User Manual

ZKBio Access IVS

Date: March 2020

Doc Version: 1.1

Software Version: 2.0.0

English

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

For further details, please visit our Company's website www.zkteco.com.

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About the Company

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

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

About the Manual

This manual introduces the operations of ZKBio Access IVS software.

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

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Document Conventions

Conventions used in this manual are listed below:

GUI Conventions

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

Symbols

Convention	Description
	This implies about the notice or pays attention to, in the manual
	The general information which helps in performing the operations faster
	The information which is significant
	Care taken to avoid danger or mistakes
	The statement or event that warns of something or that serves as a cautionary example.

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1 Introduction

Today, the modern companies' concern for security has rapidly increased. To achieve this, ZKTECO brings you ZKBio Access IVS that helps the customers to integrate the operations of access control and attendance on one platform. The system is divided into four modules, namely: Personnel, Access, Attendance and System Management.

Features

- It can manage about 2000 personnel data.
- It has a powerful data processing capacity.
- Users' data are more secured with multi-level management role-based level management.
- It can track events and operations in real-time to ensure proper feedbacks of data to the management.

Configuration Requirements

- Dual-core processor with a speed of 2.4GHz or above.
- System Memory of 4GB or above.
- Available space of 10GB or above. We recommend using NTFS hard disk partition as the software installation directory.
- Monitor Resolution of 1024 x 768px or above.

Operating System

- Supported Operating Systems: Windows 7 / Windows 8 / Windows 8.1 / Windows 10 / Windows Server 2008/2013(32/64)
- Supported Database: PostgreSQL
- Recommended Browser version: IE 11+/Firefox 27+/Chrome 33+

✍**Note:** You must use IE 8.0 or newer version for fingerprint registration and verification.

1.1 Personnel Module

The Personnel module is used to set the person details and their department. It primarily consists of two parts: Department Management settings, which is used to set the Company's organizational chart; Personnel Management settings, which is used to add the personal information, assign departments, maintain and manage personnel details.

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1.2 Access Control Module

The Access Control module is a web-based management system that enables the normal access control functions, management of interconnected access control panel via computer, and unified personnel access management. The access control system sets door opening time and levels for the registered users.

1.3 Attendance Module

The Attendance Module consists of timetable, shift and schedule management, cross-regional attendance Management. You can also manage other exceptions such as leave, late, overtime etc. At the same time, access control can be configured along with attendance management to generate attendance records.

1.4 VMS Module

The VMS Module consists of ZKBio Access IVS VMS module and ZKBio VMS Plugin. It can be used in conjunction with NVR, DVR, IPC, MDI, SDI network storage devices. ZKBio Access IVS VMS Plugin is a client software launched by ZKTeco. Users can manage video surveillance through ZKBio Access IVS VMS module or ZKBio VMS Plugin as they want.

1.5 System Management Module

The System Management is primarily used to assign system users and configure the roles of corresponding modules, manage databases such as backup, initialization, and recovery, and set system parameters and manage the system operation logs.

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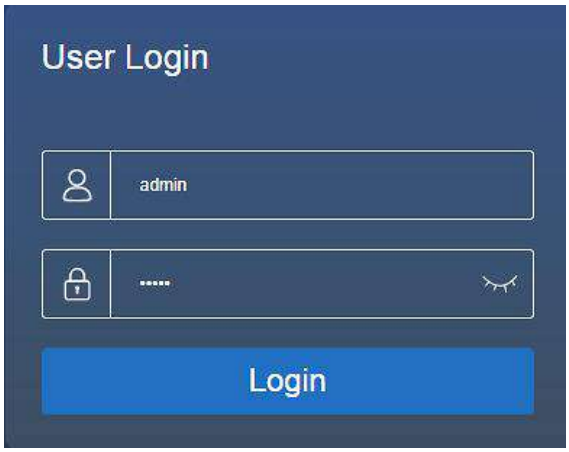
2 System Operations

2.1 Login



After installing the software, double-click the ZKBio Access IVS icon to open the software. You may also open the recommended browser and enter the IP address and server port in the address bar. The IP address is http://127.0.0.1:8098 by default.

If the software is not installed in your server, you may input the IP address and server port in the address bar.

✍**Note:** The username of the super user is [admin], and the password is [admin], then click [Login]. After logging-in for the first time, you need to reset your password.

2.2 Activate the System

Please refer the corresponding license activation document.

2.3 Modify Password

You can modify the login password in [Personal Information].

:

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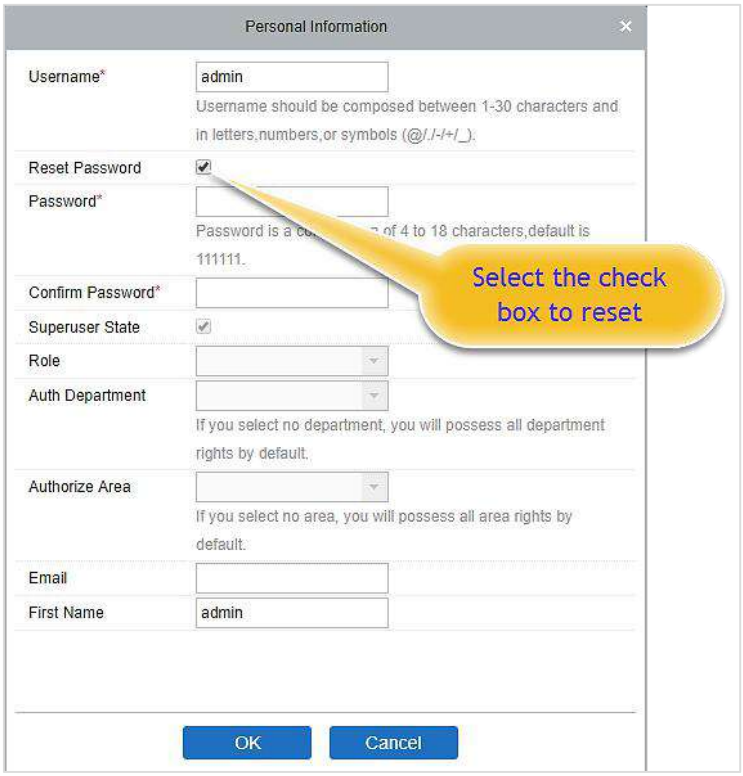


Select the [Reset Password] check box to modify the password.

✍**Note:** Both the Superuser and the new user are created by the super user (the default password for the new users is 111111). The username is not case-insensitive, but the password is case-sensitive.

2.4 About

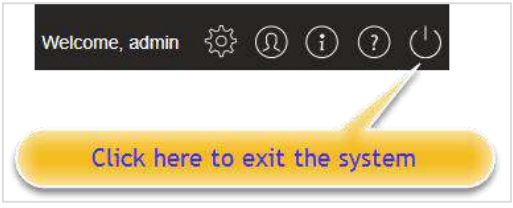
Click the [About] button on the top right corner of the interface to check all the software version and license information.

2.5 Help

Click the [Help] button on the top right corner of the interface to view user manual.

2.6 Exit the System

Click the [Logout] button on the upper right corner of the interface to exit the system.



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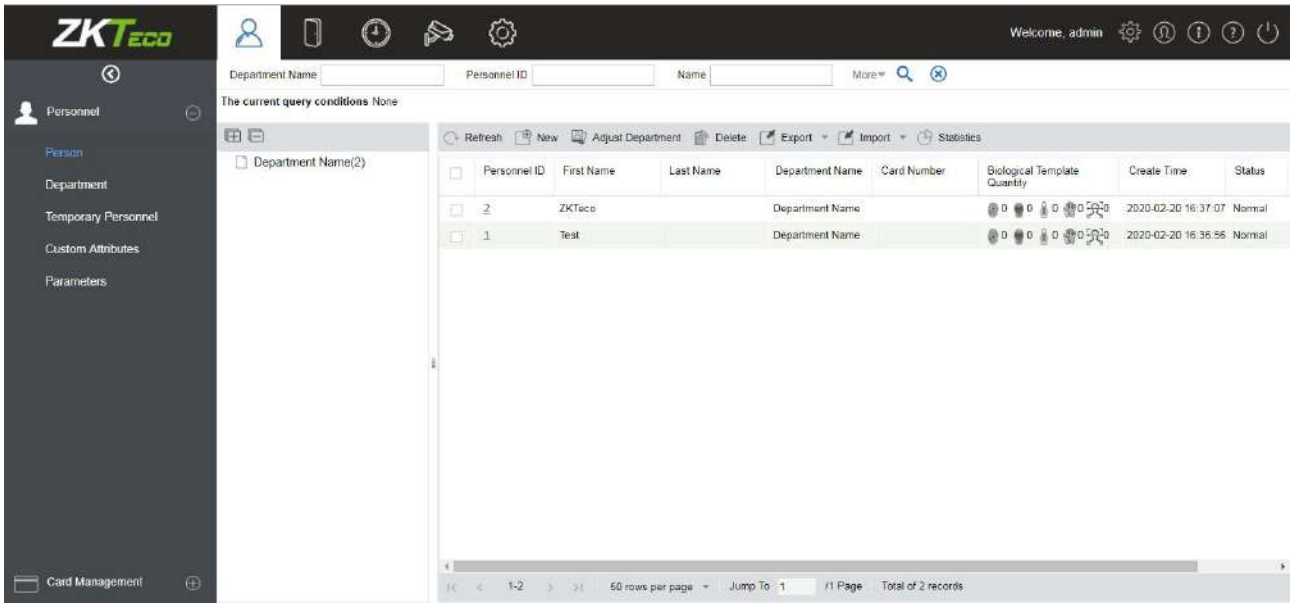
3 Personnel

You can configure the Personnel Management and Card Management in this module.



3.1 Personnel Management

The personnel management includes these modules: Personnel, Department, Custom Attributes, and Parameters.

3.1.1 Personnel

By using this management, the user shall register the personnel in the system, or import the personnel information from other software or file into this system. For details, see Common Operations.

The main functions of Personnel Management include Add, Edit, Delete, Export and Import personnel, and Adjust Department.

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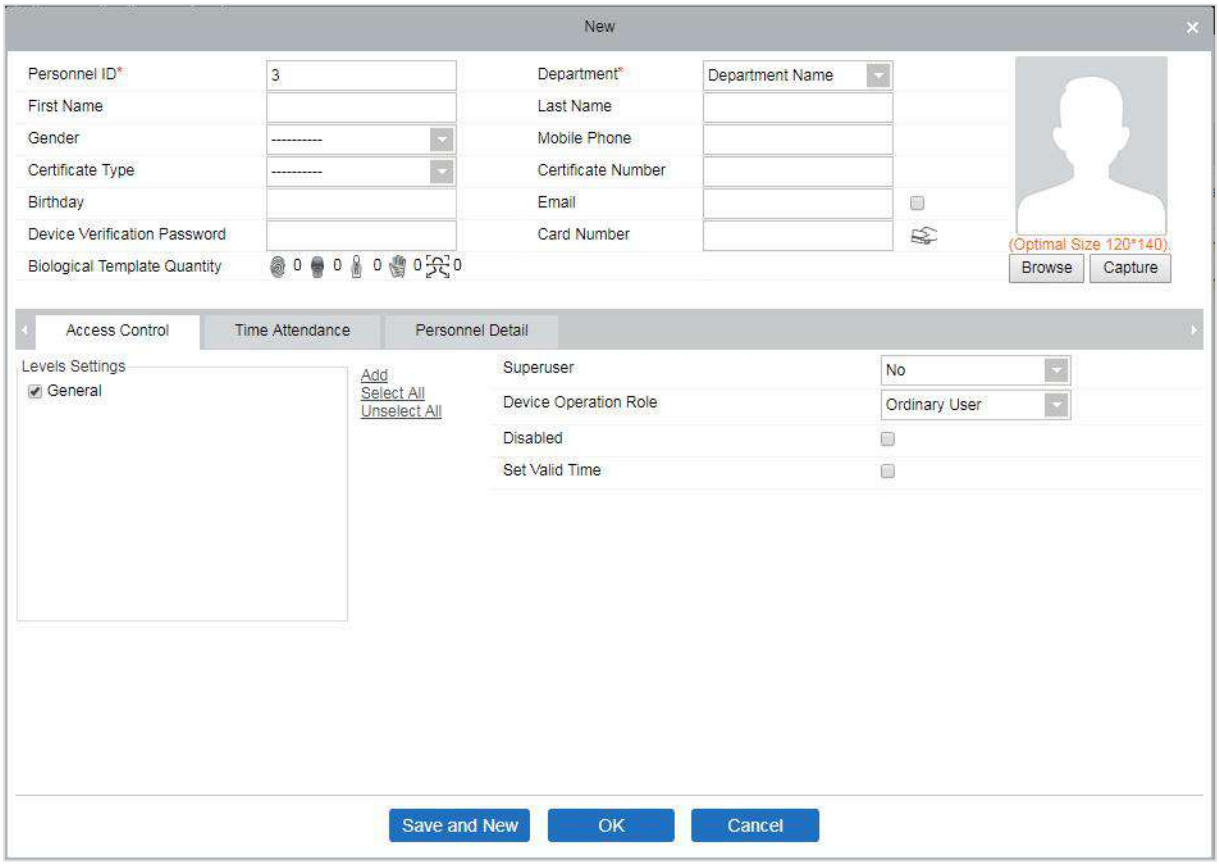
➢ Add Personnel

1. Click [Personnel Management] > [Personnel] > [New]:



Fields are as follows:

Personnel ID: An ID may consist of up to 9 characters, within the range of 1 to 79999999. It can be configured based on your requirements. The Personnel ID contains only numbers by default but may also include letters.

✍**Notes:**

(1) When configuring a personnel number, check whether the current device supports the maximum length and whether letters can be used in Personnel ID.

(2) To edit the settings of the maximum number of characters of each personnel number and whether letters can also be used, click Personnel > Parameters.

Department: Select from the drop-down menu and click [OK]. If the department was not set previously, only one department named [Company Name] will appear.

First Name/Last Name: The maximum number of characters is 50.

Gender: Set the gender of personnel.

Mobile Phone: Enter the phone number of the user.

Certificate Type: There are four types of certificates: ID, Passport, Driver's License and Others.

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Certificate Number: Enter the ID number.

Birthday: Input employee's actual birthday.

Email: Input employee's Email ID. The max length is 30.

Device Verification Password: Set password for verifying on the device using personnel accounts. It can only contain up to 6-digits. It cannot be the same with other user's password and the duress password.

Card number: The max length is 10, and it should not be repeated.

Personal Photo: The picture preview function is provided, supporting common picture formats, such as **jpg, jpeg, bmp, png, gif,** etc. The best size is 120×140 pixels.

Browse: Click [Browse] to select a photo on your local drive to upload.

Capture: Taking photo by camera is allowed when the server is connected with a camera.

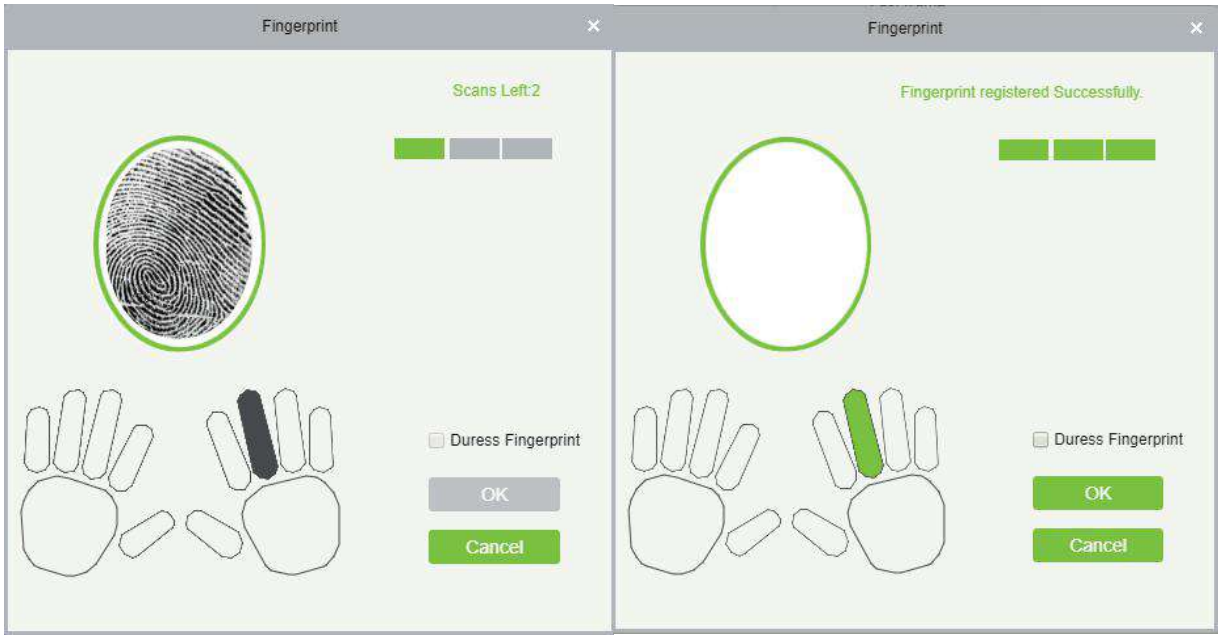
Register Fingerprint / Finger Vein: Enroll the Personnel Fingerprint, Finger Vein, Palm, or Face. To trigger the alarm and send the signal to the system, scan the Duress Fingerprint.

How to register fingerprint:

(1) Move the cursor to the fingerprint icon position, a registration pop-up or driver download dialog box will appear, click [Register].

(2) Select a fingerprint, press the finger on the sensor three times, then "**Fingerprint registered Successfully**" will be prompted.

(3) Click [OK] to complete registration.



Click a fingerprint to delete. If you need to register a duress fingerprint, select the Duress Fingerprint check

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box.

✍Notes:

(1) If fingerprints are duplicated, "Don't repeat the fingerprint entry" will be prompted.

(2) If the fingerprint sensor driver is not installed, click "Install driver" and the system will prompt to download and install the driver.

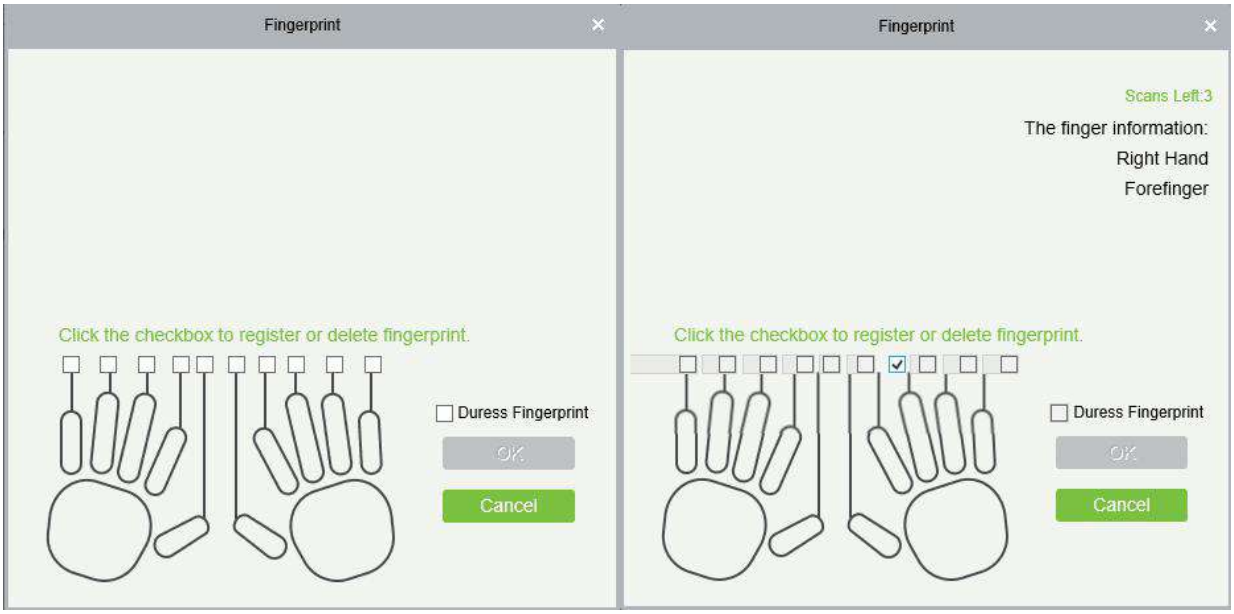
(3) After installing the fingerprint sensor driver, if the fingerprint register button is grey in IE browser while it is normal in other browsers (such as Firefox, Google), you can change the settings of IE browser, as per the following:

a. In Internet Explorer, click [Tools] > [Internet Options] > [Security] > [Credible Sites], add http://localhost to the credible sites, then restart the Internet Explorer.

b. In Internet Explorer, click [Tools] > [Internet Options] > [Advanced] > [Reset] to pop up a dialog of Reset Internet Explorer Settings, click [Reset] to confirm; then restart the Internet Explorer (you may try when Point 1 does not help).

c. If all the above settings do not work, please execute following operations (take IE11 browser as an example): click [Tools] > [Internet Options] > [Advanced] > [Security], check the option of [Allow software to run or install even if the signature is ...], and remove the select [Check for server certificate revocation], then restart IE.

d. If the browser is below IE8, the fingerprint registration page will be different:



e. The system supports access from the Live20R fingerprint device and the fake fingerprint prevention function.

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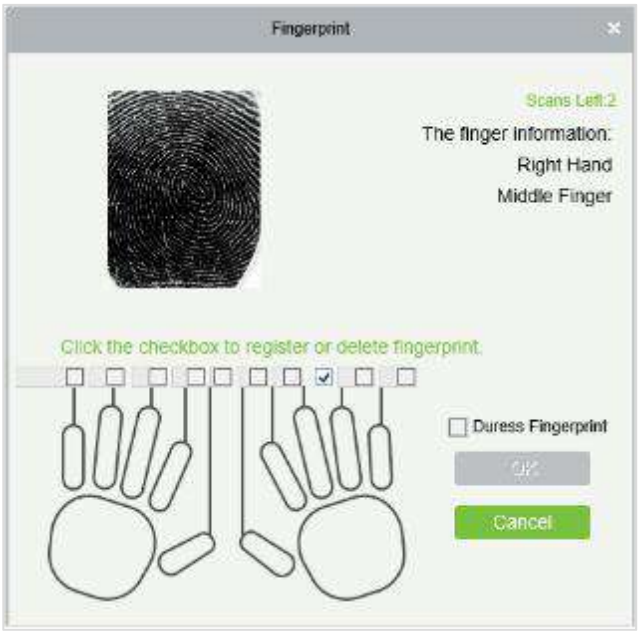
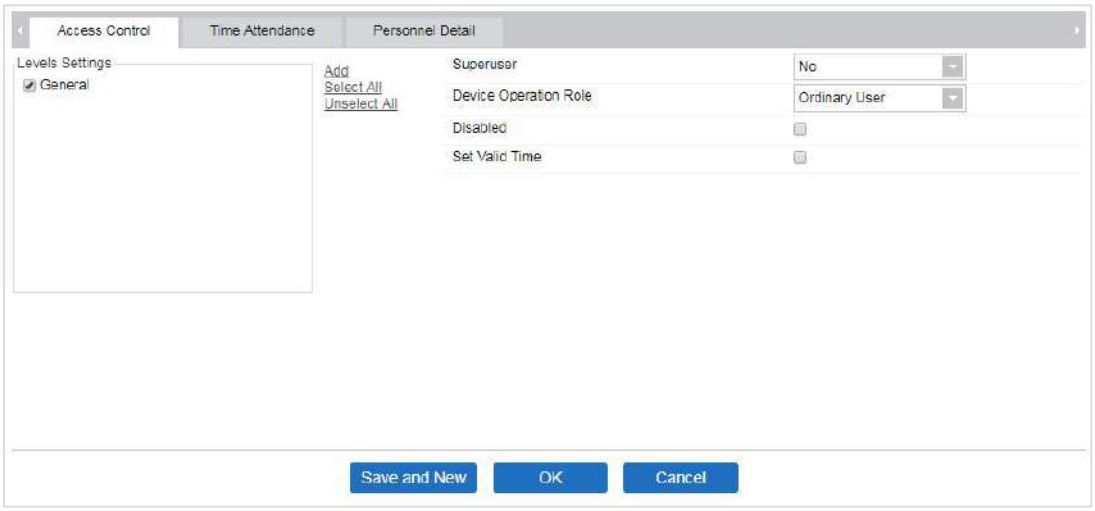


2. Set the Access Control parameters for the personnel. Click [Access Control]:



Fields are as follows:

Level Settings: Click [Add], then set passage rules of special positions in different time zone.

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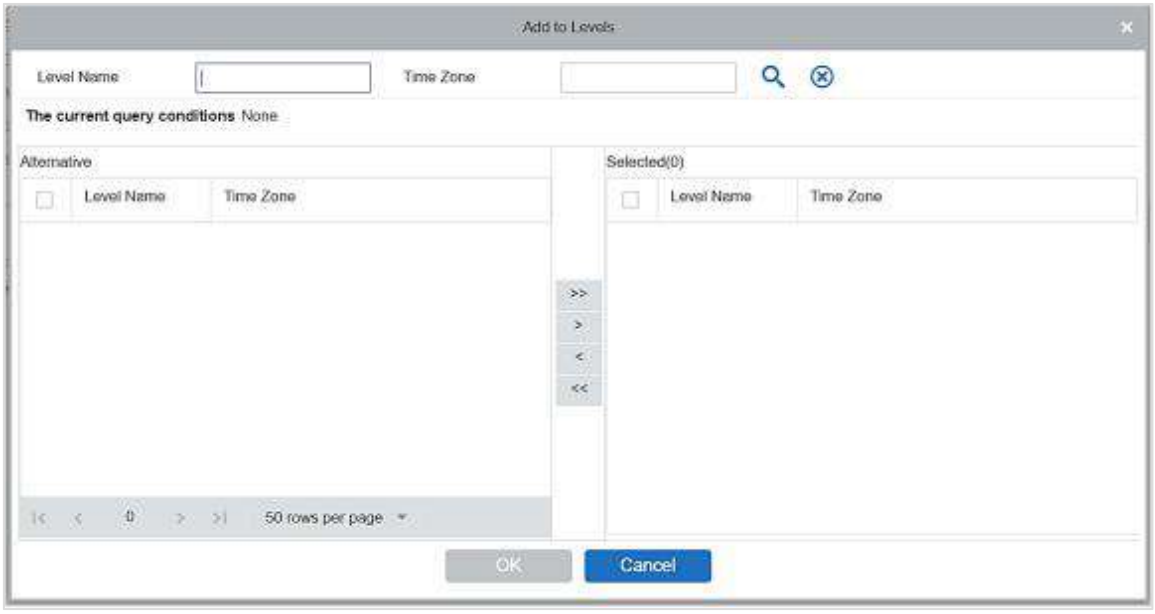

Superuser: In access controller operation, a super user is not restricted by the regulations on time zones and has extremely high door-opening priority.

Device Operation Role: It will define the authority level in the device of the user.

Disabled: Temporarily disable the personnel's access level.

Set Valid Time: Doors can be set to open only within certain time periods. If the check box is not selected, the door is always active.

✍**Note:** The system will automatically search for the relevant numbers in the departure library during verification.

The Personnel Information List, by default, is displayed as a table. If Graphic Display is selected, photos and numbers will be shown. Put the cursor on a photo to view details about the personnel.

✍**Notes:**

(1) Not all devices support the "Disabled" function. When a user adds a device, the system will notify the user whether the current device supports this function or not. Please upgrade the device to use this function.

(2) Not all the devices support the "Set Valid Time" function. Some devices only allow users to set the year, month, and day of the local time. When a user adds a device, the system will notify the user whether the current device supports this function or not. Please upgrade the device to use this function.

3. Click [Personnel Detail] to access the details and editing interface and enter information.

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4. After entering the information, click [OK] to save and exit, the personal details will be displayed in the added list.

➢ **Edit Personnel**

Click [Personnel] > [Person], then select a person, and click [Edit].

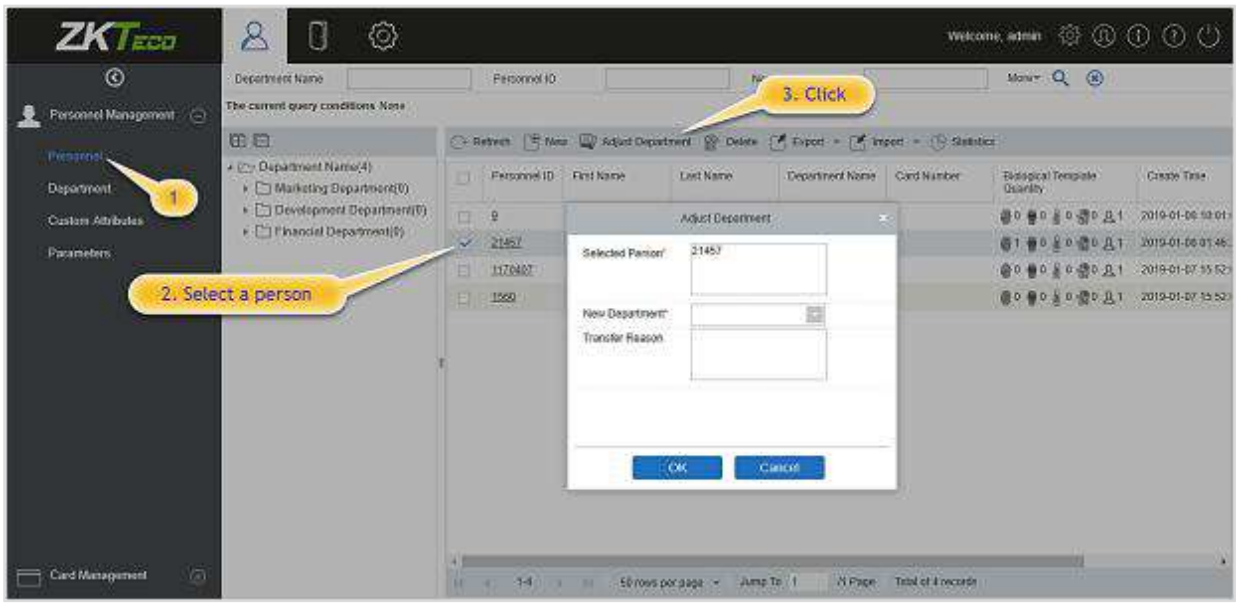
➢ **Delete Personnel**

Click [Personnel] > [Person], then select a person, and click [Delete] > [OK] to delete.

✍**Note:** All relevant information about the person will be deleted.

➢ **Adjust Department**

1. Click [Personnel] > [Person], then select a person, and click [Adjust Department]:



2. Select from the dropdown list of "New Department".

3. Click [OK] to save and exit.

➢ **Statistics**

Click [Personnel] > [Person] > [Statistics]. View the number of personnel, the number of fingerprints, face templates, finger vein enrolled, card numbers, gender and other statistical information.

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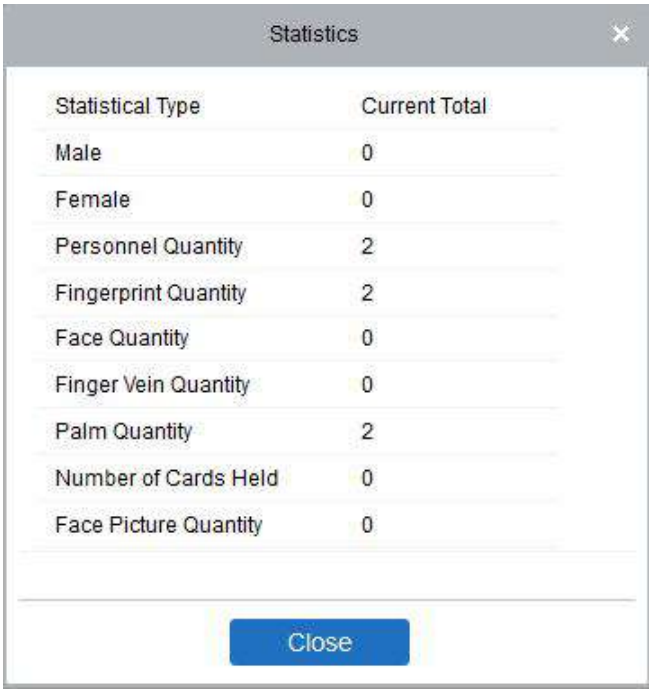
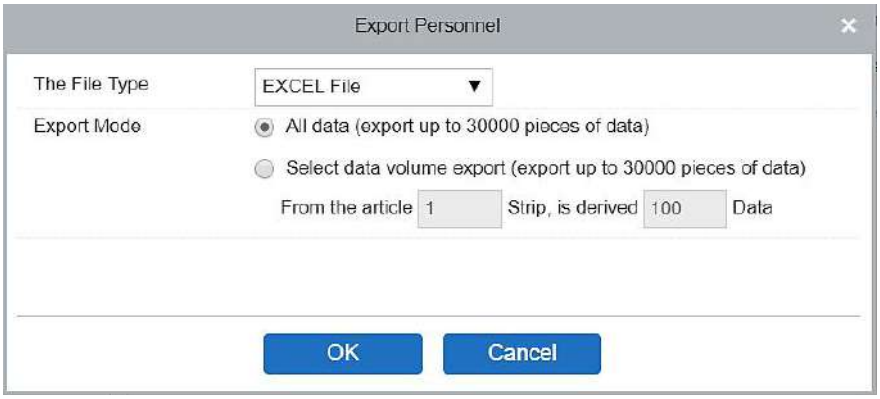


➢ **Export**

Click [Personnel]> [Person]> [Export] to export personnel information, personnel biometric templates and personnel photo.

1. Select the type of file and Export mode as required.



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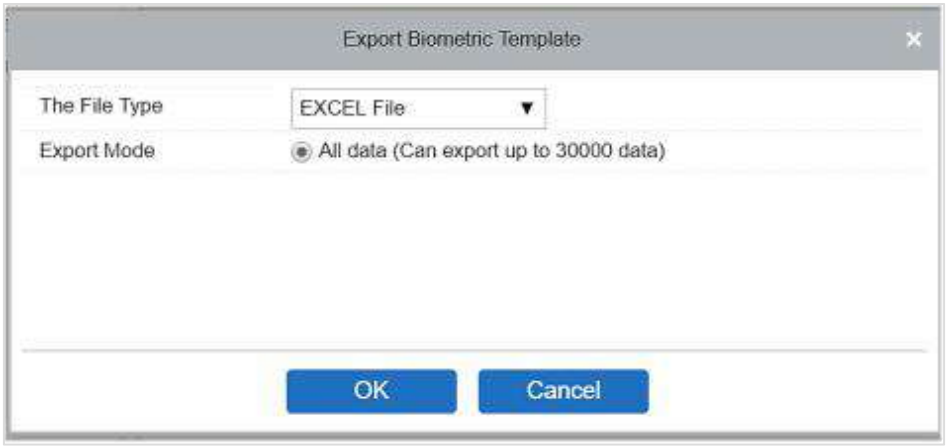
Personnel

Personnel ID	First Name	Last Name	Department Number	Department Name	Card Number
432	ex		2	Marketing Department	
343	example		4	Financial Department	
1	abc	xyz	2	Marketing Department	547657
2	abc1	xyz1	3	Development Department	46576567
575	Jeff		1	Department Name	

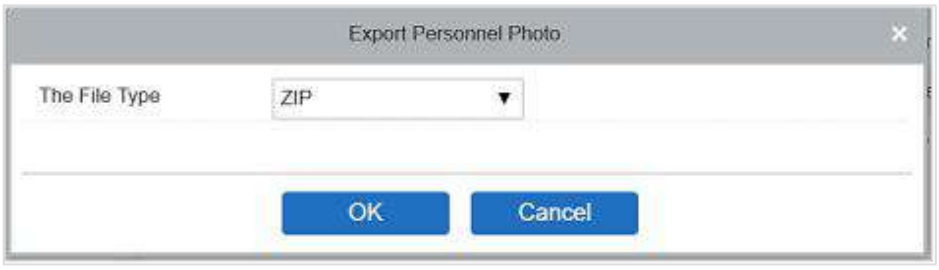
2. Export the Biometric Template.



Personnel Biometric Template

Personnel ID	First Name	Last Name	Biometric	Biometric	Biometric	Biometric	Biometric	Biometric Template
1	Jerry	Wang	1	Fingerprint	10	4	1	TExTUzbcAAAFDxEECAUNCcTQAAAdDmEBAAAAhDlwng/tADwLvpANADbAy0CzAB4PFw020co8l1g ACAX4H9AlgACgP5QBOABUE8QCHAMLhACJD+MMQCfAJ8MSQ8gAVg80ACBAMAAAEaAVoJpG AyD+4PKgA6ARw0tw8aAAEPkAB+AOMFjwDhAFlLgACwD+QPrgCH4MQP6g+5ACAPTAAXAFcAQB CpANH8lNwCDDSLrwAQAYMFTwBeAVYM6wDyAdQA5gBdA8MPAAADtUPdAD+ABQK7Q8wA8BA C8AFs0QDCAAQLuwCqDVQLagDABcP0wvAD4MSgAJzADe8wCgAJkEBwBsDw0P6AASAfoEeAj02 AdMP9QDYAbsKHAADAc0PNgA10d8K9gBFAZ8MDA8FAcAK2ADABYFx02q0S4S7BK7D7wtfZgAp 8EmF8gE38fVBofYhyrOrF78bbpY6tc59S4P1kg+v18fXgB7dRXw4eIFyQVpbs6K2HZQddf7nY zMnbwD 0pyG8+MPgjVLH4uMjKTd69/0ecwISMBKRjgUGt1P64K4YS5jVe9X8NMjm9qL8y3XjeBNvQYRbx+PW 0pghOrtKA8HTgTQF8dK/bwTHdZcXlY7BmDDaHFogyTi6BUzBh9H1KCzZr3eMWxFoHYCMpEdcg+B6 48aUSDs1ejY0rQZ4dZFHACaagFGXWWHcNS9YWb+DPs1g/MPLgBDRN+fYOQdwpk2hnaev8DrH14 Ee114Y08A7OPfLCB+vQBXGba8bqp8d7aPJU4AArcaJwrFdAVrQ/8+rgQAsAFsZAkAsAFrw1ppptl8 82wWJBGaenvDccETAOYNRbcr4XAcFYGAHAYBTLBFtDyGlyTe3nDcWpaEADZYB7zUAc2chAH AaA1hLCwDmM48FwmMZhd8DDiTvnTEzwlpcWvAwAGXBAdQbH6yhnRDaMRVwAwAz1WJqnyO8 B4BC1yQwKbngc1uwMFJwFeBAC9RFIBRAQbnVXL7zsrCwBKEtwBAvWgHfJvDFg85aYZgwMJ4w MLCDv9vfMEAMRaD4MH5U14YG1ZEgHepZKw3dcfGbdJZ+WMrf8FwBSNygwN8GBRAKpCg8fNw8 F2dnSW1QD1IDBg4CAwQIWEADnhN7CAB3jBXwsf7BVx0564ZnzFh5eG8OwDrFxRl+wcLAgQFNK RR0MfeGAD1YJzFcYjCwaKCeLX0aWR6DgCDaPATiS3oOcA4CADEdZEzb8CkIAEDaVBwYrArRTB6 M6DMMEDwBat74E5xE85fCADMad,+R1wJAJG3A/6kTUFAcu3HCiBP4DDQKDtHwTpFDw+MvHDEW cEHVvsAAa5/DdqGrIGTaEGAKPEIrjB+vH8/tvAMG3FvskmNo+tBA/1ABfVwtL+eRH+wDjl+SROwAGAS NSfwYMBABO1VPA6r4GD6DdNPaywQ/5BQAs8GeEksEFCwWv4zT9+1FONFYxLewPz7/Dn9+P06wT7 BwP46wAMF3/6rvSRvwDg80agwAgQ2M8JR/UGRDvDbpRwI2Cjd+l0x+xb07hTb5CBEWEpXboLDP erc07RWDrvvwSgUGRyBaPvQBH00uCwFEccuW896ER9M9M6c80fdzqDwaHvBWkBH+46WkaXEk2 1tnBPF7+vw+nZLAnDQPvYAzxA7V+XB0ZTACsWW8kXVEQ=

3. Export Personnel Photo.



➢ **Import**

Click [Personnel] > [Person] > [Import] to import personnel information and personnel biometric templates. It only supports personnel information templates for importing.

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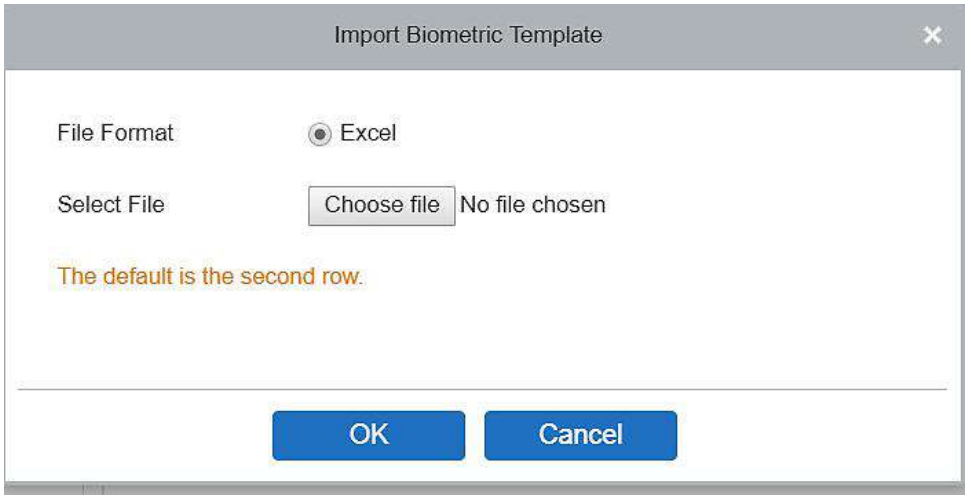
1. Import Personnel: Select "Yes" for [Update the existed Personnel ID in the system], the original data will be overwritten when the personnel ID is repeated; select "No", the opposite.

2. Import Biometric Template.



3. Import Personnel Photo: The personnel photo needs to be named by personnel ID, supporting common picture formats, such as jpg, jpeg, png, gif, etc.

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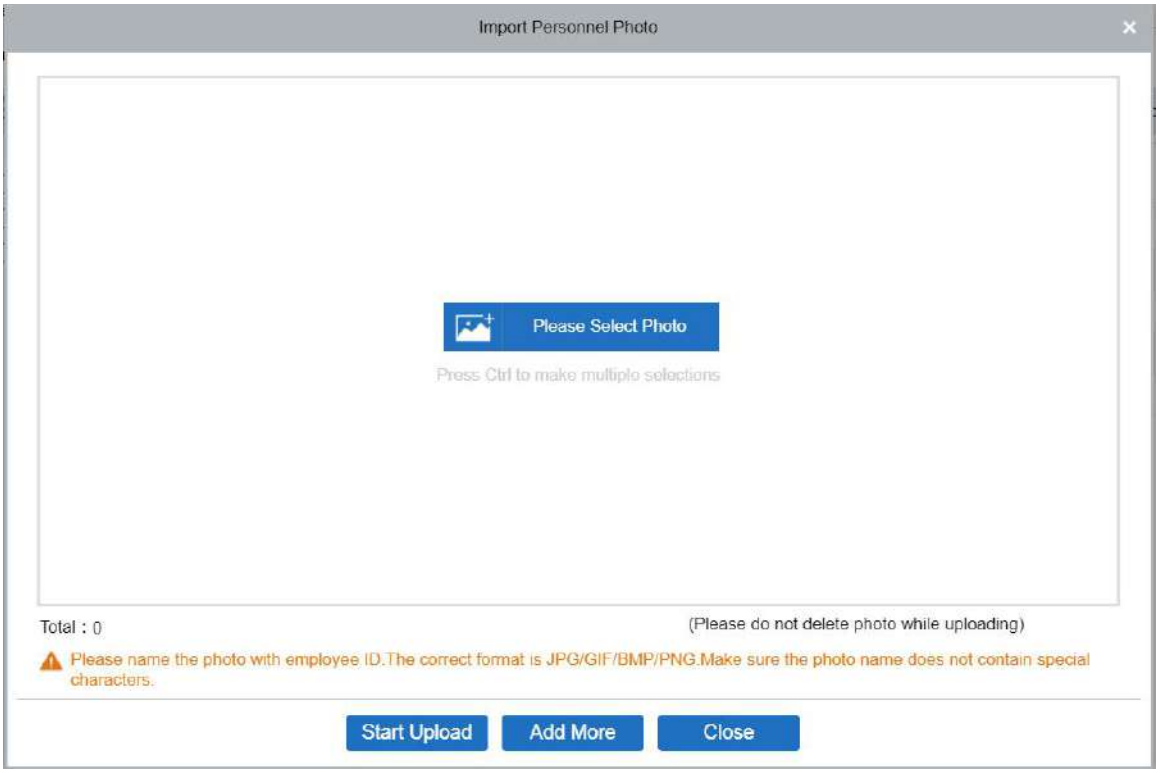


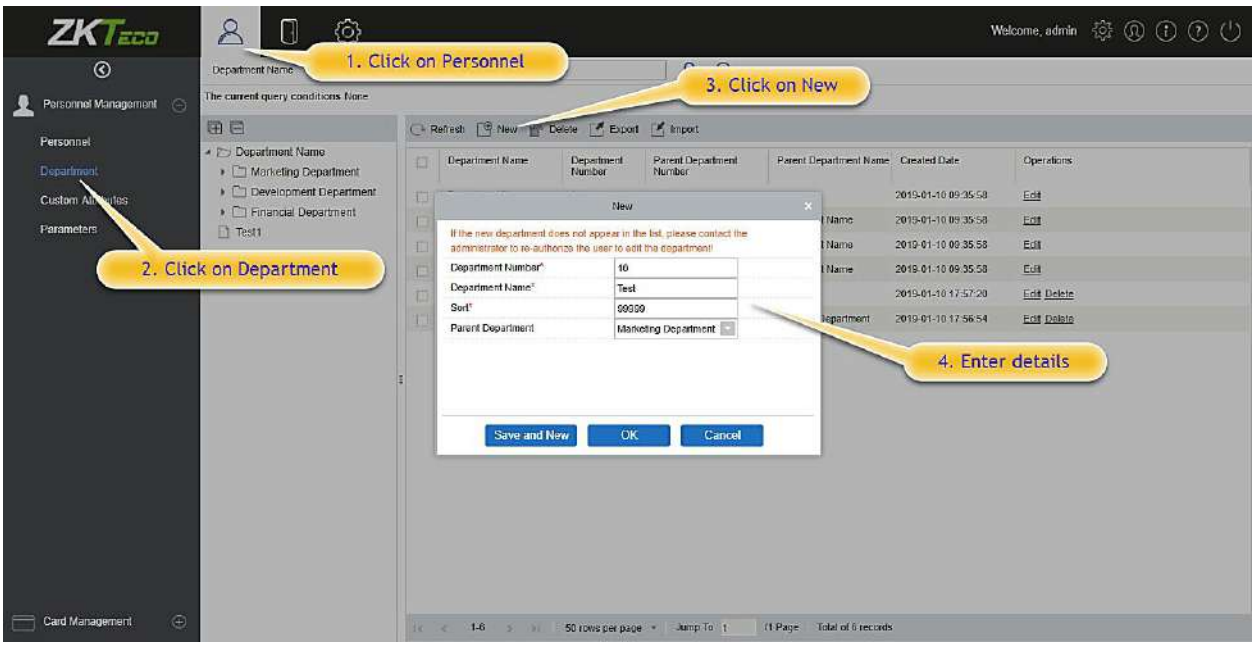
3.1.2 Department

Before managing company personnel, it is required to set a departmental organization chart of the company. Upon the first use of the system, by default it has a primary department named [General] and numbered [1]. This department can be modified but can't be deleted.

Main functions of Department Management include Add, Edit, Delete, Export and Import Department.

➢ **Add a Department**

1. Click [Personnel] > [Personnel Management] > [Department] > [New]:



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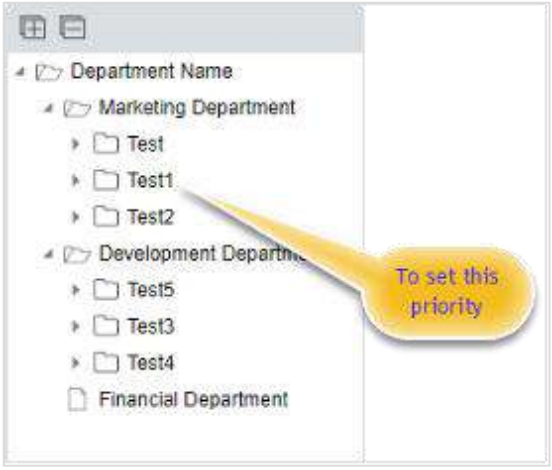
Fields are as followed:

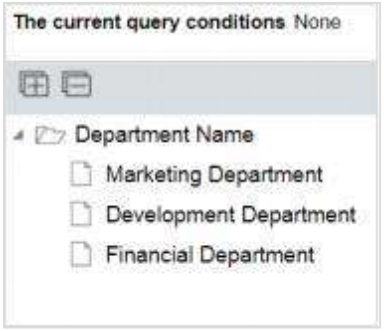
Department Number: Letters and numbers are available. It cannot be identical to the number of other departments. The number shall not exceed 30 digits.

Department Name: Combination of characters up to 100.In case of different levels, the department names can be repeated.

Sort: It is used to set the priority (level) of a department within a parent department. The smaller the number of department sort is, the higher ranks such department has. You can set any number from 1 to 999999.



Parent department: Select a parent department from the drop-down list. The parent Department is an important parameter to determine the company's organizational chart. On the left of the interface, the company's organizational chart will be shown in the form of a department tree.



2. After filling the details, you can click [OK] to complete adding; or click [Cancel] to cancel it or click [Save and new] to save and continue adding a new department.

To add a department, you can also choose [Import] to import department information from other software or other documents into this system. For details, see Common Operations.

➢ **Edit a Department**

Click [Personnel] > [Personnel] > [Department] > [Edit].

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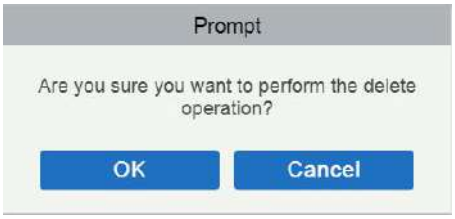
➢ Delete a Department

1. Click [Personnel] > [Personnel] > [Department] > [Delete]:

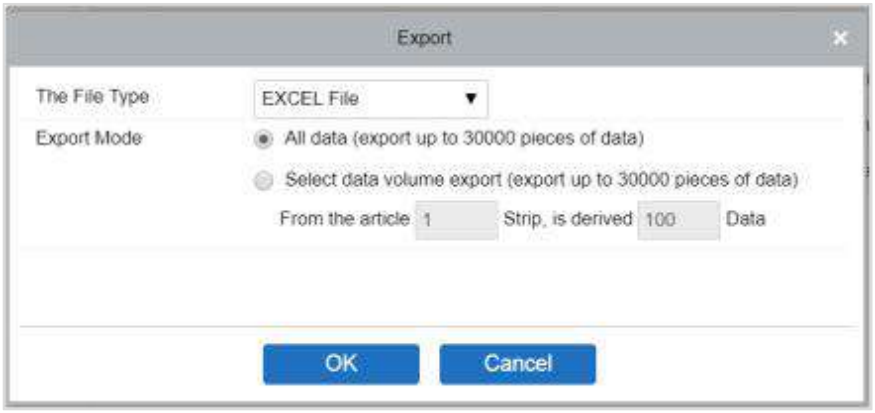


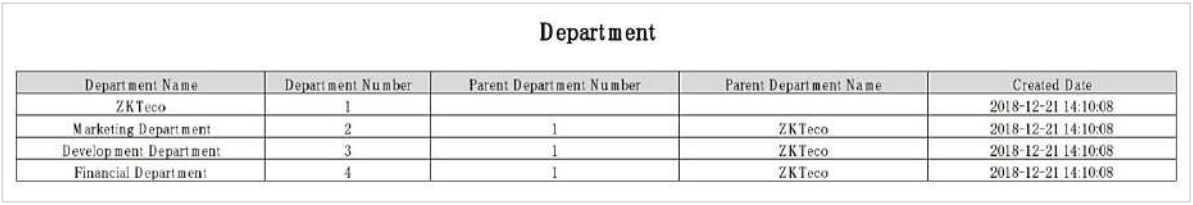
2. Click [OK] to delete.

✍**Note:** If the department has sub-departments or personnel, the department cannot be deleted.

➢ Export

It can be exported in EXCEL, PDF, and CSV file format.



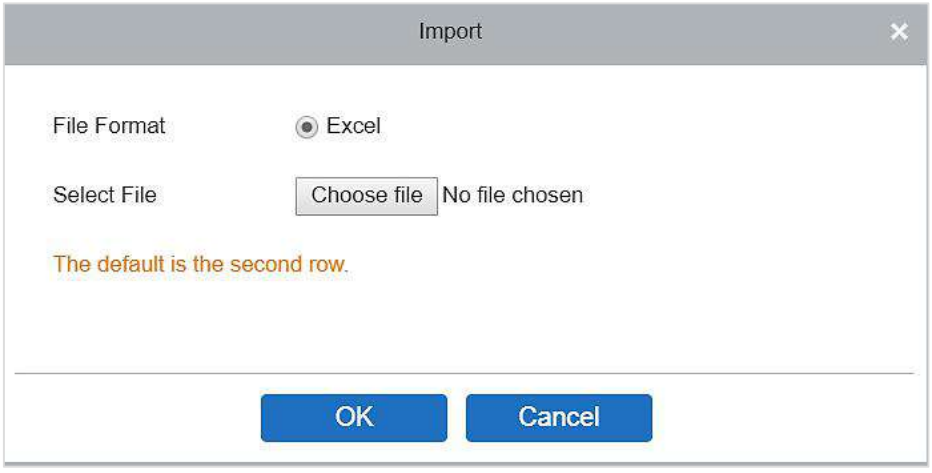


Department

Department Name	Department Number	Parent Department Number	Parent Department Name	Created Date
ZKTeco	1			2018-12-21 14:10:08
Marketing Department	2	1	ZKTeco	2018-12-21 14:10:08
Development Department	3	1	ZKTeco	2018-12-21 14:10:08
Financial Department	4	1	ZKTeco	2018-12-21 14:10:08

➢ Import

1. Click [Personnel] > [Department] > [Import], the import interface is as follows:



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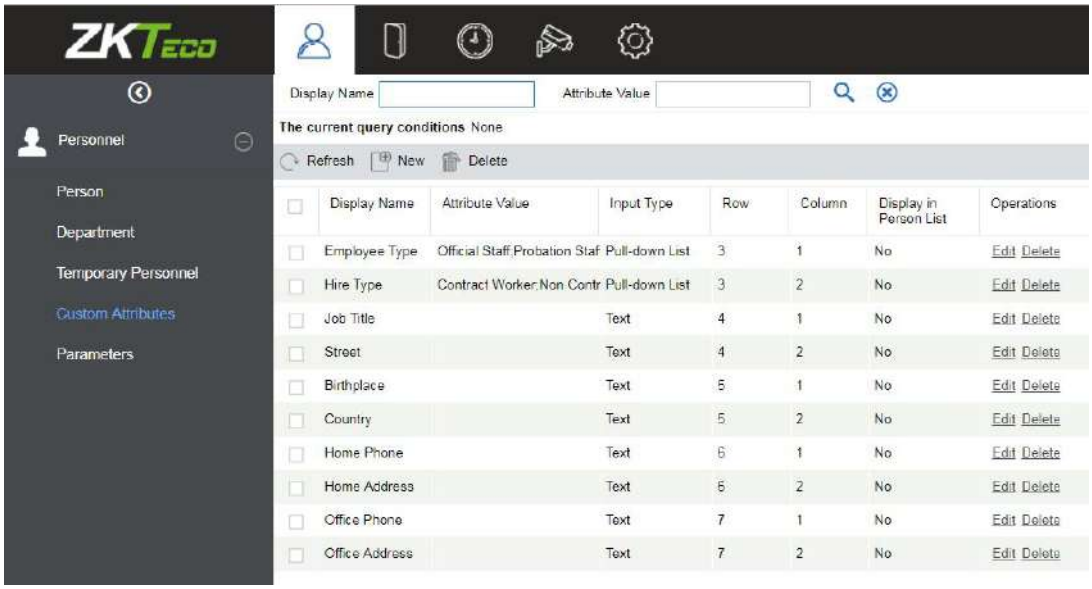
2. Import department information: can import EXCEL, CSV format files.
3. After importing the file, the system will match the imported report field and the data segment field automatically.

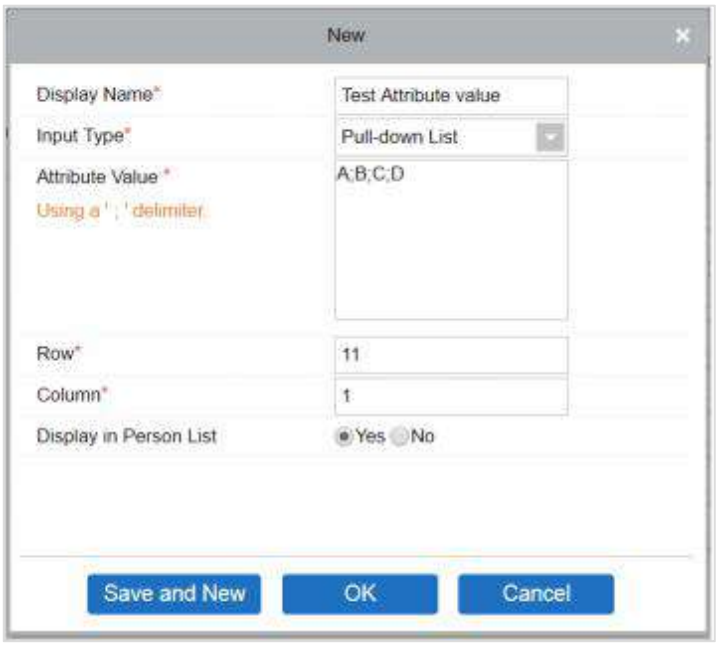
3.1.3 Custom Attributes

Some personal attributes can be customized or deleted to meet different customers' requirements. When the system is used for the first time, the system will initialize some personal attributes by default. Customized personal attributes can be set for different projects according to requirements.

➢ **New a Custom Attribute**

Click [Personnel] > [Personnel Management] > [Custom Attributes] > [New], then edit the parameters and click [OK] to save and exit.





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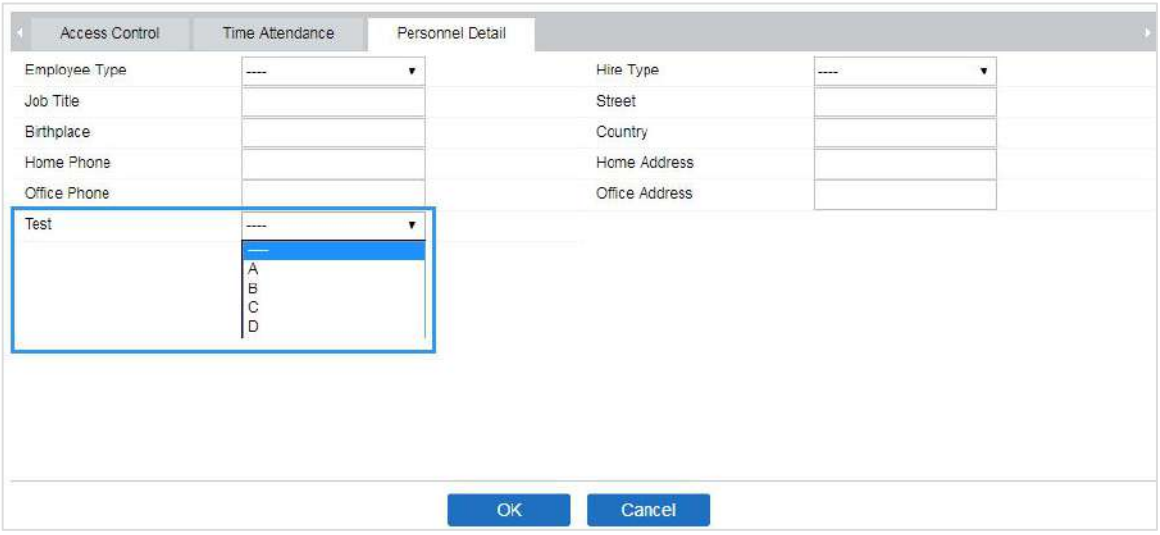
Fields are as follows:

Display Name: Must be filled and should not be repeated. Max length is 30.

Input Type: Select the display type from "Pull-down List", "Multiple Choice", "Single Choice" and "Text".

Attribute Value: Suitable for lists displaying as "Pull-down List", "Multiple Choice" and "Single Choice" lists. Use a ";" to distinguish the multiple values. If the input type is "Text", the attribute value is not suitable.

Row/Colum: The column and row of a field are used together to control the display position of the field. Numerals are supported. The column number can be either 1 or 2, and the row number can only be 3 to 20. The combination of the column and row must not be duplicated. As shown in the following figure, Employee Type, is in the first column and first row, and Hire Type is in the first column and second row.



➢ **Editing a Custom Attribute**

Click [Edit] to modify the corresponding attributes.

➢ **Deleting a Custom Attribute**

Click [Delete] to delete an unused attribute. If the attribute is in use, the system will pop up confirmation before confirming to delete.

✍**Note:** The custom attribute will not be recovered once deleted.

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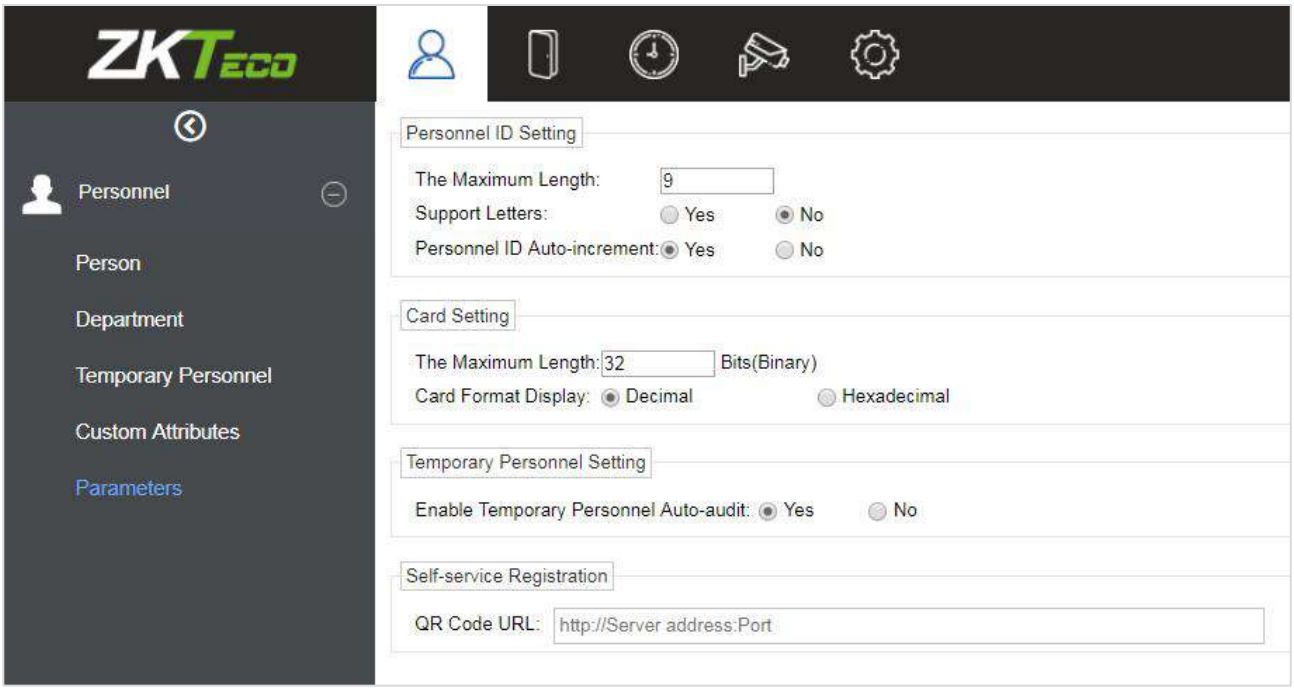
3.1.4 Parameters

1. Click [Personnel] > [Personnel Management] > [Parameters]:



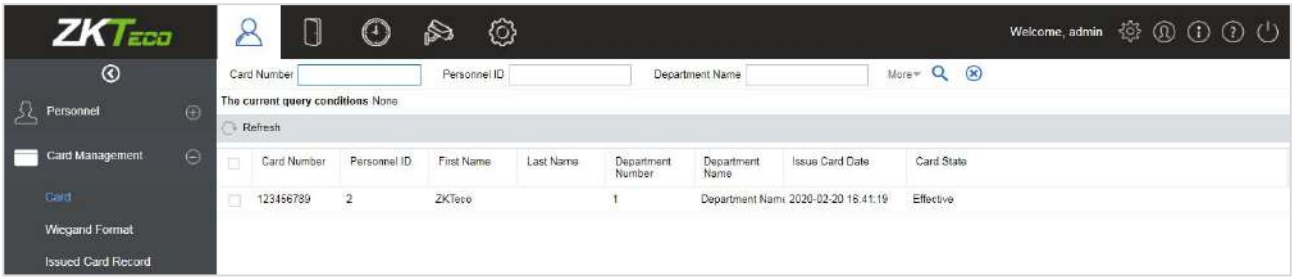
2. You can set the maximum length for a Personnel ID and whether it will support letters or not. If Personnel ID Auto increment is selected as Yes, then while adding personnel, the ID in the field automatically updates to the next succeeding new number.
3. Set the maximum length (binary number) of the card number that the current system will support.
4. Set the card format currently used in the system. The card format cannot be switched once it is set up.
5. Click [OK] to save the settings and exit.

3.2 Card Management

There are three modules in card management: Card, Wiegand Format and Issue Card Record.

3.2.1 Card

It shows the cards issued in the system with their status.



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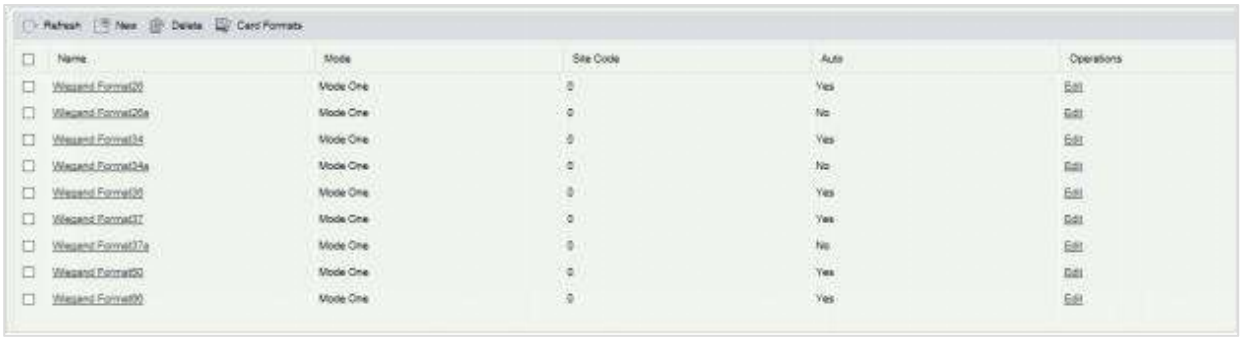
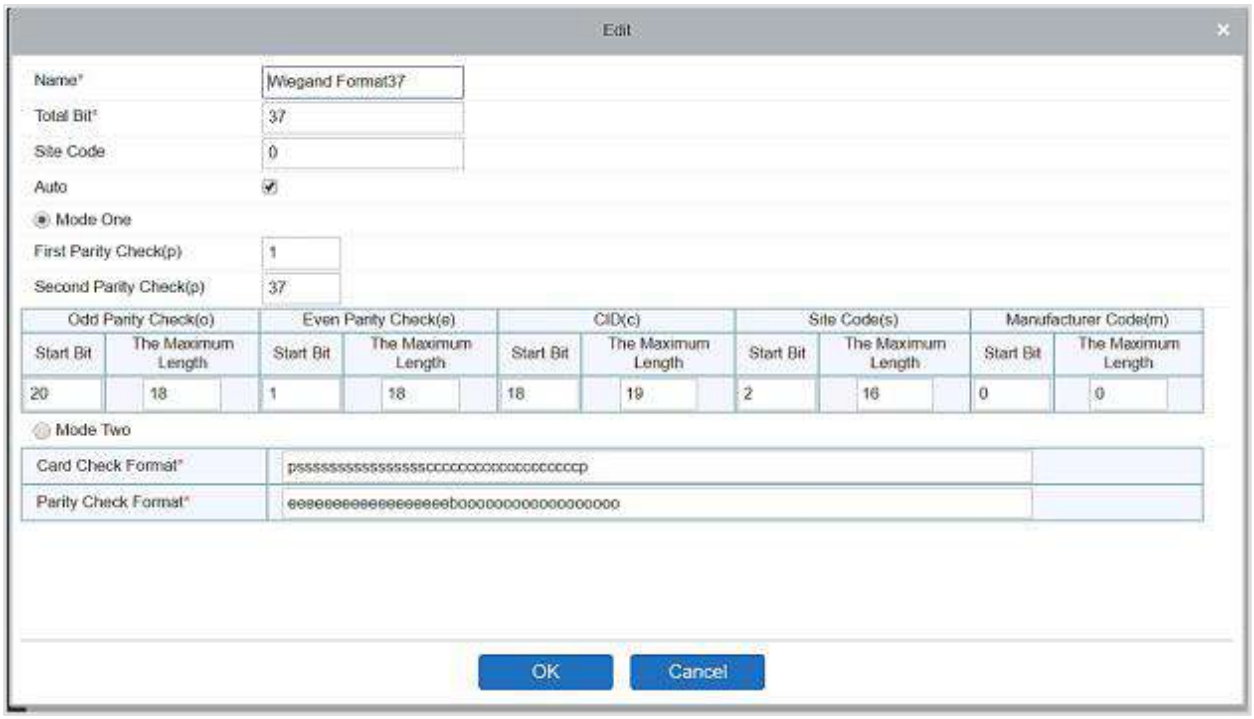
3.2.2 Wiegand Format

Wiegand Format is the card format that can be identified by the Wiegand reader. The software is embedded with 9 Wiegand formats. You may set the Wiegand card format as needed.



This software supports two modes for adding Wiegand Format, if mode 1 does not meet your setting requirement, you may switch it to mode 2. Take Wiegand Format 37 as an example:



Format Specifying:

"P" indicates Parity Position; "s" indicates Site Code; "c" indicates Cardholder ID; "m" indicates Manufactory Code; "e" indicates Even Parity; "O" indicates Odd Parity; "b" indicates both odd check and even check; "x" indicates parity bits no check.

The previous Wiegand Format 37: the first parity bits (p) check "eeeeeeeeeeeeeeeee"; the second parity bits check "ooooooooooooooooo". Card Check Format can only be set "p, x, m, c, s"; Parity Check Format can only be set " x, b, o, e".

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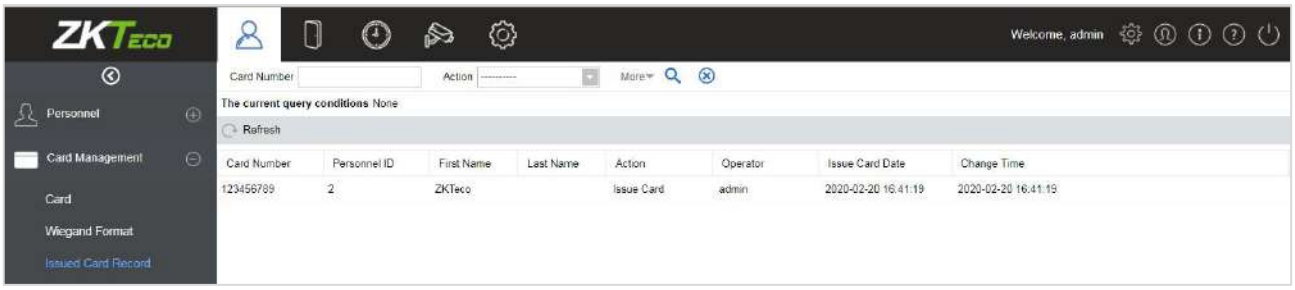
3.2.3 Issue Card Record

It records the life cycle of a card and will display the operations performed on the card.



✍ **Note:** The cards and card issuing records of an employee will be deleted altogether when the employee's account is deleted completely.

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4 Access

The system needs to be connected to an access controller to provide access control functions. To use these functions, the users must install devices and connect them to the network first, then set corresponding parameters, so that they can manage devices, upload access control data, download configuration information, output reports and achieve digital management of the enterprise.

4.1 Device

Add an access device, then set the communication parameters of the connected devices, including system settings and device settings. When communication is successful, you can view here the information of the connected devices, and perform remote monitoring, uploading and downloading, etc.

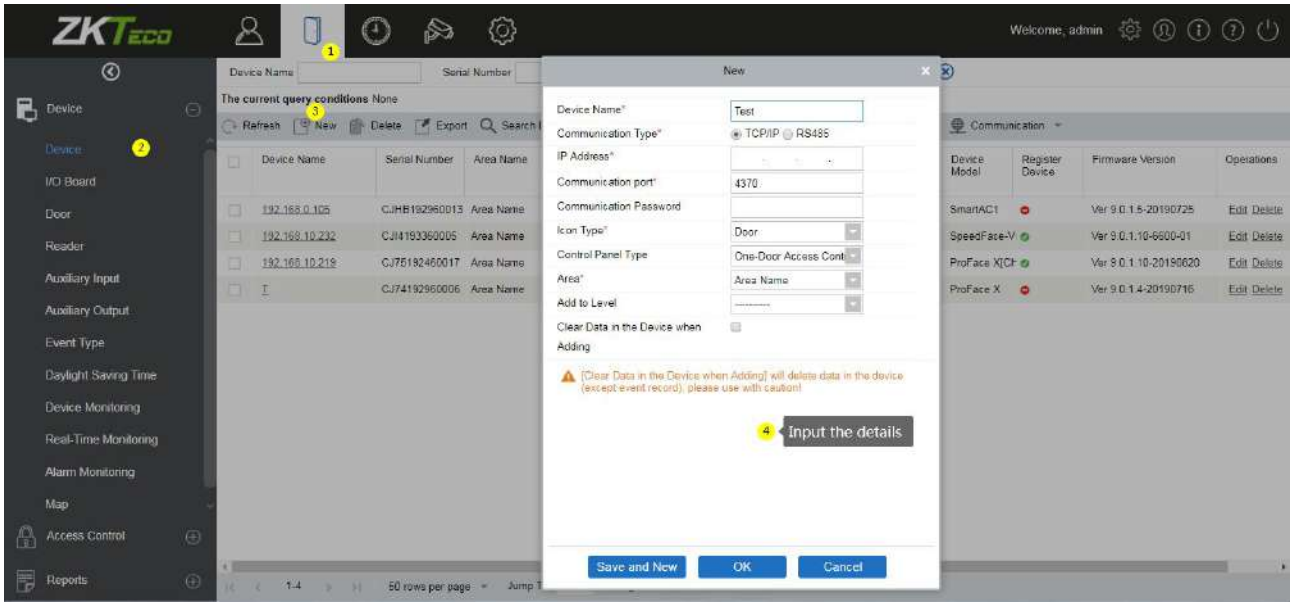
4.1.1 Device

➢ **Add Device**

There are two ways to add Access Devices.

1. Add Device manually

A. Click [Access] > [Device] > [New] on the Action Menu, the following interface will be shown:



Fields are as follows:

Device Name: Any character, up to a combination of 20 characters.

IP Address: Enter the IP Address of the device.

Communication port: The default value is 4370.

Communication Password: A Password should be a combination of numbers and letters of 6 digits.

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✍**Notes:**

(1) You do not need to input this field if it is a new factory device or just completed initialization.

(2) When communication password for the standalone device is set as "0", it means no password. However, in case of access control panel, it means the password is 0.

(3) You need to restart the device after setting the door sensor of the standalone device.

Icon Type: It will set the representation of the device. You can choose as per the kind of device; Door and Flap Barrier.

Control Panel Type: One-door access control panel, two-door access control panel, four-door access control panel, Standalone Device.

Area: Select specific areas of devices. After setting areas, devices (doors) can be filtered by areas upon Real-Time Monitoring.

Add to Level: Automatically add the device to the selected level. The device cannot be automatically added to the selected level if the number of personnel exceeds 5000. You can add personnel after the device is successfully added.

Clear Data in the Device when Adding: If this option is checked, the system will clear all data in the device (except the event logs). If you add the device just for demonstration or testing, there is no need to select it.

B. After editing, click [OK], and the system will try to connect the current device.

If it is successfully connected, it will read the corresponding extended parameters of the device.

✍**Note:** When deleting a new device, the software will clear all user information, time zones, holidays, and access control levels settings (including access levels, anti-pass back, interlock settings, linkage settings, etc.) from the device, except the events records (unless the information in the device is unusable, or it is recommended not to delete the device is used to avoid loss of information).

2. Add Device by Searching Access Controllers.

Search the access controllers in the Ethernet.

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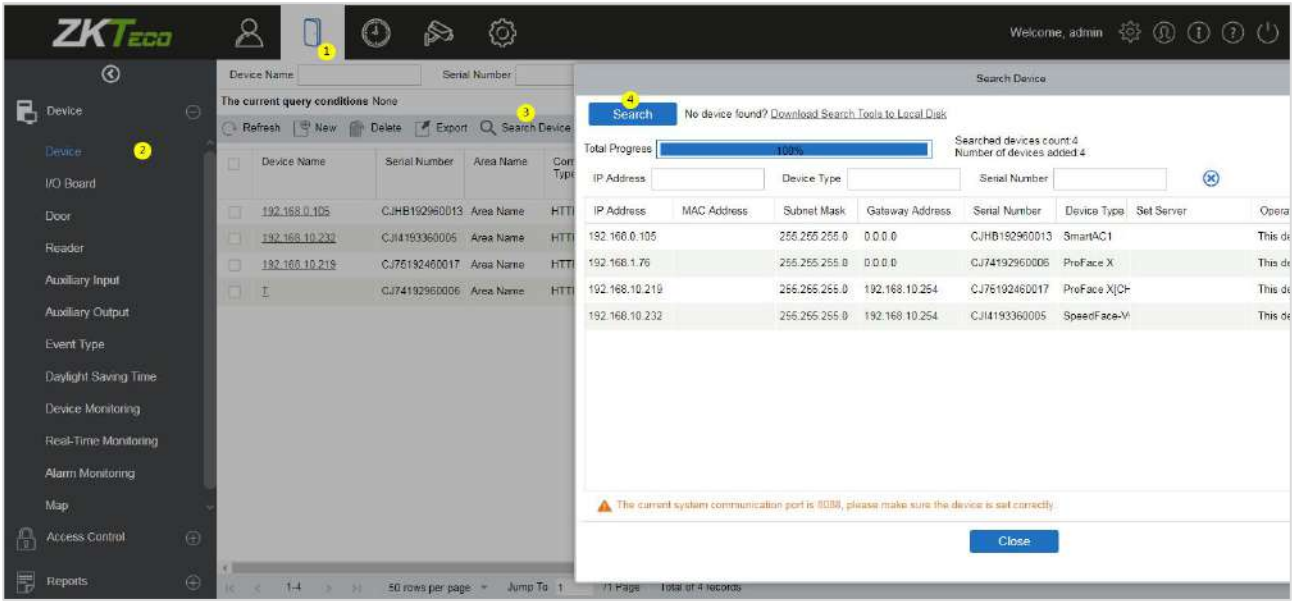
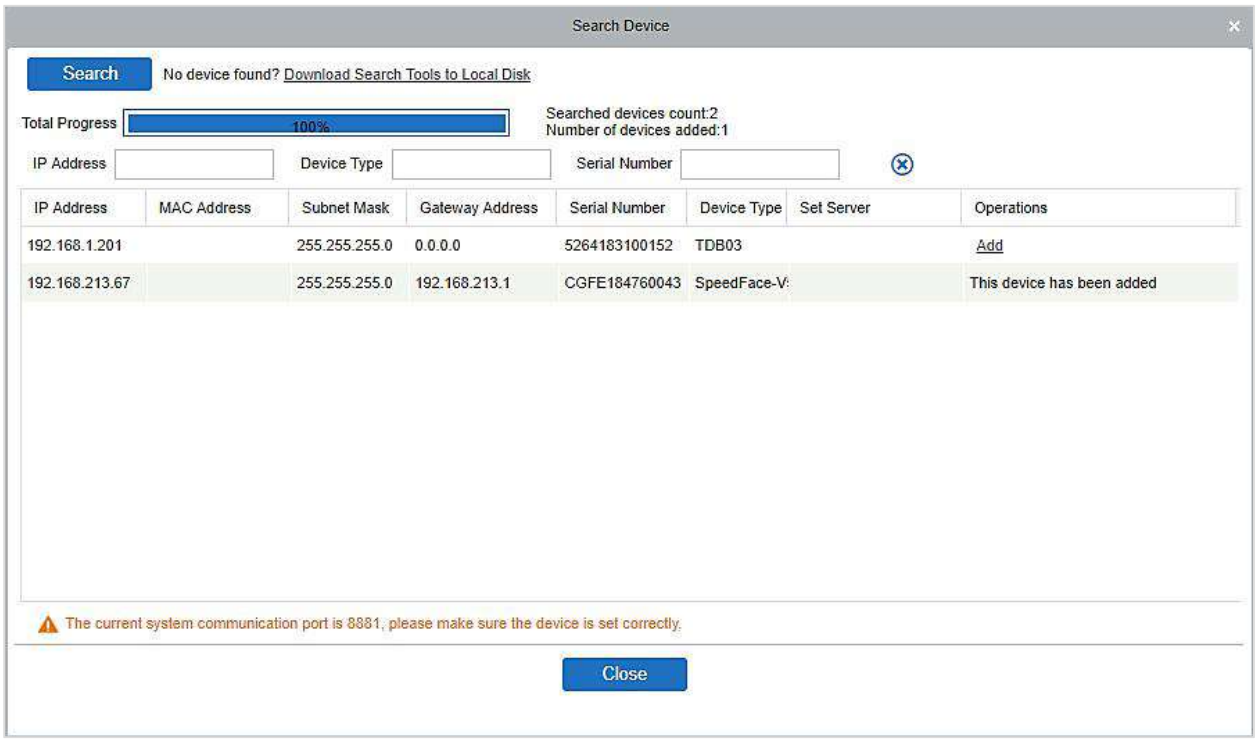


(1) Click [Access] > [Device] > [Search Device], to open the Search interface.

(2) Click [Search], and it will prompt [Searching……].

(3) After the search is complete, the list and the total number of access controllers will be displayed.



✍ **Note:** UDP broadcast mode will be used to search access devices. This mode cannot perform a cross-Router function. IP address can provide cross-net segment, but it must be in the same subnet, and needs to be configured the gateway and IP address in the same net segment.

(4) Click on [Add] in the search list.

If the device is a pull device, you may input a device name, and click [OK] to complete the device adding.

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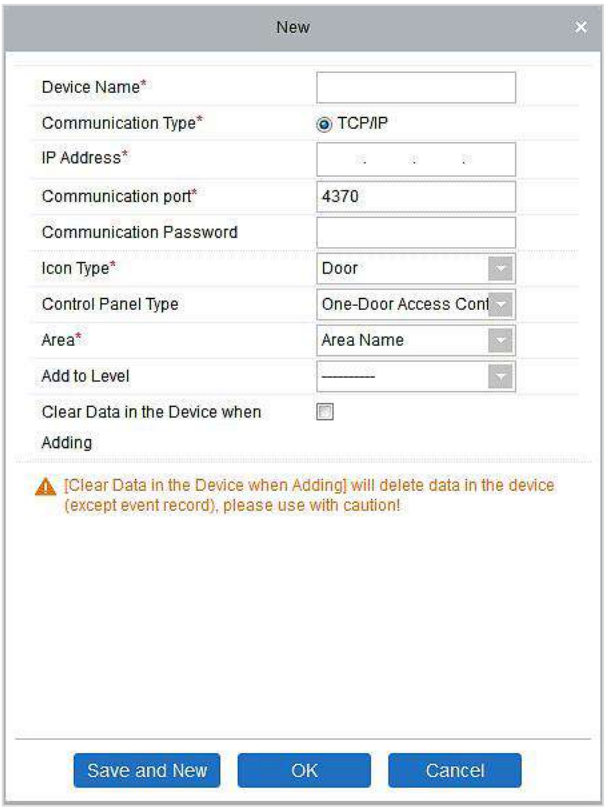
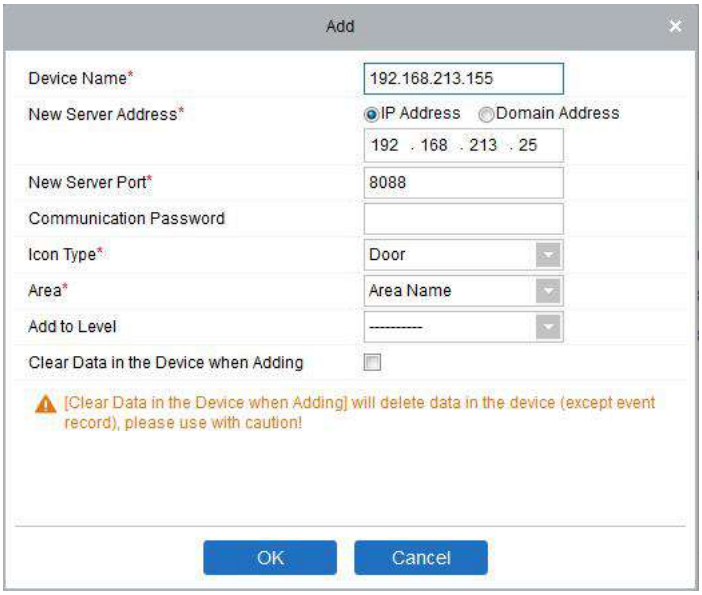


Clear Data in the device when Adding: If this option is selected, after adding device, the system will clear all data in the device (except the event logs).

If the device is a push firmware device, the following windows will pop-up after clicking [Add]. If IP Address in [New Server Address] is selected, then configure IP address and port number. If Domain Address in [New Server Address] option is selected, then configure domain address, port number and DNS. The device will be added to the software automatically.



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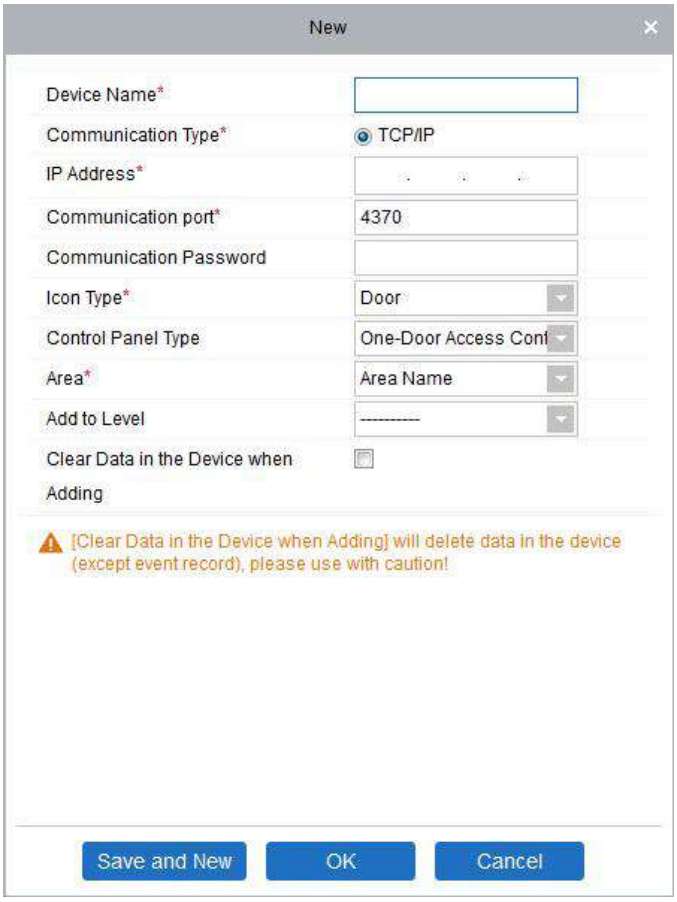


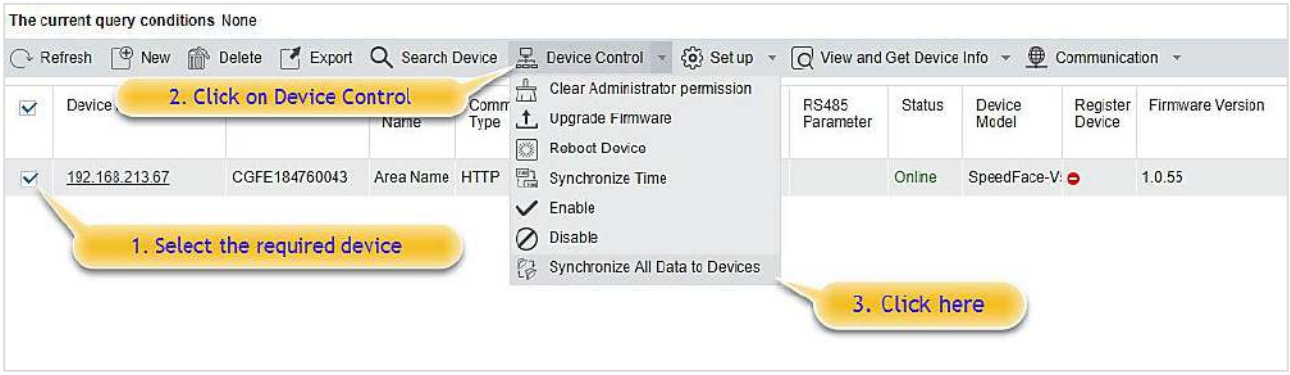
New Server Address: To add a device by IP Address or Domain Address, devices can be added to the software by entering the domain address.

New Server Port: Set the access point of system.

DNS: Set a DNS address of the server.

Clear Data in the Device when Adding: If this option is selected, then after adding device, the system will clear all data in the device (except the event logs). If you add the device merely for demonstration or testing, there is no need to select it.

✍**Note:** When using either of the above three device adding methods, if there exist residual data in the original device, please sync original data to it after adding a new device to the software by clicking [Device] > [Synchronize All Data to Devices], otherwise these original data may conflict with normal usage.



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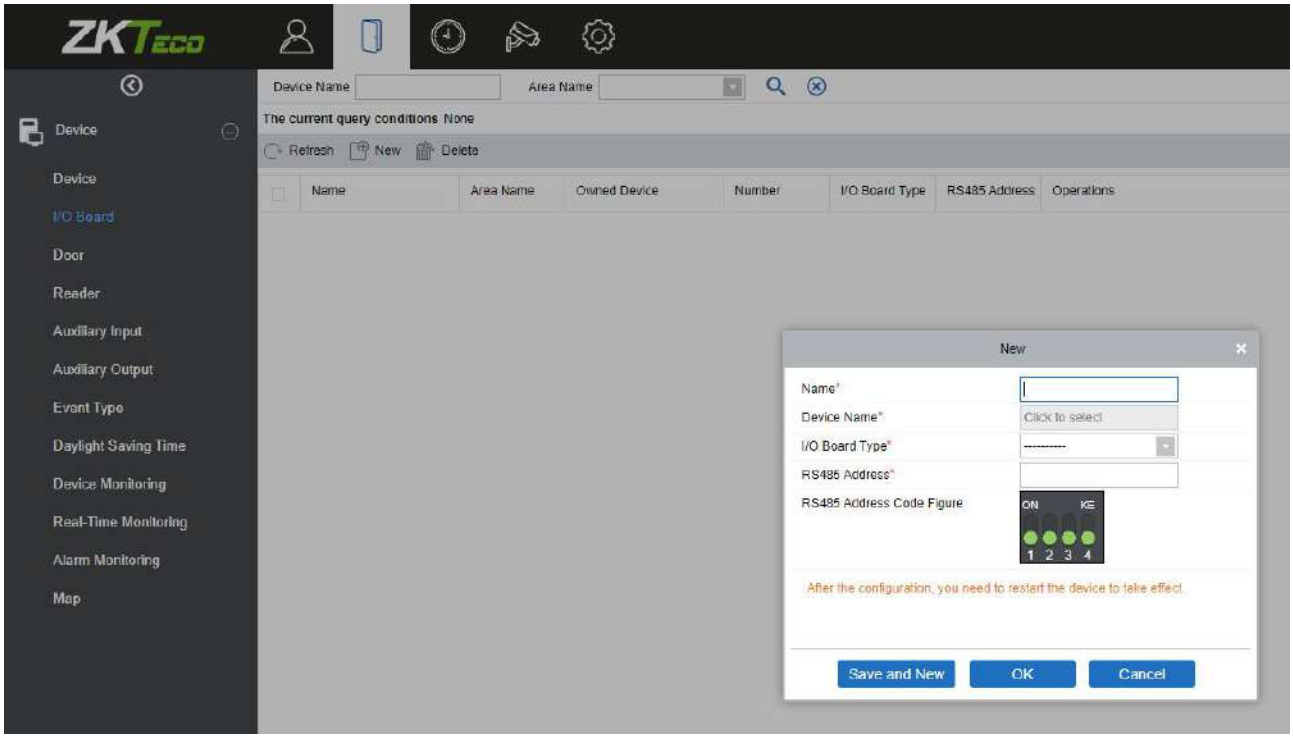
(5) The default IP address of the access device may conflict with the IP of a device on the local network. You can modify its IP address: click [Modify IP Address] beside the [Add] and a dialog box will pop up in the interface. Enter the new IP address and other parameters (Note: Configure the gateway and IP address in the same net segment).

✍ **Note:** Some PUSH devices support SSL. To use this function, select the HTTPS port during software installation and ensure that the device firmware supports SSL.

4.1.2 I/O Board

On the device module, click [Device]> [I/O Board]> [New] to add the I/O Board device to the software.



