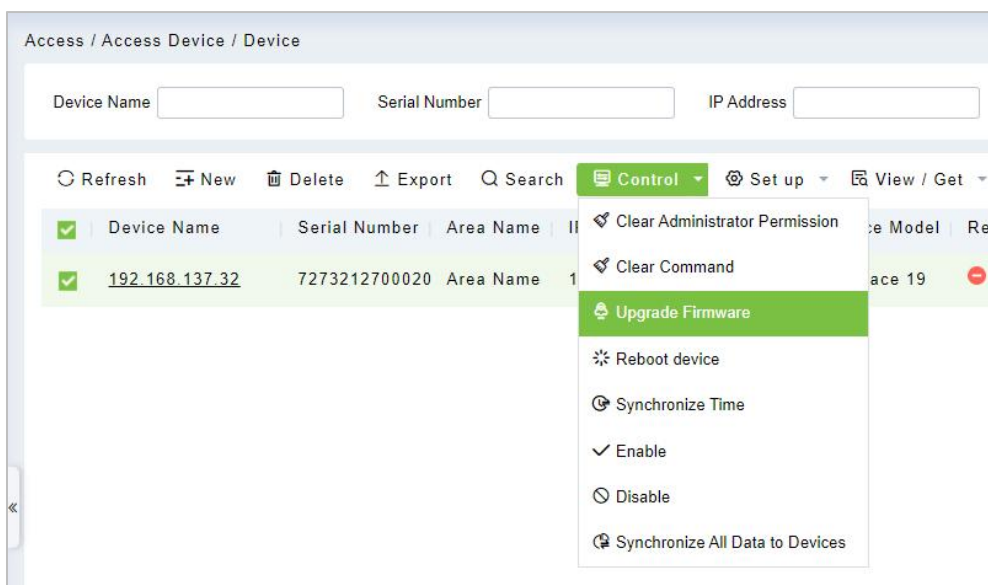
### 4.1.3.4 Clear Command

Select the required device, click **[Clear Command]** to clear the command being synchronized to the device, and click **[OK]** to finish.



### 4.1.3.5 Upgrade Firmware

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



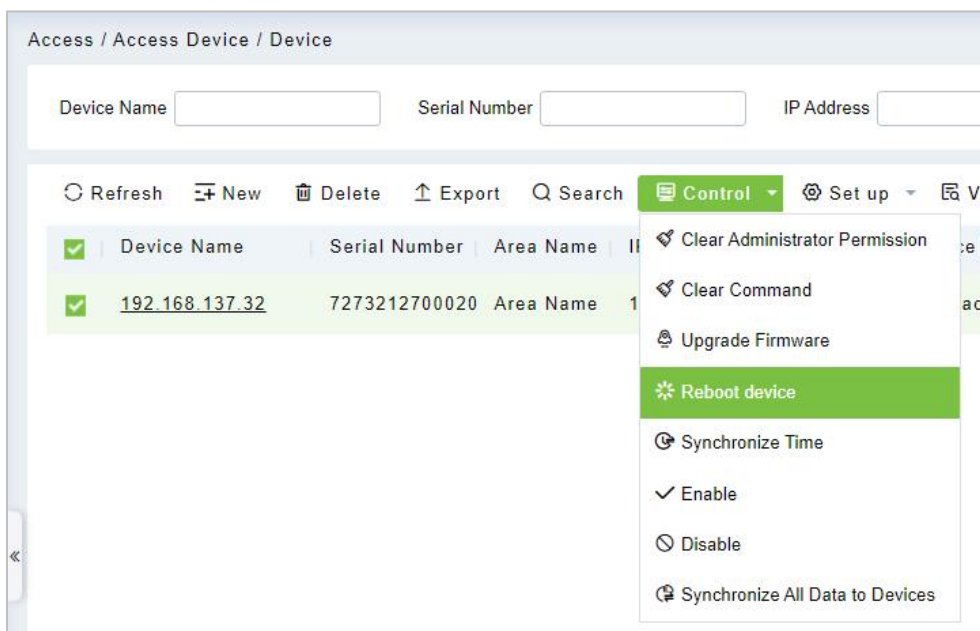




**Note:** The user shall not upgrade firmware without authorization. Contact the distributor before upgrading firmware or upgrade it following the instructions of the distributor. The unauthorized upgrade may affect normal operations.

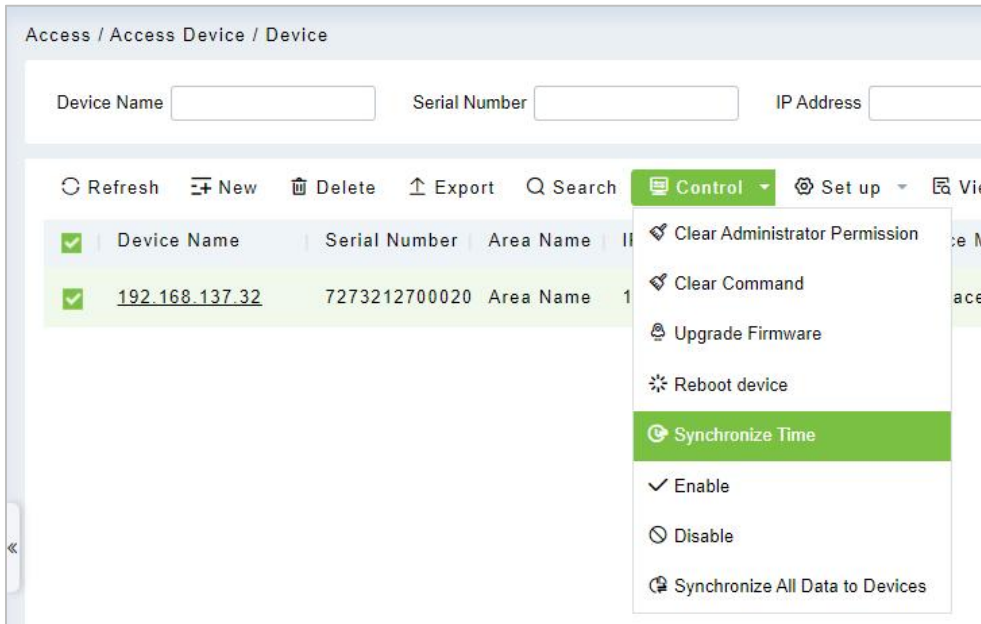
### 4.1.3.6 Reboot Device

It will reboot the selected device.



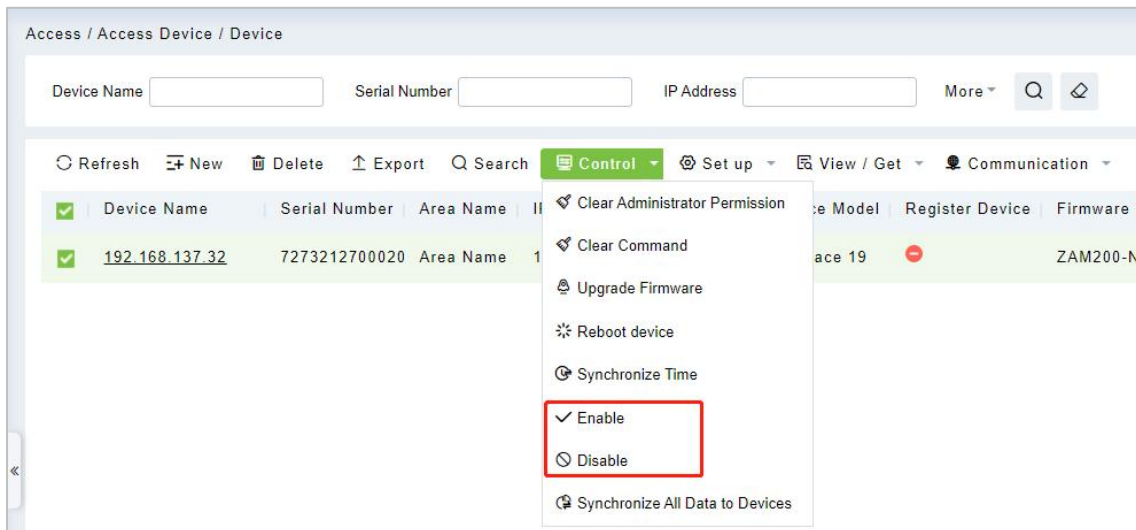
### 4.1.3.7 Synchronize Time

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



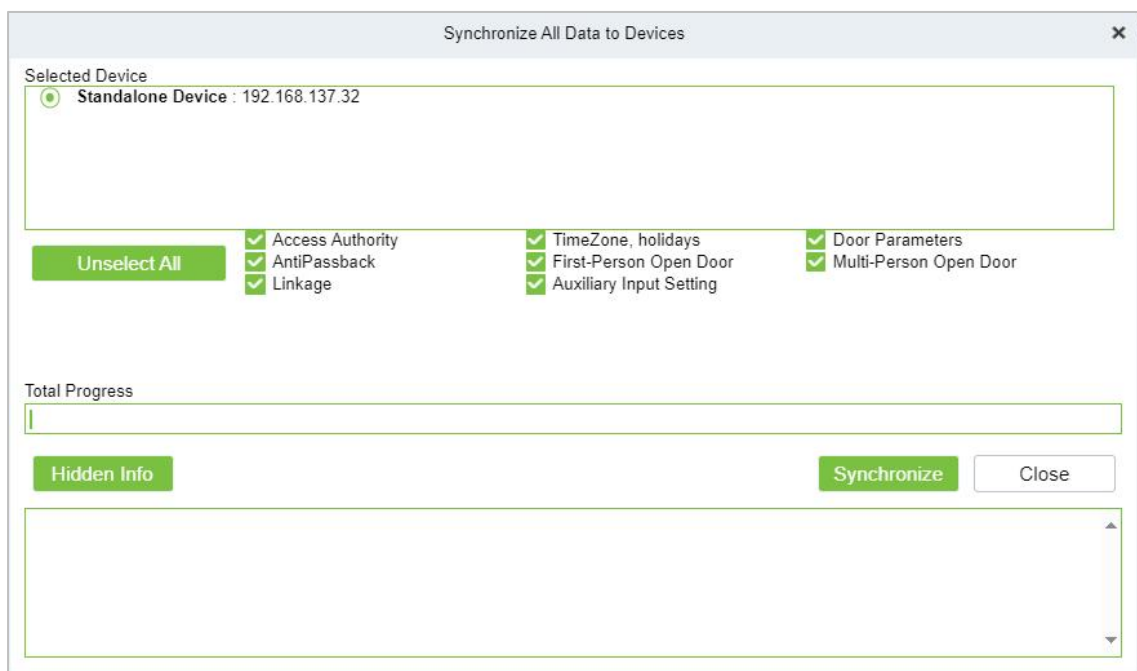
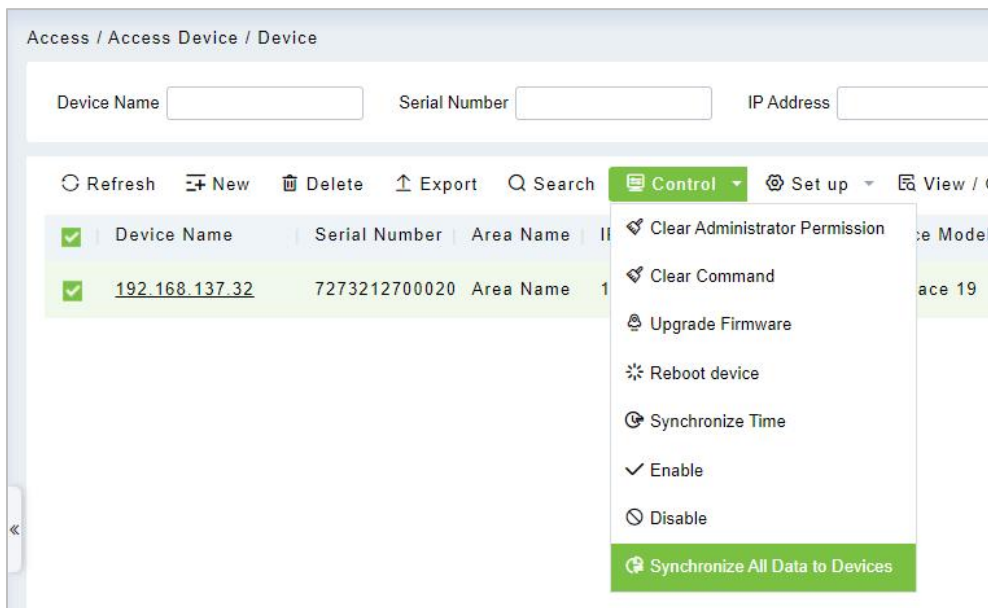
### 4.1.3.8 Disable/Enable

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



### 4.1.3.9 Synchronize All Data to Devices

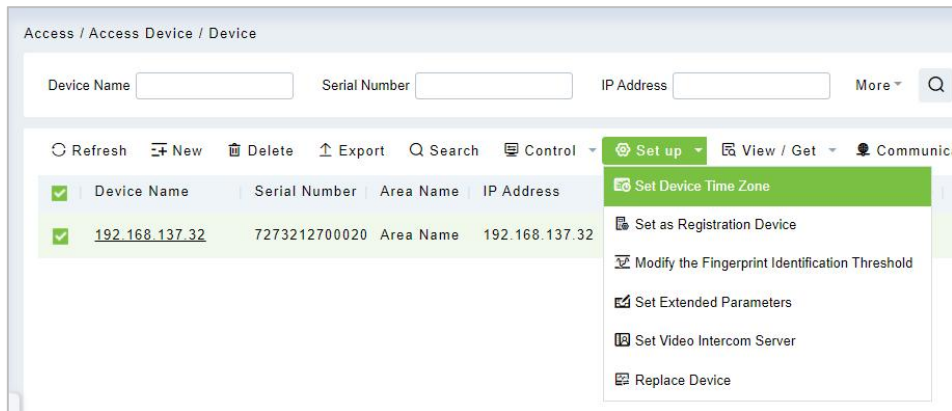
Synchronize data of the system to the device. Select device, click **[Synchronize All Data to Devices]** and click **[OK]** to complete synchronization.



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

### 4.1.3.10 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.



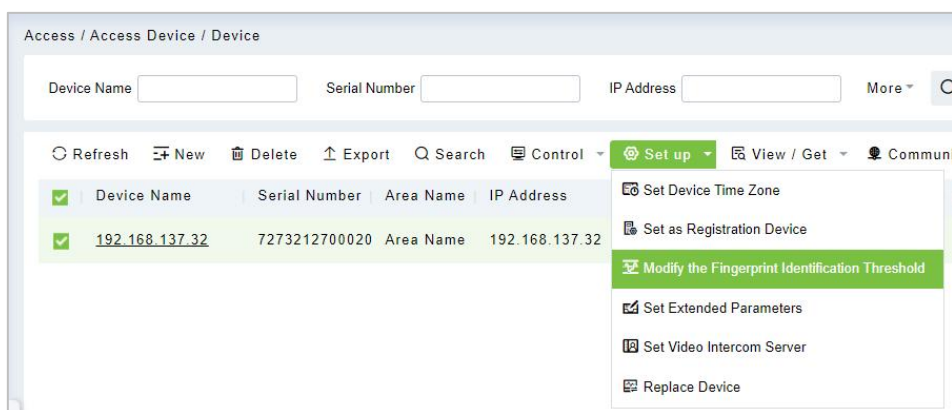
### 4.1.3.11 Set as Registration Device

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



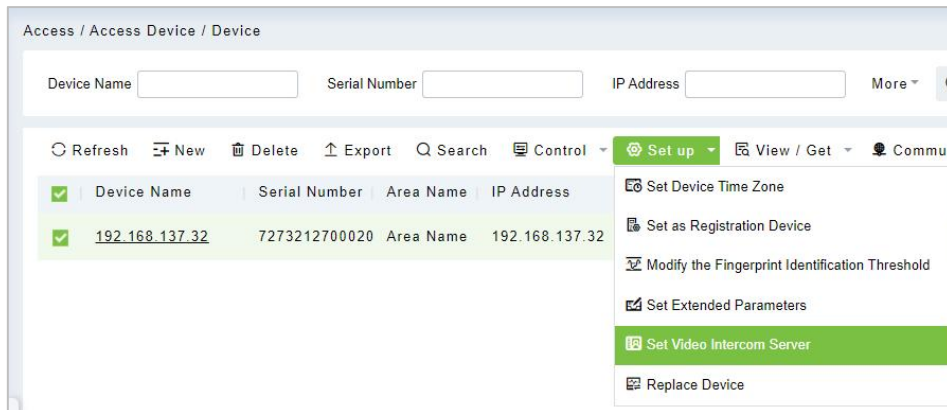
### 4.1.3.12 Modify the Fingerprint Identification Threshold

**Note:** Ensure that the access controller supports fingerprint function.



### 4.1.3.13 Set Video Intercom Server

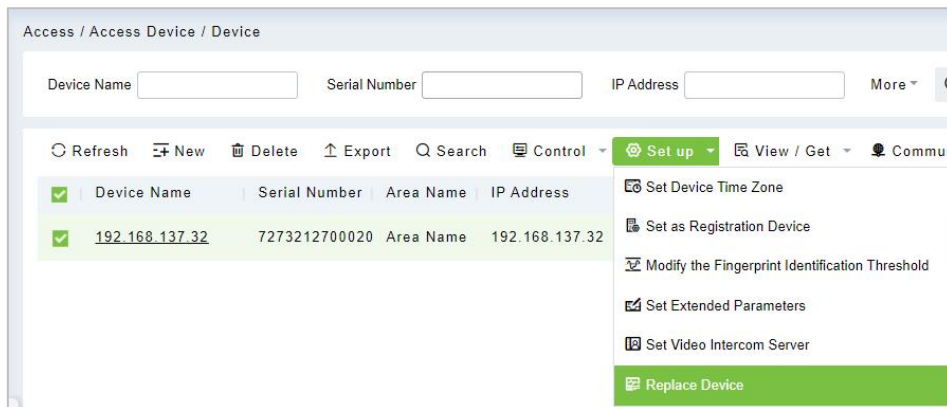
Configure the address of the video intercom server for the visible light device.



### 4.1.3.14 Replace Device

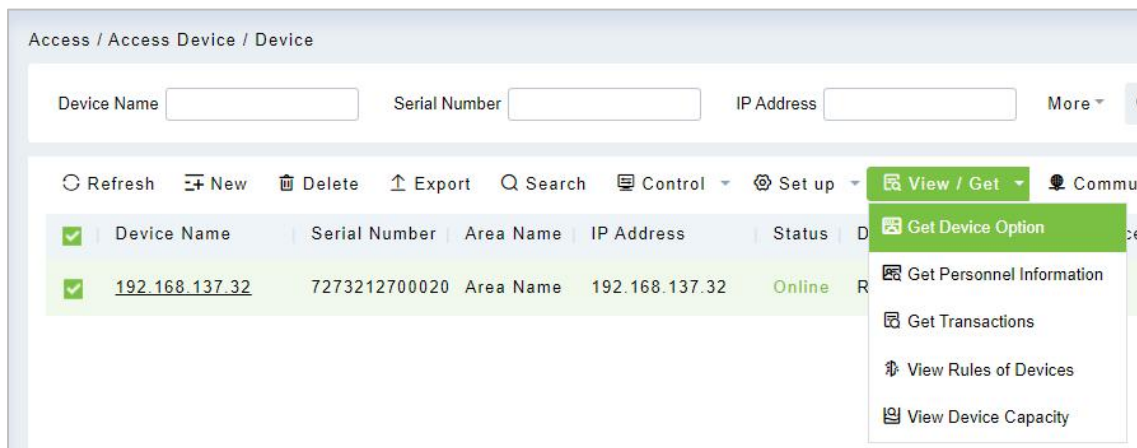
Quick device replacement function. When the device is broken, only need to enter the serial number of the new device, you can quickly copy the data of the old device to the new device.

**Note:** Only devices of the same type can be replaced, such as visible light devices can only be replaced with visible light devices, and controllers can only be replaced with new controllers.



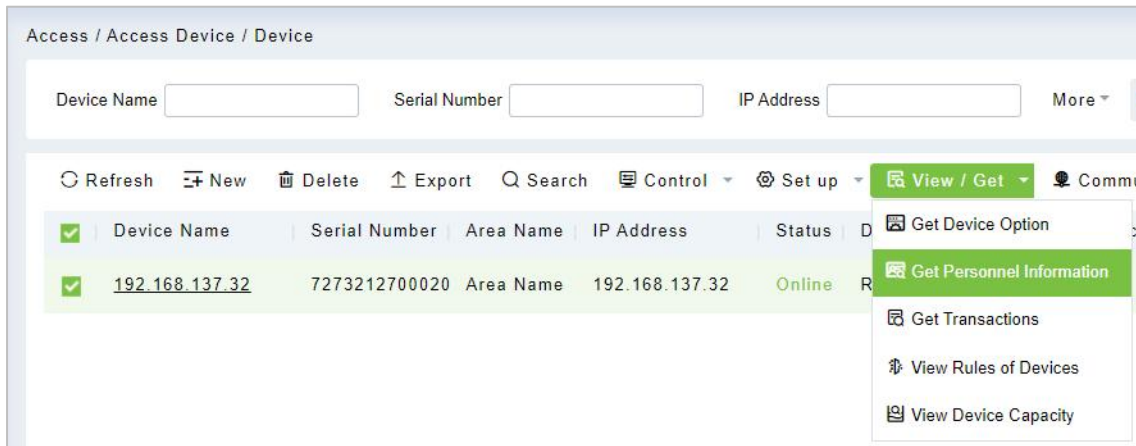
### 4.1.3.15 Get Device Option

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



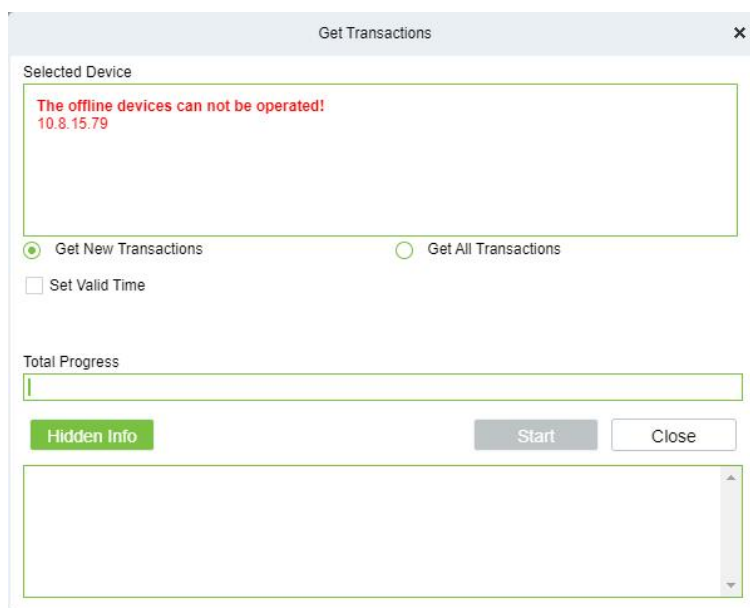
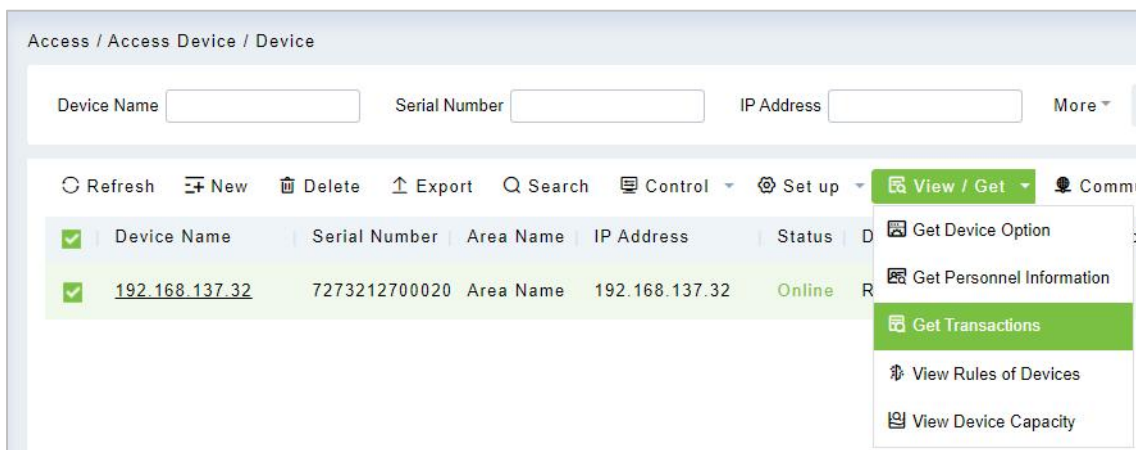
### 4.1.3.16 Get Personnel Information

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.



### 4.1.3.17 Get Transactions

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





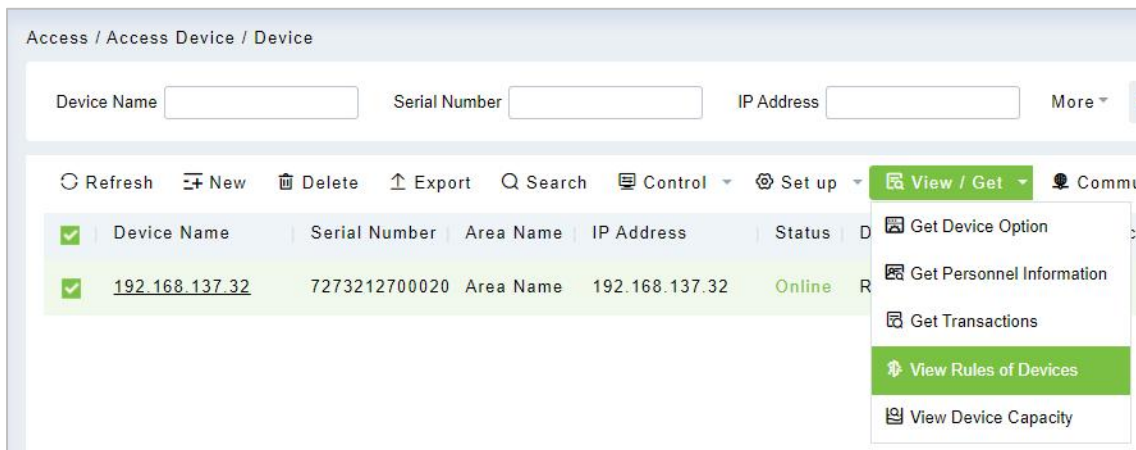
- **Get New Transactions:** The system only gets new transactions since the last collected and recorded transaction. Repeated transactions will not be rewritten.
- **Get All Transactions:** The system will get transactions again. Repeated entries will not be shown twice.

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

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

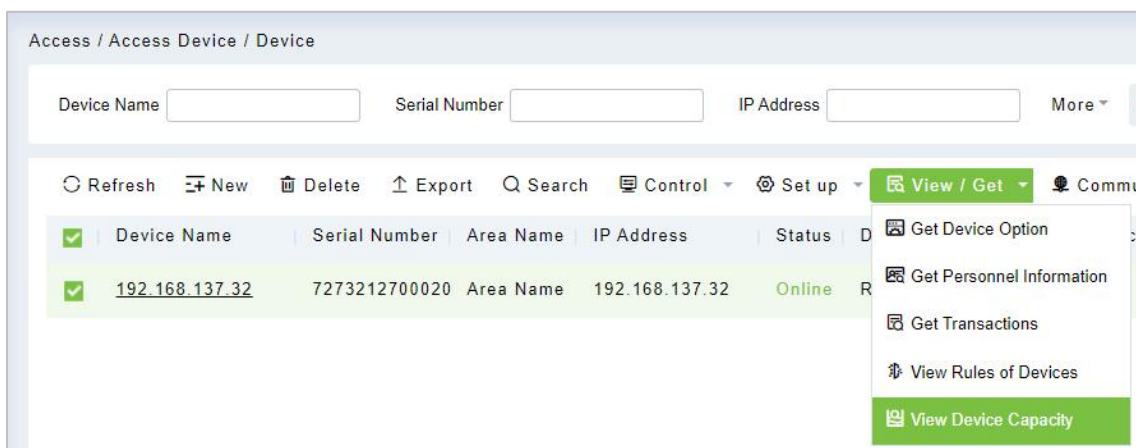
### 4.1.3.18 View Rules of Devices

Shows the Access rules in the device.



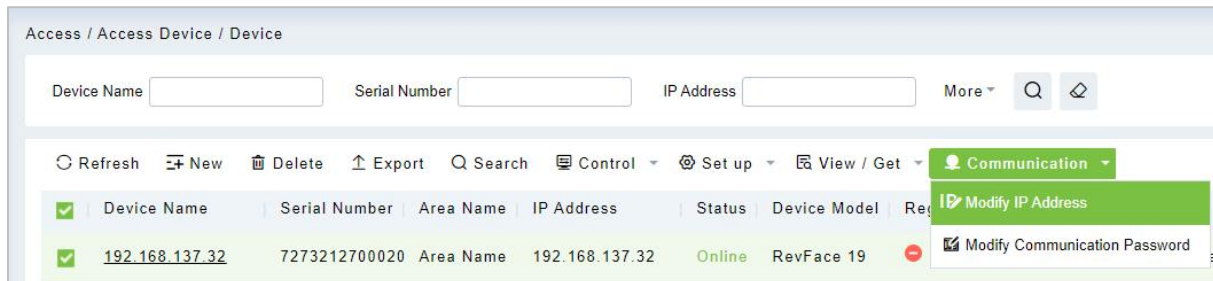
### 4.1.3.19 View Device Capacity

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



### 4.1.3.20 Modify IP Address

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



### 4.1.3.21 Modify Communication Password

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



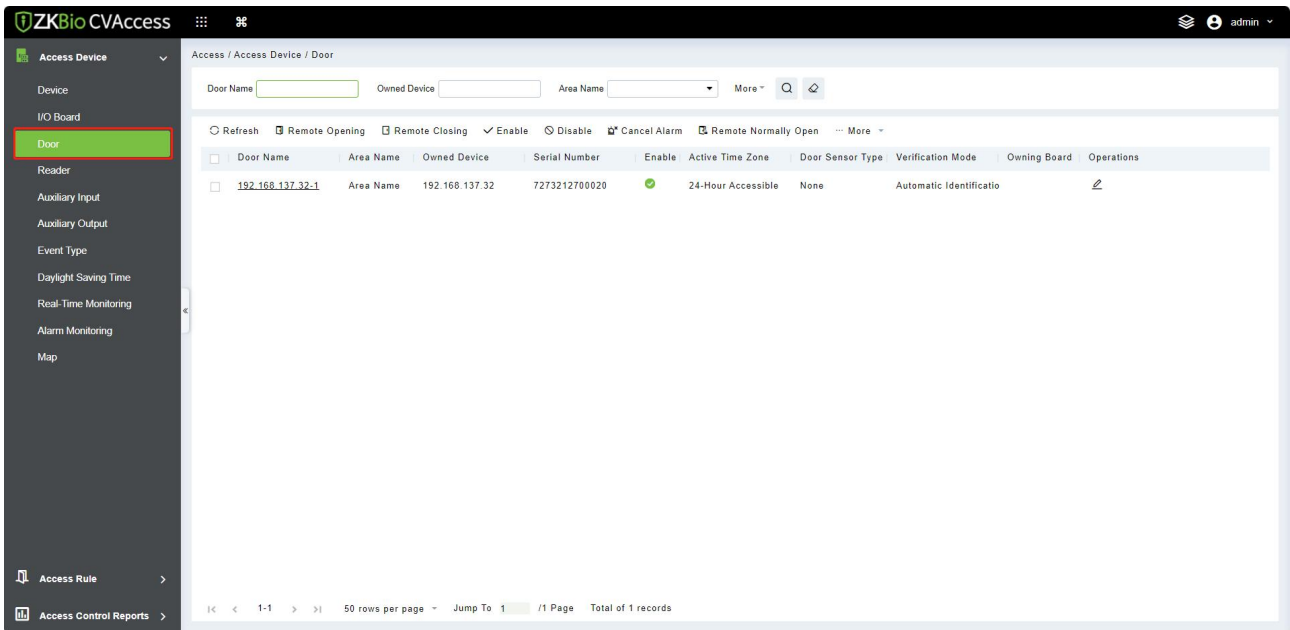
**Note:** A Password should be a combination of numbers and letters of 6 digits.

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

## 4.1.4 Doors

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





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

Edit ✕

Device Name* <input type="text" value="192.168.137.32"/>	Door Number* <input type="text" value="1"/>
Door Name* <input type="text" value="192.168.137.32-1"/>	Active Time Zone* <input type="text" value="24-Hour Accessible"/>
Verification Mode* <input type="text" value="Automatic Identification"/>	Lock Open Duration* <input type="text" value="5"/> second(1-254)
Operate Interval* <input type="text" value="0"/> second(0-254)	Door Sensor Type* <input type="text" value="None"/>
Anti-Passback Duration of Entrance <input type="text" value="0"/> minute(0-120)	Door Sensor Delay <input type="text" value=""/> second(1-254)
Duress Password <input type="text"/> (Maximum 6 Bit Integer)	Passage Mode Time Zone <input type="text" value=""/>
Emergency Password <input type="text"/> (8 Bit Integer)	Multi-Person Operation Interval* <input type="text" value="10"/> second(5-60)
Host Access Status <input type="text" value="Entry"/>	Slave Out of State <input type="text" value="Out"/>
Disable Alarm Sounds <input type="checkbox"/>	
The above settings are copied to <input type="text" value=""/>	
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

**Fields are as follows:**

- **Device Name:** It can't be edited.
- **Door Number:** System will automatically name it according to the doors quantity of the device. This number will be consistent with the door number on the device.
- **Note:** By default, the suffix number in the Door Name is consistent with the Door Number, but 1/2/3/4 in Anti-Passback and interlock refer to the Door Number, rather than the number following the Door Name, and they are not necessarily related.

- **Door Name:** The default is “device name - door number”. The name can be modified as required. Numbers, letters or a combination of both are allowed up to 30 characters.
- **Active Time Zone:** Active Time Zone must be selected, so that the door can be opened and closed normally. A Passage Mode Time Zone must be set within the Active Time Zone.
- **Note:** For a door, in Normal Open state, a person who is allowed to be verified 5 times consecutively (verification interval should be within 5 seconds) can release the current Normal Open status and close the door. The next verification will be a normal verification. This function is only effective during the Active Time Zone of specified doors. And within the same day, other Normal Open intervals set for the door and First-Person Normally Open settings will not take effect anymore.
- **Verification Mode:** Identification modes include Automatic Identification, Only fingerprint, Only Pin, Only Password, Pin and Fingerprint, Fingerprint and Password, Pin and Password and Fingerprint, Face, Face and finger, Face and Finger and Password. The default value is Card or Fingerprint. When both Card and Password mode is selected, make sure the door is equipped with a reader that has a keyboard.
- **Lock Open Duration:** It is the time period for which the door remains unlocked after successful verification. The unit is second (range: 0~254 seconds), and the default value is 5 seconds.
- **Operate Interval:** It is the time-interval between two verifications. The unit is Seconds (range: 0~254 seconds), and the default value is 0 seconds.
- **Anti-Passback Duration of Entrance:** Only one entry is allowed with a reader in this duration. The unit is minute (range: 0~120 minutes), and the default value is 0 minutes.
- **Door Sensor Type:** None (will not detect door sensor), Normally Open, Normally Close. If you have selected as Normally Open or Normally Close, you need to set Door Sensor Delay and decide whether or not Close and Reverse-lock is required. When the door sensor type is set as Normally Open or Normally Close, the default door sensor delay is 15 seconds, and then close and reverse state is enabled.
- **Door Sensor Delay:** It is the delayed duration for the detection of the door sensor after the door is opened. When the door is not in the Normally Open period, and the door is opened, the device will start the counting. It will trigger an alarm when the delay duration is expired and stops the alarm when you close the door. The default door sensor delay is 15s (range: 1~254 seconds). Door Sensor Delay should be greater than the Lock Open Duration.
- **Duress Password, Emergency Password:** Duress means any threats, violence, constraints, or other action used to force someone into doing something against their will. In these situations, input Duress Password (with an authorized card) to open the door. When the door is opened with Duress Password, the alarm is triggered. Upon emergency, the user can use Emergency Password (named Super Password) to open the door. Emergency Password allows normal opening, and it is effective in any time zone and any type of verification mode, usually used for the administrator.


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

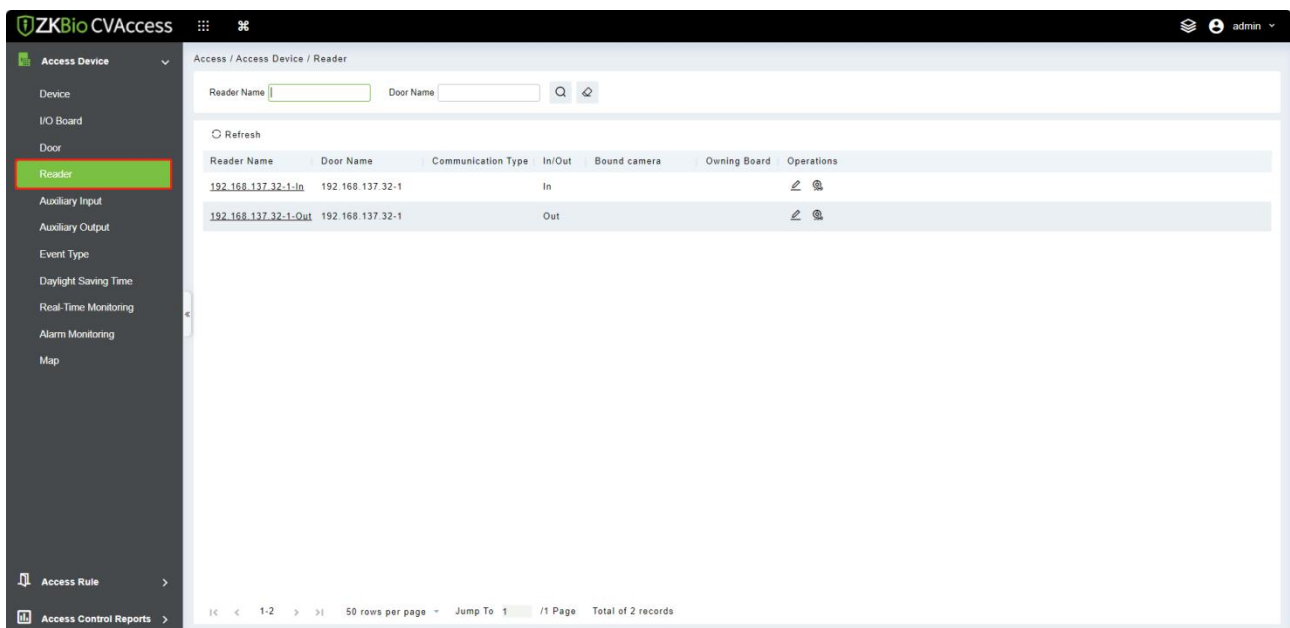
When using Duress Password or Emergency Password, the interval for entering each number shall not exceed 10 seconds, and both the passwords should not be the same.





- **Disable Alarm Sounds:** Select the Disable Alarm check box to disable the alarm voice in real-time monitoring page.
  - (1) The above Settings are Copied to: It has below two options.
  - (2) All doors in the current device: Click to apply the above settings to all doors of the current access device.
  - (3) All doors in All Control devices: Click to apply the above settings to all doors of all access devices within the current user's level.

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

## 4.1.5 Reader

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




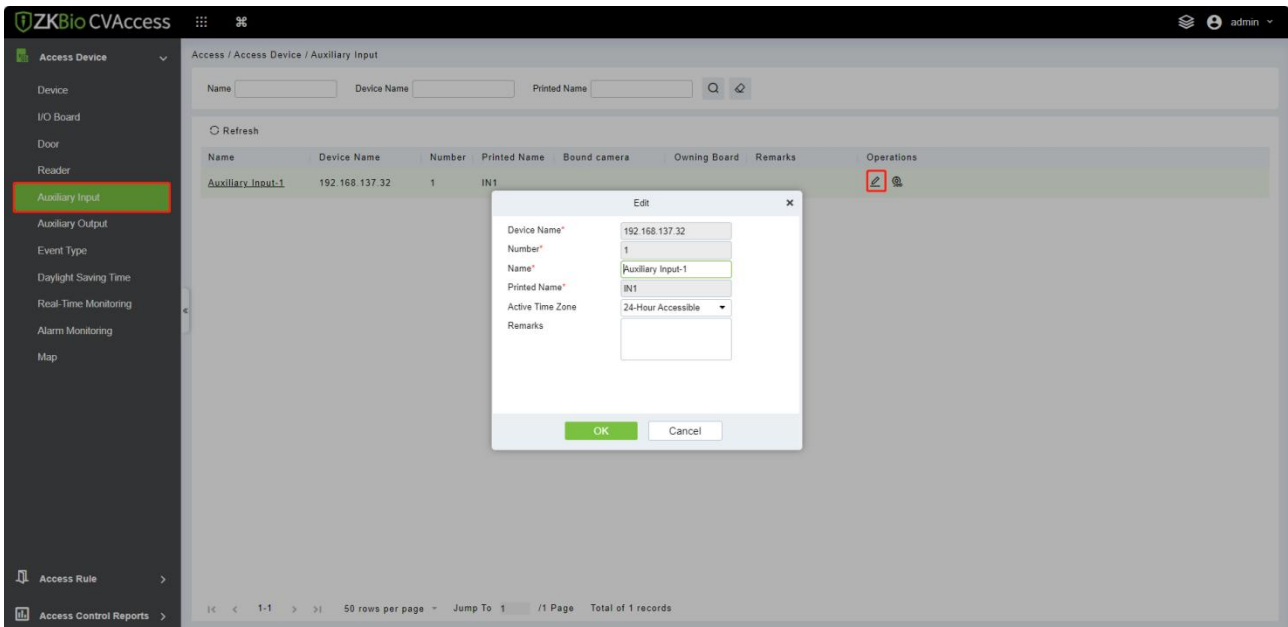
Reader Name	Door Name	Communication Type	In/Out	Bound camera	Owning Board	Operations
192.168.137.32-1-In	192.168.137.32-1		In			 
192.168.137.32-1-Out	192.168.137.32-1		Out			 

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

## 4.1.6 Auxiliary Input

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

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



### Fields are as follows:

- **Device Name:** You can customize the name according to your preference.
- **Printed Name:** It will be the printed name on the hardware, such as IN5.
- **Active Time Zone:** Auxiliary input will be available only in the specified time segment.

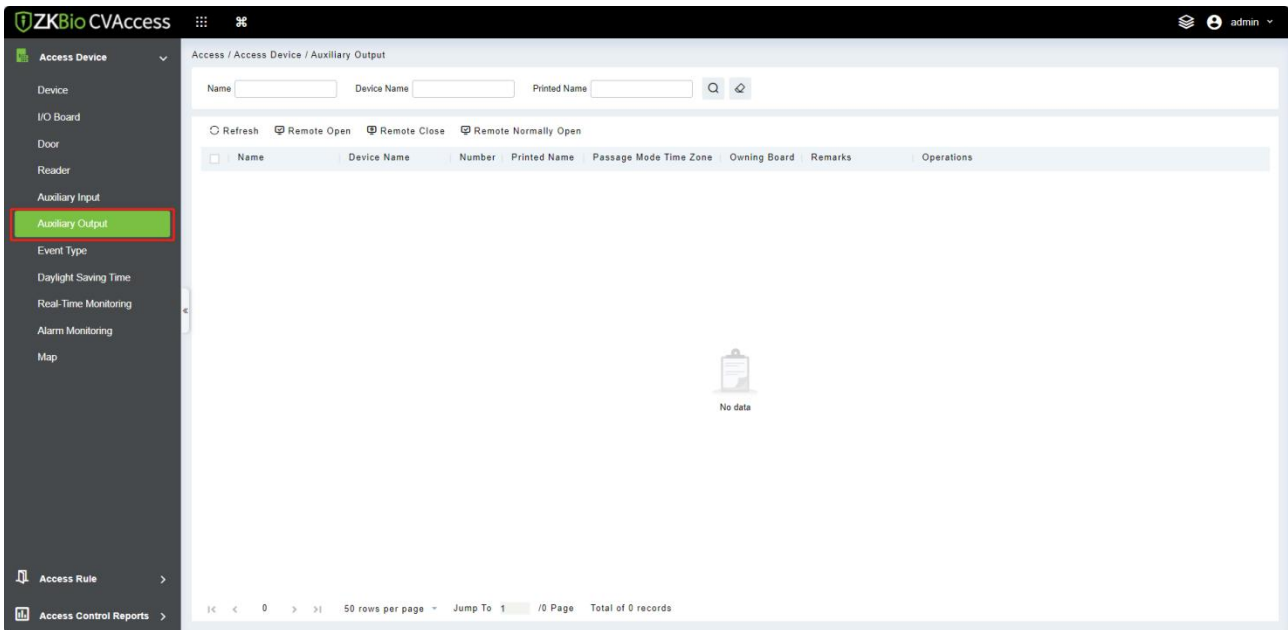
 **Note:** Only Name can be modified.


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

## 4.1.7 Auxiliary Output

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

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



- Click  button to modify the parameters:

**Fields are as follows:**

- **Name:** You can customize the name according to your preference.
- **Printed Name:** The printing name in the hardware, for example, OUT2.
- **Passage Mode Time Zone:** The auxiliary output will be in normally open or normal close in the selected time zone.

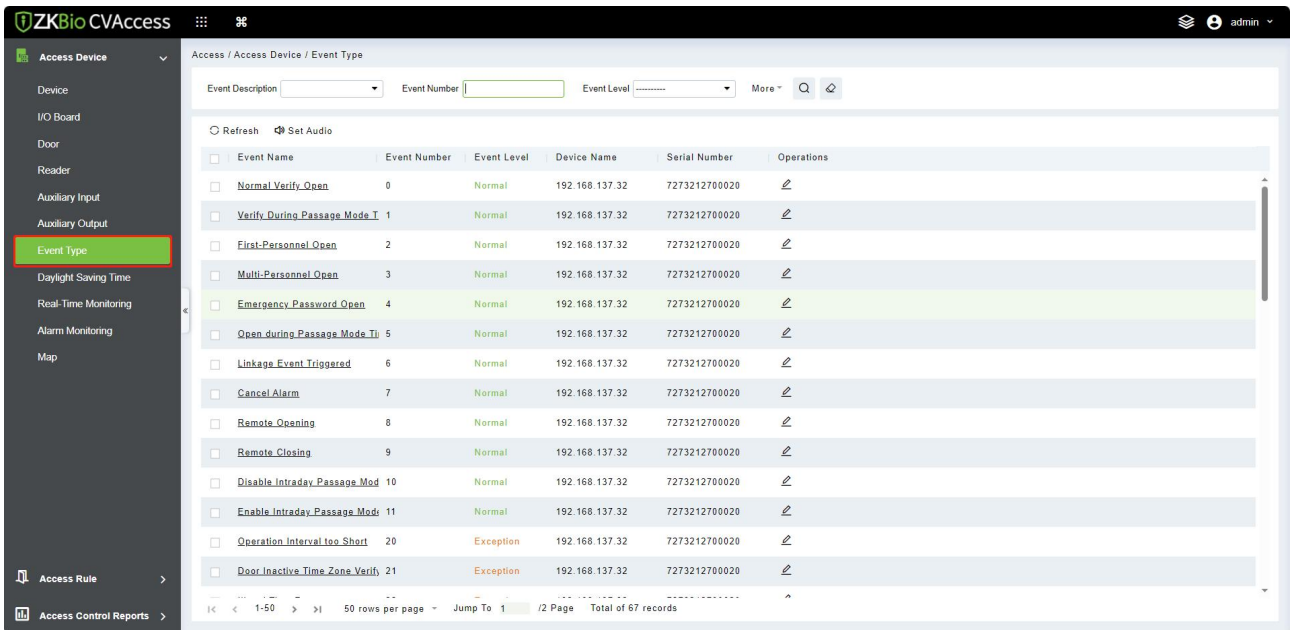
 **Note:** Only Name, Passage Mode Time Zone and Remarks can be modified.

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

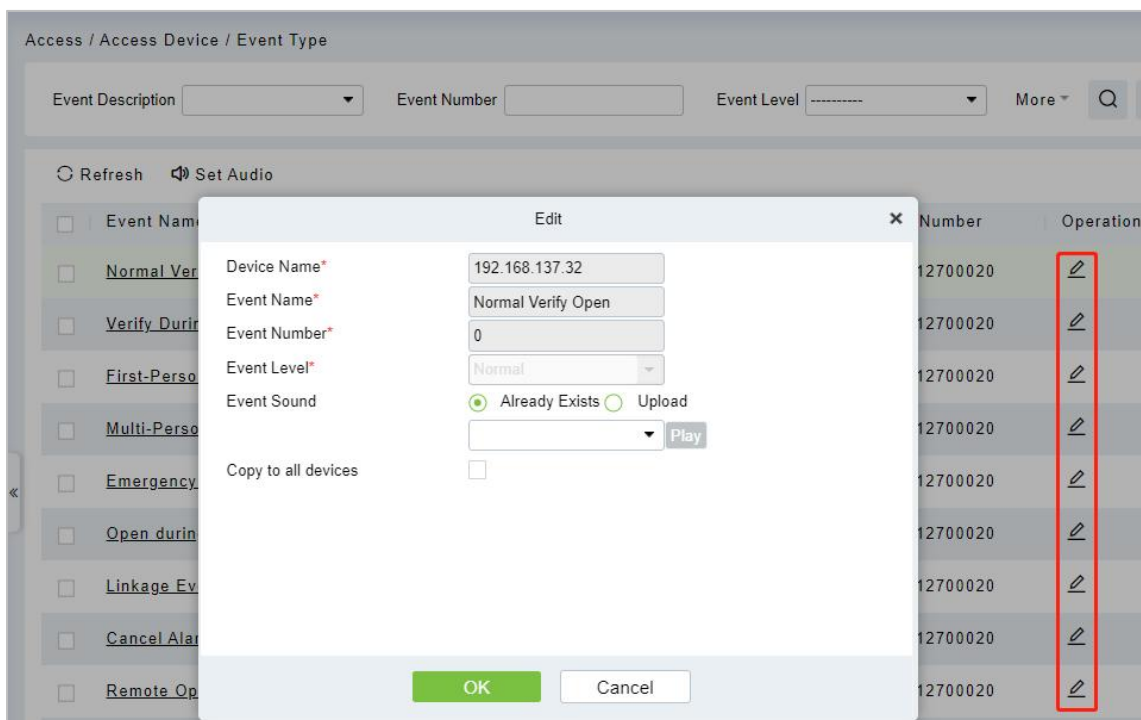
## 4.1.8 Event Type

It will display the event types of access devices.

- Click **[Device]** > **[Event]** to access the following page:



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

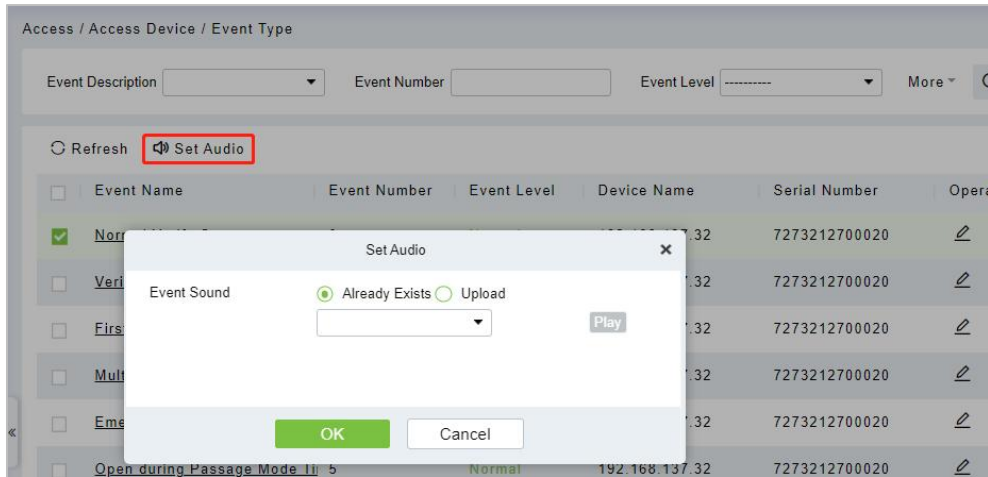


**Fields are as follows:**

- **Event Level:** Normal, Exception, and Alarm are available.
- **Event Name:** It cannot be modified.
- **Event Sound:** You can set custom sound being played when the event occurs in real-time monitoring.
- **Copy 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]**:



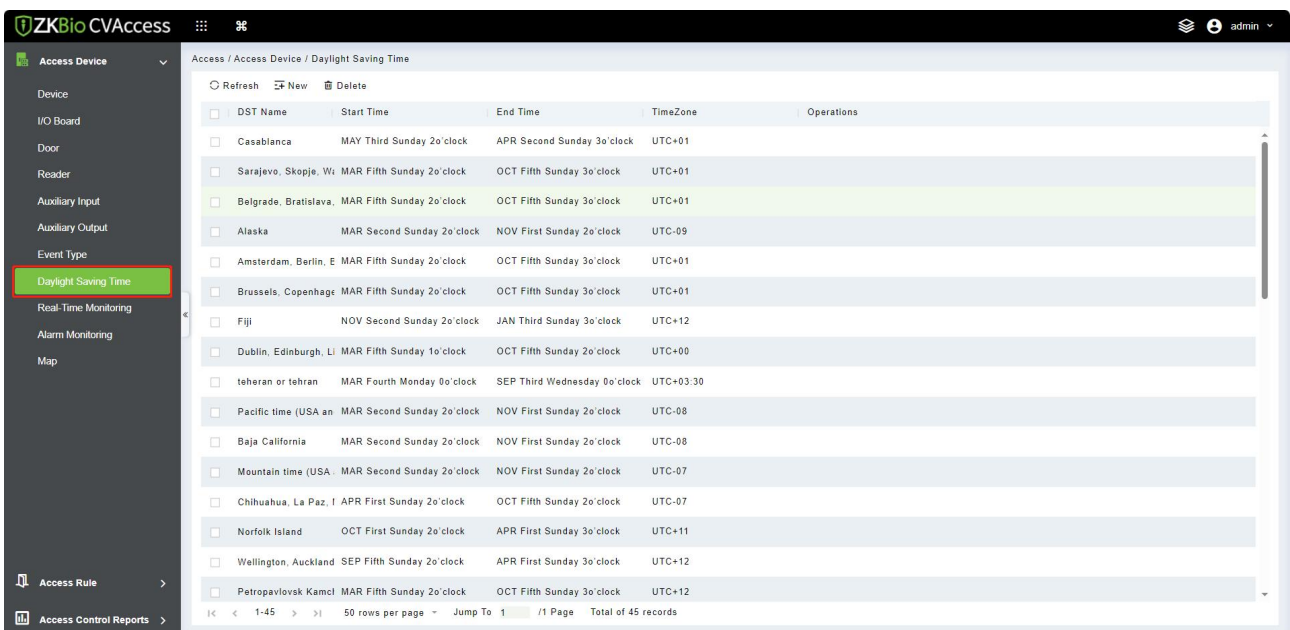
You can upload audio from your local PC. The file must be in wav or mp3 format, and it must not exceed 10MB.

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

### 4.1.9 Daylight Saving Time

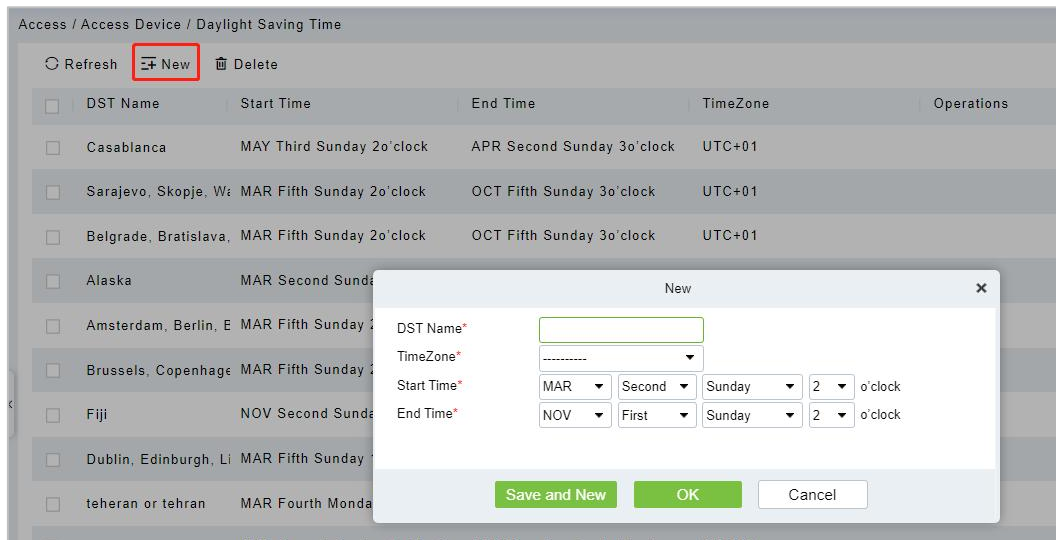
The Daylight-Saving Time is a function to adjust the official prescribes local time to save energy. The unified time adopted during the implementation is known as the "DST". Typically, regions that use daylight saving time adjusts clocks forward one hour to standard time close to the start of spring in the summer to make people sleep early. It can also help to save energy. In autumn, adjust clocks are adjusted backward to get up early. The regulations are different in different countries. At present, nearly 70 countries adopt DST.

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



### 4.1.9.1 Add DST

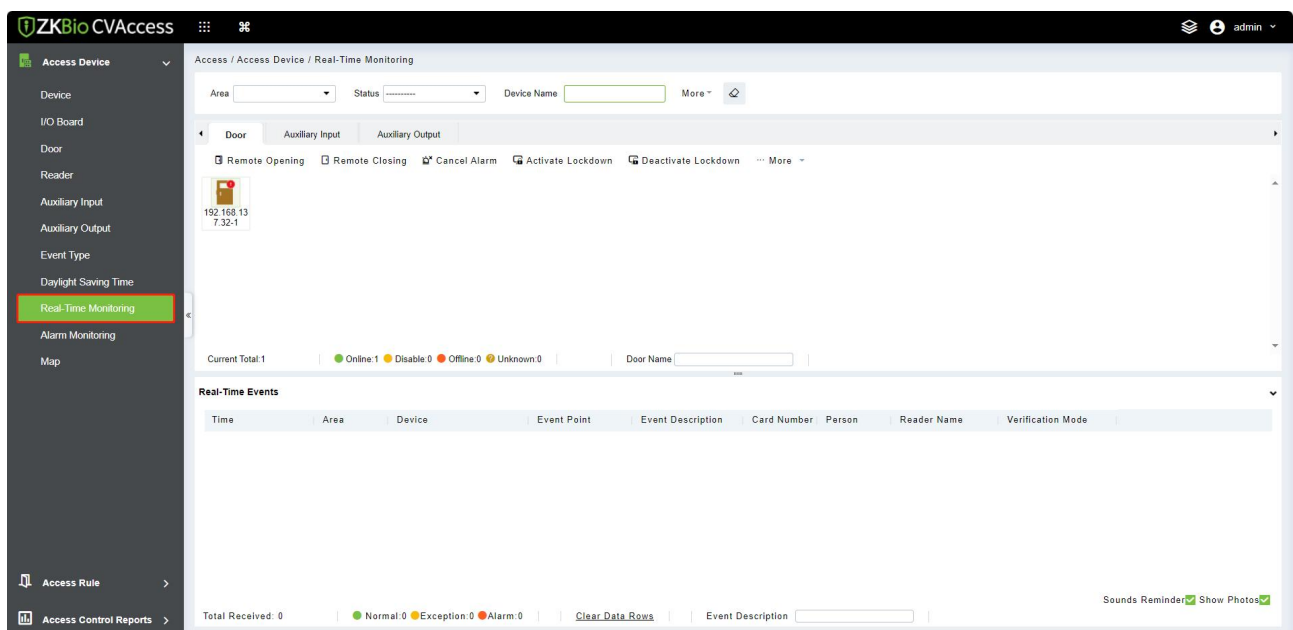
1. Click **[Access] > [Device] > [Daylight Saving Time]> [New]**:



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

### 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:



Icons	Status	Icons	Status
	Device blocked		Door Offline
	Door sensor not set; relay closed		Door sensor not set; relay opened
	Door sensor not set, and the present firmware does not support current action on the device		
	Online status Door closed; Relay closed		Online status Door closed; Relay opened
	Online status Door closed, and the present firmware does not support current action on the device		
	Online status Door opened; Relay closed		Online status Door opened; Relay opened
	Online status Door opened, and the present firmware does not support current action on the device		
	Door opened alarming; Relay closed		Door opened alarming; Relay opened
	Door opening timeout, Relay closed		Door opening timeout, Relay opened
	Door opening timeout, and the present firmware does not support current action on the device		
	Door opening timeout, Relay closed/Door Sensor Closed		Door opening timeout, Relay opened/Door Sensor Closed
	Door closed alarming; Relay closed		Door closed alarming; Relay opened
	Door closed alarming, Indicates that the present firmware does not support current action on the device		
	Door sensor not set, Door alarming, Relay closed		Door sensor unset, Door alarming, Relay opened



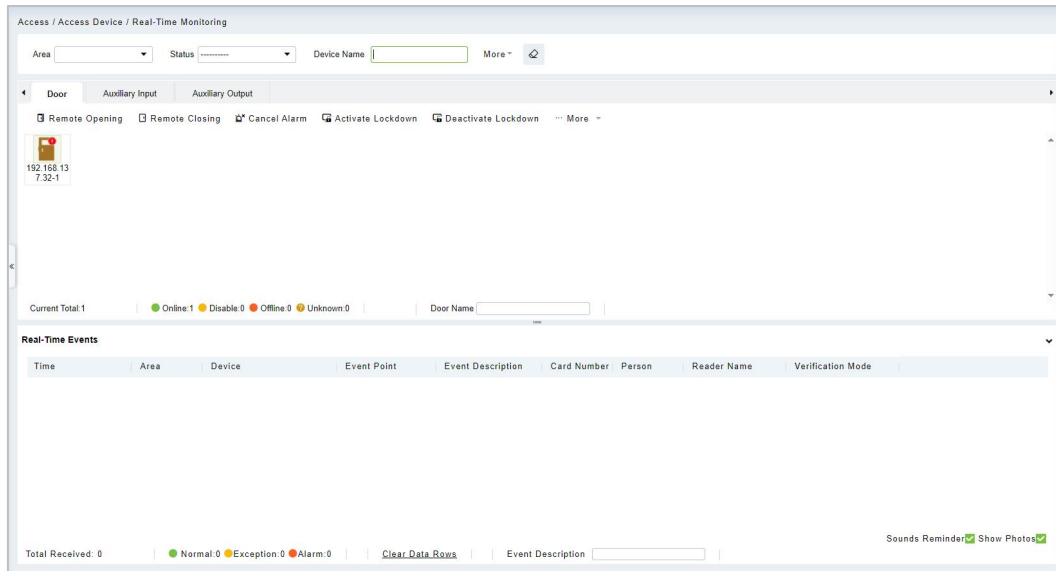
Door opening timeout, Without relay status/Door Sensor Closed



Door locking

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

Different icons represent status as followed:



#### 4.1.10.1 Door

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

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

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

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

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

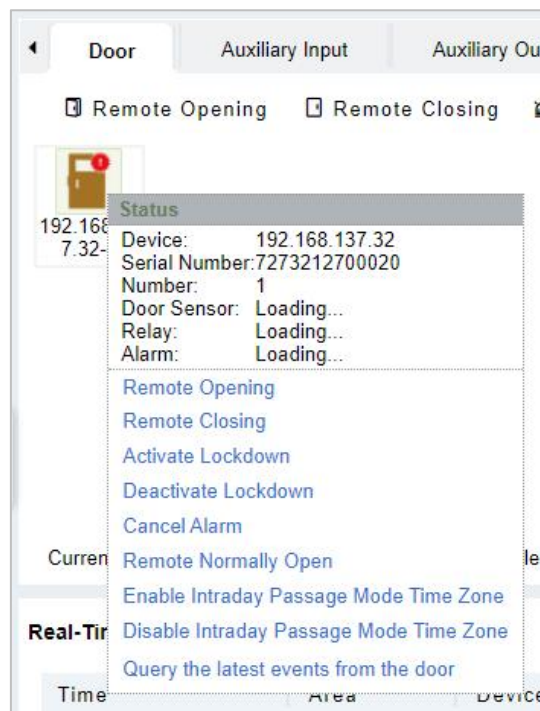
- **Cancel the alarm:** Once an alarming door pops-up over the interface, the alarm sound will be played. Alarm cancellation can be done for a single door and all doors. To control a single door, move the cursor over the door icon, a menu will pop-up, then click **[Remote Opening/ Closing]** on the menu.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

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

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

### ➤ Quick Management of Doors

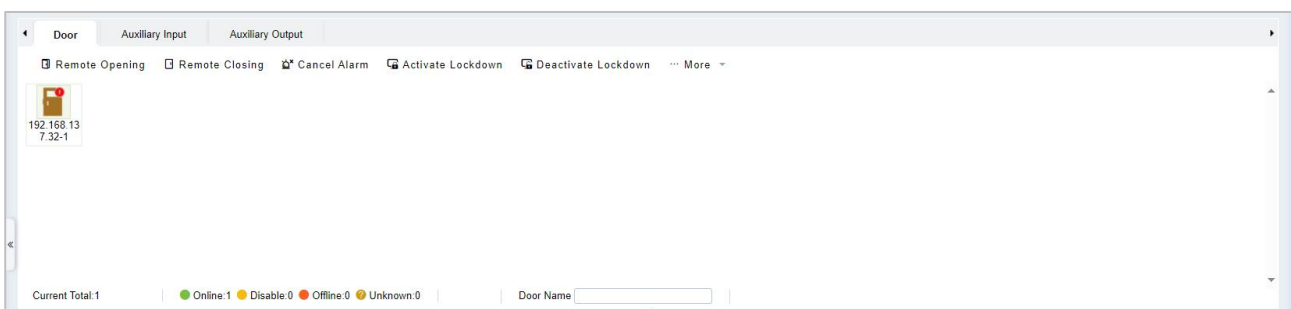
If you move the cursor over a door's icon; you can perform the above-explained operations in a quick way. In addition, you can query the latest events from the door.



- **Query the latest events from the door:** Click to quickly view the current events on the door.
- **Issue card to person:** If you swap an unregistered card, a record with a card number will pop-up in real-time monitoring interface. Right click that card number, and a menu will pop-out. Click "Issue card to person", to assign that card to one person.

### ➤ Multiple selection

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

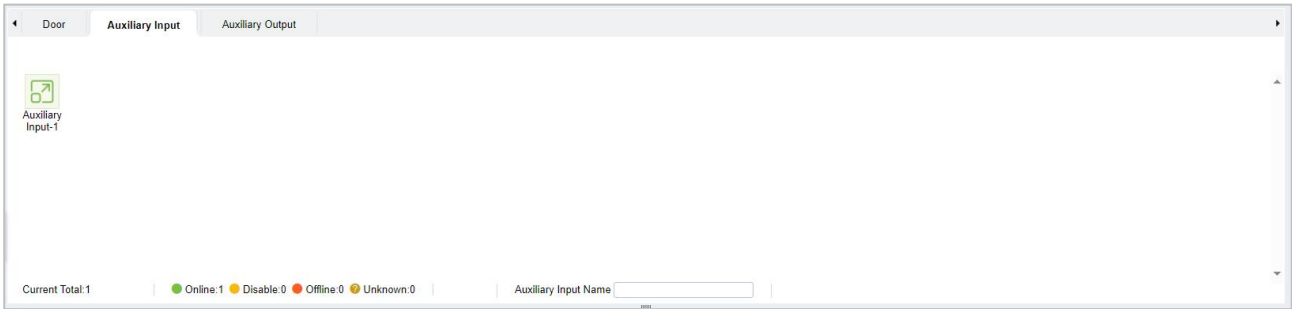


### ➤ Event monitoring

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.

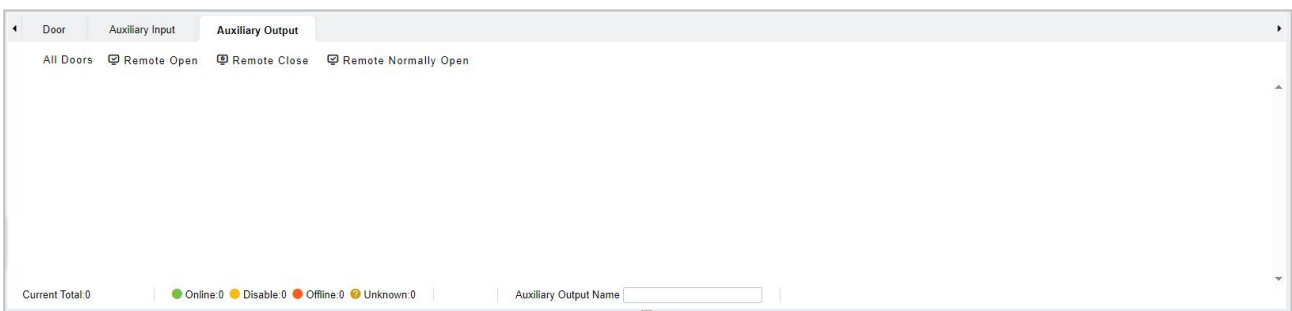
#### 4.1.10.2 Auxiliary Input

It monitors current auxiliary input events in real-time.



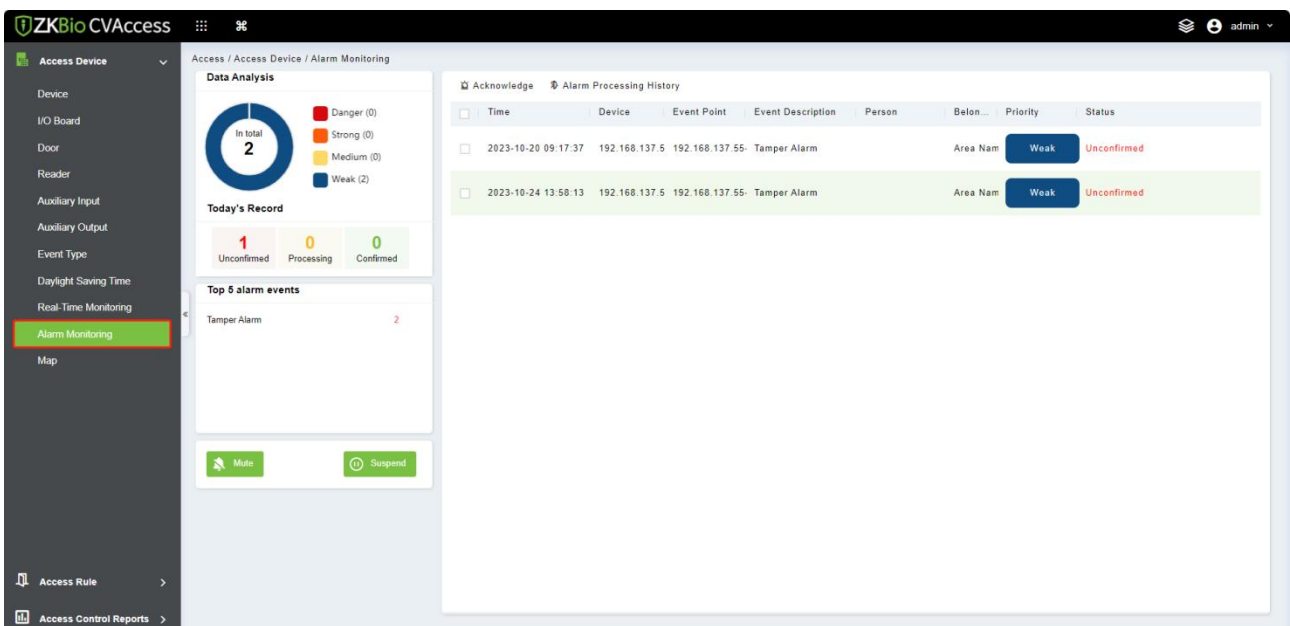
### 4.1.10.3 Auxiliary Output

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



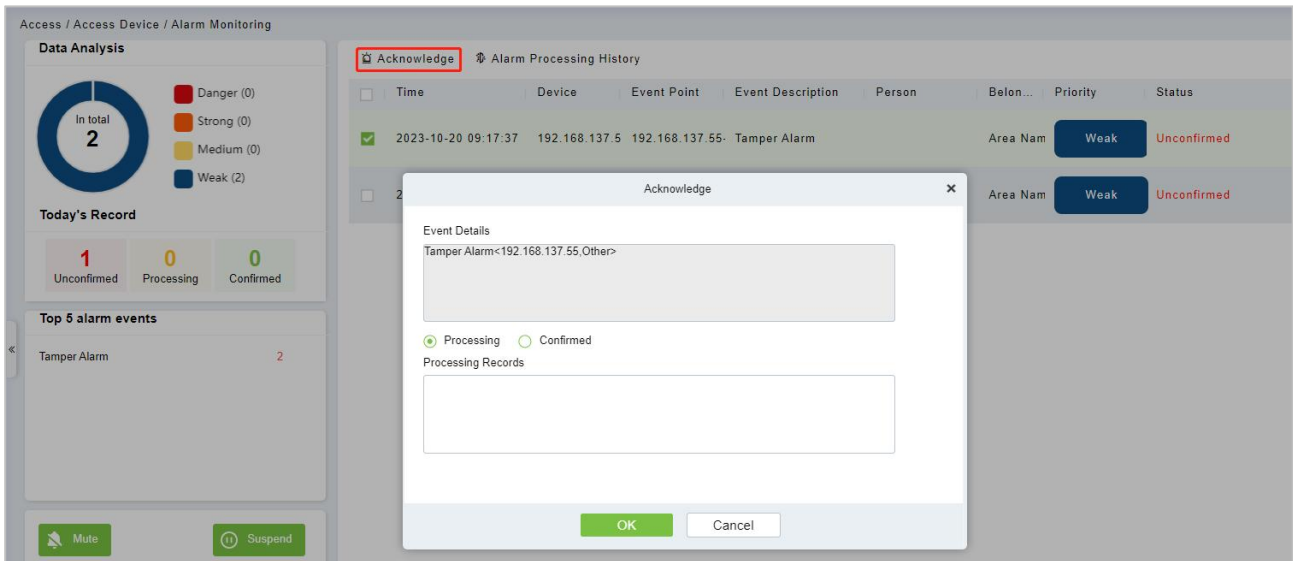
### 4.1.11 Alarm Monitoring

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



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

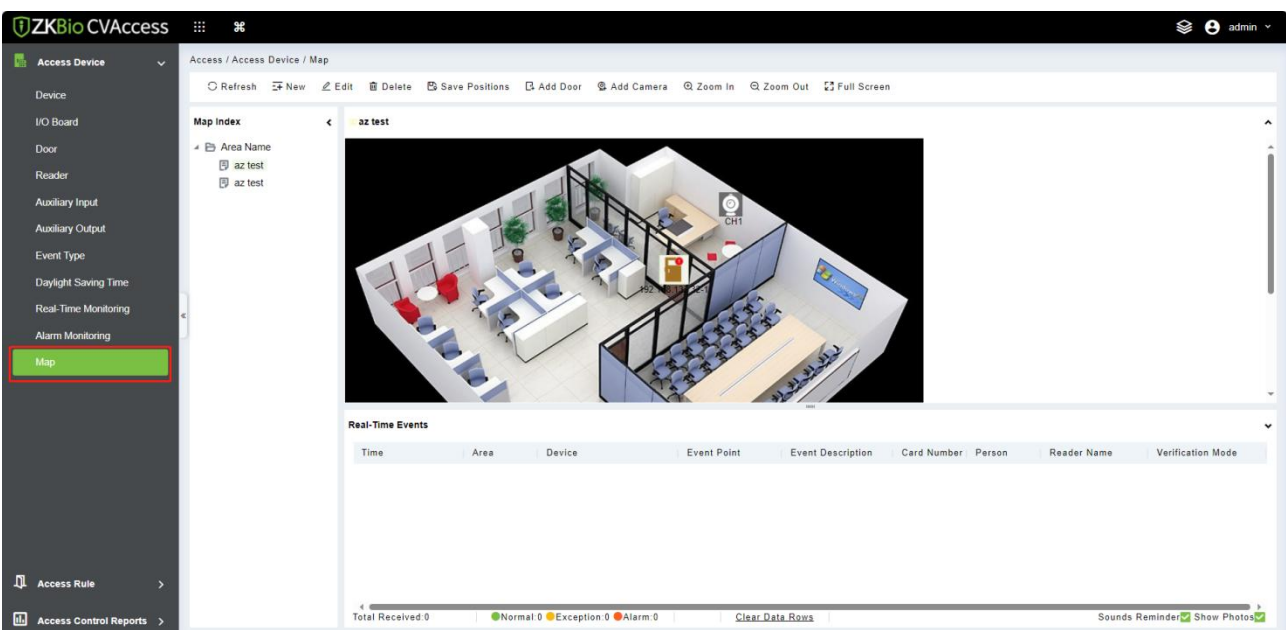
Select the Alarm and click **[Acknowledge]** to respond to the Alarm.



