

# **User Manual**

# **ZKBio Time**

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Doc Version: 1.0

English

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



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### **ZKTeco Headquarters**

Address ZKTeco Industrial Park, No. 32, Industrial Road,

Tangxia Town, Dongguan, China.

Phone +86 769 - 82109991

Fax +86 755 - 89602394

For business related queries, please write to us at: <a href="mailto:sales@zkteco.com">sales@zkteco.com</a>.

To know more about our global branches, visit <u>www.zkteco.com</u>.

### About the Company

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

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

### About the Manual

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

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

### **Document Conventions**

Conventions used in this manual are listed below:

#### **GUI** Conventions

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

### Symbols

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

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## 1 Introduction

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

#### Features

- With a powerful data handling capacity, the system can manage the attendance data of 10,000 employees.
- The visual and reliable operating procedure gives you years of attendance management experience.
- Automatic user management makes the system simpler and more efficient.
- The hierarchical management ensures user data security.
- The real-time data processing system ensures data availability to the administrators at any time.

### Requirements of Server Hardware Configuration

CPU: Dual Core Processor with speed of 2.4 GHz or faster.

Memory: 4 GB available or above.

Hard Disk: Available space of 100 GB and above. It is recommended to use an NTFS hard disk partition as the software installation directory. (An NTFS hard disk partition provides better performance and higher security).

#### Software Operating Environment

**Supported Operating System:** (64-bits only) Windows 8/8.1/10/11,Windows Server 2008/2008 R2/2012/2012 R2/2016/2019.

**Supported Database:** PostgreSQL (Default), MSSQL Server 2005/2008/2012/2014/2016/2017/2019, Oracle 11 g/ 19 c or above, MySQL 7.0 above

Supported Mainstream Browser: IE 11+, Google Chrome 33+, Firefox 27+.

### 1.1 ZKBio Time Modules

The software mainly consists of the following functional modules:

#### Personnel module

The personnel module includes four parts: Department Management to set the Company's main architecture; Employee Management to enter employee's information into the system, allocating employees to various Departments and to maintain employee details; Workflow Management to create a systematic structure with multi-level management; Configurations to add document details to each employee.

#### **Device Module**

The Device module sets the communication parameters to connect the devices. The communication with the devices will be successful only after the communication parameters are set properly. Once the communication is successful, you can view information about connected devices and perform operations such as remote monitoring, upload, and download.

#### Attendance Module

The Attendance module collects and processes attendance data of all the employees, manages their work schedules, leaves, requests, and generates all transactions and schedule reports.

#### Access Control Module

The Access Control module sets Time period, Holidays, Access Groups, Unlock combinations, etc. Also, it manages the access control parameters such as Door Lock Delay, Door Sensor, Anti-Passback, Duress options, etc.

#### **Payroll Module**

The Payroll module helps to calculate the salary of each employee by considering the allowances, deduction, expenses, loan, and salary advance. Payroll formulas can be assigned so that salary can be incremented/deducted based on the variables.

#### Visitor Module (Optional)

Visitor Module is integrated with Access Control Module to provide a way to easily control, record and track visitors. It implements entry registration, exit registration, visitor reservation and so on.

#### **Meeting Module**

Simple meeting management helps users to manage meeting devices, meeting rooms, meeting applications, meeting attenders and attendance of attenders.

#### **MTD Module**

The MTD Module obtains verification records from the mask & body temperature detection devices and generates statistics and reports about mask and body temperature. If there is any personnel who has higher body temperature or does not wear a mask, an email notification will be sent to the personnel himself, the system superuser and system user who has permission to access the department which the personnel belongs to. And also, if the personnel's APP status is enabled, the software will also push notification to corresponding personnel APP account.

#### System Module

The System Module assigns System Users and configures their roles. It sets the system parameters and manages the system operation logs.

### 1.2 Fundamental Procedure

- Follow the below procedure for a smoother interface experience. It takes Superuser as an example. Different users have different access rights, so the procedure changes for each role.
- Log in to the system and modify the default password of your account.
- Assign user accounts and roles for the users using the system (such as Company Management Personnel, Registrars, and Attendance Administrators).
- Set the common System information such as System parameters, Announcements, and Alerts.
- Set the organization architecture according to the company's structure and set the corresponding position details.
- Enter the employee information.
- Set the regional structure of the company. Add T&A devices for the system and configure the devices.
- Set the attendance parameters. You can use the default settings or modify the settings as per your company's regulations.
- Set the attendance timetables to predefine the working hours and related parameters.
- Set the shifts for employees.
- Schedule the shifts and assign employees to the shifts. Assign temporary schedules if there is any requirement.
- Set Leave, Holiday, Compensatory Leave based on the attendance parameters.
- Set time period, access group, unlock combination and so on for each area for lock control.
- Set the payroll formula for overtime, leave, exception and so on. Set the payroll structure for the personnel.
- Manage the use of meeting room and the access of visitors.
- Generate the attendance report, payroll report and meeting attendance report. The system collects statistics and generates reports for the specified period.

### 2 System Management

### 2.1 Login

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

<b><b></b></b>	o Time
Admin Login   Self-Service	
Password	
Remember Me	Forget Password
Copyright 2022 ZKTECO CO Data Processing Agreement Personal Infor	.,LTD.All rights reserved.

To use the system on a server, select **Program > ZKBio Time > ZKBio Time Server Controller** and start the service.

Then, double-click the shortcut icon of ZKBio Time Home Page on the desktop. The system login interface pops up.



#### ∕≪Note:

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

3. When you log in to the system, authentication is required to guarantee the system security. A superuser account (with all operational permissions) need to be created for a user who is using

#### the system for the first time.

	<b><sup>⑦</sup>ZKBio</b> Tim	e
Admin Usern Passy @ Remo ¥	Confirm Case of the second se	x I C
Da	Copyright @2022 ZKTECO CO., LTD All rights reserved.	Wator Policy

Enter the Username, Email, Password, click [Confirm] to create a superuser.

The superuser can assign employees (such as Company Management Personnel, Registrars, and Statistics Clerks) as new users and they can configure the corresponding user roles. For detailed operation, please refer to <u>11.1.2 "User Management"</u>.

4. Click on icon  $\square$ , then the user can view the software version information and activation information of the software.

<b>IZKBio</b> Time	
Admin Login   Self-Service	
Username	
Password Remember Me Forget Password	
Login Fingerprint	
Copyright 92022 ZKTECO CO.,LTD All rights reserved. Data Processing Agreement Personal Information Protection and Privacy Policy.	

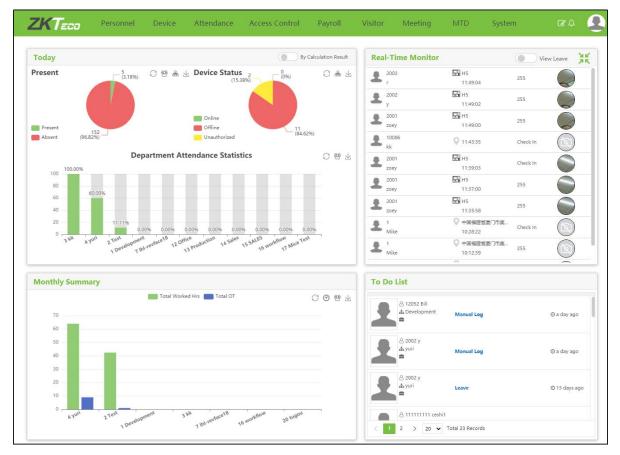


5. Click on icon icon to modify the software display language.

<b>I</b> ZKBio Time	
Admin Login Self-Service   Username   Password   Temenber Me   Forget Password     Pogin     Fingerprint	
Copyright @2022 ZKTECO CO. LTD All rights reserved. Data Processing Agreement Personal Information Protection and Privacy Policy.	

Admin Login       Self-Service         Usern       Language         English       English         English       English	٦Z	K <mark>Bio</mark> Time
Data Processing Agreement Personal Information Protection and Privacy Policy	Userri Language Passw Reno S	English English English Español Pyccowk Rauk Bahasa Indonesia Tiéng wét 원극 역

- 6. Click on \_\_\_\_\_\_, the users can log in into the system with the same browser without entering the password.
- 7. Enter the Username and Password. Click **Login** to view the user interface.
- 8. After the user logs in, the system displays the dashboard as shown in the below figure.



The dashboard facilitates users to check the employee's attendance statistic, device status, attendance records, department monthly work hours/overtime hours, and the to do list in real-time.

There are two methods to calculate the employee's attendance statistics. One is to check the attendance record of the employee and the other is based on the attendance calculation result

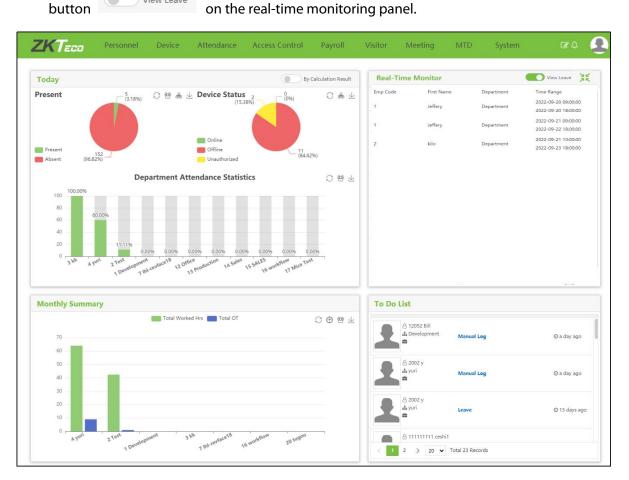
which is according to the attendance rule. Users can click dashboard to switch the calculation method.

Users can filter the data by corresponding icons on the dashboard, such as department  $\mathbb{S}^{22}$  , area

🙈, time period 🕑.

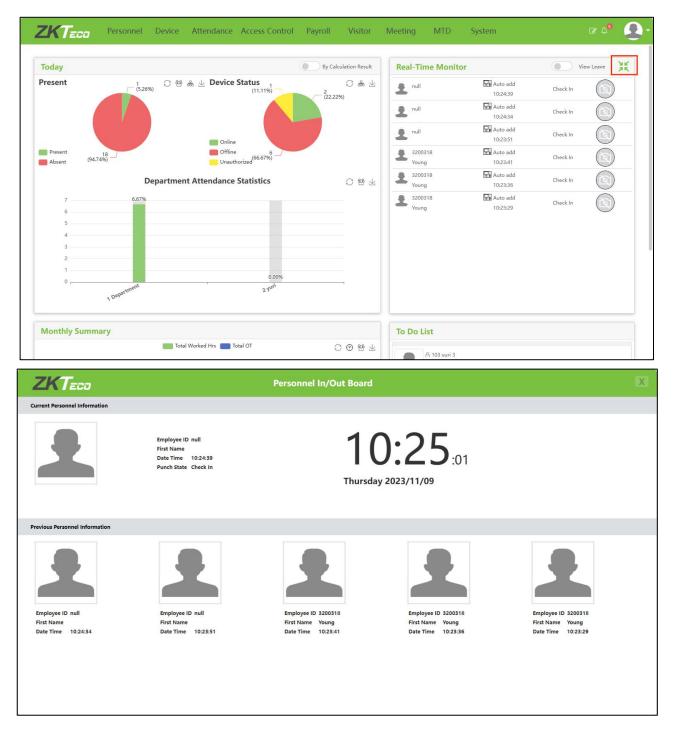
View Leave

The user can view the employees who will request for leave and are on leave by clicking the



Users can see nine modules namely Personnel, Device, Attendance, Access Control, Payroll, Visitor, Meeting, MTD and System. Click the related module to perform the related functionalities.

Click the icon  $\mathbb{X}$  to view personnel entry and exit status in full screen. This feature is primarily utilized in locations where displaying personnel movement on the screen is necessary.



The dashboard switches to full screen mode to display the entry and exit status of personnel.

### 2.2 Logout

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

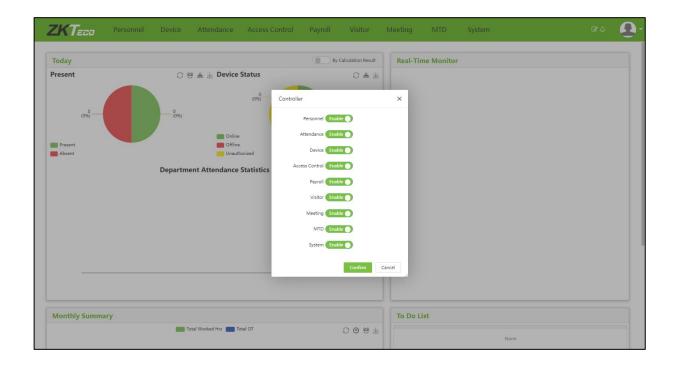
After logging out, stop the service in ZKBio Time Server Controller and quit the service counter.

### 2.3 Controller

Click the **User button** on top-right of the interface, select **Controller**, as shown in the figure below.

Today		By Calculation Result	Real-Time	Monitor			O About
Present Present (76.92%) Absent 35 33.33 30 35.55 30 5.55 30 5	25.00%	C @ ₹	Emp Code 1 2	First Name Jeffery Jeffery kilo	Department Department Department	Time Range 2022-09-20 2022-09-20 2022-09-21 2022-09-22 2022-09-23	API     API     Controller     Controller     Anguage     Canguage     Canguage     Controller     Controller     Controller     Controller     Controller
Monthly Summary	Total Worked Hrs 🔲 Total OT		To Do List				

The user can adjust the display of the module using the switch after entering the following interface, and the settings of different users will not impact each other.



### 2.4 Password Protection Question

ZKTeco	Personnel D	evice Attendance	Access Control	Payroll	Visitor	Meeting	MTD	System	۵. ۲	<b>Q</b> -
Today Present (0%) Present Absent		얟 ሔ 攴 Device Statu	Password Question Password F Question 1* Test Question 2 Answer 1	By Calculation Result	Keal-	Time Monitor				Ī
Monthly Summa				Confirm	Cancel To Do	o List				
Monthly Summa		Total Worked Hrs 🗾 Total OT		0.087		LISC				

When logging into the system for the first time, the super user can create questions and answers. If someone changes the password by using CMD to enter the command line, they must first verify the answer to confirm that the password cannot be changed randomly.

### 2.5 Change Password

A Superuser or a new users can change their passwords to guarantee the safe system operation. Click

the **User button** on the top-right and then select the **Password**. Enter the old password, new password, and confirm the new password. Click **Confirm** to change the password.

Original Passwo	rd*	
Passwo	rd*	
Re-enter the Passwo	rd*	
Notice		
Password must be	8 to 16 characters	

# 3 Personnel Management

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

### 3.1 Department Management

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

🏷 Q 💷	Department									
Organization 🔺	🖉 Bookmarks 🗸	<b>T</b> Filters	•1							
	Add Delete	e Import	Personnel Transfer			1 2	ی د	e =	20	
Position	Department Co	de \$	Department Name 👙	Superior	Employee Qty.	Resigned Qty.			Department	
Area	1		Department	-	37	1	3	ŵ	C 2 C 3	
Employee 👻	2		2		24	1	٢	<b></b>	[] Nicole Test [] 5	
r cmpidyee 🗸 🗸	3		3		10	0	I	1	06	
🛿 Workflow 👻	4		Nicole Test	-	83	0	ß	<b></b>	🗅 as	
🕻 Configurations 🛛 👻	5		5		4	0	Ø	Ê	Sales Department Board of Directors	
a Conligurations 👻	6		6	-		Business Planning Department	1990 Q			
	asdff		as	-	0	0	ß	<b>D</b>	🗅 Konoha village	it irtmant irrectors anning Department age
	110		Sales Department	2	2	0	ß		Nancy Test	
	111		Board of Directors		3	0	I	-	🖰 lala 🖰 lqf	
	112		Business Planning Department		1	0	ß		119	
	113		Konoha village	-	9	1	ß	1000		
	117		xxx		2	0	Ø	-		
	118		Nancy Test		1	0	ß	-		
	7		lala		4	2	ß	<b>D</b>		

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

#### *∝*Note:

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

### 3.1.1 Add a Department

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

Add		13
Department Code*	3	
Department Name*		
Superior		
Department Manager	<b>~</b>	
	Confirm Ca	ncel

#### Set the parameters as shown below:

Department Code: Enter a unique Department code maximum of 50 digits.

Department Name: Enter the corresponding Department Name maximum of 100 characters.

Superior: Click 🗖 and select a superior Department of this Department from the drop-down list.

**Department Manager:** Select the manager of the department. When the employee of the department is not set with workflow, department manager will review all applications.

#### ⊯Note:

- Please refer to <u>3.6 Workflow</u> for detailed steps of setting workflow.
- 2. After entering the required details, click **[Confirm]** to save the new Department. Click *confirm* to refresh the Department tree.

🃎 Q 重	Department													
Grganization 🔺	Bookr	marks 🕶 🚺	Filters -											
	Add	Delete	Import	Personnel Transfer			1	2	5		+	÷	00	
Position	Depart	ment Code 🗧	÷	Department Name 👙	Superior	Employee Qty.	Resigned Qty.						Department	
Area	1			Department	-	37	1			8	Û		Ch 2 Ch 3	
Employee 👻	2			2	-	24	1			3	ŵ		Nicole Test	
Employee 🗸 🗸	3			3	2	10	0			3	Û		C 5 C 6	
🖥 Workflow 🔫	4			Nicole Test		83	0			Ø	<b>D</b>		🗅 as 🗅 Sales Department	
🖁 Configurations 🛛 👻	5			5		4	0			Ø	圃		Board of Directors	
s Conligurations 👻	6			6	-	0	0			ß	<u>ل</u>		Business Planning Department Konoha village	
	asdff			as	-	0	0			ß			🗅 xxx	
	110			Sales Department		2	0			Ø	圃		🗅 Nancy Test	
	111			Board of Directors		3	0			Ø	-		🗅 lala 🕒 lqf	
	112			Business Planning Department	e	1	0			Ø	-		119	
	113			Konoha village	-	9	1			ľ	-			
	117			XXXX		2	0			Ø				
	118			Nancy Test	2	1	0			Ø	-			
	7			lala	9	4	2			ß	Ē			

⊯KNote:

- You can click [Import] to import the Department information to another software or system. For detailed operation, please refer to <u>5."Import"</u> in Appendix 1.
- You can click to export the Department data locally. For detailed operation, please refer to <u>6."Export"</u> in Appendix 1.

### 3.1.2 Edit a Department

If you want to change the organization's structure, you can modify the Department Name, Department Code, and the Superior Department. Click the **Department Code** of the Department to

be modified or, click in the same row of the Department to be modified. After modifications, click **[Confirm]** to save the modified Department information.

### 3.1.3 Delete a Department

Select the Department to be deleted and click [Delete] on the upper left of the Department list.

Or directly click <sup>1</sup> in the same row of the Department to be deleted. Click **[Confirm]** to delete the Department.

∕∕≤Note:

Deleting or modifying a Department causes the employees belonging to the particular Department is going to belong to none of the Departments. This also leads to the failure of generating some reports.

If deletion or modification is indeed required, transfer the personnel from the particular Department to other Departments, and then delete the Department. That is, the Department which is currently being used cannot be deleted.

### 3.1.4 Personnel Transfer

You can adjust employees to the selected Department in batches.

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

De	partme 👻	Department	~ Q	Employee	Selected 0	
	Employee ID	First Name	Last Name	Department	Employee ID 💠 First Name 💠 Last Name 💠 Department	
	001			st Name Department Iala Iala Iala Test Ihl-revface18 Kk Test Development Development		
	002	haha		lala		
	1	Mike		Test		
	10000001	tubie1	zhang	Test		
	10000002	tubie21		Ihl-revface18		
	10086	kk		kk	ment     Employee ID *   First Name *   None   Face18   pment	
	11	XTREME ESTA		Test		
	1111	bhhjjh		Development		
re	ecords per page	e 🗸 Total 167 I	Records <	> Jump 1 Page		

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

)e	partme 🐨	Department	~ Q	Employee	Sele	cted 2				
	Employee ID	First Name	Last Name	Department		Employee ID 👙	First Name 🌲	Last Name 🎄	Department	
	001			lala	~	001			lala	
	002	haha		lala	~	002	haha		lala	
	1	Mike		Test						
	10000001	tubie1	zhang	Test						
	10000002	tubie21		Ihl-revface18						
	10086	kk		kk						
	11	XTREME ESTA		Test						
	1111	bhhjjh		Development						
re	ecords per page	e 🗸 Total 167 F	Records <	> Jump 1 Page						

### 3.2 Position Management

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

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

ZKTECO	Personne	el D	evice	Attendance	Access Control	Payroll	Visitor	Mee	ting		MTD	System	<b>1362</b>	2
🏷 Q 🗉	Position													
A Organization	Bookma	arks 🗸 🛛 🕇	Filters +											
Department	Add	Delete	Import	Personnel Transfer			7	e "*	Э			00		
	Position	Code ≑	P	osition Name 💠	Superior ‡	Employee Qty.	Resigned Qty					Position		
Area	3		M	anager		0	0			Ø	<u>ش</u>	C 2 Manager		
🚰 Employee 🗖	4		н	R	-	0	0			Ø	创	HR Developer		
Employee	5		D	eveloper	8	0	0			0	创	Developer     Test		
Workflow	6		Т	est	-	0	0			0	前	Technical Support		
📽 Configurations 🔹	7		Te	echnical Support	×	0	0			Ø	<u>ال</u>	10 11 12		

### 3.2.1 Add a Position

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

Position Code*:		
Position Name*:		
Superior:	 v	

#### Set the parameters as shown below:

Position Code: Enter a unique Position Code.

Position Name: Enter Position Name.

Superior: Select a Superior Position.

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

### 3.2.2 Edit a Position

If you want to edit the position details, click the Position or *in the same row of the position to be* edited.

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

### 3.2.3 Delete a Position

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

### 3.2.4 Personnel Transfer

You can adjust the employee's positions in batches.

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

De	partme 👻	Department	~ Q	Employee	Selected 0
	Employee ID	First Name	Last Name	Department	Employee ID 💠 First Name 💠 Last Name 💠 Department
	001			lala	None
	002	haha		lala	
	1	Mike		Test	
	10000001	tubie1	zhang	Test	
	10000002	tubie21		Ihl-revface18	
	10086	kk		kk	
	11	XTREME ESTA		Test	
	1111	bhhjjh		Development	
20 re	ecords per page	🛛 🗸 Total 167	Records <	> Jump 1 Page	

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

	partme 💌	Department	- 0	C Employee	Sele	ected 2				
	Employee ID	First Name	Last Name	Department		Employee ID 👙	First Name 🌲	Last Name 🎄	Department	
/	001			lala		001			lala	
1	002	ha <mark>h</mark> a		lala	~	002	haha		lala	
	1	Mike		Test						
	10000001	tubie1	zhang	Test						
	10000002	tubie21		Ihl-revface18						
	10086	kk		kk						
	11	XTREME ESTA		Test						
	1111	bhhjjh		Development						
]	11 1111	XTREME ESTA	Records <	Test						

#### ⊯KNote:

• You can click [Import] to import the position information in another software or system. For

detailed operation, please refer to <u>5."Import</u>" in Appendix 1.

• You can click to export the position data locally. For detailed operation, please refer to <u>6."Export"</u> in Appendix 1.

### 3.3 Area Management

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

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

ZKTeco											
🏷 Q 🗉	Area										
n Organization	Bookmarks -	▼ Filters -									
Department	Add Delete	Import Personne	el Transfer			1 2	5		e =	00	
Position	Area Code 💠	Area Name 👙	Superior	Device Qty.	Employee Qty.	Resigned Qty.				Not Authorized	
	1	Not Authorized	-	1	20	1		0	Û	🗅 Area 2 🕒 Area 3	
🚰 Employee 🛛 👻	2	Area 2	-	2	140	2		ß	Û	Area 111 Area 110	
	3	Area 3	-	0	11	0		0		🗅 Area 111	
📰 Workflow 👻	4	Area 111		0	82	0		ľ		Area 112	
📽 Configurations 👻	110	Area 110		1	29	0		ß		🕒 lalatest	
	111	Area 111	-	0	7	0		ß		Geralt	
	112	Area 112	-	0	1	0			Û	🕒 lala2	
	6	Area 6		0	28	0			Û	hahatest	
	7	lalatest		1	172	4				119	
	117	Geralt	•	2	1	0		ľ		Iqf yuriTest	
	8	Nancy Test	-	0	1	0		8		🕒 bangtest	
	9	lala2 hahatest		0	12	0		ľ		bangbang PALMAREA	
	10	nanatest 118		0	139	1		ß		Duang	
		110	-	v	140	1		LØ.	<b>—</b>		

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

### 3.3.1 Add an Area

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

Add		×
Area Code*:		
Area Name*:		
Superior:		Ŧ
	Confirm	Cancel

#### Set the parameters as shown below:

Area Code: Enter a unique area code.

Area Name: Enter an area name.

Superior: Select a superior area of this area from the drop-down list.

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

Area         b organization         c pepartment         Position         Area         Area         Department         Position         Area         Area         2       Area Name 2         1       Not Authorized         2       Area 3         2       Area 3         3       Area 3         4       Area 111         0       1         10       Area 111         11       Area 111         12       Area 111          111       Area 111         112       Area 111         111       Area 111         111       Area 111         111       Area 111         112       Area 111         111       Area 111         112       Area 111         111       Area 111         112       Area 111         113       Area 111         114       Area 111         115       0       1         116       Area 111         117       C enit         118       1	1352	System	NTD		ting	Meet	Visitor	Payroll	ccess Control	dance A	Device Attend	Personnel	ZKTeco
Department         Add         Delete         Import         Personnel Transfer         Import												Area	S Q 🗉
Add Delete Import Personnel Transfer Import Personnel Transfer Import Import Personnel Transfer Import Import Import Import Import Import Personnel Transfer Import Im											▼ Filters -	Bookmarks -	Grganization
Area Code •       Area Name ÷       Supenor       Device dy.       Employee dy.       Resigned dy.       Resigned dy.       Imployee dy.       Imployee dy.       Resigned dy.       Imployee		20	e =		5	2. 2.	1			el Transfer	Import Personne	Add Delete	Department
Area 3       1       Not Authorized       -       1       20       1       Image: Configurations       Image: Configuratina configurations       Image: Config						y.	Resigned Qty	Employee Qty.	Device Qty.	Superior	Area Name 👙	📄 Area Code 💠	Position
Imployee       Imployee <td< td=""><td></td><td></td><td><u>i</u></td><td>6</td><td></td><td></td><td>1</td><td>20</td><td>1</td><td>-</td><td>Not Authorized</td><td>1</td><td>Area</td></td<>			<u>i</u>	6			1	20	1	-	Not Authorized	1	Area
Norkflow         3         Area 3         0         11         0         Image: Configuration of the second			<u>ال</u>	Ø			2	140	2		Area 2	2	🗳 Employee 📼
100       Area 10       -       1       29       0       Image: marked	11	🗋 Area 111	<del>ال</del>	Ø			0	11	0	4	Area 3	3	
100             Area 110             -             1		🗅 Area 6					0	82	0	-	Area 111	4	🖬 Workflow 👻
111       Area 111       -       0       7       0       Image: Constraint of the constra		🗋 lalatest					0	29	1		Area 110	110	📽 Configurations 📼
112       Area 112       -       0       1       0       Image: Constraint of the state o	Tart						0	7	0	-	Area 111	111	🕏 Configurations 🛛 🔫
7       lalatest       -       1       172       4       Image: Constraint of the state o		🗋 lala2								-	Area 112		
10     halatest     -     1     1/2     4     Image: Comparison of the comparison of	st						0		0	-			
8         Nancy Test         -         0         1         0         Image: Constraint of the state of the sta							4	172	1			7	
9     lala2     -     0     12     0     Image: Company of the company								1		-			
10 hahatest - 0 139 2 2 2 Dagan										-			
										5			
										-			
□ 118 118 - 0 140 1			iii)	ß			1	140	0	-	118	118	

### 3.3.2 Edit an Area

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

Area Code*:	88888	
Area Name*:	Al test	
Superior:		v
	Confirm	Cancel

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

#### 3.3.3 Delete an Area

In the area list, select the area to be deleted and then click [Delete] on the upper of the area list or

directly click 💼 in the same row of the area to be deleted.



Click [Confirm] to delete the selected area.

,∉Note:

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

#### 3.3.4 Personnel Transfer

You can adjust the area of employees in batches.

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

De	partme 💌	Department	- Q	Employee	Selec	ted 0					
	Employee ID	First Name	Last Name	Department		Employee ID	🗢 🌲 First Na	me 🌲	Last Name 🌲	Department	
	001			lala				N	lone		
	002	haha		lala							
	1	Mike		Test							
	10000001	tubie1	zhang	Test							
	10000002	tubie21		Ihl-revface18							
	10086	kk		kk							
	11	XTREME ESTA		Test							
	1111	bhhjjh		Development							
20 r	ecords per page	• 🗸 Total 167 I	Records <	> Jump 1 Page							

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

De	partme 💌	Department	т Q	Employee	Sele	cted 2				
	Employee ID	First Name	Last Name	Department		Employee ID 👙	First Name 🌐	Last Name  🌲	Department	
/	001			lala	~	001			lala	
/	002	haha		lala	~	002	haha		lala	
	4	Mike		Test						
	10000001	tubie1	zhang	Test						
	10000002	tubie21		Ihl-revface18						
	10086	kk		kk						
	11	XTREME ESTA		Test						
	1111	bhhjjh		Development						
.0 r	ecords per page	• 🗸 Total 167 I	Records <	> Jump 1 Page						

#### ⊯≪Note:

- You can click [Import] to import the position information in another software or system. For detailed operation, please refer to <u>5."Import"</u> in Appendix 1.
- You can click to export the position data locally. For detailed operation, please refer to <u>6.</u> <u>"Export"</u> in Appendix 1.

### 3.4 Employee Management

- 1. In Employee management, you can add the employee details or import the employee information. For detailed operation, please refer to <u>5." Import"</u> in Appendix 1.
- 2. You can click to export the personnel data locally. For detailed operation, please refer to <u>6."Export"</u> in Appendix 1.

#### 3.4.1 Add an Employee

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

Add							×
Profile							
Employee ID*	101401	First Name					
Department*	·	Last Name					
Position		Area*		$\overline{\nabla}$			
mployment Type	······ ·	Hired Date	2023-03-15				
Superior	Department Manager 💌	Workflow Role		~			
Private Informatio	Device Access Settings	Attendance Settings Gender	App Settings Pa	yroll Settings	Leave Group Birthday		
Contact Tel	Show	Office Tel			Mobile	Show	
Contact Tel National	Show	Office Tel City		Show	Mobile Address	Show	
				Show			
National	Show	City		Show			

#### 1. Profile

#### Set the parameters as shown below:

**Employee ID:** Enter the Employee ID maximum of 20 digits. Digital ID increments based on the maximum value in the system.

First Name: Enter the Employee's first name.

Last Name: Enter the Employee's last name.

**Department:** Select the Employee's Department from the drop-down list. (If no Department has been set, only the default Department existing in the system can be chosen)

Position: Select the position from the drop-down list.

**Area:** Select an area from the drop-down list. (If no area has been set, only the default area existing in the system can be chosen).

**Employment Type:** Select the employment type from the drop-down list. It can be set as **Official**, **Temporary** and **Probation**. If **Temporary** or **Probation** is selected, then users can set the valid period for the personnel.

Employment Type	Temporary	*	Hired Date	2021-12-17	
Effective Start	2021-12-17		Effective End	2021-12-17	
Date*			Date*		

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

**Hired Date:** It is set to the current date by default. The employment date is considered as the starting date of attendance calculation. The employee's attendance before this date is not calculated in the statistical result.

**Superior:** By default, the Department Manager is the employee's superior. In the drop-down box, you can choose another person to be the employee's superior. If the employee is not set with the workflow, all applications will be approved by the superior.

Workflow Role: Set the role of employee in Workflow.

**Employee Photo:** Click **[Photo]** and select the photo to be uploaded. After selection, the photo is displayed, as shown in the figure below.



Click [OK] to save the profile details.

∕≪Note:

While HTTPS is enabling, users can access the system with https address and enroll personnel photo with USB camera or the camera comes with the computer.

Profile						
Employee ID*	3	First Na	me			
Department*		Last f	Capture	×		
Position	······· •	8				
mployment Type		Hired		-		
Superior	Department Manager 👻	Workflow			Capture	_
Private Informatio	n Device Access Settings	Attendance Setti Gi	Photo	Capture	1y	
Contact Tel		Offi			le	
National		Re	Confir	m Cancel	b.	
		Postco	ada	Ema	a	

### 2. Private Information

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

vate Information	Device Access Settings	Attendance Settings	App Settings	Payroll Settings	Leave Group	
Local Name	Show	Gender		v	Birthday	
Contact Tel	Show	Office Tel			Mobile	Show
National	Show	City		Show	Address	Show
Postcode	Show	Email				

### Set the parameters as shown below:

Local Name: Enter employee's local name.

Gender: Select the gender of the employee.

Birthday: Enter the employee's Date of Birth.

Contact Tel: Enter the employee's Contact Telephone number.

Office Tel: Enter the employee's Office Telephone number.

Mobile: Enter the employee's Mobile Phone number.

National: Enter the employee's Nationality.

Religion: Enter the employee's Religion.

City: Enter the employee's City.

Address: Enter the employee's Address.

Postcode: Enter the employee's Postcode.

Email: Enter the employee's Email Address.

### *∝*Note:

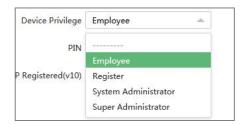
Users can switch the visibility of information by clicking [Show/Hide].

#### 3. Device Access Setting

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

fy Mode	Any	Ŧ	Device Privilege	Emplo	yee	Ŧ	
ard NO.			PIN				
l Device			FP Qty.			Enroll	
alm Qty.	v8 0	Enroll	Face Qty.	v12		Enroll	

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



These four device privileges are the default device privileges. Some devices only display "Employee" and "Super Administrator".

Once the personnel device privilege is set as "Registrar", "System Administrator" or "Super Administrator", all the persons corresponding to the devices in that area, and the personnel with "Employee" privilege can only make verification on the device and cannot enter and operate the device menu.

Only "Registrar", "System Administrator" or "Super Administrator" can enter the device and operate the corresponding device menu.

**Card NO.:** Enter the card number manually, assign card numbers to employees to verify attendance.

**PIN:** Set the employee's password. The black-and-white T&A devices support a password maximum of 5 digits. The color-screen T&A devices support passwords of 8 digits. Password digits exceeding the specified length are cut out by the system automatically. When you change the password, clear the old password in the text box and enter the new password.

**Enroll Device:** Enroll the employee in the T&A device.

FP Qty.: Click [Enroll] to register the employee's fingerprints with a fingerprint scanner.

Palm Qty.: Click [Enroll] to register the employee's palm with a palm scanner (e.g., PV10R).

Face Qty.: Click [Enroll] to register the employee's face template with a facial recognition scanner

(e.g., FA10R).

**Bio-Photo:** Upload the bio photo of the employee.

#### 4. Attendance Settings

Click [Attendance Setting] to set the attendance parameters.

Private Information	Device Access Settings	Attendance Settings	App Settings	Payroll Settings	Leave Group
Self-Password		Attendance Group		Ŧ	IP Address
Enable ( Attendance	Yes	Enable Schedule	Yes 🔵		Enable Holiday Yes
Enable Overtime	Yes	Enable Compensatory	No No		

Self-Password: Enter employee's login password.

Attendance Group: Select employee's attendance group.

**IP Address:** Record the host IP of employees, which is used to check the IP when employees punch in on the web page.

**Enable Attendance:** It is enabled by default. If it is disable, the employee's attendance details are not included in the result of attendance statistics. (For some exceptions and temporary employees, it can be set to No)

**Enable Schedule**: It is enabled by default. If it is disable, then the system will not calculate the personnel's attendance, even if these personnel has been assigned a time schedule in Attendance Module.

**Enable Holiday:** It decides whether to enable the holiday function or not. The default value is Yes. If it is set to No, the employee's attendance will not be calculated on holiday.

**Enable Overtime**: It is enabled by default. If it is disable, then the system will not calculate this personnel's overtime, even if the overtime rule has been set in Attendance Module.

Attendance Group: Set the employee's attendance group.

- 5. Document (This option is only available in the edit mode, but not in the add mode)
  - Set the parameters of the certificate expiration reminder.

Add					
Document	Cert No.	Expire Date	Email Alert	Alert Before	
Birth Certificate	235325123253	2021-12-17	No	0	

Click [Add]. A window to add a new certificate will appear as shown in the below image:

Document*		Ŧ	Cert No.		Expire Date*	2021-12-17	
Email Alert	No	*	Alert Before*	0			

### **Document:** Select the type of document.

Cert No.: Enter the No. Of the document.

**Expire Date:** Enter the expiration date of the document. An email alert will be sent before the expiry date.

Email Alert: Select whether to send an alert via email or not.

Alert Before: Set the number of days to alert before the document expires.

**Document:** Click [Choose File] and select the document photo to be uploaded.

Click [Confirm] after entering the required details.

Users can click 💷 on the document list to download and check the document photo.

Add					
Document	Cert No.	Expire Date	Email Alert	Alert Before	
ID Card	45678901234	2021-05-31	No	1	🔤 🖉 前

### *∝*Note:

Consider the following example which describes the alerting system for document expiration.

- 1. The expiry date of the document is set as follows:
  - a) Expiry date: 2020-01-20
  - b) Alert before 2 days
  - c) Needs an email alert.
- 2. An email alert will be sent to the employee on 202-01-18 at 00:00 in the morning regarding the expiry of the document.
- 3. If the expiry date of the document is not modified in the system, the person will receive an email reminder every day at 00:00 after the date 2020-01-18.

To edit the existing reminder, click 🧭 of the corresponding column of the reminder.

• To delete the certificate expiration reminder, click 🔟 in the same row of the reminder.

Prompt		×
Are you sure to delete	the selected	document?
	Confirm	Cancel

Click [Confirm] to delete the certificate.

6. App Settings

Click [App Settings] to set the App settings.

Private Information	n Device Acces	ss Settings	Attendance Settings	Document	App Settings	Payroll Settings	Leave Group
APP Status	Disable	Ψ.	APP Role	Employee			

APP Status: The default value is No. If it is set to Yes, then the user can use the mobile App.

APP Role: Set the employee's mobile App role.

7. Payroll Settings

Click [Payroll Settings] to enter the payroll details.

Device Access Settings	Attendance Settings	Document	App Settings	Payroll Settings	Leave Group
Monthly -	Payment Type*	Cash	v		
	Bank Account				
	Agent Account				
1		Ionthly Payment Type* Bank Account	Ionthly Payment Type* Cash Bank Account	Ionthiy Payment Type* Cash Bank Account	Ionthiy Payment Type* Cash Bank Account

**Payment Period:** Set the payment period of the employee. Currently, payment period can be set as **Monthly**, **Weekly**, **Daily**.

Monthly	
Monthly	
Weekly	
Daily	

**Payment Type:** Set the payment type for an employee. The payment types are given below:

Payment Type*	Cash 🔺
Bank Account	Cash
	Cheque
Agent Account	Bank Transfer

Bank Name: Enter the bank name of the employee.

**Bank Account:** Enter the bank account number of the employee.

Agent ID: Enter the agent ID of the employee.

Agent Account: Enter the Agent account number of the employee.

Personnel ID: Reserved field for the Payroll Setting.

#### 8. Custom Attribute

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

Device Access Settings	Attendance Settings	Document	App Settings	Payroll Settings	Custom Attribute	Leave Group
	Device Access Settings	Device Access Settings Attendance Settings	Device Access Settings Attendance Settings Document	Device Access Settings Attendance Settings Document App Settings	Device Access Settings Attendance Settings Document App Settings Payroll Settings	Device Access Settings Attendance Settings Document App Settings Payroll Settings Custom Attribute

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

Department X	Employee ×										
🛢 Bookmarks 🗸	▼ Filters -										
Add Delete	Import Ac	ljustment Ap	p 🔽 More 🔻					7	2 D 🗆	1	1
Employee ID 👙	First Name 🌲	Department	Device Privilege	Area	APP Status	Fingerprint	Face	Palm	VL Face		
100006		Department	Employee	hrq test	•			-	5	1	ŵ
100007	100007	Department	Employee	hrq test,5	•	220	<u></u>	22	8	1	Ŵ
100008		Department	Employee	hrq test	•	-	-	-	-	3	Ŵ
100009		Department	Employee	hrq test	•	-	-	-	-	1	Ŵ
10001	-	Department	Employee	Not1 Authorized	0		14	-	-		俞

#### ⊯KNote:

Click here to edit or manually create an attribute.

### 9. Leave Group

Click [Leave Group], users can adjust leave group and check the detail leave balance information for corresponding employee.

Private Informatio	on Device Access	s Settings	Attendance Settings	Document	App Settings	Payroll Settings	Custom Attribute	Leave Group
Leave Group	Group1		Tip	s : Change leav	e group will chang	e employee's all leav	e balance rules !!!	
	- ∧ ∨ Q ⊙Group1	~						

## 3.4.2 Edit an Employee

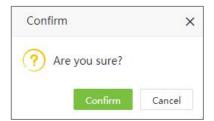
• In the employee's list, click the Employee ID or click *in the same row of the employee to be edited.* 

dit								
Profile								
Employee ID*	001	First Name						
Department*	D2 💌	Last Name						
Position	v	Area*	Test2	Ŧ				
nployment Type	······ *	Hired Date	2020-07-01					
Superior	Department Manager 💌	Workflow Role		Ŧ			Capture	
Private Informatio	n Device Access Settings	Attendance Settings	Document	App Settings	Payroll Settings (	Custom Attribute	Leave Group	
Local Name		Gender		*	Birthday			
Contact Tel		Office Tel			Mobile			
National		Religion			City			
Address		Postcode			Email			
Address		Postcode			Email			

• After modifications, click **Confirm** to save the modified details.

## 3.4.3 Delete an Employee

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



Click [Confirm] to delete the employee.

⊯Note:

When you delete an employee, the information of the employee in the database is also deleted.

### 3.4.4 Personnel Transfer

#### 1. Personnel Transfer

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

• In the employee's list select the employee(s) and click [Personnel Transfer] > [Department

Transfer] to adjust the department.

Department*:	 ~	
Remarks:		
Kemarks:		
	1	
	Confirm	Cancel

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

### ⊯×Note:

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

### 2. Pass Probation

• Select the employee who is qualified to pass probation and click [Personnel Transfer] > [Pass Probation].



• Click [Confirm] to complete the operation.

### 3. Personnel Resignation

Personnel resignation includes resignation and disabling attendance.

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

Resignation Date*:	2019-08-14		
Resignation Type*:	Quit	~	
Attendance*:	Enable	~	
Reason:			
		al	

#### Enter the details as shown below:

**Resignation Date:** Select the date of resigning.

**Resignation Type:** Select the resignation type. The types are Suspension, Dismissal, Resignation, Transfer and Unpaid retention.

**Attendance:** Enable if the attendance needs to be closed for the employee (The Employee details will be deleted from the attendance device as well)

Reason: Enter the reason for resignation.

• Click [Confirm] to save the resignation details.

### 3.4.5 App Enable/Disable Settings

1. In the employee's list, select the employee(s) and click **[App]** > **[Enable/Disable]** to enable the Mobile App.

Prompt		×
Are you sure to e items	nable mobile appli	cation 1
	Confirm	Cancel

2. Click [Confirm] to enable the user's access to the Mobile App.

## 3.4.6 Re-synchronize to Device

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

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

Prompt		×
Are you sure to resy device?	nchronize user d	ata to
	Confirm	Cancel

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

### 3.4.7 Re-upload from Device

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

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

Device*	All
Serial Number	All
	Specified
	.i

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

### 3.4.8 Delete the Biometric Template

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

Delete the Biometric Template	×
Fingerprint No	Face No
Finger Vein No	Palm No
Bio-Photo No	
	Confirm Cancel

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

# 3.5 Personnel Resignation

### 3.5.1 Add a Resignation

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

De	partme 📼	Department	~ (	C Employee		Selec	cted 0						
	Employee ID	First Name	Last Name	Department			Employee I	D \$	First Name	\$	Last Name 👙	Department	
	1	Mike		Test						N	ne		
	100000001	tubie1	zhang	tugou						150	ле		
	10000002	tubie21		tugou									
	10000003	tubie3123		tugou									
	10086	kk		kk									
20	✓ Total 160	Records <	> 1	Page Confirm									
Resi	gnation Date*	2021-07-01											
lesi	gnation Type*	Quit	~	Attendance*	Enable		v						
sigr	nation Reason												
				*									

### Enter the details as shown below:

Employee: Select the employee to enter the resignation details. (You can filter the employees by

Department, Name or Employee ID).

**Resignation Date:** Select the date of resignation.

**Resignation Type:** Select the type of resignation. The types are Quit, Dismissed, Resign, Transfer, Retain Job Without Salary.

**Resignation Reason:** Enter the reason for resignation.

**Attendance:** Enable if attendance needs to be closed. (if it is enabled, the employee details will be deleted from the attendance device as well)

• After entering the details, click [Confirm] to save the details.

### 3.5.2 Delete Resignation

Select the employee(s) to be deleted and click [Delete] on the upper left of the personnel list or click

🔟 in the same row of the employee to be deleted.

Prompt		×
Are you sure to dele	ete the select	ed 1 items?
	Confirm	Cancel

Click [Confirm] to delete the resignation details.

### 3.5.3 Reinstate

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

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

Prompt		×
Are you sure to	o reinstateme	ant 1 items?
, ac jou suite a	oremstatem	ent i nems:

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

### 3.5.4 Disable Attendance

To disable the attendance for a resigned employee, perform the following steps:

1. Select the resigned employee whose attendance needs to be disabled. Click [Disable Attendance].

Prompt		×
Are you sure to d items	isable attendance f	function 1

2. Click [Confirm] to disable the attendance of the selected employee.

#### ⊯Note:

- You can click [Import] to import the employee's resignation details in another software or system. For detailed operation, please refer to <u>5."Import"</u> in Appendix 1.
- You can click to export the employee's resignation details locally. For detailed operation, please refer to <u>6. "Export"</u> in Appendix 1.

### 3.6 Workflow

### 3.6.1 Role

- 1. Add a Role
  - Select [Personnel] > [Workflow] > [Workflow Role] > [Add] to add a user role.

Add		×
Code*:	32	
Role Name*:		
Description:		
	Confirm	Cancel

#### Enter the details as shown below:

Code: Enter a unique code for the user role.

Role Name: Enter a unique name for the user role.

**Description:** Enter the description of the role.

- Click [Confirm] after entering the details.
- 2. Delete a Role

Select the role (or roles). Click [Delete] on the upper left of the list or click in the same row of the role to be deleted.

Prompt		×
Are you sure to de	lete the select	ed 1 items?
	Confirm	Cancel

Click [Confirm] to delete the role.

∕∕≤Note:

A role cannot be deleted when it is being used by employees or workflow.

- 3. Assign Employee
  - Select the corresponding workflow role and click [Assign Employee] to assign user role to employee(s).

De	partme 🐨	Department	~ Q	Employee	Se	ected 0					
	Employee ID	First Name	Last Name	Department		Employee	ID \$	First Name 👙	Last Name   🌲	Department	
	001			lala	1			N	one		
	002	haha		lala					2012-1		
	1	Mike		Test							
	10000001	tubie1	zhang	Test							
	10000002	tubie21		IhI-revface18							
	10086	kk		kk							
	11	XTREME ESTA		Test							
	1111	bhhjjh		Development							
) n	ecords per page	e 🗸 Total 167 P	Records <	> Jump 1 Pa	ge						

- Select the employee in the employee's list to whom you want to assign the user roles in batches (you can filter by Department, Name, Code, etc).
- Click [Confirm] to assign the employee role.

## 3.6.2 Workflow Builder

Add a Workflow Builder

Take [Add for Employee] as example.

 Select [Personnel] > [Workflow] > [Workflow Builder] > [Add for Employee] to set a workflow for employee.

Add for Emp	oloyee					×
Code*	3			Name*		
Is Leave	No			Employee*	v	
Content Type		v				
Start Date*				End Date*		
*Workflow Se	etup					
22						Add
Approval S	cope <mark>*</mark>	Own Department	v	Approver Role*		~
	cation Scope*	Own Department	Ŧ	Notifier Role		Ψ.
					Confirm	Cancel

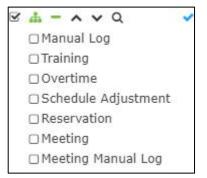
Enter the details as shown below:

Code: Enter the code for the workflow.

Name: Enter the name of the workflow.

Is Leave: After the function is enabled, you can create a workflow for leave.

**Content Type:** When the **Is Leave** function is disabled, you can choose to create the following types of workflows:



When the **Is Leave** function is enabled, you can choose to create the following types of workflows:



2. Users can select multiple content types to create workflow for different content types at the same time while the content types have the same workflow.

**Employee:** Enter employee ID or employee name to search the employee that executes the workflow.

Start Date/End Date: Enter the Start Date and End Date of the workflow.

Set up the workflow node. There will be one default workflow node, users can click [Add] to add more workflow nodes.

Workflow Setup				
<u>11</u>				Add
Approval Scope	Own Department	*	Approver Role*	~
Notification Scope	Own Department	~	Notifier Role	 Ŧ

#### Enter the details as shown below:

#### **Approver Role**

Click the drop-down button to select the role that approves the node.

### **Approval Scope**

- If the "Own Department" is selected, then the employee in the selected role can approve the applications from the own Department only.
- If "All" is selected, then the employee in the selected role can approve the application from all the Departments.

### **Notifier Role**

Click the drop-down button to select the role to receive the notifications.

### **Notification Scope**

- If the "Own Department" is selected, then the employee in the selected role can receive the application notifications from the own Department.
- If "All" is selected, then the employee in the selected role can receive the application notifications from all the Departments.

After entering the details, click [Confirm] to save the workflow.

#### From Day & To Day

<u>#</u>				Add
Approval Scope*	Own Department		Approver Role*	 
Notification Scope*	Own Department	v	Notifier Role	 v
From Day		Days	To Day	Days

• After the **Is Leave** function is enabled, the user can set workflow for the leave approval process. The system will perform different workflows according to the number of days an employee asks for leave.

#### For example:

The user with ID 1 belongs to the HR Department.

The user with ID 2 belongs to the HR Department, the role is a Manager.

The user with ID 3 belongs to the HR Department, the role is Boss.

The manual log workflow for the user with ID 1 is shown below:

Code*	33			Name*	Manual L	og Wor <mark>kfl</mark> ow		
Content Type*	Man	ual Log	w.	Employee*	1 Mike	×	Υ.	
Start Date*	2021	-07-01		End Date*	2021-07-	31		
*Workflow Set	tup							
<u>.</u>								Add
Approval S	cope	Own Department		Appro	over Role*	Manager		
Notification S	cope	Own Department		No	tifier Role	Boss		Ψ.

The application for manual log of the employee should go through two nodes. One is the Manager and the other is the Boss. The workflow of the nodes is shown in the figure below.

Workflow Setup					
<u></u>					Add
Approval Scope	Own Department	Ŧ	Approver Role*	Manager	Ŧ
Notification Scope	Own Department	~	Notifier Role	Boss	Ψ.

One is the Manager and the other is the Boss. The workflow of the nodes is shown in the figure below.

Workflow Setup					
<u>. 89</u>					Add
Approval Scope	Own Department	Ŧ	Approver Role*	Manager	Ŧ
	Own Department	~	Notifier Role	Boss	~

Select the Workflow Role and scope for Approve and Notifier. The scope approval of the above example is selected as the Own Department. The first node is the Manager and the approver is also the same. The second node is the Boss and the notifier is also the Boss.

Click [Confirm] and the node list will be displayed as shown in the below image:

ZKTeco	Personnel	Device Attendance	Access Control	Payroll	Visitor Me	eting MTD	System		<b>1389</b>	0
🔊 Q 🗉	Department × Wo	rkflow Role × Workflow Builder	×							
Grganization	🖉 Bookmarks 🗸	▼ Filters -								
📸 Employee	Delete Add For	Department Add For Position	Add For Employee					1 2	9	□ ‡
Workflow	Code ≑	Name 🌻	Start Date	End Date	Content Type 👙	Workflow Type	Workflow			
	3	Manual Log Workflow	2020-06-01	2020-07-31	Manual Log	81	11		Ø	面
Workflow Role	wqeqweqwe	qweqwe	2020-12-10	2020-12-10	Training	<mark>ළ</mark> 10086,999	11		C	圃
	123123213	213123	2020-12-10	2020-12-11	Training	<u></u> 10086	22		Ø	创
Configurations	213123213123	123123	2020-12-10	2020-12-11	Overtime	은 10086			Ø	创
we configurations	123	1231231	2020-12-10	2020-12-11	Manual Log	<b>岛 10086</b>			Ø	1 I I I I I I I I I I I I I I I I I I I

When user No. 1 submits the application for manual log, user No. 2 will receive the application notification. When user No. 2 approves the application, user No. 3 will receive the application notification. When every node approves the application, user No. 1 will receive the email notification for approval. (The application approval by ordinary users can be performed within the self-service and mobile app of the employees)

### 3.6.3 Delete Workflow

1. On the workflow interface, select the workflow(s) and click [Delete] on the upper left of the

list or directly click in the same row of the workflow to be deleted.

Prompt		×
Are you sure to de	elete the selec	ted 1 items?
	Confirm	Cancel

2. Click [Confirm] to delete the workflow.

### ⊯≪Note:

The Workflow that is currently being used cannot be deleted.

# 3.7 Document Management

## 3.7.1 Add Document Type

1. Select [Personnel] > [Configurations] > [Document] > [Add] to add a document type.

Certification Code*:	
Certification Name*:	

Enter the details as shown below:

Certification Code: Enter the Certification Code.

Certification Name: Enter the Certification Name.

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

#### ⊯Note:

- You can click [Import] to import the document type in another software or system. For detailed operation, please refer to <u>5."Import"</u> in Appendix 1.
- 2. You can click to export the document type locally. For detailed operation, please refer to <u>6."Export"</u> in Appendix 1.

## 3.7.2 Delete Document Type

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

Prompt		×
Are you sure to de	lete the select	ed 1 items?
	Confirm	Cancel

Click [Confirm] to delete the document details.

∕∕⊗Note:

The document which is being currently used cannot be deleted.

## 3.8 Custom Attributes

This function lets you manually create a personalized field based on the Organizational requirement. And the created attribute will get reflected in the Employee module.

### 3.8.1 Create a New Attribute

1. On the **Personnel** module, click **[Configurations]** > **[Custom Attribute]** > **[Add]** to manually create a field.

ZKTeco	Personnel Device At	ttendance Access Control Pay	rroll Visitor Meeting I	MTD System			0-
🗞 Q 🗉	Department × Custom Attribut	e X					
	🛢 Bookmarks 🗸 🛛 🕇 Filter 🗸						
🖀 Employee 🗸 🔻	Add Delete				1 2	ື 🗆	#
📰 Workflow 🔻	Attribute Name	Add		Enable	\$		
📽 Configurations 🔺		Attribute Name* Test	Input Type* ComboBox	*			
		Unique No	Text Enable ComboBox	_			
			Сотвовох	_			
		Option					
		+ Option					
		Option		_			
			None				
			Confirm	Cancel			
e c							

On the Add window, enter the following:

Attribute Name: Enter the required attribute name.

Input Type: Select the format type from the drop-down list (default format: Text)

Unique: Select the Unique check box to set the value of the field as unique.

Enable: Select the Enable check box to activate the field.

**Option:** If you select the Combo Box mode, the system will display the option to create. It supports the creation of up to five options.

ZKTECO	Personnel Device At	tendance Access Control Payro	II Visitor Meeting	MTD Sys	stem		<b>B</b> 00	Ū.
>> Q ⊡	Department × Custom Attribute	• ×						
n Organization 🔻	🖉 Bookmarks 🗸 🛛 🔻 Filter 👻							
👹 Employee 🛛 👻	Add Delete				2	e	ື 🗉	e =
	Attribute Name				Enable ≑			
📰 Workflow 👻		Add		×				
🏟 Configurations 🔺		Attribute Name* Test	Input Type* ComboBox	*				
Document		Unique 🔘 No	Enable Enable					
Custom Attribute								
Configuration		Option						
		±						
		Option						
		Option1		8				
		Option2		ė				
		Option3		<b>a</b>				
		0t		~				
			Confirm	Cancel				
			Comm	Cancel				
			10000					
			(+)(•)(•)(+)					

2. And then, click **Confirm** to save and update the new attribute.

## 3.8.2 Delete Custom Attribute

Select the custom attribute(s) to be deleted and click [Delete] on the upper left of the list or click

in the same row of the custom attribute to be deleted.

Prompt		×
Are you sure to dele	ete the select	ed 1 items?
	Confirm	Cancel

# 3.9 Configuration

You can set the type and sorting method of employee job numbers here. At the same time, set the verification parameters for the employees to punch in the web page.

# 3.9.1 Employee ID Setting

ZKTeco	Personnel	Device	Attendance	Access Control	Payroll	Visitor	Meeting	MTD	System		۵ (	<b>Q</b> -
🏷 Q 🗉	Department $\times$	Configuration ×										
📥 Organization 📼	🗟 Employee ID Se	etting										
Workflow -		Number 🔵 Disabl	e	Order By	sable							
📽 Configurations 🔺				Employee ID								

**Number Employee ID:** After the function is enabled, the employee ID can only be composed of numbers.

Order By Number Employee ID: When the function is enabled, employee IDs will be arranged in natural order.

## 3.9.2 Staff Check in Setting

Staff Check In Setting	
verify Finger Enable Printer	Take capture Disable
Check IP address ( Disable)	
Save	

**Verify Finger Printer:** After the function enabled, employees need to verify their fingerprints when punch in the page.

**Take Capture:** After the function enabled, employees need to take photos when punching in the page.

**Check IP Address:** If this function is enabled, employees need to verify the host IP when clocking in the page.

# 4 Device Management

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

## 4.1 Device Management

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

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

🗞 Device 🔺	Bookmarks -	▼ Filters -													
	Add Delete		Clear Pending Comm	and Data Clea	an	Data Transfer De	vice Menu	Maint	ain		7	2	ອ 🗆	4	
Device Command	Device Name 💠	Serial Number 👙	Area 👙	Device IP	State	Last Activity 👙	User Qty.	FP Qty.	Face Qty.	Palm Qty.	Transaction Qty.	Cmd			
🗣 Message 🗸 🗸	Auto add	6076201200001	PALMAREA	192.168.218.158	•	2020-12-10 10:04:36	30	0	3	0	23	3	0	6	
⊷a message ▼	lalatest	ADWZ191960001	Duang	192.168.218.132	0	2020-12-10 11:15:46	29	7	0	0	1	0		1	
🛢 Data 🔫	101TC	AEXH191960001	Area 2	192.168.213.222	•	2020-12-09 14:27:55	179	30	1	0	108	15	0	1	
D Log 👻	Auto add	BODD175160005	Geralt	172.31.1.10	•	2020-12-01 19:51:15	76				76	5	0	Û	
• Lug •	Auto add	BODV182760001	Geralt	172.31.1.10	•	2020-12-02 09:49:12	1	0	0	0	0	12	0		
🛛 Mobile App 🛛 🔫	9	BYRQ192860151	yuriTest	192.168.218.159	•	2020-12-08 10:51:45	16	8	0	0	9	10	٥	<b>D</b>	
Geo-fence 🗸	BR1200	CEHC195160004	Not Authorized	192.168.5.240	٠	120	-	2	-	а. С	2	9	٦	۱ ش	
• Geo-lelice •	Auto add	CEXD194260059	Area 110	192.168.211.198	•	2020-12-09 15:23:35	31	7	0	0	0	26		Ô	
🞗 Configurations 🛛 🔫	Auto add	CGFD192960001	yuriTest	192.168.218.229	•	2020-12-09 16:43:58	32	15	0	0	17	8		Ô	
	Auto add	CKVS202060017	Duang	192.168.218.166	•	2020-12-10 10:50:32	27	0	2	0	154	190		Ô	
	Auto add	CKVS202060033	Area 2	192.168.212.235	0	2020-12-10 11:15:17	168	27	19	0	104	0	Ø	Î 🗇	

The details of the interface are given below:

**Device Name:** Displays the name of the device. For automatically connected devices, it will be displayed as Auto add.

Area: Displays the area in which the device is defined in the software.

Serial Number: Displays the Device Serial Number.

Device IP: Displays the IP address of the device.

Device Model: Displays the model of the device.

Firmware/Push Version: the build firmware/push version.

- State: 🧖 indicates that the device is connected,
  - indicates that the device is not connected,

indicates that the user needs to assign an area except for the default area to the device.

Last Activity: Represents the last time the command was executed.

User Qty: Displays the number of employees already registered on the device.

FP Qty: Displays the number of Fingerprints registered.

Face Qty: Displays the number of Face Template registered.

Palm Qty: Displays the number of Palms registered.

**Transaction Qty:** Displays the total number of attendance records.

Last Sync: Displays the time in which the system issued data to the device last time.

**Cmd:** Display the command quantity that have not been executed. Click the quantity that can check the detail command list from the pop-up page.

### 4.1.1 Add a T&A Device

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

### 1. Manually Add a T&A Device

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

Device Name*					
Serial Number*			Device IP*		
Area*		~	Time Zone*	Etc/GMT+8	
ttendance Device*	Yes	Ŧ			
equest Heartbeat*	10	Seconds	Transfer Mode*	Real-Time	·

### Enter the details as shown below:

Device Name: Enter the device name maximum of 50 characters.

Serial Number: Enter the serial number of the device.

**Device IP:** Enter the IP address of the device.

Area: In the drop-down list, select the area to which the T&A device belongs.

**Time Zone:** When a time zone is selected, the time on the T&A device will be automatically synchronized to the standard time in the particular time zone.

Attendance Device: Select whether the device is an attendance device or not.

Heartbeat Request: Set the time for the device to automatically transmit the data to the system.

**Transfer Mode:** Select the data transfer mode between software and devices. The Transfer mode can be real-time or at a specified time.

Transfer Mode*	Real-Time	*
	Real-Time	
	Timing	

• Click [Confirm] to add the device.

#### ∕∕≤Note:

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

#### 2. Automatically Add a T&A device

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

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

### 4.1.2 Edit a Device

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

Device Name*	Auto add		Enable Access Control*	No	Ψ.
Serial Number*	6585205300025		Device IP*	192.168.55.69	
Area*	Ihl-revface18	~	Time Zone*	Etc/GMT+8	v
ttendance Device*	Yes	~			
equest Heartbeat*	10	Seconds	Transfer Mode*	Real-Time	

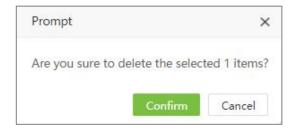
**Enable Access Control:** Set whether the device is an access control device or not. if yes, then the device will be added to the Access Control Module automatically. This menu will appear only when you assign an area (except area whose area code is 1) to the device.

#### ∕ ⊗Note:

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

### 4.1.3 Delete a Device

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



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

### 4.1.4 New Area

Select [Device] > [Device] > [New Area] to create a new area. For detailed operation, please refer to 3.3.1Add an Area.

# 4.1.5 Clear Pending Command

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

Prompt		×
Are you sure to clea commands?	r all the pending	
	Confirm	Cancel

## 4.1.6 Data Clean

### 1. Clear Attendance Data

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

Prompt		×
Are you sure to clea selected 1 device(s)?		tions in
	Confirm	Cancel

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

### 2. Clear Capture Photo

You can clear the attendance photos on a T&A device.

• Select a device and click [Data Clean] > [Clear Capture Photo] (It is mainly used to clear the attendance photos and the blacklisted photos):

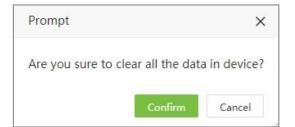
Prompt		×
Are you sure to cl device(s)	lear the capture of	f selected 1
device(b)		

• Click [Confirm] to delete the captured photos.

### 3. Clear All Data

You can clear all the data on a T&A device.

• Select a device and click [Data Clean] > [Clear All Data].



• Click [Confirm] to delete all the data.

### 4.1.7 Data Transfer

### 1. Upload User Data

It is used to upload the user data from the device to the software.

Select a device and click [Data Transfer] > [Upload User Data].

