

# USER MANUAL

ZKTime.Net 3.0

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# About This Manual

This document introduces the installation and uninstallation of the ZKTime.Net 3.0, and describes the user interface and menu operations of this software.

**Note:** Function(s) with ★ is/are optional function, it will not be visible in default view. For accessing that functions, please go to System→Config and in functions options, tick the required checkbox and click Save.

# Important Claim

Firstly, thank you for purchasing this product, before use, please read this manual carefully to avoid the unnecessary damage! The company reminds you that the proper user will improve the use effect and authentication speed.

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Due to the constant renewal of products, the company cannot undertake the actual product in consistence with the information in the document should be *full-stop*. If there is any dispute caused by the difference between the actual technical parameters and the information in this document, please be aware of any change without notice.

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# 1 Overview

## 1.1 ZKTime.Net 3.0 Function Guide

The system is a Windows-based PC application design, to offer simple yet effective employee time and attendance management.

### ZKTime.Net 3.0 System Features:

- Supports WDMS (MOM) middleware WAN device management and Data Sync.
- The new UI and flatting style, brings new operation experience for user.
- The program will automatically send the abnormal attendance report to the user-define mail address, for administrator to check.
- Supports device zoning function; automatically syncs the data between the device in the save zone; simplifies the device management operation.
- Supports auto search and adds device in the LAN.
- Supports Android, Attendance, Attendance and Access all-in-one, Offline Access, and MT100 device, etc.
- Supports more than 20 reports, meets different needs.
- Supports self-define main interface; Employee Card, Terminal Card and Report Card overview.
- Supports License Control and Networking Update.
- Supports multi-languages and Local Development, meets the attendance requirement around the world.

## 1.2 Procedure for Use of ZKTime.Net 3.0

The following takes the super user as an example to describe the use of the software. The operation procedures vary with users of different operation authorities. Users only need to operate the items displayed on the operation interface by following the procedure below.

- Step 1:** Register and Login. Add User and assign Role as required. (Such as **Company Manger, Registrar** and **Attendance Manager**, etc.)
- Step 2:** Set Company Structure. Set and assign Company and Departments Info as the actual situation.
- Step 3:** Type-in employees; enroll fingerprints, passwords or cards, and maintain personnel daily information.
- Step 4:** Set Pay Code, defines the type of salary payment.
- Step 5:** Set Work Code, in order to calculate salary by different work type.
- Step 6:** Set Area, used for device partition setting.
- Step 7:** Add attendance devices, and assign area as required.

- Step 8:** Set Attendance Rule; use the default setting, or set as required.
- Step 9:** Set Timetable which will be used during the attendance procedure. Configure each icon as required.
- Step 10:** Set common shifts for attendance system, which are cycling combinations of the timetables in the requested work time.
- Step 11:** Set the employee schedule, that is, specify the shifts of each employee. In case of temporary shift change for scheduled employees, you can use Temporary Schedule to change the schedule.
- Step 12:** Calculate according to the employee attendance.
- Step 13:** Check and export human resource report and attendance calculation report.

## 2 Glossary

**Overtime:** Sets overtime levels 1, 2, and 3 to different lengths of work time.

**Pay Code:** Defines the type of salary payment.

**Role:** In daily use, the administrator needs to assign some new users with different levels of privileges. To avoid setting up separately for each user, you can create roles with specific privileges on the **Role Management** interface and then assign the appropriate role directly to the user while adding a user.

**Timetable:** Sets the timetables that might be used during the attendance procedure, configures various parameters such as **Check-In/Check-Out Time** and **(Allow) Late Arrival/Early Out**, and sets the allowable time range for check-in/check-out and the break time. Timetable is the minimum unit for the staff attendance time setting.

**Modify Record:** Allows manual recording of the attendance when employees leave for business or forget to punch cards.

**Work State:** Defines the type of punch in attendance records. Six work states are used in the system by default, including Check-In, Check-Out, Overtime In, Overtime, Out, and Out back.

**Late Arrival:** Sets the late arrival timetable and the start time for counting a punch as Late Arrival, and defines whether the actual check-in is later than the expected check-in. Here, the system conforms to the attendance rule "No check-in, count as Late Arrival". The Late Arrival time will not affect the number of minutes worked in attendance records.

**Early Out:** Sets the early out timetable and the start time for counting a punch as Early Out, and defines whether the actual check-out is later than the expected check-out. Here, the system conforms to the attendance rule "No check-out, count as Early Out". The Early Out time will not affect the number of minutes worked in attendance records.

**Absent:** According to attendance rules, all punches will count as Absent when there is no check-in or check-out record or when the Late Arrival or Early Leave time exceeds *N* minutes specified in the attendance rules.

**Exception:** Defines the time for leave in a timetable.

**Shift:** Consists of one or more preset timetables according to a certain sequence and cycle, and is a preset work schedule. To monitor employee attendance, you must set shifts first.

**Schedule:** Sets employee shifts in a certain time period to facilitate the attendance monitoring. This is a major reference for calculating the attendance.

**Temporary Schedule:** Is an adjustment to the fixed shift work schedule on specific dates when the work hours of one or more employees change temporarily. This schedule is also applicable to non-regular posts.

**(Allow) Late Arrival/Early Out:** Defines the start time for counting a punch as Late Arrival/Early Out after the punch exceeds the allowable time limit in the specified work time.

**Work Time:** Defines the work time (in the unit of **Minute**) of an employee from check-in to check-out. The value entered here might be unequal to the time interval between the employee's actual check-in and check-out time, which depends on the company regulations.

**(Default) Timetable:** Defines a timetable that is set in default by the system.

**(Default) Shift:** Defines a shift that is set in default by the system, which is a cycle of the default timetable in one week. You can use the default shift for the employees who have no fixed work schedules, but are required to record their attendance. Default shift is applicable to bosses, sales staff, service staff, and make-to-order production personnel.

**Check-In Start/End:** Defines a valid time range for check-in. Records out of this range are invalid.

**Check-Out Start/End:** Defines a valid time range for check-out. Records out of this range are invalid. The check-out start time and the check-in end time must not overlap.

**Break:** Is used to deduct the meal and rest time that is inaccurately counted as work time because employees have their cards punched only twice a day. For example, the period 08:00~17:30 contains the time for lunch and rest, which shall be deducted. You need to set a break period from 12:00 to 13:30. This period is not used directly for calculating the time points but only for calculating the attendance time. For example, if an employee works only in the morning, his/her work hours are 4 hours. When the period 12:00~17:30 (5.5 hours) is considered as the employee's absence time, it is obviously greater than the actual absence time (13:30~17:30, 4 hours). Therefore, you need to set the break start and end time between two punches. This setting is not necessary in other cases.

**Round Value Check-In/Check-Out:** Defines the smallest unit for rounding the time of check-in/check-out. For example, if **Round Value In/out** is set to **10**, the smallest unit of time that can be included in attendance records is 10 minutes.

**Round Down Check-In/Check-Out:** Rounds up values greater than the value of **Round Down** and rounds down values smaller than or equal to the value of **Round Down**.

**Shift:** Sets the schedule properties, including the dates and shifts of the schedule, and whether there are cycling schedule dates, and then assign the preset schedule to a department or individual employee.

**Hire Date:** Defines the date when an employee is hired. When adding an employee, you can take the current system date as the date of hire by default, or you can change the date. This information is very important. Enter the correct date.

**Salary Mode:** Defines the mode of attendance check. The **Hours** and **Salary** options are available. If you select the **Hours** option, the result of attendance check is independent of parameters such as **Shift**, **Overtime**, **Late Arrival**, **Early Out**, and **Absent**. If you select the **salary** option, the result of attendance check is related to parameters such as the shift time, rounding details during shifts, break rounding, overtime, check-in late, check-out early, and absence.

**Status:** Defines the status of the device. If you click **Enable**, the device is enabled and you can perform the following operations on the device: user uploading/downloading, work code uploading, and record downloading. If you click **Disable**, the device is not enabled.

**Data Sync:** Synchronizes data between the system and the device.

# 3 Before Use

## 3.1 Installation and Register

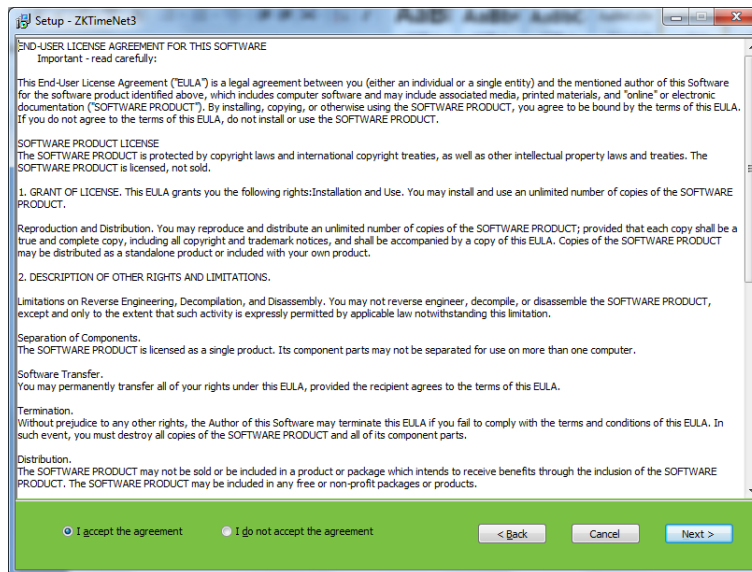
### 3.1.1 Installation

**Note:**

- (1) The demonstration figure below may be different from your actual installation, the actual software installation shall prevail.
  - (2) You must install **.Net Framework 4.0** first. Otherwise, you cannot install this program. (**Tips:** The installation CD contents the *.Net Framework 4.0* setup file. You can install it as required.)
  - (3) If you have installed this program before, please uninstall it first, and restart your computer.
  - (4) It is better to turn off all the other applications before installation, to avoid any conflict in installing procedure.
  - (5) **During the installation, the computer firewall software may prevent the service from this program, please selects "Allow all", or temporarily stops the firewall software before installation.**
1. Put the installation CD into the CD drive, the installation program will run automatically.

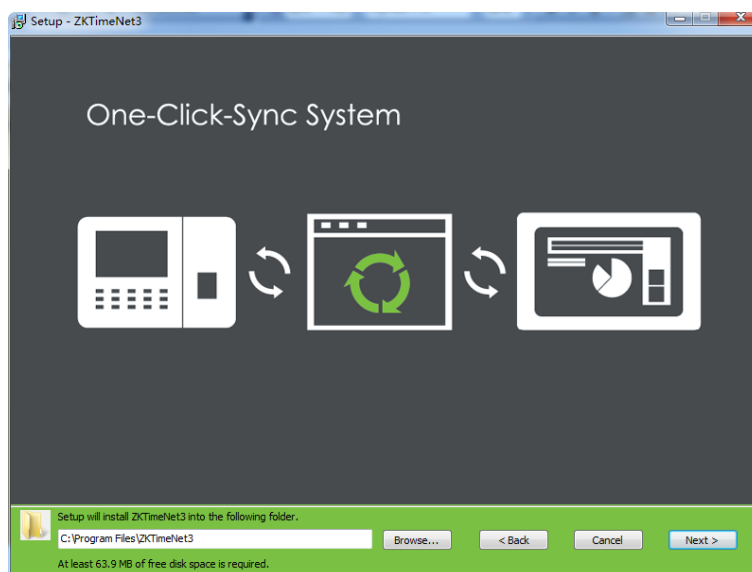


2. Click **[Next]** button on the Installation Guide window to enter to the **END-USER LICENSE AGREEMENT FOR THIS SOFTWARE** window:



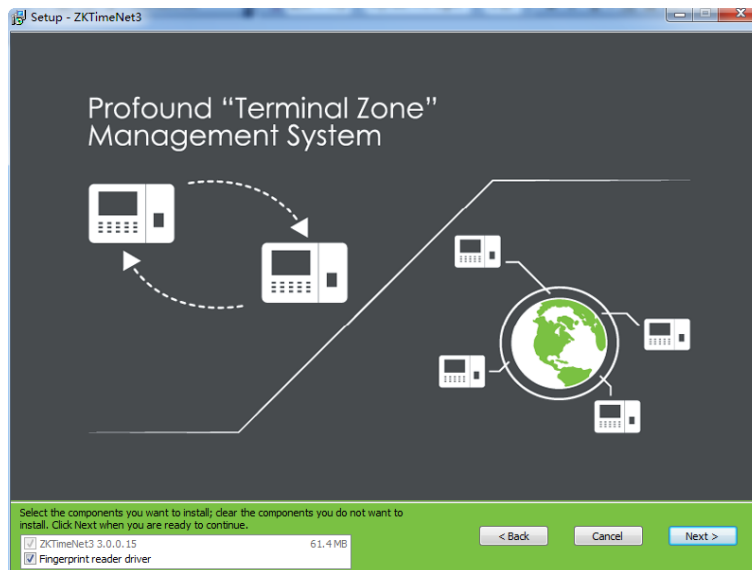
3. Read the license carefully; select ***I accept the agreement***, and then click **[Next]** button to enter to the **Installation Path Setting** window.

(Tips: Click **[Cancel]** button to cancel the installation operation.)

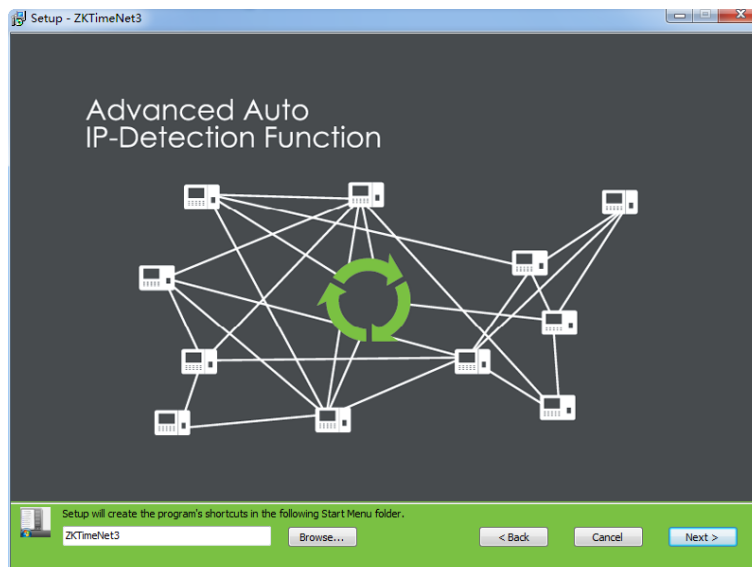


4. Click **[Browse...]** button, select the installation path in the pop-up window. Click **[Next]** button to enter the **Select Components** window.





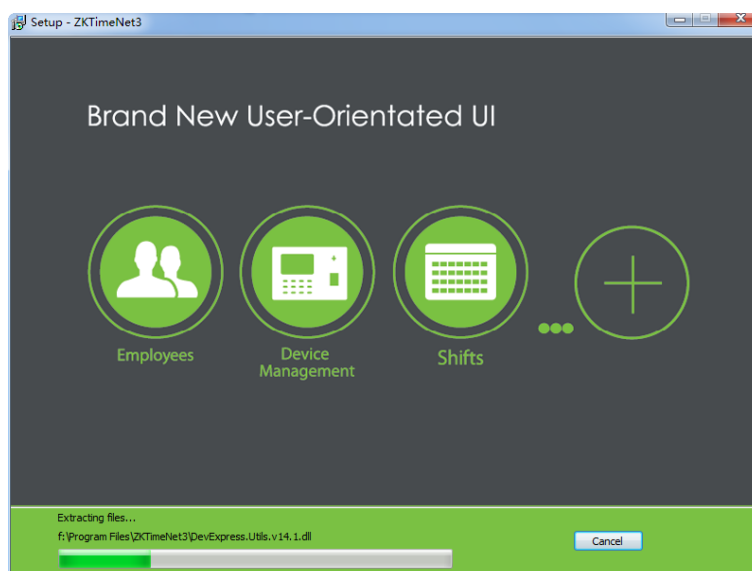
5. Ticking the component as required, and then click **[Next]** button to continue. (**Tips:**  means selected.)



6. Click **[Browse...]** button, select the path for creating the program's shortcuts. Click **[Next]** button to enter to the Installation Confirmation window:



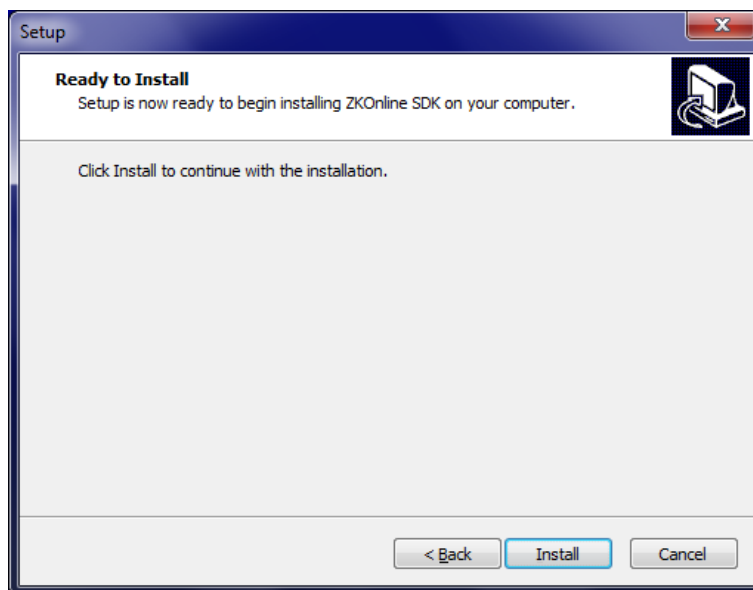
7. Click **[Install]** button to continue with the installation; or click **[Back]** button, if you want to review the change of any setting.



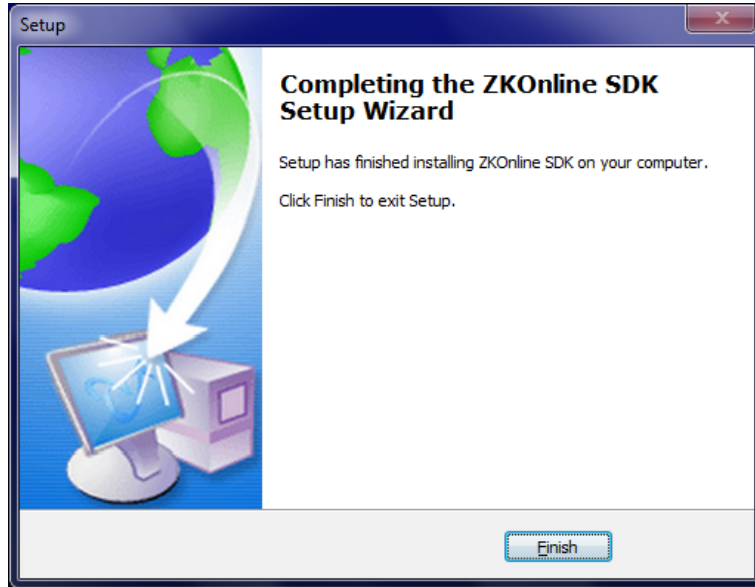
**Note:** If you selected the *Fingerprint reader driver* at **step 5**, the following window will pop-up:



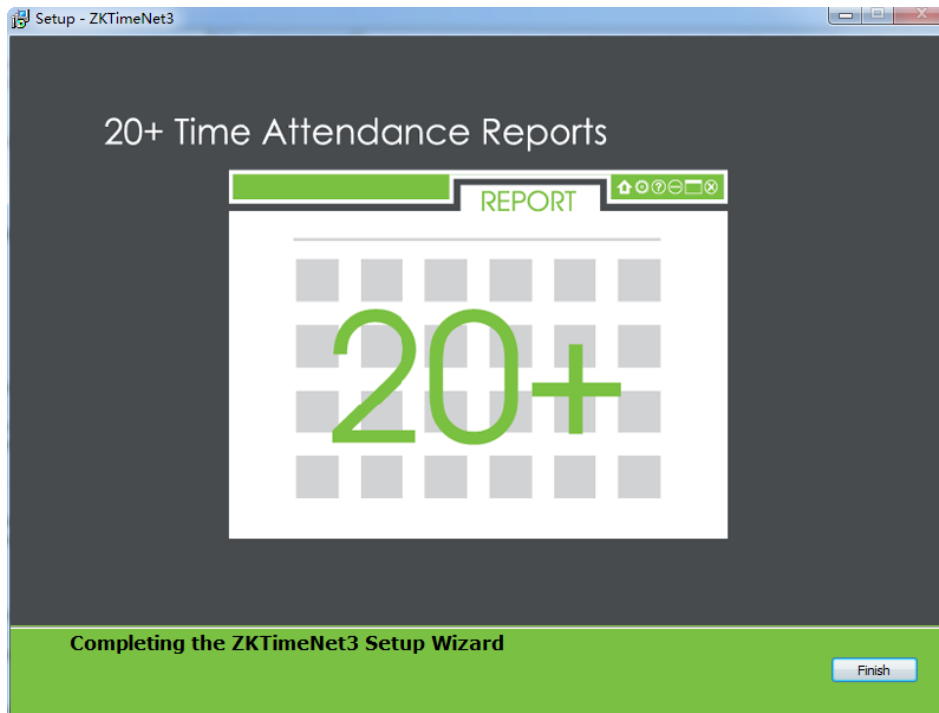
(1) Click **[Next]** button to enter to the **Installation Confirm** window:



(2) Click **[Install]** button to continue with the installation of *Fingerprint reader driver*.



- (3) Click **[Finish]** button to close the setup window.
8. After finishing the installation, the following window will pop-up.



**Note:** After successfully installing the program, this icon **ZKTime.Net 3.0** will display. Double-clicks this icon to run the ZKTime.Net 3.0 program.

9. Click **[Finish]** button, the **Software Register** window will pop-up:

### 3.1.2 Register

In order to use the system appropriately, please install the authorized software.

#### 1. Online Registration

- Firstly, the Customer sends his requirements such as user quantity, device quantity, and the life span of device through the sales executive.
- Sales executive will provide these requirements to the License issuing personnel. Then the License issuing personnel will create SN and download **SN.XML** file according to these requirements on the License server.
- Sales executive sends the **SN.XML** files back to customer. In the below License register interface, the customer clicks the **[Choose File]** button to open the SN.XML file, and then click the **[Register Online]** button to complete the Online activation function.

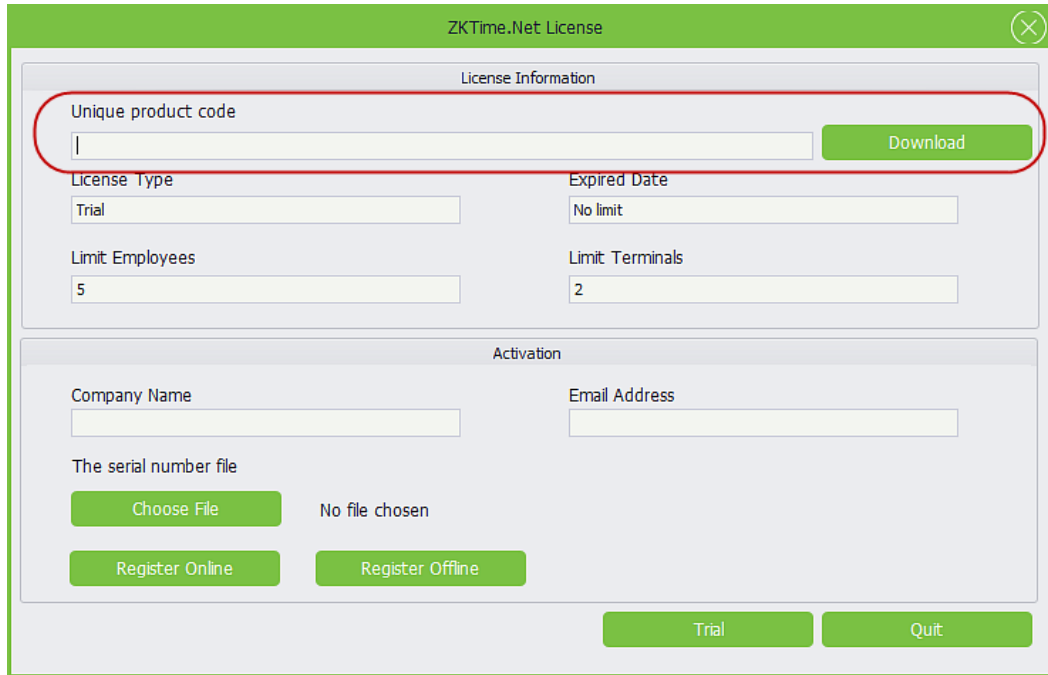
#### 2. Offline Registration

If online registration is not convenient for you, you can register offline.

In the above License register interface, click the **[Choose File]** button to open the **SN.XML** file, and then click the **[Download]** button to download the **UPK.XML** file.

After downloading, send the **UPK.XML** file back to our sales executive. Our License issuing personnel will create **License.XML** file on the License server, then send the License.XML file back to customer.

In the License activation interface, click the **[Register Offline]** button to open the **License.XML** file to complete the activation.



Click **[OK]** button to close the **Information** prompt box.

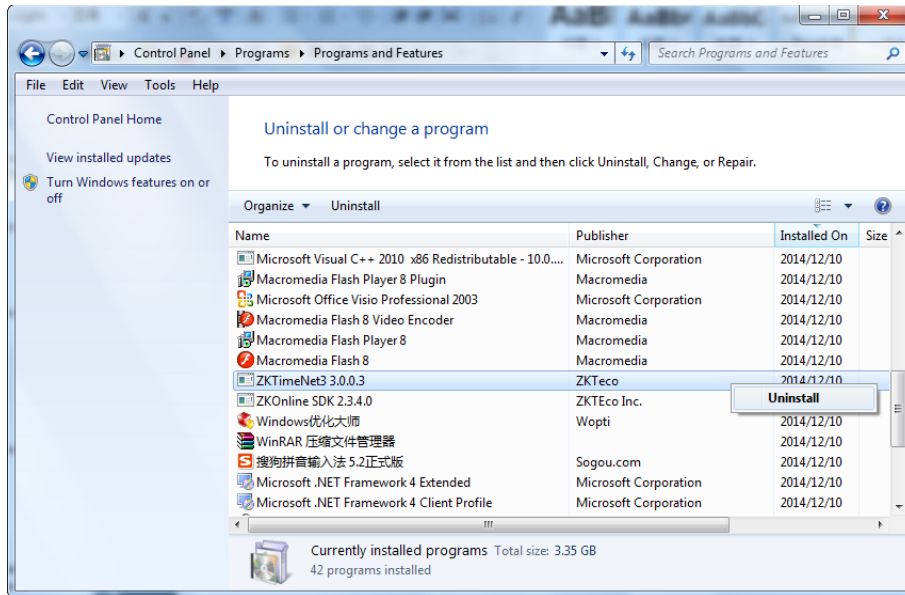
## 3.2 Uninstall

### ● Method 1

If you are no longer using this software and wish to delete it, remove it as follows: Click **[Start]** > **[All Programs]** > **[ZKTime.Net 3.0]** > **[Uninstall ZKTime.Net 3.0]**.

### ● Method 2:

1. Exit the ZKTime.Net 3.0 program.
2. Choose **[Start]** > **[Control Panel]** > **[Uninstall a Program]** > right-click **[ZKTime.Net 3.0]**, and click **[Uninstall]** button.

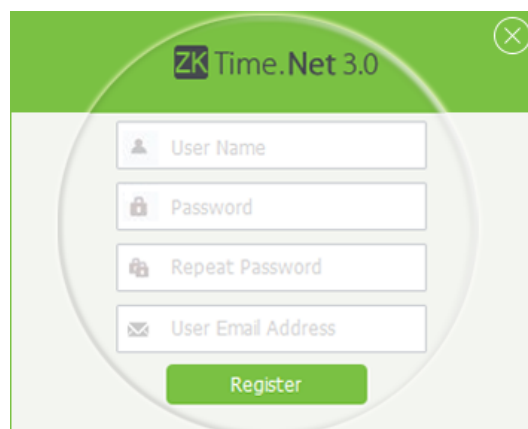


3. Click **[Yes]** to remove the program.

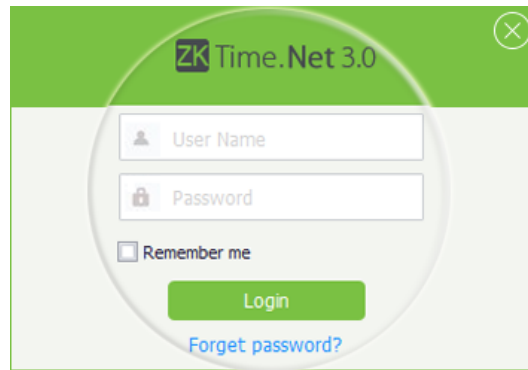
### 3.3 Login

Double click the desktop shortcut, or choose **[Start] > [Programs] > [ZKTime.Net 3.0]** to pop-up the **Login** window.

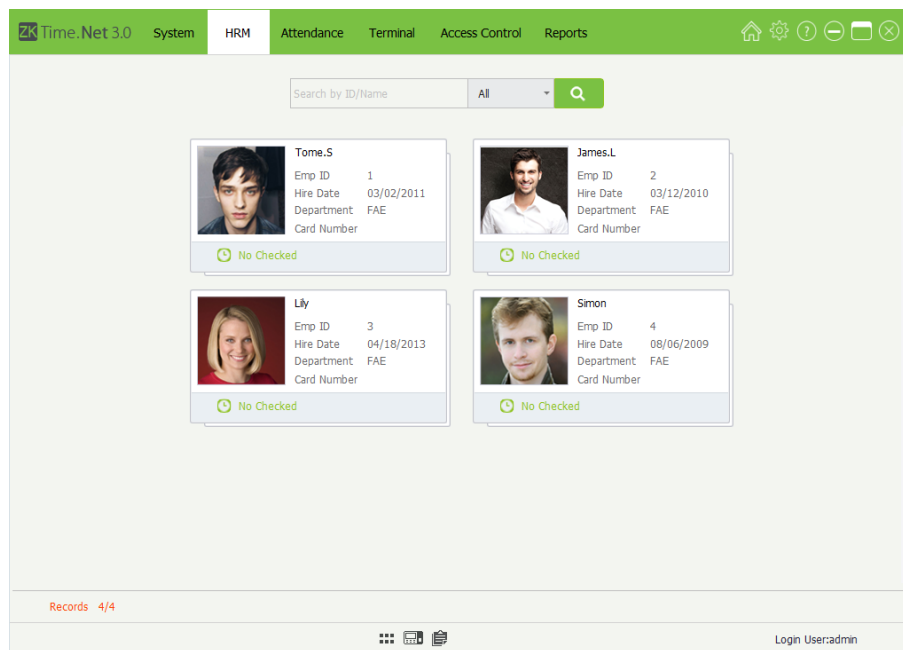
1. If you log in to the system for the first time (this means the system has no users), the system displays the register administrator interface. Type-in the *User Name*, *Password*, *Repeat Password* and *User Email Address* as required, and then click **[Register]** button to register user.



2. If you have previously logged in to the system, enter the correct registered *User Name* and *Password*. For more information about setting the *User Name*, *Password*, and user privilege (*Role*), please refer to [4.4 User Management](#). Click **[Login]** button to log in to the system, or click **[Quit]** button to exit.

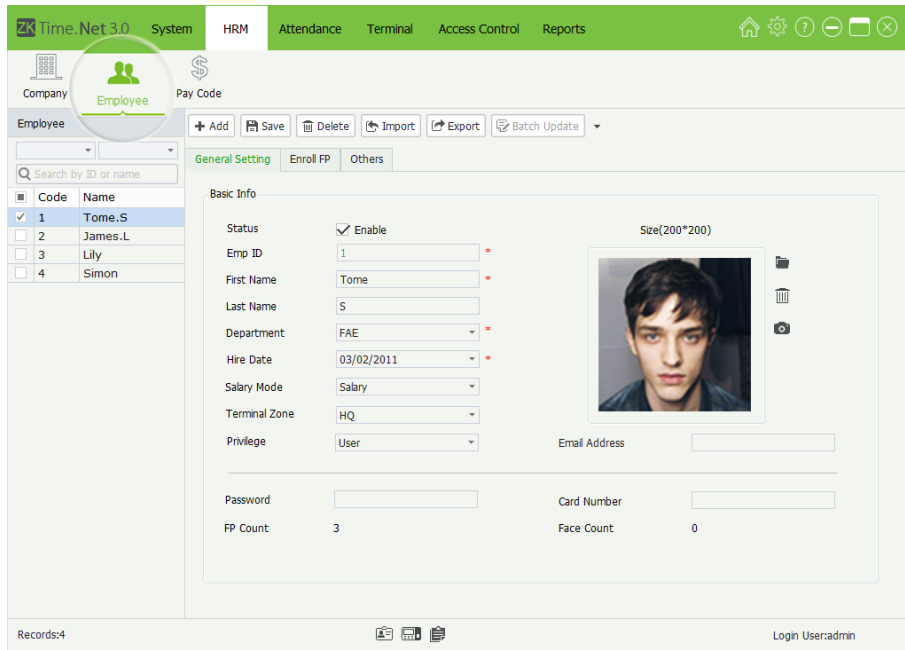


3. You can log in to different system interfaces based on different user privileges (*Role*). The administrator will enter to the **Employee Card** interface by default, shown as the following figure.

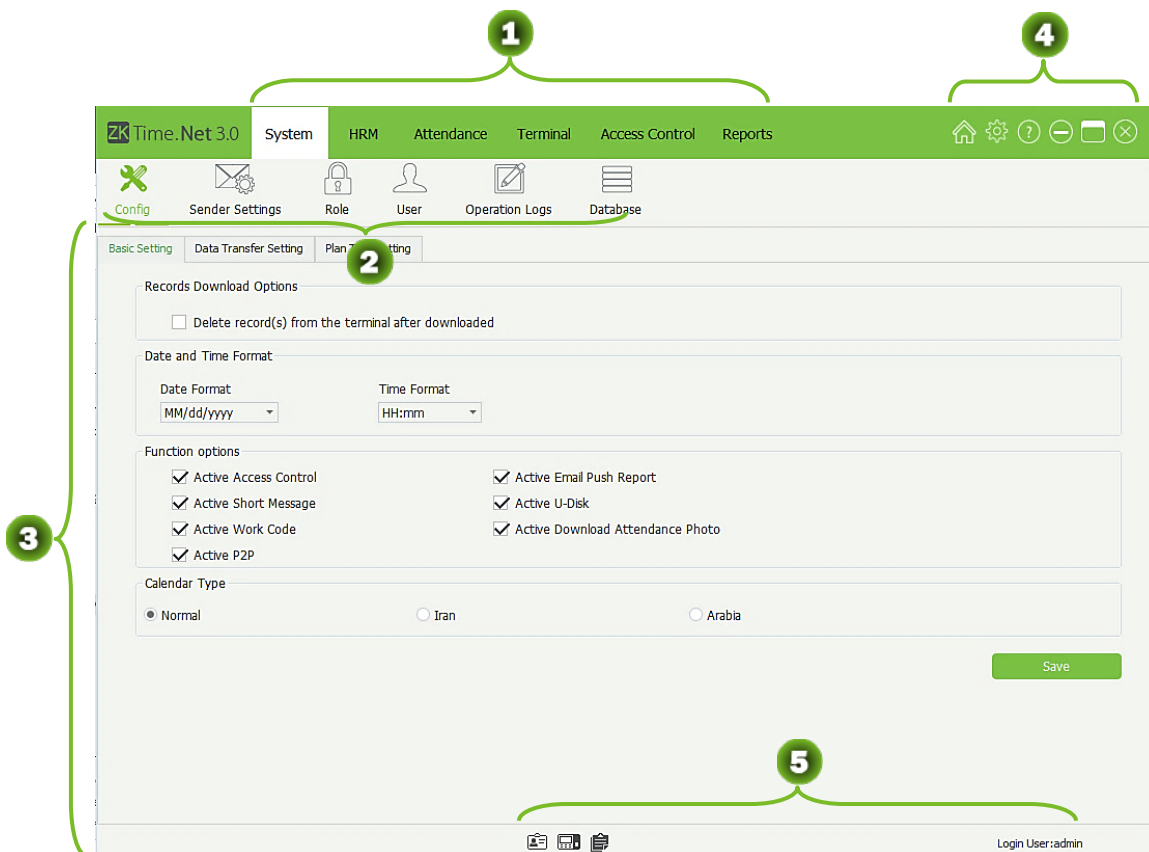


**Note:** Click  icon to view as **Grid**, and display the **Employee Management** interface, shown as below.





### 3.4 User Interface and Main Menu



<b>1</b>	<b>Main Menu Bar:</b> Provides <b>six</b> main functional menus of the system. The clear classification management and powerful functional structures help you to manage the staff attendance of your company smoothly.
<b>2</b>	<b>The Secondary Menu Bar:</b> Simplifies functions and helps you to perform operations more effectively.
<b>3</b>	<b>Operation area:</b> Allows you to view and use various functions.
<b>4</b>	<b>Shortcut Icons:</b> Allows you to perform operations conveniently, including fast access to navigation, system registration and checking of the system version
<b>5</b>	<b>Information Bar:</b> Displays the Employee Card, Device Card, Report Card and the current Login User.

◆ **Main Menu and Function Instruction**

The system menu bar lists all the operation options. The user can click different menus to select different operations on the bar. If the user clicks one menu, the tiling submenu will display.

**System Management:** Allows you to manage the system's configuration, including **Configuration**, **Sender Settings**, **Role** and **User** management, **Database** management, and check the **Operation Logs**.

**HRM (Human Resource Management):** Sets **Company** Structure, types in **Employees**; and sets **Pay Code** for salary payment.

**Attendance Setting:** Sets attendance **Rule**, **Timetable** and **Shift; Schedule** (contains **Temporary Schedule**); does **Exception** setting, namely **Vacation** and **Sick Leave** setting.


**Device Maintenance:** Allows you to manage the attendance check device and the employee information and attendance records on the device; including **Device** management, **Area** setting, **Data Sync**; **SMS**, **Work Code** and **U Disk** management.

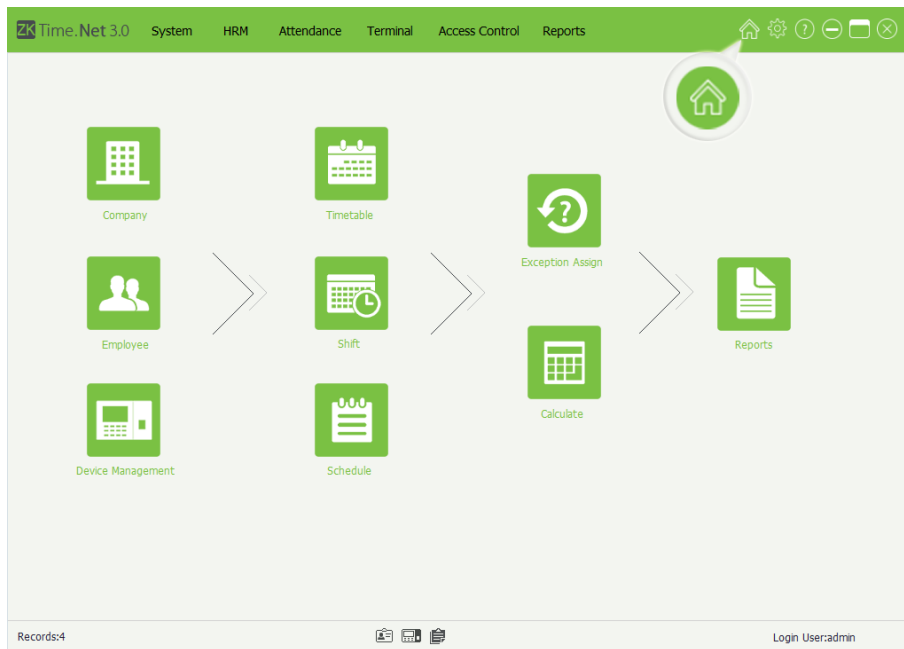
**Access Control Management:** Sets the parameters of the electronic locks and related access device. Including **AC Time Zone**, **AC Group**, **AC Unlock Combination** and **Employee AC Privilege** setting and **Upload AC Privilege**, and so on.

**Reports Management:** Allows you to process and manage reports by two categories: employee info and attendance record. You can calculate the attendance records by specifying the scope of employees and time, and output reports. You can import or export the attendance data as required by using a U Disk.

◆ **Instruction of Shortcut Icons**

## 1. Home

If you encounter any problem when performing operations in the system, you can click  icon to return to the system navigation, which will help you to complete attendance management quickly.



## 2. License

For the specific operation method, please refer to [3.1.2 Register](#).


## 3. About

You can click **[About]** to check the system version.

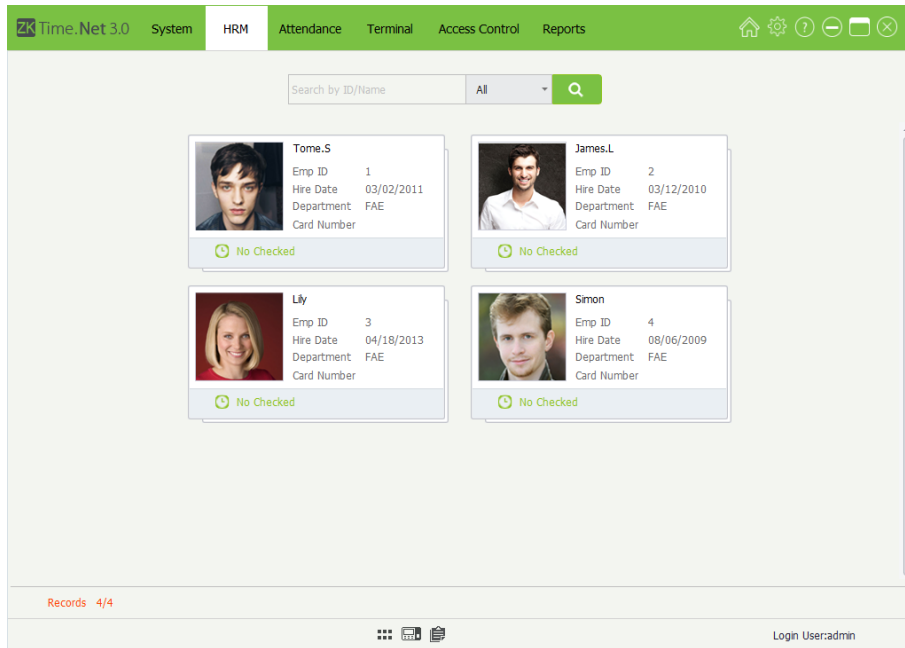


### ◆ Instruction of Information Bar


#### 1. Device Card

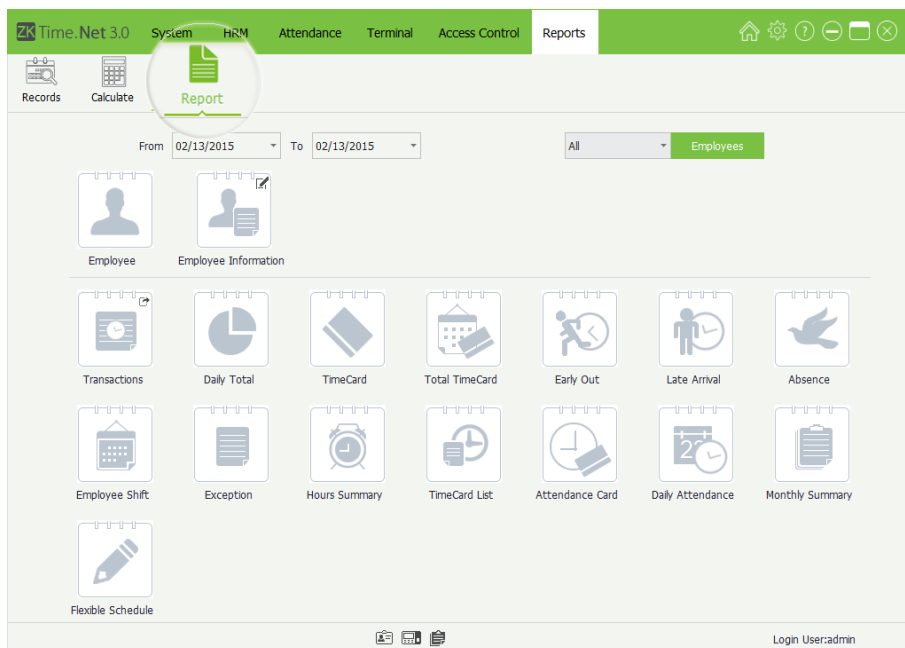
Click  icon, the system will enter to the **Device Card** interface automatically. An overview of added devices info and current connection status are shown.