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

### 4.1.12 Map

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



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

- **Add / Delete Map:** Users can add or delete a map as needed.
- **Edit Map:** Users can edit map name, change the map or the area it belongs to.
- **Adjust map (includes door):** Users can add a door on the map or delete an existing one (right click the door icon, and select [**Delete Door**]), or adjust the map or position(s) of the door or camera icons (by dragging the door or camera icons), adjust the size of the map (click [**Zoom in**] or [**Zoom out**] or click [**Full Screen**]).
- **Door operation:** If you move the cursor over a door icon, the system will automatically filter and displays the operation according to the door status. Users can do remotely open/close doors, cancel alarms, etc.

Levels control:

- (1) Users need to select the relevant area for the map when adding levels. The area will be relevant to the user access levels, users can only view or manage the map within levels. If the relevant area of a map is modified, all doors on the map will be cleared. Users need to add the doors manually again.
- (2) When an administrator is adding a new user, he can set the user operation rights in role setting, such as Save positions, Add Door, Add Camera, etc.

#### **Notes:**

- 1) In map modification, users can choose to modify the map name but not the path. Users only need to check the box to activate the modification option.
- 2) The system supports adding multi doors at the same time. After adding the doors, users need to set the door position on the map and click [**Save**].
- 3) When modifying the door icon, especially when users zoomed out the map, the margin for top and left shall not be smaller than 5 pixels, or the system will prompt error.
- 4) Users are recommended to add a map size under 1120 \* 380 pixels. If several clients access the same server, the display effect will be different according to resolutions of the screen and the settings of browsers.

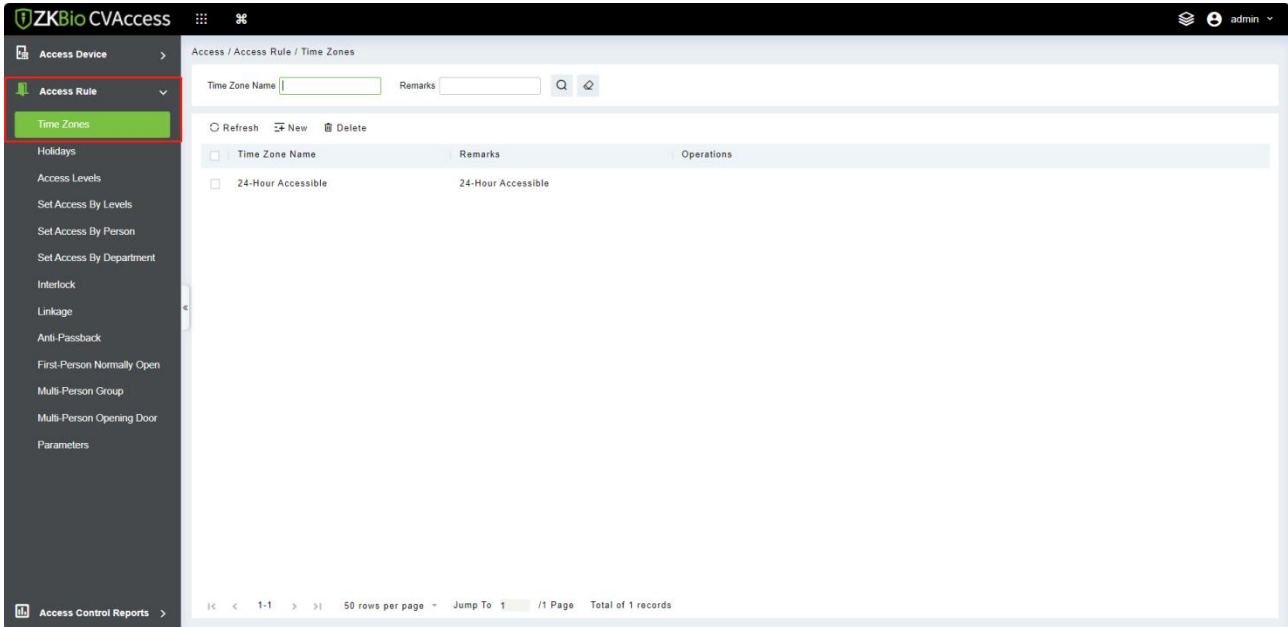
## 4.2 Access Rule Management

### 4.2.1 Time Zones

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

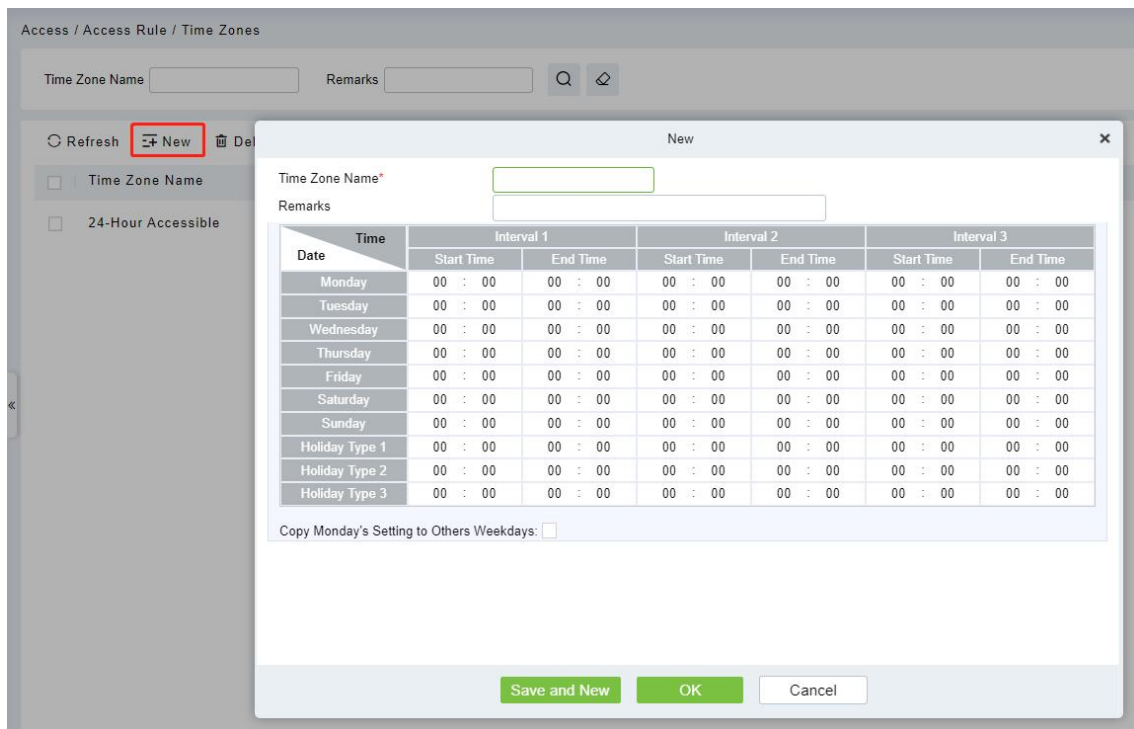
Normally Open).

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



➤ **Add Access Control Time Zone**

1. Click **[Access Rule] > [Time zones] > [New]** to enter the time zone setting interface.



**The parameters are as follows:**

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



✎ **Note:** Detailed description of the current time zone, including an explanation of current

time zone and primary applications. Users can input up to 50 characters in this field.

- **Interval and Start/ End Time:** One Access Control Time Zone includes 3 intervals for each day in a week, and 3 intervals for each of the three Holidays. Set the Start and End times of each interval.
- **Setting:** If the interval is Normal Open, just enter 00:00-23:59 as interval 1, and 00:00-00:00 as interval 2 & 3. If the interval is Normal Close: all inputs will be 00:00-00:00. If users use only one interval, they just need to fill in interval 1, and interval 2 & 3 will be the default value. Similarly, when users only use the first two intervals, the third interval will be the default value. When using two or three intervals, users need to ensure that the two or three intervals do not overlap, and the time shall not cross the days, or the system will prompt error.
- **Holiday Type:** Three holiday types are unrelated to the day of a week. If a date is set to a holiday type, the three intervals of the holiday type will be used for access purposes. The holiday type is optional. If the user does not enter one, the system will use the default value.
- **Copy on Monday's setting on others weekdays:** Select the check box to copy the settings of Monday to other weekdays.

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

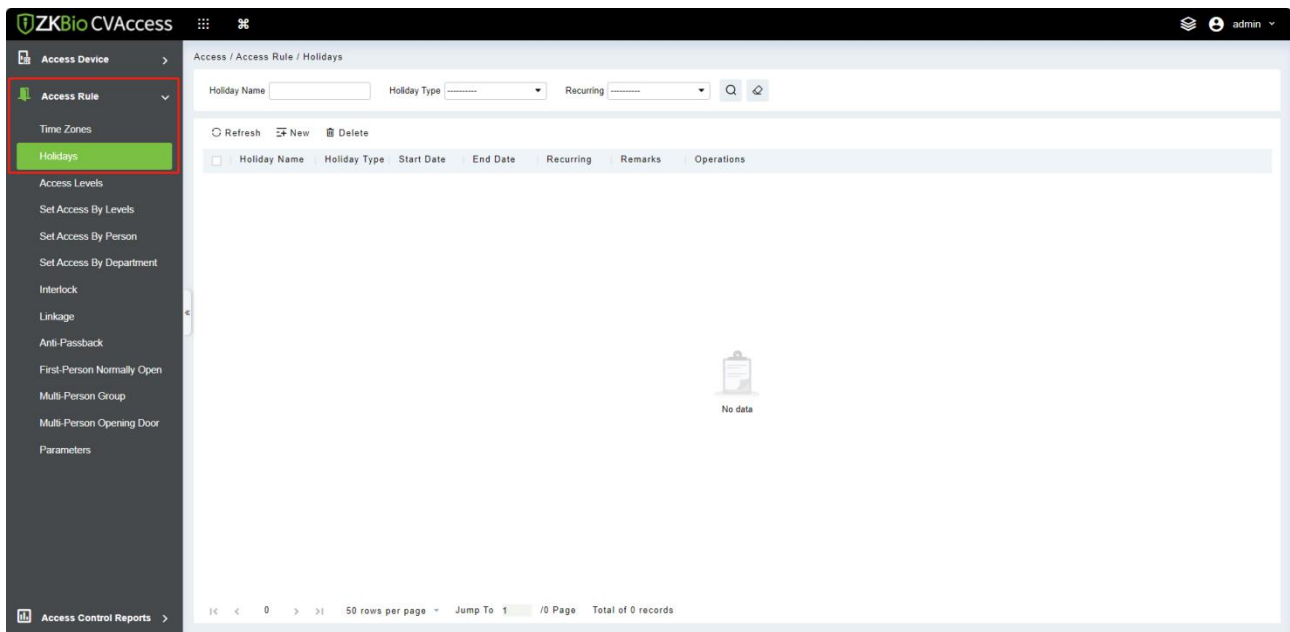
#### ➤ **Modify Access Control Time Zones**

- **Edit:** Click the  button in the **Operation** module to enter the edit interface. After editing, click **[OK]** to save.
- **Delete:** Click the  button in the **Operation** module, then click **[OK]** to delete, or click **[Cancel]** to cancel the operation. A time zone in use cannot be deleted. An alternative way is to select the check boxes one or more time zones in the list and click the **[Delete]** button over the list, then click **[OK]** to delete, or click **[Cancel]** to cancel the operation.

## 4.2.2 Holidays

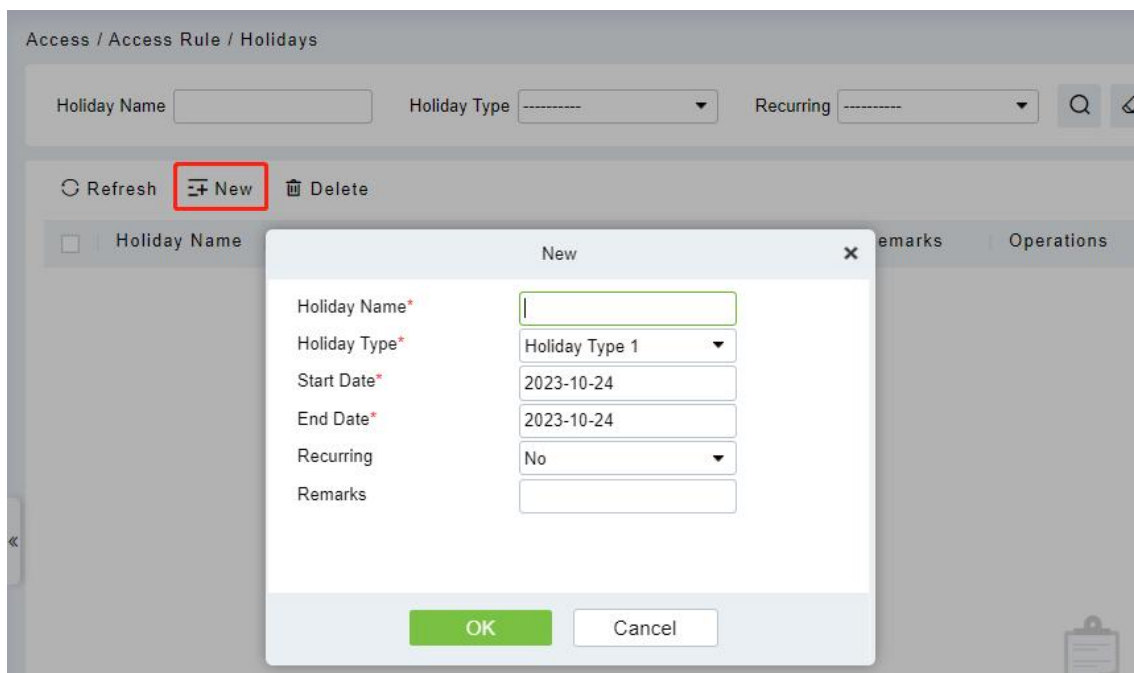
Access Control Time of a holiday may differ from that of a weekday. The system provides access control time setting for holidays. Access Control Holiday Management includes Add, Modify and Delete.





## ➤ Add

1. Click [**Access Rule**] > [**Holidays**] > [**New**] to enter edit interface.



### Fields are as follows:


- **Holiday Name:** Any character, up to a combination of 30 characters.
- **Holiday Type:** Holiday Type 1/2/3, as explained in [Holiday](#). A current holiday record belongs to the three holiday types and each holiday type includes up to 32 holidays.
- **Start/ End Date:** The date format is 2019-01-01. Start Date cannot be later than End Date; otherwise, the system will prompt an error message. The year of Start Date cannot be earlier than the current year, and the holiday cannot be set across two different years.
- **Recurring:** It is used when the holiday repeats on the same date every year. The default is No. For example, the Near Year's Day is on January 1 each year and can be set as Yes. Some festival

date changes every year, so it cannot be set a repeated and should be set as No.


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

2. After editing, click **[OK]** button to save, and it will display on the holiday list.

### ➤ Modify

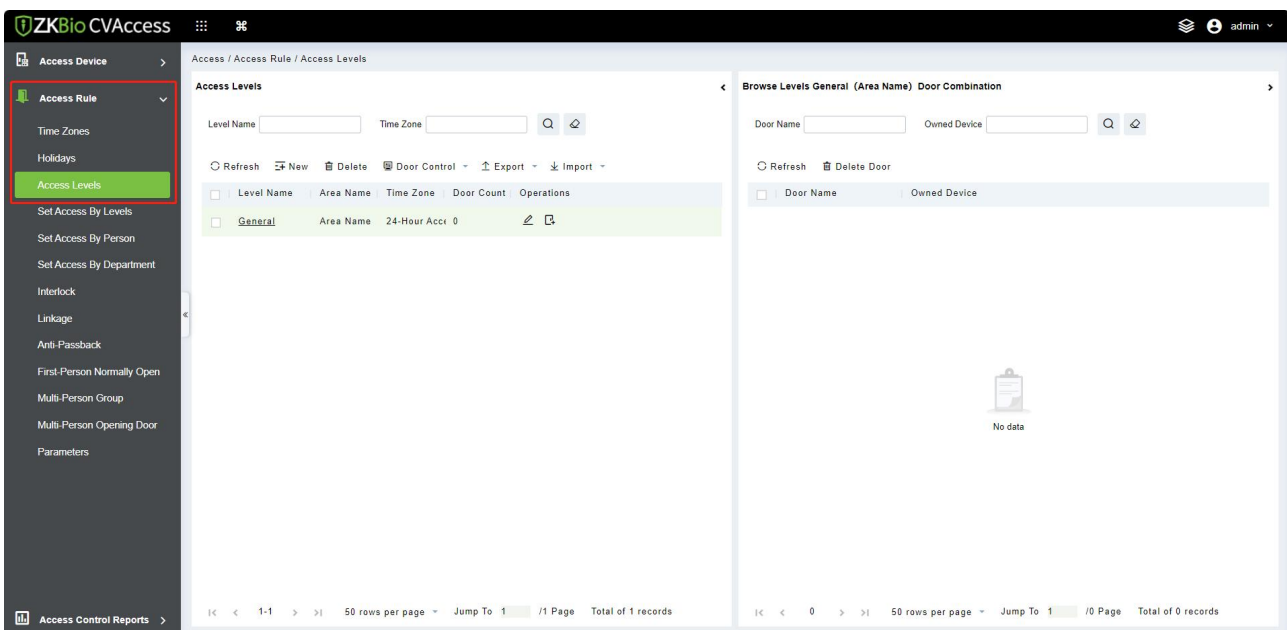
Click Holiday Name or  button under Operations to enter the edit interface. After modification, click **[OK]** to save and quit.

### ➤ Delete



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

## 4.2.3 Access Levels

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



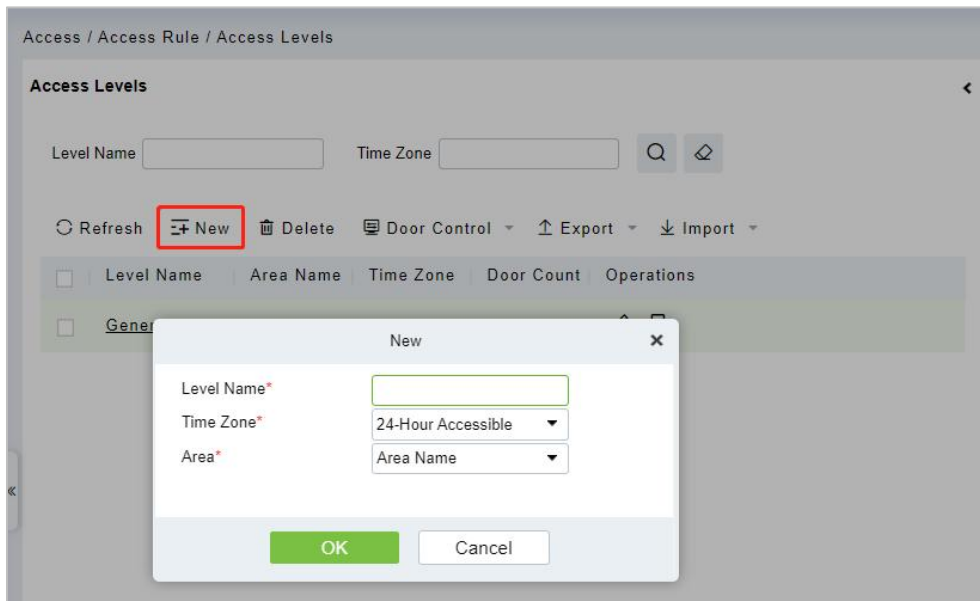
The screenshot displays the ZKBio CVAccess web application interface. On the left, a navigation menu is visible with 'Access Rule' expanded and 'Access Levels' selected. The main content area is divided into two panels. The left panel, titled 'Access Levels', contains search filters for 'Level Name' and 'Time Zone', and a table with the following data:

Level Name	Area Name	Time Zone	Door Count	Operations
General	Area Name	24-Hour Accr 0	0	 

The right panel, titled 'Browse Levels General (Area Name) Door Combination', includes search filters for 'Door Name' and 'Owned Device', and a table that currently displays 'No data'.

### ➤ Add

1. Click **[Access Rule]** > **[Access Levels]** > **[New]** to enter the Add Levels editing interface.

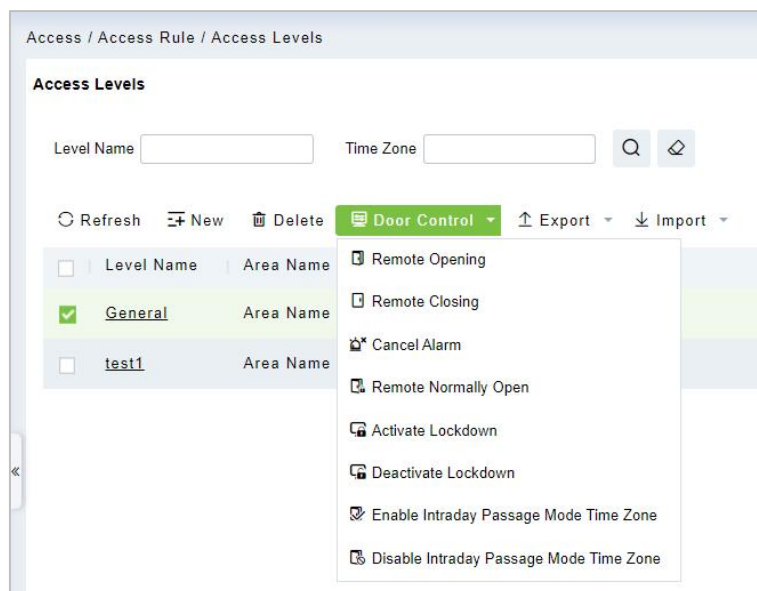


2. Set each parameter: Level Name (must not be the same as other level names), Time Zone.
3. Click **[OK]** and then the system prompts “Immediately add doors to the current Access Control Level”, click **[OK]** to add doors, or you can click **[Cancel]** to return the access levels list. The added access level will be displayed in the list.

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

➤ **Door Control**

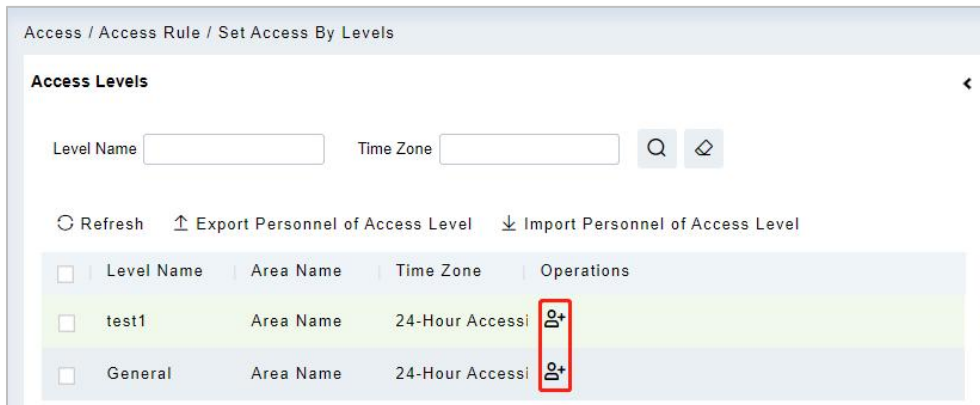
Click **[Access Rule] > [Access Levels]**, and choose the access level, click door control, the operation will affect all the doors of this access level.





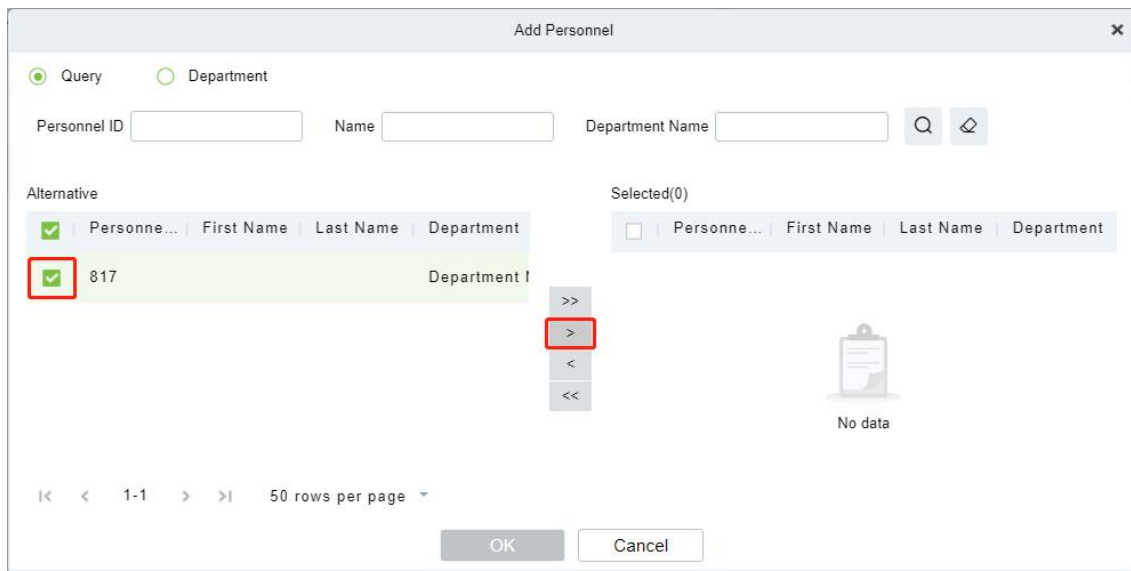
### 4.2.4 Set Access by Levels

➤ **Add/Delete Person for Levels**

1. Click **[Access Rule] > [Access Levels] > [Set Access by Levels]** to enter the edit interface, then select an Access level in the list on the left, personnel having the right of opening doors in this access level will be displayed in the list on the right.



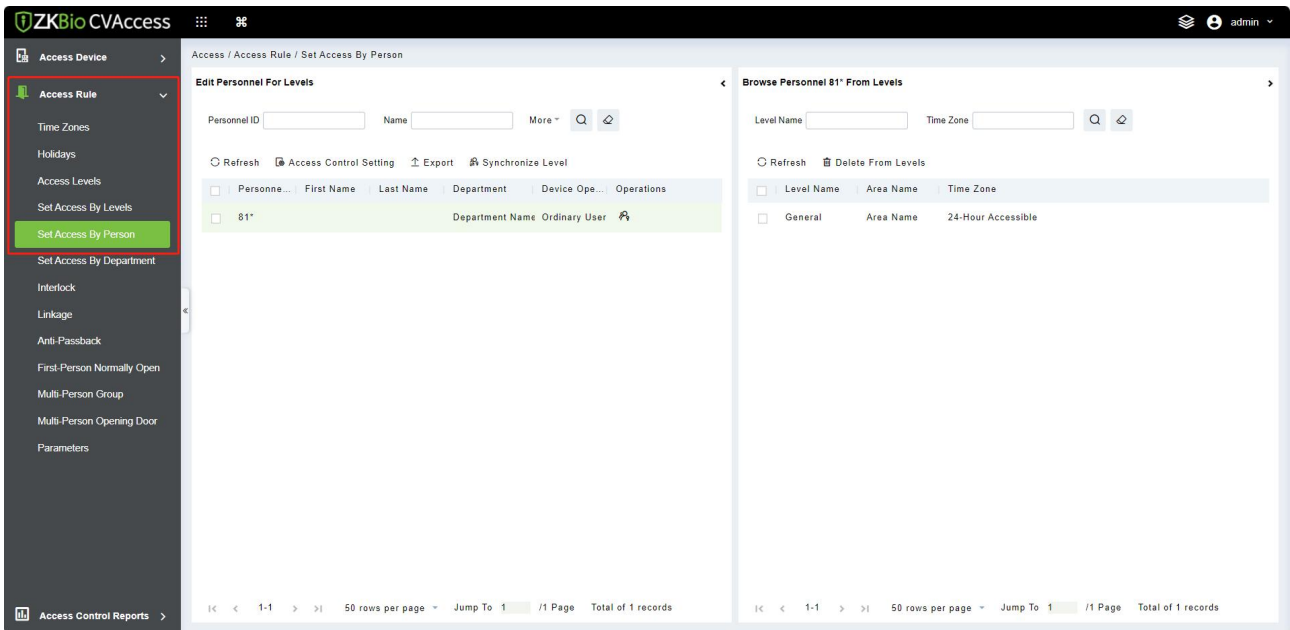
2. In the left list, click  under Operations to pop up the Add Personnel box; select personnel (multiple) and click  to move to the selected list on the right, then click **[OK]** to save and exit.





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

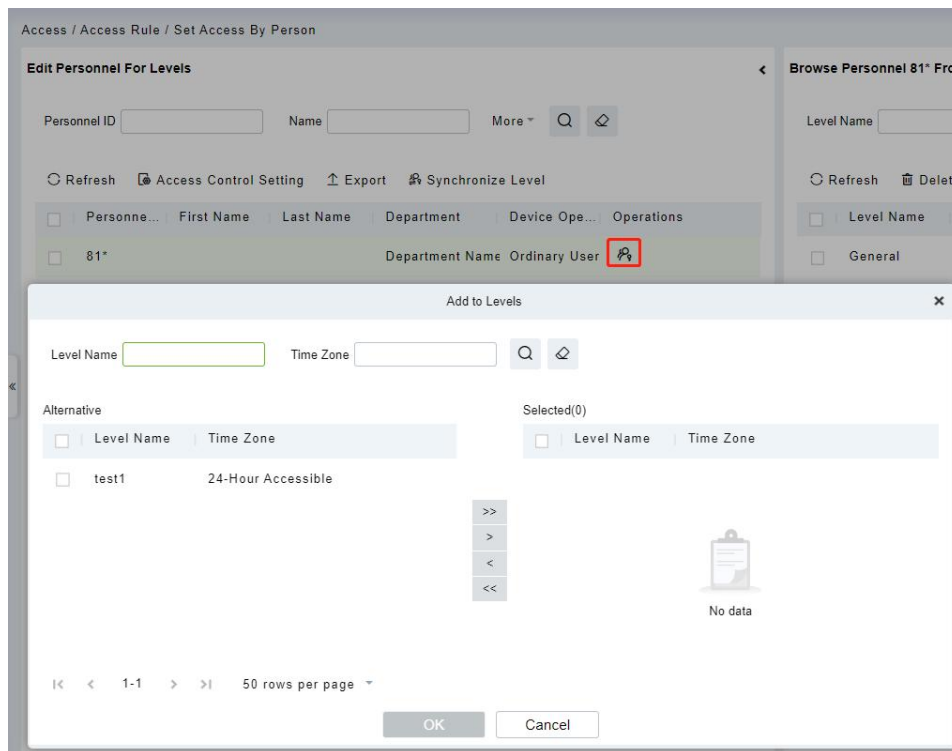
### 4.2.5 Set Access by Person

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



➤ **Add/Delete levels for Selected Personnel**

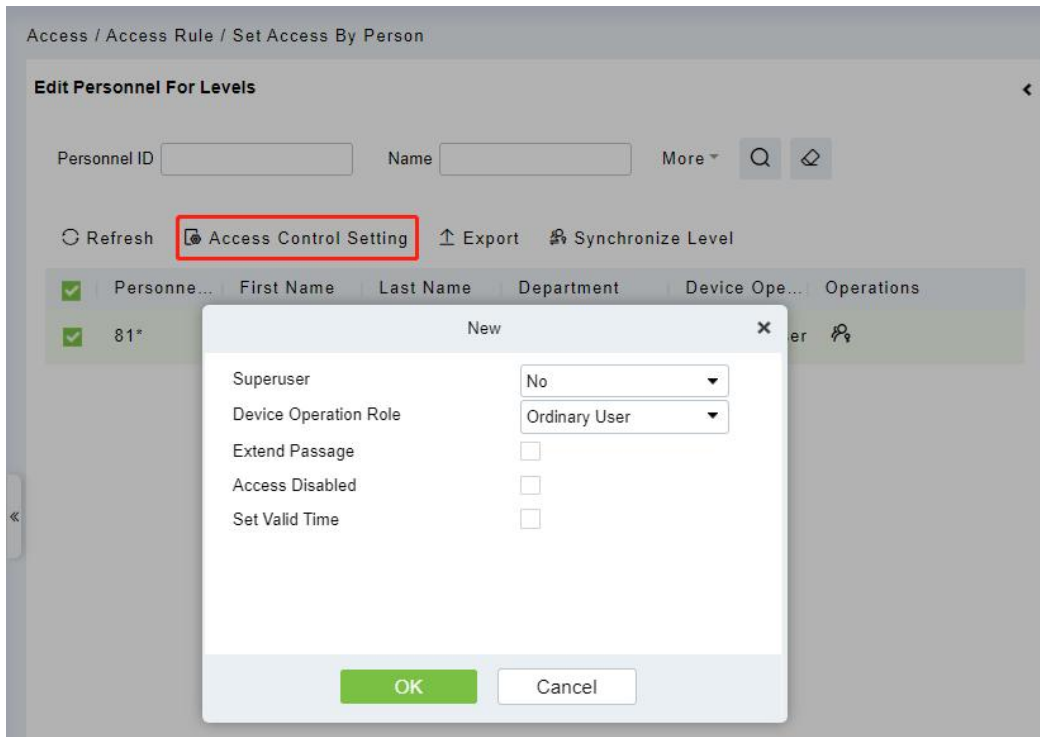
1. Click **[Access Rule] > [Access Levels] > [Set Access by Person]**, click Employee to view the levels in the list on the right.
2. Click  button in the **Operations** module to pop up the Add to Levels box, select Level (multiple) and click  to move it to the selected list on the right; then click **[OK]** to save.



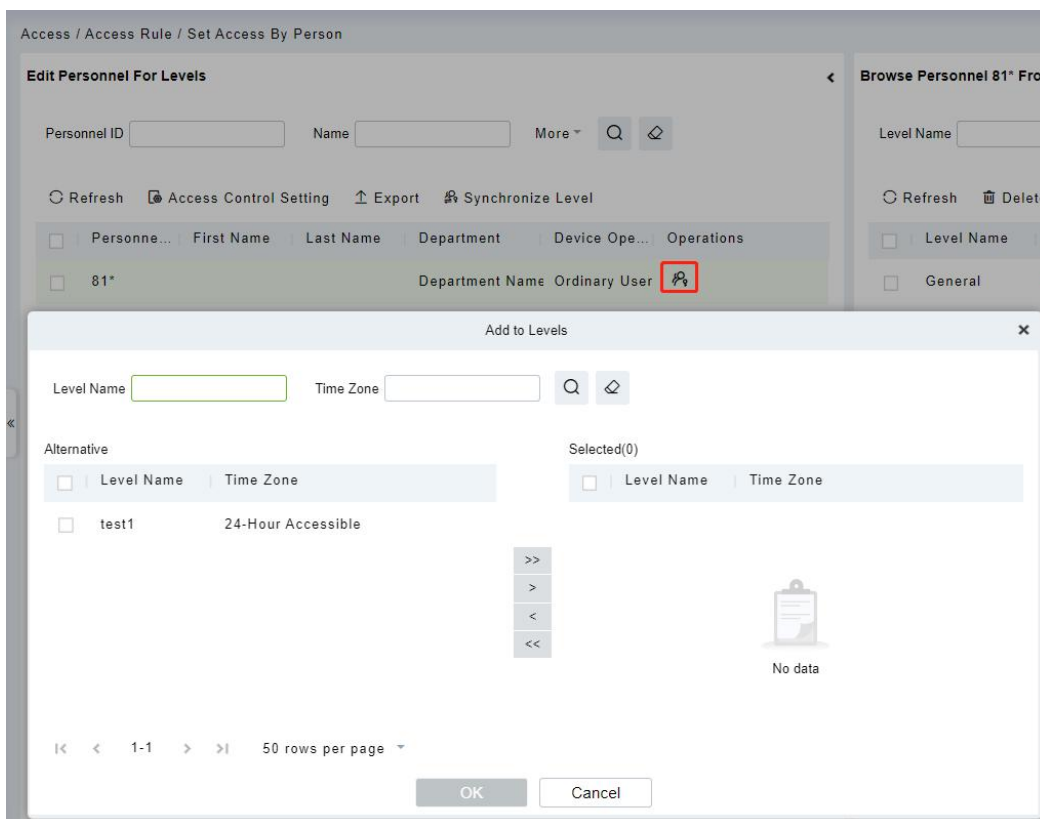
3. Select Level (multiple) in the right list and click **[Delete from levels]** above the list, then click **[OK]** to delete the selected levels.

➤ **Setting Access Control for Selected Personnel**

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



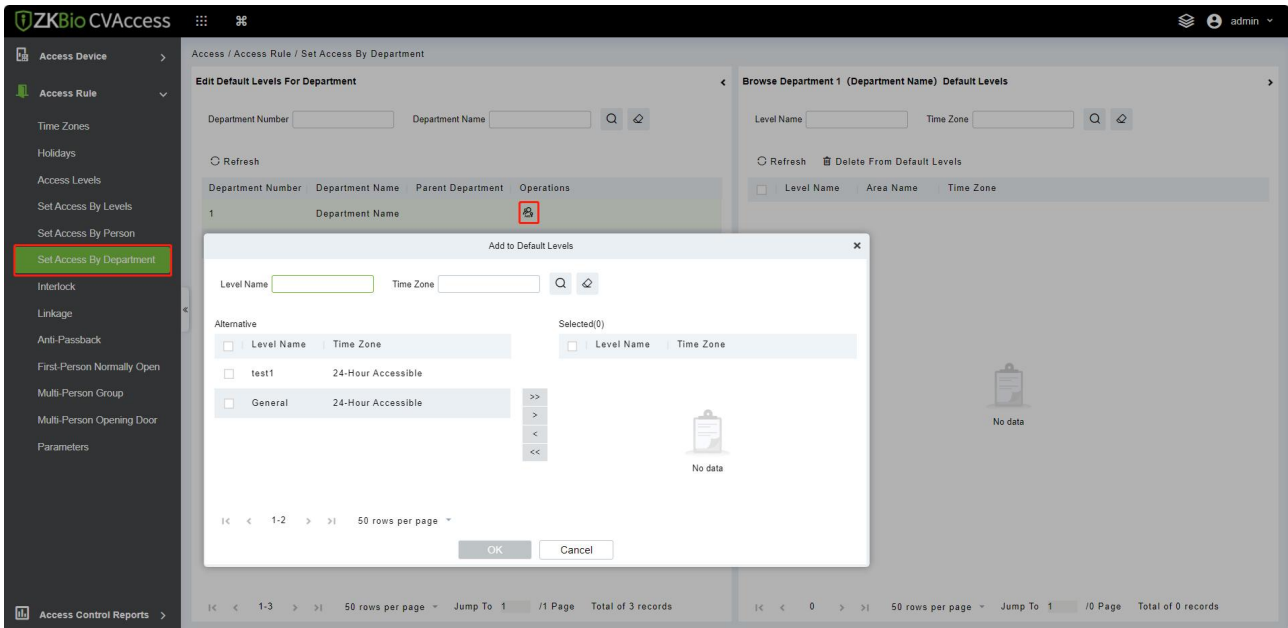
2. If required, set access control parameters and then click **[OK]** to save the settings.
3. Now you need to add levels to the personnel.



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

## 4.2.6 Set Access by Department

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



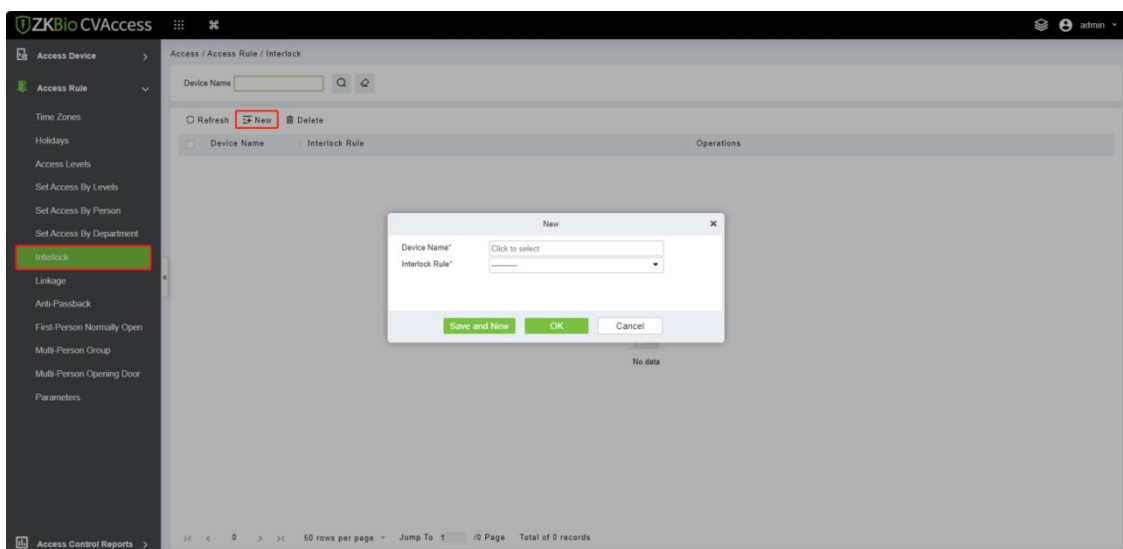
## 4.2.7 Interlock

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

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

### ➤ Add Interlock

1. Click **[Access Rule]** > **[Interlock]** > **[New]** to enter the edit interface.



- Select the required Device. When users are adding devices, interlocked devices cannot be seen in the drop-down list. After deleting established interlock information, the corresponding device will return to the drop-down 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.
- Select Interlock Rule, select an item, and then click **[OK]** to complete. The newly added interlock settings will be shown in the list.

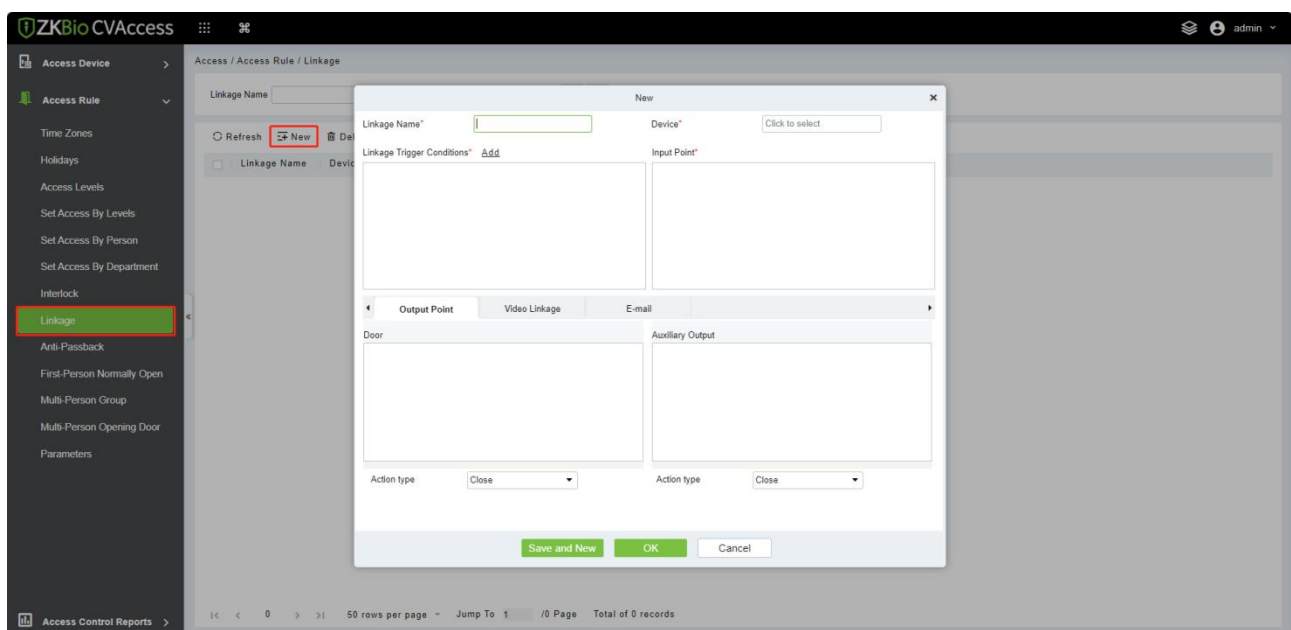
**Note:** During editing, the device cannot be modified, but the interlock settings can be modified. If the interlock settings are not required for the device anymore, the interlock setting record can be deleted. If users delete a device record, its interlock setting record, if any, will be deleted.

## 4.2.8 Linkage

Linkage setting refers to the configuration where an event is triggered at an input point of the access control system initiates a corresponding action at a specified output point. This action can control various events such as verification, opening, alarm and system abnormalities. These events are then listed in the corresponding monitoring view.

### ➤ Add Linkage setting

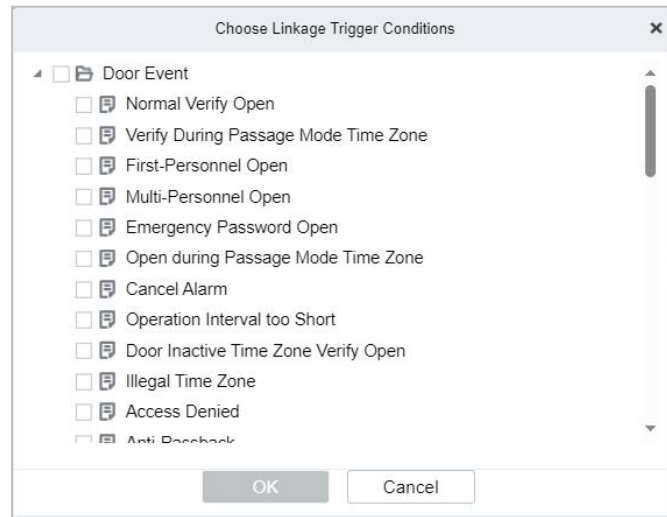
- Click **[Access Rule] > [Linkage] > [New]**.



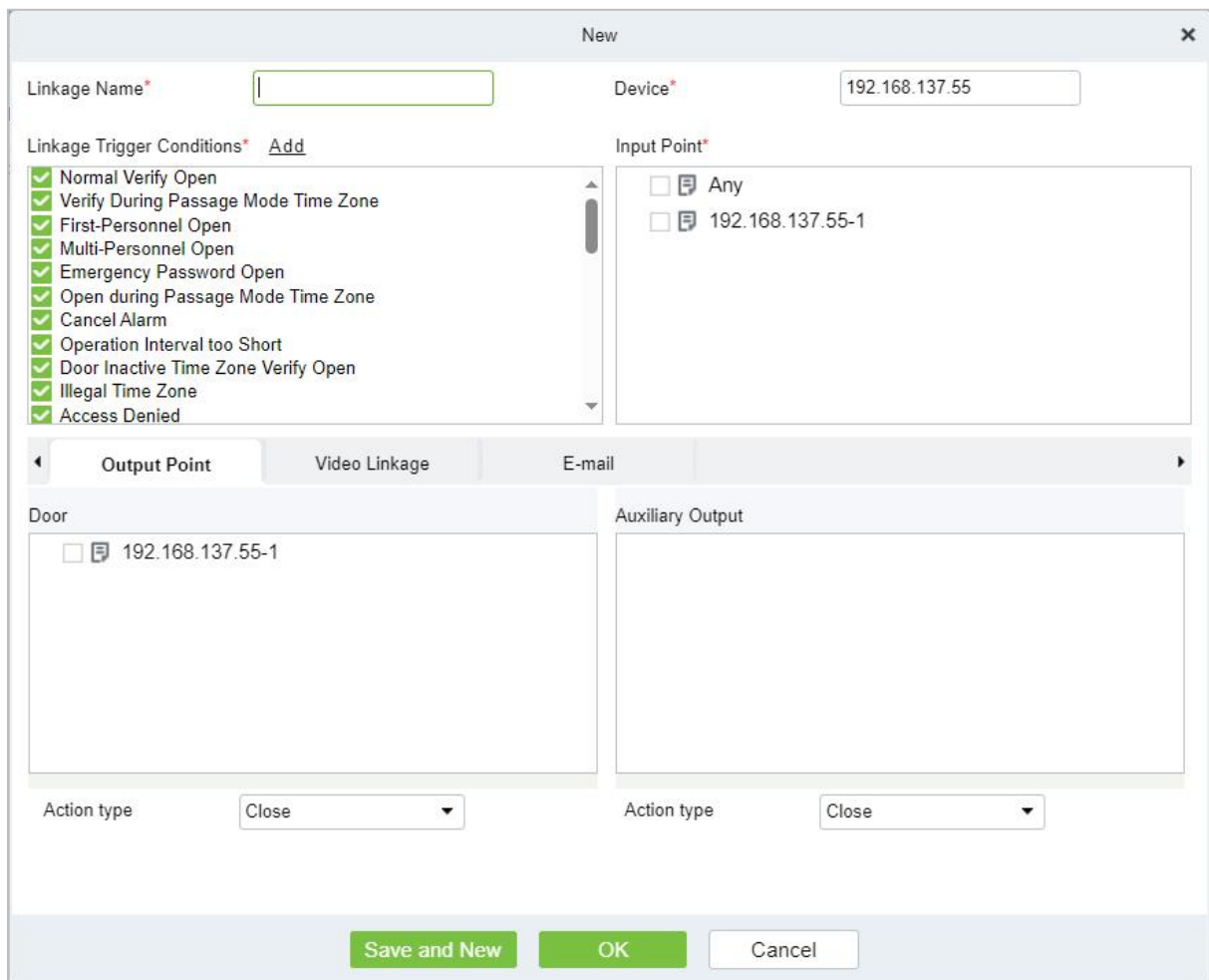
- Enter the linkage name, select a linkage device, linkage trigger conditions, input point, output point, and then set linkage action, video linkage and other parameters.



- After selecting devices, corresponding linkage settings will be displayed. The System will first judge whether the device is successfully connected and reads extended parameters. If there are no available extended parameters, the system cannot set any linkage. If there is an available extended parameter(s), the system will show linkage settings according to the door quantity, auxiliary input and output quantity of currently selected device:



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



**The fields are as follows:**

- **Linkage Name:** Set a linkage name.
  - **Linkage Trigger Conditions:** It contains trigger conditions for Door and Auxiliary input. These conditions trigger the event type of selected device. All events could be a trigger condition.
  - **Input Point:** Select appropriate triggering input point (the specific input point please refers to specific device parameters).
  - **Output Point:** Select required output point (the specific output point please refers to specific device parameters).
  - **Action Type:** Close, Open, Normal Open. The default is Close. To open, delay time or Normal Open shall be set.
4. Select the Input Point and Output Point, Linkage Action, and Email Address.
  5. It's supported to set video linkage, used with VMS Module, for more details please refer [VMS module](#).

Output Point    Video Linkage    E-mail

Pop Up Video    Display time    10    s(5-60)

Video    Before event    10    s(10-180)

After event    30    s(10-180)

Capture     In the monitoring page immediately pop up

Display time    10    s(10-60)

**⚠ Make sure that the corresponding input point linkage is bound to available video channel, otherwise the video linkage function will not work!**

**The fields are as follows:**

- **Pop Up Video:** Select pop-up video on the real-time monitoring screen and set the pop-up duration.
  - **Video(new):** Set the time of the video linkage, set the time before event and after the event.
  - **Capture:** Set linkage action whether to take a photo, if a photo is taken, you also need to set whether to pop up on the real-time monitoring interface and the display duration.
6. After editing, click **[OK]** to save and quit, then the added linkage setting will be shown on the list.
- For example, if users select Normal Punching Open Door as a trigger condition, and the input point is Door 1, the output point is Lock 1, action type is Open, and the delay is 60 seconds. When Normal Punching Open Door occurs at Door 1, the linkage action of Open will occur at Lock 1, and the door will be open for 60 seconds.

**Note:** During editing, you cannot modify the device, but modify the linkage setting name and

configuration. When delete a device, its linkage setting record, if any, will be deleted.

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

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

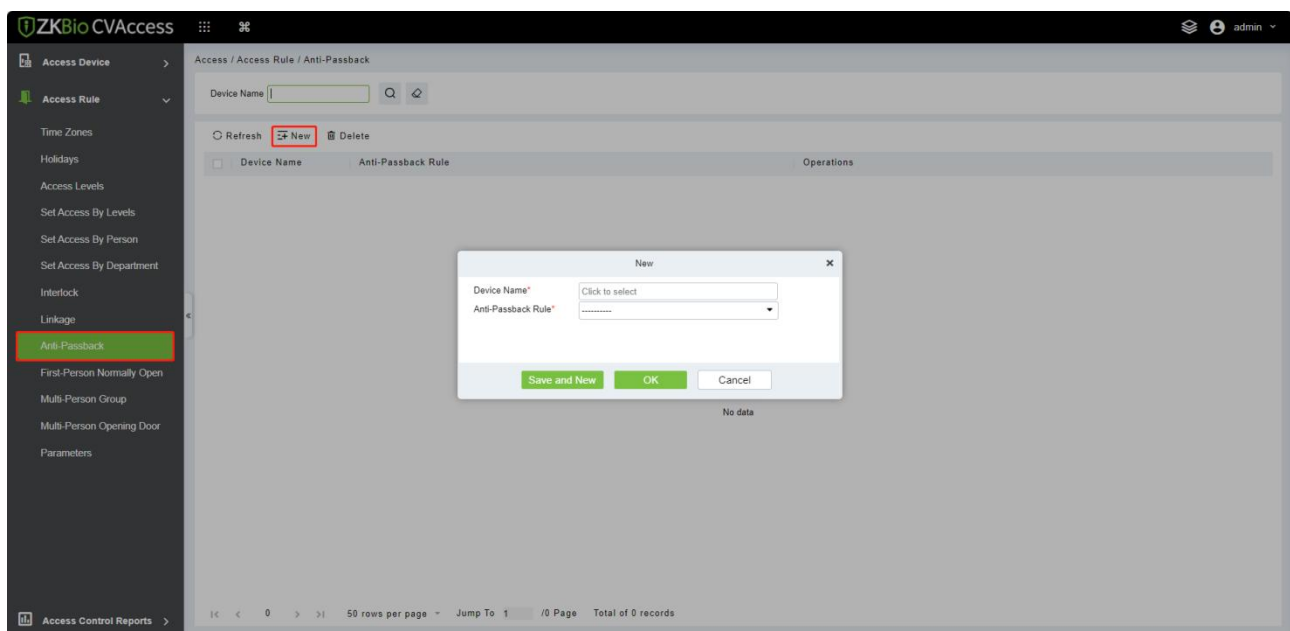
In addition, the same linkage setting at the input point and output point are not allowed. The same device permits consecutive logical linkage settings. The system allows setting several trigger conditions for a linkage setting at a time.

## 4.2.9 Anti-Passback

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

### ➤ Add Anti-Passback Settings


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




2. Select the required device(s). When adding Anti-Passback Rules, devices with Anti-Passback settings cannot be seen in the drop-down list. When deleting established Anti-Passback information, the corresponding device will appear in the drop-down list again. The settings vary with the number of doors controlled by the device.

- Anti-Passback settings of a one-door control panel: Anti-Passback between door readers.

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

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

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

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

#### 4.2.10 First-Person Normally Open

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

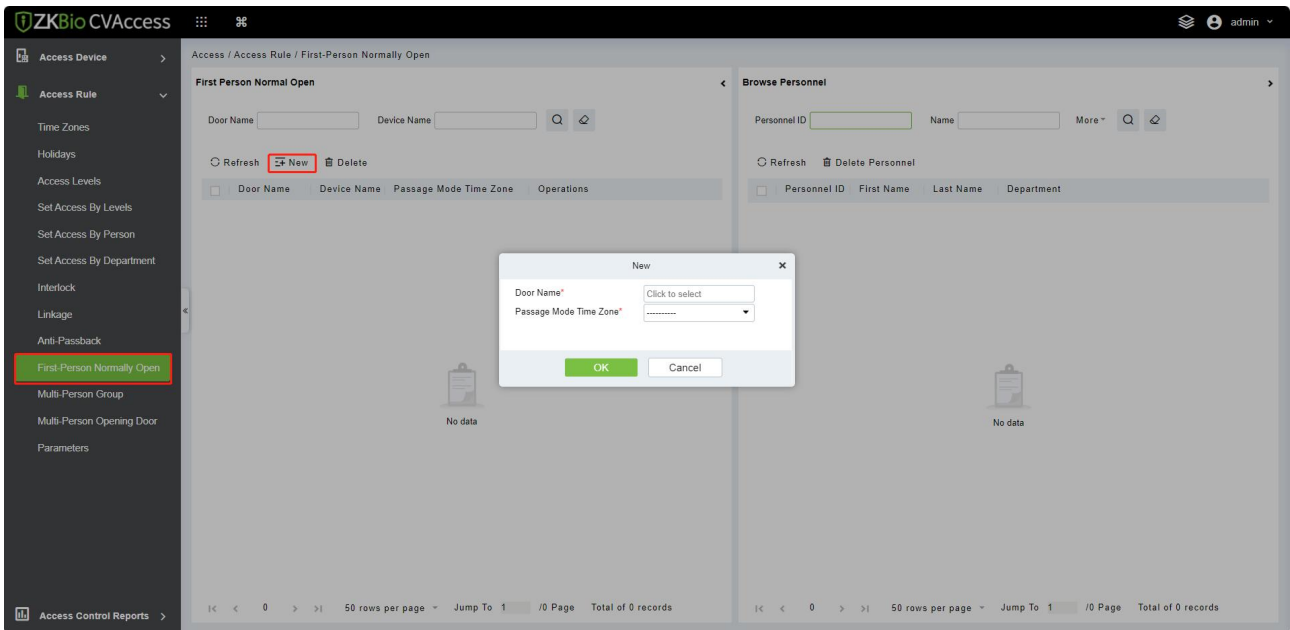
During a specified interval, If the first verification is by a person having First-Person Normally Open level access, then the door will be Normal Open, and will automatically restore closing after the valid interval has expired.


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

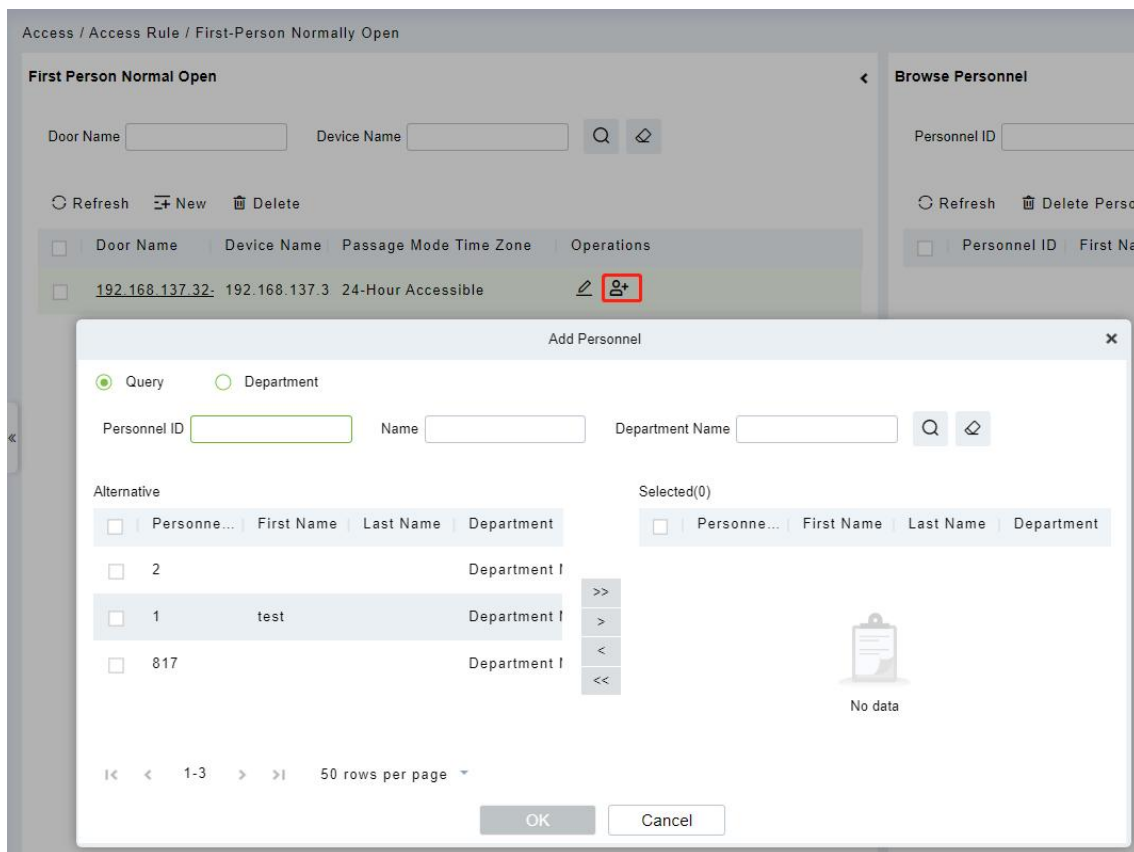
When adding or editing First-Person Normally Open settings, you may only select door and time zones. After a successful addition, assigned personnel can open the door. You can browse and delete the personnel on the right side of the interface.

Operation steps are as follows:

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



2. Click  button in the Operation module to add personnel having First-Person Normally Open level (this person must have access control level), then click **[OK]** to save.

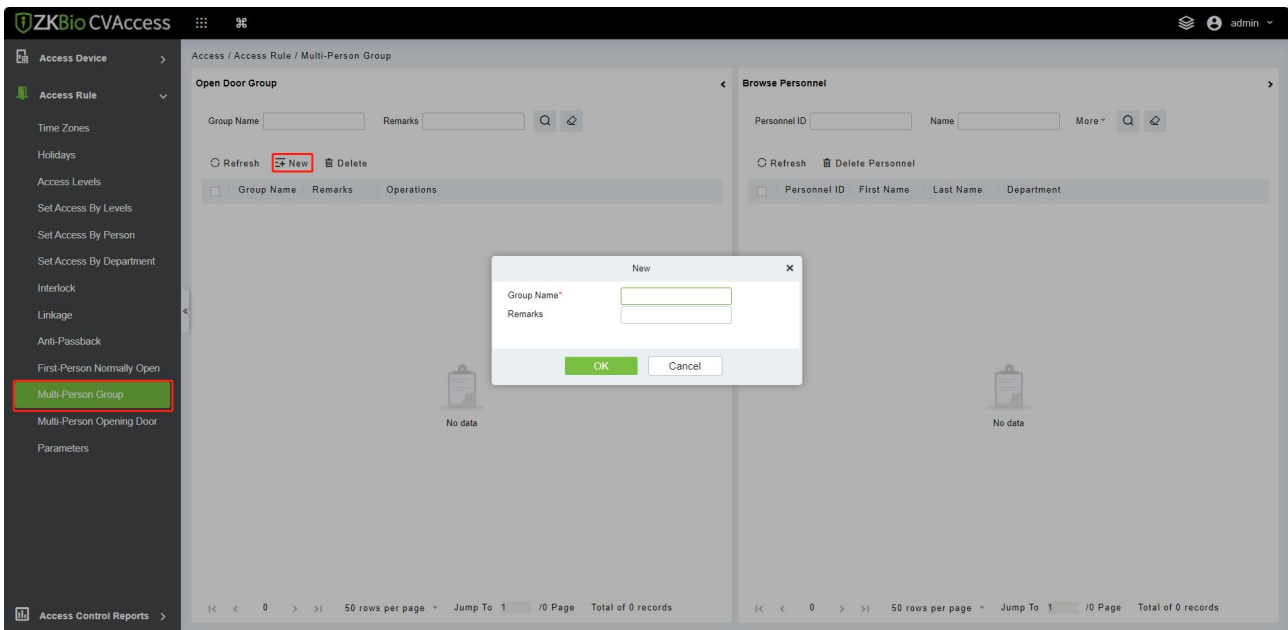


### 4.2.11 Multi-Person Group

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 any other valid combination) will interrupt the procedure and you need to wait for 10 seconds to restart verification. The door cannot be opened


by verifying using just one of the combinations.


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



- **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  button in the Operation module to add personnel to the group.
3. After selecting and adding personnel, click **[OK]** to save and return.

 **Note:** A person can only be a part of only one group.

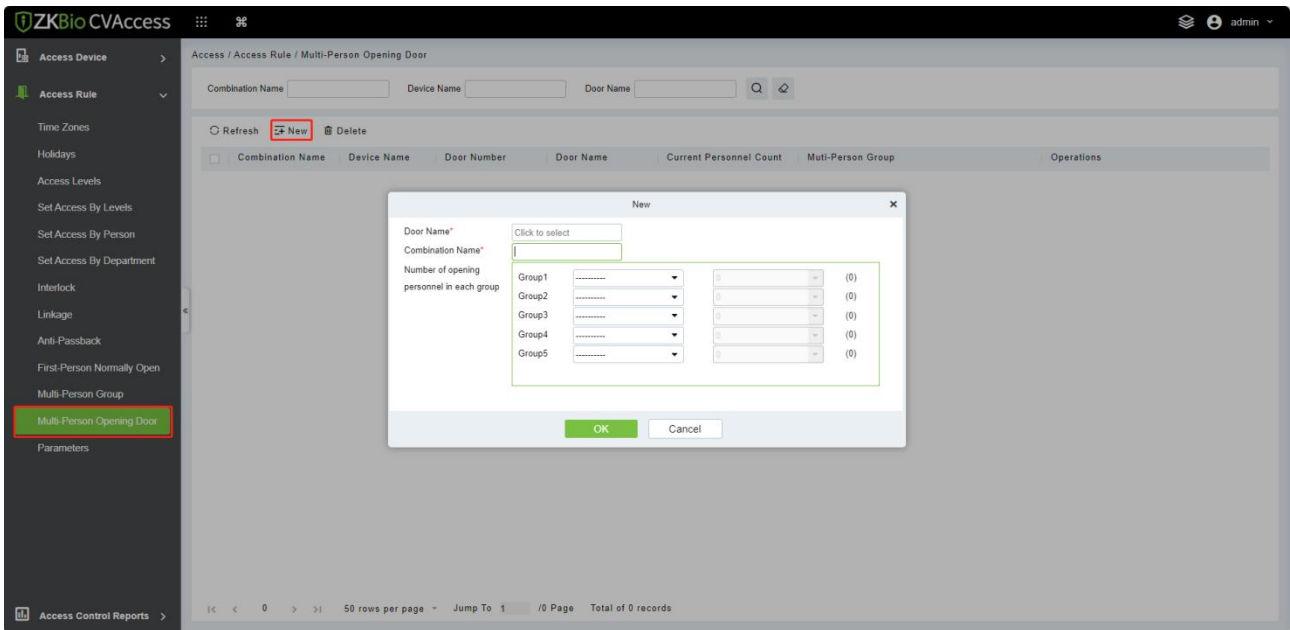
## 4.2.12 Multi-Person Opening Door

Set levels for personnel in Multi-Person Personnel Group.

It is a combination of the personnel in one or more Multi-Person Personnel Groups. When setting the number of people in each group, you can configure one group (such as combined door opening by two people in one group) or multiple groups (such as combined door opening by four people, including 2 people in group 1 and 2 people in group 2), and at least one group shall consist of number of door opening people instead of 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 Rule] > [Multi-Person Opening Door] > [New]:**

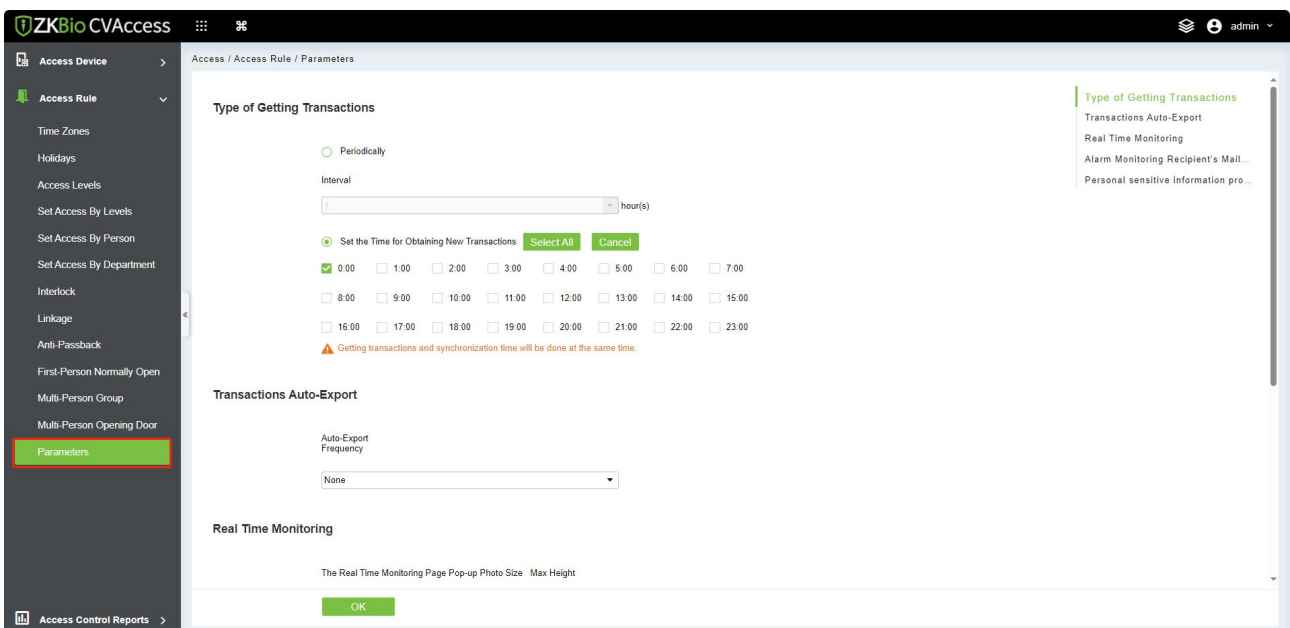


2. The maximum number of Multi-Person Opening Door people for combined door opening is 5. The numbers in the brackets show the current actual number of people in a group. Select the number of people for combined door opening in a group and click **[OK]** to complete.

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

### 4.2.13 Parameters

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



#### > Type of Getting Transactions

##### Periodically



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

### Set the Time for Obtaining New Transactions

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

#### ➤ Transactions Auto-Export

##### Auto-Export Frequency

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

Auto-Export Frequency: By Day ▼  
08 ▼ : 00 ▼ (hour:minute)

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

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

##### Export Mode

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

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

##### Recipient's Mailbox

Set the Recipient's Mailbox.

Recipient's Mailbox  
 Example:123@foxmail.com;456@foxmail.com  
 ⚠ Enter multiple mailboxes, separated by commas(,) or semicolons(;).

#### ➤ The Real Time Monitoring

You can select the checkbox accordingly.

Enable Display Photos Function  
 Enable Audio Alert Function

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



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

## 4.3 Access Reports

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

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

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

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

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

### 4.3.1 All Transactions

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

Time	Area Name	Device Name	Event Point	Event Description	Event Level	Media File	Personnel ID	First Name	Last Name	Card Number	Department	Reader
2023-10-24 15:02:28	Area Name	192.168.137.32(7)	192.168.137.32-1	Normal Verify Ope	Normal		1*	t**t			Department Ni: 192.1	
2023-10-24 15:02:25	Area Name	192.168.137.32(7)	192.168.137.32-1	Normal Verify Ope	Normal		1*	t**t			Department Ni: 192.1	
2023-10-24 15:02:25	Area Name	192.168.137.32(7)	192.168.137.32-1	Normal Verify Ope	Normal		1*	t**t			Department Ni: 192.1	
2023-10-24 14:41:40	Area Name	192.168.137.32(7)	192.168.137.32-1	Normal Verify Ope	Normal		1*	t**t			Department Ni: 192.1	
2023-10-24 14:38:55	Area Name	192.168.137.32(7)	192.168.137.32-1	Normal Verify Ope	Normal		1*	t**t			Department Ni: 192.1	
2023-10-24 14:37:43	Area Name	192.168.137.32(7)	192.168.137.32-1	Normal Verify Ope	Normal		1*	t**t			Department Ni: 192.1	
2023-10-24 14:37:13	Area Name	192.168.137.32(7)	192.168.137.32-1	Normal Verify Ope	Normal		1*	t**t			Department Ni: 192.1	
2023-10-24 14:35:12	Area Name	192.168.137.32(7)	192.168.137.32-1	Normal Verify Ope	Normal		1*	t**t			Department Ni: 192.1	
2023-10-24 14:32:38	Area Name	192.168.137.32(7)	192.168.137.32-1	Normal Verify Ope	Normal		1*	t**t			Department Ni: 192.1	
2023-10-24 14:31:05	Area Name	192.168.137.32(7)	192.168.137.32-1	Normal Verify Ope	Normal		1*	t**t			Department Ni: 192.1	
2023-10-24 14:30:43	Area Name	192.168.137.32(7)	192.168.137.32-1	Normal Verify Ope	Normal		1*	t**t			Department Ni: 192.1	
2023-10-24 14:30:17	Area Name	192.168.137.32(7)	192.168.137.32-1	Normal Verify Ope	Normal		1*	t**t			Department Ni: 192.1	
2023-10-24 14:28:52	Area Name	192.168.137.32(7)	192.168.137.32-1	Normal Verify Ope	Normal		1*	t**t			Department Ni: 192.1	
2023-10-24 14:27:56	Area Name	192.168.137.32(7)	192.168.137.32-1	Normal Verify Ope	Normal		1*	t**t			Department Ni: 192.1	

- **Media File:** You can view or download the photos and videos.
- **Clear All Data:** Click **[Clear All Data]** to pop up prompt and click **[OK]** to clear all transactions.
- **Export:** You can export all transactions in Excel, PDF, and CSV format.

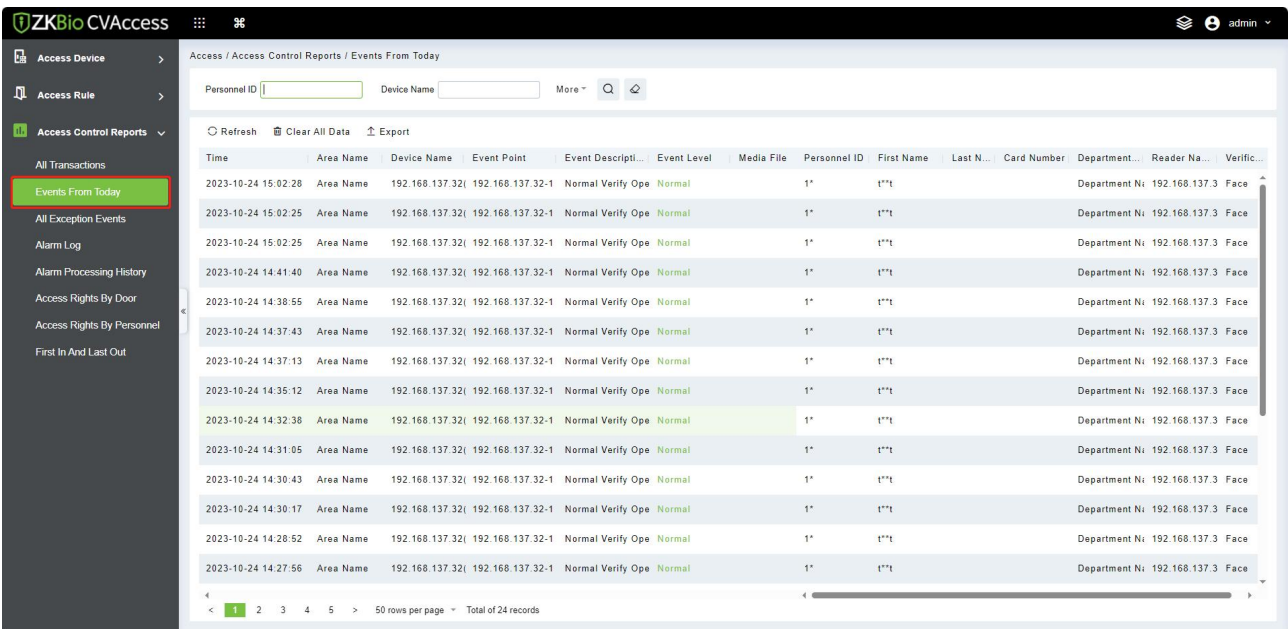
### All Transactions

Event ID	Time	Device Name	Event Point	Event Description	Personnel ID	First Name	Last Name	Card Number	Department Number	Department Name	Reader Name	Verification Mode	Area Name	Remark
-1	2018-12-27 19:15:48	SpeedFace-V5		Disconnected							Other	Other	Area Name	
-1	2018-12-27 17:57:30	192.168.213.9		Disconnected							Other	Other	Area Name	
64376	2018-12-27 17:56:04	192.168.213.9		Device Started							Other	Other	Area Name	
64375	2018-12-27 17:48:46	192.168.213.9		Device Started							Other	Other	Area Name	
64374	2018-12-27 17:45:16	192.168.213.9		Device Started							Other	Other	Area Name	
64373	2018-12-27 17:43:24	192.168.213.9		Connected to the server							Other	Other	Area Name	
64372	2018-12-27 17:43:06	192.168.213.9		Device Started							Other	Other	Area Name	
1255	2018-12-27 17:43:01	SpeedFace-V5	SpeedFace-V5-1	Normal Verify Open	575	Jeff			1	ZK Teco	SpeedFace-V5-1-Out	Face	Area Name	
1254	2018-12-27 17:42:53	SpeedFace-V5	SpeedFace-V5-1	Normal Verify Open	575	Jeff			1	ZK Teco	SpeedFace-V5-1-Out	Face	Area Name	
-1	2018-12-27 17:25:29	192.168.213.9		Disconnected							Other	Other	Area Name	
64371	2018-12-27 13:56:46	192.168.213.9		Connected to the server							Other	Other	Area Name	
64370	2018-12-27 13:56:01	192.168.213.9		Device Started							Other	Other	Area Name	
1253	2018-12-27 11:46:48	SpeedFace-V5	SpeedFace-V5-1	Normal Verify Open	575	Jeff			1	ZK Teco	SpeedFace-V5-1-Out	Face	Area Name	

### 4.3.2 Events from Today

Check out the system record today.

