

User Manual

ZKBio WDMS

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Doc Version: 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.



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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 verifications, 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 WDMS software.

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

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>.
[]	Window names, menu items, data table, and field names are inside square brackets. For example, pop up the [New User] window.
/	Multi-level menus are separated by forwarding slashes. For example, [File/Create/Folder].

Symbols






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

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1 System Overview

As a middleware, ZKBio WDMS allows you to deploy on kinds of servers and databases for devices and transactions management.

ZKBio WDMS provides unified management to customers in terms of time management and operational safety. It helps the customers to continuously improve safety management by affording a simple and efficient platform that can manage all the time and security-related aspects at a single instance.

System Features

- With a powerful data handling capacity, the system can manage the attendance data of 10,000 employees.
- Support multiple companies and dividing administrators with different the permissions.
- Automatic user management makes the system more simple and efficient.
- The hierarchical management ensures user data security.
- The real-time data processing system ensures data availability to the administrators at any time.
- The MTD module records the health status of employees.

Server Hardware Configuration Requirements

- **CPU:** Frequency of more than 2.4 GHz.
- **Memory:** 4 GB available or above.
- **Hard Disk:** Available space of 100 GB and above. It is recommended to use an NTFS hard disk partition as the software installation directory.
(An NTFS hard disk partition provides better performance and higher security).

Software Requirements

- **Supported Operating Systems:** (64-bits) Windows 7/8/8.1/10, Windows Server 2008/2008 R2/2012/2012 R2/2016/2019.
- **Supported Databases:** PostgreSQL (Default), MSSQL Server2005/2008/2012/2014/2016/2017/ 2019, Oracle 10g/11g/12c/19c, MySQL 5.0/5.6/5.7.
- **Supported Mainstream Browsers:** IE 11+, Google Chrome 33+, and Firefox 27+.

System Modules

The system mainly consists of the following functional modules:

- **Personnel Module:** The Personnel Module sets the company, department, position and area. Enter employee's information (personnel information fields support user customization) into the system, allocating employees to various company, departments and to maintain employee detail. Added the function of importing and exporting personnel information via USB disk.

- **Device Module:** The Device Module sets the communication parameters to connect the devices. The communication with the devices will be successful only after the communication parameters are set properly, including the settings in both the system and devices. Once the communication is successful, you can view information about connected devices and perform operations such as remote monitoring, upload, and download.
- **MTD Module:** The MTD Module detects the body temperature and whether the personnel is wearing a mask. It generates statistic reports about mask and temperature. If there is personnel who has higher body temperature or does not wear a mask, an email notification will be sent to the personnel himself, the system superuser and system user who has permission to access the department which the personnel belongs to.
- **System Module:** The System Module assigns System Users and configures their roles. It sets the system parameters and manages the system operation logs. By configuring the automatic import function, users can have the system import personnel information automatically. At the same time, the biometric templates saved in the software are encrypted to secure employees' personal information. To avoid information leakage, the export of employee-related data can be password-protected.

2 Basic System Usage Procedure

Follow the below procedures for a smoother interface experience. It takes Superuser as an example. Different users have different access rights, so the procedure changes for each role.

1. Create a Superuser and login to the system with the created user account.
2. Create user accounts and roles for the users using the system (such as Company Management Personnel, Registrars, and Attendance Administrators).
3. Set the common system information such as System parameters, Announcements, and Alerts.
4. Set the organization architecture according to the company's structure and set the corresponding position details.
5. Enter the employee information.
6. Set the regional structure of the company. Add T&A devices for the system and configure the devices.
7. Export attendance transaction to the third-party software for further calculation.

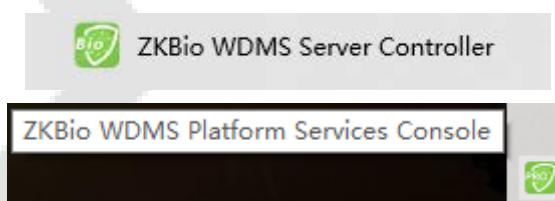
3 System Management

3.1 Login

1. Once the program is installed on the system, double-click the **program** icon on the desktop to view the system login interface. Other systems can access the application through the network.
2. Open the browser, enter the Server IP Address and the Port number in the address bar. Click **Enter** to login.



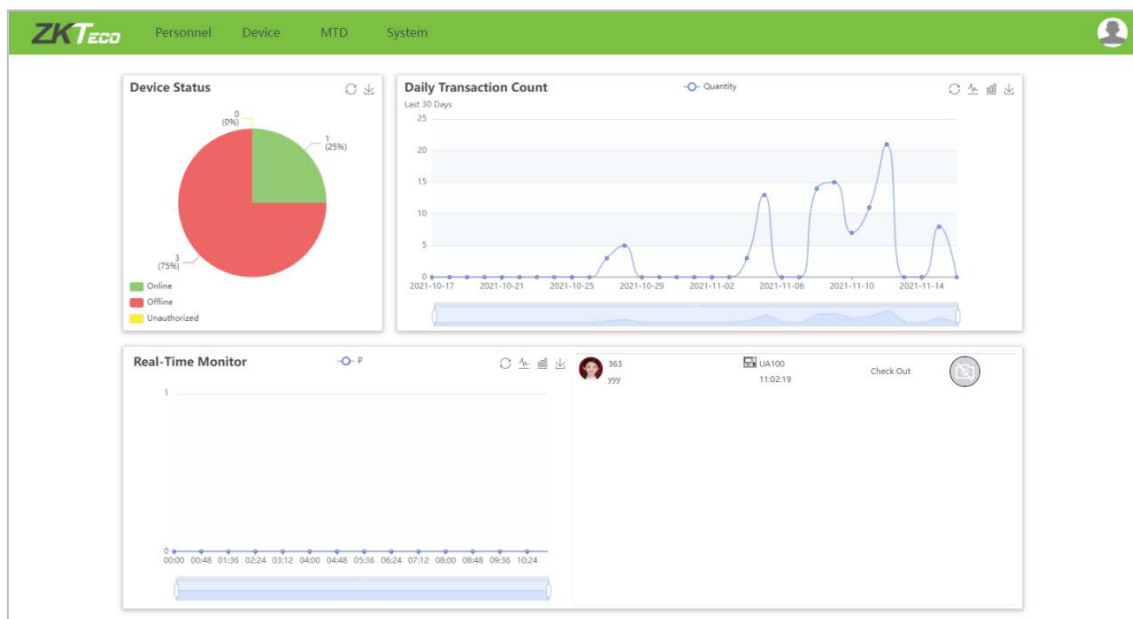
3. To use the system on a server, select **[Program] > [ZKBio WDMS] > [ZKBio WDMS Server Controller]** and start the service. Then, double-click the shortcut icon of ZKBio WDMS Home Page on the desktop. The system login interface pops up.



Note: In Windows 7/Vista, right-click **ZKBio WDMS Server Controller** and select **Run as administrator** from the shortcut menu.


4. When the user logs in to the system, authentication is required to guarantee the system security. A superuser account (with all operational permissions) needs to be created for a user who is using the system for the first time.
The superuser can assign employees (such as **Company Management Personnel, Registrars, and Statistics Clerks**) as new users and they can configure the corresponding user roles. For detailed operation, please refer to "[7.1.2 User Management](#)".

5. After the user logs in, the system displays the dashboard as shown in the below figure.




On the Dashboard, the user can see four modules namely **Personnel**, **Device**, **MTD**, and **System**. Click the related module to perform the related functionalities.

3.2 Logout

Click the **User Profile**  on the top-right of the interface, select Logout, and click **Confirm** to log out from the application.

After logging out, stop the service in **ZKBio WDMS Server Controller** and quit the service counter.

3.3 Change Password

A Superuser or new users can change their passwords to guarantee a safe system operation. Click the User Profile  on the top-right and select Password. Enter the old password, new password, and confirm the new password. Click **Confirm** to change the password.

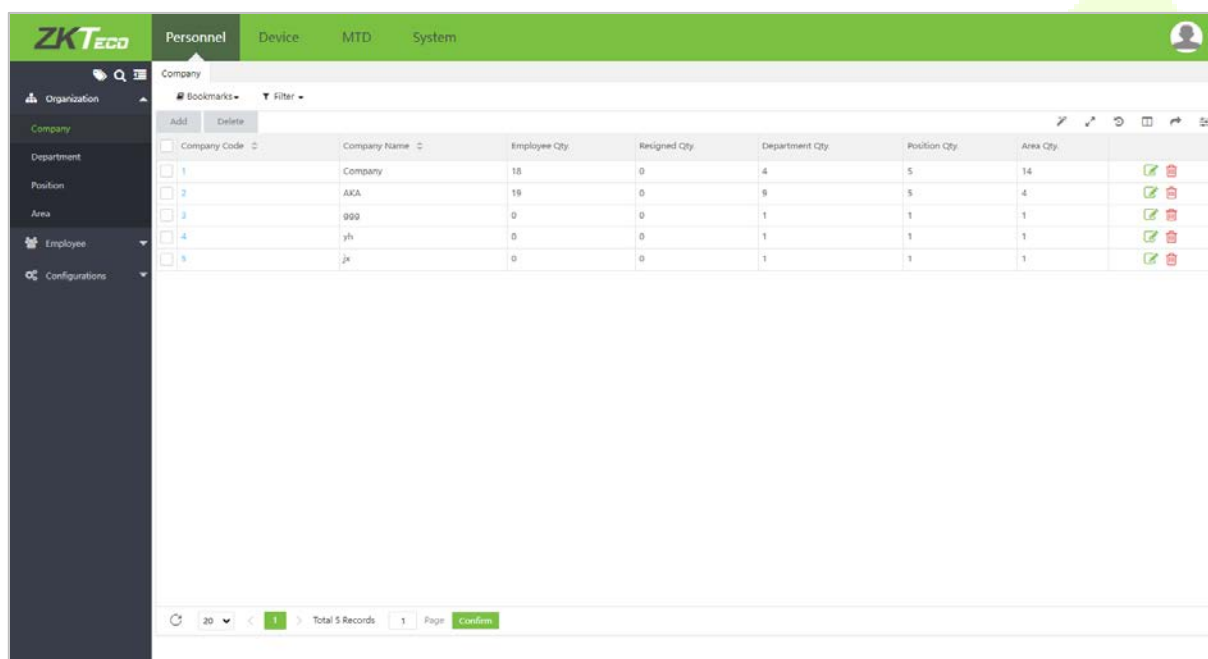
The dialog box titled 'Password' contains three input fields: 'Original Password*', 'Password*', and 'Re-enter the Password*'. Below the fields is a notice: '*Notice Password must be 8 to 16 characters, and must contain at least 2 of the following types: numbers, letters and special characters.' At the bottom right are 'Confirm' and 'Cancel' buttons.

4 Personnel Management

The Personnel management module allows you to set the main architecture of the company. It includes adding employees to the system, allocating employees to departments and maintaining the employees, and so on.

4.1 Company Management

Select [**Personnel**] > [**Company**] to view the Company management interface, as shown in the figure below.



Before adding the employees, set the organizational structure of the company. When the module is used for the first time, a level 1 company with the company name as "Company" and Company Code as "1" will be created as a default.

Note: This Company can be edited (modified) but cannot be deleted.

4.1.1 Add a Company

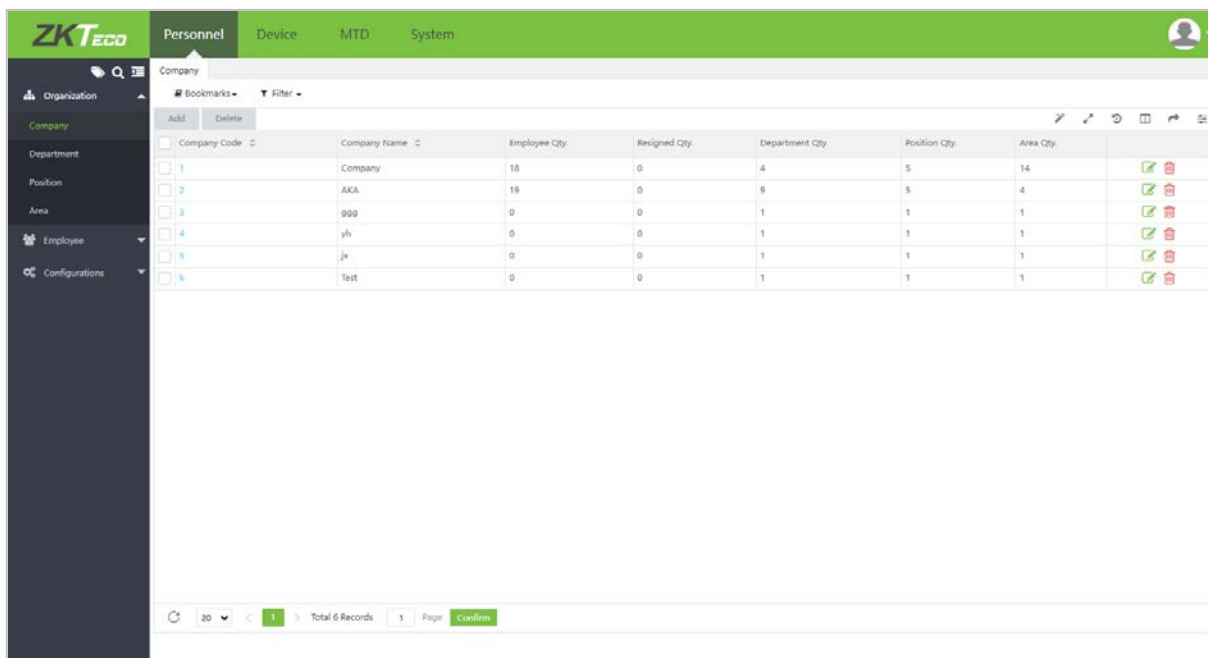
1. Select [**Personnel**] > [**Company**] > [**Add**] to add a new Company, as shown in the figure below.

The 'Add' dialog box contains two input fields: 'Company Code*' with the value '6' and 'Company Name*' with the value 'Test'. At the bottom, there are two buttons: 'Confirm' and 'Cancel'.

Set the parameters as shown below:


- ❖ **Company Code:** Enter a unique Company code maximum of 50 digits.
- ❖ **Company Name:** Enter the corresponding Company Name maximum of 100 characters.

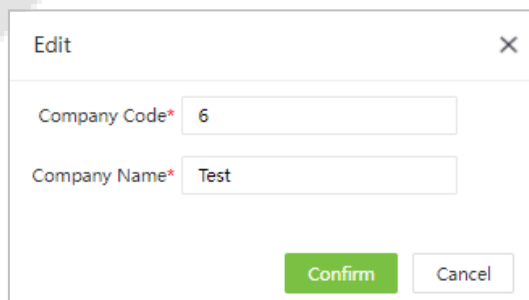
2. After entering the required details, click [**Confirm**] to save the new Company.




A Level 1 Department/Position/Area with Department/Position/Area name as "Department"/"Position"/"Area" and Department/Position/Area Code as "1" will be created as a default for the newly added company.

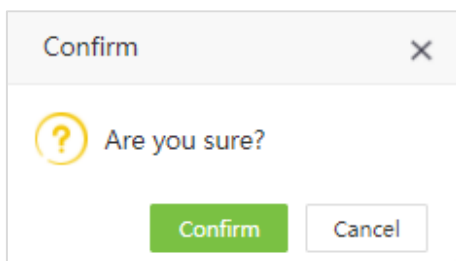
4.1.2 Edit a Company

If you want to change the organization’s structure, you can modify the Company Name and Company Code. Click the **Company Code** of the Company to be modified or, click  in the same row of the Company to be modified. After modifications, click [**Confirm**] to save the modified Company information.



4.1.3 Delete a Company

Select the Company to be deleted and then click **[Delete]** on the upper left of the Company list. Or directly click  in the same row of the Company to be deleted. Click **[Confirm]** to delete the Company.

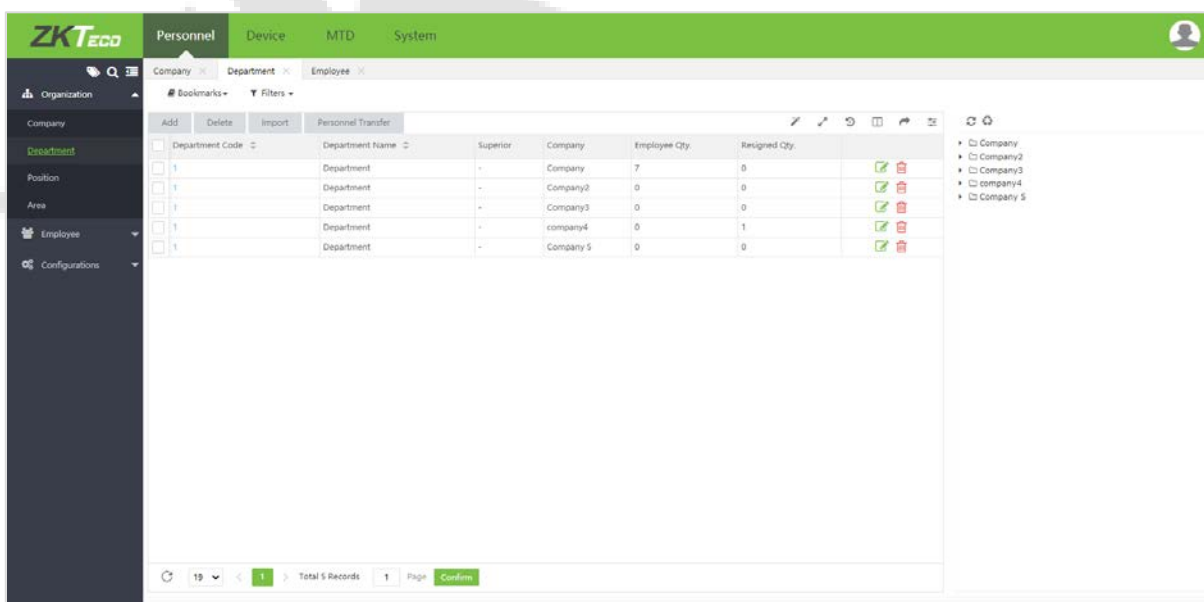


Notes:

- Deleting or modifying a Company causes the employees association to the particular Company is no longer valid for any other Companies.
- If deletion or modification is indeed required, transfer the personnel in the particular Company to another Company and then delete the Company.
- That is, the Company which is currently being used cannot be deleted.

4.2 Department Management

1. Select **[Personnel]** > **[Department]** to view the Department management interface, as shown in the figure below.

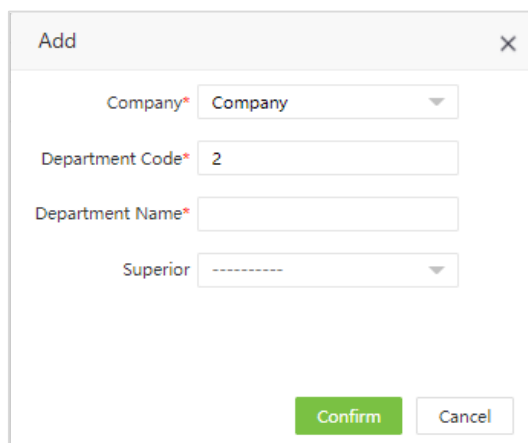


2. Before adding the employees, set the organizational structure of the department. When the module is used for the first time, a level 1 department with department name as "Department" and Department Code as "1" will be created as a default.

Note: This Department can be edited (modified) but cannot be deleted.

4.2.1 Add a Department


1. Select **[Personnel]** > **[Department]** > **[Add]** to add a new Department, as shown in the figure below.

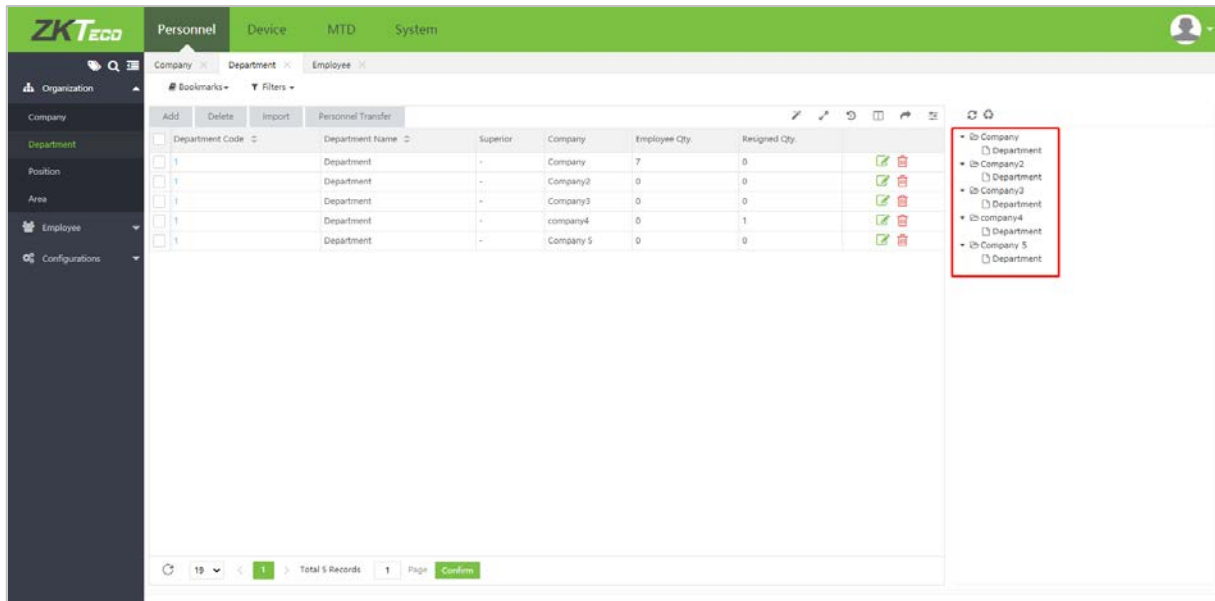


Set the parameters as shown below:


- ❖ **Company:** Click and select the Company to which the department belongs.
- ❖ **Department Code:** Enter a unique Department code maximum of 50 digits.
- ❖ **Department Name:** Enter the corresponding Department Name maximum of 100 characters.
- ❖ **Superior:** Click and select a superior Department of this Department from the drop-down list.

Notes:


- The department codes and department names of two positions in different companies can be the same.
 - The department codes of two departments in the same company cannot be the same, and the department names can be the same.
2. After entering the required details, click **[Confirm]** to save the new Department. Click  to refresh the Department tree.



Notes:

- The user can click **[Import]** to import the Department information to another software or system. For detailed operation, please refer to "8.3 Import" in "8 Appendices".
- The user can click  to export the Department data locally. For detailed operation, please refer to "8.4 Export" in "8 Appendices".

4.2.2 Edit a Department

If you want to change the organization’s structure, you can modify the Department Name, Department Code, and the Superior Department. Click the **Department Code** of the Department to be modified or, click  in the same row of the Department to be modified. After modifications, click **[Confirm]** to save the modified Department information.

Edit ✕


Company Name*

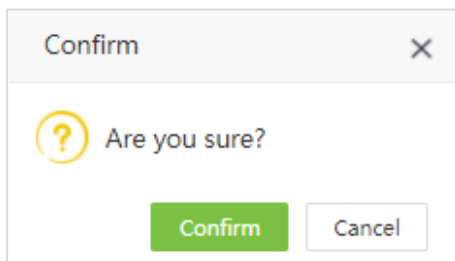
Department Code

Department Name*

Superior ▾

4.2.3 Delete a Department

Select the Department which is going to be deleted and click **[Delete]** on the upper left of the Department list. Or directly click  in the same row of the Department to delete. Click **[Confirm]** to delete the Department.



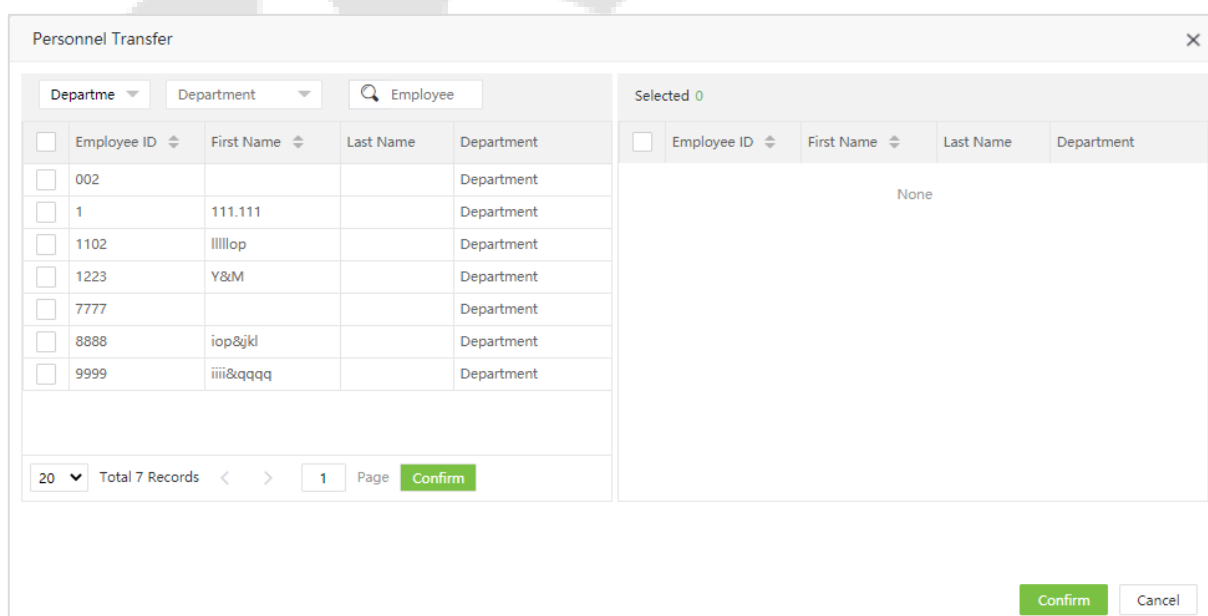
Notes:

- Deleting or modifying a Department causes the employees belonging to the particular Department will not be associated with any of the Departments.
- If deletion or modification is indeed required, transfer the personnel in the particular Department to other Departments, and then delete the Department.
- That is the Department which is currently in use that cannot be deleted.

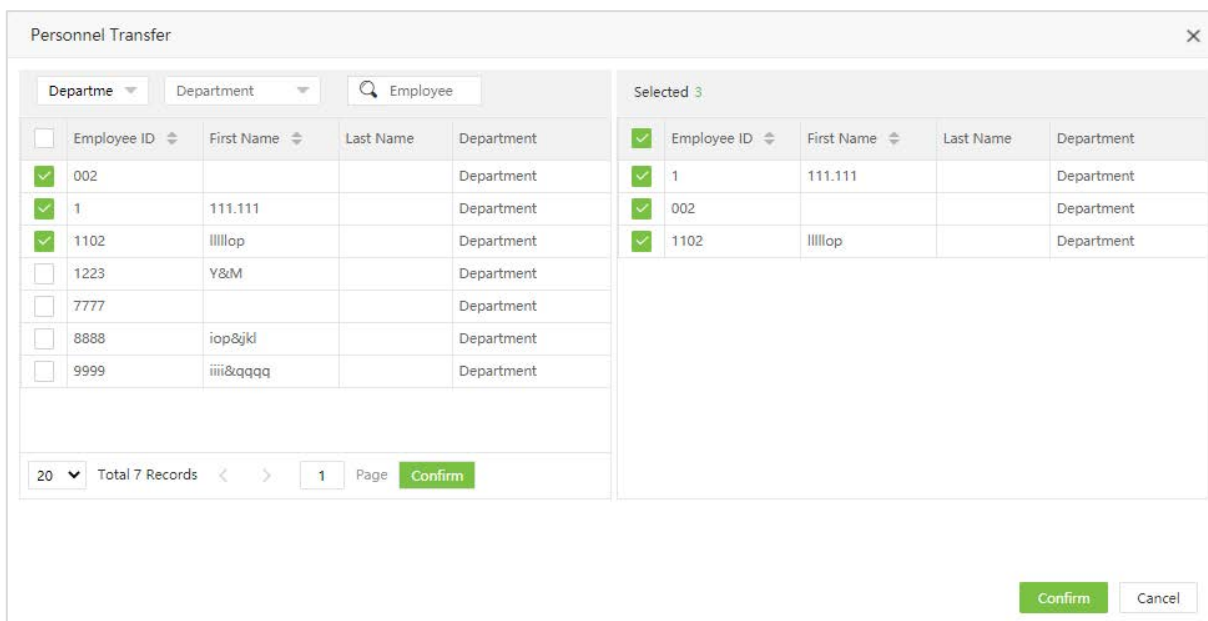
4.2.4 Personnel Transfer

The user can adjust employees to the selected Department in batches. The steps are given below:

1. Select **[Personnel]** > **[Department]**. Select the corresponding Department and click **[Personnel Transfer]**.



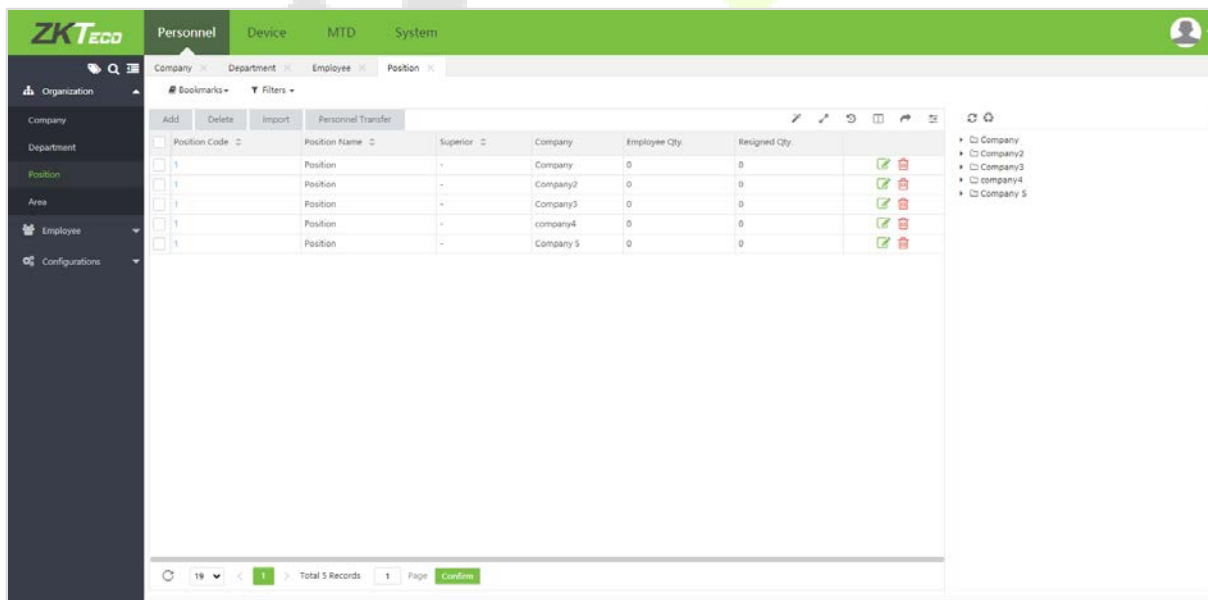
- 2. In the employee’s list, select the employee(s) whom you want to adjust to the selected Department in batches (The user can search employees by **Department, Name, or Employee ID**).
- 3. Select the Employee and click [**Confirm**]. The Departments of the selected employee will be changed.



4.3 Position Management

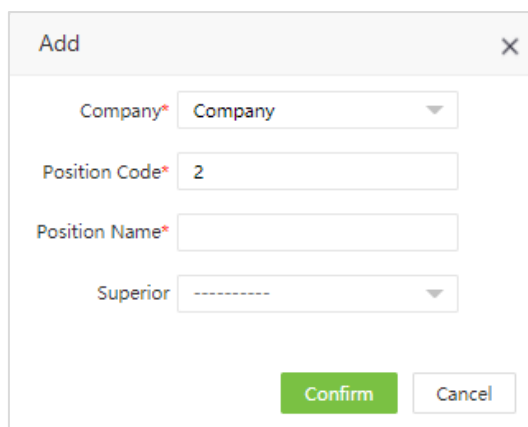
It is necessary to add the position details while adding the employee details.

Select [**Personnel**] > [**Position**] to view the Position interface, as shown in the figure below.



4.3.1 Add a Position

1. Select [**Personnel**] > [**Position**] > [**Add**] to add a new position.




Set the parameters as shown below:

- **Company:** Click ▾ and select the Company to which the position belongs.
 - **Position Code:** Enter a unique Position Code.
 - **Position Name:** Enter the Position Name.
 - **Superior:** Click ▾ and select a superior Position of this Position from the drop-down list.
2. After entering the required details, click [**Confirm**] to save the new position.

Notes:

- The position codes and position names of two departments in different companies can be the same.
- The position codes of two positions in the same company cannot be the same, but the position names can be the same.

4.3.2 Edit a Position

If the user wants to edit the position details, click the Position or  in the same row of the position to be edited.

After modifications, click [**Confirm**] to save the modified position details.

Edit
✕

Company Name*


Position Code

Position Name*


Superior

Confirm
Cancel

4.3.3 Delete a Position

Select the position which is to be deleted and then click **[Delete]** on the upper left of the position list or click  in the same row of the position to get deleted. Click **[Confirm]** to delete the position.

Confirm
✕


Are you sure?

Confirm
Cancel

4.3.4 Personnel Transfer

You can adjust the employee's positions in batches.

