



# USER MANUAL

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## BioTime 9.5

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# Glossary

**Absence:** Based on attendance parameter settings, the case of no check-in or check-out in attendance statistics can be counted as absence, or late arrival/early leaving for more than N minutes in attendance parameter settings can be counted as absence.

**Actual Attendance Time:** It refers to the actual attendance time of an employee on which statistics are collected based on the check-in/out record in due attendance time during the start and end time. The default unit is workday, and the statistical rule can be changed in Attendance > Calculation Item > Expected/Actual.

**Attendance Duration (Time):** It refers to the time span between actual check-in time and actual check-out time.

**Attendance Status:** It refers to what type of the attendance for punching will be counted in the attendance result. By default, the system has eight statuses: Check-In, Check-Out, Dinner-Start, Dinner End, OT-In, OT-Out, Break-Out, and Break-In.

**Attendance Timetable:** It refers to the timetables possibly used during attendance settings and configuration all parameters such as work start/end time, permissible time for late arrival/early leaving, whether check-in/out is mandatory, permissible check-in/out time range, break time, and overtime. This is the minimum unit in attendance time settings.

**Auto Overtime:** When the punching time is later than work end time, this parameter determines whether the excessive time is counted as overtime.

**Correction of Status:** It refers to determine whether an employee checks in or out by following the attendance calculation rule according to the shift timetable and attendance time of this employee. The calculation is based on this status during statistics.

**Due Attendance Time:** It refers to the duration when an employee should be at work from the start time to the end time based on staff schedule. The default unit is workday, and the statistical rule can be changed in Attendance > Calculation Item > Expected/Actual. Specifically, the value is determined based on the unit (workday, hour and minute) as well as counted workdays and work minutes in the shift timetable.

**Due Check-in/Due Check-out:** Due Check-in/Due Check-out refers to mandatory check-in/out time in timetable setting. Yes means check-in/check-out is mandatory, and No means check-in/check-out is optional.

**Early Leaving:** Early leaving includes the time setting for corresponding timetable and the setting of starting calculation of early leaving, and whether actual check-out time is earlier than due check-out time in the timetable. On the other hand, if Mandatory Check-out in the timetable is set to Yes and the attendance parameter is Ending Work Without Check-out is Counted as Early Leaving for N Minutes, the actual time without check-out is counted as early leaving for N minutes. The time of early leaving does not affect the work minutes for attendance calculation.

**Exception:** It refers to the leave time during this timetable.

**Flexible Shift:** It refers to a default attendance shift set in the system. It is a cycle of flexible timetable within a week. If an employee works in a flexible schedule and attendance checking is required, a flexible shift can be arranged. If an employee has a punching record without a shift arranged, the attendance is calculated based on flexible shifts and classified as some overtime such as overtime on days off or on holidays. The flexible shift is applicable to business owners, business personnel, service staff and order-oriented production people.

**Flexible Timetable:** It refers to a default timetable set in the system. In the settings of a flexible timetable, the work delay is not counted as overtime, and late arrival, early leaving or absence is not counted. The attendance calculation for a flexible timetable is second punching time minus first punching time, fourth punching time minus third punching time, and so on. The line numbers of its report are generated automatically. If four records exist, the daily report on that day has two lines. If six records exist, the daily report has three lines. Besides, the attendance time in a timetable is check-out time minus check-in time of this timetable.

**Late Arrival:** Late arrival includes the time setting for corresponding timetable and the setting of starting calculation of late arrival, and whether actual check-in time is later than due check-in time in the timetable. On the other hand, if Must Check-in in the timetable is set to Yes and the attendance parameter is No Check-in, Count as Late 60 Minutes,

the actual time without check-in is counted as late arrival for N minutes. The time of late arrival does not affect the work minutes for attendance calculation.

**Must Check-in/Check-out:** In some companies, only check-in or check-out is carried out. If check-in or check-out is set to be mandatory, corresponding items are included in the range of attendance.

**No Check-in/No Check-out:** No Check-in/No Check-out refers to the times of no actual implementation in the times of due check-in/due Check-out.

**Permissible Late Arrival/Early Leaving:** It refers to the permissible time for late arrival/early leaving before the designation of late arrival/early leaving starts during specified work time.

**Role:** When using the system, a super user needs to assign different levels to new users. To avoid setting users one by one, you can set roles with specific levels in role management, and assign appropriate roles to users when adding users.

**Schedule:** It refers to what kind of shift will be used in a timetable for employee attendance. It is a main basis for calculating attendance results. If an employee works in a flexible schedule and attendance checking is required, a flexible shift can be arranged. If an employee has a punching record without a shift arranged, the attendance results are calculated as overtime based on flexible shifts.

**Shift:** It refers to a preset work schedule for the personnel and is composed of one or more preset attendance timetables based on certain order and cycle period. For employee attendance, the employee shifts to be used must be set first.

**Start/End Check-in:** It refers to a timetable which is the valid range of check-in. The check-in records out of this range are invalid.

**Start/End Check-out:** It refers to a timetable which is the 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.

**Super user:** It refers to a user with all operation permissions of the system. A super user is able to assign new users (such as company management personnel, registrars or attendance administrators) and configure corresponding user roles.

**Temporary Schedule:** If the shifts on some dates are adjusted due to temporary changes of employee work time after scheduling, the temporary schedule can be used. Temporary schedule can be set as only temporarily valid or appending to an employee shift (two schedule records in the attendance statistics in this case). This mode of schedule is very applicable to the posts without fixed schedules.

**Time in a Timetable:** It refers to the work time of an attendance timetable in the shift setting on that day.

**Unit/Minimum Unit:** The unit covers day, hour and minute and the minimum unit is a numeric value. The combination of these two is used to set the minimum computing unit of a parameter in statistics such as one day, one hour or one minute. For example, the minimum unit of leave is set to one hour. When rounding-off is enabled, the value 1.5 is counted as two hours and the value 1.4 is counted as one hour after rounding-off.

**Work Minute:** In normal attendance, the work minute is the time set in Work Minute of a shift timetable. When the valid attendance duration in a shift timetable is smaller than the time set in Work Minute of a shift timetable, the valid attendance duration prevails. When the valid attendance duration in a shift timetable is larger than the time set in Work Minute of a shift timetable, the time set in Work Minute of the shift timetable prevails. The work minute in a flexible shift is 0.

**Work time:** It refers to the time between an employee's work start time and end time (measured in minutes). The filled 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 system. Normally, this value can neither larger than 480 nor smaller than 0. If this value is 0, this timetable is overtime and needs not to be counted as work time. The system will automatically count this timetable as overtime.

# Chapter 1 System Introduction

## 1.1 System Function Introduction

This system implements unified management for customers in terms of time and operation safety and helps the customers continuously improve safety management efficiency, so as for simpler and more reasonable time management as well as more value.

### ➤ System Features

1. With powerful data handling capacity, the system can manage the attendance data of 10,000 employees.
2. The visual and reasonable operation procedure integrates years of attendance management experience.
3. The automatic user list management makes management more scientific and efficient.
4. The permission management based on multiple-level management roles guarantees user data security.
5. The real-time data collection system ensures that administrators can acquire attendance data in time.

### ➤ Requirements of Server Hardware Configuration

**CPU:** basic frequency more than 2.0 GHz;

**Memory:** 4 GB and above;

**Hard disk:** with 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 performances and higher security.)

### ➤ Software Operating Environment

**Supported operating system:** Windows 8/8.1/10, Windows Server 2003/2008/2012

**Supported database:** MS SQL Server2005/2008, Oracle 11g, MySQL 5.0.45

**Supported mainstream browser:** IE 11+, Google Chrome 33+, Firefox 27+

### ➤ Functions

This system mainly consists of the following functional modules:

**Personnel System:** The personnel system includes three parts: department management settings for setting the company's main architecture; employee management settings for entering employee information into system, allocating employees to departments and then conducting employee maintenance; card issuing to employees in the system so that the employees swipe cards for attendance.

**Device System:** Set the communication parameters for connecting to devices. The communication with devices is successful only after communication parameters are set correctly, including the settings in both the system and devices. After the communication is successful, you can view the information on the connected devices and perform operations on them such as remote monitoring, uploading, and downloading.

**Attendance System:** Achieve the collection and statistics of employee attendance data, data query, improve personnel management, facilitate employee check-in, facilitate the statistics and assessment of employee attendance conducted by management staff, facilitate the query and assessment of attendance rate in each department conducted by management staff, well understand employee attendance and effectively manage and understand employee turnover.

**Access Control:** Assign time periods, holidays, and access groups, unlock combinations etc. to employee or devices. Also the related access control parameters, such as Door Lock Delay, Door Sensor, Anti-Passback, Duress options etc. can be set for device to control the lock and other devices.

**Payroll:** In this function, salary of each employee can be defined along with the allowances, deduction, expenses, loan and cash advance. Payroll formulas can be assigned also such as OT formula, Exception formula, and Leave

formula and can set to deduct from employee's salary. It can also export payroll reports in different formats.

**System setting:** Mainly to assign system users and configure user roles, set the system parameters and manage the system operation logs.

## 1.2 Basic System Use Procedure

The following takes a super user as an example to introduce how to use the system. Different users have different operation permissions, so corresponding operation procedures are different. Users need to only follow the procedure below to operate the items displayed on the interface.

**Step 1:** Log in to the system and modify the default password for your account.

**Step 2:** Assign accounts and roles for the personnel using the system (such as company management personnel, registrars and attendance administrators).

**Step 3:** Set common system information such as system parameters, announcements and alerts.

**Step 4:** Set the department organization architecture according to the company structure and set corresponding position information.

**Step 5:** Enter employee information, and conduct daily maintenance.

**Step 6:** Set the regional structure of the company, add a T&A device for the system, and configure basic information about the device.

**Step 7:** Set the attendance parameters. You can use the default settings or modify the settings as required.

**Step 8:** Set the attendance timetables which may be used during attendance, and set relevant parameters.

**Step 9:** Set the shifts frequently used in attendance system, that is, the cycle combination modes of attendance timetables within the time interval.

**Step 10:** Schedule the shifts for employees and set which employees are in which shifts. For an employee with the shift arranged, if a temporary change occurs, the temporary schedule can be used for setting.

**Step 11:** Conduct attendance maintenance. During daily attendance, because of abnormalities, the settings of leave, holiday, and compensatory leave are required.

**Step 12:** Enable the system to output an attendance report. The system collects statistics and outputs attendance reports on the basis of attendance period.

# Chapter 2 System Management

## 2.1 Login

### ➤ User Login

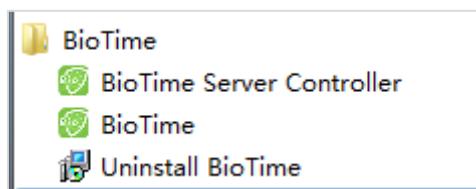
(1) After the program is installed on the server, a user can double-click the program icon on the desktop to access the system login interface.

(2) As soon as the user completes program installation on the server, other computers can access this server through network to user this system.

(3) Open the browser, enter the server IP address and port number in the address bar and click Enter to access the system login interface.



To use the system on a server, choose Program > BioTime > BioTime Server Controller and start the service, and then double-click the shortcut icon of BioTime Home Page on the desktop. The system login interface pops up.

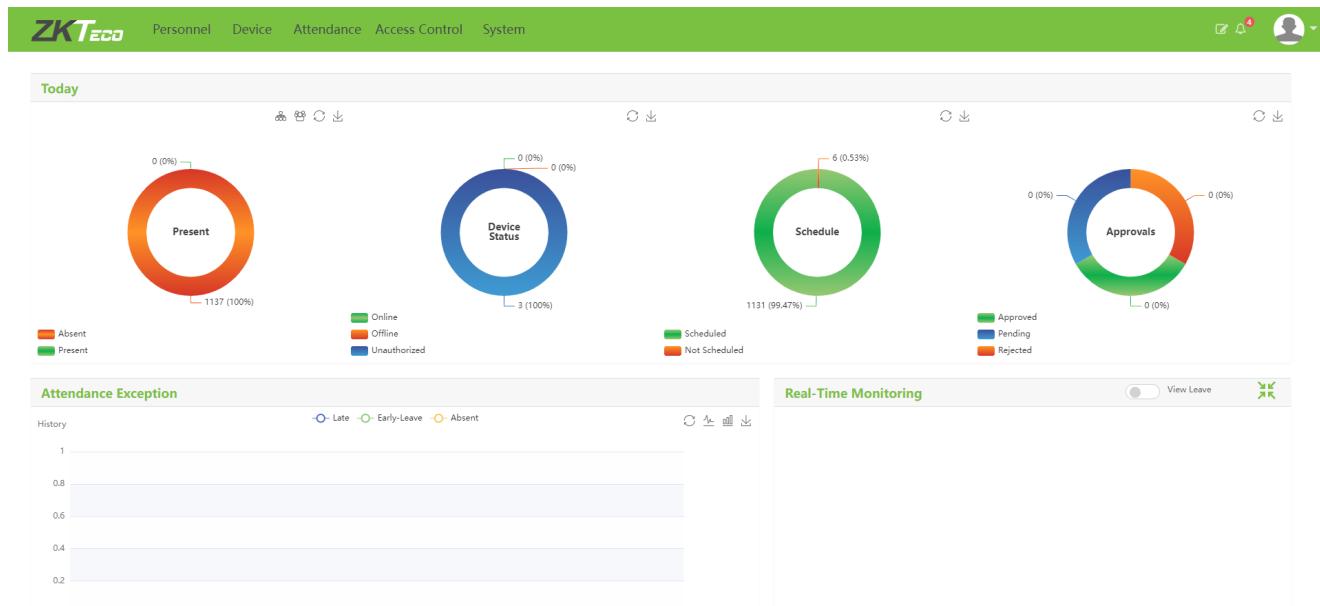


(4) When you enter the system, authentication is required to guarantee system security. A super user (with all operation permissions) is provided for a user using this system for the first time. Enter the username and password, and click Login to access the system home interface.

 **Note:** The username and password of the super user are both admin. After the user logs in to the system for the first time, in order to guarantee system security, use the change password function to change this password.

This super user is able to assign new users (such as company management personnel, registrars and statistics clerks) for the employees inside the company and configure corresponding user roles. For specific operations, please refer to [6.1.2 "User Management."](#)

(5) After the user logs in, the system displays the main interface, as shown in the figure below.



On the main interface, six menu panels are displayed: Personnel, Device, Attendance, Access Control, Payroll and System. Click a related following function below any panel to quickly access the corresponding interface.

## 2.2 Logout

Click the **menu button** on top-right of the interface, select Logout and click **[Confirm]** to return to the system login interface, or close the browser directly to log out of the system completely.

After logout, stop the service in BioTime Server Controller and quit the service counter.

## 2.3 Change Password

A super user or new users created by the super user change their passwords (the default password of new users is 123456) to guarantee safe system operation. Click the **menu button** on top-right and select **[Password]**. Enter the old password, new password, enter the new password again, and click **[Confirm]** to complete change.

The dialog box is titled 'Password'. It contains instructions 'Modify your password.' and three input fields: 'Original Password\*' (red asterisk), 'Password\*' (red asterisk), and 'Password (again)\*' (red asterisk). At the bottom are two buttons: a green 'Confirm' button and a white 'Cancel' button.

# Chapter 3 Personnel Management

Before using the attendance function of the system, enter the personnel system for setting first: department settings for setting the main architecture of the company, and personnel settings for entering employees into system, allocating employees to departments and then conducting employee maintenance.

## 3.1 Department Management

Choose [Personnel] > [Department] to access the department management interface, as shown in the figure below.

Before managing company personnel, set the department organization structure of the company. When this system is used for the first time, a level 1 department named Department and numbered 1 already exists in the system by default. This department can be edited (modified) but cannot be deleted.

### 3.1.1 Add a Department

1. Choose [Personnel] > [Department] > [Add] to access the department adding interface, as shown in the figure below.

Set the parameters as required based on the following steps:

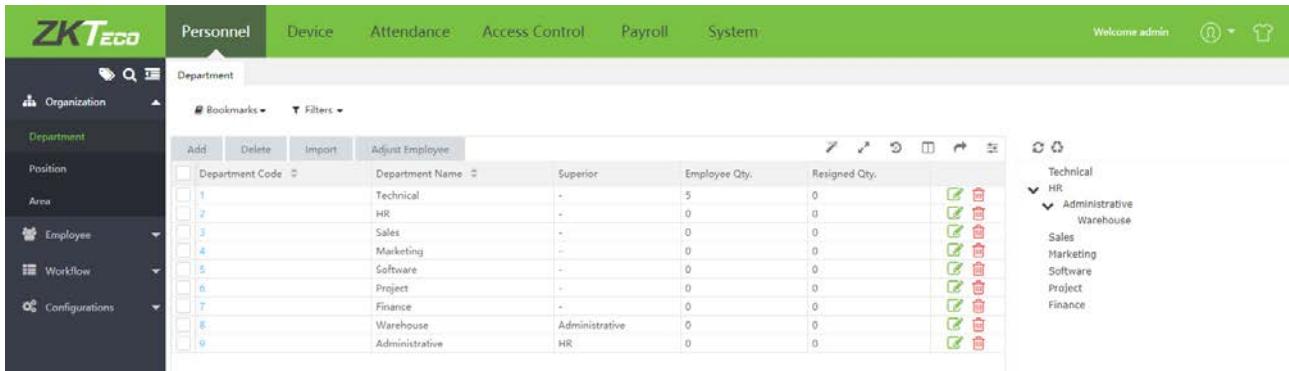
**Department Code:** The value cannot be the same as any other department number, with a length limit of 50 digits.

**Department Name:** Enter the department name which can be composed of any character (a combination of 100 characters at most).

**Superior:** Click  and select the superior department of this department from drop-down list.

2. After the completion of setting, click [Confirm] to save the settings and return to the Department interface, and the information on the new department is displayed in department list. The company's department structure chart

is displayed on the right side of the interface in the form of department tree. Click  to refresh the department tree.



Department Code	Department Name	Superior	Employee Qty.	Resigned Qty.
1	Technical	-	5	0
2	HR	-	0	0
3	Sales	-	0	0
4	Marketing	-	0	0
5	Software	-	0	0
6	Project	-	0	0
7	Finance	-	0	0
8	Warehouse	Administrative	0	0
9	Administrative	HR	0	0

Technical

- HR
- Administrative
- Warehouse

Sales

- Marketing
- Software
- Project
- Finance

#### Notes:

1. You can click **Import** to import the department information in other software or data into this system. For specific operations, please refer to [4. Import](#) in Appendix 1.
2. You can click  to export the department data in software locally. For specific operations, please refer to [5. Export](#) in Appendix 1.

### 3.1.2 Edit a Department

If a department change or organization structure change occurs in the company, you can modify the department name, number and parent department. Click Department Code of the department to be modified directly or click  in the line of the department to be modified to access the editing interface. After modification, click [**Confirm**] to save the modified department information.

### 3.1.3 Delete a Department

Select the department to be deleted, and then click [**Delete**] on upper left of the department list. Or directly click  in the line of the department to be deleted to access the confirmation interface for department canceling. Click [**Confirm**] for confirmation of canceling the selected department.

#### Notes:

Departments cannot be deleted or modified at will. Deleting or modifying a department causes the personnel belonging to this department to belong to no department. This also causes the failure to query for some historical data. If deletion or modification is indeed required, transfer the personnel in this department to other departments, and then delete the department. That is, the department being used cannot be deleted.

### 3.1.4 Adjust Employee

You can adjust employees to selected department in batches.

1. Choose [**Personnel**] > [**Department**], select corresponding department, click [**Adjust Employee**].

Adjust Employee

	Employee ...	First Name	Last Name	Department
<input type="checkbox"/>	100	Sneha		Software
<input type="checkbox"/>	101	Shilpa		Software
<input type="checkbox"/>	102	Rosemol		Software
<input type="checkbox"/>	103	Kajal		Software
<input type="checkbox"/>	104	Merlyn		Software

Selected 0

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

20 ▾ Total 5 Records < > 1 Page **Confirm**

**Confirm** **Cancel**

- In the personnel list, select the personnel requiring adjusting to selected department in batches (you can search personnel by department, name or personnel No.).
- Select the personnel (mandatory), and click [**Confirm**]. The departments of selected personnel will all change.

Adjust Employee

	Employee ...	First Name	Last Name	Department
<input type="checkbox"/>	100	Sneha		Software
<input type="checkbox"/>	101	Shilpa		Software
<input type="checkbox"/>	102	Rosemol		Software
<input checked="" type="checkbox"/>	103	Kajal		Software
<input checked="" type="checkbox"/>	104	Merlyn		Software

Selected 2

	Employee ...	First Name	Last Name
<input checked="" type="checkbox"/>	104	Merlyn	
<input checked="" type="checkbox"/>	103	Kajal	

20 ▾ Total 5 Records < > 1 Page **Confirm**

**Confirm** **Cancel**

## 3.2 Position Management

Before setting company personnel, you need to add corresponding position information for the company. Choose [**Personnel**] > [**Position**] to access the Position interface, as shown in the figure below.

Position Code	Position Name	Superior	Employee Qty.	Resigned Qty.
1	Software Engineer	-	3	0
2	Sales Representative	-	0	0
3	Manager	-	1	0
4	Technical Support	-	1	0
5	Executive	-	1	0

### 3.2.1 Add a Position

1. Choose [Personnel] > [Position] > [Add] to access the position adding interface.

**Add**

Position Code\*:

Position Name\*:

Superior:

**Confirm** **Cancel**

Set the parameters as required based on the following steps:

**Position Code:** Enter the position number (exclusive).

**Position Name:** Enter the position title.

**Superior:** Select the parent position.

2. After the completion setting, click [Confirm] to save the settings and return to the Position interface. The information on the new position is displayed in the Position list.

### 3.2.2 Edit a Position

If the related position information changes in the company, you can use the position editing function to modify the position name, number and department. Directly click Position or in the line of the position to be edited to access the editing interface for modification. After modification, click [Confirm] to save the modification.

### 3.2.3 Delete a Position

Select the position to be deleted, and then click Delete on upper left of the position list. Or directly click in the line of position to be deleted to access the confirmation interface for position deletion. Click [Confirm] for confirmation of deleting the selected position.

### 3.2.4 Adjust Employee

You can adjust personnel position in batches.

1. Choose [Personnel] > [Position], select corresponding position, click [Adjust Employee].

Adjust Employee

	Employee ...	First Name	Last Name	Department
<input type="checkbox"/>	100	Sneha		Software
<input type="checkbox"/>	101	Shilpa		Software
<input type="checkbox"/>	102	Rosemol		Software
<input type="checkbox"/>	103	Kajal		Software
<input type="checkbox"/>	104	Merlyn		Software
<input type="checkbox"/>	105	Monet		Marketing
<input type="checkbox"/>	106	Sowmya		Finance
<input type="checkbox"/>	107	Carlo		Technical
<input type="checkbox"/>	12	rosr		Software

Selected 0

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

20 ▾ Total 9 Records < > 1 Page **Confirm**

**Confirm** **Cancel**

2. In the personnel list, select the personnel requiring position setting in batches (you can screen personnel by department, name or personnel No.).

3. Select the personnel (mandatory), and click [**Confirm**]. The positions of selected personnel will all change.

Adjust Employee

	Employee ...	First Name	Last Name	Department
<input type="checkbox"/>	100	Sneha		Software
<input checked="" type="checkbox"/>	101	Shilpa		Software
<input type="checkbox"/>	102	Rosemol		Software
<input type="checkbox"/>	103	Kajal		Software
<input checked="" type="checkbox"/>	104	Merlyn		Software
<input type="checkbox"/>	105	Monet		Marketing
<input type="checkbox"/>	106	Sowmya		Finance
<input type="checkbox"/>	107	Carlo		Technical
<input type="checkbox"/>	12	rosr		Software

Selected 3

	Employee ...	First Name	Last Name
<input checked="" type="checkbox"/>	100	Sneha	
<input checked="" type="checkbox"/>	101	Shilpa	
<input checked="" type="checkbox"/>	104	Merlyn	

20 ▾ Total 9 Records < > 1 Page **Confirm**

**Confirm** **Cancel**

#### Notes:

1. You can click Import to import the position information in other software or data into this system. For specific operations, please refer to 4."Import" in Appendix 1.
2. You can click  to export the position data in software locally. For specific operations, please refer to 5. "Export" in Appendix 1.

### 3.3 Area Management

Perform area division on devices to make sure various devices and personnel information are set in a designated area. (One device can belong to only one area.) The system will automatically issue the personnel information to the devices in real time and it is unnecessary for users to manually manage personnel information on devices each time.

Choose [Personnel] > [Area] to access the area setting interface.

Area Code	Area Name	Superior	Device Qty.	Employee Qty.	Resigned Qty.
1	Not Authorized	-	0	0	0
2	Visible Light	-	2	6	0
3	G3	-	1	8	0
4	SA50	-	1	8	0

The system will set a default area, with the name of Area Name and number of 1.

#### 3.3.1 Add an Area

1. Choose [Personnel] > [Area] > [Add] to access the area addition interface.

Add

Area Code\*:

Area Name\*:

Superior:

Confirm Cancel

Set the parameters as required based on the following steps:

**Area Code:** Enter a unique area code.

**Area:** Enter an area name.

**Superior:** Select the parent area of this area from the drop-down list. (Optional)

2. After the completion of the settings, click [Confirm] to save the settings and return to the Area Settings interface.

The Area list displays the added area. An area tree will appear on the right of the interface. Click to update the interface.

Area Code	Area Name	Superior	Device Qty.	Employee Qty.	Resigned Qty.
1	Not Authorized	-	0	0	0
2	Visible Light	-	2	6	0
3	G3	-	1	8	0
4	SASO	-	1	8	0
5	Arenco	-	0	0	0

### 3.3.2 Edit an Area

1. In the area list, click an area code, or click in the line of the area to be edited to access the area editing interface.

Edit

Area Code: 5

Area Name\*: Dubai Arenco

Superior: -----

Confirm Cancel

2. Modify various parameters as needed. (The modification method is the same as the method of setting parameters in the area adding section.) After modification is completed, click [Confirm] to save the area information modified.

### 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 line of the area to be deleted to access the area deleting confirmation interface.

Prompt

Are you sure to delete the selected 1 item?

Confirm Cancel

Click [Confirm] to delete the selected area and return to the area setting interface. The area list no longer displays the deleted area.

#### Notes:

1. The default area cannot be deleted.
2. Areas that have been used by personnel or equipment cannot be deleted.
3. Areas with subordinates cannot be deleted.

### 3.3.4 Adjust Employee

You can adjust personnel area in batches.

1. Choose [Personnel] > [Area], select corresponding area, click [Adjust Employee].

Adjust Employee

Department		Employee		Q	
<input type="checkbox"/>	Employee ...	First Name	Last Name	Department	
<input type="checkbox"/>	100	Sneha		Software	
<input type="checkbox"/>	101	Shilpa		Software	
<input type="checkbox"/>	102	Rosemol		Software	
<input type="checkbox"/>	103	Kajal		Software	
<input type="checkbox"/>	104	Merlyn		Software	
<input type="checkbox"/>	105	Monet		Marketing	
<input type="checkbox"/>	106	Sowmya		Finance	
<input type="checkbox"/>	107	Carlo		Technical	
<input type="checkbox"/>	108	Tin		Administrative	
<input type="checkbox"/>	109	Jonathan		Warehouse	
<input type="checkbox"/>	110	Jhoane		Project	
<input type="checkbox"/>	111	Fidelia		Sales	

20 ▾ Total 19 Records < > 1 Page **Confirm**

Selected 0			
<input type="checkbox"/>	Employee ...	First Name	Last Name
<input type="checkbox"/>			None

**Confirm** **Cancel**

2. In the personnel list, select the personnel requiring area setting in batches (you can screen personnel by department, name or personnel No.).

3. Select the personnel (mandatory), and click [Confirm]. The area of selected personnel will all change.

Adjust Employee

Department		Employee		Q	
<input type="checkbox"/>	Employee ...	First Name	Last Name	Department	
<input type="checkbox"/>	103	Kajal		Software	
<input type="checkbox"/>	104	Merlyn		Software	
<input type="checkbox"/>	105	Monet		Marketing	
<input type="checkbox"/>	106	Sowmya		Finance	
<input checked="" type="checkbox"/>	107	Carlo		Technical	
<input type="checkbox"/>	108	Tin		Administrative	
<input checked="" type="checkbox"/>	109	Jonathan		Warehouse	
<input checked="" type="checkbox"/>	110	Jhoane		Project	
<input type="checkbox"/>	111	Fidelia		Sales	
<input type="checkbox"/>	112	Freya		Sales	
<input checked="" type="checkbox"/>	113	Jovany		Sales	
<input type="checkbox"/>	114	Kiran		Sales	

20 ▾ Total 19 Records < > 1 Page **Confirm**

Selected 4			
<input checked="" type="checkbox"/>	Employee ...	First Name	Last Name
<input checked="" type="checkbox"/>	107	Carlo	
<input checked="" type="checkbox"/>	109	Jonathan	
<input checked="" type="checkbox"/>	110	Jhoane	
<input checked="" type="checkbox"/>	113	Jovany	

**Confirm** **Cancel**

#### Notes:

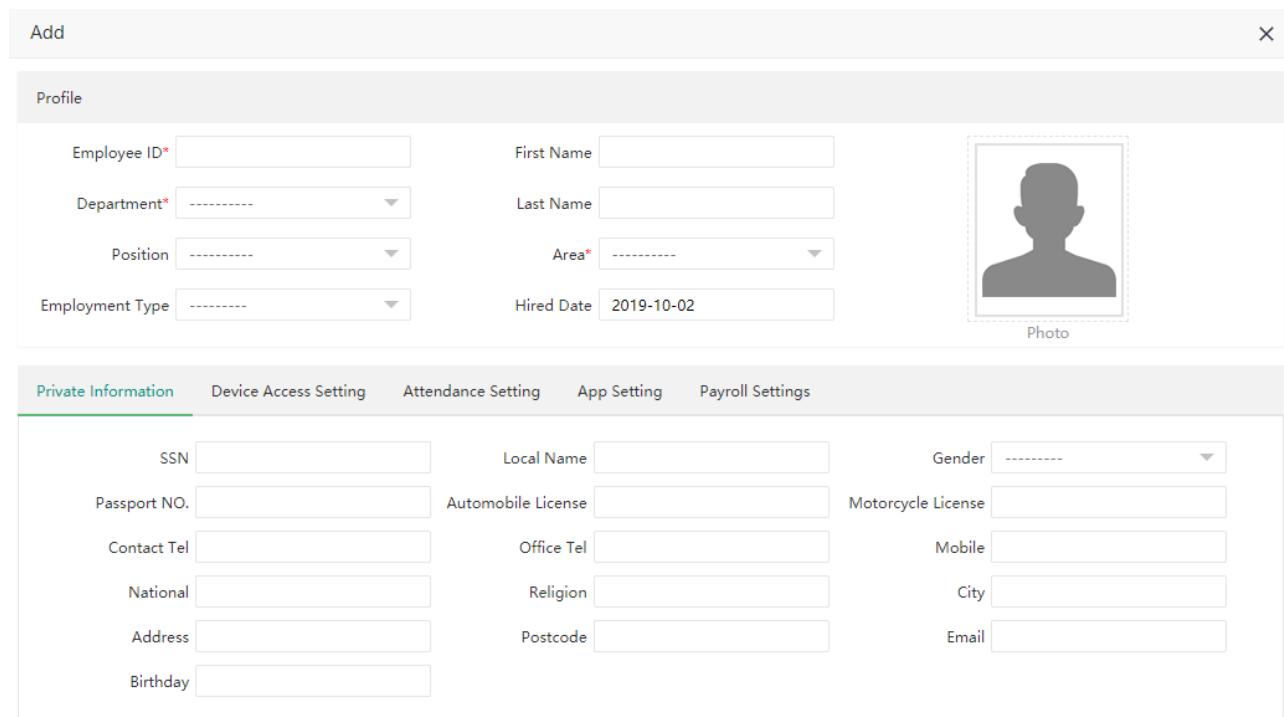
1. You can click Import to import the position information in other software or data into this system. For specific operations, please refer to [4. "Import"](#) in Appendix 1.
2. You can click  to export the position data in software locally. For specific operations, please refer to [5. "Export"](#) in Appendix 1.

## 3.4 Personnel Management

1. When starting to use this management system, you need to register personnel in the system or import the personnel information in other software or data to this system. For specific operations, please refer to [4. Import](#) in Appendix 1.
2. You can click Export to export the personnel data in software locally. For specific operations, please refer to [5. "Export"](#) in Appendix 1.

### 3.4.1 Add an Employee

1. Choose [Personnel] > [Employee] > [Employee] > [Add] to access the personnel adding interface.



Profile		
Employee ID*	First Name	
Department*	Last Name	
Position	Area*	
Employment Type	Hired Date	2019-10-02

Private Information	Device Access Setting	Attendance Setting	App Setting	Payroll Settings
SSN	Local Name	Gender	Automobile License	Motorcycle License
Passport NO.	Office Tel	Contact Tel	Mobile	National
Address	Postcode	Religion	City	Birthday
			Email	

Set the parameters as required based on the following steps:

#### ➤ Profile

**Employee ID:** User ID, no more than 20 digits in length, no duplicate numbers.

**First Name:** User's first name.

**Last Name:** User's last name.

**Department:** Select a department from the drop-down list. (If no department has been set, only the default departments 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 areas existing in the system can be chosen.)

**Employment Type:** Select the employee type from the drop-down list. It can be set to Permanent or Temporary.

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

#### Employee Photo:

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



Photo

Click [OK] to save the settings and return to the Personnel interface.

#### ➤ Private Information

Click tab [Private Information] to expand Personnel Details.

Private Information	Device Setting	Attendance Setting	App Setting	Payroll Settings
SSN		Local Name		Gender
Passport NO.		Automobile License		Motorcycle License
Contact Tel		Office Tel		Mobile
National		Religion		City
Address		Postcode		Email
Birthday				

Set each parameter as needed.

**SSN:** Set personnel social security number.

**Local Name:** User's local name.

**Gender:** Select the gender of the user.

**Passport No.:** Set personnel passport number.

**Automobile License:** Set personnel automobile license.

**Motorcycle License:** Set personnel motorcycle license.

**Contact Tel:** Set personnel contact telephone number.

**Office Tel:** Set office telephone number.

**Mobile:** Set personnel mobile phone number.

**National:** Set personnel national.

**Religion:** Set personnel religion.

**City:** Set Personnel city.

**Address:** Set personnel address.

**Postcode:** Set personnel postcode.

**Email:** Set personnel email address.

**Birthday:** Set the user's birthday.

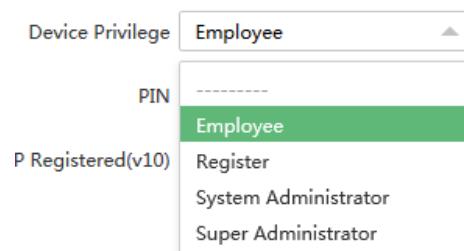
## ➤ Device Setting

Click [Device Setting] to expand the setting interface.

The screenshot shows the 'Device Setting' tab selected in a top navigation bar. Below it are several input fields and a dropdown menu. On the left, there are dropdowns for 'Verify Mode' (set to 'Any') and 'Device Privilege' (set to 'Employee'). To the right of these are input fields for 'Card NO.', 'PIN', and 'Enroll Device'. Below these is a dropdown for 'FP Registered(v10)' which shows '0'. To the right of the dropdown is a green 'Enroll' button. Further right is a placeholder for a 'Bio-Photo' with a dashed border.

**Verify Mode:** Set the verify mode when the user punches.

**Device Privilege:** Set the permission of a user in the device, with the options including the following four types.



**Card NO.:** Assign card numbers to personnel for attendance checking. Enter the card No. manually or use a card enroller for issuing cards.

**PIN:** Set the personnel password. The black-and-white T&A device supports passwords with only five digits. The color-screen T&A device supports passwords with only eight digits. Passwords with digits exceeding the specified length are cut out by the system automatically. When you change a password, clear the old password in the text box and then enter the new password.

**Enroll Device:** Personnel enroll device.

**FP Register (v10):** Register the user's fingerprints.

**Bio-Photo:** The bio-photo of personnel.

## ➤ Attendance Settings

Click [Attendance Setting] to expand the setting interface.

Private Information	Device Setting	Attendance Setting	App Setting	Payroll Settings
Enable Attendance	Yes	Enable Holiday	Yes	
Self-Password	*****	Workflow Role	-----	

**Enable Attendance:** (the default value is Yes and No means this employee is not included in the result of attendance statistics). For some top management personnel and temporary personnel requiring no attendance checking, it can be set to No.

**Enable Holiday:** Whether to enable holiday function. The default value is Yes. No means while there is holiday, does not calculate this employee's attendance.

**Self Password:** Personnel self-login password.

**Workflow Role:** Set personnel workflow role.

## ➤ App Settings

Click [App Settings] to expand setting interface.

Private Information	Device Setting	Attendance Setting	App Setting	Payroll Settings
APP Status	Disable	APP Role	Employee	

**APP Status:** The default is No, set to Yes, then the user can use the mobile APP.

**APP Role:** Set personnel role.

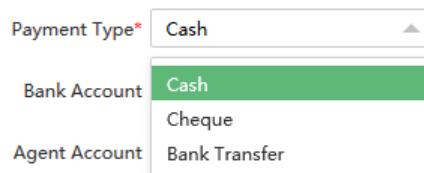
## ➤ Payroll Settings

Click [Payroll Settings] to expand setting interface.

Private Information	Device Setting	Attendance Setting	App Setting	Payroll Settings
Payment Period*	Monthly	Payment Type*	Cash	
Bank Name		Bank Account		
Agent ID		Agent Account		
Personnel ID				

**Payment Period:** Set the payment period of personnel. Now only support monthly.

**Payment Type:** Set the payment type for employee. With the options including the following three types.



**Bank Name:** Set the bank name corresponding to the bank card held by personnel.

**Bank Account:** Set the bank account of personnel.

**Agent ID:** Set the agent ID of personnel.

**Agent Account:** Set the agent account of personnel

2. After the completion setting, click [Confirm] to save the settings and return to the Personnel interface. The newly updated personnel information is displayed in the Personnel list.

Employee ID	First Name	Department	Device Privilege	Area	APP Status	Fingerprint	Face	Palm	VL Face	Actions
100	Sneha	Software	Employee	Visible Light,G3,SA50	-	-	-	-	-	
101	Shilpa	Software	Employee	Visible Light,G3,SA50	-	Ver 12:1	-	-	1	
102	Rosemol	Software	Employee	Visible Light,G3,SA50	-	-	-	-	-	
103	Kajal	Software	Employee	Visible Light,G3,SA50	-	-	-	-	-	
104	Merlyn	Software	Employee	Visible Light,G3,SA50	-	-	-	-	-	
105	Monet	Marketing	Employee	G3,SA50	-	-	-	-	-	
106	Sowmya	Finance	Employee	G3,SA50	-	-	-	-	-	
107	Carlo	Technical	Employee	G3,SA50	-	-	-	-	-	

**Note:** No matter whether the personnel is resigned or employed, the uniqueness of the number must be guaranteed, and the system will automatically go to the resignation database for number query when verifying.

### 3.4.2 Edit an Employee

1. In the personnel list, click a personnel number, or click in the line of the personnel to be edited to access the personnel editing interface.

Edit

Profile

Employee ID*	115	First Name	Anson
Department*	Sales	Last Name	
Position	Sales Representative	Area*	Visible Light,G3,SA50,
Employment Type	-----	Hired Date	2019-10-02

Photo

Private Information

SSN	Local Name
Gender	-----
Passport NO.	Automobile License
Motorcycle License	
Contact Tel	Office Tel
Mobile	
National	Religion
City	
Address	Postcode
Email	
Birthday	

Device Access Setting

Attendance Setting

Document

App Setting

Payroll Settings

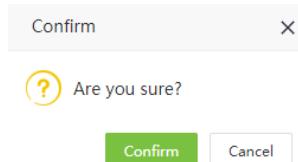
Confirm

Cancel

2. Modify various parameters as needed. (The modification method is the same as the method of setting parameters in the area adding section.) After modification is completed, click Confirm to save the personnel information modified.

### 3.4.3 Delete an Employee

On the Personnel interface, select the employee (or employees) to be deleted, and click [Delete] on upper left of the personnel list or directly click  in the line of the personnel to be deleted to access the confirmation interface for deletion.



Click [Confirm] to complete the deletion operation.

 **Note:** When you delete an employee, the information on this employee in the database is also deleted.

### 3.4.4 Adjustment

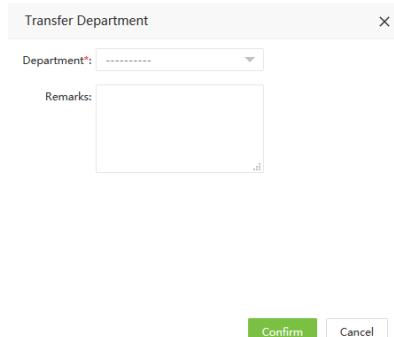
Personnel adjustment covers personnel transfer (transfer department, transfer position, transfer area, pass probation) and resignation.