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



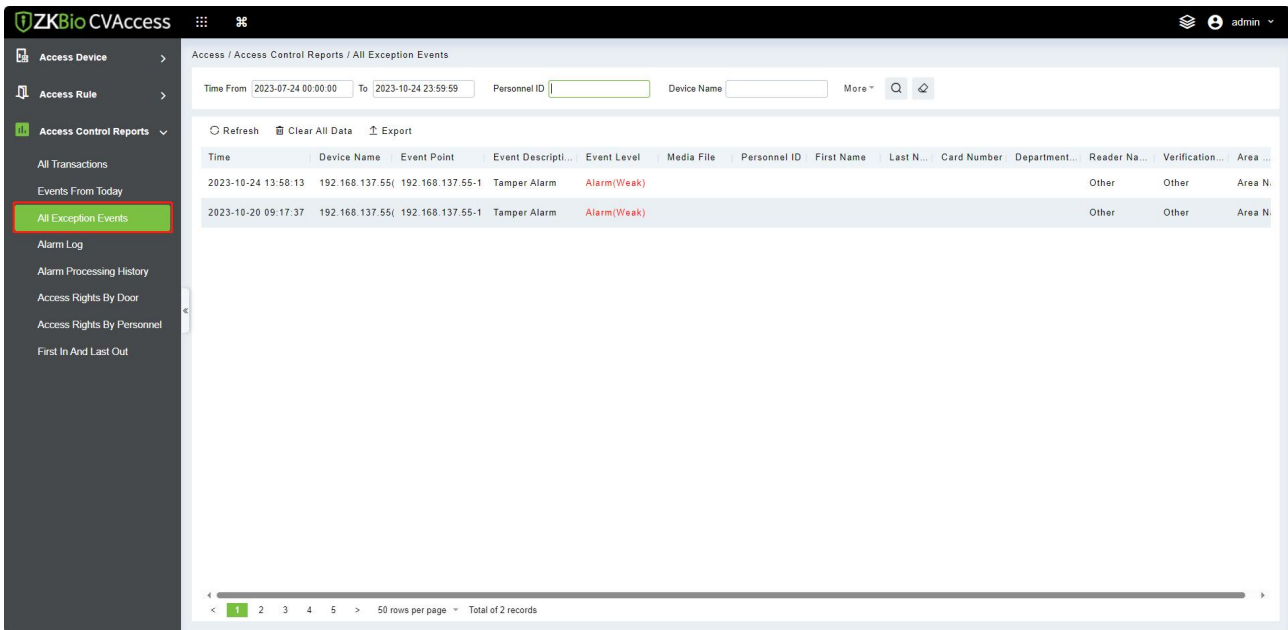
You can export all events from today in Excel, PDF, and CSV format.

ZKTECO												
Events From Today												
Time	Card Number	Personnel ID	First Name	Last Name	Department Name	Device Name	Event Point	Event Description	Reader Name	Verification Mode	Area Name	Remark
2017-12-15 18:29:02	4628036	6	Amber	Lin	Financial Department	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2-In	Only Card	Area Name	
2017-12-15 18:28:59	4628036	6	Amber	Lin	Financial Department	192.168.218.60	192.168.218.60-1	Background Verify Success	192.168.218.60-1-In	Only Card	Area Name	
2017-12-15 18:28:45	13260079	5	Necol	Ye	Marketing Department	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2-In	Only Card	Area Name	
2017-12-15 18:28:41	13260079	5	Necol	Ye	Marketing Department	192.168.218.60	192.168.218.60-1	Background Verify Success	192.168.218.60-1-In	Only Card	Area Name	
2017-12-15 18:28:38	4461253	1	Jerry	Wang	General	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2-In	Only Card	Area Name	
2017-12-15 18:28:35	4461253	1	Jerry	Wang	General	192.168.218.60	192.168.218.60-1	Background Verify Success	192.168.218.60-1-In	Only Card	Area Name	
2017-12-15 18:28:23	1411237	2940	Sherry	Yang	Hotel	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2-In	Only Card	Area Name	
2017-12-15 18:28:20	1411237	2940	Sherry	Yang	Hotel	192.168.218.60	192.168.218.60-1	Background Verify Success	192.168.218.60-1-In	Only Card	Area Name	
2017-12-15 18:28:17	9505930	9	Lilian	Mei	Development Department	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2-In	Only Card	Area Name	
2017-12-15 18:28:13	9505930	9	Lilian	Mei	Development Department	192.168.218.60	192.168.218.60-1	Background Verify Success	192.168.218.60-1-In	Only Card	Area Name	
2017-12-15 18:28:09	13271770	3	Leo	Hou	Financial Department	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2-In	Only Card	Area Name	
2017-12-15 18:28:01	13271770	3	Leo	Hou	Financial Department	192.168.218.60	192.168.218.60-1	Background Verify Success	192.168.218.60-1-In	Only Card	Area Name	
2017-12-15 18:23:52	4461253	1	Jerry	Wang	General	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2-In	Only Card	Area Name	
2017-12-15 18:23:16	4461253	1	Jerry	Wang	General	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2-In	Only Card	Area Name	
2017-12-15 18:23:12	4461253	1	Jerry	Wang	General	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2-In	Only Card	Area Name	
2017-12-15 18:23:02	6156266	2	Lucky	Tan	Development Department	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2-In	Only Card	Area Name	
2017-12-15 18:22:21	4461253	1	Jerry	Wang	General	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2-In	Only Card	Area Name	
2017-12-15 18:20:24	9505930	9	Lilian	Mei	Development Department	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2-In	Only Card	Area Name	

Created on: 2017-12-15 18:36:55  
 Created from ZKBioSecurity software. All rights reserved. 1/33

### 4.3.3 All Exception Events

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

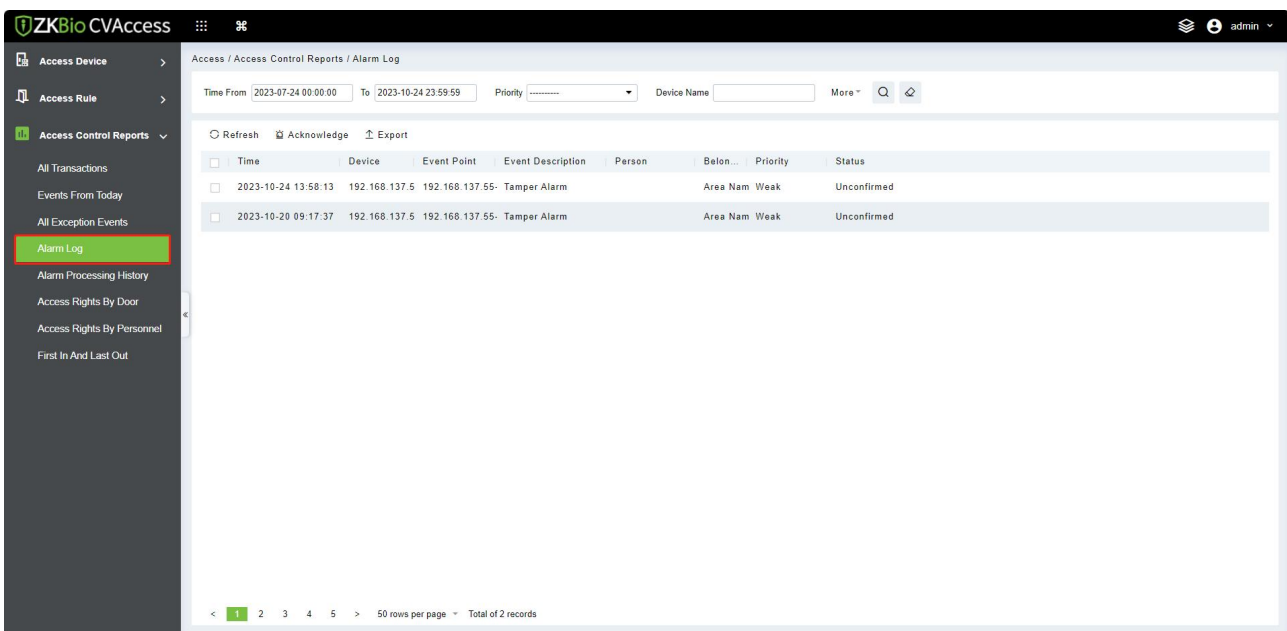


- **Clear All Data:** Click **[Clear All Data]** to pop up prompt, and then click **[OK]** to clear all exception events.
- **Export:** You can export all exception events in Excel, PDF, and CSV format.

All Exception Events														
Event ID	Time	Device Name	Event Point	Event Description	Personnel ID	First Name	Last Name	Card Number	Department Number	Department Name	Reader Name	Verification Mode	Area Name	Remark
-1	2018-12-27 19:15:48	SpeedFace-V5		Disconnected							Other	Other	Area Name	
-1	2018-12-27 17:57:30	192.168.213.9		Disconnected							Other	Other	Area Name	
-1	2018-12-27 17:25:29	192.168.213.9		Disconnected							Other	Other	Area Name	
-1	2018-12-26 18:45:08	SpeedFace-V5		Disconnected							Other	Other	Area Name	
1220	2018-12-26 18:16:58	SpeedFace-V5	SpeedFace-V5-1	Unregistered Personnel							SpeedFace-V5-1-Out	Face	Area Name	
1218	2018-12-26 18:16:52	SpeedFace-V5	SpeedFace-V5-1	Unregistered Personnel							SpeedFace-V5-1-Out	Face	Area Name	
1215	2018-12-26 18:15:19	SpeedFace-V5	SpeedFace-V5-1	Unregistered Personnel							SpeedFace-V5-1-Out	Face	Area Name	
1214	2018-12-26 18:14:40	SpeedFace-V5	SpeedFace-V5-1	Unregistered Personnel							SpeedFace-V5-1-Out	Face	Area Name	
1213	2018-12-26 18:14:27	SpeedFace-V5	SpeedFace-V5-1	Unregistered Personnel							SpeedFace-V5-1-Out	Face	Area Name	
1212	2018-12-26 18:12:48	SpeedFace-V5	SpeedFace-V5-1	Unregistered Personnel							SpeedFace-V5-1-Out	Face	Area Name	
1211	2018-12-26 18:11:12	SpeedFace-V5	SpeedFace-V5-1	Unregistered Personnel							SpeedFace-V5-1-Out	Face	Area Name	
1210	2018-12-26 18:10:46	SpeedFace-V5	SpeedFace-V5-1	Unregistered Personnel							SpeedFace-V5-1-Out	Face	Area Name	
1209	2018-12-26 18:10:42	SpeedFace-V5	SpeedFace-V5-1	Unregistered Personnel							SpeedFace-V5-1-Out	Face	Area Name	
1208	2018-12-26 18:10:38	SpeedFace-V5	SpeedFace-V5-1	Unregistered Personnel							SpeedFace-V5-1-Out	Face	Area Name	

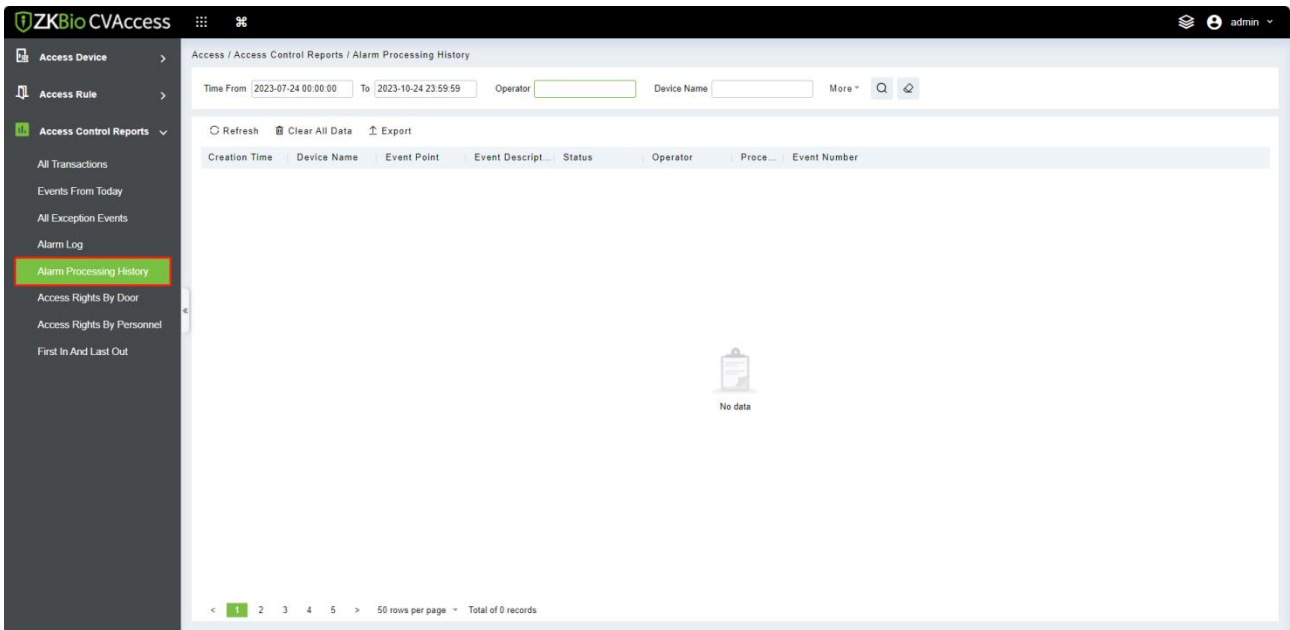
### 4.3.4 Alarm Log

Click **[Reports]** > **[Alarm Log]** to view historical statement in **Alarm Monitoring**.



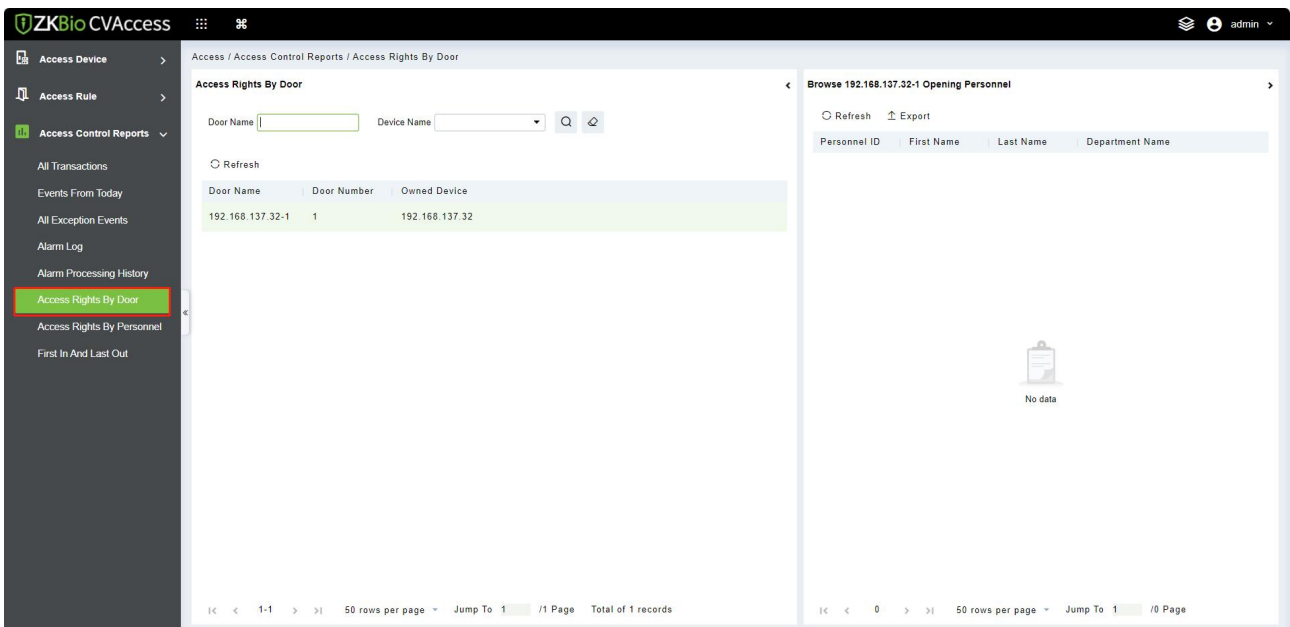
### 4.3.5 Alarm Processing History

Click **[Reports]** > **[Alarm Processing History]** to view reports of processing records in **Alarm Monitoring**.



### 4.3.6 Access Rights by Door

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



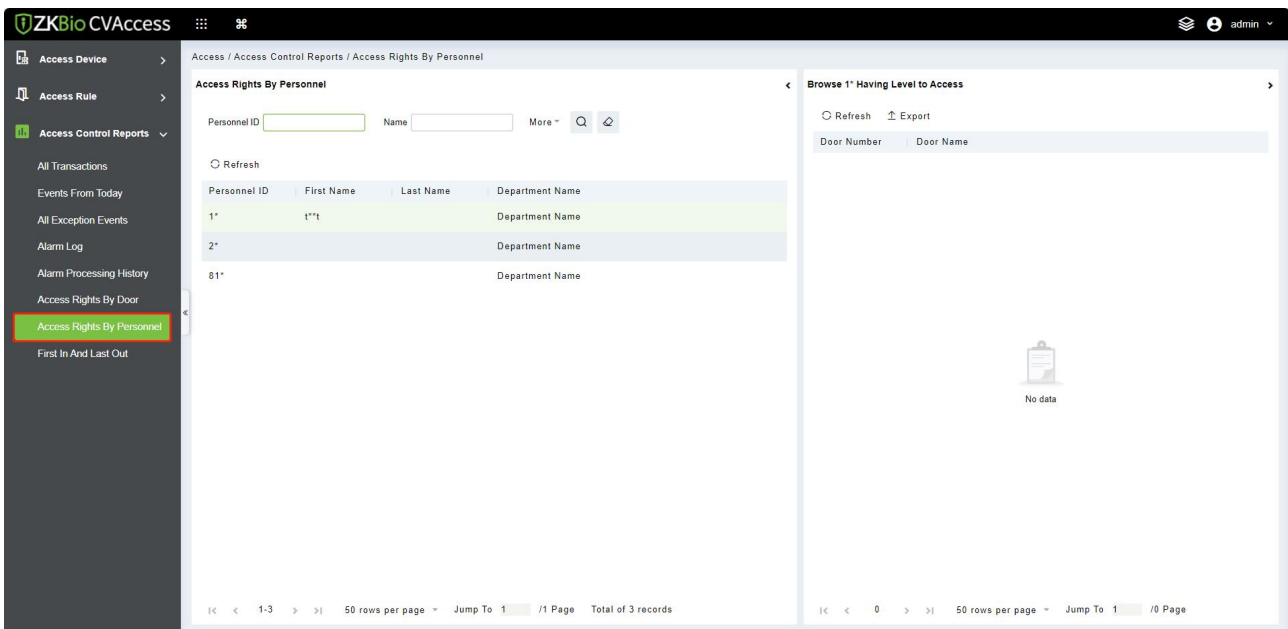
You can export all the personnel having access levels to the door data in Excel, PDF, and CSV format.

Personnel			
Personnel ID	First Name	Last Name	Department Name
575	Jeff		ZKTeco
1	abc	xyz	Marketing Department
2	abc1	xyz1	Development Department
343	example		Financial Department
432	ex		Marketing Department

### 4.3.7 Access Rights by Personnel

View related access levels by personnel.

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



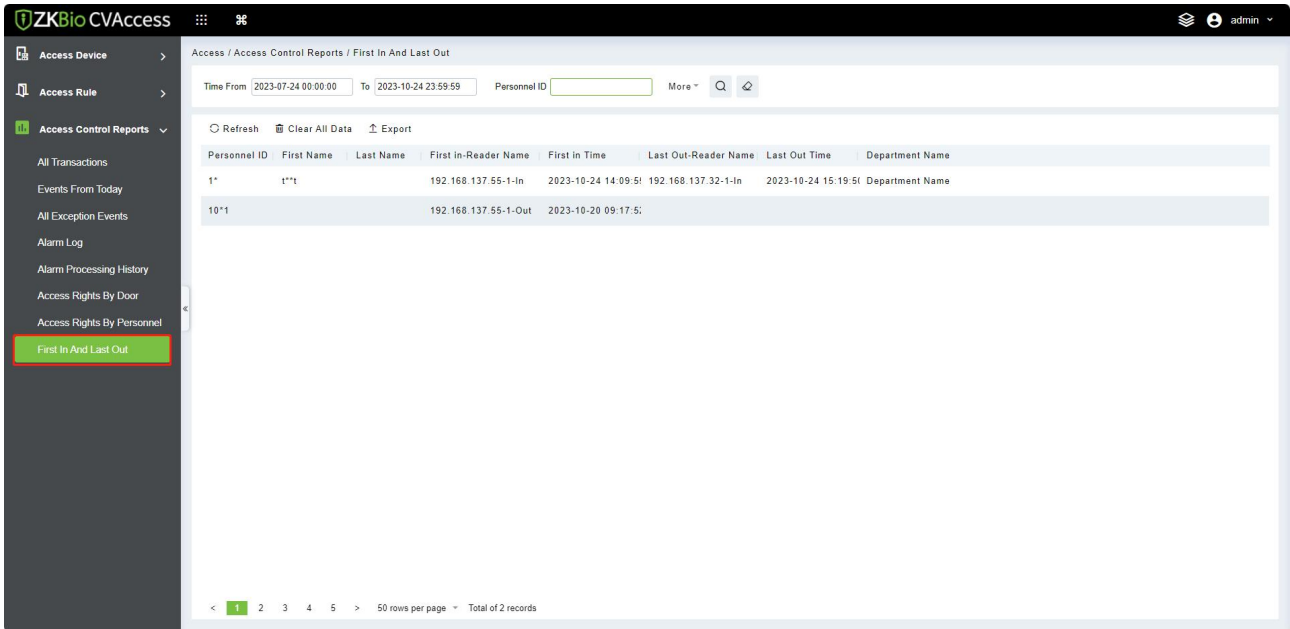
You can export all the door information in Excel, PDF, and CSV format.

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



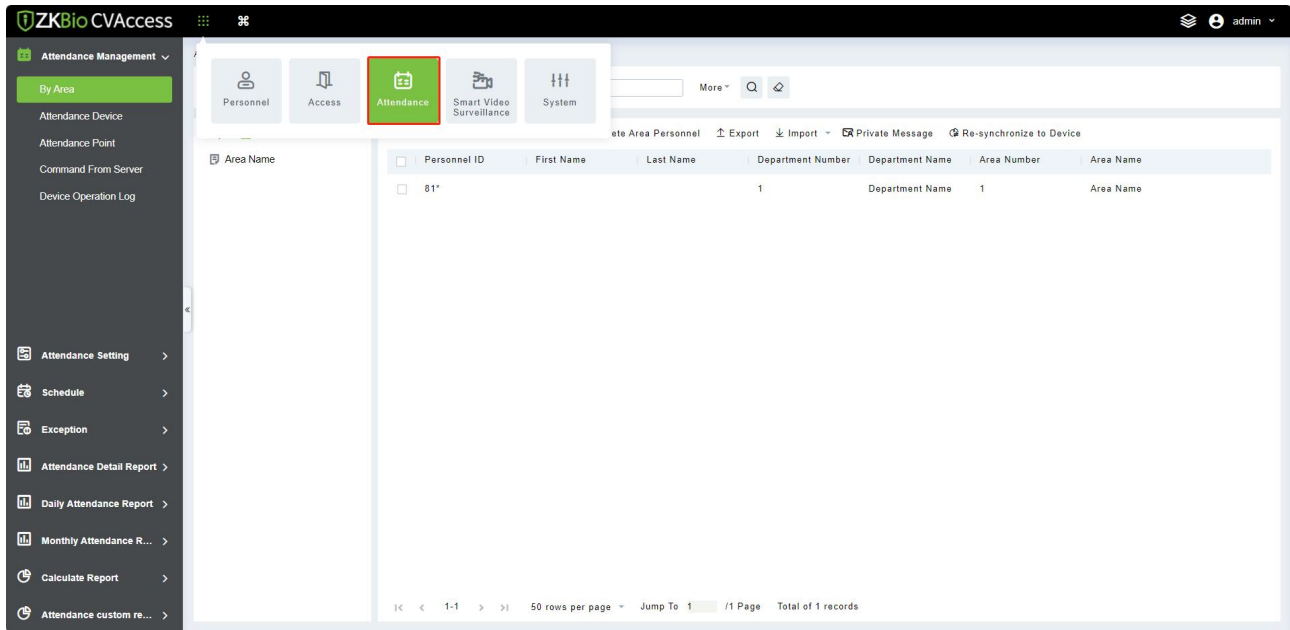
### 4.3.8 First in and Last out

Click **[Reports]** > **[First in and Last out]** to view report of first entry and last exit, used to quickly screen out the first entry and last exit of the day.



## 5 Attendance Management

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



### 5.1 Attendance Management

This function includes adding a device, adding area and assigning it to the personnel. Set the communication parameters of the device. The system can communicate with the device properly only when communication parameters are configured correctly, including the parameter settings in the system and the device. After successful communication, you can view the information on the connected device and can perform remote monitoring of the device/upload and download.

#### 5.1.1 Set Attendance by Area

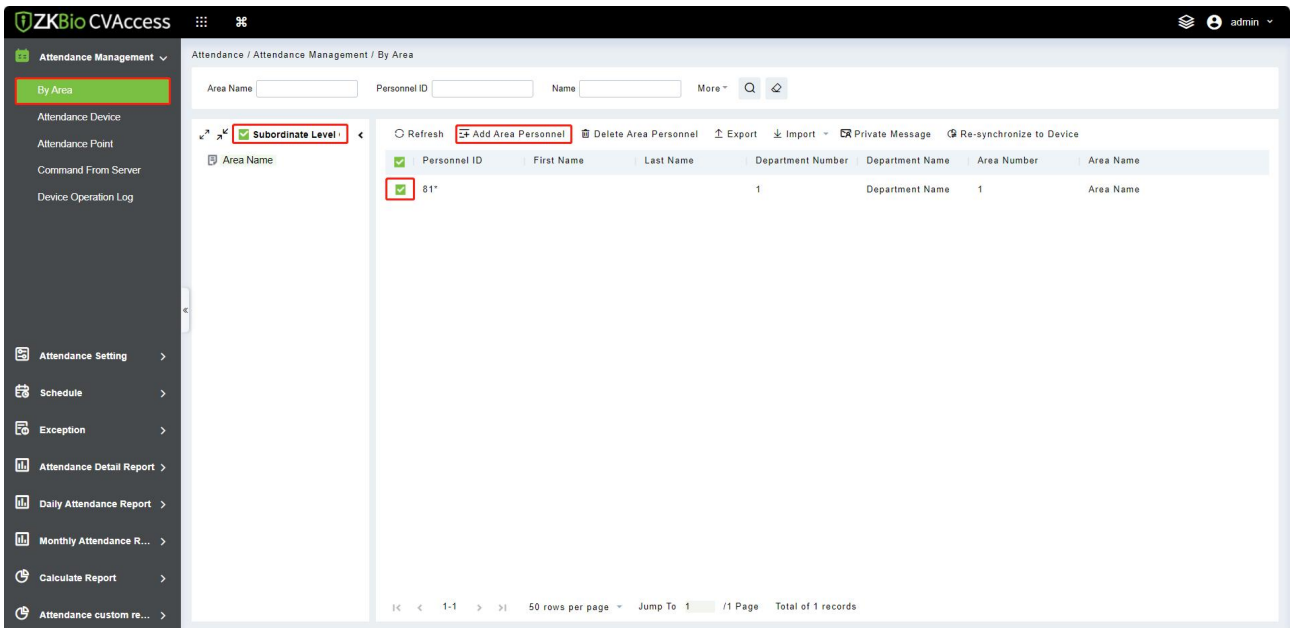
Area is a concept of space that facilitates the management of devices in a specific area.

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

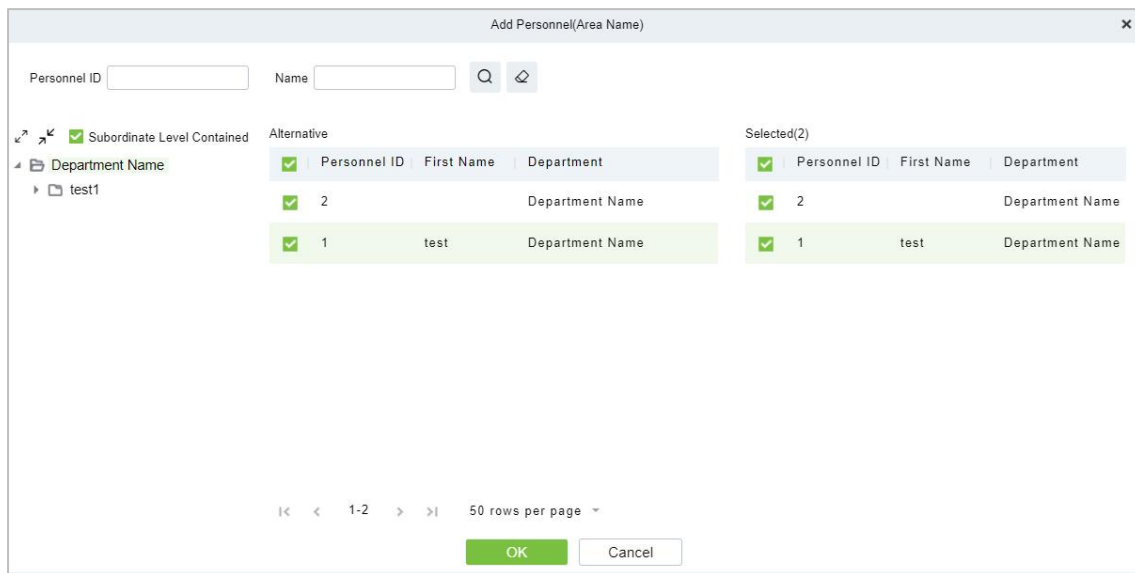


### 5.1.1.1 Add/Delete Personnel for A Specified Area

1. Click **[Attendance Management]> [By Area]**, click a certain area of left side, the system will display the personnel on the right side.



2. Click **[Add Area Personnel]** under the list on the left to pop up the Add Person page. Select the person to the right list and click **[OK]** to complete it.

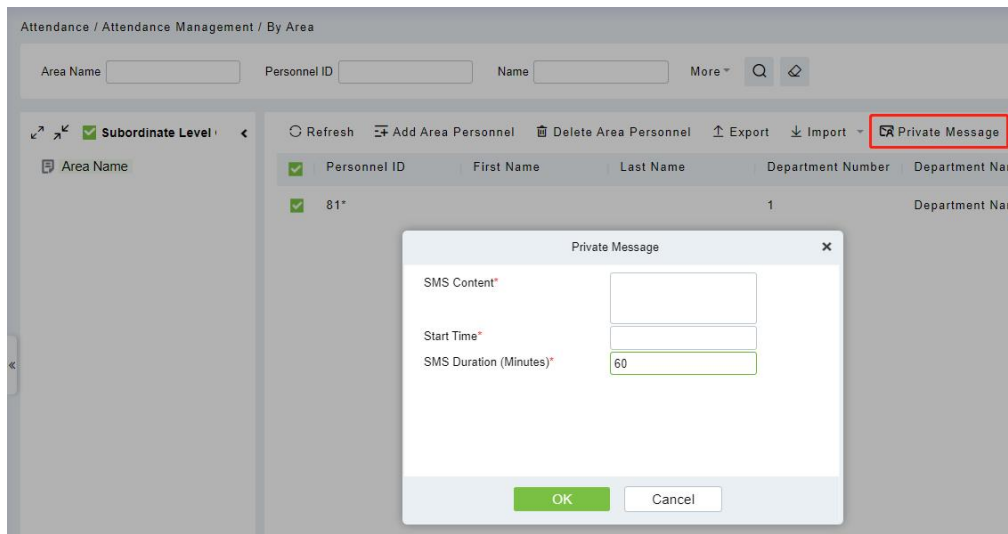


3. To delete a person in the area, select the person on the right side and click **[Delete Area Personnel]** to delete the person from the area.

### 5.1.1.2 Private Message

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

Select personnel and click **[Private Message]**. The setting interface as follows:



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

The fields are described below:

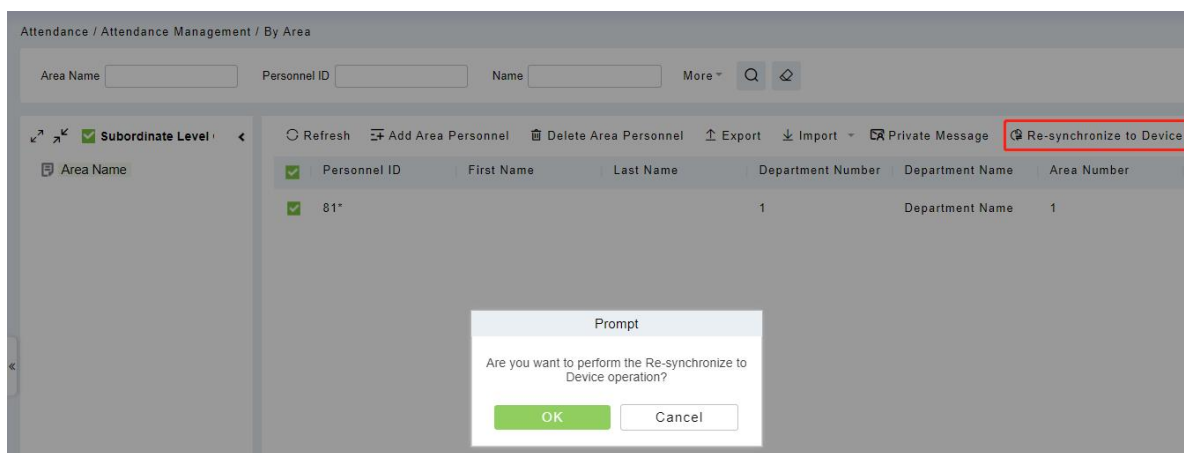
**Short Message:** The message displayed on the time and attendance device, which supports input 40 characters.

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

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

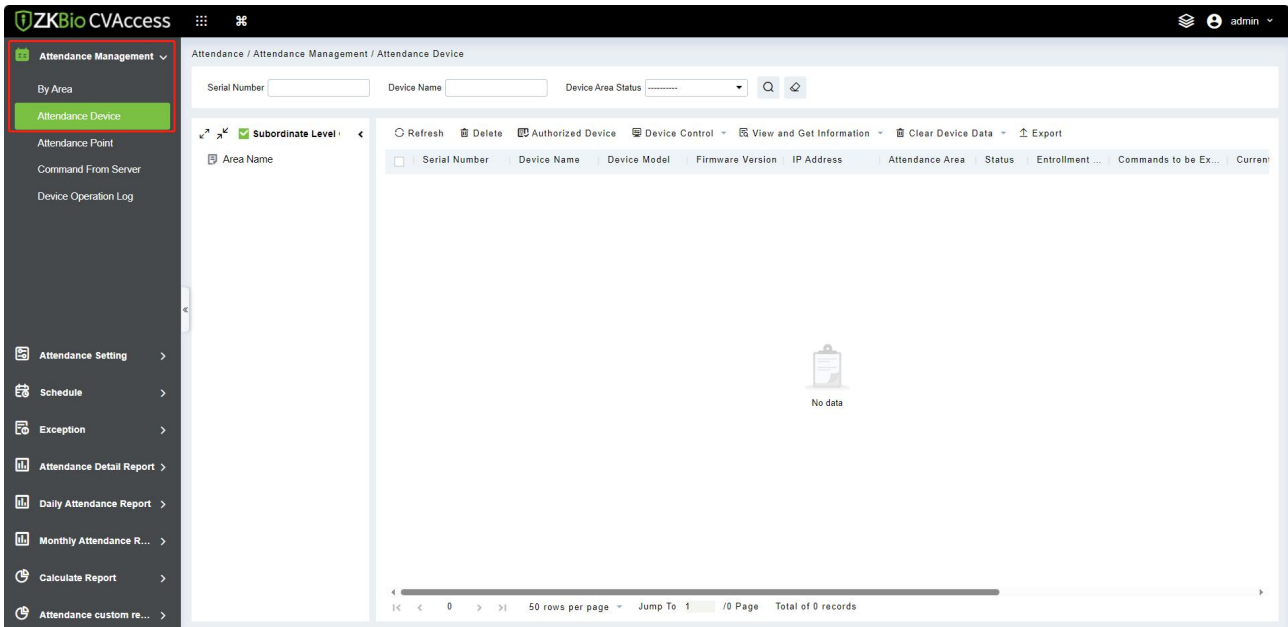
### 5.1.1.3 Re-synchronize data to the device

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



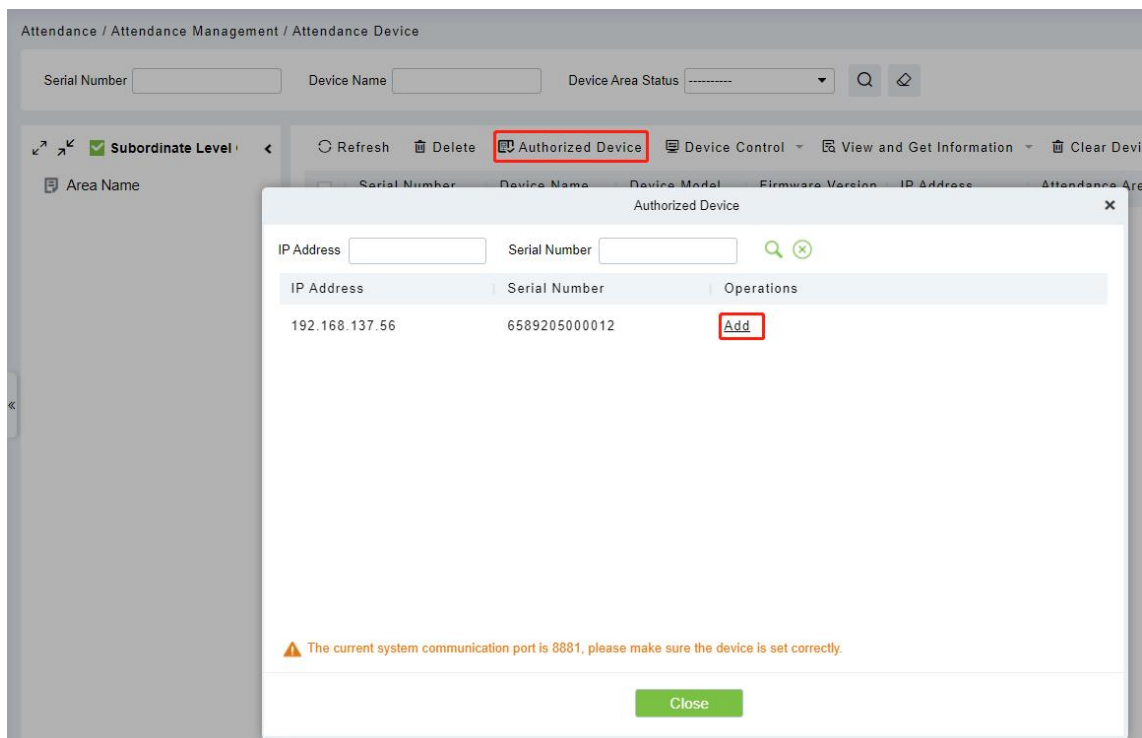
## 5.1.2 Attendance Device

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



### 5.1.2.1 Authorized Device

1. Click **[Attendance Management]** > **[Attendance Device]** > **[Authorized Device]**, as follows:



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

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

- Device Name\*: 6589205000012
- Serial Number\*: 6589205000012
- IP Address: 192 . 168 . 137 . 56
- Attendance Area\*: (empty dropdown)
- Time Zone\*: (UTC+8)Beijing, Chi... (dropdown)
- Enrollment Device:

Below the fields, there is a warning message: **⚠ Time zone or registration machine status modification will take effect after restarting the device!**

At the bottom, there are two buttons: "OK" (green) and "Cancel" (white).

### Fields are as follows:

- **Device Name:** Time and attendance device name, any character up to 20.
- **Device Serial Number:** Attendance device serial number.
- **IP Address:** The IP address of the attendance device.
- **Attendance Area:** The equipment for regional division, to achieve regional data management.
- **Time Zone:** Time and attendance at different time zones.
- **Enrollment Device:** If not selected, the user data uploaded by the device will not be processed (the attendance record of the device will not be checked). If checked, the user data uploaded by the device will be processed.

**Note:** Before adding devices to the software, users need to set the communication IP and address of time attendance device.

### 5.1.2.2 Edit Device

Select the device and click  button, to modify device information.

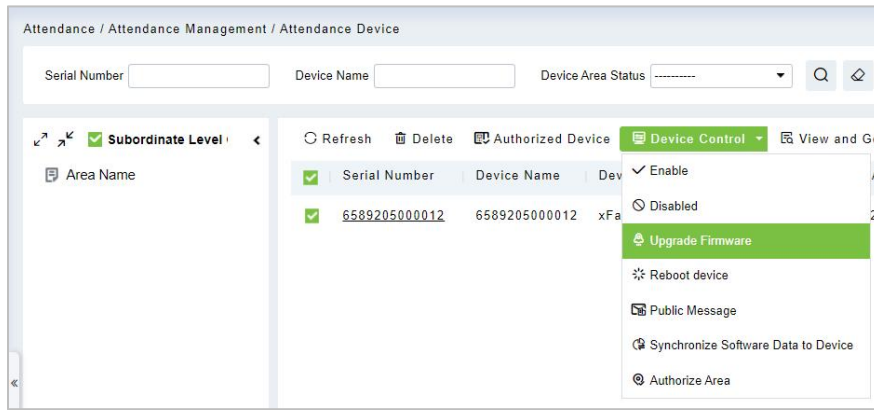
### 5.1.2.3 Delete

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

### 5.1.2.4 Refresh

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

### 5.1.2.5 Device Control



➤ **Enable**

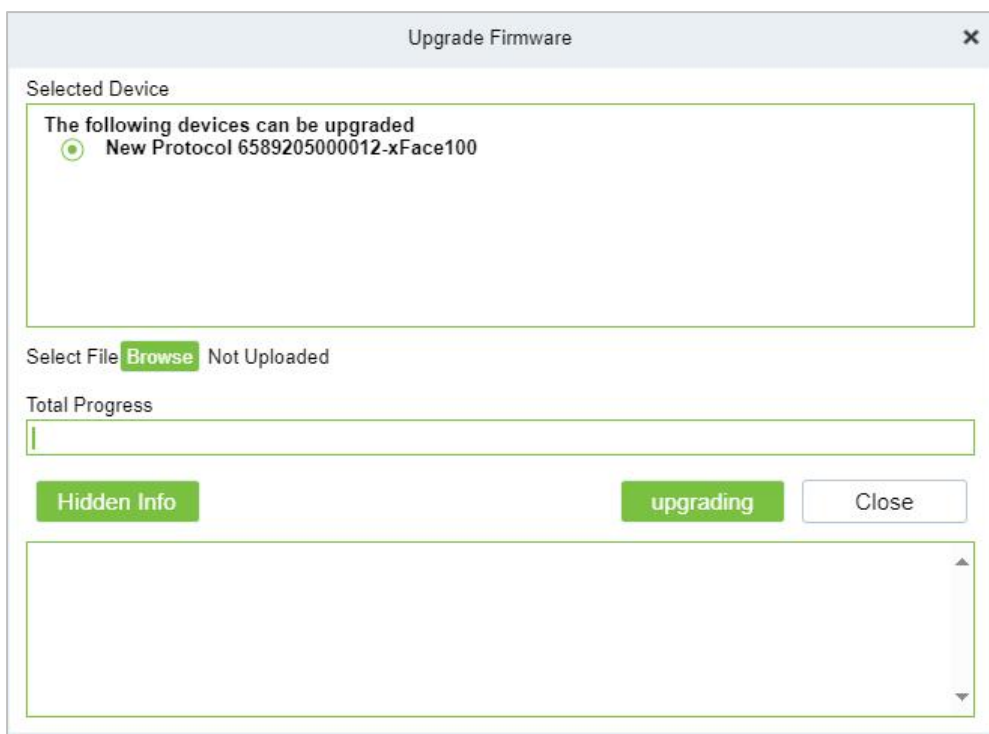
After the device is enabled, the upload and download of data are enabled normally. (When the device is enabled, users can choose whether it is a registration device or not).

➤ **Disable**

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

➤ **Upgrade Firmware**

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



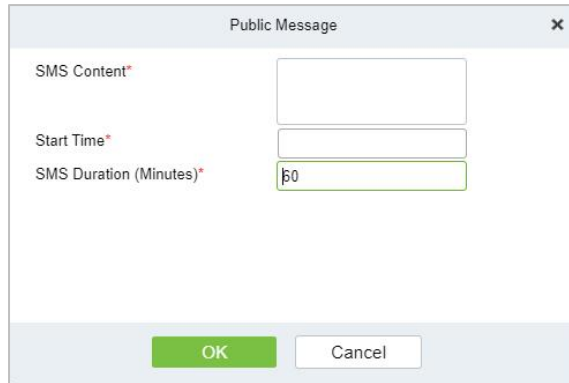
➤ **Reboot Device**

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

➤ **Public Message**

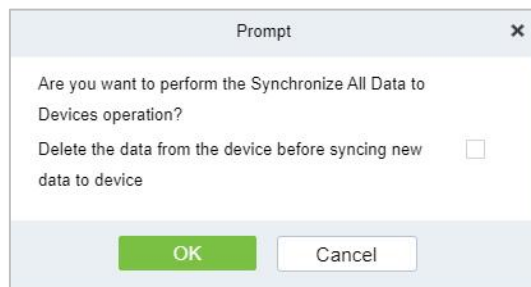
You can set the public messages in the device so that the device can display short messages on the

page (Not all the devices support this function).



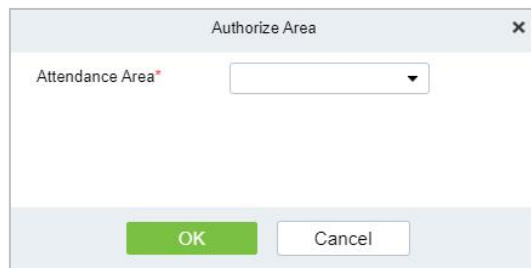
➤ **Synchronize software data to the device**

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



➤ **Authorize Area**

It can reach certain areas within a period of time after being authenticated.



**5.1.2.6 View and Get Information**



### ➤ Get Device Option

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

### ➤ View Device Parameters

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

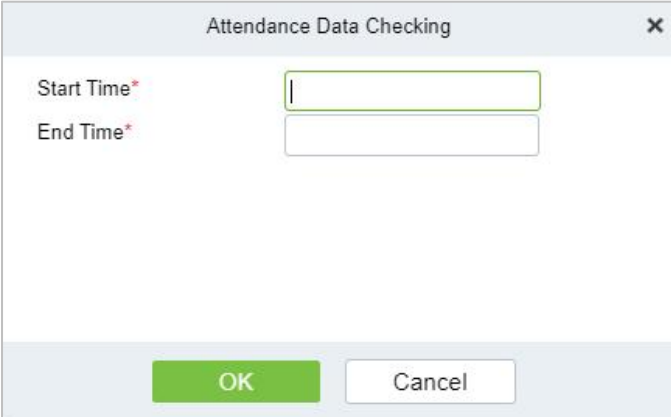


Parameter Name	Parameter Value
Personnel Quantity	2/1500
Visible Face	2/1500
Face Picture Quantity	3/1500
Fingerprint Quantity	3/2000
Punch Data	7/100000
Maximum User Photos	2000
Biometric Template Version:	
Visible Face	39.1
Fingerprint	10.0
Firmware Version	ZAM180-NF-Ver1.1.8
Push Version	Ver 2.0.33S-20210521

Close

### ➤ 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.



Attendance Data Checking

Start Time\*

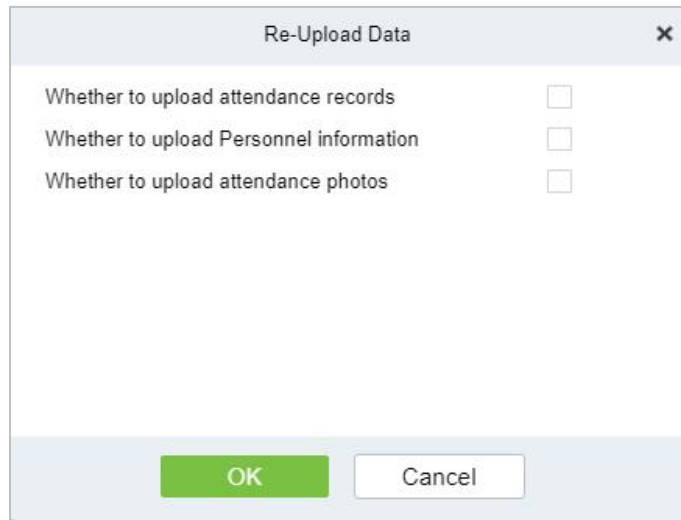
End Time\*

OK Cancel

### ➤ Re-upload Data

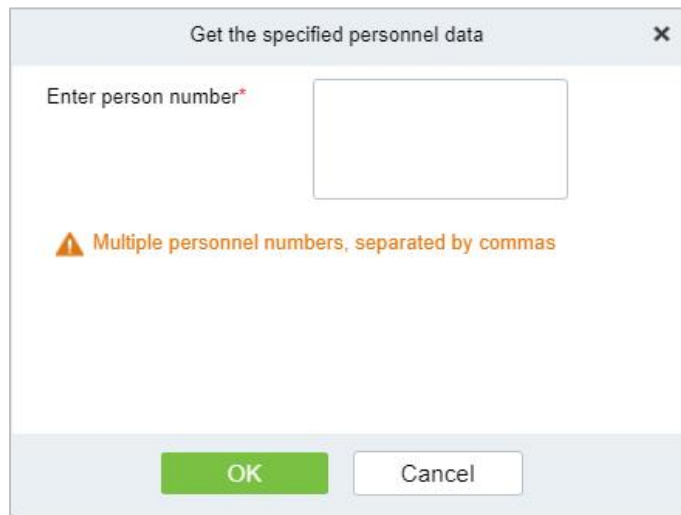
Select the device in which you want to upload data. Click to enter the check box to upload the data

type: attendance record/attendance photo, click the confirmation to get such information again from the device.



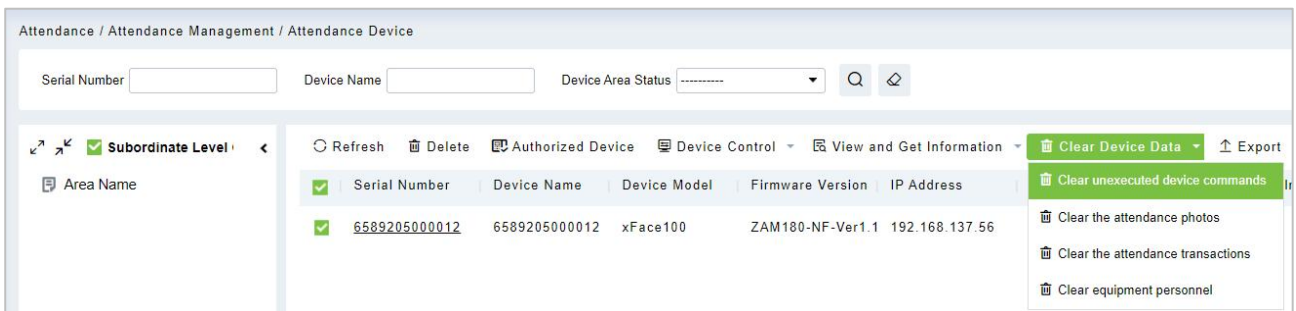
➤ **Get the Specified Personnel Data**

Select the device from the list and click Get the Specified personnel data.



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

**5.1.2.7 Clear Device Data**



➤ **Clear Unexecuted Device Commands**

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



### ➤ Clear the attendance photos

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

### ➤ Clear the attendance transactions

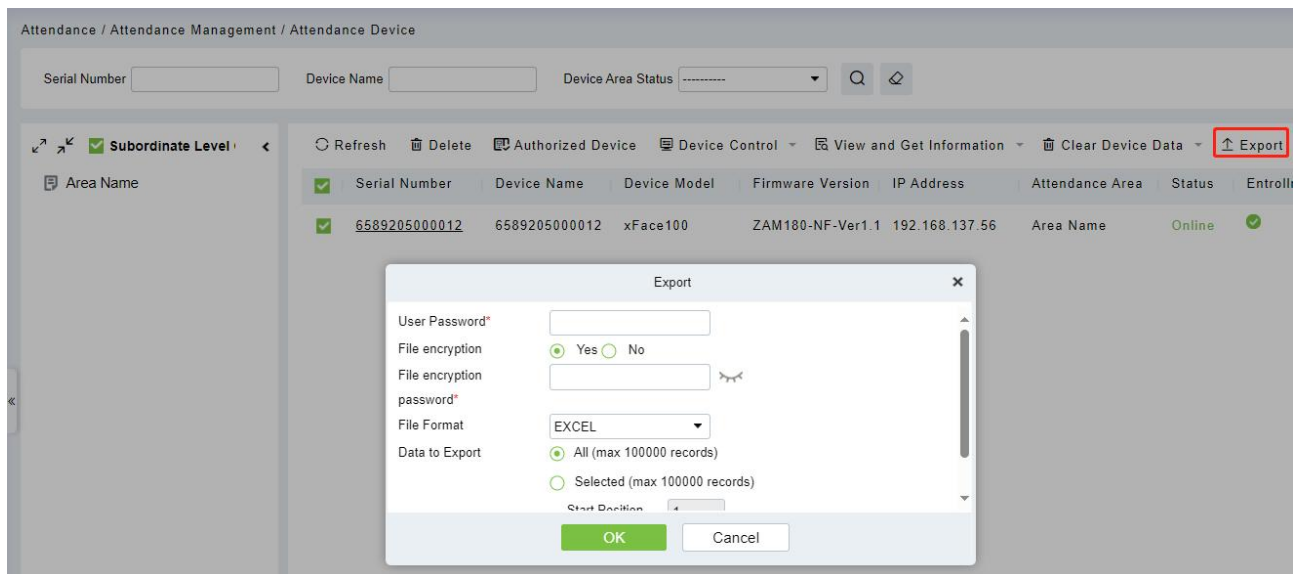
Select the device. This function will clear all the attendance data records from the device.

### ➤ Clear equipment Personnel

This function will clear all the equipment personnel records from the device.

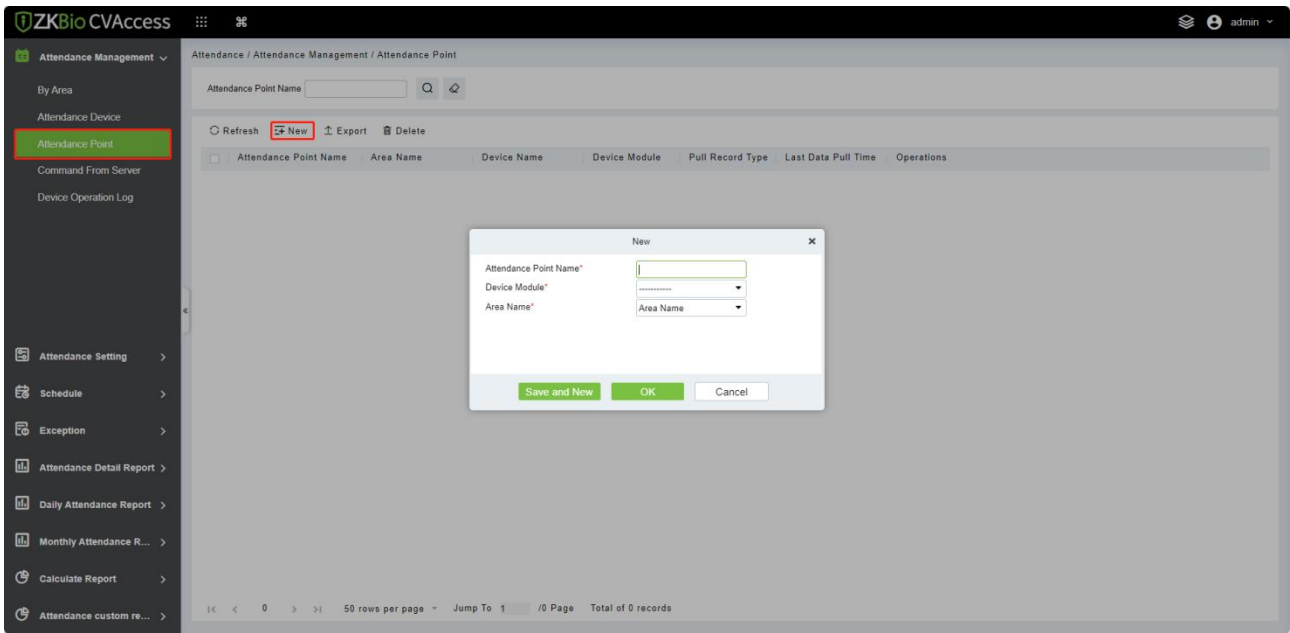
## 5.1.2.8 Export

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

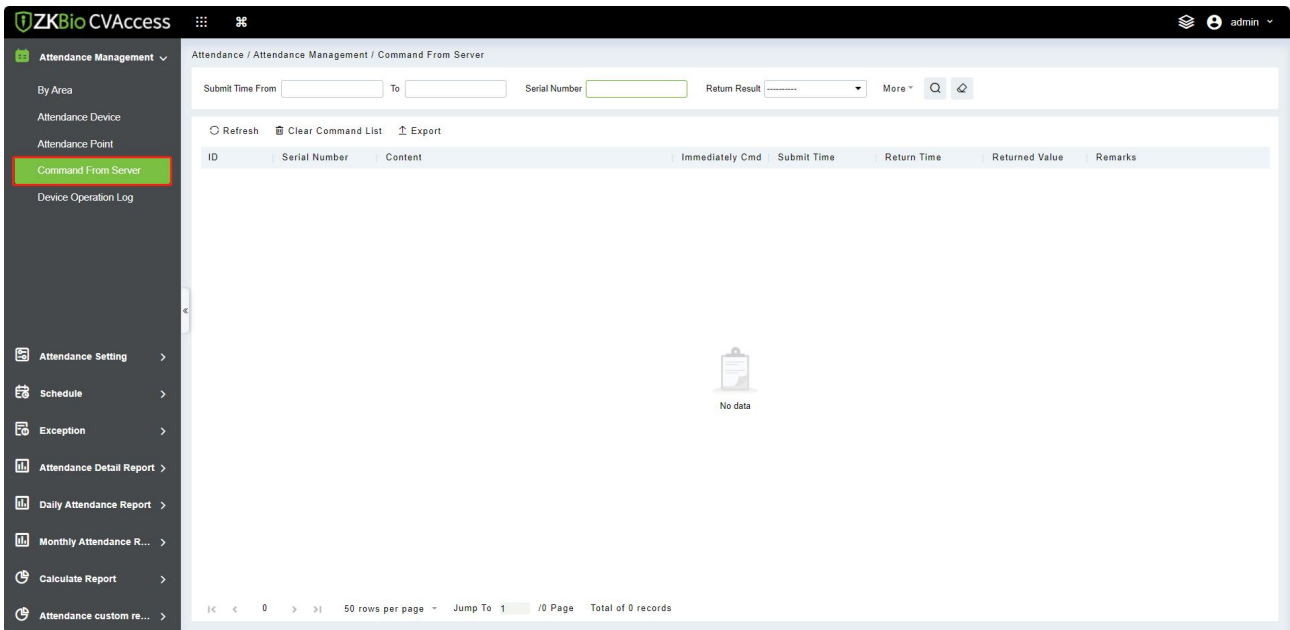


## 5.1.3 Attendance Point

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

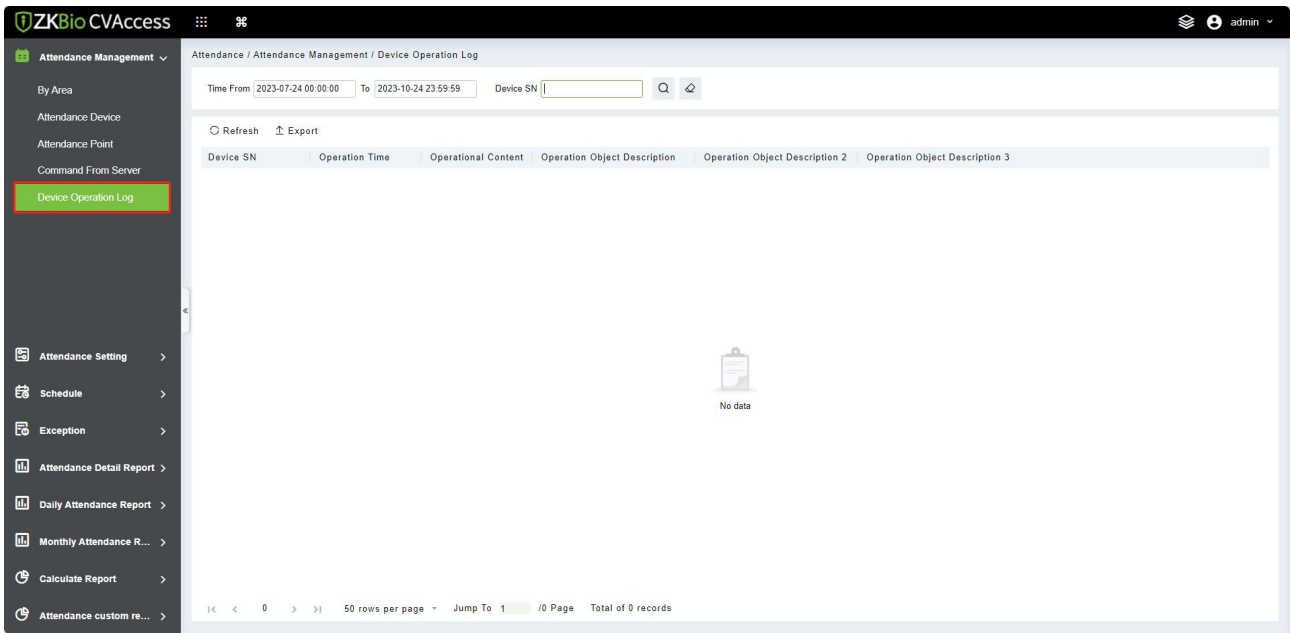


### 5.1.4 Command from Server



### 5.1.5 Device Operation Log

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



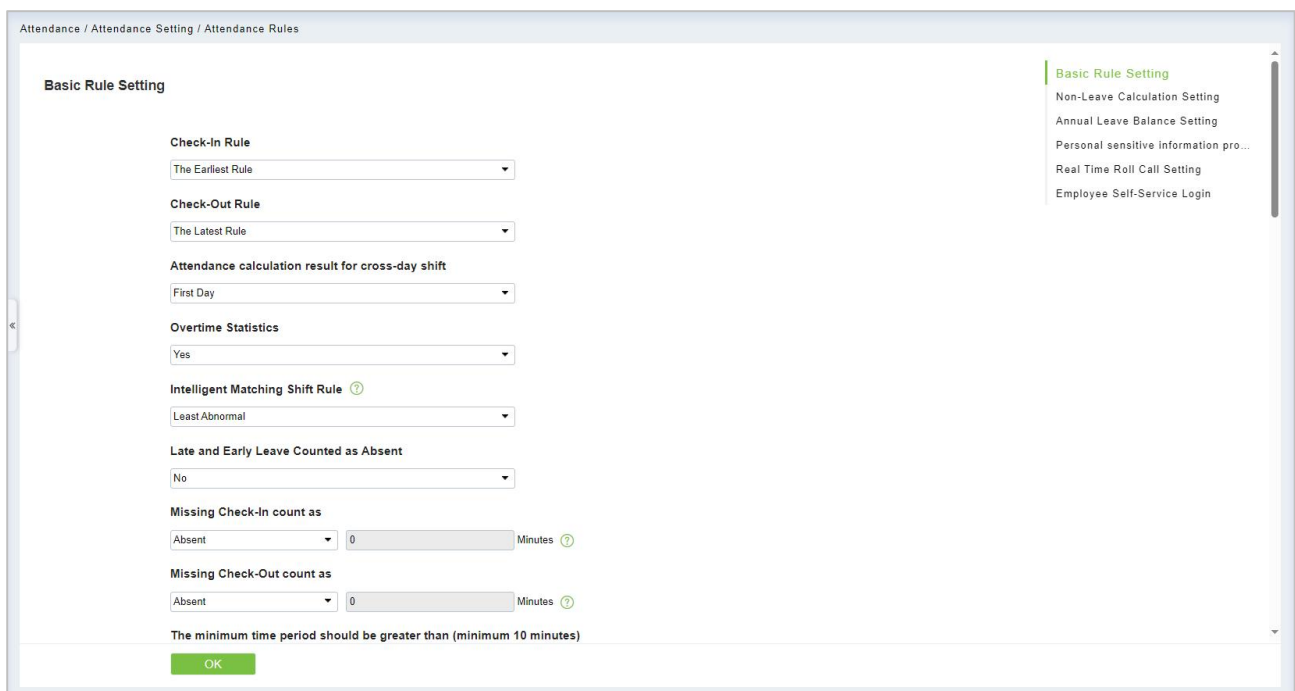
## 5.2 Attendance Setting

### 5.2.1 Attendance Rules

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

Click **[Attendance] > [Attendance Setting] > [Attendance Rules]**.

#### 5.2.1.1 Basic Rule Setting



#### Check-in Rule:

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

**Check-out Rule:**

- **Late Principle:** By default, it takes the last punch card record within the range of valid attendance range.
- **Closest Principle:** It takes the punch card record closest to the closing time within the range of valid attendance).

**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.

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

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

**Missing Check-In count as:** If no sign-in or no sign-out record is incomplete, the priority is the highest, then no late arrival, early leave, absenteeism and validity will be counted When missing Check-In is counted as late, if no Check-In, it will be counted as being late for N minutes. If the absence of sign-in or sign-out is recorded as absenteeism, the length of absenteeism is equal to the length of working hours minus the length of late and early leave.

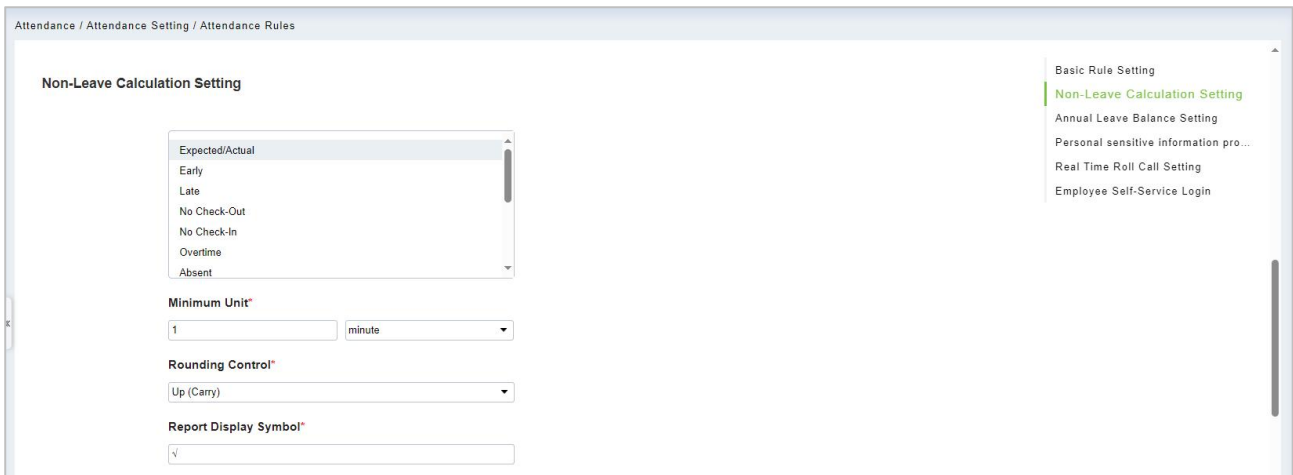
**Missing Check-Out count as:** If no sign-in or no sign-out record is incomplete, the priority is the highest, then no late arrival, early leave. Absenteeism and validity will be counted When missing Check-Out is counted as early leave, if no Check-Out, it will be counted as leaving early for N minutes.

**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.

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

### 5.2.1.2 Non-Leave Calculation Setting



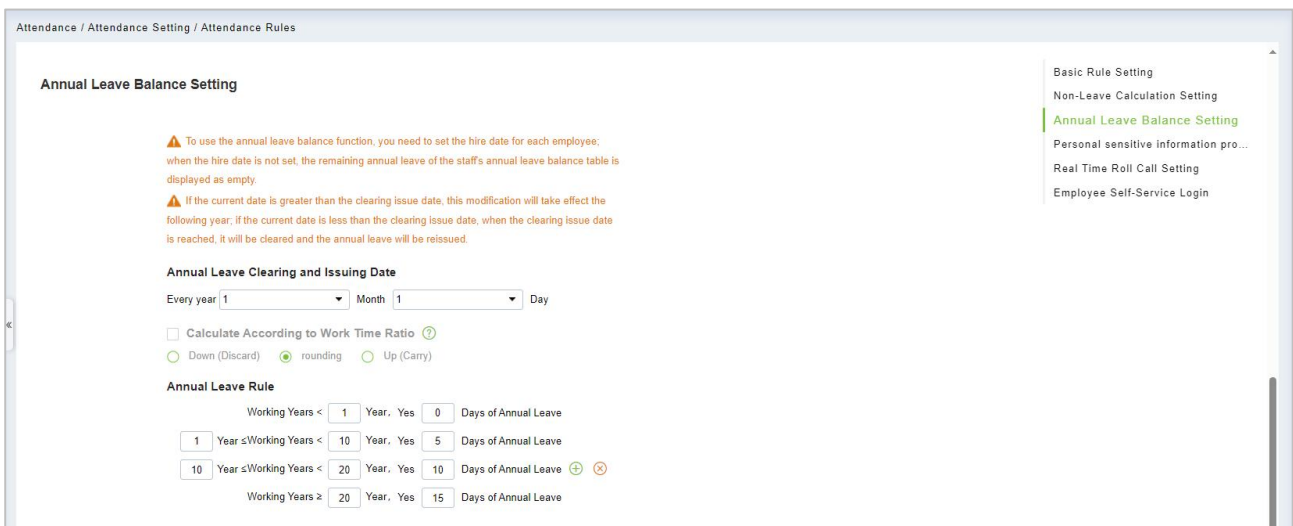
**Minimum Unit:** Calculate the smallest unit of this arix.

**Rounding Control:**

- Down (discard): discard the decimal part, as long as the integer.
- Rounding: If the first decimal place is greater than 5, the integer will be added with 1, otherwise, the integer will be taken.
- Up (carry): With decimal, discard decimal, integer plus 1.

**Report Display Symbol:** Symbols for associated report presentation.

**5.2.1.3 Annual Leave Balance Setting**



**Annual Leave Clearing and Issuing Date:** Set the annual leave clearing date.

**Annual Leave Rule:** Set annual leave days according to length of service, which can be added by symbols.

**5.2.1.4 Other Rules**

Attendance / Attendance Setting / Attendance Rules

**Annual Leave Rule**

Working Years <	1	Year, Yes	0	Days of Annual Leave
1 Year ≤ Working Years <	10	Year, Yes	5	Days of Annual Leave
10 Year ≤ Working Years <	20	Year, Yes	10	Days of Annual Leave
Working Years ≥	20	Year, Yes	15	Days of Annual Leave

**Personal sensitive information protection**

Attendance Photo

▲ After enabling the personal sensitive information security protection option, the sensitive personal data involved in this module will be desensitized or obscured, including but not limited to names, card numbers, ID numbers, photos, etc.

**Real Time Roll Call Setting**

Enable Real Time Roll Call

**Employee Self-Service Login**

Whether to enable employee self-service login

Enable  Disable

OK

Basic Rule Setting  
Non-Leave Calculation Setting  
Annual Leave Balance Setting  
Personal sensitive information...  
Real Time Roll Call Setting  
Employee Self-Service Login

### Attendance Photo:

**Enable Real Time Roll Call:** Turn on the real-time roll call function, and the sign-in status of personnel will be displayed in the “sign-in Table” under the report.

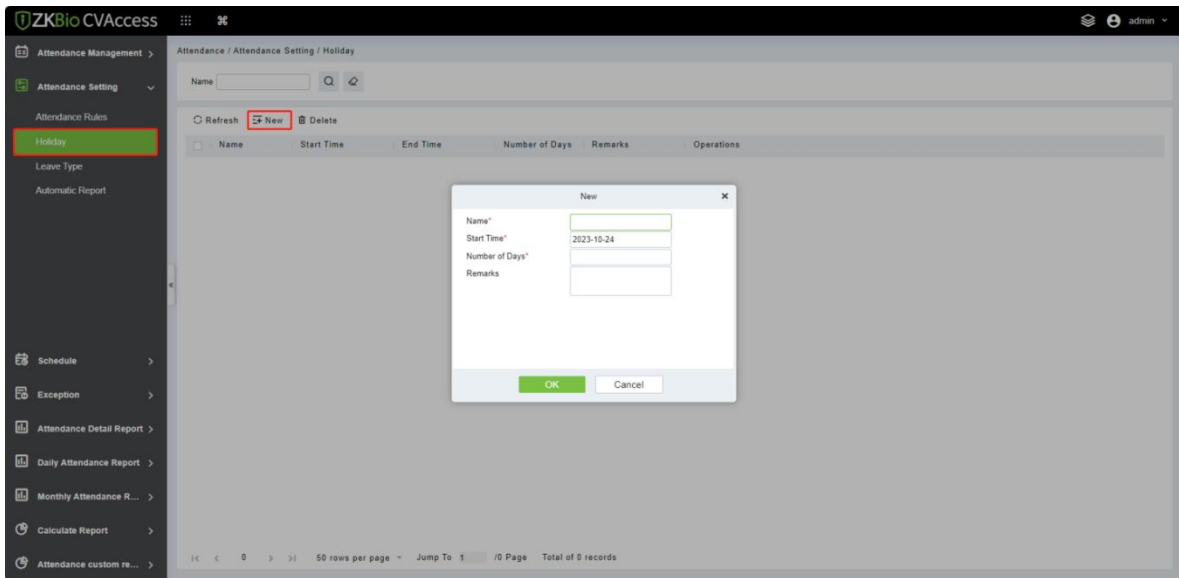
**Whether to enable employee self-service login:** The frequency of setting attendance points to obtain records includes (10 seconds/time, 20 seconds/time, 30 seconds/time, 1 minute/time ~ 8 minutes/time).

## 5.2.2 Holiday

Click **[Attendance]** > **[Attendance Setting]** > **[Holiday]** to manually adding holidays in.

### 5.2.2.1 Adding

1. In the function menu, click **[Attendance Setting]** > **[Holiday]** > **[New]**, the following page is displayed:



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

**Field Description:**

- **Name:** Required.
- **Start time:** Holiday start date, the format is date and time.
- **Number of Days:** The duration of the holiday, character length 2, required.
- **Remarks:** Character length 50.

**5.2.2.2 Edit**

Select holiday which need to be edited and click button beside holiday information.