1. Select **[Personnel]** > **[Position]**. Select the corresponding position and click **[Personnel Transfer]**.

Personnel Transfer
✕

Departme
Department

<input type="checkbox"/>	Employee ID	First Name	Last Name	Department
<input type="checkbox"/>	002			Department
<input type="checkbox"/>	1	111.111		Department
<input type="checkbox"/>	1102	lllllop		Department
<input type="checkbox"/>	1223	Y&M		Department
<input type="checkbox"/>	7777			Department
<input type="checkbox"/>	8888	iop&jkl		Department
<input type="checkbox"/>	9999	iiii&qqq		Department

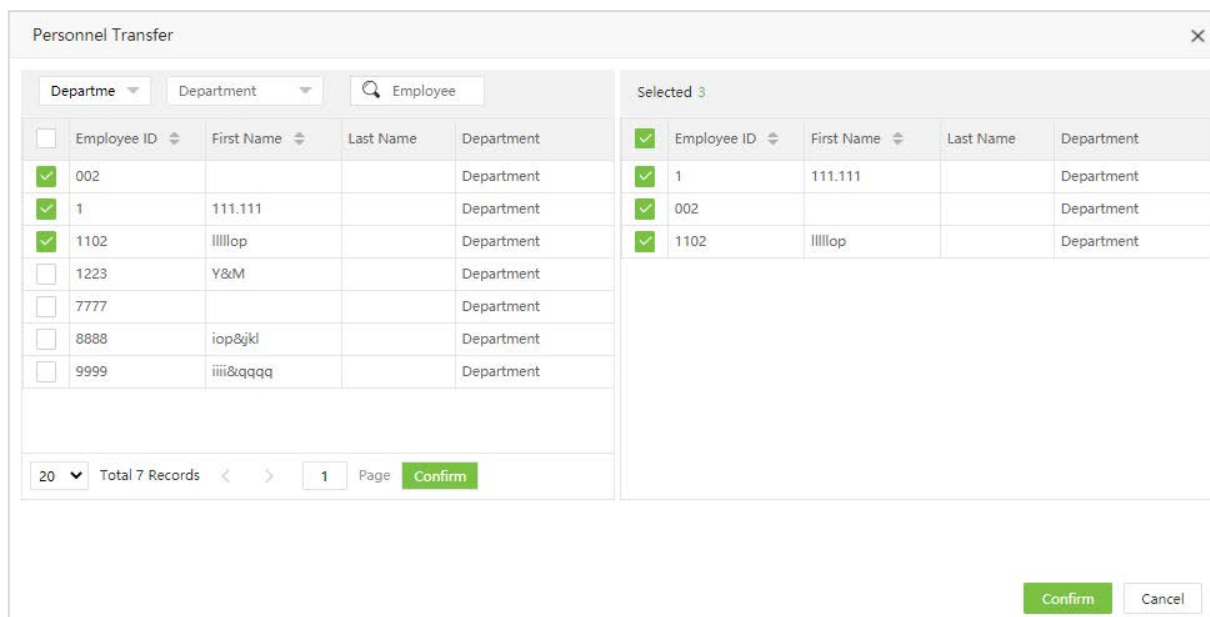
20
Total 7 Records
< >
1 Page
Confirm

Selected 0


<input type="checkbox"/>	Employee ID	First Name	Last Name	Department
None				

Confirm
Cancel

- In the employee’s list, select the employees whom you want to change the position. (You can search employees by Name or Employee ID).
- Select the employee(s) and click **[Confirm]**. The position of the selected employee will be changed.



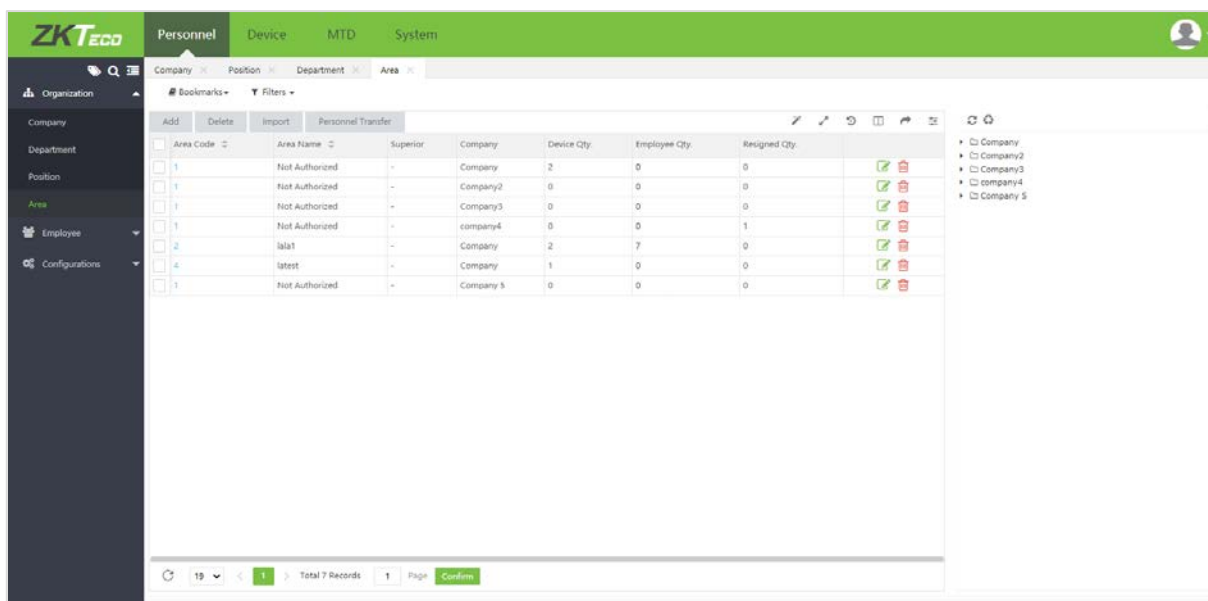
Notes:

- The user can click **[Import]** to import the position information in another software or system. For detailed operation, please refer to "8.3 Import" in "8 Appendices".
- The user can click  to export the position data locally. For detailed operation, please refer to "8.4 Export" in "8 Appendices".

4.4 Area Management

Area Management allows you to manage the employee’s details in a device within the designated area. (One device can belong to only one area) The system will automatically send the employee’s information to the devices in real-time.

Select **[Personnel]** > **[Area]** to view the area settings.



The system will set a default area named **[Not Authorized]** whose area code is 1 for every Company.

4.4.1 Add an Area

1. Select **[Personnel]** > **[Area]** > **[Add]** to add a new area.

New Area
✕

Company*

Area Code*

Area Name*

Superior

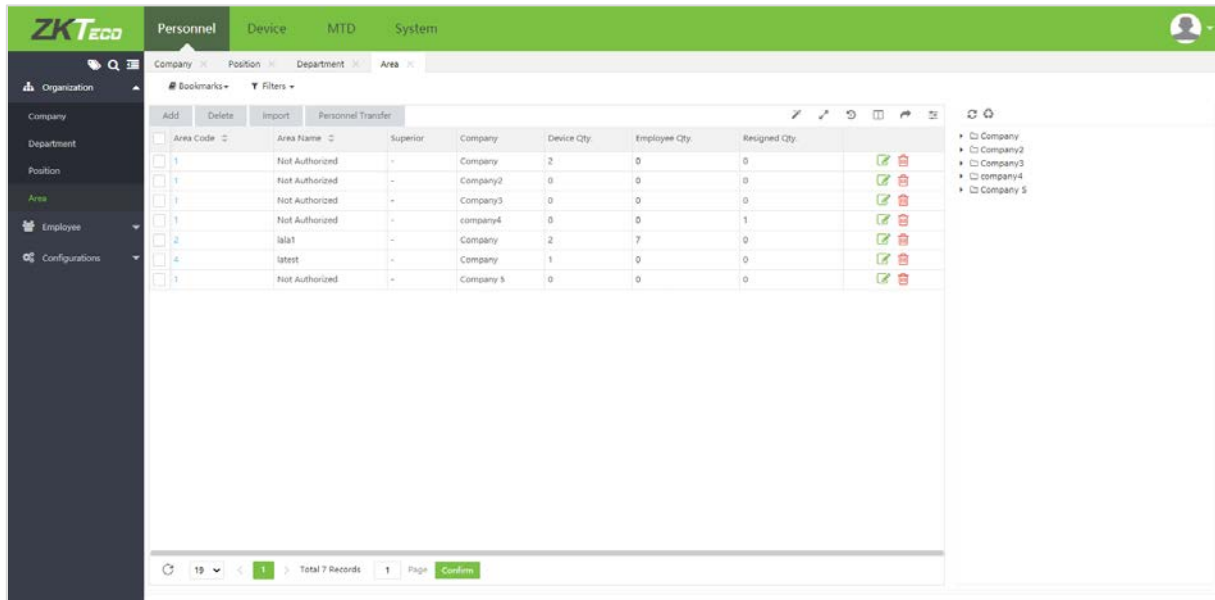
Set the parameters as shown below:

- ❖ **Company:** Click and select the Company to which the area belongs.
- ❖ **Area Code:** Enter a unique area code.
- ❖ **Area Name:** Enter an area name.
- ❖ **Superior:** Click and select a superior area of this area from the drop-down list.

2. After entering the required details, click **[Confirm]** to add the new area.

Notes:

- The area codes and area names of two areas in different companies can be the same.
- The area codes of two areas in the same company cannot be the same, but the area names can be the same.



4.4.2 Edit an Area

1. In the area list, click an area code, or click  in the same row of the area to be edited.

Edit ✕

Company Name*


Area Code

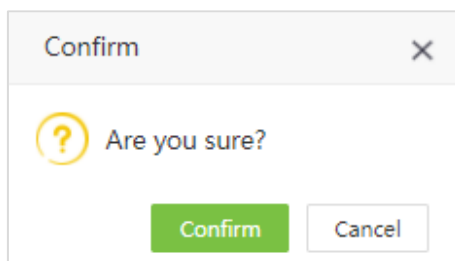
Area Name*

Superior

2. After modifications, click **[Confirm]** to save the modified area.

4.4.3 Delete an Area

1. In the area list, select the area to be deleted and then click **[Delete]** on the upper of the area list or directly click  in the same row of the area to be deleted.



2. Click **[Confirm]** to delete the selected area.

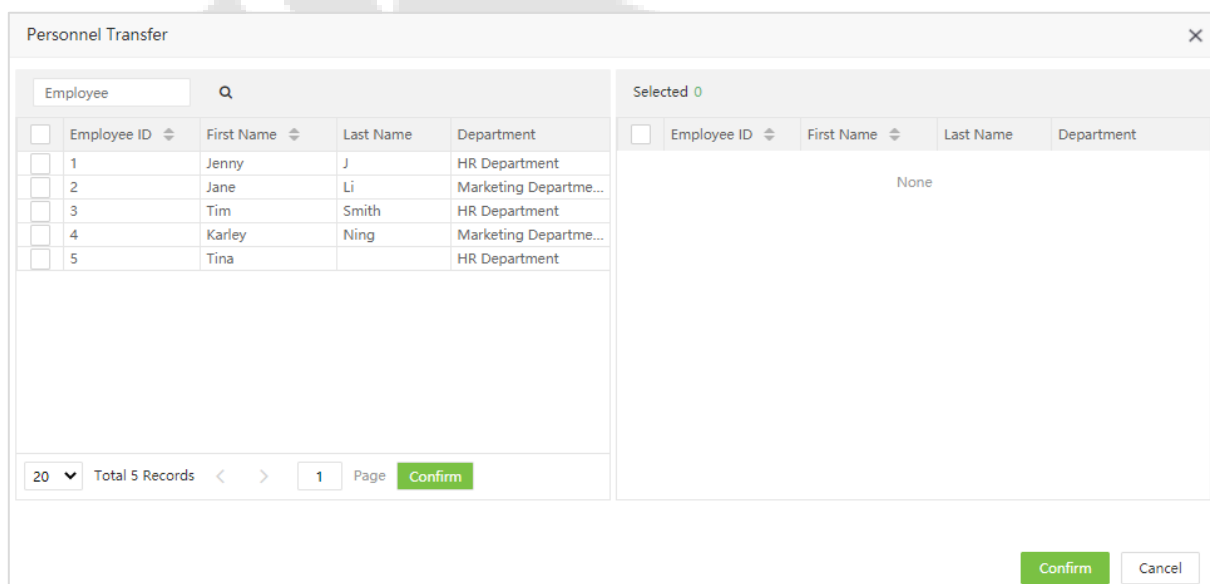
Notes:

- The default area cannot be deleted.
- Areas that are being currently used by employees or devices cannot be deleted.
- Areas with subordinates cannot be deleted.

4.4.4 Personnel Transfer

The user can adjust the area of employees in batches.

1. Select **[Personnel]** > **[Area]**. Select the corresponding area and click **[Personnel Transfer]**.



2. In the employee’s list, select the employees whom you want to change the area (The user can search employees by Department, Name, or Employee ID).
3. Select the employee and click **[Confirm]**. The area of the selected employees will be changed.

Personnel Transfer
✕

Q

	Employee ID	First Name	Last Name	Department
<input type="checkbox"/>	1	Jenny	J	HR Department
<input type="checkbox"/>	2	Jane	Li	Marketing Departme...
<input checked="" type="checkbox"/>	3	Tim	Smith	HR Department
<input checked="" type="checkbox"/>	4	Karley	Ning	Marketing Departme...
<input type="checkbox"/>	5	Tina		HR Department

20 Total 5 Records < > 1 Page Confirm

Selected 2

	Employee ID	First Name	Last Name	Department
<input checked="" type="checkbox"/>	3	Tim	Smith	HR Department
<input checked="" type="checkbox"/>	4	Karley	Ning	Marketing Departme...

Confirm
Cancel



Notes:

- The user can click **[Import]** to import the area information in another software or system. For detailed operation, please refer to "[8.3 Import](#)" in "8 Appendices".
- The user can click to export the position data locally. For detailed operation, please refer to "[8.4 Export](#)" in "8 Appendices".

4.5 Employee Management

- In Employee management, you can add the employee details or import the employee information. For detailed operation, please refer to "[8.3 Import](#)" in "8 Appendices".
- You can click to export the personnel data locally. For detailed operation, please refer to "[8.4 Export](#)" in "8 Appendices".

4.5.1 Add an Employee

1. Select **[Personnel]** > **[Employee]** > **[Employee]** > **[Add]** to add an Employee.

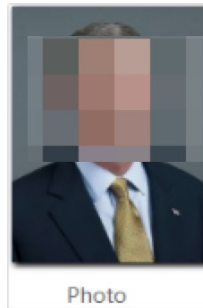
Set the parameters as shown below:

Profile

- ❖ **Company:** Click and select the Company to which the employee belongs.
- ❖ **Employee ID:** Enter the Employee ID a maximum of 20 digits. The digits will be incremented automatically based on the system settings.
- ❖ **First Name:** Enter the Employee's first name.
- ❖ **Last Name:** Enter the Employee's last name.
- ❖ **Department:** Select the Employee's Department from the drop-down list. (If no Department has been set, only the default Department existing in the system can be chosen)
- ❖ **Position:** Select the position from the drop-down list.
- ❖ **Area:** Select an area from the drop-down list. (If no area has been set, only the default area existing in the system can be chosen)
- ❖ **Employment Type:** Select the employment type from the drop-down list. It can be set as Official, Temporary, and Probation. If Temporary or Probation is selected, then users can set the valid working period for the personnel.

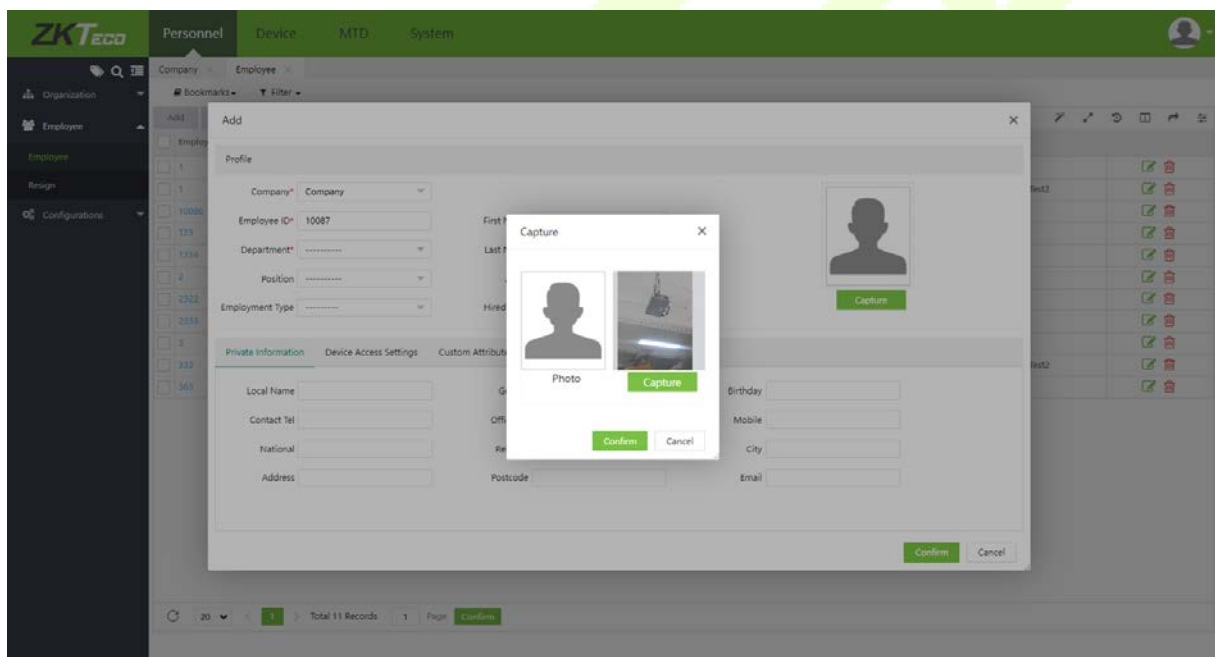
After the valid period, the personnel details will be deleted from the corresponding device(s).

- ❖ **Hired Date:** It is set to the current date by default.
- ❖ **Employee Photo:** Click **[Photo]** and select the photo to be uploaded. After selection, the photo is displayed, as shown in the figure below.



2. Click **[OK]** to save the profile details.

Note: While HTTPS is enabled, users can access the system with https address and enroll personnel photos with a USB camera or the inbuilt system camera.



Private Information

Click **[Private Information]** to enter the employee’s personal information.

Private Information	Device Access Settings	Custom Attribute
Local Name <input type="text"/>	Gender <input type="text"/>	Birthday <input type="text"/>
Contact Tel <input type="text"/>	Office Tel <input type="text"/>	Mobile <input type="text"/>
National <input type="text"/>	Religion <input type="text"/>	City <input type="text"/>
Address <input type="text"/>	Postcode <input type="text"/>	Email <input type="text"/>

Set the parameters as shown below:

- ❖ **Local Name:** Enter the employee’s local name.
- ❖ **Gender:** Select the Gender of the employee.
- ❖ **Contact Tel:** Enter the Employee’s Telephone number.
- ❖ **Office Tel:** Enter the employee’s Office Telephone number.
- ❖ **Mobile:** Enter the employee’s Mobile Phone number.
- ❖ **National:** Enter the employee’s Nationality.
- ❖ **Religion:** Enter the employee’s Religion.
- ❖ **City:** Enter the employee’s City.
- ❖ **Address:** Enter the employee’s Address.
- ❖ **Postcode:** Enter the employee’s Postcode.
- ❖ **Email:** Enter the employee’s Email Address.
- ❖ **Birthday:** Enter the employee’s Date of Birth.

Device Access Setting

Click [**Device Access Setting**] to add the device details.

- ❖ **Verify Mode:** Select the verification mode when the employee checks-in/out for attendance.
- ❖ **Device Privilege:** Select the privilege of a user in the device from the following options.

These four device privileges are the default device privileges. Some devices only display "Employee" and "Super Administrator". Once the personnel device privilege is set as "Registrar", "System Administrator" or "Super Administrator", the person corresponds to all devices in the area, and the personnel with "Employee" privilege can only make verification on the device, and cannot open and operate the device menu. Only "Registrar", "System Administrator" or "Super Administrator" can open the device and operate the corresponding device menu.

- ❖ **Card NO.:** Enter the card number manually and assign the card numbers to employees to verify attendance.
- ❖ **PIN:** Set the employee's password. The black-and-white T&A devices support a password maximum of 5 digits. The color-screen T&A devices support passwords of 8 digits. Password digits exceeding the specified length are cut out by the system automatically. When the user needs to change the password, clear the old password in the text box and enter the new password.
- ❖ **Enroll Device:** Enroll the employee in the T&A device.
- ❖ **FP Qty.(v10):** Register the employee's fingerprints.
- ❖ **Bio-Photo:** Upload the bio photo of the employee.

Custom Attribute

1. Click [**Custom Attribute**] to enter the other specific data of the Employee.

Private Information Device Access Settings **Custom Attribute**

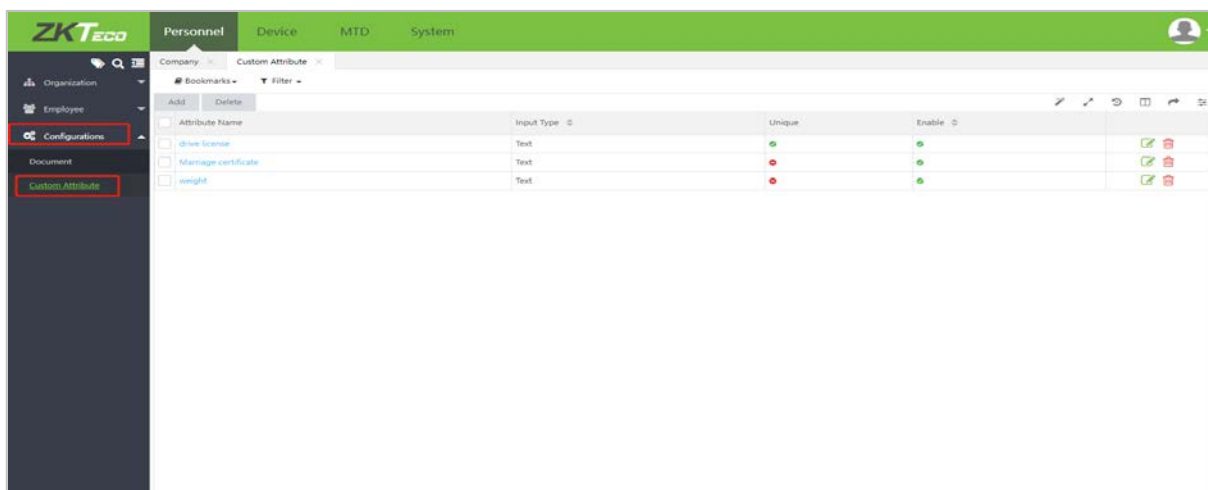
drive license Marriage certificate weight

2. After entering the required details, click [**Confirm**] to save and update the details.

Employee ID	First Name	Company Code	Company	Department	Device Privilege	Area	Fingerprint	Face	Palm	VL Face
002	-	1	Company	Department	Employee	lala1	Ver 10:1	-	-	-
1	1111111	1	Company	Department	Employee	lala1	Ver 10:1	-	-	-
1101	llllp	1	Company	Department	Employee	lala1	Ver 10:1	-	-	-
1223	Y&M	1	Company	Department	Employee	lala1	Ver 10:1	-	-	1
7777		1	Company	Department	Employee	lala1	Ver 10:1	-	-	-
8888	lplpkl	1	Company	Department	Employee	lala1	Ver 10:1	-	-	-
9999	llllqcccq	1	Company	Department	Employee	lala1	-	-	-	-

19 1 Total 7 Records Page **Confirm**

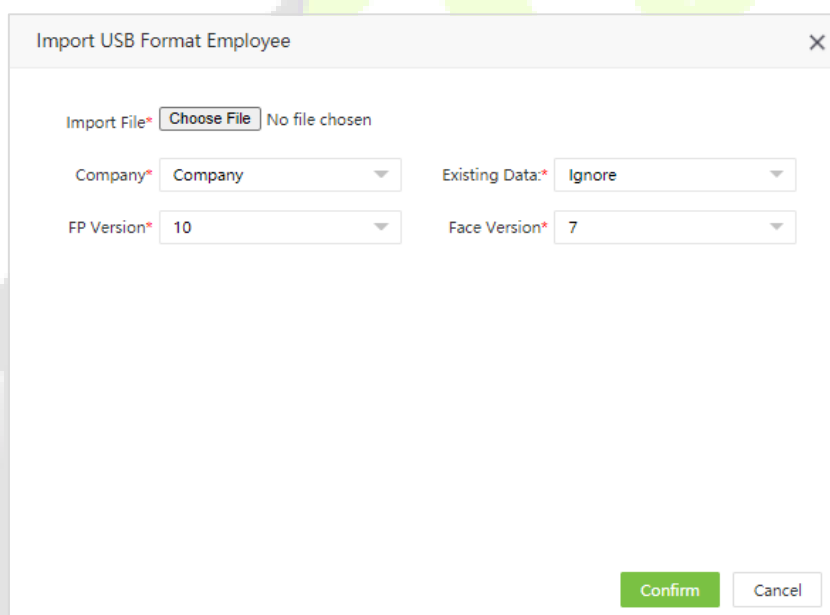
Note: Click here to edit or manually create an attribute.



4.5.2 Import USB Format Employee

The Import USB Format Employee function can import the personnel data exported from the device to the USB into the system.

1. Click **[Import]** > **[Import USB Format Employee]** to import employee by USB.



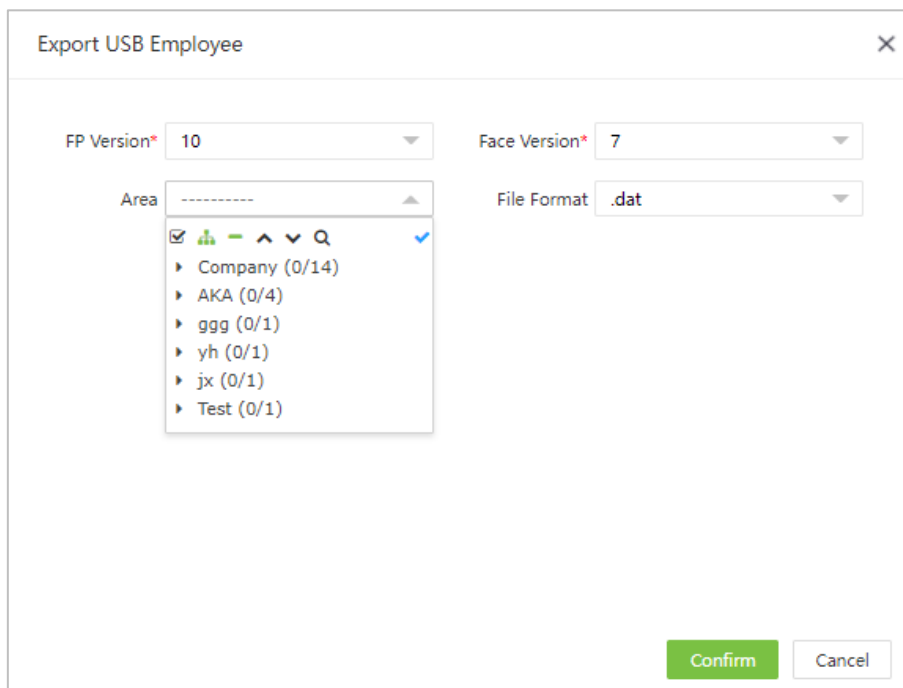
- ❖ **Import File:** Select the zip package of personnel data.
- ❖ **Company:** Select the company to import people into.
- ❖ **FP Version:** Select the version of the fingerprint template.
- ❖ **Face Version:** Select the version of the face template.
- ❖ **Existing Data:** Select whether to ignore or overwrite the data that already exists in the system.

2. After clicking **[Confirm]**, the personnel data will be uploaded to the system.

4.5.3 Export USB Format Employee

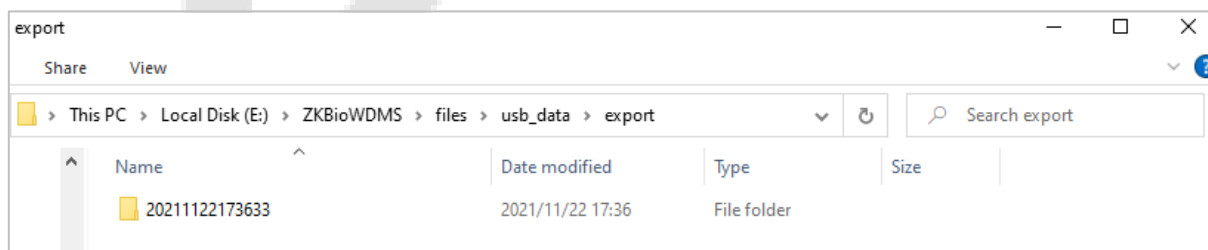
The Export USB Employee function can export the personnel data of the system to USB. These data can be imported into the device or system again.

1. Click **[More]** > **[Export USB Employee]** to export employee to USB.



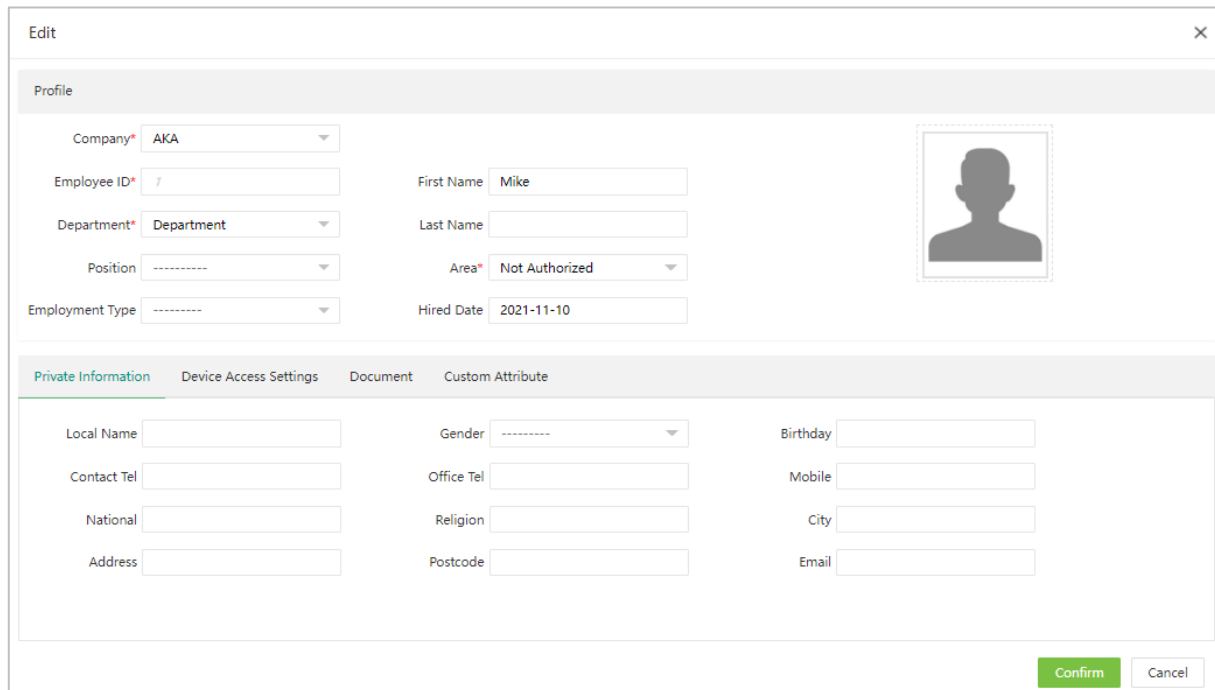
- ❖ **Area:** Select the area to export personnel data.
- ❖ **File Format:** Select the format of the export file.
- ❖ **FP Version:** Select the version of the fingerprint template.
- ❖ **Face Version:** Select the version of the face template.

2. Click **[Confirm]**, and the personnel data will be exported to the ZKBioWDMS\files\usb_data.



4.5.4 Edit an Employee

1. In the employee's list, click the Employee ID or click  in the same row of the employee to be edited.



The screenshot shows a dialog box titled "Edit" with a close button (X) in the top right corner. The dialog is divided into two main sections: "Profile" and "Private Information".

Profile Section:

- Company*: AKA (dropdown)
- Employee ID*: 7 (text input)
- Department*: Department (dropdown)
- Position: ----- (dropdown)
- Employment Type: ----- (dropdown)
- First Name: Mike (text input)
- Last Name: (text input)
- Area*: Not Authorized (dropdown)
- Hired Date: 2021-11-10 (text input)
- Profile picture placeholder: A silhouette of a person's head and shoulders.


Private Information Section:

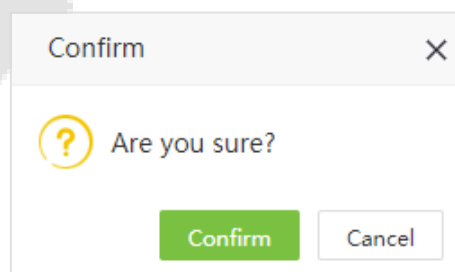
- Local Name: (text input)
- Contact Tel: (text input)
- National: (text input)
- Address: (text input)
- Gender: ----- (dropdown)
- Office Tel: (text input)
- Religion: (text input)
- Postcode: (text input)
- Birthdate: (text input)
- Mobile: (text input)
- City: (text input)
- Email: (text input)

At the bottom right of the dialog, there are two buttons: "Confirm" (green) and "Cancel" (white).

2. After modifications, click **[Confirm]** to save the modified details.

4.5.5 Delete an Employee

1. Select the employee(s) and click **[Delete]** on the upper left of the employee's list or click  in the same row of the employee to be deleted.



The screenshot shows a dialog box titled "Confirm" with a close button (X) in the top right corner. The dialog contains a question mark icon and the text "Are you sure?". At the bottom, there are two buttons: "Confirm" (green) and "Cancel" (white).

2. Click **[Confirm]** to delete the employee.

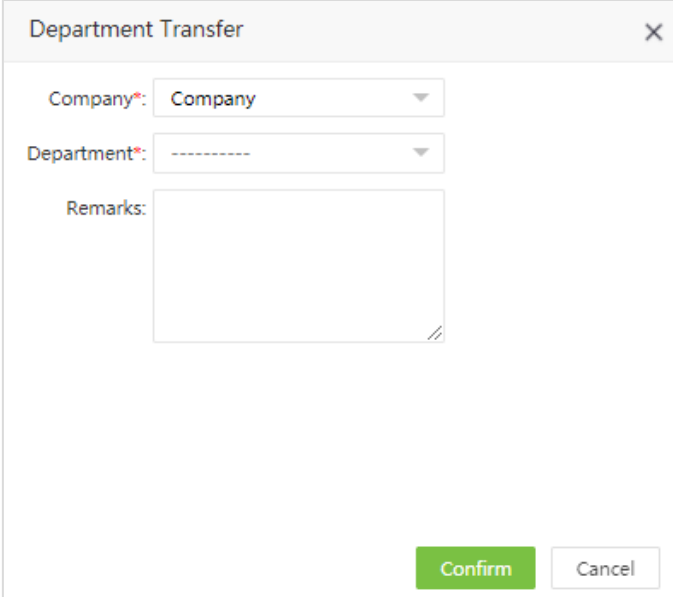
Note: When the user deletes an employee, the information of the employee in the database is also deleted.

