

User Manual

ZKBio CVAccess

Date: May 2024 Doc Version: 1.1 Software Version: V4.1.0 English

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



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

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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 \star 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. OK, Confirm, Cancel.							
>	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>.</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.
ę	The general information which helps in performing the operations faster.
*	The information which is significant.
۲	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

User Login
admin
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	×
Username*	admin	
	Username should be composed between 1-30 characters	- 1
	and in letters,numbers,or symbols (@/.J-/+/_).	
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	admin	
Last Name		
Fingerprint	S Download New Driver @0	3
ringerprint		
	OK Cancel	

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 On the upper right corner of the interface to switch the language.

- New Language Deutsch	Русский	italiano	Português (Brasil)
Français	日本語	Español	Bahasa Indonesia
عربى	Tiếng Việt	中文(繁體)	ไทย
한국어	✓ English	українська	中文(简体)
polski	română	Türkçe	

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.

TEXT CVAccess									😂 🕒 admin 👻
♣ Personnel ~ Person Department	Personnel	Access	Attendance	Smart Video Surveillance	↓↓↓ System	2			
Position Dismissed Personnel	Card Number	Personnel ID	First Name	Last Name	Action	Operator	Time	Change Time	
Pending Review Custom Attributes Parameters	¢								
							No data		
🗑 Card Management >	1c c 0	> >1 50 ro	ws per page 👻	Jump To 1	/0 Page	Total of 0 records			

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 <u>Common Operations</u>.

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].

Personnel ID*							
First Name Gender Certificate Type Birthday Hire Date Device Verification Password Biometrics Type Enable app login	2842	 ▼ ▼ ● ●	Department* Last Name Mobile Phone Certificate Number Email Position Name Card Number	Department Name		Browse Capt	ure
evels Settings ✓ General	Select All	Unselect All	De ⑦ Ext ⑦ Act	peruser vice Operation Role tend Passage cess Disabled t Valid Time	No Ordinary User	r T	

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:

L	
Biometrics Type	\$0

- 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 "Duress 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:



- Fingerprint

 Scans Left.2

 Scans Left.2

 The finger information:

 Right Hand

 Middle Finger

 Click the checkbox to register or delete fingerprint.

 Image: Image
- 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].

General î‡1				Ordinary User
Add	Select All	Unselect All	month and day	

Fields are as follows:

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

	Add to Levels	×
Level Name Time Zone	Q &	
Alternative	Selected(0)	
Level Name Time Zone	Level Name Time Zone	
□ 门 试3 24-Hour Accessible		
1 \$2 24-Hour Accessible	>>	
1 24-Hour Accessible	> < <<	
	No data	
I< < 1-3 > >I 50 rows per page ▼	Cancel	

- **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.

EXAMPLE 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.

- 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.

	<u></u>				
оуее Туре	1.0.0.0	T	Hire Type	1.000	*
Title			Street		
place			Country		
me Phone			Home Address		
ice Phone			Office Address		

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.

*E***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].

	x	
占 Personnel 🗸 🗸	Personnel / Personnel / Person	
Person	Department Name	Personnel ID Name More - Q 🖉
Department		
Position	к ^л д ^К	O Refresh ∓ New the Personnel Adjustments ▼ m Delete ▼ ↑ Export ▼ ↓ Import ▼ … More ▼
Dismissed Personnel	Department Name(1)	Personnel ID Es Adjust Department Name Department Name Card Number Verification
Pending Review		81* Contract Position Department Name &* Dismissal
Custom Attributes		
Parameters		
	<u>ן</u>	
	*	

- 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.

Department Name	Personnel ID	Name	•	More *	Q @			
и ^л л ⁴	◯ Refresh 🛛 ∓ New	ትያ Personnel Adjust	ments 👻 💼 Delete	1 Export		… More ▼		
Department Name(1)	Personnel ID		Statistics		× ^{d Number}	Verification Mode	e Enable	App login
	■ 81*	Department		• Q			0	•
«		Statistical Type Male Female Unknown Person Fingerprint Near Infrared Face Finger Vein Palm Vein Visible Face Card Face Picture	Current Total 0 1 0 0 0 0 0 0 0 0 0 0 0					
			Close					

3.1.1.6 Export

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

Personnel / Personnel / Person	
Department Name	Personnel ID Name More - Q 🖉
^{دم} م ^{لد}	⊖ Refresh ∓ New 皆 Personnel Adjustments 🔹 🖻 Delete 👻 🛨 Export 🝷 坐 Import 🝷 … More 👻
Department Name(1)	Personnel ID First Name Last Name Departmer £ Export Personnel Verification Mode
	81* Departmer ¹ Export Biometric Template
8	

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

Department Name	Personnel ID	Name More * Q 🖉
		Export Personnel
× ۲	O 🔽 Basic Informati	
Department Name(1)		🔄 Department 🗹 Gender 🔤 Birthday 🔤 Mobile Phone
		🗹 Card Number 🔤 Email 🔤 Certificate Type 🔤 Certificate N
		🔽 Position Num 🗹 Position Name 🗹 Hire Date 🛛 🗹 Verification
	Custom Attribut	
		Job Title Street Birthplace Country
		Home Phone Home Address
	User Password*	
	File encryption	Yes No
	File encryption	
	password*	
	File Format	EXCEL
	Data to Export	 All (max 100000 records)
		O Selected (max 100000 records)
		Start Position 1
		Total Records 100

Personnel						
Personnel ID	First Name	Last Name	Department Number	Department Name	Card Number	
432	ex		2	Marketing Department		
343	exa n ple		4	Financial Department		
1	abc	xyx	2	Marketing Department	547657	
2	abel	xyz1	3	Development Department	46576567	
575	Jeff		· · · · · ·	Department Name		

2. Export the Biometric Template.

Department Name	Pe	sonnel ID	Name	More* Q 🖉
^م م ^{لا}	O R	efresh 🖅 New 🎦 Personnel A	djustments 👻 🛍 Delete 👻	⊥ Export - ⊥ Impor
Department Name(1)		Export Biometric Template	>	ame Card Numb
	User Password* File encryption File encryption password*	Yes No		ame
	File Format Data to Export	EXCEL All (max 100000 records)		
x	Data to Export	All (max 100000 records) OK Cance	91	

Personnel Biometric Template								
Personnel D	First Name	Last Nore	Bienetric	Biometric	Banetric	Biometrie	Biometric	Biometric Template
3	Jerry	Wang	а	Pergarprint	10		4	TEXTLicto-AAAFDwEECAUHOCYDAAABDw80AAAADDw70FADwLxgANACDxhg GozAllePF w020coolin g ACAXWHAxgACg8F000AABUEB0CHANLIAAC-D-MUMOCYAJBISS0gAYagiloACGAAMAABAWAJQ Ayb-HKyaAABWChyaDaAABAHAADAAADWAHALIAAC-D-MUMOCYAJBISS0gAYagiloACGAAMAAABAWAJQ GgAAMBINGCDDSL-wAABAYWF1WEBAAYYMONDyAd0ASgBASBWPAAADVFR0aD-ABGK720aA8BA GGAHS00CAABUMCQ0DHLgJQHBCPWMCAABSgBASABAWAHAADVFR0aD-ABGK720aA8BA ABWH20YAAABUMCQ0DHLgJQHBCPWMCAABSgBASABAWAHAGYAQBBASBACAABA GBHS00CABUMCQ0DHLgJQHBCPWMCAABSgBASABAWAHAGYAQBBASBACAABA ABWH20YAAABUMCQ0DHLgJQHBCPWMCAABSgBASABAWAHAGYAQBBASBACAABA ABWH20YAAABUMCQ0DHLgJQHBCPWMCABBSgBASABAWAHYYAU3QD5857BK7077MC2qAb BBHS7267BY171G712AAABAYWAH3559FY107410540F9WH20A5BACAAACAADABYYYAU3QD5857BK7077MC2qAb BgHS767BAF1171G712AAAABYNAH3559YH20A5B9FAA288004F740749449FY0Y3984542030177777770040 Dgy0154HN1711G712AAADFFAASagF12000H1904AS907B7040F4175597BH1115C22537BM2047BAABAYW71077002d9gC1mae80CH18 BBH1470387D7112C24AA2FFAASagF1200MWMCMS207B7040F4174179403gB1284732AAbaAPYM7190201 BSCWW880aew0cc21A0711BBacAAAAFY12AAAA3HT1474D124037785000H192A542AAbaAPYM7190201 BSCWW880aew0cc21A0711BBacAAAAFY12AAAA3HT1474D1240797630402011942AA274AA2AAFY1790201 BSCWW880aew0cc21A0711BBacAAAAFY12AAAA3HT1474D1240797630402011744742AbaAPYM7190201 BSCWW880aew0cc21A0711BBacAAAAFY12AAA3HT1474D1240797630402011942AA22474F72AbaAPY1790201 BSCWW880aew0cc21A0711805240201747239200000000000000000000000000000000000

3. Export Personnel Photo.

Personnel / Personnel / Person				
Department Name	Personnel	ID	Name	More* Q 🖉
^א א ^ע	⊖ Refresh	그 New 원 Persor	nnel Adjustments 👻 🛍 D	elete → ↑ Export → ± Import →
Department Name(1)	Barar	Export Pers	sonnel Photo	Card Number
	User Password* File encryption	Yes No		
	File encryption password*		>~<	
	File Format	ZIP	▼	
«		ОК	Cancel	

3.1.1.7 Import

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

			More * Q	Personnel ID Name	Department Name
Image: Second in the secon		🛨 Import 🝷 … More 👻	o∰ Delete Export -	C Refresh 🖅 New 🖁 Personnel Adjustments →	к ^л д ^к
■ <u>S1</u> Department Name ↓ Import Personnel Photo ↓ Import Dismissions	En	⊥ Import Personnel	Department Name C	🛃 Personnel ID First Name Last Name	Department Name(1)
Download Personnel Import Template Download Dismission Import Template		 	Department Name	☑ 81 [*]	

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.

	Personnel / Personnel / Pers	on					
	Department Name	Person	nel ID Name			More *	Q @
	к ^л д ^К	⊖ Refre	sh 🖅 New 🎦 Personnel Adjustm	ents 👻 💼 Delet	e -	∱ Export	÷ ⊻ Import ·
	Department Name(1)		Import Personnel	×	tment	Name	Card Number
			 Excel Browse Not Uploaded Yes No a format is table name, the second line is head please check the file and then import. 	der, the third	tment	Name	
«		1	OK				

2. Import Biometric Template.

Personnel / Personnel / I	erson	
Department Name	Personnel ID Name	More + Q 🖉
^م م ^{لا}	O Refresh ∓ New 🔓 Personnel Adjustments ▼	ੰ Delete → ↑ Export → ↓ Import →
Department Name	Import Biometric Template	× Department Name Card Number
	File Format Excel Select File Browse Not Uploaded The first line of the data format is table name, the second line is header, the third line is the import data, please check the file and then import.	Department Name
«	OK Cancel	

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.

Department Name	Personnel ID Name More - Q &
م Department Name(1)	C Refresh ∓ New 🐮 Personnel Adjustments ▼ 🖻 Delete ▼ 1 Export ▼ 보 Import ▼ Personnel ID First Name Last Name Department Name Card Numbe
L' Department Name(1)	Personnel ID First Name Last Name Department Name Card Numbe
	Import mode Photo Compressed package Personal photos Face Picture
	OK Close

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].

TEXT CVAccess	::: ¥		
💄 Personnel 🗸 🗸	Personnel / Personnel / Department		
Person	Department Name	Department Number Q	
Department Position	^م م ^ر	◯Refresh ∓ New 窗 Delete	
Dismissed Personnel	 Department Name D test1 	New	x arent Department Creation Date
Pending Review		If the new department does not appear in the department list, please contact the administrator to re-authorize the department in the user edt!	2023-10-20 16
Custom Attributes		Department Number*	epartment Name 2023-10-24 10
Parameters	«	Department Name* Sort* 99999 Parent Department	
		Save and New OK Cancel	

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 <u>Common Operations</u>.

3.1.2.2 Edit a Department

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

Department Name	Department Number		Q &			
к ^л л ^к	C Refresh Ξ∓ Ne	ew 🛍 Delete 🛧 Exp	port 🛓 Import 👻			
Department Name	Department	Department Name	Parent Department	Parent Department	Creation Date	Operations
test1	□ <u>1</u>	Department Name			2023-10-20 16:40:14	2
	<u>10</u>	test1	1	Department Name	2023-10-24 10:26:52	@ ₪

3.1.2.3 Delete a Department

1. Click [Personnel] > [Personnel] > [Department], select a department and click $\overline{\square}$.

Personnel / Personnel / Department						
Department Name	Department Number		Q 🖉			
к ^л л ^К	C Refresh	v 💼 Delete^ Exp	ort 🛓 Import 👻			
A 🕒 Department Name	Department	Department Name	Parent Department	Parent Department	Creation Date	Operations
 E test1 E test2 		Department Name			2023-10-20 16:40:14	<u>@</u>
	<u>10</u>	test1	1	Department Name	2023-10-24 10:26:52	_ ₫
	□ <u>11</u>	test2	10	test1	2023-10-24 10:31:16	_ ₫
			Prompt			
«		Are you su	re you want to perform the operation?			

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

Solution 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.

Personnel / Personnel / Departr	nent				
Department Name	Departme	ent Number	Q &		
^م ^م	⊖ Refresh	n 🖅 New 🛍 Delete	∱Export ⊻Import -		
Department Name	💟 Depa	artment Department Na	me Parent Department	Parent Department	Creation Date
 E test1 E test2 		Export		×	2023-10-20 16:40:14
	User Password*			tment Name	2023-10-24 10:26:52
	File encryption File encryption	Yes No	> ₇ -4		2023-10-24 10:31:16
	password*				
	File Format	EXCEL 🔻			
«	Data to Export	 All (max 100000 records))		
		O Selected (max 100000 re	ecords)		
		Start Position 1			
		Total Records 100			
		ОК	Cancel		

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:

Personnel / Personnel / Department Name	Department Number Q			
^{رم} م ^ر	◯ Refresh ☲ New 💼 Delete ⊥t Export ⊻ Imp	oort -		
Department Name	Import	× ^{nt}	Parent Department	Creation Dat
 test1 test2 	File Format Excel			2023-10-20 1
	Select File Browse Not Uploaded		Department Name	2023-10-24
	The first line of the data format is table name, the second line is header, the third line is the import data, please check the file and then import.		test1	2023-10-24 1
«	OK Cancel			

- 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.

TEXBio CVAccess	æ		😂 😫 admin 👻
📥 Personnel 🗸 🗸	Personnel / Personnel / Position		
Person	Position Number	Position Name Q &	
Department	^د م ^ر	C Refresh ⊒ New Bi Delete ↑ Export + Import +	
Position Dismissed Personnel	• 1	Position Number Position Name Parent Position Number Parent Position Operations	
Pending Review			
Custom Attributes			
Parameters			
7	< ∶		
		No data	
		I< < 0 > >I 50 rows per page - Jump To 1 /0 Page Total of 0 records	
Card Management >			

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.

Personnel / Personnel / Positi	on Position Name		Q &	
² م ^ر	O Refresh	New 🛍 Delete	1 Export ↓ Import →	
x	Position	Position Number* Position Name* Sort* Parent Position	New	×
		C	Cancel	

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 \angle .

Personnel / Personnel / Positio	n	
Position Number	Position Name Q	
к ^л д ^к	C Refresh ∓ New 💼 Delete ⊥ Export ⊻ Import -	
11	Position Number Position Name Parent Position Number	Parent Position Operations
	<u>11</u> <u>11</u>	2 🖻

3.1.3.3 Delete

1. Click [Personnel Management] > [Personnel] > [Position], select a position and click $\overline{\square}$.



2. Click [OK] to delete.

3.1.3.4 Export

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

Position Number	Position Name	Q &	
^م م ^ر		ı́Delete	
11	Position Number	Position Name Parent Position Number Paren 11 Export	t Position Operati
«	User Password File encryption File encryption password* File Format Data to Export	Yes No	

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:

Personnel / Personnel / Position				
Position Number	Position Name		Q &	
د ^م م ^{لا} 11	◯ Refresh 🗄		⊥ Export v Import v n Name Parent Position Number Parent	Position O
	11	11		4
			Import	×
		File Format Select File	Excel Browse Not Uploaded	
«		The first line of the line is the import da	data format is table name, the second line is header, the ta, please check the file and then import.	e third
			OK Cancel	

- 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.

TERMIN CVAccess	III 🗱 🛠 🖨 admin
💄 Personnel 🗸 🗸	Personnel / Personnel
Person	Personnel ID Department Name More * Q 🖉
Department	O Refresh 🛍 Delete ⊥î Export
Position	Personnel ID First Name Last Name Department Name Hire Date Dismissal Date Dismissal Type Dismissal Reason Operations
Dismissed Personnel	
Pending Review Custom Attributes	
Parameters	
Tatameters.	
	No data
Card Management >	i< < 0 > >i 50 rows per page ← Jump To 1 // 0 Page Total of 0 records

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

3.1.4.1 Delete

Click [Personnel] > [Personnel Management] > [Dismissed Personnel], select a personnel and click ¹

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].

Cubic CVAccess # ** Personel Personel / Diminiscol Personel / Diminis

3.1.5.1 Delete

- 1. Click [Personnel] > [Personnel Management] > [Pending Review], select a review and click $\overline{\square}$.
- 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.

	✓ F	Personn	el / Personnel / Cu	stom Attributes					
erson		Displa	y Name	Attribute Va	lue		Q @		
epartment									
Position		OR	efresh ∓ New	Delete					
lismissed Personnel			Display Name	Attribute Value	Input Type	Row	Column	Display in Person List	Operations
ending Review			Employee Type	Official Staff;Probation	Pull-down List	3	1	No	_ ڨ
ustom Attributes			Hire Type	Contract Worker;Non C	Pull-down List	3	2	No	_
arameters			Job Title		Text	4	1	No	_ ڨ
aranteters			Street		Text	4	2	No	⊿ â
			Birthplace		Text	5	1	No	∠ ā
			Country		Text	5	2	No	∠ 亩
			Home Phone		Text	6	1	No	 ∠ ā
			Home Address		Text	6	2	No	 ii
			Office Phone		Text	7	1	No	
			Office Address		Text	7	2	No	_
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.

Displ	ay Name			New		×		
O R	lefresh 🗔 New	n Delete	Display Name* Input Type*	Pull-down List	•	- 1		
	Display Name	Attribute V	Attribute Value * Using a ' ; ' delimiter.			ist	Ope	eratio
	Employee Type	Official Sta					0	Û
	Hire Type	Contract V	D			- 1	0	Ŵ
	Job Title		Row* Column*	8			0	Û
	Street		Display in Person List	🔿 Yes 💽 No		- 1	0	ŵ
	Birthplace						0	Û
	Country					- 1	0	Û
	Home Phone		OI	Cancel			0	Û

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.

Access Control	Time Attendance	Personnel Detail			•
Employee Type Job Title Birthplace Home Phone Office Phone			Hire Type Street Country Home Address Office Address		

3.1.6.2 Editing a Custom Attribute

Click \mathbb{Z} . to modify the corresponding attributes.

 Display Name Attribute Value Input Type Row Column Display in Person Employee Type Official Staff;Probation Pull-down List 3 1 No 	
🗹 Employee Type Official Staff;Probation Pull-down List 3 1 No	
	_ ₫
Hire Type Contract Worker;Non (Pull-down List 3 2 No	<u></u>

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].

JZKBio CVAccess	···· *	😂 😫 admin 👻
📥 Personnel 🗸 🗸	Personnel / Personnel / Parameters	
Person Department Position Dismissed Personnel Pending Review Custom Attributes Parameters	Personnel ID Setting The Maximum Length: 9 Support Letters: Ves No Personnel ID Auto-increment: 9 Yes No	Personnel ID Setting Card Setting Pending personnel settings Setf-service Registration Personal sensitive information pro
	Card Setting Card Format Display: O Decimal O Hexadecimal Card Reading Mode: O Read By Controller	
	Pending personnel settings Enable Auto-audit:	
Card Management >	Self-service Registration	

- 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.

ZKBio CVAccess	··· ¥	😂 🕃 admin ~
O Personnel >	Personnel / Card Management / Card	
🖶 Card Management 🗸	Card Number Personnel ID Department Name More * Q &	
Card	C Refresh D Batch Issue Card 🗔 Reported Lost Card 🛱 Reactivate Lost Card ⊥ Export	
Wiegand Format	Card Number Personnel ID First Name Last Name Department Number Department Name Issue Card Date Card State	
Issued Card Record	4	

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.

ZKBio CVAccess	::: ¥				😂 🕒 admin 👻
) Personnel >	Personnel / Card Management / Wiegand Form	at			
🖥 Card Management 🗸 🗸	⊖ Refresh ∓ New 💼 Delete 🖾 Ca	rd Formats Testing			
Card	Name Name	Mode	Site Code	Auto	Operations
Wiegand Format	Wiegand Format26	Mode One	0	Yes	2
Issued Card Record	Wiegand Format26a	Mode One	0	No	2
	Wiegand Format34	Mode One	0	Yes	2
	Wiegand Format34a	Mode One	0	No	2
	Wiegand Format36	Mode One	0	Yes	2
	Wiegand Format37	Mode One	0	Yes	2
	≪ <u>Wiegand Format37a</u>	Mode One	0	No	2
	Wiegand Format50	Mode One	0	Yes	2
	Wiegand Format66	Mode One	0	Yes	2
	< < 1-9 ⇒ > 50 rows per p	age - Jump To 1 /1 Page	Total of 9 records		

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

Name			Mod	•		Site Co	de		Au	ito		Оре
Wiegand Forma						Edit					×	L
Wiegand Form	Name*		Wiegand	Format26								2
Wiegand Forma	Total Bit*		26								- 1	0
	Site Code Auto		0								- 1	2
Wiegand Forma	Mode O	ne									- 1	<u>~</u>
Wiegand Form	First Parity C		1								- 1	2
Wiegand Form	Second Pari	ty Check(p)	26									0
Wiegand Forma	Odd P Start Bit	arity Check(o) The Maximun Length		ven Parity Check(e) Bit The Maximum Length	m Start Bit	CID(c) The Maximum Length	Start Bit	ite Code(s) The Maximum Length		acturer Code(m The Maximu Length		L
Wiegand Form	14	13	1	13	2	24	0	0	0	0		0
	O Mode Tr	wo										
Wiegand Forma	Card Chec	:k Format*	pco		сссср							2
	Parity Che	ck Format*	eee	eeeeeeeeeoooooo	0000000							

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.

3.2.3 Issue Card Record

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

TERMIN CVAccess	··· %	😂 😫 admin 🖌
Personnel >	Personnel / Card Management / Issued Card Record	
🕞 Card Management 🗸 🗸	Card Number Action Nore Q	
Card	O Refresh 1 Export	
Wiegand Format	Card Number Personnel ID First Name Last Name Action Operator Time Change Time	
Issued Card Record		
	6	
	No data	
	I< < 0 > >I 50 rows per page → Jump To 1 /0 Page Total of 0 records	

✓ 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:

Name* unication Type* TCP/IP RS485 ress* unication port* 4370 unication Password pe* Door ▼	• 👤 Communication •
I Panel Type One-Door Access Co Area Name Level Level Clear Data in the Device when Adding] will delete data in the device xcept event record), please use with caution!	No data
	Level Data in the Device when Adding will delete data in the device

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.

avice Name	Serial Number	IP Address	More * Q 🖉	
)Refresh 🎞 New 💼	Delete ⊥ Export Q Search	■ Control + @ Set up + 屆 View / C	Get 👻 👤 Communication 👻	
		Search		
Search No device for	ound? Download Search Tools to	Local Disk		
tal Progress				
IP Address	Device Type	Serial Number		
IP Address MAC	Address Subnet Mask	Gateway Add Serial Number Device	Type Set Server Operations	
IP Address MAC	Address Subnet Mask	Gateway Add Serial Number Device	Type Set Server Operations	
IP Address MAC	Address Subnet Mask	Gateway Add Serial Number Device	Type Set Server Operations	
IP Address MAC	Address Subnet Mask	Gateway Add Serial Number Device	Type Set Server Operations	
IP Address MAC	Address Subnet Mask	Gateway Add Serial Number Device	Type Set Server Operations	
IP Address MAC	Address Subnet Mask	Gateway Add Serial Number Device	Type Set Server Operations	
IP Address MAC	Address Subnet Mask	Gateway Add Serial Number Device	Type Set Server Operations	
IP Address MAC	Address Subnet Mask	Gateway Add Serial Number Device	Type Set Server Operations	
IP Address MAC	Address Subnet Mask	Gateway Add Serial Number Device	Type Set Server Operations	
IP Address MAC	Address Subnet Mask	Gateway Add Serial Number Device	Type Set Server Operations	
IP Address MAC	Address Subnet Mask	Gateway Add Serial Number Device	Type Set Server Operations	
IP Address MAC	Address Subnet Mask	Gateway Add Serial Number Device	Type Set Server Operations	
IP Address MAC	Address Subnet Mask	Gateway Add Serial Number Device	Type Set Server Operations	
IP Address MAC	Address Subnet Mask	Gateway Add Serial Number Device	Type Set Server Operations	
IP Address MAC	Address Subnet Mask	Gateway Add Serial Number Device	Type Set Server Operations	
IP Address MAC	Address Subnet Mask	Gateway Add Serial Number Device	Type Set Server Operations	
	Address Subnet Mask		Type Set Server Operations	

- 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.

				Search				×
Search	No device found? <u>Downloa</u>	d Search Tools to	Local Disk					
Total Progress	100%		Searched device	s count:1				
IP Address	Device	Туре	Serial N	umber	($\overline{\mathbf{x}}$		
IP Address	MAC Address	Subnet Mask	Gateway Add	Serial Number	Device Type	Set Server	Operations	
192.168.137.32	2	255.255.255.0	192.168.137.1	7273212700020	RevFace 19		Add	
A The current sy	stem communication port is	8881, please make su	ire the device is set o	correctly.				
				Close				

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.

Device Name*	192.168.137.32	
Icon Type*	Door	•
Area*	Area Name	-
Add to Level		•
Clear Data in the Device when Adding		
A IClass Data in the Davies when Add	and will delate date in the de	ten lowent avent
[Clear Data in the Device when Add record), please use with caution!	ing] will delete data in the de	vice (except event

• **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.

Device Name*	1 92.168.213.155
New Server Address*	Address Opmain Address
	192 . 168 . 213 . 25
New Server Port*	8088
Communication Password	
lcon Type*	Door
Area*	Area Name
Add to Level	
Clear Data in the Device when Adding	
[Clear Data in the Device when Addin record), please use with caution!	g] will delete data in the device (except event

P Address* Communication port* 4370 Communication Password Con Type* Door Control Panel Type One-Door Access Cont Area Name Clear Data in the Device when Adding	25.0 mm / 1.20		101
P Address* Communication port* 4370 Communication Password Con Type* Door Control Panel Type One-Door Access Cont Area Area Name Clear Data in the Device when Adding	Device Name*		
Communication port* 4370 Communication Password	Communication Type*	TCP/IP	
Communication Password Con Type* Door Control Panel Type One-Door Access Cont Area* Area Name Add to Level Clear Data in the Device when Adding Clear Data in the Device when Adding Clear Data in the Device when Adding will delete data in the device	P Address*	(a) (a)	430
Control Panel Type One-Door Access Cont Area* Area Name Add to Level Clear Data in the Device when Adding Clear Data in the Device when Adding] will delete data in the device	Communication port*	4370	
Control Panel Type One-Door Access Cont Area* Area Name Add to Level Clear Data in the Device when Adding Clear Data in the Device when Adding] will delete data in the device	Communication Password		
Area Name Add to Level Clear Data in the Device when Clear Data in the Device when Clear Data in the Device when Adding Clear Data in the Device when Adding] will delete data in the device	con Type*	Door	-
Add to Level Clear Data in the Device when Adding Clear Data in the Device when Adding] will delete data in the device	Control Panel Type	One-Door Access	Cont -
Clear Data in the Device when Adding	Area*	Area Name	~
Adding Clear Data in the Device when Adding] will delete data in the device	Add to Level		~
	Adding		
			ta in the device

- **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.