### 3. Reports Card

Click  icon, the system will enter to the **Reports Card** interface automatically. (**Tips:** For the method of checking report, please refer to [9.3 Overview Reports.](#))

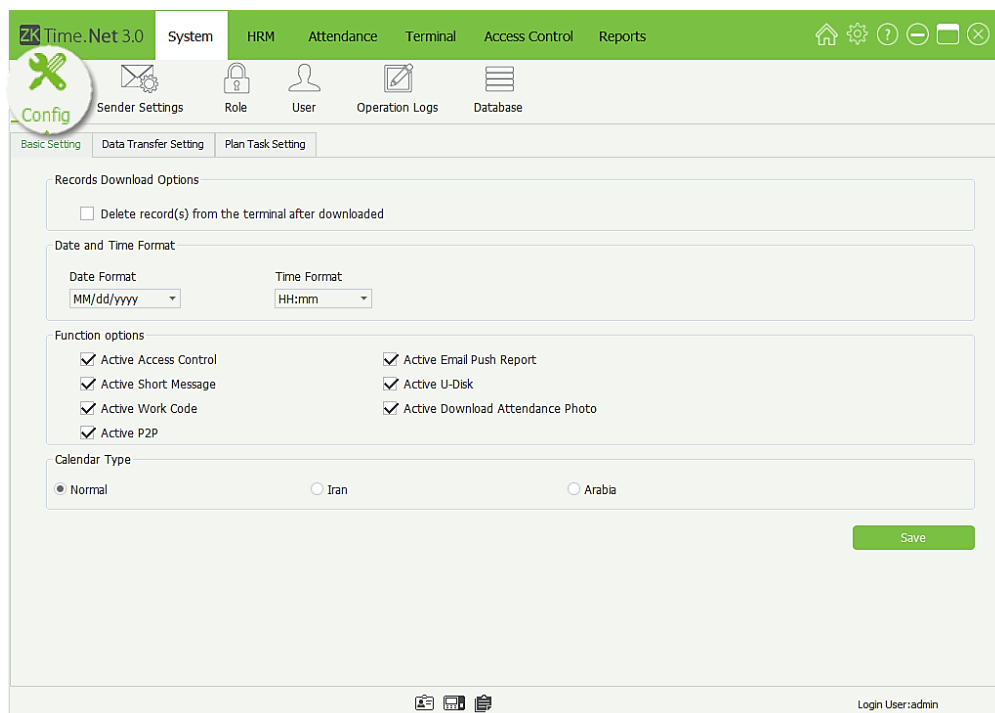


# 4 System Management

The System Management function contains adding system User (such as Company Manager, Registrar, Attendance Statisticians Allows, and so on); assigning role as required. Doing (System) Configuration, Sender Settings, check Operation Logs and Database Management, etc.

## 4.1 Configuration

Click **[System]** > **[Config]** to enter to the **(System) Configuration** interface:



### 1. Basic Setting

#### ◆ Records Download Options

**Delete record(s) from the terminal after downloaded:** If tick (☑) this option, after downloading attendance records by *Download Records* operation, the system will delete the records in the devices automatically.

#### ◆ Date and Time Format

Set the system's Date and Time format. This format will decide the date and time's display way for the reports and software. You can set them as habits and required.

#### ◆ Function Options

You can tick (☑) the option to enable the function as required.

#### ◆ Calendar Type

Set the display type of calendar, the default type is **Normal**. You can select the Iran or Arabia calendar as required.

## 2. Data Transfer Setting

The screenshot shows the 'Data Transfer Setting' configuration page in ZKTime.Net 3.0. The page is divided into several sections. At the top, there is a navigation bar with tabs for 'System', 'HRM', 'Attendance', 'Terminal', 'Access Control', and 'Reports'. Below this is a secondary navigation bar with icons for 'Config', 'Sender Settings', 'Role', 'User', 'Operation Logs', and 'Database'. The main content area is titled 'Data Transfer Setting' and contains two main sections. The first section, 'Transfer photo via Http', is checked and includes fields for 'Photo directory' (C:\Program Files (x86)\ZKTimeNet3.0\AttPhoto), 'Port' (8080), and 'Timezone' (UTC+08:00). It also has a checked checkbox for 'Add terminal to system automatically' and a 'Transaction' section with radio buttons for 'Real Time', 'Interval' (set to 1), and 'Times'. The second section, 'WDMS Data Sync Setting', is also checked and includes fields for 'Domain/IP' (192.168.12.52), 'Port' (8081), and 'Client Name'. A green 'Save' button is located at the bottom right of the form. The footer shows 'Login User: admin'.

### ◆ Transfer photo via Http

**Note:** If tick  and enable the *Transfer photo via Http* function, after setting the following options correctly, the ZKTime.Net 3.0 program will download the attendance photos via Http from device automatically.

**Photo directory:** Click  icon, select the photo storage path in the pop-up window.

**Port:** Enter the port number which has set in the ADMS menu of device.

**Time zone:** Click  button, and select Time zone in the drop-down list.

**Add Terminal to system automatically:** If tick  and enabled this function, when the push device requests connection, the program will automatically add the device.

**Transaction:** Set the way for uploading attendance photo. Supports *Real Time*, *Interval* and *Times*. Choose and set as required.

### ◆ WDMS Data Sync Setting

**Note:** If tick  and enable the *WDMS Data Sync Setting* function, after setting the following options correctly, the system will automatically synchronize the changed data to *WDMS* or *ZKTime.Net 3.0*.

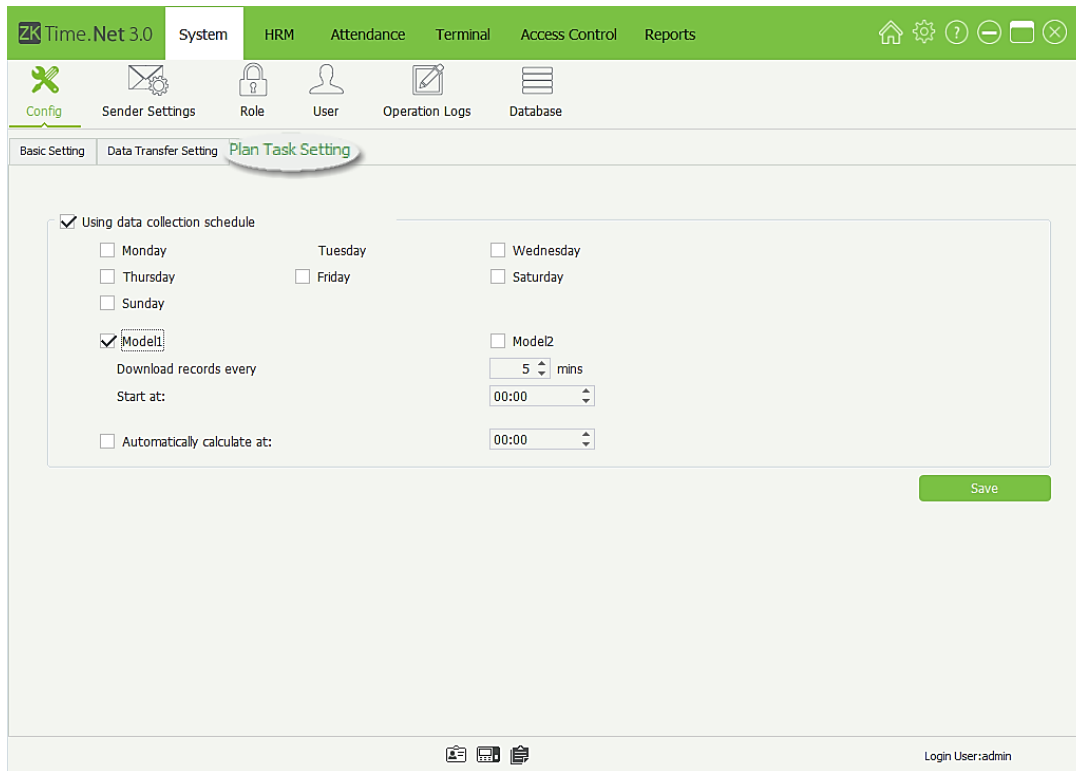
**Domain/IP, Port:** Enter the WDMS's Domain/IP address, and Port NO.

**Client Name:** Enter the client name.

After setting, click **[Save]** button to save.

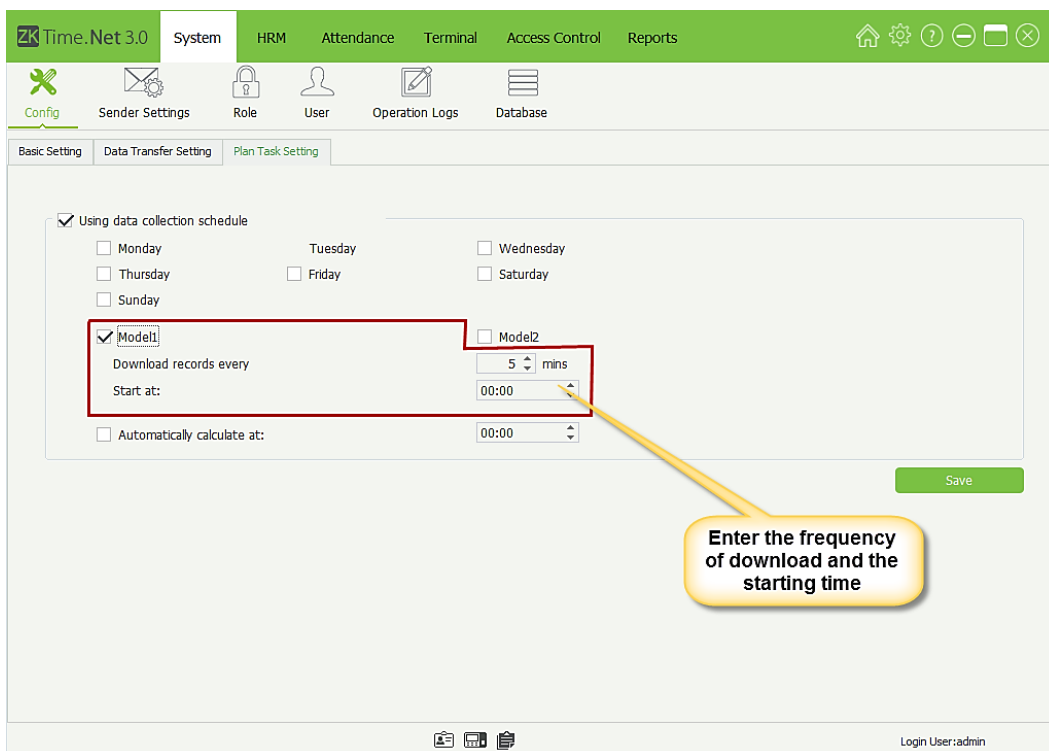
### 3. Plan Task Setting

Plan task is used to set the duration, interval, days, for downloading the data from device.



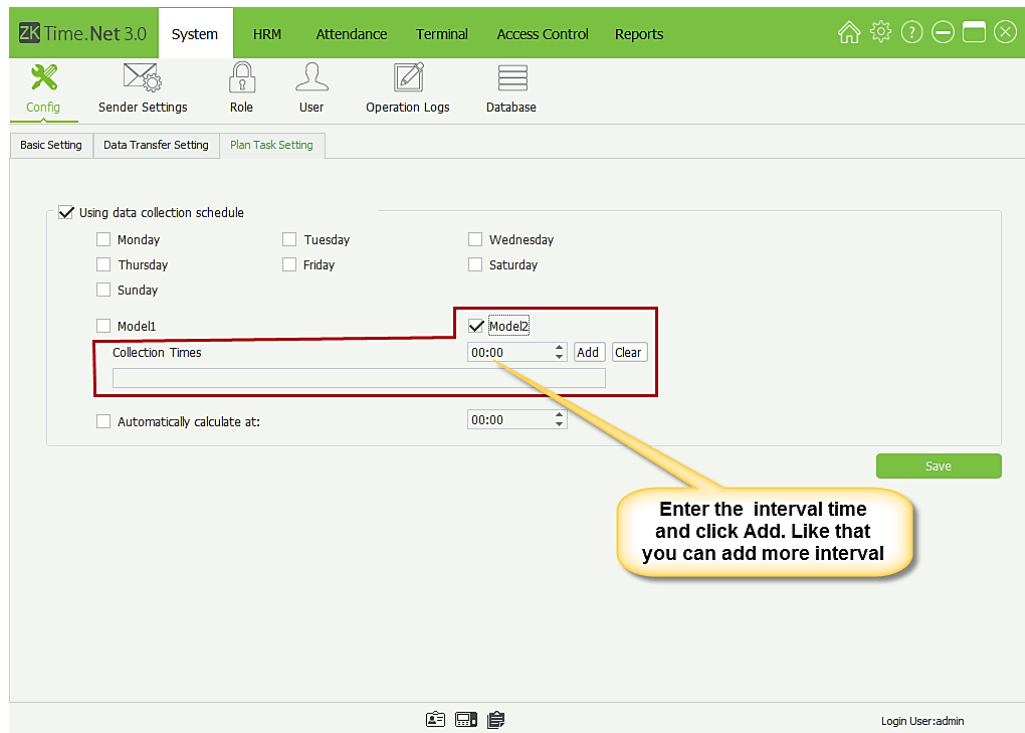
Plan Task Setting can be set as below two models:

**Model1:** Set a download start time, then re-download data every fix time, followed By Recycling

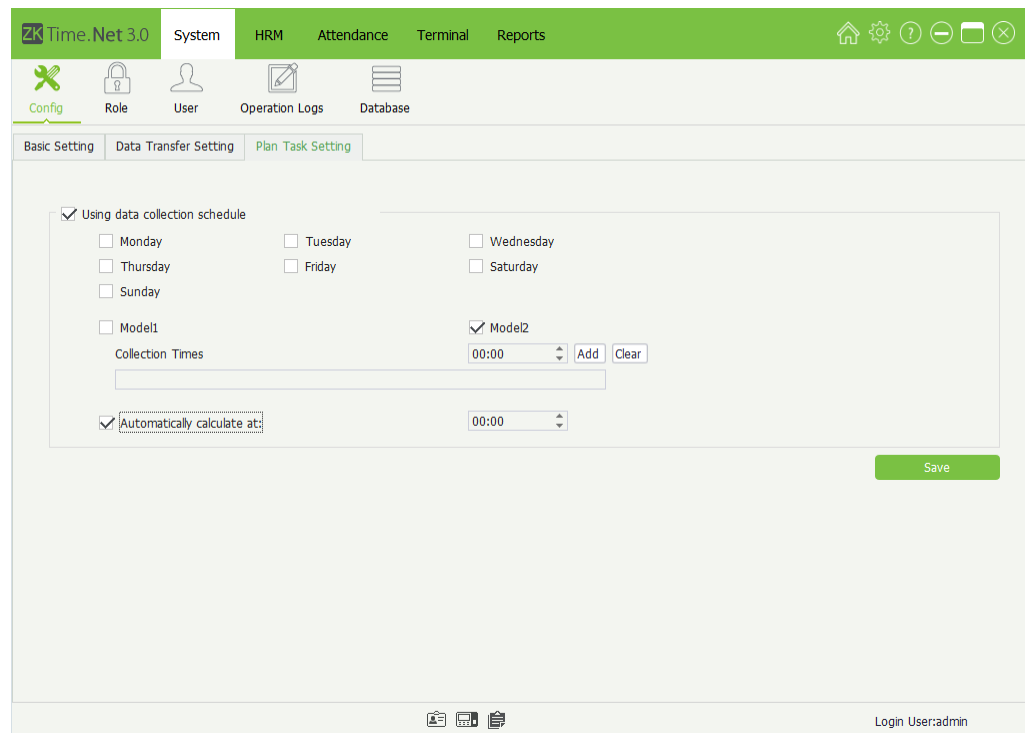




**Model2:** Set the fix collection time. You can add several collection times, separating them with comma.



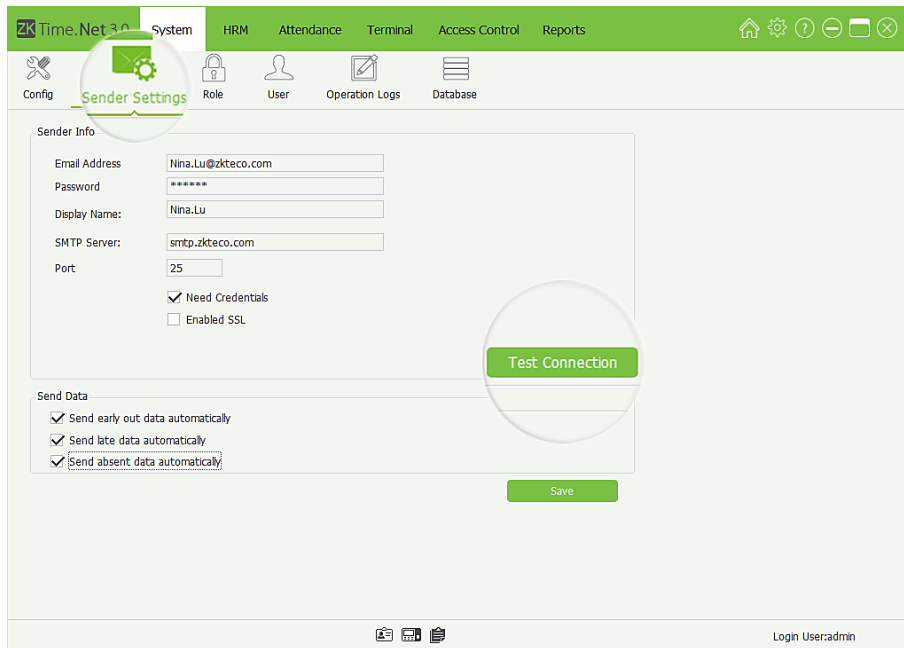
**Automatically Calculate at:** This option is used to calculate the attendance automatically at specified time point. In the below example, if this feature is enabled, the software starts calculating the attendance automatically at 00:00. When there are a large number of users, then the attendance calculations take a bit of time. So, to avoid this waiting time, the feature is enabled for a specific time. This is the main purpose of this feature.



## 4.2 Sender Settings★

After setting the sender, the system will automatically send data to the user-defined email address, according to the selected data type.

1. Click [System] > [Sender Settings] to enter to the **Sender Settings** interface.



### Sender Info

**Email Address:** Enter the email address for receiving data.

**Password:** Enter the correct password of this email address, and click [Test Connection] button to check whether connects to the email server successfully.

**Display Name, SMTP Server:** Generate automatically via entering email address.

**Port:** The default value is 25, modify as required.

- **Need Credentials, Enable SSL:** Enable as required, tick (☑) means enable the function.

### Send Data

**Send early out data automatically, Send late data automatically, Send absent data automatically:** Tick (☑) and select the send data as required, multiple choices.

2. After setting, click [Save] button to save.

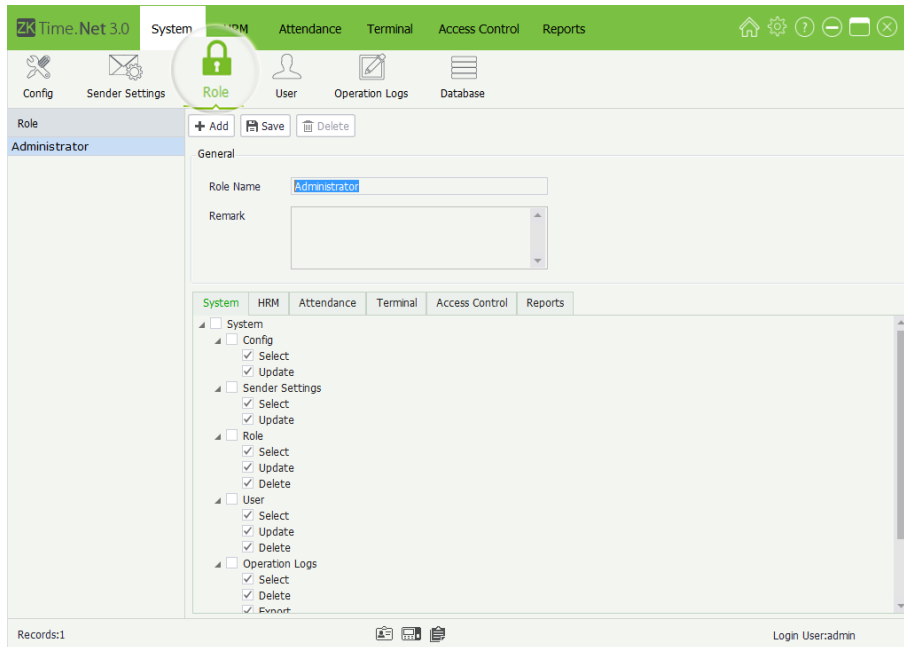
## 4.3 Role Management

During the daily use procedure, the administrator needs to assign different kinds of privilege users. To avoid the repeat setting up for each user, you can assign different kinds of roles. After that, assign the decent role directly to the user while adding user. There are six privilege modules, which are *System*, *HRM*, *Attendance*, *Terminal*, *Access*

Control, and Reports.

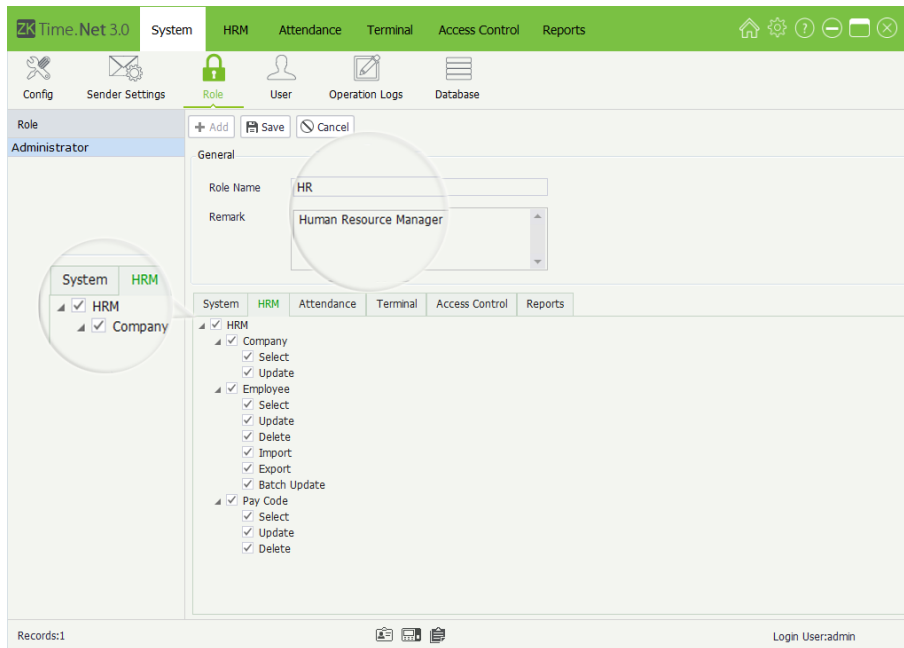
Click **[System]** > **[Role]** to enter to the Role management interface. You can add, delete, edit and query roles as required.

**Note:** The system has one role (*Administrator*) by default. This role has all privileges.



## ● Add Role

1. Click **[Add]** button to enter to the **Add Role** interface.



2. Set the general information and assign the privilege for role as required.

## ◆ General

**Role Name, Remark:** Enter the role name and remark info.

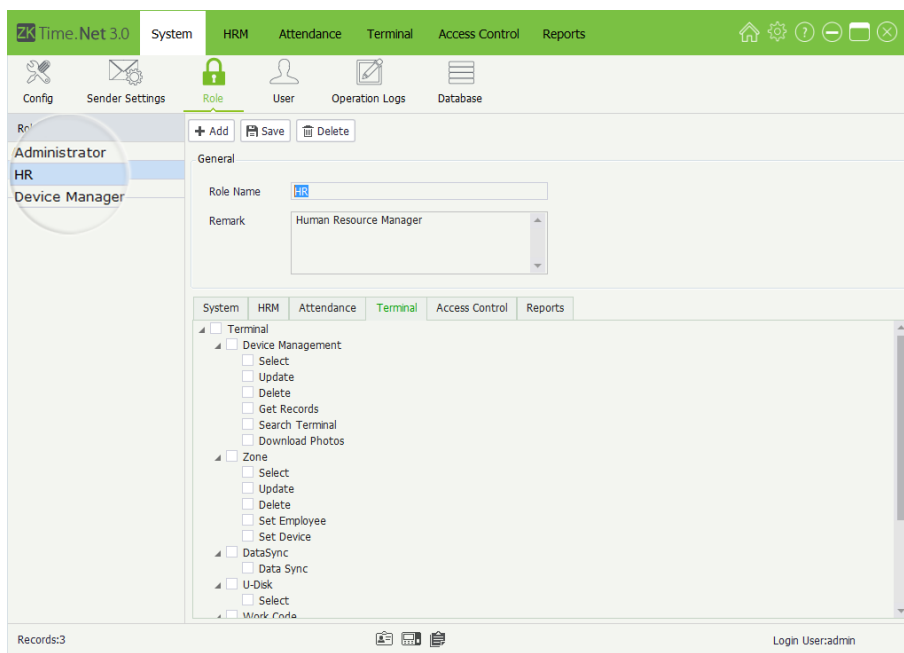
### ◆ Assign Privilege

Tick  and select privileges in the Privilege Type Tab; or directly tick  and select the highest privilege to select all sub-privileges. For example, if you tick  and select the highest privilege HRM, then the sub-privileges of HRM, such as Company, Employee, Pay Code, etc. will be selected automatically.

3. After setting, click **[Save]** button to save.

### ● Edit Role

1. Click and select the role in which you want to edit in the **Role** list on the **Role Management** interface.

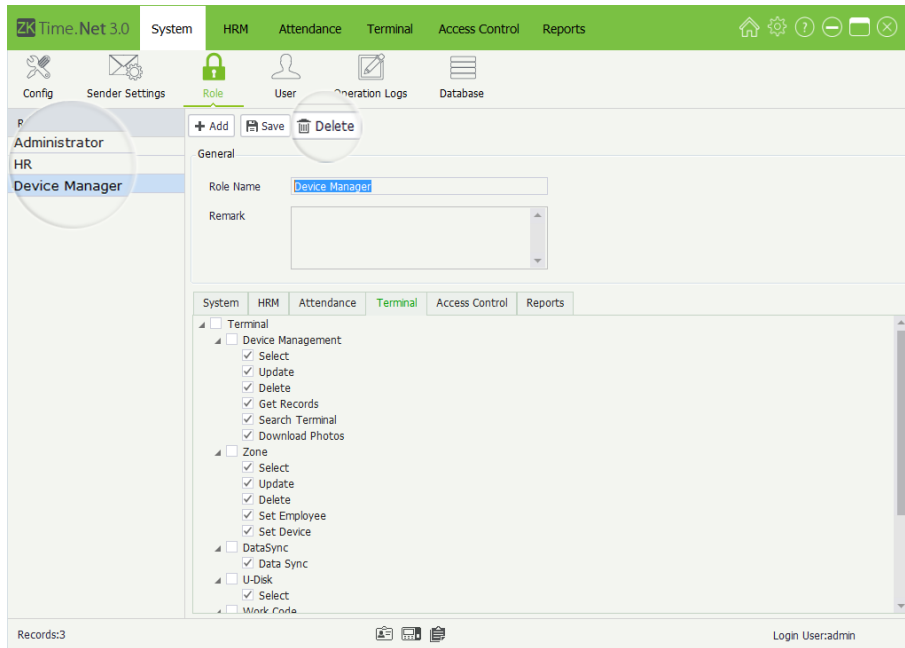


2. Modify the role info as required. (**Tips:** The specific operation method is the same as *Add Role*.)

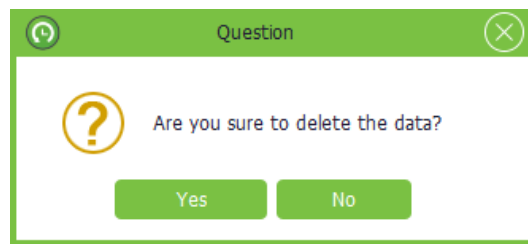
3. After setting, click **[Save]** button to save the role info.

### ● Delete Role

1. Click and select the role in which you want to delete in the **Role** list.



2. Click **[Delete]** button to pop-up the following **Question** box.



3. Click **[Yes]** button to delete the selected role.

**Note:** The default role (*Administrator*) of the system cannot be deleted.

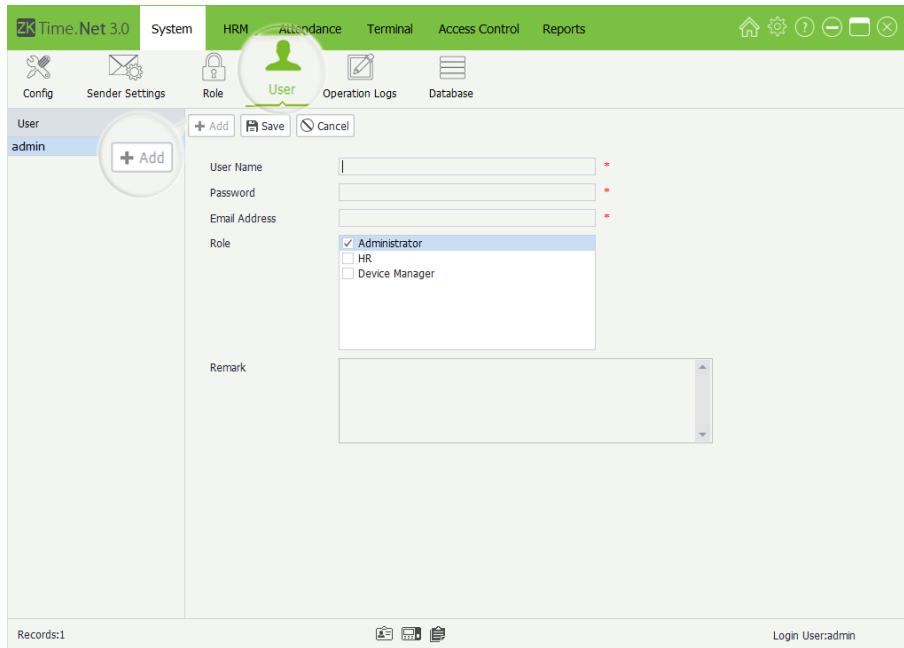
## 4.4 User Management

Add user and assign role (privilege) for system.

Click **[System]** > **[User]** to enter to the **User Management** interface. You can add, delete, edit and query users as required.

### Add User

1. Click **[Add]** button to enter to the **Add User** interface.



**User Name, Password, Email Address:** Enter the user name, (login) password and email address for new user.

**Role:** By ticking () role in the **Role** list to assign privilege for user, single selection.

**Remark:** Enter the remarked info as required.

2. After setting, click [**Save**] button to save user info.

#### **Edit/Delete User**

**Tips:** The operation methods of editing/ deleting user are the same as editing/ deleting role. For the specific operation method, please refer to [4.3 Role Management](#). Not repeating the description here.

## **4.5 Operation Logs**

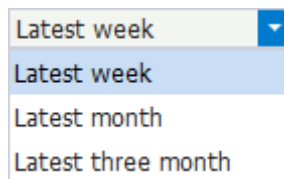
The program will record all uses' operations logs automatically. Then you can check as required.

Click [**System**] > [**Operation Logs**] to enter to the **Operation Logs** management interface:

User Name	Date	Message
admin	12/31/2014 17:28	Add a Terminal(1)
admin	12/31/2014 17:28	Add AC TimeZone(2)
admin	12/31/2014 17:28	Add AC TimeZone(1)
admin	12/31/2014 17:27	Login System
admin	01/04/2015 19:02	Login System
admin	01/04/2015 18:56	Add Role(Device Manager)
admin	01/04/2015 18:56	Update Role(HR)
admin	01/04/2015 18:56	Add Role(HR)
admin	01/04/2015 18:48	Update Sender Settings
admin	01/04/2015 17:16	Export employee
admin	01/04/2015 15:44	Import 9 employee
admin	01/04/2015 14:13	Update Rules information
admin	01/04/2015 14:13	Update Rules information
admin	01/04/2015 13:43	Update company information
admin	01/04/2015 11:02	Search employee's records
admin	01/04/2015 10:30	Update employee(Lily)
admin	01/04/2015 10:30	Update employee(James.L)
admin	01/04/2015 10:30	Update employee(James.L)
admin	01/04/2015 10:29	Assign employee to Zone_B
admin	01/04/2015 10:29	Assign employee to Zone_A

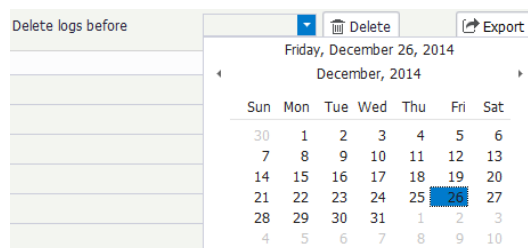
### ● Filter and Check Operation Logs

Select query option to filter and display the operation logs as required.



### ● Delete Operation Logs

1. Click the ▼ icon before **[Delete]** button, the date select box will pop-up.



2. Select date. (**Tips:** For the method of selecting date, please refer to [1. Select Date](#) in **Appendix 1 Common Operations** chapter.)

3. Click **[Delete]** button to delete all operation logs before the selected date.

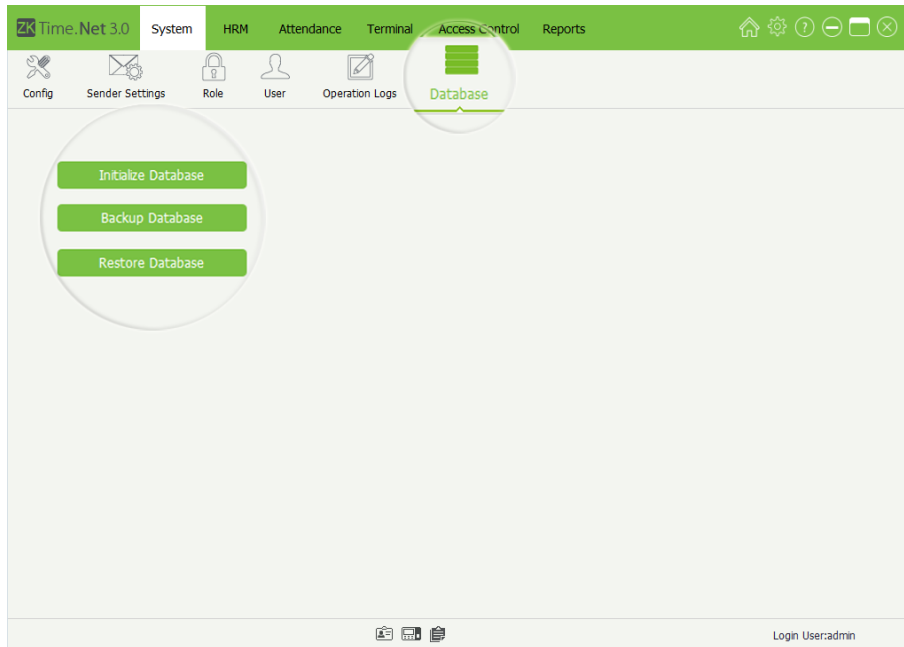
**Note:** It is irreversible once you have removed the Operation Logs, please operate carefully.

### ● Export Operation Logs

Click **[Export]** button to export operation logs. For the specific operation method, please refer to [4. Export](#) in **Appendix 1 Common Operations** chapter.

## 4.6 Database Management

Click [System] > [Database] to enter to the **Database Management** interface:



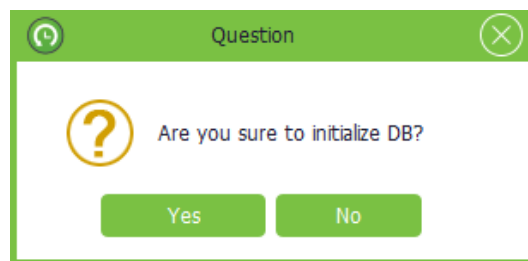
You can **Initialize Database**, **Backup Database** and **Restore Database** operations in *Database Management* interface.

### 4.6.1 Initialize Database

This function can restore system to the original installment status, please operate carefully.

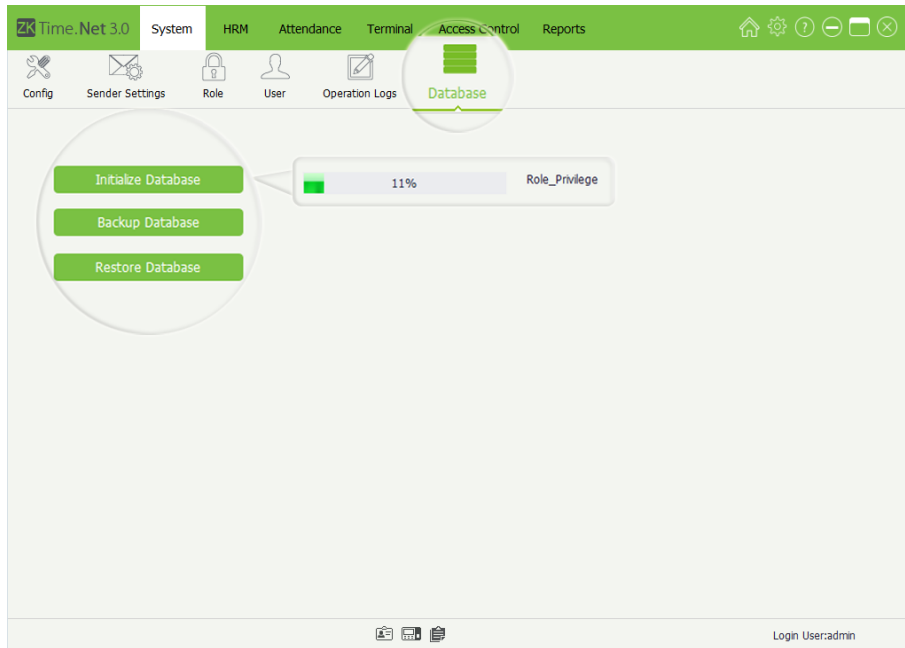
The specific operation is shown as below:

1. Click [Initialize Database] button, the **Question** prompt box will pop-up.



2. Click [Yes] button to start initializing database operation.





**Note:** Click **[No]** button to cancel operation.

## 4.6.2 Backup Database

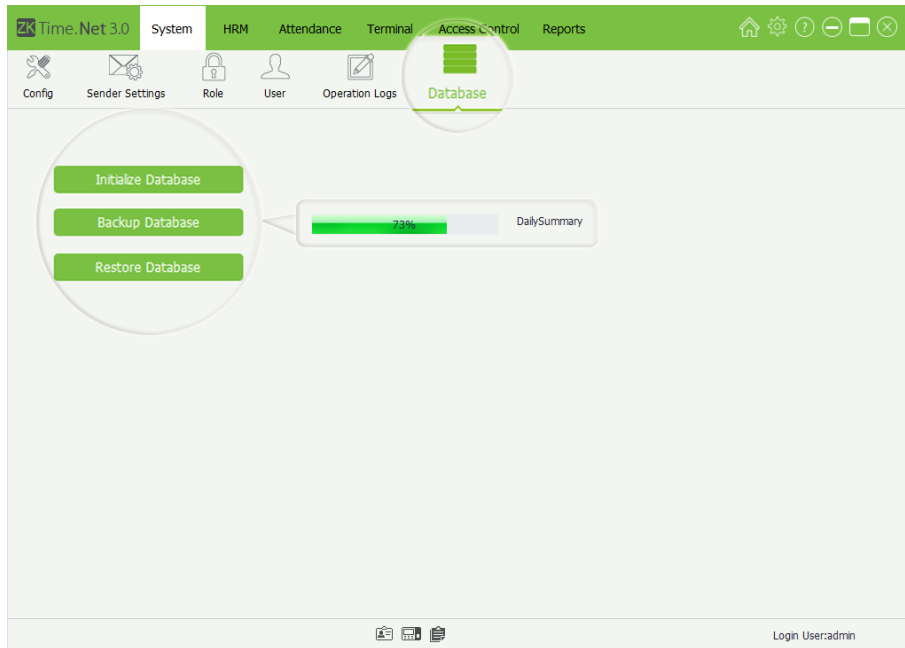
In order to make sure the data security and to restore database, we suggest you to backup the database in a regular time.

The specific operation is shown as below:

1. Click **[Backup Database]** button, the **Save As** window will pop-up. Choose backup path and enter the backup file name in the *File name* bar.

### **Notes:**

- (1) Do not set the database backup path and the system installation path on the same drive.
- (2) Do not set the backup path under the root directory of a drive.
2. Click **[Save]** button to start backing-up database operation, is shown as below:

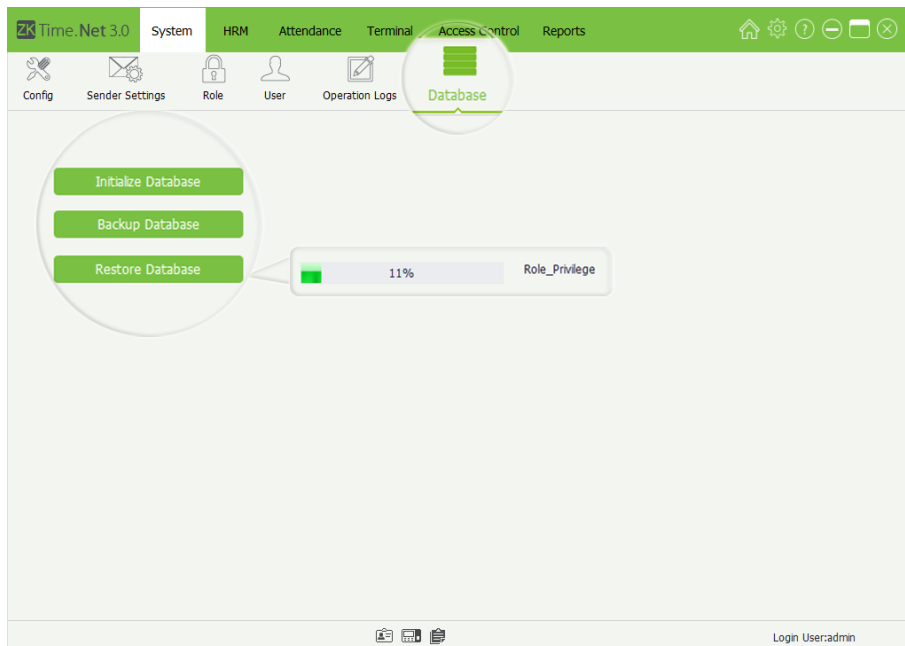


**Note:** We suggest you to backup the database after building human resource record, adding terminal info and accessing control setting.

### 4.6.3 Restore Database

The specific operation is shown as below:

Click [**Restore Database**] button on the **Database Management** interface, the **Open** window will pop-up. Choose the backup file in which you want to restore; and click [**Open**] button to start restoring database operation.

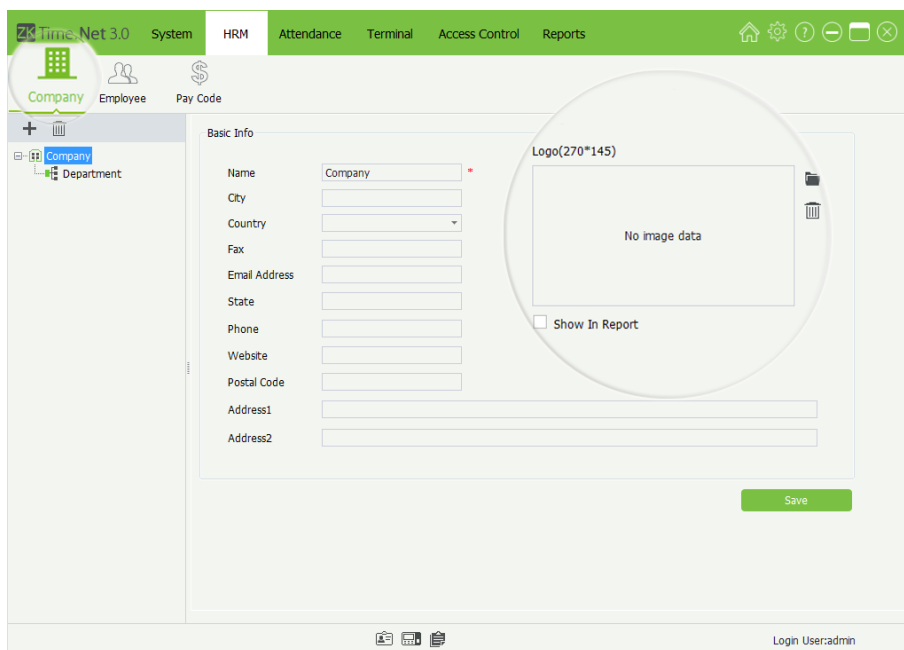


# 5 Human Resource Management

Before using the attendance function, you should do the human resource management. The first part is Company Setting, namely, setting the company structure. The second part is employee management, namely, typing-in employee and assigning department for the system and managing employee as required. The third part is Pay Code setting.

## 5.1 Company Setting

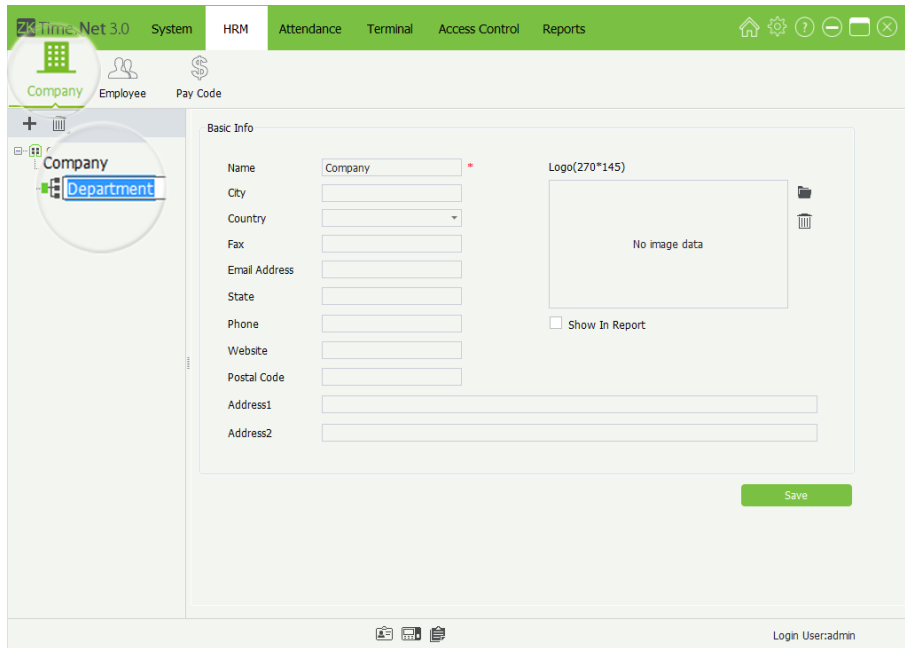
Click [HRM] > [Company] to enter to the **Company Setting** interface.