Enter the name of the I/O Board. Select the Device by clicking the Device Name field. The device list appears as shown below:

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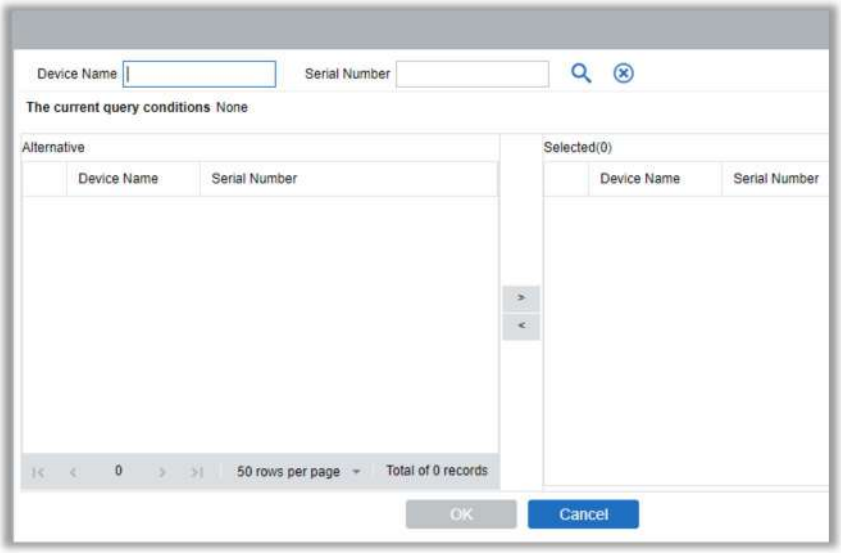
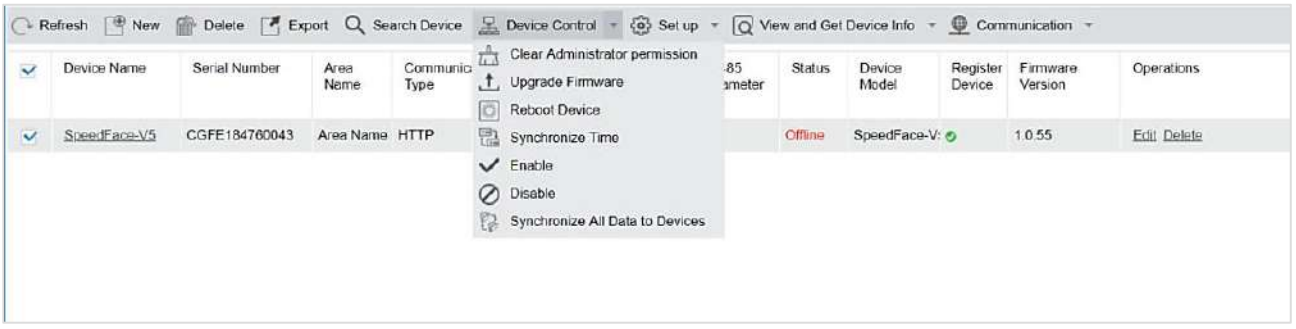
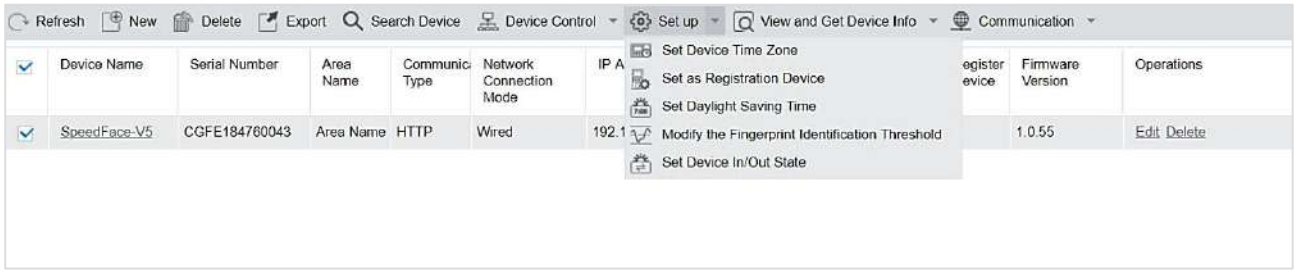


Select the device and click **OK**. Select the I/O Board Type. Set the RS485 Code Address by changing the corresponding button. Click OK to save the details. You can view all the auxiliary inputs in [Auxiliary Input] interface.

4.1.3 Device Operation

For the communication between the system and device; data uploading, configuration downloading, device and system parameters shall be set. Users can edit access controllers within relevant levels in the current system; users can only add or delete devices in Device Management if needed.





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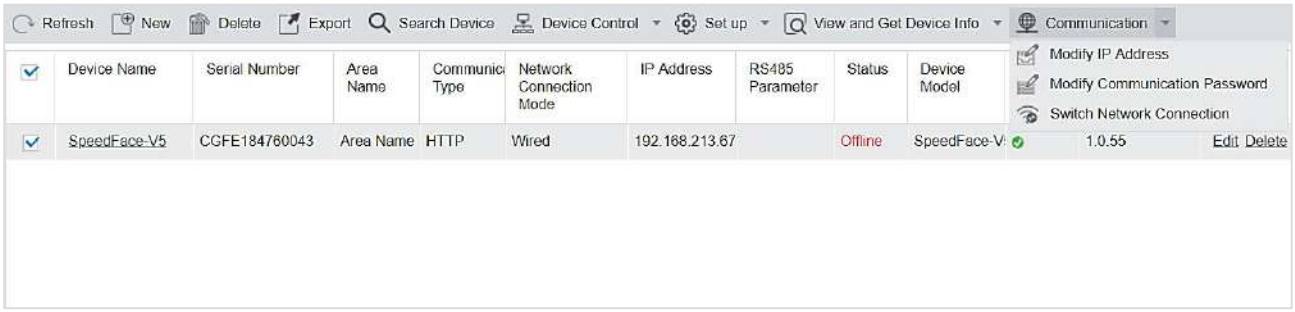
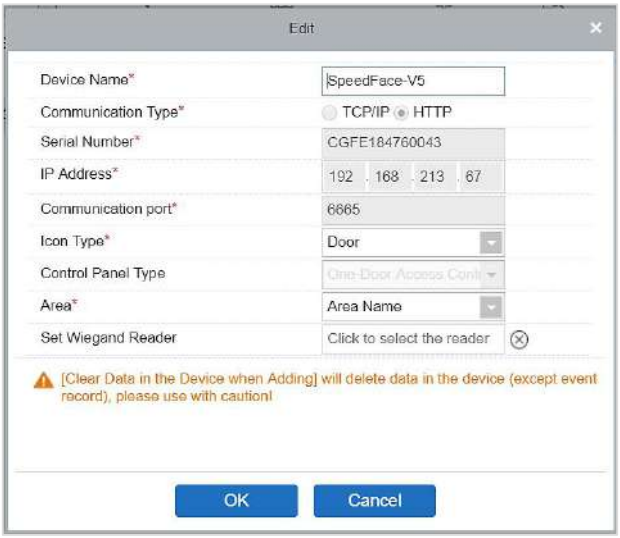


➢ Edit or Delete a Device

Edit: Click the Device Name or click [Edit] to access the edit interface.

Delete: Select the device, click [Delete], and click [OK] to delete the device.



For the details and settings of the above parameters, see Device. Some details cannot be edited. The device Name should be unique and must not be identical to another device.

Control Panel Type cannot be modified. If the type is wrong, users need to manually delete the device and add it again.

➢ Export

Device information can be exported in EXCEL, PDF, and CSV file format.

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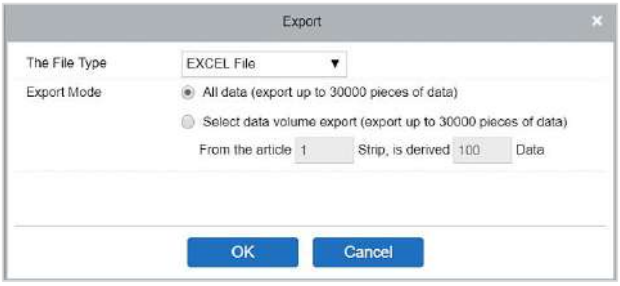


Device

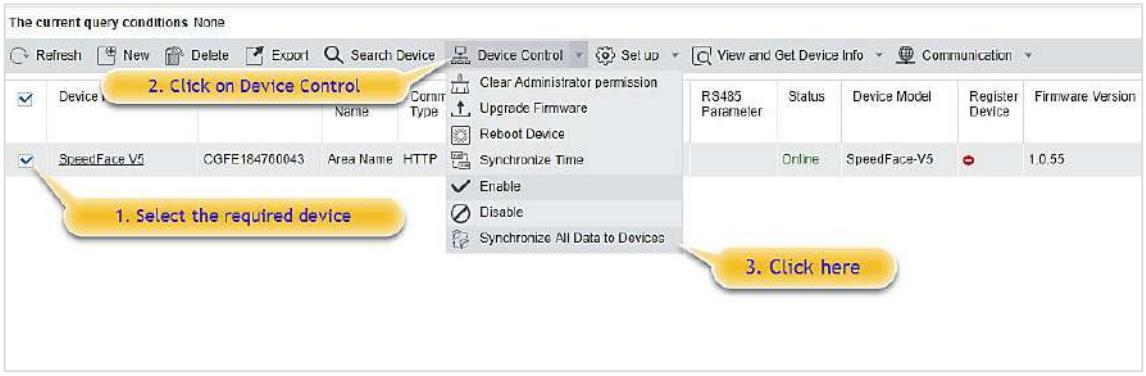
Device Name	Serial Number	Area Name	Communication Type	Network Connection Mode	IP Address	RS485 Parameter	Status	Device Model	Register Device	Firmware Version
SpeedFace-V5	CGFE184760043	Area Name	HTTP	Wired	192.168.213.67		Offline	SpeedFace-V5	Yes	1.0.55

➢ Disable/Enable

Select device, click [Disable/ Enable] to stop/ start using the device. When communication between the device and the system is interrupted or the device fails, the device may automatically appear in disabled status. After adjusting the local network or device, click [Enable] to reconnect the device and restore device communication.

➢ Synchronize All Data to Devices

Synchronize data of the system to the device. Select device, click [Synchronize All Data to Devices] and click [OK] to complete synchronization.



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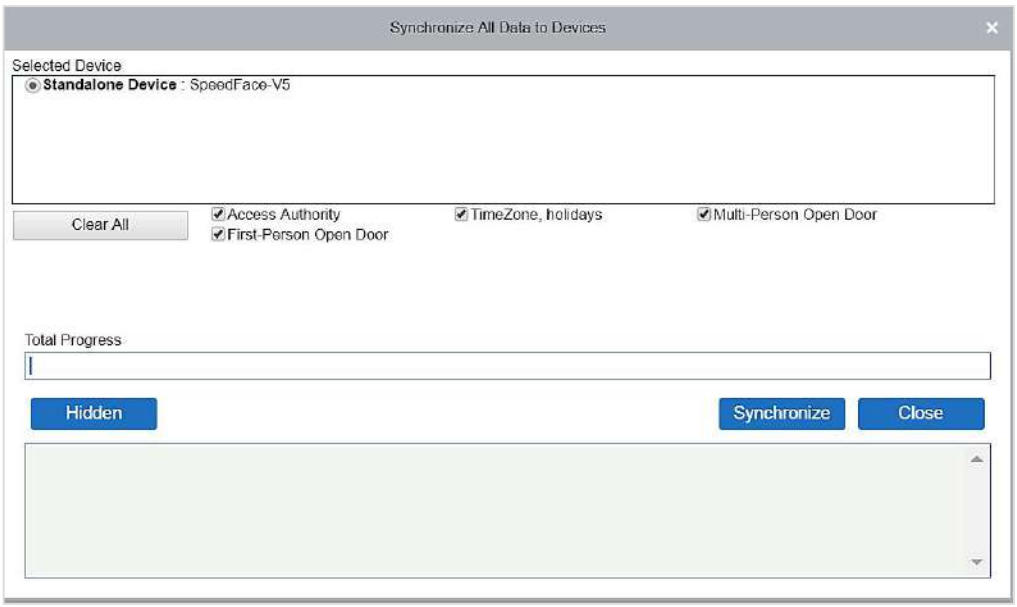
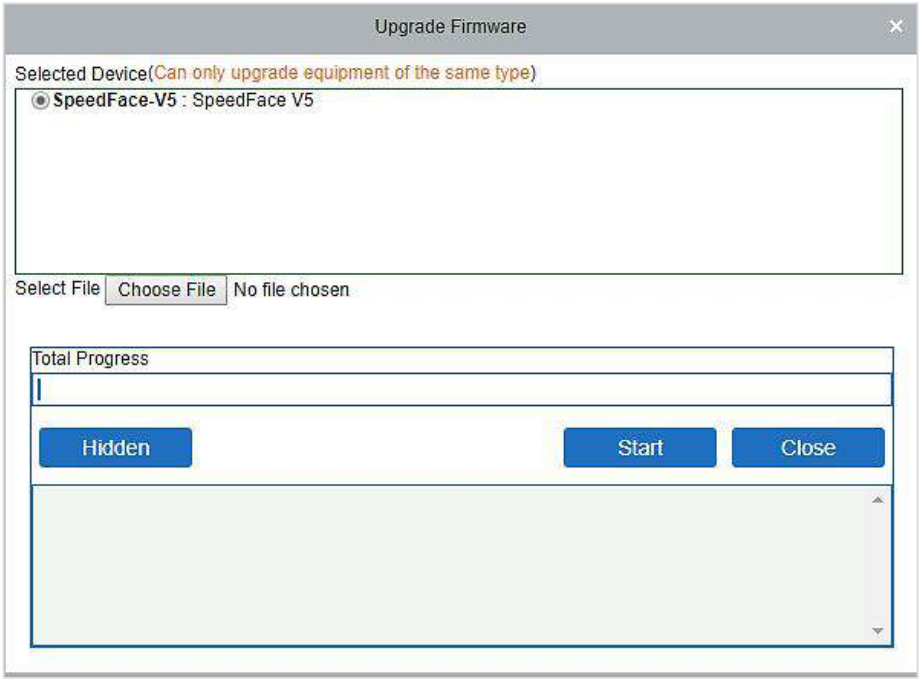


Note: [Synchronize All Data to Devices] will delete all data in the device first (except transactions), and thus download all settings again. Please keep the internet connection stable and avoid power down situations. If the device is working normally, please use this function with caution. Execute it in rare user situations to avoid impact on normal use of the device.

- **Upgrade Firmware**

Select the required device that needs to be upgraded, click [Upgrade firmware] to enter edit interface, then click [Choose File] to select firmware upgrade file (named emfw.cfg) provided by Access software, and click [OK] to start upgrading.



Note: The user shall not upgrade firmware without authorization. Contact the distributor before

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upgrading firmware or upgrade it following the instructions of the distributor. The unauthorized upgrade may affect normal operations.

- **Reboot Device**

It will reboot the selected device.

- **Synchronize Time**

It will synchronize device time with the server's current time.

- **Set Device Time Zone**

If the device supports the time zone settings and is not in the same time zone with the server, you need to set the time zone of the device. After setting the time zone, the device will automatically synchronize the time according to the time zone and server time.

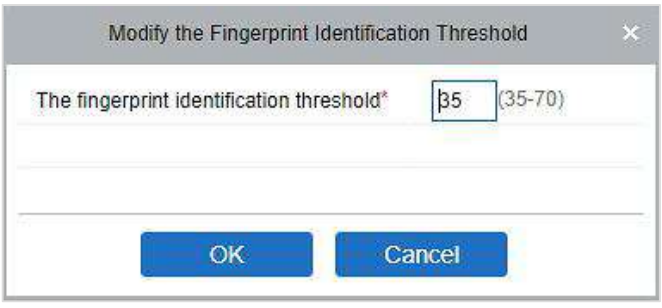
- **Set as Registration device**

Set the registration device only when the standalone device's data such as personnel can automatically upload.

- **Set Daylight Saving Time**

According to the requirements of different regions, set Daylight Saving Time rules.

- **Modify the fingerprint identification threshold (Ensure that the access controller supports fingerprint function)**



- **Set Device In/Out state**

It will define the condition of the master device as Entry or Exit.

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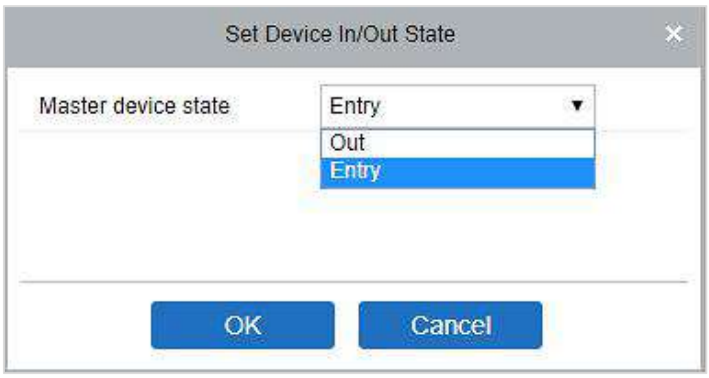
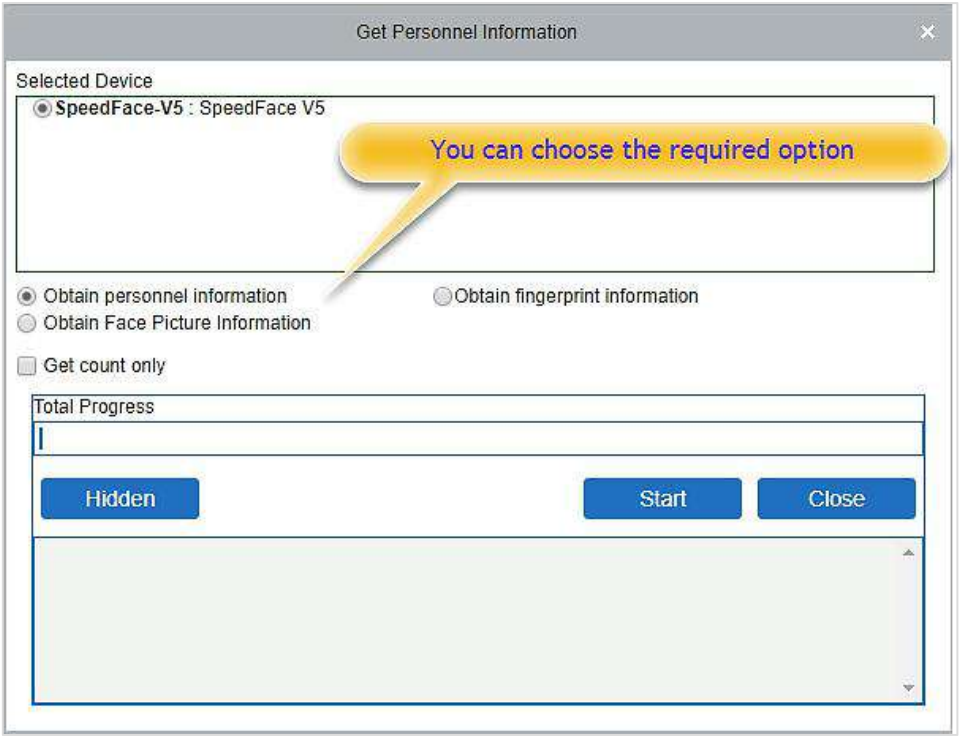


➢ **Get Device Option**

It gets the common parameters of the device. For example, get the firmware version after the device is updated.

➢ **Get Personnel Information**

Renew the current number of personnel, fingerprints, finger vein and face templates in the device. The final value will be displayed in the device list.



➢ **Get Transactions**

Get transactions from the device into the system. Two options are provided for this operation: Get New Transactions and Get All Transactions.

Get New Transactions: The system only gets new transactions since the last collected and recorded transaction. Repeated transactions will not be rewritten.

Get All Transactions: The system will get transactions again. Repeated entries will not be shown twice.

When the network status is healthy and the communication between the system and device is normal, the

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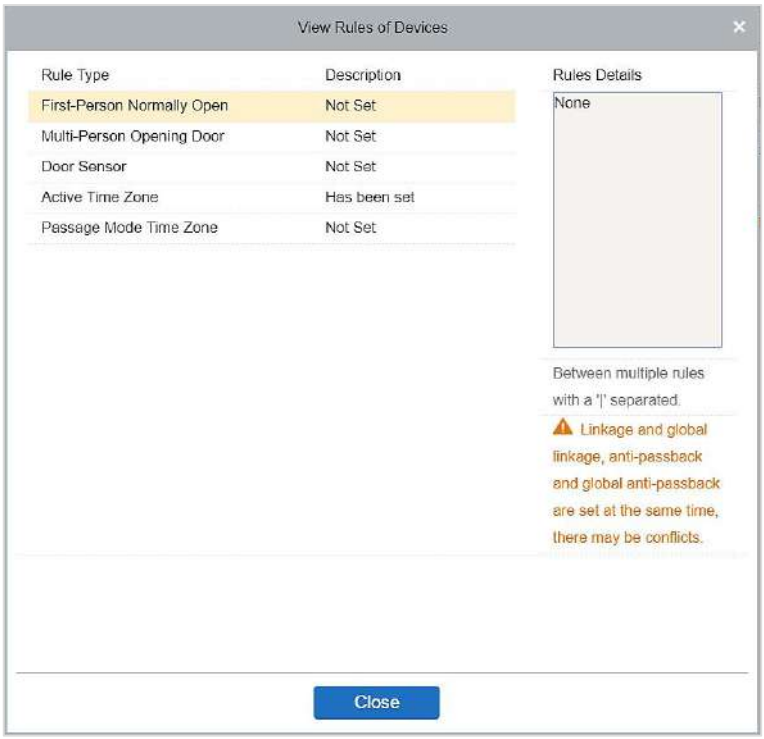
system will acquire transactions of the device in real-time and save them into the system database. However, when the network is interrupted or communication is interrupted for any reason, and the transactions of the device have not been uploaded into the system in real-time, [Get Transactions] can be used to manually acquire transactions of the device. In addition, the system, by default, will automatically acquire transactions of the device at 00:00 on each day.

✍ **Note:** Access controller can store up to 100 thousand transactions. When transactions exceed this number, the device will automatically delete the oldest stored transactions (deletes 10 thousand transactions by default).

- **View Rules of Devices**

Shows the Access rules in the device.



- **View Device Capacity**

It checks the capacity of personnel's biometric details in the device.

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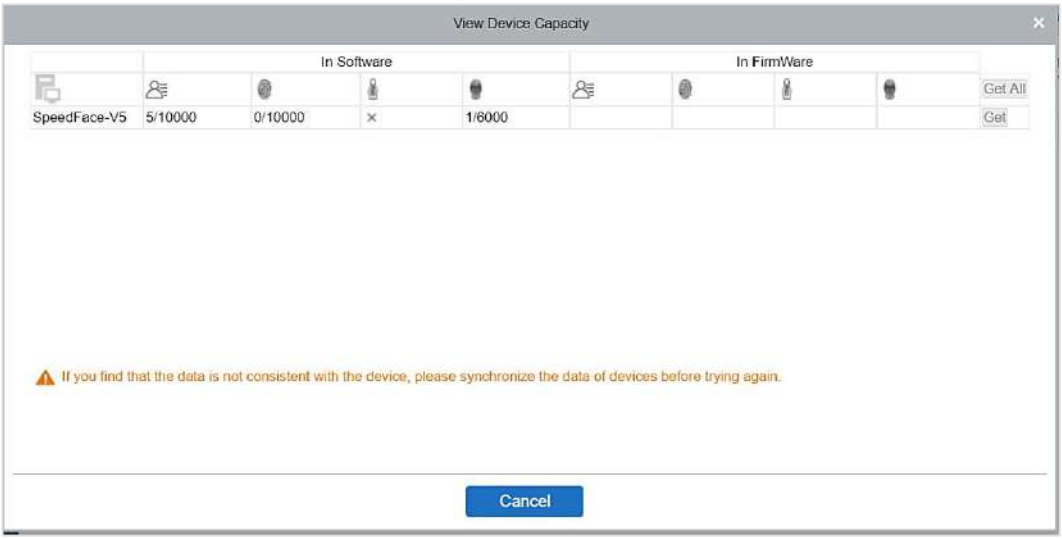

➢ **Modify IP Address**

Select a device and click [Modify IP address] to open the modification interface. It will obtain a real-time network gateway and subnet mask from the device. (Failed to do so, you cannot modify the IP address). Then enter a new IP address, gateway, and subnet mask. Click [OK] to save and quit. This function is similar to [Modify IP Address Function] in Device.

➢ **Modify Communication Password**

The system will ask for the old communication password before modifying it. After verification, input the new password twice, and click [OK] to modify the communication password.

✍**Note:** A Password should be a combination of numbers and letters of 6 digits.

Users can modify the fingerprint identification thresholds in the devices; it ranges from 35 to 70 and it is 55 by default. The system will read the thresholds from the device. Users can view the threshold devices list. More than one device can be changed by using the Batch operation function.

4.1.4 Doors

1. Click [Access] > [Device] > [Door] to enter Door Management interface (click "Area Name" in the left, the system will automatically filter and display all access devices in this area).

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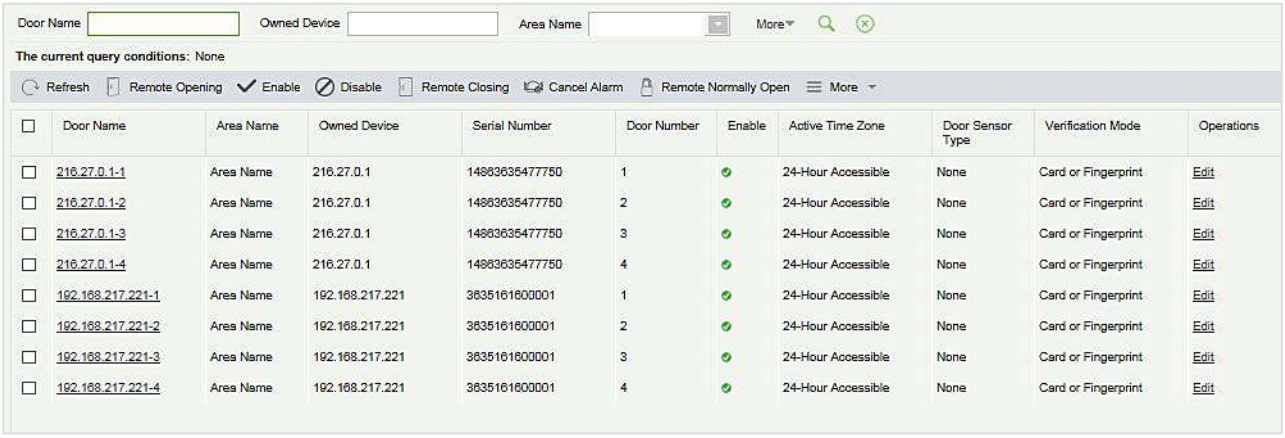
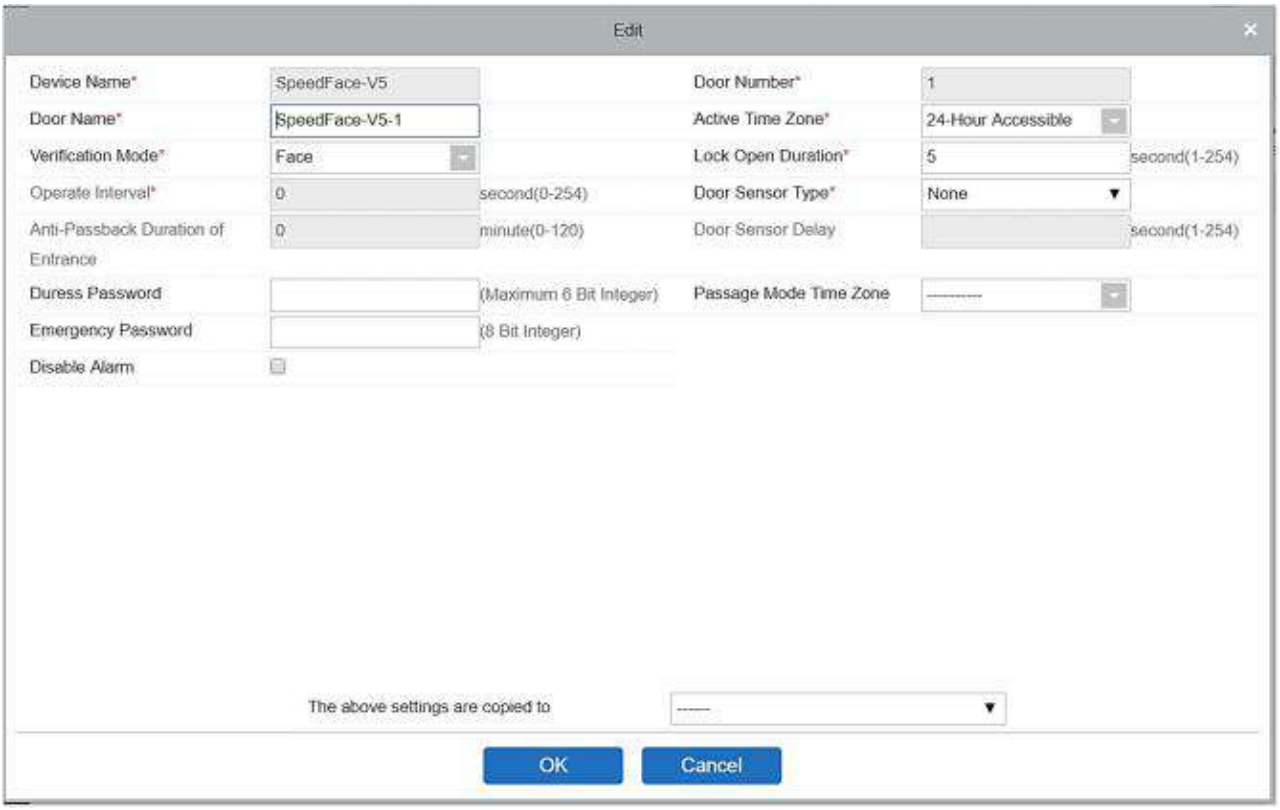


Select the door to be modified, and click the Door Name or [Edit] button below the operations tab to open the Edit interface:



Fields are as follows:

Device Name: It can't be edited.

Door Number: System will automatically name it according to the doors quantity of the device. This number will be consistent with the door number on the device.

✍**Note:** By default, the suffix number in the Door Name is consistent with the Door Number, but 1/2/3/4 in Anti-Passback and interlock refer to the Door Number, rather than the number following the Door Name, and they are not necessarily related.

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Door Name: The default is "device name - door number". The name can be modified as required. Numbers, letters or a combination of both are allowed up to 30 characters.

Active Time Zone: Active Time Zone must be selected, so that the door can be opened and closed normally. A Passage Mode Time Zone must be set within the Active Time Zone.

✍ **Note:** For a door, in Normal Open state, a person who is allowed to be verified 5 times consecutively (verification interval should be within 5 seconds) can release the current Normal Open status and close the door. The next verification will be a normal verification. This function is only effective during the Active Time Zone of specified doors. And within the same day, other Normal Open intervals set for the door and First-Person Normally Open settings will not take effect anymore.

Verification Mode: Identification modes include Automatic Identification, Only fingerprint, Only Pin, Only Password, Pin and Fingerprint, Fingerprint and Password, Pin and Password and Fingerprint, Face, Face and finger, Face and Finger and Password. The default value is Card or Fingerprint. When both Card and Password mode is selected, make sure the door is equipped with a reader that has a keyboard.

Lock Open Duration: It is the time period for which the door remains unlocked after successful verification. The unit is second (range: 0~254 seconds), and the default value is 5 seconds.

Operate Interval: It is the time-interval between two verifications. The unit is Seconds (range: 0~254 seconds), and the default value is 0 seconds.

Anti-Passback Duration of Entrance: Only one entry is allowed with a reader in this duration. The unit is minute (range: 0~120 minutes), and the default value is 0 minutes.

Door Sensor Type: None (will not detect door sensor), Normally Open, Normally Close. If you have selected as Normally Open or Normally Close, you need to set Door Sensor Delay and decide whether or not Close and Reverse-lock is required. When the door sensor type is set as Normally Open or Normally Close, the default door sensor delay is 15 seconds, and then close and reverse state is enabled.

Door Sensor Delay: It is the delayed duration for the detection of the door sensor after the door is opened. When the door is not in the Normally Open period, and the door is opened, the device will start the counting. It will trigger an alarm when the delay duration is expired and stops the alarm when you close the door. The default door sensor delay is 15s (range: 1~254 seconds). Door Sensor Delay should be greater than the Lock Open Duration.

Duress Password, Emergency Password: Duress means any threats, violence, constraints, or other action used to force someone into doing something against their will. In these situations, input Duress Password (with an authorized card) to open the door. When the door is opened with Duress Password, the alarm is triggered. Upon emergency, the user can use Emergency Password (named Super Password) to open the door. Emergency Password allows normal opening, and it is effective in any time zone and any type of verification mode, usually used for the administrator.

(1) **Duress Password Opening (used with an authorized card):** Password should be a number not exceeding 6 digits. When Only Card verification mode is used, you need to press [ESC] first, and then

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press the password plus [OK] button, then finally punch legal card. The door opens and triggers the alarm. When Card + Password verify mode is used, please swipe legal card first, then press the password plus [OK] button (same as normal opening in card plus password verification mode), the door opens and triggers the alarm.

(2) **Emergency Password Opening:** Password must be 8 digits. The door can be opened only by entering the password. Please press [ESC] every time before entering the password, and then press [OK] to execute.

When using Duress Password or Emergency Password, the interval for entering each number shall not exceed 10 seconds, and both the passwords should not be the same.

Disable Alarm: Select the Disable Alarm check box to disable the alarm voice in real-time monitoring page.

The above Settings are Copied to: It has below two options.

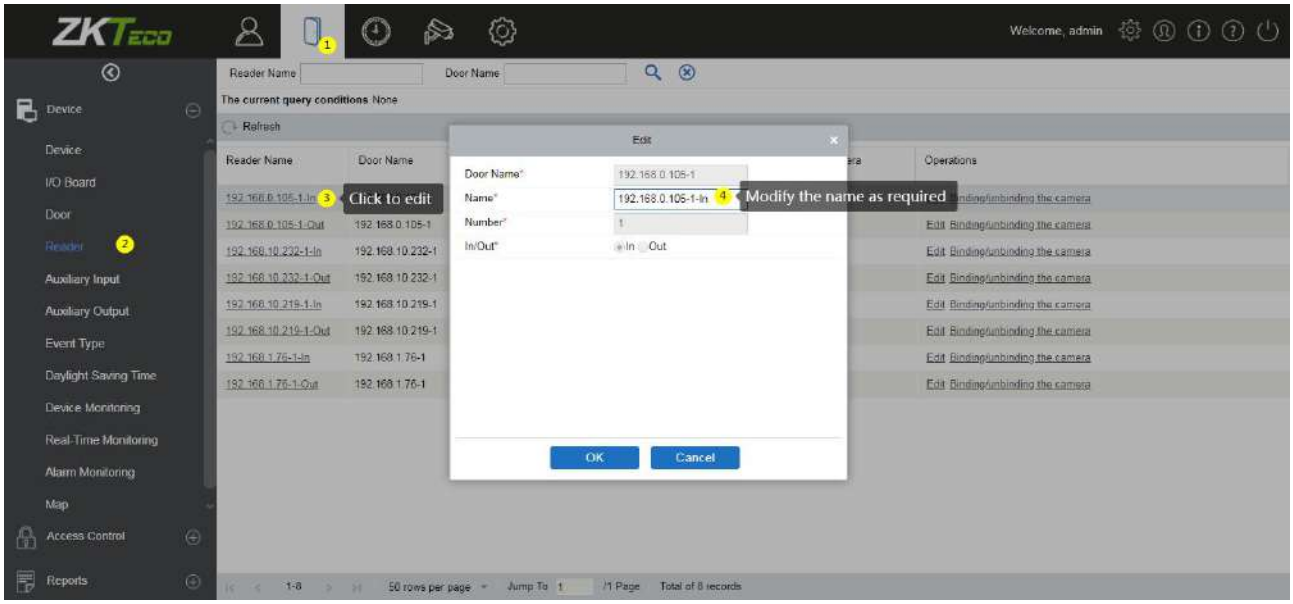
(1) All doors in the current device: Click to apply the above settings to all doors of the current access device.

(2) All doors in All Control devices: Click to apply the above settings to all doors of all access devices within the current user's level.

2. After setting parameter(s), click [OK] to save and exit.

4.1.5 Reader

1. Click [Device] > [Reader] on the Menu, then click on reader name or [Edit].



Name: Set the name of the reader displayed on the list page.

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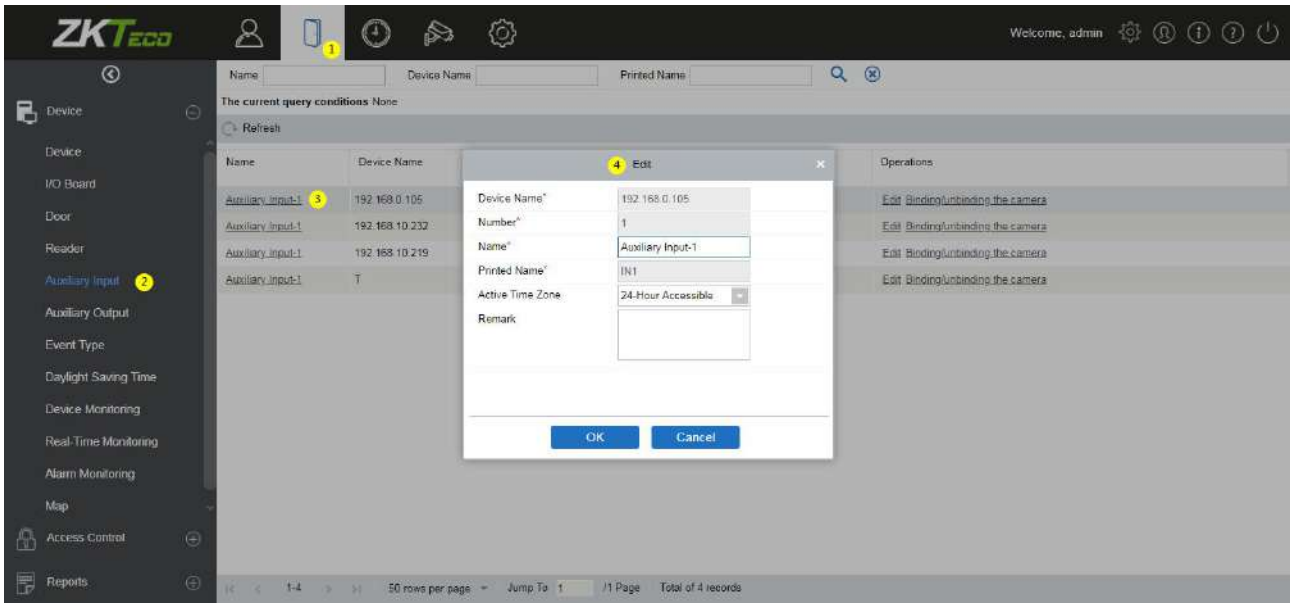
4.1.6 Auxiliary Input

It is mainly used to connect devices like infrared sensors, smog sensors, smoke detectors, etc.

1. Click [Access Device] > [Auxiliary Input] on the Action Menu, to access below shown interface:

2. Click on Name or [Edit] to modify the parameters as shown below:



Fields are as follows:

Name: You can customize the name according to your preference.

Printed Name: It will be the printed name on the hardware, such as IN5.

Active Time Zone: Auxiliary input will be available only in the specified time segment.

✍**Note:** Only Name can be modified.

3. Click [OK] to save the name and exit.

4.1.7 Auxiliary Output

It is mainly used for alarm output and with active linkage function.

1. Click [Access Device] > [Auxiliary Output] on the Action Menu to access the following interface:

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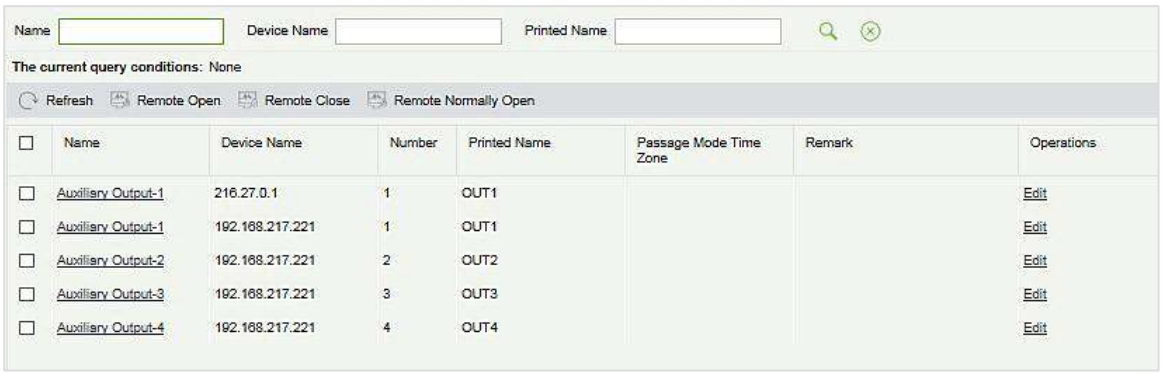
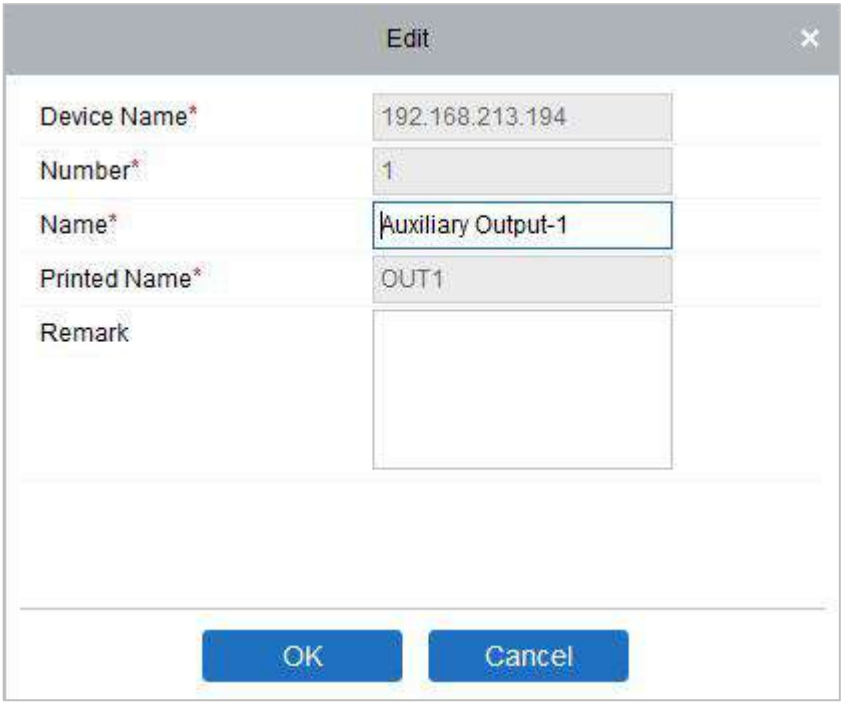


2. Click [Edit] to modify the parameters:



Fields are as follows:

Name: You can customize the name according to your preference.

Printed Name: The printing name in the hardware, for example, OUT2.

Passage Mode Time Zone: The auxiliary output will be in normally open or normal close in the selected time zone.

✍**Note:** Only Name, Passage Mode Time Zone and Remarks can be modified.

3. Click [OK] to save the name and remark and exit.

4.1.8 Event Type

It will display the event types of access devices.

1. Click [Device] > [Event] to access the following page:

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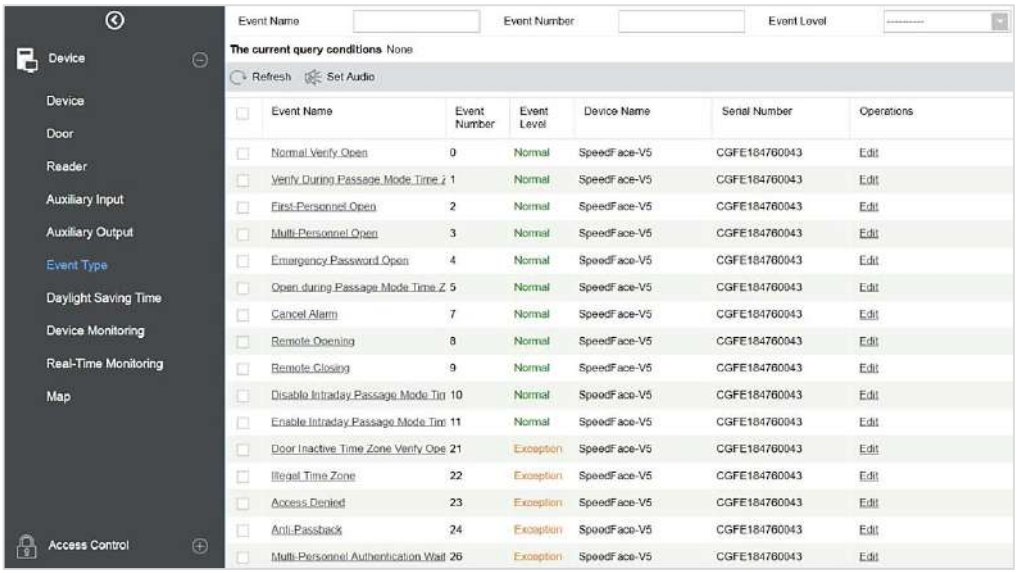
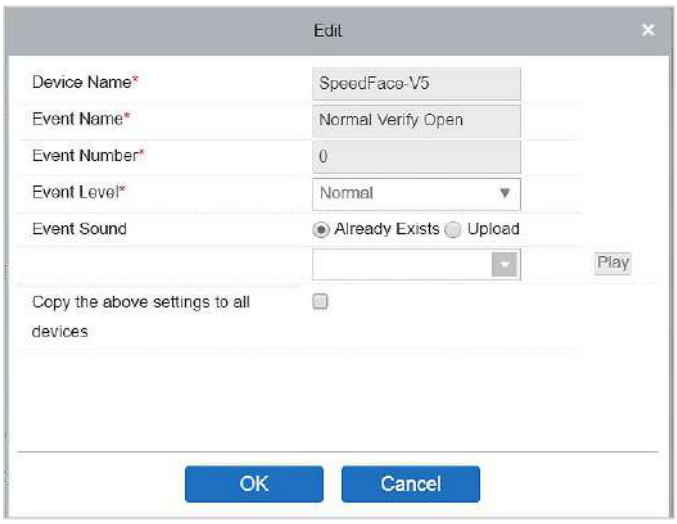


2. Click [Edit] or click on the event type name to edit:



Fields are as follows:

Event Level: Normal, Exception, and Alarm are available.

Event Name: It cannot be modified.

Event Sound: You can set custom sound being played when the event occurs in real-time monitoring.

Copy the above settings to all devices: This event will be applied to all current devices within the purview of the same user event number.

Set Audio: Same as the event sound. Click [Set Audio]:

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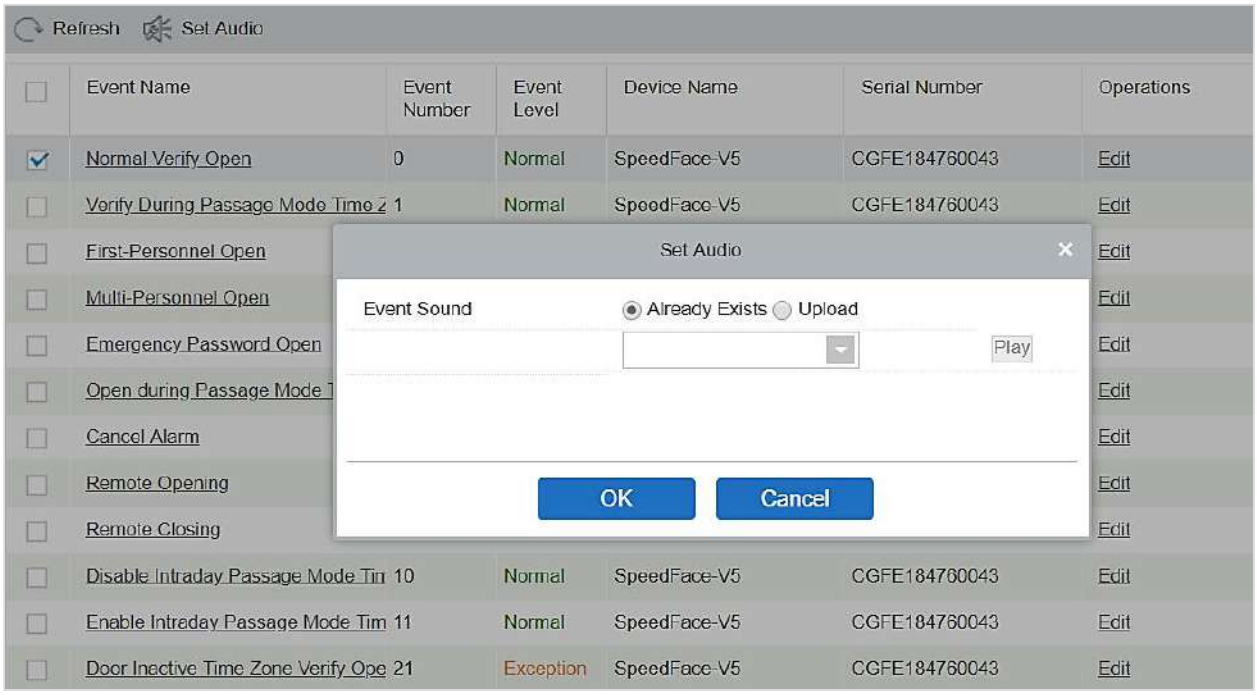

You can upload audio from your local PC. The file must be in wav or mp3 format, and it must not exceed 10MB.

For more details about Event Type, please refer to Access Event Type.

4.1.9 Daylight Saving Time

The Daylight-Saving Time is a function to adjust the official prescribes local time to save energy. The unified time adopted during the implementation is known as the "DST". Typically, regions that use daylight saving time adjusts clocks forward one hour to standard time close to the start of spring in the summer to make people sleep early. It can also help to save energy. In autumn, adjust clocks are adjusted backward to get up early. The regulations are different in different countries. At present, nearly 70 countries adopt DST.

To meet the DST requirement, a special function can be customized. You may adjust the clock one hour ahead at (hour) (day) (month) and one hour backward at (hour) (day) (month) if necessary.

➢ **Add DST**

1. Click [Access] > [Device] > [Daylight Saving Time]> [New]:

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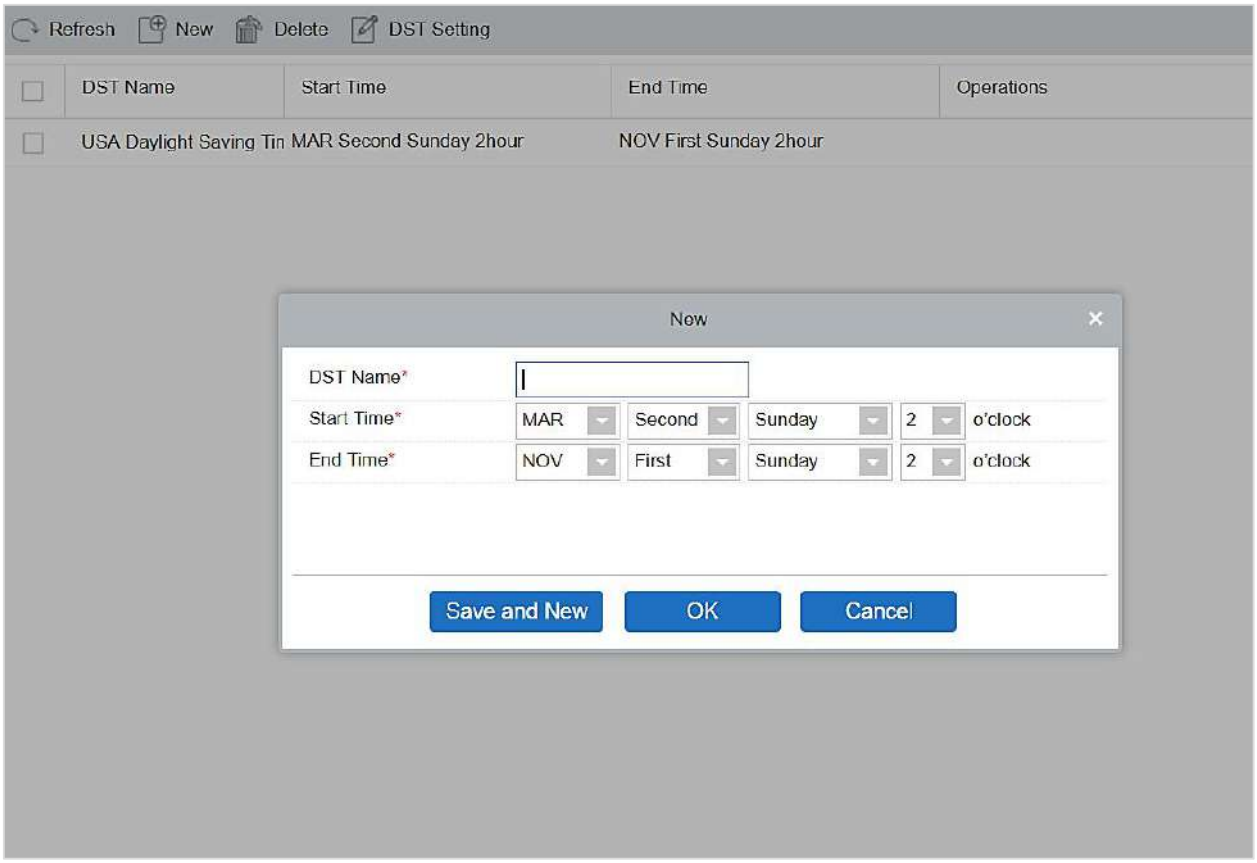
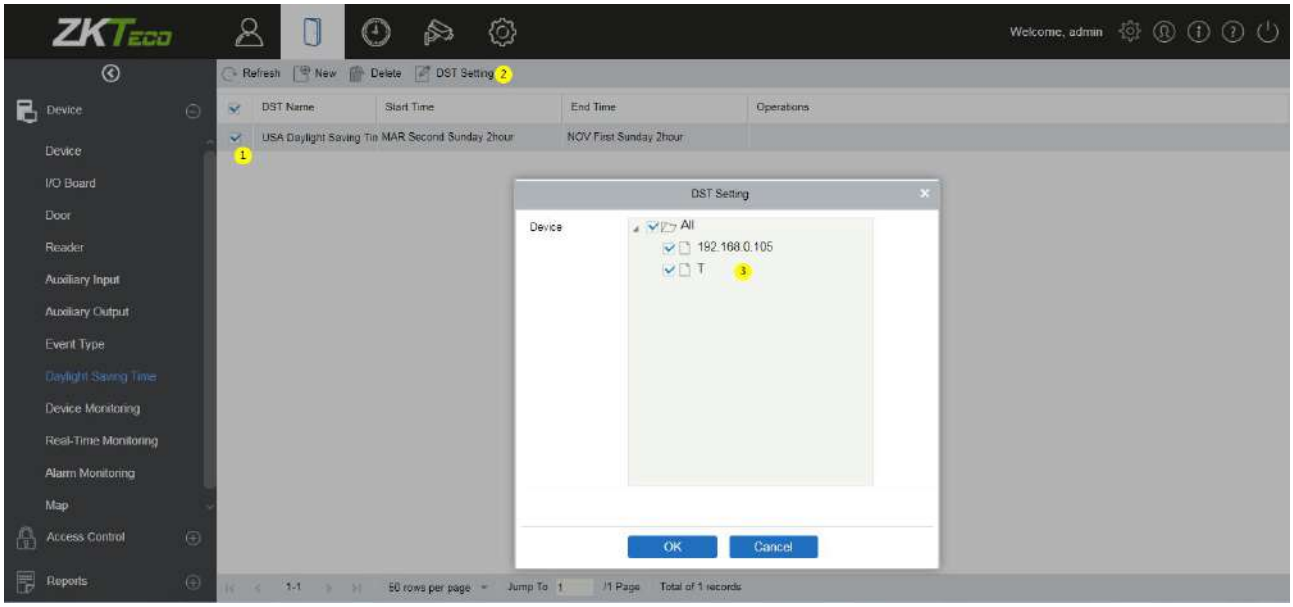


The row fields are as; "Month – Week – Day - Hour" format. For example, if the start time is set as "March – Second –Sunday – 2 o'clock" it means the DST will start from the second Sunday of March at 2 AM. The system will be advanced one hour at the start time. The system will go back to the original time at the end time.

➢ **Use a DST**



The user can enable the DST setting on a device: In the DST interface, select desired DST, and click [DST Setting], select the device to apply the DST setting to and click [OK] to confirm.

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Note:

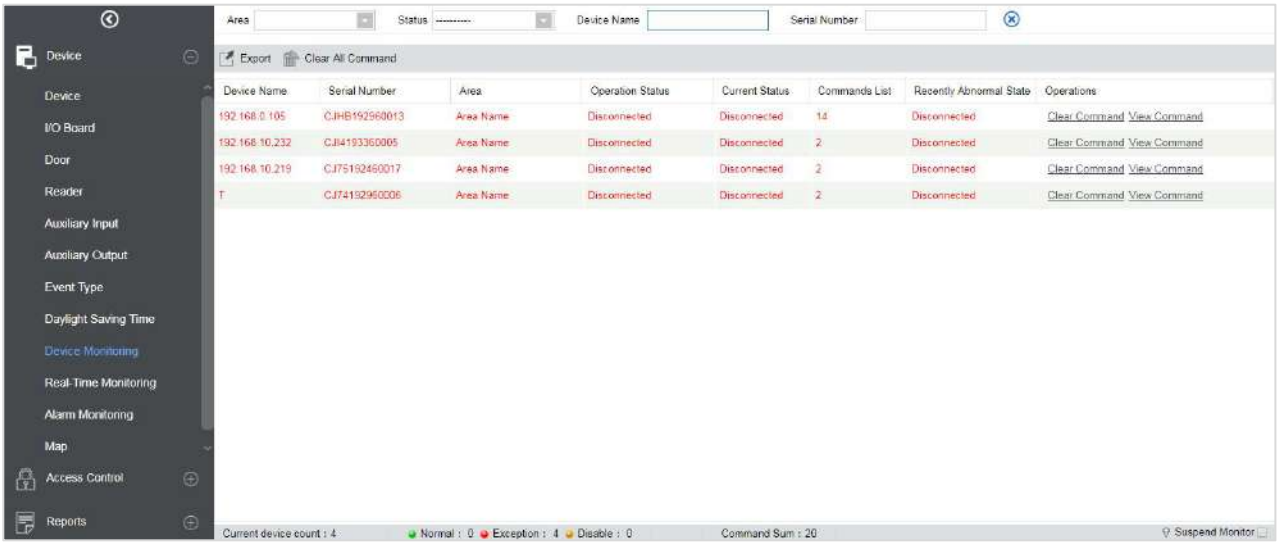
(1) If a DST setting is in use, it cannot be deleted. Deselect DST setting and then delete it.

(2) If a DST setting is in use, the latest modification will be sent to the device. Disconnection of the relevant device will lead to transmission failure, and it will resume at the next connection.

(3) In the Door Management module of the access control system, you can enable or disable DST function. If you enable DST setting, the system will be advanced one hour at the start time. The system will go back to the original time at the end time. If you did not set a DST in the device, the system will prompt "The Daylight-Saving Time hasn't been set in this device" when you disable the function.

4.1.10 Device Monitoring

By default, it monitors all devices within the current user's level. You may click [Access Device] > [Device Monitoring] to view a list of operation information of devices: Device Name, Serial No., Area, Operation Status, Current status, Commands List, and Related Operation.



➢ **Export**

Device commands can be exported in EXCEL, PDF, and CSV file format.

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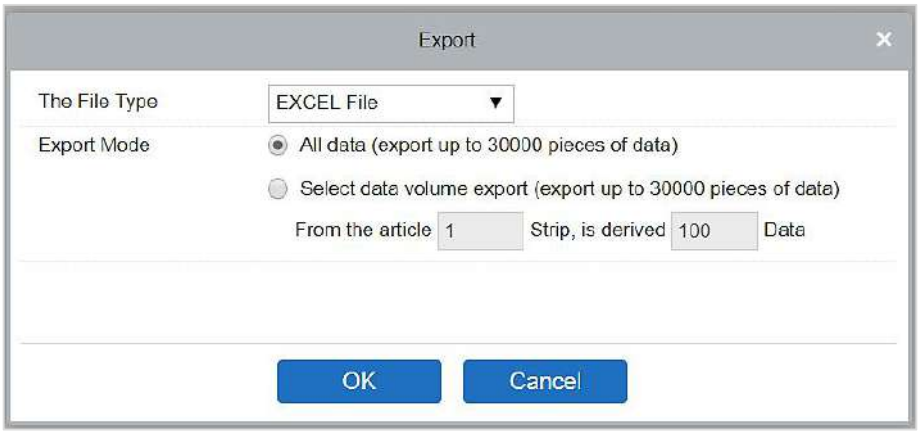
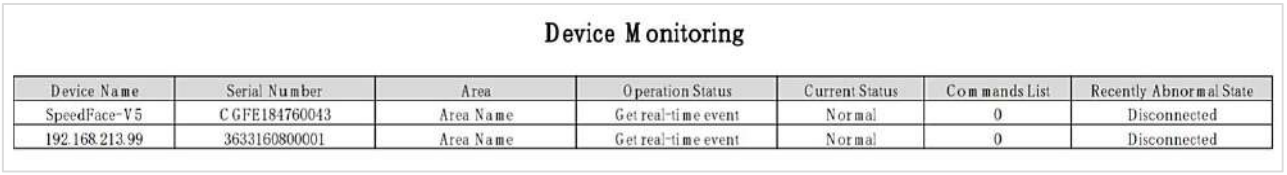
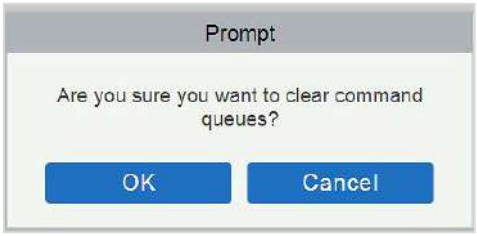




Device Monitoring

Device Name	Serial Number	Area	Operation Status	Current Status	Commands List	Recently Abnormal State
SpeedFace-V5	CGFE184760043	Area Name	Get real-time event	Normal	0	Disconnected
192.168.213.99	3633160800001	Area Name	Get real-time event	Normal	0	Disconnected

You may clear the command as needed. Click [Clear Command] in operations column:



Click [OK] to clear.

Notes:

(1) After the implementation of Clear Command, you can perform the Synchronize All Data to Devices operation on the device list to re-synchronize data in the software to the device, but this operation cannot be performed when the user capacity and fingerprint capacity are fully consumed on the device. Once the maximum capacity is reached, you can replace the current device with a higher-capacity one or delete the rights of some personnel to access this device, and then perform the Synchronize All Data to Devices operation.

(2) Operation Status shows the state of the current device, mainly used for debugging.

(3) If the number of commands to be performed is greater than 0, then it indicates that the data is not yet synchronized to the device, so wait for the synchronization to complete.

4.1.11 Real-Time Monitoring

Click [Access Device] > [Real-Time Monitoring].

It will monitor the status and real-time events of doors under the access control panels in the system in real-time, including normal events and abnormal events (including alarm events).

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The Real-Time Monitoring interface is shown as follows:

Icons	Status	Icons	Status
	Device blocked		Door Offline
	Door sensor not set; relay closed		Door sensor not set; relay opened
	Door sensor not set, and the present firmware does not support current action on the device		
	Online status Door closed; Relay closed		Online status Door closed; Relay opened
	Online status Door closed, and the present firmware does not support current action on the device		
	Online status Door opened; Relay closed		Online status Door opened; Relay opened
	Online status Door opened, and the present firmware does not support current action on the device		
	Door opened alarming; Relay closed		Door opened alarming; Relay opened
	Door opening timeout, Relay closed		Door opening timeout, Relay opened
	Door opening timeout, and the present firmware does not support current action on the device		
	Door opening timeout, Relay closed/Door Sensor Closed		Door opening timeout, Relay opened/ Door Sensor Closed
	Door closed alarming; Relay closed		Door closed alarming; Relay opened
	Door closed alarming, Indicates that the present firmware does not support current action on the device		

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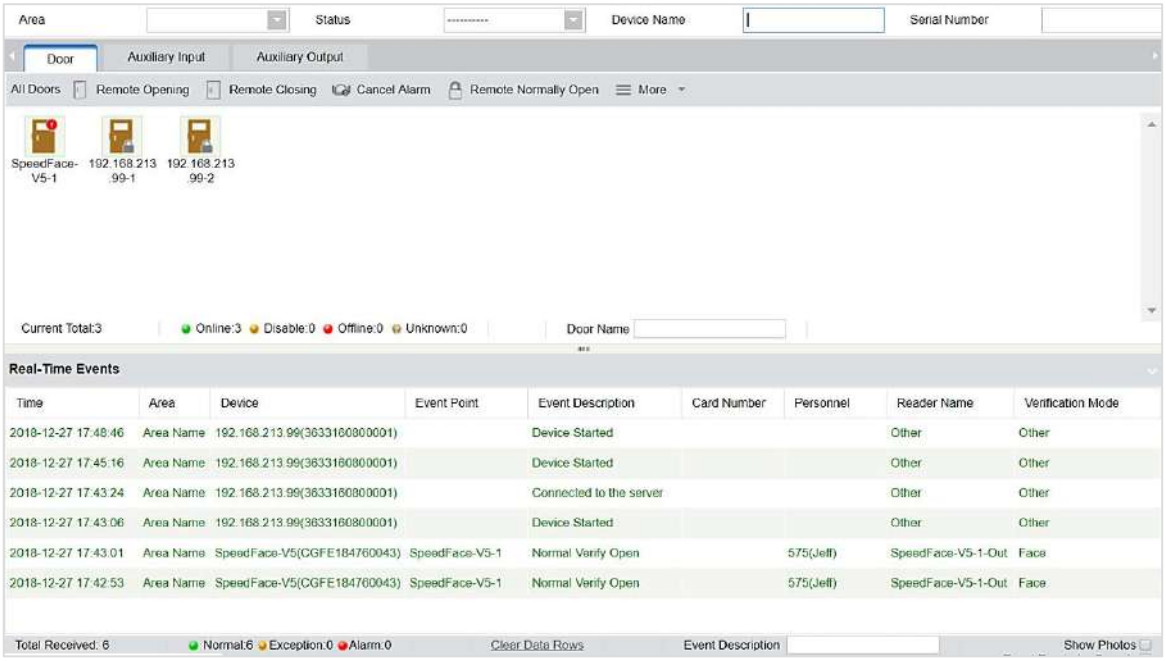
Door sensor not set, Door alarming, Relay closed	Door sensor unset, Door alarming, Relay opened
Door opening timeout, Without relay status/Door Sensor Closed	Door locking

Without relay status, it indicates that the current firmware does not support action on the device.



Different icons represent status as followed:

1. Door

Remote Opening/Closing: It can control one door or all doors.

To control a single door, right click over it, and click [Remote Opening/ Closing] in the pop-up dialog box. To control all doors, directly click [Remote Opening/ Closing] behind Current All.

In the remote opening, the user can define the door opening duration (The default is 15s). You can select [Enable Intraday Passage Mode Time Zone] to enable the intraday door passage mode time zones or set the door to Normal Open, then the door will not be limited to any time zones (can be opened at any time).

To close a door, select [Disable Intraday Passage Mode Time Zone] first, to avoid enabling other normal open time zones to open the door, and then select [Remote Closing].

✍ **Note:** If [Remote Opening /Closing] fails, check whether the devices are disconnected or not. If disconnected, check the network.

Cancel the alarm: Once an alarming door pops-up over the interface, the alarm sound will be played. Alarm cancellation can be done for a single door and all doors. To control a single door, move the cursor over the

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door icon, a menu will pop-up, then click [Remote Opening/ Closing] on the menu. To control all doors, directly click [Remote Opening/ Closing] behind Current All.

Note: If [Cancel the alarm] fails, check if any devices are disconnected. If found disconnected, check the network.

Remote Normally Open: It will set the device as normal open by remote.

- **Quick Management of Doors**

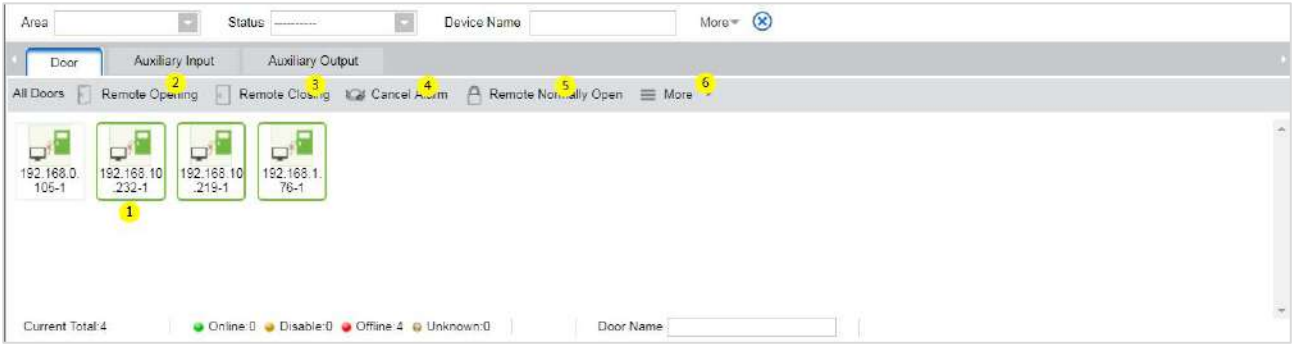
If you move the cursor over a door's icon; you can perform the above-explained operations in a quick way. In addition, you can query the latest events from the door.

Query the latest events from the door: Click to quickly view the current events on the door.

Issue card to person: If you swap an unregistered card, a record with a card number will pop-up in real-time monitoring interface. Right click that card number, and a menu will pop-out. Click "Issue card to person", to assign that card to one person.

- **Multiple selection**

You can select multiple doors at the same time to perform operations such as remote opening, remote closing, canceling alarm, etc. Double-click the door icon to edit the door properties.



- **Event monitoring**

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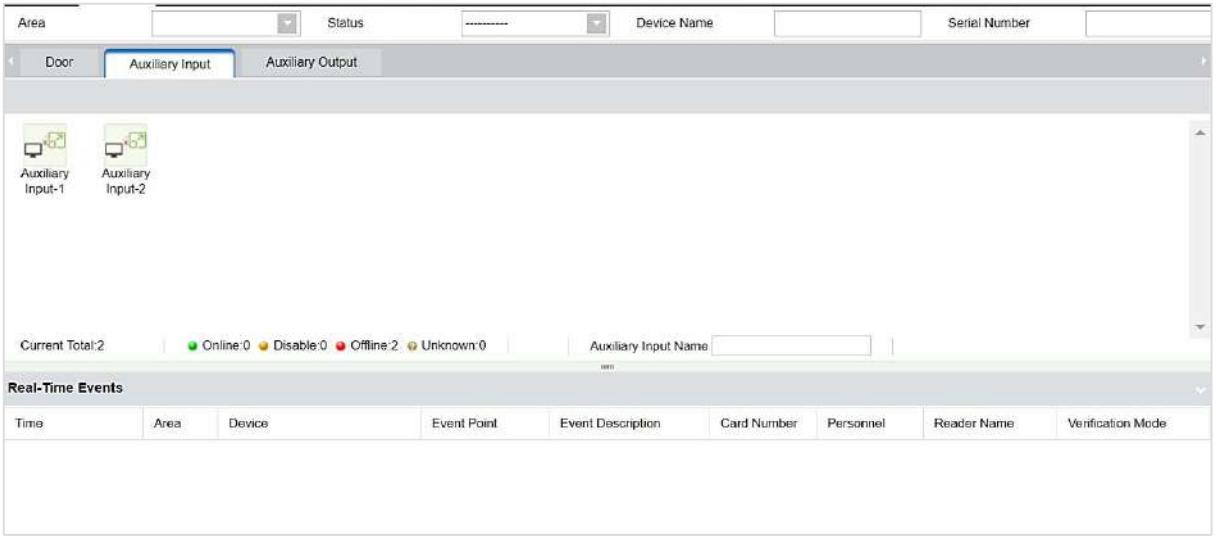
The system will automatically acquire records of devices being monitored (by default, display 200 records), including normal and abnormal access control events (including alarm events). Normal events will appear in green; alarm events will appear in red; other abnormal events will appear in orange.

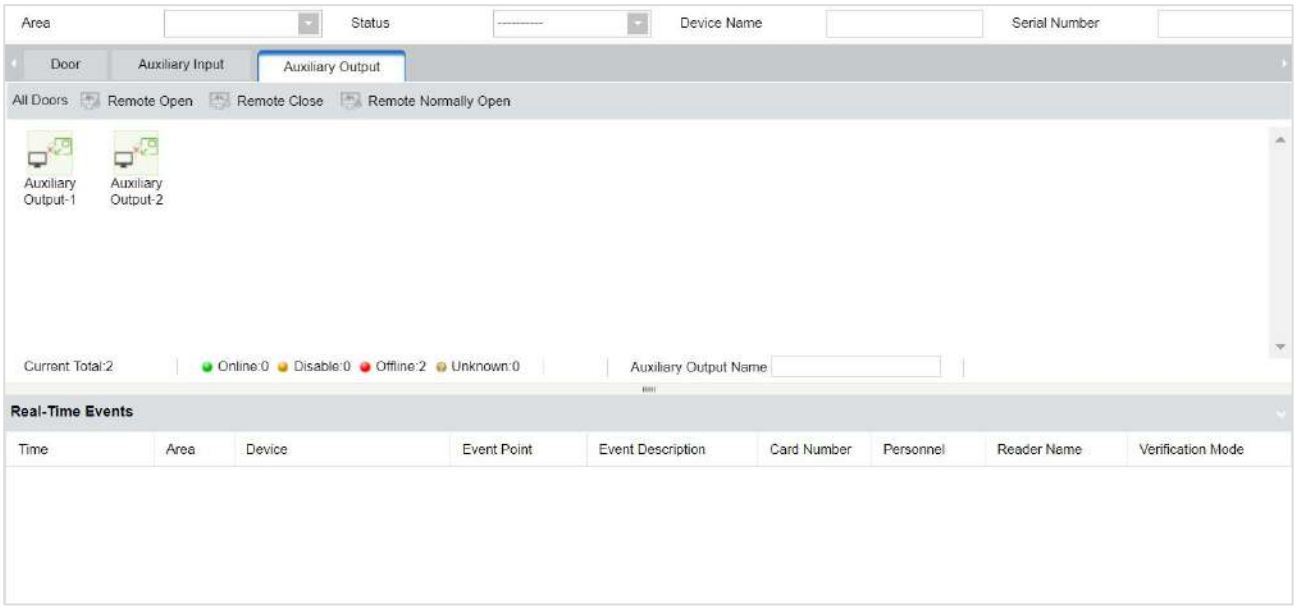
2. Auxiliary Input

It monitors current auxiliary input events in real-time.



3. Auxiliary Output

Here you can perform Remote open, Remote Close, Remote Normally Open.



4.1.12 Alarm Monitoring

It monitors the alarm events of the doors. The alarm will be raised in case of abnormalities such as Tamper,

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Passback, etc. The alarms raised by the doors will be displayed in this page. The Alarm details consists of the Time, Device Name, Event Point, Description of the event, Person responsible for the alarm and the corresponding reader name.

✍ **Note:** If the firmware version of the device supports, the Event Description will pop-up, or else only "Alarm" will be displayed in Event Description without any details.

Select the Alarm and click **Acknowledge** to respond to the Alarm.

✍ **Note:** When a door has multiple alarm states, it will display just one alarm type description in the descending severity order, the order are as follows: tamper-resistant alarm > duress alarm (password + fingerprint) > duress password or fingerprint alarm > unexpected opening alarm > opening timeout alarm > device disconnects alarm.

4.1.13 Map

Click [Access Device] > [Map] > [New] to add a map.

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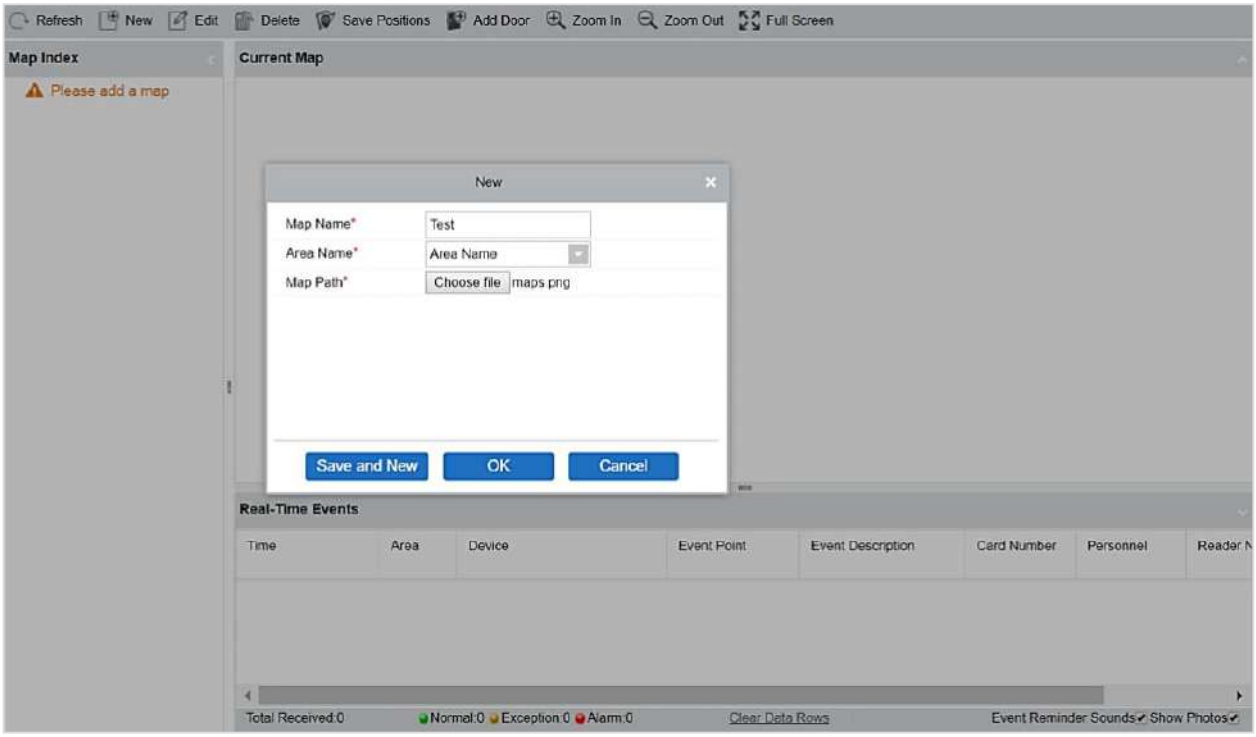
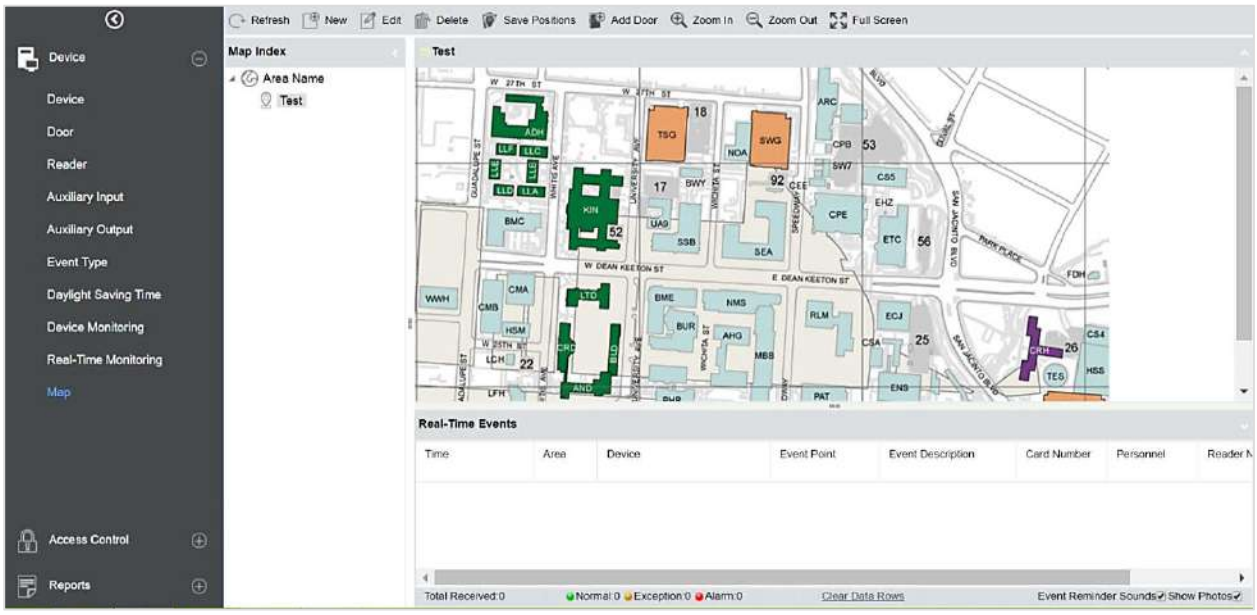


After adding, users can add a door on the map; perform zoom-in, zoom-out, etc. If users relocated some sections or modified the map, click [Save Positions] to save. The user can view the new setting after re-opening the Map interface.



Add / Delete Map: Users can add or delete a map as needed.

Edit Map: Users can edit map name, change the map or the area it belongs to.

Adjust map (includes door): Users can add a door on the map or delete an existing one (right click the door icon, and select [Delete Door]), or adjust the map or position(s) of the door or camera icons (by dragging the door or camera icons), adjust the size of the map (click [Zoom in] or [Zoom out] or click [Full

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Screen]).

Door operation: If you move the cursor over a door icon, the system will automatically filter and displays the operation according to the door status. Users can do remotely open/close doors, cancel alarms, etc.

Levels control:

(1) Users need to select the relevant area for the map when adding levels. The area will be relevant to the user access levels, users can only view or manage the map within levels. If the relevant area of a map is modified, all doors on the map will be cleared. Users need to add the doors manually again.

(2) When an administrator is adding a new user, he can set the user operation rights in role setting, such as Save positions, Add Door, Add Camera, etc.

✍Notes:

(1) In map modification, users can choose to modify the map name but not the path. Users only need to check the box to activate the modification option.

(2) The system supports adding multi doors at the same time. After adding the doors, users need to set the door position on the map and click [Save].

(3) When modifying the door icon, especially when users zoomed out the map, the margin for top and left shall not be smaller than 5 pixels, or the system will prompt error.

(4) Users are recommended to add a map size under 1120 * 380 pixels. If several clients access the same server, the display effect will be different according to resolutions of the screen and the settings of browsers.

4.2 Access Control Management

4.2.1 Time Zones

It sets usage time of a door; the reader can only be used only during a valid time period of certain doors. Time Zone can also be used to set Normal Open time periods or set access levels so that specified users can only access specified doors during specified time periods (including access levels and First-Person Normally Open).

The system controls access according to Time Zones (up to 255 time zones). The format of each interval for a time zone: HH: MM-HH: MM. Initially, by default, the system has an access control time zone named [24 hours Accessible]. This time period cannot be modified and deleted. The user can add new Time Zones as required.

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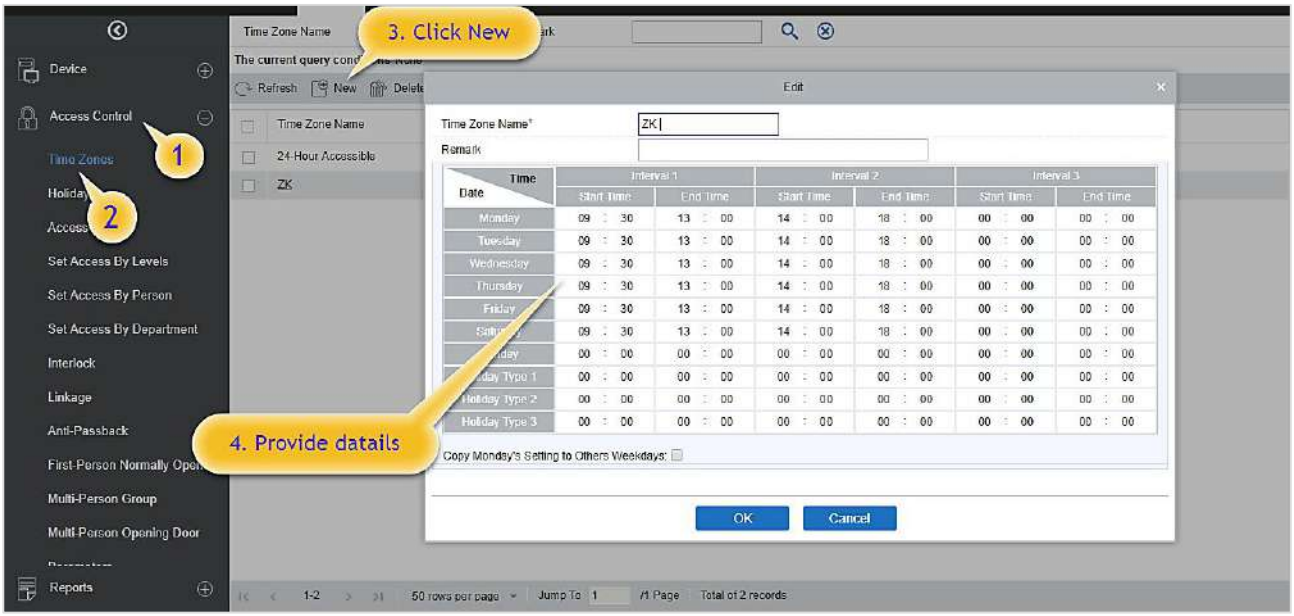
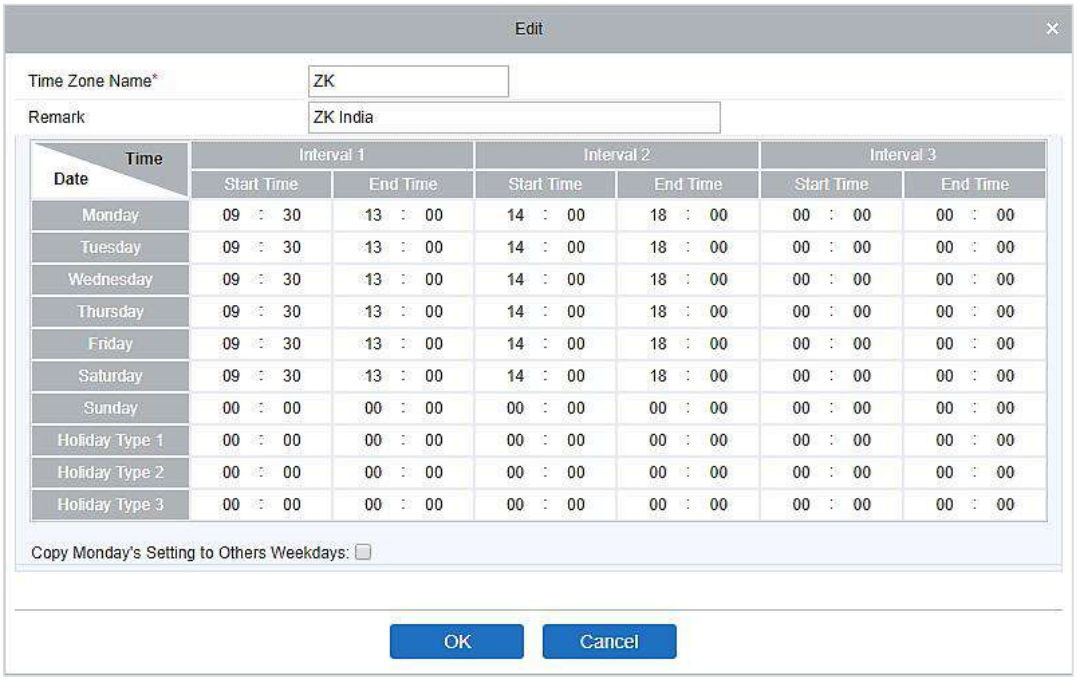


1. Add Access Control Time Zone

A. Click [Access Control] > [Time zones] > [New] to enter the time zone setting interface:



The parameters are as follows:

Time Zone Name: Any character, up to a combination of 30 characters.

✍**Note:** Detailed description of the current time zone, including an explanation of current time zone and primary applications. Users can input up to 50 characters in this field.

Interval and Start/ End Time: One Access Control Time Zone includes 3 intervals for each day in a week, and 3 intervals for each of the three Holidays. Set the Start and End times of each interval.

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Setting: If the interval is Normal Open, just enter 00:00-23:59 as interval 1, and 00:00-00:00 as interval 2 & 3. If the interval is Normal Close: all inputs will be 00:00-00:00. If users use only one interval, they just need to fill in interval 1, and interval 2 & 3 will be the default value. Similarly, when users only use the first two intervals, the third interval will be the default value. When using two or three intervals, users need to ensure that the two or three intervals do not overlap, and the time shall not cross the days, or the system will prompt error.

Holiday Type: Three holiday types are unrelated to the day of a week. If a date is set to a holiday type, the three intervals of the holiday type will be used for access purposes. The holiday type is optional. If the user does not enter one, the system will use the default value.

Copy on Monday: Select the check box to copy the settings of Monday to other weekdays.

B. After setting, click [OK] to save, and it will display in the list.

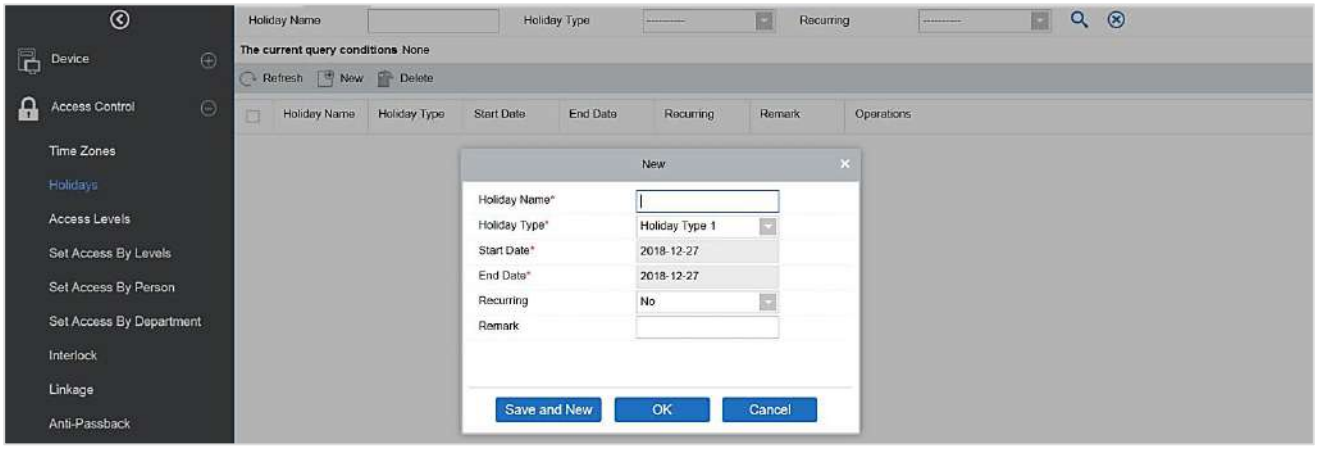
2. Modify Access Control Time Zones

Edit: Click the [Edit] button under the Operation to enter the edit interface. After editing, click [OK] to save.

Delete: Click the [Delete] button under Related Operation, then click [OK] to delete, or click [Cancel] to cancel the operation. A time zone in use cannot be deleted. An alternative way is to select the check boxes one or more time zones in the list and click the [Delete] button over the list, then click [OK] to delete, or click [Cancel] to cancel the operation.

4.2.2 Holidays

Access Control Time of a holiday may differ from that of a weekday. The system provides access control time setting for holidays. Access Control Holiday Management includes Add, Modify and Delete.



- **Add**

1. Click [Access Control] > [Holidays] > [New] to enter edit interface:

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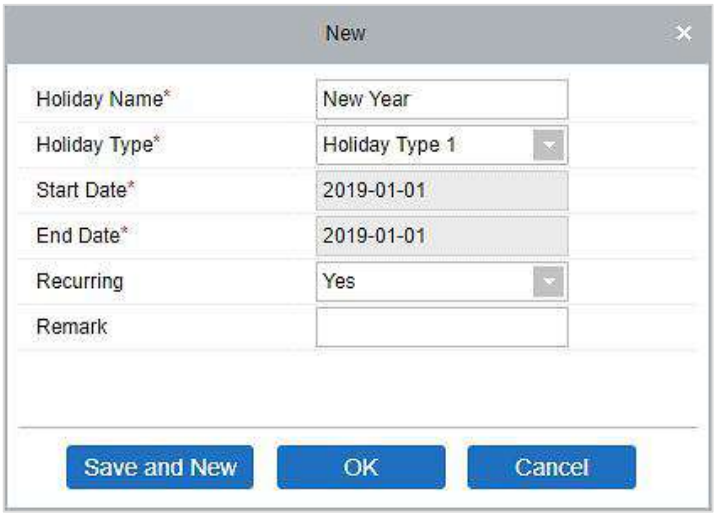

Fields are as follows:

Holiday Name: Any character, up to a combination of 30 characters.

Holiday Type: Holiday Type 1/2/3, as explained in Holiday. A current holiday record belongs to the three holiday types and each holiday type includes up to 32 holidays.

Start/ End Date: The date format is 2019-01-01. Start Date cannot be later than End Date; otherwise, the system will prompt an error message. The year of Start Date cannot be earlier than the current year, and the holiday cannot be set across two different years.

Recurring: It is used when the holiday repeats on the same date every year. The default is No. For example, the Near Year's Day is on January 1 each year and can be set as Yes. Some festival date changes every year, so it cannot be set a repeated and should be set as No.

For example, the date of Near Year's Day is set as January 1, 2019, and the holiday type is 1, then on January 1, Access Time Control will not follow the time of Tuesday, but the Access Control Time of Holiday Type 1.

2. After editing, click [OK] button to save, and it will display on the holiday list.

- **Modify**

Click Holiday Name or [Edit] button under Operations to enter the edit interface. After modification, click [OK] to save and quit.

- **Delete**

In the access control holiday list, click [Delete] button under Operations. Click [OK] to delete or click [Cancel] to cancel the operation. An Access Control Holiday in use cannot be deleted.

4.2.3 Access Levels

Access levels indicate that one or several selected doors can be opened by verification of a combination of the different persons within a certain time zone. The combination of the different persons set in the Personnel Access Level option.