Employee*	Specified	-
Employee ID	All	
	Specified	
		11

Here you can select to upload all or specified user data to the software.

• Click [Confirm] to upload the user data.

#### ∕∞Note:

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

### 2. Upload Transaction

You can upload the attendance transactions from the device to the software.

• Select a device and click [Data Transfer] > [Upload Transaction].

Transaction*	Specified 🔺	
Start Time	All	
Start Time	Specified	
End Time		

Here you can select to upload all transactions or set the start time and end time to upload the transactions within the specified time.

• Click [Confirm] to upload transactions.

### 3. Sync Data to Device

Synchronize data from the server to all the devices. Generally, this operation needs to be performed only when the data in devices are inconsistent with those in the server due to Internet abnormalities or other conditions.

In the device list, select the device to which data needs to be synchronized and click [Data Transfer] > [Sync Data to Device]. Select the data to synchronize.

Sync Data To	Device		×
Employee	No	Photo	No
Fingerprint (	No	Face	No
Palm	No	Bio-Photo (	No
Finger Vein	No		
		Confirm	Cancel

Click [Confirm] to synchronize the data.

### ∕∞Note:

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

## 4.1.8 Device Menu

### 1. Reboot

Reboots a device through the system remotely.

In the device list, select a device to reboot, and click [Device Menu] > [Reboot].

Prompt		,
Are you sure to	reboot of selecte	ed device(s)?

Click [Confirm] to reboot the device.

#### 2. Read Information

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

Prompt		×
Are you sure to read i device	information fro	om selected
	Confirm	Cancel

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

### 3. Enroll Remotely

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

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

Bio Type*	Fingerprint 🔍	
Employee ID*	1122	
Finger*	(Right Hand)Fore Finger 🔍	

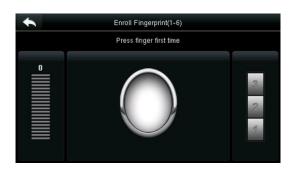
### Enter the details as shown below:

Bio Type: Select the biometric type. Currently, it supports fingerprint only.

Employee ID: Enter the Employee ID.

Finger: Select the corresponding finger which needs to be enrolled remotely.

• Click [Confirm]. The software will issue a command to the device, and the device will open the fingerprint enrolling menu. The employee just needs to enroll the fingerprint.



### 4. Duplicate Punch Period

Set the duplicate punch period on the device.

• Select a device and click [Device Menu] > [Duplicate Punch Period].

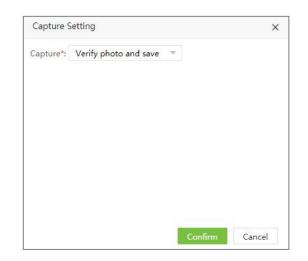
Duplicate Punch Period		×
Duplicate Punch Period (m)*:	1	Minutes
	Cor	nfirm Cancel

• Click [Confirm] to save the duplicate punch period.

### 5. Capture Setting

Set the capture mode of attendance photos during verification.

• Select a device and click [Device Menu] > [Capture Setting] to set the capture mode.



• Click [Confirm] to set the capture mode.

### 6. Upgrade Firmware

Upgrades the firmware for the corresponding device.

• Select a device and click [Device Menu] > [Upgrade Firmware].

Upgrade Firmware			×
Upgrade File*: Choose File	No file chosen	emfw.cfg	
	Co	nfirm	Cancel

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

### 7. Daylight Saving Time

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

ZKTeco	Personnel	Device A	tendance	Access Con	ntrol	Payroll	Visitor	Meeting	System				0	2	
ତ 🖉	Device														
🗞 Device 🔺	🛢 Bookmar	ks <b>• ▼</b> Filters •													
	Add De	elete New Area	Clear Pending	Command	Data Clea	n 🚽 🛛 Data Transfe	er <u>Device</u>	Menu 🔺		7	~*	୭		<i>(</i> *	111
Device Command	Device Na	me 💠 Serial Number 🗧	Area 💠	Device IP	State	Last Activity	Reboo	t	Palm Qty.	Transaction Qty.	Cmd				
	Auto add	AEXH191960001	Area A	192.168.1.102	0	2020-06-28 14:26:3	21 1	nformation	0	264	0		3	ŵ	
🗣 Message 🛛 🔻	Auto add	BIL2174260029	5 nicole test	192.168.221.217	7 0	2020-06-28 14:26:3	30 Kead I	ntormation	0	30000	0			ŵ	
	Auto add	BY8P192060002	5 nicole test	192.168.221.205	5 0	2020-06-28 14:26:2	29 ( Enroll	Remotely	0	2	0			ŵ	
🛢 Data 🔻	Auto add	CEX9191160026	B Test	192.168.212.236	6 0	2020-06-28 14:26:2	29 Duplic	ate Punch Period	0	0	0		Ø	ŵ	
								re Setting							
🔊 Log 🔻															
							Upgra	de Firmware							
Mobile App							Daylig	ht Saving Time	1						
							_								
📽 Configurations 🗢															

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

Daylight Saving Time	e			×
Daylight Saving Time	Yes 🔵	Daylight Saving Mode*	By date/time	-
Start Date*	2020-06-30	Start Time*	By date/time By week/day	
End Date*	2020-06-30	End Time*	04:00:00	
			Confirm Can	cel

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

## 4.2 Device Command

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

🃎 Q 🗉	Device X Device	Command ×										
👌 Device 🖉	Bookmarks -	▼ Filters -										
Device	Delete Bulk De	elete							1	~	ື 🗆	+
	Serial Number	Device Name	Content						Commit Time 👙		Transfer Tim	ie .
🛛 Message 🗖	CKVS202060017	Auto add	DATA UPDATE U	SERPIC ZK_PERSONNEL_PHO	DTO_PIN=20107				2020-12-10 10:53	:21	-	
a message -	CKVS202060017	Auto add	DATA UPDATE U	SERINFO PIN=20107 Name	=107 Pri=0 Passwd=	Card= Grp=1 Veri	fy=0		2020-12-10 10:53	21	-	
🛛 Data 🦷	CKV5202060017	Auto add	DATA UPDATE U	SERINFO PIN=20106 Name=	=fofo Pri=0 Passwd=	Card= Grp=1 Ver	ify=0		2020-12-10 10:53:	21		
D Log	CKVS202060017	Auto add	DATA UPDATE FINGERTMP PIN=20104 FID=8 Size=zk_bio_size Valid=1 TMP=zk_bio_data_000000061_08		2020-12-10 10:53	21	e					
	CKVS202060017	Auto add	DATA UPDATE U	SERINFO PIN=20104 Name	=104 Pri=0 Passwd=	1234 Card= Grp=1	Verify=0		2020-12-10 10:53	20	÷	
🛛 Mobile App 🦷	CKVS202060017	Auto add	DATA UPDATE U	SERPIC ZK_PERSONNEL_PHO	DTO_PIN=20103				2020-12-10 10:53	20	2	
Geo-fence	CKVS202060017	Auto add	DATA UPDATE BI	OPHOTO PIN=20103 Type=	9 Format=1 Url=iclo	ck/doc/biophoto/	20103.jpg		2020-12-10 10:53	20	0	
	CKVS202060017	Auto add	DATA UPDATE FI	NGERTMP PIN=20103 FID=	7 Size=zk_bio_size V	alid=1 TMP=zk_bi	_data_000000063_0	7	2020-12-10 10:53	20		
Configurations	CKVS202060017	Auto add	DATA UPDATE U	ERINFO PIN=20103 Name	gakki Pri=0 Passwd	=1234 Card= Grp=	1 Verify=0		2020-12-10 10:53	:20	8	
	CKVS202060017	Auto add	DATA UPDATE U	SERPIC ZK_PERSONNEL_PHO	DTO_PIN=20102				2020-12-10 10:53	20	-	
	CKVS202060017	Auto add	DATA UPDATE BI	OPHOTO PIN=20102 Type=	9 Format=1 Url=icld	ck/doc/biophoto/	20102.jpg		2020-12-10 10:53	19	2	
	CKVS202060017	Auto add	DATA UPDATE FI	NGERTMP PIN=20102 FID=	6 Size=zk_bio_size V	alid=1 TMP=zk_bi	_data_0000000059_0	6	2020-12-10 10:53	19	15	
	CKV5202060017	Auto add	DATA UPDATE FI	NGERTMP PIN=20102 FID=	0 Size=zk_bio_size V	alid=1 TMP=zk_bio	_data_0000000099_0	0	2020-12-10 10:53	19	-	
	CKVS202060017	Auto add	DATA UPDATE FI	NGERTMP PIN=20102 FID=	1 Size=zk_bio_size V	alid=1 TMP=zk_bi	_data_000000098_0	1	2020-12-10 10:53	19	а. С	

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

Prompt		×
Are you sure to de	elete the selec	ted 1 items?
	Confirm	Cancel

4.3 Device Short Message Management

The software supports short messages which can be sent to the designated device from the system.

- 4.3.1 Add a Public Message
  - Select [Device] > [Message] > [Public] > [Add].

Device*		Ŧ
Start Time*		
Duration*	60	Minute(s)
Content*		

#### Enter the details as shown below:

Device: Select a device to which the message is to be sent.

**Start Time:** Select the start time for issuing the short message.

Duration: Enter the message display duration.

**Content:** Enter the short message content.

- Click [Confirm] to save the details.
- 4.3.2 Add a Private Message
  - Select [Device] > [Message] > [Private] > [Add].

e	oartme 🔻	Department	×	C Employee		Select	ed 2			
	Employee ID	First Name	Last Nam	e Department			Employee ID 🌻	First Name   🌲	Last Name  🌲	Department
	1	U Saw Thiha		Department	1	<b>V</b>	10	nicole huang		Nicole Test
	10	nicole huang		Nicole Test		~	100001	100001		2
	100001	100001		2						
	100002	100002		2						
	100003			XXXX						
	100004	100004		2						
	100005	100005		2						
	100006	100006		2						
	100007	100007		2						
	✓ Total 188 I ime*	Records 🤇	> 1	Page Confirm Duration* 60	N	Minute	(5)			
1	ent*									
			11							

#### Enter the details as shown below:

**Employee:** Select the employee to whom the message is to be sent.

Start Time: Select the start time for sending the short message.

**Duration:** Enter the message display duration.

**Content:** Enter the short message content.

• Click [Confirm] to save the details.

### 4.3.3 Send Message

• Select the short message to be sent and click [Send Message].

Prompt	×
Are you sure to send t	he message?
Confirm	Cancel

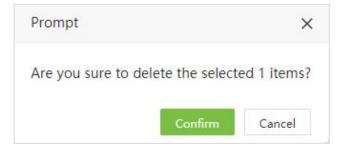
• Click [Confirm] to send public messages to the designated devices and private messages to the

devices to which the particular employees are added.

### 4.3.4 Delete Short Message

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

• Select the short message and click [Delete] to delete it.



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

# 4.4 Employee

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

🏷 Q 重	Device 🔀	Employee ×											
) Device 🗸 🗸	🖉 Book	marks - <b>T</b> Filter	s <del>*</del>										
Message 🔻	Edit	Area Transfer	Data Transfer									1 2	າ 🗆 🥐
	Employ	vee ID First Name	Department	Card NO.	Fingerprint	Face	Palm	VL Face	VL Face Photo	Enroll Device	Device Privilege	Verify Mode	Update Time
Data 🔺	1	Mike	Test	1232444	2	1.00	÷	Ver 5:1,Ver 58:1,Ver	1		Employee	Any	2021-06-23 11:0.
	10000	0001 tubie1	tugou	10000001	10		-	Ver 5:1,Ver 59:1	1		Register	Any	2021-06-09 11:0
ork Code	10000	0002 tubie21	tugou	-25	82	1.20	-		12		User Defined	Any	2021-06-02 15:0
o-Template	10000	0003 tubie3123	tugou	71	87	<b></b>	-		85		User Defined	Any	2021-06-02 15:0
- remplate	10086	kk	kk	-	-		-	÷.	÷		Employee	Any	2021-06-23 11:4
o-Photo	11	5	Test	-	85	1.5	-		5		Employee	Any	2021-06-22 16:1
insaction	1111	bhhjjh	Developm	-	÷	-	-	(1) (1)	-		Employee	Any	2021-06-22 16:1
Log 👻	11111	11111j	Developm	-	5	-	-		5	5678912311	Employee	Any	2021-05-27 09:5
-	11111	1 dddds	Developm	-	(a)	20	-	-	:4	5678912311	Employee	Any	2021-05-26 18:0
Mobile App 🗧	11111	1111 ceshi1	Developm	2059133	5	-	-	Ver 59:1	12	6614211300	Employee	Any	2021-06-16 14:4
Geo-fence 🔻	12051	Mark	Developm	2000012	-	-	-	Ver 59:1	-	6614211300	Employee	Any	2021-06-17 14:1
	12052	Bill	Developm	2000012	5		-	Ver 59:1	5		Employee	Any	2021-06-17 14:2
Configurations 🔹	12053	Malcolm	Developm	2000012	(a)	1	-	Ver 59:1	(a)	6614211300	Employee	Any	2021-06-17 14:1
	12054	Elizabeth	Developm	2000012	83	-	-	Ver 59:1	1	6614211300	Employee	Any	2021-06-17 14:1

Edit Employee Information

Select the employee to be edited, click **Edit**, users can edit the employee information as following figure:

ZKTECO	P	ersonnel	Dev	vice	Attendand	e A	cces	s Co	ntrol	Payrol	l Visi	tor Me	eeting	MTD	System		1265	2
💊 Q 🗉	Dev	rice × B	Employee >															
🗞 Device	-	Bookmark	s <b>→ Y</b> Fi	ilters 🛥														
Q Message	E	dit Are	a Transfer	Data Tra	insfer										7	.″ "		+
		Employee	First Na	Department	Card NO.	Fingerpr	Fa	Pal	VL Face		VL Face Ph	Enroll Device	Device Privil	Verify Mode	Update Time	Area		
🛢 Data .	^ 🗖	1	Mike	Test	1082444				Ver 5:1 Ver	58:1 Ver	1		Employee	Any	2021-06-23 11:0	A Area, Ihi-	revface18,	H5_yuri
		100000001	tubie1	tugou E	dit								×	Any	2021-06-09 11:0	qqqqqq		
		10000002	tubie21	tugou	Employee ID					Enroll	Device			Any	2021-06-02 15:0	qqqqqq		
Bio-Template		10000003	tubie3123	tugou	12.1220									Any	2021-06-02 15:0	pppppp		
		10086	kk	kk	First Name*	Mike				Las	t Name			Any	2021- <mark>0</mark> 6-23 11:4	kk		
Bio-Photo		11	•	Test	Card NO.	1232444								Any	2021-06-23 14:0	A Area		
		1111	bhhjjh	Develo	evice Privilege*	Employe	e		~	Verify	Mode* Any		-	Any	2021-06-22 16:1			
ට Log	- 💾	111111	11111j	Develc										Any	2021-05-27 09:5			
		1111111	dddds	Develc								Confirm	Cancel	Any	2021-05-26 18:0			
		111111111	ceshi1 Mark	Develo	2000012		5		Ver 59:1	_		CC14011000	Familiana	Any	2021-06-16 14:4		18	
	-	12051	Bill		2000012				Ver 59:1		-	6614211300	Employee	Any	2021-06-17 14:1			
Configurations	- 1	12052			2000012		1		Ver 59:1		-	6614211300		Any	2021-06-17 14:2			
		12053			2000012		-		Ver 59:1		1	6614211300		Any	2021-06-17 14:1			
			-1	-	. 12 > T					_				1			-	

#### Area Transfer

Select the employee to be transferred area, click **Area Transfer**, users can set the area transfer policy. Set as **Append** means to transfer the employee to more areas based on the original areas; Set as **Reset** means to reset the area of the employee, subject to the currently selected area.

ZKTECO	Personne	Dev	vice /	Attendan	ce Acces	s Control	Payroll	Visitor	M	eeting	MTD	System	1265	
📎 Q 重	Device ×	Employee	<											
🗞 Device 🔻	🖉 Bookmar	ks 🕶 🍸 F	ilters 👻											
😡 Message 🗸	Edit A	ea Transfer	Data Tra	nsfer				_				7	2° D [	
	Employee.	. First Na	Department	Card NO.	Area Transfer			×	e	Device Privil	Verify Mode	Update Time	Area	
🛢 Data 🔺	1	Mike	Test	1232444		at a second b				Employee	Any	2021-06-23 11:0	A Area, Ihi-revfac	e18,H5_yuri,狼,
	10000001	tubie1	tugou	10000001	Transfer Policy*:		*			Register	Any	2021-06-09 11:0	qqqqqq	
	10000002	tubie21	tugou	-	Area*:					User Defined	Any	2021-06-02 15:0	qqqqqq	
Bio-Template	10000003	tubie3123	tugou							User Defined	Any	2021-06-02 15:0	pppppp	
bio-remplate	10086	kk	kk	-						Employee	Any	2021-06-23 11:4	kk	
Bio-Photo	11	-	Test	-						Employee	Any	2021-06-23 14:0	A Area	
	1111	bhhjjh	Developm	-						Employee	Any	2021-06-22 16:1	zsj	
D Log -	111111	11111j	Developm	-					l	Employee	Any	2021-05-27 09:5	zsj	
	1111111	dddds	Developm	-					l	Employee	Any	2021-05-26 18:0	zsj	
	11111111	ceshi1	Developm	2059133					)	Employee	Any	2021-06-16 14:4	Ihl-revface18	
	12051	Mark	Developm	2000012			Confirm	Cancel	)	Employee	Any	2021-06-17 14:1	cs,狼人	
	12052	Bill	Developm	2000012					4	Employee	Any	2021-06-17 14:2	cs,狼人	
Configurations 🔻	12053	Malcolm	Developm	2000012	• •	- Ver 59:1		66142113	00	Employee	Any	2021-06-17 14:1	cs,狼人	
	12054	Elizabeth	Developm	2000012		- Ver 59:1	1	66142113	00	Employee	Any	2021-06-17 14:1	cs,狼人	
	C 14	• < 1	2 3	12 >	Total 157 Records	1 Page	Confirm							

#### • Data Transfer

With the data transfer function, users can re-synchronize employee data from software to device, re-upload employee data from device to software and delete corresponding employee's biometric template.

ZKTeco	Personr	el De	vice 📝	Attendan	ce	Acce	ess C	ontrol Payro	l Vis	itor M	eeting	MTD	System	1266
🔊 Q 🗉	Device ×	Employee	×											
🗞 Device	Bookn	arks 🗸 🛛 🔻 F	ilters 👻											
A Message	Edit	Area Transfer	Data Tra	nsfer 🔺									7	2 9 🗆 🕈
-	Employe	e First Na	Resynch	ronize to dev	ce	pr Fa	Pal	VL Face	VL Face Ph	Enroll Device	Device Privil	Verify Mode	Update Time	Area
🛢 Data 🛛 🎍	1	Mike	Re-uplo	ad from devic	e::	-	~	Ver 5:1,Ver 58:1,Ver	1		Employee	Any	2021-06-23 11:0	A Area, Ihl-revface18, H5_yuri,
	100000	01 tubie1	Delete B	iometric Tem	plate	-	-	Ver 5:1,Ver 59:1	1		Register	Any	2021-06-09 11:0	999999
Work Code	100000	02 tubie21	tugou	2	20	-	120	2	-		User Defined	Any	2021-06-02 15:0	qqqqq
Bio-Template	100000	03 tubie3123	tugou	5	-	7	170	7.			User Defined	Any	2021-06-02 15:0	qqqqqq
	10086	kk	kk	÷	-	-	-		-		Employee	Any	2021-06-23 11:4	kk
Bio-Photo	11	5	Test	5	35	3	170	5			Employee	Any	2021-06-23 14:0	
Transaction	1111	bhhjjh	Developm		-	-	-	-1	-		Employee	Any	2021-06-22 16:1	
් Log ·	- 111111	11111j	Developm		2		100	-	-	5678912311	Employee	Any	2021-05-27 09:5	
	111111		Developm		-	-	-	-1	-	5678912311		Any	2021-05-26 18:0	
Mobile App	111111			2059133	7	-	-	Ver 59:1	•	6614211300	Employee	Any	2021-06-16 14:4	
Geo-fence	12051	Mark	Developm		~	-	-	Ver 59:1	-	6614211300	Employee	Any	2021-06-17 14:1	
	12052	Bill		2000012	-	-	-	Ver 59:1			Employee	Any	2021-06 <mark>-1</mark> 7 14:2	
Configurations	12053	Malcolm	Developm		-	-	-	Ver 59:1	-	6614211300	Employee	Any	2021-06-17 14:1	
	12054	Elizabeth	Developm	2000012		1.0	170	Ver 59:1	1	6614211300	Employee	Any	2021-06-17 14:1	cs,狼人

# 4.5 Work Code

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

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

ZKTeco	Personnel	Device	Attendance	Access Contr	ol Payroll	Visitor	Meeting	MTD	System			6	439	9	
🏷 Q 🗉	Device × W	/ork Code ×													
🗞 Device 🔻	Bookmarks	- T Filter -													
🗣 Message 💌	Add Dele	ete Send to Devid	ce Remove from	m Device						1	~*	5		1	÷
	Code		Name	1	ast Activity										
🛢 Data 🔺	1		1	4	2021-05-13 14:17:15								6	Ŵ	
Employee															
Bio-Template															
Bio-Photo															
Transaction															

# 4.5.1 Add Work Code

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

Confirm	Cancel
	Confirm

#### Enter the details as shown below:

Code: Enter the Work Code number.

Name: Enter the name of the Work Code.

• Click [Confirm] to save the details.

### 4.5.2 Issue Work Code to Device

Issues work code to the device.

• Select [Device] > [Work Code] > [Send to Device].

Device*	Auto add	Ŧ

• Click [Confirm] to send the work code to the device.

### 4.5.3 Remove Work Code

• Select [Device] > [Work Code] > [Remove from Device].

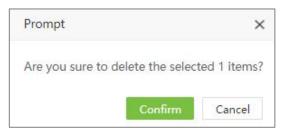
e u bil	- 	
Device*	Auto add	v

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

## 4.5.4 Delete Work Code

Deletes the work code from the software.

• Select the work code and click [Delete]



• Click [Confirm] to delete the work code.

## 4.6 Bio-Template

Displays detailed information about employees' biometric templates.

ZKTeco	Personnel	Device Att	endance A	ccess Control	Payroll	Visitor Meeting	MTD Sys	tem 🧐 🧟
🏷 Q 🗉	Device X Bio-Te	mplate ×						
😸 Device 🔹	- Bookmarks -	▼ Filter -						
A Message	-							1 2 9 🗆 🕈
	Employee ID	First Name	Last Name	Bio-Type 🌩	Bio-Index	Major Version 👙	Serial Number	Update Time
🚽 Data 🧳	2001	zoey	2	Fingerprint	4	10	4	2
Employee	2001	zoey	-	Fingerprint	0	10	-	a.
Work Code	2001	zoey	2	Fingerprint	5	10	a.	2
Bio-Template	2001	zoey	-	Face	0	7	-	
	33640	f	2	Visible Face	0	5	а.	-
Bio-Photo	33640	f	-	Fingerprint	5	10	÷	
Transaction	3045	0	2	Face	0	7	ADWZ191960001	2021-07-01 18:59:22
D Log	999898			Fingerprint	6	10	AEXH191960001	2021-06-29 17:46:43
<b>6</b> 109	3	333	2	Visible Face	0	59	6614211300027	2021-06-17 15:16:05
🛛 Mobile App	5190053	I桃abc123	刘def456	Visible Face	0	59	6614211300014	2021-06-16 15:49:46
Geo-fence	756767674		2	Visible Face	0	59	6614211300014	2021-06-16 14:34:00
	11111111	ceshi1	-	Visible Face	0	59	6614211300014	2021-06-16 14:33:59
Configurations	2005	ytu	2	Fingerprint	2	10	-	2021-06-08 10:11:00
	10000001	tubie1	zhang	Visible Face	0	5	CGFD192960001	2021-06-04 17:07:09

# 4.7 Bio-Photo

### 4.7.1 Register Bio-Photo

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

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



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

10:16		<b>. 11 46 🔳</b>
×	ZKBio Time	
	( <b>0</b> )	
Employee Code*		
Remark		
	Submit	
	ZKTECO	
	< >	

3. Take the photo, enter the employee's ID Number. Click **[Enroll]** to complete the registration.

ZKTeeo	Perso	nnel Dev	ice	Attendance	Access Control	Payroll	Visitor	Meeting	MTD	System		1439
🄊 Q 重				Photo X								
🗞 Device 🔻	-	okmarks 🔹 🔻 Fil			_							
🗣 Message 🔫		Approve	QR Code	Import Bio-Phote							12	
🛢 Data 🔺	Empl	loyee ID First Name	e Last Name	Email	Serial Number	User Photo	Bio-Photo	Register Time 💠	Remark		Approval State	Approval Time
Employee	3	333	_	-	6614211300027			2021-06-17	-		Auto Approved	2021-06-17 1
Work Code								14:17:42			in a composition	2021 00 11 1
Bio-Template												
	5190	053 I#abc123	刘def456	-	6614211300014			2021-06-16	-		Auto Approved	2021-06-17 1
Transaction								15:49:45				
ව Log 👻												
🛛 Mobile App 🗧	2001	zoey	3	565954020@qq.com	1 -			2021-06-09			Approval Passe	d 2021-06-09 1
💡 Geo-fence 🔫						V		10.25.11				
♥ Configurations ▼												
	-					20		2021-06-02				
	C	14 🕶 < 🚺	> Total	12 Records 1	Page Confirm							
	-											

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

Approval State*:	Approval Passed	Ŧ	
Overwrite*:	No	-	
Remark:	] E		

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

## 4.7.2 Import Bio-Photo

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

Import Bio-Photo		×
+ Upload 📾 Clear		
2.jpg		
Overwrite* No 💌	Ignore Error* No 🐨	
*Notice 1.The name of photo muse be employee ID.		
	Confirm	r ]

2. Click [Upload] to select the photos in batch.

Overwrite: If it is Yes, then the existed bio photo will be overwritten.

**Ignore Error:** If it is set as Yes, then the software will automatically ignore the error that happened during the importation.

3. Click [Confirm] to complete the import process.

#### ∕ Note:

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

### 4.7.3 Delete Bio-Photo Application

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

Prompt		×
Are you sure to dele	te the select	ed 1 items?
	Confirm	Cancel

Click [Confirm] to delete the bio-photo.

# 4.8 Transaction

. . .

## 4.8.1 Transaction Table

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

. . .

Select [Device] > [Data] > [I ransaction] to view the transaction table.	

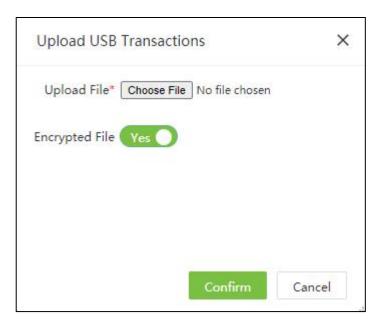
ZKTeco	Personnel	Devic	e Atte	endance	Acces	s Control	Payro	oll Visitor	Meet	ing MTD	System
● Q 遭 品 Device ・	Device × E		Transacti	on ×							
🖓 Message 🔻	Upload USB Tr	ansactions	Download At	tendance Photo	0				12	ອ 🔲 🏓 🗄	Capture
🛢 Data 🔺	Employee ID	First Name	Department	Date	Time	Punch State	Area Name	Serial Number 💠	Device Name	Upload Time 👙	
Employee	888525	-	-	2021-06-29	18:24:46	Check In	888	AEXH191960001	Auto add	2021-06-29 17:25:58	
Work Code	2002	у	yuri	2021-06-25	14:59:46	Unknown	xianzai	CGFD192960001	Auto add	2021-06-25 14:59:47	
Bio-Template	2001	zoey	yuri	2021-06-25	14:54:47	Unknown	xianzai	CGFD192960001	Auto add	2021-06-25 14:54:48	
Bio-Photo	2005	ytu	yuri	2021-06-25	09:38:46	Unknown	H5_yuri	CGFD192960001	Auto add	2021-06-25 09:58:50	Employee ID 2002 First Name y
	2001	zoey	yuri	2021-06-25	09:38:40	Unknown	H5_yuri	CGFD192960001	Auto add	2021-06-25 09:58:50	Last Name
්ට Log 👻	2004	dd	yuri	2021-06-25	09:38:33	Unknown	H5_yuri	CGFD192960001	Auto add	2021-06-25 09:58:50	Department yuri
🛙 Mobile App 🛛 🔻	2003	r	yuri	2021-06-25	09:38:29	Unknown	H5_yuri	CGFD192960001	Auto add	2021-06-25 09:58:50	Position - Punch Date 2021-06-25
💡 Geo-fence 🛛 🔫	2002	у	yuri	2021-06-25	09:38:26	Unknown	H5_yuri	CGFD192960001	Auto add	2021-06-25 09:58:49	Punch Time 09:38:26
🎕 Configurations 🔻	1	Mike	Test	2021-06-24	18:20:09	Unknown		Арр		2021-06-24 18:20:09	Area H5_yuri Serial Number CGFD192960001
	1	Mike	Test	2021-06-24	18:18:32	Unknown	-	App		2021-06-24 18:18:32	Upload Time 2021-06-25 09:58:49
	C 14 ¥	< 1	2 3 106	58 > Tota	l 14943 Rec	ords 1	Page Con	firm	2		

- 1. Users can export the transaction table in .xls, PDF, CSV or .txt file formats based on the requirements. Please refer to <u>6. "Export"</u> in Appendix 1 for detailed operation.
- 2. Users can select the fields to be displayed in the transaction table based on requirements (the fields are displayed if the columns are checked).
- 3. Users can change the column width by dragging the column border to the left or right.
- 4. Users can define the number of records to be displayed on each interface in the transaction table.
- 5. Click any row of the attendance record and view the corresponding photo and employee's information on the right side.

## 4.8.2 Upload USB Transaction

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

• Click [Upload USB Transaction]



Upload File: Click [Choose File] and select the attendance record file to be uploaded.

Encrypted File: Enable it when the uploaded file is encrypted.

• Click [Confirm] to upload the attendance records to the software.

### 4.8.3 Download Attendance Photo

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

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

ZKTECO	Personnel	Device	e Atte	ndance	Acces	s Control	Payro	oll Visito	r Meet	ing MTD	System	
📎 Q 運	Device × Bi	o-Template	Transactio	on ×								
🗞 Device 🔻	Bookmarks	- T Filter	•									
	Upload USB Tra	nsactions	Download Att	lendance Photo					1 2	≅ 🌳 🖽 ©	Capture	
🛢 Data 🔺	Employee ID	First Name	Department	Date	Time	Punch State	Area Name	Serial Number 💠	Device Name	Upload Time 👙		
Employee	888525	-	-	2021-06-29	Downle	oad Attenda	nce Photo	×	Auto add	2021-06-29 17:25:58		
	2002	У	yuri	2021-06-25	2040100000				Auto add	2021-06-25 14:59:47		
Bio-Template	2001	zoey	yuri	2021-06-25	Start Tin				Auto add	2021-06-25 14:54:48		
Bio-Photo	2005	ytu	yuri	2021-06-25	End Tin				Auto add	2021-06-25 09:58:50	Employee ID 2002	
	2001	zoey	yuri	2021-06-25	Termin File Numb	al*	File Size:		Auto add	2021-06-25 09:58:50	First Name y Last Name -	
	2004	dd	yuri	2021-06-25		Check	Down	oad	Auto add	2021-06-25 09:58:50	Department yuri	
	2003	r	yurî	2021-06-25			-		Auto add	2021-06-25 09:58:50	Position - Punch Date 2021-06-25	
	2002	у	yuri	2021-06-25	09:38:26	Unknown	H5_yuri	CGFD192960001	Auto add	2021-06-25 09:58:49	Punch Time 09:38:26	
🕫 Configurations 🔻	1	Mike	Test	2021-06-24	18:20:09	Unknown	-	App	-	2021-06-24 18:20:09	Area H5_yuri Serial Number CGFD192960001	
	1	Mike	Test	2021-06-24	18:18:32	Unknown	5	Арр	3	2021-06-24 18:18:32	Upload Time 2021-06-25 09:58:49	
	C 14 ¥	< 1	2 3 106	i8 > Total	14943 Reco	ords 1	Page Con	firm				

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

# 4.9 Operation Log

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

🗞 Device 🔹		Filter -								
a Device	Delete	- 1/0/10 - 63							7 2 9 0	~
🗣 Message 🛛 🔻										
Data 🗸	Serial Number	Device Name	Time Zone	Administrator	Action	Object	Parameters	Action Time	Upload Time	
5 000	CKVS202060017	Auto add	Etc/GMT+8	0	Enter menu	0	0	2021-07-07 14:49:33	2021-07-07 14:49:34	Ŵ
🖸 Log 🔺	CKVS202060017	Auto add	Etc/GMT+8	0	Enter menu	0	0	2021-07-07 14:48:37	2021-07-07 14:48:39	
	CKVS202060017	Auto add	Etc/GMT+8	0	Enter menu	0	0	2021-07-07 14:48:02	2021-07-07 14:48:04	前
	CKVS202060017	Auto add	Etc/GMT+8	0	Enter menu	0	0	2021-07-07 13:55:51	2021-07-07 13:55:53	Ŵ
Error Log	CKVS202060017	Auto add	Etc/GMT+8	0	Enter menu	0	0	2021-07-07 10:11:46	2021-07-07 10:11:47	Ŵ
Upload Log	CKVS202060017	Auto add	Etc/GMT+8	0	Enter menu	0	0	2021-07-07 10:11:05	2021-07-07 10:11:06	Ŵ
Command Log	CKVS202060017	Auto add	Etc/GMT+8	0	Enter menu	0	0	2021-07-07 10:10:27	2021-07-07 10:10:29	Đ
	CKVS202060017	Auto add	Etc/GMT+8	0	Enter menu	0	0	2021-07-07 10:05:19	2021-07-07 10:05:22	Ŵ
l Mobile App 🔻	CKVS202060017	Auto add	Etc/GMT+8	0	Enter menu	0	0	2021-07-07 10:02:19	2021-07-07 10:02:21	ŵ
Geo-fence 🔻	CKVS202060017	Auto add	Etc/GMT+8	0	Enter menu	0	0	2021-07-07 10:00:06	2021-07-07 10:00:07	Ŵ
	CKVS202060017	Auto add	Etc/GMT+8	0	Enter menu	0	0	2021-07-06 14:57:01	2021-07-07 09:55:21	Ô
Configurations 🔻	CKVS202060017	Auto add	Etc/GMT+8	0	Enroll fingerprint	33640	6	2021-07-06 14:56:11	2021-07-07 09:55:21	Û

# 4.10 Error Log

Displays all error logs uploaded from the visible light devices.

ZKTeco	Personnel	Device	Attendan	ce Acce	ss Control	Payroll	Visitor	Meeting	MTD	System			<b>4</b> 60	2	
🏷 Q 重	Device × Ope	ration Log 🛛 🕹	Error Log 🛛 🗙												
💑 Device 🛛 👻	Bookmarks +	▼ Filters -													
🖓 Message 🗸 🗸	Delete										1	2.3	D 🗆	4	÷
🛢 Data 🔻	Serial Number	Devic	e Name	Error Code	Error Message	Error	Command	Command ID	Extra N	<i>Nessage</i>	Upl	load Time	φ		
ືວLog ▲						N	one								
- Operation Log															
Error Log															
Upload Log															
Command Log															
🛛 Mobile App 🛛 🔫															
💡 Geo-fence 🛛 👻															
📽 Configurations 👻															

# 4.11 Upload Log

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

🏷 Q 🛽	Device X Error Log	V Upload Log X						
🗞 Device	👻 🖉 Bookmarks 🗸 🔻 🕇	Filter 🐱						
Q Message	Delete						× × 5	•
	Serial Number	Device Name	Event	Content	Count	Error Count	Upload Time	
🛢 Data	CKVS202060017	Auto add	Operation Log		1	0	2021-07-07 14:49:34	T
ව Log	CKVS202060017	Auto add	Operation Log		1	0	2021-07-07 14:48:39	ĩ
Operation Log	CKVS202060017	Auto add	Operation Log		1	0	2021-07-07 14:48:04	ť
	CKVS202060017	Auto add	Operation Log		1	0	2021-07-07 13:55:53	t
Error Log	CKVS202060017	Auto add	BioPhoto	1	1	0	2021-07-07 10:45:56	1
	CKVS202060017	Auto add	BioPhoto	33640	1	0	2021-07-07 10:45:56	1
Command Log	CKVS202060017	Auto add	User Photo	2001	1	0	2021-07-07 10:45:55	1
	CKVS202060017	Auto add	User Photo	1	1	0	2021-07-07 10:45:55	
Mobile App	CKVS202060017	Auto add	User Photo	33640	1	0	2021-07-07 10:45:55	1
Geo-fence	CKVS202060017	Auto add	BioData[Bio-Photo] No Changed	1	1	0	2021-07-07 10:45:55	
	CKVS202060017	Auto add	Fingerprint No Changed	33640,2001	4	0	2021-07-07 10:45:54	1
Configurations	CKVS202060017	Auto add	User	33640,1,2001	3	0	2021-07-07 10:45:54	
	CKVS202060017	Auto add	BioPhoto	1	1	0	2021-07-07 10:45:34	
	CKVS202060017	Auto add	BioPhoto	33640	1	0	2021-07-07 10:45:34	

# 4.12 Command Log

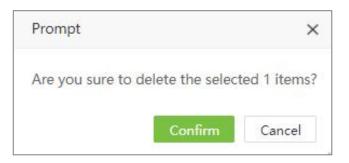
This interface displays the executed commands delivered by the software to a device.

📎 Q 🔳	Device × Comr	mand Log $\times$						
🍰 Device 🛛 🔻	🖉 Bookmarks 🗸	<b>Y</b> Filters -						
🔉 Message 🛛 🔻	Delete Bulk I	Delete				1 2 3		-
	Serial Number	Device Name	Content	Commit Time 👙	Transfer Time	Return Time 💠	Return Value	
🛢 Data 🛛 🔻	CGFD192960001	Auto add	DATA UPDATE AccUnLockComb UID=1 Group1=3 Group2=2 Group3=1 Group4=0 Group5.	2020-12-24 11:03:36	2020-12-24 11:03:38	2020-12-24 11:03:38	Successful	ħ
D Log	CGFD192960001	Auto add	DATA UPDATE USERINFO PIN=1001 Grp=1 TZ=00000000000000 Verify=-1	2020-12-24 11:03:30	2020-12-24 11:03:31	2020-12-24 11:03:31	Successful	Ŵ
	CGFD192960001	Auto add	DATA UPDATE USERINFO PIN=4 Grp=2 TZ=00000000000000 Verify=-1	2020-12-24 11:03:23	2020-12-24 11:03:31	2020-12-24 11:03:31	Successful	Ŵ
Operation Log	CGFD192960001	Auto add	DATA UPDATE USERINFO PIN=4 Grp=3 TZ=00000000000000 Verify=-1	2020-12-24 10:51:26	2020-12-24 10:51:30	2020-12-24 10:51:30	Successful	ŵ
Error Log	CGFD192960001	Auto add	DATA UPDATE USERINFO PIN=1001 Grp=3 TZ=00000000000000 Verify=-1	2020-12-24 10:51:26	2020-12-24 10:51:30	2020-12-24 10:51:30	Successful	ŵ
	CGFD192960001	Auto add	DATA UPDATE AccUnLockComb UID=1 Group1=3 Group2=3 Group3=3 Group4=0 Group5.	2020-12-24 10:50:37	2020-12-24 10:50:42	2020-12-24 10:50:42	Successful	Ŵ
Upload Log	CGFD192960001	Auto add	DATA UPDATE AccUnLockComb UID=1 Group1=3 Group2=0 Group3=0 Group4=0 Group	2020-12-24 10:49:56	2020-12-24 10:49:58	2020-12-24 10:49:58	Successful	Ŵ
Command Log	CGFD192960001	Auto add	DATA UPDATE AccUnLockComb UID=1 Group1=1 Group2=2 Group3=3 Group4=0 Group5.	2020-12-24 10:49:30	2020-12-24 10:49:34	2020-12-24 10:49:34	Successful	Ŵ
🛛 Mobile App 🛛 👻	CGFD192960001	Auto add	DATA UPDATE USERINFO PIN=1001 Grp=2 TZ=00000000000000 Verify=-1	2020-12-24 10:44:52	2020-12-24 10:44:52	2020-12-24 10:44:54	Successful	ŵ
	CGFD192960001	Auto add	DATA UPDATE USERINFO PIN=10086 Grp=3 TZ=0000000000000 Verify=-1	2020-12-24 10:41:41	2020-12-24 10:41:42	2020-12-24 10:41:42	Successful	ŵ
Geo-fence 🔫	CGFD192960001	Auto add	DATA UPDATE AccUnLockComb UID=1 Group1=3 Group2=2 Group3=1 Group4=0 Group5.	2020-12-24 10:40:33	2020-12-24 10:40:35	2020-12-24 10:40:36	Successful	ŵ
🖇 Configurations 🛛 🔻	CGFD192960001	Auto add	DATA UPDATE USERINFO PIN=10086 Grp=2 TZ=00000000000000 Verify=-1	2020-12-24 10:40:21	2020-12-24 10:40:23	2020-12-24 10:40:23	Successful	
	CGFD192960001	Auto add	DATA UPDATE USERINFO PIN=10086 Grp=3 TZ=0000000000000 Verify=-1	2020-12-24 10:39:40	2020-12-24 10:39:47	2020-12-24 10:39:47	Successful	
	0.0000000000000000000000000000000000000	Auto add	DATA UPDATE AccUnLockComb UID=1 Group1=1 Group2=0 Group3=0 Group4=0 Group5.	2020-12-24 10:37:46	2020-12-24 10:37:47	2020-12-24 10:37:48	Successful	Ŵ

#### Delete a Specific Command

• Select the required log from the list and click on Delete or click on to clear the required

log.



• Click Confirm to ensure and delete the selected log from the Command History interface.

#### **Bulk Delete**

This function lets you delete the old records in bulk by setting the log retention period. Hence, except for the logs, which fall within the specified retention time, all the old logs will get deleted.

	Bookmarks -	▼ Filters -							
	Delete Bulk Dele	ete						7	* D 🗆
	Serial Number	Device Name	Content			Commit Time \$	Transfer Time	Return Time 😄	Return Value
	CGFD192960001	уу	DATA UPDATE USERPIC ZK_PERSONNEL_PHOTO_PH	1-1001	1	2020-12-23 10:32:59	2020-12-23 10:33:03	2020-12-23 10:33:03	Successful
	CGFD192960001	уу	DATA UPDATE BIOPHOTO PIN=100 Bulk Delete	×		2020-12-23 10:32:59	2020-12-23 10:33:03	2020-12-23 10:33:03	Successful
	CGFD192960001	уу	DATA UPDATE USERINFO PIN=1001 Retention Tim	e*: 2020-12-09 00:0000	fy=0	2020-12-23 10:32:59	2020-12-23 10:33:03	2020-12-23 10:33:03	Successful
	CKVS202060017	Auto add	DATA UPDATE USERINFO PIN=233			2020-12-23 10:24:17	2020-12-23 10:24:23	2020-12-23 10:24:23	Successful
	5887203000002	MB160-4G	DATA UPDATE USERINFO PIN=1000	≪ < 2020 Dec > ≫		2020-12-23 10:19:57	2020-12-23 10:19:58	2020-12-23 10:20:01	Successful
	5887203000002	MB160-4G	DATA UPDATE USERINFO PIN=1 Na	Su Mo Tu We Th Fr Sa	ify=-1	2020-12-23 10:19:57	2020-12-23 10:19:58	2020-12-23 10:20:01	Successful
au Log	5887203000002	MB160-4G	DATA UPDATE USERINFO PIN=1000	29 30 1 2 3 4 5		2020-12-23 10:19:37	2020-12-23 10:19:38	2020-12-23 10:19:38	Successful
	CGFD192960001	уу	DATA UPDATE USERINFO PIN=7788	6 7 8 9 10 11 12		2020-12-23 10:13:52	2020-12-23 10:13:53	2020-12-23 10:13:53	Successful
	CGFD192960001	уу	DATA UPDATE USERPIC ZK_PERSON	13 14 15 16 17 18 19		2020-12-23 10:13:52	2020-12-23 10:13:53	2020-12-23 10:13:53	Successful
	CGFD192960001	уу	DATA UPDATE USERINFO PIN=6 Na			2020-12-23 10:13:52	2020-12-23 10:13:53	2020-12-23 10:13:53	Successful
	CGFD192960001	уу	DATA UPDATE USERPIC ZK_PERSON	20 21 22 23 24 25 26		2020-12-23 10:13:52	2020-12-23 10:13:52	2020-12-23 10:13:52	Successful
	CGFD192960001	уу	DATA UPDATE USERINFO PIN=4 Na	27 28 29 30 31 1 2		2020-12-23 10:13:52	2020-12-23 10:13:52	2020-12-23 10:13:52	Successful
	CGFD192960001	уу	DATA UPDATE USERINFO PIN=3636	3 4 5 6 7 8 9		2020-12-23 10:13:51	2020-12-23 10:13:52	2020-12-23 10:13:52	Successful
	CGFD192960001	уу	DATA UPDATE USERPIC ZK_PERSON	Select Time Clear Now Oppfirm		2020-12-23 10:13:51	2020-12-23 10:13:52	2020-12-23 10:13:52	Successful
	CGFD192960001	уу	DATA UPDATE USERINFO PIN=2 Name=yuri Pri=0 P			2020-12-23 10:13:51	2020-12-23 10:13:52	2020-12-23 10:13:52	Successful
	CGFD192960001	уу	DATA UPDATE USERINFO PIN=13 Name=13 Pri=0 P	asswd= Card= Grp=1 Verify=0		2020-12-23 10:13:51	2020-12-23 10:13:52	2020-12-23 10:13:52	Successful
	CGFD192960001	уу	DATA UPDATE USERINFO PIN=111 Name=111 Pri=0	Passwd= Card= Grp=1 Verify=0		2020-12-23 10:13:51	2020-12-23 10:13:52	2020-12-23 10:13:52	Successful
	CGFD192960001	уу	DATA UPDATE USERINFO PIN=1001 Name=野田洋沙	始 Pri=0 Passwd= Card=[53B3120000] Grp=1 Ve	erify=0	2020-12-23 10:13:51	2020-12-23 10:13:52	2020-12-23 10:13:52	Successful
	CGFD192960001	уу	DATA UPDATE FINGERTMP PIN=7788 FID=6 Size=z	c_bio_size Valid=1 TMP=zk_bio_data_000000003	7_06	2020-12-23 10:11:49	2020-12-23 10:11:50	2020-12-23 10:11:52	Successful
	CGFD192960001	уу	DATA UPDATE USERINFO PIN=7788 Pri=0 Passwd=	Card= Grp=1 Verify=0		2020-12-23 10:11:48	2020-12-23 10:11:50	2020-12-23 10:11:52	Successful
	CGFD192960001	уу	DATA UPDATE USERPIC ZK_PERSONNEL_PHOTO_PI	<b>1</b> =6		2020-12-23 10:11:48	2020-12-23 10:11:48	2020-12-23 10:11:50	Successful
	CGFD192960001	уу	DATA UPDATE BIOPHOTO PIN=6 Type=9 Format=1	Url=iclock/doc/biophoto/6.jpg		2020-12-23 10:11:48	2020-12-23 10:11:48	2020-12-23 10:11:50	Successful
	CGFD192960001	уу	DATA UPDATE FINGERTMP PIN=6 FID=7 Size=zk_bi	o_size Valid=1 TMP=zk_bio_data_000000022_07		2020-12-23 10:11:48	2020-12-23 10:11:48	2020-12-23 10:11:50	Successful
	CGFD192960001	уу	DATA UPDATE USERINFO PIN=6 Name=Jaychou Pri	=0 Passwd= Card= Grp=1 Verify=0		2020-12-23 10:11:48	2020-12-23 10:11:48	2020-12-23 10:11:50	Successful
	CGFD192960001	yy	DATA UPDATE USERPIC ZK_PERSONNEL_PHOTO_PIN	N=4		2020-12-23 10:11:48	2020-12-23 10:11:48	2020-12-23 10:11:50	Successful

To delete the records in bulk:

- On the History Command interface, click Bulk Delete to set the retention time for the logs.
- On the **Bulk Delete** interface, click on the **Retention Time** field, and a calendar window pops up.
- On the **Calendar** window, select the required date, click **Select Time** to update the necessary time, and click **Confirm** to save the selected date and time.
- And then click **Confirm** to save and revise the records until the specified retention time.

# 4.13 Mobile App

### 4.13.1 APP Account

Displays the Mobile APP accounts enabled by the employees. The employee can log into the APP by entering the employee ID and self-service login password. The interface displays the User name, Login time, Last active time, Client ID, Device token, Client category, Run status (whether the user is online or not), APP status (whether the APP is enabled or not).

ZKT===	Personnel	Device Atte	endance Acces	ss Control Payroll Visitor	Meeting	MTD S	System	1570	<b>Q</b> -
📎 Q 重	Device × Acco	ounts ×							
💑 Device 🔻	🖉 Bookmarks 🗸	▼ Filter -							
🗣 Message 🗸 🔻	Delete Push	Notification Force C	Offline Disable	Enable			2	° , D	₽ ₽
_	User Name 🌻	Login Time	Last Active	Client Id	Device Token	Client Category	Running Status	APP Status 💲	
🛢 Data 🔻	33640	2021-07-07 10:16:26	2021-07-07 10:17:56	aimeib96670b8-1c1a-3568-8780-589dcf9b3224		Android	Active	Enable	Ŵ
ව Log 🗸 🔫	2001	2021-07-05 14:14:34	2021-07-05 18:00:57	aimei507db704-b0c3-37f3-9316-4a5159e7e695		Android	Active	Enable	Ŵ
🛛 Mobile App 🔺	1	2021-07-05 09:20:44	2021-07-05 09:20:51	96527286-5480-458F-AA4E-E38301E5870C		IOS	Active	Enable	Ŵ
	2001	2021-07-07 10:17:59	2021-07-07 10:24:02	aimeib96670b8-1c1a-3568-8780-589dcf9b3224		Android	Active	Enable	Ŵ
	2010	2021-06-28 10:54:34	2021-06-28 10:57:09	aimeib96670b8-1c1a-3568-8780-589dcf9b3224		Android	Active	Enable	Ē
Announcement	2005	2021-06-28 11:12:27	2021-06-28 11:12:39	aimeib96670b8-1c1a-3568-8780-589dcf9b3224		Android	Active	Enable	Ē
Notice	3006	2021-06-25 10:57:48	2021-06-25 10:58:41	aimeib96670b8-1c1a-3568-8780-589dcf9b3224		Android	Active	Enable	Ŵ
	3003	2021-06-25 10:33:04	2021-06-25 10:33:23	aimeib96670b8-1c1a-3568-8780-589dcf9b3224		Android	Active	Enable	Ē
Operation Log	3002	2021-06-25 10:32:55	2021-06-25 10:33:02	aimeib96670b8-1c1a-3568-8780-589dcf9b3224		Android	Active	Enable	Ŵ
💡 Geo-fence 🛛 🔫	2004	2021-06-28 10:57:35	2021-06-28 10:58:32	aimeib96670b8-1c1a-3568-8780-589dcf9b3224		Android	Active	Enable	Ŵ
📽 Configurations 🔻	2003	2021-06-28 09:29:24	2021-06-28 09:34:58	aimeib96670b8-1c1a-3568-8780-589dcf9b3224		Android	Active	Enable	Ŵ
we configurations	2002	2021-06-28 09:35:01	2021-06-28 10:53:45	aimeib96670b8-1c1a-3568-8780-589dcf9b3224		Android	Active	Enable	Ŵ
	3001	2021-07-07 10:24:09	2021-07-07 10:24:30	aimeib96670b8-1c1a-3568-8780-589dcf9b3224		Android	Active	Enable	
	1111	2021-06-22 16:13:41	2021-06-22 16:13:46	96527286-5480-458F-AA4E-E38301E5B70C		IOS	Active	Enable	Ē
	C 14 records	s per page 🔻 < 1	2 > Total 17 Reco	rds jump to 1 Page Confirm					

#### 1. Push Notification

• Select [Device] > [Mobile APP] > [Account] and select the corresponding account. Click [Push Notification].

Push Notification	×
Content*:	

• Enter the notification content. Click [Confirm] to send the push notification.

∕≪Note:

This feature is only used to test whether the notification can be successfully pushed to the mobile app or not. The content of the notification will not be displayed on the mobile app.

#### 2. Force Offline

If a user is active in multiple mobile phones, you can use Force Offline Function to make the other mobile apps inactive.

• Select [Device] > [Mobile APP] > [Account] and select the corresponding account. Click [Force Offline].



• Click [Confirm], to make the mobile app inactive.

#### ∕≪Note:

Forced offline accounts can be still logged in with the Employee ID and self-login password.

#### 3. Disable

• Select [Device] > [Mobile APP] > [Account] and select the corresponding account. Click [Disable].

Prompt		×
Are you sure to disa	ble the de	vice 1 items
	Confirm	Cancel

• Click [Confirm] to disable the account.

#### ∕≤Note:

A disabled account cannot be logged in unless the account is enabled.

4. Enable

• Select [Device] > [Mobile APP] > [Account] and select the corresponding account. Click [Enable].



- Click [Confirm] to enable the account.
- 5. Delete Account
  - Select [Device] > [Mobile APP] > [Account] and select the corresponding account. Click [Delete].

Prompt		×
Are you sure to dele	ete the select	ed <mark>1 ite</mark> ms?
	Confirm	Cancel

• Click [Confirm] to delete the account.

### 4.13.2 Announcement

The software supports pushing announcements to the App.

- 1. Push Public Notice
  - Select [Device] > [Mobile APP] > [Announcement] > [Push Public Notice].

Subject*			
Content*			
		1	

Enter the details as shown below.

Subject: Enter the subject of the notice.

**Content:** Enter the content of the notice.

- After entering the details, click [Confirm] to send the push notification to all mobile app users.
- 2. Push Private Notice

• Select [Device] > [Mobile APP] > [Announcement] > [Push Private Notice].

De	partme 🐨	Department	- Q	Employee		Sele	cted 2				
	Employee ID	First Name	Last Name	Department			Employee ID‡	First Name‡	Last Name÷	Department	
~	.1	U Saw Thiha		Department	1	~	1	U Saw Thiha		Department	
	10	nicole huang		Nicole Test		~	100001	100001		2	
~	100001	100001		2							
	100002	100002		2							
	100003			XXXX							
	100004	100004		2							
20	✓ Total 193	Records <	> 1	Dage Confirm							
Subje	ct*										
onte	nt*										
			1								

- In the employee's list, select the employees in batches (You can filter by Department, Name and Employee ID).
- Enter the notification subject and content and click [Confirm]. The notification will be sent to the corresponding mobile client.

#### 3. Delete Announcement

• Select [Device] > [Mobile APP] > [Announcement] and select the announcement to be deleted.

Confirm × ? Are you sure?
Confirm Cancel

• Click [Confirm] to delete the selected announcement.

Then click [Delete] or in the announcement list.

## 4.13.3 Notice

Displays all the announcements pushed to the APP (Approvals, Leave, Overtime, Manual log) and the reminder messages.

🏷 Q 🗷	Device × Notice ×						
🗞 Device 🛛 🔻	🛢 Bookmarks 🗸 🔻 Filters 🗸						
🔉 Message 🛛 👻	Delete				7	2" "D [	
🛢 Data 🛛 🔫	Receiver	Category	Content	Sender	Send Time	Read Status	
	1001 Daw Khin Thida Myint	Manual Log	kk's manual log request on 12/10/2020 was submitted.	kk	2020-12-10 14:49:53	Unread	t
ව් Log 👻 🔫	10 nicole huang	Manual Log	nicole huang's manual log request on 11/11/2020 was revoked.	nicole huang	2020-12-10 12:00:38	Unread	ť
🛛 Mobile App 🔺	10 nicole huang	Manual Log	nicole huang's manual log request on 11/11/2020 was revoked.	nicole huang	2020-12-10 12:00:38	Unread	ť
	1001 Daw Khin Thida Myint	Schedule	None's change request for schedule to 3 on 12/14/2020 was rejected.		2020-12-10 11:54:58	Unread	ť
Accounts	1001 Daw Khin Thida Myint	Schedule	None's change request for schedule to 3 on 12/14/2020 was rejected.	-	2020-12-10 11:54:58	Unread	ť
Announcement	666	Schedule	None's change request for schedule to 3 on 12/14/2020 was rejected.	-	2020-12-10 11:54:58	Read	ť
	1001 Daw Khin Thida Myint	Schedule	None's change request for schedule to 2 on 12/18/2020 was approved.	-	2020-12-10 11:54:29	Unread	ť
	1001 Daw Khin Thida Myint	Schedule	None's change request for schedule to 2 on 12/18/2020 was approved.		2020-12-10 11:54:29	Unread	ť
Operation Log	666	Schedule	None's change request for schedule to 2 on 12/18/2020 was approved.	-	2020-12-10 11:54:29	Read	Ĩ
9 Geo-fence 👻	1001 Daw Khin Thida Myint	Schedule	None's change request for schedule to 3 on 12/14/2020 was submitted.	-	2020-12-10 11:53:52	Unread	ť
	1001 Daw Khin Thida Myint	Schedule	None's change request for schedule to 2 on 12/18/2020 was submitted.	9	2020-12-10 11:53:03	Unread	ť
📽 Configurations 🛛 🔻	666	Schedule	None's change request for schedule to 1 on 12/11/2020 was submitted.		2020-12-10 11:48:13	Read	Ĩ
	999 hhhhhh	Schedule	hhhhhh's change request for schedule to 1 on 12/10/2020 was rejected.	hhhhh	2020-12-10 11:47:09	Unread	ť
	999 hhhhhh	Schedule	hhhhhh's change request for schedule to 3 on 12/12/2020 was submitted.	hhhhh	2020-12-10 11:46:51	Read	ť

# 4.13.4 Operation Log

Displays the operation records of all the APP clients.

🥎 Q I	Device X	Notice × Operation Log ×					
🗞 Device	👻 🖉 Bookma	irks• 🔻 Filters •					
🔉 Message	Delete					1 2 3	
Data	🕳 🗌 User	Client	Action	Action Tim	e Status	Describe	
	10086	aimeib014e58f-b0f2-33e7-bb44-518cbd7a57	36 pull_notificatio	n 2020-12-1	0 16:51:08 Successful	successful	1
ව Log	10086	aimeib014e58f-b0f2-33e7-bb44-518cbd7a57	36 pull_notificatio	on 2020-12-1	0 16:51:03 Successful	successful	1
Mobile App	10086	aimeib014e58f-b0f2-33e7-bb44-518cbd7a57	36 pull_notificatio	in 2020-12-1	0 16:50:58 Successful	successful	1
	10086	aimeib014e58f-b0f2-33e7-bb44-518cbd7a57	36 pull_setting	2020-12-1	0 16:50:16 Successful	successful	
Accounts	10086	aimeib014e58f-b0f2-33e7-bb44-518cbd7a57	36 pull_setting	2020-12-1	0 16:50:01 Successful	successful	1
Announcement	10086	aimeib014e58f-b0f2-33e7-bb44-518cbd7a57	36 pull_setting	2020-12-1	0 16:49:51 Successful	successful	1
Notice	10086	aimeib014e58f-b0f2-33e7-bb44-518cbd7a57	36 pull_exception	_summary 2020-12-1	0 16:49:42 Successful	successful	1
Nouce	10086	aimeib014e58f-b0f2-33e7-bb44-518cbd7a57	36 pull_setting	2020-12-1	0 16:49:42 Successful	successful	
	10086	aimeib014e58f-b0f2-33e7-bb44-518cbd7a57	36 category	2020-12-1	0 16:49:42 Successful	successful	1
Geo-fence	10086	aimeib014e58f-b0f2-33e7-bb44-518cbd7a57	36 work_code	2020-12-1	0 16:49:42 Successful	successful	
	10086	aimeib014e58f-b0f2-33e7-bb44-518cbd7a57	36 pull_transactio	n 2020-12-1	0 16:49:42 Successful	successful	1
Configurations	10086	aimeie6ab3ab9-77e6-3f76-be64-37777a0aab	7b apply	2020-12-1	0 16:10:20 Successful	successful	1
	10086	aimeie6ab3ab9-77e6-3f76-be64-37777a0aab	7b pull_shift	2020-12-1	0 16:10:18 Successful	successful	1
	10086	aimeie6ab3ab9-77e6-3f76-be64-37777a0aab	7b apply	2020-12-1	0 16:09:37 Successful	successful	

# 4.14 Geo-fence

This function facilitates setting up a geographical boundary using GPS or RFID technology which limits the Employee to access the Attendance Punch via mobile devices.

## 4.14.1 GPS Location

#### 1. Add GPS Location

**Add** function lets you set the attendance punch limit for the Employees to access Attendance Punch from the mobile device based on the work location.

Select **[Device]** > **[Geo-fence]** > **[Location Setup]** > **[Add]**, to add the required location for the employee attendance via mobile phone.

ZKTECO	Personnel	Device	Attendance	Access Control	Payroll	Visitor	Meeting	MTD	System			697	0	) -
🔊 Q 🗉	Device X Acco	ounts × Loc	ation Setup 🛛 🕹											
💑 Device 🔻	🖉 Bookmarks 🗸	▼ Filters -	Add				×							
🗣 Message 🗸 🔻	Add Delete		Alias*						7	~	5		4	***
🛢 Data 👻	Alias		Location* China, Xi	iamen Shi, Jimei Qu,				atitude						
ව Log 👻			Latitude* x.x000000		Longitude* x.xxxxxxx									
🛛 Mobile App 🛛 🔫			重庆。	S Charles	ZHEJIANI Q	Please enter l	ocation							
💡 Geo-fence 🔺			GUIZHOU	HUNAN JIANGXI										
					FI N Taipei 台北		A							
			GUA	NGXI GUANGDONG	Taiwan		**							
			11-5-	● ● Macau Hong Kon 演門 香港	Kaohsiung City		+							
📽 Configurations 🛛 🔻			Hanoi	澳門 香港	9		-							
			Google HAIN	IAN	Map data	B2020 Google, SK telec	om Terms of Use							
						Confin	m Cancel							

### On the Add window, enter the following details:

Alias: Enter an alternative name for the location.

• This function is integrated with Google Map to facilitate positioning.

Location: The address of the location gets updated through the Map

- On the [Location] field, enter the required address and press the [Enter] key or on the Google Map interface, enter the specific location name in the [Please enter location] field.
- And the software will automatically update the location information, including the exact location name, longitude, and latitude details.

Longitude: The Longitude gets automatically updated through the Map.

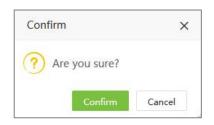
Latitude: The Latitude gets automatically updated through the Map.

- Users can also drag the **Y** to the required position on the google map; hence, the software will automatically update the location information, including the exact location name, longitude, and latitude details.
- Click [Confirm] to save the location information.

#### 2. Delete GPS Location

• Select [Device] > [Geo-fence] > [GPS Location] and select the required location address to be

deleted. Then click [Delete] or the 🔟 corresponding to that location.



• Click [Confirm] to delete the selected location.

### 4.14.2 Employee Setup

This function facilitates setting the location range for specific employees, which means the employees can punch for attendance in the Mobile APP only within the specified range.

 On the [Device] interface, click [Geo-fence] > [Employee Setup] > [Add] to add the Employees to the specific Geo Location.

De	partme 👻	Department		C Emplo	yee		Select	ed 0			
	Employee ID	First Name	Last Nam	e Dep	artment			Employee ID	\$ First Name 🗢	Last Name 🍦	Departmen
	001			lala					Non		
	002	haha		lala					14017		
	1	Mike		Test	13						
	10000001	tubie1	zhang	Test	t						
	10000002	tubie21		Ihl-i	evface18						
	10086	kk		kk							
	11	XTREME ESTA		Test							
	1111	bh <mark>h</mark> jjh		Dev	elopment						
0 re	ecords per page	e 🗙 Total 167 I	Records	< > Ji	ump 1	Page					
oca	ation*			Distance*	50		Meter(	[5]			
art I	Date*			End Date*							

#### On the Add window, enter the following details:

**Employee:** Select the required employees who needs to punch within the same range.

- On the Add window, select the required Employees' names from the list on the left.
- The selected Employees' names will reflect on the right side of the Add window.