Device Name	Serial Number	IP Address
⊖Refresh <u>∓</u> New	歯 Delete ⊥ Export Q Search	🗏 Control 🔻 🕲 Set up 👻 🗟 View
Device Name	Serial Number Area Name II	Clear Administrator Permission ;e Moo
✓ <u>192.168.137.32</u>	7273212700020 Area Name 1	 ✓ Clear Command ▲ Upgrade Firmware ※ Reboot device ④ Synchronize Time ✓ Enable

(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).

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.

TEXBio CVAccess		😂 😫 admin 🗸
🖪 Access Device 🗸 🗸	Access / Access Device / I/O Board	
Device	Device Name 🔹 Q 🖉	
I/O Board	O Refresh ⊒ New a Delete	
Door	Name Area Name Owned Device Number I/O Board Type RS485 Address Protocol Type Operations	
Reader Auxiliary Input	New X	
Auxiliary Output	Name'	
Event Type	Device Name" Click to select Protocol Type"	
Daylight Saving Time	I/O Board Type*	
Real-Time Monitoring	RS485 Address" RS485 Address Code Figure on xe	
Alarm Monitoring Map	••••	
мар	After the configuration, you need to restart the device to take effect.	
	Cancel	
Access Rule >		
	< < 0 > > 50 rowsperpage − Jump To 1 /0 Page Total of 0 records	
Access Control Reports >		

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

	×
Device Name Serial Number	Q &
Alternative	Selected(0)
Device Name Serial Number	Device Name Serial Number
No data	> < No data
∢ ⊂ C > > 50 rows per page ▼	OK Cancel

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.

	Edit	>
Device Name*	192.168.137.32	
Communication Type*	TCP/IP HTTP RS485	
Serial Number*	7273212700020	
IP Address*	192 . 168 . 137 . 32	
Communication port*	8881	
Icon Type [*]	Door 🔻	
Control Panel Type	Standalone Device 📼	
Area*	Area Name 🔹	
Set Wiegand Reader	Click to select the reader	
TimeZone	(UTC+8)Beijing, Chi ▼	
TimeZone	(UTC+8)Beijing, Chi ▼	

For the details and settings of the above parameters, see <u>Device</u>. 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 Name	Serial Num	per	IP Address More	e* Q
◯ Refresh = E∓ New	🛍 Delete 👤 🛨 Export	Q Search 🖳 Cont	rol 👻 🐵 Setup 👻 🗟 View / Get 🍷 👤 C	communication 👻
Device Name	Serial Number A	ea Name IP Address	Status Device Model Register	Device Firmware Version
☑ <u>192.168.137.32</u>	7273212700020 A	ea Name 192.168.13	37.32 Online RevFace 19 🕒	ZAM200-NF80VF-Ve
		User Password* File encryption File encryption password* File Format Data to Export	Export Yes No EXCEL All (max 100000 records) Selected (max 100000 records) Start Position 1 Total Records 100	×
		Da	OK Cancel	

Device Name	Serial Number		Communic ation Type	Network Connection M ode	IP Address	RS485 Parameter	Status	Device Model	Register Device	Firmware Version
SpeedFace-V5	C GFE184760043	Area Name	HTTP	Wired	192.168.213.67		Offline	SpeedFace- V 5	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.

Device Name	Serial Number	IP Address
⊖ Refresh = New	no Delete 1 Export Q Search	🗏 Control 🔹 🐵 Set up 👻
Device Name	Serial Number Area Name	📊 🚿 Clear Administrator Permission
<u>192.168.137.32</u>	7273212700020 Area Name	1 Section Command
		Reboot deviceSynchronize Time
		✓ Enable
		⊘ Disable
		(P Synchronize All Data to Device

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.

Device Name	Serial Number	IP Address
⊖ Refresh 🛛 Ξ∓ New	mi Delete ⊥ Export Q Search	🗏 Control 🝷 🐵 Set up 🝷
🔽 🛛 Device Name	Serial Number Area Name II	Strate Clear Administrator Permission
<u>192.168.137.32</u>	7273212700020 Area Name 1	🛠 Clear Command
		Upgrade Firmware
		🔆 Reboot device
		Ge Synchronize Time
		✓ Enable
		S Disable
		(P Synchronize All Data to Devices

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.

Device Name	Serial Number	IP Address	
ORefresh ∓ New	mû Delete ⊥ Export Q Search	🗐 Control 🔻 🐵 Set up 🔹 🗄	& View / Ge
Device Name	Serial Number Area Name II	Clear Administrator Permission	e Model
<u>192.168.137.32</u>	7273212700020 Area Name 1	S Clear Command	ace 19
		🖨 Upgrade Firmware	
		∜ Reboot device	
		Ge Synchronize Time	
		✓ Enable	
		O Disable	
		Synchronize All Data to Devices	

	Upgrade Firmware	
	grade equipment of the same type)	
RevFace 19 : 192.168."	137.32	
ect File Browse Not Uplo	aded	
lect File Browse Not Uplo	aded	
	aded	
	aded	
lect File Browse Not Uplo	aded	
al Progress		Close
al Progress	aded	Close
al Progress		Close
al Progress		Close
al Progress		Close
		Close

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.

Device Name	Serial Number	IP Address
O Refresh = → New	∎ Delete _ 1 Export Q Search	🗐 Control 🔻 🚳 Set up 👻 🗟 V
🔽 🛛 Device Name	Serial Number Area Name II	Clear Administrator Permission ;e
192.168.137.32	7273212700020 Area Name 1	S Clear Command
		은 Upgrade Firmware
		* Reboot device
		🚱 Synchronize Time
		✓ Enable
		⊗ Disable
		Part of the synchronize All Data to Devices

4.1.3.7 Synchronize Time

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

Device Name	Serial Number	IP Address
C Refresh Ξ New	ืoi Delete ⊥ Export Q Search	🗏 Control 🔻 🕲 Set up 👻 🗟 Vi
Device Name	Serial Number Area Name I	Clear Administrator Permission ;e
<u>192.168.137.32</u>	7273212700020 Area Name 1	Clear Command
		Upgrade Firmware
		柒 Reboot device
		O Synchronize Time
		✓ Enable
		O Disable
		Part All Data to Devices

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.

Device Name Serial Numb	er IP Address		More • Q	\bigcirc
CRefresh ∓ New 💼 Delete ⊥ Export		.223	- 👤 Communio	
🔽 🛛 Device Name 👘 Serial Number Ar	ea Name 🛛 🛛 🛇 Clear Administrator Permissi	ion :e Model F	Register Device	Firmware
✓ <u>192.168.137.32</u> 7273212700020 Ar	 Upgrade Firmware Reboot device Synchronize Time 	ace 19	9	ZAM200
	✓ Enable S Disable			
	() Synchronize All Data to Devi	ices		

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.

	Device Name		Serial Number	IP Address	
	ORefresh <mark>∓</mark> New	🛍 Delete	∱ Export Q Searc	h 🗏 Control 🔻 🕲 Set up 👻	🗟 View / (
~	 Device Name 192.168.137.32 		Number Area Name	 ✓ Clear Administrator Permission ✓ Clear Command ④ Upgrade Firmware ☆ Reboot device ④ Synchronize Time ✓ Enable ⊗ Disable 	:e Model ace 19
ed De	vice	S	ynchronize All Data to Devi	Synchronize All Data to Devices	
Cton		7.22			
	dalone Device : 192.168.13	Authority	✓ TimeZone, hol ✓ First-Person C ✓ Auxiliary Input	pen Door 🛛 🔽 Multi-Person Oper	n Door
	elect All	Authority	🔽 First-Person C	pen Door 🛛 🔽 Multi-Person Oper	n Door Close

* Note: [Synchronize All Data to Devices] will delete all data in the device first (except transactions),

and thus download all settings again. Please keep the internet connection stable and avoid power down situations. If the device is working normally, please use this function with caution. Execute it in rare user situations to avoid impact on normal use of the device.

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.

Device Name	Serial Number	IP Address	More - C
C Refresh _ Ξ∓ New	om Delete ⊥ Export Q Search	■ Control 👻 🐵 Set up 🝷 民 View / Get 👻	👤 Commun
Device Name	Serial Number Area Name I	P Address Set Device Time Zone	
✓ <u>192.168.137.32</u>	7273212700020 Area Name 1	92.168.137.32	
		☑ Modify the Fingerprint Identification	n Threshold
		€ Set Extended Parameters	
		Set Video Intercom Server	
		Replace Device	

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.

Device Name	Serial Number	IP Address More -
⊖ Refresh = New	mi Delete ⊥ Export Q Search	⊑ Control ▼
🗾 🛛 Device Name	Serial Number Area Name IP	Address ES Set Device Time Zone
<u>192.168.137.3</u>	7273212700020 Area Name 19	2.168.137.32
		亚 Modify the Fingerprint Identification Threshold
		E⊉ Set Extended Parameters
		Set Video Intercom Server
		Replace Device

4.1.3.12 Modify the Fingerprint Identification Threshold

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

Device Name	Serial Number	IP Address More	•
C Refresh Ξ∓ New	no Delete ⊥ Export Q Search	🖳 Control 👻 🕲 Set up 🝷 🗟 View / Get 👻 🎗 Con	mmu
🗹 🛛 Device Name	Serial Number Area Name IF	P Address ES Set Device Time Zone	
192.168.137.32	7273212700020 Area Name 1	92.168.137.32	
		Z Modify the Fingerprint Identification Thresho	old
		Set Extended Parameters	
		Set Video Intercom Server	
		Replace Device	

4.1.3.13 Set Video Intercom Server

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

Device Name			Serial Number		IP Address More -
Device Humo					
C Refresh	Ξ∓ New	🛍 Delete	∱Export QSe	arch 🖳 Control	👻 🎯 Setup 🝷 🗟 View / Get 👻 🜻 Comm
Device	Name	Serial N	umber Area Nam	e IP Address	Co Set Device Time Zone
<u>192.16</u>	8.137.32	7273212	700020 Area Nam	e 192.168.137.32	Set as Registration Device
					Modify the Fingerprint Identification Threshold
					☑ Set Extended Parameters
					Set Video Intercom Server
					፼ Replace 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.

○ Refresh ➡ New Image: Delete ① Export Q Search Image: Control Image: Oscillation Contro Image: Oscillation Control <th></th>	
Image: Serial Number Area Name IP Address E6 Set Device Time Zone Image: Serial Number Area Name 192.168.137.32 7273212700020 Area Name 192.168.137.32 Image: Serial Number 7273212700020 Area Name 192.168.137.32 E6 Set Device Time Zone	
Device Name Serial Number Area Name IP Address Eo Set Device Time Zone Set as Repistration Device	on Threshold
⊖ Refresh उन New of Delete 1^ Export Q Search 回 Control र <mark>© Setup र</mark> छि View / Get र ⊈ Con	
	👤 Commu
Device Name Serial Number IP Address More *	More - (

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.

Device Name			Serial Num	ber		IP	Address		More -
⊖ Refresh	<mark>⊒∓</mark> New	🛍 Delete	∱ Export	Q Searc	h 🗏 Control	+ 1	🕲 Setup	-	🗟 View / Get 🝷 👤 Com
🔽 🛛 Devid	ce Name	Serial N	Number A	rea Name	IP Address		Status	D	B Get Device Option
<u>✓ 192.1</u>	168.137.32	727321	2700020 A	rea Name	192.168. <mark>1</mark> 37.3	32	Online	R	图 Get Personnel Information 図 Get Transactions
									View Rules of Devices
									View Device Capacity

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.

	-						_	
Device	Name		Serial Number			IP Address	-	Mor
O Re	fresh 🛨 New	🖻 Delete	∱ Export C	Search	E Control	- 🕲 Setu	p -	🛱 View / Get 👻 👤 (
~	Device Name	Serial N	umber Area	Name IP	Address	Status	s D	Get Device Option
	<u>192.168.137.32</u>	7273212	700020 Area	Name 19	92.168.137.32	Online	R	🔀 Get Personnel Informa
								Get Transactions
								View Rules of Devices
								View Device Capacity

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.

Device Name	Serial Number	IP Address		More *
◯ Refresh ∓ New	În Delete 1≜ Export Q Searc	h 🗏 Control 👻 🕲 Set u	p 👻 民 View /	Get 🔹 👤 Comi
🗹 🛛 Device Name	Serial Number Area Name	IP Address Status	B D 🖾 Get Dev	rice Option
✓ <u>192.168.137.32</u>	7273212700020 Area Name	192.168.137.32 Online	R R Get Pers	sonnel Information
			🖬 Get Trar	nsactions
			View Ru	les of Devices
			P View De	vice Capacity

	Get Transactions	×
Selected Device		
The offline devices can not be operate 10.8.15.79	d!	
Get New Transactions Set Valid Time	Get All Transactions	
otal Progress		
Hidden Info	Start	Close
		*

- **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.

Devic	e Name			Serial Numb	er		IP Address		More
<mark>O R</mark>	efresh :	+ New	🖻 Delete	<u>↑</u> Export	Q Search	h 🖳 Control	⊗ Setu		🗟 View / Get 👻 🗣 Cor
	Device N	lame	Ser <mark>i</mark> al M	Number Ar	ea Name	IP Address	Status	D	Get Device Option
	<u>192.168</u>	.137.32	727321	2700020 Ar	ea Name	192.168.137.32	Online	R	密 Get Personnel Information 园 Get Transactions
									View Rules of Devices
									 View Rules of Device 일 View Device Capacity

4.1.3.19 View Device Capacity

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

Device	Name			Serial Num	ber		IP Addres	is 📃	More
O Re	fresh	=+ New	û Delete	↑ Export	Q Search	i 🗐 Control	- @ Se	up -	🗟 View / Get 🝷 👤 Co
	Device	Name	Serial I	Number A	rea Name	IP Address	Sta	tus D	🔀 Get Device Option
	<u>192.10</u>	5 <u>8.137.32</u>	727321	2700020 A	rea Name	192.168.137.3	2 Onl	ine R	Get Personnel Information
									C Get Transactions

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.

Devic	e Name	Serial Number	IP Address		More V Q
OR	efresh ∓ New	mi Delete ⊥ Export Q Sea	rch 🖳 Control 👻 🕲 Set up	≖ Eq View / Get ▼	👤 Communication 🝷
	Device Name	Serial Number Area Name	e IP Address Status	Device Model Reg	I P Address

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.

Device Name			Serial Num	ber		IP Address			More - Q	\Diamond
O Refresh	<mark>⊒+</mark> New	🖻 Delete	∱ Export	Q Search	a	🙆 Set up	ਦ ਵਿ View / Ge	t ~	👤 Communic	ation 🔫
Device	Name	Serial N	lumber A	rea Name	IP Address	Status	Device Model	Re	IP Modify IP Ad	dress
192 16	8.137.32	727321	2700020 A	rea Name	192,168,137,32	Online	RevFace 19	0	Modify Com	munication Passwor

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 *L* button below the operations tab to open the Edit interface:

Door Name* [192.168.137.32-1] Active Time Zone* 24-Hour Accessible ▼ Verification Mode* Automatic Identification ▼ Lock Open Duration* 5 Operate Interval* 0 second(0-254) Door Sensor Type* None Anti-Passback Duration of Entrance 0 minute(0-120) Door Sensor Delay 254) Duress Password (Maximum 6 Bit Passage Mode Time Zone	Device Name*	192 168 137 32		Door Number*	1	
Verification Mode" Verification Mode" Automatic Identification Lock Open Duration Lock Open Duration S Second 254) None Lock Open Duration S Second 254) Duress Password Integer) Emergency Password Host Access Status Entry Lock Open Duration S Lock Open Duration S Second S Second S Second Lock Open Duration S Second S Second Lock Open Duration S Second Integer) Lock Open Duration S Second Integer) Second Integer Integer			1			-
Operate Interval* 0 second(0-254) Door Sensor Type* None ✓ Anti-Passback Duration of Entrance 0 minute(0-120) Door Sensor Delay Second (0-254) Duress Password (Maximum 6 Bit Passage Mode Time Zone ✓ ✓ Emergency Password (8 Bit Integer) Multi-Person Operation 10 second Host Access Status Entry Slave Out of State Out ✓		·				
Operate Interval* 0 second(0-254) Door Sensor Type* None Integer Anti-Passback Duration of Entrance 0 minute(0-120) Door Sensor Delay second(254) Duress Password (Maximum 6 Bit Passage Mode Time Zone Integer) Emergency Password (& Bit Integer) Multi-Person Operation 10 second Host Access Status Entry Slave Out of State Out Integer)	verification Mode"	Automatic Identification		Lock Open Duration*		second(1-
Anti-Passback Duration of 0 minute(0-120) Door Sensor Delay 254) Duress Password (Maximum 6 Bit Passage Mode Time Zone Integer) Emergency Password (8 Bit Integer) Multi-Person Operation Interval* Host Access Status Entry Slave Out of State Out	Onerate Interval*	0	second(0.254)	Door Sensor Type*		-
Entrance 254) Duress Password (Maximum 6 Bit Passage Mode Time Zone Integer) Emergency Password (8 Bit Integer) Multi-Person Operation Interval* Host Access Status Entry V Slave Out of State Out V				the second	INOTIE	
Duress Password (Maximum 6 Bit Passage Mode Time Zone Integer) Emergency Password (8 Bit Integer) Multi-Person Operation Interval* 10 second Interval* Slave Out of State Out Interval* Slave Out of State Out Interval* Interval* Slave Out of State Out Interval* Out Interval* 		0	minute(0-120)	Door Sensor Delay		second(1-
Integer) Integer) Emergency Password (8 Bit Integer) Multi-Person Operation 10 Interval* Host Access Status Entry Slave Out of State Out					254)	
Emergency Password (8 Bit Integer) Multi-Person Operation 10 second Interval* Host Access Status Entry V Slave Out of State Out V	Duress Password		(Maximum 6 Bit	Passage Mode Time Zone		•]
Interval* Host Access Status Entry ▼ Slave Out of State Out ▼		Integer)				
Host Access Status Entry Slave Out of State Out	Emergency Password		(8 Bit Integer)	Multi-Person Operation	10	second(5-60)
				Interval*		
Disable Alarm Sounds	Host Access Status	Entry -		Slave Out of State	Out	•
	Disable Alarm Sounds					
The above settings are copied to		The above settings ar	e copied to		Ŧ	

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.
- *A* 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 $\overset{\checkmark}{=}$ button.

JZKBio CVAccess		😂 😫 admin 🗸
📕 Access Device 🗸 🗸	Access / Access Device / Reader	
Device	Reader Name Oor Name Q	
I/O Board	C Refresh	
Door	Reader Name Door Name Communication Type In/Out Bound camera Owning Board Operations	
Reader	192.168.137.32-1-In 192.168.137.32-1 In L Section 1	
Auxiliary Input		
Auxiliary Output	<u>192.168.137.32-1-Out</u> 192.168.137.32-1 Out 🖉 🕵	
Event Type		
Daylight Saving Time		
Real-Time Monitoring		
Alarm Monitoring		
Мар		
Access Rule >		
Access Control Reports >	IC C 1-2 > >I 50 rows per page - Jump To 1 /1 Page Total of 2 records	

• **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:

JZKBio CVAccess	III 🗱 😫 😝 admit	1. *
🖪 Access Device 🗸 🗸	Access / Access Device / Auxiliary Input	
Device	Name Device Name Printed Name Q	
I/O Board Door	O Refresh	
Reader	Name Device Name Number Printed Name Bound camera Owning Board Remarks Operations Auxiliary Input-1 192.168.137.32 1 IN1 2 2	
Auxiliary Ingut Auxiliary Output Event Type Daylight Saving Time Real-Time Monitoring Alarm Monitoring Map	c Edit × Device Name* 192.158.137.32 Number* 1 Name* Ruslinary Input-1 Printed Name* IN1 Active Time Zone 24 Hour Accessible • Remarks	
Access Rule > Access Control Reports >	OK Cancel	

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:



2. Click dutton 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.

Solution States Contraction And Antice Antice

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

4.1.8 Event Type

It will display the event types of access devices.

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

ZKBio CVAccess		😂 🔒 admin 🖌
Access Device 🗸 🗸	Access / Access Device / Event Type	
Device	Event Description Event Number Event Level More Q Q	
I/O Board	C Refresh ΦP Set Audio	
Door	C Keiresh Qe Set Audio	
Reader		
Auxiliary Input	Normal Varify Ogen 0 Normal 192.168.137.32 7273212700020 🖉	1
Auxiliary Output	□ <u>Verify During Passage Mode T</u> 1 Normal 192.168.137.32 7273212700020 🖉	
Event Type	Eirst-Personnel Open 2 Normal 192.166.137.32 7273212700020 🖉	
Daylight Saving Time	Multi-Personnel Open 3 Normal 192.166.137.32 7273212700020 🖉	
Real-Time Monitoring	Emergency Password Open 4 Normal 192.168.137.32 7273212700020 🖉	1
Alarm Monitoring	<u>Open during Passage Mode Ti</u> 5 Normal 192.168.137.32 7273212700020	
Мар	Linkage Event Triggered 6 Normal 192.168.137.32 7273212700020 🖉	
	Cancel Alarm 7 Normal 192.168.137.32 7273212700020 🖉	
	Remote Opening 8 Normal 192.168.137.32 7273212700020 🖉	
	□ <u>Remate Closing</u> 9 Normal 192.168.137.32 7273212700020 🖉	
	Disable Intraday Passage Mod 10 Normal 192.168.137.32 7273212700020 🖉	
	Enable Intraday Passage Mod: 11 Normal 192.168.137.32 7273212700020 🖉	
	Operation Interval too Short 20 Exception 192.168.137.32 7273212700020	
Access Rule >	Door Inactive Time Zone Verif, 21 Exception 192.168.137.32 7273212700020 🖉	
Access Control Reports >	K < 1-50 >> X 50 rows per page - Jump To 1 /2 Page Total of 67 records	-

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

Ac	cess /	Access Devic	e / Event Type				
	Event	Description	-	Event Number	Event Level	•	More * Q
	O R	efresh 📣 S	et Audio				
		Event Name		Edit	×	Number	Operation
		Normal Ver	Device Name*	192.168.137.32		12700020	L
		<u>Verify Durir</u>	Event Name* Event Number*	Normal Verify Open 0		12700020	L
		<u>First-Perso</u>	Event Level*	Normal		12700020	2
		<u>Multi-Perso</u>	Event Sound Copy to all devices	<u> </u>	Play	12700020	2
«		<u>Emergency</u>				12700020	L
		<u>Open durin</u>				12700020	2
		<u>Linkage Ev</u>				12700020	2
		<u>Cancel Alar</u>				12700020	2
		<u>Remote Op</u>		OK Cancel		12700020	2

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]:

ccess	/ Acces	s Device / Event T	/pe					
Even	nt Descrip	tion	Event Number	ər	Event	Level	-	More * C
OR	Refresh	🗘 Set Audio						
	Event	t Name	Event Number	Event Level	Device Nan	ne	Serial Number	Opera
	Norr		Set Audio		×	7.32	7273212700020	<u>_</u>
	<u>Veri</u>	Event Sound	 Already Exists 	🔿 Upload		.32	7273212700020	₫
	<u>Firs</u>			•	Play	.32	7273212700020	0
	Mult					.32	7273212700020	2
	Eme		ОК	Cancel		.32	7273212700020	0
	Open	during Passage M	ode lii 5	Normal	192.168.13	7.32	7273212700020	0

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.

JZKBio CVAccess		¥					😂 😫 admin 🖌
🖪 Access Device 🗸 🗸	Access /	Access Device / Dayli	ght Saving Time				
Device	OR	efresh ∓ New 💼	Delete				
I/O Board		DST Name	Start Time	End Time	TimeZone	Operations	
Door		Casablanca	MAY Third Sunday 20'clock	APR Second Sunday 3o'clock	UTC+01		î
Reader		Sarajevo, Skopje, Wa	MAR Fifth Sunday 20'clock	OCT Fifth Sunday 3o'clock	UTC+01		
Auxiliary Input		Belgrade, Bratislava,	MAR Fifth Sunday 20'clock	OCT Fifth Sunday 3o'clock	UTC+01		
Auxiliary Output		Alaska	MAR Second Sunday 20'clock	NOV First Sunday 20'clock	UTC-09		
Event Type		Amsterdam, Berlin, E	MAR Fifth Sunday 20'clock	OCT Fifth Sunday 3o'clock	UTC+01		
Daylight Saving Time		Brussels, Copenhage	MAR Fifth Sunday 20'clock	OCT Fifth Sunday 3o'clock	UTC+01		
Real-Time Monitoring		Fiji	NOV Second Sunday 20'clock	JAN Third Sunday 3o'clock	UTC+12		
Alarm Monitoring Map		Dublin, Edinburgh, Li	MAR Fifth Sunday 1o'clock	OCT Fifth Sunday 20'clock	UTC+00		
may		teheran or tehran	MAR Fourth Monday Oo'clock	SEP Third Wednesday Do'clock	UTC+03:30		
		Pacific time (USA an	MAR Second Sunday 20'clock	NOV First Sunday 20'clock	UTC-08		
		Baja California	MAR Second Sunday Zo'clock	NOV First Sunday 20'clock	UTC-08		
		Mountain time (USA	MAR Second Sunday 20'clock	NOV First Sunday 20'clock	UTC-07		
		Chihuahua, La Paz, I	APR First Sunday 20'clock	OCT Fifth Sunday 20'clock	UTC-07		
		Norfolk Island	OCT First Sunday 20'clock	APR First Sunday 3o'clock	UTC+11		
		Wellington, Auckland	SEP Fifth Sunday 20'clock	APR First Sunday 3o'clock	UTC+12		
Access Rule >		Petropavlovsk Kamcl	MAR Fifth Sunday 20'clock	OCT Fifth Sunday 3o'clock	UTC+12		•
L Access Control Reports >	1<	< 1-45 > >	50 rows per page 👻 Jump To	1 /1 Page Total of 45 r	ecords		

4.1.9.1 Add DST

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

Ac	cess /	Access Device / Daylig	ght Saving Time														
		efresh \Xi New 🛍	Delete														
		DST Name	Start Time		End Time					TimeZone					Opera	itions	
		Casablanca	MAY Third Sunday 20	'clock	APR Sec	ond Sun	day	3o'clock	c))	UTC+01							
		Sarajevo, Skopje, Wa	MAR Fifth Sunday 20	clock	OCT Fift	n Sunda	y 3o	'clock		UTC+01							
		Belgrade, Bratislava,	MAR Fifth Sunday 20'	clock	OCT Fift	n Sunda	y 3o	'clock		UTC+01							
		Alaska	MAR Second Sunda	_	_	_		N	lew	_	-			_	_	×	
		Amsterdam, Berlin, E	MAR Fifth Sunday 2	DST Name]							
		Brussels, Copenhage	MAR Fifth Sunday :	TimeZone* Start Time*		 MAR	•	Second	•	Sunday	•	2	•	o'clock			
4		Fiji	NOV Second Sunda	End Time*		NOV	•	First	•	Sunday	•	2	•	o'clock			
		Dublin, Edinburgh, Li	MAR Fifth Sunday														
		teheran or tehran	MAR Fourth Monda		Sav	e and N	ew		ок		Ca	nce	I				

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].

ZKBio CVAccess	··· %	😂 🔒 admin 👻
🖪 Access Device 🗸 🗸	Access / Access Device / Real-Time Monitoring	
Device	Area Status Device Name More	
I/O Board	Door Auxiliary Input Auxiliary Output	,
Door	🖥 Remote Opening 🖪 Remote Closing 💕 Cancel Alarm 🕞 Activate Lockdown 🕞 Deactivate Lockdown \cdots More 👻	
Reader Auxiliary Input		*
Auxiliary Output	192.168.13 7.32-1	
Event Type		
Daylight Saving Time		
Real-Time Monitoring	c.	
Alarm Monitoring Map	Current Total:1 Online:1 ODisable 0 Offline 0 Offline 0 Outknown 0 Door Name	-
	Real-Time Events	v
	Time Area Device Event Point Event Description Card Number Person Reader Name Verification Mode	
☐ Access Rule >		
Ⅰ Access Control Reports >	Total Received: 0 Normal: 0 Exception: 0 Alarm: 0 Clear Data Rows Event Description Sounds Reminder	r <mark>v Show Photos</mark> v

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:



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:

Access / Acc	
Area Status Device Name More - Q	
Door Auxiliary Input Auxiliary Output	,
□ Remote Closing □ Remote Closing □ Cancel Alarm G Activate Lockdown G Deactivate Lockdown More = 122 E68 13 7.32-1	
Current Total 1 Current Status 2	·
Time Area Device Event Point Event Description Card Number Person Reader Name Verification Mode	
Total Received: 0 • Normal 0 • Exception: 0 • Alarm: 0 <u>Clear Data Rows</u> Event Description Sounds Reminder	ow Photos <mark>va</mark>

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].