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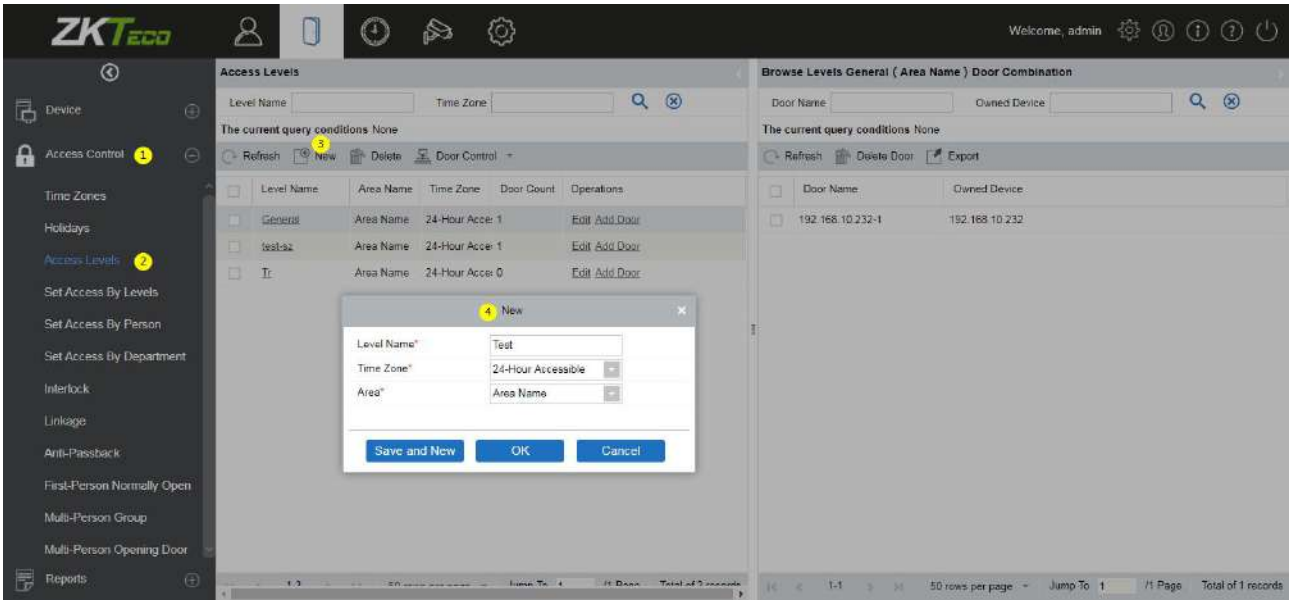
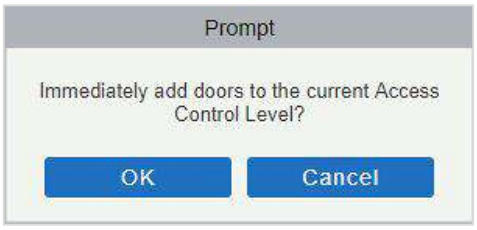


- **Add**

1. Click [Access Control] > [Access Levels] > [New] to enter the Add Levels editing interface:
2. Set each parameter: Level Name (must not be the same as other level names), Time Zone.
3. Click [OK] and then the system prompts "Immediately add doors to the current Access Control Level"; click [OK] to add doors, or you can click [Cancel] to return the access levels list. The added access level will be displayed in the list.



✍**Note:** Different doors of different panels can be selected and added to an access level.

- **Door Control**

Click [Access Control] > [Access Levels] , and choose the access level, click door control, the operation will affect all the doors of this access level.

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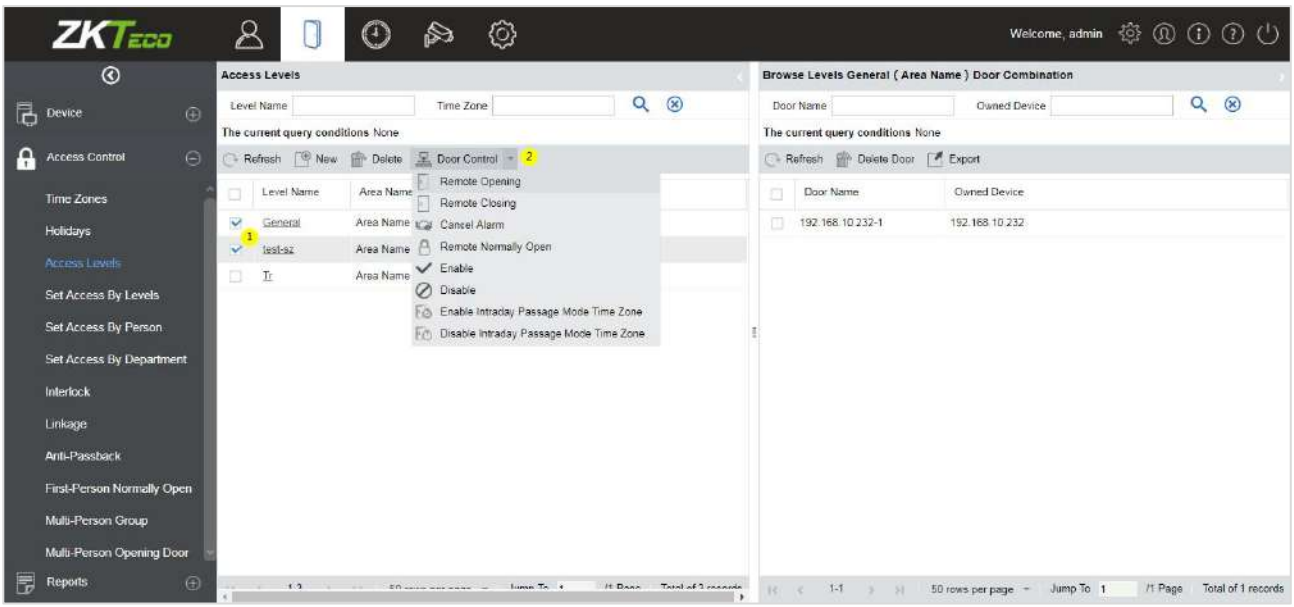
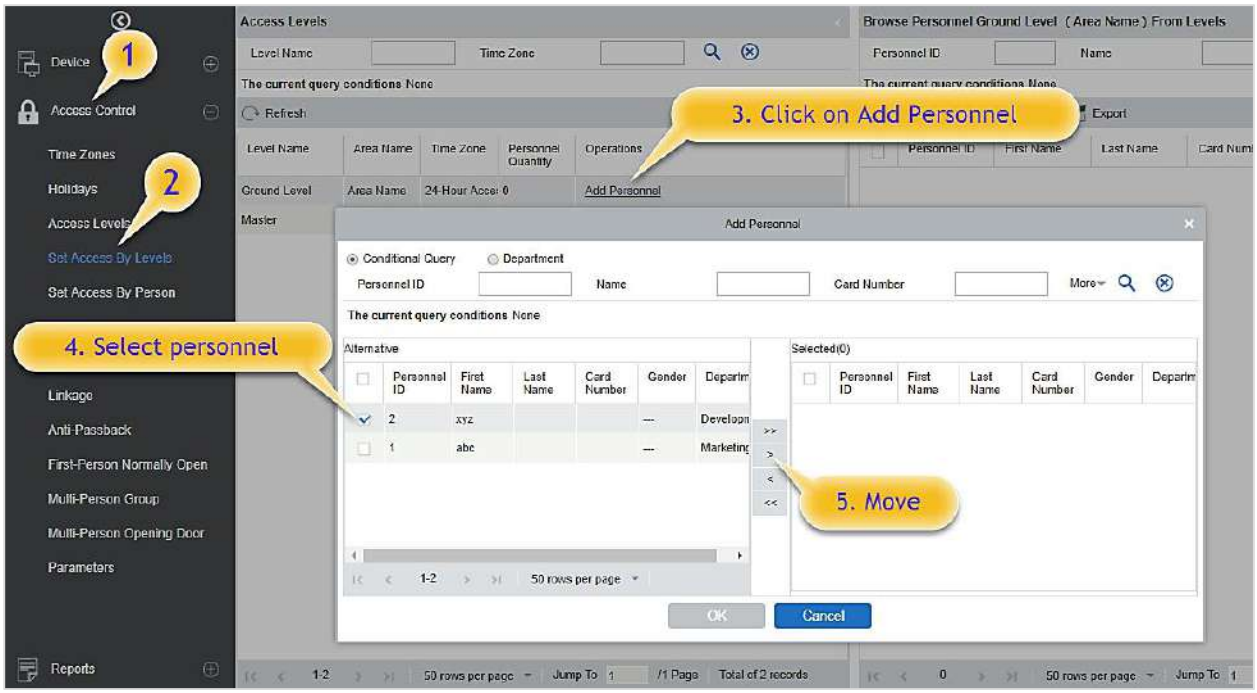


4.2.4 Set Access by Levels

Add/Delete Personnel for selected levels:



1. Click [Access Control] > [Access Levels] > [Set Access By Levels] to enter the edit interface, then click an Access level in the list on the left, personnel having the right of opening doors in this access level will be displayed in the list on the right.
2. In the left list, click [Add Personnel] under Operations to pop up the Add Personnel box; select personnel (multiple) and click > to move to the selected list on the right, then click [OK] to save and exit.
3. Click the level to view the personnel on the list on the right. Select personnel and click [Delete

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Personnel] above the list on the right, then click [OK] to delete.

4.2.5 Set Access by Person

Add selected personnel to selected access levels or delete selected personnel from the access levels.

Add/Delete levels for Selected Personnel:

1. Click [Access Control] > [Access Levels] > [Set Access By Person], click Employee to view the levels in the list on the right.
2. Click [Add to Levels] under Related Operations to pop up the Add to Levels box, select Level (multiple) and click > to move it to the selected list on the right; then click [OK] to save.
3. Select Level (multiple) in the right list and click [Delete from levels] above the list, then click [OK] to delete the selected levels.

Setting Access Control for Selected Personnel:

A. Select a person in the list on the left and click [Access Control Setting].

B. If required, set access control parameters and then click [OK] to save the settings.

C. Now you need to add levels to the personnel.

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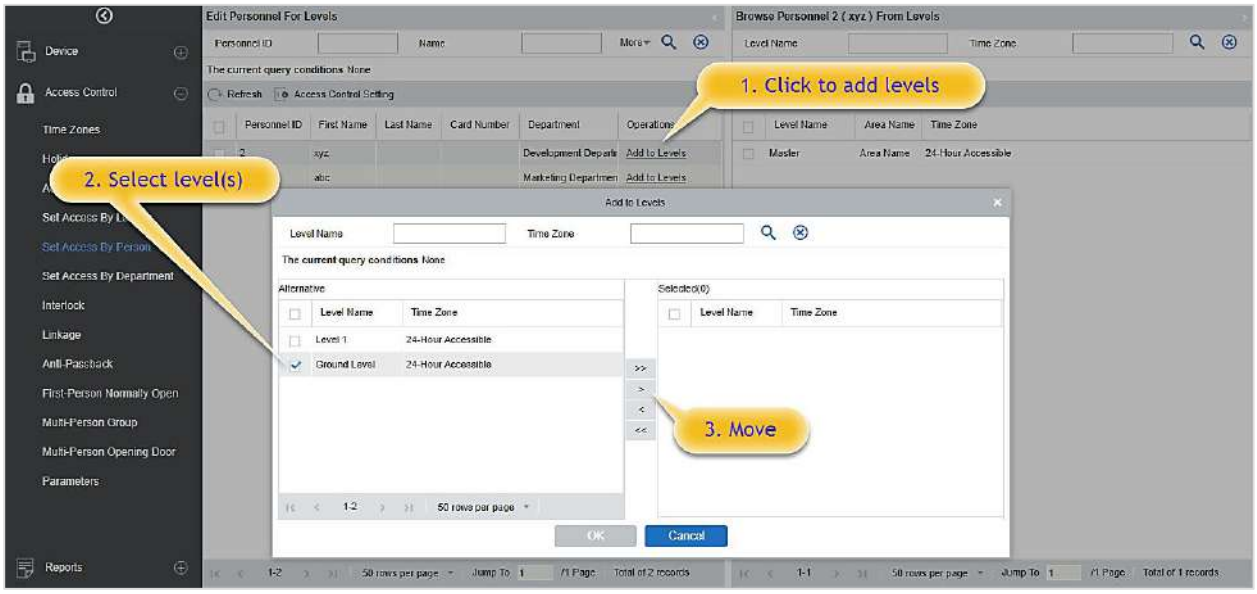
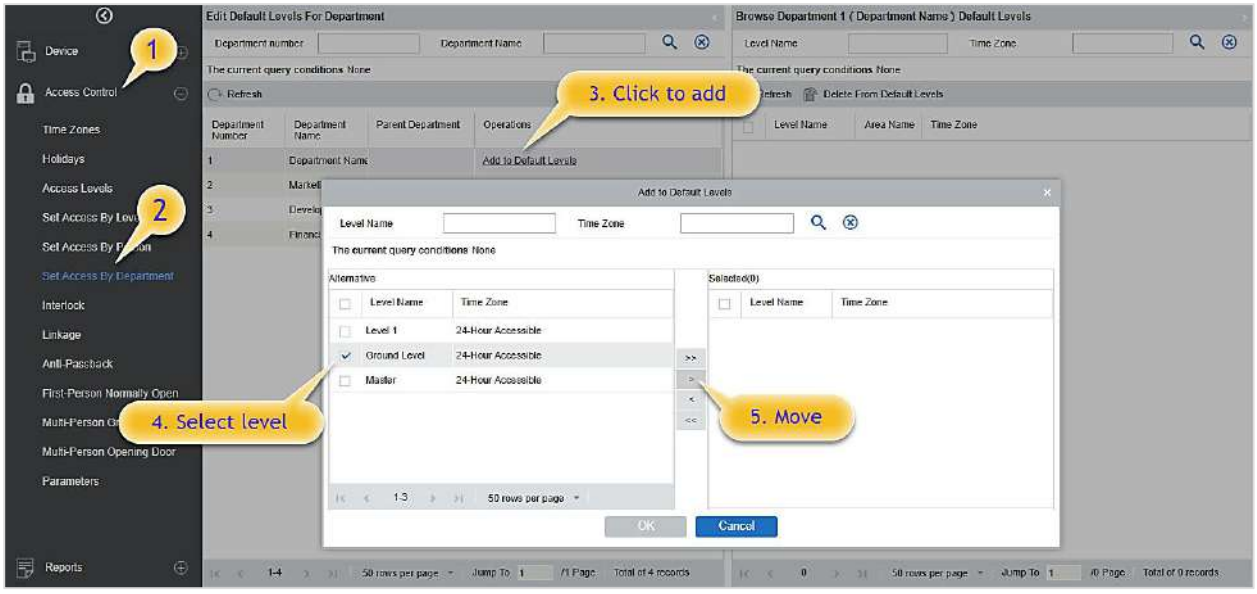


D. After selecting the required level(s), click OK to save and exit.

4.2.6 Set Access by Department

You can add the selected department to the selected access levels or delete the selected department from the access levels. The access to the personnel in the department will be changed.



4.2.7 Interlock

Interlock can be set for two or more locks belonging to one access controller. When one door is opened, the others will be closed, or you cannot open the door.

Before setting the interlock, please ensure that the access controller is connected with the door sensor, which has been set as NC or NO state.

- **Add Interlock**

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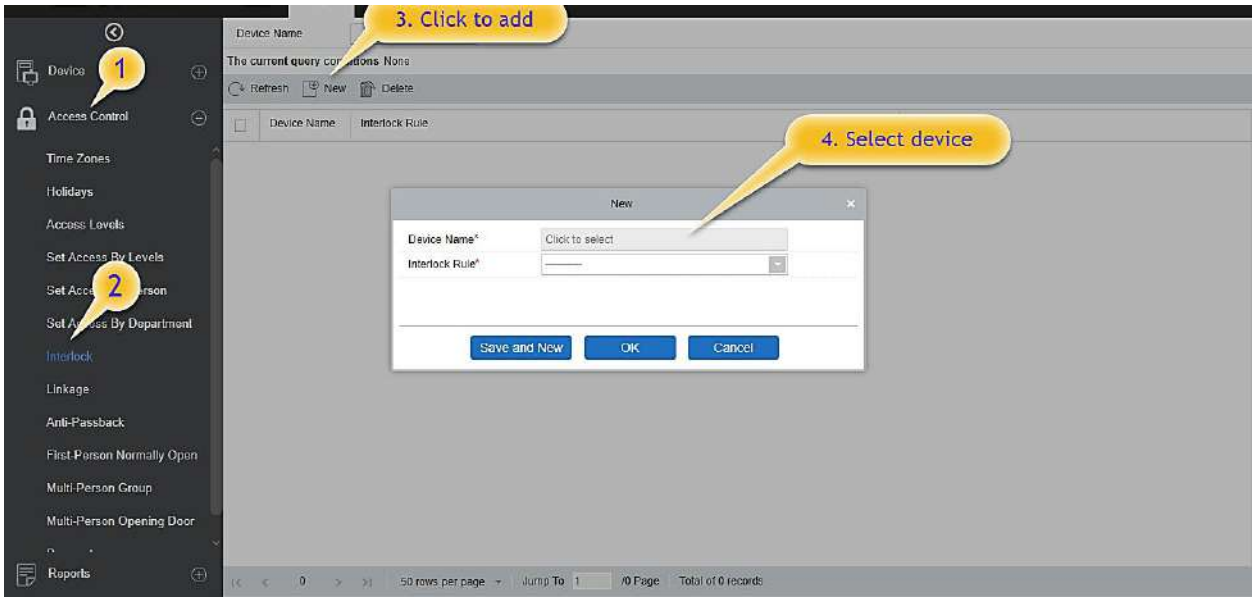
1. Click [Access Control]> [Interlock] > [New] to enter the edit interface:



2. Select the required Device. When users are adding devices, interlocked devices cannot be seen in the dropdown list. After deleting established interlock information, the corresponding device will return to the dropdown list. Interlock setting will vary with the number of doors controlled by selected devices:
   - A one-door control panel has no interlock settings.
   - A two-door control panel: 1-2 two-door interlock settings.
   - A four-door control panel: 1-2 two-door interlock; 3-4 two-door interlock; 1-2-3 three-door interlock; 1-2-3-4 four-door interlock.
3. Select Interlock Rule, select an item, and then click [OK] to complete. The newly added interlock settings will be shown in the list.

✍ **Note:** During editing, the device cannot be modified, but the interlock settings can be modified. If the interlock settings are not required for the device anymore, the interlock setting record can be deleted. If users delete a device record, its interlock setting record, if any, will be deleted.

4.2.8 Linkage

Linkage setting means when an event is triggered at an input point of the access control system, a linkage action will occur at the specified output point to control events such as verification, opening, alarm and abnormal of system, and list them in the corresponding monitoring view.

Add Linkage setting:

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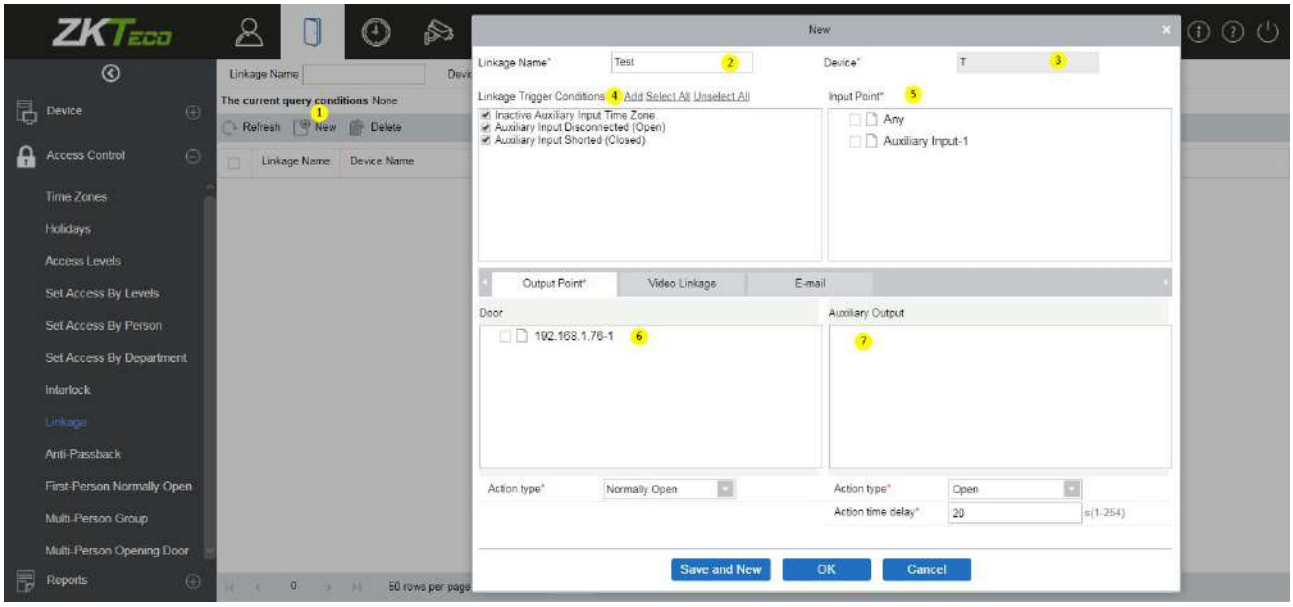
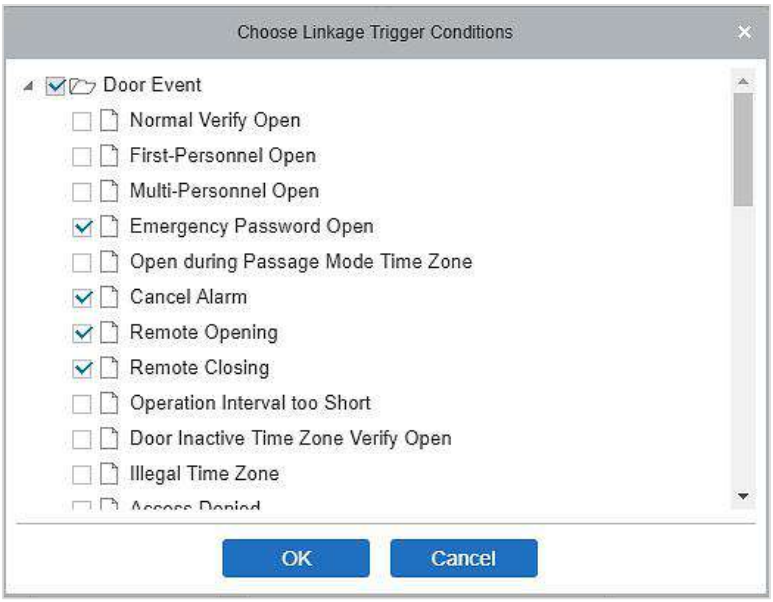


1. Click [Access Control] > [Linkage] > [New]
2. Enter the linkage name, select a linkage device, linkage trigger conditions, input point, output point, and then set linkage action, video linkage and other parameters.
3. After selecting devices, corresponding linkage settings will be displayed. The System will first judge whether the device is successfully connected and reads extended parameters. If there are no available extended parameters, the system cannot set any linkage. If there is an available extended parameter(s), the system will show linkage settings according to the door quantity, auxiliary input and output quantity of currently selected device:



✍ **Note:** Linkage Trigger Conditions contain Door Event and Auxiliary Input Event. And "Fail to connect server", "Recover connection", "and Device connection off" will be filtered from Door Event.

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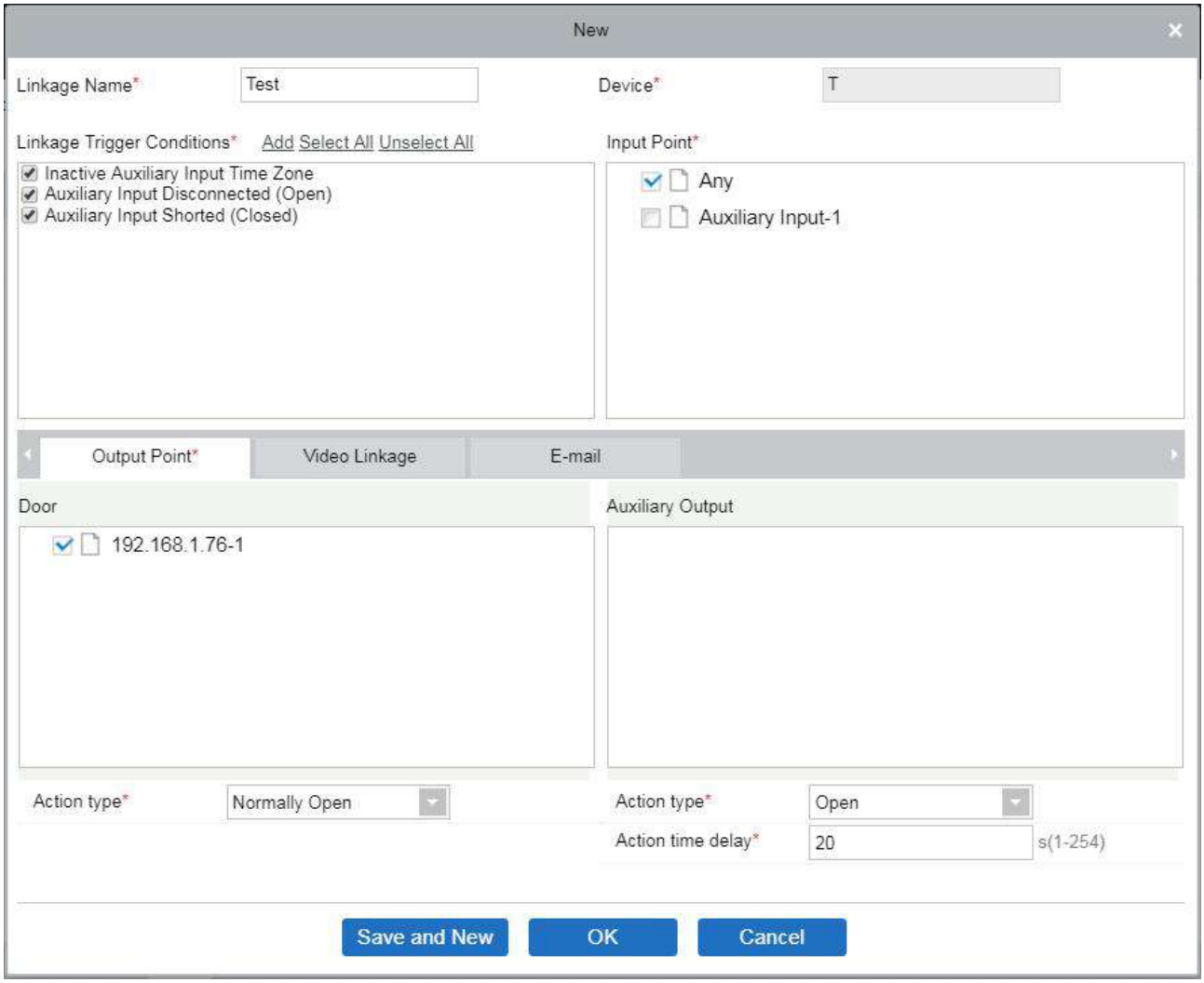

4. Select the Input Point and Output Point, Linkage Action, and Email Address.

5. It's supported to set video linkage, used with VMS Module, for more details please refer VMS module.

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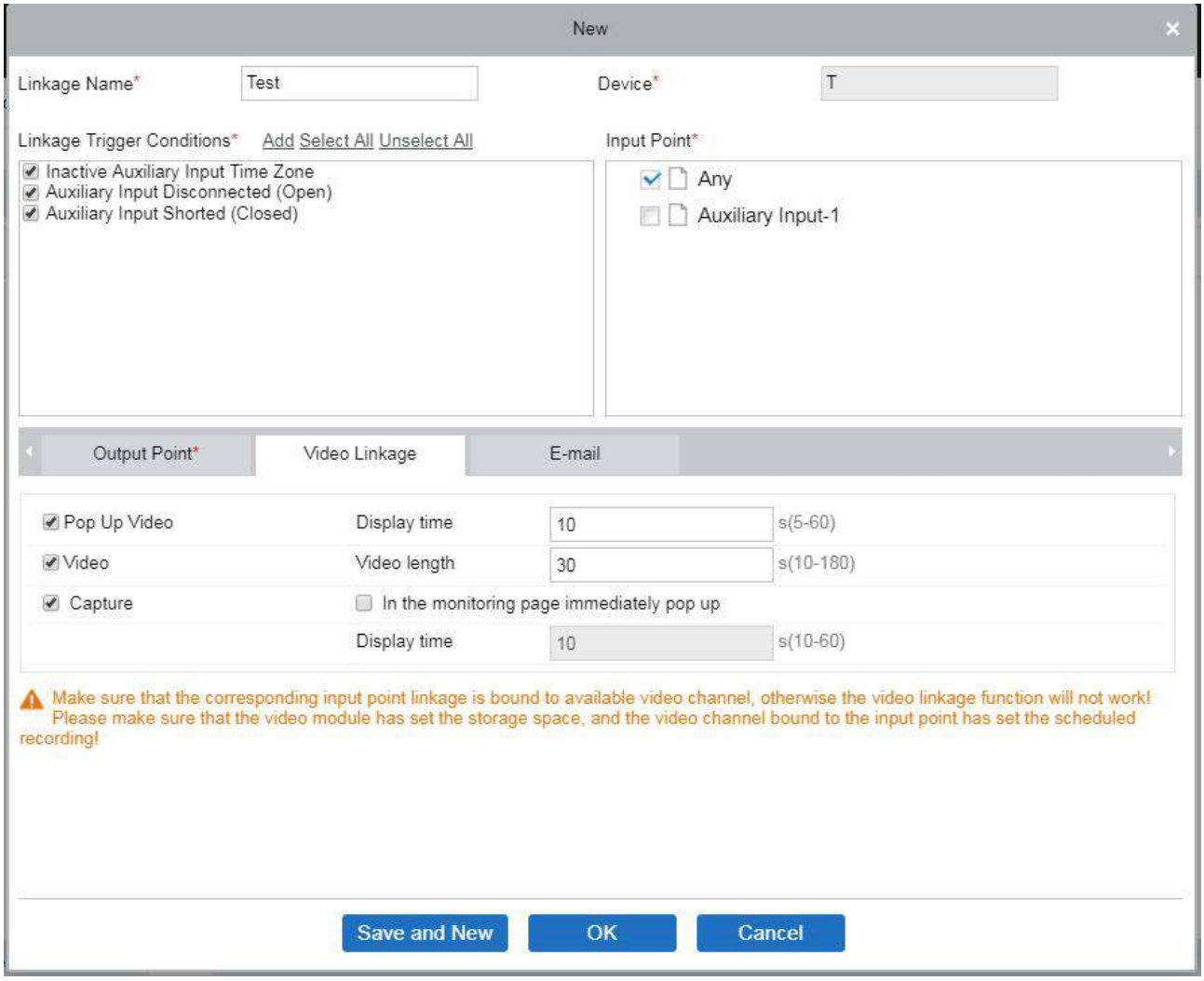

The fields are as follows:

Linkage Name: Set a linkage name.

Linkage Trigger Condition: It contains trigger conditions for Door and Auxiliary input. These conditions trigger the event type of selected device. All events could be a trigger condition.

Input Point: Select appropriate triggering input point (the specific input point please refers to specific device parameters).

Output Point: Select required output point (the specific output point please refers to specific device parameters).

Action Type: Close, Open, Normal Open. The default is Close. To open, delay time or Normal Open shall be set.

6. After editing, click [OK] to save and quit, then the added linkage setting will be shown on the list.

For example, if users select Normal Punching Open Door as a trigger condition, and the input point is Door 1, the output point is Lock 1, action type is Open, and the delay is 60 seconds. When Normal Punching Open Door occurs at Door 1, the linkage action of Open will occur at Lock 1, and the door will be open for

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60 seconds.

✍ **Note:** During editing, you cannot modify the device, but modify the linkage setting name and configuration. When delete a device, its linkage setting record, if any, will be deleted.

If the device and trigger condition are the same, and the system has a linkage setting record where the input point is a specific door or auxiliary input, it will not allow users to add (or edit) a linkage setting record where the input point is any.

On the contrary, if the device and trigger condition are the same, and the system has linkage setting record where the input point is 'Any', it will not permit the user to add (or edit) a linkage setting record where the input point is a specific door or auxiliary input.

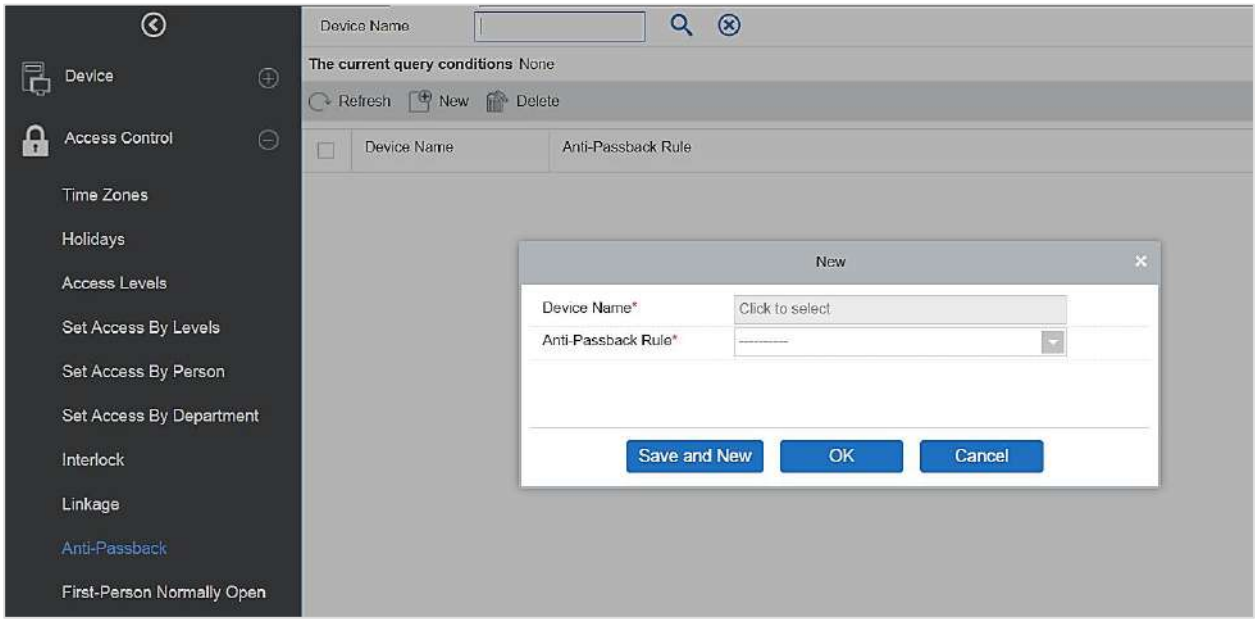
In addition, the same linkage setting at the input point and output point are not allowed. The same device permits consecutive logical linkage settings. The system allows setting several trigger conditions for a linkage setting at a time.

4.2.9 Anti-Passback

Currently, Anti-Passback settings support in and out Anti-Passback. On some special occasions, it is required that the cardholders who entered from a door by card swiping at a door device must swipe the cards over a device at the same door when leaving to keep the entry and exit records strictly consistent. The user can use this function just by enabling it in the settings. This function is normally used in prisons, the army, national defense, scientific research, bank vaults, etc.

Add Anti-Passback Settings:

1. Click [Access Control] > [Anti-Passback] > [New] to show the edit interface:



2. Select the required device(s). When adding Anti-Passback Rules, devices with Anti-Passback settings

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cannot be seen in the dropdown list. When deleting established Anti-Passback information, the corresponding device will appear in the dropdown list again. The settings vary with the number of doors controlled by the device.

- Anti-Passback settings of a one-door control panel: Anti-Passback between door readers.
- Anti-Passback settings of a two-door control panel: Anti-Passback between readers of door 1; Anti-Passback between readers of door 2; Anti-Passback between door 1 and door 2.
- Anti-Passback settings of a four-door control panel: Anti-Passback of door 1 and door 2; Anti-Passback of door 3 and door 4; Anti-Passback of door 1/2 and door ¾; Anti-Passback of door 1 and door 2/3; Anti-Passback of door 1 and door 2/3/4; Anti-Passback between readers of door 1/2/ 3/ 4.

✍ **Note:** The door reader mentioned above includes Wigand reader that is connected with access controller and Indio reader. The single and two door-controller with Wigand reader includes out and in the reader. There is only "In reader" for four door control panel. The reader number of 1, 2 (that is RS485 address or device number, the same below) is for door 1, the reader number of 3, 4 is for door 2, etc. No need to consider if it is a Wiegand reader or InBio reader when you are setting the Anti-Passback between doors or between readers, just make sure the in or out reader is set according to the actual requirements. For the reader number, an odd number is for in reader, an even number is for our reader.

3. Select Anti-Passback Rule, and select one item, click [OK] to complete, and then the added Anti-Passback settings will be shown in the list.

✍ **Note:** When editing, you cannot modify the device, but can modify Anti-Passback settings. If Anti-Passback setting is not required for the device any more, the Anti-Passback setting record can be deleted. When you delete a device, its Anti-Passback setting record, if any, will be deleted.

4.2.10 First-Person Normally Open

This function helps to keep the door open for a specific time interval after the first verification by assigned personnel.

During a specified interval, If the first verification is by a person having First-Person Normally Open level access, then the door will be Normal Open, and will automatically restore closing after the valid interval has expired.

Users can set First-Person Normally Open for a specific door (the settings include door, door opening time zone and personnel with First-Person Normally Open level). A door can set First-Person Normally Open for multiple time zones. The interface of each door will show the number of existing First-Person Normally Open.

When adding or editing First-Person Normally Open settings, you may only select door and time zones. After a successful addition, assigned personnel can open the door. You can browse and delete the

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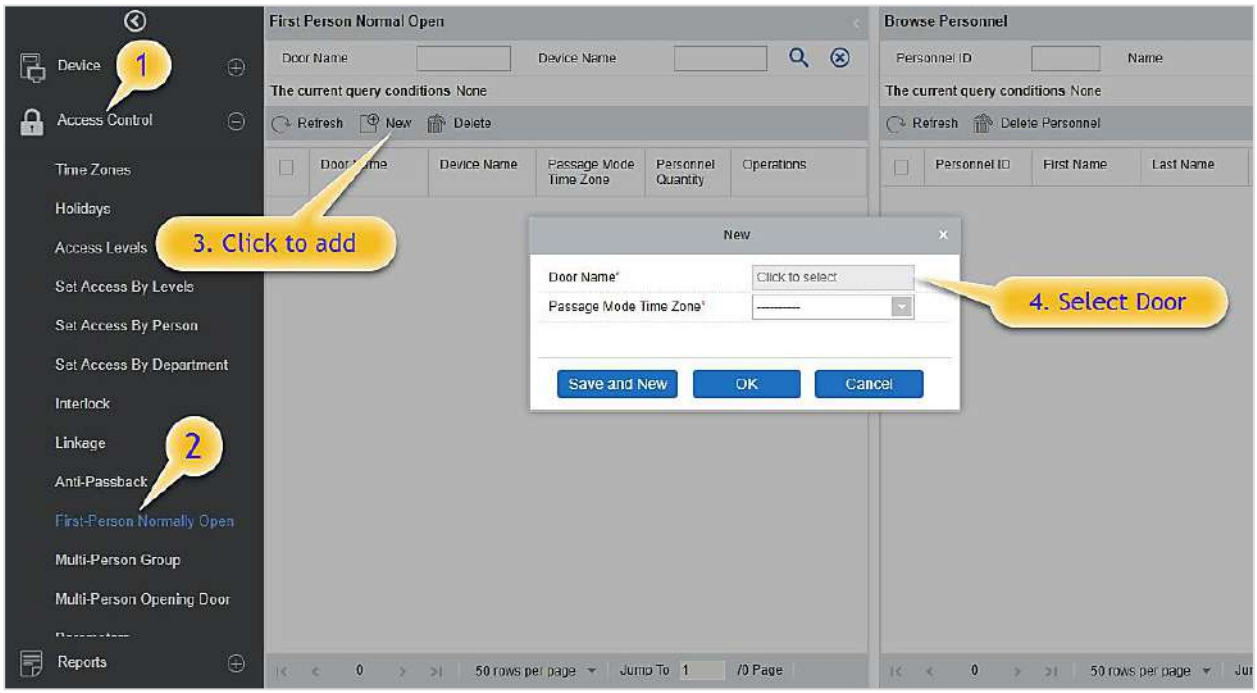
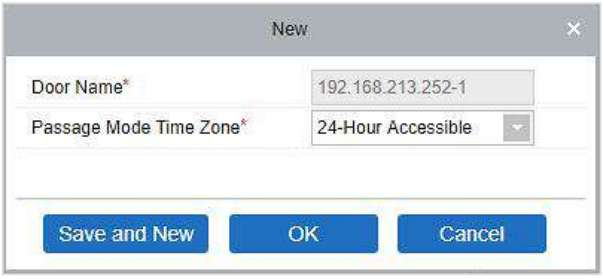
personnel on the right side of the interface.

Operation steps are as follows:

1. Click [Access Control] > [First-Person Normally Open] > [New], select Door Name and Passage Mode Time, and click [OK] to save the settings.





2. Click [Add Personnel] under Related operation to add personnel having First-Person Normally Open level (this person must have access control level), then click [OK] to save.

4.2.11 Multi-Person Group

The door will open only after the consecutive verification of multiple people. Any person verifying outside of this combination (even if the person belongs to any other valid combination) will interrupt the

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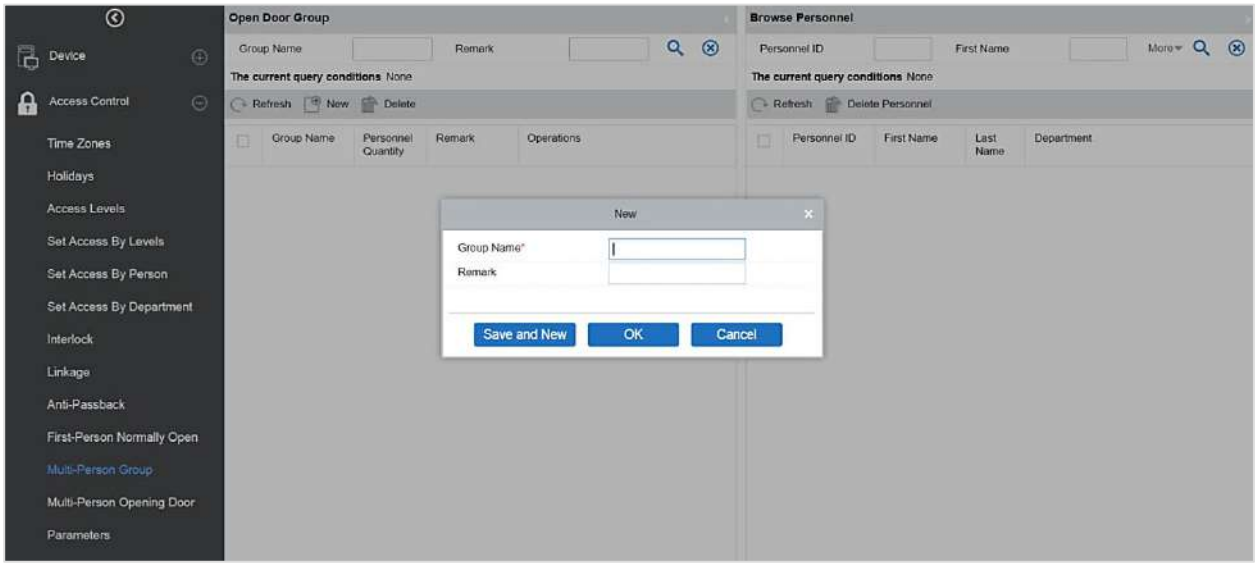
procedure and you need to wait for 10 seconds to restart verification. The door cannot be opened by verifying using just one of the combinations.

1. Click [Access Control] > [Multi-Person Group] > [New] to access the following edit interface:



Group name: Any combination of up to 30 characters that cannot be identical to an existing group name.

After editing, click [OK] to save and return. The added Multi-Person Personnel Group will appear in the list.

2. Click [Add personnel] under Related Operations to add personnel to the group.
3. After selecting and adding personnel, click [OK] to save and return.

✍**Note:** A person can only be a part of only one group.

4.2.12 Multi-Person Opening Door

Set levels for personnel in Multi-Person Personnel Group.

It is a combination of the personnel in one or more Multi-Person Personnel Groups. When setting the number of people in each group, you can configure one group (such as combined door opening by two people in one group) or multiple groups (such as combined door opening by four people, including 2 people in group 1 and 2 people in group 2), and at least one group shall consist of number of door opening people instead of 0, and the total number shall not be greater than 5. In addition, if the number of people entered is greater than that in the current group, Multi-Person Opening Door will be disabled.

Multi-Person Opening Door Settings:

1. Click [Access Control] > [Multi-Person Opening Door] > [New]:

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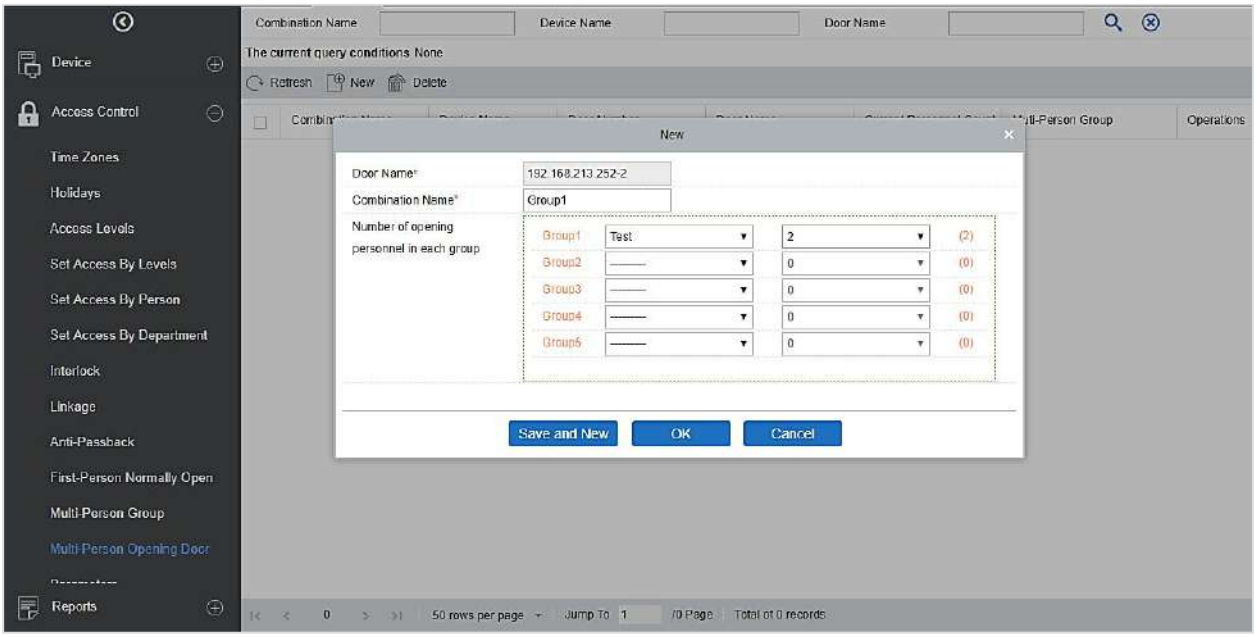

2. The maximum number of Multi-Person Opening Door people for combined door opening is 5. The numbers in the brackets show the current actual number of people in a group. Select the number of people for combined door opening in a group and click [OK] to complete.

✍**Note:** The default Card Interval is 10 seconds, it means that the interval of two personnel's verification must not exceed 10 seconds. You can modify the interval if the device supports it.

4.2.13 Parameters

Click [Access Control] > [Parameters] to enter the parameter setting interface:

➢ **Type of Getting Transactions**

Periodically

The system will download new transactions at the selected time interval.

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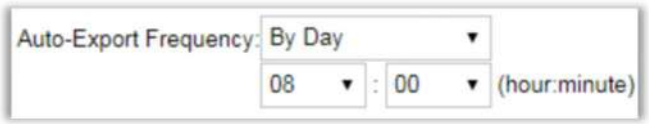
Set the Time for Obtaining New Transactions

The system will download new transactions automatically at the selected time instances.

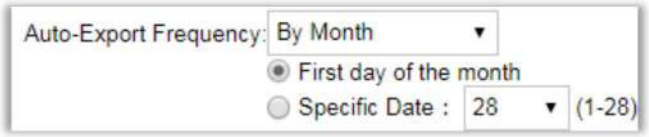
- **Transactions Auto-Export**

Auto-Export Frequency

It supports to set the Auto-Export Frequency by Day or Month. When the Auto-Export frequency is set by day, you have to set the Hour and minute.



When the Auto-Export frequency is set to month, you have to select whether to export on the first day of the month or on a particular date.



Export Mode

It supports to export the Monthly Transactions or All Data. At a time, the device can export 30000 data.

Recipient's Mailbox

Set the Recipient's Mailbox.

- **The Real Time Monitoring**

You can select the checkbox accordingly.

If the display photo is selected, the real-time monitoring page will display the personnel photo during an access control event. You can set the quality of the image as required; the more px value will give a clearer photo.

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Alarm Monitoring Recipient Mailbox: The system will send emails to alarm monitoring recipient's mailbox if there is any event.

4.3 Access Reports

Includes "All transactions", "Events from Today", "All Exception Events" and so on. You can export after the query.

You can generate statistics of relevant device data from reports, including card verification information, door operation information, and normal punching information, etc.

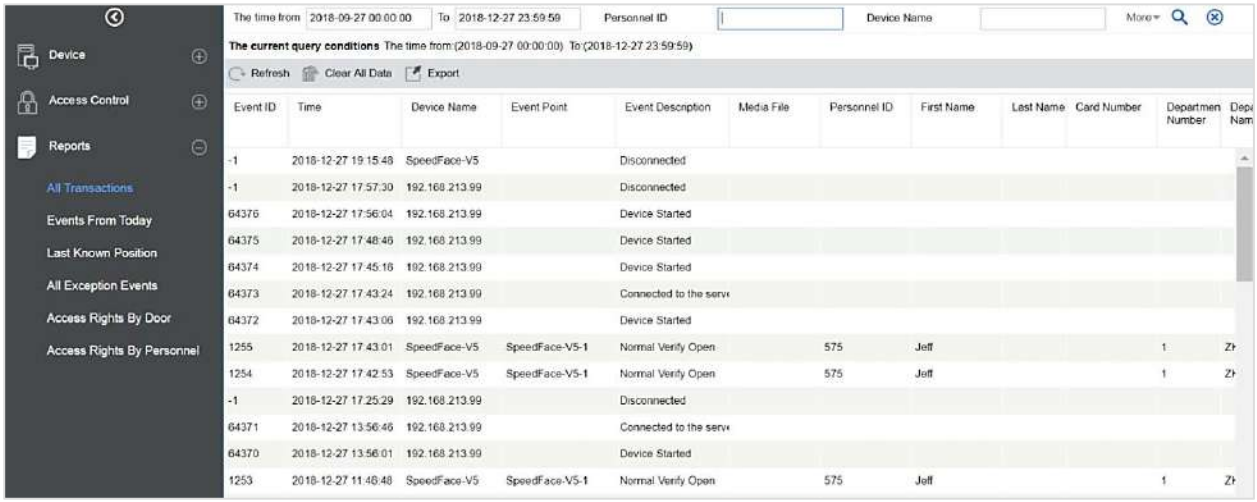
About the Normal and abnormal event please refer to Real-Time Monitoring for details.

Verify mode: Only Card, Only Fingerprint, Only Password, Card plus Password, Card plus Fingerprint, Card or Fingerprint etc.

✍ **Note:** Only event records generated when the user uses an emergency password to open doors will include only password verification mode.

4.3.1 All Transactions

Because the data quantity of access control event records is more, you can view access control events as a specified condition when querying. By default, the system displays the latest three months' transactions. Click [Reports] > [All Transactions] to view all transactions:



Media File: You can view or download the photos and videos.

Clear All Data: Click [Clear All Data] to pop up prompt and click [OK] to clear all transactions.

Export: You can export all transactions in Excel, PDF, and CSV format.

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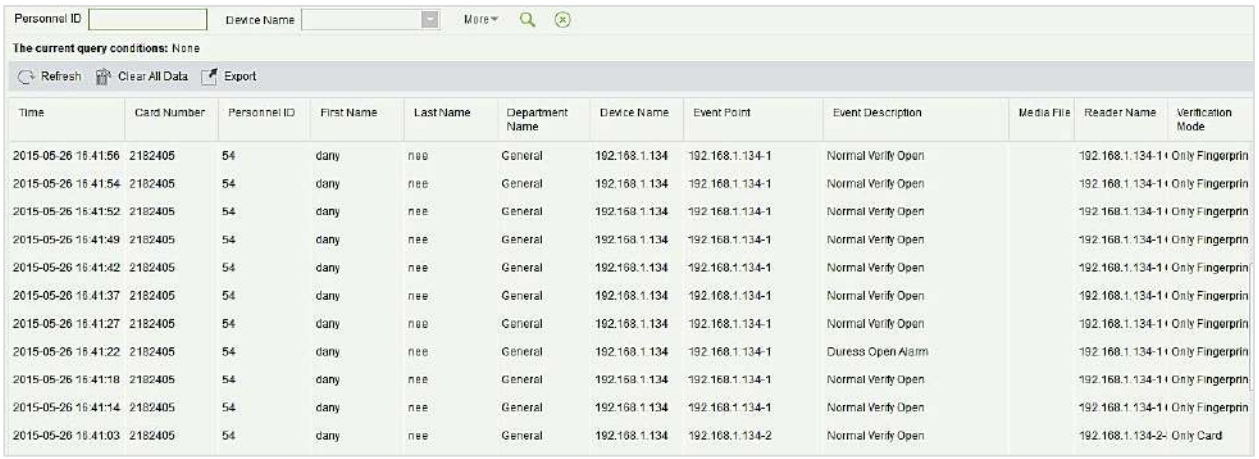
All Transactions

Event ID	Time	Device Name	Event Point	Event Description	Personnel ID	First Name	Last Name	Card Number	Department Number	Department Name	Reader Name	Verification Mode	Area Name	Remark
-1	2018-12-27 19:15:48	SpeedFace-V5		Disconnected							Other	Other	Area Name	
-1	2018-12-27 17:57:30	192.168.213.99		Disconnected							Other	Other	Area Name	
64376	2018-12-27 17:56:04	192.168.213.99		Device Started							Other	Other	Area Name	
64375	2018-12-27 17:48:46	192.168.213.99		Device Started							Other	Other	Area Name	
64374	2018-12-27 17:45:16	192.168.213.99		Device Started							Other	Other	Area Name	
64373	2018-12-27 17:43:24	192.168.213.99		Connected to the server							Other	Other	Area Name	
64372	2018-12-27 17:43:06	192.168.213.99		Device Started							Other	Other	Area Name	
1255	2018-12-27 17:43:01	SpeedFace-V5	SpeedFace-V5-1	Normal Verify Open	575	Jeff			1	ZKTeco	SpeedFace-V5-1-Out	Face	Area Name	
1254	2018-12-27 17:42:53	SpeedFace-V5	SpeedFace-V5-1	Normal Verify Open	575	Jeff			1	ZKTeco	SpeedFace-V5-1-Out	Face	Area Name	
-1	2018-12-27 17:25:29	192.168.213.99		Disconnected							Other	Other	Area Name	
64371	2018-12-27 13:56:46	192.168.213.99		Connected to the server							Other	Other	Area Name	
64370	2018-12-27 13:56:01	192.168.213.99		Device Started							Other	Other	Area Name	
1253	2018-12-27 11:46:48	SpeedFace-V5	SpeedFace-V5-1	Normal Verify Open	575	Jeff			1	ZKTeco	SpeedFace-V5-1-Out	Face	Area Name	

4.3.2 Events from Today

Check out the system record today.

Click [Reports] > [Events from Today] to view today's records.



Time	Card Number	Personnel ID	First Name	Last Name	Department Name	Device Name	Event Point	Event Description	Media File	Reader Name	Verification Mode
2015-05-26 16:41:56	2182405	54	dany	nee	General	192.168.1.134	192.168.1.134-1	Normal Verify Open		192.168.1.134-1	Only Fingerprin
2015-05-26 16:41:54	2182405	54	dany	nee	General	192.168.1.134	192.168.1.134-1	Normal Verify Open		192.168.1.134-1	Only Fingerprin
2015-05-26 16:41:52	2182405	54	dany	nee	General	192.168.1.134	192.168.1.134-1	Normal Verify Open		192.168.1.134-1	Only Fingerprin
2015-05-26 16:41:49	2182405	54	dany	nee	General	192.168.1.134	192.168.1.134-1	Normal Verify Open		192.168.1.134-1	Only Fingerprin
2015-05-26 16:41:42	2182405	54	dany	nee	General	192.168.1.134	192.168.1.134-1	Normal Verify Open		192.168.1.134-1	Only Fingerprin
2015-05-26 16:41:37	2182405	54	dany	nee	General	192.168.1.134	192.168.1.134-1	Normal Verify Open		192.168.1.134-1	Only Fingerprin
2015-05-26 16:41:27	2182405	54	dany	nee	General	192.168.1.134	192.168.1.134-1	Normal Verify Open		192.168.1.134-1	Only Fingerprin
2015-05-26 16:41:22	2182405	54	dany	nee	General	192.168.1.134	192.168.1.134-1	Duress Open Alarm		192.168.1.134-1	Only Fingerprin
2015-05-26 16:41:18	2182405	54	dany	nee	General	192.168.1.134	192.168.1.134-1	Normal Verify Open		192.168.1.134-1	Only Fingerprin
2015-05-26 16:41:14	2182405	54	dany	nee	General	192.168.1.134	192.168.1.134-1	Normal Verify Open		192.168.1.134-1	Only Fingerprin
2015-05-26 16:41:03	2182405	54	dany	nee	General	192.168.1.134	192.168.1.134-2	Normal Verify Open		192.168.1.134-2	Only Card

You can export all events from today in Excel, PDF, and CSV format.

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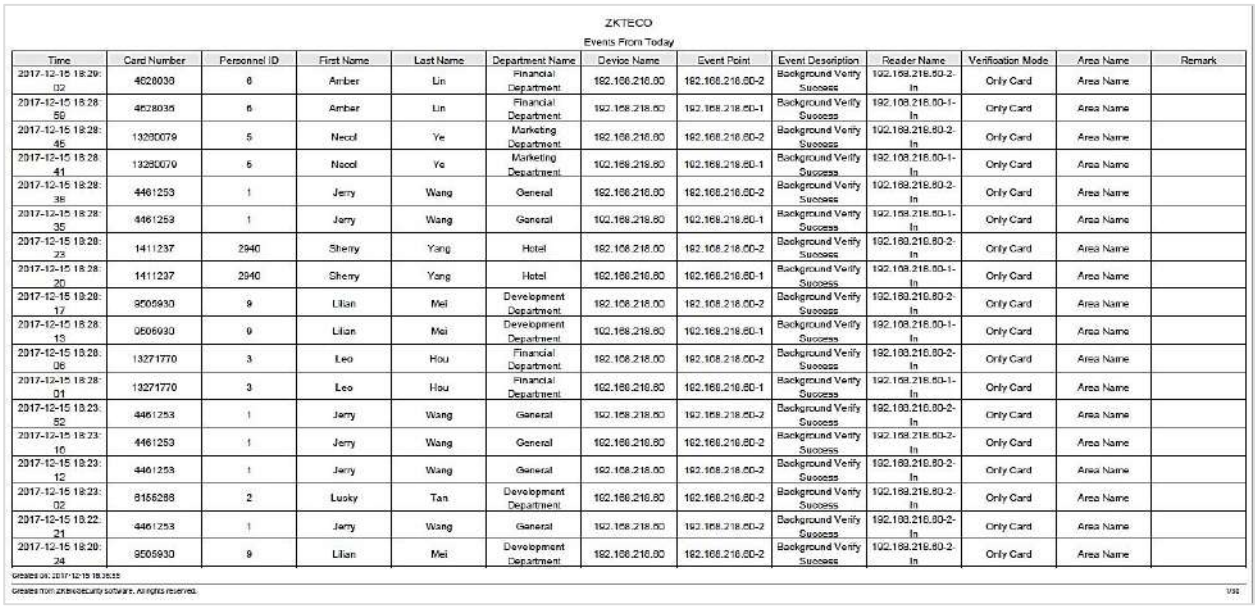

ZKTECO

Events From Today

Time	Card Number	Personnel ID	First Name	Last Name	Department Name	Device Name	Event Point	Event Description	Reader Name	Verification Mode	Area Name	Remark
2017-12-15 18:29:02	4628036	6	Amber	Lin	Financial Department	192.168.216.60	192.168.216.60-2	Background Verify Success	192.168.216.60-2-In	Only Card	Area Name	
2017-12-15 18:28:59	4628036	6	Amber	Lin	Financial Department	192.168.216.60	192.168.216.60-1	Background Verify Success	192.168.216.60-1-In	Only Card	Area Name	
2017-12-15 18:28:45	13280079	5	Necol	Ye	Marketing Department	192.168.216.60	192.168.216.60-2	Background Verify Success	192.168.216.60-2-In	Only Card	Area Name	
2017-12-15 18:28:41	13280079	5	Necol	Ye	Marketing Department	192.168.216.60	192.168.216.60-1	Background Verify Success	192.168.216.60-1-In	Only Card	Area Name	
2017-12-15 18:28:38	4461253	1	Jerry	Wang	General	192.168.216.60	192.168.216.60-2	Background Verify Success	192.168.216.60-2-In	Only Card	Area Name	
2017-12-15 18:28:35	4461253	1	Jerry	Wang	General	192.168.216.60	192.168.216.60-1	Background Verify Success	192.168.216.60-1-In	Only Card	Area Name	
2017-12-15 18:28:23	1411237	2940	Sherry	Yang	Hotel	192.168.216.60	192.168.216.60-2	Background Verify Success	192.168.216.60-2-In	Only Card	Area Name	
2017-12-15 18:28:20	1411237	2940	Sherry	Yang	Hotel	192.168.216.60	192.168.216.60-1	Background Verify Success	192.168.216.60-1-In	Only Card	Area Name	
2017-12-15 18:28:17	9505930	9	Lilian	Mei	Development Department	192.168.216.60	192.168.216.60-2	Background Verify Success	192.168.216.60-2-In	Only Card	Area Name	
2017-12-15 18:28:13	9505930	9	Lilian	Mei	Development Department	192.168.216.60	192.168.216.60-1	Background Verify Success	192.168.216.60-1-In	Only Card	Area Name	
2017-12-15 18:28:06	13271770	3	Leo	Hou	Financial Department	192.168.216.60	192.168.216.60-2	Background Verify Success	192.168.216.60-2-In	Only Card	Area Name	
2017-12-15 18:28:01	13271770	3	Leo	Hou	Financial Department	192.168.216.60	192.168.216.60-1	Background Verify Success	192.168.216.60-1-In	Only Card	Area Name	
2017-12-15 18:23:52	4461253	1	Jerry	Wang	General	192.168.216.60	192.168.216.60-2	Background Verify Success	192.168.216.60-2-In	Only Card	Area Name	
2017-12-15 18:23:10	4461253	1	Jerry	Wang	General	192.168.216.60	192.168.216.60-2	Background Verify Success	192.168.216.60-2-In	Only Card	Area Name	
2017-12-15 18:23:12	4461253	1	Jerry	Wang	General	192.168.216.60	192.168.216.60-2	Background Verify Success	192.168.216.60-2-In	Only Card	Area Name	
2017-12-15 18:23:02	8155288	2	Lucky	Tan	Development Department	192.168.216.60	192.168.216.60-2	Background Verify Success	192.168.216.60-2-In	Only Card	Area Name	
2017-12-15 18:22:21	4461253	1	Jerry	Wang	General	192.168.216.60	192.168.216.60-2	Background Verify Success	192.168.216.60-2-In	Only Card	Area Name	
2017-12-15 18:20:24	9505930	9	Lilian	Mei	Development Department	192.168.216.60	192.168.216.60-2	Background Verify Success	192.168.216.60-2-In	Only Card	Area Name	

Created on: 2017-12-15 18:35:55

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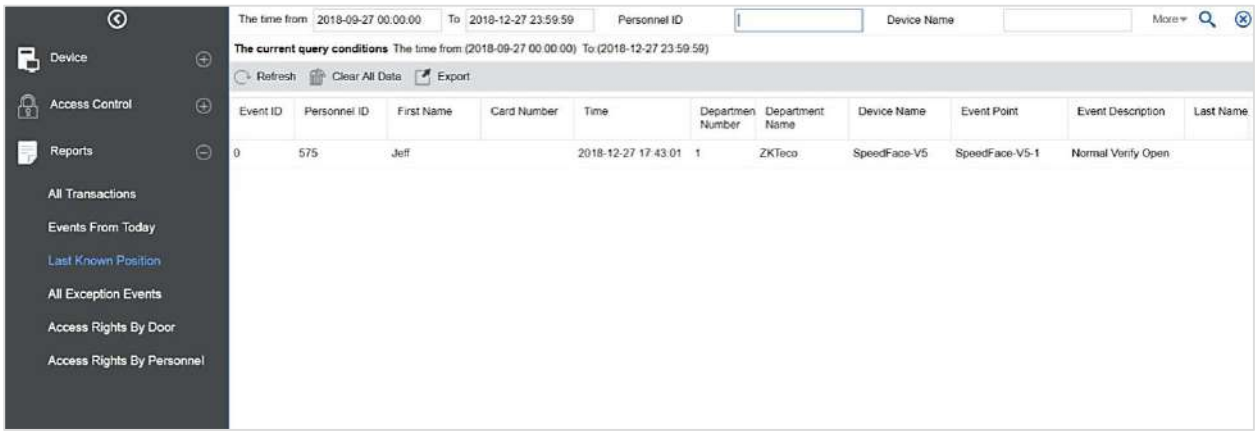
4.3.3 Last Known Position

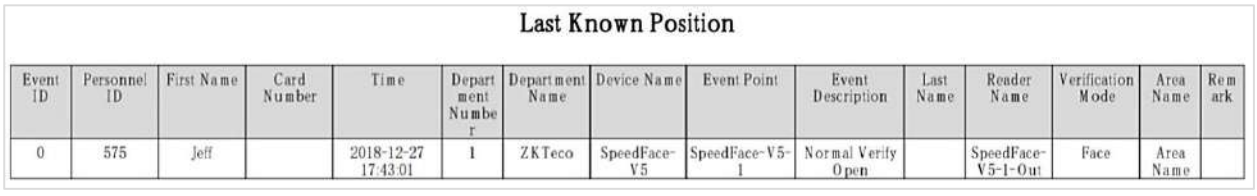
Check out the latest position of the person who has access privileges to access. It is convenient to locate a person.

Click [Reports] > [Last Know Position] to check out.



Locate the location of personnel: Personnel with electronic map authority, click on the corresponding [Personnel ID], you can locate the specific location of the personnel in the electronic map by the way of flashing the door.

You can export all personnel final position data in Excel, PDF, and CSV format.



Last Known Position

Event ID	Personnel ID	First Name	Card Number	Time	Department Number	Department Name	Device Name	Event Point	Event Description	Last Name	Reader Name	Verification Mode	Area Name	Remark
0	575	Jeff		2018-12-27 17:43:01	1	ZKTeco	SpeedFace-V5	SpeedFace-V5-1	Normal Verify Open		SpeedFace-V5-1-Out	Face	Area Name	

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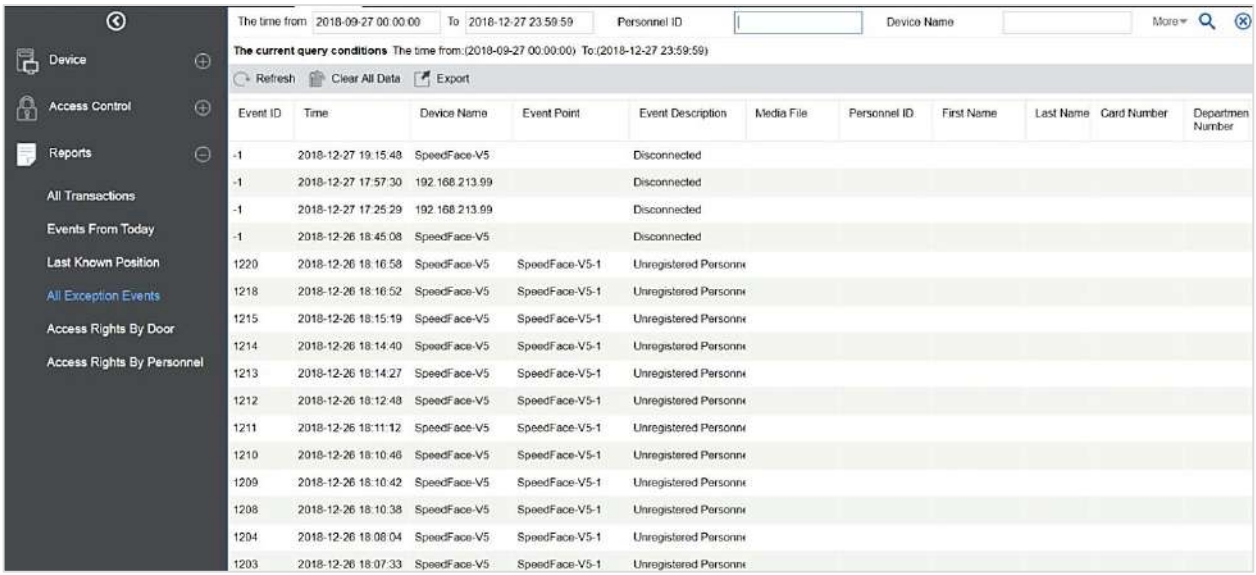
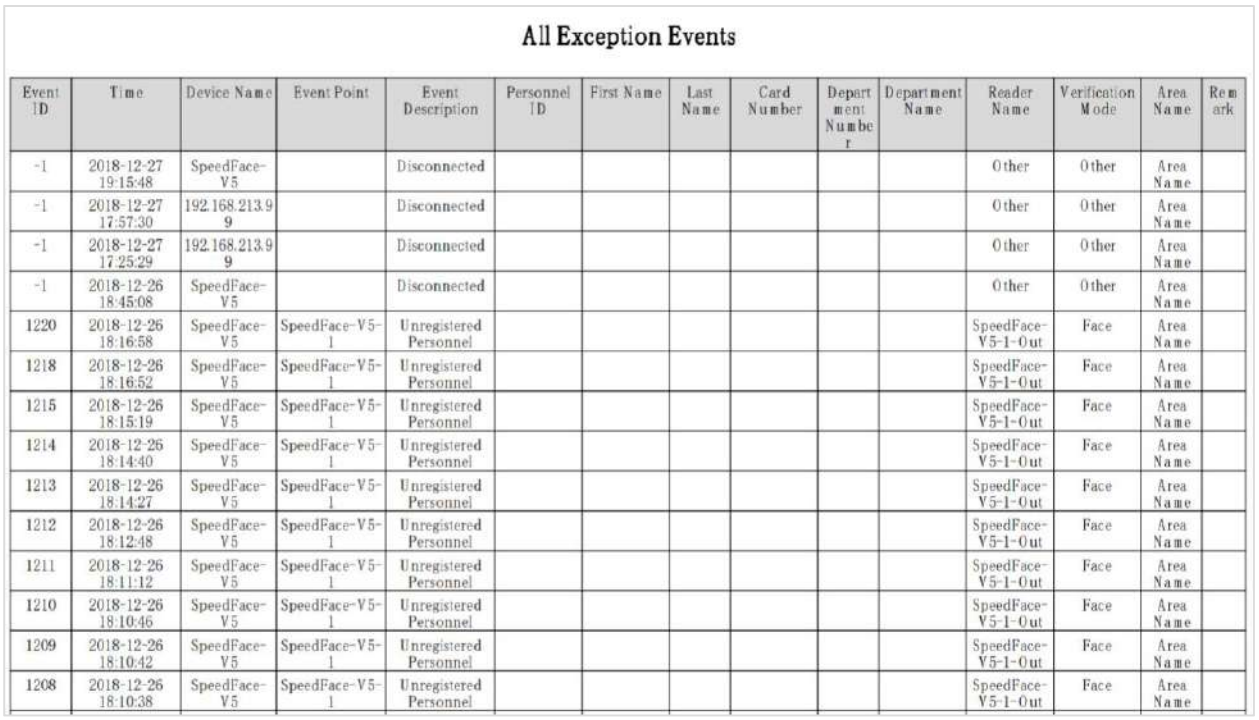
4.3.4 All Exception Events

Click [Reports] > [All Exception Events] to view exception events in specified condition. The options are the same as those of [All Transactions].



Clear All Data: Click [Clear All Data] to pop up prompt, and then click [OK] to clear all exception events.

Export: You can export all exception events in Excel, PDF, and CSV format.



All Exception Events

Event ID	Time	Device Name	Event Point	Event Description	Personnel ID	First Name	Last Name	Card Number	Department Number	Department Name	Reader Name	Verification Mode	Area Name	Remark
-1	2018-12-27 19:15:48	SpeedFace-V5		Disconnected							Other	Other	Area Name	
-1	2018-12-27 17:57:30	192.168.213.99		Disconnected							Other	Other	Area Name	
-1	2018-12-27 17:25:29	192.168.213.99		Disconnected							Other	Other	Area Name	
-1	2018-12-26 18:45:08	SpeedFace-V5		Disconnected							Other	Other	Area Name	
1220	2018-12-26 18:16:58	SpeedFace-V5	SpeedFace-V5-1	Unregistered Personnel							SpeedFace-V5-1-Out	Face	Area Name	
1218	2018-12-26 18:16:52	SpeedFace-V5	SpeedFace-V5-1	Unregistered Personnel							SpeedFace-V5-1-Out	Face	Area Name	
1215	2018-12-26 18:15:19	SpeedFace-V5	SpeedFace-V5-1	Unregistered Personnel							SpeedFace-V5-1-Out	Face	Area Name	
1214	2018-12-26 18:14:40	SpeedFace-V5	SpeedFace-V5-1	Unregistered Personnel							SpeedFace-V5-1-Out	Face	Area Name	
1213	2018-12-26 18:14:27	SpeedFace-V5	SpeedFace-V5-1	Unregistered Personnel							SpeedFace-V5-1-Out	Face	Area Name	
1212	2018-12-26 18:12:48	SpeedFace-V5	SpeedFace-V5-1	Unregistered Personnel							SpeedFace-V5-1-Out	Face	Area Name	
1211	2018-12-26 18:11:12	SpeedFace-V5	SpeedFace-V5-1	Unregistered Personnel							SpeedFace-V5-1-Out	Face	Area Name	
1210	2018-12-26 18:10:46	SpeedFace-V5	SpeedFace-V5-1	Unregistered Personnel							SpeedFace-V5-1-Out	Face	Area Name	
1209	2018-12-26 18:10:42	SpeedFace-V5	SpeedFace-V5-1	Unregistered Personnel							SpeedFace-V5-1-Out	Face	Area Name	
1208	2018-12-26 18:10:38	SpeedFace-V5	SpeedFace-V5-1	Unregistered Personnel							SpeedFace-V5-1-Out	Face	Area Name	

4.3.5 Access Rights by Door

View related access levels by the door. Click [Reports] > [Access Rights By Door], the data list on the left side shows all doors in the system, select a door, the personnel having access levels to the door will be

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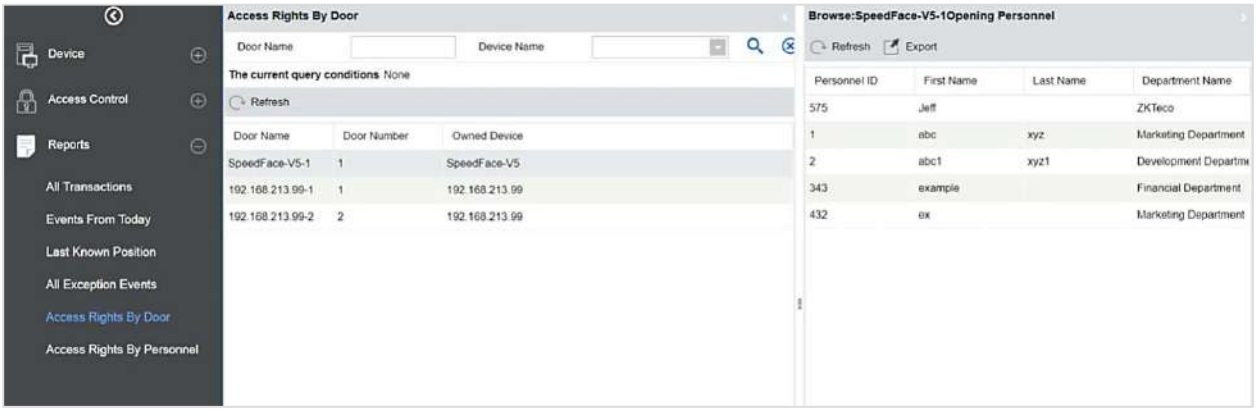
displayed on the right data list.



You can export all the personnel having access levels to the door data in Excel, PDF, and CSV format.

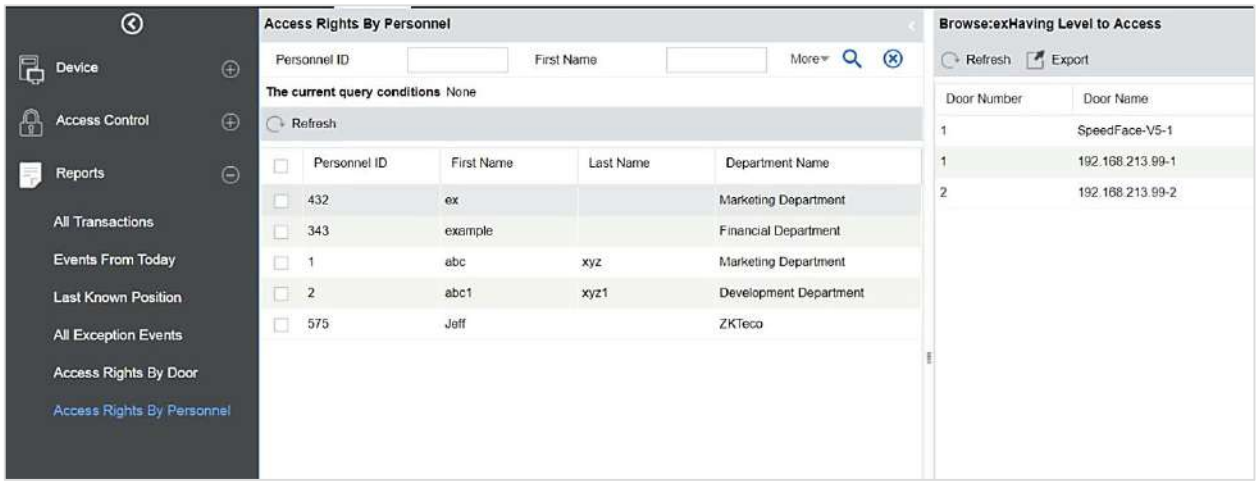
Personnel

Personnel ID	First Name	Last Name	Department Name
575	Jeff		ZKTeco
1	abc	xyz	Marketing Department
2	abc1	xyz1	Development Department
343	example		Financial Department
432	ex		Marketing Department

4.3.6 Access Rights by Personnel

View related access levels by personnel.

Click [Reports] > [Access Rights By Personnel], the data list on the left side shows all doors in the system, select personnel, the personnel having access levels to the door will display on the right data list.



You can export all the door information in Excel, PDF, and CSV format.

Door

Door Number	Door Name
1	SpeedFace-V5-1
1	192.168.213.99-1
2	192.168.213.99-2

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5 Attendance Management

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

5.1 Attendance Device

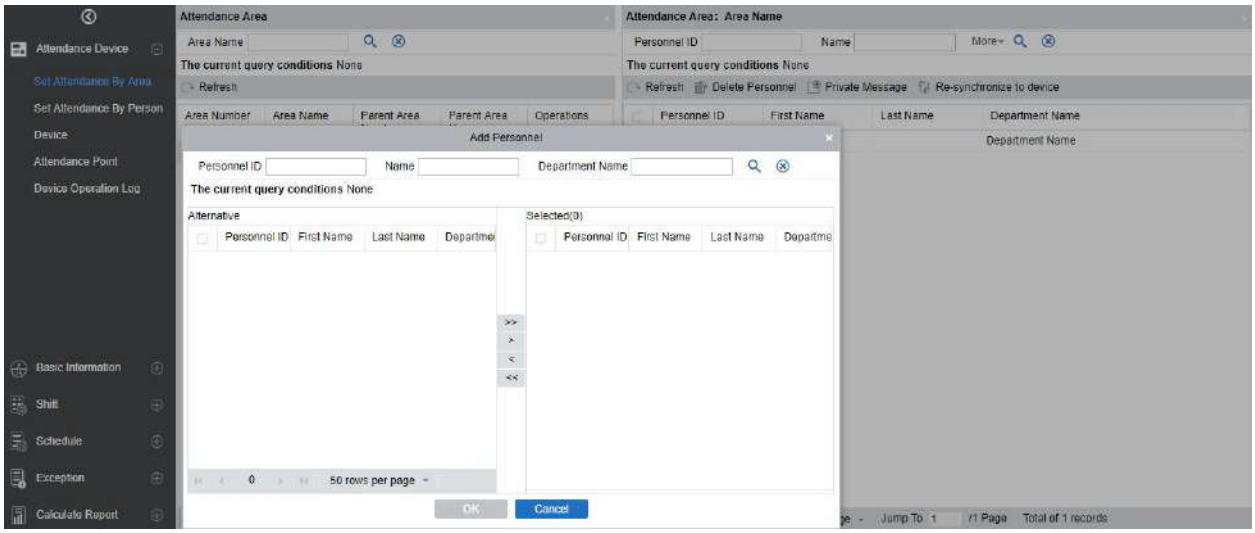
This function includes adding a device, adding area and assigning it to the personnel. Set the communication parameters of the device. The system can communicate with the device properly only when communication parameters are configured correctly, including the parameter settings in the system and the device. After successful communication, you can view the information on the connected device and can perform remote monitoring of the device/upload and download.

5.1.1 Set Attendance by Area

Area is a concept of space that facilitates the management of devices in a specific area.

In this system, area setting is a process of dividing devices by zone. A prominent feature of "Area" is to allow the system to automatically manage the employee information on devices. According to requirements, areas can be allocated to devices (one device can belong to one area only), and employees can be allocated to one or more areas.

Click [Device] > [Area] > [New] to add new personnel in the area:



Add/delete personnel for a specified area

1. Click [Device]> [Area], click a certain area of left side, the system will display the personnel on the

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right side.

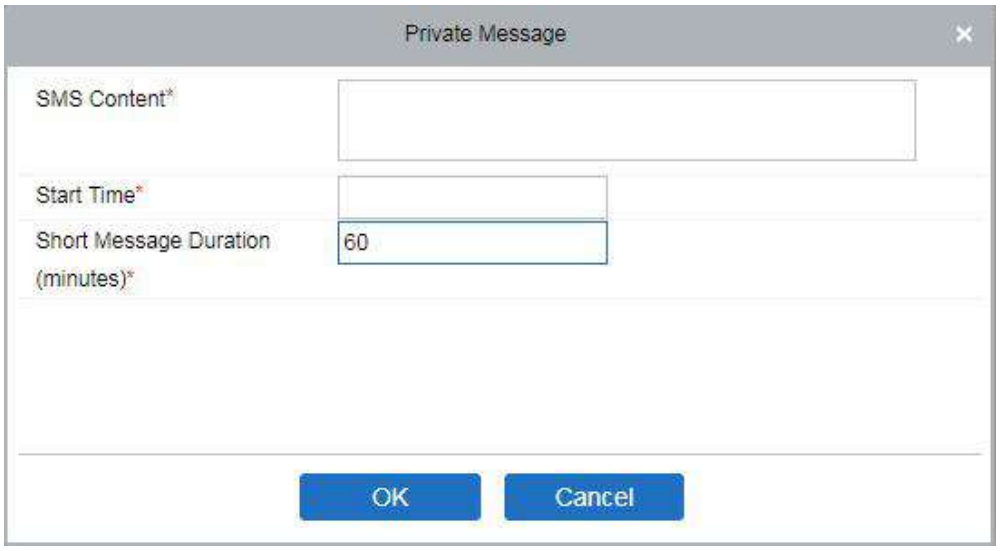
2. Click [Add Person] under the list on the left to pop up the Add Person page. Select the person to the right list and click [OK] to complete it;

3. To delete a person in the area, select the person on the right side and click [Delete Personnel] to delete the person from the area.

Private Message

This feature can display a short message to someone regularly (device should support).

Select personnel and click [Personal SMS]. The setting interface as follows:



After the setting is completed, click [OK]. After swipe cards successfully on the device, the device will send short message to this person. For example, the message like "Happy Birthday to you", to strengthen the interaction between the company and employees.

The fields are described below:

Short Message: The message displayed on the time and attendance device, which supports input 40 characters.

Start Time: The start time to display private short messages.

Short Message Duration (minutes): Shows the duration of the private short message after a successful check-in.

Re-synchronize data to the device

Synchronize personnel data from the system to the device. Select a device of a certain area, click [Re-synchronize to device], and click the [OK] button to synchronize the data, so that personnel can verify on the time attendance device in the area:

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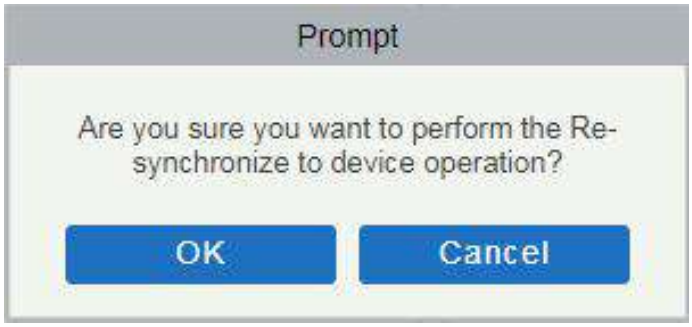
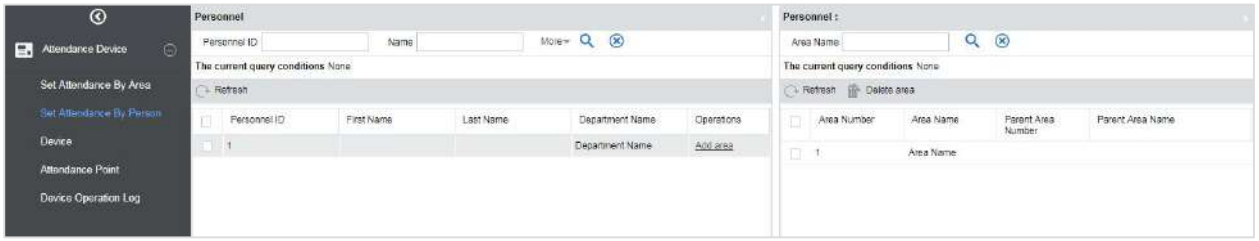


5.1.2 Set Attendance by Person

Click [Attendance Device] > [Set Attendance by Person], add the area to personnel, the page as follows:



Add / Delete areas for specified personnel

1. Click the [Attendance Device]> [Set Attendance by Person], choose a person on the left side, and the area to which the person belongs is displayed in the list on the right.
2. Click [Add Area] under the list of the left page. Select the area to the list on the right and click [OK] to complete the edit.
3. Select the area on the right and click [Delete Area] to delete the person from the area.

5.1.3 Device

After a time and attendance device is added to the software, the user can search device, edit, delete, device control, view and get information, clear device data, view commands, etc.

- **Search for device**

1. Click [Attendance device]>[Device] > [Search Device], as follows:

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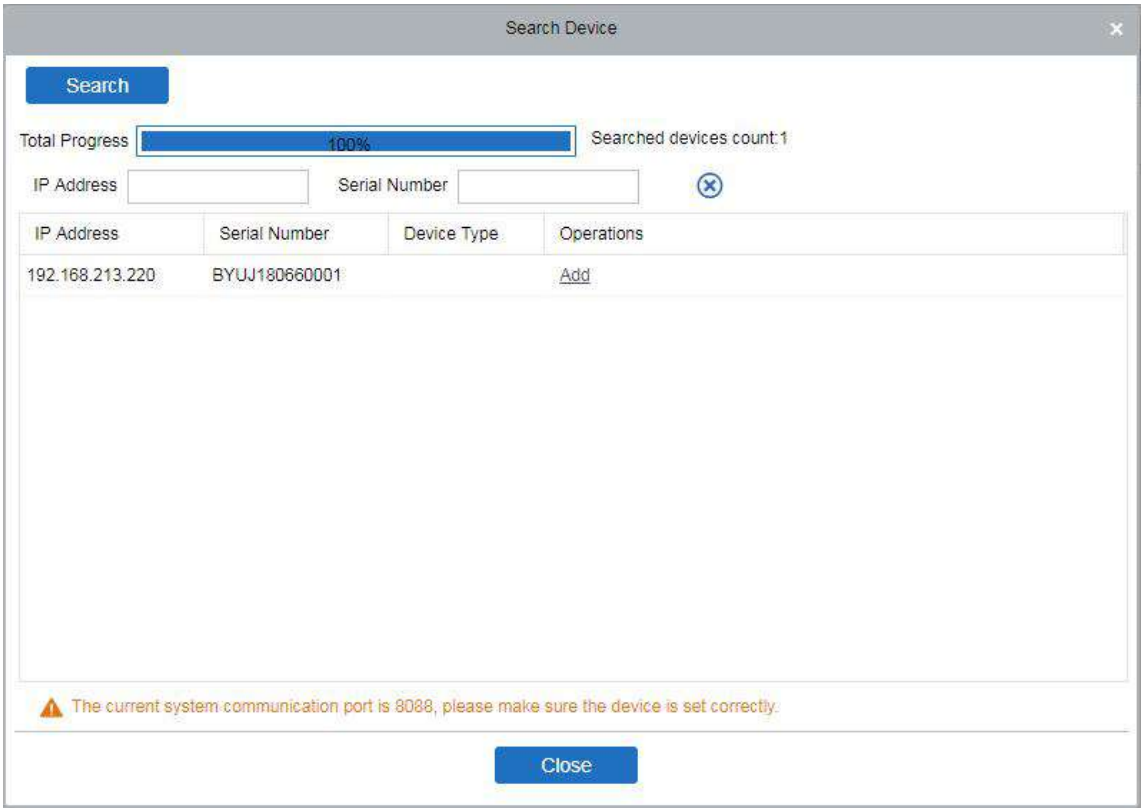
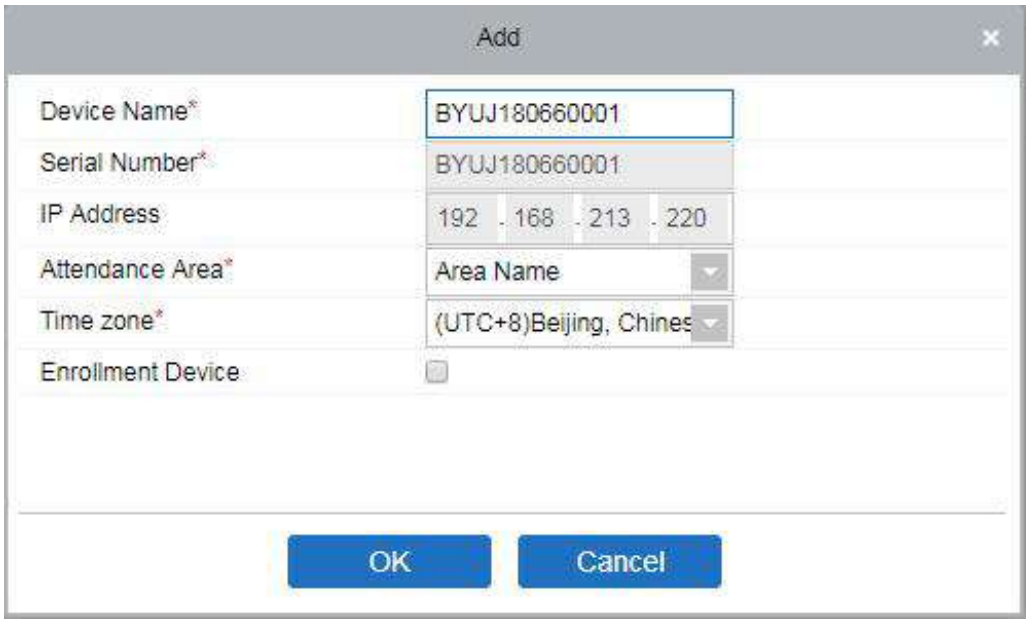


2. Click [Add] to pop up the device edit interface. After the information is filled in, click [OK] to complete operation, and click [Cancel] to cancel the edit operation.



Fields are as follows:

Device Name: Time and attendance device name, any character up to 20.

Device Serial Number: Attendance device serial number.

IP Address: The IP address of the attendance device.

Attendance Area: The equipment for regional division, to achieve regional data management.

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Time Zone: Time and attendance at different time zones.

Enrollment Device: If not selected, the user data uploaded by the device will not be processed (the attendance record of the device will not be checked). If checked, the user data uploaded by the device will be processed.

✍ **Note:** Before adding devices to the software, users need to set the communication IP and address of time attendance device.

- **Edit Device**

Select the device and click [Edit], to modify device information.

- **Delete**

Select the device and click [Delete] to remove the device and its information.

- **Refresh**

Click [Refresh] to update the device list status information.

- **Enable**

After the device is enabled, the upload and download of data are enabled normally. (When the device is enabled, users can choose whether it is a registration device or not).

- **Disable**

After the device is disabled, the device is not allowed to upload and send data.

- **Public Message**

You can set the public messages in the device so that the device can display short messages on the page (Not all the devices support this function).

- **Synchronize software data to the device**

Select the device to be synchronized and send the corresponding device area data in the software to the device.

- **Get Device Option**

Select the device of which you want to get information, click Get software to send command, get the device related parameters, such as: serial number, IP address, device model, firmware version number, etc.

- **View Command**

After clicking [View Command], the page will navigate automatically to the device commands page in the system management module to show command queries.

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- **Attendance Data Checking**

Select the device to proofread data, select the proofing date, the software issues a command to proofread the software and device attendance data.

- **Upload Data again**

Select the device in which you want to upload data. Click to enter the check box to upload the data type: attendance record/attendance photo, click the confirmation to get such information again from the device.