• Select from the Department drop-down list or use the Employee search option (search by Employee name or Employee ID) to search for the required Employees.

Location: Select the required access location from the drop-down list.

 Please note, Employees can have more than one access location if there is a necessity to punch-in/out for attendance during their on-duty period or business trips in more than one place.

**Distance:** Enter the required perimeter distance to provide access to the attendance punch on the mobile device, for the selected geographical area.

Start Date / End Date: Set the valid period for the mobile attendance punch.

• Click **[Confirm]** to save the details. When the employee punches out of range on APP, it will show the following prompt on the APP:

Re	Attendance Photo	
G	Prompt Out of location	
	OK Weekly Monthly )	

### 4.14.3 Department Setup

This function eases you to set a geographical boundary using GPS or RFID technology to a Department. It limits the Employees of that specific Department to access Attendance Punch via mobile devices only within the specified range.

Select [Device] > [Geo-fence] > [Department Setup] > [Add].

Department	 ~				
Location*	 Ŧ	Distance*	50	Meter(s)	
Start Date*		End Date*			

#### Enter the details as shown below:

**Department:** Select the Department.

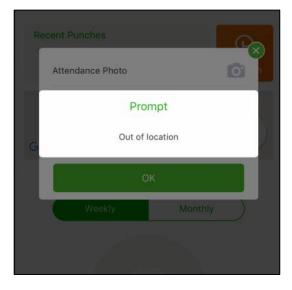
Location: Select the required access location from the drop-down list.

• Please note, a Department can have more than one access location if there is a necessity for the Employees to punch-in/out for attendance during the on-duty period or business trips in more than one place.

Distance: Enter the range for the APP punches (unit is meters).

Start Date / End Date: Set a valid time period for this setting.

• Click **[Confirm]** to save the details. While the employee belonging to the specified Department punches out of range on the APP, it will display the following prompt on APP:



# 4.15 Configuration

ZKTeco	Personnel	Device	Attendance	Access Control	Payroll	Visitor	Meeting	MTD	System	9	493)	0.
ē	Device × Configur	ation ×										
💩 Device 🛛 🔻	Device Communication	Setting	Bio-Photo Approval Policy	Data Retention Setting								
🗣 Message 🛛 🔻	Registration Devic	e No		Resigned Filter	Vec		Allow Aut	o Add Yes				
🛢 Data 🔹 🔻												
ව Log 👻	Allow Upload Car	rd ( No)		Allow Upload Name	Yes		Allow Download	Name Yes				
🛙 Mobile App 🛛 🔻	Data Sync Mode	e* Real-Tin	ne 🐨	Data Sync Time*								
♀ Geo-fence ▾	Data Transfer Setu	p 🔘 Disab	le	Default Timezone*	Etc/GMT+8	Ŧ						
📽 Configurations 🔺												
Configuration												

1. Device Communication Setting

Registration Device: Toggle Yes to update the device as a registration device.

Resigned Filter: Toggle Yes to filter the resigned employees.

Allow Auto Add: Toggle Yes to enable adding of the device automatically.

Allow Upload Card: Toggle Yes to enable uploading of employee's card number from the device.

Allow Upload Name: Toggle Yes to enable uploading of employee names from the device.

Allow Download Name: Set whether to allow to upload employee's names from the device.

**Data Sync Mode**: This function facilitates syncing of employee data from the software to the device(s).

- Select the required data sync mode from the drop-down list (Real-Time, Timing, and Manual).
- And if Timing is selected, then set the required time on the [Data Sync Time].

Data Sync Mode*	Real-Time	~	Data Sync Time*	00:00;12:00

**Data Transfer Setup**: When Data Transfer Setup is enabled, the heartbeat and transfer mode set in here will be applied to all devices. If users want to set different heartbeat and transfer mode for different devices, users may disable this data transfer setup first.

ata Transfer Setup	Enable		Default Timezone*	Etc/GMT+8	3
PUSH Heartbeat*	10	Seconds	Transfer Mode*	Timing	2
Transfer Interval*	10 \$	Minute(s)	Transfer Time*	00:00;14:05	

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

2. Bio-Photo Approval Policy

	Perso	onnel De	evice	Attendance	Access Control	Payroll	Visitor	Meeting	MTD	System	1439	•
<b>&gt;</b> (	C 📰 Error Lo	g × Configur	ations $ imes$									
🗞 Device	- Device	Communication Se	ttings I	Bio-Photo Approval Policy	Data Retention Setting	i						
<b>Q</b> Message	•	Employee Edit*	Pending	Ŧ	Batch Import*	Pending	Ŧ					
🛢 Data	-	Mobile Register*	Pending	T	Device Upload*	Auto Approved	v					
ව Log	-	API Upload*	Auto App	roved -	Visitor Register*	Pending	~					
Mobile App	-											
Geo-fence	-											
Configurations	-											

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

3. Data Retention Setting

ZKTee	0	Personnel	Device	Attendance	Access Control	Payroll	Visitor	Meeting	MTD	System	(1493) 23	0
<b>&gt;</b> (	ຊ 重	Device × Configu	ration ×									
👶 Device	-	Device Communication	Setting	Bio-Photo Approval Policy	Data Retention Setting							
<b>Q</b> Message	•	The software will keep th	ne recent dat	a according to the value set	here,setup 9999 to keep all	data						
🛢 Data	-	Transactio	n* 9999	Days	Command*	9999	Days					
්ට Log	-	Device Lo	g* 9999	Days	Upload Log*	9999	Days					
Mobile App	-											
Geo-fence	-											
Configurations	-											

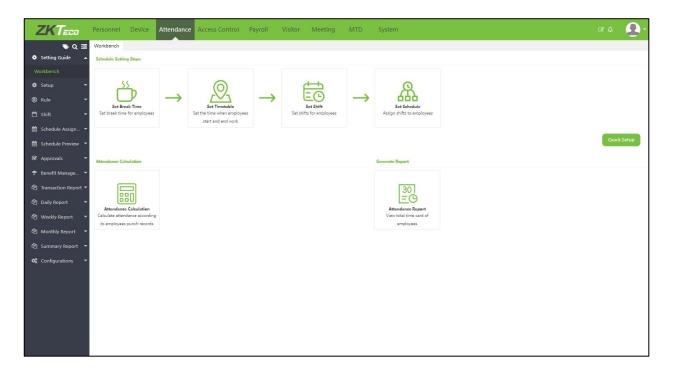
Set the retention days for data, including transactions, command, device log and upload log. It is set as 9999 to keep all data by default.

# 5 <u>Attendance Management</u>

The system can exchange the data with the T&A devices and collect the attendance records. The primary functions implemented by the attendance system include User management, management of Attendance parameters, Shift timetables, Scheduling, Daily maintenance, Attendance calculation, Attendance reports, and Attendance devices.

# 5.1 Workbench

On the workbench, you can quickly schedule shifts, calculate attendance, and generate attendance reports for employees. This will improve your operation efficiency.



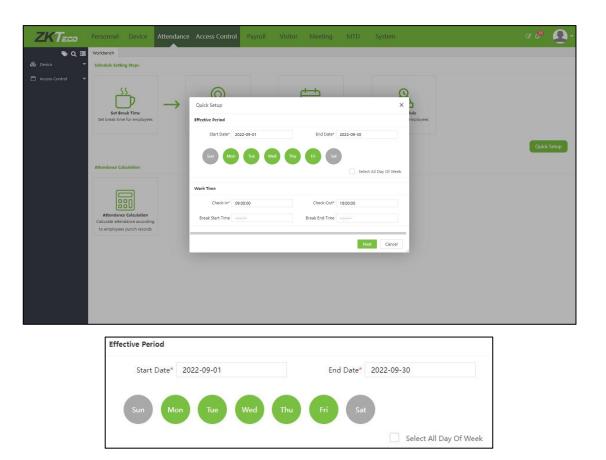
1. Schedule Setting Steps:

Click the icon to enter the interface for setting rest time, schedule, shift and shift arrangement.



2. Quick Setup:

Click the function icon to quickly create a schedule and arrange shifts for employees.



**Effective Period:** User can set the effective date of the schedule. After setting, the schedule will be cycled weekly between start date and end date.

ork Time				
Check-In*	09:00:00	Check-Out*	18:00:00	
Break Start Time	::	Break End Time	::	

Work Time: Set the working time and break time (break time may not be set).

User can select the person using this shift arrangement in the following interface.

Employee IDFirst Name11411uiui2kilo3rtrt445555566	Empl	oyee 👻 🔍 Employee	Overwrite Schedule 🤇
1       uiui         2       kilo         3       rtrt         4       4         5       5555		Employee ID	First Name
2       kilo         3       rtrt         4       4         5       55555		1	Jeffery
3     rtrt       4     4       5     55555		1	ului
4     4       5     55555		2	kilo
<b>5 5 5 5 5 5 5 5 5 5</b>		3	rtrt
		4	4
6 6		5	55555
		6	6

3. Attendance Calculation:

User can click the icon to enter to the attendance calculation interface.

ZKTeco	Personnel Device Attend	ance Access Control Pay	yroll Visitor Meeting	MTD System	C 🖓 🔔 -
🄊 Q 🗉	Workbench				
🔹 Setting Guide 🔺	Schedule Setting Steps				
Workbench					
🗘 Setup 👻	SS	0	<u>т</u>		Q
🕅 Rule 🔫				$\rightarrow$ $\alpha$	222
🛱 Shift 🔫	Set Break Time Set break time for employees	Set Timetable Set the time when employees start and end work	Set Shift Set shifts for employees		t <b>Schedule</b> ifts to employees
🛗 Schedule Assignment 🔻					
🛗 Schedule Preview 🔻					Quick Setup
🗹 Approvals 🔻	Attendance Calculation		Generate Rep	port	
🛧 Benefit Management 🔻					
🖨 Transaction Report 🔻			[	30] = (b)	
🖆 Daily Report 👻	Attendance Calculation		-	lance Report	
🖓 Weekly Report 🔫	Calculate attendance according to employees punch records		View tot	al time card of nployees	
🔁 Monthly Report 👻	to employees punch records		en	npioyees	
🖆 Summary Report 🔻					
😋 Configurations 👻					

4. Attendance Report:

User can click the icon to view the total time card.

ZKTzeo	Personnel Device	Attendance	Access Control	Payroll	Visitor I	Meeting	MTD	System	C 48	0
ø ¢	Workbench									
🔅 Setting Guide 🔺	Schedule Setting Steps									
🔹 Setup 👻	SS		0		Ė	t t		Q		
🕅 Rule 🔫	Set Break Time	$\rightarrow$	Set Timetable	$\rightarrow$	_	Shift	$\rightarrow$	Set Schedule		
🛱 Shift 🗾 👻	Set break time for employees		Set the time when employe start and end work	es		or employees		Assign shifts to employees		
🛗 Schedule Assignment 🔻			start and end work							
🛗 Schedule Preview 🔻									Quick S	ietup
🗹 Approvals 🛛 🔫	Attendance Calculation					Generate Repo	rt			
🕈 Benefit Management 🔻								/		
🖞 Transaction Report 👻							0			
🖆 Daily Report 🛛 👻	880						O			
🖆 Weekly Report 🛛 👻	Attendance Calculation Calculate attendance according					View total	time card of			
省 Monthly Report 🔻	to employees punch records					emp	loyees			
🖨 Summary Report 🔫										
📽 Configurations 👻										

# 5.2 Attendance Parameters

As the attendance system may vary from company to company, it is necessary to manually set the attendance parameters to ensure the accuracy of the final attendance calculation.

# 5.2.1 Pay Code

Pay Code can be customized according to the actual situation of the company.

🃎 Q 🗉	Pay Code											
🗘 Setup 🔺	Bookmai	rks 🗸 🗡 Filters 🗸										
	Add I	Delete							1 2	5		1
Fixed Code	Code	Name	Туре	Unit	Symbol	Order	Description	Color Setting	Display			
	REG	Regular	Regular	Hour	P	1			٥		3	Ŵ
Group	L.	Late In	Exception	Minute	L	2			0		1	Ô
🛚 Rule 🛛 👻	E	Early Out	Exception	Minute	E	3	-		0		1	ŵ
	A	Absence	Exception	Hour	A	4	-		0		1	Ŵ
🗂 Shift 🛛 🔻	NOT	Normal OT	Overtime	Hour		5	-		٥		3	Ŵ
🛗 Schedule Assignment 🔫	WOT	Weekend OT	Overtime	Hour		6	-		0		3	
	HOT	Holiday OT	Overtime	Hour		7	-		0			Ŵ
🛗 Schedule Preview 🔻	OT1	OT1	Overtime	Hour		8			0		3	
🗹 Approvals 🛛 👻	OT2	OT2	Overtime	Hour		9	-		0		1	
	ОТЗ	ОТЗ	Overtime	Hour		10	-		0		3	
🕈 🛛 Benefit Management 🔻	AL	Annual Leave	Leave	Hour		11	-		0			Ŵ
街 Transaction Report 🔻	SL	Sick Leave	Leave	Hour		12	-		0		1	
	CL CL	Casual Leave	Leave	Hour		13	-		0		1	
🖞 Daily Report 🛛 🔻	ML	Maternity Leave	Leave	Hour		14	-		0		3	Ŵ
🖞 Weekly Report 🛛 🔻												

#### 1. Add a Pay Code

• Click [Attendance] > [Setup] > [Pay Code] > [Add] to add new pay code.

Code*			Name*		
Type*	Leave	Ŧ	Paid	No No	
Unit*	Hour	Ŧ	Symbol		
Round Off*	Round Off	-	Minimum*	0.1	
Display	Yes		Order*	999	
olor Settings	×				
Description					
		11			

Enter details as shown below:

**Code:** Enter the code number of the pay code.

Name: Enter the name of the pay code.

**Type:** Select the type of pay code from the drop-down list. It can be set as Regular, Overtime, Leave, Exception and Training.

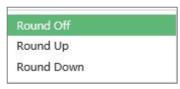
Regular	
Overtime	
Leave	
Exception	
Training	

**Paid:** Enable this function when the pay code type is leave, and the pay code will be set to paid leave.

Unit: Select the unit of pay code from the drop-down list.

Symbol: Enter the symbol of pay code that shows on the report.

**Round Off:** Select the rounding rule of pay code from the drop-down list. It can be set as Round Off, Round Up, Round Down.



- Round-down: Omit the decimal part if it is smaller than the minimum unit.
- ii. Round-off: Count the decimal part if it reaches half of the minimum unit.
- iii. Round-up: Count the decimal part if it is smaller than the minimum unit.

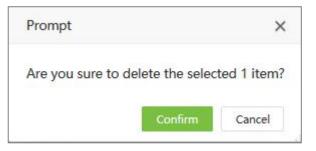
Minimum: Set the minimum value for rounding rule.

**Display:** Toggle Yes if the pay code needs to be displayed on the attendance report.

**Order**: Set the order of the pay code to be displayed on the attendance report.

Color Setting: Select the color of the pay code to be displayed on the attendance report.

- Click [**Confirm**] to save the pay code.
- 2. Delete a Pay Code
  - •Select the pay code and click [Delete] or click III in the same row of the pay code to be deleted.



• Click [Confirm] to delete the pay code.

### 5.2.2 Fixed Code

Click [**Attendance**] > [**Setup**] > [**Fixed Code**], there are 19 fixed pay code defined by the system, can be modified, but cannot be added or deleted.

🏷 Q 🗉	Pay Code × Fixed Code ×						
🗣 🔍 💻	Bookmarks → ▼ Filters →						
Pay Code						1 2	9 II #
Fixed Code	Name	Format	Symbol	Round Off	Minimum	Color Setting	
<u>Fixed Code</u>	Duration	HH:MM		Round Off	0.1		G
Group	Duty Duration	HH:MM		Round Off	0.1		0
🖲 Rule 👻	Total Hrs	HH:MM		Round Off	0.1		0
	Worked Hrs	HH:MM		Round Off	0.1		G
🗂 Shift 🛛 🔻	Actual Worked Hrs	HH:MM		Round Off	0.1		G
🚆 Schedule Assignment 🔻	Break Duration	HH:MM		Round Off	0.1		0
	Break Total Hrs	HH:MM		Round Off	0.1		
🛗 Schedule Preview 🔻	Break Hrs	HH:MM		Round Off	0.1		G
🗹 Approvals 🗸 👻	Actual Break Hrs	HH:MM		Round Off	0.1		G
	Approval Hrs	HH:MM		Round Off	0.1		G
🕈 🛛 Benefit Management 🔻	Early In	HH:MM		Round Off	0.1		
街 Transaction Report 🔻	Late Out	HH:MM		Round Off	0.1		G
Iransaction Report •	Unschedule	HH:MM		Round Off	0.1		G
省 Daily Report 🛛 🔻	Remaining	HH:MM		Round Off	0.1		G
0							
🖞 Weekly Report 🛛 🔫	C 14 ✔ < 1 2 > Total	20 Records 1 Page	Confirm				

#### Edit Fixed Code

• Click the name of fixed pay code or click in the same row of the pay code to be edited.

Name*	Duration		Color Setting	×
Format*	Hour	~	Symbol	
Round Off*	Round Off	¥.	Minimum*	0.1

• Edit corresponding fields and click [**Confirm**] to save the modification.

### 5.2.3 Group

For the personnel to have the same attendance rule, but are from different departments, users can assign them to the same attendance group, it will be convenient to make time schedule and attendance calculation for them.

1. Create a New Group

• Click [Attendance] > [Setup] > [Group] > [Add] to add a new group.

Group Code*		
Group Name*		

Enter the fields as shown below:

Group Code: Set the code of group.

Group Name: Set the name of group.

- Click [**Confirm**] to complete adding a group.
- 2. Personnel Transfer
  - Select corresponding group and click [Personnel Transfer].

De	partme 💌	Department	~ Q	Employee	nployee Selected 0								
	Employee ID	First Name	Last Name	Department			Emple	oyee ID 🗧	First Na	ame 💠	Last Name 👙	Department	
	001			lala						N	one		
	002	haha		lala									
	1	Mike		Test									
	10000001	tubie1	zhang	Test									
	10000002	tubie21		Ihl-revface18									
	10086	kk		kk									
	11	XTREME ESTA		Test									
	1111	bhhjjh		Development									
re	ecords per page	• 🗸 Total 167 F	Records <	> Jump 1	Page	3							

• In the employee's list, select the employee(s) whom you want to adjust to the selected group in batches (You can search employees by Department, Name or Employee ID).

De	epartme 👻	Department	~ Q	Employee		Sele	cted 2				
	Employee ID	First Name	Last Name	Department			Employee ID 🌲	First Name 🌻	Last Name 🌻	Department	
/	001			lala			001			lala	
/	002	haha		lala			002	haha		lala	
	1	Mike		Test							
	10000001	tubie1	zhang	Test		0					
	10000002	tubie21		Ihl-revface18							
	10086	kk		kk							
	11	XTREME ESTA		Test							
	1111	bhhjjh		Development							
20 r	ecords per page	e 🗸 Total 167 I	Records <	> Jump 1	Pag	e					
20 r	ecords per page	• 🗸 Total 167	Records <	> Jump 1	Pag	e					

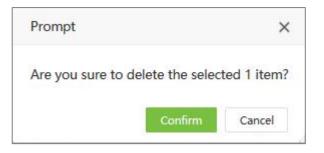
- Select the Employee and click [Confirm]. The group of the selected employee will be changed.
- 3. Remove Personnel from Group
  - Click to select corresponding group, and the personnel belonging to this group will show on the right personnel list.
  - Select the personnel need to be removed from the group and click [Remove].

ZKTECO	Personnel Devi	ce Attendance	Access Control	Payrol	1 1	Visitor	P	Aeeting I	MTD S	ystem		31	0
🗞 Q 遭	Pay Code × Group ×												
👽 setup 🔺		cis •											
Pay Code		ersonnel Transfer		1 2 3	9 🗆	•		Remove					
Fixed Code	Group Code	Group Name	Employee Qty.					Employee ID	First Name	Last Nam ‡		Position	
Group	2	Test	3		C			3	Allen		Develo		
🔞 Rule 👻	1	default	0		ß			4	Neo		Test Develo		
			Remove			;	1. Percent		C/IIId		Develo		
🗂 Shift 🛛 🔻							-						
🛗 Schedule Assignment 🔻			? Are you sure to re	move employe	e from th	nis group							
🛗 Schedule Preview 🔻					Yes	No							
🗹 Approvals 🔍 🔻													
🕈 Benefit Management 🔻													
🔁 Transaction Report 🔻													
🖆 Daily Report 👻													
街 Weekly Report 🛛 👻				_									
션 Monthly Report 👻	℃ 14 🕶 < 1	> Total 2 Records 1	Page Confirm					< 1 >	1 Page Con	firm Total 3 Rec	ords 10	~	

• Click [Yes] to complete removing personnel.

4. Delete a Group

• Select the group and click [**Delete**] or click 🔟 in the same row of the group to be deleted.



• Click [Confirm] to delete the group.

## 5.3 Rule

### 5.3.1 Global Rule

General rules can be applied to all the Departments. All the general attendance parameters can be set here.

1. Basic Setting

ZKTeco	Personnel D	evice Atte	endance	Access Control	Payroll	Visitor	Meeting	MTD	System	<b>1831</b>	0-
🏷 Q 🥶	Pay Code 🔀 Global F	Rule ×									
🗢 Setup 👻	Basic Settings Rule fo	or Non-scheduled Da	vs Overtin	ne Rule Calculation Settings	APP Setting	s Attendance	Alert Settings				
🔞 Rule 🔺				An an a straight of the							
Global Rule	Weekend1	Saturday	Ŧ	Color Setting							
Department Rule	Weekend2	Sunday		Color Setting							
Group Rule	Start Off for the Week*	Monday	v	Duplicate Punch Interval*	1	Minute(s)					
🗂 Shift 🛛 🔻											
🛗 Schedule Assignment 🔻											
🛗 Schedule Preview 🔻											
🗹 Approvals 🗸 🔻											

Weekend1/Weekend2: Set the weekend of the week.

**Color Setting**: Select the color of weekend to be displayed on the attendance report.

Start Off for the Week: Set the tone for the week ahead.

**Duplicate Punch Interval:** Set the interval (in minutes) for duplicate punch. If it is set to 1 minute and the user tries to punch several times within a minute, the system will only accept the first punch.

2. Rule for Non-scheduled Days

This setting is for the personnel who do not have a time schedule but have the attendance punch

records and need to make time and attendance calculation.

ZKTECO	Personnel E	Device Atter	ndance	Access Control	Payroll	Visito	r	Meeting	MTD	System	4 <sup>34</sup>	0
🏷 Q 🥶	Pay Code 🗙 Group	× Global Rule >	c									
😨 Setup 👻	Basic Setting Rule f	or Non-scheduled Days	Overtime Ru	le Calculation Setting	APP Setting	Attendanc	e Alert Se	etting				
🛞 Rule 🔺				2.5	2			-				
Global Rule	Max Work Hours	* 24.0	Hour(s)	Day Change Time*	00:00:00							
Department Rule	Paring Rule	* First And Last	~									
Group Rule	Daily Overtime	e Enable 🔵										
🗂 shift 🗸 🗸	Work Hours Assign To	Regular	~	Work Hours Range*	0.0	Hour(s)	- 6		Hour(s)			
🛗 Schedule Assignment 🔻	Work Hours Assign To	OT2	~	Work Hours Range*	7	Hour(s)	- 9		Hour(s)			
🛗 Schedule Preview 🔻	Work Hours Assign To	OT3	~	Work Hours Range*	11	Hour(s)	- 15		Hour(s)			

Max Work Hours: Set the maximum work hours.

**Day Change Time:** Set the time point to distinguish the punch records belonging to which day. Example, Day Change Time is set as 8:00 am, then the punch records before 8:00 am will belong to the previous day.

Paring Rule: Set the paring rule of punch records.

First And Last: Take the first punch record as Check-In, and the last punch record as Check-Out.

**Odd Even**: Pick the Check-In and Check-Out record according to odd even.

**Punch State Based**: Pick the Check-In and Check-Out record according to the punch state of the records.

**Daily Overtime:** Enable it to set the overtime rule for the no schedule day. Users can assign the work hours as per the overtime pay code.

ZKTeco	Personnel	Device	Attendance	Access Control	Payroll	Meeting	g M	TD System
🄊 Q 🖅	Global Rule							
🕏 Setup 🔫	Basic Setting R	ule for Non-	scheduled Days	Overtime Rule Calculat	ion Setting	APP Setting	Attendan	ice Alert Setting
🔞 Rule 🔺								
Global Rule	Max Work Hou	rs* 21.0	Hour(s)	Day Change Time*	00:00:00			
Department Rule	Paring Ru	le* Odd Eve	n 👻					
Group Rule	Daily Overti	me Enable	2					
🗂 Shift 🛛 👻	Work Hours Assign	To Normal	т то	Work Hours Range*	8	Hour(s)	- 9	Hour(s)
🛗 Schedule Assign 👻	Work Hours Assign	To OT1	v	Work Hours Range*	10	Hour(s)	- 11	Hour(s)
🗯 Schedule Preview 🔻	Work Hours Assign	To OT2	v	Work Hours Range*	11	Hour(s)	- 13	Hour(s)
- Schould rickiew								

Example: The Rule for Non-scheduled Days is as following:

If the actual work hour is 12 hours, then:

• First, the software will compare actual work hour with Work Hour Range 11 hours - 13 hours, 12 hours is in this range, so OT3 = 12 hours – 11 hours = 1 hours, the remaining actual work hour is 12 hours – 1 hour = 11 hours.

- Second, the software will compare the remaining actual work hour with Work Hour Range 10 hours 11 hours, so OT1 = 11 hours 10 hours = 1 hour. The remaining actual work hour is 11 hours 1 hour = 10 hours.
- And Finally, the software will compare the remaining actual work hour with Work Hour Range 8 hours – 9 hours, so Normal OT = 9 hours - 8 hours = 1 hour. The remaining actual work hour is 10 hours – 1 hour = 9 hours.

#### ∕≤Note:

The overtime matching rule is to match from bottom to top and sort the overtime that matches the duration for overtime calculation.

#### What are Overtime levels?

When an employee works more than the needed hours, the company management sets overtime levels such that, the employee gets paid according to his worked overtime level. Overtime levels must be in hours and must be set in such a way that OT Level 3> OT Level 2 > OT Level 1.

E.g.: OT Level 1 - 3 hours

OT Level 2 - 5 hours

OT Level 3 – 7 hours

For each OT level, you may set distinct pay levels. Consider an employee A works for 3 hours and employee B works for 5 hours. The worked hours of employee A falls under Level 1. The worked hours of employee B falls under both Level 1 and Level 2. So, employee B gets consolidated pay by considering both levels.

ZKTeco	Personnel De	evice Atten	dance A	ccess Control	Payroll	Visitor	F	Meeting	MTD	System	<b>1</b> 34	2
📎 Q 🗉	Pay Code \chi 🛛 Group	× Global Rule ×										
🕸 Setup 💌	Basic Setting Rule for	r Non-scheduled Days	Overtime Rule	Calculation Setting	APP Setting	Attendanc	e Alei	rt Setting				
Rule 🔺		5										
Global Rule	Overtime Rule*	Approval OT Priority	v									
Department Rule	Weekend Overtime	Enable 🔵										
Group Rule	Work Hours Assign To	OT1	T.	Work Hours Range*	1	Hour(s)	100	4	Hour(s)			
🗂 shift 🛛 👻	Work Hours Assign To	OT2	v	Work Hours Range*	4	Hour(s)	- [	6	Hour(s)			
🗰 Schedule Assignment 👻	Work Hours Assign To	OT3	v	Work Hours Range*	6	Hour(s)	•	10	Hour(s)			
🗰 Schedule Preview 🔻	Holiday Overtime	Enable										
🗹 Approvals 🗸 👻	Work Hours Assign To	OT1	v	Work Hours Range*	1	Hour(s)	1	3	Hour(s)			
🕈 Benefit Management 🔻	Work Hours Assign To	OT2	v	Work Hours Range*	3	Hour(s)	- [	5	Hour(s)			
	Work Hours Assign To	OT3	T	Work Hours Range*	5	Hour(s)	-	10	Hour(s)			
省 Transaction Report 🔹												

### 3. Overtime Setting

**Overtime Rule:** It can be set to "Disable Overtime" to disable the overtime function. "Calculation OT" calculates the overtime based on the attendance punch time, "Approval OT" calculates the overtime based on the overtime application, "Approval OT Priority" preferentially calculates the

overtime on the overtime application, and "Minimum OT" calculates the minimum overtime between "Calculation OT" and "Approval OT".

**Weekend Overtime:** While it is enabled, then the overtime calculation rule for weekend will apply the rule set here. The calculation method is the same as Daily Overtime mentioned above.

Holiday Overtime: While it is enabled, then the overtime calculation rule for holiday will apply the rule set here. The calculation method is the same as Holiday Overtime mentioned above.

4. Calculation Setting

ZKTeco	Personnel De	evice Attendar	nce Access Cor	ntrol	Payroll	Visitor	Meeting	MTD	System	5	• 💽-
🄊 Q 🗉	Pay Code 🛛 Group	× Global Rule ×									
Setup	Basic Setting Rule for	Non-scheduled Days	Overtime Rule Calculati	on Setting	APP Setting	Attendance Ale	ert Setting				
Rule 🔺											
Global Rule	When late exceeds*	100 Minute	e(s) count as absence								
Department Rule	When early-leave exceeds*	100 Minute	e(s) count as absence								
Group Rule	Missing Check-In as*	Late	- 60	Minute(s)							
🗂 Shift 🛛 🔻	Missing Check-Out as*	Early Leave	- 60	Minute(s)							
🛗 Schedule Assignment 🔻											

The check-in and check-out settings are valid only when mandatory check-in and check-out are enabled in the Shift timetable settings.

Late coming or early leaving exceeding by N minutes is counted as absence.

On-duty without check-in is counted as late arrival (absence/incomplete) for N minutes.

On-duty without check-out is counted as early leaving (absence/incomplete) for N minutes.

5. App Setting

ZKTeco	Personnel	Device	Attendance	Access Control	Payroll	Visitor	Meeting	MTD	System	4 <mark>34</mark>	0-
©	Pay Code 🛛 🗙	Group X Glo	bal Rule 🛛 🕹								
🗢 Setup 🔻	Basic Setting	Rule for Non-sche	duled Days Overtime	Rule Calculation Setting	APP Setting	Attendance Ale	rt Setting				
🕲 Rule 🔺											
Global Rule		Capture No		Work Code (	No No						
Department Rule	Pu	inch State 🕘 No									
Group Rule											
🛱 shift 👻											
🛗 Schedule Assignment 🔻											

Capture: Select whether the attendance photos must be uploaded or not.

Work Code: Select whether the work code must be entered or not.

Punch State: Select whether punch state must be selected or not.

6. Attendance Alert Setting

**Alert Settings** is used to configure the alerts for any exceptions regarding employee's attendance. The corresponding personnel will be notified if any of the configured exceptions occur. Here, the

alert can be set for late check-in, early check-out and absent. You have to set the value for each exception.

ZKTeco	Personnel Device	Attendance	Access Control	Payroll	Visitor	Meeting	MTD	System	1831
🏷 Q 🗉	Pay Code × Global Rule ×								
🗘 Setup 👻	Basic Settings Rule for Non-scheduler	d Days Overtime F	Rule Calculation Settings	APP Settings	Attendance A	lert Settings			
🛞 Rule 🔺									
Global Rule	When the number of late exceeds*	0	times						
Department Rule	When the number of early-leave exceeds*	0	times						
Group Rule	When the number of absents exceeds*	0	times						
🗂 Shift 🛛 🔻	Sending Frequency* Daily		1 *	Time* 13:48:5	8	Sending Day*	Next Day	Ŧ	
🛗 Schedule Assignment 👻									
🗰 Schedule Preview 🔻									

For example, let the values for Late, Early-Leave and Absent are set as 4,5,6, respectively.

- When an employee comes late more than 4 times, an alert will be sent to the corresponding person.
- When an employee leaves early more than 5 times, an alert will be sent to the corresponding person.
- When an employee is absent more than 6 times, an alert will be sent to the corresponding person.

Sending Frequency: Set the repetition interval for alerts. It can be set to Daily/Weekly/Monthly.

Day: Set the day to send the alert.

Time: Set the time to send the alert.

Sending Day: You can set whether to send the alert on the same day or the next day.

## 5.3.2 Department Rule

You can add rules for individual Departments.

ZKTeeo	Personnel	Device	Attendance	Access Control	Payroll	Visitor	Meeting	MTD	System		ę	199	•
🏷 Q 🧾	Pay Code 🔀 🛛 D	Department Rule	×										
🗘 Setup 👻	🖉 Bookmarks 🗸	▼ Filters -											
🔞 Rule 🔺	Add Delete	2							1	2	5		e =
Global Rule	Department	Ma	x Work Hours	Day Change Time	Paring Rule	Daily Overtime	Weekend (	Overtime	Holiday Overtime				
Department Rule	Sales Departme	ent 12.	0	00:00:00	First And Last	•	•		•			1	<b>D</b>
Department Rule	Nicole Test	12	0	00:00:00	Punch State	0	0		0			1	۵
Group Rule	Department	12.	0	00:00:00	First And Last	•	•		•			3	<b></b>
🗂 Shift 🛛 🔫	1												

• Add New Department Rule

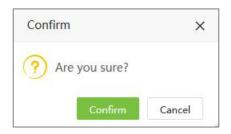
Select [Attendance] > [Rule] > [Department Rule] > [Add] to add rules for Departments.

Add					×
⊠ <b>≣</b> #	Basic Setting Rule fo	r Non-scheduled Days Over	ime Rule Calculate Setting	Attendance Alert Setting	
Department	Weekend1*	None	Color Setting	x	
□3 □Nicole Test □5	Weekend2*	None	Color Setting	×	
☐ 6 ☐ as ☐ Sales Department ☐ Board of Directors ☐ Business Planning Departm ☐ Konoha village ☐ xxx ☐ Nancy Test ☐ lala ☐ lqf ☐ 119	Duplicate Punch Interval*	1 Minute(s)			Confirm Cancel

For Basic Setting, Rule for Non-scheduled Days, Overtime Rule, Calculation Settings and Attendance Alert Setting, please refer the Global Rule Setting.

• Delete Department Rule

Select the Department and click [Delete] or click in the same row of the Department rule to be deleted.



Click [Confirm] to delete the department rule.

## 5.3.3 Group Rule

Group Rule facilitates to add rules to individual groups.

ZKTeco	Personnel	Device	Attendance	Access Control	Payroll	Visitor	Meeting	MTD	System		4	1499	2	4
🄊 Q 🗉	Pay Code 🗙	Group X Grou	up Rule $\times$											
Setup	🖉 Bookmark	s• <b>T</b> Filters •												
Pay Code	Add De	lete							7	~*	Э		~	414
Fixed Code	Group	Max Work Hours	Day Change	Time Paring Ru	le Da	ly Overtime	Weekend Overtin	ne	Holiday Overtime					
Group	Test	20.0	00:00:00	First And	Last 🥑		٥		0			Ø	面	
🔞 Rule 👻														

### • Add New Group Rule

Select [Attendance] > [Rule] > [Group Rule] > [Add] to add rules for Groups.

None 👻	

For Basic Setting, Rule for Non-scheduled Days, Overtime Rule, Calculation Settings and Attendance Alert Setting, please refer the <u>Global Rule Settings</u>.

#### • Delete Group Rule

Select the Group and click **[Delete]** or click in the same row of the Group rule to be deleted.



Click [Confirm] to delete the Group rule.

#### *⊯*Note:

The rule priority is **Group Rule > Department Rule > Global Rule**.

# 5.4 Break Time

While configuring the shift timetable, break time can be selected. More than one break time can be added to one shift timetable.

## 5.4.1 Add a Break Time

1. Select [Attendance] > [Shift] > [Break Time] > [Add] to add a break time.

Add							×
	Name*			Calculate Type*	Auto Deduct	~	
Basic Setting	Rule Setting						
	Start Time*	12:00:00		End Time*	13:00:00		
	Duration*	60	Minute(s)				
						Confirm	Cancel

#### Enter the details as shown below:

Name: Enter the Break Time name maximum of 50 characters.

Calculate Type: Calculation types for break time are given below:

- **Auto deduct:** Whether the user punches or not, the break time will be the allowable break time in the calculation of attendance.
- **Required Punch:** You must punch during the break time. When staff does not punch, start time/End time will be taken as the start/end time of the break time in the attendance calculation.

**For example:** If the time range for an attendance punch during the break time is 12:00 to 14:00, the break time is allowed to be 60 min. If A does not punch in during the break time, and B punches at 13:00, then A's break time is 120 min, and B's break time is 60 min.

2. When the Calculation Type is Punch Time is Required, early return and late return should be considered as shown in the figure below:

Add						×
	Name*			Calculation Type*	Punch Time Is Required	
Basic Settings	Rule Settings	s Punch	n Settings			
	Start Time*	12:00:00		End Time*	13:00:00	
	Duration*	60	Minute(s)			
					Confirm	Cancel

# a) Basic Setting

**Start Time:** Set the start time of the break time. Time Settings are shown in <u>4."Time Selection"</u> in Appendix 1.

**End Time:** Set the end time of the break time. When the punches are out of the range, then they are invalid.

Duration: The time allotted for break time.

b) Rule Setting

	Name*			Calculation Type*	Punch T	ime Is Required 🛛 🔻	
sic Settings	Rule Settings	Punch Settings	5				
Duplicate	Punch Policy*	Rule Based	Ŧ	Duplicate Punch Period*	7	Minute(s)	
Punc	h State Based*	No	~				

**Duplicate Punch Policy:** The time interval of punch can be set as "Rule Based" or "User Defined". When the users customize it, they need to set the Effective Interval.

Duplicate Punch Period: Set the duplicate punch period.

**Punch State Based:** Select whether to use the function key or not. When "Yes" is selected, the attendance will be calculated according to the punch status. When "No" is selected, the attendance status will be automatically corrected while calculating the attendance.

c) Punch Setting

Add						×
Name*			Calculation Type*	Punch Time Is Re	equired 🛛 🔻	
Basic Settings Rule Settings	Punch Settings					
Multiple In/Out*	No	Ŧ	Minimum Break Time(m)*	0	Minute(s)	
Early In (	Disable					
Late In (	Disable					
					Confirm	Cancel

**Multiple In/Out:** Multiple in/out function. When Multiple in/out is selected as Yes, the users can break-out and break in multiple times.

In the attendance calculation, the time of **breaking-in** each period minus the time of breaking out is taken as the attendance time in of that period.

In the attendance detail report of the day, the break-out of the first period shall be taken as the break-out of the day, and the break-in of the last period shall be taken as the break-in of the day.

Minimum Break Time (m): Set the minimum minute of break time.

Early In: Select whether to calculate the time of early-in or not.

Early In (	Enable 🔵				
Early In More Than*	0	Minute(s)	Assign To	2 <u></u>	v

While it is enabled, users can set the minimum time of Early In to assign to the pay code which type is overtime.

Late In: Select whether to calculate late in or not.

Late In	Enable 🔵			
Late In More Than*	0	Minute(s)	Assign To	 

While it is enabled, users can set the minimum time of Late In to assign to Late In, Early Out and Absence.

## 5.4.2 Edit a Break Time

- Click the break time or 🧖 in the same row of the break time to be edited.
- After the modifications, click [Confirm] to save the details.

## 5.4.3 Delete a Break Time

• Select the corresponding break time, click [Delete] at the top left of the break time list or click the

in the same row of the break time to be deleted.

• Click **[Confirm]** to delete the break time.

# 5.5 Timetable

Set the time periods which are used during the attendance calculation and to set various attendance parameters. The timetable is the minimum unit in the attendance time settings. For example, these settings include work start/end time, allowed late arrival/early leaving duration, whether check-in/check-out is mandatory, allowed time period for check-in/out, break time, and overtime.

Before scheduling the shift, you must set all shift timetables possibly used. Otherwise, the shift is considered invalid.

## 5.5.1 Add a Normal Timetable

Add a New Normal Timetable

• Select [Attendance] > [Shift] > [Timetable] > [Add Normal Timetable] to add a normal timetable.

Nan	ne*				Work H	lours Assign To*	Reg	ular					
sic Settings	BreakTime Settin	igs U	nsche	duled	Time Settin	ngs Overtime	Rule	Rule Settir	ngs				
Check-In*	09:00:00					Check-(	Dut*	18:00:00	Cross	0	Ŧ	Days	
Check-In Start	08:00:00	Cross	0		Days	Check-Out S	Start	17:00:00	Cross	0	w.	Days	
Time*						Ti	me*						
Check-In End	10:00:00	Cross	0		Days	Check-Out	End	19:00:00	Cross	0	w	Days	
Time*						Ti	me*						
WorkDay*	1.0		Days			Color Set	tings	×					
lice													
.All the cross-da	ays setting is base	d on che	ck-in.										

Set the parameters as shown below:

1. Basic Setting

Name: Enter the name of the timetable maximum of 50 characters.

**Check-In Start Time/ End Time, Check-Out Start Time/ End Time:** Enter the valid range for checking in/out. Check-in/out records out of this time range as these are invalid. Set the cross days maximum of 3 days.

**Check-In/Check-Out:** Set the check-in time and check-out time. Set the cross days maximum of 3 days.

**Workday:** It refers to how many workdays will be calculated for each shift. If the value is set, the workday will be calculated according to the present value. Otherwise, the workday will be calculated according to settings in the attendance rules.

Color Setting: Set the color of the timetable to be displayed on the report.

### 2. BreakTime Setting

BreakTime Setting     Unscheduled Time Setting     Overtime Rule     Rule Setting       Name     Start Time     End Time     Duration     Calculate Type       12:00-14:00     12:00:00     14:00:00     120     Auto Deduct       12:00-13:30     12:00:00     13:30:00     90     Auto Deduct		Name*		Work Hours Assign To* Re		
12:00-14:00         12:00:00         14:00:00         120         Auto Deduct           12:00-13:30         12:00:00         13:30:00         90         Auto Deduct	asic Setting	BreakTime Setting	Unscheduled Tim	e Setting Overtime Rule	Rule Setting	
12:00-13:30 12:00:00 13:30:00 90 Auto Deduct	Name		Start Time	End Tîme	Duration	Calculate Type
	12:00-	4:00	12:00:00	14:00:00	120	
1 ) 1 Page Confirm Total 2 Records 10	12:00-	3:30	12:00:00	13:30:00	90	Auto Deduct
Commit Four Lecture						

**Break Time:** Add a break time to the timetable. Multiple break times can be added within a timetable, but the break time must be within the timetabled time range. (See <u>Add a Break Time</u> to set break time)

3. Unscheduled Time Setting

Add Normal Timetabl	e							×
Name*			Work Hours Assig	in To* Re	egular			
Basic Setting Break	Fime Setting	Unscheduled Time	Setting Overti	ime Rule	Rule Setting			
Early In	Enable 🕘							
Work Hours Assign To		~						
Minimum*	60	Minute(s)	Count the Mir	nimum (E	nable 🔵			
Late Out	Enable							
Work Hours Assign To		v						
Minimum*	60	Minute(s)	Count the Mir	nimum (E	nable 🔵			
							Confirm	Cancel

**Early In:** It is to calculate the time of early-in. If it is enabled, users can assign the early -in time to the corresponding pay code by setting the minimum early -in time. If [**Count the Minimum**] is enabled, then the minimum early-in time will be assigned to the corresponding pay code too, or else it will not.

Late Out: It is to calculate the time of late-out. If it is enabled, users can assign the late -out

time to the corresponding pay code by setting the minimum late -out time. If [**Count the Minimum**] is enabled, then the minimum late-out time will be assigned to the corresponding pay code too, otherwise, it will not.

When [Count the Minimum] is disabled, it is mainly applicable to the situation that starts to count overtime only after the early in/late out exceeds specific time period.

**Example**: Here is a timetable 9:00am - 18:00pm, Check-In Start Time is 8:00am, Check-Out End Time is 19:00pm. Shown in the following figure:

Nam	e* Nancy_Timet	able			Work He	ours Assign To* Reg	ular					
ic Setting B	reakTime Setting	Unsc	hedu	led Ti	me Setting	Overtime Rule	Rule Setting					
Check-In *	09:00:00					Check-Out *	18:00:00	Cross	0	Ŧ	Days	
Check-In Start *	08:00:00	Cross	0	Ŧ	Days	Check-Out Start *	17:00:00	Cross	0	Ŧ	Days	
Check-In End *	10:00:00	Cross	0	v	Days	Check-Out End *	19:00:00	Cross	0	Ŧ	Days	
WorkDay*	1.0	D	ays			Color Setting	×					
ice All the cross-day	ys setting is base o	on check-	in.									

Assign early-in time as Normal OT having Minimum as 30 minutes and disable [Count the Minimum]; Assign late-out time as OT1 having Minimum as 30 minutes and disable [Count the Minimum],

Edit					×
Name* Nancy	/_Timetable	Work Hou	rs Assign To* Regular		
Basic Setting BreakTime S	etting Unscheduled	Time Setting	Overtime Rule Rule Setting		
Early In					
Work Hours Assign To	Normal OT	v			
Minimum*	30 Mir	nute(s)	Count the Minimum Disable		
Late Out	Enable				
Work Hours Assign To	OT1	~			
Minimum*	30 Mir	nute(s)	Count the Minimum Disable		
				1	Confirm Cancel

The employee who has been assigned this timetable has two attendance records at 8:10 am and 19:00.

Total Earl	y ln = 50 mir	nutes		Total I	_ate	Out = 60	minutes	
8:10am	8:40am	9:00am	1	8:00pm	1	8:30pm	19:00p	сm

Since [Count the Minimum] is disabled, so:

Normal OT = Total Early In - Minimum = 9:00am - 8:40am = 20 minutes. OT1= Total Late Out - Minimum = 19:00pm - 18:30pm = 30 minutes.

#### ∕≪Note:

Work Hours Assign To	A
10000	P
Minimum*	Regular
	Normal OT
Late Out	Weekend OT
W 111 A . T	Holiday OT
Work Hours Assign To	OT1
Minimum*	OT2
Wanarhum	OT3
	Compensatory

**Compensatory:** A compensating leave type has been added, which can be used when employees arrive early or leave late.

4. Overtime Rule

Name*			Work Hours Assign To*	Regular					
asic Setting Break1	Time Setting	Unscheduled Tim	e Setting Overtime Rule	e Rule Set	ting				
Max OT	Enable		Max OT Duration*	240	Minute(s)				
Overtime	Enable 🕘								
Vork Hours Assign To			Work Hours Range*	0.0	Hour(s)	1000	0.0	Hour(s)	
Vork Hours Assign To		*	Work Hours Range*	0.0	Hour(s)	-	0.0	Hour(s)	
Vork Hours Assign To		*	Work Hours Range*	0.0	Hour(s)	-	0.0	Hour(s)	

Max OT: Users can set the maximum overtime for the required timetable. If the calculated overtime of an Employee exceeds the specified maximum overtime, then the software will

consider the total overtime of the timetable as the defined maximum overtime.

While it is enabled, users can define three overtime levels, counting from top to bottom are overtime level 1, overtime level 2, overtime level 3. Set the work hours range and assign the work hours in the range to corresponding pay code.

Refer to the Daily Overtime Calculation of No Schedule Setting.

5. Rule Setting

Add Normal Timetabl	e						×
Name*			Work Hours Assign To*	Regular			
Basic Settings Break	Time Settings	Unscheduled 1	ime Settings Overtime F	ule Rule Se	ttings		
Clock-In Is Required*	Yes	Ŧ	Clock-Out Is Required*	Yes	¥		
Allow Late-In*	0	Minute(s)	Allow Early-Out*	0	Minute(s)		
Duplicate Punch Policy*	Rule Based	Ŧ	Duplicate Punch Period*	1	Minute(s)		
Punch State Based*	No	*	Day Change Time*	00:00:00			
						Confirm Can	cel

**Clock-In/Clock-Out Is Required:** Decides whether check-in and check-out are mandatory in the selected time range. If an employee needs to check-in/out, select Yes; otherwise, select No.

Allow Late-In, Allow Early-Out: This refers to the permissible time for late arrival/early leaving before the actual time of late arrival/early leaving starts during the specified working time.

For example, if the allowed time limit is set to 5 minutes and check-in time is set to 9:00. Employee A checked in at 9:03 and Employee B checked in at 9:06. We can conclude that Employee A is not late as the interval between check-in time and check-in start time is less than 5 minutes and Employee B is late for 6 minutes as the interval between check-in time and check-in time and check-in start time exceeds 5 minutes.

**Duplicate Punch Policy:** The time interval of punch can be set as "**Rule Based**" or "**User Defined**". When the users customize it, they need to set the Effective Interval.

Duplicate Punch Period: Set the duplicate punch period.

**Punch State Based:** Select whether to use the function key or not. When "**Punch State Based**" is enabled, the attendance will be calculated according to the punch status. Also, users can assign the overtime calculated based on the punch state of Overtime In and Overtime Out to the corresponding pay code and set the Overtime Policy as Pending or Auto-Approved, then

the software will generate an overtime application based on the punch state of Overtime In and Overtime Out.

Name*			Work Hours Assign To*	Regular		
asic Settings Break	Time Settings	Unscheduled Ti	me Settings Overtime R	ule Rule Se	ettings	
Clock-In Is Required*	Yes	~	Clock-Out Is Required*	Yes	Ŧ	
Allow Late-In*	0	Minute(s)	Allow Early-Out*	0	Minute(s)	
plicate Punch Policy*	Rule Based	~	Duplicate Punch Period*	1	Minute(s)	
Punch State Based*	Yes		Day Change Time*	00:00:00		
Overtime Assign To		w.	Overtime policy*	Ignore		
and the second sec			e of overtime in and overtin ad on the punch state of ove			

When **"Punch State Based**" is disabled, the attendance status will be automatically corrected while calculating the attendance.

For example, the work time is 9:00-18:00, and the time range for attendance punch is 8:00-10:00, 17:00-19:00 respectively.

Na	ime* Nancy_Time	table			Work Ho	ours Assign To*	Reg	ular					
sic Setting	BreakTime Setting	Unsc	hedu	led Ti	ime Setting	Overtime Rule	,	Rule Setting					
Check-In	* 09:00:00					Check-O	ut *	18:00:00	Cross	0	v	Days	
Check-In Start	* 08:00:00	Cross	0	Ψ.	Days	Check-Out Sta	rt*	17:00:00	Cross	0	÷Ψ.	Days	
Check-In End	10:00:00	Cross	0		Days	Check-Out En	nd *	19:00:00	Cross	0	÷	Days	
WorkDay	1.0	C	ays			Color Sett	ting	×					
ice .All the cross-d	lays setting is base o	on check-	in.										

And when "**Punch State Based**" is enabled and overtime assign to Normal OT, then set the Overtime Policy as Auto Approved.

Name*			Work Hours Assign To*	Regular			
asic Settings Break	Time Settings	Unscheduled T	ime Settings Overtime R	ule Rule Settin	gs		
Clock-In Is Required*	Yes	Ŧ	Clock-Out Is Required*	Yes	v		
Allow Late-In*	0	Minute(s)	Allow Early-Out*	0	Minute(s)		
plicate Punch Policy*	Rule Based	v	Dup <mark>lic</mark> ate Punch Period*	1	Minute(s)		
Punch State Based*	Yes	~	Day Change Time*	00:00:00			
Overtime Assign To	Normal OT	Ŧ	Overtime policy*	Auto Approved	v	1	
			te of overtime in and overtin ed on the punch state of ove			5	

The Overtime Rule on **Global Rule/Department Rule/Group Rule** has been set as Approval OT or Approval OT Priority.

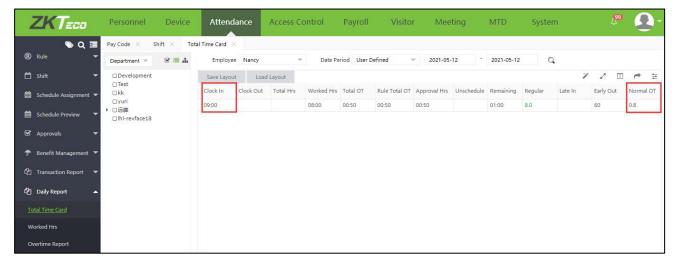
ZKTeco	Personnel De	evice Attendance	Access Control	Payroll	Visitor	Meeting	MTD	System	<b>(1461)</b>	2
🄊 Q 🗉	Pay Code X Global R	tule ×								
🔅 Setup 👻	Basic Settings Rule fo	r un-scheduled Days Overtim	e Rule Calculation Settings	APP Settings	Attendance	Alert Settings				
Rule 🔺										
Global Rule	Overtime Rule*	Approval OT   Disable Overtime								
Department Rule	Weekend Overtime	Calculation OT								
Group Rule	Work Hours Assign To	Approval OT Approval OT Priority	Work Hours Range*	1.0	Hour(s)	2.0	Hour(s)			
🗂 Shift 🛛 🔻	Work Hours Assign To	Minimum OT	Work Hours Range*	0.0	Hour(s)	0.0	Hour(s)			
🛗 Schedule Assignment 🔻	Work Hours Assign To		Work Hours Range*	0.0	Hour(s) -	0.0	Hour(s)			
🛗 Schedule Preview 🔻	Holiday Overtime	Disable								
🗹 Approvals 🗸 🔻										

An employee has attendance records at 9:00am whose punch state is Check In, at 18:00pm whose punch state is also Check In, at 18:10pm whose punch state is Overtime In and at 19:00pm whose punch state is Overtime Out.

ZKTECO	Personnel	Device	Attendance	e Access	Control Pa	yroll Visi	tor	Meeting	MTD	System		<b>97</b>	
S Q 🗉	Pay Code 🛛 🕺	Fimetable 🗙	Manual Log 🛛 🗙	Overtime ×	Total Time Card $~ imes$	Transaction $\times$							
🛗 Schedule Assignment 👻	Department 💌	🛛 🔳 Ф	Employee Na	incy	✓ Date Period	User Defined	- 2	2021-05-01 -	2021-05-14	Q			
🛗 Schedule Preview 🔻	Development		Save Layout	Load Layout							1	~ 🗆	<b>₽</b> ₽
	□Test □kk		Employee NO. 💠	First Name	Department	Date 💠	Time	Punch State	Work Code	Data Sour			
🗹 Approvals 🛛 👻	□yuri ▶ □远藤		456	Nancy	Test	2021-05-12	19:00	Overtime Out		Manual Log			
🕈 Benefit Management 🔻	□ Ihl-revface18		456	Nancy	Test	2021-05-12	18:10	Overtime In		Manual Log			
Фа. —			456	Nancy	Test	2021-05-12	18:00	Check In		Manual Log			
🖞 Transaction Report 🔺			456	Nancy	Test	2021-05-12	09:00	Check In		Manual Log			
Transaction													
Time Card													
First & Last													
First In Last Out													

Then there is only one valid check-in at 9:00 for attendance calculation, and overtime application whose time range is 18:10pm - 19:00pm will be automatically created by the software.

metable     X     Manual Log     X       Filters     -     -       Bulk Add     Approve       st Na     Departm     Pay Code       ancy     Test     Normal OT	Reject Revoke Start Time B	Time Card × Tran	Apply Rea	Apply Time	D Approval S		Workflow	
Bulk Add Approve st Na Departm Pay Code	Start Time I	End Time	Apply Rea					
st Na Departm Pay Code	Start Time I	End Time	Apply Rea					
			Apply Rea	Apply Time	Approval S	ta	O 2021 05 14 15:12:57	
ancy Test Normal OT	2021-05-12 18:10:00	2021-05-12 19:00:00					0 2021-03-14 15:15:57	
			-	2021-05-14 15:1	Approved			
							Nancy Pending	
							12 ×	



But when **"Punch State Based**" is disabled, there are two valid records, check-in at 9:00 and check out at 18:00 for attendance calculation.

**Day Change Time:** Set the time point to distinguish the punch records belonging to which day. Example, Day Change Time is set as 8:00 am, then the punch records before 8:00 am will belong to the previous day. • Click [Confirm] to save the settings.

### ∕∕⊗Note:

- a. There can be no timetable with the same start time and end time.
- b. Please refer to <u>4. "Time Selection"</u> in **Appendix 1** for time settings.

# 5.5.2 Add a Flexible Timetable

• Select [Attendance] > [Shift] > [Timetable] > [Add Flexible Timetable].

Add Flexible Time	table										×
Nan	ie*		Work Hours As	sign To*	Regular						
Basic Setting U	nsched <mark>ule</mark> d Time	Setting Overtin	ne Rule Rule Set	ting							
Check-In*	00:00:00		Check-Out*	00:00:00	<b>b</b>	Cross	1 -	Days			
Work Time*	480	Minute(s)	WorkDay*	1.0		Da	ys				
Work Type*	Normal Work	w	Color Setting	×							
*Notice 1.All the cross-day	vs setting is base	on check-in.									
										0.5	0
										Confirm	Cancel

### Enter the details as shown below:

Name: Enter the name of the flexible timetable maximum of 50 characters.

1. Basic Setting

**Check-In:** Set the check-in time for the flexible timetable.

**Check-Out:** Set the check-out time for the flexible timetable. The cross days maximum is 3 days for check-out time.

Work Time: Enter custom working hours.

**Work Type:** Define the flexible timetable for different types of work such as normal work, day off and weekend.

Workday: It refers to how many workdays are calculated for each shift.

Color Setting: Set the color of timetable to be displayed on the report.

### 2. Unscheduled Time Setting

Basic Setting Un	scheduled Time Set	ting Overtime F	Rule Rule Setting
Late C	ut Enable		
Work Hours Assign		v	
Minimur	n* 60	Minute(s)	Count the Minimum Enable

Late Out: It is to calculate the time of late-out. Users can assign the late-out time to the corresponding pay code by setting the minimum late -out time. If [Count the Minimum] is enabled, then the minimum early-in time will also be assigned to the corresponding pay code too, or else it will not.

3. Overtime Rule

Refer to "Overtime Rule" on Add Normal Timetable.

4. Rule Setting

Name*		Work	Hours Assign To*	Regular		
asic Settings Unsch	heduled Time Settings	Overtime Rule	Rule Settings			
Clock-In Is Required*	Yes	- Cloc	k-Out Is Required*	Yes	×	
plicate Punch Policy*	Rule Based	*	Duplicate Punch Period*	1	Minute(s)	
Day Change Time*	00:00:00		Multiple In/Out*	No	Ŧ	
Punch State Based*	No	~				

**Clock-In/Clock-out Is Required:** Decide whether check-in and check-out are mandatory in the time range. If an employee needs to check-in/out, select Yes; otherwise, select No.

Duplicate Punch Policy: Can be set to "Rule Based" or "User Defined".

Duplicate Punch Period: Set the duplicate punch period.

**Day Change Time:** Set the time point to distinguish the punch records belonging to that particular day. Example, Day Change Time is set as 8:00 am, then the punch records before 8:00

am will belong to the previous day.

**Multiple In/Out:** Multiple in/out function. When Multiple in/out is selected as Yes, the users can check-in and check-out multiple times. In the calculation of attendance, the time of checking out in each period minus the time of checking in is taken as the attendance time in that period. In the attendance detail report of the day, the check-in of the first period shall be taken as the check-out of the day, and the check-out of the last period shall be taken as the check-out of the day.

**Punch State Based:** Select whether to use the function keys or not. If Yes, then users can assign the overtime calculated based on the punch state of Overtime In and Overtime Out to the corresponding pay code, by setting the Overtime Policy as Pending or Auto-Approved, then the software will generate an overtime application based on the punch state of Overtime In and Overtime Out.

icy* lanore -
icy* Ignore 👻
ertime out to corresponding pay code.
f overtime in and overtime out.

• Click [Confirm] to save the settings.

# 5.5.3 Edit a Timetable

- Click the Timetable Name or 🧾 in the same row of the timetable to be edited.
- Click [Confirm] after making the necessary modifications.

## 5.5.4 Delete a Timetable

- Select the timetable, click [**Delete**] on the upper left of the timetable list or click the III in the same row of the timetable to be deleted.
- Click **[Confirm]** to delete the timetable.

# 5.6 Shift Management

The **shift** is composed of one or more preset attendance timetable(s) based on a certain order and cycle period. It is a preset work schedule for the personnel. It is essential to configure a shift if you want to track the attendance for employees.

Select [Attendance] > [Shift] > [Shift] to view the shift list and shift timetable details. All shifts in the current system are displayed in the list. Click any shift and the corresponding timetable details will be displayed on the right side of the interface.

ZKTeco	Personnel	Device	Attendance	Acce	ss Control	Payroll	Visitor	١	Meet	ing		MTD	)	System	æ 💽
>> Q ⊡	Pay Code 🗙 Sł														
🗘 Setup 🔻	Bookmarks -	▼ Filters -													
🕲 Rule 💌	Add Delete							1	×*	9		~	***	Nancy_Shift	
🗂 Shift 🛛 🔺	Shift Name	Timetab	ble	Unit	Cycle	Auto Shift	Weekly Overtime							Sunday	
	Normal Shift	Normal	Timetable	Week	1	No	0				1	圃		Monday	09:00-18:00
Break Time	Nancy Shift	Nancy 1	Timetable	Week	1	No	•				3			Tuesday	09:00-18:00
Timetable		( parasite										-		Wednesday	09:00-18:00
Timetable														Thursday	09:00-18:00
Shift														Friday Saturday	09:00-18:00
<ul> <li>Schedule Assignment </li> <li>Schedule Preview </li> </ul>															
🗹 Approvals 🗸 🔻															
🕈 Benefit Management 🔻															
🖆 Transaction Report 🔻															
쉽 Daily Report 🔹															
🕼 Weekly Report 🔹 🔻															
🖞 Monthly Report 👻	C 14 🗸	< 1 >	Total 2 Records 1	Page	Confirm										

# 5.6.1 Add a Shift

1. Click [Add] to add new shift details.

ZKTeco	Persor	nnel	Device	Atte	ndance	Access C	Con	trol	Pay	roll	Visitor	Me	eting	MTD	Sys	tem		<b>Q</b> -
<b>シ</b> Q 運	Pay Code	×s	shift ×															
🗘 Setup 🔫	🖉 Boc															×		
🔞 Rule 🔻	Add	Add														^		
🗂 Shift 🔺	Shift	Shift Na	ame*			Auto Shift	0	isable								- 10		
	norm	Gener	ral Setting															
Break Time	ot sh		6 muž													- 10		
Timetable	calcu breat	Q 1	Timetable						Unit*	Week	~	Cycle*	1					
Shift	i		Name	Check-In	Check-Out	Break Time			Sun	Mon	Tue	Wed	Thu	Fri	Sat			
🛗 Schedule Assignment 🔻	2 bre		9-18 break	09:00:00	18:00:00	60	Т	1								18		
🛗 Schedule Preview 🔻	flexit		9-18	09:00:00	18:00:00													
🗹 Approvals 🗢	🗌 flex a		ot shift	09:00:00	18:00:00													
	0-22			09:00:00	18:00:00													
🛧 Benefit Management 🔻	week			09:00:00	18:00:00	60												
🖆 Transaction Report 🔻	mult		2 break time	09:00:00	18:00:00	180												
🖨 Daily Report 🛛 🔻	上 大小 auto	Total 1	17 Records 🧹	1 >	20 🗸													
	multi	*Notice	elect the shift or	n right ride h	u choosing the	timatable from	the	loft cid	la.									
🖆 Weekly Report 🔻	9-18	1. 36	nect the shirt of	ringine side bj	r choosing the	unietable nom	the	iert sit	e.									
🙆 Monthly Report 🛛 🔻	🔲 full 9													Confirm	Cancel			
🖓 Summary Report 🔻	payro	ll shift	payroll9-	-18					Day	1 1	No	•		<b>a</b>				
🃽 Configurations 🔻	C	17 🗸	< 1 2	> Total 1	19 Records	1 Page	Cor	nfirm										

Enter the parameters as shown below:

Shift Name: Enter a unique shift name maximum of 50 characters.

**Auto shift:** It is an intelligent scheduling function. When there are multiple time periods in the shift, the Auto shift can be enabled, and the shift that conforms to the attendance rules. If you disable the Auto shift, interleaved periods cannot be added.

General Setting

**Select Timetable:** Select the timetable for the shift. Please refer to <u>Add a Timetable</u> for the detailed operation.

