

iclock server

user manual

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1. iclock server installation and uninstallation

1.1 Installation

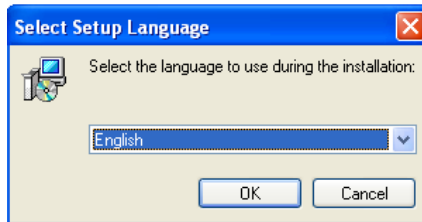
1. Put installation CD into CD driver, and the installation program will run automatically.



Notice: This specification may not accord with the actual content in CD.

Installation program in CD prevails.

2. Select language, and click **【OK】** to continue.



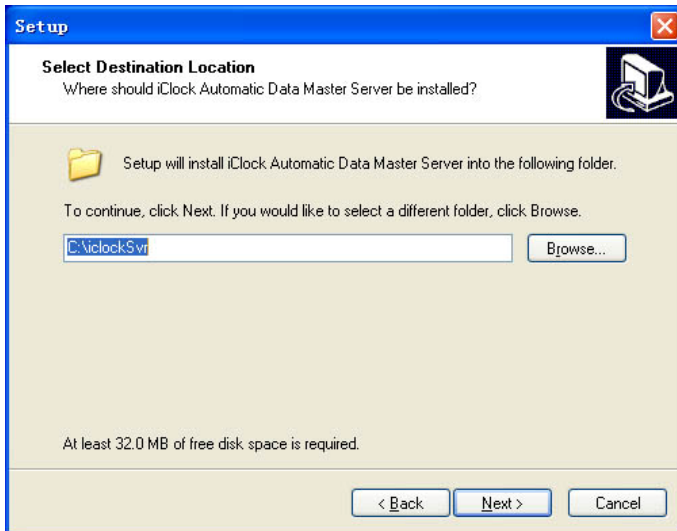
3. Before installation, other running programs are suggested to be stopped, in order to avoid collision, then click **【next】**

4. Please read software user licence agreement, and select “I accept”, then click **【next】**

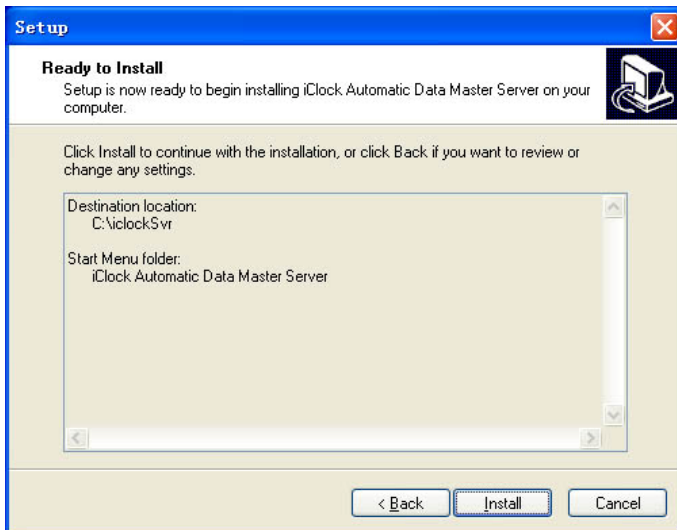
5. Select installation path, and default path is suggested. Click **【next】** .



Notice: The name of installation directory cannot be Chinese.



6. Specify shortcut's position, and click **【next】** .
7. After installation configuration, click **【installation】** to start installation.

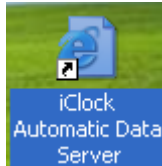


8. After installation, icon (iclock server management) will appear on the bottom

right corner of desktop.

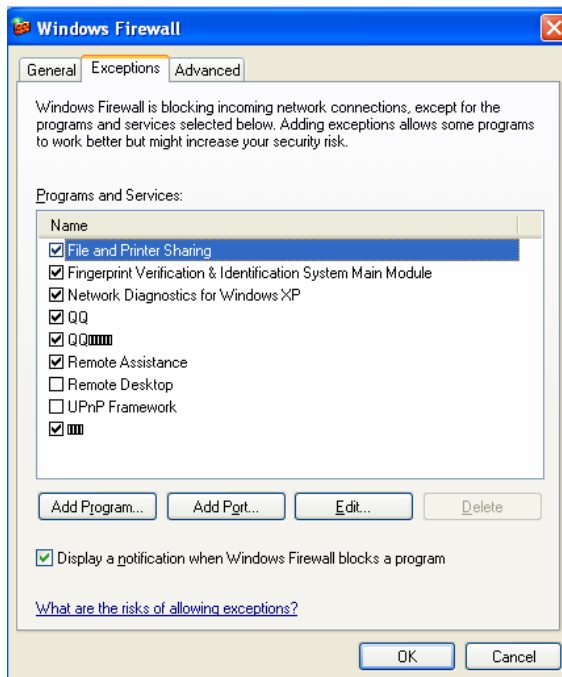


And shortcut icon for iclock server system login will be added on the desktop.

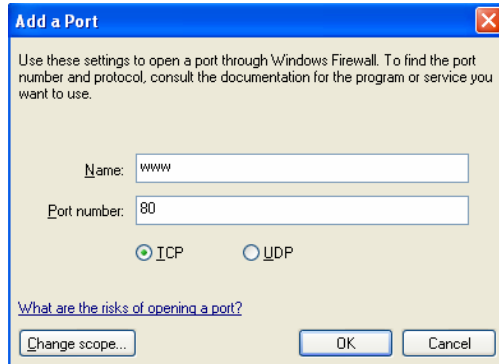


9. After installation, open windows firewall to add 80 port (named WWW), as the following operations:

Click [start]→[configuration]→[control panel] to open windows firewall, and select “exception” .



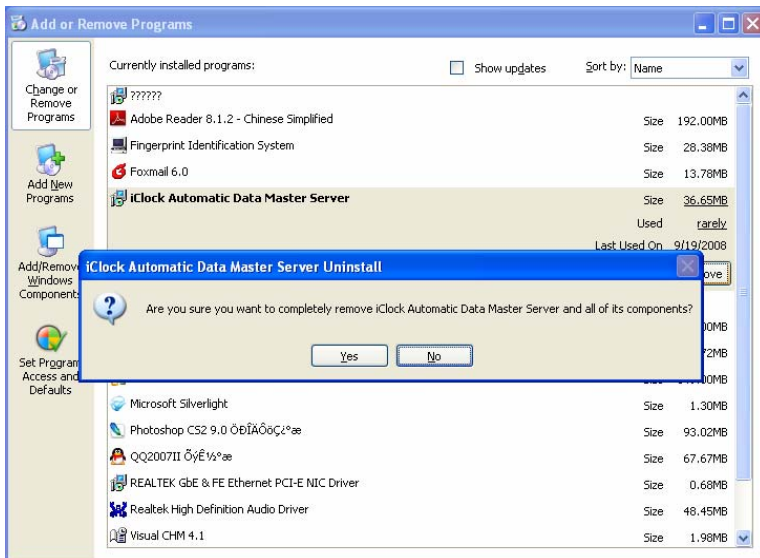
Select “add port”(as shown below), input name (www) and port number (80), select TCP and then click “OK” to complete the operation.