EXNote: 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.

EX 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.

< Do	or Auxiliary Input Auxiliary	Ou				
	emote Opening 🛛 Remote Closing	1				
192,168	Status					
7.32-	Device: 192.168.137.32 Serial Number:7273212700020 Number: 1 Door Sensor: Loading Relay: Loading Alarm: Loading					
Å	Remote Opening	·				
	Remote Closing					
	Activate Lockdown					
	Deactivate Lockdown					
	Cancel Alarm					
Curren	Remote Normally Open	le				
	Enable Intraday Passage Mode Time Zone					
Real-Tir	Disable Intraday Passage Mode Time Zone					
	Query the latest events from the door					
Time	Alea Dev	C				

- 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.

Door Auxiliary Input Auxiliary Output	•
🕼 Remote Opening 📋 Remote Closing 🖄 Cancel Alarm 🕞 Activate Lockdown 🕞 Deactivate Lockdown 👓 More 👻	
192.168.13	<u>^</u>
7:32-1	
Current Total:1 Online:1 Objable 0 Offline 0 OUnknown:0 Door Name	

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.

Door Auxiliary	Input Auxiliary Output	•
Auxiliary Input-1		
Current Total:1	Online: 1 Sable: 0 Offline: 0	*

4.1.10.3 Auxiliary Output

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

4	Door	Auxiliary Input	Auxiliary Output		•
	All Doors	Remote Open	Remote Close	🛱 Remote Normally Open	
					*
Cu	rrent Total:0	 Onlin 	ne:0 😑 Disable:0 🔴 Of	line 0 📀 Unknown 0 Auxiliary Output Name	Ť

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.

ZKBio CVAccess						😂 😫 admir
Access Device 🗸 🗸	Access / Access Device / Alarm Monitoring Data Analysis					
Device		🖆 Acknowledge 🛛 🕏 Alarn				
I/O Board	Danger (0)	Time	Device Event Point	Event Description Person	Belon Priority Status	
Door	2 Strong (0) Medium (0)	2023-10-20 09:17:37	192.168.137.5 192.168.137.55	- Tamper Alarm	Area Nam Weak Unconfirmed	i.
Reader	Weak (2)					
Auxiliary Input	Today's Record	2023-10-24 13:58:13	192.168.137.5 192.168.137.55	 Tamper Alarm 	Area Nam Weak Unconfirmed	1
Auxiliary Output	1 0 0					
Event Type	Unconfirmed Processing Confirmed					
Daylight Saving Time	Top 5 alarm events					
Real-Time Monitoring						
Alarm Monitoring	Tamper Alarm 2					
Мар						
	Mute 🕕 Suspend					
Access Rule >						
Access Control Reports >						
* 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.

Access / Access Device / Alarm Monitoring		
Data Analysis	Acknowledge Alarm Processing History	
In total Danger (0)	Time Device Event Point Event Description Person	Belon Priority Status
2 Medium (0)	2023-10-20 09:17:37 192.168.137.5 192.168.137.56- Tamper Alarm	Area Nam Weak Unconfirmed
Today's Record	Acknowledge	Area Nam Weak Unconfirmed
Ioday's Record	Event Details	
1 0 0 Unconfirmed Processing Confirmed	Tamper Alarm< 192.168.137.55,Other>	
Top 5 alarm events		
< Tamper Alarm 2	Processing Confirmed Processing Records	
Mute 🕥 Suspend	OK	

* 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.

JZKBio CVAccess		😂 😫 admin 🗸
Access Device >	Access / Access Rule / Time Zones	
📕 Access Rule 🗸 🗸	Time Zone Name Remarks Q &	
Time Zones	⊖ Refresh 至 New @ Delete	
Holidays	Time Zone Name Remarks Operations	
Access Levels	24-Hour Accessible 24-Hour Accessible	
Set Access By Levels		
Set Access By Person		
Set Access By Department		
Interlock		
Linkage	e	
Anti-Passback		
First-Person Normally Open		
Multi-Person Group		
Multi-Person Opening Door		
Parameters		
Access Control Reports >	IC C 1-1 > >I 50 rows per page - Jump To 1 /1 Page Total of 1 records	
	1	

> Add Access Control Time Zone

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

ime Zone Name	Remarks		Q @				
⊖ Refresh 📴 New 🖻 Del				New			
Time Zone Name	Time Zone Name*						
	Remarks						
24-Hour Accessible	Time	Inter	val 1	Inter	rval 2	Inter	rval 3
	Date	Start Time	End Time	Start Time	End Time	Start Time	End Time
	Monday	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00
	Tuesday	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00
	Wednesday	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00
	Thursday	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00
	Friday	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00
	Saturday	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00
	Sunday	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00
	Holiday Type 1	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00
	Holiday Type 2	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00
	Holiday Type 3	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00
	Copy Monday's Settin		ys:	ОК	Cancel		

The parameters are as follows:

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

ENOTE: 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 ¹ 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.

JZKBio CVAccess	III 💥 😫 🖨 admin 🗠
Access Device >	Access / Access Rule / Holldays
🖡 Access Rule 🗸 🗸	Holiday Name Holiday Type Recurring Q 🖉
Time Zones	⊖ Refresh 🚁 New 🗎 Delete
Holidays	Holiday Name Holiday Type Start Date End Date Recurring Remarks Operations
Access Levels	
Set Access By Levels	
Set Access By Person	
Set Access By Department	
Interlock	
Linkage	e
Anti-Passback	<u>^</u>
First-Person Normally Open	
Multi-Person Group	No data
Multi-Person Opening Door	
Parameters	
II. Access Control Reports >	I< < 0 >> > S0 rows per page - Jump To 1 // Page Total of 0 records

> Add

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

Holiday Name	Holiday	Туре т	Recurring	• Q
C Refresh	🛍 Delete			
🗌 Holiday Name		New	× emarks	Operations
	Holiday Name*			
	Holiday Type*	Holiday Type 1 🔹		
	Start Date*	2023-10-24		
	End Date*	2023-10-24		
	Recurring	No		
	Remarks			

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 <u>Holiday</u>. 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 in 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.

TERMIN CVAccess	H	😂 🕒 admin 🗸
Access Device >	Access / Access Rule / Access Levels	
📕 Access Rule 🗸 🗸	Access Levels <	Browse Levels General (Area Name) Door Combination
Time Zones	Level Name Time Zone Q	Door Name Ovined Device Q
Holidays	CRefresh ∓ New 自Delete Door Control - ↑ Export - ½ Import -	C Refresh 📋 Delete Door
Access Levels	Level Name Area Name Time Zone Door Count Operations	Door Name Owned Device
Set Access By Levels	General Area Name 24-Hour Acci 0 🖉 📮	
Set Access By Person		
Set Access By Department		
Interlock		
Linkage	«	
Anti-Passback		
First-Person Normally Open		<u>A</u>
Multi-Person Group		
Multi-Person Opening Door		No data
Parameters		
	< < 1-1 > > 50 rows per page ▼ Jump To 1 /1 Page Total of 1 records	< < 0 > > 50 rowsperpage ∞ Jump To 1 /0 Page Total of 0 records
Access Control Reports >	IN A 1-1 2 21 DO TOWS PEL Page - SUMPTO T	IC C V 7 71 So rows per page - comp to 1 70 Fage Total of 0 records

> Add

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

ess Levels				
evel Name		Time Zone	Q &	
C Refresh	그 New 道 Delet	te	Export → 🛓 Import →	
Level Na	ame Area Nar	me Time Zone Door Cou	nt Operations	
Gener	ame Area Nar	me Time Zone Door Cour New	nt Operations	
	ame Area Nar		A	
			A	
	Level Name*	New	A	

- 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.

ccess Levels		
Level Name		Time Zone Q 🖉
C Refresh Ξ∓ New	🖻 Delete	🗐 Door Control 🝷 🛧 Export 👻 Import 👻
Level Name	Area Name	3 Remote Opening
General	Area Name	Remote Closing
test1	Area Name	습* Cancel Alarm
	, and a manife	Remote Normally Open
		G Activate Lockdown
		G Deactivate Lockdown
		🕼 Disable Intraday Passage Mode Time Zone

4.2.4 Set Access by Levels

Add/Delete Person for Levels

 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.

ccess Levels		
Level Name	Time Zone Q	
C Refresh ⊥ Exp	port Personnel of Access Level \pm Import Personnel of Access Level	
C Refresh ⊥ Exp	port Personnel of Access Level ↓ Import Personnel of Access Level Area Name Time Zone Operations	
Level Name	Area Name Time Zone Operations	
Level Name	Area Name Time Zone Operations	

2. In the left list, click 4 under Operations to pop up the Add Personnel box; select personnel (multiple) and click is to move to the selected list on the right, then click **[OK]** to save and exit.

Add	Personnel ×
Query Oppartment	
Personnel ID Name	Department Name
Alternative	Selected(0)
🗹 Personne First Name Last Name Department	Personne First Name Last Name Department
817 Department I	
	>> < << No data
< < 1-1 > > 50 rows per page ▼	
ОК	Cancel

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.

T ZKBio CVAccess			😂 😫 admin 🖌
Access Device >	Access / Access Rule / Set Access By Person		
📕 Access Rule 🗸 🗸	Edit Personnel For Levels <	Browse Personnel 81* From Levels	\$
Time Zones	Personnel ID Name More + Q Q	Level Name Time Zone Q	
Holidays	⊖ Refresh 🕞 Access Control Setting 🏠 Export 🖓 Synchronize Level	〇 Refresh 盲 Delete From Levels	
Access Levels	Personne First Name Last Name Department Device Ope Operations	Level Name Area Name Time Zone	
Set Access By Levels	🗌 81" Department Name Ordinary User 🎤	General Area Name 24-Hour Accessible	
Set Access By Person			
Set Access By Department			
Linkage	< compared to the second se		
- Anti-Passback			
First-Person Normally Open			
Multi-Person Group			
Multi-Person Opening Door			
Parameters			
Access Control Reports >	i< < 1-1 → >i 50 rows per page ← Jump To 1 /1 Page Total of 1 records	I< < 1-1 >>I 50 rows per page ~ Jump To 1 /1 Page Total c	of 1 records

> Add/Delete levels for Selected Personnel

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

Edit Personnel For Levels	*	Browse Personnel 81* From
Personnel ID Name	More - Q 🖉	Level Name
⊖ Refresh 🛛 Access Control Setting 🛧 Export 🔗 Sync	chronize Level	🔿 Refresh 🗴 Delete
Personne First Name Last Name Departmen	t Device Ope Operations	Level Name
Departmen	t Name Ordinary User 🏾 🧖	General
A	dd to Levels	×
Level Name Time Zone	Q &	
Alternative	Selected(0)	
Level Name Time Zone	Level Name Time Zone	
test1 24-Hour Accessible	>> < <<	
I< < 1-1 > >I 50 rows per page ▼		

- 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].

r ersonner r o	r Levels			
ersonnel ID	Name	More	e* Q &	
Refresh	À Access Control Setting ↑	Export 🖧 Synchronize L		
Personn				
	e First Name Last Nam	e Department D New	evice Ope Operations	
81*		· · · · · · · · · · · · · · · · · · ·	▲ er 松	
	Superuser	No	▼	
	Device Operation Role	Ordinary User	▼	
	Extend Passage			
	Access Disabled			
	Set Valid Time			

- 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.

lit Personnel For Levels		< Browse Personnel 81* Fro
Personnel ID Name	More * Q 🖉	Level Name
⊖ Refresh 🛛 🕼 Access Control Setting 🔶 Export	語 Synchronize Level	⊂ Refresh 💼 Delete
Personne First Name Last Name I	Level Name	
81*	Department Name Ordinary User 🏼 🎤	General
	Add to Levels	×
Level Name Time Zone	Q @	
Alternative	Selected(0)	
Level Name Time Zone	Level Name Time Zo	ne
test1 24-Hour Accessible		
	>>	
	>	
	<	
	No da	ta
< < 1-1 > > 50 rows per page ▼		

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.

TKBio CVAccess		😫 admin 🖌
Access Device >	Access / Access Rule / Set Access By Department	
🖡 Access Rule 🗸 🗸	Edit Default Levels For Department c Browse Department 1 (Department Name) Default Levels	,
Time Zones	Department Number Department Name Q Q Level Name Time Zone Q Q	
Holidays	C Refresh C Refresh 🔒 Delete From Default Levels	
Access Levels	Department Number Department Name Parent Department Operations Level Name Area Name Time Zone	
Set Access By Levels	1 Department Name 🔗	
Set Access By Person	Add to Default Levels X	
Set Access By Department		
Interlock	Lavel Name Time Zone Q. 2	
Linkage	< Atemative Selected()	
Anti-Passback	Level Name Time Zone	
First-Person Normally Open	test1 24.Hour Accessible	
Multi-Person Group	General 24-Hour Accessible >>	
Multi-Person Opening Door		
Parameters	< No data	
	No data	
	< < 1-2 >> > 50 rows per page ™	
	OK Cancel	
Access Control Reports >	IC C 1-3 > >1 50 rows per page + Jump To 1 /1 Page Total of 3 records IC C 0 > >1 50 rows per page + Jump To 1 /0 Page Total of 0 rec	ords

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.

ZK Bio CVAccess	III 🗱 😂 🔂 admin
Access Device >	Access / Access Rule / Interlack
👖 Access Rule 🗸 🗸	Device Name
Time Zones	C Refresh 37 New @ Delete
Holidays	Device Name Interlock Rule Operations
Access Levels	
Set Access By Levels	
Set Access By Person	Ner X
Set Access By Department	
Interlock	Device Name* Click to select
Linkage	
Anti-Passback	
First-Person Normally Open	Save and New OX Cancel
Multi-Person Group	No data
Multi-Person Opening Door	The same
Parameters	
Access Control Reports >	IC C 0 > >1 50 rows per page - Jump To 1 /0 Page Total of 8 records

- 2. 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.
- 3. 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

1. Click [Access Rule] > [Linkage] > [New].

JZKBio CVAccess	::: ¥	😂 🕒 admin	~	
Access Device >	Access / Access Rule / Linkage	Access / Access Rule / Linkage		
🖺 Access Rule 🗸 🗸	Linkage Name	New X		
Time Zones	C Refresh 🖅 New @ De	Linkage Name" Device" Click to select.		
Holidays	Linkage Name Devic	Linkage Trigger Conditions" Add Imput Point"		
Access Levels				
Set Access By Levels				
Set Access By Person				
Set Access By Department				
Interlock	1	Output Point Video Linkage E-mail		
Linkage	¢			
Anti-Passback	1	Door Auxiliary Output		
First-Person Normally Open				
Multi-Person Group				
Multi-Person Opening Door				
Parameters				
		Action type Close Action type Close		
		Save and New OK Cancel		
II. Access Control Reports >	IC C 0 > >1 5) rows per page + Jump To 1 /0 Page Total of 0 records		

2. 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.

3. 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:

	Choose Linkage Trigger Conditions	
🔺 🗌 🔂 Door Event		4
🗌 🗐 Normal V	erify Open	1
🗌 🗐 Verify Du	ring Passage Mode Time Zone	
🗌 🖪 First-Pers	sonnel Open	
🗌 🗊 Multi-Pers	sonnel Open	
🗌 🗊 Emergen	cy Password Open	
🗌 🖪 Open dur	ing Passage Mode Time Zone	
Cancel Al	arm	
🗌 🖪 Operation	n Interval too Short	
🗆 🖪 Door Inad	tive Time Zone Verify Open	
🗌 🗊 Illegal Tin	ne Zone	
🗌 🖪 Access D	enied	
🗆 🔳 Anti Doce	hack	
	OK Cancel	

* Note: Linkage Trigger Conditions contain Door Event and Auxiliary Input Event. And "Fail to connect

		New		3
Linkage Name [*]		Device*	192.168.137.55	j
Linkage Trigger Conditions	* Add	Input Point*		
Normal Verify Open Verify During Passage First-Personnel Open Multi-Personnel Open Emergency Password Open during Passage Cancel Alarm Operation Interval too S Door Inactive Time Zor Illegal Time Zone Access Denied	Open Mode Time Zone Short	 ☐ ☐ Any ☐ ☐ 192.1 	68.137.55-1	
Output Point	Video Linkage	E-mail		,
Door		Auxiliary Output		
192.168.137.	55-1			

Cancel

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 <u>VMS</u> 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 monitori	ng page immediately p	op 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.

A 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:

TZKBio CVAccess	··· 96	😂 🔒 admin 👻
Access Device >	Access / Access Rule / Anti-Passback	
📕 Access Rule 🗸 🗸	Device Name	
Time Zones	O Refresh 🕢 New 🕯 Delete	
Holidays	Device Name Anti-Passback Rule Operations	
Access Levels		
Set Access By Levels		
Set Access By Person		
Set Access By Department	New X	
Interlock	Device Name* Click to salect	
Linkage	< Ant-Passback Rule*	
Anti-Passback		
First-Person Normally Open	Save and New OK Cancel	
Multi-Person Group	No data	
Multi-Person Opening Door	10 and	
Parameters		
Access Control Reports >	IC C 0 > >I S0 rows per page + Jump To 1 /0 Page Total of 0 records	

- 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.

A 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:

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

Ţ	ZKBio CVAccess	💠 😫 😫 admir	~
G	Access Device >	Access / Access Rule / First-Person Normally Open	
ų	Access Rule 🗸 🗸	First Person Normal Open < Browse Personnel	,
		Door Name Device Name Q Q	
	Holidays	ORefresh ∰ Delete Personnel	
		Boor Name Device Name Passage Mode Time Zone Operations Personnel ID First Name Last Name Department	
	Set Access By Department	New X	
	Interlock	Door Name* Click to select	
	Linkage	< Passage Mode Time Zone"	
_	Anti-Passback		
	First-Person Normally Open	CAncel	
	Multi-Person Group		
	Multi-Person Opening Door	No data No data	
	Parameters		
1	Access Control Reports >	ic < 0 > >i 50 rows per page ~ Jump To 1 /0 Page Total of 0 records ic < 0 > >i 50 rows per page ~ Jump To 1 /0 Page Total of 0 records	

2. Click ²⁺ 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.

rst Person Normal Open			Browse Personnel
Door Name Device Name		Q &	Personnel ID
⊖Refresh ∓ New 💼 Delete			🔾 Refresh 🗴 💼 Delete Pers
Door Name Device Name Passage M	lode Time Zone 👘 O	perations	Personnel ID First Na
<u>192.168.137.32-</u> 192.168.137.3 24-Hour Ac	ccessible <u>4</u>	2 2+	
	Add F	Personnel	×
Query Operation Department			
Personnel ID Name		Department Name	Q &
Alternative		Selected(0)	
Personne First Name Last Na	me Department	Personne First N	ame Last Name Department
2	Department I	2000/	
2 1 test	Department I Department I	>>	<u>.</u>
	STATUS - LEW INCOMENTION - A		=
a 1 test	Department I	> < <<	No data
1 test	Department I	> < <<	No data
1 test	Department I Department I	> < <<	No data

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:

JEKBio CVAccess	::: ¥	😂 🕒 admin 🗸
Access Device >	Access / Access Rule / Multi-Person Group	
🖡 Access Rule 🗸 🗸	Open Door Group K	Browse Personnel >
Time Zones	Group Name Remarks Q	Personnel ID Name More * Q 🖉
Holidays	CRefresh II New i Delete	C Refresh 🛛 📋 Delete Personnel
Access Levels	Group Name Remarks Operations	Personnel ID First Name Last Name Department
Set Access By Levels		
Set Access By Person		
Set Access By Department	New	×
Interlock	Group Name*	
Linkage	« Remarks	
Anti-Passback		
First-Person Normally Open	OK Cancel	
Multi-Person Group		
Multi-Person Opening Door	No data	No data
Parameters		
Access Control Reports >	I< < 0 > >I 50 rows per page ~ Jump To 1 /0 Page Total of 0 records	IC < 0 > >I 50 rows per page ~ Jump To 1 /0 Page Total of 0 records

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

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

- 2. Click 🐣 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]:

JZKBio CVAccess	::: ¥									😂 🕒 admin
Access Device >	Access / Access Rule / Multi-Person Openin	ng Door								
🖡 Access Rule 🗸 🗸	Combination Name	Device Name		Door Name		Q &				
Time Zones	◯ Refresh ∓ New 🖻 Delete									
Holidays	Combination Name Device Na	ame Door Number	D	oor Name	Curren	t Personnel Count	Muti-F	erson Gi	roup	Operations
Access Levels					_		_	_		
Set Access By Levels		Door Name*	Click to selec	New					×	
Set Access By Person Set Access By Department		Combination Name*							. 1	
Interlock		Number of opening personnel in each group	Group1		•		*	(0)		
Linkage	¢		Group2 Group3		•			(0) (0)		
Anti-Passback			Group4 Group5		-			(0) (0)		
First-Person Normally Open			Groups		•			(0)		
Multi-Person Group										
Multi-Person Opening Door				ОК	Cance					
Parameters										
Access Control Reports >	ic < 0 ⇒ >i 50 rows pe	rpage - Jump To 1	/0 Pag	ge Total of 0 recor	ds					

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

Access Device > Access / Access	Rule / Parameters	
Access Rule Type of Ge	tting Transactions	Type of Getting Transactions Transactions Auto-Export
Time Zones		Real Time Monitoring
Holidays	O Periodically	Alarm Monitoring Recipient's Mail.
Access Levels	Interval	Personal sensitive information pro
Set Access By Levels	hour(s)	
Set Access By Person	Set the Time for Obtaining New Transactions Select All Cancel	
Set Access By Department	☑ 0:00 1:00 2:00 3:00 4:00 5:00 6:00 7:00	
Interlock	8:00 9:00 10:00 11:00 12:00 13:00 14:00 15:00	
Linkage «	16:00 17:00 18:00 19:00 20:00 21:00 22:00 23:00	
Anti-Passback	▲ Getting transactions and synchronization time will be done at the same time.	
First-Person Normally Open		
Multi-Person Group Transactio	ns Auto-Export	
Multi-Person Opening Door	27 - F 0	
Parameters	Auto-Export Frequency	
	None	
Real Time	Monitoring	
	The Real Time Monitoring Page Pop-up Photo Size Max Height	

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 D)ay			٠	
	08	٠	•	00	٠	(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.



Export Mode

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

Recipient's Mailbox

Set the Recipient's Mailbox.



> The Real Time Monitoring

You can select the checkbox accordingly.



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 **<u>Real-Time Monitoring</u>** 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:

TKBio CVAccess	··· *	😂 😫 admin 🖌
Access Device >	Access / Access Control Reports / All Transactions	
☐ Access Rule >	Time From 2023-07-24 00 00 00 To 2023-10-24 23.59 59 Personnel ID Device Name More ** Q Q	
🚹 Access Control Reports 🗸	◯ Refresh 💼 Clear All Data 1) Export 1) Export photos	
All Transactions	Time Area Name Device Name Event Point Event Descripti Event Level Media File Personnal ID First Name Last Name Card Number De	partment Reader
Events From Today	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 Dep	partment Nr 192.1
All Exception Events	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 Dep	partment Nr 192.1
Alarm Log	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 Dep	partment Nr 192.1
Alarm Processing History	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 Dep	partment Nr 192.1
Access Rights By Door	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 Deg	partment Nr. 192.1
Access Rights By Personnel	2023-10-24 14:37:43 Area Name 192.168.137.32(7 192.168.137.32-1 Normal Verify Ope Normal 1* 1***1 Deg	partment Nr 192.1
First In And Last Out	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 Dep	partment Nr 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 Dep	partment Nr 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 Dep	partment Nr 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 Dep	partment Nr 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 Dep	partment Nr 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 Dep	partment Nr 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 Dep	partment Nr 192.1
	2023-18-24 14 27:56 Area Name 192.168.137.32(7 192.168.137.32-1 Normal Verify Ope Normal 1" 1"1 Dep	partment Nr 192.1
	4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4	, T

- 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	Transact	ions							
Event ID	Time	Device Name	Event Point	Event Description	Personnel I D	First Name	Last Name	Card Number	Depart ment Numbe r	Department Name	Reader Name	Verification Mode	Area Name	Rem ark
-1	2018-12-27 19:15:48	SpeedFace- V 5		Disconnected							0 ther	Other	Area Name	
-1	2018-12-27 17:57:30	192.168.213.9 9		Disconnected							0 ther	Other	Area Name	
64376	2018-12-27 17:56:04	192.168.213.9 9		Device Started							0 ther	Other	Area Name	
64375	2018-12-27 17:48:46	192.168.213.9 9		Device Started							0 ther	Other	Area Name	
64374	2018-12-27 17:45:16	192.168.213.9 9		Device Started							0 ther	Other	Area Name	
64373	2018-12-27 17:43:24	192.168.213.9 9		Connected to the server							Other	Other	Area Name	
64372	2018-12-27 17:43:06	192.168.213.9 9		Device Started							0 ther	Other	Area Name	
1255	2018-12-27 17:43:01	SpeedFace- V 5	SpeedFace-V5- 1	Normal Verify Open	575	Jeff			1	ZKTeco	SpeedFace- V5-1-0ut	Face	Area Name	
1254	2018-12-27 17:42:53	SpeedFace- V 5	SpeedFace-V5- 1	Normal Verify Open	575	Jeff			1	ZKTeco	SpeedFace- V5-1-0ut	Face	Area Name	
-1	2018-12-27 17:25:29	192.168.213.9 9		Disconnected							0 ther	Other	Area Name	
64371	2018-12-27 13:56:46	192.168.213.9 9		Connected to the server							0 ther	Other	Area Name	
64370	2018-12-27 13:56:01	192.168.213.9 9		Device Started							0 ther	Other	Area Name	
1253	2018-12-27	SpeedFace-	SpeedFace-V5-	Normal Verify	575	Jeff			1	ZKTeco	SpeedFace-	Face	Area	

4.3.2 Events from Today

Check out the system record today.