### ● Set Company Info

The system has a default company named **Company** and a default department named **Department**. The system supports you to modify the company's basic info and the name for the default department. Click [Save] button to save settings.

**Tips:** Double-click the department name to enter to the modify interface, and then modify the name as required.





(Note: The parameter with \* means cannot be empty.)

**Name, City:** Enter the company's name and city.

**Country:** Click ▼ button, and then select country on the drop-down list.

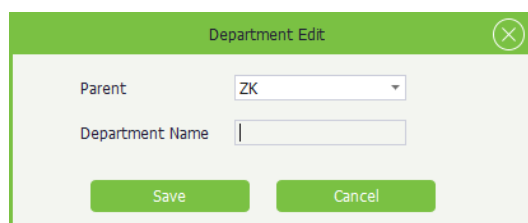
**Fax, Email Address, State, Phone, Website, Postal Code, and Address 1/2:** Enter the company's *Fax, Email Address, State, Phone, Website, Postal Code, and Address*.

**Logo:** Click  icon, double-click the LOGO file in the pop-up window, and then add LOGO for company. (Note: The size of the LOGO file must be in the scope of 270\*145. Moreover, you can click  icon to delete the added LOGO.)

**Show In Report:** Tick  and select this option, the company's LOGO will display in the reports. Otherwise, it will not display.

### ● Add Department

1. Click  icon to pop-up the **Department Edit** window is shown as below.



**Parent:** Click ▼ button behind *Parent* parameter, and then select parent department for the new department.

**Department Name:** Enter the department name.

2. After setting, click [**Save**] button to save the department info.

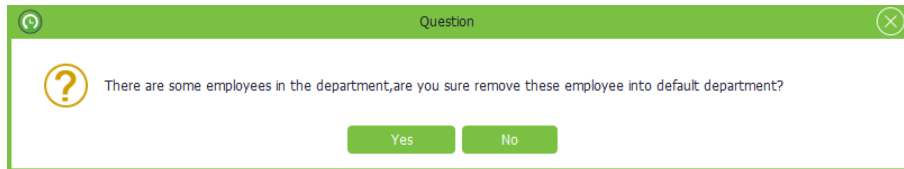
### ● Edit Department

The operation method of editing department is the same as editing role. For the specific operation method, please refer to [4.3 Role Management](#). Not repeating the description here.

### ● Delete Department

Click and the department in which you want to delete in the Company Structure list, and then click  icon:

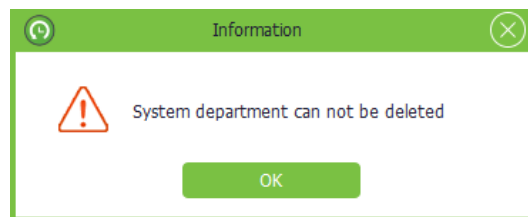
- If there are no employees in this department, directly delete this department.
- If there are employees in this department, the following **Question** prompt box will pop-up:



Click [**Yes**] button to remove these employees from the default department.

Click [**No**] button to cancel the delete operation.

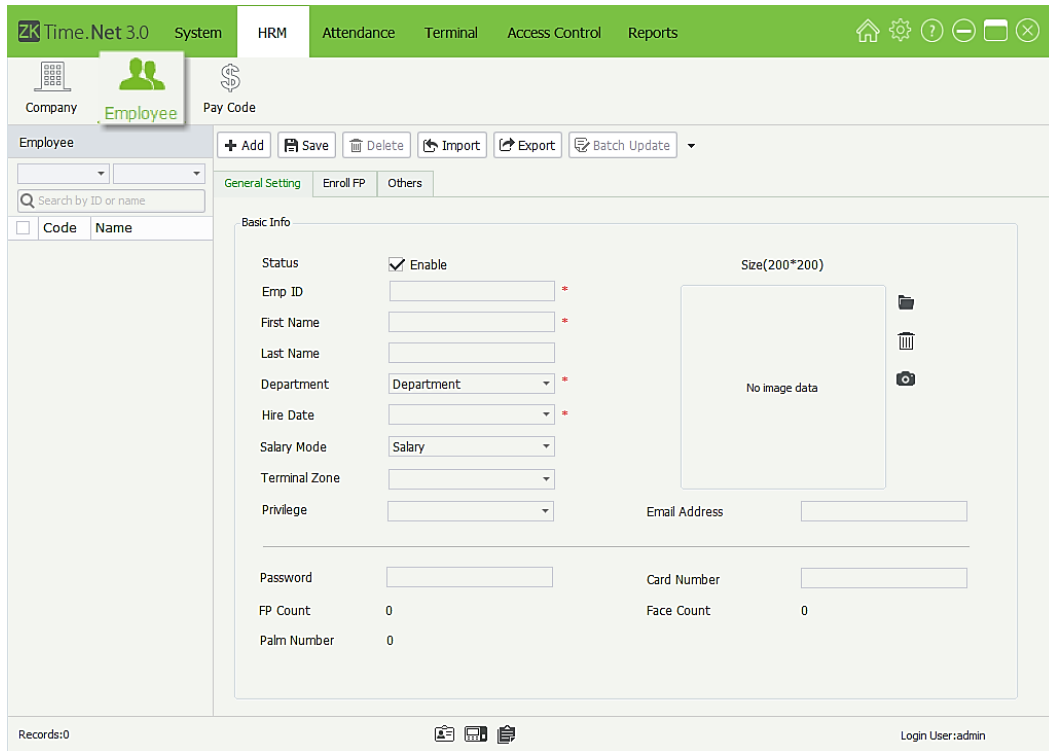
**Note:** The default company and department are undeletable, but you can modify them as required.



## 5.2 Employee Management

Before using, you should add employee for system, or import employee info from other programs.

Click [**HRM**] > [**Employee**] to enter to the **Employee Management** interface.

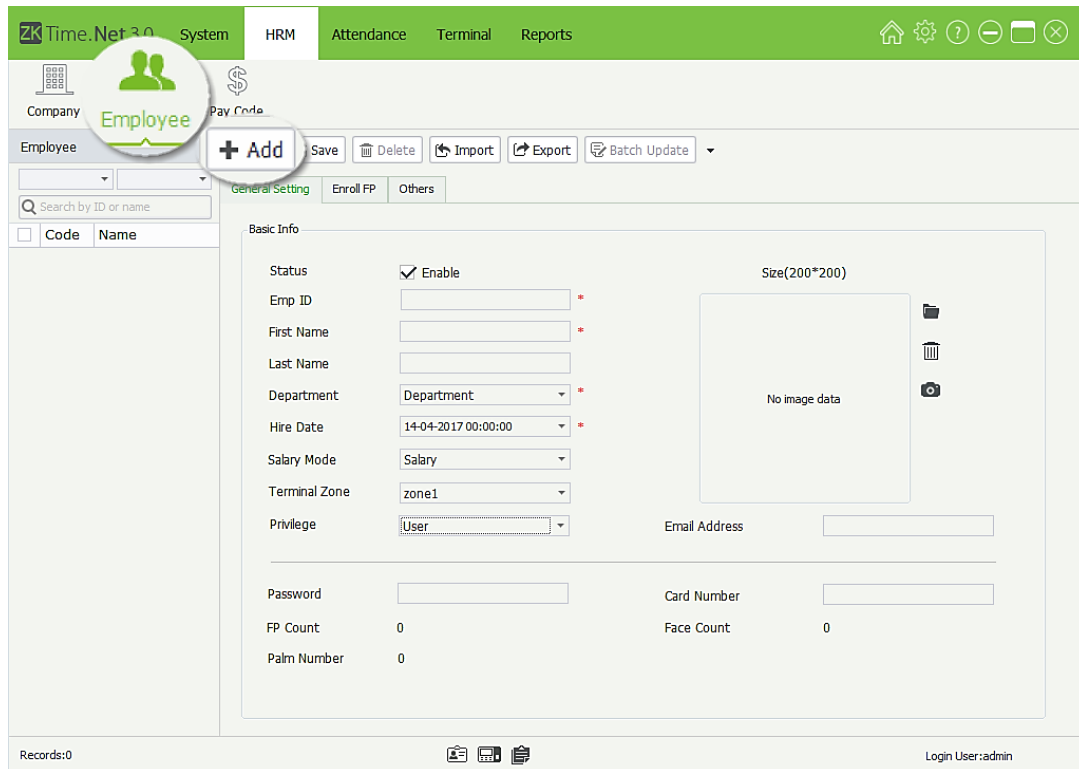


You can add, delete, edit and query employees as required in this interface.

## 5.2.1 Add Employee

Add employee info, and enroll fingerprint and issue card as required. The specific operation is shown as below:

1. Click **[Add]** button to enter to the **Add Employee** interface.



## ● Basic Info

**Note:** The parameter with \* cannot be left empty.

**Status:** Tick  and select *Enable*, means this employee is in-service, otherwise, means demission.

**Emp ID:** Enter employee ID, the setting range is 1~999999999, unrepeatable.

**First Name, Last Name, Email Address:** Enter the employee's first name, last name and email address as required.

**Department:** Click ▼ button, and select the subordinate department in the drop-down department list.

**Hire Date:** Display the current date in default. Click ▼ button, and select hire date in the drop-down date box as required.


**Salary Mode:** Click ▼ button, and select the salary mode in the drop-down list, can select as **Hours** or **Salary** as required.


**Terminal Zone:** Click ▼ button, and select the subordinate (attendance) zone in the drop-down area list. For the Terminal Zone setting, please refer to [7.2 Area Setting](#).

**Privilege:** Click ▼ button, and select privilege in the drop-down list. You can select as User, Enroller, Manager or Administrator as required.

**Photo:** Supports two kinds of method to add photo info for employee:

**Method 1:** Click  icon, double-click and select file in the pop-up window, add photo for employee.

(**Tips:** The size of the employee photo must be in the scope of 200\*200. You can click  icon to delete the added employee photo.)

**Method 2:** If the computer is connected with video camera, you can click  icon, and add photo for employee via camera photograph.

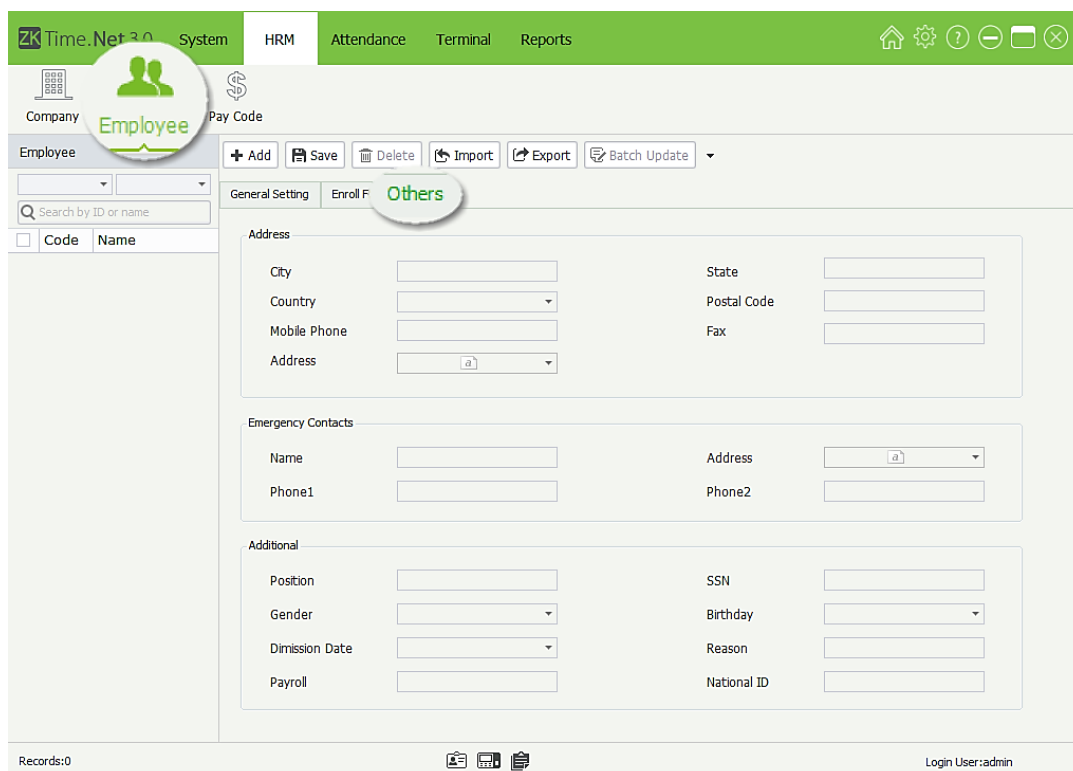
**Password:** Enter the password as required. When the employee has password verification privilege, then he/ she can punch via password on the device.

**Card:** Enter the card No. to issue card for employee.

**FP Count, Face Count & Palm Number:** Display the enrolled count of fingerprint, face and palm.

## ● Others Setting

Click **Others** tag to enter to the **Others** setting interface.



The screenshot shows the ZKTime.Net 3.0 HRM interface. The top navigation bar includes 'System', 'HRM', 'Attendance', 'Terminal', and 'Reports'. The main content area is titled 'Employee' and features a search bar and a list of employees. The 'Others' tab is selected, displaying the following fields:

- Address:** City, State, Country, Postal Code, Mobile Phone, Fax, Address (dropdown).
- Emergency Contacts:** Name, Address (dropdown), Phone1, Phone2.
- Additional:** Position, SSN, Gender, Birthday, Dismission Date, Reason, Payroll, National ID.

Records:0 | Login User:admin

Set employee info as required.

2. After setting, click **[Save]** button to save employee info.

## 5.2.2 Fingerprint Management

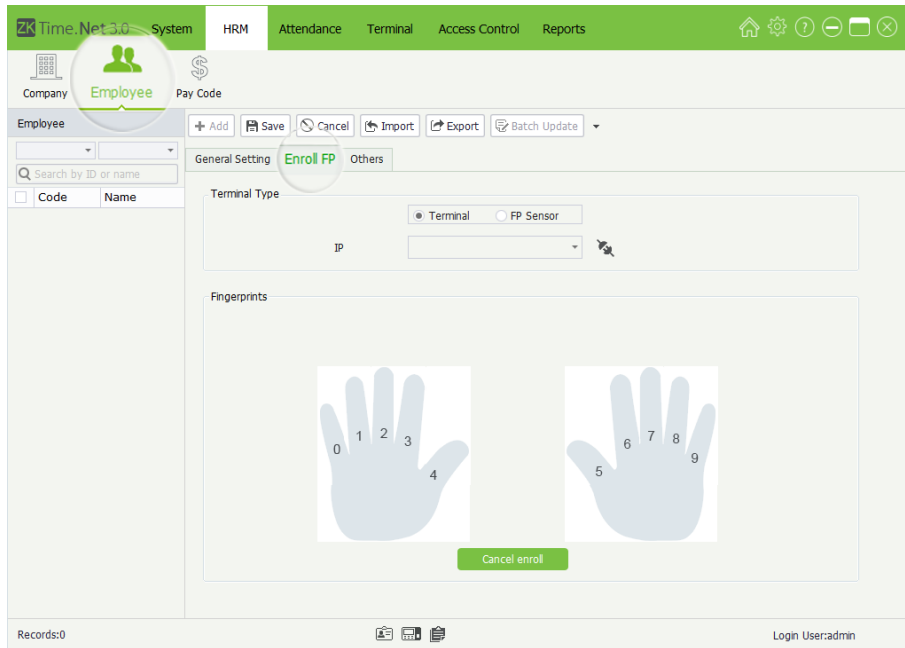
The program supports *Terminal* or *FP Sensor* to enroll fingerprint for employee.

### ● Enroll FP

Take enrolling fingerprint via terminal as an example to describe the specific operation of enrolling fingerprint.

1. Click and select employee in the *Employee* list, and click **Enroll FP** tag to enter to the **Enroll Fingerprint** interface.

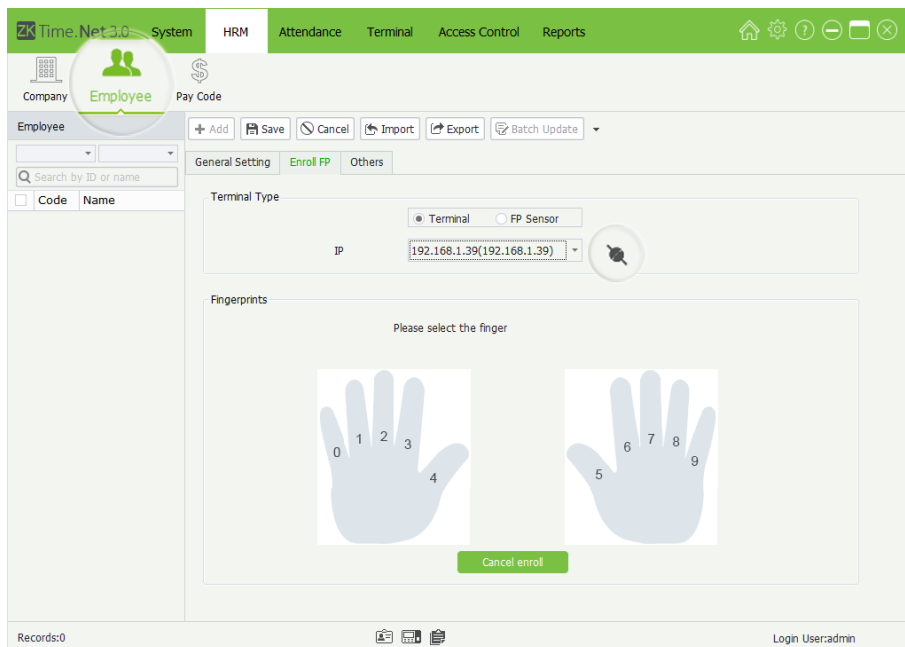




2. Select the *Terminal Type* as **Terminal**.

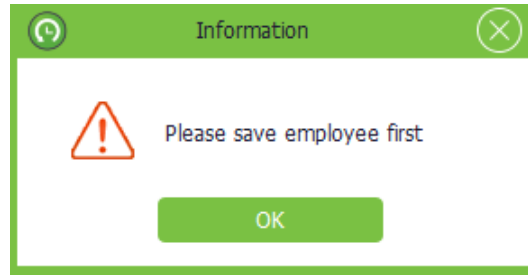
3. Click ▼ button behind the *Device*, select the device which will be used for enrolling FP in the drop-down device list. Click 🖱️ icon to connect device. After successful connection, the interface will prompt Please select the finger. (**Tips:** 🖱️ means successful connection to the device.)

(**Note:** The selected device must have online enroll FP function, otherwise, you cannot do the enroll operation.)

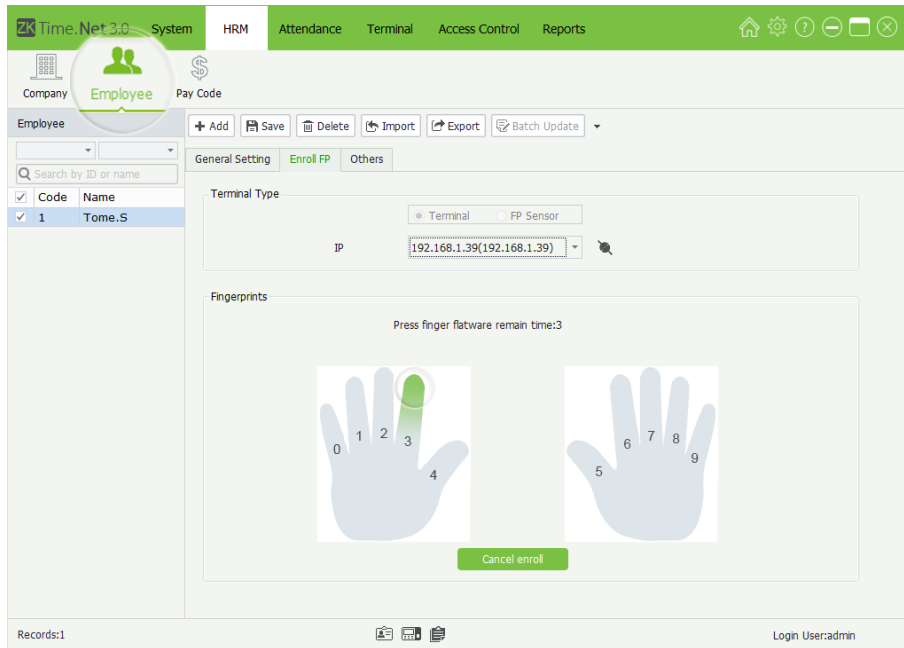


**Tips:**

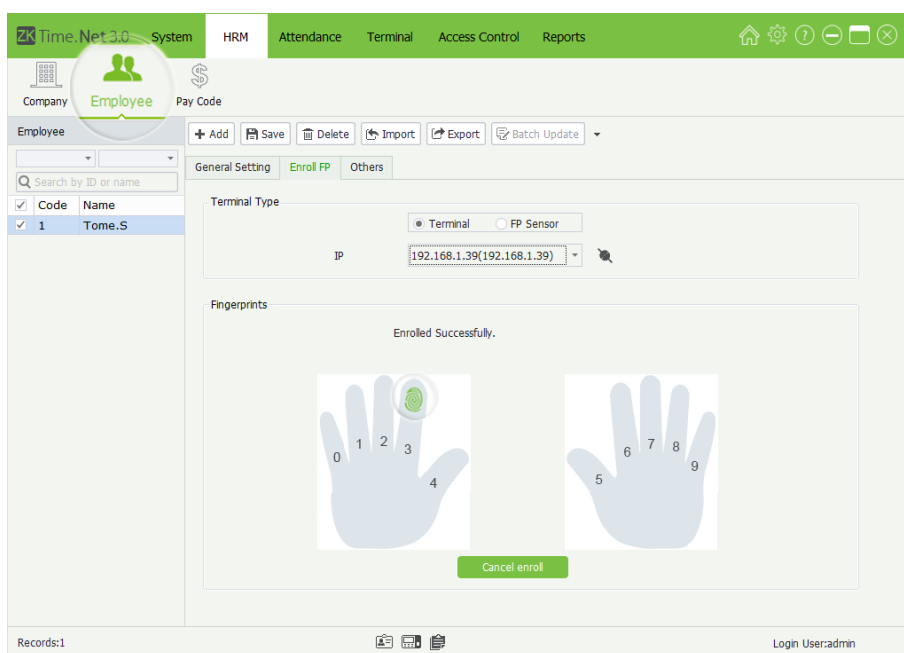
- (1) For the specific operation of adding device, please refer to [7.1.1 Add Device](#).
- (2) The device being used for enrolling FP must connect to the network, and make sure the network is unobstructed. Otherwise, you cannot enroll FP.



4. Click and select finger, the selected one will display in green.



5. Press the finger on the fingerprint collector correctly for three times. When the fingerprint enrolls successfully, the interface will prompt *Enrolled Successfully*. The enrolled finger will display the green fingerprint pattern.

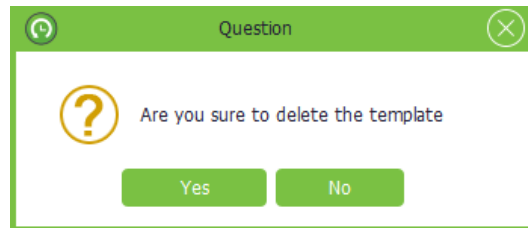


## Notes:

- (1) You can repeat the step 4 and step 5 to enroll more fingerprints for employee.
- (2) After enrolling successfully, the system will save the enrolled FP info automatically.
- (3) You can click **[Cancel enroll]** button to cancel enroll FP operation.

### ● Delete FP

1. In the **Enroll FP** interface, click the enrolled finger, the Question box will pop-up.



2. Click **[Yes]** button to delete the selected FP template, or click **[No]** button to cancel operation.

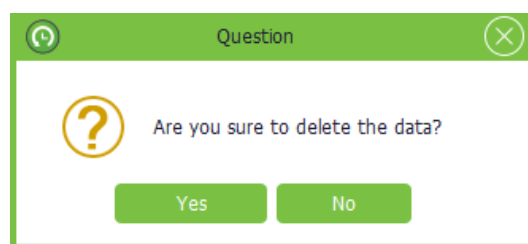
## 5.2.3 Employee Maintenance

### ● Edit Employee

1. Click and select employee in the *Employee* list.
2. Modify the employee info as required, and click **[Save]** button to save settings.

### ● Delete Employee

1. Click and select employee in the *Employee* list.
2. Click **[Delete]** button, the Question prompt box will pop-up.



3. Click **[Yes]** button to delete the selected employee, or click **[No]** button to cancel operation.

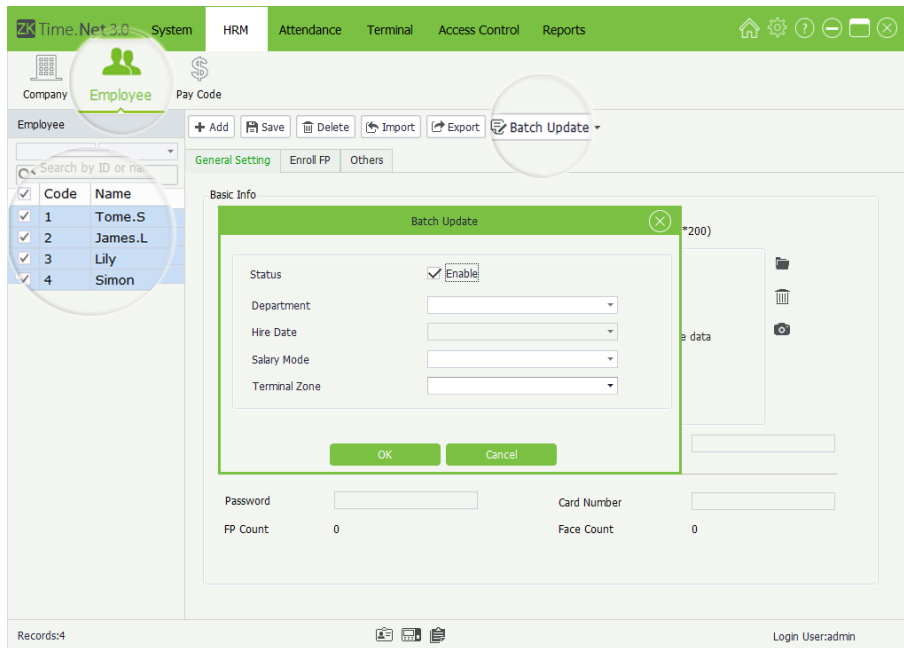
### ● Import/Export Employee Info

**Import:** The system supports importing function to import employee info from other programs. For the specific operation, please refer to [3. Import](#) in **Appendix 1 Common Operations** chapter.

**Export:** The system supports exporting function to export employee info as Excel, Text or CSV format file. For the specific operation, please refer to [4. Export](#) in **Appendix 1 Common Operations** chapter.

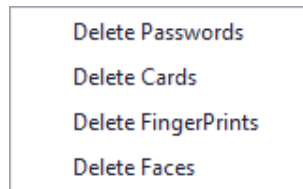
### ● Batch Update

1. Tick (☑) and select multi employee in the *Employee* list, and click **[Batch Update]** button to pop-up the **Batch Update** window.



2. Batch update the employees' *Department*, *Hire Date*, *Salary Mode*, and *Terminal Zone* as required; and click **[Save]** button to save settings.

### ● Delete Passwords/Delete Cards/Delete Fingerprints/Delete Faces

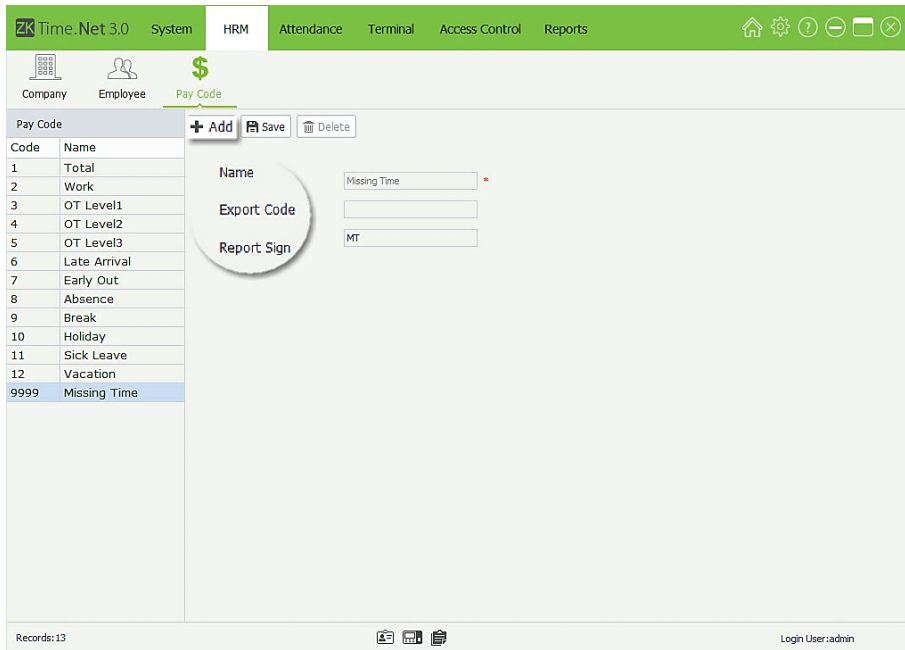


The software supports (batch) to delete passwords, cards, fingerprints, and face operation.

Take **Delete Password** as an example to introduce the specific operation method.

1. Select employee in the *Employee* list. (Multiple choices)
2. Click ▼ behind **[Batch Update]** button and click and select **Delete Passwords** in the drop-down menu list. The system will delete the selected employees' password. The result will display in the pop-up window, is shown at the bottom right corner of screen.





**Note:** The parameter with \* means cannot be empty.

**Name:** Enter the pay code name.

**Export Code, Report Sign:** Enter the export code and the report sign for this pay code.

2. After setting, click [**Save**] button to save info.

### **Edit/Delete Pay Code**

For the operation method of editing/deleting pay code, is the same as editing/deleting role. For the specific operation method, please refer to [4.3 Role Management](#). Not repeating the description here.

**Note:** The *Pay Code* which *Export Code* is greater than or equal to **11**, will be used for *Pay Code* setting in the **Exception Assign** menu interface. For details, please refer to [6.5 Exception Assign](#).

# 6 Attendance Management

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

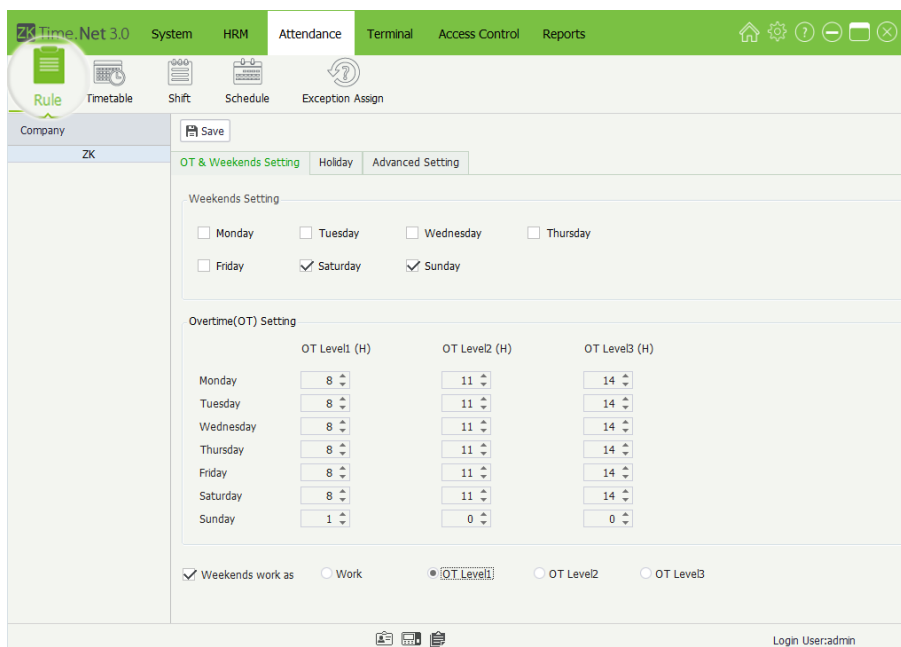
The data exchange between the attendance device and the program has to be performed in advance to execute synchronous management of the attendance device and collect the employee attendance records saved on the attendance device. For the attendance device setting, please refer to [7.1 Device Management](#).

The **Attendance** menu mainly achieves the following function: *Attendance Rule* setting, *Timetable* and *Shift* which are used for common attendance, *Schedule* (contents *Temporary Schedule*) and *Exception Assign*, etc.

## 6.1 Attendance Rule

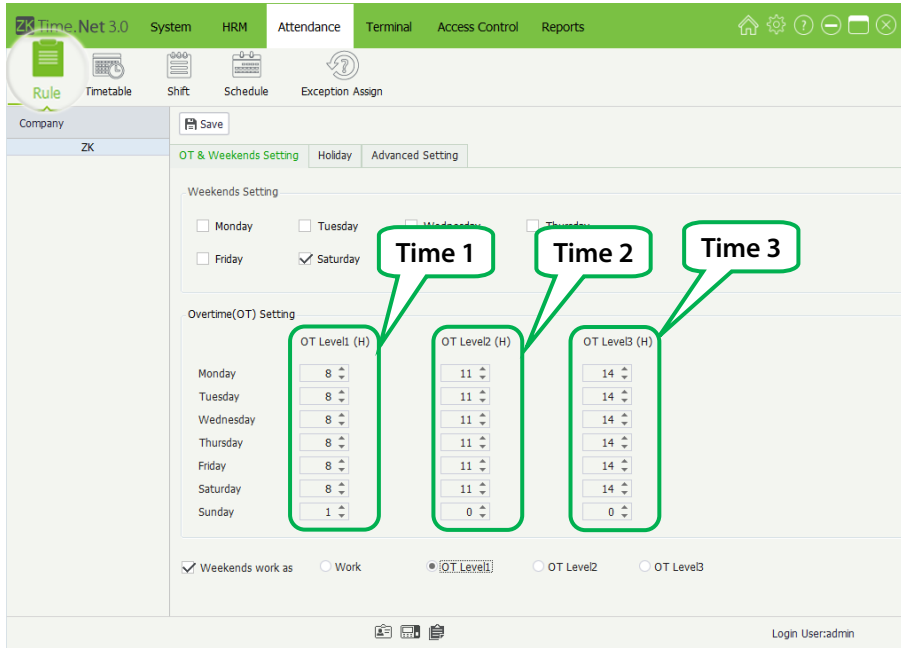
The attendance system varies across companies, so you need to manually set attendance rules to ensure the accuracy of the final attendance calculation. The attendance rule setting is a major way to demonstrate a company's attendance system.

Click **[Attendance]** > **[Rule]** to enter to the Attendance Rule setting interface. Set as required, and click **[Save]** button to save settings.



### 6.1.1 OT & Weekends Setting

Click **OT & Weekends Setting** tag in the **Attendance Rule** setting interface, to enter to the **OT & Weekends** Setting interface.



### ● Weekends Setting

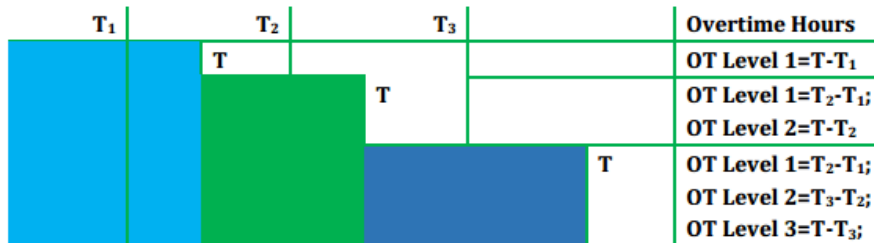
Select weekends based on the company's actual situation. (Multiple Choices)

### ● Overtime (OT) Setting

Set OT Levels 1, 2, and 3 to different lengths of work time.

**Method of Overtime Level Calculation:** (Calculated in subparagraph)

Assume that the values of T1 to T3 are specified as above. T represents the end point of working time.



- If an employee's **Actual daily working hours** are greater than **Time 1** but less than **Time 2**; then the overtime at **OT Level 1** is the **Actual daily working hours** minus **Time 1**.
- If an employee's **Actual daily working hours** are greater than **Time 2** but less than **Time 3**; then the overtime at **OT Level 1** is the **Time 2** minus **Time 1**; the overtime at **OT Level 2** is the **Actual daily working hours** minus **Time 2**.
- If an employee's **Actual daily working hours** are greater than **Time 3**; then the overtime at **OT Level 1** is the **Time 2** minus **Time 1**; then overtime at **OT Level 2** is **Time 3** minus **Time 2**; the overtime of **OT Level 3** is the **Actual daily working hours** minus **Time 3**.

The following example is used to explain how overtime is calculated by using the values which is specified in the preceding figure.



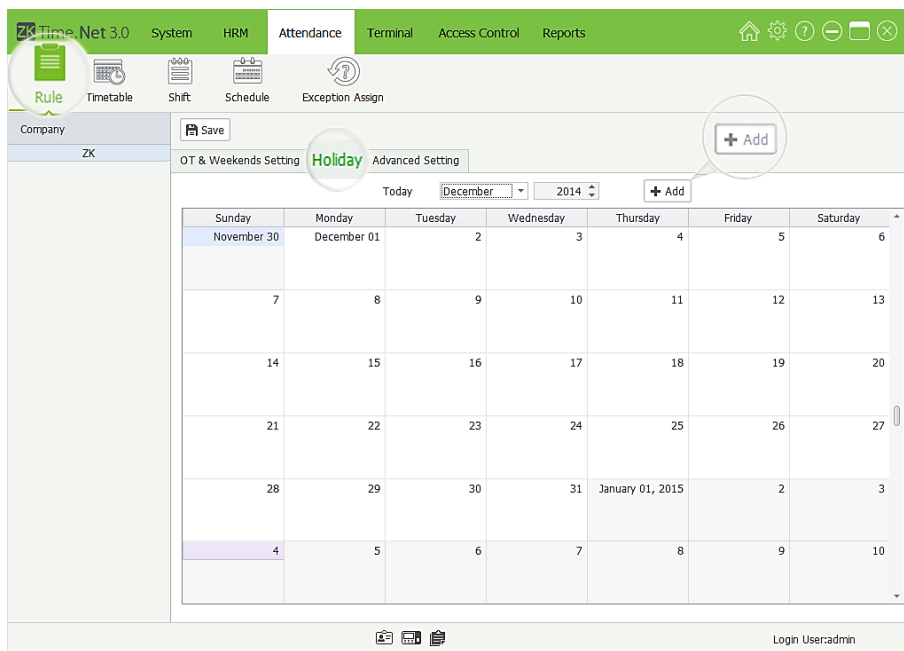
- If an employee works 9 hours a day, he/she has 1-hour overtime (9 minus 8) at OT Level 1.
- If the employee works 12 hours a day, he/she has a total of 4-hour overtime, 3-hour overtime (11 minus 8) at OT Level 1 and 1-hour overtime (12-11) at OT Level 2.
- If the employee works 15 hours one day, he/she has a total of 7-hour overtime, 3-hour overtime (11 minus 8) at OT Level 1, 3-hour overtime (14-11) at OT Level 2, and 1-hour overtime (15-14) at OT Level 3.

**Weekends work as:** Specifies how the work time on weekends is calculated. The work time on weekends can be included into the normal work time or one of the three types of overtime, whichever you select.

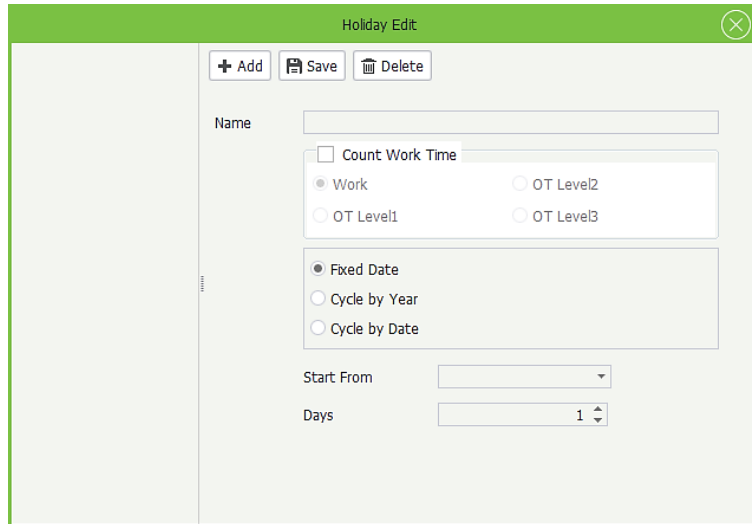
## 6.1.2 Holiday Setting

The required attendance time on holidays might differ from that on usual days. For ease of operation, the system provides Holiday setting which allows you to set the attendance time and rules for holidays. After a holiday is specified, the system will set attendance rules for the holiday and collect statistics and display the attendance records on the holiday.

Click **Holiday** tag in the **Attendance Rule** setting interface to enter to the **Holiday** setting interface.

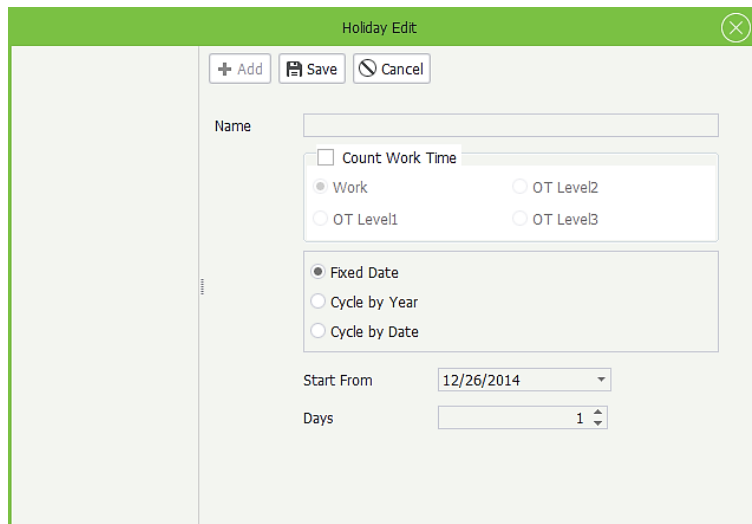


Click **[Add]** button to pop-up the **Holiday Edit** interface.



## ● Add Holiday

1. Click **[Add]** button to enter to the **Add Holiday** interface.



**Name:** Enter the holiday name.

**Count Work Time:** You can select as *Work*, *OT Level 1*, *OT Level 2* or *OT Level 3* based on actual situation.

**Circulation rules setting:** You can select as *Fixed Date*, *Cycle by Year* or *Cycle by Date* as required.

→When select as *Fixed Date* or *Cycle by Year*

**Fixed Date:** When select as Fixed Date, then this holiday will only apply to the selected date.

**Cycle by Year:** The holiday has a fixed date, such as the New Year's Day in on January 1th. You can set the holiday as *Cycle by Year*. After setting, the system will set this date as holiday automatically.

**Start From:** Click ▼ button, and then select the holiday start date in the drop-down date box.

**Days:** Supports manual input or by clicking ▲/▼ to increase or decrease to set continuous days for holiday.

→When select ad *Cycle by Date*

**Cycle by Date:** The holiday has no fixed date. Such as the Thanksgiving Day is on every 4th Thursday of November. Then you can set the holiday as *Cycle by Date*.

**Start From:** Click ▼ button behind the Month, Week and Day one by one, and then select month, week and day in the drop-down list.

**Days:** Supports manual input or by clicking ▲/▼ to increase or decrease to set continuous days for holiday.

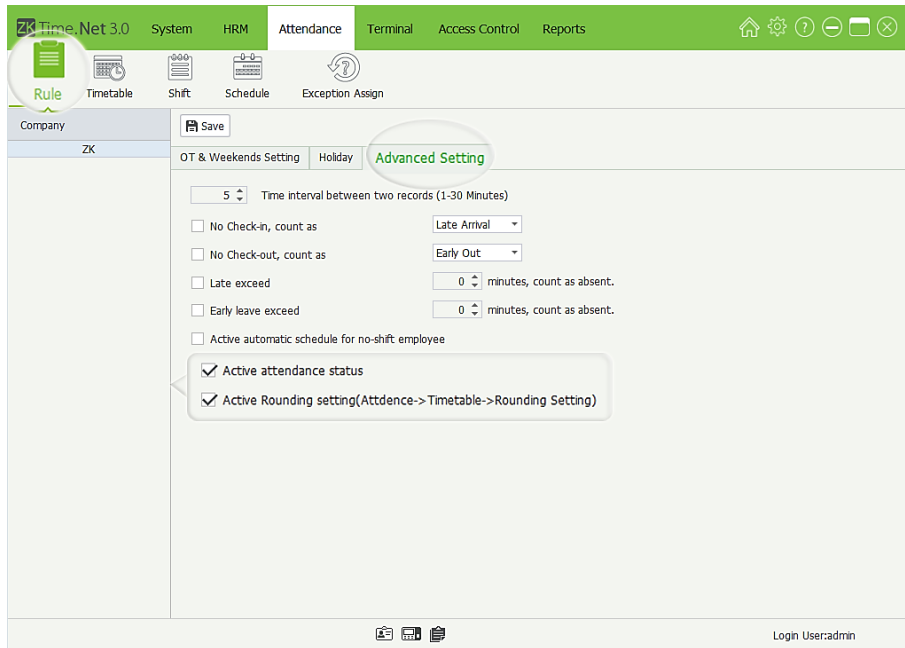
2. After setting, click **[Save]** button to save settings.