4.5.6 Personnel Transfer

Personnel Transfer

This includes Department Transfer, Position Transfer, Area Transfer, and Pass Probation.

1. In the employee's list select the employee(s) and click **[Personnel Transfer]** > **[Department Transfer]** to adjust the department.



The screenshot shows a 'Department Transfer' dialog box. It features a title bar with a close button (X). The main area contains three input fields: 'Company*' with a dropdown menu showing 'Company', 'Department*' with a dropdown menu showing '-----', and 'Remarks' with a text area. At the bottom right, there are two buttons: 'Confirm' (green) and 'Cancel' (white).

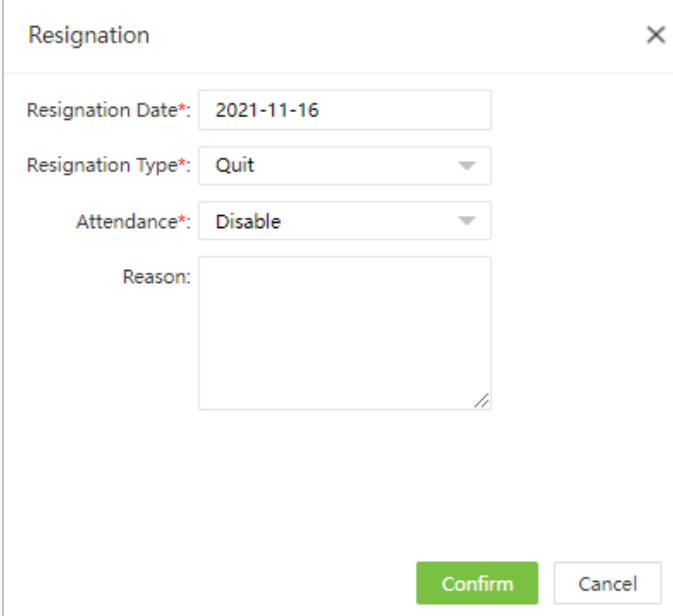
2. In the Company drop-down list, select the Company to which the employee is to be moved.
3. In the Department drop-down list, select the Department to which the employee is to be moved and enter the remarks.
4. Click **[Confirm]** to save the details.

Note: The operation of Adjust Position, Adjust Area, and Pass probation are the same as the operation of Department adjustment.

Personnel Resignation

Personnel resignation includes resignation and disabling attendance.

1. In the employee's list, select the employee (s), and click **[Personnel Transfer]** > **[Resignation]** to add the resignation details.



The image shows a 'Resignation' dialog box with the following fields:

- Resignation Date*: 2021-11-16
- Resignation Type*: Quit
- Attendance*: Disable
- Reason: (empty text area)

Buttons: Confirm (green), Cancel (white)

Enter the details as shown below:

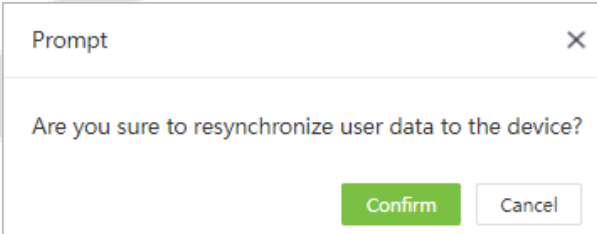
- ❖ **Resignation Date:** Select the date of resignation.
- ❖ **Resignation Type:** Select the resignation type. The types are Suspension, Dismissal, Resignation, Transfer, and Unpaid retention.
- ❖ **Reason:** Enter the reason for resignation.

2. Click [**Confirm**] to save the resignation details.

4.5.7 Re-synchronize to Device

It synchronizes the employee details on the software to the devices in the corresponding area.

1. In the employee's list, select the employee(s) and click [**More**] > [**Re-synchronize to Device**] to synchronize the data.



The image shows a 'Prompt' dialog box with the following content:

Are you sure to resynchronize user data to the device?

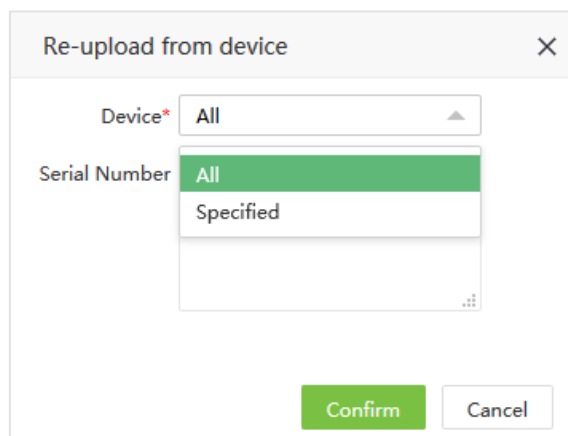
Buttons: Confirm (green), Cancel (white)

2. Click [**Confirm**], to synchronize the employee data to the device.

4.5.8 Re-upload from Device

It re-uploads the employee’s details from the device to the software.

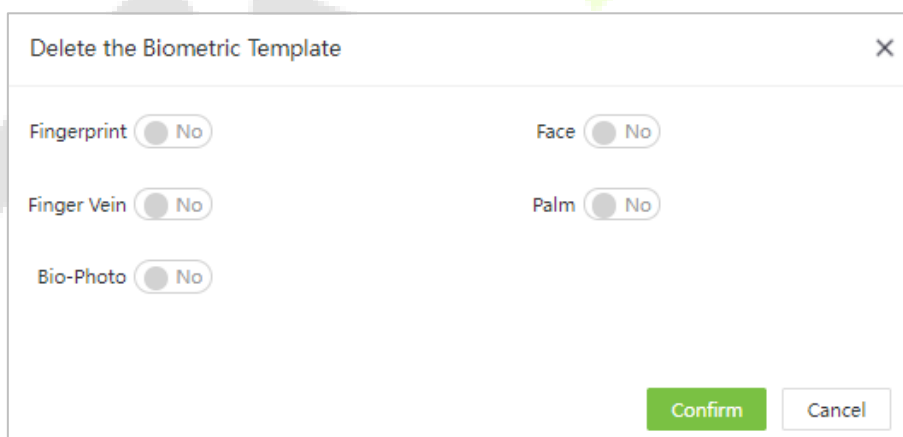
1. In the employee’s list, select the employee(s) and click **[More]** > **[Re-upload from Device]** to re-upload the employee details from the specified devices.



2. Click **[Confirm]** to re-upload the employee details from the device to the software.

4.5.9 Delete Biometric Template

1. In the employee’s list, select the employee(s) and click **[More]** > **[Delete Biometric Template]** to delete the biometric templates.



2. Select the type of biometric template and click **[Confirm]**. The biometric template of the employee will be deleted from the device.

4.6 Personnel Resignation

4.6.1 Add a Resignation

1. Select **[Personnel]** > **[Employee]** > **[Resign]** > **[Add]** to add the employee's resignation details.

The screenshot shows a web application window titled 'Add' with a close button (X) in the top right corner. The window is divided into several sections:


- Search and Filter Section:** Contains two dropdown menus for 'Departme' and 'Department', a search bar with the placeholder 'Employee', and a 'Selected 0' indicator.
- Employee List Table:** A table with columns: Employee ID, Name, Company, and Department. It contains five rows of data:

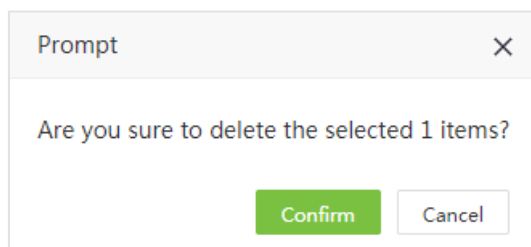
Employee ID	Name	Company	Department
1001	bbbb	AKA	AKA-C
1002	1242554	AKA	AKA-C
1003	hgfh	Company	Department
10086	kk	AKA	kk
11		AKA	Test
- Form Fields:**
 - Resignation Date*:** A text input field containing '2021-11-16'.
 - Resignation Type*:** A dropdown menu with 'Quit' selected.
 - Attendance*:** A dropdown menu with 'Enable' selected.
 - Resignation Reason:** A large text area for entering the reason.
- Navigation and Action:** At the bottom right, there are two buttons: a green 'Confirm' button and a white 'Cancel' button. At the bottom left, there is a pagination control showing '20' items per page, 'Total 37 Records', and '1' of 1 pages.

Enter the details as shown below:

- ❖ **Employee:** Select the employee to enter the resignation details. (You can filter the employees by Department, Name, or Employee ID).
 - ❖ **Resign Date:** Select the date of resignation.
 - ❖ **Resign Type:** Select the type of resignation. The types are Quit, Dismissed, Resign, Transfer, Retain Job Without Salary.
 - ❖ **Attendance:** When the "Disable" option is selected, the employee will be automatically removed from the device and cannot be verified by it.
 - ❖ **Resign Reason:** Enter the reason for resignation.
2. After entering the details, click **[Confirm]** to save the details.

4.6.2 Delete Resignation

1. Select the employee(s) to be deleted and click **[Delete]** on the upper left of the personnel list or click  in the same row of the employee to be deleted.

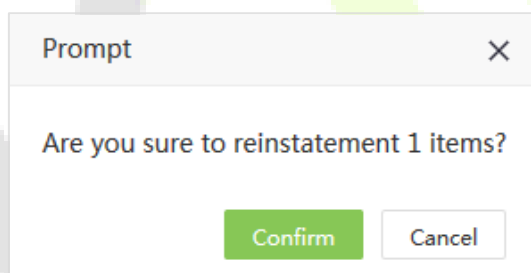


2. Click **[Confirm]** to delete the resignation details.

4.6.3 Reinstate

It restores a resigned employee from the resigned employee's list. The details of the employee will be deleted from the resigned employee's list.


1. In the resigned employee's list, select the employee whom you want to restore from resignation. Click **[Reinstate]** to restore the employee.



2. Click **[Confirm]** to reinstate the resigned employee.



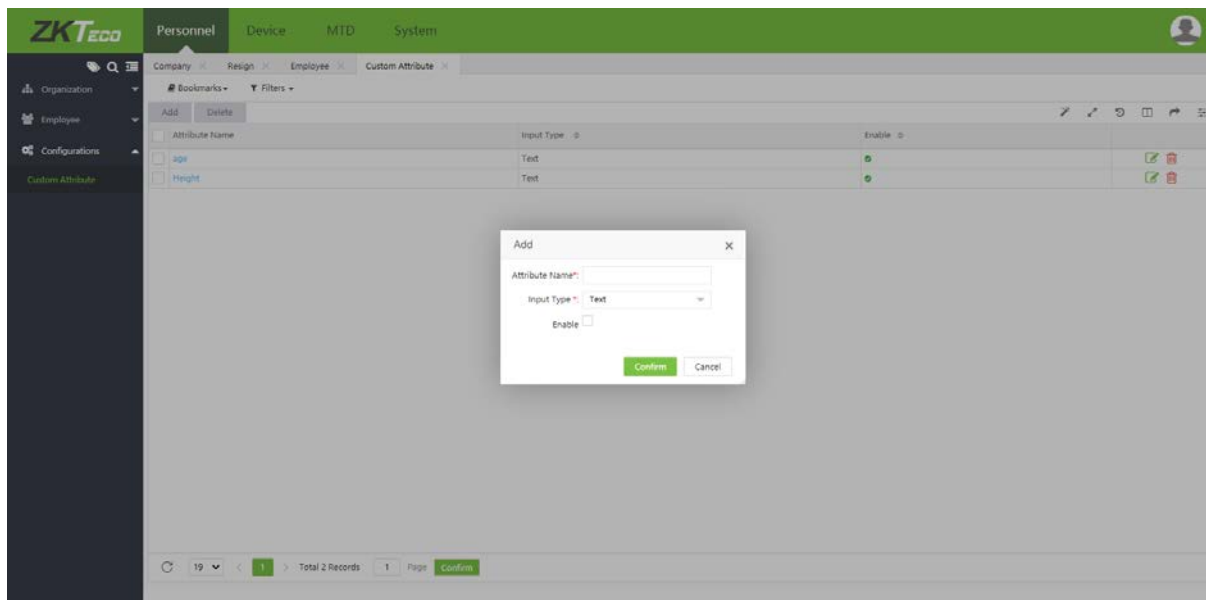
Notes:

- You can click **[Import]** to import the employee's resignation details in another software or system. For detailed operation, please refer to "[8.3 Import](#)" in "8 Appendices".
- You can click  to export the employee's resignation details locally. For detailed operation, please refer to "[8.4 Export](#)" in "8 Appendices".

4.7 Custom Attribute

4.7.1 Create a New Attribute


1. On the personnel module, click **[Configuration]** > **[Custom Attribute]** > **[Add]** to manually create field.

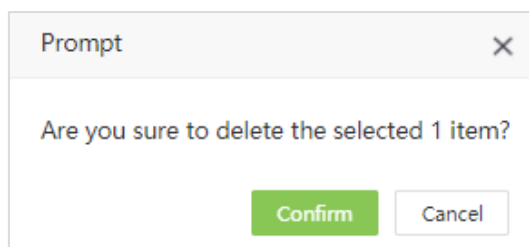


On the Add window, enter the following:

- ❖ **Attribute Name:** Enter the required attribute name.
 - ❖ **Input Type:** Select the format type from the drop-down list (default format: Text).
 - ❖ **Enable:** Select the enable check box to activate the field.
2. Click **[Confirm]** to save and update the new attribute.

4.7.2 Delete Attribute

1. Select the attribute to be deleted and click **[Delete]** on the upper left of the personnel list or click  in the same row of the employee to be deleted.



2. Click **[Confirm]** to delete the attribute details.

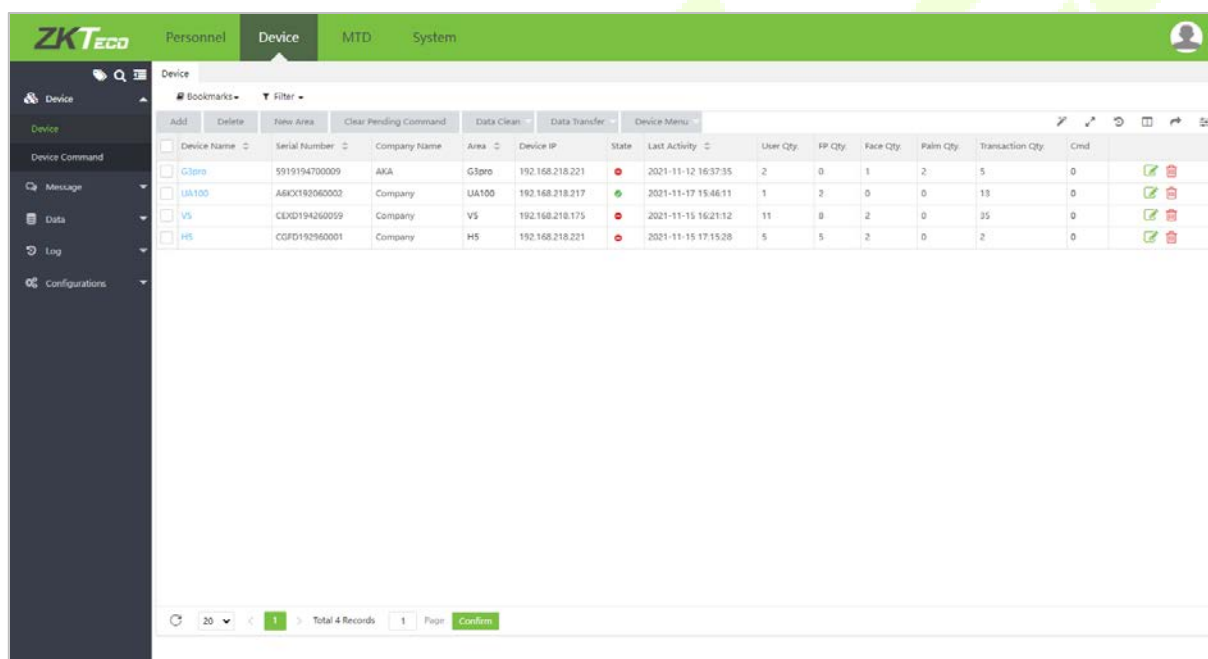
5 Device Management

Device Management includes the installation of devices and setting the device parameters. It allows you to manage the connected devices from the system, thereby implementing virtual management. It also includes uploading the user attendance data, downloading the configuration information.

5.1 Device

Initially, communication parameters must be set to connect the devices. Once the communication is successful, you can view the information on the connected devices and perform operations such as remote monitoring, uploading, and downloading.

Select **[Device]** > **[Device]** to view the Device Management interface. All the connected T&A devices are displayed in a list as shown in the below image.



Add	Delete	New Area	Clear Pending Command	Data Clean	Data Transfer	Device Menu															
Device Name	Serial Number	Company Name	Area	Device IP	State	Last Activity	User Qty	FP Qty	Face Qty	Palm Qty	Transaction Qty	Cmd									
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	G3pro	5919194700009	AKA	G3pro	192.168.218.221	●	2021-11-12 16:37:35	2	0	1	2	5	0	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	UA100	A80C192060002	Company	UA100	192.168.218.217	●	2021-11-17 15:46:11	1	2	0	0	18	0	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	V5	CEXD194260059	Company	V5	192.168.218.175	●	2021-11-15 16:21:32	11	0	2	0	35	0	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H5	CGFD192960001	Company	H5	192.168.218.221	●	2021-11-15 17:15:38	5	5	2	0	2	0	<input type="checkbox"/>	<input type="checkbox"/>

The details of the interface are given below:

- ❖ **Device Name:** Displays the name of the device. For automatically connected devices, it will be displayed as Auto add.
- ❖ **Serial Number:** Displays the Device Serial Number.
- ❖ **Area:** Displays the area in which the device is defined in the software.
- ❖ **Device IP:** Displays the IP address of the device.
- ❖ **Device Model:** Displays the model of the device.
- ❖ **Firmware/Push Version:** Firmware/push version of the device.

- ❖ **State:** 🟢 indicates that the device is connected. 🔴 indicates that the device is not connected. ⚠ indicates that the user needs to assign an area except for the default area to the device.
- ❖ **Last Activity:** Represents the last time the command was executed.
- ❖ **User Qty:** Displays the number of employees already registered on the device.
- ❖ **FP Qty:** Displays the number of Fingerprints registered.
- ❖ **Face Qty:** Displays the number of Faces registered.
- ❖ **Palm Qty:** Displays the number of Palms registered.
- ❖ **Transaction Qty:** Displays the total number of attendance records.
- ❖ **Last Sync:** Displays the time in which the system issued data to the device last time.

5.1.1 Add a T&A Device

There are two ways to add a T&A device: Manually adding a T&A device and automatically adding a T&A device.

Manually Add a T&A Device

1. Select **[Device]** > **[Device]** > **[Add]** to add a device manually.

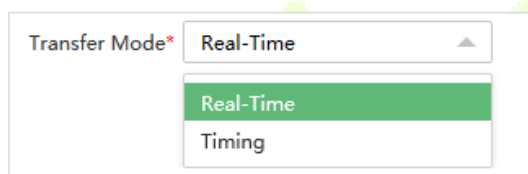
The screenshot shows a dialog box titled "Add" with a close button (X) in the top right corner. It contains the following fields and controls:

- Device Name***: A text input field.
- Serial Number***: A text input field.
- Device IP***: A text input field.
- Area***: A dropdown menu with a dashed line indicating no selection.
- Time Zone***: A dropdown menu with "Etc/GMT+8" selected.
- Request Heartbeat***: A text input field containing "10" and a unit selector dropdown set to "Seconds".
- Transfer Mode***: A dropdown menu with "Real-Time" selected.
- Confirm**: A green button.
- Cancel**: A white button.

Enter the details as shown below:

- ❖ **Device Name:** Enter the device name maximum of 50 characters.
- ❖ **Serial Number:** Enter the Serial number of the device.

- ❖ **Device IP:** Enter the IP Address of the device.
- ❖ **Area:** In the drop-down list, select the area to which the T&A device belongs.
- ❖ **Time Zone:** When a time zone is selected, the time on the T&A device will be automatically synchronized to the standard time in the particular time zone.
- ❖ **Registration Device:** Select whether the device is a registration device or not. If yes, then only the employees registered from the device will be uploaded to the software automatically.
- ❖ **Attendance Device:** Select whether the device is an attendance device or not.
- ❖ **Heartbeat Request:** Set the time for the device to automatically transmit the data to the system.
- ❖ **Transfer Mode:** Select the data transfer mode between software and devices. The Transfer mode can be real-time or at a specified time.



The image shows a screenshot of a web form. On the left, the text "Transfer Mode*" is displayed. To its right is a dropdown menu. The dropdown menu is currently open, showing two options: "Real-Time" and "Timing". The "Real-Time" option is highlighted with a green background, indicating it is the selected option.

2. Click [**Confirm**] to add the device.


Note: When an employee is added to a device, the employee information will be uploaded to the server automatically. It will be synchronized with other devices in the same area.

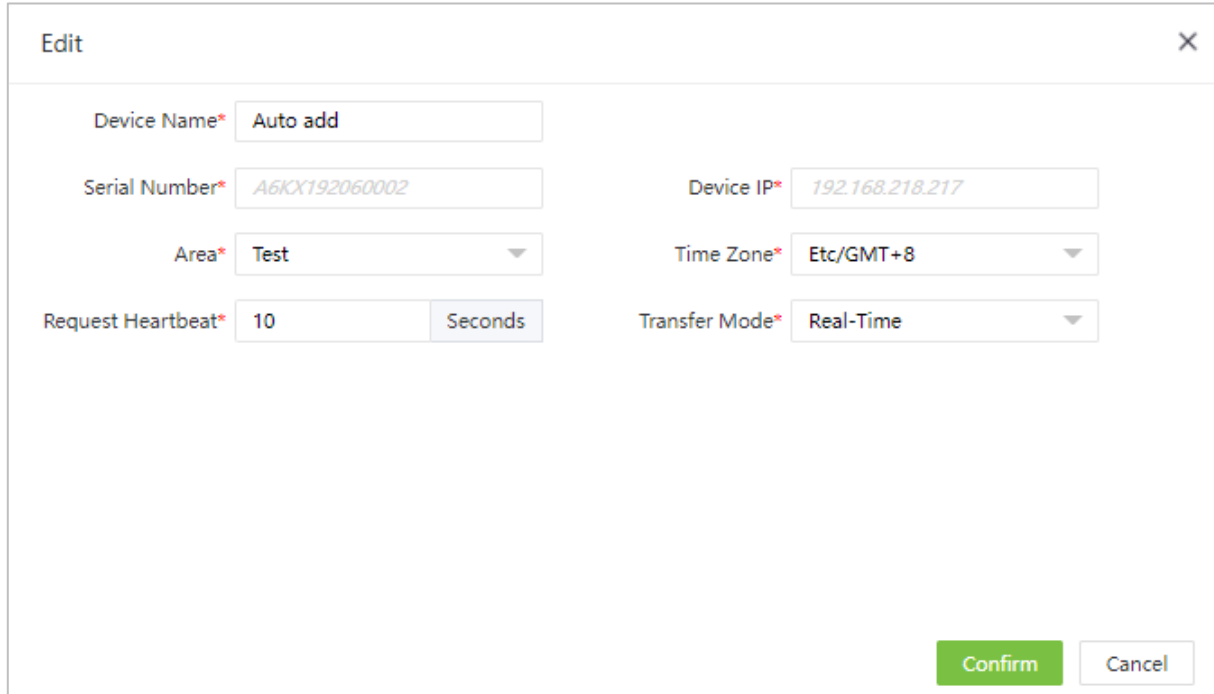
Automatically Add a T&A device

It is unnecessary to manually add T&A devices of certain models. You can connect such devices to the system via HTTP by completing the settings on the devices. Once the devices are connected to the internet, the device list will display all the T&A devices. Please refer to the relevant user manuals for the detailed operating procedures.

Note: The devices added automatically must be assigned to custom areas to communicate with the software.

5.1.2 Edit a Device

Click a device name or click  in the same row of the device to be edited.



Device Name* Auto add

Serial Number* A6KX192060002

Device IP* 192.168.218.217

Area* Test

Time Zone* Etc/GMT+8


Request Heartbeat* 10 Seconds

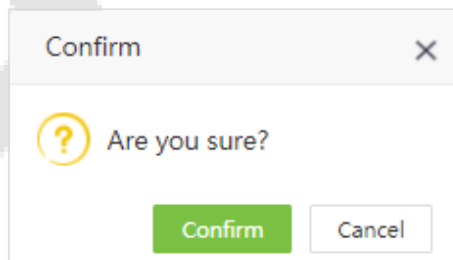
Transfer Mode* Real-Time

Confirm Cancel

Note: Serial Number and Device IP are read-only. The device name must be unique.

5.1.3 Delete a Device

1. Select the device and click **[Delete]** above the device list or click  in the same row of the device to be deleted.



Confirm

Are you sure?

Confirm Cancel

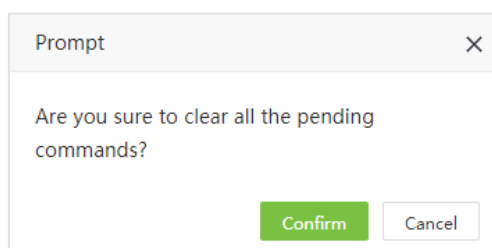
2. Click **[Confirm]** to delete the selected device.

5.1.4 New Area

Select **[Device]** > **[Device]** > **[New Area]** to create a new area. For detailed operation, please refer to "[4.4.1 Add an Area](#)".

5.1.5 Clear Pending Command

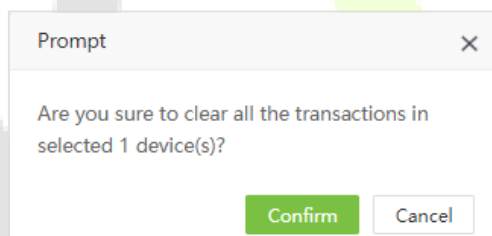
Select the device and click **[Device Menu]** > **[Clear Pending Command]**. Click **[Confirm]** to clear all the pending commands.



5.1.6 Data Clean

Clear Attendance Data

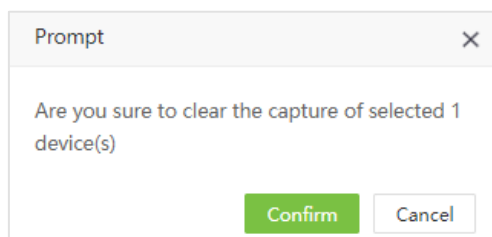
1. Select a device and click **[Data Clean]** > **[Clear Attendance Data]**.



2. Click **[Confirm]** to delete all transactions from the device.

Clear Capture Photo

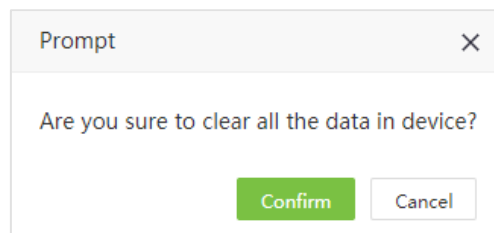
1. You can clear the attendance photos on a T&A device.
2. Select a device and click **[Data Clean]** > **[Clear Capture Photo]** (It is mainly used to clear the attendance photos and the blacklisted photos):



3. Click **[Confirm]** to delete the captured photos.

Clear All Data

1. You can clear all the data on a T&A device.
2. Select a device and click **[Data Clean] > [Clear All Data]**.

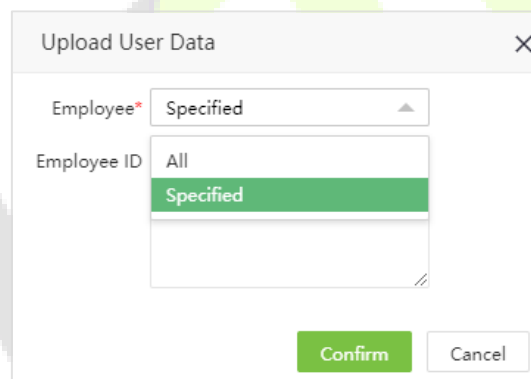


3. Click **[Confirm]** to delete all the data.

5.1.7 Data Transfer

Upload User Data

1. It is used to upload the user data from the device to the software.
2. Select a device and click **[Data Transfer] > [Upload User Data]**.

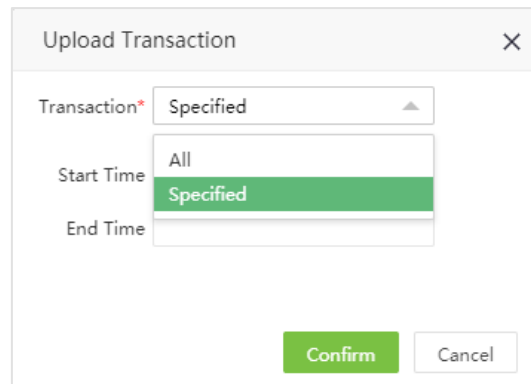


3. Here you can select to upload all or specified user data to the software.
4. Click **[Confirm]** to upload the user data.

Note: You can upload the personal information on a T&A device to the server in batches by uploading it again. If time is out, uploading will be interrupted and you need to perform the upload operation again.

Upload Transaction

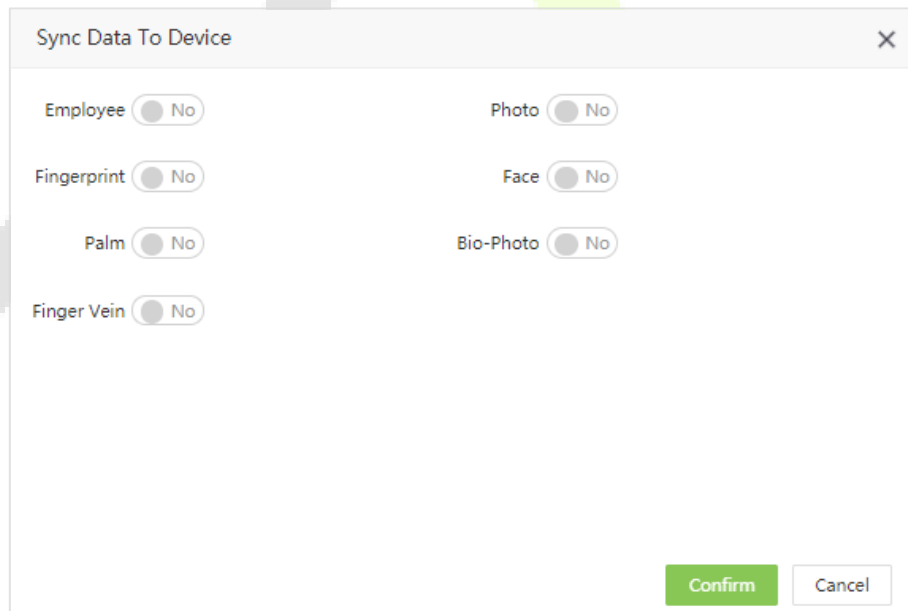
1. You can upload the attendance transactions from the device to the software.
2. Select a device and click **[Data Transfer] > [Upload Transaction]**.



3. Here you can select to upload all transactions or set the start time and end time to upload the transactions within the specified time.
4. Click **[Confirm]** to upload transactions.

Sync Data to Device

1. Synchronize data from the server to all the devices. Generally, this operation needs to be performed only when the data in devices are inconsistent with those in the server due to Internet abnormalities or other conditions.
2. In the device list, select the device to which data needs to be synchronized and click **[Data Transfer]** > **[Sync Data to Device]**. Select the data to synchronize.



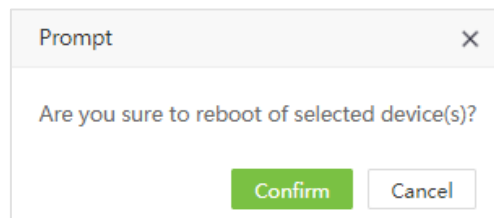
3. Click **[Confirm]** to synchronize the data.

Note: Synchronizing the data to the devices will delete the existing data (excluding event records) in the devices and then the setting details will be re-downloaded. Ensure that the internet connection is smooth and there is no power failure while performing this operation.

5.1.8 Device Menu

Reboot

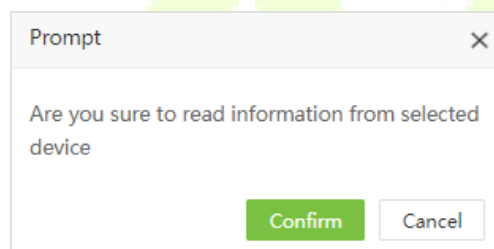
1. Reboots a device through the system remotely.
2. In the device list, select a device to reboot, and click **[Device Menu] > [Reboot]**.



3. Click **[Confirm]** to reboot the device.

Read Information

1. Reads the number of persons, attendance records, and the firmware version on a device.

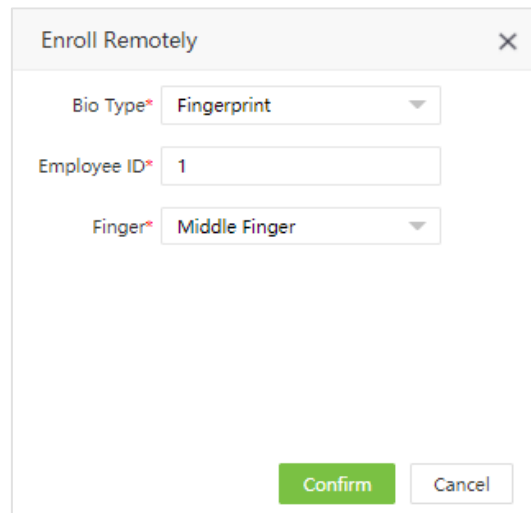


2. Select a device and click **[Device Menu] > [Read Information]** and click **[Confirm]** to download the information.

Enroll Remotely

This function is applicable when the device administrator is not available to operate the device and enroll the fingerprint.