1.2 Uninstallation

If you won't use this software any longer, and want to delete it, you can execute the following operations:

1. Exit iclock server program.
2. Enter **【start】 -- 【control panel】 -- 【add/delete program】** , click iclock server to delete it.




3. Click “YES” to uninstall until it is complete.

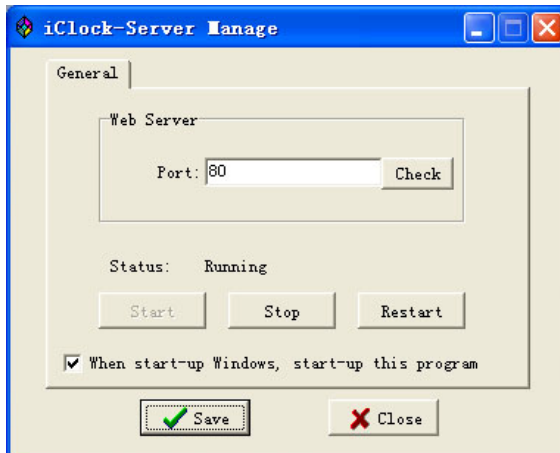
2. Login iclock server

2.1 iclock server management

1. Method to open iclock server management interface

1) Enter **【start】 — 【program】 — 【iclock server data service system】** , click **【service manager】** to open management interface.

2) Start this program when Windows system gets started. Doubly click  on the bottom right corner to get management interface.



2. Set iclock server port

Input port number of iclock server. (Please verify that this port isn't shielded by fire protection wall or anti-virus software.

3. Start iclock server service

When service is in the state of 'Stopped', click 'Start'.

4. Iclock server service pause

When service state is in 'Running', click 'Stop'.

5. Restart iclock server service

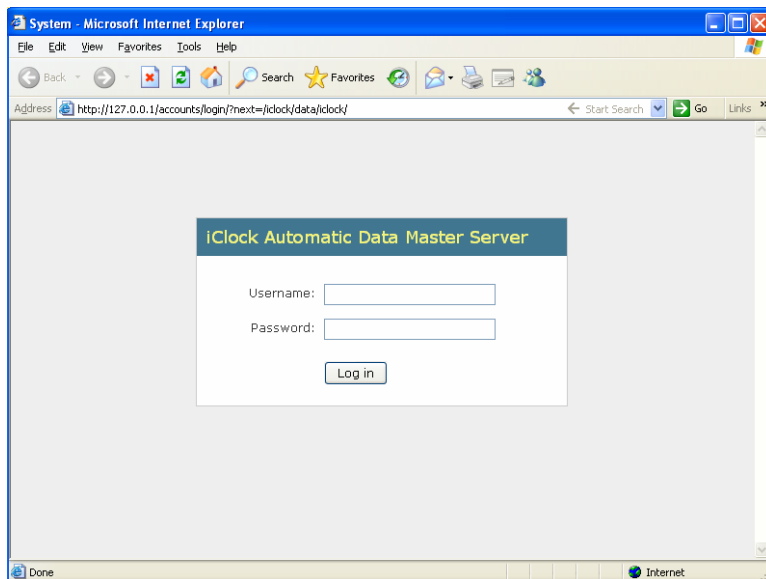
When service is in 'Running', click 'Restart'.

2.2 System login & logout

System login

1. Enter login interface

- 1) Click shortcut on the desktop to enter login interface.
- 2) Enter **【start】 — 【program】 — 【iclock server data service system】** , click **【open homepage】** to enter login interface.



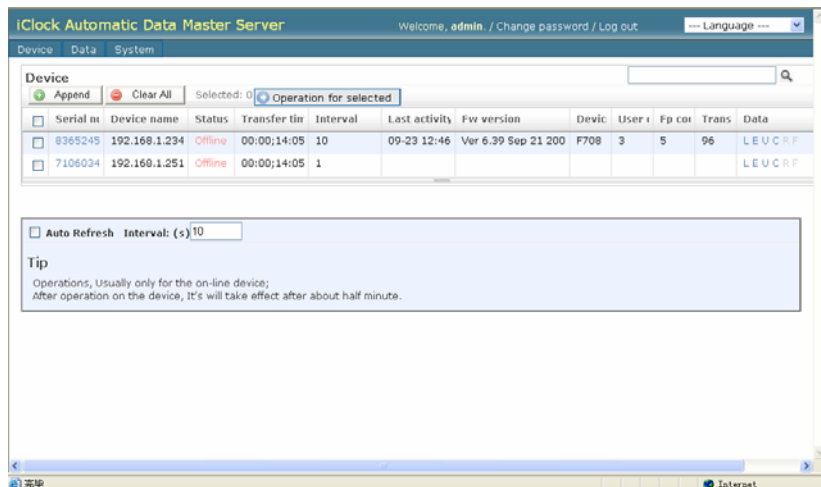
2. Input correct system user and password, click 'login'.

System's initial value:

user: admin

password: admin

3. Homepage

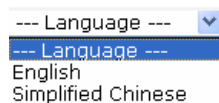


System logout

Click 'logout' on the top right corner to logout this system, then return to the login interface.

2.3 Language selection

Click the drop-down box on the top right corner to select language (simple Chinese & English).

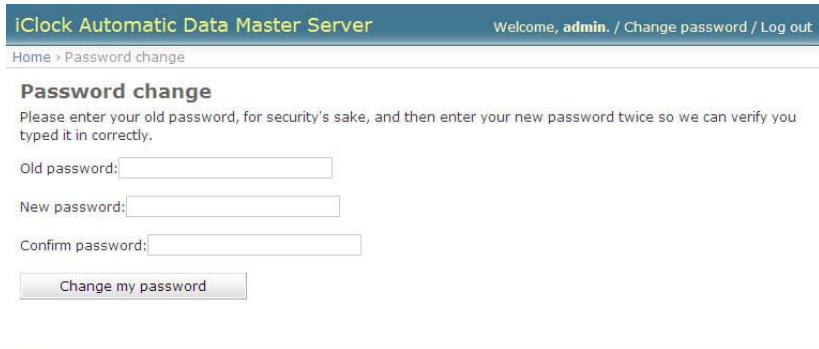


2.4 Password modification

【function introduction】 Modify the password of the current user.