#### 1. Personnel Transfer

This includes adjust department, adjust position, adjust adjustment, pass probation.

The following uses department adjustment as an example to describe the specific operations.

(A) In the personnel list, select an employee (or employees), and click [Adjustment] > [Transfer Department] to access the department adjustment interface, as shown in the figure below.



Transfer Department

Department\*: -----

Remarks:

(B) In the Department drop-down list, select the department to which the employee is to be adjusted and enter the information in Transfer Reason and Remark as required.

(C) After the completion of the setting, click [Confirm] to save the settings and return to the Personnel interface.

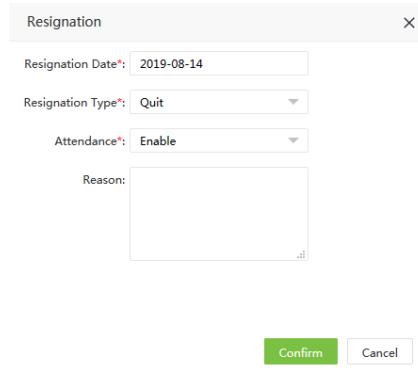
**Note:** The operations of adjust position, adjust adjustment, pass probation are the same as the operation of department adjustment and are not described here.

#### 2. Personnel Resignation

The operations of personnel resignation cover personnel resignation and disabling attendance.

(A) In the personnel list, select the employee (or employees), and click [Adjustment] > [Resignation] to access the

resignation setting interface.



The following shows how to perform the operation.

**Resign Date:** Select the date of resign.

**Resignation Type:** Choose the types of leave such as suspension, dismissal, resignation, transfer, unpaid retention.

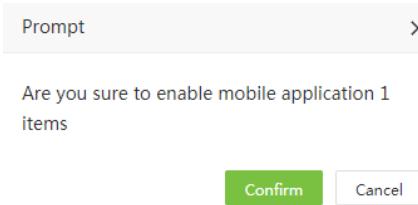
**Attendance:** Check if attendance needs to be closed. (If checked, personnel details will be deleted from the attendance device)

**Reason:** Enter the reason for resignation as required. It can be left blank.

(B) After the completion of setting, click [**Confirm**] to save the settings and return to the Resignation interface, and the just added employee for resignation will be displayed in the resigned personnel list.

### 3.4.5 App Enable/Disable Settings

1. In the personnel list, select the employee (or employees), and click [**App**] > [**Enable/Disable**] to access the App enable/disable confirmation interface.

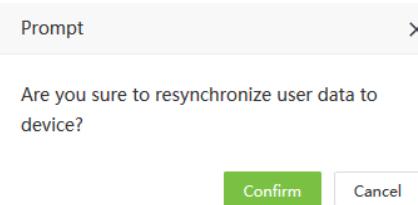


2. Click [**Confirm**] to enable/disable the user's access to the APP.

### 3.4.6 Re-synchronize to Device

Synchronize personnel on the software to devices in the corresponding area.

1. In the personnel list, select an employee (or employees) and click [**More**] > [**Synchronize to Device**] to access the confirmation interface for synchronizing.

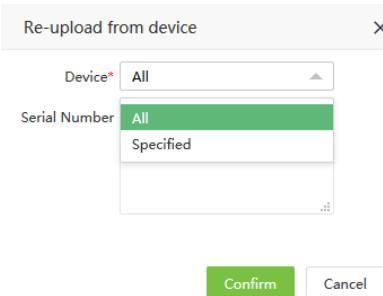


2. Click [**Confirm**], personnel are synchronized to the device.

### 3.4.7 Re-upload from Device

Re-upload personnel from device to the software.

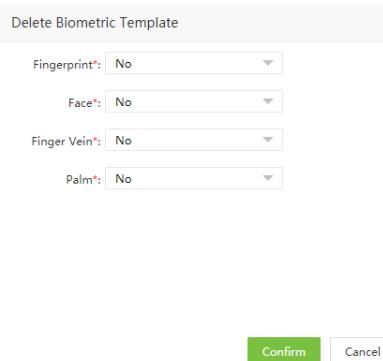
- In the personnel list, select an employee (or employees) and click [More] > [Re-upload from Device] to access the confirmation interface for re-uploading. Here you can re-upload personnel from all device or specified device.



- Click [Confirm], personnel are synchronized to the device.

### 3.4.8 Delete Biometric Template

In the personnel list, select an employee (or employees) and click [More] > [Delete Biometric Template] to access the confirmation interface for deleting biometric template.



Select the type of biometric template to delete. Click [Confirm], and the biometric template of the selected employee is deleted, and the biometric template of this employee in the devices is also deleted.

## 3.5 Personnel Resignation

### 3.5.1 Add a Resignation

- Choose [Personnel] > [Employee] > [Resign] > [Add] to access the new resignation adding interface.

Add

Employee				Selected 0
Department	First Name	Last Name	Department	
<input type="checkbox"/> Employee...	Sneha		Software	
<input type="checkbox"/> 100	Shilpa		Software	
<input type="checkbox"/> 101	Rosemol		Software	
<input type="checkbox"/> 102	Kajal		Software	
<input type="checkbox"/> 103	Merlyn		Software	
<input type="checkbox"/> 104	Monet		Marketing	
<input type="checkbox"/> 105	Sowmya		Finance	
<input type="checkbox"/> 106	Carlo		Technical	
<input type="checkbox"/> 107	Tin		Administrative	
<input type="checkbox"/> 108	Jonathan		Warehouse	
<input type="checkbox"/> 109	Jhoane		Project	
<input type="checkbox"/> 110	Firdaus		Sales	
<input type="checkbox"/> 111				

20 Total 20 Records < > 1 Page **Confirm**

Resign Date\* 2019-10-02  
 Resign Type\* Quit Attendance\* Enable  
 Resign Reason

**Confirm** **Cancel**

The following shows how to perform the operation.

**Employee:** Select the employee for resignation. (You can screen personnel by department, name or personnel No).

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

**Resign Type:** Choose the types of leave such as Quit, Dismissed, Resign, Transfer, Retain Job Without Salary.

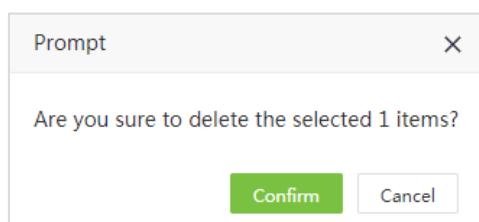
**Resign Reason:** Enter the reason for resignation as required. It can be left blank.

**Attendance:** Check if attendance needs to be closed. (If checked, personnel details will be deleted from the attendance device)

2. After the completion of setting, click [**Confirm**] to save the settings and return to the Resignation interface, and the just added employee for resignation will be displayed in the resigned personnel list.

### 3.5.2 Delete Resignation

On the Resignation interface, select the employee (or employees) to be deleted, and click [**Delete**] on upper left of the personnel list or directly click  in the line of the personnel to be deleted to access the confirmation interface for deletion.

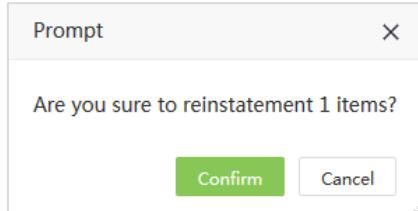


Click [Confirm] to complete the deletion.

### 3.5.3 Reinstate

Reinstate a resigned employee from the resigned personnel list to the personnel list, delete this employee from the resigned personnel list and recover his/her file.

1. In the resigned personnel list on the Resignation interface, click to select the resigned employee who needs to be reinstated from resignation, and then click [**Reinstate**] above the resigned personnel list to access the confirmation interface for reinstatement from resignation, as shown in the figure below.

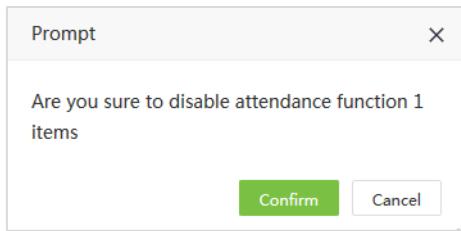


2. Click [Confirm] for confirmation and reinstating the information of this resigned employee to the (on-the-job) personnel list.

### 3.5.4 Disable Attendance

For an employee newly added for resignation with attendance not disabled immediately, follow the following method to disable attendance.

In the resigned personnel list on the Resignation interface, click to select the resigned employee whose attendance needs to be disabled, and then click [**Disable Attendance**] above the resigned personnel list to access the confirmation interface for disabling attendance, as shown in the figure below.



2. Click [Confirm] for confirmation and disabling the attendance of the selected resigned employee.

#### Notes:

1. You can click Import to import the personnel resignation information in other software or data into this system. For specific operations, please refer to [4."Import"](#) in Appendix 1.

2. You can click mark to export the personnel resignation data in software locally. For specific operations, please refer to [5."Export"](#) in Appendix 1.

## 3.6 Workflow

### 3.6.1 Role

- Add a Role

1. Choose [Personnel] > [Workflow] > [Workflow Role] > [Add] to access the Add role interface.

The screenshot shows a modal dialog box titled 'Add'. It contains three input fields: 'Code\*' with the value '32', 'Role Name\*' (empty), and 'Description' (empty). At the bottom are two buttons: a green 'Confirm' button and a white 'Cancel' button.

The specific operation method is as follows:

**Code:** Set the serial number of the role (cannot be repeated).

**Role Name:** Set the name of the role (cannot be repeated).

**Description:** Job description (optional).

2. After the completion of setting, click [**Confirm**] to save the settings and return to the Role interface, and the just added role will be displayed in the role list.

#### ➤ Delete a Role

On the role interface, select the role (or roles) to be deleted, and click [**Delete**] on upper left of the list or directly click in the line of the role to be deleted to access the confirmation interface for deletion.

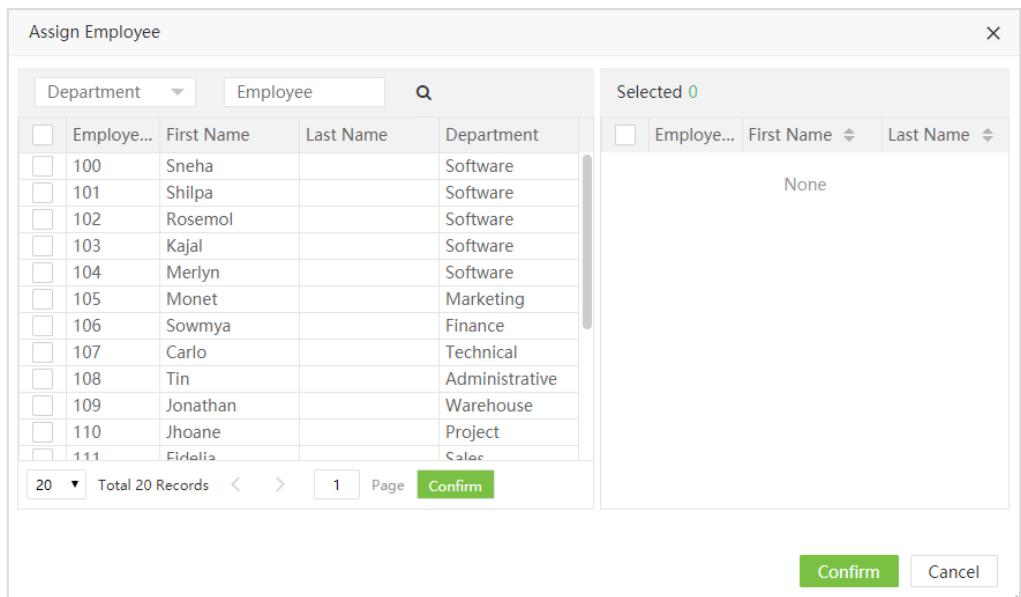
The screenshot shows a modal dialog box titled 'Prompt'. It contains the text 'Are you sure to delete the selected 1 items?'. At the bottom are two buttons: a green 'Confirm' button and a white 'Cancel' button.

Click [**Confirm**] to complete the deletion.

**Note:** A role cannot be deleted when it is already used by personnel or workflow.

#### ➤ Assign Employee

1. On the role interface, click to select corresponding workflow role, and then click [**Assign Employee**] to enter the employee assignment interface:



2. Select personnel in the personnel list who need to set up roles in batches (you can filter by searching for departments, names, job numbers, etc.)
3. Click [Confirm], and all the roles of the selected personnel will be changed.

### 3.9.2 Workflow Builder

#### ➤ Add a Workflow Builder

1. Choose [Personnel] > [Workflow] > [Workflow Builder] > [Add] to access the Add workflow interface.

Node Number	Node Name	operation
None		

The specific operation method is as follows:

**Start Date/End Date:** Duration of workflow usage.

**Code:** Number of workflows (cannot be repeated).

**Name:** Naming of workflows.

**Content Type:** Select the type of workflow (including leave, overtime, change shift, training, and retroactive)

**Employee:** Click  to select "yes", then enter the personnel selection interface, and directly select the personnel executing the workflow; Select "No" to select departments and positions.

**Position:** Click to select the position to perform the workflow.

**Department:** Click to select the department that executes the workflow.

2. After the completion of setting, click the edit button on the interface to enter the interface of adding approval node.

Node Number	Node Name	
1	operation	

**Confirm** **Cancel**

3. Set the number of approval nodes, and after setting the node name, click [Confirm] to complete the setting of workflow node.

#### Notes:

1. When Employee is selected as "Yes", it goes directly to the selection of personnel, and the Position and Department functions are blocked, indicating that the executor of this workflow is the selected personnel.

2. When Employee is selected as "No" and neither Position nor Department is selected, the execution object of this workflow is the user with department but no position (provided that the department corresponding to this person has no special approval flow).

### 3.6.3 Workflow Node

When the workflow is set up, the workflow of the newly added successful node is displayed under Node, as shown in the figure:

Workflow Name	Code	Name	Approver	Approver Scope	Notifier	Notifier Scope
12	1	1	main	Own Department	leader,boss,main	Own Department
11	1	1	main	Own Department	leader,boss,main	Own Department
9	1	1		Own Department		Own Department
8	2	b		Own Department		Own Department
8	1	a		Own Department		Own Department
7	1	mainb	main	Own Department		All
6	2	b	boss	All	leader,boss	All
6	1	a	leader	All	leader,boss	All
5	3	E		Own Department		Own Department
5	2	D		Own Department		Own Department

1. Click the workflow name corresponding to the node or click the edit button after the node to enter the node editing:

Node Number\* 2 Node Name\* second

Approver 2 Approver Scope Own Department

Notifier 1 Notifier Scope Own Department

**Confirm** **Cancel**

The specific operation method is as follows:

**Node Number:** The node number cannot be modified.

**Node Name:** The name of the node, which can be modified.

**Approver:** Click ▾ to select the role that approves the node.

**Approver Scope:** Select "Own Department" means that only personnel in the selected role can approve the application from own department. Select "All" means that personnel in the selected role can approve the application from all department.

**Notifier:** Click ▾ to select the role to notify.

**Notifier Scope:** Select "Own Department" means that only the personnel in the selected role can receive the notification of application from own department. Select "All" means that the personnel in the selected role can receive the notification of application from all departments.

2. After the completion of setting, click [**Confirm**]. When the corresponding personnel applies, the application must be approved by the auditor. Only after the workflow is completed can the application be successful.

#### **For example:**

The user with ID 1 belongs to HR Department and the position is HR;

The user with ID 2 belongs to HR Department and the position is HR, the role is manager;

The user with ID 2 belongs to HR Department and the position is HR, the role is boss.

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

**Edit**

Start Date*	2019-02-01	End Date*	2019-02-28												
Code*	999	Name*	999												
Content Type*	Overtime	Employee													
Position	-----	Department	HR Department												
<table border="1"> <thead> <tr> <th>Node Number</th> <th>Node Name</th> <th colspan="2"></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>manage</td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>boss</td> <td></td> <td></td> </tr> </tbody> </table>				Node Number	Node Name			1	manage			2	boss		
Node Number	Node Name														
1	manage														
2	boss														
<input type="button" value="Confirm"/> <input type="button" value="Cancel"/>															

The application for overtime work of the staff should go through two nodes, one of which is the Manager and the other is the Boss. After setting up, the workflow of the two nodes will appear in the interface of the Node. The diagram below:

Name	Code	Name	Approver	Approver Scope	Notifier	Notifier Scope
1	2	Boss		Own Department		Own Department
1	1	manager		Own Department		Own Department

Click edit to enter the following interface:

**Edit**

Node Number*	2	Node Name*	boss
Approver	-----	Approver Scope	Own Department
Notifier	-----	Notifier Scope	Own Department
<input type="button" value="Confirm"/> <input type="button" value="Cancel"/>			

Select the role and scope of the approver, the notifier, and the notification scope. The scope of this approval is selected as Own Department. The first node selects the person whose role is Manager for approval, and the notifier is also Manager. The second node selects the person whose role is Boss for approval, and the notifier is also the Boss. Click [Confirm] and the interface of node list is as follows:

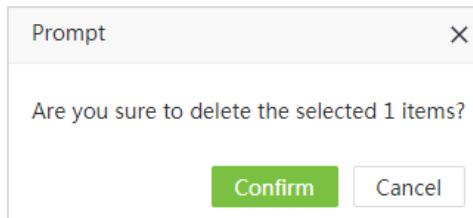
The screenshot shows the ZKTeco software interface with a navigation bar at the top. The 'Workflow Node' tab is selected. On the left, there's a sidebar with categories like Organization, Employee, Workflow, Workflow Role, Workflow Builder, Workflow Node, and Configurations. The main area displays a table of workflow nodes with columns: Workflow Name, Code, Name, Approver, Approver Scope, Notifier, and Notifier Scope. Each row has a checkbox in the first column and edit icons in the last column.

	Workflow Name	Code	Name	Approver	Approver Scope	Notifier	Notifier Scope
<input type="checkbox"/>	12	1	1	main	Own Department	leader,boss,main	Own Department
<input type="checkbox"/>	11	1	1	main	Own Department	leader,boss,main	Own Department
<input type="checkbox"/>	9	1	1		Own Department		Own Department
<input type="checkbox"/>	8	2	b		Own Department		Own Department
<input type="checkbox"/>	8	1	a		Own Department		Own Department
<input type="checkbox"/>	7	1	mainb	main	Own Department		All
<input type="checkbox"/>	6	2	b	boss	All	leader,boss	All
<input type="checkbox"/>	6	1	a	leader	All	leader,boss	All
<input type="checkbox"/>	5	3	E		Own Department		Own Department
<input type="checkbox"/>	5	2	D		Own Department		Own Department

When user No. 1 issues the application for overtime work, at this time, user no. 2 will receive the approval notice, and when user No. 2 passes the approval, user No. 3 will receive the approval notice. When every node passes the approval, user No. 1 will receive the email notice. (The application for overtime work and approval by ordinary users are all completed within the self-service of employees)

### 3.6.4 Delete Workflow

On the workflow interface, select the workflow (or workflows) to be deleted, and click [Delete] selected record on upper left of the list or directly click in the line of the workflow to be deleted to access the confirmation interface for deletion.



Click [Confirm] to complete the deletion.

**Note:**

Cannot delete and edit while the workflow is being used.

## 3.7 Document Management

### 3.7.1 Add Document Type

1. Choose [Personnel] > [Configurations] > [Document] > [Add] to access the adding document interface.

A modal dialog box titled 'Add' with an 'X' button in the top right corner. It contains two input fields: 'Cert Code\*' with value '34' and 'Cert Name\*' with an empty field. At the bottom are 'Confirm' (green) and 'Cancel' (white) buttons.

The specific operation method is as follows:

**Cert Code:** Set the serial number of the certificate (cannot be repeated).

**Cert Name:** Set the name of the certificate.

2. After the completion of setting, click [**Confirm**] to save the settings and return to the Document interface, and the just added document type will be displayed in the document list.

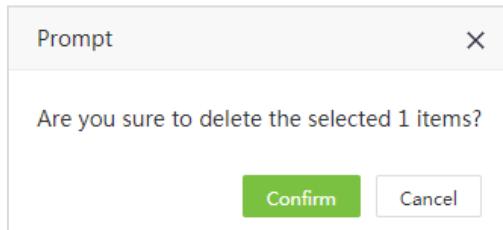
#### Notes:

1. You can click [**Import**] to import the document type in other software or data into this system. For specific operations, please refer to [4."Import"](#) in Appendix 1.

2. You can click  to export the certificate type in software locally. For specific operations, please refer to [5."Export"](#) in Appendix 1.

### 3.6.2 Delete Certificate Type

On the Document interface, select the  certificate type (or types) to be deleted, and click [**Delete**] selected record on upper left of the list or directly click  in the line of the personnel to be deleted to access the confirmation interface for deletion.



Click [**Confirm**] to complete the deletion.

**Note:** The type of document used cannot be deleted.

# Chapter 4 Device Management

To use the attendance function, a user must install devices and connect them to the Internet first; then, the user needs to set the corresponding parameters in the system so as to manage connected devices from the system, thereby implementing digital management, including uploading user attendance data, downloading the configuration information, and exporting various reports.

## 4.1 Device Management

Set communications parameters for connecting to devices. The communication with the devices is successful only after parameters on the system and the devices are set correctly. After the communication is successful, you can view the information on the connected devices and perform operations on them such as remote monitoring, uploading, and downloading.

Click [Device] > [Device] to access the T&A device management main interface. All connected T&A devices are displayed in a list.

Serial Number	Device Name	Area	Device IP	State	Last Activity	User Qty.	FP Qty.	Face Qty.	Palm Qty.	Transaction Qty.	Cmd
S789192800014	DeviceDepot7BL	Visible Light	192.168.1.119	●	2019-10-02 15:12:04	31	0	28	-	6459	15
1106676978	H8510	H8510testarea	192.168.1.128	●	2019-10-02 15:48:05	4	3	0	1	0	0
CJ98152460003	G4	Visible Light	192.168.1.215	●	2019-10-02 15:48:05	38	3	28	0	28	0
5678912300410	Horus	Visible Light	0.0.0	●	2019-10-02 15:15:50	39	3	28	0	49	0
BK69114960012	SA50	SA50	192.168.1.162	●	2019-10-02 15:48:01	17	0	0	0	0	0
A65Q177260902	G3	G3	192.168.1.170	●	2019-10-02 15:47:56	16	0	0	0	0	0

The above interface displays as follows:

**Serial Number:** - It shows the device serial number.

**Device Name:** - It shows the name of the device. For automatically connected devices, it shows Auto\_add.

**Area:** It shows that the device is added in which area as defined in the software.

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

**Device Model:** - The model of device.

**Firmware/Push Version:** - It shows the build firmware/push version.

**State:** - shows connected, shows not connected, means need to assign area except the default area to device

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

**User Qty:** It shows the number of employees already registered on the device.

**FP Qty:** It shows the number of Fingerprints registered.

**Face Qty:** It shows the number of Faces registered.

**Palm Qty:** It shows the number of Palms registered.

**Transaction Qty:** It shows the total number of attendance records.

**Last Sync:** It shows the time that the system issues data to the device last time.

#### 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.

##### ➤ Manually Add a T&A Device

1. Choose [Device] > [Device] > [Add] to access the device addition interface.

Add	
Device Name*	<input type="text"/>
Access Control Device*	<input type="text"/> No
Serial Number*	<input type="text"/>
Device IP*	<input type="text"/>
Area	<input type="text"/> -----
Timezone*	<input type="text"/> Etc/GMT+8
Registration Device*	<input type="text"/> No
Attendance Device*	<input type="text"/> Yes
Request Heartbeat*	<input type="text"/> 10
Transfer Mode*	<input type="text"/> Real-Time
<input type="button" value="Confirm"/> <input type="button" value="Cancel"/>	

Set the parameters as required based on the following steps:

**Device Name:** Enter any characters, with 50 characters at most.

**Access Control Device:** Set whether this device as an access control device, if yes, then this device will be added to Access Control Module automatically.

**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 this time zone.

**Registration Device:** Set the device as a registration device or not. If yes, then the personnel registered from device will be uploaded to the software automatically.

**Attendance Device:** Set the device as an attendance device or not.

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

**Transfer Mode:** Set the data transfer mode between software and devices. Here are two kinds as following:



2. After the setting is completed, click [Confirm] to add the device and return to the Device interface. The device list displays the T&A device.

 **Note:** If an employee is added to a device, when the employee information is uploaded to the server, the information will be automatically synchronized to other devices in the same area as the employee on the server.

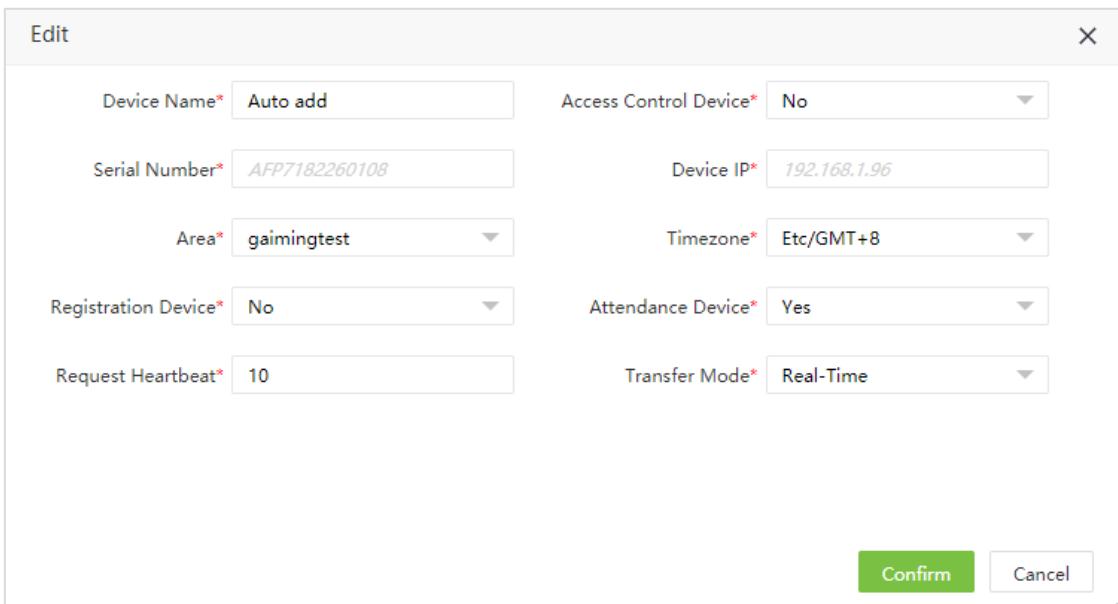
#### ➤ Automatically Add a T&A device

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

**Note:** Automatically added devices need to be assigned to custom areas to communicate with the software.

#### 4.1.2 Edit a Device

Click a device name, or click  in the line of the device to be edited to access the device editing interface.



The dialog box is titled "Edit". It contains the following fields:

Device Name*	Auto add	Access Control Device*	No
Serial Number*	AFP7182260108	Device IP*	192.168.1.96
Area*	gamingtest	Timezone*	Etc/GMT+8
Registration Device*	No	Attendance Device*	Yes
Request Heartbeat*	10	Transfer Mode*	Real-Time

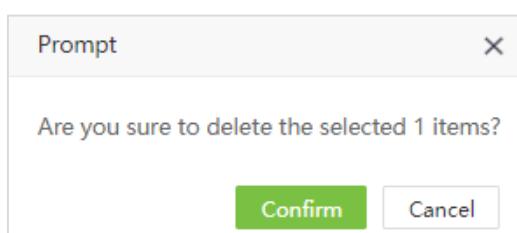
At the bottom right are two buttons: "Confirm" (green) and "Cancel".

**Note:** Grey items cannot be edited. The device name cannot be the same as the name of another device.

#### 4.1.3 Delete a Device

Detailed operations are described as follows:

1. Click to select the device to be deleted, and then click [Delete] above the device list, or directly click  in the line of the device to be deleted to access the device deletion confirmation interface, as shown in the following figure.



2. Click [Confirm] to delete the device selected and return to the Device interface. The device list no longer displays the device deleted.

#### 4.1.4 New Area

Click [Device] > [Device] > [New Area] to create a new area conveniently. For the detail operation, please refer to [3.3.1 Add an Area](#)

#### 4.1.5 Enroll Remotely

This function is suitable for the case while having set device administrator for device, and administrator is not available to operate device and enroll fingerprint for personnel.

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

The dialog box has a title bar 'Enroll Remotely' and a close button 'X'. It contains three input fields: 'Bio Type\*' dropdown set to 'Fingerprint', 'Employee ID\*' text input set to '1122', and 'Finger\*' dropdown set to '(Right Hand)Fore Finger'. At the bottom are two buttons: a green 'Confirm' button and a white 'Cancel' button.

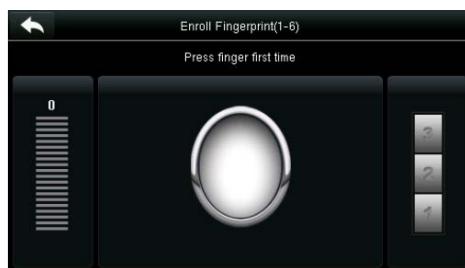
Set the parameters as required based on the following steps:

**Bio Type:** Select the biometric type, now only support fingerprint.

**Employee ID:** Input the employee ID.

**Finger:** Select corresponding finger which need to enroll remotely.

2. Click [Confirm], the software will issue command to device, and the device will open the enroll fingerprint menu, then the personnel just need to press the finger and finish the enrollment:



#### 4.1.6 Data Clean

##### ➤ Clear Attendance Data

1. Click to select a device and click [Data Clean] > [Clear Attendance Data] to access the Clear data interface:

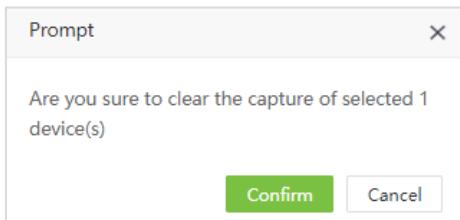
The dialog box has a title bar 'Prompt' and a close button 'X'. It contains a message: 'Are you sure to clear all the transactions in selected 1 device(s)?'. At the bottom are two buttons: a green 'Confirm' button and a white 'Cancel' button.

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

#### ➤ Clear Capture Photo

Users can choose to clear attendance photo on a T&A device.

1. Click to select a device and click [Data Clean] > [Clear Capture Photo] to access the Clear Capture Photo interface (Mainly delete attendance photos and blacklist photos):

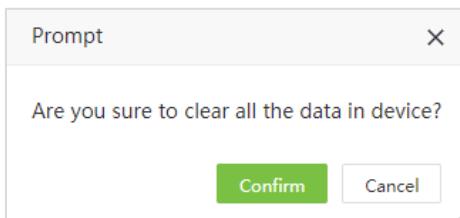


2. Click [Confirm] to delete the capture.

#### ➤ Clear All Data

Users can choose to clear all data on a T&A device.

1. Click to select a device and click [Data Clean] > [Clear All Data] to access the Clear All Data interface:



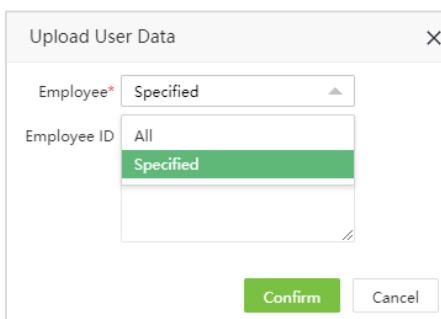
2. Click [Confirm] to delete all data.

### 4.1.5 Data Transfer

#### ➤ Upload User Data

Upload user data from the device to the software.

1. Click to select a device and click [Data Transfer] > [Upload User Data] to access the Upload User Data interface:



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

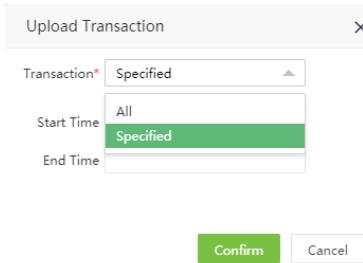
2. Click [Confirm] to upload user data.

 **Note:** You can upload personal information on a T&A device to the server in batches by using the function of uploading data again. If timeout occurs, the uploading is interrupted and you need to perform the operation again.

## ➤ Upload Transaction

Upload attendance data from the device to the software.

1. Click to select a device and click [Data Transfer] > [Upload Transaction] to access the Upload Transaction interface:



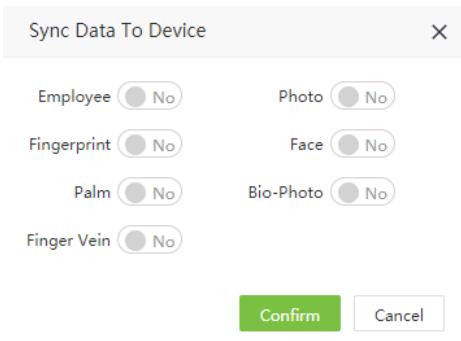
Here you can select to upload all transactions or set the Start Time and End Time to upload specified time period transaction.

2. Click [Confirm] to upload transaction.

## ➤ Sync Data to Device

Synchronize data in the server to all devices. (Generally, this operation needs to be performed only when the data in devices are inconsistent with those in the server due to objective factors, such as the Internet abnormality 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] to access the data synchronization interface. Select the data to synchronize.



Click [Confirm] to confirm the synchronization.

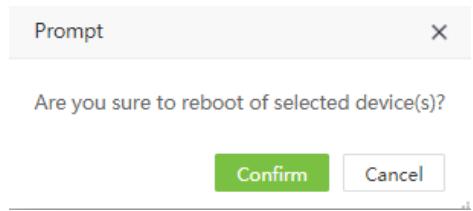
 **Note:** The operation of synchronizing the software data to the devices will delete existing data (excluding event records) in the devices at first and then re-download all setting information. It is essential to ensure a smooth Internet connection and avoid power failure during this operation.

## 4.1.6 Device Menu

### ➤ Reboot

Remotely reboot a device via the system.

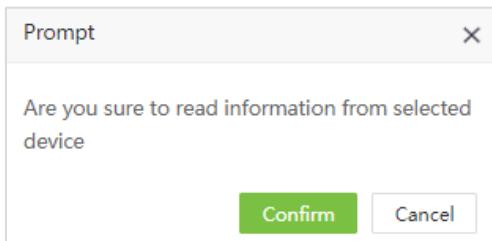
- In the device list, select a device to be rebooted, and then click [Device Menu] > [Reboot] to access the device rebooting confirmation interface.



Click [Confirm] to reboot the device.

#### ➤ Read Information

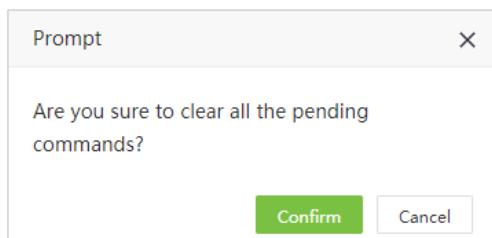
Read the number of persons, attendance records, and the firmware version on a device.



Select a device and click [Device Menu] > [Read Information] to access the confirmation interface of reading device information. Click [Confirm] to download the information or click [Cancel] to abort this operation.

#### ➤ Clear Pending Command

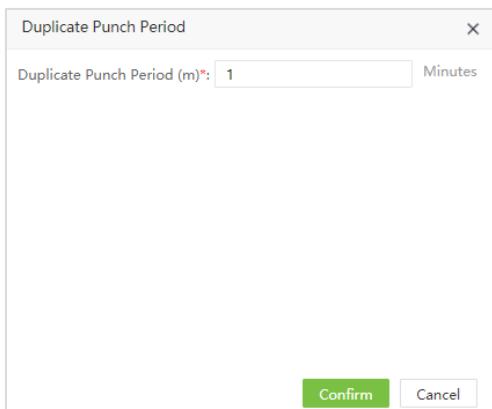
Select device and click [Device Menu] > [Read Clear Pending Command] to access the confirmation interface. Click [Confirm] to clear all pending command.



#### ➤ Duplicate Punch Period

Set the duplicate punch period on the device.

1. Select a device and click [Device Menu] > [Duplicate Punch Period] to access the duplicate punch period setting interface, set the time:

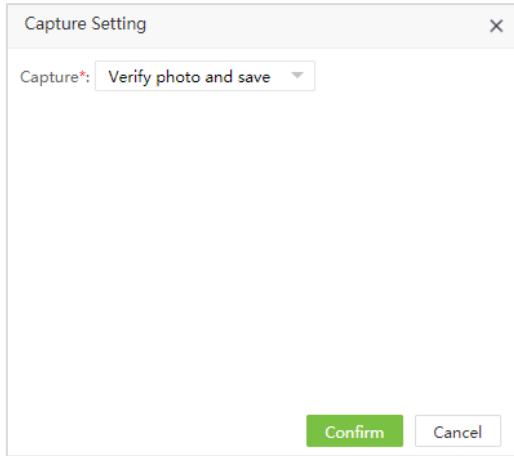


2. Click [Confirm] to successfully set the duplicate punch period.

#### ➤ Capture Setting

Set the capture mode of attendance photos during verification.

1. Select a device and click [Device Menu] > [Capture Setting] to access the capture mode setting interface, select the mode:

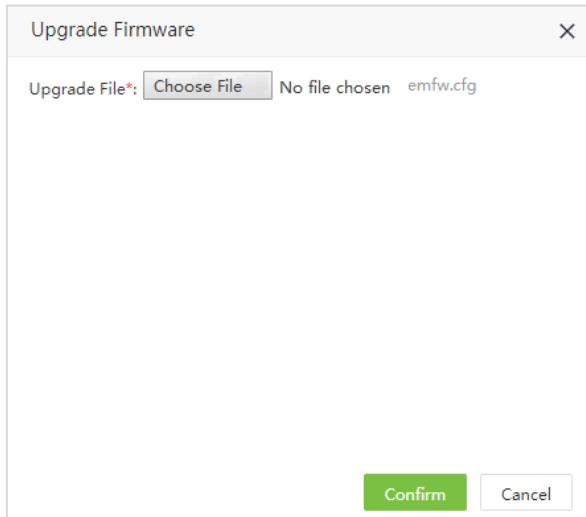


2. Click [Confirm] to successfully set the capture mode.

#### ➤ Upgrade Firmware

Upgrade the firmware for corresponding device.

1. Select a device and click [Device Menu] > [Upgrade Firmware] to access the upgrade interface:



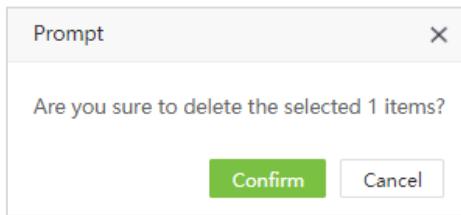
2. Click [Choose File] to select corresponding emfw.cfg file, click [Confirm] to successfully upgrade firmware for device.

## 4.2 Device Command

Click [Device] > [Device] > [Device Command], the command list will be displayed. Check the command issued by the software to a device during communication.

Serial Number	Device Name	Content	Commit Time	Transfer Time	Return Time	Return Value
CJ98192460003	G4	DATA UPDATE USERINFO_ZK_PERSONNEL_PHOTO PIN=101	2019-10-02 15:52:03	2019-10-02 15:52:06	2019-10-02 15:52:06	-1100
CJ98192460003	G4	DATA UPDATE BIOPHOTO PIN=101 Type=9 Format=1 Url=iclock/file/biophoto/101.jpg	2019-10-02 15:52:03	2019-10-02 15:52:06	2019-10-02 15:52:06	Successful
CJ98192460003	G4	DATA UPDATE BIODATA Pin=101 No=6 Index=0 Valid=1 Duress=0 Type=1 MajorVer=12 MinorVer=0 Tmp=zk_bio_d...	2019-10-02 15:52:03	2019-10-02 15:52:06	2019-10-02 15:52:06	Successful
CJ98192460003	G4	DATA UPDATE USERINFO PIN=101 Name=Shilpa Pri=0 Passwd= Card= Grp=1 Verify=0	2019-10-02 15:52:03	2019-10-02 15:52:06	2019-10-02 15:52:06	Successful
A650173260002	G3	DATA UPDATE USERINFO_ZK_PERSONNEL_PHOTO PIN=101	2019-10-02 15:52:03	2019-10-02 15:52:13	2019-10-02 15:52:13	-1100
A650173260002	G3	DATA UPDATE USERINFO PIN=101 Name=Shilpa Pri=0 Passwd= Card= Grp=1 Verify=0	2019-10-02 15:52:03	2019-10-02 15:52:13	2019-10-02 15:52:13	Successful
1106576978	HB510	DATA UPDATE USERINFO_ZK_PERSONNEL_PHOTO PIN=101	2019-10-02 15:52:03	2019-10-02 15:52:13	2019-10-02 15:52:13	-1100
1106576978	HB510	DATA UPDATE BIOPHOTO PIN=101 Type=9 Format=1 Url=iclock/file/biophoto/101.jpg	2019-10-02 15:52:03	2019-10-02 15:52:13	2019-10-02 15:52:13	Successful
1106576978	HB510	DATA UPDATE BIODATA Pin=101 No=6 Index=0 Valid=1 Duress=0 Type=1 MajorVer=12 MinorVer=0 Tmp=zk_bio_d...	2019-10-02 15:52:03	2019-10-02 15:52:13	2019-10-02 15:52:13	Successful
1106576978	HB510	DATA UPDATE USERINFO PIN=101 Name=Shilpa Pri=0 Passwd= Card= Grp=1 TZ=00000000000000000000 Verify=-1	2019-10-02 15:52:03	2019-10-02 15:52:13	2019-10-02 15:52:13	Successful
BK6174960012	SA50	INFO	2019-10-02 15:51:48	2019-10-02 15:51:48	2019-10-02 15:51:48	Successful

Clear the command issued by the software to a device during communication. Click to access the device command clearing interface:



**Important tip:** Attendance data collation operation, need attendance device firmware protocol supports.

## 4.3 Device Short Message Management

The software supports adding short messages in the system and issuing them to a designated device.