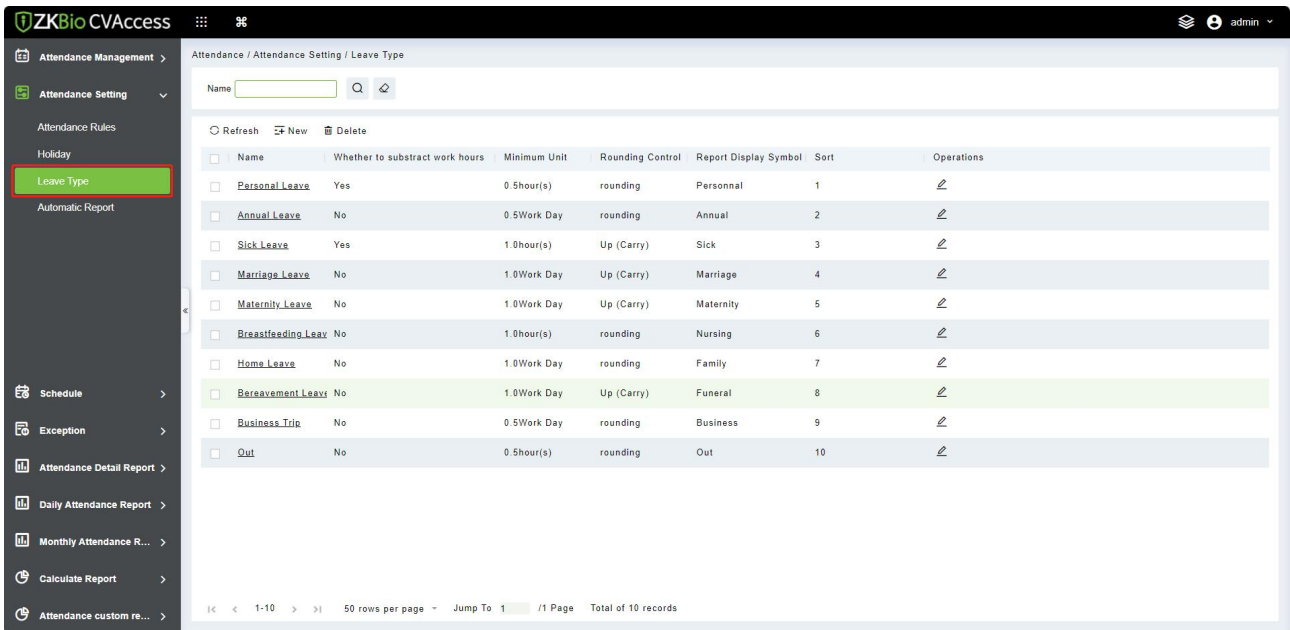
**5.2.2.3 Delete**

Select the Holiday which need to be deleted and click button.

**5.2.3 Leave Type**

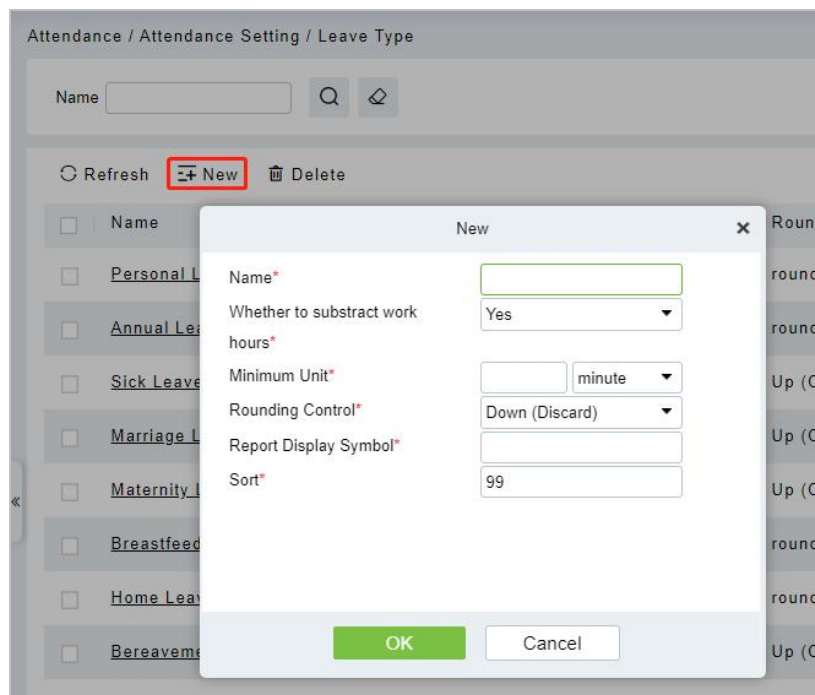
There are 9 leave types by default, editable, but not allowed to be deleted: user-defined leave type can be extended.

Click **[Attendance]** > **[Attendance Setting]** > **[Leave Type]**.



### 5.2.3.1 Adding

1. In the menu, click **[Attendance Setting]** > **[Leave Type]** > **[New]**, the following page is displayed:

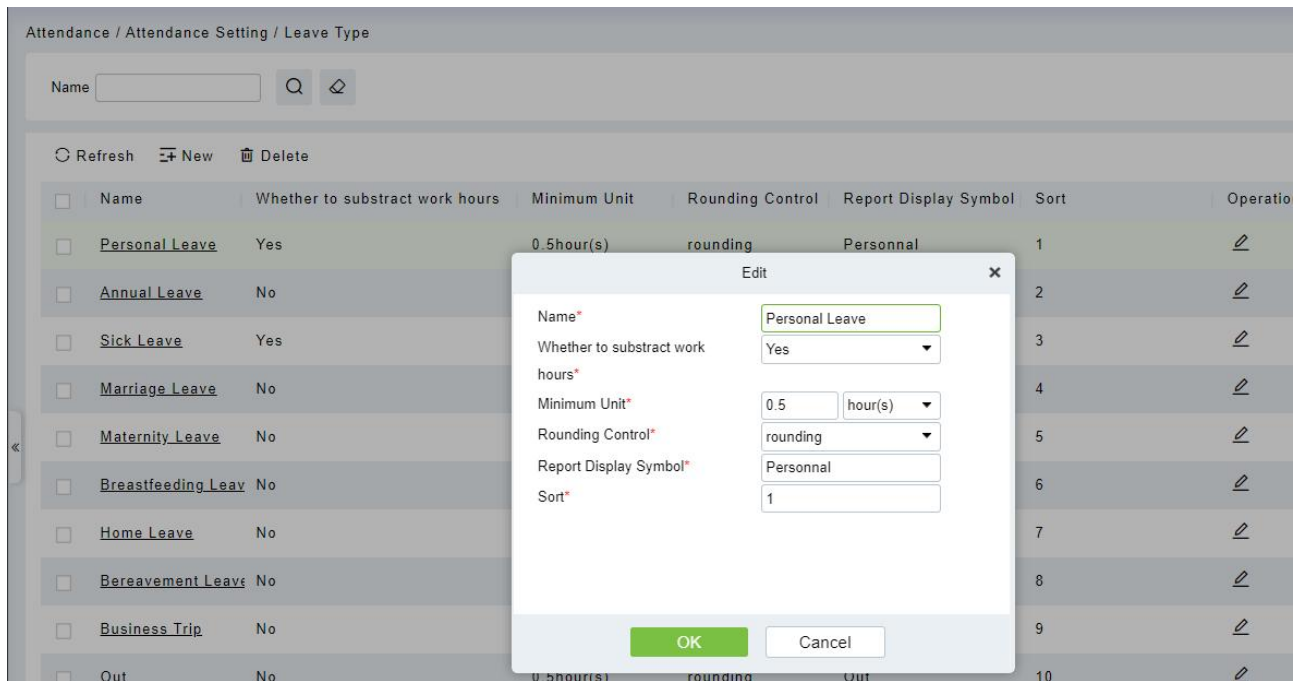


2. After the information is entered, click **[OK]** to finish new addition, click **[Cancel]** to cancel new addition.
3. The default system has 9 kinds of leave type, Casual leave, Marriage Leave, Maternity Leave, Sick Leave, Annual Leave, Home Leave, Bereavement Leave, Breastfeeding Leave, custom. We can edit these leave type but cannot delete it.

### 5.2.3.2 Edit

Select the leave type and click  button to edit.





### Field Description:

- **Name:** Required, maximum character length is 30.
- **Whether to subtract work hours:** Set whether to deduct the length of work for the leave of this leave. For example, maternity leave / marriage leave / annual leave are statutory holidays without deducting the length of work.
- **hours:**
  - **Minimum Unit:** Calculate the smallest unit for this alias.
  - **Rounding Control:** Down (discard): discard the decimal part, as long as the integer; Rounding: If the first decimal place is greater than 5, the integer will be added with 1, otherwise, the integer will be taken; Up (carry): There are decimals, decimals are discarded, integers are added by 1.
- **Report Display Symbol:** Symbols for the presentation of the associated report.
- **Sort:** Sort job listings, only numbers are supported.

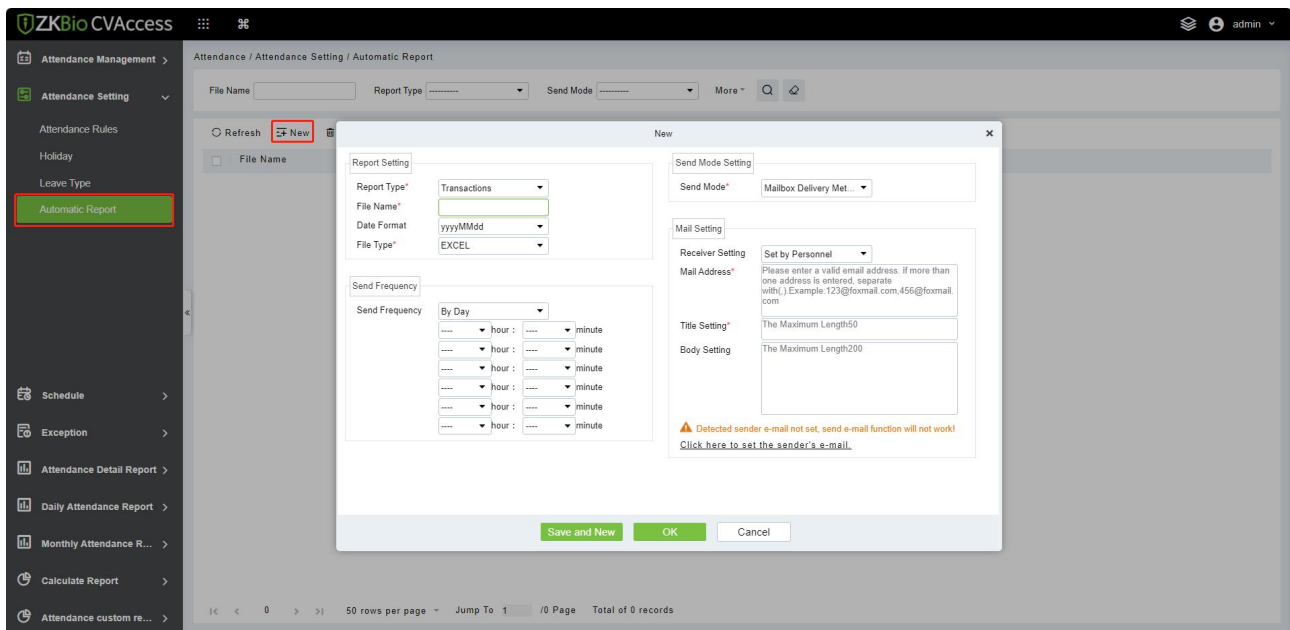
#### 5.2.3.3 Delete

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

#### 5.2.4 Automatic Report

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

1. In the function menu, click **[Attendance Setting]** > **[Automatic Report]** > **[New]**, the following page is displayed:



## 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.

**Data Format:** Select the format of the date.

**File Type:** Currently it supports TXT.

## 3. In the Send Frequency section, 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. Send Mode: Choose a delivery method.

## 5. Mail setting: Set the details of receiver mail.

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

- ★ Set by Personnel: Enter the E-mail address in text box, and if more than one email is there,

then put “:” to separate the e-mails.

- ★ Set by Department: Select a department from the department hierarchy,
  - ★ Set by Area: Select an attendance area from the area hierarchy,
  - Mail address: Enter a valid mail address. The maximum length is 50 characters,
  - 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,
6. Make sure the sender mail settings are already defined.
  7. Once all the details are filled, click **[OK]** to finish.

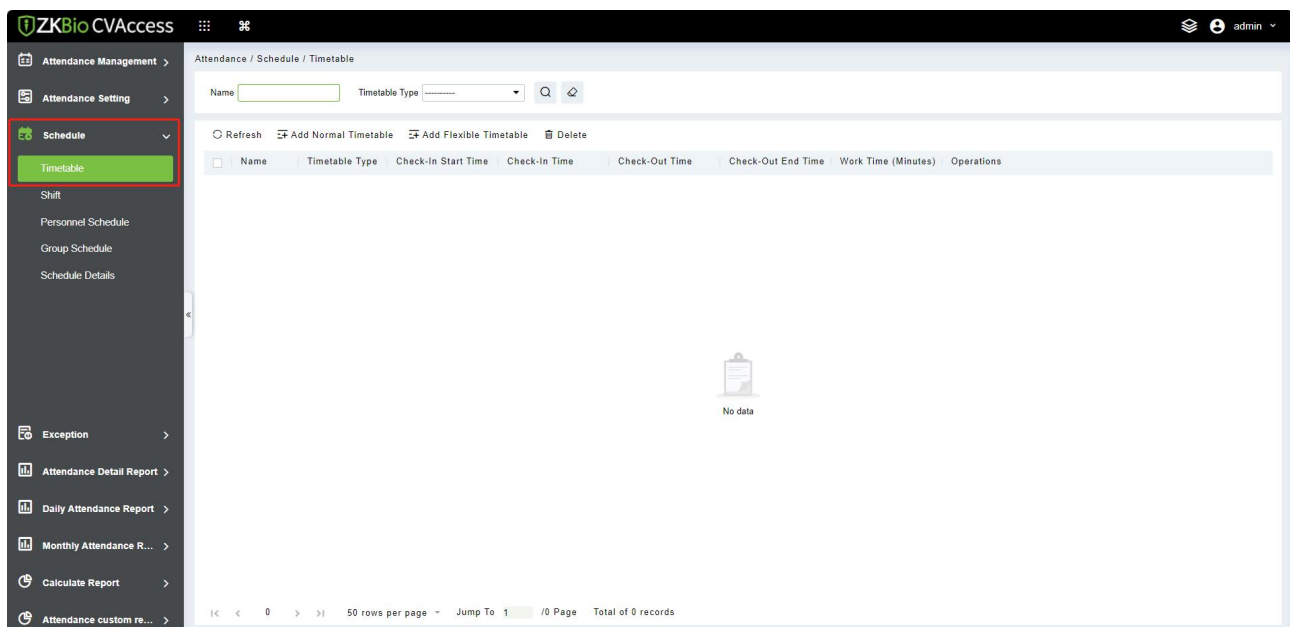
## 5.3 Schedule

### 5.3.1 Timetable

This function is used to set the time zone that will be used in the attendance calculation and configuring the information of each parameter with the minimum unit set. For example, allow late / early leave time, whether it is necessary to Check-in / Check-out, set the time range of Check-in / Check-out, overtime setting and so on.

Before setting the shift, you should set all possible time segments, that is, time zone setting. Set the shift before scheduling, setting the attendance rules in the settings will be significant.

Click **[Attendance]** > **[Schedule]** > **[Timetable]** to enter the time zone page:



#### 5.3.1.1 Add Normal Timetable

This paper introduces the configuration Steps of adding normal time period to the regular shift configuration of VAORIDA.

1. Click **[Add Normal Timetable]**.

## 2. Configure the time period information in the **Add Normal Time** Period window.

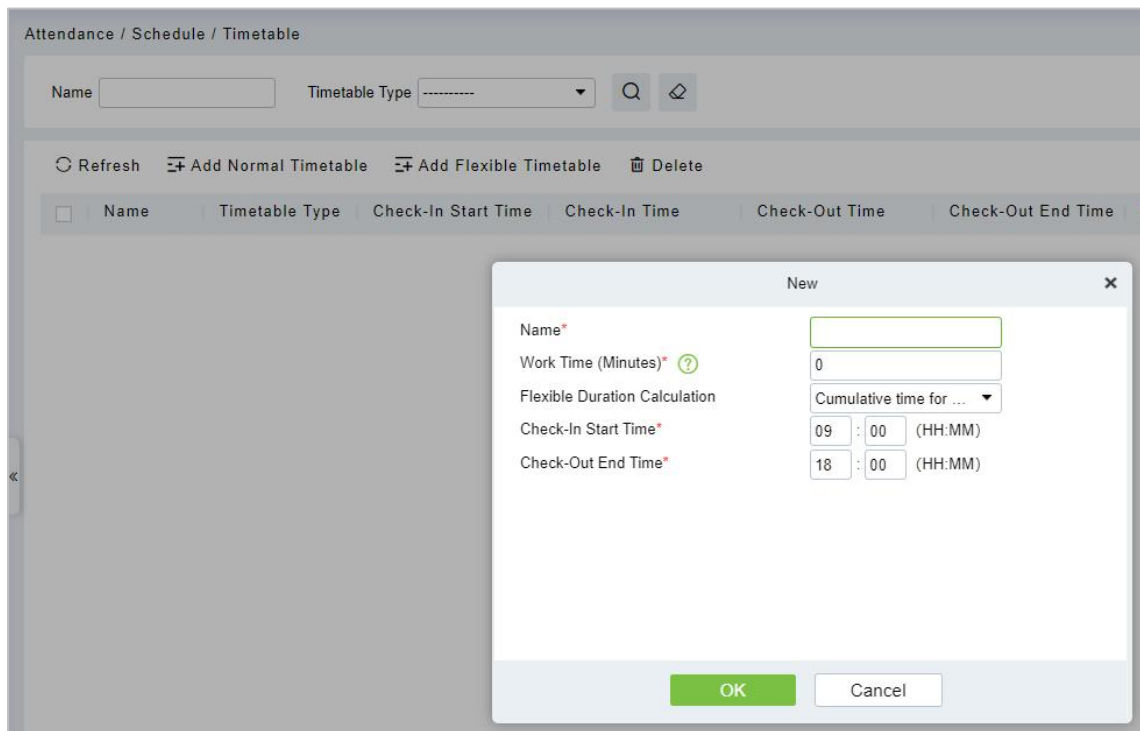
The screenshot shows the 'Add Normal Timetable' dialog box. The 'Name' field is empty. The 'Check-In Time' is set to 09:00 (HH:MM) and the 'Check-Out Time' is set to 18:00 (HH:MM). The 'Before going to Work' and 'Before Going Off Duty' fields are both set to 60 minutes. The 'After Work' field is also set to 60 minutes. The 'Allow Late' and 'Allow Early' fields are both set to 0 minutes. The 'Leave' field is set to 0 minutes. The 'Must Check-In' and 'Must Check-Out' dropdowns are both set to 'Yes'. The 'Auto Deduct Break Time' dropdown is set to 'No'. The 'Work Time (Minutes)' field is set to 540. There are also checkboxes for 'On Duty' and 'Off Duty' with associated input fields for overtime minutes and hours.

### Field Description:

- **Before/After work:** Set the valid range of check-in/check-out for this time period, and the check-in/check-out records outside this range are invalid records. The valid sign-in time after going to work and the valid sign-out time before going off work cannot overlap, which must be filled in.
- **Allow Late/Allow Early/Leave(Minutes):** Refers to how long it is allowed to be late and leave early within the specified time points for going to and from work, and the minutes allowed to be late and leave early must be within the valid time range of sign-in and sign-out before they can take effect.
- **Must Check-In/Check-Out** In the selected time range, set whether you must sign in and sign out when going to and from work.
- **Auto Deduct Break Time:** When used for attendance calculation, whether to subtract the number of minutes defined by inter-segment deduction for this time period.
- **Start counting overtime before/after N minutes from work/work, with the shortest overtime minutes and the maximum overtime hours limited:** Select whether to record the verification records before and after work as overtime.

### 5.3.1.2 Add Flexible Timetable

1. Click **[Add Flexible Timetable]**.
2. Configure the time period information in the **Add Flexible Time** Period window.



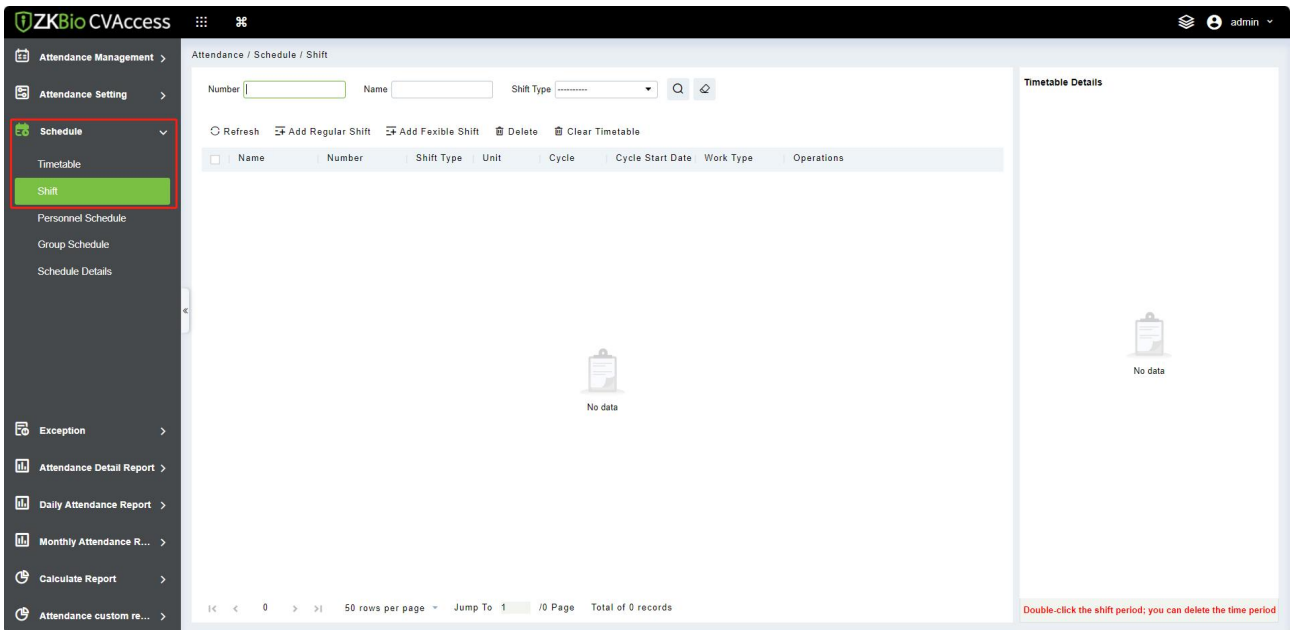
### 5.3.1.3 Delete

Click **[Delete]** or click on the  icon to delete the required Timetable type from the list.

### 5.3.2 Shift

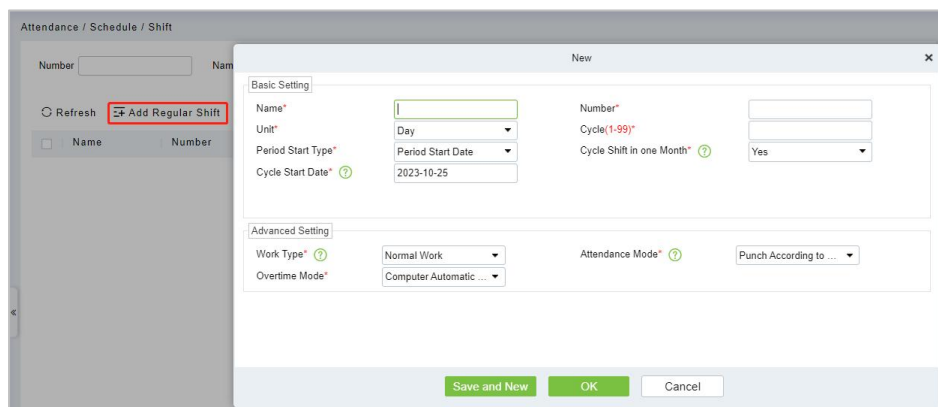
Shift is composed of one or more timetable period(s) in accordance with a certain order and cycle of sequence. It is set as default shift for staffs. To get staff attendance, first we must set the shift.

Click **[Attendance]** > **[Schedule]** > **[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.



### 5.3.2.1 Add Regular Shift

1. Click [Attendance] > [Schedule] > [Shift] > [Add Regular Shift].
2. Configure the shift information in the **Add Regular Shift** window.



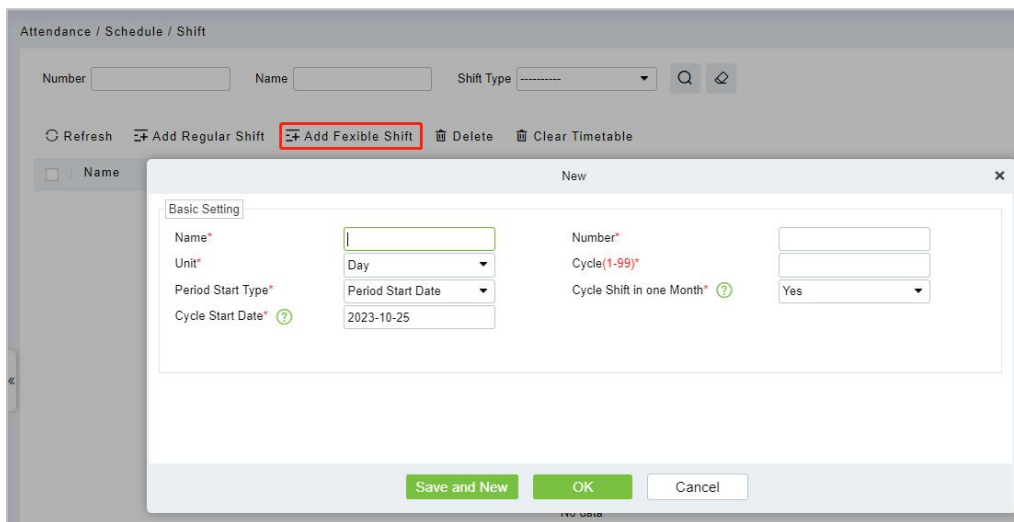
**Field Description:**

- **Unit:** Set the unit of the cycle, and the default is "day". There are three types of units: Day, Week, Month.
- **Period:** Defines the number of cycles of a shift, and the cycle of the shift = cycle number \* units.
  - 1) If the unit is "day", the range is 1 to 99.
  - 2) If the unit is "week", the range is 1 to 15.
  - 3) If the unit is "month", the range is 1 to 12.
- **Period starting type:** This field is displayed only when the cycle unit is Day, Description:
  - 1) It is not displayed when the units are "week" and "month".
  - 2) There is cycle start date and scheduling start date, and the default is cycle start date.


- 3) If you select Scheduling Start Date, the start date when scheduling is the first day of the cycle.
- **Period start date:** This field is displayed only when the cycle start type is Cycle Start Date. Define the start date of the shift, and the date before the start date is not affected by the shift. The default system start date is the current system date.
  - **Work Type:**
    - 1) Normal work: This shift is a normal work shift
    - 2) Overtime on rest days: This shift is overtime on rest days
    - 3) Overtime on holidays: This shift is overtime on holidays.
  - **Attendance mode:**
    - 1) Swipe the card normally according to the shift: the default item of the system, and punch in normally according to the punch in.
    - 2) Brush a valid card once a day: only need to brush the card once in the swiping interval defined by the time period within one day, even if it is normal to punch in.
    - 3) Punch-in-free: Setting this shift can avoid punch-in.
  - **Overtime mode:**
    - 1) Computer automatic calculation: It is connected with "whether the delay counts overtime" in the time period. When "whether the delay counts overtime" is "no", the delayed overtime is not calculated, and the overtime time of the overtime bill is not calculated at the same time.
    - 2) Overtime must be applied: delayed overtime is not calculated, only the overtime order shall prevail; When the signing-back time is less than the end time of overtime, the overtime time is not calculated.
    - 3) Not counting overtime: overtime hours are not counted for delayed overtime or overtime application.

### 5.3.2.2 Add Flexible Shift

1. Click **[Attendance] > [Schedule] > [Shift] > [Add Flexible Shift]**.
2. Configure the shift information in the **Add Flexible Shift** window.

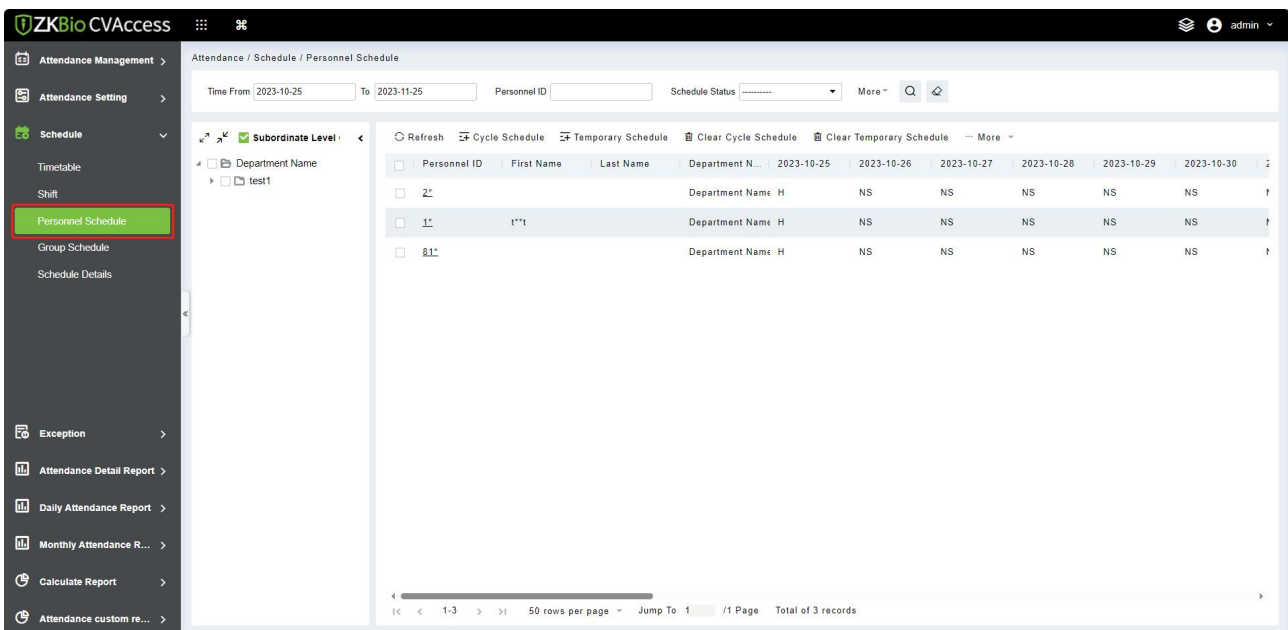


### 5.3.2.3 Delete

Click **[Delete]** or click on the  icon to delete the required Shift type from the list.

## 5.3.3 Personnel Schedule

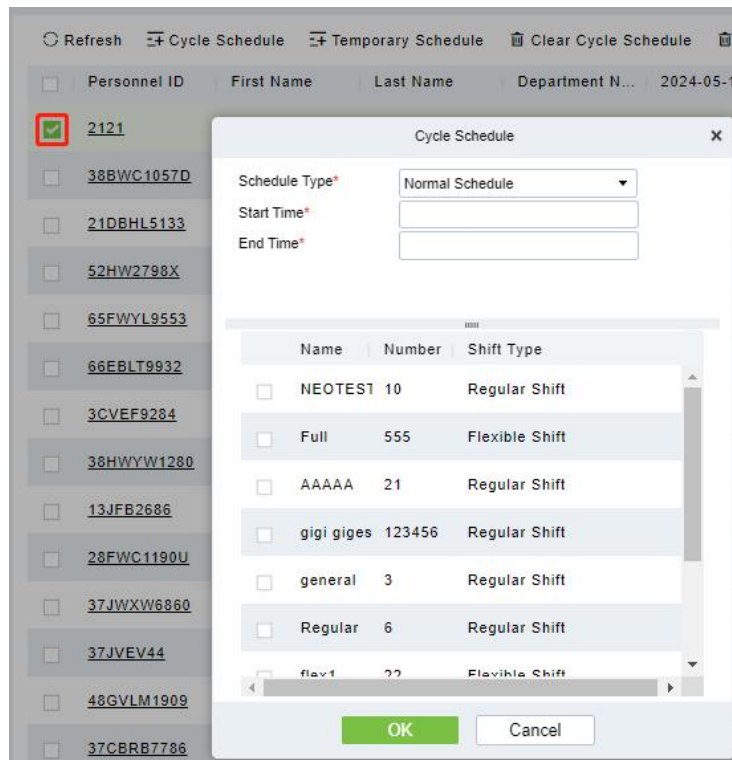
Personnel scheduling operations is completely same as group scheduling, but when scheduling personnel, the object of choice is personnel at the top left corner of the interface.



### 5.3.3.1 Cycle Schedule

1. Click **[Attendance]** > **[Schedule]** > **[Personnel Schedule]** > **[Cycle Schedule]**.
2. Configure the Schedule information in the **Cycle Schedule** interface.



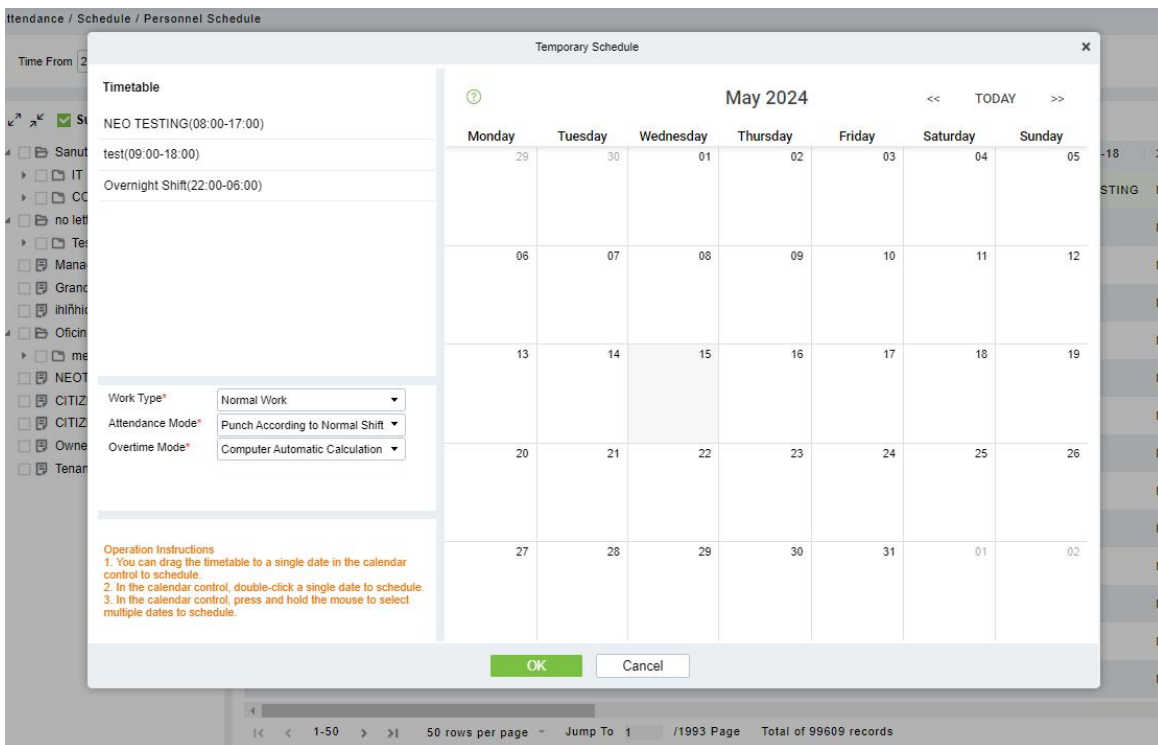


### Field Description:

- **Schedule Type:**
  - 1) Normal Shift Scheduling: Only one shift can be selected for normal shift scheduling
  - 2) Smart scheduling: Smart scheduling can select multiple shifts. Select smart scheduling, and the software will automatically judge the most suitable shift according to the punch-in record for attendance calculation.
- **Start Time/End Time:** Set which date segment the schedule works on.
- **Select Shift:** Select the shift to use for scheduling.

### 5.3.3.2 Temporary Schedule

1. Select a personnel and click **[Attendance] > [Schedule] > [Personnel Schedule] > [Temporary Schedule]**.
2. Configure the Schedule information in the **Temporary Schedule** interface.

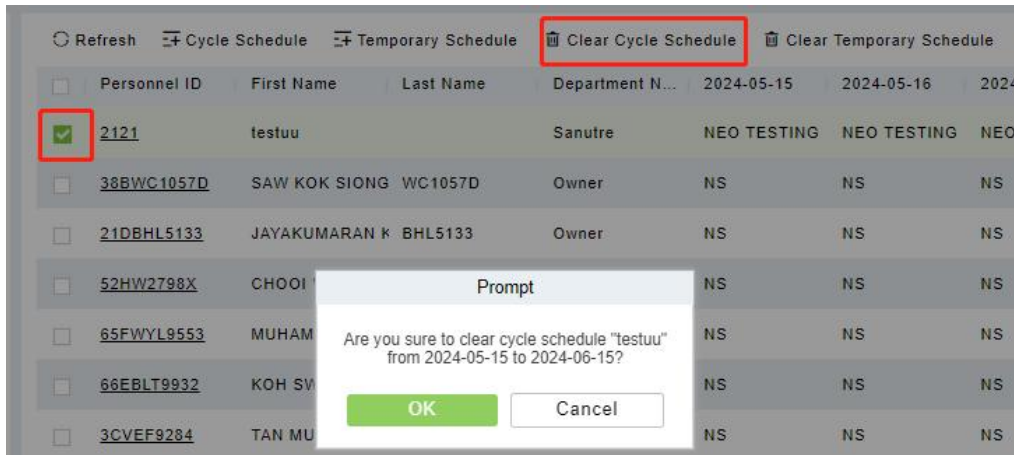


### Field Description:

- **Work Type:**
  - 1) Normal work: This shift is a normal work shift.
  - 2) Overtime Time OT: This shift is overtime on rest days.
  - 3) Holiday OT: This shift is overtime on holidays.
- **Attendance Mode:**
  - 1) Punch According to Normal Switch: the default item of the system, and punch in normally according to the punch in
  - 2) Punch Once at any Time in a Day: only need to brush the card once in the swiping interval defined by the time period within one day, even if it is normal to punch in.
  - 3) No Punch Required: Setting this shift can avoid swiping cards.
- **Overtime Mode:**
  - 1) Computer Automatic Calculation: It is connected with "whether the delay counts overtime" in the time period. When "whether the delay counts overtime" is "no", the delayed overtime is not calculated, and the overtime time of the overtime bill is not calculated at the same time.
  - 2) Overtime must be applied for: delayed overtime is not calculated, only the overtime order shall prevail; When the signing-back time is less than the end time of overtime, the overtime time is not calculated.
  - 3) Not Calculated as Overtime: overtime hours are not counted for delayed overtime or overtime application.

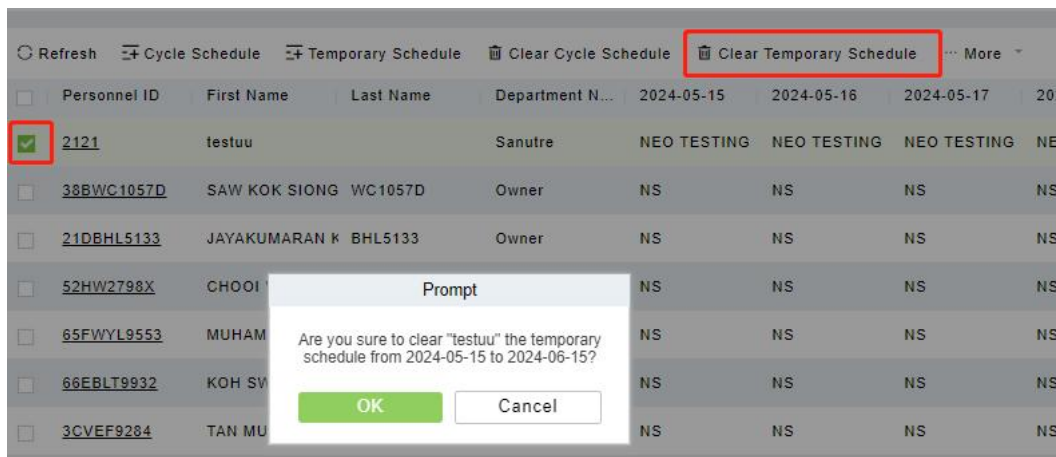
### 5.3.3.3 Clear Cycle Schedule

Select a personnel and click **[Attendance] > [Schedule] > [Personnel Schedule] > [Clear Cycle Schedule]** to clear the cycle schedule.



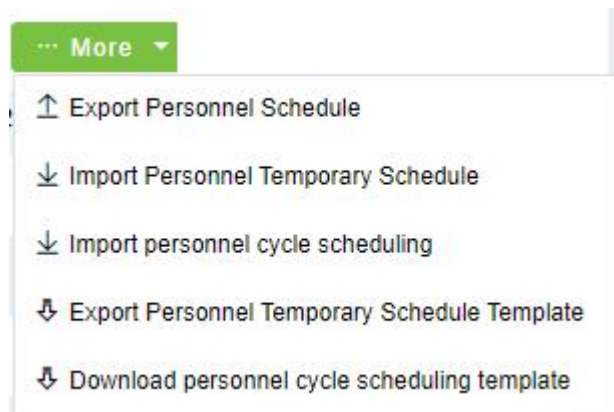
### 5.3.3.4 Clear Temporary Schedule

Select a personnel and click **[Attendance] > [Schedule] > [Personnel Schedule] > [Clear Temporary Schedule]** to clear the temporary schedule.



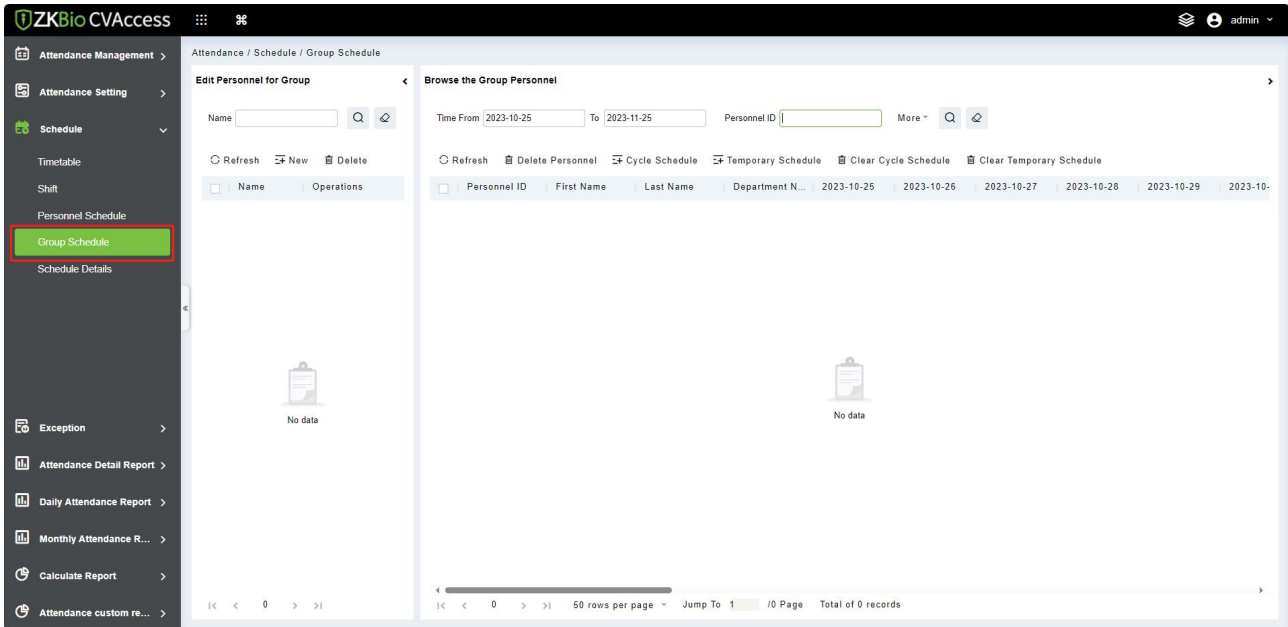
### 5.3.3.5 More(New)

1. Click **[Attendance] > [Schedule] > [Personnel Schedule] > [More]** to export/import/download schedule.



## 5.3.4 Group Schedule

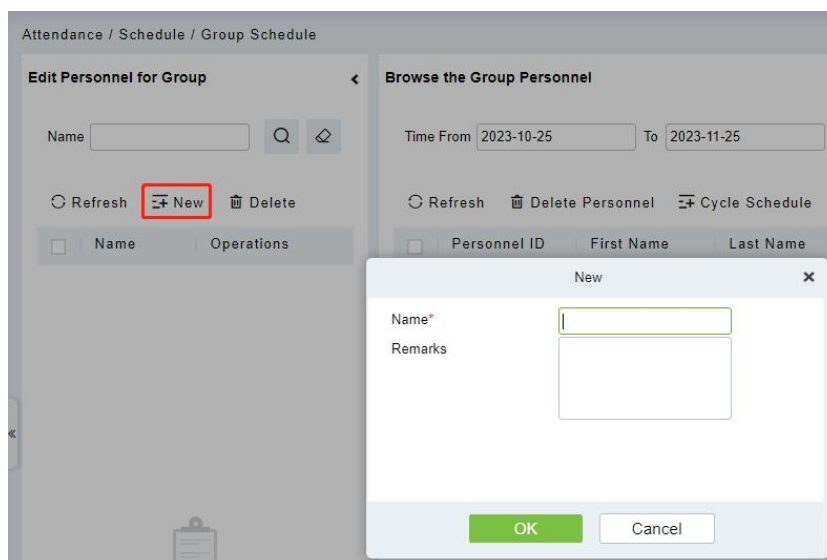
Grouping scheduling means grouping people, and then scheduling people in batches by grouping. This paper introduces the configuration Steps of grouping cycle scheduling in.



### 5.3.4.1 Edit Personnel for Group

#### ➤ New

1. Click [**Attendance**] > [**Schedule**] > [**Group Schedule**] > [**New**].
2. Configure the Group information in the **Group Schedule** interface.



#### Field Description:

- **Name:** Can not contain special symbols, period name can not be duplicated, length is 30 characters, required.

- **Remarks:** Mentioning comments.

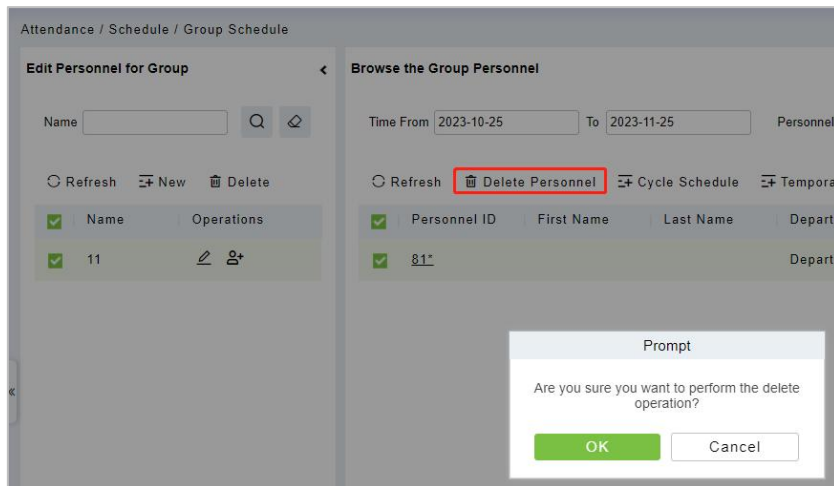
➤ **Delete**

Click **[Delete]** to delete the required group from the list.

**5.3.4.2 Browse the Group Personnel**

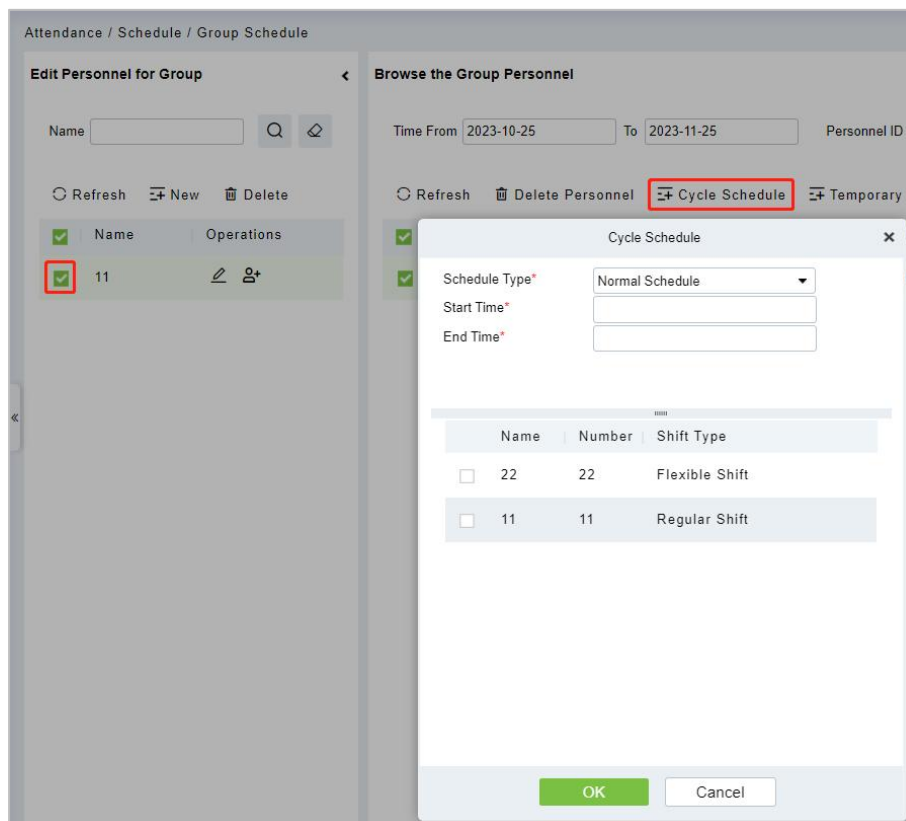
➤ **Delete Personnel**

Click **[Attendance]** > **[Schedule]** > **[Group Schedule]** > **[Delete Personnel]** to delete the required person from the list.



➤ **Cycle Schedule**

2. Select a group and click **[Attendance]** > **[Schedule]** > **[Group Schedule]** > **[Cycle Schedule]**.
3. Configure the Schedule information in the **Cycle Schedule** interface.



**Field Description:**

- **Schedule Type:**
  - 3) Normal Shift Scheduling: Only one shift can be selected for normal shift scheduling
  - 4) Intelligent scheduling: Intelligent scheduling can select multiple shifts. Select intelligent scheduling, and the software will automatically judge the most suitable shift according to the punch-in record for attendance calculation.
- **Start Time/End Time:** Set which date segment the schedule works on.
- **Select Shift:** Select the shift to use for scheduling.

➤ **Temporary Schedule**

3. Select a group and click **[Attendance] > [Schedule] > [Group Schedule] > [Temporary Schedule]**.
4. Configure the Schedule information in the **Temporary Schedule** interface.

The screenshot displays the 'Temporary Schedule' interface. On the left, there is a 'Timetable' section with a 'Name' field and a 'Refresh' button. Below this, there are three dropdown menus: 'Work Type\*' (set to 'Normal Work'), 'Attendance Mode\*' (set to 'Punch According to Normal Shift'), and 'Overtime Mode\*' (set to 'Computer Automatic Calculation'). At the bottom left, there are 'Operation Instructions' in orange text. The main area is a calendar for October 2023, with days of the week as columns and dates as rows. The date 25 (Monday) is highlighted. At the bottom, there are 'OK' and 'Cancel' buttons. The footer shows navigation controls and page information: '50 rows per page', 'Jump To 1 / 1 Page', and 'Total of 1 records'.

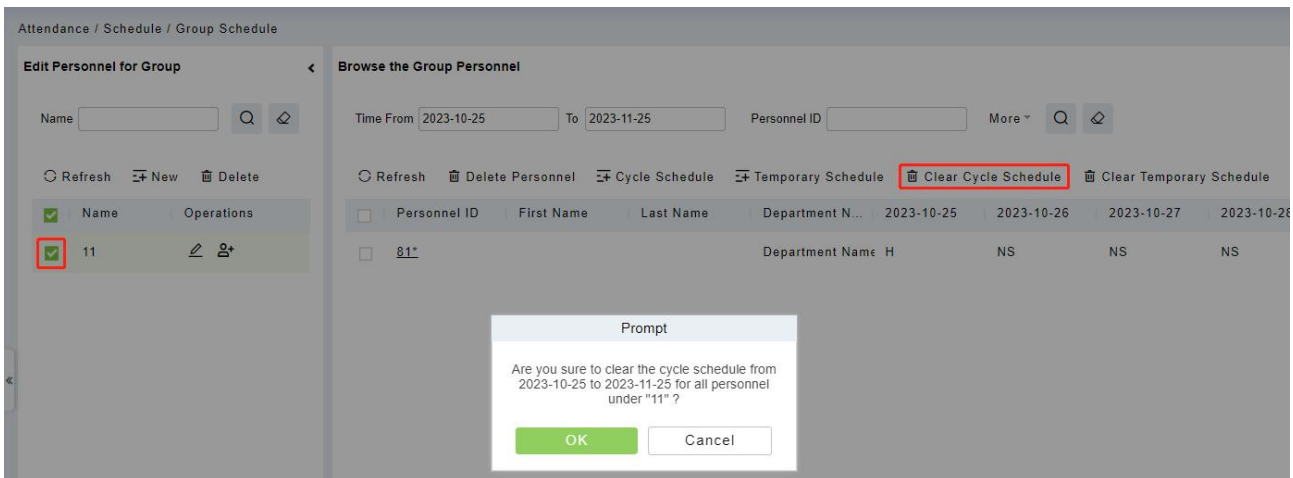
**Field Description:**

- **Work Type:**
  - 4) Normal work: This shift is a normal work shift.
  - 5) Overtime Time OT: This shift is overtime on rest days.
  - 6) Holiday OT: This shift is overtime on holidays.
- **Attendance Mode:**
  - 4) Punch According to Normal Switch: the default item of the system, and punch in normally according to the punch in

- 5) Punch Once at any Time in a Day: only need to brush the card once in the swiping interval defined by the time period within one day, even if it is normal to punch in.
- 6) No Punch Required: Setting this shift can avoid swiping cards.
- **Overtime Mode:**
  - 4) Computer Automatic calculation: It is connected with "whether the delay counts overtime" in the time period. When "whether the delay counts overtime" is "no", the delayed overtime is not calculated, and the overtime time of the overtime bill is not calculated at the same time.
  - 5) Overtime must be applied for: delayed overtime is not calculated, only the overtime order shall prevail; When the signing-back time is less than the end time of overtime, the overtime time is not calculated.
  - 6) Not Calculated as Overtime: overtime hours are not counted for delayed overtime or overtime application.

➤ **Clear Cycle Schedule**

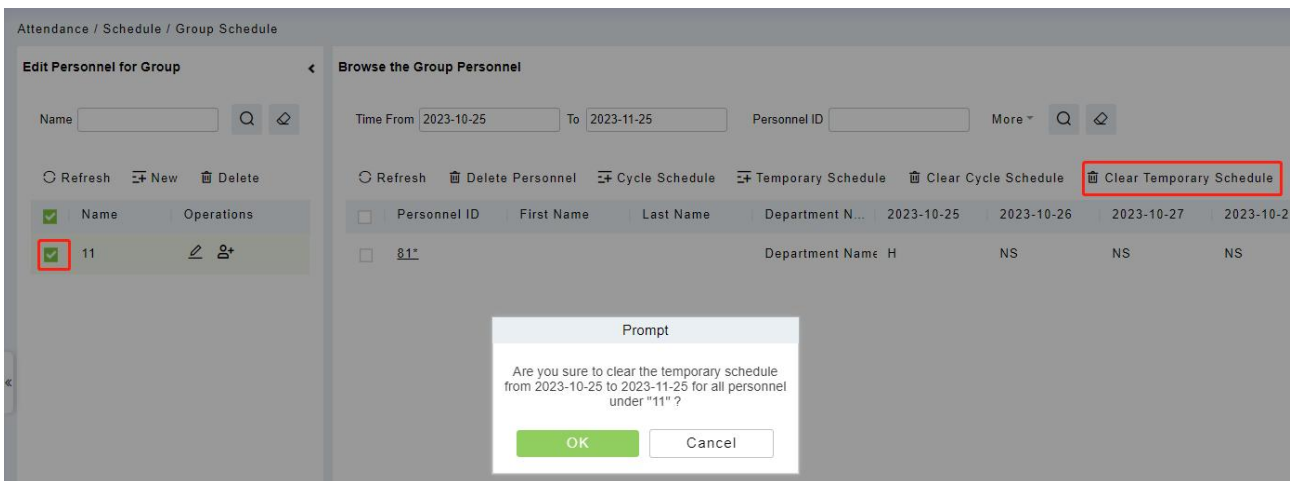
Select a group and click **[Attendance] > [Schedule] > [Group Schedule] > [Clear Cycle Schedule]** to clear the cycle schedule for all personnel under the group.



➤ **Clear Temporary Schedule**

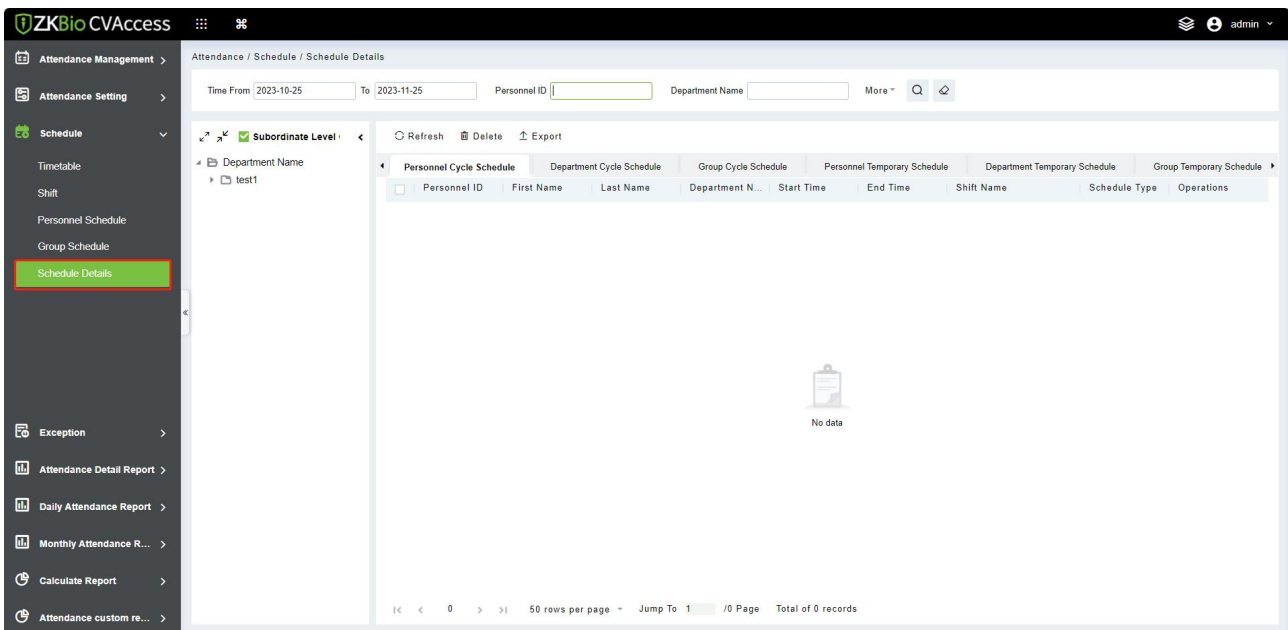
Select a group and click **[Attendance] > [Schedule] > [Group Schedule] > [Clear Temporary Schedule]** to clear the temporary schedule for all personnel under the group.





## 5.3.5 Schedule Details

Click **[Attendance]** > **[Schedule]** > **[Schedule Details]**, after setting the attendance time period and shift, you can schedule the personnel.



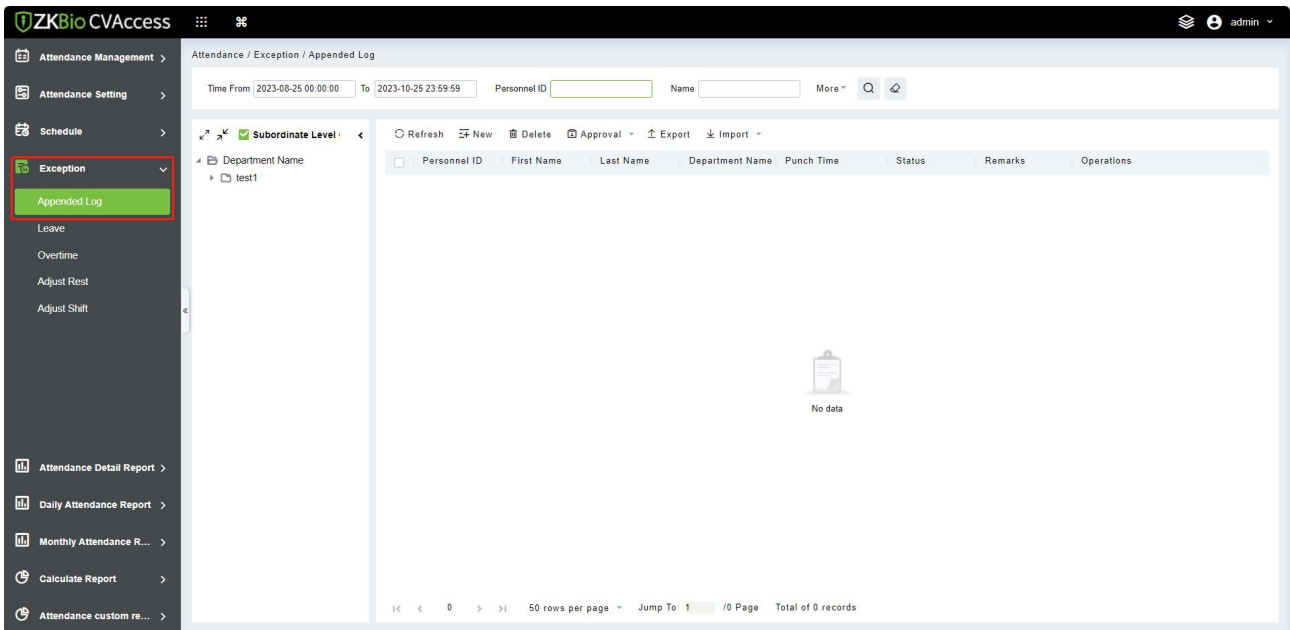
## 5.4 Exception

### 5.4.1 Appended Log

In the case of personnel going out on business or forgetting to punch in, the manual supplementary recording of attendance records in the attendance report is called supplementary signing card, which is generally summarized and entered by the management personnel according to the attendance results and the attendance system of the enterprise after the attendance cycle ends.

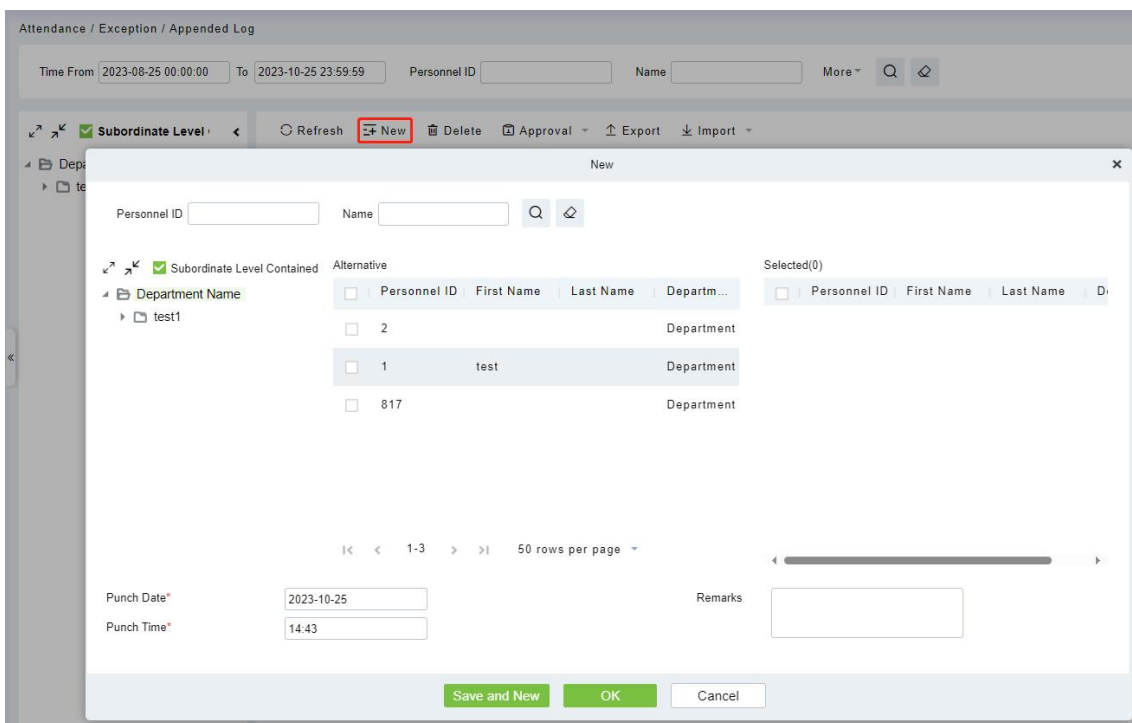
Click **[Attendance]** > **[Exception]** > **[Appended Log]**.





➤ **New**

1. Click **[Exception] > [Appended Log] > [New]**:



**Fields are as follows:**

- **Personnel:** Select the required personnel for an appended receipt, multiple choices are available.
- **Punch Data/Time:** Set the date and time of punch.
- **Remarks:** Enter the reason for an appended receipt, the max length is 50.

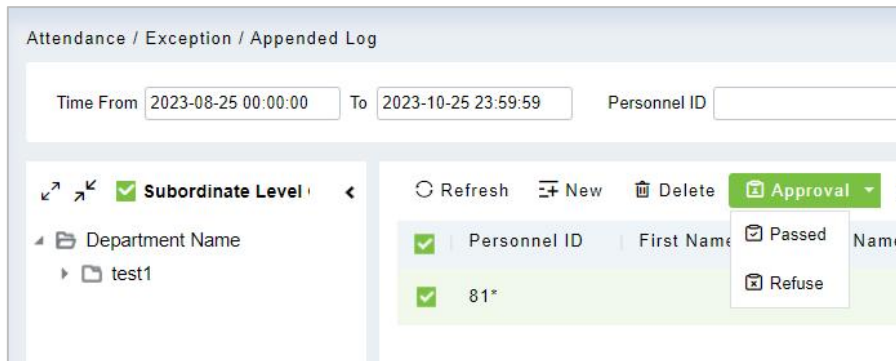
2. After filling the information, click **[OK]** to save and exit, the appended receipt will be displayed in the added list.

➤ **Delete**

1. Click **[Exception] > [Appended Log] > [Delete]**:
2. Click **[OK]** to delete.

➤ **Approval**

1. Click **[Exception] > [Appended Log]**, select a personnel information and click **[Approval]**.
2. Click **[Passed]** or **[Refuse]**.



➤ **Export**

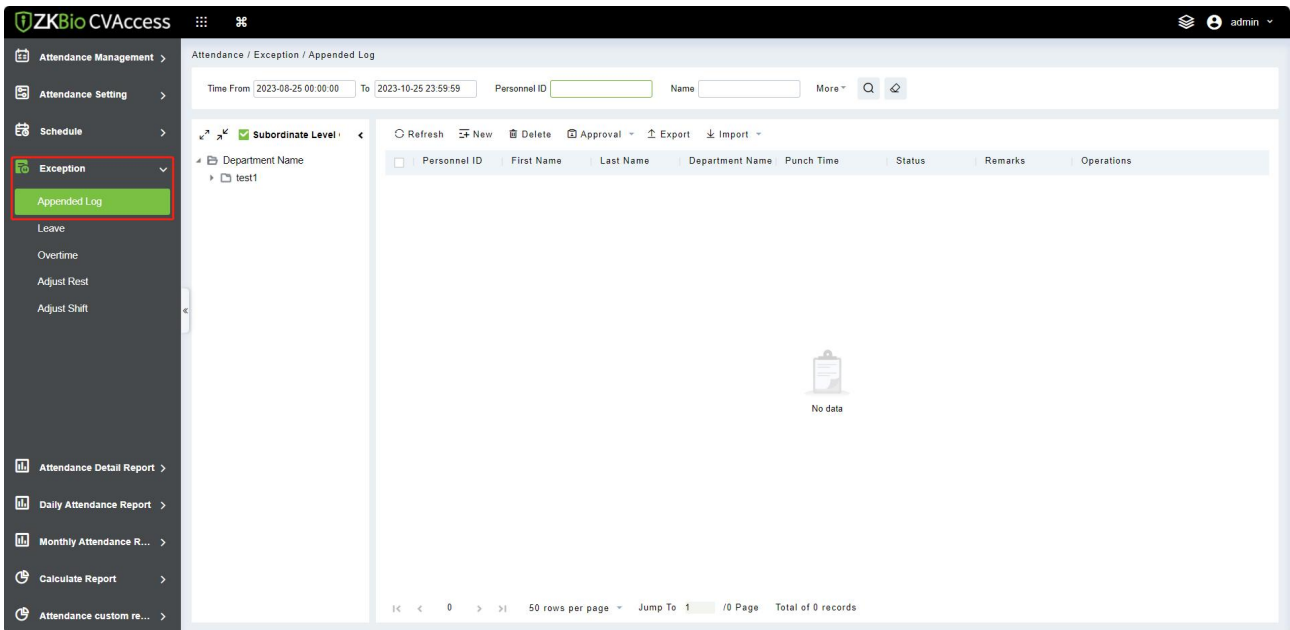
You can export selected appended receipt data in Excel, PDF, and CSV file format.

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

### 5.4.2 Leave

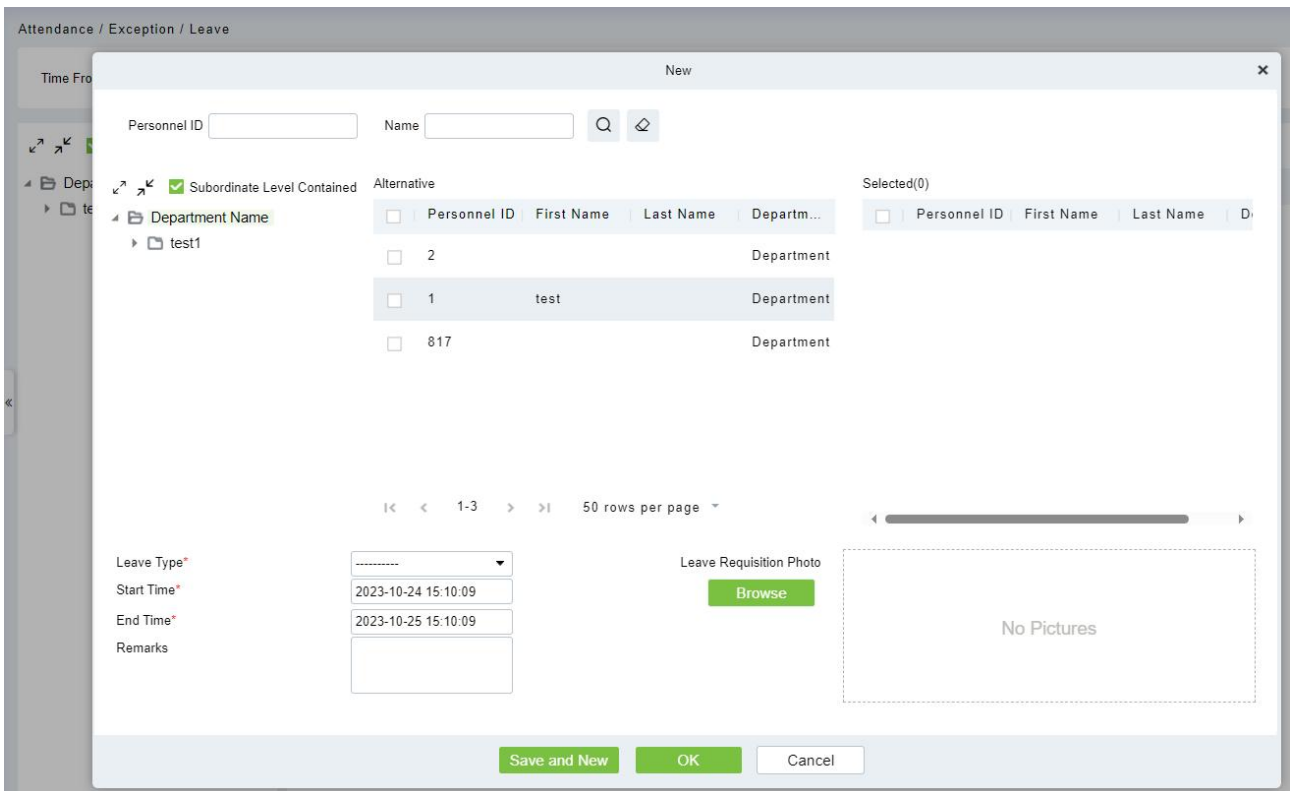
Personnel may need to leave at different circumstances. They can apply and the leave will be displayed here:

Click **[Attendance] > [Exception] > [Leave]**.




**➤ New**

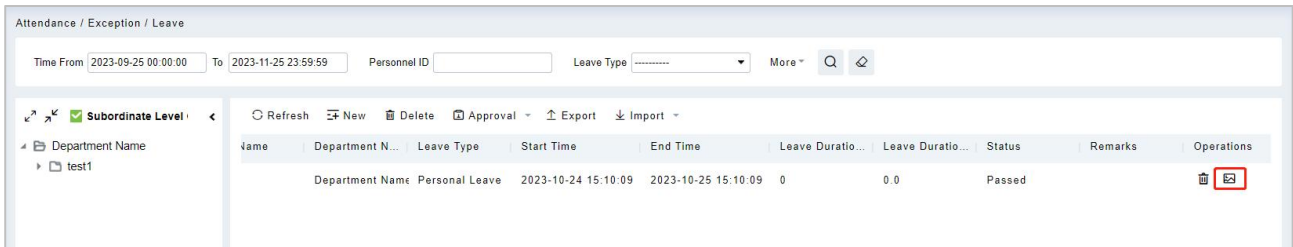
1. Click **[Exception]** > **[Leave]** > **[New]**:



**Fields are as follows:**

- **Personnel:** Select the required personnel, multiple choice is available.
- **Leave Type:** Set the type of leave.
- **Start Time:** Start time of the leave.
- **End Time:** End time of the leave.
- **Remarks:** Enter the reason for leave, the max length is 50.

- **Leave Requisition Photo:** Upload photo of supporting document for the leave request.
2. After filling the information, click **[OK]** to save and exit, the leave information will be displayed in the added list. Click  button at the end of each line to view the leave requisition photo.

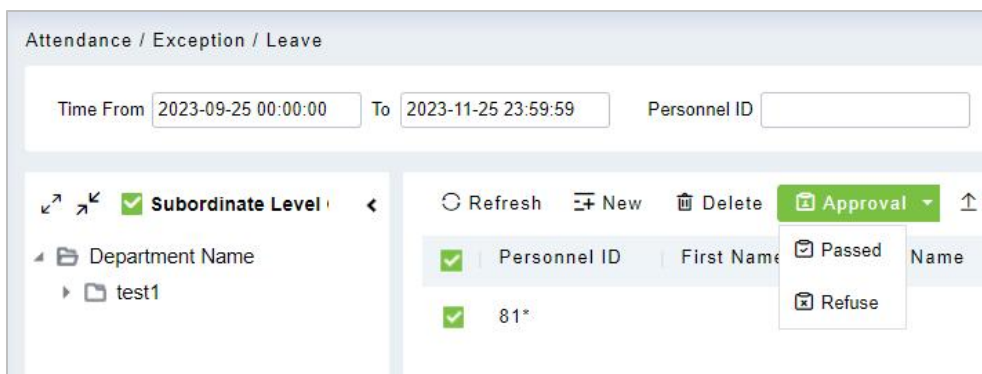


➤ **Delete**

1. Click **[Exception]** > **[Leave]**, select a personnel information and click **[Delete]**.
2. Click **[OK]** to delete.

➤ **Approval**

1. Click **[Exception]** > **[Leave]**, select a personnel information and click **[Approval]**.
2. Click **[Passed]** or **[Refuse]**.