【operating steps】

1. Click 'modify password' on the top right corner to enter the interface.



The screenshot shows the 'iClock Automatic Data Master Server' interface. At the top, a dark blue header bar contains the title 'iClock Automatic Data Master Server' on the left and the user status 'Welcome, admin. / Change password / Log out' on the right. Below the header, a breadcrumb trail reads 'Home > Password change'. The main section is titled 'Password change' in bold. A message states: 'Please enter your old password, for security's sake, and then enter your new password twice so we can verify you typed it in correctly.' There are three input fields: 'Old password:', 'New password:', and 'Confirm password:'. Each field has a small 'x' icon on the right side. Below the input fields is a button labeled 'Change my password'.

2. Firstly, input your old password once, and then input your new password twice, click 'modify my password', after verification, the modification will be complete.
3. The new password comes into efficiency after the system gets logout and login again.

3. Use of iclock server

3.1 quick use

Steps recommended by system:

Step 1: add terminal unit.

Step 2: add personnel data, or download personnel data from terminal unit.

Step 3: Carry out management of department and personnel.

Step 4: Download and examine record from terminal unit.

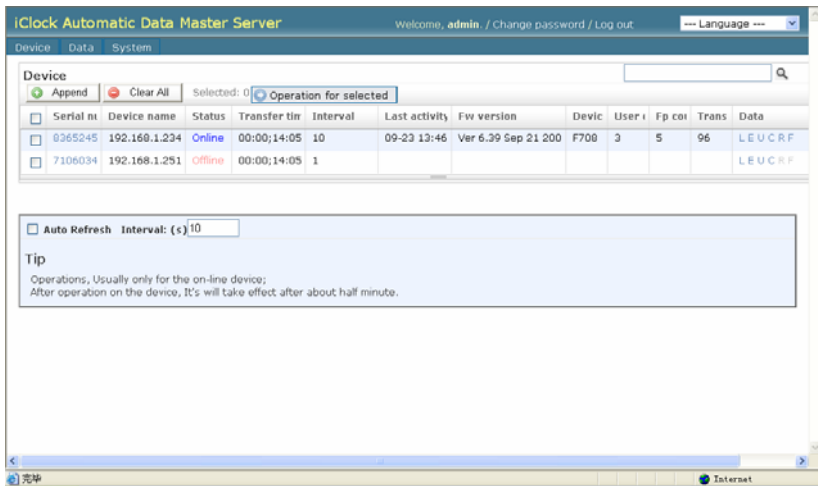
3.2 Device management

3.2.1 Device maintenance and management

【function introduction】 Manage adding, deletion, query and modification of the enrolled device in the system. Transmit data to the devices online and control them remotely.

【operating steps】

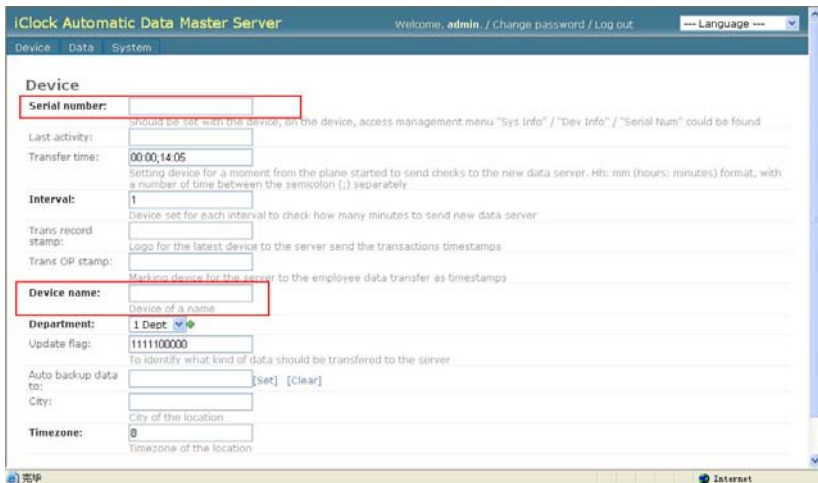
1. Click device management—device maintenance and management to enter the maintenance page.



2. Add, modify, query and delete the enrolled information in the device.

1) add device

① Click “add” on the top left to enter the page.



② Input specific information of the device

Serial number: enter device's menu: 'system information'—'device

information’—‘serial number’.

Recent online time: the time recorded by system automatically, not able to be edited


Transmitting time: the time when the device starts to check and transmit new data to the server

Refresh interval time: how often will the device checks and transmits new data to the server?

Transmitting marker of sign-in record: the time stamp to show the recent sign-in record transmitted from device to server


Transmitting marker of user data: the time stamp to show the recent user data transmitted from device to server

Device name: input a name for management convenience.


Department: set the device’s department. Click  to enter the new added department page.

City: It is the city where the device is. The device can display the local weather in leisure.

Automatic backup: Automatic backup of the enrolled data to other devices can be set.

 **Notice:** It is necessary to fill in serial number and device’s name.

③After completing information input, click “submit”, and then the device is added to the device list.


 **Notice:** When transmitting time, refresh interval and so on are set, the server will communicate with the device and transmit the setting to the device.

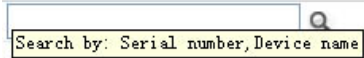
2) modify device

①Click ‘serial number’ on some device in the device list to enter the modification page.

②Click ‘submit’ after modification.

3) query device

- ① Input query condition in the query window, click  for fuzzy query.



A screenshot of a search interface. It features a text input field containing the text "Search by: Serial number, Device name". To the right of the input field is a magnifying glass icon, indicating a search function.

Query fields: serial number and device name

- ② Fuzzy query is supported by this system. For example, input 3, serial number and device name containing “3” will be displayed.
- ③ After query, the device according with the condition will be displayed in the list. Click “cancel query condition”, all the devices will be displayed again.

4) delete device

- ① Select the data to be deleted, click “delete” in “deal with selected data” to delete the selected device information.
- ② Click “delete all” to delete all the enrolled device information.

5) using device pause

- ① Select the device to make it pause.
- ② Click “pause” in “deal with selected data”, the state column will show pause.

6) recover using device

- ① Select the using device to be recovered in the option column.
- ② Click ‘recover use’ in “deal with selected data”, the state column will show "offline/normal".