### 4.3.1 Add a Public Message

1. Choose [Device] > [Message] > [Public] > [Add].

Set the parameters as required based on the following steps:

**Device:** Select a device to which a message needs to be issued from the drop-down list.

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

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

**Content:** Enter the short message content to be issued.

2. After the completion of the settings, click [Confirm] to save the settings and return to the short message setting

interface. The short message list displays the added short message.

#### 4.3.2 Add a Private Message

1. Choose [Device] > [Message]> [Private] > [Add].

Employee ...	First Name	Last Name	Department
1	steven		Software
10	Mark		Software
100	Sneha		Software
101	Shilpa		Software
102	Rosemol		Software
103	Kajal		Software
104	Merlyn		Software
105	Monet		Marketing
106	Sowmya		Finance
107	Carlo		Technical
108	Tin		Administrative
109	Jonathan		Warehouses

Selected 2

Employee ...	First Name	Last Name
106	Sowmya	
1	steven	

Start Time\*:  Duration\*:  minutes

Content\*:

**Confirm** **Cancel**

Set the parameters as required based on the following steps:

**Employee:** Select the personnel receiving a short message.

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

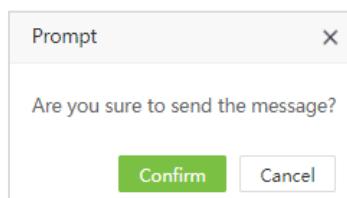
**Duration:** Enter the message display duration.

**Content:** Enter the short message content to be issued.

2. After the completion of the settings, click [**Confirm**] to save the settings and return to the short message setting interface. The short message list displays the added short message.

#### 4.3.3 Send Message

1. Select the short message to be issued in the short message list, and click [**Send Message**].

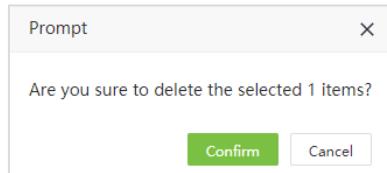


2. Click [Confirm] to issue public messages to designated devices and private messages to devices to which designated personnel are added.

#### 4.3.4 Delete Short Message

When a short message is deleted on the software side, it is deleted on the device.

1. Select the short message to be deleted in the short message list, and click [Delete] to access the deleting short message interface.



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

### 4.4 Work Code

Add different work code and upload them to a single device or devices.

Choose [Device] > [Data] > [Work Code] to access the work code interface.

A screenshot of the ZKTeco BioTime software interface. The top navigation bar includes 'Personnel', 'Device' (selected), 'Attendance', 'Access Control', 'Payroll', and 'System'. The left sidebar has sections for 'Device', 'Message', 'Data', and 'Work Code' (selected). The main content area shows a table titled 'Work Code' with columns 'Code', 'Name', and 'Last Activity'. Two rows are listed: one with code 2 and name 2, last activity 2019-08-05 10:48:54; and another with code 1 and name 11, last activity '-'. Action buttons 'Add', 'Delete', 'Send To Device', and 'Remove From Device' are at the top of the table. A toolbar with various icons is at the bottom right.

#### 4.4.1 Add Work Code

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

A screenshot of an 'Add' dialog box. It has two input fields: 'Code\*' and 'Name\*'. At the bottom are 'Confirm' and 'Cancel' buttons.

Set each parameter, the specific method is as follows:

**Code:** Enter the work order number.

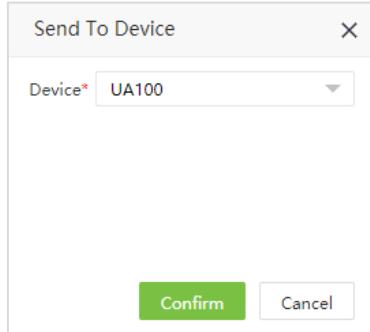
**Name:** Enter the name of the work code.

2. After the completion of the settings, click [Confirm] to save the settings and return to the work code setting interface. The work code list displays the added work code.

#### 4.4.2 Issue Work Code to Device

Issue work code to the device.

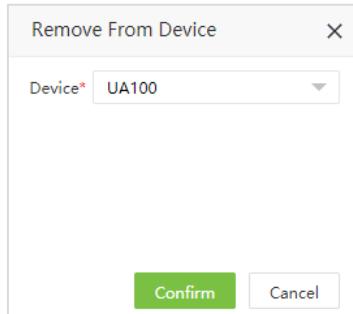
1. Click [Device] > [Work Code] > [Send to Device] to access the issuing work code interface, select the device in the pull-down list:



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

#### 4.4.3 Remove Work Code

1. Click [Device] > [Work Code] > [Remove From Device] to access the removing work code interface, select the device in the pull-down list:

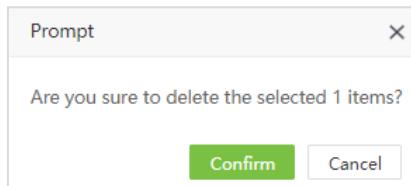


2. Click [Confirm] to remove the work code from the device.

#### 4.4.4 Delete Work Code

Delete work code on the software side.

1. Select the work code to be deleted in the work code list, and click [Delete] to access the deleting work code interface.



2. Click [Confirm] and the work code will be deleted from the list.

### 4.5 Bio-Template

Check the detail information of employee's biometric template.

The screenshot shows the ZKTeco BioTime software interface. The top navigation bar includes tabs for Personnel, Device (selected), Attendance, Access Control, Payroll, System, and a user welcome message. On the left, a sidebar menu lists options like Device, Message, Data (selected), Work Code, Bio-Template (highlighted in green), Bio-Photo, Transaction, and Log. The main content area displays a table with columns: Employee, Bio-Type, Bio-Index, Major Version, Serial Number, and Update Time. The table contains 14 rows of data for employees 101 Shilpa through 34 Khajal.

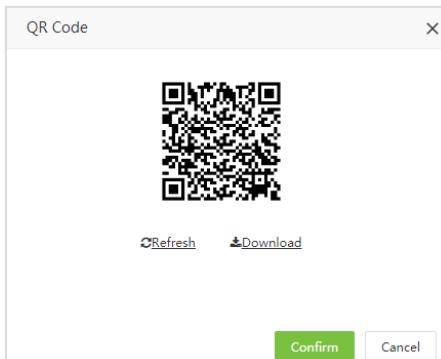
Employee	Bio-Type	Bio-Index	Major Version	Serial Number	Update Time
101 Shilpa	Palm	0	58	BK61174960012	2019-10-02 15:52:01
132 132	-	0	58	5789192800014	2019-10-02 13:17:56
123 Freya	-	0	58	5789192800014	2019-10-02 13:17:56
50 Merlyn	-	0	58	5789192800014	2019-10-02 13:17:56
40 Jovany	-	0	58	5789192800014	2019-10-02 13:17:56
37 Kurian	-	0	58	5789192800014	2019-10-02 13:17:56
36 Sneha	-	0	58	5789192800014	2019-10-02 13:17:56
35 Carlo	-	0	58	5789192800014	2019-10-02 13:17:56
34 Khajal	-	0	58	5789192800014	2019-10-02 13:17:56

## 4.6 Bio-Photo

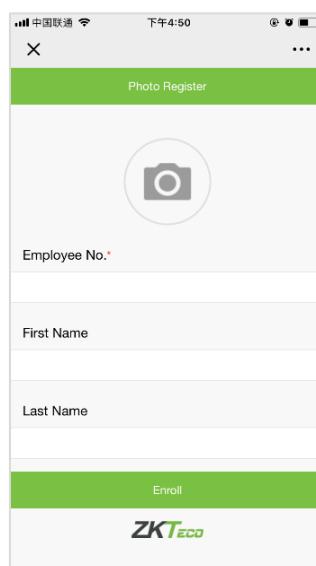
### 4.6.1 Register Bio-Photo

Register visible light comparison photos to verify and punch on the visible light device.

1. Choose [Device] > [Data] > [Bio-photo] > [QR Code] to access the QR Code getting interface.

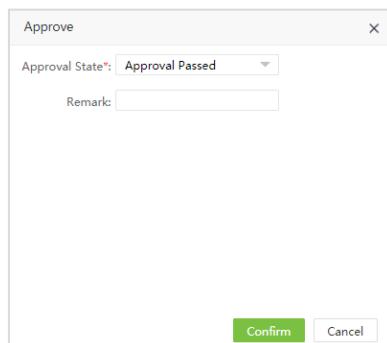


2. Scan the QR code and register the comparison photo of the user on the mobile phone (the user must be stored in the software), the following interface is entered after successful scanning:



3. Take the photo, enter the employee's ID number, First Name and Last Name are not required. Click [Enroll], complete registration, and return to the Bio-photo page as below:

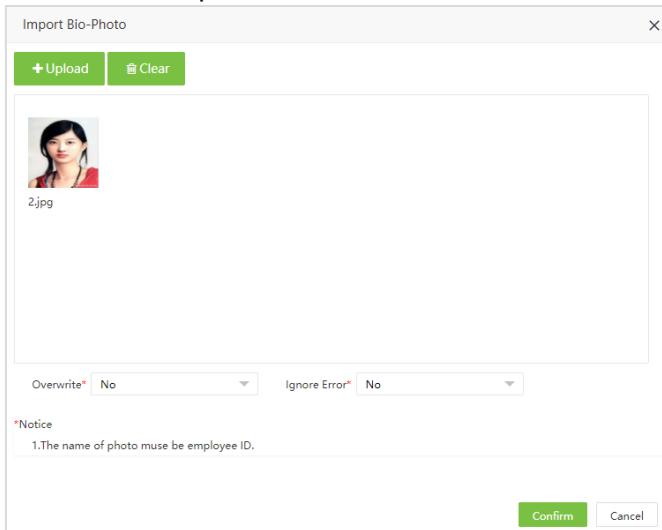
4. At this point, check the person for approval (more than one can be selected), click Approve, and enter the approval interface:



After selecting Approval State, click [Confirm] to complete the approval process and return to the approval list, which shows the approval result of the person. If yes, the user can use the face to verify on the visible light device. If not, it cannot be verified.

#### 4.6.2 Import Bio-Photo

1. Click [Device] > [Data] > [Bio-Photo] > [Import Bio-Photo] to access to the batch import Bio-Photo interface.



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

**Overwrite:** if set as Yes, then the existed bio photo will be overwritten.

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

3. Click [Confirm] to finish the importation.

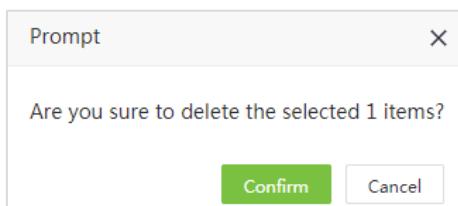
#### Note

(1) The name of photo must be employee ID.

(2) The size of photo maximum is 25kb.

### 4.6.3 Delete Bio-Photo Application

On the application interface, select the application (or applications) to be deleted, and click [**Delete**] on upper left of the list or directly click  in the line of the personnel to be deleted to access the confirmation interface for deletion.



Click [Confirm] to complete the deletion.

## 4.7 Transaction

### 4.7.1 Transaction Table

An AC log table displays the attendance records of all employees, including appended log, those uploaded by the T&A device and APP.

Choose [**Device**] > [**Data**] > [**Transaction**] to access the Transaction interface, and the main interface lists the attendance records of all employees by default.

Employee ID	First Name	Department	Date	Time	Punch State	Area	Serial Number	Device Name	Upload Time
101	Shilpa	Software	2019-10-02	15:55:00	Check In	Visible Light	CJ98192460003	G4	2019-10-02 15:55:02
101	Shilpa	Software	2019-10-02	15:54:57	Check In	Visible Light	CJ98192460003	G4	2019-10-02 15:55:00
101	Shilpa	Software	2019-10-02	15:54:54	Check In	Visible Light	CJ98192460003	G4	2019-10-02 15:54:57
101	Shilpa	Software	2019-10-02	15:51:49	Check Out	SAS0	BK61174960012	SAS0	2019-10-02 15:51:50
101	Shilpa	Software	2019-10-02	15:51:46	Check Out	SAS0	BK61174960012	SAS0	2019-10-02 15:51:46
101	Shilpa	Software	2019-10-02	15:51:44	Check Out	SAS0	BK61174960012	SAS0	2019-10-02 15:51:44
101	Shilpa	Software	2019-10-02	15:51:40	Check Out	SAS0	BK61174960012	SAS0	2019-10-02 15:51:40
9	Rosmol	Software	2019-10-02	15:37:55	Check In	Visible Light	CJ98192460003	G4	2019-10-02 15:37:58
100	Sneha	Software	2019-10-02	19:21:03	-	H8510testarea	1106576978	HB510	2019-10-02 15:21:05
100	Sneha	Software	2019-10-02	15:16:20	Check In	Visible Light	CJ98192460003	G4	2019-10-02 15:16:23
36	Sneha	Software	2019-10-02	15:16:15	Check In	Visible Light	CJ98192460003	G4	2019-10-02 15:16:19
100	Sneha	Software	2019-10-02	15:16:14	Check In	Visible Light	CJ98192460003	G4	2019-10-02 15:16:19
36	Sneha	Software	2019-10-02	15:16:13	Check In	Visible Light	CJ98192460003	G4	2019-10-02 15:16:16
100	Sneha	Software	2019-10-02	15:16:08	Check In	Visible Light	CJ98192460003	G4	2019-10-02 15:16:12
100	Sneha	Software	2019-10-02	15:14:41	Check In	Visible Light	5678912300410	Horus	2019-10-02 15:15:03
100	Sneha	Software	2019-10-02	15:14:40	Check In	Visible Light	5678912300410	Horus	2019-10-02 15:15:03
9	Rosmol	Software	2019-10-02	14:34:55	Check In	Visible Light	CJ98192460003	G4	2019-10-02 14:34:58
9	Rosmol	Software	2019-10-02	14:34:51	Check In	Visible Light	CJ98192460003	G4	2019-10-02 14:34:53

(1) Users can export an AC log table to an .xls, pdf, csv or txt file based on requirements. Please refer to [5. Export Appendix 1](#) for the specific method of exporting the AC log table.

(2) Users can select the fields to be displayed in the AC log table based on requirements (the fields are displayed after being checked in columns).

(3) Users can change the column width by dragging the column border to the left or right.

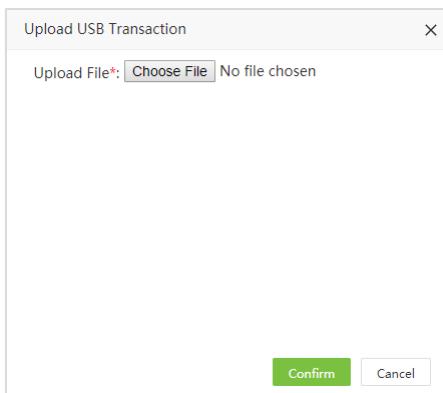
(4) Users can define the number of records to be displayed on each interface in the AC log table.

(5) Click the line where an attendance record is located, and view the corresponding photo and personal information in the Att Photo box on the right.

## 4.7.2 Upload USB Transaction

Import the attendance records downloaded from a device to the USB disk to the attendance system.

1. Click [Upload USB Transaction] on the Transaction interface. An interface as shown in the following is displayed.



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

2. After completion of the setting, click [Confirm] to upload the attendance records in the attendance record file to the software.

## 4.8 Device Log

Display device operation logs, such as power on, device administrator enters menu, registers personnel, and deletes personnel and so on.

Operation Log								
Device	Timezone	Administrator	Action	Object	Parameters	Action Time	Upload Time	
A65Q173260002	Etc/GMT+4	0	Enter menu	0	0	2019-10-02 15:54:32	2019-10-02 15:54:33	
A65Q173260002	Etc/GMT+4	0	Enter menu	0	0	2019-10-02 15:54:33	2019-10-02 15:54:34	
BK61174960012	Etc/GMT+4	0	Enter menu	0	0	2019-10-02 15:53:04	2019-10-02 15:53:04	
BK61174960012	Etc/GMT+4	0	Enter menu	0	0	2019-10-02 15:51:52	2019-10-02 15:51:52	
BK61174960012	Etc/GMT+4	0	Update other user	101	0	2019-10-02 15:51:02	2019-10-02 15:51:04	
BK61174960012	Etc/GMT+4	0	Enter menu	0	0	2019-10-02 15:49:59	2019-10-02 15:49:59	
A65Q173260002	Etc/GMT+4	0	Enter menu	0	0	2019-10-02 14:19:56	2019-10-02 14:19:56	
5789192600014	Etc/GMT+4	0	Power on	0	0	2019-10-02 13:15:24	2019-10-02 13:16:24	

## 4.9 Upload Log

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

Upload Log					
Device	Event	Content	Count	Error Count	Upload Time
A65Q173260002	Operation Log		1	0	2019-10-02 15:54:33
A65Q173260002	Operation Log		1	0	2019-10-02 15:54:34
BK61174960012	Operation Log		1	0	2019-10-02 15:53:04
BK61174960012	[BioDataPalm]	101 Shilpa	6	0	2019-10-02 15:52:01
BK61174960012	Operation Log		1	0	2019-10-02 15:51:04
BK61174960012	Operation Log		1	0	2019-10-02 15:51:04
BK61174960012	Employee Info	101 Shilpa	1	0	2019-10-02 15:51:03
BK61174960012	Operation Log		1	0	2019-10-02 15:49:59

## 4.8 Mobile App

### 4.8.1 GPS For Employee

Set the punch range for employee while make attendance punch on Mobile APP.

The screenshot shows the ZKTeco software interface with a green header bar. The header includes the ZKTeco logo, navigation tabs for Personnel, Device, Attendance, Access Control, Payroll, and System, and a welcome message for 'admin'. Below the header is a sidebar with links for Device, Message, Data, Log, Mobile App, GPS For Employee, and GPS For Department. The main content area is titled 'GPS For Employee' and contains a table with columns: Employee, Location, Longitude, Latitude, Distance(Meters), Start Date, and End Date. The table lists several entries, each with edit and delete icons. The table has 10 rows, starting with '1007 lixian' and ending with '1008 1008'.

1. Click [Device] > [Mobile APP] > [GPS For Employee] > [Add] to access the setting interface:

The screenshot shows the 'Add' dialog box for GPS For Employee settings. The dialog has two main sections: 'Selected' and 'Add'. The 'Selected' section on the right shows a list of selected employees: 1001, ke, Duan; 1004, 1004, 1004. The 'Add' section on the left shows a list of all employees with checkboxes. Two employees are checked: 1001 and 1004. Below the list are pagination controls (20, 1, 2, 3, ..., 15, > Total 282 Records) and input fields for Location\*, Distance(Meters)\* (50), Longitude\*, Latitude\*, Start Date\*, and End Date\*. At the bottom are 'Confirm' and 'Cancel' buttons.

Set the parameters as required based on the following steps:

**Employee:** Select the personnel who need to punch within specified range.

**Location:** Input the name of the location.

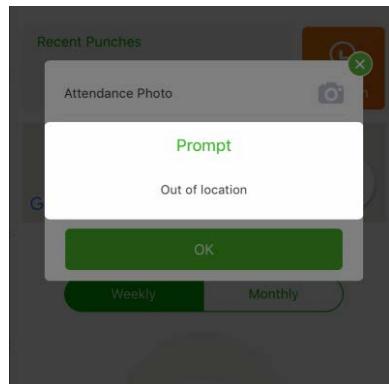
**Distance:** Set the range for the APP punches.

**Longitude:** Set the longitude of the location.

**Latitude:** Set the latitude of the location.

**Start Date / End Date:** Set the valid period for this setting.

2. Click [Confirm] to save the setting. While the personnel punch out of range on APP, it will show the following prompt on APP:



#### 4.8.2 GPS For Department

Set the punch range for department, that means for all employee from specified department should punch within the range while make attendance punch on Mobile APP.

A screenshot of the ZKTeco software interface. The top navigation bar includes 'Personnel', 'Device' (which is selected), 'Attendance', 'Access Control', 'Payroll', and 'System'. On the right, there's a 'Welcome admin' section with a user icon and a download link. The left sidebar has sections for 'Device', 'Message', 'Data', 'Log', 'Mobile App', 'GPS For Employee', and 'GPS For Department', with 'GPS For Department' currently selected. The main content area shows a table titled 'GPS For Department' with columns: Department, Location, Longitude, Latitude, Distance(Meters), Start Date, and End Date. There are several rows of data with edit and delete icons. The table has a standard grid layout with alternating row colors.

1. Click [Device] > [Mobile APP] > [GPS For Department] > [Add] to access the setting interface:

A screenshot of an 'Add' dialog box. It has a title bar 'Add' and a close button 'X'. Inside, there are several input fields: 'Department' (a dropdown menu), 'Location\*' (text input), 'Distance(Meters)\*' (text input with value '50'), 'Longitude\*' (text input), 'Latitude\*' (text input), 'Start Date\*' (text input), and 'End Date\*' (text input). At the bottom right are two buttons: 'Confirm' (green) and 'Cancel' (white).

Set the parameters as required based on the following steps:

**Department:** Select the department.

**Location:** Input the name of the location.

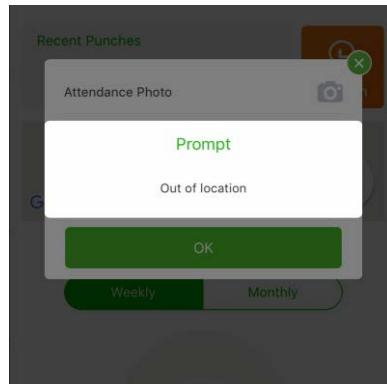
**Distance:** Set the range for the APP punches.

**Longitude:** Set the longitude of the location.

**Latitude:** Set the latitude of the location.

**Start Date / End Date:** Set the valid period for this setting.

2. Click [Confirm] to save the setting. While the personnel belonging to the specified department punch out of range on APP, it will show the following prompt on APP:



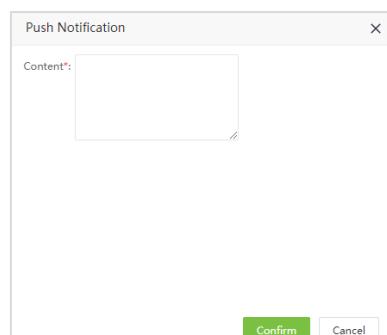
#### 4.8.3 APP Account

Display all APP accounts (personnel who have enabled the mobile APP function under the Personnel module. On the APP side, the personnel login to the APP by entering the personnel ID and self-service login password). The main information includes the user name, login time, last active time, client ID, device token, client category, run status (whether the user is online), APP status (whether the APP is disabled).

User Name	Login Time	Last Active	Client Id	Device Token	Client Category
2009	2019-08-15 14:18:47	2019-08-15 14:19:08	aida440c931-66a3-4db9-b55f-3f02672a1baf	f11b1lpwBY:APA91bGzu71NqF28zFMZ9Yb-UDnGE0FDQXhsSQ...	Android
20190815	2019-08-15 14:13:06	2019-08-15 14:23:03	3968D54B-5905-41D3-82C8-C20C445CB6EE	560270a09233421f0457bd1b1a108845e384a0482d0d6b05e1d13...	IOS
3008	2019-08-15 14:19:13	2019-08-15 14:24:28	aida440c931-66a3-4db9-b55f-3f02672a1baf	f11b1lpwBY:APA91bGzu71NqF28zFMZ9Yb-UDnGE0FDQXhsSQ...	Android
1004	2019-08-14 10:02:43	2019-08-14 10:02:50	A9201E6D-AB74-4663-8623-A1D2A45BD39A	d571b6ae25e8ef18ef731aef4e7187f6c337ca6fae2dc86fe73f4b...	IOS
211	2019-08-14 11:36:56	2019-08-14 11:38:34	A9201E6D-AB74-4663-8623-A1D2A45BD39A	d571b6ae25e8ef18ef731aef4e7187f6c337ca6fae2dc86fe73f4b...	IOS
10	2019-08-13 17:24:57	2019-08-13 17:25:43	A9201E6D-AB74-4663-8623-A1D2A45BD39A	d571b6ae25e8ef18ef731aef4e7187f6c337ca6fae2dc86fe73f4b...	IOS
9	2019-08-13 17:22:59	2019-08-13 17:23:58	A9201E6D-AB74-4663-8623-A1D2A45BD39A	d571b6ae25e8ef18ef731aef4e7187f6c337ca6fae2dc86fe73f4b...	IOS
1001	2019-08-12 09:27:05	2019-08-12 15:24:01	aidfb595018-00e7-46f5-a520-7b0f71c23ec7		Android
1001	2019-08-13 17:08:50	2019-08-13 17:21:27	A9201E6D-AB74-4663-8623-A1D2A45BD39A	d571b6ae25e8ef18ef731aef4e7187f6c337ca6fae2dc86fe73f4b...	IOS
2010	2019-08-13 17:21:33	2019-08-13 17:22:34	A9201E6D-AB74-4663-8623-A1D2A45BD39A	d571b6ae25e8ef18ef731aef4e7187f6c337ca6fae2dc86fe73f4b...	IOS
1001	2019-08-09 17:43:48	2019-08-09 18:16:19	3968D54B-5905-41D3-82C8-C20C445CB6EE	560270a09233421f0457bd1b1a108845e384a0482d0d6b05e1d13...	IOS

#### ➤ Push Notification

1. Click [Device] > [Mobile APP] > [Account], select corresponding account, click [Push Notification].



2. Fill in the notification content, click [Confirm] and push the notification.

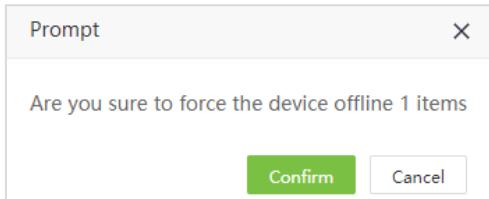
## Note

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

### ➤ Force Offline

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

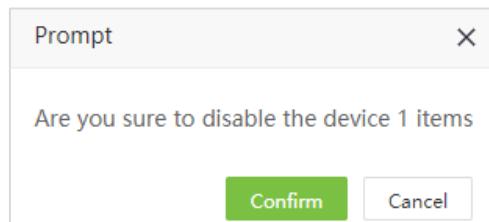
1. Click [Device] > [Mobile APP] > [Account], select corresponding account, click [Force Offline].



2. Click [Confirm], to turn the mobile phone inactive.

### ➤ Disable

1. Click [Device] > [Mobile APP] > [Account], select corresponding account, click [Disable].



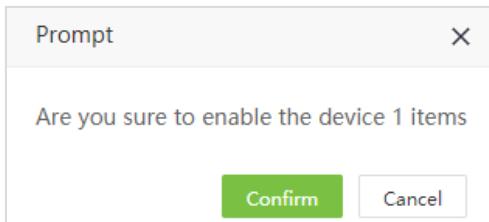
2. Click [Confirm] to disable corresponding account.

## Note:

A disabled account cannot login to the App unless the account is enabled.

### ➤ Enable

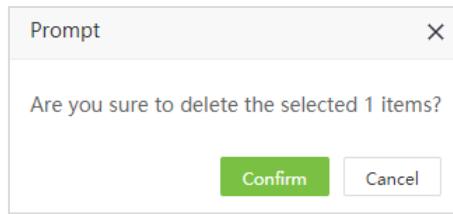
1. Click [Device] > [Mobile APP] > [Account], select corresponding account, click [Enable].



2. Click [Confirm] to enable corresponding account.

### ➤ Delete Account

1. Click [Device] > [Mobile APP] > [Account], select corresponding account, click [Delete].



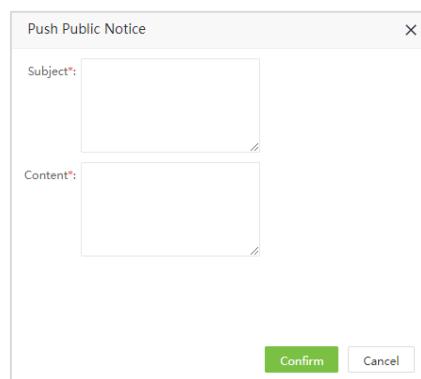
2. Click [Confirm] to enable corresponding account.

#### 4.8.4 Announcement

The software supports adding announcement and pushing them to the App.

##### ➤ Push Public Notice

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



Set each parameter as needed. The specific setting method is as follows:

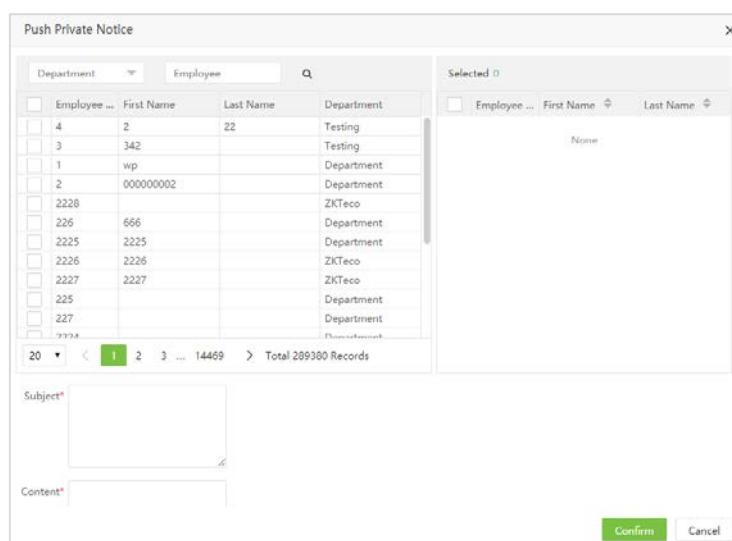
**Subject:** Notice subject.

**Content:** Notice content.

3. After the completion of setting the parameter, click [Confirm], to push the push notice to all mobile clients.

##### ➤ Push Private Notice

1. Click [Device] > [Mobile APP] > [Announcement] > [Push Private Notice].

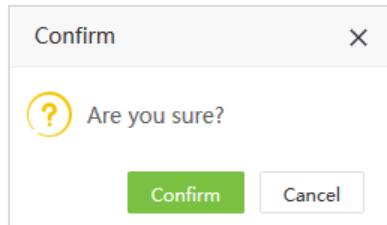


2. In the personnel list, select the personnel in batches (you can filter by searching department, name and job number);

3. Fill in the notification subject and content, click [Confirm], and push the notification to the corresponding mobile client.

#### ➤ Delete Announcement

1. Click [Device] > [Mobile APP] > [Announcement], selected the announcement that need to be deleted, and the click [Delete] or mark  in the announcement list.



2. Click [Confirm] to delete selected announcement, and back to the announcement interface. The deleted announcement will no longer appear in the announcement list.

### 4.8.5 Notice

Display all the announcements pushed to the APP, approval (leave, overtime, and manual log), and abnormal reminder message.

Receiver	Category	Content	Source	Sender	Send Time	Read Status	Actions
1007 lixian	Leave	{"category": "Casual Leave", "remark": "", "end": 1565856000, "approve_status": 0, "apply_time": 156585...}	836	ke	2019-08-15 15:37:59	Unread	
1005 1005	Leave	{"category": "Casual Leave", "remark": "", "end": 1565856000, "approve_status": 0, "apply_time": 156585...}	836	ke	2019-08-15 15:37:57	Unread	
1004 1004	Leave	{"category": "Casual Leave", "remark": "", "end": 1565856000, "approve_status": 0, "apply_time": 156585...}	836	ke	2019-08-15 15:37:56	Unread	
1001 ke	Leave	{"category": "Casual Leave", "remark": "", "end": 1565856000, "approve_status": 0, "apply_time": 156585...}	836	ke	2019-08-15 15:37:54	Unread	
1007 lixian	Leave	{"category": "Compassionate Leave", "remark": "", "end": 1565753530, "approve_status": 2, "apply_time": ...}	735	1006	2019-08-14 10:37:11	Unread	
1006 1006	Leave	{"category": "Compassionate Leave", "remark": "", "end": 1565753530, "approve_status": 2, "apply_time": ...}	735	1006	2019-08-14 10:37:11	Read	
1005 1005	Leave	{"category": "Compassionate Leave", "remark": "", "end": 1565753530, "approve_status": 0, "apply_time": ...}	735	1006	2019-08-14 10:33:09	Unread	
1001 ke	Leave	{"category": "Business Trip", "remark": "", "end": 1567238400, "approve_status": 2, "apply_time": 15656647...}	687	ke	2019-08-13 10:55:32	Unread	
1001 ke	Leave	{"category": "Sick Leave", "remark": "", "end": 1565899200, "approve_status": 1, "apply_time": 15656647...}	686	ke	2019-08-13 11:13:21	Unread	
1001 ke	Leave	{"category": "Casual Leave", "remark": "", "end": 1567353600, "approve_status": 1, "apply_time": 156566...}	685	ke	2019-08-13 11:13:21	Unread	
1001 ke	Training	{"category": "KIKI", "remark": "", "end": 1566662400, "approve_status": 2, "apply_time": 1565664003, "st...}	682	ke	2019-08-13 10:51:39	Unread	
1001 ke	Training	{"category": "KIKI", "remark": "", "end": 1565884800, "approve_status": 2, "apply_time": 1565663213, "st...}	672	ke	2019-08-13 10:27:37	Unread	
1001 ke	Training	{"category": "KIKI", "remark": "", "end": 1565712000, "approve_status": 0, "apply_time": 1565663199, "st...}	671	ke	2019-08-13 10:26:40	Unread	
1001 ke	Leave	{"category": "Annual Leave", "remark": "", "end": 1565884800, "approve_status": 2, "apply_time": 15653...}	564	ke	2019-08-09 18:14:52	Unread	
1001 ke	Leave	{"category": "Compassionate Leave", "remark": "", "end": 1565233200, "approve_status": 0, "apply_time": ...}	560	ke	2019-08-09 17:57:20	Unread	

### 4.8.6 Operation Log

Display the all operation records of all APP clients.

Action	Action Time	Status	Describe
apply	2019-08-15 14:24:28	Successful	successful
pull_shift	2019-08-15 14:24:23	Successful	successful
pull_schedule	2019-08-15 14:24:14	Successful	successful
pull_setting	2019-08-15 14:24:10	Successful	successful
pull_transaction	2019-08-15 14:24:10	Successful	successful
work_code	2019-08-15 14:24:10	Successful	successful
pull_exception_summary	2019-08-15 14:24:10	Successful	successful
category	2019-08-15 14:24:10	Successful	successful
pull_schedule	2019-08-15 14:23:51	Successful	successful
pull_exception_summary	2019-08-15 14:23:03	Successful	successful
pull_transaction	2019-08-15 14:23:03	Successful	successful
pull_exception_summary	2019-08-15 14:19:14	Successful	successful
pull_setting	2019-08-15 14:19:14	Successful	successful
category	2019-08-15 14:19:14	Successful	successful
pull_transaction	2019-08-15 14:19:14	Successful	successful
work_code	2019-08-15 14:19:14	Successful	successful

## 4.9 Configuration

**Device Communication Setting**

- Registration Device:  Enable
- Resigned Filter:  Disable
- Allow Auto Add:  Enable
- Allow Upload Name:  Enable
- Allow Upload Card:  Enable

**Bio-Photo Approval Policy**

- Employee Edit\*:  Pending
- Batch Import\*:  Pending
- Mobile Register\*:  Pending
- Device Upload\*:  Auto Approved

**Data Retention Setting** (Setup 9999 to keep data)

Transaction*	365 90 - 9999 Days	Command*	90 15 - 9999 Days
Device Log*	90 15 - 9999 Days	Upload Log*	90 15 - 9999 Days

Submit

### ➤ Device Communication Setting

1. Registration Device: Set whether the device communication works like registration device.
2. Resigned Filter: Set when a resigned employee uploaded from device, the system will resend delete command to remove from device.
3. Allow Auto Add: Set whether allow to add device automatically to device.
4. Allow Upload Name: Set whether allow to upload personnel's name from device.
5. Allow Upload Card: Set whether allow to upload personnel's card number from device.

### ➤ Bio-Photo Approval Policy

Set the Bio-Photo approval policy, it can be [Pending] or [Auto Approved], if it's set as [Pending], then the Bio-Photo must be approved by administrator.

### ➤ Data Retention Setting

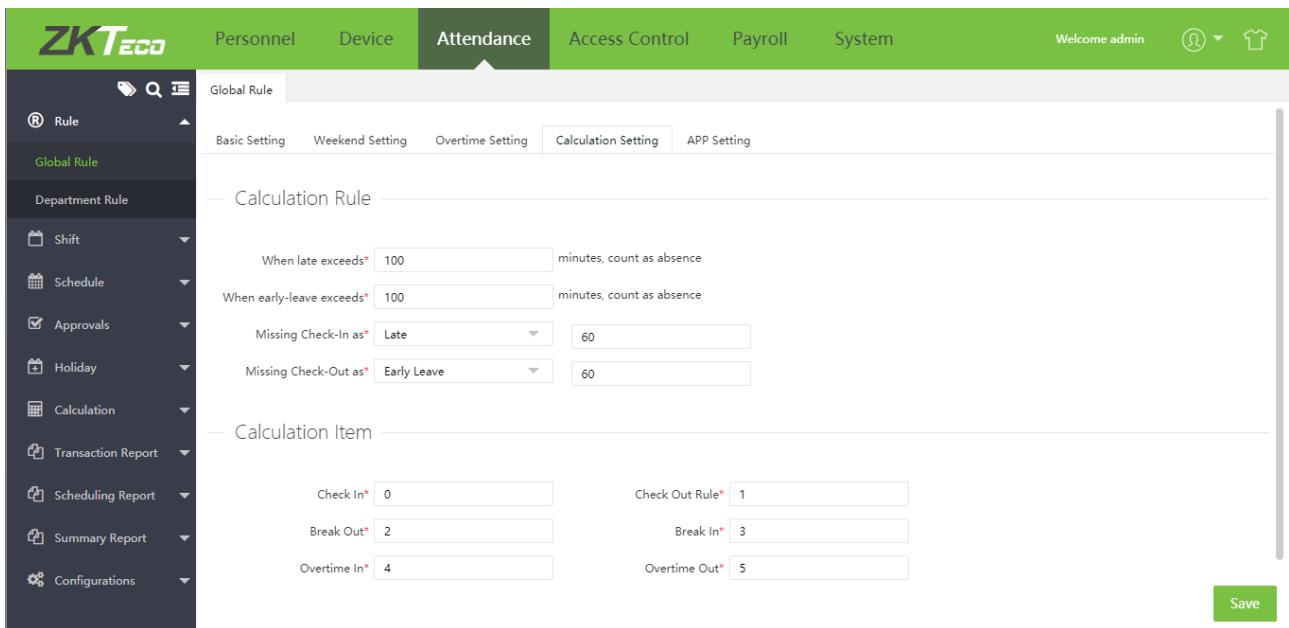
Set the retention days for data, including transaction, command, device log and upload log.

# Chapter 5 Attendance Management

The system can exchange data with the T&A devices and collect attendance records kept in it. Primary functions implemented by the attendance system include regional user management and management of attendance parameters, shift timetables, scheduling, daily maintenance, attendance calculation, attendance reports, and attendance devices.

## 5.1 Attendance Parameters

As attendance systems set up by different companies vary, it is necessary to manually set attendance parameters to ensure the accuracy of the final attendance calculation.