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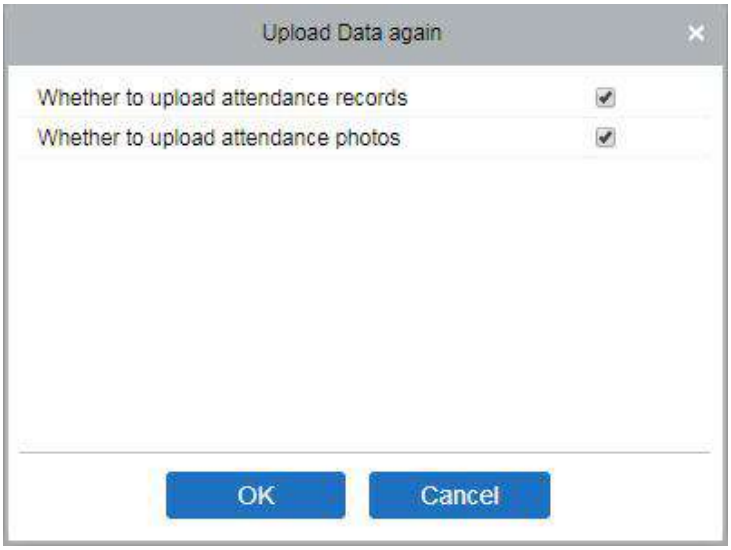
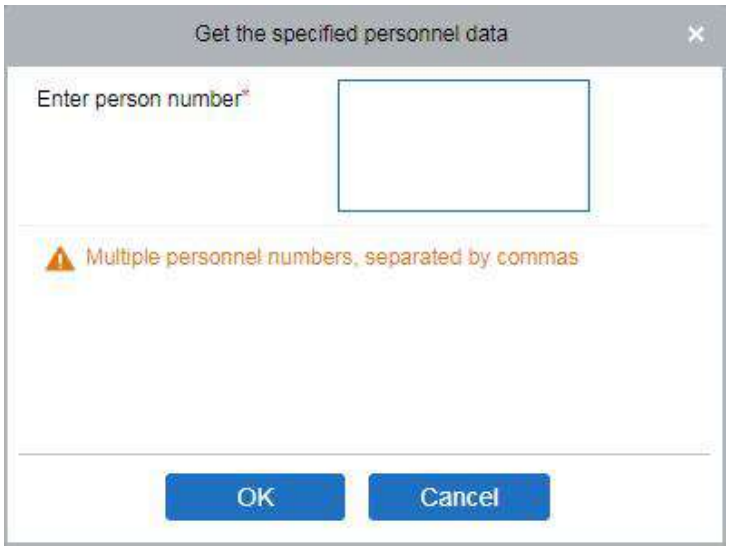


- **Get the Specified personnel data**

Select the device from the list and click Get the Specified personnel data. The below prompt will appear.



Enter the desired person numbers separated by a comma and click [OK].

- **Clear Device Commands**

Select the device to be cleared. It clears the operation command issued by the software in the setting.

- **Clear the attendance photos**

Select the device. This function will clear all the attendance photo records from the device.

- **Clear the attendance transactions**

Select the device. This function will clear all the attendance data records from the device.

- **Reboot Device**

Select the device you want to restart; the software sends a reboot command and restarts the device.

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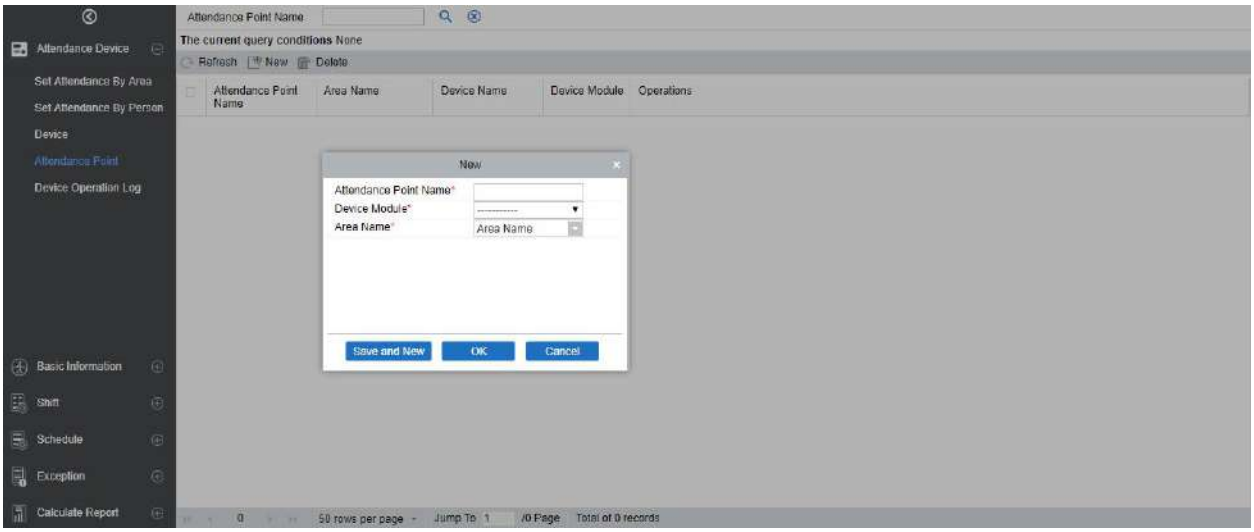
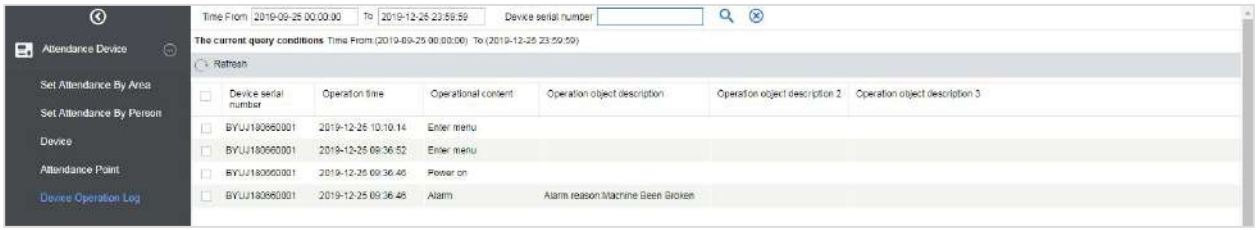
5.1.4 Attendance Point

The system supports setting access control as the attendance point. After setting the access device as an attendance point, its access records will be transferred to the attendance system in real time as punch records.



5.1.5 Device Operation Log

Click [Attendance Device]> [Device Operation Log] to display the operation logs of the attendance device in the area.



5.2 Basic Information

5.2.1 Basic Rule

Since the attendance system of the company is different, the user needs to manually set the attendance parameters to ensure the accuracy of the final attendance calculation. The attendance rule setting is a way to show the company's attendance system.

1. Basic Rule Setting

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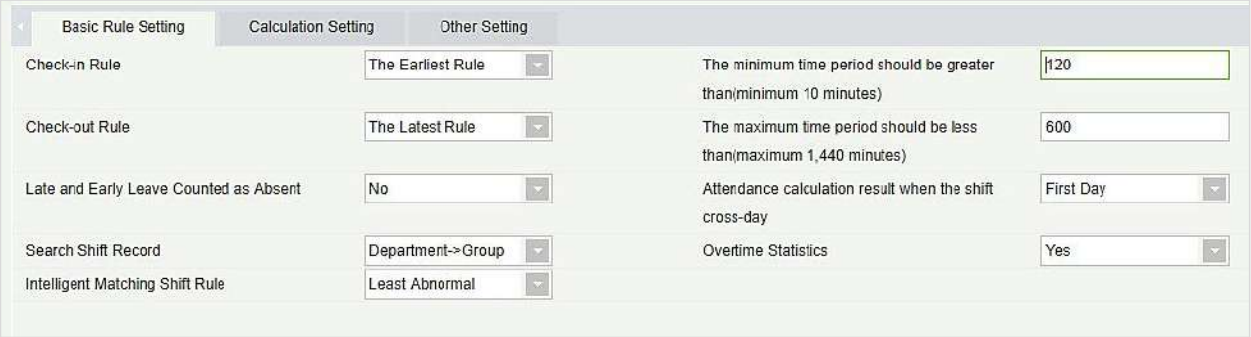

Check-in Rule:

- Earliest Principle: By default, it takes the first check-in within the valid time zone.
- Closest Principle: It will take the closet check-in within the valid time zone.

Check-out Rule:

- Late Principle: By default, it takes the last punch card record within the range of valid attendance range.
- Closest Principle: It takes the punch card record closest to the closing time within the range of valid attendance).

The minimum time period should be greater than (minimum 10 minutes):120 (default); Range: 10-999; Required.

The maximum time period should be less than (maximum 1440 minutes): 600 (default); Range: 10-1440; Required.

Late & Early Leave Counted as Absent: No (default) Yes refers to that if it is late or early leave, then the time period is recorded as an absence.

Attendance calculation result when the shift cross-day:

- The first day: The effective working hours of the second day is counted to the first day;
- The second day: The effective working hours of the first day is counted to the second day.

Overtime Statistics: Yes (default), No; the first overtime switch for statistics, if set to No, overtime will not be calculated.

Search Shift Record: The attendance calculation is done based on this priority order

Intelligent Matching Shift Rule: Longest Working duration, Least abnormal (default). The longest working duration will calculate each shift respectively to obtain the most effective longest time shift. The Least abnormal will consider the shift which has a minimum number of exceptions (such as late, leave early, etc.).

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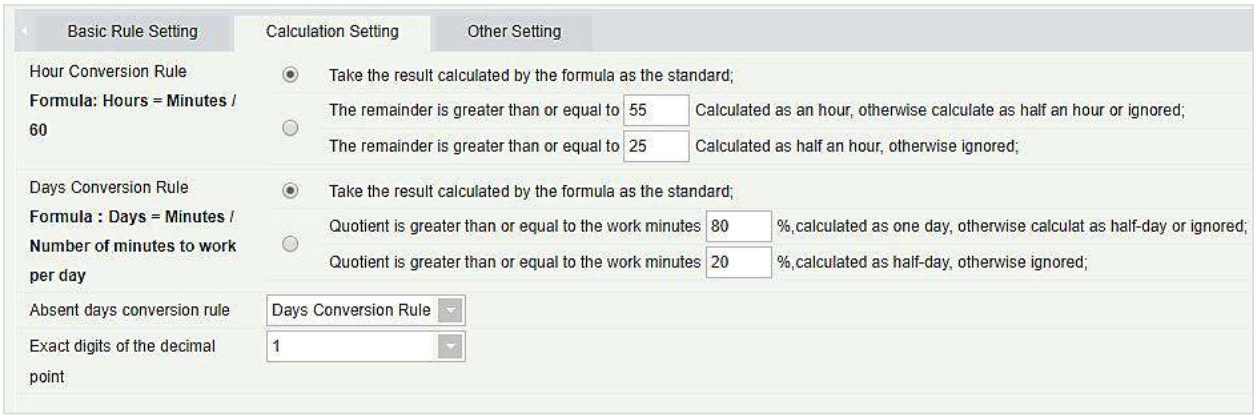
2. Calculate Settings



Hour Conversion Rule: Take the result calculated by the formula as the standard.

The calculation results are taken as the criterion, and then the decimal place of the calculation result is retained in combination with the exact digits of the decimal point.

Residue range: The result of the calculation is processed according to rules, and then the decimal places of the calculation result are retained in combination with the precise digits of the decimal point. As set in the above figure, if the result is 55 min, then it will take as 1 hour, and if the result is 25 min, then it will take as half an hour.

Day Conversion Rule: The settings are same as Hour conversion rule.

Absent day's conversion rule: If you want to make this calculation effective in attendance calculation then select Days Conversion Rule.

Decimal point accurate to digits: Default is 1; available choices are 1, 2 & 0.

3. Other settings

Sets the representation of the attendance results in the report: Set the required symbol for the following data; Expected/Actual, Late, Early, Absent, No Check-in, No Check-out, Leave, Overtime, Adjust Rest, Append Attendance, Trip, Out. Repeated symbols are allowed.

5.2.2 Custom Rule

This interface displays the rule types applicable to group schedule / department schedule. If not defined here, group schedule or department schedule takes the settings of basic rules and supports the operations of adding, deleting and editing.

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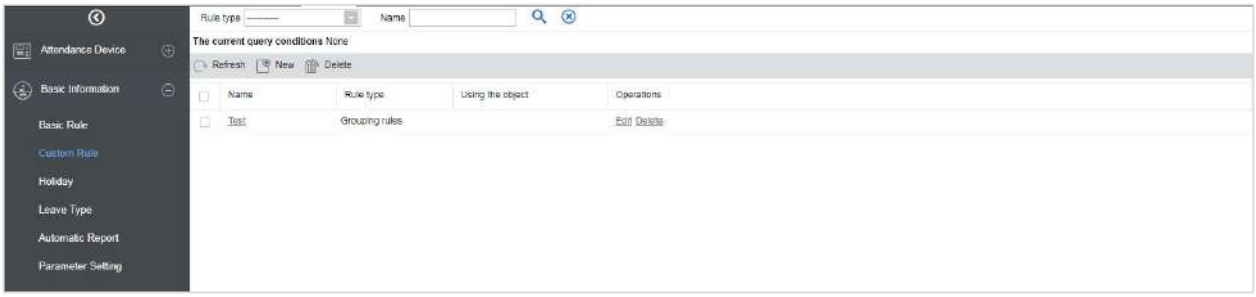
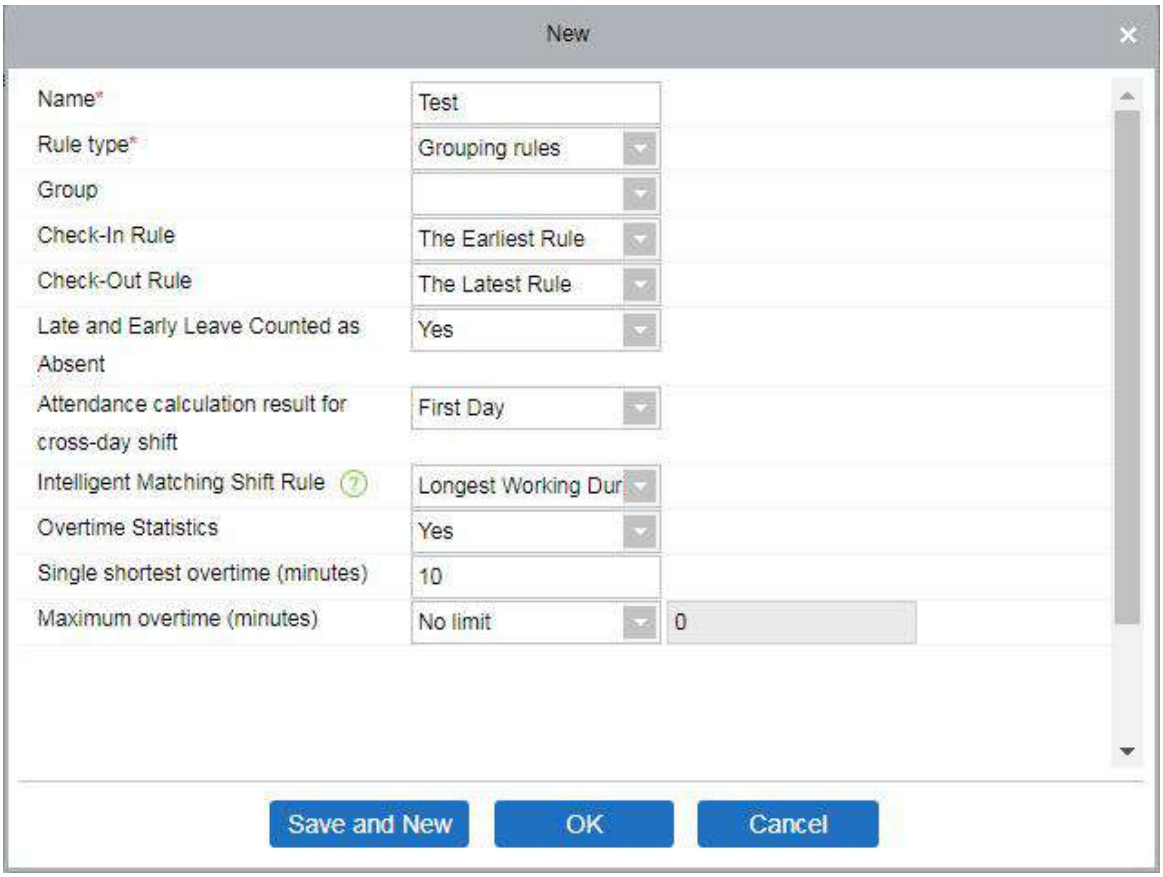


Add

Click Basic Information > Custom rule > Add, display as the following page:



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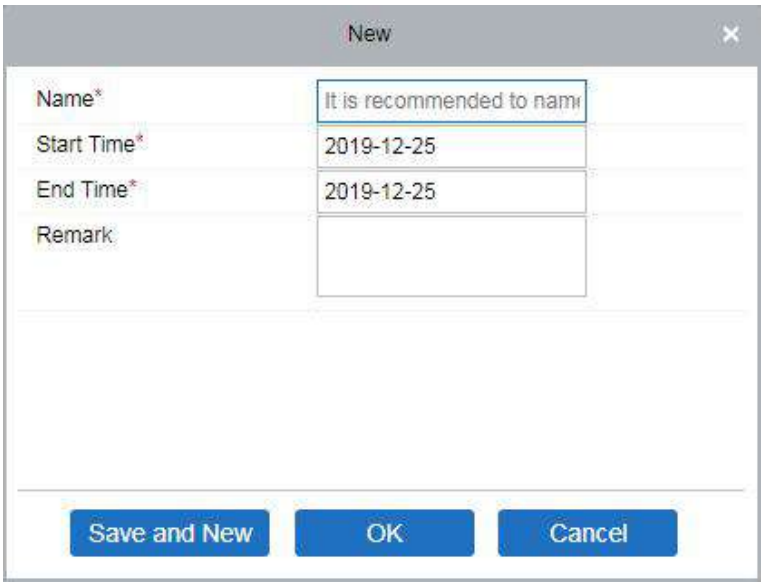
5.2.3 Holiday

➢ **Adding**

1. In the function menu, click [Basic Information] > [Holiday] > [New], the following page is displayed:



2. After the information is entered, click [OK] to finish new addition, click [Cancel] to cancel new addition, click [Save and Continue] to save and continue adding.

Field Description:

- Number: Length 5, required
- Name: Character length 10; required
- Start time: Holiday start date, the format is date and time
- End time: Holiday end date, the format is date and time
- Remark: Character length 50

➢ **Delete**

Select the Holiday which need to be deleted and click [Delete].

➢ **Edit**

Select holiday which need to be edited and click [Edit] beside holiday information.

5.2.4 Leave Type

There are 9 leave types by default, editable, but not allowed to be deleted: user-defined leave type can be extended.

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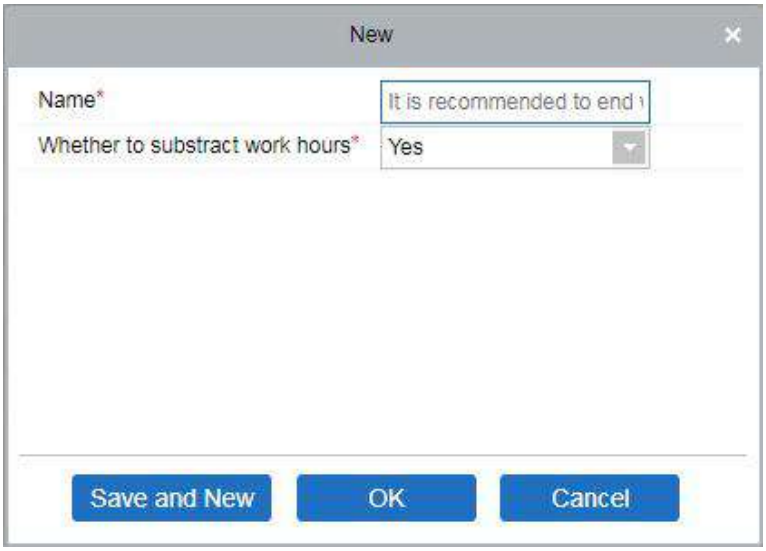
➢ **Adding**

1. In the menu, click [Basic Information] > [Leave Type] > [New], the following page is displayed:



2. After the information is entered, click [OK] to finish new addition, click [Cancel] to cancel new addition, click [Save and Continue] to save and continue adding.

3. The default system has 9 kinds of leave type: Casual leave, Marriage Leave, Maternity Leave, Sick Leave, Annual Leave, Home Leave, Bereavement Leave, Breastfeeding Leave, custom. We can edit these leave type but cannot delete it.

➢ **Delete**

Select the leave type and click [Delete] to delete.

➢ **Edit**

Select the leave type and click [Edit] to edit.

Field Description:

- Name: Required, maximum character length is 30
- Whether to subtract work hours: Set whether to deduct the length of work for the leave of this leave. For example, maternity leave / marriage leave / annual leave are statutory holidays without deducting the length of work.

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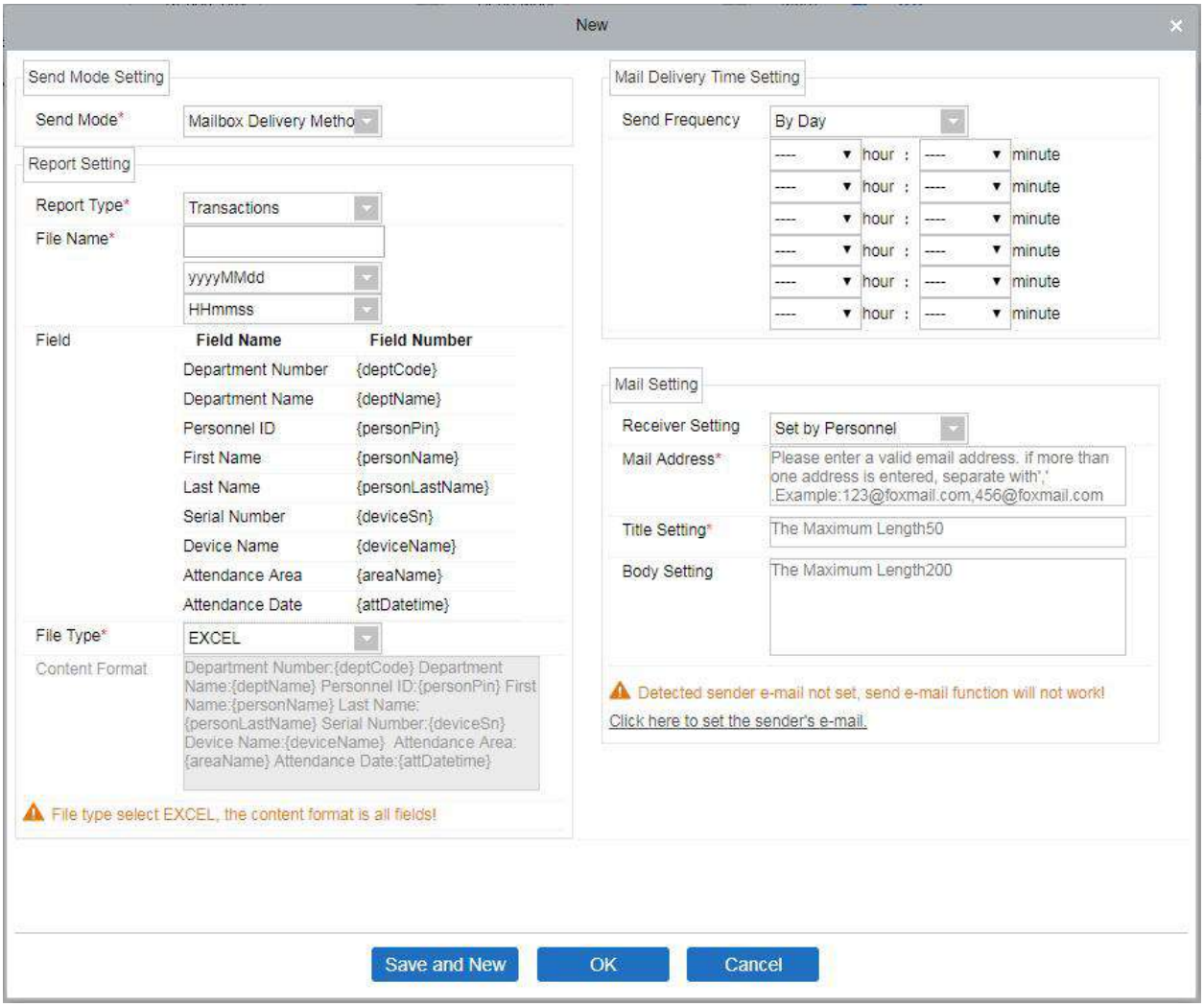
5.2.5 Automatic Report

Automatic report supports the function to package the report into an attachment at a fixed time point (daily or monthly) and send the attachment via email to be designated personnel or ftp server.

1. In the function menu, click [Basic Information] > [Automatic Report] > [New], the following page is displayed:



2. In the Report Setting section;

   Report Type: Select the desired choice from "Transactions" or "Daily Attendance". The report will be according to the selected type. Transactions will give the details related to the device with Attendance area and time of the personnel. Daily attendance will give the attendance details of the personnel.

   File Name: Consists of 3 parts: custom file name + year, month, day, hour, minute and second, such as (Department of the original records of the test section 201706271143).

   A. The first field is for the custom file name

   B. The second field contain two option for the format of the date: yyyyMMdd and yyyy-MM-dd

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C. The third field contain the hour, minute and second format: Currently it supports HHmmss.

Field: Displays the field name and field code of the current report type.

File Type: Currently it supports TXT.

Content Format: It will define the format of the content in the exported report. For example: {deptName} 00 {personPin} 01 {personName} 02 {attDatetime} 03.

3. In the Mail Delivery Time Setting; set frequency for the mail delivery. The frequency has two options; By day and By month. If you have selected "By day", then you can set a maximum of 6 interval in a day (only once per hour) at which the mail delivery will start.

   A. It can only be set in increasing order of time,

   B. The minute set in the first-time interval will be same for all other five intervals.

   If you have selected as "By month", then you have 3 options to choose from; first is "last day of the month", second is first day of the month and the third is any specific date.

4. Mail setting: Set the details of receiver mail.

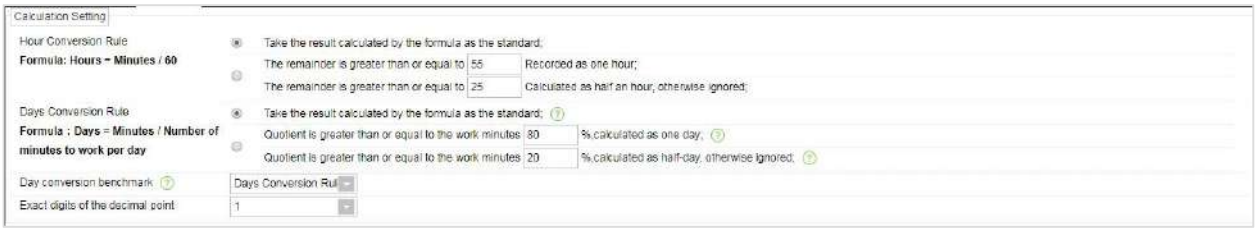
   - Receiver settings: Set the receiver as per below options:
     - Set by Personnel: Enter the E-mail address in text box, and if more than one email is there, then put ":" to separate the e-mails.
     - Set by Department: Select a department from the department hierarchy,
     - Set by Area: Select an attendance area from the area hierarchy,
   - Title setting: It refers to subject of the mail. The maximum length is 50 characters,
   - Body settings: Write the text accordingly. The maximum length is 255 characters,

5. Make sure the sender mail settings are already defined.

6. Once all the details are filled, click [OK] to finish.

5.2.6 Parameter Setting

Calculate Settings



Hour Conversion Rule/ Day Conversion Rule: The calculation result shall prevail (Based on the calculation result, and then combined with the exact number of decimal places to retain the decimal place of the calculation result). Remainder range (get results according to the rules, and then combine the exact number of decimal places to retain the decimal place of the calculation result).

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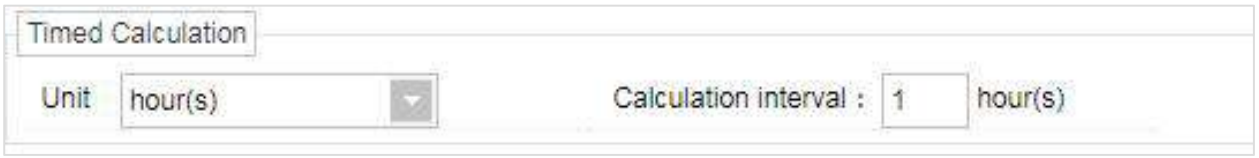
Absence days: Day conversion rule; calculated as work days.

Exact digits of the decimal point: 1 (default), 2.

Timed Calculation:

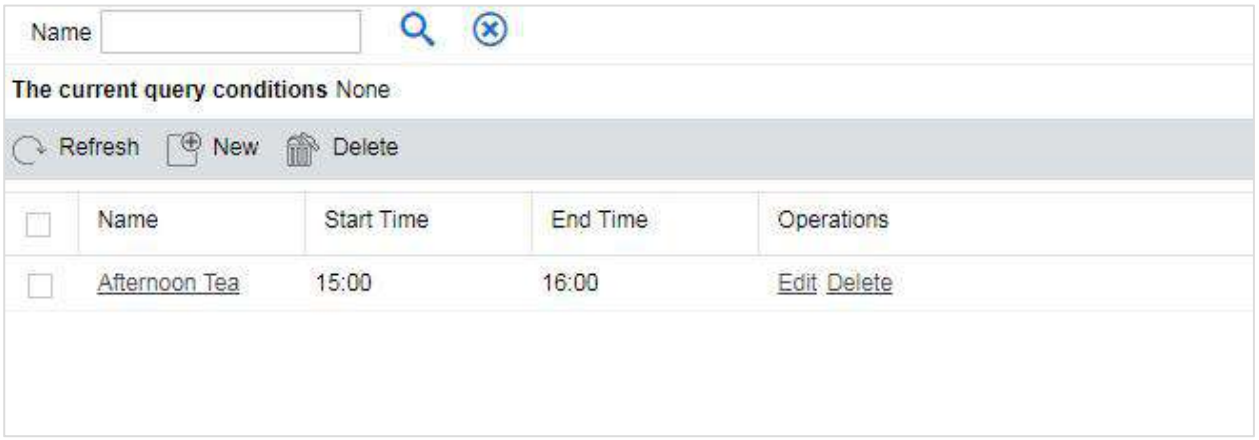


Set the unit and frequency of timed calculation. For example, the calculation interval can be set automatically calculate every N minutes or N hours.

5.3 Shift

5.3.1 Break Time

This page shows break time that can be selected for deduction, user can add, delete, and edit.



- **New**

Click [Shift]> [break time]> [New], like the following page:

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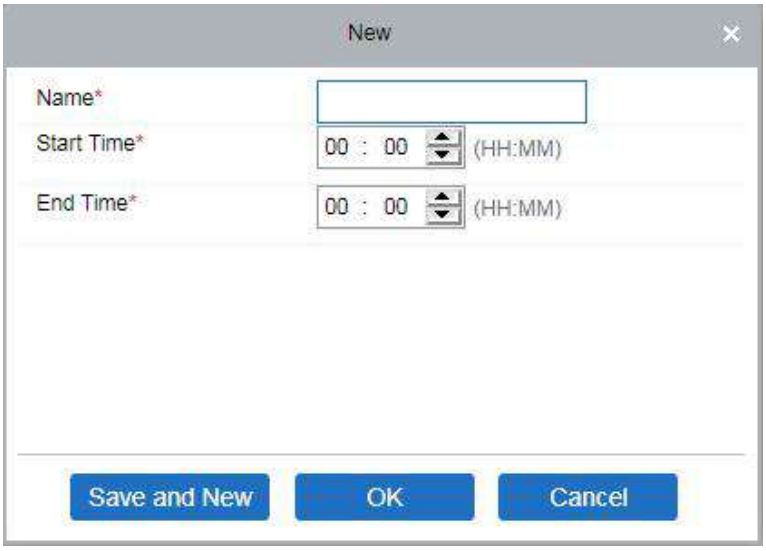


The fields are described below:

Name: Define the name of break time, 30 characters in length, required.

Start time: The start of break time

End time: The end of break time

- **Edit**

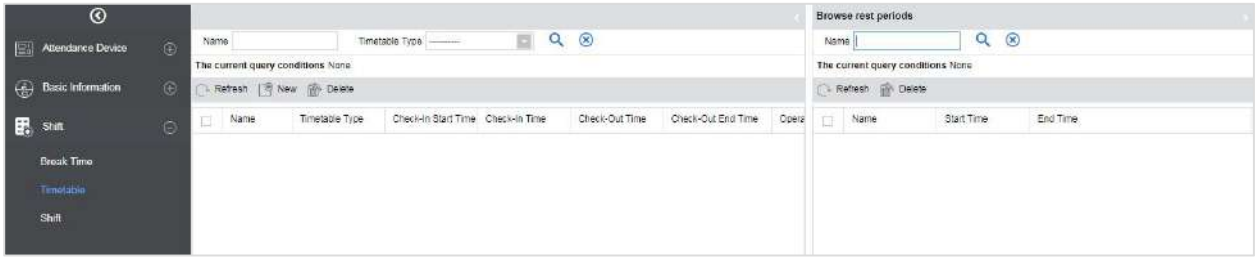
Click on the name of break time or [Edit] to modify the break time zone.

5.3.2 Timetable

This function is used to set the time zone that will be used in the attendance calculation and configuring the information of each parameter with the minimum unit set. For example, allow late / early leave time, whether it is necessary to Check-in / Check-out, set the time range of Check-in / Check-out, overtime setting and so on.

Before setting the shift, you should set all possible time segments, that is, time zone setting. Set the shift before scheduling, setting the attendance rules in the settings will be significant.

Click [Attendance] > [Shift] > [Timetable] to enter the time zone page:



- **Adding Timetable**

Click on [New] to add a new timetable.

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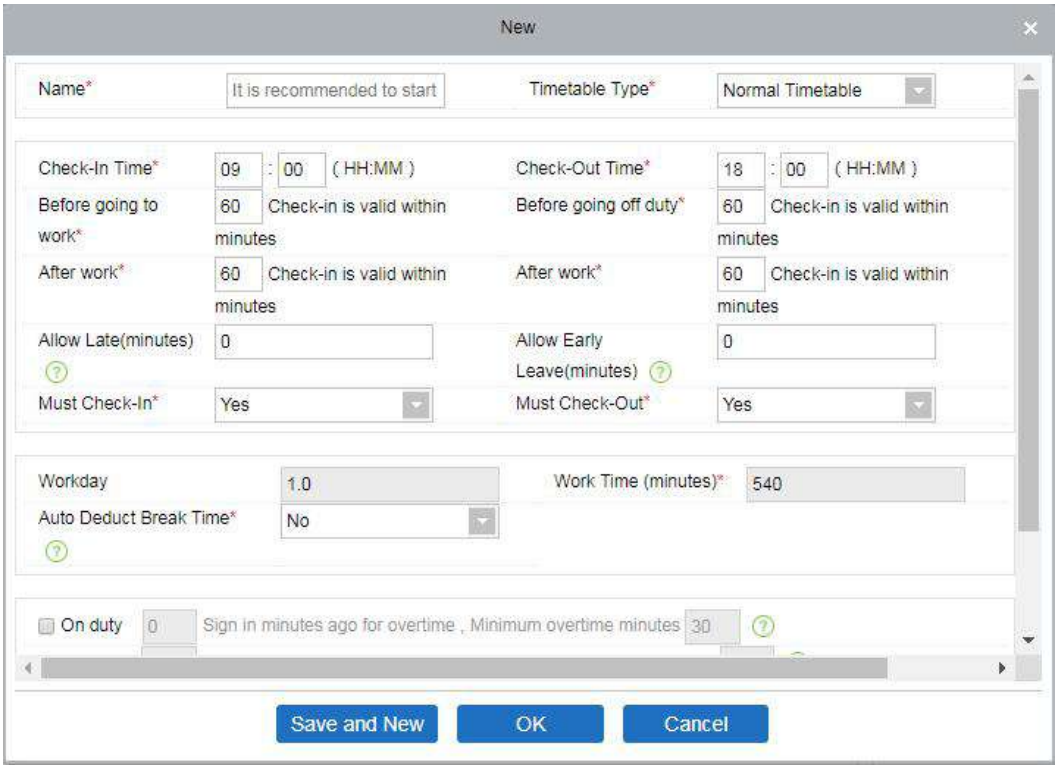

Set the value of each mandatory field as per the field explanation below:

All fields marked with * are mandatory.

Number: Any combination of numbers or letters. The number should not be identical with another zone number. The length is 5 characters.

Name: Should not contain special symbols, the name of the period should not be identical with other zone name, the length of 10 characters.

Check-in / Check-out start time, Check-in / Check-out end time: The format is "hour: minute", set the check-in / check-out as required. The records outside this range will be considered as invalid records. The Check-in / Check-out start time and Check-in/ Check-out end time should not be same.

The system default check-in start time is 08:00; check-in end time is 10:00;

The system default check-out start time is 17:00; the check-out end time is 19:00.

Check-in / Check-out: The format is "hour: minutes". Check-in time should be after check-in start time and Check-out time should be after check-out end time. The system default check-in time is 09:00; Check-out time is 18:00.

Note: If the Check-out time is less than the Check-in time, it means it is a two-day shift span. Currently the system only supports creating Time Zones across one day only.

Allow Late (minutes) and Allow Early Leave(minutes): The allowed late time is the maximum time allowed after check-in, leave early is the maximum time allowed before check-out. The check-in and check-out should be within the effective range to be valid. The system default Allow late and Leave early minutes is

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0.

For example: If the number of minutes allowed to be late is set as 5, and the working time as 9:00, Suppose A Check-in at 9:03 and B Check-in at 9:06, then A is not late, because his check-in time is within limit, B is late because he is late 1 minute more than the set limit. The logic of early leave is the same.

Must Check-in and Check-out: Set whether to set check-in and check-out as compulsory while commuting to work or not within the selected time range. If set as "Yes", then check-in / check-out is required; otherwise for "No", it is not required. The system default setting is "Yes".

Calculated as Working days: If the value is set here, the program will count the working days according to the set value statistics, otherwise, it will count according to the setting in the attendance rules. The system default working days number is "1".

Deducted Time (Minutes): This function is used to set the total break time between Check-in and Check-out. It is set according to the company lunch time and the evening break in nine to six shifts. The default interval between the deductions is 60 minutes.

Work Time (minutes): This will be the total effective time of this shift. It is automatically set by the system as per the Check-in/out details. The formula for calculation is Total minutes between Check-in and Check-out subtracted by Deducted time (minutes). It also supports manual input, that is, custom work time can be set. For example, suppose the Check-in is at 09:00 and Check-out is set as 18:00, and the deducted time is set as 60 minutes. Now the total time in minutes between Check-in and Check-out is 480 minutes, now to get the Work time we need to subtract deducted minutes from this time, so the value will be like (480-60 = 420) minutes.

Delay Time calculated as overtime: For calculating the overtime we need to set the time from which the overtime should start. If it is selected as "Yes", we need to define "Calculated as Overtime From". Overtime calculation formula: overtime = Check-out time - Calculated as Overtime From. The system default overtime start hours is as "18:00"; If the "Delay Time calculated as overtime" is set to "No" then the time after the check-out time will not be calculated as overtime. The system default is No.

5.3.3 Shift

Shift is composed of one or more timetable period(s) in accordance with a certain order and cycle of sequence. It is set as default shift for staffs. To get staff attendance, first we must set the shift.

Click [Attendance] > [Shift] > [Shift] to enter the main menu of shift as shown below. The search function can be convenient for shift inquiry. The list shows all shifts of the current system. The time period details list shows the details of the time period of the shift in the form of a chart.

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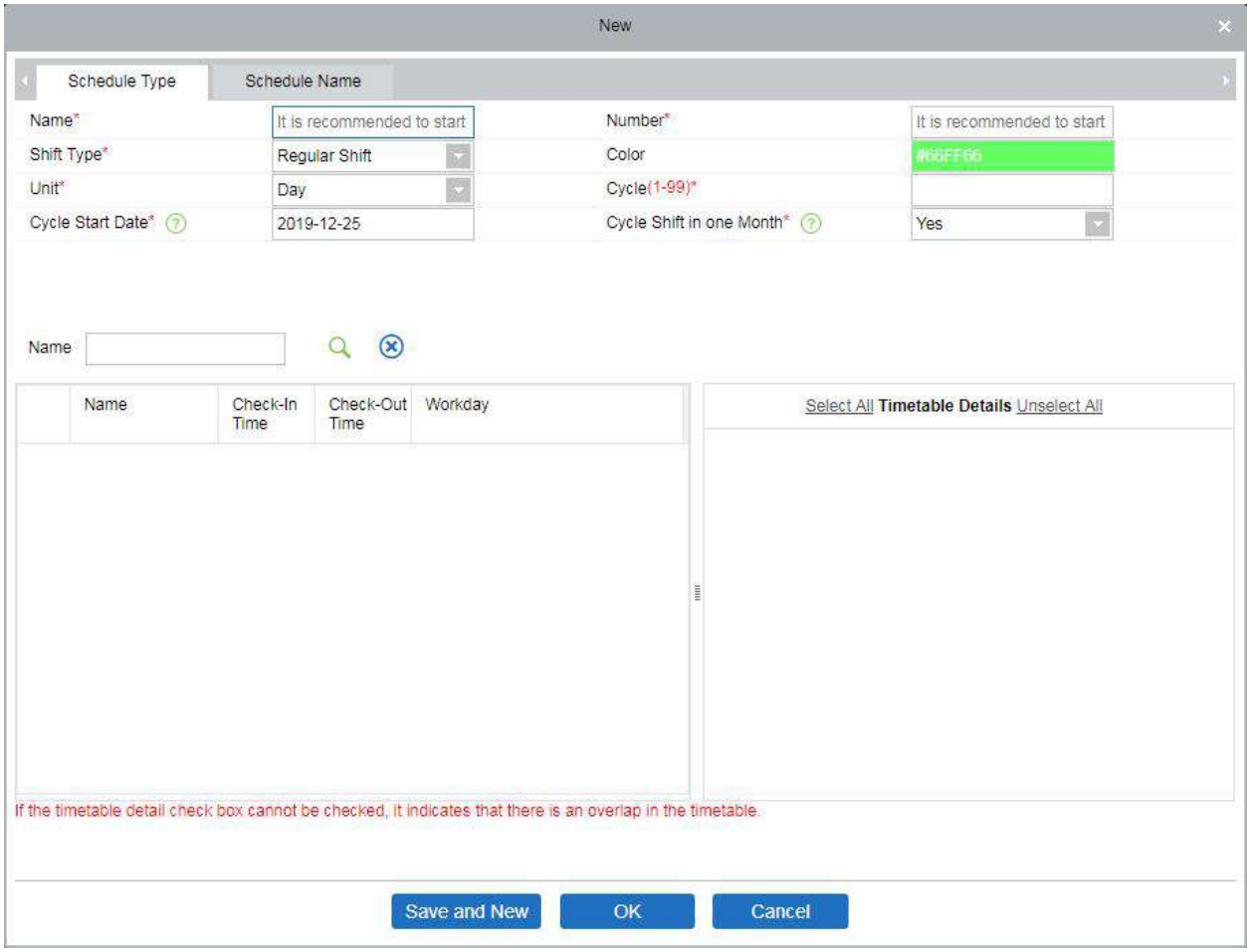

If you click the [New] button, the above interface appears, the shift setting is divided into three parts, the specific settings as follows:

1. Shift definition:

➢ **Schedule type:**

Shift type: There are two types, "Regular shift" and "Flexible shift". The system default is "Regular shift".

- **Regular shifts:** One or more normal timetable periods can be selected to form a regular shift according to the rule. Regular shifts are often used in more regular work places such as offices, governments and banks.
- **Flexible Shift:** Only one flexible time period can be used to combine flexible shifts. Flexible shifts are commonly used by Dockers and for hourly workers.

Color: Currently this field is not effective.

Number: Supports any combination of numbers or letters, and should not be identical with another shift number, the maximum length is 5 characters.

Name: Any character, shift name shouldn't be identical with another shift, the maximum length is 10 characters.

Unit: The unit of setting cycle, there are three options; Day, Week and Month, the default being the "day".

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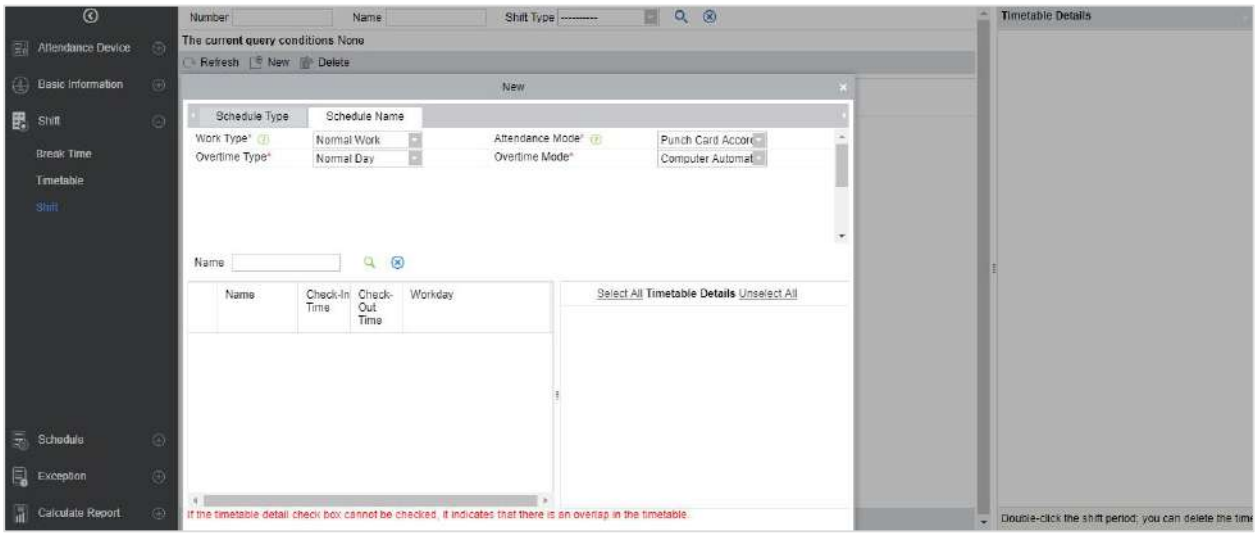
Cycle: Defines the number of shift cycles, the shift cycle = the number of cycles * units. If the unit is "day", the range is 1-99; if the unit is "week", the range is 1-15; if the unit is "month", the range is 1-12.

Start Date: Defines the start date of the shift, the date before the start date is not affected by the shift. The system default start date is the current system date.

- **Schedule name:**



[Shift Management]> [Shift] here user can choose normal work, weekend OT, and holiday OT. When the work type is normal work, you can choose to mark overtime as weekdays, rest days, and holidays; when the work type is overtime on weekends or holidays, the overtime includes the time before/after work.

Attendance Mode: It defines the method of attendance calculation for this shift. Below are the 4 ways:

- Punch Card According to Normal Shift: This is the system default. The check-in should be as per the shift timings.
- Punch once at any time in a day: In this option, the staff only needs to punch a card at any time of the day.
- Only calculate the Punch Card time: It will take two valid punch card time intervals as effective working time.
- Free Punch: In this option, the staff does not need to Check-in or Check-out.

Cycle shift in one month: If you have selected ''Yes'', then after the cycle is finished, it will restart again. This field is displayed only when you select Unit of the cycle as "Days", it will not be displayed in

''Week" and "Month".

Overtime Mode: This function decides the calculation of Overtime. Drop-down menus are:

- Computer Automatically Calculation: The computer automatically calculates whether the delay time will be calculated as overtime or not.
- Overtime must apply: If this option is selected, then the overtime will not be calculated automatically. It will take the overtime sheet as final. If the check-out time is less than the end

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time of overtime, it will not count overtime hours.

- Must Work overtime or Absence: If this option is selected, then the overtime will not be calculated automatically. It will take the overtime sheet as final. If the check-out time is less than the end time of overtime, it will not count overtime hours and will record as an absence.
- Shorter duration between Auto-Calculation and Overtime Receipt: When overtime sheets and automatic calculate overtime, both are enabled; the system will take the period which has the least overtime.
- Not calculated as overtime: Overtime applied for overtime will not be calculated as overtime hours.

Overtime Type: Through this option, we can set how the overtime after the work time is considered. Drop-down menus are:

- Normal Day: If selected, the entire time period of overtime hours will be marked as normal over time.
- Rest Day: If selected, the entire time period of overtime hours is recorded as rest day overtime.
- Holidays: If selected, the entire time period of overtime hours is marked as overtime work holidays.

2. Shift time period definition

After all the fields of the shift definition are entered, you can define the shift time. All the timetable created earlier will be displayed in the list. You can choose one or more timetable period only when the time for both are not overlapping.

Note: Regular shifts can only use the Regular time period, flexible shifts can only use flexibly the.

3. Shift cycle definition

Once the shift and time periods are defined. the shift cycle and time period can be defined. This part is mainly to define the rules of the shift. If you do not schedule any time period on one day, you do not need to go to work that day.

After the setting is completed, click the [OK] button to save and return to the shift page. The newly added shift information will be displayed on the shift list.

Note: Here are a few simple shift settings interfaces.

1) Regular shift with Day as a unit:

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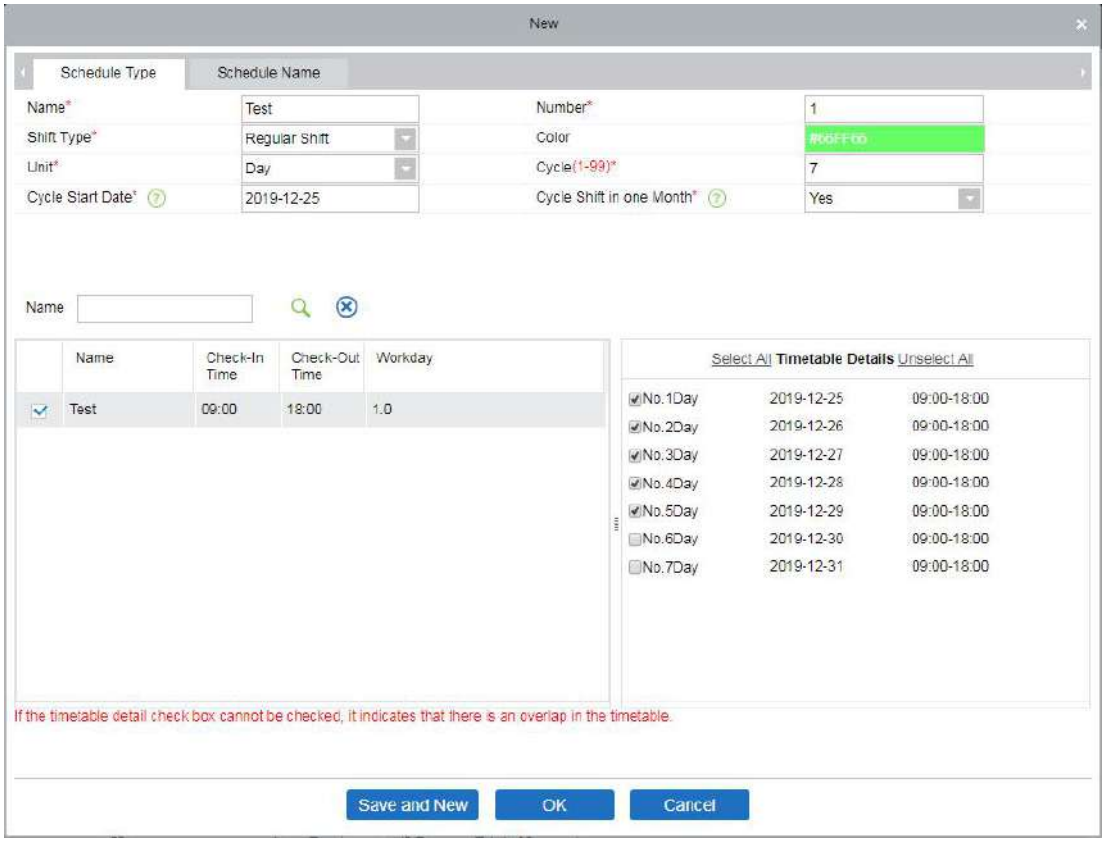
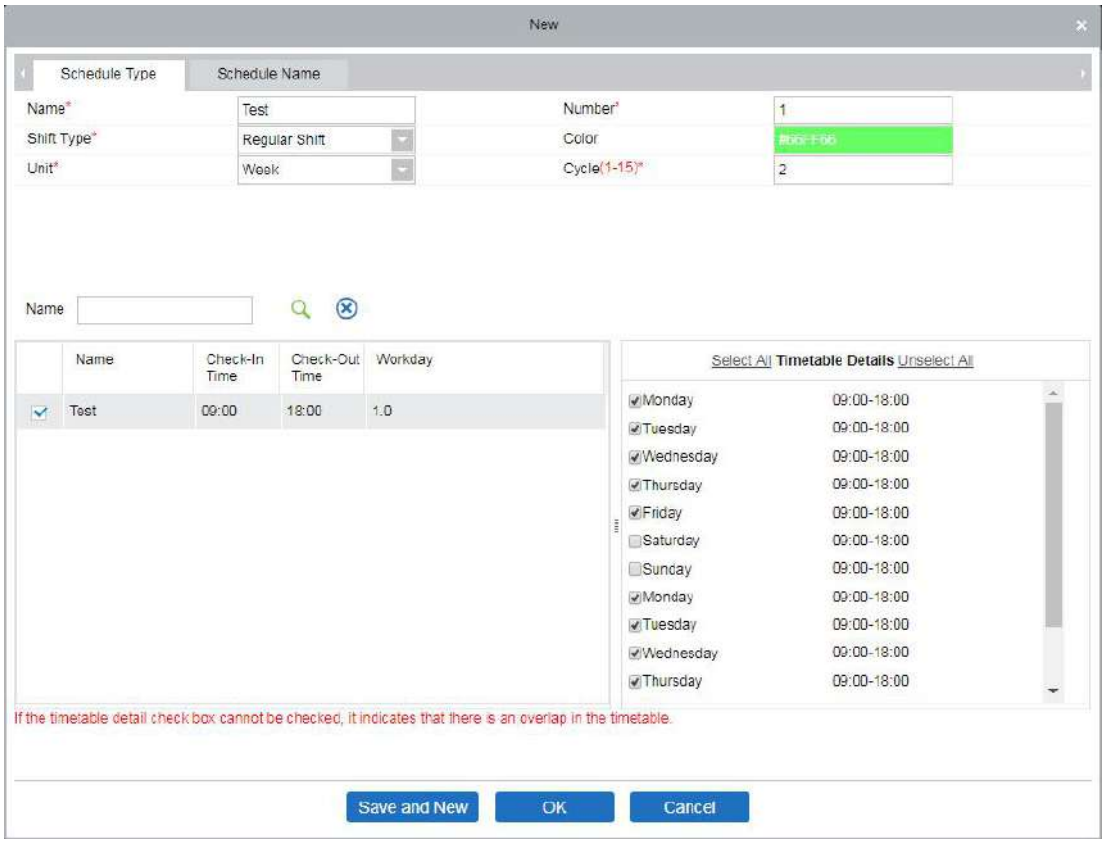


2) Regular Shift with Week as Unit:



Note: The shift only provides users with a cycle rule for the selected period of time within the set period.

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The unselected dates will be off day. When a user schedules shift for an employee, he will simply select the start and end dates and the number of cycles, without having to confirm workday an off day. After the frequency is selected, the system determines which day to go to work according to the period set by the selected frequency.

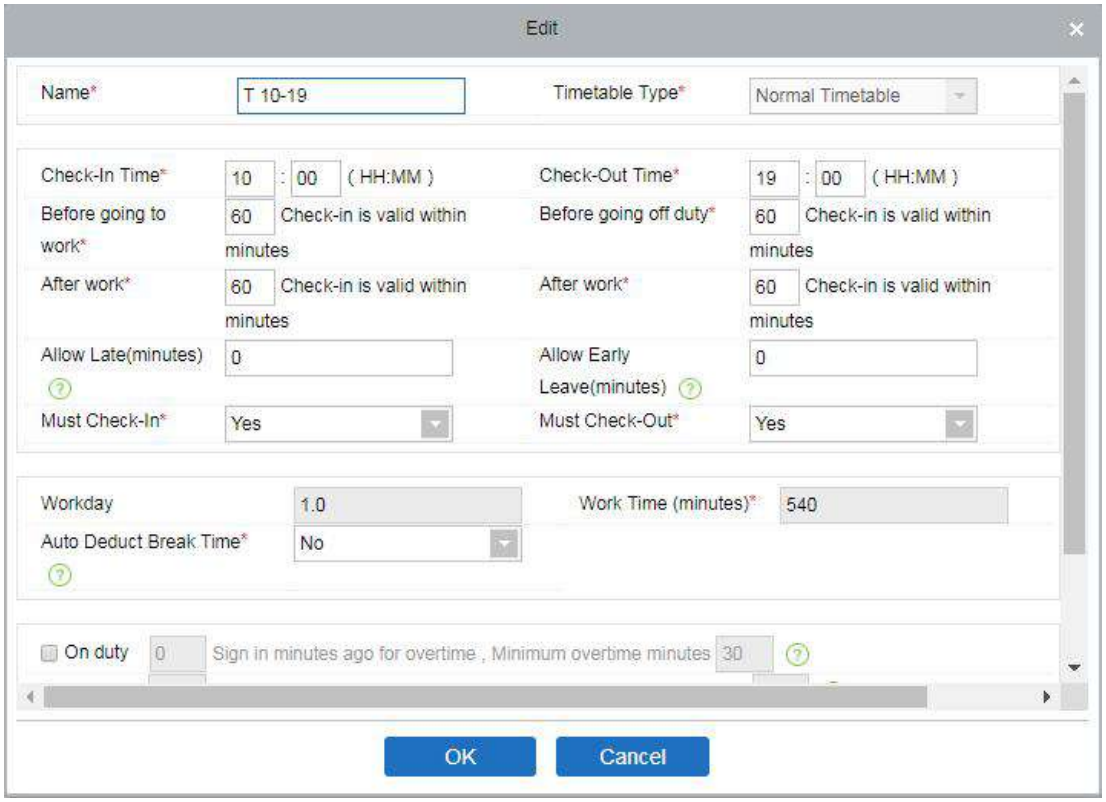
- **Adding timetable**

Select a shift and click [Edit] to enter the editing interface, set the area in the shift time and shift period and time period, and increase the shift time period and the period, click [OK] to save and exit. Then add a time period in the shift.

Note: This function can be used when the attendance time period is not consistent throughout the week or if there are multiple time periods for a shift.

For example: Suppose in a company, every Monday, Wednesday and Friday have (attendance) period of 9: 00-16: 00, and every Tuesday, Thursday has (attendance) period of 10: 00-19: 00.

1. To set this shift we need to first create two timetable periods.
2. Create a timetable of 10:00 to 19:00 like the above displayed.



3. Now go to shift interface, After you click [Edit], below shift page will appear:

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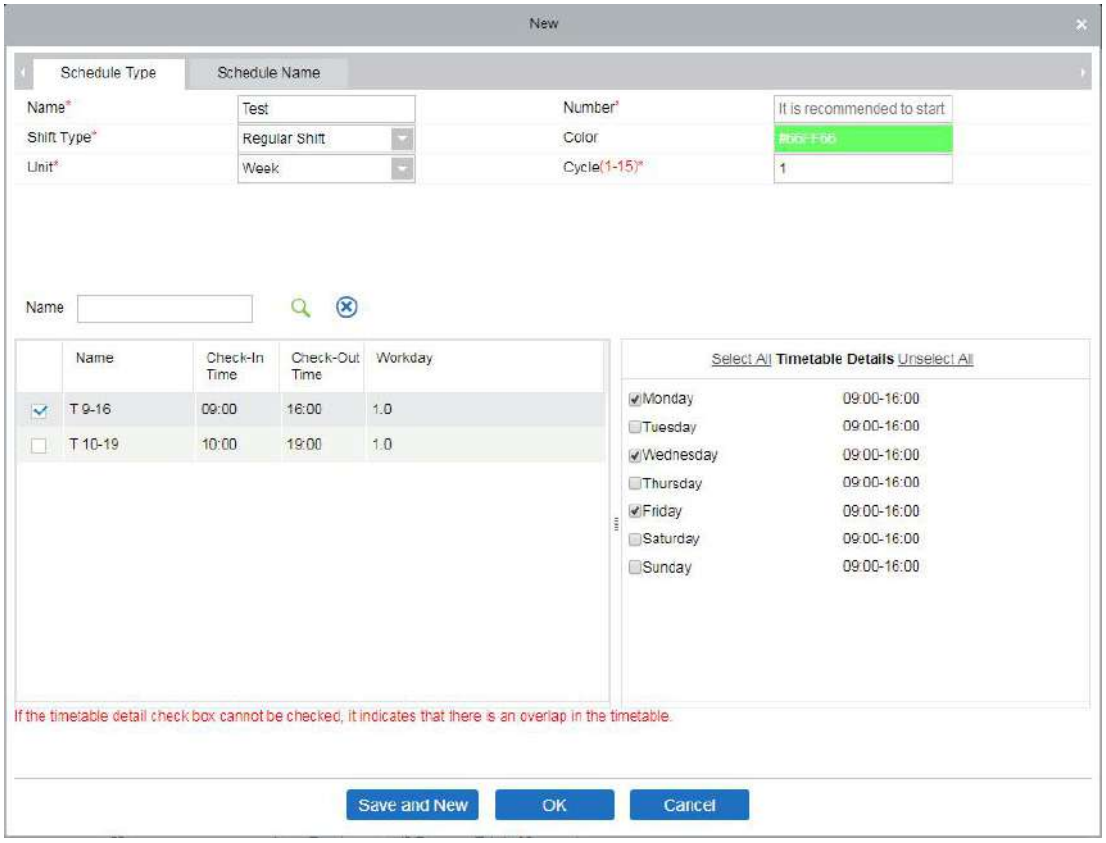

4. Since the company's shift schedule is weekly and has the same working conditions every week, the setting unit is "Week" and the number of cycles is "1".

5. Since the working days from 09:00 to 16:00 are Monday, Wednesday, and Friday, so select it at the right side in the "Timetable Details" box.

6. For Tuesday and Thursday, do the same step as an above, first tick and click on the timetable and then select Tuesday and Thursday as shown below:

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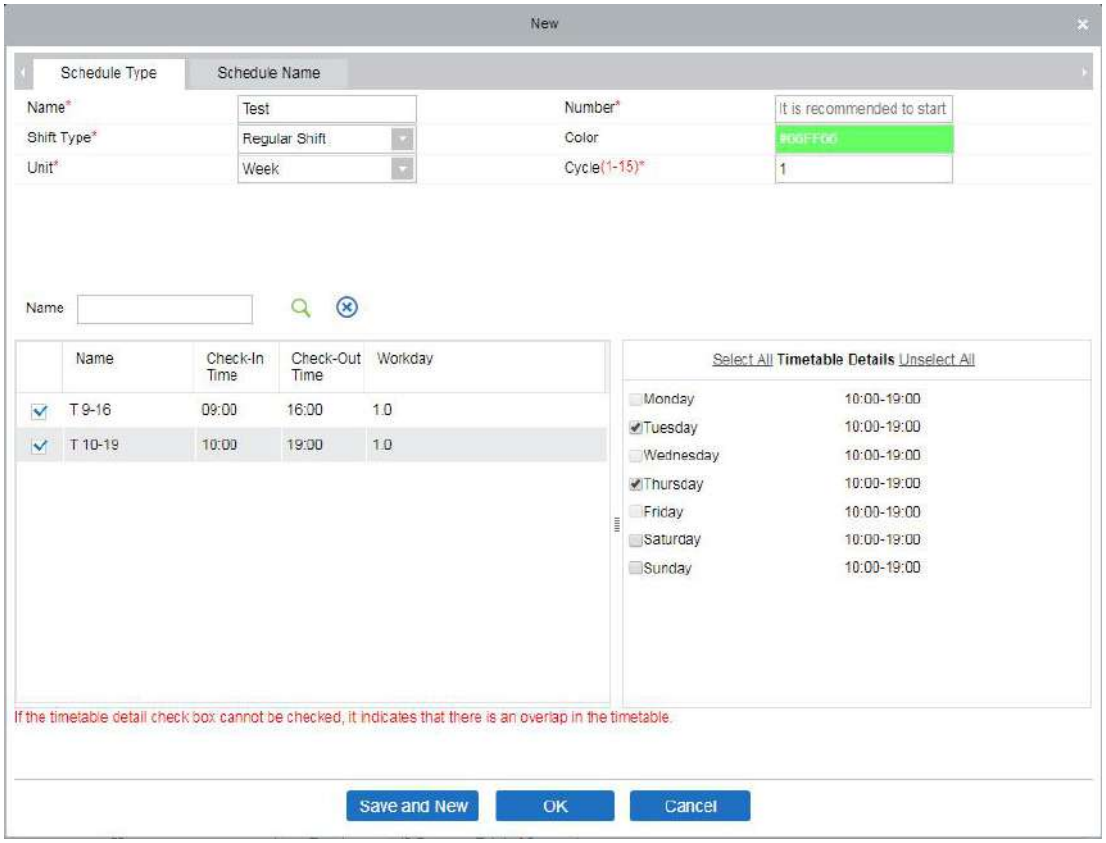
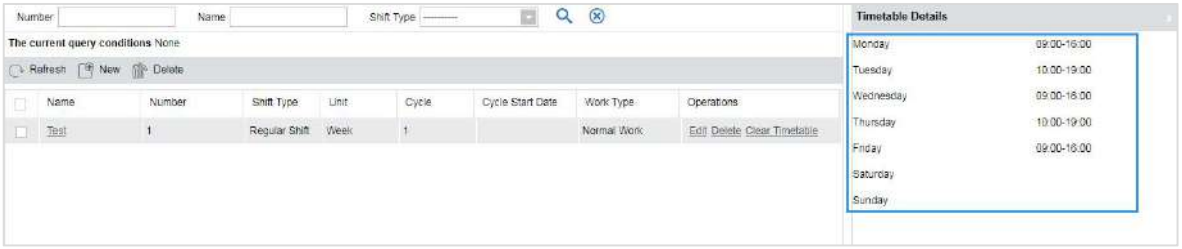


7. After the setting is completed, click the [OK] button to save and return to the shift page. The new shift information will be displayed on the shift list. Click the row where the shift is located to view the details of the shift time period at the right side of the interface, as shown in the following figure:



As shown in the figure above, the shift on Monday, Wednesday and Friday (attendance) is at 9: 00-16: 00 and on Tuesday and Thursday (attendance) is 10: 00-19: 00.

➢ **Clear Timetable**

In the shift list, click the [Clear Timetable] button in the [Operation] column of the shift. This operation only corresponds to a single shift, batch operation is not available. A confirmation page will pop up; click the [OK] button to confirm the deletion of all the timetable of the selected shift.

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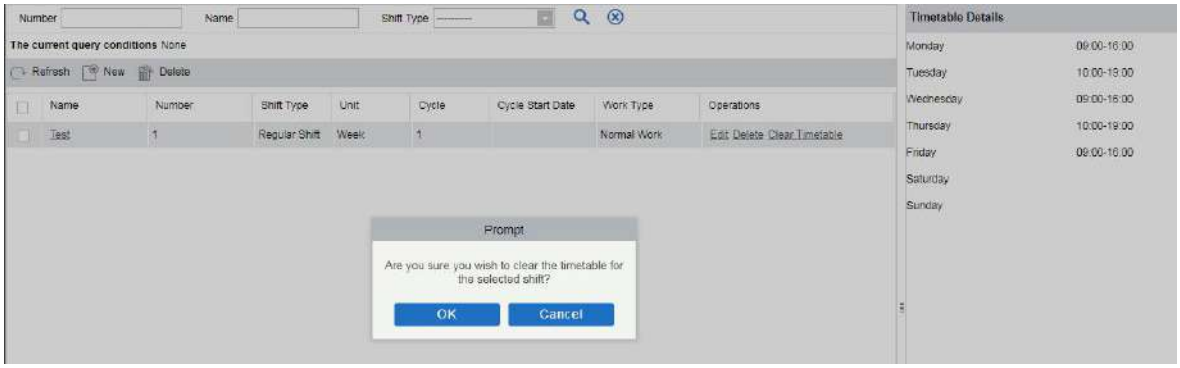

➢ **Delete the shift**

In the shift list, click the [Delete] button in the [Operation] column where the shift is located. This operation only corresponds to a single shift, the batch operation is not available), click [Delete] to enter the deletion confirmation page, click [OK] to delete the selected shift and exit.

Or first select the shift to be deleted (that is, the checkbox in front of the row where the selected shift is located), click the [Delete] button at the top of the interface to enter the deletion confirmation interface, and click [OK] to complete the batch deletion operation.

Note: If this shift is scheduled, it cannot be deleted. You need to delete all scheduled shifts that is connected to this shift before you can delete the shift.

➢ **Export**

This function will export all the details of the shift in excel, puff and CSV file format.

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Shift

Name	Number	Schedule Type	Unit	Cycle	Start Date	Cycle Shift in one Month
Day Shift	1	Regular Shift	Day	10	2017-12-15	Yes
Night	2	Regular Shift	Day	10	2017-12-18	Yes
Flexible	3	Flexible Shift	Day	10	2017-12-18	Yes

5.4 Schedule

After setting the time attendance and shift cycle, you can schedule it. Schedule management includes: Group, Group Schedule, Department Schedule, Personnel Schedule and Temporary Schedule.

Note: Schedule management is divided into 4 groups, departments, personnel and temporary scheduling. So, when the shift is scheduled to repeat, then at this time there will be a priority judging. This priority setting you can find under the "Basic Information" > "Rule" page. The default is "Department-Group", which is the highest priority shift.

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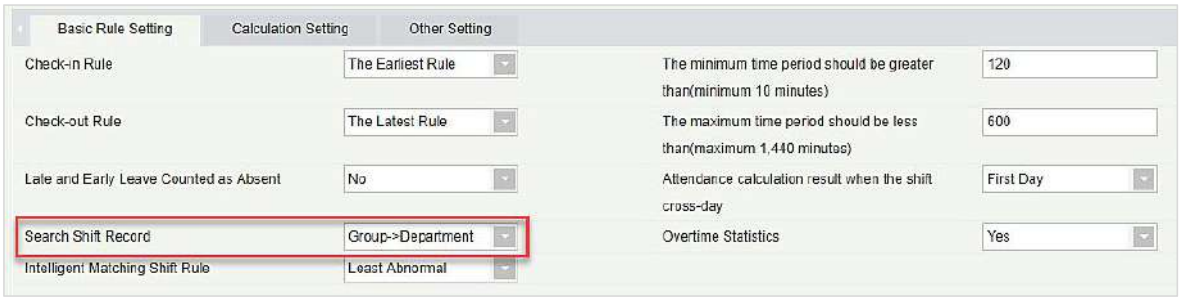
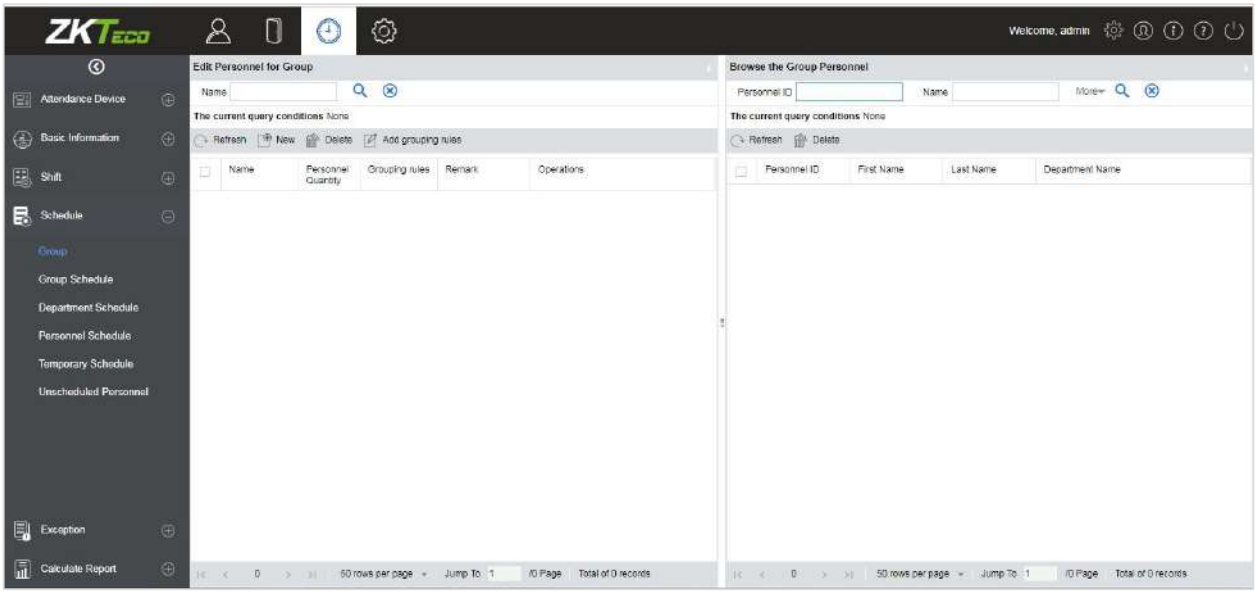


In the same type of scheduling for a person, the software processing logic is as follows: Follow-up of the new shift will overwrite the previous shift. Suppose, you have been added to shift A from June 1 to June 10. Now you have been added in a new shift B from June 5 to June 10, so from June 5 to June 10 you have to work as per Shift B's schedule.

5.4.1 Group

Before group scheduling, you need to group people with the same attendance rules. Groups mainly include "Query", "New", "Delete", "Add Personnel", "Edit", "Delete Personnel" and other functions.

Click [Attendance] > [Shift Management] > [Group] to enter the main interface of the group. The search function can conveniently search the group if you have many groups in your system. The list shows all the groups present in the current system. The list of people is shown in the Browse Group Personnel on the right side of the interface.



➢ **Adding a group**

Click on the main group interface [New] button, new group interface will popup:

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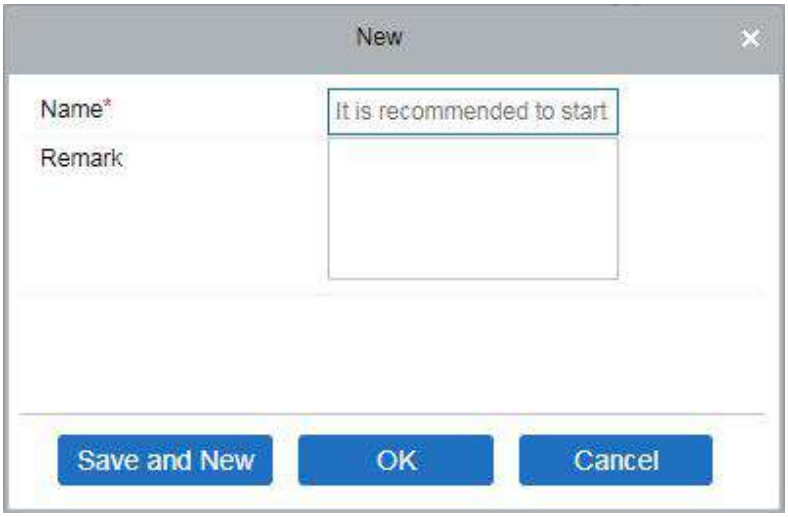
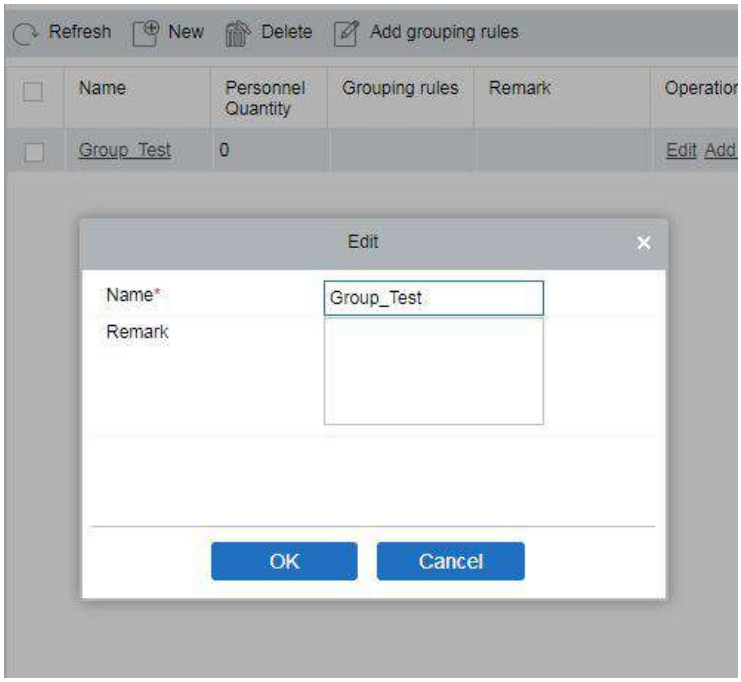


Name: Does not support special characters, group name should not be identical with another group name. The maximum length is 10 characters.

Remarks: Write any note for this group, if it has some characteristic information; the maximum length is 50 characters.

- **Edit groups**



1. As shown above, select a group and click the [Edit] button in the [Operation] column of the group to enter the editing group interface.
2. After modifying the fields that need to be modified, click the [OK] button and return to the group page.

- **Delete Group**

1. Select one or more groups and click the [Delete] button on the upper left of the group list to enter the confirmation page for deleting the group.

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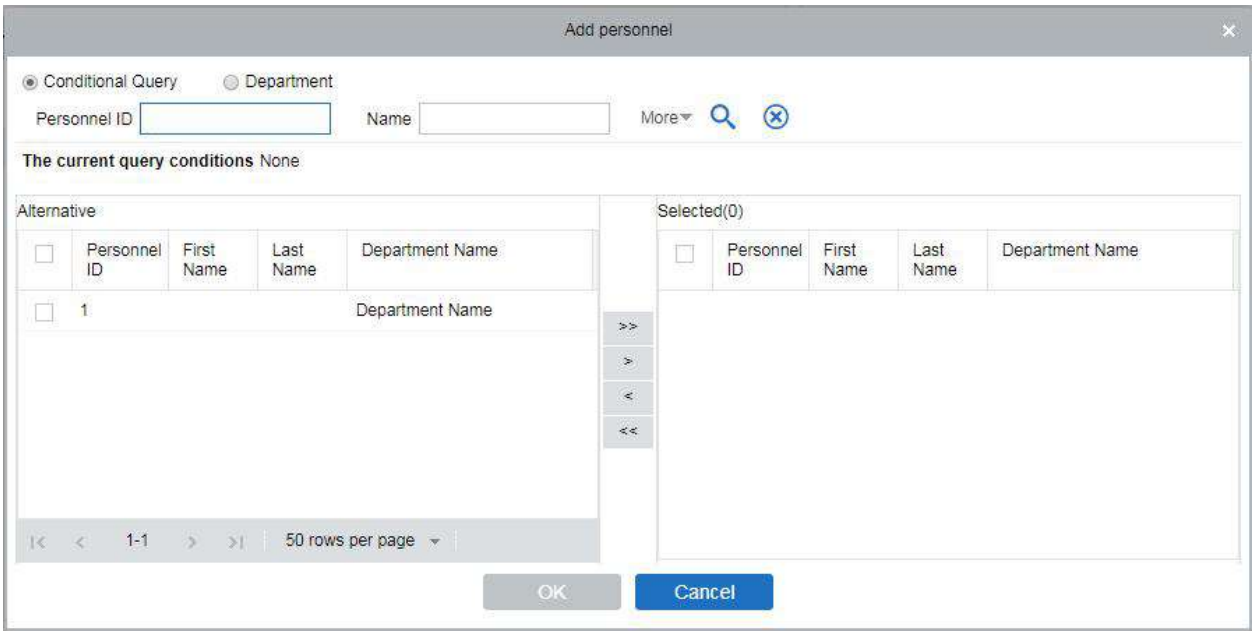
2. Click [OK] to delete the group and return to the group page.

Note: If there is a person in the group or in group scheduling, it cannot be deleted. First, you need to delete all the people in the group and schedule to delete the group.

- **Add Personnel**



1. Select a group and click the [Add Personnel] button in the [Operation] column of the group to enter the personnel adding interface as shown above.
2. Select the relevant personnel from the list on the left side and move it towards the right list. Click the [OK] button to complete the addition of personnel operations.

Note:

1) Those who have been assigned to this group will be listed on the right side of the group interface.
2) People who have been added to other groups will be deleted from the original group after they are added to the group.
3) To search conditional query, filter through "Department" and get the list of candidates.

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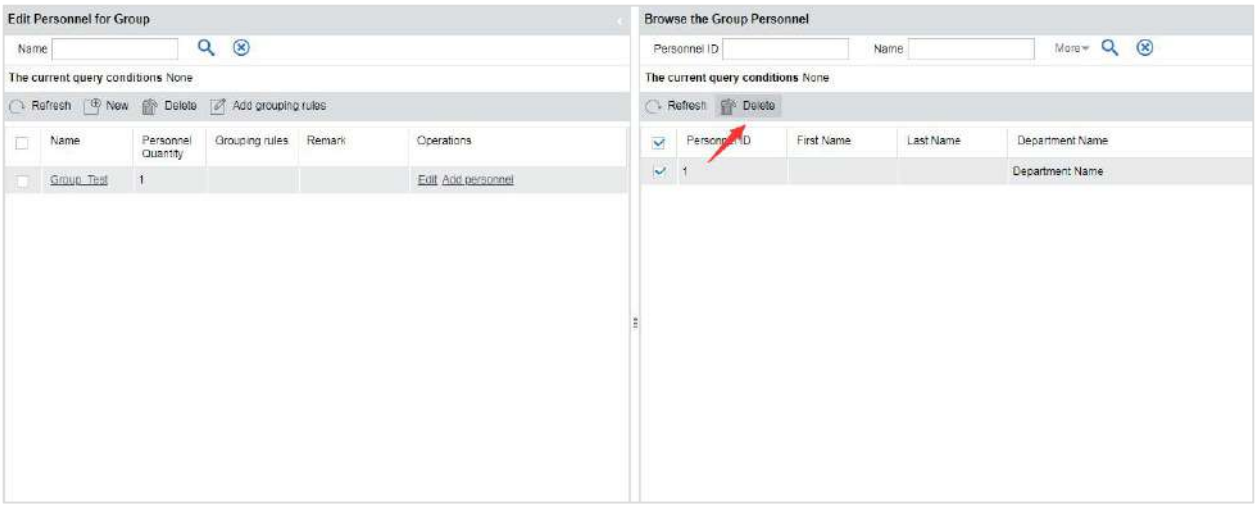
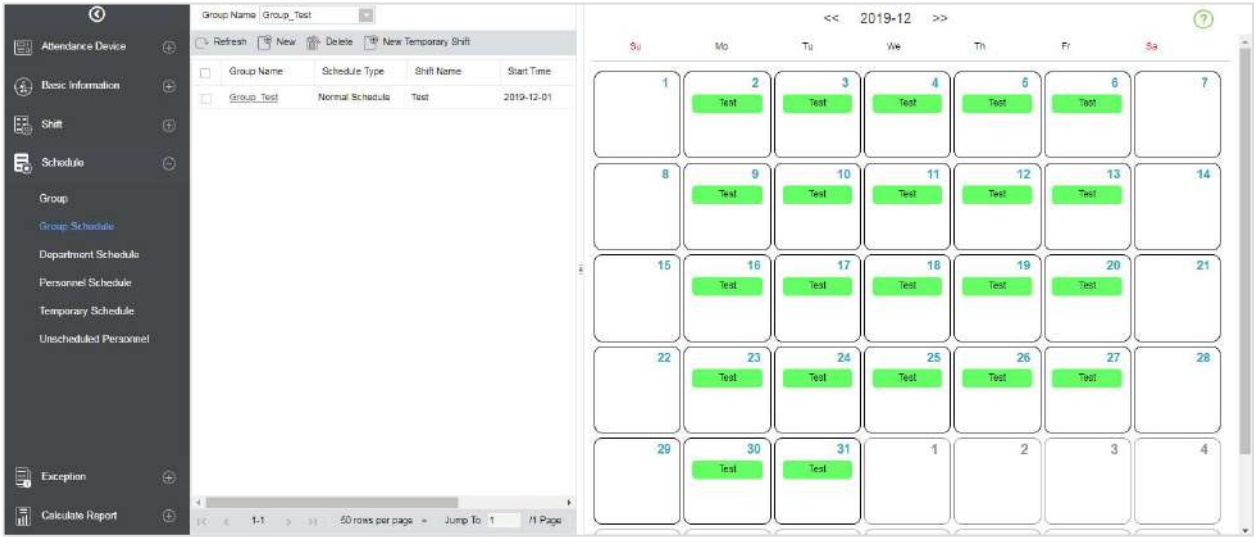
➢ **Delete people**



1. As shown in the above figure, select a group and select the person to be deleted in the browser group on the right. Click the [Delete Personnel] button to enter the interface of confirming the deletion.
2. Click the [OK] button to delete the personnel.

5.4.2 Group Schedule

The group/department shift on the left and the shift details on the right.



This function is used to schedule a group to the personnel in shift(s). The new group scheduling interface is shown as below:

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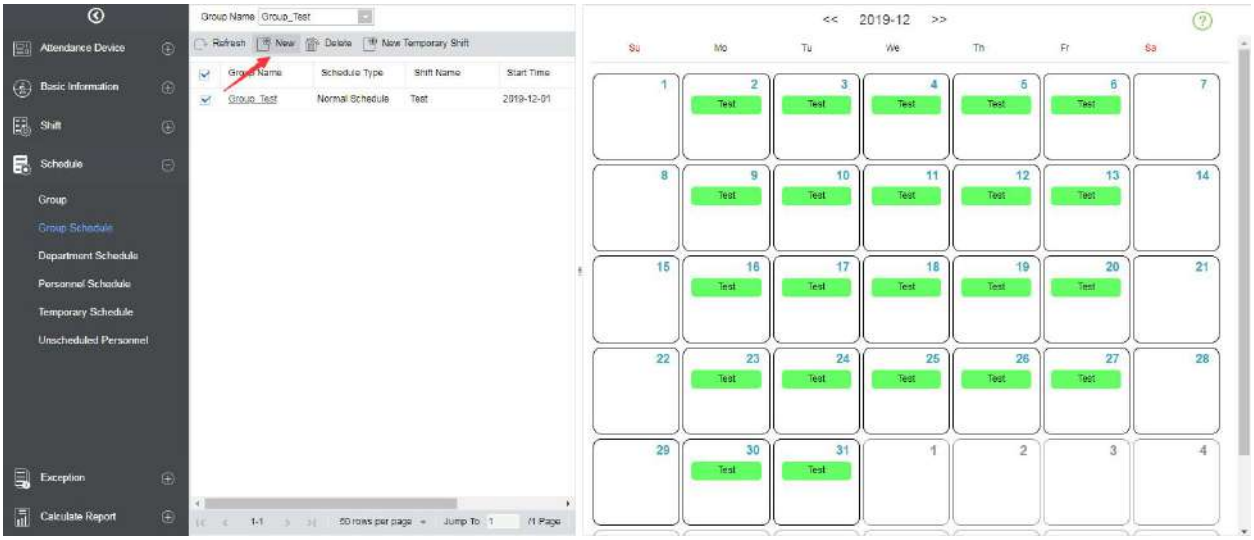

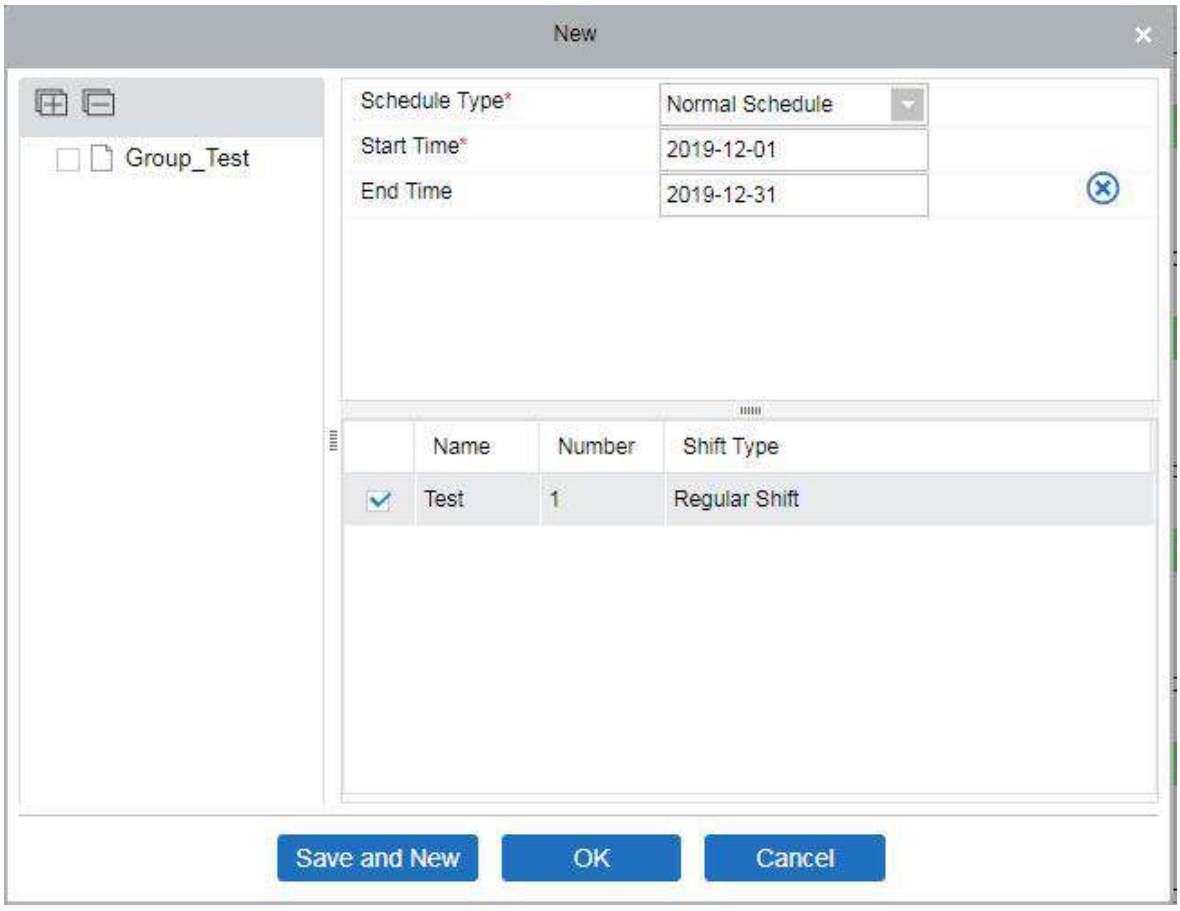

For Group scheduling you need to select the group, set start date/end date, shift type, select the shift.

Define the start and end date for the group schedule. From the start date, the schedule will come into effect.

Shift type: There are two kinds, Normal Schedule and Smart Schedule.

Through Normal Schedule, you can only choose a single shift. If you select more than one shift, the below prompt will appear:

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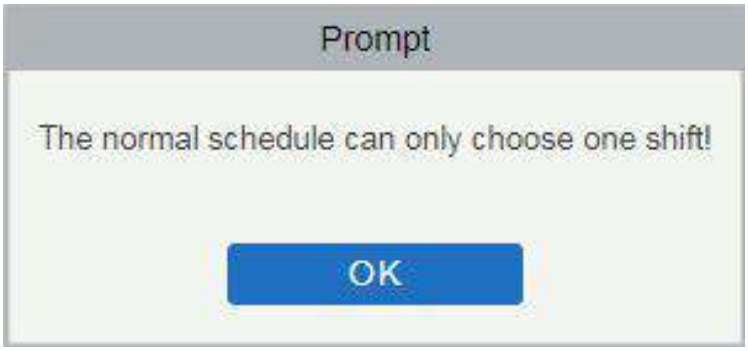
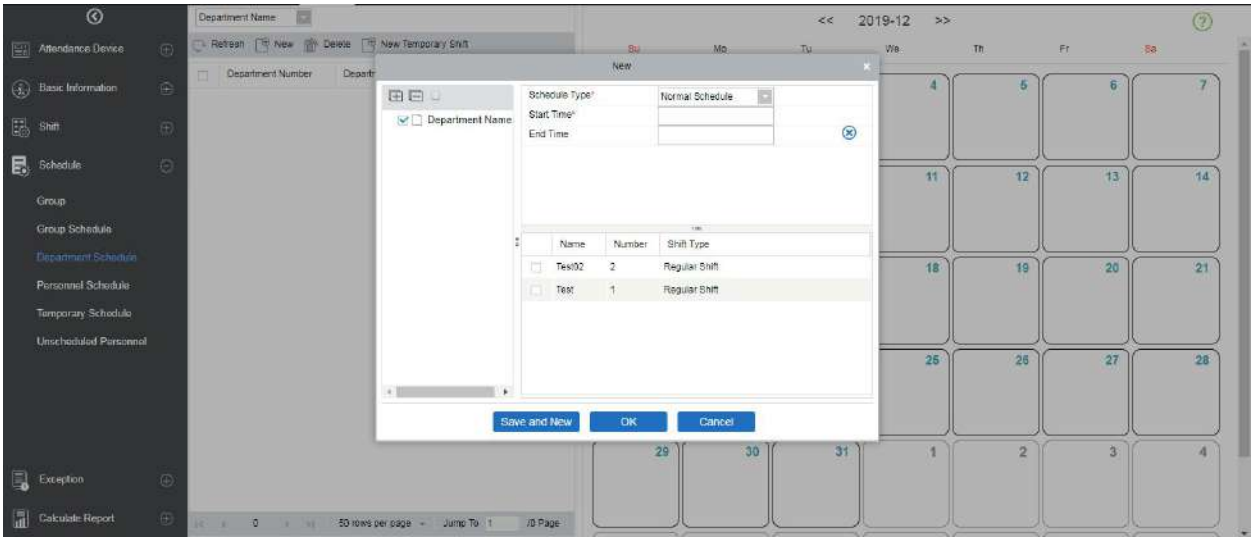


Through Smart Schedule you can choose more than one shift. After you select the smart schedule, the software will automatically determine the most suitable frequency according to the punch card records in attendance calculation.

Choose the shift from the list for this group and click [OK].

5.4.3 Department Schedule

The department scheduling operation is the same as the group schedule. The difference is only in the object of choice. Here we need to select the department from the list at the upper left side of the interface.



5.4.4 Personnel Schedule

Personnel scheduling operations are completely the same as group scheduling, but when scheduling personnel, the object of choice is personnel at the top left corner of the interface.