After selecting the timetable, click a day on the right to assign the timetable to the corresponding day.

Unit: Includes day, week, and month.

**Cycle:** Shift cycle period = Number of cycles \* Unit of the cycle.

∕≪Note:

The system displays optional dates in the Select Date box based on the values of Unit of Cycle and Number of Cycle.

## 5.6.2 Edit a Shift

- Click the Shift Name or 🧾 in the same row of the shift to be edited.
- After modifications, click [Confirm] to save the changes.

# 5.6.3 Delete a Shift

- Select a shift, click [Delete] on the upper left of the shift list or directly click the 🔟 after the corresponding shift to access the shift deletion confirmation interface.
- Click [Confirm] to delete the shift.

# 5.7 Department Schedule

You can arrange shifts for Departments after setting the attendance timetables and shifts.

Select **[Attendance]** > **[Schedule Assignment]** > **[Department Schedule]** to access the Department scheduling main interface that displays the Department schedules list and Department schedules details. Click any department schedule and the schedule list on the right will display the schedule details of the selected timetable in a chart.

# 5.7.1 Add Department Schedule

• Click [Add] on the Department Schedule interface to access the schedule addition interface.

🗹 🔳 🖷	Start D	ate* 2021-07-0	01 End	d Date* 20	21-07-31	
□Development □Test	Q, s	hifts	C			
⊡kk ⊡vuri		Shift Name	Name	Unit	Cycle	Auto Shift
□ YuanTeng	0	Normal Shift	Normal Tim	Week	1	0
CS	0	Nancy_Shift	Nancy_Timet	Week	1	0
Dota	0	shift1	timetable1,ti	Week	3	0
Product Department HR Department	0	shift2		Week	2	0
□ Office □ Production	0	Shift	timetable1,ti	Week	1	1
Sales	0	lalatest	lalatest	Week	1	0
□ SALES □ workflow	0	Group C Shift	Group C	Week	1	0
Customer Service	Total 1	1 Records <	1 > 20	records per	page 🗸	

#### Enter the details as shown below:

**Department:** Select Department for which the shifts need to be scheduled. Multiple choices are allowed.

Start Date, End Date: Set the start date and end date for shift scheduling. Please refer to <u>3. "Date</u> <u>Selection"</u> in Appendix 1 for date selection.

Shift: Select a shift from the shift list.

• After entering the required details, click [Confirm] to save the settings.

#### ∕ ⊗Note:

By default, the start date and end date are set to the first day of the month and the last day of the month.

## 5.7.2 Delete Schedule Records

Select the schedule record to be deleted and click [Delete] to delete it or click in the same row of the Department schedule.

## 5.8 Group Schedule

You can arrange shifts for Groups after setting the timetables and shifts.

Select [Attendance] > [Schedule Assignment] > [Group Schedule] to access the main interface of

the Group scheduling that displays the Group schedule list and Group schedule details. Select the required group schedule name from the list on the left and it will display the schedule details of the selected timetable in a chart format on the right.

## 5.8.1 Add Group Schedule

• Click [Add] on the Group Schedule interface to access the schedule addition interface.

🗹 🗮 d	5 Start	Date* 2021-07-	01 End	d Date* 20	21-07-31	
)group1 )group2	Q	Shifts	8			
)group3 )kk		Shift Name	Name	Unit	Cycle	Auto Shift
	0	Normal Shift	Normal Tim	Week	1	0
	0	Nancy_Shift	Nancy_Timet	Week	1	0
	0	shift1	timetable1,ti	Week	3	0
	0	shift2		Week	2	0
	0	Shift	timetable1,ti	Week	1	1
	0	lalatest	lalatest	Week	1	0
	0	Group C Shift	Group C	Week	1	0
	Total	11 Records <	1 > 20	records per	page 🗸	

#### Enter the details as shown below:

Group: Select Group for which the shifts need to be scheduled. Multiple choices are allowed.

**Start Date, End Date:** Set the start date and end date for shift scheduling. Please refer to <u>3."Date</u> <u>Selection"</u> in Appendix 1 for date selection.

**Shift:** Select a shift from the shift list.

• After entering the required details, click [Confirm] to save the settings.

#### ∕ ⊗Note:

By default, the start date and end date are set to the first day of the month and the last day of the month.

## 5.8.2 Delete Schedule Records

Select the schedule record to be deleted and click **[Delete]** to delete it or click 🔟 in the same row

of the Group schedule.

# 5.9 Employee Schedule

You can arrange shifts for employees after setting the attendance timetables and shifts. If you fail to schedule shifts for employees, the attendance calculations cannot be performed.

Select [Attendance] > [Schedule Assignment] > [Employee Schedule] to access the personnel scheduling main interface that displays the personnel scheduling list and personnel scheduling details. The scheduled personnel are displayed in the list. Click the line where personnel scheduling is and the scheduling list on the right will display the scheduling details of the selected timetable in a chart.

## 5.9.1 Employee Schedule

1. Click [Add Schedule] on the Employee Schedule interface to access the schedule addition interface.

Empl	loyee 👻 🔍 E	mployee	Start	ate* 2020-12	-01	End Date* 2	020-12-51	
	Employee ID	First Name	Ov	erwrite Schedul	e			
	1	U Saw Thiha	Qs	hift	C			
	10	nicole huang		Shift Name	Name	Unit	Cycle	Auto Shift
	100001	100001					100 Television	
	100002	100002	0	1	1	Week	1	0
	100003		0	2	2	Week	1	0
	100004	100004	0	lqf	1	Week	1	0
	100005	100005	0	3	3	Week	1	0
	100006	100006						
	100007	100007						
	100008	100008						
	100009	100009						
otal	193 Records 🧹 🚺	10 > 20 🗸	Total 4	4 Records <	1 >	20 🗸		

Set the parameters as shown below:

**Employee:** Select the employee for whom the shifts need to be scheduled. Multiple choices are allowed. (Refer to <u>2. "Personnel Selection"</u> in Appendix 1 for personnel selection.)

**Start Date, End Date:** Set the start date and end date of the shift schedule. Please refer to <u>3. "Date</u> <u>Selection"</u> in Appendix 1 for data selection.

Shift: Select any shift from the shift list.

**Overwrite Shift:** if it is set in advance, the existing shift will be replaced. (Cannot replace shift which is in use)

2. After entering the details, click [Confirm] to save.

### ∕ ⊗Note:

By default, the start date and end date are set to the first day of the current month and the last day of the current month.

# 5.9.2 Querying Schedule Details

• Select [Attendance] > [Schedule]> [Employee Schedule] to access the Employee Schedule interface. The interface displays the employee's schedule records by default.

🃎 Q 重	Pay Code	Empl	oyee Schedule	×									
🌣 Setup 🔻	📕 Bool	kmarks <del>+</del>	¥ Filter -										
🖲 Rule 👻	Delete	Add Sch	nedule Im	port				1	r 9		4	😫 Detai	ils
🗂 Shift 🔹 🔻	Emplo	oyee ID	First Name	Last Name	Position	Department	Shift Name	Start Date	End			2021-	-07-01 - 2021-07-31 🔍
	1		Mike	-		Test	Normal Shift	2021-01-01	2021	Ē			
🛗 Schedule Assignment 🔺	1		Mike	-		Test	Normal Shift	2020-01-01	2020	Ô			
Department Schedule	2001		zoey	-		yuri	Normal Shift	2021-05-01	2021	Ê			
Group Schedule	2002		У	-		yuri	Normal Shift	2021-05-01	2021				
	2001		zoey	-		yuri	Normal Shift	2021-06-01	2021	Ê			
Employee Schedule	2002		У	-		yuri	Normal Shift	2021-06-01	2021	Ŵ			
Temporary Schedule	1		Mike	-		Test	Normal Shift	2021-06-01	2021				
🛗 Schedule Preview 🔻	11			-	hr	Test	Normal Shift	2021-07-01	2021				
	11		-	-	hr	Test	lalatest	2021-06-01	2021	Ē			
Approvals 🔹	3006		3006	-		workflow	Normal Shift	2021-06-01	2021				
🕈 Benefit Management 🔻	2722		Arvin	Chan		Development	Normal Shift	2021-06-01	2021	Ô			
-	2004		dd	-		yuri	ot	2021-06-01	2021				
🖆 Transaction Report 💌	1		Mike	-		Test	Normal Shift	2021-07-01	2021	Ē			
🖓 Daily Report 🔹													

• Click the Filter's drop-down button. Select the employee or shift (see <u>11. "Filter Search Function"</u> in Appendix 1.) to view the schedule records of the employees. In Employee Schedule Table, click any schedule record and the time table details will be displayed on the right of the interface.

🃎 Q 🔳	Pay Code × Em	ployee Schedule $\times$										
🗘 Setup 👻	Bookmarks -	T Filter 🚺 🗸										
Rule 👻	Delete Add S	Clean Filters	ſ	Employee II	)		1	<u>ر</u> م		<b>₽</b>	Details	
🗂 Shift 🛛 🔻	Employee ID	C T Employ	ree ID				art Date	End			2021-07-01	- 2021-07-31 🔾
	1	T First N	ame 🕨	Contain	~		21-01-01	2021	Ê			
🛗 Schedule Assignment 🔺	1	📿 🕇 Last Na	ame	1		×	20-01-01	2020	Ē			
Department Schedule	2001	Shift	pL	J	yuri	Normal Shift	2021-05-01	2021	圃			
	2001	zoey	-		yuri	Normal Shift	2021-06-01	2021	Ē			
Group Schedule	1	Mike	-		Test	Normal Shift	2021-06-01	2021	圇			
Employee Schedule	11	-	-	hr	Test	Normal Shift	2021-07-01	2021	ŵ			
Temporary Schedule	11	2	2	hr	Test	lalatest	2021-06 <mark>-</mark> 01	2021	Ŵ			
🛗 Schedule Preview 🔻	1	Mike	5.		Test	Normal Shift	2021-07-01	2021	Ē			

# 5.9.3 Import Employee Schedule

Users can click **[Import]** to import the employee schedule in batch for personnel. For detailed operation, please refer to <u>5."Import"</u> in **Appendix 1**.

# 5.9.4 Delete Schedule Records

Select the schedule record to be deleted and click [**Delete**] to delete it or click the in the same row of the employee's schedule.

# 5.10 Temporary Schedule

The temporary schedule is complementary to the existing schedule. If the overtime is to be set to the employees in a shift temporarily, it is necessary to arrange one (or more) timetable(s) for overtime, temporarily. Generally, temporary schedules are scheduled for overtime, like overtime for late shifts, weekends, holidays, and festivals.

### For example:

If a specific Employee is assigned already with a schedule, then according to the work requirement, the user can temporarily provide an extra shift to that Employee, where the attendance will get calculated based on the temporary schedule.

So, the calendar will display only that temporarily scheduled shift for that Employee instead of the previously scheduled shift. And the user can clear the temporarily scheduled shift anytime, and the calendar again displays only the previously scheduled shift of that Employee.

# 5.10.1 Add a New Temporary Schedule

1. Click [Attendance] > [Schedule Assignment] > [Temporary Schedule] > [Add Temporary Schedule] to add a temporary schedule.

Emplo	yee – Q	Employee	July 2	2021				То	day < >	Q	limetable		
	Employee ID	First Name	Sun	Mon	Tue	Wed	Thur	Fri	Sat		Name	Check-In	Check-C
		First Name	27	28	29	30	1	2	3				
	001										Normal Timetable	09:00:00	18:00:00
	002	haha	4	5	6	7	8	9	10		Nancy_Timetable	09:00:00	18:00:00
	1	Mike	4	5	0	1	0	9	10		timetable1	07:00:00	15:00:00
	10000001	tubie1									timetable2	12:00:00	20:00:00
	10000002	tubie21	11	12	13	14	15	16	17		timetable3	14:00:00	22:00:00
	10086	kk									lalatest	09:00:00	12:00:00
	11	XTREME ESTACIO	1								Group C	08:30:00	17:30:00
	1111	bhhjjh	18	19	20	21	22	23	24		ot	08:00:00	14:00:00
	111111	11111j									k	09:00:00	18:00:00
	1111111	dddds	25	26	27	28	29	30	31		k1	08:00:00	17:00:00
	111111111	ceshi1									lala1	09:00:00	18:00:00
	12051	Mark											
	12052	Bill	1	2	3	.4	5	6	7				
20 rec	ords per page 🗸	< 19 >								20 re	cords per page 🗸	< 1	> Total

2. Set the parameters as shown in the below image.

**Employee:** Select the employees for a temporary schedule (Multiple choices are allowed). Please refer to <u>2."Personnel Selection"</u> in Appendix 1 to select employees.

Date: Select the date for the temporary schedule. (Multiple choices are allowed.)

**Timetable:** Select a timetable used by a temporary schedule. (Multiple choices are allowed.) Please refer to <u>Add a Timetable</u> to set the timetable.

#### ∕≤Note:

- i. Multiple timetables can be selected for a temporary schedule, but the start time of timetables should not be the same.
- ii. Even though a shift has previously remained scheduled for an employee, only the recently set temporary schedule will be valid during the attendance calculation.
- iii. It is required to set the Timetable before selecting the date; otherwise, the modification will not take effect.

## 5.10.2 Import Temporary Schedule

Users can click **[Import]** to import the temporary schedule in batch for personnel. For detailed operation, please refer to <u>5."Import"</u>in Appendix 1.

## 5.10.3 Delete Temporary Schedule

Users can select the required schedule record to be deleted and click [Delete] or click 🔟 in the

same row of the personnel temporary schedule.

# 5.11 Schedule Preview

## 5.11.1 Schedule View

Schedule View shows a concise view of the schedules allocated to different employees.

Users can search the employees' schedules for a specific event like the employee's holidays, weekends, and employee schedule information. Also, users can add a shift to Employees, such as, add a temporary schedule for employees and clear the required shift.

ZKTeco	Personnel Device	Attendanc	e Access C	Control Pay	yroll N	Visitor	Meeting	MTD S	System	<mark>102</mark>	<b>Q</b> -
🏷 Q 💷 🛛	Pay Code × Schedule View	×									
🗘 Setup 🔻	Department 👻 🗟 📇 📥	Employee 20	12,Mice,Nancy	<ul> <li>Date Period</li> </ul>	User Defined		2021-05-01 -	2021-05- <mark>1</mark> 4	Q		
🛞 Rule 🔫	⊠Development ⊛Test	Import							7	e 2 🗆 e	• =
🗂 shift 🛛 🔻	₩kk	Employee NO. 💠	First Name	Department	1	2	3	4	5	6	7
	⊠yuri @YuanTeng	2012		Development	Day Off	Day Off	Day Off	Day Off	Day Off	Day Off	Day Of
🖞 Schedule Assignment 🔻	@lhl-revface18	355	Mice	Test	Day Off	Day Off	Day Off	Day Off	Day Off	Day Off	Day Of
🛗 Schedule Preview 🔺		456	Nancy	Test	Day Off	Day Off	Nancy_Timetable	Nancy_Timetable	Nancy_Timetable	Nancy_Timetable	Nancy
🗹 Approvals 🗢											
街 Transaction Report 🔻											
省 Daily Report 🛛 🔻											
අ Weekdy Report 👻			1 Page Cor	nfirm Total 3 Record	dr 10 M			_			
솀 Monthly Report 🔻			I Page Co	Total 3 Record	us 10 ¥						
街 Summary Report 🛛 🔻											

#### 1. Add Temporary Schedule

A temporary schedule complements the existing schedule. It is usually scheduled for overtime, such as overtime at night, overtime on weekends, overtime during holidays, and more.

- On the **Schedule View** interface, click on the drop-down list, situated on the left, to choose the required Department, Area, or Group.
- Please note, you can also use the Employee search option (search by Employee name or Employee ID) to search for the required Employees.
- On the opted Department, Area, or Group, select the required Employees from the list.
- Then, click on the corresponding date to select and right-click to add a temporary schedule to that date for the selected Employee.

ZKTeco	Personnel Device	Attendance	Access C	ontrol Pa	yroll \	/isitor	Meeting	MTD	System	102	2
>> Q ख	Pay Code 🔀 Schedule View	K.									
🗘 Setup 👻	Department 👻 🖼 🚠	Employee 201	2,Mice,Nancy =	Date Period	User Defined	-	2021-05-01	2021-05-14	Q		
🕅 Rule 🔻	@Development	Import							7	/ 2 II (	<b>*</b> ±
🗂 Shift 🛛 🔻	l⊠Test I⊠kk	Employee NO. 💲	First Name	Department	1	2	3	4	5	6	7
		2012		Development	Day Off	Day Off	Day Off	Day Off	Day Off	Day Off	Day Of
Schedule Assignment 🔻	@lhl-revface18	355	Mice	Test	Day Off	Day Off	Day Off	Day Off	Day Off	Day Off	Day Of
Schedule View        Schedule View        View By Person        Image: Separation of the									ld Temporary Schedule ear Temporary Schedule		
일 Weekly Report 외 Monthly Report 외 Summary Report 국		< 1 > [	1 Page Con	firm Total 3 Recor	ds 10 🗸						

• On the Add Temporary Schedule pop-up window, select the required timetable from the list to add a temporary schedule to the Employees.

Name	Check-In	Check-Out
Normal Timetable	09:00:00	18:00:00
Nancy_Timetable	09:00:00	18:00:00
timetable1	07:00:00	15:00:00
timetable2	12:00:00	20:00:00
timetable3	14:00:00	22:00:00
lalatest	09:00:00	12:00:00
Group C	08:30:00	17:30:00
ot	08:00:00	14:00:00

- Then click [**Confirm**] to update the changes, and the temporarily assigned shift will get displayed on the selected date.
- •Click [Schedule Assignment] > [Temporary Schedule] to view the temporarily assigned Employees.

#### 2. Clear Temporary Schedule

Select the required temporarily scheduled date, then right-click on that date and then select [Clear Temporary Schedule] from the pop-up window to clear the schedule for the selected date.

ZKTECO F	ersonnel Device	Attendanc	e Access C	ontrol Pa	yroll N	/isitor	Meeting	MTD	System	102	
🏷 Q 🗷 🎴	y Code 🔀 Schedule View 🔅	<									
🗘 Setup 👻 🛛	Department 👻 🖻 🛦	Employee 20	12,Mice,Nancy 👻	Date Period	User Defined	Ŧ	2021-05-01	2021-05-14	Q		
	⊡Development	Import							7	2 🗆 🔿	***
Mishife ❤	⊠Test ⊠kk	Employee NO. 🜲	First Name	Department	1	2	3	4	5	6	7
	⊠yuri @YuanTeng	2012		Development	Day Off	Day Off	Day Off	Day Off	Day Off	Day Off	Day
	⊠lhl-revface18	355	Mice	Test	Day Off	Day Off	Day Off	Day Off	Day Off	Day Off	Day
🗯 Schedule Preview 🔺		456	Nancy	Test	Day Off	Day Off	Nancy_Timetable	Norm: Add Ter	mporary Schedule	Nancy_Timetable	Nan
View By Person Ø Approvals Benefit Management											
- 2 Transaction Report											
월 Daily Report 🔹											
省 Weekly Report 🛛 🔻		<b>Z 1 3</b>	1 Page Cont	Total 3 Recon	dr. 10.44						
名 Monthly Report 🔹			1 Page Con	Total 5 Kecon	us 10 •						

# 5.11.2 View By Person

This interface facilitates the user to view the specific Employee's schedule in detail.

- 1. On the [Attendance] interface, click [Schedule Preview] > [View By Person] to view the shift schedule of each person.
- 2. On the **View By Person** interface, select the corresponding employee from the list on the left, and the selected employee's daily schedule will get displayed on the calendar.
- 3. Please note, you can also use the Employee search option (search by Employee name or Employee ID) to search for the required Employees.

ZKTECO	Personnel	Device	Attendance	Access C	Control Pay	roll Visitor	Meeting	MTD	System	150
🏷 Q 🗉	Pay Code 🗙 🛛 Gl	lobal Rule 🛛 🗸 V	∕iew By Person ×							
🌣 Setup 🔻	Employee 📼	Q 456	M	lay 202	21		8 456			Today < >
🖲 Rule 🔻	Employee ID	First Name		Sun	Mon	Tue	Wed	Thur	Fri	Sat
🗂 shift 🛛 🔫	456	Nancy	25	- Series	26	27	28	29	30	1
🛗 Schedule Assignment 🔻			Wee	kend						Weekend
🏥 Schedule Preview 🔺			2		3	4	5	6	7	8
Schedule View			Wee	kend	Nancy_Timetable	Normal Timetable	Nancy_Timetable	Nancy_Timetable	Nancy_Timetable	Weekend
View By Person			9		10	11	12	13	14	15
🗹 Approvals 🛛 👻			Wee	kend	Nancy_Timetable	Nancy_Timetable	Nancy_Timetable	Nancy_Timetable	Nancy_Timetable	Weekend
🕈 Benefit Management 🔻			16		17	18	19	20	21	22
Transaction Report 🔻			Wee	kend	Public Holiday	Nancy_Timetable	Nancy_Timetable	Nancy_Timetable	Nancy_Timetable	Weekend
Le Iransaction Report V			23		24	25	26	27	28	29
省 Daily Report 🛛 🔻			Wee	kend	Nancy_Timetable	Nancy_Timetable	Nancy_Timetable	Nancy_Timetable	Nancy_Timetable	Weekend
岱 Weekly Report 🔹			30		31	1	2	3	4	5
街 Monthly Report 🔹	20 🗸 < 1	> Total 1 Rec	Wee	kend	Nancy_Timetable					Weekend
🖞 Summary Report 🛛 🔻	20 -									

### Add Temporary Schedule

i. On the [View By Person] interface, select the corresponding date from the calendar,

ZKTECO Attendance Access Control Meeting Personnel Payroll System 🏷 Q 🗉 Pay Code Global Rule × View By Person Setur 456 Employee A 456 May 2021 Today < > R Rule Employee ID First Name Sat Sun Mon Wed Fri 🗂 Shift 456 Nancy Schedule A Schedule Previ Schedule View 14 17 efit Ma Add Tem Add leave Transaction Report Clear Temporary Schedule 25 27 28 C Daily Report 21 Weekly Report 31 Nano Monthly Report > Total 1 Records

right-click and then click [Add Temporary Schedule] from the drop-down list to add a Temporary shift for the Employee on a particular date.

ii. On the **Add Temporary Schedule** pop-up window, select the corresponding shift from the list and click **Confirm** to update the changes.

Name	Check-In	Check-Out	
1	00:00:00	00:00:00+1	
Nancy_Test	09:00:00	18:00:00	
2	01:00:00	11:00:00	
3	12:00:00	23:00:00	
Mice Test	09:00:00	18:00:00	
4	09:00:00	18:00:00	
22	09:00:00	18:00:00	
US SHift	16:00:00	22:00:00	
Temn Shift	09.00.00	12.00.00	

iii. Hence, the temporarily scheduled shift will get displayed on the selected date and click [Schedule Assignment] > [Temporary Schedule] to view the temporary schedules of the Employees.

#### Add Leave

i. On the [View By Person] interface, select the corresponding date from the calendar, right-click and then click [Add Leave] from the drop-down list to add a leave for the Employee on a particular date.

ZKTECO	Personnel	Device Att	endance Acc	ess Control Pa	ayroll Visito	Meeting	MTD	System	152
🏷 Q 🗉	Pay Code 🗙 🛛 Glo	bal Rule × View B	y Person ×						
🕏 Setup 🔻	Employee 📼	Q 456	May 2	2021		은 456			Today <
🕅 Rule 🔻	Employee ID	First Name	Sun	Mon	Tue	Wed	Thur	Fri	Sat
🗂 Shift 🛛 🔻	456	Nancy	25	26	27	28	29	30	1
🛱 Schedule Assignment 🔻			Weekend						Weekend
🛗 Schedule Preview 🔺			2	3	4	5	6	7	8
Schedule View			Weekend	Nancy_Timetable	Normal Timetable	Nancy_Timetable	Nancy_Timetable	Nancy_Timetable	Weekend
View By Person			9	10	11	12	13	14	15
			Weekend	Nancy_Timetable	Nancy_Timetable	Nancy_Timetable	Nancy_Timetable	Nancy_Timetable	Weekend
🗹 Approvals 🛛 🔻				17	10	19	20		
🕈 Benefit Management 🔻			16 Weekend	17 Public Holiday	18 Nar Add Tempor		20 Nancy Timetable	21 Nancy Timetable	22 Weekend
위 Transaction Report 🔻					Add leave	rary Schedule			
			23	24	25		27	28	29
🖞 Daily Report 🛛 👻			Weekend	Nancy_Timetable	Nancy_Timetable	Nancy_Timetable	Nancy_Timetable	Nancy_Timetable	Weekend
🖞 Weekly Report 🛛 👻			30	31	1	2	3	4	5
Monthly Report 🔹	20 🗸 < 1	> Total 1 Records	Weekend	Nancy_Timetable					Weekend
🖞 Summary Report 🛛 🔻									

ii. On the **Add Leave** pop-up window, enter the leave details of the employee, and click **Confirm** to update the leave.

Start Time*	2021-05-18 00:00:00	
End Time*	2021-05-18 23:59:59	
Pay Code*	Annual Leave	~
Auto Approved*	No	

iii. A pending leave application will be added to that employee, then click [Attendance] > [Approvals] to view the pending leave details.

ZKTeco	Personnel	Device A	ttendance A	ccess Control	Payroll	Visitor	Meeting	MTD	System	155	<b>Q</b> -
>> Q ⊡	Pay Code 🗙 Glo	bal Rule $ imes$ View	By Person X Leav	e ×							
🗘 Setup 👻	Bookmarks -	▼ Filters 🚺 -									
🕅 Rule 🔻	Add Delete	Bulk Add	Approve Reject	Revoke	Import	7	° 9	□ 🕈 🗄	Workflow		
🗂 Shift 🛛 👻	Employee First	t Na Department	Start Time	End Time	Apply Reason	Apply Time	Pay Code	Approval Status			
	456 Nar	ncy Test	2021-05-18 09:00:00	2021-05-18 18:00:0	- 00	2021-05-17 14:21:59	Annual Leave	Pending			
🛗 Schedule Assignment 🔻	123456	Ihl-revface18	2021-05-17 00:00:00	2021-05-17 14:19:5	54	2021-05-17 14:19:59	Annual Leave	Pending			
🛗 Schedule Preview 🔻											
🗹 Approvals 🔺											
Manual Log											
Leave											
Overtime											
Training											

∕ Note:

Only the approved leave will get displayed on the calendar on View By Person interface.

### Clear Temporary Schedule

On the **[View By Person]** interface, select the required scheduled date from the calendar, then right-click and select [**Clear Temporary Schedule**] from the drop-down list to clear the temporarily scheduled shift for the selected date.

© Q	Pay Code × Globa	al Rule X View By Pe	rson × Leave ×						
🗘 Setup 👻 👻		Q 456	May 202	21		은 456			Today < >
🕅 Rule 🔫	Employee ID	First Name	Sun	Men	Tue	Wed	Thur	Fri	Sat
🛱 Shift 🛛 🔫	456	Nancy	25	26	27	28	29	30	1
🛗 Schedule Assignment 🔻			Weekend						Weekend
🗯 Schedule Preview 🔺			2	3	4	5	6	7	8
Schedule View			Weekend	Nancy_Timetable	Normal Timetable	Nancy_Timetable	Nancy_Timetable	Nancy_Timetable	Weekend
View By Person			9	10	11	12	13	14	15
🗹 Approvals 🗸 👻			Weekend	Nancy_Timetable	Nancy_Timetable	Nancy_Timetable	Nancy_Timetable	Nancy_Timetable	Weekend
			16	17	18	19	20	21	22
🕈 Benefit Management 🔻			Weekend	Public Holiday	INdric	rary Schedule	Nancy_Timetable	Nancy_Timetable	Weekend
🖞 Transaction Report 🔻			23	24	25 Clear Tempo	orary Schedule	27	28	29
街 Daily Report 🛛 🔻			Weekend	Nancy_Timetable	Nancy_Timetable	Nancy_Timetable	Nancy_Timetable	Nancy_Timetable	Weekend
원 Weekly Report 👻			30	31	1	2	3	4	5
			Weekend	Nancy Timetable					Weekend

# 5.12 Attendance Approval

Daily maintenance includes viewing the transaction logs and performing various operations on appended logs, leave and overtime.

# 5.12.1 Manual Log

When an employee leaves on a business trip or forgets to punch in or out, entering an attendance record to the attendance report manually is called adding a manual log. The manual logs are generally entered by the management personnel based on the attendance result and the attendance system of the enterprise after an attendance cycle ends.

• Select [Attendance] > [Approvals] > [Manual log] > [Add] to add a manual log for an employee.

dd					
Employee*	Ŧ	Auto Approved	Enable 🔵		
Punch Time*		Punch State*	Check In		V.
Work Code		Attachment	Choose File	No <mark>file ch</mark> osen	
Apply Reason					
	//				
				Confirm	Cance

#### Fill in the fields as shown below:

**Employee**: Enter employee ID or employee name to search and select the employee. Only one employee can be selected.

Auto Approved: If it is enabled then the manual log will be auto approved after submission.

**Punch Time**: Enter the punch time of the manual log.

Punch State: Select the punch state of the manual log from the drop-down list.

2

Work Code: Enter the work code of the employee.

Attachment: Upload the attachment for the manual log.

Apply Reason: Enter the apply reason for the manual log.

• Click [Confirm] to save the settings.

## 1. Bulk Add Manual Log

• Select [Attendance] > [Approvals] > [Manual log] > [Bulk Add] to add manual log for employees.

Depa	rtme 🔻	Department	-	C Employee	Se	lected 0				
E	mployee ID	First Name	Last Nar	me Department		Employee ID	First Name	Last Name 🌻	Department	
2	010	naomi		yuri						
2	011	sasha		yuri			N	one		
2	012			Development	E					
2	013			Development	t.					
2	014			Development	:					
2	015			Development						
Punch	n Time*			Punch State*	Check In	v				
Wor	k Code			Auto Approved	Enable 🔵					
Apply I	Reason									
			/	4						

- Select the employees. The list on the right displays the selected employees. Set Punch Time, Punch State (check-in, check-out, break in, break out, overtime in, overtime out and so on) and reason for manual punch.
- Click [Confirm] to save the settings.

#### ∕ ⊗Note:

Adding a manual log will simultaneously add an identical entry in the log table and modifying it will simultaneously modify the same entry in the log table.

# 2. Edit a Manual Log

Click the name of the person who needs to edit the record or click **[Confirm]** after modifications.

#### ⊮×Note:

The approved record cannot be modified.

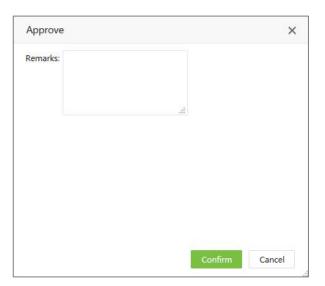
## 3. Delete a Manual Log

In the list of the manual log, select the manual log to be deleted and click [Delete] at the top left

of the list. Click **[Confirm]** or click 🔟 to delete the selected manual log.

## 4. Approve/Reject/Revoke a Manual Log

Select the applied log and click on **[Approve]**, **[Reject**] or **[Revoke**]. The approval window pops up as shown in the figure:



Enter Remarks and clicking [Confirm] will approve, reject, or revoke the manual log.

After the approval, the approval personnel will be displayed in each record, as shown in the figure.

Employee ID	First Name	Department	Workflow Builder	Punch Time	Punch State	Work Code	Apply Reason	Apply Time	Approval Status	Approval Comment
100021	100021	Nicole Test	4	2020-12-02	Check In		2	2020-12-11	Approved	2
10086	kk	lala	*	2020-12-11	Check In			2020-12-11	Approved	
3180222	www	119		2020-12-09	Check In			2020-12-10	Approved	
3180222	www	119	-	2020-12-09	Check In			2020-12-10	Approved	
3180222	www	119	-	2020-12-09	Check In			2020-12-10	Approved	

## 5. Import Manual Log

Users can click **[Import]** to import the manual log in batch for personnel. For detailed operation, please refer to <u>5."Import"</u>in **Appendix 1**.

# 5.12.2 Leave

# 1. Add a Leave Application

• Select [Attendance] > [Approvals] > [Leave] > [Add] to apply for leave.

dd		
Employee*	~	Auto Approved Enable
Start Time*		End Time*
Pay Code*	 ~	Attachment Choose File No file chosen
Apply Reason		
	1	
		Confirm Cancel

## Fill in the fields as shown below:

**Employee**: Enter employee ID or employee name to search and select the employee. Only one employee can be selected.

Auto Approved: If it is enabled, the leave will be auto approved after submission.

Start Time/End Time: Enter start time and end time of leave.

Pay Code: Select the pay code of the leave from the drop-down list.

#### ∕ ⊗Note:

While the leave pay code has been assigned as a leave balance, named "Leave Day" as shown in the following figure, some tips are given about the balance.

Employee*						
Employee*	456 Nancy ×		Auto Approved	Enable 🔵		
Start Time*	2021-05-17 09:00:	00	End Time*	2021-05-17	19:00:00	
Pay Code*	Annual Leave	Ŧ	Attachment	Choose File	No file chosen	
Leave Days*	1	Days				
tips	: Left Leave Day : 4;	All Leave Day :	4; Used Leave Day :	0		
pply Reason						

Attachment: Upload the attachment for the leave.

Apply Reason: Enter the apply reason for the leave.

- 2. Click [Confirm] to save the settings.
- 2. Bulk Add Leave Applications
  - Select [Attendance] > [Approvals] > [Leave] > [Bulk Add] to apply for leave.

De	partme 📼	Department	-	C Employee		Selected 0			
	Employee ID	First Name	Last Name	Department		Employee ID 💠 First Name 💠 Last Name 💠 Department			
	456	Nancy	Xie	Test					
	5	Anna		Development		None			
	524287			Ihl-revface18	1				
	524288			Ihl-revface18					
	6	sdfsdf		Development					
	65535			Ihl-revface18					
	✓ Total 42 R art Time*		> 2	Page Confirm End Time*					
P	ay Code*	249621	~	Auto Approved	nable 🌔				
pp	y Reason								
			ĥ						

• Select the employee, the list on the right side shows the selected employee. Select the start and

end time of leave, pay code, and apply reason.

- Click [Confirm] to save the details.
- 3. Edit Leave Application

Click the name of the person whose application is to be edited or click **[Confirm]** after modifications.

#### ∕ ⊗Note:

The approved record cannot be modified.

## 4. Delete Leave Application

In the list of leave applications, Select the leave application to be deleted and click [Delete] at the

top left of the list. Click [Confirm] to delete the selected record or click  $\widehat{\mathbb{I}}$  .

## 5. Approve Leave Application

Select the applied leave and click on **[Approve]**, **[Reject**] or **[Revoke**]. The approval window pops up as shown in the figure:

Approve		×
Remarks:		
	.11	

Enter Remarks and clicking [Confirm] will approve, reject, or revoke the leave application.

After the approval, the approval personnel will be displayed in each record, as shown in the figure.

A	dd Delete	e Add n	nore Apj	prove Reject	Revoke I	mport	2	e .* D	I 🄶 🗄	Workflow
	Employee ID	First Name	Department	Start Time	End Time	Apply Reason	Apply Time	Pay Code	Approval Status	0 2021-06-22 13:57:20
	11		Test	2021-07-01 16:1	2021-07-01 18:1		2021-07-01 16:11:23	Annual Leave	Pending	Bill
	1	Mike	Test	2021-06-04 09:0	2021-06-07 18:0		2021-06-29 10:59:42	Annual Leave	Revoke	Pending
	1	Mike	Test	2021-06-04 09:0	2021-06-07 18:0		2021-06-29 10:43:14	Annual Leave	Revoke	
	3003	3003	workflow	2021-06-25 10:3	2021-06-25 12:3		2021-06-25 10:33:20	Casual Leave	Rejected	
	12052	Bill	Developm	2021-06-20 13:5	2021-06-21 13:5		2021-06-22 13:57:20	Annual Leave	Pending	
	11	-	Test	2021-06-22 10:2	2021-06-22 12:2		2021-06-22 11:24:55	Business Trip	Revoke	

## 6. Import Leave Applications

Users can click **[Import]** to import the leave applications in batch for personnel. For detailed operation, please refer to <u>5."Import"</u>in Appendix 1.

# 5.12.3 Overtime

Overtime can be added in two ways. One is through the administrator login where the administrator can add overtime for each employee (automatic approval), and the other is through the employee login, where the employee can apply for overtime (requires approval).

## 1. Add an Overtime Application

Select [Attendance] :	> [Approvals] >	[Overtime] > [A	dd] to apply for overtime.
-----------------------	-----------------	-----------------	----------------------------

Add				×
Employee*		v	Auto Approved Enable	
Start Time*			End Time*	
Pay Code*	N <u>-90 1000 160</u>	*	Attachment Choose File No file chosen	
Apply Reason				
		11		
			Confirm Cance	ř

## Fill in the fields as shown below:

**Employee**: Enter employee ID or employee name to search and select the employee. Only one employee can be selected.

Auto Approved: If it is enabled, then the overtime will be auto approved after submission.

Start Time/End Time: Enter start time and end time of overtime.

Pay Code: Select the pay code of the overtime from the drop-down list.

Attachment: Upload the attachment for the overtime.

Apply Reason: Enter the apply reason for the overtime.

- Click [Confirm] to save the settings.
- 2. Bulk Add Overtime Applications

• Select [Attendance] > [Approvals] > [Overtime] > [Bulk Add] to apply for overtime.

00	partme 💌	Department	~ Q	Employee	Selected 0
	Employee ID	First Name	Last Name	Department	Employee ID 💠 First Name 💠 Last Name 💠 Department
	456	Nancy	Xie	Test	
	5	Anna		Development	None
	524287			Ihl-revface18	1
	524288			Ihl-revface18	
	6	sdfsdf		Development	
	65535			Ihl-revface18	
S	tart Time*			End Time*	
F	Pay Code*	्यत्वर्ध्वया	~	Auto Approved Enab	le 🔵
pp	ly Reason				
			<i>.</i> ],		

- Select the employee, the list on the right side shows the selected employee. Select the start and end time of leave, pay code, and apply reason.
- Click [Confirm] to save the details.

#### *⊯*Note:

The time of the new overtime application is not included in the working hours of the staff.

#### 3. Edit an Overtime Application

The editing procedure for overtime is the same as the manual log.

#### 4. Delete an Overtime Application

The deleting procedure for overtime is the same as the manual log.

## 5. Approve an Overtime Application

The approval procedure for overtime is the same as the manual log.

## 6. Import Overtime Applications

Users can click **[Import]** to import the overtime applications in batch for personnel. For detailed operation, please refer to <u>5."Import"</u> in **Appendix 1**.

# 5.12.4 Training

## 1. Add a Training Application

• Select [Attendance] > [Approvals] > [Training] > [Add] to apply for training.

Add		×
Employee*	~	Auto Approved Enable
Start Time*		End Time*
Pay Code*	v	Attachment Choose File No file chosen
Apply Reason	1	
		Confirm Cancel

## Fill in the fields as shown below:

**Employee**: Enter employee ID or employee name to search and select the employee. Only one employee can be selected at a time.

Auto Approved: If it is enabled, then the training will be auto approved after submission.

Start Time/End Time: Enter the start time and end time of the training.

Pay Code: Select the pay code of the training from the drop-down list.

Attachment: Upload the attachment for the training.

Apply Reason: Enter the reason for applying to the specific training.

• Click [Confirm] to save the settings.

## 2. Bulk Add Training Applications

• Select [Attendance] > [Approvals] > [Training] > [Bulk Add] to apply for training.

De	partme 💌	Department	~ Q	Employee	Selected 0
	Employee ID	First Name	Last Name	Department	Employee ID 💠 First Name 💠 Last Name 💠 Department
	456	Nancy	Xie	Test	
	5	Anna		Development	None
	524287			Ihl-revface18	1
	524288			Ihl-revface18	
	6	sdfsdf		Development	
	65535			Ihl-revface18	
St	art Time*			End Time*	
P	ay Code*		v	Auto Approved Enab	e
qq	ly Reason				
			11		

- Select the employee(s), the list on the right side shows the selected employee(s). Select the start and end time of training, pay code and application reason.
- Click [Confirm] to save the training details.

## 3. Edit Training Application

Click the name of the person whose training application is to be edited and click *Confirm*] after modifications.

#### *⊯*Note:

The approved application cannot be modified.

#### 4. Delete Training Application

In the list of training application, click the selected training application to be deleted, and then click [Delete] at the top left of the list to enter the delete confirmation interface, and click [Confirm]

to delete the selected record. Or click 🔟 after the record.

# 5. Approve Training Application

The operation method is the same as the manual log.

## 6. Import Training Applications

Users can click **[Import]** to import the training applications in batch for personnel. For detailed operation, please refer to <u>5."Import"</u> in **Appendix 1**.

# 5.12.5 Schedule Adjustment

After the user applies for changing the shift on the APP, the administrator can approve it on the Web application.

ZKTeco	Personnel	Devic	e Att	tendance	Access Co	ntrol Pay	/roll \	/isitor Mee	ting MT	D	System	1466 75	0
🔊 Q 🗉	Pay Code 🛛 🛛	Manual Log	× Sched	ule Adjustmen	t ×								
🖨 Setup 🔫	Bookmarks	- Y Filte	r <del>-</del>										
Rule 🔫	Delete A	pprove	Reject	Revoke				1 2	9 🗆 🏓	ŧ	Workflow		
🗂 shift 🗸 🔻	Employee ID	First Name	Department	Date	Previous Schedule	New Schedule	Apply Reason	Apply Time	Approval Status		0 2021-07-02 13:51:25		
	2001	zoey	yuri	2021-07-05	Normal Timetable	Nancy_Timetable		2021-07-02 13:51:25	Approved	创	zoey		
🛗 Schedule Assignment 🔻	2001	zoey	yuri	2021-06-29	Normal Timetable	Nancy_Timetable		2021-06-30 14:37:23	Approved	Û	Approved		
🛗 Schedule Preview 🔻	1	Mike	Test	2021-06-29	Normal Timetable	Group C		2021-06-25 16:10:05	Approved	匬			
	1	Mike	Test	2021-06-22	Normal Timetable	Nancy_Timetable		2021-06-25 10:36:43	Approved	ŵ	⊘ 2021-07-02 13:51:38		
Approvals 🔺	1	Mike	Test	2021-06-16	Normal Timetable	Nancy_Timetable		2021-06-24 16:35:49	Pending	ŵ	/uri		
Manual Log	1	Mike	Test	2021-06-24	Normal Timetable	Nancy_Timetable		2021-06-24 16:35:28	Pending	ŵ	Approved		
Leave	2002	У	yuri	2021-06-24	Normal Timetable	Nancy_Timetable		2021-06-23 14:40:56	Pending	匬			
	1	Mike	Test	2021-06-23	Normal Timetable	Nancy_Timetable		2021-06-23 11:02:19	Approved	ŵ			
Overtime	11	-	Test	2021-06-30	Normal Timetable	Group C		2021-06-22 11:19:09	Approved	ŵ			
Training	2002	У	yuri	2021-06-23	Normal Timetable	Nancy_Timetable	11	2021-06-22 09:27:59	Approved	Û			
Schedule Adjustment													
La .													
🕈 Benefit Management 🔻													

## • Approve Schedule Adjustment Records

The approval procedure of shift adjustment is the same as the manual log.

## • Delete Shift Adjustment Records

The deleting procedure of shift adjustment is the same as the manual log.

#### ⊮Note:

After deleting the shift adjustment record of the employee, the shift of the employee is still the adjusted shift.

# 5.12.6 Approval Form

The user can view the workflow and status of the application and download the approval form.

🏷 Q 🧾	Workbench	× Manual	Log × Leav	e ×									
🗘 Setting Guide 🚽		arks• 🔻 F											
🗘 Setup 👻	Add I	Delete B	ulk Add Ap	prove R	eject Revoke	Import				12	© ⊡ ¢ ≆	Workflow	
R Rule 👻	Employe	e First Na	Company Na	. Departm	Start Time	End Time	Apply Reas	Apply Time	Pay Code	Approval Stat		0 2022-09-20 16:57:54	
	2	kilo	Company	Departm	2022-09-21 10:0	2022-09-23 18:0		2022-09-20 16:5	Casual Lea	Approved	<b>IZ</b> 🔒	kilo	
🖞 Shift 🔫	1	Jeffery	Company	Departm	2022-09-20 09:0	2022-09-20 18:0		2022-09-20 16:5	Annual Le	Approved	<b>≣</b> ⊘ 🔒	Approved	
Schedule Assign 👻	1	Jeffery	Company	Departm	2022-09-21 09:0	2022-09-22 18:0		2022-09-20 16:5	Annual Le	Approved	III 🕑 🗊	Ø 2022-09-20 16:57:54	
Schedule Preview 🔻												<ul> <li>2022-09-20 16:57:54</li> <li>admin</li> </ul>	
												Approved	
Approvals 🔺												Auto Approved	
fanual Log													
eave													
Overtime													
Fraining													
chedule Adjustment													
Benefit Manage 🔻													
Transaction Report 🔻													
] Daily Report 🛛 🔫													
Weekly Report 💌													
Monthly Report 👻													
Summary Report 🔫													
Configurations 👻													

Click the icon in the application record to view the current application workflow and related information.

🗘 Setting Guide 🛛 👻	Bookmark 🖉	s <b>• ▼</b> Fi	ilter •								
🗘 Setup 👻	Add Del	ete Bu	ilk Add Apj	prove R	eject Revok	e Import		× / > □	<i>е</i> ≆	Workflow	
R) Rule 👻	Employee	First Na	Company Na	. Departm	Start Time		Workflow List	Approval Stat		0 2022-09-20 16:57:54	
-		kilo	Company		2022-09-21 10		Employee Information		2 🕯	kilo	
🗂 Shift 🛛 👻		Jeffery	Company		2022-09-20 09	Name	kilo.			Approved	
🖺 Schedule Assign 👻		Jeffery	Company	Departm	2022-09-21 09	Employee ID	2	Approved	6	2022-09-20 16:57:54	
🛗 Schedule Preview 👻						Department	Department			admin	
🗹 Approvals 🔺						Position				Approved Auto Approved	
Manual Log							Request Information				
Leave						Request Type	Casual Leave				
Overtime						Request Date	2022-09-21 10:00:002022-09-23 18:00:00				
Training						Apply Reason					
Schedule Adjustment							Process				
🕈 Benefit Manage 👻						Approver	admin				
2 Transaction Report 🔻						Approval Status	Approved				
🖞 Daily Report 🛛 🔫						Approval Time	2022-09-20 16:57:54				
👌 Weekly Report 👻							La Download				
게 Monthly Report 👻											
查 Summary Report 👻											
🛠 Configurations 💌											

Click the icon **Download** to download the workflow form. Forms only support PDF format.

∺⊟ 1 of 1 Q -	- + 🍳 🖬   CB Page	view   A <sup>®</sup> Read aloud   ① Add text   ∀ Draw ~ ₽	🗟 Highlight 🗸 🖉 Era	ise   🖨 🖺 🛱	∠ © _
	[	Workflow List			
		Employee Information			
	Name	kilo.			
	Employee ID	2			
	Department	Department			
	Position				
		Request Information			
	Request Type	Casual Leave			
	Request Date	2022-09-21 10:00:002022-09-23 18:00:00			
	Apply Reason				
		Process			
	Approver	admin			
	Approval Status	Approved			
	Approval Time	2022-09-20 16:57:54			

# 5.13 Benefit Management

# 5.13.1 Leave Group

- 1. Add a Leave Group
  - Select [Attendance] > [Benefit Management] > [Leave Group] > [Add] to add a leave group.

Code*:	
couc .	
Name*:	

Enter the fields as shown below:

Code: Set the code of leave group.

Name: Set the name of leave group.

• Click [**Confirm**] to complete adding a leave group.

# 2. Edit Leave Group

Click the code of the leave group to be edited or click *if* to enter the edit page.

	e* 7		Name* Group	1		
Ad	ld Benefit					
	Pay Code 🌲	Leave Type	Leave Applicati	Min Leave Day	Deduct Non-worki	
1	Annual Leave	Based On Service	1	1	0	6

**Code:** Cannot be edited.

Name: Edit the name of the leave group.

Add Benefit: Click it to add different leave types to the leave group.

Pay Code*		Ψ.			
Leave type*	Unlimited Leave	~			
Application Setting					
Leave Application is	1	Days	Min Leave Day*	1	Days
Allowed After Hired*			Will Leave Day		00,5
Deduct Non-working	No	~			
Day*					

Pay Code: Select pay code whose type is leave from the drop-down list.

Leave Type: Set the leave type of the pay code. There are four leave types:

A. **Based On Service**: This calculation method supports leave types with leave quota increasing year by year, for example, the annual leave.

Leave type	* Based On Se	ervice 🔻			
Application Setting	Basic Setting	Entitlement Setting	Advance Setting		
Leave Application is Allowed After Hired		Days	Min Leave Day*	1	Days
Deduct Non-working Day		<b>V</b>			

## (1) Application Setting

Leave Application is Allowed After Hired: Only after the employee joins the company for specific period, then only the employee can apply leave.

Example: If the setting is 90, it means the employee cannot apply for the leave until he or she has worked in the company for 90 days.

Min Leave Day: Set the minimum leave day that the employee needs to apply.

**Deduct Non-working Day:** The default setting is [No], which means the rest days and public holidays during the leave will not be counted as leave and the leave balance will not be deducted.

(2) Basic Setting

Leave type*	Based On Se	rvice 👻			
Application Setting	Basic Setting	Entitlement Setting	Advance Setting		
Leave Interval*	Year	v	Leave Distribution Time*	Cycle Start Date	Ŧ
Start Date*	0 <mark>1</mark> -01		Allow Exceed Limit*	No	٣
Carry Forward to Next Year*	No	v	Max Forward Days	0	

Leave Interval: Now it only supports yearly, Yearly means distributing the annual quota to employees year by year.

Leave Distribution Time: Choosing [Cycle Start Date], means distributing the annual leave quota of the year on the first day of the year.

Choosing [**Cycle End Date**], means distributing the annual leave quota of the year on the last day of the year.

**Start Date**: Set the start date of the year. The system usually uses calendar year by default, e.g. January 1 of each year is the start time and December 31 is the end time.

Most companies calculate the annual leave based on calendar year. If your company has different cycle, you can make adjustment here.

Allow Exceed Limit: While the leave quota of the current year has been used up, whether employees are allowed to use the leave quota for the next year.

**Carry Forward to Next Year**: If you choose [**No**], it means the leave quota is available only in the year. The rest part of leave entitlement that employee did not apply will not be available in the next year anymore.

If you choose [Yes], it means the leave quota that employee did not apply for, can be transferred to the next year.

**Max Forward Days:** While [**Carry Forward to Next Year**] is set as [Yes], then users can set the Maximum Carry Forward Days. Such as set it as [5], it represents the leave balance that can be transferred to the next year should be no more than 5 days.

# (3) Entitlement Setting

Application Setting	Basic Setting	Entitlement Setting	Advance Setting	
eniority Start 🌲	Senio	rity End	Entitlement Days	
	5		5	1
5	6		6	<b></b>

Click to add and set different entitlement days for different seniority. Example: There are two different seniority level.

- i. Set Seniority Start as 1 and Seniority End as 5, Entitlement Days as 5.
- ii. Set Seniority Start as 6 and Seniority End as 6, Entitlement Days as 6.

It means the employee is entitled to 5 days of annual leave from the first to the fifth year of employment. When it comes to sixth year, the employee is entitled 6 days of annual leave.

# ①Advance Setting

ng

Users can set the hire date of the employee as the start date of the year.

While Leave Distribution Time sets as "Cycle End Date", Set Hire Date as Year Start Date sets as "Yes", for example, the hire date of employee A is 2020-09-01, and the hire date of employee B is 2020-06-13. Employee A will get the leave quota for the first time on 2021-09-01, and B will get it on 2021-06-13; every year in the future, their leave quota will be automatically calculated based on their hire date.

Other calculation examples for leave type of Based On Service (Set Hire Date as Year Start Date sets as "No"):

i. The start date of the year is January 1, Set "Leave Distribution Time" as "**Cycle Start Date**", the leave quota for the first year of employment is 5 days.

If the employee's hire date is June 15<sup>th</sup>, then the employee will get leave quota of the first year **on June 15<sup>th</sup>** proportionally, the calculation formula shown as follows:

Leave Quota of The First Year = (Entry Time / 365) \* 5

ii. The start date of the year is January 1, Set "Leave Distribution Time" as "**Cycle End Date**", the leave quota for the first year of employment is 5 days.

If the employee's hire date is June 15<sup>th</sup>, then the employee will get leave quota of the first year **on December 31<sup>st</sup>** proportionally, the calculation formula shown as follows:

Leave Quota of The First Year = (Entry Time / 365) \* 5

②Unlimited Leave: The leave type without specific quota, such as no pay leave and work injury leave, etc.

Leave type*	Unlimited Leav	re 🔻			
pplication Setting					
Leave Application is Allowed After Hired*	1	Days	Min Leave Day*	1	Days
Deduct Non-working	No				
Day*					

# **Application Setting**

Please refer to the parameter description of Based On Service Year.

③**One-Time Leave:** The leave type that the system will generate leave quota only for one time when the employee joined in the company. This calculation method is applicable for leave types such as maternity leave, marriage leave, paternity leave, compensation leave, etc.

One-Time Leav	/e 🔻			
asic Setting				
1	Days	Min Leave Day*	1	Days
No	*			
	asic Setting	1 Days	1 Days Min Leave Day*	1 Days Min Leave Day* 7

## Application Setting

Please refer to the parameter description of Based On Service Year.

pplication Setting Basic Setting	
Leave Entitlement* 1	

#### Basic Setting

**Leave Entitlement**: Set the leave entitlement for the one-time leave.

④ Fixed Quota: It is applicable for company's extra welfare leave, such as paid sick leave, birthday leave, company anniversary, etc. There is a fixed quota for every month/year.

		2				
plication Setting B	asic Setting					
Leave Application is	1	\$	Days	Min Leave Day*	1	Days
Allowed After Hired* Deduct Non-working	No		<b>.</b>			
Day*						

## Application Setting

Please refer to the parameter description of Based on the Service Year.

#### Basic Setting

Leave Type*	Fixed Quota	v			
Application Setting B	asic Setting				
Leave Entitlement*	1				
Leave Interval*	Year	-	Leave Distribution Time*	Cycle Start Date	-
Start Date*	01-01		Allow Exceed Limit*	No	Ψ.

Leave Entitlement: Set the leave entitlement for leave type of fixed quota.

After adding different leave types to the leave group, click [**Confirm**] to complete the editing operation.

**(5)** Compensatory Leave: Compensatory leave can convert employees' overtime hours into leave hours.

Pay Code*	Compensatory Leave	Ŧ			
Leave Type*	Compensatory Leave	-			
oplication Setting Ba	asic Setting				
Leave Application is		Days	Min Compensate Hours	1.0	Hour(s)
		Days	Min Compensate Hours	1.0	Hour(s)
Leave Application is		Days	Min Compensate Hours	1.0	Hour(s)

#### Application Setting

**Leave Application is Allowed After Hired**: Only after the employee joins the company for specific period, then only the employee can apply leave.

Example: If the setting is 90, it means the employee cannot apply for the leave until he or she has worked in the company for 90 days.

Min Compensate Hours: Set the minimum duration of the compensatory leave.

**Deduct Non-working Day**: The default setting is [No], which means the rest days and public holidays during the leave will not be counted as leave and the leave balance will not be deducted.

				×
Pay Code*	Compensatory Leave			
Leave Type*	Compensatory Leave	T		
Application Setting B	asic Setting			
Leave Interval*	Year	~		
Carry Forward to Next	No	Ŧ	Max Forward Hours	
Year*				

#### Basic Setting

Leave Interval: Now it only supports yearly, Yearly means distributing the annual quota to employees year by year.

**Carry Forward to Next Year**: If you choose [**No**], it means the leave quota is available only in the year. The rest part of leave entitlement that employee did not apply will not be available in the next year anymore.

If you choose [**Yes**], it means the leave quota that employee did not apply for, can be transferred to the next year.

**Max Forward Hours:** Users can specify the Maximum Carry Forward Hours while **[Carry Forward to Next Year]** is set to [Yes]. Set it to [5], which means the maximum amount of leave that can be transferred to the following year is 5 hours.

- 3. Assign Employee
  - Select corresponding leave group and click [Assign Employee].

De	partme 📼	Department	~ Q	Employee		Sel	ected	0						
	Employee ID	First Name	Last Name	Department			En	nployee I	D \$	First Name	\$	Last Name 💠	Department	
	1	Mike		Test	1						N	one		
	10000001	tubie1	zhang	tugou							140			
	10000002	tubie21		tugou										
	10000003	tubie3123		tugou	1									
	10086	kk		kk										
	11			Test										
	1111	bhhjjh		Development										
	111111	11111j		Development										
20	✓ Total 157	Records <	> 1 Pi	age Confirm										

• In the employee's s list, select the employee(s) whom you want to adjust to the selected leave group in batches (You can search employees by Department, Name or Employee ID).

De	partme 👻	Department	~ Q	Employee	Sele	cted 3				
	Employee ID	First Name	Last Name	Department		Employee ID 👙	First Name 👙	Last Name  🌩	Department	
	1	Mike		Test		1	Mike		Test	
	10000001	tubie1	zhang	tugou		10000001	tubie1	zhang	tugou	
	10000002	tubie21		tugou		10000002	tubie21		tugou	
	10000003	tubie3123		tugou						
	10086	kk		kk						
	11			Test						
	1111	bhhjjh		Development						
	111111	11111j		Development						
		li internette de la companya de la c								
)	✓ Total 157 I	Records <	> 1	Page Confirm						

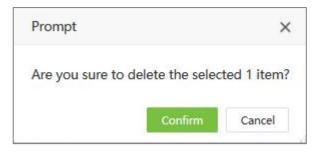
• Select the Employee and click [Confirm]. The selected employee will be assigned to the leave group.

- 4. Remove Personnel from Leave Group
  - Select corresponding leave group, and the personnel belonging to this group will show on the right personnel list.
  - Select the personnel that needs to be removed from the leave group and click [Remove].

ZKTECO	Personnel De	evice Attendance	e Access Control	Payroll	Visitor	Meeting	MTD Sy	/stem	<b>A</b>
🗞 Q 遭 🗘 Setup	Pay Code × Group	× Filters -							
Pay Code	Add Delete	Personnel Transfer		1 2 9	□ 🕈 ‡	Remove			
Fixed Code	Group Code	Group Name	Employee Qty.		1.	Employee ID		Last Nam ‡ Depart	
Group	2	Test	3			3	Allen	Develo Test	
🛞 Rule 🗢		delauit	U			5	Anna	Develo	
🗂 Shift 🔹 🔻			Remove		×				
🛗 Schedule Assignment 🔻			Are you sure to ren	nove employee	from this group?				
Schedule Preview					Yes No				
🗹 Approvals 🛛 👻									
🕈 🛛 Benefit Management 🔻									
🔁 Transaction Report 👻									
🖓 Daily Report 👻									
🕙 Weekly Report 🛛 👻									
街 Monthly Report 🔻	C 14 🗸 <	1 > Total 2 Records	1 Page Confirm				1 Page Conf	irm Total 3 Records 10	) 🗸

• Select [Yes] to complete removing personnel.

- 5. Delete a Leave Group
  - Select the group and click [**Delete**] or click 🔟 in the same row of the group to be deleted.



• Click [Confirm] to delete the group.

# 5.13.2 Holiday

Attendance on holidays and festivals may be different from the weekdays. To simplify operation procedures, the system offers settings designed for attendance time and rules on holidays and festivals.

## 1. Add a Holiday for Attendance

• Select [Attendance] > [Benefit Management] > [Holiday] > [Add] to add a holiday.

Add					×
Name*					
Basic Setting	Overtime Rule Advanced				
Start Date*	2020-12-11	Duration* 1	Days		
Color Setting	×				
				Confirm Cancel	J)

Name: Enter the holiday name (maximum of 50 characters).

Basic Setting:

Start Date: Set the start date of the holiday.

Duration (Day): Set the duration of the holiday.

Color Setting: Select the color of the holiday to be displayed on the attendance report.

## • Overtime Rule:

dd										>
Name*										
Basic Setting	Overtime Rule	Advanced								
Overtime	Enable									
Work Hours		Ŧ	Work Hours	0.0	Hour(s)		0.0	Hour(s)		
Assign To			Range							
Work Hours		Ψ.	Work Hours	0.0	Hour(s)	2	0.0	Hour(s)		
Assign To			Range							
Work Hours		~	Work Hours	0.0	Hour(s)	2	0.0	Hour(s)		
Assign To			Range							
									-	
									Confirm	Cancel

Set the work hours range and assign to corresponding pay code.

• Advanced:

dd							>
Name*							
asic Setting	Overtime Rule	Advanced					
Group		Ŧ	Department	Ŧ			
						Confirm	Cancel

**Department:** Enter Department holidays. When the Department is not selected, the holiday is valid for all the Departments.

**Group:** Enter Group holidays. When the Group is not selected, the group is valid for all the Groups.

- Click [Confirm] to save the settings.
- 2. Edit a Holiday for Attendance

In the holiday list, click the name of a holiday, or click *i* in the same row of the holiday. Modify the parameters as needed and click **[Confirm]** to save the modifications.

## 3. Delete a Holiday for Attendance

In the holiday list, select the holiday and click [Delete] on the upper left of the holiday list or click

in the same row of the holiday to be deleted. Click **[Confirm]** to delete the holiday.

# 5.14 Attendance Report

The attendance report lists the attendance information of the queried employee within a designated time period and collects statistics on absence, late arrival/early leaving, overtime and leave, to check whether the listed information is consistent with the actual conditions. If the obtained result is inconsistent, adjust the shift, add an overtime sheet or compensatory leave sheet, or directly modify the data in the report based on the requirements.

Here attendance report is split into five types: Transaction Report, Daily Report, Weekly Report, Monthly Report and Summary Report.

🏷 Q 運 🕴	Pay Code X Transaction X							
Setup 👻	Department 🤝 🔛 🖼	Employee	<b>V</b> .	Date Period User De	efined 👻 202	0-12-01 - 2020	-12-11	
🖲 Rule 👻	☑Department ☑2	Save Layout	Load Layout					7200
Ĵ Shift 🗸 🛨	₩3	Employee ID 💠	First Name	Department 💠	Date 🌐	Time	Punch State	Data Sources
	Inicole Test Ini	20102	troye	Konoha village	2020-12-11	15:11	Unknown	Device
🖞 Schedule Assignment 👻	₩6	20102	troye	Konoha village	2020-12-11	15:11	Unknown	Device
🖞 Schedule Preview 👻	igras Igraes Department	20103	gakki	Konoha village	2020-12-11	15:11	Unknown	Device
	Board of Directors	20103	gakki	Konoha village	2020-12-11	15:10	Unknown	Device
🕈 Approvals 🛛 🔫		20103	gakki	Konoha village	2020-12-11	15:10	Unknown	Device
	I Konona village I XXXX	20103	gakki	Konoha village	2020-12-11	15:10	Unknown	Device
🖞 Holiday 🛛 👻	☑Nancy Test	20102	troye	Konoha village	2020-12-11	15:10	Unknown	Device
Transaction Report	⊗lala ⊗lqf	20102	troye	Konoha village	2020-12-11	15:06	Unknown	Device
	@119	20102	troye	Konoha village	2020-12-11	15:05	Unknown	Device
Transaction		20102	troye	Konoha village	2020-12-11	14:56	Unknown	Device
Time Card		20102	troye	Konoha village	2020-12-11	14:54	Unknown	Device
First & Last		20101	Kamado Nezuko	Konoha village	2020-12-11	14:54	Unknown	Device
Filiat of Case		20104	104	Konoha village	2020-12-11	14:54	Unknown	Device
First In Last Out		20103	gakki	Konoha village	2020-12-11	14:54	Unknown	Device

Select [Attendance] > [Transaction Report] > [Transaction] to view the transaction report.

The following describes how to view an attendance report.

- Select the report in the left menu bar and enter the report interface.
- Select Department/Area/Group on the left side to view the attendance data of employees of that department/area/group.