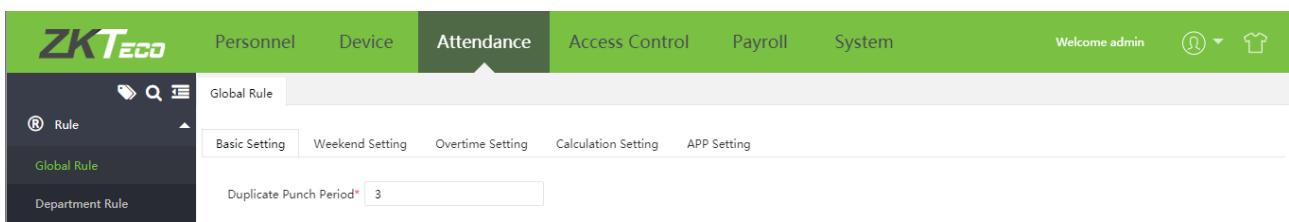


The screenshot shows the ZKTeco Attendance Management software interface. The top navigation bar includes tabs for Personnel, Device, Attendance (which is highlighted in green), Access Control, Payroll, and System. A welcome message "Welcome admin" is displayed along with a user icon and a gear icon. On the left, a sidebar menu lists various rules and reports like Global Rule, Department Rule, Shift, Schedule, Approvals, Holiday, Calculation, Transaction Report, Scheduling Report, Summary Report, and Configurations. The main content area is titled "Global Rule" and "Calculation Setting". It contains sections for "Calculation Rule" and "Calculation Item". Under "Calculation Rule", there are fields for "When late exceeds\*" (100 minutes, count as absence) and "When early-leave exceeds\*" (100 minutes, count as absence). Under "Calculation Item", there are fields for Check In (0), Check Out Rule (1), Break Out (2), Break In (3), Overtime In (4), and Overtime Out (5). A green "Save" button is located at the bottom right.

### 5.1.1 General Rule

1. General rules apply to all departments. All general attendance parameters can be set here.

#### ➤ Basic Setting



The screenshot shows the ZKTeco Attendance Management software interface. The top navigation bar includes tabs for Personnel, Device, Attendance (highlighted in green), Access Control, Payroll, and System. A welcome message "Welcome admin" is displayed along with a user icon and a gear icon. On the left, a sidebar menu lists Global Rule and Department Rule. The main content area is titled "Global Rule" and "Basic Setting". It features a single input field for "Duplicate Punch Period\*" with the value "3".

**Duplicate Punch Period:** Set the time period (in minutes) for duplicate punch. If set to 1 minute, then the user tries to punch several times within a minute, the system will only accept the first punch.

#### ➤ Weekend Setting

Weekend	Working On Day	OT Level 1 (Hours)	OT Level 2 (Hours)	OT Level 3 (Hours)
Monday	Ignore	0	0	0
Tuesday	Ignore	0	0	0
Wednesday	Ignore	0	0	0
Thursday	Ignore	0	0	0
Friday	Move To Normal OT	2	4	6
Saturday	Move To Weekend OT	2	4	6
Sunday	Move To Weekend OT	2	4	6

Set the weekend. You set working on weekend as Ignore, Normal Work, Normal OT, Weekend OT and Holiday OT, also you can set the OT level for weekend.

### Notes:

The hours set for OT Level should be OT Level 3 > OT Level 2 > OT Level 1.

### ➤ Overtime Setting

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

### ➤ Calculation Setting

### Calculation Rule

The following check-in and check-out settings are valid only when mandatory check-in and check-out items are set to Yes in shift timetable settings.

Late exceed N minutes or early leave exceed N minutes is counted as absence.

On-duty without check-in entry is counted as late arrival (absence/no complete) for N minutes.

On-duty without check-out entry is counted as early leaving (absence/no complete) for N minutes.

### Calculation Item

You can set the value corresponding to the attendance status.

#### ➤ App Setting

**Capture:** Whether attendance photos must be uploaded.

**Work Code:** Whether work code must be selected.

**Function Key:** Whether attendance status must be selected.

2. After completion of the setting, click [Save] for saving.

### 5.1.2 Department Rule

You can add rules for individual departments.



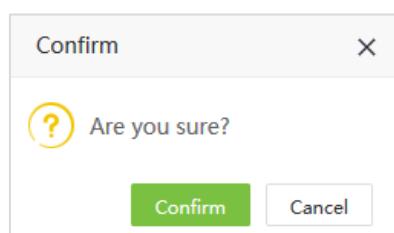
#### ➤ Add New Department Rule

Click [Attendance] > [Rule]> [Department Rule] > [Add], add special rules for departments here.

Name*	<input type="text"/>	Department*	<input type="text"/>
Calculation Rule		Overtime Setting	
When late exceeds*	<input type="text" value="100"/>	minutes, count as absence	
When early-leave exceeds*	<input type="text" value="100"/>	minutes, count as absence	
Missing Check-In as*	<input type="text" value="Late"/>	<input type="text" value="60"/>	minutes
Missing Check-Out as*	<input type="text" value="Early Leave"/>	<input type="text" value="60"/>	minutes

For Calculation Rule and Overtime Setting, please refer to Global Rule Setting.

Select the department rule to be deleted in the department rule list, and click [Delete], or directly click in the line of the department rule to be deleted to access the department rule deletion confirmation interface.



Click [Confirm] and the work code will be deleted from the list and the device.

## 5.2 Break Time

When setting the shift timetable, the break time can be selected, and more than one break time can be added in one shift timetable.

### 5.2.1 Add a Break Time

1. Click [Attendance] > [Shift] > [Break Time] > [Add] to enter the adding break time interface.

The screenshot shows a configuration dialog titled "Add". The "Basic Setting" tab is active. The "Name" field is empty. The "Calculate Type" dropdown is set to "Auto Deduct". The "Start Time" is set to "12:00:00". The "Duration" is set to "60". The "End Time Margin" is set to "60". The "Based On Punch State" dropdown is set to "No". The "Duplicate Punch Period" dropdown is set to "Depends on rule". The "Duplicate Punch Period(m)" input field contains the value "1". At the bottom right are "Confirm" and "Cancel" buttons.

Set each parameter as required, the specific setting method is as follows:

**Name:** Any character, up to 50 character combinations.

**Calculate Type:** Calculation types for break time.

- Select Auto deduct. Whether the user will punch or not, Breaktime will be the allowable rest time in the calculation of attendance.
- Select Required Punch, you must punch during the break time. When staff doesn't punch, Start time/End time will be taken as the start/end time of the rest in the attendance calculation.

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

When the Calculate Type is Required Punch, early back and late back should be considered as shown in the figure below:

Add X

Name*	<input type="text"/>	Calculate Type*	Required Punch
<b>Basic Setting</b>		<b>Require Punch Setting</b>	
Start Time*	<input type="text" value="12:00:00"/>	Duration*	<input type="text" value="60"/>
End Time Margin*	<input type="text" value="60"/>	Based On Punch State*	No
Duplicate Punch Period*	Depends on rule	Duplicate Punch Period(m)*	<input type="text" value="1"/>
<input type="button" value="Confirm"/> <input type="button" value="Cancel"/>			

#### ➤ Basic Setting

**Start Time:** Set the start time of the break time. Time Settings are shown in "[3. Time Selection](#)" in Appendix 1.

**Duration:** The amount of time allowed for rest during the break time.

**End Time Margin:** Set the margin of end time.

If you start and end rest out of this range, they will be invalid records.

**Base on Punch State:** Whether to use the function key during the break time. 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 when calculates the attendance.

**Duplicate Punch Period:** The time interval of punch can be set as Relate to Rule or user customize. When users customize it, they need to set the Duplicate Punch Period (m).

**Duplicate Punch Period (m):** Punch interval.

#### ➤ Require Punch Setting

Add X

Name*	<input type="text"/>	Calculate Type*	Required Punch
<b>Basic Setting</b>		<b>Require Punch Setting</b>	
Early In*	<input type="text" value="Ignore"/>	Minimum Early In*	<input type="text" value="0"/>
Late In*	<input type="text" value="Ignore"/> <div style="border: 1px solid #ccc; padding: 5px; width: 150px; height: 150px; background-color: #fff; display: inline-block; vertical-align: middle;">         Move To Normal Work          Move To Normal OT          Move To Weekend OT          Move To Holiday OT       </div>	Minimum Late In*	<input type="text" value="0"/>
<input type="button" value="Confirm"/> <input type="button" value="Cancel"/>			

**Early In:** Whether to calculate the time of early in. Ignore: Do not calculate the time of early in.

**Move To Normal Work/Normal OT/Weekend OT/Holiday OT:** When the time of early in (the difference between the time you break in and the end time of the break time) is not less than Minimum Early In, then the time of Normal Work/Normal OT/Weekend OT/Holiday OT is the time of early in.

**Minimum Early In:** Set the minimum early in minute of starting to calculate the time of Normal Work/Normal OT/Weekend OT/Holiday OT.

**Late In:** Whether to calculate the time of late in. Ignore: Do not calculate the time of late in.

**Move To Normal Work/Normal OT/Weekend OT/Holiday OT:** When the time of late in (the difference between the time you break out and the start time of the break time) is not less than Minimum Late In, then the time of Normal Work/Normal OT/Weekend OT/Holiday OT is the time of late in.

**Minimum Late In:** Set the minimum late in minute of starting to calculate the time of normal work/normal OT/weekend OT/holiday OT.

### Notes:

1) Duration cannot exceed the time range for punch in break time.

## 5.2.2 Edit a Break Time

1. Click the name of the break time or the mark  after the corresponding period to enter the period editing interface.
2. According to the need to modify the relevant settings, the specific operation is consistent with the add break time. After the modification is completed, click [Confirm] to save.

## 5.2.3 Delete a Break Time

1. Select corresponding break time, click [Delete] at the top left of the rest period list or directly click the mark  after the corresponding break time to enter the confirmation interface of deleting break time.
2. Click [Confirm] to delete the break time, and return to the break time interface.

## 5.3 Timetable

Set the time periods that may be used during attendance and set various parameters. The timetable is the minimum unit in personnel 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, rest time, and overtime.

Before scheduling the shift, you must set all shift timetables possibly used. Only in this way can various parameters set be valid.

### 5.3.1 Add a Timetable

#### ➤ Add New Normal Timetable

1. Click [Attendance] > [Shift] > [Timetable] > [Add Normal Timetable] on the Timetable interface to access the Add interface:

Add Normal Timetable

Name\*

**Basic Setting**   **BreakTime Setting**   **Unscheduled Time Setting**   **OT Level Setting**   **Rule Setting**

Check-In* <input type="text" value="09:00:00"/>	Check-Out* <input type="text" value="18:00:00"/>	Cross Day(s) <input type="text" value="0"/>	
Check-In Start* <input type="text" value="08:00:00"/>	Cross Day(s) <input type="text" value="0"/>	Check-Out Start* <input type="text" value="17:00:00"/>	Cross Day(s) <input type="text" value="0"/>
Check-In End* <input type="text" value="10:00:00"/>	Cross Day(s) <input type="text" value="0"/>	Check-Out End* <input type="text" value="19:00:00"/>	Cross Day(s) <input type="text" value="0"/>
WorkDay* <input type="text" value="1.0"/>			

\*Notice  
1. All the cross-days setting is base on check-in.

**Confirm**   **Cancel**

Set the parameters as required based on the following steps:

#### → Basic Setting

**Name:** Enter any characters with 50 characters at most.

**Check-In Start Time/ End Time, Check-Out Start Time/ End Time:** Valid range for checking in/out in this time period. Check-in/out records out of this range are invalid. Set Cross Day for them, at most 3 days.

**Check-In, Check-Out:** Set the check-in time and check-out time. Set cross day for check-out, at most 3 days.

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

#### → Break Time Setting

		Basic Setting	BreakTime Setting	Unscheduled Time Setting	OT Level Setting	Rule Setting
<input type="checkbox"/>	Name	Start Time	End Time	Duration	Calculate Type	
<input type="checkbox"/>	23-1	23:00:00	01:00:00 <sup>+1</sup>	60	Required Punch	
<input type="checkbox"/>	9-18	09:00:00	18:00:00	540	Auto Deduct	
<input checked="" type="checkbox"/>	8-10	08:00:00	10:00:00	60	Auto Deduct	
<input type="checkbox"/>	12-14	12:00:00	14:00:00	60	Required Punch	
<input type="checkbox"/>	duanbreaktime	12:00:00	14:00:00	60	Auto Deduct	
<input type="checkbox"/>	10-11	10:00:00	11:00:00	30	Required Punch	
<input type="checkbox"/>	15-16	15:00:00	16:00:00	60	Required Punch	

**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 a timetable. (See [5.2.1 Add a Break Time](#) for the setting of break time)

#### → Unscheduled Time Setting

Basic Setting	BreakTime Setting	Unscheduled Time Setting	OT Level Setting	Rule Setting
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="margin-bottom: 10px;"> <b>Early In*</b> <input style="border: none; padding: 0; width: 100%;" type="button" value="Ignore"/> </div> <div> <b>Minimum Early In*</b> <input type="text" value="60"/> </div> </div> <div style="width: 45%;"> <div style="margin-bottom: 10px;"> <b>Late Out*</b> <input style="border: none; padding: 0; width: 100%;" type="button" value="Ignore"/> </div> <div> <b>Minimum Late Out*</b> <input type="text" value="60"/> </div> </div> </div> <div style="background-color: #00AEEF; color: white; padding: 5px; margin-top: 10px;"> <span style="font-size: small;">Ignore</span> </div> <div style="border: 1px solid black; padding: 2px; margin-top: 2px;"> <span style="font-size: small;">Move To Normal Work</span> </div> <div style="border: 1px solid black; padding: 2px; margin-top: 2px;"> <span style="font-size: small;">Move To Normal OT</span> </div> <div style="border: 1px solid black; padding: 2px; margin-top: 2px;"> <span style="font-size: small;">Move To Weekend OT</span> </div> <div style="border: 1px solid black; padding: 2px; margin-top: 2px;"> <span style="font-size: small;">Move To Holiday OT</span> </div>				

**Early In:** Whether to calculate the time of early in. Ignore: Do not calculate the time of early in.

Move To Normal Work/Normal OT/Weekend OT/Holiday OT: When the time of early arrive (the difference between the time you check in and the start time of the timetable) is not less than Minimum Early In, then the time of Normal Work/Normal OT/Weekend OT/Holiday OT is the time of early arrive.

**Minimum Early In:** Set the minimum early in minute of starting to calculate the time of Normal Work/Normal OT/Weekend OT/Holiday OT.

**Late Out:** Whether to calculate the time of late out. Ignore: Do not calculate the time of late out.

Move To Normal Work/Normal OT/Weekend OT/Holiday OT: When the time of late leave (the difference between the time you check out and the end time of the timetable) is not less than Minimum Late Out, then the time of Normal Work/Normal OT/Weekend OT/Holiday OT is the time of late leave.

**Minimum Late Out:** Set the minimum late out minute of starting to calculate the time of Normal Work/Normal OT/Weekend OT/Holiday OT.

#### →OT Level

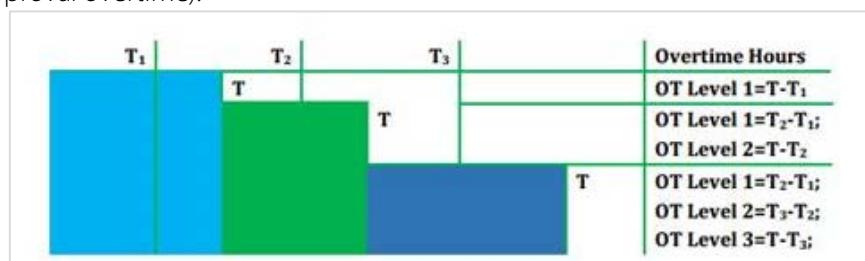
Basic Setting	BreakTime Setting	Unscheduled Time Setting	OT Level Setting	Rule Setting
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="margin-bottom: 10px;"> <b>OT Level*</b> <input style="border: none; padding: 0; width: 100%;" type="button" value="Depends On Work Time"/> </div> <div> <b>OT Level 1*</b> <input type="text" value="9"/> </div> </div> <div style="width: 45%;"> <div style="margin-bottom: 10px;"> <b>OT Level 2*</b> <input type="text" value="11"/> </div> <div> <b>OT Level 3*</b> <input type="text" value="14"/> </div> </div> </div>				

**OT Level:** Set the OT level rule. Ignore: will not calculate the overtime of corresponding OT level. Depend On Work Time: Calculate the overtime of corresponding OT Level based on work time. Depend On OT: Calculate the overtime of corresponding OT level based on calculation or approval overtime.

**OT Level 1/OT Level 2/OT Level 3:** Set OT level 1, 2 and 3 to different lengths of work time or overtime (calculation or approval overtime).

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

Assume that the values of T<sub>1</sub> to T<sub>3</sub> are the hours of OT Level1 to 3. T represents the work time or overtime (calculation or approval overtime).



- If an employee's daily work time or overtime (calculation or approval overtime) is greater than Time 1 but less than Time 2; then the overtime at OT Level 1 is the daily work time minus Time 1.
- If an employee's daily work time or overtime (calculation or approval overtime) is greater than Time 2 but less than Time 3; then the overtime at OT Level 1 is the Time 2 minus Time 1; the overtime at OT Level 2 is the daily work time minus Time 2.
- If an employee's daily work time or overtime (calculation or approval overtime) is greater than Time 3; then the overtime at OT Level 1 is the Time 2 minus Time 1; then overtime at OT Level 2 is Time 3 minus Time 2; the overtime of OT Level 3 is the daily work time minus Time 3.

The following example is used to explain how overtime is calculated by using the values which is specified in the preceding figure. Suppose employee work time is 8 hours, OT Level 1 is 9 hours, OT Level 2 is 11 hours, OT Level 3 is 14 hours.

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

#### →Rule Setting

Basic Setting	BreakTime Setting	Unscheduled Time Setting	OT Level Setting	Rule Setting
Necessary Clock-In*	Yes		Necessary Clock-Out*	Yes
Allow Late-In*	0		Allow Early-Out*	0
Punch Interval Type*	Depends on rule		Duplicate Punch Period*	1
Base On Punch State*	No			

**Necessary Clock-In, Necessary Clock-Out:** Decide 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 designation of late arrival/early leaving starts during the specified working time.

For example, if Allowed late minute is set to 5 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 his or her 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 his or her check-in time and check-in start time exceeds 5 minutes.

**Punch Interval Type:** The time interval of punch can be set as Relate to Rule or user customize. When users customize it, they need to set the Duplicate Punch Period (m).

**Duplicate Punch Period (m):** Punch interval.

**Base on Punch State:** Whether to use the function key. 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 when calculates the attendance.

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

checks in at 9:00 and 18:00. When Base on Punch State is selected as Yes, there is only one valid check in at 9:00 for attendance calculation, and when Base on Punch State is selected as No, there are two valid records, check in at 9:00 and check out at 18:00 for attendance calculation.

2. After the completion of the settings, click [Confirm] to save the settings and return to the Timetable interface. The timetable list displays the added timetable.

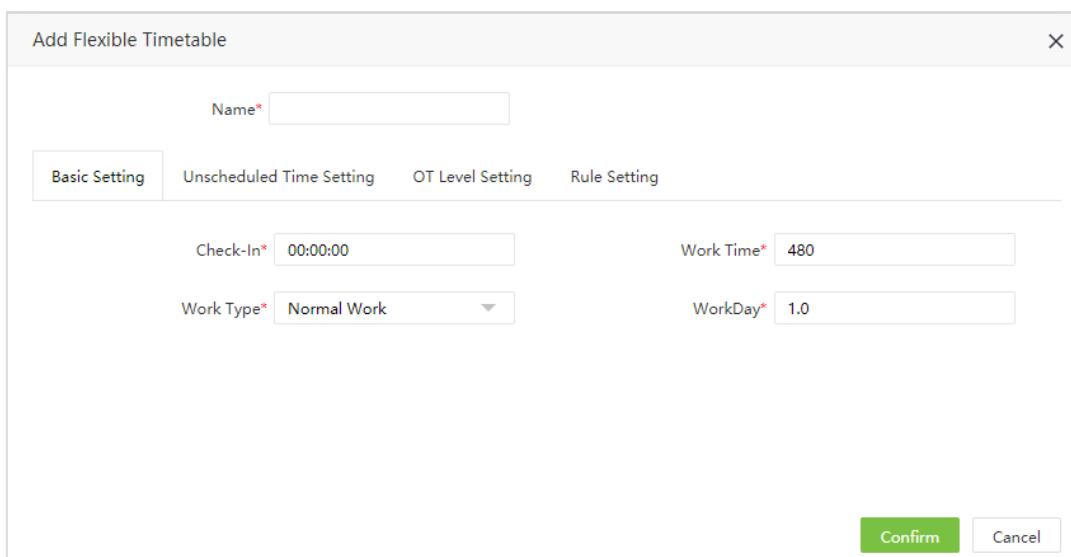
#### Notes:

- (1) There is no timetable with the same start time and end time.
- (2) Please refer to "[3. Time Selection](#)" in Appendix 1 for time setting.

### 5.3.2 Add Flexible Timetable

**Flexible Timetable:** Work delay is not counted as overtime, and late arrival or early out is not calculated.

1. Click [Attendance] > [Shift] > [Timetable] > [Add Flexible Timetable] on the Timetable interface to access the Add interface.



The screenshot shows the 'Add Flexible Timetable' dialog box. At the top, there is a 'Name\*' input field. Below it, a tab navigation bar has 'Basic Setting' selected, while 'Unscheduled Time Setting', 'OT Level Setting', and 'Rule Setting' are also available. Under 'Basic Setting', there are four input fields: 'Check-In\*' with value '00:00:00', 'Work Time\*' with value '480', 'Work Type\*' with dropdown value 'Normal Work', and 'WorkDay\*' with value '1.0'. At the bottom right are 'Confirm' and 'Cancel' buttons.

Set the parameters as required based on the following steps:

**Name:** Enter any characters with 50 characters at most.

→ **Basic Setting**

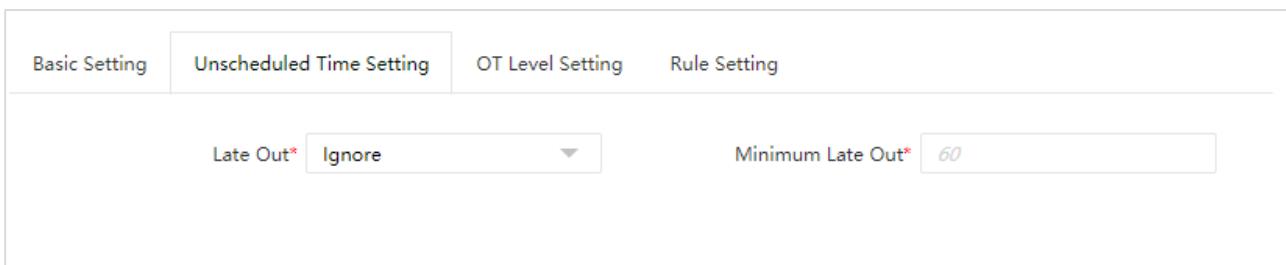
**Check In:** Set the check in time of flexible timetable.

**Work Time:** Custom working hours.

**Work Type:** Define 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.

→ **Unscheduled Time Setting**



The screenshot shows the 'Unscheduled Time Setting' tab of the dialog box. It contains two input fields: 'Late Out\*' with dropdown value 'Ignore' and 'Minimum Late Out\*' with value '60'.

**Late Out:** Whether to calculate the time of late out. Ignore: Do not calculate the time of late out.

**Move To Normal Work/Normal OT/Weekend OT/Holiday OT:** When the time of late leave (the difference between the time you check out and the end time of the timetable) is not less than Minimum Late Out, then the time of Normal Work/Normal OT/Weekend OT/Holiday OT is the time of late leave.

**Minimum Late Out:** Set the minimum late out minute of starting to calculate the time of Normal Work/Normal OT/Weekend OT/Holiday OT.

#### →OT Level Setting

Refer to "OT Level Setting" on "Add Normal Timetable".

#### →Rule Setting

Basic Setting	Unscheduled Time Setting	OT Level Setting	Rule Setting
Necessary Clock-In*	Yes	Necessary Clock-Out*	Yes
Punch Interval Type*	Depends on rule	Duplicate Punch Period*	1
Base On Punch State*	No	Multiple In/Out*	No

**Necessary Clock-In, Necessary Clock-out:** 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.

**Punch Interval Type:** Can be set Relate to Rule or user-defined.

**Duplicate Punch Period (m):** Punch interval.

**Base on Punch State:** Decide whether to use function keys.

**Multiple In/Out:** Multiple in/out function. When Multiple in/out is selected as Yes, this function is enabled, and users can check in and check out for 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-in of the day, and the check-out of the last period shall be taken as the check-out of the day.

2. After the completion of the settings, click [Confirm] to save the settings and return to the Timetable interface. The timetable list displays the added timetable.

### 5.3.3 Edit a Timetable

1. Click Timetable Name or the mark  after the corresponding period to access the timetable edit interface.

2. Modify relevant settings as needed. The detailed modification method is the same as the operation of adding a timetable. Click [Confirm] for saving after completing the modification.

### 5.3.4 Delete a Timetable

1. Select a timetable, click [Delete] on the upper left of the timetable list or directly click the mark  after the corresponding period to access the timetable deletion confirmation interface.

2. Click [Confirm] to delete this timetable and return to the Timetable interface.

## 5.4 Shift Management

**Shift** is composed of one or more preset attendance timetable based on certain order and cycle period. It is a preset work schedule for the personnel. It is essential to set shift if you want to perform check on work attendance for employees.

Choose [Attendance] > [Shift] > [Shift] to access the shift management main interface that displays the shift list and shift timetable details. All shifts in the current system are displayed in the list. Click the line where the shift is and the timetable details list on the right will display the timetable details of this shift in a chart.

Shift Name	Timetable	Unit	Cycle	Auto Shift
9-18-2	9-18	Week	1	<input checked="" type="checkbox"/> <input type="button" value="Delete"/>
hrq	9-18	Week	1	<input checked="" type="checkbox"/> <input type="button" value="Delete"/>
punchbreak	9-18punchbreak	Week	1	<input checked="" type="checkbox"/> <input type="button" value="Delete"/>
autobreak	9-18autobreak	Week	1	<input checked="" type="checkbox"/> <input type="button" value="Delete"/>
flexible	flexible	Week	1	<input checked="" type="checkbox"/> <input type="button" value="Delete"/>
9-18	9-18,flexible use for weekend	Week	1	<input checked="" type="checkbox"/> <input type="button" value="Delete"/>

#### 5.4.1 Add a Shift

1. Click [Add] on the Shift interface to access the shift addition interface:

Shift Name\*

Auto Shift

Timetable

	Name	Check-In	Check-Out	Break Time
<input checked="" type="checkbox"/>	9-18	09:00:00	18:00:00	
<input type="checkbox"/>	flexible use...	00:00:00	23:59:59	
<input type="checkbox"/>	flexible	00:00:00	23:59:59	
<input type="checkbox"/>	9-18autobr...	09:00:00	18:00:00	60
<input type="checkbox"/>	9-18punch...	09:00:00	18:00:00	60
<input type="checkbox"/>	20-05	20:00:00	05:00:00+1	
<input type="checkbox"/>	Test-Unsch...	09:00:00	17:00:00	
<input type="checkbox"/>	Test-OT	09:00:00	17:00:00	
<input type="checkbox"/>	test	09:00:00	17:00:00	

Cycle\*  Unit\*

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	9-18	9-18	9-18	9-18	9-18	

Total 40 Records

\*shift\_helpText\_title  
1. Filling out the shift in right side by select time table from left side.  
2. The cycle can not exceed 366 when unit is day.  
3. The cycle can not exceed 52 when unit is week.  
4. The cycle can not exceed 12 when unit is month.

Set the parameters as required based on the following steps:

**Shift Name:** Enter any characters, with 50 characters at most. A shift name must be unique.

**Auto shift:** Intelligent scheduling function. When there are multiple time periods in the shift, the Auto shift is enabled, and the shift that conforms to the attendance rules will be selected in the attendance calculation. If you disable the Auto shift, the shift cannot add interleaved periods.

**Select Timetable:** Select timetable for the shift. It needs to be preset in the Timetable. Please refer to "[5.3.1 Add a Timetable](#)" for the detailed operation method.

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

**Unit:** including day, week, and month.

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

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

2. After the completion of the settings, click [Confirm] to save the settings and return to the Shift interface. The shift list displays the added shift details.

**Note:** A shift refers to the circulation of a timetable chosen by the users in the cycle period set by the user. Dates unselected represent rest days. When scheduling shifts for an employee, a user needs to select only the start date, end date, and the shift used and it is unnecessary to indicate the date which an employee should work or take a vacation. After a shift is selected, the system will automatically determine the dates on which an employee should work or take a vacation according to the cycle settings of the selected shift.

#### 5.4.2 Edit a Shift

1. Click Shift Name or the mark  after the corresponding shift to access the shift edit interface.
2. Modify relevant settings as needed. The detailed modification method is the same as the operation of adding a shift. Click [Confirm] for saving after completing the modification.

#### 5.4.3 Delete a Shift

1. Select a shift, click [Delete] on the upper left of the shift list or directly click the mark  after the corresponding shift to access the shift deletion confirmation interface.
2. Click [Confirm] to delete this shift and return to the Shift interface.

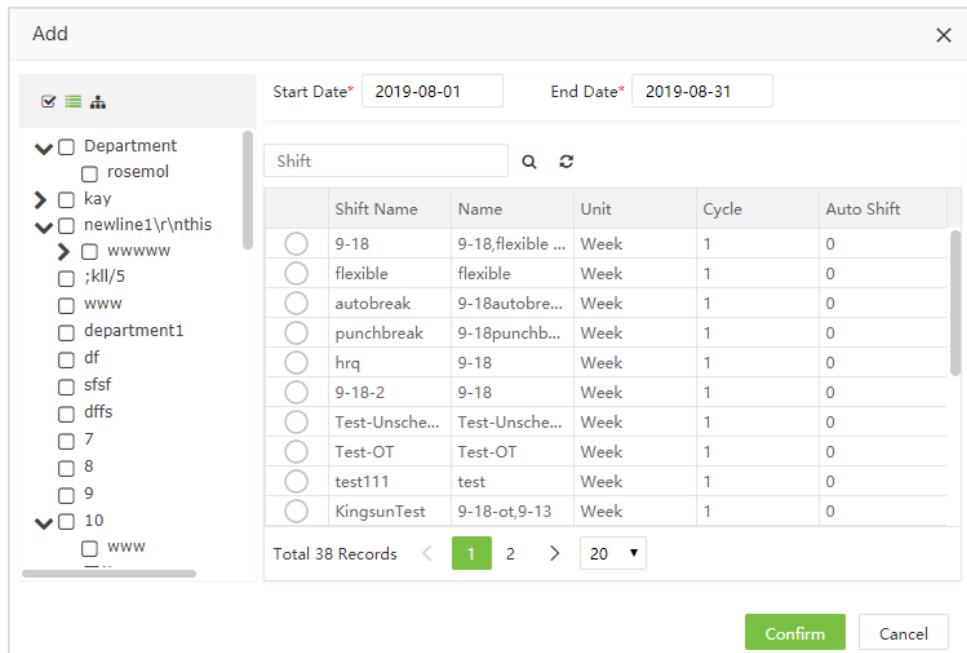
### 5.5 Department Schedule

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

Choose [Attendance] > [Schedule] > [Department Schedule] to access the department scheduling main interface that displays the department scheduling list and department scheduling details. Click the line where department scheduling is and the scheduling list on the right will display the scheduling details of the selected timetable in a chart.

#### 5.5.1 Add Department Schedule

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



	Shift Name	Name	Unit	Cycle	Auto Shift
1	9-18	9-18,flexible ...	Week	1	0
2	flexible	flexible	Week	1	0
3	autobreak	9-18autobre...	Week	1	0
4	punchbreak	9-18punchb...	Week	1	0
5	hrq	9-18	Week	1	0
6	9-18-2	9-18	Week	1	0
7	Test-Unsche...	Test-Unsche...	Week	1	0
8	Test-OT	Test-OT	Week	1	0
9	test111	test	Week	1	0
10	KingsunTest	9-18-ot,9-13	Week	1	0

The following describes the specific setting method.

**Department:** Select department for whom shifts need to be scheduled. Multiple choices are allowed. (Refer to [1. Personnel Selection](#) in Appendix 1 for personnel selection.)

**Start Date, End Date:** Set the start date and end date for shift scheduling. Please refer to [2. Date Selection](#) in Appendix 1 for data selection.

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

2. After the completion of the settings, click [Confirm] to save the settings and return to the Department Schedule interface.

 **Note:** By default, the start date and end date are set to the first day of this month and the current day.

### 5.5.2 Delete Schedule Records

Users can select the schedule record to be deleted and click [Delete] to delete it, or click  in the line of the department schedule.

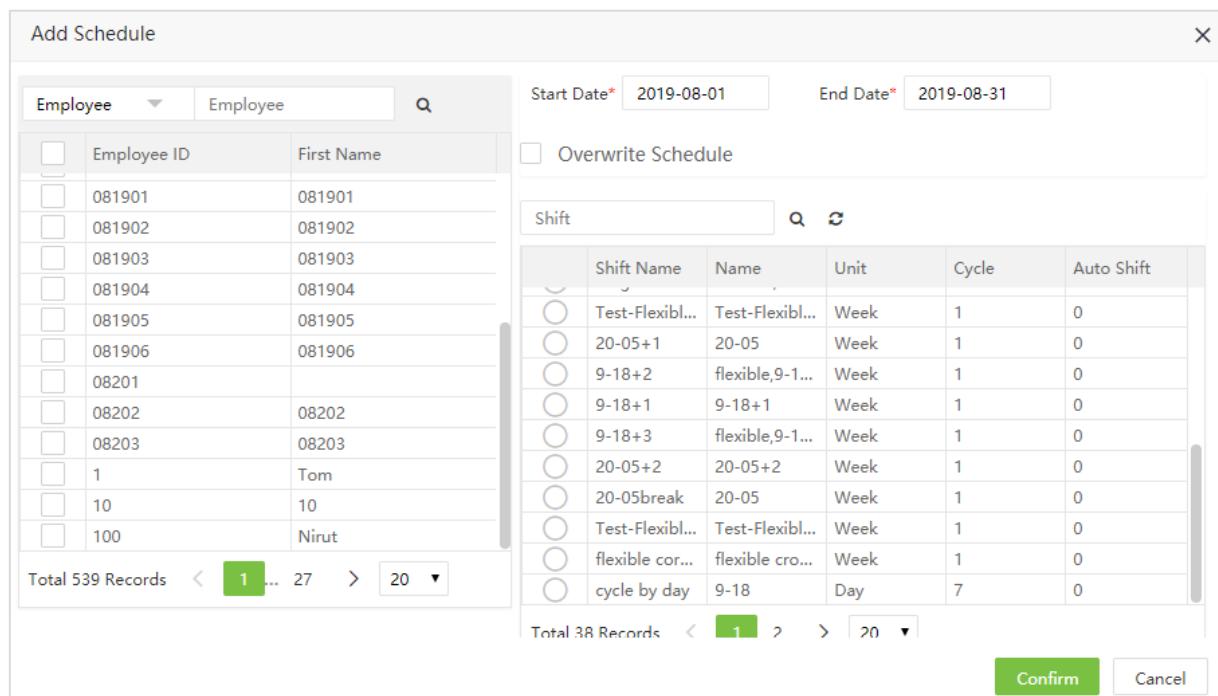
## 5.6 Employee Schedule

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.

Choose **[Attendance] > [Schedule] > [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.

### 5.6.1 Employee Schedule

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



The screenshot shows the 'Add Schedule' interface. On the left, there is a list of employees with checkboxes and dropdowns for selecting an employee. The list includes entries like 081901, 081902, 081903, etc. On the right, there is a list of shifts with columns for Shift Name, Name, Unit, Cycle, and Auto Shift. The shift list includes entries like Test-Flexibl..., 20-05+1, 9-18+2, etc. At the bottom right, there are 'Confirm' and 'Cancel' buttons.

The following describes the specific setting method.

**Employee:** Select personnel for whom shifts need to be scheduled. Multiple choices are allowed. (Refer to [1. Personnel Selection](#) in Appendix 1 for personnel selection.)

**Start Date, End Date:** Set the start date and end date for shift scheduling. Please refer to [2. Date Selection](#) in Appendix 1 for data selection.

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

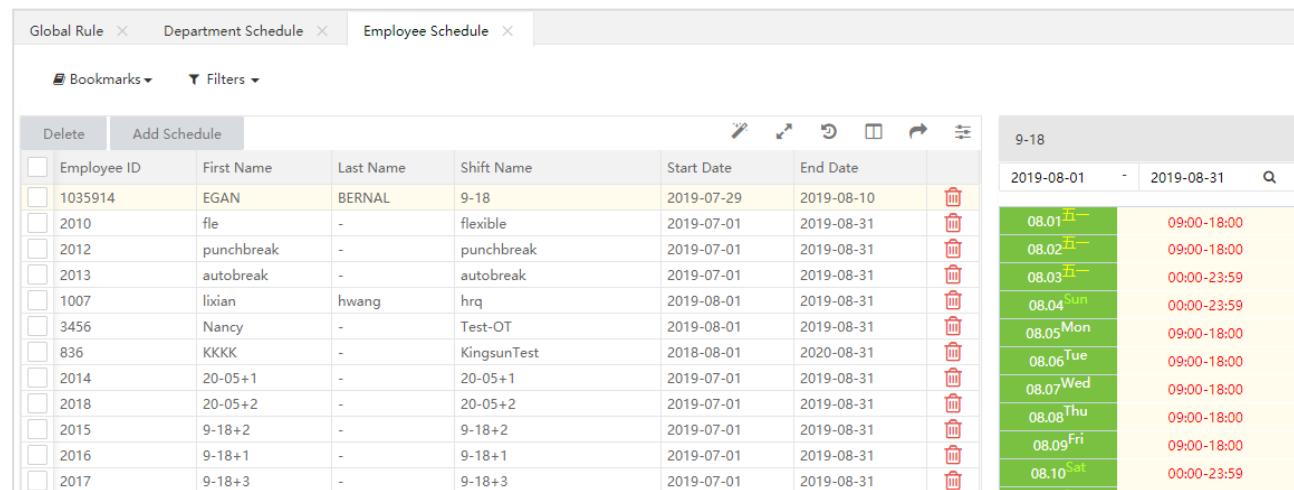
**Overwrite Shift:** Users use this function, if set in advance, the existing shift will be replaced. (Cannot replace shift in use)

2. After the completion of the settings, click [Confirm] to save the settings and return to the Schedule interface.

 **Note:** By default, the start date and end date are set to the first day of this month and the current day.

## 5.6.2 Querying Schedule Details

(1) Choose [Attendance] > [Schedule]> [Employee Schedule] to access the Employee Schedule interface. The interface displays personnel schedule records in a list by default.

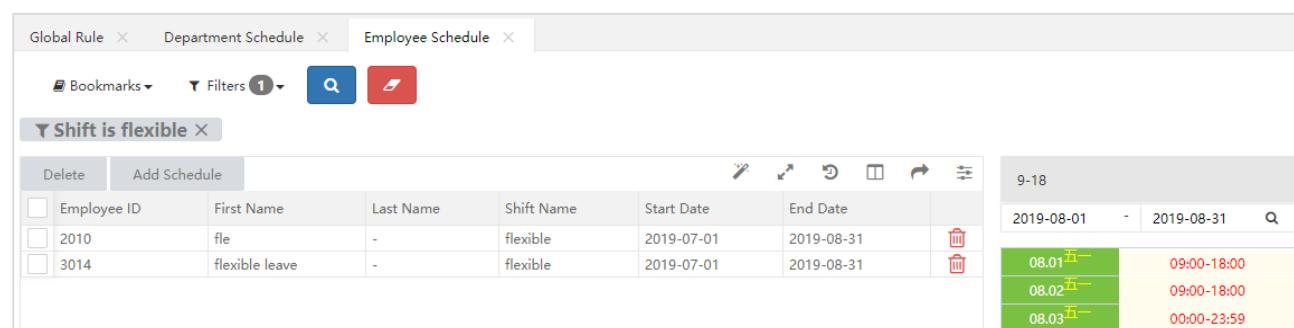


Employee Schedule							
Delete		Add Schedule					
<input type="checkbox"/>	Employee ID	First Name	Last Name	Shift Name	Start Date	End Date	
<input type="checkbox"/>	1035914	EGAN	BERNAL	9-18	2019-07-29	2019-08-10	
<input type="checkbox"/>	2010	fle	-	flexible	2019-07-01	2019-08-31	
<input type="checkbox"/>	2012	punchbreak	-	punchbreak	2019-07-01	2019-08-31	
<input type="checkbox"/>	2013	autobreak	-	autobreak	2019-07-01	2019-08-31	
<input type="checkbox"/>	1007	lixian	hwang	hrq	2019-08-01	2019-08-31	
<input type="checkbox"/>	3456	Nancy	-	Test-OT	2019-08-01	2019-08-31	
<input type="checkbox"/>	836	KKKK	-	KingsunTest	2018-08-01	2020-08-31	
<input type="checkbox"/>	2014	20-05+1	-	20-05+1	2019-07-01	2019-08-31	
<input type="checkbox"/>	2018	20-05+2	-	20-05+2	2019-07-01	2019-08-31	
<input type="checkbox"/>	2015	9-18+2	-	9-18+2	2019-07-01	2019-08-31	
<input type="checkbox"/>	2016	9-18+1	-	9-18+1	2019-07-01	2019-08-31	
<input type="checkbox"/>	2017	9-18+3	-	9-18+3	2019-07-01	2019-08-31	

9-18

2019-08-01	-	2019-08-31	
08.01	五	-	09:00-18:00
08.02	五	-	09:00-18:00
08.03	五	-	00:00-23:59
08.04	六	-	00:00-23:59
08.05	Mon	-	09:00-18:00
08.06	Tue	-	09:00-18:00
08.07	Wed	-	09:00-18:00
08.08	Thu	-	09:00-18:00
08.09	Fri	-	09:00-18:00
08.10	Sat	-	00:00-23:59

(2) Click the drop-down box next to Filters, Select the personnel or shift (see [10. Filter Search Function](#) in Appendix 1.) To view the schedule records of employee. In Personnel Schedule Table, click the line where the schedule records are to view the schedule timetable details in Schedule details on the right of the interface.