### ● Edit/Delete Holiday

The operation methods of editing/deleting holidays are the same as editing/deleting the role. For the specific operation method, please refer to [4.3 Role Management](#). Not repeating the description here.

## 6.1.3 Advanced Setting

Click **Advanced Setting** tag in the **Attendance Rule** setting interface to enter to the **Advanced Setting** interface.



**Time interval between two records:** Sets the interval length for saving effective attendance record. The default length is **5** minutes. You can set this parameter as required. For example, if an employee punches at 08:30 a.m., his/her punch records in the following 5 minutes (08:30~08:35) are invalid and not stored in the attendance device. Similarly, the attendance device will save only the valid punch records according to this rule.

**No check-in, count as Late Arrival / Absent:** Tick  and select this option, click ▼ button and select as *Late Arrival* or *Absent* in the drop-down list as required. Then no check-in employee will be counted as *Late Arrival* or *Absent*.

**No check-out, count as Early Out / Absent:** Tick  and select this option, click ▼ button and select as *Early Out* or *Absent* in the drop-down list as required. Then the no check-out employee will be counted as *Early Out* or *Absent*.

**Late exceed \_ minutes, count as absent:** The default value is **0** minute, you can modify as required. After ticking  and selecting this option, if the **Check-In Time** is **9** a.m., all punches after **9** a.m., will be counted as absent.

**Early leave exceed \_ minutes, count as absent:** The default value is **0** minute, you can modify as required. After ticking  and selecting this option, if the **Check-Out Time** is **18** p.m., all punches before **18** p.m., will be counted as absent.

**Active automatic schedule for no-shift employee:** After ticking  and selecting this option, the system will use the default shift to schedule for no-shift employee automatically.

**Active attendance status:** If tick  and select this option, the system will identify the attendance status of the attendance records downloaded from the device according to the preset attendance status on the device. If you do not select this option, the system will identify the attendance status of the attendance records downloaded from the device according to the odd and even numbers of the attendance records, where an odd number represents "Check-in" and an even number represents "Check-out". Specifically, the first attendance record is "Check-in", the second is "Check-out", the third is "Check-in", the fourth is "Check-out", and the like.

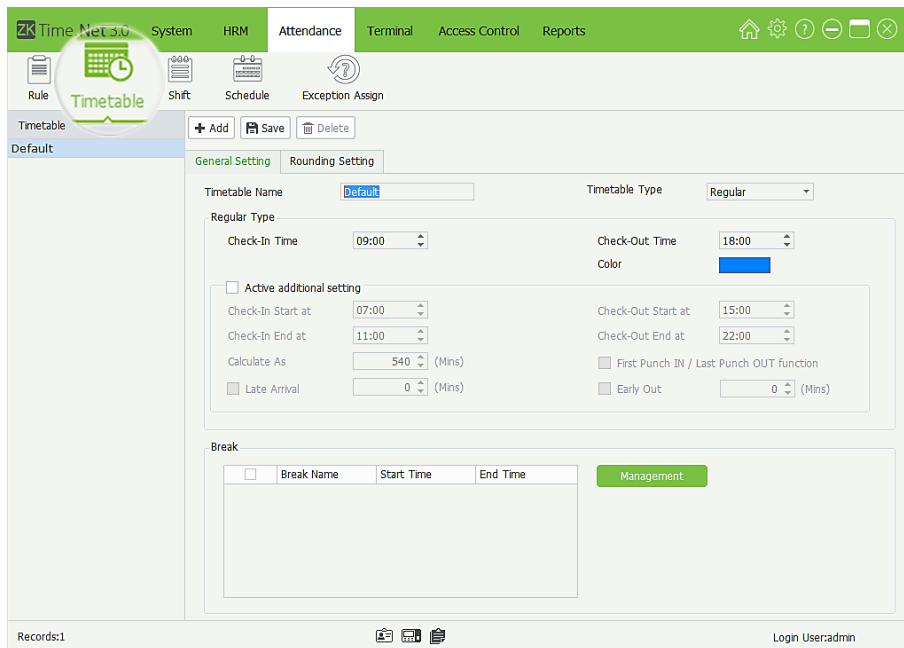
**Active Round setting (Attendance > Timetable > Round Setting):** By ticking  and selecting this option, to activate the Round Setting function, otherwise, to disable it.

## 6.2 Timetable Setting

You can set all timetables that may be used during the attendance procedure, and then set each option as required. Such as Check-In /Out Time, Late Arrival/Early Out time, Break and Rounding setting, etc.

Before shift setting, you must set all the timetables that might be used. Only after employees are assigned to shifts, you can collect and calculate employee attendance time based on the attendance parameters.

Click **[Attendance]** > **[Timetable]** to enter to the **Timetable** setting interface.



The system has a timetable named **Default** by default. You can modify it as required, but undeletable.

### 6.2.1 Add Timetable

1. Click **[Add]** button to enter to the **Add Timetable** interface.

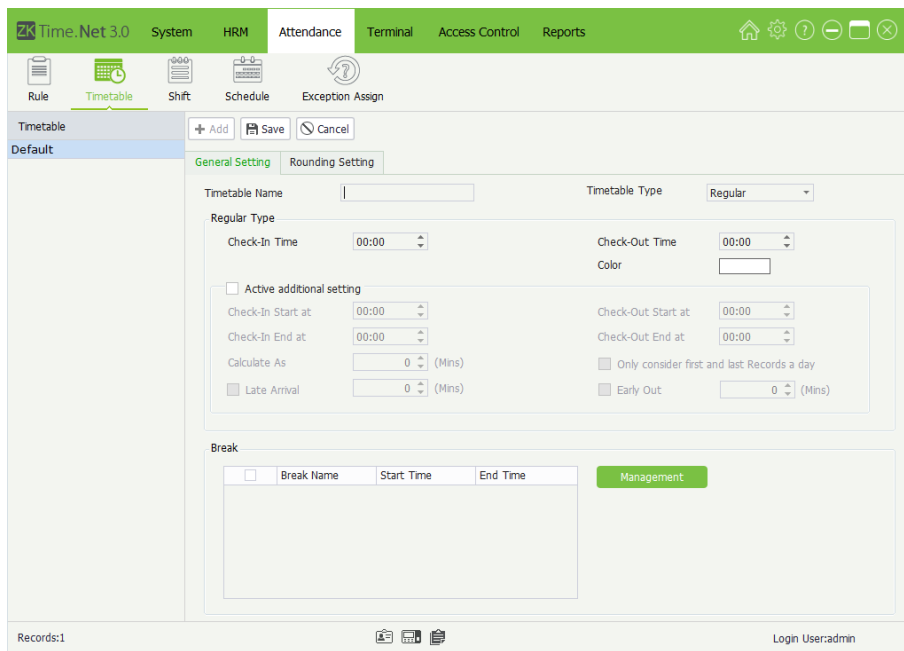
#### ● General Setting

**Timetable Name:** Enter the timetable name.

**Timetable Type:** Click ▼ button and select timetable type (Regular or Flexible) in the drop-down list

→ **When the Timetable Type is selected as Regular**

The **General Setting** interface is shown as below:



## Regular Type

**Check-In/Out Time:** Set the Check-In and Check-Out time.

**Color:** Click  icon, and select the display color for this timetable in the pop-up color box.

**Active additional setting:** If you want to manually modify the following parameters, tick  and select this option, and modify as required. Otherwise, use the default setting by unselecting it.

**Check-In Start at:** The default *Check-In Start* time is two hours before *Check-In* time. For example, the *Check-In* time is 08:00, and the system set 06:00 as *Check-In Start* time automatically. The *Check-In Start* time must be earlier or equal to *Check-In* time. All punches before *Check-In Start* time will be counted as invalid records.

**Check-In End at:** The default *Check-In End* time is two hours after *Check-In* time. For example, the *Check-In* time is 08:00, and the system will set 10:00 as the *Check-In End* time automatically.

**(Note:** The *Check-In End* time must be later or equal to the *Check-In* time plus allowable *Later Arrival* time. For example, the *Check-In* time is 09:00 and the allowable *Later Arrival* time is **5** minutes, then the *Check-In End* time must be later or equal to 09:05. All punches after the *Check-In End* time will be counted as invalid records.)

**Check-Out Start at:** The default *Check-Out Start* time is two hours before *Check-Out* time. For example, the *Check-Out* time is 18:00, then the *Check-Out Start* time is 16:00. All punches before the *Check-Out Start* time will be counted as invalid records.

**(Note:** If allowable *Early Out* time is greater than **0** minute, then the *Check-Out Start* time must be earlier or equal to the *Check-Out* time minus the allowable *Early Out* time. For example, the *Check-Out* time is 18:00 and the allowable *Early Out* time is 5 minutes, then the *Check-Out Start* time must be earlier or equal to 17:55.)

**Check-Out End at:** The default *Check-Out End* time is two hours after *Check-Out* time. For example, the *Check-Out* time is 18:00, and the system will set the *Check-Out End* time as 20:00 automatically.

**(Note:** The **Check-Out End time** must be later or equal to the **Check-Out time**. For example, the *Check-Out* time is 18:00, then the *Check-Out End* time must later or equal to 18:00. All punches after the *Check-Out End* time will be

counted as invalid records.)

**Calculate As:** Generate automatically after setting *Check-In* and *Check-Out* time.

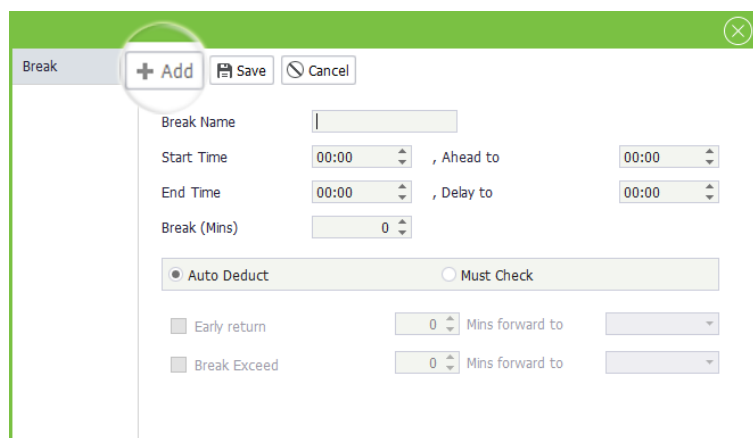
**Late Arrival, Early Out:** Set the allowable Late Arrival/Early Out Time. The unit is **Minute**.

**First Punch IN / Last Punch OUT function:** After ticking  and selecting this option, the system will only record the first and last effective punch records; other punch records will be considered as invalid records. The terminal will only store the effective punch records.

**Break:** Tick  and select break in the *Break* list.

#### ✦ Add Break

(1) Click **[Management]** > **[Add]** to enter to the **Add Break** widow.



**Break Name:** Enter the name.

**Start Time, Ahead to:** Set this break's start time and the extension ahead.

**End Time, Delay to:** Set this break's end time and when the break can delay to.

**Break (Mins):** Generate automatically after setting *Start Time* and *End Time*.

**Auto Deduct:** If tick  and select this option, without punching, the system will deduct the break time from the work time automatically.

**Must Check:** If tick  and select this option, you must check before and end break.

**Early return \_ Mins forward to:**  means to active this function. Set the time as required. When comes back early before this time, then forward to *Work*, *OT Level 1*, *OT Level 2*, or *OT Level 3*.

**Break Exceed \_ Mins forward to:**  means to active this function. Set the time as required. When comes back exceeding this time, then forward to *Late Arrival*, *Early Out*, or *Absence*.

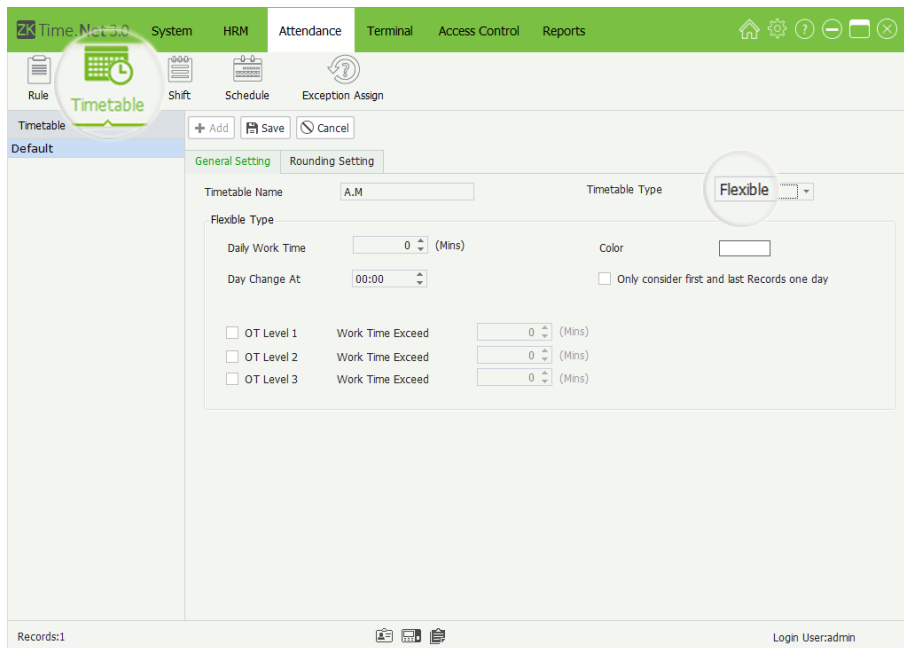
(2) After setting, click **[Save]** button to save info.

#### ✦ Edit / Delete Break

The operation methods of editing/deleting break are the same as editing/deleting role. For the specific operation method, please refer to [4.3 Role Management](#). Not repeating the description here.

## → When the Timetable Type is selected as *Flexible*

The **General Setting** interface is shown as below:



### Flexible Type

(Not to limit the Check-In and Check-Out time, but the time between Check-In and Check-Out need to be greater than or equal to *Daily Work Time*.)

**Daily Work Time:** Enter the daily work time, namely, the minimum time that employees have to work every day.

**Color:** Click  icon, and select the display color for this timetable in the pop-up color box.

**Day Change at:** Set the day change time, namely, the end time of day's work time statistics. For example, the *Day Change time* is 23 o'clock; the work time after 23 o'clock, will be counted as the second day's work time.

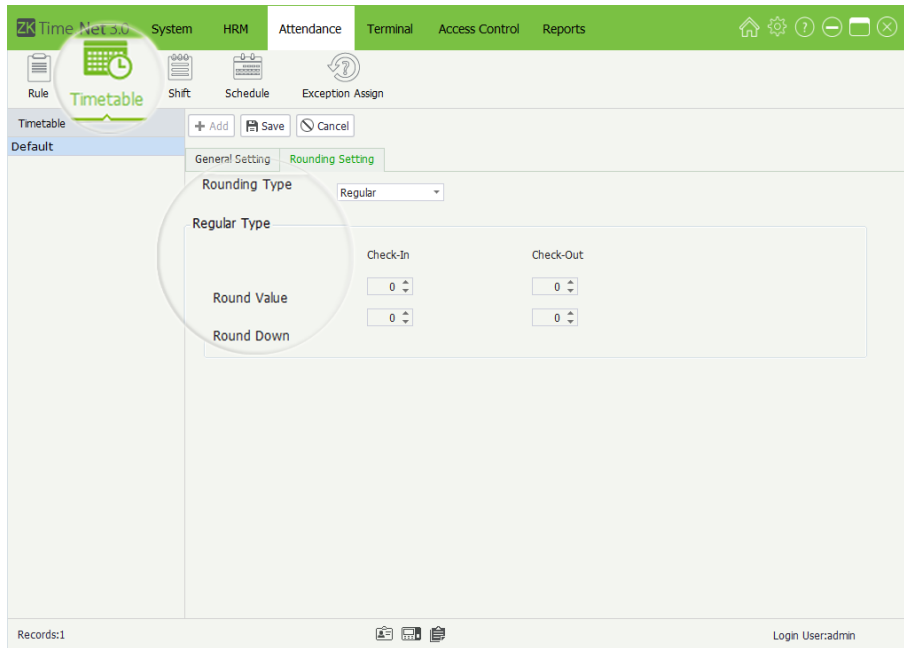
**Only consider first and last Records one day:** After ticking  and selecting this option, the system will only record the first and last effective punch records; other punch records will be considered as invalid records. The terminal will only store the effective punch records.

**OT Level 1/2/3 Work Time Exceed:** Set and select as required. The specific operation is the same as [6.1.1 OT & Weekends Setting](#).

### Rounding Setting

Click **Rounding Setting** tag to enter to the **Rounding Setting** interface:





**Rounding Type:** There are two types of rounding, namely, *Regular* and *Custom*.

→ When the Rounding Type is selected as *Regular*

**Regular**

**Check-In/Check-Out Round Value:** The minimum round-off unit of punch time. If the Round Value = 10, then takes 10 minutes as the minimum unit when counting the punch time.

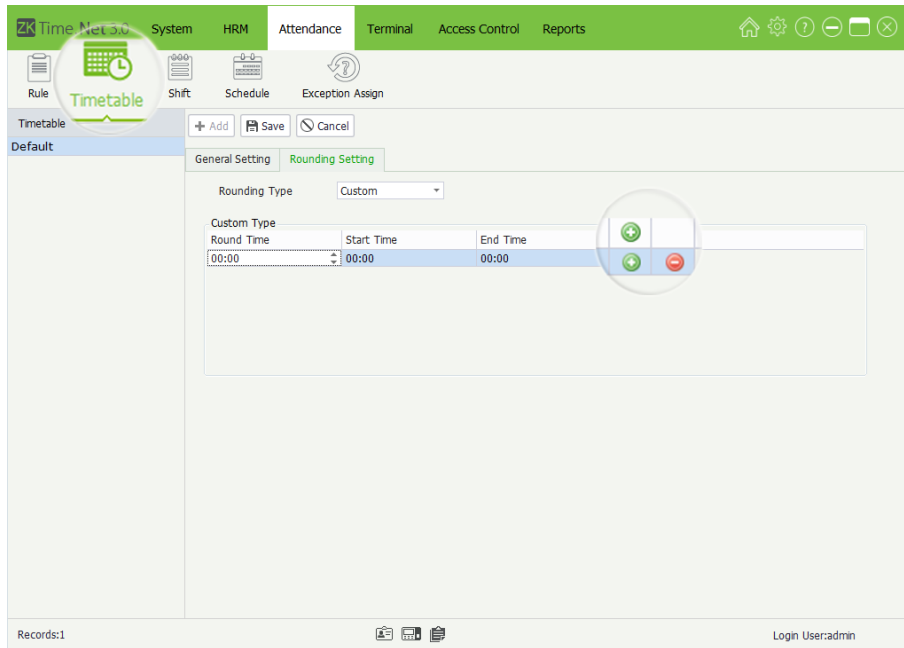
**Check-In/Check-Out Round Down:** The rules of rounding down. When punch time is greater than or equal to the cutoff value, it gets rounded up; otherwise, it gets rounded down and not counted in the attendance time.


Assume that Check-In/Check-Out Round-Off Value = 10 minutes; Check-In/Check-Out Cutoff Value = 5 minutes.

For example, if an employee checks in at 08:02 and checks out at 17:55, his/her check-in time counts as 08:00 and check-out time as 18:00 after rounding-off. In other words, the period of 2 minutes after the requested check-in time is not recorded as Late Arrival, and the period of 5 minutes before the requested check-out time is not recorded as Early Out.

→ When the Rounding Type is selected as *Custom*

The user can manually add rounding type as required.



Click  button to add rounding type, and then set the *Round Time*, *Start Time* and *End Time* as required.

(**Tips:** Click  icon to delete the rounding type.)

The user-defined round rule must meet the following condition: **Start Time ≤ Round Time ≤ End Time**. Any attendance time in the range of *Start Time* to *End Time* will be recorded as the Round Time.

**For example:** The Round Time is set as 07:05; the Start Time is set as 07:00; the End Time is set as 07:10; then the punches between 07:00 and 07:10, will be recorded as 07:05.

**Note:** The Round Time cannot be set as Check-In or Check-Out Time. The round rule's Start and End Time must meet the either condition:

- (1) The rounding type's Start and End time are earlier than Check-In Time.
- (2) The rounding type's Start and End time are later than the Check-In Time and earlier than the Check-Out Time.
- (3) The rounding type's Start and End time are later than the Check-Out Time.

2. After setting, click [**Save**] button to save info.

## 6.2.2 Edit/Delete Timetable

The operation methods of editing/deleting timetable are the same as editing/ deleting role. For the specific operation method, please refer to [4.3 Role Management](#). Not repeating the description here. (**Tips:** The default timetable cannot be deleted.)

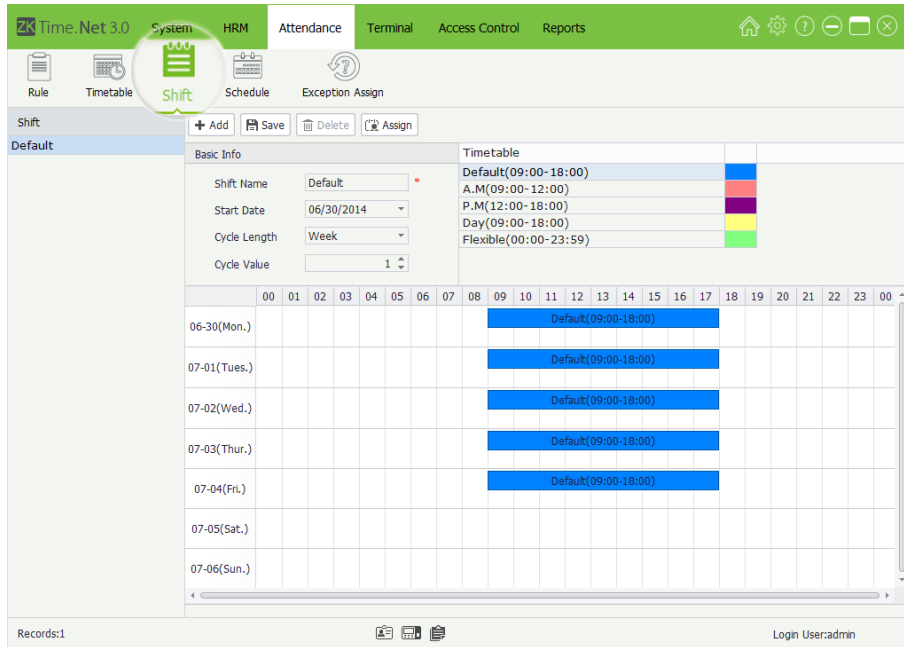
## 6.3 Shift Management

The Shift consists of one or more preset timetables according to a certain sequence and cycle, and is a preset work

schedule. To monitor employee's time and attendance, you must set shifts first.

Click **[Attendance]** > **[Shift]** to enter to the **Shift Management** interface. All shifts will be displayed in the *Shift* list.

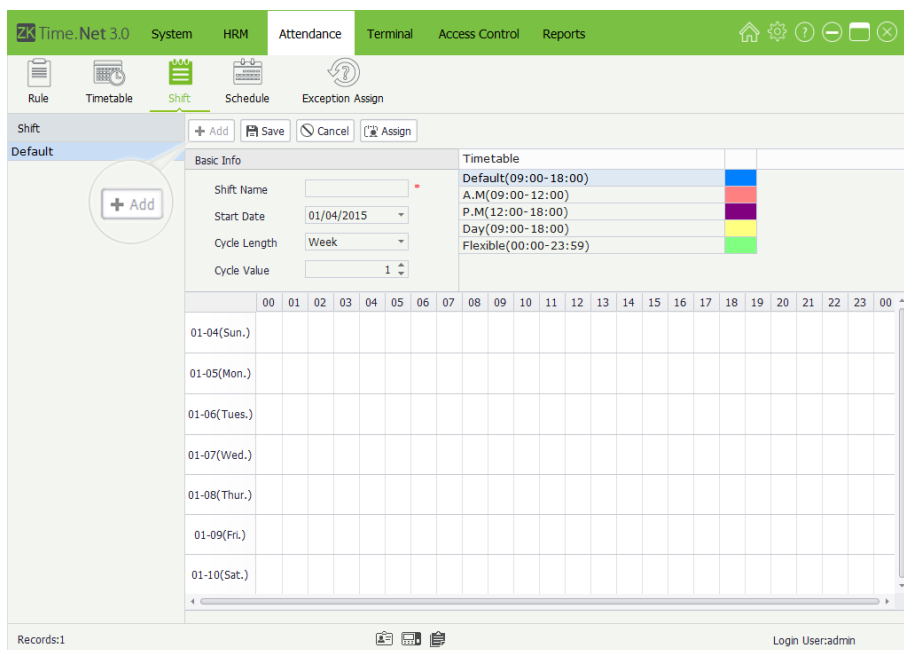
Click and select shift in the *Shift* list, the detailed timetable of the shift will be shown as the chart on the right.



The system has a shift named **Default** by default. You can modify it as required, but undeletable.

### 6.3.1 Add Shift

1. Click **[Add]** button to enter to the **Add Shift** interface.



Set the parameters as required, the specific operation is shown as below.

**Note:** The parameter with **\***, means cannot be empty.

**Shift Name:** Any characters, unrepeatable.

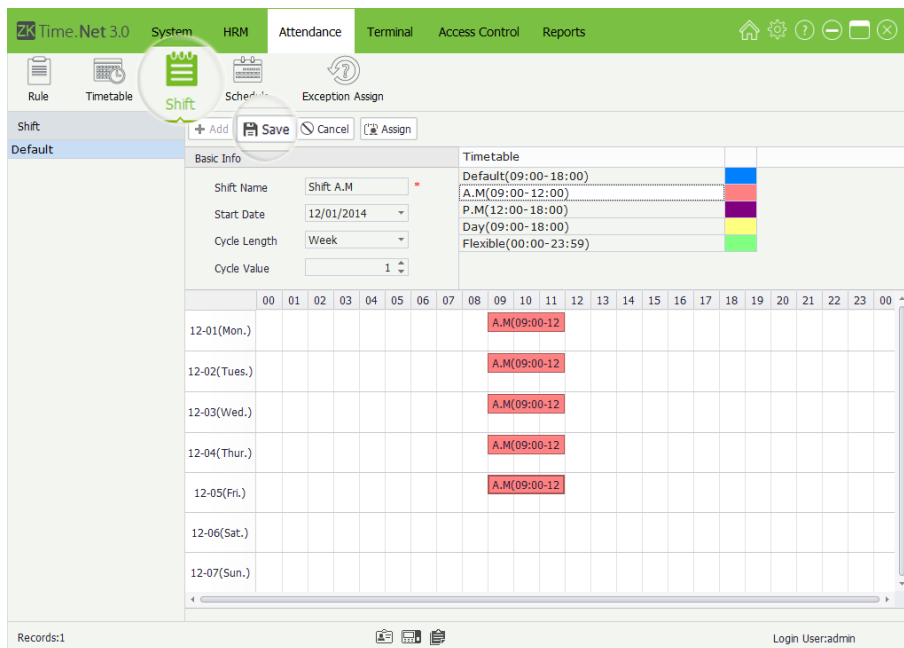
**Start Date:** Click ▼ button and then select start date in the drop-down list.

**Cycle Length:** Click ▼ button and select cycle length in the drop-down list. There are two options, *Day* and *Week*.

**Cycle Value:** Manually input or by clicking ▲/▼ button to increase or decrease the cycle value.

(**Tips:** The Shift Cycle Period = Cycle Length \* Cycle Value.)

**Timetable:** Select timetable for this shift. Click and select timetable in the **Timetable** list, and drag it onto the corresponding date, is shown as above figure. For the timetable setting, please refer to [6.2 Timetable Setting](#).



2. After setting, click [**Save**] button to save. The added shift info will be displayed in the *Shift* list.

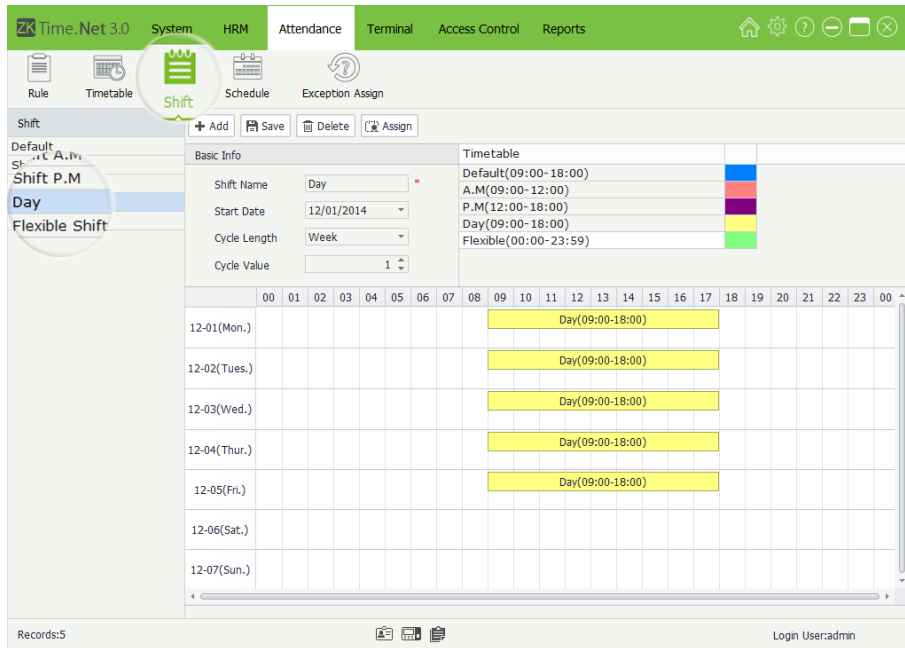


**Note:** A shift is a cycling of a user-selected timetable in the user-defined cycle. The dates that are without any specified timetable are deemed as holidays. When arranging a schedule for employees, the user only needs to select the start and end time of the shift without specifying the working days or vacations. After selecting a shift, the system will determine on which day the employees need to work or taking time off according to the predefined cycle of the shift.

## 6.3.2 Shift Maintenance

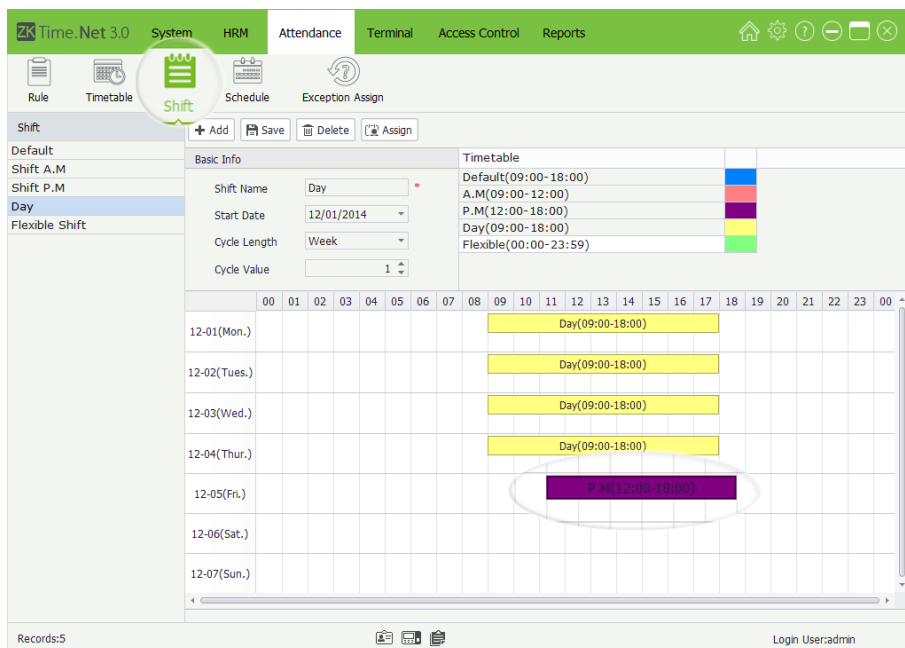
### ● Edit Shift

1. Click and select shift in the *Shift* list to enter to the **Edit Shift** interface.



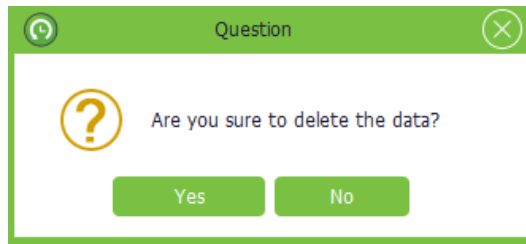
2. Modify the parameters as required, and click **[Save]** button to save the shift info.

**Note:** If you want to change the timetable used by date, you should click the select the timetable on the date, and then click **[Delete]** key (on the keyboard) to delete the old timetable. Finally click and select timetable in the *Timetable* list, and drag it onto the corresponding date.



## ● Delete Shift

1. Click and select shift in the *Shift* list, and then click **[Delete]** button, the **Question** box will pop-up.



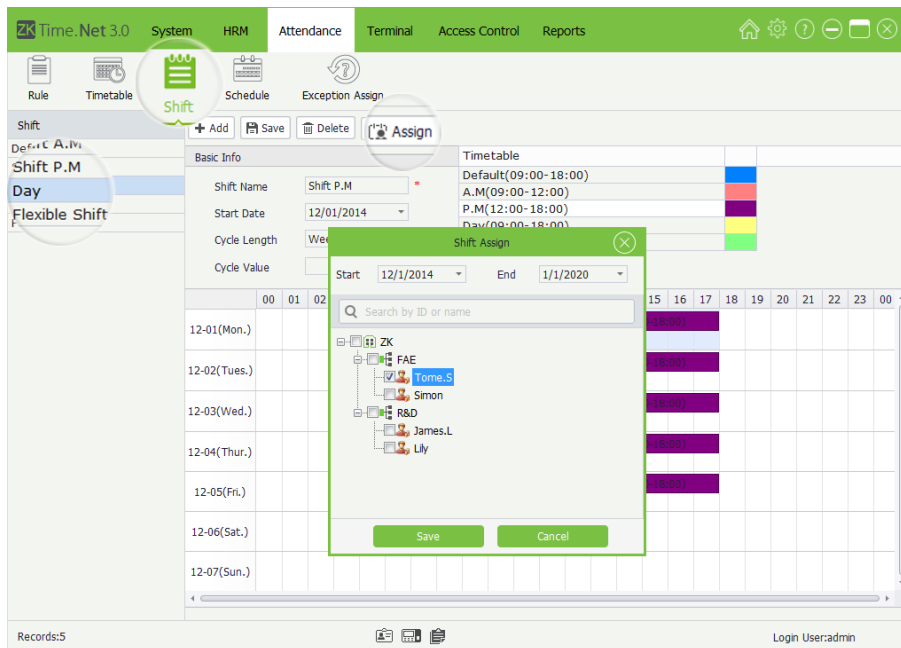
2. Click **[Yes]** button to delete the selected shift, or click **[No]** button to cancel operation.

**Note:** After deleting the shift info, the system will clear the schedules that are being used in this shift automatically.

### 6.3.3 Shifts Assign Management

Assign shift for employee, namely, employee scheduling.


1. Click and select shift in the *Shift* list.
2. Click **[Assign]** button, the **Shift Assign** window will pop-up.

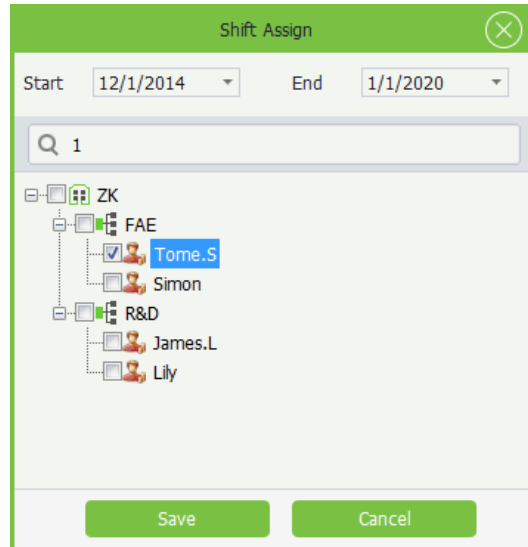


**Start/End Date:** Select the start and end date for shifting assign. (**Note:** For the method of selecting date, please refer to [1. Select Date](#) in **Appendix 1 Common Operations** chapter.)

**Employee:** Tick  and select employee. (Multiple choice)

**Note:**

- (1) If tick  and select department, directly select all employees in this department.
- (2) The system supports search employee via *Emp ID* or *Name*. Type in your query, and click  button to search and select the corresponding employee info.



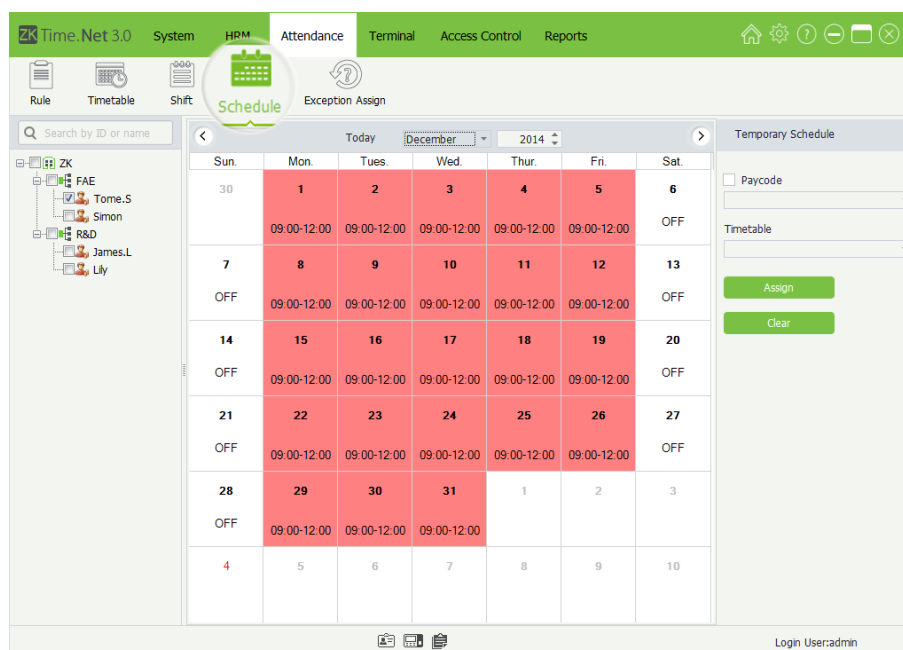
3. After setting, click **[Save]** button to save. Right now, the system will schedule for the selected employee.

## 6.4 Employee Schedule

After ticking  and selecting **Active automatic schedule for no-shift employee** option in the Attendance Rule setting interface, the system will use the default shift to schedule for no-shift employee automatically.

If an employee is not assigned with any work schedule, the system cannot collect statistics on the employee's attendance. If an employee is not assigned with any shift, the system cannot determine whether the employee's attendance record is Check-In or Check-Out and also cannot collect the employee attendance data.

Click **[Attendance]** > **[Schedule]** to enter to the **Employee Schedule** interface.



You can query and check employee schedule records, and assign temporary schedule for employee as required.

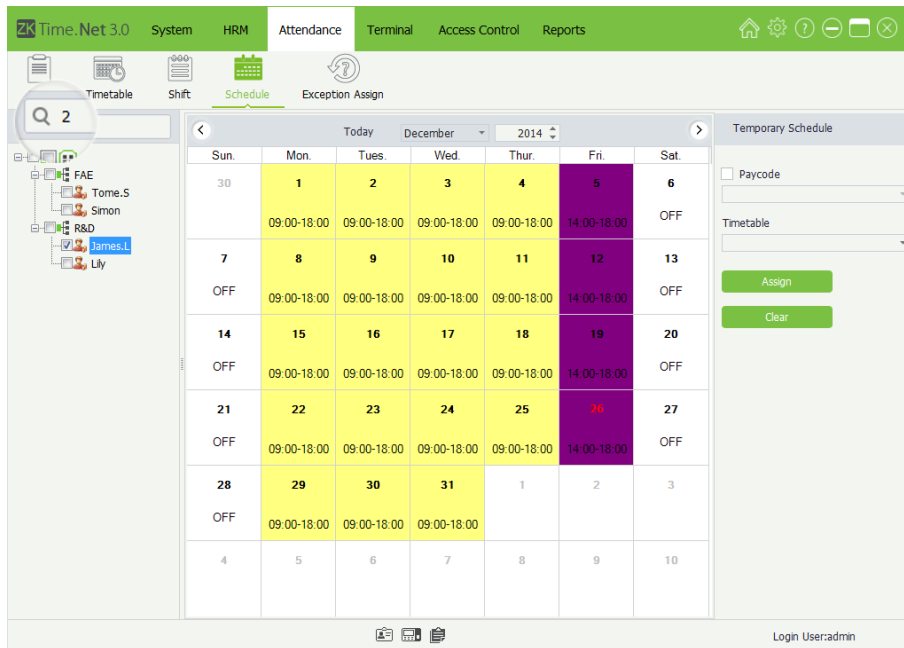
## 6.4.1 Query and Check Employee Schedule

Tick  and select employee in the *Company Structure* list to check the employee's schedule.

To facilitate administrators to locate an employee quickly from a large number of employees, the system supports querying via *Emp ID* or *Name* to search and check employee schedule records.

The specific operation method is shown as below:

1. Enter *Emp ID* or *Name* in the search bar.



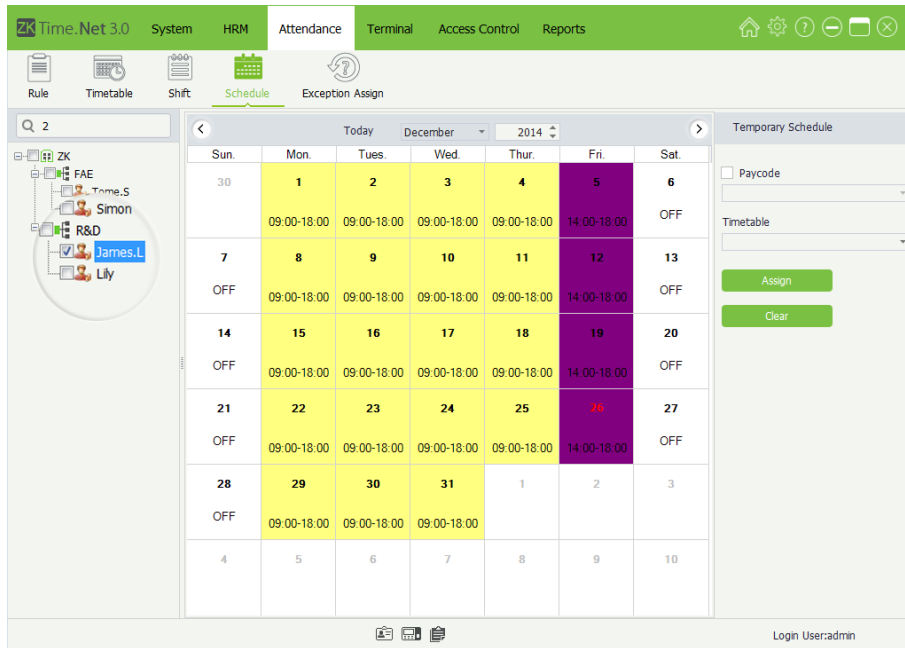
2. Click button to search and display the corresponding employee's schedule record.

## 6.4.2 Temporary Schedule

**Add Temporary Schedule** (If one (or several) employee needs to change his/her work hours temporarily, his/her shift can be arranged temporarily.)