Click [Reports] > [Events from]	oday] to view today	y's records.
----------------------------------	-----------------------------	--------------

JZKBio CVAccess	######################################					😂 😫 admin
Access Device >	Access / Access Control Repor	irts / Events From Today				
Access Rule >	Personnel ID	Device Name Mi	ore- Q 🖉			
🖪 Access Control Reports 🗸	🔿 Refresh 💼 Clear All E	Data ⊥ Export				
All Transactions	Time Are	ea Name Device Name Event Point I	Event Descripti Event Level Media File	Personnel ID First Name	e Last N Card Number Departmen	nt Reader Na Verific
Events From Today	2023-10-24 15:02:28 Are	ea Name 192.168.137.32(192.168.137.32-1)	Normal Verify Ope Normal	1* t**t	Departme	nt Ni 192.168.137.3 Face
All Exception Events	2023-10-24 15:02:25 Are	ea Name 192.168.137.32(192.168.137.32-1	Normal Verify Ope Normal	1* t**t	Departmen	nt Ni 192.168.137.3 Face
Alarm Log	2023-10-24 15:02:25 Are	ea Name 192.168.137.32(192.168.137.32-1	Normal Verify Ope Normal	1* t**t	Departme	nt Ni 192.168.137.3 Face
Alarm Processing History	2023-10-24 14:41:40 Are	ea Name 192.168.137.32(192.168.137.32-1	Normal Verify Ope Normal	1* t**t	Departmen	nt Ni 192.168.137.3 Face
Access Rights By Door	2023-10-24 14:38:55 Are	ea Name 192.168.137.32(192.168.137.32-1)	Normal Verify Ope Normal	1* t**t	Departmen	nt Ni 192.168.137.3 Face
Access Rights By Personnel	2023-10-24 14:37:43 Are	ea Name 192.168.137.32(192.168.137.32-1	Normal Verify Ope Normal	1* t**t	Departme	nt Ni 192.168.137.3 Face
First In And Last Out	2023-10-24 14:37:13 Are	ea Name 192.168.137.32(192.168.137.32-1)	Normal Verify Ope Normal	1* t**t	Departme	nt Ni 192.168.137.3 Face
	2023-10-24 14:35:12 Are	ea Name 192.168.137.32(192.168.137.32-1	Normal Verify Ope Normal	1* t**t	Departme	nt Ni 192.168.137.3 Face
	2023-10-24 14:32:38 Are	ea Name 192.168.137.32(192.168.137.32-1	Normal Verify Ope Normal	1* t''t	Departme	nt Ni 192.168.137.3 Face
	2023-10-24 14:31:05 Are	ea Name 192.168.137.32(192.168.137.32-1	Normal Verify Ope Normal	1* t**t	Departme	nt Na 192.168.137.3 Face
	2023-10-24 14:30:43 Are	ea Name 192.168.137.32(192.168.137.32-1)	Normal Verify Ope Normal	1* t**t	Departme	nt Na 192.168.137.3 Face
	2023-10-24 14:30:17 Are	ea Name 192.168.137.32(192.168.137.32-1	Normal Verify Ope Normal	1* t**t	Departme	nt Ni 192.168.137.3 Face
	2023-10-24 14:28:52 Are	ea Name 192.168.137.32(192.168.137.32-1	Normal Verify Ope Normal	1* t**t	Departme	nt Ni 192.168.137.3 Face
	2023-10-24 14:27:56 Are	ea Name 192.168.137.32(192.168.137.32-1	Normal Verify Ope Normal	1* t**t	Departme	nt Ni 192.168.137.3 Face
	4	5 > 50 rows per page + Total of 24 records		1		

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

Time	Card Number	Personnel ID	First Name	Last Name	Department Name	Device Name	Event Point	Event Description	Reader Name	Verification Mode	Area Name	Remark
017-12-15 18:29:	4628036	6	Amber	Lin	Financial Department	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2- In	Only Card	Area Name	
017-12-15 18:28: 59	4628036	6	Amber	Lin	Financial Department	192.168.218.60	192.168.218.60-1	Background Verify Success	192.168.218.60-1- In	Only Card	Area Name	
017-12-15 18:28: 45	13260079	5	Necol	Ye	Marketing Department	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2-	Only Card	Area Name	5
017-12-15 18:28: 41	13260079	5	Necol	Ye	Marketing Department	192.168.218.60	192.168.218.60-1	Background Verify Success	192.168.218.60-1- In	Only Card	Area Name	2
017-12-15 18:28: 38	4461253	1	Jerry	Wang	General	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2- In	Only Card	Area Name	
017-12-15 18:28: 35	4461253	1	Jerry	Wang	General	192.168.218.60	192.168.218.60-1	Background Verify Success	192.168.218.60-1- In	Only Card	Area Name	
017-12-15 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	5
017-12-15 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:	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	
017-12-15 18:28: 06	13271770	3	Leo	Hou	Financial Department	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2- In	Only Card	Area Name	
017-12-15 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	
017-12-15 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-	Only Card	Area Name	
017-12-15 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-	Only Card	Area Name	
017-12-15 18:23: 12	4461253	1	Jerry	Wang	General	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2- In	Only Card	Area Name	
017-12-15 18:23:	6155266	2	Lucky	Tan	Development Department	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2- In	Only Card	Area Name	
017-12-15 18:22: 21	4461253	1	Jerry	Wang	General	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2- In	Only Card	Area Name	
017-12-15 18:20: 24	9505930	9	Lilian	Mei	Development Department	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2-	Only Card	Area Name	

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**].

Ī	ZKBio CVAccess	######################################											₿ 8	admin 🗸
G	Access Device >	Access / Access Control R	eports / All Exception Events											
ŋ	Access Rule >	Time From 2023-07-24 00:	00:00 To 2023-10-24 23:59:59	Personnel ID		Device Name		More -	Q 🖉					
	Access Control Reports 🗸	🔾 Refresh 🛛 🗃 Clear	All Data 🛧 Export											
	All Transactions	Time	Device Name Event Point	Event Descripti	Event Level	Media File	Personnel ID	First Name	Last N	Card Number	Department	Reader Na	Verification	Area
	Events From Today	2023-10-24 13:58:13	192.168.137.55(192.168.137.55-1	Tamper Alarm	Alarm(Weak)							Other	Other	Area N
Г	All Exception Events	2023-10-20 09:17:37	192.168.137.55(192.168.137.55-1	Tamper Alarm	Alarm(Weak)							Other	Other	Area N
	Alarm Log													
	Alarm Processing History													
	Access Rights By Door	ĸ												
	Access Rights By Personnel)												
	First In And Last Out													
		< 1 2 3 4	5 > 50 rows per page - Total	of 2 records										• •

- **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.

Event ID	Time	Device Name	Event Point	Event Description	Personnel I D	First Name	Last Name	Card Number	Depart ment Numbe	Department Name	Reader Name	Verification Mode	Area Name	Rem ark
-1	2018-12-27 19:15:48	SpeedFace- V 5		Disconnected					r		0 ther	0 ther	Area Name	
-1	2018-12-27 17:57:30	192.168.213.9 9		Disconnected							0 ther	Other	Area Name	
-1	2018-12-27 17:25:29	192.168.213.9 9		Disconnected							0 ther	0 ther	Area Name	
-1	2018-12-26 18:45:08	SpeedFace- V 5		Disconnected							0 ther	Other	Area Name	
1220	2018-12-26 18:16:58	SpeedFace- V 5	SpeedFace-V5- 1	Unregistered Personnel							SpeedFace- V5-1-Out	Face	Area Name	
1218	2018-12-26 18:16:52	SpeedFace- V 5	SpeedFace-V5-	Unregistered Personnel							SpeedFace- V5-1-Out	Face	Area Name	
1215	2018-12-26 18:15:19	SpeedFace- V 5	SpeedFace-V5- 1	Unregistered Personnel							SpeedFace- V5-1-Out	Face	Area Name	
1214	2018-12-26 18:14:40	SpeedFace- V 5	SpeedFace-V5- 1	Unregistered Personnel							SpeedFace- V5-1-Out	Face	Area Name	
1213	2018-12-26 18:14:27	SpeedFace- V 5	SpeedFace-V5- 1	Unregistered Personnel							SpeedFace- V5-1-Out	Face	Area Name	
1212	2018-12-26 18:12:48	SpeedFace- V 5	SpeedFace-V5- 1	Unregistered Personnel							SpeedFace- V5-1-Out	Face	Area Name	
1211	2018-12-26 18:11:12	SpeedFace- V 5	SpeedFace-V5- 1	Unregistered Personnel							SpeedFace- V5-1-Out	Face	Area Name	
1210	2018-12-26 18:10:46	SpeedFace- V 5	SpeedFace-V5- 1	Unregistered Personnel							SpeedFace- V5-1-Out	Face	Area Name	
1209	2018-12-26 18:10:42	SpeedFace- V 5	SpeedFace-V5- 1	Unregistered Personnel							SpeedFace- V5-1-Out	Face	Area Name	
1208	2018-12-26 18:10:38	SpeedFace- V 5	SpeedFace-V5-	Unregistered Personnel							SpeedFace- V5-1-Out	Face	Area Name	

All Exception Events

4.3.4 Alarm Log

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

TKBio CV	Access		😂 😫 admin 👻
Access Device		Access / Access Control Reports / Alarm Log	
D Access Rule		Time From 2023-07-24 00 00:00 To 2023-10-24 23:59:59 Priority Device Name More * Q 🖉	
Access Control F	Reports 🗸	⊖ Refresh 🖄 Acknowledge ⊥ Export	
All Transactions		Time Device Event Point Event Description Person Belon Priority Status	
Events From Toda	ay	2023-10-24 13:58:13 192.168.137.5 192.168.137.55: Tamper Alarm Area Nam Weak Unconfirmed	
All Exception Ever	ents	2023-10-20 09:17:37 192.168.137.5 192.168.137.55- Tamper Alarm Area Nam Weak Unconfirmed	
Alarm Log			
Alarm Processing) History		
Access Rights By	Door		
Access Rights By	Personnel		
First In And Last C	Out		
		< 1 2 3 4 5 > 50 rows per page = Total of 2 records	

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.

TKBio CVAccess	%	😂 🕒 admin 👻
Access Device >	Access / Access Control Reports / Access Rights By Door	
D Access Rule >	Access Rights By Door K	Browse 192.168.137.32-1 Opening Personnel >
🔟 Access Control Reports 🗸	Door Name 📔 Device Name 💌 Q 🖉	⊖ Refresh
All Transactions	O Refresh	Personnel IU Pirst Name Last Name Department Name
Events From Today	Door Name Door Number Owned Device	
All Exception Events	192.168.137.32-1 1 192.168.137.32	
Alarm Log		
Alarm Processing History		
Access Rights By Door		
Access Rights By Personnel	¢	
First In And Last Out		
		No data
	i< < 1-1 > >i 50 rows per page ▼ Jump To 1 /1 Page Total of 1 records	I< < 0 ⇒ ⇒I 50 rows per page ∞ Jump To 1 /0 Page

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

	Perso	onnel	
Personnel 1D	First Name	Last Name	Department Name
575	Jeff		ZKTeco
1	abc	xyz	Marketing Department
2	abc1	xyz1	Development Department
343	exa m ple		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.

T ZKBio CVAccess	::: ¥			😂 😫 admin 👻
Access Device >	Access / Access Control Reports / Access	Rights By Personnel		
Access Rule	Access Rights By Personnel		Browse 1* Having Level to Access	>
🚺 Access Control Reports 🗸	Personnel ID	Name More - Q 🖉	⊖ Refresh ⊥ Export	
			Door Number Door Name	
All Transactions	O Refresh			
Events From Today	Personnel ID First Name	Last Name Department Name		
All Exception Events	1* t**t	Department Name		
Alarm Log	2*	Department Name		
Alarm Processing History	81*	Department Name		
Access Rights By Door				
Access Rights By Personnel]			
First In And Last Out				
			No data	
	< < 1-3 > > 50 rows	per page 👻 Jump To 1 /1 Page Total of 3 records	i< < 0 > ⇒i 50 rows per page ⊸ Jump To 1	/0 Page

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.

ZKBio CVA	ccess	S ::: #	😂 😫 admin 🗸
Access Device		Access / Access Control Reports / First In And Last Out	
D Access Rule		Time From 2023-07-24 00 00 00 To 2023-10-24 23 59 59 Personnel ID More * Q 2	
Access Control Re	ports 🗸	C Refresh	
All Transactions		Personnel ID First Name Last Name First in-Reader Name First in Time Last Out-Reader Name Last Out Time Department Name	
Events From Today		1* t**t 192.168.137.55-1-in 2023-10-24.14.09.5! 192.168.137.32-1-in 2023-10-24.15:19.5(Department Name	
All Exception Events		10°1 192.168.137.55-1-Out 2023-10-20 09:17:5:	
Alarm Log			
Alarm Processing Hi	istory		
Access Rights By D		< c	
Access Rights By Pe	_		
First In And Last Ou			
		< 1 2. 3 4. 5 > 50 rows per page * Total of 2 records	

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.

TXBio CVAccess	¥										😂 🔒 admin 🖌
Attendance Management Attendance Device	Personnel	D Access	Attendance	Smart Video Surveillance	↓↓↓ System	Mo	e* Q &				
Attendance Point			_			ete Area Personnel	1 Export ⊻ Import - DA	Private Message 🛛 🖓 🛛	Re-synchronize to Devi	ce	
Command From Server	Area Name		Pers	sonnel ID	First Name	Last Name	Department Number	Department Name	Area Number	Area Name	
Device Operation Log			81*				ſ	Department Name	1	Area Name	
Attendance Setting >											
Eo Schedule >											
Exception >											
II. Attendance Detail Report >											
Daily Attendance Report >											
II. Monthly Attendance R >											
Calculate Report >											
Attendance custom re >			IK K	1-1 > >	50 rows per pa	ge 👻 Jump To 1	/1 Page Total of 1 record	5			

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.

JZKBio CVAccess	··· \$	😂 🔒 admin 🗸
💼 Attendance Management 🗸	Attendance / Attendance Management / By Area	
By Area	Area Name Personnel ID Name More * Q 🖉	
Attendance Device Attendance Point	🖋 🧩 💽 Subordinate Level : < 🔿 Refresh 📴 Add Area Personnel 🖹 Delete Area Personnel 🏦 Export 🛓 Import 🗸 Export	
Command From Server Device Operation Log	Area Name Personnel ID First Name Last Name Department Number Department Name Area Number Area Name 81* 1 Department Name 1 Area Name	
	< c	
Attendance Setting >		
🛱 Schedule >		
E Exception >		
II. Attendance Detail Report >		
Daily Attendance Report >		
Monthly Attendance R >		
Calculate Report >		
	IC < 1-1 > >I 50 rows per page ~ Jump To 1 /1 Page Total of 1 records	

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.

Personnel ID	Name	•	C			
🖉 🧏 🗹 Subordinate Level Contained	Alterna	ative			Selected(2)	
Department Name		Personnel ID	First Nam	e Department	Personnel ID First Na	me Department
test1	~	2		Department Name	2	Department Name
		1	test	Department Name	1 test	Department Name
	K	< 1-2 →	>∣ 50	rows per page ×		

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:

Attendance / Attendance Management /	/ By Area				
Area Name	Personnel ID	Name	More *	Q 🖉	
κ ² π ² ■ Subordinate Level · Κ		Add Area Personnel 💼 Dele			Private Message
🖪 Area Name	Personnel I	D First Name	Last Name	Department Number	Department Nam Department Nam
K		Pi SMS Content* Start Time* SMS Duration (Minutes)*	rivate Message	×	
		ОК	Cancel		

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:

Attendance / Attendance Managemen	t / By Area			
Area Name	Personnel ID	Name	ore∗ Q 🖉	
_{ຮື່ສ} ະ 💟 Subordinate Level 🤇 🔇	🔿 Refresh 🛛 🛨 Add Area I	Personnel 💼 Delete Area Personnel	⊥ Export 🚽 Import + 🛱	Private Message 🕼 Re-synchronize to Device
Area Name	Personnel ID	First Name Last Name	Department Number	Department Name Area Number
	81*		1	Department Name 1
		Prompt		
•		Are you want to perform the Re-synch Device operation? OK Cance		

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.

TKBio CVAccess	🗱 🗱
🛅 Attendance Management 🗸	ttendance / Attendance Management / Attendance Device
By Area	Serial Number Device Name Device Area Status Q
Attendance Device	🖉 🤧 Subordinate Level - 🧹 🔿 Refresh 💼 Delete 🕮 Authorized Device 🖉 Device Control - 🗟 View and Get Information - 🖻 Clear Device Data - 🛧 Export
Attendance Point	 A second state of the second stat
Command From Server	🖗 Area Name Device Name Device Model Firmware Version IP Address Attendance Area Status Entrollment Commands to be Ex Current
Device Operation Log	
Attendance Setting >	
🛱 Schedule >	No data
Exception >	
II. Attendance Detail Report >	
Daily Attendance Report >	
II. Monthly Attendance R >	
Calculate Report >	
Attendance custom re >	IK < 0 > >I 50 rows per page × Jump To 1 /0 Page Total of 0 records

5.1.2.1 Authorized Device

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

Q Q Q Ol Clear Devi Margin ID Address Attandance Are X X
mwara Varsian ID &ddrass Attandanna Are
ons
Uns
iet correctly.

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.

Device Name*	6589205000012	
Serial Number*	6589205000012	
IP Address	192 168 137 56	
Attendance Area*	•	
Time Zone*	(UTC+8)Beijing, Chi ▼	
Entrollment Device		

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

Serial Number	Device Name		Device A	Area Sta	atus	• Q «
겨 겨 ^ピ 🔽 Subordinate Level 🗸 ⊀	⊖ Refresh	💼 Delete	🖳 Authorized De	vice	🗏 Device Control 🔻	Eq View and
Area Name	🔽 Seria	l Number	Device Name	Dev	✓ Enable	
	<u>6589</u> 2	205000012	6589205000012	xFa	S Disabled	
					🖨 Upgrade Firmware	
					* Reboot device	
					B Public Message	
					Synchronize Software	Data to Device
					Q Authorize Area	

> 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.

	ware	
elected Device		
The following devices can be upgraded • New Protocol 6589205000012-xFace100		
elect File Browse Not Uploaded		
otal Progress		
Hidden Info	upgrading	Close
Hidden Info	upgrading	Close

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).

tart Time*	
MS Duration (Minutes)*	

> 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.

Prompt	×
Are you want to perform the Synchronize A Devices operation?	ll Data to
Delete the data from the device before syn data to device	cing new
OK Can	el

> Authorize Area

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

Auth	rize Area	>
Attendance Area*	•	

5.1.2.6 View and Get Information

Serial Number		Device	Name		Dev	vice Area Sta	tus		• Q	\oslash
^オ ォ ^ピ 🔽 Subordinate Level	۲	O R	efresh <mark>i</mark>	Delete	😰 Authorized	Device	🗐 Device (Control 👻	🗟 View a	and Get Information
Area Name			Serial Nu	umber	Device Name	Devie	ce Model	Firmwa	🔀 Get De	vice Option
			6589205	000012	65892050000	12 xFac	e <mark>100</mark>	ZAM18(evice Parameters ance Data Checking

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.

View De	evice Parameters	×
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	

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.

Start Time*		1	
End Time*			
	S		

> 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.

Re-Upload Data	×
Whether to upload attendance records	
Whether to upload Personnel information	
Whether to upload attendance photos	
OK Cano	

Get the Specified Personnel Data

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

Get the specified personnel data	×
Enter person number*	
Multiple personnel numbers, separated by co	mmas
OK Cancel	

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

5.1.2.7 Clear Device Data

Serial Number	Device Name	Device Area Status Q	
a , K I I Subordinate Level · K I Area Name	⊖ Refresh 🗴 Delete ✔ Serial Number	聞 Authorized Device 屋 Device Control ~ 匠 View and Get Information ~ Device Name Device Model Firmware Version IP Address	 ■ Clear Device Data ・ 土 Ex ■ Clear unexecuted device command
		6589205000012 xFace100 ZAM180-NF-Ver1.1 192.168.137.56	 ① Clear the attendance photos ① Clear the attendance transactions ② Clear equipment personnel

> 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.

JZKBio CVAccess	; ::: 98	😂 🖯 admin 🗸
🔠 Attendance Management 🗸	Attendance / Attendance Management / Attendance Point	
By Area	Attendance Point Name Q. Q	
Attendance Device	ORefresh ⊒ New £ Export B Delete	
Attendance Point	Attendance Point Name Area Name Device Name Device Module Pull Record Type Last Data Pull Time Operations	
Command From Server		
Device Operation Log		
	New X	
	Attendance Point Name* Device Module*	
	c Area Name	
Attendance Setting >		
🛱 Schedule >	Save and New CK. Cancel	
Exception >		
II. Attendance Detail Report >		
Daily Attendance Report >		
Monthly Attendance R >		
Calculate Report >		
Attendance custom re >	IC C 0 > >I 50 rows per page + Jump To 1 /0 Page Total of 0 records	

5.1.4 Command from Server

TRBio CVAccess	···· 96	😂 🔒 admin ~
🛅 Attendance Management 🗸	Attendance / Attendance Management / Command From Server	
By Area	Submit Time From To Serial Number Return Result More * Q 🖉	
Attendance Device	⊖ Refresh 🗃 Clear Command List 🛧 Export	
Attendance Point Command From Server	ID Serial Number Content Immediately Cmd Submit Time Return Time Returned Value Remarks	
Device Operation Log		
	4	
S Attendance Setting >		
🛱 Schedule >	No data	
Exception >		
II. Attendance Detail Report >		
III Daily Attendance Report >		
II. Monthly Attendance R >		
Calculate Report >		
Attendance custom re >	I< < D > >I 50 rows per page - Jump To 1 /0 Page Total of 0 records	

5.1.5 Device Operation Log

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

ZKBio CVAccess	₩ ¥
4.2	
🛅 Attendance Management 🗸	Attendance /Attendance Management / Davice Operation Log
By Area	Time From 2023-07-24 00:00:0 To 2023-10-24 23:59:59 Device SN Q Q
Attendance Device	○ Refresh
Attendance Point	· · · · · · · · · · · · · · · · · · ·
Command From Server	Device SN Operation Time Operational Content Operation Object Description Operation Object Description 3
Device Operation Log	
Junicacipension Log	
Attendance Setting >	<u>~</u>
🛱 Schedule >	
	No data
Exception >	
III Attendance Detail Report >	
Daily Attendance Report >	
Monthly Attendance R >	
monany Attendance K >	
Calculate Report >	
	IC < D >> > 50 rows per page ~ Jump To 1 /0 Page Total of 0 records
Attendance custom re >	

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

Basic Rule Se	etting	Basic Rule Setting
		Non-Leave Calculation Setting
		Annual Leave Balance Setting
	Check-In Rule	Personal sensitive information pro
	The Earliest Rule	Real Time Roll Call Setting
	Check-Out Rule	Employee Self-Service Login
	The Latest Rule	
	Attendance calculation result for cross-day shift	
	First Day 👻	
	Overtime Statistics	
	Yes 👻	
	Intelligent Matching Shift Rule 🕜	
	Least Abnormal	
	Late and Early Leave Counted as Absent	
	No	
	Missing Check-In count as	
	Absent Minutes	
	Missing Check-Out count as	
	Absent Minutes ⑦	
	The minimum time period should be greater than (minimum 10 minutes)	

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

Attendance / Attendar	ice Setting / Attendance Rules			
Non Loavo Ca	Iculation Setting			Basic Rule Setting
NOII-Leave Ga	inculation setting			Non-Leave Calculation Setti
				Annual Leave Balance Setting
	Expected/Actual		-	Personal sensitive information p
	Early			Real Time Roll Call Setting
				Employee Self-Service Login
	No Check-Out			
	No Check-In			
	Overtime			
	Absent		•	
	Minimum Unit*			
	1	minute	-	
	Rounding Control*			
	Up (Carry)		*	
	Report Display Symbo	51 ^m		
	N			

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

Attendance / Attendance Setting / Attendance Rules	
Annual Leave Balance Setting	Basic Rule Setting Non-Leave Calculation Setting
▲ To use the annual leave balance function, you need to set the hire date for each employee; when the hire date is not set, the remaining annual leave of the staffs annual leave balance table is displayed as empty. ▲ If the current date is greater than the clearing issue date, this modification will take effect the following year; if the current date is less than the clearing issue date, when the clearing issue date is reached, it will be cleared and the annual leave will be reissued. Annual Leave Clearing and Issuing Date Every year 1	Annual Leave Balance Setting Personal sensitive information pro Real Time Roll Call Setting Employee Self-Service Login

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

ttendance / Atten	indance Setting / Attendance Rules	
	Annual Leave Rule	
	Working Years < 1 Year, Yes 0 Days of Annual Leave	Basic Rule Setting
	1 Year ≤Working Years < 10 Year, Yes 5 Days of Annual Leave	Non-Leave Calculation Setting
	10 Year ≤Working Years < 20 Year, Yes 10 Days of Annual Leave ⊕ ⊗	Annual Leave Balance Setting
		Personal sensitive informatio
	Working Years ≥ 20 Year. Yes 15 Days of Annual Leave	Real Time Roll Call Setting
		Employee Self-Service Login
Personal or	analitics information protoction	
Fersonal Se	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.	
	but not limited to names, card numbers, 10 numbers, photos, etc.	
Bool Time	Roll Call Setting	
Redi fille r	Ron Can Setting	
	Enable Real Time Roll Call	
Employee S	Self-Service Login	
	Whether to enable employee self-service login	
	C Enable	
	ОК	

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:

ZKBio CVAccess		admin 👻
🔝 Attendance Management >	Attendance / Attendance Setting / Holiday	
🛅 Attendance Setting 🗸	Name Q Q	
Attendance Rules	O Refresh 📻 New 🖻 Delete	
Holiday	Name Start Time End Time Number of Days Remarks Operations	
Leave Type		
Automatic Report	New X	
	Nama"	
	Start Time" 2023-10-24 Number of Days"	
	Renaks	
鍣 Schedule >		
	OK Cancel	
Exception >		
Attendance Detail Report >		
Daily Attendance Report >		
Monthly Attendance R >		
Calculate Report >		
Attendance custom re >	IC C 0 >> I S0 rows per page = Jump To 1 /0 Page Total of 8 records	

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.

Name	Q &				
◯ Refresh 🔤 New	💼 Delete				
ORefresh ∓New	前 Delete Start Time	End Time	Number of Days	Remarks	Operation

5.2.2.3 Delete

Select the Holiday which need to be deleted and click $\mathbf{\hat{1}}$ 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].

ZKBio CVAccess			¥							😂 😫 admin 🖌
Attendance Management >	Atte	endan	ce / Attendance Sett	ing / Leave Type						
🔄 Attendance Setting 🗸 🗸	0	Name		Q &						
Attendance Rules		© Refresh ∓ New 10 Delete								
Holiday			Name	Whether to substract work hours	Minimum Unit	Rounding Control	Report Display Symbol	Sort	Operations	
Leave Type			Personal Leave	Yes	0.5hour(s)	rounding	Personnal	1	2	
Automatic Report			Annual Leave	No	0.5Work Day	rounding	Annual	2	_	
			Sick Leave	Yes	1.0hour(s)	Up (Carry)	Sick	3	2	
			<u>Marriage Leave</u>	No	1.0Work Day	Up (Carry)	Marriage	4	_	
	«		Maternity Leave	No	1.0Work Day	Up (Carry)	Maternity	5		
	41		Breastfeeding Leav	No	1.0hour(s)	rounding	Nursing	6	2	
			Home Leave	No	1.0Work Day	rounding	Family	7	2	
🛱 Schedule >			Bereavement Leave	No	1.0Work Day	Up (Carry)	Funeral	8	2	
Exception >			Business Trip	No	0.5Work Day	rounding	Business	9	2	
네. Attendance Detail Report >			Out	No	0.5hour(s)	rounding	Out	10	2	
Daily Attendance Report >										
Monthly Attendance R >										
Calculate Report >										
Attendance custom re >		<	< 1-10 > >)	50 rows per page 👻 Jump To	1 /1 Page	Fotal of 10 records				

5.2.3.1 Adding

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

Name	e	Q &			
O R	tefresh \Xi N	lew 🖻 Delete			
	Name		New	×	Ro
	Personal L	Name*			rou
	Annual Lea	Whether to substract work hours*	Yes	•	ro
	Sick Leave	Minimum Unit*	minute	•	Up
	<u>Marriage L</u>	Rounding Control* Report Display Symbol*	Down (Discard)		Up
	<u>Maternity I</u>	Sort*	99		Up
	<u>Breastfeed</u>				ro
	Home Leav				roi
	Bereaveme	ОК	Cancel		Up

- 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.

At	tendar	nce / Attendance Sett	ing / Leave Type							
	Name	•	Q @							
	OR	efresh 🛨 New 🖬) Delete							
		Name	Whether to substract work hours	Minimum Unit	Rounding	Control	Report Display	Symbol	Sort	Operatio
		Personal Leave	Yes	0.5hour(s)	rounding		Personnal		1	2
		Annual Leave No		Edit				×	2	<u>_</u>
		Sick Leave	Yes	Name* Whether to substract	Personal Le act work Yes		Leave		3	2
		<u>Marriage Leave</u>	No	hours*	at work	ies			4	2
			No	Minimum Unit* Rounding Control*		0.5	hour(s) 🔻		5	2
«		<u>Maternity Leave</u>	NO	Rounding Control* rounding Report Display Symbol* Personnal		· ·	5	5	<u> </u>	
		Breastfeeding Leav	No	Sort*					6	_
		<u>Home Leave</u>	No						7	_
		Bereavement Leave	No						8	2
		<u>Business Trip</u>	No		OK	Can	cel		9	_
		Out	No	U.Shour(s)	rounding	Gai	Out		10	0

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.