ZKTECO	Personnel Device	Attendanc	e Access	Control Payroll	Visitor	Meeting MTD	System	1560 41	0
🏷 Q 🗉	Pay Code $\times$ Transaction $\times$								
🔹 Setup 👻	Department 🔺 🗑 🖬 🚣	Employee		Date Period User Defin	ned 👻 202	0-12-01 - 2020-12	2-11		
🛞 Rule 👻	Department	Save Layout	Load Layout					7 Z 🗆	e =
🗂 shift 🛛 🔻	Area Group	Employee ID 💠	First Name	Department 🌩	Date 😄	Time	Punch State	Data Sources	
	S	20102	troye	Konoha village	2020-12-11	15:11	Unknown	Device	
🛗 Schedule Assignment 🔻		20102	troye	Konoha village	2020-12-11	15:11	Unknown	Device	
🗯 Schedule Preview 🔻	idas in Sales Department	20103	gakki	Konoha village	2020-12-11	15:11	Unknown	Device	
🛗 Schedule Preview 🔻	Board of Directors	20103	gakki	Konoha village	2020-12-11	15:10	Unknown	Device	
🗹 Approvals 🛛 👻		20103	gakki	Konoha village	2020-12-11	15:10	Unknown	Device	
		20103	gakki	Konoha village	2020-12-11	15:10	Unknown	Device	
🕂 Holiday 🔻	@Nancy Test	20102	troye	Konoha village	2020-12-11	15:10	Unknown	Device	
Transaction Report	⊗lala ⊗lof	20102	troye	Konoha village	2020-12-11	15:06	Unknown	Device	
	€119	20102	troye	Konoha village	2020-12-11	15:05	Unknown	Device	
		20102	troye	Konoha village	2020-12-11	14:56	Unknown	Device	
Time Card		20102	troye	Konoha village	2020-12-11	14:54	Unknown	Device	

Or click the Employee selection box to select the employee (multiple or all) whose attendance report required to be viewed.

e 🔳 🛻 🛛 Department 🤝	Q	Employee				Selec	ted 0			
□Department □2		Employee ID	First Name	Last Name	Departme		Employee ID	First Name	Last Name	De
3		01	huahua		lala	1		1.2.2.0000.0		
□ Nicole Test		1	U Saw Thi		Departme			None		
□5 □6		10	nicole hu		Nicole Test					
🗆 as		100001	100001		2					
□ Sales Department		100002	100002		2					
<ul> <li>Board of Directors</li> <li>Business Planning Department</li> </ul>			100002							
□ Konoha village		100003			XXX					
		100004	100004		2					
□ Nancy Test		100005	100005		2					
□lala □lqf		100006	100006		2					
□ 119	20	✓ Total 198 Re	cords <	> 1 P	age Confirm					

- Set the Start Date and End Date. Please refer to <u>3."Date Selection"</u> in **Appendix 1** to set the date.
- Click , and view the attendance report of the selected employees between the start date and end date.

#### **1. Transaction Report**

#### Transaction

It provides all transaction information of the selected employee.

## Time Card

It provides detailed punching information of the selected employee.

• First & Last

It provides statistics on the earliest and last punching data of each employee for each day.

**First Punch:** The earliest punch record of the day.

Last Punch: The last punch record of the day.

## • First In Last Out

It provides statistics on the earliest check-in and last check-out data of each employee for each day.

First Check-in: The earliest check-in record within the day's check-in time range.

Last Check-out: The last check-out record within the day's check-in time range.

## 2. Daily Report

## Total Time Card

The total time card interface displays the statistics on the schedule, attendance status, overtime, and holidays of all staff by date. The attendance list is a statistical table of attendance records in each shift timetable.

Total Hrs.: Interval between the check-in time and the check-out time.

Total Hrs. of Break: Actual rest time (Break time-out/in).

Break Time: Break time.

Worked Hrs.: Actual working hours.

Duty Duration: Required working hours (timetable duration – Break time).

Total OT: Total overtime hours.

While checking the Total Time Card report, users can select the corresponding record and directly add either a manual log, leave or overtime applications and view the attendance settings for the employees via the pop-up menu list.

i. On the **Total Time Card** interface, select the corresponding record from the list, then right-click and select the required application type from the pop-up window.

📎 Q 運	Pay Code × Leave Group ×	Holiday ×	Total Time Card 🛛 🛛								
🗘 Setup 👻 👻	Department 👻 🗑 🚠	Employee	Ŧ	Date Period	User Defined	··· 2021	-06-01 -	2021 <mark>-</mark> 07-05	Q		
🖲 Rule 🔻	Development	Save Layout	Load Layout							1 2	
🗂 shift 🛛 🔻	l⊠Test I⊠kk	Employee NO. 🌩	First Name	Department	Date 🌻	Weekday	Timetable	Check In	Check Out	Duty Duration	Break Duration
		1	Mike	Test	2021-06-01	Tuesday	Normal Timetable	09:00	18	Manual Log	<u> </u>
🗎 Schedule Assignment 🔻	▶ @lhl-revface18	1	Mike	Test	2021-06-02	Wednesday	Normal Timetable	09:00	18 Add		
🛱 Schedule Preview 🔻	@CS @Dota	1	Mike	Test	2021-06-03	Thursday	Normal Timetable	09:00	10	Overtime	
	☞生产部门	1	Mike	Test	2021-06-04	Friday	Normal Timetable	09:00	18	Training Attendance Settir	
🗹 Approvals 🛛 👻	受行政部门 受Office	1	Mike	Test	2021-06-05	Saturday		00:00	00.00	Attendence Settin	ly l
🕈 Benefit Management 🔻		1	Mike	Test	2021-06-06	Sunday		00:00	00:00		
		1	Mike	Test	2021-06-07	Monday	Normal Timetable	09:00	18:00	09:00	
🖞 Transaction Report 🔻	@workflow Mice Test	1	Mike	Test	2021-06-08	Tuesday	Normal Timetable	09:00	18:00	09:00	
🖞 Daily Report 🔺	Customer Service	1	Mike	Test	2021-06-09	Wednesday	Normal Timetable	09:00	18:00	09:00	
Total Time Card	Invictus game	1	Mike	Test	2021-06-10	Thursday	Normal Timetable	09:00	18:00	09:00	
		1	Mike	Test	2021-06-11	Friday	Normal Timetable	09:00	18:00	09:00	
Worked Hrs		1	Mike	Test	2021-06-12	Saturday		00:00	00:00		
Overtime Report		1	A Alba	Test	2021 06 12	cundau		00-00	00-00		
Leave Report		C 20 record	ds per page 🖌 🧹	1 2 3 1	13 > Total 24	7 Records jum	p to 1 Page	Confirm			

- ii. Here, the software will automatically fill in the employee information according to the selected record.
- iii. And after setting the time and pay code, click [Confirm] to save and update the application.

dd Manual I	log
Employee*	01 huahua
Punch Time*	2020-12-01 00:00:00
Punch State*	Check In
Work Code	

## Worked Hrs.

The list shows the calculation result of every pay code of the selected person.

#### Overtime Report

The list shows the overtime of the selected person.

#### Leave Report

The list shows the leave of the selected person.

## Late In Report

The list shows the late arrival time of the selected person.

## Early Out Report

The list shows the early leave time of the selected person.

## Absent Report

The list shows the late arrival, early leave and absent of the selected person.

## Exception Report

It provides all attendance exceptions.

## Scheduled Log

This table calculates the valid schedules of attendance records.

## Paired Punch

The list displays the consecutive check in and out of each Employee, and the total hours between each consecutive check -in/out.

## Multiple Worked Hrs

When Multiple In/Out function is enabled in Flexible Timetable or the Paring Rule is set as Odd Even, the duration of each period and the total working time are counted.

#### Multiple Break Time

After Multiple In/Out is enabled in Break Time, the break time duration and total break time duration of each break period are counted.

Users can export an attendance report to a .xls, PDF, CSV or .txt file based on requirements. Please refer to <u>6. "Export"</u> in Appendix 1 to export the report.

Users can select the fields required for displaying in the attendance report based on requirements (the fields are displayed after being checked).

Users can change the column width by dragging the column border to the left or right based on requirements.

#### 3. Weekly Report

#### • Weekly Worked Hrs.

The list displays the weekly work hours of the selected person.

#### Weekly Overtime

The list displays the weekly overtime of the selected person.

# 4. Monthly Report

# Monthly Status

The monthly status interface displays the daily attendance status, attendance statistics, overtime statistics, leave records, and leave summary within a designated period. It uses symbols or digits or the combination of symbols and digits to represent different items. The meaning of each report symbol can vary in daily attendance.

# Monthly Check-in/out

The monthly punch interface displays the daily check-in/out records of the selected person.

# Monthly Worked Hrs.

The list shows the monthly working hours of the selected person.

# Monthly Overtime

The list shows the monthly overtime of the selected person.

# Monthly Absence

The list displays the selected person's monthly absence statistics.

# 5. Summary Report

# Employee Attendance

The attendance summary interface displays the attendance summary of each employee in the time period, including the lists of attendance, leaves and overtime, namely the summary table of the attendance lists.

The leave records are calculated based on the leave type. The data in the left column is the sum of the data of all leave types. For example, leave = sick leave + casual leave + maternity leave + compassionate leave + annual leave + self-defined leave.

# Employee Overtime

The overtime summary interface displays the overtime for each pay code whose type is overtime in the selected date range.

# Employee Leave

The leave summary interface displays the leave time for each leave type in the selected date range.

# Department Attendance

Displays all data for a particular Department. It is the statistics of all the employees' attendance in a Department.

# Department Overtime

The department overtime summary interface displays the overtime time for each pay code whose type is overtime in the selected date range.

## Group Attendance

Displays all the data for a particular Group. It is the statistics of all the employees' attendance in a group.

## Group Overtime

The group overtime summary interface displays the overtime for each pay code whose type is overtime in the selected date range.

## Leave Balance

The leave balance summary interface displays the detail leave balance information of selected person.

# 5.15 Configurations

# 5.15.1 Calculation

Select [Attendance] > [Configurations] > [Calculation] to calculate the attendance. It shows all the employees by default. You can select the Department on the right side to display the employees in

the specified Department. Fill the time range to be calculated. Click to calculate. When the progress bar is 100% indicates the end of the calculation.

	N 39 298							
📎 Q 🛅 Pay Code	× Calculation ×							
🖻 Rule 🔽 🗹 🖬 🖬	Department 🗸	Employ	vee ID	First Name	Q Start Date 20	20-12-01 End Date	2020-12-11	
Shift	tment		Employee ID	First Name	Last Name	Hired Date	Department	Position
■ Schedule Assignment			1	U Saw Thiha		2020-11-30	Department	
□Nicole	Test		10	nicole huang		2020-09-01	Nicole Test	
Schedule Preview			100001	100001		2019-01-01	2	
Approvals	Department		100002	100002		2019-01-01	2	
Board	of Directors		100003			2020-11-01	XXXX	
Holiday    Busine  Konoh	ss Planning Departme		100004	100004		2019-01-01	2	
ी Transaction Report	a village		100005	100005		2019-01-01	2	
Nancy	Test		100006	100006		2019-01-01	2	
Daily Report 👻 🗌 lala			100007	100007		2019-01-01	2	
□119 Weekly Report			100008	100008		2019-01-01	2	
I weekly keport			100009	100009		2019-01-01	2	
👌 Monthly Report 🛛 🔻			100010	100010		2019-01-01	2	
			100011	100011		2019-01-01	3	
🖞 Summary Report 🛛 💌			100012	100012		2019-01-01	3	
Configurations			100013	100013		2019-01-01	3	
			100014	100014		2010.01.01	0	

# 1. Rules to select Check-in/out Time

While "Punch State Based" is not enable, the check-in time is the time that is the earliest within the check-in time range. For example, when you check-in at 8:50, 9:00 and 9:10, it is considered

that you check-in at 8:50. The check-out time is the time that is the latest within the check-out time range. For example, the due check-out time is 18:00, if you check out at 17:50, 18:00 and 18:20, it is taken that you check out at 18:20.

## 2. Calculation Process

First, determine the shift, work type on that day. Then select the check-in/out time and the leave list. Select the compensatory leave information. When selecting the work type, only the holiday settings of 100 days prior to the current day can be selected. Select the attendance parameters, calculate the attendance results, and save the results to the database.

# 3. Calculation Prerequisites

Calculation is only made when Enable Attendance Function is set to Yes. If the attendance calculation is not required for an employee, only the actual attendance value and the total time are shown in the report after the attendance calculation.

# 4. Work Type Consideration Rules

- If Calculation OT is selected, the overtime is calculated based on the settings of the attendance parameters. The calculation result is rounded based on the rounding rules. If the work time of the timetable is set to zero, it is considered that the timetable is overtime, which will be calculated as the daily overtime.
- If there is a temporary schedule, it is calculated by the work type of the temporary schedule.
- The work type on weekends and day-offs is considered as normal work or overtime work according to the value set in the attendance rule.
- The work type of holiday is determined as normal work or overtime work according to the value set on holiday.

# 5. Rounding Rules

- The rounding rules include rounding down, rounding off and rounding up:
- For rounding down, when the remainder of the calculated value exceeds the minimum unit, the system automatically truncates the remainder.
- For rounding off, when the remainder of the calculated value exceeds half of the minimum unit, the value will be increased by a minimum unit; if the remainder of the calculated value is less than half of the minimum unit, the remainder will be neglected.
- For rounding up, if the remainder of the calculated value exceeds the minimum unit, the value will be increased by a minimum unit.

# 6. Scheduling Principle

- When there is a normal schedule, the system considers the day as a workday. However, if there is a temporary schedule, the timetable of the additional temporary schedule is considered as work or overtime based on the preset value.
- When there is no existing schedule or temporary schedule assigned for the Employees, the

system will calculate the attendance according to the [**Rule for Non-scheduled Days**] function, which is configured either in [**Global Rule**], [**Department Rule**] or [**Group Rule**].

- If there is no existing schedule but a temporary schedule is arranged, it is considered as work or overtime based on the preset value in the temporary schedule.
- Determine whether there is an existing schedule:
  - i. Calculate the attendance based on a schedule if any, and check whether there is a temporary schedule. If yes, the work type of temporary schedule can be designated during temporary scheduling.
  - ii. If there is no schedule, check whether there is a temporary schedule.
  - iii. If there is no schedule or temporary schedule, attendance will get calculated according to [Rule for Non-scheduled Days] set on either [Global Rule], [Department Rule] or [Group Rule]
- iv. The attendance is not calculated when there is no attendance records.

# 5.15.2 Configuration

Select [Attendance] > [Configurations] > [Configuration] to set the report parameters.

ZKTECO	Personnel Device	Attendance	Access Control	Payroll	Visitor	Meeting	MTD	System	<b>1560</b>	0.
♥ Q 遭 ® Rule ♥	Pay Code × Configuration ×									
🗂 shift 🗸 👻	Short Date Format* yyy	y-MM-DD	Short Time	Format <sup>a</sup> HH:mm		v				
🛗 Schedule Assignment 👻	Resign Employee Display Yes	D	Filter By F	Hire Date Yes						
🛗 Schedule Preview 🔫										
🗹 Approvals 👻										
🔁 Holiday 🔹										
C Daily Report V										
쉽 Weekly Report 👻										
쉽 Monthly Report 🔻										
쉽 Summary Report 👻										
℃ Configurations 🔺										
Calculation Configuration										Gran
Computation										Save

Short Date Format: Set the date format of the report display.

**Short Time Format:** Set the time format of the report display.

**Resign Employee Display:** Select whether to filter the resigned employees or not. When it is set as Yes, the resigned employees will not be shown in the attendance calculation and reports. When it is set as No, the resigned employees will be shown.

Filter By Hire Date: Toggle Yes to enable this function.

Please note, if this function is enabled, then it is not possible to assign a schedule or apply manual

log/leave/overtime/training/schedule modifications and neither process attendance calculation for the date before the employee hiring date.

# 5.16 Shift Schedule Change Notification

When the check in/check out time of the normal timetable assigned by the employee changes, the employee will receive an email reminder.

Click **Attendance- > Shift- > Normal timetable** to enter the following interface.

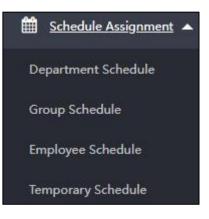
Nan	ne*				Work I	Hours Assign To* R	egular					
c Settings	BreakTime Sett	ings Ur	nsched	duled 1	Time Settin	igs Overtime Ru	le Rule Settir	ngs				
Check-In*	09:00:00					Check-Out	* 18:00:00	Cross	0	v	Days	
Check-In Start Time*	08:00:00	Cross	0	Ŧ	Days	Check-Out Star Time		Cross	0	Ŧ	Days	
Check-In End Time*	10:00:00	Cross	0	-	Days	Check-Out En Time		Cross	0	Ŧ	Days	
WorkDay*	1.0		Days			Color Setting	js 🛛 🗙					
ce All the cross-da	ys setting is ba	sed on chec	k-in.									

When the employee's shift changes, an email reminder will be sent to the employee.

Click **Attendance- > Shift- > Shift** to enter the following interface.

nitt ina	ame*			Auto Shift 🔵	Disable							
Gener	al Setting											
Q, 1	limetable					Unit*	Week 🔻		Cycle*	I		
	Name	Check-In	Check-Out	Break Time		Sun	Mon	Tue	Wed	Thu	Fri	Sat
	9-18 norm	09:00:00	18:00:00	60	1		flex1	9-18.5 n	flex2	9-18 no	001	
	9-18 nobr	09:30:00	17:30:00	30		_						
	9-18.5 nor	08:00:00	18:30:00	90								
	flex1	04:00:00	21:00:00									
	flex2	00:00:00	00:00:00+1									
~	001	08:00:00	18:00:00	60								
otal 1	4 Records <	1 >	20 🗸									
otice												

When an employee's schedule is added or deleted and then re-arranged, the employee will receive an email reminder. The following four schedule types all have email reminders.



# 6 Access Control

The Access control module enables the user to perform various operations such as door settings, device commands, setting holidays in devices, assigning user groups, access combinations, and other access related privileges.

# 6.1 Device

Select [Access Control] > [Device] > [Device] to view the device list.

ZKTeco	Personnel D	evice Atter	ndance	Access Co	ntrol Payroll	Visitor M	Meeting MTD	System	<b>1150</b>	0
🄊 Q 重	Device									
🗞 Device 🔺	Bookmarks - T	Filters 🛥								
	Open Door Cance	el Alarm Set Par	ameter					7	2° D 🗆	e :
Device Command	Serial Number	Device Name	State	Door Lock Delay	Door Sensor Delay	Door Sensor Type	Door Alarm Delay	Retry Times To Alarm	Valid Holidays	
🕽 Access Control 🛛 👻	BODV182760001	Auto add	•	10	10	None	30	3	No	6
	BYRQ192860151	g	•	10	10	None	30	3	No	٦
	CKVS202060017	Auto add	•	10	10	Normal Close(NC)	30	3	No	a
	CKV5202060033	Auto add	0	10	10	Normal Close(NC)	30	3	No	6

# 6.1.1 Open Door

Select the corresponding device in the device list and click [Open Door].

ZKTeco	Personnel D	Device Att	tendance	Access Co	ntrol Payroll	Visitor	Meeting MTC	System	1150	<u>0</u> -
🄊 Q 🗉	Device									
🗞 Device 🖌	Bookmarks +	🕇 Filters 🛨								
	Open Door Cano	el Alarm Set F	Parameter					7	2 9 🗉	<b>≁</b> ∓
	Serial Number	Device Name	State	Door Lock Delay	Door Sensor Delay	Door Sensor Type	Door Alarm Delay	Retry Times To Alarm	Valid Holidays	
🗂 Access Control 🗖	BODV182760001	Auto add	•	10	10	None	30	3	No	6
	BYRQ192860151	g	•	10	10	None	30	3	No	Ø
	CKV5202060017	Auto add	•	10		se(NC)	30	3	No	8
	CKV5202060033	Auto add	0	10 Prompt		× se(NC)	30	3	No	8
				Are you su	re to unlock of selected	device(s)? Cancel				

Click [Confirm] to unlock the selected devices.

# 6.1.2 Cancel Alarm

To cancel an existing alarm, select the corresponding device and click [Cancel Alarm]

ZKTECO	Personnel I	Device At	tendand	e Access Co	ontrol Payro	I Visitor	Meeting MTC	) System	(1530) 71	<u>Q</u> -
<b>୭</b> ପ୍ 🗉	Device									
💑 Device 🔺	🖉 Bookmarks <del>+</del>	▼ Filter -								
Device	Open Door Can	cel Alarm Set	Parameter					7	2° D 🗆	<b>*</b>
Device Command	Serial Number	Device Name	State	Door Lock Delay	Door Sensor Delay	Door Sensor Type	Door Alarm Delay	Retry Times to Alarm	Valid Holidays	
	6614211300014	lhi	•	10	10	Normally Closed(NC)	30	3	No	Ø
🛗 Access Control 🛛 🔻	CKL5211060011	Xhinobi	•	10	10	Normally Closed(NC)	30	3	No	Ø
	CKV5202060017	Auto add	•	10	10	Normally Closed(NC)	30	3	No	Ø
				Prompt		×				
				Are you sure to re		Confirm Cancel				

Click [Confirm] to cancel the alarm of the selected device.

# 6.1.3 Set Parameter

Access Control Options	Duress Options An	iti-Passback Setu	p		
Door Lock Delay*	e	Da	or Sensor Delay*	15	
5 C	0 - 10 Second(s)	Do		1 - 255 Second(s)	
Door Sensor Type*	Normally Closed(NC)		Door Alarm Delay*	1	
				0 - 999 Second(s)	
NC Time Period*	0		No Time Period*	1/276.	
	Time Zone Number(0 - 50)			Time Zone Number(0 - 50)	
Retry Times to Alarm*	None	✓ Verify I	Mode by RS485*	Fingerprint/Card	w.
Valid Holidays	Yes		Speaker Alarm	Yes	

A. Select the respective device in the device list and click [Set Parameter].

Set the parameters as shown below:

## 1. Access Control Options

Door Lock Delay: Set the door lock delay for the device. The range is 0-10 second(s).

Door Sensor Delay: Set the door sensor delay for the device. The range is 1-255 second(s).

**Door Sensor Type:** Select the door sensor type for the device. The types are Normal Open (NO), Normal Close (NC) and None.

Door Alarm Delay: Set the door alarm delay for the device. The range is 0-999 second(s).

NC Time Period: Set the normal close time period number. The range is 0 to 50.

**NO Time Period:** Set the normal open time period number. The range is 0 to 50.

**Retry Times To Alarm:** When the number of failed verifications reaches the preset value (the value range is 1-9 times), an alarm will be triggered. If there is no preset value, an alarm will be triggered after a failed verification.

Verify Mode by RS485: Select the verification mode by RS485.

**Valid Holiday:** Select whether the NC Time Period or NO Time Period settings are valid in the preset holiday time period. Select NO to enable the NC or NO time period in the holiday.

Speaker Alarm: When it is enabled, the buzzer will raise an alarm when the device is dismantled.

## 2. Duress Options

Set Parameter				×
Access Control Options	Duress Options	Anti-PassBack Setup		
Duress Function	Yes			
Alarm on 1:1 Match	Yes 🔵	Alarm on 1:N Match	Yes	
Alarm on Password	Yes	Alarm Delay*	10 0 - 999 (Seconds)	
			0 - 999 (Seconds)	
			Confirm Car	ncel

Duress Function: Select whether to enable the duress function for the device or not.

**Alarm on 1:1 Match:** If it is enabled and a user performs 1:1 verification method to verify any registered fingerprint, then the alarm will be triggered.

**Alarm on 1:N Match:** If it is enabled and a user performs 1:N verification method to verify any registered fingerprint, the alarm will be triggered.

Alarm on Password: If it is enabled and the user uses the password verification method, the alarm will be triggered.

Alarm Delay: Set the alarm delay for the device. The range is 1 to 999 second(s).

#### 3. Anti-Passback Setup

Set Parameter					×
Access Control Options	Duress Options	Anti-PassBack Setup			
Anti-PassBack Mode*	No Anti-passback		or Direction* O	ıt	*
				Confirm	Cancel

Anti-PassBack Type: Select the type of anti-passback.

Door Direction: Set the door direction. It can be none, in or out.

B. After setting the details, click **Confirm** to save the anti-passback parameters.

## 6.2 Device Command

Select **[Access Control] > [Device] > [Device Command]**. Check the commands issued by the software to a device during communication.

📎 Q 💷	De	vice × Device	Command ×									
Device 🔺		🛢 Bookmarks <del>-</del>	▼ Filter -									
Device	C	elete Bulk D	elete							1 2	ົງ 🗆	*
Device Command		Serial Number	Device Name	Content						Commit Time 👙	Transfer Time	e
		CKL5211060011	Xhinobi	DATA USER PIN=9	87654322 Name=Nick Pri=0	Passwd= Card= TZ	=0000000000000	000 Grp=1 Verify=-1		2021-07-05 13:09:31	2	ť
🖞 Access Control 🛛 🔻		CKL5211060011	Xhinobi	DATA UPDATE USE	ERPIC ZK_PERSONNEL_PHOT	O_PIN=1				2021-07-05 13:09:30	-	t
		CKL5211060011	Xhinobi	DATA UPDATE BIO	PHOTO PIN=1 Type=9 Form	at=1 Url=iclock/do	c/biophoto/1.jpg			2021-07-05 13:09:30	4	t
		CKL5211060011	Xhinobi	DATA USER PIN=1	Name=Mike Pri=0 Passwd=	1 Card=[3CCE12000	00000000000000000000000000000000000000	00000000 Grp=1 Verif	y=-1	2021-07-05 13:09:30	a.	ť
		CKL5211060011	Xhinobi	DATA UPDATE USE	ERINFO PIN=1 Grp=1 TZ=00	0000000000000000 Ve	erify=-1			2021-07-05 13:09:26	-	t
		CKL5211060011	Xhinobi	DATA UPDATE USE	RINFO PIN=987654322 Grp	=1 TZ=000000000	000000 Verify=-1			2021-07-05 13:09:26	-	t
		CKL5211060011	Xhinobi	DATA UPDATE Acc	UnLockComb UID=10 Group	o1=0 Group2=0 Gro	up3=0 Group4=0	Group5=0		2021-07-05 13:09:26	-	ť
		CKL5211060011	Xhinobi	DATA UPDATE Acc	UnLockComb UID=9 Group1	=0 Group2=0 Grou	p3=0 Group4=0 0	Group5=0		2021-07-05 13:09:26	×	ť
		CKL5211060011	Xhinobi	DATA UPDATE Acc	UnLockComb UID=8 Group1	=0 Group2=0 Grou	p3=0 Group4=0 0	Group5=0		2021-07-05 13:09:26	-	t
		CKL5211060011	Xhinobi	DATA UPDATE Acc	UnLockComb UID=7 Group1	=0 Group2=0 Grou	p3=0 Group4=0 0	Group5=0		2021-07-05 13:09:26	*	ť
		CKL5211060011	Xhinobi	DATA UPDATE Acc	UnLockComb UID=6 Group1	=0 Group2=0 Grou	p3=0 Group4=0 0	Group5=0		2021-07-05 13:09:26	е.	Ĩ
		CKL5211060011	Xhinobi	DATA UPDATE Acc	UnLockComb UID=5 Group1	=0 Group2=0 Grou	p3=0 Group4=0 0	Group5=0		2021-07-05 13:09:26	-	Ĩ
		CKL5211060011	Xhinobi	DATA UPDATE Acc	UnLockComb UID=4 Group1	=0 Group2=0 Grou	p3=0 Group4=0 0	Group5=0		2021-07-05 13:09:26	<u>د</u>	t
		CKL5211060011	Xhinobi	DATA UPDATE Acc	UnLockComb UID=3 Group1	=0 Group2=0 Grou	p3=0 Group4=0 0	Group5=0		2021-07-05 13:09:26	a.	t

Clear the commands issued by the software to a device during communication. Select the corresponding device commands and click [Delete], [Bulk Delete] or click in the same row of the command.

Prompt		×
Are you sure to de	elete the selec	ted 1 items?
	Confirm	Cancel

Click [Confirm] to delete the command.

## 6.3 Time Period

For an area, 50-time periods can be set by default. The time format is HH: MM: SS – HH: MM: SS.

Select **[Access Control]** > **[Access Control]** > **[Time Period]**. By default, the interface will display the time period list of the area with code 2.

ZKTeco	Personnel	Device	Attendance	Access Control	Payroll	Visitor	Meeting	MTD	System		9170	2
🗞 Q 🖬	Device × Time P	eriod ×										
Access Control	0		Add Delete	Clone To Areas					7	2	າ 🗆	e :
	C Area 2		Time Period No. 4			Time Pe	eriod Name 💠					
Holiday	Area 111		1			1					Ø	î 🗇
Groups	🗋 Area 111											
Combination	🗅 Area 112 🗅 Area 6											
Privilege	🗅 lalatest 🗋 Geralt											
	🗋 Nancy Test 🗋 Iala2											
	🗅 hahatest 🗋 118											
	🗋 119											
	🗅 yuriTest											
	bangbang PALMAREA											
	D PALMAREA											
			C 14 🗸 <	1 > Total 1 Records	1 Page	Confirm						

## 6.3.1 Add a New Time Period

The time period can be defined for every week. It can be assigned at different time durations.

```
1. Click [Access Control] > [Access Control] > [Time Period] > [Add]
```

Status
Yes 🔵
Yes
Yes
Yes 🔵
Yes
Yes 🔵
Yes

Set the following details:

Area: Select the area name from the areas list. It cannot be modified in the interface.

Time Period No.: Enter the time period number. The time period number is unique for each area.

Time Period Name: Enter the time period name.

Start Time/End time: Set the start and end time for each time period within a week.

**Note:** When the start time is greater than the end time, the following prompt will pop-up.

Confirm	×
End time is smaller than start tim the door can not be open for wh	
specific personnel, sure ?	
Confirm	n Cancel

If you click [Confirm], the door will not open for the specified employee for the entire day.

**ON/OFF:** The default is ON. Click OFF to disable the time period, the door cannot be open for the whole day for a specific employee.

2. Click [Confirm] to save the time period.

### 6.3.2 Edit Time Period

If you want to edit the time period, perform the following steps:

- Click the corresponding area on the left of the interface. The time period list of the corresponding area will be displayed.
- In the time period list, click the time period number or click *in the same row of the time* period to be edited.
- Modify the parameter settings based on the requirements (refer to the parameter setting method in "Add a Time Period"). Click **[Confirm]** to save the modified time period information.

### 6.3.3 Delete Time Period

- Click the corresponding area on the left of the interface. The time period list of the corresponding area will be displayed.
- In the time period list, select the time period and click [Delete] on the upper part of the interface

or click 🔟 in the same row of the time period to be deleted.



• Click [Confirm] to delete the selected time period.

#### ⊮Note:

- a. The default time period cannot be deleted.
- b. The time period which is in use cannot be deleted.

#### 6.3.4 Clone to Areas

1. Select the time period to be cloned. Click **[Clone To Areas]** at the top left of the time period list to open the following interface.

Clone T	o Areas		>
Area*:		w	
Remark:			
		Con	irm Cancel

Enter the parameters as shown below:

Area: Select the area (multiple choices are available).

Remark: Enter the remarks.

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

### 6.4 Holiday

The holiday settings can be configured to control the door access on holidays.

On holidays, special access control may be required. To facilitate this requirement, the access control time on holidays can be set which applies to all the employees of the corresponding area.

For each area, 24 holidays can be set by default.

### 6.4.1 Add a Holiday

1.	Select [Access Control] > [Access Control] > [Holiday]. Select the corresponding area from the
	area tree list on the left. Click [Add] to add a holiday.

Area*	A Area	~
Hol <mark>id</mark> ay Name*	- <u></u>	~
Start Date *		
Duration *		
Time Period 1*		-

Enter the parameters as shown below:

Area: Select the area from the area list.

Holiday Name: Select the holiday name from the drop-down list. These holidays are added in the Attendance Module.

**Start Date:** It will be automatically filled after selecting the holiday name and cannot be modified later.

**Duration:** It will be automatically filled after selecting the holiday name and cannot be modified later.

**Time Period 1:** Enter the time period applicable to the holiday. The door opening time period depends on this parameter.

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

### 6.4.2 Edit Holiday

If you want to change the holiday details in the corresponding area, perform the following steps:

- Click the corresponding area on the left side of the interface. It displays the holidays of the corresponding area on the right side of the interface.
- In the holiday list, click the holiday name or click  $\fbox$  in the same row of the holiday to be

edited.

• Modify the parameter settings as per your requirements (refer to the parameter setting method in "Add a Holiday"). Click [**Confirm**] to save the modified holiday information.

### 6.4.3 Delete Holiday

- Click the corresponding area on the left side of the interface. It displays the holidays of the corresponding area on the right side of the interface.
- Select the holiday and click [Delete] on the upper part of the interface or click in the same row of the holiday to be deleted.

Prompt		×
Are you sure to de	elete the selec	ted <mark>1 i</mark> tems?
	Confirm	Cancel

• Click [Confirm] to delete the selected holiday.

### 6.4.4 Clone to Areas

1. Select the areas to be cloned and click [Clone To Areas] at the top left of the holiday list.

Clone T	o Areas		×
Area*:		w	
Remark:			

Enter the details as shown below:

Area: Select the area (multiple choices are available).

Remark: Enter the remarks.

2. Click [Confirm] to save the details.

## 6.5 Group

The Group option enables you to manage the employees in groups.

The maximum number of groups in each area is 99. Group 1 is automatically created by default when the area is created, and it cannot be deleted. The newly added employees belong to group 1 by default.

ZKTeco	Personnel D	evice	Attend	ance	Access Co	ntrol	Payroll	Visitor	Meet	ing	М	TD S	System	1176 41	2
🄊 Q 🗉	Device X Groups	×													
💑 Device 🛛 🔻	Bookmarks -	Filters 🗸													
Access Control	C	A	dd	Delete	Group Menu			1 2 3		*= **	Rei	move From Gro	up		
Time Period	Area 2		Group	Group Na	a Verify M	Time Perio	Time Perio	Time Perio	Include Holi			Employee ID	💠 First Name 💠	Last Name	Departm
Holiday	🗋 Area 111		1	1	Any	1	0	0	No			100001	100001		2
	🗅 Area 110		2	2	Fingerprint	1	0	0	Yes			100002	100002		2
	🗋 Area 112											100004	100004		2
Combination	🗅 Area 6											100005	100005		2
Privilege	🗋 Geralt											100006	100006		2
	🗅 Nancy Test											100007	100007		2
	🕒 lala2											100008	100008		2
	C) 118											100009	100009		2
	🗅 119											100010	100010		2
	🗋 yuriTest											1001			lala
	bangtest											10086	КК		lala
	PALMAREA											10087			Departm
												12	12		Departm

### 6.5.1 Add New Group

A. Select [Access Control] > [Access Control] > [Groups] and the select corresponding area from the area tree list on the left side of the interface. Then click [Add] to add a new access group.

Area*	A Area	Ŧ
Group No.*		
Group Name*		
Time Period 1*		Ŧ
Time Period 2	1779-124-9	Ŧ
Time Period 3		×
Verification Mode*	Any	Ŧ
Include Holiday*	No	

Area: Select the area name.

Group No.: Enter a unique group number.

Group Name: Enter the name of the group.

**Time Period:** Set the time period of the group. Each group can have a maximum of 3 time periods. As long as one of them is valid, the group can be verified successfully.

**Verification Mode:** Set the verification mode of the group. When the group verification mode overlaps the user verification mode, then the user verification mode prevails.

**Include Holiday:** If it is set as [Yes], the door opening time period on holiday subjects to the time period set in holidays.

- B. Click [Confirm] to save the settings.
- 1. Edit Group

If you want to modify a group in the corresponding area, perform the following steps:

- Click the corresponding area on the left side of the interface. The list of all the groups in the corresponding area will be displayed on the right side of the interface.
- In the group list, click the group name or click *in* the same row of the group to be edited.
- Modify the parameters as per your requirements (refer to the parameter setting method in "Add New Group"). Click [Confirm] to save the modified group information.
- 2. Delete Group
  - Click the corresponding area on the left side of the interface. The list of all the groups in the corresponding area will be displayed on the right side of the interface.
  - Select the group to be deleted and click [Delete] on the upper part of the interface or click in the same row of the group to be deleted.

Prompt	×
Are you sure to delete the selec	ted <mark>1 ite</mark> ms?
Confirm	Cancel

• Click [Confirm] to delete the selected group.

#### ⊯×Note:

- i. The default group cannot be deleted.
- ii. The group which is in use cannot be deleted.

### 6.5.2 Clone To Areas

• Select the group to be cloned and click [Group Menu] > [Clone To Areas] at the top left of the group list.

Clone T	o Areas		×
Area*:		Ŧ	
Remark:			

Enter the details as shown below:

Area: Select the area (multiple choices are available).

Remark: Enter the remarks.

• After entering the details, click [Confirm].

### 6.5.3 Personnel Transfer

• Select the group and click [Group Menu] > [Personnel Transfer] at the top left of the group list.

De	epartment		mployee		Sele	cted 0			
	Employee ID	First Name	Last Name	Department		Employee ID	🗘 First Name 🎄	Last Name 🌲	Department
	1	Mike		Test			None		
	11			Test			Tione.		
	987654323			Test					
	987654324	putes		Development					
		× < 1	> Total 4 F						

• Select the corresponding employee and click [Confirm] to add the selected person to the group. In the group list, click the corresponding group. The employees belonging to the group will be displayed on the right side of the employee's list.

### 6.5.4 Move To Group 1

This function is mainly used when you wish to delete the employee from other groups except Group 1.

Select the corresponding employee from the employee's list and then click [Move To Group 1].

## 6.6 Unlock Combination

Access groups can be used with different unlock combinations to enable multiple authentications and to improve security.

For each area, the maximum number of unlocking combinations is 10. When an area is created, 10 unlock combinations are automatically created. The unlock combination with combination NO. 1 will be set in a way that one employee from access-group 1 can open the door by default. Other unlock combinations do not include any employee from the access group.

🗟 Device 🗢	Bookmarks - T	Filters +								
🗋 Access Control 🔺	0	Clone To Areas					7	r 9		
Time Period	Area 2	Combination No.	Combination Name	Employee from Group	Employee from Group	Employee from Group	Employee from Group	Employee fro	om Group	
Holiday	🗋 Area 111	1	1	0	0	0	0	0		G
Groups	Area 110 Area 111	2	2	0	0	0	0	0		٥
sioups	🗋 Area 112	3	3	0	0	0	0	0		6
Combination	🗅 Area 6	4	4	0	0	0	0	0		2
Privilege	🗋 Geralt	5	5	0	0	0.8	0	0		6
	Nancy Test Iala2	6	6	0	0	0	0	0		6
	hahatest	7	7	0	0	0	0	0		G
	D 118	8	8	0	0	0	0	0		6
	119 119	9	9	0	0	0	0	0		C
	yuriTest bangtest	10	10	0	0	0	0	0		6

## 6.6.1 Edit Unlock Combination

 Select [Access Control] > [Access Control] > [Combination] to access the combination interface. Click the corresponding area on the left side of the interface. The combinations belonging to this area will be displayed on the right side of the interface. Click the corresponding combination number to edit the combination.

Area*	A Area	-
Combination No.*	1	
Combination Name*	1	
Employee from Group	1(1)	٣
Employee from Group		*
Employee from Group		<b>T</b>
Employee from Group		-
Employee from Group		· •
Remark		

Area: Select the area name.

**Combination No.:** The number of combinations. It cannot be edited.

**Combination Name:** Set the name of the combination.

**Employee from Group:** Select the group which the employee belongs to. For example, if the selected group is Group 1, one of the employees from Group 1 can open the door in the specified area. In a combined verification, the range of **user number is**  $0 \le N \le 5$ . You can combine two or more employees to achieve multi-verification and security advancement.

• Click [Confirm] to save the settings.

### 6.6.2 Clone To Area

1. Select the unlock combination to be cloned and click [Clone To Areas] at the top left of the combination list.

Clone T	o Areas		×
Area*:			
Remark:			

Area: Select the area (multiple choices are available).

Remark: Enter the remarks.

2. Click [Confirm] to save the settings.

## 6.7 Privilege

Here you can check or edit employee's access privilege.

ZKTeco	Personnel	Device	Atten	idance	Access	Control	Payr	oll Visitor	Meeting	MTD	System	<b>1176</b>	2
🄊 Q 🗉	Device X Privilege	×											
🗞 Device 🔻	Bookmarks +	▼ Filters -											
🗂 Access Control 🛛 🔺	C	10	Adjust								7	.″ © □	4
Time Period	Area 2		Employ	yee ID F	First Name	Last Name	Group	Time Period Mode	Time Period 1	Time Period 2	Time Period 3	Verify Mode	
Holiday	Area 111		10000	2 1	100002	-	2	Group	0	0	0	Apply Group Mode	e (
	Area 110		100004	4 1	100004	-	2	Group	0	0	0	Apply Group Mode	e (
Groups	Area 112		10000	5 1	100005	120	2	Group	0	0	0	Apply Group Mode	e (
Combination	🗅 Area 6		10000	5 1	100006	-	2	Group	0	0	0	Apply Group Mode	e (
	🗅 lalatest		10000	7 1	100007	-	2	Group	0	0	0	Apply Group Mode	e (
	Nancy Test		100008	B 1	100008	-	2	Group	0	0	0	Apply Group Mode	e (
	🕒 lala2		100009	9 1	100009	120	2	Group	0	0	0	Apply Group Mode	e (
	118		100010	D 1	100010		2	Group	0	0	0	Apply Group Mode	e (
	🗋 119		1001	-		-	2	Group	0	0	0	Apply Group Mode	e (
	🗋 yuniTest		10086		ĸĸ	-	2	Group	0	0	0	Apply Group Mode	e (
	🗅 bangtest		10087		2	120	2	Group	0	0	0	Apply Group Mode	e (
	PALMAREA		12	1	12	-	2	Group	0	0	0	Apply Group Mode	e (

### 6.7.1 Edit Employee's Access Privilege

• Select [Access Control] > [Access Control] > [Privilege] to access the interface. Click the corresponding area on the left side of the interface. The privilege information of employees who are belonging to this area will be shown on the right side of the interface. Click the

## corresponding employee ID or 🧭 in the same row of employee privilege to be edited.

Edit				×
Employee*	1 Mike			
Group*	1(1)	~		
Verification Mode			Time Period	
O Personnel	Group		Personnel   Group	
Verification Mode	Any		Time Period 1* 1(1)	~
			Time Period 2	*
			Time Period 3	Ŧ
			Confirm	Cancel

#### Enter the details as shown below:

Employee: Select the employee.

**Group:** Adjust the access group for the employee from the drop-down list. The corresponding verification mode and time period will be updated automatically.

**Verification Mode:** If Group is selected, the employee can be verified by using the verification mode of the group to which this employee belongs. If Personnel is selected, you can customize the verification mode for this employee from the drop-down list of verifying mode.

**Time Period:** If Group is selected, the time period of the group will be applicable to the employee. If Personnel is selected, then set the unlocking time period for this employee. The time period of this employee does not affect the time period of any other employee in this group.

• Click [Confirm] to save the details.

### 6.7.2 Adjust Employee's Access Privilege

 Click the corresponding area on the left side of the interface. The privilege information of employees who are belonging to this area will be displayed on the right side of the interface. Click [Adjust] to access the adjust privilege interface:

	partment	- Empl	oyee	Q	Sele	cted 2			
	Employee ID	First Name	Last Name	Department		Employee ID 👙	First Name 👙	Last Name 🌲	Departmen
	1	Mike		Test		1	Mike		Test
1	11			Test		11			Test
	987654323			Test					
	007054334			Development					
/erit	fication Mode				Tim	e Period			
	fication Mode	) Group					Group		
P	~		×		() P			÷	
P	ersonnel 🧿		×		() P	Personnel 💿			

**Employee:** Select the employee from the list to whom the privilege must be adjusted.

**Group:** Select the access group for the employee from the drop-down list. The corresponding verification mode and time period will be updated automatically.

**Verify Mode:** If Group is selected, the employee can be verified by using the verification mode of the group to which this employee belongs. If Personnel is selected, you can customize the verification mode for this employee for the drop-down list of verifying mode.

**Time Period:** If Group is selected, the time period of the group will be applicable to the employee. If Personnel is selected, then set the unlocking time period for this employee. The time period of this employee does not affect the time period of any other employee in this group.

2. Click [Confirm] to save the details.

# 7 Payroll Module

The Payroll Management system efficiently manages the financial records of the employees. It keeps track of all the payroll related details such as Salary, Bonus, Deduction, Loan, Reimbursement, etc.

# 7.1 Employee Profile

ZKTzco	Personnel Device	Attendanc	e Acc	ess Cont	rol Pa	yroll Vi	sitor M	eeting	MTD	Syste	m	1178	2
🏷 Q 💷	Employee Profile												
Employee Profile	☑ ▲ Department ▼										1 2	າ 🗆	t
🖺 Formula 🗸 👻	Department	Employee ID	First Name	Last Name	Department	Payment Period	Payment Type	Bank Name	Bank Account	Agent ID	Agent Account		
Đ Extra Funds 🛛 🔫	□2 □3	100055	100055	8	Nicole Test	Monthly	Cash					6	Ŵ
	□ Nicole Test	100054	100054	94 - C	Nicole Test	Monthly	Cash					Ø	<b>D</b>
Payroll Structure 🔻	05	100053	100053	2	Nicole Test	Monthly	Cash					Ø	Î
Loan 👻	□as	100052	100052	ē	Nicole Test	Monthly	Cash					ß	Û
	□ Sales Department	100051	100051		Nicole Test	Monthly	Cash					Ø	ŵ
🔊 Salary Advance 🛛 🔻	<ul> <li>Board of Directors</li> <li>Business Planning Departme</li> </ul>	100050	100050	-	Nicole Test	Monthly	Cash					ß	
Reimbursement 🔻	□ Konoha village	100049	100049	2	Nicole Test	Monthly	Cash					Ø	Î
	□xxx □Nancy Test	100048	100048		Nicole Test	Monthly	Cash					Ø	ŵ
🖬 Calculation 🛛 🔫	□ lala	100047	100047		Nicole Test	Monthly	Cash					3	ŵ
<b>n</b>	□ lqf □ 119	100046	100046	54 (S	Nicole Test	Monthly	Cash					3	Ŵ
🗧 Report 🛛 🔻	0119	100045	100045	2	Nicole Test	Monthly	Cash					Ø	<b>D</b>
		100044	100044		Nicole Test	Monthly	Cash					ß	Ô
		100043	100043		Nicole Test	Monthly	Cash					Ø	Ŵ
		100042	100042		Nicole Test	Monthly	Cash					3	面

Click the **Employee ID** to edit the employee profile. After editing the relevant information, click **Confirm** to save.

ayment Period*	Monthly	 Payment Type*	Cash	~
Bank Name	Monthly	Bank Account		
Dank Marrie	Weekly	bank Account		
Agent ID	Daily	Agent Account		
Agent ID		Agent Account		

## 7.2 Formula

Set the formulas for calculating Overtime, Exceptions (late in, early leave and absence), Leave. These formulas are set for the terms which are the fixed calculation items in the employee's monthly salary structure.

## 7.2.1 Overtime Formula

The formula for different types of OT can be defined according to the organizational rules.

ZKTeco	Personnel	Device	Attendance	Access Control	Payroll	Visitor	Meeting	MTD	System		q	178)	•
🔊 Q 🗉	Employee Profile X	Overtime Fo	ormula ×			-							
Employee Profile ▼	🖉 Bookmarks 🗸	▼ Filters -											
🖺 Formula 🔺	Add Delete								7	~	5		e =
Overtime Formula	Name		Pay Code		Formula			Remarks					
Exception Formula	ot3		OT3		{OT3}*60							Ø	<b>@</b>
Exception Formula	ot2		OT2		{OT2}*40							Ø	<b></b>
Leave Formula	ot1		OT1		{OT1}*20							ß	<u>iii</u>
Increase Formula													
Deduction Formula													

1. Select [Payroll] > [Formula] > [Overtime Formula] > [Add]

Add		×
Name*		
Pay Code*		
Formula*		
Remarks		
	Confirm Cano	

Enter the parameters as shown below:

Name: Enter the name of the formula.

Pay Code: Select the pay code whose type is an overtime from the drop-down list.

Formula: Set the formula for the corresponding overtime type. Click the 🖽 to open the calculator and set the formula.

Calculator					Х
Input					
C	←	(	)	Basic Salary	
7	8	9	+	<	
4	5	6		>	
1	2	3	*	Check	
X²	0		1	Save	
Schedule	Days	Schedul	e Period	Worked Hour	15
Actual V	Vork	Full Atte	endance	Full Attendanc	e I
Full Attend	dance I	Late	e In	Early Out	
Absen	ice	Annual	Leave	Sick Leave	
Maternity	Leave	Compas	sionate L	Business Trip	
e					

**Remark:** Enter the remarks for the formula.

2. Click [Confirm] to save the formula.

### 7.2.2 Exception Formula

The formula for exceptions including late in, early leave and absence, can be defined according to the organizational rules.

ZKTECO	Personnel	Device	Attendance	Access Control	Payroll	Visitor	Meeting	MTD	System			9	178	2	) -
S Q 重	Employee Profile $\times$	Exception Fo	ormula ×												
🞽 Employee Profile 🛛 🔻	🛢 Bookmarks 🗸	▼ Filters -													
🛢 Formula 🔺	Add Delete									1	2	3		t	***
Overtime Formula	Name	Pay Code		Formula					Remarks						
Exception Formula	late in	Late In		({Basic Salary}/{Required Wo	rk})*{L}								Ø	圃	
Leave Formula															
Increase Formula															
Deduction Formula															

• Select [Payroll] > [Formula] > [Exception Formula] > [Add].

Name*		
Pay Code*	 Ŧ	
Formula*		
Remarks		
	1	

Name: Enter the name of the formula.

Pay Code: Select the pay code whose type is an exception from the drop-down list.

**Formula:** Set the formula of the corresponding exception type. Click the *to* open the calculator and set the formula.

**Remarks:** Enter the remarks for the formula.

• Click [Confirm] to save the formula.

### 7.2.3 Leave Formula

The formula for leave can be defined according to the organizational rules.

ZKTeco	Personnel	Device	Attendance	Access Control	Payroll	Visitor	Meeting	MTD	System		1	1178	0
≫ Q ⊡	Employee Profile X	Leave Formu	ıla ×										
闣 Employee Profile 🛛 🔻	Bookmarks 🗸	▼ Filters -											
🛢 Formula 🔺	Add Delete								1	2	Ð		e :
Overtime Formula	Name		Pay C	ode	Fo	rmula		R	lemarks				
Exception Formula	Annual Leave		Annu	al Leave	{Ba	asic Salary]/30						Ø	圃
Leave Formula													
Increase Formula													
Deduction Formula													

• Select [Payroll] > [Formula] > [Leave Formula] > [Add].

Name*		
Pay Code*		
Formula*		
Remarks		
	Confirm Can	-

Name: Enter the name of the formula.

**Pay Code:** Select the pay code whose type is "leave" from the drop-down list. The leave types are the lists already added in the Attendance module.

**Formula:** Set the formula of the corresponding leave type. Click to open the calculator and set the formula.

**Remarks:** Enter the remarks for the formula.

• Click [Confirm] to save the formula.

### 7.2.4 Increase Formula

The formula for monthly fixed increments can be defined according to the organizational rules.

ZKTeco	Personnel Device	Attendance Access Control	Payroll Visitor	Meeting System		۵ <mark>0</mark>	0
> Q ⊡	Employee Profile X Overtime F	ormula 🗶 Leave Formula 🗶 Increase For	mula ×				
嶜 Employee Profile 🔻	🛢 Bookmarks + 🛛 🕇 Filters +						
📰 Formula 🔺	Add Delete				1 2	5	<b>→</b> ±
Overtime Formula	Name	Formula		Remarks			
Exception Formula	Test	{Schedule Days}*0.6				6	Ì
Leave Formula							
Increase Formula							
Deduction Formula							

• Click [Payroll] > [Formula] > [Increase Formula] > [Add].

Name*		
Formula*	E	Ħ
Remarks		
	// ise is effective every	
month.		
	Confirm Cancel	

Name: Enter the name of the formula.

**Formula:** Set the formula of the corresponding increment. Click to open the calculator and set the formula.

**Remarks:** Enter the remarks for the formula.

• Click [Confirm] to save the formula.

### 7.2.5 Deduction Formula

The functionality will be the same as the increase formula. Please refer to 7.2.4 Increase Formula.

## 7.3 Extra Fund

It is for the extra increment or deduction which is to be adjusted in employee's salary temporarily.

## 7.3.1 Extra Increase

•	Select [Payroll] >	[Extra	Fund] >	[Extra	Increase]	> <b>[Add]</b> .
---	--------------------	--------	---------	--------	-----------	------------------

Departn	ne 🔻	Department	- (	C Employee		Selec	tted 1				
Emp	oloyee ID	First Name	Last Name	Department			Employee ID\$	First Name‡	Last Name‡	Department	
001				lala	1	~	001			lala	
002		haha		lala							
] 1		Mike		Test							
1000	000001	tubie1	zhang	Test							
1000	000002	tubie21		Ihl-revface18							
Amount* Remarks			ls	sue Time*							

Enter the parameters as shown below:

Employee: Select the employee to whom the salary is to be adjusted temporarily.

Amount: Set the amount to be adjusted.

Issue Time: Enter the issued time.

Remarks: Enter the remarks.

• Click [Confirm] to save the details.

### 7.3.2 Extra Deduction

The functionality will be the same as Extra Increase. Please refer to 7.3.1 Extra Increase.

## 7.4 Payroll Structure

Select **[Payroll]** > **[Payroll Structure]** > **[Payroll Structure]**. Select the corresponding Department name on the left side of the interface. The list of employees with a defined salary structure will be displayed on the right side of the interface.

ZKTECO	Personnel Device		Attendar	nce /	Access C	ontrol	Payroll	Visit	or Meetir	ng MTD	Syster	n		1286	9
<b>∿</b> Q	Employee Profile × Payroll St	ructur	re ×												
🞽 Employee Profile	Bookmarks - T Filters -														
🛢 Formula	👻 🔳 🛕 🛛 Department 🔻	ŀ	Add De	lete								1 2	5		+
Extra Funds	Department		Employee	First Na	Last Na	Department	Basic Sal	Effective D	Create Time	Deduction For	Exception For	Increase For	. Lea	ave Form.	Over
Payroll Structure	□2 ▲ □3		10086	КК		lala	4000.0	2020-12-01	2020-12-03 16:5						ot1,0
- Tuylon or decare	□ Nicole Test		20	2	-	lqf	4000.0	2020-12-01	2020-12-03 18:0						
Payroll Structure	□5		20102	shawn	sivan	Konoha vill	5000.0	2020-12-01	2020-12-09 15:2						
<ul> <li>Loan</li> <li>Salary Advance</li> </ul>	□6 □as □Sales Department □Board of Directors □Business Planning Departme														

## 7.4.1 Add New Payroll Structure

1. Click [Add] to add a new payroll structure:

Employee ID First Name     001     1           002     1           1           1           1              1 </th <th>Departme 🦷</th> <th>Depar</th> <th>tment</th> <th></th> <th>Q</th> <th>Employee</th> <th></th> <th></th> <th>Sele</th> <th>cted 1</th> <th></th> <th></th> <th></th> <th></th>	Departme 🦷	Depar	tment		Q	Employee			Sele	cted 1				
002 haha   1 Mike   1 Mike   records per page Total 168 Records < > jump to 1   records per page Total 168 Records < > jump to 1   records per page Total 168 Records < > jump to 1   records per page Total 168 Records < > jump to 1   records per page Total 168 Records < > jump to 1   records per page Total 168 Records < > jump to 1   Pace	Employee	D First M	lame	Last Na	ame	Department			~	Employee ID	First Name	 Last Name‡	Department	
1     Mike     Test       1     Mike     Test       1     records per page     Total 168 Records     > jump to       1     Pa   asic Salary* Effective Date* Trime Exception Leave Increment Deduction C Overtime Formula (0/1)	001					lala		1	~	001			lala	
soccosses     Likit       records per page     Total 168 Records       ssic Salary*     Effective Date*       time     Exception       Leave     Increment       Deduction	002	haha				lala								
records per page       Total 168 Records       > jump to       1       Par         asic Salary*       Effective Date*	1	Mike				Test								
asic Salary* Effective Date* rtime Exception Leave Increment Deduction														
🕒 Overtime Formula (0/1)	records per asic Salary*	age 🗸 .	Total 168 F	Records	Ef	> jump to	1 F	<sup>3</sup> 31						
	records per asic Salary*	age 🗸 .	Total 168 F	Records	Ef	> jump to	1 F	291						

Enter the parameters as shown below:

**Employee:** Select the employee to define the salary structure.

**Basic Salary:** Set the basic salary for the selected employee(s).

Effective Date: Set the effective date of the payroll structure.

**Formula:** Set the formulas, including the formula for Overtime, Exception, Leave, Increase and Deduction for the payroll structure.

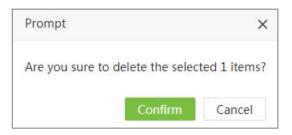
2. Click [Confirm] to save the settings.

## 7.4.2 Delete Payroll Structure

Select the department name on the left side of the interface. The employee payroll structure list will be displayed on the right side of the interface.

• In the employee payroll structure list, select the payroll structure to be deleted. Click [Delete] on

the upper part of the interface or click in the same row of the payroll structure to be deleted.



• Click [Confirm] to delete the payroll structure.

## 7.5 Loan

The loan interface displays the loan details of the employees.

ZKTeco	Personnel	Device Atte	endance	Access Co	ntrol Pa	yroll Visitor	Meetin	g MTD Sy	/stem		<b>1286</b>	0
<b>୍ତ</b> ପ୍	Employee Profile	× Payroll Structure ×	Loan ×									
嶜 Employee Profile	Bookmarks -	▼ Filters ▼										
🛢 Formula	Add Delet	te							7	1 2		• =
Extra Funds	Employee ID	First Name	Last Name	Department	Loan Amount	Loan Time	Refund Cycle	Refund Amount Per Period	Clean Time		Remark	
	10	Nicole Test Don't Delete		Nicole Test	35000.0	2020-12-09 00:00:00	4 Periods	8750.0	2021-04-09	00:00:00		面
A Payroll Structure	1	nora&	4	Department	35000.0	2020-12-09 00:00:00	4 Periods	8750.0	2021-04-09	00:00:00		1
Loan												
Salary Advance												
W Salary Auvance												
Reimbursement	•											
Calculation	-											
C Report	-											

Select [Payroll] > [Loan] > [Loan] > [Add] to access the interface of adding loan record of an employee.

De	partme 💌	Depar	tment	×.	Q En	nployee	Sel	ected 2				
	Employee ID	First N	lame	Last Nan	ne	Department		Employee ID	First Name*	Last Name‡	Department	
1	100000001	tubie1		zhang		tugou		10000001	tubie1	zhang	tugou	
	100000002	tubie2	21			tugou		10000002	tubie21		tugou	
	10000003	tubie3	3123			tugou						
	10086	kk				kk						
	11					Test						
	cords per page Loan Am		40000				1 Pa Loan Ti	me* 2021-07-05	00:00:00			
	Refund (	Cycle*	8 Periods			Refun	d Amount per Cy	vcle* 5000.00				
	Rei	marks										
						11						
						1.						

Employee: Select the employee to whom the loan details to be added.

Loan Amount: Enter the loan amount of the employee.

**Loan Time:** Set the loan credit time for the employee. According to the month set here, the loan amount will be added to the salary of the current month while calculating the employee's salary.

Refund Cycle: Select the refund cycle of the loan.

**Refund Amount per Cycle:** After setting the loan amount and the refund cycle, the refund amount per cycle will be filled in automatically. And this amount will be automatically deducted from the employee's monthly salary.

Click [Confirm] to save the settings.

## 7.6 Salary Advance

In this section, the salary advance details of the employees will be displayed.

Bookmarks - T Fi	ilters 👻								
Add Delete						7	° 9		*
Employee ID	First Name	Last Name	Department	Amount	Issue Time		Remar	c	
100001	100001	-	2	3000.0	2020-12-09 00:00:00				ť
100002	100002	-	2	3000.0	2020-12-09 00:00:00				t
	Employee ID 100001	Employee ID First Name 100001 100001	Employee ID         First Name         Last Name           100001         100001         -	Employee ID         First Name         Last Name         Department           100001         100001         -         2	Employee ID         First Name         Last Name         Department         Amount           100001         100001         -         2         3000.0	Employee ID         First Name         Last Name         Department         Amount         Issue Time           100001         100001         -         2         3000.0         2020-12-09 00:00:00	Employee ID         First Name         Last Name         Department         Amount         Issue Time           100001         100001         -         2         3000.0         2020-12-09 00:00:00	Employee ID         First Name         Last Name         Department         Amount         Issue Time         Remark           100001         100001         -         2         3000.0         2020-12-09 00:00:00         1000000	Employee ID         First Name         Last Name         Department         Amount         Issue Time         Remark           100001         100001         -         2         3000.0         2020-12-09 00:00:00         -

Select [Payroll] > [Salary Advance] > [Salary Advance] > [Add] to add salary advance details for an
employee.

Depar	rtme 🔻	Department	~ (	Employee		Sele	cted 1				
En	mployee ID	First Name	Last Name	Department			Employee ID+	First Name*	Last Name🗢	Department	
10	0000001	tubie1	zhang	tugou	1	$\sim$	10000001	tubie1	zhang	tugou	
10	0000002	tubie21		tugou							
10	0000003	tubie3123		tugou							
10	0086	kk		kk							
11	1			Test							
Amou Rema				ssued Date* 2021	-07-05 00:0	00:00					
			1								

Enter the parameters as shown below:

**Employee:** Select the employee who needs an advance salary.

Amount: Enter the advance amount.

**Issue Date:** Set the issue time for a salary advance. According to the month set here, the amount will be added to the employee salary of the current month while calculating the employee salary. And this amount will be deducted from the employee's next month's salary.

• Click [Confirm] to save the settings.

## 7.7 Reimbursement

In this interface, the reimbursement is listed along with the employee details.

ZKTeco	Personnel	Device Att	endance A	ccess Control	Payroll	Visitor Meeting	MTD System		1286	2
🄊 Q 🗉	Employee Profile 🛛 🛛	Payroll Structure ×	Salary Advance	× Reimbursement	×					
😸 Employee Profile 🔹	Bookmarks -	▼ Filters -								
🖁 Formula 🗖	Add Delete							1 2	ົງ 🗆	e :
🖲 Extra Funds 🗖	Employee ID	First Name	Last Name	Department	Amount	Reimbursement Receipt	Reimbursement Time		Remark	
	100004	100004	-	2	400.0		2020-12-09 00:00:00			1
A Payroll Structure	1	nora8t	4	Department	400.0		2020-12-09 00:00:00			1
<ul> <li>Loan</li> <li>Salary Advance</li> </ul>										
🛢 Reimbursement 🔺										
Calculation -										
ස් Report 🖣										

 Select [Payroll] > [Reimbursement] > [Reimbursement] > [Add] to add reimbursement details for employee.

Employee ID First Name Last Name Department 🔽 Employee ID First Name Last Name Department	partme 🔻	Department	- Q	Employee	Sola	cted 2				
1       nora&       Department         10       Nicole Test D       Nicole Test         100001       100001       2         100002       100002       2         100003       xxx         100004       100004         100004       100004         100004       100004	 partitie	Department		Employee	Sele	cied 2				
10       Nicole Test D       Nicole Test         100001       100001       2         100002       100002       2         100003       xox         100004       100004         100004       100004         100004       100004	Employee ID	First Name	Last Name	Department		Employee ID‡	First Name≑	Last Name‡	Department	
100001     100001     2       100002     100002     2       100003     xox       100004     100004       ✓     Total 185 Records < > 1	1	nora&		Department		1	nora&		Department	
100002     100002     2       100003     xxx       100004     100004       ✓     Total 185 Records < > 1	10	Nicole Test D		Nicole Test		100004	100004		2	
100003     xxx       100004     100004       ✓     Total 185 Records < > 1         Page	100001	100001		2						
100004         100004         2           ✓         Total 185 Records         >         1         Page         Confirm	100002	100002		2						
✓ Total 185 Records < > 1 Page Confirm	100003			XXXX						
	100004	100004		3						
Amount* 400 Reimbursement Time* 2020-12-09 00:00:00	✓ Total 185 F	Records <	> 1 Pa	ge Confirm						
	Amou	nt* 400		Reimbursen	ment Time*	2020-12-09 00:00	0:00			
Remark	Rem	ark								
Reimbursement Receipt Choose Files No file chosen				Reimburseme						
Only support jpg/jpeg/png/bmp image file.							peg/png/bmp			
				h						

Enter the parameters as shown below:

Employee: Select the employee who requests reimbursement.