Employee Schedule							
Delete		Add Schedule					
<input type="checkbox"/>	Employee ID	First Name	Last Name	Shift Name	Start Date	End Date	
<b>▼ Shift is flexible</b>							
<input type="checkbox"/>	2010	fle	-	flexible	2019-07-01	2019-08-31	
<input type="checkbox"/>	3014	flexible leave	-	flexible	2019-07-01	2019-08-31	

9-18

2019-08-01	-	2019-08-31	
08.01	五	-	09:00-18:00
08.02	五	-	09:00-18:00
08.03	五	-	00:00-23:59

## 5.6.3 Delete Schedule Records

Users can select the schedule record to be deleted and click [Delete] to delete it, or click  in the line of the

personnel schedule.

## 5.7 Temporary Schedule

Temporary schedule is complementary to the existing schedule. If employees in a shift need to overtime temporarily, it is necessary to arrange one (or more) timetable(s) for overtime temporarily. Generally, temporary schedules are shift scheduling for overtime, for example overtime at night, on weekends, or on holidays and festivals.

### 5.6.1 Add a Temporary Schedule

1. Click [Attendance]> [Schedule] > [Temporary Schedule] > [Add Temporary Schedule] to access the Add temporary schedule interface.

The screenshot shows the 'Add Temporary Schedule' window. On the left is a list of employees with checkboxes next to their names and IDs. The main area is a calendar for March 2019, with Tuesday, March 13th highlighted in yellow. To the right of the calendar are sections for 'Temp Schedule Rule' (with dropdowns for 'Active Temporary Sc' and 'Work Type' set to 'Normal Work'), 'Timetable' (listing shift assignments), and buttons for 'Confirm' and 'Cancel'.

The following describes the specific setting method.

**Employee:** Select employee needing temporary schedules. (Multiple choices are allowed). Please refer to [1. Personnel Selection](#) in Appendix 1 for personnel selection.

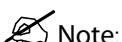
**Date:** Click to select the date for temporary schedule. (Multiple choices are allowed.)

**Temp Schedule Rule:** Select Active Temporary Schedule or Add Additional Schedule when arranging shifts for employees working in the company in the current day.

- **Active Temporary Schedule:** Whether an employee is scheduled a shift, only temporary scheduling is effective when work attendance is checked.
- **Add Additional Schedule:** It is complementary to schedule for employees. The attendance data includes shift arrangement and temporary shift arrangement. It will be displayed with two shift assignment records in calculation.

**Work type:** Specify work type for the temporary schedule. The options include Normal Work, Normal OT, Weekend OT and Holiday OT. The late arrival, early leaving, leave, and absence will not be recorded when the work type is set to Overtime.

**Timetable:** Select a timetable used by a temporary schedule. (Multiple choices are allowed.) Please refer to [5.3.1 Add a Timetable](#) for timetable setting.



**Note:**

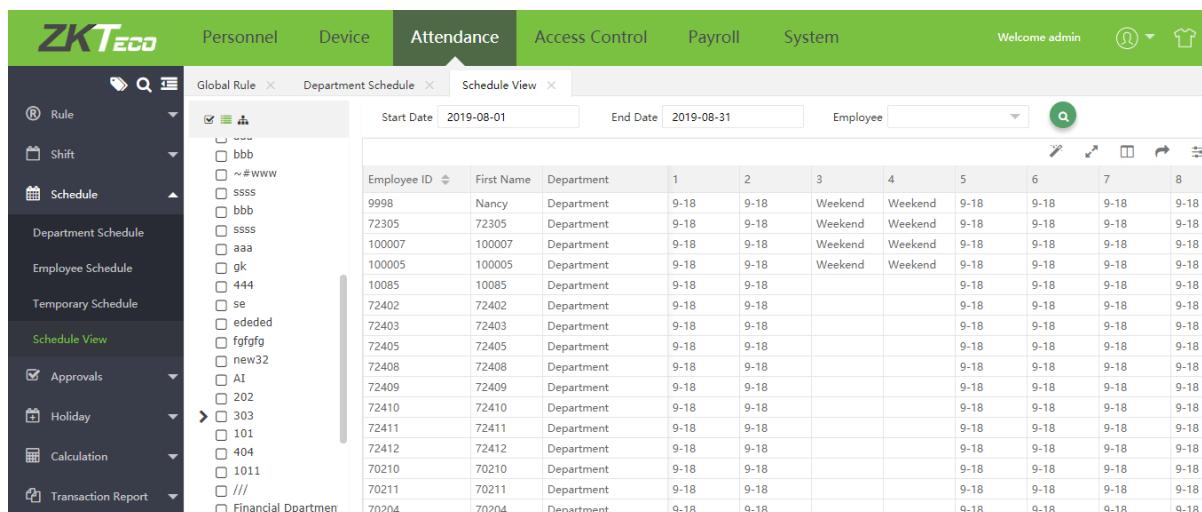
1. Multiple timetables can be selected for temporary schedule, but the start time of timetables should not be the same.
2. When Temp Schedule Rule is selected as Add Additional Schedule, and the temporary schedule overlaps with the original schedule, only the original schedule record will be valid in attendance calculation.
3. Temp Schedule Rule, Work Type and Timetable are the contents of a component whose setting requires the selection of three items before the date; otherwise, the modification will not take effect if the Timetable is selected and the Temp Schedule Rule and Work Type are modified after the date is selected.

### 5.6.2 Delete Temporary Schedule

Users can select the schedule record to be deleted and click [Delete] to delete it, or click  in the line of the personnel temporary schedule.

## 5.7 Employee Schedule

Users can search the work status of employees during specific time periods, such as the employee's working hours, leave, holidays, weekends, and employee time schedule information.



Employee ID	First Name	Department	1	2	3	4	5	6	7	8
9998	Nancy	Department	9-18	9-18	Weekend	Weekend	9-18	9-18	9-18	9-18
72305	72305	Department	9-18	9-18	Weekend	Weekend	9-18	9-18	9-18	9-18
100007	100007	Department	9-18	9-18	Weekend	Weekend	9-18	9-18	9-18	9-18
100005	100005	Department	9-18	9-18	Weekend	Weekend	9-18	9-18	9-18	9-18
10085	10085	Department	9-18	9-18			9-18	9-18	9-18	9-18
72402	72402	Department	9-18	9-18			9-18	9-18	9-18	9-18
72403	72403	Department	9-18	9-18			9-18	9-18	9-18	9-18
72405	72405	Department	9-18	9-18			9-18	9-18	9-18	9-18
72408	72408	Department	9-18	9-18			9-18	9-18	9-18	9-18
72409	72409	Department	9-18	9-18			9-18	9-18	9-18	9-18
72410	72410	Department	9-18	9-18			9-18	9-18	9-18	9-18
72411	72411	Department	9-18	9-18			9-18	9-18	9-18	9-18
72412	72412	Department	9-18	9-18			9-18	9-18	9-18	9-18
70210	70210	Department	9-18	9-18			9-18	9-18	9-18	9-18
70211	70211	Department	9-18	9-18			9-18	9-18	9-18	9-18
70204	70204	Department	9-18	9-18			9-18	9-18	9-18	9-18

## 5.8 Attendance Approval

Daily maintenance includes viewing the AC logs and performing various operations on appended logs, leave and overtime.

### 5.8.1 Manual Log

When an employee leaves on 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.

#### ➤ Add a Manual Log

1. Choose [Attendance] > [Approvals] > [Manual log] > [Add] to access the Add Appended Log interface.

2. Select employees. The list on the right displays the selected employees. Set Punch Time, Status (check-in, check-out, out, back, overtime check-in, and overtime check-out) and Reason of Punching.
3. After the completion of the setting, click [Confirm] to save the settings and return to the Add Appended Log interface. The list of appended logs will display the new appended log.

 **Note:**

1. Adding a manual log will simultaneously add an identical entry in the AC log table, and modifying it will simultaneously modify the same entry in the AC log table.
2. The start time of the manual log must be after the entry time and before the current date.

➤ **Edit a Manual Log**

Click the name of the personnel who needs to edit the record or click  to enter the editing interface. Modify relevant settings as required. The specific operation is consistent with adding manual log. Click [Confirm] after modification.

 **Note:** The approved record cannot be modified.

➤ **Delete a Manual Log**

In the list of appended log, click the selected appended log 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 appended log. Or click  after the record.

➤ **Approve a Manual Log**

Select the applied log and click on [Approve]. The approval window pops up as shown in the figure:

State has two options: "Approved" & "Rejected".

Selecting Approved and clicking [Confirm] will approve the manual log.

Selecting Reject and clicking [Confirm] will reject the manual log.

After the approval, the approval personnel will be displayed in each record, as shown in the figure.

Add	Delete	Approve	Employee ID	First Name	Department	Position	Punch Time	Punch State	Apply Reason	Apply Time	Approval Stat...	Remarks	Approval Time	Last approver		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	315	315test data	ZKTeco	-	2019-01-22 17:22:...	Check Out		2019-02-22 16:35:...	Approved	a	2019-02-22 16:35:...	admin		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	315	315test data	ZKTeco	-	2019-01-22 09:00:...	Check In		2019-02-22 16:35:...	Approved	a	2019-02-22 16:35:...	admin		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	315	315test data	ZKTeco	-	2019-01-12 08:00:...	Check Out		2019-02-22 14:58:...	Approved	A	2019-02-22 14:58:...	admin		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	315	315test data	ZKTeco	-	2019-01-12 00:00:...	Check In		2019-02-22 14:58:...	Approved	A	2019-02-22 14:58:...	admin		

## 5.8.2 Leave

### ➤ Apply for Leave

1. Choose [Attendance] > [Approvals] > [Leave] > [Add] to enter the leave application interface.

The screenshot shows the 'Add' leave application interface. On the left, there is a list of employees with checkboxes next to their names. On the right, a smaller list shows the selected personnel. Below these lists are fields for 'Start Time\*', 'End Time\*', 'Category\*', and 'Apply Reason'. At the bottom right are 'Confirm' and 'Cancel' buttons.

2. Select the personnel, the list on the right side shows the selected personnel, select the start and end time of leave, leave category and reason.

3. After the editing is completed, click [Confirm] to save and return, and the new items will be displayed in the leave application list.

### ➤ Edit Leave Application

Click the name of the person who needs to edit the record or click to enter the editing interface. Modify the relevant settings as required. The specific operation is the same as the application for manual log. Click [Confirm] after modification.

**Note:** The approved record cannot be modified.

### ➤ Delete Leave Application

In the list of leave application, click the selected leave 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.

### ➤ Approve Leave Application

The operation method is consistent with the manual log.

### 5.8.3 Overtime

Overtime can be added in two ways. One is through the administrator login, the administrator can add overtime for each employee (automatic approval), another is through the employee login, and the employee can apply for overtime (need approval).

#### ➤ Apply for Overtime

1. Choose [Attendance] > [Approvals] > [Overtime] > [Add] to access the adding overtime sheet interface.

The screenshot shows the 'Add' dialog box for overtime. On the left, there is a grid of employee records with columns for Employee ID, First Name, Last Name, and Department. The department column lists various departments like Testing, ZKTeco, and Department. On the right, there is a smaller grid titled 'Selected 0' which currently has one entry labeled 'None'. Below the grids are input fields for 'Start Time\*', 'End Time\*', 'Overtime Type\*' (set to 'Normal OT'), and a large text area for 'Apply Reason'. At the bottom right are 'Confirm' and 'Cancel' buttons.

2. Select the employee, and the list on the right will show the selected employee. Select the start and end time, overtime type (normal overtime, weekend overtime, and holiday overtime) and overtime description.

3. After the completion of the setting, click [Confirm] to save the settings and return to the Overtime interface. The overtime list will display the new overtime application list.

 **Note:** The time of the new overtime application is not included in the working hours of the staff.

#### ➤ Edit an Overtime Application

The edit method of overtime is the same as the manual log.

#### ➤ Delete an Overtime Application

The delete method of overtime is the same as manual log.

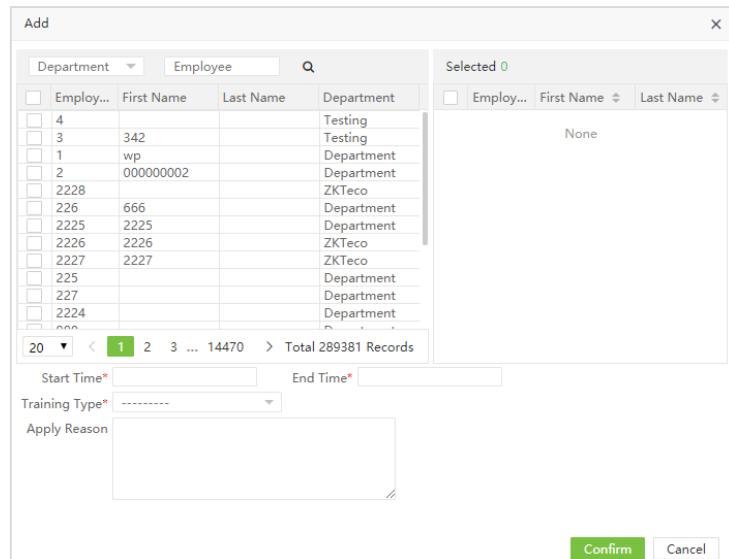
#### ➤ Approve an Overtime Application

The approval method of overtime is the same as manual log.

### 5.8.4 Training

#### ➤ Apply for Training

1. Choose [Attendance] > [Approvals] > [Training] > [Add] to enter the training application interface.



2. Select the personnel, the list on the right side shows the selected personnel, select the start and end time of training, training category and reason.

3. After the editing is completed, click [Confirm] to save and return, and the new items will be displayed in the training application list.

#### ➤ Edit Training Application

Click the name of the person who needs to edit the record or click to enter the editing interface. Modify the relevant settings as required. The specific operation is the same as the application for manual log. Click [Confirm] after modification.

Note: The approved record cannot be modified.

#### ➤ 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.

#### ➤ Approve Training Application

The operation method is consistent with the manual log.

### 5.8.5 Schedule Adjustment

After the user applies for changing the shift on the APP, the administrator can approve it on the Web side.

Global Rule  Schedule Adjustment														
<input type="button" value="Delete"/> <input type="button" value="Approve"/>														
<input type="checkbox"/>	Employee...	First Na...	Last Na...	Departm...	Positi...	Date	Previous Sche...	New Schedule	Apply Reason	Apply Time	Approval St...	Rem...	Approval Time	Last appr...
<input type="checkbox"/>	4	-	-	Testing	-	2019-03...	12312	578	change sched...	2019-03-13 10...	Pending	-	2019-03-13 10...	-
<input type="checkbox"/>	4	-	-	Testing	-	2019-03...	12312	Late-Early	1050	2019-03-13 10...	Approved	Agree	2019-03-13 10...	admin
<input type="checkbox"/>	4	-	-	Testing	-	2019-03...	12312	9-18Normal ...	0307	2019-03-13 10...	Pending	-	2019-03-13 10...	-

#### ➤ Approve Schedule Adjustment Records

The approval method of shift adjustment is the same as manual log.

#### ➤ Delete Shift Adjustment Records

The delete method of shift adjustment is the same as manual log.

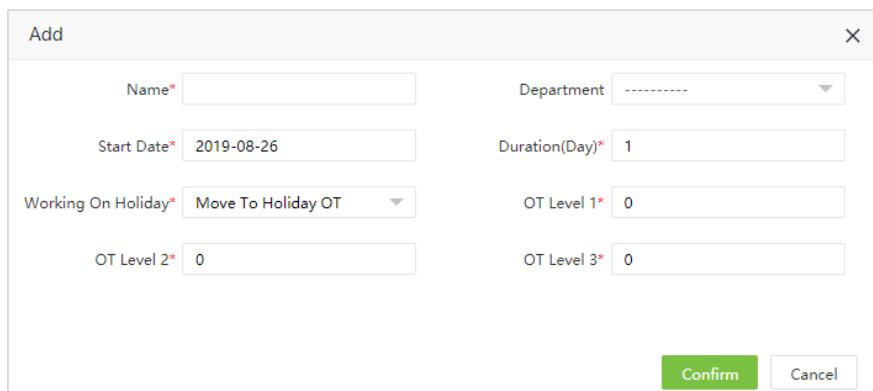
 **Note:** After deleting the shift adjustment record of the personnel, the shift of the personnel is still the adjusted shift.

## 5.9 Holidays

Attendance time on holidays and festivals may be different from that on week days. To simplify operation procedures, the system offers settings designed for attendance time and rules on holidays and festivals.

### 5.9.1 Add a Holiday for Attendance

1. Choose [Attendance] > [Holiday] > [Holiday] > [Add] to access the holiday addition interface.



Name*	Department
<input type="text"/>	<input type="text"/>
Start Date*	Duration(Day)*
<input type="text" value="2019-08-26"/>	<input type="text" value="1"/>
Working On Holiday*	OT Level 1*
<input type="text" value="Move To Holiday OT"/>	<input type="text" value="0"/>
OT Level 2*	OT Level 3*
<input type="text" value="0"/>	<input type="text" value="0"/>

**Confirm** **Cancel**

**Name:** Enter the name of a holiday, with 50 characters at most.

**Department:** Set up department holidays. When the department is not selected, the holiday is valid for all departments and only for that department when a department is selected.

**Start Date:** Set the start date of the holiday.

**Duration (Day):** Set the duration of the holiday.

**Work On Holiday:** Set the type of holiday work, can choose Normal Work, Normal OT, Weekend OT and Holiday OT.

2. After the completion of the settings, click [**Confirm**] to save the settings and return to the Holiday interface. The holiday list displays the added holiday.

### 5.9.2 Edit a Holiday for Attendance

In the holiday list, click the name of a holiday, or click  after the holiday to access the edit interface. Modify parameters as needed and click [**Confirm**] to save the modifications.

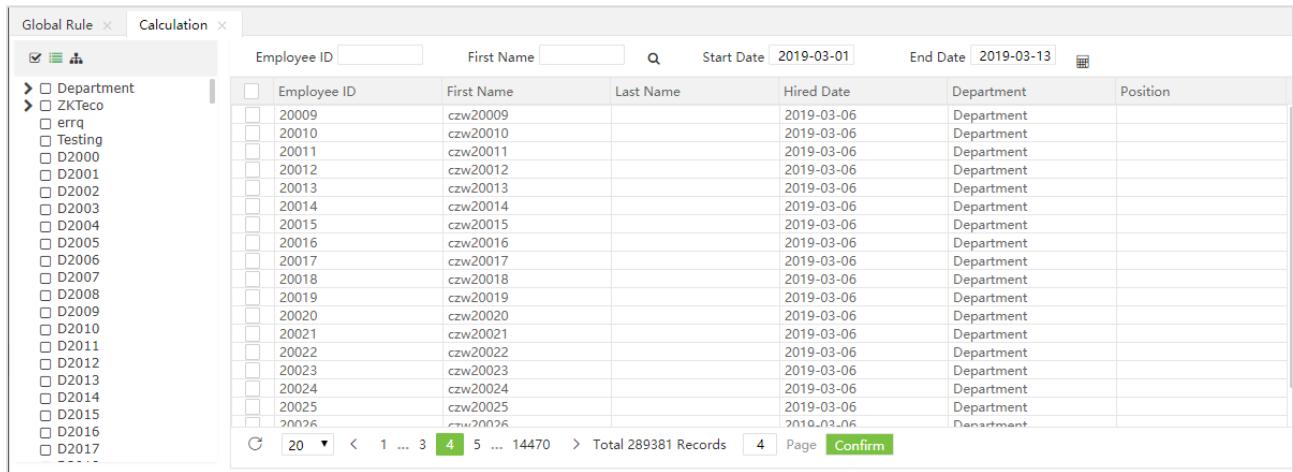
### 5.9.3 Delete a Holiday for Attendance

In the holiday list, select the holiday to be deleted, and then click [**Delete**] on the upper left of the holiday list, or directly click  in the line of the holiday to be deleted to access the deletion confirmation interface. Click [**Confirm**] to delete the holiday and return to the Holiday interface.

## 5.10 Calculation

Click [Attendance] > [Calculation] > [Calculation] to access the Attendance Calculation interface. It shows all the

personnel by default. You can select the department on the right side to display the personnel in the specified department. Select the person and fill in the time range to be calculated. Click  to calculate. "Calculation Finished" indicates the end of calculation when it pops up.



	Employee ID	First Name	Last Name	Hired Date	Department	Position
<input type="checkbox"/>	Employee ID	First Name	Last Name	Hired Date	Department	Position
<input type="checkbox"/>	20009	czw20009		2019-03-06	Department	
<input type="checkbox"/>	20010	czw20010		2019-03-06	Department	
<input type="checkbox"/>	20011	czw20011		2019-03-06	Department	
<input type="checkbox"/>	20012	czw20012		2019-03-06	Department	
<input type="checkbox"/>	20013	czw20013		2019-03-06	Department	
<input type="checkbox"/>	20014	czw20014		2019-03-06	Department	
<input type="checkbox"/>	20015	czw20015		2019-03-06	Department	
<input type="checkbox"/>	20016	czw20016		2019-03-06	Department	
<input type="checkbox"/>	20017	czw20017		2019-03-06	Department	
<input type="checkbox"/>	20018	czw20018		2019-03-06	Department	
<input type="checkbox"/>	20019	czw20019		2019-03-06	Department	
<input type="checkbox"/>	20020	czw20020		2019-03-06	Department	
<input type="checkbox"/>	20021	czw20021		2019-03-06	Department	
<input type="checkbox"/>	20022	czw20022		2019-03-06	Department	
<input type="checkbox"/>	20023	czw20023		2019-03-06	Department	
<input type="checkbox"/>	20024	czw20024		2019-03-06	Department	
<input type="checkbox"/>	20025	czw20025		2019-03-06	Department	
<input type="checkbox"/>	20026	czw20026		2019-03-06	Department	

## ➤ Rules for Selecting the Check-in/out Time

The check-in time should select the time that is 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 should select the time that is 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.

## ➤ Calculation Process

First determine the shift of each employee on a day, then determine the work type on that day, then select the check-in/out time and the leave list; then 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.

## ➤ Calculation Prerequisites

The attendance calculation date should be later than the entry date and calculation is only made when Enable Attendance Function is set to Yes. If attendance check is not required for an employee, only the actual check value and the total time are shown in the report after the attendance calculation.

## ➤ Work Type Judgment Rules

1. If Auto OT is selected, the overtime is calculated based on the settings of the attendance parameters, and 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.
2. If there is a temporary schedule, it is calculated by the work type of the temporary schedule.
3. The work type on weekends and rest days is judged as normal work or overtime work according to the set value in the shift.
4. The work type of holiday is determined as normal work or overtime work according to the set value in the holiday setting.

## ➤ Rounding Rules

The rounding rules include rounding down, rounding off and rounding up:

For rounding down, when the remainder of the value of a calculated item exceeds the minimum unit, the system automatically truncates the remainder.

For rounding off, when the remainder of the value of a calculated item exceeds half of the minimum unit, the value will be increased by a minimum unit; if the remainder of the value of a calculated item is less than half of the minimum unit, the remainder will be directly abandoned.

For rounding up, if the remainder of the value of a calculated item exceeds the minimum unit, the value will be increased by a minimum unit.

### ➤ Scheduling Principle

1. 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 judged as work or overtime based on the set value.
2. If there is no existing schedule or temporary schedule, the system will not calculate the attendance for employees who come to work.
3. If there is no existing schedule but a temporary schedule is arranged, it is recorded as work or overtime according to the setting value in the temporary schedule.
4. Determining whether there is existing scheduling first:
  - A. Calculate the attendance based on a schedule if any, and check whether there is a temporary schedule. If yes, check whether only temporary scheduling is effective or Add after the existing scheduling is selected for calculating the attendance. The work type of the temporary schedule can be designated during temporary scheduling.
  - B. If there is no schedule, check whether there is a temporary schedule.
  - C. If there is no schedule or temporary schedule, the attendance is not calculated.

5. The attendance is not calculated when there is no schedule.

## 5.11 Attendance Report

The attendance report lists the daily attendance information of the queried personnel 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 three kinds: Transaction Report, Scheduling Report and Summary Report.

Choose [Attendance] > [Scheduling Report] to access corresponding Scheduling Report interface. The following figure is the Total Time Card report.

Employee ID	First Name	Weekday	Duration	Check In	Check Out	Timetable	Date	Exception	Duty Dura...	Work Day
1005	kbz1005	Thursday		09:00:00	18:00:00	9-18	2019-08-01	3		1.0
1005	kbz1005	Friday		09:00:00	18:00:00	9-18	2019-08-02	3		1.0
1005	kbz1005	Saturday	24.0	00:00:00	23:59:59	flexible us...	2019-08-03	3	9.0	1.0
1005	kbz1005	Sunday	24.0	00:00:00	23:59:59	flexible us...	2019-08-04	'Weekend'	9.0	1.0
1005	kbz1005	Monday	9.0	09:00:00	18:00:00	9-18	2019-08-05		9.0	1.0
1005	kbz1005	Tuesday	9.0	09:00:00	18:00:00	9-18	2019-08-06		9.0	1.0
1005	kbz1005	Wednesday	9.0	09:00:00	18:00:00	9-18	2019-08-07		9.0	1.0
1005	kbz1005	Thursday	9.0	09:00:00	18:00:00	9-18	2019-08-08		9.0	1.0
1005	kbz1005	Friday	9.0	09:00:00	18:00:00	9-18	2019-08-09		9.0	1.0
1005	kbz1005	Saturday	24.0	00:00:00	23:59:59	flexible us...	2019-08-10	'Weekend'	9.0	1.0
1005	kbz1005	Sunday	24.0	00:00:00	23:59:59	flexible us...	2019-08-11	'Weekend'	9.0	1.0
1005	kbz1005	Monday	9.0	09:00:00	18:00:00	9-18	2019-08-12		9.0	1.0
1005	kbz1005	Tuesday	9.0	09:00:00	18:00:00	9-18	2019-08-13		9.0	1.0
1005	kbz1005	Wednesday	9.0	09:00:00	18:00:00	9-18	2019-08-14		9.0	1.0
1005	kbz1005	Thursday	9.0	09:00:00	18:00:00	9-18	2019-08-15		9.0	1.0
1005	kbz1005	Friday	9.0	09:00:00	18:00:00	9-18	2019-08-16		9.0	1.0

The following describes how to view an attendance report.

1. Select report in the left menu bar and enter the report interface.

2. Select department on the left side to view the attendance data of employees in that department, or click the Employee input box to select the personnel (multiple or all) who need to view the attendance report information in the pop-up window. As shown in figure:

	Employee ID	First Name	Last Name	Department
<input type="checkbox"/>	4	2	22	Testing
<input type="checkbox"/>	3	342		Testing
<input type="checkbox"/>	1	wp		Departm
<input type="checkbox"/>	2	00000002		Departm
<input type="checkbox"/>	2228			ZKTeco
<input type="checkbox"/>	226	666		Departm
<input type="checkbox"/>	2225	2225		Departm
<input type="checkbox"/>	2226	2226		ZKTeco
<input type="checkbox"/>	2227	2227		ZKTeco
<input type="checkbox"/>	225			Departm
<input type="checkbox"/>	227			Departm
<input type="checkbox"/>	224			Departm

3. Set Start Date and End Date. Please refer to [2. Date Selection](#) in Appendix 1 for the method of setting the date.

4. Click , and view the attendance report information of the selected employees between the set start date and the end date.

#### ➤ Transaction Report

##### 1. Transaction

It provides all transaction information of the selected personnel.

##### 2. Time Card

It provides the detailed punching information of the selected personnel.

##### 3. First & Last

It provides statistics on the earliest and latest punching data among the punching data of each employee for each day.

**First Punch:** The earliest punch record of the day.

**Last Punch:** The latest punch record of the day.

##### 4. First In Last Out

It provides statistics on the earliest check-in and latest check-out data among the punching 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 latest check-out record within the day's check-in time range.

#### ➤ Scheduling Report

##### 1. Scheduled Log

This table calculates the valid values of attendance records.

Users can export an attendance report to an .xls, pdf, csv or txt file based on requirements. Please refer to Appendix [5. Export](#) for the specific method of exporting 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.

## **2. Daily Attendance Report**

The daily attendance interface displays the daily attendance status, attendance statistics, overtime statistics, leave records, and leave summary within a designated period, and 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.

## **3. 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 Time: interval between the check-in time and the check-out time.

Actual Break time: Actual rest time (Break out-Break in)

Break Time: break time

Total Worked Time: Total working hours

Actual Worked: Actual working hours

Short: Duration of absence (required working hours - vacation/training hours - total working hours)

Duty Duration: required working hours (timetable duration - rest period)

Overtime: Total overtime hours.

## **4. Exception**

It provides all attendance exceptions.

## **5. Late**

The list shows the check time and late arrival of the selected person.

## **6. Early Leave**

The list shows the check time and early leave of the selected person.

## **7. Overtime**

The list shows the check time and overtime of the selected person.

## **8. Absent**

The list shows the check time, late arrival, early leave, and absent of the selected person.

## **9. Multiple Transaction**

After Multiple Transaction function is enabled, the check status of each period is displayed, and the duration of each period and the total working time are counted.

## **10. Break Time**

After the Break time is enabled, the check status of each rest period is displayed, and the rest duration and total rest duration of each rest period are counted.

## ➤ **Summary Report**

### **1. Employee Summary**

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 by the leave type. The data in the leave 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.

## 2. Leave Summary

The leave summary interface displays the leave time for each leave type in the selected date range.

## 3. Department Summary

Displays all data for a particular department. It is the statistics of all personnel in a department.

# 5.12 Configurations

## 5.12.1 Leave Type

Choose [Attendance] > [Configurations] > [Leave Type] to access the Leave Type interface.

Add	Delete	Name	Minimum Unit	Unit	Round-Off	Report Symbol					
<input type="checkbox"/>		Casual Leave	0.5	Minute	Yes	CAL					
<input type="checkbox"/>		Maternity Leave	0.5	Hour	Yes	ML					
<input type="checkbox"/>		Compassionate Leave	1.0	Hour	Yes	COL					
<input type="checkbox"/>		Annual Leave	1.0	Hour	Yes	AL					
<input type="checkbox"/>		Business Trip	1.0	Hour	Yes	BT					
<input type="checkbox"/>		Sick Leave	1.0	Hour	Yes	SL					

There are six default leave types in the system: sick leave, casual leave, maternal leave, compassionate leave, annual leave and business trip.

➤ **Add a Leave Type** (Note: The new leave type has the same function as the default leave types of the system.)

1. Click [Add] on the Leave Type interface to access the leave type addition interface.

Add

Name\*:

Minimum Unit\*:  1.0

Unit\*:

Round-Off\*:

Report Symbol\*:

Set the parameters as required based on the following steps:

**Leave Name:** Enter the name of a leave type, with 50 characters at most.

**Minimum Unit:** Set the measurement unit and minimum value of the leave type. Unit can be set to Hour, Minute or Workday.

**Round Off:** Set whether the values are rounded off.

**Report Symbol:** Set the symbol of the leave type in the attendance report.

2. After the completion of the setting, click [Confirm] to save the settings and return to the Leave Type interface. The leave type list will display the new leave type.

➤ **Editing Leave Type**

Click the name of the leave type to be edited or click to enter the editing interface. Modify relevant settings as required. The specific operation is the same as the adding leave type. Click [Confirm] after modification.

## ➤ Deleting Leave Type

In the list of leave type, click the selected leave type 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 leave type. Or click  after the leave type.

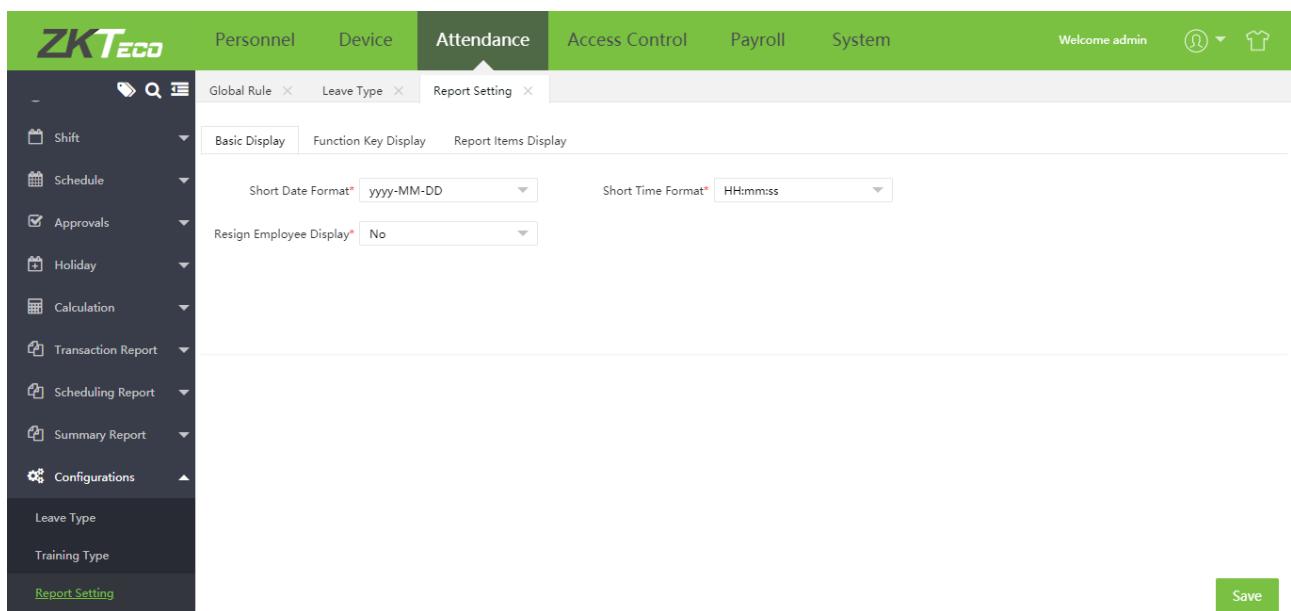
 **Note:** The default leave type cannot be deleted.

## 5.12.2 Training Type

The operation method is the same as the leave type.

## 5.12.3 Report Parameter Setting

1. Choose [Attendance] > [Configurations] > [Report Setting] to set the report parameters.



## ➤ Basic Display

**Short Date Format:** Set the date format of report display.

**Short Time Format:** Set the time format of report display.

**Resign Employee Display:** Whether to filter the separating employee. When it is selected Yes, the resigned employees will not be shown in the attendance calculation personnel list and report. When Filter Employee is selected No, the resigned employees will be shown.

## ➤ Function Key Display

Set the status displayed by the status value.

Report Setting		
Basic Display		
ID	Value	Name
1	0	Check In
2	1	Check Out
3	2	Break Out
4	3	Break In
5	4	Overtime In
6	5	Overtime Out
7	6	6
8	7	7
9	8	8

## ➤ Report Items Display

You can set statistical rules and symbols for normal arrival time/actual arrival time, late arrive, early leaving, leave, absence, overtime, no check-in and no check-out on this interface.

Report Setting					
Report Items Display					
ID	Name	Minimum Unit	Unit	Round Off	Symbol
1	Duty Duration	1	Hour	Round-Up	
2	BreakTime Duration	1	Hour	Round-Up	
3	Unscheduled	1	Hour	Round-Up	
4	Remaining	1	Hour	Round-Up	
5	Late	1	Hour	Round-Up	<
6	Early Leave	1	Hour	Round-Up	>
7	Absent	1	Hour	Round-Up	A
8	Leave	1	Hour	Round-Up	L
9	Overtime	1	Hour	Round-Up	+

**Min. Unit:** The minimum unit, N minutes/hours/days/hour:minute.

**Round-off Control:**

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

**Symbol In Report:** The symbol for each event.

 **Note:** When the Unit is hour: minute, the minimum value and Round-off Control cannot be set.

2. After completion of the setting, click [OK] for saving.

# Chapter 6 Access Control

Access control option is to set user's open door time period, control lock and related device's parameters. The current unlock time should be in the effective time of user time period or group time period. The group in which the user belongs to must be in an unlock combination (or in the same unlock combination with other groups, but the door can be unlocked only when all groups in this combination pass verification).

## 6.1 Device

Click [Access Control] > [Device] > [Device] to access the device list interface. Here will show all the devices which has been set as access control device in Device Module.

Serial Number	Device Name	State	Door Lock Delay	Door Sensor Delay	Door Sensor Type	Door Alarm Delay	Retry Times To Alarm	Valid Holidays
4238171200052	F22	●	5	15	Normal Close(NC)	1	None	Yes
A3B7192060001	Auto add	●	5	15	Normal Close(NC)	1	None	Yes
BHPE192060001	Procapture-X	●	2	12	Normal Close(NC)	1	None	Yes
CCIB192060001	uface401	●	2	12	Normal Close(NC)	1	None	Yes

### 6.1.1 Open Door

Select corresponding device in the device list, click [Open Door], and enter the open door confirmation interface:

Prompt

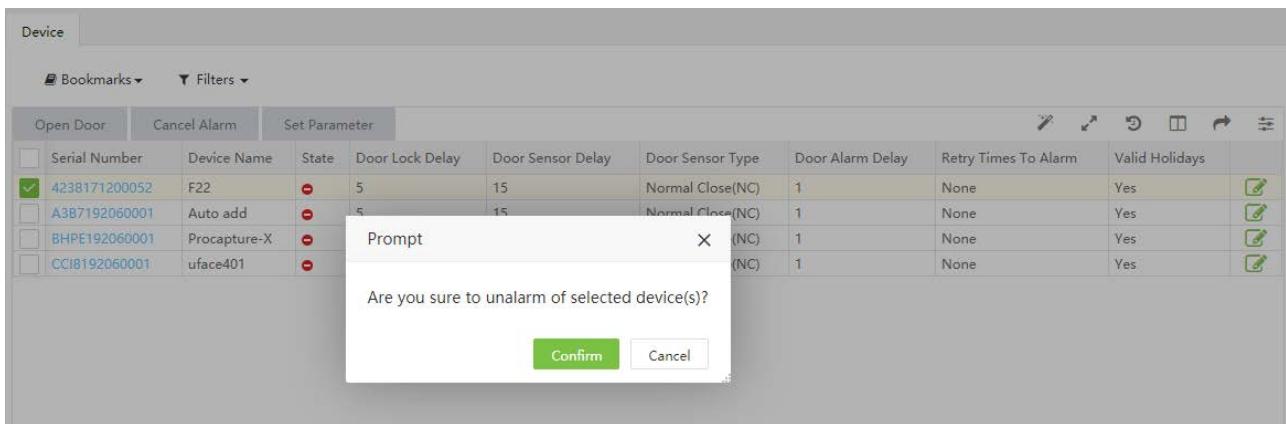
Are you sure to unlock of selected device(s)?

Confirm Cancel

Click [Confirm] to unlock selected devices.

### 6.1.2 Cancel Alarm

When there is an alarm, enter the device interface, select corresponding device, click [Cancel Alarm], and enter the cancel alarm confirmation interface:



Click [Confirm] to cancel the alarm of selected device.