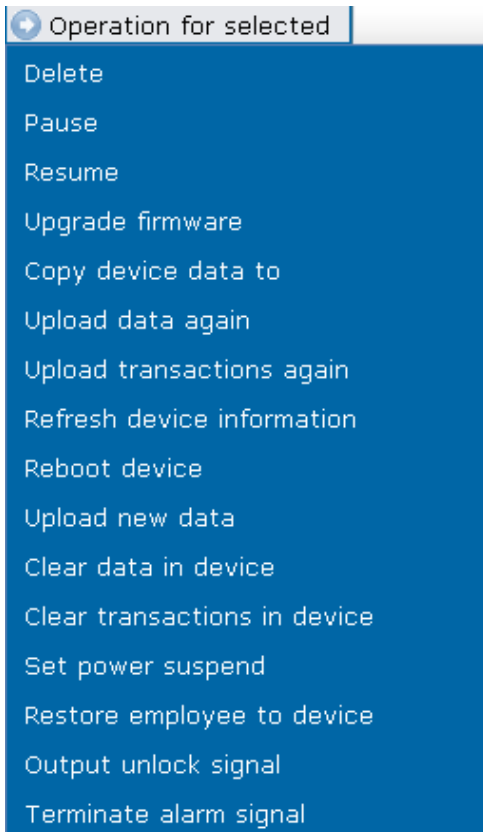
3. Monitor the enrolled device

Select ‘state monitor’ on the bottom of the homepage. The device state can be refreshed in time for convenient operation.

Input refreshed interval time. For example, input 30, then the page can be refreshed every 30 seconds, and the device’s online/offline state can be displayed.

4. Operation on online device

Select the device to be operated, and click corresponding button in the dropdown list to complete the operation.



Update firmware: update the firmware of the selected device.



Notice: Don't update the device's firmware at will. If you need to update the firmware, please contact ZKSoftware technician.

Select the device to be operated and click the corresponding button to complete the operation.

Backup of enrolled data: make backup of the selected information of the device to

other devices.

Transmit data again: Transmit all the data (personnel's information and attendance record) selected on the device to the server.

Transmit record again: Transmit the attendance record selected on the device to the server.

Check and update: Update the device's information.

Restart: Restart the selected device.

Check and transmit the data immediately: force the recorder to check whether there is new data or not. If there is new data, upload it to the server.

Clear data: Clear all the data on the device, including personnel's information and attendance record.

Clear record: Clear the attendance record on the selected device.

Set power-off: Set time for the selected device's power-off automatically.

Recover the personnel's data on the device: transmit the user information and fingerprint saved in server to the time & attendance recorder, mainly to recover the user information or fingerprint which is deleted, lost or damaged by accident or during maintenance.



Notice: When server and device are in communication, please don't do other operations.

5. Check and maintain the data on corresponding device.

Click corresponding letter on 'data maintenance' to enter the data maintenance interface.

<input type="checkbox"/>	Serial no.	Device name	Status	Transfer time	Interval	Last activity	Fw version	Device	User id	Fp con	Trans	Data
<input type="checkbox"/>	8365245	192.168.1.234	Online	00:00:14:05	10	09-23 13:51	Ver 6.39 Sep 21 200	F708	3	5	96	LEUCRF
<input type="checkbox"/>	7106034	192.168.1.251	Offline	00:00:14:05	1							LEUCRF

Letter's meaning:

L: attendance record

E: enrolled personnel on this device

U: upload data log

C: give command log

R: monitor real-time record

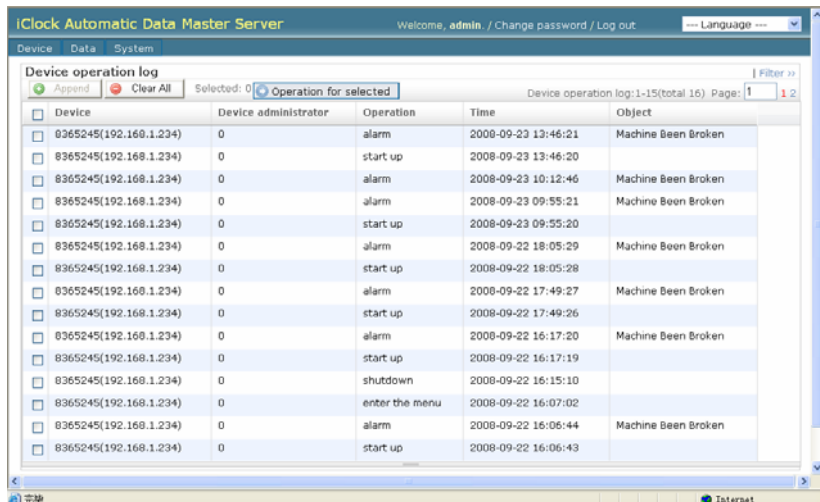
F: file management

3.2.2 Device operation log

【function】 Record all online devices' operation and time at present.

【operating steps】

1. Click device management—device operation log to enter query page.
2. System will display the record obtained at the real-time on the screen.



The screenshot shows the 'IClock Automatic Data Master Server' web interface. The top navigation bar includes 'Device', 'Data', and 'System' tabs. The 'Device' tab is active, and the 'Device operation log' section is displayed. The interface includes a search bar with 'Selected: 0' and a 'Filter' button. The table below lists the operation logs for various devices.

Device	Device administrator	Operation	Time	Object
<input type="checkbox"/> 8365245(192.168.1.234)	0	alarm	2008-09-23 13:46:21	Machine Been Broken
<input type="checkbox"/> 8365245(192.168.1.234)	0	start up	2008-09-23 13:46:20	
<input type="checkbox"/> 8365245(192.168.1.234)	0	alarm	2008-09-23 10:12:46	Machine Been Broken
<input type="checkbox"/> 8365245(192.168.1.234)	0	alarm	2008-09-23 09:55:21	Machine Been Broken
<input type="checkbox"/> 8365245(192.168.1.234)	0	start up	2008-09-23 09:55:20	
<input type="checkbox"/> 8365245(192.168.1.234)	0	alarm	2008-09-22 18:05:29	Machine Been Broken
<input type="checkbox"/> 8365245(192.168.1.234)	0	start up	2008-09-22 18:05:28	
<input type="checkbox"/> 8365245(192.168.1.234)	0	alarm	2008-09-22 17:49:27	Machine Been Broken
<input type="checkbox"/> 8365245(192.168.1.234)	0	start up	2008-09-22 17:49:26	
<input type="checkbox"/> 8365245(192.168.1.234)	0	alarm	2008-09-22 16:17:20	Machine Been Broken
<input type="checkbox"/> 8365245(192.168.1.234)	0	start up	2008-09-22 16:17:19	
<input type="checkbox"/> 8365245(192.168.1.234)	0	shutdown	2008-09-22 16:15:10	
<input type="checkbox"/> 8365245(192.168.1.234)	0	enter the menu	2008-09-22 16:07:02	
<input type="checkbox"/> 8365245(192.168.1.234)	0	alarm	2008-09-22 16:06:44	Machine Been Broken
<input type="checkbox"/> 8365245(192.168.1.234)	0	start up	2008-09-22 16:06:43	

3.2.3 Real-time record monitor

【function】 Monitor sign-in/sign-out record on the devices online currently at the real time.