Amount: Set the reimbursement amount.

**Reimbursement Receipt:** Upload the reimbursement receipt. The software supports only JPG/JPEG/PNG/BMP file format.

**Reimbursement Time:** Set the reimbursement time for the employee. According to the month set here, the amount will be added to the employee salary of the month while calculating the employee's salary.

• Click [Confirm] to save the settings.

## 7.8 Salary Calculation

Select **[Payroll] > [Calculation] > [Salary Calculation]** to calculate the salary of the employee. It shows all the employees by default. You can select the Department to display the respective employee, set

the payment period (It can be set as Monthly, Weekly and Daily). Click is to calculate the salary. When "Calculation Finished" message appears, it indicates the end of the calculation.

📎 Q 🖅 Employ	ee Profile X Salary Calcu	ulation	×					
皆 Employee Profile 🛛 🔻 🕼 📰 🖌	Department 👻	Em	ployee ID	First Name	Payment Per	riod Monthly = Q		
	partment		Start Date 2020-12-01	End Date 20.	1-01-01			
Extra Funds     ▼     □3     □Nic	ole Test		Employee ID	First Name	Last Name	Hired Date	Department	Position
A Payroll Structure V			100001	100001		2019-01-01	2	
as			100002	100002		2019-01-01	2	
	es Department ard of Directors		100004	100004		2019-01-01	2	
	siness Planning Departme		100005	100005		2019-01-01	2	
GKo	noha village		100006	100006		2019-01-01	2	
Reimbursement	c ncy Test		100007	100007		2019-01-01	2	
			100008	100008		2019-01-01	2	
Calculation   Calculation	9		100009	100009		2019-01-01	2	
Salary Calculation	ð		100010	100010		2019-01-01	2	
쉽 Report 👻			103	103		2020-11-01	2	
HE REPORT			10556	zuozhu		2020-12-03	2	
			1234568			2020-12-02	2	
			18909			2020-12-04	2	
			2333	bang		2020-12-03	2	
			2444			2020-12-03	2	
			2555			2020-12-03	2	

## 7.9 Salary Report

The salary reports section displays various reports such as Salary Structure, Increment Details, Deduction Details, Salary Details, and Attendance Parameters. The reports can be exported in PDF, XLS, TXT or CSV formats.

Select [Payroll] > [Report] to view the salary report. The salary report will be displayed as shown below:

ZKTeco	Personnel Device	Attenda	ince Ac	cess Control	Payroll	Visitor	Meeting	MTD	System	1285	<u>0</u> -
🃎 Q 🗉	Employee Profile X Deduction	Formula 🛛 🕹	Payroll Structur	e × Salary Struc	ture ×						
🞽 Employee Profile 🛛 🔻	🗹 🗮 🥼 🛛 Department 👻	End Date	2020-12-09	Employee	Ŧ	9					
🛢 Formula 🛛 👻	Department								1	2 11 1	<b>*</b> ±
🙆 Extra Funds 🛛 🔻	□3	Employee ID;	First Name	Last Name	Department	Basic Salary	Effective Date	Increase Formula	Deduction Formula	OT1	Late In
	□Nicole Test □5	10086	KK		lala	4000	2020-12-01		(90)	({OT1}*20)	
📩 Payroll Structure 🔻	□6	20102	shawn	sivan	Konoha vill	5000	2020-12-01				
🗘 Loan 🗸 🗸	□as □Sales Department	20			lqf	4000	2020-12-01				
📎 Salary Advance 👻	□Board of Directors □Business Planning Departme □Konoha village										
🛢 Reimbursement 🔫	□xxx □Nancy Test □IaIa										
🖬 Calculation 🛛 👻	□ lqf □ 119										
연 Report 🔺											
Salary Structure											
Increase Items											

Perform the following steps to view the salary report:

A. Select the Department on the left side of the interface to view the salary details of employees. Enter the employees' name in the text box to view the salary report of the particular employee.

🛙 🧮 🛦 🔹 Department 👻	Q	Employee				Sele	cted 2			
□Department □2		Employee ID	First Name	Last Name	Departme		Employee ID	First Name	Last Name	D
3		01	huahua		lala		1	nora&		D
□Nicole Test		1	nora&		Departme		100001	100001		2
□5 □6		10	Nicole Test		Nicole Test					
□as		100001	100001		2					
□Sales Department □Board of Directors		100002	100002		2					
□Business Planning Department		100003			XXXX					
🗆 Konoha village		100004	100004		2					
□xxx □Nancy Test		100005	100005		2					
🗆 lala		100005	100005		2					
□lqf		100006	100006		2					

- B. Set the Start Date and End Date. Please refer to <u>3. "Date Selection"</u> in **Appendix 1** to set the date.
- C. Click and view the salary report information of the selected employees between the set start date and the end date.

#### 1. Salary Structure

Displays the employee's detailed salary structure.

#### 2. Increase Items

Displays all the increment details of the employee's salary.

ZKTeco	Personnel Device	Attendan	ce Acces	s Control	Payroll Vi	sitor Mee	eting MTI	D Syster	m	1286
📎 Q 🗉	Employee Profile X Increase I	tems ×								
👻 Employee Profile 🛛 🔻	🖾 🔳 Department 👻	Start Date	2020-12-01	End Date 2020	-12-09 Paymer	nt Period		oloyee	- 0	
📰 Formula 🛛 🔻	Department								1 2	□ 🕈 🗄
🕘 Extra Funds 🛛 🔻	<b>3</b>	Employee ID 👙	First Name	Last Name	Department	Calc Date	Payment Period	Total Increase	Increase	Extra Increase
	□Nicole Test □5	10086	КК		lala	2020-12-01	Monthly	160	0	0
🛔 Payroll Structure 🛛 🔻	06	20			lqf	2020-12-01	Monthly	0	0	0
🕽 Loan 👻	□as □Sales Department	20102	shawn	sivan	Konoha village	2020-12-01	Monthly	1000	0	0
<ul> <li>Salary Advance</li> <li>Reimbursement</li> <li>Calculation</li> </ul>	Board of Directors Business Planning Departme Konoha village xxx Nancy Test Iala Iqf 119									
Report 🔺	10.0									
Salary Structure										
Deductions										

#### 3. Deduction Items

Displays all the deductions details of the employee's salary.

ZKTeco	Personnel Device				Payroll Vi	sitor Mee	eting MTD	) System		
🏷 Q 🛅 👻 Employee Profile 🛛 👻	Employee Profile X Increase I	start Date 2	tion Items ×	End Date 2020	0-12-09 Payment	t Period	- Emplo	yee 📼	٩	
🗃 Formula 🛛 👻	Department								7 2	□ ►
📵 Extra Funds 🛛 🔫	□3	Employee ID 💠	First Name	Last Name	Department	Calc Date	Payment Period	Total Deduction	Deduction	Extra Deductio
	□Nicole Test □5	10086	КК		lala	2020-12-01	Monthly	0	0	0
🛔 Payroll Structure 🛛 🔫	06	20			lqf	2020-12-01	Monthly	0	0	0
🗘 Loan 👻	□as □Sales Department	20102	shawn	sivan	Konoha village	2020-12-01	Monthly	166.67	0	0
Salary Advance Reimbursement Calculation Report	Business Planning Departme Konoha village xxx Nancy Test Jala Iqf 119									
Salary Structure										
Increases										
Deductions										

#### 4. Salary Detail

Displays the employee's monthly salary detail.

ZKTECO	Personnel Device	Attendar	nce Acces	s Control	Payroll Vi	isitor Mee	eting MTI	D Syster	n	1286
🄊 Q 🗉	Employee Profile × Increase I	tems × Salar	y Details $ imes$							
\\ Employee Profile 🛛 🔫	🖻 🔳 🗴 Department 👻	Start Date	2020-12-01	End Date 202	0-12-09 Paymer	nt Period	Emp	loyee		
📰 Formula 🛛 👻	Department 2								¥ .	2 🗆 🔿 🗄
Extra Funds	□3	Employee ID	First Name	Last Name	Department	Calc Date	Payment Period	Basic Salary	Total Salary	Total Increase
	□ Nicole Test □ 5	10086	кк		lala	2020-12-01	Monthly	4000	4160	160
A Payroll Structure 🔫	06	20			lqf	2020-12-01	Monthly	4000	4000	0
🔹 Loan 👻	□ as □ Sales Department	20102	shawn	sivan	Konoha village	2020-12-01	Monthly	5000	5833.33	1000
<ul> <li>■ Reimbursement</li> <li>■ Calculation</li> <li>■ Report</li> </ul>	Dxxx Nancy Test Iala Iqf 119									
Salary Structure										
Increases										
Deductions										
Salary Details		-		_						
Attendance Parameters		C 20 🗸	· < 1 >	Total 3 Records	1 Page Confin	m				

#### 5. Attendance Parameter

Displays the employee's salary information together with attendance information.

📎 Q 🖅 Employee P	Profile X Increase I	tems × Salary	Details × Att	endance Param 🛛 🗙						
🖆 Employee Profile 🛛 💌 🖃 🏦	Department 👻	Start Date	2020-12-01	End Date 2020-	12-09 Paymer	nt Period	₩ Emp	loyee	~ (9)	
E Formula	ment								1 2	•
		Employee ID 💠	First Name	Last Name	Department	Calc Date	Payment Period	Basic Salary	Schedule Days	Schedule Peric
Dicole     Dicole	Test	10086	КК		lala	2020-12-01	Monthly	4000	21	31
Payroll Structure 🔻 🗌 6		20			lqf	2020-12-01	Monthly	4000	21	31
□as Loan ▼ □Sales [	Department	20102	shawn	sivan	Konoha village	2020-12-01	Monthly	5000	4	31
□ Nancy										
Calculation Calculation										
Calculation Calculation Report □lala □lala □lala □lala □lala □lala □lala										
Calculation Calcul										
Calculation Claft										
E Calculation  Calculation					_					

# 8 Visitor Module (Optional)

Our **Visitor Management** module manages the mobility of people who enters the Organization, which benefits in tracking visitors who may be a customer/ client, a supply person, an interviewee, a service provider, and more. A visitor management system represents all the procedures and activities that an organization has set in place to handle visitor movement, from beginning to end, as part of the visitor interface.

Our **Visitor** module is integrated with Access Control Module, facilitates to control, record, and track visitors. The functional feature of this module includes entry registration, exit registration, visitor reservation and so on.

### 8.1 Registration

Our **Registration** module tracks down the visitor's primary details and other higher security requirements like Approval letter, legal documents, receiver details, and more.

On the Visitor module, click Registration to access the registration interface.

#### **Entry Registration**

The Entry Registration function allows reserving an appointment for visitors online.

On the **Registration** module, click **Entry Registration** to go to the Registration interface.

ZKTECO	Personnel	Device	Attend	ance Acces	s Control	Payroll	Visitor	Mee	ting	MTD S	System		1536	2
🗞 Q 🖅	Entry Registration							1						
Entry Registration	Add Dele		istration	Certification Type	Certification No.	Status	Create Time	Exit Time	Email	Visit Department		د م Visit Reason	_	re Goods
Visitor R Reservation -	V00000018	Anna	ē	ID Card	45968720	Enter	2021-07-05 15:4	a		2	1 Mike	2		
⊂ QC Configuration ▼														
🛢 Data 🛛 🔫														

### Columns displayed on the Entry Registration interface.

Visitor ID: Displays the identical number of the visitor.

First Name: Displays the first name of the visitor.

Last Name: Displays the last name of the visitor.

**Certification Type**: Displays the type of document submitted by the visitor for proof (e.g., Pan card, Driving License, Approval notes from the company, etc.).

Certification No: Displays the identical number of the proof document submitted by the visitor.

Status: Displays the status as "Entered" after successful registration.

Create Time: Displays the registration created time.

Exit Time: Displays the time exited by the visitor.

**Email**: Display the email address of the visitor.

Visit Department: Displays the area or the sector where the visitor visits.

Host/Visited: Displays the host's Employee ID, who escorts or meets the visitor.

Visit Reason: Displays the visitor's reason for visiting the Organization.

**Carrying Goods**: Displays the details of the belongings (like luggage, laptop, etc.) the visitor brings during the visit.

Visitor Quantity: Displays the total count of the visitors escorted with a host.

### 8.1.1 Register the Visitor Appointment

Add function lets you create an appointment for a visitor and registers the visitor information.

On the **Entry Registration** interface, click **Add** to create an appointment for a visitor and register the visitor details.

Add											×
Visitor Information	ı										
First Name				Last Name							
Certification Type*			Ŧ	Certification No.*							
Gender		555742	Ŧ	Company							
Card Number				Password					Bio-Photo		
FP Qty.	v10		Enroll	Email					56 11000		
Palm Qty.	v8	0	Enroll	Face Qty.	v12 Ø	Enroll					
Entry Information											
Start Time*	202	21 <mark>-</mark> 07-05 1 <mark>5</mark>	:43:31	End Time*			Visitor Quantity*	1			
Visit Department			· •	Host/Visited*		T.	Access Group*		Ŧ		
Visit Reason			×	Carrying Goods			Remarks				
										Confirm	Cancel

On the Add window, enter the following fields.

- 1. Visitor Information
  - First Name: Enter the first name of the visitor.
  - Last Name: Enter the last name of the visitor.

- Certification Type: Select the type of document submitted by the visitor for proof (E.g, Pan card, Driving License, Approval notes from the company, etc.) from the drop-down list.
- Certification No.: Enter the identical number of the proof document submitted by the visitor.
- Gender: Select the gender of the visitor from the drop-down list.
- Company: Enter the company details of the visitor working for.
- Card Number: Enter the temporary card access number if the visitor requires the card access.
- Password: Enter the temporary password if the visitor requires the password access.
- FP Qty.: Enroll fingerprint if the visitor requires fingerprint access.
- Email: Enter the email address of the visitor.
- Palm Qty.: Enroll palm if the visitor requires palm access.
- Face Qty.: Enroll bio-photo if the visitor requires bio-photo access.

#### ∕≪Note:

While HTTPS is enabled, users can access the system with https address and enroll visitor's photo with USB camera or with the system camera. As the following picture shows.

Add										×
Visitor Informatio	on									
First Name		Last Nam	e							
Certification Type*		Certification N	Capture		×			<b>)</b> ,		
Gender	*	Compa								
Card Number		Passwo			7					
FP Qty.	v10 Ø Enroll	En		12	The	Capture	Bio-	Photo		
Palm Qty.	v8 0 Enroll	Face C			Unit					
Entry Information	1		Photo		Capture					
Start Time*	2021-06-04 11:36:31	End Tit				uantity* 1				
Visit Department		Host/Visit		Confirm	Cancel	Group*		-		
Visit Reason		Carrying Goo	ds			Remark				
									Confirm	Cancel

#### 2. Entry Information

On the Add window, click Entry Information tab, and then enter the following fields.

• Start Time: Click the Start Time field, and a small window pops up to select the required date, and then click Select Time on the same pop-up window to select the required time.

• End Time: Click the End Time field, and a small window pops up to select the required date, and then click Select Time on the same pop-up window to select the required time.

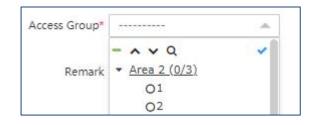
#### ⊮Note:

The Start Time will be set as the current server time automatically and after the set valid period, the visitor will be automatically deleted from the corresponding devices.

- Visitor Quantity: Enter the total count of the visitors.
- Visit Department: On the Visit Department field, select the area or the department the visitor visits from the drop-down list.
- Host/Visited: On the Host/Visited field, select the host's Employee ID, who escorts or meets the visitor from the drop-down list.
- Access Group: Select the host's corresponding access area where the visitor can meet the host or the department area where the visitor can access.

Note:

The **Access Group** field will list out only those area(s) and the subareas of the selected host's corresponding access region.



- Visit Reason: Select the required visitor's reason for visiting the Organization from the drop-down list.
- Carrying Goods: Enter the details of the belongings (like luggage, laptop, etc.) the visitor brings during the visit.

After providing all the details, click **Confirm** to process the Registration and generate an appointment for the visitor.

### 8.1.2 Delete a Registration

Delete function deletes/ removes the created appointment of a visitor.

On the **Registration** interface, select the required created registration of a visitor from the list to delete.

After selecting the required registration of a visitor, click **Delete** to delete.

### 8.1.3 Exit a Visitor

**Exit Registration** function facilitates in ending the appointment of the visitor when the visitor is about to leave the premises.

Exit Registration	1				×
First Name	Anna		Last Name		
Certification Type	ID Card	Ŧ	Certification No.	45968720	
Visitor Quantity	1				
Exit Time*	2021-07-05 15:52:07		Carrying Goods		
				Confirm	Cancel

On the **Registration** module, click **Entry Registration**, and then select the required visitor from the list to exit the appointment.

After selecting the required visitor from the list, click **Exit Registration** to exit the appointment of the visitor.

#### ∕ Note:

If the **Exit Registration** is not processed, then the system automatically exits the appointment and signs out from all the corresponding devices once the validity period of the visiting time expires.

### 8.2 Visitor

The **Visitor** interface displays the logs of all the visited people.

On the Registration module, click Visitor to go to the Visitor interface.

📎 Q 🗉	Entry Registration $\times$	Visitor ×							
Registration	Bookmarks -	▼ Filter -							
Entry Registration	Delete Enable	e Disable						× 2 9 🗆	e :
	Visitor ID	First Name	Last Name	Certification Type	Certification No.	Status	Create Time	Exit Time	
	V00000001	yuti	2	ID Card	54562412412	٥	2021-05-26 11:07:29	2021-05-26 18:21:46	t
R Reservation	V0000003	jiang	-	ID Card	556666	0	2021-05-26 16:19:58	2021-05-26 18:30:31	1
Configuration	V0000002	655	2	ID Card	477554	0	2021-05-26 11:45:29	2021-05-27 12:03:16	ti
	V0000005	545684	-	ID Card	535434	0	2021-05-28 11:04:14	2021-05-28 11:15:35	T
🛢 Data 🤊	V0000006	Peet	-	ID Card	123123	٥	2021-05-28 16:24:55	2021-05-28 18:00:35	E
	V0000007	rookie		ID Card	2566633	٥	2021-05-31 11:20:55	2021-05-31 11:30:25	t
	V0000008	ning	-	ID Card	15156515	0	2021-05-31 11:22:47	2021-05-31 11:32:25	t
	V0000009	jiangyunsheng	*	ID Card	454455	0	2021-06-01 10:20:43	2021-06-01 12:00:48	ti
	V00000010	Nancy	2	ID Card	7890566	٥	2021-06-04 11:21:54	2021-06-04 23:00:00	ti
	V00000011	nnn	уј	ID Card	1565151	0	2021-06-08 10:15:10	2021-06-08 10:25:03	t
	V0000012	rookie	song	ID Card	65	0	2021-06-08 10:23:20	2021-06-08 10:31:04	t
	V0000013	the shy	jiang	ID Card	25125	0	2021-06-08 10:27:01	2021-06-08 13:00:40	t
	V0000014	Mark	2	ID Card	33223322	٥	2021-06-08 10:36:21	2021-06-08 18:00:21	t
	V00000015	Anna	<b>7</b>	ID Card	56423156	0	2021-06-16 11:44:00	2021-06-17 00:00:51	ti

### Columns displayed on the Visitor interface.

Visitor ID: Displays the identical number of the visitor.

First Name: Displays the first name of the visitor.

Last Name: Displays the last name of the visitor.

**Certification Type**: Displays the type of document submitted by the visitor for proof (e.g., Pan card, Driving License, Approval note from the company, etc.).

Certification No: Displays the identical number of the proof document submitted by the visitor.

Status: Displays the status ("Disabled 🧧 "or "Enabled 🧖 ") of the visitor information.

Create Time: Displays the registration created time.

**Exit Time**: Displays the time exited by the visitor.

### 8.2.1 Disable a Visitor

The **Disable** function limits the visitor's access to the premises and contains the visitor details in the disabled state.

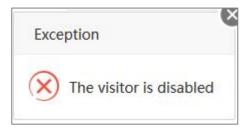
Prompt		×
Are you sur	e to disable	this visitor?
	Confirm	Cancel

On the Visitor interface, select the required visitor information from the list, and click Disable to set to

the disabled state.

On the prompt window, click **Confirm** to disable the visitor and the specific visitor status will display in Disable  $\bigcirc$  state.

So, if you are trying to make a registration for the disabled visitor detail, the below prompt will pop up and ensures creating registration or generating the appointment for that visitor.



# 8.2.2 Enable

The **Enable** function enables the visitor details to the enable state and facilitates the visitor's access to the premises.

Prompt		×
Are you su	re to enable	this visitor?

On the **Visitor** interface, select the required visitor information from the list, and click **Enable** to set to the enabled state.

On the prompt window, click **Confirm** to enable the visitor and the specific visitor status will display in Enable state.

## 8.3 Reserve an Appointment

The **Reservation** module facilitates managing reservations for visits.

On the **Visitor** module, click **Reservation** > **Reservation** to manage reservations.

ZKTeco	Pe	ersonnel	Device	Attendan	ce Access C	ontrol	Payroll	Visitor	Meeting	MTD	System		1536	2
🄊 Q 重	Entr	y Registration	× Reservat	tion ×					0.5					
Registration 🔻		🛿 Bookmarks 🗸	🝸 Filter 🗸											
Reservation	Ac	dd Delete	e Approv	e Reject	Revoke QR Cod	le					7	ୁ"		e =
		First Name 💠	Last Name 🌐	Certification Type	Certification No. 🗘	Employee	Visit Reason	Visit Date 👙	Visitor Quantity	Workflow Builder	Approval Status	Approval	Comment	Appro
eservation		pdd		ID Card	323	2001 zoey	business visit	2021-05-28 10:0	1	-	Pending	-		-
Configuration 🔹		48489		ID Card	56424	2002 y	-	2021-05-28 10:0	1	-	Revoke			2021-0
Data 💌		rt		ID Card	561256	2002 y	visit 1	2021-05-28 10:0	1	yuri-dept 预约	Approved			2021-0
		oio		ID Card	34354254	2002 y	visit 1	2021-05-28 14:1	1	yuri-dept 预约	Pending	-		
		xun		ID Card	350821134587054	2001 zoey	visit 1	2021-05-31 11:3	1	yuri-dept 预约	Approved			2021-0
		2222		ID Card	5555	2002 y	-	2021-06-04 09:5	1	yuri-dept 预约	Approved			2021-0
				ID Card	2222222	2002 y	-	2021-06-05 09:0	1	yuri-dept 预约	Pending	-		-

### Columns displayed on the Reservation interface.

First Name: Displays the first name of the visitor.

Last Name: Displays the last name of the visitor.

**Certification Type**: Displays the type of document submitted by the visitor for proof (E.g, Pan card, Driving License, Approval note from the company, etc.).

Certification No: Displays the identical number of the proof document submitted by the visitor.

**Visit Reason**: Displays the visitor's reason for visiting the Organization.

Visit Date: Displays the date the visitor's desires/ planned to visit.

Visitor Quantity: Displays the total count of the visitors planned to visit the premises.

Workflow Builder: Displays the work flow of the created appointment request.

Approval Status: Displays the status of the request.

Approval Comment: Displays the process comment, if specified.

Approval Time: Displays the request processed time.

Last Approver: Displays the name of the final request processor.

Apply Time: Displays the exited time of the visitor.

### 8.3.1 Create a Reservation

The **Add** function facilitates to create a reservation for a visit.

Add			
Visitor Information			
First Name		Last Name	
Certification Type*	······ •	Certification No.*	
Gender	Male 👻	Company	
Auto Approved	Enable		
Entry Information Visit Reason		Visitor Quantity*	1
Visit Department		Employee*	~
Visit Date*	2021-07-05 15:55:18	Email	

On the Add window, enter the following fields.

- 1. Visitor Information
  - First Name: Enter the first name of the visitor.
  - Last Name: Enter the last name of the visitor.
  - Certification Type: Select the type of document submitted by the visitor for proof (e.g., Pan card, Driving License, Approval note from the company, etc.) from the drop-down list.
  - Certification No.: Enter the identical number of the proof document submitted by the visitor.
  - Gender: Select the gender of the visitor from the drop-down list.
  - Company: Enter the company details of the visitor working for.
  - Auto-Approved: If it is enabled, then the reservation will be auto-approved after submission.

#### 2. Entry Information

On the Add window, click Entry Information tab, and then enter the following fields.

- Visit Reason: Select the required visitor's reason for visiting the Organization from the drop-down list.
- Visitor Quantity: Enter the total count of the visitors.

- Visit Department: On the Visit Department field, select the area or the department the visitor visits from the drop-down list.
- Employee: On the Employee field, select the host's Employee ID, who escorts or meets the visitor from the drop-down list.
- Visit Date: Click the Visit Date field, and a small window pops up to select the required date, and then click Select Time on the same pop-up window to select the required time.
- Email: Enter the email of the visitor.

After providing all the details, click **Confirm** to generate a reservation for the visitor.

∕ Note:

The personnel can make reservation for themselves by "Self-Service Login". The process is the same as the above specified steps.

### 8.3.2 QR Code

The QR code function facilitates the visitors to create reservation by themselves. The visitors can scan the QR Code generated by the software to create reservation.

Note:

Admins can generate the QR Code and send to the required visitor through mail to create reservation.

On the **Reservation** interface, click **QR code** to generate QR code in order to create reservation.

ZKTeco	Personnel Device	Attenda	nce Access Control Payroll	Visitor	Me	eting M	TD Sys	tem	863 Q	) -
<b>ର</b> ପ୍ 🗉	Entry Registration X Reserve	ition ×								
🖾 Registration 🔻	🛢 Bookmarks 🗸 🛛 🕈 Filters	•								
Reservation	Add Delete Appro	ve Reject	Revoke QR Code					1 2	9 II 🕈	010 10
Reservation	First Name 💠 Last Name 🗧	Cert Type 💠 🕻	ert QR Code	×	ntity	Workflow Builder	Approval Status	Approval Comment	Approval Time	La:
	pdd	ID Card 3	23			-	Pending	•	-	
📽 Configuration 💌	48489	ID Card 5	64. En 1999 per la			-	Revoke		2021-05-28 10:0	. у
🛢 Data 🛛 👻	nt					yuri-dept 预约	Approved		2021-06-01 11:3	ZOI
			22			yuri-dept 预约	Pending	~	-	
	xun					yuri-dept 预约	Approved		2021-05-31 11:3	
		ID Card 5				yuri-dept 预约	Approved		2021-06-04 09:5	ZOI
			CRefresh &Download							
			Conf	irm Cancel						
	C 14 V ( 1 )	Total 6 Records	1 Page Confirm							
		Total 6 Kecords	I Page Contirm							

On the **QR Code** window, click **Download** to download the generated QR Code and save it to the required location.

After downloading the QR Code, click **Refresh** to create another or click **Confirm** to complete the process.

The Admin can then send the downloaded QR Code to the required visitor to create reservation.

The visitors may scan the QR code and the following ZKBio Time.0 interface will be displayed.

Visitor Information		
Certification Type *		
ceruncation type -	(1), (20)	
Certification No. *		
First Name		
Last Name		
Gender		-
Company		
Entry Information		
	2022-05-05 09:00:00	

On the interface, enter the following fields, and click **Submit** to complete the <u>reservation process</u>.

The submitted reservation will reflect on the software and the Admin can view the created reservation details.

## 8.3.3 Approve/ Reject/ Revoke a Reservation

Approve function lets you approve the created reservation request.

Please notice that only the System Admin and the Users included in Approval workflow can approve the reservation.

On the **Reservation** interface, select corresponding reservation record, and click either **Approve**, **Revoke**, or **Reject** to approve, revoke, or reject the reservation application.

On the Pop-up window, provide the required comments, and then click **Confirm** to update the application status.

∕ ⊗Note:

Once the reservation is approved, the admin needs to create the Entry Registration for that specific visitor. And while creating entry registration for the visitor, the admin can simply enter the Cert. Type and Cert. NO., and the other reservation information will be automatically updated.

### 8.3.4 Delete a Reservation

**Delete** function let you delete a created reservation information.

On the **Reservation** interface, select the required reservation record from the list and click **Delete** to delete the reservation.

Prompt		×
Are you sure to c	delete the selec	ted <mark>1 it</mark> ems?
	Confirm	Cancel

On the prompt window, click **Confirm** to delete the selected reservation record.

# 8.4 Configuration

Our **Configuration** module of ZKBio Time.0 facilitates you to accomplish in managing the new or the existing visitor details and in the maintenance of the data, which eases your work in preserving the information of the visitors.

On the Visitor module, click Configuration to access the configuration interface.

## 8.4.1 Parameter Setting

The **Parameter Setting** interface facilitates the users to set the approval policy for the QR Code, and to set the identity number for the visitors.

On the **Configuration** interface, click **Parameter Setting** to set the required parameters.

ZKTeco	Personnel Device Attendance Access Control Payroll Visitor	Meeting MTD System 🥵
📎 Q 🗉	Entry Registration $ imes$ Reservation $ imes$ Parameter Setting $ imes$	
🖼 Registration 🔹 🔻	& Base setting	
Reservation 👻	QR Code Reservation* Pending -	
📽 Configuration 🔺	Start of Visitor Code 1	
Parameter Setting	Submit	
Visit Reason	Submit	
🛢 Data 🛛 🔻		

## 8.4.2 Visitor Bio Template Auto Delete

Click **Visitor** - > **Configuration** - > **Parameter Settings** to enter the following interface, turn on Automatically Delete Visitors' Bio-template, and set the save time in the input box at the back.

E Registration	ntry Registration ×	Visitor X	Reservation $\times$	Parameter Settir	nas X			
	Base setting				5			
R Reservation 👻								
	QR Code Reservatio	n* Pending	~	Start of Visi	itor Code 1			
📽 Configuration 🔺	Automatically Dele Visitor's Bio Templat			Automatical	lly Delete 1 After*	🗘 Days		
Parameter Settings								
Visit Reason	Accessible Setting							
🛢 Data 🔻	Employee 👻	C Employee						
	Employee ID	First Name 🗘	Last Name	Department				
	1	HPP 2061		Department				
	2	赵丽颖		Department				
	3	ZC		Department				
	4	ZD		Department				
	5	ZE		Department				
1	Total 506 Records	1 51	> 10 🗸					

## 8.4.3 Accessible Setting

Click **Visitor - > Configuration - > Parameter Settings** to enter the following interface, the selected person can be selected as the interviewee when the visitor scans the QR code to register.

Teco	Personnel	Device	Attendance	Visitor	Meeting	MTD	System	
🏷 Q 🗉	Entry Registration $\times$	Visitor ×	Reservation $\times$	Parameter Settin	igs ×			
tration 👻	OBase setting							
ation 🔻	QR Code Reservatio	n" Pending	· ·	Start of Visi	tor Code 1			
juration	Automatically Del Visitor's Bio Templa			Automatical	y Delete 1 After*	Days		
	I≣ Accessible Setting							
	Employee 👻	C Employee						
	Employee ID	First Name 🗍	Last Name	Department				
	1	HPP 2061		Department				
	2	赵丽颖		Department				
	3	ZC		Department				
	4	ZD		Department				
	5	ZE		Department				
	Total 506 Records	< 1 51	> 10 👻					
	S	Jbmit						

## 8.4.4 Visitor Reason

The **Visitor Reason** interface facilitates the users to set default list of the visitor's reason for visiting the Organization which eases the work of registering the visitor details and creating reservation for the visitors.

On the Configuration module, click Visit Reason to set the default list.

ZKTeco	Personnel	Device	Attendance	Access Control	Payroll	Visitor	Meeting	MTD	System				0	) -
s Q 🗉	Entry Registration $\times$	Reservation	× Visit Reason >											
🖼 Registration 🔻	🖉 Bookmarks 🗸	¥ Filters →												
Reservation	Add Delete								7	~*	5		*	414 4
🕫 Configuration 🔺	Visit Reason 👙													
S Configuration	business visit											Ø	<u>ش</u>	
Parameter Setting	visit 1											Ø	ŵ	
Visit Reason				Add		×								
🛢 Data 🛛 👻				, idd										
				Visit Reason:										
					Confirm	Cancel								

On the Visit Reason interface, click Add to add a default visiting reason.

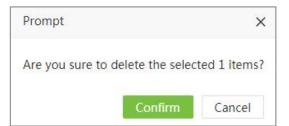
On the Add window, enter the required reason, and click Confirm to update in the list.

The created reasons will reflect on the visit reason list of the Registration interface.

## 8.4.5 Delete a Visit Reason

Delete function makes you delete a created visitor reason.

On the Visit Reason interface, select the required visit reason from the list and click Delete to delete.



On the prompt window, click **Confirm** to delete the selected visit reason.

Please notice the deleted visit reason will get erased from all the visit reason lists.

# 8.5 Data

## 8.5.1 Visitor BioData

Display detailed information about visitor's biometric template.

ZKTeco	Personnel Dev	vice Attenda	nce Access (	Control Payroll	Visitor	Meeting M	TD System	864
📎 Q 🗉	Entry Registration × V	isitor BioData 🛛 🕹						
🖽 Registration 🛛 🔻	🖉 Bookmarks 🗸 🛛 🕇 F	ilters 👻						
Reservation							7.	/ 🤊 🗆 🥐 🗄
LR	Visitor Code 💠	First Name	Last Name	Віо-Туре 🌩	Bio-Index	Major Version 💲	Serial Number	Jpdate Time
📽 Configuration 🔻	V00000001	tubie1	zhang	Visible Face	0	59	6585205300037	2021-06-02 11:56:35
🛢 Data 🔺	V0000003		-	Visible Face	0	59	6614211300027	2021-06-02 11:22:33
Visitor BioData	V0000002	gdgdg	fsfs	Visible Face	0	59	6614211300027	2021-06-02 11:22:33
Visitor BioPhoto	V0000005	crab	-	Visible Face	0	59	6614211300027	2021-06-02 11:22:33
Visitor BioPhoto	V0000006		-	Visible Face	0	59	6614211300027	2021-06-01 16:35:31
Transaction	V0000007	yiku	-	Visible Face	0	59	6614211300027	2021-06-01 16:35:31
	V0000008	Burt	12	Visible Face	0	59	6614211300027	2021-06-01 16:35:31
	V0000009	Elizabeth	-	Visible Face	0	59	6614211300027	2021-06-01 16:35:31
	V0000008	John	1	Visible Face	0	59	661 <mark>4</mark> 211300027	2021-06-01 16:35:31
	V0000009	Thomas	-	Visible Face	0	59	6614211300027	2021-06-01 16:35:31

## 8.5.2 Visitor BioPhoto

Display the detailed bio-photo information of all visitors.

ZKTECO	Personnel	Device	Attende	ance	Access Control	Payroll	Visitor	Meeting	MTD	System	869	2
🏷 Q 🗉	Entry Registration	× Visitor >	Visitor Bio	oPhoto >	Transaction $\times$							
🖼 Registration 🛛 🔻	🖉 Bookmarks 🗸	▼ Filters -										
Reservation -	Delete App	rove									1 2 3	
📽 Configuration 🔻	Visitor Code	First Name	Last Name	Email	Enroll SN	User Photo	Bio-Photo	Register Time 🌐	Remark	Approval State	Approval Time 🌐	
<ul> <li>Data</li> <li>Visitor BioData</li> </ul>	V00000008	ning	2	-	-	0	0	2021-05-31 11:22:47		Approval Passed	2021-05-31 11:23:00	ť
							1					
Transaction	V00000001	yuti	-		0	U		2021-05-26 11:33:15		Approval Passed	2021-05-26 11:33:22	ť
	G 14 v		Total 2 Records		Page Confirm							

#### 1. Approve Bio-Photo

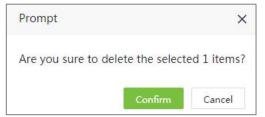
• Select the bio-photo record(s) and click [Approve] to approve the bio-photo.

Approve			×
Approval State*:	Approval Passed	×	
Remark:			

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

#### 2. Delete Bio-Photo

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



• Click [Confirm] to delete the bio-photo.

# 8.5.3 Transaction

The transaction table displays the access records from the devices of all visitors.

Registration 🔻	Bookmarks -	🕈 Filter 🗸									
Reservation -										1	~ 🤊 🗆 🏓
	Visitor ID	First Name	Last Name	Certification No.	Date	Time	Punch State	Area Name	Serial Number 💠	Device Name	Upload Time 👙
Configuration 🔻	V00000016	puff	-	11112	2021-06-18	16:58:13	4	H5_yuri	CGFD192960001		2021-06-18 16:58:14
Data 🔺	V0000012	rookie	song	65	2021-06-08	10:24:13	-	H5_yuri	CGFD192960001		2021-06-08 10:24:29
tor BioData	V0000008	ning	-	15156515	2021-05-31	11:23:19	8	H5_yuri	CGFD192960001		2021-05-31 11:23:21
	V0000007	rookie	-	2566633	2021-05-31	11:21:33	-	H5_yuri	CGFD192960001		2021-05-31 11:21:34
tor BioPhoto	V0000002	655		477554	2021-05-26	18:08:25	-	H5_yuri	CGFD192960001		2021-05-26 18:08:27
	V0000002	655	-	477554	2021-05-26	18:00:48	*	H5_yuri	CGFD192960001		2021-05-26 18:00:49
	V0000002	655	-	477554	2021-05-26	17:59:12	2	H5_yuri	CGFD192960001		2021-05-26 17:59:13
	V0000002	655	-	477554	2021-05-26	17:52:58	a.	H5_yuri	CGFD192960001		2021-05-26 17:52:59
	V0000002	655	-	477554	2021-05-26	17:42:04	-	H5_yuri	CGFD192960001		2021-05-26 17:42:06
	V0000002	655	-	477554	2021-05-26	17:37:47	÷.	H5_yuri	CGFD192960001		2021-05-26 17:37:49

# 9 Meeting Module

Our ZKBio Time software eases the process of planning and booking a meeting from hassle to harmony between teams by managing the meeting requests, providing access to only the required attendees, schedule, agenda, and other related actions. Our software also facilitates in generating the automatic access for the next applicable Attendees to their allocated Meeting Rooms as per the scheduled time slot.

# 9.1 Setting up the Meeting Room

Our **Room** interface eases for arranging meetings and event planning, helping allocate space and resources for upcoming events and meetings.

On the **Meeting** module, click **Room** > **Room** to set the Device to the required Meeting Room.

🔊 Q	Room									
Room	Bookmarks - TFi	ilters -								
	Add Delete					7	2	5		*
Device	Room Code	Room Name	Capacity	Location	Device	State				
Meeting	- 5	meeting room5	5	21th	Auto add	•			3	۵
	4	Nancy Test	20	20th Floor		0			3	<u>ش</u>
Transaction	- 3	Meeting Room 3	10	22th Floor	Auto add	0			1	۵
2 Report	2	2	10	22th Floor	lalatest,Auto add	0			3	<u>ش</u>
	1	1	11	22th Floor	101TC	٥			3	<u>ش</u>

### Columns displayed on the Meeting Room interface

Room Code: Displays the identical number of the meeting room.

Room Name: Displays the name of the meeting room.

Capacity: Displays the total number of people could accommodate in the meeting room.

Location: Displays the location of the meeting room.

**Device**: Displays the mounted Access Control Device name.

State: Displays whether the meeting room is occupied or vacant.

**Remarks:** Displays the notice/statement if any provided to that meeting room.

# 9.1.1 Add a Meeting Room

**Add** function let you add a meeting Room and connects the required Access Control Device to that Meeting Room.

ZKTECO	Personnel Device	Attendance Access Contro	l Payroll Visitor	Meeting	MTD	System	1305	Q-
🔊 Q 重	Room							
👫 Room 🔺	🛢 Bookmarks 🗸 🔻 Filters 🗸							
Room	Add Delete					7 2	າ 🗆	e =
Device	Room Code	Add		×		State		
🞽 Meeting 🗸 👻	5	Room Code*	Room Name*			•	ľ	
🛢 Transaction 👻	4	Capacity* Person(s)	Location*			0	ľ	
	2	Device	State Enable		add	0		
🖆 Report 🛛 👻	1	Remark				٥	Ø	1
		△ ACW/219360011 △ AEW/19360011 □ C6CL34950008 □ CCHC193516004 □ BYRQ192860151 □ CKVS202060017 □ CKVS202060017 □ CCFD192960001 □ BODD175160005 □ BODV182760001	Confirm	Cancel				

On the **Room** interface, click **Add** to add a meeting Room.

On the Add window, enter the following fields.

- Room Code: Enter the identical number of the meeting room.
- Room Name: Enter the name of the meeting room.
- **Capacity:** Capacity indicates the maximum number of people could accommodate in that meeting room.
- Location: Enter the location of the meeting room.
- **Device:** Select the mounted Access Control Device name from the drop-down list. The selected Device facilitates in generating the automatic access for the applicable Attendees to their allocated Meeting Rooms as per the scheduled time slot.
- State: Set the state of the meeting room. Please note, only the enabled meeting room will be able to get assigned for conducting a meeting.
- Remarks: Enter the remarks/comments as a note, if required.

After providing all the information, click **Confirm** to save and update the details to the software.

#### Edit the Room Details

On the **Room** interface, click either the required **Room Code** or the corresponding **Edit** is to edit the room details.

## 9.1.2 To Delete a Meeting Room

**Delete** function let you delete a meeting Room and disconnects the Access Control Device to that Meeting Room.

On the **Room** interface, select the required Meeting Room name from the list to delete, and then click **Delete**.

ZKTECO	Personnel	Device	Attendance	Access Control	Payroll	Visitor	Meeting	MTD	System	a		0
<b>\$</b> Q	Room											
🕋 Room	🔶 🖉 Bookmarks 🗸	▼ Filters →										
	Add Delet	ie .							7.	~ D		e :
	Room Code		Room Name	Capacit	у	Location	Device		State			
Meeting	- 🖬 5		meeting room5	5		21th	Auto add		•		C	<u>ال</u>
	4		Nancy Test	20		20th Floor			٥		ľ	<u>ش</u>
Transaction	- 3		Meeting Room 3			551 E	Auto add		٥		ľ	ŵ
P Report	2		2	Prompt		×	lalatest,Auto	add	٥		Ø	Ŵ
	1		1	Are you sure to d	to a star star sector as	4.4.14.14.2	101TC		٥		Ø	Û
				-	Confirm	Cancel						

On the **Prompt** window, click **Confirm** to process the deletion.

### 9.1.3 View the Meeting Room Devices

The **Device** interface benefits to view the Devices connected to each Meeting Rooms.

On the **Meeting** module, click **Room** > **Device** to view the connected Device information to each Meeting Room.

ZKTECO	Personnel	Device	Attendance	Access Control	Payroll	Visitor	Meeting	MTD	System			Ģ	:05	2
🔊 Q 🗉	Device													
🖶 Room 🧳	Bookmarks 🗸	▼ Filters -												
Room										1	2	Э		e =
	Device Name		Seri	l Number		Area		Roon	r					
Meeting .	Auto add		CGF	D192960001		yuriT	'est	meet	ing room5					
-	Auto add		CEX	D194260059		Area	110	Meet	ing Room 3					
Transaction	Auto add		BOE	V182760001		Gera	lt	2						
P Report	lalatest		ADV	/Z191960001		lalate	est	2						
4_] Report	BR1200		CEH	C195160004		Area	2							
	101TC		AEX	H191960001		Area	2	1						

# 9.2 Schedule a Meeting

Our Meeting interface facilitates in scheduling and re-planning meetings to ease and reduce the

burdens of the meeting organizers.

On the **Meeting** module, click **Meeting** > **Meeting** to schedule a Meeting.

Meeting 🖌	-	dd Delet	e	Calculation	Approval	Menu							7	2	9 II	~	
		Name	Topic	Meeting Date	TimeZone	Meeting Period	Attendee	Meeting Room	Purpose	Start Host	Share Link	Applicant	Approval Status	Approver			
		MEETING6.17	G	2021-06-17	ETC/GMT+8	08:00:00~12:00:00	5/23	23	1			zoey	Pending	-	C	1	j
Manual Log		22	1	2021-06-08	ETC/GMT+8	14:30:00~15:00:00	5/23	23	212			у	Approved	nicole	0	1	ì
Transaction •		y2	222	2021-06-07	ETC/GMT+8	06:00:00~07:00:00	3/20	room1	44			У	Approved	zoey	C		Ì
Report		1	1	2021-06-07	ETC/GMT+8	03:00:00~05:00:00	1/20	room1	121			У	Approved	nicole	0	6	j
		ytest1	1	2021-06-07	ETC/GMT+8	00:00:00~01:00:00	3/20	room1	1			3003	Approved	3002	C		J
		Test	<i>a</i>	2021-06-04	ETC/GMT+8	18:00:00~20:00:00	2/23	23	Test			у	Pending		0	1	ġ.
		yuritest	1	2021-06-04	ETC/GMT+8	17:00:00~18:00:00	2/-	-	11	0	Copy Invitation	zoey	Approved	nicole	0		Ĵ
		32		2021-06-04	ETC/GMT+8	01:01:00~02:00:00	3/20	room1	132			Bill	Pending	-	0	1	J
		11	а. —	2021-06-04	ETC/GMT+8	00:00:00~01:00:00	0/20	room1	111			kk	Pending	-			j

#### Columns displayed on the Meeting Audit interface

Name: Displays the title of the Meeting purpose.

**Topic**: Displays the topic of the meeting, if specified.

Meeting Date: Displays the meeting Date.

Time Zone: Display the time zone of the meeting time.

**Meeting Period:** Displays the duration of the meeting.

**Attendee:** Displays the count of the meeting attendees according to the selected meeting room capacity.

For Example: If the selected room capacity is 9, and the total attendees are 8 then it displays "8/9".

Meeting Room: Displays the scheduled meeting room name.

Purpose: Displays the purpose of the meeting.

Start Host: Click 🝳 to start the Zoom online meeting.

**Share Link:** Click Copy Invitation to copy the registration link of the online meeting and then share it to the attender to join the meeting.

Applicant: Displays the Personnel ID of the applicant who raised the meeting schedule request.

Approval Status: Displays the status (Approved/Revoke/Rejected) of the meeting schedule request.

**Approver**: Displays the name of the approver who approves, revokes or rejects the meeting schedule request.

Approval Comment: Displays the approver's comment/remarks, if specified.

### 9.2.1 Create a Meeting Schedule

#### Add function lets you create a Meeting Schedule.

nline Meeting Enable TimeZone* ETC/GMT+8	¥.
	*
uto Approved Enable	

On the Meeting interface, click Add to create a meeting schedule.

On the Add window, enter the following fields.

- Name: Enter the identical number of the meeting room.
- Topic: Enter the topic of the meeting.
- Online Meeting: After enabling it, users will be able to set up the zoom online meeting.
- Start Time: Enter the meeting Start Time.
- End Time: Enter the meeting End Time.

#### ∕≤Note:

To select the Date and Time, click the **Start/End** Time field, and a small window pops up to select the required date, and then click **Select Time** on the same pop-up window to select the

required time.

- Time Zone: Enter the time zone of the meeting time.
- Applicant: Enter the applicant of the meeting.
- Purpose: Enter the purpose of the meeting.
- Auto-Approved: If it is enabled, the meeting schedule will be auto-approved after submitted.

Select the Meeting Room.

On the Add window, click Meeting Room tab to select the required meeting room.

Vi	ew Date*	2021-06-04			
	Name	Capacity	Location	Been Used	
0	room1	20	21	00:00:00~01:00:00,01:01:00~02:00:00	
0	test	22	test		
0	23	23	32	16:00:00~18:00:00	

On the **Meeting Room** tab, click the **View Date** field, and a small window pops up to select the required date, and then click **Select Time** on the same pop-up window to select the required time.

Once the required date is selected, the corresponding Meeting Room list will get updated to that specified date and will display all the available and occupied meeting rooms.

Columns displayed on the Meeting Room List.

- Name: Displays the meeting room name.
- Capacity: Displays the total capacity of the meeting room.
- Location: Displays the meeting room location.
- Been Used: If the meeting room is occupied, the scheduled meeting period will be displayed; but if the meeting room is available, the field will be left blank.

Based on the available list, the user can select the required meeting room for that specific date.

#### Set up Online Meeting

Meeting Room *C	nline Meeting	*Attendee Ch	neck In/Out Setting	
Zoom	*	Ŧ		
Waiting Roor	n 🔵 Disable		Join Before Host No	
Auto Recording	* Disabled	Ŧ	Mute Upon Entry	
Start Host Vide	o No		Start Participant Video 🕘 No	

- Zoom: Users can choose their preferred Zoom account for create online meetings.
- Waiting Room: Enable it, then the attender will be in the waiting room unless the host join the meeting.
- Join Before Host: Allow participants to join the meeting before the host starts the meeting.

∕≪Note:

If waiting room is enabled, the join before host setting will be disabled.

• Auto Recording: Users can set whether to record the meeting automatically. If yes, then users can save the record to local or in the cloud.



- Mute Upon Entry: If it is enabled, then the attenders will be muted by default when they join the meeting.
- Start Host/Participant Video: If it is enabled, then it will start video when the host/participant joins the meeting.

Select the Attendee

On the Add window, click Attendee tab to select the required Employees/attenders for the meeting.

De	epartme 👻	Department	~ Q	Employee	Selected 0					
	Employee ID	First Name	Last Name	Department	Employee ID‡ First Name‡ Last Name‡ Department					
	001			lala	None					
	002	haha		lala	None					
	1	Mike		Test						
	10000001	tubie1	zhang	Test						
	100000002	tubie21		Ihl-revface18						

On the **Employee** list, select the required Employees from the left.

The selected Employees will be reflected on the right side of the corresponding Employee List.

Use the **Department** drop-down list or the **Search** function (search by Employee) to search for Employees.

Once the required Employees are selected click **Confirm** to confirm and update the attender's details.

Set the Employee Access Duration for the Meeting Room.

On the **Add** window, click **Check-In/Out** tab to set the required Employee check-in and check-out time within the specific meeting period.

Please notice it is not mandatory to set the access duration for the Employees to enter the meeting room.

Meeting Room	*Online Meeting	*Attendee	Check In/Out Setting		
Check In Rec	quired Yes )				
Start Time*			End Time*		
Check Out Red					

On the **Check In/Out** tab enter the following fields.

- Check In Required: Toggle Yes to enable and set the check-in Start Time and End Time.
- Check Out Required: Toggle Yes to enable and set the check-in Start Time and End Time.

∕≪Note:

To select the Date and Time, click the **Start/End Time** field, and a small window pops up to select the required date, and then click **Select Time** on the same pop-up window to select the required time.

After setting the required time, click **Confirm** to save and update the meeting schedule details.

Descriptive view on how to enter the time- "<" indicates "Before/Lesser"

Check-in Start Time	Check-in Start Time <check-in end="" th="" time<=""></check-in>
Check-in End Time	Check-in Start Time <check-in end="" start="" td="" time<="" time<checkout=""></check-in>
Checkout Start Time	Check-in End Time< Checkout Start Time< Checkout End Time
Checkout End Time	Checkout Start Time< Checkout End Time

#### Edit a Meeting Schedule

On the **Meeting** interface, select the required meeting schedule name from the list to edit.

On the **Edit** window, edit the required changes, and then click **Confirm** to save and update the changes.

## 9.2.2 Approve/ Reject/ Revoke a Meeting Schedule

Approve function lets you approve/ reject/ revoke the created meeting schedule request.

Please notice that only the System Admin and the Users included in Approval workflow can approve the Meeting schedule.

Meeting 🔺	Add Dele	te	Calculation	Approval	Menu 🗢								1 2	3		4
leeting	Name	Topic	Meeting Date	Approve	Aeeting Period	Attendee	Meeting Room	Purpose	Start Host	Share Link	Applicant	Approval Status	Approver			
	MEETING6.17	G	2021-06-17	Revoke	8:00:00~12:00:00	5/23	23	1			zoey	Pending	-		3	۵
lanual Log	22	1	2021-06-08	Reject	4:30:00~15:00:00	5/23	23	212			у	Approved	nicole		8	(ii)
Transaction 💌	y2	222	2021-06-07	ETC/GMT+8	06:00:00~07:00:00	3/20	room1	44			у	Approved	zoey		1	۵
Report 🔻	1	1	2021-06-07	ETC/GMT+8	03:00:00~05:00:00	1/20	room1	121			У	Approved	nicole		8	Ŵ
	ytest1	1	2021-06 <mark>-</mark> 07	ETC/GMT+8	00:00:00~01:00:00	3/20	room1	1			3003	Approved	3002		3	۵
	Test	-	2021-06-04	ETC/GMT+8	18:00:00~20:00:00	2/23	23	Test			У	Pending	-		ß	Ŵ
	yuritest	1	2021-06-04	ETC/GMT+8	17:00:00~18:00:00	2/-	-	11	0	Copy Invitation	zoey	Approved	nicole		1	۵
	32	-	2021-06-04	ETC/GMT+8	01:01:00~02:00:00	3/20	room1	132			Bill	Pending	-		e i	
	11	-	2021-06-04	ETC/GMT+8	00:00:00~01:00:00	0/20	room1	111			kk	Pending	-		3	<u>ش</u>

On the **Meeting** interface, select the required Meeting Schedule request to approve, revoke or reject.

• <u>To view the attendee's details</u>: Click the required Meeting Schedule request to view the assigned attendees list on the right side of the Meeting interface.

• To delete the assigned Personnel from the selected Meeting Schedule: Select the required Personnel from the list on the right, and then click Delete to remove the Personnel from the assigned Meeting Schedule.

After selecting the required meeting schedule request, click **Approval** and select either **Approve**, **Reject** or **Revoke** from the drop-down list.

On the Pop-up window, provide the required comments, and then click **Confirm** to update the request status.

# 9.2.3 To Delete a Meeting Schedule

**Delete** function let you delete the scheduled meeting and prevents (if <u>meeting room access</u> is enabled) the invited Personnel from accessing the meeting room.

• On the **Meeting** interface, select the required Scheduled Meeting name from the list to delete, and then click **Delete**.

ZKTeco	Personnel	D	evice	Attendand	e Access	Control	Payrol	i iv	/isitor	Meeting	MTD	System		153		0-
🔊 Q 🗉	Room X De	vice 🛛	Meeting	×												
<table-row> Room 🔻</table-row>	Bookmarks	- T	Filter 👻													
👹 Meeting 🔺	Add Dele	te	Calculation	Approval	Menu								1 2	ອ 🛙		* #
Meeting	Name	Topic	Meeting Date	TimeZone	Meeting Period	Attendee	Meeting Room	Purpose	Start Host	Share Link	Applicant	Approval Status	Approver			
	MEETING6.17	G	2021-06-17	ETC/GMT+8	08:00:00~12:00:0	5/23	23	1			zoey	Pending	-	C	3 🛍	
Manual Log		1	2021-06-08	ETC/GMT+8	14:30:00~15:00:0	5/23	23	212			У	Approved	nicole	(	3 🛍	
Transaction 🔻	<b>y</b> 2	222	2021-06-07	ETC/GMT+8							У	Approved	zoey	ſ	3 🛍	
🖓 Report 🛛 🔻	1	1	2021-06-07	ETC/GMT+8	03:00:00~(	ompt		>	·		У	Approved	nicole	(	3 🛍	
	ytest1	1	2021-06-07	ETC/GMT+8	00:00:00~(	VOLL SUITE 1	o delete 1 item	12			3003	Approved	3002	(	2 🛍	
	Test	-	2021-06-04	ETC/GMT+8		you sure t	o delete i iteli				У	Pending	-	(	3 🛍	
	yuritest	1	2021-06-04	ETC/GMT+8	17:00:00~1		Confirm	Cancel	0	Copy Invitation	zoey	Approved	nicole	(	3 🛍	
		-	2021-06-04	ETC/GMT+8	01:01:00~02:00:0	5720	roomi	132			Bill	Pending	•	(	3 🛍	
	11	-	2021-06-04	ETC/GMT+8	00:00:00~01:00:0	0/20	room1	111			kk	Pending	-	(	2 🛍	
	C 14 recor	ds per p	age 🗸 🤇	1 > To	atal 9 Records jun	ip to 1	Page Confir	n								

• On the **Prompt** window, click **Confirm** to process the deletion

# 9.2.4 Add Personnel to the Meeting

Add Attendee function let you add the other required or the missed-out personnel to the approved meeting schedule.

De	epartme 👻	Department	~ Q	Employee		Sele	ected 0			
	Employee ID	First Name	Last Name	Department			Employee ID 🌲	First Name 🗢	Last Name 🌲	Department
	1	Mike		Test		1		None		
	100000001	tubie1	zhang	Test		1		None		
	10000002	tubie21		Ihl-revface18						
	10000003	tubie3123		Ihl-revface18						
	10086	kk		kk						
:0 r	ecords per page	• 🗸 Total 162	2 Records <	> jump to	1 F	Pa				

- On the **Meeting** interface, select the required meeting schedule from the list to add the missed out or the other required Personnel.
- Click **Menu** > **Add Attendee** to add the missed out or the other required Personnel to the selected meeting schedule.
- On the Add Attendee window, select the required Personnel names from the list on the left.
- The selected Personnel names will reflect on the right side of the Add Attendee window.
- Click **Confirm**, to save and update the selected Personnel to the meeting schedule.

### 9.2.5 Sync the Meeting Information

Sync to Device function facilitates to sync the approved meeting schedule information to the Device.

On the **Meeting** interface, select the required meeting schedule from the list, and then click **More** > **Sync to Device** to update the meeting information to the meeting room devices.

### 9.2.6 Calculate Meeting Attendance

**Calculation** function lets you update all the related Personnel's Meeting Attendance Reports to the latest information.

🛢 Bookm														
	arks <del>+</del>	¥ Filters →												
Add	Delete	Calculation	Approval	Menu 🖓								1 2 3		e :
Name	Topic	Meeting Date	TimeZone	Meeting Period	Attender	Meeting Room	Purpose	Start Host	Share Link	Applier	Approval Status	Approver		
y2	222	2021-06-07	ETC/GMT+8	06:00:00~07:00:00	3/20	room1	44			У	Approved	zoey	ß	۵
1	1	2021-06-07	ETC/GMT+8	03:00:00~05:00:00	1/20	room1	121			У	Approved	nicole	3	۵
ytest1	1	2021-06-07	ETC/GMT+8				~			3003	Approved	3002	Ø	Û
Test	-	2021-06-04	ETC/GMT+8	18:00:00~20:	rompt		^			у	Pending	2		
] yuritest	1	2021-06-04	ETC/GMT+8	17:00:00~18: A	re vou sure	to calculate?		0	Copy Invitation	zoey	Approved	nicole		
	-	2021-06-04	ETC/GMT+8							Bill	Pending	2		
11	-	2021-06-04	ETC/GMT+8	00:00:00~01:		Confirm	Cancel			kk	Pending	•	Ø	۵.
	Name y2 1 1 ytest1 Test yuritest 32	Name         Topic           y2         222           1         1           ytest1         1           Test         -           yuritest         1           32         -	Name         Topic         Meeting Date           y2         222         2021-06-07           1         1         2021-06-07           ytest1         1         2021-06-07           Test         2         2021-06-07           yutest1         1         2021-06-07           yutest1         2         2021-06-04           yutest2         2         2021-06-04           yutest3         2         2021-06-04	Name         Topic         Meeting Date         TimeZone           y2         222         2021-06-07         ETC/GMT+8           1         1         2021-06-07         ETC/GMT+8           ytest1         1         2021-06-07         ETC/GMT+8           Test         2021-06-07         ETC/GMT+8           yutest1         1         2021-06-04         ETC/GMT+8           yutest3         2021-06-04         ETC/GMT+8           yutest4         1         2021-06-04         ETC/GMT+8           yutest3         2021-06-04         ETC/GMT+8	Name         Topic         Meeting Date         TimeZone         Meeting Period           y2         222         2021-06-07         ETC/GMT+8         06000-07-000           1         1         2021-06-07         ETC/GMT+8         06000-07-000           ytest1         1         2021-06-07         ETC/GMT+8         06000:00-07-000           ytest1         1         2021-06-07         ETC/GMT+8         0600:00-07-000           Test         -         2021-06-04         ETC/GMT+8         18:00:00-20           yuntest         1         2021-06-04         ETC/GMT+8         17:00:00-18           32         -         2021-06-04         ETC/GMT+8         01:01:00-02	Name         Topic         Meeting Date         TimeZone         Meeting Period         Attender           y2         222         2021-06-07         ETC/GMT+8         06:00:00-07:00:00         3/20           1         1         2021-06-07         ETC/GMT+8         03:00:00-05:00:00         1/20           ytest1         1         2021-06-07         ETC/GMT+8         00:00:00-01.         Prompt           Test         -         2021-06-04         ETC/GMT+8         18:00:00-20.         Prompt           yuntest         1         2021-06-04         ETC/GMT+8         17:00:00-18.         Attender           32         -         2021-06-04         ETC/GMT+8         01:01:00-02.         Attender	Name         Topic         Meeting Date         TimeZone         Meeting Period         Attender         Meeting Room           y2         222         2021-06-07         ETC/GMT+8         06:00:00-07:00:00         3/20         room1           1         1         2021-06-07         ETC/GMT+8         03:00:00-05:00:00         1/20         room1           ytest1         1         2021-06-07         ETC/GMT+8         03:00:00-07:00:00         1/20         room1           Test         -         2021-06-04         ETC/GMT+8         18:00:00-26         Prompt         -           yuntest         1         2021-06-04         ETC/GMT+8         17:00:00-18         Are your sure to calculate?           32         -         2021-06-04         ETC/GMT+8         10:10:00-02         -	Name         Topic         Meeting Date         TimeZone         Meeting Period         Attender         Meeting Room         Purpose           y2         222         2021-06-07         ETC/GMT+8         06:00:00-07:00:00         3/20         room1         44           1         1         2021-06-07         ETC/GMT+8         03:00:00-07:00:00         1/20         room1         121           ytest1         1         2021-06-07         ETC/GMT+8         00:00:00-01         Prompt         X           rest         -         2021-06-04         ETC/GMT+8         18:00:00-20         Prompt         X           yuntest         1         2021-06-04         ETC/GMT+8         17:00:00-18         Are you sure to calculate?           32         -         2021-06-04         ETC/GMT+8         01:01:00-02         X	Name         Topic         Meeting Date         TimeZone         Meeting Period         Attender         Meeting Room         Purpose         Start Host           y2         222         2021-06-07         ETC/GMT+8         06:00:00~07:00:00         3/20         room1         44         1           1         1         2021-06-07         ETC/GMT+8         03:00:00~05:00:00         1/20         room1         121           ytest1         1         2021-06-07         ETC/GMT+8         00:00:00-01:         prompt         X           test         -         2021-06-04         ETC/GMT+8         18:00:00-20         Prompt         X           yuntest         1         2021-06-04         ETC/GMT+8         17:00:00-18         Are you sure to calculate?         X           32         -         2021-06-04         ETC/GMT+8         01:01:00-02         Are you sure to calculate?         X	Name         Topic         Meeting Date         TimeZone         Meeting Period         Attender         Meeting Room         Purpose         Start Host         Share Link           y2         222         2021-06-07         ETC/GMT+8         0600:00-07:00:00         3/20         room1         44	Name         Topic         Meeting Date         TimeZone         Meeting Period         Attender         Meeting Room         Purpose         Start Host         Share Link         Applier           y2         222         2021-06-07         ETC/GMT+8         0600:00-07:00:00         3/20         room1         44         v         y         y           1         1         2021-06-07         ETC/GMT+8         0300:00-05:00:00         1/20         room1         121         v         y           ytest1         1         2021-06-07         ETC/GMT+8         0300:00-01:         Prompt.         x         3003           rest         -         2021-06-04         ETC/GMT+8         180:000-20:         Prompt.         x         3003           yuitest         1         2021-06-04         ETC/GMT+8         17:00:00-18:         Are you sure to calculate?         x         0         Copy Invitation         202           yuitest         1         2021-06-04         ETC/GMT+8         10:01:00-02         Are you sure to calculate?         x         0         Copy Invitation         202           322         -         2021-06-04         ETC/GMT+8         01:01:00-02         Are you sure to calculate?         Bill         Bill	Name         Topic         Meeting Date         TimeZone         Meeting Period         Attender         Meeting Room         Purpose         Start Host         Share Link         Applier         Approval Status           y2         222         2021-06-07         ETC/GMT+8         0600:00-07:00:00         3/20         room1         44         v         v         Approved           1         1         2021-06-07         ETC/GMT+8         0300:00-07:00:00         1/20         room1         121         v         Approved           ytest1         1         2021-06-07         ETC/GMT+8         0:00:00-07:00:00         1/20         room1         121         v         3003         Approved           ytest1         1         2021-06-07         ETC/GMT+8         18:00:00-20:         Prompt         ×         3003         Approved           yuntest         1         2021-06-04         ETC/GMT+8         17:00:00-18:         Are you sure to calculate?         x         0         Copy Invitation         2cey         Approved           32         -         2021-06-04         ETC/GMT+8         0:01:00-02         Are you sure to calculate?         Bill         Bill         Pending	Name         Topic         Meeting Date         TimeZone         Meeting Period         Attender         Meeting Room         Purpose         Start Host         Share Link         Applier         Approved         zeev           y2         222         2021-06-07         ETC/GMT+8         06:00:00-07:00:00         3/20         room1         44         v         Approved         zeev         zeev         i         1         2021-06-07         ETC/GMT+8         03:00:0-05:00:00         1/20         room1         121         v         Approved         nicole         30:02         icole         icole         30:02         icole         icole         30:02         icole         icole         icole         30:02         icole         icole	Name       Topic       Meeting Date       TimeZone       Meeting Period       Attender       Meeting Room       Purpose       Start Host       Share Link       Applier       Approval Status       Approver         y2       222       2021-06-07       ETC/GMT+8       060000-07:0000       3/20       room1       44       y       Approved       zoey       2         1       1       2021-06-07       ETC/GMT+8       03000-05:0000       1/20       room1       121       y       Approved       nicole       2         ytest1       1       2021-06-07       ETC/GMT+8       03000-05:000       1/20       room1       121       y       Approved       nicole       2         ytest1       1       2021-06-04       ETC/GMT+8       03000-05:000       1/20       room1       121       y       Approved       nicole       2         ytest1       1       2021-06-04       ETC/GMT+8       180000-20       Prompt       ×       y       Pending       -       2       2         yuntest       1       2021-06-04       ETC/GMT+8       17:0000-18       Are you sure to calculate?       E       Copy Invitation       2       Approved       nicole       2       2

- On the **Meeting** interface, select the required meeting schedule from the list to calculate the attendance.
- Click **Calculation** to calculate the attendance, and then click **Confirm** to proceed the calculation process and to update the meeting attendance reports to the latest information.