### 6.1.3 Set Parameter

Select corresponding device in the device list, click [Set Parameter], and enter the interface of setting parameter:

**Set Parameter**

Access Control Options	Duress Options	Anti-PassBack Setup
Door Lock Delay*: <input type="text" value="5"/> 0 - 10 Second(s)	Door Sensor Delay*: <input type="text" value="15"/> 1 - 255 Second(s)	
Door Sensor Type*: <input type="button" value="Normal Close(NC)"/>	Door Alarm Delay*: <input type="text" value="1"/> 0 - 999 Second(s)	
NC Time Period*: <input type="text" value="0"/> Timezone Number(0 - 50)	NO Time Period*: <input type="text" value="0"/> Timezone Number(0 - 50)	
Retry Times To Alarm*: <input type="button" value="None"/>	Verify mode by RS485*: <input type="button" value="Fingerprint"/>	
Valid Holidays <input type="button" value="Yes"/>	Speaker Alarm <input type="button" value="Yes"/>	
<input type="button" value="Confirm"/> <input type="button" value="Cancel"/>		

#### ➤ Access Control Options

**Door Lock Delay:** Set the door lock delay of device, the value range is 0-10 second(s).

**Door Sensor Delay:** Set the door sensor delay of device, the value range is 1-255 second(s).

**Door Sensor Type:** Set the door sensor type of device, there are three types of door sensor type: Normal Open (NO), Normal Close (NC) and None.

**Door Alarm Delay:** Set the door alarm delay of device, the value range is 0-999 second(s).

**NC Time Period:** Set the normal close time period, enter the time period No., the range is 0-50.

**NO Time Period:** Set the normal open time period, enter the time period No., the range is 0-50.

**Retry Times To Alarm:** When the number of failed verification reaches the set value (value range is 1-9 times), the alarm will be triggered. If the set value is None, the alarm will be triggered after failed verification.

**Verify mode by RS485:** Set the verification mode by RS485.

**Valid Holiday:** To set if NC Time Period or NO Time Period settings are valid in set holiday time period. Choose NO to enable the set NC or NO time period in holiday.

**Speaker Alarm:** When it's enabled, the speaker will raise an alarm when the device is being dismantled.

#### ➤ Duress Options

Set Parameter X

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\*   
0 - 999 (Seconds)

Confirm Cancel

**Duress Function:** Whether to enable the duress function for the device.

**Alarm on 1:1 Match:** If it's enable, when a user uses 1:1 verification method to verify any registered fingerprint, alarm will be triggered.

**Alarm on 1:N Match:** If it's enable, when a user uses 1:N verification method to verify any registered fingerprint, alarm will be triggered.

**Alarm on Password:** If it's enable, when a user uses password verification method, alarm will be triggered.

**Alarm Delay:** Set the alarm delay for the device, value range is 1-999 second(s).

#### ➤ Anti-Passback Setup

Set Parameter X

Access Control Options    Duress Options    Anti-PassBack Setup

accTerminal\_field\_antiPa:

Door Direction\*

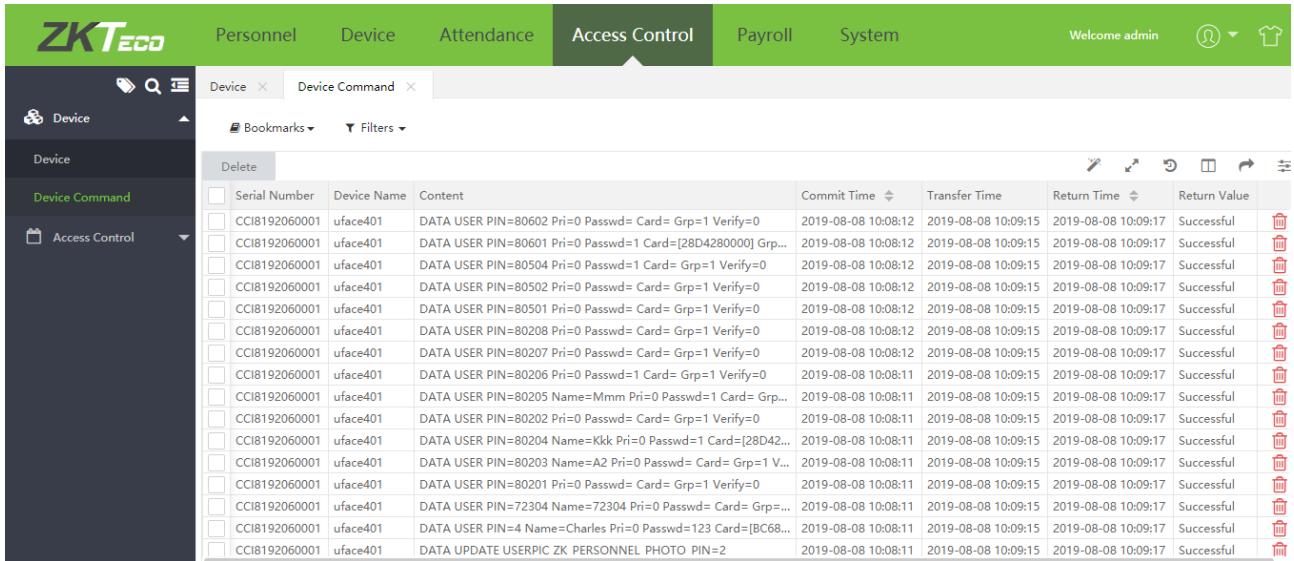
Confirm Cancel

**Anti-PassBack Type:** Set the type of anti-passback.

**Door Direction:** Set the door direction. It can be None, In and Out.

## 6.2 Device Command

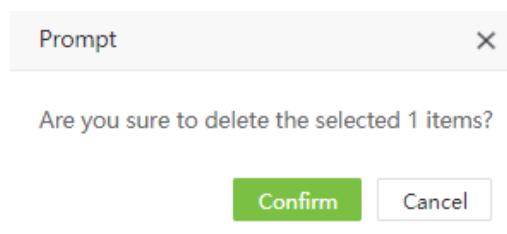
Click [Access Control] > [Device] > [Device Command], the command list will be displayed. Check the command issued by the software to a device during communication.



The screenshot shows the ZKTeco BioTime User Manual software interface. The top navigation bar includes tabs for Personnel, Device, Attendance, Access Control (which is selected), Payroll, and System. A welcome message for 'admin' is on the right. Below the navigation is a toolbar with icons for Device, Device Command, Bookmarks, and Filters. The main area has a sidebar with sections for Device, Device Command, and Access Control. The 'Device Command' section is currently active, displaying a table of commands. The table columns are: Serial Number, Device Name, Content, Commit Time, Transfer Time, Return Time, and Return Value. Each row represents a command issued to a device, such as 'uface401'. The 'Content' column shows detailed command parameters like 'DATA USER PIN=80602 Pri=0 Passwd= Card= Grp=1 Verify=0'. The 'Return Value' column consistently shows 'Successful'. There are delete icons (trash cans) next to each command entry.

Serial Number	Device Name	Content	Commit Time	Transfer Time	Return Time	Return Value
CCI8192060001	uface401	DATA USER PIN=80602 Pri=0 Passwd= Card= Grp=1 Verify=0	2019-08-08 10:08:12	2019-08-08 10:09:15	2019-08-08 10:09:17	Successful
CCI8192060001	uface401	DATA USER PIN=80601 Pri=0 Passwd= Card=[2BD4280000] Grp...	2019-08-08 10:08:12	2019-08-08 10:09:15	2019-08-08 10:09:17	Successful
CCI8192060001	uface401	DATA USER PIN=80504 Pri=0 Passwd= Card= Grp=1 Verify=0	2019-08-08 10:08:12	2019-08-08 10:09:15	2019-08-08 10:09:17	Successful
CCI8192060001	uface401	DATA USER PIN=80502 Pri=0 Passwd= Card= Grp=1 Verify=0	2019-08-08 10:08:12	2019-08-08 10:09:15	2019-08-08 10:09:17	Successful
CCI8192060001	uface401	DATA USER PIN=80501 Pri=0 Passwd= Card= Grp=1 Verify=0	2019-08-08 10:08:12	2019-08-08 10:09:15	2019-08-08 10:09:17	Successful
CCI8192060001	uface401	DATA USER PIN=80208 Pri=0 Passwd= Card= Grp=1 Verify=0	2019-08-08 10:08:12	2019-08-08 10:09:15	2019-08-08 10:09:17	Successful
CCI8192060001	uface401	DATA USER PIN=80207 Pri=0 Passwd= Card= Grp=1 Verify=0	2019-08-08 10:08:12	2019-08-08 10:09:15	2019-08-08 10:09:17	Successful
CCI8192060001	uface401	DATA USER PIN=80206 Pri=0 Passwd= Card= Grp=1 Verify=0	2019-08-08 10:08:11	2019-08-08 10:09:15	2019-08-08 10:09:17	Successful
CCI8192060001	uface401	DATA USER PIN=80205 Name=Mmn Pri=0 Passwd=1 Card= Grp...	2019-08-08 10:08:11	2019-08-08 10:09:15	2019-08-08 10:09:17	Successful
CCI8192060001	uface401	DATA USER PIN=80202 Pri=0 Passwd= Card= Grp=1 Verify=0	2019-08-08 10:08:11	2019-08-08 10:09:15	2019-08-08 10:09:17	Successful
CCI8192060001	uface401	DATA USER PIN=80204 Name=Kkk Pri=0 Passwd=1 Card=[28D42...	2019-08-08 10:08:11	2019-08-08 10:09:15	2019-08-08 10:09:17	Successful
CCI8192060001	uface401	DATA USER PIN=80203 Name=A2 Pri=0 Passwd= Card= Grp=1 V...	2019-08-08 10:08:11	2019-08-08 10:09:15	2019-08-08 10:09:17	Successful
CCI8192060001	uface401	DATA USER PIN=80201 Pri=0 Passwd= Card= Grp=1 Verify=0	2019-08-08 10:08:11	2019-08-08 10:09:15	2019-08-08 10:09:17	Successful
CCI8192060001	uface401	DATA USER PIN=72304 Name=72304 Pri=0 Passwd= Card= Grp...	2019-08-08 10:08:11	2019-08-08 10:09:15	2019-08-08 10:09:17	Successful
CCI8192060001	uface401	DATA USER PIN=4 Name=Charles Pri=0 Passwd=123 Card=[BC68...	2019-08-08 10:08:11	2019-08-08 10:09:15	2019-08-08 10:09:17	Successful
CCI8192060001	uface401	DATA UPDATE USERPIC ZK PERSONNEL PHOTO PIN=2	2019-08-08 10:08:11	2019-08-08 10:09:15	2019-08-08 10:09:17	Successful

Clear the command issued by the software to a device during communication. Select corresponding device commands, and click [Delete] or click  on the line of command to access the device command clearing interface:



Click [Confirm] to delete the command.

## 6.3 Time Period

The whole system can define 50 time zones. Every time section is the effective time zone within 24 hours every week. Every time section format is HH:MM:SS - HH:MM:SS, namely, accurate to second.

Click [Access Control] > [Access Control] > [Time Period].

### 6.3.1 Add a New Time Period

The time period can be defined per week and assign different time.

Click [Access Control] > [Access Control] > [Time Period], select corresponding area from the area tree list on the left, the click [Add] to add different time intervals for the access.

**Add**

Area *	999	Time Period No.*																																	
Time Period Name*	Remark																																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Start Time</th> <th>End Time</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Sunday</td> <td>00:00:00</td> <td>23:59:00</td> <td><input checked="" type="checkbox"/> Yes</td> </tr> <tr> <td>Monday</td> <td>00:00:00</td> <td>23:59:00</td> <td><input checked="" type="checkbox"/> Yes</td> </tr> <tr> <td>Tuesday</td> <td>00:00:00</td> <td>23:59:00</td> <td><input checked="" type="checkbox"/> Yes</td> </tr> <tr> <td>Wednesday</td> <td>00:00:00</td> <td>23:59:00</td> <td><input checked="" type="checkbox"/> Yes</td> </tr> <tr> <td>Thursday</td> <td>00:00:00</td> <td>23:59:00</td> <td><input checked="" type="checkbox"/> Yes</td> </tr> <tr> <td>Friday</td> <td>00:00:00</td> <td>23:59:00</td> <td><input checked="" type="checkbox"/> Yes</td> </tr> <tr> <td>Saturday</td> <td>00:00:00</td> <td>23:59:00</td> <td><input checked="" type="checkbox"/> Yes</td> </tr> </tbody> </table>					Start Time	End Time	Status	Sunday	00:00:00	23:59:00	<input checked="" type="checkbox"/> Yes	Monday	00:00:00	23:59:00	<input checked="" type="checkbox"/> Yes	Tuesday	00:00:00	23:59:00	<input checked="" type="checkbox"/> Yes	Wednesday	00:00:00	23:59:00	<input checked="" type="checkbox"/> Yes	Thursday	00:00:00	23:59:00	<input checked="" type="checkbox"/> Yes	Friday	00:00:00	23:59:00	<input checked="" type="checkbox"/> Yes	Saturday	00:00:00	23:59:00	<input checked="" type="checkbox"/> Yes
	Start Time	End Time	Status																																
Sunday	00:00:00	23:59:00	<input checked="" type="checkbox"/> Yes																																
Monday	00:00:00	23:59:00	<input checked="" type="checkbox"/> Yes																																
Tuesday	00:00:00	23:59:00	<input checked="" type="checkbox"/> Yes																																
Wednesday	00:00:00	23:59:00	<input checked="" type="checkbox"/> Yes																																
Thursday	00:00:00	23:59:00	<input checked="" type="checkbox"/> Yes																																
Friday	00:00:00	23:59:00	<input checked="" type="checkbox"/> Yes																																
Saturday	00:00:00	23:59:00	<input checked="" type="checkbox"/> Yes																																

Set the parameters as required based on the following steps:

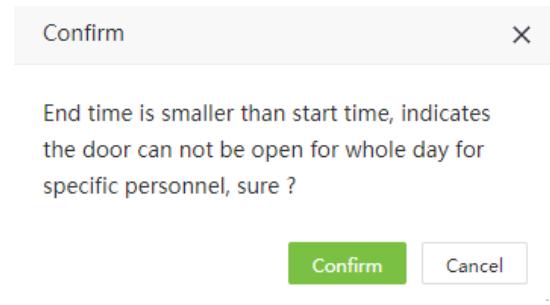
**Area:** The area name selected on area tree list. Can't be modified in this adding a new time period interface.

**Time Period No.:** Enter the time period number. The time period number is unique in one area.

**Time Period Name:** Enter the time period name.

**Start Time/End time:** Set the start and end time of each time period within a week.

**Note:** When start time is greater than the end time, there will be a prompt:



If you click [Confirm], the button will be set to the OFF state.

**ON/OFF:** The default is ON. Click OFF to disable the time period, the door cannot be open for whole day for specific personnel.

2. After setting, click [Confirm] to save and return to the time period list. The time period list will display the newly added time period information.

### 6.3.2 Edit Time Period

If there are changes for time period of corresponding area, users can follow the steps to make the changes.

1. Click corresponding area on the left area tree list, it will show the time period list of corresponding area on the right time period list.

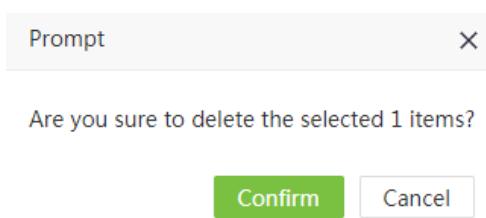
2. In the time period list, click time period number or click in the line of the time period to be edited to access the interface for editing time period.

2. Modify the parameter settings based on requirements (refer to the parameter setting method in "Add a Time Period"). After the completion of the modification, click [Confirm] to save the modified time period information.

### 6.3.3 Delete Time Period

1. Click corresponding area on the left area tree list, it will show the time period list of corresponding area on the right time period list.

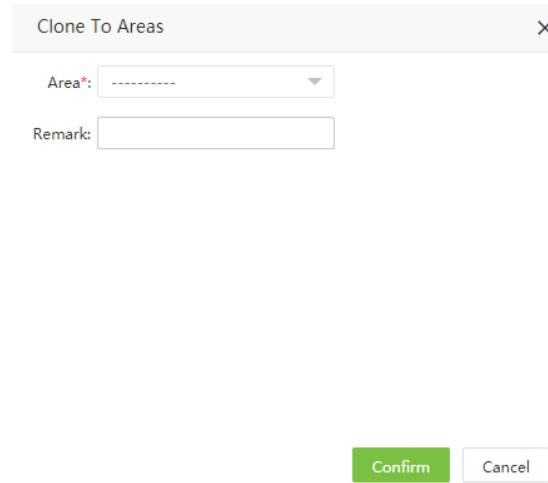
2. In the time period list, select a time period to be deleted, and click [Delete] on the upper part of the interface or click in the line of the time period to be deleted to access the time period deletion interface.



2. Click [Confirm] to confirm the deletion of the selected time period.

### 6.3.4 Clone to Areas

Click to select the time period to be cloned, and then click [Clone To Areas] at the top left of the time period list to open the following interface.



The dialog box is titled "Clone To Areas". It contains two input fields: "Area\*" with a dropdown menu showing "-----" and "Remark:" with an empty text input field. At the bottom are two buttons: "Confirm" (green) and "Cancel".

Set each parameter as required:

**Area:** Select the area (multiple choices are available).

**Remark:** Enter the corresponding comment information.

2. After setting, click [Confirm] to save and return to the time period list. The cloned time period will be displayed in the time period list of corresponding area.

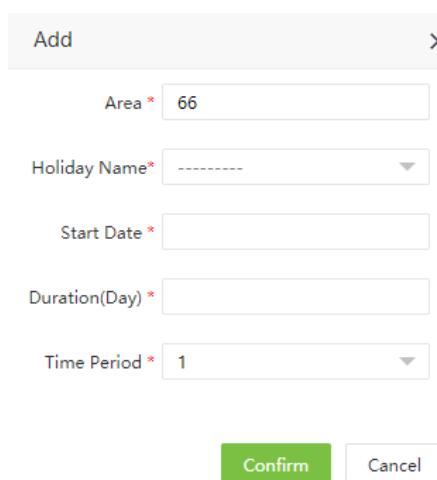
## 6.4 Holiday

The holiday settings can be configured to control the door access on holidays.

On holidays, special access control time may be required, but changing everyone's access control time is very tedious. Therefore, the access control time on holidays, which applies to all personnel, can be set.

### 6.4.1 Add a Holiday

Click [Access Control] > [Access Control] > [Holiday], select corresponding area from the area tree list on the left, the click [Add] to add different holiday for the access.



The dialog box is titled "Add". It contains five input fields: "Area \* 66", "Holiday Name \* -----", "Start Date \*", "Duration(Day) \*", and "Time Period \* 1". At the bottom are two buttons: "Confirm" (green) and "Cancel".

Set the parameters as required based on the following steps:

**Area:** The area name selected on area tree list. Can't be modified in this adding a new time period interface.

**Holiday Name:** Select the holidays from the drop-down list. These holidays are synchronized from Attendance module.

**Start Date:** Set the start date of the holiday.

**Duration:** Set the duration of the holiday.

**Time Period Name:** Enter the time period applied to holiday. The opening time period on holiday subjects to the time period set here.

After the completion of the setting, click [Confirm] to save the settings and return to the holiday interface. The holiday list will display the new holiday.

#### 6.4.2 Edit Holiday

If there are changes for holidays of corresponding area, users can follow the steps to make the changes.

1. Click corresponding area on the left area tree list, it will show the holidays of corresponding area on the right holiday list.

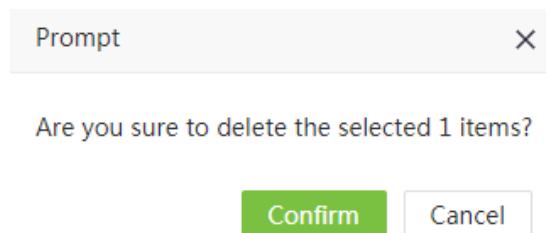
2. In the holiday list, click the holiday name or click  in the line of the holiday to be edited to access the interface for editing holiday.

3. Modify the parameter settings based on requirements (refer to the parameter setting method in "Add a Holiday"). After the completion of the modification, click [Confirm] to save the modified holiday information.

#### 6.4.3 Delete Holiday

1. Click corresponding area on the left area tree list, it will show the time holidays of corresponding area on the right holiday list.

2. In the holiday list, select a holiday to be deleted, and click [Delete] on the upper part of the interface or click  in the line of the holiday to be deleted to access the holiday deletion interface.



2. Click [Confirm] to confirm the deletion of the selected holiday.

#### 6.4.4 Clone to Areas

Click to select the holiday to be cloned, and then click [Clone To Areas] at the top left of the holiday list to open the following interface.

**Clone To Areas**

Area*: <input type="text" value="-----"/>	X
Remark: <input type="text"/>	
<input style="background-color: #4CAF50; color: white; border: none; padding: 5px; border-radius: 5px; font-weight: bold; margin-right: 10px;" type="button" value="Confirm"/> <input style="border: none; padding: 5px; border-radius: 5px;" type="button" value="Cancel"/>	

Set each parameter as required:

**Area:** Select the area (multiple choices are available).

**Remark:** Enter the corresponding comment information.

2. After setting, click [**Confirm**] to save and return to the time period list. The cloned time period will be displayed in the time period list of corresponding area.

## 6.5 Group

Grouping is to manage users in the groups.

Each area's maximum number of groups is 99. Group 1 is automatically created when the area is created, and group 1 cannot be deleted. Group 1 is the default group. The default new person belongs to group 1

Move To Group 1			
	Employee ...	First Name	Last Name
<input type="checkbox"/>	2010	kbz2010	
<input type="checkbox"/>	2011	kbz2011	
<input type="checkbox"/>	2012	kbz2012	
<input type="checkbox"/>	2013	kbz2013	
<input type="checkbox"/>	2014	kbz2014	
<input type="checkbox"/>	2015	kbz2015	
<input type="checkbox"/>	2016	kbz2016	

### 6.5.1 Add New Group

1. Click [**Access Control**] > [**Access Control**] > [**Groups**], select corresponding area from the area tree list on the left, the click [**Add**] to add different access group.

**Add**

Area *	Nicole test
Group No.*	
Group Name*	
Time Period 1 *	1
Time Period 2	-----
Time Period 3	-----
Verify Mode*	Any
Include Holiday*	No

**Confirm**    **Cancel**

Set the parameters as required based on the following steps:

**Area:** The area name selected on area tree list. Can't be modified in this adding a new time period interface.

**Group No.:** Enter the number of the group.

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

**Time Period:** Set the time period of the group. Each group can set 3 time periods at most, as long as one of them is valid, the group can be verified successfully.

**Verify Mode:** Set the verify mode of the group. When the group verification mode overlaps the user verification mode, the user verification mode prevails.

**Include Holiday:** If set as [Yes], the opening time period on holiday's subjects to the time period set in holidays.

2. After the completion of the setting, click [**Confirm**] to save the settings and return to the group interface. The group list will display the new group.

#### ➤ Edit Group

If there are changes for groups of corresponding area, users can follow the steps to make the changes.

1. Click corresponding area on the left area tree list, it will show the groups of corresponding area on the right group list.

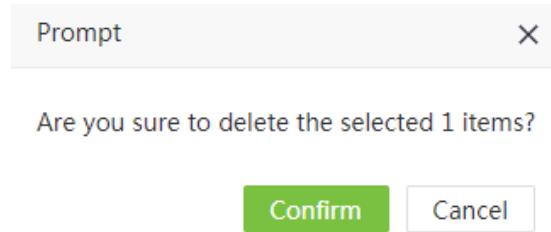
2. In the group list, click the group name or click  in the line of the group to be edited to access the interface for editing group.

3. Modify the parameter settings based on requirements (refer to the parameter setting method in "Add New Group"). After the completion of the modification, click [**Confirm**] to save the modified group information.

#### ➤ Delete Group

1. Click corresponding area on the left area tree list, it will show the time groups of corresponding area on the right group list.

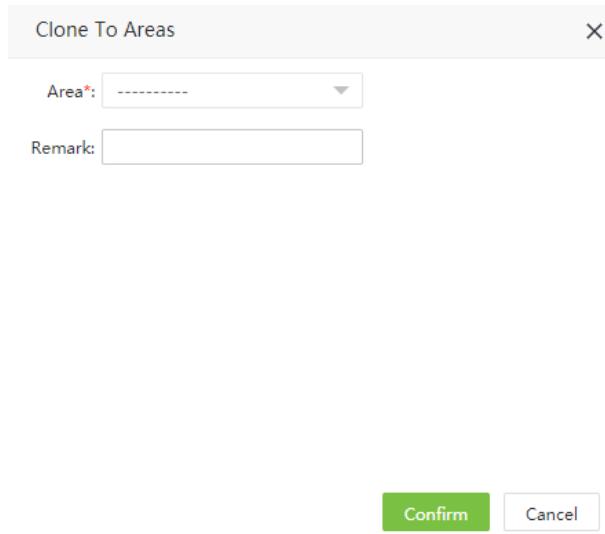
2. In the group list, select a group to be deleted, and click [**Delete**] on the upper part of the interface or click  in the line of the group to be deleted to access the group deletion interface.



2. Click [Confirm] to confirm the deletion of the selected group.

### 6.5.2 Clone To Areas

1. Click to select the group to be cloned, and then click [Group Menu] > [Clone To Areas] at the top left of the group list to open the following interface.



Set each parameter as required:

**Area:** Select the area (multiple choices are available).

**Remark:** Enter the corresponding comment information.

2. After setting, click [Confirm] to save and return to the group list. The cloned group will be displayed in the group list of corresponding area.

### 6.5.3 Adjust Employee

1. Click to select the group, and then click [Group Menu] > [Clone To Areas] at the top left of the group list to open the following interface.

Adjust Employee

	Employee ...	First Name	Last Name	Department
<input checked="" type="checkbox"/>	72303	72303		Department
<input checked="" type="checkbox"/>	72304	72304		Department
<input checked="" type="checkbox"/>	72401	72401		Department
<input checked="" type="checkbox"/>	72402	72402		Department
<input type="checkbox"/>	72403	72403		Department
<input type="checkbox"/>	72404	72404		Department
<input type="checkbox"/>	72405	72405		Department
<input type="checkbox"/>	72406	72406		Department
<input type="checkbox"/>	72407	72407		Department
<input type="checkbox"/>	72408	72408		Department
<input type="checkbox"/>	72409	72409		Department
<input type="checkbox"/>	72410	72410		Department

20 < 1 2 3 4 > Total 70 Records

Selected 4			
	Employee ...	First Name	Last Name
<input checked="" type="checkbox"/>	72303	72303	
<input checked="" type="checkbox"/>	72304	72304	
<input checked="" type="checkbox"/>	72402	72402	
<input checked="" type="checkbox"/>	72401	72401	

Confirm Cancel

2. Click to select corresponding personnel, then click [Confirm] to add the selected personnel to the group. In the group list, click corresponding group, the personnel belongs to the group will display on the right personnel list.

ZKTeco

Personnel Device Attendance Access Control Payroll System

Welcome admin

Device Time Period Groups

Bookmarks Filters

Add Delete Group Menu

Move To Group 1

	Employee ...	First Name	Last Name
<input type="checkbox"/>	2010	kbz2010	
<input type="checkbox"/>	2011	kbz2011	
<input type="checkbox"/>	2012	kbz2012	
<input type="checkbox"/>	2013	kbz2013	
<input type="checkbox"/>	2014	kbz2014	
<input type="checkbox"/>	2015	kbz2015	
<input type="checkbox"/>	2016	kbz2016	

#### 6.5.4 Move To Group 1

This function is mainly used for the case while you want to delete the personnel from the group except Group1. Click to select corresponding personnel on the right personnel list of the group, then click [Move To Group 1].

### 6.5 Unlock Combination

Each area's maximum number of unlock combinations is 10. When the area is created, 10 unlock combinations are automatically created. The unlock combination whose combination NO. is 1 has been set as one employee from access group 1 can open the door by default. Other unlock combinations do not include any personnel from access group.

Combination No.	Combination Name	Employee from Group				
1	1	1	0	0	0	0
2	2	0	0	0	0	0
3	3	0	0	0	0	0
4	4	0	0	0	0	0
5	5	0	0	0	0	0
6	6	0	0	0	0	0
7	7	0	0	0	0	0
8	8	0	0	0	0	0
9	9	0	0	0	0	0
10	10	0	0	0	0	0

### 6.5.1 Edit Unlock Combination

1. Click [Access Control] > [Access Control] > [Combination] to access the combination interface, click corresponding area on the left area tree list, then the combinations belong to this area will be shown on the right combination list. Click corresponding combination No. to access the combination edition interface.

Area \* gaimingtest

Combination No.\* 1

Combination Name\* 1

Remark

Employee from Group 1

Employee from Group -----

Employee from Group -----

Employee from Group -----

Employee from Group -----

Confirm Cancel

Set each parameter as required:

**Area:** The area name selected before entering this edition interface. Cannot be edited.

**Combination No.:** The number of combination. Cannot be edited.

**Combination Name:** Set the name of the combination.

**Employee from Group:** Select the group employee is from. Such as select the group named 1 that means one of the employee from group 1 can open the door from the area. In a combined verification, the range of user number is:  $0 \leq N \leq 5$ . You can combine two or more personnel to achieve multi-verification and improve security.

2. Click [Confirm] to save the changes, return to the unlock combination list, the list will display the unlock combination information just edited.

### 6.5.1 Clone To Area

1. Click to select the unlock combination to be cloned, and then click [Clone To Areas] at the top left of the combination list to open the following interface.

Clone To Areas X

Area\*:

Remark:

Confirm Cancel

Set each parameter as required:

**Area:** Select the area (multiple choices are available).

**Remark:** Enter the corresponding comment information.

2. After setting, click [Confirm] to save and return to the unlock combination list. The cloned unlock combination will be displayed in the unlock combination list of corresponding area.

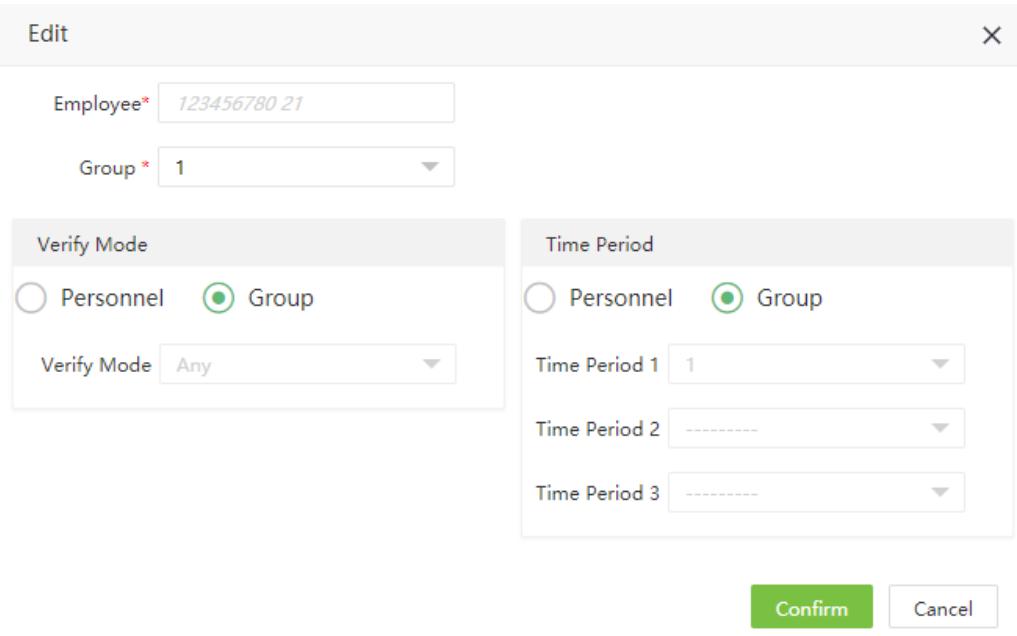
## 6.6 Privilege

Here you can check or edit employee's access privilege.

Employee ID	First Name	Last Name	Group	Time Period Mode	Time Period 1	Time Period 2	Time Period 3	Verify Mode
123456780	21	-	1	Group	0	0	0	Apply Group Mode
72301	72301	-	1	Group	0	0	0	Apply Group Mode
72303	72303	-	1	Group	0	0	0	Apply Group Mode
72502	72502	-	1	Group	0	0	0	Apply Group Mode
9998	kbz9998	-	1	Group	0	0	0	Apply Group Mode
10085	10085	-	1	Group	0	0	0	Apply Group Mode
72402	72402	-	1	Group	0	0	0	Apply Group Mode
72403	72403	-	1	Group	0	0	0	Apply Group Mode
72405	72405	-	1	Group	0	0	0	Apply Group Mode
72408	72408	-	1	Group	0	0	0	Apply Group Mode
72409	72409	-	1	Group	0	0	0	Apply Group Mode
70901	70901	-	1	Group	0	0	0	Apply Group Mode
99999	test	-	1	Group	0	0	0	Apply Group Mode
1002	kbz1002	-	1	Group	0	0	0	Apply Group Mode
1003	kbz1003	-	1	Group	0	0	0	Apply Group Mode
1001	kbz1001	Duan	1	Group	0	0	0	Apply Group Mode

### 6.6.1 Edit Employee's Access Privilege

1. Click [Access Control] > [Access Control] > [Privilege] to access the privilege interface, click corresponding area on the left area tree list, then the privilege information of employee who are belonging to this area will be shown on the right privilege list. Click corresponding employee ID or  in the line of employee privilege to be edited to access the edition interface.



The screenshot shows the 'Edit' dialog box with the following fields:

- Employee:** A text input field containing "123456780 21".
- Group:** A dropdown menu showing "1".
- Verify Mode:** A section with two radio buttons: "Personnel" (unselected) and "Group" (selected). Below it is a dropdown menu labeled "Verify Mode" with "Any" selected.
- Time Period:** A section with two radio buttons: "Personnel" (unselected) and "Group" (selected). It contains three dropdown menus for "Time Period 1" (value "1"), "Time Period 2" (value "-----"), and "Time Period 3" (value "-----").
- Buttons:** At the bottom right are "Confirm" (green) and "Cancel" (white) buttons.

Set each parameter as required:

**Employee:** The selected employee No. before entering the interface, cannot be edited.

**Group:** Adjust access group for employee through the drop-down box, and the corresponding verification mode and time period will be updated automatically.

**Verify Mode:** If select Group, the employee can be verified by using the verification mode of the group to which this employee belongs. If select Personnel, you can customize the verification mode for this employee for the drop-down list of Verify Mode.

**Time Period:** Choose whether to apply the group time period for this employee. If not, set the unlocking time period for this employee, and at the same time, the time period of this employee does not affect the time period of any other employee in this group.

2. After setting, click [Confirm] to save and return to the privilege list. The privilege list will display the information just edited.

### 6.6.1 Adjust Employee's Access Privilege

1. Click corresponding area on the left area tree list, then the privilege information of employee who are belonging to this area will be shown on the right privilege list. Click [Adjust] to access the adjust privilege interface:

Adjust

Department		Employee		Q	
<input type="checkbox"/>	Employee ...	First Name	Last Name	Department	
<input type="checkbox"/>	10085	10085		Department	
<input type="checkbox"/>	10086	Jerry		Department	
<input checked="" type="checkbox"/>	1170302	ke	Peng	Department	
<input type="checkbox"/>	1180735	tyler		Department	
<input type="checkbox"/>	123456780	21		Department	

Selected 1

<input checked="" type="checkbox"/>	Employee ...	First Name	Last Name
<input checked="" type="checkbox"/>	1170302	ke	Peng

20 < 1 2 3 4 > Total 70 Records

Group \* 1

Verify Mode

Personnel  Group

Verify Mode\* Any

Time Period

Personnel  Group

Time Period 1 1

Time Period 2 -----

Time Period 3 -----

Confirm Cancel

Set each parameter as required:

**Employee:** Select the employee from the list who need to be adjusted the privilege.

**Group:** Adjust access group for employee through the drop-down box, and the corresponding verification mode and time period will be updated automatically.

**Verify Mode:** If select Group, the employee can be verified by using the verification mode of the group to which this employee belongs. If select Personnel, you can customize the verification mode for this employee for the drop-down list of Verify Mode.

**Time Period:** Choose whether to apply the group time period for this employee. If not, set the unlocking time period for this employee, and at the same time, the time period of this employee does not affect the time period of any other employee in this group.

2. After setting, click [Confirm] to save and return to the privilege list. The privilege list will display the information just edited.

# Chapter 7 Payroll Module

Basic payroll function can eliminate errors in the payroll process and reduce excessive effort in calculating employee hours, wages and tax withholding.

## 7.1 Employee Profile

Employee ID	First Name	Last Name	Department	Payment Period	Payment Type	Bank Name	Bank Account	Agent ID	Agent Account
1	Lee	-	Department	Monthly	Cash	123			

## 7.2 Formula

Set the formulas for payroll calculation of overtime, exceptions (including late in, early leave and absence), leave and the other kind of increase and deduction. These formulas are set for the items which are fixed calculation items in 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.

Name	Overtime Level	Formula	Remarks
1	OT1	{(Basic Salary)/(OT1)*50}	(Basic Salary)/(OT1)*50

1. Click [Payroll] > [Formula] > [Overtime Formula] to access the Overtime formula interface. And then click [Add] to access the overtime formula addition interface:

Add

Name	<input type="text"/>
Overtime Level	OT1
Formula	<input type="text"/>
Remarks	<input type="text"/>

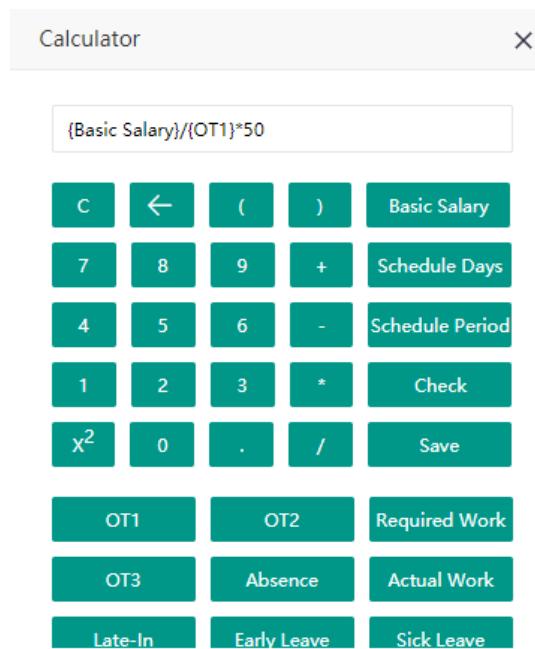
Confirm Cancel

Set each parameter as required:

**Name:** Enter the name of the formula.

**Overtime Type:** Select the overtime type from the drop-down list.

**Formula:** Set the formula of corresponding overtime type. Click  to open the calculator interface as following, you can set the formula as you need with the calculator which is more convenient and flexible.

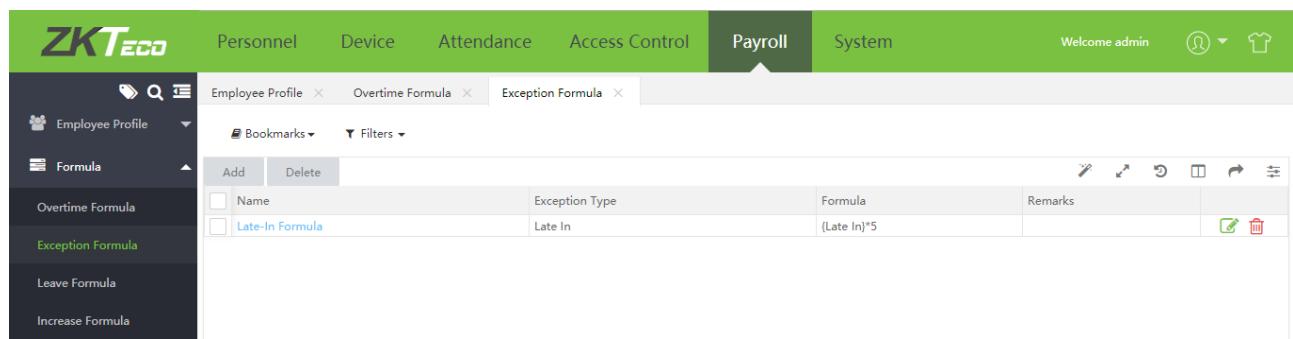


**Remarks:** Enter the remarks for the formula.

2. Click [Confirm] to save the formula and return back to the overtime formula interface and the new added formula information will display in the interface.

### 7.2.2 Exception Formula

The formula for exceptions, including late in, early leave and absence, can be defined according to the organizational rules.