1. Tick  and select employee in the *Company Structure* list.

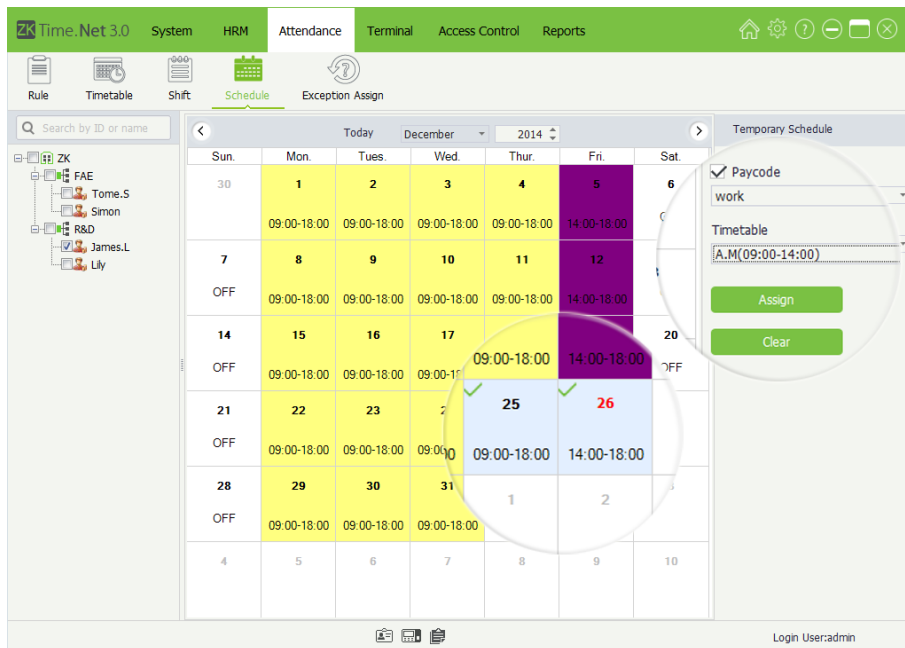




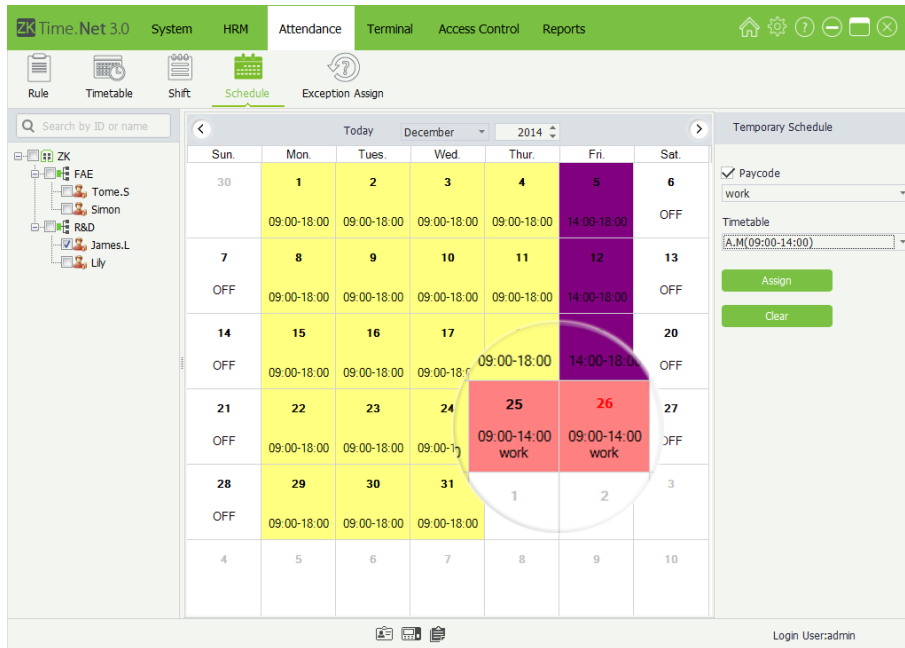
2. Select the year and month of the date when the employee needs a temporary schedule and then click and select date. (Click and hold the **Ctrl** key to select more.)

**Note:** Click [**Today**] button, it will turn to the current month, the red one is the current date.

3. Tick  and select **Pay Code** option, click ▼ button, and select the pay code for the temporary schedule in the drop-down list.
4. Click ▼ button under the **Timetable** option, and select the timetable for the temporary schedule in the drop-down list.



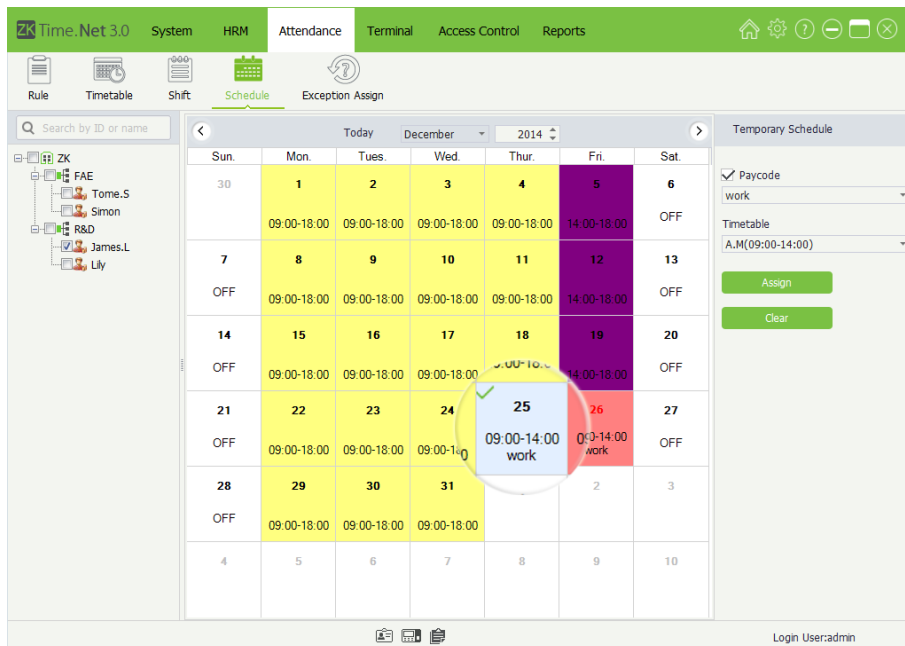
5. After setting, click [**Assign**] button to add temporary schedule for the selected employee.



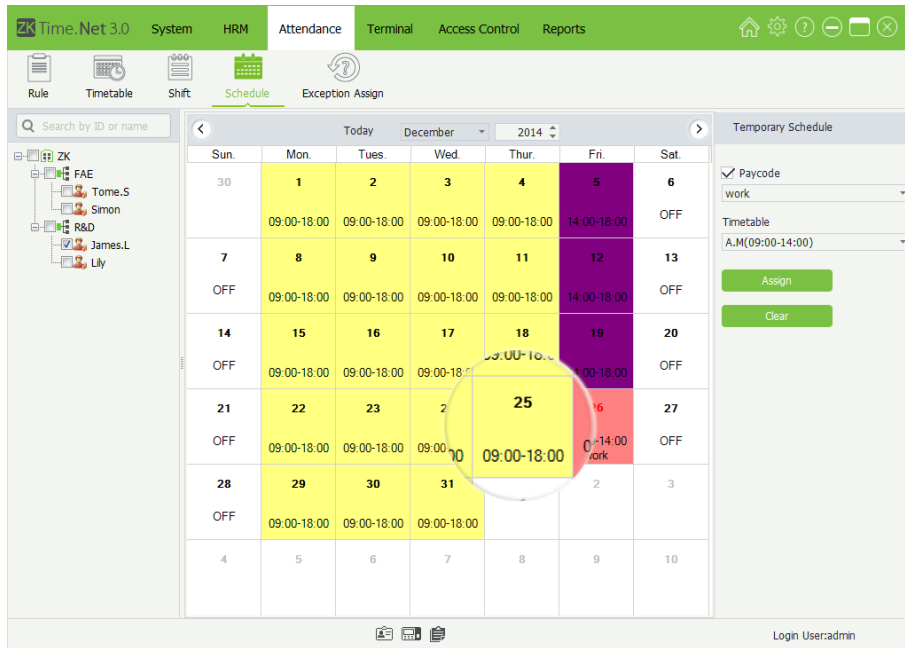
**Note:** After a temporary schedule is added on the day with a fixed schedule, the system will be subject to the temporary schedule for collecting employee attendance data.

### ● Clear Temporary Schedule

1. Click and select employee in the *Company Structure* list.
2. Select the year and month of the date when the employee needs to delete temporary schedule; and then click and select date. Click and hold the **Ctrl** key to select more. (**Note:** Click **[Today]** button, it will turn to the current month, the red one is the current date.)



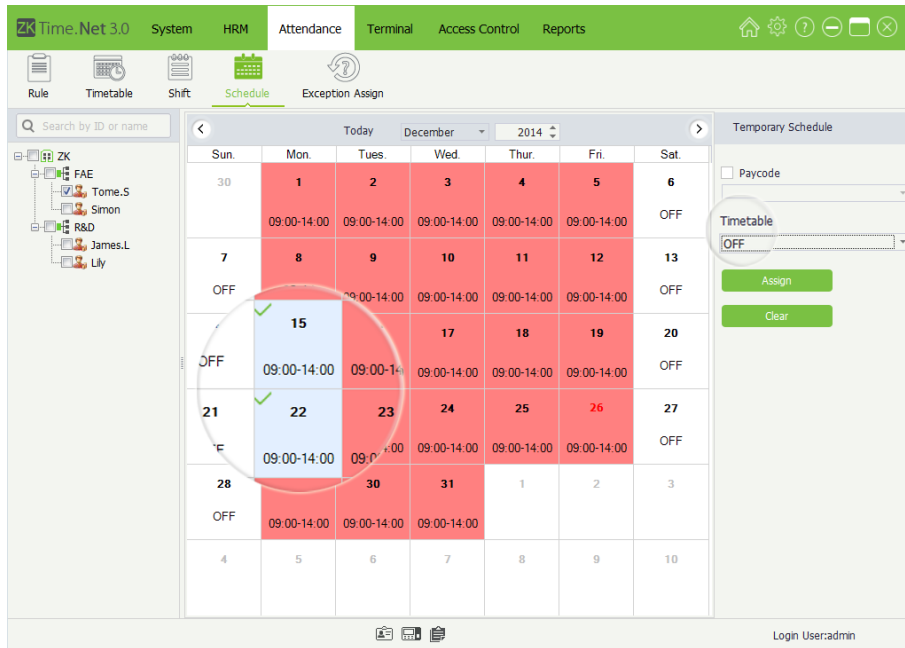
3. Click **[Clear]** button to delete the employee's all temporary schedules within the selected date.



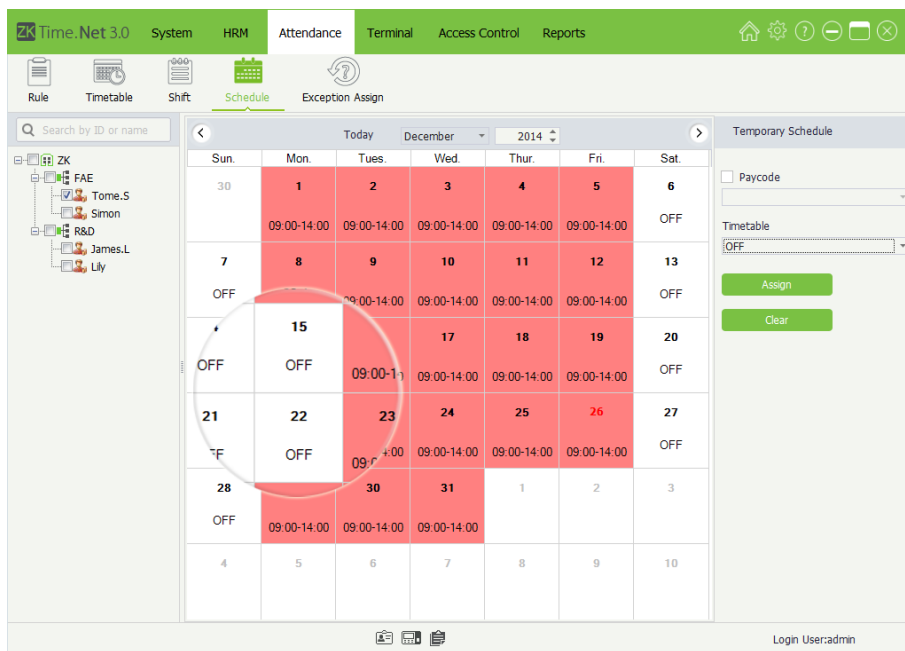
### 6.4.3 OFF Setting

You can clear the schedule info and add OFF settings by adding temporary schedule. The specific operation method is shown as below:

1. Tick  and select employee in the *Company Structure* list.  
(**Tips:** If tick  and select department, directly select all employees in this department.)
2. Select the year and month of the date when the employee needs to clear schedule, and click and select date. Press **Ctrl** key to select more. (**Note:** Click **[Today]** button, it will turn to the current month, the red one is the current date.)
3. Click ▼ button under the **Timetable** option, and select **OFF** in the drop-down list.



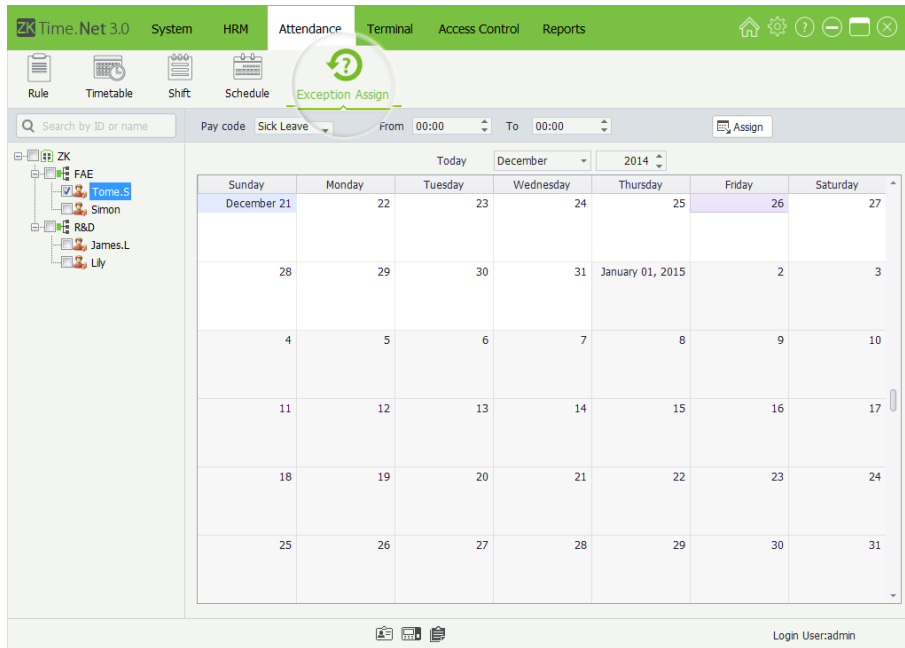
4. Click **[Assign]** button to clear employee schedule for the selected date, and set the date as **OFF**.



## 6.5 Exception Assign

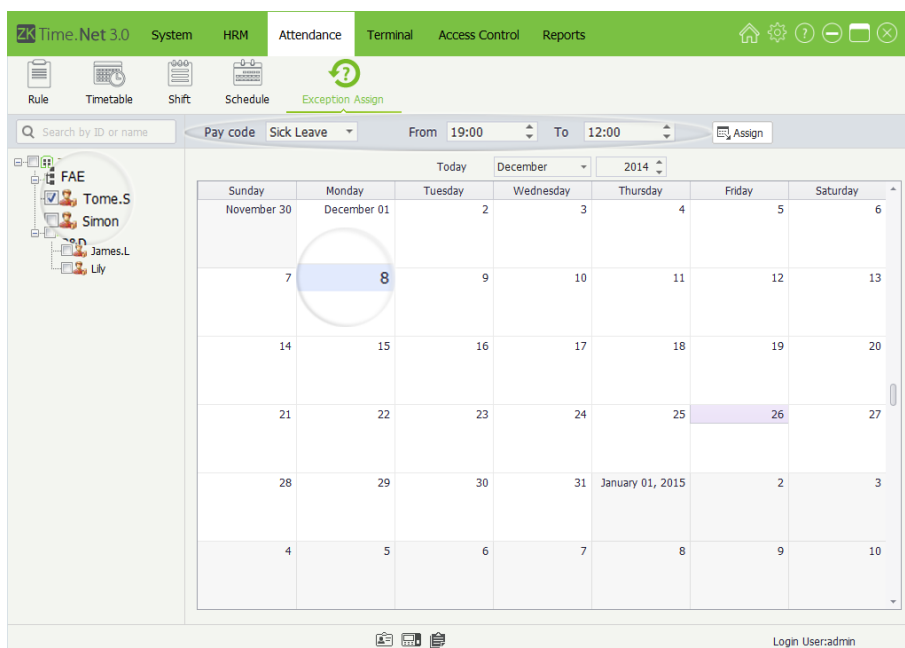
It is possible for the employee to apply for leave when he/she encounters serious problems. Due to different reasons, applying for leave can be an automatic statistic in the system.

Click **[Attendance]** > **[Exception Assign]** to enter to the **Exception Assign** interface.

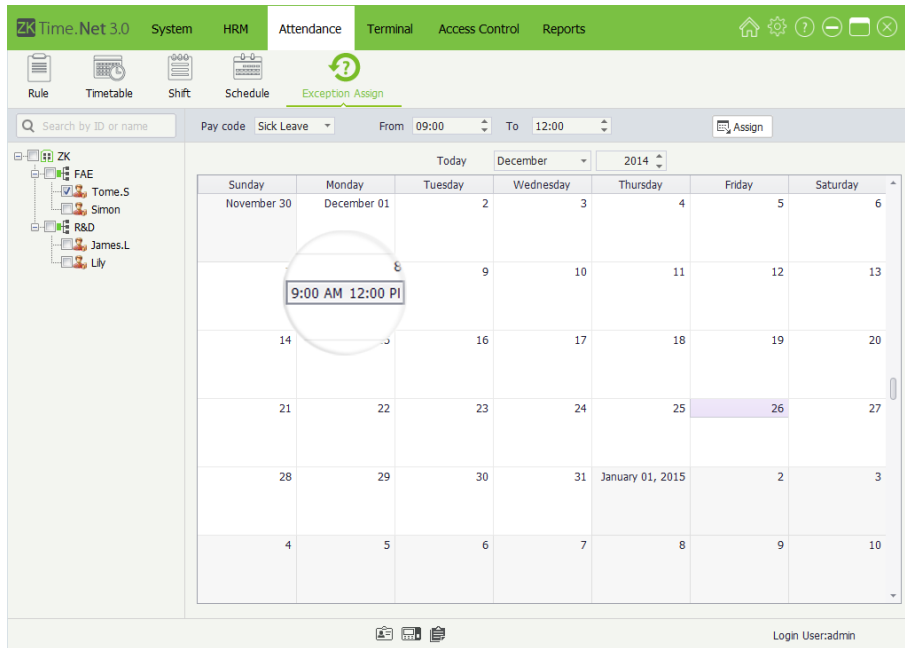


## ● Add Exception

1. Tick  and select employee in the *Company Structure* list.
2. Click ▼ button behind **Pay code** option, and select pay code in the drop-down list. (**Note:** For the Pay Code's setting, please refer to [5.3 Pay Code](#).)
3. Select the year and month of the date when the employee needs to assign exception, and click and select date. (**Note:** Click [**Today**] button, it will turn to the current month, the red one is the current date.)
4. Set the exception's start and end time. (**Tips:** **From** indicates start, while **To** indicates end.)

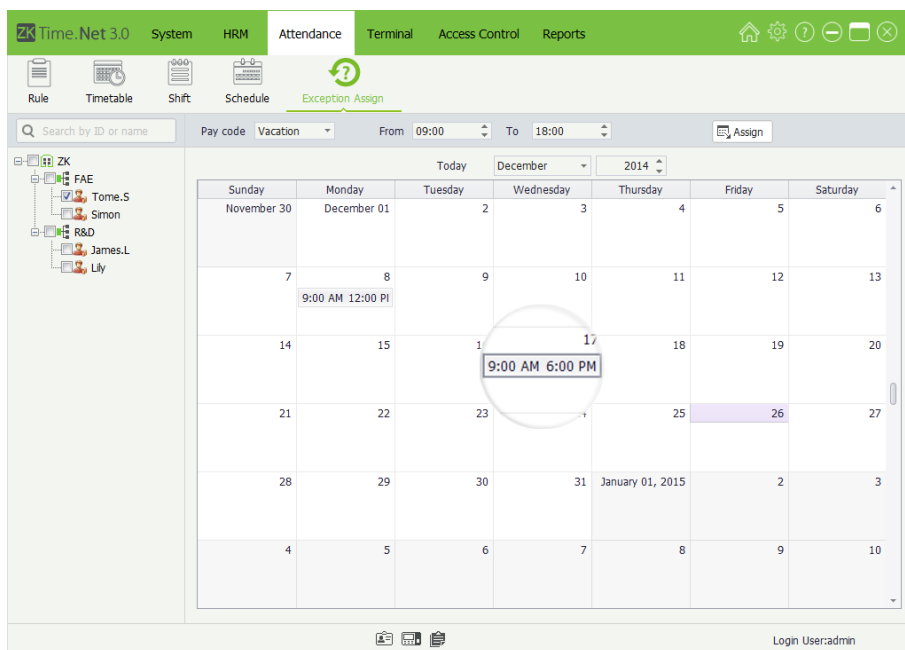


5. Click [**Assign**] button to add exception for the selected employee. After assigning the exception successfully, the interface is shown as left figure.



### ● Delete Exception

1. Tick (☑) and select employee in the *Company Structure* list.
2. Select the year and month of the date when the employee needs to delete exception, and click and select date. (Note: Click [Today] button, it will turn to the current month, the red one is the current date.)



3. Click the [Delete] (on the keyboard) to delete the selected exception.

ZK Time.Net 3.0 System HRM Attendance Terminal Access Control Reports

Rule Timetable Shift Schedule Exception Assign

Search by ID or name Pay code Vacation From 09:00 To 18:00 Assign

Today December 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
November 30	December 01	2	3	4	5	6
7	8 9:00 AM 12:00 PM	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	January 01, 2015	2	3
4	5	6	7	8	9	10

Login Useradmin

# 7 Terminal Maintenance

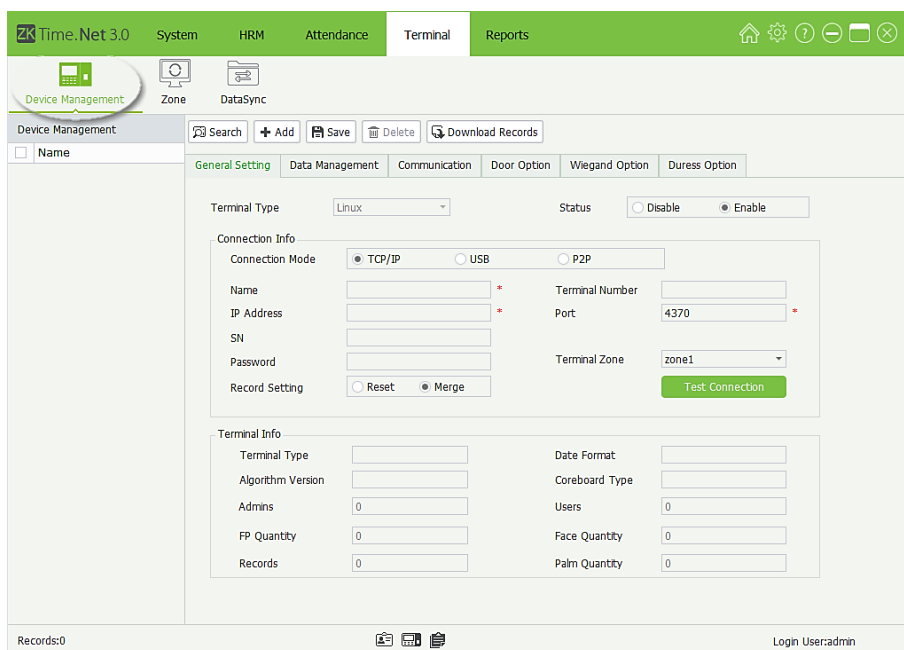
The system needs to add device to achieve attendance function. Before downloading or uploading data from (to) the Device; you should connect the device to the system firstly, input the related parameter, ensure that the communication between device and PC has established. After creating connection successfully, uploading or downloading data is available. In addition, you can check all kinds of reports as required.

The **Terminal Maintenance** main contents *Device Management, Area Setting, Data Sync, U Disk Management, Work Code Setting, and SMS Management, etc.*

## 7.1 Device Management

Set the communication parameters of the device. The system can communicate with the device properly only when communication parameters are configured correctly, including the parameter settings in the system and the device. After communication succeeds, you can view the information on the connected device and perform remote monitoring of the device and upload and download.

Click **[Terminal] > [Device Management]** to enter to the **Device Management** interface.



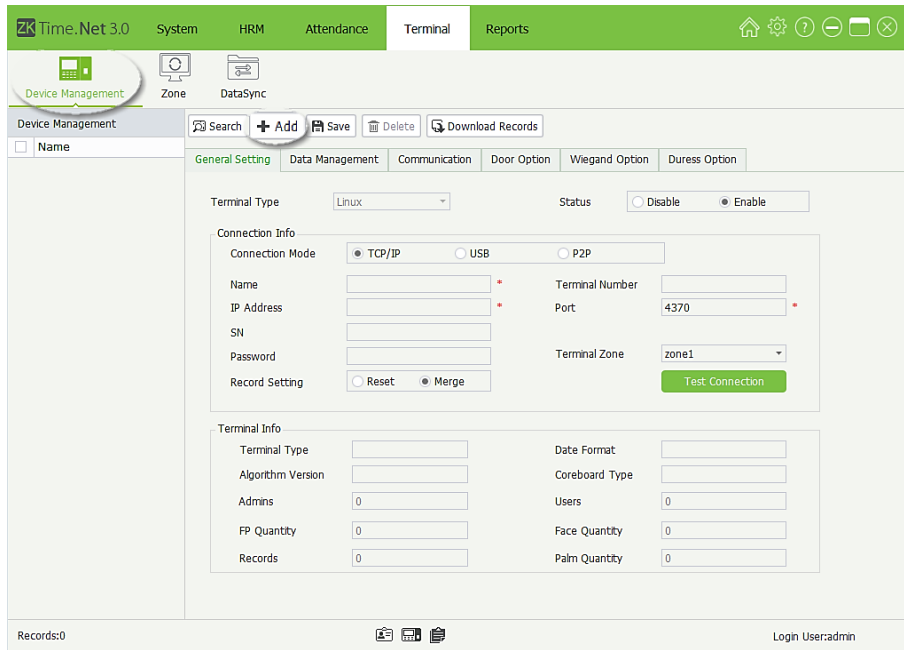
### 7.1.1 Add Device

There are two kinds of methods to add a device, namely, **Manually Add** and **Automatically Add**.

#### ● Add device Manually

1. Click **[Add]** button to enter to the **Add Device** interface.





Set the parameters as required. The parameter with\*, means cannot be empty.

**Terminal Type:** Click ▼ button, and then select terminal type (Linux or MT100) in the drop-down list.

**Status:** Select as **Disable** or **Enable** as required.

Status as *Enable*, enables this device, you can upload employee and work code to the device, or download employee and attendance records from the device as required, etc.

### Connection Info

**Connection Mode:** You can select as TCP/IP or USB as required.

**Name:** Enter the name for identifying device.

**SN:** Generate automatically after connecting the device successfully.

**IP Address, Port, Password:** Enter them according to the actual condition.

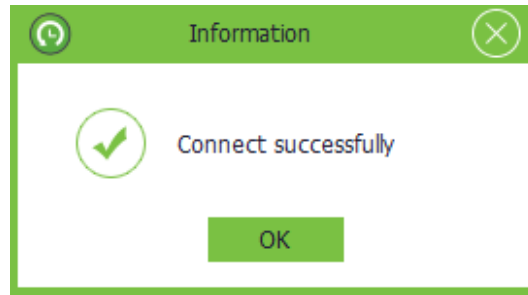
**Record Setting:** Select as required.

- **Reset:** If select this option (⦿ indicates selected), the data on the device shall prevail and overwrite the corresponding data in the software when the device synchronizes data to the software after their first connection. (How to sync data, please refer to [7.3 Data Sync](#).)
- **Merge:** If select this option (⦿ indicates selected), the data will be merged according to the user-selected data synchronization mode when the device synchronizes data to the software after their first connection. (How to sync data, please refer to [7.3 Data Sync](#).)

**Terminal Zone:** Click ▼ button, and select the terminal zone in which the device belongs to. (**Note:** One device can only be set in one zone)

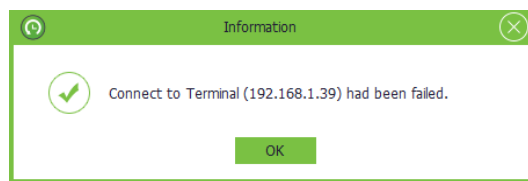
2. After setting, click [**Test Connection**] button to check whether the device is connected to the system.

If the connection is successful, the Information box will pop-up.



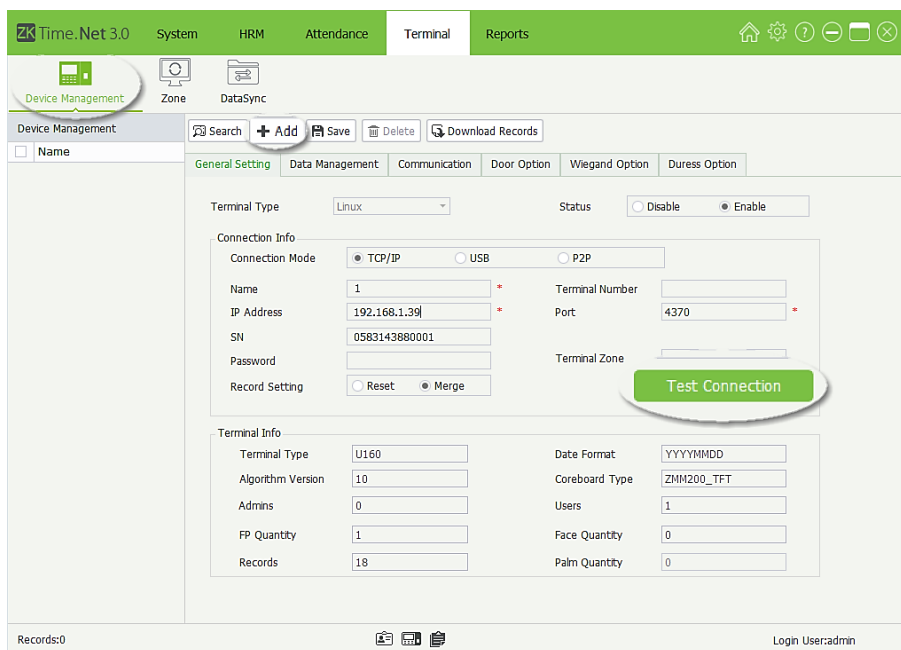
If the connection fails, please check:

- (1) The connection parameters of the device are consistent with the communication parameters in the menu of the device.
- (2) The communication cable is connected appropriately.



### Terminal Info

When the device is successfully connected to the system, device information will display, including the Terminal Type, Algorithm Version, FP Quantity, Records, Date Format, Users, and Face quantity, Palm Quantity, etc.



3. Click **[Save]** button to save terminal info.

### Add Device automatically

The attendance device of certain models can connect to the system through HTTP settings without adding the device to the system. Upon device access to the Internet, the attendance device can be displayed in the device list

of the system. For details, please refer to the related device user manual.

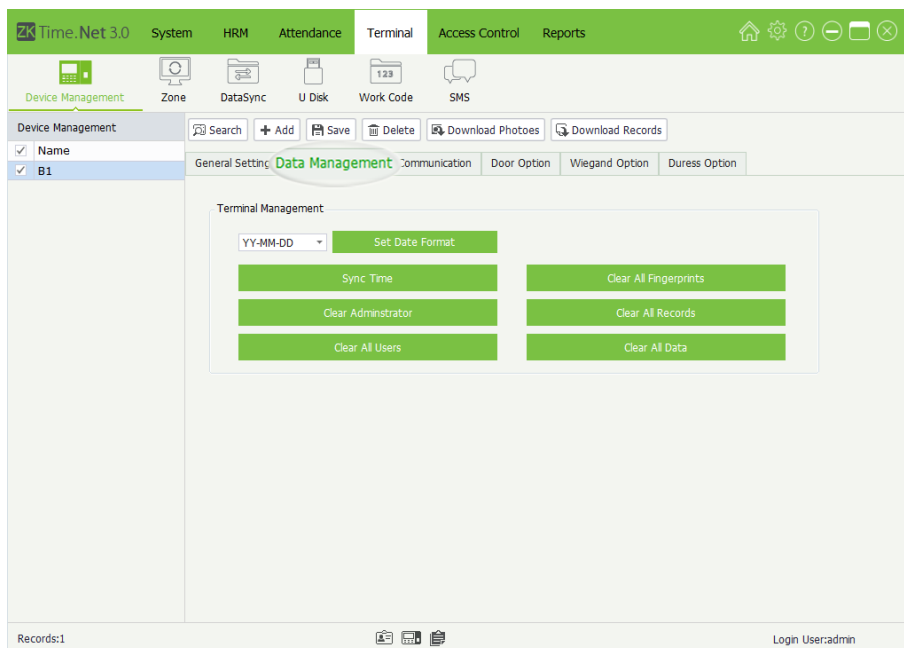
## 7.1.2 Device Info Maintenance

### ● Edit/Delete Device

The operation methods of editing/deleting devices are the same as editing/ deleting role. For the specific operation method, please refer to [4.3 Role Management](#). Not repeating the description here.

### ● Data Management

Tick  and select device in the *Device* list, and click **Data Management** tag to enter to the **Data Management** interface.



**Note:** You have to connect to the terminal successfully before doing the Data Management.

**Set Date Format:** Click ▼ button and select date format in the drop-down list. After setting, click **[Save]** button to save.

**Sync Time:** Click this button to sync the system and the selected terminal's time.

**Clear All Fingerprints:** Click this button to clear all fingerprints in the device. (**Note:** Once deleted, unrecoverable, please operation carefully.)

**Clear Administrator:** Click this button to clear all administrators setting in the selected terminal.

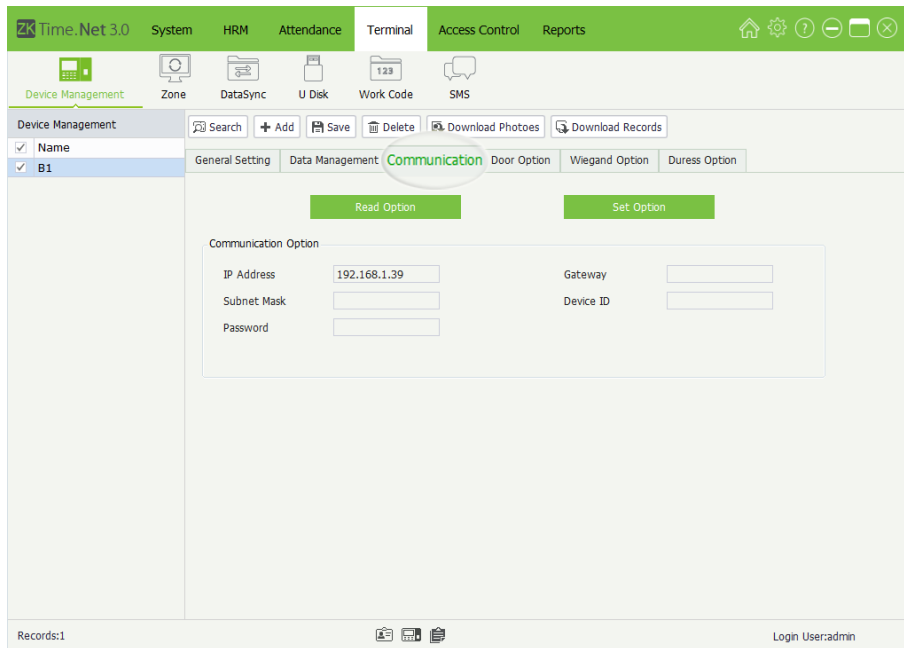
**Clear All Users:** Click this button to clear all users in the selected terminal. (The users' FP, password and card info will be deleted at the same time.)

**Clear All Data:** Click this button to clear all users and attendance records in the selected terminal.

### ● Communication

**Note:** You must connect to the terminal successfully before doing the communication setting.

1. Tick  and select device in the *Device* list, and click **Communication** tag to enter to the **Communication** setting interface:



2. Click **[Read Option]** button to read the communication settings in the selected terminal.

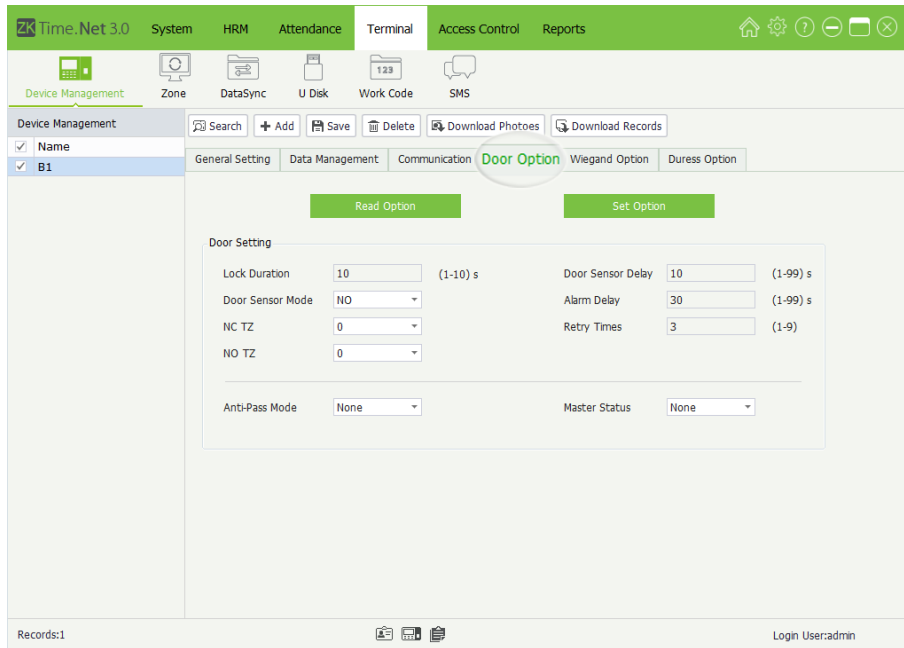
**IP Address, Gateway, Subnet Mask, Device ID, Password:** Set as required.

3. After setting, click **[Set Option]** button to save communication settings.

## **Door Option**

**Note:** You must connect to the terminal successfully before doing the Door Option setting.

1. Tick  and select device in the *Device* list, and click **Door Option** tag to enter to the **Door Option** setting interface.



2. Click **[Read Option]** button to read the access parameters setting in the selected terminal.

**Lock Duration:** The device controls the time to open electronic lock. (Functioning value for 1~10s)

**Door Sensor Delay:** After the door is opened, delay the time to check door sensor. If door sensor state is different from the normal state of door sensor mode, alarm will be emitted. This time is called door sensor delay. (Functioning value is 1~99.)

**Door Sensor Mode:** There are two options, that are normal open (NO) and normal close (NC). **Normal Open** means the normal state of the door is *Opened*; while **Normal Close** means the normal state of the door is *Closed*.

**Alarm Delay [s]:** Detection of the abnormal door sensor state, the door sensor will generate an alarm signal after a period of time. This time is door sensor alarm delay. (Functioning value is 1~99s)

**NCTZ:** Normal close time zone.

**NOTZ:** Normal open time zone.

**Retry Time:** When the failed press times reach the set times, alarm signal will emit. (Functioning value is 1~9 times.)

**Anti-Pass Mode:** Click ▼ button and select the anti-pass mode as *None*, *Out*, *In*, or *Out/In* as required.

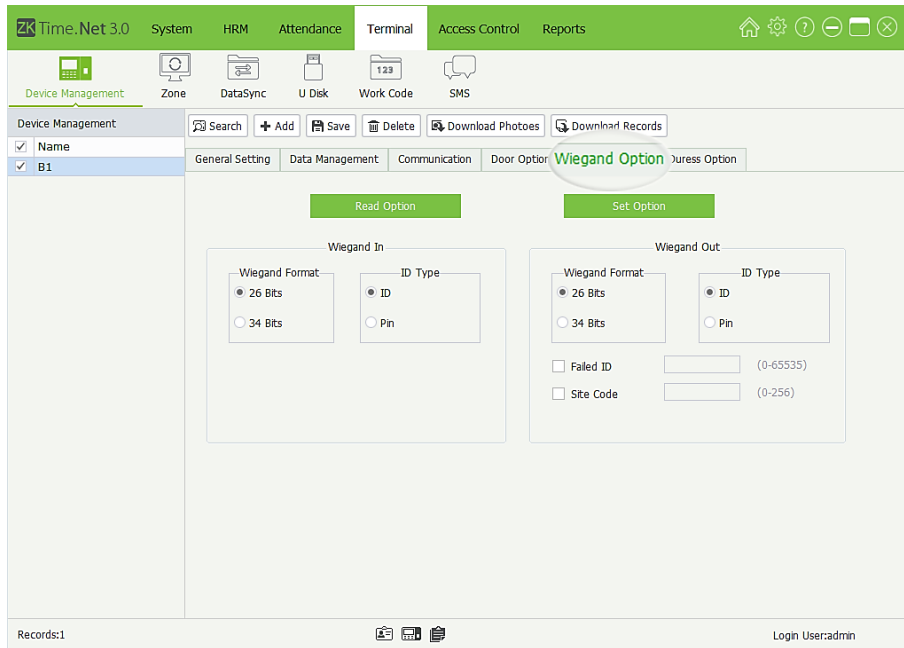
**Master State:** Click ▼ button and select the master state as *None*, *Control Out*, or *Control In* as required.

3. After setting, click **[Set Option]** button to save and modify the door option.

## ● Wiegand Option

**Note:** You must connect to the terminal successfully before doing the Wiegand Option setting.

1. Tick (☑) and select device in the *Device* list, and click **Wiegand Option** tag to enter to the **Wiegand Option** setting interface.



2. Click **[Read Option]** button to read the Wiegand setting in the selected device.

**Wiegand Format:** The system has two built-in formats, *Wiegand 26-bits* and *Wiegand 34-bits*.

**ID Type:** Select the ID Type as *ID* or *Pin* (Emp ID) as required.

**Failed ID:** Defines the output value for user authentication failures. The output format is determined by the setting of Wiegand format. The value ranges from 0 to 65535.

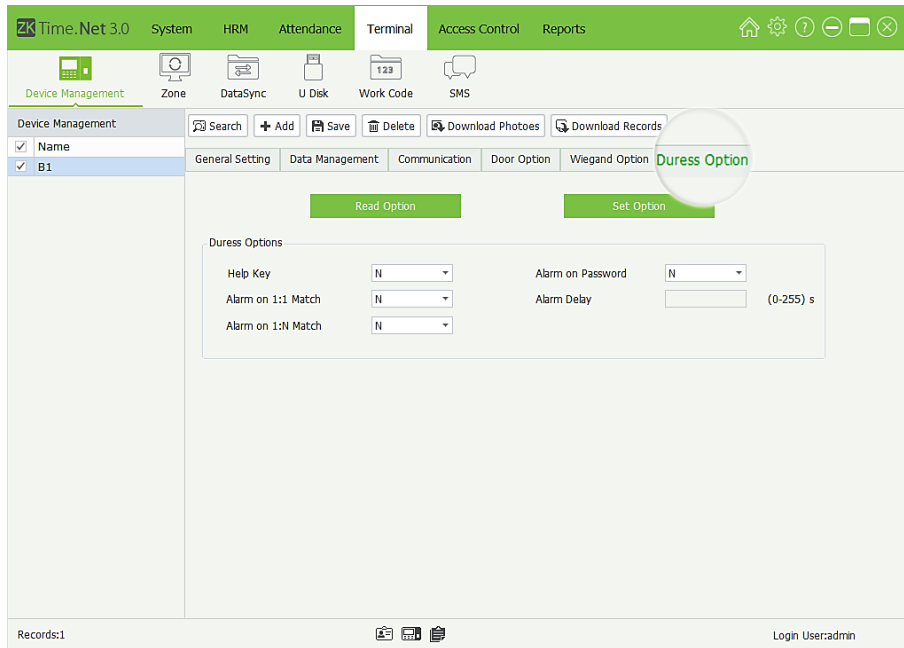
**Site Code:** Similar to device ID. But the code is specified by user. Different device can be repeated. (With range of 0~255)

3. After setting, click **[Set Option]** button to save and modify the Wiegand option settings.

### **● Duress Option**

**Note:** You must connect to the terminal successfully before doing Duress Option setting.

1. Tick  and select device in the *Device* list, and click **Duress Option** tag to enter to the **Duress Option** setting interface.



2. Click **[Read Option]** button to read the duress option settings in the selected device.

**Help Key:** To enable the help key by selecting "Y", while "N" is a disable one. After pressing the help key together with either the verification of finger print or the ID number in 3 seconds, the duress alarm will emit. The help key can be set in keyboard definition, for detail, please refer to the corresponding terminal user manual.

**Alarm on Password:** If select "Y", when user uses password verification mode, alarm signal will emit. Or there are no alarm signals.

**Alarm on 1:1 Match:** If select "Y", when user uses 1:1 match mode, alarm signal will emit. Or there are no alarm signals.

**Alarm on 1:N Match:** If select "Y", when user uses 1:N match mode, alarm signal will emit. Or there are no alarm signals.