1. Select the corresponding device, and click **[Device] > [Device] > [Enroll Remotely]** to access the enroll remotely interface:



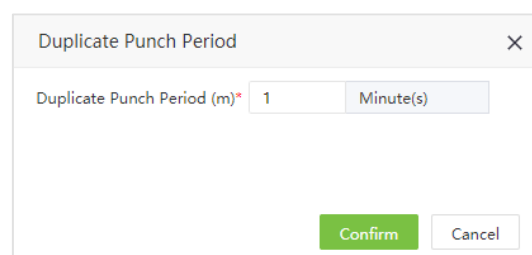
Enter the details as shown below:

- ❖ **Bio Type:** Select the biometric type. Currently, it supports fingerprint only.
 - ❖ **Employee ID:** Enter the Employee ID.
 - ❖ **Finger:** Select the corresponding finger which needs to be enrolled remotely.
2. Click [**Confirm**]. The software will issue a command to the device, and the device will open the fingerprint enrolling menu. The employee just needs to enroll in the fingerprint.



Duplicate Punch Period

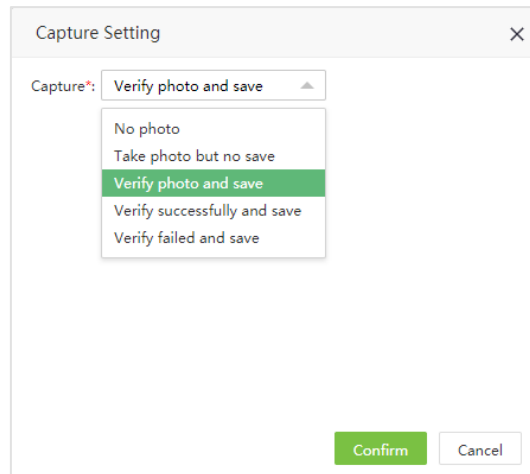
1. Set the duplicate punch period on the device.
2. Select a device and click [**Device Menu**] > [**Duplicate Punch Period**].



3. Click [**Confirm**] to save the duplicate punch period.

Capture Setting

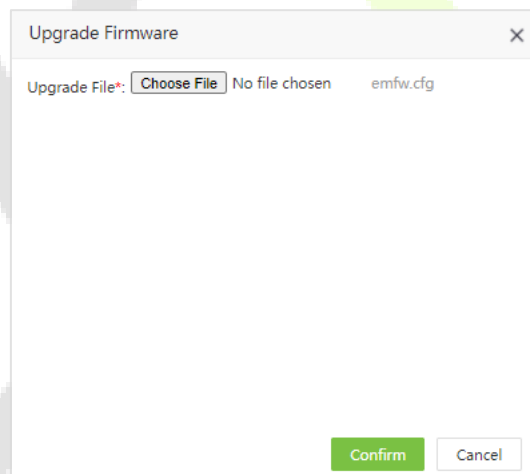
1. Set the capture mode of attendance photos during verification.
2. Select a device and click [**Device Menu**] > [**Capture Setting**] to set the capture mode.



3. Click [**Confirm**] to set the capture mode.

Upgrade Firmware

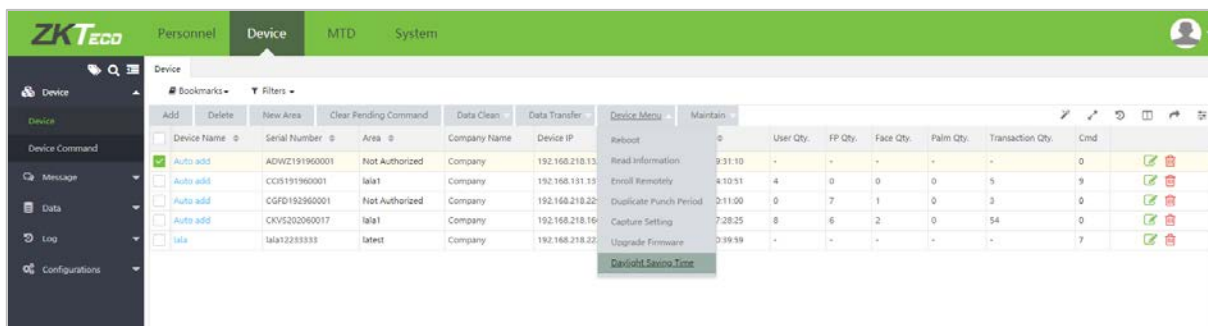
1. Upgrades the firmware for the corresponding device.
2. Select a device and click [**Device Menu**] > [**Upgrade Firmware**].



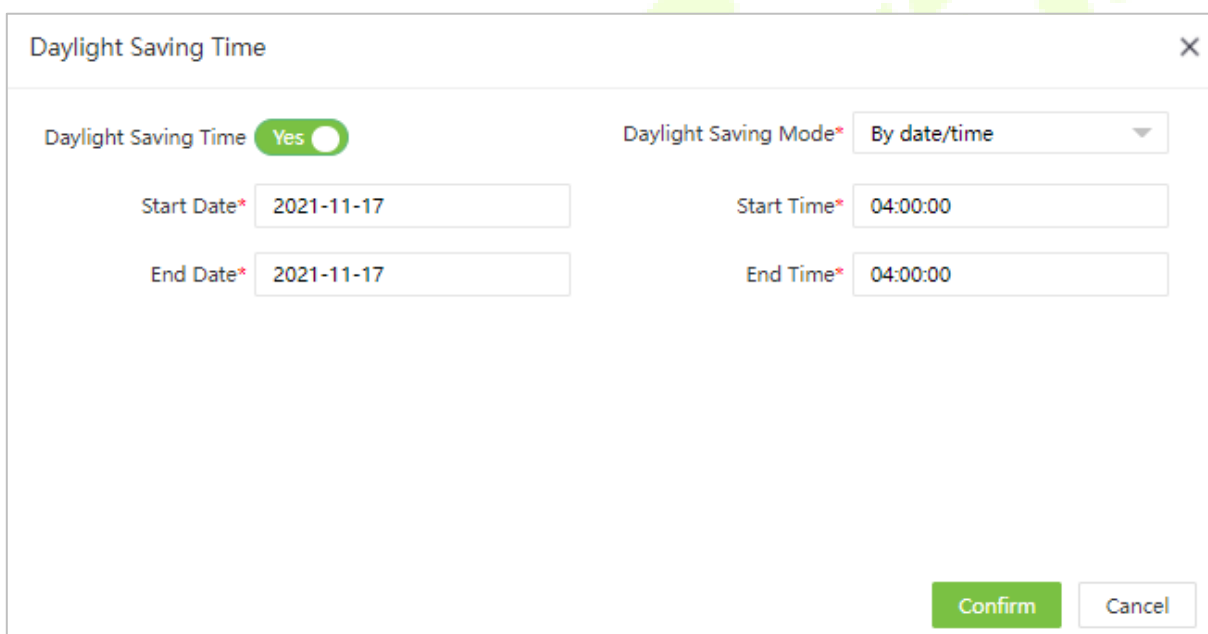
3. Click [**Choose File**] to upload the corresponding firmware (emfw.cfg) file. Click [**Confirm**] to upgrade the firmware for the device.

Daylight Saving Time

1. Select the corresponding device(s), click **[Device Menu]** > **[Daylight Saving Time]** to open the setting page of daylight-saving time.



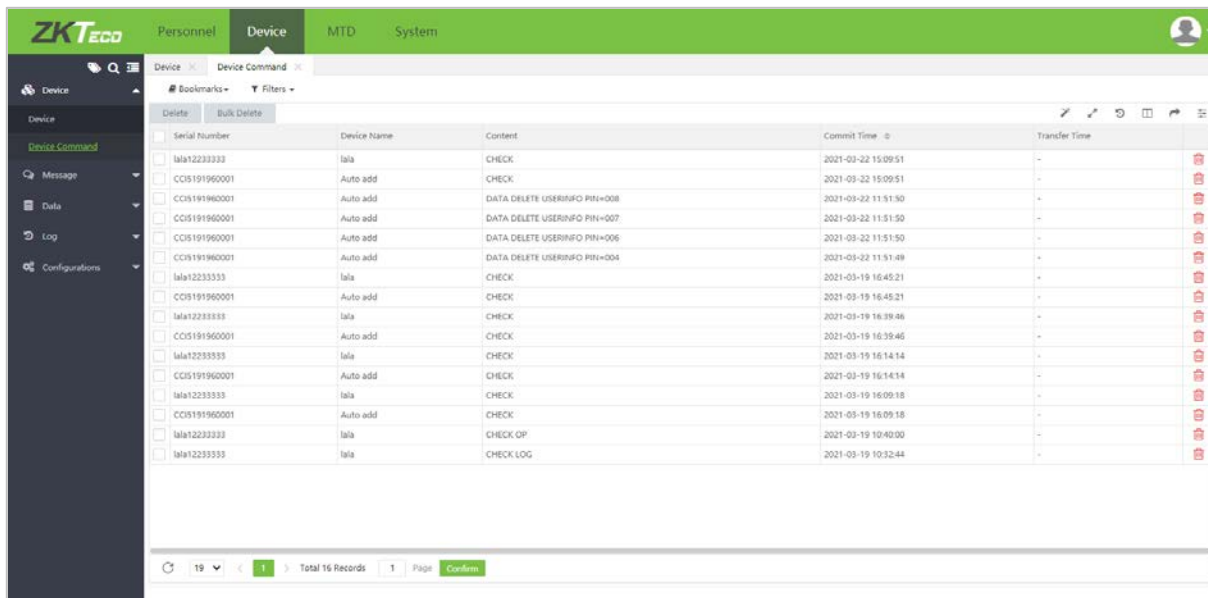
2. Users can set the Daylight-Saving Mode as by date/time or by week/day. Confirm the setting, the daylight-saving time will be issued to the device(s).




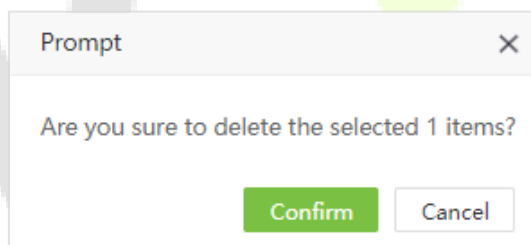
3. Click **[Confirm]** to issue the daylight-saving time to the device.

5.2 Device Command

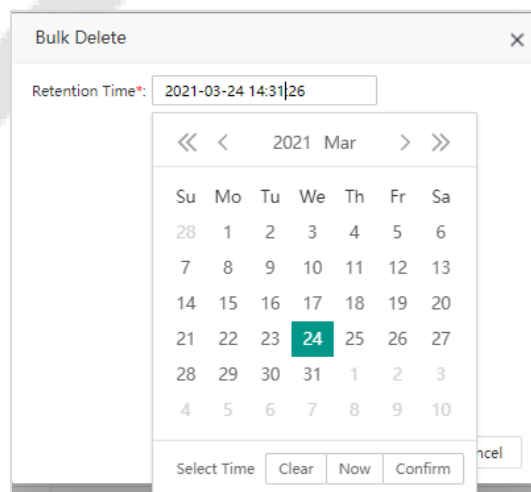
1. Select **[Device]** > **[Device]** > **[Device Command]**. The command list will be displayed. Check the commands issued by the software to a device during communication.



2. If you want to clear the command issued by the software to a device during communication, click  to access the device command clearing interface:



3. You can also delete commands before a certain point in time by clicking **[Bulk Delete]**.

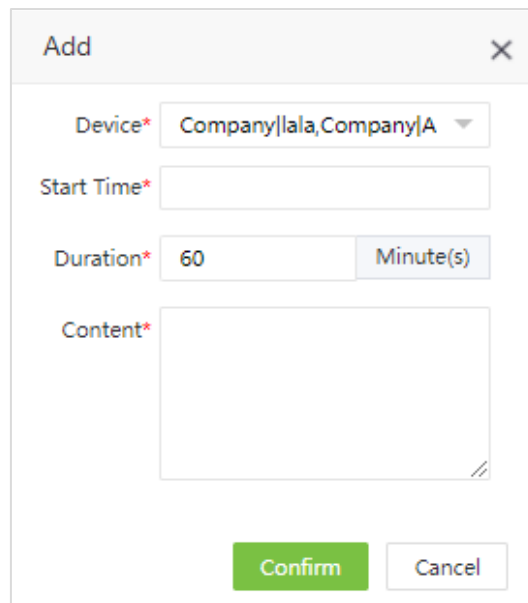


5.3 Message

5.3.1 Public Message

All personnel on the device to which the public message is delivered can see this message.

1. Select **[Device]** > **[Message]** > **[Public]** > **[Add]** to add a public message.



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

- Device***: A dropdown menu with the selected value "Company|lala,Company|A".
- Start Time***: An empty text input field.
- Duration***: A text input field containing "60" and a unit selector button labeled "Minute(s)".
- Content***: A large empty text area for entering the message content.
- At the bottom, there are two buttons: a green "Confirm" button and a white "Cancel" button.

Enter the details as shown below:

- ❖ **Device:** Select the device to send the message.
 - ❖ **Start Time:** Select the start time of the message.
 - ❖ **Duration:** Set the duration of the message.
 - ❖ **Content:** Set the content of the message.
2. Click **[Confirm]** to save the details.

5.3.2 Private Message

1. Select [**Device**] > [**Message**] > [**Private**] > [**Add**] to add a private message.

Employee ID	First Name	Last Name	Department
<input checked="" type="checkbox"/>	002	Nancy	Department
<input checked="" type="checkbox"/>	1	Mike	Department
<input checked="" type="checkbox"/>	1102	Bob	Department
<input type="checkbox"/>	1223	Wayne	Department
<input type="checkbox"/>	7777	Lisa	Department
<input type="checkbox"/>	8888	Stark	Department
<input type="checkbox"/>	9999	Lucy	Department

Selected 3			
Employee ID	First Name	Last Name	Department
<input checked="" type="checkbox"/>	1	Mike	Department
<input checked="" type="checkbox"/>	002	Nancy	Department
<input checked="" type="checkbox"/>	1102	Bob	Department

Start Time* Duration* 60 Minute(s)

Content*

Confirm Cancel

Enter the details as shown below:

- ❖ **Employee:** Select the employee to whom the message is to be sent.
- ❖ **Start Time:** Select the start time of the message.
- ❖ **Duration:** Set the duration of the message.
- ❖ **Content:** Set the content of the message.

2. Click [**Confirm**] to save the details.

5.3.3 Send Message

1. Select the short message to be sent and click [**send Message**].

Prompt

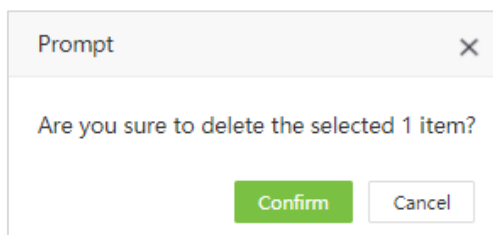
Are you sure to send the message?

Confirm Cancel

2. Click [**Confirm**] to send public messages to the designated devices and private messages to the devices to which the particular employees are added.

5.3.4 Delete Short Message

1. When a short message is deleted on software, it will be deleted on the device also.



2. Click [**Confirm**] and the message will be deleted from the list and the device.

5.4 Employee

This employee list is used to show the related employee data fields from device, such as employee's biometric templates, device privilege, verify mode, area and so on. These kinds of fields will not show on the employee list of Personnel Module, but it can be edited.

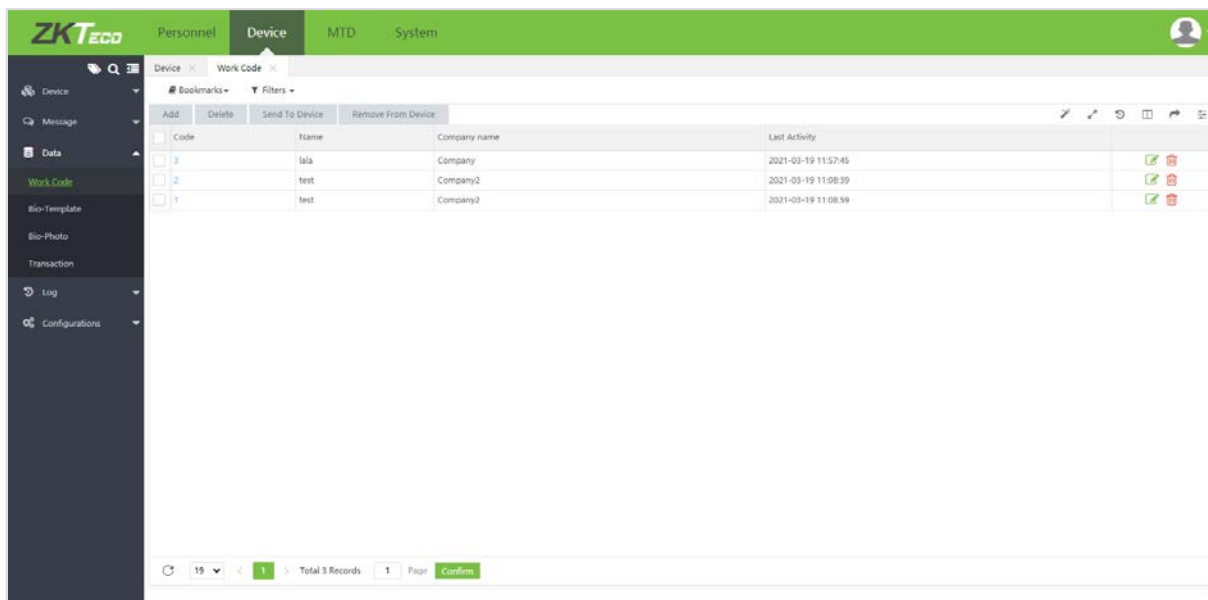
The screenshot shows the ZKTeco software interface with the "Device" tab selected. A table lists employee data with the following columns: Employee ID, First Name, Company, Department, Card NO., Fingerprint, Face, Palm, VL Face, VL Face Photo, Enroll Device, Device Privilege, Verify Mode, Update Time, and Area. The table contains 18 rows of data. At the bottom of the table, there is a pagination bar showing "Total 1598 Records" and "1 Page". A green "Confirm" button is visible at the bottom right of the table area.

Employee ID	First Name	Company	Department	Card NO.	Fingerprint	Face	Palm	VL Face	VL Face Photo	Enroll Device	Device Privilege	Verify Mode	Update Time	Area
1		Company	namiya3	-	-	-	-	-	-	-	Employee	Any	2021-11-18 15:38:27	
1	Mike	AKA	Department	-	-	-	-	-	-	-	Employee	Any	2021-11-16 16:27:57	Not Authorized
10	10	Company	MohiDefaultDepartment	-	-	-	-	-	-	-	Employee	Any	2021-11-18 15:38:27	
1000	1000	Company	MohiDefaultDepartment	-	-	-	-	-	-	-	Employee	Any	2021-11-18 15:38:14	
100000001	王麗	Company	TEST5	-	-	-	-	-	-	-	Employee	Any	2021-11-15 16:16:13	Myanmar
100000002	tubie21	Company	TEST5	-	-	-	-	-	-	-	Employee	Any	2021-11-15 16:16:13	Myanmar
100000003	tubie3123	AKA	tugou	-	-	-	-	-	-	-	Employee	Any	2021-11-10 11:46:26	Not Authorized
10001	A	Company	smart touchDefaultDepartment	-	-	-	-	-	-	-	Employee	Any	2021-11-18 15:38:27	
10002	Ba	Company	smart touchDefaultDepartment	-	-	-	-	-	-	-	Employee	Any	2021-11-18 15:38:27	
10003	T1	Company	smart touchDefaultDepartment	-	-	-	-	-	-	-	Employee	Any	2021-11-18 15:38:27	
10004	T1	Company	smart touchDefaultDepartment	-	-	-	-	-	-	-	Employee	Any	2021-11-18 15:38:27	
1001	1001	Company	MohiDefaultDepartment	-	-	-	-	-	-	-	Employee	Any	2021-11-18 15:38:27	
1001	bbbb	AKA	AKA-C	-	-	-	-	-	-	-	Employee	Any	2021-11-10 11:19:23	hhh
1001008		Company	12168DefaultDepartment	-	-	-	-	-	-	-	Employee	Any	2021-11-18 15:38:27	
1001019		Company	12168DefaultDepartment	-	-	-	-	-	-	-	Employee	Any	2021-11-18 15:38:27	
1002	1242554	AKA	AKA-C	-	-	-	-	-	-	-	Employee	Any	2021-11-10 11:18:44	hhh
1003	1003	Company	MohiDefaultDepartment	-	-	-	-	-	-	CEXD194260059	Employee	Any	2021-11-18 15:38:27	DJB
1003027		Company	12168DefaultDepartment	-	-	-	-	-	-	-	Employee	Any	2021-11-18 15:38:27	
1004	Jamuna T	Company	MohiDefaultDepartment	-	-	-	-	-	-	-	Employee	Any	2021-11-18 15:38:27	
1004044		Company	12168DefaultDepartment	-	-	-	-	-	-	-	Employee	Any	2021-11-18 15:38:27	

5.5 Work Code

Adds different work codes and uploads them to a single device or multiple devices.

Select **[Device]** > **[Data]** > **[Work Code]** to assign work code.



5.5.1 Add Work Code

1. Select **[Device]** > **[Work Code]** > **[Add]** to access the adding work code interface:

Enter the details as shown below:

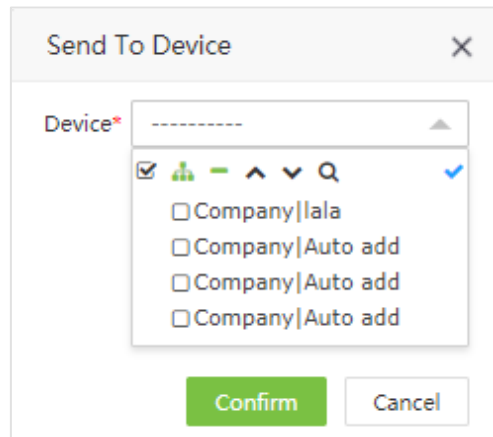
- ❖ **Company:** Select the company, and this work code can only be sent to devices of the selected company.
- ❖ **Code:** Enter the Work Code number.
- ❖ **Name:** Enter the name of the Work Code.

2. Click **[Confirm]** to save the details.

5.5.2 Issue Work Code to Device

Issues work code to the device. Only devices of the company to which the work code belongs can be selected.

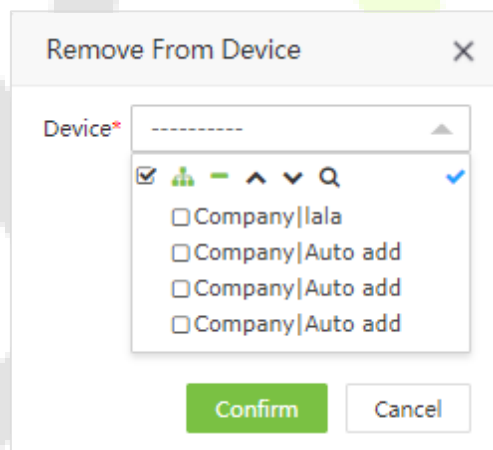
1. Select [**Device**] > [**Work Code**] > [**Send to Device**].



2. Click [**Confirm**] to send the work code to the device.

5.5.3 Remove Work Code

1. Select [**Device**] > [**Work Code**] > [**Remove From Device**].

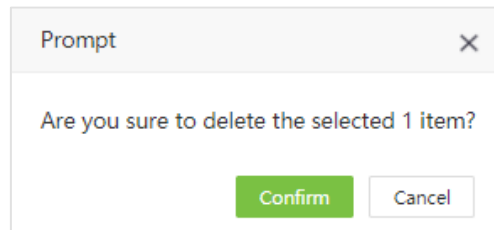


2. Click [**Confirm**] to remove the work code from the device.

5.5.4 Delete Work Code

Deletes the work code from the software.

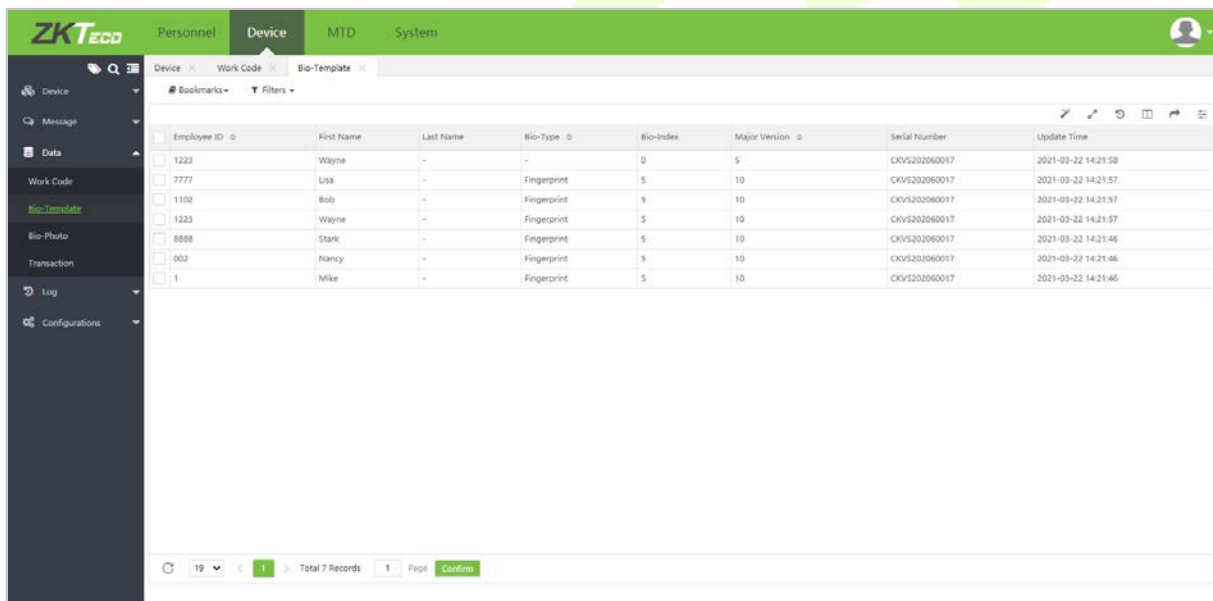
1. Select the work code and click **[Delete]**



2. Click **[Confirm]** to delete the work code.

5.6 Bio-Template

Displays detailed information about employees' biometric templates.



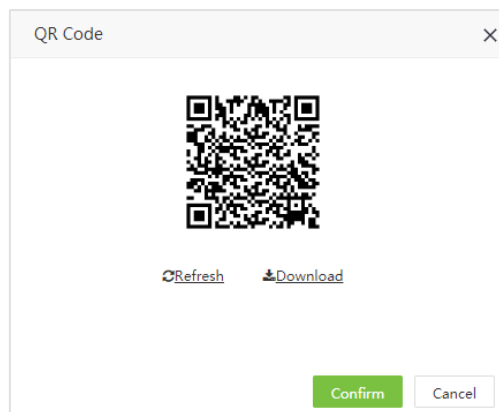
Employee ID	First Name	Last Name	Bio-Type	Bio-Index	Major Version	Serial Number	Update Time
1223	Wayne	-	-	0	5	CKV5202060017	2021-03-22 14:21:58
7777	Lisa	-	Fingerprint	5	10	CKV5202060017	2021-03-22 14:21:57
1102	Bob	-	Fingerprint	5	10	CKV5202060017	2021-03-22 14:21:57
1223	Wayne	-	Fingerprint	5	10	CKV5202060017	2021-03-22 14:21:57
8888	Stark	-	Fingerprint	5	10	CKV5202060017	2021-03-22 14:21:46
003	Nancy	-	Fingerprint	5	10	CKV5202060017	2021-03-22 14:21:46
1	Mike	-	Fingerprint	5	10	CKV5202060017	2021-03-22 14:21:46

5.7 Bio-Photo

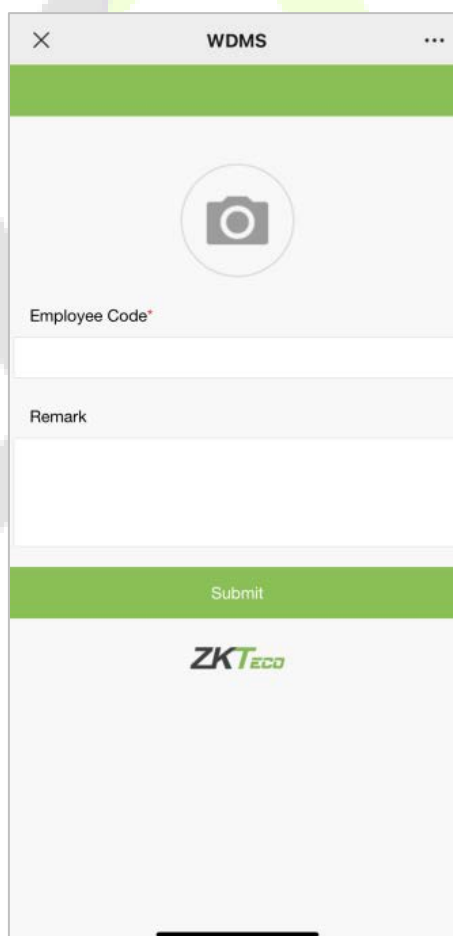
5.7.1 Register Bio-Photo

Registers the visible light comparison photos to verify on the visible light device.

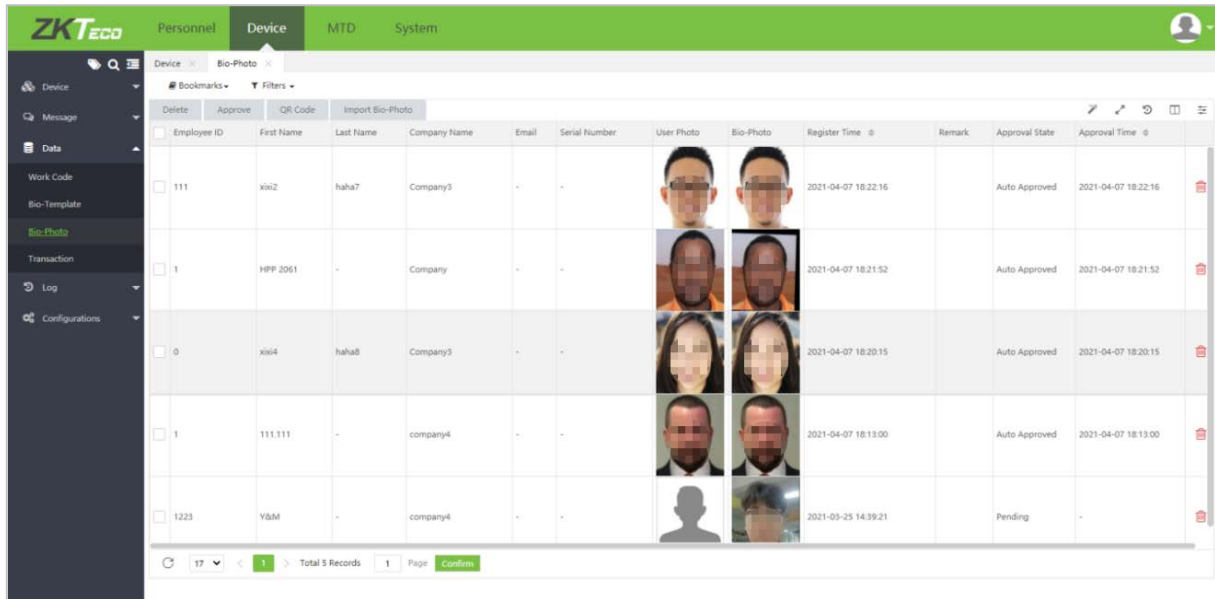
1. Select **[Device]** > **[Data]** > **[Bio-photo]** > **[QR Code]**.



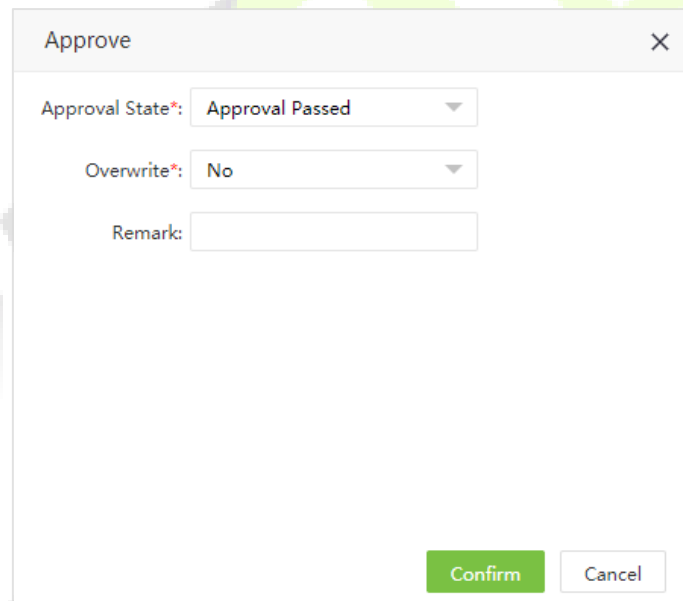
2. Scan the QR code and register the bio-photo of the user on the mobile phone (the user details must be saved in the software), the following interface will be displayed after scanning.



- Take the photo, enter the employee's ID Number. First Name and Last Name are optional. Click **[Enroll]** to complete the registration.