The screenshot shows the ZKTeco software interface with a green header bar. The header includes the ZKTeco logo, navigation links for Personnel, Device, Attendance, Access Control, Payroll (which is highlighted in dark blue), System, and a user welcome message "Welcome admin". Below the header is a toolbar with icons for search, filter, and other functions. The main content area has tabs for "Employee Profile", "Overtime Formula", and "Exception Formula" (which is currently selected). On the left, there's a sidebar with categories: "Employee Profile", "Formula" (which is expanded to show "Overtime Formula", "Exception Formula" (selected), "Leave Formula", and "Increase Formula"), "Bookmarks", and "Filters". The main table area displays exception formulas. A table row is selected, showing "Late In" as the exception type and the formula  $(Late\ In)^5$ . There are "Add" and "Delete" buttons at the top of the table, and edit, delete, and other icons for each row.

1. Click [Payroll] > [Formula] > [Exception Formula] to access the exception formula interface. And then click [Add] to access the exception formula addition interface:

Add

Name	<input type="text"/>
Exception Type	Late In
Formula	<input type="text"/> 
Remarks	<input type="text"/>

**Confirm** **Cancel**

Set each parameter as required:

**Name:** Enter the name of the formula.

**Exception Type:** Select the exception type from the drop-down list.

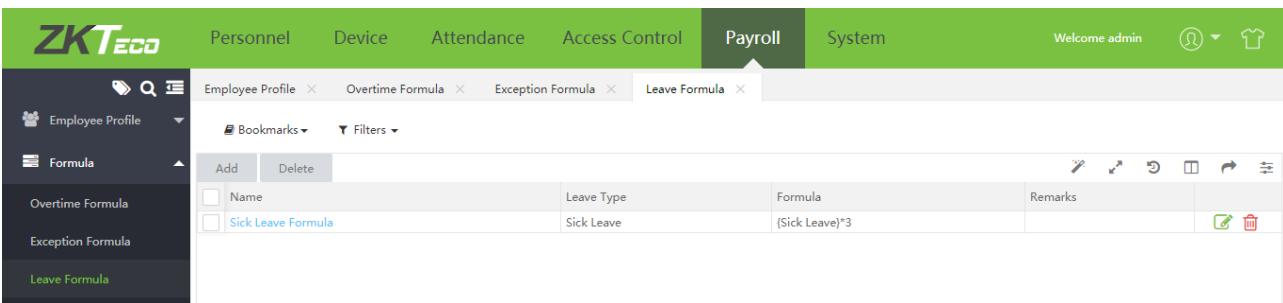
**Formula:** Set the formula of corresponding exception type. Click  to open the calculator interface to set the formula as you need with the calculator.

**Remarks:** Enter the remarks for the formula.

2. Click **[Confirm]** to save the formula and return back to the exception formula interface and the new added formula information will display in the interface.

### 7.2.3 Leave Formula

The formula for leave can be defined according to the organizational rules.



Name	Leave Type	Formula	Remarks
Sick Leave Formula	Sick Leave	\$(Sick Leave)*3	

1. Click **[Payroll] > [Formula] > [Leave Formula]** to access the leave formula interface. And then click **[Add]** to access the leave formula addition interface:

Add

Name	<input type="text"/>
Leave Type*	<input type="text"/> -----
Formula	<input type="text"/> 
Remarks	<input type="text"/>

**Confirm** **Cancel**

Set each parameter as required:

**Name:** Enter the name of the formula.

**Leave Type:** Select the leave type from the drop-down list. The leave types are the ones you added in Attendance module.

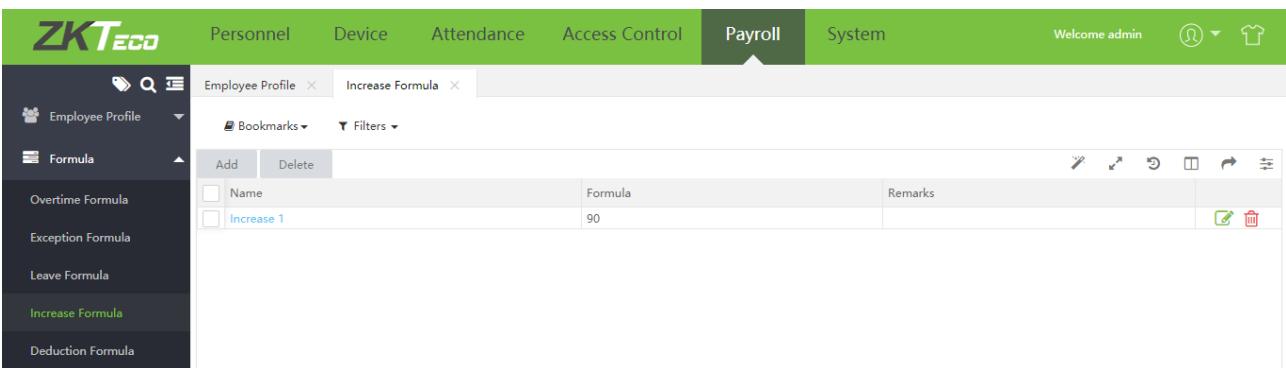
**Formula:** Set the formula of corresponding leave type. Click  to open the calculator interface to set the formula as you need with the calculator.

**Remarks:** Enter the remarks for the formula.

2. Click [**Confirm**] to save the formula and return back to the leave formula interface and the new added formula information will display in the interface.

#### 7.2.4 Increase Formula

The formula for monthly fixed increase item can be defined according to the organizational rules.



Name	Formula	Remarks
Increase 1	90	

1. Click [**Payroll**] > [**Formula**] > [**Increase Formula**] to access the increase formula interface. And then click [**Add**] to access the increase formula addition interface:

Add

Name:

Formula:

Remarks:

Note: This is only available for increase that need to be paid monthly.

**Confirm** **Cancel**

Set each parameter as required:

**Name:** Enter the name of the formula.

**Formula:** Set the formula of corresponding increase. Click to open the calculator interface to set the formula as you need with the calculator.

**Remarks:** Enter the remarks for the formula.

2. Click [Confirm] to save the formula and return back to the increase formula interface and the new added formula information will display in the interface.

#### 7.2.4 Deduction Formula

The settings, please refer to 7.2.3 Increase Formula.

### 7.3 Extra Fund

It's for the extra increase or deduction which need to be adjusted in employee's salary temporarily.

#### 7.3.1 Extra Increase

1. Click [Payroll] > [Extra Fund] > [Extra Increase] to access the extra increase interface. And then click [Add] to access the extra increase addition interface:

Add

Employee ...	First Name	Last Name	Department
<input type="checkbox"/>	Lee		Department
<input checked="" type="checkbox"/>	2	W	Department
<input type="checkbox"/>	3	Nancy	Department
<input type="checkbox"/>	4	Eric	Department
<input type="checkbox"/>	5	Jey	Department
<input type="checkbox"/>	6	Fanny	Department
<input type="checkbox"/>	7	Anna	Department
<input type="checkbox"/>	8		Department

Selected 1

Employee ...	First Name	Last Name
<input checked="" type="checkbox"/>	1	Lee

20 ▾ Total 8 Records < > 1 Page **Confirm**

Amount\*  Issue Time\*

Remarks:

**Confirm** **Cancel**

Set each parameter as required:

**Employee:** Select the employee which need to adjust the salary temporarily.

**Amount:** Set the amount needed to adjust.

**Issue Time:** Set the issue time of the amount.

**Remarks:** Enter the remarks for the extra increase.

2. Click [Confirm] to save and return back to extra increase interface and the new added increase information will display in the interface.

### 7.3.2 Extra Deduction

The settings, please refer to 7.3.2 Extra Increase.

## 7.4 Payroll Structure

Click [Payroll] > [Payroll Structure] > [Payroll Structure]. Click to select corresponding department name on the left department list, you can see the list of employees who are having a defined salary structure.

Employee ID	First Name	Last Name	Department	Basic Salary	Effective Date	Create Time	Deduction Formula	Exception Formula	Increase Formula
1	Gn	-	Department	8000	2019-08-01	2019-08-22 16:22:06	s1,s2		
1002	kbz1002	-	Department	4000	2019-01-01	2019-07-31 09:15:25			
10086	Jerry	-	Department	8000	2019-07-01	2019-08-01 10:58:16		late,early,absence	

### 7.4.1 Add New Payroll Structure

1. Click [Add] to access the interface of adding a new payroll structure:

Employee ...	First Name	Last Name	Department
100	kbz100	Asawamanachai	Department
1000	kbz1000	huang	hrf-部门
10000	kbz10000		Department
100001			Department
100003			Department

Selected 1

Basic Salary\*: 3500

Effective Date\*: 2019-08-30

Overtime    Exception    Leave    Increase    Deduction

Overtime Formula (1/3)

OT1 (0/1)

OT2 (1/1)

OT3 (0/1)

Confirm    Cancel

Set the parameter as required:

**Employee:** Select the employee who need to be defined the salary structure.

**Basic Salary:** Set the basic salary for selected employee.

**Effective Date:** Set the effective date of the payroll structure.

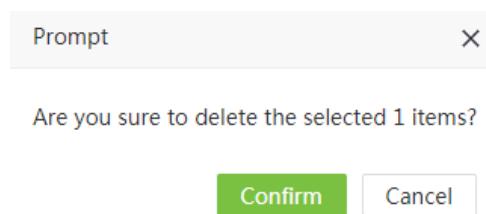
**Formula:** Set the formulas, including formula of Overtime, Exception Leave, Increase and Deduction, for the payroll structure.

2. Click [Confirm] to save the settings and return to payroll structure interface. The payroll structure list will display the new payroll structures.

#### 7.4.2 Delete Payroll Structure

Click to select corresponding department name on the left department list, the employee payroll structure of the department will show on the right list.

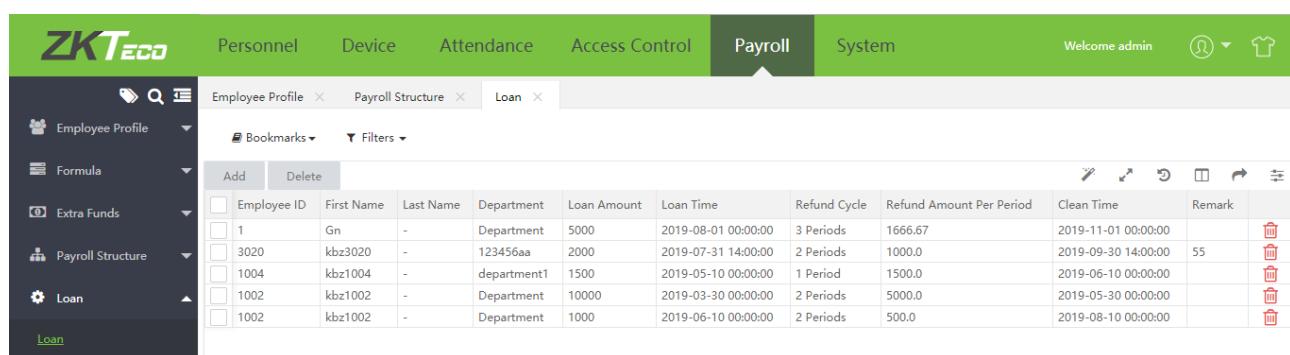
1. In the employee payroll structure list, select a payroll structure to be deleted, and click [Delete] on the upper part of the interface or click  in the line of the payroll structure to be deleted to access the deletion interface.



2. Click [Confirm] to confirm the deletion of the selected payroll structure.

### 7.5 Loan

Loan interface displays the records of employee loans.



The screenshot shows the ZKTeco BioTime software interface. The top navigation bar includes tabs for Personnel, Device, Attendance, Access Control, Payroll, System, and a user profile. The Payroll tab is currently active. On the left, there is a sidebar with icons for Employee Profile, Formula, Extra Funds, Payroll Structure, and Loan. The Loan section is expanded, showing a sub-menu with "Loan". The main content area has a header "Employee Profile" with tabs for Payroll Structure and Loan. Below this is a toolbar with "Add" and "Delete" buttons. A table lists loan records with columns: Employee ID, First Name, Last Name, Department, Loan Amount, Loan Time, Refund Cycle, Refund Amount Per Period, Clean Time, and Remark. Each row in the table has a delete icon at the end. The table data is as follows:

Employee ID	First Name	Last Name	Department	Loan Amount	Loan Time	Refund Cycle	Refund Amount Per Period	Clean Time	Remark
1	Gn	-	Department	5000	2019-08-01 00:00:00	3 Periods	1666.67	2019-11-01 00:00:00	
3020	kbz3020	-	123456aa	2000	2019-07-31 14:00:00	2 Periods	1000.0	2019-09-30 14:00:00	55
1004	kbz1004	-	department1	1500	2019-05-10 00:00:00	1 Period	1500.0	2019-06-10 00:00:00	
1002	kbz1002	-	Department	10000	2019-03-30 00:00:00	2 Periods	5000.0	2019-05-30 00:00:00	
1002	kbz1002	-	Department	1000	2019-06-10 00:00:00	2 Periods	500.0	2019-08-10 00:00:00	

Click [Payroll] > [Loan] > [Loan] > [Add] to access the interface of adding loan record for employee.

Add

Employee				Selected 1
	Employee ...	First Name	Last Name	Department
<input type="checkbox"/>	1017	kbz1017		Department
<input type="checkbox"/>	1018	kbz1018		Department
<input type="checkbox"/>	1019	kbz1019		Department
<input type="checkbox"/>	102	SAMRAN&LAEP...		Department
<input type="checkbox"/>	1020	kbz1020		Department
<input type="checkbox"/>	1021	kbz1021		Department
<input type="checkbox"/>	1022	kbz1022		Department
<input type="checkbox"/>	1023	kbz1023		Department
<input type="checkbox"/>	1024	kbz1024		Department
<input type="checkbox"/>	1025	kbz1025		Department
<input type="checkbox"/>	1026	kbz1026		Department
<input type="checkbox"/>	1027	kbz1027		Department

20 Total 10216 Records < > 4 Page Confirm

Loan Amount\* 10000      Loan Time\* 2019-08-30 00:00:00

Refund Cycle\* 5 Periods      Refund Amount Per Period\* 2000.00

Remark

Confirm Cancel

Set the parameters as required:

**Employee:** Select the employee who need to loan.

**Loan Amount:** Set the loan amount for employee.

**Loan Time:** Set the loan time for employee. According to the month set here, the loan amount will be added to the salary of this month while calculating the employee salary.

**Refund Cycle:** Set the refund cycle of the loan.

**Refund Amount Per Period:** After setting the loan amount and refund cycle, the refund amount per period will be filled in automatically. And this amount will be automatically deducted from the employee's monthly salary.

Click [Confirm] to save the settings and return back to the loan list interface, the new added loan information will display here.

## 7.6 Salary Advance

In this interface, the salary advance is listed along with the employee details.

ZKTeco

Salary Advance						
Employee Profile		Salary Advance				
Employee Profile		Salary Advance				
Employee ID	First Name	Last Name	Department	Amount	Issue Time	Remark
1004	kbz1004	-	department1	1000	2019-05-10 00:00:00	
1002	kbz1002	-	Department	600	2019-06-06 00:00:00	
1002	kbz1002	-	Department	400	2019-06-06 00:00:00	
1002	kbz1002	-	Department	200	2019-06-06 00:00:00	

Click [Payroll] > [Salary Advance] > [Salary Advance] > [Add] to access the interface of adding salary advance record for employee.

Employee ...	First Name	Last Name	Department
1017	kbz1017		Department
1018	kbz1018		Department
1019	kbz1019		Department
102	SAMRAN&LAEP...		Department
1020	kbz1020		Department
1021	kbz1021		Department
1022	kbz1022		Department
1023	kbz1023		Department
1024	kbz1024		Department
1025	kbz1025		Department
1026	kbz1026		Department
1027	kbz1027		Department

Selected 1

Employee ...	First Name	Last Name
1018	kbz1018	

Amount\* 3000

Issue Time\* 2019-08-30 00:00:00

Remark

Confirm Cancel

Set the parameters as required:

**Employee:** Select the employee who need to advance their salary.

**Amount:** Set the advance amount.

**Issue Time:** Set the issue time for salary advance. According to the month set here, the amount will be added to the employee salary of this month while calculating the employee salary. And this amount will be deducted from employee's next month salary.

Click [Confirm] to save the settings and return back to the salary advance list interface, the new added salary advance information will display here.

## 7.6 Reimbursement

In this interface, the reimbursement is listed along with the employee details.

Employee ID	First Name	Last Name	Department	Amount	Reimbursement Receipt	Reimbursement Time	Remark
1	Gn	-	Department	200	-	2019-08-22 00:00:00	
1007	kbz1007	hwang	Department	10000	20180726134425.png	2019-08-01 11:00:00	
1004	kbz1004	-	department1	2000	100.jpg	2019-06-30 00:00:00	
1002	kbz1002	-	Department	600	logo.png	2019-06-11 00:00:00	
1002	kbz1002	-	Department	400	7.jpg	2019-06-10 00:00:00	
1002	kbz1002	-	Department	200	6.bmp	2019-06-10 00:00:00	

Click [Payroll] > [Reimbursement] > [Reimbursement] > [Add] to access the interface of adding reimbursement record for employee.

Employee ...	First Name	Last Name	Department
1017	kbz1017		Department
1018	kbz1018		Department
1019	kbz1019		Department
102	SAMRAN&LAEP...		Department
1020	kbz1020		Department
1021	kbz1021		Department
1022	kbz1022		Department
1023	kbz1023		Department
1024	kbz1024		Department
1025	kbz1025		Department
1026	kbz1026		Department
1027	kbz1027		Department

Employee ...	First Name	Last Name
100	kbz100	Asawamanachai
100212	43	k
1017	kbz1017	

Amount\*: 300

Reimbursement Receipt: 选择文件 1.jpg  
Only support jpg/jpeg/png/bmp image file.

Reimbursement Time\*: 2019-08-30 00:00:00

Remark:

**Confirm** **Cancel**

Set the parameters as required:

**Employee:** Select the employee who need to make reimbursement.

**Amount:** Set the reimbursement amount.

**Reimbursement Receipt:** Upload the reimbursement receipt, only support jpg/jpeg/png/bmp image file.

**Reimbursement Time:** Set the reimbursement time for employee. According to the month set here, the amount will be added to the employee salary of this month while calculating the employee salary.

Click [Confirm] to save the settings and return back to the reimbursement list interface, the new added reimbursement information will display here.

## 7.6 Salary Calculation

Click [Payroll] > [Calculation] > [Salary Calculation] to access the Salary Calculation interface. It shows all the personnel by default. You can select the department on the right side to display the personnel in the specified department. Select the person and fill in the time range to be calculated. Click to calculate. "Calculation Finished" indicates the end of calculation when it pops up.

## 7.6 Salary Report

The salary reports are available in different formats: Salary Structure, Increase Items, Deduction Items, Salary Details and Att Param. The reports can be exported in PDF, XLS, TXT or CSV format.

Choose [Payroll] > [Report] access corresponding Salary Report interface. The following figure is the Salary Structure report.

The following describes how to view a salary report.

1. Select report in the left menu bar and enter the report interface.
2. Select department on the left side to view the salary data of employees in that department, or click the Employee input box to select the personnel (multiple or all) who need to view the salary report information in the pop-up window. As shown in figure:

Select Employee

Employee	First Name	Last Name	Department
Employee...			
1000	kbz1000	huang	hrf-部门
10000	kbz10000		Departm
100001			Departm
100003			Departm
100005	100005		Departm
100007	100007		Departm
100008			Departm
100009			Departm
10001			Departm
100010			Departm
10002			Departm

Total 10212 Records

**Selected 1**

Employee...	First Name	Last Name
1000	kbz1000	huang

Confirm Cancel

3. Set Start Date and End Date. Please refer to [2. Date Selection](#) in Appendix 1 for the method of setting the date.

4. Click , and view the salary report information of the selected employees between the set start date and the end date.

#### ➤ Salary Structure

Display every employee's detail salary structure.

#### ➤ Increase Items

Display all increase items in employee monthly salary.

Employee ID	First Name	Last Name	Department	Calc Date	Total Incr...	OT1	OT2	OT3	Normal OT	Weekend ...	Holiday
1003	kbz1003		departme...	2019-04-30	0	0	0	0			
1003	kbz1003		departme...	2019-02-28	0	0	0	0			
1003	kbz1003		departme...	2019-08-31	0	0	0	0			
1003	kbz1003		departme...	2019-03-31	0	0	0	0			
1002	kbz1002		Department	2019-09-30	1100	0	0	0			
1002	kbz1002		Department	2019-04-30	0	0	0	0			
1002	kbz1002		Department	2019-05-31	0	0	0	0			
1002	kbz1002		Department	2019-08-31	0	0	0	0			
1002	kbz1002		Department	2019-07-31	0	0	0	0			
1002	kbz1002		Department	2019-06-30	9400	0	0	0			
1003	kbz1003		departme...	2019-06-30	6000	0	0	0			
1004	kbz1004		departme...	2019-05-31	2500	0	0	0			
3020	kbz3020		123456aa	2019-07-31	2000	0	0	0			
3020	kbz3020		123456aa	2019-08-31	0	0	0	0			
3020	kbz3020		123456aa	2019-09-30	0	0	0	0			

Total 19 Records

#### ➤ Deduction Items

Display all Deduction items in employee monthly salary.

**ZKTeco**

Personnel Device Attendance Access Control Payroll System

Welcome admin

Employee Profile Salary Structure Increase Items Deduction Items

Start Date: 2019-08-01 End Date: 2019-08-30 Employee:

Employee ID	First Name	Last Name	Department	Calc Date	Total Ded...	Late In	Early Leave	Absent	Deduction	Extra Ded...	Ad...
1003	kbz1003		departme...	2019-04-30	0	0	0	0	0	0	0
1003	kbz1003		departme...	2019-02-28	0	0	0	0	0	0	0
1003	kbz1003		departme...	2019-08-31	0	0	0	0	0	0	0
1003	kbz1003		departme...	2019-03-31	0	0	0	0	0	0	0
1002	kbz1002		Department	2019-09-30	5100	0	0	4000	1100	0	0
1002	kbz1002		Department	2019-04-30	5000	0	0	0	0	0	0
1002	kbz1002		Department	2019-05-31	5000	0	0	0	0	0	0
1002	kbz1002		Department	2019-08-31	500	0	0	0	0	0	0
1002	kbz1002		Department	2019-07-31	1700	0	0	0	0	0	1;
1002	kbz1002		Department	2019-06-30	6000	0	0	0	0	6000	0
1003	kbz1003		departme...	2019-06-30	0	0	0	0	0	0	0
1004	kbz1004		departme...	2019-05-31	0	0	0	0	0	0	0
3020	kbz3020		123456aa	2019-07-31	0	0	0	0	0	0	0
3020	kbz3020		123456aa	2019-08-31	1028.22	28.22	0	0	0	0	0
3020	kbz3020		123456aa	2019-09-30	1000	0	0	0	0	0	0
~19	~19		~19	~19	~19	~19	~19	~19	~19	~19	~19

20 < 1 > Total 19 Records 1 Page Confirm

## ➤ Salary Detail

Display employee's monthly salary detail.

**ZKTeco**

Personnel Device Attendance Access Control Payroll System

Welcome admin

Employee Profile Salary Structure Increase Items Deduction Items Salary Details

Start Date: 2019-08-01 End Date: 2019-08-30 Employee:

Employee ID	First Name	Last Name	Department	Calc Date	Basic Salary	Total Salary	Total Incr...	Total Ded...	OT1	OT2	OT3
1003	kbz1003		departme...	2019-04-30	4000	4000	0	0	0	0	0
1003	kbz1003		departme...	2019-02-28	1000	1000	0	0	0	0	0
1003	kbz1003		departme...	2019-08-31	1000	1000	0	0	0	0	0
1003	kbz1003		departme...	2019-03-31	1000	1000	0	0	0	0	0
1002	kbz1002		Department	2019-09-30	4000	0	1100	5100	0	0	0
1002	kbz1002		Department	2019-04-30	4000	-1000	0	5000	0	0	0
1002	kbz1002		Department	2019-05-31	4000	-1000	0	5000	0	0	0
1002	kbz1002		Department	2019-08-31	4000	3500	0	500	0	0	0
1002	kbz1002		Department	2019-07-31	4000	2300	0	1700	0	0	0
1002	kbz1002		Department	2019-06-30	4000	7400	9400	6000	0	0	0
1003	kbz1003		departme...	2019-06-30	4000	10000	6000	0	0	0	0
1004	kbz1004		departme...	2019-05-31	4000	6500	2500	0	0	0	0
3020	kbz3020		123456aa	2019-07-31	4000	6000	2000	0	0	0	0
3020	kbz3020		123456aa	2019-08-31	4000	2971.78	0	1028.22	0	0	0
3020	kbz3020		123456aa	2019-09-30	4000	3000	0	1000	0	0	0
~19	~19		~19	~19	~19	~19	~19	~19	~19	~19	~19

20 < 1 > Total 19 Records 1 Page Confirm

## ➤ Att Param

Display employee's salary information together with attendance information.

The screenshot shows the ZKTeco BioTime software interface. The top navigation bar includes tabs for Personnel, Device, Attendance, Access Control, Payroll (selected), and System. A welcome message for 'admin' is displayed. The left sidebar has a tree view under 'Payroll Structure' with nodes like 'Employee Profile', 'Salary Structure', 'Salary Details', 'Att Param' (selected), and 'Configurations'. The main content area displays a grid of employee attendance parameters for the month of August 2019. The grid columns include Employee ID, First Name, Last Name, Department, Calc Date, Basic Salary, Schedule..., Required..., Actual Wo..., OT1, and OT2. The grid shows multiple entries for employees like kbz1003 and kbz1002 across various departments and dates.

## 7.7 Payroll Setting

Click [Payroll] > [Configurations] > [Payroll Setting] to access to the payroll setting interface. Here you can set the Att Param Unit.

The screenshot shows the ZKTeco BioTime software interface. The top navigation bar includes tabs for Personnel, Device, Attendance, Access Control, Payroll (selected), and System. A welcome message for 'admin' is displayed. The left sidebar has a tree view with 'Payroll Setting' selected. The main content area shows a configuration page for 'Payroll Setting'. It includes a dropdown for 'Att Param Unit' set to 'Hour' and a large green 'Save' button.

# Chapter 8 System Settings

The system setting is to assign system users (such as company management personnel, registrars, and statistics clerk), configure roles for corresponding users, and set mailbox function, automatic export, backup, data migration, operation logs, etc.

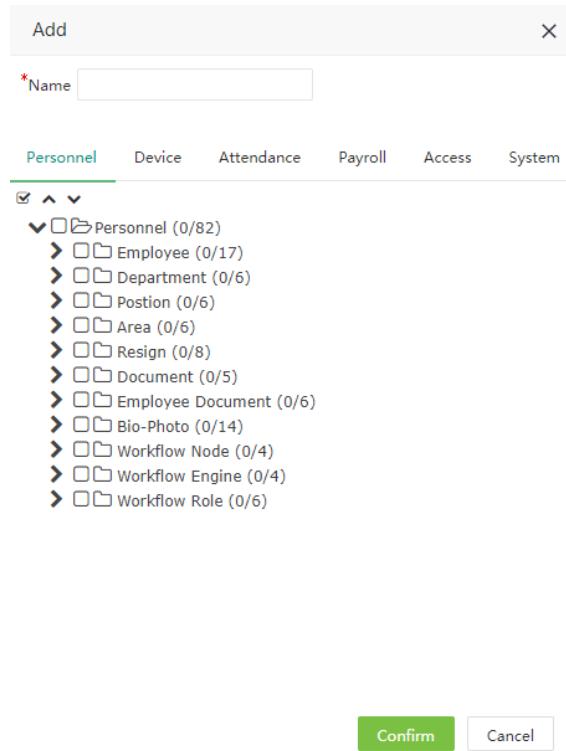
## 8.1 System User Management

### 8.1.1 Privilege Group Management

When using the system, a super user needs to assign different levels to new users. To avoid setting users one by one, you can set roles with specific levels in role management, and assign appropriate roles to users when adding users. The permissions of four functional modules are included: personnel, device, attendance and system. The default super users of the system have all privileges permissions and can assign new users based on requirements and set corresponding permission for them.

#### ➤ Add a Privilege Group

1. Choose [System] > [User] > [Group] to access the Add Role interface.



**Note:** Select corresponding permissions based on the selected permission type.

**Name:** Enter the object type, namely the role name (such as the personnel staff and device administrator).

**Check the permissions:** The permissions of four categories are included: Personnel, Device, Attendance and System. In the operation permission list under each permission type tab, tick the check box in front of the operation permission to select the permission, or click the highest permission in the list to select all the sub-permissions under it. For example, click Personnel with the highest permission. Then, all sub-permissions under it such as Department, Position, Personnel, Resignation, and Area will be selected.

2. After the completion of the setting, click [**Confirm**] to save the settings and return to the privilege group interface. The privilege group list will display the new roles.

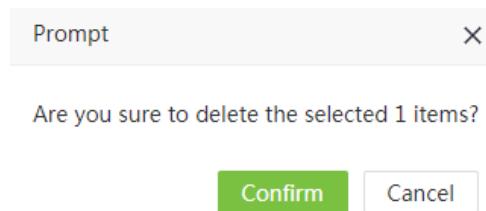
### ➤ Edit a Privilege Group

1. In the privilege group list, click the role name or click  in the line of the role to be edited to access the interface for editing roles.

2. Modify the parameter settings based on requirements (refer to the parameter setting method in "Adding a role"). After the completion of the modification, click [Confirm] to save the modified role information.

### ➤ Delete a Privilege Group

1. In the privilege group list, select a privilege group to be deleted, and click [Delete] on the upper part of the interface or click  in the line of the role to be deleted to access the role deletion interface.



2. Click [Confirm] to confirm the deletion of the selected privilege group.

 Note: The used permission group cannot be deleted.

## 8.1.2 User Management

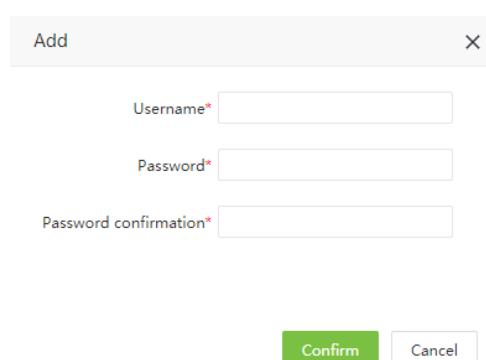
Add new users to the system and assign roles (permissions) to users.

### ➤ Add a User

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



A screenshot of the "Add" user interface. It has three input fields: "Username\*" (with a note: "Required. 30 characters or fewer. Letters, digits and @/./+/-/\_ only."), "Password\*", and "Password confirmation\*". Below the "Password confirmation\*" field is a note: "Enter the same password as before, for verification." At the bottom right are "Confirm" and "Cancel" buttons.



A screenshot of the "Add" user interface, identical to the first one, showing the "Add" title bar, three input fields for "Username\*", "Password\*", and "Password confirmation\*", and the "Confirm" and "Cancel" buttons at the bottom right.

Set the parameters as required based on the following steps (Parameters marked with \* are mandatory):

**Username:** 30 characters or fewer. Only letters or numbers are allowed.

**Password/ Password confirmation:** There is no limit to the length.

#### ➤ Edit a User

1. Click the user name or  in the line of the user to enter the edit user interface.

### Edit

Username\*  Required. 30 characters or fewer. Letters, digits and @./+/-/\_ only.

---

#### Information

First Name  Last Name

Email

---

#### Permissson

Staff  Superuser

Authorized Department  Process all the areas without select

Authorized Area  Process all the departments without select

Groups  The groups this user belongs to. A user will get all permissions granted to each of their groups.

**Username:** Characters within a length of 30.

**First Name/Last Name:** Type your initials.

**Email:** User's email address.

**Enable:** Designates whether the user can log into this admin site.

**Super:** Designates that this user has all permissions without explicitly assigning them.

**Groups:** Roles need to be selected for non-super users. Select a preset role, and the user has all operation permissions of this role.

**Authorize Department:** Click  and select a department from the popped up department drop-down list. (If you select no department, you will possess all department rights by default.)

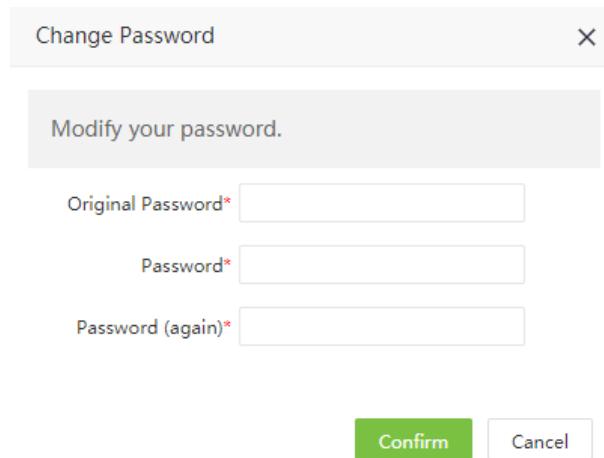
**Authorize Area:** Click  and select an area in the popped up area drop-down list. (If you select no area, you will possess all area rights by default.)

2. After the completion of the setting, click [Confirm] to save the settings and return to the User interface. The user list will display the new user.

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

#### ➤ Change Password

1. Click [System] > [User] > [Change Password] to access the change password interface:



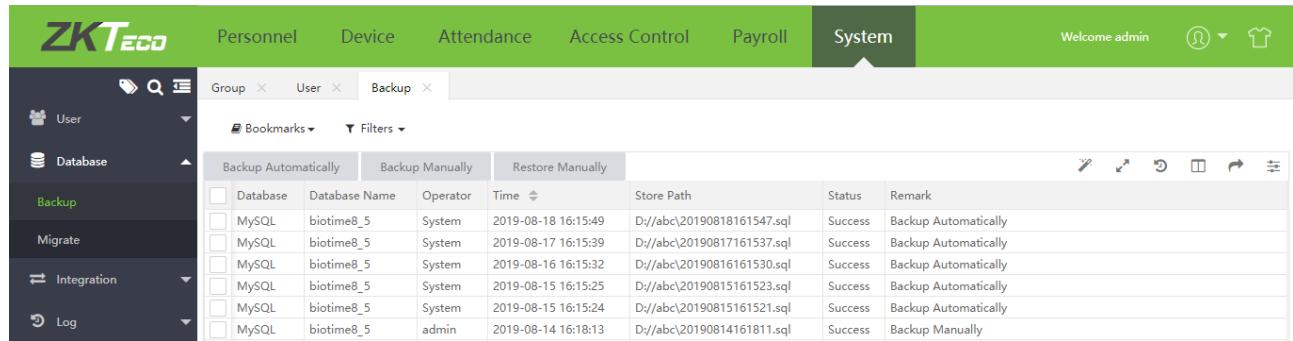
The screenshot shows a 'Change Password' dialog box. It contains three input fields: 'Original Password\*', 'Password\*', and 'Password (again)\*'. Below the fields are two buttons: 'Confirm' (green) and 'Cancel' (white).

2. Enter the Original Password, Password and Confirm Password and click [Confirm] to complete the modification.

## 8.3 Data Management

### 8.3.1 Database Backup

Backup data to prevent data loss, the software can be set up to automatically or manually backup database. And it is supported to restore PostgreSQL database.



Time	Operator	Store Path	Status	Remark
2019-08-18 16:15:49	System	D:/abc\20190818161547.sql	Success	Backup Automatically
2019-08-17 16:15:39	System	D:/abc\20190817161537.sql	Success	Backup Automatically
2019-08-16 16:15:32	System	D:/abc\20190816161530.sql	Success	Backup Automatically
2019-08-15 16:15:25	System	D:/abc\20190815161523.sql	Success	Backup Automatically
2019-08-15 16:15:24	System	D:/abc\20190815161521.sql	Success	Backup Automatically
2019-08-14 16:18:13	admin	D:/abc\20190814161811.sql	Success	Backup Manually

#### ➤ Backup Automatically

1. Click [System] > [Database] > [Backup Automatically] to enter the Backup Automatically interface and set the backup path and automatic backup time.

Backup Automatically

Database\*: MySQL  
Database Name\*: biotime8\_1  
Store Path\*: D://abc  
Frequency\*: Daily  
Day\*: 1  
Time\*: 16:15

Confirm Cancel

**Database:** Database type, cannot be modified.

**Database Name:** Database name, cannot be modified.

**Store Path:** Set the name of the folder, a corresponding folder will be created to store the original backup under apache.

**Frequency:** The time and frequency of database backup.

2. After setting, click [**Confirm**]. According to the set frequency and time, you can view the backup files in the corresponding path.

#### ➤ Backup Manually

1. Click [System] > [Database] > [**Backup Manually**] to enter the Backup Manually interface and set the backup path.

Backup Manually

Store Path\*

Confirm Cancel

2. After setting, click [**Confirm**], then the database will be backup in the corresponding path.

#### ➤ Restore Manually

1. Click [System] > [Database] > [**Restore Manually**] to enter the Restore Manually interface.

Restore Manually

Database Name\*:   
Backup File\*

Confirm Cancel

**Database Name:** Input the database file name.

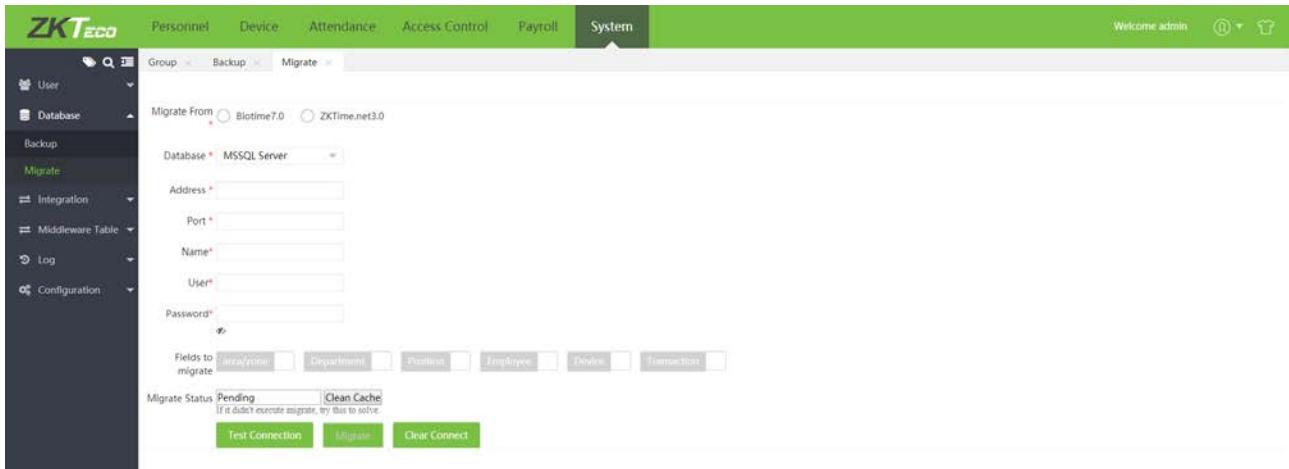
**Backup File:** Input the path of the database file.

2. After setting, click [**Confirm**], and wait for the restore process finish.

### 8.3.2 Data Migration

When replacing Biotime8.0, the original data will be migrated to BioTime8.0 from other software to facilitate user management.

1. Click [**System**] > [**Database**] > [**Migrate**] to enter the migration settings interface.



**Migrate From:** Select the software you want to migrate, which is currently supported.

**Database:** Select the database type used by the original software.

**Address:** Set the IP address of the database.

**Port:** Fill in the database port.

**Name:** Fill in the database name.

**User:** Fill in the database user.

**Password:** Fill in the correct password.

2. Select the fields to be migrated, the time period for attendance data, and click [**Test Connection**], if it's successful, then click [**Migrate**].

### 8.3.3 Auto Export

According to the set format, time period, frequency automatically export attendance data.

#### ➤ Add Auto Export Template

1. Click [**System**] > [**Integration**] > [**Auto Export**] > [**Add**] to enter the new automatic export settings interface:

Add

Name*	<input type="text"/>	Code*	<input type="text"/>
File Name	<input type="text"/> yyyy-MM-DD	HHmm	
Department	<input type="text"/>	Area	<input type="text"/>
Data Template (Please drag the fields you want to export from the right to the text box below.)			
{emp_code}\t{first_name}\t{last_name}\t{dept_code}\t{dept_name}\t{date}\t{time}\t{verify_type}\t{punch_state}\t{work_code}\t{card_number}\t{area_name}\t{terminal_alias}\t{terminal_sn}\r\n			
Short Date*	yyyy-MM-DD	Short Time*	HH:mm
Frequency*	Daily	Day*	1
Search By*	Upload Time	Interval	minutes
Format	Excel	Time Point	00:01 HH:mm
Deadline*	Previous	Export Path	auto_export (Position: \files\temp)
FTP Server	<input type="text"/>	FTP Path	(Format: /Folder/)
Email	<input type="text"/>	Employee ID	0 The length of employee ID
<input type="button" value="Confirm"/> <input type="button" value="Cancel"/>			

**Name:** Set the name.

**Code:** Set the serial number of the automatic export.

**File Name:** Set the exported file name and the time format above the file name.

**Department:** Click  to select the department to export. If not, export all departments.

**Area:** Click  to select the area to export. If not, export all areas.

**Data Template:** Select the menu item to export from the menu on the right. By default, export all menu items.

**Short Data/Time:** Set the time format in the export content.

**Frequency:** Set the export frequency. The export time frequency can be set monthly, weekly and daily. According to the selected frequency, the specific time can be set in Day and Time Point.