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

JZKBio CVAccess	¥			
Attendance Management >	Attendance / Attendance Setting /	Automatic Report		
🔚 Attendance Setting 🗸 🗸	File Name	Report Type Send Mode	More ■ Q	
Attendance Rules	🔾 Refresh ∓ New 🗃		New	×
Holiday	File Name	Report Setting	Send Mode Setting	
Leave Type		Report Type* Transactions -	Send Mode* Mailbox Delivery Met	
Automatic Report		File Name* Date Format yyyyyMMdd File Type* EXCEL	Mail Setting	
	-	File Type" EXCEL •	Receiver Setting Set by Personnel	
)	Send Frequency Send Frequency	Mail Address* Please enter a valid email address. If more than one address is entered, separate with(),Example:123@foxmail.com,456@foxmail. com	
	J	• hour : • minute	Title Setting* The Maximum Length50	
		hour : minute minute	Body Setting The Maximum Length200	
Schedule >		• hour : • minute		
Exception >	-	V hour : V minute	Detected sender e-mail not set, send e-mail function will not work! Click here to set the sender's e-mail.	
II. Attendance Detail Report >				
L Daily Attendance Report >				
II. Monthly Attendance R >		Save and New	OK Cancel	
Calculate Report >				
Attendance custom re >	I< < 0 > >I 5	i0 rows per page 👻 Jump To 1 /0 Page Total of 0 r	ecords	

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.

- * <u>Set by Department</u>: Select a department from the department hierarchy,
- * <u>Set by Area</u>: 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:

TKBio CVAccess	··· *	😂 🕃 admin 🗸
🗐 Attendance Management >	Attendance / Schedule / Timetable	_
Attendance Setting >	Name Timetable Type	
🐯 Schedule 🗸 🗸	🛇 Refresh 📅 Add Normal Timetable 📅 Add Flexible Timetable 🝵 Delete	
Timetable	Name Timetable Type Check-In Start Time Check-In Time Check-Out Time Check-Out End Time Work Time (Minutes) Operations	
Shift		
Personnel Schedule		
Group Schedule		
Schedule Details	c No data	
Exception >		
Attendance Detail Report >		
Daily Attendance Report >		
II. Monthly Attendance R >		
Calculate Report >		
Attendance custom re >	I< < 0 > >I 50 rowsperpage → Jump To 1 //0 Page Total of 0 records	

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.

Name Timetable Ty	pe	• Q @		
○ Refresh 🛛 I Add Normal Timetable		N	ew	
Name Timetable Type C	Name*			
	Check-In Time* Before going to Work* After Work* Allow Late(Minutes) ⑦ Must Check-In*	09 : 00 (HH:MM) 60 Check-In is valid within minutes 60 Check-In is valid within minutes 0 Yes •	Check-Out Time* Before Going Off Duty* After Work* Allow Early Leave(Minutes) ? Must Check-Out*	18 : 00 (HH:MM) 60 Check-In is valid within minutes 60 Check-In is valid within minutes 0
	overtime hours 0	No		30 , Limit the maximum

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.

Name	Timetable Type	• Q @	
C Refresh	I Add Normal Timetable I Add Flo Timetable Type Check-In Sta		heck-Out Time Check-Out End Time
		Name" Work Time (Minutes)" (?) Flexible Duration Calculation Check-In Start Time" Check-Out End Time"	New ×

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.

ZKBio CVAccess		😂 \rm 😫 admin 🗸
Attendance Management >	Attendance / Schedule / Shift	÷ •
S Attendance Setting >	Number I Name Shift Type V Q Q	Timetable Details
📩 Schedule 🗸 🗸	◯ Refresh 🖼 Add Regular Shift 🖽 Add Fexible Shift 🏛 Delete 💼 Clear Timetable	
Timetable	Name Number Shift Type Unit Cycle Cycle Start Date Work Type Operations	
Shift		
Personnel Schedule		
Group Schedule		
	r No data	No data
E Exception >		
II. Attendance Detail Report >		
II. Daily Attendance Report >		
Monthly Attendance R >		
Calculate Report >		
Attendance custom re >	I< < 0 > >I 50 rows per page - Jump To 1 /0 Page Total of 0 records	Double-click the shift period; you can delete the time period

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.

Number	Nam		New	
C Refresh	Unit*	I Day ▼ Period Start Date ▼ 2023-10-25	Number* Cycle(1-99)* Cycle Shift in one Month* ⑦	Yes 🔻
	Advanced Setting Work Type* ⑦ Overtime Mode*	Normal Work Computer Automatic	Attendance Mode* 🕜	Punch According to •
		Save and New	OK Cancel	

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:

- 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.

Number	Name	Shift Type	• Q &		
🔾 Refresh 🛛	∓ Add Regular Shift 📴 Ad	ld Fexible Shift 🔟 Delete 👖] Clear Timetable		
Name			New		
	Basic Setting Name* Unit* Period Start Type* Cycle Start Date* ?	I Day ▼ Period Start Date ▼ 2023-10-25	Number* Cycle(1-99)* Cycle Shift in one Month* ⑦	Yes •	
		Save and New	OK Cancel		

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.

ZKBio CVAccess	#					😂 🔒 ad	lmin Y
Attendance Management >	Attendance / Schedule / Personnel Sche	dule					
Attendance Setting >	Time From 2023-10-25 To 2	2023-11-25 Personnel ID	Schedule Status	More* Q 🖉			
📅 Schedule 🗸 🗸	🦉 🤋 🗹 Subordinate Level 🔹 ⊀	◯ Refresh II Cycle Schedule II Tempora	ary Schedule 🗴 Clear Cycle Schedule 🗴 Cle	ar Temporary Schedule 🛛 Mo	re -		
Timetable	Department Name Det test1	Personnel ID First Name La	st Name Department N 2023-10-25	2023-10-26 2023-10-27	2023-10-28 2	023-10-29 2023-10-30	12
Shift		2*	Department Name H	NS NS	NS M	IS NS	1
Personnel Schedule		□ <u>1*</u> t**t	Department Name H	NS NS	NS M	IS NS	r
Group Schedule Schedule Details		<u>81*</u>	Department Name H	NS NS	NS M	IS NS	1
_	c						
Exception >							
IL Attendance Detail Report >							
II. Daily Attendance Report >							
II. Monthly Attendance R >							
Calculate Report >		<	✓ Jump To 1 /1 Page Total of 3 reco	rda.			
Attendance custom re >		< < 1-3 > > 50 rows per page	- Jump to i /1 Page Total of 3 feco	105			

5.3.3.1 Cycle Schedule

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

	Personnel ID	F	irst N	ame I	Last Name	Department N.	202	4-05-
~	<u>2121</u>				Cycle	Schedule	_	×
	38BWC1057D		Schedu	ule Type <mark>*</mark>	Normal	Schedule •	-	
	21DBHL5133		Start Ti End Tir					
	<u>52HW2798X</u>							
	65FWYL9553					1000		
	66EBLT9932			Name	Number	Shift Type		
	3CVEF9284			NEOTEST	10	Regular Shift		
	38HWYW1280			Full	555	Flexible Shift		
	40.5500.000			AAAAA	21	Regular Shift		
	13JFB2686			gi <mark>gi gig</mark> es	123456	Regular Shift		
	28FWC1190U		Ĩ	general	3	Regular Shift		
	<u>37JWXW6860</u>			Develop				
	37JVEV44			Regular	6	Regular Shift		_
	48GVLM1909		4	flav1	22	Flavible Shift	-	

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

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

Monday Tuesday Wednesday Thursday Friday Saturday Sunday test(09:00-18:00) 0 01 02 03 04 05 Overnight Shift(22:00-06:00) 06 07 08 09 10 11 12 Monday Monday 14 15 16 17 18 19 More right Shift(22:00-06:00) 06 07 08 09 10 11 12 More right Shift(22:00-06:00) 06 07 08 09 10 11 12 More right Shift(22:00-06:00) 13 14 15 16 17 18 19 More right Shift(22:00-06:00) 13 14 15 16 17 18 19 More right Shift(22:00-06:00) 13 14 15 16 17 18 19 More right Shift(22:00-06:00 13 14 15 16 17 18 19 More right Shift(22:00-06:00 10 10 20 21 22 23 24 25 <th>n 2</th> <th></th> <th>Т</th> <th>emporary Schedu</th> <th>ile</th> <th></th> <th></th> <th></th> <th>×</th> <th></th>	n 2		Т	emporary Schedu	ile				×	
Solution Neo TESTING(08:00-17:00) Monday Tuesday Thursday Friday Saturday Sunday 1 To 00 0:0	Timetable		3			May 2024		<< T0D/	AY >>	
anut test(09:00-18:00) 29 30 01 02 03 04 05 Overnight Shift(22:00-06:00) 06 07 08 09 10 11 12 Initiation 06 07 08 09 10 11 12 Work Type* Nomal Work • - - 13 14 15 16 17 18 19 Vork Type* Nomal Work • - - 20 21 22 23 24 25 26 Overtime Mode* Computer Automatic Calculation • 20 21 22 23 24 25 26 Operation Instructions - 27 28 29 30 31 01 02	St NEO TESTING(08	3:00-17:00)	Monday	Tuesday			Friday	Saturday	Sunday	
Overnight Shift(22:00-06:00) 0 0 0 0 0 0 0 0 11 12 Image: Shift (22:00-06:00) 0 0 0 0 0 0 0 11 12 Image: Shift (22:00-06:00) 0 0 0 0 0 0 11 12 Image: Shift (22:00-06:00) 0 0 0 0 0 0 11 12 Image: Shift (22:00-06:00) 0 0 0 0 0 0 0 11 12 Image: Shift (22:00-06:00) 0						· · · ·				-18
Image: Section Instructions Normal Work: • 0 0 0 0 0 1 12 Vork: Type* Normal Work: • - 1 14 15 16 17 18 19 Vork: Type* Normal Work: • - 20 21 22 23 24 25 26 Operation Instructions 1. You can drag the Inmetable to a single date in the calendar 27 28 29 30 31 01 02	Overnight Shift(22									STIN
Influe 06 07 08 09 10 11 12 Influe Influe 13 14 15 16 17 18 19 Influe Vork Type* Normal Work Influe Influe Influe 13 14 15 16 17 18 19 Vork Type* Normal Work Influe	leti									
Image:	ana anc		06	07	08	09	10	11	12	
TITZ Attendance Mode* Punch According to Normal Shift • Overtime Mode* Computer Automatic Calculation • 20 21 22 23 24 25 26 Operation Instructions control to schedule. 20 21 22 23 24 25 26	me EOT	Work Time? Name 1 Marks		3 14	15	16	17	18	19	
Coperation Instructions 20 21 22 23 24 25 26 Operation Instructions 1. You can drag the timetable to a single date in the calendar control to schedule. 27 28 29 30 31 01 02	and the second se									
1. You can drag the timetable to a single date in the calendar control to schedule.		Computer Automatic Calculation 🔻	20	21	22	23	24	25	26	
2. In the calendar control, double-click a single date to schedule. 3. In the calendar control, press and hold the mouse to select multiple dates to schedule.	1. You can drag the control to schedule. 2. In the calendar co 3. In the calendar co	timetable to a single date in the calendar ontrol, double-click a single date to schedule. ontrol, press and hold the mouse to select	27	28	29	30	31	01	02	

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:

- 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.
- 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.

OR	efresh 🔤 Cycle	Schedule 荘	Temporary Schedule	🔟 Clear Cycle Scl	nedule 📋 Clear	Temporary Schee	lule
	Personnel ID	First Name	Last Name	Department N	2024-05-15	2024-05-16	2024
	<u>2121</u>	testuu		Sanutre	NEO TESTING	NEO TESTING	NEO
	38BWC1057D	SAW KOK SIG	DNG WC1057D	Owner	NS	NS	NS
	21DBHL5133	JAYAKUMARA	AN K BHL5133	Owner	NS	NS	NS
	<u>52HW2798X</u>	сноог	Prom	ot	NS	NS	NS
	65FWYL9553	минам Ал	re you sure to clear cyc from 2024-05-15 to		NS	NS	NS
	66EBLT9932	KOH SV	OK	Cancel	NS	NS	NS
	3CVEF9284	TAN MU	UN	Cancel	NS	NS	NS

5.3.3.4 Clear Temporary Schedule

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

) r	efresh =+ Cycle	Schedule	+ Temporary Schedule	🖻 Clear Cycle Sch	nedule 🗴 Clear	Temporary Scheo	dule \cdots More 🍷	t i
	Personnel ID	First Nam	e Last Name	Department N	2024-05-15	2024-05-16	2024-05-17	20
2	<u>2121</u>	testuu		Sanutre	NEO TESTING	NEO TESTING	NEO TESTING	NE
	38BWC1057D	SAW KOK	SIONG WC1057D	Owner	NS	NS	NS	NS
	21DBHL5133	JAYAKUM	ARAN K BHL5133	Owner	NS	NS	NS	NS
	<u>52HW2798X</u>	сноог	Promp	t	NS	NS	NS	NS
	65FWYL9553	MUHAM	Are you sure to clear "tes schedule from 2024-05-1		NS	NS	NS	NS
	66EBLT9932	KOH SV			NS	NS	NS	NS
	3CVEF9284	TAN MU	ОК	Cancel	NS	NS	NS	NS

5.3.3.5 More(New)

 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.

T ZKBio CVAccess	¥	😂 🖯 admin 🗸
🗄 Attendance Management >	Attendance / Schedule / Group Schedule	
Attendance Setting >	Edit Personnel for Group <	Browse the Group Personnel
🐯 Schedule 🗸 🗸	Name Q Q	Time From 2023-10-25 To 2023-11-25 Personnel ID More * Q Q
Timetable	CRefresh ⊒∓New 自Delete	〇 Refresh 自 Delete Personnel 프 Cycle Schedule 프 Temporary Schedule 自 Clear Cycle Schedule 自 Clear Temporary Schedule
Shift	Name Operations	Personnel ID First Name Last Name Department N 2023-10-25 2023-10-26 2023-10-27 2023-10-28 2023-10-29 202-29-29 202-29-29 202-29-29 202-29-29 202-29-29 202-29-29 202-29-29-29-29
Personnel Schedule		
Group Schedule		
Schedule Details	c No data	No data
Exception >	No data	
1. Attendance Detail Report >		
Daily Attendance Report >		
Monthly Attendance R >		
Calculate Report >		
Attendance custom re >	I< < 0 > >I	I< < 0 > >I 50 rows per page = Jump To 1 /0 Page Total of 0 records

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.

Attendance / Schedule / Group Schedule					
Edit Personnel for Group	<	Browse the Group Personnel			
Name Q 🖉		Time From 2023-10-25	То	2023-1	1-25
C Refresh 📴 New 🖻 Delete		🗘 Refresh 🗴 🗴 Delete Per	sonnel	<u>∓</u> ∓ c	ycle Schedule
Name Operations		Personnel ID Fi	st Nam	ne	Last Name
		New			×
		Name*			
		Remarks			
A		ОК	Car	ncel	

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.

Attendance / Schedule / (Group Schedule					
Edit Personnel for Group	•	<	Browse the Group I	Personnel		
Name	Q &	2	Time From 2023-1	0-25	Го 2023-11-25	Personnel
C Refresh — — New	🖻 Delete		🗘 Refresh 🚺	Delete Personne	el 🖂 Cycle Schedule	<u>∓</u> + Tempora
Mame Name	Operations		Personnel	ID First Na	me Last Name	Departr
11	_ ≙+		<u>81*</u>			Departr
					Prompt sure you want to perform t operation? OK Canc	

Cycle Schedule

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

Attendance / Schedule / Group Sche	dule					
Edit Personnel for Group	۲	Browse	the Group Personn	iel		
Name	0	Time	From 2023-10-25	То	2023-11-25	Personnel ID
⊖ Refresh ∓ New 💼 Delet	е	<mark>O</mark> R	efresh 🛍 Delete	Personnel		∓ Temporary S
Name Operations				Cycle	Schedule	×
🗾 11 🖉 😫			Schedule Type* Start Time*	Normal	Schedule	•
			End Time*			
«			News	. Ni ki		_
			Name	Number 22	Shift Type Flexible Shift	-
			□ 11	11	Regular Shift	
				ОК	Cancel	

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.

rersonn	el for Group	Browse the Group Pers		emporary Schedu	le				
lama 🖳				sinporary Schedu	10				
Vame	Timetable		0		0	ctober 2023	3	<< TOD	AY >>
C Refre	1(09:00-18:00)		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Na Na			25	26	27	28	29	30	0
11									
			02	03	04	05	06	07	0
			09	10	11	12	13	14	1
			16						
	Work Type* Attendance Mode*	Normal Work Punch According to Normal Shift		17	18	19	20	21	22
	Overtime Mode*	Computer Automatic Calculation							
			23	24	25	26	27	28	2
			23	24	25	20	21	20	2.
	Operation Instruction 1. You can drag the ti control to schedule.	s imetable to a single date in the calendar	30	31	01	02	03	0.4	0
	2. In the calendar cor	ntrol, double-click a single date to schedule. ntrol, press and hold the mouse to select edule.							

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.

Attendance / Schedule / Group Schedule	
Edit Personnel for Group	Browse the Group Personnel
Name Q 🖉	Time From 2023-10-25 To 2023-11-25 Personnel ID More * Q
◯ Refresh ☲ New 💼 Delete	🛇 Refresh 🖷 Delete Personnel 🌐 Cycle Schedule 🔄 Temporary Schedule 💼 Clear Cycle Schedule 💼 Clear Temporary Schedule
Z Name Operations	Personnel ID First Name Last Name Department N 2023-10-25 2023-10-26 2023-10-27 2023-10-24
🗾 11 🖉 😫	B1* Department Name H NS NS
	Prompt
e e	Are you sure to clear the cycle schedule from 2023-10-25 to 2023-11-25 for all personnel under "11" ?
	Cancel

> 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.

A	ttendance / Schedule / Group Schedule		
8	Edit Personnel for Group <	Browse the Group Personnel	
	Name Q 🖉	Time From 2023-10-25 To 2023-11-25 Personnel ID More * Q &	
	C Refresh ⊒+ New 💼 Delete	🔾 Refresh 🗰 Delete Personnel 🖅 Cycle Schedule ≆ Temporary Schedule 🍈 Clear Cycle Schedule 🛍 Clear Temporary Sched	ule
	Mame Operations	Personnel ID First Name Last Name Department N 2023-10-25 2023-10-26 2023-10-27 2023	-10-2
	11 🖉 2*	□ <u>81*</u> Department Nam∈ H NS NS NS	
		Prompt	
«		Are you sure to clear the temporary schedule from 2023-10-25 to 2023-11-25 for all personnel under "11" ?	
		Cancel	

5.3.5 Schedule Details

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

ZKBio CVAccess	📰 🕷 🕹 admin 🗠
🖆 Attendance Management >	Attendance / Schedule / Schedule Details
Attendance Setting >	Time From 2023-10-25 To 2023-11-25 Personnel ID Department Name More * Q Q
🐯 Schedule 🗸 🗸	e ⁿ x [#] <mark>Subordinate Level⊨ ∢</mark> ⊖ Refresh 🖻 Delete ⊥ Export
Timetable	Department Name Personnel Cycle Schedule Department Cycle Schedule Group Cycle Schedule Personnel Temporary Schedule Department Temporary Schedule Group Temporary Schedule
Shift	> 🗅 test1 Personnel ID First Name Last Name Department N Start Time End Time Shift Name Schedule Type Operations
Personnel Schedule	
Group Schedule	
Schedule Details	
	e e e e e e e e e e e e e e e e e e e
Exception >	No data
II. Attendance Detail Report >	
Daily Attendance Report >	
Monthly Attendance R >	
Calculate Report >	
Attendance custom re >	< < 0 > > 50 rows per page → Jump To 1 //0 Page Total of 0 records

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].

ZKBio CVAccess	iii ¥
Attendance Management >	Attendance / Exception / Appended Log
Attendance Setting >	Time From 2023-08-25 00:00:00 To 2023-10-25 23 59:59 Personnel ID Name More * Q Q
🛱 Schedule >	e ⁿ x ⁱ <mark>⊠ Subordinate Level⊨ ∢</mark> O Refresh ⊒ New ⊞ Delete ⊡ Approval × ↑ Export ± Import ~
Exception 🗸	Department Name Personnel ID First Name Last Name Department Name Punch Time Status Remarks Operations Datest
Appended Log	
Leave	
Overtime	
Adjust Rest	
Adjust Shift	<
	No data
Attendance Detail Report >	
Daily Attendance Report >	
Monthly Attendance R >	
Calculate Report	
	I< < 0 > >I 50 rowsperpage ∞ Jump To 1 /0 Page Total of 0 records
Attendance custom re >	

> New

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

Time Fror	m 2023-08-25 00:00:00 To 2023	3-10-25 23:59	:59	Personn	el ID (Na	ime	More - Q	0		
צ ^א א ^ע	Subordinate Level 🔹 ⊀	O Refresh	Ŧ	New 💼 D	elete	🗈 Appro	oval - ⊥Expo	ort 🛓 Import 👻				
✓ B Depa > D te							New					×
	Personnel ID	N	lame			Q	\bigcirc					
	🖉 🦼 🔽 Subordinate Level Co	ntained Alte	ernativ	/e					Selected(0)			
	A 🖻 Department Name			Personnel II	D F	irst Name	Last Name	Departm	Personnel ID	First Name	Last Name	D
	▶ 🗅 test1			2				Department				
ĸ				1	te	st		Department				
				817				Department				
		I	< -	(1-3	> >	50 rov	vsperpage 🔻					Þ
	Punch Date*	2023-10-25						Remarks				
	Punch Time*	14:43										
					Save	and New	ОК	Cancel				

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.

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

ZKBio CVAccess	III 🐮 🐮 😂 😆 admin 🗸
🗄 Attendance Management >	Attendance / Exception / Appended Log
Attendance Setting >	Time From 2023-08-25 00:00 0 To 2023-10-25 23:59:59 Personnel ID Name More Q
🛱 Schedule >	e ⁿ x ⁴ <mark>⊠ Subordinate Level</mark> · ∢ ⊖ Refresh ∓ New B Delete D Approval × ⊥ Export ± Import ×
Exception 🗸	Department Name Personnel ID First Name Last Name Department Name Punch Time Status Remarks Operations Datest1
Appended Log	
Leave	
Overtime	
Adjust Rest	
Adjust Shift	¢
	No data
II. Attendance Detail Report >	
II. Daily Attendance Report >	
Monthly Attendance R >	
Attendance custom re >	< < 0 > > 50 rows per page ∞ Jump To 1 /0 Page Total of 0 records

> New

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

Attendance	/ Exception / Leave					
Time Fro			New			×
^א ר ^ה א	Personnel ID	Name	Q &			
🔺 😝 Depa	🤞 🧏 🗹 Subordinate Level Contained	Subordinate Level Contained Atternative Atternative Atternative Atternative Personnel ID First Name Last Name Departm 2 Department 1 test Department 817 Department 817 Department Leave Requisition Photo	Selected(0)			
▶ 🗅 te	A 🖹 Department Name	Personnel ID	First Name Last Name	Departm	Personnel ID First Name Last Name D	
	test1	2		Department		
		□ 1	test	Department		
		817		Department		
«	Alternative Department Name Categories Categ					
		Selected(0) Department Name test1 2 1 test1 2 1 1 1 1 1 1 1 2 1 2 1 2 1 2 1 2 2				
	Leave Type*		Leave Re	quisition Photo		
				Browse		
		2023-10-25 15:10:09			No Pictures	
	Kemarka					
				,L		£)
		S	ave and New OK	Cancel		

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 **[S]** button at the end of each line to view the leave requisition photo.

Time From 2023-09-25 00:00:00	To 2023-11-25 23	3:59:59 Personnel ID	Leave Type	••••••••••••••••••••••••••••••••••••••	More⊤ Q &				
🦉 🎽 Subordinate Level	< O Refre	sh 🖅 New 💼 Delete 🗈 Appro	val - ↑ Export 🚽 Im	port -					
~ _									
		Description M. L. Leave Trees	Start Time	End Time	Leave Duratio	Leave Duratio	Status	Remarks	Operations
Department Name	Jame								
	Jame	Department N Leave Type	Start Time						
	Jame						Dered		_
 Department Name test1 	√ame	Department Name Personal Leave		2023-10-25 15:10:09		0.0	Passed		1

> 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].

Attendance / Exception / Leave						
Time From 2023-09-25 00:00:00	То	2023-11-2	25 23:59:59	Personnel ID		
⊭ ^ສ ສ ^{ເປ} Subordinate Level ເ	<	O R	efresh =+ N	lew 🛍 Delete	🖾 Approva	al 🔻 🛧
A 🖹 Department Name			Personnel II	D First Name	Passed	Name
test1			81*		Refuse	

> Export

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

				ZKTE	-CO				
				Lea	ve				
Personnel ID	First Name	Last Name	Department Number	Department Name	Leave Type	Start Time	End Time	Remark	Operation Time
1	Јепу	Wang	1	General	Casual Leave	2017-12-15 16:36: 07	2017-12-15 16:36: 07		2017-12-15 16:36 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 16:3 27
6	Amber	Lin	4	Financial Department	Sick Leave	2017-12-15 18:38: 54	2017-12-15 18:38: 54		2017-12-15 18:3 00
9	Lilian	Mei	3	Development Department	Breastfeeding Leave	2017-12-15 18:39: 02	2017-12-15 18:39: 02		2017-12-15 18:39 10

5.4.3 Overtime

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

TKBio CVAccess	III 🕷 😵 🖨 admin 🗸
Attendance Management >	Attendance / Exception / Overtime
Attendance Setting >	Time From 2023-09-25 00:00:00 To 2023-11-25 23 59:59 Personnel ID Name More * Q Q
🛱 Schedule >	🖌 🧏 🔽 Subordinate Level: 🖌 ORefresh 🌫 New 🖻 Delete 🗊 Approval - 🛨 Export ⊻ Import -
Exception 🗸	Personnel ID First Name Last Name Department N Start Time End Time Overtime Dura Status Remarks (Detatt
Appended Log	
Leave	
Overtime	
Adjust Rest	
Adjust Shift	<
	<u></u>
	No data
_	
II. Attendance Detail Report >	
Daily Attendance Report >	
II. Monthly Attendance R >	
Calculate Report >	
Attendance custom re >	IC C 0 > > 50 rows per page ~ Jump To 1 /0 Page Total of 0 records

> New

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

Attendance	/ Exception / Overtime						
Time Fro		C 22 CO CO CO D	115	New			×
ی م ^ر م 4 ⊟ Dep	Personnel ID	Name	Q	Q			L
> C3 t	🖉 🧏 🗹 Subordinate Level Contained	d Alternative				Selected(0)	
	4 🖻 Department Name		First Name	Last Name [Departm	🔲 Personnel ID First Name Las	st Name D
	test1	2		C	Department		
		1	test	Ľ	Department		
«		817			Department		
		I< < 1-3 ;	> 50 row	sperpage *		•	
		3-10-25 15:16:50 3-10-25 15:16:50		Overtime Duration Remarks	n(Minutes)	0	
			Save and New	ОК	Cancel		

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].

Attendance / Exception / Overtime	ļ.				
Time From 2023-09-25 00:00:00	То	2023-11-25 23:59:59	Personnel ID		
🖉 🧏 🔽 Subordinate Level	<	⊖ Refresh = ∓ Ne	ew 🛍 Delete	🖬 Approva	· ↑ E
🔺 🖻 Department Name		Personnel ID	First Name	Passed	Name
▶ In test1		81*		Refuse	

> Export

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

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

5.4.4 Adjust Rest

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

TKBio CVAccess	₩ ₩ \\$ €	admin 🗸
Attendance Management >	Attendance / Exception / Adjust Rest	
Attendance Setting >	Time From 2023-39-25 To 2023-11-25 Personnel ID Name More ~ Q &	
🛱 Schedule >	x ² γ ^K <mark>Subordinate Level</mark> κ C Refresh ∓ New B Delete D Approval + ↑ Export ± Import +	
Exception ~	Bepartment Name Personnel ID First Name Last Name Department N Adjust Date Status Remarks Operations D1 test1	
Appended Log		
Leave		
Overtime		
Adjust Rest		
Adjust Shift		
	No data	
II. Attendance Detail Report >		
Daily Attendance Report >		
Monthly Attendance R >		
Calculate Report >		
Attendance custom re >	< < 0 > > 50 rows per page → Jump To 1 /0 Page Total of 0 records	

> New

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

ne From 2023	3-09-25 To	2023-11-25		Personnel	ID	N	ame	More* Q	0	
						New				
Dep	ersonnel ID		Name		Q	Q				
□ t	🖌 🔽 Subordinate Lev	el Contained	Alternati	ve				Selected(0)		
4 B	Department Name			Personnel ID	First Name	Last Name	Departm	Personnel ID Fin	st Name 🔰 Last Name	D
	🗅 test1			2			Department			
				1	test		Department			
				817			Department			
Adju	st Date*	2023-10		(1-3 >	> 50 rov	vsperpage ▼	Remarks			•

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].