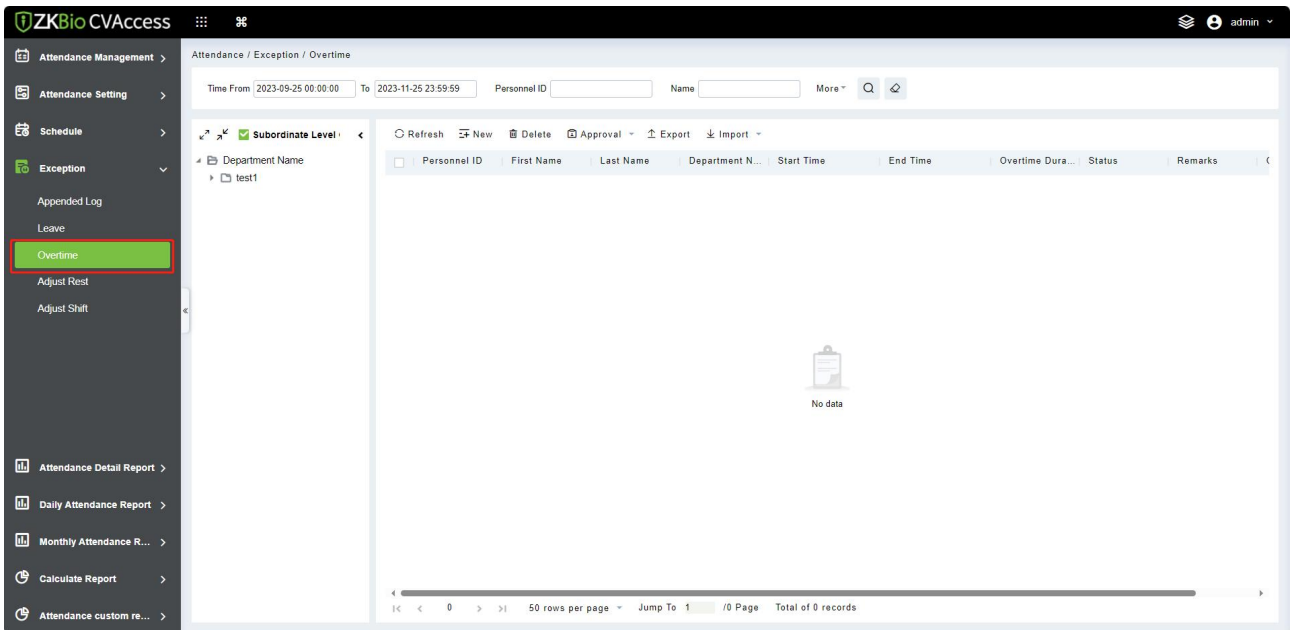
➤ **Export**

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

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

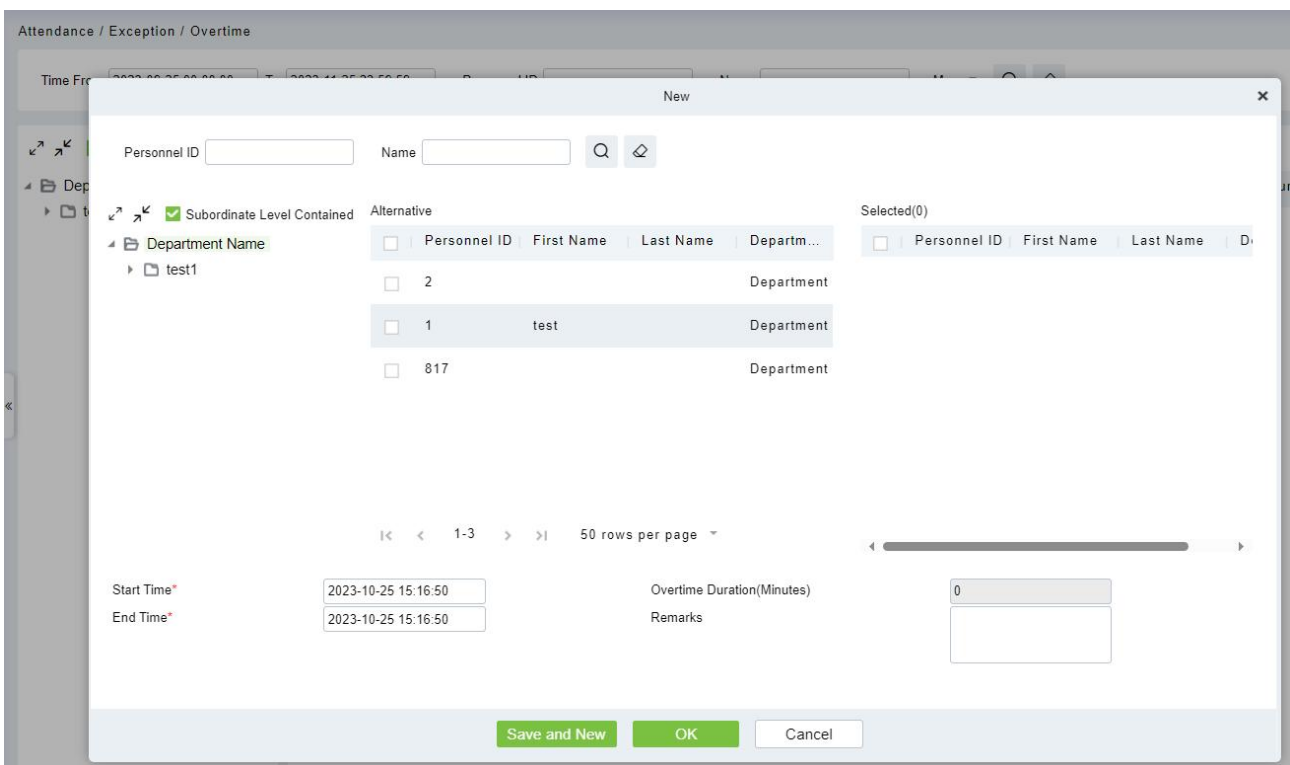
### 5.4.3 Overtime

Click **[Attendance]** > **[Exception]** > **[Overtime]**.



**> New**

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



**Fields are as follows:**

- **Personnel:** Select the required personnel for overtime, multiple choices are available.
- **Start Time:** Start time of overtime.
- **End Time:** End time of overtime.
- **Overtime Duration:** It is automatically calculated based on the start/end time and cannot exceed one day.
- **Remarks:** Enter the description of overtime, the max length is 50.

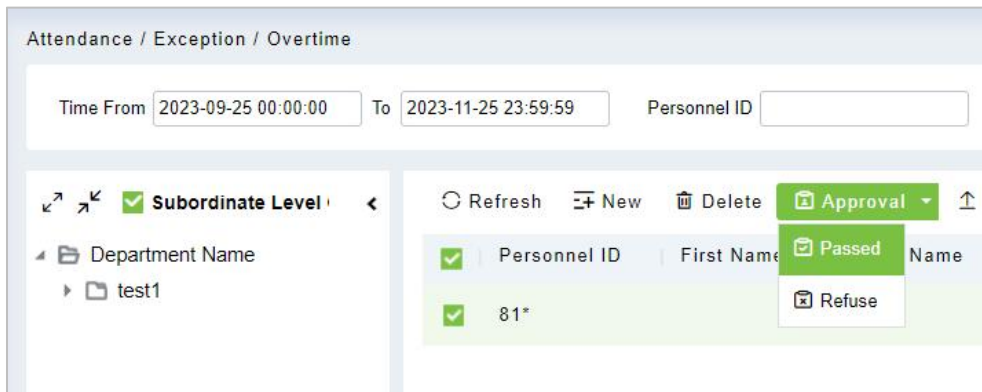
2. After filling the information, click **[OK]** to save and exit, the overtime information will be displayed in the added list.

➤ **Delete**

1. Click **[Exception]** > **[Overtime]**, select an personnel information and click **[Delete]**.
2. Click **[OK]** to delete.

➤ **Approval**

1. Click **[Exception]** > **[Overtime]**, select a personnel information and click **[Approval]**.
2. Click **[Passed]** or **[Refuse]**.



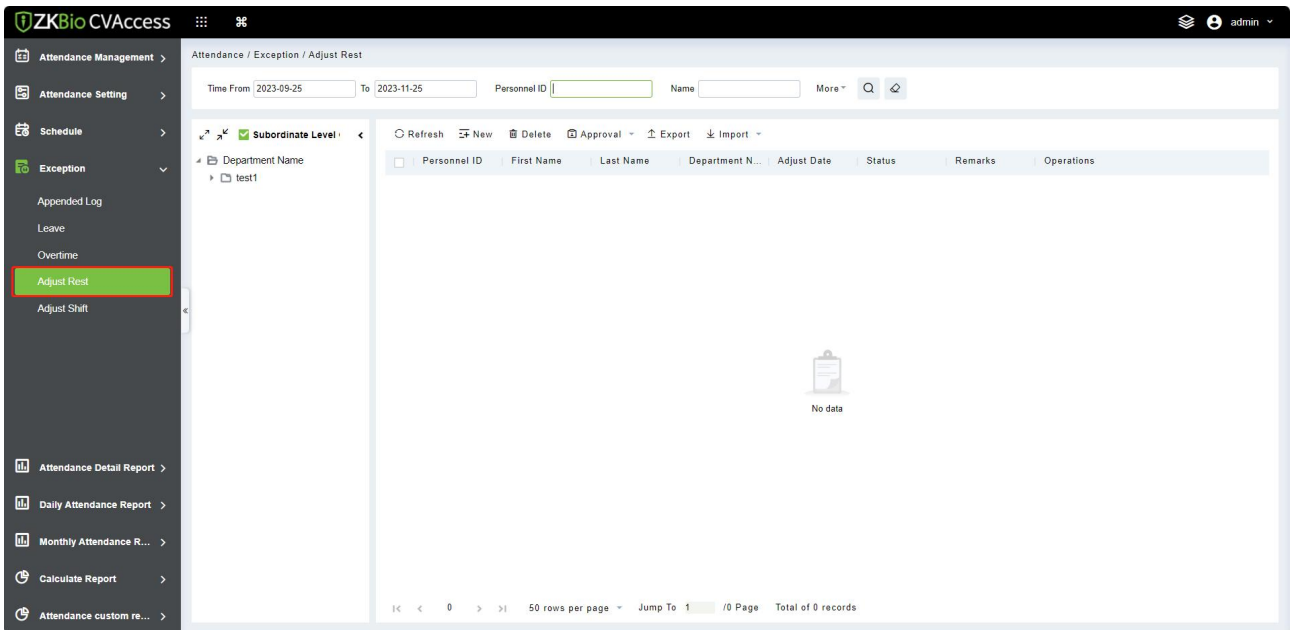
➤ **Export**

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

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

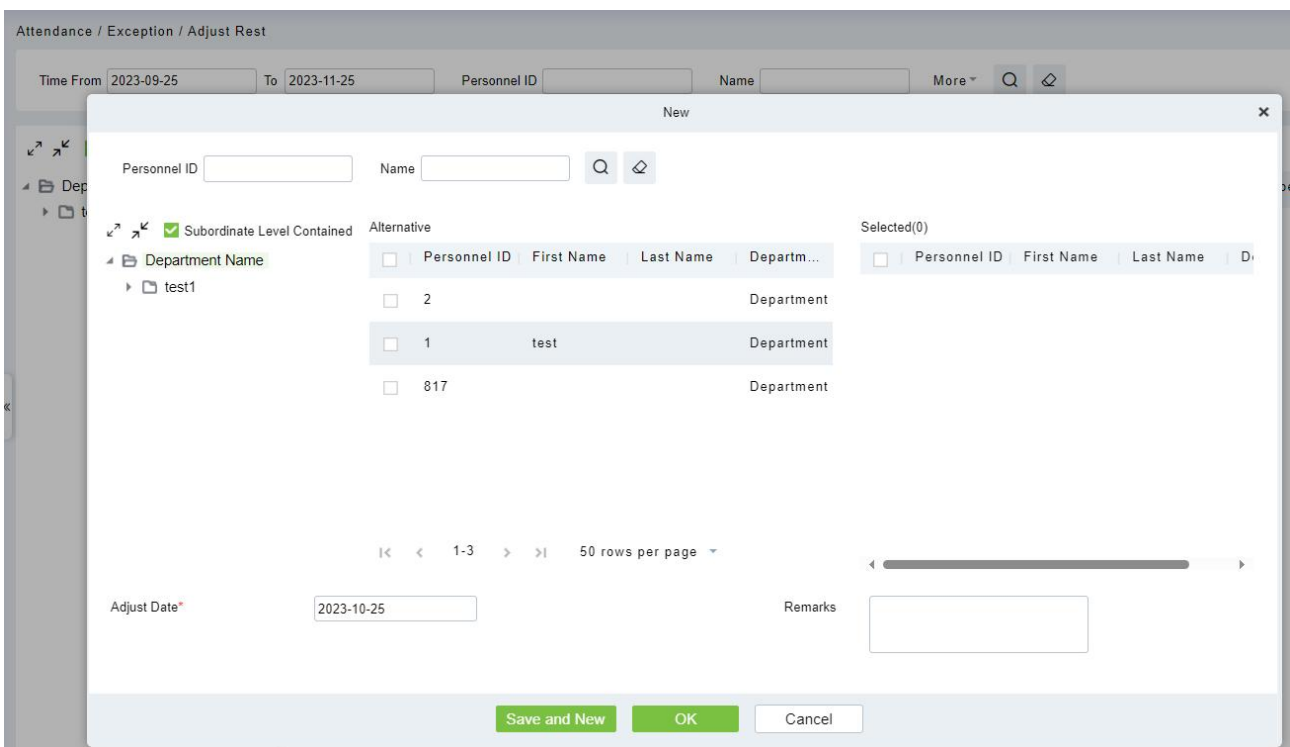
### 5.4.4 Adjust Rest

Click **[Attendance]** > **[Exception]** > **[Adjust Rest]**.



➤ **New**

1. Click **[Exception]** > **[Adjust Rest]** > **[New]**:



**Fields are as follows:**

- **Adjust Date:** The date and time of adjustment.
- **Remarks:** Enter the reason to adjusting and append the max length is 50.

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

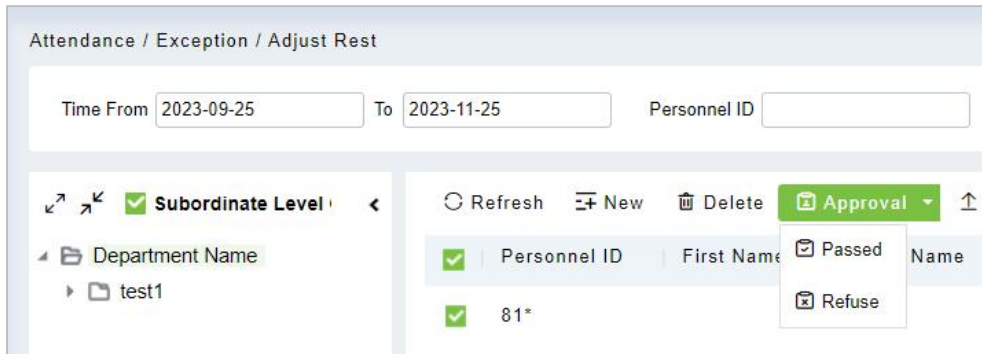
➤ **Delete**

1. Click **[Exception]** > **[Adjust Rest]**, select a personnel information and click **[Delete]**.

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

➤ **Approval**

1. Click **[Exception] > [Adjust Rest]**, select a personnel information and click **[Approval]**.
2. Click **[Passed]** or **[Refuse]**.



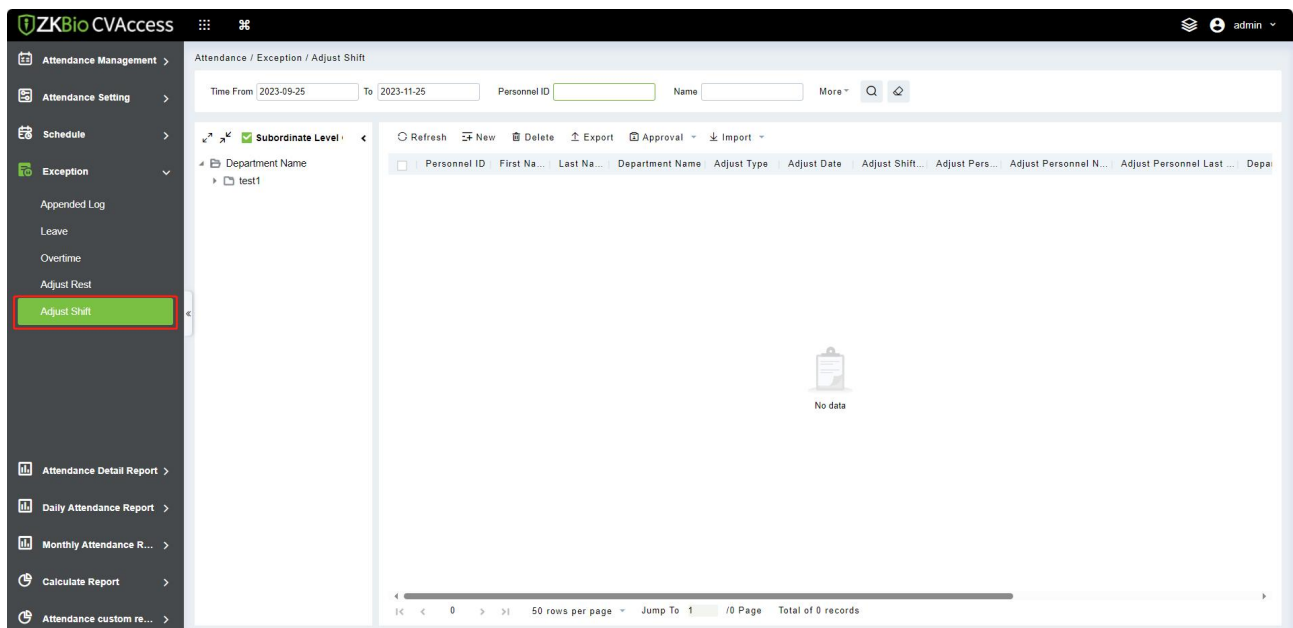
➤ **Export**

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

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

### 5.4.5 Adjust Shift

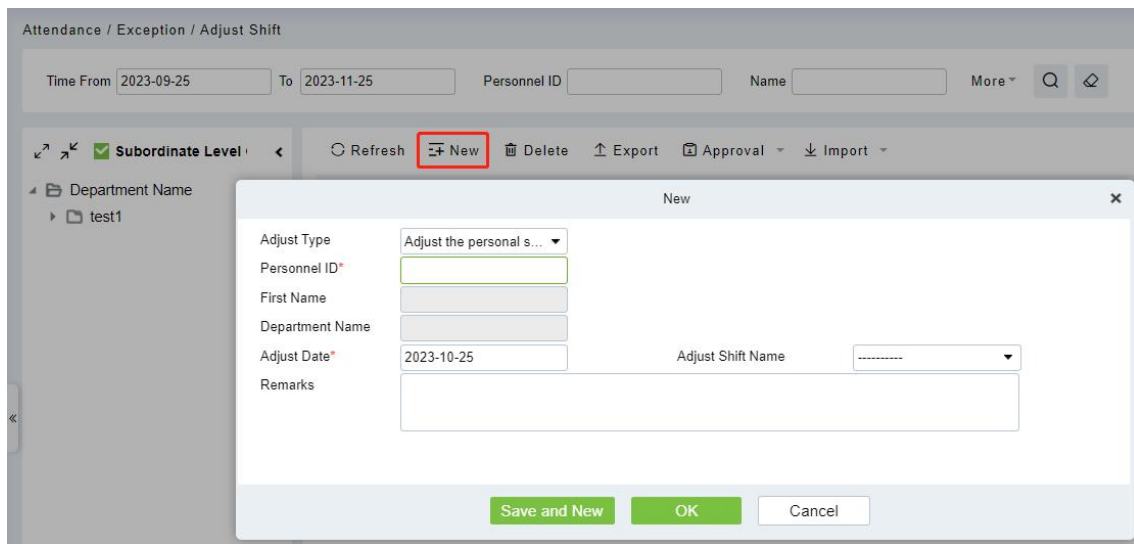
Click **[Attendance] > [Exception] > [Adjust Shift]**.



➤ **New**

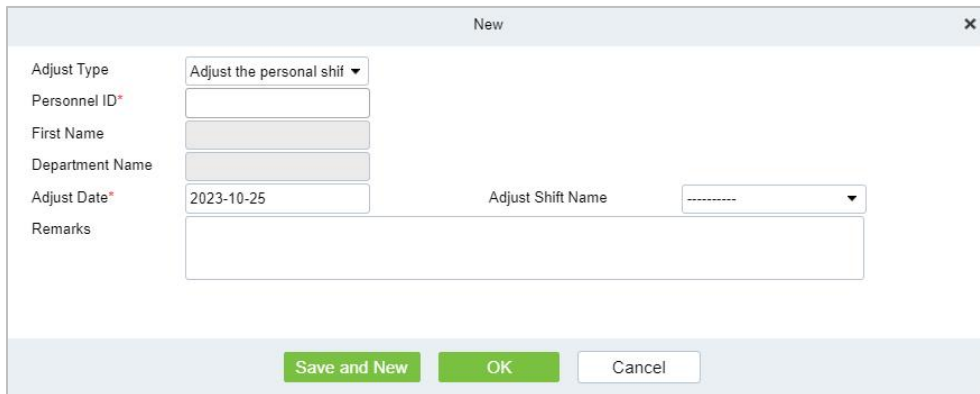
1. Click **[Exception] > [Adjust Shift] > [New]**:





2. Adjust Type is divided into three shifts:

- 1) Adjust the personnel shift on the same day: It will adjust one personnel’s shift on the same day.



- **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 Shift Name:** Choose an adjust shift.
- **Remarks:** Enter the description of adjusting shift, the max length is 50.

- 2) Adjust the personnel shift in other days: It will adjust one personnel’s shift in different days.

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

- Adjust Type: Adjust the personal shif
- Personnel ID\*: (empty)
- First Name: (empty)
- Department Name: (empty)
- Adjust Date\*: 2023-10-25
- Adjust Date: 2023-10-25
- Remarks: (empty)

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

- **Personnel ID:** The max length is 32. (Fill the correct ID. After you enter the ID and click on the next field, the Name and Department are automatically filled.)
  - **First Name:** Obtained automatically based on Personnel ID.
  - **Department Name:** Obtained automatically based on Personnel ID.
  - **Adjust Date:** The date and time of adjustment.
  - **Remarks:** Enter the description of adjusting shift, the max length is 50.
- 3) Two-people exchange: It will exchange shifts of two people on different days.

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

- Adjust Type: Two people exchange
- Personnel ID\*: (empty)
- Adjust Personnel ID\*: (empty)
- First Name: (empty)
- Adjust Personnel Name: (empty)
- Department Name: (empty)
- Adjust Department Name: (empty)
- Adjust Date\*: 2023-10-25
- Adjust Date: 2023-10-25
- Remarks: (empty)

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

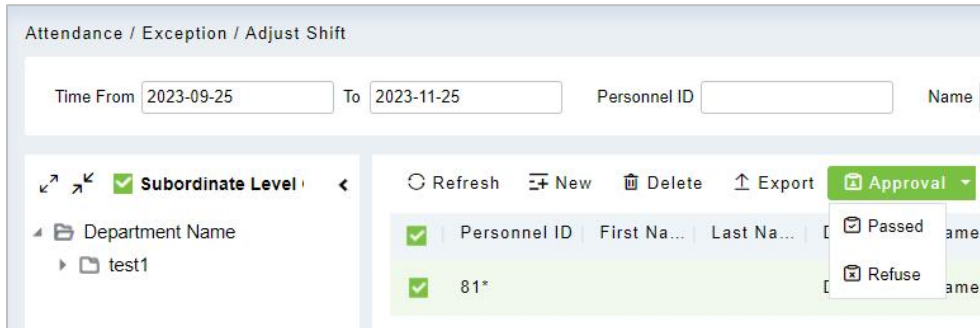
- **Personnel ID:** The max length is 32. (Fill the correct ID; after you enter the ID and click on the next field, the Name and Department are automatically filled.)
- **First Name:** Obtained automatically based on Personnel ID.
- **Department Name:** Obtained automatically based on Personnel ID.
- **Adjust Personnel ID:** ID number of the adjust personnel. The max length is 32. (Fill the correct ID; after you enter the ID and click on the next field, the Name and Department are automatically filled.)
- **Adjust Personnel Name:** Obtained automatically based on Personnel ID.
- **Adjust Department Name:** Obtained automatically based on Personnel ID.
- **Adjust Date:** The date and time of adjustment.
- **Remarks:** Enter the description of adjusting shift, the max length is 50.

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

displayed in the added list.

➤ **Approval**

1. Click **[Exception] > [Adjust Shift]**, select a personnel information and click **[Approval]**.
2. Click **[Passed]** or **[Refuse]**.



➤ **Export**

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

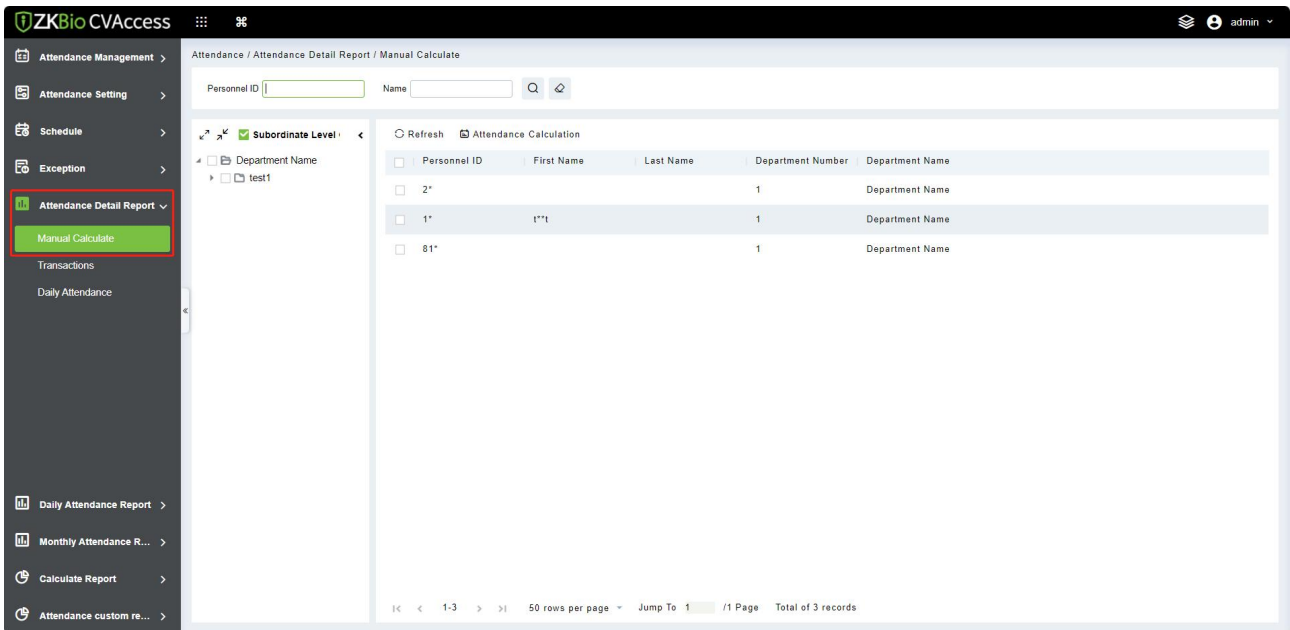
ZKTECO Adjust Shift														
Personnel ID	First Name	Last Name	Department Number	Department Name	Adjust Type	Adjust Date	Personnel ID	Adjust Personnel Name	Adjust Personnel Last Name	Department Number	Department Name	Adjust Date	Remark	Operation Time
3	Leo	Hou	4	Financial Department	Adjust the personal shift in other days	2017-12-18						2017-12-18		2017-12-18 13:56:27
4	Beny	Cao	1	General	Adjust the personal shift in the same day	2017-12-18							Change to flexible	2017-12-18 14:00:27
5	Neool	Ye	2	Marketing Department	Two people exchange	2017-12-18	8	Glori	Liu	2	Marketing Department	2017-12-18	exchange	2017-12-18 14:02:21

## 5.5 Attendance Detail Report

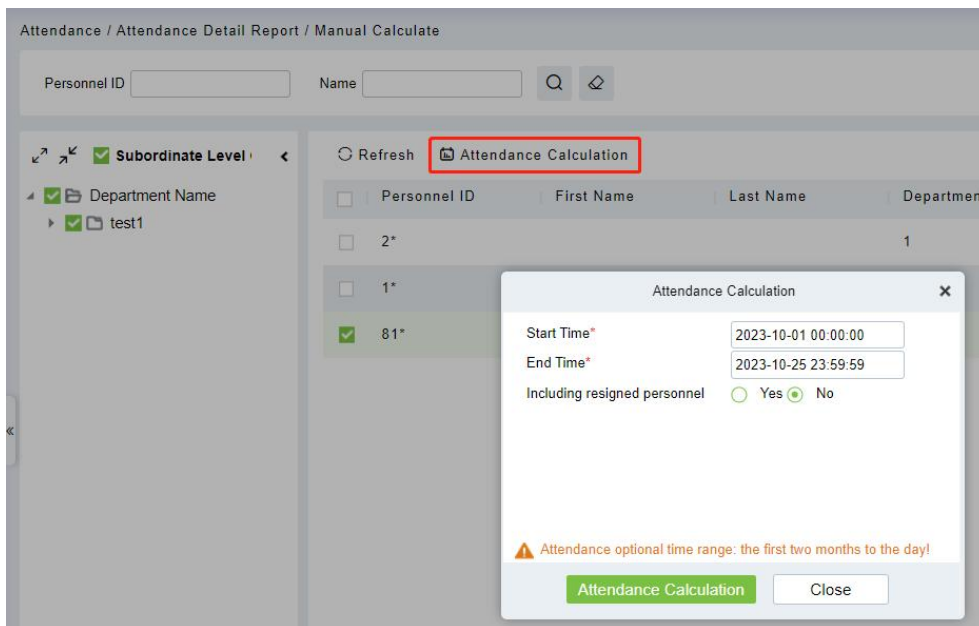
### 5.5.1 Manual Calculation

In the Attendance Report, you can view the clock-in record of a person and check whether the attendance status of the person is correct through attendance calculation. If it is correct, it means that the attendance business configuration is completed.

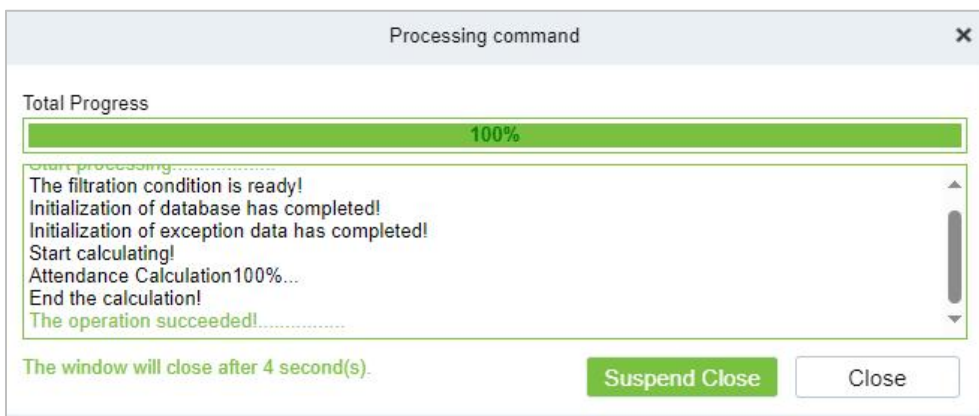
Click **[Attendance] > [Attendance Detail Report] > [Manual Calculate]**.



1. Check the person who needs to perform attendance calculation, and click **[Attendance Calculation]**.



2. Configure the attendance calculation information, and click **[Attendance Calculation]**.

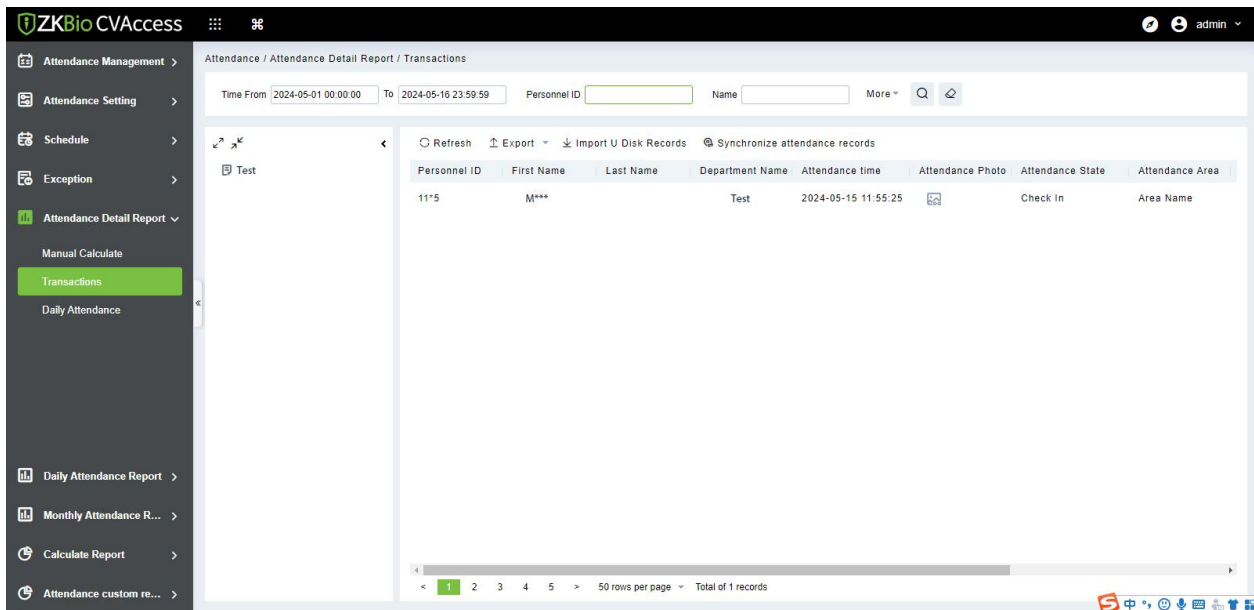


3. After the calculation is completed, you can view related reports.

## 5.5.2 Transaction

Attendance records of all employees will be displayed on this interface, including the attendance record of uploaded attendance transactions. The record of the normal punch on the device will be uploaded to the software as the original record. When a particular data is selected, the details will be displayed on the right side of the page.

Click **[Attendance]** > **[Attendance Detail Report]** > **[Transaction]**.



### ➤ Export

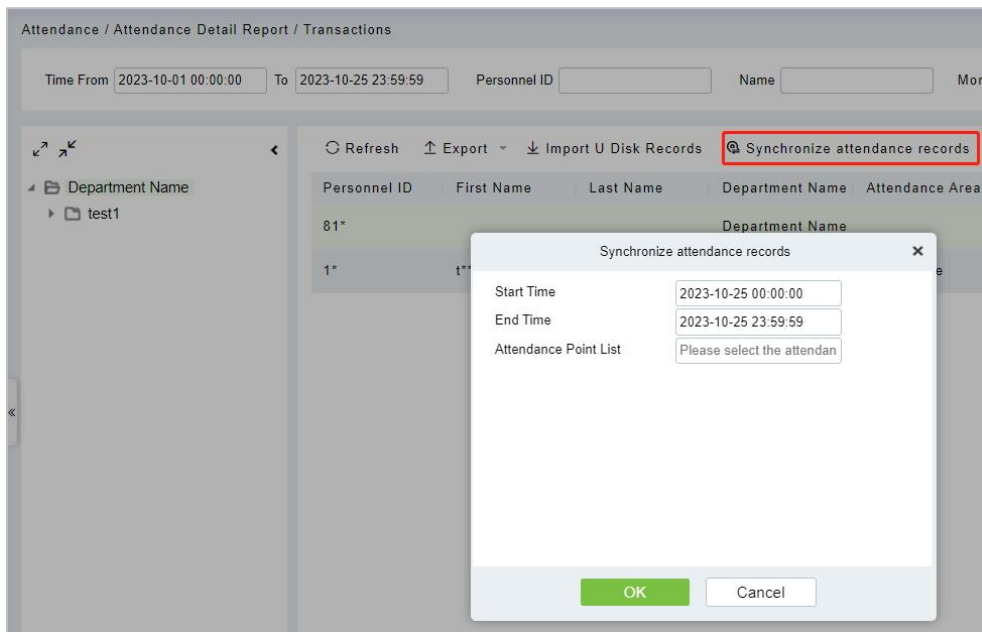
You can export selected leave data in Excel, PDF, and CSV file format.

### ➤ Import U Disk Records

The “Import U disk record” feature allows you to import the device data (including access control, parking, Facekiosk, Video records) to the transaction table.

### ➤ Synchronize Attendance Records

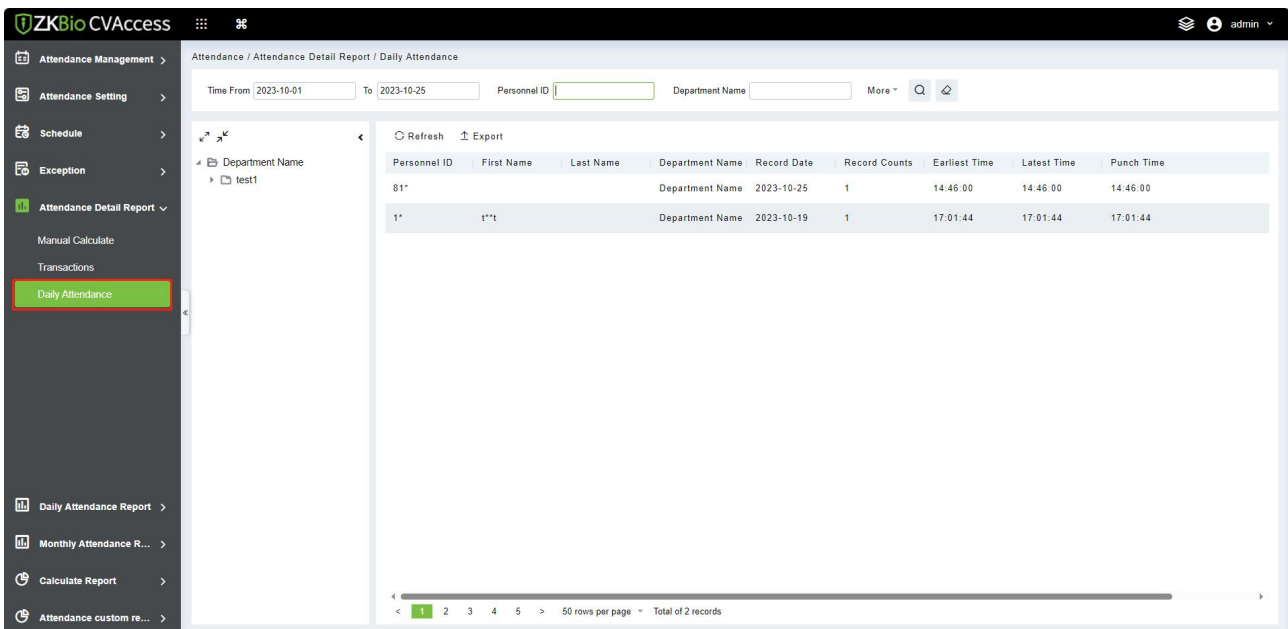
The access control records can be synchronized to attendance records through this function. Select the start time and end time to import, check the attendance point list and click **[OK]**.



### 5.5.3 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.

Click **[Attendance] > [Attendance Detail Report] > [Daily Attendance]**.



#### ➤ Export

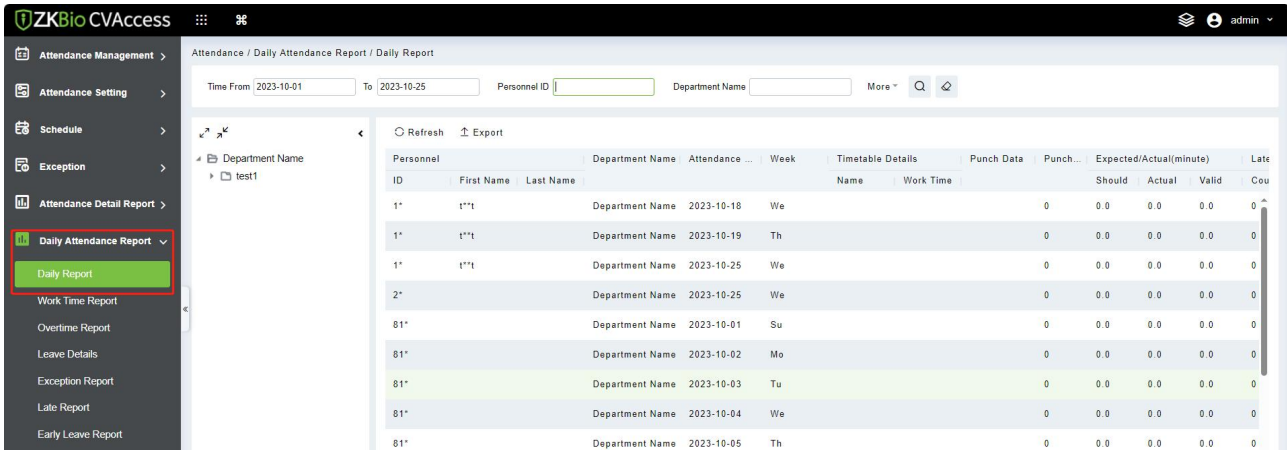
You can export selected leave data in Excel, PDF, and CSV file format.

## 5.6 Daily Attendance Report

### 5.6.1 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.

Click **[Attendance] > [Daily Attendance Report] > [Daily Report]**.



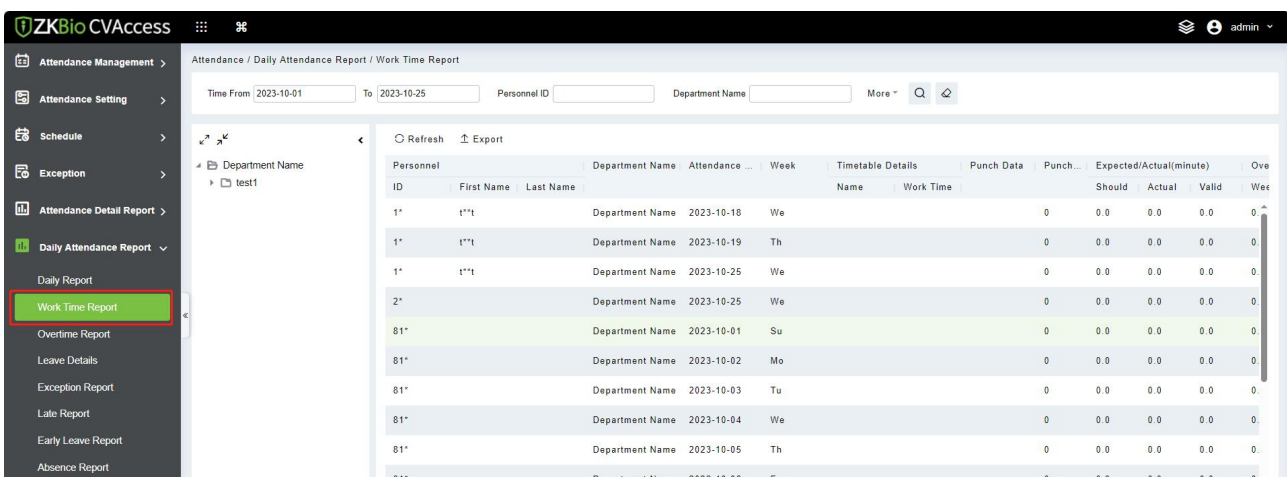
#### ➤ Export

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

### 5.6.2 Work Time Report

This will be the total effective time of this shift. It is automatically set by the system as per the Check-in/out details.

Click **[Attendance] > [Daily Attendance Report] > [Work Time Report]**.



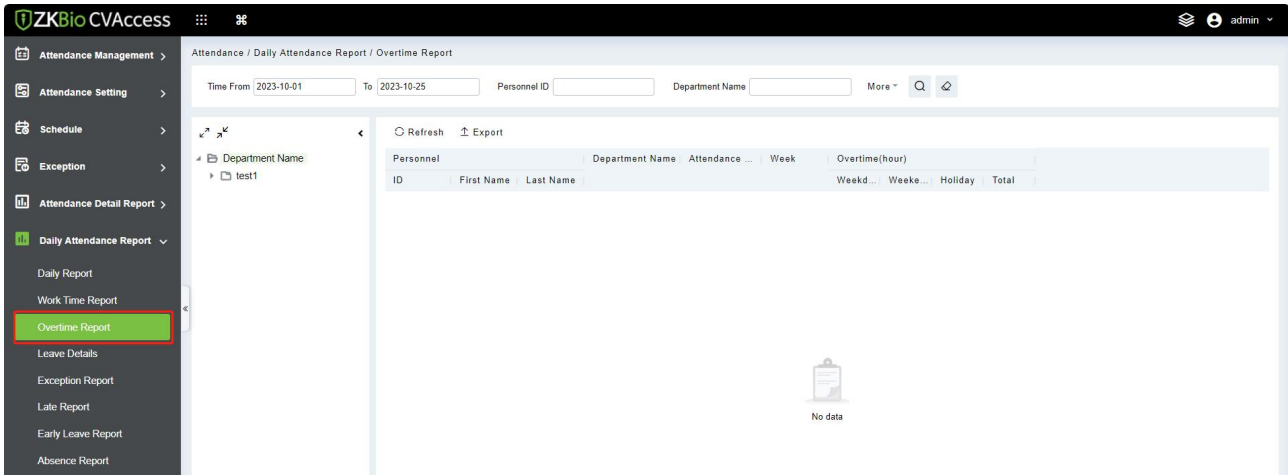
#### ➤ Export

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

### 5.6.3 Overtime Report

This function is used to get the overtime report within the specified range of date and time attendance details of personnel.

Click **[Attendance] > [Daily Attendance Report] > [Overtime Report]**.



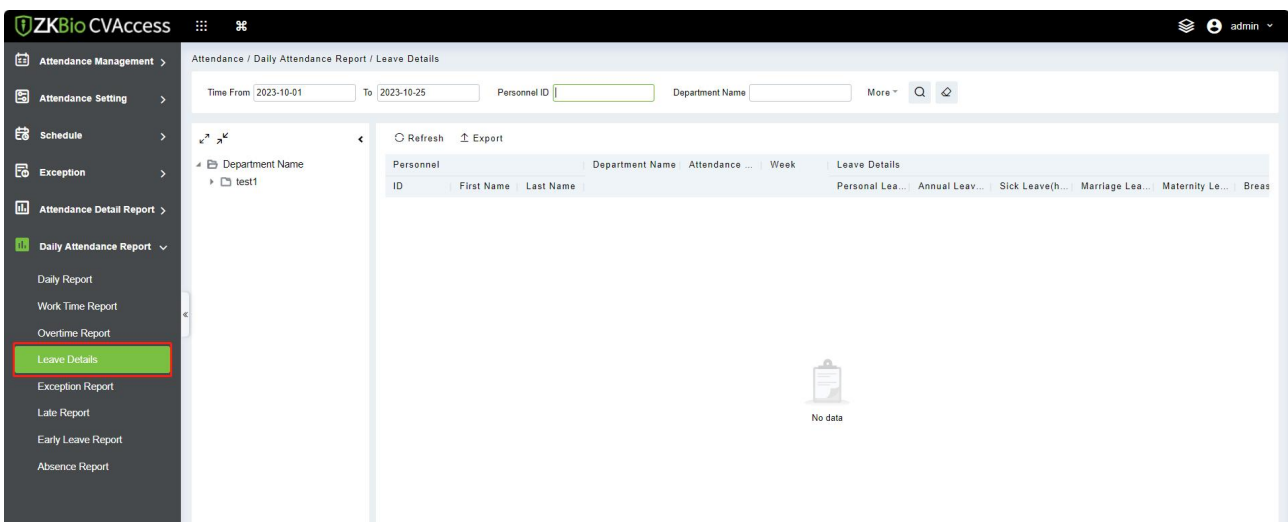
#### ➤ Export

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

### 5.6.4 Leave Details

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

Click **[Attendance] > [Daily Attendance Report] > [Leave Details]**.



#### ➤ Export

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



## 5.6.5 Exception Report

This function is used to get the exception report within the specified range of date and time attendance details of personnel.

Click **[Attendance]** > **[Daily Attendance Report]** > **[Exception Report]**.

The screenshot displays the 'Exception Report' page in the ZKBio CVAccess system. The interface includes a sidebar with navigation options, a main header with filters for 'Time From' (2023-10-01), 'To' (2023-10-25), 'Personnel ID', and 'Department Name'. Below the filters, there are 'Refresh' and 'Export' buttons. A table lists personnel data with columns: Personnel ID, First Name, Last Name, Department Name, Attendance Date, Week, Timetable Details (Name, Work Time), Punch Data, Punch Counts, Late (minute) Counts, Duration, Total, and Earliest. A single row is shown for Personnel ID 81\*.

### ➤ Export

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

## 5.6.6 Late Report

This function is used to get the late report within the specified range of date and time attendance details of personnel.

Click **[Attendance]** > **[Daily Attendance Report]** > **[Late Report]**.

The screenshot displays the 'Late Report' page in the ZKBio CVAccess system. The interface is similar to the Exception Report page, with filters for 'Time From' (2023-10-01), 'To' (2023-10-26), 'Personnel ID', and 'Department Name'. The table below the filters is currently empty, and a 'No data' message is shown at the bottom of the table area.

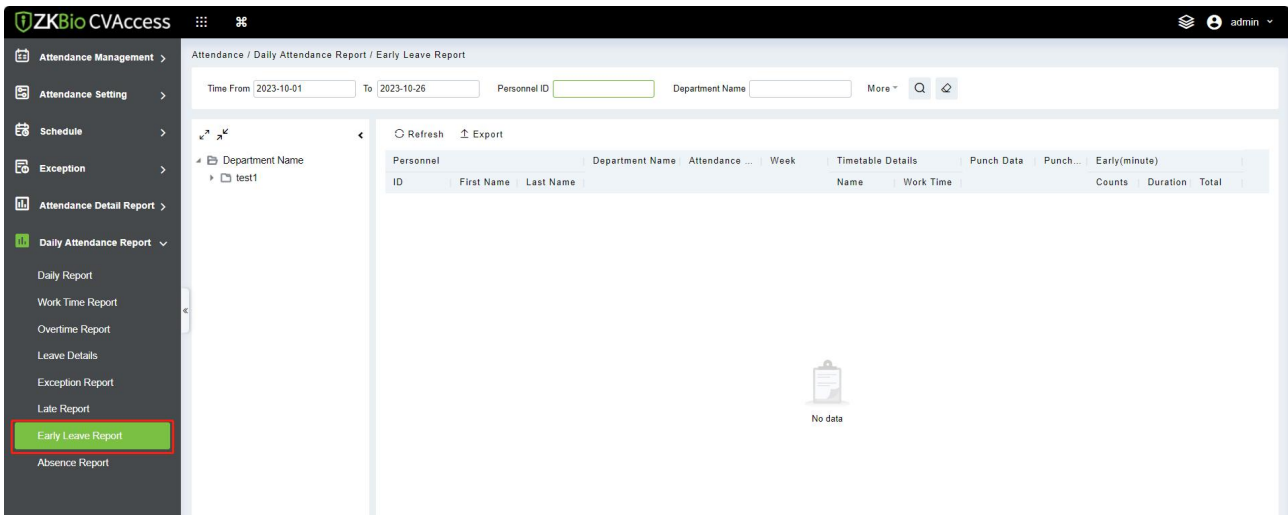
### ➤ Export

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

### 5.6.7 Early Leave Report

This function is used to get the early leave report within the specified range of date and time attendance details of personnel.

Click **[Attendance] > [Daily Attendance Report] > [Early Leave Report]**.



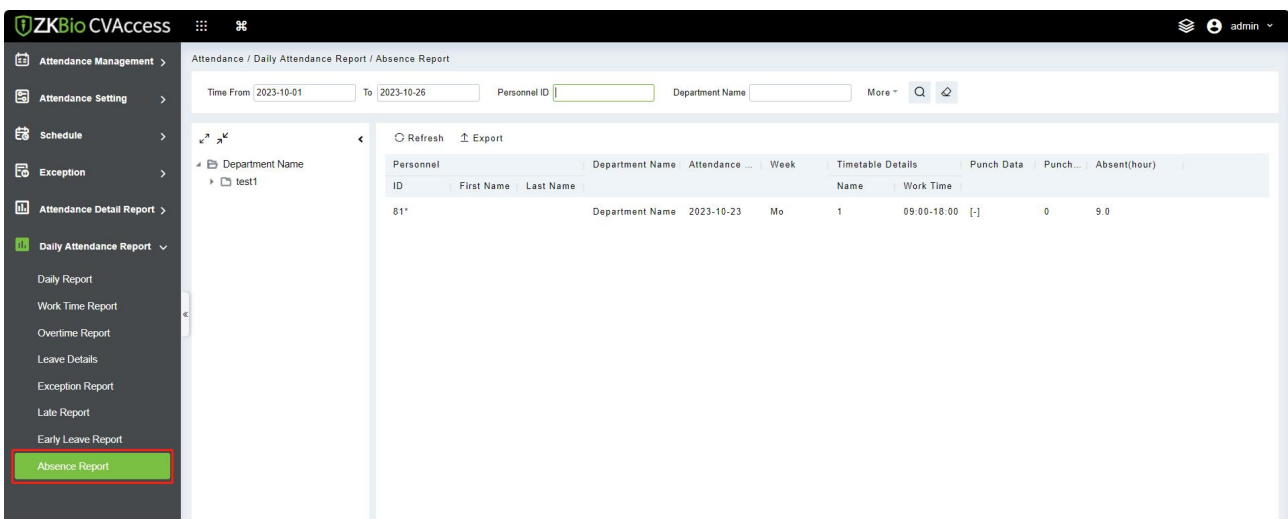
➤ **Export**

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

### 5.6.8 Absence Report

This function is used to get the absence report within the specified range of date and time attendance details of personnel.

Click **[Attendance] > [Daily Attendance Report] > [Absence Report]**.



➤ **Export**

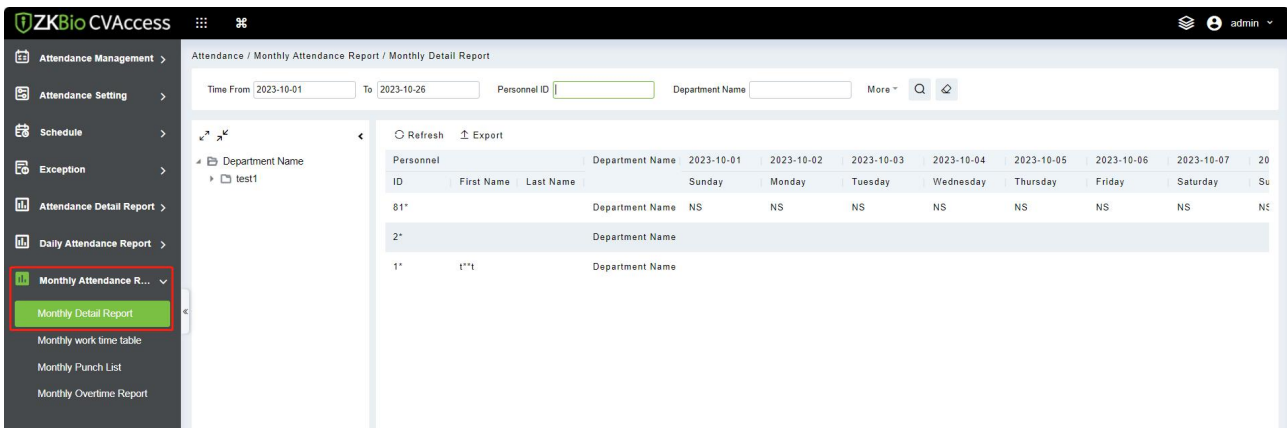
You can export selected leave data in Excel, PDF, and CSV file format.

## 5.7 Monthly Attendance Report

### 5.7.1 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.

Click **[Attendance] > [Monthly Attendance Report] > [Monthly Detail Report]**.



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

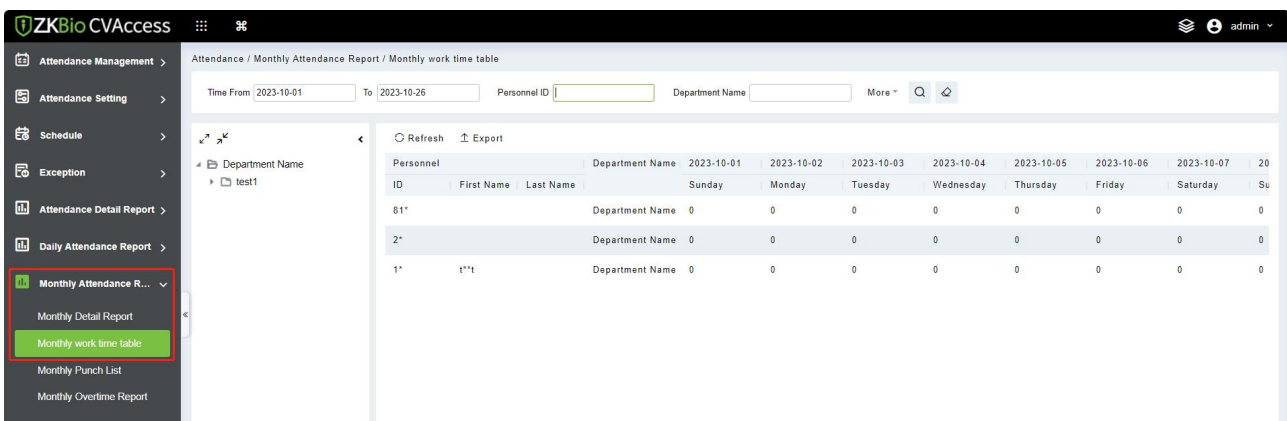
#### ➤ Export

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

### 5.7.2 Monthly Work Time Table

This function will automatically give the report for a selected month on a daily work time.

Click **[Attendance] > [Monthly Attendance Report] > [Monthly work time table]**.



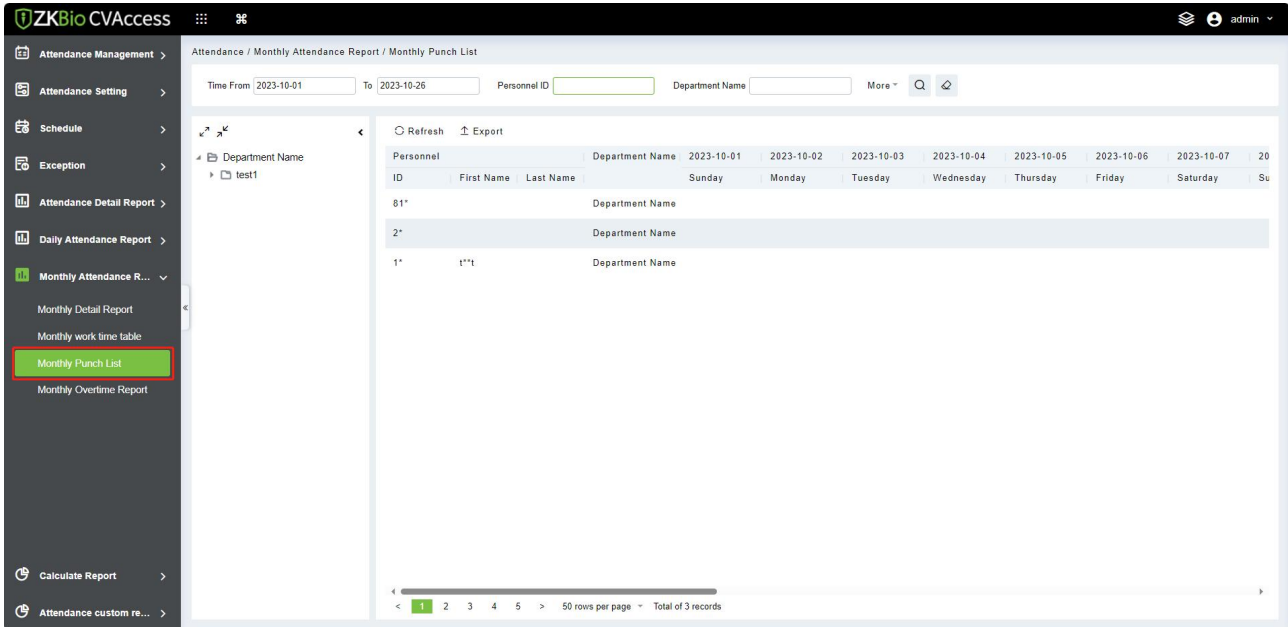
#### ➤ Export

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

### 5.7.3 Monthly Punch List

This function will automatically give the report for a selected month on daily punch list.

Click **[Attendance] > [Monthly Attendance Report] > [Monthly Punch List]**.



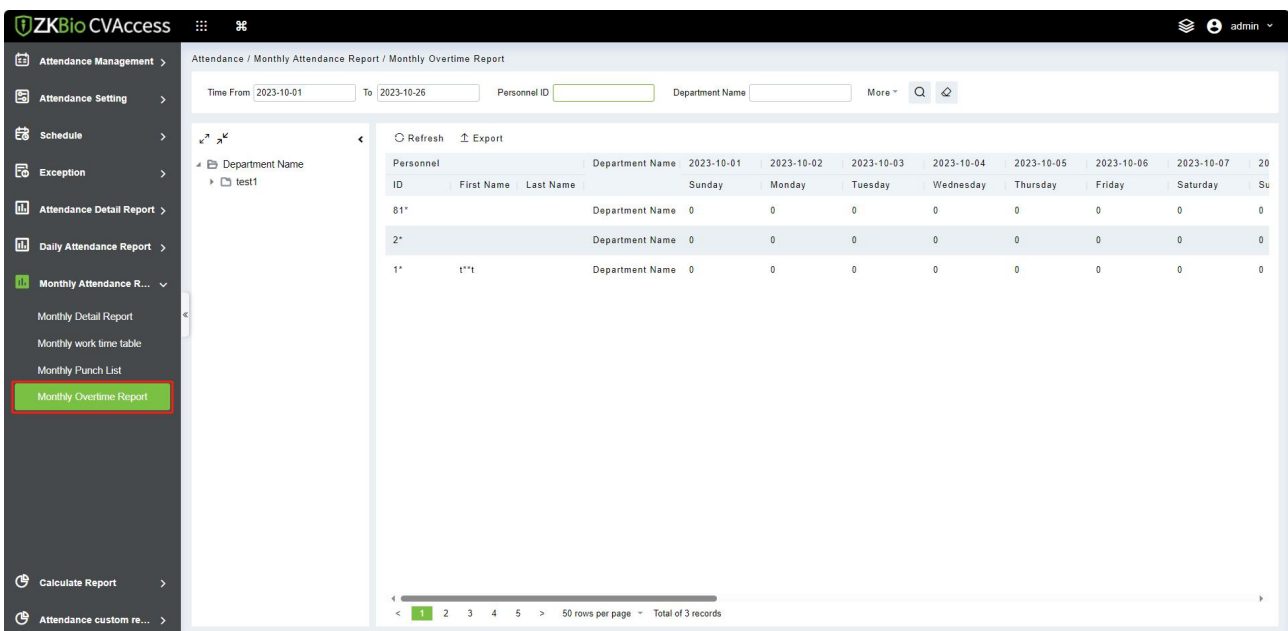
#### > Export

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

### 5.7.4 Monthly Overtime Report

This function will automatically give the report for a selected month on daily overtime.

Click **[Attendance] > [Monthly Attendance Report] > [Monthly Overtime Report]**.



> Export

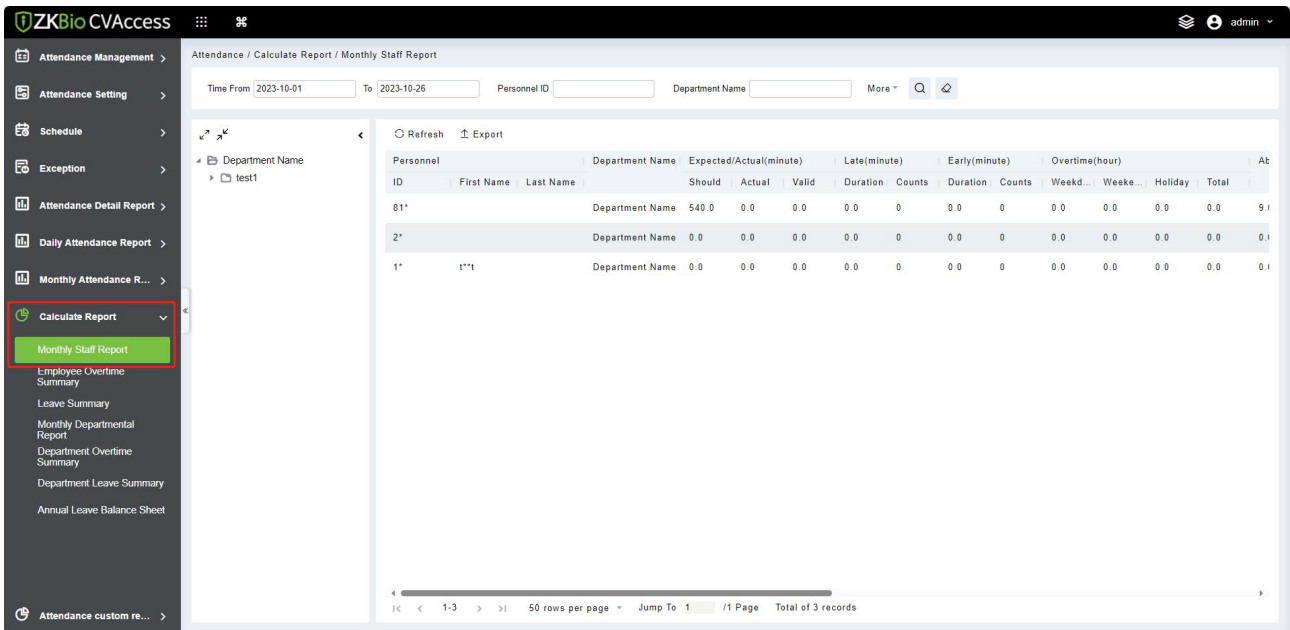
You can export selected leave data in Excel, PDF, and CSV file format.

### 5.8 Calculate Report

#### 5.8.1 Monthly Staff 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.

Click [Attendance] > [Calculate Report] > [Monthly Staff Report].



> Export

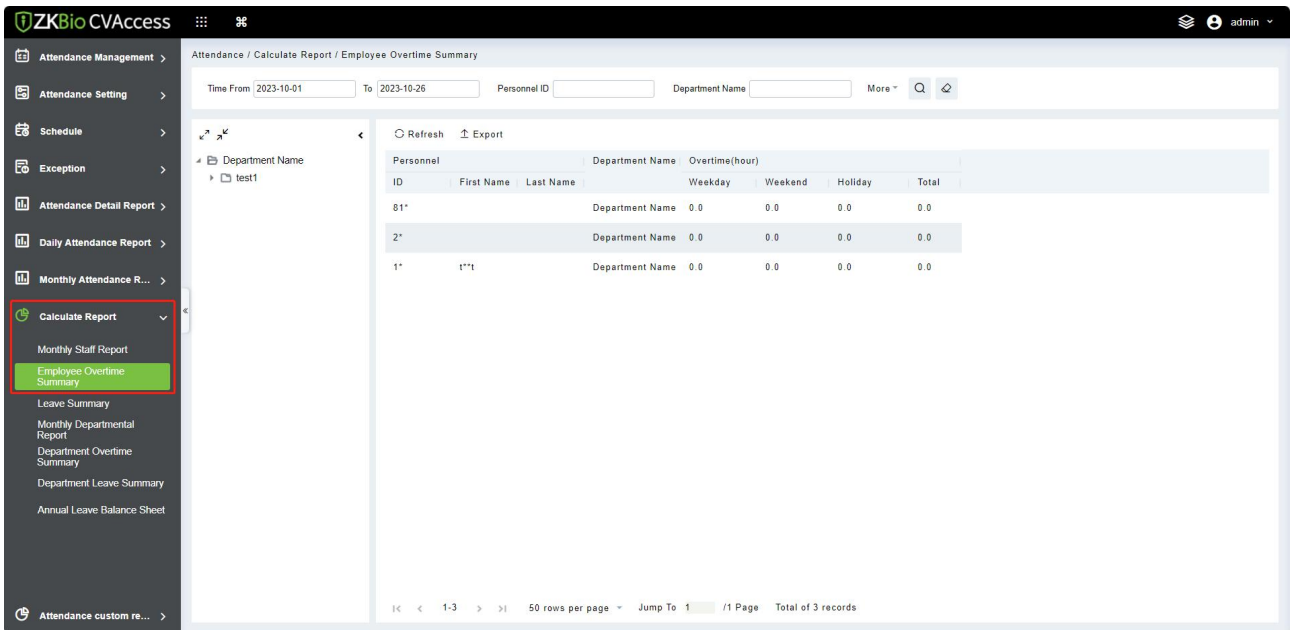
You can export selected leave data in Excel, PDF, and CSV file format.

ZKTECO Monthly Overtime Report																				
ID	Personnel	Last Name	Department	Attendance(Hour)			Late(Minute)			Early(Minute)			Overtime(Hour)			Expense(Hour)				
				Should	Actual	Valid	Light	Heavy	Light	Medium	Heavy	Light	Medium	Heavy	Light	Medium	Heavy	Light	Medium	Heavy
5	Nicol	Ya	Marketing Department	8.0	8.5	5.8	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9	Ulan	Mai	Marketing Department	8.0	8.0	8.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3	Leo	Hui	Marketing Department	8.0	7.9	8.6	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2	Lucky	Ten	Marketing Department	8.0	7.9	8.6	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8	Glen	Liu	Marketing Department	8.0	8.0	8.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6	Amber	Lin	Marketing Department	8.0	8.8	8.8	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4	Yves	San	General	8.0	7.9	8.6	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	Jerry	Wang	General	8.0	7.9	8.6	0	0	0	0	0	0	0	0	0	0	0	0	0	0
100	Sherry	Yong	None	8.0	8.0	8.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

#### 5.8.2 Employee Overtime Summary

This function is used to get the overtime summary report within the specified range of date and time attendance details of personnel.

Click [Attendance] > [Calculate Report] > [Employee Overtime Summary].



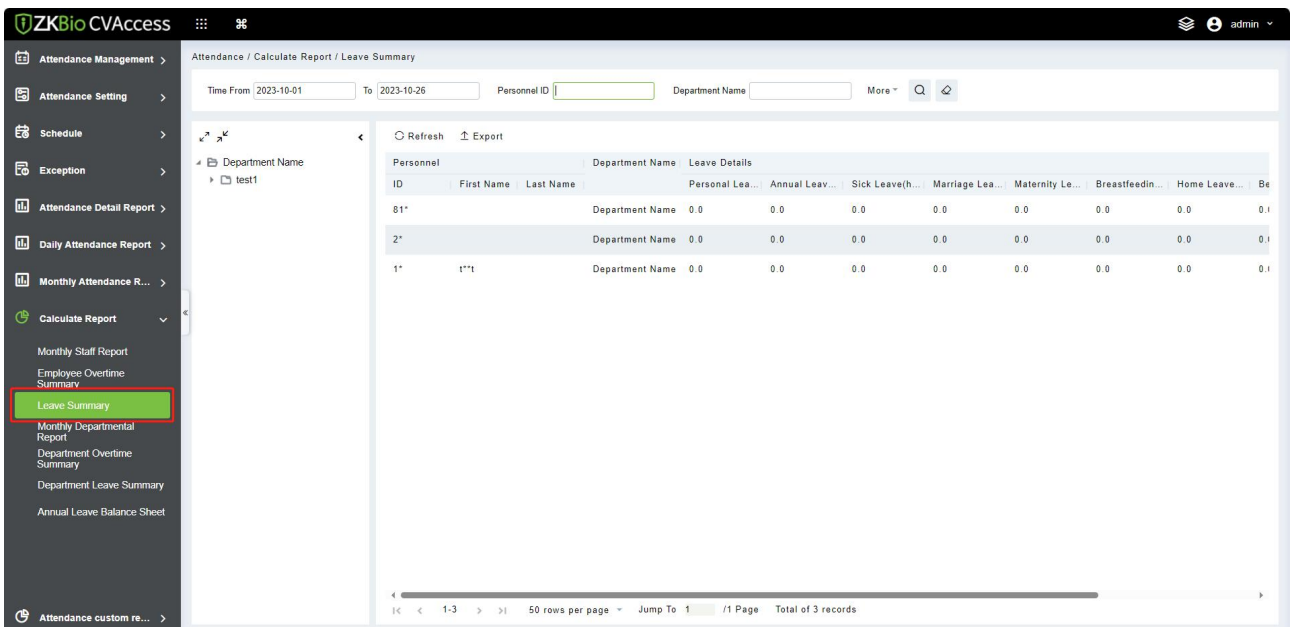
➤ **Export**

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

### 5.8.3 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.

Click **[Attendance] > [Calculate Report] > [Leave Summary]**.



➤ **Export**

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

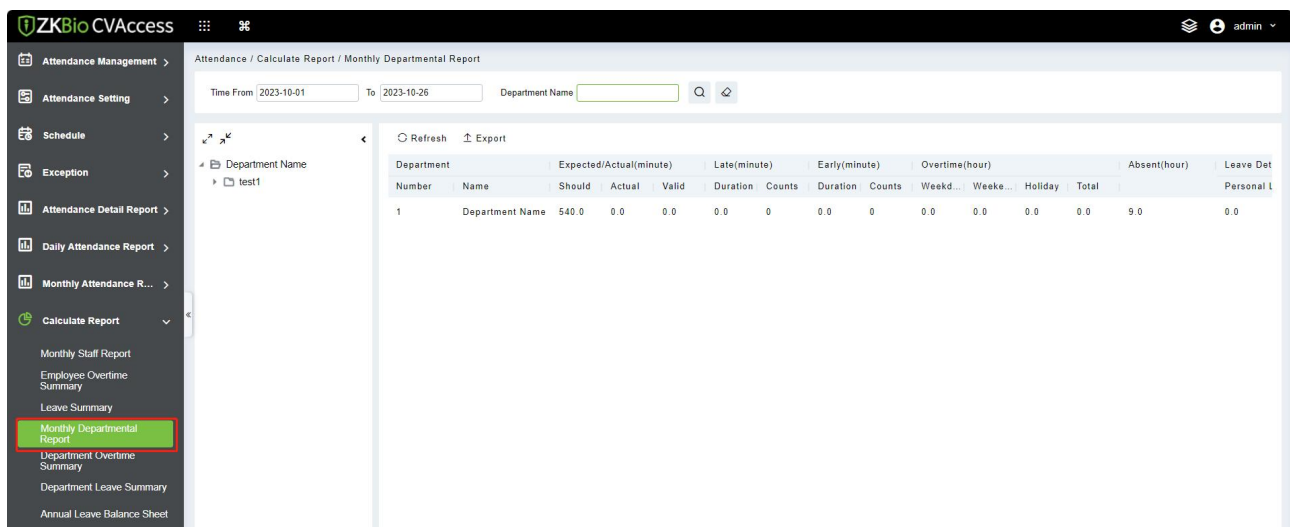
ZKTECO Leave Summary					
Personnel ID	First Name	Last Name	Department Number	Department Name	Leave Type Statistics
1	Jerry	Wang	1	General	Casual Leave(1) Marriage Leave(0) Maternity Leave(0) Sick Leave(0) Annual Leave(0) Bereavement Leave(0) Breastfeeding Leave(0) Custom (0)
5	Neool	Ye	2	Marketing Department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

Created on: 2017-12-15 18:39:22  
Created from ZKBioSecurity software. All rights reserved. 1/2

### 5.8.4 Monthly Departmental Report

This function is used to get the monthly detail record of all departments. Details include details of all personnel in the department, attendance, late, leaving early, and so on.

Click **[Attendance]** > **[Calculate Report]** > **[Monthly Departmental Report]**.



#### ➤ Export

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

## 5.8.5 Departmental Overtime Summary

This function is used to get the departmental overtime summary report within the specified range of date and time attendance details of personnel.

Click **[Attendance] > [Calculate Report] > [Departmental Overtime Summary]**.

The screenshot shows the ZKBio CVAccess interface. The left sidebar contains a menu with 'Department Overtime Summary' highlighted in green. The main content area displays the 'Attendance / Calculate Report / Department Overtime Summary' page. It includes search filters for 'Time From' (2023-10-01) and 'To' (2023-10-26), and a 'Department Name' search box. Below the filters, there are 'Refresh' and 'Export' buttons. A table displays the overtime summary data:

Department		Overtime(hour)			
Number	Name	Weekd...	Weeke...	Holiday	Total
1	Department Name	0.0	0.0	0.0	0.0

### ➤ Export

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

## 5.8.6 Departmental Leave Summary

This function is used to get the monthly detail record of all departments. Details include details of all personnel in the department, attendance, late, leaving early, and so on.

Click **[Attendance] > [Calculate Report] > [Monthly Departmental Report]**.