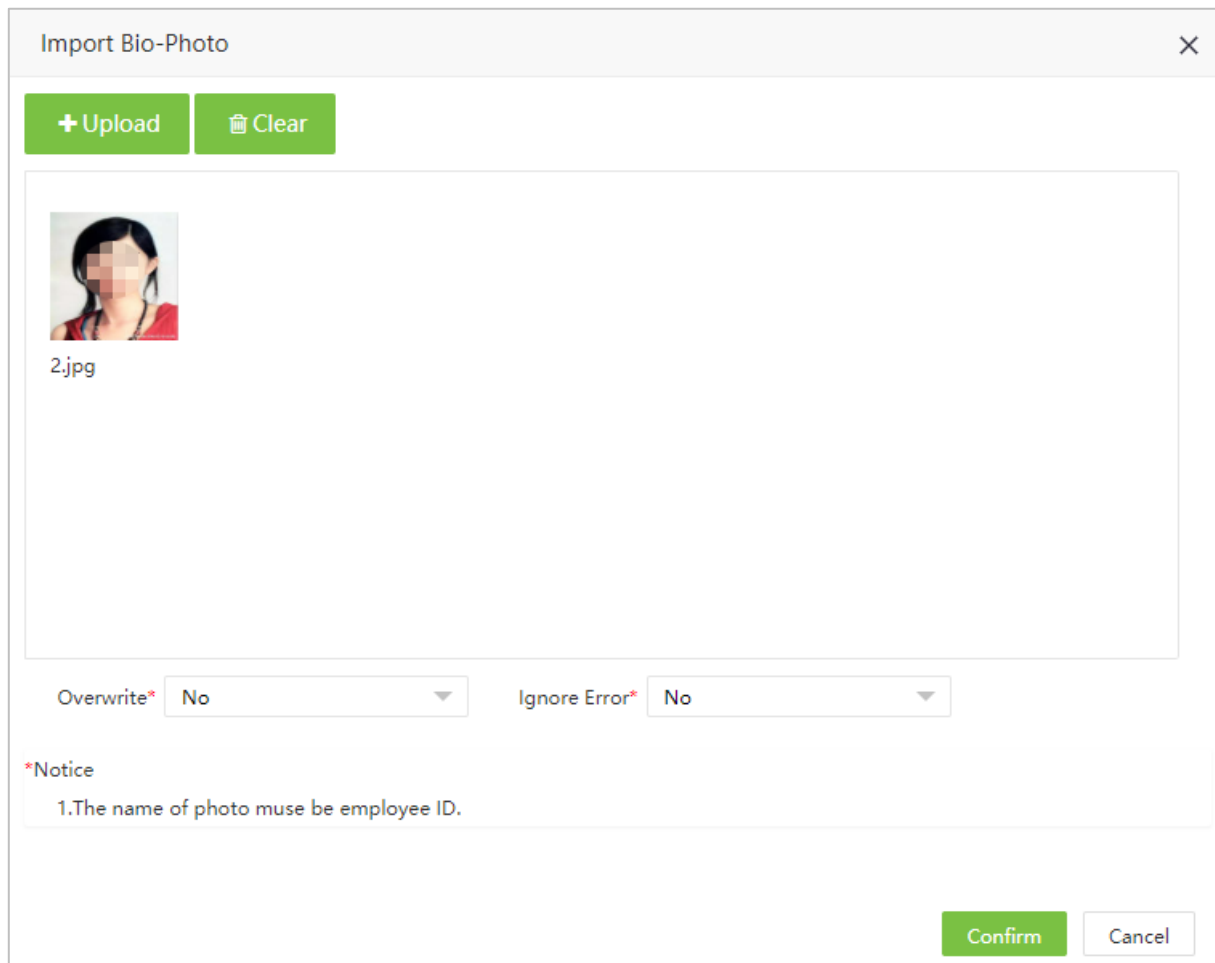
- Click **[Approve]** to approve the bio-photo.



- Select the Approval State and click **[Confirm]** to complete the approval process. After approval, the user can use the face to verify on the visible light device.

5.7.2 Import Bio-Photo

1. Select [**Device**] > [**Data**] > [**Bio-Photo**] > [**Import Bio-Photo**] to import the bio-photo.



Import Bio-Photo

+ Upload Clear

2.jpg

Overwrite* No Ignore Error* No

*Notice
1.The name of photo muse be employee ID.


Confirm Cancel

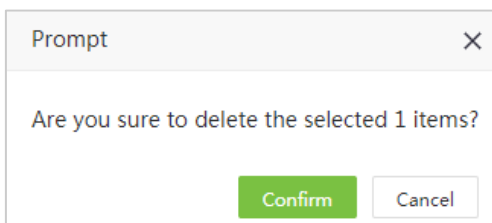
2. Click [**Upload**] to select the photos in batch.
 - ❖ **Overwrite:** If it is Yes, then the existed bio photo will be overwritten.
 - ❖ **Ignore Error:** If it is set as Yes, then the software will automatically ignore the error that happened during the importation.
3. Click [**Confirm**] to complete the import process.

Notes:

- The name of the photo must be the employee ID.
- The maximum size of the photo is 25Kb.

5.7.3 Delete Bio-Photo Application

1. Select the application(s) and click **[Delete]** on the upper left of the list or click  in the same row of the bio-photo to be deleted.



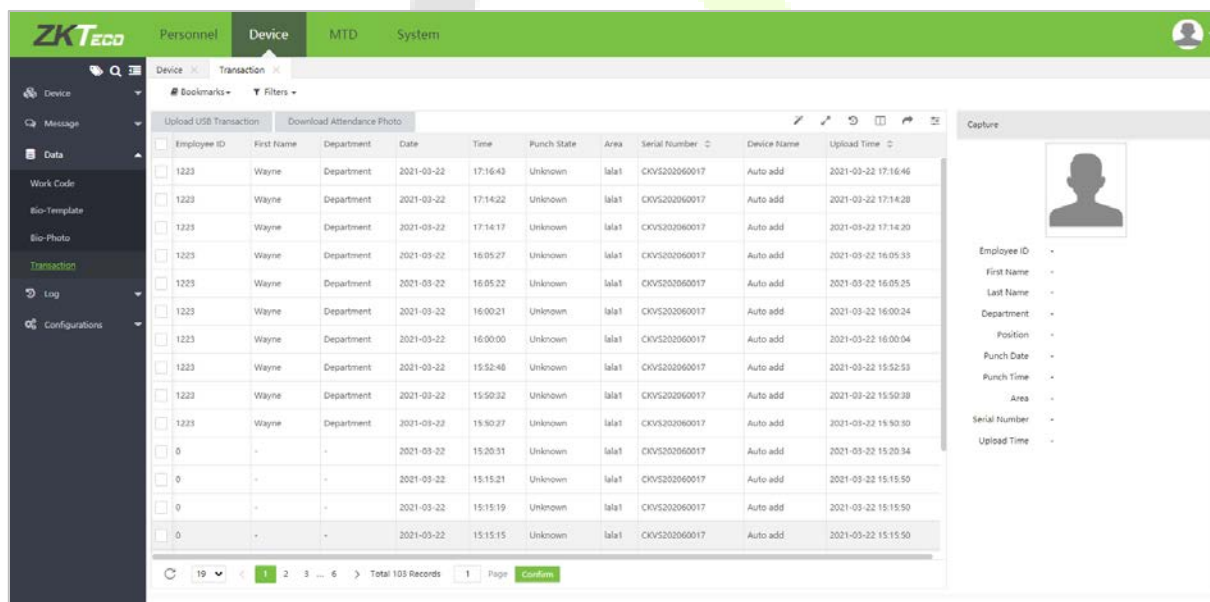
2. Click **[Confirm]** to delete the bio-photo.

5.8 Transaction

5.8.1 Transaction Table

The transaction table displays the attendance records of all employees, including the logs from the software and the devices.

Select **[Device]** > **[Data]** > **[Transaction]** to view the transaction table.



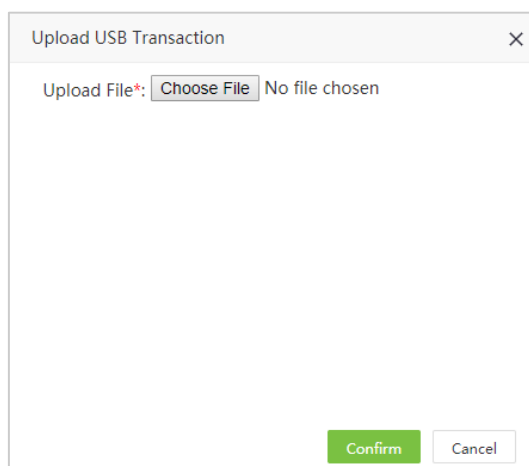
1. Users can export the transaction table in .xls, PDF, CSV or .txt file formats based on the requirements. Please refer to ["8.4 Export"](#) in "8 Appendices" for detailed operation.
2. Users can select the fields to be displayed in the transaction table based on requirements (the fields are displayed if the columns are checked).

3. Users can change the column width by dragging the column border to the left or right.
4. Users can define the number of records to be displayed on each interface in the transaction table.
5. Click any row of the attendance record and view the corresponding photo and employee information on the right side.

5.8.2 Upload USB Transaction

You can import the attendance records to the software from the USB disk.

1. Click **[Upload USB Transaction]**.

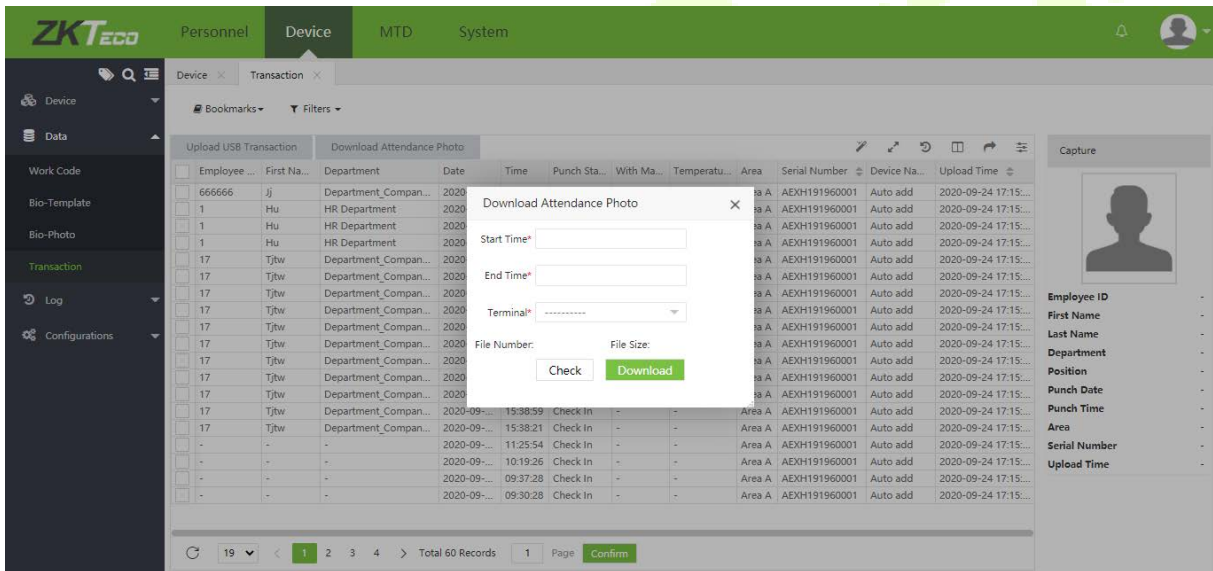
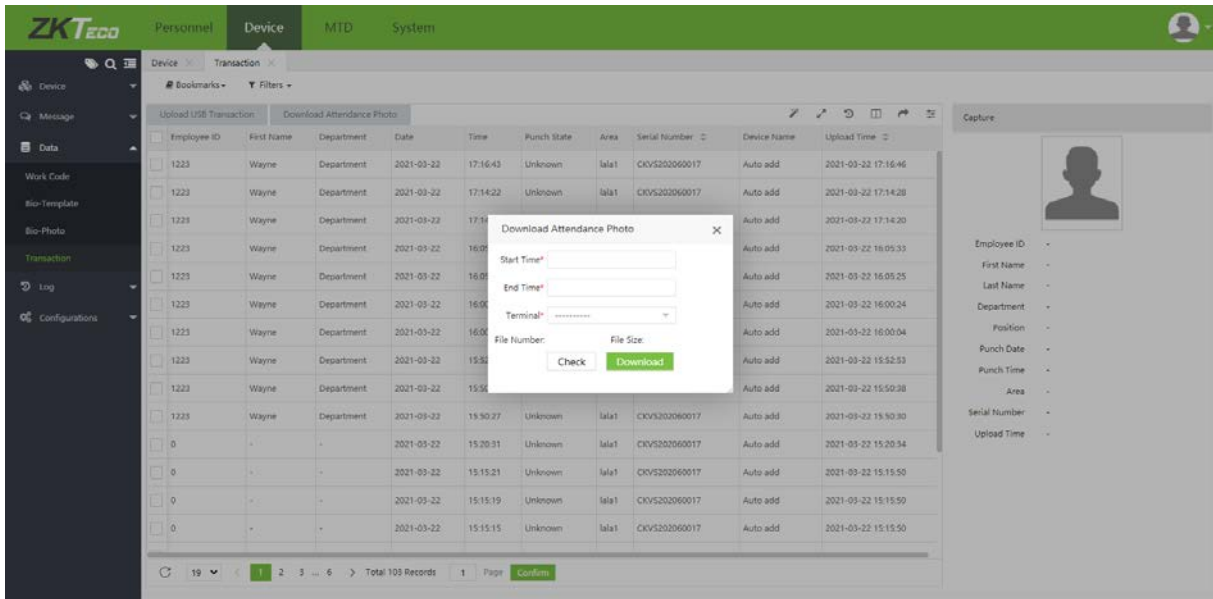


- ❖ **Upload File:** Click **[Choose File]** and select the attendance record file to be uploaded.
2. Click **[Confirm]** to upload the attendance records to the software.

5.8.3 Download Attendance Photo

You can import the attendance records to the software from the USB disk.

1. Click **[Device] > [Data] > [Transaction] > [Download Attendance Photo]** to open the download setting page.



- Set the start time and end time, select the device. Click **[Confirm]** to download the captured attendance pictures of the corresponding time period from the software.

5.9 Operation Log

Displays device operation logs i.e., what are the actions performed by the admin with time details.

The screenshot shows the ZKTeco web interface with the 'Operation Log' tab selected. The table displays the following data:

Device	Timezone	Administrator	Action	Object	Parameters	Action Time	Upload Time
OKV5202060017	Etc/GMT+8	0	Enter menu	0	0	2021-03-22 17:28:14	2021-03-22 17:28:16
OKV5202060017	Etc/GMT+8	0	Enter menu	0	0	2021-03-22 17:12:29	2021-03-22 17:14:14
OKV5202060017	Etc/GMT+8	0	Enter menu	0	0	2021-03-22 16:08:38	2021-03-22 16:08:41
OKV5202060017	Etc/GMT+8	0	Enter menu	0	0	2021-03-22 16:05:04	2021-03-22 16:05:05
OKV5202060017	Etc/GMT+8	0	Enter menu	0	0	2021-03-22 15:50:07	2021-03-22 15:50:09
OKV5202060017	Etc/GMT+8	0	Enter menu	0	0	2021-03-22 15:21:50	2021-03-22 15:21:51
OKV5202060017	Etc/GMT+8	0	Enter menu	0	0	2021-03-22 15:14:56	2021-03-22 15:15:56
OKV5202060017	Etc/GMT+8	0	Enter menu	0	0	2021-03-22 15:05:52	2021-03-22 15:15:56
OKV5202060017	Etc/GMT+8	0	Enter menu	0	0	2021-03-22 15:01:41	2021-03-22 15:15:55
OKV5202060017	Etc/GMT+8	0	Enter menu	0	0	2021-03-22 15:10:59	2021-03-22 15:11:02
OKV5202060017	Etc/GMT+8	0	Setup time	0	0	2021-03-22 14:15:45	2021-03-22 14:21:47
OKV5202060017	Etc/GMT+8	0	Setup time	0	0	2021-03-22 14:13:00	2021-03-22 14:21:47
OKV5202060017	Etc/GMT+8	0	Enroll fingerprint	8888	6	2021-03-22 09:27:08	2021-03-22 14:21:47
OKV5202060017	Etc/GMT+8	0	Enroll fingerprint	002	6	2021-03-22 09:26:52	2021-03-22 14:21:47
OKV5202060017	Etc/GMT+8	0	Enroll fingerprint	1	6	2021-03-22 09:26:08	2021-03-22 14:21:47
OKV5202060017	Etc/GMT+8	0	Enter menu	0	0	2021-03-22 09:24:32	2021-03-22 14:21:47
CGFD193960001	Etc/GMT+8	0	Power on	0	0	2021-03-22 09:19:55	2021-03-22 09:20:19
OKV5202060017	Etc/GMT+8	0	Enter menu	0	0	2021-03-19 17:19:45	2021-03-19 17:39:18
OKV5202060017	Etc/GMT+8	0	Enter menu	0	0	2021-03-19 16:39:59	2021-03-19 17:09:18

5.10 Error Log

Displays all error logs uploaded from the visible light devices.

The screenshot shows the ZKTeco web interface with the 'Error Log' tab selected. The table is currently empty, with the following headers:

Serial Number	Device Name	Error Code	Error Message	Error Command	Command ID	Extra Message	Upload Time
None							

5.11 Upload Log

Displays the device operation log, content, and number of records uploaded by the corresponding device at a specific time.

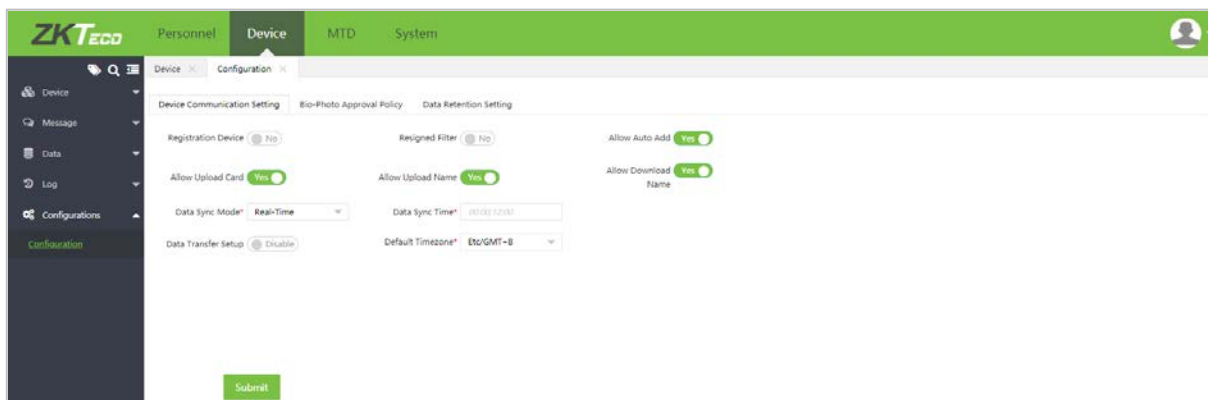
Device	Event	Content	Count	Error Count	Upload Time
OKV5202060017	Operation Log		1	0	2021-03-22 17:28:16
OKV5202060017	Transaction	Duplicate:1	2	0	2021-03-22 17:16:53
OKV5202060017	Transaction	Error Format:1	2	1	2021-03-22 17:16:46
OKV5202060017	Transaction	Duplicate:1	2	0	2021-03-22 17:14:33
OKV5202060017	Transaction	Error Format:1	2	1	2021-03-22 17:14:28
OKV5202060017	Transaction	Duplicate:1	2	0	2021-03-22 17:14:26
OKV5202060017	Transaction	Error Format:1	2	1	2021-03-22 17:14:20
OKV5202060017	Operation Log		1	0	2021-03-22 17:14:14
OKV5202060017	Operation Log		1	0	2021-03-22 16:08:41
OKV5202060017	Transaction	Duplicate:1	2	0	2021-03-22 16:05:38
OKV5202060017	Transaction	Error Format:1	2	1	2021-03-22 16:05:33
OKV5202060017	Transaction	Duplicate:1	2	0	2021-03-22 16:05:31
OKV5202060017	Transaction	Error Format:1	2	1	2021-03-22 16:05:26
OKV5202060017	Operation Log		1	0	2021-03-22 16:05:05
OKV5202060017	Transaction	Duplicate:1	2	0	2021-03-22 16:00:30
OKV5202060017	Transaction	Error Format:1	2	1	2021-03-22 16:00:24
OKV5202060017	Transaction	Duplicate:1	2	0	2021-03-22 16:00:09
OKV5202060017	Transaction	Error Format:1	2	1	2021-03-22 16:00:04
OKV5202060017	Transaction	Duplicate:1	2	0	2021-03-22 15:52:57

5.12 Command Log

Display the execution status of the commands that have been issued to the device.

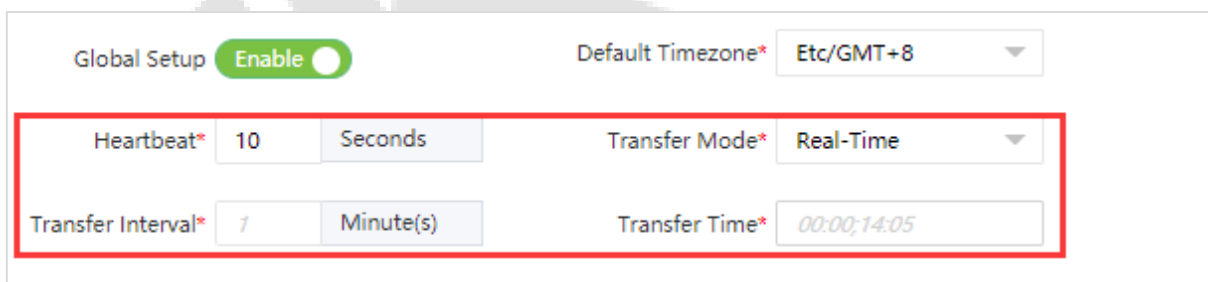
Serial Number	Device Name	Content	Commit Time	Transfer Time	Return Time	Return Value
OKV5202060017	Auto add	DATA UPDATE FINGERTMP PIN=8888 FID=5 Size=zk_bio_size Valid=1 TMP=zk_bio_data_0000000032_05	2021-03-22 15:10:07	2021-03-22 15:10:07	2021-03-22 15:10:08	Successful
OKV5202060017	Auto add	DATA UPDATE USERINFO PIN=8888 Name=iosp@kl Pri=0 Password=123456 Card= Grp=1 Verify=0	2021-03-22 15:10:07	2021-03-22 15:10:07	2021-03-22 15:10:08	Successful
OKV5202060017	Auto add	DATA UPDATE FINGERTMP PIN=1223 FID=5 Size=zk_bio_size Valid=1 TMP=zk_bio_data_0000000033_06	2021-03-22 15:10:07	2021-03-22 15:10:07	2021-03-22 15:10:08	Successful
OKV5202060017	Auto add	DATA UPDATE USERINFO PIN=1223 Name=YBM Pri=0 Password= Card= Grp=1 Verify=0	2021-03-22 15:10:06	2021-03-22 15:10:07	2021-03-22 15:10:06	Successful
OKV5202060017	Auto add	DATA UPDATE FINGERTMP PIN=1 FID=5 Size=zk_bio_size Valid=1 TMP=zk_bio_data_0000000030_05	2021-03-22 15:10:06	2021-03-22 15:10:07	2021-03-22 15:10:08	Successful
OKV5202060017	Auto add	DATA UPDATE USERINFO PIN=1 Name=111.111 Pri=0 Password= Card= Grp=1 Verify=0	2021-03-22 15:10:06	2021-03-22 15:10:07	2021-03-22 15:10:08	Successful
OKV5202060017	Auto add	DATA UPDATE FINGERTMP PIN=002 FID=5 Size=zk_bio_size Valid=1 TMP=zk_bio_data_0000000031_05	2021-03-22 15:10:06	2021-03-22 15:10:07	2021-03-22 15:10:06	Successful
OKV5202060017	Auto add	DATA UPDATE USERINFO PIN=002 Pri=0 Password= Card= Grp=1 Verify=0	2021-03-22 15:10:06	2021-03-22 15:10:07	2021-03-22 15:10:06	Successful
CGFD192960001	Auto add	CHECK	2021-03-22 15:09:51	2021-03-22 15:09:52	2021-03-22 15:09:52	Successful
OKV5202060017	Auto add	CHECK	2021-03-22 15:09:51	2021-03-22 15:09:55	2021-03-22 15:09:50	Successful
OKV5202060017	Auto add	CHECK LOG	2021-03-22 15:09:39	2021-03-22 15:09:42	2021-03-22 15:09:50	Successful
OKV5202060017	Auto add	CHECK	2021-03-22 15:09:28	2021-03-22 15:09:38	2021-03-22 15:09:41	Successful
OKV5202060017	Auto add	DATA UPDATE FINGERTMP PIN=8888 FID=5 Size=zk_bio_size Valid=1 TMP=zk_bio_data_0000000032_05	2021-03-22 15:07:15	2021-03-22 15:07:15	2021-03-22 15:07:18	Successful
OKV5202060017	Auto add	DATA UPDATE USERINFO PIN=8888 Name=iosp@kl Pri=0 Password=123456 Card= Grp=1 Verify=0	2021-03-22 15:07:14	2021-03-22 15:07:15	2021-03-22 15:07:18	Successful
OKV5202060017	Auto add	DATA UPDATE FINGERTMP PIN=1223 FID=5 Size=zk_bio_size Valid=1 TMP=zk_bio_data_0000000033_05	2021-03-22 15:07:14	2021-03-22 15:07:15	2021-03-22 15:07:18	Successful
OKV5202060017	Auto add	DATA UPDATE USERINFO PIN=1223 Name=YBM Pri=0 Password= Card= Grp=1 Verify=0	2021-03-22 15:07:14	2021-03-22 15:07:15	2021-03-22 15:07:18	Successful
OKV5202060017	Auto add	DATA UPDATE FINGERTMP PIN=1 FID=5 Size=zk_bio_size Valid=1 TMP=zk_bio_data_0000000030_05	2021-03-22 15:07:14	2021-03-22 15:07:15	2021-03-22 15:07:18	Successful
OKV5202060017	Auto add	DATA UPDATE USERINFO PIN=1 Name=111.111 Pri=0 Password= Card= Grp=1 Verify=0	2021-03-22 15:07:14	2021-03-22 15:07:15	2021-03-22 15:07:18	Successful
OKV5202060017	Auto add	DATA UPDATE FINGERTMP PIN=002 FID=5 Size=zk_bio_size Valid=1 TMP=zk_bio_data_0000000031_05	2021-03-22 15:07:14	2021-03-22 15:07:15	2021-03-22 15:07:18	Successful

5.13 Configuration



Device Communication Setting

- ❖ **Registration Device:** Set whether the device works as a registration device or not.
- ❖ **Resigned Filter:** Set whether to filter the resigned employees or not.
- ❖ **Allow Auto Add:** Set whether to allow to add a device automatically or not.
- ❖ **Allow Upload Card:** Set whether to allow to upload the employee’s card number from the device.
- ❖ **Allow Download Name:** Set whether to allow to upload employee’s names from the device.
- ❖ **Global Setup:** When Global Setup is enabled, heartbeat and transfer mode set here will be applied to all devices. If users want to set different heartbeat and transfer mode for different devices, users need to disable this global setup firstly.



- ❖ **Default Timezone:** Set the default timezone for new added device(s).

Bio-Photo Approval Policy

Setting	Value
Employee Edt*	Auto Approved
Batch Import*	Pending
Mobile Register*	Pending
Device Upload*	Auto Approved
API Upload*	Auto Approved

Set the Bio-Photo approval policy. It can be [**Pending**] or [**Auto Approved**]. If it is set as [**Pending**], then the Bio-Photo must be approved by the administrator. Only the approved Bio-Photo will be issued to the visible light device for verification.

Data Retention Setting

Setting	Value	Unit
Transaction*	9999	Days
Command*	9999	Days
Device Log*	9999	Days
Upload Log*	9999	Days

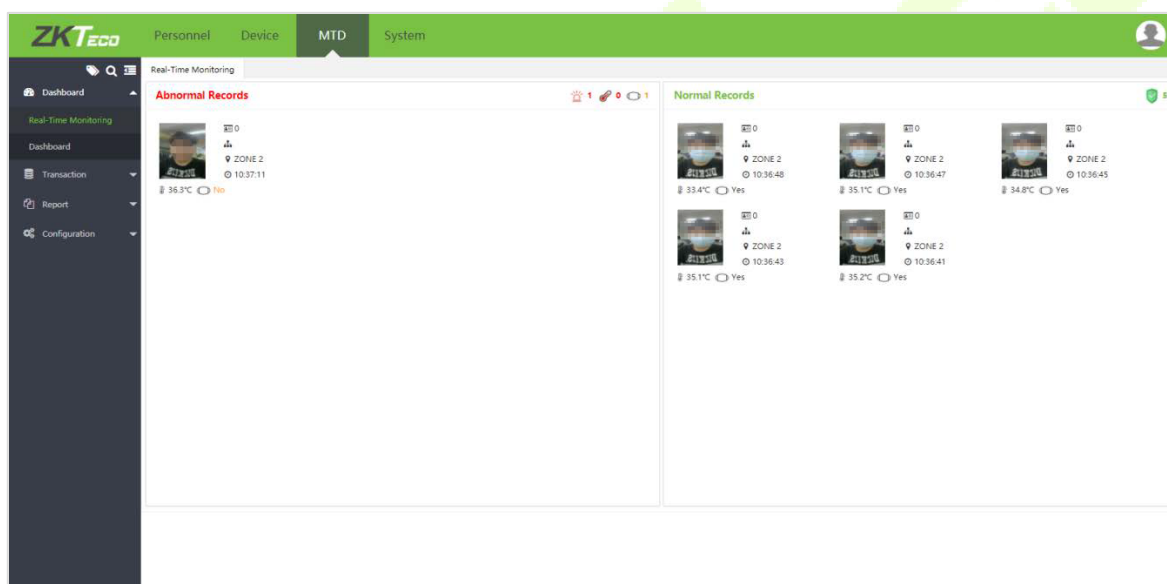
Set the retention days for data, including transactions, command, device log, and upload log. It is set as 9999 to keep all data by default.

6 MTD Module

The MTD Module detects the body temperature and whether the personnel is wearing a mask. It generates statistic reports about mask and temperature. If there is personnel who has a higher body temperature or does not wear a mask, an email notification will be sent to the personnel himself, the system superuser, and the system user who has permission to access the department to which the personnel belongs. And also, if the personnel's APP status is enabled, the software will push notification to the corresponding personnel APP account.

6.1 Real-Time Monitoring

Real-Time Monitoring is used to display whether the temperature of personnel passing through the equipment is abnormal and whether they wear masks.



Abnormal Records

When the following three situations occur, the personnel will be recorded in the abnormal records:

- Abnormal body temperature
- No mask
- Abnormal body temperature without a mask

If the person in the abnormal record is a person registered in the device and there is an email message on the software, an email reminder will be sent to the person and the administrator.

If the abnormal recorder is not registered on the device, the administrator will be reminded by email.

Normal Records

Only personnel with normal body temperature and wearing masks will be included in the normal record.

6.2 Dashboard



The dashboard is making the following statistics:

- ❖ **Daily Status:** It displays the daily statistics of personnel who have a higher temperature, who are all without a mask, who do not detect temperature and mask, and who are with mask and temperature is regular.
- ❖ **Department Summary:** Displays the statistics by the department of personnel who have a higher temperature, who is without a mask, and who do not detect temperature and mask.
- ❖ **Monthly Temperature:** Statistics of monthly temperature.
- ❖ **Monthly Exception:** Statistics of monthly exception.

6.3 Transaction

It shows the transactions uploaded from the body temperature & mask detection device. If the body temperature detected exceeds the warning temperature set on the software, then the temperature will be marked in red.

The screenshot shows the 'Department Summary' view in the ZKTECO MTD module. The interface includes a navigation menu on the left and a main data table. The table has the following columns: Department C..., Department N..., Employee Qty., Check Date, Checked Qty., Regular Qty., Abnormal Qty., Higher Temper..., Without Mask..., and Uncheck Qty. The data is filtered for the period from 2020-09-01 to 2020-09-28. The table contains 30 rows of data, with a total of 30 records displayed at the bottom.

Department C...	Department N...	Employee Qty.	Check Date	Checked Qty.	Regular Qty.	Abnormal Qty.	Higher Temper...	Without Mask ...	Uncheck Qty.
1	Department	525	2020-09-28	1	0	1	0	1	524
1	Department	525	2020-09-27	7	2	5	0	5	518
1	Department	525	2020-09-25	11	2	9	0	9	514
1	Department	525	2020-09-24	5	1	4	1	3	520
9	DLA	1	2020-09-24	1	1	0	0	0	0
1	Department	525	2020-09-23	5	0	5	0	5	520
7	Geralt-Test	1	2020-09-23	1	0	1	1	1	0
1	Department	525	2020-09-22	1	1	0	0	0	524
7	Geralt-Test	1	2020-09-22	1	0	1	1	1	0
1	Department	525	2020-09-21	3	0	3	1	2	522
6	Test6	1	2020-09-21	1	1	0	0	0	0
7	Geralt-Test	1	2020-09-21	1	0	1	1	1	0
7	Geralt-Test	1	2020-09-20	1	0	1	0	1	0
7	Geralt-Test	1	2020-09-19	1	0	1	1	0	0
7	Geralt-Test	1	2020-09-18	1	0	1	1	1	0
7	Geralt-Test	1	2020-09-17	1	0	1	1	0	0
7	Geralt-Test	1	2020-09-16	1	1	0	0	0	0
7	Geralt-Test	1	2020-09-15	1	0	1	0	1	0
1	Department	525	2020-09-14	1	0	1	1	0	524
7	Geralt-Test	1	2020-09-14	1	1	0	0	0	0

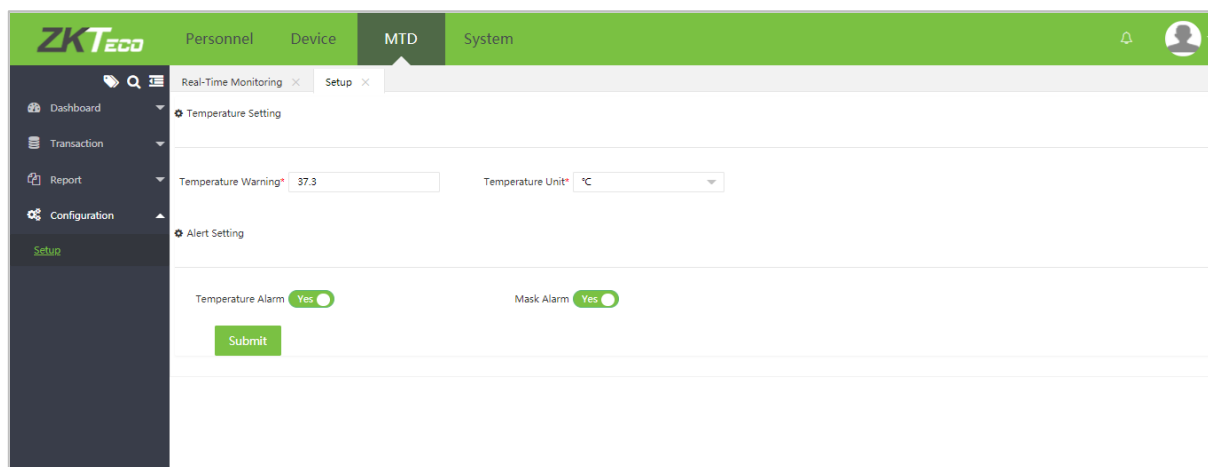
Abnormal Detail

It displays all the personnel abnormal temperature details.