【operating steps】

1. Click device management—real-time record monitor or click letter R in data

2. Add, edit, query and delete department.

1) Add department

①Click 'add' on the top left to enter the page.

②Input department name and superior department.

③Click 'submit', then a department is added.


2) Edit department

①Click department name in department list to edit its information.

②Input department name and superior department.

③Click 'submit' to complete the edition.

3) query department

①Input query condition in the query window, click  for fuzzy query.

Query fields: department name

②After query, the department according with condition will be displayed in the list. Click 'cancel query condition', then all the departments will be displayed again.

4) Check and manage department personnel

Click personnel in 'check' list to enter the management page.

5) delete department

①Select the data to be deleted, click "delete" in "deal with selected data" to delete the department information.

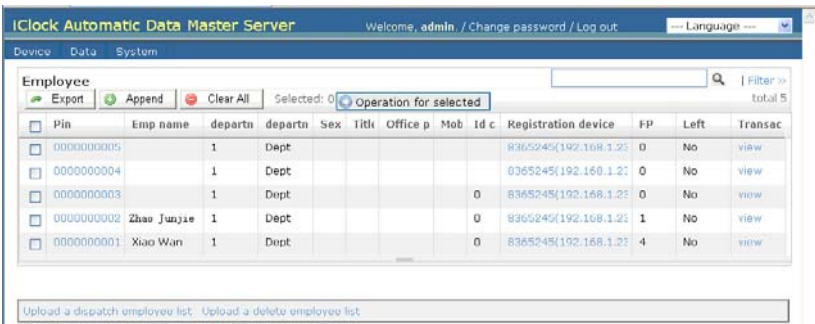
②Click 'delete all' to delete all the departments' information

3.3.2 Personnel management

【function】 Manage personnel's files.

【operating steps】

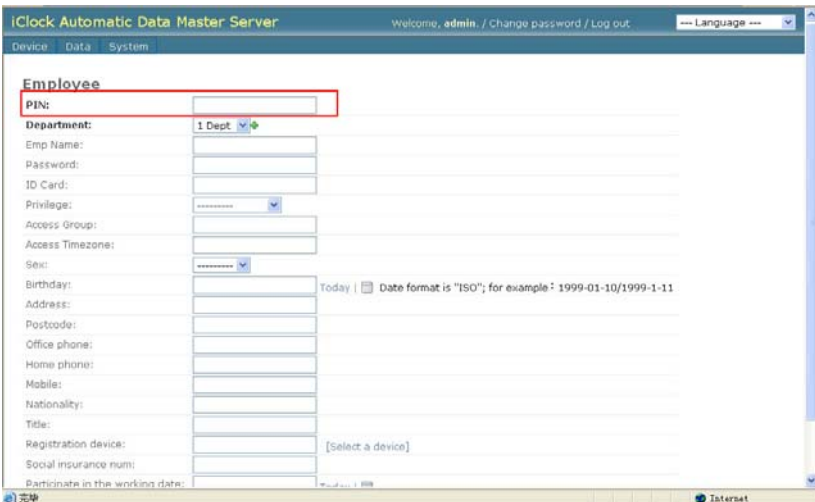
1. Click data maintenance—personnel management to enter personnel management page.



2. Add, edit, query and delete personnel.

1) add personnel

①Click 'add' on the top left to enter the page.



- ② Input personnel's information.

 **Notice:** Attendance No. and department are must.

Other items can be input according to need.

- ③Click 'submit' to complete adding.


2) edit personnel

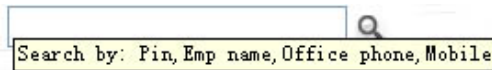
- ①Click a person's 'attendance No.' in the personnel list to edit his information.

- ②Input his information

- ③Click 'submit' to complete edition.

3) query personnel

- ①Input query condition in query window, click  for fuzzy query.



Query fields: attendance No., name, office phone, and mobile phone

- ②After query, the personnel according with condition will be displayed in the list. Click 'cancel query condition', and all the personnel will be displayed again.

4) Check personnel's attendance record

Click personnel in 'check' list to enter the query page.

5) delete personnel

- ①Select the data to be deleted, and click 'delete' in "deal with selected data" to delete the person.

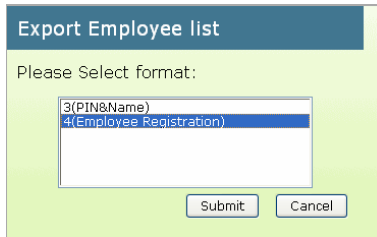
- ②Click 'delete all' to delete all the added personnel.

3. Export personnel's information

Export the personnel's information displayed in current list and save it in local disk.

- ①Click 'export'.

- ②Select export format.



The dialog box titled "Export Employee list" has a light green background. It contains the text "Please Select format:" followed by a list box with two options: "3(PIN&Name)" and "4(Employee Registration)". The second option is selected and highlighted in blue. At the bottom right, there are two buttons: "Submit" and "Cancel".

Click 'submit' to select checking or saving this file to local disk.

4. Other operations

Personnel transmission: Transmit the selected personnel's information to the specified device.

Temporary personnel transmission: Transmit the selected personnel's information to the specified device temporarily.



The dialog box titled "Transfer employee to the device temporarily" has a light green background. It contains the text "Input the range of time:" followed by two rows of input fields. The first row is for "Start Time" and the second for "End Time". Each row has a text input field, a "Today" button, a calendar icon, a "Now" button, and a clock icon. Below this, it says "Transfer employee to the device:" followed by a text input field containing the value "P012*9810227(192.168.1.201)". At the bottom right, there are two buttons: "Submit" and "Cancel".

Delete personnel: Delete the selected personnel from the specified device.

Personnel leave: Personnel's leave: use this function to delete the personnel's data after his leave.

Transfer personnel data: Transfer personnel's data to the new device: transmit the selected personnel's information to the new device.

Adjust personnel department: Adjust personnel's departments: adjust the selected personnel's departments.

Change employee's department

Please Select department:

1(Dept)
 2(Department)
 3(shengzheng dept)

3.3.3 Attendance record

【function】 Check personnel's attendance record and export the record to local disk.


【operating steps】

1. Check attendance record

1) Click data maintenance—attendance record to enter the page.