Attendance / Exception / Adjust R	est					
Time From 2023-09-25	То	2023-11-25	F	Personnel ID		
_{ຮ້າ} ຂັ 🗹 Subordinate Level	۲	⊖ Refresh	<mark>⊒∓</mark> New	🛍 Delete	🖪 Арргоуа	al 🝷 🛧
A 🔁 Department Name		V Perso	nnel ID	First Name	Passed	Name
test1		81*			Refuse	

> Export

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

				ZKTE	CO				
				Adjust and	Append				
Personnel ID	First Name	Last Name	Department Number	Department Name	Adjust Type	Adjust Date	Schedule Name	Remark	Operation Time
1	Јепту	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] > [Ex	ception] > [Adjust Shift].
--------------------------	----------------------------

ZKBio CVAccess	III 🗱 🏶 admin 🗸
Attendance Management >	Attendance / Exception / Adjust Shift
Attendance Setting >	Time From 2023-05-25 To 2023-11-25 Personnel ID Name More * Q Q
😫 Schedule >	🖌 🧏 🔽 Subordinate Leveli 😮 🔿 Refresh 🖅 New 🖹 Delete 🋨 Export 🗈 Approval 👻 Import 👻
Exception 🗸	Department Name Personnel ID First Na Last Na Department Name Adjust Type Adjust Date Adjust Shift Adjust Pers Adjust Personnel N Adjust Personnel Last Department Name Department Name Department Name
Appended Log Leave	
Overtime	
Adjust Rest	
Adjust Shift	
	No data
III Attendance Detail Report ⇒	
Daily Attendance Report >	
II. Monthiy Attendance R >	
Calculate Report >	
Attendance custom re >	I< < 0 > >I 50 rows per page ▼ Jump To 1 /0 Page Total of 0 records

> New

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

Attendance / Exception / Adjust Time From 2023-09-25	Shift To 2023-11-25	Personnel ID	Name	More *	Q @
κ ² π ^K ^V Subordinate Level → B Department Name	< O Refre	sh _∓New mi Delete	🗈 Export 🗊 Approval 👻 Ir	mport -	
 Department Name test1 			New		×
	Adjust Type Personnel ID* First Name Department Name	Adjust the personal s	A Hard Shife Marrie		
	Adjust Date* Remarks	2023-10-25	Adjust Shift Name	-	
		Save and Nev	OK Cance	el	

- 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.

Adjust Type Personnel ID*	Adjust the personal shif v		
Personnel ID* First Name			
Department Name			
Adjust Date*	2023-10-25	Adjust Shift Name	 •
Remarks			

- **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.

		New		×
Adjust Type Personnel ID* First Name Department Name Adjust Date* Remarks	Adjust the personal shif Adjust the persona	Adjust Date	2023-10-25	
	Save and New	ок с	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.

		New		×
Adjust Type Personnel ID* First Name Department Name Adjust Date* Remarks	Two people exchange	Adjust Personnel ID* Adjust Personnel Name Adjust Department Name Adjust Date	2023-10-25	
	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].

Time From 2023-09-25	То	2023-11-25	Personnel ID		Name
Time From 2023-09-25	10	2023-11-25	Personnerito		Name
🤞 🤘 🔽 Subordinate Level	<	◯ Refresh 🛛 ∓ Ne	ew 💼 Delete 🛧 Exp	port 🚺 Appi	roval
🕒 🖻 Department Name		Personnel ID	First Na Last Na.	[🖸 Pass	ed am
test1				Refus	

> 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		3				2017-12-18		2017-12-18 13:56 27
4	Велу	Сао	1	General	Adjust the personal shift in the same day	2017-12-18							Change to flexible	2017-12-18 14:0 27
5	Necol	Ye	2	Marketing Department	Two people exchange	2017-12-18	8	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].

							Â
TKBio CVAccess							😂 😫 admin 🖌
Attendance Management >	Attendance / Attendance Detail Report /	Manual Calculate					
Attendance Setting >	Personnel ID	Name	Q @				
🛱 Schedule >	🤞 🤘 🖉 Subordinate Level 🕻 <	🔿 Refresh 🔹 Attendand	e Calculation				
E Exception >	Department Name Detatt test1	Personnel ID	First Name	Last Name	Department Number	Department Name	
🚺 Attendance Detail Report 🗸		2*			1	Department Name	
		□ 1*	t**t		1	Department Name	
Manual Calculate Transactions		81*			1	Department Name	
Daily Attendance							
	x ·						
Daily Attendance Report >							
Monthly Attendance R >							
Calculate Report >							
		< < 1-3 > >	50 rows per page 💌	Jump To 1 /1 P	age Total of 3 records	5	
Attendance custom re >			por page			•	

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

Personnel ID	Name	Q &		
 x^a x^k Subordinate Level < ▲ Department Name ▶ ■ test1 	C Refresh Atten	dance Calculation	Last Name	Departmen 1
	 1[*] ∞ 81[*] 	Attendance		×

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

Processing co	ommand	3
Total Progress		
1009	/o	
The filtration condition is ready! Initialization of database has completed! Initialization of exception data has completed! Start calculating! Attendance Calculation100% End the calculation! The operation succeeded!		Ĵ
The window will close after 4 second(s).	Suspend Close	Close

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].

ZK Bio CVAccess	#		🥖 😫 admin 👻
🖬 Attendance Management >	Attendance / Attendance Detail Re	t / Transactions	
Attendance Setting >	Time From 2024-05-01 00:00:00	2024-05-16 23:59:59 Personnel ID Name More ~ Q	. Q
🛱 Schedule >	к ^л л ^к	⊖ Refresh 🖞 Export 👻 Import U Disk Records 🔍 Synchronize attendance records	
Exception >	🗊 Test		ttendance Photo Attendance State Attendance Area
ቬ Attendance Detail Report 🗸		11*5 M*** Test 2024-05-15 11:55:25	Check in Area Name
Manual Calculate			
Transactions			
Daily Attendance			
Daily Attendance Report >			
Monthly Attendance R >			
🕒 Calculate Report >		4	
Attendance custom re >		< 1 2 3 4 5 > 50 rows per page * Total of 1 records	S + •, © 🍨 🗃 🐫 🕇

> 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]**.

Time From 2023-10-01 00:00:0	0 To	2023-10-25 23:59:59	Personnel ID	Name	M
2 ⁷ 7 ^K	<	⊖ Refresh 1 Ex	port 👻 🛓 Import U Disk F	Records 🔍 Synchronize at	tendance records
Department Name		Personnel ID	First Name Last Nam	ne Department Name	Attendance Ar
test1		81*		Department Name	
		1* 1	Synchro	nize attendance records	×
			Start Time	2023-10-25 00:00:00	e
			End Time	2023-10-25 23:59:59	_
			Attendance Point List	Please select the attendan	_
					- 1
					_
					_
					_

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].

ZKBio CVAccess	::: ж						sad 😂
Attendance Management >	Attendance / Attendance Detai	il Report / Daily Attendan	ce				
Attendance Setting >	Time From 2023-10-01	To 2023-10-25	Personnel ID	Department Name	More * Q	\$	
Schedule >	x ² 3 ^K	< O Refresh	∱ Export				
Exception >	 Department Name 1 test1 	Personnel II) First Name Last Name	Department Name Record Date		Earliest Time 🔰 Latest Ti	
🗓 Attendance Detail Report 🗸		81*		Department Name 2023-10-25		14:46:00 14:46:00	
Manual Calculate		1*	t**t	Department Name 2023-10-19	1	17:01:44 17:01:44	17:01:44
Transactions							
Daily Attendance	h						
	«						
II. Daily Attendance Report >							
II. Monthly Attendance R >							
Calculate Report >							
			3 4 5 > 50 rows per page	Total of 2 seconds			
Attendance custom re >		< 1 2	o 4 o > 50 rows per page	 Total of 2 records 			

> Export

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].

TKBio CVAccess	::: ¥													8 ₹	admin Y
Attendance Management >	Attendance / Daily Attendance	e Report / D	aily Report												
Attendance Setting >	Time From 2023-10-01	To	2023-10-25	Personnel ID	Depa	artment Name		Mor	•* Q &						
🛱 Schedule >	x ² 3 ^K	ĸ	O Refresh	↑ Export											
Exception >	🔺 🖹 Department Name		Personnel		Department Name A	Attendance	Week	Timetable	Details	Punch Data	Punch	Expected	/Actual(mii	nute)	Late
	test1		ID	First Name Last Name				Name	Work Time			Should	Actual	Valid	Cou
Attendance Detail Report >			1*	t***t	Department Name 2	2023-10-18	We				0	0.0	0.0	0.0	0
🛄 Daily Attendance Report 🗸			1*	t**t	Department Name 2	2023-10-19	Th				0	0.0	0.0	0.0	0
Daily Report			1*	t**t	Department Name	2023-10-25	We				0	0.0	0.0	0.0	0
Work Time Report	a.		2*		Department Name	2023-10-25	We				0	0.0	0.0	0.0	0
Overtime Report	J		81*		Department Name 2	2023-10-01	Su				0	0.0	0.0	0.0	0
Leave Details			81*		Department Name	2023-10-02	Mo				0	0.0	0.0	0.0	0
Exception Report			81*		Department Name	2023-10-03	Tu				0	0.0	0.0	0.0	0
Late Report			81*		Department Name 2	2023-10-04	We				0	0.0	0.0	0.0	0
Early Leave Report			81*		Department Name 2	2023-10-05	Th				0	0.0	0.0	0.0	0

> 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].

Attendance Management >	Attendance / Daily Attendance	e Report / \	Vork Time Rep	ort										
Attendance Setting >	Time From 2023-10-01	То	2023-10-25	Personnel ID	D	epartment Name		More - Q 🖉						
Schedule >	к ^л а ^к	٢	C Refresh	± Export										
Exception >	4 🖹 Department Name		Personnel		Department Name	Attendance	Week	Timetable Details	Punch Data	Punch	Expected	d/Actual(mii	nute)	C
	test1		ID	First Name Last Name				Name Work Time			Should	Actual	Valid	V
Attendance Detail Report >			1*	t*"t	Department Name	2023-10-18	We			0	0.0	0.0	0.0	C
Daily Attendance Report 🗸			1*	t***t	Department Name	2023-10-19	Th			0	0.0	0.0	0.0	
Daily Report			1*	t**t	Department Name	2023-10-25	We			0	0.0	0.0	0.0	13
Work Time Report			2*		Department Name	2023-10-25	We			0	0.0	0.0	0.0	
Overtime Report	0		81*		Department Name	2023-10-01	Su			0	0.0	0.0	0.0	
Leave Details			81*		Department Name	2023-10-02	Мо			0	0.0	0.0	0.0	
Exception Report			81*		Department Name	2023-10-03	Tu			0	0.0	0.0	0.0	19
Late Report			81*		Department Name	2023-10-04	We			0	0.0	0.0	0.0	1.9
Early Leave Report														

> Export

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.

TERMIN CVAccess	···· \$6	😂 🖯 admin 🗸
🗄 Attendance Management >	Attendance / Daily Attendance Report / Overtime Report	
Attendance Setting >	Time From 2023-10-01 To 2023-10-25 Personnel ID Department Name	More - Q Q
🛱 Schedule >	د GRefresh 1 Export	
Exception >		rertime(hour) eekd Weeke Holiday Total
II. Attendance Detail Report >		
🚺 Daily Attendance Report 🗸		
Daily Report		
Work Time Report	e	
Leave Details		
Exception Report	Provincial and the second s	
Late Report Early Leave Report	No data	
Absence Report		

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 [Attenda	nce] > [Daily A	tendance Report] > [Leave Detail	s].	
_	•	•		_	
ZKBio CVAccess	X				😂 😫 admin 🖌
🛱 Attendance Management >	Attendance / Daily Attendance Report /	Leave Details			
Attendance Setting >	Time From 2023-10-01 To	2023-10-25 Personnel ID	Department Name	More - Q	
🛱 Schedule >	^{يم} م ^{لا} (O Refresh ⊥ Export			
Exception >	 Department Name test1 		epartment Name Attendance Week	Leave Details	
II. Attendance Detail Report >		ID First Name Last Name		Personal Lea Annual Leav Sick Leave(h	Marriage Lea Maternity Le Breas
🚺 Daily Attendance Report 🗸					
Daily Report					
Work Time Report	«				
Overtime Report	1				
Leave Details				—	
Exception Report					
Late Report				No data	
Early Leave Report					

Export >

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].

ZKBio CVAccess												1	8	admin
🗄 Attendance Management >	Attendance / Daily Attendance	Report / E	Exception Report											
Attendance Setting >	Time From 2023-10-01	To	2023-10-25 Personnel ID		Department Name		More	- Q &						
🛱 Schedule >	x" x"	۲	O Refresh ⊥ Export											
Co Exception >	 Department Name Itest1 		Personnel ID First Name Last Name		ne Attendance	Week	Timetable D	etails Work Time	Punch Data	Punch	Late(min	ute) Duration	Total	Ear
II. Attendance Detail Report >			81"	Department Nar	ne 2023-10-23	Мо	1	09:00-18:00	[-]	0	0	0.0	0.0	0
🚹 Daily Attendance Report 🗸														
Daily Report														
Work Time Report	«													
Overtime Report														
Leave Details Exception Report														
Late Report														
Early Leave Report														
Absence Report														

> 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.

Attendance Management >	Attendance / Daily Attendance	e Keport / I	Late Report			
Attendance Setting >	Time From 2023-10-01	То	2023-10-26 Personnel ID	Department Name	More * Q 🖉	
🖥 Schedule >	к ^л л ^к	ĸ	C Refresh ⊥ Export			
Exception >	A E Department Name		Personnel	Department Name Attendance Week		Punch Late(minute)
-	► C test1	25(1	ID First Name Last Name		Name Work Time	Counts Duration Total
Attendance Detail Report >						
📕 Daily Attendance Report 🗸						
Daily Report						
Work Time Report						
Overtime Report	0					
Leave Details					0	
Exception Report						
Late Report					No data	
Early Leave Report					INO Gata	
Absence Report						

> Export

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.

TKBio CVAccess 🗰 🕱 😂 😫 admin 🗸 Attendance Management > Attendance / Daily Attendance Report / Early Leave Report Time From 2023-10-01 To 2023-10-26 Personnel ID Department Name More * Q 🖉 Attendance Setting > E Schedule
 Department Name
 Attendance ...
 Week
 Timetable Details
 Punch Data
 Punch....
 Early(minute)

 Last Name
 Work Time
 Counts
 Duration
 Total
 Department Name
 test1 Personnel Exception ID First Name Last Name II. Attendance Detail Report > Daily Attendance Report 🗸 Daily Report Work Time Report Leave Details Ē ion Report

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.

Attendance Setting >	Time From 2023-10-01	To 2	2023-10-26 Personnel ID	Department Name	More * Q 🖉	
Schedule >	x" 7 ⁴	۲	⊖ Refresh _ 1 Export			
Exception >	4 🖻 Department Name		Personnel	Department Name Attendance Week	Timetable Details Punch Data	Punch Absent(hour)
	► C [*] test1		ID First Name Last Name		Name Work Time	
Attendance Detail Report >			81*	Department Name 2023-10-23 Mo	1 09:00-18:00 [-]	0 9.0
Daily Attendance Report 🗸						
Daily Report						
Work Time Report	x.					
Overtime Report]					
Leave Details						
Exception Report						
Late Report						
Early Leave Report						
Absence Report						

> Export

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].

TEXEBIO CVAccess	#											參 8 ad	lmin Y
Attendance Management >	Attendance / Monthly Attendance	Report /	/ Monthly Deta	il Report									
Attendance Setting >	Time From 2023-10-01	To 2	2023-10-26	Personnel ID	D	epartment Name		More - (2				
🛱 Schedule >	к ^л д ^к	۰	O Refresh	<u>↑</u> Export									
Exception >	4 🖹 Department Name		Personnel		Department Name	2023-10-01	2023-10-02	2023-10-03	2023-10-04	2023-10-05	2023-10-06	2023-10-07	20
L@ Exception >	test1		ID	First Name Last Name		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Su
II. Attendance Detail Report >			81*		Department Name	NS	NS	NS	NS	NS	NS	NS	N٤
Daily Attendance Report >			2*		Department Name								
🚺 Monthly Attendance R 🗸			1*	t*"t	Department Name								
Monthly Detail Report	«												
Monthly work time table													
Monthly Punch List													
Monthly Overtime 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].
```

ZKBio CVAccess	::: ¥											😂 🔒 ac	dmin
Attendance Management >	Attendance / Monthly Attenda	nce Report	/ Monthly work	time table									
Attendance Setting >	Time From 2023-10-01	То	2023-10-26	Personnel ID	D	epartment Name		More * C	2				
Schedule >	x ² x ²	۲	C Refresh	⊥ Export									
Exception >	4 🖻 Department Name		Personnel		Department Name	2023-10-01	2023-10-02	2023-10-03	2023-10-04	2023-10-05	2023-10-06	2023-10-07	
	▶ □ test1		ID	First Name Last Name		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Attendance Detail Report >			81*		Department Name	0	0	0	0	0	0	0	
Daily Attendance Report >			2*		Department Name	0	0	0	0	0	0	0	
Monthly Attendance R 🗸			1*	r**t	Department Name	0	0	0	0	0	0	0	
Monthly Detail Report	«												
Monthly work time table													
Monthly Punch List													
Monthly Overtime Report													

> Export

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].

TKBio CVAccess	¥					😂 😮 admin 🗸
Attendance Management >	Attendance / Monthly Attendance Repor	t / Monthly Punch List				
Attendance Setting >	Time From 2023-10-01 To	2023-10-26 Personnel	ID Department Name	More * C		
🛱 Schedule >	^{ر ۲} ۲ ^μ	O Refresh ⊥ Export				
Exception >	 Department Name C test1 	Personnel	Department Name 2023-10-01	2023-10-02 2023-10-03	2023-10-04 2023-10-05 2023-10	
1. Attendance Detail Report >		81*	st Name Sunday Department Name	Monday Tuesday	Wednesday Thursday Friday	Saturday Su
Daily Attendance Report		2*	Department Name			
Monthly Attendance R 🗸		1* t**t	Department Name			
Monthly Detail Report Monthly work time table	æ					
Monthly Punch List Monthly Overtime Report						
monuly Overlane report						
Calculate Report >						
Attendance custom re >		< 1 2 3 4 5	> 50 rows per page Total of 3 records			}

> 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].

JZKBio CVAccess	::: ¥											參 8 ac	dmin ~
Attendance Management >	Attendance / Monthly Attendar	nce Report	/ Monthly Over	time Report									
Attendance Setting >	Time From 2023-10-01	То	2023-10-26	Personnel ID		lepartment Name		More * 0	Q &				
ල් Schedule >	к ^л л ^к	۲	C Refresh	↑ Export									
D Exception >	 Department Name test1 		Personnel		Department Name		2023-10-02	2023-10-03	2023-10-04	2023-10-05	2023-10-06	2023-10-07	20
Attendance Detail Report >			ID 81*	First Name Last Name	Department Name	Sunday 0	Monday 0	Tuesday	Wednesday 0	Thursday 0	Friday 0	Saturday 0	Su 0
Daily Attendance Report >			2*		Department Name	0	0	0	0	0	0	0	0
Monthly Attendance R 🗸			1*	t""t	Department Name	0	0	0	0	0	0	0	0
Monthly Detail Report	«												
Monthly work time table	í i												
Monthly Punch List Monthly Overtime Report													
	_												
	_												
	_												
B Calculate Report >													
Attendance custom re >			< 1 2	3 4 5 > 50 ro	ws per page 👻 Total o	f 3 records							•

> 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].

Attendance Management >	Attendance / Calculate Report	/ Monthly	Staff Report														
j Attendance Management >																	
Attendance Setting >	Time From 2023-10-01	То	2023-10-26	Personnel ID	D	epartment N	ame		More	e Q	Q						
Schedule >	x ² a ^k	۲	C Refresh	↑ Export													
Exception >	🔺 🖹 Department Name		Personnel		Department Name	Expected	l/Actual(mi	nute)	Late(minu	ute)	Early(min	ute)	Overtime	(hour)			
	test1		ID	First Name Last Name		Should	Actual	Valid	Duration	Counts	Duration	Counts	Weekd	Weeke	Holiday	Total	
Attendance Detail Report >			81*		Department Name	540.0	0.0	0.0	0.0	0	0.0	0	0.0	0.0	0.0	0.0	
Daily Attendance Report >			2*		Department Name	0.0	0.0	0.0	0.0	0	0.0	0	0.0	0.0	0.0	0.0	
Monthly Attendance R >			12	t**t	Department Name	0.0	0.0	0.0	0.0	0	0.0	0	0.0	0.0	0.0	0.0	
Calculate Report 🗸 🗸	«																
Monthly Staff Report																	
Employee Overtime Summary																	
Leave Summary																	
Monthly Departmental Report																	
Department Overtime Summary																	
Department Leave Summary																	
Annual Leave Balance Sheet																	

> Export

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

												TECO Indical Report											
	Personnel		Dep	street	a	Attendence/hour(s))	e	3	Late(Reme (M)			Early((intering)	87 - C - C - C		Owton	(hour(e))			Exceptio	n(hour(s))	
pin	First Name	Last Name	Number	Name	Should	Actual	Veld	Sight	Medum	Serious	Total	Slight	Neckum	Serious	Total	Weeksby	Vasiand	Holday	Total	Absert	Lasva	Trip	Out
7	Jacky	Xang	1	General	8.0	67	5.7	0	0	0	0	0	0	0	0	0.0	00	0.0	0.0	00	0.0	00	0.0
6	Necol	Y.	2	Marketing Department	8.0	6.5	58	٥	0	0	0	٥	٥	0	٥	0.0	00	0.0	80	00	60	00	0.0
	Ulan	Mei	3	Development Department	8.0	0.0	00	٥	0	0	0	٥	0	0	٥	0.0	00	0.0	80	68	60	00	0.0
3	Leo	Hou		Financial Department	80	7.9	6.6	٥	0	0	0	٥	•	0	0	0.0	0.0	0.0	80	00	00	00	0.0
2	Lucky	Ten	3	Development Department	8.0	7.9	65	٥	0	٥	0	0	٥	0	٥	0.0	00	0.0	00	00	60	00	0.0
8	Giori	Llu	2	Marketing Department	8.0	0.0	00	٥	0	٥	0	0	٥	0	٥	0.0	00	0.0	00	68	60	00	0.0
	Anter	Lin	4	Financial Department	80	6.5	58	0	0	0	0	٥	٥	0	0	0.0	00	0.0	00	00	00	0.0	0.0
4	Berry	Cao	1	Ceneral	0.6	7.9	5.5	0	0	0	0	0	0	0	0	0.0	00	00	80	00	60	00	0.0
1	307	Wing	1	General	80	7.9	6.6	0	0	0	0	0	0	0	0	0.0	00	0.0	00	00	0.0	00	0.0
2940	Sherry .	Yang	hotel	Hister	0.6	52	80	0	0	0	0	0	•	0	0	0.0	00	0.0	00	00	0.0	00	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].

KBio CVAccess III ¥
ttendance Management > Attendance / Calculate Report / Employee Overtime Summary
ttendance Setting > Time From 2023-10-01 To 2023-10-26 Personnel ID Department Name More * Q 🖉
chedule $\rightarrow e^{2} \pi^{4}$ C Refresh \hat{T} Export
xception > Department Name Personnel Department Name Overtime(hour)
ttendance Detail Report > 10 First Name Last Name 0.0 0.0 0.0 0.0
ally Attendance Report > 2* Department Name 0.0 0.0 0.0 0.0
Inthiy Attendance R
alculate Report
onthly Staff Report
ployee Overline Innay
ve Summary athy Departmental
ort for arrange of the second se
armery arment Leave Summary
nnual Leave Balance Sheet
ttendance custom re >

> 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].

ZKBio CVAccess												😂 😫 adr	nin
Attendance Management >	Attendance / Calculate Report /	Leave S	ummary										
Attendance Setting >	Time From 2023-10-01	То	2023-10-26	Personnel ID	D	epartment Name		More - C	l 🖉				
Schedule >	к ^л л ^к	۲	C Refresh	↑ Export									
Exception >	 Department Name test1 		Personnel	First Name Last Name	Department Name		Annual Leav	Sick Leave(h	Marriage Lea	Maternity Le	Breastfeedin	Home Leave	
Attendance Detail Report >			81*		Department Name	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Daily Attendance Report >			2*		Department Name	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Monthly Attendance R >			1*	t**t	Department Name	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Calculate Report 🗸 🗸	«												
Monthly Staff Report													
Employee Overtime Summarv													
Leave Summary Monthly Departmental													
Report Department Overtime Summary													
Department Leave Summary													
Annual Leave Balance Sheet													
											_		
Attendance custom re >			IK K 1-	3 > > 50 rows per	page 👻 Jump To	1 /1 Page	Total of 3 reco	ords					

> Export

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) Bereastreeding Leave(0) Custom (0)
5	Necol	Ye	2	Marketing Department	Casual Leave(0) Marriage Leave(0) Maternity Leave(0) Sick Leave(0) Annual Leave(1) Bereavement Leave(0) Breastfeeding Leave(0) Custom (0)
9	Lilian	Mei	3	Development Department	Casual Leave(0) Marriage Leave(0) Maternity Leave(0) Sick Leave(0) Annual Leave(0) Breastreading 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)

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].

ZKBio CVAccess																	😫 admin '
Attendance Management >	Attendance / Calculate Report	/ Monthly	Departmental F	Report													
Attendance Setting >	Time From 2023-10-01	То	2023-10-26	Department	Name			2 @									
🛱 Schedule >	к ^л л ^к	۲	C Refresh	∱ Export													
Exception >	🔺 🖹 Department Name		Department		Expected	d/Actual(mi	nute)	Late(mir	nute)	Early(min	ute)	Overtime	(hour)			Absent(hour)	Leave Det
	test1		Number	Name	Should	Actual	Valid	Duration	Counts	Duration	Counts	Weekd	Weeke	Holiday	Total		Personal I
III Attendance Detail Report >			1	Department Name	540.0	0.0	0.0	0.0	0	0.0	0	0.0	0.0	0.0	0.0	9.0	0.0
II. Daily Attendance Report >																	
II. Monthly Attendance R >																	
🕑 Calculate Report 🗸 🗸	«																
Monthly Staff Report																	
Employee Overtime Summary																	
Leave Summary																	
Monthly Departmental Report																	
Department Overtime Summary																	
Department Leave Summary																	
Annual Leave Balance Sheet																	

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].
--

ŧ	ZKBio CVAccess	; ::: #	e admin 👻
	Attendance Management >	Attendance / Calculate Report / Department Overtime Summary	
5	Attendance Setting >	Time From 2023-10-01 To 2023-10-26 Department Name Q	
ŧ	Schedule >	x ⁿ x ^µ < O Refresh ⊥ Export	
6	Exception >	▲ D> Department Name Department Overtime(hour) → D1 test1 Number Name Weekd Holiday Total	
1	Attendance Detail Report >	1 Department Name 0.0 0.0 0.0 0.0	
•	Daily Attendance Report >		
	Monthly Attendance R >		
	Calculate Report 🗸 🗸		
	Monthly Staff Report		
	Employee Overtime Summary		
	Leave Summary		
	Monthly Departmental Report		
	Department Overtime Summary		
	Department Leave Summary		
	Annual Leave Balance Sheet		
		-	

> 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].

Ų۷	ZKBio CVAccess	######################################												e admin
	Attendance Management >	Attendance / Calculate Report	/ Departme	nt Leave Sumr	nary									
5	Attendance Setting >	Time From 2023-10-01	To Z	023-10-26	Department	Name	Q	\$						
ŧ	Schedule >	x ⁷ 3 ⁴	ĸ	C Refresh	∱ Export									
6	Exception >	 Department Name test1 		Department Number	Name	Leave Details Personal Lea		01-11-1-1-1-1	Marriage Lea	Manager 1	Descelle	. Here's Looke	Bereavement	Business Tri
1	Attendance Detail Report >			1	Name Department Name		Annual Leav	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Daily Attendance Report >													
6	Monthly Attendance R >													
3	Calculate Report 🛛 🗸	*												
	Monthly Staff Report													
ļ	Employee Overtime Summary													
	Leave Summary													
ļ	Monthly Departmental Report													
ļ	Department Overtime Summary													
	Department Leave Summary													
	Annual Leave Balance Sheet													

> Export

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].

TRBio CVAccess	💠 🛠 😔 admin
🗄 Attendance Management >	Attendance / Calculate Report / Annual Leave Balance Sheet
Attendance Setting >	Personnel ID Department Name Name Q
🛱 Schedule >	د O Refresh @ Recalculate @ Adjust Days ⊥ Export
Exception >	Department Name ID First Name Last Name Department Hire Date Working Years Annual leave Adjust Days Remaining A Valid Date Department Hire Date Department Hire Date
II. Attendance Detail Report >	C 81* Department Nan
Daily Attendance Report >	
II. Monthly Attendance R >	
🕒 Calculate Report 🗸 🗸	
Monthly Staff Report	
Employee Overtime Summary	
Leave Summary	
Monthly Departmental Report	
Department Overtime Summary	
Department Leave Summary	
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].

Q @	Report Details													
QQ														
	Time From 20	23-10-01	To 2023-10	1-26	Dep	artment Name			Q 4	2				
自 Delete	⊖ Refresh	± Export												
Operations	Department		Expected	l/Actual(mi	nute)	Late(min	ute)	Early(min	ute)	Overtime	(hour)			Absent(hour)
<u> </u>	Number	Name	Should	Actual	Valid	Duration	Counts	Duration	Counts	Weekd	Weeke	Holiday	Total	
	1	Department Name	540.0	0.0	0.0	0.0	0	0.0	0	0.0	0.0	0.0	0.0	9.0
		Operations Department Department Image: Comparison of the second seco	Operations Department Name Name	Operations Department Expected Image: Comparison of the second	Operations Department Expected/Actual(mil	Operations Department Expected/Actual(minute)	Operations Department Expected/Actual(minute) Late(minute) Late Number Name Should Actual Valid Duration	Operations Department Expected/Actual(minute) Late(minute) Late Number Name Should Actual Valid Duration Counts	Operations Department Expected/Actual(minute) Late(minute) Early(minute) Late Number Name Should Actual Valid Duration Counts Duration	Operations Department Expected/Actual(minute) Late(minute) Early(minute) 2 Image: Compared and	Operations Department Expected/Actual(minute) Late(minute) Early(minute) Overtime 2 Image: Compared and the second	Operations Department Expected/Actual(minute) Late(minute) Early(minute) Overtime(hour) 2 Image: Comparison of the state of the st	Operations Department Expected/Actual(minute) Late(minute) Early(minute) Overtime(hour) 2 Image: Compared and Compare	Operations Department Expected/Actual(minute) Late(minute) Early(minute) Overtime(hour) 2 🗃 Number Name Should Actual Valid Duration Counts Weeke Holiday Total

> Export

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].
```

ZKBio CVAccess		🧭 😫 admin 👻
📑 Device Management 🗸	Smart Video Surveillance / Device Management / Device	
Device	Name Q &	
Group Management	⊖ Refresh 🐺 New 💼 Delete 🔍 Search 📚 Sync Camera — More →	
	Name Address Protocol Type Device Type Status Subscri Operations	
	● 116 10.8.16.116 ZKTECO NVR Online ●	
	e	
⊂d Video View >		ĸ
Decoding On The Wall >		
Intelligent >		
Statistics >		
鈭 Video Patrol 🛛 💈		
& Map Management >		
III Video Intercom >		
Maintenance Configur >	I< < 1-1 > >I 50 rows per page = Jump To 1 // Page Total of 1 records	

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.