The screenshot shows the 'Abnormal Detail' view in the ZKTECO MTD module. The interface includes a navigation menu on the left and a main data table. The table has the following columns: Employee Code, First Name, Department Name, Check Date, Check Time, Temperature, and With Mask. The data is filtered for the period from 2020-09-01 to 2020-09-28, and the employee filter is set to 'Employee'. The table contains 1749 rows of data, with a total of 10749 records displayed at the bottom.

Employee Code	First Name	Department Name	Check Date	Check Time	Temperature	With Mask
2333	von&	Department	2020-09-28	09:23:58	36.8°C	False
2333	von&	Department	2020-09-28	09:23:57	36.8°C	False
2333	von&	Department	2020-09-28	09:19:45	36.5°C	False
2333	von&	Department	2020-09-28	09:19:44	36.5°C	False
2333	von&	Department	2020-09-28	09:13:44	36.8°C	False
2333	von&	Department	2020-09-28	08:58:54	36.6°C	False
2333	von&	Department	2020-09-28	08:58:53	36.7°C	False
2333	von&	Department	2020-09-28	08:58:31	36.7°C	False
2333	von&	Department	2020-09-28	08:58:30	36.7°C	False
2333	von&	Department	2020-09-28	08:57:55	36.6°C	False
2333	von&	Department	2020-09-28	08:43:02	36.6°C	False
2333	von&	Department	2020-09-27	20:58:00	36.6°C	False
2333	von&	Department	2020-09-27	20:57:59	36.6°C	False
2333	von&	Department	2020-09-27	20:52:02	36.6°C	False
2333	von&	Department	2020-09-27	20:52:01	36.6°C	False
2333	von&	Department	2020-09-27	20:51:09	36.6°C	False
2333	von&	Department	2020-09-27	20:51:08	36.6°C	False
666666	von&	Department	2020-09-27	19:46:17	36.6°C	False
666666	von&	Department	2020-09-27	19:46:16	36.6°C	False
2333	von&	Department	2020-09-27	19:46:06	36.6°C	False

6.5 Configuration



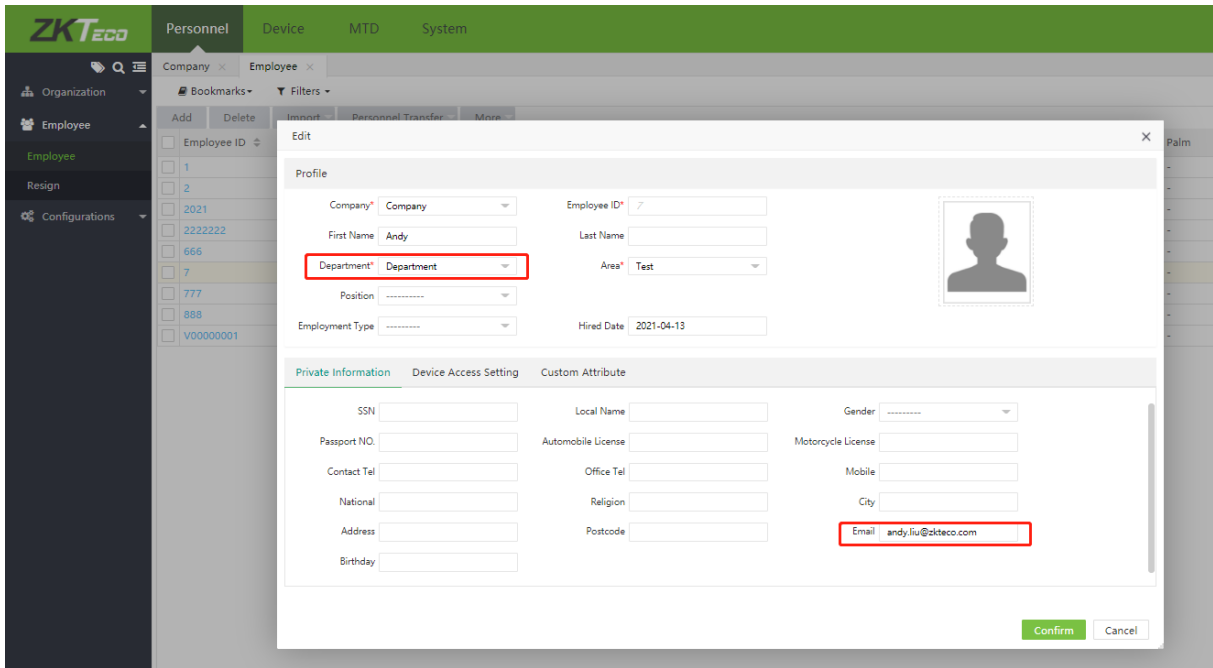
Temperature Setting

Set the warning temperature and the temperature unit. The temperature unit can be set as °C or °F.

Alert Setting

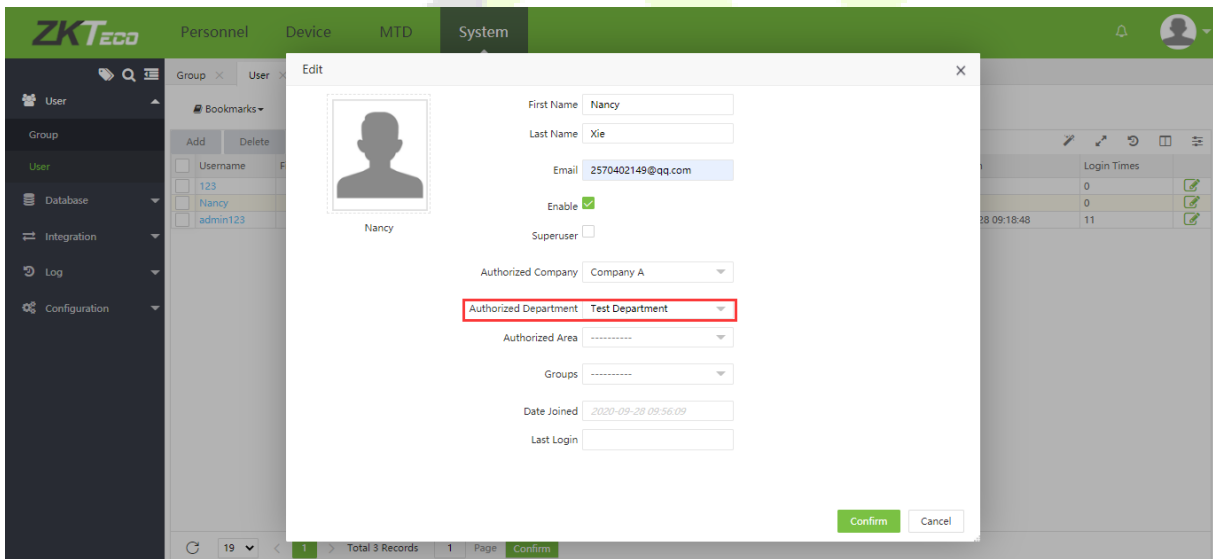
- ❖ Enable [**Temperature Alarm**] or [**Mask Alarm**] function, then if there is personnel who has higher body temperature or does not wear a mask, an email notification will be sent to the person himself, the system superuser, and system user who has permission to access the department which the personnel belongs to. And also, if the personnel's APP status is enabled, the software will push the notification to the corresponding personnel APP account.
- ❖ And the email notification is in real-time. Once there is an abnormal event, the notification email will be sent to the corresponding email account.

Example: There is an personnel Andy, he belongs to Test Department , APP status is enable and has set email account.

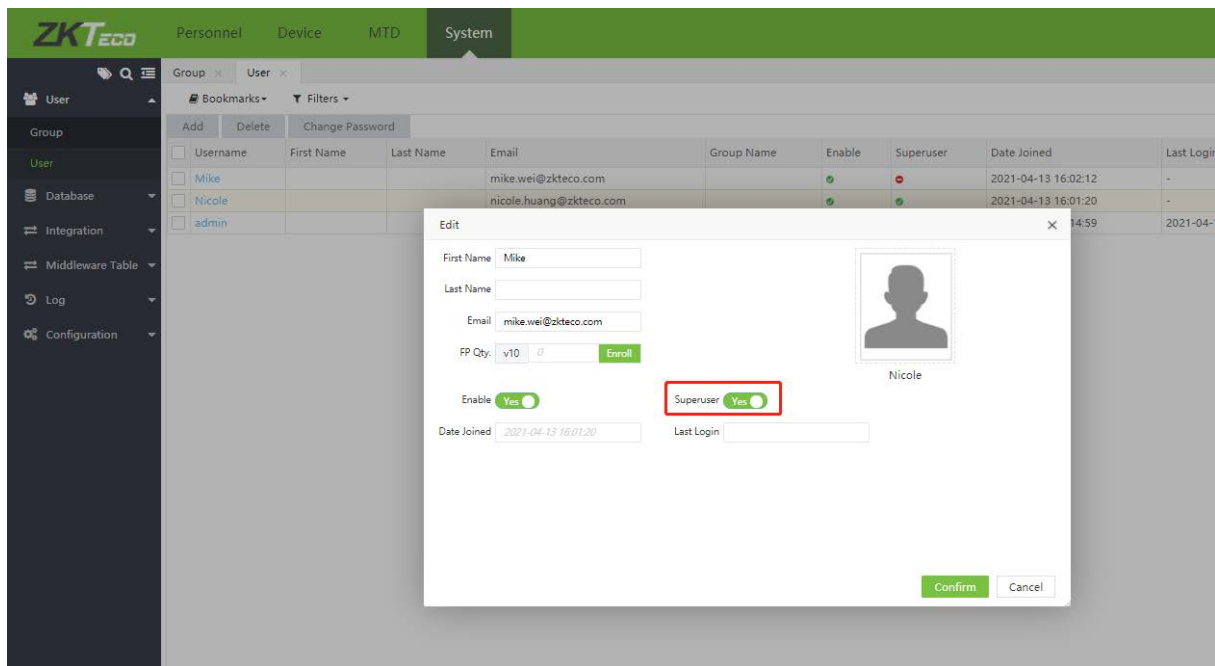


There are two system users:

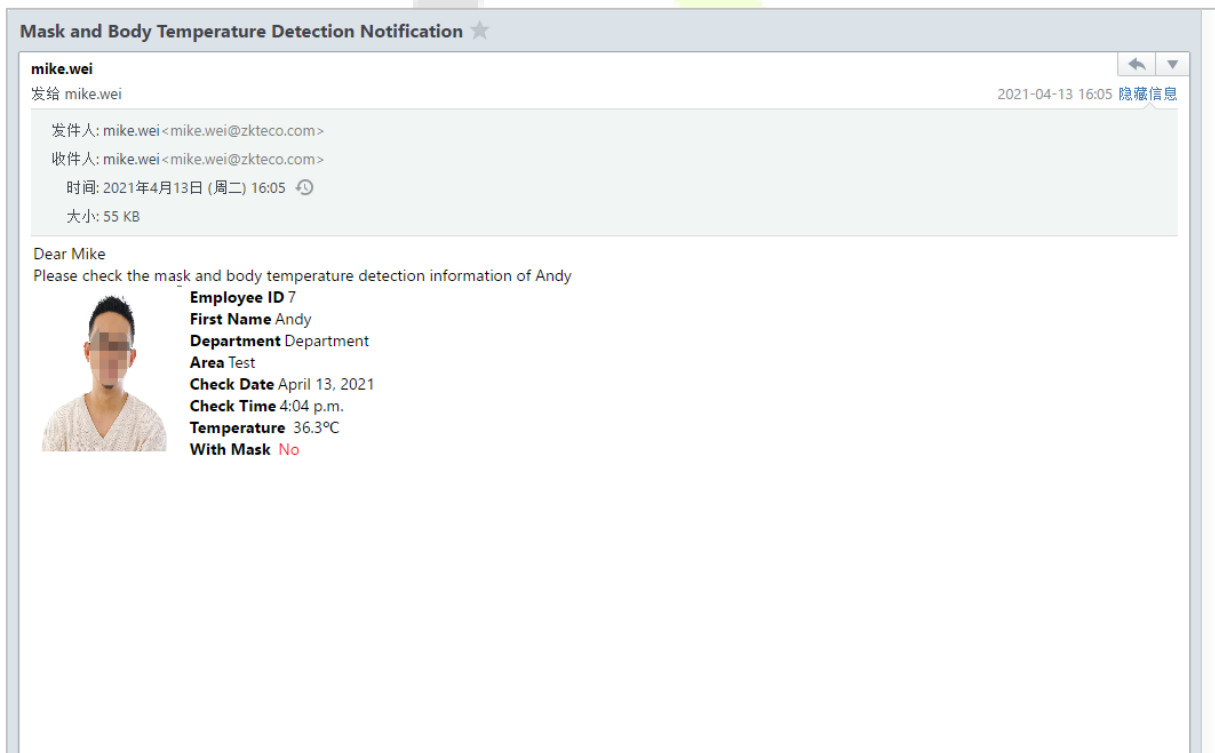
1. Nancy who is not a system superuser, but has the permission of Test Department and can set the email address.



2. Mike who is a system superuser and has set the email address.



Then when Andy has the mask and body temperature detection, if he is not wearing a mask or his body temperature exceeds the warning temperature, then an email alert will be sent to Andy, Nancy and Mike, as the email content is as following:



7 System Settings

The system setting facilitates you to assign system users (such as Company Management Personnel, Registrars, and Statistics Clerk), configure roles for each user, and set mailbox function, automatic export, backup, data migration, operation logs, etc.

7.1 System User Management

7.1.1 Privilege Group Management

While using the system, the superuser needs to assign different levels to new users. To avoid assigning one by one, you can set roles with specific levels in role management. You can also assign appropriate roles to users while adding users. The permissions are configured for all the functional modules namely Personnel, Device, Attendance, Payroll, Access, and System. The default super users of the system have all the privileges and can assign new users based on the requirements and they can set the corresponding permissions.

Add a Privilege Group

1. Select **[System] > [User] > [Group]**.


The screenshot shows a dialog box titled "Add" with a close button (X) in the top right corner. Below the title bar is a text input field labeled "Name" with a red asterisk indicating it is required. Underneath the input field are four tabs: "Personnel", "Device", "MTD", and "System". The "Personnel" tab is selected and expanded, showing a tree view of permissions. The tree starts with a checked "Master" checkbox and a dropdown arrow. Below it are several sub-items, each with an unchecked checkbox and a count in parentheses: "Personnel (0/69)", "Company (0/4)", "Employee (0/16)", "Department (0/6)", "Position (0/6)", "Area (0/6)", "Resign (0/6)", "Document (0/5)", "Workflow Node (0/4)", "Workflow Engine (0/7)", "Workflow Role (0/5)", and "Custom Attribute (0/4)". At the bottom right of the dialog are two buttons: "Confirm" (highlighted in green) and "Cancel".

Select the corresponding permissions based on the selected functional module.

- ❖ **Name:** Enter the name of the role (e.g.: Employee, Device Administrator, etc).
- ❖ **Permissions:** In the permission list under each functional module, select the checkbox of the required permissions. If you want to select all the permissions under a module, select the Master check box.

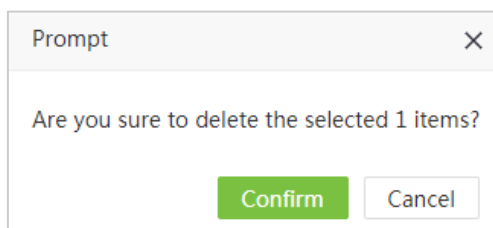
2. Click **[Confirm]** to save the settings.

Edit a Privilege Group

1. In the privilege group list, click the role name or click  in the same row of the role to be edited.
2. Modify the parameters as per your requirements (refer to the parameter setting method in "Adding a role"). After modifications, click **[Confirm]** to save the parameters.

Delete a Privilege Group

1. In the privilege group list, select the privileged group and click **[Delete]** on the upper part of the interface to be deleted.



2. Click **[Confirm]** to delete the selected privilege group.

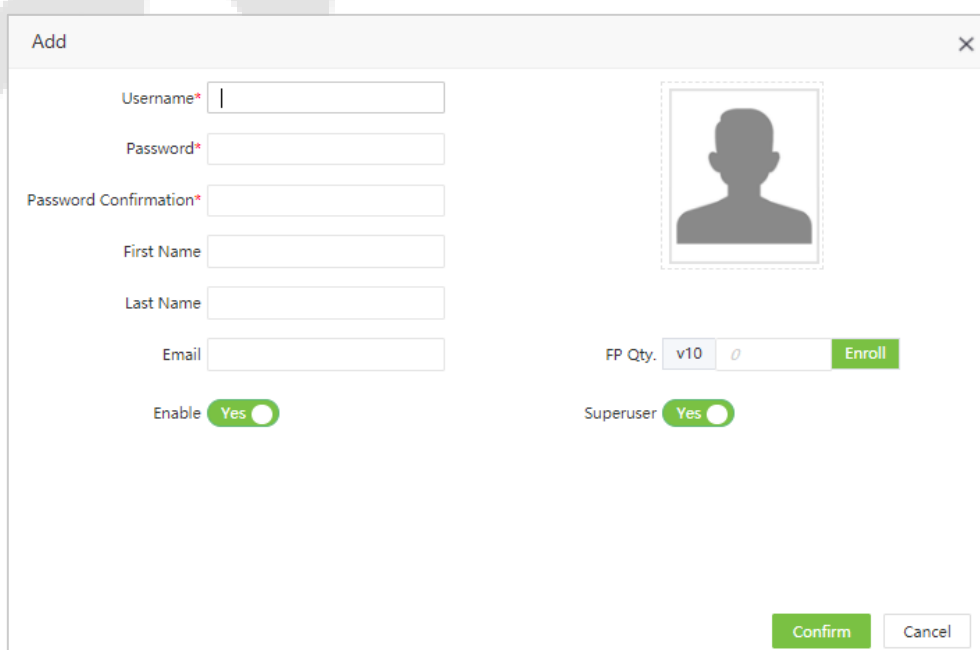
Note: The group which is currently being used cannot be deleted.

7.1.2 User Management

Adds new users to the system and assigns the role (permissions) to users.

Add a User

1. Select **[System] > [User] > [Add]** to access the Add User interface:



Enter the parameters as shown below:

- ❖ **Username:** Enter the Username of maximum 30 alphanumeric characters containing letters, digits and @/./+/-/_ only.
- ❖ **Password/ Password Confirmation:** Enter the Password and then Re-enter the password to confirm the same.
- ❖ **First Name/Last Name:** Enter the First Name and the Last Name of the user.
- ❖ **Email:** Enter the user’s Email address.
- ❖ **FP Qty:** Enroll fingerprint for the user.
- ❖ **Enable:** If selected, the user can log into this admin site.
- ❖ **Superuser:** If selected, the user has all the rights and there is no need to assign permissions.
- ❖ **Groups:** Roles need to be selected for non-superusers. Select a preset role, and the user has all the operational permissions of this role.
- ❖ **Authorize Company:** Click and select a Company from the Company drop-down list. (If the Department is not selected, the user possesses rights for all the Departments)
- ❖ **Authorize Department:** Click and select a Department from the Department drop-down list. (If the Department is not selected, the user possesses rights for all the Departments)
- ❖ **Authorize Area:** Click and select an area from the area drop-down list. (If you select no area, you will possess all area rights by default.)

2. After editing the user details, click **[Confirm]** to save them.

Note: You can delete the existing users. Click the **[Delete]** at the top of the user list. The detailed operations are the same as those in "Deleting a permission group".

Change Password

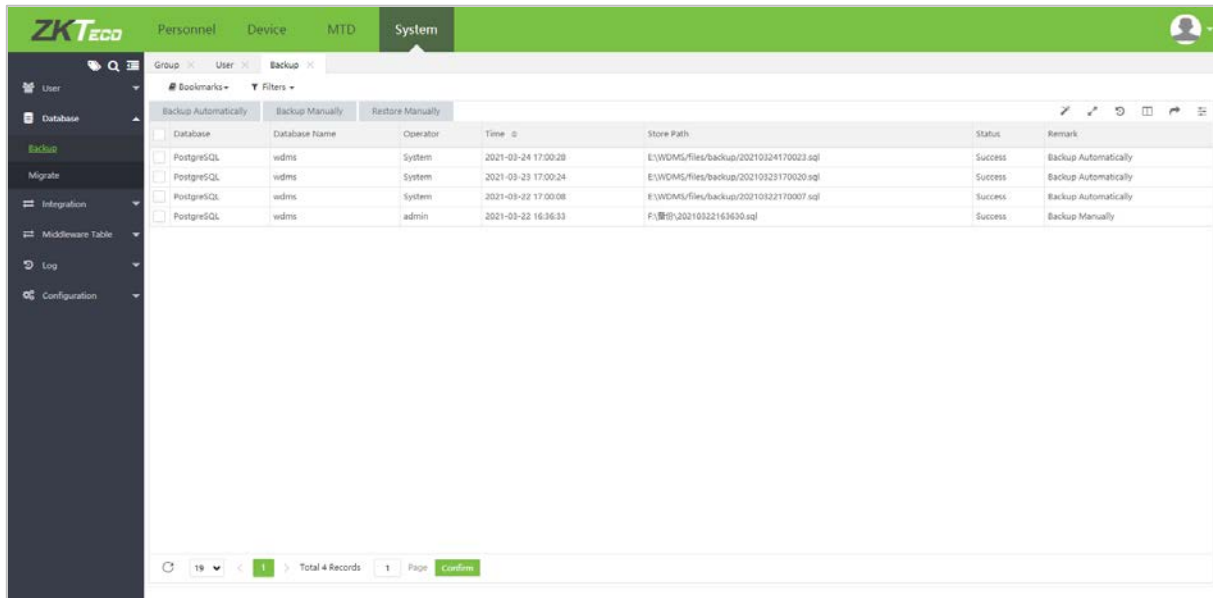
1. Select **[System]** > **[User]** > **[Change Password]** to change the password.

2. Enter the Original Password, New Password, and confirm the New Password. Click **[Confirm]** to change the Password.

7.2 Data Management

7.2.1 Database Backup

You can backup the data to prevent data loss. The software can be set to back up the database automatically or manually. And it also supports to restore the PostgreSQL database.



Database	Database Name	Operator	Time	Store Path	Status	Remark
<input type="checkbox"/>	PostgreSQL	wdms	2021-03-24 17:00:28	E:\WDMS\files\backup\20210324170023.sql	Success	Backup Automatically
<input type="checkbox"/>	PostgreSQL	wdms	2021-03-23 17:00:24	E:\WDMS\files\backup\20210323170020.sql	Success	Backup Automatically
<input type="checkbox"/>	PostgreSQL	wdms	2021-03-22 17:00:08	E:\WDMS\files\backup\20210322170007.sql	Success	Backup Automatically
<input type="checkbox"/>	PostgreSQL	wdms	2021-03-22 16:36:33	F:\备份\20210322163630.sql	Success	Backup Manually

Backup Automatically

1. Select [**System**] > [**Database**] > [**Backup Automatically**] to back up the data manually.

Backup Automatically
✕

Database*

Database Name*

Store Path*

Frequency*

Day* Time*

Backup photos

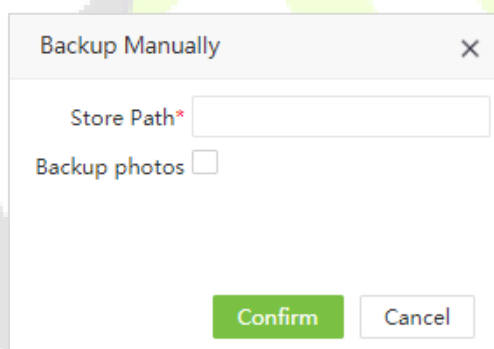
Enter the parameters as shown below:

- ❖ **Database:** Database type cannot be modified.
- ❖ **Database Name:** Database name cannot be modified.
- ❖ **Store Path:** Set the storage path. A corresponding folder will be created to store the original backup files.
- ❖ **Frequency:** Enter the repetition interval for the backup files.
- ❖ **Day and Time:** Enter the Day and Time for backup.
- ❖ **Backup photos:** Select whether to backup photos (including personnel photos, bio-photos, and attendance photos).

2. After setting the backup parameters, click **[Confirm]**.

Backup Manually

1. Select **[System]** > **[Database]** > **[Backup Manually]** to back up the database manually. Enter the Storage path and select whether to backup photos (including user photo, bio-photo, and attendance photo).



Backup Manually

Store Path*

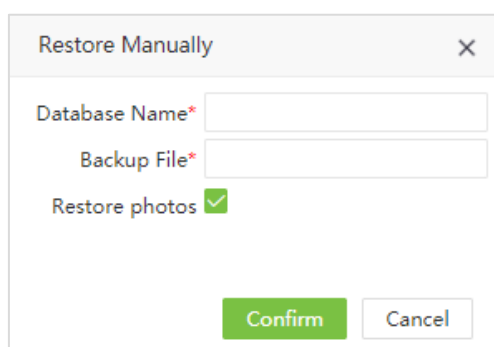
Backup photos

Confirm Cancel

2. After setting the storage path, click **[Confirm]**.

Restore Manually (Only PostgreSQL)

1. Select **[System]** > **[Database]** > **[Restore Manually]** to restore the Database.



Restore Manually

Database Name*

Backup File*

Restore photos

Confirm Cancel

- ❖ **Database Name:** Enter the database name.
 - ❖ **Backup File:** Enter the backup file which has to be restored.
 - ❖ **Restore photos:** Check it to restore the photos already backup.
2. After setting the details, click [**Confirm**] to restore the file manually.

7.2.2 Data Migration

It supports specific data to migrate from **ZKBio WDMS5, ZKBio WDMS6 and ZKTime Net 3.0** to **ZKBio WDMS**.

1. Select [**System**] > [**Database**] > [**Migrate**] to migrate the data.

- ❖ **Migrate From:** Select the software from which you want to migrate (currently supported).
 - ❖ **Database Type:** Select the database type used by the original software.
 - ❖ **Database Name:** Enter the Database name.
 - ❖ **Sqlite File:** Enter the path of SQLite file.
 - ❖ **Address:** Enter the IP address of the Database.
 - ❖ **Port:** Enter the port number to connect to the Database.
 - ❖ **User:** Enter the Username.
 - ❖ **Password:** Enter the Password.
2. Select the fields to be migrated and click [**Test Connection**]. If it is successful, then click [**Migrate**].

7.3 Integration

7.3.1 Auto Export

Based on the time period and repetition frequency, the attendance data will be exported automatically.

Add Auto Export Template

Select **[System]** > **[Auto Export]** > **[Add]** to set the auto export details.

The screenshot shows the 'Add' dialog box with the following details:

- Code***: 4
- Name***: [Empty]
- Enable**: Yes (checked)
- File Name**: [Empty]
- Date/Time Format**: yyyy-MM-DD
- Data Template**: (emp_code)\t(first_name)\t(last_name)\t(dept_code)\t(dept_name)\t(date)\t(time)\t(verify_type)\t(punch_state)\t(work_code)\t(card_number)\t(area_name)\t(terminal_alias)\t(terminal_sn)\n
- Format Setting** (Active):
 - Short Date Format*: yyyy-MM-DD
 - Short Time Format*: HH:mm
 - Employee ID*: 0 (Digit)
 - File Format*: Txt (Support .xls .csv .txt only)
- Data Fields List**:
 - Employee ID: {emp_code}
 - First Name: {first_name}
 - Last Name: {last_name}
 - Department Code: {dept_code}
 - Department Name: {dept_name}
 - Date: {date}
 - Time: {time}
 - Verify Type: {verify_type}
 - Punch State: {punch_state}
 - Work Code: {work_code}
 - Card Number: {card_number}
 - Area: {area_name}
 - Device Alias: {terminal_alias}
 - Serial Number: {terminal_sn}
 - Temperature: {temperature}
 - Is Mask: {is_mask}

- ❖ **Enable:** Enable or disable automatic export tasks.
- ❖ **Name:** Enter the name of auto export.
- ❖ **Code:** Serial number of the automatic export.
- ❖ **File Name:** Enter the file name to be exported. Set the Date and Time format.
- ❖ **Data Template:** Select the data to export from the menu on the right side of the interface. By default, all the data will be auto exported.

Format Setting

- ❖ **Short Data/Time:** Set the time format in the export content.
- ❖ **ID Digits:** Set the length of the Employee ID when exporting. If the length is insufficient, 0 will be appended to the Employee ID.
- ❖ **File Format:** Set the file format of the exported file (Excel, CSV, Txt).

Data Filter Setting

Format Setting	Data Filter Setting	Export Time Setting	Export Path Setting
	Filter By* Upload Time	Include Today* Yes	
	Department ----- Export all by default	Area ----- Export all by default	

- ❖ **Filter By:** Select Upload time to represent the time when the attendance data is uploaded to the software and select Punch time to represent the time when the user punches.
- ❖ **Include Today:** When exporting a file, select **Yes** to indicate that the data exported is included in the data of today, and select **No** to indicate that the data exported is not included the data of that particular day.
- ❖ **Department:** Click ▾ to select the Department to export. If the Department is not selected, the attendance data of all the departments will be auto exported.
- ❖ **Area:** Click ▾ to select the area to export. If the area is not selected, the attendance data of all the areas will be exported.

Export Time Setting


Format Setting	Data Filter Setting	Export Time Setting	Export Path Setting
		Policy By Interval	
		Interval* 0 Minutes	

Format Setting	Data Filter Setting	Export Time Setting	Export Path Setting
		Policy By Timing	
		Frequency* Daily	Day* 1
		Time Point* 00:01 HH:mm	

- ❖ **Policy:** Select export by interval or by timing.
- ❖ **Interval:** Set the export interval.
- ❖ **Frequency:** Set the export frequency. The export time-frequency can be set on a monthly/weekly/daily basis. According to the selected frequency, set the date and time.
- ❖ **Time Point:** Set the export time.

Export Path Setting

Format Setting	Data Filter Setting	Export Time Setting	Export Path Setting
Export Path	AutoExport	Email	
FTP Server	-----	FTP Path	/Folder/

- ❖ **Export Path:** After entering the file name, a new folder will be created in `\files\temp` of the installation directory of the local computer to store all the exported files.
- ❖ **Email:** When an Email is set, it receives the exported file when it is exported.
- ❖ **FTP Path:** Set the name of the folder, which is the existing folder on the FTP server. The exported files will be saved in the corresponding folder under the FTP server in the file format of `"/ABC/"` (ABC is the existing folder on the FTP server).
- ❖ **FTP Server:** Click  to select the FTP server. When the attendance record is exported, the exported file will be saved on the FTP server.

After setting the export details, click **[Confirm]**.

Manual Export

After the automatic export settings are saved, you can export the attendance records in real-time by clicking **[Manual Export]** at the top of the list.

1. Select the set automatic export and click **[Manual Export]** to export the data manually.

Manual Export ×

Start Date*

End Date*


Query By* Upload Time

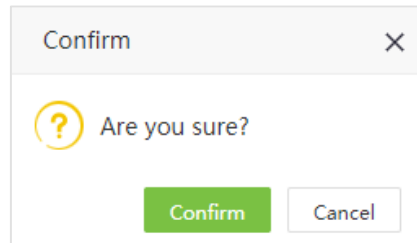
Note: This operation will cause the disabled task to be re-enabled

- ❖ **Start Date/End Date:** Set the export period.
- ❖ **Query By:** Select **Upload time** if you want to search by the time when the attendance data is uploaded to the software. Select **Punch time** if you want to search by the time when the user punches.

- After entering the details, click **[Confirm]** to export the attendance records.

Delete Auto Export Template

- In the auto export template, select the template and click **[Delete]** at the top of the template list, or click  in the same row of the template.



- Click **[Confirm]** to delete the selected template.

7.3.2 Auto Import

According to the time period and repetition frequency, employee information will be automatically imported.

Add Default Import Task

- Select **[System] > [Auto Import] > [Add Default]** to set the auto import details.


- ❖ **Code:** Serial number of the automatic import.
- ❖ **Task Name:** Enter the name of auto import.
- ❖ **Company:** Select the company of task.
- ❖ **Import Data Type:** Select the type of imported data. Currently, only personnel information is supported.
- ❖ **Field:** Select the fields included in the download template.
- ❖ **Existing Data:** Choose whether to override or ignore existing data.
- ❖ **Download Template:** Download the template for importing personnel information.
- ❖ **Enable:** Enable or disable automatic import tasks.

Import Time Setting

The image displays two screenshots of the 'Import Time Setting' dialog box. The top screenshot shows the 'Import Time Setting' tab selected, with the 'Policy' dropdown set to 'By Interval'. Below it, the 'Interval*' field is set to '0' and the unit is 'Minutes'. The bottom screenshot shows the same dialog box with the 'Policy' dropdown set to 'By Timing'. In this view, the 'Frequency*' dropdown is set to 'Daily', the 'Day*' dropdown is set to '1', and the 'Time Point*' field is set to '00:01' with the unit 'HH:mm'.

- ❖ **Policy:** Select to export by interval or by timing.
- ❖ **Interval:** Set the import interval.
- ❖ **Frequency:** Set the import frequency. The import time-frequency can be set on a monthly/weekly/daily basis. According to the selected frequency, set the date and time.
- ❖ **Time Point:** Set the import time.

Import Path Setting

- ❖ **FTP Server:** Click  to select the FTP server. After the template is filled in the personnel information and stored in the FTP server, the personnel information can be imported into the system.
- ❖ **FTP Path:** Set the name of the folder, which is the existing folder on the FTP server. The imported files need to be saved in the corresponding folder under the FTP server in the file format of "/ABC/" (ABC is the existing folder on the FTP server).
- ❖ **Import Path:** Enter the local storage path of the personnel information document.
- ❖ **Archived Path:** The personnel information document imported into the system will be backed up in this path.