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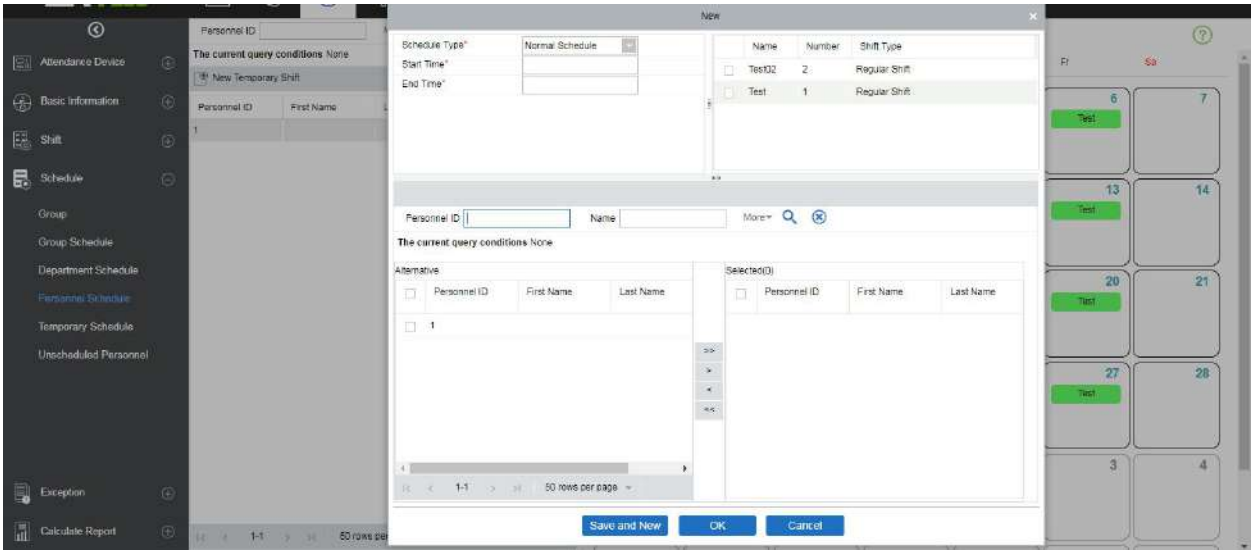
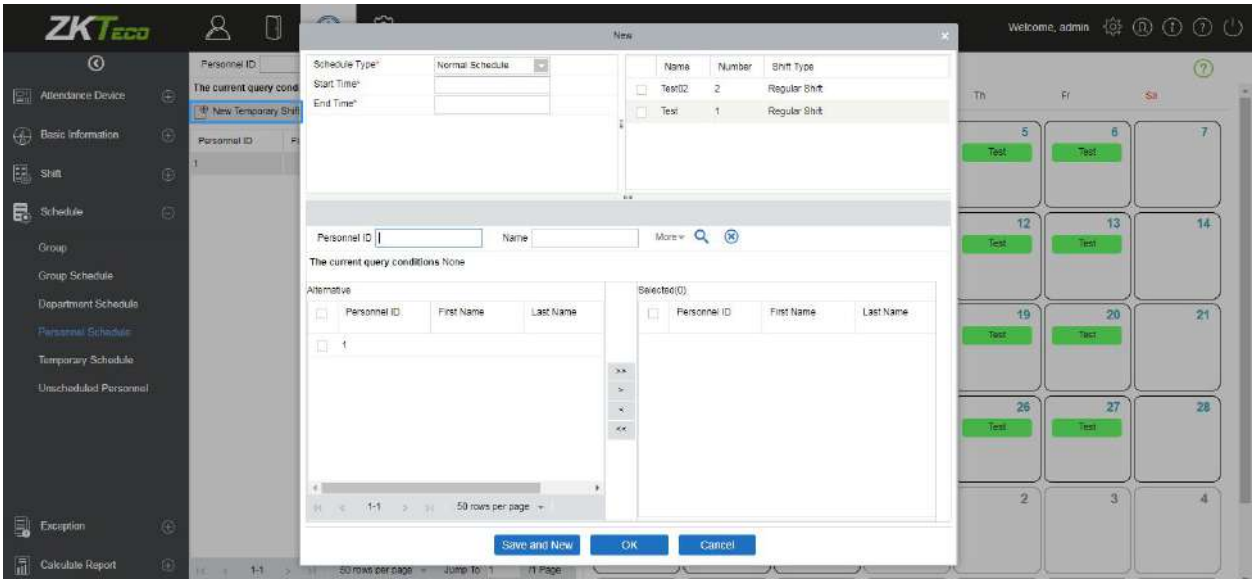


5.4.5 Temporary Schedule

Temporary scheduling operation is the same as personnel scheduling. Because of some sudden changes in the work shift for a temporary period, some personnel may be required to work in different shifts for a temporary period. This function is used at this time to allow a temporary schedule for the personnel. The temporary shift schedule has the highest priority in all shift schedules.



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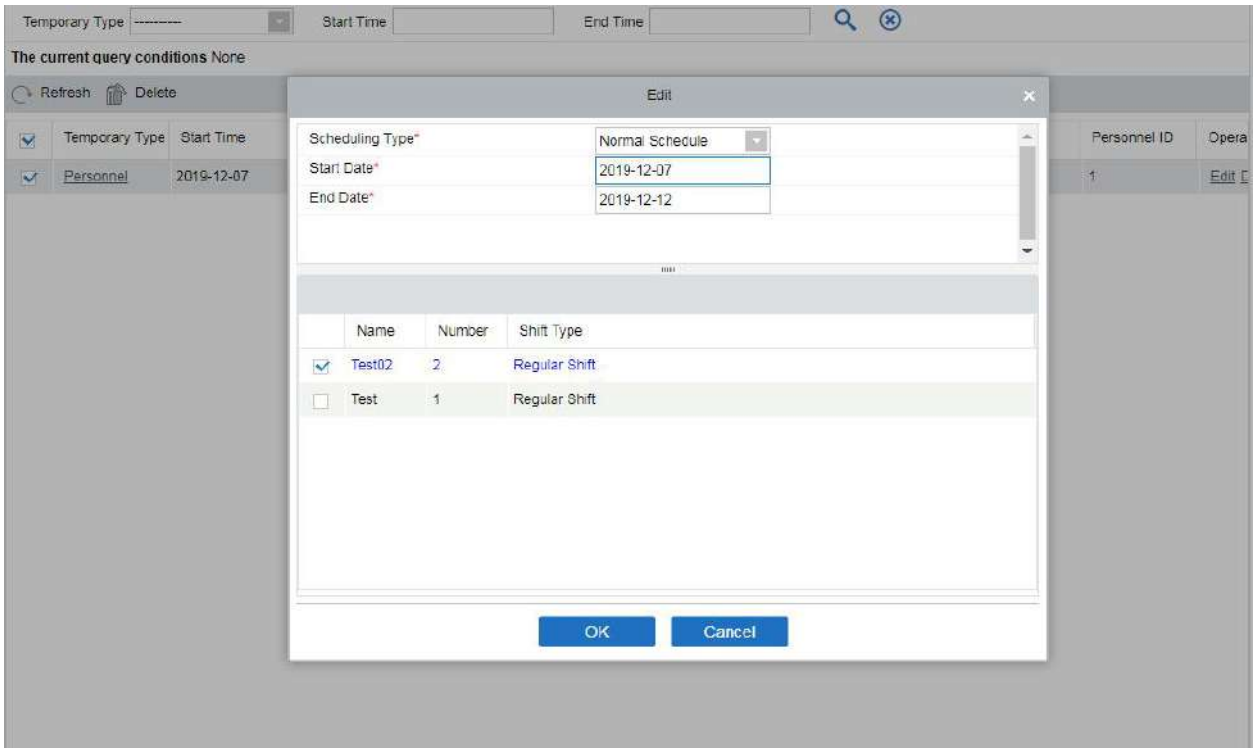
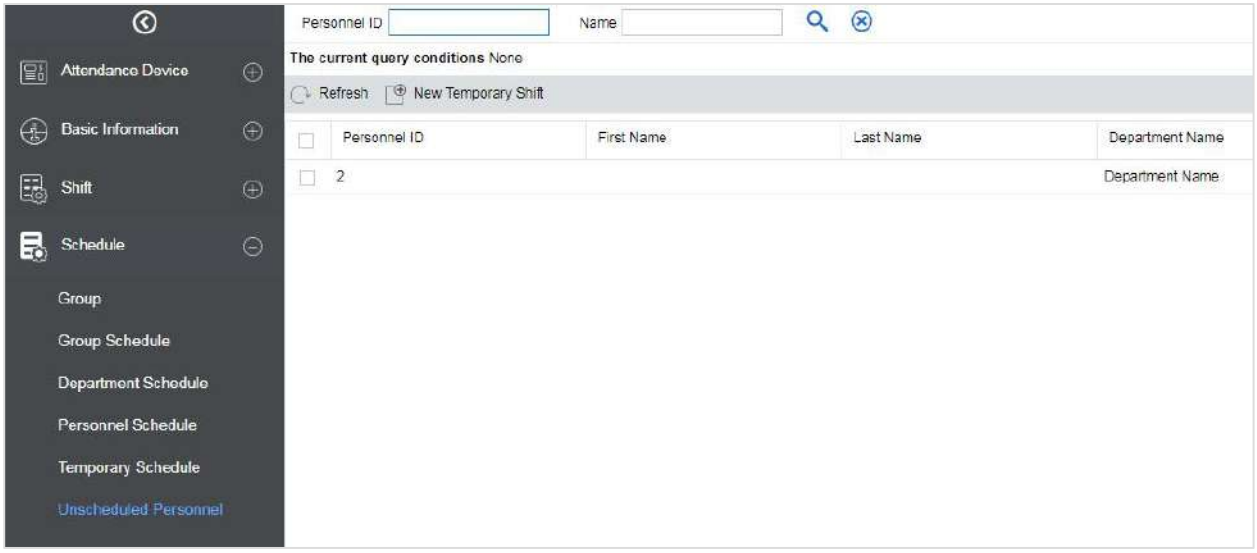


5.4.6 Unscheduled Personnel

Calculate the person who doesn't have any scheduled.



Arranged scheduling for personnel.

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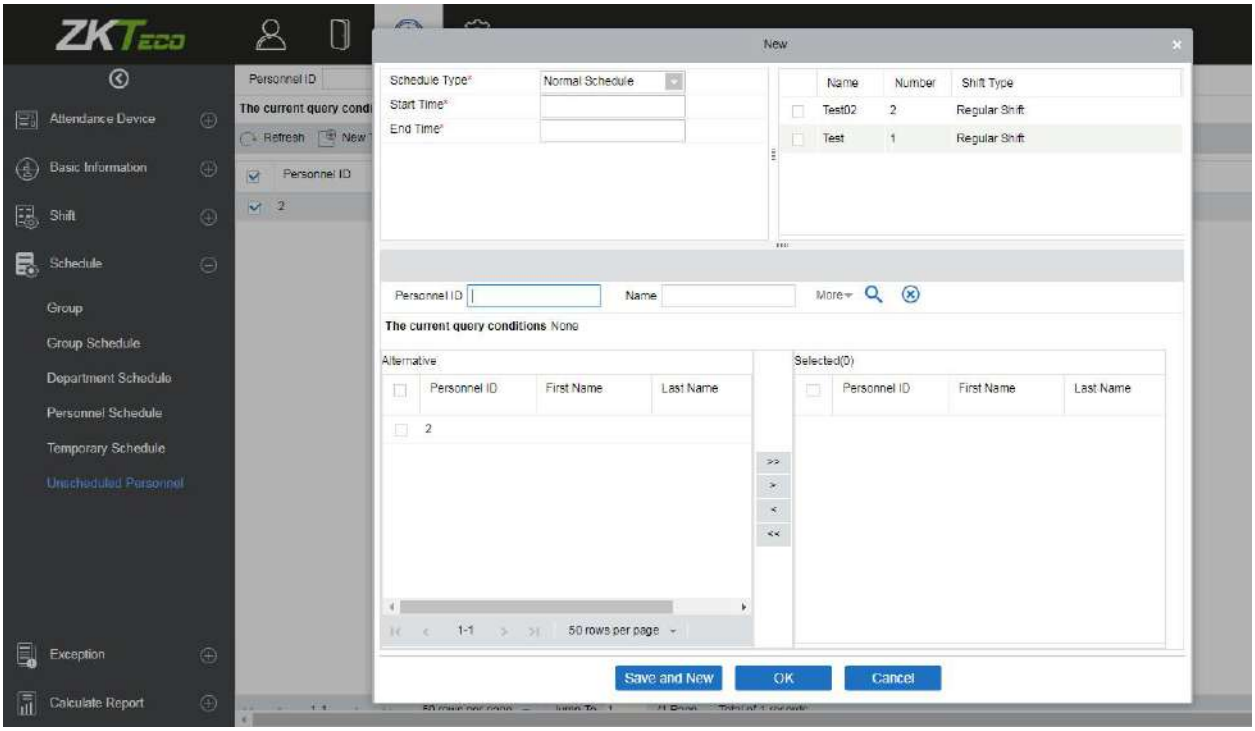
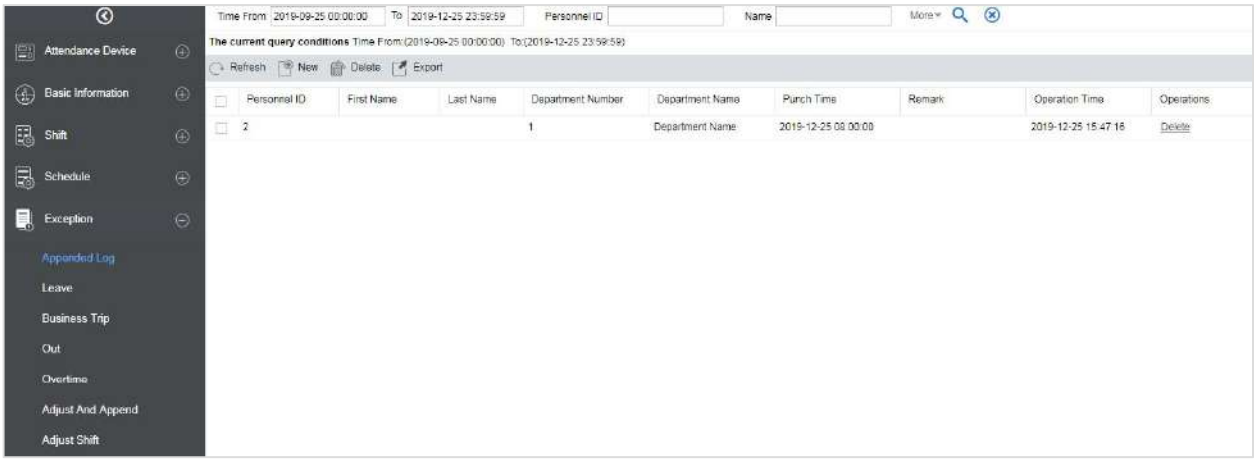


5.5 Exception

5.5.1 Appended Receipt

The appended receipt is used to enter records for the personnel in case the person is out on the business trip, missing check-in/out, etc., Manual attendance record in the attendance report is called Appended Receipt. Generally, it is entered by the management staff according to attendance results and the company's attendance rules after the attendance cycle ends. This version does not support the approval of exception, entered manually in the system. Data entered into the system will have an impact on the attendance calculation results.



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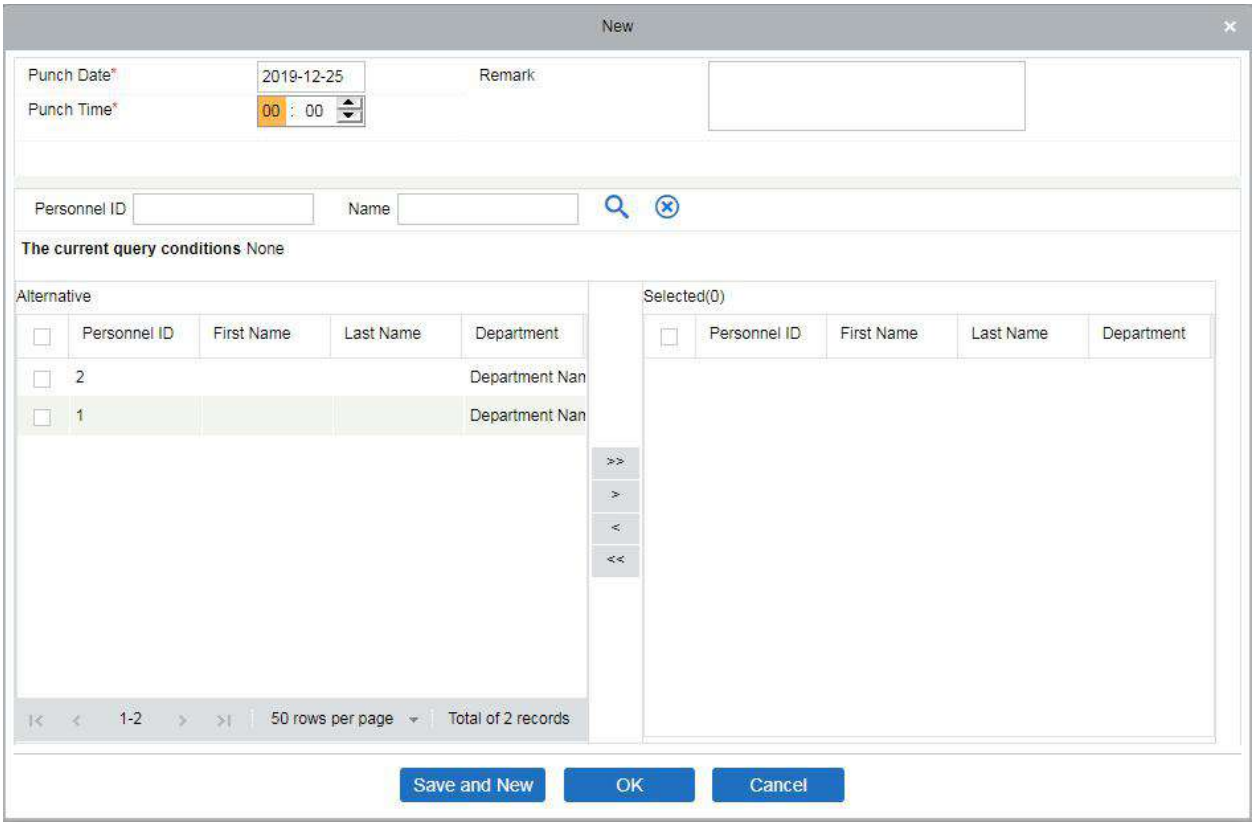
➢ **New**

1. Click [Exception] > [Appended Receipt] > [New]:



Fields are as follows:

Punch Time: Set the date and time of punch.

Personnel: Select the required personnel for an appended receipt, multiple choices are available.

Remark: Enter the reason for an appended receipt, the max length is 50.

2. After filling the information, click [OK] to save and exit, the appended receipt will be displayed in the added list.

➢ **Delete**

1. Click [Exception] > [Appended Receipt] > [Delete]:
2. Click [OK] to delete.

➢ **Export**

You can export selected appended receipt data in Excel, PDF, and CSV file format.

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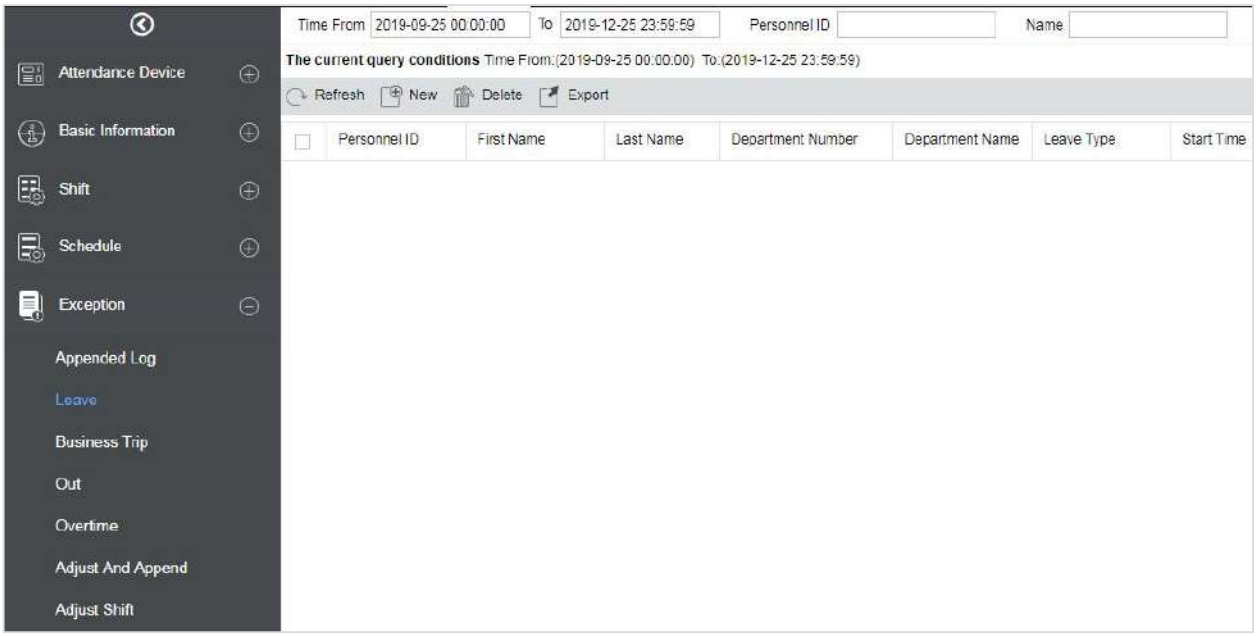
ZKTECO

Appended Receipt

Personnel ID	First Name	Last Name	Department Number	Department Name	Punch Time	Remark	Operation Time
1	Jerry	Wang	1	General	2017-12-15 08:40:00		2017-12-15 16:40:51
2	Lucky	Tan	3	Development Department	2017-12-15 08:40:00		2017-12-15 16:40:51
2940	Sherry	Yang	hotel	Hotel	2017-12-15 08:40:00		2017-12-15 16:40:51
3	Leo	Hou	4	Financial Department	2017-12-15 08:40:00		2017-12-15 16:40:51
4	Berry	Cao	1	General	2017-12-15 08:40:00		2017-12-15 16:40:51
5	Necol	Ye	2	Marketing Department	2017-12-15 09:50:00		2017-12-15 16:51:00
6	Amber	Lin	4	Financial Department	2017-12-15 09:50:00		2017-12-15 16:51:00
7	Jacky	Xiang	1	General	2017-12-15 09:50:00		2017-12-15 16:51:00

5.5.2 Leave

Personnel may need to leave at different circumstances. They can apply and the leave will be displayed here:



- **New**

1. Click [Exception] > [Leave] > [New]:

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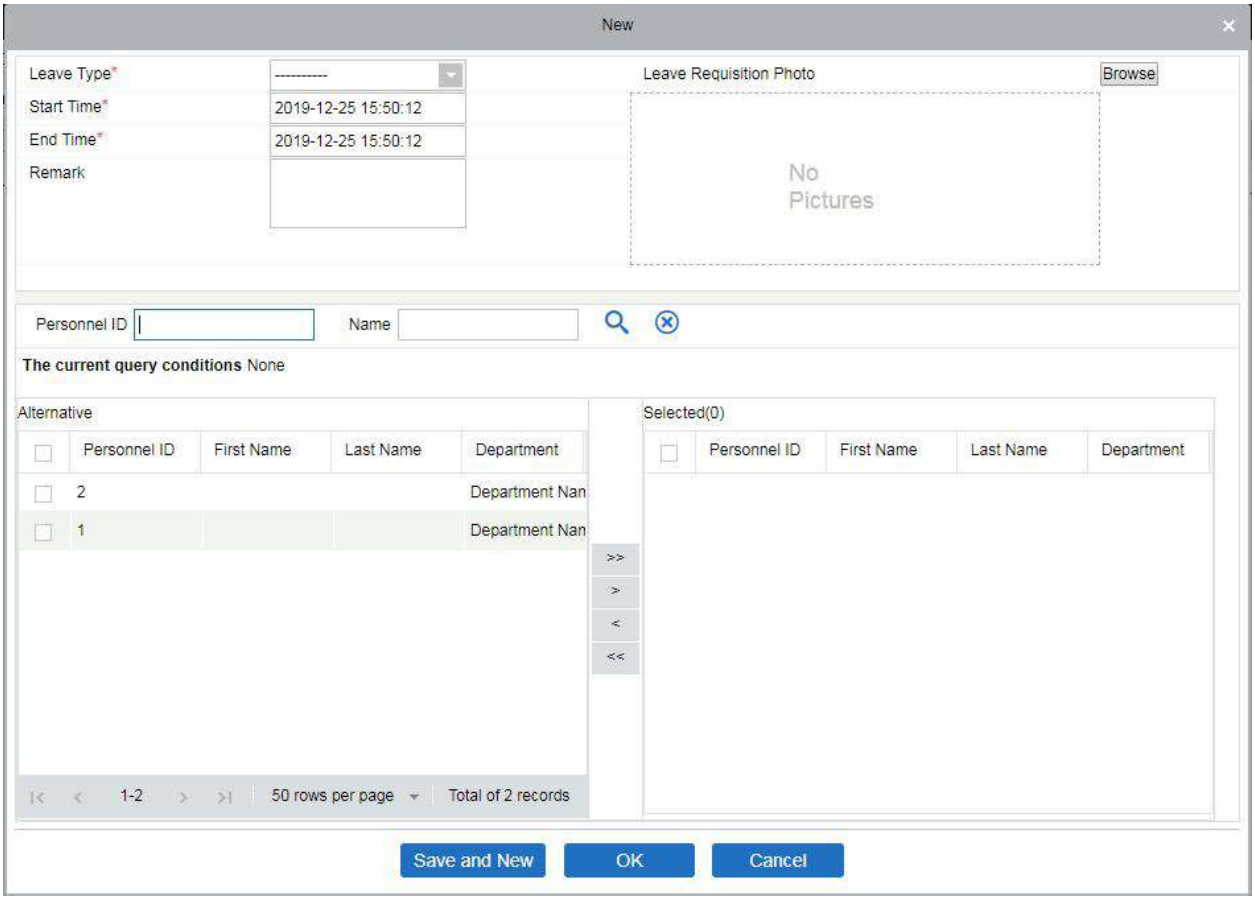

Fields are as follows:

Leave Type: Set the type of leave.

Start Time: Start time of the leave.

End Time: End time of the leave.

Remark: Enter the reason for leave, the max length is 50.

Leave Requisition Photo: Upload photo of supporting document for the leave request.

Personnel: Select the required personnel, multiple choice is available.

2. After filling the information, click [OK] to save and exit, the leave information will be displayed in the added list. Click [Leave Requisition Photo] at the end of each line to view the leave requisition photo.

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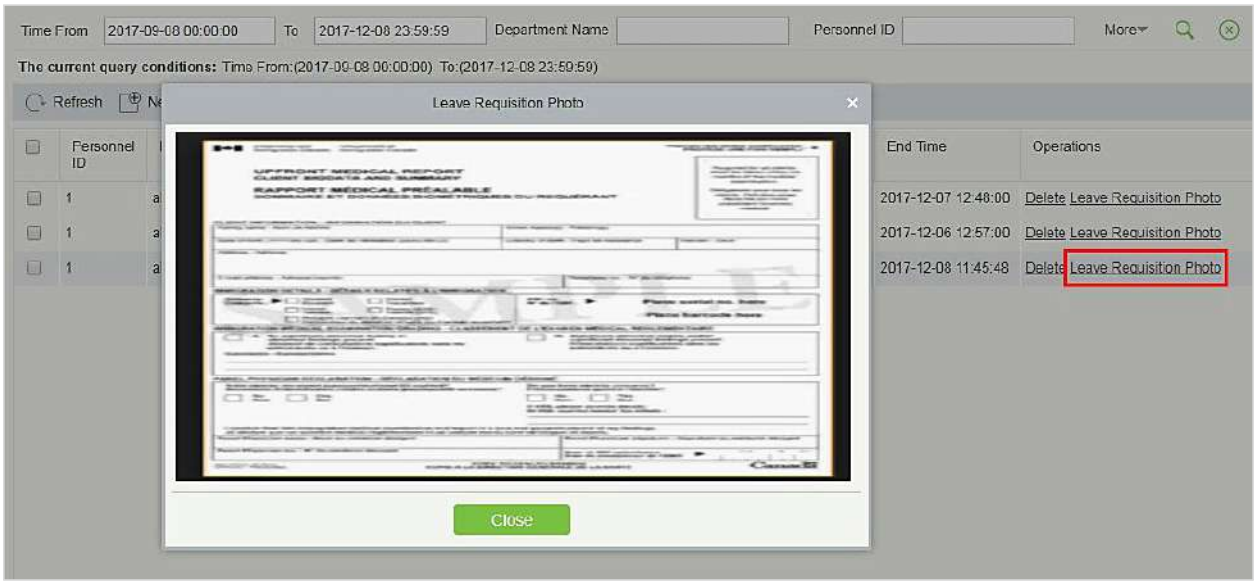

- **Delete**

1. Click [Exception] > [Leave] > [Delete]:
2. Click [OK] to delete.

- **Export**

You can export selected leave data in Excel, PDF, and CSV file format.

ZKTECO
Leave

Personnel ID	First Name	Last Name	Department Number	Department Name	Leave Type	Start Time	End Time	Remark	Operation Time
1	Jerry	Wang	1	General	Casual Leave	2017-12-15 16:36:07	2017-12-15 16:36:07		2017-12-15 16:36:17
3	Leo	Hou	4	Financial Department	Marriage Leave	2017-12-15 18:38:48	2017-12-15 18:38:48		2017-12-15 18:38:53
5	Necol	Ye	2	Marketing Department	Annual Leave	2017-12-15 16:36:19	2017-12-15 16:36:19		2017-12-15 16:36:27
6	Amber	Lin	4	Financial Department	Sick Leave	2017-12-15 18:38:54	2017-12-15 18:38:54		2017-12-15 18:39:00
9	Lilian	Mei	3	Development Department	Breastfeeding Leave	2017-12-15 18:39:02	2017-12-15 18:39:02		2017-12-15 18:39:10

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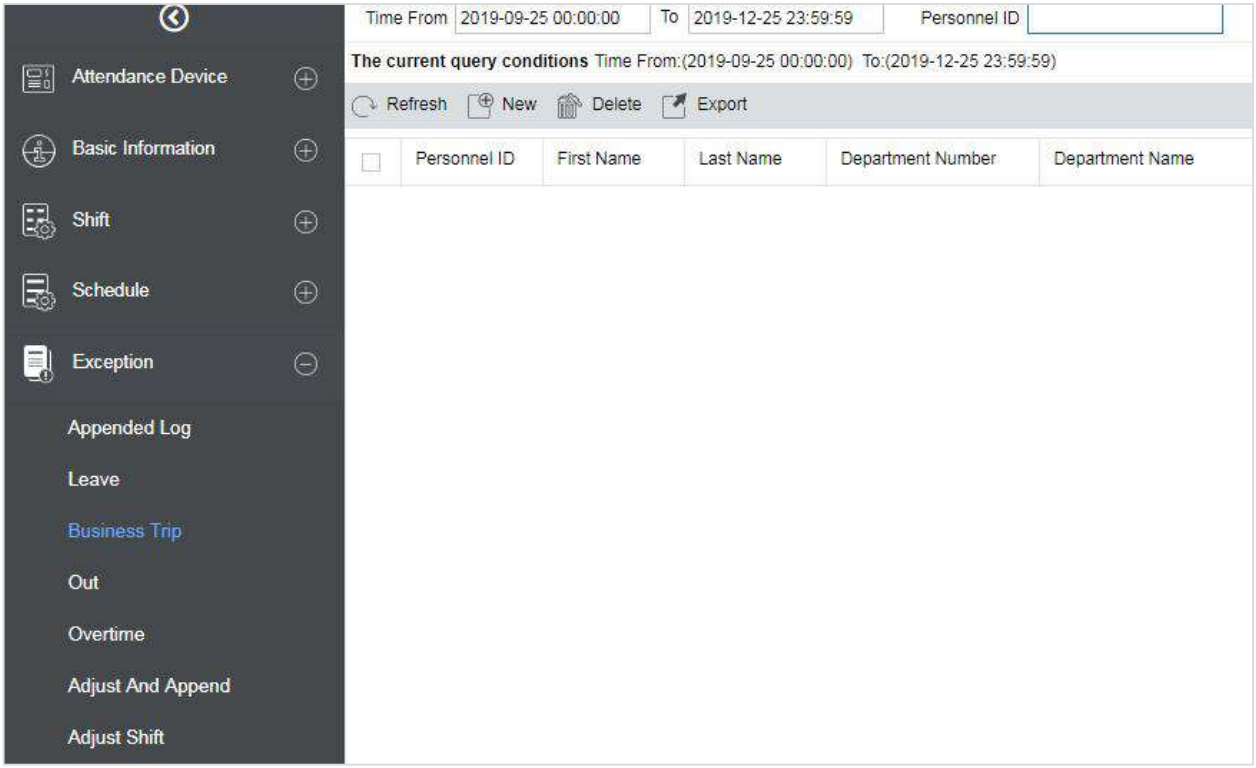
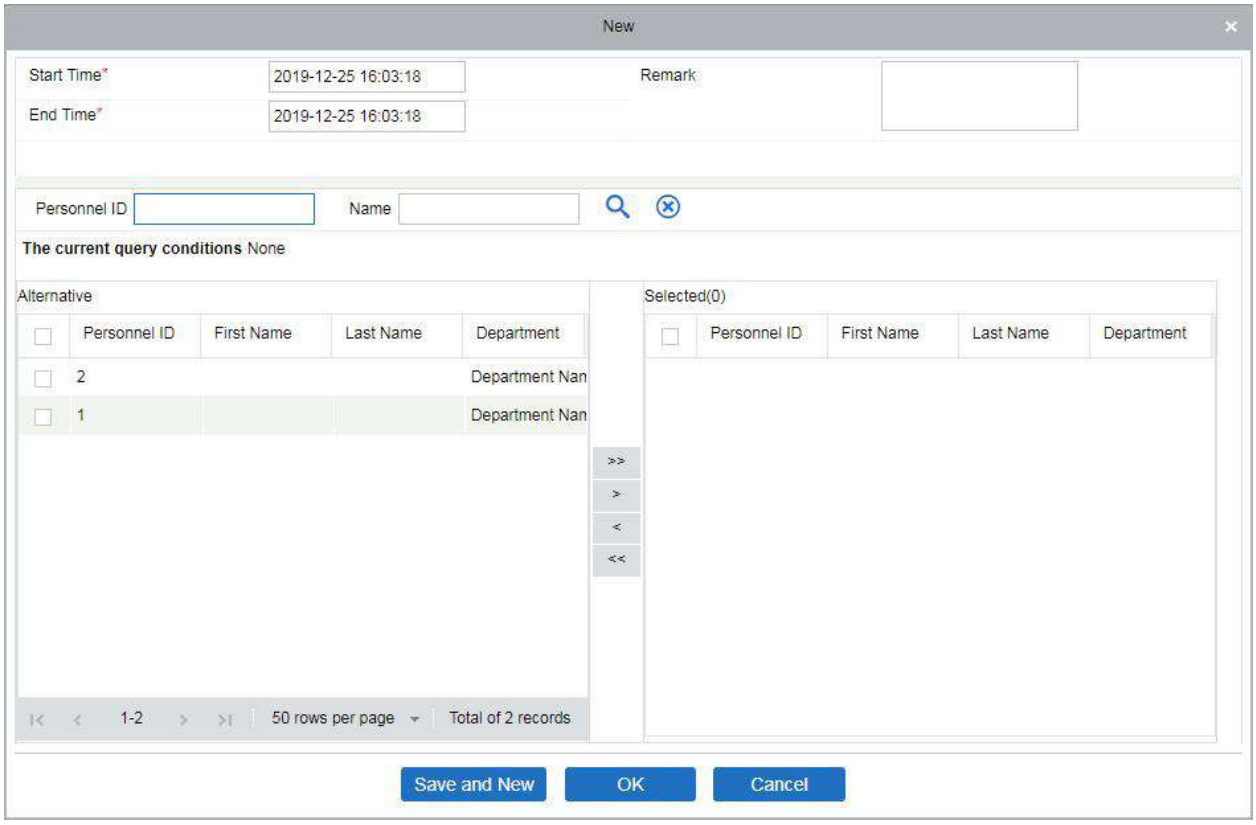
5.5.3 Business Trip



- **New**

1. Click [Exception] > [Business Trip] > [New]:



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Fields are as follows:

Personnel: Select personnel needs business, it can be multiple choices.

Start Time: Start time of the business trip.

End Time: End time of the business trip.

Remark: Enter the description of the business trip, the max length is 50.

2. After filling the information, click [OK] to save and exit, the business trip information will be displayed in the added list.

- **Delete**

1. Click [Exception] > [Business Trip] > [Delete]:
2. Click [OK] to delete.

- **Export**

You can export selected business trip data in Excel, PDF, and CSV file format.

ZKTECO

Business Trip

Personnel ID	First Name	Last Name	Department Number	Department Name	Start Time	End Time	Remark	Operation Time
4	Berry	Cao	1	General	2017-12-15 16:37:27	2017-12-15 16:37:27		2017-12-15 16:37:31
5	Necol	Ye	2	Marketing Department	2017-12-18 11:42:28	2017-12-18 11:42:28	Go to Shenzhen	2017-12-18 11:42:51
8	Glori	Liu	2	Marketing Department	2017-12-18 11:42:55	2017-12-18 11:42:55	Go to Thailand	2017-12-18 11:43:08

5.5.4 Out

- **New**

1. Click [Exception] > [Out] > [New]:

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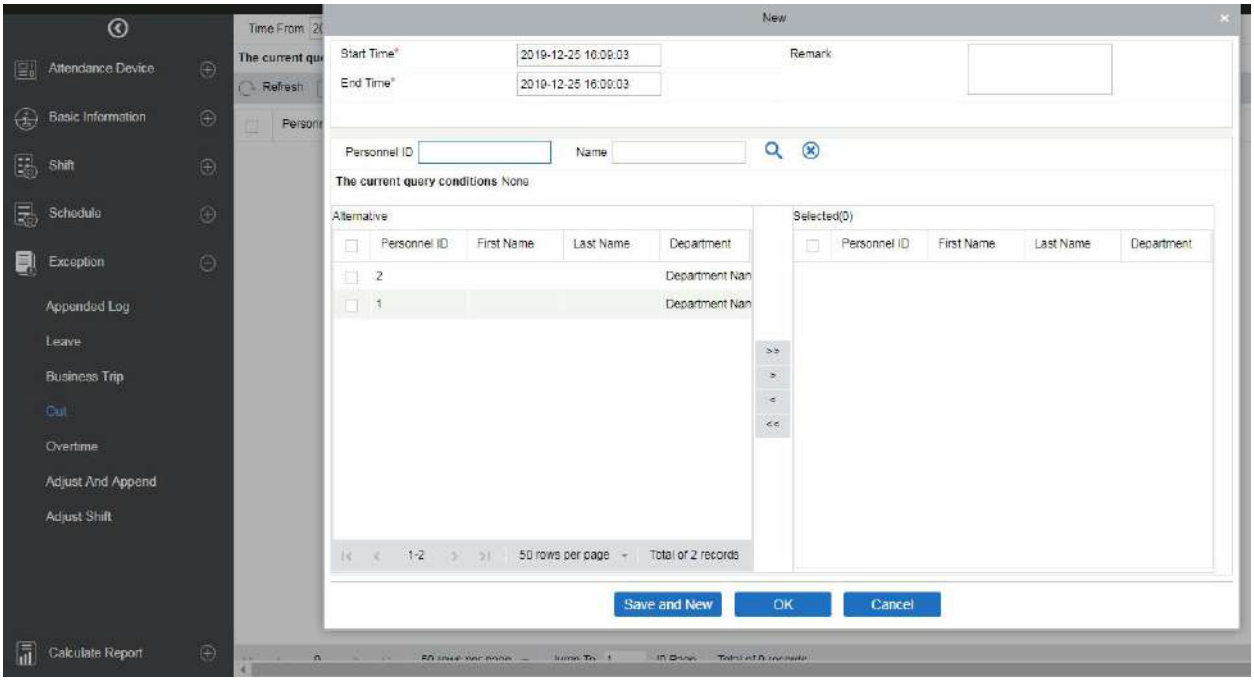

Fields are as follows:

Personnel: Select the required personnel, multiple choices are allowed.

Start Time: Start time of going out.

End Time: End time of going out.

Remark: Enter the description of going out, the max length is 50.

2. After filling the information, click [OK] to save and exit, the go out information will be displayed in the added list.

- **Delete**

1. Click [Exception] > [Out] > [Delete]:
2. Click [OK] to delete.

- **Export**

You can export selected go out data in Excel, PDF, CSV file format.

ZKTECO
Go Out

Personnel ID	First Name	Last Name	Department Number	Department Name	Start Time	End Time	Remark	Operation Time
1	Jerry	Wang	1	General	2017-12-18 11:43:46	2017-12-18 11:43:46	Visitor Client	2017-12-18 11:44:00
7	Jacky	Xiang	1	General	2017-12-18 11:43:28	2017-12-18 11:43:28	Hospital	2017-12-18 11:43:46

5.5.5 Overtime

- **New**

1. Click [Exception] > [Overtime] > [New]:

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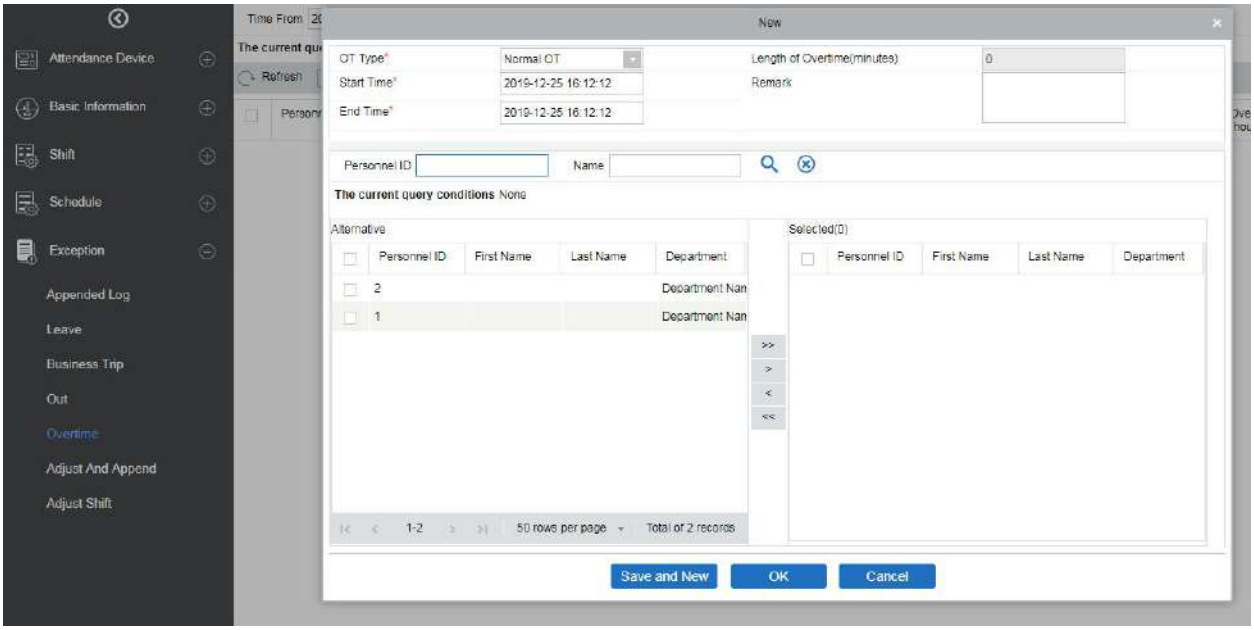

Fields are as follows:

Personnel: Select the required personnel for overtime, multiple choices are available.

OT Type: Normal OT, Weekend OT, and Holiday OT three types.

Start Time: Start time of overtime.

End Time: End time of overtime.

Remark: Enter the description of overtime, the max length is 50.

2. After filling the information, click [OK] to save and exit, the overtime information will be displayed in the added list.

- **Delete**

1. Click [Exception] > [Overtime] > [Delete]:
2. Click [OK] to delete.

- **Export**

You can export selected overtime data in Excel, PDF, and CSV file format.

ZKTECO
Overtime

Personnel ID	First Name	Last Name	Department Number	Department Name	OT Type	Start Time	End Time	Remark	Operation Time
3	Leo	Hou	4	Financial Department	Normal OT	2017-12-15 16:37:34	2017-12-15 16:37:34		2017-12-15 16:37:37
5	Necol	Ye	2	Marketing Department	Normal OT	2017-12-18 11:44:03	2017-12-18 11:44:03	Finish Project	2017-12-18 11:44:28

5.5.6 Adjust and Append

- **New**

1. Click [Exception] > [Adjust and Append] > [New]:

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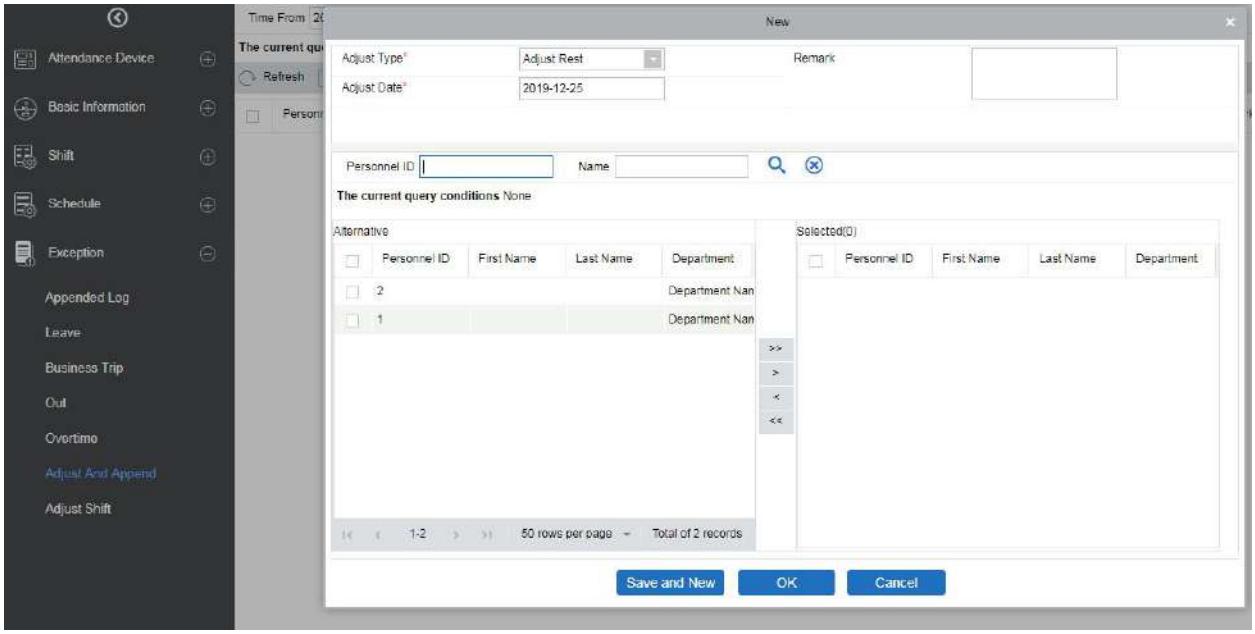

Fields are as follows:

Personnel: Select the required personnel, multiple choices are available.

Adjust Type: Select from Adjust Rest and Append Attendance. Adjust Rest is when you are on a shift, but you want to rest; Append attendance is the opposite

Adjust Date: The date and time of adjustment.

Append Attendance Shift: When the adjust type is Append Attendance, it is necessary to select the corresponding shift.

Remark: Enter the reason to adjusting and append the max length is 50.

2. After filling the information, click [OK] to save and exit, the adjust and append information will be displayed in the added list.

- **Delete**

1. Click [Exception] > [Adjust and Append] > [Delete]:
2. Click [OK] to delete.

- **Export**

You can export selected adjust and append data in Excel, PDF, CSV file format.

ZKTECO

Adjust and Append

Personnel ID	First Name	Last Name	Department Number	Department Name	Adjust Type	Adjust Date	Schedule Name	Remark	Operation Time
1	Jerry	Wang	1	General	Append Attendance	2017-12-18	Day Shift	123	2017-12-18 13:54:54
2	Lucky	Tan	3	Development Department	Append Attendance	2017-12-18	Flexible	456	2017-12-18 13:55:40
9	Lilian	Mei	3	Development Department	Adjust Rest	2017-12-18		adjust rest	2017-12-18 11:46:02

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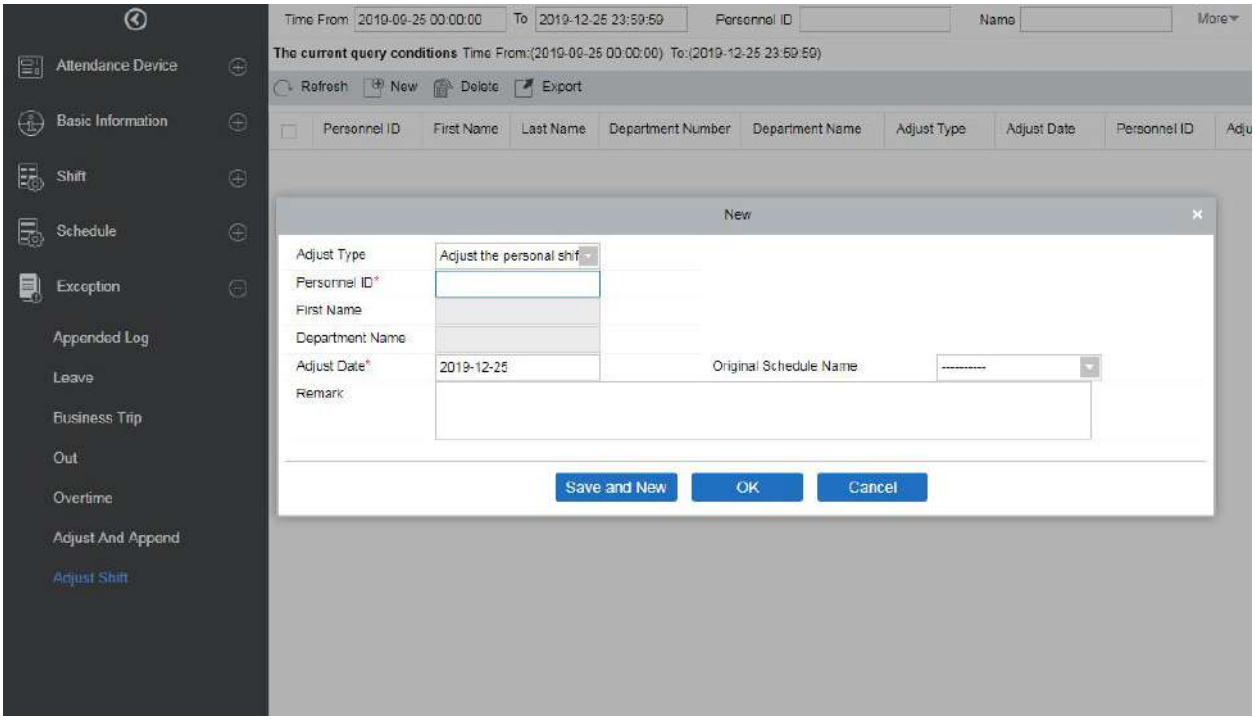
5.5.7 Adjust Shift

- **New**

1. Click [Exception] > [Adjust Shift] > [New]:



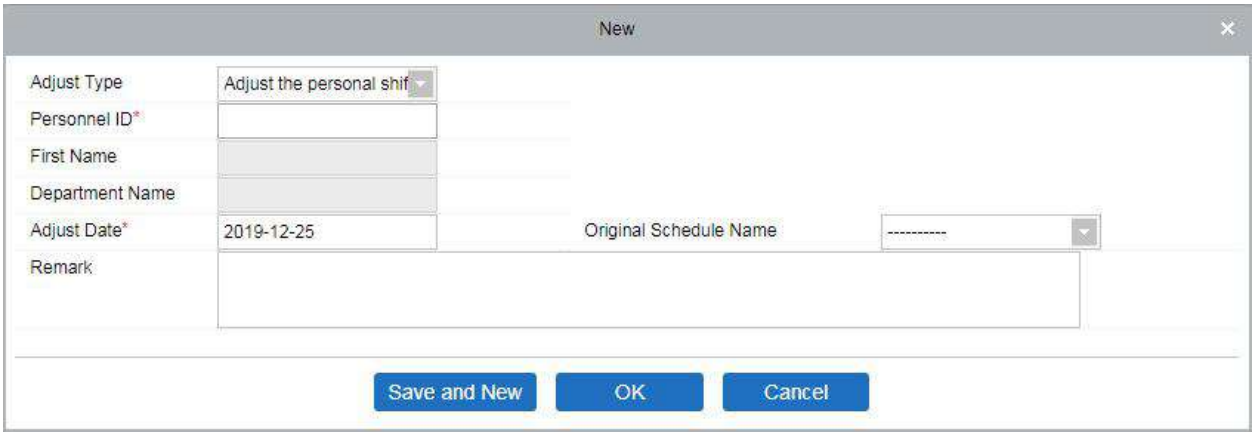
2. Adjust Type is divided into three shifts:

1) Adjust the personnel shift on the same day: It will adjust one personnel's shift on the same day.

2) Adjust the personnel shift in other days: It will adjust one personnel's shift in different days.

3) Two-people exchange: It will exchange shifts of two people on different days.

A. Adjust the personnel shift on the same day:



Personnel ID: The max length is 32. (Fill the correct ID. After you enter the ID and click on the next field, the Name and Department are automatically filled.)

First Name: Obtained automatically based on Personnel ID.

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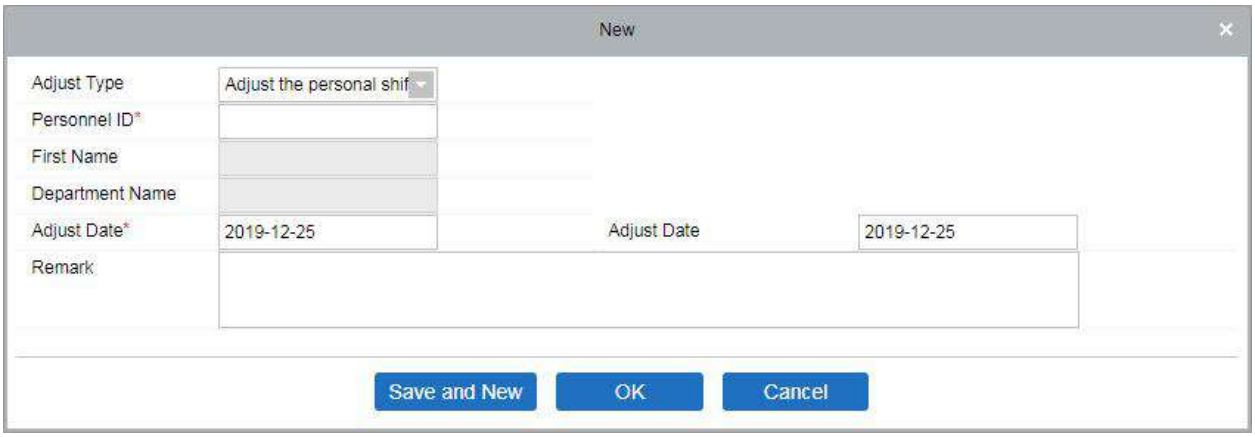
Department Name: Obtained automatically based on Personnel ID.

Adjust Date: The date and time of adjustment.

Remark: Enter the description of adjusting shift, the max length is 50.

3. After filling in the information, click [OK] to save and exit, the adjust shift information will be displayed in the added list.

B. Adjust the personnel shift in other days:



Personnel ID: The max length is 32. (Fill the correct ID; after you enter the ID and click on the next field, the Name and Department are automatically filled.)

First Name: Obtained automatically based on Personnel ID.

Department Name: Obtained automatically based on Personnel ID.

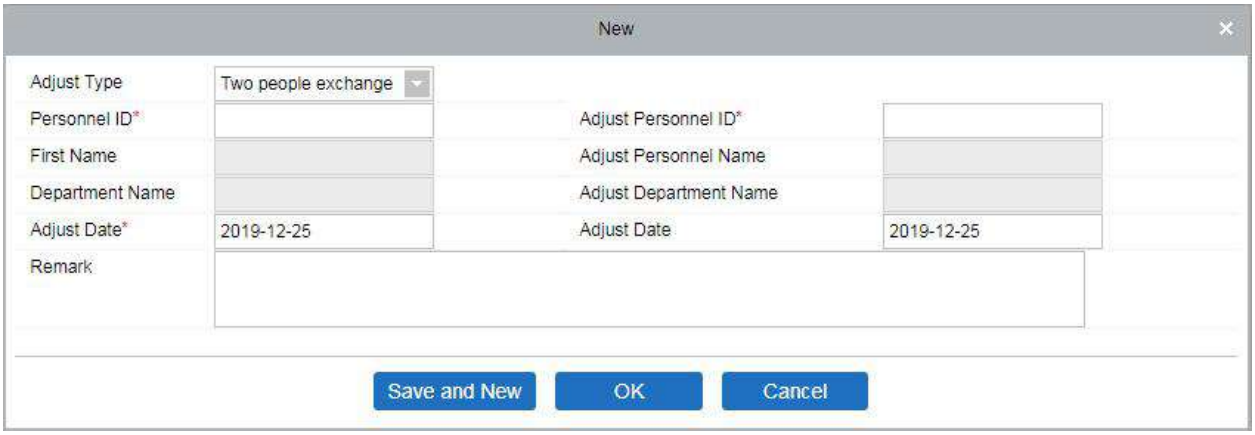
Adjust Date: The date and time of adjustment.

Adjust Date: The date and time of adjustment.

Remark: Enter the description for the shift, the max length is 50.

After filling the information, click [OK] to save and exit, the adjust shift information will be displayed in the added list.

C. Two people exchange:



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Personnel ID: The max length is 32. (Fill the correct ID; after you enter the ID and click on the next field, the Name and Department are automatically filled.)

First Name: Obtained automatically based on Personnel ID.

Department Name: Obtained automatically based on Personnel ID.

Adjust Personnel ID: ID number of the adjust personnel. The max length is 32. (Fill the correct ID; after you enter the ID and click on the next field, the Name and Department are automatically filled.)

Adjust Personnel Name: Obtained automatically based on Personnel ID.

Adjust Department Name: Obtained automatically based on Personnel ID.

- **Export**

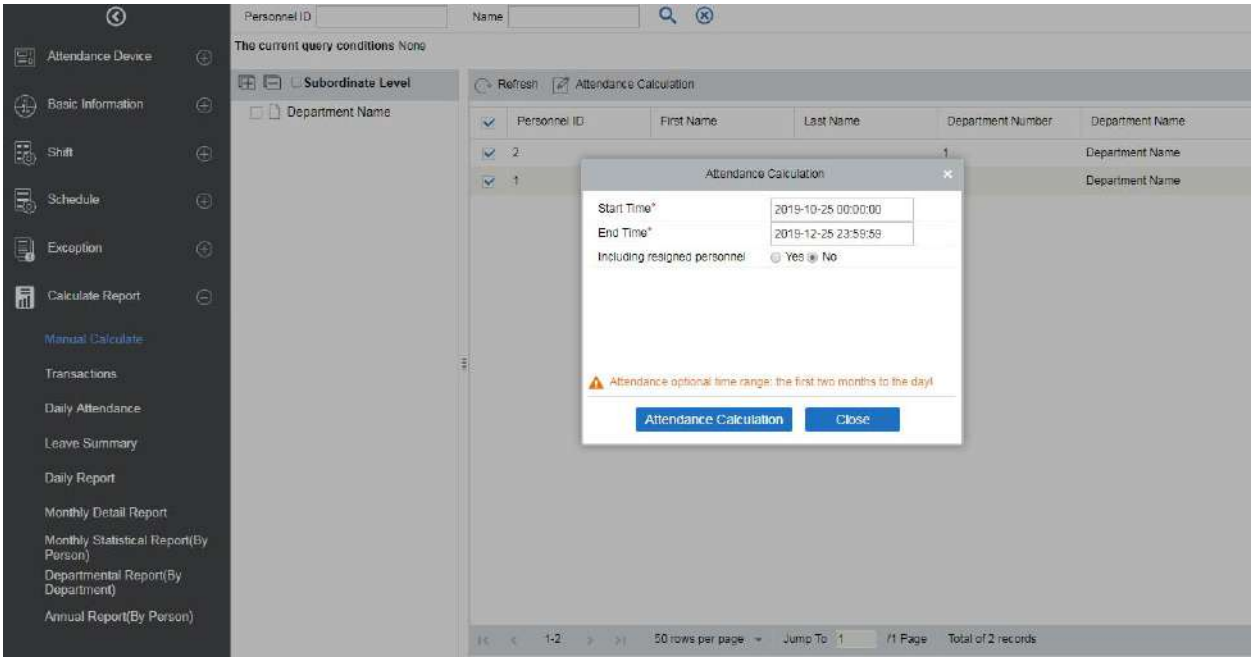
You can export selected adjust shift data in Excel, PDF, CSV file format.

ZKTECO
Adjust Shift

Personnel ID	First Name	Last Name	Department Number	Department Name	Adjust Type	Adjust Date	Personnel ID	Adjust Personnel Name	Adjust Personnel Last Name	Department Number	Department Name	Adjust Date	Remark	Operation Time
3	Lee	Hou	4	Financial Department	Adjust the personal shift in other days	2017-12-18						2017-12-18		2017-12-18 13:55:27
4	Berry	Cao	1	General	Adjust the personal shift in the same day	2017-12-18							Change to flexible	2017-12-18 14:02:27
5	Nicol	Yo	2	Marketing Department	Two people exchange	2017-12-18	8	Glori	Liu	2	Marketing Department	2017-12-18	exchange	2017-12-18 14:02:21

5.6 Calculate Report

5.6.1 Manual Calculate



Attendance calculation can be done by selecting the department on the left department hierarchy or by selecting the right person. If both are selected, they are overwritten. After selecting the personnel click attendance calculation, a confirmation box will pop-up.

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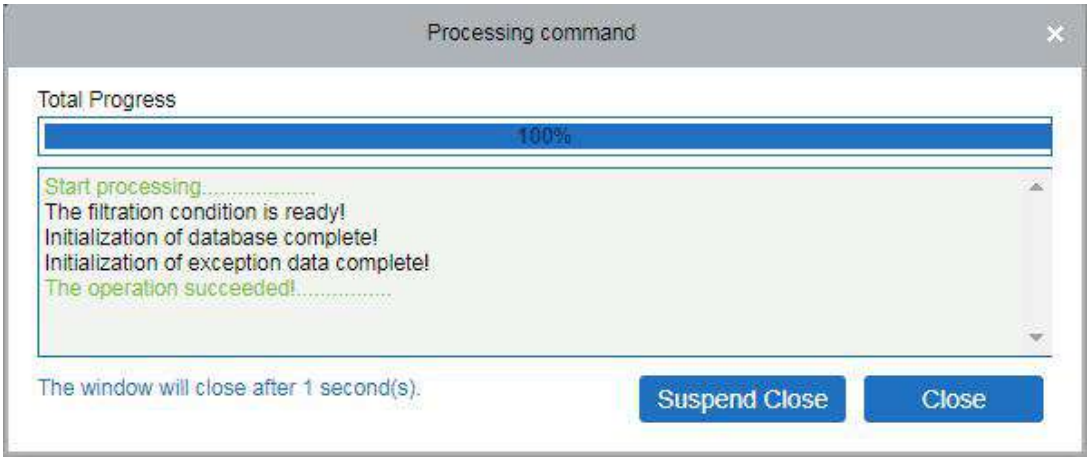
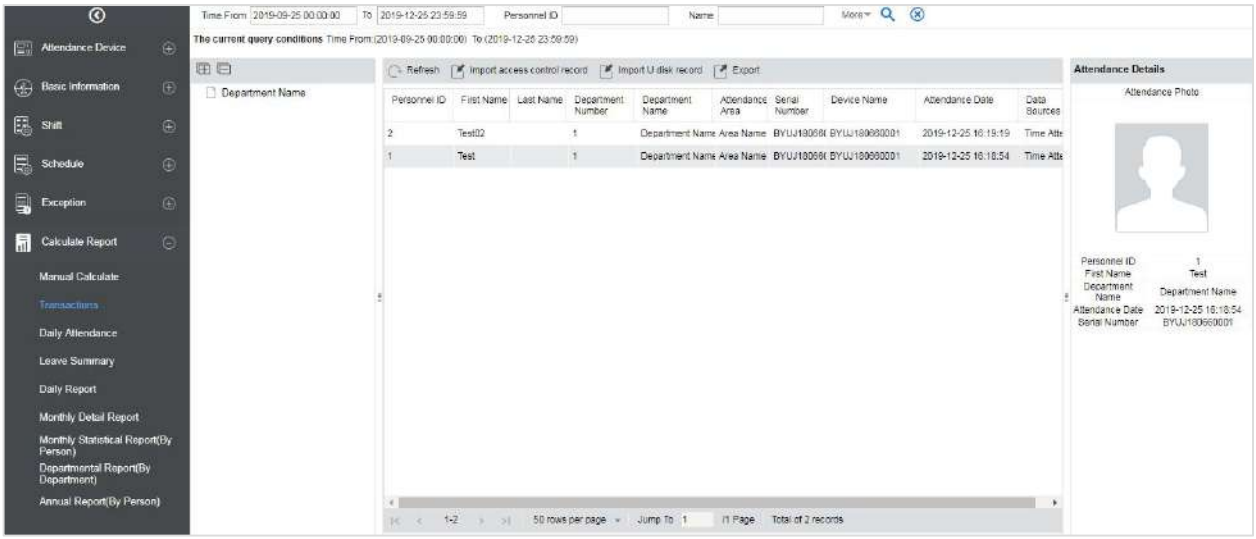


5.6.2 Transaction

Attendance records of all employees will be displayed on this interface, including the attendance record of uploaded attendance transactions. The record of the normal punch on the device will be uploaded to the software as the original record. When a particular data is selected, the details will be displayed on the right side of the page.



- **Import Attendance record**

The attendance time records can be imported into attendance records through this function. Select the start time and end time to import, check the attendance point list and click OK.

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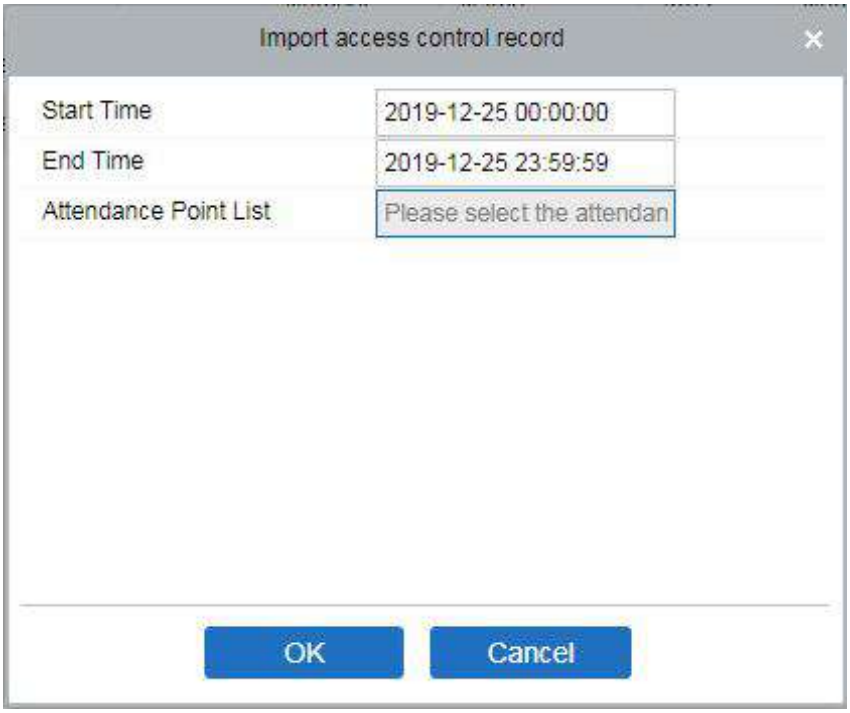
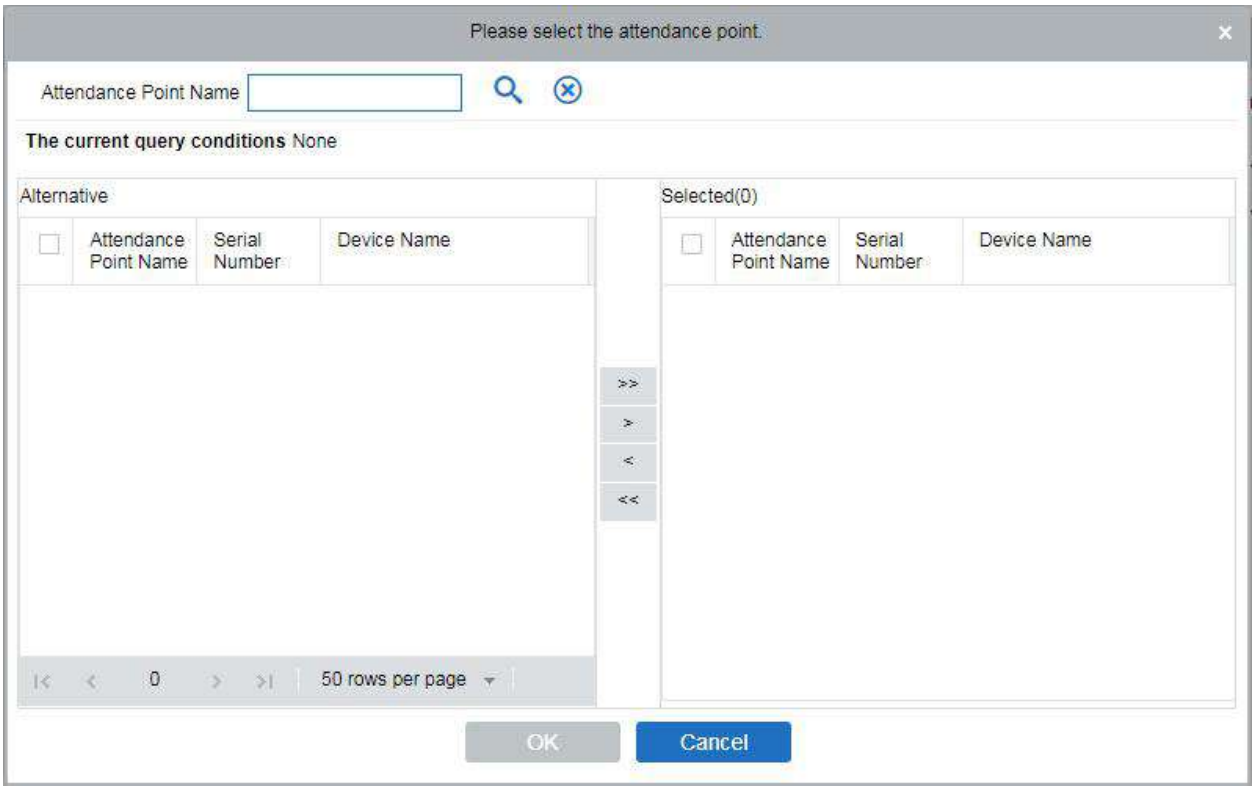


Attendance point list: Only the device which is set in Attendance Point under [Basic information] [Attendance point], will be listed here.



- **Import U disk record**

Users can import device data to the transaction table through U disk.

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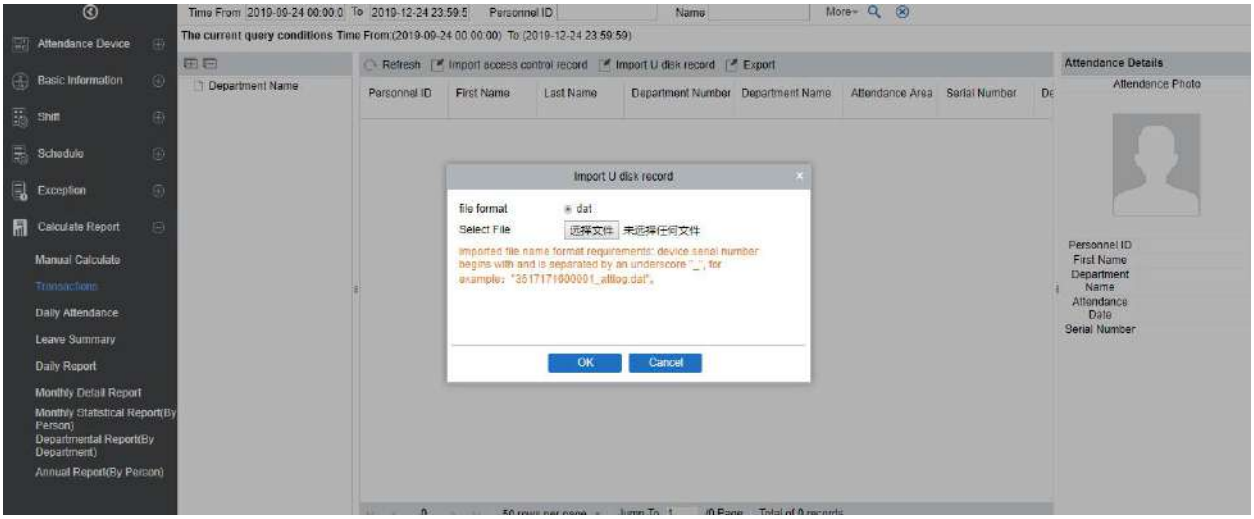
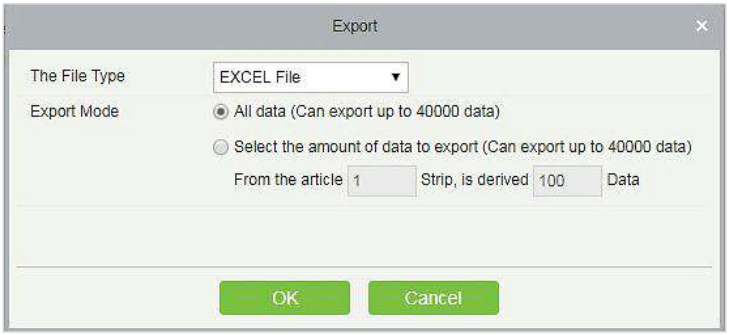


- **Export**

It will export the attendance record data. Currently, it can be exported either in three types of file EXCEL / PDF / CSV. You can also choose the amount of data to be exported or select the maximum amount which supports up to 40,000 records.



ZKTECO

Transactions

Personnel ID	First Name	Last Name	Department Number	Department Name	Device Serial Number	Attendance Area	Attendance Datetime	Data Sources
8	Glori	Liu	2	Marketing Department	20100501999	Area Name	2017-12-15 16:33:13	Access Control Device
8	Glori	Liu	2	Marketing Department	20100501999	Area Name	2017-12-15 16:33:14	Access Control Device
2940	Sherry	Yang	hotel	Hotel	20100501999	Area Name	2017-12-15 16:33:16	Access Control Device
7	Jacky	Xiang	1	General	20100501999	Area Name	2017-12-15 16:33:20	Access Control Device
7	Jacky	Xiang	1	General	20100501999	Area Name	2017-12-15 16:33:21	Access Control Device
9	Lilian	Mei	3	Development Department	20100501999	Area Name	2017-12-15 16:33:23	Access Control Device
1	Jerry	Wang	1	General	20100501999	Area Name	2017-12-15 16:33:27	Access Control Device
1	Jerry	Wang	1	General	20100501999	Area Name	2017-12-15 16:33:29	Access Control Device
1	Jerry	Wang	1	General	20100501999	Area Name	2017-12-15 16:33:34	Access Control Device
2	Lucky	Tan	3	Development Department	20100501999	Area Name	2017-12-15 16:33:42	Access Control Device
2	Lucky	Tan	3	Development Department	20100501999	Area Name	2017-12-15 16:33:43	Access Control Device
2	Lucky	Tan	3	Development Department	20100501999	Area Name	2017-12-15 16:33:51	Access Control Device
2	Lucky	Tan	3	Development Department	20100501999	Area Name	2017-12-15 16:33:59	Access Control Device
2	Lucky	Tan	3	Development Department	20100501999	Area Name	2017-12-15 16:34:00	Access Control Device
1	Jerry	Wang	1	General	20100501999	Area Name	2017-12-15 16:34:03	Access Control Device
1	Jerry	Wang	1	General	20100501999	Area Name	2017-12-15 16:34:04	Access Control Device
1	Jerry	Wang	1	General	20100501999	Area Name	2017-12-15 16:34:05	Access Control Device
1	Jerry	Wang	1	General	20100501999	Area Name	2017-12-15 16:34:	Access Control

Created on: 2017-12-15 16:38:17

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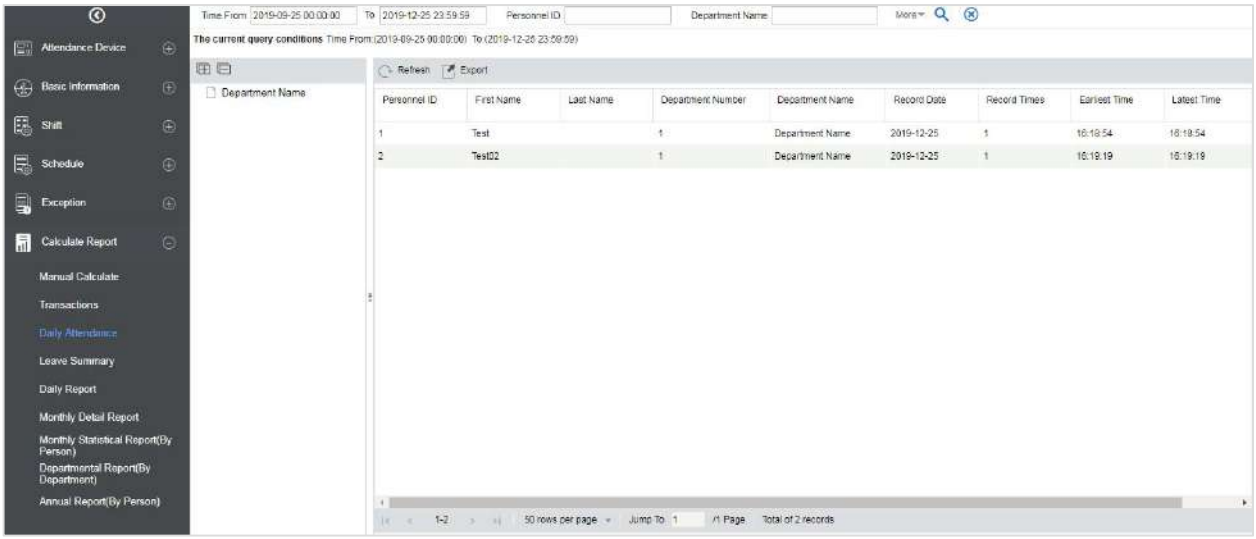
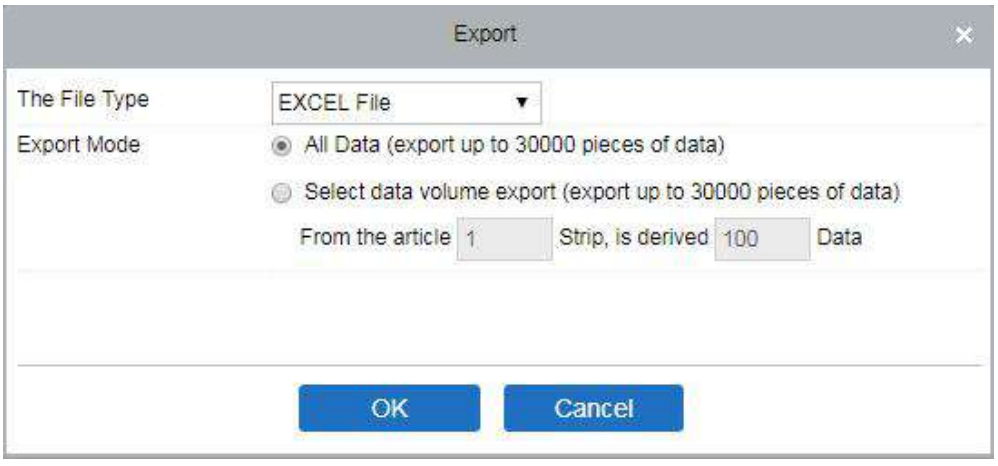
5.6.3 Daily Attendance

The table shows personnel's daily attendance status, punch time, the early leaving time, the latest time, and the detailed punch time during the selected period.



- **Export**

It will export the daily attendance record data. Currently, it can be exported either in three types of file EXCEL / PDF / CSV. You can also choose the amount of data to be exported or select the maximum amount which supports up to 40,000 records.



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Daily Attendance

Personnel ID	First Name	Last Name	Department Number	Department Name	Record Date	Record Times	Earliest Time	Latest Time	Punch Time
1	Jerry	Wang	1	General	2017-12-15	35	16:33:27	18:28:38	16:33:27;16:33:29; 16:33:34;16:34:03; 16:34:04;16:34:05; 16:34:06;16:35:02; 16:35:03;17:35:25; 17:35:26;17:42:50; 17:42:51;17:42:52; 17:58:49;17:58:50; 18:04:44;18:04:45; 18:22:20;18:22:21; 18:23:12;18:23:16; 18:23:18;18:23:19; 18:23:36;18:23:37; 18:23:52;18:24:59; 18:25:00;18:25:13; 18:25:14;18:28:34; 18:28:35;18:28:37; 18:28:38;
2	Lucky	Tan	3	Development Department	2017-12-15	26	16:33:42	18:28:56	16:33:42;16:33:43; 16:33:51;16:33:59; 16:34:00;16:35:05; 16:35:06;17:35:32; 17:42:47;17:42:48; 17:59:03;17:59:04; 17:59:38;17:59:39; 18:04:59;18:05:00; 18:05:07;18:05:08; 18:09:35;18:09:36; 18:23:00;18:23:01; 18:23:02;18:28:53; 18:28:55;18:28:56;
2040	Sherry	Yang	hotel	Hotel	2017-12-15	17	16:33:16	18:28:23	16:33:16;16:34:08; 16:34:10;16:35:08; 16:35:09;17:35:19; 17:43:01;17:43:02;

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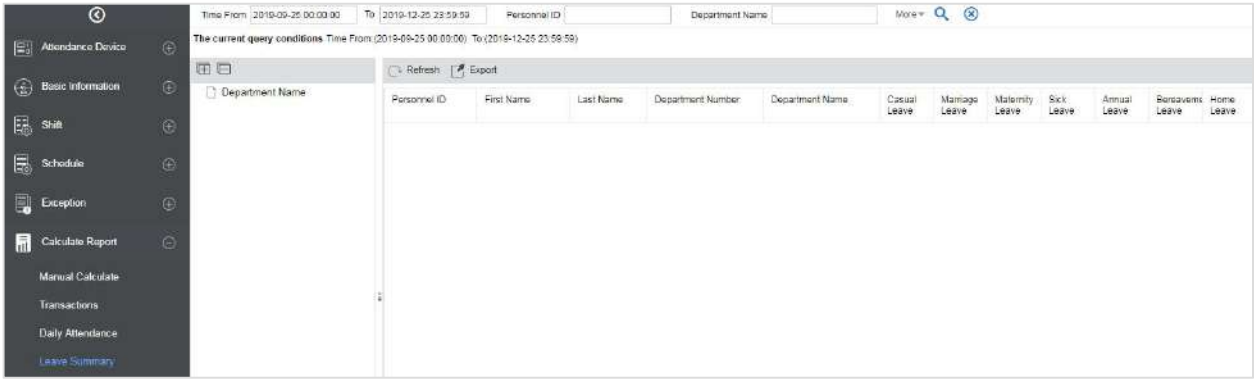
5.6.4 Leave Summary

The report summarizes the valid time for all valid leave records, leave type, within the selected date range. Select the time range from which you want to view the leave record.



Click on the leave type number, as shown above, a pop-up window shows the person within the search time frame, leave details of the type, including personnel number, name of the person, type of leave, leave start time, leave end time.

- **Export**

It will export the leave summary data. Currently, it can be exported either in three types of file EXCEL / PDF / CSV. You can also choose the amount of data to be exported or select the maximum amount which supports up to 40,000 records.

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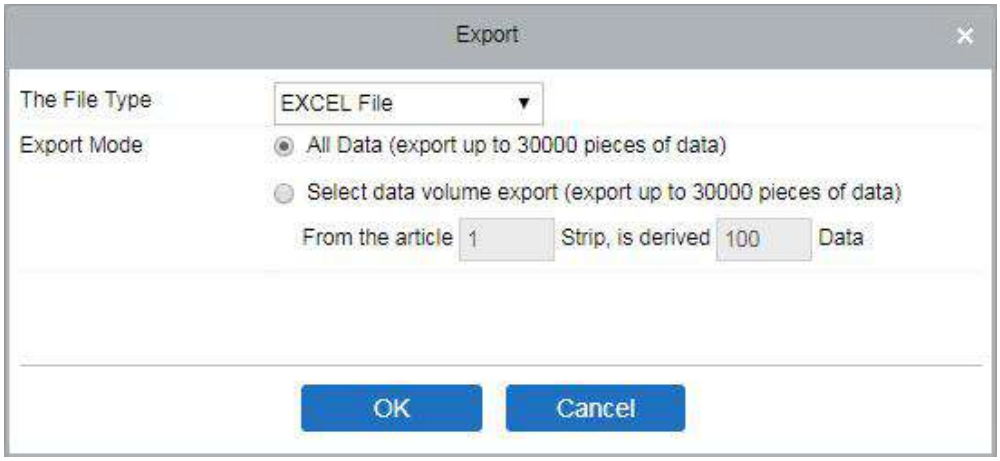

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Leave Summary

Personnel ID	First Name	Last Name	Department Number	Department Name	Leave Type Statistics
1	Jerry	Wang	1	General	Casual Leave(1) Marriage Leave(0) Maternity Leave(0) Sick Leave(0) Annual Leave(0) Bereavement Leave(0) Breastfeeding Leave(0) Custom (0)
5	Neool	Ye	2	Marketing Department	Casual Leave(0) Marriage Leave(0) Maternity Leave(0) Sick Leave(0) Annual Leave(1) Bereavement Leave(0) Breastfeeding Leave(0) Custom (0)
9	Lilian	Mei	3	Development Department	Casual Leave(0) Marriage Leave(0) Maternity Leave(0) Sick Leave(0) Annual Leave(0) Bereavement Leave(0) Breastfeeding Leave(1) Custom (0)
3	Leo	Hou	4	Financial Department	Casual Leave(0) Marriage Leave(1) Maternity Leave(0) Sick Leave(0) Annual Leave(0)

Created on: 2017-12-15 18:39:22

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5.6.5 Daily Report

This function is used to get the daily report within the specified range of date and time attendance details of personnel, including attendance, late arrival, early leaving, overtime and so on.

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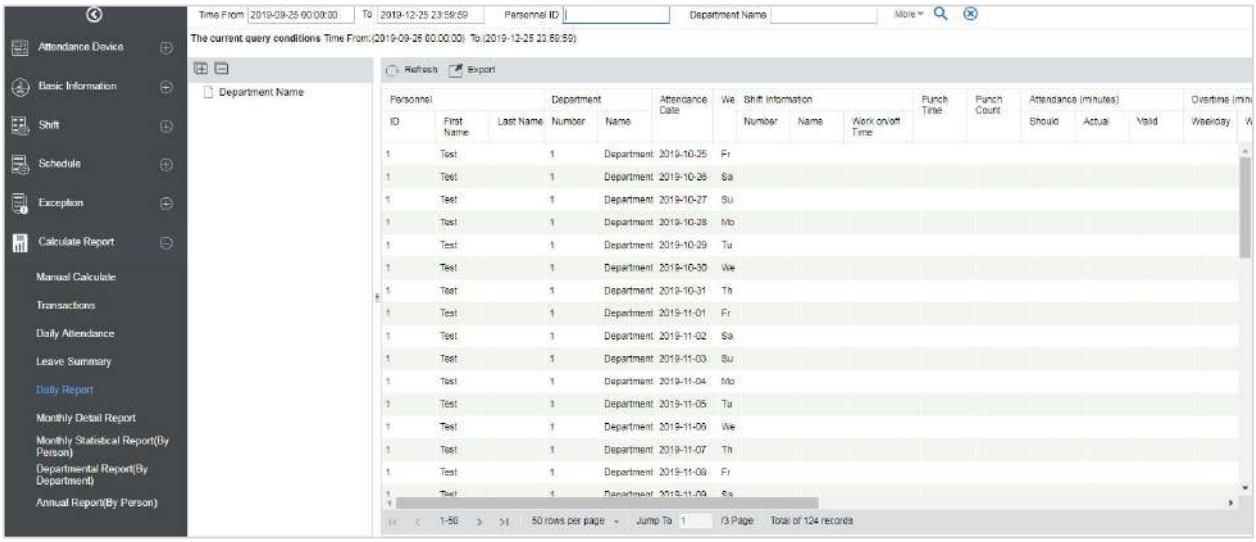
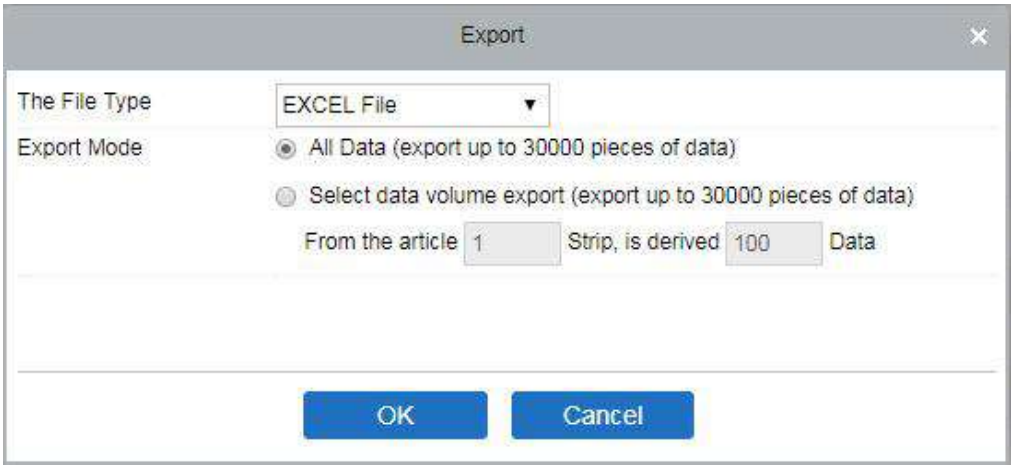
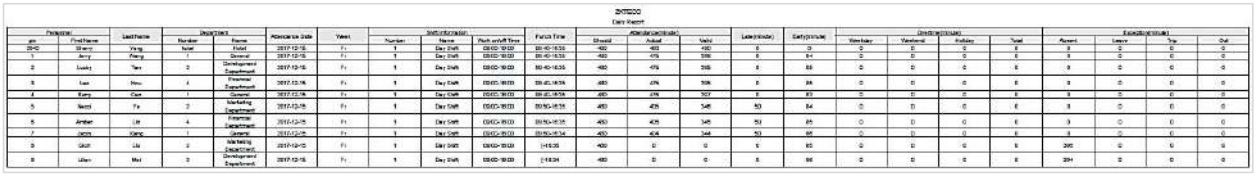


- **Export**

It will export the Daily report data. Currently, it can be exported either in three types of file EXCEL / PDF / CSV. You can also choose the amount of data to be exported or select the maximum amount which supports up to 40,000 records.





5.6.6 Monthly Detail Report

This function will automatically give the report for a selected month on a daily basis. The report includes attendance status and characters, and summarizes the actual attendance time, absence, leave, business trips and outings in the month.

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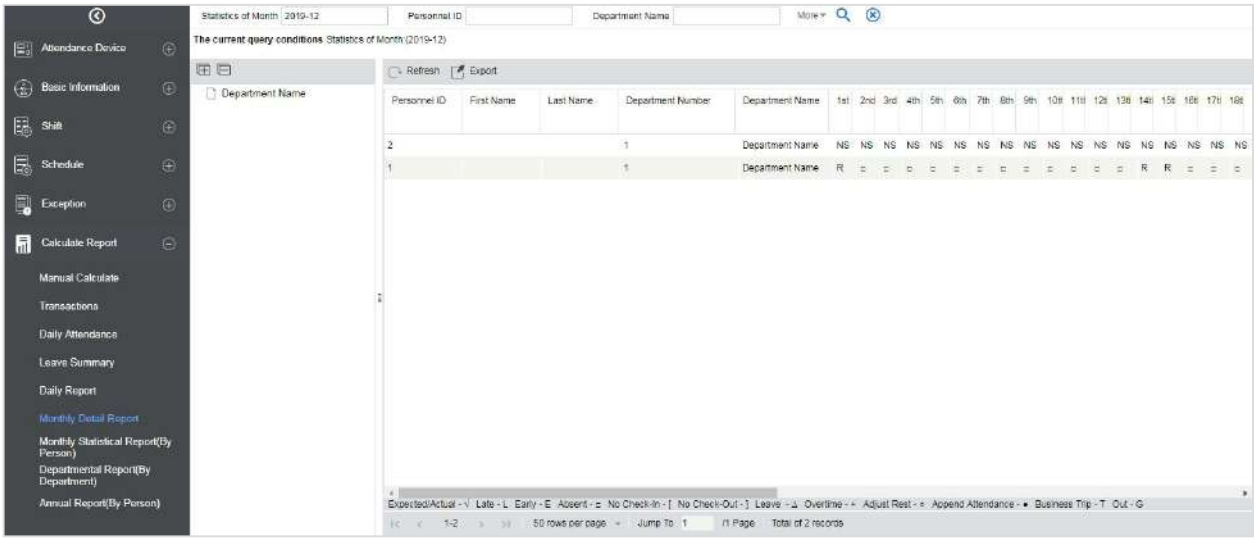
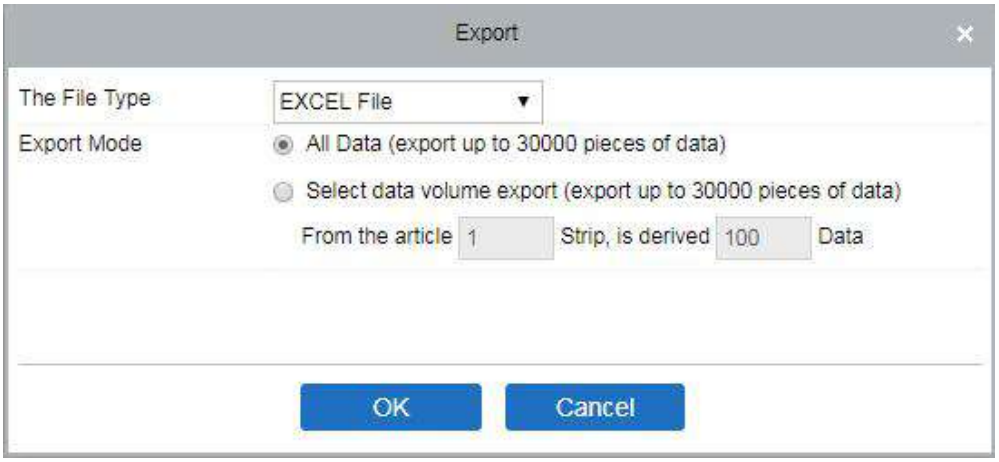


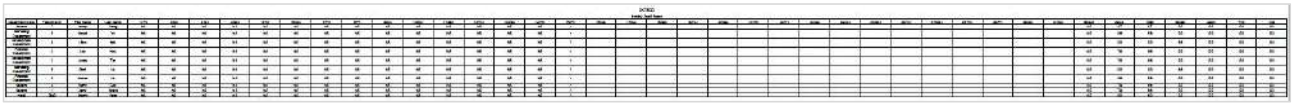
The attendance status is displayed as per the following priority at the bottom of the interface:

Expected/Actual : √ Late : < Early : > Absent : □ No Check-in : [No Check-out :] Leave : Ω Overtime : + Adjust Rest : ○ Append Attendance

- **Export**

It will export the Monthly Detail Report data. Currently, it can be exported either in three types of file EXCEL / PDF / CSV. You can also choose the amount of data to be exported or select the maximum amount which supports up to 40,000 records.