•	116	10.8.16.116	ZKTE		New		×
				Protocol Type*	ZKTECO	•	
				Type* Name*	NVR		
				Address*	2 2 2	-	
				Port*	8081		
				User Name* Password*			

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, 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.

TKBio CVAccess		🥖 😫 admin 🗸
📑 Device Management 🗸	Smart Video Surveillance / Device Management / Device	
Device	Name Q &	
Group Management	© Refresh 귦 New 曾 Delete Q Search S Sync Camera → More →	
	Name Address Protocol Type Device Type Status Subscri Operations	
	116 10.8.16.116 ZKTECO NVR Online Ø	
다. Cđi Video View >	< compared by the second se	×
▲ Decoding On The Wall >		
Intelligent >		
Statistics	C Refresh 📅 Add Device 🕼 Batch Setup	
	Address Version Protocol Ty Name Port User Name Password Device Return Result	
🚣 Video Patrol >	0.8.16.125 NVR2.0 ZKTECO 10.8.16.125 8081 NVR	
🔏 Map Management >	0.8.16.131 NVR2.0 ZKTECO 10.8.16.131 8081 NVR	
Video Intercom >	- The Market	
Maintenance Configur >		

> 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

n to extend the page for adding cameras.



> New

Click [New] to add camera to NVR.

resh ∓ Ne	w 🖻 Delete 🔍 S	Search 🕃 Sync Camera	··· More ···	C Refresh ΞŦ New	🗊 Delete 🔍 S	earch 🤇	Adjustment Area	··· More
lame	Address	Protocol Type Devic	e Type Status Subsc	Device Name	Channel Code	Status	Camera Type	Туре
16	10.8.16.116		New	×	1	Online	Fixed Camera	
		Device Name*						
		Drive*	Onvif 👻		2	Online	Fixed Camera	
		Authorize Area*	-		3	Online	Fixed Camera	
		UserName*						
		Password*						
		IP Address*						
		Port*	80					
		-						
		Save and N	lew OK C	ancel				

> Delete

Click to delete the camera.

		Smart Video Surveillance /	Device Managem	ant / Device									
Device Management	× *	smart video surveillance /		ent / Device									
Device		Name	Q &				Device	Name	IP Ac	Idress		Q @	
Group Management		◯ Refresh 🔤 New	1 Delete Q S	Search 🕄 Sync C	amera … More	· -	O Re	fresh 🔤 New	🖻 Delete 🔍 S	arch (S) Adjustment Area	··· More ···	
		Name	Address	Protocol Type	Device Type	Status Subsc		Device Name	Channel Code	Status	Camera Type	Туре	IP Addres
		116	10.8.16.116	ZKTECO	NVR	Online 🥥		IP Camera	1	Online	Fixed Camera		10.8.16.1
								CH2	2	Online	Fixed Camera		10.8.16.3
								CH3	3	Online	Fixed Camera		10.8.16.3
d Video View	>)												
Decoding On The Wall	>					>							
Intelligent	>												
Statistics	>												
J Video Patrol	>												
Map Management	>												
Video Intercom	>												

> Search

Click search to add camera devices to NVR.

		Auto Search			3
Search Total Progress Protocol Type ONVIF					
IP Address Port Type	Туре	Drive	User Name	Password	
		0			
		No data			
User Name Password		Batch Setup			
	Add	Camera Clo	se		

> Adjustment Area

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



> Reboot

Click to reboot camera.

Basic Configuration

Configure camera information.

Basic Information		
Name	Device Type	Drive
IP Camera	IPC	ZKTeco
Equipment Number	User Name	Front-end Password (safety reminder: Please modify the device initialization password in time)
CH1	admin	***** Change
Туре	Туре	
	ZKTECO	

> 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].

ZK Bio CVAccess	%	Se 🔂 admin 🗡
G Video View >	Smart Video Surveillance / Device Management / Group Management	
🐻 Device Management 🗸	Group <	Camera Device >
Device	Name Q Ø	Device Name Q
Camera	C Refresh ⊒ FNew @ Delete	C Refresh a Delete
Group Management	Name Operations	Camera Name Status Device Type Camera Type IP Address
	🗌 Default Group 🖉 💁	
	¢	
Decoding on the wall >		
(7 Intelligent >		No data
Statistics >		
🚣 Video Patrol 🛛 🔪		
🙈 Map Management >		
Video Intercom >		
@ Maintenance Configur >	< < 1-1 > > 50 rows per page ∞ Jump To 1 /1 Page	I< < 0 > >I 50 rows per page + Jump To 1 /0 Page Total of 0 records

6.1.2.1 New

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

Group			*	Camera
Name	Q &			Device
◯ Refresh 🔤 New	🛍 Delete			O Re
Name		New		×
Default Group	Name*			
	Save	and New OK	Cancel	

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.

Solution 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.

Smart Video Survei	illance / Device Management / Group Management	
Group		Camera Device
Name	Q &	Device Name Q
		New ×
C Refresh		
Name	Channel Name Owned Device	Q &
Default (
	Alternative	Selected(0)
	Channel Name Owned Device Device Status	Channel Name Owned Device Device Status
	CH1 137.36 Online	
«		
2		>
		>> <
		No data
	i< < 1-1 >>i 50 rows per page ▼	
	OK	Cancel

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.

C) Title 🧿 Cycli	
Panes	4	
Interval(s)	30	
Stream type	Secondary 🗸	
	e less then camera count terval for round robin inspection is 1 Cancel	0 seco

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 **1** to snap a screenshot.



2. Then click [Target search].



3. Next click [Retrieval].

			a Targ	et Search	
Time Frame 2022-10-11 10:34:08 - 2022	-10-12 10:34:08	Data Modules	~	Thresholds	
	Mask	Upper Color Lower Color		0 25 50 75 100	
Gender Glasses Unlimited V Unlimited V		Unlimited V Unlimited	~		
WHEN ST					Retrieval

4. After the retrieval, the retrieval results appear.

) Search Res	ult									🗒 Generate Track Rep
Query Criteria										Time Sort 👻
		2022-02-25 22:00.44	2022-02-25 22-00-42	2022-02-25-22-00.42	2022-02-25 21:57:53	2022-02-25 21:57:51	2022-02-25 21:57:51	2022-02-25 20 29-46	2022-02-25 20-29-44	2022-02-25 20.29.44
Gender Label No.	Unknown Unknown Unknown	2022-02-25 19:59:00	2022-02-25 18:51:28	2022-02-25 18.48.58	2022-02-25 16:46:55	2022-02-25 16:40:10	2022 02:25 18:33:24	2022-02-25 18:30:49	2022-02-25 18-29-14	2022-02-25 18-29.21
Department Time Frame Data Modules	Unknown 2022-02-08 14:3 Unknown	2022 02 25 16 28 19	2022-02-25 16-28-19	2022 02 25 16 24 52	2022 02 25 18.24.52	2022-02-25 18:24:36	2022 02-25 16 24 34	2022-02-25 18:24:34	2022-02-25 18:22:00	2022-02-25 16:21-58
					Page	1 📀 total 6 pages in total				
	HoloSens SDC		0 0	00	00	000	0 0	000	0 0	0 0
	Point Location3									
	Point Location2									
	Point Location1									
	Point Location0									

5. 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.

() Trend Report	🔜 Export Trend Report
Header Information	Target Detail
Report Name Trend report about Stranger at 20220712 Creater admin Report Time 2022-07-12 17:37:00 Report Describe	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	1722002 1722341 172505 172554 172828 172001 173007 173155 173218 2002207-12 200200-12 2002000-12 2002000-12 20020000000000

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

6.2.2 Video Playback

ZKBio CVAccess	S ::: ¥				🧭 😫 admin 🗸
Device Management >	Smart Video Surveillance / Video V				
💐 Video View 🗸 🗸	Group Total Quantity Collectio	IP Cennora		тозуу	1874 SP 7, AN'AP 61
Video Preview	4 🔽 🗐 116 (3/3)				
Video Playback	P Camera				
	и развити сна		15.1# 2024 to: 105	12 m	
	«		0	-0	
Decoding On The Wall >			P	P	
7 Intelligent >					
Statistics >	Selected 3		Pane3 (11) 📢 (1)		I 🔳 🖸
	Period	_			
Video Patrol >			06:00 08:00 10:00	12:00 14:00 16:00 18:00	
Map Management >	To 2024-05-17 23:59:59	Pane 1: IP Camera			00:00:23 💿 🕑 🖄
	🗹 📕 Plan 🛛 🛃 Alarm	Pane 2: CH2			00:00:22 💿 🕑 🖄
Video Intercom		Pane 3: CH3			00:00:17 💿 🕑 坐
Maintenance Configur >	Search	Pane 4:			

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].

TKBio CVAccess	💠 🗱 Standard Stan
뎍칩 Video View >	Smart Video Surveillance / Decoding on the wall / Decoder
Device Management >	Decoder Name Q
Decoding on the wall 🗸 🗸	⊖ Refresh ፲∓ New 100 Delete
Decoder	Decoder Name IP Address Port Type Operations
Tv Wall	
Large Screen Control	
Intelligent >	No data
<pre> Statistics > </pre>	
🚽 Video Patrol 🔰 🔰	
🙈 Map Management >	
Video Intercom >	
Maintenance Configur >	IC C 0 > >I 50 rows per page - Jump To 1 /0 Page Total of 0 records

6.3.1.1 Add Decoder

1. Click [New].

Decoder Name	Q &		
🔾 Refresh \Xi New 🛍	i Delete		
Decoder Name		New	3
	Decoder Name* IP Address*		
	Port*	10200	
	Type*	PEMXP70 -	
	UserName*		
	Password		

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].

JZKBio CVAccess	💠 🕷 🕹 admin v
뎍칩 Video View >	Smart Video Surveillance / Decoding on the wall / Tv Wall
Device Management >	TV wall name
Decoding on the wall 🗸 🗸	⊖ Refresh IF New III Delete
Decoder	TV wall name Operations
Tv Wall	
Large Screen Control	
	No data
⟨ ↑ Intelligent >	
🕑 Statistics >	
🚣 Video Patrol >	
Ap Management >	
Video Intercom >	

6.3.2.1 Create TV Wall

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

Smart Video Surveillance / Decoding on the wall / Tv Wall TV wall name		
C Refresh ☐ Delete		
TV wall name Operations	New	×
TV wall name: Matrix 4 X 4 Set up		
Pri	revious Step Next Step Complete Cancel	

- 2. Enter a custom TV Wall Name.
- In the Matrix Settings box, customize the number of rows and list of input layouts, and click [Set up] to apply the layout.

Exercise : 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.

	New	×
Decoder channel list		
	revious Step Next Step Complete Cancel	

- 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].

TKBio CVAccess	#		🧭 😫 admin ~
Device Management >	Smart Video Surveillance / Decoding On The V	Vall / Large Screen Control	
뎍칩 Video View >	Device Plan Rotational patrol	Tv Wait	
🚺 Decoding On The Wall 🗸			
Decoder			
Tv Wall			
Large Screen Control			
	c		
🖨 Intelligent >			
C Statistics >			
🚣 Video Patrol >			
🙇 Map Management >			
Video Intercom >		All on wall On wall Sync Layout	🖾 🕑 📭 3E 🗀 💷 📰 💷 🌐 🗰 🛄 🏭 🕼 23
Maintenance Configur >		If there is no effect on the wall, please manually synchronize the layout and try again	

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

lcon	Parameter	Description
	Collection of Plan	Join the list of collection profiles
ЭE	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
80	4 Split Screen	4 Split Screen
	8 Split Screen	8 Split Screen
	9 Split Screen	9 Split Screen
[16]	16 Split Screen	16 Split Screen
25	25 Split Screen	25 Split Screen

6.3.3.1 Plan

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

	Device	Plan	Rotational patrol							
	name		rations	Tv Wall	test	· ·				
	name			16.60-1				16.60-2		
	plan 1	0	Û			Patrol window			Patrol window	
	22	<u>@</u>	۵.							
«	11	2	۵							
				16.60-3				16.60-4		
						Patrol window			Patrol window	
				1	n wall On w		nize the layout and try again) 🖬 II 🗆 📰 🔳	16 23

6.3.3.2 Rotational patrol (New)

TKBio CVAccess	## * Ø	😫 admin 🖌
Device Management >	Smart Video Surveillance / Decoding On The Wall / Large Screen Control	
뎍컵 Video View >	Device Plan Rotational patrol Tv Wall ▼ > □ 116(3/3) ▼ ▼ ▼ ▼	_
🖸 Decoding On The Wall 🗸		
Decoder		
Tv Wall		
Large Screen Control		
🖨 Intelligent >		
Statistics		
📥 Video Patrol 🛛 🗲 🕹		
🙇 Map Management >		
Video Intercom >	All on wall On wall Sync Layout	16 [25]
Maintenance Configur >	A If here is no effect on the wall, please manually synchronize the layout and fry again	•

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

Rotational patro	1	QQ	16.60-1	16.60-2
	1		Patrol window	
O Refresh	··· More 🔻			
Name	=+ New			
	<u> ∠</u> Edit			
	Delete			
	Enable			
[🛱 Window C	onfiguration		
			16.60-3	16.60-4

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

lumber	of windows*		L			Name"		
Rotation	time*		second					
Channe	el Name	Owned	Device		C	2		
Alternat	ive					Selected(0)		
	Channel Name	Owned Device	Device Status			Channel Name	Owned Device Device Status	
	СНЗ	116	Online	-				
	CH2	116	Online		>>			
	IP Camera	116	Online		>>		<u> </u>	
	HoloSens SDC	203	Online		<			
	10.8.51.130	203	Online				No data	
	HoloSens SDC 16	203	Online					
i K	< 1-29 > >	50 rows per p	age *	•				
				ОК		Cancel		

• Number of windows: Number and name of this rotational patrol plan.

A 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.**

Device Plan Rotational	Tv Wall test	
Rotational patrol Q @	16.60-1	16.60-2
C Refresh ···· More ·· Name Rotation time e test 10	Patrol window	Patrol window
	16.60-3	16.60-4
	Patrol window	Patrol window
	All on wall On wall Sync Layout	E O E : : : : : : : : : :

- **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].

ZKBio CVAccess	::: ¥		😂 😫 admin 👻
뎍칩 Video View >	Smart Video Surveillance / Intelligent /	Behavior Analysis	
Device Management	x 7 7	Intrusion Detection Perimeter Line Object Left Parameter Configuration Intrusion Detection: Enable Disable	,
Decoding on the wall >		Regional Settings <u>Video, Drawing</u> Crossed Not scribed	
Crowd situation General intelligence		[Linkage setting]	
Global Linkage Link Record	¢	Schedule Settings	
Statistics > Video Patrol >			
🚨 Map Management >			
Video Intercom >			

> 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.

	Video linedrawing			×
Percentation Percentation Percentation Area1	10.8.51.98	Name Area1	Operations ₽	۵
	OK Cancel	•		

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].

JZKBio CVAccess	::: ¥					😂 😫 admin 🗸
뎍칩 Video View >	Smart Video Surveillance / Intelligent /	Crowd situation				
Device Management >	к ^л л ^и	Target Counting Parameter Configuration				•
Decoding on the wall >		Enable Target Count		Zero clearing enable		Statistics Reset
🗳 Intelligent 🗸 🗸		Alarm detection interval (s)		Alarm Number		
Behavior Analysis		Audible Alert				
Crowd situation		Audio Alarm				
General intelligence						
Global Linkage		Light Flashing Alarm				
Link Record	<	Light Flashing Alarm				
	2					
		Regional Settings Video Drawing Crossed Not scribe				
		THE PROPERTY OF COMPANY	Ĩ.			
		Schedule Settings				
		Here all				
G Statistics		Start Time	End Time	Date	Mode	Operations
🛃 Video Patrol 🛛 🚿						
		ОК				
🖓 Map Management >						
Video Intercom >						
@ Maintenance Configur >						

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].

T ZKBio CVAccess	::: ¥	\$ 6	admin v
Ca Video View >	Smart Video Surveillance / Intelligent /	/ General intelligence	
Device Management >	2.7	Motion detect Lens blocking Privacy protection settings Video Loss Parameter Configuration	,
Decoding on the wall >		Motion detect: O Enable O Disable Sensitivity. 1 Mode: O Intelligent Normal	
🔮 Intelligent 🗸 🗸		Regional Settings Video Drawing Crossed Not scribed	
Crowd situation General intelligence		Linkage setting	
Global Linkage Link Record	¢	Schedule Settings	
		OK	
🕑 Statistics >			
🛃 Video Patrol >			
🙈 Map Management >			
Video Intercom >			
Maintenance Configur >			

> 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].

T ZKBio CVAccess	··· %	📚 🖰 admin ×
ିସ Video View >	Smart Video Surveillance / Intelligent / Global Linkage	
Device Management >	Global Linkage <	Browse Personnel
Decoding on the wall >	Linkage Name Q Q	Personnel ID A Q Q
🗳 Intelligent 🗸 🗸	○Refresh ∓New 自Delete ✓Enable ⊗Disable	⊖ Refresh
Behavior Analysis	Linkage Name Linkage Trigger Conditions Enable Perso Operations	Personnel ID First Name Last Name
Crowd situation		
General intelligence		
Global Linkage		
Link Record	«	
	No data	No data
Statistics >		
📥 Video Patrol 🛛 🔶		
🙇 Map Management >		
Video Intercom >		
Ø Maintenance Configur >	IC C 0 > >I 50 rows per page - Jump To 1 /0 Page Total of 0 records	IC C 0 S SI SO rows per page * Jump To 1 /O Page Total of 0 records

6.4.5 Link Record

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

JZKBio CVAccess III # 😂 🔒 admin Ca Video View Smart Video Surveillance / Intelligent / Link Record Time 2023-07-27 00:00:00 To 2023-10-27 23:59:59 Event Name Channel Name More* Q 🖉 Device Management > Decoding on the wall C Refresh 🗴 Clear All Data Start Time | End Time | Area Name | Channel Name | Media F... | Personnel ID | First Name | Event Name | Event -... | Remarks 🔮 Intelligent Global Linkage G Statistics <u>.</u> Video Patrol A Map Manag Video Inte < 1 2 3 4 5 > 50 rows per page * Total of 0 records (i) (i)

> 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].

	ess		🔰 😫 admin 👻							
역 Video View		Smart Video Surveillance / Statistics / Alarm Report Note: If you need to search for historical alarms of NVR800 mask recognition alarmshigh-frequency personnel alarms, please enable the alarm linkage capture function of the alarm type corresponding to NVR8001								
Device Management		Device Channel Time From 2023-10-20 00 00 00 To 2023-10-27 23 59 59 Alarm Type Type Details								
Decoding on the wall		⊈ Export								
🖨 Intelligent		Alarm Name Channel Name Snapshot Photo Panorama Alarm Time Event Level List Library Name Similarity Operations								
Statistics										
Alarm Report										
Patrol Report Patrol Alarm										
		¢								
		No data								
Video Patrol										
A Map Management										
Video Intercom										
@ Maintenance Configur		< 1 2 3 4 5 > 50 rows per page * Total of 0 records								

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].

J ZKBio CVAcce	ess	##													e adm	nin ⊻
G Video View	>		veillance / <mark>Statist</mark>	ics / Patrol Repo	ort											
Device Management		Plan Name		Reporter		Name		Time	From 2023-09-27 00:00:00	To 2023-10-27 23:59:59	Q 6	2				
Decoding on the wall		⊖ Refresh	↑ Export													
🖨 Intelligent		Plan Name		Time		Reporter	First Name	Last Name	Patrol Group Name	Task Time Period	Number	Number	Number	Number	Status	Re
Statistics																
Alarm Report																
Patrol Report																
Patrol Alarm		<														
		J.														
									E							
									No data							
📥 Video Patrol																
& Map Management																
Video Intercom													-			
Maintenance Configur		< 1 2	3 4 5	> 50 rows per	rpage * Total of	0 records										

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].

TKBio CVAccess	···· \$6	😂 🕒 admin 🗸
더 Video View >	Smart Video Surveillance / Video Patrol / Patrol Group	
Device Management >	Patrol Group <	Patrol Group User >
Decoding on the wall >	Patrol Group Name Q	User Name Q 🖉
🖨 Intelligent >	⊖Refresh ⊒∓New 1a Delete	C Refresh 📋 Delete User
G Statistics	Patrol Group Name Remarks Operations	User Name First Name Last Name
Video Patrol 🗸		
Patrol Group		
Patrol Plan	«	
Real-Time Patrol		
		Ê
	No data	No data
🖧 Map Management >		
Video Intercom >		
Maintenance Configur >	I< < 0 > >I 50 rows per page - Jump To 1 /0 Page Total of 0 records	I< < 0 > >I 50 rows per page ~ Jump To 1 /0 Page Total of 0 records

6.6.1.1 Add Patrol Group

Click [New].

Smart Video Surve	eillance / Video Patrol / Pat	rol Group		
Patrol Group				
Patrol Group Nar	ne	Q 🖉		
O Refresh	-+ New 🛍 Delete			
Patrol		New		×
	Patrol Group Name* Remarks			
	Save and New	ОК	Cancel	

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 $\stackrel{{}_{\scriptstyle \ensuremath{ }}}{=}$ button to enter and select to add group members.

Smart Video Surveillance / Video Patrol / Patrol Group		
Patrol Group	< Patrol Group User	
Patrol Group Name	User Name Q 🖉	
◯Refresh 🖅 New 💼 Delete	Add User	×
Patrol Group Name Remarks Operations	A Here are system users and not personnel	
□ <u>11</u>	Username Q Q	
	Alternative Selected(0)	
	Username First Name Last Name Username First Name Last Name	
<	No data	
	IC Cancel	

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.

E **Note:** Patrol users are users of the system. For adding users to the system, please refer to <u>Adding</u> <u>Users</u>.

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].

Plan Name	Q																
C Refresh 📴 New 💼 De												New					
Plan Name	e Plan N	lame*			1								rol Group	*	11		•
	Start [Date*	2023-10-30							End Date*				2023-11-06			
	۱ D	Delete		D	Delete	all											
	Mo	0	2		4	6		8	1	0	12	14	16	18	20	22	24
	Tu	0	2		4	6		8	1	0	12	14	16	18	20	22	24
	We	0	2		4	6		8	1	0	12	14	16	18	20	22	24
	Th	0	2		4	6		8	1	0	12	14	16	18	20	22	24
	Fr	0	2		4	6		8	1	0	12	14	16	18	20	22	24
	Sa	0	2		4	6		8	1	0	12	14	16	18	20	22	24
	Su	0	2		4	6		8	1	0	12	14	16	18	20	22	24

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.

s	mart Video Surveillance /	Video Patrol / Patrol Plan	
	Plan Name	Q @	
	O Refresh Ξ∓ New	Patrol Plan X	٦
	Plan Name	Number Of Interactive Cameras.* 33 Map:	þe
		Patrol mode: Auto Patrol Patrol Time: Please enter cruise time Set up	
		Channel Name Q	
		Alternative Selected(0) 🛊 🖡	
		Channel Name Patrol IP Address	
*		CH1 30 192.168.137.36	
		>> < < No data	
		I< < 1-1 > >I 50 rows per page ▼ Previous Step OK Cancel	

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.

ZKBio CVAcces											e admir	
d Video View	> *	Smart Video Surveill	ance / Video Pati	ol / R	eal-Time Patrol							
Device Management	,	Video Operation		^	Patrol Plan							
Decoding on the wall	>	1 Not Started	0 In Progress		Plan Name 22	Start Date 2023-10-30	End Date 2023-11-06	Patrol Group	Total Number Of Videos	Number Of Interactive Cameras	Patrol Plan Status Not Started	
7 Intelligent	>	0	0		Video Device							
Statistics	>	Pause	End		Arc Chi							
Video Patrol	~	Today's patrol task I	ist									
Patrol Group Patrol Plan		Op Task List	20-20:37(22)									
Real-Time Patrol									Start Patro	k		
A Map Management	>											
Video Intercom	>											
Maintenance Configur	>											

> 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:

(ST)ote:

- 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.
- 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 Sto answer.

- Capture a screenshot and will pop up the notification below.
- 📀 : End the call
- Dpen 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.