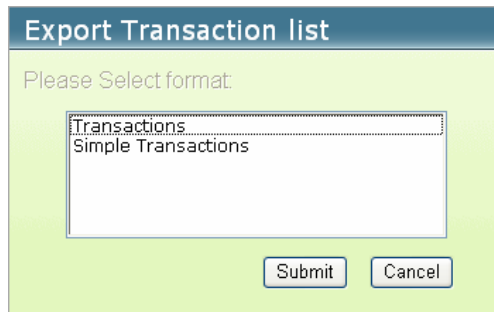
PIN	EName	Time	State	Verification	Work code	Retes	Device
<input type="checkbox"/> 0000000001	Xiao Wan	2008-09-19 16:21:11	Check in	Fingerprint			8365245(192.168.1.234)
<input type="checkbox"/> 0000000001	Xiao Wan	2008-09-19 16:05:10	Check in	Fingerprint			0365245(192.168.1.234)
<input type="checkbox"/> 0000000001	Xiao Wan	2008-09-19 16:05:13	Check in	Fingerprint			8365245(192.168.1.234)
<input type="checkbox"/> 0000000001	Xiao Wan	2008-09-19 15:59:25	Check in	Fingerprint			0365245(192.168.1.234)
<input type="checkbox"/> 0000000001	Xiao Wan	2008-09-19 15:59:23	Check in	Fingerprint			8365245(192.168.1.234)
<input type="checkbox"/> 0000000001	Xiao Wan	2008-09-19 15:59:20	Check in	Fingerprint			0365245(192.168.1.234)
<input type="checkbox"/> 0000000001	Xiao Wan	2008-09-19 15:59:18	Check in	Fingerprint			8365245(192.168.1.234)
<input type="checkbox"/> 0000000001	Xiao Wan	2008-09-19 15:59:15	Check in	Fingerprint			8365245(192.168.1.234)
<input type="checkbox"/> 0000000001	Xiao Wan	2008-09-19 15:59:13	Check in	Fingerprint			8365245(192.168.1.234)
<input type="checkbox"/> 0000000001	Xiao Wan	2008-09-18 17:56:09	Check in	Fingerprint			8365245(192.168.1.234)
<input type="checkbox"/> 0000000001	Xiao Wan	2008-09-18 17:06:55	Check in	Fingerprint			0365245(192.168.1.234)
<input type="checkbox"/> 0000000001	Xiao Wan	2008-09-18 17:06:32	Check in	Fingerprint			8365245(192.168.1.234)
<input type="checkbox"/> 0000000001	Xiao Wan	2008-09-18 17:05:20	Check in	Fingerprint			0365245(192.168.1.234)
<input type="checkbox"/> 0000000003	Xiao Wan	2008-09-18 17:04:58	Check in	Password			8365245(192.168.1.234)
<input type="checkbox"/> 0000000001	Xiao Wan	2008-09-18 17:02:41	Check in	Fingerprint			0365245(192.168.1.234)

If there are many personnel's records, the system will paginate the records. Record check can be done through click on page number or using filter (refer to appendix 2 for filter operation).

 **Notice:**The data log uploaded from device is added by system automatically, so this button is grey.

2. Export attendance record

- ① Click 'export'.
- ② Select export format.



The dialog box titled "Export Transaction list" has a light green background. It contains the text "Please Select format:" followed by a list box with two options: "Transactions" and "Simple Transactions". At the bottom right, there are two buttons: "Submit" and "Cancel".

Click 'submit' to select checking or saving this record to local disk.

3. Add attendance record

The administrator can add attendance record here.

- ① Click 'add' button.



The screenshot shows the "IClock Automatic Data Master Server" web interface. The "Transaction" section is highlighted with a red box. It contains the following fields: "Employee:" (a dropdown menu), "Time:" (a text input field with "Today" and "Now" buttons next to it), "State:" (a dropdown menu with "Check in" selected), "Verification:" (a dropdown menu with "Card" selected), "Device:" (a dropdown menu), "设备ID号:" (a text input field), "Work code:" (a text input field), and "Reserved:" (a text input field). At the bottom of the form are "Submit" and "Return" buttons.

- ② Fill in various information according to requirements, then press "submit" button to submit it.

Notice: Personnel, time, state and verification mode are must.

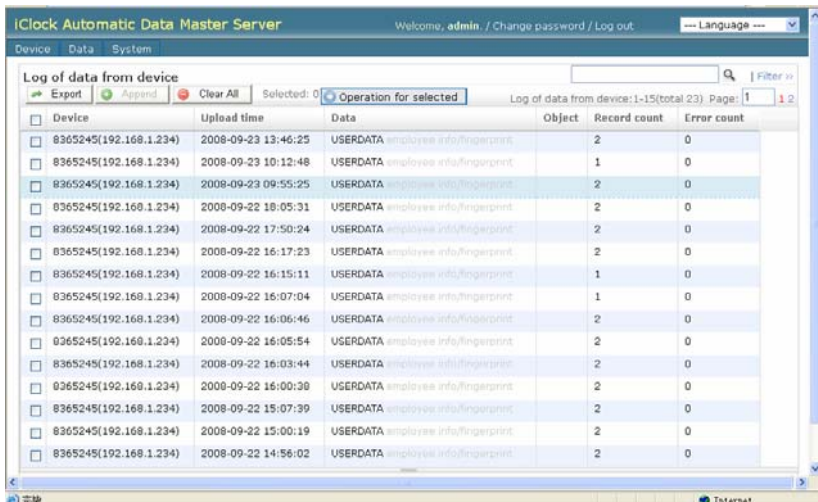
3.4 system log

3.4.1 Device uploading data log

【function introduction】 Check the log of device uploading data to server.

【operating steps】

1. Click system—device uploading data log to enter check page.




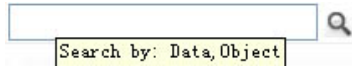
If there are many personnel's records, the system will paginate the records. Record check can be done through click on page number or using filter (refer to appendix 2 for filter operation).



Notice:The data log uploaded from device is added by system automatically, so this button is grey.

2. Query log

- ① Input query condition in the query window, then click  for fuzzy query.



Query fields: data, object.

- ② After query, the record according with condition will be displayed in the list.

Click 'cancel query condition', and all the records will be displayed again.

3. Delete log

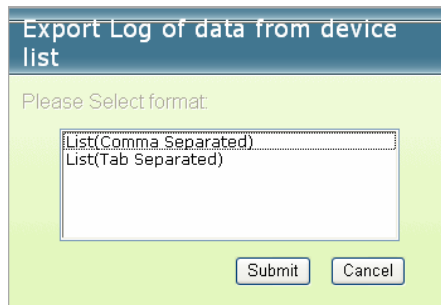
- ① Select the data to be deleted, and click 'delete' in "deal with selected data" to delete the log.

- ② Click 'delete all' to delete all the logs.

4. Export log

- ① click 'export'.

- ② select export format.



Click 'submit' to select checking or saving this log to local disk.

3.4.2 Server command log


【function introduction】 Check the log of device uploading data to server.