**Search By:** Select Upload time to represent the time when the attendance data is uploaded to the software, and select Punch time to represent the time when the user punches.

**Format:** Set the format of the exported file (Excel, Csv, Txt).

**Time Point:** Set the export time.

**Deadline:** When exporting a folder by setting the frequency of export, select Current to indicate that the data exported is after 0 o'clock of the day and select Previous to indicate that the data exported is before 0 o'clock of the day.

**Export Path:** After setting the file name, a new folder will be added in \files\temp of the installation directory of the local computer to store the exported files.

**FTP Path:** Set the name of the folder, which is the existing folder on the FTP server. The exported files will be in the corresponding folder under the FTP server, and fill in the format of "/abc/" (abc is the existing folder on the FTP server).

**FTP Server:** Click  to select the FTP server, and when the attendance record is exported, the exported file can be received on the FTP server.

**Email:** When a mailbox is set, it receives the exported file when it is exported.

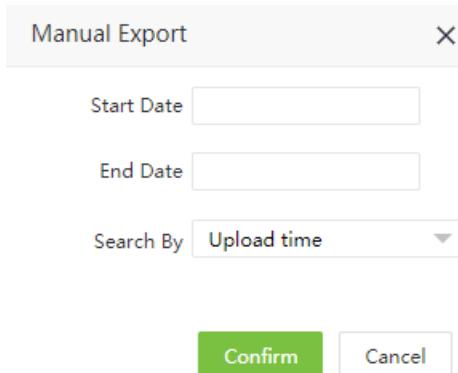
**Employee ID:** Set the length of the ID when exporting. If the length is insufficient, the ID will be added zero.

2. After the setting, click [Confirm] to save it.

#### ➤ 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. The specific operations are as following:

1. Select the set automatic export, click [Manual Export] to enter the following interface.



The dialog box is titled "Manual Export". It contains three input fields: "Start Date" and "End Date" (both empty), and a dropdown menu "Search By" set to "Upload time". At the bottom are two buttons: a green "Confirm" button and a white "Cancel" button.

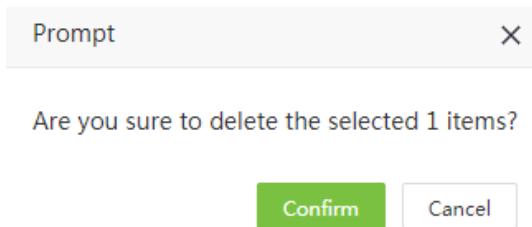
**Start Data/End Data:** Set the export period.

**Search By:** Select Upload time to represent the time when the attendance data is uploaded to the software, and select Punch time to represent the time when the user punches.

2. After the setting, click [Confirm], corresponding attendance records will be exported.

#### ➤ Delete Auto Export Template

In the auto export template, click the selected template to be deleted, then click [Delete] at the top of the template list, or directly click  in the line of template to enter the interface of deleting template.



The dialog box is titled "Prompt". It contains the message "Are you sure to delete the selected 1 items?". At the bottom are two buttons: a green "Confirm" button and a white "Cancel" button.

Click [Confirm] and delete the selected template.

## 8.4 Log Record

The default main interface of Log displays all operation log records in the system.

Choose [System] > [Log] > [Log] to access the Log interface.

User	IP Address	Action Time	Action	Content Type	Object	Status	Describe
admin	172.31.1.10	2019-08-19 17:24:01	Add	Workflow Engine	12.12	Success	Start Date=2019-08-01,End Date
admin	172.31.1.10	2019-08-19 17:23:05	Delete	Workflow Engine	12.12	Success	
admin	172.31.1.10	2019-08-19 17:22:45	Add	Workflow Engine	12.12	Success	Start Date=2019-08-01,End Date
admin	172.31.1.10	2019-08-19 17:18:45	Login	User	admin	Success	
admin	192.168.218.26	2019-08-19 17:13:42	Approve	Manual Log	ManualLog object	Success	Remarks=a,State=2
admin	192.168.218.26	2019-08-19 17:13:32	Add	Manual Log		Success	Work Code=,Punch State=1,Appl
admin	172.31.1.10	2019-08-19 17:11:56	Logout	User	admin	Success	
admin	192.168.218.26	2019-08-19 17:11:41	Delete	Manual Log	ManualLog object	Success	
admin	172.31.1.10	2019-08-19 17:08:37	Login	User	admin	Success	
admin	192.168.218.26	2019-08-19 17:06:42	Approve	Manual Log	ManualLog object,ManualLog object,ManualLog object,ManualLog object	Success	Remarks=a,State=2
admin	192.168.218.26	2019-08-19 17:06:31	Add	Manual Log		Success	Work Code=,Punch State=1,Appl
admin	192.168.218.26	2019-08-19 17:06:14	Add	Manual Log		Success	Work Code=,Punch State=3,Appl
admin	192.168.218.26	2019-08-19 17:06:01	Add	Manual Log		Success	Work Code=,Punch State=2,Appl
admin	192.168.218.26	2019-08-19 17:05:48	Add	Manual Log		Success	Work Code=,Punch State=0,Appl
admin	172.31.1.10	2019-08-19 17:02:57	Change	Employee	081903 081903	Success	Department(58->Department).Ac

The following are the main contents of the log:

**User:** User of the operation

**IP Address:** The IP address of the computer the user is using.

**Action Time:** The implementation time of the operation.

**Action:** the behavior of the action

**Content Type:** The content type of the operation

**Object:** the object of the operation

**Describe:** Operation description.

## 8.5 Configuration Settings

### 8.5.1 Company Setting

The company setting interface includes the options to upload the company logo and company name. This company logo can be displayed in exported report.

1. Click [System] > [Configuration] > [Company Setting] to access to the Company Setting page.

2. Upload company logo and name, set corresponding display position. Click [Submit] to save the setting.

## 8.5.2 Email Setting

Click [System] > [Configuration] > [Email Settings].

Email setting is used to trigger alert when the specific value set by the administrator has crossed the limit.

Set the email sending server information.

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

Obtain your mail server details and fill accordingly. Below form is for example only.

The screenshot shows the ZKTeco software interface with the 'System' tab selected. On the left, there is a navigation sidebar with options like User, Database, Integration, Middleware Table, Log, Configuration, Company Setting, Email Setting (which is highlighted in green), and Alert Setting. The main content area is titled 'Email Setting'. It contains fields for 'SMTP Server' (smtp.zkteco.com), 'Port' (25), 'SSL' (unchecked), 'Email Account' (zk\_me@zkteco.com), 'Password' (\*\*\*\*\*), and 'Email Address' (zk\_me@zkteco.com). A 'Submit' button is at the bottom.

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

**SMTP Server:** Email sending server address.

**Port:** Port of email sending server.

**Email Account:** Email account.

**Password:** One-time random authorization password from the mailbox provider.

**Email Address:** Email address.

## 8.5.3 Alert Settings

Click [System] > [Configuration] > [Alert Settings]

Through Alert setting, user can set the values for alerts. As per above example, when an employee is late check in exceeds a certain value, an email alert will be sent. Administrator can set the other values as per requirements.

The screenshot shows the ZKTeco software interface with the 'System' tab selected. On the left, there is a navigation sidebar with options like User, Database, Integration, Middleware Table, Log, Configuration, Company Setting, Email Setting, Alert Setting (which is highlighted in green), Ftp Setting, PDF Export, and Bookmarks. The main content area is titled 'Alert Setting'. It contains sections for 'Attendance Alert Setting' (with fields for 'When number of late exceeds' (2 times), 'When number of early-leave exceeds' (2 times), and 'When number of absent exceeds' (3 times)), 'Sending Frequency' (Weekly, Day: Sunday, Time: 14:05:00, Sending Day: Current Day), and 'Approve Alert Setting' (with a checked checkbox for 'Email Alert'). A 'Submit' button is at the bottom.

**Attendance Alert Setting:** Set specific alert values for late/early/absence.

**Sending Frequency:** Set the time and frequency of the alert.

**Approve Alert Setting:** Set the alarm mode.

After setting, click [Submit] to save the alert settings.

#### 8.5.4 FTP Settings

##### ➤ Add FTP Server

Click [System] > [Configuration] > [FTP Settings] > [Add] to enter the adding FTP interface. Enter IP address, port number, user name, password, etc.

The screenshot shows a dialog box titled "Add". It has input fields for "Host Address\*", "Port Number\*", "Authentic Method\*" (set to "Password"), "Username\*", and "Password\*". At the bottom are "Confirm" and "Cancel" buttons.

**Host Name:** FTP server address.

**Port Number:** FTP server port number.

**Authentic Method:** Authentic method to access to the FTP server.

**Username:** FTP server's username.

**Password:** FTP server's password.

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

**Note:** Click the FTP server or in the line of the FTP server to enter the edit FTP server information interface.

##### ➤ Delete FTP Server

In the list, click the selected FTP server to delete, and then click [Delete] at the top of the FTP server list, or directly click in the line of the FTP server to enter the interface of deleting FTP server.

The screenshot shows a dialog box titled "Prompt". It asks "Are you sure to delete the selected 1 items?". At the bottom are "Confirm" and "Cancel" buttons.

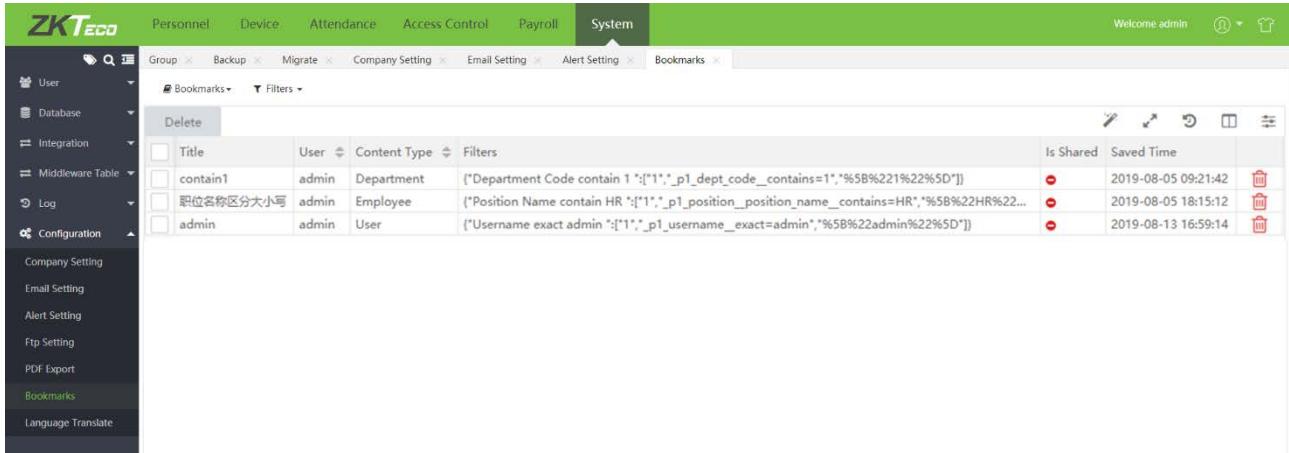
Click [Confirm] to delete the selected FTP server.

#### 8.5.6 Bookmarks

##### ➤ Add a Bookmark

To get what you want by adding a condition to filter the query, you can save this condition and use it next time without having to select another condition. See [11. Custom bookmark](#) in Appendix 1 for a custom bookmark.

After saving successfully, you can view the saved filter under the bookmark list.

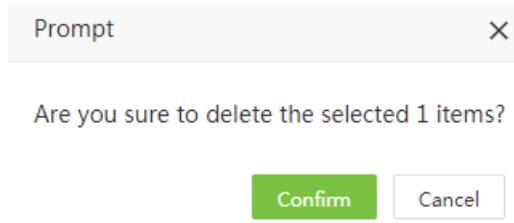


The screenshot shows the ZKTECO system interface with the 'System' tab selected. On the left, there's a sidebar with various configuration options like Personnel, Device, Attendance, Access Control, Payroll, and System. Under the System section, 'Bookmarks' is highlighted. The main area displays a table titled 'Bookmarks' with three entries:

Title	User	Content Type	Filters	Is Shared	Saved Time	Action
contain1	admin	Department	{"Department Code contain 1": ["1", "_p1_dept_code__contains=1", "%5B%221%22%5D"]}	●	2019-08-05 09:21:42	
职位名称区分大小写	admin	Employee	{"Position Name contain HR": ["1", "_p1_position__position_name__contains=HR", "%5B%22HR%22%5D"]}	●	2019-08-05 18:15:12	
admin	admin	User	{"Username exact admin": ["1", "_p1_username__exact=admin", "%5B%22admin%22%5D"]}	●	2019-08-13 16:59:14	

### ➤ Delete Bookmark

In the bookmark list, click the selected bookmark to be deleted, then click [Delete] at the top of the bookmark list, or directly click in the line of bookmark to enter the interface of deleting bookmark.



Click [Confirm] and delete the selected bookmark.

# Chapter 9 Appendices

## Appendix 1

### 1. Personnel Selection

(The following uses the operation of adding a person to an area as an example.) Choose [Personnel] > [Organization] > [Area] > [Adjust Employee] to access a interface as shown in the figure below.

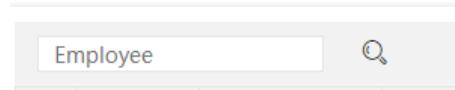
The screenshot shows the 'Adjust Employee' interface. On the left, there is a grid titled 'Employee' with columns for Employee ID, First Name, Last Name, and Department. A search bar is at the top of the grid. On the right, there is a panel titled 'Selected 0' with a table header for Employee ID, First Name, and Last Name. Below the table, it says 'None'. At the bottom, there are navigation buttons (20, 1, 2, 3, ..., 14469, >) and a message 'Total 289380 Records'. At the very bottom are 'Confirm' and 'Cancel' buttons.

You can search for personnel in two ways:

(1) Search By Department: Click the department search box to search and select the corresponding department. There is a check box  on the left side of the page, and when selected, all the staff in all departments will be displayed under the intermediate staff list. If only one of the departments below is checked, all the staff in that department will be displayed under the staff list. Click the select box  in front of the person, check the selected person, and display in the selected person box.



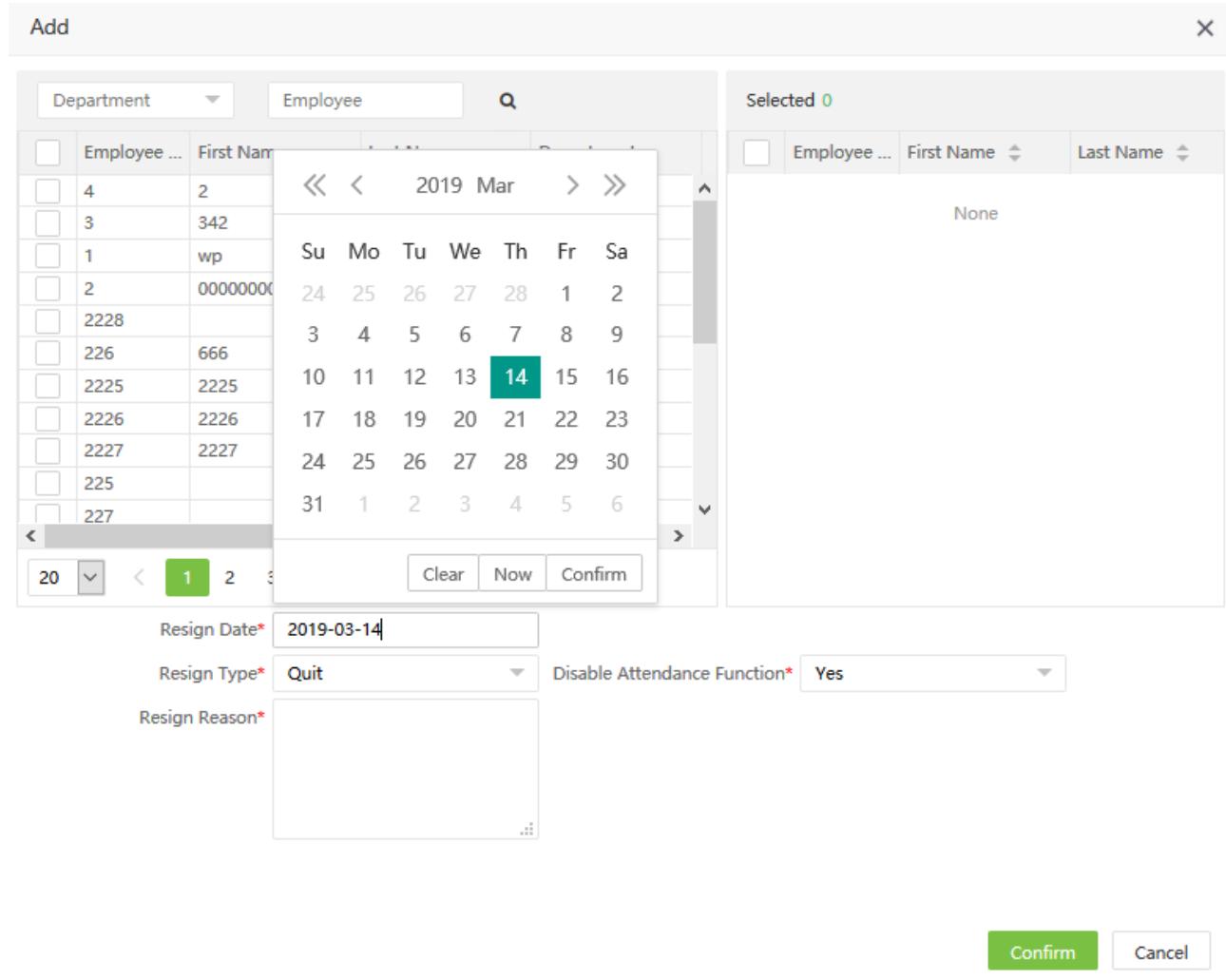
- (2) Search By ID/Name: Enter the name and number of the employee to be queried in the query box, click  . Then, information on the employee who meets the search criteria is displayed in the personnel list box. Click the check box in front of the employee so that information about the employee is displayed in the Selected Personnel list.



If the selected personnel are displayed in the Selected Personnel list and you need to delete one or more employees, deselect the check box in front of the employees.

## 2. Date Selection

(The following uses the operation of setting resignation date on the Add Resignation interface as an example.) Click the input box to the right of Resignation Date. The system automatically displays a date selection box as shown in the figure below.



The screenshot shows the 'Add' Resignation interface. On the left, there is a list of employees with checkboxes. In the center, a date selection calendar for March 2019 is displayed, with the date '14' highlighted. At the bottom, there are fields for 'Resign Date\*' (set to 2019-03-14), 'Resign Type\*' (set to 'Quit'), 'Disable Attendance Function\*' (set to 'Yes'), and 'Resign Reason\*' (an empty text area). Below these fields are 'Confirm' and 'Cancel' buttons.

- (1) Click the number of year, and select a year from the popped up year list (by default, the system displays the year of the current date).

(2) Click the number of month and select a month from the popped up month list (by default, the system displays the month of the current date).

(3) Click to select a 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.

Resign Date\*: 2019-02-20

Now: Click Now to set the date to the current date.

Clear: Click Clear to clear the selected date if you want to re-select the date.

### 3. Time Selection

(The following uses the operation of setting the check-in start time on the Add Normal Timetable interface as an example.)

(1) Click the setup box to the right of Check-In. Then, a time setup box as shown in the figure below is displayed.

Add Normal Timetable

Name\*:

Basic Setting BreakTime Setting Unscheduled Time Setting OT Level Setting Rule Setting

Check-In\*: 09:00:00    Check-Out\*: 18:00:00    Cross Day(s): 0

Check-In Start\*: Select Time    Check-Out Start\*: 17:00:00    Cross Day(s): 0

Check-In End\*: 19:00:00    Check-Out End\*: 19:00:00    Cross Day(s): 0

WorkDay\*

\*Notice  
1.All the cross-day

Hour Minute Second

07	00	00
08	01	01
09	02	02
10	03	03
11	04	04
12	05	05

Confirm    Cancel

16 < 1

Clear Now Confirm

Confirm

(2) Click the hour box. Select "hour" by scrolling up and down in the corresponding "hour" selection box.

(3) Click the minute box. Select "minute" by scrolling up and down in the corresponding "minute" selection box.

(4) Click the second box. Select "second" by scrolling up and down in the corresponding "second" selection box.

(5) After the completion of setting the hour, minute and second, click [Confirm] to save the settings.

Now: Click [Now] to set the time to the current time.

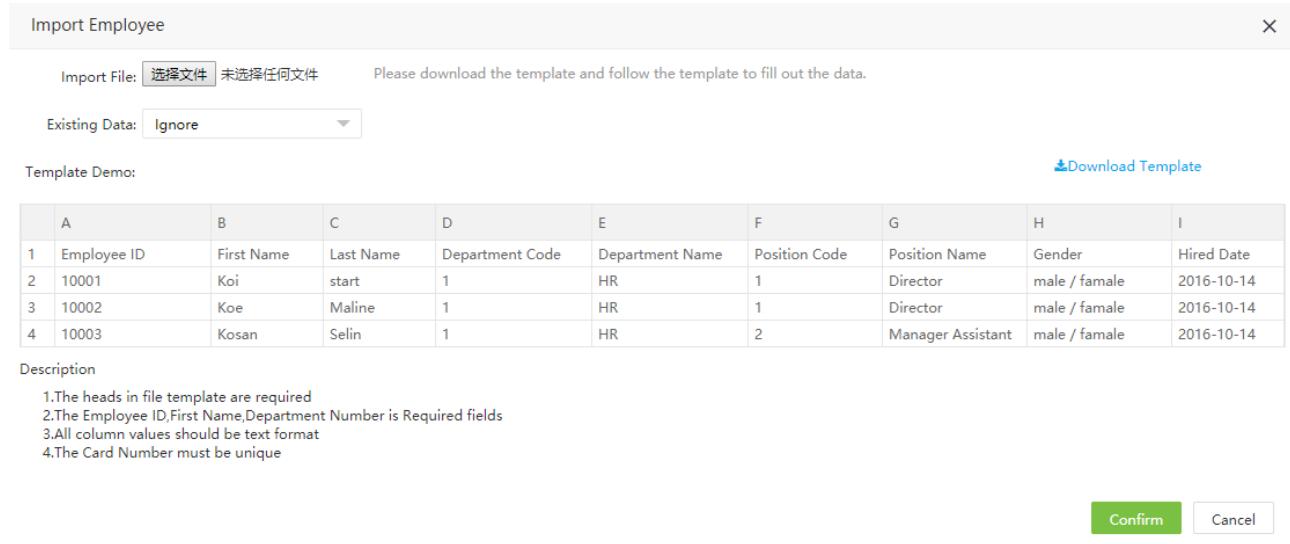
Clear: Click [Clear] to clear the selected time if you want to re-select the time.

## 4. Import

The following uses the operation of importing personnel information as an example.

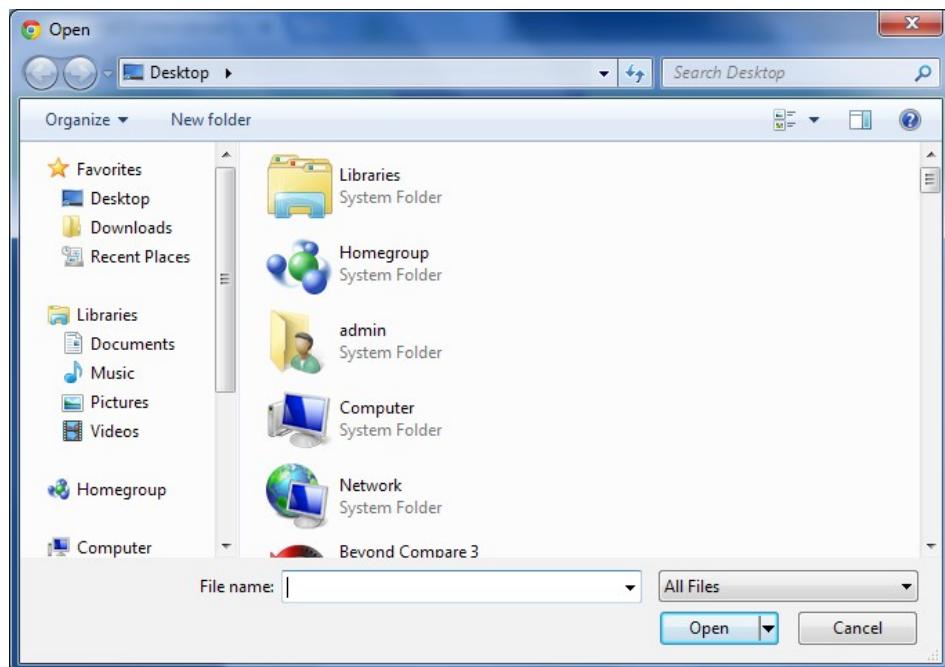
If there are electronic personnel or department records available, which may be information about the personnel, department or human resource system in other software or devices, you can import the information to the system through the Import function.

(1) Choose [Personnel] > [Employee] > [Import] > [Import Employee] to access the Import Personnel interface.



Note: Users can click [Download Template] to obtain and save the personnel importing template, and fill in and save corresponding personnel information. Users can use the personnel import function to import the personnel information of the file (.xls file) to the system.

(2) Click [Choose File]. The Open dialog box is displayed, as shown in the figure below.



(3) 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.

Import File:  abc.csv      Support .xls and .csv file only

Existing Data:

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

(4) Existing Data: When [Ignore] is selected, records with the identical personnel number with the system personnel number are not imported. When [Overwrite] is selected, records with the identical personnel number with the system personnel number directly replace the records with the identical personnel number in the system.

(5) After completion of the setting, click [Confirm] to start importing the records. After the importing success, the system automatically returns to the Personnel interface, which will display the imported personnel information.

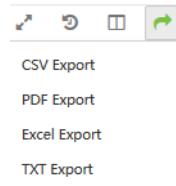
 Notes:

- (1) A table header is required for importing templates.
- (2) Personnel No., First Name, and Department No. are mandatory, and other fields are optional.
- (3) The card number must be unique.
- (4) All column values should be in text format.

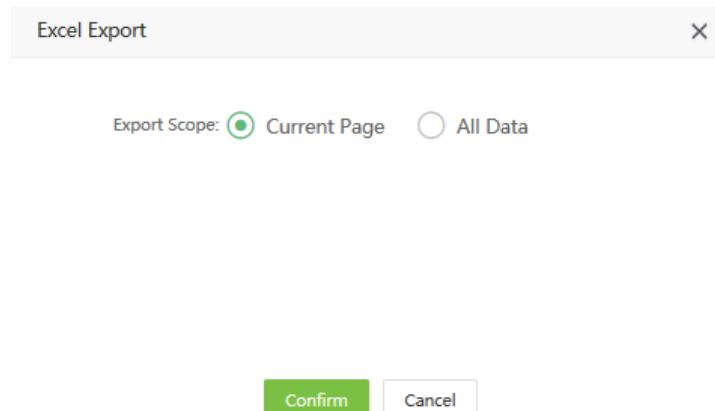
## 5. Export

The following uses the operation of exporting personnel list as an example.

(1) Choose [Personnel] > [Employee] and click  on the top right corner of the screen, displays the selecting format interface.



(2) File Type: if you select Excel file for exporting, click [Excel Export] to display the selected exported content.



Select "Current Page" to export the data for the current page.

Select "All Data" to export all data.

(3) After the selection is completed, click [Confirm] to set the export path. Under the corresponding path, the file was successfully exported, as shown in the figure below:

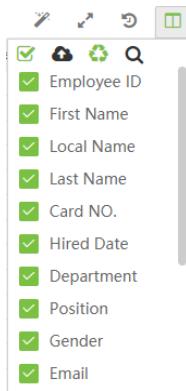


 Notes: The exported table is the currently displayed list, namely, the list of queried or displayed results.

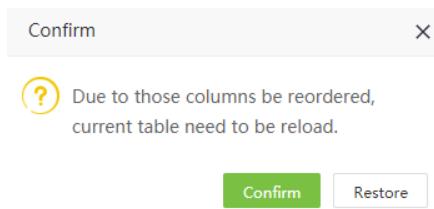
## 6. Custom Display Fields

Take the personnel list as an example:

Choose [Personnel] > [Employee] and click  on the top right corner of the screen, the field selection window shown below pops up:



You can adjust the display order and whether the list field needs to be displayed (check means display, not checked means not display). 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 following  appears after the field. After adjusting the order, click Columns to enter the reordering confirmation interface.



Click [Confirm] to move the order.

## 7. Adaptive Column Width

After adjusting the display number of list fields, the column width can be set to the optimal width.

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

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

## 8. Multi-Label Function

No need to refresh the page, each menu under the same module can be switched by opened labels. Avoid losing the data you are typing due to page refresh when you view other menus.

Take the personnel module as an example:

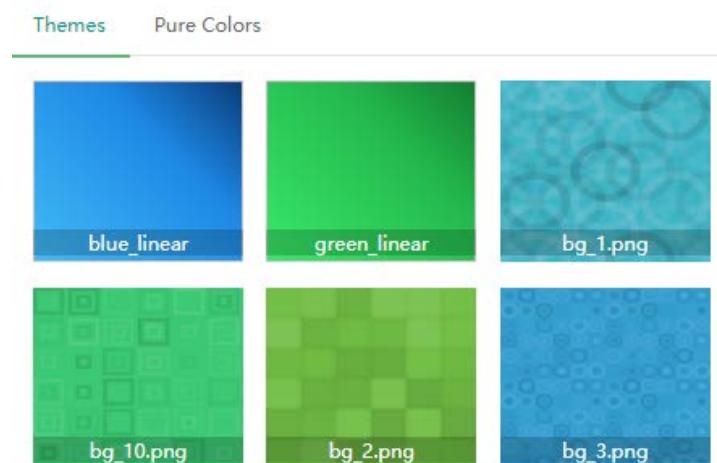
1. Click [Personnel] to enter the Personnel module. When you open a menu, you can see the opened menu label at the top of the page, as shown in the following figure:

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

## 9. Custom Skin

Customize skin function, change skin color and menu background pattern.

1. Click button at the top right of the page to enter the skin color setting interface:



2. Click [Themes] to select the background of the menu, then click [Pure Colors] to customize the skin color, and then click to change.

## 10. Filter Search Function

In this software, all the query functions are filtered through Filters or exclusion results.

Take the query personnel as an example (click [Personnel] > [Employee] > [Employee] to enter the Personnel list page):

(1) In the Filters drop-down menu, select the query field, such as Employee ID (The 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).

The screenshot shows a search interface for an employee database. On the left, there's a sidebar with 'Employee ID' listed under 'Bookmarks'. In the center, a search dialog is open with the title 'Employee ID'. It has a dropdown menu set to 'Contain' and a text input field containing 'Enter Keyword...'. To the right of the dialog is a table of employee data. The first row of the table is highlighted with a green background. The table columns include Employee ID, Date, Department, and Status.

(2) Select from the search criteria: exact search, start field, end field, include, etc.

In this example, we select the user whose ID number is 3. After selecting Search, enter "3" and click . The figure below is displayed at the top of the personnel list:

The screenshot shows the main interface of the ZKTeco BioTime User Manual. The top navigation bar includes tabs for Personnel, Device, Attendance, Access Control, Payroll, and System. The left sidebar has sections for Organization, Employee, Resign, Workflow, and Configurations. The main content area displays a search result for 'Employee Id contain 3'. The results table has columns for Employee ID, First Name, Department, Device Privilege, Area, APP Status, Fingerprint, Face, Palm, and VL Face. Each row in the table includes edit and delete icons.

Click to get the following results:

This screenshot is identical to the one above it, showing the search results for 'Employee Id contain 3'. The results table is the same, displaying the same set of employees with their respective details. The green checkmark icon is again present in the search bar.

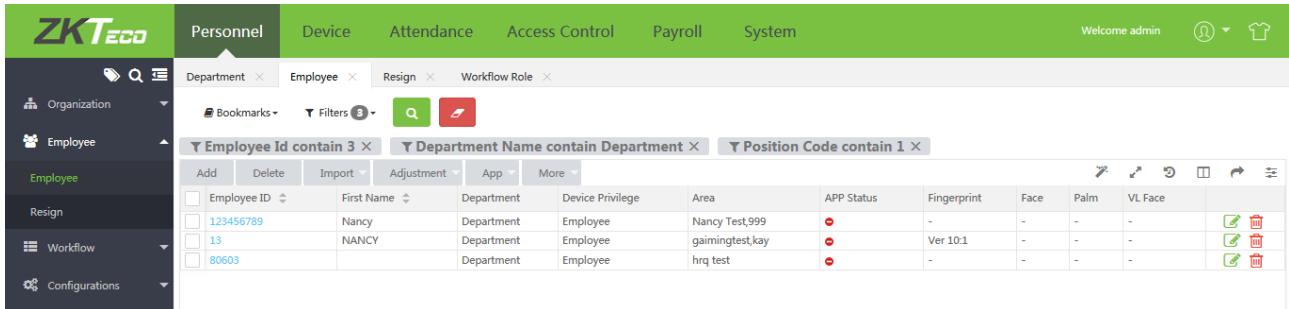
This is a simple search process.

#### Notes:

- (1) Multiple search criteria can also be selected, but the same field and the same criteria can only be selected once.  
(2) Click Clear Filter to clear the search criteria.

(3) In the search term that appears at the top of the personnel list, click  to toggle whether the search term is filtered or excluded.

For example: set multiple query conditions as follows:



Employee ID	First Name	Department	Device Privilege	Area	APP Status	Fingerprint	Face	Palm	VL Face	
123456789	Nancy	Department	Employee	Nancy Test,999		-	-	-		
13	NANCY	Department	Employee	gaimingtest,kay		Ver 10:1	-	-		
80603		Department	Employee	hrq test		-	-	-		

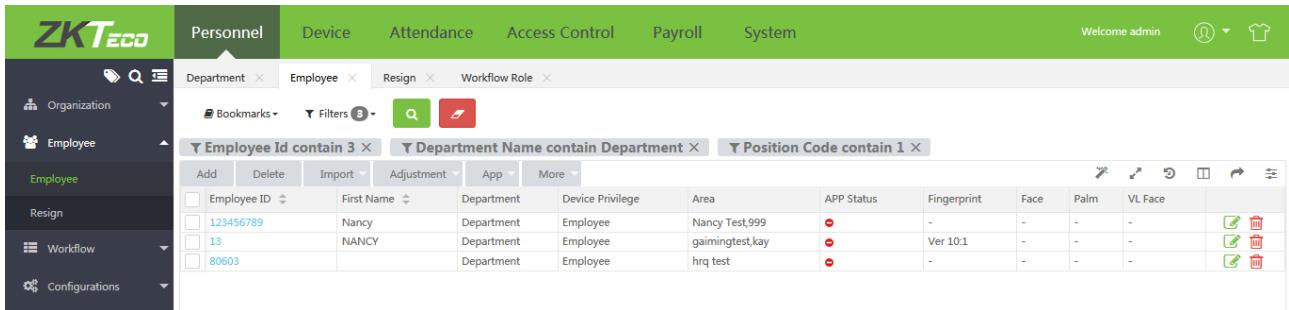
Click  to display the query results in the return list as follows:

**Note:** The query function under each operation menu in the system is basically similar, the difference lies in the query field setting is different, and users can follow the prompts to enter.

## 11. Custom bookmark

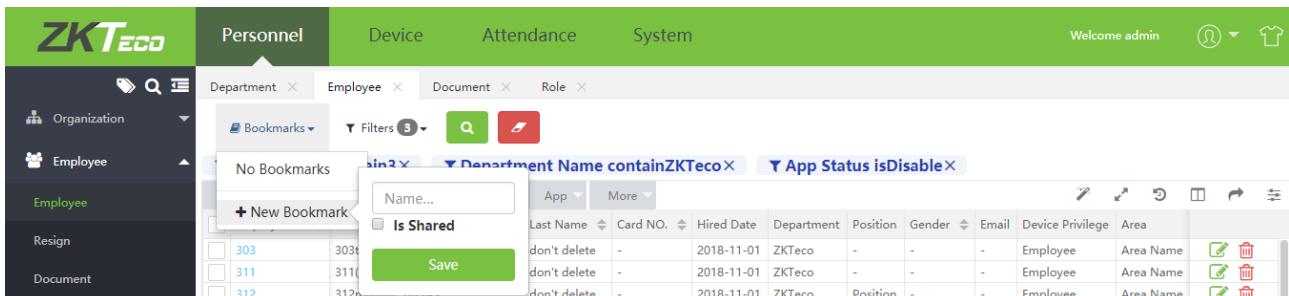
Customize a variety of filter combination, save as a bookmark, the next time you open can directly use existing bookmarks for data filtering.

1. When multiple filters are set, the page looks like this:



Employee ID	First Name	Department	Device Privilege	Area	APP Status	Fingerprint	Face	Palm	VL Face	
123456789	Nancy	Department	Employee	Nancy Test,999		-	-	-		
13	NANCY	Department	Employee	gaimingtest,kay		Ver 10:1	-	-		
80603		Department	Employee	hrq test		-	-	-		

3. Click Bookmarks, select [New Bookmark], enter the saved name, click [Save], and the condition combination would be saved. The saved bookmarks can be seen under the Bookmarks menu of the page on the day, and in the Bookmarks menu of the System, the bookmark can be easily opened next time and the existing bookmarks can be directly used for data filtering.

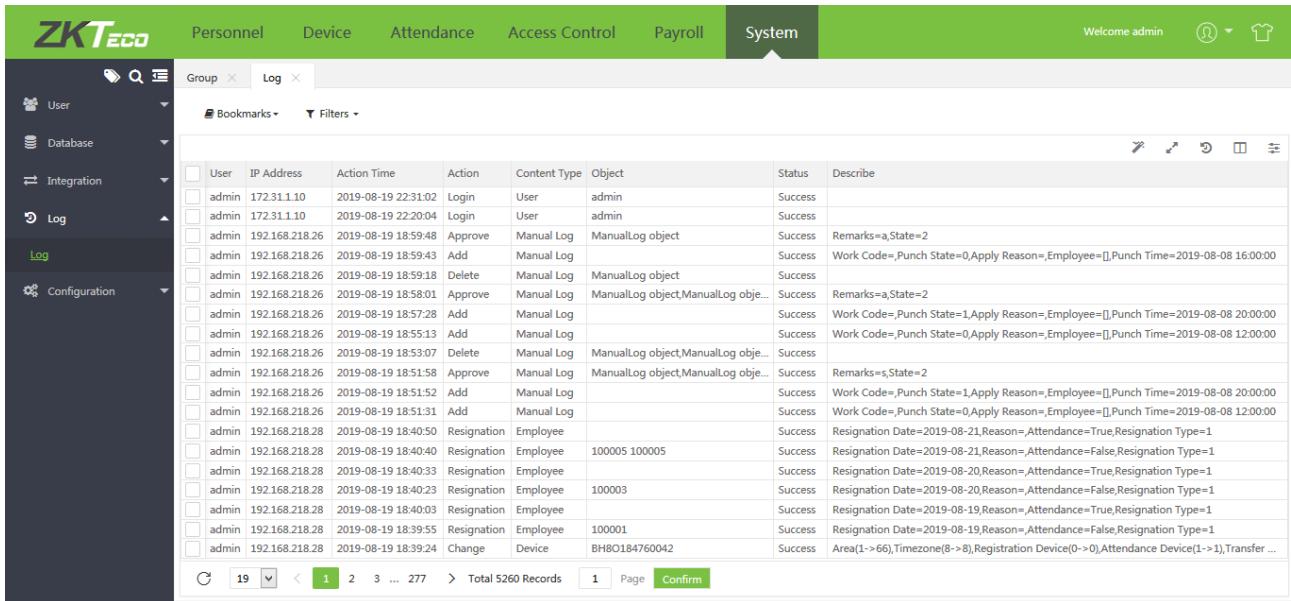


Last Name	Card NO.	Hired Date	Department	Position	Gender	Email	Device Privilege	Area	
don't delete	-	2018-11-01	ZKTeco	-	-	Employee	Area Name		
don't delete	-	2018-11-01	ZKTeco	-	-	Employee	Area Name		
don't delete	-	2018-11-01	ZKTeco	Position	-	Employee	Area Name		

## 12. Log View

The following uses the operation of viewing administrator operation logs as an example.

Choose [System]>[Log]>[Log], click  on the top right corner to access the Logs interface, as shown in the figure below.



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

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