5.6.7 Monthly Statistical Report

This function will give details for a selected month. The details include personnel attendance summary status and detailed information, including attendance, late, leaving early, etc.

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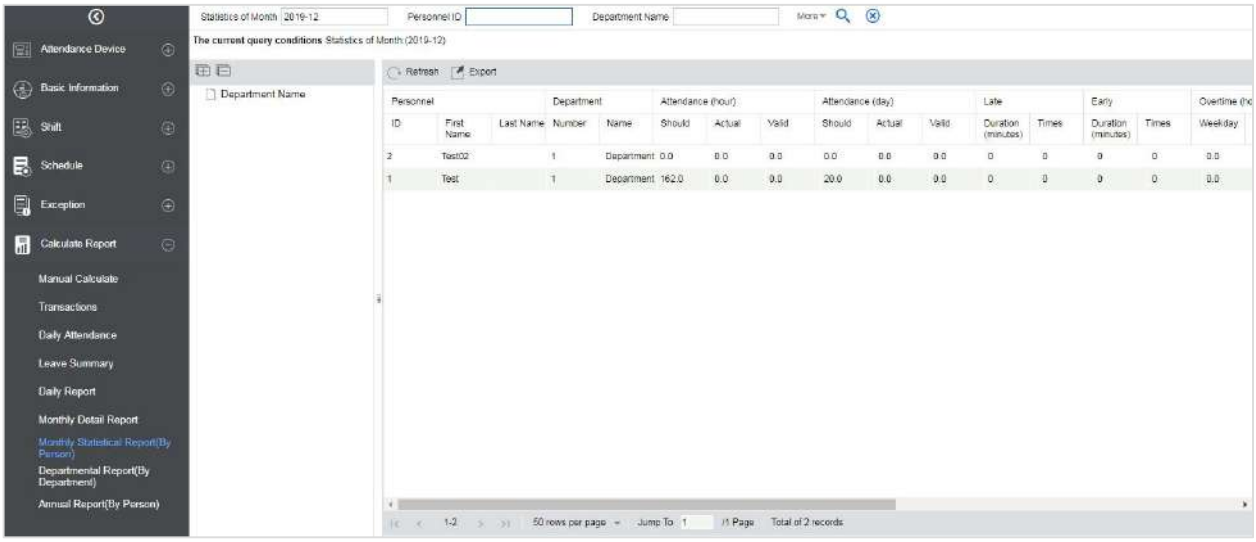
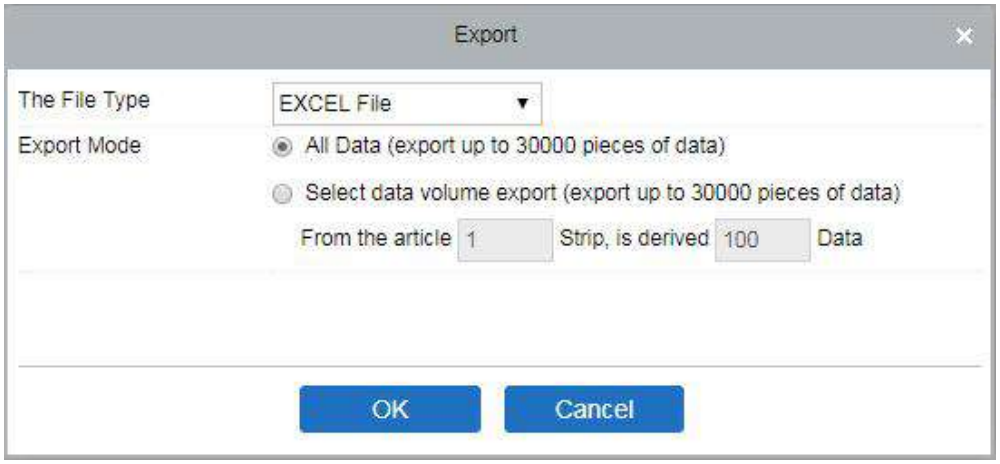
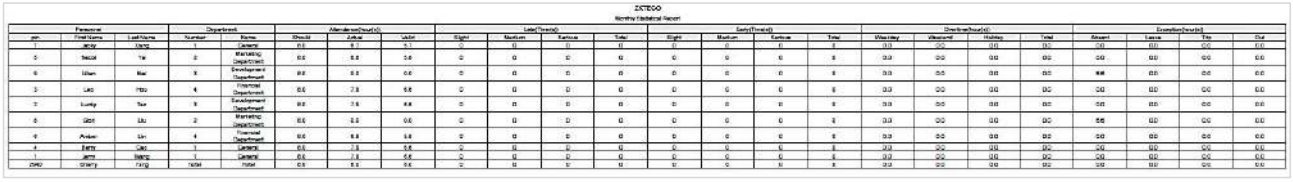


- **Export**

It will export the Monthly Statistical Report data. Currently, it can be exported either in three types of file EXCEL / PDF / CSV. You can also choose the amount of data to be exported or select the maximum amount which supports up to 40,000 records.





5.6.8 Departmental Report

Select the date to get the detail record of all departments. Details include details of all personnel in the department, attendance, late, leaving early, and so on.

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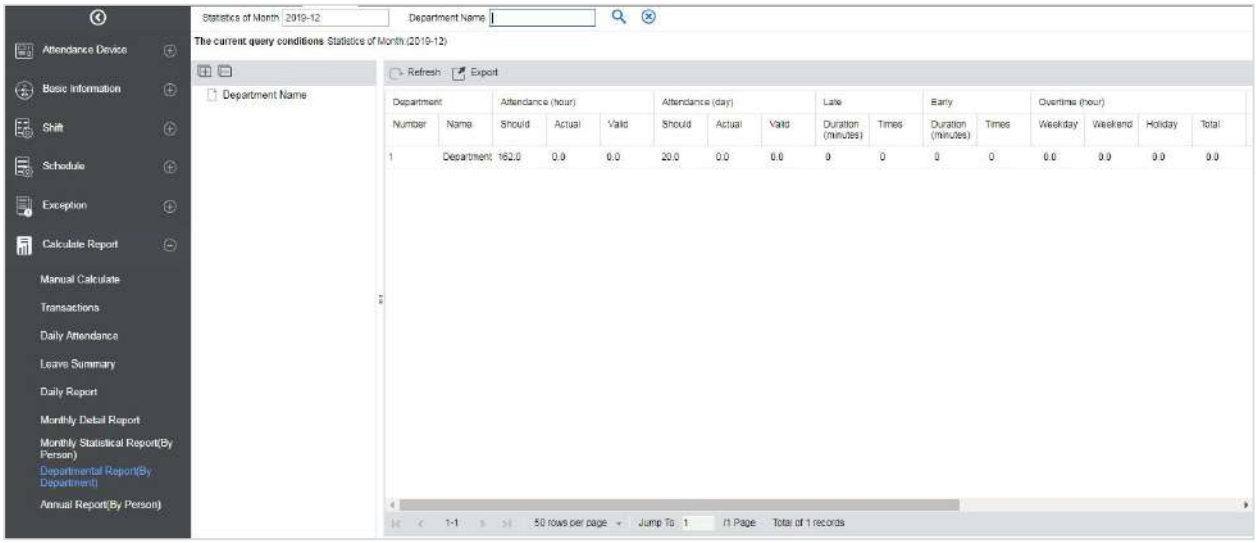
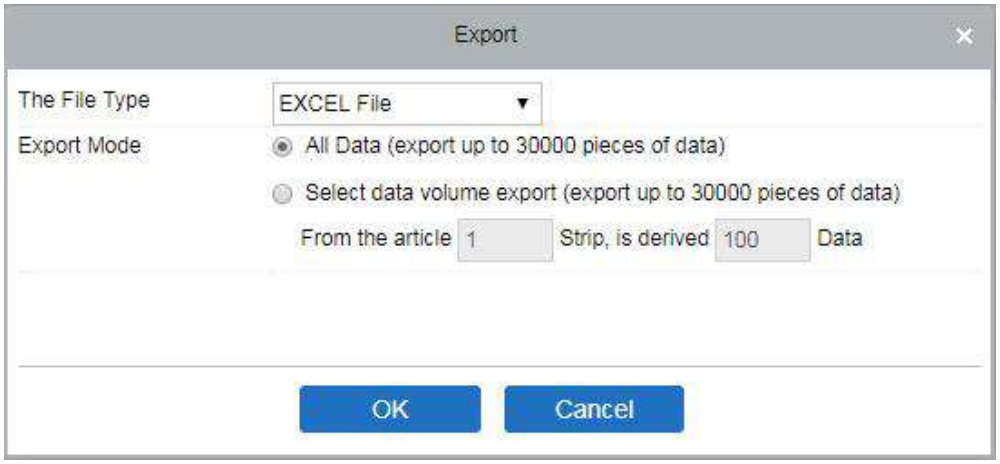
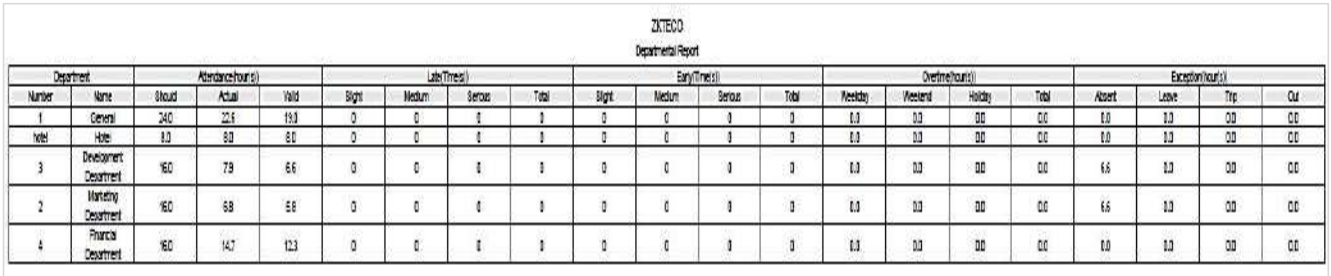


- **Export**

It will export the Departmental Report data. Currently, it can be exported either in three types of file EXCEL / PDF / CSV. You can also choose the amount of data to be exported or select the maximum amount which supports up to 40,000 records.

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Departmental Report

Department		Attendance(hour(s))			Late(Time(s))				Early(Time(s))				Overtime(hour(s))				Exception(hour(s))			
Number	Name	Should	Actual	Valid	Slight	Medium	Serious	Total	Slight	Medium	Serious	Total	Weekday	Weekend	Holiday	Total	Absent	Leave	Trip	Out
1	General	240	22.6	19.0	0	0	0	0	0	0	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Hotel	Hotel	8.0	8.0	8.0	0	0	0	0	0	0	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
3	Development Department	160	7.9	6.6	0	0	0	0	0	0	0	0	0.0	0.0	0.0	0.0	6.6	0.0	0.0	0.0
2	Marketing Department	160	6.8	5.6	0	0	0	0	0	0	0	0	0.0	0.0	0.0	0.0	6.6	0.0	0.0	0.0
4	Financial Department	160	14.7	12.3	0	0	0	0	0	0	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

5.6.9 Annual Report

This function will give details for a selected Year. The details include personnel attendance summary status and detailed information, including attendance, late, leaving early, etc.

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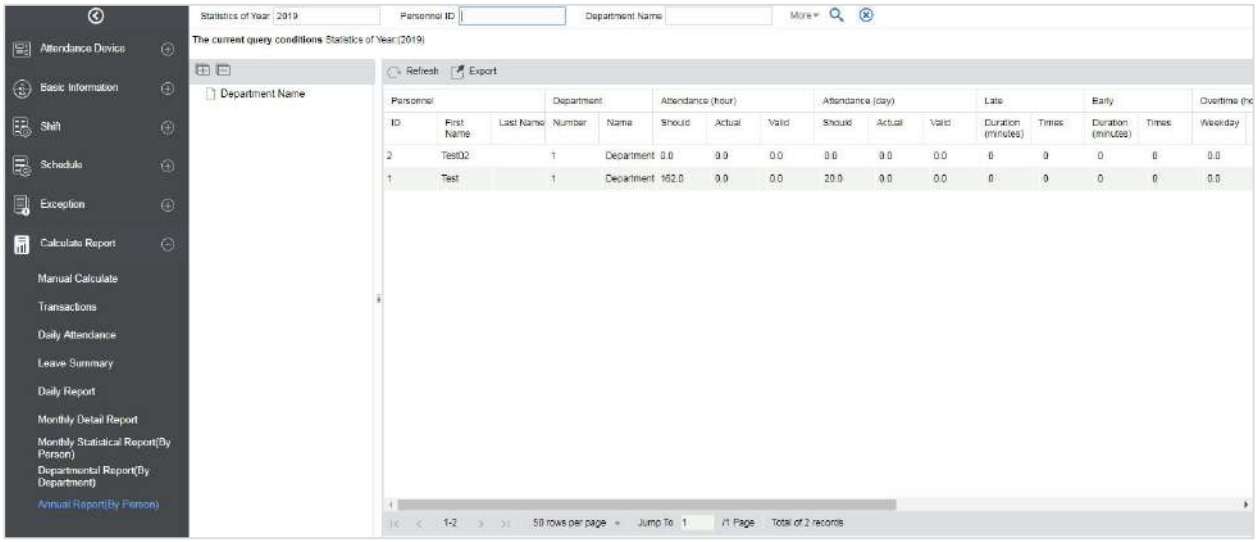
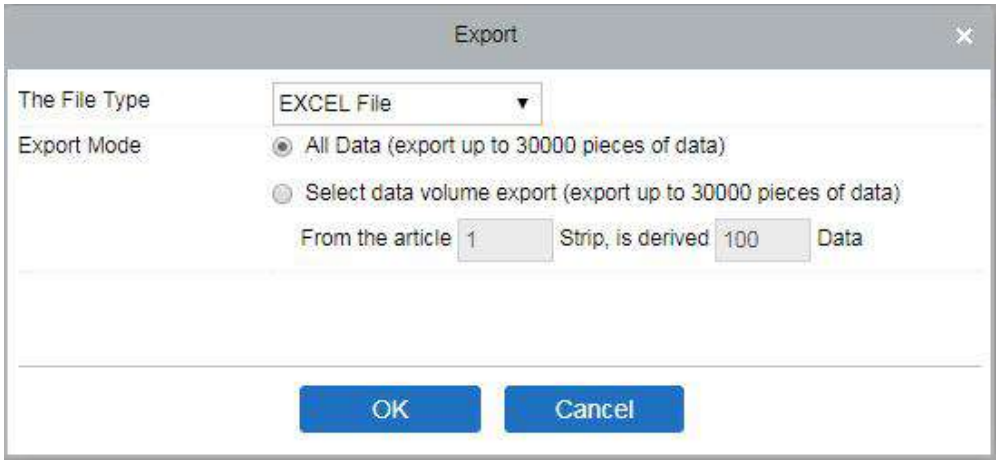


- **Export**

It will export the Annual Report data. Currently, it can be exported either in three types of file EXCEL / PDF / CSV. You can also choose the amount of data to be exported or select the maximum amount which supports up to 40,000 records.



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6 VMS

VMS function and VMS Plugin (client program) are software application functions based on the video service launched by ZKTeco. It can be used with Digital Video Recorder (DVR), Network Video Recorder (NVR), Network Camera or IPC, Network Storage Devices, and more. It supports multiple functions such as device management, preview, playback, event reception, decoding management, video alarm, log query, and access control video linkage.

It provides flexible and diverse deployment solutions to meet the needs of various environments in small and medium-sized projects.

6.1 Installation

Install the VMS Client

- Please choose to install the VMS module during the installation of ZKBio Access IVS,
- There are two versions of the VMS client program, MySQL, and SQLite. There is no difference in use. Please choose any one to install.

6.1.1 VMS Client Configuration

After the installation of VMS client, double-click to open the client application.

➢ **Configure the Client Server**

On the Login page, click [Choose site], and then click [Site management] to go to the site configuration page.

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Setting the Server Information on Site Management:

- **Name:** Enter the site name or the arbitrary name.
- **IP address:** Enter the Server address. If the client and server are on the same computer, the address can be filled in as 127.0.0.1.
- **Port:** Enter the port number as 5252.

➢ **Login to the VMS Client**

- After setting the Server information you can login to the VMS Client.
- The login Username and Password of the VMS client are the same as that of the VMS server.

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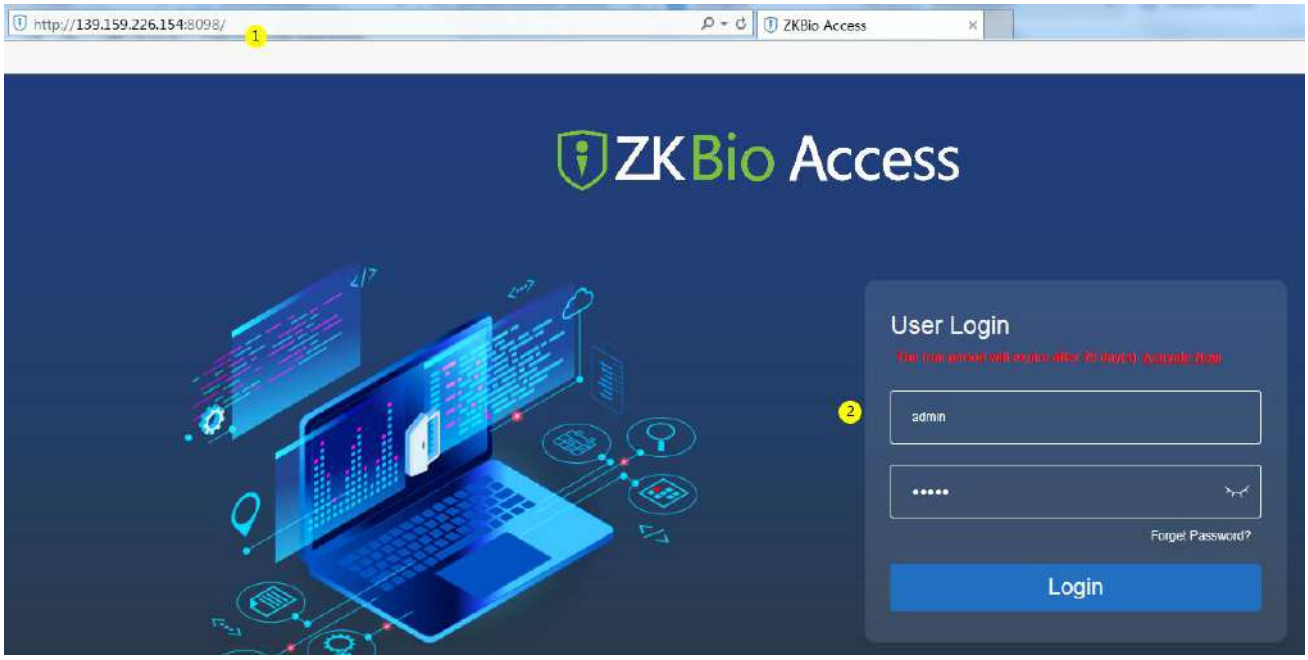
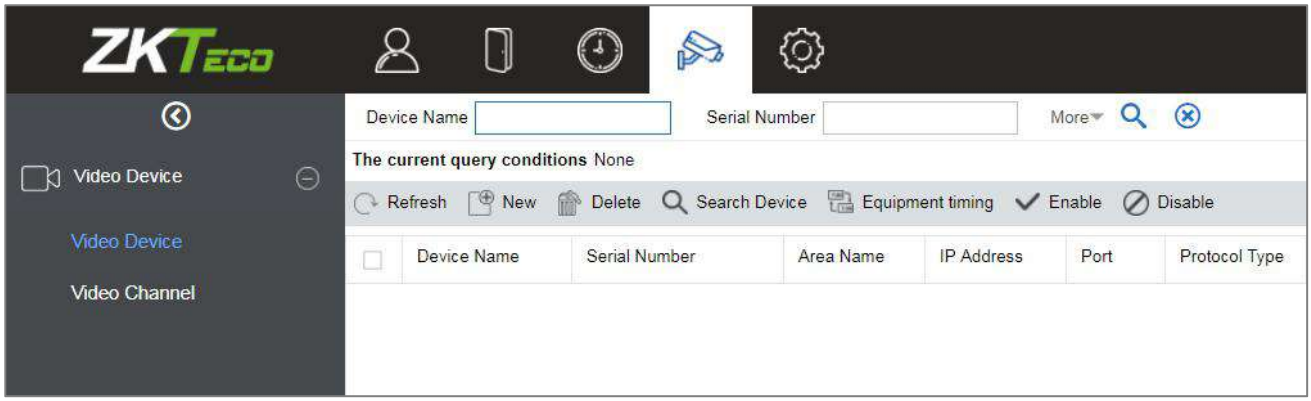
➢ **Login to the VMS Server- ZKBio Access IVS VMS Module**

- Enter the server's IP address and port number in the web browser address bar to access ZKBio Access IVS VMS module.
- On the Login page, enter the username and password to go to the VMS module.



- On the VMS module of ZKBio Access IVS, click the [Video] icon to go to the VMS module management interface.



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6.2 VMS Management

6.2.1 Video Device

On the VMS module, click [Video Device] to go to the Video Device module.

➢ **Add a Video Device**

On the Video Device module, click [Video Device], and then click [New] to manually add the video device.

Fill in the relevant fields with the corresponding values:

Host Address: Enter the IP address of your system.

IP Port: Enter the Port number.

Device Name: Enter the Device Name.

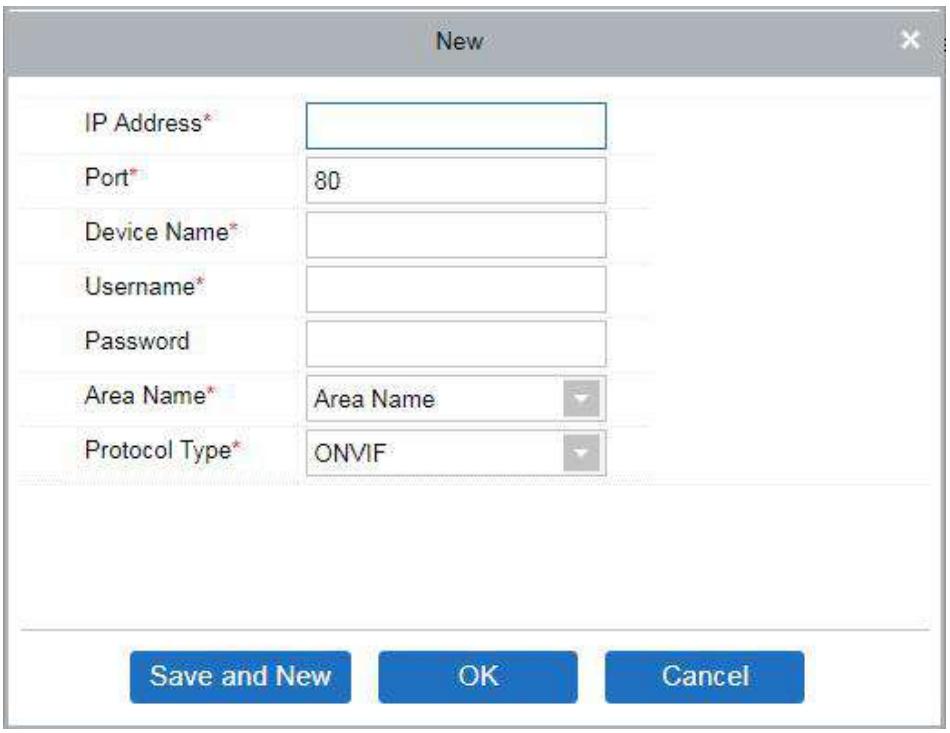
Username: Enter the Username.

Password: Enter a unique password.

Area Name: Select the Area name from the drop-down list.

Protocol Type: Select the protocol from the drop-down list for transmitting the data.

Click [OK] to add the device.



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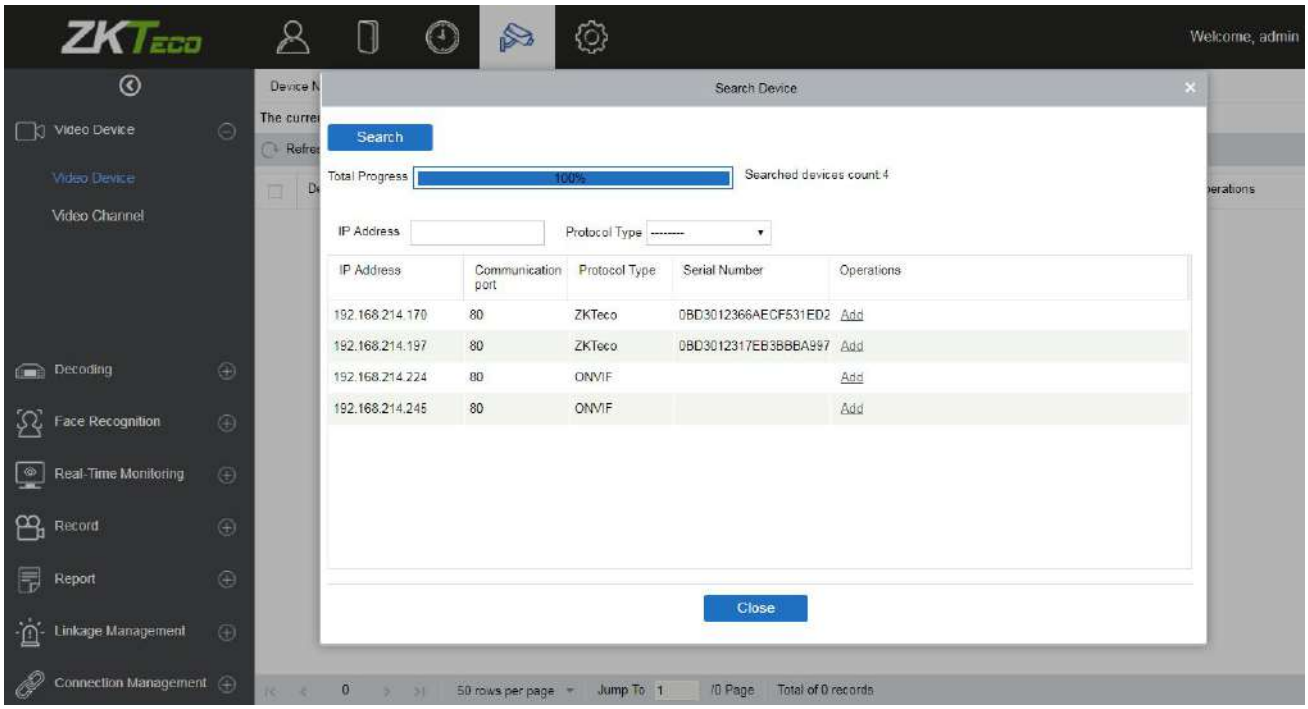
Search and Add Video Device

On the Video Device interface, click [Search Device] to search and add the Video Device.

On the Search Device window, click the [Search button] on the upper left corner and it will list the search results.

During the search process the device with "**ONVIF"** protocol type will not display the serial number, and it can be viewed only after adding the device.



On the Search list, the Add operation will not be available for the devices that have been already added.

On the Search list, click [Add] to add the required devices.

On the New window, enter the Username and the Password.

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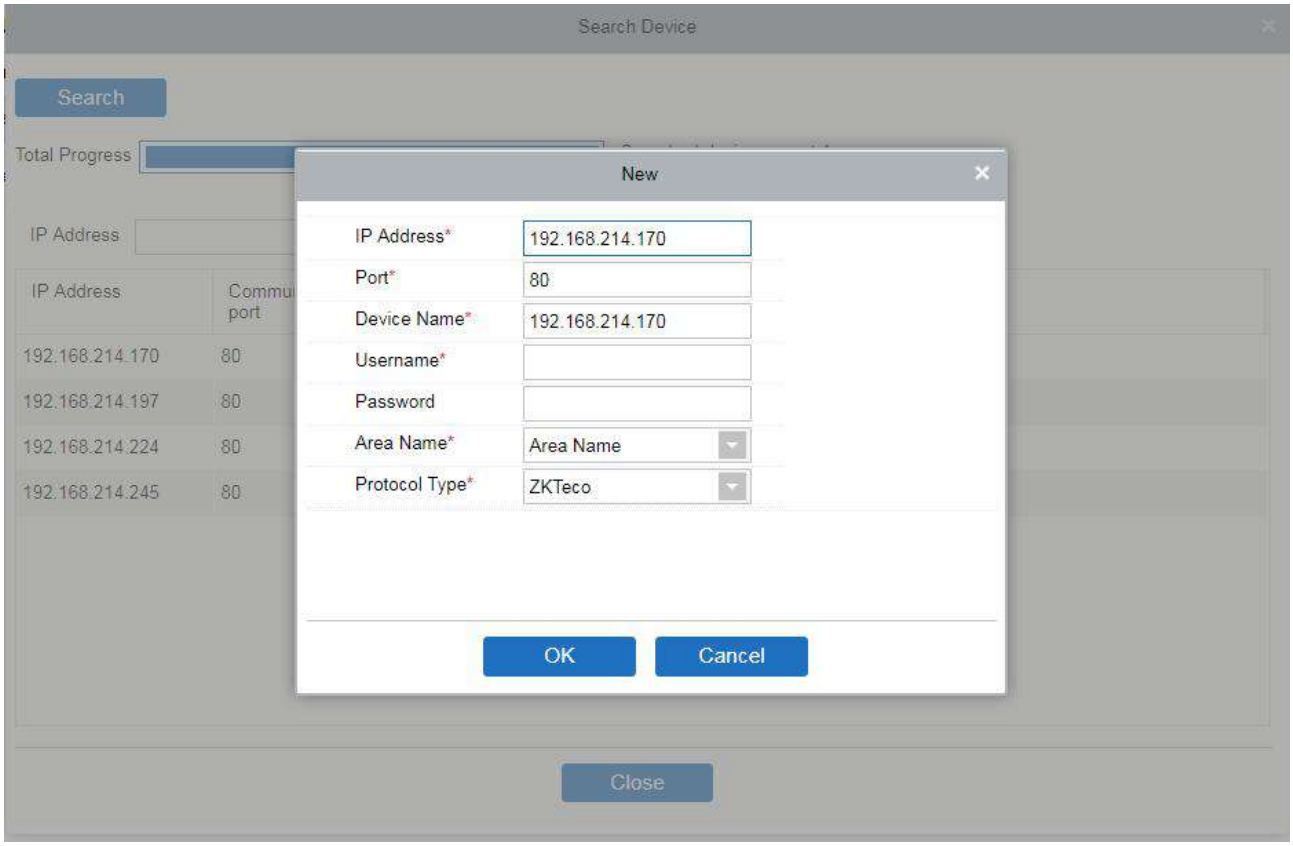
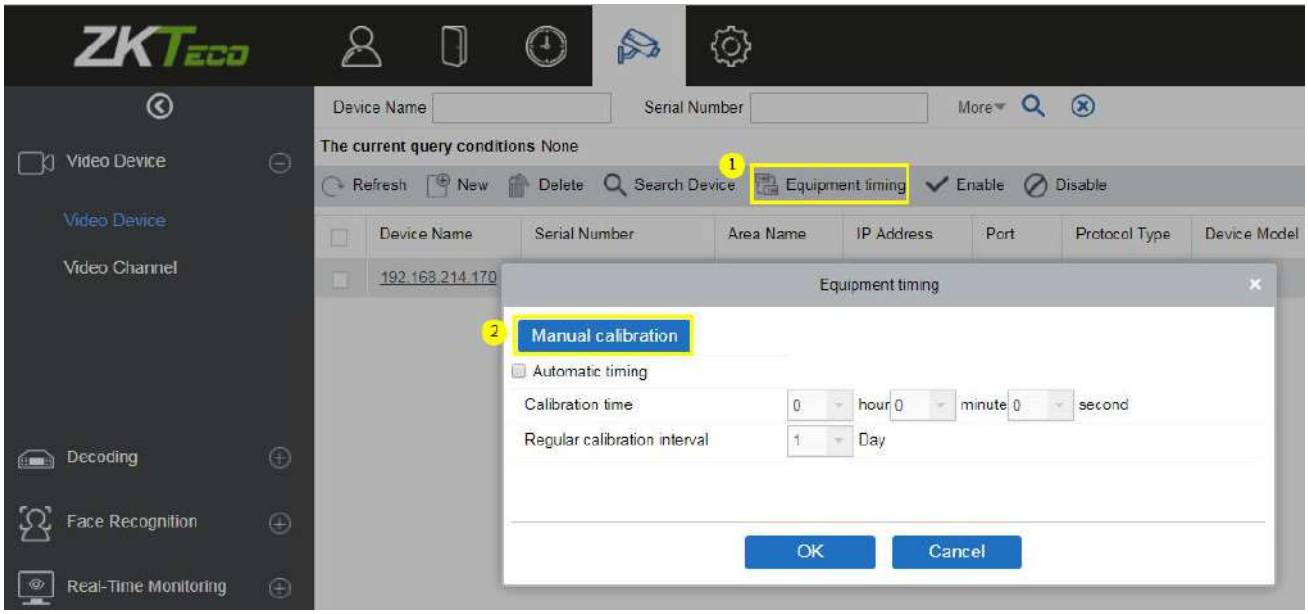


✍**Note:** On the New window the other information (Host address, IP Port, Device Name, Area Name, and the Protocol Type) will get automatically updated by the software.

Equipment Timing

On the Video Device interface, click [Equipment timing] to set the timing.

On the Equipment timing window, you can either select the Manual calibration and set the time or can select the Automatic timing.



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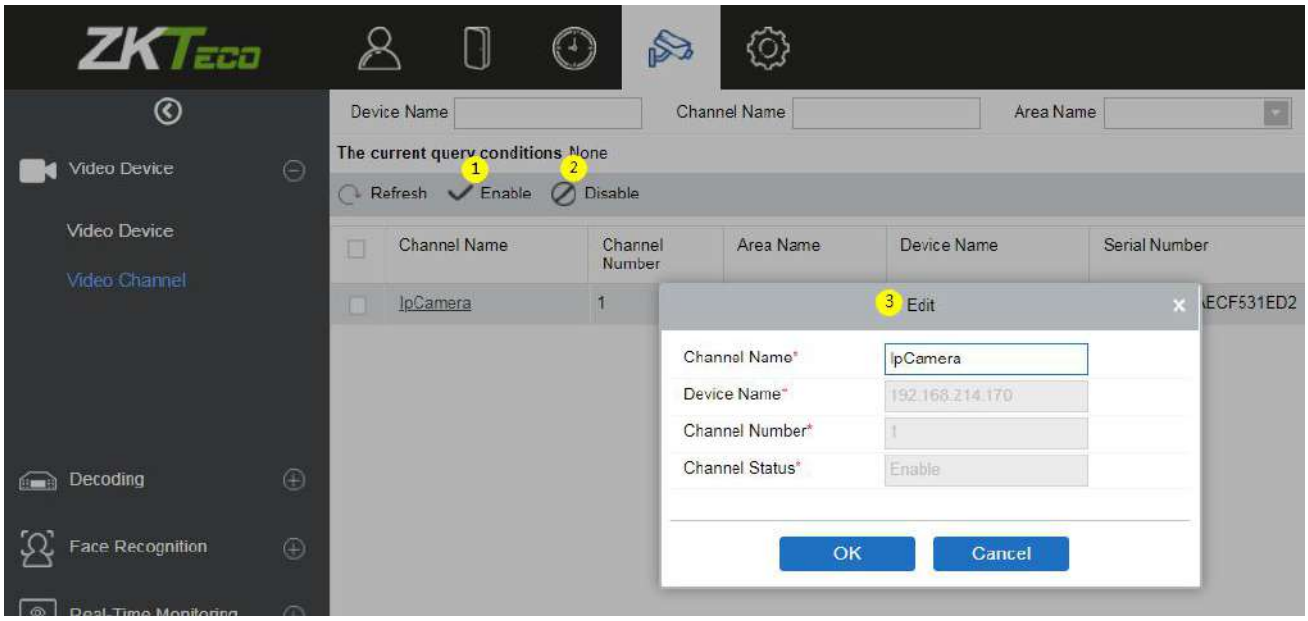
➢ **Video Channel**

On the Video Device module, click [Video Channel] to go to the Video Channel interface.

Enable / Disable Channel

On the Video Channel interface, you can edit the channel name, and enable or disable the required video channel.



6.2.2 Decoding

The decoder can transmit the video images to the screen, which is used to set the TV wall and other such features.

On the Video module, click [Decoding] to go the Decoding module.

➢ **Decoder**

On the Decoding module, click [Decoder] to go to the Decoder interface.

Add a new Decoder

On the Decoder interface, click [New] or [Search Device] to add a new decoder.

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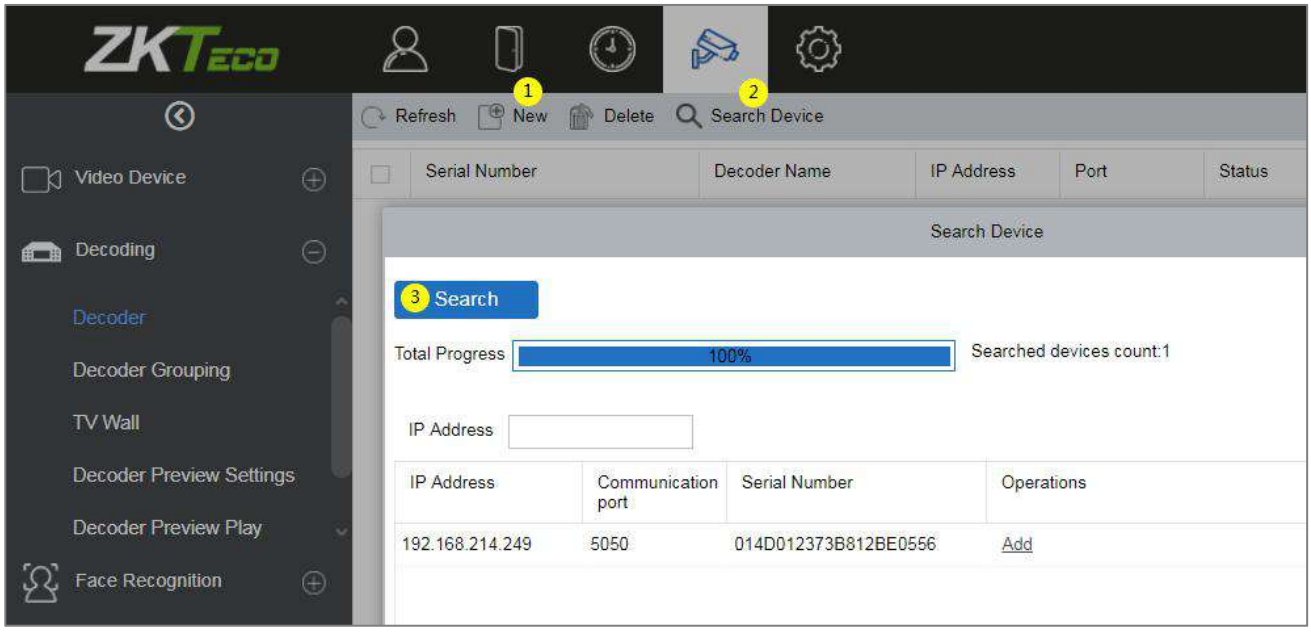
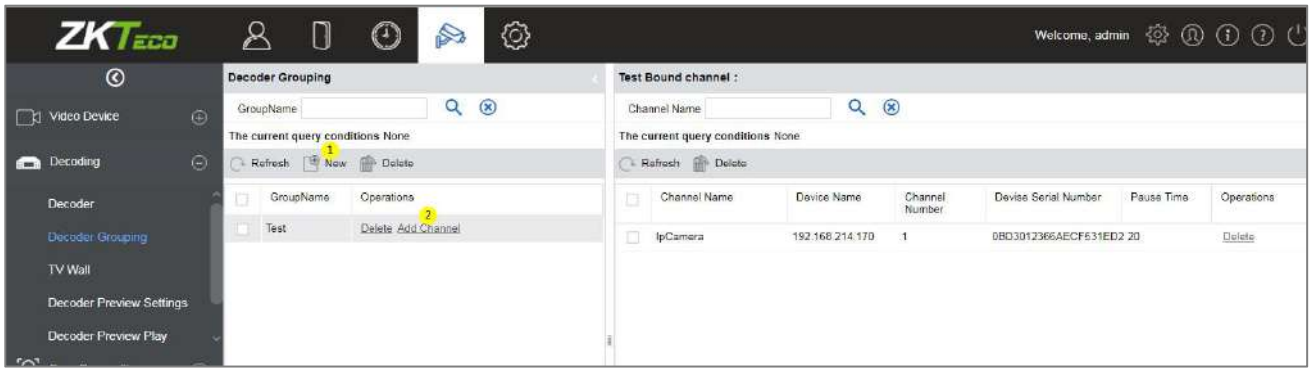


➢ **Decoder Grouping**

The grouping of Decoder can be set for different video channels.

On the Decoding module, click [Decoder Grouping] to group the decoder.

The left side of the Decoder Grouping interface displays the Group list and the right side of the interface displays the video channel corresponding to the group.



Add a New Decoder Group

On the Decoder Grouping interface, click [New] to add a new decoder group.

On the New window, enter the group name.

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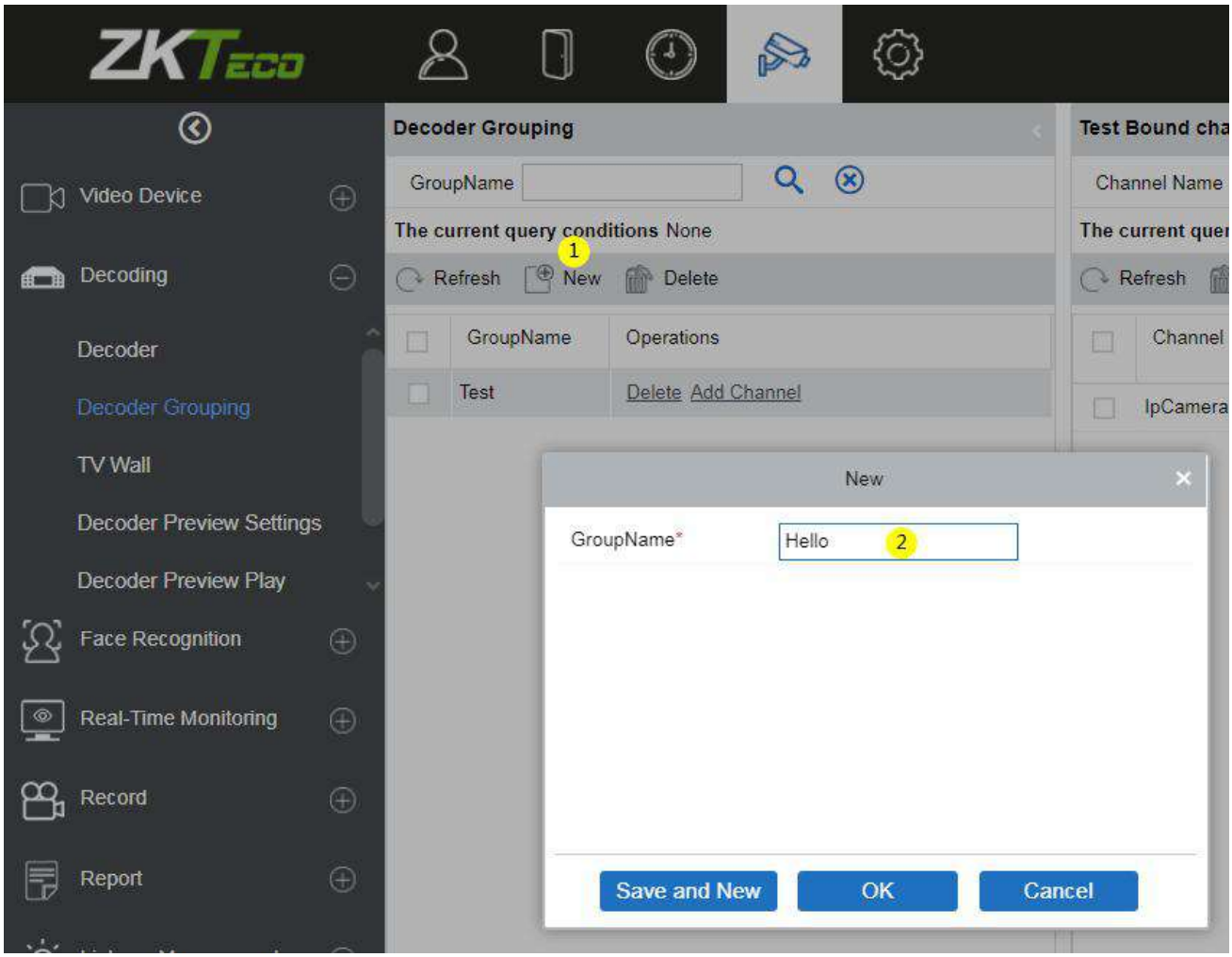

Add Channel:

Click [Add Channel] to add a video channel to the decoder group.

On the Add Channel window, select the video channel to be added to the group from the list on the left side of the window.

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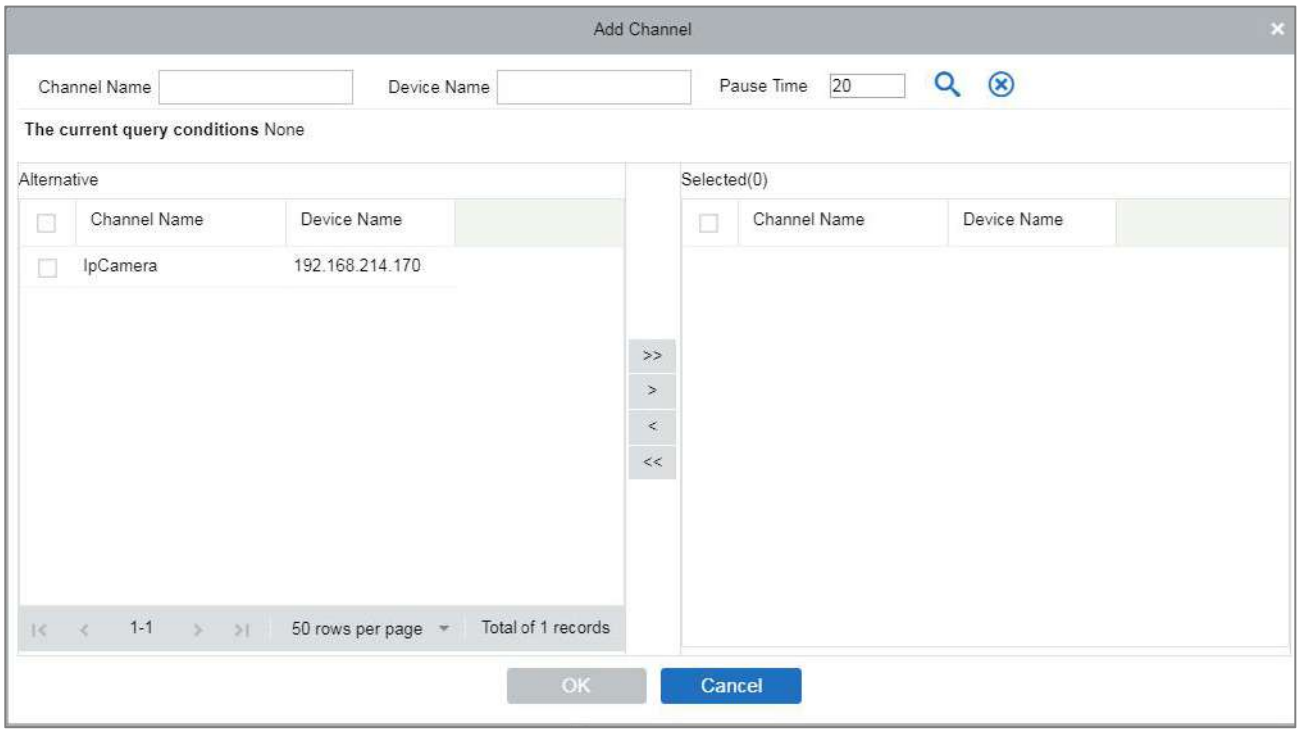
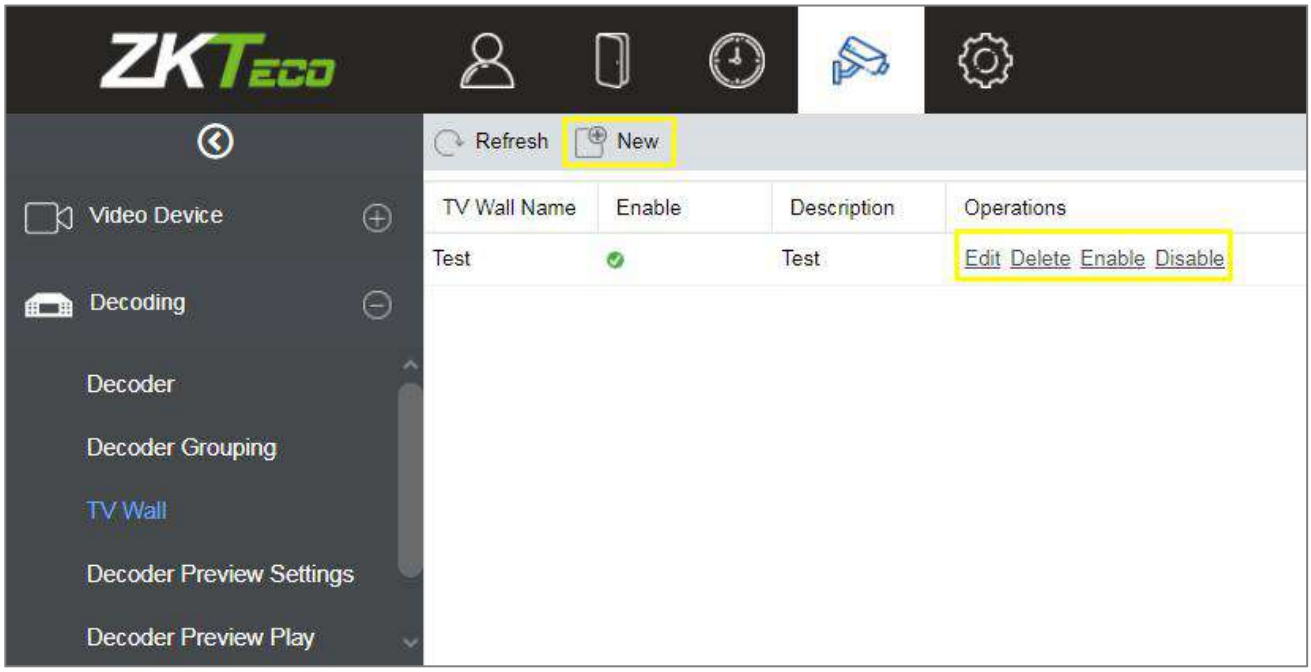
The selected video channel will be reflected on the right side of the window.



➢ **TV Wall**

The TV wall is used for setting the size of the video display that is joined together by the display screen. It can be added, edited, enabled, or disabled in the TV Wall menu.

On the Decoding module, click [TV Wall] to go to the TV Wall interface.



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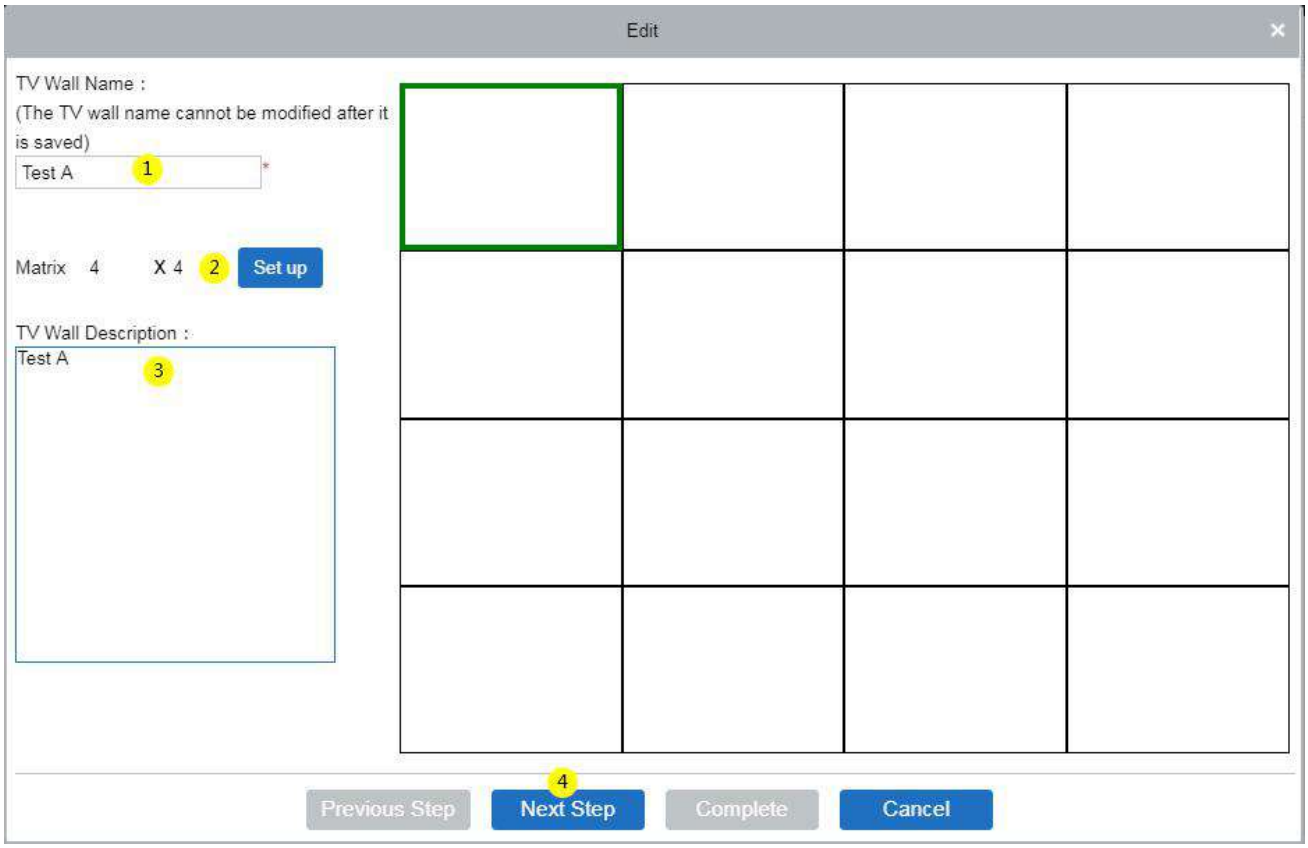
Add a new TV Wall Settings:

1. On the TV Wall interface, click [New] to add new TV wall settings.
2. Fill in a unique name for the TV wall, where the names cannot be changed once saved.
3. Set the Matrix (here, the matrix refers to the number of rows and columns of the TV wall).
4. Add a description for the TV wall.
5. Click [Next] Step to go to the next setting.



On this Next window, perform the below action to set the TV Wall.

- Click the required ① screen from the matrix on the right side of the window, then select a ② decoder to be displayed, and then click ③ [Complete] to update the TV Wall settings.

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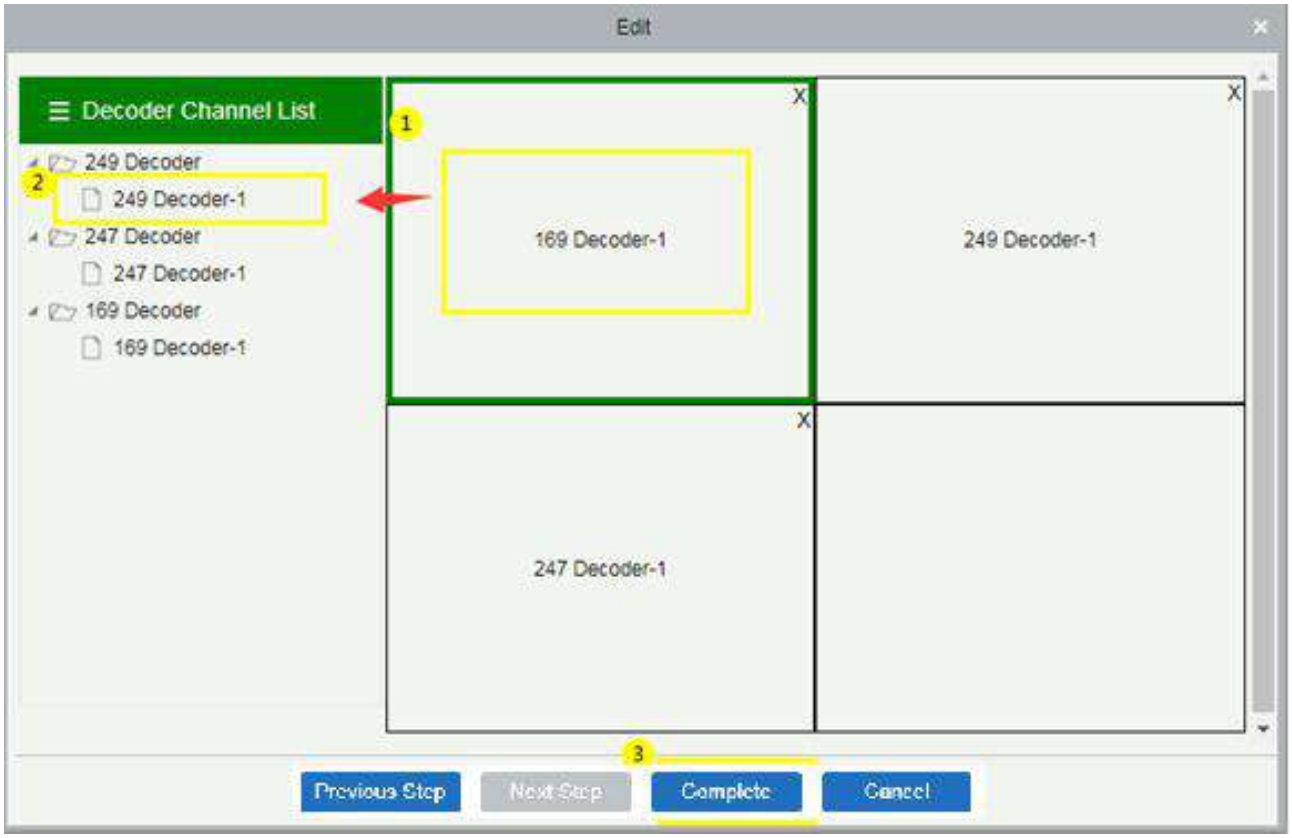

➢ **Decoder Preview Settings**

The Decoder Preview settings facilitates in setting up the video preview screen.

On the Decoding module, click [Decoder Preview Settings] to go to the Decoder Preview Settings interface.

Features available on the Decoder Preview Settings:

- **TV Wall**: On the top right corner of the interface, select the type of TV wall to be previewed from the drop-down option.
- **Save**: Click [Save] to save the preview settings plan.
- **Save As**: Click [Save As] to save the preview settings in a different location or name.
- **Delete**: Click [Delete] to delete the preview settings.
- **Stop Plan**: Click [Stop Plan] to stop the plan.
- **Start the plan round**: Click [Start the plan round] to initiate the plan.
- **Plan Setting**: Click [Plan Setting] to set a new decoder plan.
- **Exit Plan Editing**: Click [Exit Plan Editing] to exit from editing the existing plan.
- **New**: Click [New] to create a new preview plan.

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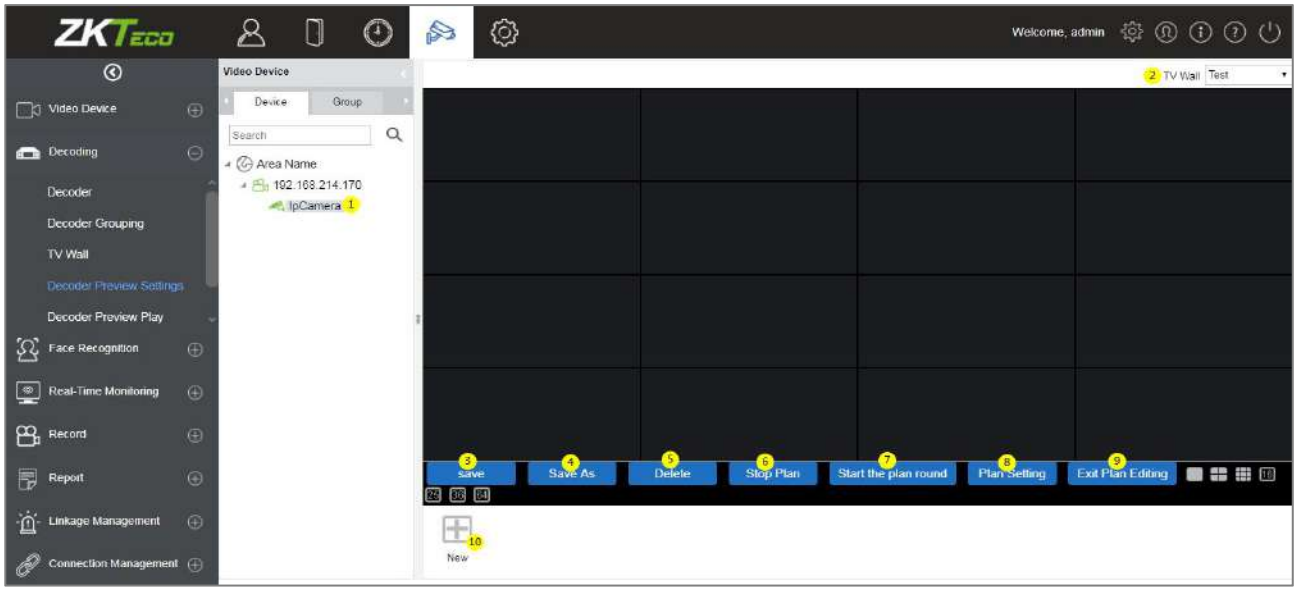
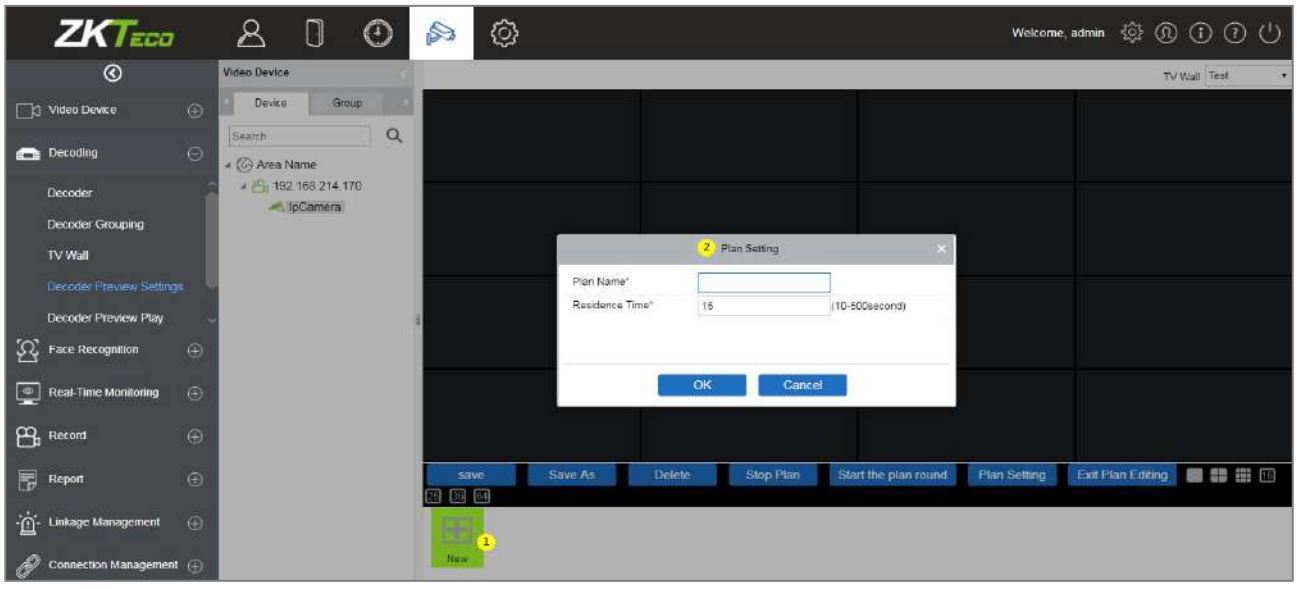


Create a New plan

To set the preview, it is essential to create a plan first if there is no existing plan.

On the Decoder Preview Settings interface, click [New] to create a new plan.

On the Plan Setting window, enter the Plan Name (e.g. Division) and Residence Time (e.g. 15), and then click [OK] to save.



Division (Created/Existing Plan Name)

The newly created or the existing plan name will be displayed at the bottom of the interface as shown in the below image.

To Divide the Decoder Screen

On the Decoder Preview Settings interface, click [Division] (plan name), and then select the required decoder screen from the matrix.

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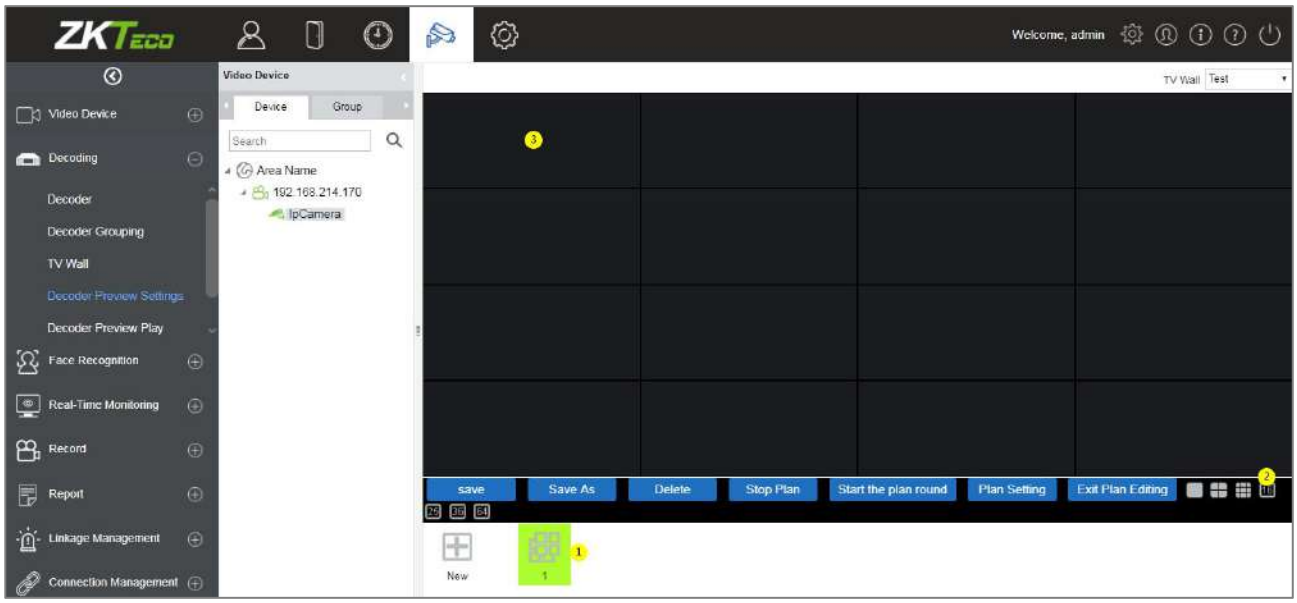
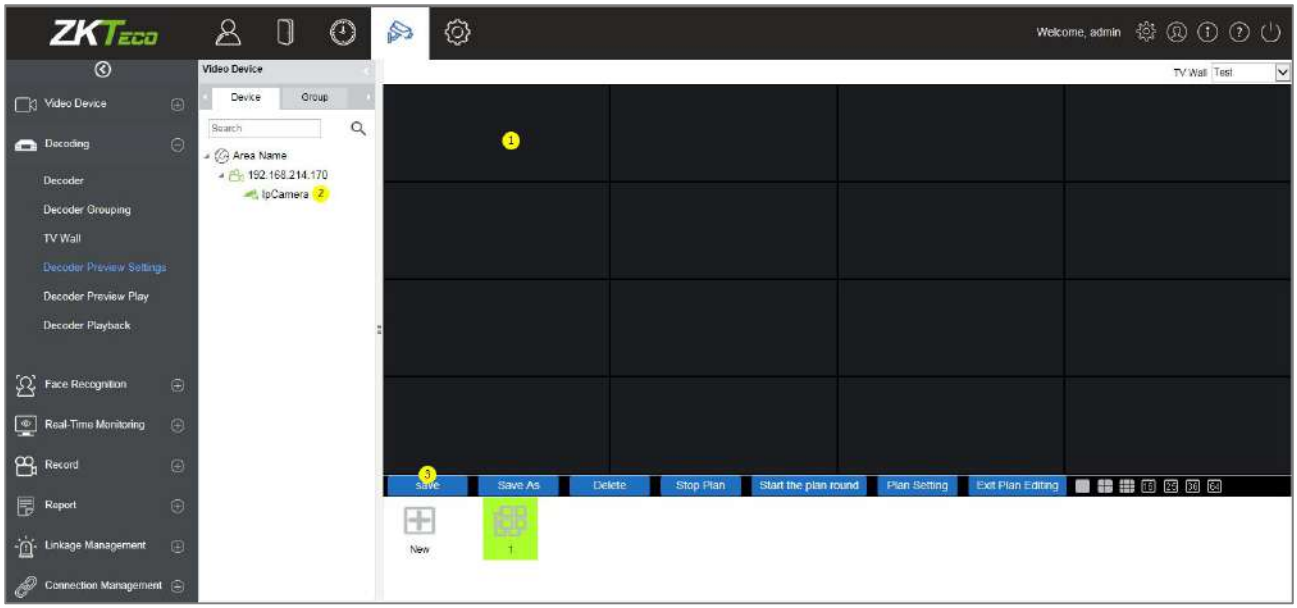
Then select any one of the matrix screens from the options to further divide the selected decoder screen.



Add the Video to the Screen

- On the divided decoder screen matrix, select any one of split screen, then select the required video channel from the list on the left, and then click ③ Save to update the plan settings.



➢ Decoder Preview Play

On the Decoding module, click [Decoder Preview Play] to go to the Decoder Preview Play interface.

1. Select a TV wall type from the drop-down list.
2. Click [Division] (the plan name) to initiate the preview.
3. Click [Start the plan round] and the display connected to the decoder will perform the video roving.

✍**Note:** There is no default video available in the software.

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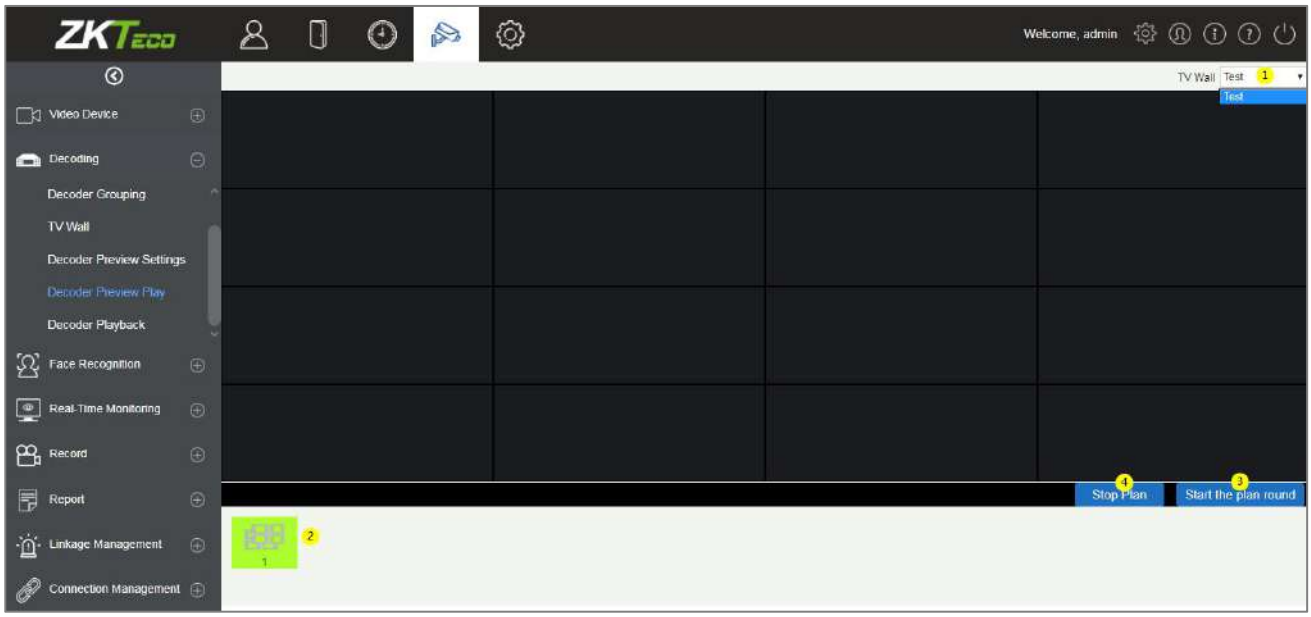


➢ **Decoder Playback**

On the Decoding module, click [Decoder Playback] to go to the Decoder Playback interface.

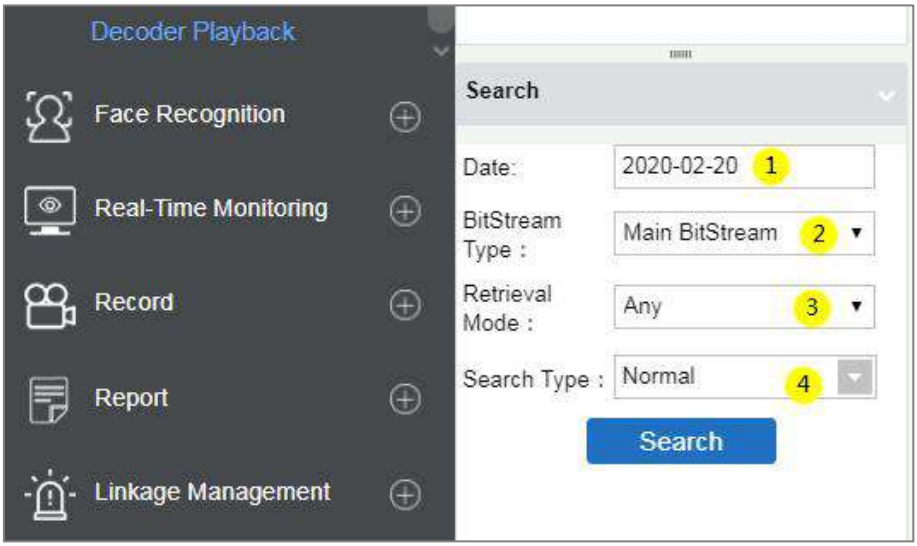
Functions and Operations

1. **TV Wall** - The upper right corner is the TV wall, and the binding relationship between the TV wall and the video device can be selected.
2. **Device and Storage Server** - Select the required video from the Device or the Storage server on the left upper column of the interface.
3. **Search**:

Search the video channels in the bottom left of the interface, which filters the search video types.

You can search for different videos according to four different conditions.

Date: Search by the required date.



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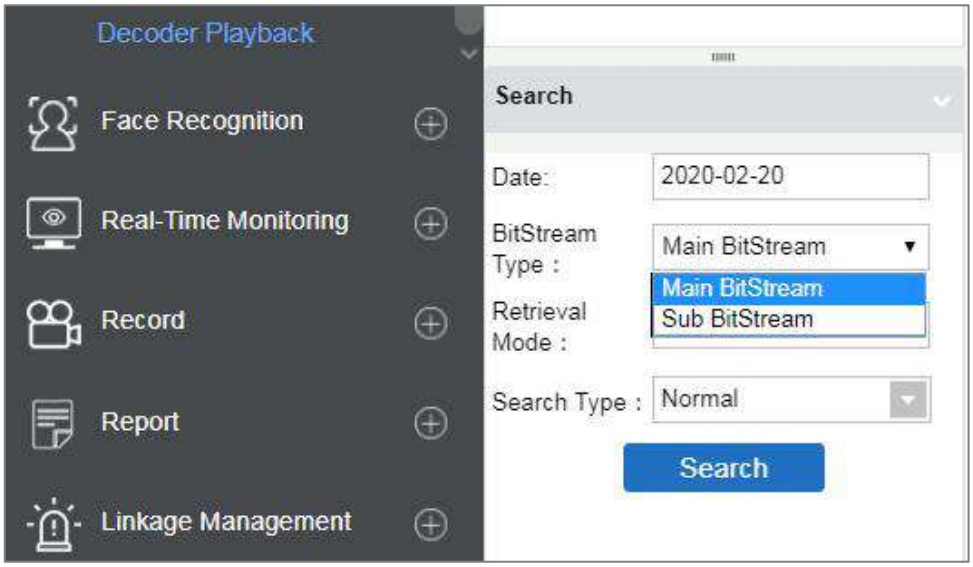
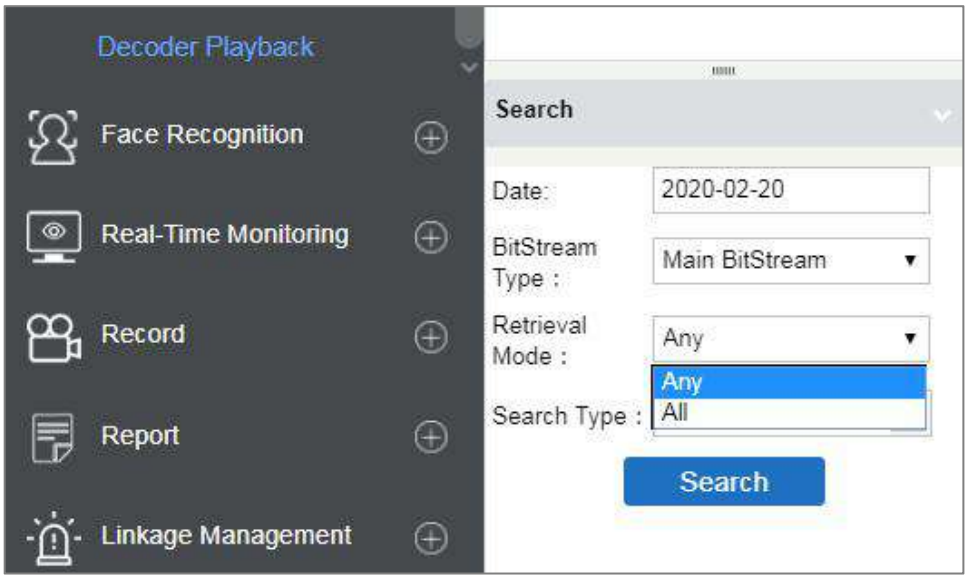
Bitstream Type: Select either Main Bitstream or Sub bitstream from the drop- down list.



Retrieval Mode: Select either **Any** or **All** from the drop- down list.

All: If the Retrieval mode is **All**, then all the alarm options will be selected in the **Search type** field, and the **Search** function searches and retrieves the videos that meet all the alarm options.

Any: If the Retrieval mode is **Any**, then the **Search** function searches and retrieves only the videos that meet the checked-in alarm options.



Search Type: You can choose Normal, Motion, Alarm, Counting Alarm, Cross Line Alarm, Area Alarm and Object Alarm.

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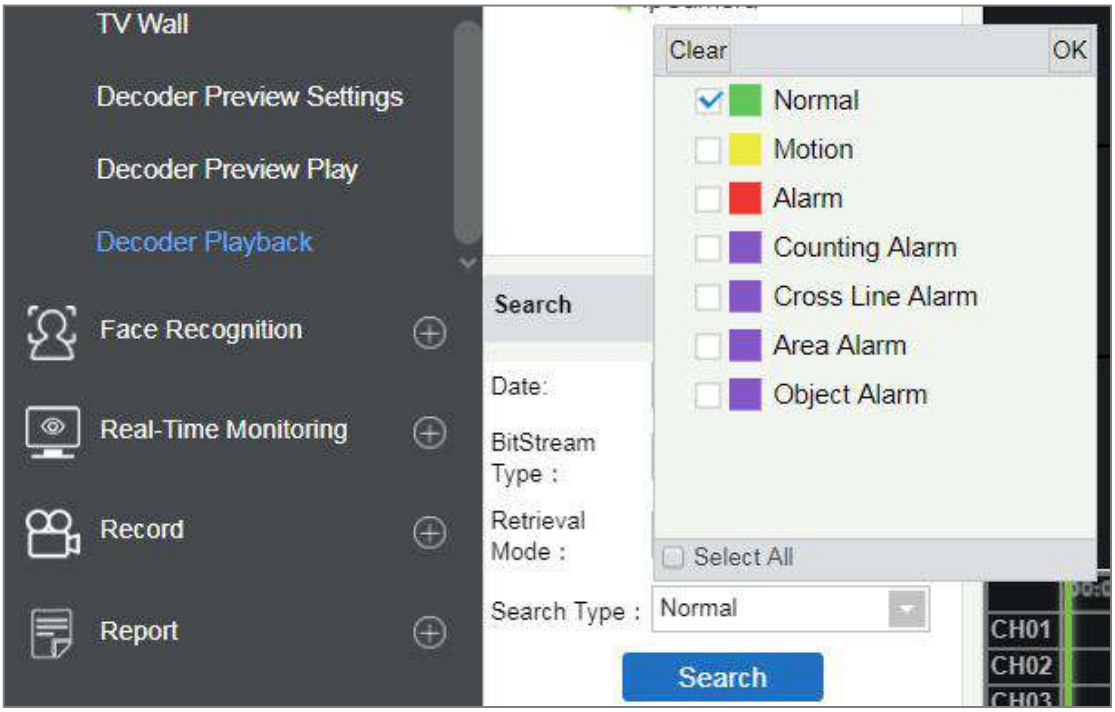
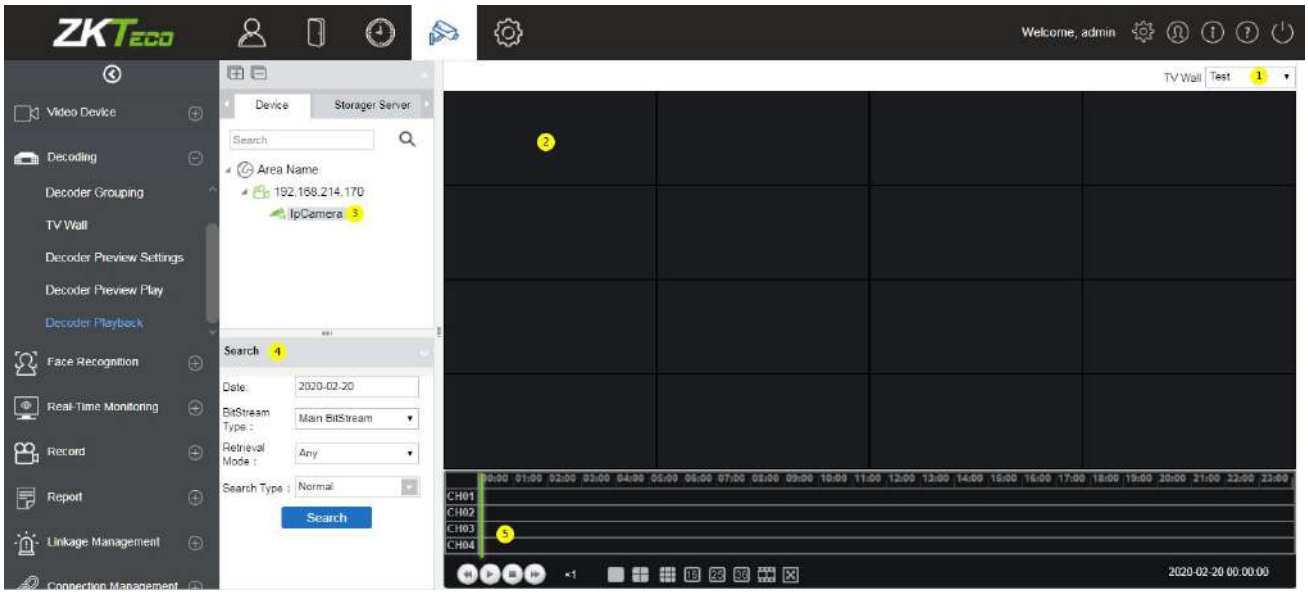


4. The Decoder displays the selected video.

5. The lower right corner is the playback control panel.



You can even split the screen by choosing the matrix option below and then add the video channel to the corresponding split screen.

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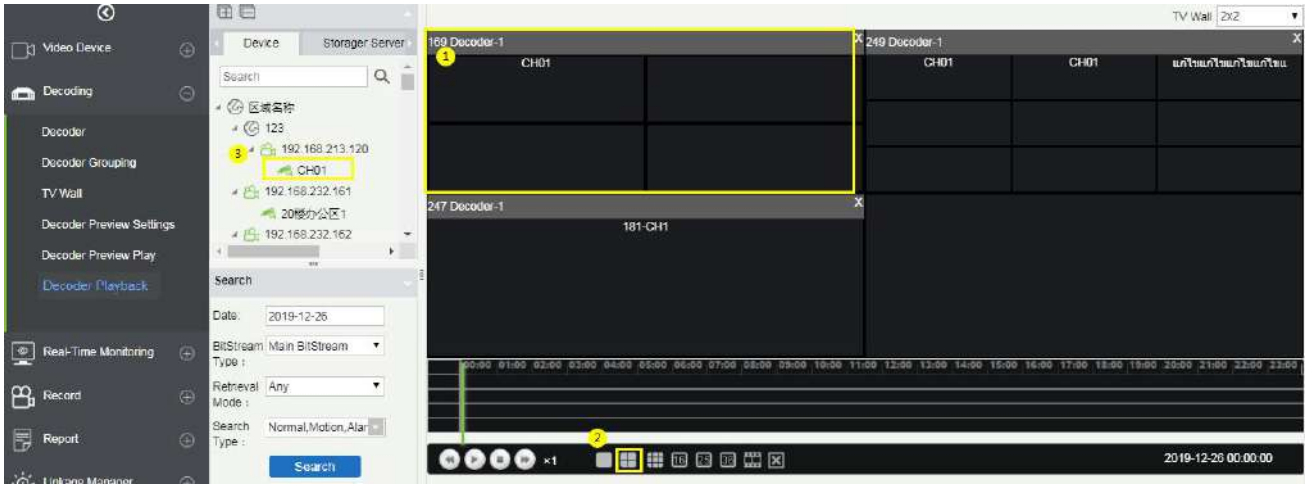

6.2.3 Face Recognition

The face recognition module is mainly used to manage the face NVR function, which can be used for the control and monitoring of black and white list. It can view the results of the camera capture, identify in real time, and can support the image search.

- **White List Group**

White List Group Management of Personnel:

On the Video Device interface, click [Face Recognition], then click [White List Group], and then click [New] to add a new white list group.

Enter the Personnel Group name and click [OK].

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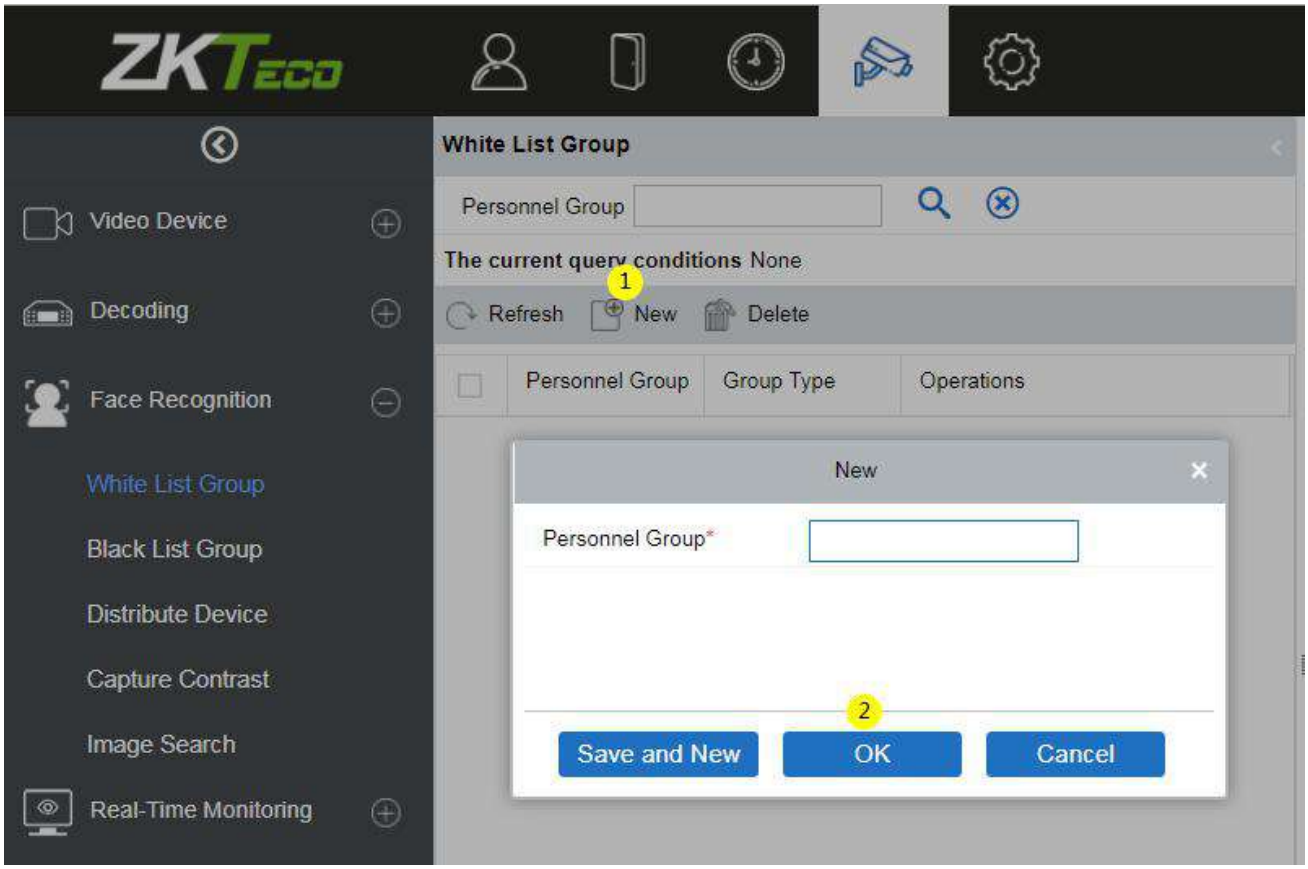
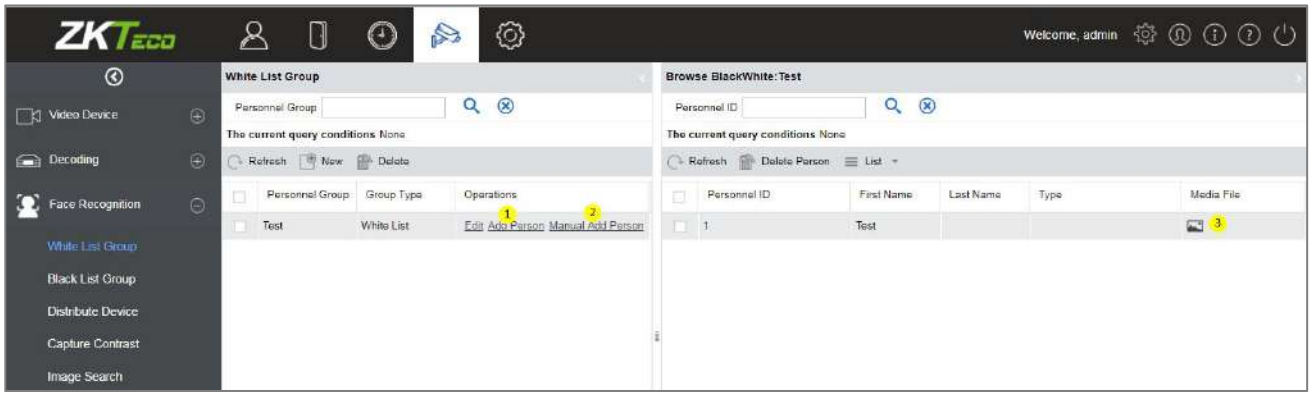


Add Person

On the White List Group interface, click [Add Person] to add the personnel to the white list group.



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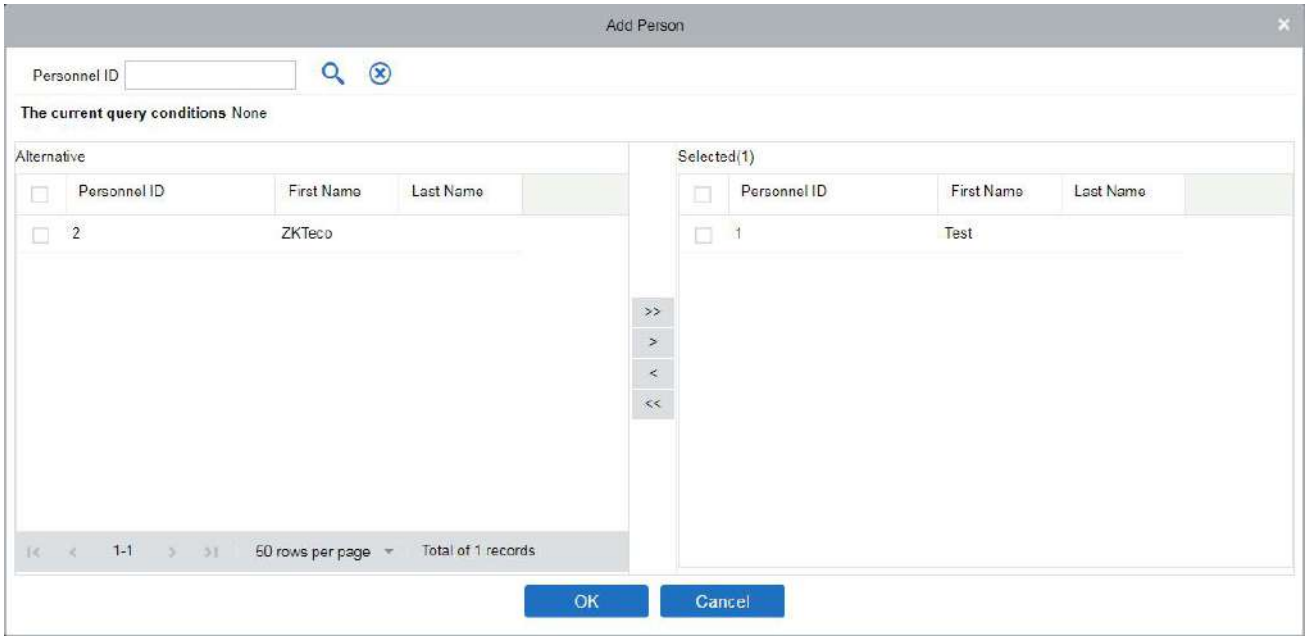
On the Add Person window, select the required Personnel ID from the left side, then click the > button to move the selected Personnel to the right side of the Add Person, and then click [OK] to update the selected Personnel ID to the White List Group.