【operating steps】


1. Click system---server giving command log to enter the page.

Device	Command content	Submit time	Transfer time	Return time	Return
8365245(192.168.1.1)	Shell ls -l Run a device shell command	2008-09-22 16:14	2008-09-22 16:17	2008-09-22 16:17	0
8365245(192.168.1.1)	GetFile template.dat Get file from the equipment	2008-09-22 16:15	2008-09-22 16:17	2008-09-22 16:17	4864
8365245(192.168.1.1)	GetFile transaction.dat Get file from the equipment	2008-09-22 16:14	2008-09-22 16:14	2008-09-22 16:14	0
8365245(192.168.1.1)	Shell ls -l Run a device shell command	2008-09-22 16:14	2008-09-22 16:14	2008-09-22 16:14	0
8365245(192.168.1.1)	Shell ls -l Run a device shell command	2008-09-22 16:11	2008-09-22 16:13	2008-09-22 16:13	0
8365245(192.168.1.1)	REBOOT reboot device	2008-09-22 16:05	2008-09-22 16:05	2008-09-22 16:05	0
8365245(192.168.1.1)	Shell mv main.gz.tmp /mnt/mtdb ... Run a device	2008-09-22 16:05	2008-09-22 16:05	2008-09-22 16:05	0
8365245(192.168.1.1)	PutFile file/fw/F708/main.gz m ... Send file to the	2008-09-22 16:04	2008-09-22 16:05	2008-09-22 16:05	370091
8365245(192.168.1.1)	REBOOT reboot device	2008-09-22 16:04	2008-09-22 16:04	2008-09-22 16:04	0
8365245(192.168.1.1)	Shell mv main.gz.tmp /mnt/mtdb ... Run a device	2008-09-22 16:04	2008-09-22 16:04	2008-09-22 16:04	0
8365245(192.168.1.1)	PutFile file/fw/F708/main.gz m ... Send file to the	2008-09-22 16:03	2008-09-22 16:03	2008-09-22 16:03	370091
8365245(192.168.1.1)	PutFile file/fw/F708/main.gz m ... Send file to the	2008-09-22 16:02	2008-09-22 16:03	2008-09-22 16:03	-2
8365245(192.168.1.1)	CHECK Check the server configuration	2008-09-22 11:50	2008-09-22 11:50	2008-09-22 11:50	0
8365245(192.168.1.1)	INFO Updated device information on the server	2008-09-22 11:50	2008-09-22 11:50	2008-09-22 11:50	0

If there are many personnel's records, the system will paginate the records. Record check can be done through click on page number or using filter (refer to appendix 2 for filter operation).

 **Notice:**The data log uploaded from device is added by system automatically, so this button is grey.

2. Query log

①Input query condition in the query window, then click  for fuzzy query.

Query fields: command content.

②After query, the record according with condition will be displayed in the list.

Click 'cancel query condition', and all the records will be displayed again.

3. Delete log

①Select the data to be deleted, and click 'delete' in "deal with selected data" to

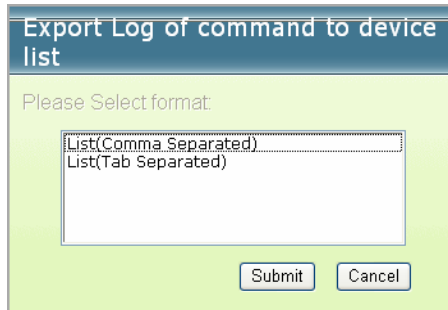
delete the log.

②Click 'delete all' to delete all the logs.

4. Export log

①Click 'export'

②Select export format



③Click 'submit' to select checking or saving the log to local disk.

3.4.3 Administrator operation log

【function】 check system operation and maintenance logs.

【operating steps】

Click system—administrator operation log to check the page.

IClock Automatic Data Master Server

Welcome, admin / Change password / Log out

Language


Administration log

Append Clear All Selected: 0 Operation for selected

Administration log: 1-15 (total 17) Page: 1 2

Time	Administrator	Operation	Data	Object	Amount
2008-09-24 09:40:30	admin	LOGIN		127.0.0.1	1
2008-09-24 09:40:30	admin	LOGIN		127.0.0.1	1
2008-09-23 09:54:49	admin	LOGIN		127.0.0.1	1
2008-09-22 15:02:01	admin	LOGIN		127.0.0.1	1
2008-09-22 15:02:01	admin	del	devcmds	3	1
2008-09-22 15:02:01	admin	upgrade fw	iclock	8365245	1
2008-09-22 14:31:38	admin	LOGIN		127.0.0.1	1
2008-09-22 14:31:38	admin	LOGIN		127.0.0.1	1
2008-09-22 14:31:38	admin	Modify	iclock	8365245(192.168.1.234)	1
2008-09-22 14:31:38	admin	info	iclock	8365245	1
2008-09-22 14:31:38	admin	Create	iclock	7106034(192.168.1.251)	1
2008-09-22 14:31:38	admin	LOGIN		127.0.0.1	1
2008-09-22 11:50:15	admin	Modify	iclock	8365245(192.168.1.234)	1
2008-09-22 11:50:15	admin	LOGIN		127.0.0.1	1
2008-09-22 11:50:15	admin	Create	user	1111111	1

If there are many personnel's records, the system will paginate the records. Record check can be done through click on page number or using filter (refer to appendix 2 for filter operation).

 **Notice:Administrator's operation log cannot be added or deleted (added by system automatically), so these two buttons are grey.**

3.4.4 Maintenance by system administrator

【function introduction】 In order to ensure system's security and prevent unauthorized user to modify the data, new administrators can be added and distributed corresponding privileges.

【operating steps】

1. Group maintenance:

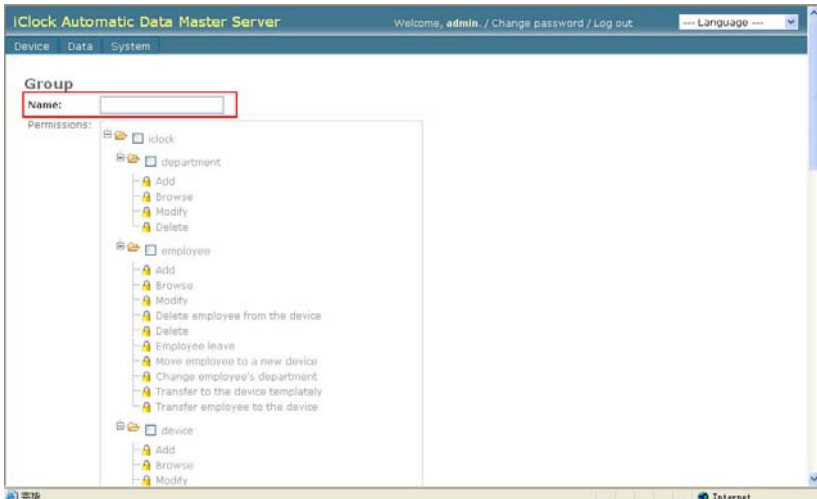
1). Click system log group to enter the page.