TERMIN CVAcce	ess	####								😂 😫 admin 🗸
뎍칩 Video View	>	Smart Video Surveilla	ince / Video Intercom /	Call Records						
Device Management	>	Time From 2023-07-	30 00:00:00 To 2023	-10-30 23:59:59	Device Name		Call Type	More* Q 🖉		
Decoding on the wall	>	🔿 Refresh 💼 (Clear All Data Ex	port						
🖨 Intelligent	>	Call Type	Call Time	Start Time	End Time	Call Duration	Area Device Name	Operator	Media File	
	8	No one heard	2023-10-30 13:5	3:	2023-10-30 13:53:	0	Area Nam 192.168.137.3		62	
General Statistics	>	No one heard	2023-10-30 13:5	3:	2023-10-30 13:53:	0	Area Nam 192.168.137.3		62	
🛃 Video Patrol	>									
🚨 Map Management	>									
Video Intercom	~	«								
Video Intercom Device	_									
Call Records										
100										
Maintenance Configur	• •	< 1 2 3	4 5 > 50 n	ows per page 👻 1	Total of 2 records					

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].

JZKBio CVAccess	···· *	😂 🔒 admin 🗸
역 Video View >	Smart Video Surveillance / Maintenance Configuration / Client Request Log	
Device Management >	Path Request Result IP Address Q Q	
Decoding on the wall	⊖ Refresh 💼 Clear All Data ⊥ D Export	
(7 Intelligent >	Creation Time Path Request Result Time Consuming IP Address	
♂ Statistics >		
🚣 Video Patrol >		
🚨 Map Management >		
Video Intercom >	ις.	
🔯 Maintenance Configur 🗸		
Developer Log	No data	
Client Request Log	No data	
CU Request		
Parameters		
	< 1 2 3 4 5 > 50 rows per page = Total of 0 records	
	< 1 2 3 4 5 > bu rows per page * lotal of u records	

> 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].

ZKBio CVAccess	;
역 Video View >	Smart Video Surveillance / Maintenance Configuration / CU Request
Device Management >	Device IP Path Request Parameter Client IP Request Result • More • Q 🖉
Decoding on the wall >	C Refresh 🔀 Clear All Data ⊥ Export
<pre>(? Intelligent ></pre>	Creation Time Client IP Device IP Path Request Result Time Consuming
Generatistics	
🛃 Video Patrol >	
🙈 Map Management >	
Video Intercom >	
🚺 Maintenance Configur 🗸	
Developer Log	14
Client Request Log	No data
CU Request	
Parameters	
	< 1 2 3 4 5 > 50 rows per page - Total of 0 records

> 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].

TKBio CVAccess	··· *	😂 🕒 admin 🗸
G Video View	Smart Video Surveillance / Maintenance Configuration / Parameters	_
Device Management >	Personal sensitive information protection	Personal sensitive informatio Cu Server Parameter Settings
Decoding on the wall >	Captured Photo	Browser controls Log parameter settings
Intelligent > Statistics >	Capture 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.	
🕹 Video Patrol 🔰	card numbers, ID numbers, photos, etc.	
🚨 Map Management >	Cu Server Parameter Settings	
Video Intercom >	< Cuserver Http URL http://127.0.0.1.58098	
🔯 Maintenance Configur 🗸	Cuserver WS URL	
Developer Log Client Request Log	ws://127.0.0.1.55098/websocket	
CU Request	Server IP	
Parameters	10.12.0.216	
	Connect	
	Browser controls	
	ок	

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 <u>System</u>

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.

ZKBio CVAccess		æ				
System Management >	1	Personnel	Access	Attendance	Smart Video Surveillance	↓↓↓ System
Communication mana >		Langu	age Name	Is Built-in	Finished/All	Operations
			h (United States		12852/12870	⊥ ⊥
		Italian		0	12855/12870	Ť
		Japan	ese (Japan)	0	12857/12870	Ť
		Indone	sian (Indonesia	0	12855/12870	Ţ
		Korea	n (South Korea)	0	12860/12870	Ť
	1	Frenct		0	12862/12870	Ť
		Turkis	h	0	12862/12870	\uparrow
		Spanis	ıh	0	12861/12870	≏
		🗌 Thai		0	12857/12870	1
		Chines	e (Taiwan)	0	12855/12870	Ť
		Roman	nian	0	12851/12870	⊥
		Chines	e (China)	0	12870/12870	Ţ
		Portug	uese (Brazil)	0	12851/12870	≏
		Arabic		0	12858/12870	Ť
		¢ < 1-1	19 > >1	50 rows per page 👻	Jump To 1	/1 Page Total of

7.1 System Management

7.1.1 Operation Logs

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

ZKBio CVAccess	ш ж									😂 😫 admin 🖌
🎴 System Management 🗸 🗸	System / System	Management / Operation	n Log							
Language Pack	Operator	Time	e 2023-07-26 00:00:00	To 2023-10	-26 23:59:59	More *	Q @			
Operation Log	C Refresh	↑ Export Q view log	u ↓ Log Download							
Data Management	Operator	Time	IP Address	Module	Object	Operation	Operation Detail	Result	Time (ms)	
Area Settings	admin	2023-10-26 10:53:22	192.168.137.30	Access	Мар	Save Position	Map Name:az test;	Success	0	i i
System Parameter	admin	2023-10-26 10:52:00	192.168.137.30	Access	Linkage	New	Linkage Name:video linkage;	Success	94	
E-mail Management Dictionary Management	admin	2023-10-26 10:47:48	58.252.13.241	Attendanc	Attendanc	New	Name:33;	Success	16	
Data Cleaning	admin	2023-10-26 10:27:24	192.168.137.30	Access	Мар	Add Camera	Name:CH1;	Success	16	
Audio File	admin	2023-10-26 10:27:22	192.168.137.30	Access	Мар	Save Position	Map Name:az test;	Success	0	
Certificate Type	admin	2023-10-26 10:27:14	192.168.137.30	Access	Reader	Binding/unbi	Binding/unbinding the camera	Success	0	
Message Notification	admin	2023-10-26 10:27:10	192.168.137.30	Access	Reader	Binding/unbi	Binding/unbinding the camera	Success	0	
Parameters	admin	2023-10-26 10:25:51	192.168.137.30	System	User	User Login	User Login:admin;	Success	20	
	admin	2023-10-26 10:25:28	192.168.137.30	Smart Vid	Device	New	{"Status":"1","Address":"192.168.137.36","Use	Success	63	
	admin	2023-10-26 10:25:25	192.168.137.30	Smart Vid	Device	New	{"Status":"1","Address":"192.168.137.36","Use	Success	78	
	admin	2023-10-26 10:25:19	192.168.137.30	Smart Vid	Device	New	{"Status":"1","Address":"192.168.137.36","Use	Success	93	
	admin	2023-10-26 10:25:11	192.168.137.30	Smart Vid	Device	New	{"Status":"1","Address":"192.168.137.36","Use	Success	2244	
	admin	2023-10-26 10:13:55	58.252.13.241	System	User	User Login	User Login:admin;	Success	22	
Authority Management	admin	2023-10-26 10:05:07	192.168.137.30	Access	Paramete	Parameters	Parameters	Success	33	
Autionty management >	sdmin < 1 2		197 168 137 30 0 rows per page 👻 Total o	Arrace		Paramatore	Parametere	Surrace	44	*
Communication mana >	< 1 2	3 4 5 > 5	u rows per page + Total o	it izu record:						

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

> Export

0 peration Log								
O peration U ser	Operation Time	0 peration IP	Module	0 perating 0 bject	Operation Type	Operation Content	Result	Elapsed Time (Milliseco ds)
admin	2018-12-28 02:41:46	172.31.1.10	Access	Access Rights By Personnel	Export	Export	0	15
ad min	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	Syste m	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
ad m in	2018-12-28 02:36:18	172.31.1.10	Access	Access Rights By Door	Export	Export	0	19
ad m in	2018-12-28 02:28:10	172.31.1.10	Access	All Exception Events	Export	Export Failed	1	20016
ad m in	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
ad m in	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 Transaction s	Export	Export Failed	1	42014
admin	2018-12-28 02:14:19	172.31.1.10	Access	All Transaction s	Export	Export	0	4970

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

7.1.2 Database Management

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

ZKBio CVAccess	::: ¥							😂 😫 admin 🗸
😤 System Management 🗸	System / System Manage	ement / Data Management						
Language Pack	Operator	Q &						
Operation Log	🔾 Refresh 🛛 🞯 Bacl	kup Immediately 🐻 Backup	Schedule 🕞 FTI	P Server Setting	Resource file backup			
Data Management	O neiresir go buch		base Version Ba		Backup Status	Backup Path	File Type Operations	
Area Settings	-	2023-10-20 18:00:06 4.0.0				D:\SecurityDBBack\	Database file 🕹 💼	
System Parameter	admin	2023-10-20 16:00:06 4.0.0				DiffecunityDBBacki	Database file 👽 🛄	
E-mail Management								
Dictionary Management								
Data Cleaning								
Audio File	x.							
Certificate Type	J							
Message Notification								
Parameters								
③ Authority Management >								
Communication mana >	i< < 1-1 ⇒	> 50 rows per page 👻	Jump To 1	/1 Page Total of	f 1 records			

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.

Solution Note: The default backup path for the system is the path selected during the software installation. For details, refer to <u>ZKBio CVAccess Installation Guide</u>.

Backup Schedule

Click [Backup Schedule].

	2
🔾 Refresh 🛛 🕅 Backup Immediately	Backup Schedule FTP Server Setting Resource file backup
Operator Start Time	Database Version Backup Immediately Backup Status Backup Path
admin 2023-10-20 18:00	06 4. Backup Schedule
	From 2014-08-08 18:00:00 Start Every 7 ▼ Day The last backup time:2023-10-20 18:00:06 The next backup time:2023-10-27 18:00:00,left 1 day 6 hour 32 minute 7 second. Back up to FTP server at the same time Prompt Prompt Prompt Prompt
	The backup copy of the database, the database server and the server must be on the same computer. If the backup fails, please refer to the user manual FAQ.

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".



Exit
Service is running, click here to stop
Restore Database
Configuration Database Local Backup Path

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.

		Browse
	0%	

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].

Area Number	Area Na	me	Q &
⊖ Refresh 📴 Ner	w 💼 Delete ⊥ Expo	ort 🛓 Import 🔹	
Area Number	Area Name Par	ent Are Parent Are	Remarks
1	Are	New	×
	administrator to re-au Area Number*	thorize the user to edit the ar	eal
	Area Name* Parent Area* Remarks	Area Name	•

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].

ZKBio CVAccess	#		8	🔰 😫 admin 👻
😤 System Management 🗸 S	iystem / System Management / System Paramete	ır		
Language Pack	The Parameter Name	Q Q	0	
Operation Log	⊖ Refresh			
Data Management	Creation Time The Parameter Name	The Parameter Value	Description	
Area Settings	2023-10-20 16:50 AttUpdateDayCardStartCre	2023-10-26 14:30:00	AttUpdateDayCardStartCreateTime	÷.
System Parameter E-mail Management	2023-10-20 16:40 SystemRolePermissionInit	true	SystemRolePermissionInit Module Init Flag	
Dictionary Management	2023-10-20 16:40 AdmsInit	true	AdmsInit Module Init Flag	
Data Cleaning	2023-10-20 16:40 AdmsUpgradeVersion	v3.0.0	Adms Upgrade Version	
Audio File	2023-10-20 16:40 adms.encrypted.transmissi	(1)	是否开启加密传输	
Certificate Type	2023-10-20 16:40 IvsUpgradeVersion	v2.0.0	Ivs Upgrade Version	
Message Notification	2023-10-20 16:40 IvsInit	true	IvsInit Module Init Flag	
Parameters	2023-10-20 16:40 ivsDiskDataClean	{"keptType":"0","runtime":"01:00:00","c	lvs Alarm Photos	
	2023-10-20 16:40 ivs.information.snapshot	true	抓伯赐片加密显示	
	2023-10-20 16:40 ivs.callbacklp	10.12.0.216		
	2023-10-20 16:40 ivs.snapshot.path	C:\Program Files\ZKBio CVAccess\ser	抓拍圆片存储地址	
	2023-10-20 16:40 ivs.video.path	C:\Program Files\ZKBio CVAccess\ser	灵像存储地址	
	2023-10-20 16:40 ivs.ds.isEnable	0	是否应用流媒体服务	
① Authority Management >	2023-10-20 16:40 ivs.enableLog	false	是否打开日志	
© Communication mana >	2022 40 20 46-40 km dowd < < 1-50 ≽ ≽ 50 rows per page	+27.0.0.4 a - Jump To 1 /5 Page Tota	часнагие из акциента I of 208 records	
2 communication mana >				

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].
```

TERMIN CVAccess		😂 🔒 admin 🗸
🧌 System Management 🗸	System / System Management / E-mail Management	
Language Pack	Sender Recipient Q	
Operation Log Data Management	C Refresh @ Delete 53 Outgoing Mail Server Settings ⊥ Export Sender Recipient Subject Submit Time Send Time Status Error Message	
Area Settings System Parameter E-mail Management		
Dictionary Management Data Cleaning		
Audio File Certificate Type	c	
Message Notification	Ê.	
Parameters	No data	
Authority Management >		
@ Communication mana >	IC < 0 > >I 50 rows per page - Jump To 1 /0 Page Total of 0 records	

> Outgoing Mail Server Settings

Click [Outgoing Mail Server Settings].

Sender	Recipient	Q &		
🔾 Refresh 🛍 Delete	🕼 Outgoing Mail Server Setti	ings		
Sender	F	Outgoing Mail S	Gerver Settings	,
	Outgoing Mail Server Set Email Sending Server* Port* Email Account* Password Sender Name	25	(smtp.xxx.xxx) SSL TLS STARTTLS (xxx@xxx.xxx)	
	Test Connection Please complete the er	nail verification.		

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]
--

ZKBio CVAccess	#				😂 😫 admin 🗸
System Management 🗸 🗸	System / System Manage	ment / Dictionary Managemer	it		
Language Pack	Module	Dictionary classification	on	• Q @	
Operation Log	Module	Dictionary classification	Key name	Value	
Data Management	System	Gender	м	Male	î
Area Settings	System	Gender	F	Female	
System Parameter	System	Result	0	Failed	
E-mail Management Dictionary Management	System	Boolean	true	Yes	
Data Cleaning	System	Boolean	false	No	
Audio File	System	Result	1	Succeed	
Certificate Type	System	Gender	U	Unknown	
Message Notification	System	Access Connection Status	-1300	Queue abnormalities	
Parameters	System	Access Connection Status	-5000	The master device has been received and the sub-device is waiting to execute.	
	System	Document Type	1	ID	
	System	Document Type	3	Passport	
	System	Document Type	4	Driver License	
	System	Document Type	8	Others	
	System	Access Connection Status	-1112	Command has been manually deleted	
Authority Management >	System	Access Connection Status	-1111	Command has been deleted from the synchronous data	
Communication mana >	cuntom < < 1-50 ≯	> 50 rows per page ~	Jump To 1	/13 Page Total of 606 records	-

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.

stem / System Ma	nagement / Data Cleaning			
	Execution Time refers to	xecuted once every day and clean up data the time when the system starts to perfor system will automatically clean expired sy	Record Disk space cleanup System	
Record				
	Access Transactions * Retains the recent			
	15	▼ Month	▼	
	Execution Time			
	01:00:00			
	(Carefully clean up)			
	Attendance Transaction Retains the recent	ns *		
	15	▼ Month	•	
	Execution Time			
	03:00:00		-	
	(Carefully clean up)			

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 selecyted days data.

System / System Management / Data Cleaning	
Disk space cleanup	Record Disk space cleanup
lvs Alarm Photos"	System
Retains the recent 7 V Day	
Execution Time	
01:00:00 👻	
Immediately Clean Up	

7.1.7.3 System

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

System / System Mana	ement / Data Cleaning		
System			Record Disk space cleanup
	System Operation Log * Retains the recent 15 -	months of data	System
	Execution Time 03.00.00 (Carefully clean up)		
"		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		
	oK		

7.1.8 Audio File

JZKBio CVAccess	::: ¥				😂 🖰 admin 🗸
😤 System Management 🗸	System / System Managen	ient / Audio File			
Language Pack	File Alias	Q &			
Operation Log	O Refresh ⊒ New	Delete			
Data Management	File Alias	Size	Suffix	Operations	
Area Settings	Alarm	20KB	wav	2	
System Parameter	- Alatin	2010	wav		
E-mail Management					
Dictionary Management					
Data Cleaning					
Audio File	<				
Certificate Type	J.				
Message Notification					
Parameters					
Authority Management >					
C Automy management					
Communication mana >	IC < 1-1 >)∣ 50 rows per p	age - Jump To	1 /1 Page Total of 1 records	

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

> New

1. Click [New].

System / System Manag	jement / Audio File				
File Alias	Q @				
C Refresh ∓ Ne	w 🛍 Delete				
File Alias	Size	Suffix	Operations		_
Alarm			New		×
	File Upload*	Browse	Not Uploaded	Play	
	File Alias*				
	Size				
	Suffix				
	A Please uploa	ad a wav or MP3 f	ile, the size of 0 to 10MB	r.	
	Sav	e and New	ОК	Cancel	

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].

TEXT Bio CVAccess	40	😫 admin 🗸
	System / System Management / Certificate Type	
🏫 System Management 🗸		
Language Pack	ORefresh ∓New ® Delete	
Operation Log	Certificates number Certificates Name Operations	
Data Management	· 1 ID	
Area Settings	3 Passport	
System Parameter	4 Driver License	
E-mail Management	B Others	
Dictionary Management		
Data Cleaning		
Audio File		
Certificate Type		
Message Notification		
Parameters		
Authority Management >		
Communication mana >	IC C 1-4 > >I 50 rows per page - Jump To 1 /1 Page Total of 4 records	

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].

System Management System / Management / Message Notification Language Pack Event Notification Settings Oparation Log Event Notification Settings Data Management Access Transactions Areas Settings Access Transactions System Parameter Attendance Transactions E-mail Management E-mail Dictoriary Management E-mail	JZKBio CVAccess	5 III X	😂 🕃 admin 👻
Event Notification Settings Operation Log Coperation Settings Data Management Access Transactions Area Setting Access Transactions System Parameter E-mail Management E-mail Management E-mail	😤 System Management 🗸	System / System Management / Message Notification	
Area Settings Access Transactions System Parameter Imagement E-mail Management Imagement		Event Notification Settings	ent Notification Settings
E-mail Management 🗹 Email	Area Settings	💟 Email	
Data Cleaning Aucio File	Dictionary Management Data Cleaning		
Certificate Type Message Notification Parameters	Message Notification		
Authority Management > Or Communication mana >		OK	

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.

Enable QR code If YES select "YES> Dynamic > Valid Time". It will generate new QR code every 30 seconds.

System / System Management / Parameters			
QR Code Setting Enable QR Code No Yes Qrcode Type Static Dynamic Encryption Mode Mode A Mode I Mode A Mode I			OR Code Setting Video watermark Personal sensitive information pro Privacy Policy
Valid Time:		second(30-300)	
	QR code and dynamic QR code should be careful, frequent switcl		1

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.

Privacy Policy
Default 👻
View

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].

ZKBio CVAccess	# #							<i>\</i> #	🔰 😫 admin 👻
🛱 System Management >	System / Authority Manage	ement / User							
🕥 Authority Management 🗸	Username	First Name	Q 🖉						
User	O Refresh 🔤 New	🔞 Delete							
Role	Username	First Name Last Name	Email	Auth Department	Authorize Area	State	Superuser St	Operations	
System	admin	a***n				0	0	0	
Menu									
Operate									
Client Register									
Security Parameters									
	Ĵ								
Communication mana >	i¢ ∢ 1-1 ⇒ :	∋∣ 50 rows per page - Jum	pTo 1 /1 Page Tota	al of 1 records					

> New

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

iystem / Authority Management	/User		
Username	First Name	Q &	
		New	×
C Refresh 📴 New 🖻	Username*		
Username		Username should be composed between 1-30 characters and in letters,numbers,or symbols (@/./-/+/_).	
admin	Password*		
		Password is a composition of 4 to 18 characters, default is 111111.	
	Confirm Password*		
	State	Enable 👻	
	Multiple Login		
	Maximum Number		
	Superuser State	Limit multiple login for the same account	
	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		
	Save a	nd New OK Cancel	

Fields are as follows:

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

ZKBio CVAccess	X		😂 😫 admin ~
🎕 System Management >	System / Authority Management / Role		
🔞 Authority Management 🗸	Role Name Q		
User	⊖Refresh ∓New @Delete		
Role	Role Code Role Name	Creation Time Operations	
System	employee Employee	2023-10-20 16:40:21 🖉 🛍	
Menu	monitor Monitoring Clerk	2023-10-20 16:40:21 🖉 🛍	
Operate	entry. Entry Clerk	2023-10-20 16:40:21 🖉 💼	
Client Register Security Parameters	administrator Administrator	2023-10-20 16:40:21 🖉 💼	
	c		
Communication mana >	< < 1-4 > > 50 rows per page ∞ J	mp To 1 /1 Page Total of 4 records	

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

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

System / A	uthority Management /	Role							
Role Na	me	Q @							
O Refi	resh 📴 New 💼 De	elete							
					New				×
	Role Code* Role Name* Assign Permissions*								
	Personnel Dersonnel Card Manag	Access	Attendance	Smart Video Surveillance	APP	System			
	□ Select All ⊮ [≉]	, [⊭]							
				Save and New	ОК	Canc	el		

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].

JZKBio CVAccess	₩ *	🔰 😫 admin 👻
🕸 System Management >	System / Authority Management / Client Register	
🔇 Authority Management 🗸	Registration Code Client Type Activation Q Q	
User	ORefresh ⊒ Reset Ma Delete	
Role	Registratio Client name Registration Key Activ Activated D Creation Date Client Type Operations	
System		
Menu		
Operate		
Client Register		
Security Parameters		
	<u> </u>	
	No data	
Communication mana >	j< < 0 > >j 50 rowsperpage → Jump To 1 /0 Page Total of 0 records	

- > New
- 1. Click [New].

	Client Type	Activation	
C Refresh 🖅 New 🖸 Reset 💼 De	elete		
Registratio Client name Reg	istration Key Activ	Activated D Creation Date	Client T
		New	×
	Client Type*		
	Registration Code*	9651EF	

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].

ZKBio CVAccess	::: ¥	😂 🔒 admin 🕤
🕸 System Management >	System / Authority Management / Security Parameters	
😵 Authority Management 🗸	Security Parameters	Security Parameters
User Role System Menu Operate Client Register Security Parameters	Login Verification Setting Prompt after entering an error Default Password Strength None Weak O Medium O Strong O Falied Login 5 Account Will Lock	Tme(s) minutes
	None 💌	
Ormmunication mana >	ОК	

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.

JEAN CVAccess	###										⊗ 0	admin 🖌
🛱 System Management >	System / Commun	nication management / Devi	ce Commands									
Authority Management >	Submit Time Fron	пТо		Serial Number		Back To Results	 ▼ N	ore - Q	Q			
Communication mana V	⊖ Refresh	💼 Clear Commands 1 E	Export									
Device Commands	ID	Serial Number Immed	Submit Time	Return Time	Returne	Remarks						
Communication Device	38	7273212700020 🥝	2023-10-26 00:00:00	2023-10-26 00:00:04	0							î
Communication Monitor	37	7273212700020 🥝	2023-10-26 00:00:00	2023-10-26 00:00:02	0							
	36	6589205000012 🗢	2023-10-25 14:18:25	2023-10-25 14:18:32	0							
	35	6589205000012 🗢	2023-10-25 11:02:09	2023-10-25 11:03:05	0							
	34	6589205000012 🥝	2023-10-25 11:02:09	2023-10-25 11:02:17	0							
	33	6589205000012 😑	2023-10-25 11:01:44	2023-10-25 11:02:18	0							
	32	7273212700020	2023-10-25 00:00:00	2023-10-25 00:00:11	2							
	31	7273212700020 🥝	2023-10-25 00:00:00	2023-10-25 00:00:02	0							
	30	6589205000012 🗢	2023-10-24 17:25:00	2023-10-24 17:25:11	0							
	29	6589205000012 🗢	2023-10-24 17:25:00	2023-10-24 17:25:04	0							
	28	7273212700020 🗢	2023-10-24 14:21:15	2023-10-24 14:21:26	0							
	27	7273212700020 🗢	2023-10-24 14:21:15	2023-10-24 14:21:25	0							
	26	7273212700020 🗢	2023-10-24 14:21:15	2023-10-24 14:21:25	0							
	25	7273212700020 😑	2023-10-24 14:21:15	2023-10-24 14:21:24	0							
	24 < 1 2	7273212700020 C		2023-10-24 14-21-24 cords	0							*

If the returned value is more than or equal to 0, the command is successfully issued. If the returned value is less than 0, the command 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 orizeDoorld=1 Pin=1AuthorizeTi mezoneld=1Auth orizeDoorld=1	false	2017-12-18 10:51:15	2017-1 <mark>2-18</mark> 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.

ZKBio CVAccess	··· %	😂 😫 admin 🗸
🛍 System Management >	System / Communication management / Communication Device	
① Authority Management >	Module Device Serial Number Device Name More * Q Q	
© Communication mana	○ Refresh	
Device Commands	Module Device Serial Device Firmware Device IP A Subnet Mask Gateway Enable Status Executory Command Count	
Communication Device	att 6589205000012 ZAM180-NF-Ver1.1.8 xFace100 192.168.137.5 Ø Online 0	
Communication Monitor	acc 7273212700020 ZAM200-NF80VF-Ver1.4.42 RevFace 19 192.168.137.3 255.255.0 192.168.137.1 🖉 Online 0	
	<pre>< 1-2 > >] 50 rows per page ~ Jump To 1 /1 Page Total of 2 records</pre>	

7.3.3 Communication Monitor

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

ZKBio CVAccess		😂 🕃 admin 👻
🕼 System Management >	System / Communication management / Communication Monitor	
Authority Management >	Adms Service Settings	Adms Service Settings Server Side Network Condition
Communication mana Device Commands Communication Device Communication Monitor	Adms Service Port 881 Image: The current port is for device communication service, if there is a network mapping for the service port, please relier to the actual mapped port. Project control file version None Turn on encrypted transmission	
	Server Side Network Condition Whether the Internet connection is normal Yes	
	OK	

* 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:

TKBio CVAccess	####						😂 🕒 admin 🕚	~
Access Device >	Access / Access Rule / Se	t Access By Levels						
🖡 Access Rule 🗸 🗸	Access Levels		۰	Browse Personnel test1 (Area N	ame) From Levels		-	>
Time Zones	Level Name	Time Zone Q		Personnel ID	Name	More	•* Q @	
Holidays	⊖ Refresh 1 Expo	A	dd Personnel		×			
Access Levels	Level Name	Query Operatment				Department		
Set Access By Levels	test1	Personnel ID Name	Department Name	Q &				
Set Access By Person	General							
Set Access By Department		Alternative	Selected(0)					
Interlock		Personne First Name Last Name Department	Perso	onne First Name Last Name	Department			
Linkage	«	2 Department f	>>					
Anti-Passback	2	1 test Department I		<u> </u>				
First-Person Normally Open		Department P	< <<			<u> </u>		
Multi-Person Group				No data				
Multi-Person Opening Door						No data		
Parameters		I< < 1-3 > >I 50 rows per page ♥						
		ОК	Cancel					
Access Control Reports >	i< < 1-2 ⇒	> 50 rows per page - Jump To 1 /1 Page Total o	f 2 records	< < 0 > >	50 rows per page	Jump To 1 /0	Page Total of 0 records	

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]:

	Import Personnel	×
File Format	Excel	
Select File	Browse Not Uploaded	
	format is table name, the second line is header, the third please check the file and then import.	
Please make sure that	the imported person already exists in the personnel module	
Batch imported person be manually synchroniz	will not be automatically delivered to the device and need to red	
1	OK Cancel	

Fields are as follows:

- Destination File: Choose the file to be imported.
- 2. Click [OK], The data is imported successfully.

^ÆNotes:

- (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]:

×		Export			
	~~~	Yes No	User Password* File encryption File encryption password*		
		EXCEL	File Format		
	cords)	Selected (max			
		Start Position Total Records			
	cords)	Start Position	Data to 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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