Manual Add Person

On the White List Group interface, click [Manual Add Person] to temporarily add the personnel to the white list group.

On the Manual Add Person window, enter the required Personnel ID, First Name, Last Name, and then click [Save] to manually update the Personnel ID to White List Group.

The temporarily added personnel will not be synchronized to the personnel module of the system, so the Personnel ID can be same as the system personnel. To add a temporary whitelist, you must select a photo of the person.

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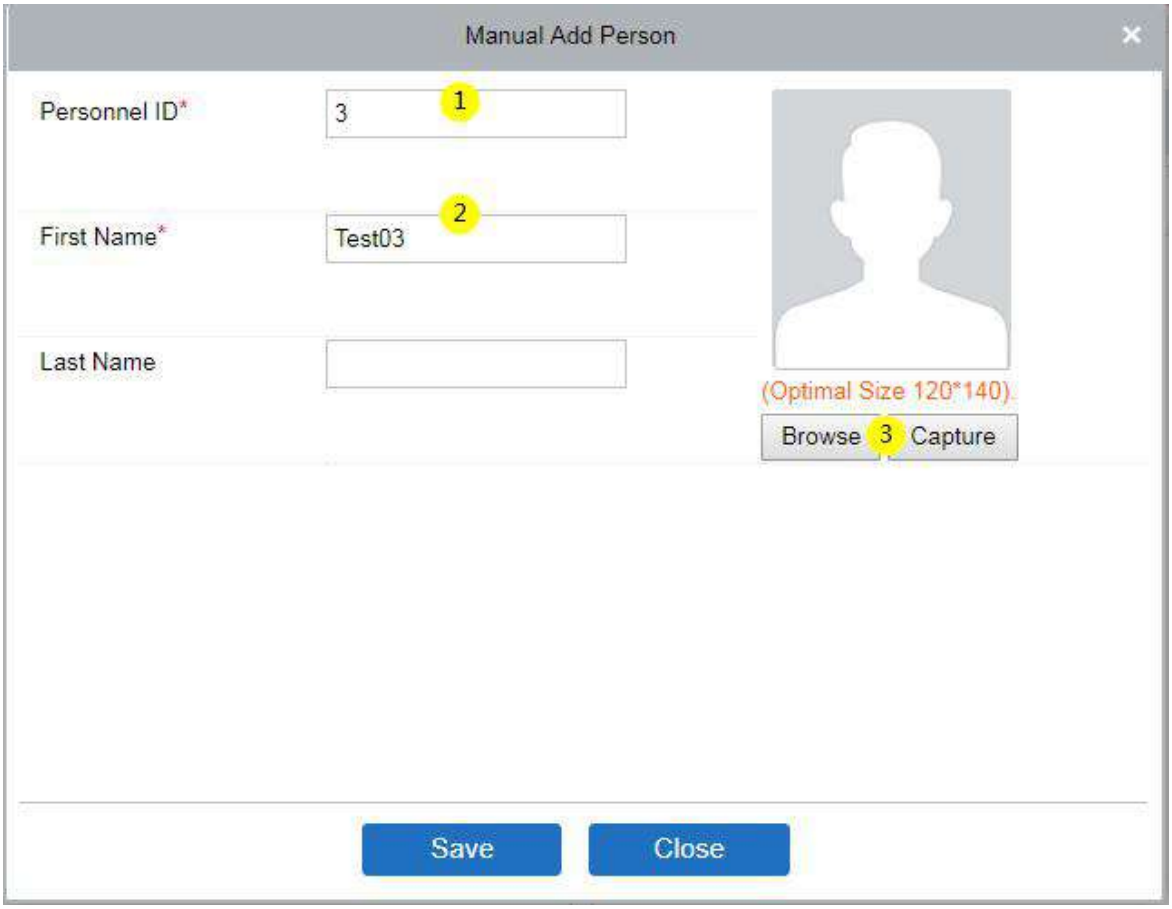

Click the image button to enlarge and view the photos of whitelist.

- **Black List Group**

Blacklist group management of personnel:

On the Video Device interface, click [Face Recognition], then click [Face Recognition] > [Black List

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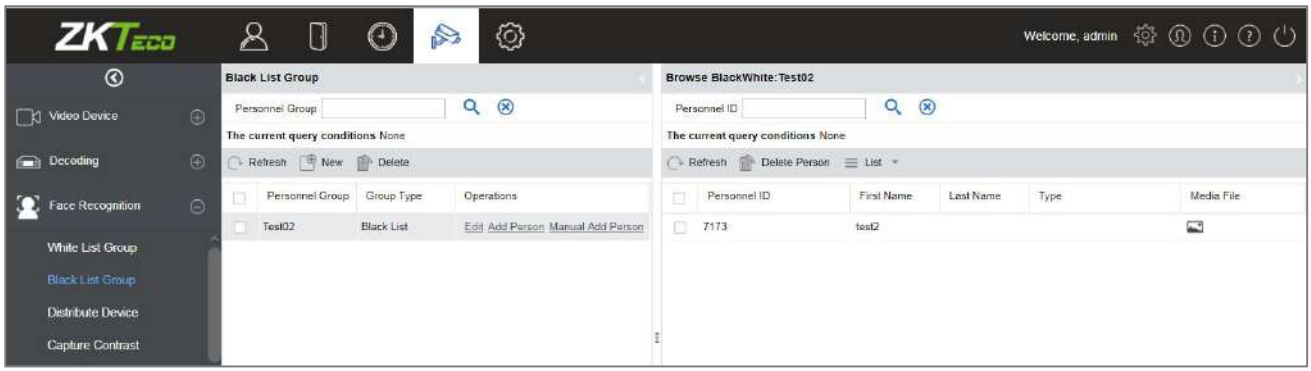
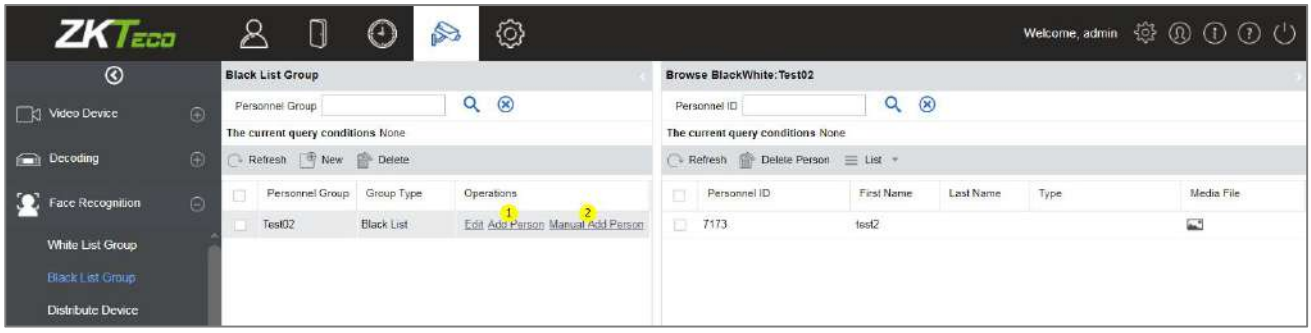
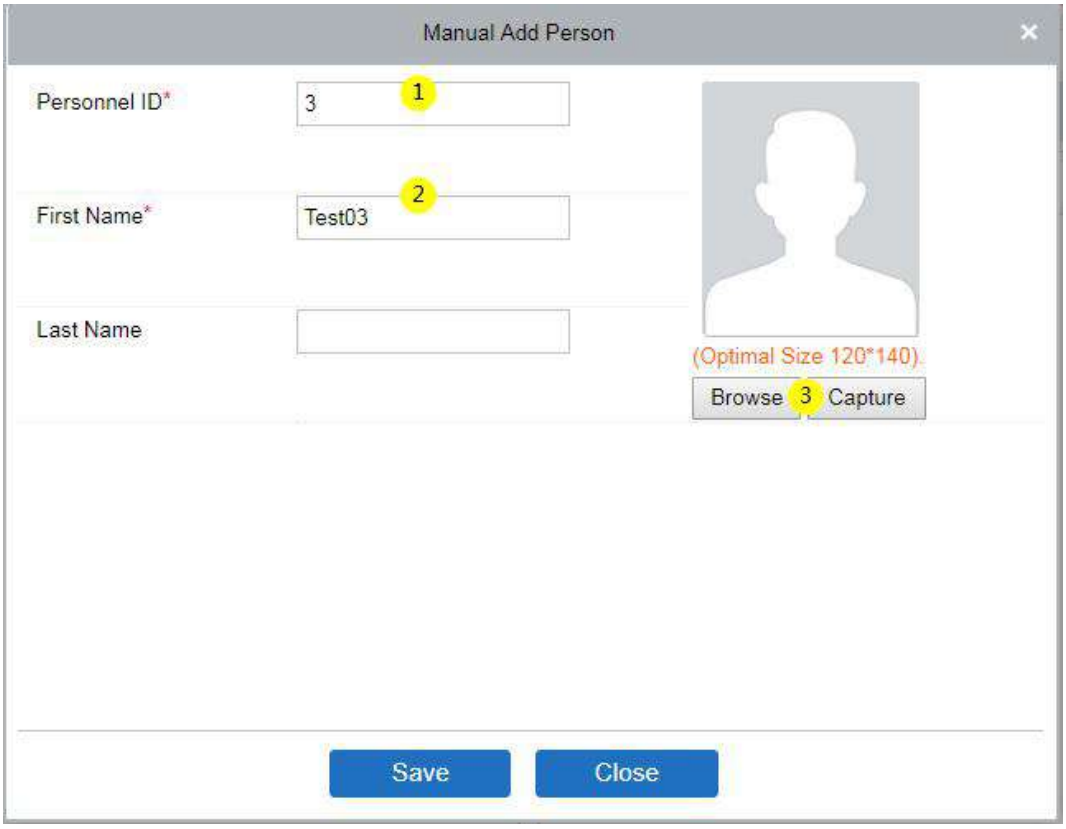
Group] > [New], add a new group, fill in the group name, and click [OK] to confirm.



To manage blacklist personnel, you can ① add existing personnel in the ZKBio Access IVS system to the blacklist group; ② you can temporarily add personnel to the blacklist group for control.



Click ② to temporarily add a blacklist. To temporarily add a blacklist, you must add a photo.



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➢ Distribute Device

It is used to deliver black and white list groups to NVR devices that support face recognition.

Click [Face Recognition] > [Distribute Device] > [New] to add a device group for black and white list assignment.

① Select the NVR device that needs to send the black / white list.

② Select the black / white list group that needs to be sent.

✍**Note**: When adding new NVR to server each time, it is required to click [OK] again, to save the Server info for NVR device on the "Connection Manager" interface, so that the black and white list can be sent to the corresponding new face NVR.

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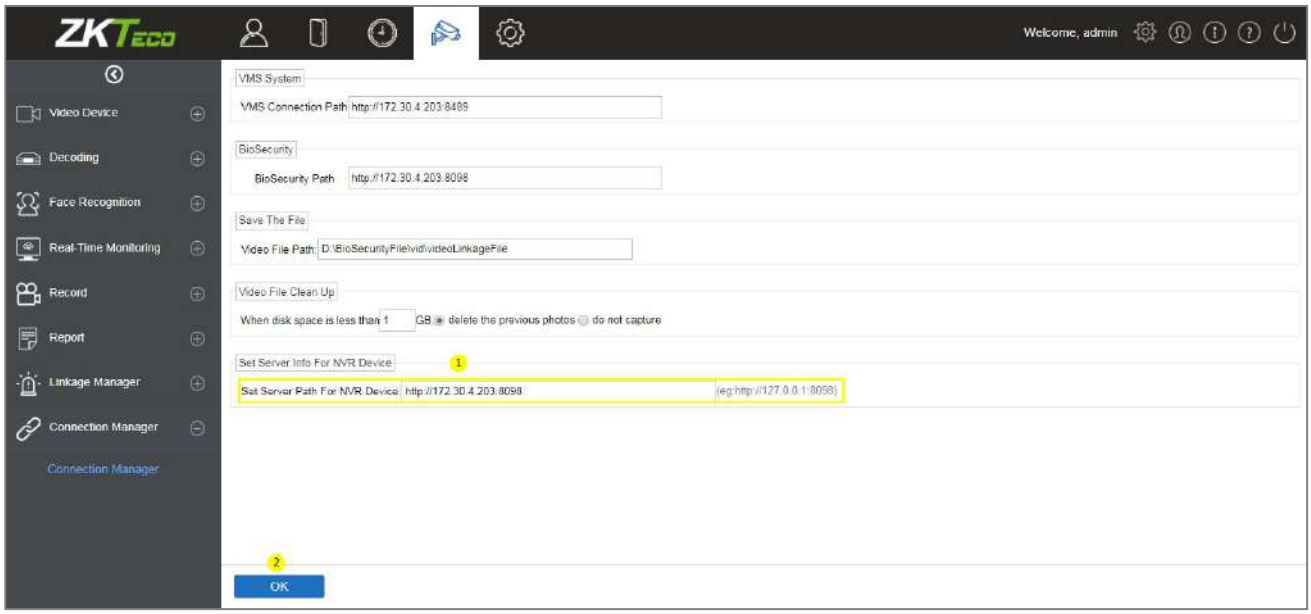

➢ Capture Contrast

Real-time monitoring of NVR and its camera to capture and contrast the black and white list personnel.

① Monitors and displays the Whitelist Personnel List.

② Monitors and displays the Blacklist Personnel List.

③ Full screen monitoring.

✍**Note:** If the person is neither in the white list group nor in the black list group, then the person will appear on the alarm list on the right with "Stranger Alarm".

Click the button on the Black List Alarm list to view specific alarm details.

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Click ① to view the real-time monitoring screen; click ② to view the video alarm recording.

- Real-Time Monitoring Screen.

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- View the video record within 10 seconds before and after the Alarm.

① Play the video in the device.

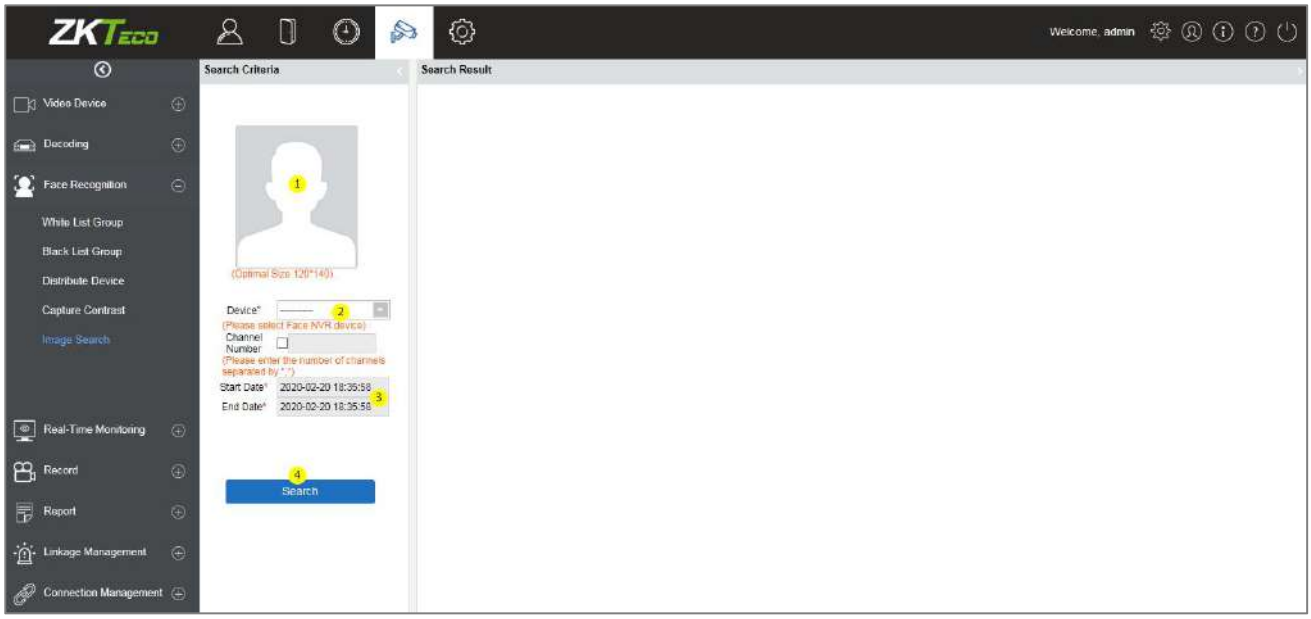
② Play the video in the storage server.

③ View the video in full screen.

④ Click [Download] to download the video.

➢ **Image Search**

You can search for matching faces captured by related NVR and camera devices by uploading photos of personnel.



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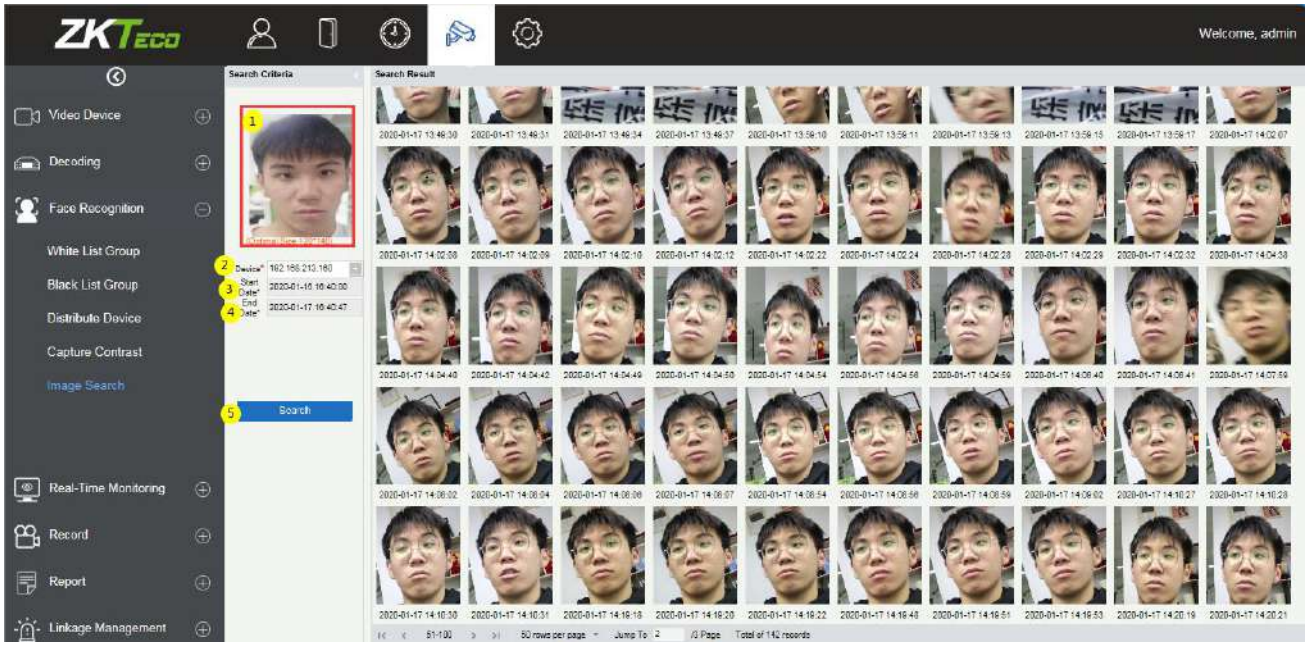
Upload Image: Click to upload photos of personnel who needs to be searched.

Device: Select the devices to be searched from the drop-down list.

Start Date and End Date: Enter the start and end date to search, and then click [Search] to search.

The results will be listed on the right side of the interface.



6.2.4 Real-Time Monitoring

The real-time monitoring menu has three sub-menus, Group, Layout, and Video Preview.

The group and layout settings are for the third menu-preview. You can choose to preview in the form of group and layout.

➢ **Group**

It can manage video channels in groups.

Click [Group] > [New] to add a new group, fill in the Group Name, and click [OK] to confirm.

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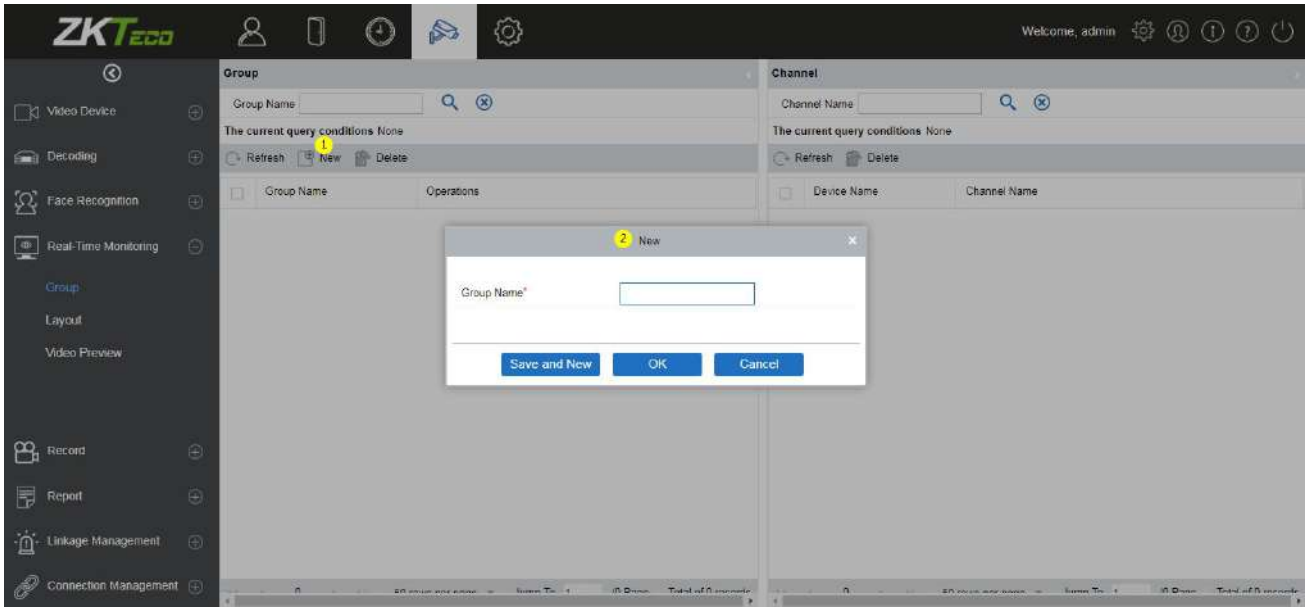
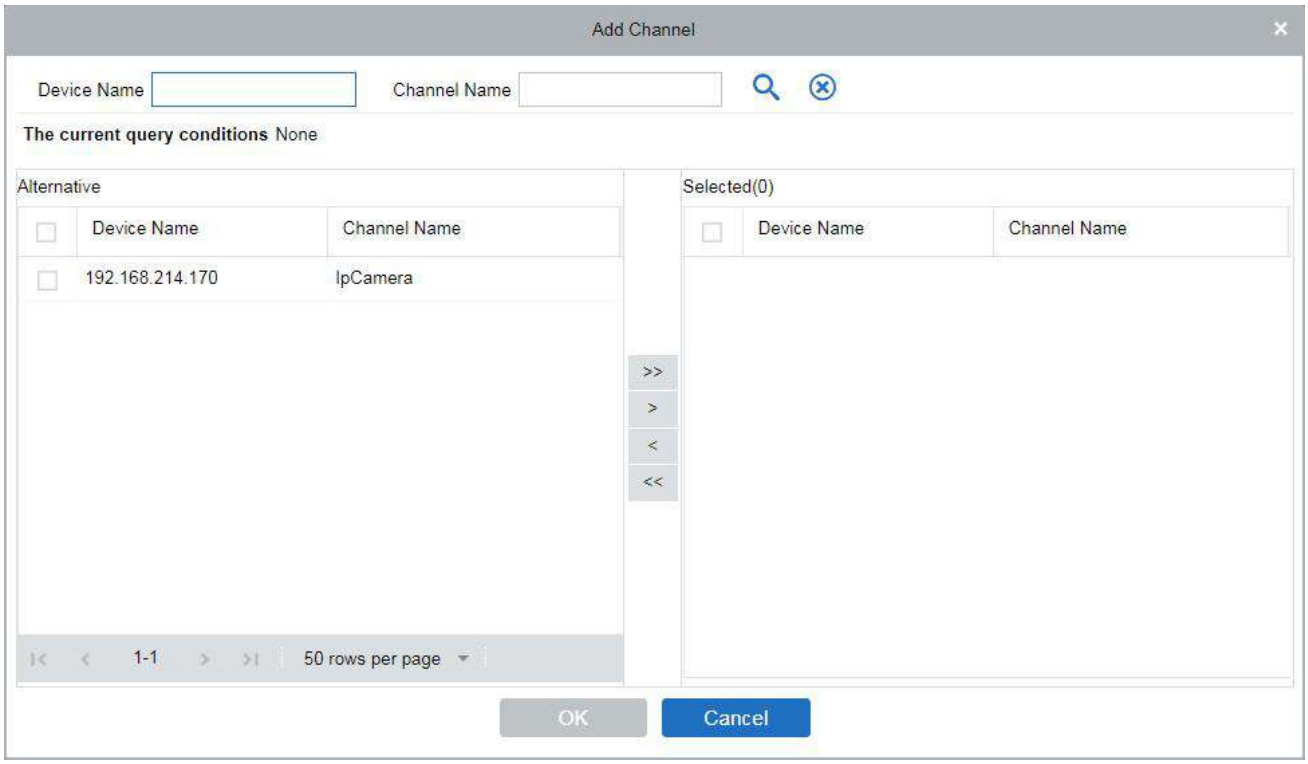


Click [Add Channel] to add video channels to this group.



➢ Layout

It sets the display style of the OCX and displays the bound video channels.

Click [Layout] > [New] to add layout settings.

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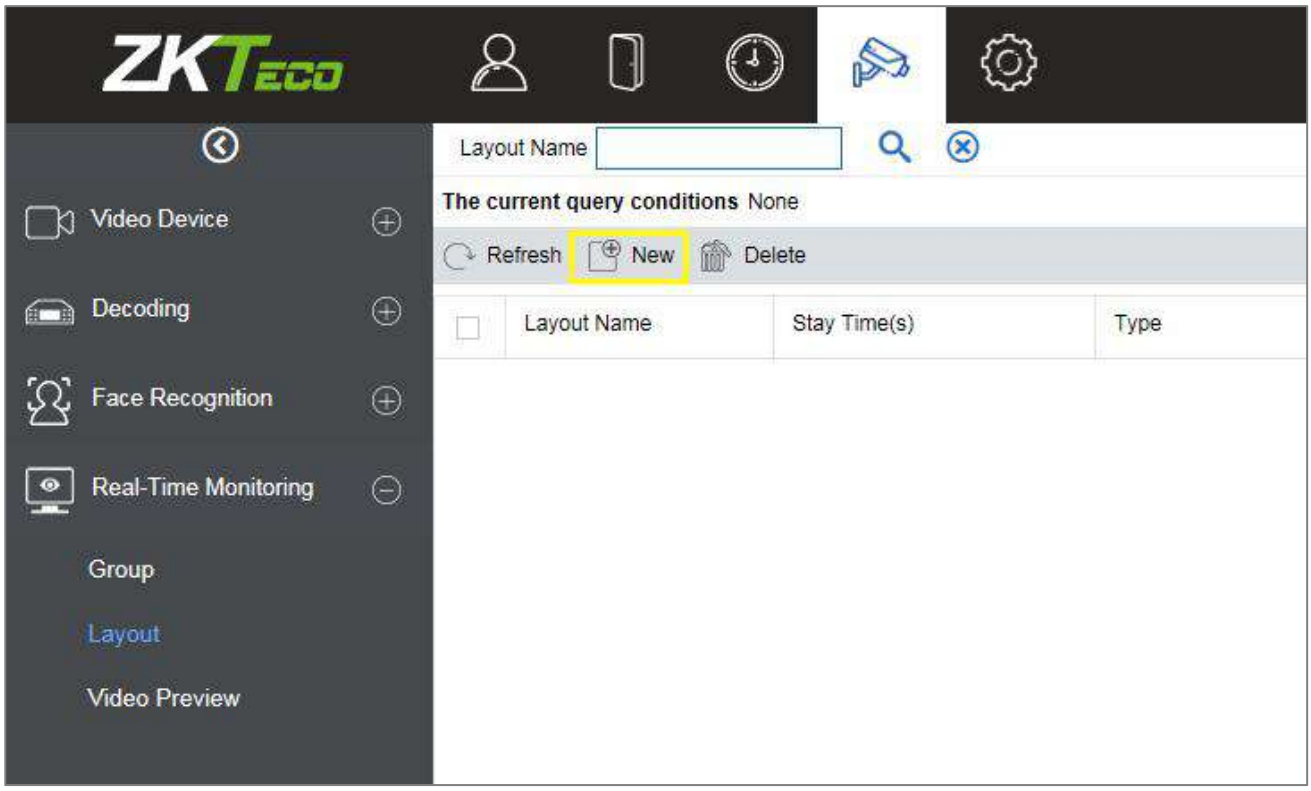
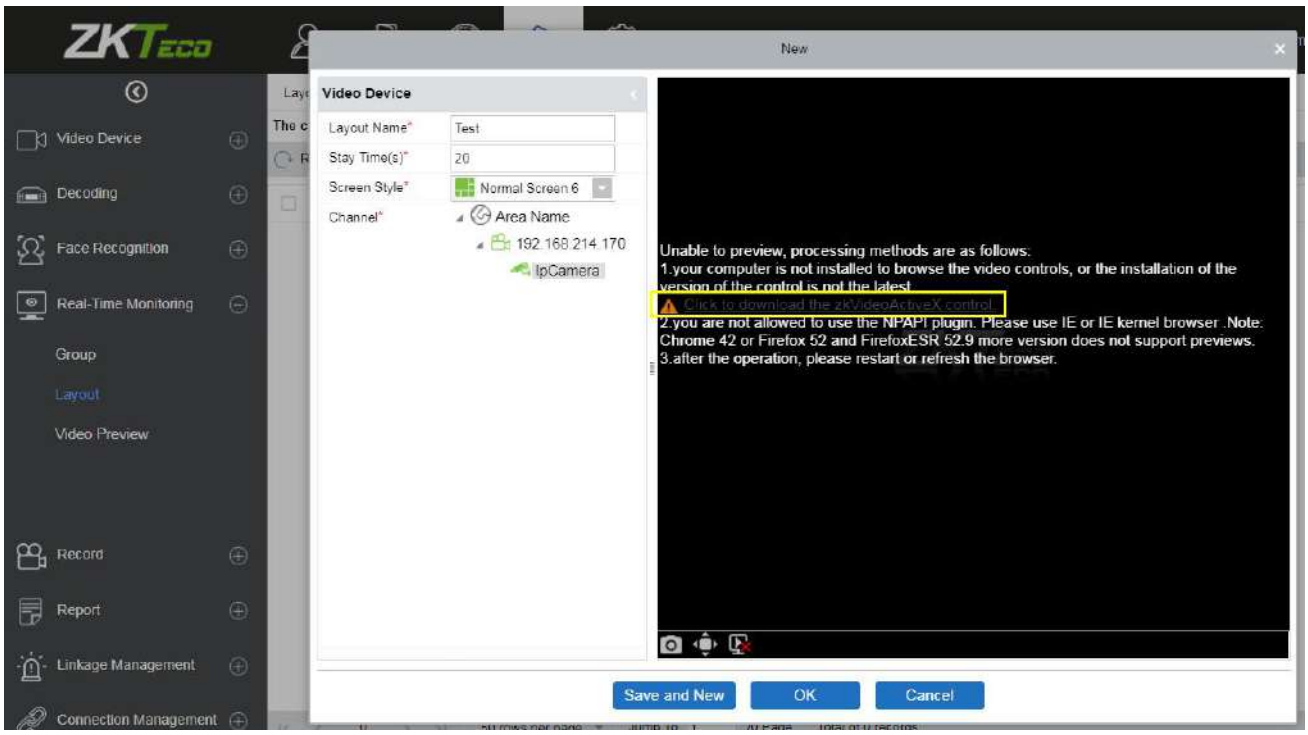


For the first time users, click "Click to download." and install the "zkVideoActiveX" plugin.



Add layout settings:

① Fill in the **Layout Name** on the left, ② Fill in the **Stay Time,** the preview time of the video channel set by this layout. ③ Select the **Screen Style** of the layout. There are **Normal Screen** and **Wide Screen** and a variety of screen options.

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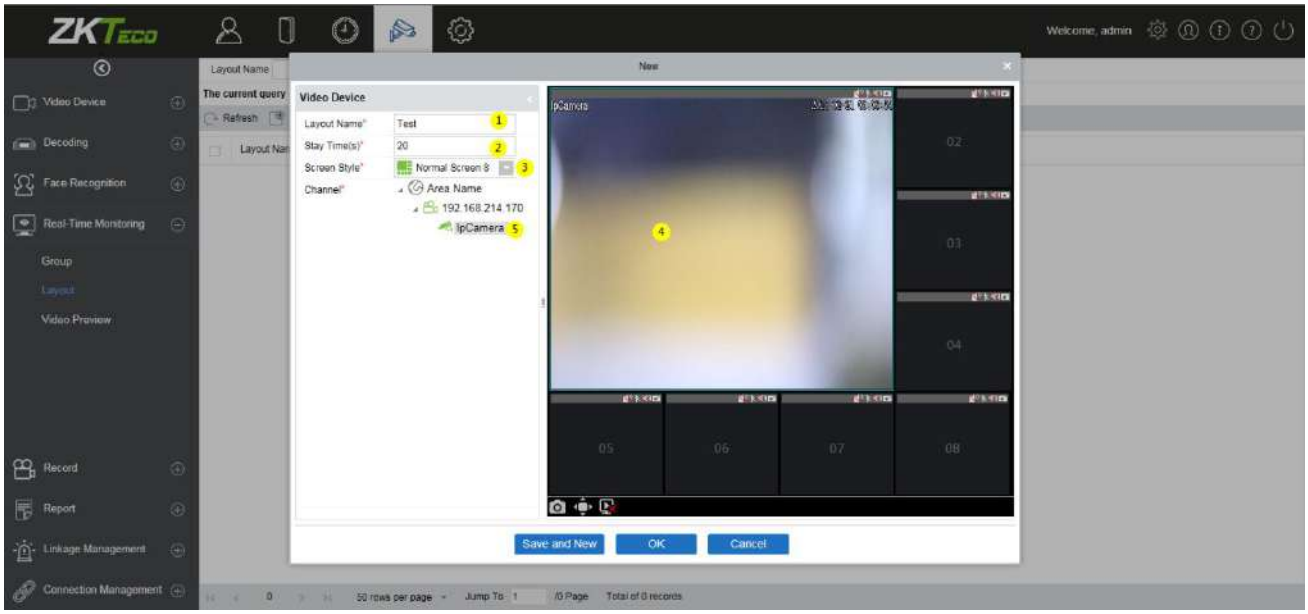
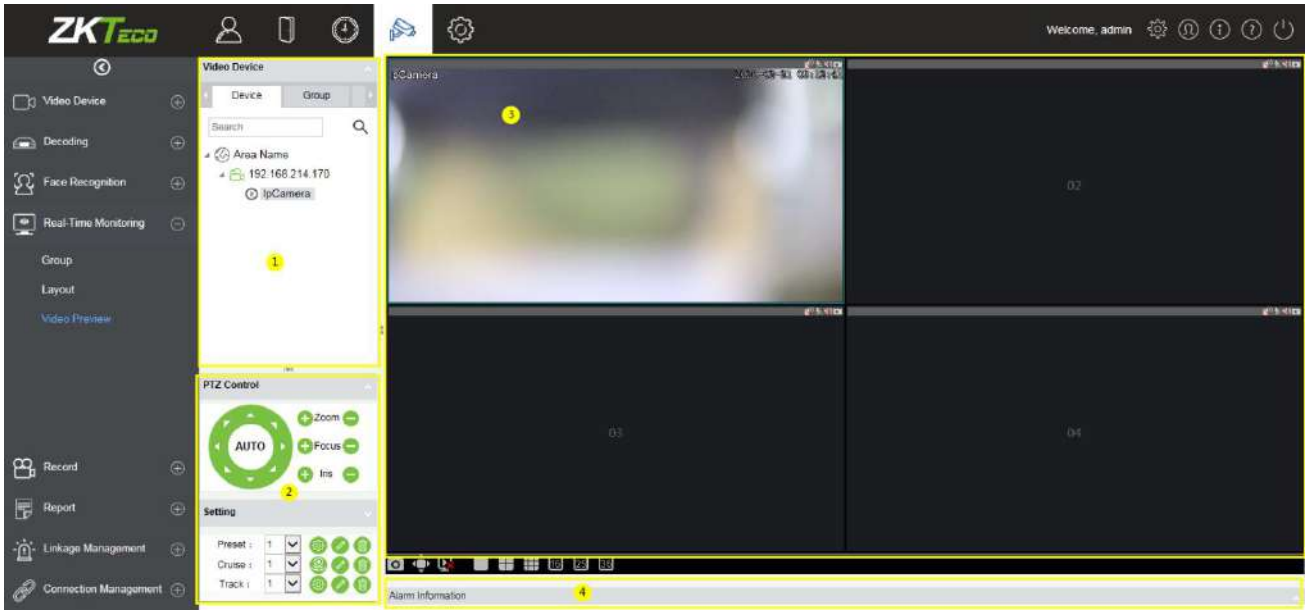
④ Click on screen and click the video channel ⑤ and bind the video channel to the screen. After binding the screen, a screen will be displayed, click [OK] to save.



➢ **Video Preview**

Click [Real-Time Monitoring] > [Video Preview] to enter the video preview interface. The video preview interface is divided into four parts.



① Video device selection area.

② Video preview display interface.

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i: Takes a screenshot within the blue frame of the selected screen.

ii: Displays the screen in the full screen preview.

iii: Stops all the preview screens.

iv: Different split screen options.

③ PTZ Control: This function is only available for dome camera.

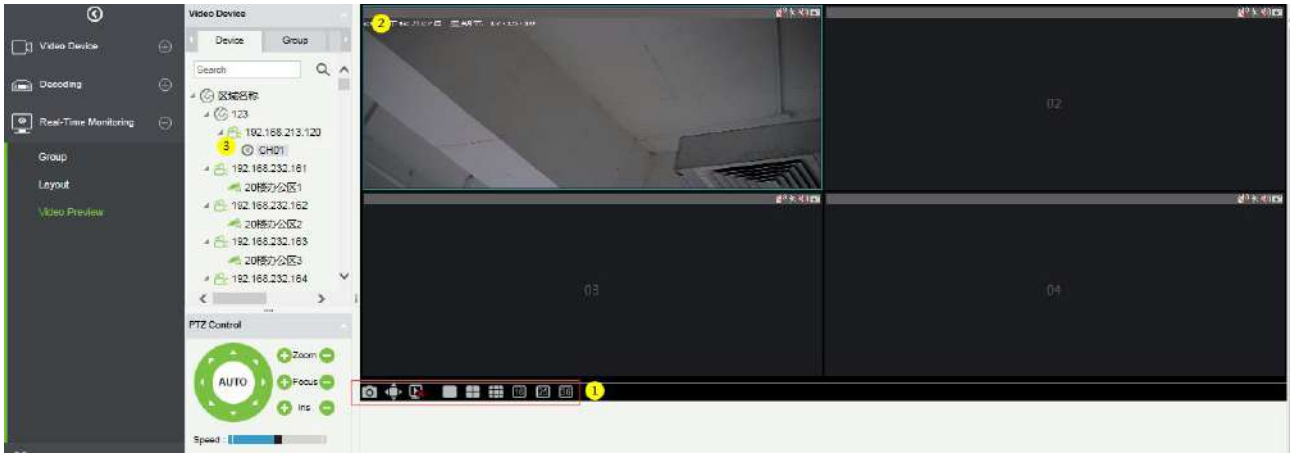
④ Alarm Information list.

- There are three tabs in the video device selection area, which are device list, group, and layout.

  Online devices are green and offline are gray.

- Video list for video preview:

The device list has three levels, which are area, device, and channel. ① Select the layout to be previewed. ② ③ Left click an online channel to play the corresponding channel's screen on the right preview window (blue frame). Click again to stop playback.



- Group Video Preview:

Click [Group] in the tab page, here is a list of all the groups set in the [Group] menu. Right-click a group and three options will appear, which are [Start Rolling], [Stop All], and [Preview].

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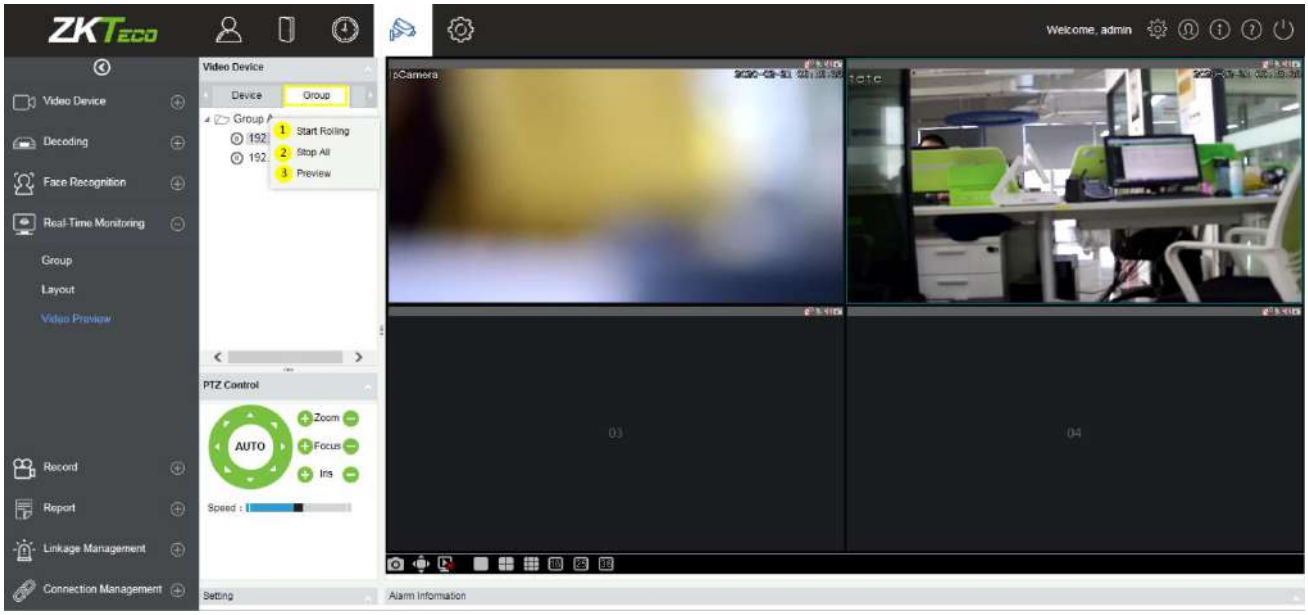
① **Start Rolling**: After the round starts, it will automatically start timing (15 seconds) to start the group switching preview from the selected group.

For example, group 5 is currently selected. The preview screen on the right will preview this group first, and then switch to preview group 1 after 15 seconds, and then preview group 2, group 3 group 5 group 1 after 15 seconds and keeps looping.

② **Stop All**: Click to stop rolling and preview.

③ **Preview**: Play the group monitoring screen on the preview screen on the right. Offline devices will not display the preview screen.



- Layout Video Preview

Click [Layout] in the tab page, here is a list of all the layout settings that have been set in the [Layout] menu. Right-click a layout and three options will appear: [Preview], [Start Rolling], and [Stop All].

① **Preview**: Play the layout monitoring screen on the preview screen on the right. The offline devices will not display the preview screen.

② **Stop all**: Click to stop rolling and preview.

③ **Start Rolling**: After the round starts, it will automatically start timing (can be set in Layout) to start the layout switching preview from the selected layout and keep looping.

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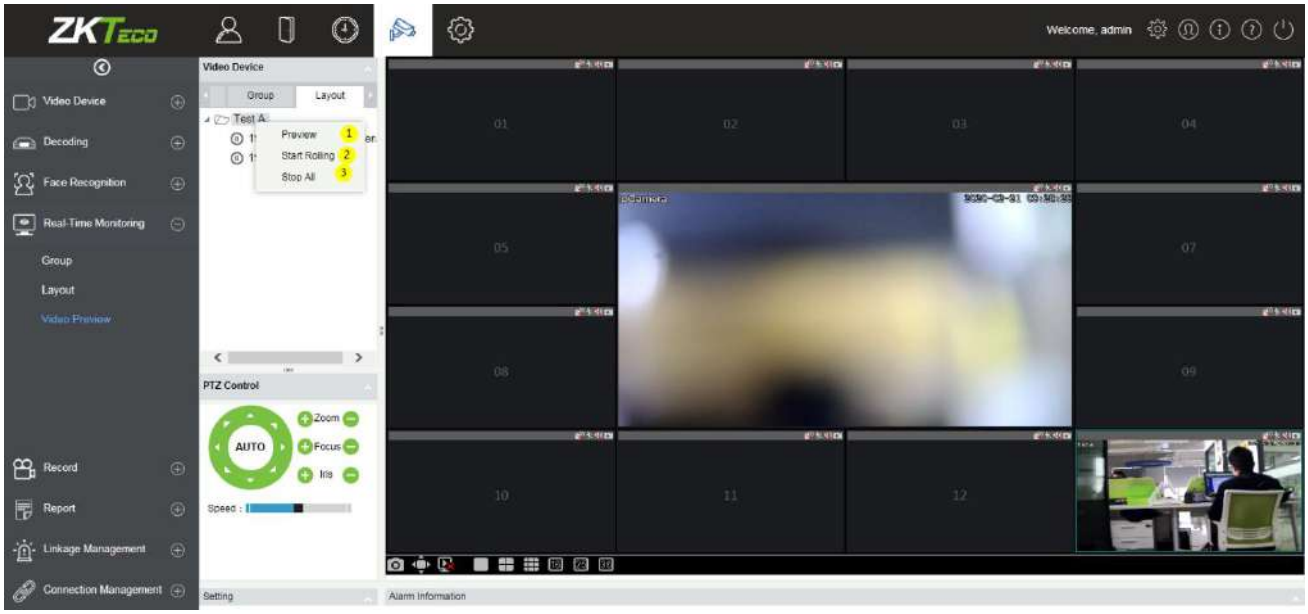


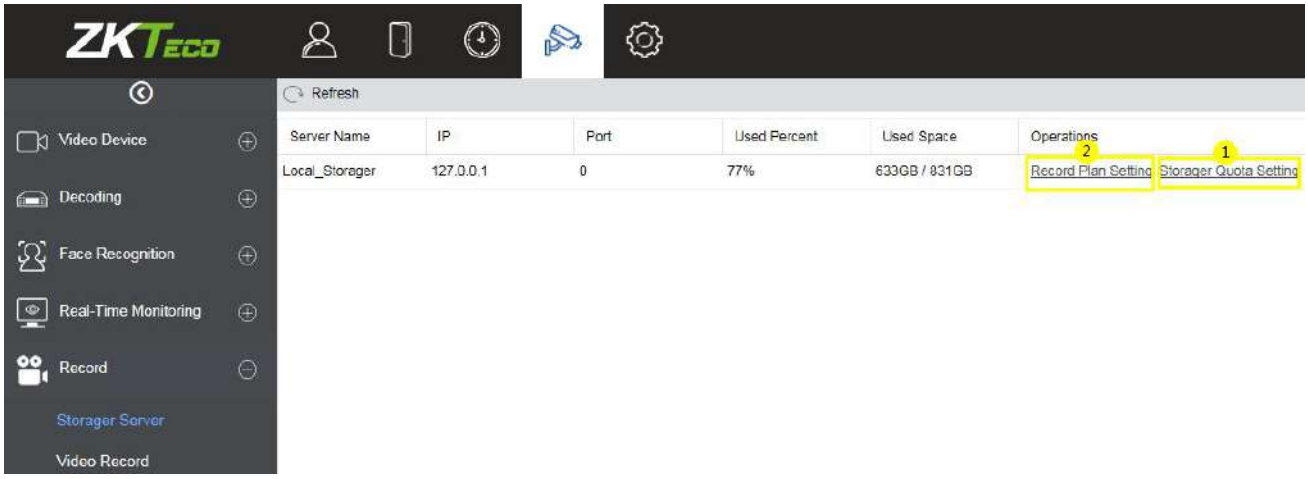
6.2.5 Record

The record function is mainly used to configure the record plan and view the related video records of the device.

➢ **Storage Server**

- Configure the record plan

Before setting the record plan, you must first configure the storage capacity, otherwise the corresponding records will not be generated.



Click ① [Storage Server] > [Storage Quota Setting] to configure the record storage capacity of the VMS server.

It will obtain the available capacity of the hard disks on the VMS server other than the system disk and configure the disk space for storing videos.

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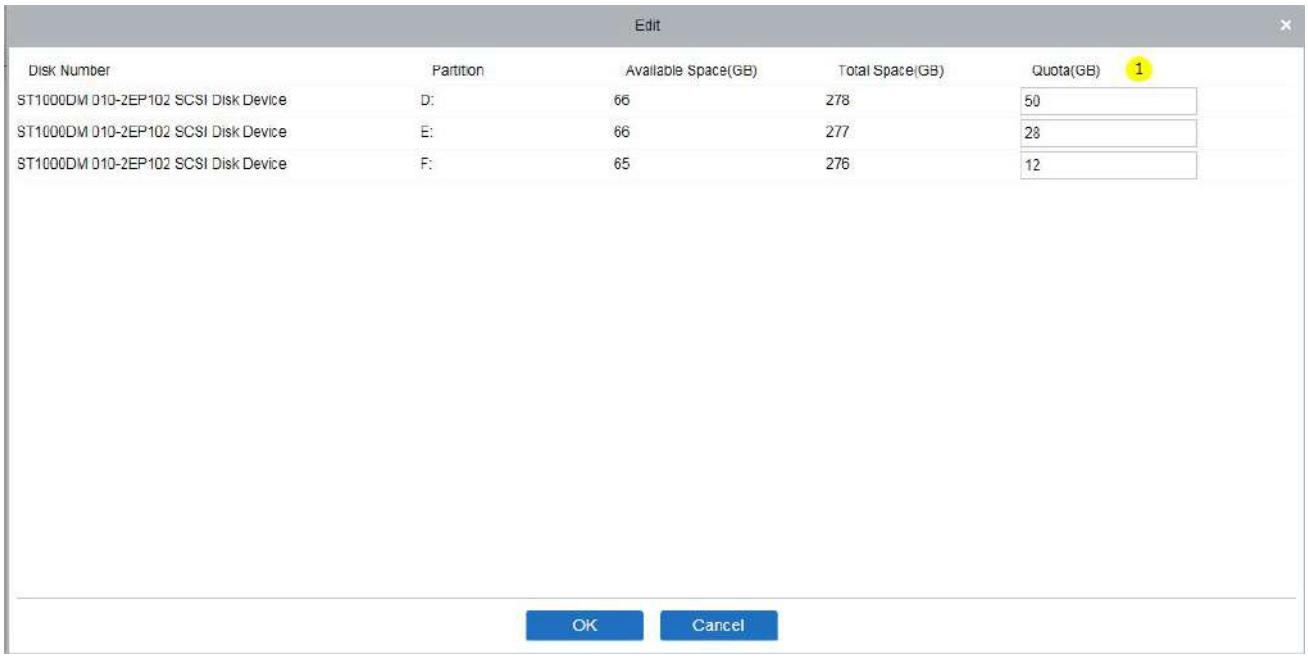
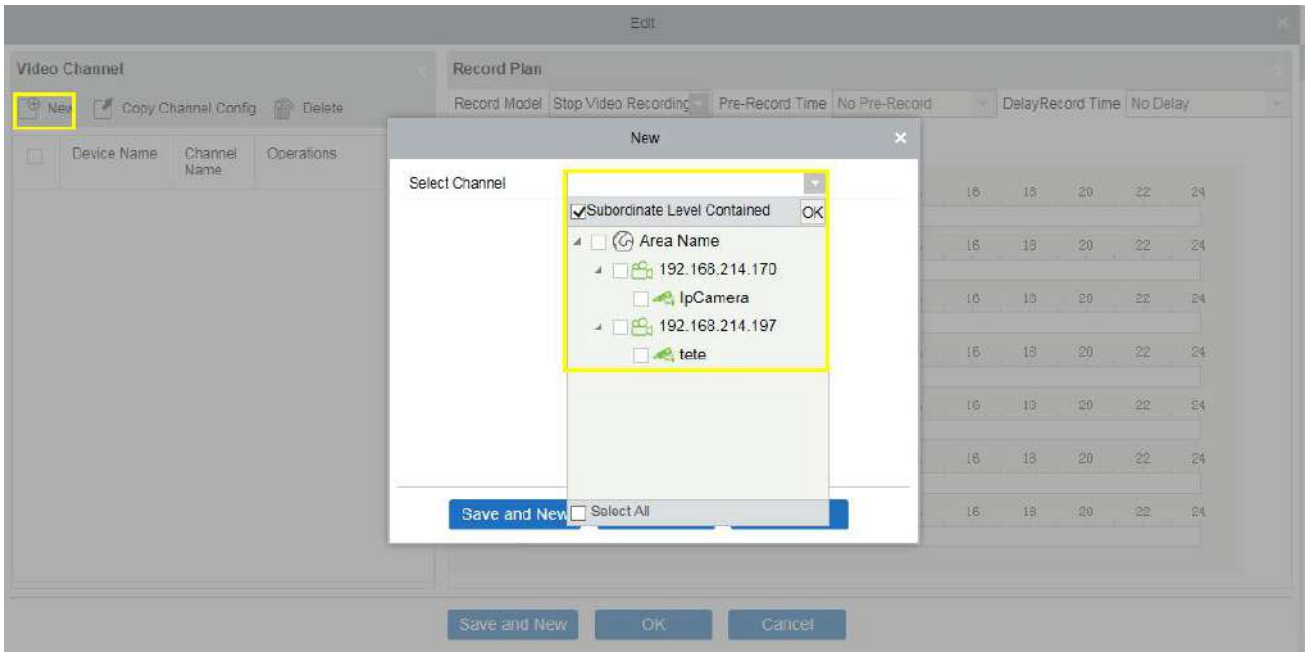


- Record Plan Setting

Click ② [Record Plan Setting] to enter the record plan setting page.

Click [New] to select a video channel to set the record plan.



After selecting the video channel, you can set the corresponding record plan, as shown below:

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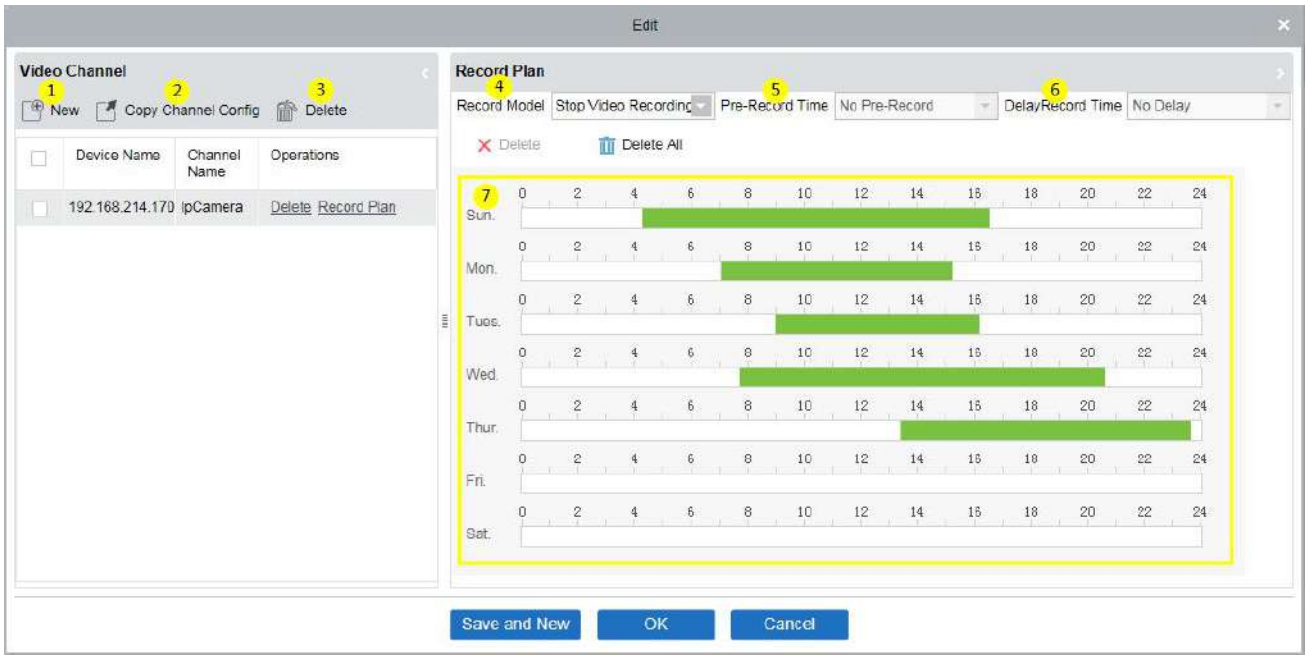

① Add a record video channel.

② Copy Channel Config can copy the record plan of the ⑦ weekly record panel to the selected video channel.

③ Delete the selected record plan;

④ Record Model:

i: Stop Video Recording.

Ii: Timing Video.

Iii: Alarm Video.

Iv: Timing Video + Alarm Video.

⑤ Select Pre-Record Time: When the record model is in Stop Video Recording or in Timing Video, the pre-record time should be "No Pre-Record" by default.

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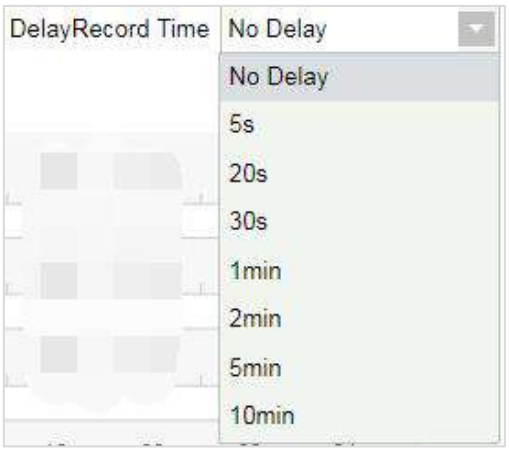
⑥ Select Delay Record Time: When the recording type is Stop Video Recording and Timing Video, the default delay record time can only be "No Delay".



⑦ Record plan panel, drag to select the record time.

➢ **Video Record**

Video playback can be viewed on the [Video Record] interface.

The video playback interface is divided into four areas:

① in the device area, there are two-tab pages, the device list interface and the local storage server.

② Video search area.

③ Video download area.

④ Video playback area.

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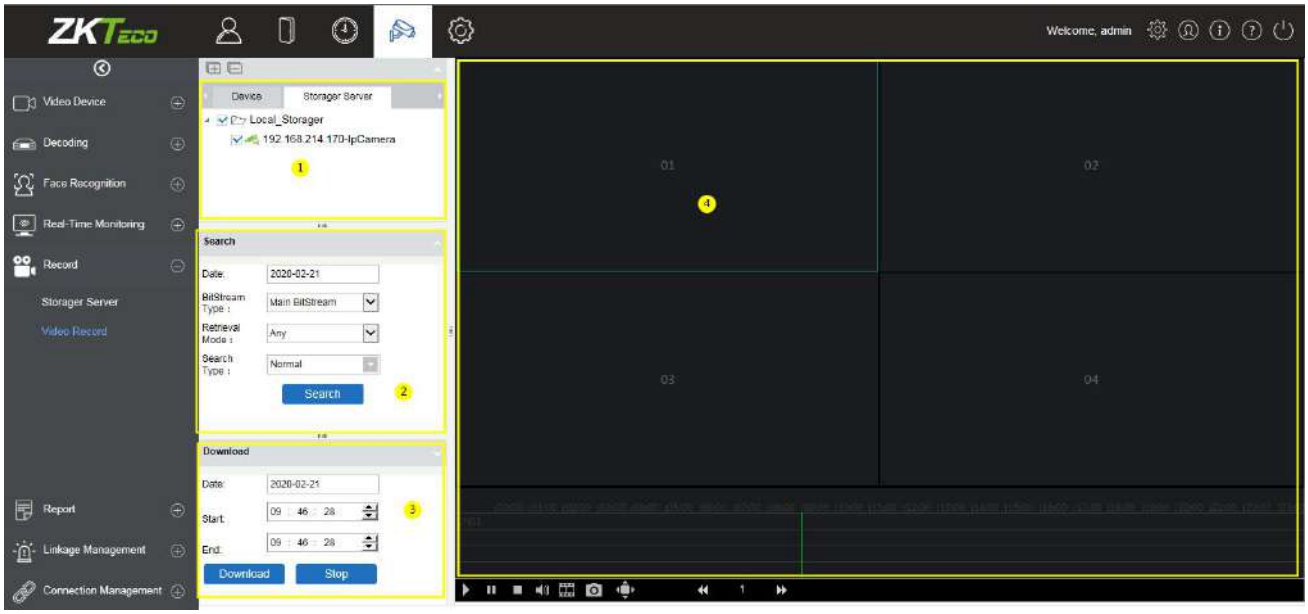


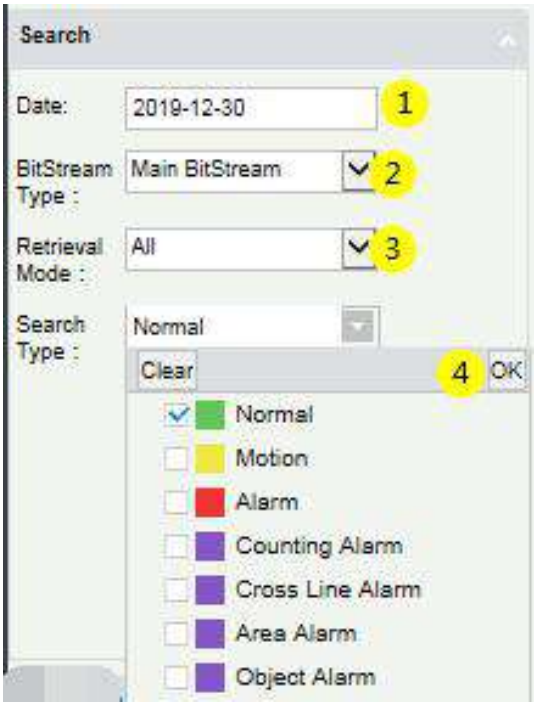
- Device area:

Video device selection area, there are 2-tab pages, which are device and local storage server. Online devices are shown in green and offline devices are shown in gray.

Select the video channel to be searched in ①, select the conditions for video search in ②, and click [Search] to search for video. If there is a video, it will display the video segment that can be played; if there is no video, it will pop up [No data].

- Video search conditions:

There are four search filter conditions: ①Date, ②Bitstream Type (Main or sub Bitstream), ③Retrieval Mode (Any and All), ④Search Type (there are 7 options, multiple options can be selected)



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- Video download area:

Before downloading, select the device in the device area, select the date and start/end time of the video ①②③, click Download, if there is no data, it will pop up [No data]; If there is a video will directly start to download and show the ④ download progress. After the download is completed, the progress will display [Download Completed].

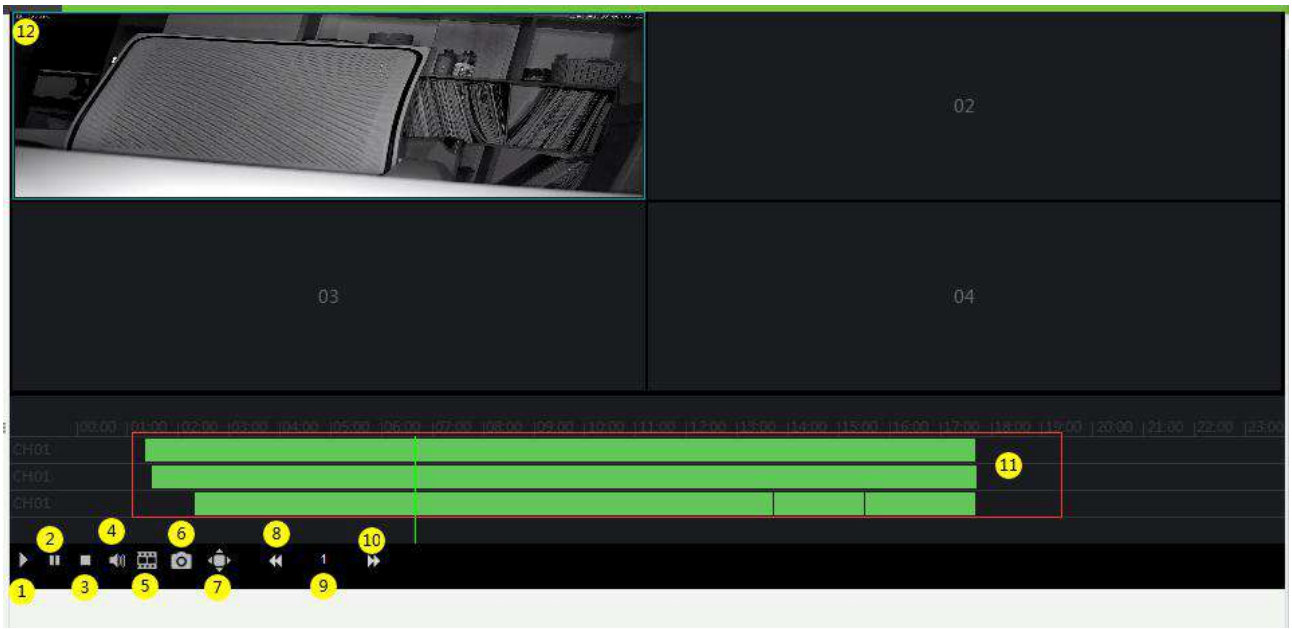
- Video playback area:

① Play button; ② Pause button; ③ Stop button; ④ Mute button; ⑤ Play by frame; ⑥ Screenshot button.

⑦ Full screen playback button; ⑧⑨⑩ Double speed adjustment button.

⑪ Play video clips; ⑫ Video playback window.

✍**Note:** The video playback area can only play up to 4 videos at the same time.



6.2.6 Report

The report function of the video module can query operation records of the system user on the video device, the video alarm records, and the video linkage records.

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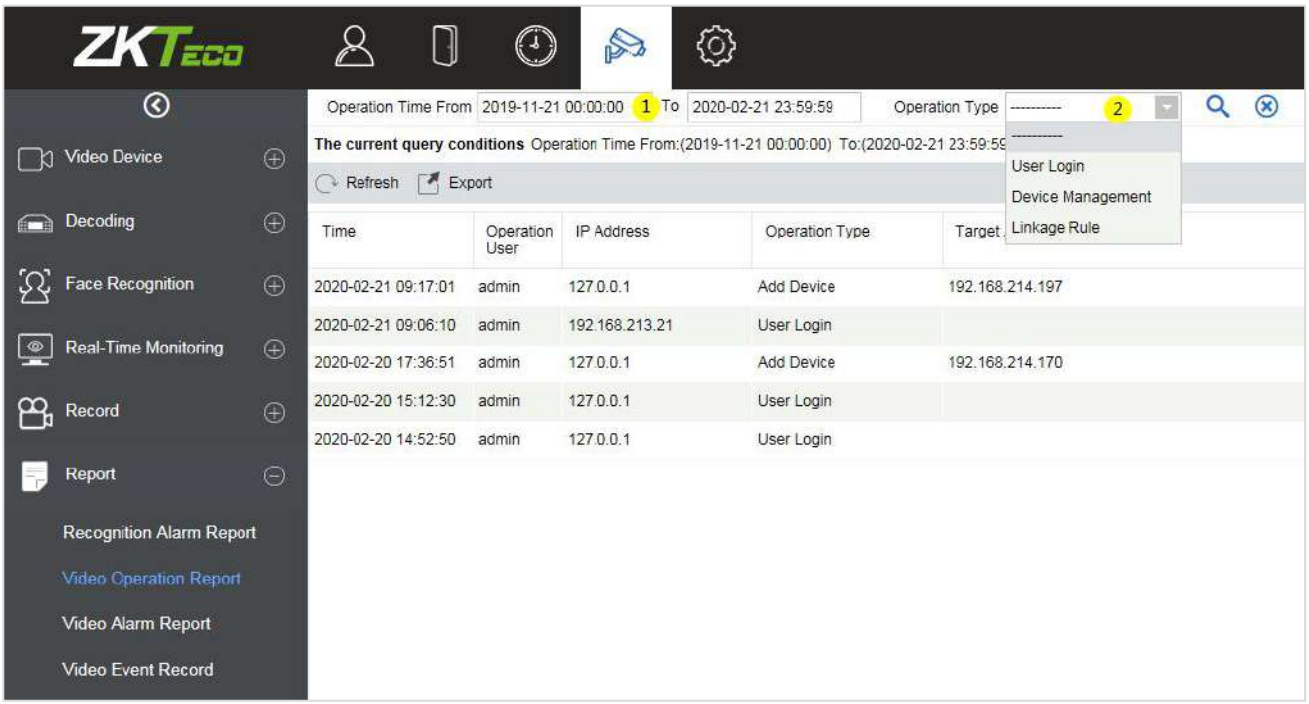
➢ Video Report

It is mainly used to list the operation records of the system users on video device.

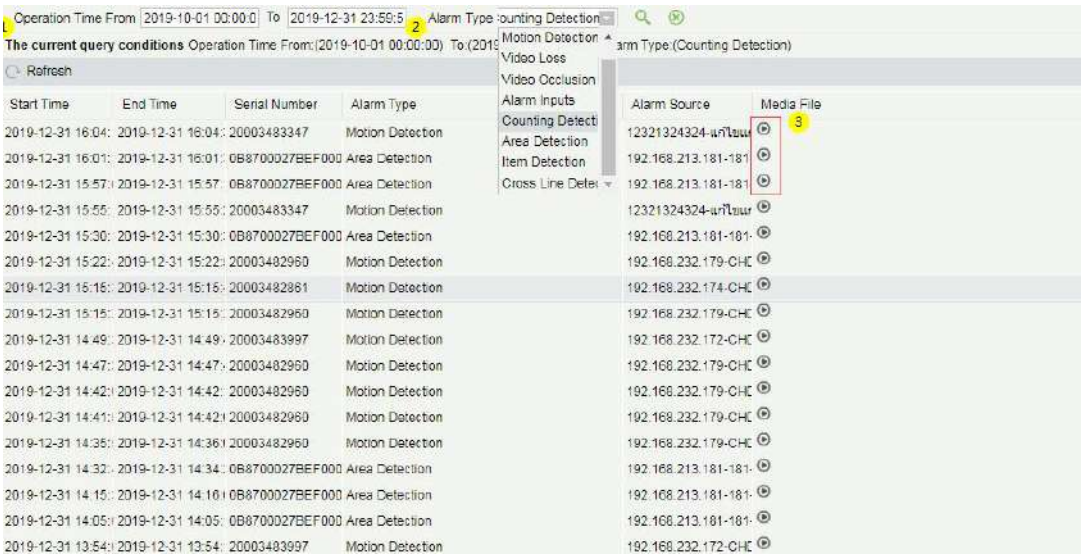
You can choose ① start time, ② operation type (User Login / Device Management / Linkage Rule) and other conditions to filter the report.



➢ Video Alarm Report

It is mainly used to list all the video alarm record reports.

You can select ① the start time, the serial number of the video channel, and ② different alarm types to filter the report. There are 8 types of alarms that can be filtered: Motion Detection, Video Loss, Video Occlusion, Alarm Inputs, Counting Detection, Area Detection, Item Detection, Crossline Detection. Click ③Media File to view the alarm video.



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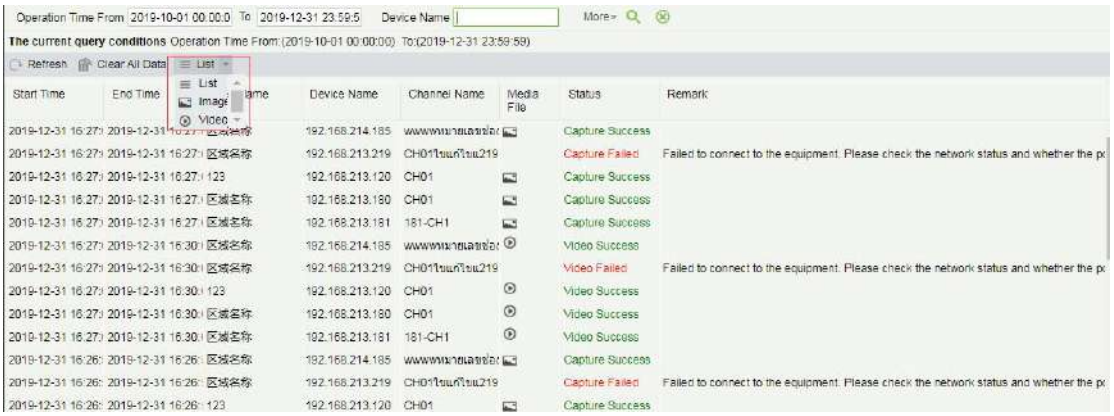
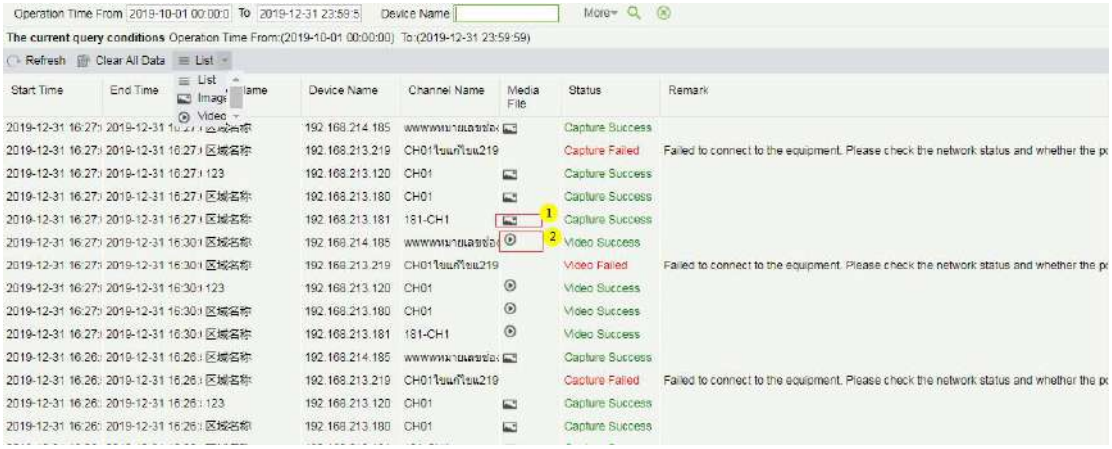
➢ **Video Event Report**

The video event report data comes from the capture and the video recording data generated by the linkage between the access control and the video module.

Search event report data based on the time period and device name. You can select any one option to display data types: List, Image, Video.



① Click on the location of the image to display it; ② Click on the video play button to play it.



6.2.7 Linkage Manager

Alarm linkage management is mainly used to configure the alarm linkage trigger conditions and action types of video device in the management system.

➢ **Linkage Manager**

Click [Linkage Manager] to enter the linkage management interface and click [New] to add an alarm management.

① Enter Rule Name.

② Alarm Type, there are 8 options (Motion Detection, Video Loss, Video Occlusion, Alarm Inputs, Counting Detection, Area Detection, Item Detection, Crossline Detection).

③ Select the Alarm Source, that is, select a video channel.

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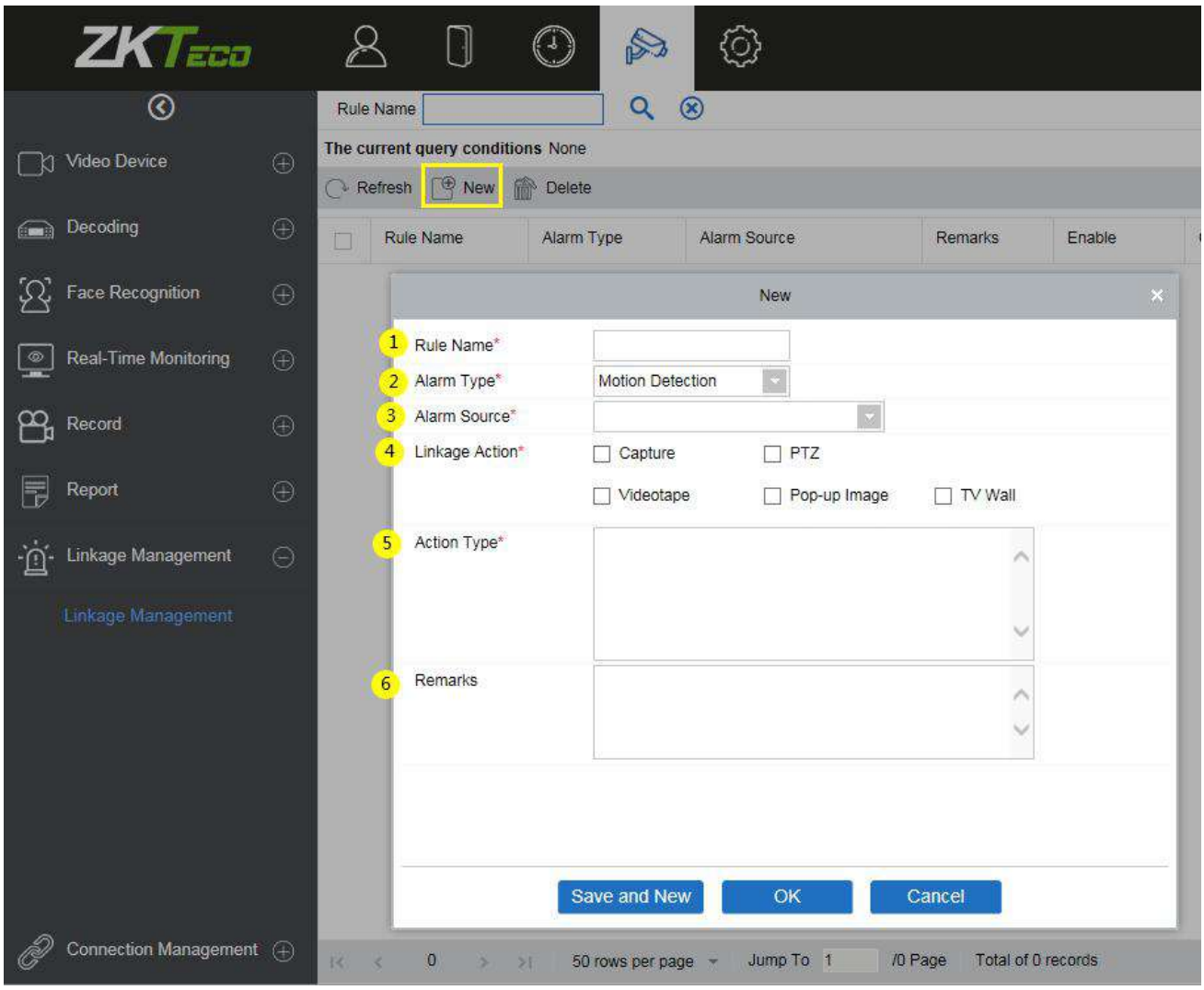
④ Linkage Action: there are five options: Capture, PTZ, Videotape, Pop-up image, TV wall.

⑤ Action type.

⑥ Remarks.

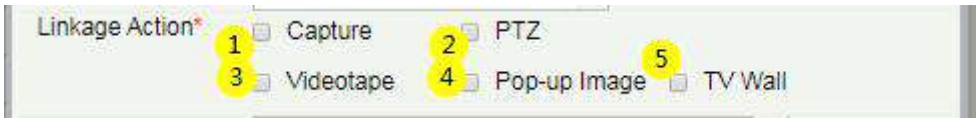
✍**Note:** When the alarm type is selected as Alarm inputs, the pull-down option of the alarm source will become the alarm input. Not all devices have alarm inputs. There are two types of alarm input: local alarm source and network alarm source. IPC devices have only local alarm source and no network alarm source. NVR devices have network alarm source.



There are five options for linkage actions:

① Capture, ② PTZ, ③ Videotape, ④ Pop-up Image, ⑤ TV Wall.

You can select multiple options, but you can configure the actions one by one only.



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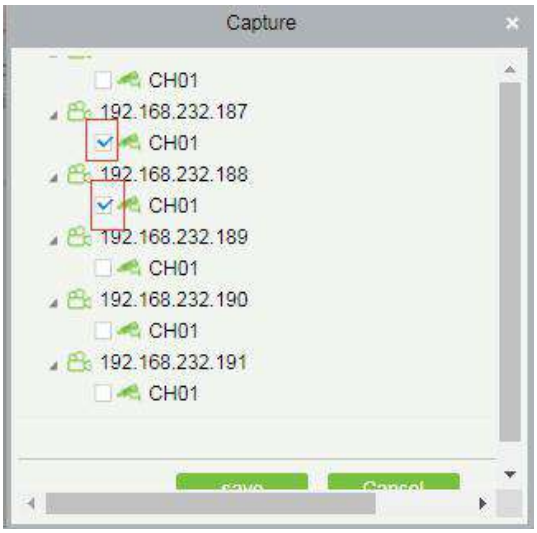
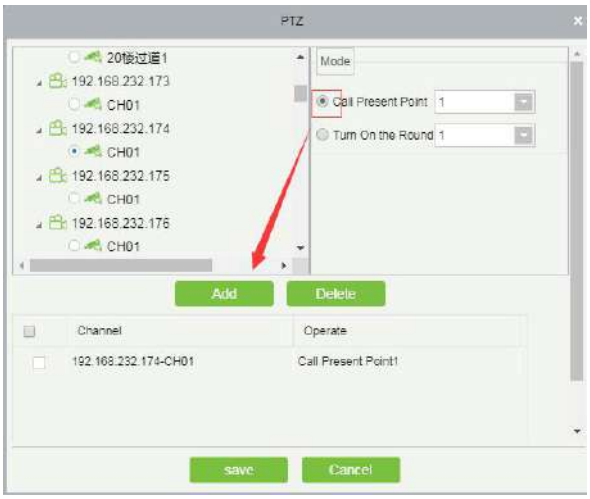
- When selecting [Capture], select the video channel that needs to be captured.



- When selecting [PTZ], you can choose to call the present point or turn on the round.



- When selecting [Videotape], select the video channel that needs video; multi-channel can be selected.

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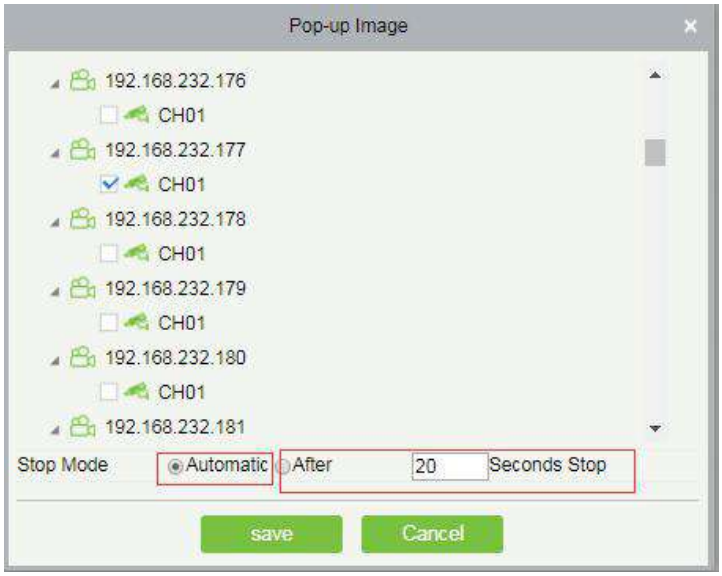
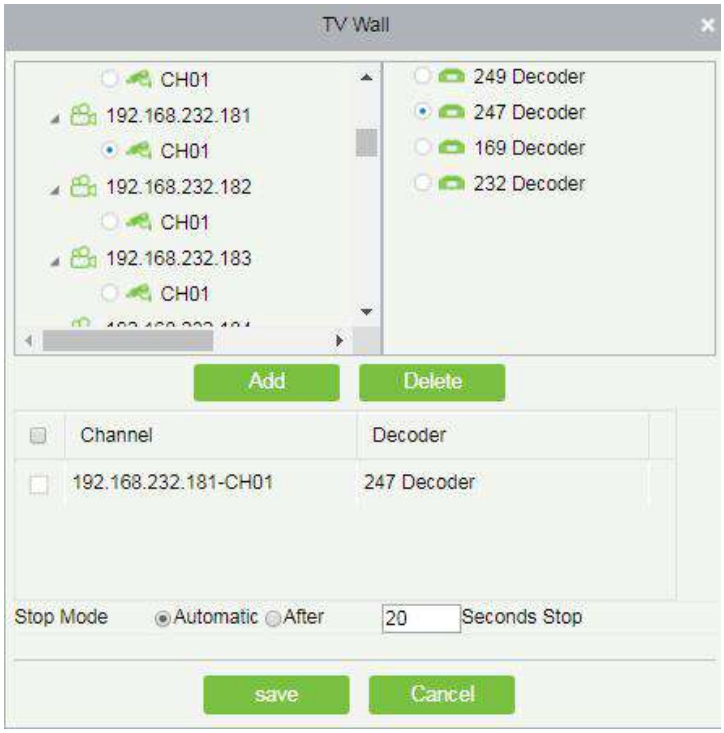
- When [Pop-up image] is selected, select the output channel and set the duration of the pop-up image. There are Automatic (stop when the alarm stops) and pop-up time setting.



- When [TV-Wall] is selected, you can select the corresponding alarm linkage output video channel. You need to add a decoder first.



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6.2.8 Connection Manager

➢ **Connection Manager**

Click [Connection Manager] to enter the connection management configuration interface:

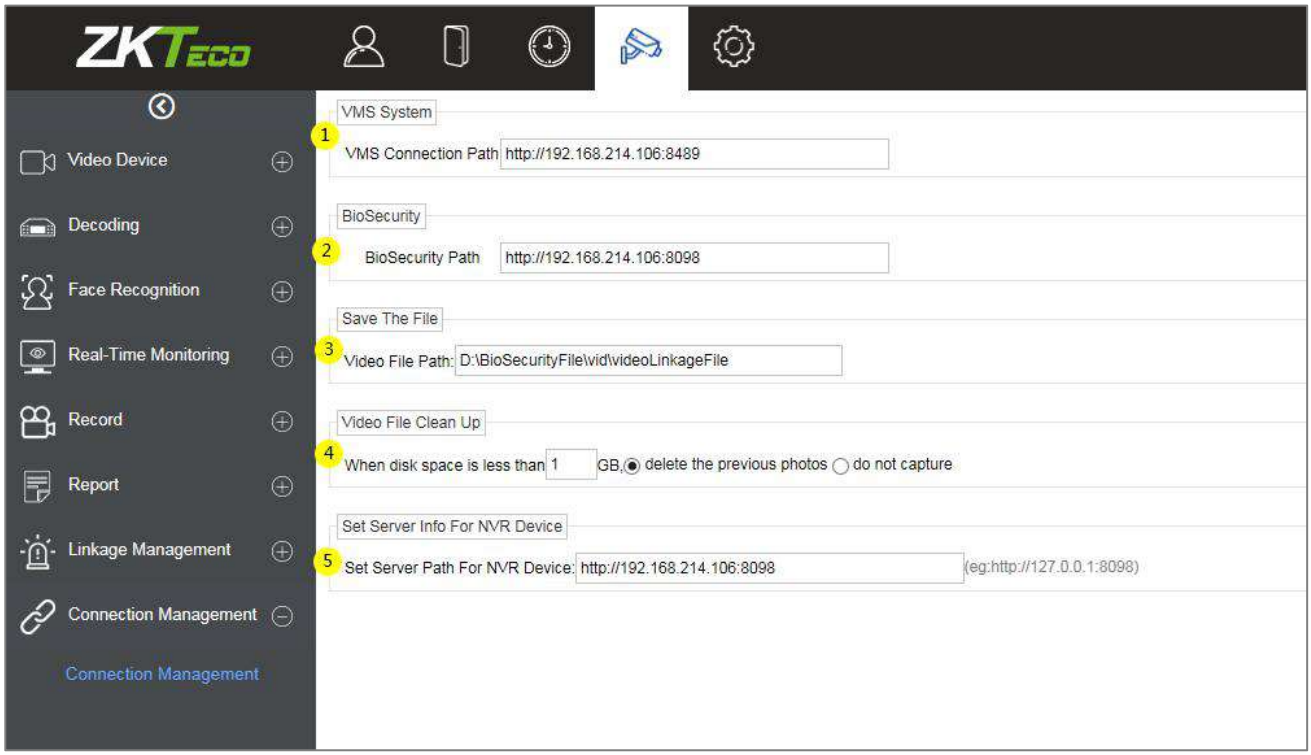
① The address and port number of the VMS client.

② Configure the access address of ZKBio Access IVS.

③ Configure the storage address of the video linkage captured pictures and video files.

④ Configure the size of the space where the video linkage media files are stored. When the media file capacity reaches the configured space size, there are two options: "Delete old files" and "No longer capture".

⑤ Set and save the server info for NVR Device.



6.3 Access Control Module and VMS Video Linkage Function Description

6.3.1 Access Control and Video Linkage Function

➢ **Function Description**

VMS video function can replace the original Video module to make a video linkage with the access control

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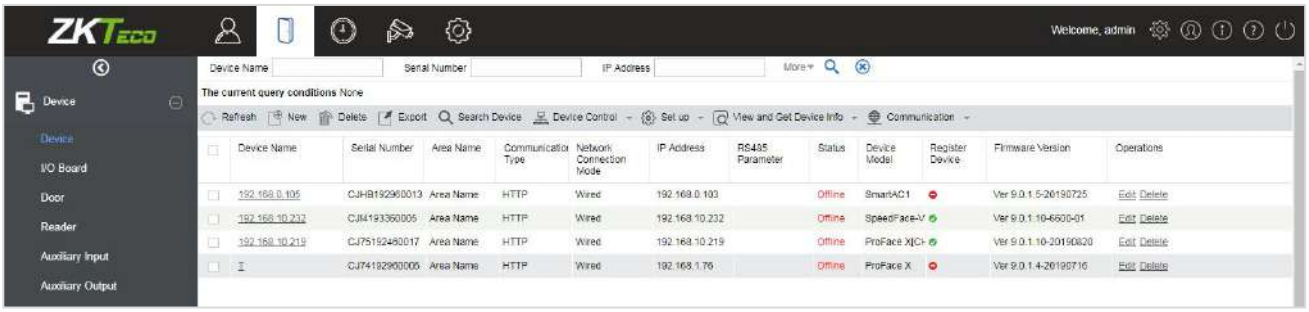
module. The setting method is the same as the original setting linkage method of access control and video module.

The steps to set up the linkage between access control and VMS video are as follows:

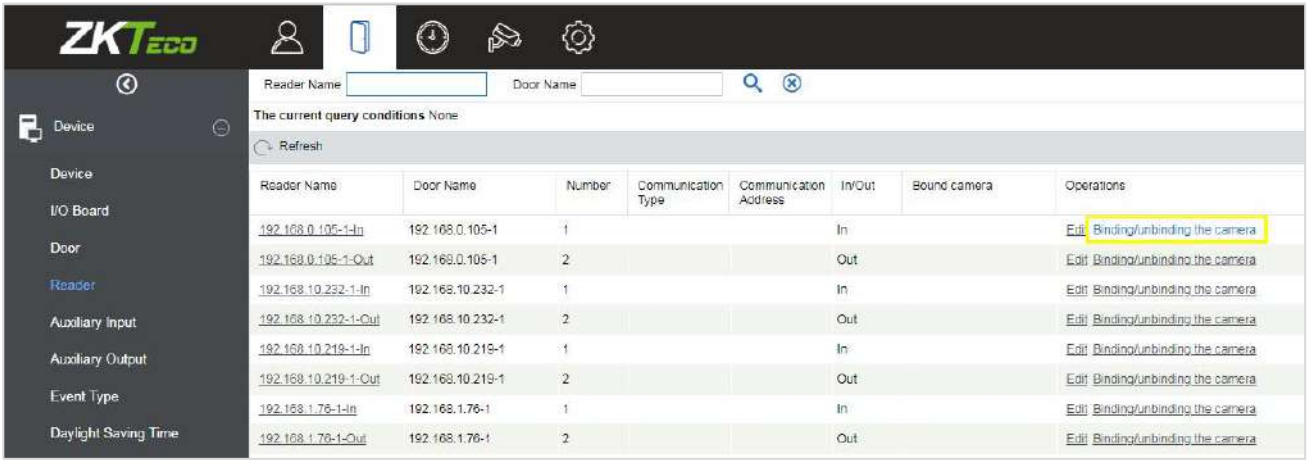
1) Under VMS device interface, add video device.

2) Add the access control device under the device interface of the access control module.



3) Under the Reader interface of the access control module, bind the reader of the access control device to the VMS video channel that needs video linkage. A reader can bind up to 5 video channels.

Note: The combined channel must first set the alarm video in the Storage Server-Record Plan Setting, so that the access control linkage can produce the video.