2. After setting the export details, click **[Confirm]**.

Add User Define Import Task

1. Select **[System] > [Integration] > [Auto Import] > [Add User Define]** to set the auto import details.

- ❖ **Code:** Serial number of the automatic import.
- ❖ **Task Name:** Enter the name of auto import.
- ❖ **Company:** Select the company of task.
- ❖ **Import Data Type:** Select the type of imported data. Currently, only personnel information is supported.
- ❖ **Existing Data:** Choose whether to override or ignore existing data.
- ❖ **Enable:** Enable or disable automatic import tasks.
- ❖ **Field & Excel col Setting:** Set the column order corresponding to the fields in the personnel information document. The corresponding column of the field not included in the personnel information document should be empty.

Import Time Setting

The image displays two screenshots of the 'Import Time Setting' dialog box. The top screenshot shows the 'Import Time Setting' tab selected, with the 'Policy' dropdown set to 'By Interval'. Below it, the 'Interval*' field is set to '0' and the unit is 'Minutes'. The bottom screenshot shows the same dialog box with the 'Policy' dropdown set to 'By Timing'. In this view, the 'Frequency*' dropdown is set to 'Daily', the 'Day*' dropdown is set to '1', and the 'Time Point*' field is set to '00:01' with the unit 'HH:mm'.

- ❖ **Policy:** Select to export by interval or by timing.
- ❖ **Interval:** Set the import interval.
- ❖ **Frequency:** Set the import frequency. The import time-frequency can be set on a monthly/weekly/daily basis. According to the selected frequency, set the date and time.
- ❖ **Time Point:** Set the import time.

Import Path Setting


Import Time Setting Import Path Setting

FTP Server: -----

FTP Path: /Folder/
Support excel(.xlsx/.xls)

Import Path: E:/Folder/
Support excel(.xlsx/.xls)

Archived Path*: E:/Folder/

- ❖ **FTP Server:** Click  to select the FTP server. After the template is filled in the personnel information and stored in the FTP server, the personnel information can be imported into the system.
- ❖ **FTP Path:** Set the name of the folder, which is the existing folder on the FTP server. The imported files need to be saved in the corresponding folder under the FTP server in the file format of "/ABC/" (ABC is the existing folder on the FTP server).
- ❖ **Import Path:** Enter the local storage path of the personnel information document.
- ❖ **Archived Path:** The personnel information document imported into the system will be backed up in this path.

2. After setting the export details, click **[Confirm]**.

7.4 Log

7.4.1 User Log

The log displays all the operational log records in the system.

Select **[System]** > **[Log]** > **[User Log]** to access the Log interface.

User	IP Address	Action Time	Action	Content Type	Object	Status	Describe
ad..	192.168.218...	2021-03-25 09:0...	Login	User	admin	Succ...	
ed...	127.0.0.1	2021-03-25 08:5...	Login	User	admin	Succ...	
ad..	192.168.218...	2021-03-24 17:2...	Chan...	Employee	8888 Stark	Succ...	Self-Password[ggQbL7V0u4h8AuAg1tq1fdav28GWW5AUUcpG54F->None],APP Status[0->None],AP...
ad..	192.168.218...	2021-03-24 17:1...	Chan...	Employee	7777 Lisa	Succ...	Self-Password[UGcWY6v6hFHyDyplLaceRv-VY12taLZUuWkVly->None],APP Status[0->None],APP B...
ad..	192.168.218...	2021-03-24 17:1...	Chan...	Employee	1223 Wayne	Succ...	Self-Password[BelyUhwAs4qHkCRvvtg1Zz4YgOj5GhRO9DQ5u8->None],APP Status[0->None],AP...
ad..	192.168.218...	2021-03-24 17:1...	Chan...	Employee	1102 Bob	Succ...	Self-Password[7Vkl3eYnd4Fzt5vthfEmByqYnVhZzqPMuxkmR18vvO->None],APP Status[0->None],APP ...
ad..	192.168.218...	2021-03-24 14:5...	Delete	Public Mess...	PublicMessage object:PublicMessage object:PublicMessage object:PublicMess...	Succ...	
ad..	192.168.218...	2021-03-24 14:5...	Add	Public Mess...		Succ...	Start Time=2021-03-24 14:56:36Duration=1Content=Hello
ad..	192.168.218...	2021-03-24 14:4...	Add	Public Mess...		Succ...	Start Time=2021-03-24 14:40:35Duration=8Content=Hello World
ad..	192.168.218...	2021-03-24 14:4...	Chan...	Device	CGFD19296001	Succ...	Area[1->Not Authorized],Timezone[0->0],Attendance Device[1->1],Transfer Mode[1->1],Enable Acc...
ad..	192.168.218...	2021-03-24 14:3...	Delete	Public Mess...	PublicMessage object	Succ...	
ad..	192.168.218...	2021-03-24 13:3...	Login	User	admin	Succ...	
ad..	192.168.218...	2021-03-24 09:2...	Chan...	Employee	9999 Lucy	Succ...	First Name[il8qqqg->Lucy],Self-Password[pbkdf2_sha256\$36000\$ZCVUicDTgix5pvaUcFtdbKHcCl...
ad..	192.168.218...	2021-03-24 09:2...	Chan...	Employee	8888 Stark	Succ...	First Name[ocp6ki->Stark],Self-Password[pbkdf2_sha256\$36000\$8E:G5Mwgh7W5f6dmEHg5A563z...
ad..	192.168.218...	2021-03-24 09:2...	Chan...	Employee	1223 Wayne	Succ...	First Name[YBM->Wayne],Self-Password[FLUULBtCyID0yvwYtEUDV5B5X5KLEJdHZqg->None],Acc...
ad..	192.168.218...	2021-03-24 09:2...	Chan...	Employee	1102 Bob	Succ...	First Name[lflqp->Bob],Self-Password[pbkdf2_sha256\$36000\$9blyU77WzAJ5mVGdPflWwhA4DP2Cz...
ad..	192.168.218...	2021-03-24 09:2...	Chan...	Employee	7777 Lisa	Succ...	First Name[->Lisa],Self-Password[pbkdf2_sha256\$36000\$T4hw8Dx74AH5oDdKog-ITQm9\$5mFqG...
ad..	192.168.218...	2021-03-24 09:2...	Chan...	Employee	002 Nancy	Succ...	First Name[none->Nancy],Self-Password[teZaqr1r1oCctesSu86P-yyyynD7Mia777wVWS->None...
ad..	192.168.218...	2021-03-24 09:1...	Login	User	admin	Succ...	

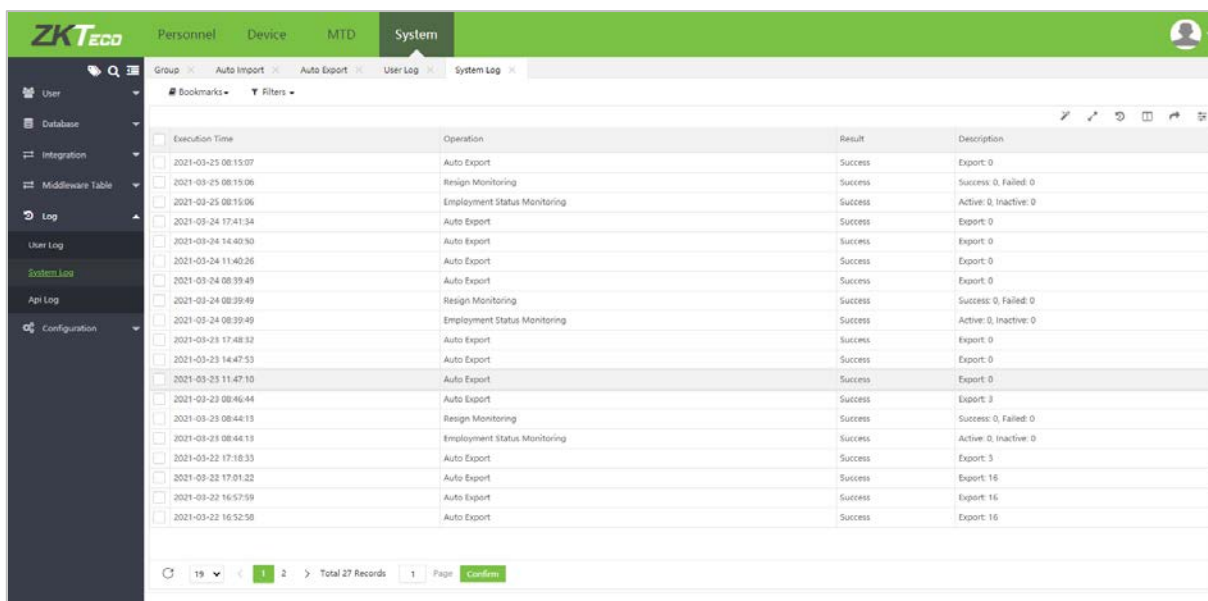
The following are the main contents of the log:

- ❖ **User:** The user who operated.
- ❖ **IP Address:** The IP address of the computer which is used by the user.
- ❖ **Action Time:** The actual time in which the user performed some operation.
- ❖ **Action:** The operation performed by the user.
- ❖ **Content-Type:** The content type of the operation.
- ❖ **Object:** The object of the operation.
- ❖ **Describe:** The description of the operation.

7.4.2 System Log

The log displays all the system log records in the system.

Select **[System]** > **[Log]** > **[System Log]** to access the Log interface.



7.4.3 API Log

The log displays all the API log records in the system.

Select **[System]** > **[Log]** > **[API Log]** to access the Log interface.



7.5 Configuration Settings

7.5.1 Email Setting

1. Select **[System]** > **[Configuration]** > **[System Setting]** > **[Email Settings]**.
2. The email setting is used to trigger an alert when the specific value set by the administrator has crossed the limit.

Note: The domain name of the E-mail address and E-mail sending server (outgoing server) must be the same. For example, the Email address is test@yahoo.com, and the E-mail sending server must be smtp.mail.yahoo.com.

Obtain the mail server details and fill it accordingly. An example is shown below.

The screenshot shows the ZKTECO System Setting page for Email Settings. The page has a green header with the ZKTECO logo and navigation tabs for Personnel, Device, MTD, and System. A left sidebar contains various system settings categories. The main content area is titled 'Email Settings' and includes the following fields and controls:

- SMTP Server:** A text input field containing 'smtp.zkteco.com'.
- Port:** A text input field containing '25'.
- Enable TLS:** A checked checkbox.
- Email Account:** A text input field containing 'mike.wei@zkteco.com'.
- Password:** A password input field with masked characters.
- Account Name:** A text input field containing 'Mike'.
- Enable:** A toggle switch set to 'Yes'.
- Buttons:** Three buttons labeled 'Save', 'Test', and 'Clear'.

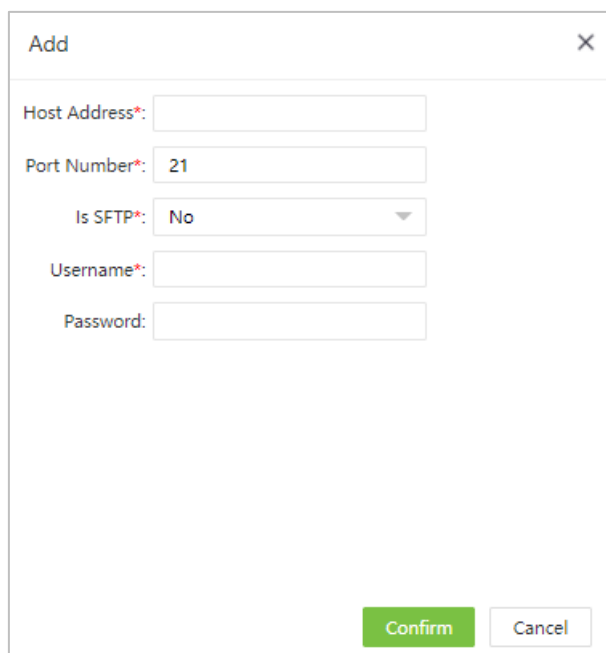
- ❖ **SMTP Server:** Enter the Email sending Server address.
- ❖ **Port:** Port of the email sending server.
- ❖ **Email Account:** Enter the email account.
- ❖ **Password:** Enter the One-time random authorization password from the mailbox provider.
- ❖ **Account Name:** Set your name and the sender name.
- ❖ **Enable:** Set the email account status to enable or disable.

Note: The password is a one-time random authorization password provided by the email service provider.

7.5.2 FTP Settings

Add FTP Server

Select **[System]** > **[Configuration]** > **[FTP Settings]** > **[Add]**.



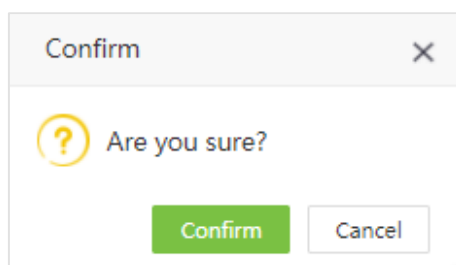
- ❖ **Host Address:** Enter the FTP Server address.
- ❖ **Port Number:** Enter the FTP server port number.
- ❖ **Authentic Method:** Enter the authentication method to access the FTP server.
- ❖ **Username:** Enter FTP Server's Username.
- ❖ **Password:** Enter the FTP server's Password.

The FTP Settings can be used to transfer the files exported by the software to the specified FTP server for data transfer.

Note: Click the FTP server or the  in the same row of the FTP server.


Delete FTP Server

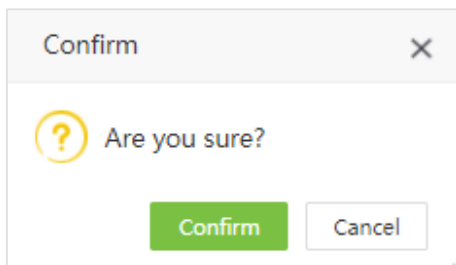
1. In the FTP list, select the FTP server and click **[Delete]** at the top of the FTP server list, or click  in the same row of the FTP server.



2. Click **[Confirm]** to delete the selected FTP server.

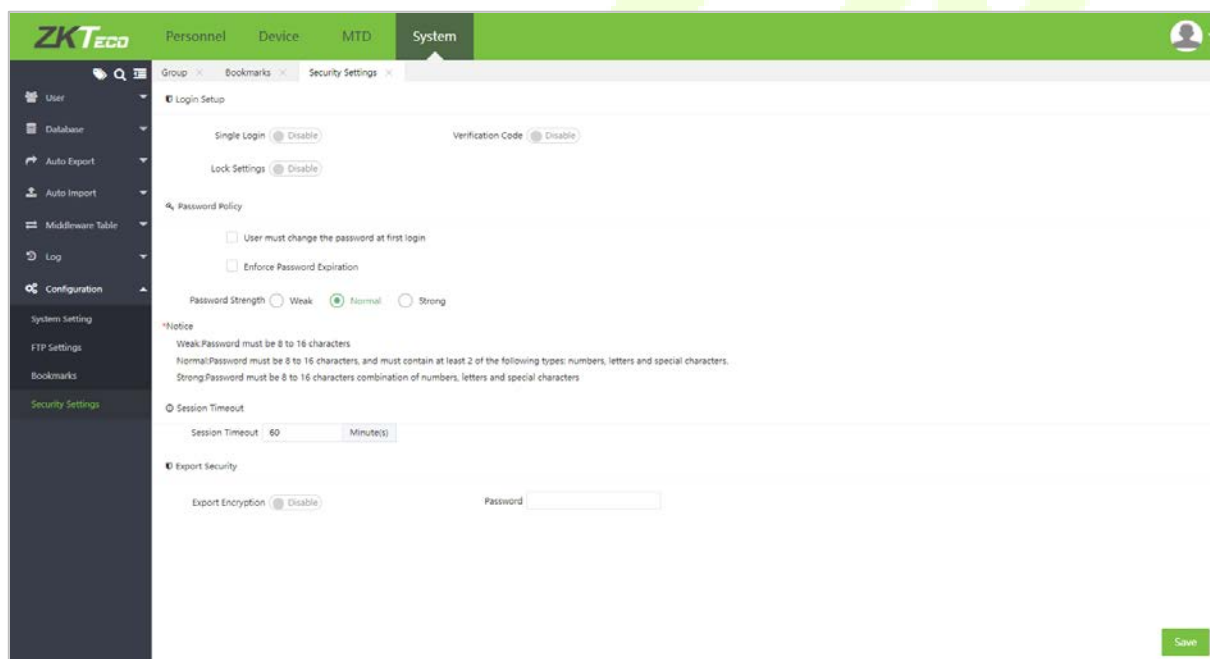
Delete Bookmark

- In the bookmarks list, select the bookmark and click **[Delete]** at the top of the bookmarks list, or click  in the same row of the bookmark.



- Click **[Confirm]** to delete the selected bookmark.

7.5.5 Security Setting



Login Setup

- Single Login**

If it is enabled, then the software will forbid system users to log in to the software from multiple places. This feature is only for the system administrator login. For self-service, multiple logins are not allowed by default.

- Verification Code**

If it is enabled, then while log in to the software, users need to fill in the QR code. Here the users can set the length and valid duration of the verification code.

- **Failed Locked**

If it is enabled, if the user enters the login password incorrectly equal to the set login failed times within 24 hours, the system will lock the user and prohibit the user from login. After the set lock duration, the user can log in again.

Password Policy

- **User must change password at first login**

If it's enabled, then when the system users or employees login to the software for the first time, it is required to change the password and login to the software with the new password.

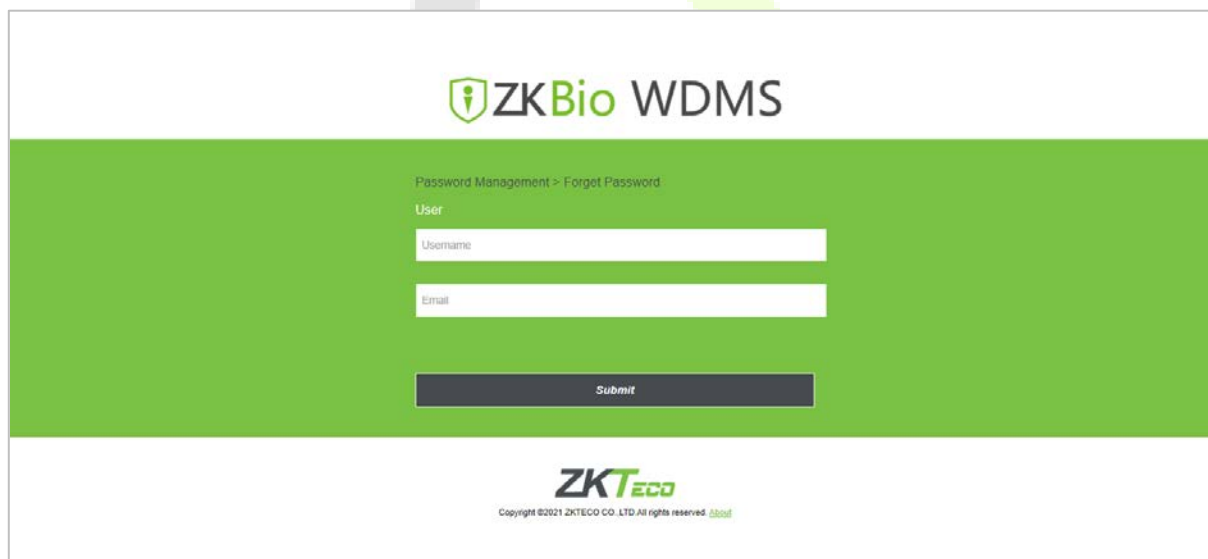
- **Enforce Password Expiration**

Users can set the expiration day of the password. Before the expiration date, the users need to change the password.

Forget Password

While forgetting the login password, users and personnel can click [**Forget Password**] on the login page to get a new password.

Enter the username and email address set in the software:



Password Management > Forget Password

User

Username

Email

Submit

ZKBio WDMS

ZKTECO

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The email of resetting the password will be sent to the corresponding email account.

Reset Password

Please click Reset Password to reset your password. The link will be expired in 2 hours. If you have never requested a password reset, please ignore this email, and your password will remain the same.

[Reset Password](#)

Users need to click the link in the email within 2 hours to get the new password.

Then the user will receive an email with the new password, and the user will be able to log in to the software according to the password in the email.

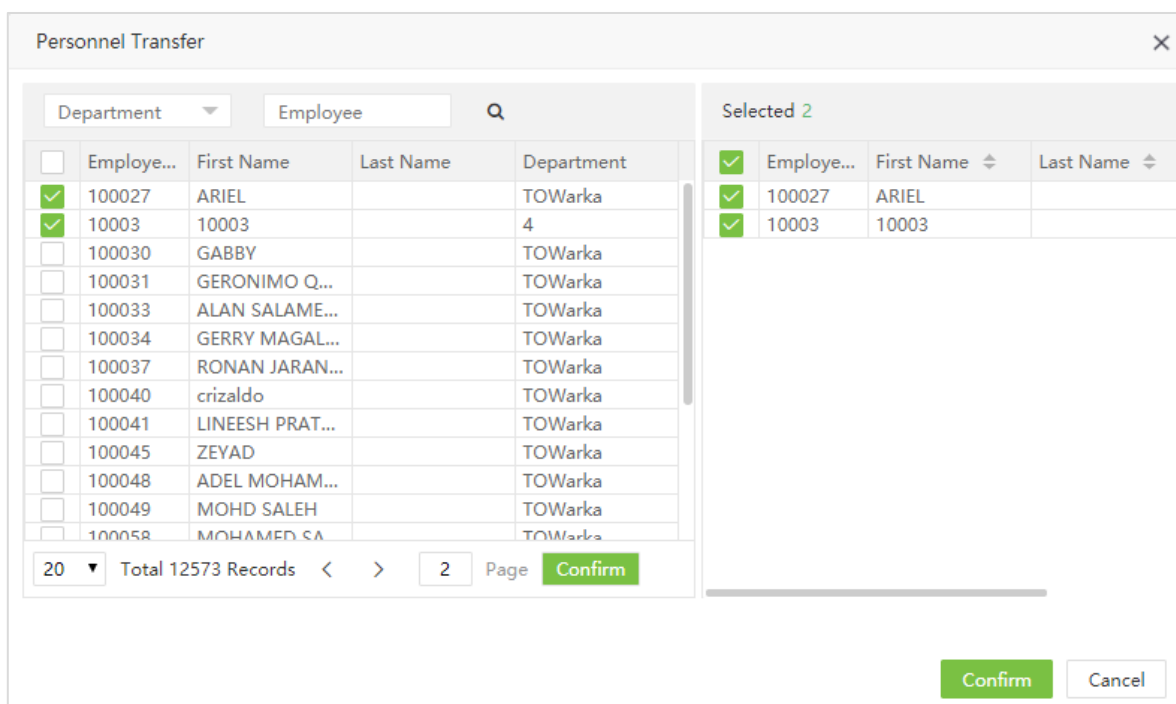


8 Appendices

8.1 Personnel Selection

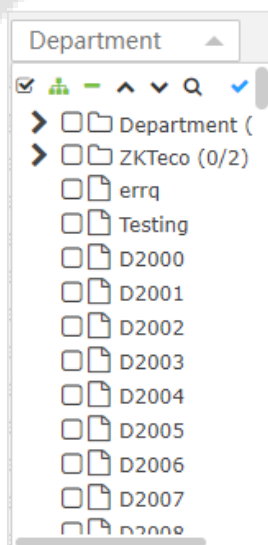
An example to adjust an employee to an area is shown below:


Select **[Personnel] > [Organization] > [Area] > [Personnel Transfer]**.

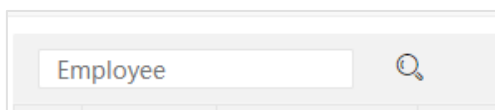


You can search for employees in two ways:

- ❖ **Search by Department:** Click the Department search box to search the corresponding Department. Click the Master to view all the employees in all the Departments. If only one of the departments is selected, all the employees in that Department will be displayed.



- ❖ **Search by ID/Name:** Enter the Employee ID or Name to be searched in the textbox and click . Then the related employee details will be displayed.



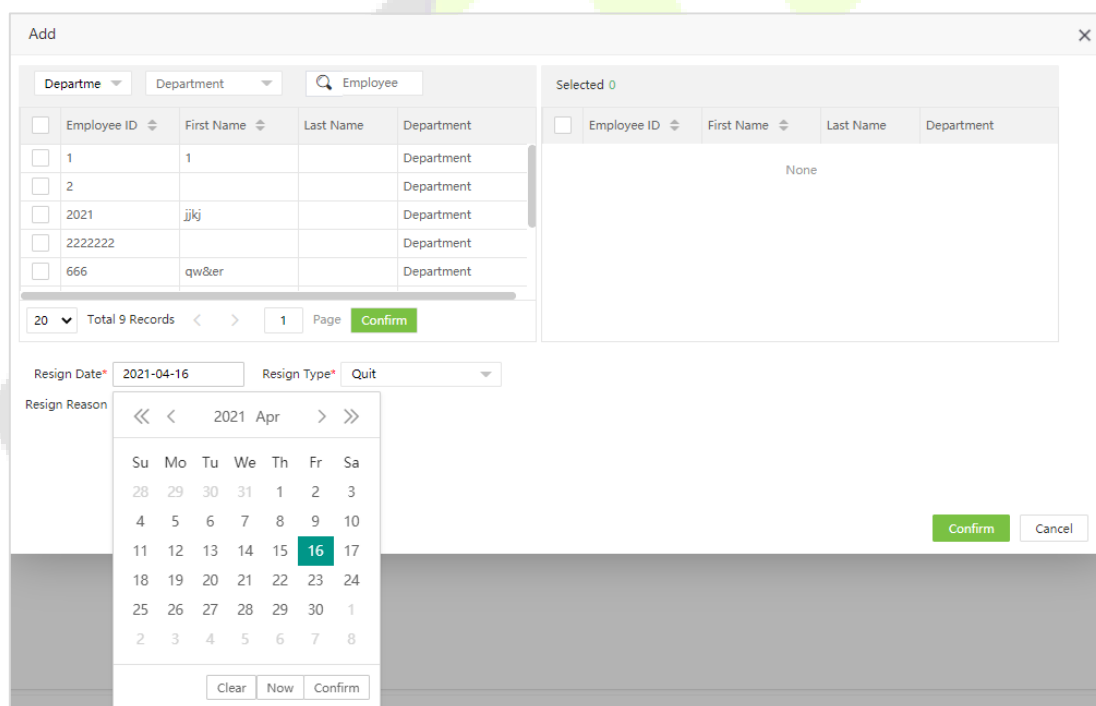
If the required employee is displayed in the selected employee's list and you need to delete one or more employees, deselect the checkboxes.

8.2 Date Selection

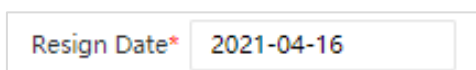
An example to select the date is shown below:

The system automatically displays the date selection window when you click the Date textbox as shown in the figure below.

1. Click the year on the top and select a year from the year list (by default, the system displays the current year).
2. Click the month and select a month from the month list (by default, the system displays the current month).



3. Select the required date in the date selection box.
4. Click Confirm. The selected date is displayed to the right of the Resignation Date, as shown in the figure below.



- ❖ **Now:** Click **Now** to set the current date.
- ❖ **Clear:** Click **Clear** to clear the selected date if you want to re-select the date.

8.3 Import

An example to import an employee data is shown below, and there are two ways to import.

Import Using Template

1. Select **[Personnel] > [Employee] > [Employee] > [Import] > [Import Employee]**.

Import Employee

Company* Company

Import File* Choose File No file chosen

Language* English

Template Fields Employee ID x

User Defined Template No

item	Employee ID
Columns	1

Start From Row* 2

Overwrite No

Description

1. The header in the template file is required
2. The column 'Employee ID' is required fields
3. All column values should be in text format
4. The Card Number must be unique

[Download Template](#)

Confirm Cancel

2. In **Template Fields**, select the field of the template.

Import Employee

Company* Company

Import File* Choose File No file chosen

Language* English

Template Fields Employee ID x Loc

User Defined Template No

item	Employee
Columns	1

Start From Row*

Overwrite No

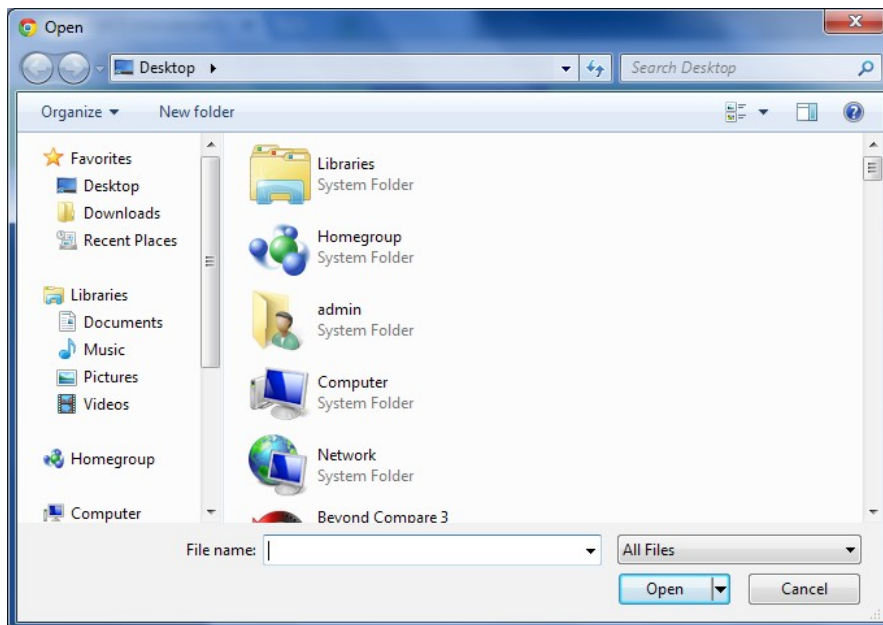
Description

1. The header in the t
2. The column 'Emp
3. All column values should be in text format
4. The Card Number must be unique

[Download Template](#)

Confirm Cancel

3. Click **[Download Template]** to download the template. Fill in the template and save the corresponding employee's information. You can use the employee import function to import the file (.xls file) to the system.
4. Click **[Choose File]**. A dialog box will open as shown in the figure below.



5. Select the file to be imported and click **[Open]** or directly double-click the file to be imported.
Note: Only **.xls** and **.csv** files can be imported.
6. Click **[Confirm]** to import the records.

User Defined Template

Import Employee

Company* Company

Import File* **Choose File** No file chosen Language* English

Template Fileds Employee ID x Loc User Defined Template Yes

item	Employee ID	Local Name	Department Code	Position Code	Department Name	First Name	
Columns	1	2	3	4	5	6	

Start From Row* 2 Overwrite No

Description

1. The header in the template file is required
2. The column 'Employee ID' is required fields
3. All column values should be in text format
4. The Card Number must be unique

Confirm Cancel

1. Select **[Personnel] > [Employee] > [Employee] > [Import] > [Import Employee]**.

Enable the user defined template function.

Import Employee

Company* Company

Import File* Choose File No file chosen Language* English

Template Fields Employee ID x Loc

User Defined Template Yes

item	Employee ID	Local Name	Department Code	Position Code	Department Name	First Name
Columns	1	2	3	4	5	6

Start From Row* 2 Overwrite No

Description

1. The header in the template file is required
2. The column 'Employee ID' is required fields
3. All column values should be in text format
4. The Card Number must be unique

Confirm Cancel

2. In the **Template Fields**, select the required field of the template.

Import Employee

Company* Company

Import File* Choose File No file chosen Language* English

Template Fields Employee ID x Loc

User Defined Template No

item	Employee ID
Columns	1

Start From Row* Overwrite No

Description

1. The header in the t
2. The column 'Emplo
3. All column values should be in text format
4. The Card Number must be unique

Download Template

Confirm Cancel

3. Adjust the fields order in the table to be consistent with that of the imported file.

Import Employee
✕

Company* Company ▾

Import File* Choose File No file chosen Language* English ▾

Template Files Employee ID ✕ Loc ▾ User Defined Template Yes

item	Employee ID	Local Name	Department Code	Position Code	Department Name	First Name
Columns	1	2	3	4	5	6

Start From Row* 2 Overwrite No

Description

1. The header in the template file is required
2. The column 'Employee ID' is required fields
3. All column values should be in text format
4. The Card Number must be unique

Confirm
Cancel

4. Set the starting **Row** by importing data

Import Employee
✕

Company* Company ▾

Import File* Choose File No file chosen Language* English ▾

Template Files Employee ID ✕ Loc ▾ User Defined Template Yes

item	Employee ID	Local Name	Department Code	Position Code	Department Name	First Name
Columns	1	2	3	4	5	6

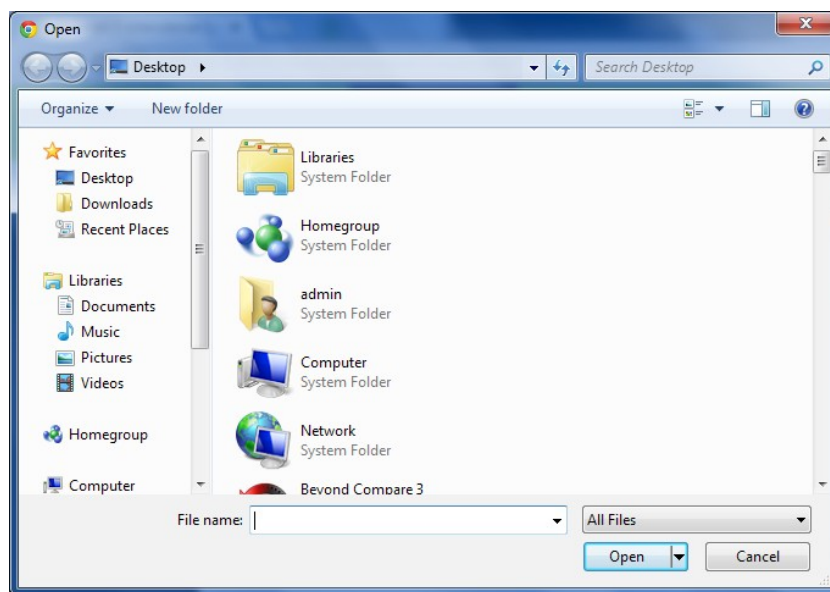
Start From Row* 2 Overwrite No

Description

1. The header in the template file is required
2. The column 'Employee ID' is required fields
3. All column values should be in text format
4. The Card Number must be unique

Confirm
Cancel

5. Click [**Choose File**]. A dialog box will open as shown in the figure below.



6. Select the file to be imported and click **[Open]** or directly double-click the file to be imported.

Note: Only **.xls** and **.csv** files can be imported.