2). Add, and delete group.

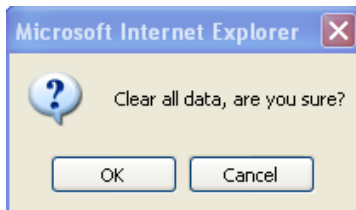
① Add group

Click 'add' on the top left of the page to enter the page and input group name.



Notice: Name is must. The group's all privileges can be set in the following privilege box.

② Delete all: Click "delete all", and then click "OK". In this way, all data will be deleted.



Or select the data to be deleted, and click 'delete' in "deal with selected data" to delete the data.

2. user maintenance: click system log—user to enter maintenance page.

Username	E-mail address	Last name	First name	Activate	Supervisor	granted department	Groups
111111				✓	✗	1 Dept	readonly
admin	cc@cc.cc			✓	✓		

3. Add, edit and delete personnel

1) add user and administrator

① Click "add" on the top right of the page, enter "add user" page and input user information.

Username:

Password:

Password again:

Granted department:

First name:

Last name:

E-mail address:

Staff status: ☐

Superuser status: ☐

Groups:

Notice: User name, password and password verification are must. Other

items can be input according to need.

In addition, select set group, whose privilege is the same with that of the user. If other privilege is to be set, then group's privilege should be set first, and then select the group.

- ② Select super user state to enter “add super user” page, and input administrator’s information.

The screenshot shows the 'iClock Automatic Data Master Server' interface. At the top, it says 'Welcome, admin. / Change password / Log out' and has a language dropdown. Below the tabs (Device, Data, System), the 'Add Super User' form is displayed. The form contains the following fields: Username (with a hint: 'Designates the administrator's name. Alphanumeric characters only (letters, digits and underscores)'), Password (masked with dots), Password again (masked with dots), First name, Last name, E-mail address, Staff status (checkbox), and Supersuser status (checkbox with a hint: 'Designates that this user has all permissions without explicitly assigning them.'). The Username, Password, and Password again fields are highlighted with red boxes. At the bottom, there are 'Submit' and 'Return' buttons.

Notice: User name, password and password verification are must. Other items can be input according to need. Super user has the most privilege. Therefore, there is no need to set group.

- 2) edit user or administrator
 - ① Click administrator’s “user name” in personnel list to edit his information.
 - ② Input administrator’s information.
 - ③ After information input is complete, click “submit” to finish edition.
- 3) delete user or administrator
 - ① Select the data to be deleted, and click ‘delete’ in “deal with selected data” to delete the data.
 - ② Click ‘delete all’ to delete all added administrator.

Notice: System default administrator cannot be deleted.

Appendix

Appendix 1 How to connect terminal unit to network

1. Requirement of terminal unit

iclock server's function is to choose and configure device. Therefore, it needs device's firmware support.



Tip: If you need this function, please consult ZKSoftware's technician or contact business representative.

2. Parameters of terminal unit

1) enter device's menu—setting—communication setting to find the following

WEB mainframe IP	
Web port	
Agent server	N
Agent server address	
Server port	

items:

WEB mainframe IP: IP address of iclock server

Web port: Port used by iclock server

Agent server: Whether use agent server or not.

Agent server address: IP address of agent server

Server port: Agent server's port

3. Set device parameters according to different network environment.

1) When iclock server and terminal unit are in the same network segment of the same LAN, 'WEB mainframe IP' and 'Web port' needs to be set.

For example: IP address of iclock server is 192.168.1.100, and device's IP address is 192.168.1.201.

Setting: it is OK to set 'WEB mainframe IP' as 192.168.1.100, and 'Web port' as the set port in iclock server management (refer to 2.1 iclock server management) .

2) When iclock server and terminal unit are in the same LAN but different network segment, 'WEB mainframe IP', 'Web port' , 'gateway' and subnet mask need to be set.

3) When iclock server and terminal unit are not in the same LAN, iclock server must possess a public network IP to ensure terminal unit's access to server, and 'WEB mainframe IP' & 'Web port' need to be set.

For example: iclock server IP is 116.25.139.22, and terminal unit is in some LAN, with IP address 192.168.1.201.

Setting: it is OK to set 'WEB mainframe IP' as 192.168.1.100, and 'Web port' as the set port in iclock server management (refer to 2.1 iclock server management) .

Appendix 2 Common operation

Filter

【function introduction】 For use's check convenience, display the information in the list of the current page after filtration according to the specified condition.

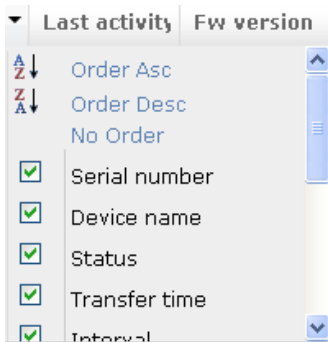
【operating steps】

1. select display column

On device maintenance and management interface, the machine's display column can be selected according to your needs.

<input type="checkbox"/>	Serial no	Device name	Status	Transfer tin	Interval	Last activity	Fw version	Devic	User s	Fp cou	Trans	Data
--------------------------	-----------	-------------	--------	--------------	----------	---------------	------------	-------	--------	--------	-------	------

Move cursor to every field of column, and the field column will display ▼, click ▼ to get the following information:



Order: order all machines in ascending order, descending order or no order.

Field: Including serial number, device name, state, transmitting time, refresh interval time, recent online time, firmware version, device name, user count, fingerprint count, record count, data maintenance and department, select the field, and it will be displayed in the column.

2. Lay out filter

Click  behind filter to lay out the filter. The following is the filter lay-out of

personnel management interface.



3. Select filtration condition

Click some condition, and then the records according with this condition will be displayed on the page. For example, click 'department', and the following page will appear:

IClock Automatic Data Master Server

Welcome, admin. / Change password / Log out

Language

Device

Data

System

Employee

Export

Append

Clear All

Selected: 0

Operation for selected

Filter >>

total 5

<input type="checkbox"/>	Pin	Emp name	departn	departn	Sex	Titl	Office p	Mob	Id c	Registration device	FP	Left	Transac
<input type="checkbox"/>	0000000005		1	Dept						8365245(192.168.1.25)	0	No	view
<input type="checkbox"/>	0000000004		1	Dept						0365245(192.168.1.25)	0	No	view
<input type="checkbox"/>	0000000003		1	Dept				0		8365245(192.168.1.25)	0	No	view
<input type="checkbox"/>	0000000002	Zhao Junjie	1	Dept				0		8365245(192.168.1.25)	1	No	view
<input type="checkbox"/>	0000000001	Xiao Wan	1	Dept				0		8365245(192.168.1.25)	4	No	view

Upload a dispatch employee list

Upload a delete employee list