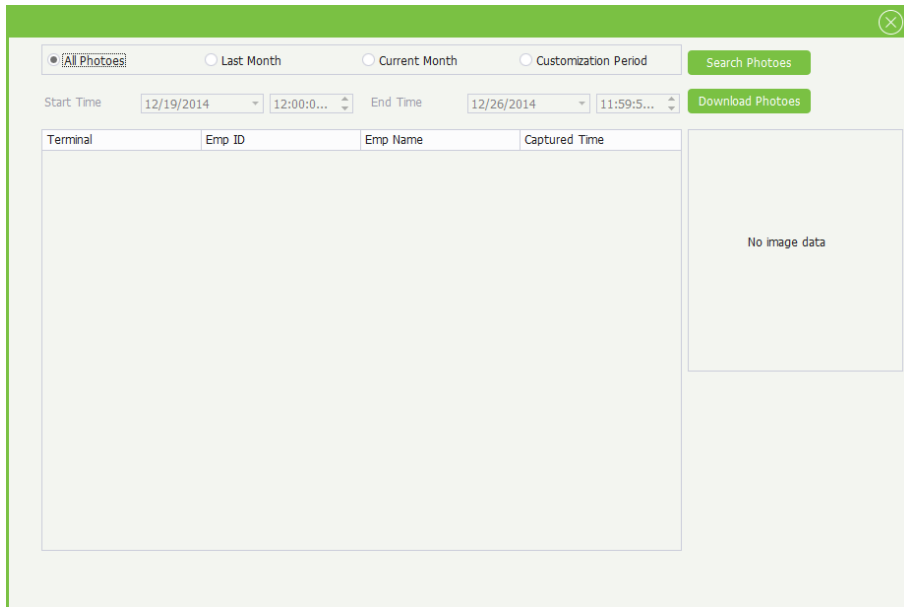
**Alarm Delay(s):** Set the alarm delay time, the range is 0 to 255 seconds, you can set as required. After the user triggers the duress alarm, the alarm signal will not output directly. By reaching the alarm delay time, the alarm signal will then be generated automatically.

3. After setting, click **[Set Option]** button to save and modify the duress option settings.

### ● **Download Photo** ★

**Note:** You must connect to the terminal successfully before downloading photo.

1. Tick  and select device in the *Device* list, and click **Download Photo** button to pop-up the **Download Photo** window:

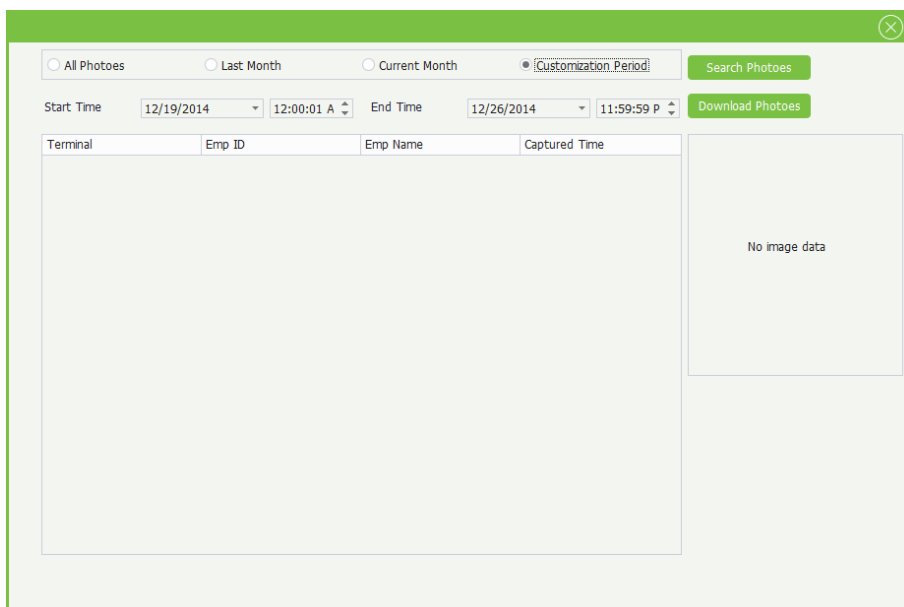


**All Photos:** Download all photos in the terminal.

**Last Month:** Download all photos in the last month.

**Current Month:** Download all photos in the current month.

**Customization Period:** Set the *Start* and *End* time as required, and click **[Search Photos]** button to search all attendance photos during this period.



2. After setting, click **[Download Photos]** button to download attendance photos from the selected terminal.

### ● Download Records

**Note:** You must connect to the terminal successfully before downloading record.

Tick  and select device in the *Device* list, and click **Download Record** button, the program will automatically connect to the selected terminal, and then download records from the selected terminals. The bottom right corner





**Name:** Enter the zone name. It cannot be empty.

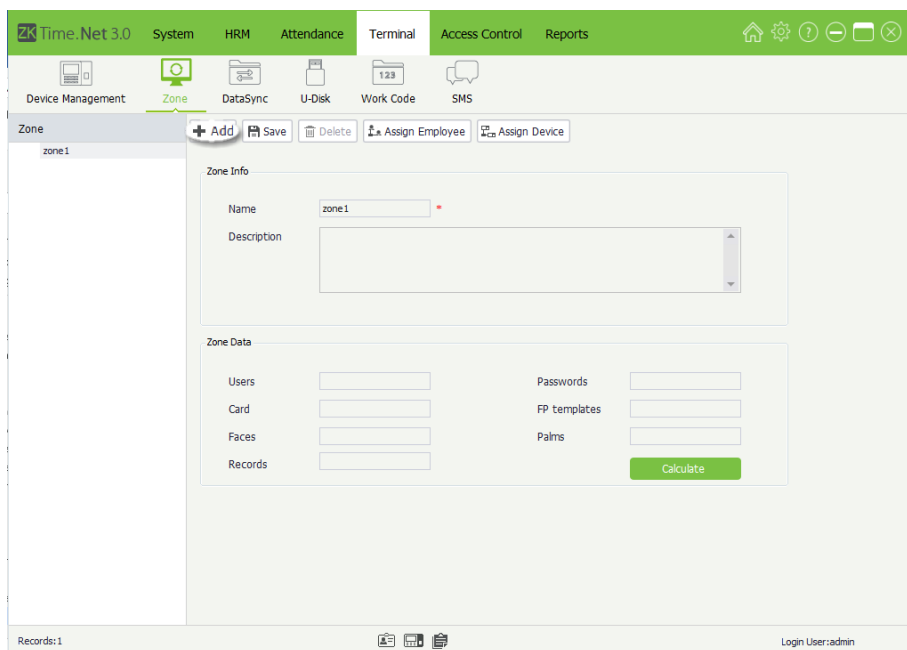
**Description:** Enter the description for this zone as required.

### Zone Data

Click **[Calculate]** button. The system will calculate and take statistics on the total number of users, passwords, cards, fingerprints, and attendance records of all the devices connected to the system in the current zone.

## 7.2.1 Add Zone

1. Click **[Add]** button to enter to the **Add Zone** interface.



2. Enter the zone name and description as required, and click **[Save]** button to save the zone info.

(**Note:** The zone name cannot be repeated.)

## 7.2.2 Zone Maintenance

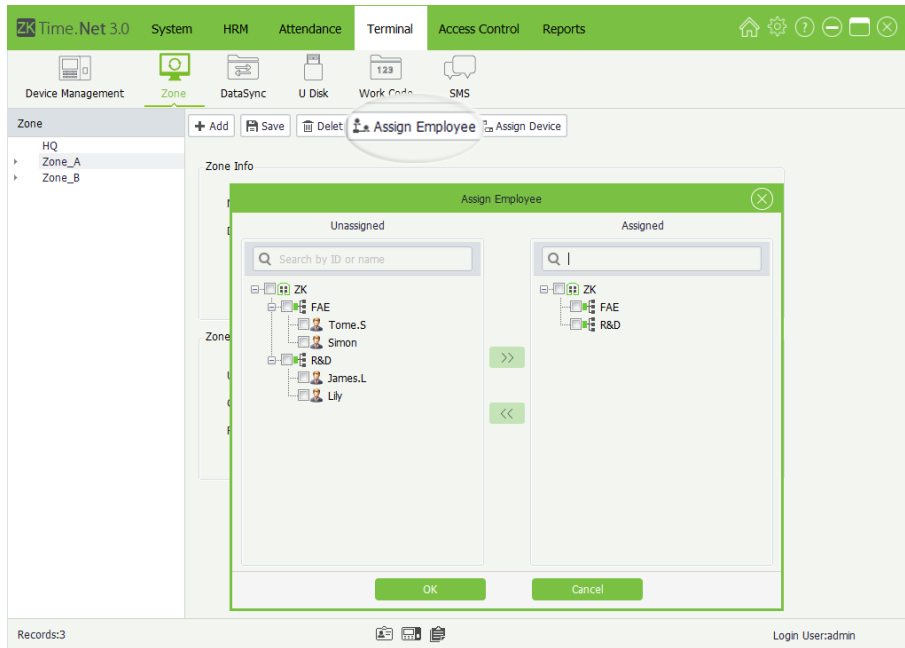
### ● Edit/Delete Zone

The operation methods of editing/deleting zone are the same as editing/deleting role. For the specific operation method, please refer to [4.3 Role Management](#). Not repeating the description here.

### ● Assign Employee

Assign Zone for the added employees.

1. Click and select zone in the *Zone* list, and click **[Assign Employee]** button to pop-up the **Assign Employee** window:

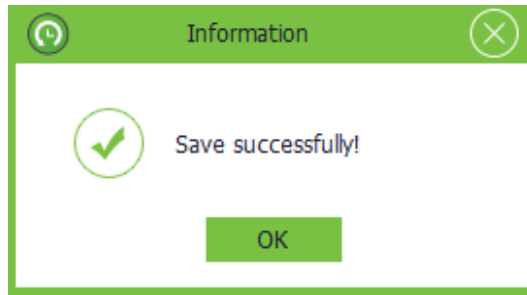


2. Tick  and select employee in the *Unassigned Employee* list.
3. Click  to move the selected employee to the *Assigned Employee* list.



4. Click **[OK]** button to assign the selected employees into the zone (which is selected in *step 1*).

**Tips:** Tick  and select employee in the *Assigned Employee* list, and click  to move the selected employees to the *Unassigned Employee* list, and then click **[OK]** button to move the selected away from the zone (which is selected in *step 1*).



## ● Assign Device

Change zone for the added device. (**Note:** One device can only be set in one zone.)

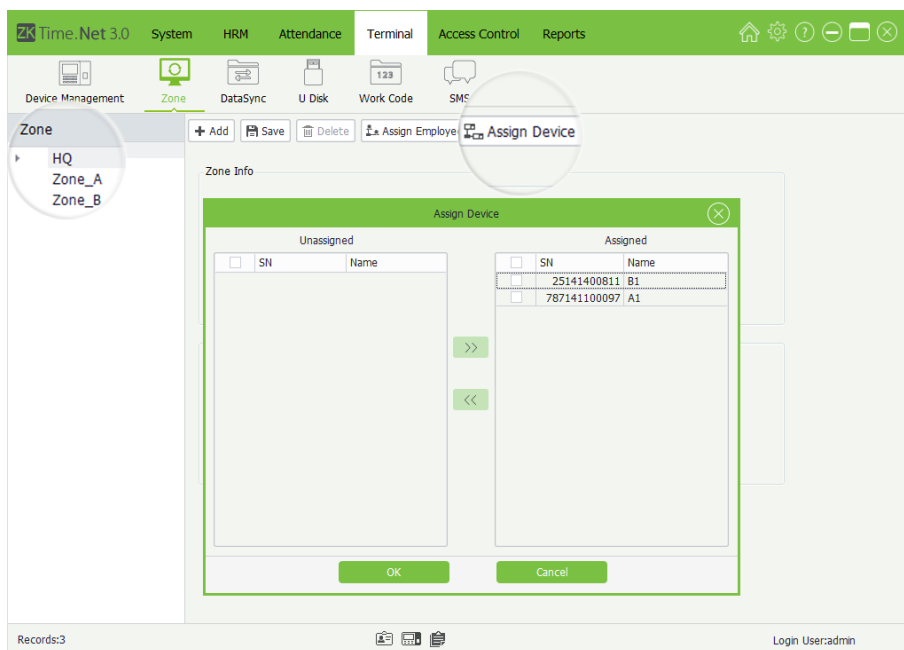
The specific operation method is shown as below:

### 1. Remove the device from the old zone

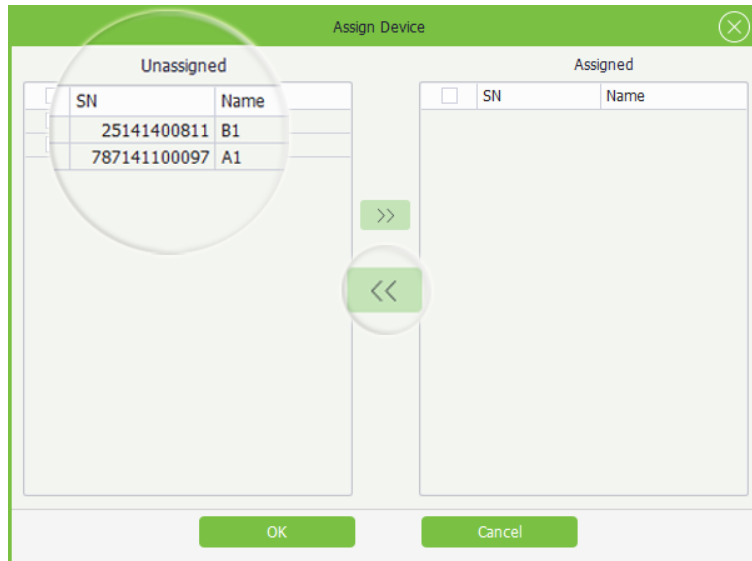
- (1) Tick  and select zone in the *Zone* list, and then click **[Assign Device]** button to pop-up the **Assign Device** window:

The *Unassigned Device* list displays all unassigned devices.

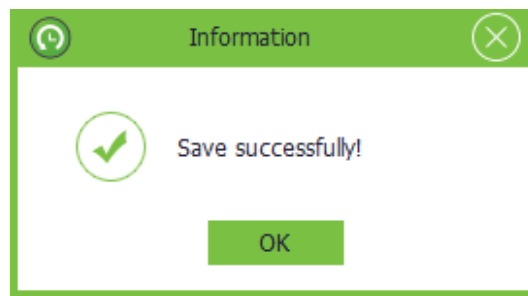
The *Assigned Device* list displays all devices which have been assigned to the selected zone in step 1.



- (2) Tick  and select device in the *Assign Device* list. (Multiple choices)
- (3) Click  button to move the selected devices to the *Unassigned Device* list.

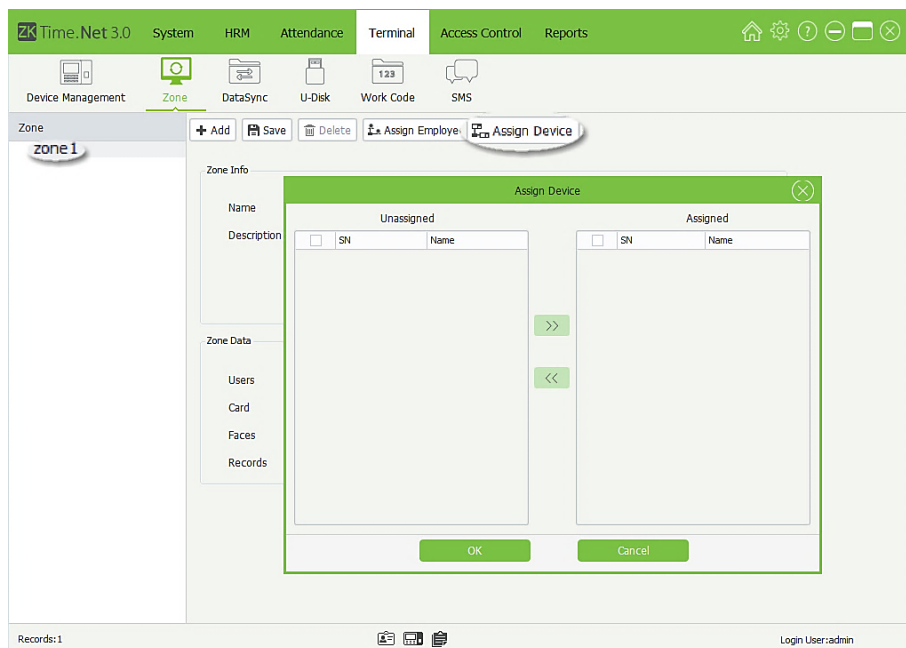


(4) Click **[OK]** button to remove the selected devices from the zone selected in *step 1*.

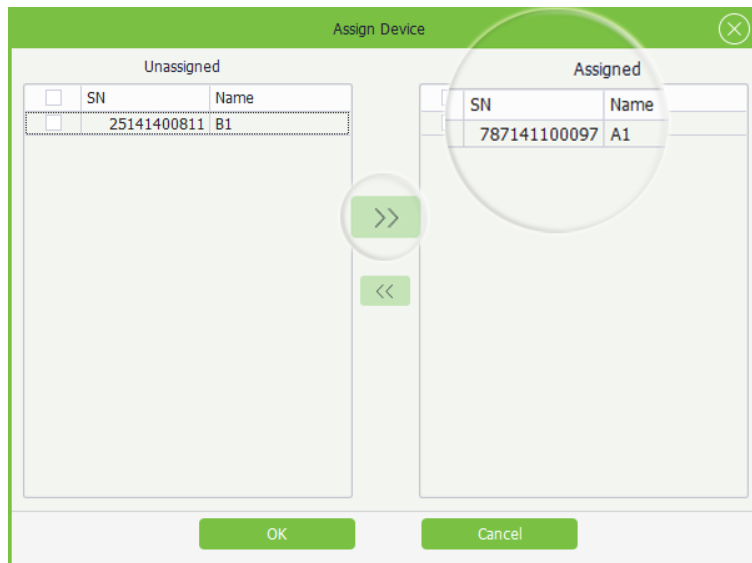


## 2. Assign zone for the device

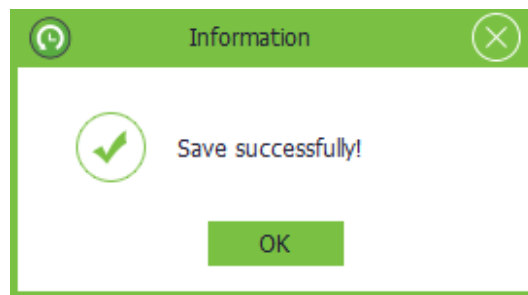
(1) Tick  and select zone in the *Zone* list, and click **[Assign Device]** button to pop-up the **Assign Device** window.



- (2) Tick  and select device in the *Unassigned Device* list. (Multiple choices)
- (3) Click  button to move the selected devices to the *Assigned Device* list.



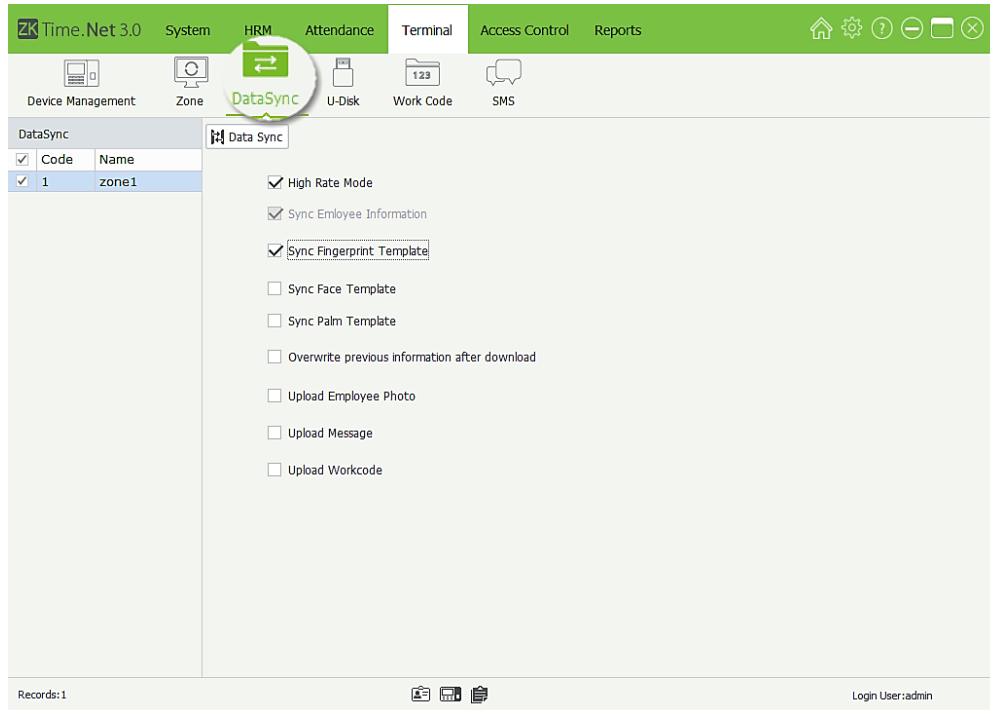
- (4) Click **[OK]** button to assign the selected device to the zone selected in *step 1*.



## 7.3 Data Sync

Synchronize data between the system and the device.

1. Click **[Terminal]** > **[Data Sync]** to enter to the **Data Sync** interface.



**Sync Employee Information:** Sync the employee info between the program and the terminal.

**Sync Fingerprint Template:** Sync the fingerprint template between the program and the terminal.

Indicates selected.

**Sync Face Template:** Sync the face template between the program and the terminal.  Indicates selected.

**Sync Palm Template:** Sync the palm template between the program and the terminal.  Indicates selected.

**Overwrite previous information after download:** When staff information in the software and device is not the same during data synchronization. If the function is enabled, the employee information in the device will overwrite the information in the software. Vice versa, if the function is disabled, the employee information in the software will overwrite the information in the device.

**Upload Workcode:** Upload the work code settings to the selected device.

**Upload Employee Photo:** Upload employee photo to the selected device.

**Upload Message:** Upload message to the selected device.

2. Tick  and select zone in the **Zone** list.

3. Tick  and select data type as required, and click **[Data Sync]** button to sync data.

The system will pop-up the following window to display the procedure and result of data sync:


Time	Message
12:20:19	Process data which being synced
12:20:19	No active terminal in terminal zone HQ
12:20:19	Connecting to Terminal A1(192.168.1.181)
12:20:19	Connecting to Terminal B1(192.168.1.39)
12:20:21	Begin download employee from B1(192.168.1.39)
12:20:21	Get 4 employees from B1(192.168.1.39)
12:20:21	Begin download template from B1(192.168.1.39)
12:20:22	Connecting to 'A1(192.168.1.181)' failed.
12:20:22	Get 0 templates from B1(192.168.1.39)
12:20:24	Begin upload employee to B1(192.168.1.39)
12:20:24	Begin upload template to B1(192.168.1.39)
12:20:24	Upload employees:2,Fingers:2,Faces:0 to terminalB

## 7.4 U Disk Management ★

Import /export attendance records, employee info, employee photo, and attendance photo via U Disk.

1. Plug in the U Disk containing data, and click **[Terminal] > [U Disk]**, the following window will pop-up:

2. Select terminal type and algorithm version as the actual condition.

 **Note:** Ensure that you have selected the correct terminal type and algorithm version; otherwise, data cannot be imported or errors will occur during the importing process.

**Tips:** Select the U Disk containing attendance data from a list of U Disks that will display when the system detects multiple U Disks.

**Delete Disk File:** Delete files from the disk.

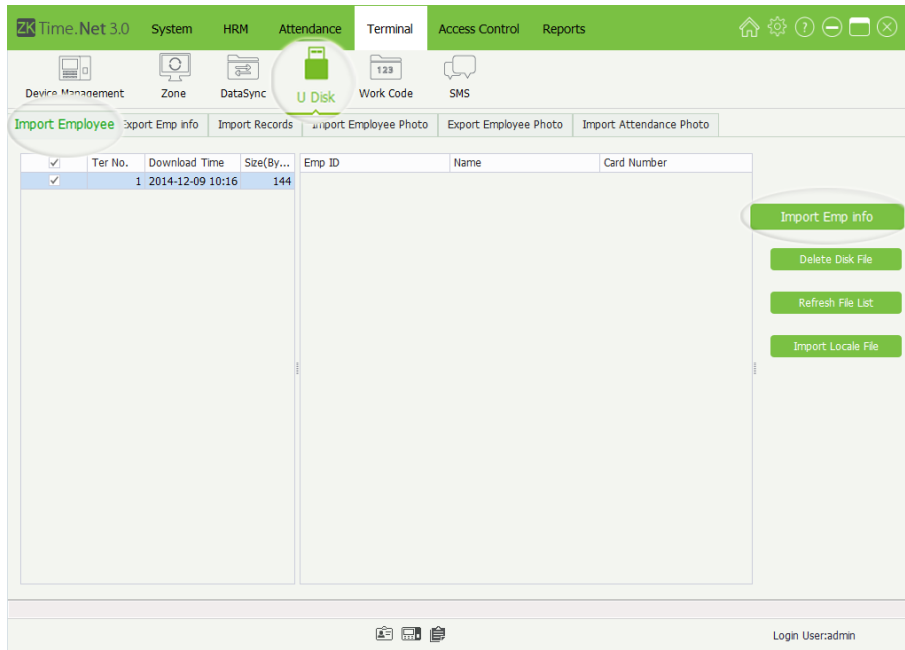
**Refresh File List:** Click this button to refresh the file list.

### Import Employee

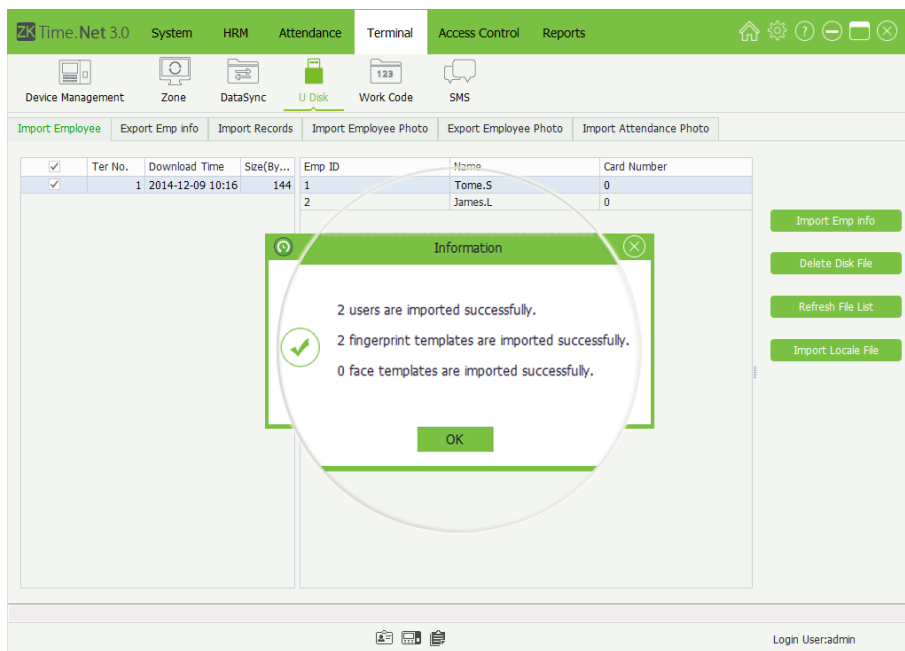
Import employee info from the U Disk.

1. Tick  and select data file in the *File* list.





2. Click [Import Emp info] button to import employee info.



3. After importing data successfully, the imported result will display in the pop-up box.

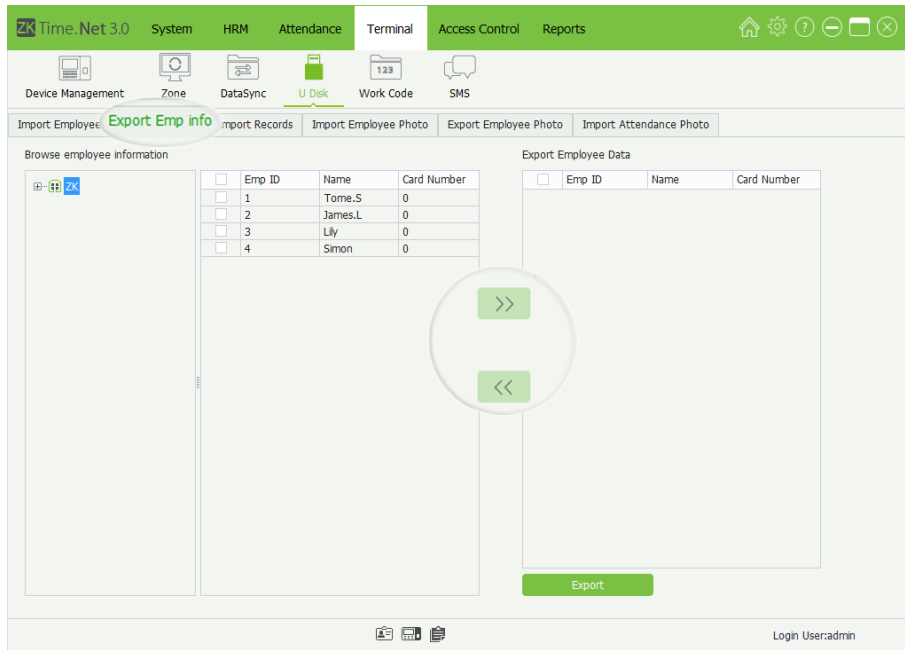


**Note:** The sum of the imported employees and the existing employees in the system cannot exceed the staff headcount limit of the system. Otherwise, employee information cannot be imported.

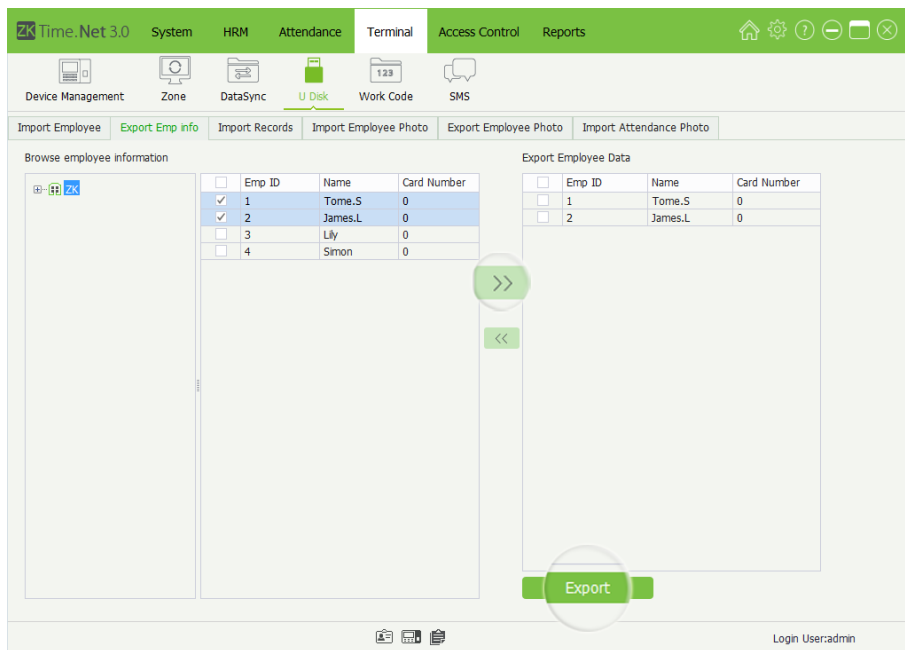
### ● Export Employee

Export employee info to the U Disk.

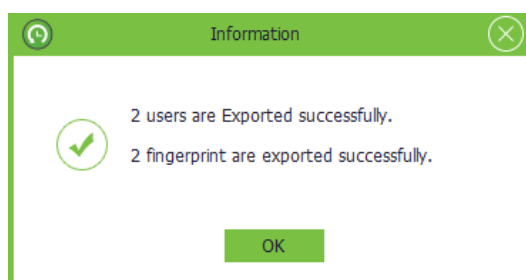
1. Click the **Export Employee** tag to enter to the **Export Employee** interface:



2. Tick (☑) and select employee in the *Employee* list, multiple choices; and click >> button to move the selected employees to the *Export Employee Data* list:



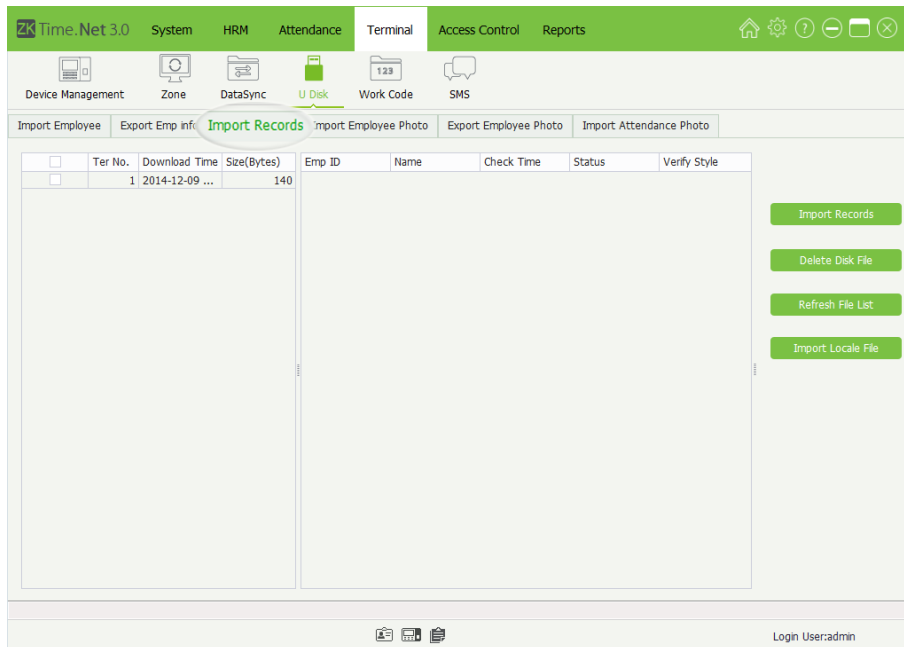
3. Click [Export] button to export the employee selected in *step 2* to the U Disk.



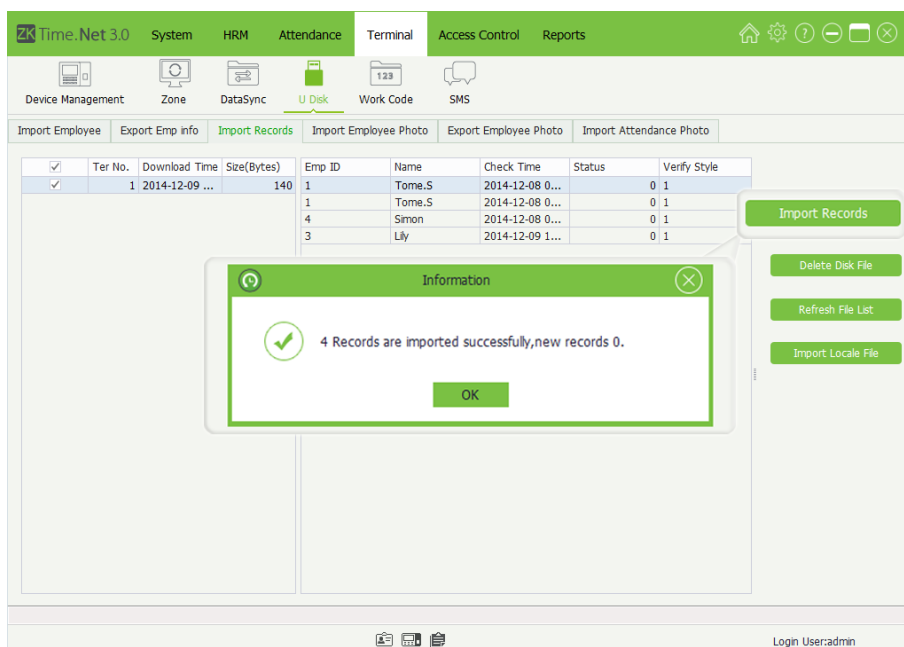
## ● Import Records

Import attendance records from U Disk.

1. Click **Import Records** tag to enter to the **Import Records** interface.



2. Tick  and select data file in the *File* list.
3. Click [**Import Records**] button to import attendance records.



4. After importing successfully, the result box will pop-up.

## ● Import Employee Photo

Import employee photo from U Disk. The specific operation method is the same as **Import Records**.

### ● Export Employee Photo

Export employee photo to the U Disk. The specific operation method is the same as **Export Emp Info**.

### ● Import Attendance Info

Import employee attendance info from U Disk. The specific operation method is the same as **Import Employee**.

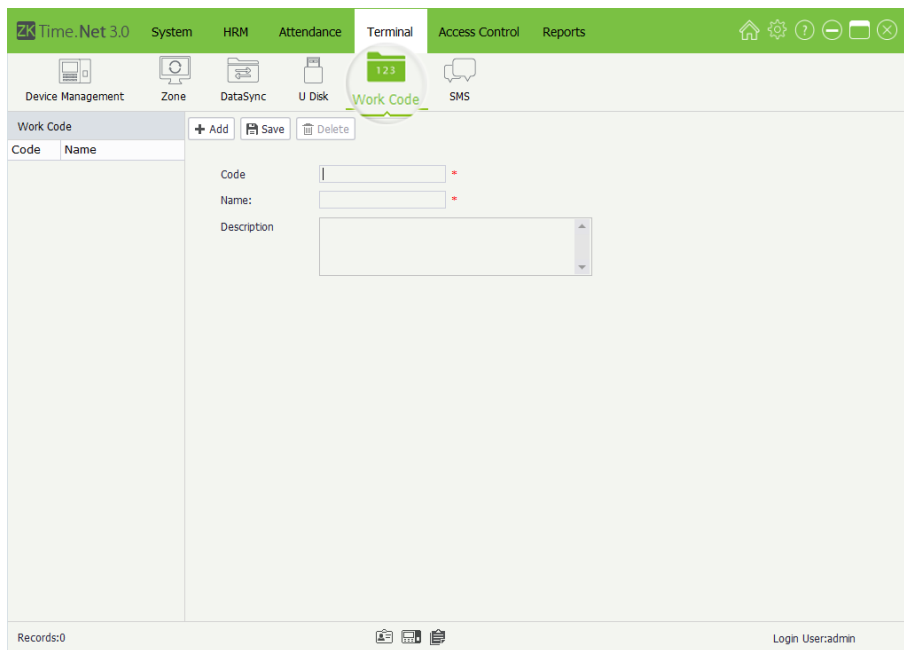
### ● Import Local File

Click [**Import Local File**] button; select the file you want to import in the pop-up window, and click [**OK**] button to import the file to the system.

## 7.5 Work Code Setting★

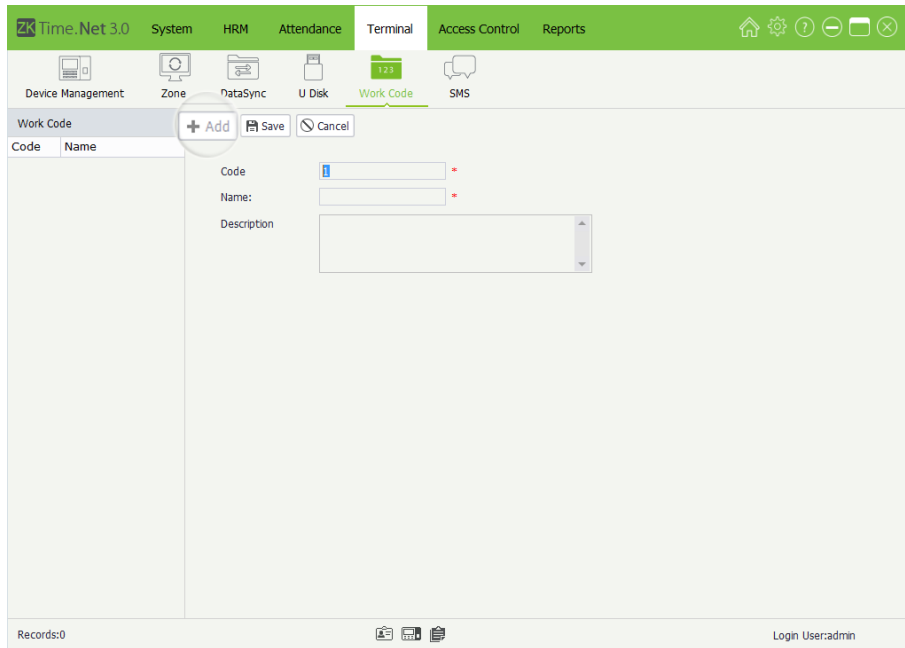
Employees' salaries are subject to their attendance records. Employees may be engaged in different types of work which may vary with time periods. Considering the salaries vary with work types, the software provides a parameter to indicate the corresponding work type for every attendance record to facilitate rapid understanding of different attendance situations during the handling of attendance data.

Click [**Terminal**] > [**Work Code**] to enter to the **Work Code Setting** interface.



### ● Add Work Code

1. Click [**Add**] button to enter to the **Add Work Code** interface:



**Note:** The parameter with\*, means cannot be empty.

**Code:** The terminal automatically allocates the code starting from 1 for every user in sequence. Supports manually input, but unrepeatable.

**Name, Description:** Enter the name and description for this work code.

2. After setting, click [**Save**] button to save settings.

### **Edit/Delete Work Code**

The operation methods of editing/deleting work code are the same as editing/deleting role. For the specific operation method, please refer to [4.3 Role Management](#). Not repeating the description here.

## **7.6 SMS Management★**

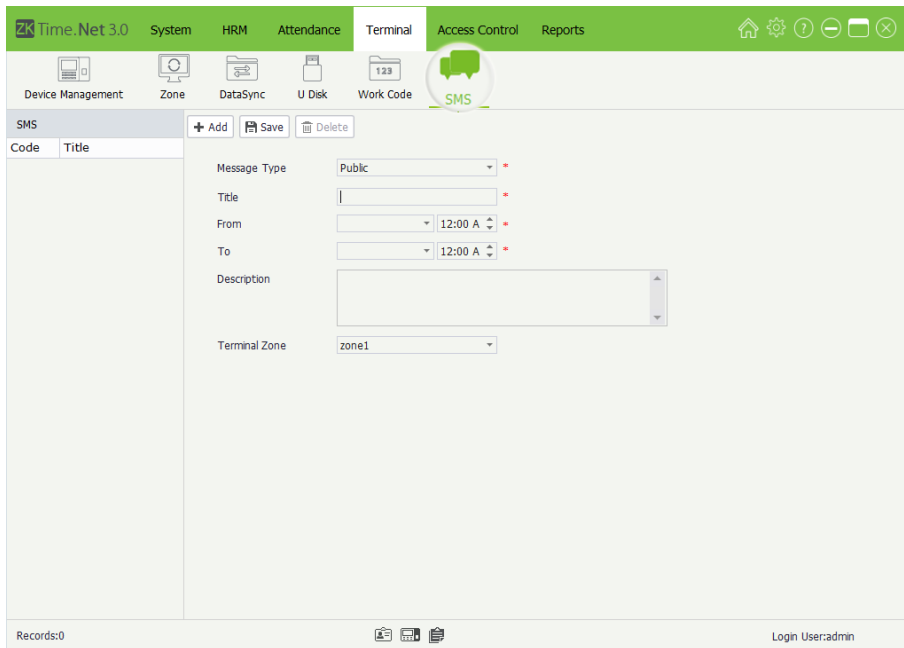
SMS is similar to notice. The SMS includes Public SMS and Personal SMS.

The operator can edit the notice content in advance and make it into SMS displayed on the screen. Specify the time range for SMS display, selects terminal zone and employee as required. (**Tips:** Only when the *Message Type* is *Personal*, you should select employee.)

### **Note:**

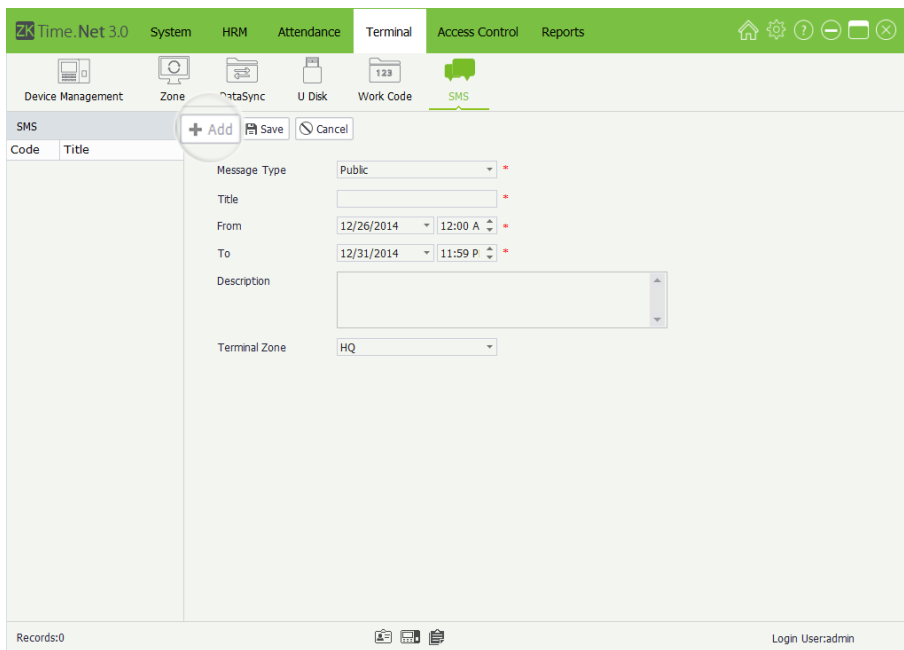
- (1) You should consider the employees' possible attendance time range before setting the SMS's start and end time, to ensure that the employee can check the SMS.
- (2) The SMS will send out to all terminals in the selected zone automatically. If *Public SMS* is set, then in the effective time, all employees in the device can check the SMS before/after punching. If the *Personal SMS* is set, then in the effective time, the selected employee can check the SMS after successful attendance.

Click [**Terminal**] > [**SMS**] to enter to the **SMS Management** interface:



## **Add SMS**

1. Click [**Add**] button to enter to the **Add SMS** interface:



The parameter with **\***, means cannot be empty.