# 9.3 Update Attendance Manually

Our **Manual Log** interface facilitates in updating the Employee's missed out <u>meeting room access</u> records manually. That is, the missed check-in/out details can be requested via the Manual Log interface if the Employee forgets to check-in/out when accessing the meeting room.

Admin can create a manual log request for the corresponding Employee, and the Employees can also create by logging in to the self-service application to apply for manual attendance request.

On the **Meeting** module, click **Meeting** > **Manual Log** to access the Manual Log interface.

Personnel	Device	Attendance	Access Control	Payroll	Visitor	Meeting	MTD	System		2	<b>92</b>	•
Room × Manu	ual Log 🛛											
🛢 Bookmarks 🗸	🝸 Filters 🗸											
Add Delete	Approve	Reject Revok	e					1	2	3		e =
Meeting	Employee	Punch Time	Punch State	Reason	Apply Time		Approval Status	Approver				
🗌 11	1 crab	2021-06-07 10:00:00	Check In		2021-06-07 14	:35:22	Approved	Nancy			Ø	ŵ
	Room × Man Bookmarks - Add Delete	Room     Manual Log       Bookmarks     Y       Bookmarks     Y       Add     Delete       Approve       Meeting     Employee	Room     X     Manual Log     X       B Bookmarks-     T Filters -       Add     Delete     Approve     Reject     Revok       Meeting     Employee     Punch Time	Room ×     Manual Log ×	Room ×         Manual Log ×                 Bookmarks - ▼ Filters -	Room ×       Manual Log ×         Beookmarks-       T Filters -         Add       Delete       Approve       Reject       Revoke         Meeting       Employee       Punch Time       Punch State       Reason       Apply Time	Room ×         Manual Log ×           Beookmarks -         T Filters -           Add         Delete         Approve         Reject         Revoke           Meeting         Employee         Punch Time         Punch State         Reason         Apply Time	Manual Log ×           Bookmarks-         Y Filters -           Add         Delete         Approve         Reject         Revoke           Meeting         Employee         Punch Time         Punch State         Reason         Apply Time         Approval Status	Room × Manual Log ×           Bookmarks-         Y Filters-           Add         Delete         Approve         Reject         Revoke         Y           Meeting         Employee         Punch Time         Punch State         Reason         Apply Time         Approval Status         Approval	Manual Log ×           Bookmarks-         Y Filters -           Add         Delete         Approve         Reject         Revoke         Y           Meeting         Employee         Punch Time         Punch State         Reason         Apply Time         Approval Status         Approver	Room × Manual Log ×           Bookmarks v Filters -         Colspan="5">V Filters -           Add         Delete         Approve         Reject         Revoke         V	Room × Manual Log ×           Bookmarks-         ¥ Filters-           Add         Delete         Approve         Reject         Revoke         ¥ ************************************

### Columns available on the Manual Log interface.

Meeting: Displays the meeting name.

**Employee:** Displays the Employee name.

**Punch Time**: Displays the requested check-in/out time.

Punch State: Displays the requested check-in/out status.

**Reason:** Displays the explanation for the check-in/out request.

**Apply Time**: Displays the time applied for check-in/out request.

Approval Status: Displays the approval status.

**Approver:** Displays the name of the request processor.

Approval Comment: Displays the comment/remarks, if provided by the request processor.

## 9.3.1 Create a Manual Log

Add function lets you create a Manual Log request.

ZKTECO	Person		Device	Atten	dance /	Access Contro	I	Payr	roll Vis	itor N	leeting	MTD	Syster	n				0	) -
🗞 Q 📼	Room >	Add											×						
🚰 Meeting 🔺	Add	De	epartme 👻	Department	~ Q	Employee		Selec	cted 1					7	2	9		4	44
Meeting	Meet		Employee ID	First Name	Last Name	Department			Employee ID	First Name 👙	Last Name 👙	Department		prover			-	~	
Manual Log	11	_	1	crab		Test		<b>~</b>	1	crab		Test		ncy			1		
Transaction			100000001	tubie1 tubie21	zhang	tugou													
- 연 Report 🗸			100000003	tubie3123		tugou													
LEI Report			10086	kk		kk													
		20	✔ Total 143	Records <	> 1 P	age Confirm													
			Meeting*	10.025	Ŧ														
						Auto Approved													
		Pur	nch Time*			Punch State* Ch	ieck In		Ŧ										
			Reason																
					h														
	C											Confirm	Cancel						

- On the **Manual Log** interface, click **Add** to create a manual attendance request for a specific Employee.
- On the Add interface, select the required Employees from the list on the left.
- The selected Employees will be reflected on the right side of the corresponding Employee List.
- Use the **Department** drop-down list or the **Search** function (search by Employee) to search for Employees.
- Once the required Employees are selected set the other parameters.

On the Add window, enter the following fields.

- Meeting: Select the required meeting name from the drop-down list.
- Auto Approved: If it is enabled, then the manual log will be auto approved after submission.
- **Punch Time:** Click the **Punch Time** field, and a small window pops up to select the required date, and then click **Select Time** on the same pop-up window to select the required time.
- **Punch State:** Select the required check-in/out status from the drop-down list.
- **Reason:** Enter the reason for missed check-in/out request.

After providing all the details, click **Confirm** to save and update the request.

Edit a Request

- On the **Manual Log** interface, select the required meeting schedule name corresponding to that Employee name from the list to edit.
- On the Edit window, edit the required changes, and then click **Confirm** to save and update the changes.
- Please notice that the approved request cannot be modified.

### 9.3.2 To Delete a Manual Log Request

**Delete** function let you delete the required Manual Log request from the list.

ZKTeco	Personnel	Device	Attendance	Acces	s Control	Payroll	Visitor	Meeting	MTD	System	892 43	•	<u>Q</u> -
🗞 Q 🗉	Room X Mar	ual Log ×											
🖷 Room 🔻	🛢 Bookmarks 🗸	🕇 Filters 🚽											
🞽 Meeting 🛛 🔺	Add Delet	e Approve	Reject Revol	ce						7 2	ଂଅ 🕻		
Meeting	Meeting	Employee	Punch Time		Punch State	Reason	Apply Time		Approval Status	Approver			
	11	1 crab	2021-06-07 10:00:00		Check In		2021-06-07 1	4:35:22	Approved	Nancy		3 6	Ì
Manual Log													
Transaction 🔻				Pror	mot		×						
🖓 Report 👻				11.000									
				Are	you sure to dele	ete the selected	1 item?						
					ĥ	Confirm	Cancel				2 D E A		
				-	-								
	C 14 🗸	< 1 > 1	otal 1 Records 1	Page C	onfirm								

- On the **Manual Log** interface, select the required manual log request name from the list to delete, and then click **Delete**.
- On the **Prompt** window, click **Confirm** to process the deletion.

# 9.3.3 Approve/ Reject/ Revoke a Manual Log Request

Select the corresponding manual log and click either **Approve/ Revoke**/ **Reject** to approve, revoke, or reject the manual log request.

ZKTECO	Personnel	Device	Attendance	Access Control	Payroll Visi	itor	Meeting	MTD	System				<u>Q</u> -
🔊 Q 🗉	Room × Man	ual Log 🛛 🕹											
🖷 Room 🔻	🖉 Bookmarks 🗸	▼ Filters -											
👹 Meeting 🔺	Add Delete	Approve	Reject Rev	oke					7	x <sup>p</sup>	9		€ #
Meeting	Meeting	Employee	Punch Time A	pprove		×		Approval Status	Approver				
42. 	32	10086 kk	2021-06-07 11	mark			20	Pending				1	<u>آ</u>
Manual Log	11	1 crab	2021-06-07 10				22	Approved	Nancy				<u>ش</u>
Transaction 🔫													
街 Report 🛛 🔻					11								
L SPRES													
					Confirm								
					Contirm	Cancel							
	C 14 🗸	< 1 > T	otal 2 Records 1	Page Confirm									
			12-00 MCS-100 M										

On the **Pop-up** window, provide the required comments, and then click **Confirm** to update the request status.

# 9.4 Transaction

On the **Meeting** module, click **Transaction** to view the attendance records of all Employees, including the logs from the software and the devices.

	Personnel	Device	Attendance	Access Control	Payroll	Visitor	Meeting	MTD	System		<b>1306</b>	0
<b>∾</b> Q	Device × Meet	ing × Transad	tion ×									
🖶 Room	Bookmarks +	▼ Filters -										
🚰 Meeting	-								1	<u>د</u> " ي		<b>₼</b> =
Transaction	Employee			Punch Date	Punch Time		Punch State	Termi	nal		Source	
	20101 Kamado N	Vezuko		2020-12-09	16:32:49		Check In	CGFD	92960001		Device	
	20104 104			2020-12-09	16:32:46		Check In	CGFD	92960001		Device	
2 Report	- 20103 gakki			2020-12-09	16:32:43		Check In	CGFD	92960001		Device	
	20102 shawn			2020-12-09	16:32:38		Check In	CGFD	92960001		Device	

Columns displayed on the Transaction interface

**Employee**: Displays the Personnel's identical number and name.

Punch Date: Displays the clocked in date of the Personnel.

Punch Time: Displays the clock in time of the Personnel.

Punch State: Displays the check-in/out status of Personnel.

Terminal: Displays the device in which the Personnel has clocked in.

**Source**: Displays the source of the received data.

### 9.5 Meeting Reports

Our Meeting Report interface of ZKBio Time facilitates in providing various meeting related reports which eases the process of managing and viewing the Personnel attendance related status for each meeting.

On the **Meeting** module, click **Report** to view the various Meeting related reports.

Before getting into the meeting related attendance reports, it is always essential to update all the Meeting related status in order to get all the latest Meeting Attendance report information.

Click <u>here</u> to view the process of updating the Report Status.

### 9.5.1 Meeting Room Scheduled

On the **Report** interface, click **Meeting Room Scheduled** to view all the scheduled meeting information.

Use the search option (search by Start Date, End Date or Meeting Room) to search for the required meeting report.

ZKTeco	Personnel Dev	vice Attendance Acce	ess Control Payroll	Visitor N	Meeting MTD	System	۵ <mark>0</mark>	•
🄊 Q 重	Room $\times$ Meeting $\times$	Meeting Room Scheduled $ imes$						
🖷 Room 🔻 🔻	Start Date* 2020-07	-01 End Date*	2020-07-07	Meeting Room	Ψ	٩		
嶜 Meeting 🛛 👻							7 7 E	e =
	Room Code	Room Name	Meeting Name	Meeting Content	Meeting Date	Start Time	End Time	
Transaction 🔹	4	KMR238-7B1	K238-MET2	ALL	2020-07-06	18:39:23	19:39:25	
Part ▲	5	KMR83-7B2	K83-Meeting1	checkin/out	2020-07-06	17:18:32	18:18:33	
역 Report ·	5	KMR83-7B2	K83-MET2	all	2020-07-06	19:37:05	20:37:16	
Meeting Room Scheduled	6	KMR13-H5	K13-MET2	ALL	2020-07-06	20:59:38	21:59:38	
	6	KMR13-H5	K13-MET1	checkin	2020-07-06	17:23:27	19:23:28	
Attendance Detail								

### Columns displayed on the Meeting Room Scheduled interface

Room Code: Displays the identical number of the room.

Room Name: Displays the Room name.

Meeting Name: Displays the name of the scheduled meeting.

**Meeting Content:** Displays the content of the scheduled meeting.

Meeting Date: Displays the date of the scheduled meeting.

Start Time: Displays the start time of the scheduled meeting.

End Time: Displays the end time of the scheduled meeting.

# 9.5.2 Attendance Detail

On the **Report** interface, click **Attendance Detail** to view Personnel attendance information for each meeting.

Use the search option (search by Start Date, End Date or Meeting Name) to search for the required Personnel's meeting information.

ZKT <i>eco</i> ∾ q :≡	Room X A	Attendance Detail	×			Payroll		Meeting		System			-
Room T		ewqeqwewq		t Date* 2020-1	2-01	End Date*	2020-12-11		٩				
Meeting 💌											1 2		
Transaction 🔻	Meeting Name	Meeting Date\$	Meeting Period	Duration	Employee ID	First Name	Clock In	Clock Out	Attended Dur	Late In	Early Out	Absenc	e
	ewqeqwewq	2020-12-10	14:36:23~14:40:19	00:03	1001	Daw Khin Thid			00:00	00:00	00:00	00:00	
Report 🔺	ewqeqwewq	2020-12-10	14:36:23~14:40:19	00:03	666				00:00	00:00	00:00	00:00	
eting Room Scheduled	ewqeqwewq	2020-12-10	14:36:23~14:40:19	00:03	999	hhhhh			00:00	00:00	00:00	00:00	
tendance Detail													
endance Detail													

Columns displayed on the Meeting Room Scheduled interface

Meeting Name: Displays the name of the scheduled meeting.

Meeting Date: Displays the date of the scheduled meeting.

Meeting Period: Displays the meeting time period.

**Duration:** Displays the total duration of the meeting.

**Employee ID:** Displays the Personnel ID, which is meeting attendee's identical number.

First Name: Displays the Personnel ID (meeting attendee) first name.

Last Name: Displays the Personnel ID (meeting attendee) last name.

**Clock In:** Displays the Personnel (attendee) check-in time to that meeting.

**Clock Out**: Displays the Personnel (attendee) check-out time to that meeting.

Attended Duration: Displays the Personnel (attendee) attended duration to that meeting.

Late In: Displays the late-in time if the Personnel (attendee) attended late to that meeting.

Early Out: Displays the early-out time if the Personnel (attendee) left early from that meeting.

**Absence**: Displays the absence time if the Personnel (attendee) left either in between the meeting or did not check-in/out the meeting room or did not attend the meeting.

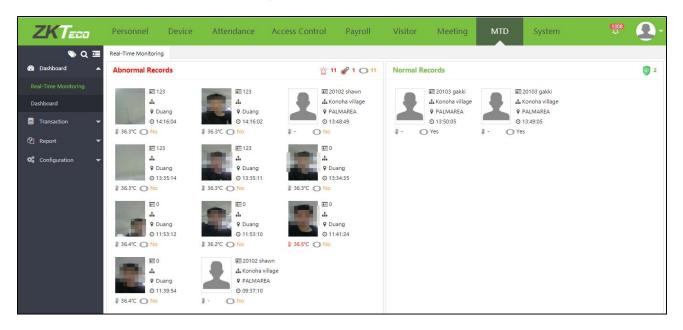
# 10 MTD Module

Our MTD module eases to work with the access control devices that come up with body temperature detection and mask detection features. It provides real-time monitoring of temperature and mask detection of all the users and provides various analysis reports.

Suppose if a person is detected with a higher body temperature status or detects without wearing a mask, the superuser or the user who has permission to access the department to which the recognized person belongs can send an email notification to that person himself. And if the person has access to Mobile APP, where the notification status is enabled, a message is sent to his corresponding personnel mobile application account to notify those particular personnel.

# 10.1 Real-Time Monitoring

On the **MTD** module, click **Dashboard > Real-Time Monitoring** to view the mask and temperature detection status details of the Employees.



- The Real-Time Monitoring interface monitors the body temperature of the users with their images captured during verification.
- The mask and temperature data of a person gets collected only if the specific personnel registered in the device.
- And, if the personnel is detected with high body temperature or without wearing a mask, the detailed information of the abnormality details will be displayed on the Abnormal Records list, otherwise on the Normal Records list.

#### Real-Time Monitoring Features

- Abnormal Records: Displays the list of personnel with normal temperature.
- Normal Records: Displays the list of Personnel with abnormal temperature.
- Other Indications:

宣	Displays the total count of personnel detected with abnormal body temperature and without a mask.
ð	Displays the total count of personnel detected with abnormal body temperature.
$\bigcirc$	Displays the total count of personnel detected without a mask.
0	Displays the total count of personnel detected with normal body temperature.

# 10.2 Dashboard

On the **MTD** module, click **Dashboard > Dashboard** to view the daily and monthly statics of the Personnel's mask and temperature detection status.

ZKTeco	Personnel	Device	Attendance	Access Control	Payroll	Visitor	Meeting	MTD	System	(892) (1)	2-
🏷 Q 重	Real-Time Monitoring		ioard ×								
🙆 Dashboard 🔺	Without Mask	ture Daily S 2021-0		Higher Ter Without N				nt Summary		@ ♥ ♡ ₺	
Real-Time Monitoring	Uncheck	0 (0%)	- 0 (0%)	Uncheck	70		2021	-00-07			
Dashboard	Regular		0 (0%)		60 50						
🛢 Transaction 🔻					40			_			
					20						
🖆 Report 🛛 👻					10						
📽 Configuration 🛛 👻			- 143 (100%)		Development	kk	Ihl-revface18	Production	SALES	Mice Test	
					h						
	Temperature(°C)		Monthly Tempe 2021-06	erature		-O- Higher To -O- Without			Exception 21-06		
	0.8					1	Å				
	0.6					2	8 /\				
	0.4					4	$\langle \rangle \langle \rangle$				
	0.2					0		0-0-0-0-0-0			
	2021-06-01	2021-06-07	2021-06-13 20	21-06-19 2021-06-25		2021-06	-01 2021-06-07	7 2021-06-13	2021-06-19	2021-06-25	
	h in				h	6					1

The following are the different categories of statics displayed on the Dashboard interface.

- 1. Daily Status: Display the daily statistics of the Personnel count in the following categories.
  - Personnel who have high or abnormal temperature.
  - Personnel who are detected without mask.
  - Personnel who did not get detected with temperature and mask.

- And the personnel detected with mask and normal body temperature.
- 2. **Department Summary:** Display the daily statistics of the Personnel count by the department wise in the following categories.
  - Personnel who have high or abnormal temperature in that department.
  - Personnel who are detected without mask in that department.
  - And the Personnel who did not get detected with temperature and mask in that department.
  - •Other Formats and Operations: The following formats facilitates to view the report data in different forms.

È	Click to view the department summary in report format.
<u>1.</u>	Click to view the department summary in line format.
<u>000</u>	Click to view the department summary in clustered column format.
Ŵ	Click to view the department summary in stack format.
C	Click to refresh the department summary data.
玉	Click to download the department summary report.

- 3. Monthly Temperature: Displays the monthly statistics of the Personnel temperature.
- 4. **Monthly Exception:** Displays the monthly statistics of the Personnel's exceptional or abnormal temperature.

#### 5. Status Indications:

	Indicates the statistics of the Personnel with high or abnormal temperature.
-	Indicates the statistics of the Personnel detected without mask.
	Indicates the statistics of the Personnel who did not get detected with temperature and mask.
	Indicates the statistics of the Personnel with normal temperature.

# 10.3 Transaction

This function displays the transaction details uploaded from the MTD device. If the detected body temperature exceeds the threshold temperature value set on the software, then its temperature value will get updated in red.

On the MTD module, click Transaction > Transaction to view the MTD transaction details.

ZKTeeo	Personnel	Device	Attend	dance A	ccess Contro	l Payr	oll Vis	sitor	Meeting	MTD	System		Ω
🏷 Q 重	Real-Time Monito	oring × Tran	nsaction ×										
🚯 Dashboard 🔻	Bookmarks	• T Filters •	•										
Transaction								1	v 🤊 🗆	e =	Capture		
	Employee ID	First Name	Department	Check Date 👙	Check Time 👙	Temperature	upload photo	With Mask	SN	Device Na	A COLUMN 2		
🕰 Report 👻			75	2020-09-25	17:11:23	36.6℃	•	True	6271203100001	Auto add		0	
📽 Configuration 👻	1111112132	von&	Department	2020-09-25	17:10:49	36.7℃		False	6271203100001	Auto add	6-	<i>6</i>	
		-	-	2020-09-25	16:59:56	-	1	False	6271203100017	Auto add			
		73	5	2020-09-25	16:59:55	a	-	False	6271203100017	Auto add	Employee ID		
		~	-	2020-09-25	17:09:21	-	1	False	6271203100017	Auto add	First Name Last Name		
		~		2020-09-25	17:09:20		2	False	6271203100017	Auto add	Department Position	-	
		28	2	2020-09-25	17:08:26	2		False	6271203100017	Auto add	Check Date	2020-09-25	
		-	-	2020-09-25	17:08:25	-		False	6271203100017	Auto add	Temperature	36.6°C	
	3200300	zsj&zhou	Department	2020-09-25	17:09:03	0.0°C		5	6271203100003	Auto add	With Mask Area	True v_test	
		21	2	2020-09-25	17:08:56	0.0°C	-	2	6271203100003	Auto add	SN Upload Time	6271203100001 2020-09-25 16:11:	26
		-	-	2020-09-25	17:01:28	32.2°C			CKV5202060033	Auto add			
	G 19 🗸	< 1 2	3 786	2020-09-25		32.2°C Page Conf			CKVS202060033	Auto add			

#### Columns displayed on the Transaction interface

**Employee ID**: Displays the Personnel's unique identity number.

First Name: Displays the first name of the Personnel.

Last Name: Displays the last name of the Personnel.

Department: Displays the department to which the recognized Personnel belongs to.

Position: Displays the designation of the recognized Personnel.

Check Date: Displays the MTD detected date of the Personnel.

Check Time: Displays the MTD detected time of the Personnel.

**Temperature**: Displays the detected temperature value of the Personnel and if the temperature is not detected, then the column will be left blank.

Upload Photo: Displays the recognized image of the Personnel.

With Mask: Displays True if the mask is detected and False if the mask is not detected.

SN: Displays the serial number of the Device.

Device Name: Displays the Device name.

Area: Displays the Device Area.

Data Source: Displays the source through which the MTD was detected.

Upload Time: Displays the uploaded time of the MTD data.

## 10.4 Report

The ZKBio Time MTD Report provides a consolidated, factual, and up-to-date details of the Personnel temperature and mask status.

The following are the different types of MTD reports.

- Daily Detail
- Department Summary
- Abnormal Detail

On the MTD module, click Report to view the MTD data of the Personnel.

#### **Daily Detail**

The **Daily Detail** report displays the up to date detected body temperature detail of the selected personnel.

On the **MTD** module, click **Report** > **Daily Detail** to view the MTD data of the Personnel.

ZKTECO	Personnel Device	e Attendan	ce Access	Control Payroll Vis	sitor Meeting	MTD System	۹ 🌒
📎 Q 🗉	Real-Time Monitoring × E	aily Detail $ imes$					
🚯 Dashboard 🛛 🔫	S = 4	Start Date 20	20-10-01	End Date 2020-10-10	Employee	~ (0)	
🛢 Transaction 👻	> C Department						/ / 🗆 / 🗄
244	Geralt-Test	Employee Code	First Name	Department Name	Check Date	Checked Qty.	Temperature
🖓 Report 🔺	DLA	1	Andy	Department	2020-10-10	8	36.8,36.8,36.8,36.8,36.8,36.8,36.8,3
	▼ v_test	100011	k2333&	Department	2020-10-02	1	-
Daily Detail		100011	k2333&	Department	2020-10-01	1	
Department Summary							
Abnormal Detail							
📽 Configuration 🔫							

#### Columns displayed on the Daily Detail interface

Employee Code: Displays the Personnel's unique identity number.

First Name: Displays the first name of the Personnel.

Last Name: Displays the last name of the Personnel.

Nickname: Displays the nickname of the Personnel.

**Department Code:** Displays the unique identity number of the Personnel's Department.

**Department Name:** Displays the name of the Personnel's Department.

Position Code: Displays the unique identity number of the Personnel's designation.

Position Name: Displays the Personnel's designation name.

Check Date: Displays the MTD detected date of the Personnel.

Checked Qty.: Displays the total MTD detected count of the Personnel.

Temperature/°C: Displays the detected temperature details of the Personnel.

#### Department Summary

The **Department Summary** interface delivers the statistical report of all the personnel's MTD status of each department.

On the **MTD** module, click **Report** > **Department Summary** to view the MTD data of the Personnel in each Department.

🃎 Q 🗉	Real-Time Monitoring $\times$	Department Summary	×								
월 Dashboard 🛛 🔻	S 🔳 🗗	Start Date 2	020-09-01	End D	ate 2020-10-10		٩				
Transaction 👻	> 🕑 Department								7	~	
	Geralt-Test	Department C	Department N	Employee Qty.	Check Date	Checked Qty.	Regular Qty.	Abnormal Qty.	Higher Temperature Qty.	Without Mask Qty.	U
街 Report 🔺	DLA	1	Department	511	2020-10-10	1	0	1	0	1	5
	✓ v_test	1	Department	511	2020-10-02	1	1	0	0	0	5
Daily Detail		1	Department	511	2020-10-01	1	1	0	0	0	5
		1	Department	511	2020-09-29	7	0	7	2	7	5
Department Summary		1	Department	511	2020-09-28	3	0	3	1	3	5
		1	Department	511	2020-09-27	6	1	5	0	5	5
Abnormal Detail		1	Department	511	2020-09-26	1	1	0	0	0	5
<b>a</b>		1	Department	511	2020-09-25	9	1	8	0	8	
🕻 Configuration 🛛 🔫		1	Department	511	2020-09-24	3	0	3	1	2	
		9	DLA	1	2020-09-24	1	1	0	0	0	1
		1	Department	511	2020-09-23	6	1	5	0	5	1
		7	Geralt-Test	1	2020-09-23	1	0	1	1	0	4
		1	Department	511	2020-09-22	1	1	0	0	0	1
		7	Geralt-Test	1	2020-09-22	1	0	1	1	1	0
		1	Department	511	2020-09-21	3	0	3	1	2	
		6	Test6	4	2020-09-21	1	1	0	0	0	1
		7	Geralt-Test	1	2020-09-21	1	0	1	1	1	1
		1	Department	511	2020-09-20	1	1	0	0	0	1
		7	Geralt-Test	1	2020-09-20	1	0	1	0	1	1
		7	Geralt-Test	1	2020-09-19	1	0	1	1	0	1

Columns displayed on the Daily Detail interface

**Department Code:** Displays the unique identity number of the Department.

**Department Name:** Displays the name of the Department.

**Employee Qty.:** Displays the total Employee count of that Department

Check Date: Displays the MTD detected date of all the Personnel in that Department.

Checked Qty.: Displays the total MTD detected count of all the Personnel in that Department.

**Regular Qty.:** Displays the total detected normal temperature count of all the Personnel in that Department.

Abnormal Qty.: Displays the total detected MTD count of all the Personnel in that Department.

**High Temperature Qty.:** Displays the total detected temperature details of all the Personnel in that Department.

Without Mask Qty.: Displays the total count of Personnel detected without a mask in that Department.

**Unchecked Qty.:** Displays the total count of Personnel who did not get detected with temperature and mask.

#### Abnormal Detail

The **Abnormal Detail** interface displays all the details of the Personnel who did not get detected with temperature and mask.

On the **Abnormal Detail** interface, first select the required department on the left to view the Personnel details.

🄊 Q 🗉	Real-Time Monitoring $\times$	Abnormal Detail $\times$							
ն Dashboard 🛛 🔻	er ≡ W	Start Date 20	20-10-01	End Date 2020-10-10	Emplo	yee	~ (0)		
Transaction 🔫	> 🕑 Department							1 2	•
	✓ YDE ✓ Geralt-Test	Employee Code	First Name	Department Name	Check Date	Check Time	Temperature	With M	ask
Report 🔺	DLA	1	Andy	Department	2020-10-10	11:14:17	36.8°C	False	
	☑ v_test	1	Andy	Department	2020-10-10	11:13:47	36.8°C	False	
aily Detail		1	Andy	Department	2020-10-10	11:13:36	36.8°C	False	
epartment Summary		1	Andy	Department	2020-10-10	11:13:35	36.8°C	False	
epartment summary		1	Andy	Department	2020-10-10	11:11:04	36.8°C	False	

### Columns displayed on the Abnormal Detail interface

Employee Code: Displays the Personnel's unique identity number.

First Name: Displays the first name of the Personnel.

Last Name: Displays the last name of the Personnel.

**Department Code:** Displays the unique identity number of the Personnel's Department.

Department Name: Displays the name of the Personnel's Department.

**Position Code:** Displays the unique identity number of the Personnel's designation.

Position Name: Displays the Personnel's designation name.

Check Date: Displays the MTD detected date of the Personnel.

Check Time: Displays the MTD detected time of the Personnel.

**Temperature/°C:** Displays the detected temperature details of the Personnel.

With Mask: Displays True if the mask is detected and False if the mask is not detected.

# 10.5 Configuration

Our **Configuration** module of MTD interface facilitates you in managing the Personnel MTD data, which eases your work and benefits in delivering up to date details of all the Personnel MTD data.

ZKTeoo	Personnel	Device	Attendance	Access Control	Payroll	Visitor	Meeting	MTD	System	۵	0.
🏷 Q 🗉	Real-Time Monitorir	ng × Setup	×								
📸 Dashboard 🔻 🔻	• Temperature Settin	g									
🛢 Transaction 🔻											
🛱 Report 👻	Temperature Warnin	ig* 37		Temperature Unit* C		-					
📽 Configuration 🔺	Alert Setting										
	W Alert Setting										
	Temperature Ala	rm Yes		Mask Alarm Yes	D						
	Submit										

### **Temperature Setting**

This function facilitates to set the value for abnormal temperature. So, if a Personnel gets detected with the set warning temperature, then the Personnel's body temperature will get updated as abnormal temperature.

- Temperature Warning: Enter the value for abnormal temperature.
- Temperature Unit: Enter the unit of the temperature in °C or °F.

#### Alert Setting

This function facilitates to set the alarm if a Personnel is detected with high temperature and without a mask.

- Temperature Alarm: Toggle to enable or disable the Temperature alarm function.
- Mask Alarm: Toggle to enable or disable the Mask alarm function.

Once enabled and a Personnel is detected with a higher body temperature or does not wear a mask, an email notification will be sent to the person himself by the system superuser and the user who has permission to access the department to which the person belongs. And if the personnel's APP status is enabled, the software will also push notification to the corresponding personnel APP account.

And the email notification is in real-time. So, once there is an abnormal situation, an email notification will get automatically sent to the corresponding Personnel account.

#### Example:

As shown below, a Personnel named Andy belongs to the Test Department, where the APP status has been enabled for him and updated with an email account.

ZKTECO	Pe	Edit								×	lcome a		
🔊 Q 🗉	Dep	Profile											
dh Organization 🔫		Employee ID*			First Name	Andy							
🕈 Employee 🔺	A	Department*	Test Department	Ŧ	Last Name						7	2 9	e :
Employee	-	Position	Position	×	Area"	Area A	~				Palm	VL Face	1 0
Resign		Employment Type		Ŧ	Hired Date	2020-04-01			A state				
Workflow 👻									Photo				
Configurations 👻		Private Information	Device Access S	etting	Attendance Setting	Document	App Setting	Payroll Se	ttings		-		deeddeeddeeddeedd
		SSN			Local Name			Gender	······ •		-		3 6
	-	Passport NO.			Automobile License		Motorcy	cle License					3 m
	=	Contact Tel			Office Tel			Mobile			-	1	
	Ē	National			Religion			City					
		Address			Postcode			Email	andy0808.wu@zkteco.4			1	
		Birthday											
	-												
	C								Confirm	Cancel			

As specified, there are two system users:

1. Nancy, who is NOT a system Superuser, but has the permission of the Test Department and accordingly updated with an email address.

ZKTeco	Personnel Device	e Attendance	Access Control	Payroll Visitor	Meeting	MTD	System	۵	Ū,
🔊 Q 🗉	User								
User 🔺	🖉 Bookmarks → 🛛 🕇 F	Edit				×			
Group	Add Delete C	First Name Nar	icy					1 2 3	□ ‡
User	Username First Na	Last Name Xie					Last Login	Login Times	
🛢 Database 👻	Nancy Nancy	Last Name Xie					2020-09-25 15:46:10	2	
	Rocky	Email 257	0402149@qq.com					0	Ø
≓ Integration 👻	admin granding	FP Qty. v10	0 Enroll				2020-10-12 13:16:42	303 0	
$\rightleftharpoons$ Middleware Table $\checkmark$	huang ye			Nancy	_		2020-10-12 10:43:35 2020-09-21 13:59:09	3	
ව Log 👻		Enable Yes	D	Superuser ( No					
📽 Configuration 👻	[ [	Authorized Department Test	t Department 🔍 👻	Authorized Area	Ψ				
-		Groups	····· •						
		Date Joined 202		Last Login 2020-09					
						- 1			
					Confirm Cano	el .			
						-			
	C 19 🗸 🚺	> Total 7 Records 1	Page Confirm						

2. And Nicole, who is a system superuser has set with the email address.

ZKTECO	Personne	el Device	Attendance	e Access Control	Payroll	Visitor	Meeting	MTD	System
🔊 Q	💶 User								
醟 User	▲ Bookma	arks - 🔻 F Ed	it					×	
Group	Add	Delete (	First Name	Nicole					
User	Usemam	e First Ni	-						Last Login
Database	Nancy     Nicole	Nancy	Last Name	Huang			2		2020-09-25 15:4
	Rocky		Email	nicole.huang@zkteco.com					-
≓ Integration	admin granding		FP Qty.	v10 Ø Enroll					2020-10-12 13:1
≓ Middleware Table	+ huang				7	Nicole			2020-10-12 10:4
D Log	ye		Enable	No	Supe	eruser Yes			2020-09-21 13:5
			Date Joined		Last	Login		1	
Configuration	*								
							Confirm Car	icel	
	C 19	<. <b>1</b> ⇒	Total 7 Records	1 Page Confirm					

So now, when Andy has the mask and body temperature detection, and if he is not wearing a mask or his body temperature exceeds the warning temperature, then an email alert will get automatically sent to Andy, Nancy, and Nicole, where the email content is as below:

From: "nancy.xie" <nancy.xie@zkteco.com>; Date: Thu, Jun 12, 2020 15:18 PM To: "nicole.huang"<nicole.huang@zkteco.com>; Subject: Mask and Body Temperature Detection Notification</nicole.huang@zkteco.com></nancy.xie@zkteco.com>	
ear Nicole,	
lease check the mask and body temperature detection information of 1	
7.9 °C, Without Mask	

As Andy's APP status is enabled, in this case, the software will also push notification to Andy's Mobile APP account. And on the software, there will be notification records:

💑 Device 📼	Bookmarks -	▼ Filters -						
	Delete Pu:	sh Notification Fo	rce Offline Disabl	le Enable		1 1	<b>э</b> П	
🗣 Message 🛛 🔻	User Name		Last Active	Client Id	Device Token	Client Category		
🛛 Data 🗸 👻	3001	2021-06-08 10:56:38		aimeib96670b8-1c1a-3568-8780-589dcf9b3224		Android	Inactive	
Log -	3003	2021-06-08 10:55:17		aimeib96670b8-1c1a-3568-8780-589dcf9b3224		Android	Inactive	
9 LUG -	2002	2021-06-08 10:58:08		aimeib96670b8-1c1a-3568-8780-589dcf9b3224		Android	Active	
🛛 Mobile App 🔺	10086			aimei0e904a96-b074-32ad-b634-56bd5c4fc42c		Android	Active	1
	1	2021-06-09 15:00:32	2021-06-09 15:01:34	96527286-5480-458F-AA4E-E38301E5B70C	249d5eac48bc391d5745cd65817a562fb5ed0ee292bb63784a8223	105	Active	1
Announcement	11	2021-05-25 09:41:00	2021-05-25 09:41:17	96527286-5480-458F-AA4E-E38301E5870C	249d5eac48bc391d5745cd65817a562fb5ed0ee292bb63784a8223	IOS	Inactive	1
Notice	2001	2021-06-08 10:57:42	2021-06-08 10:58:05	aimeib96670b8-1c1a-3568-8780-589dcf9b3224		Android	Inactive	1
Notice	2	2021-05-17 16:15:20	2021-05-17 16:15:20			IOS	Active	
Operation Log								
💡 Geo-fence 🛛 🔫								
📽 Configurations 🔹 🔻								

And the following is the Mobile App notification message.

÷	Private Announcement	C
Private		1
Mask and	Body Temperature Detection Notifica	ution ~
Private		1
Mask and	Body Temperature Detection Notifica	ation A
	ck your mask and body temperature det n, 38.6 °C, With Mask	ection
Private		1
Mask and	Body Temperature Detection Notifica	ation ~
	ck your mask and body temperature det n, 38.5 °C, With Mask	ection
Private		1
Mask and	Body Temperature Detection Notifica	ation ^
	ck your mask and body temperature det n, 39.5 °C, With Mask	ection

# 11 System Settings

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

# 11.1 System User Management

### 11.1.1 Privilege Group Management

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

- 1. Add a Privilege Group
  - Select [System] > [User] > [Group].

Add							×
*Name							
Personnel Device Attendance	Payroll	Access	Visitor	Meeting	MTD	System	
<ul> <li>Personnel (0/69)</li> <li>Employee (0/19)</li> <li>Department (0/6)</li> <li>Postion (0/6)</li> <li>Area (0/6)</li> <li>Resign (0/7)</li> <li>Document (0/5)</li> <li>Workflow Node (0/4)</li> <li>Workflow Role (0/7)</li> <li>Workflow Role (0/5)</li> <li>Custom Attribute (0/4)</li> </ul>						Confirm	Cancel

#### ∕≤Note:

Select the corresponding permissions based on the selected functional module.

Name: Enter the name of the role (e.g.: Employee, Device Administrator, etc).

**Permissions:** In the permission list under each functional module, select the checkboxes of the required permissions. If you want to select all the permissions under a module, select the Master check box.

• Click [Confirm] to save the settings.

- 2. Edit a Privilege Group
  - •In the privilege group list, click the role name or click *in the same row of the role to be edited.*
  - Modify the parameters as per your requirements (refer to the parameter setting method in "Adding a role"). After modifications, click [Confirm] to save the parameters.
- 3. Delete a Privilege Group
  - In the privilege group list, select the privileged group and click [Delete] on the upper part of the

Prompt	>
Are you sure to delete th	e selected 1 items?

interface or click 💼 in the same row of the role to be deleted.

• Click [Confirm] to delete the selected privilege group.

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

### 11.1.2 User Management

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

A. Add a User

#### • Select [System] > [User] > [Add] to access the Add User interface:

Add					>
Username*					
Password*					
Password Confirmation*					
First Name					
Last Name					
Email			FP Qty.	v10 0 Enroll	
Enable	Yes 🔵		Superuser	No	
Authorized Department		~	Authorized Area		
Groups		w.			
				Confirm Ca	ancel

• Enter the parameters as shown below:

**Username:** Enter the Username of maximum 30 alphanumeric characters. Supports letters, digits and @/./+/-/\_ only.

**Password/ Password Confirmation:** Enter the Password. Re-enter the password to confirm the same.

First Name/Last Name: Enter the First Name and the Last Name of the user.

Email: Enter the user's Email address.

FP Qty.: Enroll fingerprint for the user.

Enable: If selected, the user can log into this admin site.

Superuser: If selected, the user has all the rights and there is no need to assign permissions.

**Groups:** Roles need to be selected for non-superusers. Select a preset role, and the user has all the operational permissions of this role.

**Authorize Department:** Click and select a Department from the Department drop-down list. (If the Department is not selected, the user possesses rights for all the Departments)

Authorize Area: Click and select an area from the area drop-down list. (If you select no area, you will possess all area rights by default.)

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

#### ∕≪Note:

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

- B. Change Password
  - Select [System] > [User] > [Change Password] to change the password.

Change Password		×
Original Password*		
Password*		
Re-enter the Password*		
*Notice		
Password must be 8 to	16 characters	
	Confirm	Cancel
		-1

• Enter the Original Password, New Password and Confirm the New Password. Click [Confirm] to change the Password.

### 11.1.3 Notification

This function facilitates to display the notifications such as manual log/ leave/ overtime/ training/ schedule adjustment applications, attendance exceptions (such as late in, early leave and absence), and the device - offline status, where an unread notification will get displayed on the following Notification list.

📎 Q 🗉	Group × Notification ×					
🞽 User .	🔺 🖉 Bookmarks 🗸 🔻 Filters 🗸					
Group	Delete Mark All As Read			7	2 D 🗆	+
User	Event	Content	Send Time 🌲	Read Time	Status	
	Meeting application	КК »	2020-12-09 17:13:58	-	Unread	t
	Offline	BODV182760001 »	2020-12-09 17:07:34	-	Unread	ť
🛢 Database	Offline	BODD175160005 >>	2020-12-09 17:07:34	20	Unread	ť
≓ Integration	- Offline	CEXD194260059 »	2020-12-09 17:07:34		Unread	Ĩ
	Offline	CKVS202060017 »	2020-12-09 17:07:34	(#)	Unread	t
	Offline Offline	BYRQ192860151 >>	2020-12-09 17:07:34	-	Unread	t
D Log	Offline	CGFD192960001 >>	2020-12-09 17:07:34	27	Unread	Ĩ
	Offline	6076201200001 »	2020-12-09 17:07:34	<i></i>	Unread	Ĩ
Configuration	Offline	AEXH191960001 >>	2020-12-09 17:07:34	(#)	Unread	Ĩ
	Meeting application	直树 »	2020-12-09 17:01:44	-	Unread	T
	Offline	CGFD192960001 >>	2020-12-09 16:55:28	-	Unread	t
	Meeting application	KK »	2020-12-09 16:54:32	<i>a</i> .	Unread	Ĩ
	Meeting application	nora& »	2020-12-09 16:39:44	· • ·	Unread	E
	Meeting application	shawn »	2020-12-09 16:30:57	-	Unread	T

### Mark All As Read

• On the Notification interface, select [System] > [User] > [Mark All As Read] to mark all the notification as read.

ZKTeco	Personnel Device Atte	ndance Access Control Pa	ayroll Visitor Meeting	MTD System	1318 44	<b>Q</b> -
<b>●</b> Q Ⅲ	Group X Notification X					
🎽 User 🔺	🖉 Bookmarks 🗸 🗡 Filters 🗸					
	Delete Mark All As Read			7	x* ⊅	<b>*</b>
	Event	Content	Send Time 🗢	Read Time	Status	
	Meeting application	KK »	2020-12-09 17:13:58	-	Unread	Ŵ
	Offline	BODV182760001 »	2020-12-09 17:07:34	-	Unread	Ô
🛢 Database 🔻	Offline	BODD17516222	2000 10 79 17:07:34	*	Unread	向
≓ Integration ▼	Offline	CEXD194260 Prompt	× 19 17:07:34	-	Unread	圇
	Offline	CKVS20206C Are you sure to mar	19 17:07:34	-	Unread	1
	Offline	BYRQ19286	)9 17:07:34	-	Unread	Ŵ
່ງ Log 👻	Offline	CGFD192960 Confirm	Cancel 99 17:07:34	*	Unread	Ô
	Offline	6076201200	09 17:07:34	-	Unread	圃
📽 Configuration 👻	Offline	AEXH191960001 »	2020-12-09 17:07:34		Unread	<u>ش</u>
	Meeting application	直树 »	2020-12-09 17:01:44	-	Unread	Ô
	Offline	CGFD192960001 »	2020-12-09 16:55:28		Unread	圃
	Meeting application	KK »	2020-12-09 16:54:32	-	Unread	<b></b>
	Meeting application	nora& »	2020-12-09 16:39:44	-	Unread	<b>m</b>
	Meeting application	shawn »	2020-12-09 16:30:57	-	Unread	<b></b>

• Click [**Confirm**] to update the notification status as read The user can also view the notifications as follows:

•On the **Module** bar, click the <sup>11</sup> on the top right corner to view the notification information.

ZKTEDD	Personnel	Device	Attendance	Access Control	Payroll	Visitor	Meeting	MTD	System		Ţ	892 4		-
🏷 Q 🖅	Group X Noti	fication ×								/				
💾 User 🔺	🖉 Bookmarks 🗸	▼ Filters •												
Group	Delete Mar	k All As Read								1	່		+	÷

• And the below list displays all the unread notifications.

A null ▲ payroll	Manual log application	⊘ 10 minutes ago
A null	Manual log application	⊘ 10 minutes ago
A Nancy A Nancy Test E	Manual log application Punch Time 2020-12-23 09:00:00 Punch State Check In Work Code Apply Reason Apply Time 2020-12-23 18:26:58	© 16 minutes ago
1 > 20 ¥ T	Approve Reject	

# 11.2 Data Management

### 11.2.1 Database Backup

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

ZKTEDD	Personnel De	evice Attend	ance Access (	Control Payroll	Visitor Meeting	System			۵ <mark>0</mark>	E	2 -
S Q 🗉	Group X User X	Backup ×									
👹 User 👻 🔻	🖉 Bookmarks - 🛛 🕇	Filters +									
🛢 Database 🔺	Backup Automatically	Backup Manually	Restore Manually					1 2	Э П	+	÷
Backup	Database	Database Name	Operator	Time ‡	Store Path		Status	Remark			
	PostgreSQL	biotime	admin	2020-07-10 14:27:20	D://20200710142718.sql		Success	Backup	Manually		
Migrate											
$\rightleftarrows$ Integration $\bullet$											
≓ Middleware Table ▼											
ව Log 👻											
📽 Configuration 👻											

Before proceeding to backup and restoring databases, users must use a super administrator account for verification.

📎 Q 🗉	Group X System	n Setting 🔀 🛛 Backup	×				
User 🗸 🔻	🛢 Bookmarks <del>+</del>	▼ Filter ►					
🛢 Database 🔺	Backup Automatical	lly Backup Manually	Restore	Manually			7 2 9 🗆 🕈
	Database	Database Name	Operator	Time 💠	Storage Path	Status	Remark
	PostgreSQL	biotime	admin	2023-10-11 14:32:13	D:\ZKBioTime\files\backup\20231011143212.zip	Success	手动备份
	PostgreSQL	biotime	admin	2023-10-11 11:31:26	D:\ZKBioTime\files\backup\20231011113124.zip	Success	Backup Manually
Configuration 🔻				Username*	Cenfirm Cancel		

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

Database*	PostgreSQL	~		
Database Name*	biotime			
Storage Path*				
Frequency*	Monthly	T		
Day*	1	~	Time* 01:00	
Backup photos				

Database: Database type cannot be modified.

Database Name: Database name cannot be modified.

**Storage Path:** Set the storage path. A corresponding folder will be created to store the original backup files.

Frequency: Enter the repetition interval for the backup files.

Day and Time: Enter the Day and Time for backup.

**Backup photos:** Select whether to backup photos (including personnel photos, bio-photos, and attendance photos).

- 2. After setting the backup parameters, click [Confirm].
- B. Backup Manually
  - Select [System] > [Database] > [Backup Manually] to back up the database manually. Enter the storage path and select whether to backup photos (including user photo, bio-photo, and attendance photo).

Backup Manually	×
Storage Path*	
Confirm	Cancel

- 2. After setting the storage path, click [Confirm].
- C. Restore Manually (Only PostgreSQL)
  - 1. Select [System] > [Database] > [Restore Manually] to restore the Database.

Restore Manually		×
Database Name* Backup File* Restore photos	1	
	Confirm	Cancel

Database Name: Enter the database name.

Backup File: Enter the backup file which has to be restored.

Restore photos: Check it to restore the photos already backup.

- 2. After setting the details, click [Confirm] to restore the file manually.
- D. Download Backup File to Client

This function facilitates preventing data loss when there is an exception occurs on the server. Click the corresponding store path on the database backup list to download the backup database file from the server to the client.

ZKTeco	Personnel	Device Atten	dance Ac	cess Control	Payroll Visitor	Meeting	MTD	System		686	0
🏷 Q 🖻 볼 User 🗸 🗸		× ▼ Filters -									
Database	Backup Automatically	Backup Manually	Restore Manu	ally				7	° 9		e =
	Database	Database Name	Operator	Time ≑	Store Path			Status	Remark		
Migrate	PostgreSQL	biotime	admin	01-12-2020 11:31	E:\BioTime/files/backup/mic	e/20201201113147.sql		Success	手动备份		
Migrate	PostgreSQL	biotime	System	01-12-2020 01:00	E:\BioTime/backup/2020120	)1010020.sql		Success	Backup Auto	omatically	
	PostgreSQL	biotime	admin	30-11-2020 15:41	E:\1\20201130154115.sql			Success	Backup Mar	nually	
≓ Middleware Table ▼	PostgreSQL	biotime	admin	30-11-2020 15:40	E:\BioTime/backup/2020113	30154041.sql		Success	Backup Mar	nually	
	PostgreSQL	biotime	admin	30-11-2020 15:39	E:\BioTime/files/backup/202	20113015 <mark>3</mark> 938.sql		Success	Backup Mar	nually	
📽 Configuration 👻											
	C 19 🗸 <	1 > Total 5 Reco	rds 1 Page	Confirm							

## 11.2.2 Data Migration

When restoring ZKBio Time 8.0, the original data will be migrated to avoid data loss.

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

ZKTeco	Personnel	Device A	ttendance	Access Control	Payroll	Visitor	Meeting	MTD	System	l 2	)-
📎 Q 🗉	Group × Backup	× Migrate ×	ć								
👹 User 🗸 🔻	Database Migration										
🛢 Database 🔺	Migrate From * 🦲	XKTime Web 2.0	BioTime 7.0	ZKBio WDMS 5	ZKBio WDMS	6 🔿 ZKBio	lime.Net 3.0				
Backup	Database Type * 1			abase Name*							
Migrate	Address *			Port *							
Auto Export 👻 🔻	User*			Password*		Ø					
≓ Middleware Table ▼	Migration Data	Area/Zone	Department	Position Employee	Device	Transaction					
ව Log 👻				_	_						
📽 Configuration 🔫		Save	M	ligrate	Reset						

Migrate From: Select the software from which you want to migrate (currently supported)

Database Type: Select the database type used by the original software.

Database Name: Enter the Database name.

Address: Enter the IP address of the Database.

Port: Enter the port number to connect to the Database

User: Enter the Username.

Password: Enter the Password.

Select the fields to be migrated and click [Test Connection]. if it is successful, then click [Migrate].

# 11.3 Auto Export

### 11.3.1 Attendance Transaction

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

- A. Add Auto Export Template
  - 1. Select [System] > [Auto Export] > [Attendance Transaction] > [Add] to set the auto export details.

dd					
Macros	Current Date Current Ti	me			
	Employee ID First Name	Last Name Department	nt Code Department Name	e Punch Date Punch Time	
	Verify Type Verify Type	Display Punch Stat	e Punch State Display	Work Code Card Number A	rea
	Device Alias Serial Num	ber Temperature Is	Mask		
Name*	T2	Auto Exp	ort Enable		
File Name*	{cur_date}	File Form	at* Txt	<b>v</b>	
Data Template*	{emp code}\t{first name}\t	t{last name}dept co	de}\t{dept_name}\t{date}\t	(time)\t{verify type}punch	state}\
	t{work_code}card_numb	per}\t{area_name}terr			//
Format Setting		per)\t{area_name}terr Export Time Setting			/
Format Setting Export Path	Data Filter Setting	Export Time Setting	ninal_alias}\t{terminal_sn}\		//
	Data Filter Setting	Export Time Setting	ninal_alias)\t(terminal_sn)\ Export Path Setting mail		<u>//</u>
Export Path	Data Filter Setting	Export Time Setting	ninal_alias)\t(terminal_sn)\ Export Path Setting mail		
Export Path	Data Filter Setting	Export Time Setting	ninal_alias)\t(terminal_sn)\ Export Path Setting mail		//
Export Path	Data Filter Setting	Export Time Setting	ninal_alias)\t(terminal_sn)\ Export Path Setting mail		//
Export Path	Data Filter Setting	Export Time Setting	ninal_alias)\t(terminal_sn)\ Export Path Setting mail		

Macros: Select and drag the fields that you want to export to the text box Data Template below.

Name: Enter the name of auto export task.

**Auto Export:** Enable it, then the auto export task will be valid, and exports the file to the corresponding path according to the set frequency.

File Name: Enter the file name to be exported.

File Format: Set the file format of the exported file (Excel, CSV, Txt).

**Data Template**: Select the fields to export from the menu Macros above. By default, all the data will be auto exported.

• Format Setting

Format Setting	Data Filter S	etting	Export Time	Setting Ex	port Path Setting	
Employee ID*	0	Digit				
Punch Date*	уууу-MM-DD		*	Punch Time*	HH:mm:ss	
Current Date	yyyyMMDD		-	Current Time	HHmmss	

**Employee ID:** Set the length of the Employee ID when exporting. If the length is insufficient, 0 will be appended to the Employee ID.

**Punch Date/Time**: Set the time format in the punch date/time.

**Current Date/Time**: Set the time format in the current date/time.

Data Filter Setting

Format Setting	Data Filter Setting	Export Time Setting	Exp	ort Path Setting		
Filter By*	Flag	*				
Department		w.	Area		Ŧ	

**Filter By:** Set the filter for the attendance transactions to be uploaded on the software. The filter can be:

**Flag**: The status whether the attendance transactions have been uploaded. In the database, if the flag is 1 means the attendance transaction has been uploaded and if the flag is 0 it means the attendance transaction has not been uploaded.

**Upload Time**: Represent the time when the attendance transaction is uploaded to the software.

Punch Time: Represent the time when the user punches.

**Department:** Click to select the Department to export. If the Department is not selected, the attendance data of all the departments will be auto exported.

Area: Click 🖳 to select the area to export. If the area is not selected, the attendance data of all the areas will be exported.

• Export Time Setting

Format Settings	Data Filter S	ettings E	kport Time Settings	Export Path Settings			
Export Policy*	By Timing						
Frequency*	Daily		Day*	1	~		
Export Time*	00:01	HH:mm	Export Period*	Natural Period			
				Unnatural Period			
				Natrual Period		Confirm	Cancel

**Export Policy:** Set the export frequency policy. It can be set as By Timing or By Interval. While Export Policy sets as "**By Timing**", users can set:

**Frequency:** Set the export frequency. The export time-frequency can be set on a monthly/weekly/daily basis. According to the selected frequency, set the date and time.

Time Point: Set the export time point.

**Period:** Select the period within which the transactions are. It can be set as "Natural Period" and "Unnatural Period". While it sets as "Natural Period", the exported transactions will be the ones within the natural period. Examples:

### Example 1:

Today is 2021-01-01, Friday, set the start of week as Monday. Period set as "Natural Period".

- Set Frequency as "Daily", Export Time as 9:00 AM. Then at 9:00 AM of 2021-01-01, Friday, the software will export attendance transaction within the time range: 2020/12/31 00:00 AM <= Period < 2021/01/01 00:00 AM</li>
- II. Set Frequency as "Weekly", Day as "Friday", Export Time as 9:00 AM. Then at 9:00 AM of 2021-01-01, Friday, the software will export attendance transaction within the time range:

2020/12/21 Mon. 00:00 AM <= Period < 2020/12/28 Mon.00:00 AM

III. Set Frequency as "Monthly", Day as "1", Export Time as 9:00 AM. Then at 9:00 AM of 2021-01-01, Friday, the software will export attendance transaction within the time range:

2020/12/1 00:00 AM <= Period < 2021/01/01 00:00 AM

Example 2:

Today is 2021-01-01, Friday, set the start of week as Monday. Period set as "Unnatural Period".

IV. Set Frequency as "Daily", Export Time as 9:00 AM. Then at 9:00 AM of 2021-01-01, Friday, the software will export attendance transaction within the time range: 2020(12)(21)(21)(20) AM (C) Daried (C)(20) AM

2020/12/31 9:00 AM <= Period < 2021/01/01 9:00 AM

V. Set Frequency as "Weekly", Day as "Friday", Export Time as 9:00 AM. Then at 9:00 AM of 2021-01-01, Friday, the software will export attendance transaction within the time range:

2020/12/25 Fri. 9:00 AM <= Period < 2021/01/01 Fri. 9:00 AM

VI. Set Frequency as "Monthly", Day as "1", Export Time as 9:00 AM. Then at 9:00 AM of 2021-01-01, Friday, the software will export attendance transaction within the time range:

2020/12/1 9:00 AM <= Period < 2021/01/01 9:00 AM

While Export Policy sets as "By Interval", show as following figure:

Format Settings	Data Filter Settings	Export Time Settings	Export Path Settings
Export Policy*	By Interval	v	
Interval*	0 Mi	nutes	

Interval: Set the export interval for the export task.

### Export Path Setting

rmat Setting	Data Filter Setting	Export Time Setting	Export Path Setting
Export Path			Email
FTP Server			Path

**Export Path:** After entering the file name, a new folder will be created in **\files\temp** of the installation directory of the local computer to store all the exported files.

Email: When an Email is set, it receives the exported file when it is exported.

**FTP Path:** Set the name of the folder, which is the existing folder on the FTP server. The exported files will be saved in the corresponding folder under the FTP server in the file format of "/ABC/" (ABC is the existing folder on the FTP server).

**FTP Server:** Click to select the FTP server. When the attendance record is exported, the exported file will be saved on the FTP server.

- 2. After setting the export details, click [Save].
- B. Manual Export

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

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

Start Date*		
End Date*		
Query By*	Upload Time	~

Start Date/End Date: Set the export period.

**Query By:** Select **Upload time** if you want to search by the time when the attendance data is uploaded to the software. Select **Punch time** if you want to search by the time when the user punches. Select **Flag** if you want to search by the status by checking whether the transaction has been exported before.

- 2. After entering the details, click [Confirm] to export the attendance records.
- C. Delete Auto Export Template

In the auto export template, select the template and click [Delete] at the top of the template list, or

click in the same row of the template.



Click [Confirm] to delete the selected template.

### 11.3.2 Auto Attendance Export

Based on the set time and the set reiteration period, the attendance reports will get exported automatically.

ZKTeco	Person	nel	Device At	ttendance	Access Control	Payroll	Visitor	Meeting	MTD	System		ណ្ដា	6	
∿ Q ⊡	Group X	Attend	ance Report ×						-					
👻 User 🗸 🔻	Book	marks <del>+</del>	▼ Filter -											
🛢 Database 🔻	Add	Delete	Manual Export								1	2 2		÷
	Code	Name	Report Type	Report Templa	te File Name		File Format	Export By	Auto Export	Last Process Time				
Auto Export 🔺	1	T1	Total Time Card	1	{report_templa	te}_{cur_date}	Excel	By Timing	0	-		C	3 🛍	
Attendance Transaction														
Attendance Report														
≓ Middleware Table ▼														
ව Log 👻														
S Log														
Configuration 👻														

- A. Add Auto Attendance Export Template
  - 1. Select [System] > [Auto Export] > [Attendance Report] > [Add] to set the auto export details.

Macros	Report Template Curren	t Date	Current Time		
Name*	T2		Auto Export	Enable	
Report Type*	Total Time Card	~	Report Template*	Select	v
File Name*	{report_template}_{cur_d	ate}	File Format*	Excel	v
ormat Settings	Export Time Settings	Expo	rt Path Settings		
Include Header	( No				
File date	ууууMMDD	٣	File time	HHmmss	v

**Macros:** Select and drag the fields to the text box **File Name** below to set the name of the exported file.

Name: Enter the name of auto export task.

**Auto Export:** Enable it, then the auto export task will be valid, and it will export the file to corresponding path according to the set frequency.

**Report Type**: Select the type of the attendance report.

**Report Template**: Select the report template saved in the Attendance Module.

File Name: Enter the file name to be exported.

File Format: Set the file format of the exported file (Excel, CSV, Txt).

### Format Setting

Include Header: Set whether to export the header of the attendance report.

File Date: Set the date format of the exported file.

File Time: Set the time format of the exported file.

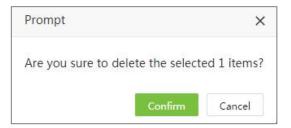
- 2. After setting the export details, click [Confirm].
- B. Manual Export

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

1. Select the required type of report from the list and then click [Manual Export] to export the data manually.

Manual Export	×
Are you sure you want	to manual export?
Con	firm Cancel

- 2. Click [Confirm] to export the attendance records.
- C. Delete Auto Export Template
  - Select the template and click [Delete] at the top of the template list or click in the same row of the template.



• Click [Confirm] to delete the selected template.

# 11.4 Middleware Table

It is to show the execution of the middle table including the Department, Position, Area, and employee. It is usually used to connect the software components with the middleware table.

ZKTeco	Personnel	Device	Attendance	Access Control	Payroll	Visitor	Meeting	MTD	System			ញា	2	) -
🏷 Q 運 Mer 🗸	Group X Depar	rtment ×												
🛢 Database 🔻										1	2	9 🗆	¢	÷
Auto Export 🔹 👻	Department Cod	e	Depa	rtment Name		Submit Time		Flag	Target Time			Status		
≓ Middleware Table ▲						None								
Department Position														
Area														
Employee														
ເປັ Log ເັ ເຊິ່ Configuration ເ⊂														

# 11.5 Log

## 11.5.1 User Log

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

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

🏷 Q 🗉	Group X	User Log X										
User ·	- 🖉 Bookma	arks 🗸 🍸 Filte	rs 👻									
Database	~										1 2	
	User	IP Address	Action Time	Action	Content Type	Object	Status	Describe				
Auto Export	yuri	172.31.1.10	2021-06-09 10:26:15	Reinstate	Resign	2006 68	Success					
럳 Middleware Table 🕚	v juri	172.31.1.10	2021-06-09 10:25:17	Approve	Bio-Photo	2001 zoey	Success	Approval State=10	overwrite=0Remar	k=		
D Log	yuri	172.31.1.10	2021-06-09 10:25:11	Import Bio-Photo	Bio-Photo		Success	Import File=2001.j	pgOverwrite=0lgn	ore Error=0		
<b>2</b> L0g ·	yuri yuri	172.31.1.10	2021-06-09 10:22:07	Change	Group	1(1)	Success	Time Period 1(5->	2), Time Period 2(0-	->0),Time Period 3(0-	>0),Verify Mode(0->1	j
	yuri	172.31.1.10	2021-06-09 10:20:00	Add	Timezone	3(time 3)	Success	Time Period No.=3	Time Period Nam	e=time 3,Start Time=	00:00:00,End Time=23	):59:00,Stai
System Log	yuri	172.31.1.10	2021-06-09 10:19:23	Change	Timezone	2(2)	Success	Start Time(00:00:00	)->09:00:00),End T	ime(23:59:00->12:59	:00)	
API Request	yuri	172.31.1.10	2021-06-09 10:19:06	Change	Timezone	1(1)	Success	AccTimezone_field	_on(1->0)			
	yuri yuri	172.31.1.10	2021-06-09 10:18:12	Add	Holiday		Success	Name=6.9holiday5	itart Date=2021-0	6-09Duration=1Depa	rtment= <queryset [<<="" td=""><td>Departme</td></queryset>	Departme
Configuration	yuri yuri	172.31.1.10	2021-06-09 10:16:48	Change	Device	CGFD192960	Success	Timezone(8->8),Re	gistration Device(	1->1),Attendance De	vice(1->1),Transfer Mc	)de(1->1 <mark>)</mark> ,I
	yuri	172.31.1.10	2021-06-09 10:10:00	Resignation	Employee	2006 68	Success	Resignation Date=	2021-06-08Resign	ation Type=1Attenda	ance=TrueReason=	
	yuri yuri	172.31.1.10	2021-06-09 10:09:42	Reinstate	Resign	2006 68	Success					
	yuri	172.31.1.10	2021-06-09 10:08:36	Sync Data To Device	Device	CGFD192960	Success	Employee=FalsePh	oto=FalseFingerpi	rint=FalseFace=False	Palm=F <mark>a</mark> lseFinger Vein	=FalseBio
	yuri	172.31.1. <mark>1</mark> 0	2021-06-09 10:08:08	Read Information	Device	CGFD192960	Success					
	yuri	172.31.1.10	2021-06-09 10:06:27	Clear Pending Com	Device	CGFD192960	Success					

Columns displayed on the User log:

**User:** The user who performed the operation.

IP Address: The IP address of the computer which is used by the user.