7. Click **[Confirm]** to import the records.

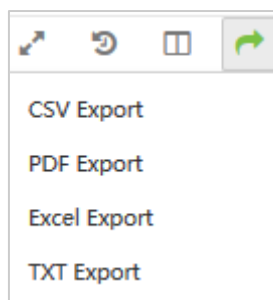
Notes:

- A table header is required for importing the templates.
- Employee ID, First Name, and Department No. are mandatory. Other fields are optional.
- The card number must be unique.
- All the values should be in text format.

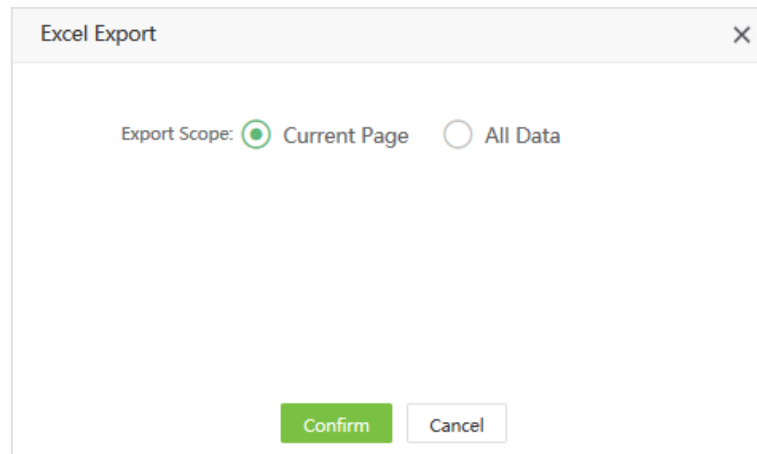
8.4 Export

An example to export employee’s list is shown below:

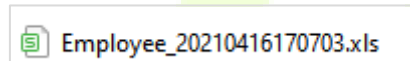
1. Select **[Personnel]** > **[Employee]** and click  the top right corner of the screen. The exporting options are shown below:



2. File Type: if you want to export the file in Excel format, select **Excel Export**.




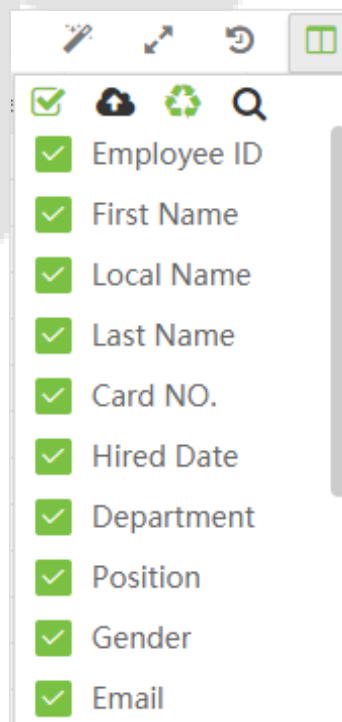
- ❖ Select "**Current Page**" to export the data for the current page.
 - ❖ Select "**All Data**" to export all the data.
3. Click [**Confirm**] to set the export path. Under the corresponding path, the file will be successfully exported, as shown in the figure below:




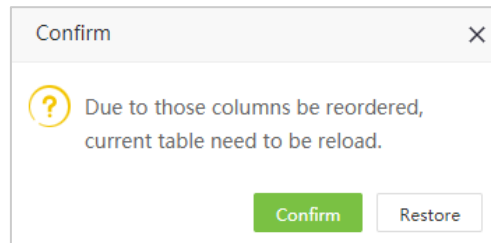
8.5 Custom Display Fields

Take the Employee's list as an example:

Select [**Personnel**] > [**Employee**] and click  on the top right corner of the screen, the field selection window will pop-up as shown below:




You can adjust the display order and decide whether the fields need to be displayed or not (checked means it will be displayed, un-checked means it will not be displayed). When adjusting the order, simply move the cursor to the field to be moved, and then drag the field to move the order when the  appears after the field. After adjusting the order, click Confirm to reorder the fields.



8.6 Adaptive Column Width

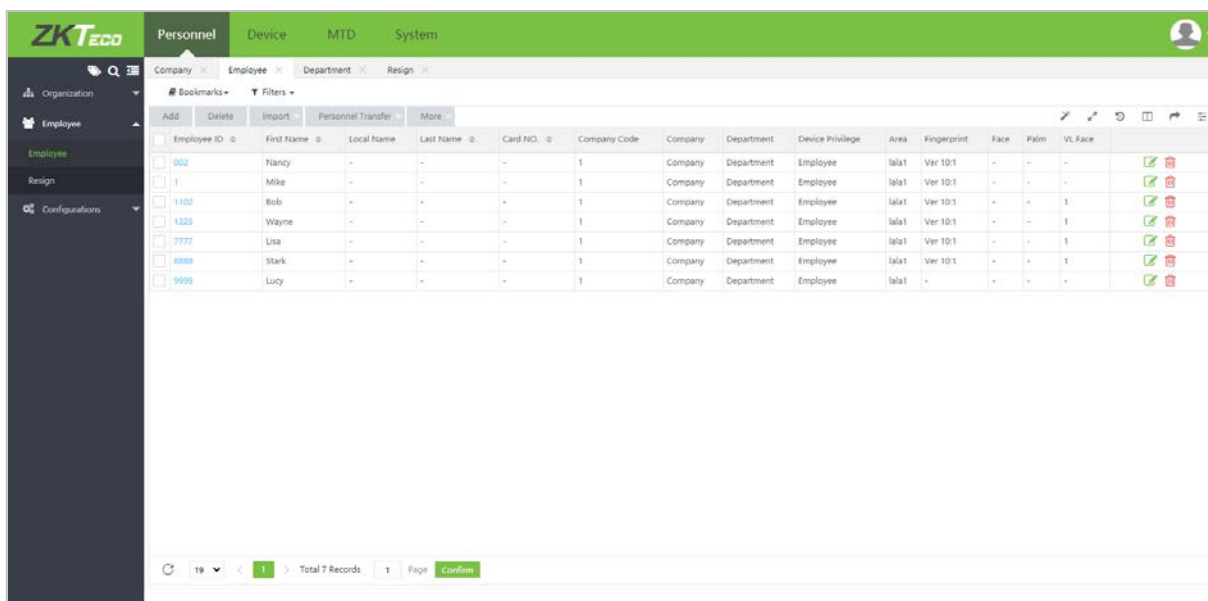
The column width can be set to the optimal width.

1. After setting the number of fields to be displayed, click  and choose **[Best Fit]** to adjust the column width, as shown in the figure below:

The screenshot shows the ZKTECO Personnel management interface. The top navigation bar includes "Personnel", "Device", "MTD", and "System". The main content area displays a table of employee records with columns for Employee ID, First Name, Local No., Last Name, Card NO., Company, Department, Device Priv., Ar., Finger, Fa., Pal., VS, and Fa. The table contains 7 rows of data. At the bottom, there is a pagination control showing "19" records, "Total 7 Records", and a "Page" dropdown set to "1". A green "Confirm" button is visible at the bottom right of the table area.

Employee ID	First Name	Local No.	Last Name	Card NO.	Company	Departm.	Device Priv.	Ar.	Finger	Fa.	Pal.	VS	Fa.
002	Nancy	-	-	-	1	Compa...	Departm...	Employee	lat...	Ver 10.1	-	-	-
1	Mike	-	-	-	1	Compa...	Departm...	Employee	lat...	Ver 10.1	-	-	-
1102	Bob	-	-	-	1	Compa...	Departm...	Employee	lat...	Ver 10.1	-	-	1
1223	Wayne	-	-	-	1	Compa...	Departm...	Employee	lat...	Ver 10.1	-	-	1
7777	Lisa	-	-	-	1	Compa...	Departm...	Employee	lat...	Ver 10.1	-	-	1
8888	Stark	-	-	-	1	Compa...	Departm...	Employee	lat...	Ver 10.1	-	-	1
9999	Lucy	-	-	-	1	Compa...	Departm...	Employee	lat...	-	-	-	-

2. Click **[Best Fit With Scale]** to adjust the columns with the best ratio, as shown in the figure below:

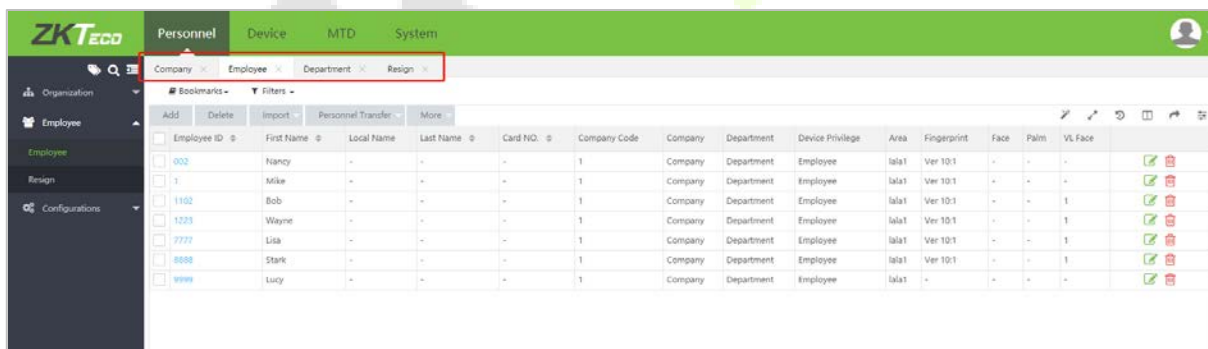


8.7 Multi-Label Function

You can navigate to any module by clicking the opened labels. There is no need to go back or refresh the page. With this multi-label function, the data loss can be prevented even if navigating to other pages.

Take the Personnel module as an example:

1. Click **[Personnel]** to open the Personnel module. When you open any menu, you can see the opened menu label at the top of the page, as shown in the below image:

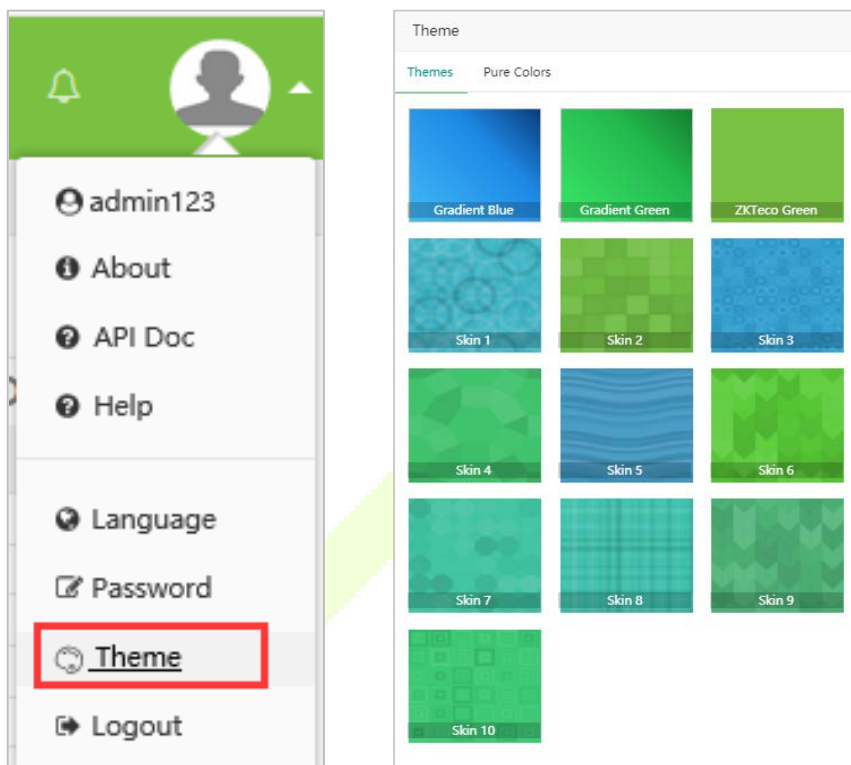


2. The menu can be switched randomly. When switching, the data which is entered will not be refreshed.

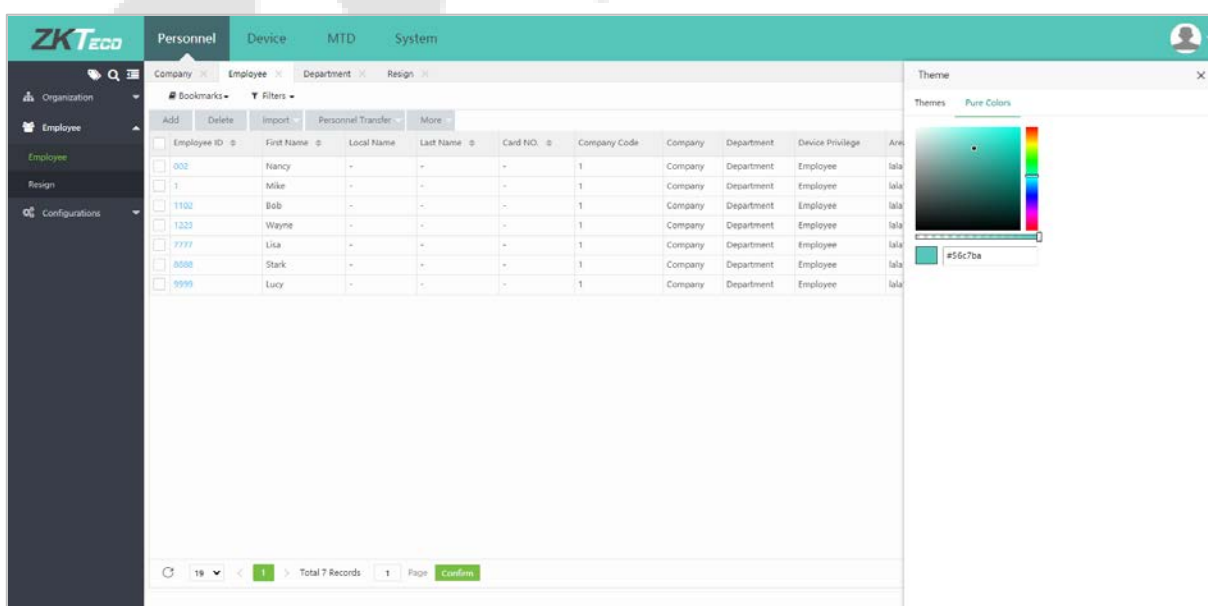
8.8 Custom Theme

You can change the theme color and background pattern.

1. Click the  at the top right of the page and select **Theme** to set the theme color.



2. Click **[Themes]** to select the background of the menu. Then click **[Pure Colors]** to customize the theme color. Then click **Change** to apply the color effects.

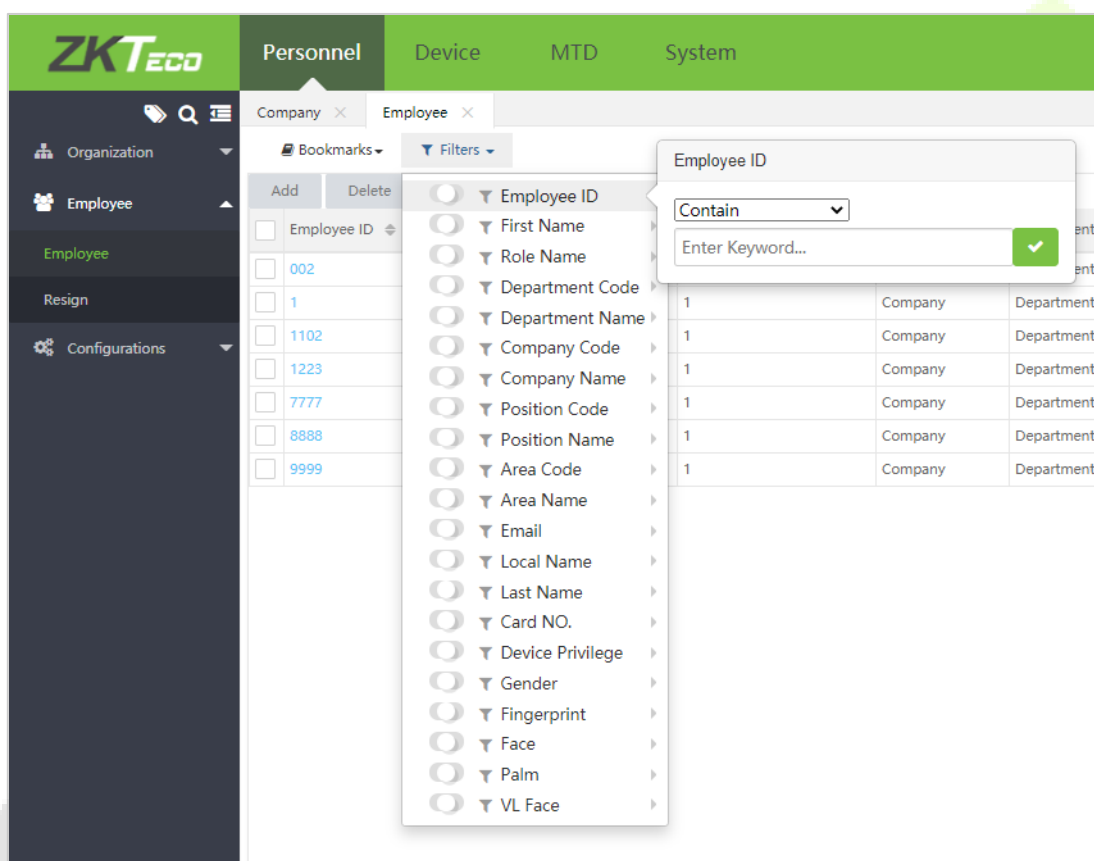


8.9 Filter Search Function


You can filter and search all the results in this software.

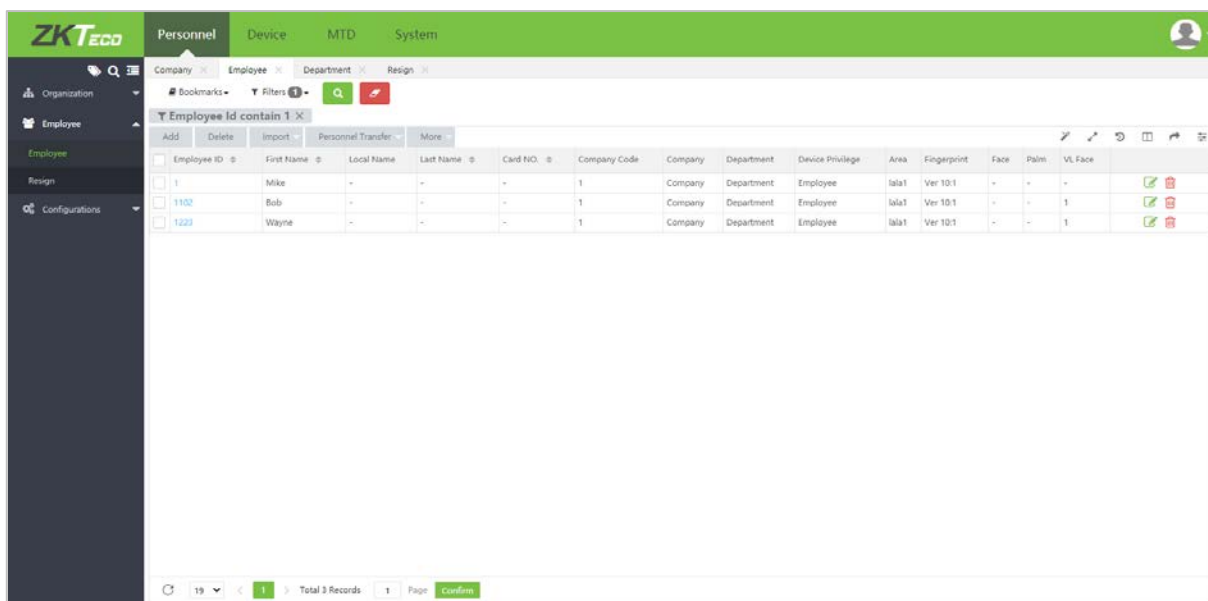
Take the Employee list as an example. Click **[Personnel]** > **[Employee]** > **[Employee]** to view the Employee's list.

1. In the Filters section, enter the keyword such as Employee ID (The toggle button moves to the right to indicate that the search has been filtered, and to the left to indicate that the search has been excluded).




2. Select from the search criteria: Exact search, Start field, End field, Include, One of, or Regular expression.

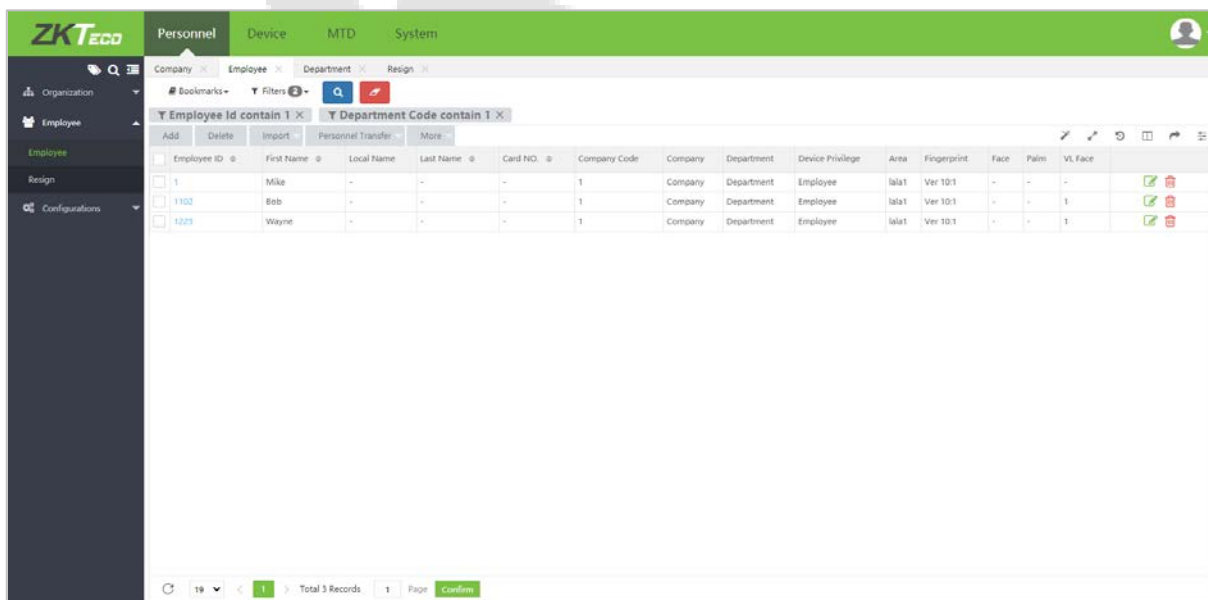
In this example, an employee with an Employee ID as 3 is being searched. Enter "3" and click . The filtered result will be displayed as shown below:



Multiple Search

- Multiple search criteria can also be selected, but the same field and the same criteria can only be selected once.
- Click Clear Filter to clear the search criteria.
- In the search term that appears at the top of the employee’s list, click  to toggle whether the search term is filtered or excluded.

For example, set multiple query conditions as follows:

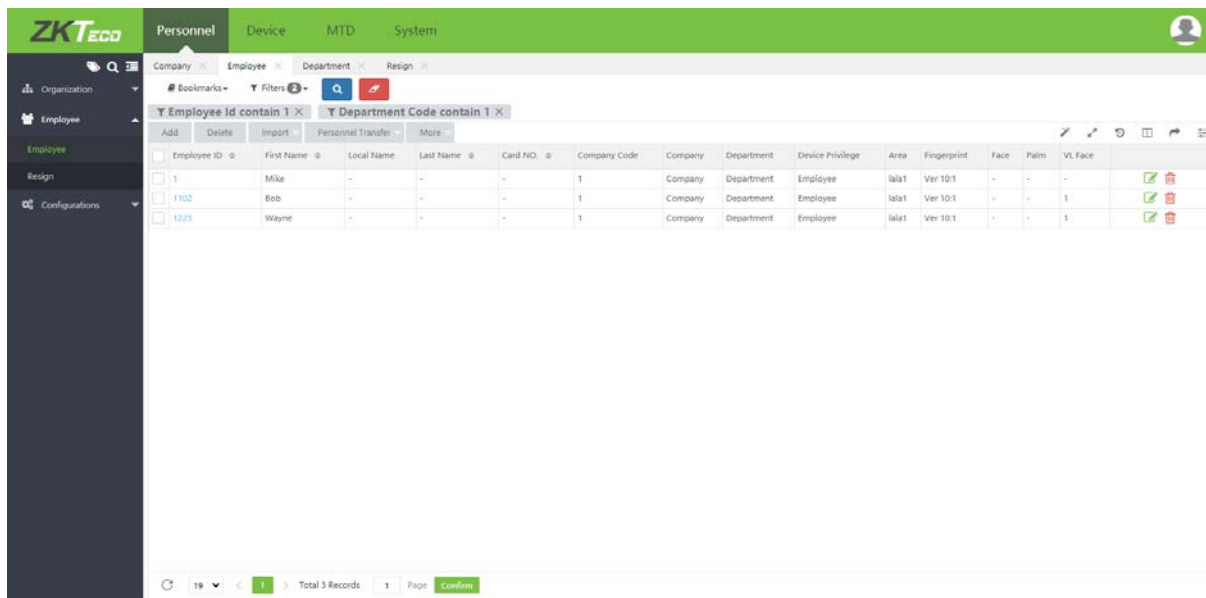


Note: The filter function under each menu in the system is similar. But the difference lies in the field settings.

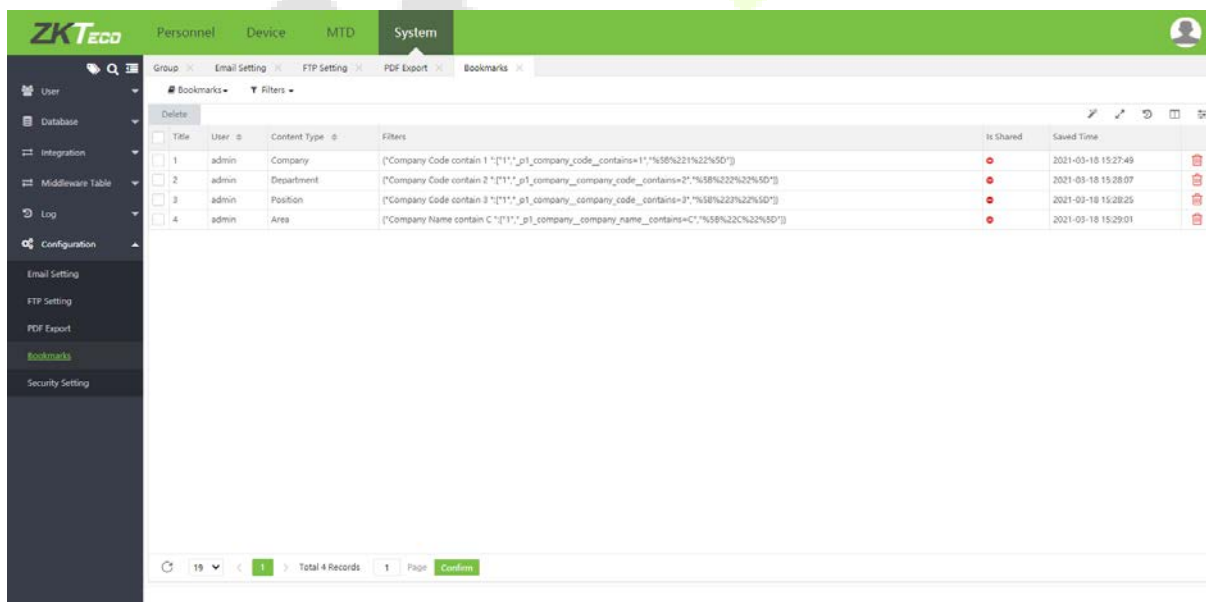
8.10 Custom Bookmark

You can customize a variety of filter combinations and save them as bookmarks. By the next time, you can open the existing bookmarks to filter the data.

1. When multiple filters are set, the page will be displayed as shown below:




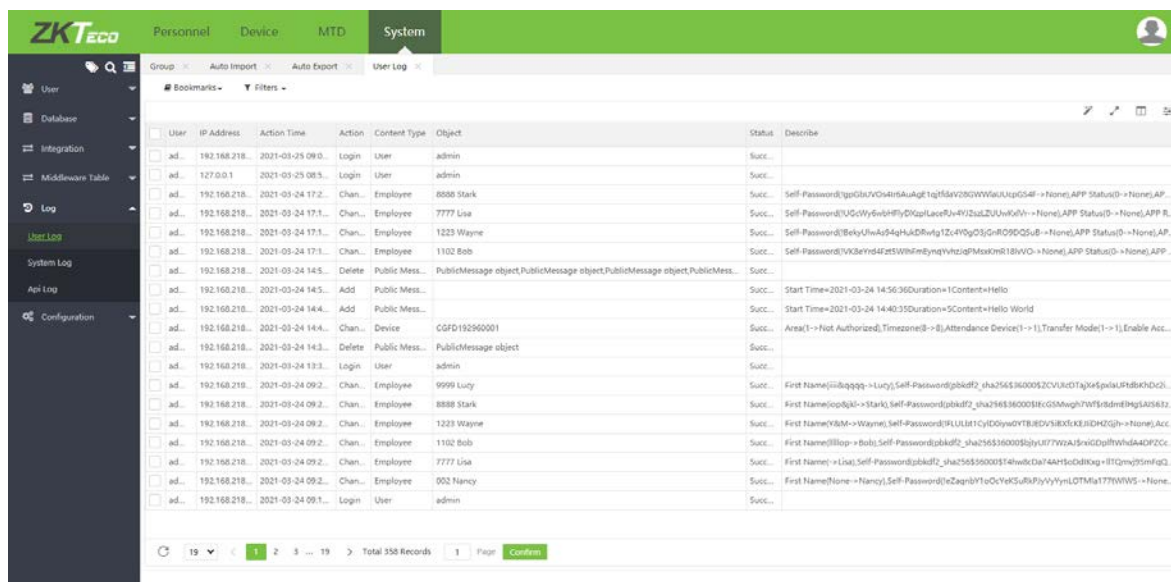
2. Click Bookmarks, select **[New Bookmark]**. Enter the bookmark name and click **[Save]**. The saved bookmarks can be seen under the Bookmarks menu.



8.11 Log View

An example to view operational logs is shown below:

Select **[System]** > **[Log]** > **[User Log]**. Click  on the top right corner to access the Logs as shown in the figure below.



User	IP Address	Action Time	Action	Content Type	Object	Status	Describe
ad...	192.168.218...	2021-03-25 09:0...	Login	User	admin	Succ...	
ad...	127.0.0.1	2021-03-25 08:5...	Login	User	admin	Succ...	
ad...	192.168.218...	2021-03-24 17:2...	Chan...	Employee	8888 Stark	Succ...	Self-Password[tpG0iaVVO4tr5AuaAgE1qf58avz80VWuUipG54F -> None],APP Status[0 -> None],AP...
ad...	192.168.218...	2021-03-24 17:1...	Chan...	Employee	7777 Lisa	Succ...	Self-Password[Ug0WY6vkhHfYDQapLaceRj=4V2aLZUu+K6V -> None],APP Status[0 -> None],APP R...
ad...	192.168.218...	2021-03-24 17:1...	Chan...	Employee	1223 Wayne	Succ...	Self-Password[BekyUhwA94gHukDFvlg1Zc4V0gO3GnR09DQ5B -> None],APP Status[0 -> None],AP...
ad...	192.168.218...	2021-03-24 17:1...	Chan...	Employee	1102 Bob	Succ...	Self-Password[Vk3eVnd4f2t5WmFmymVhtzqPMxkmR18WVO -> None],APP Status[0 -> None],APP...
ad...	192.168.218...	2021-03-24 14:5...	Delete	Public Mess...	PublicMessage object,PublicMessage object,PublicMessage object,PublicMess...	Succ...	
ad...	192.168.218...	2021-03-24 14:5...	Add	Public Mess...		Succ...	Start Time=2021-03-24 14:56:36Duration=1Content=Hello
ad...	192.168.218...	2021-03-24 14:4...	Add	Public Mess...		Succ...	Start Time=2021-03-24 14:40:35Duration=5Content=Hello World
ad...	192.168.218...	2021-03-24 14:4...	Chan...	Device	CGFD192960001	Succ...	Area[1 -> Not Authorized],Timezone[0 -> B],Attendance Device[1 -> 1],Transfer Mode[1 -> 1],Enable Acc...
ad...	192.168.218...	2021-03-24 14:3...	Delete	Public Mess...	PublicMessage object	Succ...	
ad...	192.168.218...	2021-03-24 13:3...	Login	User	admin	Succ...	
ad...	192.168.218...	2021-03-24 09:2...	Chan...	Employee	9999 Lucy	Succ...	First Name[00000000 -> Lucy],Self-Password[gbkdf2_sha256\$362005ZCvUKDTajXr6pauFm8kxhDQ...
ad...	192.168.218...	2021-03-24 09:2...	Chan...	Employee	8888 Stark	Succ...	First Name[0p0k0 -> Stark],Self-Password[gbkdf2_sha256\$360005HcGSMwgh7vVf5rdmHqLA0632...
ad...	192.168.218...	2021-03-24 09:2...	Chan...	Employee	1223 Wayne	Succ...	First Name[Y&M -> Wayne],Self-Password[PLULit1CyID0ym6YTB8EDv38XUKEjDhZGg -> None],Acc...
ad...	192.168.218...	2021-03-24 09:2...	Chan...	Employee	1102 Bob	Succ...	First Name[0lop -> Bob],Self-Password[gbkdf2_sha256\$360005qjhuU77WZAj5nGduflWhda4DFCc...
ad...	192.168.218...	2021-03-24 09:2...	Chan...	Employee	7777 Lisa	Succ...	First Name[0 -> Lisa],Self-Password[gbkdf2_sha256\$360005T4hwkDa74AH5cDdKag -> 0TQm935nFgQ...
ad...	192.168.218...	2021-03-24 09:1...	Login	User	admin	Succ...	First Name[None -> Nancy],Self-Password[teZagnbY1eOvYk5uR7yYyYmL0TMa1779WWS -> None...

Notes:

- The Logs interface displays only the operation logs of the current operation module.
- You can view all log records in Log under the System module.

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