**Message Type:** Click ▼ button and then select message type (*Public* or *Personal*) in the drop-down list.

**Title:** Enter the message's title.

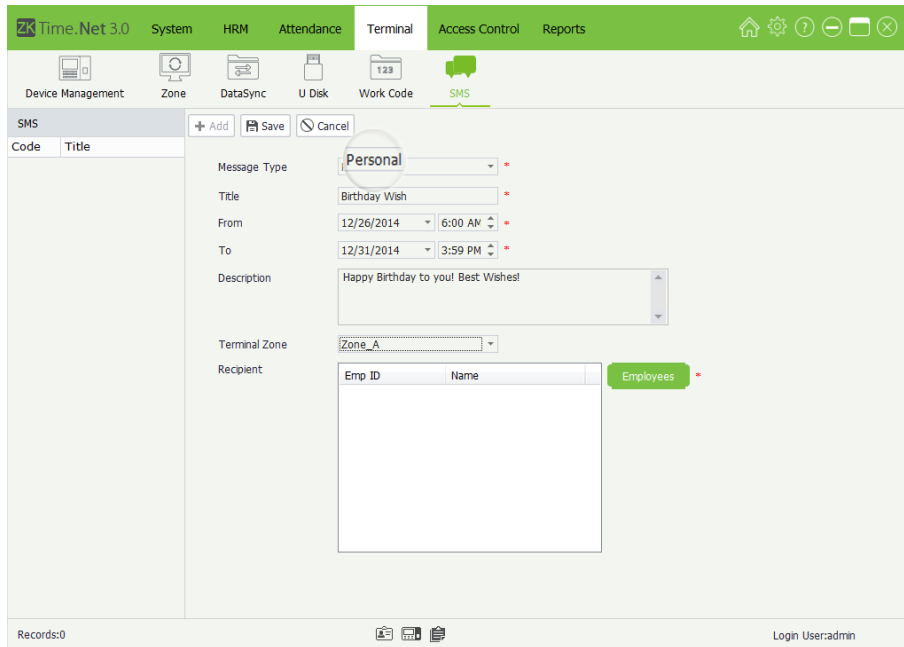
**From, To:** Set the start/end date and time for the message.

(**Note:** The start time must be earlier than the end time.)

**Description:** Enter the description for the message.

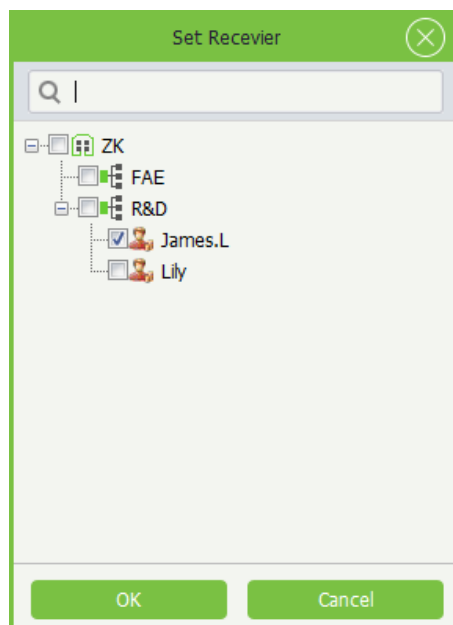
**Terminal Zone:** Click ▼ button, and then select zone in the drop-down list. (**Note:** The program will send out the SMS to all terminals in the selected zone.)

→When the *Message Type* is selected as *Personal*



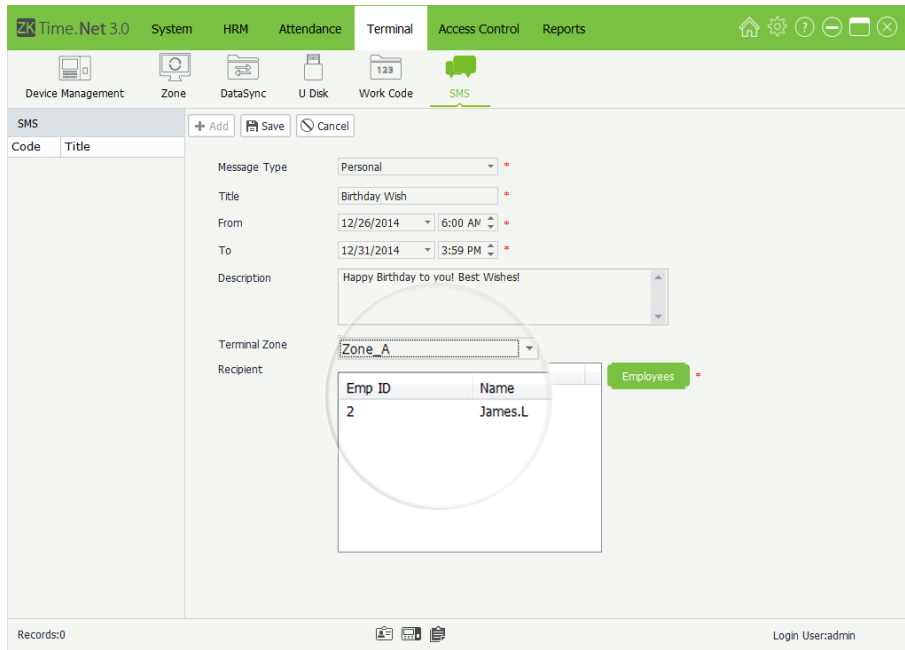
**Recipient:** Set the recipient for the message.

(1) Click **[Employee]** to pop-up the **Set Receiver** window.



(2) Tick  and select employee, multiple choices.

(3) Click **[OK]** button to save the receiver settings.



2. After setting, click [**Save**] button to save the message.

### ● Edit/Delete SMS

The operation methods of editing/deleting SMS are the same as editing/deleting role. For the specific operation, please refer to [4.3 Role Management](#). Not going to repeat the description here.



# 8 Access Control Management★

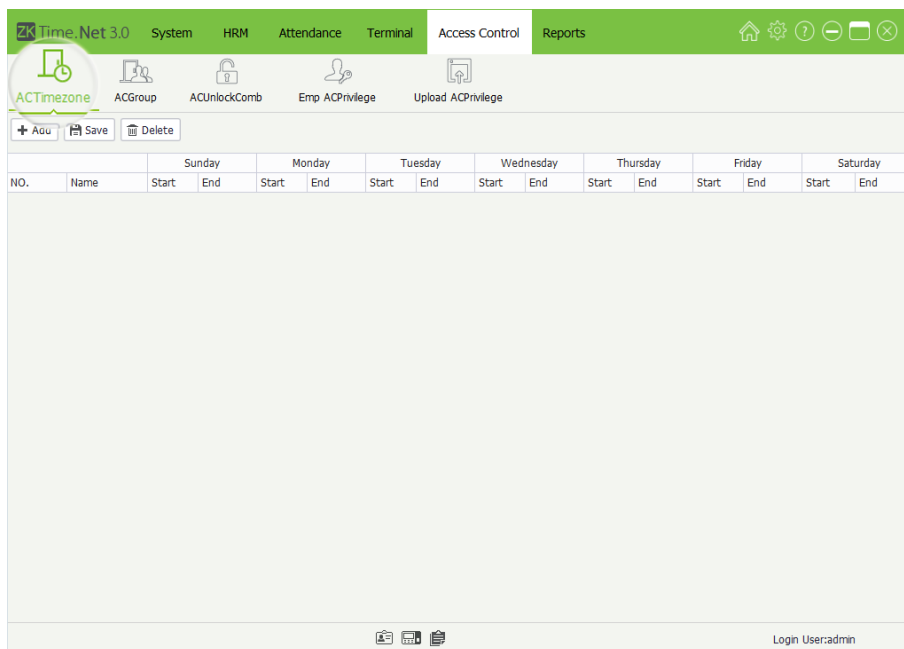
Access control option is to set user's open door time zone, control lock and related device's parameters.

To unlock, the enrolled employee must accord with the following conditions:

1. The current unlock time should be in the effective time of user time zone or group zone.
2. The group in which the user belongs to must be in an unlock combination (or in the same unlock combination with other groups, but the door can be unlocked only when all the groups in this combination pass verification).

## 8.1 AC Time Zone Setting

Click **[Access Control]** > **[AC Time zone]** to enter to the **AC Time Zone Setting** interface:



AC time zone is used to set the effective door open time. You can set the AC reader to be valid in a specified time zone only, and you can also set a normal open (NO) time zone of the door. AC time zone can be used to set the access control right to allow the user to only access the specified door (including AC group and unlock combination settings) in the specified time zone.

The system implements access control according to the AC time zone setting.

The whole system can define 50 time zones.

Every time section is the effective time zone within 24 hours every week. Every time section format is **HH:MM-HH:MM**, namely, accurate to minute.

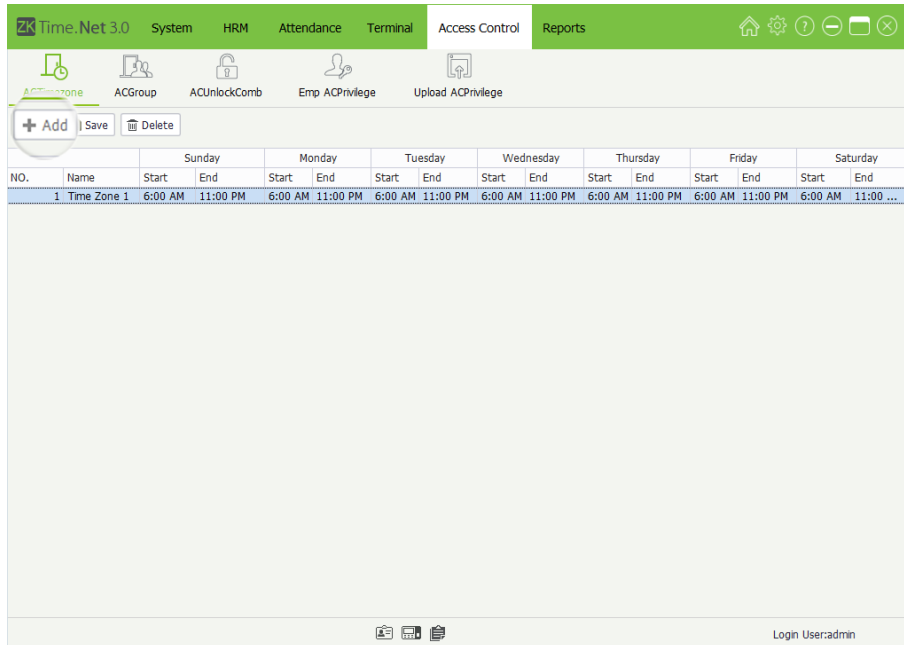
If *End* time is smaller than *Start* time, such as 23:57~23:56, then the whole day is forbidden.

**Effective time zone for user unlocking:** 00:00~23:59 (it is effective section) or *End* time is later than *Start* time, e.g.

08:00~23:59.

## ● Add AC Time Zone

1. Click **[Add]** button to enter to the **Add AC Time Zone** interface:



**Name:** Enter the AC Time Zone's name.

**Start and End Time:** Set the *Start* and *End* time for each time interval within a week. (**Tips:** Select **00**, and then press the numeric key to enter the time. In additional, the *Start* time must be earlier than the *End* time.)

2. After setting, click **[Save]** button to save the AC Time Zone info.

## ● Edit/Delete AC Time Zone

The operation methods of editing/deleting AC Time Zone are the same as editing/deleting role. For the specific operation method, please refer to [4.3 Role Management](#). Not repeating the description here.

## 8.2 AC Group Setting

Group function can divide users into groups and combine different groups to different unlock combinations, which making group management of Access control more convenience.

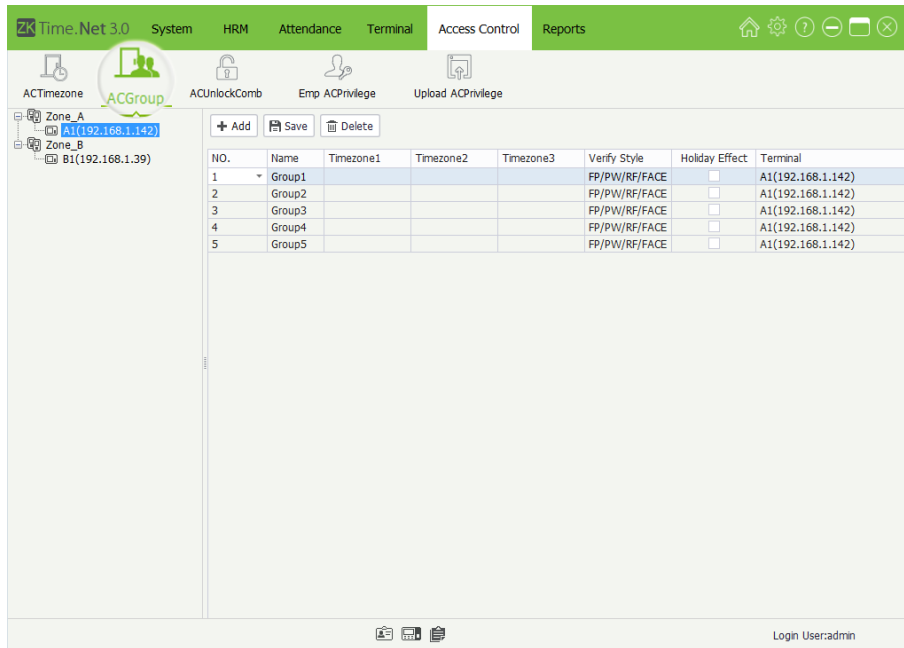
AC group defines which door or door combination can be opened in a specific time zone after users pass verification. The system allows you to authorize the members of the specified one or more AC groups to open a door or door combination through employee AC Privilege setting.

### Notes:

- (1) The AC Group name is unrepeatable.
- (2) The system does not allow existence of two AC groups having the same combination of time zone and door.

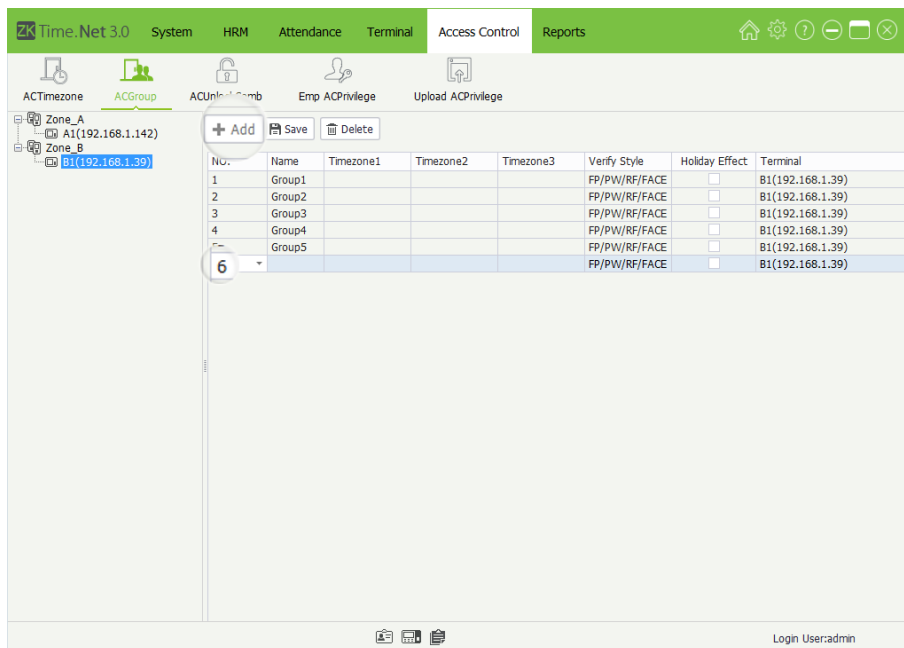
Click **[Access Control] > [AC Group]** to enter to the **AC Group Setting** interface:

**Tips:** The system supports to set different AC Group for different terminals.



## ● Add AC Group

1. Click and select device in the *Device* list, and then click **[Add]** button to enter to the **Add AC Group** interface:



**Name:** Enter the AC Group's name.

**Time Zone:** Click ▼ button, and then select the AC Time Zone for the AC Group. The effective unlock time is the sum of the Time Zone 1, 2, and 3. (**For example**, *Time Zone 1* is from 9 to 12 o'clock; *Time Zone 2* is from 11 to 15 o'clock; *Time Zone 3* is from 16 to 19 o'clock; then the effective unlock time of this AC Group is from 9 to 15 o'clock and 16 to 19 o'clock.)

**Verify Style:** Click ▼ button and then select verified style in the drop-down list.

**Holiday Effect:** Tick (☑) and select this option, means the *AC Group* is effective during the holiday; otherwise, the AC Group is invalid.

2. After setting, click [**Save**] button to save the AC Group settings.

### ● Edit/Delete AC Group

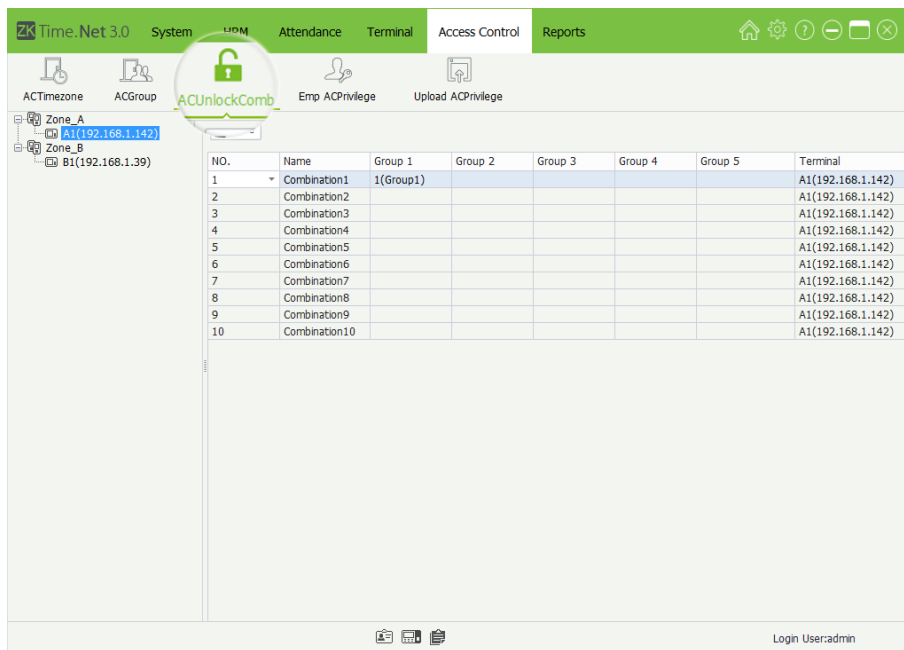
The operation methods of editing/deleting AC Group are the same as editing/deleting role. For the specific operation method, please refer to [4.3 Role Management](#). Not repeating the description here.

## 8.3 AC Unlock Combination Setting

AC groups can be put into different unlock combinations to enable multiple authentication and improve access control security. An unlock combination can consist of a maximum of five AC groups.

Click [**Access Control**] > [**AC Unlock Comb**] to enter to the **AC Unlock Combination Setting** interface:

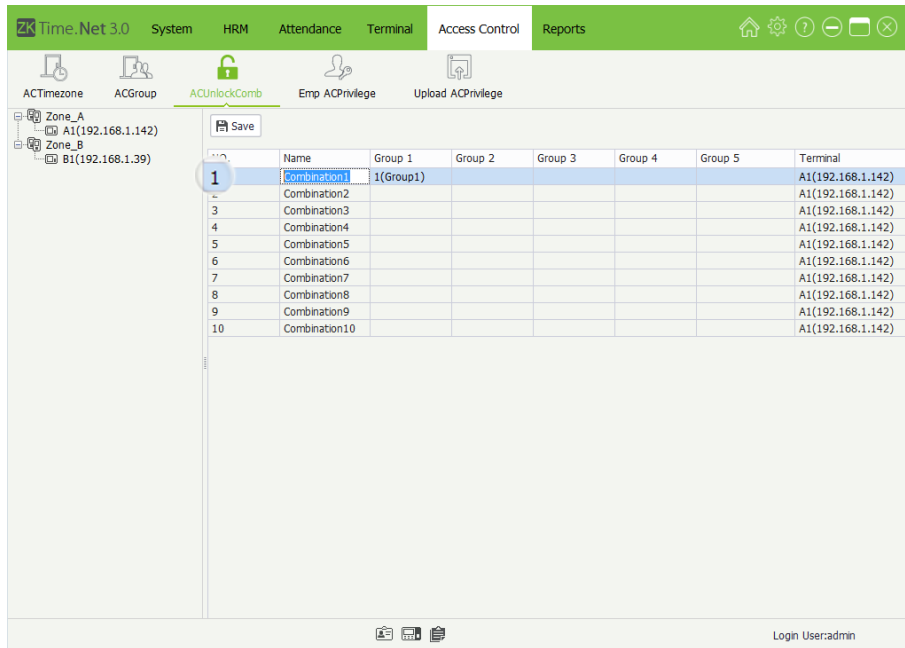
**Tips:** The system supports to set different AC Unlock Combination for different terminals.



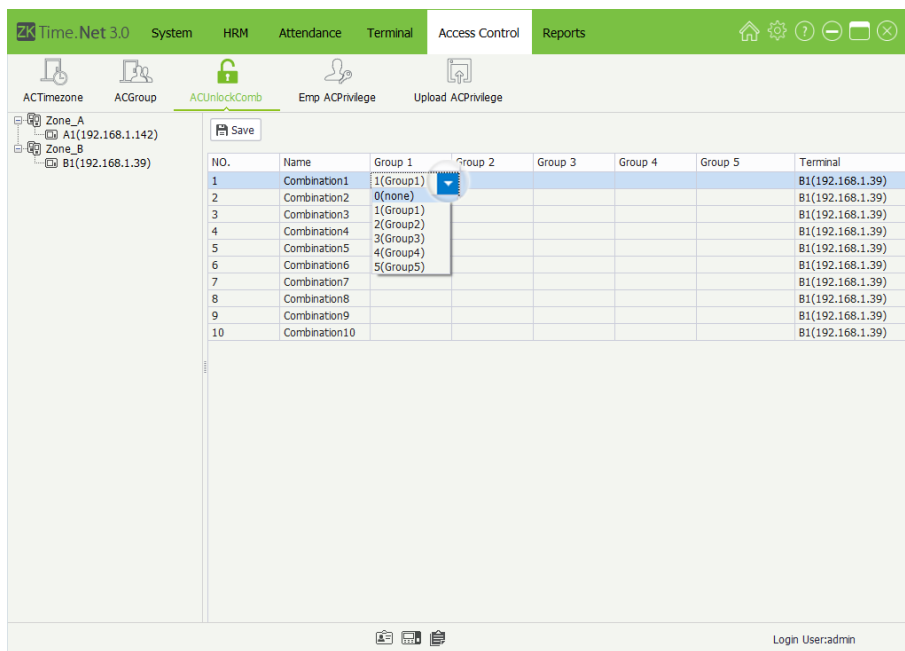
### ● AC Unlock Combination Setting

1. Tick (☑) and select device in the *Device* list, the system will automatically filter and display the device's AC Unlock Combination info based on the selected device.

2. Click and select combination in the *AC Unlock Combination* list to enter to the edit interface:



3. Click the *Group* cell, and select AC Group in the drop-down list.



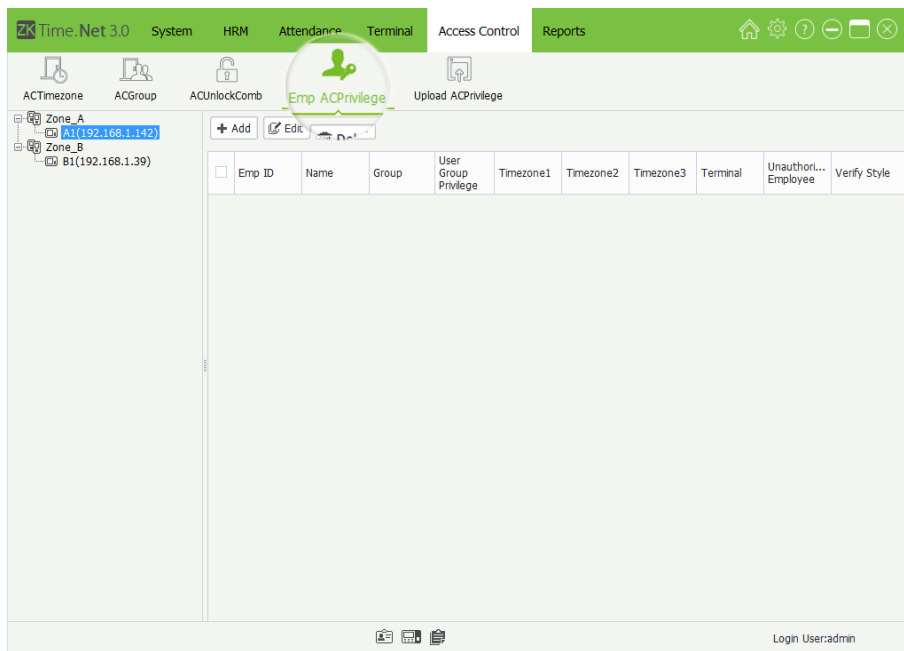
4. After setting, click **[Save]** button to save info.

## 8.4 Employee AC Privilege Setting

The Employee AC Privilege Setting function supports setting AC Privilege for each employee. It contains *AC Group*, *Time Zone* and *Verify Mode* setting, etc.

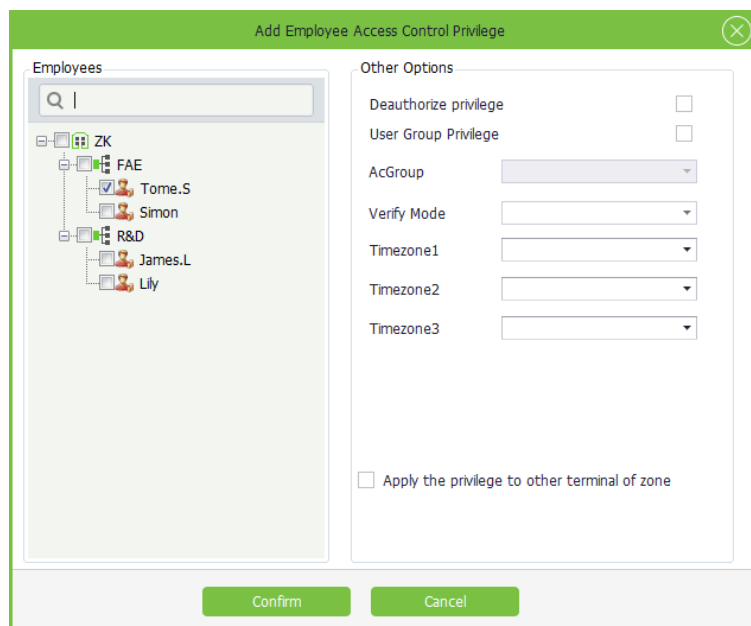
If you set the AC Group, you can add unlock person for the AC Group via Employee AC Privilege menu.

Click **[Access Control]** > **[Emp AC Privilege]** to enter to the **Employee AC Privilege Setting** interface:



## ● Employee AC Privilege Setting

1. Click and select device in the *Device* list, and click **[Add]** button to pop-up the **Add Employee Access Control Privilege** window:



2. Tick () and select employee in the *Employee* list, multiple choices.
3. According to the actual condition to set the parameters in the **Other Options** box.

**Deauthorize privilege:** If tick () this option, then the selected one will not have unlock privilege.

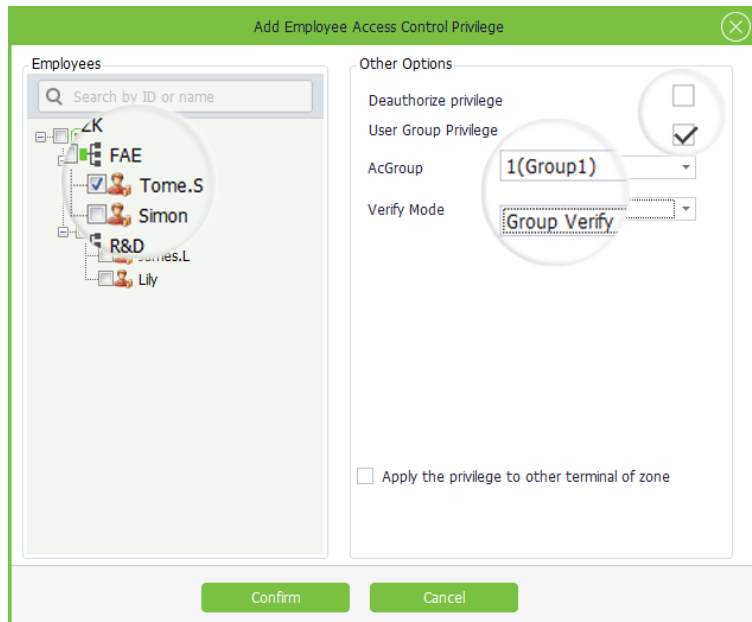
→When the selected employee does not use the Group Privilege

**Verify Type:** Click ▼ button and select verify type in the drop-down list.

**Time Zone 1, 2, 3:** Click ▼ button and select the effective unlock time zone in the drop-down list. The

effective unlock time is sum of time zone 1, 2, and 3. (For example, Time Zone 1 is from 9 to 12 o'clock; Time Zone 2 is from 11 to 15 o'clock; Time Zone 3 is from 16 to 19 o'clock; then the effective unlock time of this AC Group is from 9 to 15 o'clock and 16 to 19 o'clock.)

→When the selected employee uses the Group Privilege



**User Group Privilege:**  Indicates selected.

**AC Group:** Click ▼ button and select AC Group for the selected employee.

**Verify Mode:** Click ▼ button and select verified mode in the drop-down list.

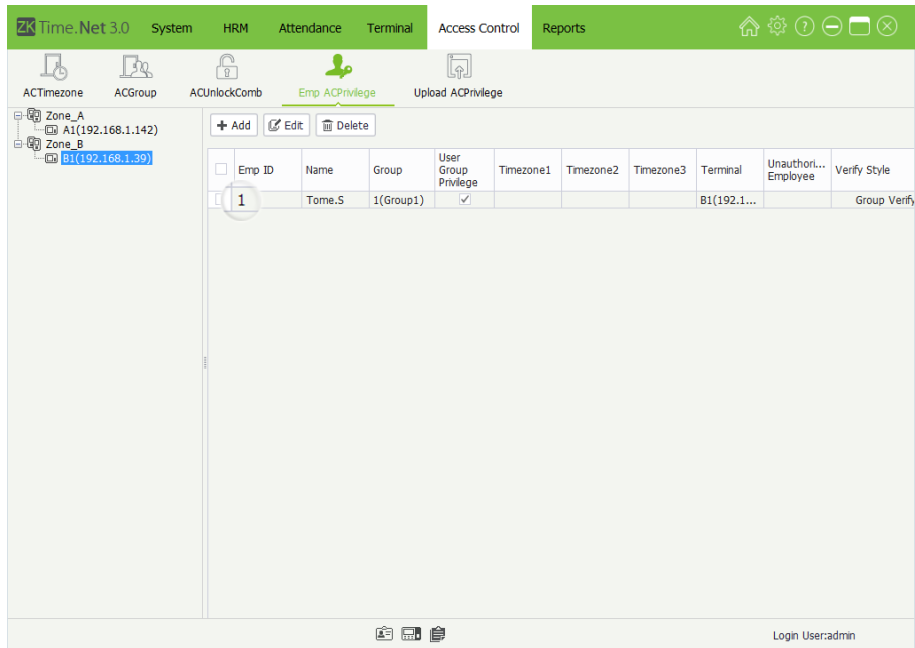
**Apply the privilege to other terminal of zone:** If tick  and select this option, apply the AC Privilege settings to the device selected in Step 1.

4. After setting, click [Save] button to save.

**Tips:** When the employee uses the group privilege, then this employee's effective unlock time is the timetable set in the selected AC Group.

◆ **The Quick Guide about Add unlock employee for AC Group**

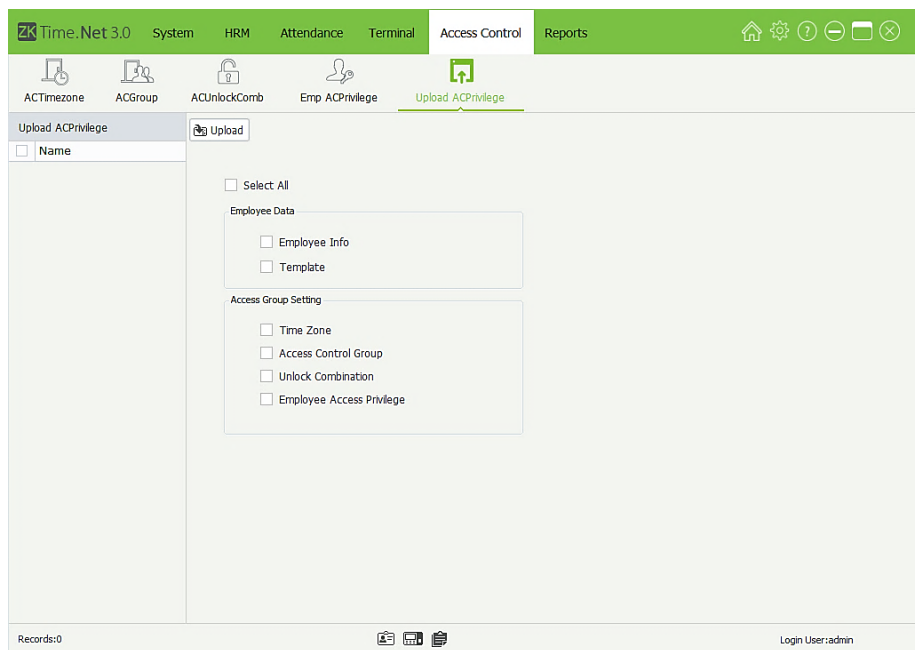
1. Tick  and select employee in the *Employee* list, multiple choices.
2. Tick  and select *User Group Privilege* option.
3. Click ▼ button behind *AC Group* option, and select AC Group in the drop-down list.
4. Click [Confirm] button to save setting. Then unlock employee for the *AC Group* selected in Step 1 is added successfully.



## 8.5 Upload AC Privilege

Upload employee info and AC Privilege to the device.

Click **[Access Control]** > **[Upload AC Privilege]** to enter to the **Upload AC Privilege** interface:



The specific operation of upload *AC Privilege* is shown as below:

1. Tick  and select device in the *Device* list, multiple choices.
2. Tick  and select data type as required, multiple choices.

**Select All:** If tick  and select this option, the program will upload all *Employees* and *Template* (belongs to the



device selected in *Step 1*) and *Access Group Setting* to the device selected in *Step 1*.

3. After setting, click **[Upload]** button, the program will upload the *Employee Info* and *AC Group Setting* to the device, based on your settings.

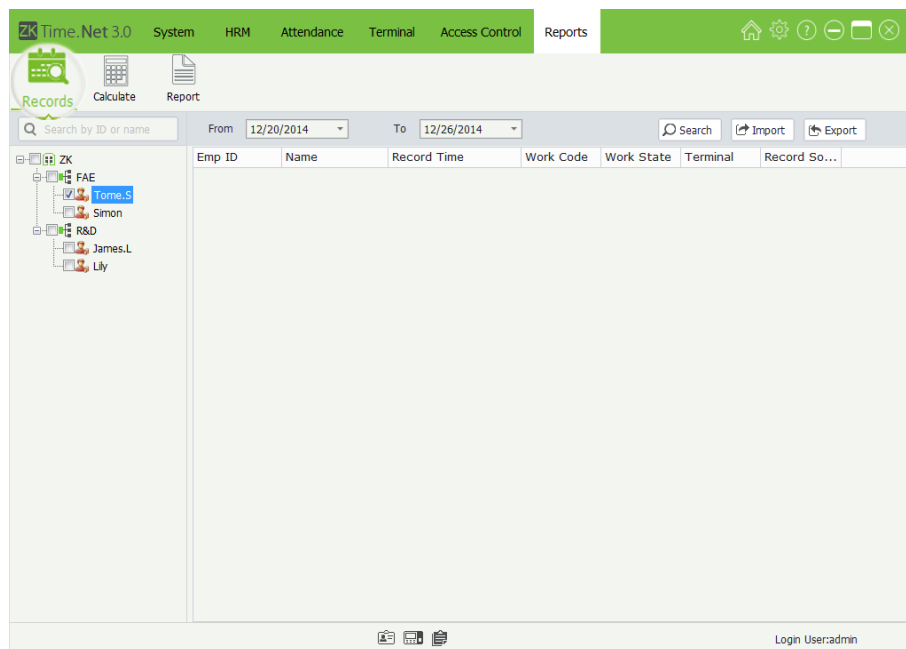
# 9 Reports Management

An attendance record lists the daily attendance data of a queried employee in a specified period, and collects statistics of the Absent, Late Arrival/Early Out, Overtime, and Leave time, which helps to check the actual attendance against the record. If a record is inconsistent with the actual attendance, you can adjust the shift, modify the record (record the attendance of missed punch), set exception assignment, and directly modify the daily report data.

## 9.1 Attendance Records

Display all employees' attendance records, including the records downloaded from device and added by administrator.

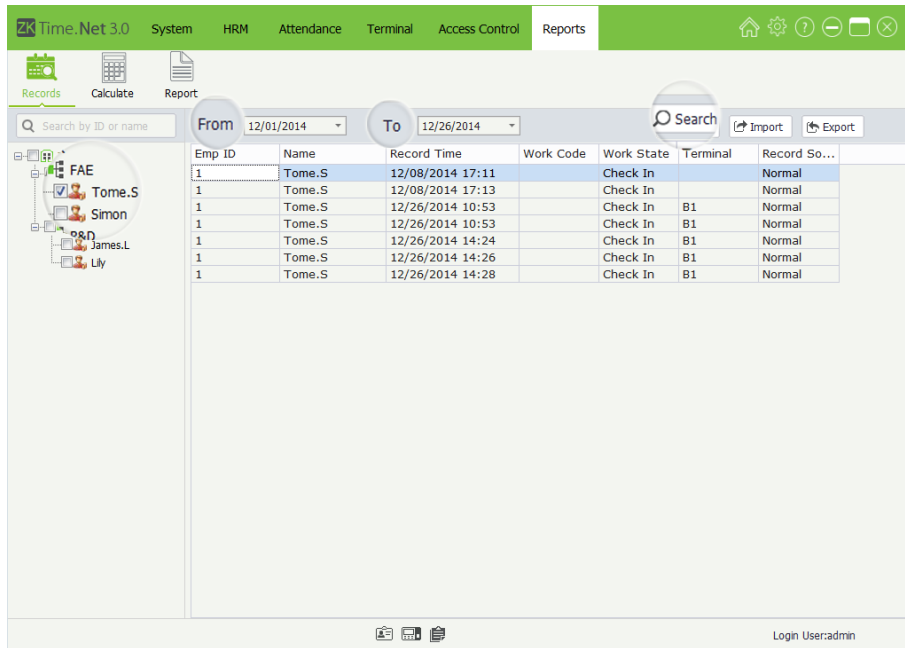
Click **[Reports]** > **[Records]** to enter to the **Records** interface:



You can search, import and export attendance record in the menu interface.

### ● Query and Check Attendance Record

1. Tick  and select employee in the *Company Structure* list, multiple choices. (**Tips:** If tick  and select department, directly select all employees in this department.)
2. Set the start and time behind *From* and *To* option.
3. Click **[Search]** button, the program will search and display the attendance records conform to the query condition.



### ● Import Attendance Record

The program supports to import attendance records from file. For the specific operation, please refer to [3. Import](#) in *Appendices Appendix 1 Common Operations* chapter.

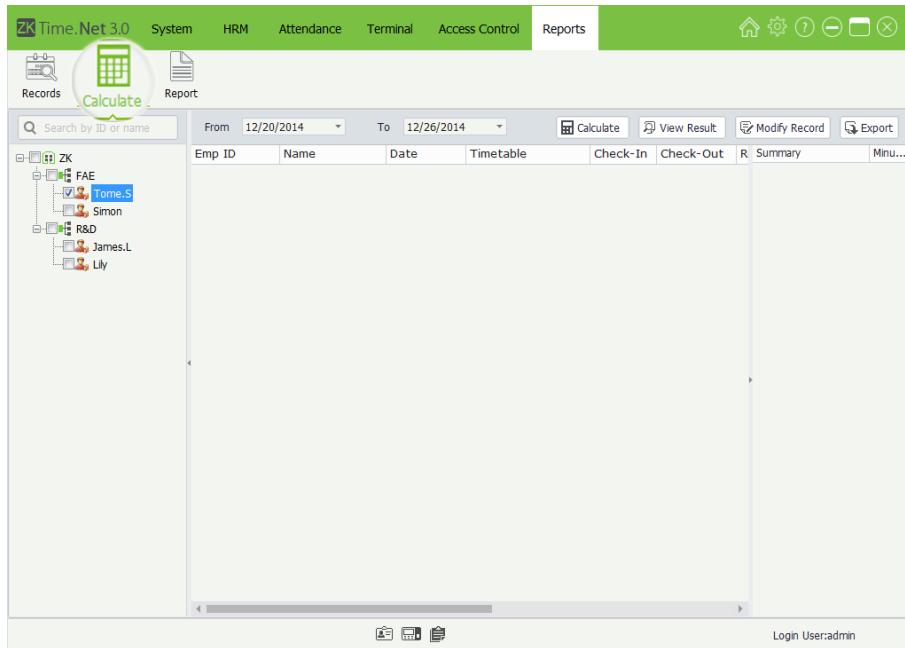
### ● Export Attendance Record

The program supports to export attendance records to files that are used for other applications. For the specific operation, please refer to [4. Export](#) in *Appendices Appendix 1 Common Operations* chapter.

## 9.2 Attendance Calculation

The system will calculate the attendance records according to the *Attendance Rule*. For the specific operation of *Attendance Rule* setting, please refer to [6.1 Attendance Rule](#).

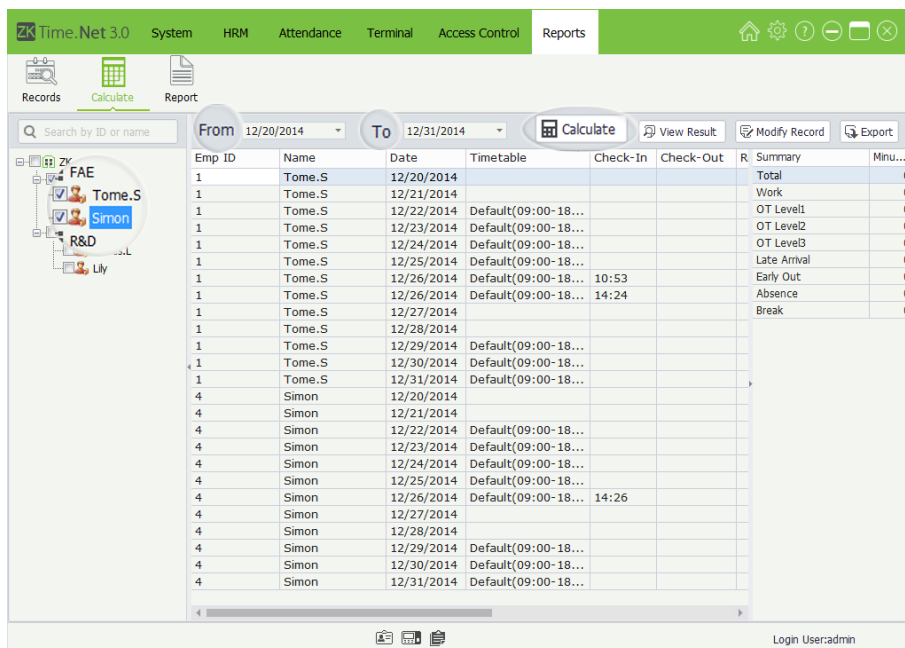
Click **[Reports]** > **[Calculate]** to enter to the **Attendance Calculate** interface:



You can calculate and view results, Modify Record, and export data in this menu interface.

### ● Calculate and View Results

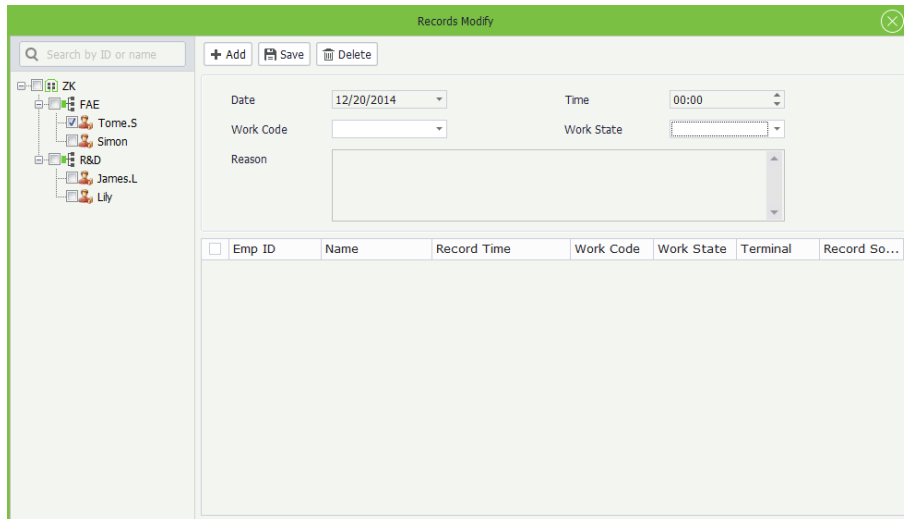
1. Tick  and select employee in the *Company Structure* list, multiple choices. (**Tips:** If tick  and select department, directly select all employees in this department.)
2. Set the start and time behind *From* and *To* option.
3. Click **[Calculate]** button to calculate attendance records. After calculating, the system will display the calculate result based on the query condition.