The screenshot shows the ZKBio CVAccess interface. The left sidebar contains a menu with 'Department Leave Summary' highlighted in green. The main content area displays the 'Attendance / Calculate Report / Department Leave Summary' page. It includes search filters for 'Time From' (2023-10-01) and 'To' (2023-10-26), and a 'Department Name' search box. Below the filters, there are 'Refresh' and 'Export' buttons. A table displays the leave summary data:

Department		Leave Details									
Number	Name	Personal Lea...	Annual Leav...	Sick Leave(h...	Marriage Lea...	Maternity Le...	Breastfeedin...	Home Leave...	Bereavement...	Business Tri...	
1	Department Name	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	

### ➤ Export

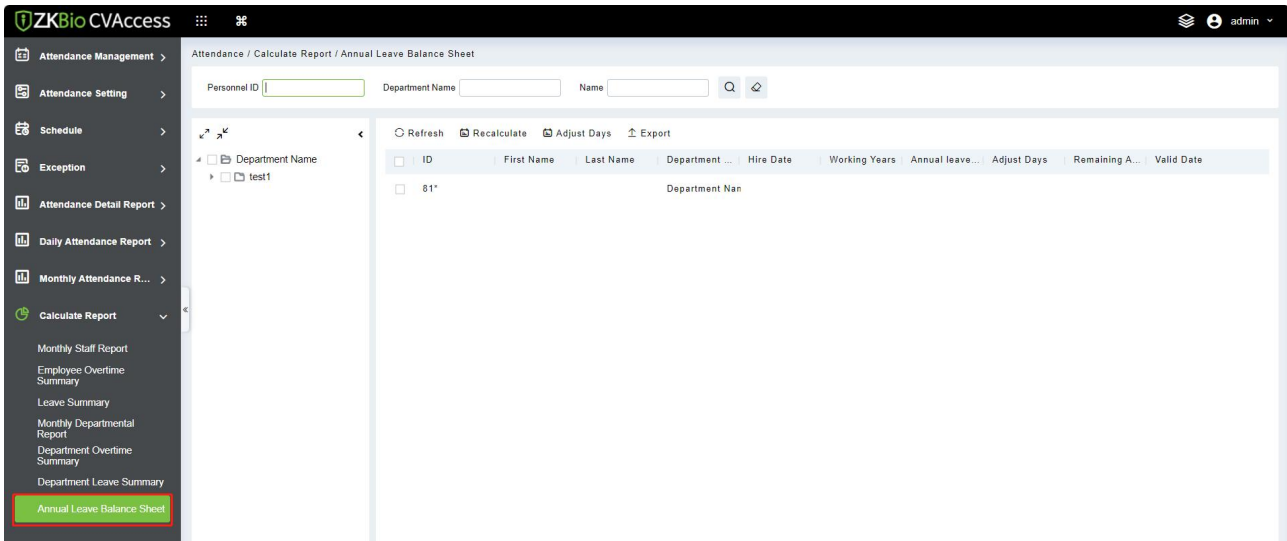
You can export selected leave data in Excel, PDF, and CSV file format.



## 5.8.7 Annual Leave Balance Sheet

This function is used to get the annual leave balance sheet of personnel.

Click **[Attendance] > [Calculate Report] > [Annual Leave Balance Sheet]**.



### > Export

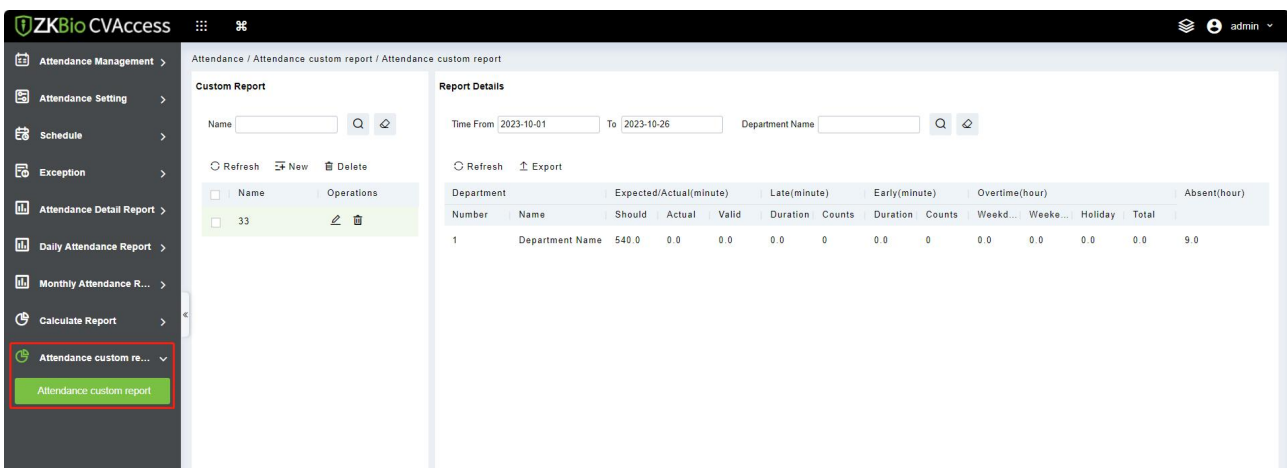
You can export selected leave data in Excel, PDF, and CSV file format.

## 5.9 Attendance Custom Report

### 5.9.1 Attendance Custom Report

This function is used to get the custom attendance report, you can select the report content according to your needs.

Click **[Attendance] > [Attendance Custom Report] > [Attendance Custom Report]**.



### > Export

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

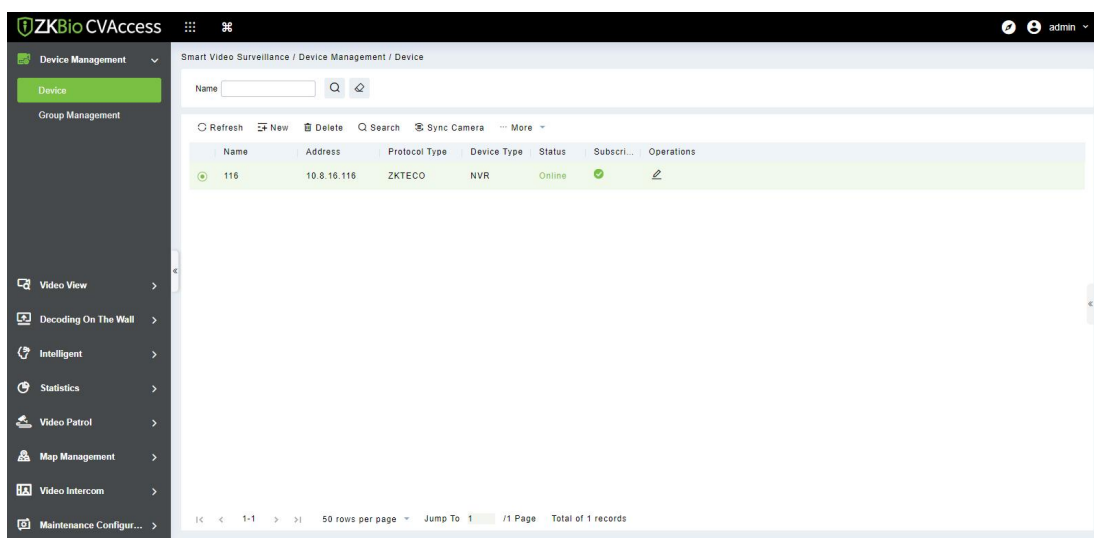
## 6 Smart Video Surveillance

### 6.1 Device Management (New)

#### 6.1.1 Device

This operation is used to instruct users how to connect NVR to the platform and cameras, so that the platform can manage the connected devices uniformly, such as viewing the live and video recordings of cameras.

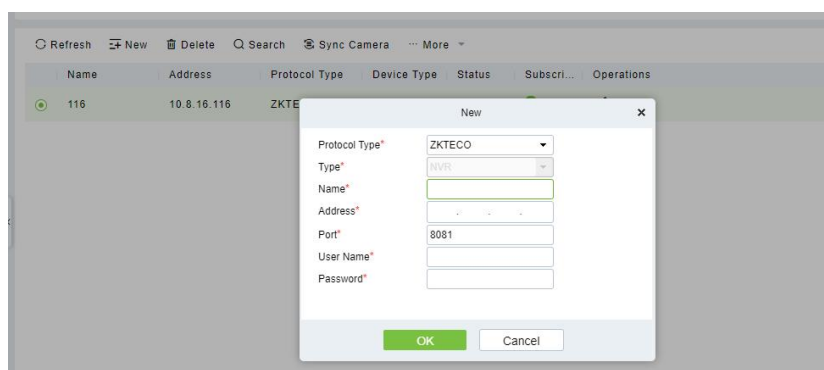
Click [**Smart Video Surveillance**] > [**Device Management**] > [**Device**].



#### 6.1.1.1 Adding Devices

Maximum supports 1024 video channels, support 64 channels preview and 16 channels real-time playback simultaneously.

1. Click [**New**] under the main device list to display the adding interface.



There are 4 types you can select (ZKTECO/ONVIF/ZKIVA-Edge T1). If the purchased device is ZKNVR, select "ZKNVR" for the type.

#### Field Description:

- **Type:** Select the device type.
- **Name:** Customize the device name.
- **Address:** Configure the device address. The format is: xxx.xxx.xxx.xxx, for example: 192.168.6.5.
- **Port:** Configure the device port.ZKNVR default is 8081.
- **Username and Password:** The NVR's username and password.

**Note:**

- For ZKNVR, the default account is (admin, 12345678)
- For ZKIVA-Edge T1, the default account is(hxgk, hxgk1234)
- If you need to configure intelligent functions, visit the ZKIVA-Edge T1 Web side.

2. Click **[OK]**.

### 6.1.1.2 Delete

Click **[Smart Video Surveillance] > [Device Management > [Device]**, then select **[Delete]**.

### 6.1.1.3 Search

Click **[Smart Video Surveillance] > [Device Management > [Device]**, you can select your device type and click **Search** to search NVR or IPC.

The screenshot shows the ZKBio CVAccess web interface. The main content area displays a table of devices. A red box highlights the 'Search' button in the toolbar. Below the main table, there is a section for 'Batch Setup' with columns for Address, Version, Protocol Type, Name, Port, User Name, Password, and Device. Two rows of device information are visible in this section.

Name	Address	Protocol Type	Device Type	Status	Subscri...	Operations
116	10.8.16.116	ZKTECO	NVR	Online		

Address	Version	Protocol Ty...	Name	Port	User Name	Password	Device ...	Return Result
10.8.16.125	NVR2.0	ZKTECO	10.8.16.125	8081			NVR	
10.8.16.131	NVR2.0	ZKTECO	10.8.16.131	8081			NVR	

#### ➤ Refresh

Click[Refresh] to refresh interface.

#### ➤ Add Device

Select the searched device to add.


#### ➤ Batch Setup

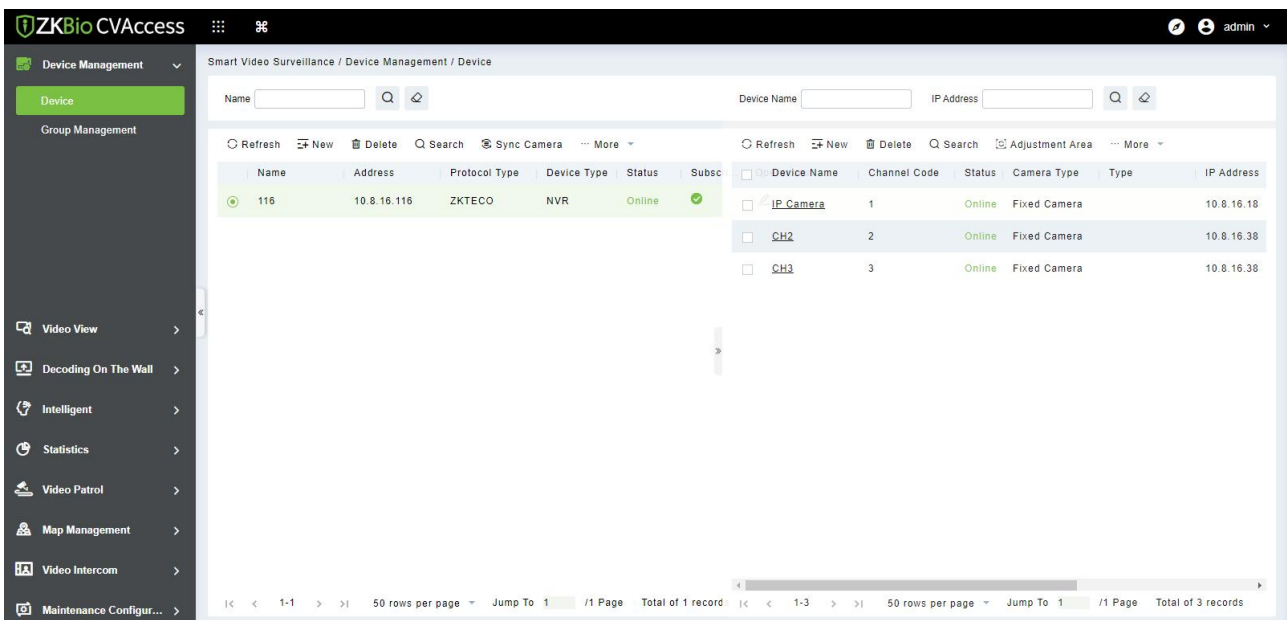
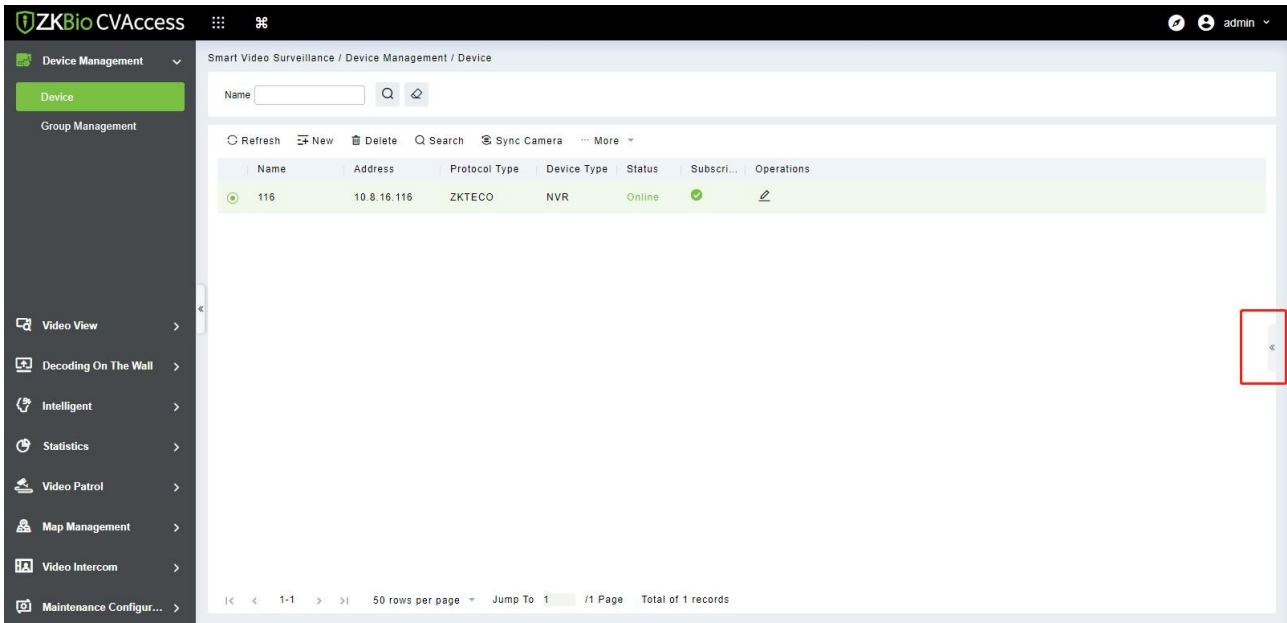
Batch fill the password of the device

### 6.1.1.4 Sync Camera

Click [**Smart Video Surveillance**] > [**Device Management**] > [**Device**], then click [**Sync Camera**].

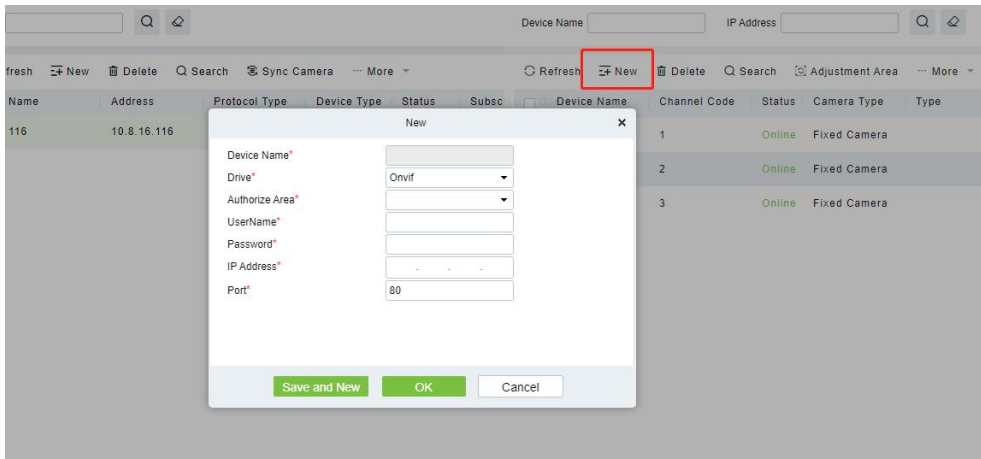
### 6.1.1.5 Add IPC to NVR

Click this icon  to extend the page for adding cameras.



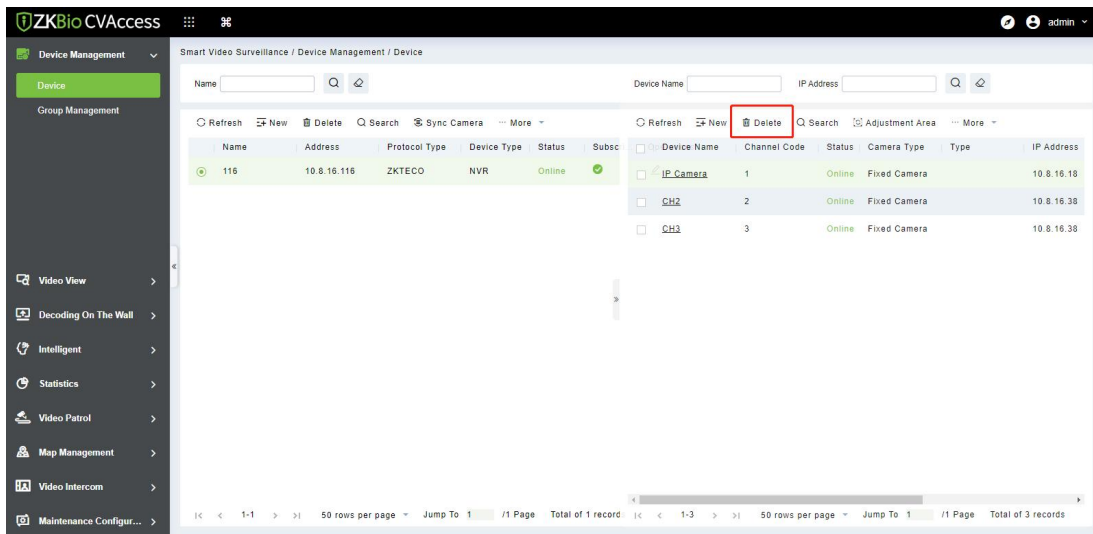
### ➤ New

Click [**New**] to add camera to NVR.



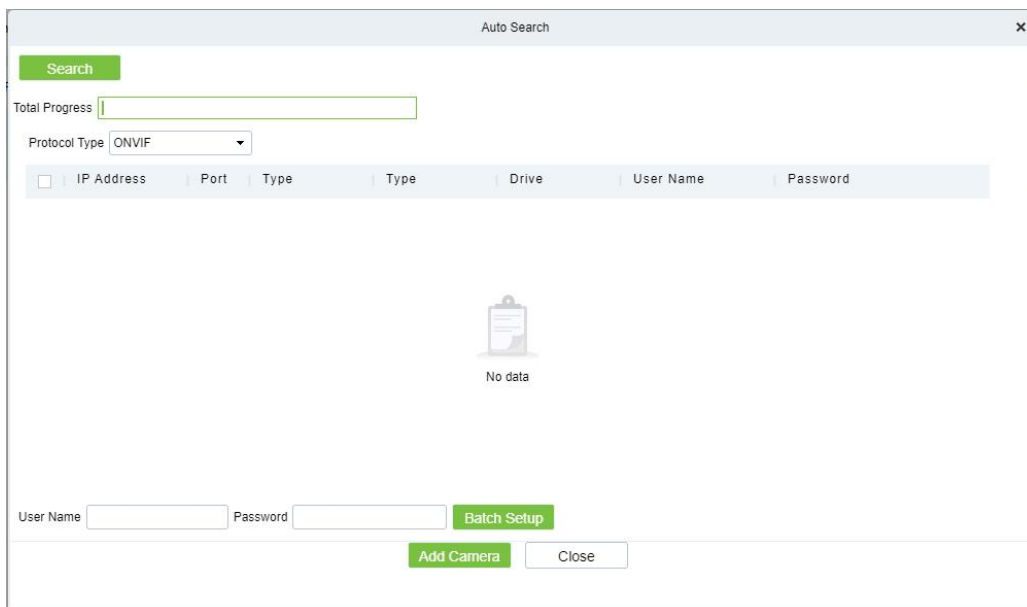
➤ Delete

Click to delete the camera.



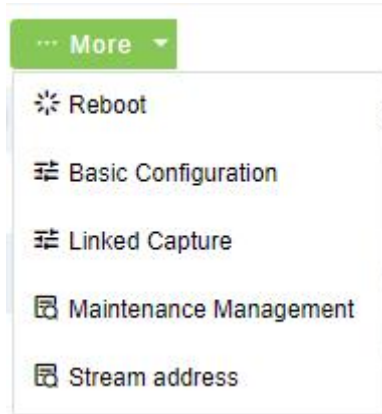
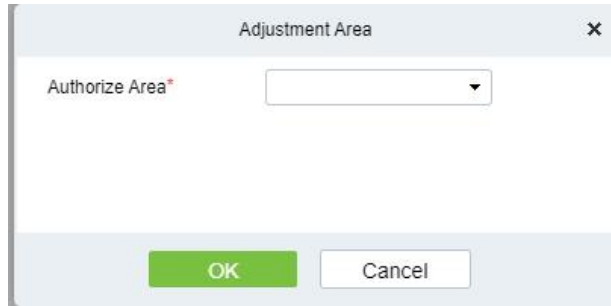
➤ Search

Click search to add camera devices to NVR.



➤ Adjustment Area

Select the camera device and adjust the authorization area of the device.

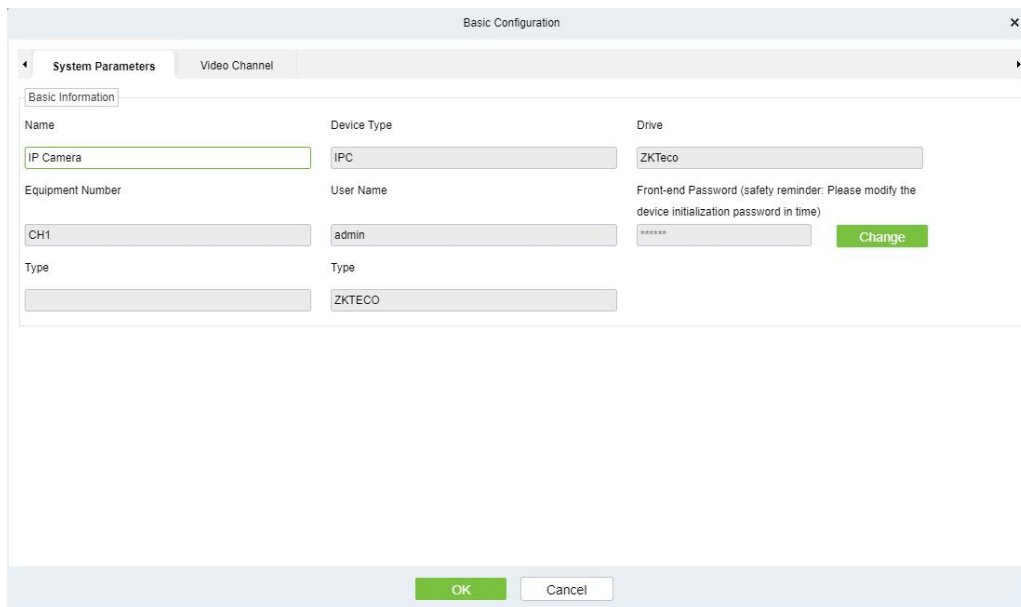


➤ **Reboot**

Click to reboot camera.

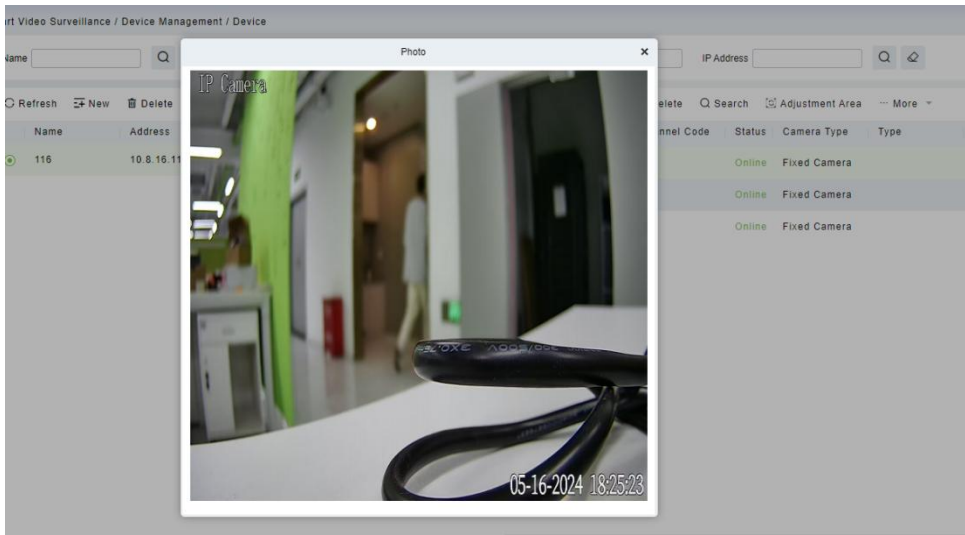
➤ **Basic Configuration**

Configure camera information.



➤ **Linked Capture**

Capture photos of camera.



➤ **Maintenance Management**

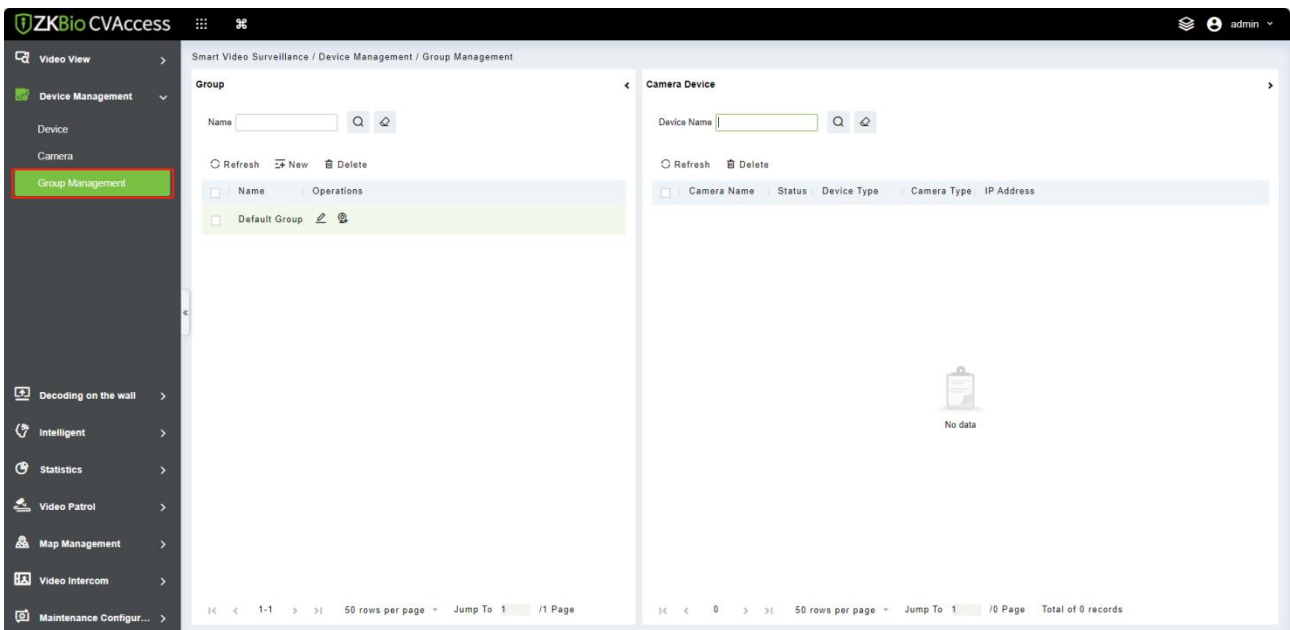
Click to enter the web interface of the device.

➤ **Stream address**

Click to view the device's stream address.

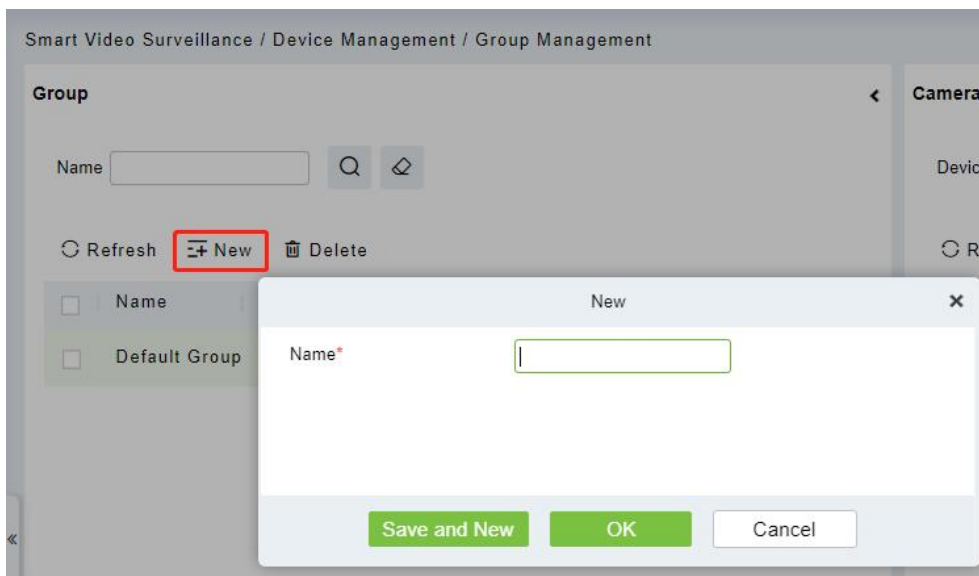
## 6.1.2 Group Management

Click **[Smart Video Surveillance] > [Device Management] > [Group Management]**.



### 6.1.2.1 New

1. Click **[Smart Video Surveillance] > [Device Management] > [Group Management]**, then click **[New]**.



2. Click **[OK]** to save and exit.

### 6.1.2.2 Delete

Click **[Smart Video Surveillance] > [Device Management] > [Group Management]**, then click **[Delete]**.

## 6.2 Video View

Click **[Smart Video Surveillance] > [Video View]**.

In this module you can access the videos as **Video Preview** and **Video Playback**.

### 6.2.1 Video Preview

Click **[Smart Video Surveillance] > [Video View] > [Video Preview]**.

You can review recorded videos here.

#### 6.2.1.1 Live Preview

When applying video monitoring products, please strictly comply with the applicable laws and regulations for the application and maintenance of video monitoring, recording, snapping and other services. It is forbidden for enterprises or individuals to install monitoring device in office areas, monitor employees' behaviors, or use video monitoring device to snoop on other people's privacy for illegal purposes.

##### ➤ Single camera live preview

1. Click **[Smart Video Surveillance] > [Video View] > [Video Preview]**.
2. In Full Devices, double-click the online camera to the live playback pane to open live preview.

**Note:** During live preview, please do not overlap the windows, interfaces, or dialog boxes of other

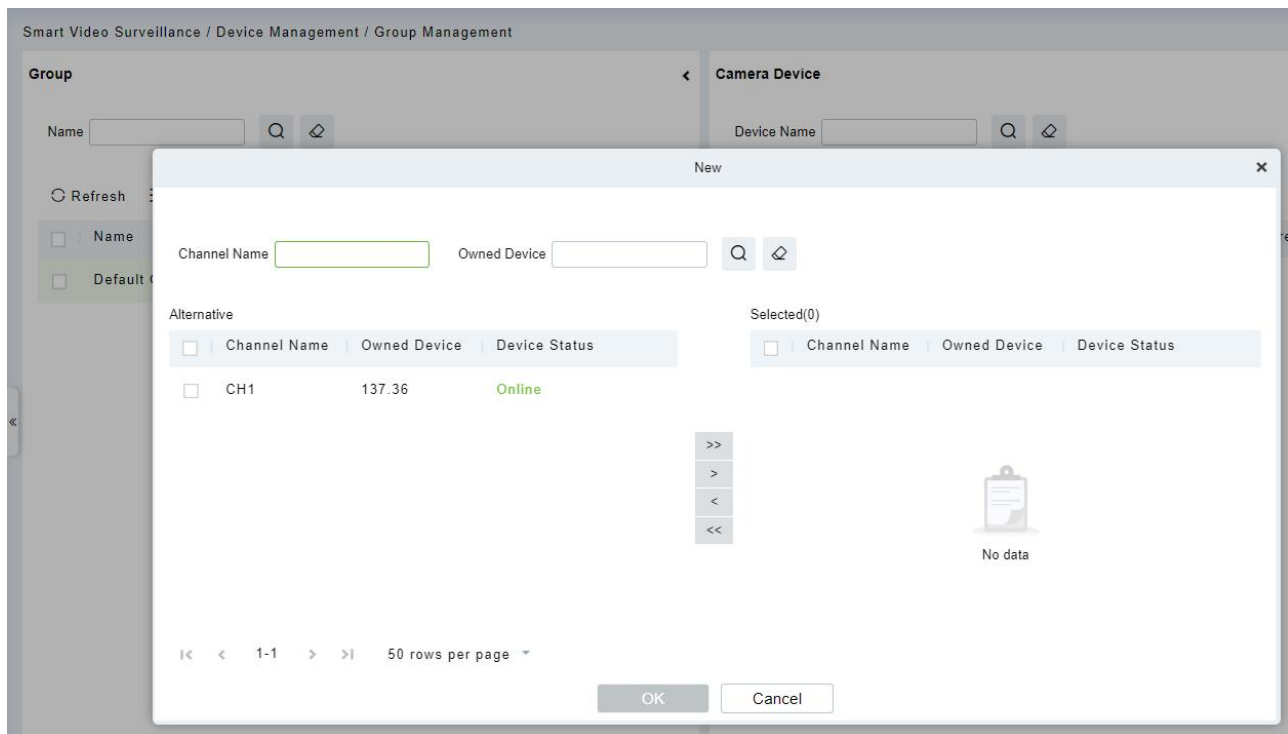


programs on the window that opens live, otherwise it may cause live screen or video playback to be unsmooth.

### ➤ Live preview of group camera

1. Click [**Smart Video Surveillance**] > [**Device Management**] > [**Grouping Management**].
2. Click [**Add**] in the grouping list, enter the grouping name, and click "Confirm" to complete the addition of camera grouping.
3. Select the newly created camera group and click [**Add Camera**] on the right side. Double-click the camera in the new interface that pops up, and click [**OK**] to add it to the grouping, as shown in figure below.
4. In **Intelligent** module, select [**Video View**] > [**Video Preview**], and in "Grouping Devices", double-click the online camera to the live playback pane to open the live preview.

**Note:** During live preview, please do not overlap the windows, interfaces, or dialog boxes of other programs on the window that opens live, otherwise it may cause live screen or video playback to be unsmooth.



### 6.2.1.2 Video Preview

Using the round patrol function, the user can switch the live pictures monitored by multiple cameras regularly. For example, there are multiple cameras in a scene, and the live situation of all cameras cannot be displayed on a live split screen interface. The administrator can automatically switch the cameras of a scene to monitor the live situation every 30 seconds by using the round patrol function and realize the live browsing of all cameras in batches and time periods.


1. Click [**Smart Video Surveillance**] > [**Video View**] > [**Video Preview**].
2. Under the list of grouped devices or full devices, click "⏸" on the right to pop up the "Multiple

Camera Operation Settings" page.

3. Click **[Round Tour]** to open the round tour setting window and configure round tour information.

#### Field Description:

- **Window number:** The number of round-robin windows must be less than the number of round-robin cameras.
- **Time interval (seconds):** Set the camera rotation picture residence time under the selected main device.
- **Stream type:**
  - 1) Main code stream: large code stream, high definition, and high bandwidth occupation.
  - 2) Auxiliary code stream: The code stream is small, the definition is low, and the bandwidth is small.
  - 3) Description: When there is bandwidth limitation, it is recommended to select secondary code stream.

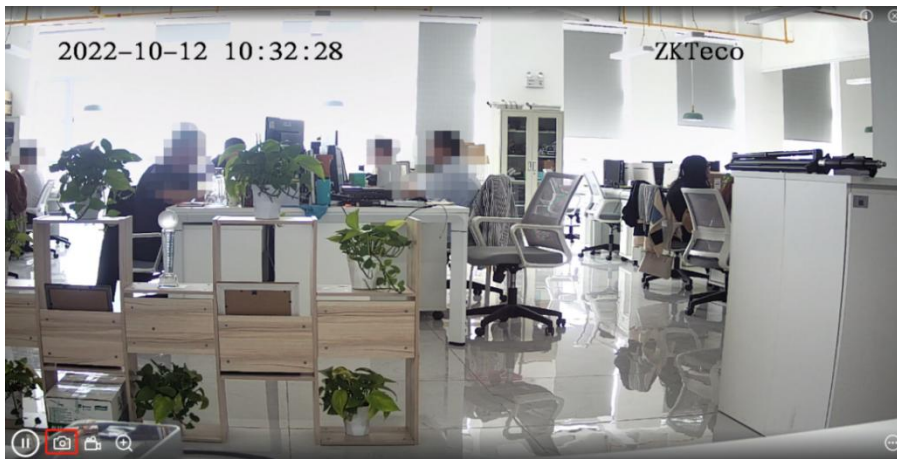
4. Click **[OK]** to start the round tour.
5. End the round and click the toolbar  below to close all screens.

#### ➤ Fast Target Search

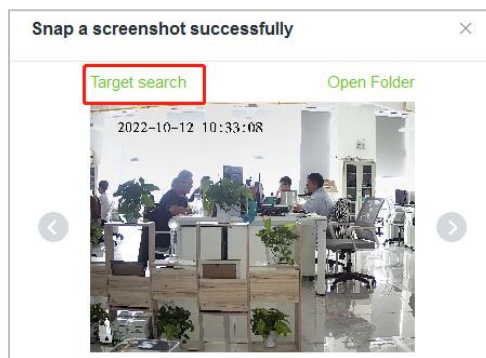
#### Screenshot for quick target search during preview or replay:

When security guards view real-time surveillance or playback video and find a suspicious person in the screen, they can zoom in on that person and take a screenshot to support quick "target search" to jump to target search and person track mapping.

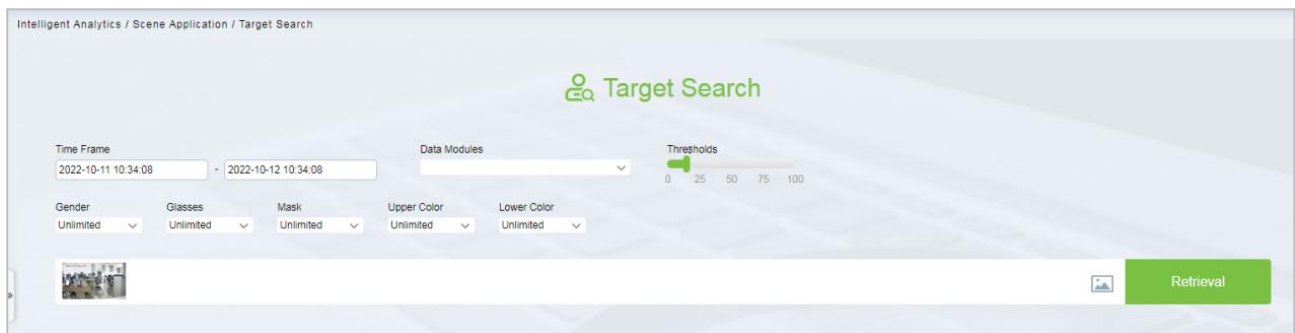
1. Go to the **[Smart Video Surveillance] > [Video Preview]**, click  to snap a screenshot.



2. Then click [**Target search**].



3. Next click [**Retrieval**].



4. After the retrieval, the retrieval results appear.

Intelligent Scene / Scene Application / Target Search

Search Result Generate Track Report

Query Criteria

First Name Unknown

Gender Unknown


Label No. Unknown

Department Unknown

Time Frame 2022-02-08 14:3...

Data Modules Unknown





Time Sort ▾

Page 1 Pane total 6 pages in total



- In the retrieval result, you can click Generate Trend Report in the upper right corner of the interface to export the trend report in PDF format, as shown in figure below.

Intelligent Scene / Scene Application / Target Search

Trend Report Export Trend Report

**Header Information**

Report Name Trend report about Stranger at 20220712

Creator admin

Report Time 2022-07-12 17:37:00

Report Describe

**Target Detail**

Name Unknown

Gender Unknown


Time Period Jul 11, 2022 5:34:21 PM - Jul 12, 2022 5:34:21 PM

Record Type Video Record.Intelligent Scene Record








Personnel ID Unknown

Department Unknown

**Trend Detail**

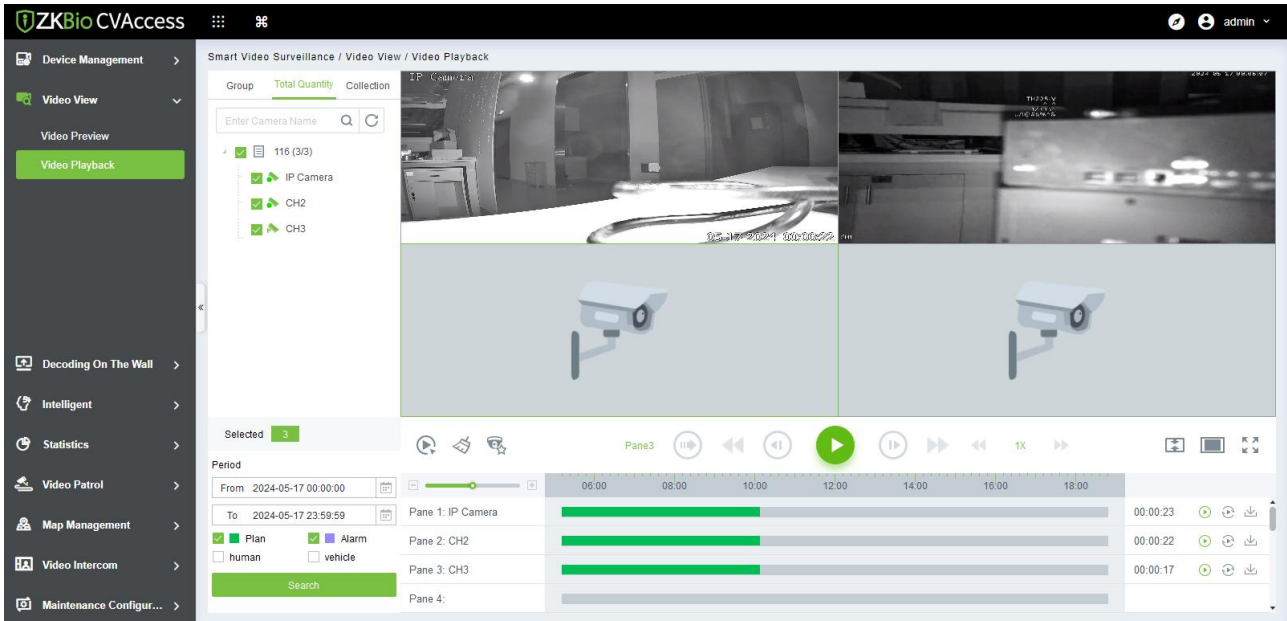


**Record Detail**

Event Time	Region	Event Source	Image	Event Name	Event Grade
Jul 12, 2022 5:12:05 PM	Area Name	Entrance 10F		Stranger	Abnormal
Jul 12, 2022 5:12:22 PM	Map	IPC_10.8.12.211		Face Detection Alarm	Normal
Jul 12, 2022 5:13:34 PM	Map	IPC_10.8.12.211		Face Detection Alarm	Normal
Jul 12, 2022 5:14:31 PM	Map	IPC_10.8.12.211		Face Detection Alarm	Normal
Jul 12, 2022 5:15:15 PM	Map	IPC_10.8.12.211		Face Detection Alarm	Normal
Jul 12, 2022 5:16:38 PM	Map	IPC_10.8.12.211		Face Detection Alarm	Normal
Jul 12, 2022 5:17:15 PM	Map	IPC_10.8.12.211		Face Detection Alarm	Normal

## 6.2.2 Video Playback

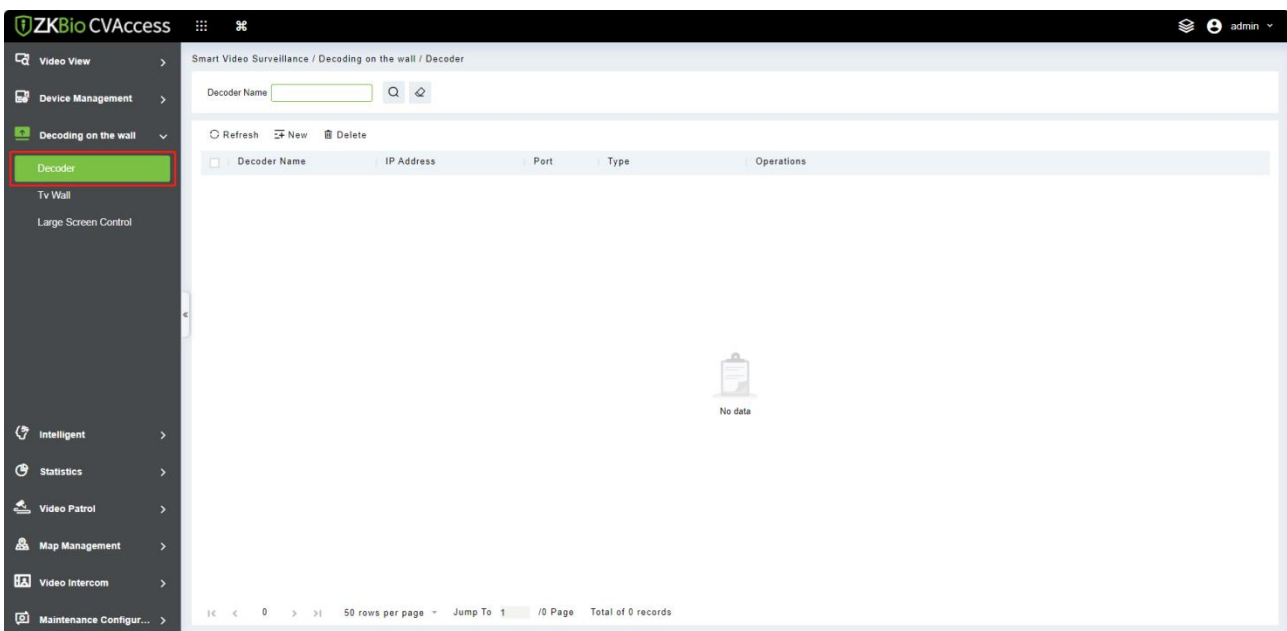
Click **[Smart Video Surveillance] > [Video View] > [Video Playback]**.



## 6.3 Decoding On the Wall

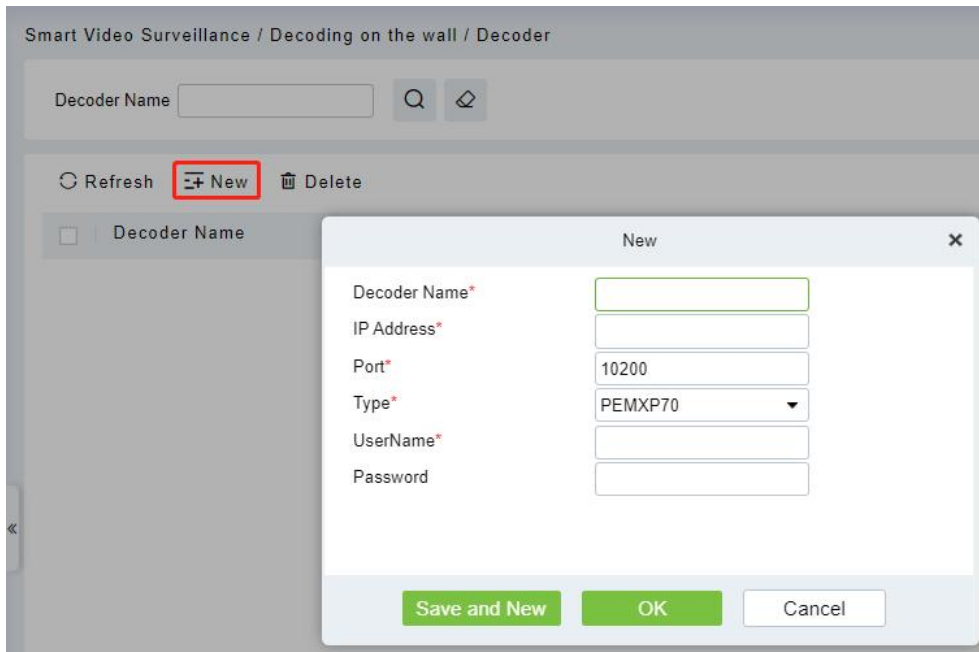
### 6.3.1 Decoder

Click **[Smart Video Surveillance] > [Decoding on the wall] > [Decoder]**.



#### 6.3.1.1 Add Decoder

1. Click **[New]**.



**Field Description:**

- **Decoder Name:** Custom decoder name.
- **IP Address:** IP Address of the decoder.
- **Port:** Default port 10200.
- **Type:** Select the device model to access the decoder. Support PEMXP70 and DEC6109 decoder access.
- **Username:** Enter the business username.
- **Password:** Enter the business password.

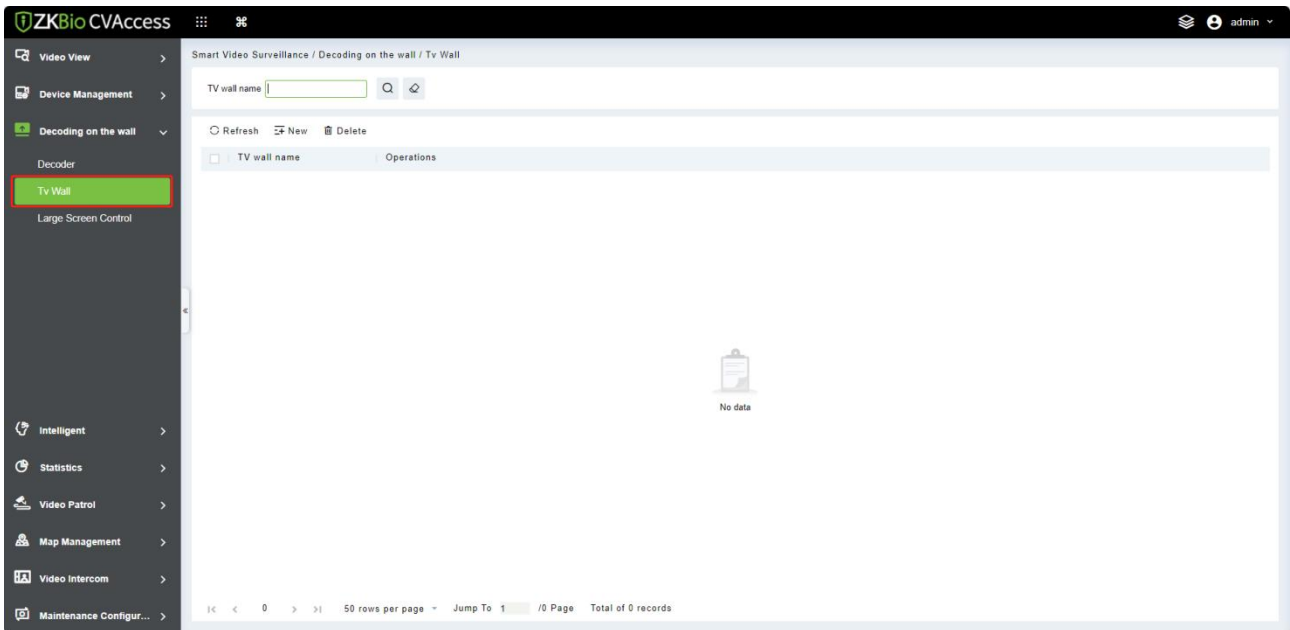
2. Click [OK] to save and exit, or click [Save and New] to continue.

**6.3.1.2 Delete**

Click [Smart Video Surveillance] > [Decoding on the wall] > [Decoder], then click [Delete].

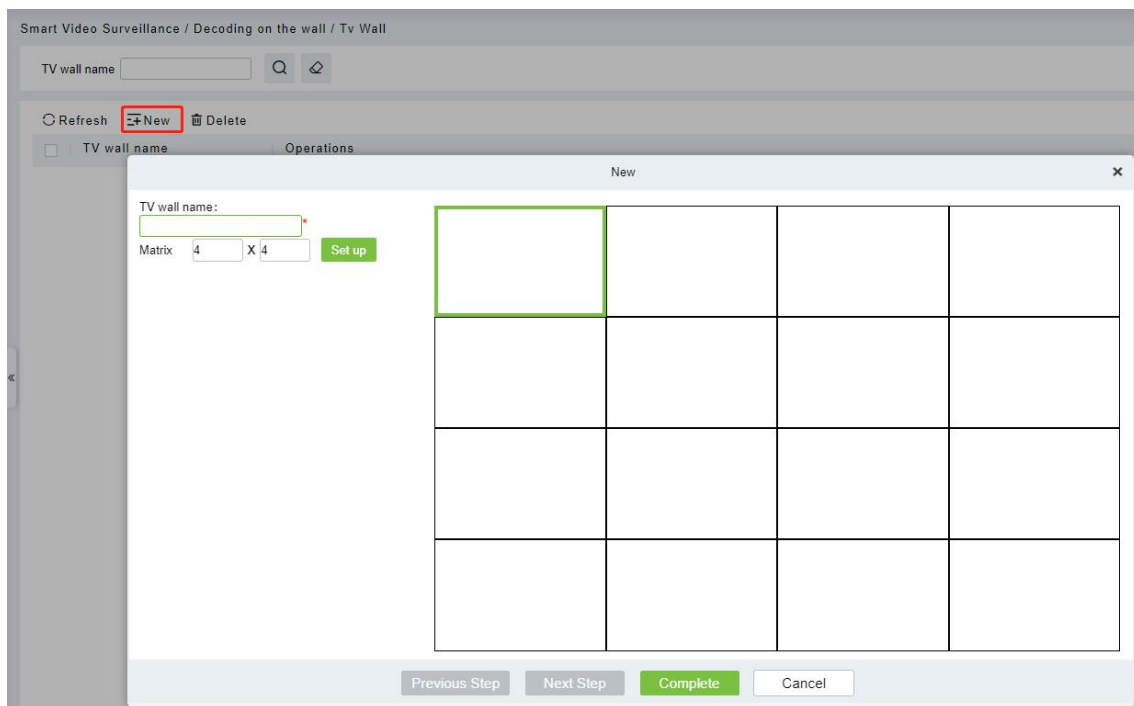
**6.3.2 TV Wall**

Click [Smart Video Surveillance] > [Decoding on the wall] > [TV Wall].



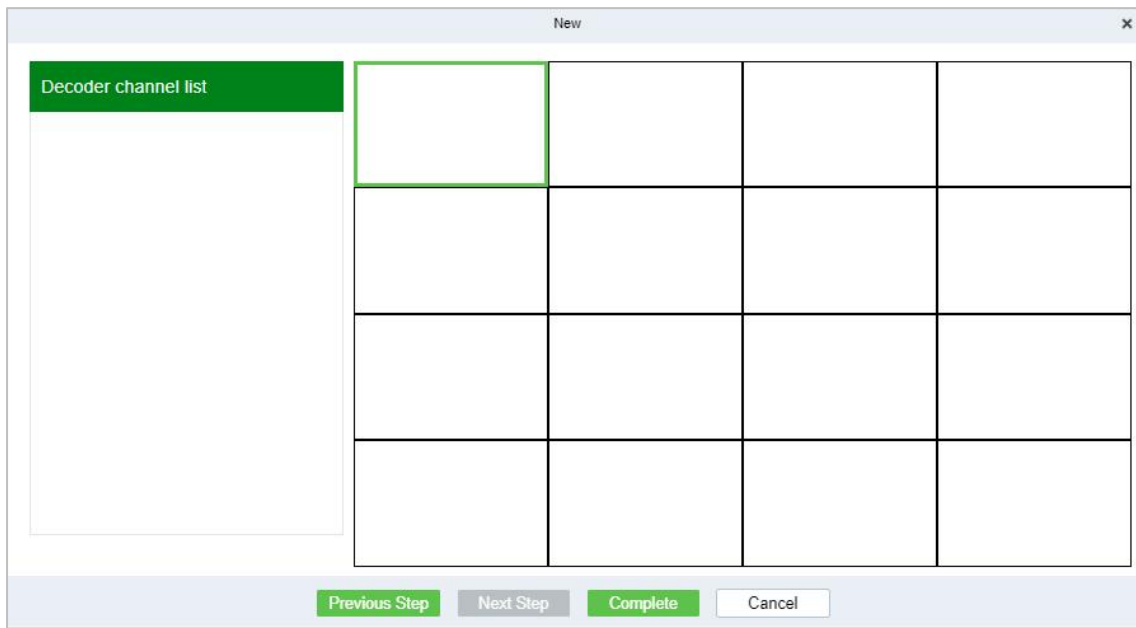
### 6.3.2.1 Create TV Wall

1. Click [**Smart Video Surveillance**] > [**Decoding on the wall**] > [**TV Wall**], then click [**New (Create TV Wall)**].



2. Enter a custom TV Wall Name.
3. In the Matrix Settings box, customize the number of rows and list of input layouts, and click [**Set up**] to apply the layout.  
 ⚠️ **Note:** Matrix Layout pane settings, supporting a minimum of 1 \* 1 and a maximum of 8 \* 8.
4. Click next to enter the TV wall binding decoder interface, as shown in figure below.

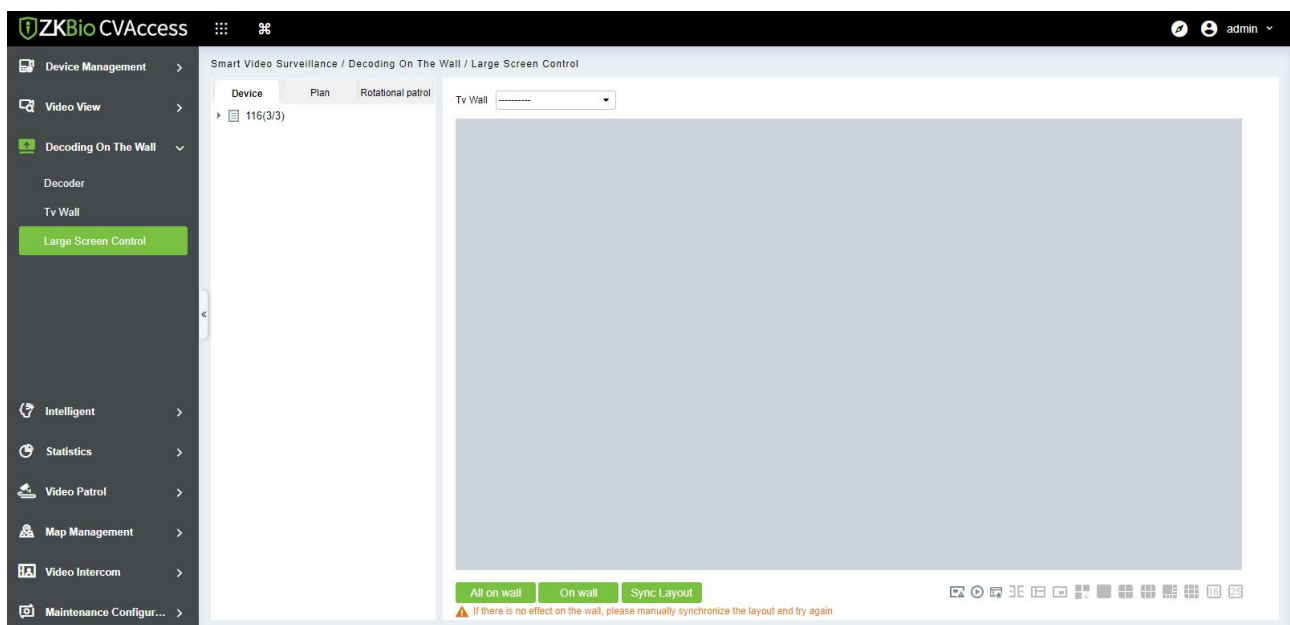




5. Select the TV wall pane to which you want to add a decoder channel, and then click [**Decoder Channel**] on the left to complete the binding.
6. Click **Finish**] to finish adding the TV wall.












### 6.3.3 Large Screen Control

Click [**Smart Video Surveillance**] > [**Decoding on the wall**] > [**Large Screen Control**].



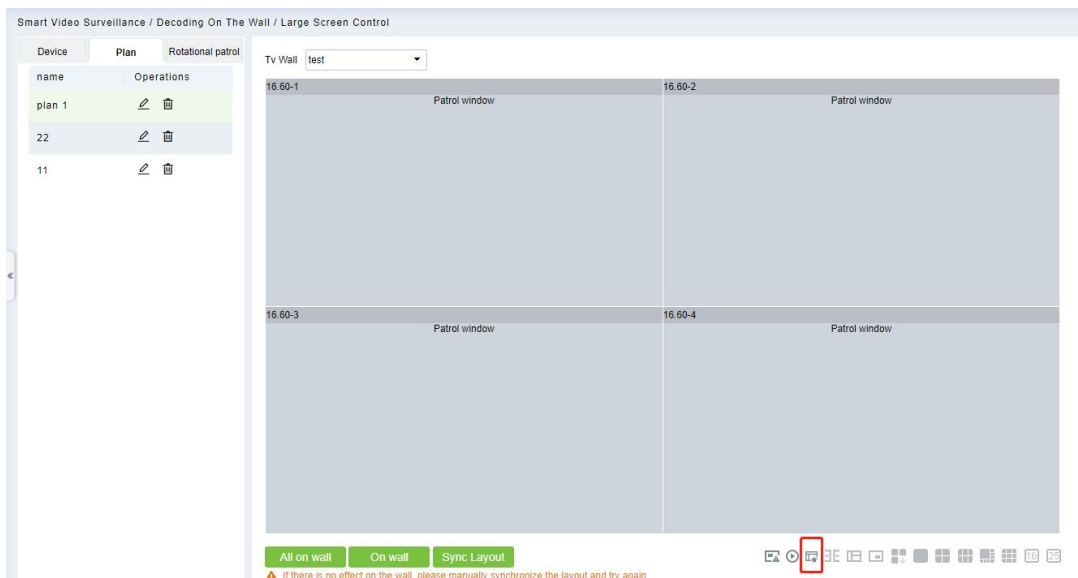
Icon	Parameter	Description
	Alarm Setup	Select a screen to show the events of linked alarms
	Video Preview	Previewing the current screen



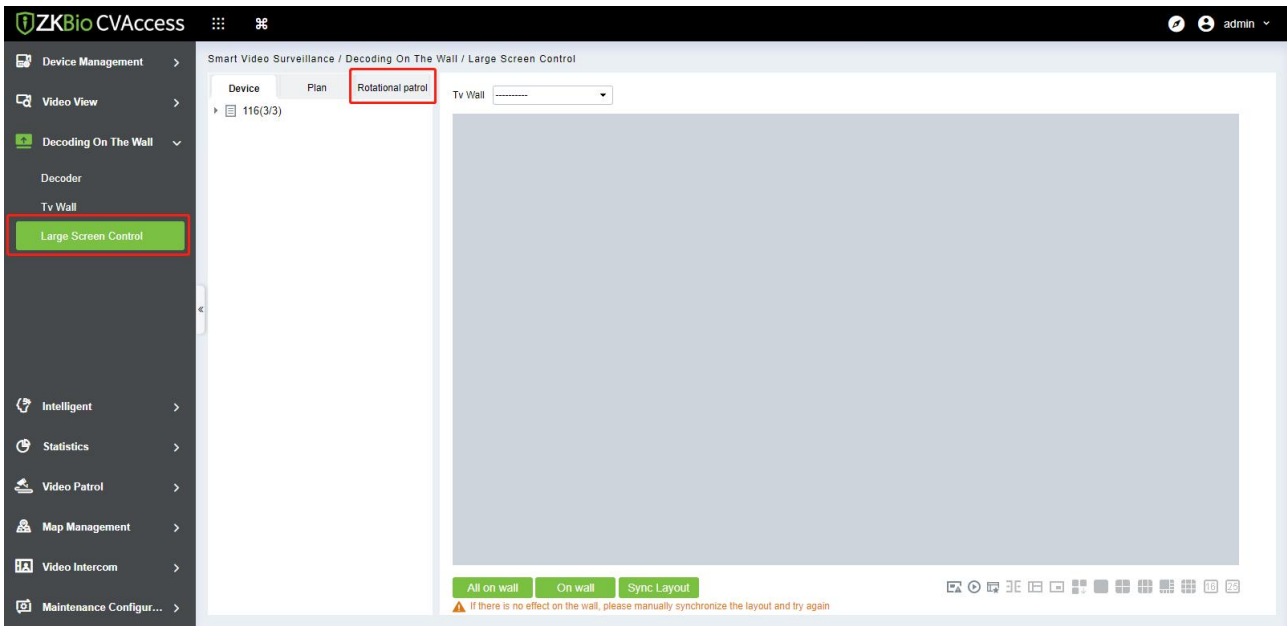
Icon	Parameter	Description
	Collection of Plan	Join the list of collection profiles
	Merged screen	Merge multiple scattered screens into one
	Split Screen	Separate the merged screens
	Floating Window	Floating screen window
	Down Wall	End on the wall
	1 Split Screen	1 Split Screen
	4 Split Screen	4 Split Screen
	8 Split Screen	8 Split Screen
	9 Split Screen	9 Split Screen
	16 Split Screen	16 Split Screen
	25 Split Screen	25 Split Screen

### 6.3.3.1 Plan

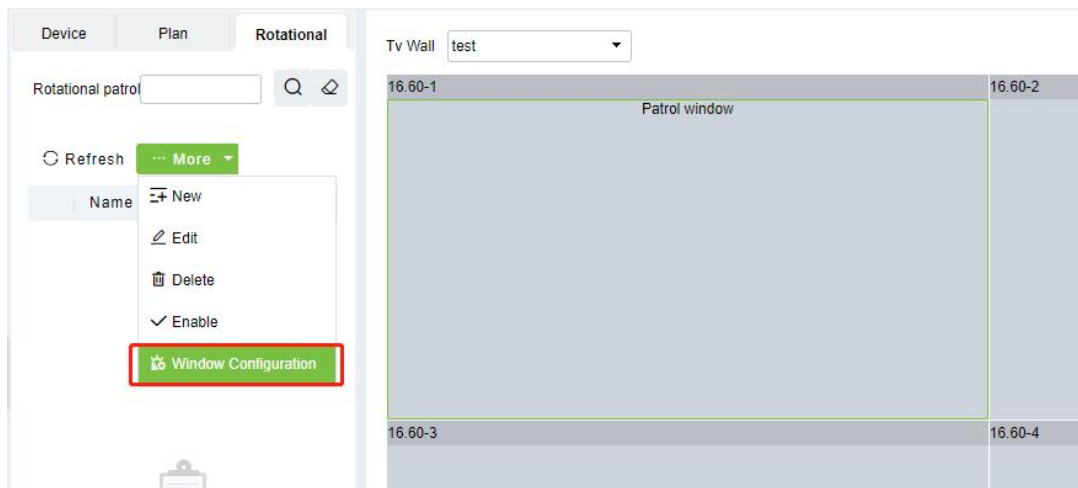
Click this icon  to save current patrol settings to **[Plan]**.



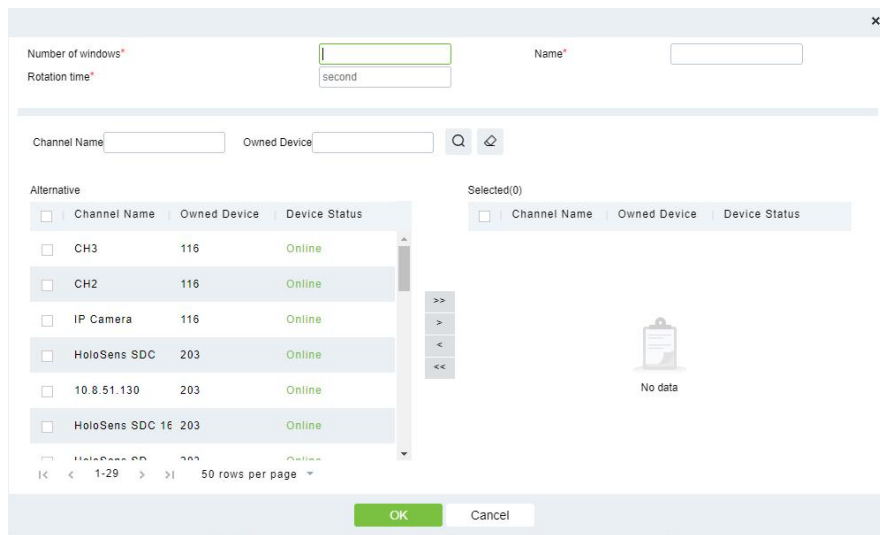
### 6.3.3.2 Rotational patrol (New)



1. Click **[Smart Video Surveillance] > [Decoding on the wall] > [Large Screen Control]>[Tv Wall]** to select a TV.
2. Select a window, click **[Smart Video Surveillance]>[Decoding on the wall] > [Large Screen Control]>[Rotational patrol]>[more]>[Window Configuration]** to add configure patrol window.



3. Click **[Smart Video Surveillance]>[Decoding on the wall] > [Large Screen Control]>[Rotational patrol]>[more]>[New]** to add a new video rotational patrol.

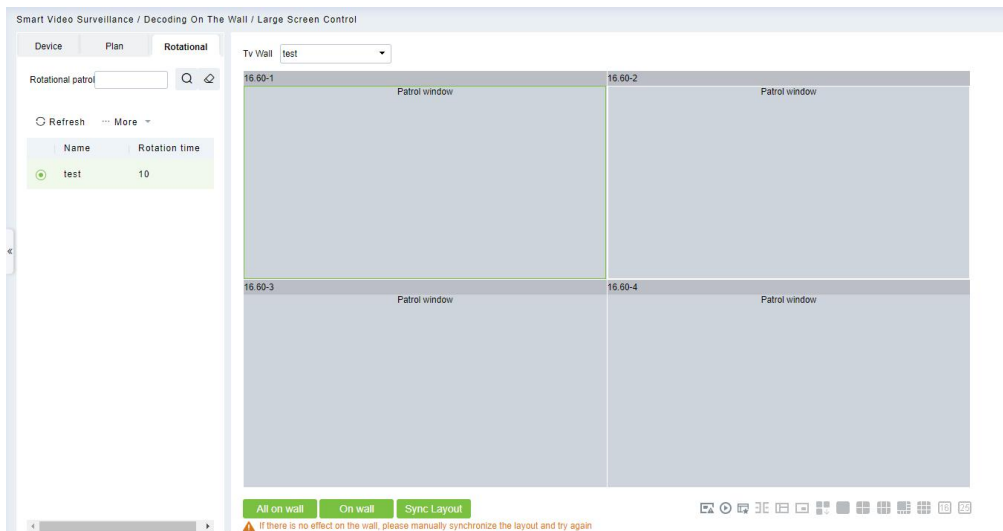


- **Number of windows:** Number and name of this rotational patrol plan.

**Note:** When configuring the number of polling windows, the number of windows filled in should be consistent with the actual number of windows.

**For example:**

As shown in the following figure, we have configured 4 patrol windows, so we should fill in 4 in the **Number of Windows**.



- **Name:** Rotation name.
  - **Rotation time(second):** The duration of camera rotation patrol
4. Click **[Smart Video Surveillance]>[Decoding on the wall] > [Large Screen Control]>[Rotational patrol]>[more]>[Enable]** to add a new video rotational patrol.

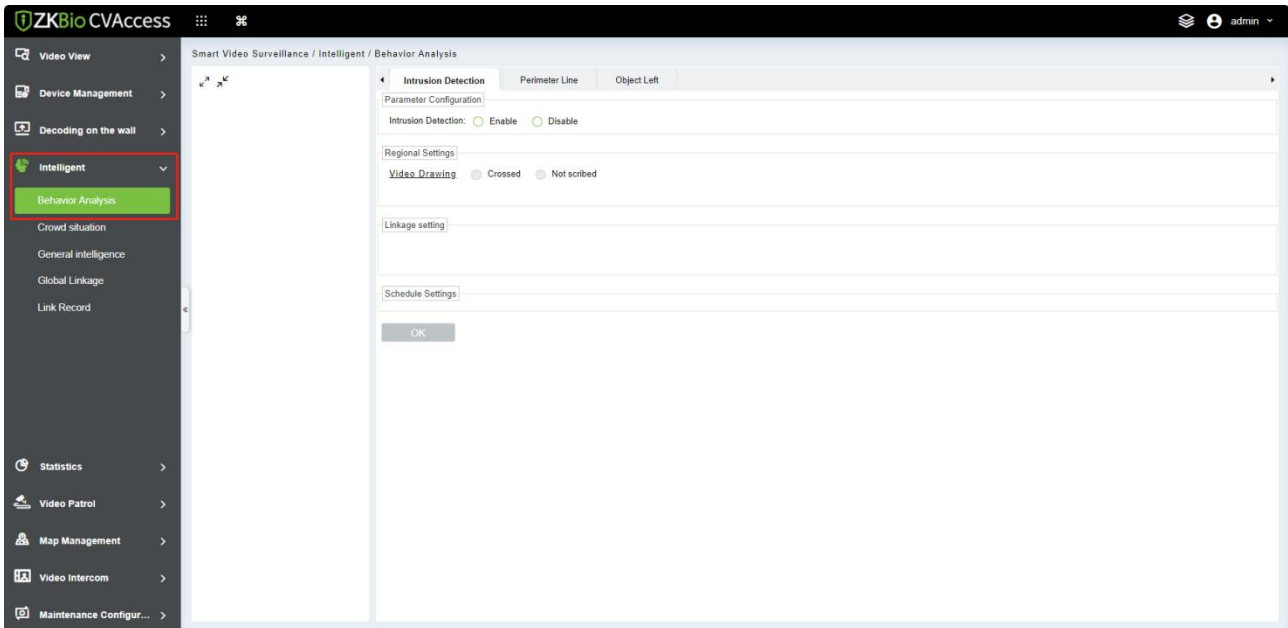
## 6.4 Intelligent

### 6.4.1 Behavior Analysis

Configuration of intelligent functions for behavioral analysis of front-end cameras by ZKBio CVAccess.

**Note:** The default interface is part of Holowits' functionality.

Click **[Smart Video Surveillance] > [Intelligent] > [Behavior Analysis]**.



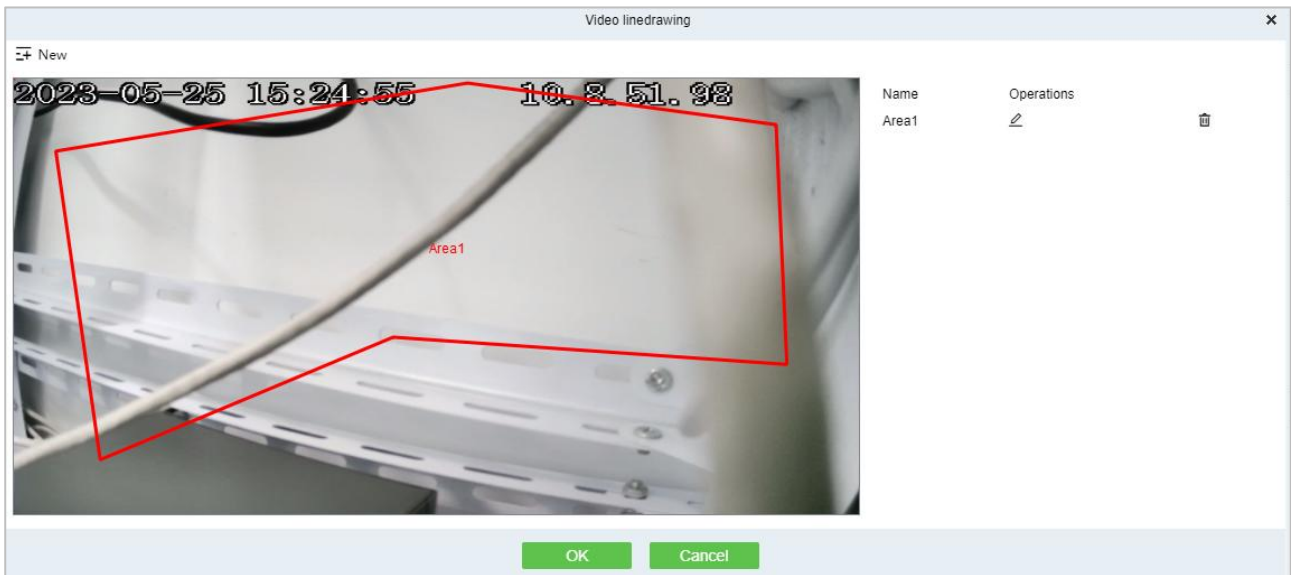
#### ➤ Parameter Configuration

Configure to enable intrusion detection.