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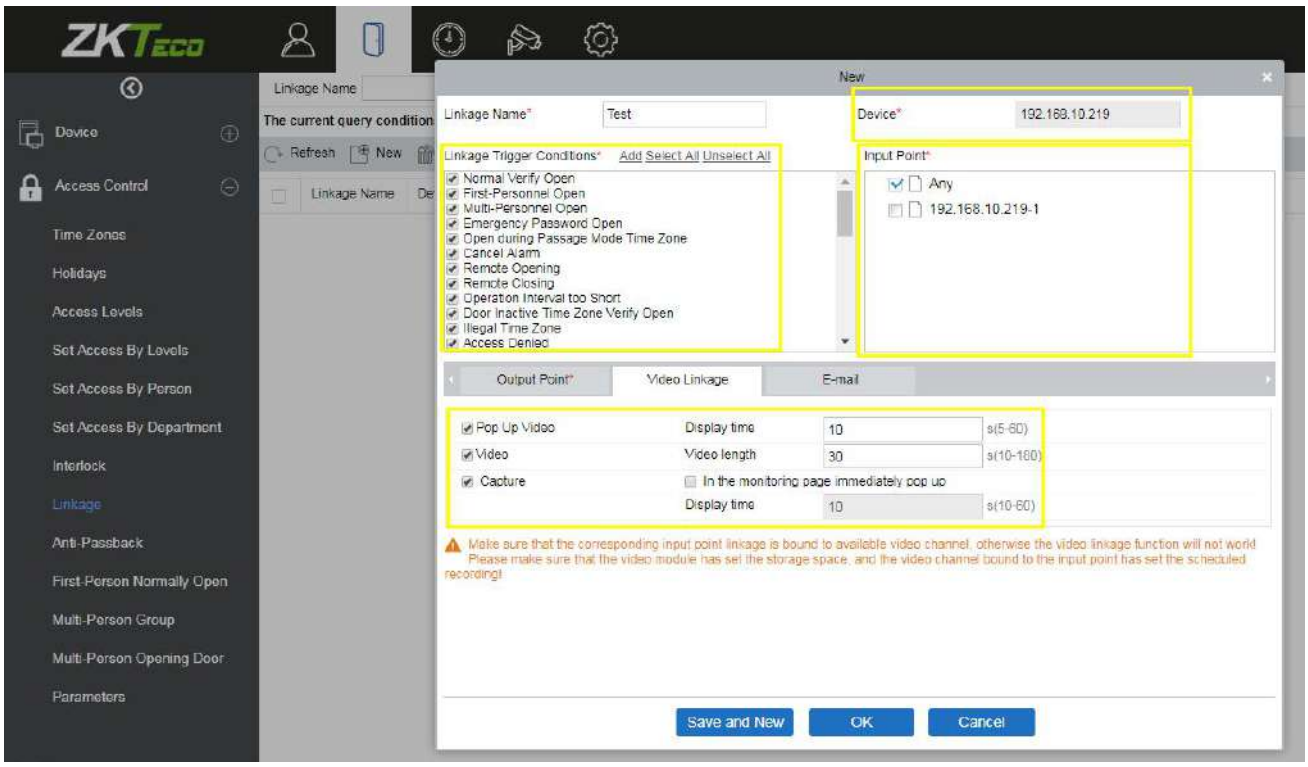
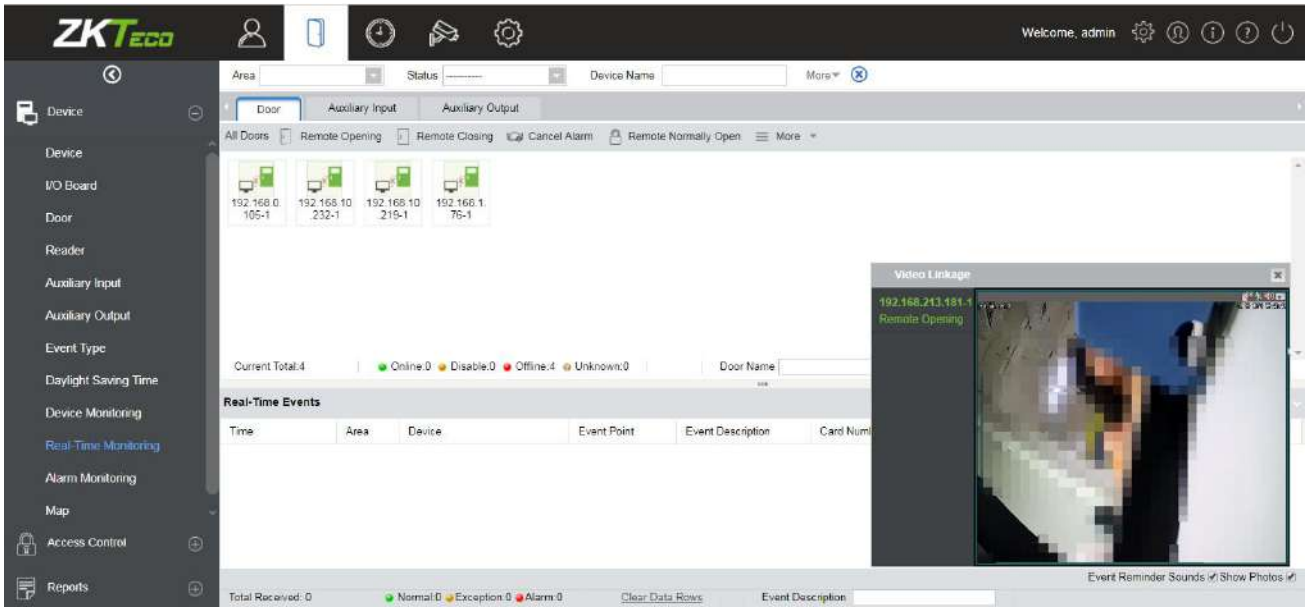
4) Set the linkage trigger conditions, input point, output point, etc., click [OK] to save. For details, please refer to [Linkage] setting instructions of access control module.



5) Real-time monitoring interface preview linkage effect is as follows: linkage triggered, pop up the video playback window.



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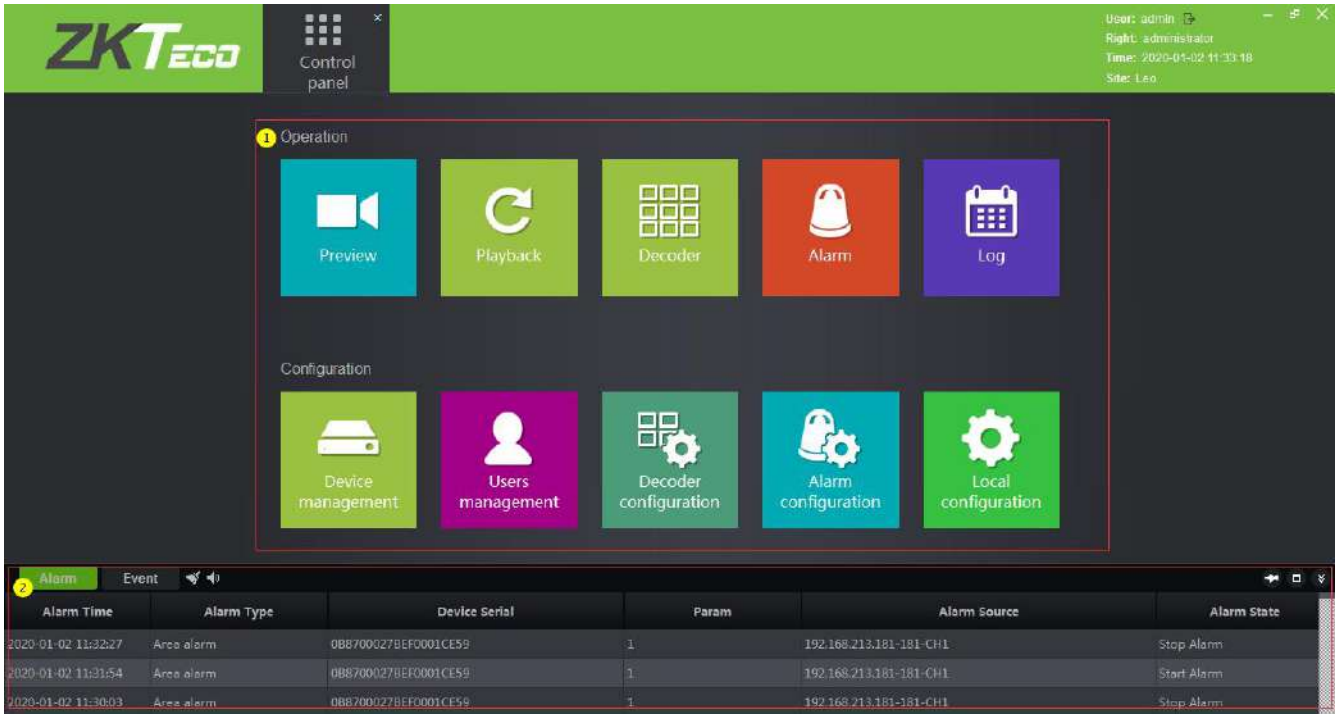
6.4 VMS Client Instructions

6.4.1 VMS Client

➢ **VMS Client Module Function Description**

The VMS client is called ZKBio VMS Plugin, and its functionality is similar to that of the VMS server. After logging into the VMS client, the control panel lists as follows. ①10 common function modules (Preview, Playback, Decoder, Alarm, Log, Device management, User management, Decoder configuration, Alarm configuration and Local configuration) and ② Alarm event center.

Click the icon in the upper right corner to log out of the system.



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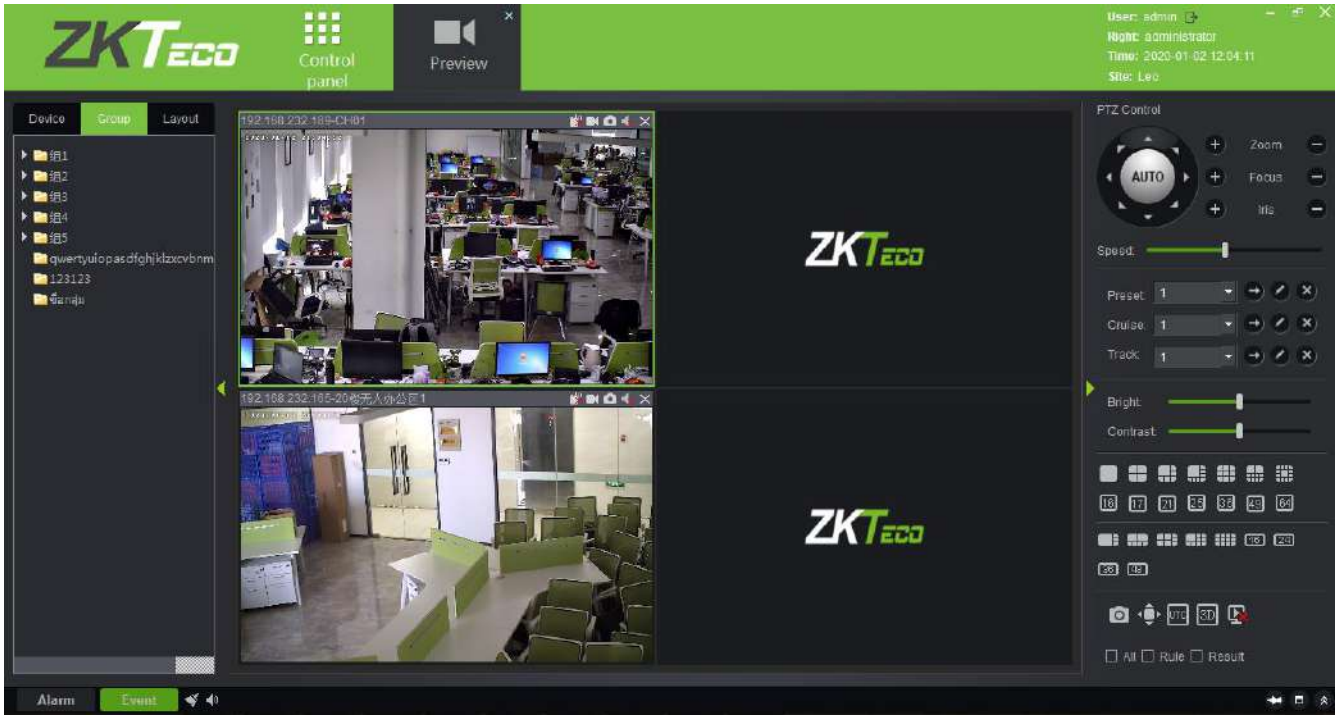
Click [Preview] to open the client preview interface, and you can select video channel, group and layout for screen preview. For the operation of preview interface, please refer to 2.3.3 Video Preview.



Click [Playback] to open the client playback interface. The function of the playback interface is basically the same as that of the VMS server. Please refer to 2.4.2 Video Record for the operation method.

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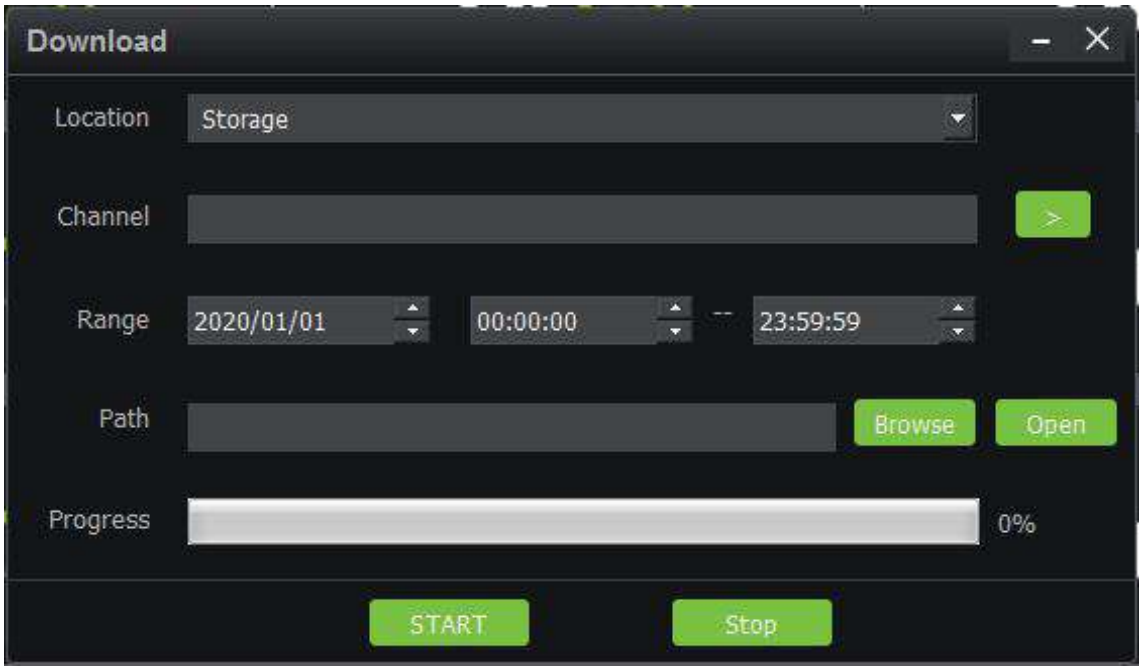
There are two differences: ① on the client side, you can replay nine video channels at the same time, while on the server, you can only replay four channels at the same time. ② Add a download configuration interface.



Click [Decoder] to enter the decoder operation interface. The decoder interface of the VMS client integrates the three functions of decoder preview settings, decoder preview play and decoder playback on the VMS server into one interface. Please refer to 2.2.4 Decoder Preview Settings, 2.2.5 Decoder Preview Play and 2.2.6 Decoder Playback.

Click [Alarm] to enter the alarm report interface. It is the same as the report on VMS, except you can't

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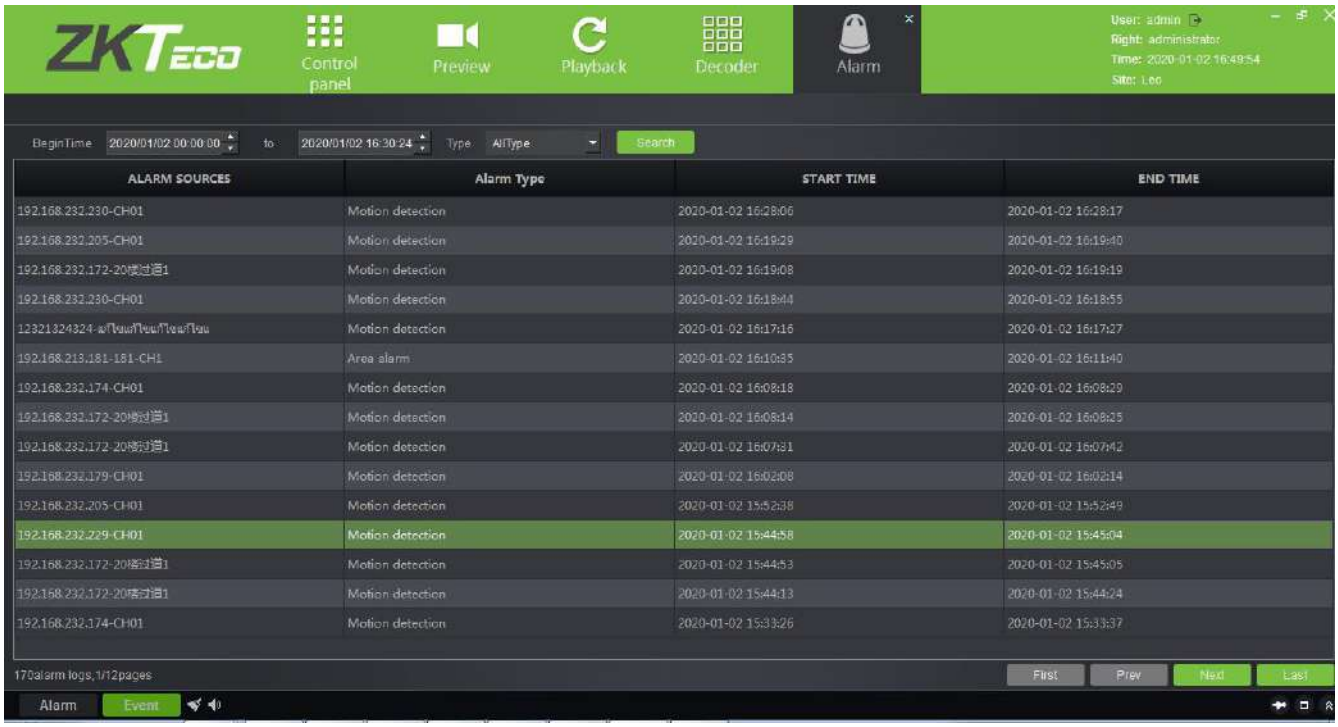
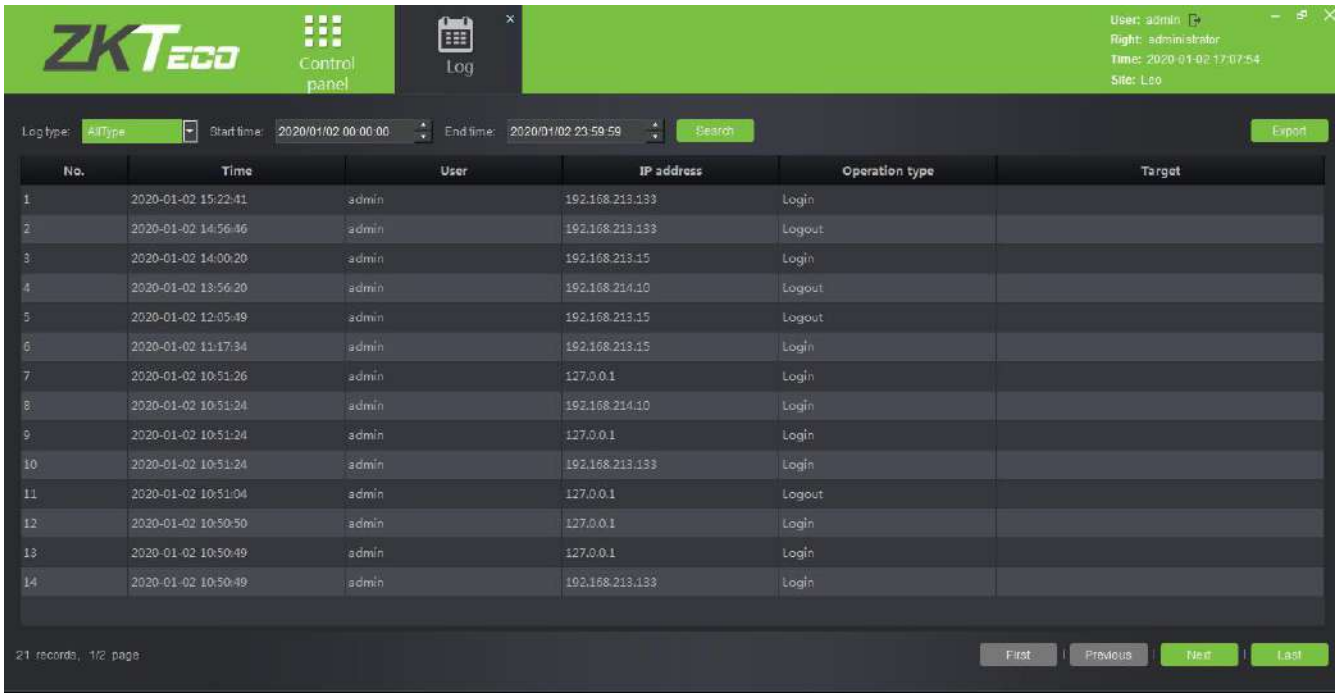
immediately view the alarm video. If you need to view the alarm video, you can go to the 2.5.2 Video Alarm Report on the VMS server.



Click [Log] to query the user's operation record of the video device. The content is the same as that seen in the 2.5.1 Video Report.



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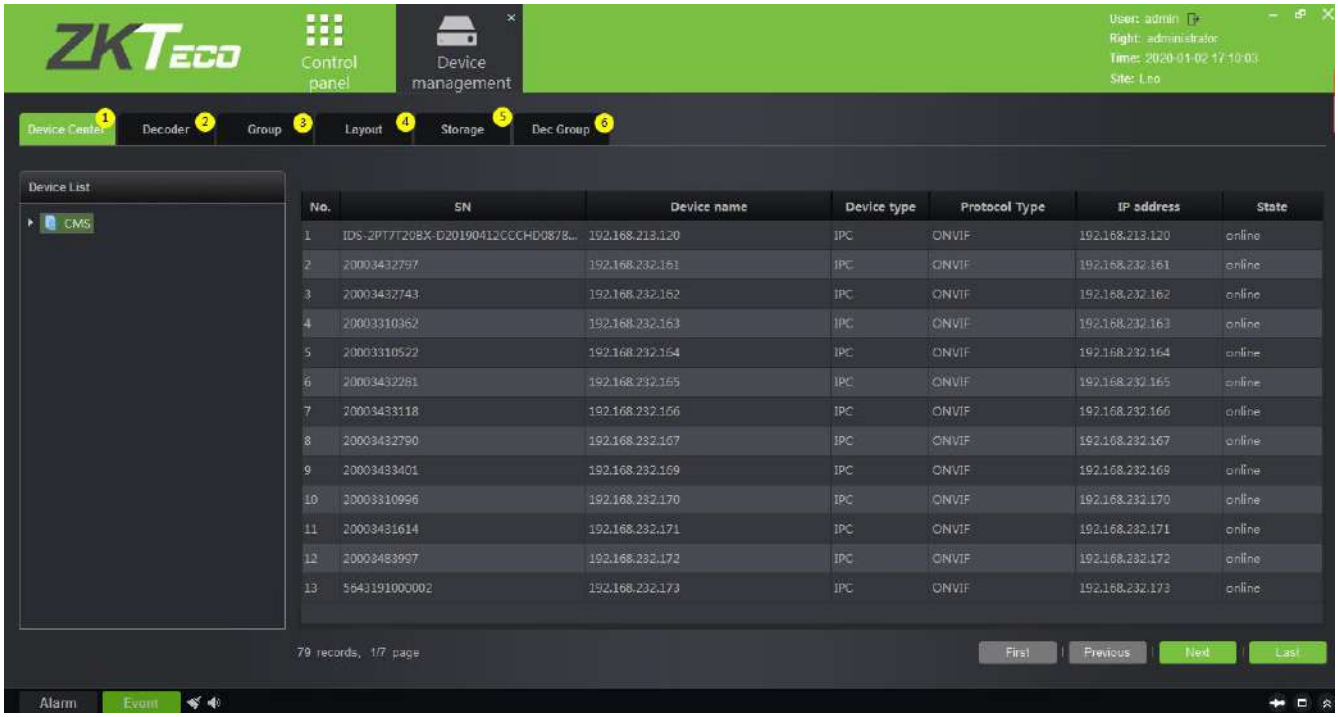
Click [Device management] to enter the device management interface of VMS client.



Including: ① is the Device monitoring interface, which is the same as the information listed in the Video Device interface on the VMS server. ②Decoder management interface, the same as the content of 2.2.1 Decoder. ③ Video group management interface, please refer to 2.3.1 Group. ④ Video channel layout management interface, please refer to 2.3.2 Layout. ⑤ Storage service configuration interface, please refer to 2.4.1 Storage Server. In the record plan module, right-click to add or delete the record plan. See figure 1 below. ⑥Decoder group, please refer to 2.2.2 Decoder Grouping.

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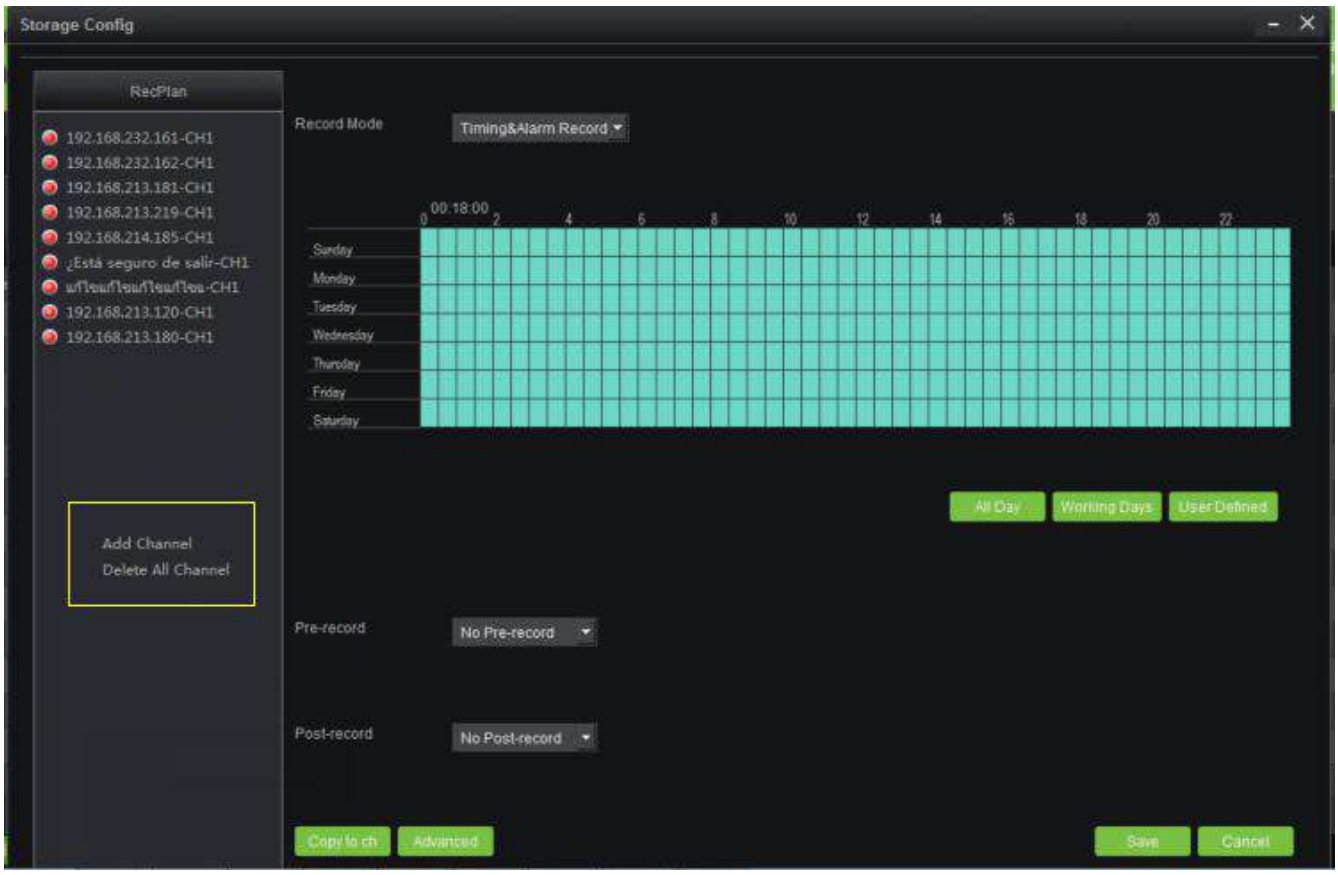
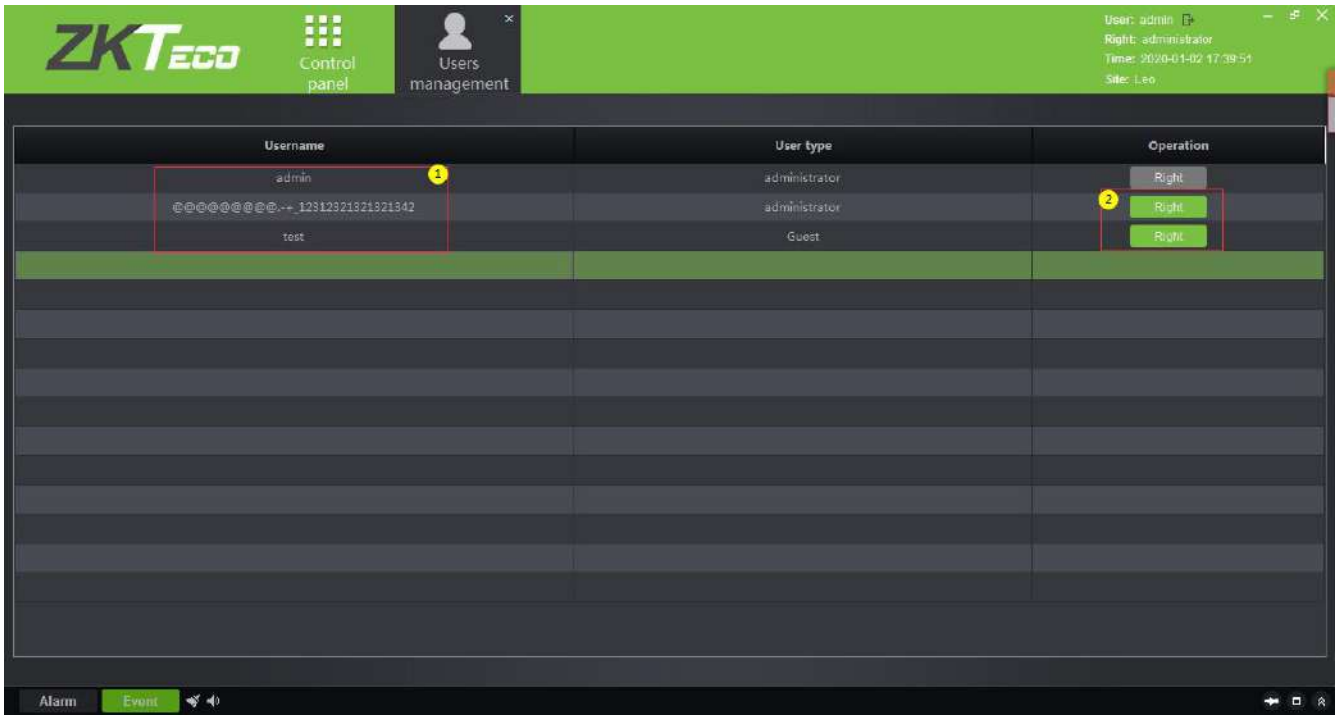


Click [User management] to enter the user management interface of the system. This interface lists ① all the users of VMS system, click ② to set different permissions for each user to access the device, map, TV wall. The admin has all permissions by default.



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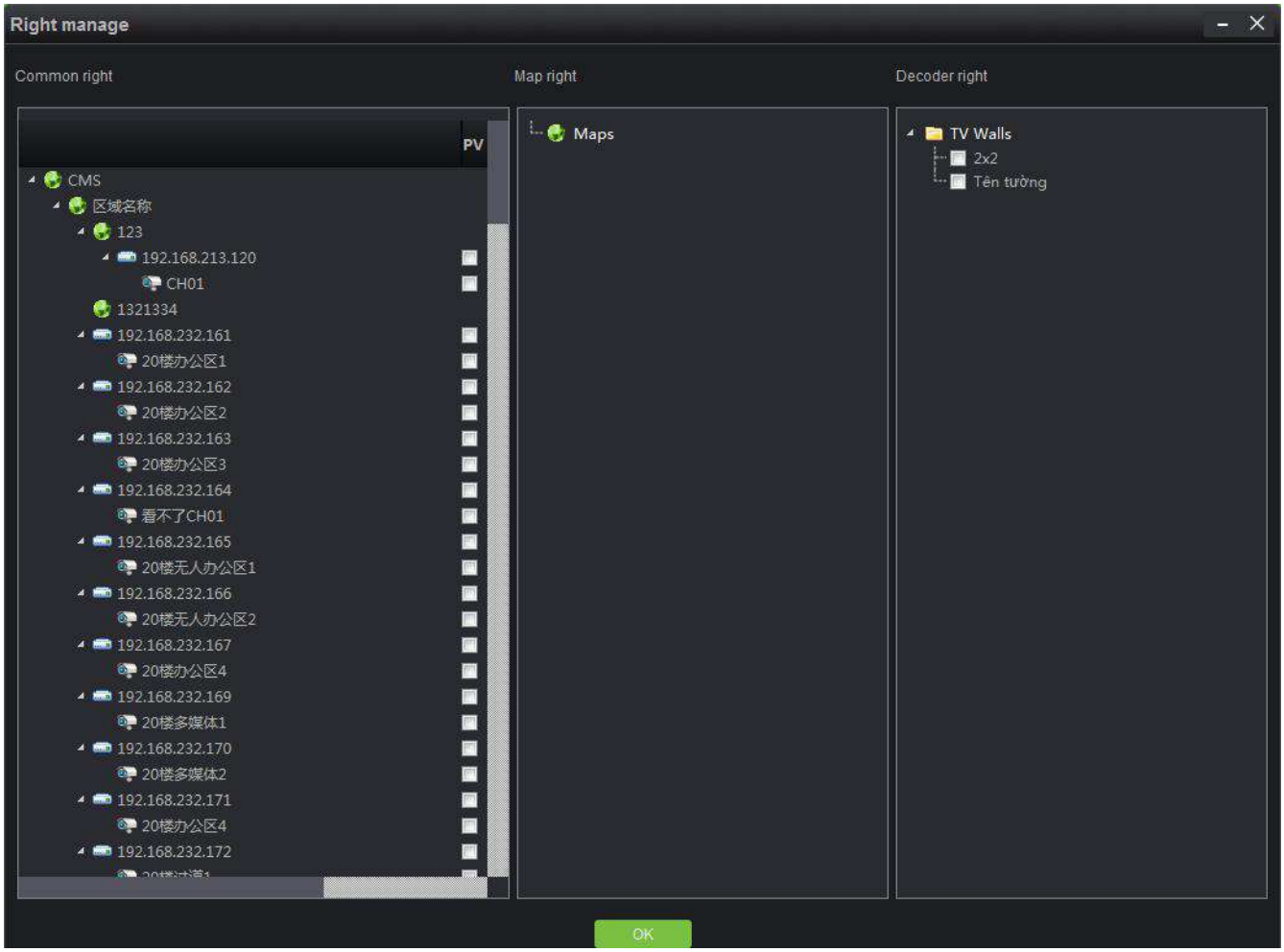

Click [Decoder configuration] to enter the management interface of TV wall. Please refer to 2.2.3 TV Wall for specific setting steps.

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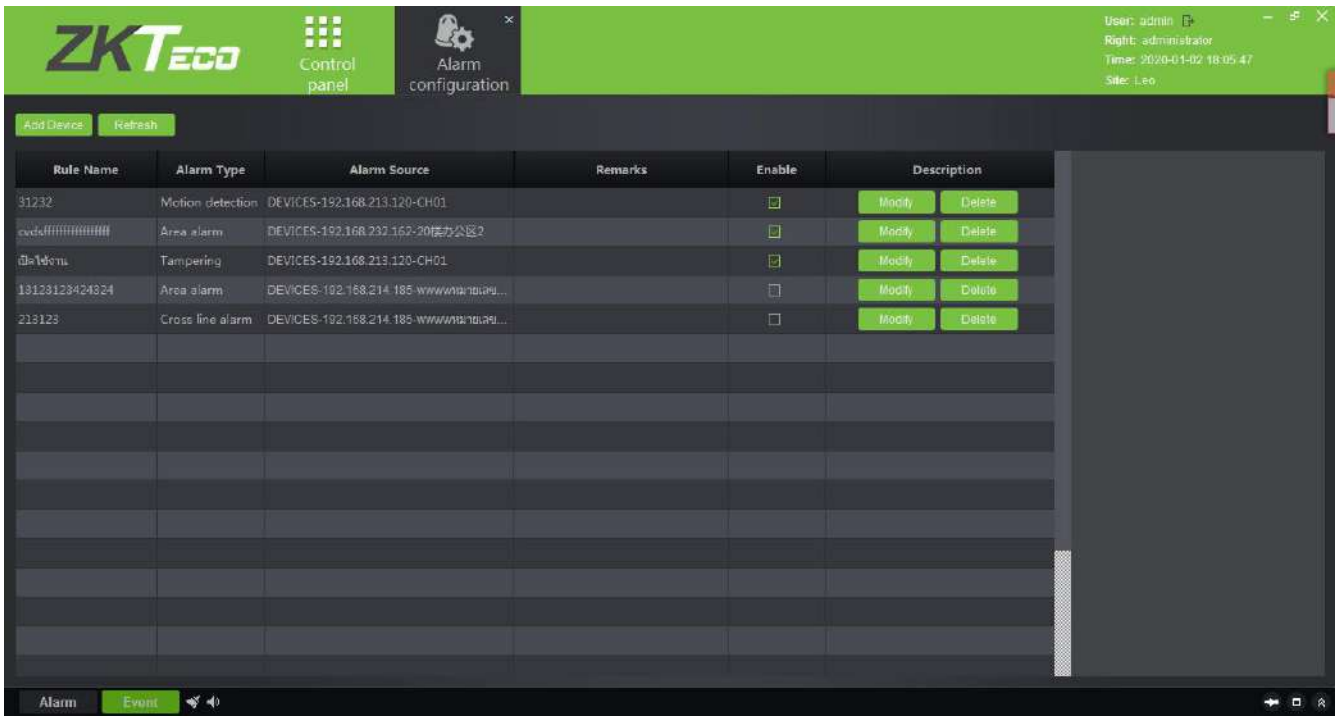
Click [Alarm configuration] to enter the alarm linkage management interface of the client, and the alarm linkage setting is the same as 2.6.1 Linkage Manager.



Click [Local configuration] to enter the system configuration interface of the client. ① Capture, download, export log path can be set. ② Different alarm sounds can be set. ③The record storage path can be set. ④The client database can be backed up and restored.

Click [Save] to save the configuration.

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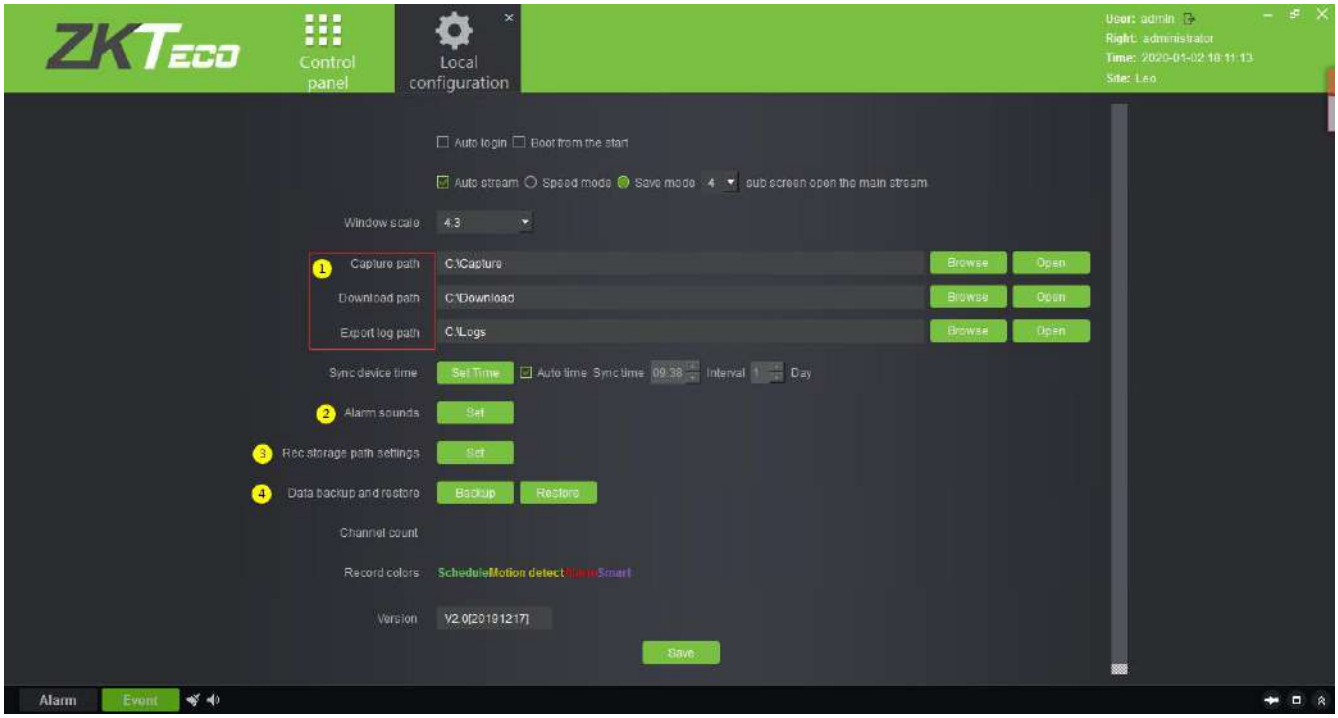

7 System Management

System settings primarily include assigning system users (such as company management user, administrator, and access control administrator) and configuring the roles of corresponding modules, managing database, setting system parameters, and view operation logs, etc.

7.1 Basic Management

7.1.1 Operation Logs

Click [System] > [Basic Management] > [Operation Log]:

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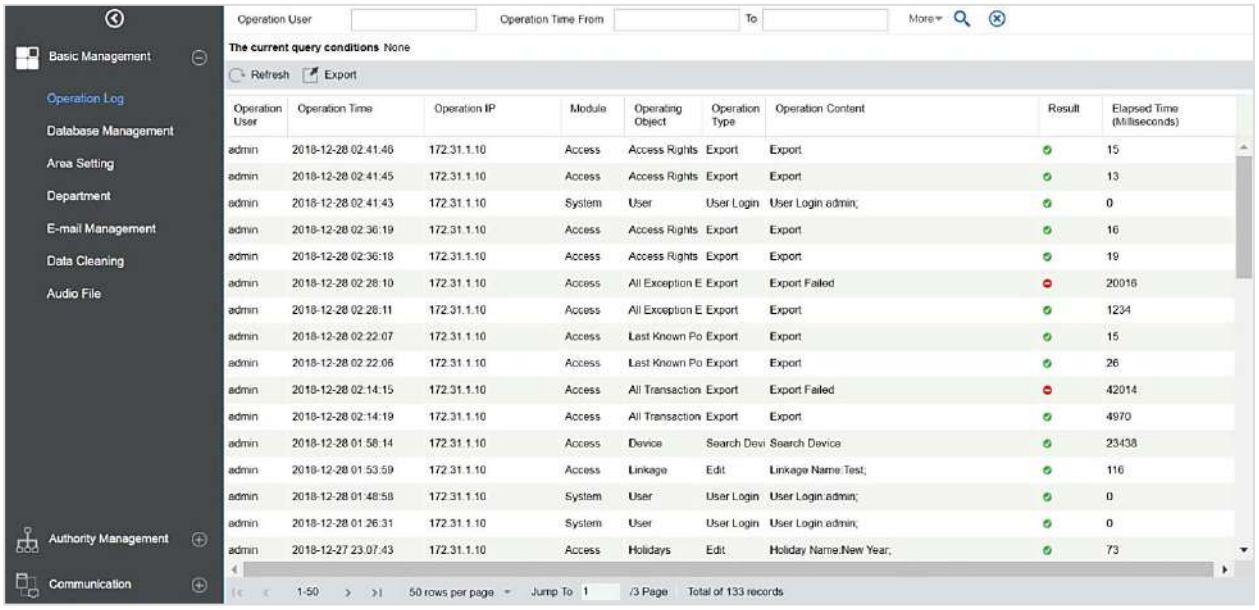

All operation logs are displayed on this page. You can query specific logs by conditions.

Export: Export the operation log records, save to local. You can export to an Excel, PDF, or CSV file.

Operation Log

Operation User	Operation Time	Operation IP	Module	Operating Object	Operation Type	Operation Content	Result	Elapsed Time (Milliseconds)
admin	2018-12-28 02:41:46	172.31.1.10	Access	Access Rights By Personnel	Export	Export	0	15
admin	2018-12-28 02:41:45	172.31.1.10	Access	Access Rights By Personnel	Export	Export	0	13
admin	2018-12-28 02:41:43	172.31.1.10	System	User	User Login	User Login:admin;	0	0
admin	2018-12-28 02:36:19	172.31.1.10	Access	Access Rights By Door	Export	Export	0	16
admin	2018-12-28 02:36:18	172.31.1.10	Access	Access Rights By Door	Export	Export	0	19
admin	2018-12-28 02:28:10	172.31.1.10	Access	All Exception Events	Export	Export Failed	1	20016
admin	2018-12-28 02:28:11	172.31.1.10	Access	All Exception Events	Export	Export	0	1234
admin	2018-12-28 02:22:07	172.31.1.10	Access	Last Known Position	Export	Export	0	15
admin	2018-12-28 02:22:06	172.31.1.10	Access	Last Known Position	Export	Export	0	26
admin	2018-12-28 02:14:15	172.31.1.10	Access	All Transactions	Export	Export Failed	1	42014
admin	2018-12-28 02:14:19	172.31.1.10	Access	All Transactions	Export	Export	0	4970

7.1.2 Database Management

Click [System] > [Basic Management] > [Database Management]:

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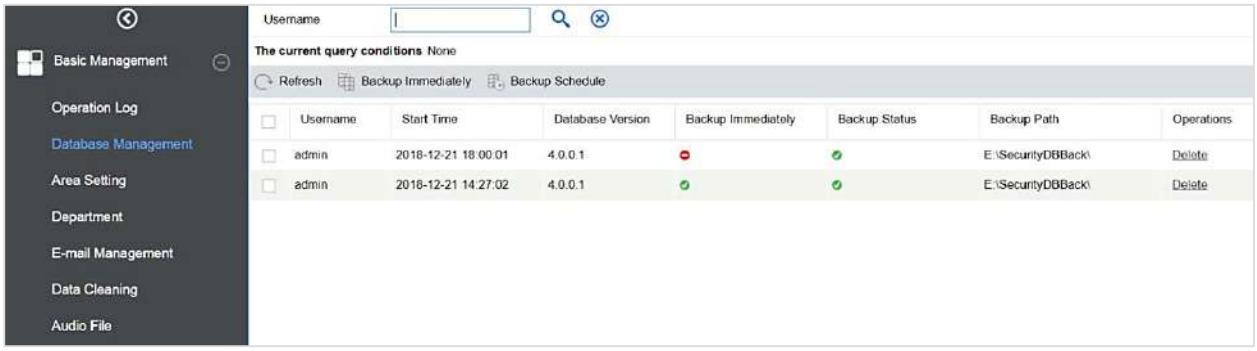


History of database backup operation logs is displayed in this page. You can refresh, backup and schedule backup database as required.

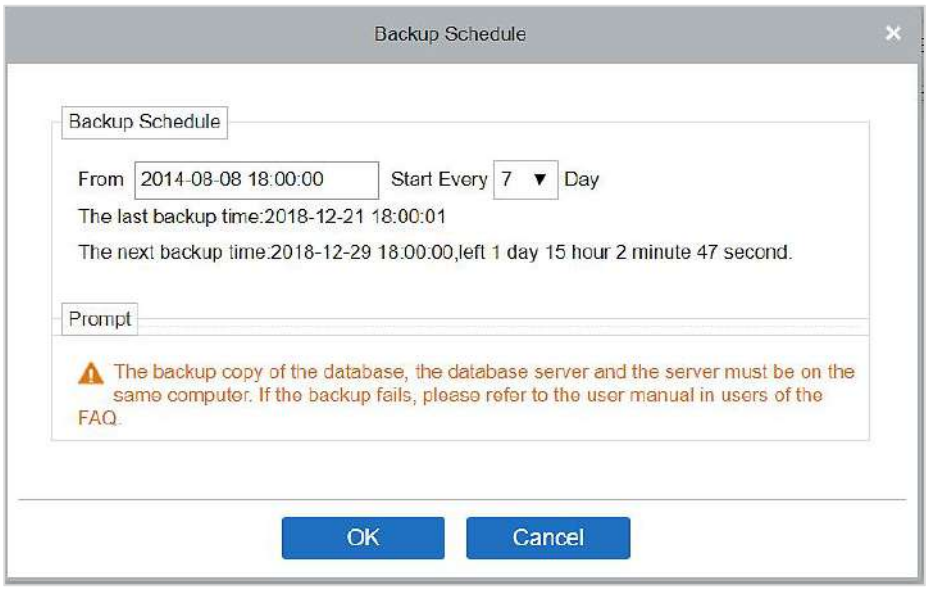
- **Backup Immediately**

Backup database to the path set in installation right now.

✍**Note:** The default backup path for the system is the path selected during the software installation. For details, refer to ZKBio Access IVS Installation Guide.

- **Backup Schedule**

Click [Backup Schedule]:



Set the start time, set interval between two automatic backups, click [OK].

- **Restore Database**

1. Click the start menu of the PC > [All Programs] > [ZKBio Access IVS] > Then run "Services Controller", and you can find out the icon of "Services Controller" in Taskbar as follow, right click that icon, then left click "Restore Database".

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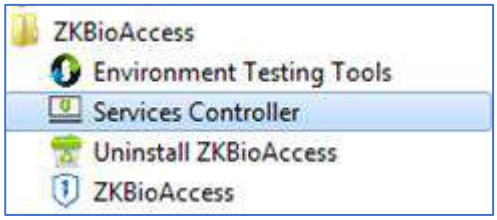
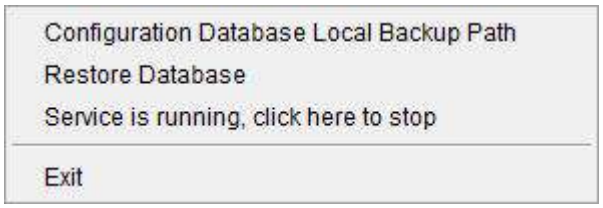
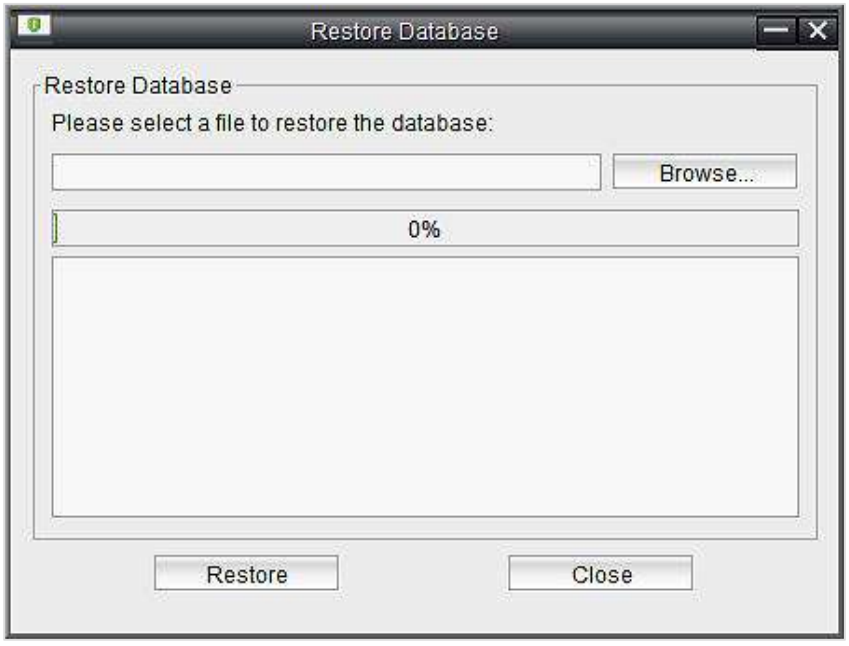




2. In the popup window, click [Browse] to choose the backup file to restore the database.

✍ **Note:** Before restoring a database, it is recommended that you back up the current database to avoid data loss.



7.1.3 Area Setting

Area is a spatial concept which enables the user to manage devices in a specific area. After area setting, devices (doors) can be filtered by area upon real-time monitoring.

The system, by default, has an area named [Area Name] and numbered [1].

- **Add an Area**

Click [System] > [Area Setting] > [Area] > [New]:

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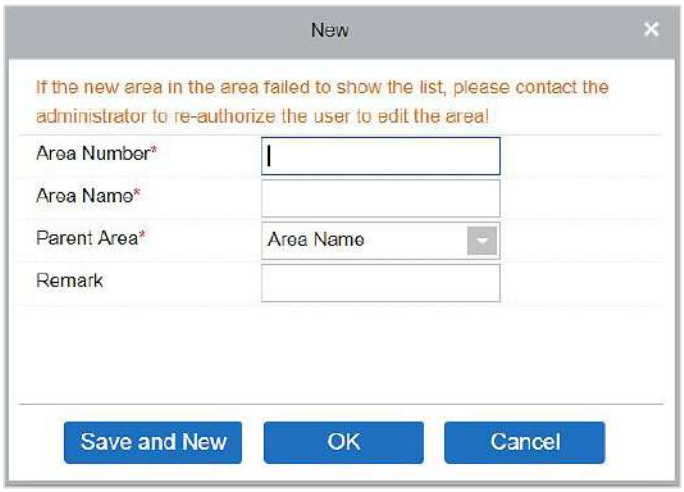


Fields are as follows:

Area Number: It must be unique.

Area Name: Any characters with a length of less than 30.

Parent Area: Determine the area structure of the system.

Click [OK] to finish adding.

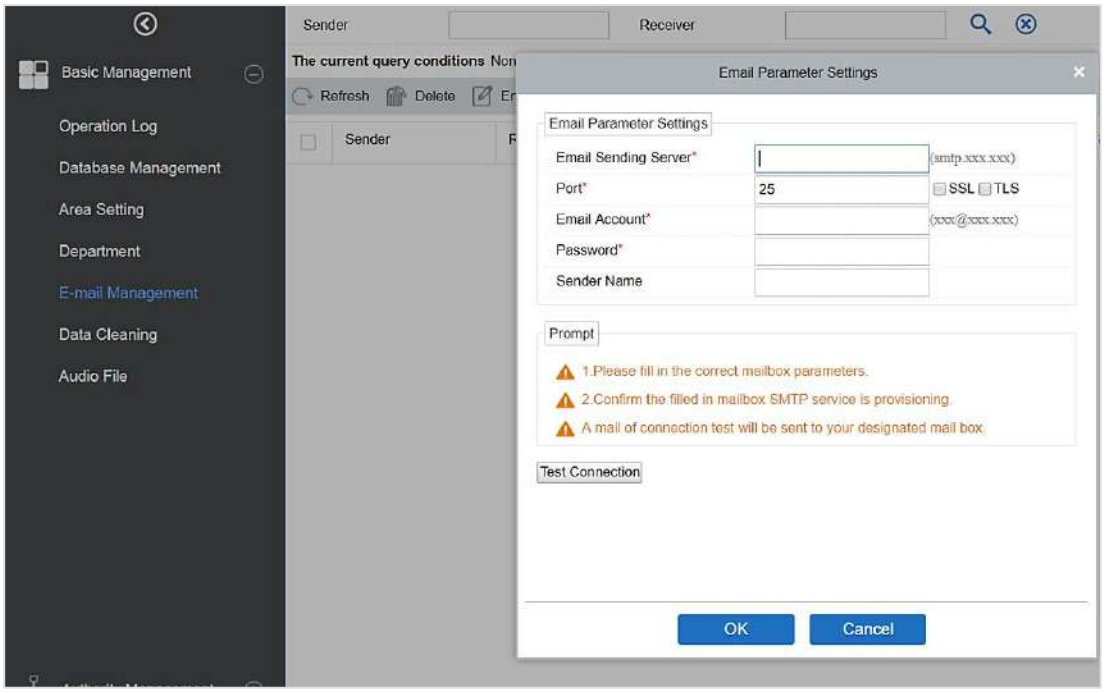
- **Edit/Delete an Area**

Click [Edit] or [Delete] as required.

7.1.4 E-mail Management

Set the email sending server information. The recipient Email should be set in Linkage

Click [Basic Management] > [Email Management] > [Email Parameter Settings]:



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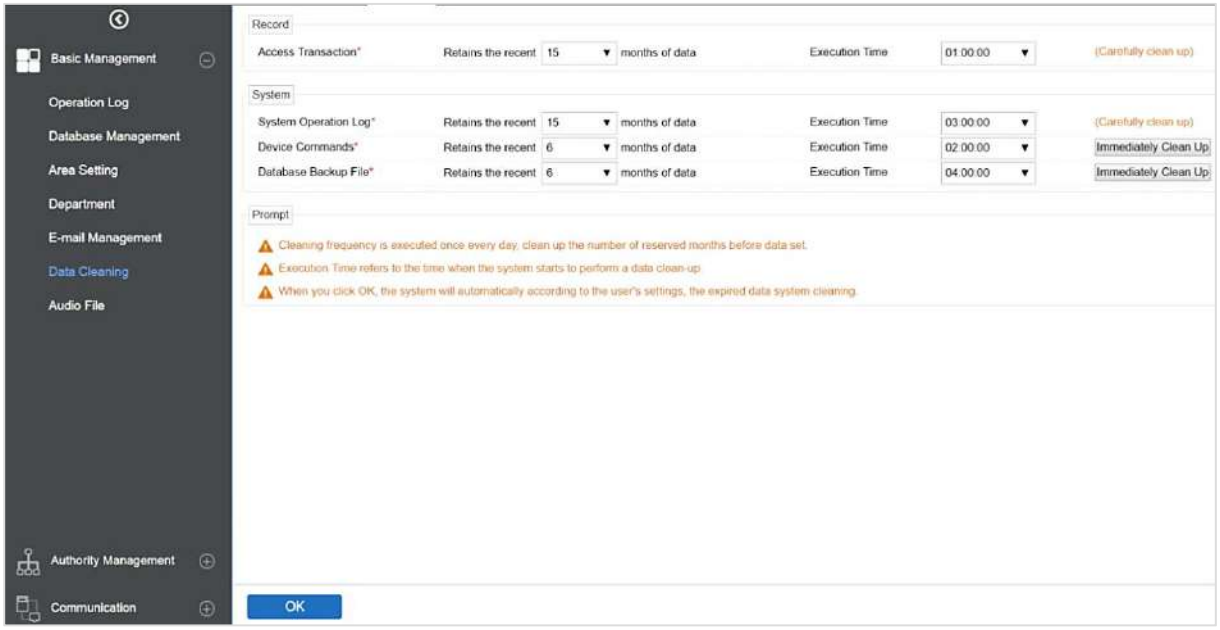
✍**Note:** The domain name of E-mail address and E-mail sending server must be identical. For example, if the Email address is: test@gmail.com, then the E-mail sending sever must be: smtp.gmail.com.

7.1.5 Data Cleaning

The data cleaning time settings are available to set. The data volume increases with the use of the system. To save the storage space on the disks, you need to periodically clean old data generated by the system.

Click [Basic Management] > [Data Cleaning]:



The system executes [Immediately Clean Up] operation after it is clicked and [OK] is clicked. Without clicking [OK], the system will not clean data.

✍**Note:** In order to reduce the load of the system and not to affect the normal running, the cleaning time should be set at 1 o'clock am.

7.1.6 Audio File

Click [Basic Management] > [Audio File] > [New]:

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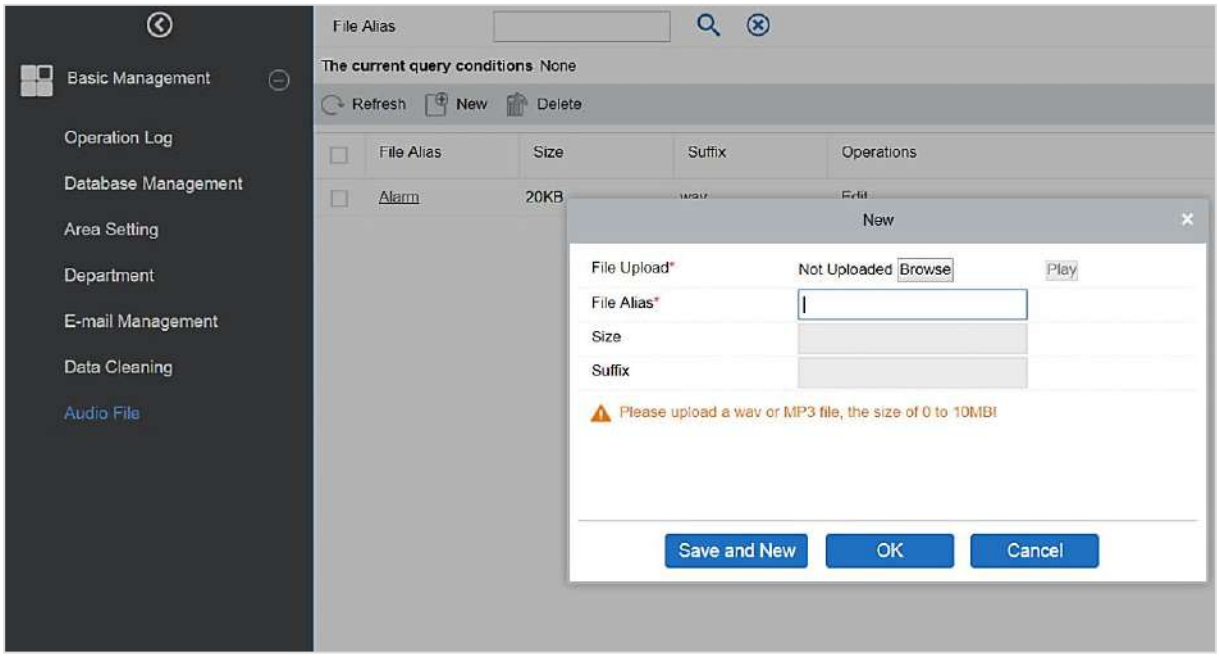


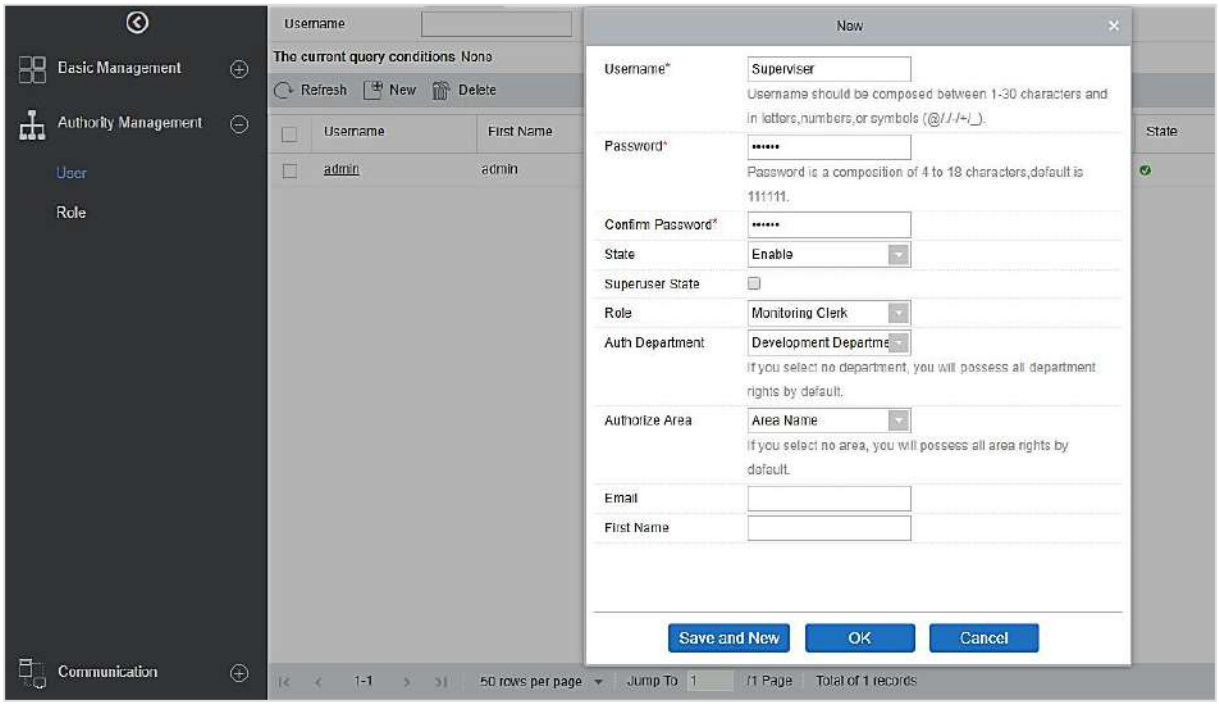
You can upload a sound from the local. The file must be in wav or mp3 format, and it must not exceed 10MB.

7.2 Authority Management

7.2.1 User

Add new users and implement levels for the user in the system.

1. Click [System Management] > [Authority Management] > [User] > [New]:



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Fields are as follows:

Username: Any characters within a length of 30.

Password: The length must be more than 4 digits and less than 18 digits. The default password is 111111.

State: Enable or disable the user to operate the system.

Super User State: Enable or disable the user to have the super user's levels.

Role: You need to define the role as explained in Role.

Auth Department: If no department is selected, then the user will have all department rights by default.

Authorize Area: No area selected means the user possesses all area rights by default.

Email: Type your email in the correct format.

First Name: Type your initials.

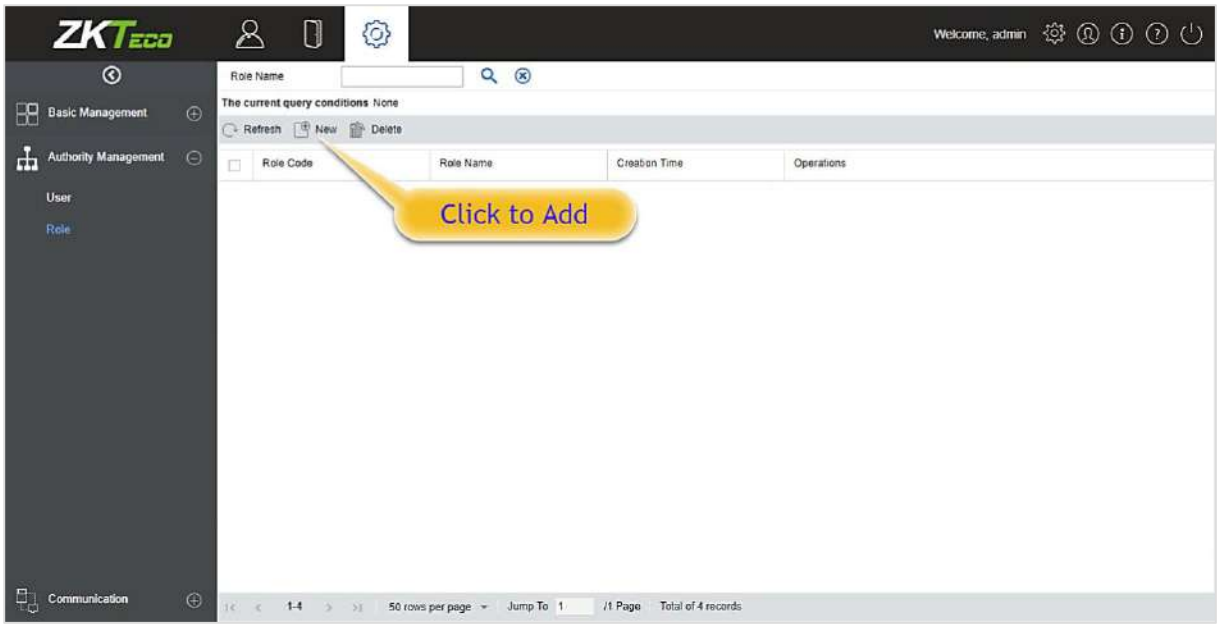
2. After editing, click [OK] to complete user adding, and the user will be shown in the list.

Click [Edit] or [Delete] as required.

7.2.2 Role

When using the system, the 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. A super user has all the levels, can assign rights to new users and set corresponding roles (levels) according to requirements.

1. Click [System] > [Authority Management] > [Role] > [New]:



2. Set the name and assign permissions for the role.

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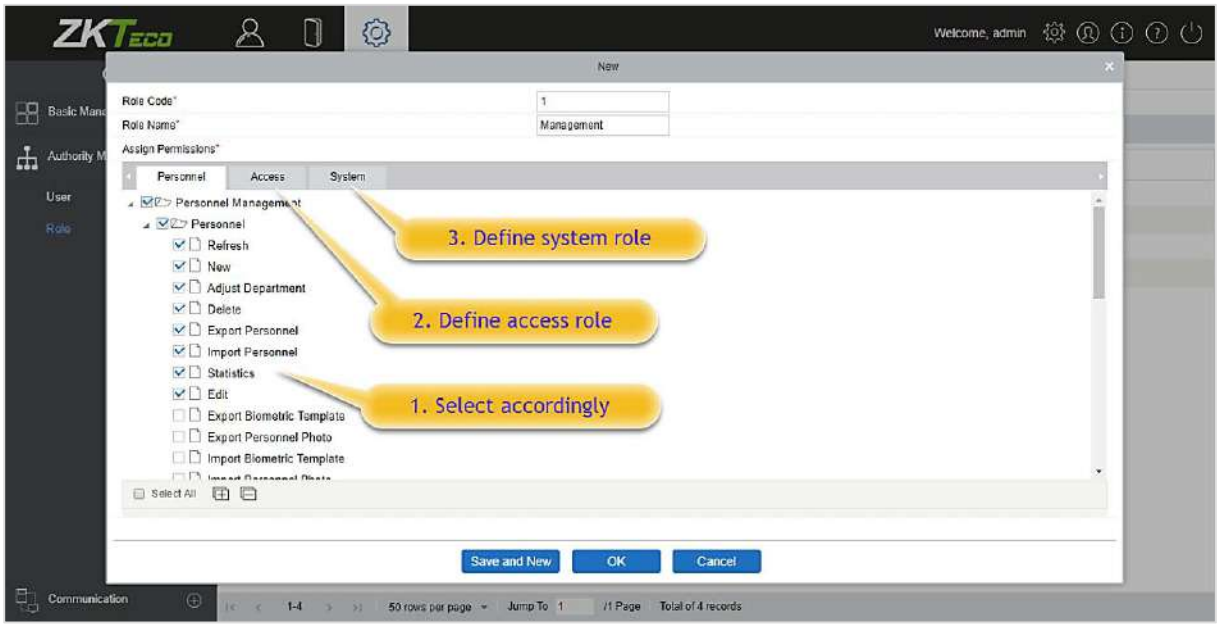
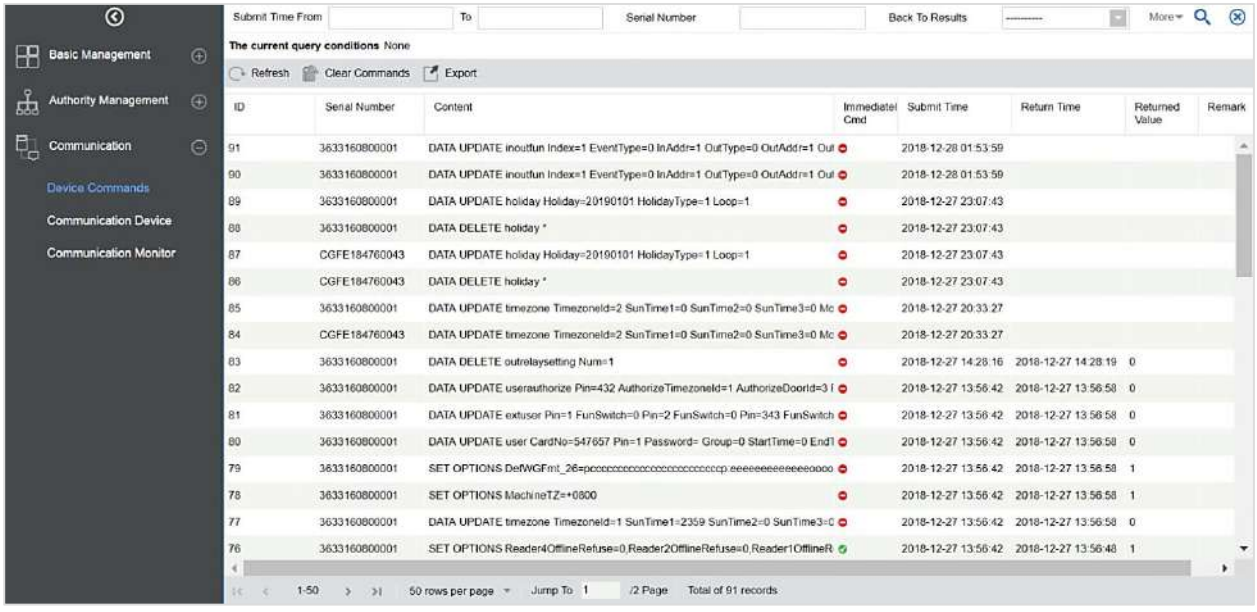


3. Click [OK] to save.

7.3 Communication

7.3.1 Device Commands

Click [System] > [Communication] > [Device commands], the commands lists will be displayed.



If the returned value is more than or equal to 0, the command is successfully issued. If the returned value is less than 0, the command failed.

Clear Commands: Clear the command lists.

Export: Export the command lists to local host. You can export to an Excel file. See the following figure.

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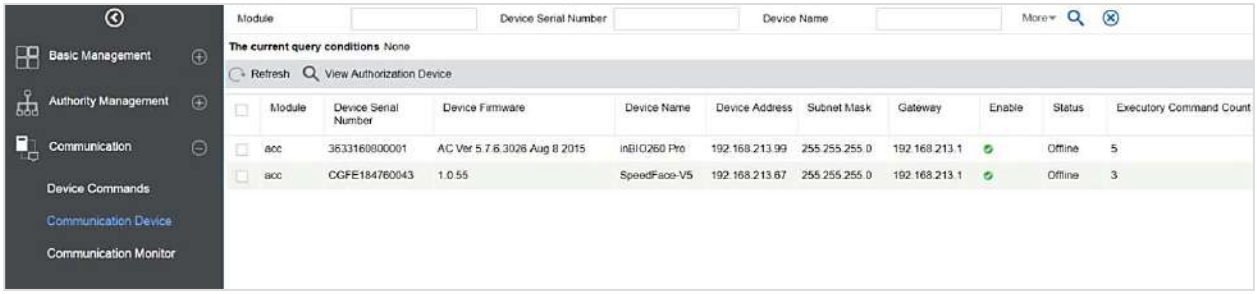
			Device Commands			
ID	Serial Number	Content	Immediately Cmd	Submit Time	Return Time	Returned Value
1504	20100501999	DATA UPDATE userauthorize Pin=2AuthorizeTimezoneId=1AuthorizeDoorId=1 Pin=1AuthorizeTimezoneId=1AuthorizeDoorId=1 ...	false	2017-12-18 10:51:15	2017-12-18 10:51:21	0
1502	20100501999	DATA UPDATE mulcarduser Pin=2CardNo=5dec02LossCardFlag=0CardType=0 Pin=1CardNo=4412c5LossCardFlag=0CardType=0 ...	false	2017-12-18 10:51:14	2017-12-18 10:51:21	0

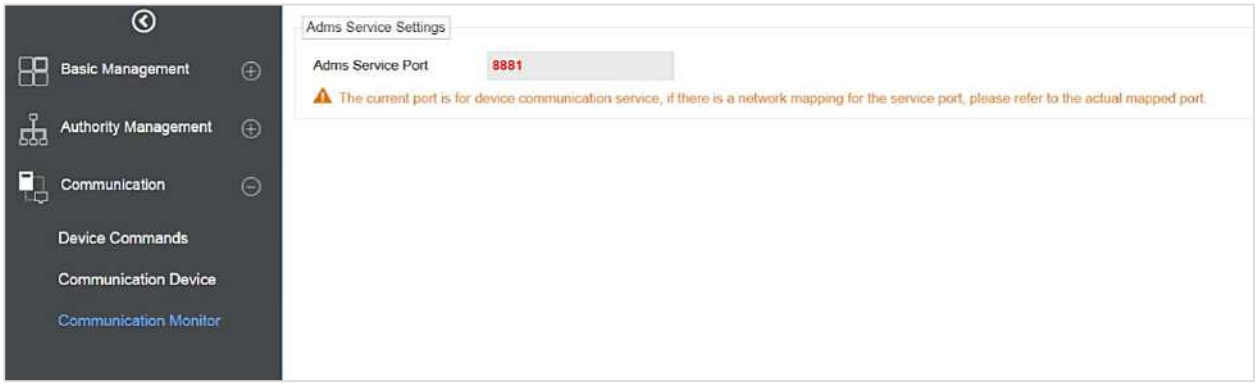
7.3.2 Communication Device

Click [System] > [Communication] > [Communication Device], the device list will be displayed:



7.3.3 Communication Monitor

Click [System] > [Communication] > [Communication Monitor], the device service port and its details will be displayed:



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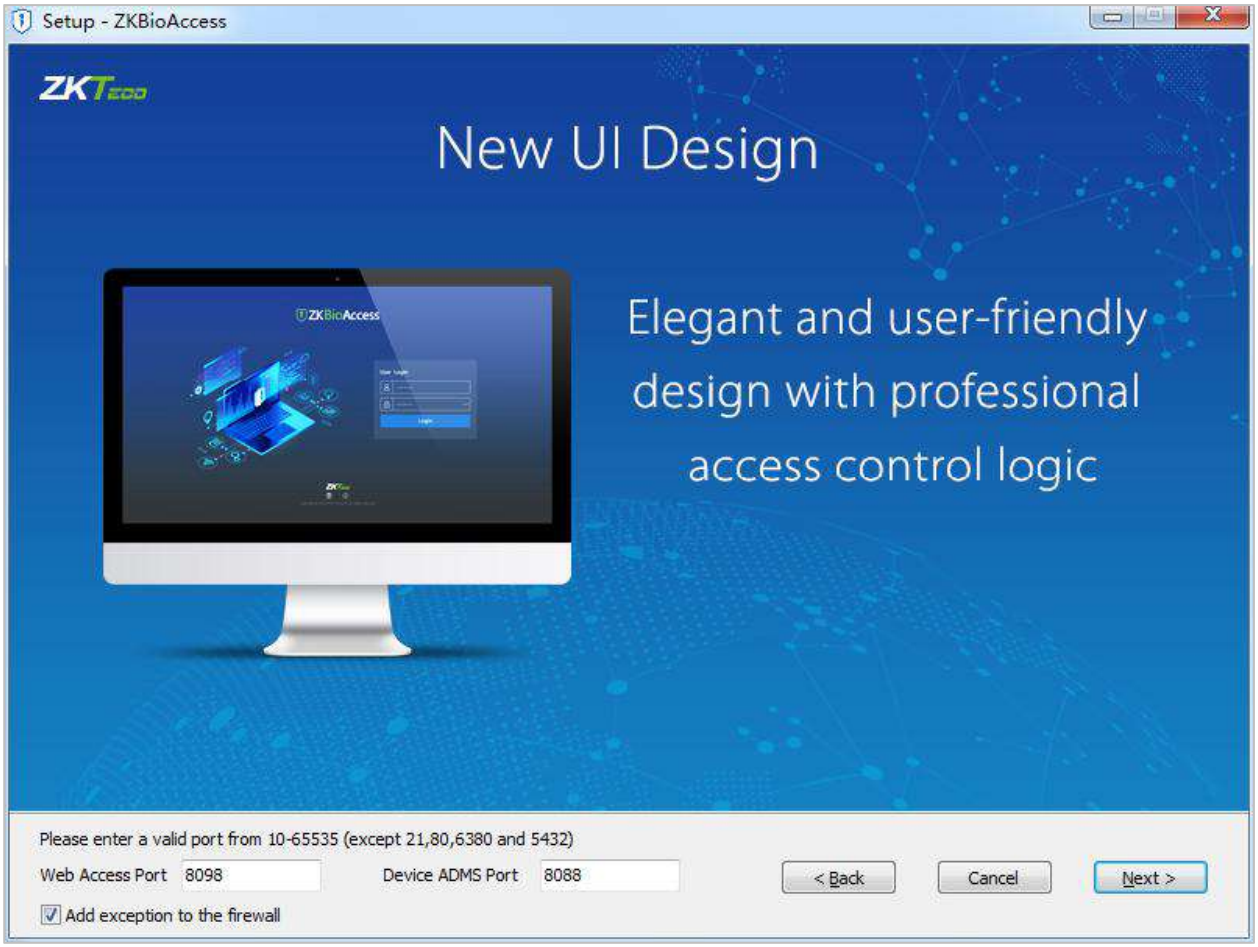
Note: While installing ZKBio Access IVS, you need to put port number properly.



ADMS port is used to connect to the device and the web access port is used to access the website.

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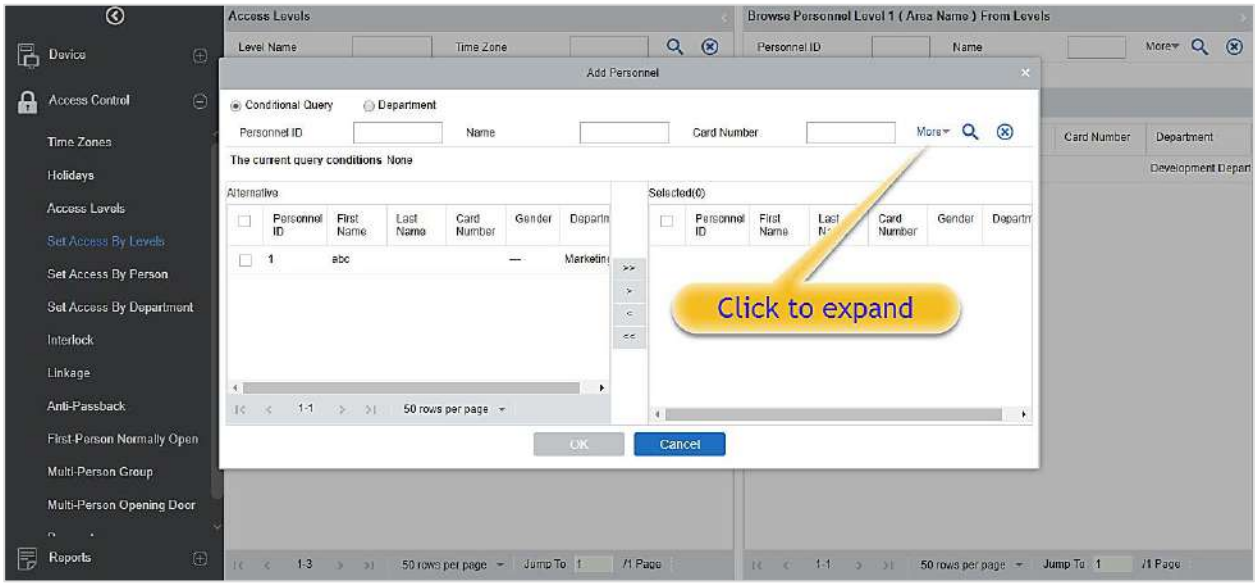
Appendices

Common Operations

- **Select Personnel**

The selected personnel page in the system is as below:



You can select the personnel from the list generated, or you can also click [More] to filter by gender or department.

Click > to move the selected personnel into the selected lists. If you want to cancel the movement, click <.

Click on the Year to select by clicking < or >.Click the Month and Date to select directly.

- **Import (take the personnel list importing as an example)**

If there is a personnel file on your computer, you can import it into the system.

1. Click [Import]:

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Fields are as follows:

Destination File: Choose the file to be imported.

2. Click [OK]:

The data is imported successfully.

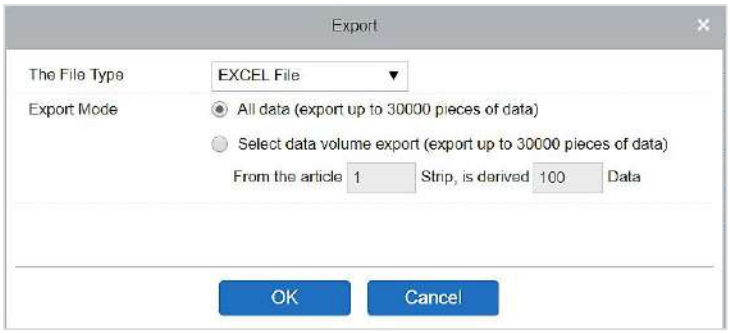
✍**Notes:**

(1) When the importing department table, department name, and department number must not be empty, the parent department can be empty. The duplicated number does not affect the operation, it can be modified manually.

(2) When importing a personal table, a personnel number is required. If the personnel number already exists in the database, it will not be imported.

- **Export (take the personnel list exporting as an example)**

1. Click [Export]:



2. Select the file format and export mode to be exported. Click [OK].

3. You can view the file in your local drive.

✍**Note:** 10000 records are allowed to export by default, you can manually input as required.

Access Event Type

- **Normal Events**

Normal Punch Opening: In [Only Card] verification mode, the person having open door levels punch card at a valid time period, open the door, and trigger the normal event.

Normal Press Fingerprint Opening: In [Only Fingerprint] or [Card or Fingerprint] verification mode, the person having open door levels press fingerprint at a valid time period, the door is opened, and trigger the normal event.

Card and Fingerprint Opening: In [Card and Fingerprint] verification mode, the person having the open permission, punch the card and press the fingerprint at the valid time period, and the door is opened, and

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trigger the normal event.

Exit button Open: Press the exit button to open the door within the door valid time zone and trigger this normal event.

Trigger the exit button (locked): Indicates the normal event triggered by pressing the exit button when the exit button is locked.

Punch during Normal Open Time Zone: At the normal open period (set normal open period for a single door or for first-person normally open), or through the remote normal open operation, the person having open door permission punch effective card at the opened door to trigger this normal event.

Press Fingerprint during Normal Open Time Zone: At the normal open period (set normal open period for a single door or for first-person normally open), or through the remote normal open operation, the person having open door permission press the effective fingerprint at the opened door to trigger this normal event.

First-Person Normally Open (Punch Card): In [Only Card] verification mode, the person having first-person normally open permission, punch at the setting first-person normally open time period (the door is closed) and trigger the normal event.

First-Person Normally Open (Press Fingerprint): In [Only Fingerprint] or [Card plus Fingerprint] verification mode, the person having first-person normally open permission, press the fingerprint at the setting first-person normally open period (the door is closed), and trigger the normal event.

First-Person Normally Open (Card plus Fingerprint): In [Card plus Fingerprint] verification mode, the person having first-person normally open permission, punch the card and press the fingerprint at the setting first-person normally open period (the door is closed), and trigger the normal event.

Normal Open Time Zone Over: After the normal open time zone over, the door will close automatically.

Remote Normal Opening: When setting the door state to normal open in the remote opening operation, this normal event is triggered.

Cancel Normal Open: When Punch the valid card or use the remote opening function to cancel the current door normal open state, this normal event is triggered.

Disable Intraday Passage Mode Time Zone: Indoor normal open state, punch effective card for five times (must be the same user), or select [Disable Intraday Passage Mode Time Zone] in remote closing operation and this normal event is triggered.

Enable Intraday Passage Mode Time Zone: If the intraday passage mode time zone is disabled, punch effective card for five times (must be the same user), or select [Enable Intraday Passage Mode Time Zone] in remote opening operation, and this normal event is triggered.

Multi-Person Opening Door (Punching): In [Only Card] verification mode, Multi-Person combination can be used to open the door. After the last card is verified, the system triggers this normal event.

Multi-Person Opening Door (Press Fingerprint): In [Only Fingerprint] or [Card plus Fingerprint] verification mode, Multi-Person combination can be used to open the door. After the last fingerprint is

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verified, the system triggers this normal event.

Multi-Person Opening Door (Card plus Fingerprint): In [Card plus Fingerprint] verification mode, Multi-Person combination can be used to open the door. After the last card plus fingerprint is verified, the system triggers this normal event.

Emergency Password Opening Door: Emergency password (also known as super password) set for the current door can be used for door open. This normal event will be triggered after the emergency password is verified.

Opening Door during Normal Open Time Zone: If the current door is set a normally open period, the door will open automatically after the set start time has expired, and this normal event will be triggered.

Linkage Event Triggered: After linkage configuration takes effect, this normal event will be triggered.

Cancel Alarm: When the user cancels the alarm of the corresponding door successfully, this normal event will be triggered.

Remote Opening: When the user opens a door by [Remote Opening] successfully, this normal event will be triggered.

Remote Closing: When the user closes a door by [Remote Closing] successfully, this normal event will be triggered.

Open Auxiliary Output: In linkage setting, if the user selects Auxiliary Output for Output Point, selects Open for Action Type, this normal event will be triggered when the linkage setting takes effect.

Close Auxiliary Output: In linkage setting, if the user selects Auxiliary Output for Output Point, selects Close for Action Type, or closes the opened auxiliary output by [Door Setting] > [Close Auxiliary Output], this normal event will be triggered.

Door Opened Correctly: When the door sensor detects the door has been properly opened, triggering this normal event.

Door Closed Correctly: When the door sensor detects the door has been properly closed, triggering this normal event.

Auxiliary Input Point Disconnected: Will be triggered auxiliary input point is disconnected.

Auxiliary Input Point Shorted: When the auxiliary input point short circuit, trigger this normal event.

Device Start: Will be triggered if the device starts (This event of PULL devices will not appear in real-time monitoring and can be viewed only in event records of reports).

- **Abnormal Events**

Too Short Punch Interval: When the interval between two punching is less than the set time interval, this abnormal event will be triggered.

Too Short Fingerprint Pressing Interval: When the interval between two fingerprints pressing is less than the set time interval, this abnormal event will be triggered.

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Door Inactive Time Zone (Punch Card): In [Only Card] verification mode, if the user having the door open permission punch but not at door effective period of time, this abnormal event will be triggered.

Door Inactive Time Zone (Press Fingerprint): If the user having the door open permission, press the fingerprint but not at the door effective time period, this abnormal event will be triggered.

Door Inactive Time Zone (Exit Button): If the user having the door open permission, press the exit button but not at an effective period of time, this abnormal event will be triggered.

Illegal Time Zone: If the user with the permission of opening the door punches during the invalid time zone, this abnormal event will be triggered.

Illegal Access: If the registered card without the permission of the current door is punched to open the door, this abnormal event will be triggered.

Anti-Passback: When the anti-pass back takes effect, this abnormal event will be triggered.

Interlock: When the interlocking rules take effect, this abnormal event will be triggered.

Multi-Person Verification (Punching): When Multi-Person combination opens the door, the card verification before the last one (whether verified or not), this abnormal event will be triggered.

Multi-Person Verification (Press Fingerprint): In [Only Fingerprint] or [Card or Fingerprint] verification mode, When Multi-Person combination opens the door, the fingerprint verification before the last one (whether verified or not), this abnormal event will be triggered.

Unregistered Card: If the current card is not registered in the system, this abnormal event will be triggered.

Unregistered Fingerprint: If the current fingerprint is not registered or it is registered but not synchronized with the system, this abnormal event will be triggered.

Opening Door Timeout: If the door is not closed within the specified delay time after opening, then the sensor detects and triggers this abnormal event.

Card Expired: If the person with the door access level, punches after the effective time of the access control and cannot be verified, this abnormal event will be triggered.

Fingerprint Expired: If the person with the door access permission presses fingerprint after the effective time of the access control and cannot be verified, this abnormal event will be triggered.

Password Error: If using [Card plus Password] verification mode, duress password or emergency password to open the door, this abnormal event will be triggered.

Failed to close door during Normal Open Time Zone: If the current door is in the normal open state, but the user cannot close it by [Remote Closing], this abnormal event will be triggered.

Verification Mode Error: If the user opening door mode is inconsistent with that set for the current door, this abnormal event will be triggered.

Multi-Person Verification Failed: When Multi-Person combination opens the door, the verification is failed, and triggers this abnormal event.

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- **Alarm Events**

Duress Password Opening Door: Use the duress password of the current door for verifying successfully and trigger this alarm event.

Duress Fingerprint Opening Door: Use the duress fingerprint of the current door for verifying successfully and trigger this alarm event.

Duress Opening Door Alarm: Use the duress password or duress fingerprint set for the current door for verifying successfully and trigger this alarm event.

Opened Accidentally: Except for all normal events, if the door sensor detects that the door is opened, and this alarm event will be triggered.

Door-open timeout: This alarming event is triggered when they opened door is not locked at closing door time.

Tamper-Resistant Alarm: This alarming event will be triggered when the AIO device has tampered.

Server Connection Failed: This alarm event will be triggered when the device is disconnected from the server.

Mains power down: Inbio5 series controller events, external power down.

Battery power down: Inbio5 series controller event, built-in battery power-down.

Invalid card alarm: Alarm event trigger when invalid card swiping five consecutively.

✍**Notes:** The user can customize the level of each event (Normal, Abnormal, and Alarm).

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FAQs

Q: How to use a card issuer?

A: Connect the card issuer to PC through USB port, and then select individual personnel card issue or batch card issue. Move the cursor to the card number input box, and punch the card on the card issuer, then the card number will be automatically shown in the input box.

Q: What is the use of role setting?

A: Role setting has the following uses: 1. Set unified level for the same type of users newly added, just directly select this role when adding users; 2. When setting system reminder and determine which roles can be viewed.

Q: How to operate if I want to set accounts for all personnel of the Company's Financial Department?

A: First, create a new role in system setting and configure the functions to be used for this role. Then add a user, set user information, and select the user's role, thus adding a new account. For other accounts, do the same.

Q: In Windows Server 2003, why the IE browser displayed error when access the system, how to solve it?

A: This problem occurs because that Server 2003 has [Security Configuration Option] settings. If you want to access the system, please configure it as follows: click Start – Control Panel – Add or Remove Program, select [Add and remove Windows components] in the interface and click [Internet Explorer Enhanced Security Configuration] option, clear the checkbox. Then click [Next] to remove it from the system. Open the system again the browser will access the system properly.

Q: If backing up or restoring the database fails, the possible reason?

A: Backup fails: Please check the system environment variables, please go to Properties > Advanced to set the environment variables as

"C:\Program Files\ZKBio Access IVS\Main Resource\postgresql\bin:"

"C:\Program Files" is the system installation path, you can modify by your actual situation.

Restore fails: There are several reasons: The system version is too high or too low, or the database has been damaged, you need to follow the prompts to change the system version or repair the system, re-install the database.

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