### ● Modify Record

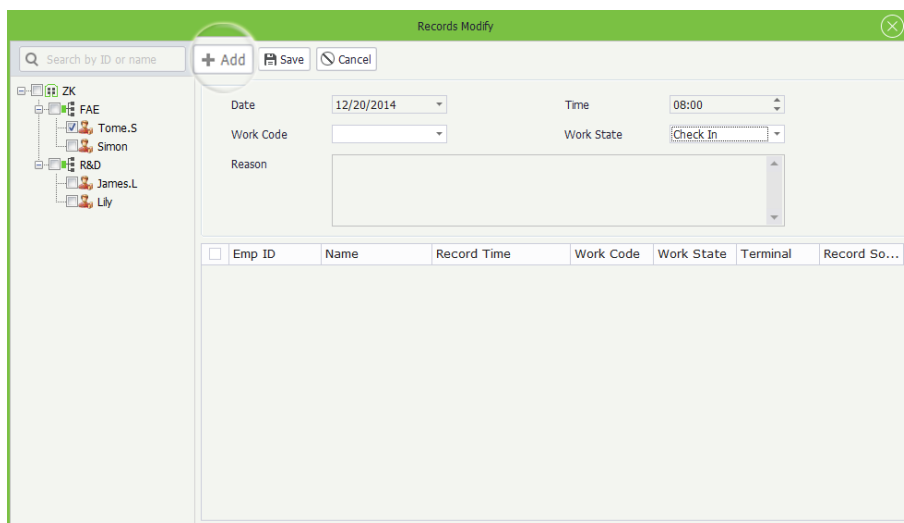
The attendance can be modified manually when employees leave on business or forget to punch cards. Usually, the management personnel shall input the attendance record for missed punches at the end of the attendance cycle according to the attendance records and the company's attendance system.

Click **[Modify Record]** button, the following **Record Modify** interface will pop-up:



### Add Punch Record

1. Click **[Add]** button to enter to the **Add Punch Record** interface.



2. Tick  and select employee in the *Company Structure* list, multiple choices. (**Tips:** If tick  and select department, directly select all employees in this department.)

3. Set parameters according to the actual condition.

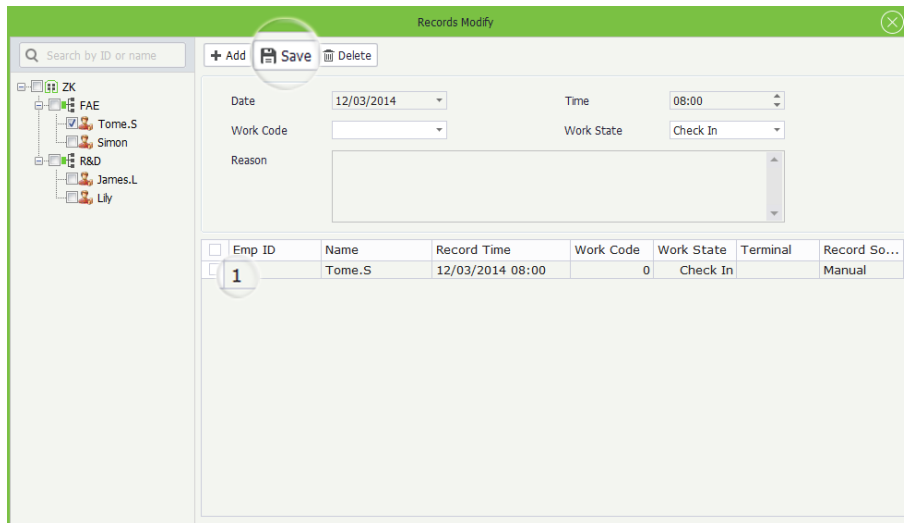
**Date, Time:** Set the date and time as required.

**Work Code:** Click ▼ button and select work code in the drop-down list. (**Tips:** For the *Work Code* setting, please refer to [7.5 Work Code Setting](#).)

**Work State:** Click ▼ button and selected work state in the drop-down list.

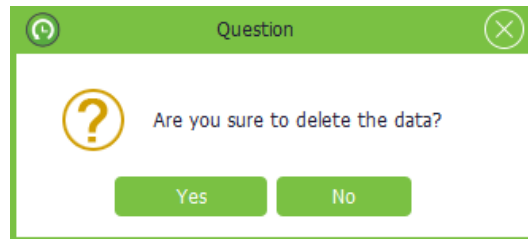
**Reason:** Enter the reason as required.

4. After setting, click **[Save]** button to save the punch record.



### Delete Punch Record (Manually add)

1. Tick  and select record in the *Record* list, multiple choices.
2. Click **[Delete]** button, the **Question** box will pop-up.



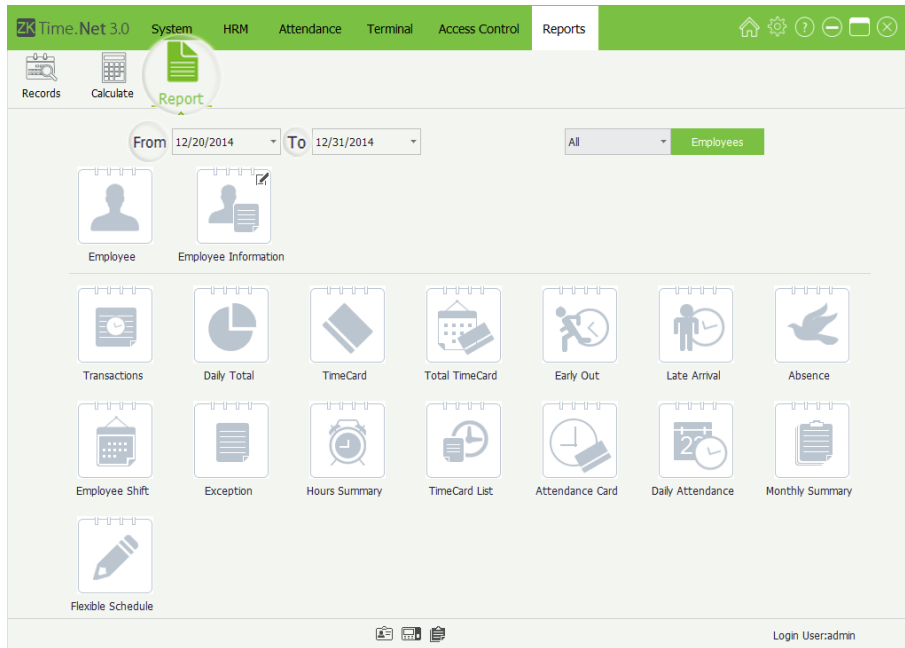
3. Click **[Yes]** button to delete the selected record; or click **[No]** button to cancel operation.

### ● Export Attendance Record

The program supports to export attendance records to file that are used for other application. For the specific operation, please refer to [4. Export](#) in **Appendices Appendix 1 Common Operations** chapter.

## 9.3 View Reports

Click **[Reports]** > **[Report]** to enter to the **Report** interface:

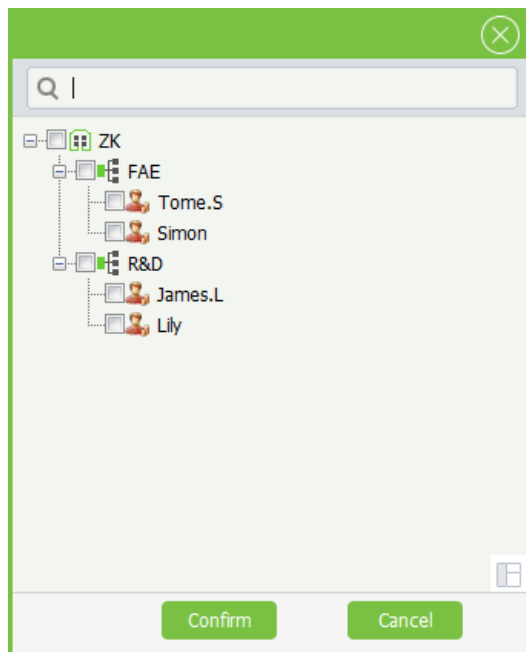


The specific operation of viewing report is shown as below:

1. Set the start and end time behind *From* and *To* option.
2. Select employee. Click ▼ button and select employee group in the drop-down list; or select **Custom** and click **[Employee]** button, and then tick (☑) and select employee in the pop-up window.

**All:** If select as *All*, then select all employees in the system.

**Custom:** To enable *Custom*, click **[Employee]** button, and tick (☑) and select employee in the pop-up window, multiple choices, are shown as the following figure:



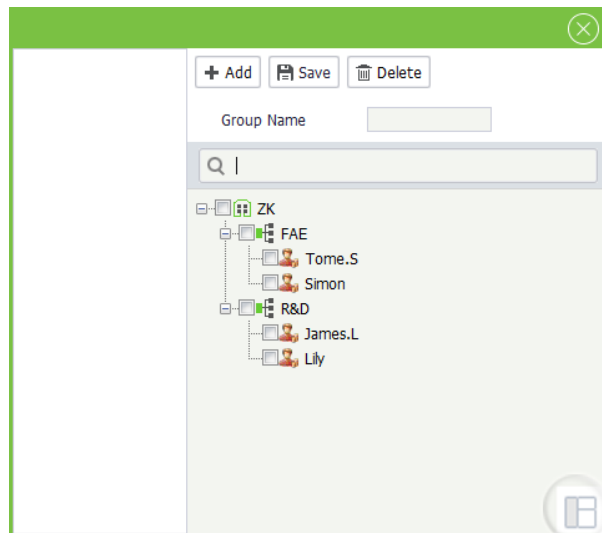
(**Tips:** After selecting, click **[Confirm]** button to save settings.)

## Employee Group Setting

In order to simplify the employee selection, the system supports grouping for employees as required. The user can directly select the employee group to select all employees within the selected group.

The specific operation is shown as below:

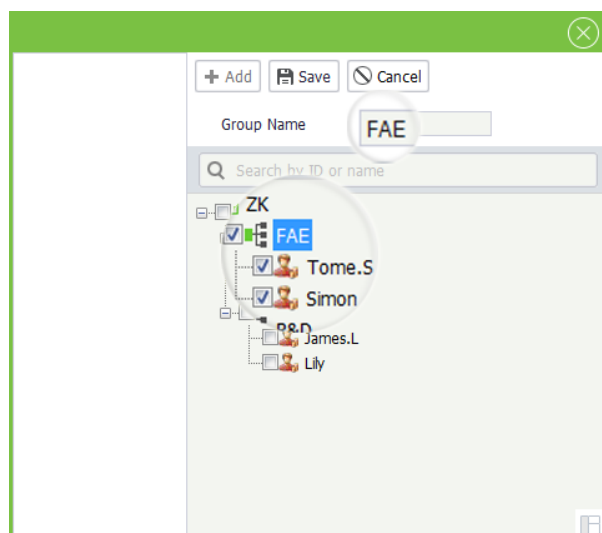
- (1) Click  icon, the **Employee Group Setting** window will pop-up.



**Group Name:** Enter the group name.

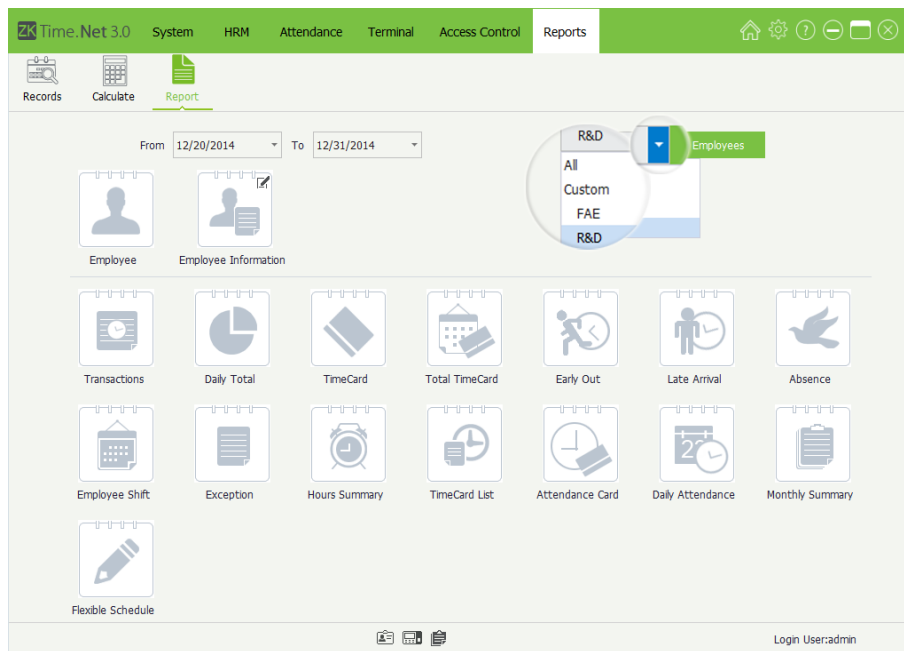
**Employee:** Tick  and select employee in the *Company Structure* list, multiple choices. (**Tips:** If tick  and select department, directly select all employees in this department.)

- (2) Enter the *Group Name* and select employee as required, and click **[Save]** button to save settings.



- (3) Click the ▼ before **[Employee]** button to view all employee groups in the drop-down list.

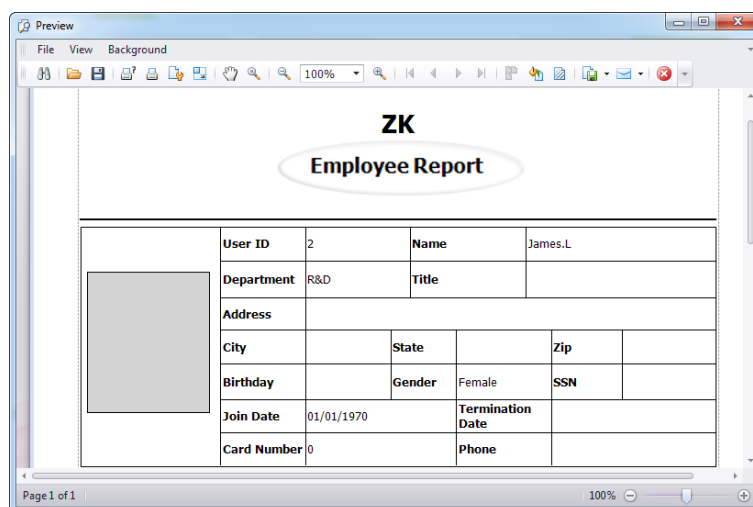




3. After setting, click the report icon to view the corresponding report info.

### ● Employee Report

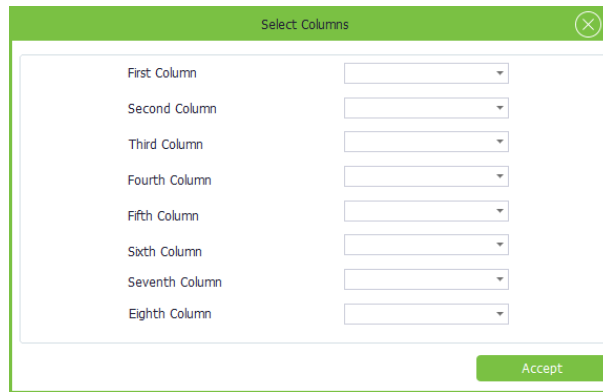
Click **Employee** icon, the system will pop-up the **Employee Report**.



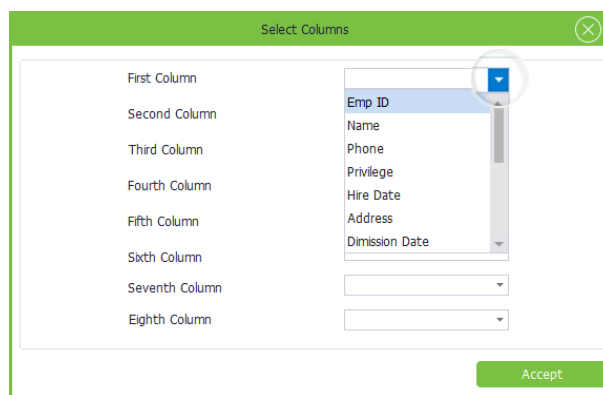
### ● Employee Information Report

The system supports to select columns for the Employee Information Report as required. The specific operation is shown as below:

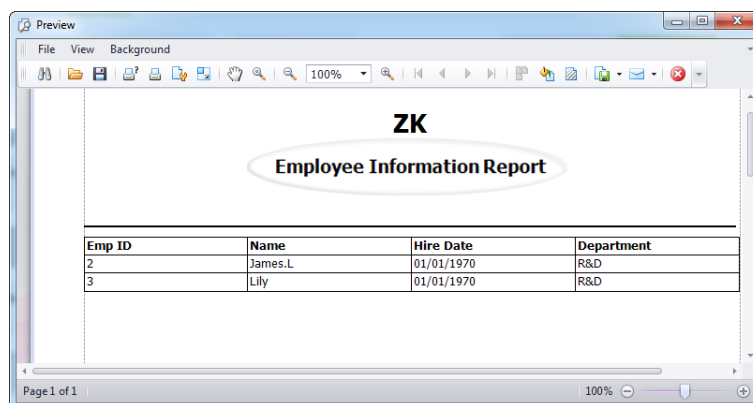
(1) Click  button on the **Employee Information** icon, the **Select Columns** window will pop-up.



- (2) Click ▼ button and then select the employee's basic info item for the *First* to *Eighth Column* in the drop-down list.



- (3) After setting, click **Accept** button to confirm and save settings.
- (4) Click **Employee Information** icon to view the **Employee Information Report**:



### ● Transactions Report

Click **Transactions Report** icon to check the **Transactions Report** for the employee selected in *Step 2*.

**ZK**  
**Transactions Report**  
From 12/01/2014 To 01/04/2015

User ID	Full Name	Date/Time	Work Code	Record Type
2	James.L	12/26/2014 14:26		Normal
2	James.L	12/26/2014 14:28		Normal
2	James.L	01/04/2015 10:26		Normal
3	Lily	12/26/2014 14:26		Normal
3	Lily	12/26/2014 14:28		Normal
3	Lily	12/26/2014 14:28		Normal
3	Lily	01/04/2015 10:26		Normal

**Daily Total Report**

Click **Daily Total** icon to check the **Daily Total Report** for the employee selected in *Step 2*.

**ZK**  
**Daily Total Report**  
From 12/01/2014 To 01/04/2015

User ID	Full Name	Regular Hours	OT Level1 Hours	OT Level2 Hours	Break Hours	Absent Hours	Total	Late	Early
<b>01/01/2015</b>									
2	James.L	0:00	0:00	0:00	0:00	9:00	0:00	0:00	0:00
3	Lily	0:00	0:00	0:00	0:00	9:00	0:00	0:00	0:00
		0:00	0:00	0:00	0:00	18:00	0:00	0:00	0:00
<b>01/02/2015</b>									
2	James.L	0:00	0:00	0:00	0:00	9:00	0:00	0:00	0:00
3	Lily	0:00	0:00	0:00	0:00	9:00	0:00	0:00	0:00

**Time Card Report**

Click **Time Card** icon to check the **Time Car Report** for the employee selected in *Step 2*.

**ZK**  
**TimeCard Report**  
From 12/01/2014 To 01/04/2015

Department	R&D						
Full Name	James.L						
Card Number	0						
User ID	Date	Timetable	Check In	Check-Out	Round In	Round Out	Working time
2	12/01/2014	Default(09:00-18:00)					
2	12/02/2014	Default(09:00-18:00)					
2	12/03/2014	Default(09:00-18:00)					
2	12/04/2014	Default(09:00-18:00)					
2	12/05/2014	Default(09:00-18:00)					
2	12/06/2014	Default(09:00-18:00)					

### ● Total Time Card Report

Click **Total Time Card** icon to check the **Total Time Card Report** for the employee selected in *Step 2*.

**ZK**  
**Total TimeCard Report**  
From 12/01/2014 To 01/04/2015

User ID	2	Full Name	James.L
Code	Description	Total	
1	total	0:00	
2	work	0:00	
3	overtime1	0:00	
4	overtime2	0:00	
5	overtime3	0:00	
6	lateCome	0:00	
7	earlyOut	0:00	
8	absence	225:00	
9	break	0:00	

### ● Early Out / Late Arrival Report

Click **Early Out/ Late Arrival** icon to check the **Early Out/ Late Arrival Report** of the employee selected in *Step 2*.

**Note:** The system will calculate the attendance records according to the *Attendance Rule*. For the specific operation of *Attendance Rule* setting, please refer to [6.1 Attendance Rule](#).

### ● Absence Report

Click **Absence** icon to check the **Absence Report** for the employee selected in *Step 2*.

Preview

File View Background

**ZK**  
**Absence Report**  
From 12/01/2014 To 01/04/2015

Department		R&D			
Full Name	James.L	Card Number	0		
User ID	Date	Week	Timetable		
2	12/01/2014	Monday	Default(09:00-18:00)		
2	12/02/2014	Tuesday	Default(09:00-18:00)		
2	12/03/2014	Wednesday	Default(09:00-18:00)		
2	12/04/2014	Thursday	Default(09:00-18:00)		
2	12/05/2014	Friday	Default(09:00-18:00)		
2	12/08/2014	Monday	Default(09:00-18:00)		
2	12/09/2014	Tuesday	Default(09:00-18:00)		
2	12/10/2014	Wednesday	Default(09:00-18:00)		

Page 1 of 3

### Employee Shift Report

Click **Employee Shift** icon to check the **Employee Shift Report** for the employee selected in *Step 2*.

Preview

File View Background

**ZK**  
**Employee Shift Report**  
From 12/01/2014 To 01/04/2015

Department		R&D				
Full Name	James.L	Card Number	0			
User ID	Date	Time Period/Exception	Start	End	Break Start	Break End
2	12/01/2014	Default	09:00	18:00		
2	12/02/2014	Default	09:00	18:00		
2	12/03/2014	Default	09:00	18:00		
2	12/04/2014	Default	09:00	18:00		
2	12/05/2014	Default	09:00	18:00		
2	12/06/2014					
2	12/07/2014					
2	12/08/2014	Default	09:00	18:00		

Page 1 of 3

### Exception Report

Click **Exception** icon to check the **Exception Report** for the employee selected in *Step 2*.

Preview

File View Background

**ZK**  
**Exception Report**  
From 12/01/2014 To 01/04/2015

Department		R&D				
User ID	Full Name	Date/Time	From	To	Exception	Exception Hours
2	James.L	12/11/2014	08:00	18:00	sick	10:00
3	Lily	12/22/2014	08:00	18:00	vacation	10:00
3	Lily	12/23/2014	08:00	18:00	vacation	10:00

Page 1 of 1

**Tips:** For the *Exception* setting, please refer to [6.5 Exception Assign](#).

### ● Hours Summary Report

Click **Hours Summary** icon to check the **Hours Summary Report** for the employee selected in *Step 2*. Calculate the sum of the Work, Absent, and Late Arrival/Early Out time in the time range preset in *Step 1*.

ZK									
Hours Summary Report									
From 12/01/2014 To 01/04/2015									
Department R&D									
User ID	Full Name	Regular Hours	OT Level1 Hours	OT Level2 Hours	Break Hours	Absent Hours	Total	Late	Early
2	James.L.	0:00	0:00	0:00	0:00	207:00	0:00	0:00	9:00
3	Lily	0:00	0:00	0:00	0:00	198:00	0:00	0:00	9:00
<b>Pay Period Totals</b>		0:00	0:00	0:00	0:00	405:00	0:00	0:00	18:00

### ● Time Card List Report

Click **Time Card List** icon to check the **Time Card List Report** for the employee selected in *Step 2*. Count and show the Regular Hours, OT Level 1, 2, 3 Hours, Early and Absent Hours, etc.

ZK											
TimeCard List Report											
From 12/01/2014 To 01/04/2015											
Department R&D											
Full Name		James.L.		Card Number		0					
User ID	Date	Timetable	Regular Hours	OT Level1 Hours	OT Level2 Hours	Break Hours	Absent Hours	Total	Late	Early	Total Exception Hours
2	12/01/2014	Default (09:00-18:00)	0:00	0:00	0:00	0:00	9:00	0:00	0:00	0:00	0:00
2	12/02/2014	Default (09:00-18:00)	0:00	0:00	0:00	0:00	9:00	0:00	0:00	0:00	0:00
2	12/03/2014	Default (09:00-18:00)	0:00	0:00	0:00	0:00	9:00	0:00	0:00	0:00	0:00

### ● Attendance Card Report

Click **Attendance Card** icon to check the **Attendance Card Report** for the employee selected in *Step 2*. Show all attendance cards in the time range set in *Step 1*.



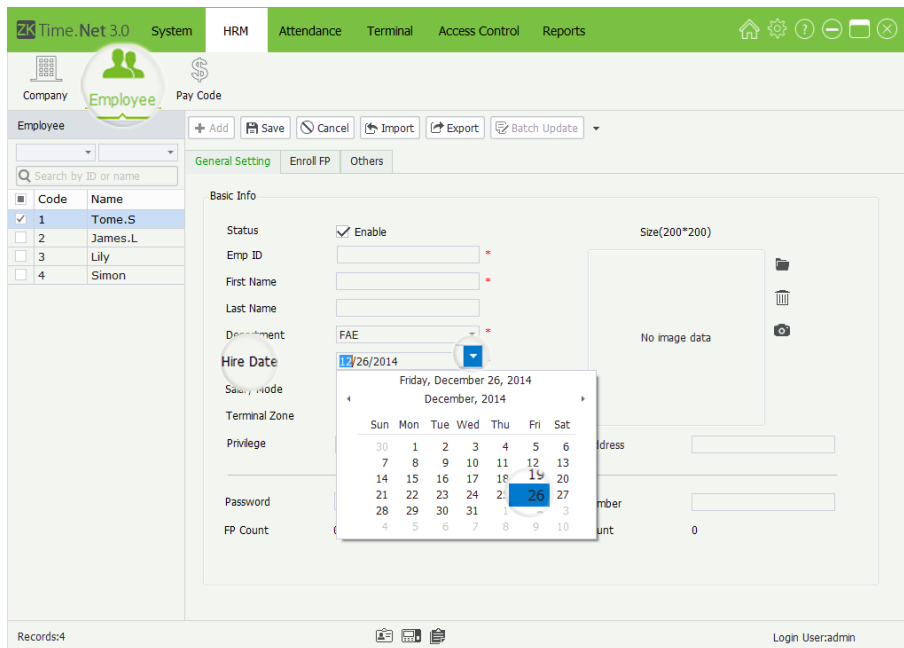
# Appendices

## Appendix 1 Common Operations

### 1. Select Date

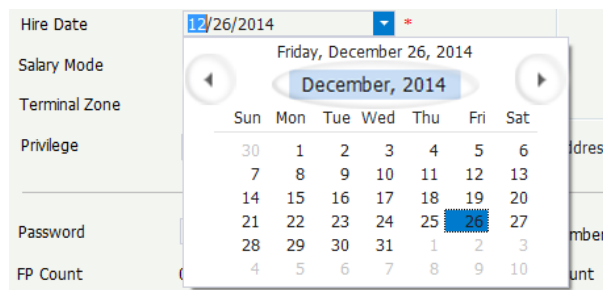
Take setting **Hire Date** in the **Add Employ** interface as an example.

Click ▼ button behind **Hire Date** item, the *Date Selection* box will pop-up.

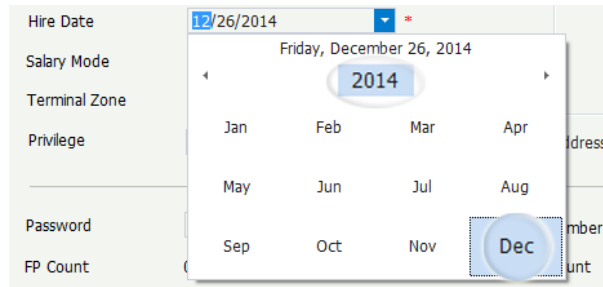


(**Tips:** The system displays the current month by default.)

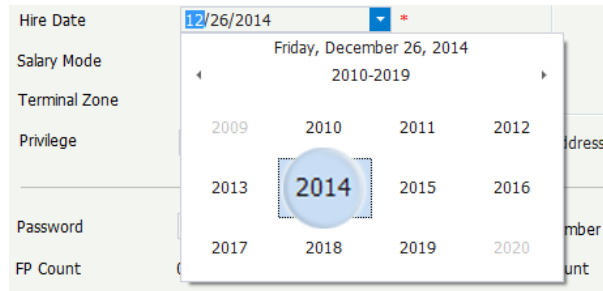
Click the ◀/▶ button to forward or backward to select month; or double-click the *Month Bar* to view the Month Selection box, and then click and select month as required.





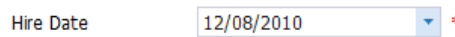


When double-click the *Year Bar*, the Year Selection box will pop-up.



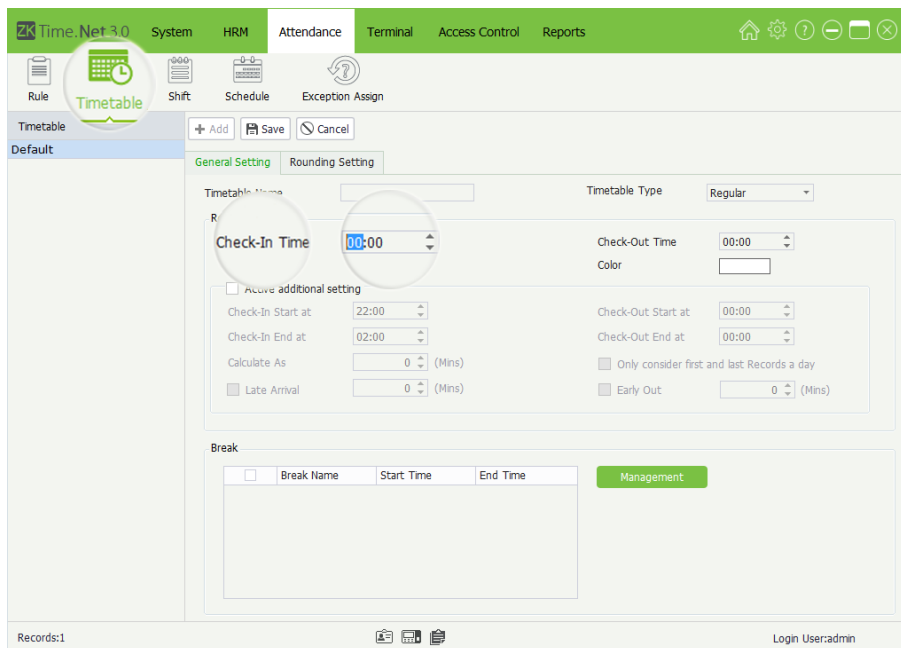
Click and select year as required.

After selecting, the date will be displayed in the *Hire Date* box.



## 2. Set Time

Take the *Check-In Time* setting in the **Add Timetable** interface as an example.



The program supports two kinds of method to set time:

### ● Method 1

Manually input from the keyboard.

## ● Method 2

### Hour setting

Check-In Time

- (1) Click and select *Hour* (The blue highlighting indicates selected.)
- (2) Select *Hour* via click ▲/▼ button to increase or decrease.

### Minute setting

Check-In Time

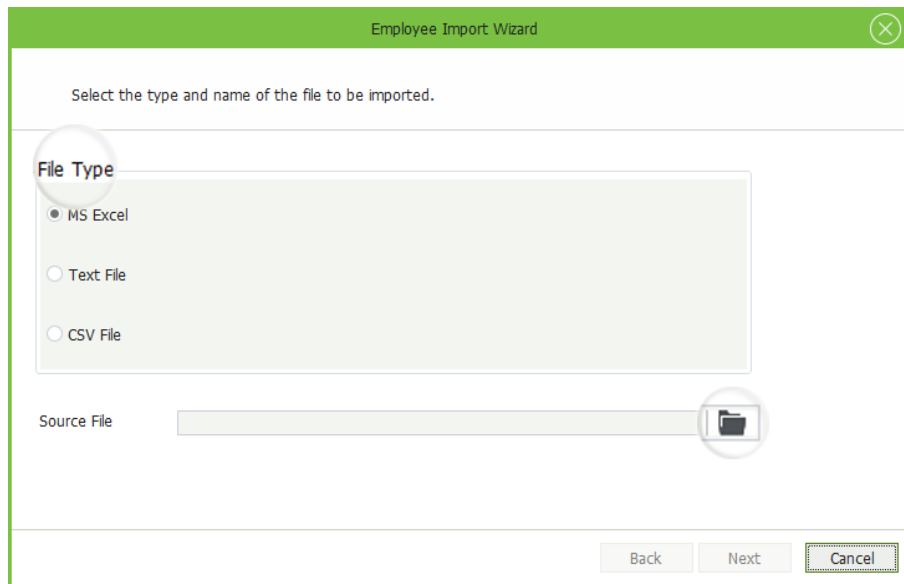
- (3) Click and select *Minute* (The blue highlighting indicates selected.)
- (4) Select *Minute* via click ▲/▼ button to increase or decrease.

## 3. Import


### Take import employee as an example:

If there is an existing file for the workforce or HR system, from other software or devices, you can import such information by using the Import function.

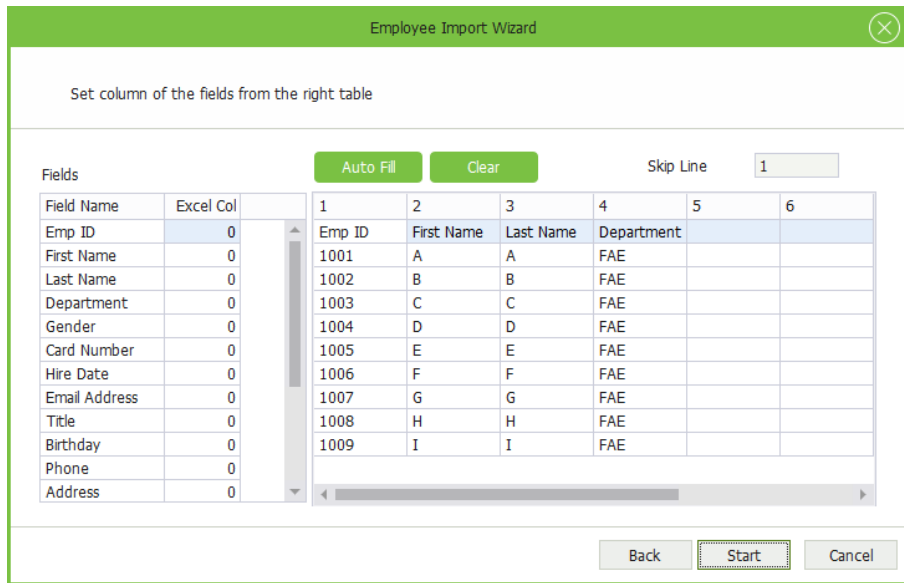
1. Click **[Import]** button, the **Employee Import Wizard** window will pop-up.



**File Type:** Select the imported file type, MS Excel, Text or CSV file.

**Source File:** Click  icon, and select file in the pop-up window.

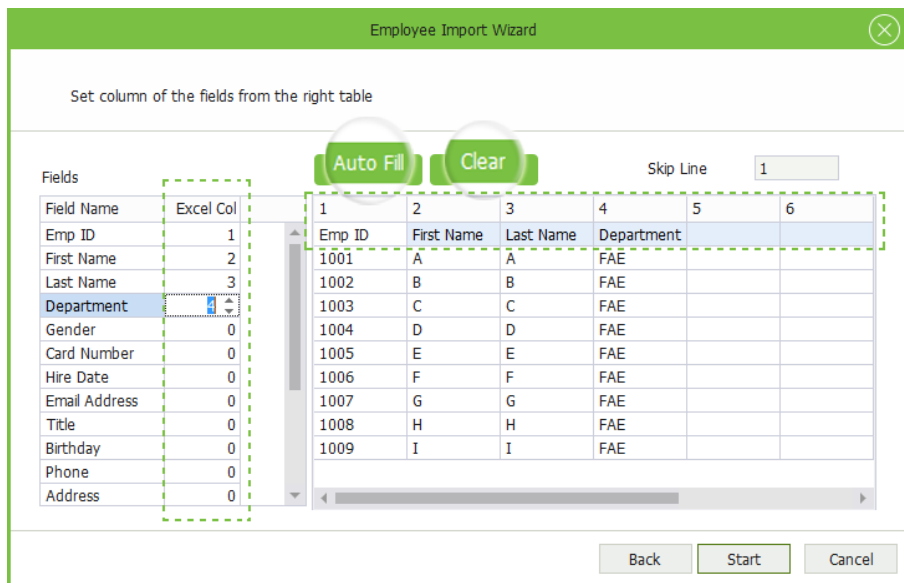
2. Click **[Next]** button to enter to the next interface.



The data in the selected file will display on the right side of the window.

- Set the field excel column No. according to the data in the selected file, as shown on the left side of the window.

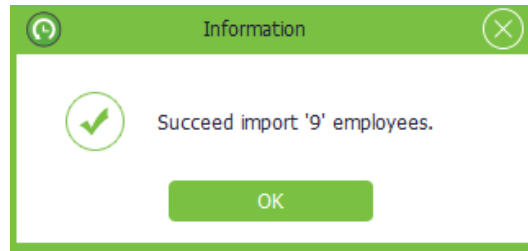
**For example:** The *Emp ID* in the first column; the *First Name* in the second column; the *Last Name* and *Last Name* in the third and fourth column.



**Auto Fill:** Click **[Auto Fill]** button, the program will automatically allocate the column No. starting from 1 for every field in sequence.

**Clear:** Click **[Clear]** button to clear settings.

- Click **[Start]** button to import data. After importing successfully, the information box will pop-up.



5. Click **[OK]** button to close the prompt box.

**Notes:**

- (1) The importing file must have header.
- (2) The *Emp ID* is a mandatory field, while others are optional.

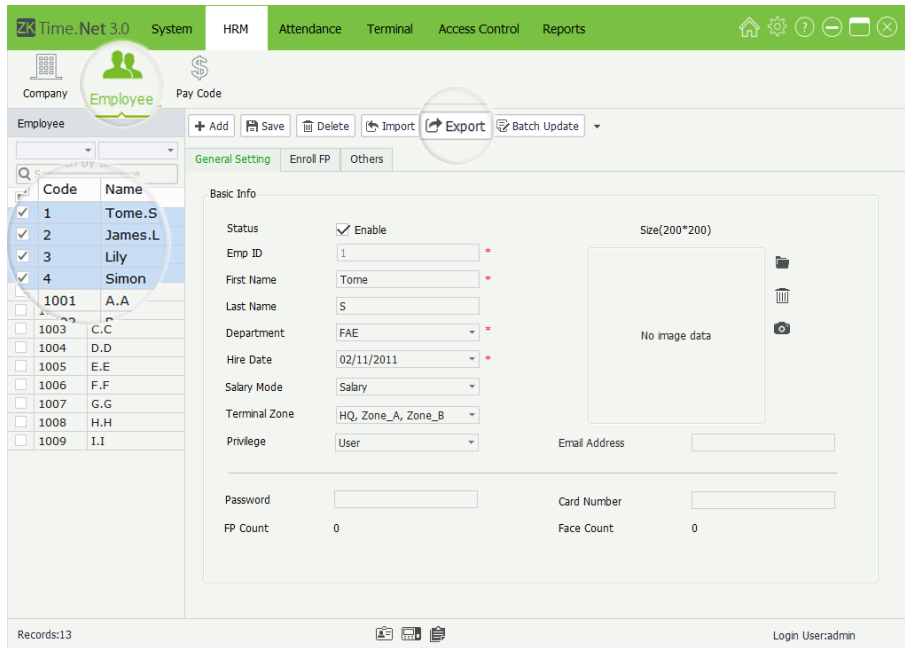
**EXAMPLE:**

	A	B	C	D	E
1	Emp ID	First Name	Last Name	Department	
2	1001	A	A	R&D	
3	1002	B	B	R&D	
4	1003	C	C	R&D	
5	1004	D	D	R&D	
6	1005	E	E	R&D	
7	1006	F	F	R&D	
8	1007	G	G	R&D	
9	1008	H	H	R&D	
10					
11					

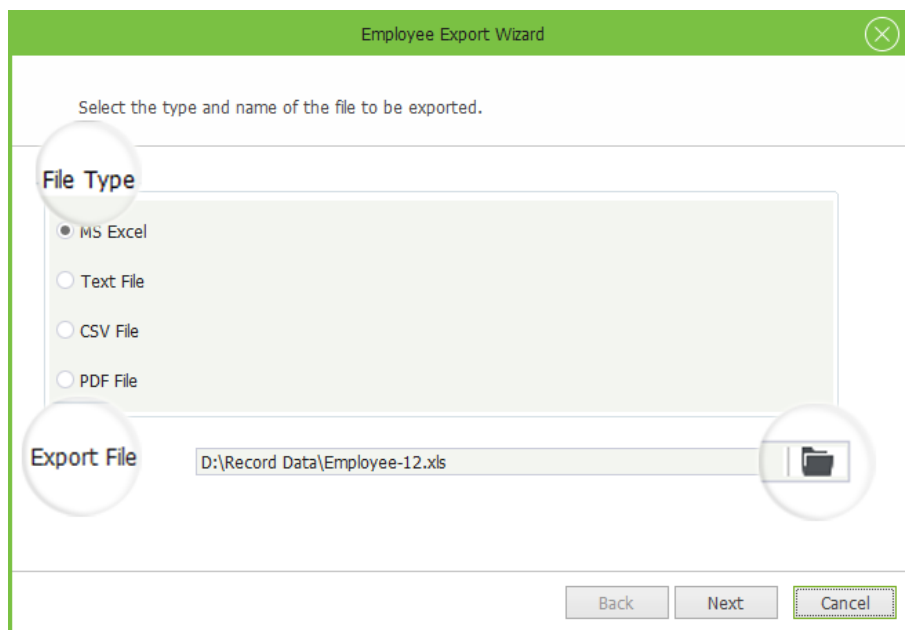
## 4. Export

**Take exporting employee info as an example:**

- 1. Tick  and select employee in the *Company Structure* list, multiple choices.



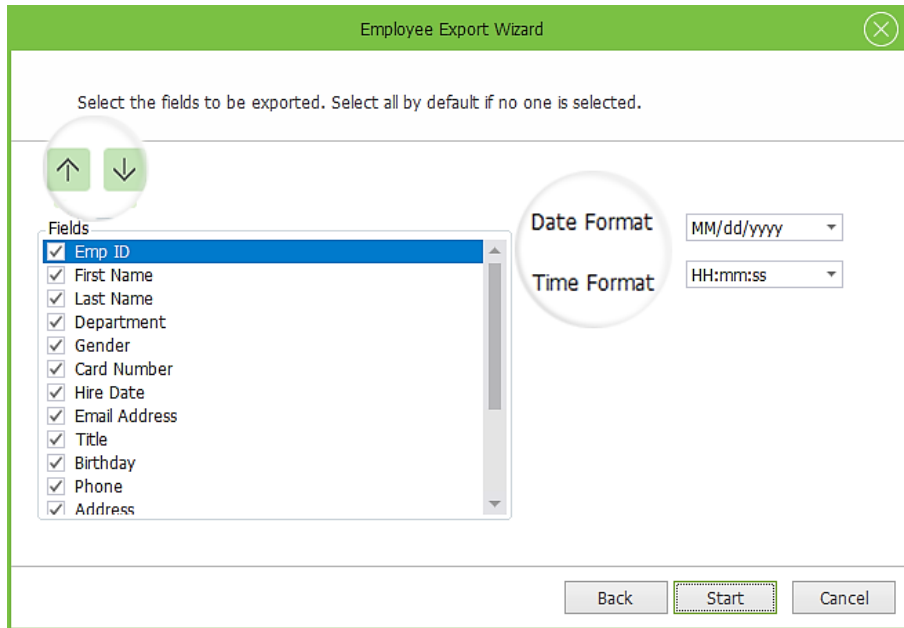
2. Click **[Export]** button, the **Employee Export Wizard** window will pop-up.



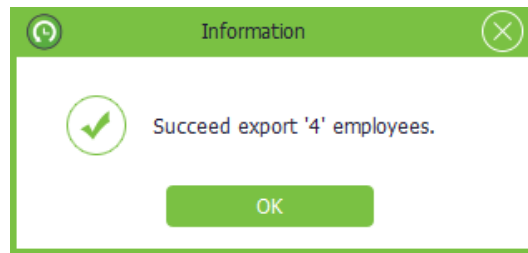
**File Type:** Select file type as required. It supports MS Excel, Text, CSV, and PDF file.

**Export File:** Click  icon, then select save path in the pop-up window and input the file name in the *File Name* bar. Click **[Save]** button to save settings.

3. After setting, click **[Next]** button to continue.



4. Tick  and select *Fields*; and set the *Date Format* and *Time Format* according to the actual condition.
5. After setting, click **[Start]** button to export data. The **Information** box will pop-up if the data is exported successfully.



6. Click **[OK]** button to close the prompt box.

## Appendix 2 End User License Agreement

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