#### ➤ Regional Settings

- **Crossed:** Indicates that a line is currently drawn for this smart feature.
- **Not Scribed:** Indicates that a line is currently not drawn for this smart feature.

Click **[Video Link Drawing]**, draw the detection area.

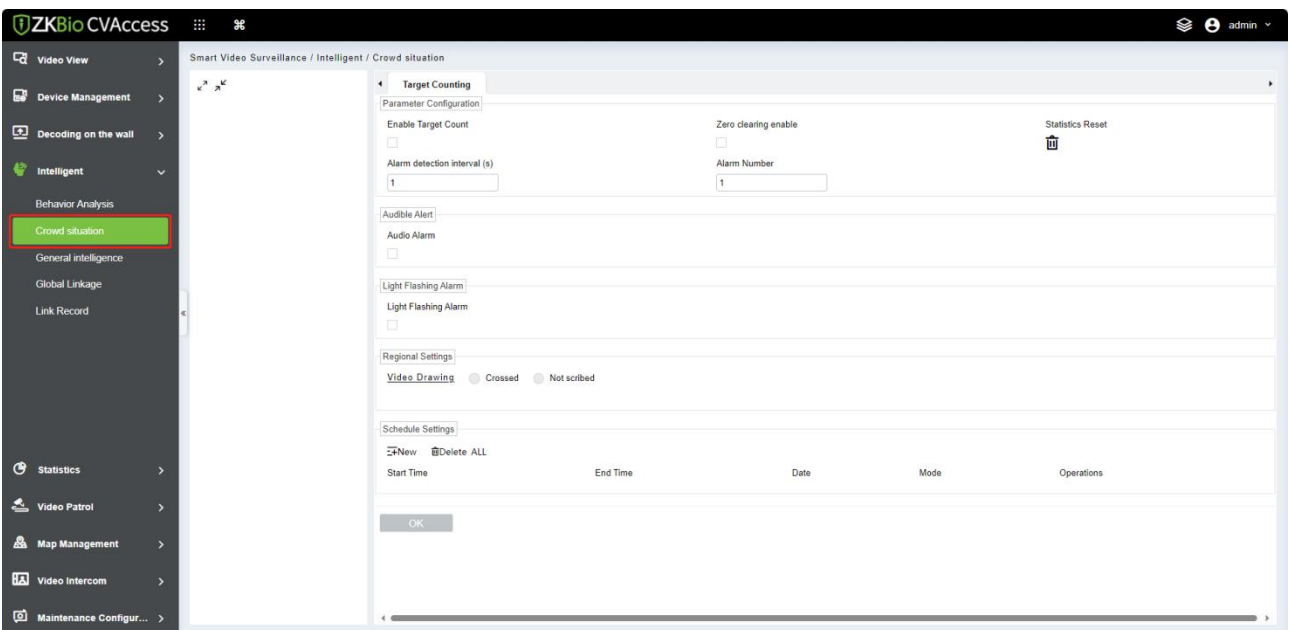


### 6.4.2 Crowd Situation

Configuration of intelligent functions for crowd situation of front-end cameras by ZKBio CVAccess.

**Note:** The default interface is part of Holowits' functionality.

Click **[Smart Video Surveillance] > [Intelligent] > [Crowd Situation]**.

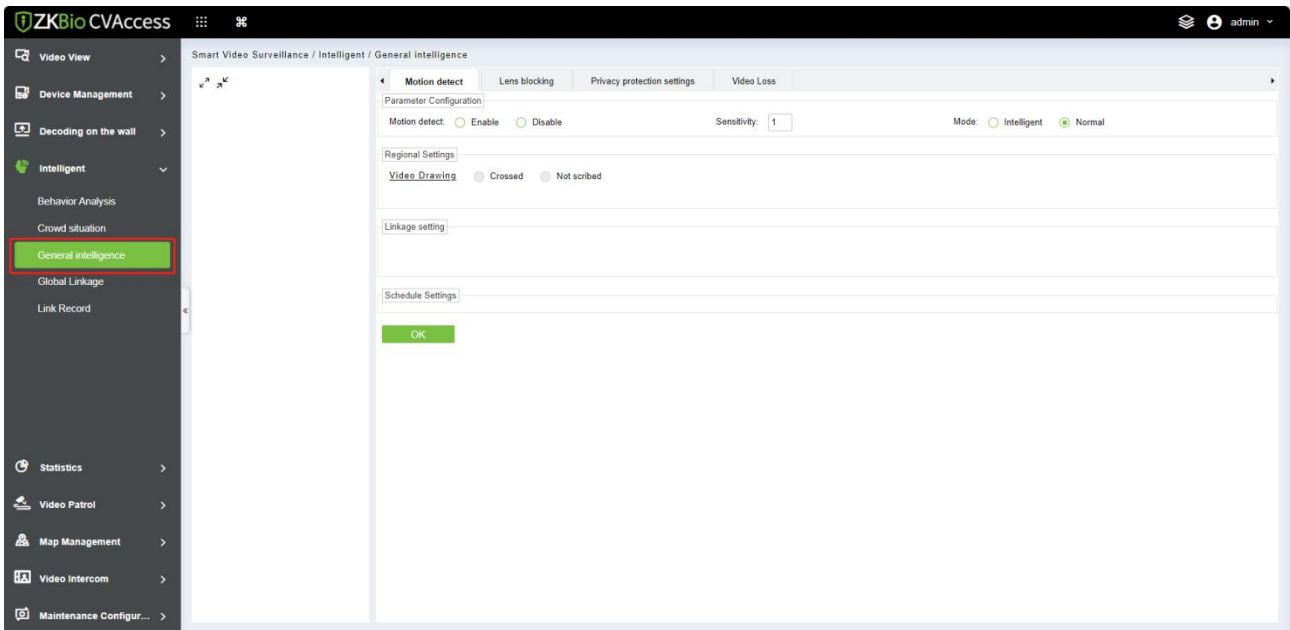


### 6.4.3 General Intelligence

Configuration of general intelligence functions of front-end cameras by ZKBio CVSecurity.

**Note:** The default interface is part of Holowits' functionality.

Click **[Smart Video Surveillance] > [Intelligent] > [General Intelligence]**.

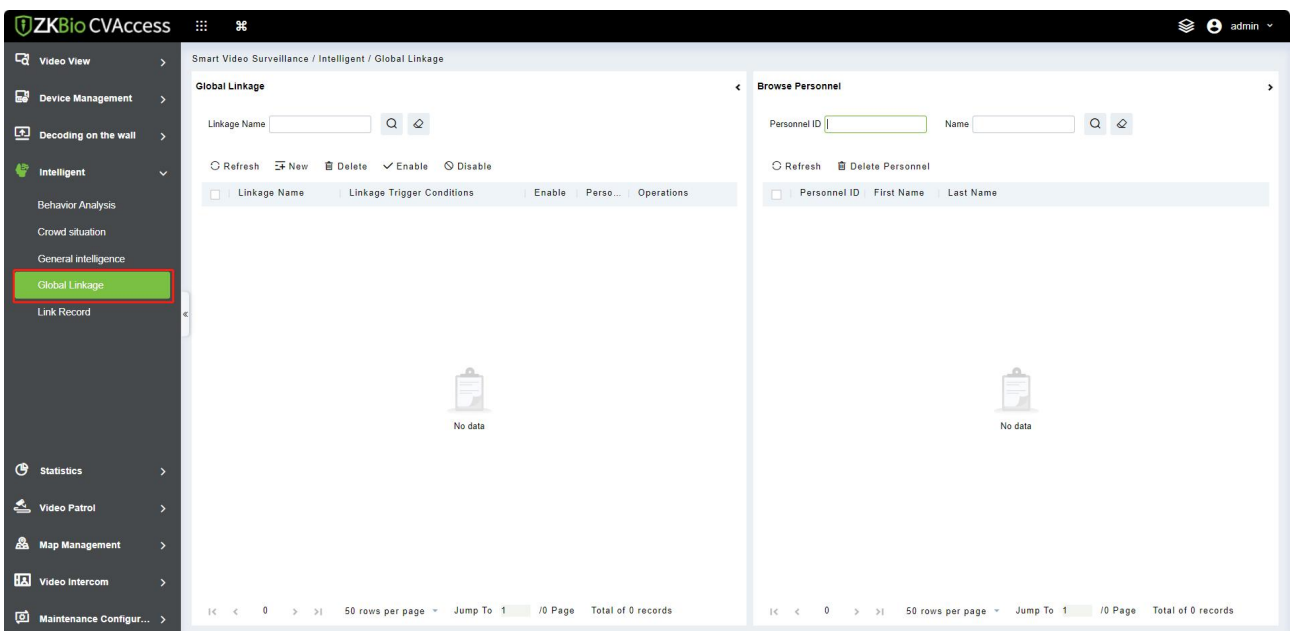


➤ **Parameter Configuration**

- **Sensitivity:** Detection sensitivity.
- **Mode:**
  - 1) **Intelligent:** Can distinguish between people or vehicles.
  - 2) **Normal:** No distinction between people and vehicles.

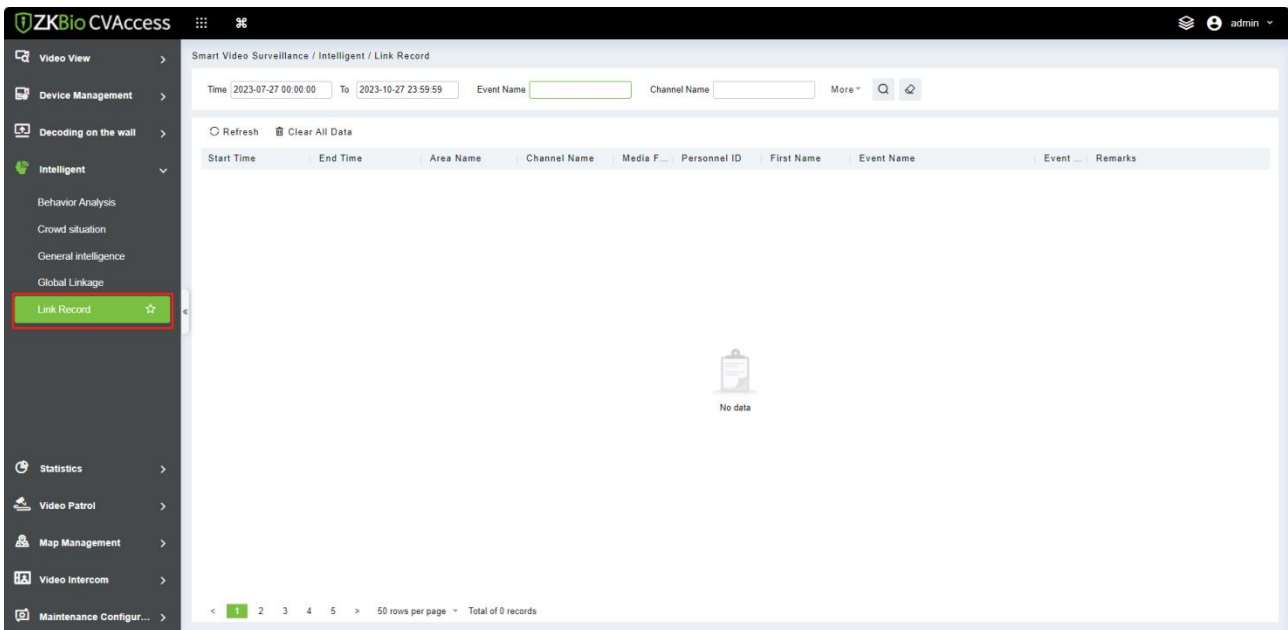
### 6.4.4 Global Linkage

Click [**Smart Video Surveillance**] > [**Intelligent**] > [**Global Linkage**].



## 6.4.5 Link Record

Click **[Smart Video Surveillance]** > **[Intelligent]** > **[Link Record]**.



### > Clear All Data

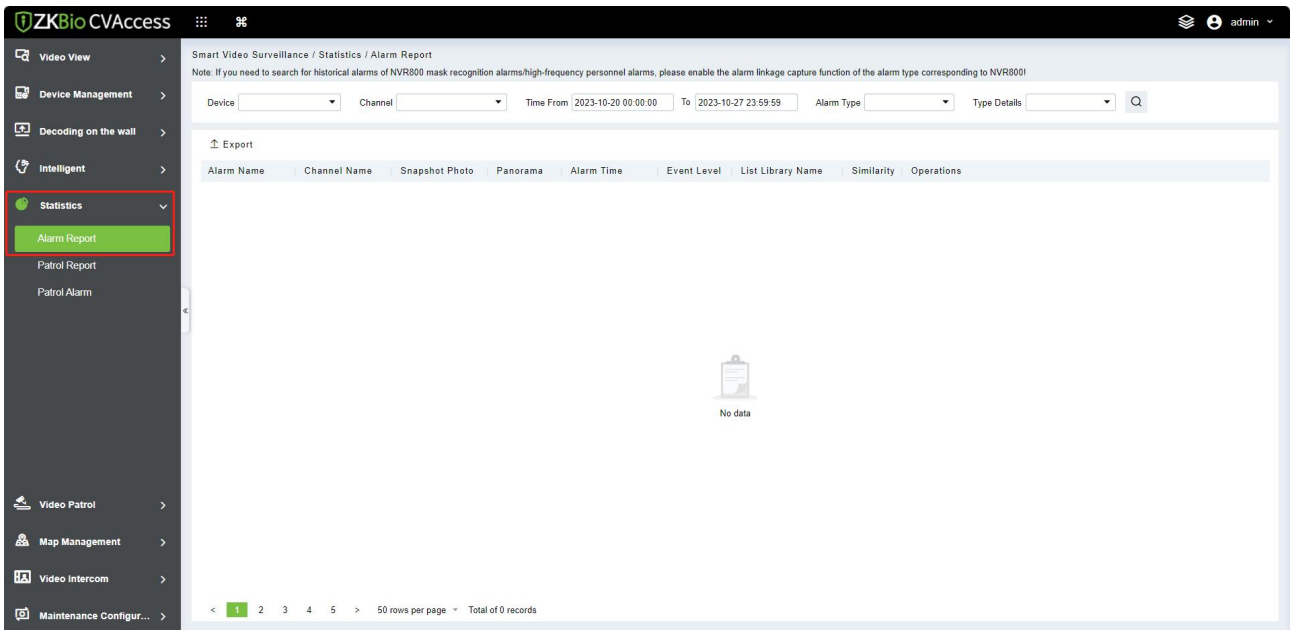
Click **[Clear All Data]** to pop up prompt and click **[OK]** to clear all records.

## 6.5 Statistics

### 6.5.1 Alarm Report

In this module, you can access the data for the type of personnel or person can select the start time and end time the serial number of the video channel, and different alarm types to filter the report.

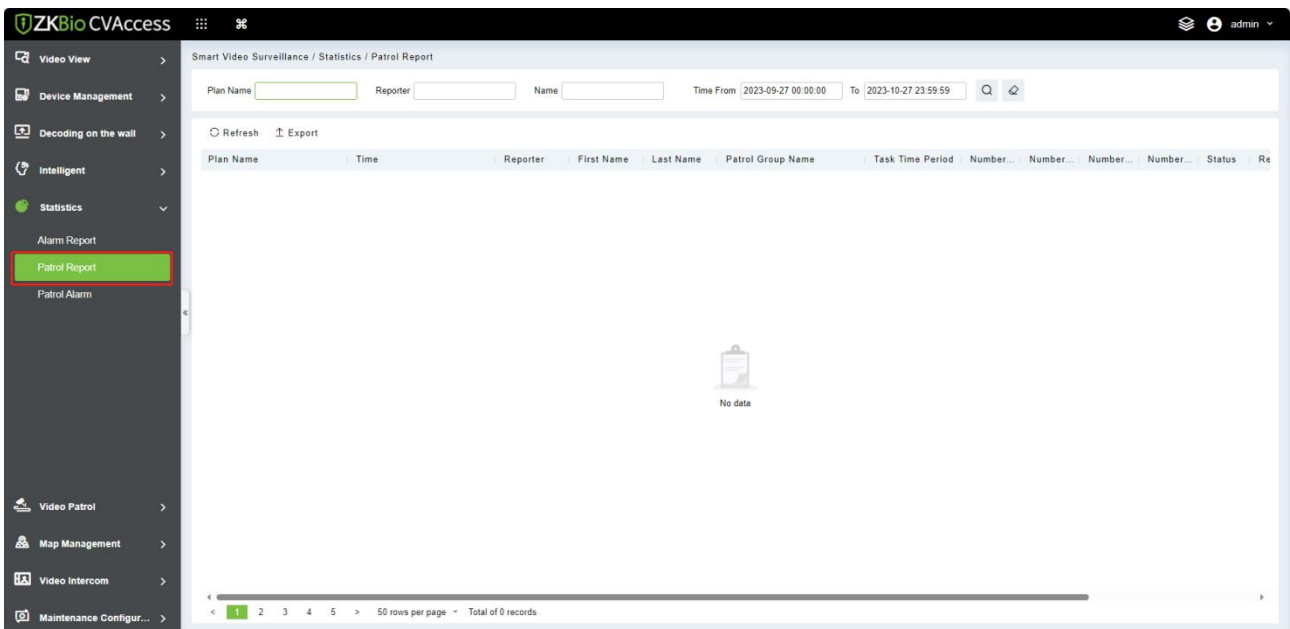
Click **[Smart Video Surveillance]** > **[Statistics]** > **[Alarm Report]**.



### 6.5.2 Patrol Report

In this module, you can access the data for the type of personnel or person as dd, aa, vip, or VIP, Forbidden list, pass list, and Stranger to get data to follow the options.

Click **[Smart Video Surveillance] > [Statistics] > [Patrol Report]**.

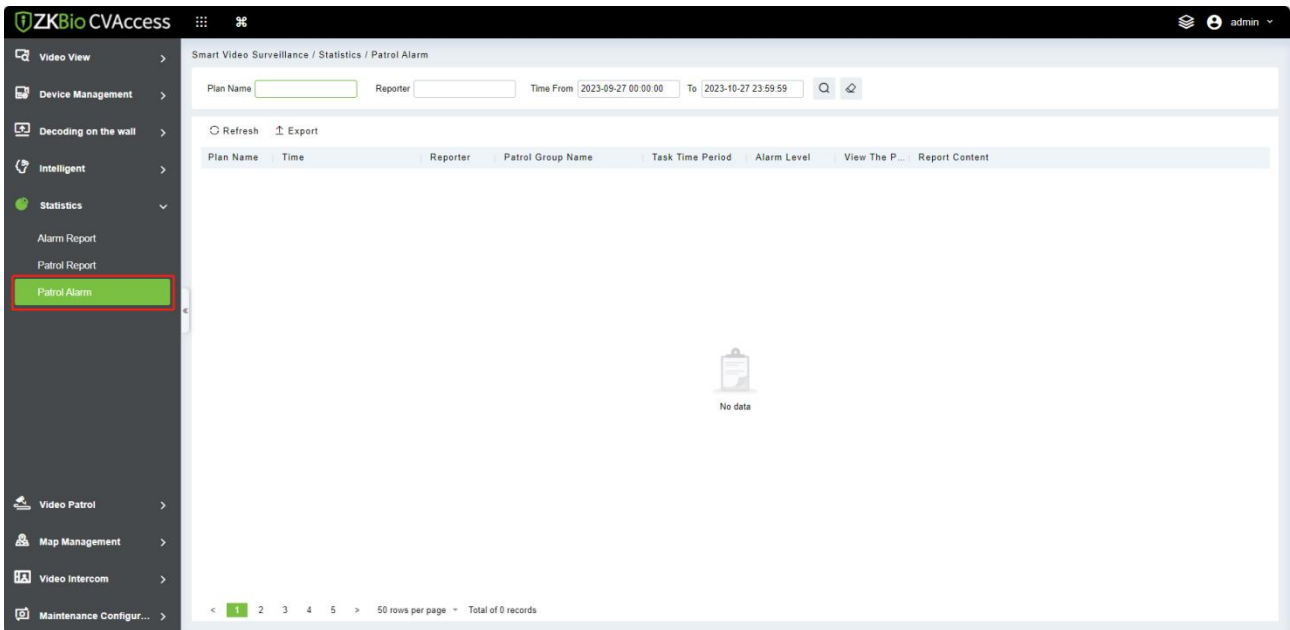


### 6.5.3 Patrol Alarm

In this module, you can access the data for the type of personnel or person as dd, aa, vip, or VIP, Forbidden list, pass list, and Stranger to get data to follow the options.

Click **[Smart Video Surveillance] > [Statistics] > [Patrol Alarm]**.





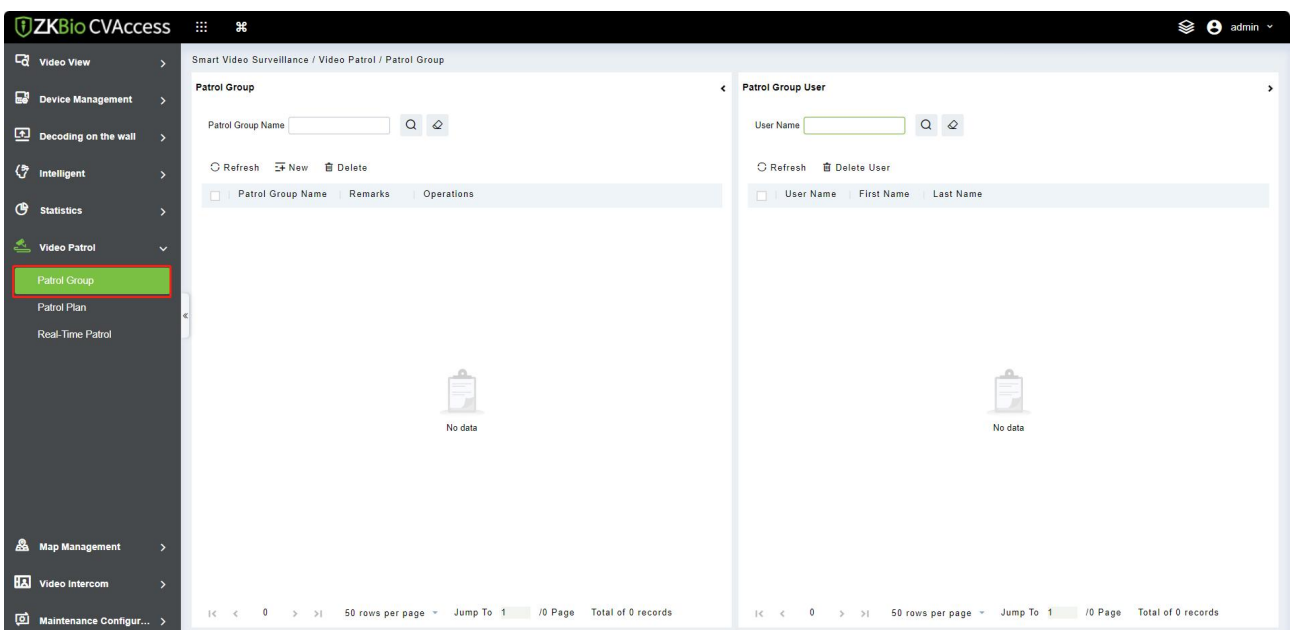
## 6.6 Video Patrol

On the preset path, you can check the punch-in by a real-time preview of the camera remotely to achieve the same patrol task as the traditional punch-in effect.

### 6.6.1 Patrol Group

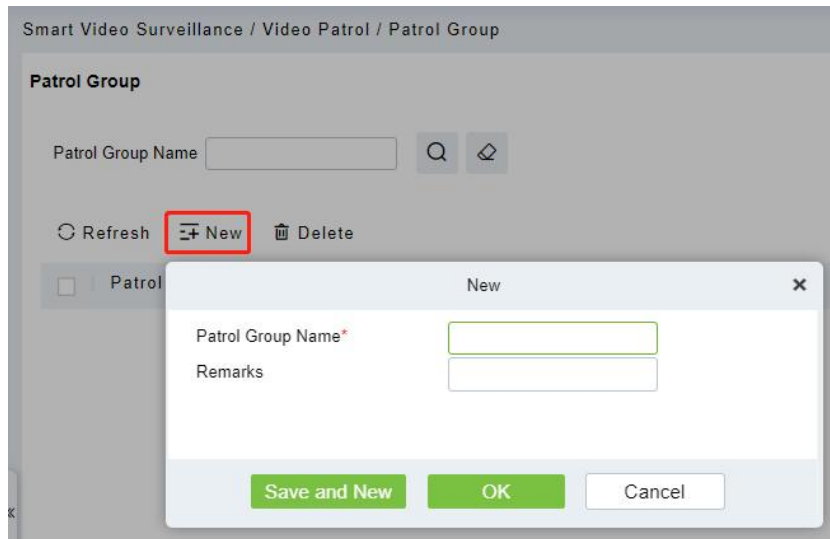
Create a patrol group to add patrol personnel.

Click **[Smart Video Surveillance] > [Video Patrol] > [Patrol Group]**.



### 6.6.1.1 Add Patrol Group


Click **[New]**.

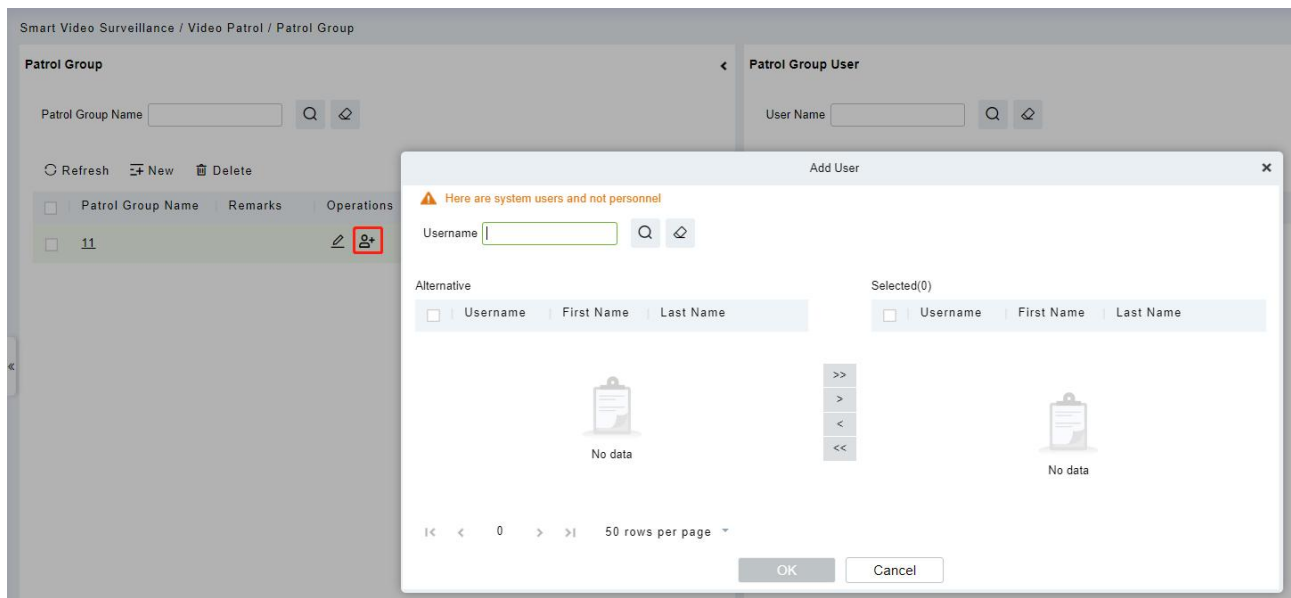


#### Field Description:

- **Patrol Group Name:** Enter the name of the patrol group for easy searching and management non-repeatable.
- **Remarks:** Text notes of the patrol group.

### 6.6.1.2 Add Patrol Group User

In the patrol group list, click  button to enter and select to add group members.



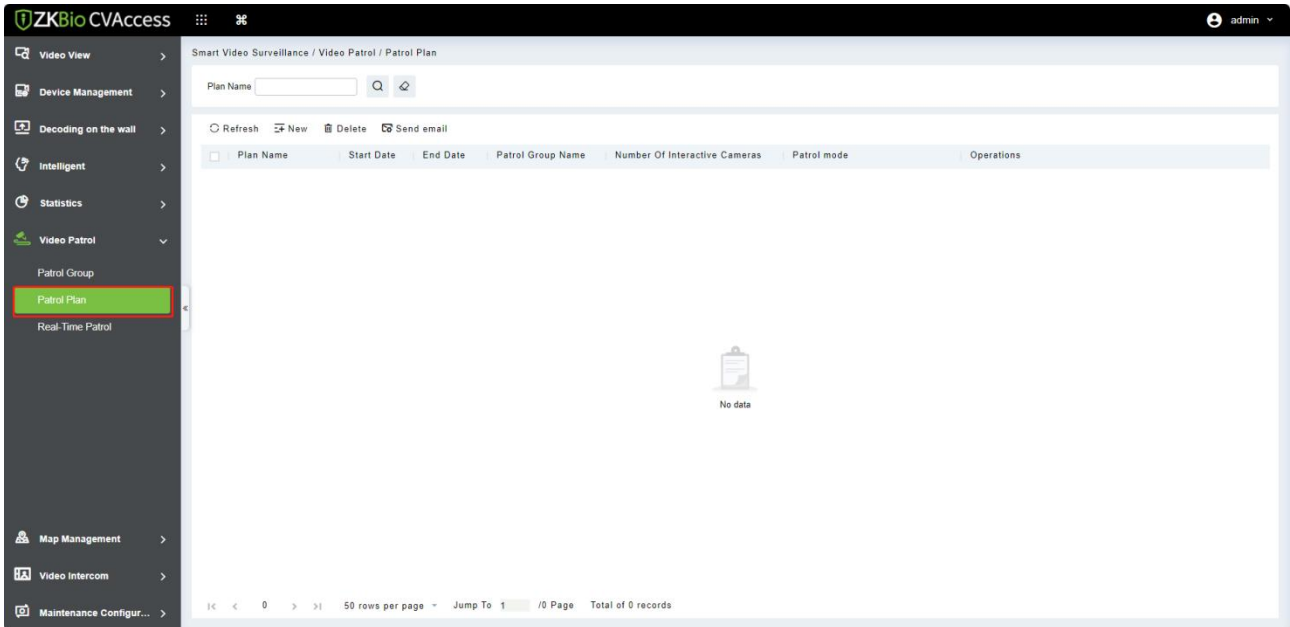
Select the required patrol users and click the **[OK]** button to complete the addition. The added users will be displayed in the group member list on the right.

**Note:** Patrol users are users of the system. For adding users to the system, please refer to [Adding Users](#).

## 6.6.2 Patrol Plan

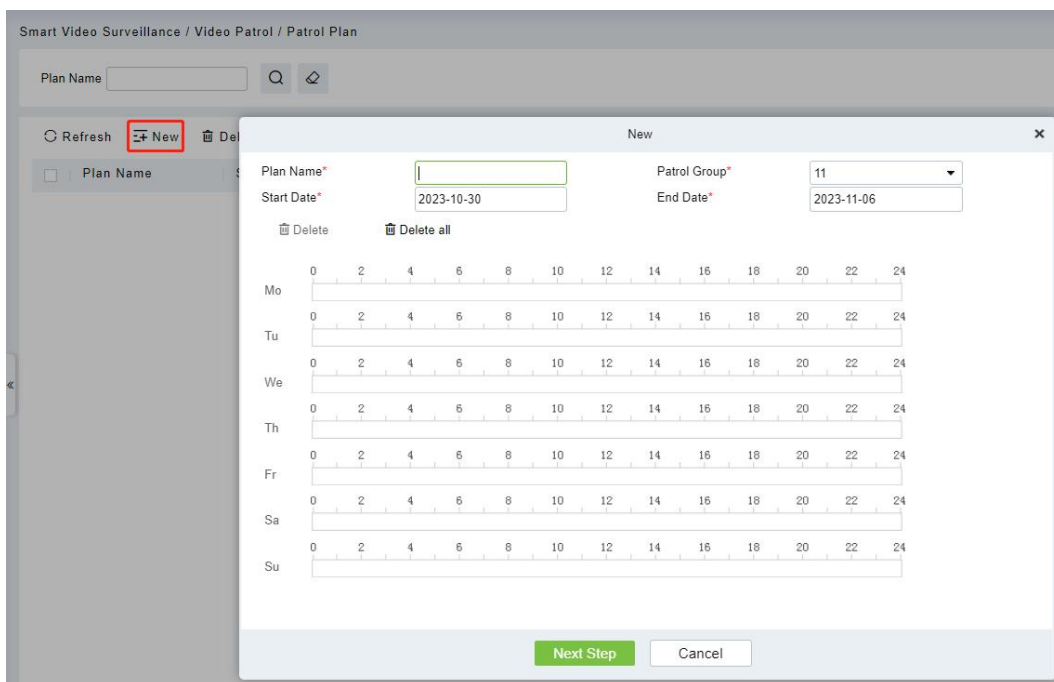
Set a patrol plan for the patrol team.

Click **[Smart Video Surveillance] > [Video Patrol] > [Patrol Plan]**.



### 6.6.2.1 Add Patrol Plan

1. Click **[New]**.

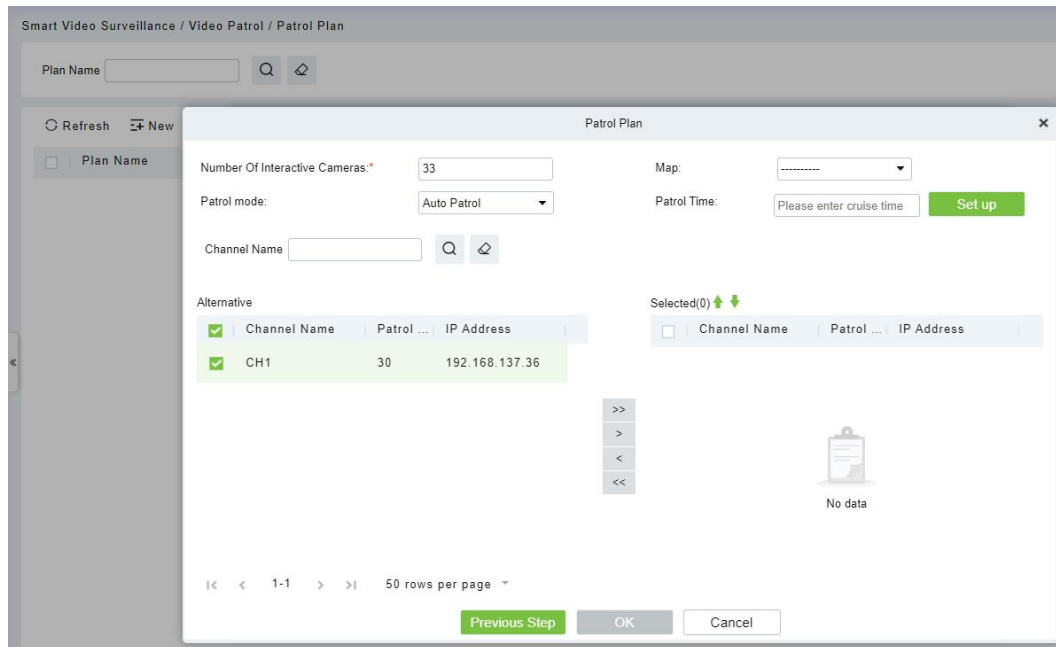


#### Field Description:

- **Plan Name:** Give the plan a name, make it easy to view and find, not repeatable.
- **Patrol Group:** Optional created patrol group.

- **Start Date:** Set the start date of the patrol. The start date must not be less than the end date.
- **End Date:** Set the end date of the patrol. The start date must not be less than the end date.
- **Patrol Time:** Drag the time bar to select the time period that needs to be patrolled. Multiple copies are supported.

2. After editing this page, click **[Next]** to enter the camera selection interface.



### Field Description:

- **Number of interactive Cameras:** Set the number of cameras that need to be chick-in, (like "5" means that Chick-in must be completed on 5 cameras during this patrol plan, this number must be less than or equal to the number of cameras you have chosen)
- **Channel Name:** Search the channel
- **Device List:** Select the equipment on the map that needs to be patrolled. The device list shows only the devices that have been added to the current map, if you want to add a device, go to Device Add
- **Map:** Select the map that needs to be patrolled.

### Note:

- 1) You can set the length of time you need to watch each camera by clicking on the cruise time, which is 30 seconds by default.
- 2) The camera used in the patrol plan needs to be added in the center of the map.

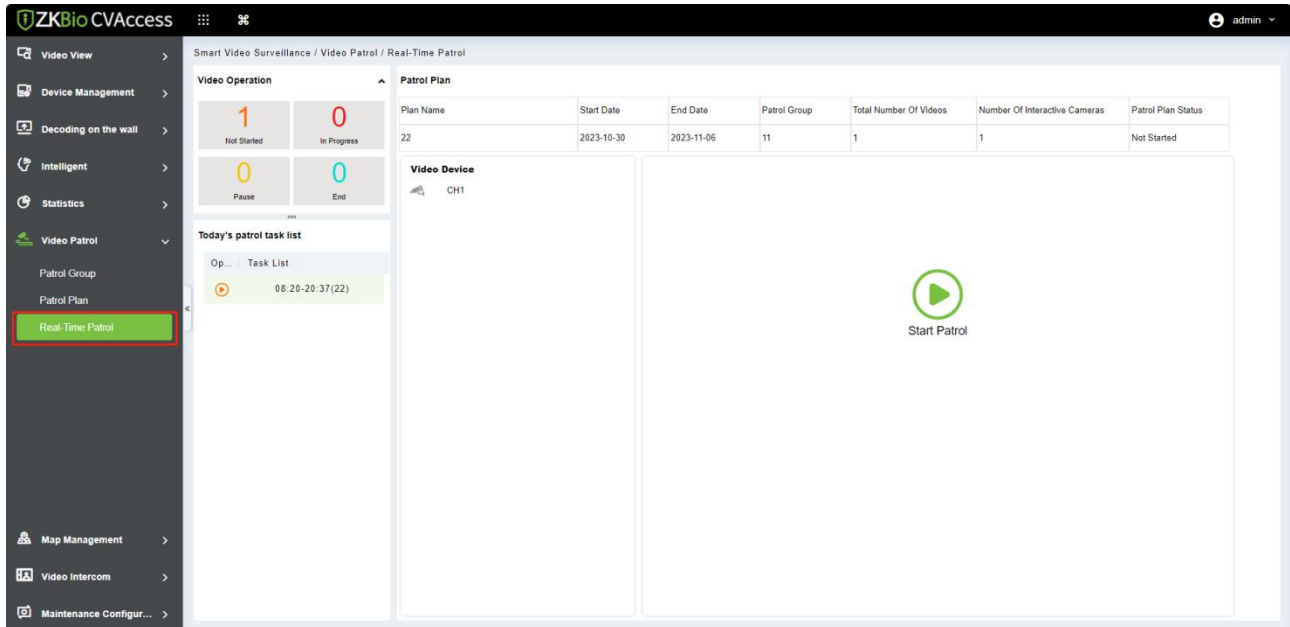
### 6.6.2.2 Delete

Select the Patrol Plan to be deleted and click the **[Delete]** button.

**Note:** Ongoing or pause plans cannot be deleted, please complete the plan first.

## 6.6.3 Real-Time Patrol


Click **[Smart Video Surveillance] > [Video Patrol] > [Patrol Plan]**. Online patrols are only available if the patrolman is logged into the system.



### ➤ Video Operation

View different states of the Patrol plan.


### ➤ Today's Patrol Task List

Displaying the patrol plan, click  to patrol.

### ➤ Patrol Plan

After clicking **[Start Patrol]**, the video patrol will start. The map will display all cameras on the patrol route, as shown in the figure below:

#### Note:

- 1) You need to add a camera in the center of the map in advance.
- 2) The camera points in the list are connected on the map to form a patrol route.
- 3) A red dot on a camera  indicates a camera on patrol.

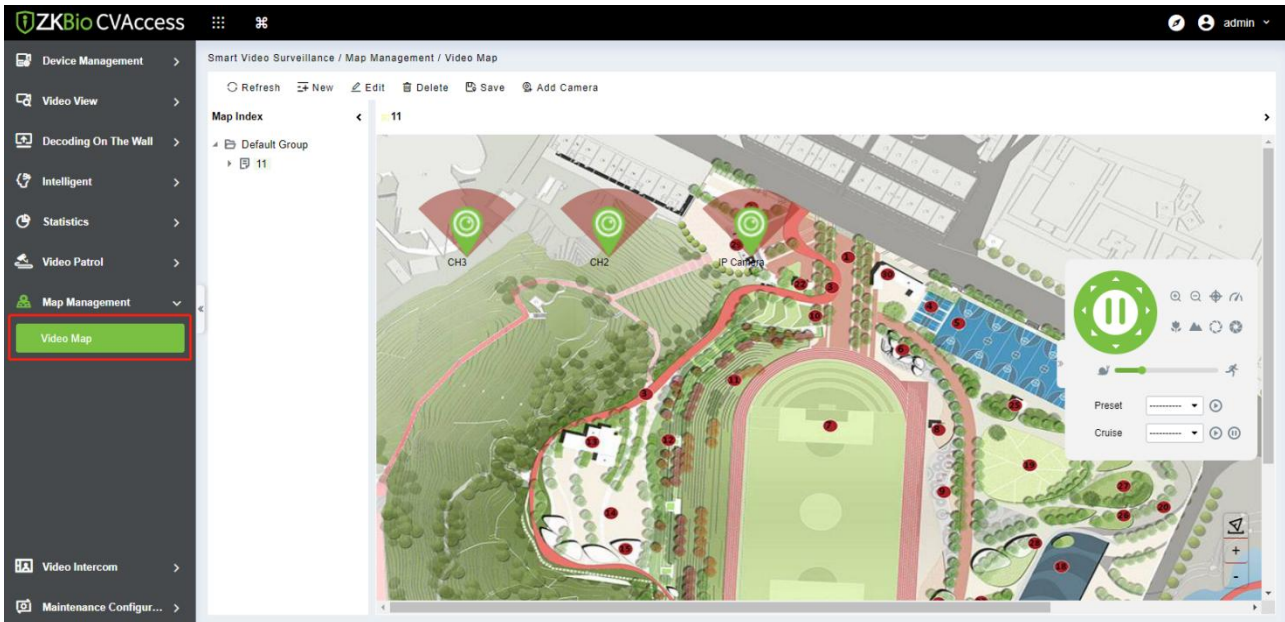
### ➤ Patrol Window

When the camera is patrolling, the floating window on the map will display real-time images.

## 6.7 Map Management

Click **[Smart Video Surveillance] > [Map Management]**. Click **[New]** to add a E-map, then you can

click **[Add Camera]**. Add the cameras to the map, then adjust the position and **[Save position]**.

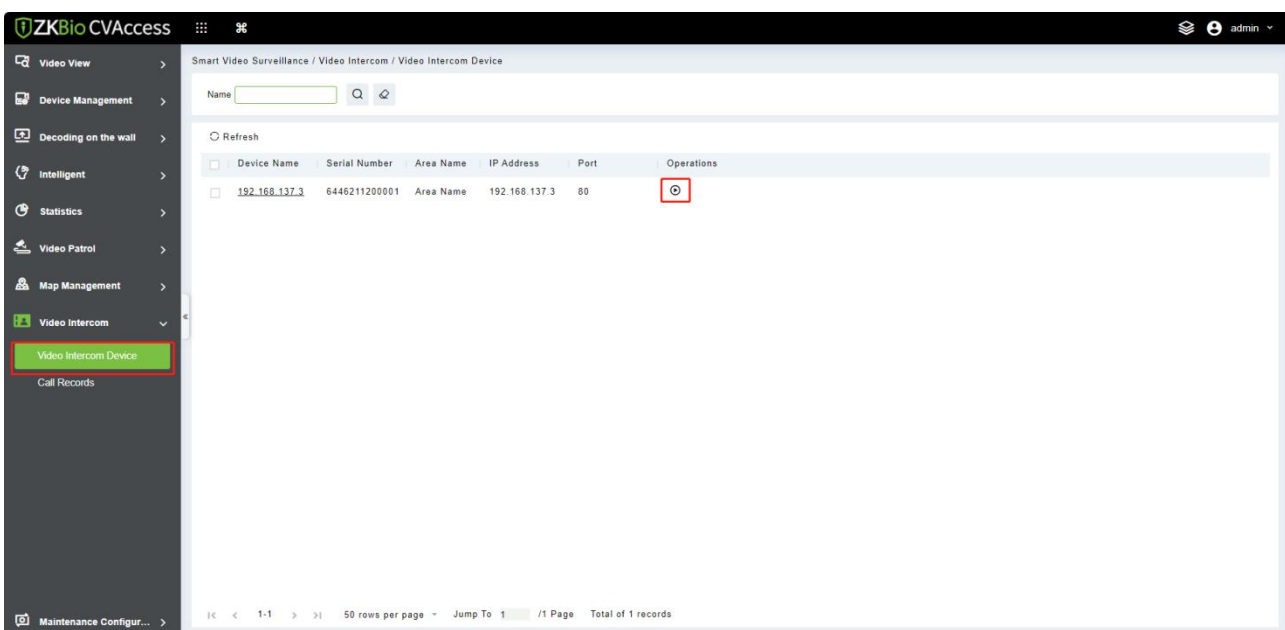


Meanwhile, the camera can be controlled through pan tilt.




## 6.8 Video Intercom

### 6.8.1 Video Intercom Device

1. Add Access Control Devices. Go to **Access Control** Module, [search and add devices](#).
2. After adding, the device will automatically add to **[Smart Video Surveillance] > [Video Intercom] > [Video Intercom Device]**, and you can do a Preview.

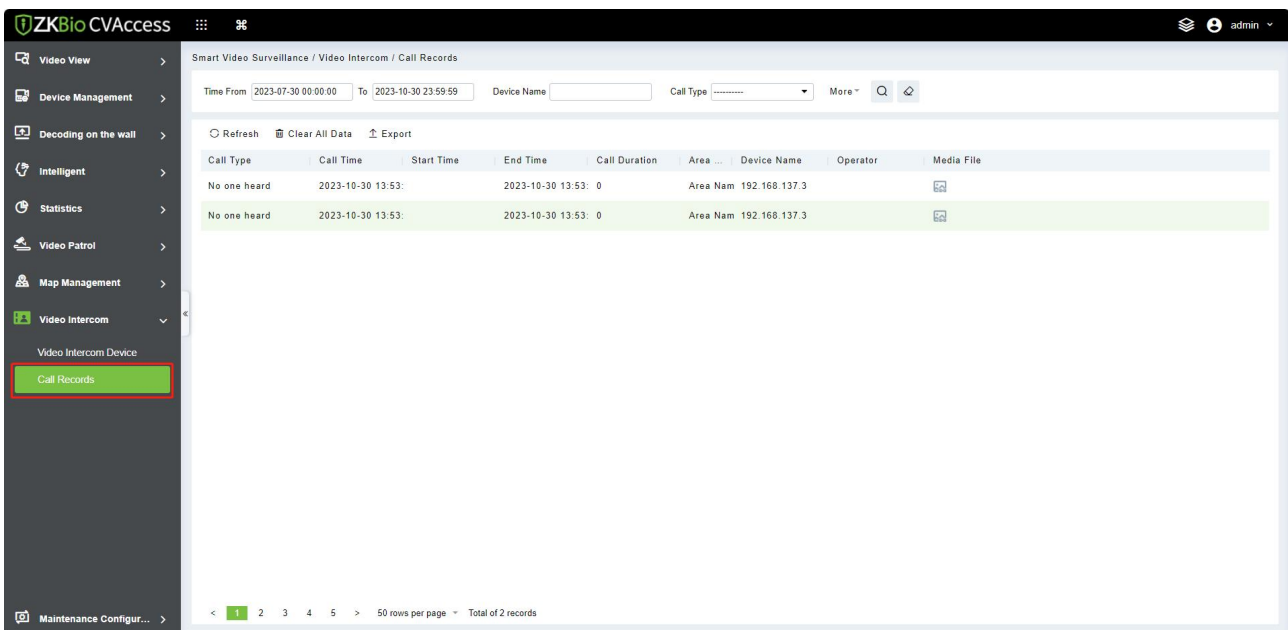




3. When someone presses the doorbell button on the device, the platform automatically pops up the call interface. You can click to answer.

-  : Capture a screenshot and will pop up the notification below.
-  : End the call
-  : Open the door.

## 6.8.2 Call Records

Click [**Smart Video Surveillance**] > [**Video Intercom**] > [**Call Records**], You can view the report and see a record of all the answers, you can export the reports via excel/pdf/CVS/txt.

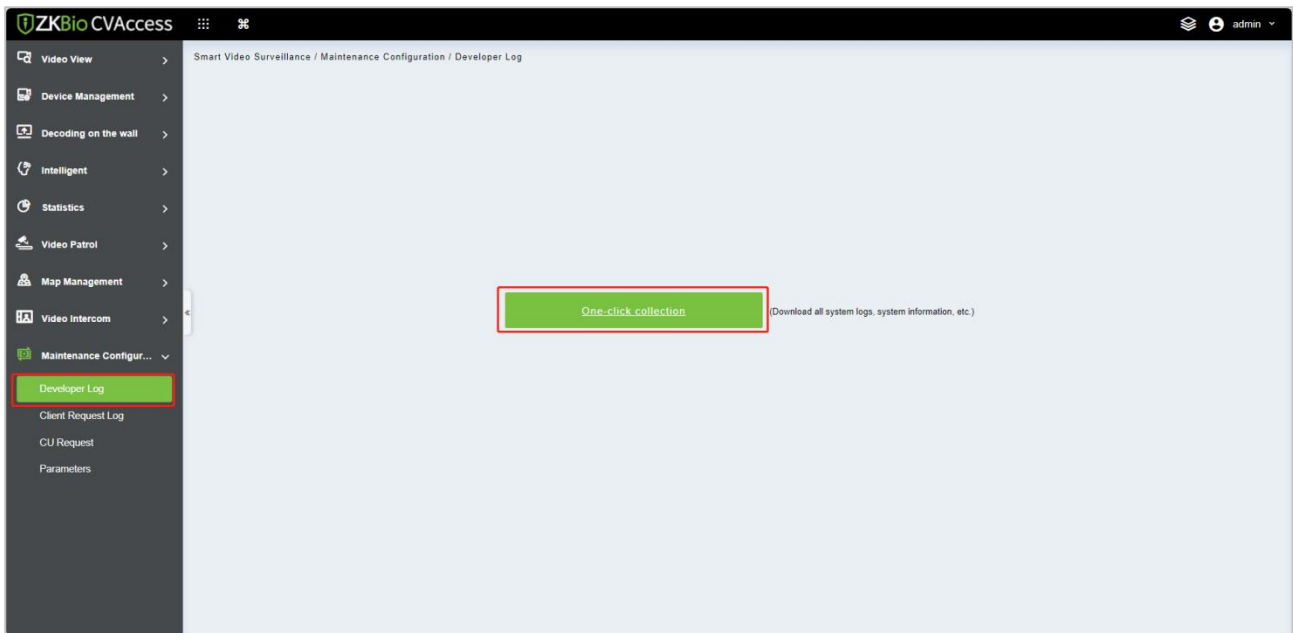


Call Type	Call Time	Start Time	End Time	Call Duration	Area ...	Device Name	Operator	Media File
No one heard	2023-10-30 13:53:	2023-10-30 13:53:	2023-10-30 13:53:	0	Area Nam	192.168.137.3		
No one heard	2023-10-30 13:53:	2023-10-30 13:53:	2023-10-30 13:53:	0	Area Nam	192.168.137.3		

## 6.9 Maintenance Configuration

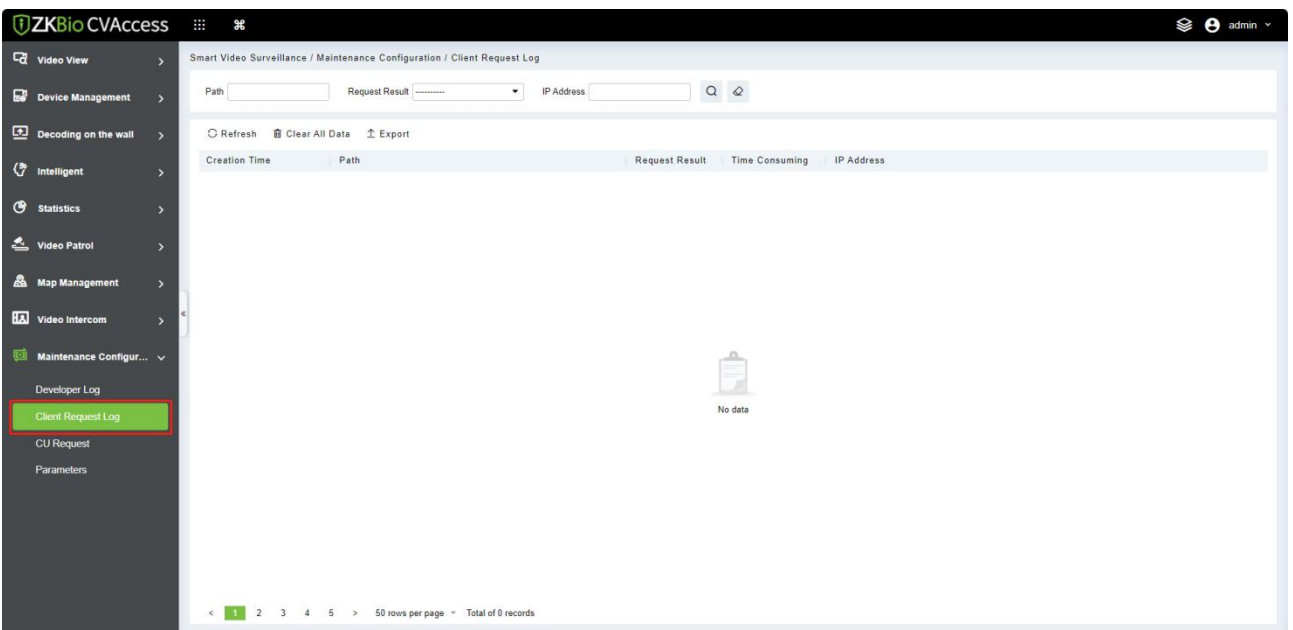
### 6.9.1 Developer Log

Click [**Smart Video Surveillance**] > [**Maintenance Configuration**] > [**Developer Log**], then click [**One-Click Collection**] to download all system logs and system information.



## 6.9.2 Client Request Log

Click [Smart Video Surveillance] > [Maintenance Configuration] > [Client Request Log].



### ➤ Clear All Data

Click [Clear All Data] to pop up the prompt and click [OK] to clear all data operations.

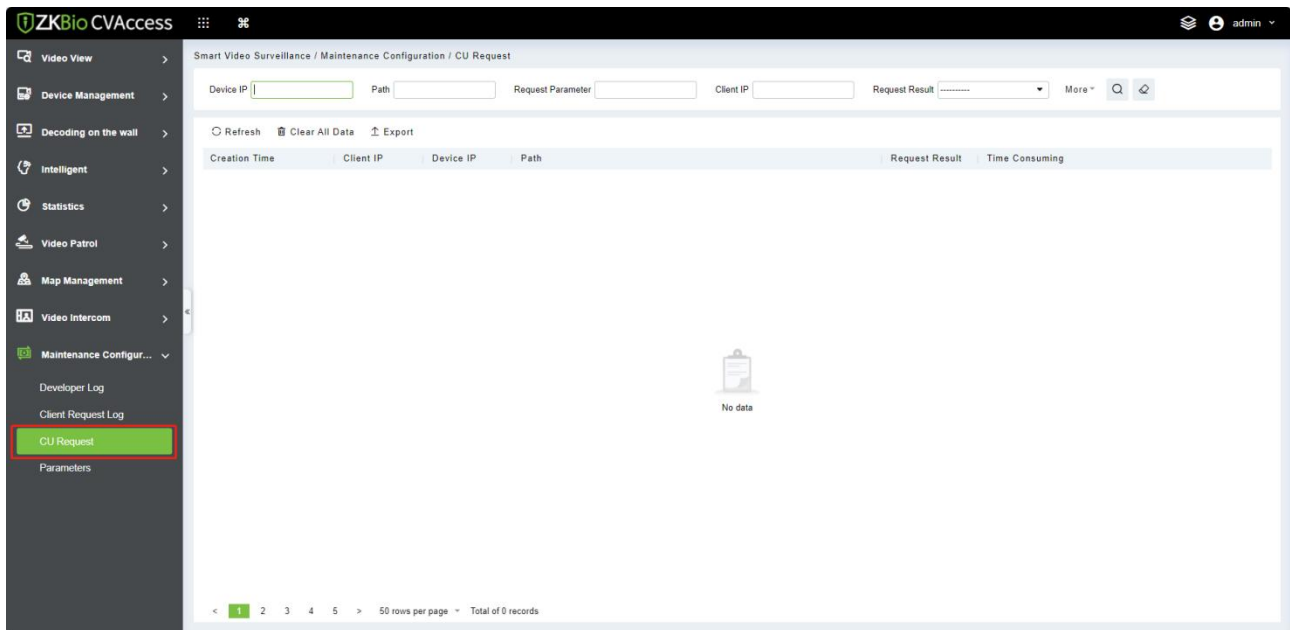
### ➤ Export

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



## 6.9.3 CU Request

Click **[Smart Video Surveillance] > [Maintenance Configuration] > [CU Request]**.



### ➤ Clear All Data

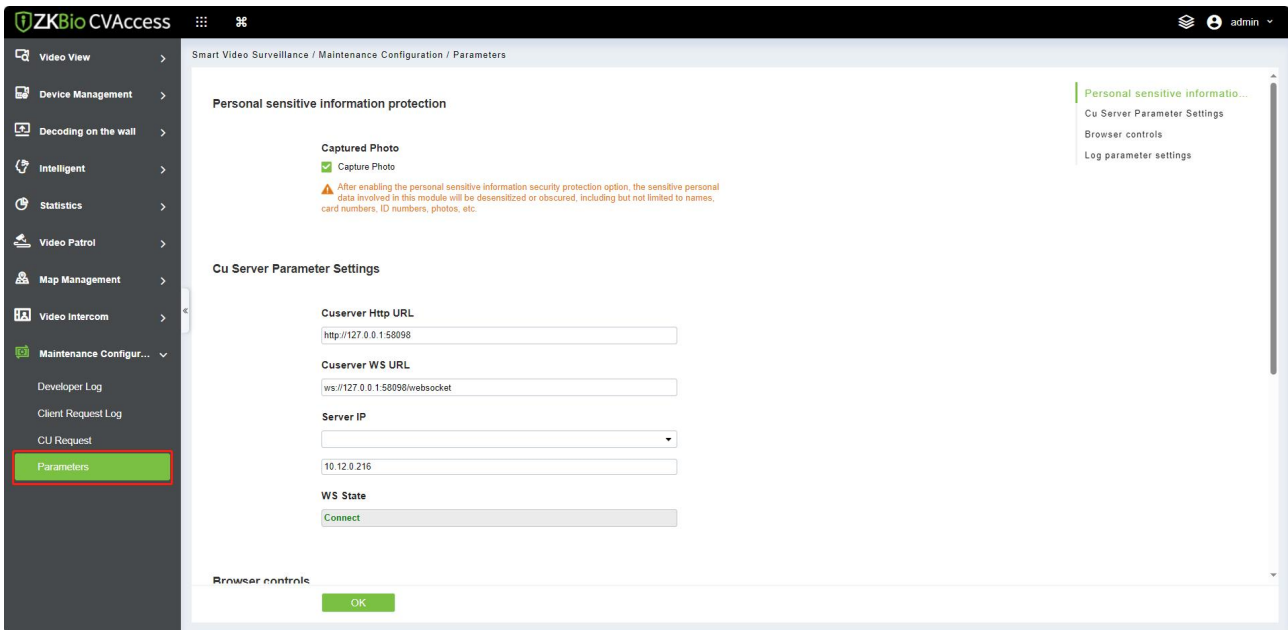
Click **[Clear All Data]** to pop up the prompt and click **[OK]** to clear all data operations.

### ➤ Export

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

## 6.9.4 Parameters

Click **[Smart Video Surveillance] > [Maintenance Configuration] > [Parameters]**. Set up all the settings, then click **[OK]**.

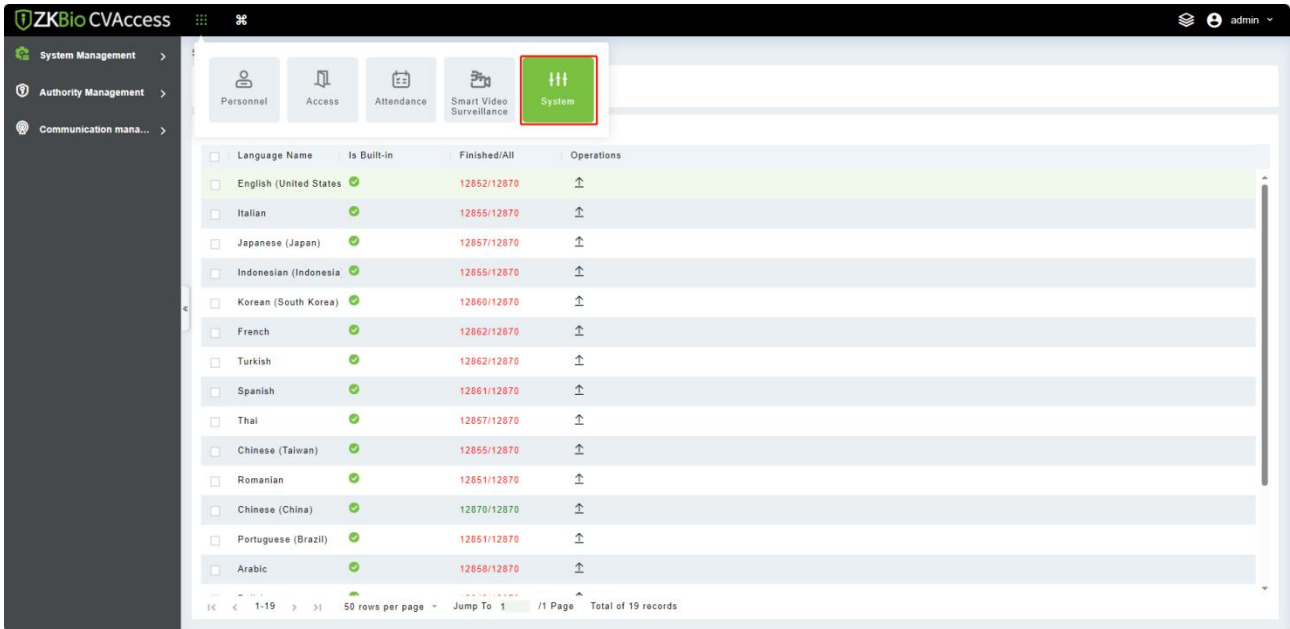


### Field Description:

- **CU Server Parameter Settings:** Set Up CU server HTTP URL and WS URL and enter Server IP address then can view WS state.
- **Browser Controls:** Set up the File Storage location and change and restore the path
- **Log Parameter Settings:** Set Up the debug log and Access log, and select Yes/No.

## 7 System

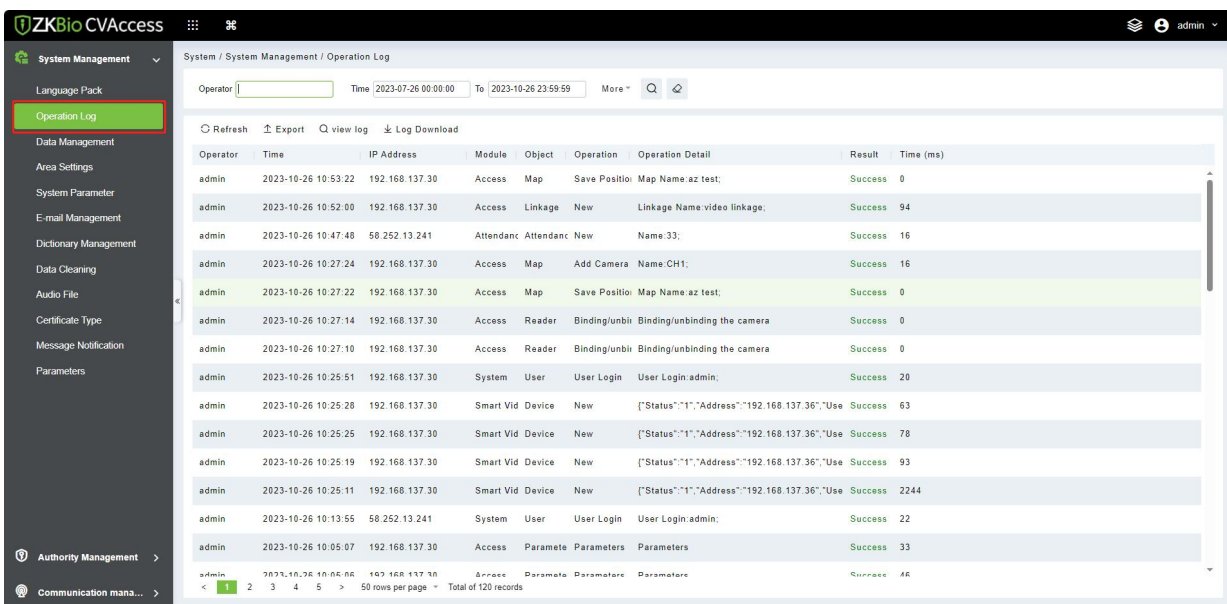
System settings primarily include assigning system users (such as company management user, administrator, and access control administrator) and configuring the roles of corresponding modules, managing database, setting system parameters, and view operation logs, etc.



### 7.1 System Management

#### 7.1.1 Operation Logs

Click [System] > [System Management] > [Operation Log].



All operation logs are displayed on this page. You can query specific logs by conditions.

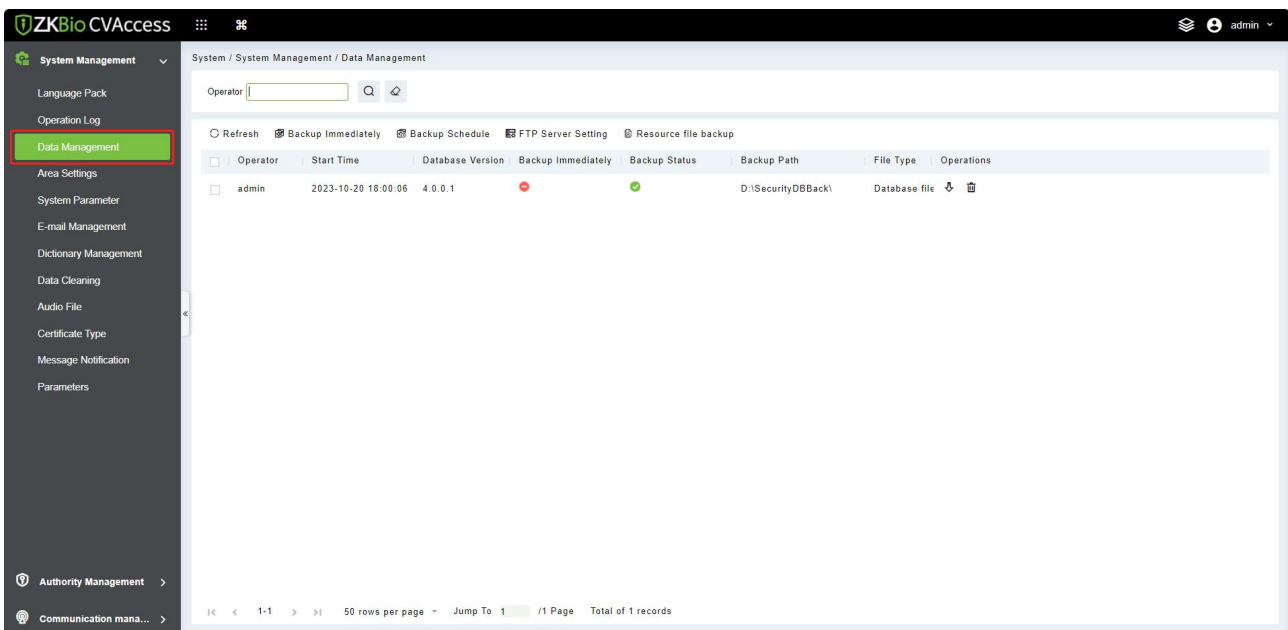
> Export

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

Operation Log								
Operation User	Operation Time	Operation IP	Module	Operating Object	Operation Type	Operation Content	Result	Elapsed Time (Milliseconds)
admin	2018-12-28 02:41:46	172.31.1.10	Access	Access Rights By Personnel	Export	Export	0	15
admin	2018-12-28 02:41:45	172.31.1.10	Access	Access Rights By Personnel	Export	Export	0	13
admin	2018-12-28 02:41:43	172.31.1.10	System	User	User Login	User Login admin	0	0
admin	2018-12-28 02:36:19	172.31.1.10	Access	Access Rights By Door	Export	Export	0	16
admin	2018-12-28 02:36:18	172.31.1.10	Access	Access Rights By Door	Export	Export	0	19
admin	2018-12-28 02:28:10	172.31.1.10	Access	All Exception Events	Export	Export Failed	1	20016
admin	2018-12-28 02:28:11	172.31.1.10	Access	All Exception Events	Export	Export	0	1234
admin	2018-12-28 02:22:07	172.31.1.10	Access	Last Known Position	Export	Export	0	15
admin	2018-12-28 02:22:06	172.31.1.10	Access	Last Known Position	Export	Export	0	26
admin	2018-12-28 02:14:15	172.31.1.10	Access	All Transactions	Export	Export Failed	1	42014
admin	2018-12-28 02:14:19	172.31.1.10	Access	All Transactions	Export	Export	0	4970

### 7.1.2 Database Management

Click [System] > [System Management] > [Database Management].



History of database backup operation logs is displayed in this page. You can refresh, backup and schedule backup database as required.

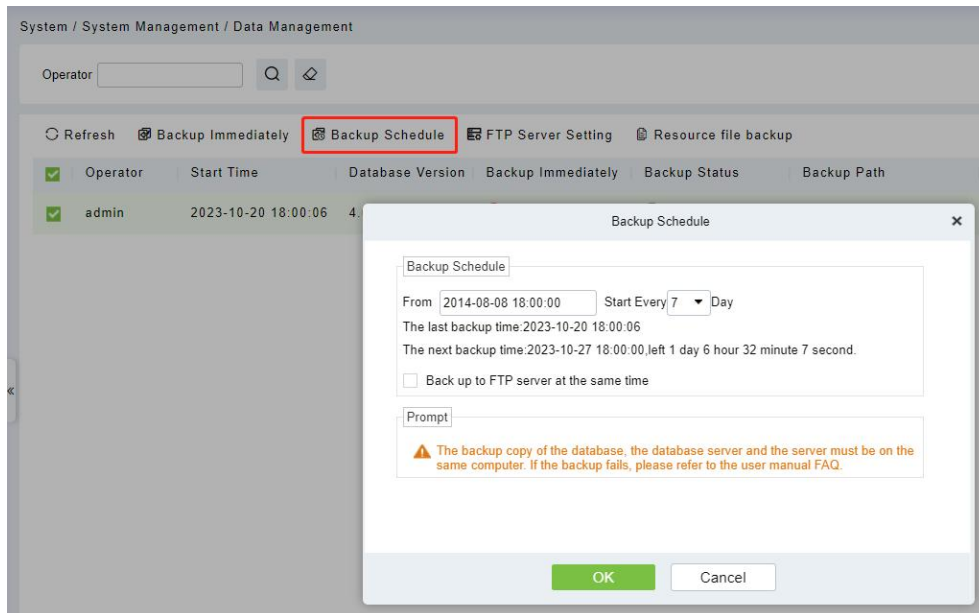
## ➤ Backup Immediately

Backup database to the path set in installation right now.

✎ **Note:** The default backup path for the system is the path selected during the software installation. For details, refer to [ZKBio CVAccess Installation Guide](#).

## ➤ Backup Schedule

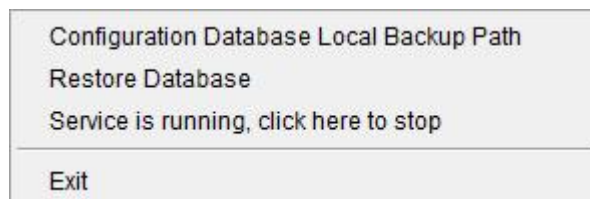
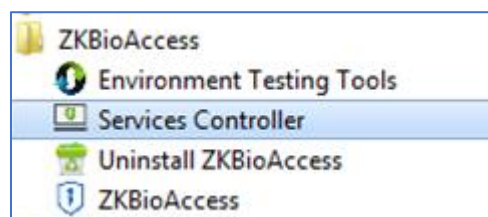
Click [**Backup Schedule**].



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

## ➤ Restore Database

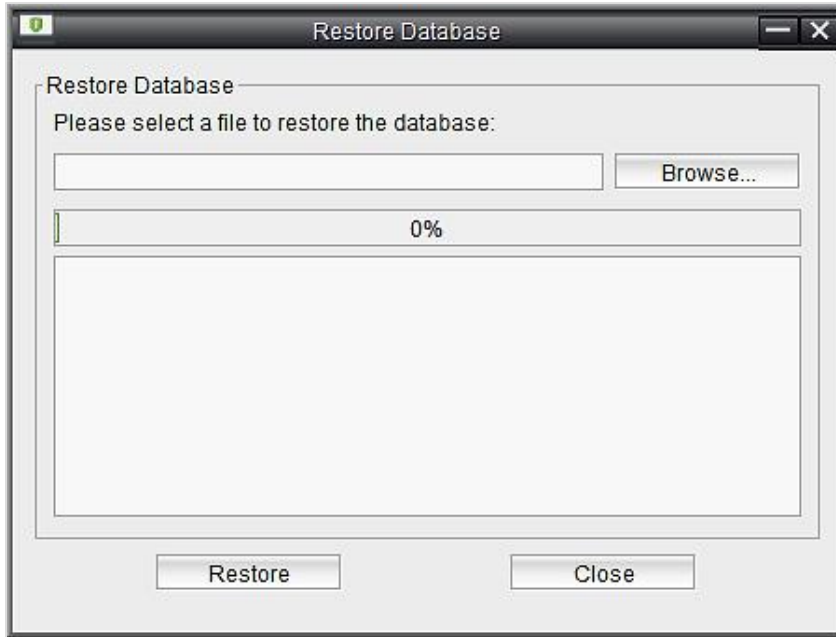
1. Click the start menu of the PC > [**All Programs**] > [**ZKBio CVAccess**] > Then run "Services Controller", and you can find out the icon of "Services Controller" in Taskbar as follow, right click that icon, then left click "Restore Database".



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

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

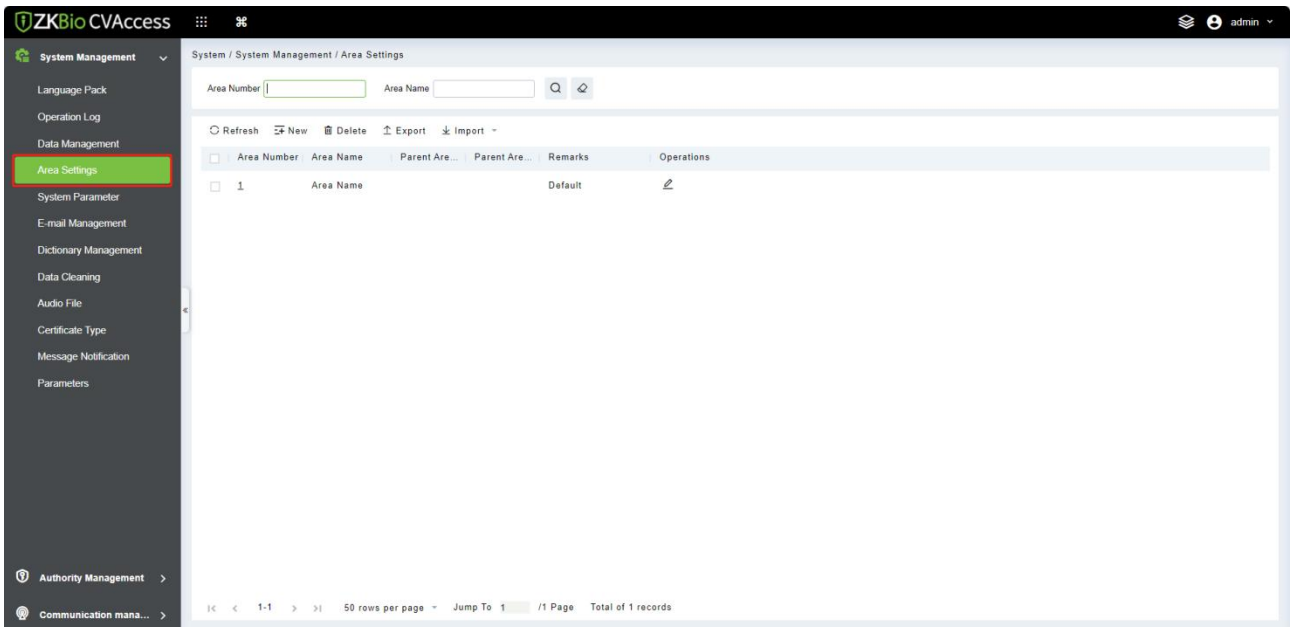
data loss.