Action Time: The actual time in which the user performed some operation.

Action: The operation performed by the user.

**Content-Type:** The content type of the operation.

**Object:** The object of the operation.

**Describe:** The description of the operation.

## 11.5.2 System Log

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

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

ZKTeco	Personnel Device Attenda	nce Access Control Payroll Visitor	Meeting MTD	System
🏷 Q 프 Mar 🗸 🗸	Group × User Log × System Log × ■ Bookmarks • ▼ Filters •			
🛢 Database 💌 🔻	Execution Time	Operation	Result	ア ア つ 田 🕈 🏝 Description
Auto Export 🔹 👻	2021-06-09 02:00:01	License verify	Success	Description
≓ Middleware Table ▼	2021-06-09 00:15:01	Employment Status Monitoring Resign Monitoring Automatic sign-out of visitors		Active: 0, Inactive: 0
ව Log 🔺	2021-06-09 00:05:00	Resign Monitoring	Success	Success: 0, Failed: 0
	2021-06-08 18:00:22		Success	Success: 1, Failed: 0
User Log	2021-06-08 13:00:40	Automatic sign-out of visitors	Success	Success: 1, Failed: 0
	2021-06-08 10:31:05	Automatic sign-out of visitors	Success	Success: 1, Failed: 0
API Request	2021-06-08 10:25:03	Automatic sign-out of visitors	Success	Success: 1, Failed: 0
	2021-06-08 02:00:07	License verify	Success	
📽 Configuration 👻	2021-06-08 00:15:00	Employment Status Monitoring	Success	Active: 0, Inactive: 0
	2021-06-08 00:05:00	Resign Monitoring	Success	Success: 0, Failed: 0
	2021-06-07 02:00:01	License verify	Success	
	2021-06-07 00:15:00	Employment Status Monitoring	Success	Active: 0, Inactive: 0
	2021-06-07 00:05:00	Resign Monitoring	Success	Success: 0, Failed: 0
	2021-06-06 02:00:03	License verify	Success	
	C 14 V < 1 2 3 7 >	Total 87 Records 1 Page Confirm		

### 11.5.3 API Request

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

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

ZKTECO	Personnel D	evice Attendance Acco	ess Control Payroll Visito	or Meeting	MTD System	n	924	
∿ Q ⊡	Group 🔀 User Log	× System Log × API Request ×						
🞽 User 🗸 👻						1 2 3	•	110
Database	User	Request Time	Path	Method	Remote Address	Status	Time	
	🗌 xhi	2021-05-27 09:00:12	/iclock/api/transactions/	list	172.31.1.10	200	229 ms	
Auto Export 🔹	🗌 xhi	2021-05-27 08:58:48	/iclock/api/transactions/	list	172.31.1.10	200	179 ms	
≓ Middleware Table ▼	xhi	2021-05-27 08:55:00	/iclock/api/transactions/	list	172.31.1.10	200	189 ms	
<b>.</b>	xhi	2021-05-27 08:54:11	/iclock/api/transactions/	list	172.31.1.10	200	149 ms	
්ට Log 🔺	xhi	2021-05-27 08:53:57	/personnel/api/areas/	list	172.31.1.10	200	169 ms	
User Log	xhi	2021-05-27 08:53:04	/personnel/api/areas/	create	172.31.1.10	400	179 ms	
System Log	Anonymous	2021-05-27 08:52:00	/jwt-api-token-auth/	post	172.31.1.10	200	159 ms	
API Request	admin	2021-05-19 11:14:04	/iclock/api/transactions/	list	172.31.1.10	200	699 ms	
	Anonymous	2021-05-19 11:14:04	/jwt-api-token-auth/	post	172.31.1.10	200	189 ms	
📽 Configuration 🔹	admin	2021-05-19 11:13:04	/iclock/api/transactions/	list	172.31.1.10	200	689 ms	
	Anonymous	2021-05-19 11:13:04	/jwt-api-token-auth/	post	172.31.1.10	200	179 ms	
	admin	2021-05-19 11:12:05	/iclock/api/transactions/	list	172.31.1.10	200	649 ms	
	Anonymous	2021-05-19 11:12:04	/jwt-api-token-auth/	post	172.31.1.10	200	179 ms	
	admin	2021-05-19 11:11:04	/iclock/api/transactions/	list	172.31.1.10	200	649 ms	
	Anonymous	2021-05-19 11:11:04	/jwt-api-token-auth/	post	172.31.1.10	200	190 ms	
	admin	2021-05-19 11:10:04	/iclock/api/transactions/	list	172.31.1.10	200	619 ms	

# 11.6 Configuration Settings

### 11.6.1 System Setting

A. Company Setting

The Company Setting interface facilitates to upload and modify the company logo and the company name. This company logo can be displayed in the exported report.

Users can upload a picture and crop it as a company logo, the dimensions of the cropped image will be 200 x 75, which is the suitable size for displaying on the exported file.

• Click [System] > [Configuration] > [System Setting]> [Company Setting] to access the Company Setting interface.

ZKTeco	Personnel	Device	Attendance	Access Control	Payroll	Visitor	Meeting	MTD	System	ពុទ្ធារ	•
s Q 🗉	Group X System	n Setting 🛛 🕹									
😸 User 🗸 🔻	Company Settings	Email Settings	PDF Export Chi	eck-in/out State Setting	Week Setting						
🛢 Database 🗸 🗸	Logo Review	Email Settings	PDP Export Chi	eck-in/out state setting	week setting						
Auto Export 🗸	S LOGO KEVIEW										
≓ Middleware Table ▼	71										
		TEC	0								
්ට Log 🔻	Dime	ensions 200 x 75									
📽 Configuration 🔺	Company Setting	gs									
System Setting	Company Lo	go Click to uplo	oad logo	Logo Display	Left	Ŧ					
Email Template	Company Nar	me ZKTECO		Company Name Display	Right	+					
Alert Settings											
LDAP Setup											
Zoom Setting		Save									
Twilio Setting											
FTP Settings											
Bookmarks											
Security Settings											

- On the Company Settings tab, click on the Company Logo field to upload a logo.
- On the Company Logo window, click Choose File to browse for the corresponding image, then modify the selection are to crop the image accordingly.
- Click either Turn Left or Turn Right function to rotate the images left and right according to the requirement.
- ZKTECO 🄊 Q 🔳 System Setting 👹 Us Check-in/out State Setting Company Settings Email Settings PDF Export Datal Company Logo - 🛛 × 选择文件 timg.jpg A Middleware Table D Log 11:1 . Configuration Turn Left Turn Right Cancel • The modified image of the Logo will get displayed on the Logo Review tab.
- After modifying the image, click Save to save and update the modification.

- Logo Display: Select the required logo alignment from the drop-down list, so the logo gets displayed accordingly in the report.
- Company Name: Enter the name of the company to display on the report.
- Company Name Display: Select the required alignment from the drop-down list, so the company name gets displayed accordingly in the report.
- B. Email Setting

### Select [System] > [Configuration] > [System Setting]> [Email Settings].

The email setting is used to trigger an alert when the specific value set by the administrator has crossed the limit.

### ∕ Note:

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

Obtain the mail server details and fill it accordingly.

An example is shown below.

ZKTeco	Personnel Device	Attendance	Access Control	Payroll	Visitor	Meeting	MTD	System	<b>1612</b>	<u>Q</u> -
📎 Q 🗉	Group X System Setting X									
👻 User 🗸 🔻	Company Settings Email Settings	PDF Export Cher	ck-in/out State Setting	Week Setting						
🛢 Database 🔻	company occurrigo	Tor Export one	a ny our out a county of	rect secting						
Auto Export 🛛 👻	SMTP Server*	sm	tp.xxxxxxx							
≓ Middleware Table ▼	Port* 25		TLS							
ව Log 👻	Email Account*	200	@xxxxxxx,domain name/dor	naîn user						
📽 Configuration 🔺	Password*									
System Setting	Account Name BioTime									
Email Template	Enable* No									
Alert Settings	Save Tes	t Clear								
LDAP Setup										
Zoom Setting										
Twilio Setting										

### 🔊 Note:

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

SMTP Server: Enter the Email sending Server address.

Port: Port of the email sending server.

**Email Account:** Enter the email account.

Password: Enter the One-time random authorization password from the mailbox provider.

Email Address: Enter the Email address.

Enable: Toggle the Enable button to Yes in the email settings.

C. PDF Setting

Select [System] > [Configuration] > [System Setting]> [PDF Export].

ZKTeco	Personnel	Device	Attendance	Access Contro	l Payroll	Visitor	Meeting	MTD	System	1612	0.
🃎 Q 🗉	Group X System	Setting ×									
👹 User 🔍 🔻	Company Settings	Email Settings	PDF Export	Check-in/out State Setting	Week Setting						
🛢 Database 🔻 🔻	company sectings	Ernan Settings	TELEPOIT	sheek in our state setting	Week Setting						
Auto Export 🔹 💌	Page Size	Auto	Ŧ								
	Orientation	Portrait	~								
≓ Middleware Table ▼	Footer Left	Page/Total Page									
🔊 Log 🔻	Footer Right	Author+Time	*								
📽 Configuration 🔺		Save									
System Setting		Save									
Email Template											
Alert Settings											
LDAP Setup											
Zoom Setting											
Twilio Setting											

Page Size: Sets the page size for exported PDF.

Orientation: Set the direction of the exported PDF. It can be "Portrait" or "Landscape".

**Footer Left:** Set the content to be displayed in the lower-left corner of the exported PDF page. It can be "Blank", "current page number / total number of pages", "author", "time", "author + time".

**Footer Right:** Set the content to be displayed in the lower right corner of the exported PDF page. It can be "Blank", "current page number / total number of pages", "author", "time", "author + time". Click **[Save]** to save the PDF export settings.

D. Punch State Setting

This function facilitates to setup the punch state mapping.

∕≤Note:

Except for the default name, the Value and Alias can be modified according to the requirement.

ZKTeco	Personnel	Devic	e Attendance	Access Control	Payroll	Visitor	Meeting	MTD	System	(1612) 44	0.
🄊 Q 🗉	Group × Sy	stem Setting	×								
🞽 User 👻	Company Setting	as Email Se	ttings PDF Export	Check-in/out State Setting	Week Setting						
🛢 Database 🔻	Name	Value	Alias								
Auto Export 🗸 🔻	Check In	0	Check In								
≓ Middleware Table ▼	Check Out	1	Check Out								
5) log ▼	Break Out	2	Break Out								
ව Log 👻	Break In	3	Break In								
📽 Configuration 🔺	Overtime In	4	Overtime In								
System Setting	Overtime Out	5	Overtime Out								
	Key 6	6	6								
Email Template	Key 7	7	7								
Alert Settings	Key 8	8	8								
LDAP Setup	Key 9	9	9								
	Key 10	10	10								
Zoom Setting	Key 11	11	11								
Twilio Setting	Key 12	12	12								
FTP Settings	Key 13	13	13								
	Key 14	14	14								
Bookmarks	Key 15	255	Unknown								
Security Settings											

### E. Week Setting

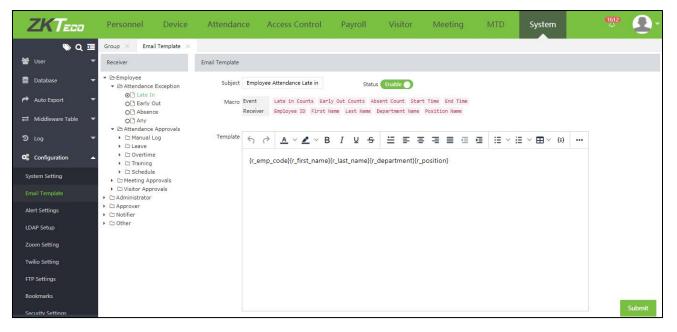
Users can set the global start time of the week. It is mainly applicable to the situation where the weekly start time is not Monday in some countries or regions. This setting will also affect the calculation of weekly overtime and weekly reports in Attendance Module, and the situation where the attendance reports and attendance records are exported according to the weekly frequency.

ZKTeco	Personnel	Device	Attendance	e Access Co	ontrol Pa	ayroll	Visitor	Meeting	MTD	System	1831	0
🄊 Q 運	Group X Atten	dance Transaction	× System S	etting ×								
🞽 User 🔻 🔻	Company Settings	Email Settings	PDF Export	Punch State Setting	Week Setting							
🛢 Database 🔻	Start Off for the		~									
Auto Export 🛛 🔻	Start Off for the Week											
≓ Middleware Table ▼		Save										
න Log 🗸 🗸												
🕫 Configuration 🔺												
System Setting												
Email Template												

## 11.6.2 Email Template

On the **System** module, click **[Configuration]** > **[Email Template]** to set the email template.

Users can draft the corresponding email templates for different events, such as attendance/visitor/meeting approvals, attendance exceptions and so on.



Receiver: On the Receiver tab, select the corresponding email receiver from the drop-down list.

Subject: Enter the subject of the email template.

**Status**: Toggle to enable the status of the email template. But, if the status of the email template is disabled, then the default email template which comes with the software is used for the email notification.

**Macro:** This field displays the corresponding database fields based on the selected receiver type. Users can drag the required fields that need to be displayed on the email.

**Template:** Draft the required content of the email template.

Once provided with all the details, click **Confirm** to save and update the created Email Template.

## 11.6.3 Alert Settings

On the **System** module, click **[Configuration]** > **[Alert Settings]** to configure the alerts for the events.

Users can enable or disable the corresponding events for Email, App, WhatsAPP and SMS alerts.

🏷 Q 🖬	-					7 .	* > _ + :
	Events	Module	Sub Module	Email Alert	App Alert	WhatsAPP Alert	SMS Alert
Database	Manual Log	Attendance	Approvals	Enable	Enable	Enable	Enable
• Auto Export	Leave	Attendance	Approvals	Enable	Enable	Enable	Enable
± Middleware Table	Overtime	Attendance	Approvals	Enable	Enable	Enable	Enable
	Training	Attendance	Approvals	Enable	Enable	Enable	Enable
D Log	Schedule Adjustment	Attendance	Approvals	Enable	Enable	Enable	Enable
Configuration	Late In	Attendance	Rule	Enable	Enable	Enable 🔵	Enable
System Setting	Early Out	Attendance	Rule	Enable 🔵	Enable	Enable	Enable
	Absence	Attendance	Rule	Enable	Enable	Enable 🔵	Enable
Email Template	Registration	Visitor	Reservation	Enable	Disable	Disable	Disable
	Meeting	Meeting	Meeting	Enable	Disable	Disable	Disable
LDAP Setup	Manual Log	Meeting	Manual Log	Enable	Disable	Oisable	Disable
	Public	Device	Announcement	( Disable	Enable	Disable	Disable
Zoom Setting	Private	Device	Announcement	( Disable	Enable	( Disable	Disable)
Twilio Setting							
FTP Settings							

# 11.6.4 LDAP Setup

On the **[System]** module, click **[Configuration]** > **[LDAP Setup]**, to setup the LDAP integration for personnel information synchronization and authentication.

ZKTeco	Personnel	Device	Attendance	Access Control	Payroll	Visitor	Meeting	MTD	System	1612	<b>Q</b> -
🔊 Q 🗉	Group × LDAP Se	etup ×									
著 User 🔻 🔻	Connection Setup										
🛢 Database 🔻	Host Address* Idap	o://192.1 <mark>6</mark> 8.218.	.21								
Auto Export 🔹	Port Number* 389										
≓ Middleware Table ▼	Username* cn=	Manager,dc=m	axcrc,dc=co								
ව Log 👻	Password* ·····										
🕫 Configuration 🔺	Tes	t Connection									
System Setting	Employee Setup	Jser Setup									
Email Template	Location out	=People,dc=ma	axcrc,dc=com		Auto Syne	Disable					
Alert Settings	Authenticate	Disable									
LDAP Setup	Fields										
Zoom Setting	Employee Field	AD Attribu	utes								
Twilio Setting	Employee ID	uid									
FTP Settings	First Name										
Bookmarks	Last Name										
Security Settings	Department Position										Save

1. Connection Setup

Host Address: Enter the host address of LDAP.

**Port Number**: Enter the port number of the LDAP.

**Username/Password**: Enter the username and password of the LDAP.

Click [Test Connection] to test the connection between ZKBio Time 8.0 and LDAP server.

2. Employee Setup

Employee Setup	User Setup			
Location	ou=People,dc=maxcrc,dc=com	Auto Sync	Enable	
Authenticate	Enable	Frequency	Daily	Ψ.
Fields		Day	1	*
mployee Field	AD Attributes	Time	00:00:00	
mployee ID	uid			
irst Name				
ast Name				
Department				
Position				
mail				

Location: Enter the path of the LDAP that stores the employee information.

Fields: Enter field name of the employee in LDAP which matches with the ZKBio Time 8.0 field.

**Authenticate**: Toggle to enable authentication. So, when the employee logins to the LDAP server, the ZKBio Time 8.0 software receives the LDAP login authentication information to realize whether the employee service is enabled.

**Auto Sync**: If the service is enabled, the employee information will get automatically synchronized from the LDAP server to the Personnel Module of ZKBio Time 8.0 according to the set frequency.

Manual Sync: Click this function to synchronize the employee information manually.

3. User Setup

Employee Setup	User Setup	
Location	ou=People,dc=maxcrc,dc=com	
Authenticate	Enable	
Fields		
User Field	AD Attributes	
<mark>U</mark> sername	uid	
First Name		
Last Name		

Location: Enter the file path of the LDAP that stores the user information.

Fields: Enter the field name of the user in LDAP which matches with the ZKBio Time 8.0 field.

**Authentication**: When the user logs in to the LDAP server, the ZKBio Time 8.0 software gets the LDAP login authentication information to realize whether the user login is enabled. At the same time, it will synchronize the user's information to the System Module of the ZKBio Time 8.0.

## 11.6.5 Zoom Setting

Configure the Zoom setting to enable the connection between Zoom and ZKBio Time 9.0, so the users can set up the online meeting function for Meeting Module.

ZKTECO	Personnel Device Attendance Access Control Payroll Visitor Meeting MTD System	0-
🏷 Q 運 Maria Viser 🗸	Group × Zoom Setting × Bookmarks • Y Filter •	
Database	Add Delete X X D 🗆 d	ŧ
Auto Export 🗸 🗸	User Email Enable	
≓ Middleware Table ▼	Uuriwu@xkteca.com I I I I I I I I I I I I I I I I I I I	
ව Log 🗸 🗸		
📽 Configuration 🔺	Add ×	
System Setting	JWT Token*: User Email*:	
Email Template	Enable	
Alert Settings Facebook Setting	Confirm	
LDAP Setup	Comment Context	
Zoom Setting		
Twilio Setting		
FTP Settings		
Bookmarks		
Security Settings	C 17 v < 1 > Total 1 Records 1 Page Confirm	

JWT Token: Input the JWT Token that has been received from Zoom.

User Email: Input the email address that the user uses to sign in Zoom.

Enable: Set as "Yes" to enable the connection between Zoom and ZKBio Time 8.0.

Click **Submit** to save the settings.

### 11.6.6 Twilio Setting

Configure the twilio setting to enable the connection between twilio and ZKBio Time 8.0, so the users can enable WhatsApp and SMS alert function for corresponding events, such as manual log, leave, overtime, schedule adjustment, attendance exception and so on.

ZKTeco	Personnel	Device	Attendance	Access Control	Payroll	Visitor	Meeting	MTD	System	<b>1612</b>	2-
● Q 運 雪 User	Group X Twilid	Setting $ imes$									
🛢 Database 🔻	Mobile*		Сору	from Twilio							
r Auto Export 🗸 🔻	Account Sid*		Сору	from Twilio							
≓ Middleware Table 👻	Auth Token*		Сору	from Twilio							
්ට Log 🗸 👻	Enable*	No)									
📽 Configuration 🔺		Save	Test Clear								
System Setting											
Email Template											
Alert Settings											
LDAP Setup											
Zoom Setting											
Twilio Setting											
FTP Settings											
Bookmarks											
Security Settings											

Mobile: Input the mobile that used to get the twilio authorized token.

Account Sid: Input the account id got from twilio.

Auth Token: Input the authorized token got from twilio.

Enable: Set as Yes to enable connection between twilio and ZKBio Time 8.0.

Click Save to save the settings.

Click **Test** to test the connection between twilio and ZKBio Time 8.0.

Click **Clear** to clear the settings.

## 11.6.7 FTP Settings

1. Add FTP Server

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

Host Address*:			
Port Number*:	21		
Is SFTP*:	Yes	~	
Username*:			
Password:			
SSH Key:			

Host Address: Enter the FTP Server address.

**Port Number:** Enter the FTP server port number.

**Is SFTP**: Check whether the server is a FTP server or a SFTP server.

Username: Enter FTP Server's Username.

Password: Enter the FTP server's Password.

**SSH Key:** Enter the SSH key for the connection when it is a SFTP server.

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

### ∕≪Note:

Click the FTP server or the *I* in the same row of the FTP server.

#### 2. Delete FTP Server

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



Click [Confirm] to delete the selected FTP server.

## 11.6.8 Bookmarks

1. Add a Bookmark

You can save the filtered query as a bookmark to simplify the search operation next time. See <u>11.</u> <u>"Custom bookmark"</u> in **Appendix 1** for a custom bookmark.

After saving successfully, you can view the saved filter under the bookmarks list.

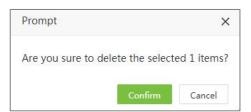
ZKTeco	Personnel	Device	Attendance	Access Control	Payroll	Visitor	Meeting	MTD	System	<b>1612</b>	2-
会 User や Q 運		marks ×									
🛢 Database 🔻 🔻	Bookmarks -	¥ Filter →								1 2 0	□ ‡
Auto Export 🗸	Title User \$	Content Type							Shared Status	Saved Time	ш #
	Test Nancy	Employee	eyJlbXBfY29k	ZSI6eyJmaWx0ZXIiOnsiX3BfZI	W1wX2NvZGVfX2N	bnRhaW5zljoiMS.	J9LCJpb2UiOilxIn19		•	2021-06-10 15:26:03	Ŵ
≓ Middleware Table ▼											
ව Log 🔻 🔻											
📽 Configuration 🔺											
System Setting											
Email Template											
Alert Settings											
LDAP Setup											
Zoom Setting											
Twilio Setting											
FTP Settings											
Bookmarks	C 14 records	per page 👻 🔇	1 > Total 1	Records jump to 1 P	age Confirm						
Security Settings											

2. Delete Bookmark

In the bookmarks list, select the bookmark and click [Delete] at the top of the bookmarks list, or

click

in the same row of the bookmark.



Click [Confirm] to delete the selected bookmark.

# 11.6.9 Security Setting

Image: State	🔊 Q 🗉 🤷	Group $ imes$ Security Settings $ imes$			
Auto Export Cock Settings     Lock Settings     Lock Settings     Lock Settings     Indeleware Table     State     Configuration     Facebook Setting     Lock Settings     Lock Settings     App Single User Login     Disable     Lock Settings     Configuration     Save     Enable     Lock Settings     Lock	📽 User 🛛 👻	Login Setup Password Policy Session Time	out Export Security		
Middleware Table    Log    Configuration    System Setting    E-mail Template    Alert Settings    Facebook Setting    LOAP Setup    Zoom Setting    FWito Settings	🛢 Database 🔻 🔻	Single Login () Disable	Verification Code ( Disable)		
b Log   c Configuration   c System Setting   Famil Template   Alert Settings   LoAP Setup   LoAP Setup   Zoom Setting   Twilio Setting   FT-Settings	🕈 Auto Export 🛛 👻	Lock Settings Disable	App Single User Login Disable		
Configuration   System Setting   Email Template   Alert Settings   Coord Setting   LDAP Setup   Zoorn Setting   Twillo Setting   FP Settings	≓ Middleware Table ▼				
System Setting     Save       Email Template     Image: Settings       Allert Settings     Image: Setting Setting       LOAP Setup     Image: Setting Setting       Zoom Setting     Image: Setting Setting       Twillo Setting     Image: Setting Setting Setting Setting	ව Log 👻				
System setting       Email Template       Allert Settings       Facebook Setting       LDAP Setup       Zoom Setting       Twillo Settings       FTP Settings	📽 Configuration 🔺				
Alert Settings       Facebook Setting       LDAP Setup       Zoom Setting       Twilio Setting       FTP Settings	System Setting				Sav
Facebook Setting       LDAP Setup       Zoom Setting       Twilio Setting       FTP Settings	Email Template				
LDAP Setup Zoom Setting Twilio Setting	Alert Settings				
Zoom Setting Twilio Setting FTP Settings	Facebook Setting				
Twilio Setting FTP Settings	LDAP Setup				
FTP Settings	Zoom Setting				
	Twilio Setting				
Bookmarks	FTP Settings				
	Bookmarks				

- A. Login Setup
  - 1. Single Login

If it is enabled, then the software will forbid system users to login the software from multiple places.

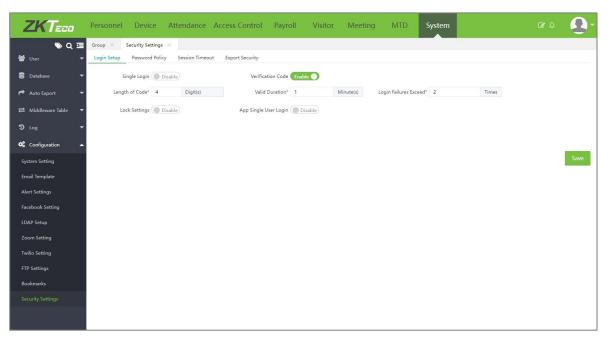
When the system administrator login the software on computer A, and then login on computer B, the following prompt will appear on computer A and jump back to the login interface.



This feature is only for system administrator login. For self-service, multiple logins is not allowed by default.

2. Verification Code

If it is enabled, users must enter the QR code while logging into the software. Users can set the length and validity period of the verification code here.



<b>I</b> ZKBio Time
Admin Login   Self-Service [] 교육
Password Verification Code
Remember Me Forget Password
Login     Fingerprint     Exception     Copyright 2022 ZKTECO CO.,LTD AIrights reserved.     Data Processing Agreement Personal Information Protection and Privacy Policy.

3. Lock Setting

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

Example: Set the Failed Login as 3 times, and Lock Duration as 5 minutes.

• While the user inputs wrong password, there will be a prompt as following picture:

<b>TKBi</b>	o Time
Admini Login   Self-Service	ide Krinker
Login     ZCK	Fingerprint     Fingerprint     Fingerprint     Fingerprint     Fingerprint     Fingerprint     Fingerprint     Fingerprint

• When the user enters login password incorrectly equal to 3 times within 24 hours, there will be a prompt as following picture. The software will lock the user.

	<b> </b>	Гime
	Admin Login   Self-Service Answer stored and surgering of the 22 model admin Password <u>Login</u>	Fingerprint
Copyright Bood	ZOTECO CO LITO AI refer reserved. Alton i Escard Parametri Mandrea Altonica	

• After 60 minutes, the user can enter username and password to try to login the software again.

### APP Single User Login

Toggle to enable APP Single User Login, and only one APP account will be allowed to log in to the APP within one day with the same mobile phone. This function facilitates added security by preventing the employee from making attendance punch on APP for the other employee.

11:07 🗲	<b>, 11 ≎ ■</b>
	0
2 Username	
Password	
Remember Me	
Login	
Forgot Password?	
Server	Configuration →

As displayed in the above image, when this function is enabled, only one employee can log in to the APP on one phone, while the other employee tries to login the APP with the same phone, then there will be a prompt to limit the login.

- B. Password Policy
  - 1. Password Strength

Here are three kinds of password strength:

Lower: Password must be 8 to 16 characters.

Medium: Password must be 8 to 16 characters and contains at least 2 of the following types: numbers, letters, and special characters.

Higher: Password must be 8 to 16-digit combinations of numbers, letters, and special characters. It is recommended to set as Medium or Higher to ensure the software security.

2. User must change password at first login

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

3. Enforce Password Expiration

Users can set the expiration days for the password. And if the password is expired, then the users need to change the password at first and use the new password to login to the software.

Password Policy	Session Timeout	Export Security
User must chan	ge the password at fir	st login
Enforce Passwor	rd Expiration	
Strength 🔵 Wea	k 💿 Normal	Strong
ord must be 8 to 16	characters	
	User must chang Enforce Passwor Strength Wea	Password Policy Session Timeout User must change the password at fir Enforce Password Expiration Strength Weak Normal wrd must be 8 to 16 characters

### C. Session Timeout

This function facilitates setting the period for the session timeout.

And the time the user does not operate the software exceeds the defined time, then the software will automatically log out to ensure data security.

Login Setup	Password	Policy	Session Timeout	Export Security
Session	Timeout	60	Minute(s)	

### D. Export Security

	ZKTeco	Personnel Device	Attendance	Access Control	Payroll	Visitor	Meeting	MTD	System	IJ	¢ Δ <mark>9</mark>	<b>Q</b> -
	📎 Q 🗉	Group × Security Setting	s ×									
*	User 🔻											
=	Database 🔻	Login Setup Password Poli	cy Session Timeou	t Export Security								
		Export Encryption	able 🔵		Password .		Ø					
~	Auto Export 🗧	Backup Encryption			Password .		Ф					
₽	Middleware Table 🔻	Backup Encryption	able				4					
9	Log 🔻											

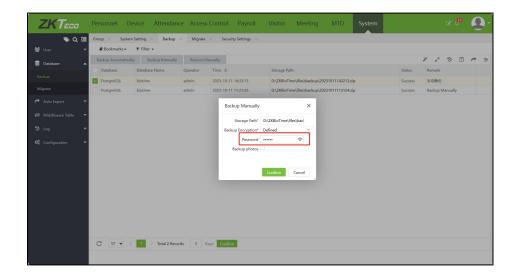
Enable **Export Encryption** function and set the export encryption password and then the user needs to enter the set password to open the file exported from the software.

ZKTeco	Personnel	Device	Attend	ance	Access Co	ontrol P	ayroll	Visitor	Meeting	M	ITD	System			₿ \$	0-
<b>ର</b> ସ	Workbench $ imes$	Leave X														
😫 Setting Guide 🛛 🔫	@ Bookmarks	τ Ψ Filte	er 🕶													
🕸 Setup 👻	Add Del	lete Bull	k Add	pprove	Reject	Revoke	Import			1 -	~ "D		÷	Workflow		
🛞 Rule 👻	Employee ID	First Name	Department	Start T	ime I	End Time	Apply	Reason App	ly Time	Pay C (	CSV Export					
🗂 Shift 📼		yuri 2	yuri	2025	PDF Export					×	DF Export					
			yuri yuri	2023							KT Export					
🛗 Schedule Assignment 🔻			yuri	2023	Expor	t Scope: 💿 (	Current Page	🔿 All Da	ta		eave Rev	voke				
🛗 Schedule Preview 🔫					P	age Size Def	iault	Y								
🗹 Approvals 🔺					Ori	entation Def		Ŧ								
Manual Log					Export En	cryption Def		*								
Leave						Con	nfiguration									
Overtime						Use	er Defined									
Training																
Schedule Adjustment							Confirm	Cancel								
🕈 Benefit Management 🔻																
街 Transaction Report 🔻																
🙆 Daily Report 👻																
역 Weekly Report 👻	C 17 -		> Total 4 8	terords	1 Page	Confirm		_		_	_					
Veekay Keport	0 11 -		.014141		rage	containt										

The database backup encryption function is enabled by default, with the default password being the login password of the initially created super administrator.

🕒 Q 🧮 Group X System Setting X Backup X Migrate X Security Settings X		
🖹 Database Rackup Automatically Backup Manually Restore Manually 🛛 🥐 🥐	າ 🗆	<i>₽</i> ±
Database Database Name Operator Time © Storage Path Status Remark      Backup		
Migrate         PostgreSQL         biotime         admin         2023-10-11 143213         D\2008/oTmer\files\backup/2023101114212.zip         Success         #ibibibi           Migrate         PostgreSQL         biotime         admin         2023-10-11 11312.6         D\2008/oTmer\files\backup/2023101114212.zip         Success         #ibibibi		
Anto Export     Middimension Eable     Log     Configuration		

Users can disable this feature or modify the default password.



#### E. Forget Password

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

Enter username and email address set in the software:

<b>I</b> ZKBio Time	
Password Management > Forget Password User   Employee Username Email Submit	
Copyright 62021 EXTECCI CO. LITD All rights reserved. Along Formet Passande Encloses Atlandaros	

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

Reset Password
If you have not submitted an application to forget your password, please ignore this email and your password will not be changed. The link below is valid for 2 hours. Reset Password

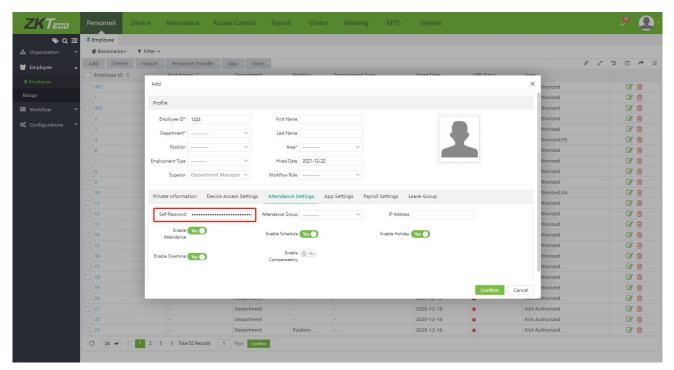
Users need to click the link in the email within 2 hours to get the new password.

# <u>Appendices</u>

# Appendix: 1

1. Employee Self-Service Login Password Setting

Click Employee - > Employee - > Add / Edit - > Attendance Settings - > Self-Password to set the employee's self-service login password.



# 2. Personnel Selection

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

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

Departme 💌		Department	- 0	Employee	Sel	ected 2				
	Employee ID	First Name	Last Name	Department		Employee ID 👙	First Name 💠	Last Name 👙	Department	
	1	nora&		Department		10	Nicole Test		Nicole Test	
	10	Nicole Test D		Nicole Test		100001	100001		2	
	100001	100001		2						
	100002	100002		2						
	100003			XXX						
	100004	100004		2						
	100005	100005		2						
	100006	100006		2						
	100007	100007		2						
)	▼ Total 185	Records 🤇 🔅	> 1	Page Confirm						

You can search for employees in two ways:

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

2	v Q v
>	Department (
>	C ZKTeco (0/2)
	C errq
	Testing
	D2000
	D2001
	D2002
	D2003
	D2004
	D2005
	D2006
	D2007

2) **Search By ID/Name:** Enter the Employee ID or Name to be searched in the text box and click to make precise search, click again to make random search. Then the related employee details will be displayed.



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

# 3. Date Selection

An example to select the date is shown below:

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

Departm	ne 📼	0	Departi	ment		w.	Q	Emplo	oyee		Sele	cted 0			
Empl	oye	Firs	t Nam	ne		Last N	ame		Depa	rtment		Employe	First Name 💠	Last Name	4
0000 0000 0000 0000 0000 0000 0000 0010 0012 1 1 1000 10000	010. 052. 056. 567. 567. 567. 345.		 Mo 28 4 11 18 25 2		)19	Nov Th 31 7 14 21	> Fr 1 8 15 22 29 6		FC echr OW	nical SSIL( arka nical SSIL( arka arka arka arka			None		
	otal ate*	2019 Quit	-11-04	Cle	ar	Now	]	nfirm Attenda	С	onfirm					

- 1) Click the year on the top and select a year from the year list (by default, the system displays the current year).
- 2) Click the month and select a month from the month list (by default, the system displays the current month).
- 3) Select the required date in the date selection box.
- 4) Click **Confirm**. The selected date is displayed to the right of Resignation Date, as shown in the figure below.

2019-02-20	
	2019-02-20

Now: Click Now to set the current date.

Clear: Click Clear to clear the selected date if you want to re-select the date.

# 4. Time Selection

An example to add a normal timetable is shown below:

• The system automatically displays the time selection window when you click the Time textbox as shown in the figure below.

Na	ame*		Work He	ours Assign To* Regular				
Basic Setting	BreakTime Setti	ng Unsched	uled Time Setting	Overtime Rule Rule	Setting			
Check-In	* 09:00:00			Check-Out*	18:00:00	Cross	0 -	Days
Check-In Start	08:00;00	Cross 0	✓ Days	Check-Out Start*	17:00:00	Cross	0 -	Days
Check-In End	1×	Select Time		Check-Out End*	19:00:00	Cross	0 -	Days
WorkDay	Hour	Minute	Second					
*Notice	06	00	00					
1.All the cross-o	da 07	01	01					
	08	02	02					
	09	03	03					
	10	04	04				Confi	m Cancel
	11	05	05			_		Caricer
		Clear Nov	w Confirm					

- Click the hour's box. Select the "hour" by scrolling up and down in the corresponding "hour" selection box.
- Click the minute's box. Select the "minute" by scrolling up and down in the corresponding "minute" selection box.
- Click the second's box. Select the "seconds" by scrolling up and down in the corresponding "second" selection box.
- After setting the hour, minute and second, click [Confirm] to save the time.

Now: Click [Now] to set the time to the current time.

Clear: Click [Clear] to clear the selected time if you want to re-select the time.

# 5. Import

An example to import an employee is shown below:

I. Select [Personnel] > [Employee] > [Import] > [Import Employee].

Import Em	ployee						×
	Import File* nplate Fileds	Choose File No file ch	o <mark>s</mark> en	Language* User Defined Template	English	Ŧ	
Field	Employee						
Description 1.The he 2.The Em 3. All col 4.The Ca	nployee ID is I umn values s	nplate are required Required fields hould be text format nust be unique		Overwrite Existing	No		
						Confirm	Cancel

#### ⊯Note:

Click **[Download Template]** to download the template. Fill the template and save the corresponding employee's information. You can use the employee import function to import the file (.xls file) to the system.

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



III. Select the file to be imported and click [Open] or directly double-click the file to be imported. After file selection, the address of the selected file is displayed next to Choose File, as shown in the figure below.

#### ∕≪Note:

Only .xls and .csv files can be imported.

- IV. Language: Select the language of the imported details.
- V. **Template Fields:** Users can select the corresponding fields to get imported. The downloaded template will include the custom fields.
- VI. **User Defined Template**: While it is enabled, then the column field that is located can be edited. And user do not need to download the template and fill in the employee data with the template format. The software will recognize the fields in the imported file according to the set column.

Import Em	iployee				×
	Import File*	Choose File N	o file chosen	Language* English -	
Ter	nplate F <mark>i</mark> leds	Employee II	× Firs	User Defined Template	
Field	Employee I	D First Name	Last Name	Local Name	
Column	1	2	3	4	
Star Description	t From Row*	2		Overwrite Existing	
1.The he 2.The Em 3. All col	ads in file temp	Name,Departn ould be text for	nent Number	r is Required fields	
				Confirm	el

- VII. Start From Row: Set the row that the software starts to import.
- VIII. **Overwrite Existing:** When **[Ignore]** is selected, records with the identical Employee ID are not imported. When **[Overwrite]** is selected, records with the identical Employee ID replace the earlier records.
- IX. Click [Confirm] to import the records.

#### *⊯*Notes:

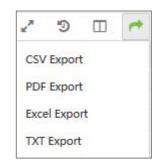
- a) A table header is required for importing the templates.
- b)Employee ID is mandatory. Other fields are optional.
- c) The card number must be unique.
- d)All the values should be in text format.

# 6. Export

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

✓ Select [Personnel] > [Employee] and click <sup>™</sup> on the top right corner of the screen. The

exporting options are shown below:



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

×

Select "Current Page" to export the data for the current page.

Select "All Data" to export all the data.

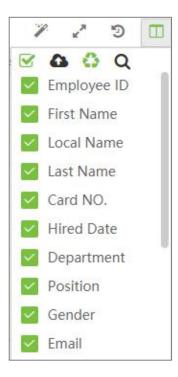
✓ Click [Confirm] to set the export path. Under the corresponding path, the file will be successfully exported, as shown in the figure below:

Employee\_2019-11-04-15-03-38\_export.xlsx

# 7. Custom Display Fields

Take the Employee's list as an example:

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



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

appears after the field. After adjusting the order, click **Confirm** to reorder the fields.



# 8. Adaptive Column Width

The column width can be set to the optimal width.

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

ZKTeco	Personnel	Device Attendar	nce A	ccess C	ontrol Pa	yroll	Visitor	Meeting M	TD System			9	19	2
🔊 Q 🗉	Department ×	Employee ×												
📥 Organization 🛛 🔻	🛢 Bookmarks 🕶	¥ Filters ◄												
🚰 Employee 🔺	Add Delete	Import Personnel Tr	ansfer	App -	More -					1	~	Ð		+
	Employee ID	🗄 First Name 💠	Departme	Position	Employment Type	Hired Date	APP Status	Area						
	820030	LEONG QIAO YI	Production	-		2021-05	•	Not Authorized, Ihl-revface	<b>I</b>					
Resign	820031		Production	-	-	2021-05	•	Not Authorized, Ihl-revface	6 🖻					
📰 Workflow 👻	820032	KOH MEI MEI	Sales	-	2)	2021-05	•	Not Authorized, Ihl-revface	6 🖻					
	820036	MUHAMMAD AMIN BIN SA'AT	Production	-	-	2021-05	•	Not Authorized, Ihl-revface	<b>a</b>					
📽 Configurations 🔻	820041	TANG SEK FOON	Office	-	-2	2021-05	•	Not Authorized, Ihl-revface	<b>a</b>					
	820044	BOBBY LDUMLING	Production	-	50	2021-05	•	Not Authorized, Ihl-revface	<b>I</b>					
	821002	LENG CHIEW HON	Production	-		2021-05	•	Not Authorized, Ihl-revface	<b>I</b>					
	821010	THAM CHUN SENG	SALES	R	a.	2021-05	•	Not Authorized, Ihl-revface	<b>I</b>					
	821011	EE KAI TING	Production	-	*	2021-05	•	Not Authorized, Ihl-revface	6					
	821013	PAKHARIAH BINTI ARSAD	Production	8	2	2021-05	•	Not Authorized, Ihl-revface	<b>I</b>					
	821015	CHANG JUNE FEI	Production	-	-	2021-05	•	Not Authorized, Ihl-revface	6 🖻					
	821017	WONG JIN NING	Office	<b>a</b>		2021-05	•	Not Authorized, Ihl-revface	<b>I</b>					
	821018	CHIEW CHOON PHIN	Production	-	-	2021-05	•	Not Authorized, Ihl-revface	6					
	899003	WONG CHIT NYOK	Production	2	-	2021-05	•	Not Authorized, Ihl-revface	<b>I</b>					

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

ZKTECO	Personnel	Device Attendance	Access Contro	ol P	ayroll Visite	or Meet	ing M	TD System		10	49	2
🏷 Q 🗉	Department × En	nployee ×										
n Organization 🔻	🖉 Bookmarks 🕶	▼ Filters -										
🚰 Employee 🔺	Add Delete	Import Personnel Transfer	App More						P 27	Ð		e -
	Employee ID 💠	First Name 👙	Department	Position	Employment Type	Hired Date	APP Status	Area				
	820030	LEONG QIAO YI	Production	-	2	2021-05-26	•	Not Authorized, Ihl-revf	Ø	<b>D</b>		
Resign	820031	-	Production	-	-	2021-05-26	•	Not Authorized, Ihl-revf	Ø	0		
🖬 Workflow 🔻	820032	KOH MEI MEI	Sales	1911 - 19	2	2021-05-26	•	Not Authorized, Ihl-revf	Ø	<b>D</b>		
📽 Configurations 🔻	820036	MUHAMMAD AMIN BIN SA'AT	Production	-	-	2021-05-26	•	Not Authorized, Ihl-revf	٦	回		
Configurations •	820041	TANG SEK FOON	Office	120	2	2021-05-26	•	Not Authorized, Ihl-revf	Ø	<b>D</b>		
	820044	BOBBY LDUMLING	Production	-	-	2021-05-26	•	Not Authorized, Ihl-revf	Ø	一回		
	821002	LENG CHIEW HON	Production	20	-	2021-05-26	•	Not Authorized, Ihl-revf		一回		
	821010	THAM CHUN SENG	SALES	-	a.	2021-05-26	•	Not Authorized, Ihl-revf	Ø	<u>ا</u>		
	821011	EE KAJ TING	Production	22	-	2021-05-26	•	Not Authorized, Ihl-revf	٦	一回		
	821013	PAKHARIAH BINTI ARSAD	Production	-	-	2021-05-26	•	Not Authorized, Ihl-revf	Ø	<u>ا</u>		
	821015	CHANG JUNE FEI	Production	20	-	2021-05-26	•	Not Authorized, Ihl-revf	0	1		
	821017	WONG JIN NING	Office	-	-	2021-05-26	•	Not Authorized, Ihl-revf	Ø			
	821018	CHIEW CHOON PHIN	Production	(2)	<u>_</u>	2021-05-26	•	Not Authorized, Ihl-revf	Ø	<u>ا</u>		
	899003	WONG CHIT NYOK	Production		5	2021-05-26	•	Not Authorized, Ihl-revf	0	<u>ا</u>		

# 9. Multi-Label Function

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

Take the Personnel module as an example:

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

ZKTeeo	Personnel	Device Attendance	Access Contro	ol P	ayroll Visite	or Meet	ing M	TD System	1049 43	0
🔊 Q 🗉	Department × E	mployee × Workflow Builder ×	Document ×							
A Organization	Bookmarks 🕶	▼ Filters -								
🚰 Employee -	Add Delete	Import Personnel Transfer	App More	-					× × ⊃ □	€ #
	Employee ID 💠	First Name 👙	Department	Position	Employment Type	Hired Date	APP Status	Area		
	820030	LEONG QIAO YI	Production	(2)	-	2021-05-26	•	Not Authorized, Ihl-revf	<b>8</b>	
Resign	820031	=	Production	-	-	2021-05-26	•	Not Authorized, Ihl-revf	<b>B</b>	
Workflow	820032	KOH MEI MEI	Sales	120	-	2021-05-26	•	Not Authorized, Ihl-revf	<b>I</b>	
	820036	MUHAMMAD AMIN BIN SA'AT	Production	-	-	2021-05-26	•	Not Authorized, Ihl-revf	<b>I</b>	
Configurations	820041	TANG SEK FOON	Office	20	-	2021-05-26	•	Not Authorized, Ihl-revf	<b>I</b>	
	820044	BOBBY LDUMLING	Production	-	-	2021-05-26	•	Not Authorized, Ihl-revf	C 💼	
	821002	LENG CHIEW HON	Production	-	-	2021-05-26	•	Not Authorized, Ihl-revf	<b>I</b>	
	821010	THAM CHUN SENG	SALES	120	-	2021-05-26	•	Not Authorized, Ihl-revf	<b>I</b>	
	821011	EE KAI TING	Production	-	-	2021-05-26	•	Not Authorized, Ihl-revf	<b>I</b>	
	821013	PAKHARIAH BINTI ARSAD	Production	(2)	-	2021-05-26	•	Not Authorized, Ihl-revf	<b>I</b>	
	821015	CHANG JUNE FEI	Production	-	-	2021-05-26	•	Not Authorized, Ihl-revf	<b>I</b>	

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

# 10. Custom Theme

You can change the theme color and background pattern.

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

Themes Pure Colors		
blue_linear	green_linear	bg_1.png
bg_10.png	bg_2.png	bg_3.png

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

# 11. Filter Search Function

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

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

🏷 Q 🗉	Department × Er	mployee ×								
a Organization	Bookmarks 🗸	▼ Filters -								
Employee	Add Delete	Import Personnel Transfer	App More					1	2° D 🗆	1
	Employee ID 👙	First Name 👙	Department	Position	Employment Type	Hired Date	APP Status	Area		
	820030	LEONG QIAO YI	Production	-		2021-05-26	•	Not Authorized, Ihl-revface18	6	j
Resign	820031	-	Production	-	-	2021-05-26	•	Not Authorized, Ihl-revface18	3	j
■ Workflow	820032	KOH MEI MEI	Sales	-		2021-05-26	•	Not Authorized, Ihl-revface18	<b>8</b>	j
	820036	MUHAMMAD AMIN BIN SA'AT	Production	-	-	2021-05-26	•	Not Authorized, Ihl-revface18	<b>I</b>	j
Configurations	820041	TANG SEK FOON	Office	-	-	2021-05-26	•	Not Authorized, Ihl-revface18	3	Ì
	820044	BOBBY LDUMLING	Production	-	э.	2021-05-26	•	Not Authorized, Ihl-revface18	3	ď
	821002	LENG CHIEW HON	Production	-	-	2021-05-26	•	Not Authorized, lhl-revface18	<b>I</b>	J
	821010	THAM CHUN SENG	SALES	-	-	2021-05-26	•	Not Authorized, Ihl-revface18	<b>e</b>	J
	821011	EE KAI TING	Production	-	-	2021-05-26	•	Not Authorized, Ihl-revface18		J
	821013	PAKHARIAH BINTI ARSAD	Production	-	-	2021-05-26	•	Not Authorized, Ihl-revface18	<b>e</b>	ð
	821015	CHANG JUNE FEI	Production	-	2	2021-05-26	0	Not Authorized, Ihl-revface18		Ŭ
	821017	WONG JIN NING	Office	-	-	2021-05-26	•	Not Authorized, Ihl-revface18	<b>e</b>	J
	821018	CHIEW CHOON PHIN	Production	-	2	2021-05-26	•	Not Authorized, Ihl-revface18		Ū
	899003	WONG CHIT NYOK	Production	-	-	2021-05-26	•	Not Authorized, Ihl-revface18	<b>I</b>	J

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

<b>T</b> Filter	5 -		
0	٣	Employee ID	þ
0	٣	First Name	2
0	٣	Employment Type	)
0	٣	Role Name	į
0	٣	Department Code	1
0	τ	Department Name	9
0	٣	Position Code	2
0	τ	Position Name	2
0	τ	Area Code	2
0	٣	Area Name	2
0	٣	Email	2
0	٣	Local Name	2
0	٣	Last Name	2
0	٣	Card NO.	2
0	٣	Device Privilege	2
0	۲	APP Status	2
0	٣	Gender	2
0	٣	Fingerprint	2
0	٣	Face	1
0	٣	Palm	1
O	٣	VL Face	į

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

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

	Personnel D	evice Attendance	Access Co	ontrol	Payroll Vi	sitor Me	eting	MTD System			•	050	2
📎 Q 🔳 🗖	epartment × Emp	loyee ×											
a Organization 🔻	Bookmarks - T	Filters 🚺 🗸											
Employee	Add Delete	Import Personnel Transfer	App 1	More 👻					1	27	5		1
	Employee ID 💲	First Name 👙	Department	Position	Employment Type	Hired Date	APP Status	Area					
Employee	820044	BOBBY LDUMLING	Production	-		2021-05-26	•	Not Authorized, Ihl-revf		3	<b>D</b>		
Resign	821002	LENG CHIEW HON	Production	<u>-</u>	-	2021-05-26	•	Not Authorized, Ihl-revf		Ø	Ŵ		
🛾 Workflow 💌	821011	EE KAI TING	Production		2	2021-05-26	•	Not Authorized, Ihl-revf		8	Ŵ		
🖁 Configurations 🔍 💌	821013	PAKHARIAH BINTI ARSAD	Production	-	-	2021-05-26	•	Not Authorized, Ihl-revf		ð	Ŵ		
	821015	CHANG JUNE FEI	Production	2	4	2021-05-26	•	Not Authorized, Ihl-revf		8	Ŵ		
	821018	CHIEW CHOON PHIN	Production	*	-	2021-05-26	•	Not Authorized, Ihl-revf		Ø			
	899003	WONG CHIT NYOK	Production	2	-	2021-05-26	•	Not Authorized, Ihl-revf		Ø	Ô		

#### *⊯*Notes:

- i. Multiple search criteria can also be selected, but the same field and the same criteria can only be selected once.
- ii. Click Clear Filter to clear the search criteria.

For example, set multiple query conditions as follows:

ZKTECO	Personnel	Device Attendance	Access Co	ontrol	Payroll	Visitor	Me	eting	MTD System	l.		19	1050	5	2
🔊 Q 🗄	Department X E	mployee ×													
n Organization	Bookmarks 🗸	▼ Filters 🙆 -													
😤 Employee	Add Delete	🗎 Clean Filters	Employee ID	More						1	2	9		4	ŧ
	Employee ID 💠	C T Employee ID					Date	APP Status	Area						
	820044	O T First Name	Contain	~			05-26	•	Not Authorized, Ihl-revf.		0	Ŵ			
Resign	821002	T Employment Type	8			xQ	05-26	•	Not Authorized, Ihl-revf						
Workflow	821011	🔘 🔻 Role Name 🕠	Production	-	-	2021-	05-26	•	Not Authorized, Ihl-revf.		0	Ŵ			
	821013	C) T Department Code >	Production	-	-	2021-	-05-26	•	Not Authorized, Ihl-revf		0	Ŵ			
Configurations	821015	T Department Name	Production			2021-	-05-26	•	Not Authorized, Ihl-revf		0	圇			
	821018	Position Code     Position Name	Production		-	2021-	-05-26	•	Not Authorized, Ihl-revf.		1				
	899003	Y Position Name     Area Code	Production		-	2021-	-05-26	0	Not Authorized Ihl-revf.		3				
		Area Name									9				
		T Email													
		C T Local Name													
		C) T Last Name													
		Card NO.													
		O T Device Privilege													
		APP Status													
		Gender													
	C 14 🗸 🤇	T Fingerprint	ds 3 Pag	e Confirm	1										

Click to display the filtered results.

Organization 🔹	Bookmarks -											
	E DOOKINGIKS*	🕈 Filters 😰 🗸										
Employee 🔺	Add Delete	Import Personnel Transfer	App 1	More -					1	2	3	1
	Employee ID 💠	First Name 🌲	Department	Position	Employment Type	Hired Date	APP Status	Area				
ployee	820044	BOBBY L.DUMLING	Production	-	-	2021-05-26	•	Not Authorized, Ihl-revf		1	Ô	
sign	821002	LENG CHIEW HON	Production	1	2	2021-05-26	•	Not Authorized, Ihl-revf		8	Ŵ	
Workflow 👻	821011	EE KAI TING	Production	×	*	2021-05-26	•	Not Authorized, Ihl-revf		8	Ŵ	
Configurations 🗢	821013	PAKHARIAH BINTI ARSAD	Production	2	÷	2021-05-26	•	Not Authorized, Ihl-revf		3	Û	
conigurations +	821015	CHANG JUNE FEI	Production	8	8	2021-05-26	•	Not Authorized, Ihl-revf		ð	Ŵ	
	821018	CHIEW CHOON PHIN	Production	2	-	2021-05-26	•	Not Authorized, Ihl-revf		Ø		
	899003	WONG CHIT NYOK	Production	-	÷	2021-05-26	•	Not Authorized, Ihl-revf		Ø	Ē	

#### ∕≪Notes:

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

# 12. Custom Bookmark

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

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

ZKTeco	Personnel	Device Attendance	Access Co	ontrol	Payroll	Visitor	Me	eting	MTD System			1050	4	2-
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Click Bookmarks, select **[New Bookmark]**. Enter the bookmark name and click **[Save]**. The saved bookmarks can be seen under the Bookmarks menu.

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# Log View

An example to view operational logs is shown below:

Select [System] > [Log] > [User Log]. Click <sup>9</sup> on the top right corner to access the Logs as shown in the figure below.

ZKTeco	Personne	l Device	Attendanc	e Access	Control	Payroll	Visitor	Meeting	MTD	System	<b>1050</b>	0
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D Log	Nancy	172.31.1.10	2021-06-15 17:1	Login	User	Nancy	Success					
<b>y</b> tog <b>-</b>	admin	172.31.1.10	2021-06-15 16:2	Login	User	admin	Success					
	admin	172.31.1.10	2021-06-15 16:1	Login	User	admin	Success					
System Log	admin	172.31.1.10	2021-06-15 15:4	Add	Device	5326205200003	Success	Device IP=192.168.54	4.69,Serial Numb	er=5326205200003,Devid	e Name=ProRF-war	nglei,Area=k
API Request	admin	172.31.1.10	2021-06-15 15:4	Delete	Device	5326205200003	Success					
	admin	172.31.1.10	2021-06-15 15:4	Add	Device	5326205200003	Success	Device IP=192.168.5	4.152,Serial Num	per=5326205200003,Dev	ice Name=ProRF-wa	anglei,Area=
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	admin	172.31.1.10	2021-06-15 15:3	Delete	Device	6614211300027	Success					
	admin	172.31.1.10	2021-06-15 15:3	Delete	Device	5326205200003	Success					
	Nancy	172.31.1.10	2021-06-15 15:3	Login	User	Nancy	Success					
	admin	172.31.1.10	2021-06-15 15:3	Login	User	admin	Success					
	admin	172.31.1.10	2021-06-15 15:2	Login	User	admin	Success					

#### ∕ Notes:

The Logs interface displays only the operation logs of the current operation module.

You can view all log records in Log under System module.

# Appendix: 2

# **END-USER LICENSE AGREEMENT**

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# Glossary

# <u>Absence</u>

Based on the Attendance parameters, if there is no Check-in or Check-out in attendance statistics, it will be counted as absence. Or Late arrival/Early leaving for more than N minutes will be counted as absence.

# Actual Attendance Time

It refers to the actual working time of an employee. It is calculated based on the Check-in/out time statistics of the employee. The default unit is workday. The statistical rule can be changed in [Attendance] > [Calculation Item] > [Expected/Actual].

# Attendance Duration (Time)

It refers to the time span between the actual check-in time and check-out time.

## Attendance Status

It refers to the attendance punch category. By default, the system has the following statuses: Check-in, Check-out, OT-in, OT-out, Break Time-out and Break Time-in.

## Attendance Timetable

It refers to the timetable which is used to set the attendance parameters. It includes configuring parameters such as Start/End time of the work, permissible late arrival/early leaving time range, whether Check-in/out is mandatory, permissible Check-in/out time range, Break time, and Overtime. This is the minimum unit of attendance time settings.

## Auto Overtime

When the Check-out time exceeds the actual work end time, this parameter determines whether the extra worked time is to be counted as overtime.

## Correction of Status

The employee can change the attendance status in the device according to the shift timetable and attendance time. The attendance will be calculated based on the status.

# Attendance Time

It refers to the total duration of the employee's actual work. The default unit is workday. The statistical rule can be changed in [Attendance] > [Calculation Item] > [Expected/Actual]. Specifically, the value is calculated based on the unit (workday, hour, and minute) as well as the counted workdays and minutes in the shift timetable.

# Check-in/Check-out

Check-in/Check-out decides whether the employee has to Check-in/Check-out compulsorily or not. If this is enabled, then Check-in/Check-out is mandatory otherwise Check-in/Check-out is optional.

# Early Leaving

Early leaving includes the time setting for the corresponding timetable. It also decides whether the actual check-out time is earlier than the check-out time in the timetable. On the other hand, if the mandatory Check-out in the timetable is set to Yes, and the employee leaves early without Check-out is counted as Early Leaving by N minutes.

# Exception

It refers to the leave time in any timetable.

# Flexible Shift

It refers to a default attendance shift set in the system. It is a cycle of flexible timetables within a week. When an employee works in a flexible schedule and attendance verification is required, a flexible shift can be assigned to the employee. When a shift is not assigned to an employee, the attendance is calculated based on the flexible shift and it can be considered as overtime on a day off or on holidays. The flexible shift is applicable to Business owners, Business Personnel, Service staff, and order-oriented production department employees.

# Late Arrival

Late arrival includes the time settings for the corresponding timetable. It also decides whether the actual check-in time is later than the check-in time in the timetable. On the other hand, if "Must Check-in" in the timetable is enabled and the attendance parameter is set to "count as late by 60 Minutes" if there is no check-in, the actual time without check-in is counted as late arrival by N minutes. The late arrival time does not affect the work minutes for the attendance calculation.

# Must Check-in/Check-out

In some companies, only check-in or check-out is required. If check-in or check-out is mandatory, the corresponding details are included in the attendance statistics.

## No Check-in/No Check-out

No Check-in/No Check-out refers that there is no actual attendance punch in the selected timetable.

## Permissible Late Arrival/Early Leaving

It refers to the permissible time range for late arrival/early going before/after the actual work time ends/starts.

# <u>Role</u>

While using the system, a Superuser needs to assign different levels to new users. To avoid assigning one by one, the Superuser can set the roles with specific levels of management. The Superuser can also assign appropriate roles to users while adding them.

## <u>Schedule</u>

It refers to the time plan that will be used in the timetable for calculating employee's attendance. It is the key element in calculating the attendance results.

## <u>Shift</u>

It refers to a rearrangement plan for the employee's working hours. It is composed of one or more attendance timetables based on a certain order and cycle period. To calculate attendance, the shift must be assigned initially to an employee.

## Start/End Check-in

It refers to a timetable that has a valid range of check-in. The check-in records out of this range are invalid.

## Start/End Check-out

It refers to a timetable that has a valid range of check-out. The check-out records out of this range are invalid. The check-out start time cannot overlap the check-in end time.

# <u>Superuser</u>

It refers to a user with all operational permissions of the system. A superuser is able to assign new users (such as Company Management Personnel, Registrars or Attendance Administrators) and configure the corresponding user roles to different levels of management.

# Temporary Schedule

Temporary schedules are used if there is a necessity to adjust the work time of employees due to temporary changes in employees' work time. The temporary schedule can be appended to the employee's current shift (The attendance report contains two schedules). This schedule is applicable to employees who work without any fixed schedule.

# <u>Time in a Timetable</u>

It refers to the total work time in an attendance timetable in the shift of a particular day.

# Unit/Minimum Unit

The unit may be a day/hour/minute. The minimum unit is a numeric value. The combination of these two is used to set the minimum unit for attendance statistics. E.g: One day, One hour or One minute. For example, the minimum unit of leave is set to one hour. When rounding-off is enabled, 1.5 hours will be counted as two hours and 1.4 hours will be counted as one hour.

## Work Minute

In normal attendance, the work minute is the time set in Work Minute of a shifting timetable. When the valid attendance duration in the timetable is smaller than the actual time which is set in Work Minute of the timetable, the attendance duration is valid. The work minute in a flexible shift is 0.

## Work time

It refers to the time interval between an employee's work start and end time (minutes). The value may not be equal to the actual interval between punching in and out. The value may be larger or smaller than this interval, depending on the Company's regulations. Normally, this value can be neither larger than 480 nor smaller than 0. If the value is 0, the timetable will be considered overtime and it will not be counted as work time.

ZKTeco Industrial Park, No. 32, Industrial Road, Tangxia Town, Dongguan, China. Phone: +86 769 - 82109991 Fax :+86 755 - 89602394 www.zkteco.com



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