### 7.1.3 Area Settings

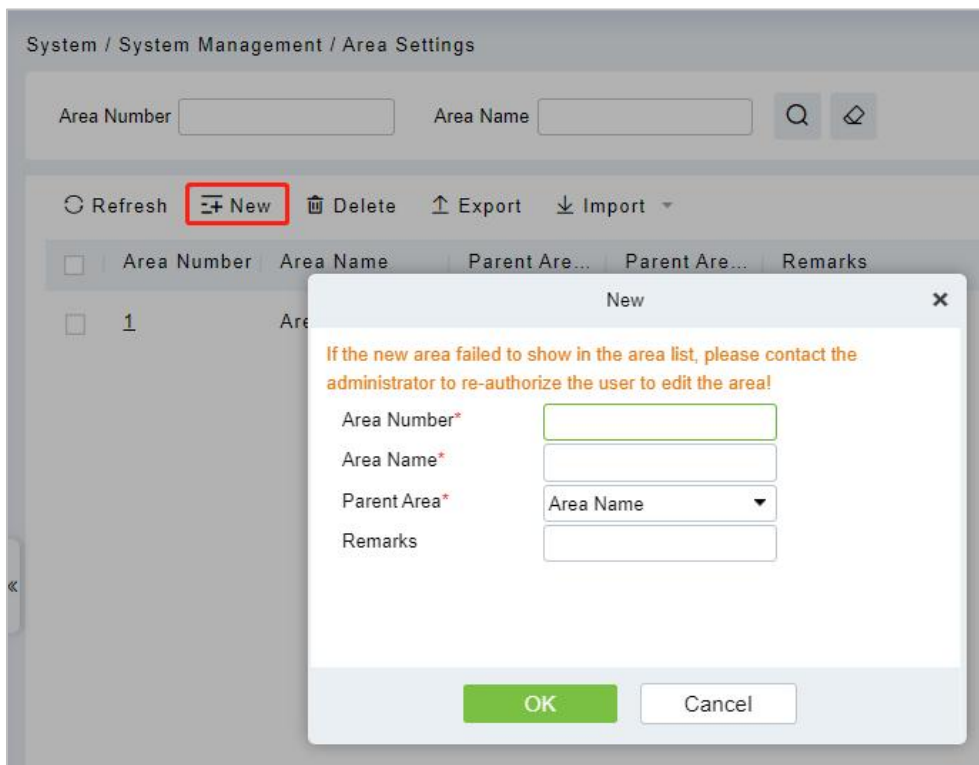
Area is a spatial concept which enables the user to manage devices in a specific area. After area setting, devices (doors) can be filtered by area upon real-time monitoring.

Click **[System]** > **[System Management]** > **[Area Settings]**. The system, by default, has an area named "Area Name" and numbered "1".



#### ➤ Add an Area

1. Click **[New]**.



#### Fields are as follows:

- **Area Number:** It must be unique.
- **Area Name:** Any characters with a length of less than 30.
- **Parent Area:** Determine the area structure of the system.

2. Click **[OK]** to finish adding.

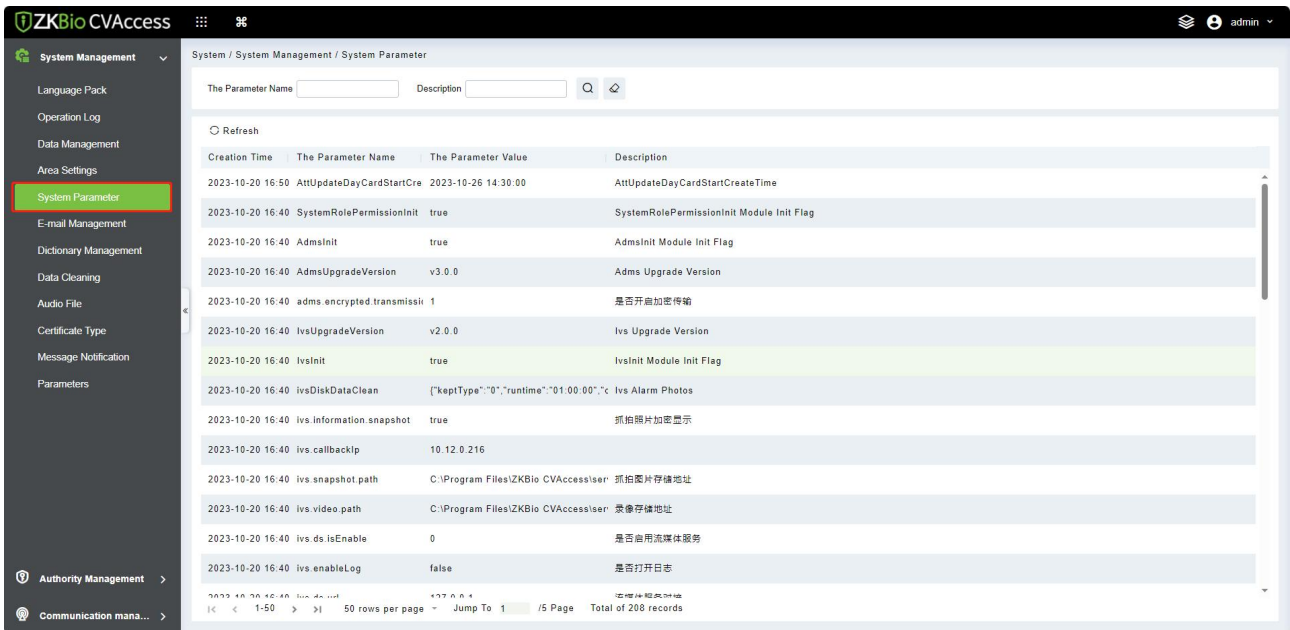
#### ➤ Edit/Delete an Area

Click **[Edit]** or **[Delete]** as required.

### 7.1.4 System Parameter

This function is used to view parameters that have been created.

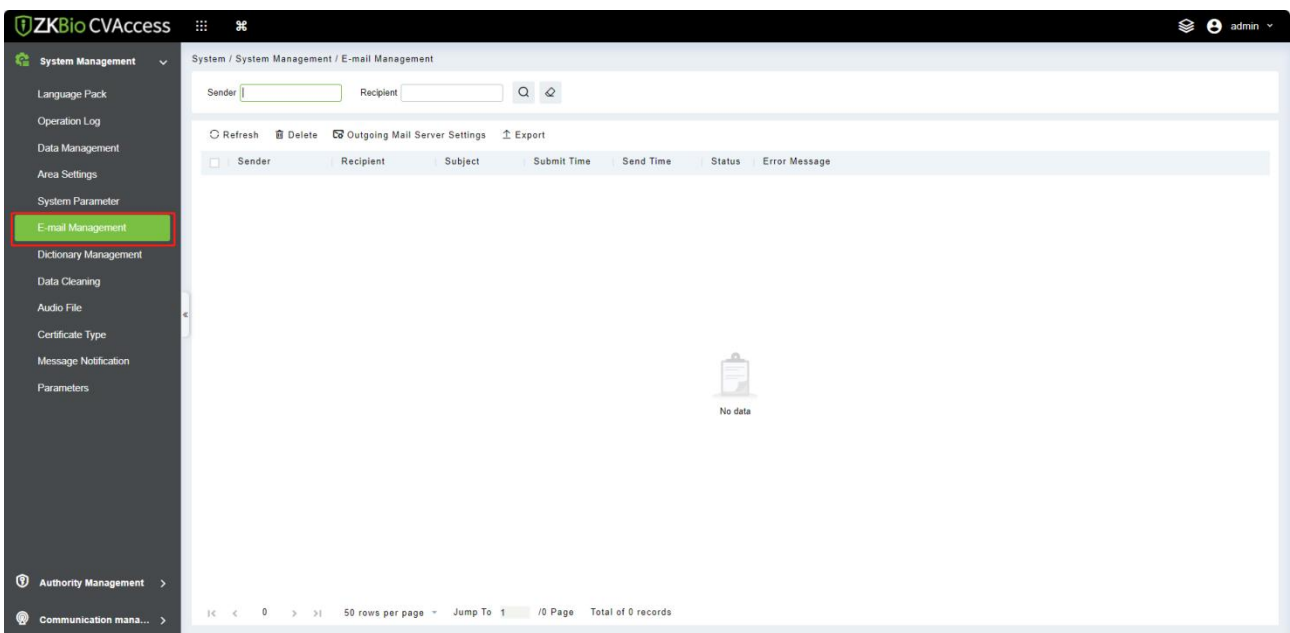
Click **[System]** > **[System Management]** > **[System Parameter]**.



### 7.1.5 E-mail Management

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

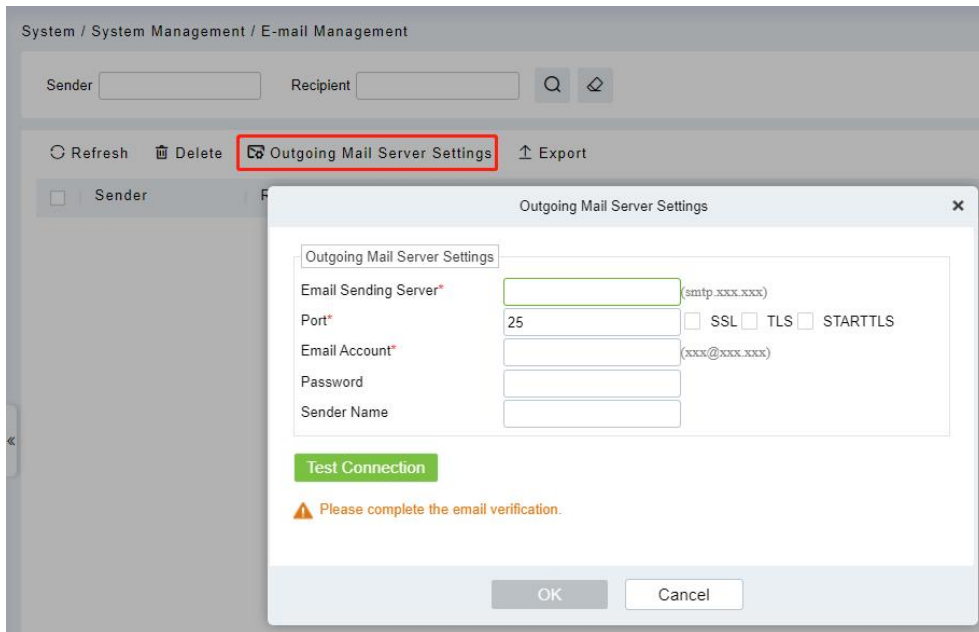
Click **[System]** > **[System Management]** > **[Email Management]**.



#### ➤ Outgoing Mail Server Settings

Click **[Outgoing Mail Server Settings]**.



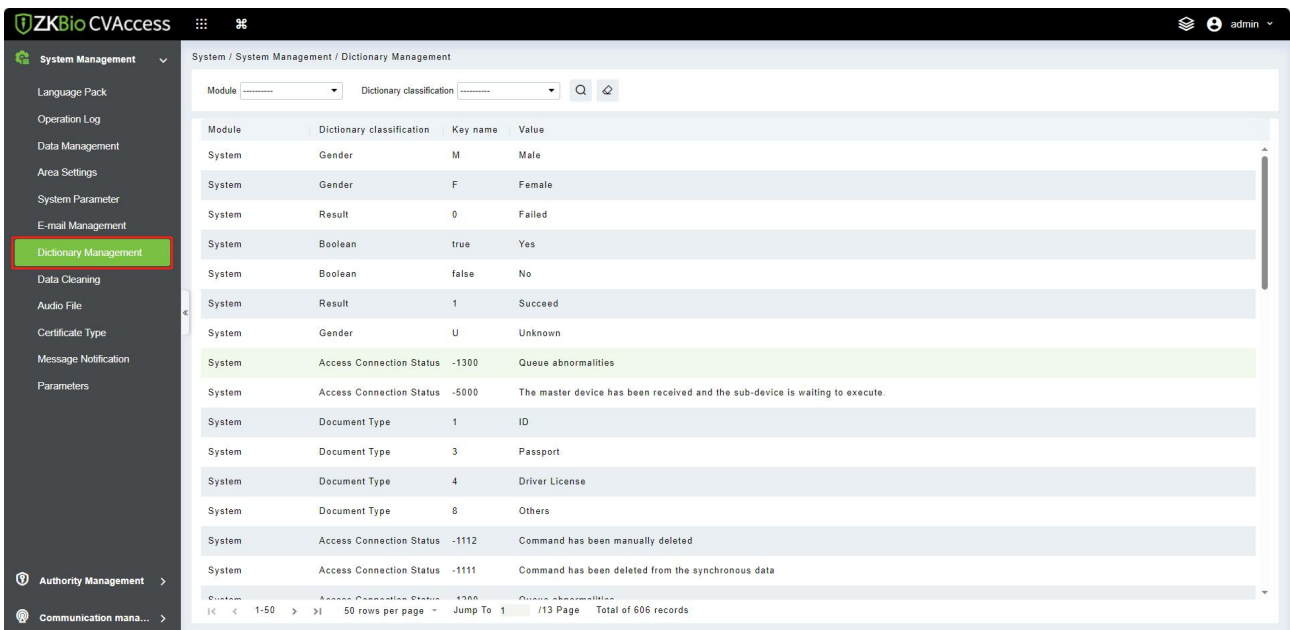


**Note:** The domain name of E-mail address and E-mail sending server must be identical. For example, if the Email address is: test@gmail.com, then the E-mail sending sever must be: smtp.gmail.com.

### 7.1.6 Dictionary Management

Data dictionary management function, users can find the meaning of error code and self-check software errors.

Click **[System]** > **[System Management]** > **[Dictionary Management]**.



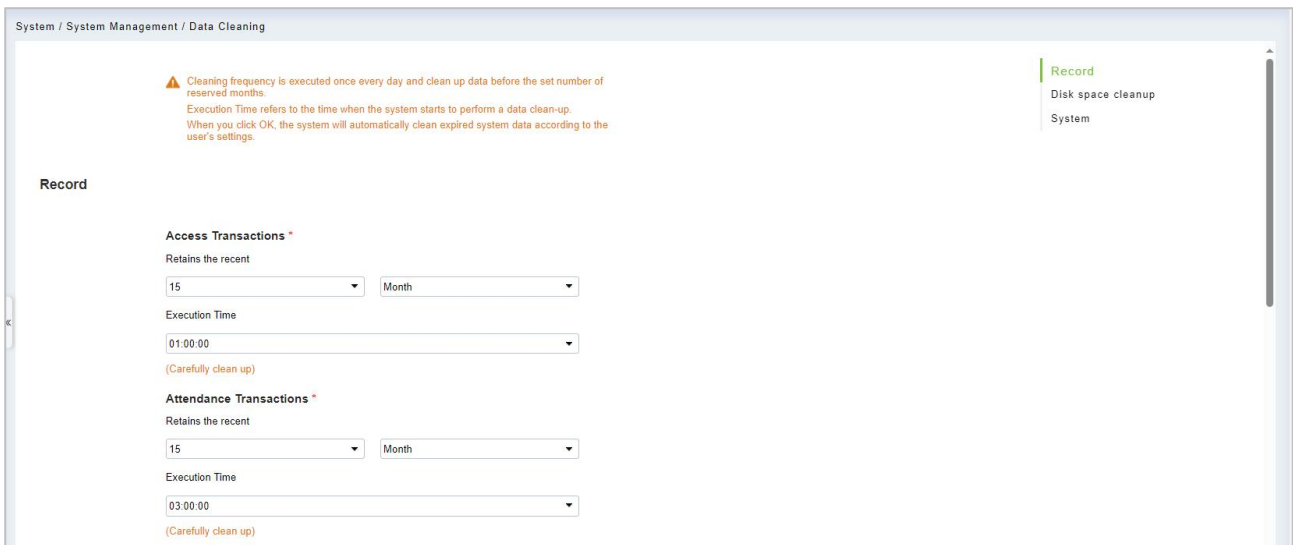
## 7.1.7 Data Cleaning

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

Click **[System]** > **[System Management]** > **[Data Cleaning]**.

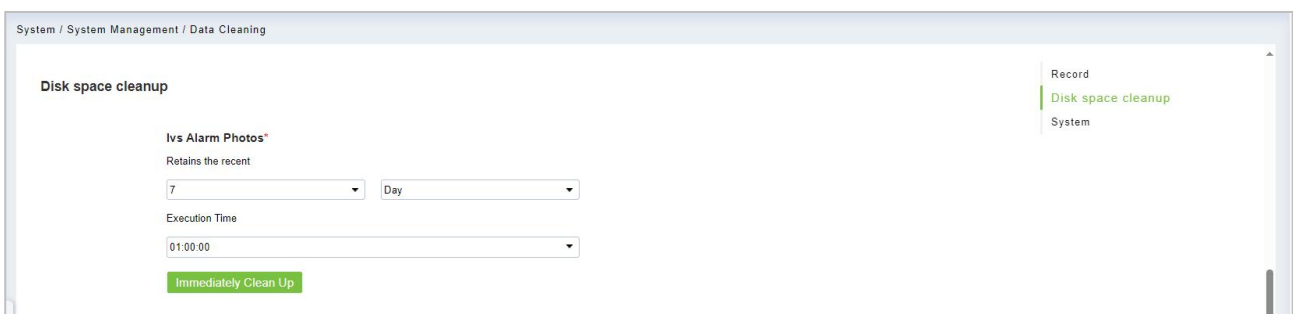
### 7.1.7.1 Record

This option helps you to set the frequency of retain the recent data of the access transaction, attendance transaction, elevator transactions and visitor transactions etc.



### 7.1.7.2 Disk Space Cleanup

In this option you can set the frequency of the retains the recent and also clean up the selected days data.



### 7.1.7.3 System

This option helps you to clean up the system operation log, device commands and database backup file.

System / System Management / Data Cleaning

System

Record  
Disk space cleanup  
System

**System Operation Log** \*

Retains the recent

15 months of data

Execution Time

03:00:00

(Carefully clean up)

**Device Commands** \*

Retains the recent

6 months of data

Execution Time

02:00:00

Immediately Clean Up

**Database Backup File** \*

Retains the recent

6 months of data

Execution Time

04:00:00

Immediately Clean Up

OK

### 7.1.8 Audio File

Click **[System]** > **[System Management]** > **[Audio File]**.

ZKBio CVAccess

System / System Management / Audio File

File Alias

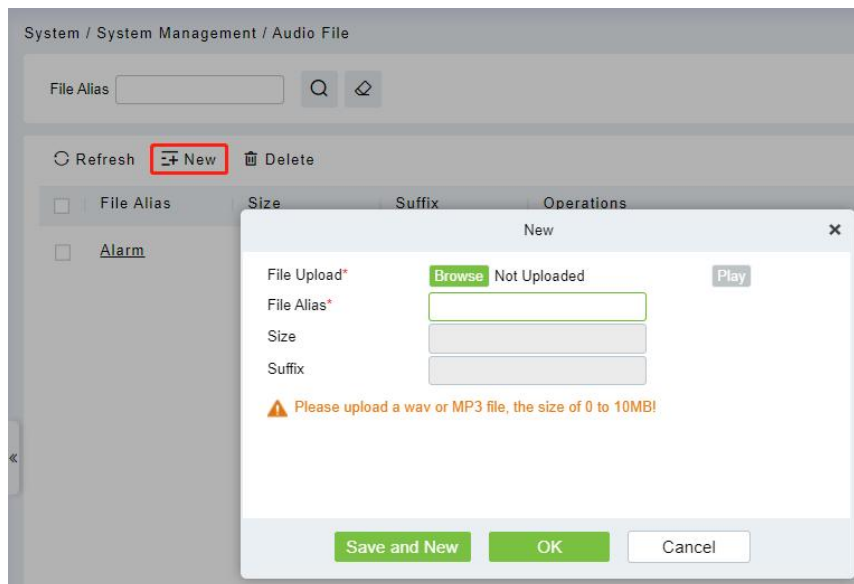
Refresh New Delete

File Alias	Size	Suffix	Operations
Alarm	20KB	wav	

1-1 50 rows per page Jump To 1 / 1 Page Total of 1 records

#### ➤ New

1. Click **[New]**.



#### Fields are as follows:

- **File Alias (Name):** Enter the file name. Any character, up to 30 characters.
- **Size:** After uploading the file, the file size is automatically generated.
- **Suffix:** After uploading the file, the suffix of the file is automatically generated.

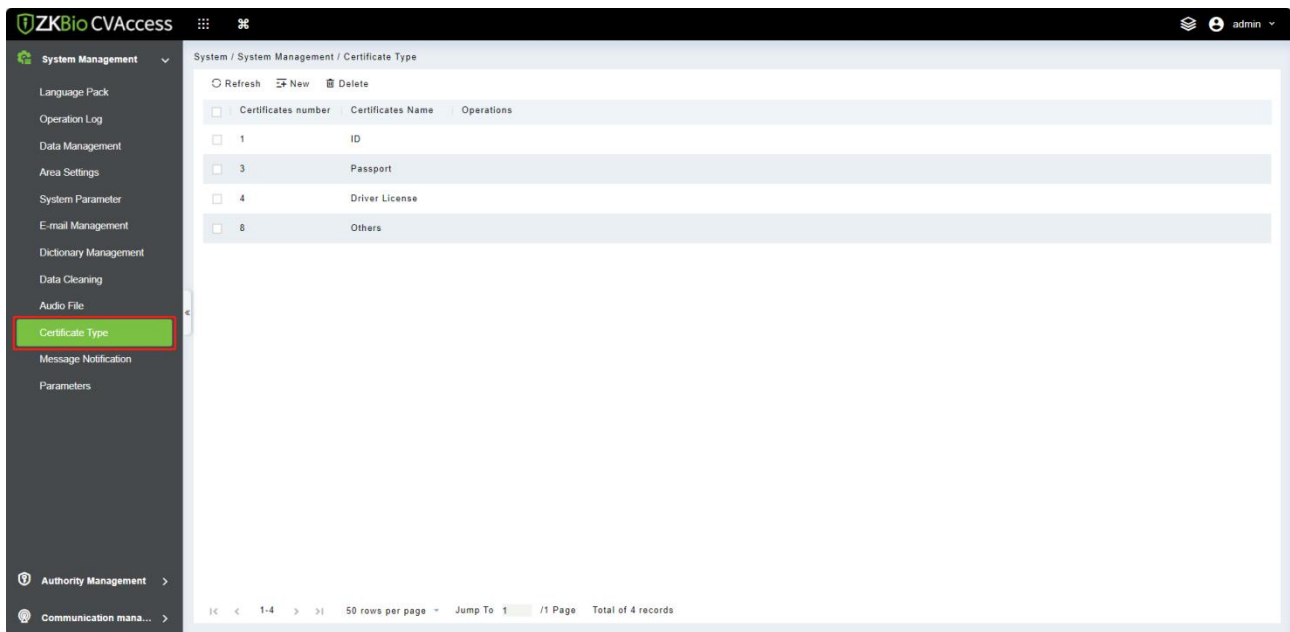
2. Click **[OK]** to finish adding.

**Note:** You can upload a sound from the local. The file must be in wav or mp3 format, and it must not exceed 10MB.

### 7.1.9 Certificate Type

The system initializes 9 certificate types. User can add the required certificate type for personnel and visitor registration.

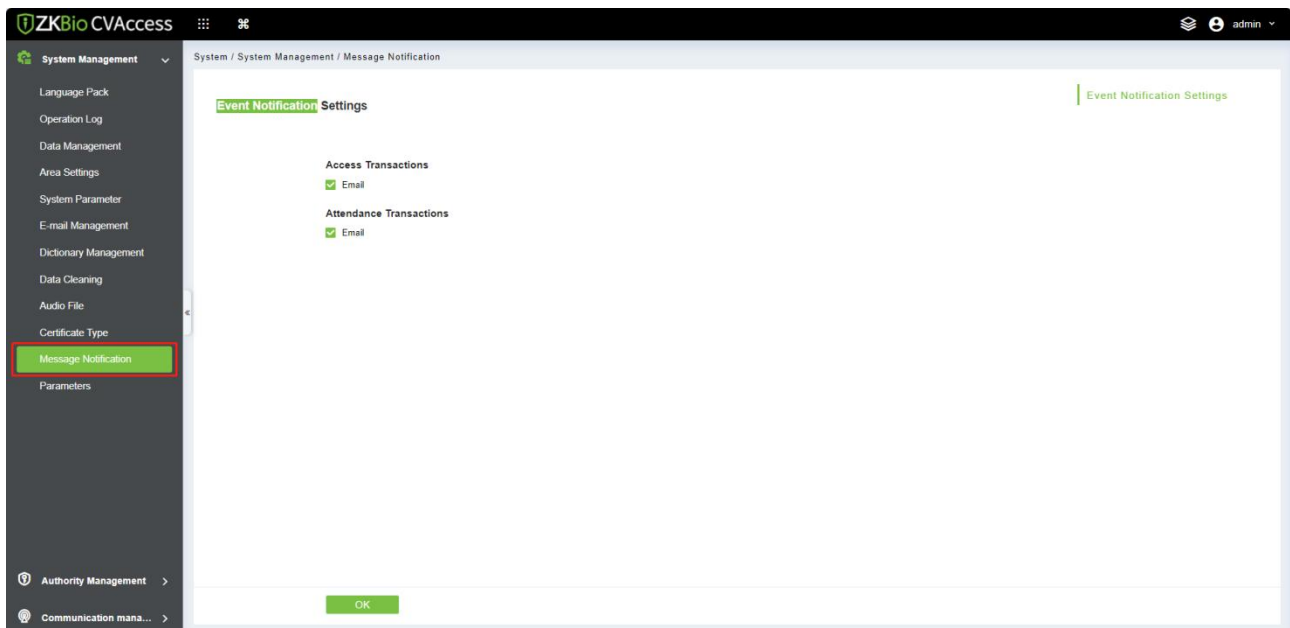
Click **[System] > [System Management] > [Certificate Type]**.



## 7.1.10 Message Notification

This function is used to open/close the event notification of access and attendance transaction.

Click **[System]** > **[System Management]** > **[Message Notification]**.



## 7.1.11 Parameters

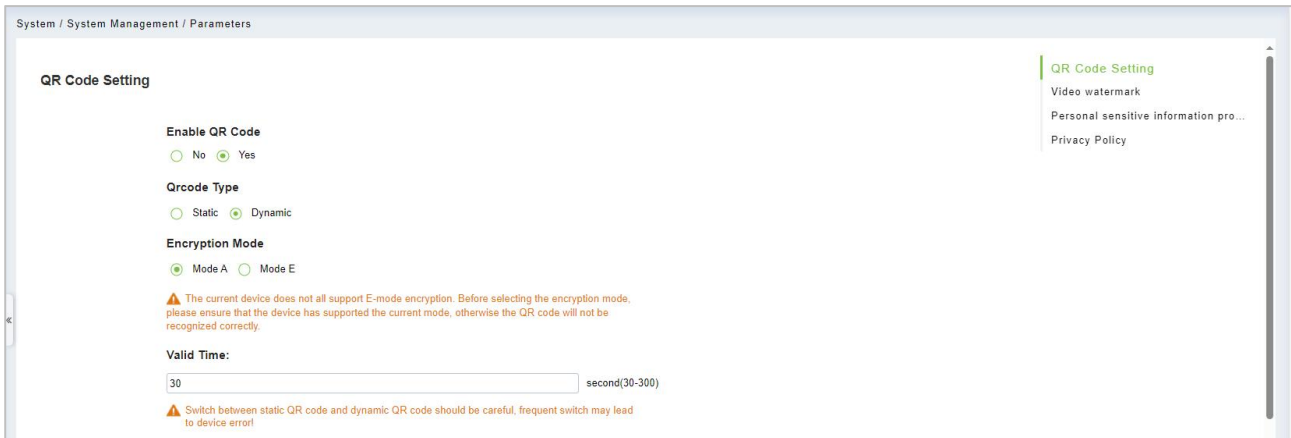
Click **[System]** > **[System Management]** > **[Parameters]**.

### 7.1.11.1 QR Code Setting

1. Enable QR code, select "YES" or "NO" for Enable the QR code
2. Enable QR code If YES select "YES > Static". It will be fixed the QR information same manner for the

rest of time.

3. Enable QR code If YES select “YES> **Dynamic** > **Valid Time**”. It will generate new QR code every 30 seconds.



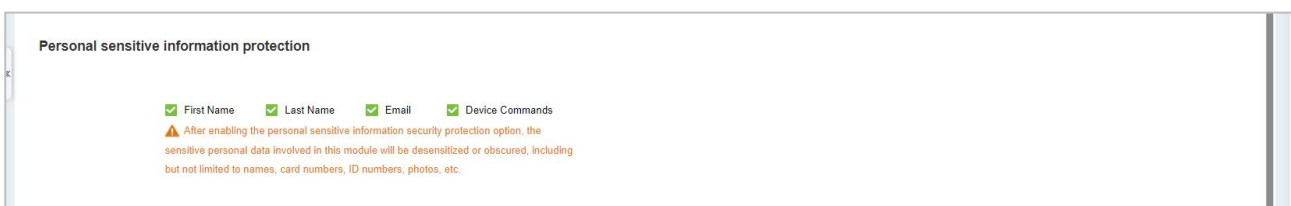
### 7.1.11.2 Video Watermark

This option helps you to add watermark and tile to your videos.



### 7.1.11.3 Personal Sensitive Information Protection

After enabling the personal sensitive information security protection option, the sensitive personal data involved in this module will be desensitized or obscured, including but not limited to names, card numbers, ID numbers, photos, etc.



### 7.1.11.4 Privacy Policy

Click **[View]** to view the privacy policy.

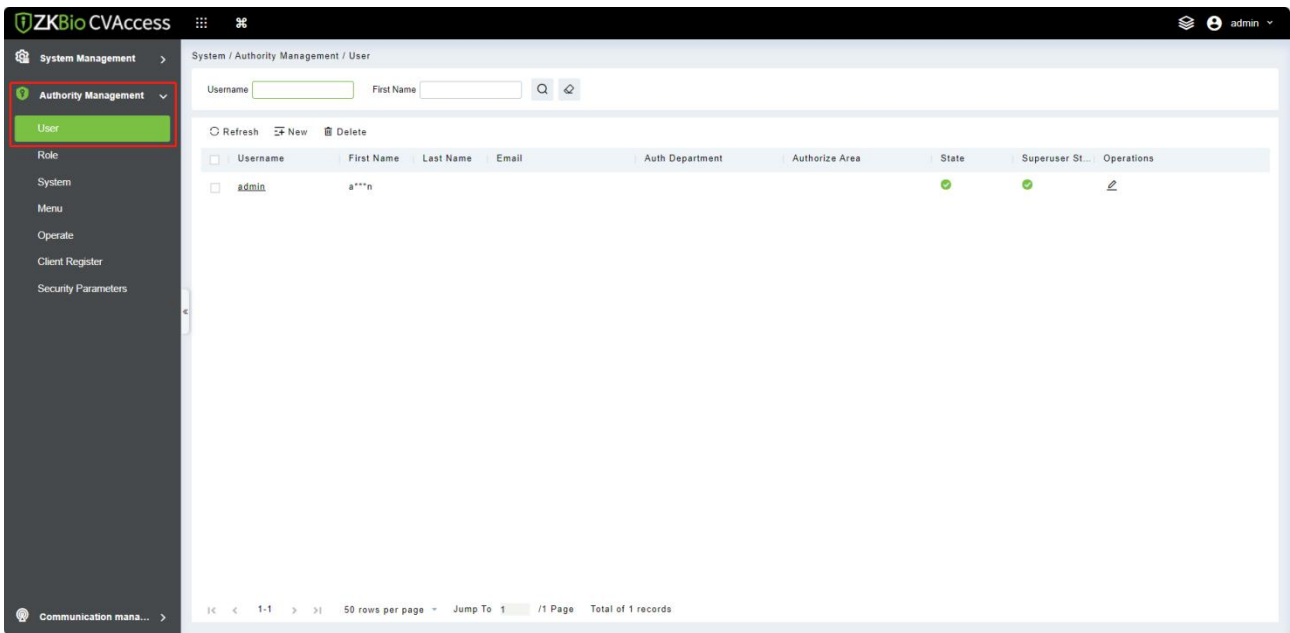


## 7.2 Authority Management

### 7.2.1 User

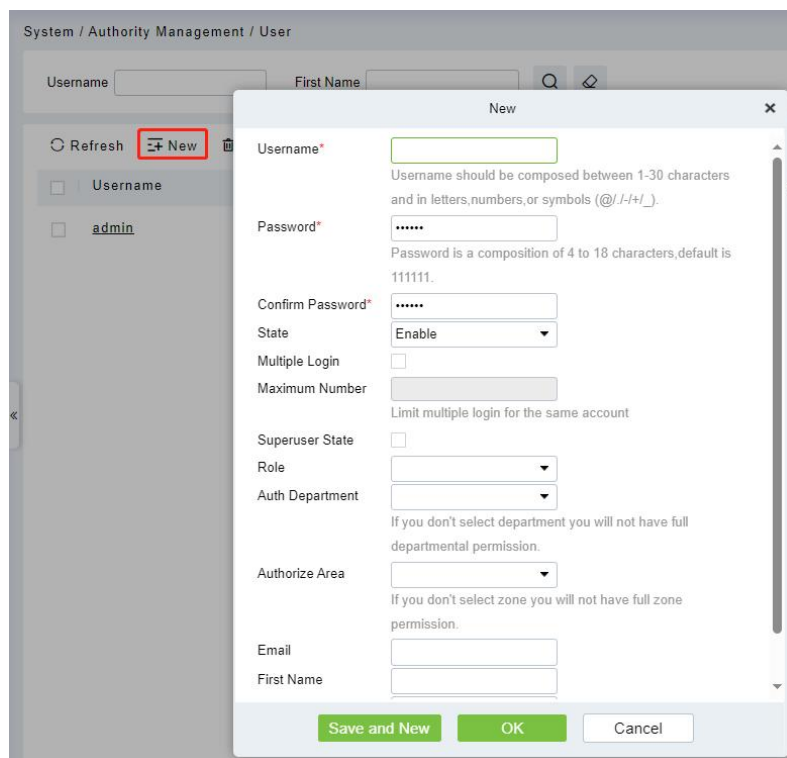
Add new users and implement levels for the user in the system.

Click **[System]** > **[Authority Management]** > **[User]**.



#### > New

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



### Fields are as follows:

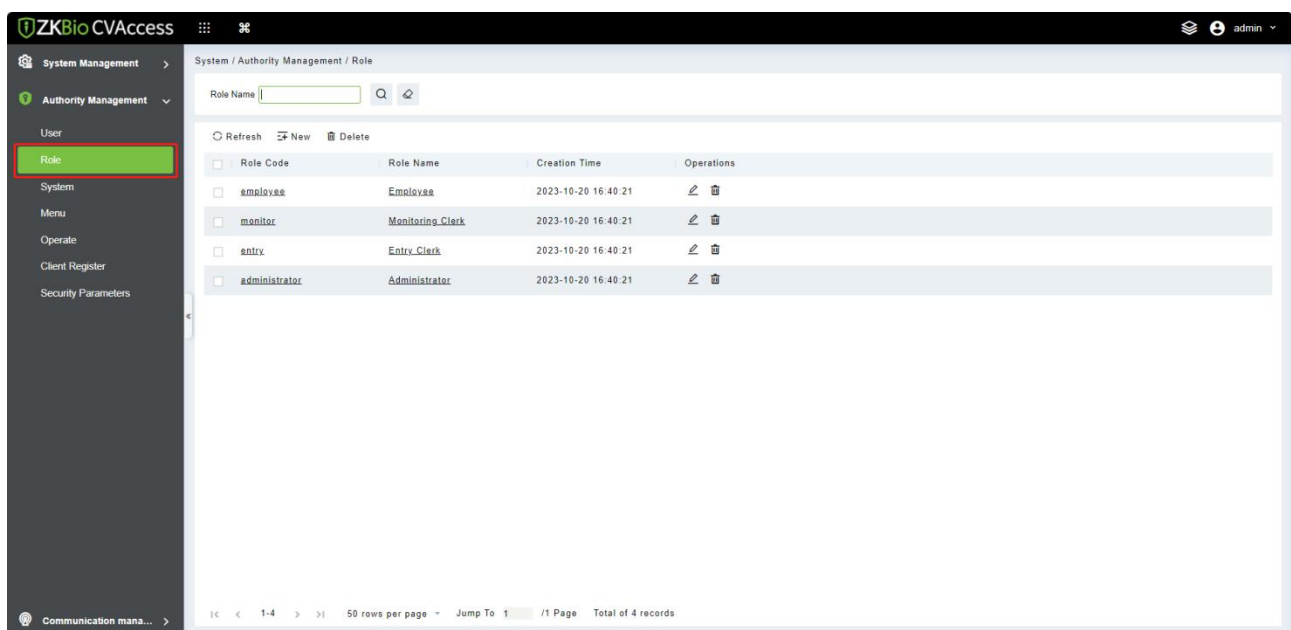
- **Username:** Any characters within a length of 30.
- **Password:** The length must be more than 4 digits and less than 18 digits. The default password is 111111.
- **State:** Enable or disable the user to operate the system.
- **Super User State:** Enable or disable the user to have the super user's levels.
- **Role:** You need to define the role as explained in [Role](#).
- **Auth Department:** If no department is selected, then the user will have all department rights by default.
- **Authorize Area:** No area selected means the user possesses all area rights by default.
- **Email:** Type your email in the correct format.
- **First Name:** Type your initials.

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

## 7.2.2 Role

When using the system, the super user needs to assign different levels to new users. To avoid setting users one by one, you can set roles with specific levels in role management and assign appropriate roles to users when adding users. A super user has all the levels, can assign rights to new users and set corresponding roles (levels) according to requirements.

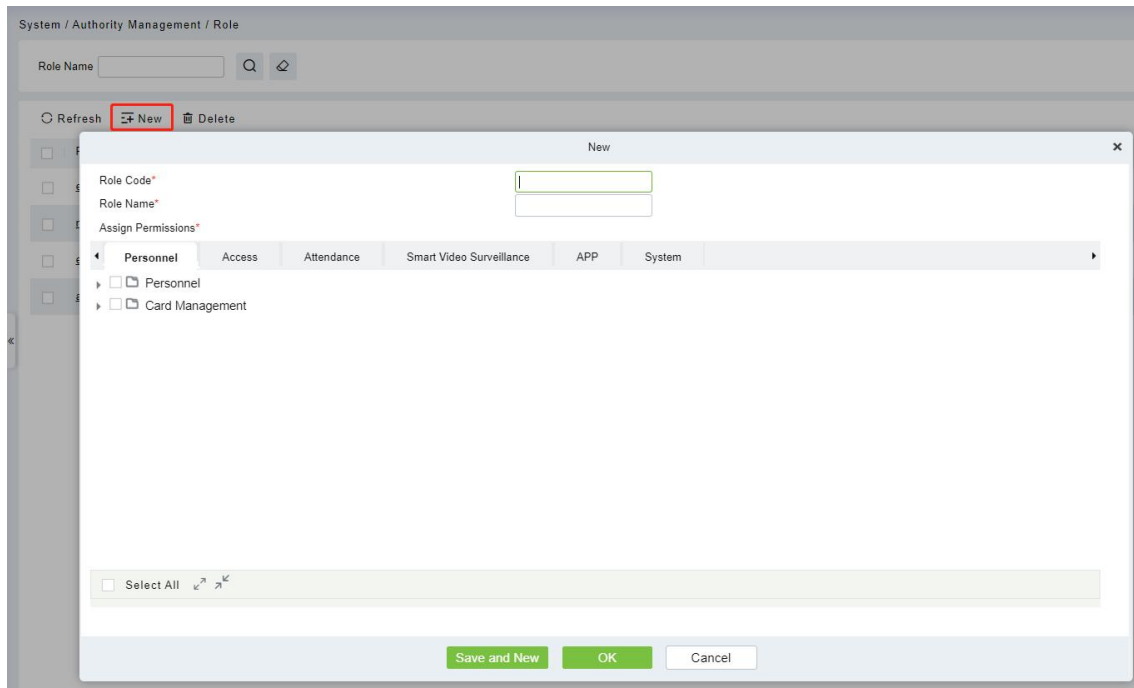
Click **[System]** > **[Authority Management]** > **[Role]**.



1. Click **[System]** > **[Authority Management]** > **[Role]** > **[New]**.



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

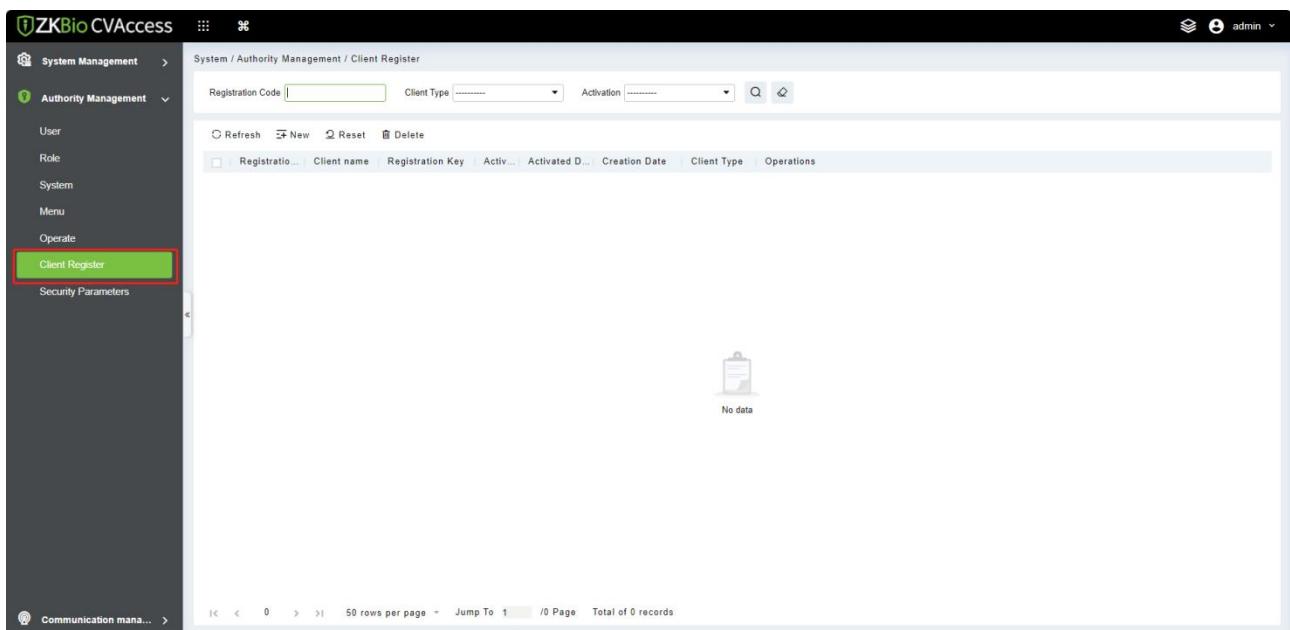


## 3. Click [OK] to save.

### 7.2.3 Client Register

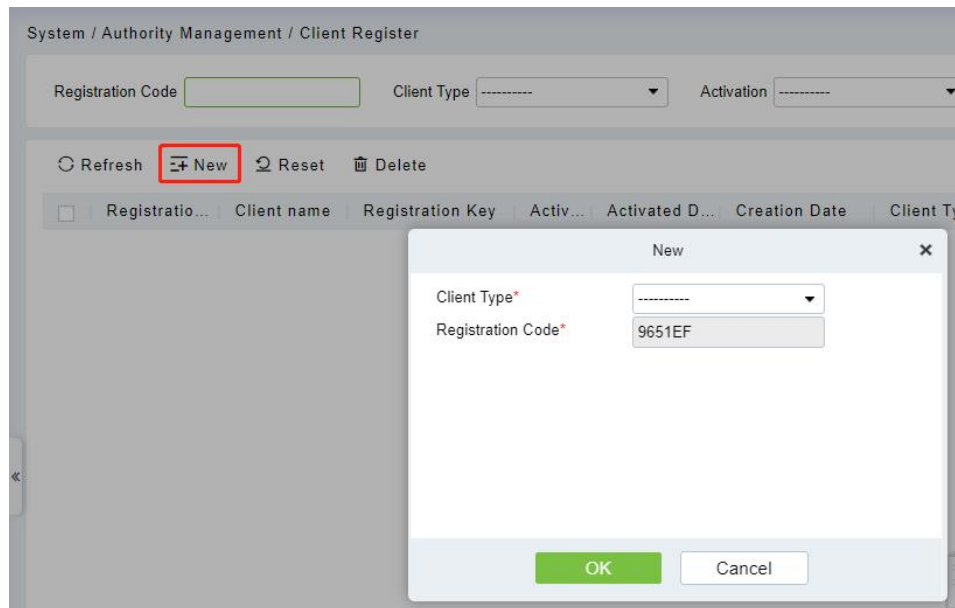
You can add client types for the system and generate registration codes for client registrations of each module function. The number of allowed clients is controlled by the number of allowed points.

Click **[System]** > **[Authority Management]** > **[Client Register]**.



### ➤ New

## 1. Click [New].



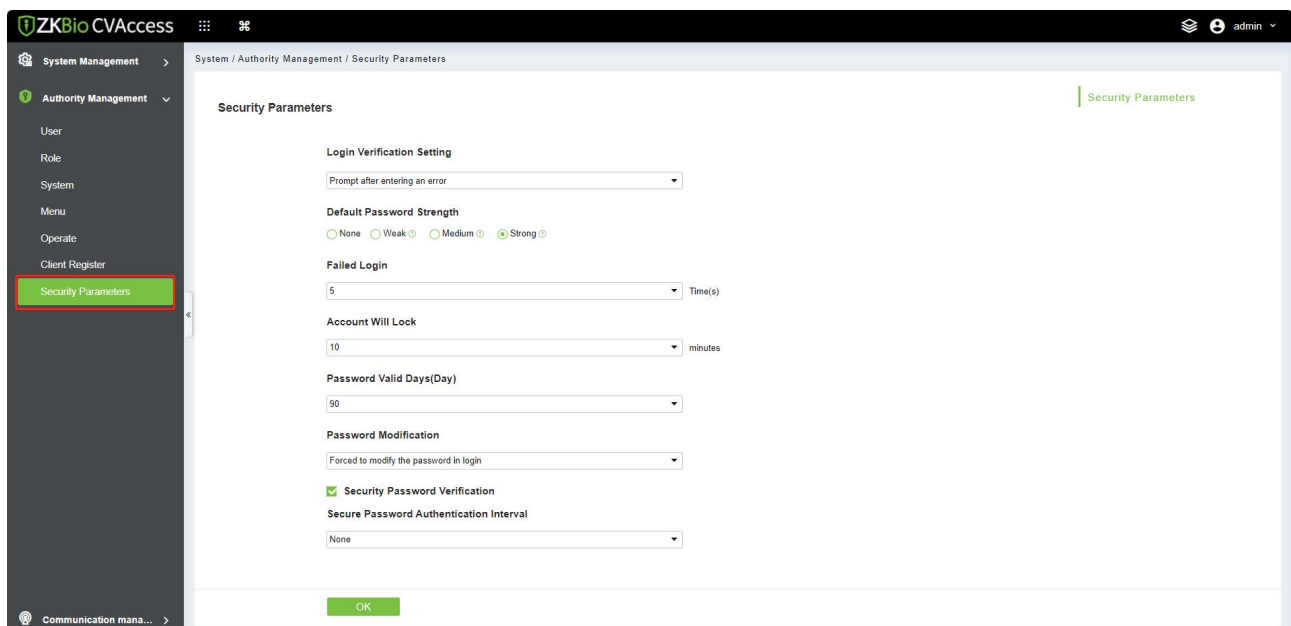
### Fields are as follows:

- **Client Type:** The value can be APP Client, OCR-Personnel, OCR-Visitor, ID Reader-Personnel, ID Reader-Visitor or Signature- Visitor, Card Printing- Personnel, Card Printing-Visitor.
- **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. Click [OK] to finish adding.

## 7.2.4 Security Parameters

Click [System] > [Authority Management] > [Security Parameters].



### ➤ Login Verification Code Setting

It includes None, always prompt verification code, Prompt after entering an error.

- **Do not open verification code:** The system allows no verification code
- **Open verification code:** Users must fill in the verification code when logging in to the software.
- **Open after input error:** The system will pop-up a verification box after filling in the wrong Username and password.

### ➤ Password Strength Setting

- **Weak:** The passwords that can be used must contain at least 8 characters and contain at least 2 of the following types: numbers, lowercase letters, uppercase letters, and special characters.
- **Medium:** The passwords that can be used must contain at least 8 characters and contain at least 2 of the following types: numbers, lowercase letters, uppercase letters, and special characters, as well as numbers and lowercase letters or only numbers and uppercase letters.
- **Strong:** The passwords that can be used must contain at least 8 characters and contain at least 3 of the following types: numbers, lowercase letters, uppercase letters, and special characters.

### ➤ Account Will Lock

The account will be locked if user fails to login the system as per the software setting. For example, if the system allows user fill in wrong username and password for 2 times. The system will be locked for 10 minutes after exceeding 2 times of operation.

### ➤ Password Valid Day (s)

Users can set the validity as 30 days, 60 days or permanent. If password gets expired, user cannot login to the system.

### ➤ Password Modification

There are 2 options that user can set. Not mandatory and forced to modify the next time you login.

- **Not mandatory:** The system does not need to modify the initial password.
- **Forced to modify the next time you login:** It is compulsory to modify the initial password after the second login.

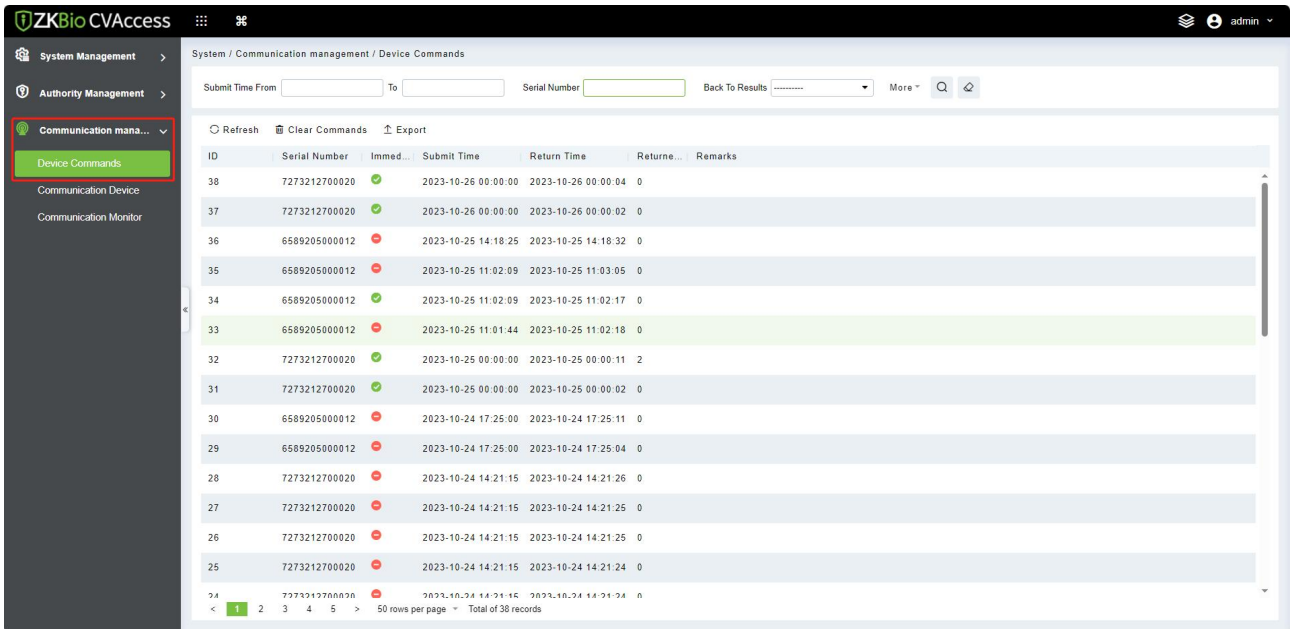
### ➤ Secure Password Authentication Interval

Minimum password authentication interval.

## 7.3 Communication Management

### 7.3.1 Device Commands

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



If the returned value is more than or equal to 0, the command is successfully issued. If the returned value is less than 0, the command failed.

#### ➤ Clear Commands

Clear the command lists.

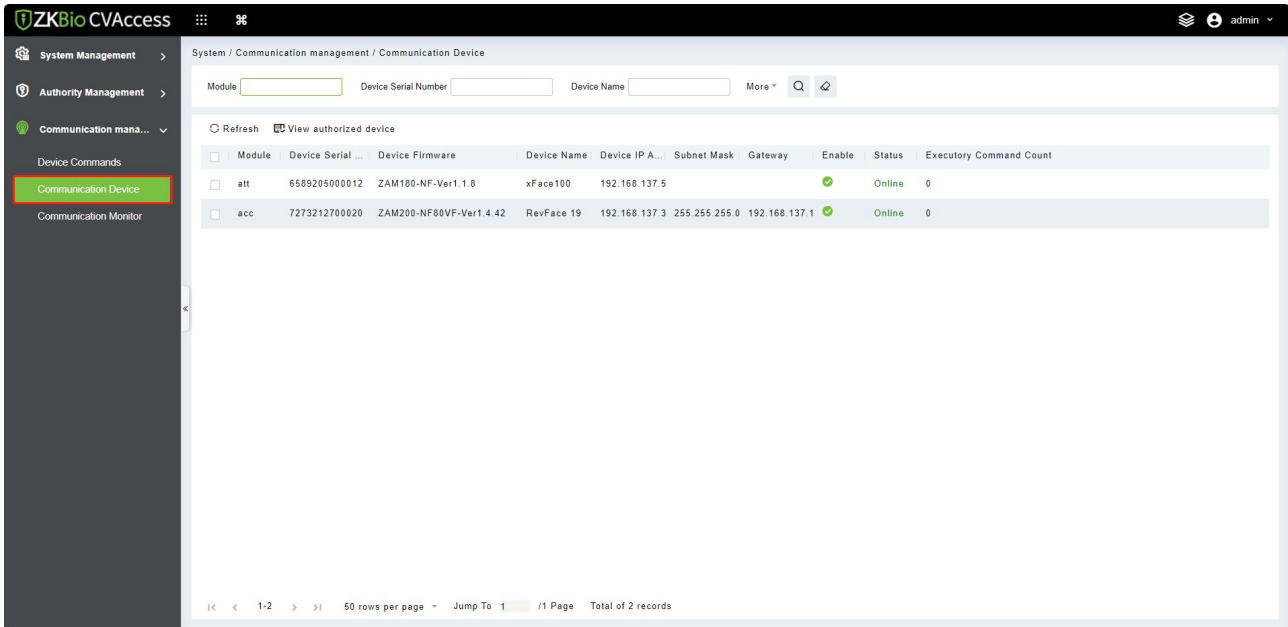
#### ➤ Export

Export the command lists to local host. You can export to an Excel file. See the following figure.

ID	Serial Number	Content	Device Commands			
			Immediately Cmd	Submit Time	Return Time	Returned Value
1504	20100501999	DATA UPDATE userauthorize Pin=2AuthorizeTi mezoneld=1Auth orizeDoorId=1 Pin=1AuthorizeTi mezoneld=1Auth orizeDoorId=1 ...	false	2017-12-18 10:51:15	2017-12-18 10:51:21	0

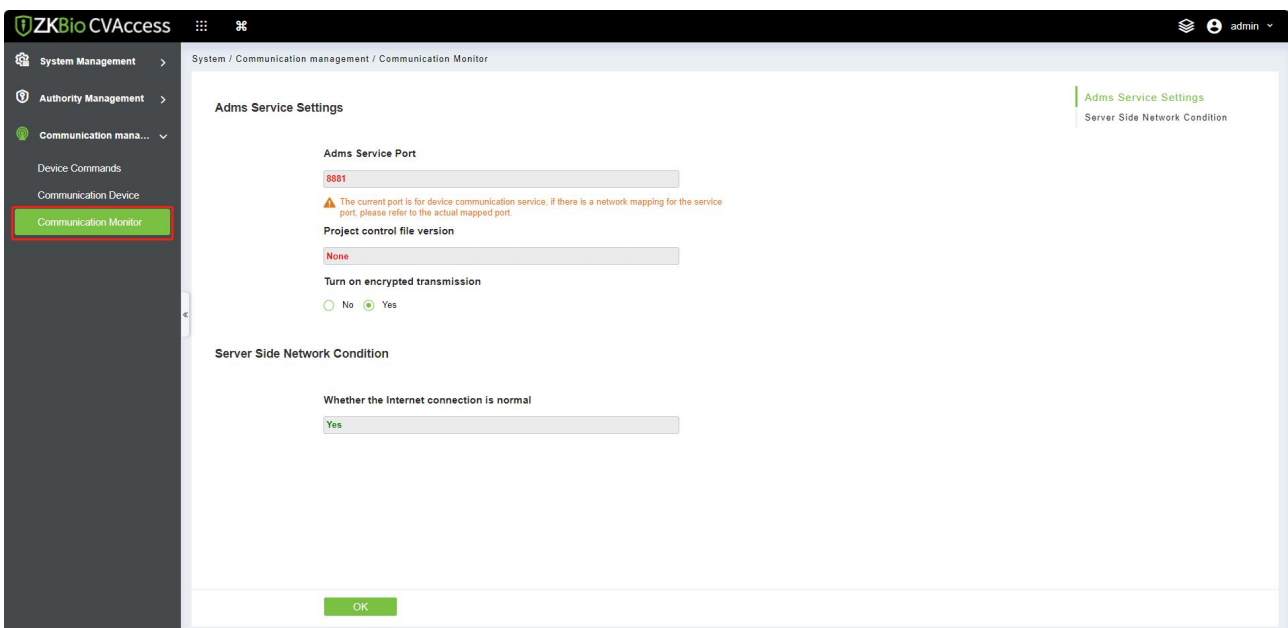
## 7.3.2 Communication Device

Click **[System]** > **[Communication]** > **[Communication Device]**, you can view all equipment information and communication in the system. Detailed information such as accessed module, serial number, firmware version, IP address, communication status, and command execution can be viewed.

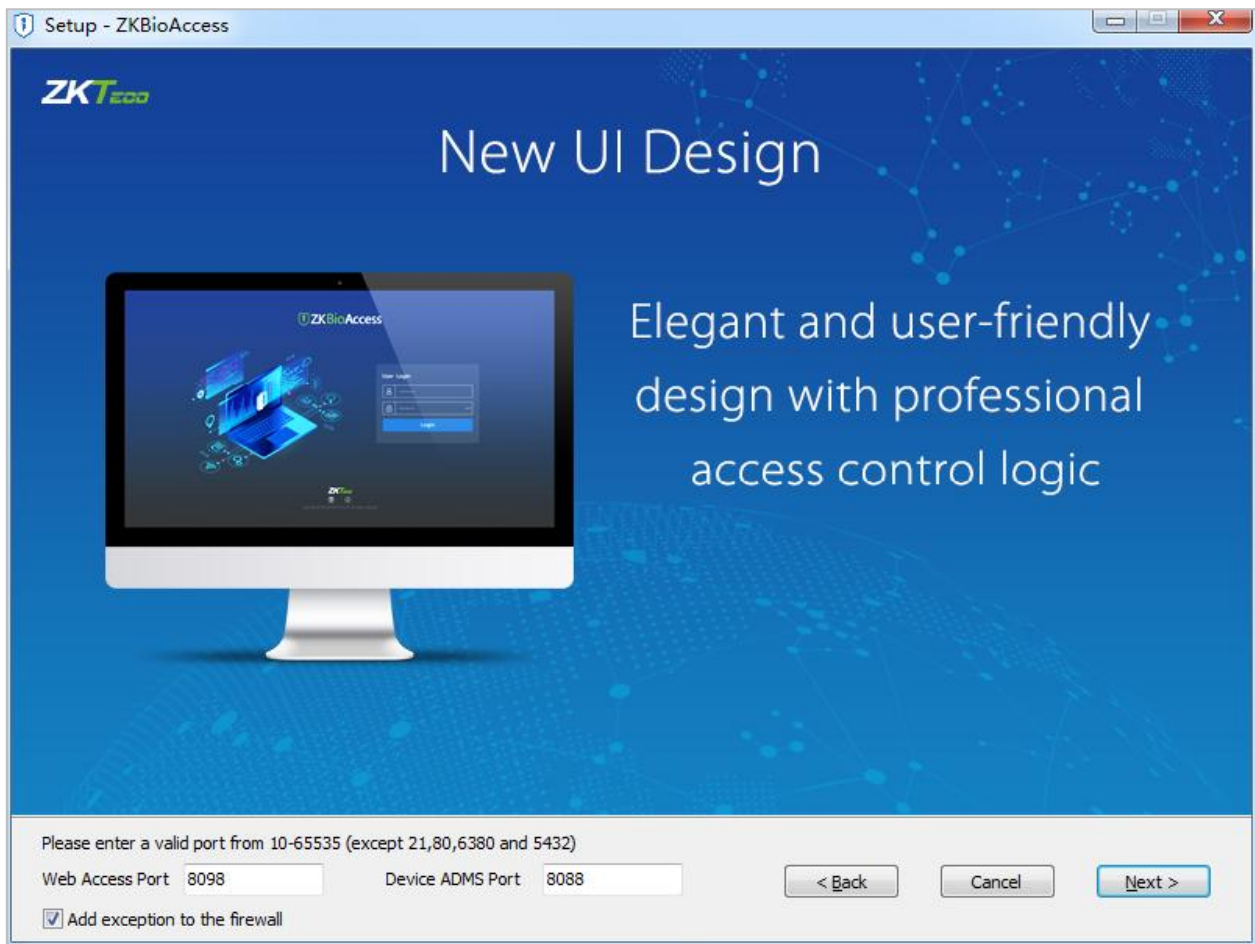


## 7.3.3 Communication Monitor

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



**Note:** While installing ZKBio CVAccess, you need to put port number properly.



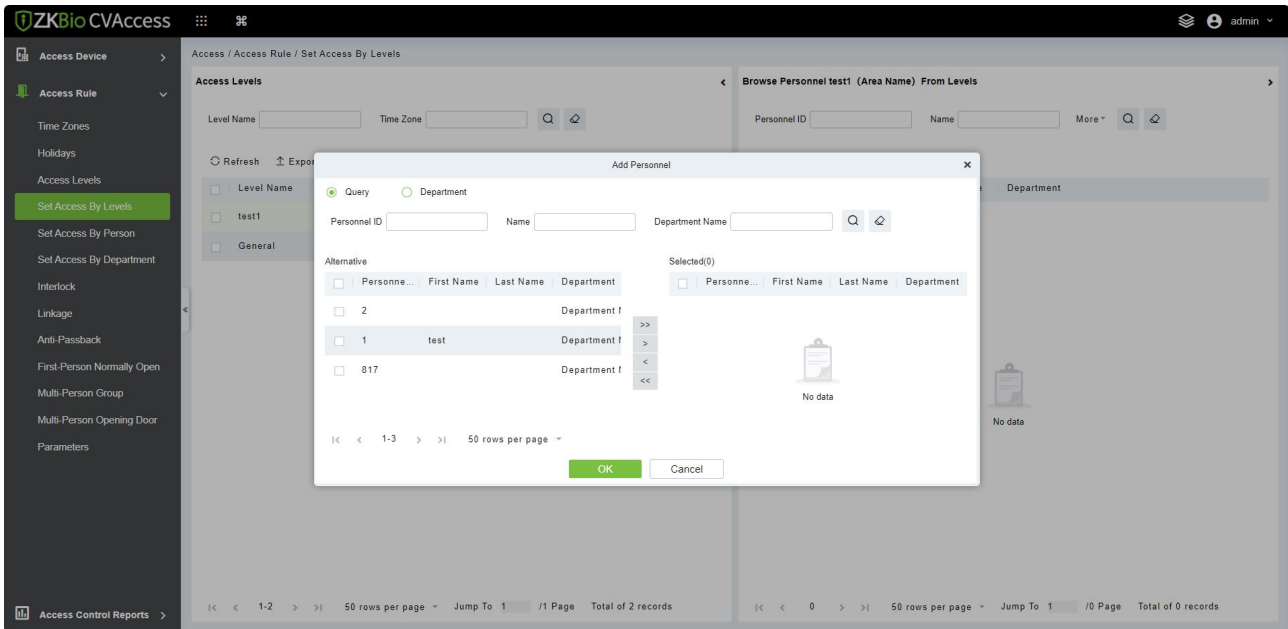
ADMS port is used to connect to the device and the web access port is used to access the website.

## 8 Appendices

### 8.1 Common Operations

#### ➤ Select Personnel

The selected personnel page in the system is as below:

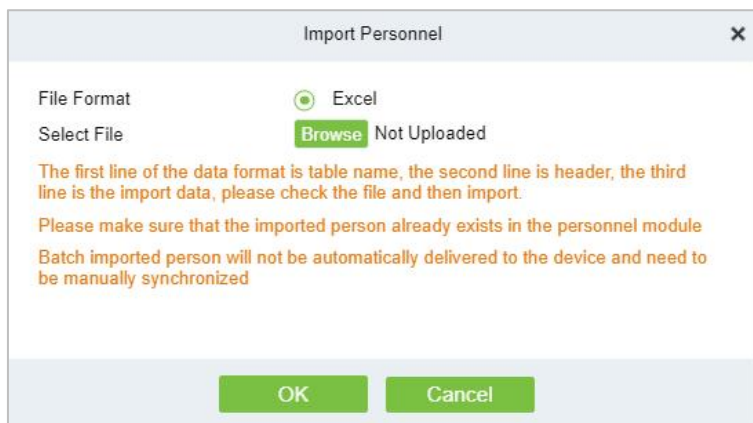


Click **>** to move the selected personnel into the selected lists. If you want to cancel the movement, click **<**.

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

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

1. Click **[Import]**:



**Fields are as follows:**

- **Destination File:** Choose the file to be imported.

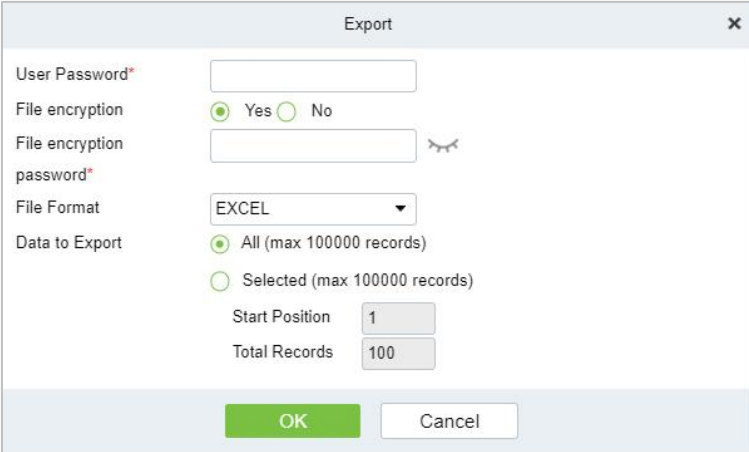
2. Click **[OK]**, The data is imported successfully.

**Notes:**

- (1) When the importing department table, department name, and department number must not be empty, the parent department can be empty. The duplicated number does not affect the operation, it can be modified manually.
- (2) When importing a personal table, a personnel number is required. If the personnel number already exists in the database, it will not be imported.

**➤ Export (take the personnel list exporting as an example)**

1. Click **[Export]**:



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

**Note:** 10000 records are allowed to export by default, you can manually input as required.



## 8.2 Access Event Type

### ➤ Normal Events

**Normal Punch Opening:** In **[Only Card]** verification mode, the person having open door levels punch card at a valid time period, open the door, and trigger the normal event.

**Normal Press Fingerprint Opening:** In **[Only Fingerprint]** or **[Card or Fingerprint]** verification mode, the person having open door levels press fingerprint at a valid time period, the door is opened, and trigger the normal event.

**Card and Fingerprint Opening:** In **[Card and Fingerprint]** verification mode, the person having the open permission, punch the card and press the fingerprint at the valid time period, and the door is opened, and trigger the normal event.

**Exit button Open:** Press the exit button to open the door within the door valid time zone and trigger this normal event.

**Trigger the exit button (locked):** Indicates the normal event triggered by pressing the exit button when the exit button is locked.

**Punch during Normal Open Time Zone:** At the normal open period (set normal open period for a single door or for first-person normally open), or through the remote normal open operation, the person having open door permission punch effective card at the opened door to trigger this normal event.

**Press Fingerprint during Normal Open Time Zone:** At the normal open period (set normal open period for a single door or for first-person normally open), or through the remote normal open operation, the person having open door permission press the effective fingerprint at the opened door to trigger this normal event.

**First-Person Normally Open (Punch Card):** In **[Only Card]** verification mode, the person having first-person normally open permission, punch at the setting first-person normally open time period (the door is closed) and trigger the normal event.

**First-Person Normally Open (Press Fingerprint):** In **[Only Fingerprint]** or **[Card plus Fingerprint]** verification mode, the person having first-person normally open permission, press the fingerprint at the setting first-person normally open period (the door is closed), and trigger the normal event.

**First-Person Normally Open (Card plus Fingerprint):** In **[Card plus Fingerprint]** verification mode, the person having first-person normally open permission, punch the card and press the fingerprint at the setting first-person normally open period (the door is closed), and trigger the normal event.

**Normal Open Time Zone Over:** After the normal open time zone over, the door will close automatically.

**Remote Normal Opening:** When setting the door state to normal open in the remote opening operation, this normal event is triggered.

**Cancel Normal Open:** When Punch the valid card or use the remote opening function to cancel the current door normal open state, this normal event is triggered.

**Disable Intraday Passage Mode Time Zone:** Indoor normal open state, punch effective card for five times (must be the same user), or select **[Disable Intraday Passage Mode Time Zone]** in remote closing operation and this normal event is triggered.

**Enable Intraday Passage Mode Time Zone:** If the intraday passage mode time zone is disabled, punch effective card for five times (must be the same user), or select **[Enable Intraday Passage Mode Time Zone]** in remote opening operation, and this normal event is triggered.

**Multi-Person Opening Door (Punching):** In **[Only Card]** verification mode, Multi-Person combination can be used to open the door. After the last card is verified, the system triggers this normal event.

**Multi-Person Opening Door (Press Fingerprint):** In **[Only Fingerprint]** or **[Card plus Fingerprint]** verification mode, Multi-Person combination can be used to open the door. After the last fingerprint is verified, the system triggers this normal event.

**Multi-Person Opening Door (Card plus Fingerprint):** In **[Card plus Fingerprint]** verification mode, Multi-Person combination can be used to open the door. After the last card plus fingerprint is verified, the system triggers this normal event.

**Emergency Password Opening Door:** Emergency password (also known as super password) set for the current door can be used for door open. This normal event will be triggered after the emergency password is verified.

**Opening Door during Normal Open Time Zone:** If the current door is set a normally open period, the door will open automatically after the set start time has expired, and this normal event will be triggered.

**Linkage Event Triggered:** After linkage configuration takes effect, this normal event will be triggered.

**Cancel Alarm:** When the user cancels the alarm of the corresponding door successfully, this normal event will be triggered.

**Remote Opening:** When the user opens a door by **[Remote Opening]** successfully, this normal event will be triggered.

**Remote Closing:** When the user closes a door by **[Remote Closing]** successfully, this normal event will be triggered.

**Open Auxiliary Output:** In linkage setting, if the user selects Auxiliary Output for Output Point, selects Open for Action Type, this normal event will be triggered when the linkage setting takes effect.

**Close Auxiliary Output:** In linkage setting, if the user selects Auxiliary Output for Output Point, selects Close for Action Type, or closes the opened auxiliary output by **[Door Setting] > [Close Auxiliary Output]**, this normal event will be triggered.

**Door Opened Correctly:** When the door sensor detects the door has been properly opened, triggering this normal event.

**Door Closed Correctly:** When the door sensor detects the door has been properly closed, triggering this normal event.

**Auxiliary Input Point Disconnected:** Will be triggered auxiliary input point is disconnected.

**Auxiliary Input Point Shorted:** When the auxiliary input point short circuit, trigger this normal event.

**Device Start:** Will be triggered if the device starts (This event of PULL devices will not appear in real-time monitoring and can be viewed only in event records of reports).

### ➤ Abnormal Events

**Too Short Punch Interval:** When the interval between two punching is less than the set time interval, this abnormal event will be triggered.

**Too Short Fingerprint Pressing Interval:** When the interval between two fingerprints pressing is less than the set time interval, this abnormal event will be triggered.

**Door Inactive Time Zone (Punch Card):** In **[Only Card]** verification mode, if the user having the door open permission punch but not at door effective period of time, this abnormal event will be triggered.

**Door Inactive Time Zone (Press Fingerprint):** If the user having the door open permission, press the fingerprint but not at the door effective time period, this abnormal event will be triggered.

**Door Inactive Time Zone (Exit Button):** If the user having the door open permission, press the exit button but not at an effective period of time, this abnormal event will be triggered.

**Illegal Time Zone:** If the user with the permission of opening the door punches during the invalid time zone, this abnormal event will be triggered.

**Illegal Access:** If the registered card without the permission of the current door is punched to open the door, this abnormal event will be triggered.

**Anti-Passback:** When the anti-pass back takes effect, this abnormal event will be triggered.

**Interlock:** When the interlocking rules take effect, this abnormal event will be triggered.

**Multi-Person Verification (Punching):** When Multi-Person combination opens the door, the card verification before the last one (whether verified or not), this abnormal event will be triggered.

**Multi-Person Verification (Press Fingerprint):** In **[Only Fingerprint]** or **[Card or Fingerprint]** verification mode, When Multi-Person combination opens the door, the fingerprint verification before the last one (whether verified or not), this abnormal event will be triggered.

**Unregistered Card:** If the current card is not registered in the system, this abnormal event will be triggered.

**Unregistered Fingerprint:** If the current fingerprint is not registered or it is registered but not synchronized with the system, this abnormal event will be triggered.

**Opening Door Timeout:** If the door is not closed within the specified delay time after opening, then the sensor detects and triggers this abnormal event.

**Card Expired:** If the person with the door access level, punches after the effective time of the access control and cannot be verified, this abnormal event will be triggered.

**Fingerprint Expired:** If the person with the door access permission presses fingerprint after the effective time of the access control and cannot be verified, this abnormal event will be triggered.

**Password Error:** If using **[Card plus Password]** verification mode, duress password or emergency

password to open the door, this abnormal event will be triggered.

**Failed to close door during Normal Open Time Zone:** If the current door is in the normal open state, but the user cannot close it by [**Remote Closing**], this abnormal event will be triggered.

**Verification Mode Error:** If the user opening door mode is inconsistent with that set for the current door, this abnormal event will be triggered.

**Multi-Person Verification Failed:** When Multi-Person combination opens the door, the verification is failed, and triggers this abnormal event.

### ➤ Alarm Events

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

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

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

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

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


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

**Server Connection Failed:** This alarm event will be triggered when the device is disconnected from the server.

**Mains power down:** Inbio5 series controller events, external power down.

**Battery power down:** Inbio5 series controller event, built-in battery power-down.

**Invalid card alarm:** Alarm event trigger when invalid card swiping five consecutively.

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

## 8.3 FAQs

### **Q: How to use a card issuer?**

**A:** Connect the card issuer to PC through USB port, and then click individual personnel card issue or batch card issue. Move the cursor to the card number input box, and punch the card on the card issuer, then the card number will be automatically shown in the input box.

### **Q: What is the use of role setting?**

**A:** Role setting has the following uses: 1. Set unified level for the same type of users newly added, just directly select this role when adding users; 2. When setting system reminder and determine which roles can be viewed.

### **Q: How to operate if I want to set accounts for all personnel of the Company's Financial Department?**

**A:** First, create a new role in system setting and configure the functions to be used for this role. Then add a user, set user information, and select the user's role, thus adding a new account. For other accounts, do the same.

### **Q: In Windows Server 2003, why the IE browser displayed error when access the system, how to solve it?**

**A:** This problem occurs because that Server 2003 has **[Security Configuration Option]** settings. If you want to access the system, please configure it as follows: click Start – Control Panel – Add or Remove Program, select **[Add and remove Windows components]** in the interface and click **[Internet Explorer Enhanced Security Configuration]** option, clear the checkbox. Then click **[Next]** to remove it from the system. Open the system again the browser will access the system properly.

### **Q: If backing up or restoring the database fails, the possible reason?**

**A:** Backup fails: Please check the system environment variables, please go to Properties > Advanced to set the environment variables as

"C:\Program Files\ZKBio CVAccess\Main Resource\postgresql\bin:"

"C:\Program Files" is the system installation path, you can modify by your actual situation.

**Restore fails:** There are several reasons: The system version is too high or too low, or the database has been damaged, you need to follow the prompts to change the system version or repair the system, re-install the database.

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